



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA
Tuesday, January 12, 2016**

**REGULAR CLOSED SESSION
11:00 a.m., Board Room**

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

BROWN ACT BRIEFING:

- Presentation of the Brown Act and the Ethics Policy of the EBMUD Board of Directors

ANNOUNCEMENT OF CLOSED SESSION AGENDA:

1. Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one matter.

(The Board will hold Closed Session in Conference Room 8A/B)

**REGULAR BUSINESS MEETING
1:15 p.m., Board Room**

ROLL CALL:

BOARD OF DIRECTORS:

- Pledge of Allegiance
- Election of Officers
- 2016 Board Committee Assignment Preferences

PRESENTATIONS:

- Board Service Awards

ANNOUNCEMENTS FROM CLOSED SESSION:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

CONSENT CALENDAR: (Single motion and vote approving 7 recommendations.)

1. Approve the Regular Meeting Minutes of December 8, 2015.
2. File correspondence with the Board.
3. Award a contract to the lowest responsive/responsible bidder, BASF Corporation, in an annual amount, after the addition of taxes, not to exceed \$120,242 for supplying polymeric flocculants for the Main Wastewater Treatment Plant's thickening process for two years, beginning on or after February 1, 2016, with three options to renew for an additional 1-year period for a total not to exceed the amount of \$601,210 under Request for Quotation No. 1602.
4. Award a contract to the lowest responsive/responsible bidder, Coast Counties Truck & Equipment Company, in the total amount of \$598,706.58, after the addition of taxes, for supplying two scoop trucks to the District under Request for Quotation No. 1609.
5. Award a contract to the lowest responsive/responsible bidder, Manito Construction, Inc., in the amount of \$1,780,880 for construction of the Main Wastewater Treatment Plant Hypochlorite Piping Replacement Phase 1 and Tank Relining Project under Specification SD-350.
6. Authorize an agreement beginning on or after January 12, 2016 with Brown and Caldwell in an amount not to exceed \$400,000 for design services for a new digester gas management system and integration of a new compressed natural gas facility for the Main Wastewater Treatment Plant Digester System Design Support for Food Waste Project.
7. Adopt the 2016 Diversity and Inclusion Program.

DETERMINATION AND DISCUSSION:

8. Legislative Update:
 - Federal Legislative Initiatives for 2016
 - Update on Legislative Issues of Interest to EBMUD
9. Approve a pilot Project Labor Agreement (PLA) and inclusion of the PLA in the bid package for construction of the Chabot Dam Seismic Improvement Project.
10. Board's Annual Review of Directors' Compensation.
11. General Manager's Report:
 - Water Supply Update
 - 2016 Critical Drought Action Plan Update
 - Monthly Report – December 2015
 - Six-Month Forecast of Board Committee and Workshop Agenda Topics and Summary of 2015 Committee and Workshop Topics
 - 2015 Interdepartmental Committees Annual Reports

REPORTS AND DIRECTOR COMMENTS:

12. Committee Reports:
 - Planning
 - Legislative/Human Resources
13. Other Items for Future Consideration.
14. Director Comments.

ADJOURNMENT:

The next Regular Meeting of the Board of Directors will be held at 1:15 p.m. on Tuesday, January 26, 2016 in the Administration Center Board Room, 375 Eleventh Street, Oakland, California.

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours.

