



# Monthly Board Report

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

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SUMMARY OF  
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ENGAGEMENT

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CONTRACTS

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SCHEDULE

Agenda Item 6a



REVISED | DECEMBER 2023  
(ACTIVITIES IN NOVEMBER)

# Section 1 | Work Performed (November 2023 Activities)

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

- Continued processing invoices for FY23/24
- 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 implementation and training of SOPs/Management Plans
- Finalized DCA Internal Controls audit

**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
- Activities supporting the development, coordination and live support for Program Management Plans training sessions

- Continue FY23/24 contract management activities
- Logistical support for DCA alignment tours
- Execution and support of upcoming meetings and conferences

**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
- Prepared and addressed DCO comments on standalone report documenting updates made to the Central and Eastern (C-E) and Bethany Engineering Project Reports (EPRs) since they were published in 2021
- Continued providing support for a potential community benefits program, including engineering, cost estimating, and participating in meeting with community representatives
- Continued to support communications and outreach efforts, including developing new and updated graphics, planning and leading project alignment tours, and updating tour visualizations

- Continued review of existing Delta-wide subsurface information
- 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.

- Coordinated with field teams to plan and schedule borings and cone penetration tests (CPTs), conduct environmental clearances, and review permitting requirements for the Fall 2023 Investigation Program
- Continued coordination of Temporary Entrance Permits (TEPs) and Court Ordered Entry (COE) documentation and required for the Fall 2023 Investigation Program
- Initiated the Fall 2023 Investigation Program
- Continued planning for potential future geotechnical investigation
- Continued laboratory analysis of data gathered during the Spring and Summer 2023 Investigation Program

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

## Program Management

- Continue processing invoices for FY23/24
- 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
- Completion of Rate Review process in e-Builder and roll out of new process.

## 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 to manage and coordinate content for Social Media outlets
- Continued development of training for Organization Growth Implementation Plan
- Planning for Learning Management System implementation
- Ongoing FY23/24 contract management activities
- Continue support for DCA Tours

## Engineering

- Continue to respond to requests for clarification on conceptual designs, GIS features and/or quantities from DWR environmental team
- Complete review of comments received on the Draft Environmental Impact Report (DEIR) during the public comment period
- Post the EPR update documents to the DCA SharePoint
- Continue supporting DCA programmatic activities
- Continue supporting DCO's potential community benefits projects
- Continue review of existing Delta-wide subsurface information
- Provide engineering support to the Fall 2023 Geotechnical Investigation Program

## Field Work

- Continue coordination with field teams to plan and schedule borings and CPTs, and review permitting requirements for the Fall 2023 Investigation Program
- Continue coordination of COEs and TEPs required for the Fall 2023 Investigation Programs
- Complete the Fall 2023 Investigation Program, adjusting schedule, as needed, based on communications with landowners, entry agreements, harvesting schedules, and biological constraints
- Continue developing list of priority future geotechnical investigation locations
- Complete laboratory analysis of data gathered during the Spring 2023 Investigation Program and continue analysis of data gathered during the Summer 2023 Investigation Program



## Section 2 | Community Engagement: We're Connecting Everywhere

# Community Engagement Highlights

- Completed fact sheets for Alameda County Water District and Santa Clara Valley Water District
- Attended the Association of California Water Agency's Fall Conference to engage with agency staff and leadership
- Worked with DWR to create social media content highlighting the importance of the DCP
- Continued development of localized "Closer Look" Fact Sheets regarding various engineering and construction aspects of DCP
- Assisted DWR in creating advertising and social media content regarding the importance of DCP with the goal to increase awareness in local communities



