



April 14, 2025

Delta Conveyance Design and Construction Authority Board of Directors

Subject: ***Materials for the April 17, 2025, Finance Committee Meeting***

Members of the DCA Finance Committee:

The Delta Conveyance Design and Construction Authority (DCA) will have a Finance Committee Meeting, scheduled for **Thursday, April 17, 2025, at 3:30 p.m.** and will follow the April Regular Board Meeting. This 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.

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

Regards,

Graham Bradner
DCA Executive Director



**DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY
FINANCE COMMITTEE MEETING**

REGULAR MEETING

Thursday, April 17, 2025
3:30 p.m.
Hybrid (Teleconference) Meeting

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

TELECONFERENCE LOCATIONS:

1. Zone 7 Administration Building, 100 North Canyons Parkway, Livermore, CA

CONFERENCE ACCESS INFORMATION:

Phone Number: (669) 444-9171 Access Code: 88010628777#

Virtual Meeting Link: <https://dcdca-org.zoom.us/j/88010628777?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/dcafinancepubliccomment> by 3:15 pm or through the QR code below. 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. **PUBLIC COMMENT**

Members of the public may address the Committee on matters that are within the Committee'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 above, or teleconference number when recognized by the Chair. The DCA encourages public comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the DCA or are within its jurisdiction.



4. **APPROVAL OF MINUTES**

- (a) June 06, 2024, Finance Committee Meeting Minutes

5. **DISCUSSION ITEMS**

- (a) DCA Fiscal Year 25/26 Budget Overview and Approach

Recommended Action: Informational Only.

6. **REPORTS AND ANNOUNCEMENTS**

- (a) Verbal Reports, if any

7. **ADJOURNMENT**

* * * * *

The DCA Finance Committee will meet promptly following the Board of Director's meeting, proposed next scheduled meetings:

May 21, 2025, DCA Finance Committee Meeting at 3:30 p.m.

June 12, 2025, DCA Finance Committee Meeting at 3:30 p.m.

FINANCE COMMITTEE MEETING

MINUTES

REGULAR MEETING

Thursday, June 06, 2024

3:00 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) Finance Committee was called to order in person, by teleconference, and remotely - Conference Access Information: Phone Number: (669) 444-9171, Code: 84596022815#, <https://dcdca-org.zoom.us/j/84596022815?from=addon> at 3:00 p.m.

2. ROLL CALL

Committee members in attendance remotely were Gary Martin, Sarah Palmer, and Martin Milobar.

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

3. APPROVAL OF MINUTES: May 16, 2024, Finance Committee Meeting

Recommendation: Approve the May 16, 2024, Finance Committee Meeting

Motion to Approve Minutes from May 16, 2024, as

Noted:	Palmer
Second:	Milobar
Yeas:	Martin, Palmer, Milobar
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	3 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as MO 24-06-01).

4. DISCUSSION ITEMS:

- a) **Review Fiscal Year 24/25 Budget Summary and Detail**
Approve Resolution

DCA Executive Director, Graham Bradner, provided a presentation regarding the Fiscal Year (FY) 2024/25 draft budget planning timeline, and the scope and budget to the committee. He informed the committee that the last item covered in the presentation was the recommendation request for the committee to recommend that the full Board of Directors adopt the FY 2024/25 budget at its June 20th meeting.

First, Mr. Bradner reviewed the FY 2024/25 Budget Planning Activities and Schedule, highlighting that today, June 6th, is the third Finance Committee meeting to finalize the draft budget for recommendation to the Board of Directors on June 20th. The buffer between these two (2) dates is intentional to allow time for necessary refinements that the committee identifies during this meeting.

Next, he provided an overview of the proposed final FY 2024/25 scope and budget, starting with the Work Breakdown Structure (WBS), which organizes all budgeted activities of the DCA. The DCA currently has three (3) active phases: Program Management Office (PMO), Program Initiation (PI), and Program Delivery (PD). PMO covers the cross organizational support functions throughout all phases of the program and will extend all the way through the completion of the project, through closeout and commissioning. PI is where, historically, the engineering work to support the environmental permitting phase that has been performed as well as the geotechnical work that was collected under the Initial Study and Mitigated Negative Declaration (IS/MND) to support the Department of Water Resources deliberations and evaluation of potential alternatives. Now that there is a preferred and selected project for further study with the conclusion of the Environmental Impact Report (EIR) and issuance of the Notice of Determination, the DCA has now opened up the PD phase. The current items within this phase are the continued data collection activities to support further study of the preferred project. As the project progresses and enters final design and construction phases, the PD phase will expand to include the associated activities.

