

BOARD OF DIRECTORS MEETING

MINUTES

REGULAR MEETING

Thursday, December 18, 2025

1:30 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: 89581762692#, <https://dcdca-org.zoom.us/j/89581762692?from=addon> at 1:30 pm.

2. ROLL CALL

Board members in attendance from the DCA Boardroom were President Martin Milobar, Director Robert Cheng, Director John Weed and Director Jacquelyn McMillan. Director Tony Estremera, Director Gary Martin and Director Adnan Anabtawi participated remotely.

Alternate Directors in attendance remotely were Dennis LaMoreaux, Sarah Palmer, Royce Fast, Michael Plinski and Shiloh Ballard. The Board Clerk captured their attendance for the record.

DCA staff members in attendance were Graham Bradner, Josh Nelson, Jessyca Sheehan, Julia Adelman, Catherine Sheane, and Gwen Buchholz.

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

3. CLOSED SESSIONS

No public comment requests were received for this item.

4. OPEN REGULAR MEETING & PLEDGE OF ALLEGIANCE

President Milobar opened the regular session at approximately 2:08 p.m. and asked Josh Nelson, DCA General Counsel, to report out on closed session. There were no reportable actions.

5. PUBLIC COMMENT

No public comment requests were received for this item. President Milobar closed the public comment item.

6. APPROVAL OF MINUTES: October 16, 2025, Regular Board Meeting

Recommendation: Approve the October 16, 2025, Regular Board Meeting Minutes

Motion to Approve Minutes from October 16, 2025, as

Noted: Estremera
Second: Martin
Yeas: Milobar, Martin, McMillan, Estremera, Cheng, Anabtawi, Weed
Nays: None
Abstains: None
Recusals: None
Absent: None
Summary: 7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as MO 25-12-01).

7. DISCUSSION ITEMS:

a) December DCA Monthly Report

Informational Item

DCA Executive Director, Graham Bradner, presented the Monthly Report for December 2025 activities to the Board. Mr. Bradner stated that DCA continues to provide engineering and environmental support to DWR, and DWR is currently engaged in Change in Point of Diversion (CPOD) hearings with the State Water Resources Control Board (SWRCB). Engineering studies are being conducted to advance the overall project design and consider potential innovations. The team is also preparing to update the cost estimate and Basis of Design Report (BODR) planned for early 2027, as well as working on the development of internal management plans, procedures, and workflows for transitioning to the delivery phase in 2027.

Regarding the budget overview, the Board of Directors approved the Fiscal Year (FY) 2025/26 budget of \$65M. DCA has committed a total of \$56.4M through task orders and contracts and, to date, has incurred \$17.5M. The Estimate at Completion (EAC) is \$65M. The work progress for vendors that have deliverables is 40% complete with 39% of the estimated budget spent. Small Business Enterprise/Disabled Veteran Business Enterprise (SBE/DVBE) committed contracts participation is nine (9) percent, and of that, seven (7) percent has been invoiced.

Outreach efforts have included attendance at the Association of California Water Agencies conference (ACWA), development of additional cost messaging along with a supporting one-pager, creating a Threads social media profile for the DCA, and preparing the first edition of the DCA Quarterly Newsletter.

President Milobar inquired if the last fiscal year audit has reached a conclusion.

Mr. Bradner confirmed that the last fiscal year was closed with a 26% total underrun.

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

b) Sustainability Update

Informational Item

DCA Sustainability Manager, Catherine Sheane, provided an update on the Sustainability Program, noting that the team previously presented a summary of activities since adoption of the Sustainability Plan in 2023, including performance benchmarking and anticipated actions for FY 2025/26. She reported that the program continues to advance through the establishment of sustainability goals adopted by the Board in June 2023, including the development of a programmatic sustainability plan to define program wide requirements, and the integration of these actions into design and construction activities. Ms. Sheane emphasized that the program aligns with the DCA's core sustainability goals—reducing energy and water consumption, conserving natural resources, considering community and social context, understanding supply chain impacts, prioritizing health and safety, and regularly reporting on progress. She also highlighted strong alignment between the DCA's approach and related goals and policies of the Public Water Agencies (PWA's) and the DWR.

DCA Sustainability Specialist, Julia Adelman, provided an overview of the program's benchmarking efforts using the Institute for Sustainable Infrastructure (ISI) Envision Sustainability Framework, noting its comprehensive evaluation of environmental, economic, and social considerations. She described the iterative nature of benchmarking and presented the program's current performance across the Envision categories. She outlined examples of feasible sustainability opportunities such as enhancements to surface and groundwater monitoring and noted others that fall outside the DCA's purview or remain premature for evaluation. She also expressed how continued assessment has allowed the team to identify additional feasible improvements, such as expanded lighting requirements for sensitive areas.

Ms. Adelman noted that the proportion of "feasible as is" opportunities increased from 20% in June 2024 to 26% as of December 2025, demonstrating the value of ongoing benchmarking. Per the team's evaluation, there is evidence that as the program progresses, the sustainability achievement level becomes more certain. She emphasized that while the framework is providing meaningful insight, it remains too early to pursue third party verification. The team will continue using Envision as a self-assessment tool and is developing the Programmatic Sustainability Plan as a living document, which will include

appropriate metrics and target developments, and will integrate with other program documentation and environmental tracking systems.