### SOCIAL MEDIA:

Total impressions: 182,469

Video Plays: 96, 570

### WEBSITE VIEWS:

Overview page: 398

Document Library page: 417

## Section 3 | Budget

**Budget.** The FY23/24 DCA revised approved budget is \$40.44M (Table 1). Our projection is currently forecasting an Estimate at Completion budget of \$40.44M (Table 1). The DCA has committed \$32.99M (details in Table 3) and has incurred \$10.85M in expenditures through the end of November (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
<b>Program Management Office</b>						
Executive Office	\$ 5,382,983	\$ 5,232,983	\$ 3,185,637	\$ 729,650	\$ 5,276,267	\$ 43,284
Community Engagement	1,263,072	1,263,072	1,013,721	263,051	1,268,721	5,649
Program Controls	4,230,306	4,230,306	4,172,811	1,380,190	4,172,811	(57,495)
Administration	3,229,589	3,229,589	3,172,862	1,430,287	3,235,060	5,471
Procurement and Contract Administration	555,508	555,508	558,448	118,150	558,448	2,940
Property	570,364	570,364	569,013	175,356	570,934	570
Permitting Management	489,208	489,208	490,874	158,658	490,874	1,666
Health and Safety	488,585	488,585	480,980	117,438	480,980	(7,605)
Quality Management	391,560	391,560	393,640	97,338	393,640	2,080
Sustainability	84,344	84,344	84,240	75,971	84,240	(104)
<b>Program Initiation Office</b>						
Engineering	\$ 15,656,019	\$ 15,656,019	\$ 11,820,755	\$ 3,575,609	\$ 15,656,019	\$ -
Fieldwork	7,613,466	8,101,016	6,895,230	2,727,156	8,104,559	3,543
Initiation Fieldwork Support	-	150,000	150,000	-	150,000	-
	<b>\$ 39,955,004</b>	<b>\$ 40,442,554</b>	<b>\$ 32,988,211</b>	<b>\$ 10,848,854</b>	<b>\$ 40,442,554</b>	<b>\$ -</b>



## 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
<b>Delta Conveyance</b>	\$ 39,955,004	\$ 40,442,554	\$ 32,988,211	\$ -	\$ 10,848,854	\$ 29,593,700	27%	\$ 40,442,554	\$ (0)
<b>Executive Office</b>	<b>5,382,983</b>	<b>5,232,983</b>	<b>3,185,637</b>	<b>-</b>	<b>729,650</b>	<b>4,503,333</b>	<b>14%</b>	<b>5,276,267</b>	<b>43,284</b>
Management	2,555,988	2,555,988	2,385,833	-	549,093	2,006,895	21%	2,441,578	(114,410)
Legal	525,000	525,000	496,109	-	81,116	443,884	15%	525,000	-
Audit	18,000	18,000	18,000	-	-	18,000	0%	18,000	-
Treasury	37,315	37,315	45,855	-	45,855	(8,540)	123%	46,127	8,812
Human Resources	246,680	246,680	239,840	-	53,585	193,095	22%	239,840	(6,840)
Undefined Allowance	2,000,000	1,850,000	-	-	-	1,850,000	0%	2,005,722	155,722
<b>Community Engagement</b>	<b>1,263,072</b>	<b>1,263,072</b>	<b>1,013,721</b>	<b>-</b>	<b>263,051</b>	<b>1,000,021</b>	<b>21%</b>	<b>1,268,721</b>	<b>5,649</b>
Management	406,072	406,072	406,197	-	132,511	273,561	33%	406,197	125
Community Coordination	250,000	250,000	-	-	-	250,000	0%	250,000	-
Outreach	607,000	607,000	607,523	-	130,540	476,460	22%	612,523	5,523
<b>Program Controls</b>	<b>4,230,306</b>	<b>4,230,306</b>	<b>4,172,811</b>	<b>-</b>	<b>1,380,190</b>	<b>2,850,116</b>	<b>33%</b>	<b>4,172,811</b>	<b>(57,495)</b>
Management	682,311	682,311	665,181	-	189,411	492,900	28%	665,181	(17,130)
Cost Management	823,085	823,085	819,180	-	243,361	579,724	30%	819,180	(3,905)
Schedule Management	1,367,850	1,367,850	1,311,980	-	337,257	1,030,593	25%	1,311,980	(55,870)
Document Management	436,560	436,560	443,120	-	128,915	307,645	30%	443,120	6,560
Governance	920,500	920,500	933,350	-	481,246	439,255	52%	933,350	12,850
<b>Administration</b>	<b>3,229,589</b>	<b>3,229,589</b>	<b>3,172,862</b>	<b>-</b>	<b>1,430,287</b>	<b>1,799,302</b>	<b>44%</b>	<b>3,235,060</b>	<b>5,471</b>
Management	917,760	917,760	919,680	-	303,110	614,650	33%	919,680	1,920
Facilities	1,420,461	1,420,461	1,432,767	-	696,119	724,342	49%	1,420,461	-
Information Technology	891,368	891,368	820,415	-	431,058	460,310	48%	894,919	3,551
<b>Procurement and Contract Administration</b>	<b>555,508</b>	<b>555,508</b>	<b>558,448</b>	<b>-</b>	<b>118,150</b>	<b>437,358</b>	<b>21%</b>	<b>558,448</b>	<b>2,940</b>
Procurement Management	555,508	555,508	558,448	-	118,150	437,358	21%	558,448	2,940