Mr. Bradner moved on to the proposed final FY 2024/25 budget summary. The summary includes revisions, indicated by red text, that were requested at the last committee meeting. A column has been added to the summary to differentiate the proposed final budget from the proposed draft budget that was presented in May. The overall budget amount of \$43M has not changed, however, there are changes to the WBS activities. The Executive Office line item increased due to increasing the unallocated reserve and conference fee lines. The Property line item decreased as the DCA was able to find a different small business for the Property Manager role.

Committee member Sarah Palmer asked for clarification regarding the shifting of funds.

Mr. Bradner informed the committee that the original budget that was proposed for the Property Manager role has not disappeared. Instead, the role was moved to Bender Rosenthal at a lower rate and the excess budget was reallocated to the Executive Office line item.

Ms. Palmer inquired about which company the role was originally budgeted for.

Mr. Bradner stated the role was originally budgeted under the Jacobs contract.

Mr. Bradner then provided an overview of the budget by vendor, which provided more detailed information regarding the changes in the budget. He highlighted that the WBS does not follow DCA's contracts, so while the changes on the budget summary only affect two (2) budget lines, they affect three (3) of the vendor/consultant lines. The budget by vendor also showed a change to the AECOM line due to a mathematical formula error in the spreadsheet.

Chair Gary Martin asked if the FY 2024/25 proposed budget column was presented at the May meeting.

Mr. Bradner informed the committee that Chair Martin is correct.

Mr. Bradner moved into further details of the budget details and the budget by vendor breakdown. He noted that there were errors found in the FY 2023/24 budget details that have been captured. The example he provided regarding the budget by vendor breakdown showed a table that lists the vendors in the top row and the WBS codes and line items in the first two (2) columns. He explained that the activity totals add up to the \$43M budget and the amounts corresponding to the various WBS lines, under each vendor, add up to the totals on the budget by vendor table that was just reviewed.

Ms. Palmer asked if the errors found in the FY 2023/24 budget details were going to be included and explained in the presentation to the Board of Directors.

Mr. Bradner informed the committee that it is planned to only show the corrected version to the Board, unless directed otherwise by the committee.

Ms. Palmer stated that it would be best to indicate the errors with a different color text and provide the explanation to the Board of Directors.

Chair Martin inquired about the budget information the Board of Directors were presented.

Mr. Bradner informed the committee that the errors were located in the detailed version of the budget summary that was presented only to committee, at the May meeting. He recommended that the presentation to the Board of Directors be the clean and correct version of the budget summary.

Committee member Martin Milobar agreed with Mr. Bradner, stating that the errors may confuse the discussion.

Ms. Palmer agreed with Mr. Milobar's statement.

Committee Clerk Claudia Rodriguez clarified that the error was a formula error in one of the line items within the spreadsheet, however the total of the budget remained unaffected.

The committee had further discussion regarding if and how the errors should be noted for future reference as well as for historical and transparency reasons. It was ultimately decided that the errors would not be presented to the Board of Directors, however the changes would be flagged in the packet and a footnote would be added.

Lastly, Mr. Bradner pivoted back to the budget by vendor summary. He informed the committee that previously, there was not a way to view the relationship between the budget by vendor and WBS codes, although the detailed budget by vendor tables now allows for that connection.

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

Recommendation: Adopt the proposed budget for FY 2024/25

Motion to Adopt the proposed budget for FY 2024/25, as

Noted:	Palmer
Second:	Milobar
Yeas:	Martin, Palmer, Milobar
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	3 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as MO 24-06-02).

5. REPORTS AND ANNOUNCEMENTS:

a. Verbal Reports

No reports.

6. PUBLIC COMMENT:

No public comment requests.

7. ADJOURNMENT:

Chair Martin adjourned the meeting at 3:33 p.m., in person, by teleconference, and remotely -
Conference Access Information: Phone Number: (669) 444-9171, Code: 84596022815#,
<https://dcdca-org.zoom.us/j/84596022815?from=addon>.



