

August 14, 2023

Delta Conveyance Design and Construction Authority
Board of Directors

Subject: ***Materials for the August 17, 2023 Regular Board Meeting***

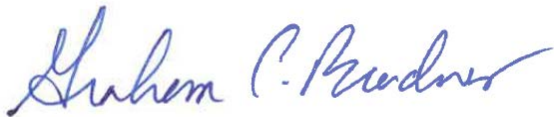
Members of the Board:

The Delta Conveyance Design and Construction Authority (DCA) Board of Directors will have a Regular Board Meeting, scheduled for **Thursday, August 17th, 2023 at 2:00 p.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 website.

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

Enclosed are the 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, August 17, 2023
2:00 p.m.
Hybrid (Teleconference) Meeting

DCDCA Boardroom
980 9th Street, Suite 100
Sacramento, CA 95814

TELECONFERENCE LOCATIONS:

- 1) Santa Clarita Valley Water Agency Boardroom, 27234 Bouquet Canyon Road, Santa Clarita, CA 91350
- 2) Valley Water Headquarters Boardroom, 5700 Almaden Expressway, San Jose, CA 95123
- 3) Mojave Water Agency Conference Room 151, 13846 Conference Center Drive, Apple Valley, CA 92307

CONFERENCE ACCESS INFORMATION:

Phone Number: (669) 444-9171 Access Code: 83819300970#

Virtual Meeting Link: <https://dcdca-org.zoom.us/j/83819300970?from=addon>

Please join the meeting from your computer, tablet, or smartphone

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

AGENDA

Except as permitted by Government Code section 54953(f), Directors will attend the meeting from the DCDCA Boardroom or any of the teleconference locations. Members of the public may attend in person at these locations or remotely through the virtual meeting link above. Assistance to those wishing to participate in the meeting in person or remotely will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested person must request the accommodation as soon as possible in advance of the meeting by contacting the DCA support staff at (888) 853-8486 or info@dcdca.org. Members of the public may speak regarding items on the agenda during those items and when recognized by the Chair. Speakers are limited to three minutes each; however, the Chair may limit this time when reasonable based on the circumstances. Persons wishing to 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** – Any private remote meeting attendance will be noticed or approved at this time.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**

Members of the public may address the Authority on matters that are within the Authority's jurisdiction but not on the agenda at this time. Speakers are generally limited to three minutes each; however, the Chair may further limit this time when reasonable based on the circumstances. Persons wishing to speak may do so remotely through the electronic meeting link, by scanning the QR Code, or teleconference number when recognized by the Chair.



5. **APPROVAL OF MINUTES:**

- (a) June 15, 2023 Regular Meeting Minutes
- (b) June 15, 2023 Special Board Meeting Minutes

6. **DISCUSSION ITEMS**

- (a) August DCA Monthly Report
Recommended Action: Information Only
- (b) Initial DCA FY 23/24 Budget Adjustment
Recommended Action: Approve by Minute Order
- (c) Adopt Resolution Approving the Amended Procurement Policy
Recommended Action: Adopt Resolution
- (d) Adopt Resolution Approving the Amended Travel Policy
Recommended Action: Adopt Resolution
- (e) Sr. Leadership Spotlight, Ann-Ariel Vecchio, Sustainability Lead
Recommended Action: Information Only
- (f) DCA Intern Program Update
Recommended Action: Information Only

7. STAFF REPORTS AND ANNOUNCEMENTS

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

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

* * * * *

Next scheduled meetings:

October 19, 2023 Regular Board Meeting at 2:00 p.m. (1:30 p.m. if there is a closed session).

December 14, 2023 Regular Board Meeting at 2:00 p.m. (1:30 p.m. if there is a closed session). This meeting was moved up a week due to the Holidays.

BOARD OF DIRECTORS MEETING

MINUTES

REGULAR MEETING

Thursday, June 15, 2023

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 in person, by teleconference, and remotely - Conference Access Information: Phone Number: (669) 444-9171, Code: 85979129742#, <https://dcdca-org.zoom.us/j/85979129742?from=addon> at 2:00 pm.

President Palmer noted that item six (6)d, Adopt Resolution Approving the Amended Procurement Policy, was removed from the agenda and would be brought to the Board for consideration at a future meeting.

2. ROLL CALL

Board members in attendance from the DCA Boardroom were Sarah Palmer, Robert Cheng, Gary Martin and Miguel Luna. Adnan Anabtawi participated from Mojave Water Agency Conference Room, Alternate Director Barbara Keegan sitting in for Tony Estremera participated from Valley Water Headquarters Boardroom and Martin Milobar participated from a remote teleconference location in Arkansas, constituting a quorum of the Board.

Alternate Directors in attendance remotely were John Weed, Russel Lefevre, Dan Flory and Dennis LaMoreaux. Bob Tincher attended from the DCDCA Boardroom; the Board Clerk captured their attendance for the record.

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

Department of Water Resources (DWR) staff member in attendance was Carrie Buckman.

3. PLEDGE OF ALLEGIANCE

President Sarah Palmer convened the open session at approximately 2:03 p.m. and led all present in reciting the Pledge of Allegiance.

President Sarah Palmer adjourned the Regular Board Meeting to convene the Special Board Meeting at 2:05 p.m.

4. PUBLIC COMMENT

President Palmer reconvened the regular meeting open session after adjourning the Special Board Meeting at approximately 2:09 p.m. and opened Public Comment. There were no public comment requests received and she proceeded to close the comment period.

5. APPROVAL OF MINUTES:

a) May 18, 2023 Regular Board Meeting

Recommendation: Approve the May 18, 2023 Regular Board Meeting Minutes

Motion to Approve Minutes from May 18, 2023, as

Noted:	Milobar
Second:	Anabtawi
Yeas:	Palmer, Milobar, Luna, Cheng, Anabtawi
Nays:	None
Abstains:	Martin, Keegan
Recusals:	None
Absent:	None
Summary:	5 Yeas; 0 Nays; 2 Abstain; 0 Absent. (Motion passed as MO 23-06-02).

6. DISCUSSION ITEMS:

a) June DCA Monthly Report

Informational Item

Executive Director, Graham Bradner, presented an overview of the monthly board report. He started with Section 1: Worked Performed, highlighting that the Program Management Team and Administration Team are working on closing fiscal year (FY) 2022/23 and preparing new task orders for FY 2023/24. The Engineering Team is continuing to support the DWR permitting efforts by responding to requests for clarification or additional information resulting from public comments received on the draft Environmental Impact Report (EIR) regarding engineering quantities and concept designs that the DCA developed. The Fieldwork Team is actively working on the ongoing Spring fieldwork exploration program in the Delta. The fieldwork will continue through the end of this calendar year as there are plans for a Summer and Fall exploration program. This work will wrap up the fieldwork being performed under the Initial Study Mitigated Negative Declaration.

Mr. Bradner continued to Section 3: Budget, reminding the Board that the approved budget for FY 2022/23 is \$31.16M of which \$28.57M has been committed. The uncommitted budget is currently within the Executive Office under unallocated reserves. The DCA is forecasting an Estimate at Completion budget of approximately \$27.11M, creating an underrun of roughly \$4M which is expected to increase as the fiscal year closes.

Lastly, Mr. Bradner went over the program schedule which lays out the program support activities as planned. He highlighted that the DCA rescoped the efforts and reallocated a portion of the budget for the Project Definition Reports (PDR) into unallocated reserves, allowing this task to be

completely on track. Further work will commence on the PDRs if and when DWR makes a decision on the proposed project.

Director Luna inquired about the fieldwork exploration program and if it is foreseen to continue through 2024.

Mr. Bradner informed the Board that the fieldwork being completed is to support DWR's evaluation of alternatives and will end when DWR concludes the environmental analysis associated with the EIR. The exploration program is expected to be completed at the end of the calendar year 2023.

Director Cheng asked if the fieldwork exploration program and laboratory analysis sync together.

Mr. Bradner informed the Board that the Spring program is ongoing and continues to make rapid progress. The fieldwork portion is expected to be completed by the end of this fiscal year 2022/23. The laboratory analysis and associated documentation will need to be performed in FY 2023/24. The DCA will later seek and request authorization from the Board to roll over funds for the laboratory analysis from the FY 2022/23 budget to the FY 2023/24 budget.

Director Martin inquired if the program is obtaining the required property access needed to continue this year's program and if there are any anticipated issues for future access.

Mr. Bradner informed the Board that the property access is a work-in-progress that is expected to go on throughout the calendar year 2023. The DCA continues to actively work with landowners and negotiate temporary access permits where needed. Some of the permits have transitioned to a court ordered entry process.

No further comments or questions were received from the Board, nor were any public comment requests received.

b) Fiscal Year 2023/24 Budget

Approve by Minute Order

Executive Director, Graham Bradner, informed the Board that there is a detailed budget presentation included in the Board package. The proposed FY 2023/24 Budget includes an overview of DCA's Work Breakdown Structure (WBS). The WBS is developed to cover all of the work that is to be completed throughout the duration of the project. The Program Management Office (PMO) phase is expected to continue through all of the phases of the program. The Program Initiation (PI) phase consists of the current engineering conceptual work being completed to support the environmental planning. Future phases are anticipated to be the Program Execution, which will be the delivery of all of the individual projects, and Program Closeout, which will be the closeout of all the financial, record, and other documents once the work is complete.

Within the PMO, there are ten (10) budget categories. The first being Executive Office (EO), which includes the activities for the Executive Director, Chief Engineer, and the support for the DCA Board Meetings. It also includes activities that provide financial, legal, and human resources oversight to the DCA and houses the allocated reserves in the undefined allowance. The second budget category is Community Engagement (CE), which includes all activities related to the DCA's

outreach with interested stakeholders, supporting DWR with outreach efforts, and managing content on the DCA website and social media outlets. Program Controls (PCTRL) is the third category, containing the group that provides management support across the entire organization for budget, cost, schedule, risk, and document control, although the DCA has not dedicated funds to the risk management portion. The Administration (AD) group, the fourth budget category, is responsible for management of administration, including DCA's physical facilities, rent, utilities, supplies, furniture and all of the IT infrastructure, hardware and software services. The fifth group, known as Procurement and Contract Administration (PCA), manages the procurement of all goods and services for the organization. This includes Request for Proposals/Qualifications (RFP/Qs), bids, contract negotiations, insurance, contract amendments and closeout. The DCA anticipates a few procurements in FY 2023/24 and will update the Board once the RFP/Qs are ready. The sixth budget category under PMO is Property (PY) and Permitting Management (PM). The PY group has the responsibility of securing all property-related permissions and acquisitions including temporary entrance permits for fieldwork activities. The PM group provides support in being the permit liaisons to help coordinate DCA activities with DWR's permitting activities. The last three (3) budget categories are Health and Safety (HS), Quality Management (QM), and Sustainability (ST). These groups are responsible for preparing their respective Program Management Plans and overseeing implementation of the plans across all DCA activities.

The Program Initiation phase includes two (2) budget categories, Engineering (PIE) and Fieldwork (PIF), that support the DWR Environmental Planning efforts. The Engineering group is responsible for conducting technical studies and alternatives analyses to support the development of conceptual level design reports. The design reports will be developed for all alternatives identified by DWR as part of the Environmental Planning process. Once the Environmental Planning work is complete, the DCA engineering activities will transition into the Program Execution phase with a new budget code structure reflective of delivery of individual capital projects. The total budget assigned to the PIE tasks is \$15.6M. Mr. Bradner noted that the budget for the PIE-Project Definition Reports is a placeholder as the work is pending DWR's decision of the proposed project. The Fieldwork group budget is approximately \$7.6M, which covers the 2023 Summer and Fall exploration programs, but does not include the budget needed to finish the documentation and laboratory work for the 2023 Spring exploration program.

Lastly, Mr. Bradner provided a summary of the budget for major vendors and consultants, which is approximately 90% of the budget. He informed the Board that the total proposed budget for FY 2023/24 is \$39.95M.

Director Cheng requested an example of the project definition reports.

Mr. Bradner informed the Board that the DCA has the conceptual engineering work that's been performed to date that is documented in the engineering project reports for all alternatives being evaluated within the EIR. When and if the project moves forward, the engineering team will need to take the relevant information and create a report specific for each procurement and that would be a basis for procuring the next phase of work associated with the design of that feature. The project definition reports are similar to a basis of design report but are focused on specific features, whether it be individual features or a cluster of features.

Director Luna inquired as to why the program controls schedule management jumped from \$1.2M to \$1.3M.

Mr. Bradner informed the Board that DCA had dedicated additional full-time resources to develop a complete schedule for work included in the current phase, as well as evaluating scenarios and alternatives through the design, construction, and commissioning phase.

Director Luna inquired about the increase of \$6M funding from Jacobs, going from \$10M to now \$16M and what DCA expects out of the increase in budget.

Mr. Bradner informed the Board that as the project continues to move forward, there are additional efforts associated with engineering, studies and work to continue the project. The increase is mostly associated with the project definition reports task and additional studies scheduled for the second half of the fiscal year, however it is dependent on DWR's decision about the project.

Director Anabtawi inquired about the expectation that the DCA will have or be providing on the permitting related to change in point of diversion or any Delta Plan consistency appeal and if that is also included in the PMO budget.

Mr. Bradner informed the Board that current efforts for permit support activities are focused on CEQA. Moving forward the DCA will be migrating some of WBS titles and efforts to continue the permitting support and there is also the liaison to assist and translate between the work that DCA and DWR does to ensure that there is full understanding of the program between both organizations. The budget for this is currently included in the PIE-CEQA Engineering Support and PM budget groups.

Director Martin stated that the budget straddles what is believed to be the completion of the environmental effort and trusts that the budget is built to support the efforts going forward.

Mr. Bradner informed the Board that Director Martin's statement above is correct, and the budget is built to support continuation of efforts in the planning and permitting phase of the project.

DCA Treasurer, Katano Kasaine, inquired if the budget for 2023/24 is projected until June 2024 and if there has been a plan set as to how DCA will be funded for the following FY 2024/25.

Mr. Bradner informed Ms. Kasaine that the FY budget 2023/24 ends on June 2024, but DCA is currently funded until end of calendar year of 2024. The DCA needs to allow for completion of the CEQA process and DWR's opportunity to make a decision about the future of the project. Currently the DCA is focused on the next fiscal year and completion of the current phase of work.

President Palmer stated that once DWR makes a decision, the DCA will move forward on the project.

No further comments or questions were received from the Board, nor were any public comment requests received.

Recommendation: Approve Fiscal Year 2023/24 Budget

Motion to Approve Fiscal Year 2023/24 Budget, as

Noted: Martin

Second:	Milobar
Yeas:	Palmer, Milobar, Martin, Luna, Keegan, Cheng, Anabtawi
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as MO 23-06-03).

c) **Adopt Resolution Approving the Sustainability Policy**

Approve Resolution

DCA Sustainability Manager, Ann-Ariel Vecchio, informed the Board of the sustainability policy. The purpose of the sustainability policy is to establish high-level sustainability goals, identify supporting processes and procedures required to drive the successful implementation of sustainability practices throughout the Program.

In balance with other goals of the program, the DCA considers a range of factors that would allow the program to maximize the opportunities to deliver this project in a sustainable fashion. The first goal would be to develop programmatic and project sustainability management plans to define objectives, strategies, and performance metrics for Program operation as well as the design and construction aspects of the Program. This would be conducted in coordination with all regulatory environmental commitments. Other goals of the sustainability policy are to consider strategies to reduce energy and water consumption, conserve natural resources, and minimize waste generation; understand the environmental impacts of the supply chain and project implementation choices; prioritize health and safety for all DCA staff, subcontractors, and the public; consider community and social context and support the local economy; and review and report on sustainability activities on a regular basis.

The sustainability implementation is a three-tiered process with increasing levels of detail in each component, starting with the initial development and continuing to the implementation level.

DCA's goal is that the programmatic sustainability plan would also guide the contents of the project specific sustainability plans which are anticipated to be managed and completed by the actual project delivery teams. Those plans would also include specific metrics and targets as well as guidance on reporting so that everything that is done at a very detailed level can be reported along the way to various audiences.

Director Cheng commented that the sustainability goals are a great feature to the program.

Director Luna inquired in the regards to the principals of the sustainability policy, if the goals were considered the principles or if there was a list of the principles within the sustainability policy.

Ms. Vecchio informed the board that the principles are in connection with the goals and that in the actual development in the program plan, the DCA can articulate with more specificity to sub-goals and relay out objectives and strategies that are more in line with the direction of the program.

President Palmer commented that the DCA would look at their sustainability principles and then have programmatic goals that eventually evolve from the principles.

Director Martin inquired as to when the Board would start receiving reports on sustainability activities.

Ms. Vecchio informed the Board that they could discuss with the Board if they would like previews or progress on the developing sustainability plan. Ideally the next phase is to be in a more substantial sustainability plan that will allow the DCA to articulate the objectives and once complete, can start reporting on those specific objectives.

President Palmer inquired if more of the sustainability terms and objective would start possibly in December 2023.

Ms. Vecchio informed the Board that the sustainability schedule and plan is in concordance with the environmental review. It would be at least a year until the sustainability plan is complete and the DCA will then start reporting on what is identified at that point.

Alternate Director Keegan requested that the sustainability goal of “prioritize health and safety for all DCA staff, subcontractor, and the public” be changed to “prioritize health and safety for all public, DCA staff and subcontractors”.

Director Anabtawi commented that the sustainability policy is a great policy.

DCA General Counsel, Josh Nelson, informed the Board that President Palmer could incorporate the amendments in her approval, the first edit would be to replace principles with goals, second would be to modify the prioritize health and safety for all DCA staff, subcontractors, and the public bullet point under sustainability goals to know read as prioritize health and safety for everyone including the public, DCA staff and subcontractors.

President Palmer agreed with Mr. Nelson’s comment.

No further comments or questions were received from the Board, nor were any public comment requests received.

Recommendation: Adopt Resolution Approving the Sustainability Policy

Motion to Adopt Resolution Approving the Sustainability Policy, as amended, as

Noted:	Cheng
Second:	Martin
Yeas:	Palmer, Milobar, Luna, Keegan, Cheng, Anabtawi, Martin
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 23-06).

d) **Adopt Resolution Approving the Investment Policy**

Approve Resolution

DCA Treasurer, Katano Kasaine informed the Board of the Investment Policy for fiscal year 2023/24. The Investment Policy is required according to sections 53600 et seq. of the California Government Code to expressly grant the authority to the Board of Directors to invest public funds and that authority may be delegated to the Treasurer for a one (1) year period. The investment policy is a guide as to how DCA invests the funds.

No comments or questions were received from the Board, nor were any public comment requests received.

Recommendation: Adopt Resolution Approving the Investment Policy

Motion to Adopt Resolution Approving the Investment Policy, as

Noted:	Anabtawi
Second:	Luna
Yeas:	Palmer, Milobar, Martin, Luna, Keegan, Cheng, Anabtawi
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 23-07).

e) **Adopt Resolution Approving the Second Amendment to the VMA Communication, Inc. Agreement for Professional Services to provide Communications Support Services**

Approve Resolution

DCA Executive Director, Graham Bradner, informed the Board that this item is to request authorization from the Board for an amendment to the VMA Communications contract. The amendment includes several administrative changes as well as an increase in the not to exceed amount of the contract. This is to ensure that the DCA can adequately fund the activities included in the contract through the end of the term. He also acknowledged that Valerie Martinez from VMA is the DCA's Communications Manager, which requires more funding than what was previously provided to VMA.

Director Martin requested clarification on if this increase is reflected in the FY 2023/24 budget.

Mr. Bradner confirmed that it is included in the FY 2023/24 budget.

Director Cheng asked if there were any changes to the fee schedule.

DCA Board Clerk, Claudia Rodriguez, informed the Board that there were changes to the rate as the DCA negotiated a new rate for Ms. Martinez for her new role as DCA's Communications Manager. She also noted that this contract is a unit cost contract and the rates have been in line with the cost-of-living adjustment (COLA) and this rate had a slight increase for inflation purposes.

Mr. Bradner added that the fee schedule has been pulled from the master contract and will be included in the task orders to allow for a more efficient process when changes need to be made.

Director Luna stated that right now, more than ever in the project, communications is going to be key.

President Palmer stated that she had the opportunity to work with Ms. Martinez during her time with the Stakeholder Engagement Committee and recognized her for the value that she offers with her qualities and abilities.

Ms. Rodriguez informed the Board that VMA is aligning with DWR's communications team to ensure that the mission and vision of the communications program is in alignment.

No further comments or questions were received from the Board, nor were any public comment requests received.

Recommendation: Adopt Resolution Approving the Second Amendment to the VMA
Communication, Inc. Agreement for Professional Services to provide
Communications Support Services

Motion to Adopt Resolution Approving the Second Amendment to the VMA Communication,
Inc. Agreement for Professional Services to provide Communications Support Services, as

Noted:	Luna
Second:	Cheng
Yeas:	Palmer, Milobar, Martin, Luna, Keegan, Cheng, Anabtawi
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 23-08).

f) **DCA Board of Directors Meeting Cadence**

Informational Item

DCA Executive Director, Graham Bradner, informed the Board that it is Staff's recommendation to maintain the current Board meeting cadence of meeting every other month, then stacking up meeting in the Spring as the end of the budget cycle approaches. He reminded the Board that meetings can be added upon Board request. A proposed calendar for the Board meetings is included in the Board package.

President Palmer confirmed the cadence of the Board meetings and stated that it is working well. In the event that things start picking up in the future, then meetings can be added. She believes that the meetings should continue on a bi-monthly basis.

Director Luna requested that the Board meeting invites be populated for the next fiscal year.

Mr. Bradner highlighted that the December Board meeting was tentatively adjusted to a week earlier due to holidays.

President Palmer agreed that the meeting should be clear of the holidays.

No further comments or questions were received from the Board, nor were any public comment requests received.