BOARD CALENDAR

Date	Meeting	Time/Location	Topics
Tuesday, January 12	Planning Committee McIntosh {Chair}, Linney, Young	9:15 a.m.	<ul style="list-style-type: none"> • Use of Technology in Operations and Maintenance • Multi-family Residential Submetering Pilot Study Update • Food Waste Program Update
	Legislative/Human Resources Committee Coleman {Chair}, McIntosh Patterson	10:15 a.m. Training Resource Center	<ul style="list-style-type: none"> • 2016 Diversity and Inclusion Program • Legislative Update
	Board of Directors	11:00 a.m. 1:15 p.m.	<ul style="list-style-type: none"> • Closed Session • Regular Meeting
Monday, January 18	Martin Luther King Jr. Holiday		<ul style="list-style-type: none"> • District Offices Closed
Tuesday, January 26	Finance/Administration Committee	10:00 a.m. Training Resource Center	<ul style="list-style-type: none"> • Closed Session • Regular Meeting
	Sustainability/Energy Committee	TBD Training Resource Center	
	Board of Directors	11:00 a.m. 1:15 p.m.	
Tuesday, February 9	Planning Committee	9:15 a.m. Training Resource Center	<ul style="list-style-type: none"> • Closed Session • Regular Meeting
	Legislative/Human Resources Committee	10:15 a.m. Training Resource Center	
	Board of Directors	11:00 a.m. 1:15 p.m.	
Friday, February 12	Lincoln's Birthday Holiday		<ul style="list-style-type: none"> • District Offices Closed
Monday, February 15	Washington's Birthday Holiday		<ul style="list-style-type: none"> • District Offices Closed
Tuesday, February 23	Finance/Administration Committee	10:00 a.m. Training Resource Center	<ul style="list-style-type: none"> • Closed Session • Regular Meeting
	Board of Directors	11:00 a.m. 1:15 p.m.	

MINUTES

Tuesday, December 8, 2015

**East Bay Municipal Utility District
Board of Directors
375 Eleventh Street
Oakland, California**

Regular Closed Session Meeting

President Frank Mellon called to order the Regular Closed Session Meeting of the Board of Directors at 11:01 a.m. in the Administration Center Board Room.

ROLL CALL

Directors John A. Coleman, Andy Katz (via teleconference), Doug Linney, Lesa R. McIntosh, William B. Patterson, Marguerite Young, and President Frank Mellon were present at roll call.

Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Director of Finance Sophia D. Skoda (Item 1b), Attorney Derek T. McDonald (Item 1b), Attorney Saji T. Pierce (Item 1b), Director of Water and Natural Resources Richard G. Sykes (Item 2), Manager of Water Supply Improvements Michael T. Tognolini (Item 2), and Attorney Frederick S. Etheridge (Item 2).

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENT OF CLOSED SESSION AGENDA

President Frank Mellon announced the closed session agenda. The Board convened to Conference Room 8a/b for discussion.

Regular Business Meeting

President Mellon called to order the Regular Business Meeting of the Board of Directors at 1:17 p.m. in the Administration Center Board Room.

ROLL CALL

Directors John A. Coleman, Andy Katz (via teleconference), Doug Linney, Lesa R. McIntosh, William B. Patterson, Marguerite Young, and President Frank Mellon were present at roll call.

Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer, and Secretary of the District Lynelle M. Lewis.

BOARD OF DIRECTORS

President Mellon led the Pledge of Allegiance.

ANNOUNCEMENTS FROM CLOSED SESSION

There were no announcements required from closed session.

PUBLIC COMMENT

- Addressing the Board were the following persons: 1) Rachel Garza, representing the LGBTQ Affinity Group, said that the group filed a complaint of discrimination in October citing disparate treatment, presented the LGBTQ Affinity Group's report for the Board's review, said that their concerns have been brought to staff's attention, and pointed out that the group is asking for the same rights and courtesy afforded to other affinity groups; and 2) Louis Gidrgi, Alamo resident, asked the Board to grant an appeal for the excessive use charges on his water bill that was a result of an undetected water leak which he subsequently had repaired. He said that even though he made efforts to conserve the water leak caused his water use to skyrocket. Mr. Gidrgi was referred to staff for assistance.

CONSENT CALENDAR

- Item 9 was pulled for comment.
 - Motion by Director Patterson, seconded by Director Linney, to approve the recommended actions for Items 1-8 on the Consent Calendar, carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, McIntosh, Patterson, Young, and Mellon); NOES (None); ABSTAIN (None); ABSENT (None).
1. **Motion No. 197-15** – Approved the Regular Meeting Minutes of November 24, 2015.
 2. The following correspondence was filed with the Board: 1) Memorandum dated December 8, 2015, to Board of Directors from Rachel Garza, LGBTQ Committee Chairperson, regarding discrimination and disparate treatment; 2) E-mail from Helen Burke, Sierra Club, to Lynelle Lewis, dated December 2015, regarding Sierra Club statement before EBMUD Planning Committee on staff's proposal for a trail cycling access pilot study; 3) E-mail from Kristen Anderson to Directors Andy Katz and Marguerite Young, dated December 7, 2015, regarding cycling access to EBMUD fire roads and trails; 4) E-mail from Pablo Ortiz Peña to Director Marguerite Young, dated December 7, 2015, regarding request for support for bicycle access to trails aligned to Bay Area Ridge Trail; 5) E-mail from Tim Parkyn to Director Marguerite Young, dated December 6, 2015, regarding bicycle access in EBMUD lands; 6) E-mail from Greg Ikonen to Director Marguerite Young, dated December 7, 2015, regarding trail access; 7) E-mail from Dave Wolden to Director Marguerite Young, dated December 6, 2015, regarding support for bicycle access to trails; 8) E-mail from Jeff Barker to Director Marguerite Young, dated December 6, 2015, regarding in favor of bicycling; 9) E-mail from Dane Carlson to Director Marguerite Young, dated December 7, 2015, regarding EBMUD trail access; 10) E-mail from Scott Byram to Sharla Sullivan, dated December 7, 2015,