DCA

DELTA CONVEYANCE DESIGN & CONSTRUCTION AUTHORITY

DCA Fiscal Year 2025/26 Budget Overview and Approach

April 17, 2025 | Agenda Item 5a

Agenda

- 1. Budget Development Requirements and Approach**
- 2. DCA Work Breakdown Structure**
- 3. FY 25/26 Finance Committee Plan**
- 4. Q & A**

Budget Development Requirements and Approach

DCA Finance Committee Role

- **The Finance Committee was established as a Board of Directors standing committee (Brown Act body) to provide initial review of and recommendations to the Board of Directors regarding the following:**
 - Adoption of the annual DCA budget and any proposed modifications or amendments.
 - Preparation and review of the annual DCA financial audit, Annual Comprehensive Financial Report, or similar reports.
 - Other finance and financial related items as delegated by the Board of Directors or as requested by the Executive Director or Treasurer.

Budget Development Requirements

- FY runs from 7/1 to 6/30 of each year
- DCA BOD approval of FY budget is needed by end of June, generally set for June BOD meeting
- JEPA requires DCA provide draft FY budget to DCO 60 days prior to adoption
- DCA currently executes vendor Task Orders on an annual basis
- FY budget and scope used to develop annual DCA baseline

Internal Budgeting Approach and Expectations

- Billing rates may include reimbursable and foreseeable travel expenses (meals, lodging, transportations ...etc.) and account for any escalations;
- Remaining existing task order budgets and scope do not automatically rollover to the next FY; uncompleted scope may be descoped from current Task Orders and included in the scope for the next FY Budget;
- Upon approval, all budget requests for new procurements and task orders will be included in the Procurement Strategy. Procurement will be initiated only for those items budgeted and approved;
- Any item(s) that are not included in the budget during the annual budget process will go through the Change Management process;
- Defined allowances are used to provide coverage for known-unknowns, items that are known but not quantified. This is held as Unallocated Reserves under the Executive Office

DCA Work Breakdown Structure

Current WBS

The Program Management team developed a programmatic **Work Breakdown Structure (WBS)** to organize all budgeted activities of the DCA for the Delta Conveyance Program. The WBS was developed for all phases of the program from initiation to program closeout. Work activities of the DCA at the highest level of the WBS are described below:

Current Phases:

Program Management Office – Cross-organizational support functions throughout all phases of the program.

Program Initiation – Engineering work to support evaluation of high-level alternatives for the environmental permitting phase. The Phase ends when all major permits have been obtained and the program is positioned for implementation.

Program Delivery – Pre-Design activities including further evaluation of a preferred project to support ongoing permit activities and provide better definition of features, design criteria, contracts, and interfaces.

PROGRAM MANAGEMENT OFFICE (PMO)
PMO-Executive Office
EO-Management
EO-Executive Office
EO-Chief Engineer
EO-DCA Board Meetings
EO-General Counsel
EO-General Counsel
EO-Audit
EO-Audit
EO-Treasury
EO-Treasury
EO-Human Resources
EO-Human Resources
EO-Undefined Allowance
EO-Undefined Allowance
PMO-Community Engagement
CE-Management
CE-Management
CE-Community Coordination
CE-Community Support
CE-Outreach
CE-Community Meetings
CE-Social Media
PMO-Program Controls
PCTRL-Management
PCTRL-Management
PCTRL-Risk Mgt
PCTRL-Risk Mgt
PCTRL-Cost Mgt
PCTRL-Cost Mgt
PCTRL-Schedule Mgt
PCTRL-Schedule Mgt
PCTRL-Document Mgt
PCTRL-Document Mgt
PCTRL-Cost Validation
PCTRL-Cost Validation
PCTRL-Cost Estimating
PCTRL-Cost Estimating
PCTRL-Program Governance
PCTRL-Program Governance
PCTRL-Asset Management Planning
PCTRL-Asset Management Planning
PMO-Administration
AD-Management
AD-Management
AD-Facilities
AD-Office Rent
AD-Office Furniture
AD-Office Supplies
AD-Other Direct Costs
AD-Office Utilities
AD-Office Utilities
AD-Information Technology
AD-IT Services
AD-IT Software
AD-IT Hardware
AD-IT Hardware
PMO-Procurement
PCA-Management
PCA-Management