7. STAFF REPORTS AND ANNOUNCEMENTS:

a. General Counsel's Report

DCA General Counsel, Josh Nelson, informed the Board that the written report is in the Board package. Mr. Nelson noted that the Senate passed SB 537 in late May and this bill will now be considered by the Assembly. It would allow "multijurisdictional" bodies, such as the DCA, to utilize more flexible remote meeting rules. Importantly, directors of these bodies could attend from publicly accessible offices and buildings without making those locations official teleconference locations if they were located more than 40 miles from the in-person meeting location. The DCA will continue to monitor this bill as it is considered by the Assembly.

No comments or questions were received from the Board, nor were any public comment requests received.

b. Treasurer's Report

DCA Treasurer, Katano Kasaine, provided an update for April 2023 and May 2023. Receipts for April and May 2023 totaled \$3,373,497 representing contributions from the Department of Water Resources, Delta Conveyance Office (DCO) for payment of the Authority's obligations and total disbursements for the same period were \$3,226,035 resulting in an ending cash balance of \$709,976 on May 31, 2023. For the same period, advances totaled \$800,000.

Mr. Bradner added that the DCA has identified that there was a disconnect between what the treasurer was reporting and what the DCA is reporting in the monthly board report. To mitigate any confusion, the treasurer will not track the budget on a monthly basis and instead will reconcile at the end of the fiscal year.

No comments or questions were received from the Board, nor were any public comment requests received.

c. DWR Environmental Manager's Report

DWR's Environmental Manager, Carrie Buckman, informed the Board that staff is continuing to work through the California Environmental Quality Act (CEQA) process and responding to comments received from the draft EIR with the expectations of a final complete at the end of the year.

Director Luna inquired about the number of comments that are still needing to be responded to.

Ms. Buckman informed the Board that there are approximately a total of 4,800 technical comments, of which 3,200 have drafted responses.

No further comments or questions were received from the Board, nor were any public comment requests received.

d. Verbal Reports

None.

8. FUTURE AGENDA ITEMS:

President Palmer requested a staff spotlight for DCA's Sustainability Manager, Ann-Ariel Vecchio.

9. ADJOURNMENT:

President Palmer adjourned the meeting at 3:09 p.m., remotely-Conference Access Information:

Phone Number: (669) 444-9171, Code: 85979129742#, <https://dcdca-org.zoom.us/j/85979129742?from=addon>

BOARD OF DIRECTORS MEETING

MINUTES

SPECIAL MEETING

Thursday, June 15, 2023

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: (669) 444-9171, Code: 85979129742#, <https://dcdca-org.zoom.us/j/85979129742?from=addon> at 2:00 p.m.

2. ROLL CALL

President Sarah Palmer asked the Board Clerk to call roll call at the Regular Board Meeting which was adjourned to convene the Special Board Meeting. Board members in attendance from the DCA Boardroom were Sarah Palmer, Robert Cheng, Gary Martin and Miguel Luna. Adnan Anabtawi participated from Mojave Water Agency Conference Room, Alternate Director Barbara Keegan sitting in for Tony Estremera participated from Valley Water Headquarters Boardroom and Martin Milobar participated from a remote teleconference location in Arkansas, constituting a quorum of the Board.

Alternate Directors in attendance remotely were John Weed, Russel Lefevre, Dan Flory and Dennis LaMoreaux. Bob Tincher attended from the DCDCA Boardroom; the Board Clerk captured their attendance for the record.

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

Department of Water Resources (DWR) staff member in attendance was Carrie Buckman.

3. DISCUSSION ITEMS:

- a) **Discuss and Consider Support for Executive Order N-8-23 and the Governor's Proposal to Build California's Clean Future, Faster.**

Approve by Motion

Recommendation: Authorize Letters of Support from President.

Motion to Authorize Letters of Support from President, as

Noted: Luna

Second: Cheng

Yeas: Palmer, Milobar, Martin, Luna, Cheng, Anabtawi

Nays: None

Abstains: Keegan

Recusals: None

Absent: None

Summary: 6 Yeas; 0 Nays; 1 Abstain; 0 Absent. (Motion passed as Resolution 21-08-18).

4. ADJOURNMENT:

President Palmer adjourned the meeting at 2:09 p.m., remotely - Conference Access Information:

Phone Number: (669) 444-9171, Code: 85979129742#, <https://dcdca-org.zoom.us/j/85979129742?from=addon>



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 6a



AUGUST 2023

(ACTIVITIES IN JULY)

Section 1 | Work Performed (July 2023 Activities)

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

- Continued processing invoices for FY22/23
- Development of Funding Management in e-Builder
- Support vendors with invoice submission and contract amendment requests
- Support contract managers with financial forecasting and cashflow projections
- Continue development of master programmatic schedule
- Continue assisting with budget preparation, Procurement Strategy planning, and creation of FY23/24 Task Orders and Purchase Orders
- Continue implementation and training of SOPs/Management Plans

Administration. The Administrative team continued to support functions including IT support, in-person and virtual meetings and social media content/updates

- Supported DCA Board of Directors and coordination of DCA events including preparation for remote Director participation for Board meetings per Brown Act requirements.
- DCA Website review and updates, pushed DCA updates via social media outlets, created reminders about resource materials
- Coordination of DCA Change Board meetings/actions
- Project Management for Risk software implementation

- Activities supporting Organizational Growth Implementation Plan
- Continue FY23/24 budget preparation and contracting activities
- Logistical support for project alignment tours
- Implementation of DCA internship program



Engineering. The engineering team primarily focused on supporting the Department of Water Resources (DWR) Delta Conveyance Office (DCO) permitting efforts while also continuing to develop and progress engineering studies.

- Responded to requests for information (RFIs) from DCO environmental team regarding conceptual designs, geographic information systems (GIS) features, and/or quantities

- Continued providing support to DCO in reviewing and responding to comments received on the Draft Environmental Impact Report (DEIR) during the public comment period
- Continued review of existing Delta-wide subsurface information
- Continued to support communications and outreach efforts
- Continued supporting the internship program for the engineering and environmental interns
- Continued to support DCA programmatic planning activities

Field Work. The field work team continued efforts to collect data to support evaluation of Delta-wide subsurface conditions and validation of parameters assumed during development of conceptual designs.

- Continued laboratory testing and documentation for the Spring 2023 Investigation Program
- Continued coordinating with field teams to plan and schedule borings and cone penetration tests (CPTs), conduct environmental clearances, and review permitting requirements for the Summer 2023 Investigation Program
- Continued coordination of Temporary Entrance Permits (TEPs) and Court Ordered Entry (COE) documentation and required for the Summer and Fall 2023 Investigation Programs

Section 1 | One Month Look-Ahead (August 2023 Activities)

Program Management

- Continue processing invoices for FY22/23
- Continue development and processing of Task Orders, Task Order Amendments and Purchase Orders for FY23/24
- Continue development of Funding Management in e-Builder
- Support vendors with invoice submission and contract amendment requests
- Continue implementation and training of SOPs/Management Plans
- Support contract managers with financial forecasting and cashflow projections
- Continue development of master programmatic schedule
- Continue implementation of FY23/24 budget approval and associated contract documents



Administration

- Continue support to DCA office including all Administrative, Facility and IT functions
- Continue support for DCA Board of Directors meetings and monthly report generation
- Continue coordination of DCA Change Control Board meetings/actions
- Continue support for stakeholder engagement and outreach efforts
- Continue support for DCA Procurement Activities
- Continue to manage and coordinate content for Social Media outlets

- Continue Project Management for Risk software implementation
- Develop training for Organization Growth Implementation Plan
- Ongoing FY23/24 agreements, task orders, and purchase order activities
- Continue support for DCA Tours
- Support to offboard DCA interns

Engineering

- Continue to respond to requests for clarification on conceptual designs, GIS features and/or quantities from DWR environmental team
- Continue reviewing and responding to comments received on the Draft Environmental Impact Report (DEIR) during the public comment period
- Finalize draft outline for Engineering Project Report Update
- Continue review of right-of-way information associated with proposed project
- Continue assisting DWR with agency and utility coordination activities
- Continue supporting DCA programmatic activities
- Continue review of existing Delta-wide subsurface information
- Provide engineering support to the Summer 2023 Geotechnical Investigation Program

Field Work

- Continue laboratory analysis of data gathered during Spring 2023 Investigation Program
- Perform biological and cultural clearances and monitoring during drilling for borings and CPTs
- Continue coordination with field teams to plan and schedule borings and CPTs, and review permitting requirements for the Summer and Fall 2023 Investigation Programs
- Continue coordination of COEs and TEPs required for the Summer and Fall 2023 Investigation Programs
- Adjust draft Summer and Fall 2023 Investigation Program schedules, as needed, per communications with landowners, entry agreements, harvesting schedules, and biological constraints

Section 2 | Community Engagement: We're Connecting Everywhere

Educating the Community



Closer Look Videos:

- Intakes
- North Delta Traffic Management
- Launch Shaft
- Soil Testing



Closer Look Fact Sheets:

- Intakes
- North Delta Traffic Management
- Launch Shafts
- Pile Driving
- Seismic Resiliency
- Bethany Complex



Tours:

- 150+ tour attendees

Expanding the Community



Social Media:

- 160 new followers
- 161,405 total impressions
- 87,198 video plays on SWP post
- 14,460 reach on post sharing the DWR Seismic blog

NOW AVAILABLE IN SPANISH & CHINESE!
¡AHORA DISPONIBLE EN ESPAÑOL!
现提供中文版!

DCA
DELTA CONVEYANCE DESIGN & CONSTRUCTION AUTHORITY

Section 3 | Budget

Budget. The FY23/24 DCA budget has been approved and is \$39.96M (Table 1). We have created our forecast and are currently forecasting an Estimate at Completion budget of \$39.96M (Table 1). The DCA has committed \$32.67M (details in Table 3) and has incurred \$0.33M in expenditures through the end of July (details in Table 2). Actual and planned cash flow curves are shown in Figure 2.

Table 1 | Monthly Budget Summary (FY 23/24)

	Original Budget	Current Budget	Current Commitments	Incurred to Date	EAC	Variance (Surplus)/Deficit
Program Management Office						
Executive Office	\$ 5,382,983	\$ 5,382,983	\$ 3,225,350	85,103	\$ 5,361,031	\$ (21,952)
Community Engagement	1,263,072	1,263,072	941,197	-	1,232,197	(30,875)
Program Controls	4,230,306	4,230,306	4,254,856	-	4,254,856	24,550
Administration	3,229,589	3,229,589	2,946,325	212,073	3,248,789	19,200
Procurement and Contract Administration	555,508	555,508	562,348	-	562,348	6,840
Property	570,364	570,364	569,013	32,641	570,934	570
Permitting Management	489,208	489,208	490,874	-	490,874	1,666
Health and Safety	488,585	488,585	488,585	-	488,585	-
Quality Management	391,560	391,560	391,560	-	391,560	-
Sustainability	84,344	84,344	84,344	-	84,344	-
Program Initiation Office						
Engineering	\$ 15,656,019	\$ 15,656,019	\$ 11,820,755	\$ -	\$ 15,652,476	\$ (3,543)
Fieldwork	7,613,466	7,613,466	6,895,230	3,693	7,617,009	3,543
	\$ 39,955,004	\$ 39,955,004	\$ 32,670,438	\$ 333,509	\$ 39,955,004	\$ -

Section 3 | Budget *continued*

Table 2 | FY 23/24 Budget Detail

Work Breakdown Structure	Original Budget	Current Budget	Commitments	Pending Commitments	Actuals Received	Remaining Budget	% of Budget Incurred	Estimate at Completion	Variance (Surplus)/Deficit
Delta Conveyance	\$ 39,955,004	\$ 39,955,004	\$ 32,670,438	\$ -	\$ 333,509	\$ 39,621,495	1%	\$ 39,955,004	\$ -
Executive Office	5,382,983	5,382,983	3,225,350	-	85,103	5,297,880	2%	5,361,031	(21,952)
Management	2,555,988	2,555,988	2,434,358	-	48,060	2,507,928	2%	2,512,238	(43,750)
Legal	525,000	525,000	496,109	-	-	525,000	0%	525,000	-
Audit	18,000	18,000	18,000	-	-	18,000	0%	18,000	-
Treasury	37,315	37,315	37,043	-	37,043	272	99%	37,315	-
Human Resources	246,680	246,680	239,840	-	-	246,680	0%	239,840	(6,840)
Undefined Allowance	2,000,000	2,000,000	-	-	-	2,000,000	0%	2,028,638	28,638
Community Engagement	1,263,072	1,263,072	941,197	-	-	1,263,072	0%	1,232,197	(30,875)
Management	406,072	406,072	406,197	-	-	406,072	0%	406,197	125
Community Coordination	250,000	250,000	-	-	-	250,000	0%	250,000	-
Outreach	607,000	607,000	535,000	-	-	607,000	0%	576,000	(31,000)
Program Controls	4,230,306	4,230,306	4,254,856	-	-	4,230,306	0%	4,254,856	24,550
Management	682,311	682,311	682,311	-	-	682,311	0%	682,311	-
Cost Management	823,085	823,085	823,085	-	-	823,085	0%	823,085	-
Schedule Management	1,367,850	1,367,850	1,367,850	-	-	1,367,850	0%	1,367,850	-
Document Management	436,560	436,560	436,560	-	-	436,560	0%	436,560	-
Governance	920,500	920,500	945,050	-	-	920,500	0%	945,050	24,550
Administration	3,229,589	3,229,589	2,946,325	-	212,073	3,017,517	7%	3,248,789	19,200
Management	917,760	917,760	936,960	-	-	917,760	0%	936,960	19,200
Facilities	1,420,461	1,420,461	1,371,763	-	210,164	1,210,297	15%	1,420,461	-
Information Technology	891,368	891,368	637,602	-	1,908	889,460	0%	891,368	-
Procurement and Contract Administration	555,508	555,508	562,348	-	-	555,508	0%	562,348	6,840
Procurement Management	555,508	555,508	562,348	-	-	555,508	0%	562,348	6,840

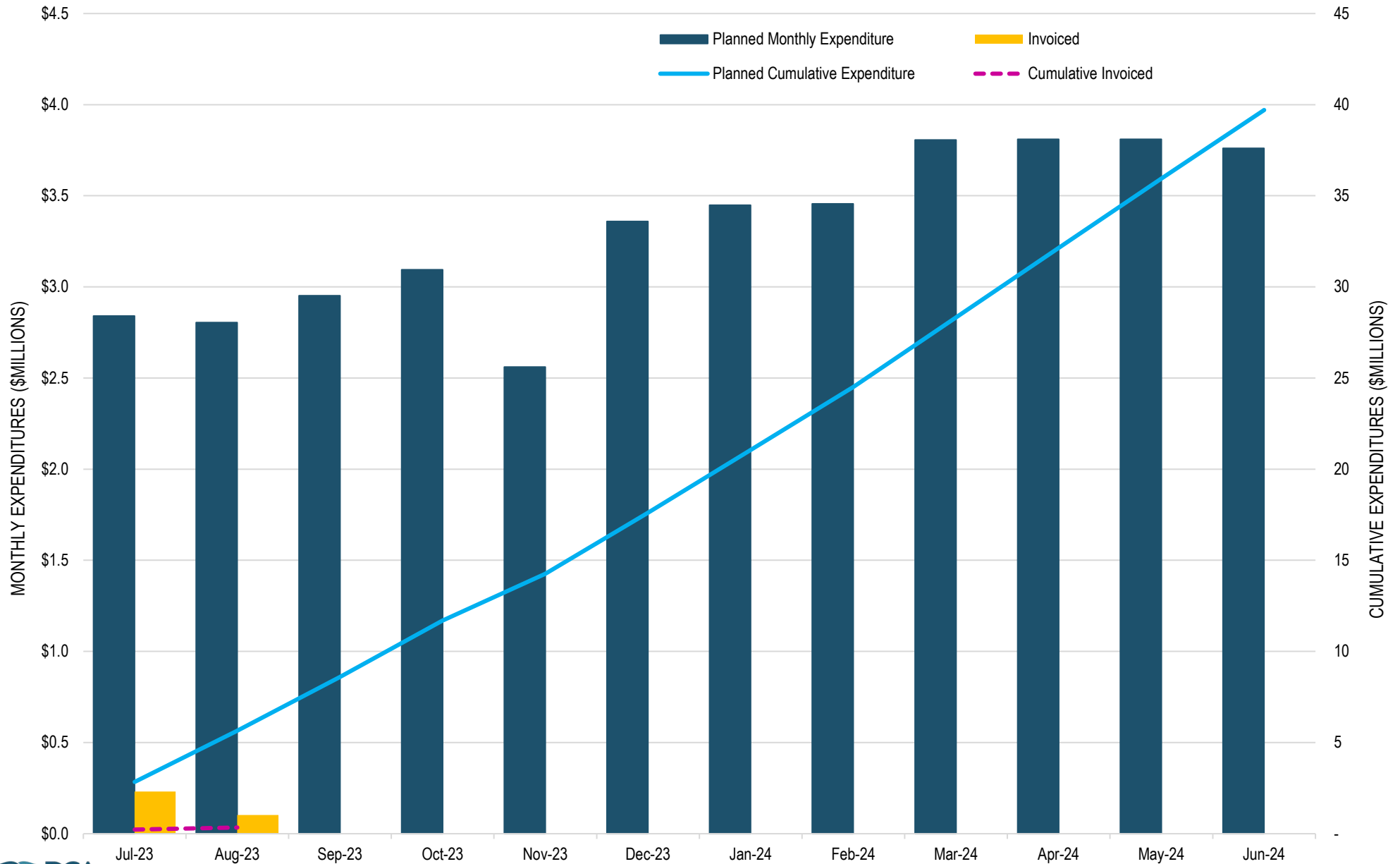
Section 3 | Budget *continued*

Table 2 | FY 22/23 Budget Detail

Work Breakdown Structure	Original Budget	Current Budget	Commitments	Pending Commitments	Actuals Received	Remaining Budget	% of Budget Incurred	Estimate at Completion	Variance (Surplus)/Deficit
Property	570,364	570,364	569,013	-	32,641	537,723	6%	570,934	570
Management	115,364	115,364	115,934	-	-	115,364	0%	115,934	570
Property Agents	355,000	355,000	353,079	-	26,141	328,859	7%	355,000	-
Temporary Entrance Permits	100,000	100,000	100,000	-	6,500	93,500	7%	100,000	-
Permitting Management	489,208	489,208	490,874	-	-	489,208	0%	490,874	1,666
Management	489,208	489,208	490,874	-	-	489,208	0%	490,874	1,666
Health and Safety	488,585	488,585	488,585	-	-	488,585	0%	488,585	-
Management	488,585	488,585	488,585	-	-	488,585	0%	488,585	-
Quality Management	391,560	391,560	391,560	-	-	391,560	0%	391,560	-
Management & Auditing	391,560	391,560	391,560	-	-	391,560	0%	391,560	-
Sustainability	84,344	84,344	84,344	-	-	84,344	0%	84,344	-
Management	84,344	84,344	84,344	-	-	84,344	0%	84,344	-
Engineering	15,656,019	15,656,019	11,820,755	-	-	15,656,019	0%	15,652,476	(3,543)
Management & Administration	1,019,495	1,019,495	1,003,896	-	-	1,019,495	0%	1,019,495	-
CEQA Engineering Support	941,432	941,432	931,831	-	-	941,432	0%	941,432	-
Facility Studies	8,831,836	8,831,836	7,425,544	-	-	8,831,836	0%	8,831,836	-
Project Definition Reports	4,863,256	4,863,256	2,459,484	-	-	4,863,256	0%	4,859,713	(3,543)
Fieldwork	7,613,466	7,613,466	6,895,230	-	3,693	7,609,773	0%	7,617,009	3,543
Management	1,379,135	1,379,135	1,369,023	-	3,693	1,375,442	0%	1,380,542	1,407
Geotechnical Work	5,800,000	5,800,000	5,089,740	-	-	5,800,000	0%	5,800,000	-
Environmental Monitoring	434,331	434,331	436,467	-	-	434,331	0%	436,467	2,136

Section 3 | Budget *continued*

Figure 1 | FY 22/23 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 is one active procurement, see Table 6.