regarding request for bicycle access to EBMUD trails; 11) Letter dated December 8, 2015 from Katherine K. Evatt, President, Foothill Conservancy, to Director Doug Linney, regarding EBMUD Forest Initiative; 12) Presentation entitled, "Amendment to EBMUD Retirement System Ordinance (No. 40) - Section 7 Second Reading," dated December 8, 2015; and 13) Presentation entitled, "Water Supply Board Briefing," dated December 8, 2015.

3. **Motion No. 198-15** – Awarded a contract to the lowest responsive/responsible bidder, Aztec Consultants, in the amount of \$2,358,500 for construction of the Diablo Pumping Plant Rehabilitation project under Specification 2084.
4. **Motion No. 199-15** – Authorized an agreement beginning on or after January 9, 2016 with Everbridge, Inc., in an amount not to exceed \$35,000 annually, for supplying emergency notification service for four years with three options to renew for an additional one-year period for a total cost of \$197,000, which includes a one-time fee of \$8,000 for training and configuration.
5. **Motion No. 200-15** – Authorized an amendment to an agreement with Pacific Gas & Electric Company beginning January 1, 2016 to provide High-Efficiency Clothes Washer Rebate Program services for one year at an annual cost of \$100,000, with an option to renew for an additional one-year period for a cost not to exceed \$200,000.
6. **Motion No. 201-15** – Authorized the General Manager to negotiate and execute Water Purchase Option Agreements with Glenn-Colusa Irrigation District, Sycamore Mutual Water Company, and Reclamation District 1004 for up to a total of 36,000 acre-feet of water at a maximum total cost of \$750,000, whereby EBMUD would secure the right of first refusal to negotiate with sellers for the purchase of transfer water in 2016.
7. **Motion No. 202-15** – Authorized the Office of General Counsel to continue the employment of the law firm of Hanson Bridgett, LLP, for specialized legal services related to construction, public contract and procurement, claims, trademark services, pension, employment, and litigation matters matters in an additional amount not to exceed \$175,000.
8. **Motion No. 203-15** – Authorized the Office of General Counsel to continue the employment of the law firm of Remcho, Johansen & Purcell, LLP, for specialized legal services related to elections and conflicts of interest matters in an additional amount not to exceed \$60,000.
9. **Resolution No. 34063-15** Appointing Frederick S. Etheridge To The Position of Assistant General Counsel (effective December 14, 2015).
 - Item 9 was pulled by President Mellon to offer congratulatory remarks.
 - Motion by Director Mellon, seconded by Director Linney, to approve the recommended action for Item 9, carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, McIntosh, Patterson, Young, and Mellon); NOES (None); ABSTAIN (None); ABSENT (None).

Attorney Fred Etheridge thanked the Board and said that he looked forward to serving in the capacity of Assistant General Counsel.