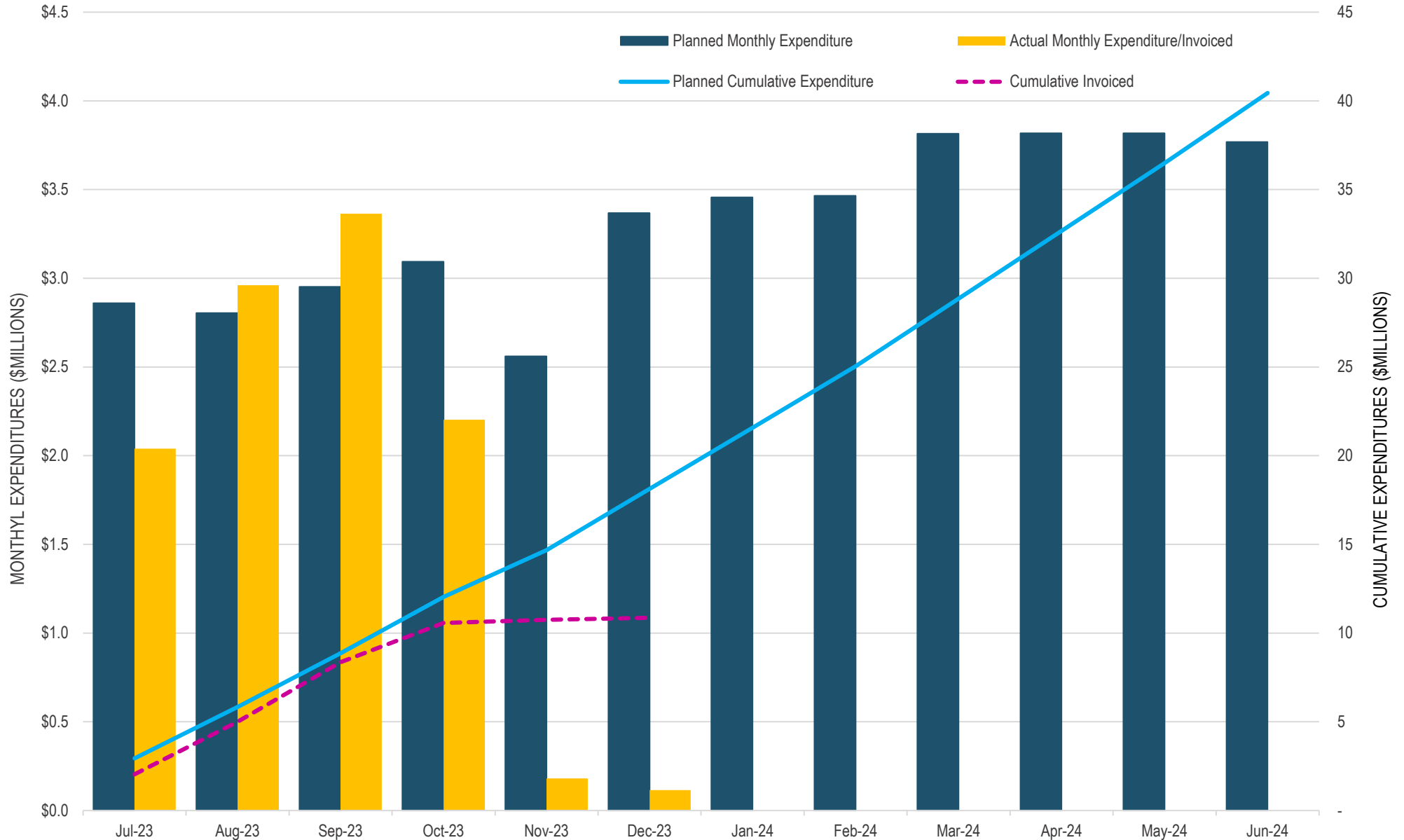
## Section 3 | Budget *continued*

**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	(Surplus)/Deficit
<b>Property</b>	<b>570,364</b>	<b>570,364</b>	<b>569,013</b>	<b>-</b>	<b>175,356</b>	<b>395,008</b>	<b>31%</b>	<b>570,934</b>	<b>570</b>
Management	115,364	115,364	115,934	-	5,920	109,445	5%	115,934	570
Property Agents	355,000	355,000	353,079	-	121,436	233,564	34%	355,000	-
Temporary Entrance Permits	100,000	100,000	100,000	-	48,000	52,000	48%	100,000	-
<b>Permitting Management</b>	<b>489,208</b>	<b>489,208</b>	<b>490,874</b>	<b>-</b>	<b>158,658</b>	<b>330,550</b>	<b>32%</b>	<b>490,874</b>	<b>1,666</b>
Management	489,208	489,208	490,874	-	158,658	330,550	32%	490,874	1,666
<b>Health and Safety</b>	<b>488,585</b>	<b>488,585</b>	<b>480,980</b>	<b>-</b>	<b>117,438</b>	<b>371,147</b>	<b>24%</b>	<b>480,980</b>	<b>(7,605)</b>
Management	488,585	488,585	480,980	-	117,438	371,147	24%	480,980	(7,605)
<b>Quality Management</b>	<b>391,560</b>	<b>391,560</b>	<b>393,640</b>	<b>-</b>	<b>97,338</b>	<b>294,222</b>	<b>25%</b>	<b>393,640</b>	<b>2,080</b>
Management & Auditing	391,560	391,560	393,640	-	97,338	294,222	25%	393,640	2,080
<b>Sustainability</b>	<b>84,344</b>	<b>84,344</b>	<b>84,240</b>	<b>-</b>	<b>75,971</b>	<b>8,373</b>	<b>90%</b>	<b>84,240</b>	<b>(104)</b>
Management	84,344	84,344	84,240	-	75,971	8,373	90%	84,240	(104)
<b>Engineering</b>	<b>15,656,019</b>	<b>15,656,019</b>	<b>11,820,755</b>	<b>-</b>	<b>3,575,609</b>	<b>12,080,410</b>	<b>23%</b>	<b>15,656,019</b>	<b>-</b>