Table 3 | Contract Summary (FY 23/24)

Contract Description	Commitment Amount	Pending Commitments	Invoiced to Date	Percent Invoiced
180006 - Jacobs Engineering Group	\$ 13,152,370	\$ -	\$ -	0%
180008 - Hamner, Jewell & Associates	\$ 29,798	\$ -	\$ -	0%
180009 - Bender Rosenthal, Inc.	\$ 303,385	\$ -	\$ 25,763	8%
180010 - Associated Right of Way Services, Inc.	\$ 19,896	\$ -	\$ 378	2%
190005 - Baker Tilly US LLP	\$ 591,720	\$ -	\$ 48,060	8%
190009 - Parsons	\$ 8,593,383	\$ -	\$ -	0%
190011 - GV/HI Park Tower Owner, LLC	\$ 1,249,719	\$ -	\$ 205,341	16%
190014 - 110 Holdings dba Launch Consulting, LLC	\$ 360,284	\$ -	\$ -	0%
190019 - VMA Communications, Inc.	\$ 752,400	\$ -	\$ -	0%
200003 - Best Best & Krieger	\$ 496,109	\$ -	\$ -	0%
200013 - Metropolitan Water District of S. California	\$ 507,816	\$ -	\$ -	0%
200014 - Dept of Water Resources	\$ 100,000	\$ -	\$ 6,500	7%
210018 - AECOM Technical Services	\$ 5,952,452	\$ -	\$ -	0%

Section 4 | Contracts *continued*

Table 3 | Contract Summary

Contract Description	Commitment Amount		Pending Commitments		Invoiced to Date	Percent Invoiced
210019 - Santa Clara Valley Water	\$	220,769	\$	-	\$ 3,693	2%
220002 - Gwendolyn Buchholz, Permit Engineer Inc	\$	150,000	\$	-	\$ -	0%
220009 - Alliant Insurance	\$	37,043	\$	-	\$ 37,043	100%
220015 - Consolidated Communications, Inc.	\$	36,000	\$	-	\$ 2,847	8%
220016 - AT&T	\$	58,165	\$	-	\$ 1,976	3%
230001 - Keogh Multimedia	\$	15,600	\$	-	\$ -	0%
230010 - RHRN	\$	25,650	\$	-	\$ -	0%
Agreements < \$15k	\$	17,879	\$	-	\$ 1,908	11%

Section 4 | Contracts *continued*

Table 4 | Commitment Changes

WBS Description	Current Budget	Amount	% Change	Revised Budget	Description	Budget Source	Status (Pending, Approved)
Field Work	\$ 3,313,630	\$ (487,550)	-15.9%	\$ 2,826,080	Descoping items from Spring 2023 Field Investigations to be continued under Task Order 0009	Funds will be moved from FY 22/23 AECOM Task Order 006 A02 to FY 23/24 under AECOM Task Order 009	Approved

Table 5 | S/DVBE Status (FY 23/24)

	Commitment Amount	Invoiced to Date	Percent Committed	Percent Invoiced
Delta Conveyance	\$ 32,670,438	\$ 333,509		
SBE Participation	1,117,479	2,286	3.4%	0.7%
DVBE Participation	\$ -	\$ -	0.0%	0.0%

Consultant	Current Commitment	Percent of Total Commitment	Invoiced to Date	Percent Invoiced SBE/DVBE	SBE/DVBE Status
Jacobs Engineering Group	13,152,370	0.0%	-	0.0%	
Anchor		0.0%			SBE/DVBE
JMA		0.0%			SBE
JASpezia		0.0%			SBE
Parsons	8,593,383	0.0%	-	0.0%	
Chaves		0.0%	-		SBE
Associated Right of Way Services	19,896	100%	378	100%	SBE
Bender Rosenthal, Inc.	303,385	100%		100%	SBE
Caltronics Government Services	12,000	100%	1,908	100%	SBE
Hamner, Jewell & Associates	29,798	100%		100%	SBE
VMA Communications	752,400	100%		100%	SBE

Table 6 | Contract Procurement Summary

There are no active procurements in this period

Sections 3a Budget | 4a Contracts

FISCAL YEAR 22/23 FINANCIAL REPORTS

Section 3a | Budget

Budget. The FY22/23 DCA budget has been approved and is \$31.16M (Table 1). We have revised our forecast and are currently forecasting an Estimate at Completion budget of \$25.34M (Table 1). All FY22/23 invoices have been submitted and are in process. The DCA has committed \$27.9M (details in Table 2) and has incurred \$25.34M in expenditures through the end of June (details in Table 2). Actual and planned cash flow curves are shown in Figure 1. As final invoices are paid, close out activities for contracts and task orders are underway. As part of the Budget Change Request this month, \$488K would be transferred out of the FY22/23 Budget. If approved, the variance of the EAC to Budget would be reduced to \$5.33M in surplus.

Table 1a | Monthly Budget Summary (FY 22/23)

	Original Budget	Current Budget	Current Commitments	Incurred to Date	EAC	Variance (Surplus)/Deficit
Program Management Office						
Executive Office	\$ 3,638,955	\$ 4,516,766	\$ 2,669,701	\$ 2,016,816	\$ 2,016,816	\$ (2,499,950)
Community Engagement	904,160	787,137	602,765	560,607	560,607	(226,530)
Program Controls	2,062,255	2,940,624	2,878,004	2,769,784	2,769,784	(170,841)
Administration	2,721,210	2,768,336	2,729,642	2,622,119	2,622,119	(146,216)
Procurement and Contract Administration	87,175	222,714	309,286	313,123	313,123	90,409
Property	490,160	512,354	638,156	581,328	581,328	68,974
Permitting Management	589,245	462,433	482,428	460,085	460,085	(2,348)
Health and Safety	50,595	50,592	68,592	23,174	23,174	(27,418)
Quality Management	62,020	127,153	147,153	167,891	167,891	40,738
Sustainability	39,000	36,480	46,480	64,266	64,266	27,786
Program Initiation Office						
Engineering	\$ 12,785,225	\$ 11,156,401	\$ 9,152,663	\$ 9,058,140	\$ 9,058,140	\$ (2,098,261)
Fieldwork	7,733,720	7,582,730	8,172,918	6,705,911	6,705,911	(876,819)
	\$ 31,163,720	\$ 31,163,720	\$ 27,897,787	\$ 25,343,245	\$ 25,343,245	\$ (5,820,475)

Section 3a | Budget *continued*

Table 2a | FY 22/23 Budget Detail

Work Breakdown Structure	Original Budget	Current Budget	Commitments	Pending Commitments	Actuals Received	Remaining Budget	% of Budget Incurred	Estimate at Completion	Variance (Surplus)/Deficit
Delta Conveyance	\$ 31,163,720	\$ 31,163,720	\$ 27,897,787	\$ -	\$ 25,343,245	\$ 5,820,475	81%	\$ 25,343,245	\$ (5,820,475)
Executive Office	3,638,955	4,516,766	2,669,701	-	2,016,816	2,499,950	45%	2,016,816	(2,499,950)
Management	1,751,265	1,646,600	1,545,593	-	1,467,124	179,476	89%	1,467,124	(179,476)
Legal	699,095	699,095	699,091	-	251,206	447,889	36%	251,206	(447,889)
Audit	30,000	30,000	25,000	-	25,000	5,000	83%	25,000	(5,000)
Treasury	297,115	297,115	288,652	-	187,808	109,307	63%	187,808	(109,307)
Human Resources	111,480	111,480	111,365	-	85,679	25,801	77%	85,679	(25,801)
Undefined Allowance	750,000	1,732,476	-	-	-	1,732,476	0%	-	(1,732,476)
Community Engagement	904,160	787,137	602,765	-	560,607	226,530	71%	560,607	(226,530)
Management	281,665	225,760	302,536	-	301,136	(75,376)	133%	301,136	75,376
Community Coordination	250,000	250,000	-	-	-	250,000	0%	-	(250,000)
Outreach	372,495	311,376	300,229	-	259,470	51,906	83%	259,470	(51,906)
Program Controls	2,062,255	2,940,624	2,878,004	-	2,769,784	170,841	94%	2,769,784	(170,841)
Management	525,330	524,983	523,363	-	505,942	19,041	96%	505,942	(19,041)
Cost Management	659,875	644,649	644,649	-	618,360	26,290	96%	618,360	(26,290)
Schedule Management	201,000	583,170	493,170	-	387,377	195,793	66%	387,377	(195,793)
Document Management	336,000	336,000	413,000	-	390,775	(54,775)	116%	390,775	54,775
Governance	340,050	851,822	803,822	-	867,330	(15,508)	102%	867,330	15,508
Administration	2,721,210	2,768,336	2,729,642	-	2,622,119	146,216	95%	2,622,119	(146,216)
Management	659,340	659,340	655,665	-	675,118	(15,778)	102%	675,118	15,778
Facilities	1,306,340	1,353,467	1,340,752	-	1,333,422	20,045	99%	1,333,422	(20,045)
Information Technology	755,530	755,529	733,224	-	613,580	141,949	81%	613,580	(141,949)
Procurement and Contract Administration	87,175	222,714	309,286	-	313,123	(90,409)	141%	313,123	90,409
Procurement Management	87,175	222,714	309,286	-	313,123	(90,409)	141%	313,123	90,409

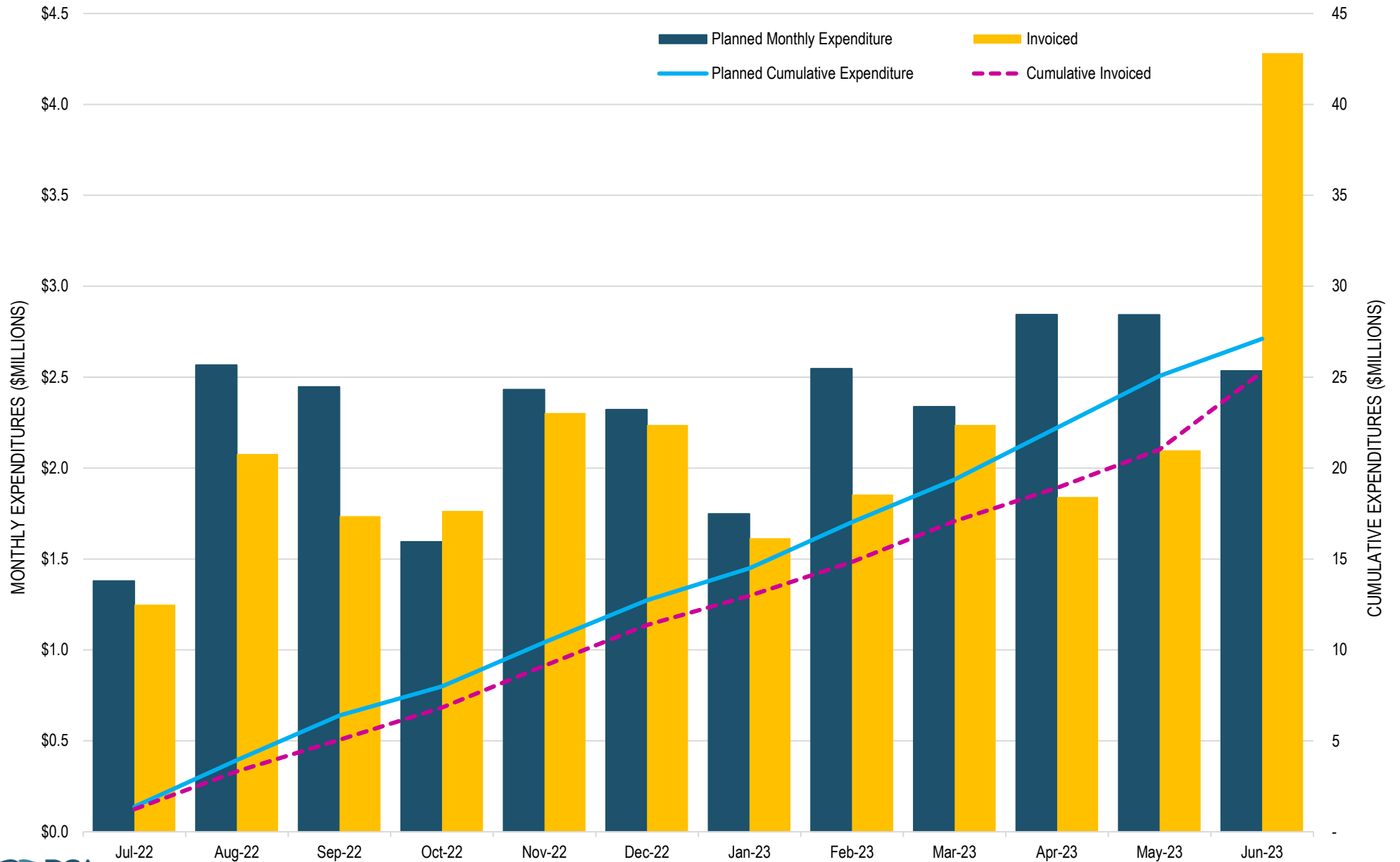
Section 3a | Budget *continued*

Table 2a | FY 22/23 Budget Detail

Work Breakdown Structure	Original Budget	Current Budget	Commitments	Pending Commitments	Actuals Received	Remaining Budget	% of Budget Incurred	Estimate at Completion	Variance (Surplus)/Deficit
Property	490,160	512,354	638,156	-	581,328	(68,974)	113%	581,328	68,974
Management	140,160	162,354	237,354	-	194,673	(32,319)	120%	194,673	32,319
Property Agents	300,000	300,000	347,302	-	333,155	(33,155)	111%	333,155	33,155
Temporary Entrance Permits	50,000	50,000	53,500	-	53,500	(3,500)	107%	53,500	3,500
Permitting Management	589,245	462,433	482,428	-	460,085	2,348	99%	460,085	(2,348)
Management	589,245	462,433	482,428	-	460,085	2,348	99%	460,085	(2,348)
Health and Safety	50,595	50,592	68,592	-	23,174	27,418	46%	23,174	(27,418)
Management	50,595	50,592	68,592	-	23,174	27,418	46%	23,174	(27,418)
Quality Management	62,020	127,153	147,153	-	167,891	(40,738)	132%	167,891	40,738
Management & Auditing	62,020	127,153	147,153	-	167,891	(40,738)	132%	167,891	40,738
Sustainability	39,000	36,480	46,480	-	64,266	(27,786)	176%	64,266	27,786
Management	39,000	36,480	46,480	-	64,266	(27,786)	176%	64,266	27,786
Engineering	12,785,225	11,156,401	9,152,663	-	9,058,140	2,098,261	81%	9,058,140	(2,098,261)
Management & Administration	997,695	1,024,637	1,074,633	-	1,044,795	(20,158)	102%	1,044,795	20,158
CEQA Engineering Support	2,555,065	1,727,465	948,102	-	920,530	806,935	53%	920,530	(806,935)
Facility Studies	7,448,095	7,819,928	7,079,928	-	7,072,775	747,153	90%	7,072,775	(747,153)
Project Definition Reports	1,784,370	584,370	50,000	-	20,040	564,330	3%	20,040	(564,330)
Fieldwork	7,733,720	7,582,730	8,172,918	-	6,705,911	876,819	88%	6,705,911	(876,819)
Management	1,349,355	1,390,706	669,514	-	657,335	733,372	47%	657,335	(733,372)
Geotechnical Work	5,711,380	5,711,380	7,003,404	-	5,548,578	162,802	97%	5,548,578	(162,802)
Environmental Monitoring	672,985	480,644	500,000	-	499,998	(19,354)	104%	499,998	19,354

Section 3a | Budget *continued*

Figure 1a | FY 22/23 Cash Flow



Section 4a | Contracts

Contracts. Table 3a summarizes the status of all commitments within the DCA for fiscal year 22/23.

Table 3a | FY 22/23 Contract Summary

Contract Description	Commitment Amount	Pending Commitments	Invoiced to Date	Percent Invoiced
180005 - e-Builder, Inc.	\$ 132,250	\$ -	\$ 132,250	100%
180006 - Jacobs Engineering Group	\$ 10,461,788	\$ -	\$ 10,272,440	98%
180008 - Hamner, Jewell & Associates	\$ 39,972	\$ -	\$ 31,371	78%
180009 - Bender Rosenthal, Inc.	\$ 287,394	\$ -	\$ 287,394	100%
180010 - Associated Right of Way Services, Inc.	\$ 19,936	\$ -	\$ 14,390	72%
190005 - Baker Tilly US LLP	\$ 549,000	\$ -	\$ 538,095	98%
190009 - Parsons	\$ 5,457,447	\$ -	\$ 5,234,906	96%
190011 - GV/HI Park Tower Owner, LLC	\$ 1,204,972	\$ -	\$ 1,197,683	99%
190014 - 110 Holdings dba Launch Consulting, LLC	\$ 241,434	\$ -	\$ 219,895	91%
190019 - VMA Communications, Inc.	\$ 287,850	\$ -	\$ 287,848	100%
190021 - RingCentral	\$ 23,222	\$ -	\$ 23,222	100%
190022 - Caltronics Government Services	\$ 42,176	\$ -	\$ 22,597	54%
190023 - JAMBO-Silvacom LTD	\$ 34,920	\$ -	\$ 34,920	100%

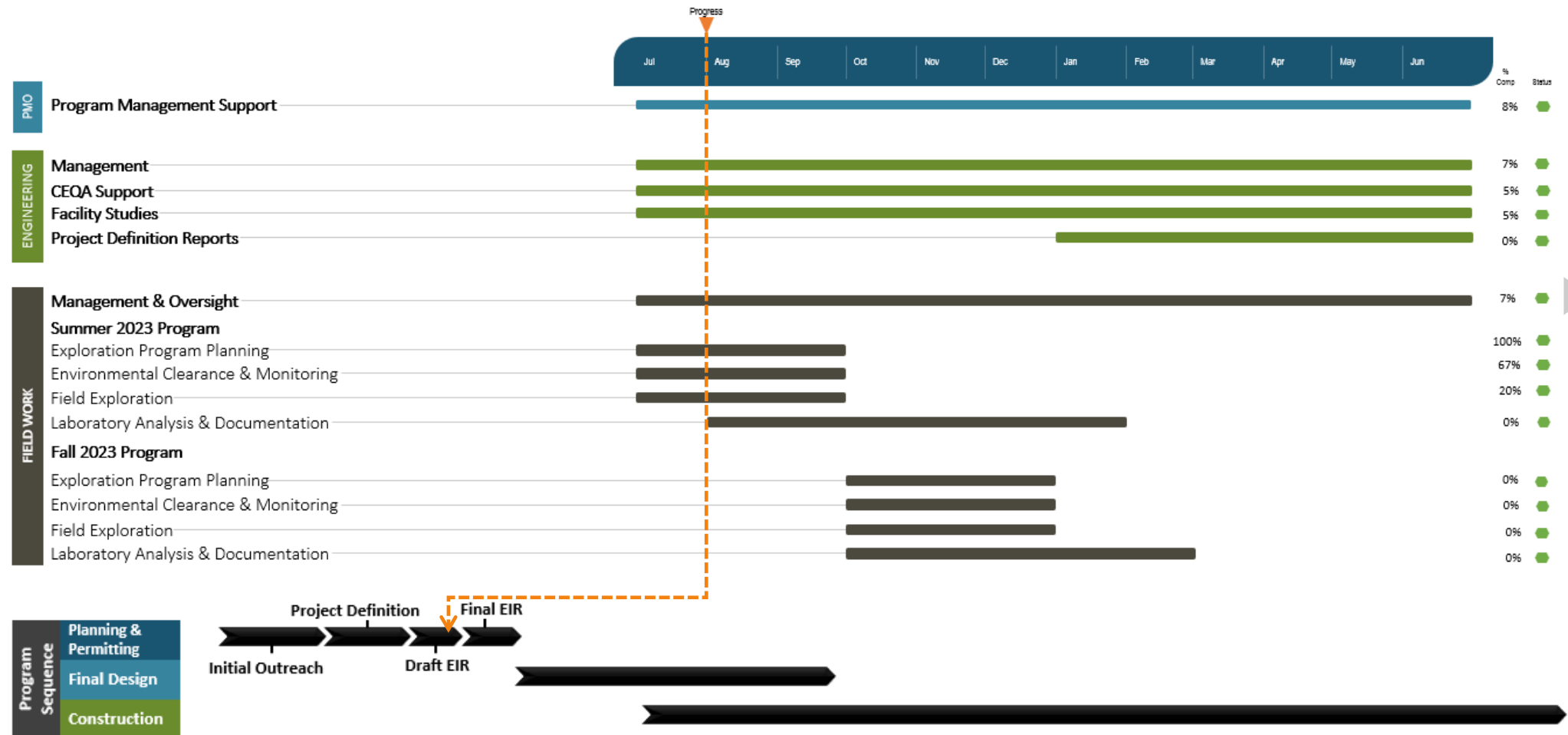
Section 4a | Contracts *continued*

Table 3a | FY 22/23 Contract Summary

Contract Description	Commitment Amount		Pending Commitments		Invoiced to Date		Percent Invoiced
200003 - Best Best & Krieger	\$	699,091	\$	-	\$	251,206	36%
200013 - Metropolitan Water District of S. California	\$	417,518	\$	-	\$	284,255	68%
200014 - Dept of Water Resources	\$	53,500	\$	-	\$	53,500	100%
210018 - AECOM Technical Services	\$	7,295,847	\$	-	\$	5,855,075	80%
210019 - Santa Clara Valley Water	\$	213,004	\$	-	\$	189,277	89%
220002 - Gwendolyn Buchholz, Permit Engineer Inc	\$	150,000	\$	-	\$	150,000	100%
220003 - KPMG LLP	\$	25,000	\$	-	\$	25,000	100%
220005 - Keogh Multimedia	\$	15,600	\$	-	\$	2,096	13%
220008 - IRIS Intelligence, LLC	\$	54,800	\$	-	\$	44,800	82%
220009 - Alliant Insurance	\$	34,816	\$	-	\$	34,816	100%
220014 - onPar Advisors LLC	\$	51,396	\$	-	\$	51,396	100%
220015 - Consolidated Communications, Inc.	\$	23,122	\$	-	\$	23,122	100%
Agreements < \$15k	\$	81,733	\$	-	\$	81,691	100%
Totals	\$	27,897,787	\$	-	\$	25,343,245	

Section 5 | Program Schedule

Schedule. The Program Management Office (PMO) continues to work on program support activities as planned. The Engineering team continues providing permitting support to the DCO and progressing supplemental concept validation studies. The team also continued to support DCA programmatic activities including fieldwork and communications. The fieldwork initiated the Summer 2023 Investigation Program and continued planning for the Fall 2023 Investigation Program.



Disclaimer: This Program Sequence is for discussion purposes only and does not represent a decision by the DCA or DWR. Final decisions about the project will be made by DWR and will NOT be made until the concluding stages of the CEQA process.

Board Memo

Contacts: Graham Bradner, Executive Director

Date: August 17, 2023 Board Meeting

Item No. 6b

Subject: Initial DCA FY 23/24 Budget Adjustment

Executive Summary:

Attached to this memo is the DCA revised budget of \$40.44M for fiscal year (FY) 23/24 including a summary and detailed breakdown table.

Detailed Report:

The budget reflects transferring a portion of FY 22/23 budget allocated for Fieldwork activities to the current FY 23/24. The amount of budget to cover the Fieldwork activities currently being performed this FY 23/24 is \$488K. This Fieldwork has been descoped from AECOM's FY 22/23 task order and a new task order has been issued to cover the transferred scope to FY 23/24.

The transfer from FY 22/23 will fund completion of the Spring 2023 laboratory and reporting tasks as part of the Fieldwork activities in the Geotechnical budget categories and increase the budget line to \$6.29M from \$5.80M. This budget change will increase the overall adopted FY 23/24 Budget from \$39.95M to \$40.44M.

Recommended Action:

Staff recommendation for the Board to adopt the budget change to move \$488K to PI Geotechnical – Field Work for a total FY23/24 Budget of \$40.44M by minute order.