President Milobar thanked staff for the presentation, noting that it provided a clear and well-structured framework.

Director Cheng expressed appreciation for the depth of the discussion and inquired about the number of projects that have gone through the ISI Envision Process, as well as the benefits of pursuing formal certification.

Ms. Sheane responded that she would follow up with the specific number of certified projects while also noting that Parsons has completed several Envision certifications. She explained that certification requires substantiation of all credits claimed and that the benefits are multifaceted, with Envision serving as an effective tool for communication and comparison. She also indicated that third party validations add credibility to the results.

Ms. Adelman confirmed that the total number of projects that have completed the formal certification process are in the hundreds.

Director Martin asked whether the ISI Envision certification process extends through construction to ensure that all commitments made in the application are fulfilled.

Ms. Sheane explained that projects typically submit a documentation package at the conclusion of design no earlier than 95% of design completeness. A follow-up submission is then required at the end of construction to substantiate implementation and performance, including evidence supporting credits such as construction waste diversion thresholds and other tracked activities.

President Milobar asked for clarification on whether this was part of the Environmental Impact Report (EIR) requirements.

Ms. Adelman clarified that while the EIR acknowledges sustainability, it does not require ISI Envision Process. This requirement comes from the DCA.

No further comments or questions were received from the Board.

c) **Annual Financial Audit Report**

Informational Item

Mr. Bradner introduced Russel Robertson, Director at MGO, the firm responsible for conducting the audit.

Mr. Robertson provided background on the audit process, explaining that his firm is engaged through the Metropolitan Water District of Southern California (MWD) to perform the financial statement review. As part of MWD's role as trustee for the DCA, the audit covers the Statement of Cash Receipts and Disbursements, which is prepared on a cash basis accounting framework and relies on MWD's internal controls. He noted that the required audit communications would be presented to the Board. Mr. Robertson reported that for FY 2024/25 the DCA received an unmodified opinion, with no anomalies, no adjustments, and all financial information found to be appropriate and in order.

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

d) **Sr. Leadership Spotlight, Gwen Buchholz, DCA Environmental Division Manager**

Informational Item

Mr. Bradner presented to the Board the updated Organization Chart. Referring to the Organization Chart previewed back in February, he informed the Board that the chart has been reorganized to a new structure. Mr. Bradner listed the six (6) major divisions and emphasized the establishment of clear roles and responsibilities. He ensured that key leadership positions are filled. He briefly introduced DCA's Environmental Division Manager, Gwen Buchholz, whose spotlight is item 7d on the Agenda.

Ms. Buchholz introduced herself as the DCA's Environmental Manager, outlined her extensive background in California, with degrees in physics from Sacramento State and civil engineering from UC Davis. She highlighted nearly five (5) decades of professional experience, including long tenures with Montgomery Engineers and Jacobs Engineering, and a broad portfolio spanning sixteen states and multiple countries. Ms. Buchholz emphasized her longstanding involvement with the Delta Conveyance since 2006, her work on major environmental documents for the State, and her experience with large diameter pipeline projects. She noted that this background supports her role in integrating environmental considerations with the DCA's engineering and technical teams.

President Milobar expressed appreciation for her expertise and its importance in supporting the DCA's environmental work.

Director Anabtawi commended her passion for California water projects and acknowledged her strong performance during the State Board Water Rights Hearing.

Director Martin, along with Director Estremera, welcomed Ms. Buchholz and expressed appreciation for the depth of her experience.

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

e) **Conflict of Interest Code Amendment**

Adopt Resolution

Mr. Nelson reported that, under the Political Reform Act (the “Act”), the DCA is required to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets and the prohibition from making or participating in making governmental decisions that may affect any personal economic interests. The Conflict of Interest Code identifies filers and reporting categories within the Authority to file Statements of Economic Interests (Form 700).

The Act further requires that the Authority regularly review and update its Code as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances. Pursuant to the Act, the Authority adopted a Conflict of Interest Code which was last amended on May 19, 2022. Given the organizational changes presented by Mr. Bradner in the prior agenda item, the Authority has determined that the Code should be amended to include new positions required to be designated, revise titles of existing positions and revise disclosure categories to include a new category.

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

Recommendation: Adopt Resolution Amending the Authority’s Conflict of Interest Code

Noted:	Estremera
Second:	Anabtawi
Yeas:	Milobar, Martin, McMillan, Estremera, Cheng, Anabtawi, Weed
Nays:	None
Abstains:	None
Recusals:	None
Absent:	None
Summary:	7 Yeas; 0 Nays; 0 Abstain; 0 Absent. (Motion passed as Resolution 25-22).

8. STAFF REPORTS AND ANNOUNCEMENTS:

President Milobar mentioned that members of the public may address the Authority on matters pertaining to the Staff Reports at this time.