DETERMINATION AND DISCUSSION

10. Legislative Update.

Manager of Legislative Affairs Marlaigne K. Dumaine reported that in response to the Board's direction, staff investigated local, state and federal efforts to promote healthy forest and watershed initiatives, including any pending legislative actions. She reported that at the state level there are no pending legislative initiatives on watershed health, but there is considerable discussion on the Public Goods Charge which would fund various public interest programs. At the federal level, she said it is doubtful any legislation would be introduced this year and that any funding opportunities may be rolled up into an omnibus bill. She said that staff recommends the following legislative initiatives for the 2016 legislative year: 1) Support implementation of the locally driven Cornerstone Project by recommending that the Upper Mokelumne River Water Authority (UMRWA) formalize agreements with the United States Forest Service to implement the project; 2) Recommend that UMRWA seek grants and other funds to help provide the required cost share for the Cornerstone Project; 3) Request that funds in the National Forest Foundation's Mokelumne River Watershed Restoration Fund be directed towards the required cost share for the Cornerstone Project; 4) Support state agencies, such as CalFire, in their advocacy that federal forest management funding is spent on forest management and not redirected to suppression or other efforts; 5) Monitor federal legislation on forest and watershed health and identify potential opportunities for EBMUD to engage; and 6) Continue to gather information from stakeholders at the local, state and federal levels and provide updates to the Board, as appropriate.

Director of Water and Natural Resources Richard G. Sykes presented an update on local stakeholder discussions related to forest health initiatives. He said that the general consensus was to work with the Upper Mokelumne River Water Authority (UMRWA) to advocate for forest health projects and to seek additional funding sources. He noted that staff had received recommendations and funding requests from several stakeholder groups but staff recommends vetting all efforts through UMRWA. There was discussion about the best approach to respond to the stakeholder proposals. Mr. Sykes said that staff would be preparing responses to the groups, will continue to follow these efforts, and report back to the Board in early 2016. Director Young suggested a modification to recommendation #3 to request that the National Forest Foundation work collaboratively with UMRWA and Amador-Calaveras Consensus Group on the Cornerstone Project.

- Motion by Director Coleman, seconded by Director Patterson, to approve the staff recommendations. Director Young requested to eliminate recommendation #3. Following discussion, there was consensus to amend staff recommendation #3 to request that the National Forest Foundation work with the Upper Mokelumne River Water Authority and other stakeholders on how to support watershed health for the Cornerstone Project. The motion carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, McIntosh, Patterson, Young, and Mellon); NOES (None); ABSTAIN (None); ABSENT (None).

Motion No. 204-15 – Approved legislative initiative (addendum #1 to state legislative initiatives for 2016 legislative year) to investigate local, state and federal efforts to promote healthy forest and watershed initiatives and identify opportunities for EBMUD to engage in the following actions: 1) Support implementation of the locally driven Cornerstone Project by recommending that Upper Mokelumne River Water Authority (UMRWA) formalize agreements with the United States Forest Service to implement the project; 2) Recommend that UMRWA seek grants and other funds to help provide required cost share for the Cornerstone Project; 3) Request that the National Forest Foundation work with UMRWA and other stakeholders to determine how to best support watershed health for the Cornerstone Project; 4) Support state agencies, such as CalFire, in their advocacy that federal forest management funding is spent on forest management and not redirected to suppression or other efforts; 5) Monitor federal legislation on forest and watershed health and identify potential opportunities for EBMUD to engage; and 6) Continue to gather information from stakeholders at the local, state and federal levels and provide updates to the Board, as appropriate.

President Mellon asked for clarification on the December 8 letter from Katherine K. Evatt, Foothill Conservancy, welcoming EBMUD to take a larger role in watershed protection and restoration upstream of its own lands and to become a member of the Amador-Calaveras Consensus Group. Mr. Sykes said that staff will look into this to better understand the diverse opinions about how forest health initiatives should proceed upcountry and report back to the Board with a recommendation.

11. **Conduct A Second And Final Reading, And Vote To Approve An Ordinance Amending the East Bay Municipal Utility District Employees' Retirement System Ordinance No. 40 to Update Section 7.**

Manager of Employee Services Lisa A. Sorani presented an overview of the recommended action to conduct a second and final reading and vote to approve an amendment to Employees' Retirement System Ordinance (Ordinance No. 40). Section 7(b) of the Retirement Ordinance entitled "Allowance for Service" is being updated to include requirements that arise from the Heroes Earnings Assistance and Relief Tax Act of 2008 ("HEART Act"). The HEART Act provides, in part, that when a plan member dies while performing qualified military service, the plan must allow the beneficiaries of the plan member to be entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) that would have been provided under the plan had the participant resumed employment and then terminated employment on account of death.