Attachments:

Attachment 1 – FY 2023/24 Adjusted Budget Summary

Attachment 2 – FY 2023/24 Adjusted Detailed Budget Sheet

CODE	Description	Adjusted FY 23/24 Budget \$
		\$ 40,442,554
10	PROGRAM MANAGEMENT OFFICE	\$ 16,685,519
100	PMO-Executive Office	\$ 5,381,483
110	PMO-Community Engagement	\$ 1,263,072
120	PMO-Program Controls	\$ 4,230,306
130	PMO-Administration	\$ 3,231,089
140	PMO-Procurement and Contract Administration	\$ 555,508
150	PMO-Property	\$ 570,364
160	PMO-Permitting Management	\$ 489,208
170	PMO-Health and Safety	\$ 488,585
180	PMO-Quality Management	\$ 391,560
190	PMO-Sustainability	\$ 84,344
30	PROGRAM INITIATION	\$ 23,757,035
300	PI-Engineering	\$ 15,656,019
310	PI-Fieldwork	\$ 8,101,016

Note: Numbers are rounded to the nearest dollar

CODE	Description	Adjusted FY23/24 Budget
		\$ 40,442,554
10	PROGRAM MANAGEMENT OFFICE	\$ 16,685,519
100	PMO-Executive Office	\$ 5,381,483
1000	EO-Management	
10001	EO-Executive Office	\$ 1,113,120
10002	EO-Chief Engineer	\$ 1,132,760
10003	EO-DCA Board Meetings	\$ 40,000
1005	EO-General Counsel	
10050	EO-General Counsel	\$ 525,000
1015	EO-Audit	
10150	EO-Audit	\$ 18,000
1020	EO-Treasury	
10200	EO-Treasury	\$ 305,923
1025	EO-Human Resources	
10250	EO-Human Resources	\$ 246,680
1090	EO-Undefined Allowance	
10900	EO-Undefined Allowance	\$ 2,000,000
110	PMO-Community Engagement	\$ 1,263,072
1100	CE-Management	
11000	CE-Management	\$ 406,072
1110	CE-Community Coordination	
11001	CE-Community Liaison	\$ 250,000
1115	CE-Outreach	
11002	CE-Stakeholder Engagement	\$ 410,400
11003	CE-Social Media	\$ 196,600
120	PMO-Program Controls	\$ 4,230,306
1200	PCTRL-Management	
12000	PCTRL-Management	\$ 682,311
1205	PCTRL-Risk Mgt	
12001	PCTRL-Risk Mgt	\$ -
1210	PCTRL-Cost Mgt	
12002	PCTRL-Cost Mgt	\$ 823,085
1215	PCTRL-Schedule Mgt	
12003	PCTRL-Schedule Mgt	\$ 1,367,850
1220	PCTRL-Document Mgt	
12004	PCTRL-Document Mgt	\$ 436,560
1230	PCTRL-Program Governance	
12006	PCTRL-Program Governance	\$ 920,500
130	PMO-Administration	\$ 3,231,089
1300	AD-Management	
13000	AD-Management	\$ 917,760
1305	AD-Facilities	
13001	AD-Office Rent	\$ 1,253,611

CODE	Description	Adjusted FY23/24 Budget
13002	AD-Office Furniture	\$ 12,000
13003	AD-Office Supplies	\$ 30,500
13005	AD-Office Utilities	\$ 125,850
1310	AD-Information Technology	
13006	AD-IT Services	\$ 502,319
13007	AD-IT Software	\$ 282,399
13008	AD-IT Hardware	\$ 106,650
140	PMO-Procurement and Contract Administration	\$ 555,508
1405	PCA-Management	
14000	PCA-Management	\$ 555,508
150	PMO-Property	\$ 570,364
1500	PY-Management	
15000	PY-Management	\$ 115,364
1505	PY-Property Agents	
15001	PY-Property Agents	\$ 355,000
1510	PY-Temporary Entrance Permits	
15002	PY-Temporary Entrance Permits	\$ 100,000
160	PMO-Permitting Management	\$ 489,208
1600	PM-Management	
16000	PM-Management	\$ 489,208
170	PMO-Health and Safety	\$ 488,585
1700	HS-Management	
17000	HS-Management	\$ 488,585
180	PMO-Quality Management	\$ 391,560
1800	QM-Management & Auditing	
18000	QM-Management & Auditing	\$ 391,560
190	PMO-Sustainability	\$ 84,344
1900	ST-Management	
19000	ST-Management	\$ 84,344
30	PROGRAM INITIATION	\$ 23,757,035
300	PI-Engineering	\$ 15,656,019
3000	PIE-Management & Administration	
30000	PIE-Management & Administration	\$ 1,019,495
3005	PIE-CEQA Engineering Support	
30001	PIE-CEQA Engineering Support	\$ 941,432
3010	PIE-Facility Studies	
30002	PIE-Facility Studies	\$ 8,831,836
	PIE-Project Definition Reports	
	PIE-Project Definition Reports	\$ 4,863,256
3090	PIE-Undefined Allowance	
30900	PIE-Undefined Allowance	\$ -
310	PI-Fieldwork	\$ 8,101,016
3100	PIF-Management	

CODE	Description	Adjusted FY23/24 Budget
31000	PIF-Management	\$ 1,379,135
3105	PIF-Geotechnical Work	
31001	PIF-Geotechnical Work	\$ 6,287,550
3110	PIF-Surveying	
31002	PIF-Surveying	\$ -
3115	PIF-Environmental Monitoring	
31003	PIF-Environmental Monitoring & Surveying	\$ 434,331

Note: Numbers are rounded to the nearest dollar

Board Memo

Contact: Kathleen Murphy, Chief Contracting Officer

Date: August 17, 2023, Board Meeting

Item: 6c

Subject: Adoption of DCA Amended Purchasing and Procurement Policy

Executive Summary:

Staff recommends the Board adopt a Resolution Approving the DCA Purchasing and Procurement Policy.

Detailed Report:

The DCA Purchasing and Procurement Policy (Policy) sets forth the procedures that govern DCA's procurement activities provides and sets forth certain procedures such as delegation of signature authority for executing contracts and contract amendments.

As a means of background, the Policy was originally adopted by the DCA Board of Directors on May 16, 2019. Since 2019, elements of the Policy no longer align with current DCA objectives and procurement activities. Amending the Policy will assist DCA in defining the procurement process for the next several years and to ensure uniform application of procurement processes which provides increased efficiency, economy, and flexibility in DCA's purchasing program.

A high-level summary of the Policy modifications is as follows:

- Included new language to guide the procurement of Information Technology (IT) services;
- Further clarify and define the current procurement practices;
- Updated the definition section to include definitions for Emergency Procurements, Interagency Agreements and a definition for Material Change; and
- Edits to update citations and grammatical errors.

A red lined version of the Policy which shows the substantive changes to the Policy is attached herein as Attachment 3. The amended Policy has been reviewed by the DCA General Counsel and DWR staff. We appreciate DWR staff's efforts to assist us with the revised Policy.

Upon approval of the Policy, staff will implement the amended Policy as part of a multi-tier approach which also includes the roll out of the Procurement Management and Contract Management Plans which will be integrated into DCA operations. The Plans were recently developed to formally document the procedures and processes for managing DCA procurements and contract administration. The final part of the implementation roll-out is staff training. A training module is currently under development to provide training for DCA staff on the Policy and Plans with training to occur in the fourth quarter of 2023. These Plans are administrative-level documents that are developed and approved by staff.

Recommended Action:

Staff recommends adoption by Resolution of this Policy.

Attachments:

Attachment 1: Resolution No. 23- XXX, Adopting a Purchasing and Procurement Policy

Attachment 2: Amended Purchasing and Procurement Policy

Attachment 3: Redline of Current and Proposed Purchasing and Procurement Policy

Attachment 4: Procurement Policy Presentation Deck

BOARD OF DIRECTORS OF THE DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

RESOLUTION NO. 23-XX

Introduced by Director xxxx

Seconded by Director xxxx

ADOPTING AN AMENDED PURCASHING AND PROCUREMENT POLICY

Whereas, consistent with best practices and Section 5.1.3(c) of the DCA By-Laws, the Board of Directors adopted a purchasing and procurement policy on May 16, 2019; and

Whereas, the Board of Directors wished to adopt an updated purchasing and procurement policy as set forth below.

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

1. RECITALS

The above recitals are incorporated into this Resolution by reference.

2. ADOPTION OF POLICY

The Board of Directors hereby adopts the attached Purchasing and Procurement Policy, which shall supersede any prior policy.

3. EFFECTIVE DATE

This Resolution shall be effective upon its adoption.

* * * * *

This Resolution was passed and adopted this 17th day of August 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest:

Sarah Palmer, Board President

Gary Martin, Secretary



PURCHASING & PROCUREMENT POLICY

1. INTRODUCTION

The Purchasing & Procurement Policy (“Policy”) sets forth the general procurement policy and standards that govern DCA’s procurement activities. The DCA has a responsibility to foster free and open competition and to acquire supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects at the best value while adhering to good public policies and practices.

This Policy is to provide guidance and instructions to DCA staff involved in the purchasing and procurement process.

2. OBJECTIVES OF PURCHASING AND PROCUREMENT POLICY

This Policy has been developed to achieve the following objectives:

- Ensure impartiality and competition in purchasing and procurement transactions whenever practicable.
- Establish purchasing and procurement authorization procedures, delegation of authority, and accountability.
- Implement effective documentation, processing, accounting, reporting, and audit trail systems to support purchasing and procurement activities.
- Ensure that all procurements comply with the JEPA, JPA and all State and federal applicable laws.

3. DEFINITIONS

The definitions contained in this Section govern the interpretation of this Policy:

- A. Amendment – means a change to the terms & conditions to an agreement.
- B. Best Value Procurement – “Best value procurement” means a competitive, negotiated procurement method where qualitative factors in addition to price are considered in order to award a contract that provides the best overall value to the DCA.

- C. Board or Board of Directors – “Board” or Board of Directors” means the DCA’s board of directors.
- D. Change Order – “Change Order” means an amendment that changes the scope and/or price of a construction contract.
- E. Contract – “Contract” means any written agreement to which the DCA is a party.
- F. Construction – “Construction” includes erection, demolition, alteration, repair, and relocation.
- G. DCA – “DCA” means the Delta Conveyance Design and Construction Joint Powers Authority.
- H. DCO – “DCO” means the Delta Conveyance Office within DWR.
- I. DVBE – “DVBE” means a disabled veteran business enterprise certified as such by the State of California.
- J. DWR – “DWR” means the Department of Water Resources, State of California.
- K. Emergency Procurement – “Emergency Procurement” means a purchase immediately necessary for the preservation of life, public health, or property, or, to prevent an immediate interruption or termination of critical DCA functions or activity.
- L. Executive Director – “Executive Director” refers to the DCA’s executive director.
- M. Interagency Agreement – means a contract between DCA, a city, county, state, or federal agency, or other public agency.
- N. JEPA – “JEPA” means the Amended and Restated Joint Exercise of Powers Agreement between the Department of Water Resources, State of California and the Delta Conveyance Design and Construction Authority, dated October 26, 2018, as amended.
- O. JPA – “JPA” means the Joint Powers Agreement Forming the Delta Conveyance Design and Construction Authority, effective May 14, 2018, as amended.
- P. Material Change – “Material Change” means a major change or deviation from the original purpose of the work, or a revision to the contract so extensive or cumulative, that the consultant or contractor would be performing different work than included in the original contract or procurement.
- Q. Policy – “Policy” means the DCA Purchasing & Procurement Policy, as it may be

amended.

- R. Public Works – “Public works” means contracting for the erection, construction, alteration, repair, or improvement, including demolition and installation work, of any public structure, building, road, or other public improvement of any kind. Public works does not include work done by the DCA’s force account, work not paid for out of public funds, or contracting for the purchase of finished products, materials, or supplies.
- S. SBE – “SBE” means a small business enterprise certified as such by the State of California.

4. CONTRACTING AUTHORITY - GENERAL

- A. Contracts of \$250,000 or less. If the amount payable or expected to be paid by the DCA under the terms of a contract is \$250,000 or less, the contract may be awarded and executed by the Executive Director. For service contracts, the \$250,000 limit shall be calculated on an annual basis.
- B. Contracts Over \$250,000. Except as otherwise provided in this Policy, if the amount payable or expected to be paid by the DCA under the terms of the contract is in excess of \$250,000, the contract shall be executed only upon prior approval of and award by the Board.
- C. Emergency Contracts: Notwithstanding Subsection B, in response to an emergency, the Executive Director is delegated the authority to waive competitive bid requirements and award and execute contracts over the amount of \$250,000 for the construction of works or structures, for the purchase of equipment, materials or supplies, or performance of labor or services and take any directly related and immediate action required by that emergency when such construction, purchase of equipment, materials or supplies, or performance of labor or services is determined by the Executive Director to be for an emergency, subject to the following requirements:
 - (1) The Executive Director shall report to the Board not later than 7 days after the emergency action the details of the emergency and reasons justifying the actions taken.
 - (2) At the next regularly scheduled Board meeting following the emergency action, the Board shall determine by four-fifths vote whether there is a need to continue the action or terminate action at the earliest possible date that conditions warrant so that the remainder of the action may be completed through competitive bid procedures.
- D. Grants and Receipt of Funds: Notwithstanding Subsection B, the Executive

Director is authorized to negotiate and execute contracts in which the DCA receives funds of any amount, provided Board approval is not otherwise required.

5. CONTRACTING AUTHORITY – CHANGE ORDERS/AMENDMENTS

- A. Non-Construction Contracts. Except for construction contracts, if the cumulative amount of amendments totals \$250,000 or less on an annual basis, the Executive Director is authorized to execute the amendment(s) even if the amendment(s) will bring the total amount payable under the contract to more than \$250,000. Notwithstanding the foregoing, the Executive Director shall not, without prior Board approval, execute one or more amendments totaling more than \$250,000 to a contract involving an original total amount payable of \$250,000 or less.
- B. Construction Contracts. Change orders for construction projects may be executed by the Executive Director without prior Board approval for an aggregate amount of \$250,000 per Contract on an annual basis or an aggregate amount not to exceed 5 percent of the initial amount of the contract, whichever is greater.

6. PROCUREMENT PROCEDURES

- A. General Contracts: Excepting public works contracts and contracts subject to Sections 9 and 10, all contracts estimated to cost \$75,000 or more shall be made upon a competitive sealed bidding or best value procurement in the Executive Director's discretion.
- (1) Direct Purchase Requests. With the exception of public works contracts, for contracts with an estimated value of less than \$75,000, the Executive Director shall prescribe the alternative procedure for contracting, which may include competitive bidding as provided in this Policy, or as modified in the Executive Director's discretion. Where consistent with the JEPA, direct contracting may be used for contracts subject to Sections 9 or 10 where DWR provides a written concurrence letter for that agreement. Alternate procedures for contracting other than competitive low bidding or best value procurement may include the following:
- For purchases less than \$5,000, quotes may be obtained through an informal process (e.g., web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase.
 - For all procurements of materials, supplies, equipment, and services in excess of \$5,000 but less than \$75,000, at least two vendors must be contacted for bids/price quotation and the purchase awarded to

the lowest, most responsive bidder. Bids must be solicited from prospective bidders by written request, email, telephone, legal advertising, or public notice (including DCA website). Regardless of solicitation method, all vendors must receive the same information about specifications and requirements of the product or service, and all bids submitted must be kept in confidence until the bid is awarded. Bidders may be advised that they will be notified only if they submitted the successful bid.

(2) Purchasing Card: Designated DCA staff may be assigned a Purchase (Cal) Card for miscellaneous purchases. The objective of the Purchase (Cal) Card Program is to reduce processing costs associated with low dollar expenditures. Services are not to be acquired on Purchase (Cal) Cards due to lack of insurance and indemnification language associated with these purchases. Each cardholder has pre-defined spending limits which may be increased temporarily or permanently with approval of the Executive Director subject to specified authorization limits. Purchases using the Purchase (Cal) Card are subject to the terms and conditions of the DCA cardholder agreement.

B. Public Works: Public works contracts \$25,000 or more shall be made by competitive sealed bidding.

C. Direct Contract: Notwithstanding Subsections A and B, the following contracts may be awarded through direct contract:

- Contracts for miscellaneous services, such as telephone, telegraph, light, power, and water, where rates or prices are fixed by legislation or by federal, state, county, or municipal regulations.
- Contracts deemed to be for an emergency under the procedures set forth in Section 4(c).
- If competitive procurement could not produce an advantage, or it is impracticable to obtain what is required because of the unique, exploratory, or experimental nature of the work. Prior to award of contract, the Executive Director shall certify that the contract is exempt from competitive procurement and shall set forth in the certification reasons for that determination.
- If the contract is with a governmental agency.
- Change Orders/amendments including, but not limited to, term extensions.

- Contracts for the handling of DCA airline ticketing, lodging, automobile rental reservations, and miscellaneous travel-related services under \$75,000.
- Contracts for the handling of DCA meetings or events, including audio/video assistance, food and beverage support and facility rental.
- A sole source award authorized pursuant to Subsection (D) where it would not be possible or practicable to identify a designated product, material, thing, or service as part of an otherwise competitive procurement.
- Commodities and services which can be obtained from only one vendor.
- Transactions pursuant to contracts secured by other public agencies which comply with the competitive procurement requirements applicable to those agencies.
- The acquisition, lease, or rental of real property.
- When otherwise permitted by applicable law and approved by the Board.
- If a proposed contract, procurement, advertising or posting for identical articles or services, or articles or services of the same general character, has failed to secure responsive proposals and, in the opinion of the Executive Director, further advertising or posting will not alter this result.
- Contracts for insurance and insurance premiums.
- Purchases of miscellaneous expenses, including office supplies, postage, routine fees under \$75,000.
- Board Room supplies, communication supplies, photography, audiovisual services and repairs, and office computers and laptops under \$75,000.

D. Sole Source Contracts: In any competitive procurement or direct contract, a designated product, material, thing, or service by a specific brand or trade name may be exclusively requested for any of the following purposes:

- An item is patented, copyrighted, or otherwise unique.
- In order that a field test or experiment may be made to determine the

designated product's suitability for future use.

- For replacement parts or for equipment where replacement parts or components from another supplier could compromise the safety or reliability of the product or would void or invalidate a manufacturer's warranty or guarantee, as set forth in the certification provided below.
- For replacement parts or components of equipment, where parts or components obtained from another supplier, if available, will not perform the same function in the equipment as the part or component to be replaced, as set forth in the certification provided below.
- For upgrades, enhancement, or additions to hardware or for enhancements or additions to software, where equipment or software from different manufacturers or developers will not be as compatible as equipment or software from the original manufacturer(s) or developer(s), as set forth in the certification provided below.
- For annual hardware and software licensing.

When an item is to be purchased, the Executive Director's designee preparing the request for bids or proposals shall certify that the particular item will best serve the purpose of the DCA, and the reasons for such conclusion shall be documented. In addition, the Executive Director or designee shall include the ability to substitute "or equal" articles as required by the JEPA and to the extent possible.

- E. Interagency Agreements: When DCA enters into an agreement with another government entity, this type of agreement is not competitively bid.
- F. DCO Concurrence: Prior to the award of any contract under Subsections A, C or D, the Executive Director shall obtain the concurrence of the DCO regarding the non-competitive procurement method. The Executive Director may obtain DCO concurrence on a per contract, per type of contract, or any other method as agreed to by the Executive Director and DCO. Notwithstanding the foregoing, DCO concurrence is not separately required for a contract if the DCO reviews and approves this Policy, or the procurement of the contract is conducted in accordance with this Policy.

7. COMPETITIVE SEALED BIDDING

- A. General. All contracts awarded pursuant to a competitive sealed bid process shall comply with the procedures set forth in this Section.
- B. Notice Inviting Bid. A notice inviting bids shall be prepared and released prior to

the award of a contract. At a minimum, the notice shall be published not less than once a week for at least two constructive weeks in a newspaper of general circulation within the county where the work will occur. If a project will be located in multiple counties, notice shall be published in a newspaper in a county in which a major portion of the work is to be done. The notice shall include or reference project specifications, award procedures, and other terms and conditions of the contract and bidding process.

- C. Pre-Bid Conference: The Executive Director may conduct a mandatory or optional pre-bid conference.
- D. Award: After receipt of all bids, the contract shall be awarded to the lowest responsible bidder submitting a responsive bid. Notwithstanding the foregoing, the Board or Executive Director, as applicable, may reject all bids.
- E. Prequalification: The DCA may require prequalification of bidders on projects. In such case, each prospective bidder will be required to complete and submit a standardized questionnaire, which may include financial information and prior experience in performing similar work. The DCA shall follow the procedures set forth in Public Contract Code section 20101, as it may be amended.
- F. Alternative Delivery Method. If permitted by applicable law and in lieu of the competitive sealed bid process set forth in this Section, the DCA may utilize alternative project delivery methods.

8. BEST VALUE PROCUREMENT

- A. General: The Request For Proposal (RFP) is a competitive proposal method used when proposals can be solicited from an adequate number of qualified proposers and evaluation of other factors other than just price is necessary or beneficial. This method shall not be utilized for a public works construction contracts as set forth in Section 6.B.
- B. Application: The Executive Director shall determine in writing that the best value method of procurement is practical or advantageous for a particular procurement prior to using this method.
- C. Posting and Advertising: Proposals shall be solicited through a RFP or Request For Information (RFI), which shall be posted and advertised in a manner that provides adequate public notice of the request as determined by the Executive Director, provided that, at a minimum, all requests shall be posted online for a minimum of ten (10) business days.
- D. Evaluation Factors: The evaluation factors to be used in the determination of award and the numerical weighting for each factor shall be stated in the RFP.

- E. Evaluation of Responses: Proposals shall be evaluated based on the criteria stated in the RFP and may include interviews. Award will be made to the proposer whose response is determined to be the most advantageous to the DCA, except that the Executive Director may reject all proposals received.