Management & Administration	1,019,495	1,019,495	1,003,896	-	413,269	606,226	41%	1,019,495	-
CEQA Engineering Support	941,432	941,432	931,831	-	213,358	728,074	23%	941,432	-
Facility Studies	8,831,836	8,831,836	7,425,544	-	2,948,981	5,882,855	33%	8,831,836	-
Project Definition Reports	4,863,256	4,863,256	2,459,484	-	-	4,863,256	0%	4,863,256	-
<b>Fieldwork</b>	<b>7,613,466</b>	<b>8,101,016</b>	<b>6,895,230</b>	<b>-</b>	<b>2,727,156</b>	<b>5,373,860</b>	<b>34%</b>	<b>8,104,559</b>	<b>3,543</b>
Management	1,379,135	1,379,135	1,369,023	-	304,666	1,074,469	22%	1,380,542	1,407
Geotechnical Work	5,800,000	6,287,550	5,089,740	-	2,275,842	4,011,708	36%	6,287,550	-
Environmental Monitoring	434,331	434,331	436,467	-	146,648	287,683	34%	436,467	2,136
<b>Initiation</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>0%</b>	<b>150,000</b>	<b>-</b>
Initiation Fieldwork Support	-	150,000	150,000	-	-	150,000	0%	150,000	-

## Section 3 | Budget *continued (REVISED\*)*

Figure 1 | FY 23/24 Cash Flow



\*Planned monthly expenditures revised in December 2023 to address a plotting error. Underlying financial information is unaffected.



## Section 4 | Contracts *continued*

**Table 3 | Contract Summary**

**Contracts.** Table 3 summarizes the status of all active commitments within the DCA for the current fiscal year. Any pending or approved commitment changes are summarized in Table 4. SBE/DVBE participation in major contracts is summarized in Table 5. Currently, there are no active procurements, see Table 6.