Ms. Sorani reported that at the May 21, 2015 meeting of the Retirement Board, the Board unanimously authorized tax counsel to seek renewal of the Internal Revenue Service's (IRS) favorable determination that the plan constituting the EBMUD Retirement Ordinance continues to be a tax-qualified plan. Based on tax counsel's review of the criteria under which the IRS will review the plan, a further amendment to the Retirement Ordinance is required and the Retirement Board has authorized staff to bring this amendment to the EBMUD Board of Directors. The Ordinance will take effect 30 days after its passage by the Board of Directors. The first reading of the Ordinance took place at the November 24, 2015 meeting of the Board of Directors and after today's second reading, the amendments will be

published once a week for two successive weeks in a newspaper of general circulation published in the District.

- Motion by Director Young, seconded by Director Patterson, to approve the recommended action, carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, McIntosh, Patterson, Young, and Mellon); NOES (None); ABSTAIN (None); ABSENT (None).

Ordinance No. 366-15 – An Ordinance Amending Section 7 Of Ordinance No. 40, Which Is The Employees' Retirement System Ordinance.

12. General Manager's Report.

Operations and Maintenance Department Manager Eileen White presented updates on Water Year 2015 including summaries of precipitation, system storage, and drought operations activities. She reported that Water Year 2015, which ended September 30, 2015, concluded with 352,000 acre feet in storage (46% of capacity). Despite drought conditions, the EBMUD system was in better shape than most of the state's reservoirs. She attributed this to increased customer conservation efforts and delivery of supplemental supply from the Freeport facility and the Folsom South Canal. To date water savings is 22 percent less than in calendar year 2013 and 28 percent less than the average of 2005-2007. She pointed out that Water Year 2016 has begun and the state is hopeful that the El Nino weather pattern will bring much needed rain. Director Linney requested that future presentations to the Board include information on El Nino projections and statistics on state-wide water supply. In concluding, General Manager Coate reported that the 2015 Critical Drought Action Plan Update as well as the Monthly Report for November 2015 was provided in the Board's packet.

REPORTS AND DIRECTOR COMMENTS:

13. Committee Reports.

- Filed with the Board were the Finance/Administration Committee Minutes of November 24, 2015.

14. Other Items for Future Consideration.

None.

15. Director Comments.

- Director Coleman reported attending/participating in the following events: ACWA/JPIA Board Meeting on November 30 in Palm Desert; ACWA Fall Conference December 1-4 in Palm Desert; ACWA Executive Committee teleconference meeting on December 7 in Oakland; and UMRWA Executive Committee teleconference meeting on December 8 in Oakland. He reported on plans to attend/participate in the following upcoming events: ACWA Article X Amendment meeting on December 9 in Sacramento; ACWA Carlsbad Desalination Opening event on December 14 in Carlsbad; ACWA Executive Committee teleconference meeting on December 14; ACWA staff luncheon on December 16 in

Sacramento; and ACWA Executive Committee teleconference meeting on December 21 in Oakland.

- Director Katz reported that he was attending the 2015 United Nations Climate Change Conference in Paris, France. He requested that staff provide an updated drought report at the end of the month.
- Director Linney had no comment.
- Director McIntosh reported attending the ACWA Fall Conference December 1-4 in Palm Desert.
- Director Patterson thanked those who sent him condolences following the passing of his former Pastor Violet Kietley of Shiloh Church in Oakland.
- Director Young had no comment.
- President Mellon reported attending the Contra Costa County Mayors' Conference on December 3 in Concord and the San Ramon Mayor's Breakfast on December 4 in San Ramon. He reported on plans to attend the Alameda County Mayors' Conference on December 9 in Alameda.

ADJOURNMENT

President Mellon adjourned the meeting at 2:34 p.m.

SUBMITTED BY:

Lynelle M. Lewis, Secretary of the District

APPROVED: January 12, 2016

Frank Mellon, President of the Board



AGENDA NO.
MEETING DATE

3.

January 12, 2016

TITLE **THICKENING POLYMERIC FLOCCULANT**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

RECOMMENDED ACTION

Award a contract to the lowest responsive/responsible bidder BASF Corporation in an annual amount, after the addition of taxes, not to exceed \$120,242 for supplying polymeric flocculants for the Main Wastewater Treatment Plant's thickening process for two years, beginning on or after February 1, 2016, with three options to renew for an additional 1-year period for a total cost of \$601,210 under Request for Quotation No. 1602.