9. ARCHITECTURAL & ENGINEERING GOVERNMENT CODE SECTION 4525

- A. General: Contracts for architectural, landscape architectural, engineering, environmental, and land surveying services and construction project management services shall be awarded pursuant to the procedures set forth in Section 8 of this Policy with the modifications set forth in this Section.
- B. Evaluation Factors: Contracts subject to this Section shall be awarded based on demonstrated competence, qualifications for the types of services to be performed and at a fair and reasonable price.
- C. Negotiation and Selection: DCA shall negotiate a contract with the most qualified firm, at a price DCA determines to be fair and reasonable. Should DCA not be able to reach an agreement with the top ranked firm, negotiations shall cease and DCA shall commence negotiations with the second highest ranked firm, until a fair and reasonable price is arrived at.

10. SERVICE AND CONSULTING AGREEMENTS

- A. General: To the extent required by the JEPA, service and consulting services agreements shall be awarded under the provisions of this Section, or any other method permitted by Public Contract Code section 10335.5.
- B. RFP: The Executive Director shall issue a RFP for the contract. The RFP shall include a clear, precise description of the work to be performed or services to be provided, a description of the format that proposals shall follow and the elements they shall contain, the standards the DCA will use in evaluating proposals, a description of the methods that will be used in evaluating and scoring the proposals, the date on which proposals are due, and the timetable the DCA will follow in reviewing and evaluating them. The selection criteria shall ensure that substantial weight in relationship to all other criteria utilized shall be given to the contract price proposed by the bidder.
- C. Proposal Evaluation: Proposals shall be evaluated, and the contract awarded in the following manner:
 - (1) Proposals received by the date & time specified in the RFP shall be reviewed for responsiveness to the RFP requirements.
 - (2) All proposals meeting the requirements in the RFP shall then be evaluated by an evaluation committee which shall score the proposals using the

methods specified in the RFP. The evaluation committee may conduct interviews, to be held and scored as specified in the RFP.

- (3) The contract shall be awarded to the proposer whose proposal is given the highest score by the evaluation committee, except that the Executive Director may reject all proposals received.

11. PROCUREMENT OF INFORMATION TECHNOLOGY

- A. The procurement of Information Technology (IT) generally includes four types of commodities, purchased individually or in combination, as follows:

- Software
- Hardware
- Services
- Support and Maintenance

- B. The Executive Director may prescribe the procedure for contracting, which may include competitive bidding as provided in this Article or as modified in the Executive Director's discretion, but shall include the following purchasing guidelines in obtaining quotes or issuing a formal Request for Qualifications (RFQ), Request for Proposals (RFP) or Invitation to Bid (IFB):

\$0.00 - \$75,000

Minimum two (2) written quotes required.

\$75,001 & over

Formal RFQ, RFP or IFB.

- C. Due to the often unique and complex requirements, the IT Procurement Manager, with the Executive Director's approval, should consider the methods, processes, and initiatives appropriate to each IT procurement that allows for flexibility in the procurement process while maintaining transparency and fairness to the prospective vendors. The following are guidelines used to determine the requirements for obtaining quotes.
- D. Request for Information (RFI) - The DCA may issue a RFI before writing a scope of work and specifications to gather supplier information in a systematic, transparent, and impartial manner. The information can help determine the need and lead to a scope of work and specifications that are more likely to achieve the desired outcome. The RFI is an informal solicitation requesting information regarding software, hardware, implementation services, products or services that may be available in the marketplace, as well as general pricing information, to determine

how the vendor's proposed solution(s) would meet the DCA's business requirements.

- E. If the purchase is for software, hardware/equipment that connects to the network or a device connected to any network, or the provider will have access to process or store DCA data, a due diligence review must be completed by the DCA IT Contract Manager that assesses the planned IT initiative.

12. BONDS

- A. Bidder's Bond. Whenever a payment bond is required, the Executive Director shall require bids with respect to such work or purchase to be accompanied by either cash, a certified check or cashier's check, or bidder's bond executed by a corporate surety authorized to do business in California, made payable to the DCA.
- B. Payment Bond. Every contract involving in excess of \$25,000 for the construction of public works shall be accompanied by a payment bond executed by a corporate surety authorized to do business in California, approved by the Executive Director. The payment bond shall contain the provisions required by Civil Code 9550 *et seq.*, as it may be amended.
- C. Performance Bond. Every contract involving in excess of \$25,000 for the construction of public works must be accompanied by a performance bond in an amount fixed by the Executive Director and executed by a corporate surety authorized to do business in California, approved by the Executive Director, or by a cash guarantee deposit in like amount. The Executive Director may include a performance bond in other contracts as deemed appropriate.

13. SMALL AND DISABLED VETERANS' BUSINESS PROGRAM

Consistent with the balance of this Policy, the JEPA and the JPA, the Executive Director shall implement an SBE and DVBE program. Such program shall be based on the following principles:

- A. Pursue an overall SBE goal of 25% and DVBE goal of 3%.
- B. Monitor SBE/DVBE compliance and report annually on SBE/DVBE utilization.
- C. Educate the public about contracting opportunities through the DCA website, social media and community outreach and workshop programs.

14. LOCAL PREFERENCE PROGRAM

Consistent with applicable law and the balance of this Policy, the JEPA and the JPA, the Executive Director may implement a local preference program that provides preferences to businesses, vendors, consultants, suppliers, and contractors based or located in the counties

comprising the Sacramento-San Joaquin Delta.

15. PURCHASING PROCEDURES

Subject to the terms and conditions of this Policy, the Executive Director may adopt and amend administrative procedures to implement this Policy. Such procedures may include specifying the types of solicitation requests that the DCA may utilize, which include requests for qualifications, requests for information, requests for proposals and request or notice inviting bids or informal contracting procedures authorized by the Executive Director. Such procedures may further specify the minimum number and form of responses for solicitation requests which shall be consistent with this Policy and other applicable State or federal law.

16. DELEGATION OF AUTHORITY

The Executive Director may delegate any authority granted to them under this Policy to other DCA staff as appropriate.

17. CONTRACT FORM

All contracts subject to the JEPA shall include the standard clauses and other terms and conditions set forth in the JEPA.



~~PURCHASING & PROCUREMENT POLICY~~

PURCHASING & PROCUREMENT POLICY

1. INTRODUCTION

The Purchasing & Procurement Policy ("Policy") sets forth the general procurement policy and standards that govern DCA's procurement activities. The DCA has a responsibility to foster free and open competition and to acquire ~~the best value in~~ supplies, materials, equipment, operating and maintenance services, consultant services, and public works projects ~~from various suppliers, contractors, and consultants~~ at the best value while adhering to good public policies and practices.

This Policy is to provide guidance and instructions to DCA staff involved in the purchasing and procurement process.

2. OBJECTIVES OF PURCHASING AND PROCUREMENT POLICY

This Policy has been developed to achieve the following objectives:

- Ensure impartiality and competition in purchasing and procurement transactions whenever practicable.
- Establish purchasing and procurement authorization procedures, delegation of authority, and accountability.
- Implement effective documentation, processing, accounting, reporting, and audit trail systems to support purchasing and procurement activities.
- ~~Mandate~~ Ensure that all ~~purchasing and~~ procurements comply with the JEPA, JPA and all State and federal applicable ~~law~~ laws.

3. DEFINITIONS

The definitions contained in this Section govern the interpretation of this ~~chapter~~ Policy:

A. Amendment – means a change to the terms & conditions to an agreement.

B. ~~(a)~~ Best Value Procurement – "Best value procurement" means a competitive, negotiated procurement method where qualitative factors in addition to price are considered in order to award a contract that provides the best overall value to the DCA.

C. ~~(b)~~ Board or Board of Directors – "Board" or Board of Directors" means the DCA's board of directors.

D. ~~(c)~~ Change Order – "Change ~~order~~ Order" means an amendment ~~modifying the terms of~~

~~an existing~~that changes the scope and/or price of a construction contract.

E. ~~(d)~~ Contract – “Contract” means any written agreement to which the DCA is a party.

F. ~~(e)~~ Construction – “Construction” includes erection, demolition, alteration, repair, and relocation.

G. ~~(f)~~ DCA – “DCA” means the Delta Conveyance Design and Construction Joint Powers Authority.

H. ~~(g)~~ DCO – “DCO” means the Delta Conveyance Office within DWR.

I. ~~(h)~~ DVBE – “DVBE” means a disabled veteran business enterprise certified as such by the State of California.

J. ~~(i)~~ DWR – “DWR” means the Department of Water Resources, State of California.

K. Emergency Procurement – “Emergency Procurement” means a purchase immediately necessary for the preservation of life, public health, or property, or, to prevent an immediate interruption or termination of critical DCA functions or activity.

L. ~~(j)~~ Executive Director – “Executive Director” ~~means~~refers to the DCA’s executive director.

M. Interagency Agreement – means a contract between DCA, a city, county, state, or federal agency, or other public agency.

N. ~~(k)~~ JEPA – “JEPA” means the Amended and Restated Joint Exercise of Powers Agreement ~~Between~~between the Department of Water Resources, State of California and the Delta Conveyance Design and Construction Authority, dated October 26, 2018, as ~~it may be~~ amended.

O. ~~(l)~~ JPA – “JPA” means the Joint Powers Agreement Forming the Delta Conveyance Design and Construction Authority, effective May 14, 2018, as ~~it may be~~ amended.

P. Material Change – “Material Change” means a major change or deviation from the original purpose of the work, or a revision to the contract so extensive or cumulative, that the consultant or contractor would be performing different work than included in the original contract or procurement.

Q. ~~(m)~~ Policy – “Policy” means the DCA Purchasing & Procurement Policy, as it may be amended.

R. ~~(n)~~ Public Works – “Public works” ~~mean~~means contracting for the erection, construction, alteration, repair, or improvement, including demolition and installation work, of any public structure, building, road, or other public improvement of any kind. Public works does not include work done by the DCA’s force account, work not paid for out of public funds, or contracting for the purchase of finished products, materials, or supplies.

S. ~~(o)~~ SBE – “SBE” means a small business enterprise certified as such by the State of California.

4. CONTRACTING AUTHORITY - GENERAL

A. ~~(a)~~ Contracts of \$250,000 or less. If the amount payable or expected to be paid by the DCA under the terms of a contract is \$250,000 or less, the contract may be awarded and executed by the Executive Director. For service contracts, the \$250,000 limit shall be calculated on an annual basis.

B. ~~(b)~~ Contracts Over \$250,000. Except as otherwise provided in this Policy, if the amount payable or expected to be paid by the DCA under the terms of the contract is in excess of \$250,000, the contract shall be executed only upon prior approval of and award by the Board.

C. ~~(c)~~ Emergency Contracts—: Notwithstanding Subsection ~~(b)~~ B, in response to an emergency, the Executive Director is delegated the authority to waive competitive bid requirements and award and execute contracts over the amount of \$250,000 for the construction of works or structures, for the purchase of equipment, materials or supplies, or performance of labor or services and take any directly related and immediate action required by that emergency when such construction, purchase of equipment, materials or supplies, or performance of labor or services is determined by the Executive Director to be for an emergency, subject to the following requirements:

- (1) The Executive Director shall report to the Board not later than 7 days after the emergency action ~~or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action,~~ the details of the emergency and reasons justifying the actions taken.
- (2) At ~~each~~ the next regularly scheduled Board meeting following the emergency action, the Board shall determine by four-fifths vote whether there is a need to continue the action or terminate action at the earliest possible date that conditions warrant so that the remainder of the action may be completed through competitive bid procedures.

D. ~~(d)~~ Grants and Receipt of Funds—: Notwithstanding Subsection ~~(b)~~ B, the Executive Director is authorized to negotiate and execute contracts in which the DCA receives funds of any amount, provided Board approval is not otherwise required.

5. CONTRACTING AUTHORITY – CHANGE ORDERS/AMENDMENTS

A. ~~(a)~~ Non-Construction Contracts. Except for construction contracts, if the cumulative amount ~~payable under an amendment is~~ of amendments totals \$250,000 or less on an annual basis, the Executive Director is authorized to execute the amendment(s) even if the amendment(s) will bring the total amount payable under the contract to more than \$250,000. Notwithstanding the foregoing, the Executive Director shall not, without prior Board approval, ~~issue~~ execute one or more amendments totaling more than \$250,000 to a contract involving an original total amount payable of \$250,000 or less.

B. ~~(b)~~ Construction Contracts. Change orders for construction projects may be executed by the Executive Director without prior Board approval for an aggregate amount of \$250,000 per ~~contract~~ Contract on an annual basis or an aggregate amount not to exceed 5 percent of the initial amount of the contract, whichever is greater. ~~Notwithstanding the foregoing, the Board may delegate authority to the Executive Director to execute change orders in excess of the limits above on a project by project basis. If the change order amounts set forth in this Subsection are exceeded, the Board may delegate additional maximum change order authority to the Executive Director.~~

6. PROCUREMENT PROCEDURES

A. ~~(a)~~ General Contracts— Excepting public works contracts and contracts subject to Sections 9 and 10, all contracts estimated to cost \$75,000 or more shall be made upon a competitive sealed bidding or best value procurement in the Executive Director’s discretion.

(1) Direct Purchase Requests. With the exception of public works contracts, for contracts with an estimated value of less than \$75,000, the Executive Director shall prescribe the alternative procedure for contracting, which may include competitive bidding as provided in this Policy, or as modified in the Executive Director’s discretion. Where consistent with the JEPA, direct contracting may be used for contracts subject to Sections 9 or 10 where DWR provides a written concurrence letter for that agreement. Alternate procedures for contracting other than competitive low bidding or best value procurement may include the following:

- For purchases less than \$5,000, quotes may be obtained through an informal process (e.g., web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase.
- For all procurements of materials, supplies, equipment, and services in excess of \$5,000 but less than \$75,000, at least two vendors must be contacted for bids/price quotation and the purchase awarded to the lowest, most responsive bidder. Bids must be solicited from prospective bidders by written request, email, telephone, legal advertising, or public notice (including DCA website). Regardless of solicitation method, all vendors must receive the same information about specifications and requirements of the product or service, and all bids submitted must be kept in confidence until the bid is awarded. Bidders may be advised that they will be notified only if they submitted the successful bid.

(2) Purchasing Card: Designated DCA staff may be assigned a Purchase (Cal) Card for miscellaneous purchases. The objective of the Purchase (Cal) Card Program is to reduce processing costs associated with low dollar expenditures. Services are not to be acquired on Purchase (Cal) Cards due to lack of insurance and indemnification language associated with these purchases. Each cardholder has pre-defined spending limits which may be increased temporarily or permanently with approval of the Executive Director subject to specified authorization limits. Purchases using the Purchase (Cal) Card are subject to the terms and conditions of the DCA cardholder agreement.

B. ~~(b)~~ Public Works— Public works contracts ~~of~~ \$25,000 or more shall be made by competitive sealed bidding.

C. ~~(c)~~ Direct Contract— Notwithstanding Subsections ~~(a)~~ A and ~~(b)~~ B, the following contracts may be awarded through direct contract:

- ~~(1)~~ Contracts for miscellaneous services, such as telephone, telegraph, light, power, and water, where rates or prices are fixed by legislation or by federal, state, county, or municipal regulations.
- ~~(2)~~ Contracts deemed to be for an emergency under the procedures set

forth in Section 4(c).

- ~~(3)~~ If competitive procurement could not produce an advantage, or it is impracticable to obtain what is required because of the unique, exploratory, or experimental nature of the work. Prior to award of contract, the Executive Director shall certify that the contract is exempt from competitive procurement and shall set forth in the certification reasons for that determination.
- ~~(4)~~ If the contract is with ~~any~~ governmental agency.
- ~~(5)~~ Change ~~orders~~ Orders/amendments including, but not limited to, term extensions.
- ~~(6)~~ Contracts for the handling of DCA airline ticketing, lodging, automobile rental reservations, and miscellaneous travel-related services under \$75,000.
- ~~(7)~~ Contracts for the handling of DCA meetings or events, including audio/video assistance, food and beverage support and facility rental.
- ~~(8)~~ A sole source award authorized pursuant to Subsection ~~(d)~~ D where it would not be possible or practicable to identify a designated product, material, thing, or service as part of an otherwise competitive procurement.
- Commodities and services which can be obtained from only one vendor.
- ~~(9)~~ Transactions pursuant to contracts secured by other public agencies which comply with the competitive procurement requirements applicable to those agencies.
- ~~(9)~~ The acquisition, lease, or rental of real property.
- ~~(10)~~ When otherwise permitted by applicable law and approved by the Board.
- If a proposed contract, procurement, advertising or posting for identical articles or services, or articles or services of the same general character, has failed to secure responsive proposals and, in the opinion of the Executive Director, further advertising or posting will not alter this result.
- Contracts for insurance and insurance premiums.
- Purchases of miscellaneous expenses, including office supplies, postage, routine fees under \$75,000.
- Board Room supplies, communication supplies, photography, audiovisual services and repairs, and office computers and laptops under \$75,000.

D. ~~(d)~~ Sole Source—Contracts: In any competitive procurement or direct contract, a designated product, material, thing, or service by a specific brand or trade name may be exclusively requested for any of the following purposes:

- ~~(1) If the articles wanted are~~ An item is patented, copyrighted, or otherwise unique.
- ~~(2)~~ In order that a field test or experiment may be made to determine the designated ~~product's~~ product's suitability for future use.
- ~~(3)~~ For replacement parts or for equipment where replacement parts or components from another supplier could compromise the safety or reliability of the product, or would void or invalidate a manufacturer's warranty or guarantee, as set forth in the certification provided below.
- ~~(4)~~ For replacement parts or components of equipment, where parts or components obtained from another supplier, if available, will not perform the same function in the equipment as the part or component to be replaced, as set forth in the certification provided below.
- ~~(5)~~ For upgrades, enhancement, or additions to hardware or for enhancements or additions to software, where equipment or software from different manufacturers or developers will not be as compatible as equipment or software from the original manufacturer(s) or developer(s), as set forth in the certification provided below.
- For annual hardware and software licensing.

When ~~such an article~~ item is to be purchased, the Executive Director's designee preparing the request for bids or proposals shall certify that the particular ~~article~~ item will best serve the purpose of the DCA, and ~~the~~ reasons for such conclusion shall be ~~set forth~~ documented. In addition, the Executive Director or designee shall include the ability to substitute "or equal" articles as required by the JEPA and to the extent possible.

E. Interagency Agreements: When DCA enters into an agreement with another government entity, this type of agreement is not competitively bid.

F. ~~(e)~~ DCO Concurrence: Prior to the award of any contract under Subsections ~~(a)~~ A, ~~(c)~~ C or ~~(d)~~ D, the Executive Director shall obtain the concurrence of the DCO regarding the non-competitive procurement method. The Executive Director may obtain DCO concurrence on a per contract, per type of contract, or any other method as agreed to by the Executive Director and DCO. Notwithstanding the foregoing, DCO concurrence is not separately required for a contract if the DCO reviews and approves this Policy, ~~and~~ or the procurement of the contract is conducted in accordance with this Policy.

7. ~~COMPETITIVE SEALED BIDDING~~ COMPETITIVE SEALED BIDDING

A. ~~(a)~~ General. All contracts awarded pursuant to a competitive sealed bid process shall comply with the procedures set forth in this Section.

B. ~~(b)~~ Notice Inviting Bid. A notice inviting ~~bid~~ bids shall be prepared and released prior to the award of a contract. At a minimum, the notice shall be published not less than once a week for at least two constructive weeks in a newspaper of general circulation within the county where the work will occur. If a project will be located in multiple counties, notice shall be published in a newspaper in a county in which a major portion of the work is to be done. The notice shall include or reference project

specifications, award procedures, and other terms and conditions of the contract and bidding process.

C. ~~(c) Pre-Bidders~~Pre-Bid Conference:- The Executive Director may conduct a mandatory or optional pre-bid conference.

D. ~~(d) Award~~:- After receipt of all bids, the contract shall be awarded to the lowest responsible bidder submitting a responsive bid. Notwithstanding the foregoing, the Board or Executive Director, as applicable, may reject all bids.

E. ~~(e) Prequalification~~:- The DCA may require prequalification of bidders on projects. ~~To do so, the~~In such case, each prospective bidder will be required to complete and submit a standardized questionnaire, which may include financial information and prior experience in performing similar work. The DCA shall follow the procedures set forth in Public Contract Code section 20101, as it may be amended.

F. ~~(f)~~ Alternative Delivery Method. If permitted by applicable law and in lieu of the competitive sealed bid process set forth in this Section, the DCA may utilize alternative project delivery methods.

8. BEST VALUE PROCUREMENT:-

A. General: The Request For Proposal (RFP) is a competitive proposal method used when proposals can be solicited from an adequate number of qualified proposers and evaluation of other factors other than just price is necessary or beneficial. This method shall not be utilized for a public works construction contracts as set forth in Section 6.B.

B. ~~(a) Application~~:- ~~Whenever a contract other than a contract for public works is required to be competitively procured, but it is considered impractical or not advantageous to use the competitive sealed bidding method, a contract may be awarded by the best value method of procurement as provided in this Section.~~ The Executive Director shall determine in writing that the best value method of procurement is practical or advantageous for a particular procurement prior to using this method.

C. ~~(b) Posting and Advertising~~:- Proposals shall be solicited through a ~~request for proposals or information~~RFP or Request For Information (RFI), which shall be posted and advertised in a manner that provides adequate public notice of the request as determined by the Executive Director, provided that, at a minimum, all requests shall be posted online for a minimum of ten (10) business days.

D. ~~(c) Evaluation Factors~~:- The evaluation factors to be used in the determination of award and the numerical weighting for each factor shall be stated in the ~~request~~RFP.

~~(1) Contract cost must be a factor in the determination of the award.~~

~~(2) Evaluation factors may be defined to include, but are not limited to, the following:~~

~~(i) Operational and other future costs and risks that the DCA would incur if the proposal is accepted;~~

~~(ii) Quality and benefits of the product or service or its technical competency;~~

~~(iii) Quality and effectiveness of management approach and controls;~~

- ~~(iv) Qualifications of personnel and management team;~~
- ~~(v) Financial stability of the prospective contractor;~~
- ~~(vi) Past performance and past experience; and~~
- ~~(vii) Furtherance of the DCA's SBE/DVBE goals.~~

E. ~~(d) Evaluation of Responses.~~ Responses: Proposals shall be evaluated based on the basis of the criteria stated in the ~~request and by adhering to the weighting as assigned~~ RFP and may include interviews. Award will be made to the bidder/proposer whose response is determined to be the most advantageous to the DCA, except that the Executive Director may reject all proposals received.