Contract Description	Commitment Amount		Pending Commitments		Invoiced to Date		Percent Invoiced
180005 - e-Builder, Inc.	\$	153,861	\$	-	\$	153,861	100%
180006 - Jacobs Engineering Group	\$	13,152,370	\$	-	\$	4,005,540	30%
180008 - Hamner, Jewell & Associates	\$	29,798	\$	-	\$	10,682	36%
180009 - Bender Rosenthal, Inc.	\$	303,385	\$	-	\$	106,017	35%
180010 - Associated Right of Way Services, Inc.	\$	19,896	\$	-	\$	4,737	24%
190005 - Baker Tilly US LLP	\$	591,720	\$	-	\$	200,413	34%
190009 - Parsons	\$	8,427,221	\$	-	\$	2,585,474	31%
190011 - GV/HI Park Tower Owner, LLC	\$	1,249,719	\$	-	\$	616,023	49%
190014 - 110 Holdings dba Launch Consulting, LLC	\$	360,284	\$	-	\$	93,586	26%
190019 - VMA Communications, Inc.	\$	788,400	\$	-	\$	185,225	23%
200003 - Best Best & Krieger	\$	496,109	\$	-	\$	81,116	16%
200013 - Metropolitan Water District of S. California	\$	507,816	\$	-	\$	54,780	11%
200014 - Dept of Water Resources	\$	100,000	\$	-	\$	48,000	48%
210018 - AECOM Technical Services	\$	5,952,452	\$	-	\$	2,461,003	41%

## 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	\$	-	\$	20,837	9%
220002 - Gwendolyn Buchholz, Permit Engineer Inc	\$	150,000	\$	-	\$	41,250	28%
220009 - Alliant Insurance	\$	37,043	\$	-	\$	37,043	100%
220015 - Consolidated Communications, Inc.	\$	36,000	\$	-	\$	14,234	40%
220016 - AT&T	\$	58,165	\$	-	\$	9,882	17%
230001 - Keogh Multimedia	\$	15,600	\$	-	\$	1,121	7%
230007 - onPar Advisors LLC	\$	48,622	\$	-	\$	48,622	100%
230009 - Caltronics Government Services	\$	37,650	\$	-	\$	15,187	40%
230014 - Interagency Agreement	\$	150,000	\$	-	\$	-	0%
230015 - AVI-SPL LLC	\$	23,051	\$	-	\$	13,051	57%
230016 - LuxBus America	\$	35,000	\$	-	\$	13,309	38%
Agreements <\$15k	\$	43,280	\$	-	\$	27,862	64%

## Section 4 | Contracts *continued*

**Table 4 | Commitment Changes**

WBS Description	Current Budget	Amount	% Change	Revised Budget	Description	Budget Source	Status (Pending, Approved)
Field Work Geotechnical	\$ -	\$ 150,000	100%	\$ 150,000	Interagency contract to perform geotechnical investigations	Undefined Allowance	Approved

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

	Commitment Amount	Invoiced to Date	Percent Committed	Percent Invoiced
Delta Conveyance	\$ 32,988,211	\$ 10,848,854		
SBE Participation	2,999,209	914,557	9.1%	8.4%
DVBE Participation	\$ 50,000	\$ 5,920	0.2%	0.1%