No public comment requests were received for any of the staff reports.

a. General Counsel's Report

Mr. Nelson provided an overview of two new state laws addressed in the report. He first highlighted SB 827, which requires Directors to complete two (2) hours of financial-related training every two (2) years, with the first training due by January 1, 2028. He noted that completion of the training for one agency satisfies the requirement for all agencies a Director serves.

Mr. Nelson then summarized SB 707, a substantial update to the Brown Act that distinguishes between agencies with eligible legislative bodies and those without; the DCA is expected to fall into the latter category, resulting in fewer required changes. SB 707 now incorporates Americans with Disabilities Act (ADA) accommodations for remote participation. It also streamlines the alternative teleconferencing provisions previously available under AB 2449, consolidating "personal emergency" and "just cause" into a single "just cause" standard for remote participation from a private location without publicly posting this address. He noted that SB 707 also requires agencies to provide Board members with a copy of the Brown Act.

Director Martin inquired if there is an online training opportunity.

Mr. Nelson clarified that SB 827 training differs from the AB1234; the state agency will not provide a version of the training but stated that he will report back if mistaken.

No further comments or questions were received from the Board.

b. Treasurer's Report

Adam Benson filled in for DCA Treasurer, Katano Kasaine, remotely. Mr. Benson informed the Board that the written report was included in the meeting packet. As of October 1, 2025, the DCA reported an opening cash balance of \$564,823. During the period from October 1, 2025 through November 30, 2025. DCA received a total of \$7M in contributions and had disbursements totaling \$5.8M, resulting in an ending cash balance of \$1.7M as of November 30, 2025.

No comments or questions were received from the Board.

c. DCP Communications Report

DCA Communications Manager, Jessyca Sheehan, informed the Board that November outreach efforts included substantial preparation for the ACWA Fall Conference, where the team engaged with PWAs and unveiled the DCA's updated branding across booth materials. She noted that the event provided a valuable opportunity to share information and address stakeholder questions. The Communications team also continued close

coordination with DWR and the State Water Contractors through calls with the PWAs to gather feedback and discuss planning for 2026 outreach activities.

Ms. Sheehan announced that the DCA plans to launch a quarterly newsletter early next year to provide updates on DCA activities and distribute new fact sheets and materials suitable for sharing on social media. The team recently established a Threads account to expand the DCA's digital reach and is finalizing Spanish and Chinese translations for new fact sheets. Looking ahead to 2026, Ms. Sheehan reported that the DCA is planning to participate in the Southern California Water Coalition Quarterly Meeting and Luncheon, as well as the Urban Water Institute Spring Conference.

President Milobar acknowledged the Communications Team's increased public engagement efforts under Ms. Sheehan's leadership, expressing appreciation for the expanded outreach and its positive impact.

Director Cheng asked how the DCA measures the success of its outreach activities, and whether comparisons to other projects are useful in evaluating message penetration to the public.

Ms. Sheehan explained that success is assessed through both quantitative and qualitative metrics and qualitative feedback. She noted that interactions at the ACWA conference, where many attendees stopped by expressing support, had reflected a growing awareness and positive engagement. She emphasized the importance of identifying opportunities to be present in stakeholder spaces to continue building that momentum.

Director McMillan inquired about plans to increase website traffic and whether contract information gathered at conferences is being incorporated into our outreach efforts.

Ms. Sheehan stated that the team is utilizing sign-up lists and expects the forthcoming newsletter to serve as a consistent driver of website traffic. She added that once updates to the document and video libraries are complete, the team will conduct a broader outreach push to make information easier for the public to access.

No further comments or questions were received from the Board.

d. DWR Environmental Report

DWR Environmental Manager, Carrie Buckman, informed the Board that the U.S. Army Corps of Engineers completed the National Environmental Policy Act (NEPA) compliance and released the Final Environmental Statement on November 21, which is now available on the Corp's website. She noted continued progress on the Water Rights process, explaining that DWR's petition to add two new points of diversion has completed the first phase and second phase. DWR will submit rebuttal testimony on December 22, and the hearing will continue on February 20, 2026.

Ms. Buckman also noted that DWR is working with the U.S. Fish and Wildlife Service and National Marine Fisheries Service (NMFS) to complete consultation efforts on project on construction for the federal Endangered Species Act. These efforts were delayed by the government shutdown, but the agencies have resumed work on biological opinions. DWR has also submitted the certification of consistency with the Delta Plan to the Delta Stewardship Council (DSC) on October 17, and ten appeals were received on November 17. The DSC will conduct a hearing on the appeals on February 26-27th, 2026.

No comments or questions were received from the Board.

e. Verbal Reports, if any

Director Cheng expressed his appreciation to the DCP staff for their hard work on the project this year.

9. FUTURE AGENDA ITEMS:

None.

10. ADJOURNMENT:

President Milobar adjourned the meeting at 3:18 p.m., remotely-Conference Access Information: Phone Number: (669) 444-9171, Code: 89581762692#, <https://dcdca-org.zoom.us/j/89581762692?from=addon>