9. ARCHITECTURAL & ENGINEERING GOVERNMENT CODE SECTION 4525:

A. ~~(a) General.~~ Contracts for architectural, landscape architectural, engineering, environmental, and land surveying services and construction project management services shall be awarded pursuant to the procedures set forth in Section 8 of this Policy with the modifications set forth in this Section.

B. ~~(b) Evaluation Factors and Award.~~ Notwithstanding Sections 8(c) and (d), all contracts: Contracts subject to this Section shall be awarded ~~on the basis of~~ based on demonstrated competence ~~and~~ qualifications for the types of services to be performed and at a fair and reasonable price ~~consistent with Sections 12 and 13.~~

C. Negotiation and Selection: DCA shall negotiate a contract with the most qualified firm, at a price DCA determines to be fair and reasonable. Should DCA not be able to reach an agreement with the top ranked firm, negotiations shall cease and DCA shall commence negotiations with the second highest ranked firm, until a fair and reasonable price is arrived at.

10. SERVICE AND CONSULTING SERVICE AGREEMENTS:

A. ~~(a) General.~~ To the extent required by the JEPA, service and consulting services agreements shall be awarded under the provisions of this Section, or any other method permitted by Public Contract Code section 10335.5.

B. ~~(b) Request for Proposals. RFP.~~ The Executive Director shall issue a ~~request for proposals~~ RFP for the contract. ~~This request~~ The RFP shall include a clear, precise description of the work to be performed or services to be provided, a description of the format that proposals shall follow and the elements they shall contain, the standards the DCA will use in evaluating proposals, a description of the methods that will be used in evaluating and scoring the proposals, the date on which proposals are due, and the timetable the DCA will follow in reviewing and evaluating them. The selection criteria shall ensure that substantial weight in relationship to all other criteria utilized shall be given to the contract price proposed by the bidder.

C. ~~(c) Proposal Evaluation.~~ Proposals shall be evaluated, and the contract awarded in the following manner:

- (1) ~~All proposals shall be reviewed to determine which meet the format requirements~~ Proposals received by the date & time specified in the ~~request for~~

~~proposal.~~ RFP shall be reviewed for responsiveness to the RFP requirements..

- (2) All proposals meeting the ~~formal~~ requirements in the RFP shall then be ~~submitted to~~ evaluated by an evaluation committee which shall ~~evaluate and~~ score the proposals using the methods specified in the ~~request for proposal~~ RFP. The evaluation committee may conduct interviews, to be held and scored as specified in the RFP.
- (3) The contract shall be awarded to the proposer whose proposal is given the highest score by the evaluation committee, except that the Executive Director may reject all proposals received.

11. PROCUREMENT OF INFORMATION TECHNOLOGY

A. The procurement of Information Technology (IT) generally includes four types of commodities, purchased individually or in combination, as follows:

- = Software
- = Hardware
- = Services
- = Support and Maintenance

B. The Executive Director may prescribe the procedure for contracting, which may include competitive bidding as provided in this Article or as modified in the Executive Director's discretion, but shall include the following purchasing guidelines in obtaining quotes or issuing a formal Request for Qualifications (RFQ), Request for Proposals (RFP) or Invitation to Bid (IFB):

\$0.00 - \$75,000

Minimum two (2) written quotes required.

\$75,001 & over

Formal RFQ, RFP or IFB.

C. Due to the often unique and complex requirements, the IT Procurement Manager, with the Executive Director's approval, should consider the methods, processes, and initiatives appropriate to each IT procurement that allows for flexibility in the procurement process while maintaining transparency and fairness to the prospective vendors. The following are guidelines used to determine the requirements for obtaining quotes.

D. Request for Information (RFI) - The DCA may issue a RFI before writing a scope of work and specifications to gather supplier information in a systematic, transparent, and impartial manner. The information can help determine the need and lead to a scope of work and specifications that are more likely to achieve the desired outcome. The RFI is an informal solicitation requesting information regarding software, hardware, implementation services, products or services that may be available in the marketplace, as well as general pricing information, to determine how the vendor's proposed solution(s) would meet the DCA's business requirements.

E. If the purchase is for software, hardware/equipment that connects to the network or a device

connected to any network, or the provider will have access to process or store DCA data, a due diligence review must be completed by the DCA IT Contract Manager that assesses the planned IT initiative.

12. ~~11-~~ BONDS-

A. Bidder's Bond. Whenever a payment bond is required, the Executive Director shall require bids with respect to such work or purchase to be accompanied by either cash, a certified check or cashier's check, or bidder's bond executed by a corporate surety authorized to do business in California, made payable to the DCA.

B. ~~(a)~~ Payment Bond. Every contract involving in excess of \$25,000 for the construction of public works shall be accompanied by a payment bond executed by a corporate surety authorized to do business in California, approved by the Executive Director. The payment bond shall contain the provisions required by Civil Code 9550 *et seq.*, as it may be amended.

C. ~~(b)~~ Performance Bond. Every contract involving in excess of \$25,000 for the construction of public works must be accompanied by a performance bond in an amount fixed by the Executive Director and executed by a corporate surety authorized to do business in California, approved by the Executive Director, or by a cash guarantee deposit in like amount. The Executive Director may include a performance bond in other contracts as deemed appropriate.

13. SMALL AND DISABLED VETERANS' BUSINESS PROGRAM

~~(c) Bidder's Bond. Whenever a payment bond is required, the Executive Director shall require bids with respect to such work or purchase to be accompanied by either cash, a certified or cashier's check, or bidder's bond executed by a corporate surety authorized to engage in such business in California, made payable to the DCA. Such check or bond shall be in an amount not less than specified in the notice inviting bids or, if no amount be so specified, then in an amount not less than 10% of the aggregate amount of the bid, and shall guarantee that the successful bidder will enter into a contract with the DCA on the terms stated in the contract and the bid within the time specified in the contract documents.~~

~~12. SMALL AND DISABLED VETERANS BUSINESS PROGRAM-~~

Consistent with the balance of this Policy, the JEPA and the JPA, the Executive Director shall implement a SBE and DVBE program. Such program shall be based on the following principles:

A. ~~(a)~~ Pursue an overall SBE goal of 25% and DVBE goal of 3%.

B. ~~(b)~~ Monitor SBE/DVBE compliance and report annually on SBE/DVBE utilization.

C. ~~(c)~~ Educate the public about contracting opportunities through the DCA website, social media and community outreach and workshop programs.

14. ~~13-~~ LOCAL PREFERENCE PROGRAM-

Consistent with applicable law and the balance of this Policy, the JEPA and the JPA, the Executive Director may implement a local preference program that provides preferences to businesses, vendors, consultants, suppliers, and contractors based or located in the counties comprising the Sacramento-San Joaquin Delta.

15. ~~14.~~ PURCHASING PROCEDURES.

Subject to the terms and conditions of this Policy, the Executive Director may adopt and amend administrative procedures to implement this Policy. Such procedures may include specifying the types of solicitation requests that the DCA may utilize, which include requests for qualifications, requests for information, requests for proposals and request or notice inviting ~~bid~~bids or informal contracting procedures authorized by the Executive Director. Such procedures may further specify the minimum number and form of responses for solicitation requests which shall be consistent with this Policy and other applicable State or federal law.

16. ~~15.~~ DELEGATION OF AUTHORITY.

The Executive Director may delegate any authority granted to ~~him or her~~them under this Policy to other DCA staff as appropriate.

17. ~~16.~~ CONTRACT FORM.

All contracts subject to the JEPA shall include the standard clauses and other terms and conditions set forth in the JEPA.

Summary report: Litera Compare for Word 11.3.0.46 Document comparison done on 8/13/2023 4:19:19 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original filename: 2019-05-16 Item 9a Purchasing Policy.docx	
Modified filename: DCA Purchasing and Procurement Policy (final 2023 revisions).docx	
Changes:	
<u>Add</u>	220
Delete	179
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	1
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	1
Embedded Excel	0
Format changes	0
Total Changes:	401



DCA

DELTA CONVEYANCE DESIGN & CONSTRUCTION AUTHORITY

Purchasing and Procurement Policy

Kathleen Murphy, Chief Contracting Officer
Agenda Item 6c | Attachment 4

August 17, 2023

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

Agenda

1. Purchasing and Procurement Policy Goals

2. Overview of Changes

3. Implementation Approach

- Procurement and Contract Management Plans
- DCA Training

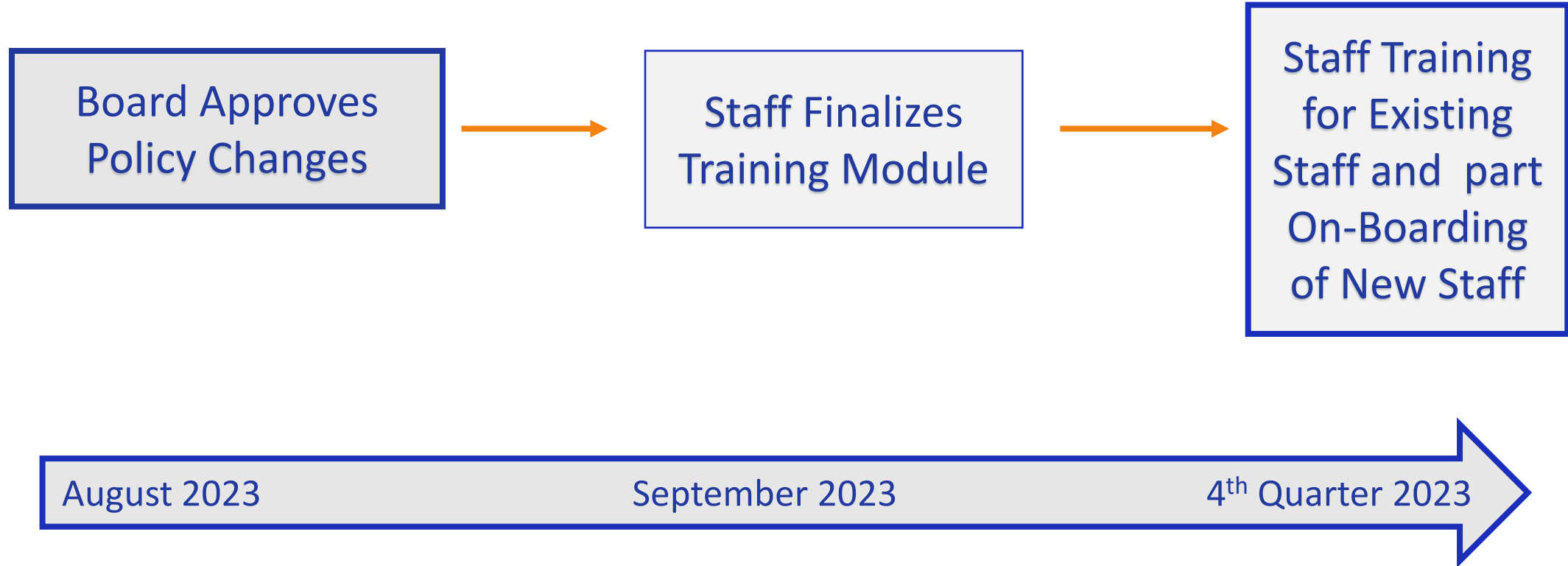
Purchasing and Procurement Policy Goals

- **Establish purchasing and procurement authorization and delegation of authority to DCA**
- **Compliance with JEPA, JPA, State and federal applicable laws**
- **Effective documentation, processing and reporting of all procurement activities**

Overview of Changes

- **Clarified/updated Definition Section**
- **Included Information Technology (“IT”) Procurement**
- **Other clean up edits (grammatical edits etc.)**

Next Steps



Staff Recommendation

- **Adoption by Resolution of the amended Purchasing and Procurement Policy**

Board Memo

Contact: Graham Bradner, Executive Director
Josh Nelson, General Counsel

Date: August 17, 2023 Board Meeting

Item No. 6d

Subject:

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

Summary:

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

Detailed Report:

Under the amended Joint Exercise of Powers Agreement (JEPA), the DCA is required to adopt and utilize a travel policy for its contractors and consultants. This policy must be approved by the Board of Directors by resolution and then forwarded to the Department of Water Resources (DWR). The Board previously adopted a policy that approved by DWR.

This item proposes two edits to the policy. First, the policy authorizes the Executive Director to provide any approvals, including potential deviations, from the policy. This item would propose adding an exception to this rule for the Executive Director. For the Executive Director's travel and other expenses, the draft revisions would allow the Board President to provide any approvals.

Second, the policy currently provides that reimbursements are subject to federal General Services Administration (GSA) requirements. This edit would clarify that all foreign travel would require prior written DCA approval and be subject to applicable GSA requirements.

The enclosed resolution adopts the proposed, revised Allowable Travel Expenses Policy. Clean and redline versions of the policy are attached for reference.

Recommended Action:

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

Attachments:

Attachment 1 - Draft Resolution 20-XX

Attachment 2 - Allowable Travel Expenses Policy (clean)

Attachment 3 - Allowable Travel Expenses Policy (redline)

BOARD OF DIRECTORS OF THE DELTA CONVEYANCE
DESIGN AND CONSTRUCTION AUTHORITY
RESOLUTION NO. 23-XX

Introduced by Director xxxx
Seconded by Director xxxx

ADOPT THE REVISED 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 revised 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 Board President may amend the Baker Tilly LLP agreement if necessary to ensure that such agreement is consistent with the provisions of this Policy.
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 17th day of August 2023, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Sarah Palmer, Board President

Gary Martin, Secretary



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. As it relates to the Executive Director, the Chair of the Board of Directors shall be responsible for any approvals.

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.
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 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 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

International Travel: Travel outside of the United States shall require prior written approval and shall be subject to all applicable GSA requirements.

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.

Travel Reimbursement Templates

Long Term Travel

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:



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: Employee Name: Travel Locations: Traveling From: (City, State) Travel To: (City, State) Departure Date:	Agreement/Task Order #: Project Role: Return Date:
Reason for Travel: <div style="height: 60px; border: 1px solid black;"></div>	

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: _____



Missing or Lost Receipt Certification

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.*

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: _____



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.

[illegible]

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) _____		Telephone No.: _____	
To: (City,State) _____		Room Rate: _____	
Attending Conference @ Hotel Yes No			

Consultant Approval _____

Date: _____

DCA Agreement Admin Approval _____

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:

- 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. As it relates to the Executive Director, the Chair of the Board of Directors shall be responsible for any approvals.

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.
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 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 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

International Travel: Travel outside of the United States shall require prior written approval and shall be subject to all applicable GSA requirements.

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]

Board Memo

Contacts: Marcie Scott, HR Manager

Date: August 17, 2023 Board Meeting

Item No. 6f

Subject: DCA Internship Update

Summary:

Ms. Scott will provide an overview of the DCA Internship Program and highlight this year's program activities and the interns.

Recommended Action:

Information, only.

General Counsel's Report

Contact: Josh Nelson, General Counsel

Agenda Date: August 17, 2023, Board Meeting

Item No. 7a

Subject: Status Update

Summary:

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

Detailed Report:

The General Counsel continues to provide legal assistance as requested. This has included assisting staff with the procurement and travel policies on the agenda this afternoon. We also continue to respond to public records requests from an interested landowner and anticipate providing a final response prior to the Board meeting.

In addition, we wanted to provide an update on SB 537. As discussed in June, this bill allows “multijurisdictional,” cross-county bodies to utilize more flexible remote meeting rules. Importantly, directors of these bodies could attend from publicly accessible offices and buildings without making those locations official teleconference locations if they were located more than 40 miles from the in-person meeting location. The bill was approved by the Committee on Local Government in the Assembly in July, and we will continue to monitor it.

Action:

Information, only.

Treasurer's Report

Contact: Katano Kasaine, Treasurer

Date: August 17, 2023

Item No. 7b

Subject: Treasurer's Monthly Report, June 2023 (Preliminary)

Summary:

The beginning cash balance for the Delta Conveyance Design and Construction Joint Powers Authority (Authority) at June 1, 2023 was \$709,976. Receipts for June 2023 totaled \$3,271,373 representing contributions from the Department of Water Resources, Delta Conveyance Office (DCO) for payment of the Authority's obligations and total disbursements for the same period were \$2,568,512 resulting in an ending cash balance of \$1,412,837 at June 30, 2023.

As of June 30, 2023, the Authority's receivables totaled \$2,970,023 consisting of 13 invoices to the DCO.

Balances for prepaid expenses and accounts payable, as of June 30, 2023, were \$73,934 and \$3,575,137, respectively. For the same period, advances totaled \$800,000 and total net position was \$81,657.

Attachment 1 consists of financial statements for the month ended June 2023, a schedule of Invoices Paid through June 2023, and Aging Schedules for Accounts Payable and Accounts Receivable as of June 30, 2023.

Attachment 2 consists of Budget versus Actuals by Appropriation through June 2023. Year-to-date actual expenses were \$6.8 million lower than budget.

Detailed Report:

See attached statements.

Recommended Action:

Information only.

Attachments:

Attachment 1 – June 2023 Authority Financial Statements

Attachment 2 – June 2023 Budget versus Actuals by Appropriation



**DELTA CONVEYANCE DESIGN AND CONSTRUCTION
JOINT POWERS AUTHORITY
Preliminary Financial Statements
Year Ended June 30, 2023**



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Statement of Net Position

As of June 30, 2023

Assets:

Cash	\$	1,412,837
Accounts receivable		2,970,023
Prepays		<u>73,934</u>
Total assets	\$	<u><u>4,456,794</u></u>

Liabilities:

Accounts payable	\$	3,575,137
Advance for prepayments		<u>800,000</u>
Total liabilities		4,375,137

Net position:

		<u>81,657</u>
Total liabilities and net position	\$	<u><u>4,456,794</u></u>

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

Statements of Cash Receipts and Disbursements

	Jun. 1, 2023 <u>Jun. 30, 2023</u>	Year to Date <u>Jun. 30, 2023</u>
Receipts:		
Contributions ⁽¹⁾	\$ 3,271,373	\$ 23,466,933
Disbursements:		
Program management office		
Executive office	320,527	1,839,933
Community engagement	45,476	452,584
Program controls	292,784	2,153,057
Administration	207,362	2,474,226
Procurement	33,049	203,814
Property	85,238	427,408
Permitting management	57,855	463,489
Health and safety	9,290	27,573
Quality management	13,244	125,034
Program initiation		
Engineering	1,013,405	8,151,075
Fieldwork	490,282	6,134,888
Total disbursements	2,568,512	22,453,081
Net changes in cash	702,861	1,013,852
Cash at July 1, 2022	—	398,985
Cash at June 1, 2023	709,976	—
Cash at June 30, 2023	\$ 1,412,837	\$ 1,412,837

⁽¹⁾ DWR contributions invoiced through the DCO and \$300,000 to fund prepayment of invoices with short payment terms.