PROGRAM MANAGEMENT OFFICE (Cont.)
PCA-Procurement Management
PCA-Procurement Management
PCA-Contract Administration
PCA-Contract Administration
PMO-Property
PY-Management
PY-Management
PY-Property Agents
PY-Property Agents
PY-Temporary Entrance Permits
PY-Temporary Entrance Permits
PY-Easements
PY-Easements
PY-Land Purchases
PY-Land Purchases
PY-Eminent Domain Support
PY-Eminent Domain Support
PY-Court Ordered Entry Deposit
PY-Court Ordered Entry Deposit
PY-Court Ordered Entry Credit
PY-Court Ordered Entry Credit
PMO-Permitting Management
PM-Management
PM-Management
PM-Environmental Planning
PM-Environmental Planning
PM-Permit Acquisition
PM-Permit Acquisition
PM-Permit Monitoring & Compliance
PM-Permit Monitoring & Compliance
PM-Permitting Surveys Management
PM-Cultural Survey Management
PM-Biological Survey Management
PM-Biological Survey Management
PMO-Health and Safety
HS-Management
HS-Management
PMO-Quality Management
QM-Management & Auditing
QM-Management & Auditing
PMO-Sustainability
ST-Management
ST-Management
PMO-Engineering Management
EN-Management
EN-Management
EN-Project Design Reviews
EN-Basis of Design Report Review
EN-30% Design Review
EN-60% Design Review
EN-Bid Review
EN-Value Engineering
EN-Value Engineering
PMO-Geotechnical Management
GT-Management
GT-Management
PMO-Surveying & Mapping Management
SM-Management & Auditing
SM-Management & Auditing

PROGRAM INITIATION PHASE (PI)
PI-Engineering
PIE-Management & Administration
PIE-Management & Admin.
PIE-CEQA Engineering Support
PIE-CEQA Engineering Support
PIE-Facility Studies
PIE-Facility Studies
PIE-Shared Support Services
PIE-Shared Support Services
PIE-Project Definition Reports
PIE-Project Definition Reports
PIE-Permit Engineering Support
PIE-Permit Engineering Support
PI-Fieldwork
PIF-Management
PIF-Management
PIF-Geotechnical Work
PIF-Geotechnical Work
PIF-Surveying
PIF-Surveying
Program Delivery Phase (PD)
PD-Project Delivery
PDPD-Management
PDPD-Management
PDPD-Project Design Procurement
PDPD-Design Procurement
PDPD-Project Geotechnical
PDPD-Geotechnical
PDPD-Project Surveying & Mapping
PDPD-Surveying & Mapping
PDPD-Project Permit Monitoring & Compliance
PDPD-Permit Monitoring & Compliance
PDPD-Permitting Surveys
PDPD-Cultural Surveys
PDPD-Biological Surveys
PDPD-Biological Surveys

PROGRAM MANAGEMENT OFFICE

- The PMO includes thirteen (13) budget categories that represent the functions which provide support across the entire organization.
- Allocated reserves in Undefined Allowance for the fiscal year budget are included in the Executive Office budget.
- New activities include management of Engineering, Geotechnical, and Surveying & Mapping performed during the Program Delivery Phase.

WBS LEVEL 1 AND 2
PROGRAM MANGEMENT OFFICE
PMO-Executive Office
PMO-Community Engagement
PMO-Program Controls
PMO-Administration
PMO-Procurement and Contract Admin.
PMO-Property
PMO-Permitting Management
PMO-Health and Safety
PMO-Quality Management
PMO-Sustainability
PMO-Engineering Management
PMO-Geotechnical Management
PMO-Survey and Mapping Management

PROGRAM INITIATION

- Program Initiation includes the engineering and initial fieldwork functional areas to support the DWR Environmental Planning and Permitting efforts.

PI – Engineering

- The Engineering group is responsible for conducting technical studies and analyses to support development of conceptual level designs and documentation.
- Transitioning to refinement of project feature configurations to support ongoing permit efforts and development of design criteria and project packaging.

WBS LEVEL 1 AND 2
PROGRAM INITIATION
PI-Engineering
PI-Fieldwork

PROGRAM INITIATION

PI – Fieldwork

- The Fieldwork group conducted field investigation activities to support high-level evaluation of alternatives prior to a selection of preferred alternative.
- Fieldwork activities along the Bethany Reservoir Alignment will be transitioned to Program Delivery Phase supporting further evaluation, design, and permitting.