SUMMARY

Sludge generated during wastewater secondary treatment requires the addition of polymeric flocculant to assist in the thickening process prior to solids digestion. The addition of this flocculant aids in the removal of water from the secondary sludge, improving the overall efficiency and effectiveness of the wastewater digestion process.



DISCUSSION

Polymers significantly improve the efficiency and cost-effectiveness of the thickening process. The efficiency of the thickening process is a significant factor in effective sludge digestion and subsequent beneficial solids reuse.

A contract period of two years with options to extend for three additional 1-year periods will provide the District with the opportunity to evaluate improvements in polymer technology, changes in the polymer market costs, and to avoid costs associated with additional polymer procurement.

VENDOR SELECTION

Requests for quotations were posted to the District's website and sent to 3 resource organizations and 16 potential bidders. Three bids were received.

Funds Available: FY16-17		Budget Code: WWO/913/1423/5361
DEPARTMENT SUBMITTING Wastewater	DEPARTMENT MANAGER or DIRECTOR  Bennett K. Horenstein	APPROVED  General Manager

Contact the Office of the District Secretary with questions about completing or submitting this form.

The bid process for solids thickening polymer includes two phases of testing bidders' products on District thickening equipment prior to bid submission. Suppliers submit a total bid price based on the optimum bid dose and unit price of their most effective product. Bids are evaluated based on the total bid price to the District. BASF Corporation demonstrated that its product met the District's requirements and represented the lowest total price.

CONTRACT EQUITY PROGRAM EFFORTS

The completed P-035 and P-061 forms are attached.

FISCAL IMPACT

Funds are available for this purchase in the FY16-17 operating budget.

ALTERNATIVES

Purchase polymer on the open market. This alternative is not recommended as volume pricing leverage and product availability will be compromised. This contract also provides favorable terms and conditions to the District, which would not likely be obtainable in an open-market purchase.

Rebid the request for quotation. This alternative is not recommended as the District engaged in a fair and competitive bid process.

Attachments

P-035 – Contract Equity Program Summary
P-061 – Affirmative Action Summary

EAST BAY MUNICIPAL UTILITY DISTRICT
REQUEST FOR QUOTATION NO. 1602
THICKENING POLYMERIC FLOCCULANT

Bids Received by 13:30 on November 18, 2015

	BIDDER	SBE (Y/N)	TOTAL AMOUNT BID
1.	BASF Corporation	N	\$119,340.00
2.	SNF Polydyne Inc.	N	\$124,956.00
3.	Solenis, LLC	N	\$159,894.00
4.	Univar USA, Inc.	-	No bid


NOTE: Prices do not include sales tax.

*SBE – Small Business Enterprise



CONTRACT EQUITY PROGRAM SUMMARY (P-035)

This summary contains information on the contractor's workforce and contract equity participation. (Completed by District)

TITLE QUOTATION NO.: 1602 Thickening Polymeric Flocculant - Two Year Contract with 3 One-Year Options to Renew				DATE: December 8, 2015								
CONTRACTOR: BASF Corporation Florham Park, NJ				PERCENTAGE OF CONTRACT DOLLARS								
BID/PROPOSER'S PRICE: \$120,242 *		FIRM'S OWNERSHIP Ethnicity: White Gender: Men		White Men 25%	White Women 2%	Ethnic Minorities 25%	Participation 100.0% 0.0% 0.0%					
CONTRACT EQUITY PARTICIPATION												
COMPANY NAME	ESTIMATED AMOUNT	ETHNICITY	GENDER		CONTRACTING PARTICIPATION							
			M	W	White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit	Foreign	
PRIME: BASF Corporation SUBS: None	\$120,242	White	X		100.0%	—	—	—	—	—	—	—
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TOTAL	\$120,242				100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CONTRACTOR'S WORKFORCES PROFILE (From P-025 Form)												
	White Men	White Women	Ethnic Minorities	Total Employees								
No. of Employees:	6,570	2,358	2,085	11,013								
Percent of Total Employees:	59.7%	21.4%	18.9%									
MSA Labor Market %:	39.0%	33.7%	27.2%									
MSA Labor Market Location:	Total USA											
COMMENTS												
Contract Equity Participation - 100% White Men participation.												
*Total not to exceed \$601,210.												
Workforce Profile & Statement of Nondiscrimination Submitted		Good Faith Outreach Efforts Requirement Satisfied		Award Approval Recommended								
NA		NA										



AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

This summarizes information provided by the contractor(s) P-025 Form regarding their workforce.