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

Statements of Revenues, Expenses and Changes in Net Position

	Jun. 1, 2023 <u>Jun. 30, 2023</u>	Year to Date <u>Jun. 30, 2023</u>
Revenues:		
Contributions ⁽¹⁾	\$ 2,162,688 <u> </u>	\$ 24,380,674 <u> </u>
Expenses:		
Program management office		
Executive office	188,280	2,031,791
Community engagement	122,223	556,764
Program controls	288,909	2,596,126
Administration	232,662	2,571,571
Procurement	45,077	270,071
Property	53,705	534,055
Permitting management	41,356	464,964
Health and safety	3,692	32,025
Quality management	24,989	173,209
Program initiation		
Engineering	847,722	8,641,891
Fieldwork	333,492 <u> </u>	6,492,904 <u> </u>
Total expenses	2,182,107 <u> </u>	24,365,371 <u> </u>
Changes in net position	(19,419)	15,303
Net position at June 30, 2022	—	66,354
Net position at May 31, 2023	101,076 <u> </u>	— <u> </u>
Net position at June 30, 2023	\$ 81,657 <u> </u>	\$ 81,657 <u> </u>

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

⁽¹⁾ DWR contributions invoiced through the DCO and \$300,000 to fund prepayment of invoices with short payment terms.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid
for the Twelve Months Ended June 30, 2023

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
1 AirTouch Cellular (Verizon)	9909058586	06/17/22	07/06/22	05/18/22-06/17/22	\$ 160	\$ 160
2 Caltronics Business Systems	3526028	06/24/22	07/06/22	05/21/22-06/20/22	1,787	1,787
3 Consolidated Communications	20220615	06/15/22	07/13/22	06/15/22-07/14/22	3,101	3,101
4 AT&T	5503221707	06/19/22	07/13/22	06/19/22-07/18/22	1,962	1,962
5 Prime US-Park Tower LLC	20220701	07/01/22	07/13/22	07/01/22-07/31/22	98,173	98,173
6 Liberty Mutual Insurance	06072022	06/07/22	07/20/22	07/01/22-06/30/23	9,908	9,908
7 Bank of America	N/A**	07/21/22	07/21/22	07/21/22	482	482
8 Bank of America	N/A**	06/01/22	08/12/22	08/02/22	8,306	8,306
9 Carahsoft Technology Corp	20044699INV	05/27/22	08/12/22	07/01/22-06/30/23	1,449	1,449
10 AT&T	1125341709	06/06/22	08/12/22	07/19/22-08/18/22	1,976	1,976
11 Consolidated Communications	20220715	05/17/22	08/30/22	07/15/22-08/14/22	3,101	3,101
12 RingCentral	CD_000422004	05/24/22	08/30/22	06/28/22-07/27/22	3,841	3,841
13 Caltronics Business Systems	3544999	05/31/22	08/30/22	06/21/22-07/20/22	1,806	1,806
14 Prime US-Park Tower LLC	20220801	06/16/22	08/30/22	08/01/22-08/31/22	98,173	98,173
15 RingCentral	CD_000436240	06/16/22	08/30/22	07/28/22-08/27/22	3,881	3,881
16 AirTouch Cellular (Verizon)	9911375871	06/16/22	08/30/22	06/18/22-07/17/22	160	160
17 Management Partners	INV10577	06/14/22	08/30/22	05/01/22-05/31/22	44,586	44,586
18 Audio Visual Innovations, Inc.	1732809	06/15/22	08/30/22	05/01/22-05/31/22	36,081	36,081
19 Santa Clara Valley Water District	6	06/21/22	08/30/22	04/30/22-05/27/22	18,867	18,867
20 AECOM Technical Services	2000624992	06/23/22	08/30/22	04/09/22-04/29/22	54,856	54,856
21 Jacobs	W8X97004-10	04/30/22	08/30/22	02/26/22-04/29/22	559,797	559,797
22 Bender Rosenthal, Inc.	18250.04-11	03/31/22	08/30/22	04/30/22-05/27/22	22,507	22,507
23 Gwen Buchholz, Permit Engineer, Inc.	014	06/29/22	08/30/22	05/01/22-05/27/22	18,000	18,000
24 Gwen Buchholz, Permit Engineer, Inc.	01	06/30/22	08/30/22	05/28/22-05/31/22	2,375	2,375
25 Parsons	2206B807	06/29/22	08/30/22	04/30/22-05/27/22	267,852	267,852
26 Jacobs	W8X97004-11	06/30/22	08/30/22	04/30/22-05/30/22	661,082	661,082
27 Hamner, Jewell & Associates	201760	06/30/22	08/30/22	05/01/22-05/31/22	173	173
28 Best, Best, & Krieger	938771	07/06/22	08/30/22	05/01/22-05/31/22	14,959	14,959
29 DirectApps Inc. (Direct Technology)	18493	06/30/22	08/30/22	04/01/22-04/30/22	11,541	11,541
30 VMA Communications	DCA22Apr	06/30/22	08/30/22	04/01/22-04/30/22	9,000	9,000
31 VMA Communications	DCA22Mar	07/07/22	08/30/22	03/01/22-03/31/22	9,000	9,000
32 Keogh Multimedia	MK-2022-04	05/31/22	08/30/22	05/01/22-06/30/22	1,121	1,121
33 DirectApps Inc. (Direct Technology)	18494	06/30/22	08/30/22	05/01/22-05/31/22	11,031	11,031
34 Audio Visual Innovations, Inc.	1750782	06/29/22	08/30/22	06/29/22-06/29/22	282	282
35 Spark Street Digital	3510	06/30/22	08/30/22	04/06/22-04/06/22	4,687	4,687
36 Spark Street Digital	3511	06/30/22	08/30/22	05/19/22-05/19/22	6,192	6,192
37 Santa Clara Valley Water District	7	07/06/22	08/30/22	05/28/22-06/30/22	17,691	17,691
38 Bender Rosenthal, Inc.	18250.04-12	06/30/22	08/30/22	05/28/22-06/30/22	19,258	19,258
39 Audio Visual Innovations, Inc.	1751269	06/30/22	08/30/22	06/01/22-06/30/22	9,880	9,880
40 Gwen Buchholz, Permit Engineer, Inc.	02	07/07/22	08/30/22	06/01/22-06/30/22	17,375	17,375
41 VMA Communications	DCA22May	05/31/22	08/30/22	05/01/22-05/31/22	62,253	62,253
42 VMA Communications	DCA22Jun	06/30/22	08/30/22	06/01/22-06/30/22	9,000	9,000
43 AECOM Technical Services	2000637452	06/20/22	09/07/22	04/30/22-05/27/22	71,739	71,739
44 Management Partners	INV10676	07/05/22	09/07/22	06/01/22-06/30/22	44,585	44,585
45 Hamner, Jewell & Associates	201811	07/13/22	09/07/22	06/01/22-06/30/22	496	496
46 Best, Best, & Krieger	940137	07/05/22	09/07/22	06/01/22-06/30/22	12,882	12,882
47 Consolidated Communications	20220815	08/15/22	09/07/22	08/15/22-09/14/22	3,101	3,101
48 AT&T	9371472708	08/19/22	09/07/22	08/19/22-09/18/22	1,976	1,976
49 Caltronics Business Systems	3565107	08/23/22	09/07/22	07/21/22-08/20/22	1,924	1,924
50 AirTouch Cellular (Verizon)	9913706627	08/17/22	09/07/22	07/18/22-08/17/22	10	10
51 Prime US-Park Tower LLC	20220901	09/01/22	09/07/22	09/01/22-09/30/22	98,173	98,173
52 RingCentral	CD_000451089	08/29/22	09/09/22	08/28/22-09/27/22	3,881	3,881
53 AECOM Technical Services	2000639292	06/24/22	09/21/22	05/11/22-05/27/22	65,844	65,844
54 AECOM Technical Services	2000644401	07/15/22	09/21/22	05/11/22-06/30/22	54,893	54,893
55 Metropolitan Water District of So. Ca	501824	06/16/22	09/21/22	05/01/22-05/31/22	20,036	20,036
56 AVL SPL LLC	1764208	07/22/22	09/21/22	07/01/22-06/30/23	10,128	10,128
57 Jacobs	W8X97004-12	07/28/22	09/21/22	05/31/22-06/30/22	774,494	774,494
58 ACWA	FCINV-22-486	09/06/22	09/21/22	11/30/22	370	370
59 Alliant	2011515	07/01/22	09/23/22	07/01/22-07/01/23	24,908	24,908
60 Parsons	2207B505	07/19/22	09/28/22	04/01/22-06/30/22	376,150	376,150
61 Management Partners	INV10788	08/02/22	09/28/22	07/01/22-07/31/22	44,500	44,500
62 Bender Rosenthal, Inc.	18250.05-1	06/17/22	10/05/22	07/01/22-07/29/22	21,821	21,821
63 Metropolitan Water District of So. Ca	501830	06/24/22	10/05/22	06/01/22-06/30/22	19,547	19,547

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

DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid
for the Twelve Months Ended June 30, 2023
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
64 Convergent Systems	41425	06/15/22	10/05/22	04/01/22-06/30/22	534	534
65 DirectApps Inc. (Direct Technology)	19037	06/19/22	10/05/22	06/01/22-06/30/22	11,030	11,030
66 DirectApps Inc. (Direct Technology)	19038	07/01/22	10/05/22	07/01/22-07/31/22	11,012	11,012
67 Gwen Buchholz, Permit Engineer, Inc.	01A	06/07/22	10/05/22	07/01/22-07/31/22	26,125	26,125
68 Santa Clara Valley Water District	8	07/21/22	10/05/22	07/01/22-07/29/22	20,281	20,281
69 Parsons	2208B992	08/02/22	10/05/22	07/01/22-07/30/22	62,423	62,423
70 Consolidated Communications	20220915	06/07/22	10/05/22	09/15/22-10/14/22	3,101	3,101
71 Caltronics Business Systems	3585323	07/19/22	10/05/22	08/21/22-09/20/22	1,800	1,800
72 AT&T	1628243709	07/15/22	10/05/22	09/19/22-10/18/22	1,976	1,976
73 AirTouch Cellular (Verizon)	9916056860	06/29/22	10/05/22	08/18/22-09/17/22	95	95
74 Prime US-Park Tower LLC	20221001	07/25/22	10/05/22	10/01/22-10/31/22	98,173	98,173
75 AECOM Technical Services	2000650370	08/01/22	10/12/22	05/01/22-06/30/22	989,733	989,733
76 Jacobs	W8X97005-01	07/29/22	10/12/22	07/01/22-07/29/22	558,859	558,859
77 RingCentral	CD_000466254	07/17/22	10/12/22	09/28/22-10/27/22	3,882	3,882
78 AECOM Technical Services	2000657875	06/01/22	10/19/22	07/01/22-07/29/22	16,109	16,109
79 Parsons	2209B778	05/27/22	10/19/22	07/01/22-07/29/22	277,962	277,962
80 AECOM Technical Services	2000668262	06/06/22	10/26/22	08/01/22-08/31/22	22,315	22,315
81 VMA Communications	DCA22JULY	05/17/22	10/26/22	07/01/22-07/31/22	19,500	19,500
82 Convergent Systems	41801	05/24/22	10/26/22	07/01/22-09/30/22	534	534
83 Management Partners	INV10914	05/31/22	11/01/22	08/01/22-08/31/22	44,919	44,919
84 Consolidated Communications	20221015	06/16/22	11/04/22	10/15/22-11/14/22	3,101	3,101
85 AT&T	3864333708	06/16/22	11/04/22	10/19/22-11/18/22	1,976	1,976
86 AirTouch Cellular (Verizon)	9918426116	06/16/22	11/04/22	09/18/22-10/17/22	96	96
87 Caltronics Business Systems	3607484	06/14/22	11/04/22	09/21/22-10/20/22	1,813	1,813
88 Prime US-Park Tower LLC	20221101	06/15/22	11/04/22	11/01/22-11/30/22	98,654	98,654
89 AECOM Technical Services	2000662812	06/21/22	11/09/22	07/01/22-07/31/22	21,505	21,505
90 Santa Clara Valley Water District	9	06/23/22	11/09/22	07/30/22-08/26/22	19,423	19,423
91 AVI_SPL LLC	1788721	04/30/22	11/09/22	06/01/22-06/30/22	17,162	17,162
92 Bender Rosenthal, Inc.	18250.05-2	03/31/22	11/09/22	07/30/22-08/26/22	28,548	28,548
93 Metropolitan Water District of So. Ca	501832-supplemental	06/29/22	11/09/22	06/01/22-06/30/22	8,091	8,091
94 Metropolitan Water District of So. Ca	501832	06/30/22	11/09/22	07/01/22-07/31/22	17,826	17,826
95 AECOM Technical Services	2000662898	06/29/22	11/18/22	07/01/22-07/31/22	100,705	100,705
96 Gwen Buchholz, Permit Engineer, Inc.	02	06/30/22	11/18/22	08/01/22-08/31/22	5,125	5,125
97 Jacobs	W8X97005-02	06/30/22	11/18/22	07/30/22-08/26/22	645,551	645,551
98 Parsons	2209B881	07/06/22	11/18/22	07/30/22-08/26/22	301,477	301,477
99 Hamner, Jewell & Associates	202001	06/30/22	11/18/22	08/01/22-08/31/22	45	45
100 VMA Communications	DCA22AUG	06/30/22	11/18/22	08/01/22-08/31/22	20,600	20,600
101 RingCentral	CD_000482267	07/07/22	11/18/22	10/28/22-11/27/22	3,868	3,868
102 Metropolitan Water District of So. Ca	501836	05/31/22	11/29/22	08/01/22-08/31/22	25,753	25,753
103 Management Partners	INV11020	06/30/22	11/29/22	09/01/22-09/30/22	44,500	44,500
104 DirectApps Inc. (Direct Technology)	19220	06/20/22	11/29/22	08/01/22-08/31/22	16,682	16,682
105 Best, Best, & Krieger	945932	06/24/22	11/29/22	06/01/22-06/30/22	1,375	1,375
106 Santa Clara Valley Water District	10	07/15/22	11/29/22	08/27/22-09/30/22	29,238	29,238
107 AECOM Technical Services	2000669252	07/05/22	11/29/22	08/01/22-08/31/22	92,910	92,910
108 e-Builder	13093	07/13/22	11/29/22	10/26/22-10/25/23	132,250	132,250
109 Keogh Multimedia	MK-2022-05	07/05/22	11/29/22	07/01/22-09/30/22	585	585
110 ACWA	20221019	10/19/22	12/07/22	01/01/23-12/31/23	795	795
111 AirTouch Cellular (Verizon)	9920811262	11/17/22	12/07/22	10/18/22-11/17/22	309	309
112 Prime US-Park Tower LLC	20221201	12/01/22	12/07/22	12/01/22-12/31/22	98,173	98,173
113 Caltronics Business Systems	3630173	11/22/22	12/07/22	10/21/22-11/20/22	2,149	2,149
114 AT&T	6621205706	11/19/22	12/07/22	11/19/22-12/18/22	1,976	1,976
115 Best, Best, & Krieger	943746	08/29/22	12/12/22	07/01/22-07/31/22	20,223	20,223
116 Best, Best, & Krieger	945949	09/26/22	12/12/22	08/01/22-08/31/22	15,876	15,876
117 Bender Rosenthal, Inc.	18250.05-3	09/30/22	12/12/22	08/24/22-09/30/22	30,460	30,460
118 Metropolitan Water District of So. Ca	501839	10/11/22	12/12/22	09/01/22-09/30/22	18,753	18,753
119 Associated Right of Way Services, Inc.	20721	10/14/22	12/12/22	09/01/22-09/30/22	457	457
120 VMA Communications	DCA22SEPT	10/17/22	12/12/22	09/01/22-09/30/22	14,000	14,000
121 Consolidated Communications	20221115	11/15/22	12/14/22	11/15/22-12/14/22	3,101	3,101
122 AECOM Technical Services	2000679088	10/15/22	01/03/23	09/01/22-09/30/22	19,724	19,724
123 AECOM Technical Services	2000680431	10/19/22	01/03/23	09/01/22-09/30/22	125,812	125,812
124 Best, Best, & Krieger	949134	10/31/22	01/03/23	09/01/22-09/30/22	20,527	20,527
125 Santa Clara Valley Water District	11	11/07/22	01/03/23	10/01/22-10/28/22	21,858	21,858
126 Best, Best, & Krieger	949690	11/06/22	01/03/23	10/01/22-10/31/22	32,175	32,175



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid
for the Twelve Months Ended June 30, 2023
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
127 Parsons	2210A953	10/19/22	01/11/23	08/27/22-09/30/22	435,362	435,362
128 Jacobs	W8X97005-03	10/25/22	01/11/23	07/01/22-09/30/22	840,688	840,688
129 VMA Communications	DCA22Oct	10/31/22	01/11/23	10/01/22-10/31/22	14,600	14,600
130 DirectApps Inc. (Direct Technology)	19430	10/10/22	01/11/23	09/01/22-09/30/22	15,340	15,340
131 Gwen Buchholz, Permit Engineer, Inc.	2223-03	10/13/22	01/11/23	09/01/22-09/30/22	7,250	7,250
132 Gwen Buchholz, Permit Engineer, Inc.	2223-04	11/14/22	01/11/23	10/01/22-10/31/22	7,500	7,500
133 Jacobs	W8X97005-04	11/16/22	01/11/23	10/01/22-10/31/22	755,464	755,464
134 AECOM Technical Services	2000691702	11/21/22	01/11/23	10/01/22-10/31/22	18,721	18,721
135 Parsons	2211A584	11/16/22	01/11/23	10/01/22-10/28/22	470,885	470,885
136 Baker Tilly US, LLP	BT2241789	11/14/22	01/11/23	10/01/22-10/31/22	44,500	44,500
137 Metropolitan Water District of So. Ca	501847	11/16/22	01/11/23	10/01/22-10/31/22	40,754	40,754
138 DirectApps Inc. (Direct Technology)	19684	11/15/22	01/11/23	10/01/22-10/31/22	15,319	15,319
139 Consolidated Communications	20221215	12/15/22	01/11/23	12/15/22-01/14/23	2,781	2,781
140 Prime US-Park Tower LLC	20230101	01/01/23	01/18/23	01/01/23-01/31/23	100,331	100,331
141 RingCentral	CD_000497806	11/29/22	01/18/23	11/28/22-12/27/22	3,868	3,868
142 AECOM Technical Services	2000682268	10/25/22	01/23/23	08/01/22-08/31/22	813,551	813,551
143 AECOM Technical Services	2000683968	10/30/22	01/23/23	09/01/22-09/30/22	27,958	27,958
144 AECOM Technical Services	2000683358	10/28/22	01/23/23	09/01/22-09/30/22	118,303	118,303
145 Associated Right of Way Services, Inc.	20746	11/08/22	01/23/23	10/01/22-10/31/22	891	891
146 onPar Advisors LLC	OPIN0085R1	12/13/22	02/01/23	10/27/22-10/26/23	51,396	51,396
147 Consolidated Communications	20230115	01/15/23	02/06/23	01/15/23-02/14/23	2,899	2,899
148 AT&T	7745165701	12/19/22	02/06/23	12/19/22-01/18/23	1,976	1,976
149 AT&T	2323906709	01/19/23	02/06/23	01/19/23-02/18/23	1,976	1,976
150 AirTouch Cellular (Verizon)	9925571090	01/17/23	02/06/23	12/18/22-01/17/23	139	139
151 Prime US-Park Tower LLC	20230201	02/01/23	02/06/23	02/01/23-02/28/23	102,670	102,670
152 Bender Rosenthal, Inc.	18250.05-4	10/31/22	02/08/23	09/30/22-10/28/22	21,347	21,347
153 AECOM Technical Services	2000694623	11/30/22	02/08/23	10/01/22-10/31/22	46,640	46,640
154 Gwen Buchholz, Permit Engineer, Inc.	2223-05	12/02/22	02/08/23	11/01/22-11/30/22	8,875	8,875
155 Santa Clara Valley Water District	12	12/06/22	02/08/23	10/29/22-12/02/22	17,421	17,421
156 AECOM Technical Services	2000695448	12/05/22	02/08/23	08/01/22-10/31/22	215,100	215,100
157 Bender Rosenthal, Inc.	18250.05-05	11/25/22	02/08/23	10/29/22-11/25/22	24,984	24,984
158 Associated Right of Way Services, Inc.	20874	12/06/22	02/08/23	11/01/22-11/30/22	1,140	1,140
159 VMA Communications	DCA22Nov	11/30/22	02/08/23	11/01/22-11/30/22	11,000	11,000
160 AECOM Technical Services	2000700987	12/15/22	02/08/23	11/01/22-11/30/22	37,450	37,450
161 AECOM Technical Services	2000702341	12/15/22	02/08/23	09/28/22-11/30/22	32,340	32,340
162 Jambo LP	30144	07/01/22	02/10/23	07/01/22-06/30/23	34,920	34,920
163 Caltronics Business Systems	3658011	12/28/22	02/10/23	11/21/22-12/20/22	1,916	1,916
164 Caltronics Business Systems	3683218	01/27/23	02/10/23	12/21/22-01/20/23	1,782	1,782
165 Jacobs	W8X97005-05	12/14/22	03/08/23	07/01/22-11/25/22	621,584	621,584
166 AECOM Technical Services	2000702354	12/15/22	03/08/23	09/20/22-11/30/22	991,400	991,400
167 Baker Tilly US, LLP	BT2263861	12/08/22	03/08/23	11/01/22-11/30/22	45,023	45,023
168 Parsons	2112A878	12/22/22	03/08/23	10/29/22-11/25/22	343,388	343,388
169 Best, Best, & Krieger	954078	12/26/22	03/08/23	11/01/22-11/30/22	21,689	21,689
170 Santa Clara Valley Water District	13	01/04/23	03/08/23	12/03/22-12/30/22	3,224	3,224
171 Bender Rosenthal, Inc.	18250.05-06	12/31/22	03/08/23	11/26/22-12/30/22	25,296	25,296
172 Gwen Buchholz, Permit Engineer, Inc.	2223-06	01/05/23	03/08/23	12/01/22-12/31/22	9,875	9,875
173 Keogh Multimedia	MK-2023-01	01/06/23	03/08/23	10/01/22-12/31/22	130	130
174 DirectApps Inc. (Direct Technology)	19900	12/15/22	03/08/23	11/01/22-11/30/22	15,343	15,343
175 Associated Right of Way Services, Inc.	20913	01/05/23	03/08/23	12/01/22-12/31/22	1,948	1,948
176 Baker Tilly US, LLP	BT2281400	01/04/23	03/08/23	12/01/22-12/31/22	45,833	45,833
177 VMA Communications	DCA22Dec	12/31/22	03/08/23	12/01/22-12/31/22	14,600	14,600
178 DirectApps Inc. (Direct Technology)	20140	01/12/23	03/08/23	12/01/22-12/31/22	15,320	15,320
179 Metropolitan Water District of So. Ca	501852	12/15/22	03/10/23	11/01/22-11/30/22	20,129	20,129
180 Consolidated Communications	20230215	02/15/23	03/10/23	02/15/23-03/14/23	2,901	2,901
181 AirTouch Cellular (Verizon)	9927952058	02/17/23	03/10/23	01/18/23-02/17/23	136	136
182 AT&T	9516456707	02/19/23	03/10/23	02/19/23-03/18/23	1,976	1,976
183 Caltronics Business Systems	3708146	02/24/23	03/10/23	01/21/23-02/20/23	1,929	1,929
184 Prime US-Park Tower LLC	20230301	03/01/23	03/10/23	03/01/23-03/31/23	102,670	102,670
185 KPMG	8004655633	02/28/23	03/15/23	07/01/22-12/31/22	25,000	25,000
186 Neumann LTD	119484	03/15/23	03/24/23	03/22/23-03/22/23	1,206	1,206
187 AECOM Technical Services	2000698716	12/08/22	03/29/23	08/17/22-10/31/22	26,064	26,064
188 AECOM Technical Services	2000711192	01/13/23	03/29/23	12/01/22-12/31/22	52,955	52,955
189 AECOM Technical Services	2000711197	01/15/23	03/29/23	12/01/22-12/31/22	53,379	53,379