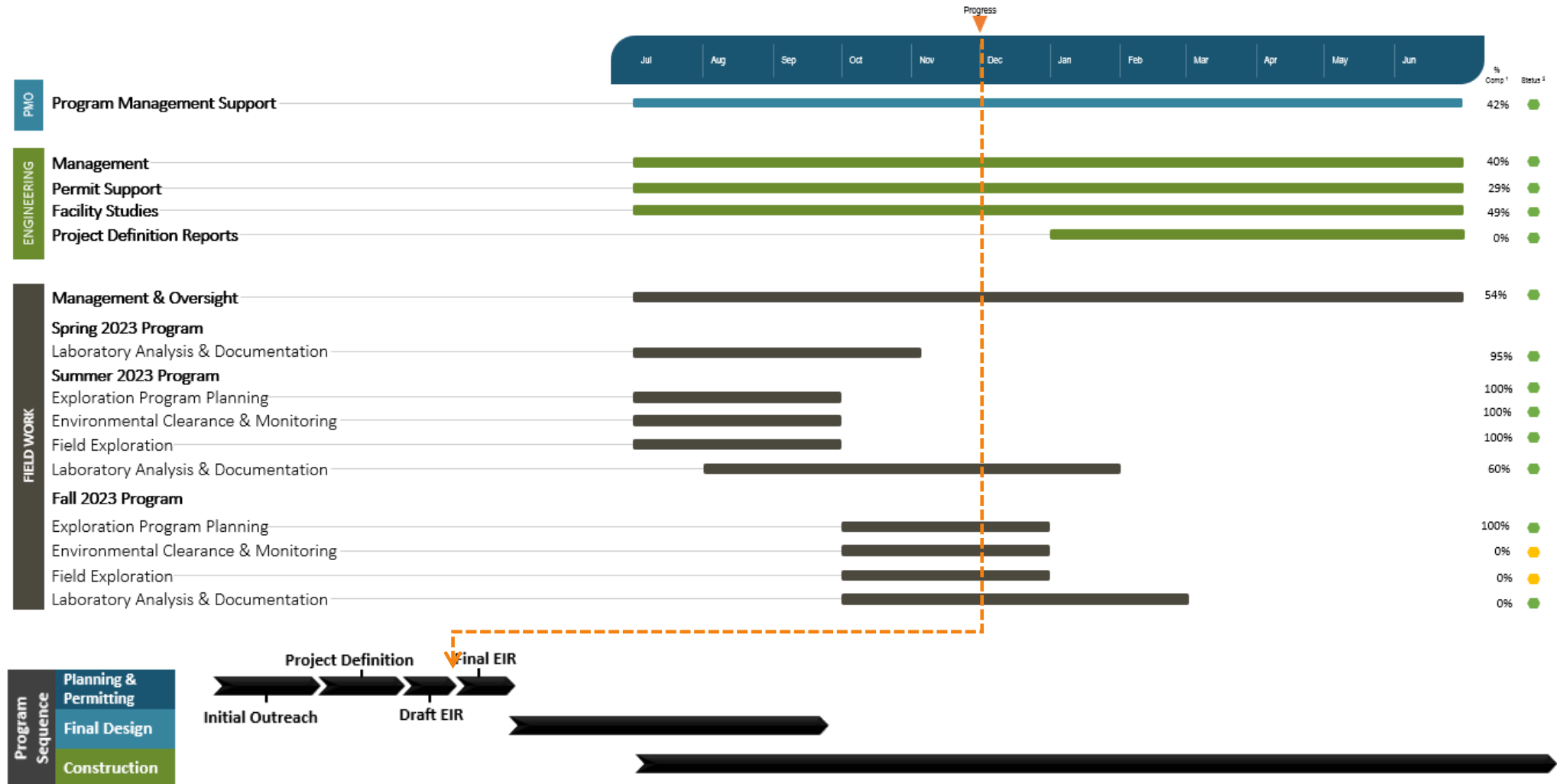
Consultant	Current Commitment	Percent of Total Commitment	Invoiced to Date	Percent Invoiced SBE/DVBE	SBE/DVBE Status
<b>Jacobs Engineering Group</b>	<b>13,152,370</b>	<b>1.0%</b>	<b>4,005,540</b>	<b>1.1%</b>	
Anchor	50,000	0.4%	5,920	0.1%	SBE/DVBE
JMA	25,000	0.2%	12,633	0.3%	SBE
JASpezia	50,000	0.4%	26,182	0.7%	SBE
<b>Parsons</b>	<b>8,427,221</b>	<b>20.1%</b>	<b>2,585,474</b>	<b>21.2%</b>	
Chaves	1,695,080	20.1%	547,975	21.2%	SBE
<b>Associated Right of Way Services</b>	<b>19,896</b>	<b>100%</b>	<b>4,737</b>	<b>100%</b>	<b>SBE</b>
<b>Bender Rosenthal, Inc.</b>	<b>303,385</b>	<b>100%</b>	<b>106,017</b>	<b>100%</b>	<b>SBE</b>
<b>Caltronics Government Services</b>	<b>37,650</b>	<b>100%</b>	<b>15,187</b>	<b>100%</b>	<b>SBE</b>
<b>Hamner, Jewell &amp; Associates</b>	<b>29,798</b>	<b>100%</b>	<b>10,682</b>	<b>100%</b>	<b>SBE</b>
<b>VMA Communications</b>	<b>788,400</b>	<b>100%</b>	<b>185,225</b>	<b>100%</b>	<b>SBE</b>

**Table 6 | Contract Procurement Summary**

There are no active procurements in this period

## 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, scheduling and outreach. The Fieldwork team continued planning for the Fall 2023 Investigation Program and began planning for potential future investigation programs.



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.