WBS LEVEL 1 AND 2	
PROGRAM INITIATION	
PI-Engineering	
PI-Fieldwork	

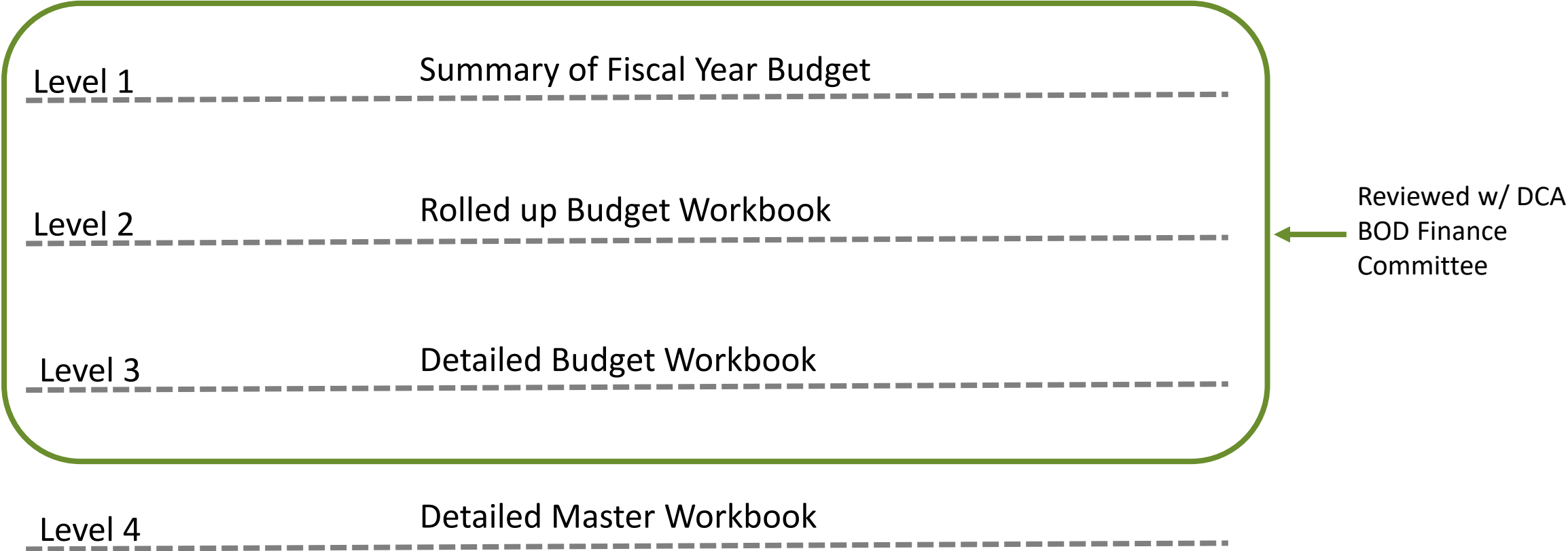
PROGRAM DELIVERY

- Program Delivery Phase begins with Pre-Design activities, which include further evaluation of a preferred project to support ongoing permit activities and provide better definition of features and design criteria.
- Project Delivery functional area activities limited to field investigations including the geotechnical program, field surveying, and other exploratory work (e.g. gas well surveys, etc.).

WBS LEVEL 1 AND 2	
PROGRAM DELIVERY	
PD-Project Delivery	

FY 25/26 Finance Committee Plan

Budget Information Hierarchy



Summary of the Fiscal Year Budget (Level 1)

- The Summary provides a high-level view of the fiscal year budget by functional area

	A	B	C	D	E	F	I
	CODE	Description					Proposed Final FY24/25 Budget
1							
2							\$ 43,000,200
3	10	PROGRAM MANAGEMENT OFFICE					\$ 19,727,300
4	100	PMO-Executive Office					\$ 4,939,700
5	110	PMO-Community Engagement					\$ 1,224,600
6	120	PMO-Program Controls					\$ 4,905,500
7	130	PMO-Administration					\$ 3,535,700
8	140	PMO-Procurement and Contract Administration					\$ 762,900
9	150	PMO-Property					\$ 1,028,300
10	160	PMO-Permitting Management					\$ 1,254,600
11	170	PMO-Health and Safety					\$ 431,600
12	180	PMO-Quality Management					\$ 698,600
13	190	PMO-Sustainability					\$ 501,500
14	210	PMO-Geotechnical Management					\$ 444,300
15	30	PROGRAM INITIATION					\$ 13,938,700
16	300	PI-Engineering					\$ 13,938,700
17	310	PI-Fieldwork					\$ -
18	40	PROGRAM DELIVERY					\$ 9,334,200
19	410	PDPD-Project Geotechnical					\$ 9,334,200

Rolled up Budget Workbook (Level 2)

- The Detailed Workbook lines are rolled up to the organizational support functions.