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid
for the Twelve Months Ended June 30, 2023
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
190 Jacobs	W8X97005-06	01/24/23	03/29/23	11/01/22-12/31/22	923,467	923,467
191 AECOM Technical Services	2000711349	01/16/23	03/29/23	10/02/22-12/31/22	525,789	525,789
192 Metropolitan Water District of So. Ca	501855	01/17/23	03/29/23	11/29/22-12/31/22	19,855	19,855
193 Parsons	2301B633	01/27/23	03/29/23	10/26/22-12/30/22	374,681	374,681
194 Bender Rosenthal, Inc.	18250.05-7	01/31/23	03/29/23	12/31/22-01/27/23	5,826	5,826
195 Convergent Systems	42256	10/05/22	03/29/23	10/01/22-12/31/22	534	534
196 Convergent Systems	42677	01/05/23	03/29/23	01/01/23-03/31/23	587	587
197 Consolidated Communications	20230315	03/15/23	04/05/23	03/15/23-04/14/23	2,900	2,900
198 AirTouch Cellular (Verizon)	9930357864	03/17/23	04/05/23	02/18/23-03/17/23	214	214
199 AT&T	4458647703	03/19/23	04/05/23	03/19/23-04/18/23	1,976	1,976
200 Caltronics Business Systems	3732629	03/24/23	04/05/23	02/01/23-03/20/23	1,695	1,695
201 Prime US-Park Tower LLC	20230401	04/01/23	04/05/23	04/01/23-04/30/23	102,670	102,670
202 AVI_SPL LLC	1893162	02/08/23	04/19/23	01/25/23-01/25/23	156	156
203 Hamner, Jewell & Associates	202019	10/12/22	04/19/23	09/01/22-09/30/22	3,070	3,070
204 Best, Best, & Krieger	955060	01/11/23	04/19/23	12/01/22-12/31/22	10,780	10,780
205 Gwen Buchholz, Permit Engineer, Inc.	2223-07	02/13/23	04/19/23	01/01/23-01/31/23	11,500	11,500
206 VMA Communications	DCA23Jan	01/31/23	04/19/23	01/01/23-01/31/23	14,600	14,600
207 AECOM Technical Services	2000722593	02/15/23	04/19/23	01/01/23-01/31/23	67,153	67,153
208 AECOM Technical Services	2000723219	02/15/23	04/19/23	11/16/22-01/31/23	69,875	69,875
209 Baker Tilly US, LLP	BT2308505	02/03/23	04/19/23	01/01/23-01/31/23	44,500	44,500
210 Hamner, Jewell & Associates	202138	11/08/22	04/19/23	10/01/22-10/31/22	1,692	1,692
211 Hamner, Jewell & Associates	202212	12/07/22	04/19/23	11/01/22-11/30/22	2,174	2,174
212 Hamner, Jewell & Associates	202301	01/09/23	04/19/23	12/01/22-12/31/22	3,208	3,208
213 AECOM Technical Services	2000723129	02/15/23	04/19/23	09/22/22-01/31/23	56,019	56,019
214 Lux Bus America Co.	69896	03/02/23	04/19/23	04/26/23-04/26/23	1,969	1,969
215 ACWA	INV011751	03/27/23	04/19/23	05/09/23-05/11/23	650	650
216 ACWA	INV011752	03/27/23	04/21/23	05/09/23-05/11/23	390	390
217 Associated Right of Way Services, Inc.	20987	02/03/23	04/26/23	01/01/23-01/31/23	1,556	1,556
218 Jacobs	W8X97005-07	02/15/23	05/03/23	11/27/22-01/27/23	842,218	842,218
219 Best, Best, & Krieger	958389	02/26/23	05/03/23	01/01/23-01/31/23	22,465	22,465
220 Commuter Industries	230012	02/24/23	05/03/23	02/24/23	1,845	1,845
221 DirectApps Inc. (Launch Consulting)	20318	02/22/23	05/03/23	01/01/23-01/31/23	15,320	15,320
222 Parsons	2302B843	02/24/23	05/03/23	12/31/22-01/27/23	336,375	336,375
223 Gwen Buchholz, Permit Engineer, Inc.	2223-08	03/03/23	05/03/23	02/01/23-02/28/23	14,750	14,750
224 DirectApps Inc. (Launch Consulting)	20557R	03/15/23	05/03/23	02/01/23-02/28/23	18,381	18,381
225 VMA Communications	DCA23Feb	02/28/23	05/03/23	02/01/23-02/28/23	30,100	30,100
226 Santa Clara Valley Water District	14	03/14/23	05/03/23	02/01/23-02/24/23	11,596	11,596
227 Signs Now	104772	03/10/23	05/03/23	03/10/23-03/10/23	616	616
228 Consolidated Communications	20230415	04/15/23	05/03/23	04/15/23-05/14/23	2,847	2,847
229 AirTouch Cellular (Verizon)	9932755085	04/17/23	05/03/23	03/18/23-04/17/23	234	234
230 AT&T	1172098709	04/19/23	05/03/23	04/19/23-05/18/23	1,976	1,976
231 Prime US-Park Tower LLC	20230501	05/01/23	05/03/23	05/01/23-05/31/23	102,670	102,670
232 Bender Rosenthal, Inc.	18250.05-8	02/28/23	05/05/23	01/28/23-02/24/23	6,135	6,135
233 Metropolitan Water District of So. Ca	501857	02/21/23	05/05/23	01/01/23-01/31/23	14,624	14,624
234 Caltronics Business Systems	3759176	04/25/23	05/05/23	03/21/23-04/20/23	1,849	1,849
235 AECOM Technical Services	2000732891	03/14/23	05/10/23	02/01/23-02/28/23	111,028	111,028
236 Jacobs	W8X97005-08	03/16/23	05/10/23	01/28/23-02/24/23	819,111	819,111
237 Hamner, Jewell & Associates	202337	02/06/23	05/10/23	01/01/23-01/31/23	5,129	5,129
238 AECOM Technical Services	2000731737	03/14/23	05/10/23	02/01/23-02/28/23	63,457	63,457
239 Parsons	2303B433	03/17/23	05/10/23	01/28/23-02/24/23	401,844	401,844
240 Keogh Multimedia	MK-2023-02	04/03/23	05/10/23	01/01/23-03/31/23	748	748
241 Lux Bus America Co.	88228	04/27/23	05/17/23	05/19/23-05/19/23	1,969	1,969
Subtotal July - May*					\$ 19,884,569	\$ 19,884,569
242 Prime US-Park Tower LLC	20230601	06/01/23	06/09/23	06/01/23-06/30/23	97,153	97,153
243 Hamner, Jewell & Associates	202430	03/07/23	06/12/23	02/01/23-02/28/23	4,629	4,629
244 Gwen Buchholz, Permit Engineer, Inc.	2223-09	04/07/23	06/12/23	03/01/23-03/31/23	13,875	13,875
245 Miles Treaster & Associates	49319	04/10/23	06/12/23	03/01/23-03/01/23	11,414	11,414
246 Baker Tilly US, LLP	BT2371912	04/10/23	06/12/23	03/01/23-03/31/23	44,500	44,500
247 VMA Communications	DCA23Mar	03/31/23	06/12/23	03/01/23-03/31/23	14,600	14,600
248 DirectApps Inc. (Launch Consulting)	20745	04/11/23	06/12/23	03/01/23-03/31/23	16,479	16,479
249 Metropolitan Water District of So. Ca	501869	04/10/23	06/12/23	03/01/23-03/31/23	17,693	17,693

* Totals may not foot due to rounding.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Schedule of Invoices Paid
for the Twelve Months Ended June 30, 2023
(Continued)

Vendor	Invoice #	Invoice Date	Payment Date	Period of Expense	Invoice Amount	Amount Paid
250 Consolidated Communications	20230515	05/15/23	06/12/23	05/15/23-06/14/23	2,847	2,847
251 Lux Bus America Co.	88229	05/02/23	06/12/23	06/22/23-06/22/23	1,969	1,969
252 AirTouch Cellular (Verizon)	9935135923	05/17/23	06/12/23	04/18/23-05/17/23	216	216
253 Caltronics Business Systems	3782094	05/22/23	06/12/23	04/21/23-05/20/23	1,937	1,937
254 Best, Best, & Krieger	960767	03/27/23	06/16/23	02/01/23-02/28/23	30,777	30,777
255 Metropolitan Water District of So. Ca	501863	03/29/23	06/16/23	02/01/23-02/28/23	23,645	23,645
256 Santa Clara Valley Water District	15	04/05/23	06/16/23	02/25/23-03/31/23	16,651	16,651
257 Associated Right of Way Services, Inc.	21097	03/08/23	06/16/23	02/01/23-02/28/23	750	750
258 Associated Right of Way Services, Inc.	21175	04/05/23	06/16/23	03/01/23-03/31/23	2,084	2,084
259 AECOM Technical Services	2000745065	04/19/23	06/16/23	03/01/23-03/31/23	61,502	61,502
260 AECOM Technical Services	2000745060	04/19/23	06/16/23	03/01/23-03/31/23	26,877	26,877
261 Parsons	2304A332	04/18/23	06/16/23	02/25/23-03/31/23	560,595	560,595
262 AECOM Technical Services	2000745687	04/20/23	06/16/23	03/01/23-03/31/23	126,450	126,450
263 AECOM Technical Services	2000746254	04/20/23	06/16/23	03/01/23-03/31/23	19,674	19,674
264 Convergent Systems	43068	04/05/23	06/16/23	04/01/23-06/30/23	587	587
265 Commuter Industries	230046	04/10/23	06/16/23	04/10/23-04/10/23	98	98
266 Jacobs	W8X97005-09	04/24/23	06/16/23	01/28-23-03/31/23	1,107,414	1,107,414
267 AT&T	6795949701	05/19/23	06/16/23	05/19/23-06/19/23	1,976	1,976
268 AECOM Technical Services	2000735334	03/27/23	06/21/23	01/09/23-02/28/23	136,594	136,594
269 Baker Tilly US, LLP	BT2337938	03/09/23	06/21/23	02/01/23-02/28/23	45,395	45,395
270 Hamner, Jewell & Associates	202530	04/11/23	06/21/23	03/01/23-03/31/23	5,442	5,442
271 Best, Best, & Krieger	963686	04/30/23	06/21/23	03/01/23-03/31/23	18,181	18,181
272 Bender Rosenthal, Inc.	23042-3	03/31/23	06/21/23	02/25/23-03/31/23	14,268	14,268
273 Associated Right of Way Services, Inc.	21290	05/03/23	06/21/23	04/01/23-04/30/23	1,743	1,743
274 Lux Bus America Co.	92735	05/31/23	06/26/23	06/12/23-06/12/23	1,395	1,395
275 Bender Rosenthal, Inc.	23042-4	05/08/23	06/28/23	04/01/23-04/28/23	17,668	17,668
276 Gwen Buchholz, Permit Engineer, Inc.	2223-10	05/12/23	06/28/23	04/01/23-04/30/23	14,000	14,000
277 AECOM Technical Services	2000754286	05/14/23	06/28/23	04/01/23-04/30/23	57,695	57,695
278 AECOM Technical Services	2000754326	05/14/23	06/28/23	04/01/23-04/30/23	5,240	5,240
279 Baker Tilly US, LLP	BT2416353	05/05/23	06/28/23	04/01/23-04/30/23	44,500	44,500
Subtotal June*					\$ 2,568,512	\$ 2,568,512
Total July - June*					\$ 22,453,081	\$ 22,453,081

* Totals may not foot due to rounding.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Accounts Payable Aging Schedule
As of June 30, 2023

Payable To:	1 - 30	31 - 60	61 - 90	> 90	Total
AECOM Technical Services					
Invoice #2000756711	\$ —	\$ 152,172	\$ —	\$ —	\$ 152,172
Invoice #2000755321	—	18,182	—	—	18,182
Invoice #2000765092	538	—	—	—	538
Invoice #2000765346	38,305	—	—	—	38,305
Invoice #2000765343	168,621	—	—	—	168,621
AirTouch Cellular (Verizon)					
Invoice #9937499359	216	—	—	—	216
Associated Right of Way Services, Inc.					
Invoice #21394	1,860	—	—	—	1,860
AT&T					
Invoice #1434120802	988	—	—	—	988
Baker Tilly US, LLP					
Invoice #BT2460631	45,426	—	—	—	45,426
Bender Rosenthal, Inc.					
Invoice #23042-5	43,793	—	—	—	43,793
Best, Best, & Krieger					
Invoice #965664	—	17,067	—	—	17,067
Invoice #967355	23,820	—	—	—	23,820
Caltronics Business Systems					
Invoice #3807031	1,997	—	—	—	1,997
Carahsoft Technology Corp					
Invoice #IN1408073	126	—	—	—	126
Consolidated Communications					
Invoice #20230615	1,423	—	—	—	1,423
DirectApps Inc. (Direct Technology)					
Invoice #20920	—	15,319	—	—	15,319
Invoice #21098	47,774	—	—	—	47,774
Gwen Buchholz, Permit Engineer, Inc.					
Invoice #2223-11	15,125	—	—	—	15,125
Hamner, Jewell & Associates					
Invoice #202612	1,465	—	—	—	1,465
Invoice #202658	1,379	—	—	—	1,379
Jacobs					
Invoice #W8X97005-10	—	807,335	—	—	807,335
Invoice #W8X97005-11	998,858	—	—	—	998,858
Metropolitan Water District of So. Ca.					
Invoice #501873	31,174	—	—	—	31,174
Parsons					
Invoice #2305C141	—	509,618	—	—	509,618
Invoice #2306B601	515,079	—	—	—	515,079
Santa Clara Valley Water District					
Invoice #16	15,470	—	—	—	15,470
Invoice #17	14,419	—	—	—	14,419
VMA Communications					
Invoice #DCA23April	38,163	—	—	—	38,163
Invoice #DCA23May	49,425	—	—	—	49,425
	\$ 2,055,444	\$ 1,519,693	\$ —	\$ —	\$ 3,575,137

*Totals may not foot due to rounding.

**DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY**Accounts Receivable Aging Schedule ⁽¹⁾
As of June 30, 2023

<u>Receivable From:</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>Total</u>
Department of Water Resources					
Invoice #DCA-468	\$ —	\$ 807,335	\$ —	\$ —	\$ 807,335
Invoice #DCA-472	33,150	—	—	—	33,150
Invoice #DCA-473	6,116	—	—	—	6,116
Invoice #DCA-474	62,157	—	—	—	62,157
Invoice #DCA-475	538	—	—	—	538
Invoice #DCA-476	38,304	—	—	—	38,304
Invoice #DCA-477	168,621	—	—	—	168,621
Invoice #DCA-478	172,304	—	—	—	172,304
Invoice #DCA-479	998,858	—	—	—	998,858
Invoice #DCA-480	515,079	—	—	—	515,079
Invoice #DCA-481	15,814	—	—	—	15,814
Invoice #DCA-482	97,153	—	—	—	97,153
Invoice #DCA-483	54,594	—	—	—	54,594
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 2,162,688	\$ 807,335	\$ —	\$ —	\$ 2,970,023
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

*Totals may not foot due to rounding.

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

DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

Statements of Cash Receipts and Disbursements

	Jun. 1, 2023 Jun. 30, 2023	Year to Date Jun. 30, 2023
Receipts:		
Contributions ⁽¹⁾	\$ 3,271,373	\$ 23,466,933
Disbursements:		
Program management office		
Executive office	320,527	1,839,933
Community engagement	45,476	452,584
Program controls	292,784	2,153,057
Administration	207,362	2,474,226
Procurement	33,049	203,814
Property	85,238	427,408
Permitting management	57,855	463,489
Health and safety	9,290	27,573
Quality management	13,244	125,034
Program initiation		
Engineering	1,013,405	8,151,075
Fieldwork	490,282	6,134,888
Total disbursements	2,568,512	22,453,081
Net changes in cash	702,861	1,013,852
Cash at July 1, 2022	—	398,985
Cash at June 1, 2023	709,976	—
Cash at June 30, 2023	\$ 1,412,837	\$ 1,412,837

Statements of Revenues, Expenses and Changes in Net Position

	Jun. 1, 2023 Jun. 30, 2023	Year to Date Jun. 30, 2023
Revenues:		
Contributions ⁽¹⁾	\$ 2,162,688	\$ 24,380,674
Expenses:		
Program management office		
Executive office	188,280	2,031,791
Community engagement	122,223	556,764
Program controls	288,909	2,596,126
Administration	232,662	2,571,571
Procurement	45,077	270,071
Property	53,705	534,055
Permitting management	41,356	464,964
Health and safety	3,692	32,025
Quality management	24,989	173,209
Program initiation		
Engineering	847,722	8,641,891
Fieldwork	333,492	6,492,904
Total expenses	2,182,107	24,365,371
Changes in net position	(19,419)	15,303
Net position at June 30, 2022	—	66,354
Net position at May 31, 2023	101,076	—
Net position at June 30, 2023	\$ 81,657	\$ 81,657

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

⁽¹⁾ DWR contributions invoiced through the DCO and \$300,000 to fund prepayment of invoices with short payment terms.



DELTA CONVEYANCE DESIGN AND CONSTRUCTION JOINT POWERS AUTHORITY

	Statements of Cash Receipts and Disbursements		Statements of Revenues, Expenses and Changes in Net Position	
	Jun. 1, 2023 Jun. 30, 2023	Year to Date Jun. 30, 2023	Jun. 1, 2023 Jun. 30, 2023	Year to Date Jun. 30, 2023
Receipts/Revenues:				
Contributions ⁽¹⁾	\$ 3,271,373	\$ 23,466,933	\$ 2,162,688	\$ 24,380,674
Disbursements/Expenses*:				
Program management office				
Executive office	320,527	1,839,933	188,280	2,031,791
Community engagement	45,476	452,584	122,223	556,764
Program controls	292,784	2,153,057	288,909	2,596,126
Administration	207,362	2,474,226	232,662	2,571,571
Procurement	33,049	203,814	45,077	270,071
Property	85,238	427,408	53,705	534,055
Permitting management	57,855	463,489	41,356	464,964
Health and safety	9,290	27,573	3,692	32,025
Quality management	13,244	125,034	24,989	173,209
Program initiation				
Engineering	1,013,405	8,151,075	847,722	8,641,891
Fieldwork	490,282	6,134,888	333,492	6,492,904
Total disbursements/expenses	2,568,512	22,453,081	2,182,107	24,365,371
Net changes in cash	702,861	1,013,852		
Cash at July 1, 2022	—	398,985		
Cash at June 1, 2023	709,976	—		
Cash at June 30, 2023	\$ 1,412,837	\$ 1,412,837		
Changes in net position			(19,419)	15,303
Net position at June 30, 2022			—	66,354
Net position at May 31, 2023			101,076	—
Net position at June 30, 2023			\$ 81,657	\$ 81,657

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

⁽¹⁾ DWR contributions invoiced through the DCO and \$300,000 to fund prepayment of invoices with short payment terms.



Delta Conveyance Design and Construction Joint Powers Authority

Budget vs Cost by Appropriation - PTD, YTD

Current Period: JUN-23

Appropriation	Period-to-Date				Year-to-Date			
	Actual	Budget	Variance	Variance %	Actual	Budget	Variance	Variance %
Executive office	\$ 188,280	\$ 303,247	\$ 114,967	37.9%	\$ 2,031,791	\$ 3,638,955	\$ 1,607,164	44.2%
Community engagement	122,223	75,347	(46,876)	(62.2%)	556,764	904,160	347,396	38.4%
Program controls	288,909	171,855	(117,054)	(68.1%)	2,596,126	2,062,255	(533,871)	(25.9%)
Administration	232,662	226,768	(5,894)	(2.6%)	2,571,571	2,721,210	149,639	5.5%
Procurement	45,077	7,265	(37,812)	(520.5%)	270,071	87,175	(182,896)	(209.8%)
Property	53,705	40,847	(12,858)	(31.5%)	534,055	490,160	(43,895)	(9.0%)
Permitting management	41,356	49,104	7,748	15.8%	464,964	589,245	124,281	21.1%
Health and safety	3,692	4,217	525	12.4%	32,025	50,595	18,570	36.7%
Quality management	24,989	5,169	(19,820)	(383.4%)	173,209	62,020	(111,189)	(179.3%)
Sustainability	—	3,250	3,250	100.0%	—	39,000	39,000	100.0%
Engineering	847,722	1,065,436	217,714	20.4%	8,641,891	12,785,225	4,143,334	32.4%
Fieldwork	333,492	644,477	310,985	48.3%	6,492,904	7,733,720	1,240,816	16.0%
Total	\$ 2,182,107	\$ 2,596,982	\$ 414,875	16.0%	\$ 24,365,371	\$ 31,163,720	\$ 6,798,349	21.8%



Delta Conveyance Design and Construction Joint Powers Authority
Appropriation - Trend
Current Period: JUN-23

Appropriation	JUL-22		AUG-22		SEP-22		OCT-22		NOV-22		DEC-22		JAN-23		FEB-23		MAR-23		APR-23		MAY-23		JUN-23		Total
Executive office	\$	43,016	\$	198,483	\$	207,621	\$	203,255	\$	129,939	\$	166,576	\$	59,421	\$	166,436	\$	217,380	\$	260,677	\$	190,707	\$	188,280	2,031,791
Community engagement		90,374		25,523		62,146		27,404		33,280		43,772		22,692		29,751		43,192		32,354		24,053		122,223	556,764
Program controls		—		198,976		290,477		244,287		238,441		188,655		—		195,658		379,151		292,783		278,789		288,909	2,596,126
Administration		150,913		217,394		239,952		211,407		212,004		203,327		171,281		214,086		269,617		232,860		216,068		232,662	2,571,571
Procurement		—		36,656		3,369		13,699		16,874		19,938		—		23,487		47,382		33,049		30,540		45,077	270,071
Property		19,754		21,821		28,593		30,917		83,920		41,514		27,244		43,336		22,392		7,463		153,396		53,705	534,055
Permitting management		17,375		77,589		28,365		—		68,156		31,124		32,526		36,994		45,945		13,875		71,659		41,356	464,964
Health and safety		—		10,675		—		2,432		760		1,824		—		608		1,984		9,290		760		3,692	32,025
Quality management		—		30,000		—		2,584		65,801		1,064		—		—		12,341		13,244		23,186		24,989	173,209
Engineering		26,700		1,187,326		525,268		11,125		1,372,709		561,520		860,971		782,810		744,549		26,700		1,694,491		847,722	8,641,891
Fieldwork		210,168		1,086,007		282,414		141,872		1,216,344		1,422,032		678,355		211,533		345,988		251,153		313,546		333,492	6,492,904
Total	\$	558,300	\$	3,090,450	\$	1,668,205	\$	888,982	\$	3,438,228	\$	2,681,346	\$	1,852,490	\$	1,704,699	\$	2,129,921	\$	1,173,448	\$	2,997,195	\$	2,182,107	24,365,371

* Totals may not foot/crossfoot due to rounding.