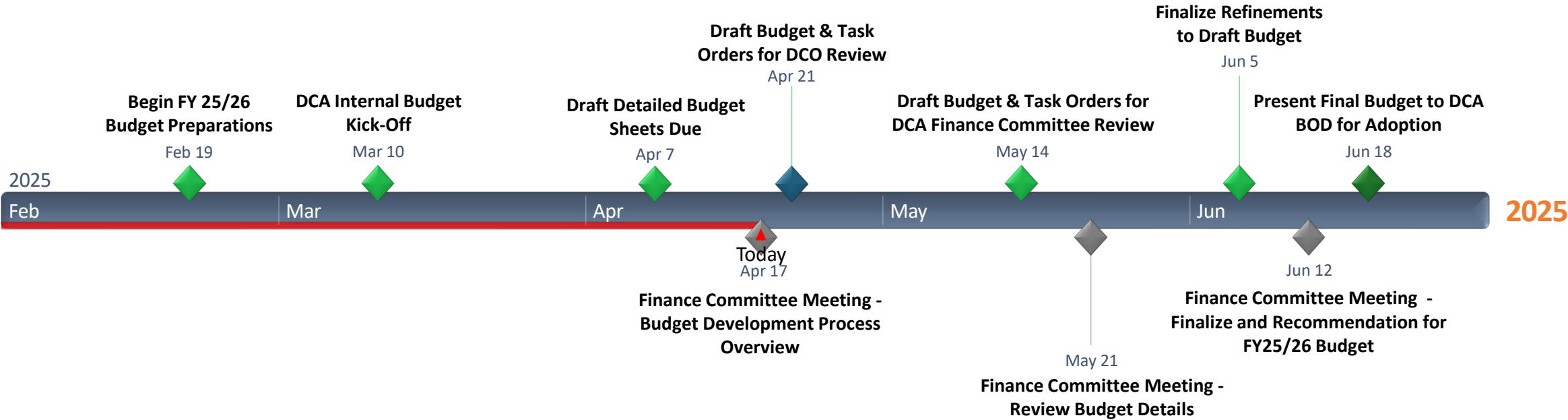
	A	B	C	D	E	F	I
	CODE	Description					Proposed Final FY24/25 Budget \$
1							
2							\$ 43,000,200
3	10	PROGRAM MANAGEMENT OFFICE					\$ 19,727,300
4	100	PMO-Executive Office					\$ 4,939,700
5	1000	EO-Management					
6	10001	EO-Executive Office					\$ 1,122,000
16	10002	EO-Chief Engineer					\$ 830,700
19	10003	EO-DCA Board Meetings					\$ 22,000
24	1005	EO-General Counsel					
25	10050	EO-General Counsel					\$ 497,200
28	1015	EO-Audit					
29	10150	EO-Audit					\$ 18,000
32	1020	EO-Treasury					
33	10200	EO-Treasury					\$ 338,000
41	1025	EO-Human Resources					
42	10250	EO-Human Resources					\$ 258,800
47	1090	EO-Undefined Allowance					
48	10900	EO-Undefined Allowance					\$ 1,853,000

Detailed Budget Workbook (Level 3)

- This is a detailed sheet of the budget, broken down to vendor/consultant Task Order level

	A	B	C	D	E	F	I
	CODE	Description					Proposed Final FY24/25 Budget \$
1							
2							\$ 43,000,200
3	10	PROGRAM MANAGEMENT OFFICE					\$ 19,727,300
4	100	PMO-Executive Office					\$ 4,939,700
5	1000	EO-Management					
6	10001	EO-Executive Office					\$ 1,122,000
7	230035-0002	Bradner Consulting Task Order 2 - FY 24/25					\$ 608,000
8		Executive Office					\$ 608,000
9		ODC					\$ -
10	190009-0007	Parsons Task Order 7 - FY 24/25					
11		Chief of Staff					\$ 502,000
12	230006-0000	Conference and Event Registration Fees					
13		ACWA Conference Fees					\$ 10,000
14	230005-0000	ACWA					
15		Annual Subscription					\$ 2,000
16	10002	EO-Chief Engineer					\$ 830,700
17	190009-0007	Parsons Task Order 7 - FY 24/25					
18		Chief Engineer					\$ 830,700
19	10003	EO-DCA Board Meetings					\$ 22,000
20	240000-0000	Audio Visual FY 24/25					
21		Board Meeting Support					\$ 16,000

FY 25/26 Budget Planning Schedule



Questions?