Title: Thickening Polymeric Flocculant - Two Year Contract with 3 One-Year Options to Renew		Ethnic Minority Percentages From U.S. Census Data							
			B	H	A/PI	A/IAN	TOTAL		
		National	10.5	10.7	3.7	0.7	27.3		
Quotation #: 1602		9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9		
DATE: 12/8/2015		Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2		
R=Recomm P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees							
Company Name, Owner/Contact Person, Address, and Phone Number			B	H	A/PI	A/IAN	TOTAL	PERCENT	MSA %
RP	WM	Company Wide	785	498	742	28	2,053	18.6%	27.2%
BASF Corporation Louise Trezza 100 Park Avenue Florham Park, NJ 07932 973-245-5902		Manager/Prof	377	313	639	18	1,347	18.5%	
		Technical/Sales	171	96	73	3	343	17.2%	
		Clerical/Skilled	149	67	26	6	248	17.2%	
		Semi/Unskilled	88	22	4	1	115	39.7%	
		Bay Area	-	-	-	-	0	0.0%	39.9%
		AA Plan on File:	NA		Date of last contract with District:		10/27/2015		
		Co. Wide MSA:	Total USA		# Employees-Co. Wide:		11,013 Bay Area: 15		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		
P	WM	Company Wide	640	68	39	-	747	48.7%	27.2%
Polydyne, Inc. Mark Schlag One Chemical Plant Road Riceboro, GA 31323 912-880-2035		Manager/Prof	77	13	10	-	100	24.4%	
		Technical/Sales	28	12	8	-	48	26.2%	
		Clerical/Skilled	46	5	5	-	56	48.7%	
		Semi/Unskilled	489	38	16	-	543	65.6%	
		Bay Area	-	-	1	-	1	100.0%	39.9%
		Co. Wide MSA:	Total USA		# Employees-Co. Wide:		1,533 Bay Area: 1		
P	WW	Company Wide	1	5	-	-	6	18.6%	27.2%
Bulk Carrier Services, Inc. Mazine Miller 3451 Losee Rd, Suite B North Las Vegas, NV 89030 702-648-9055		Manager/Prof	-	-	-	-	0	0.0%	
		Technical/Sales	-	-	-	-	0	0.0%	
		Clerical/Skilled	-	-	-	-	0	0.0%	
		Semi/Unskilled	1	5	-	-	6	33.3%	
		Bay Area	-	-	-	-	-	NA	39.9%
		Co. Wide MSA:	Total USA		# Employees-Co. Wide:		32 Bay Area: 0		
P	Not Provided	Company Wide	49	20	35	-	104	11.6%	25.3%
Solenis, LLC Celia Joseph 3 Beaver Valley Rd, Suite 500 Wilmington, DE 19803 302-802-0830		Manager/Prof	19	7	24	-	50	12.0%	
		Technical/Sales	18	12	8	-	38	11.0%	
		Clerical/Skilled	12	1	2	-	15	13.0%	
		Semi/Unskilled	-	-	1	-	1	100.0%	
		Bay Area	-	-	-	-	-	NA	39.9%
		Co. Wide MSA:	Delaware		# Employees-Co. Wide:		879 Bay Area: 0		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		

WM=White Male, WW=White Women, EM=Ethnic Minority (Ethnicities: B=Black, H=Hispanic, A/PI=Asian/Pacific Islander, and A/IAN=American Indian/Alaskan Native)



AGENDA NO.
MEETING DATE

4.

January 12, 2016

TITLE SCOOP TRUCKS

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

RECOMMENDED ACTION

Award a contract to the lowest responsive/responsible bidder Coast Counties Truck & Equipment Company in the total amount of \$598,706.58, after the addition of taxes, for supplying two scoop trucks to the District under Request for Quotation (RFQ) No. 1609.

SUMMARY

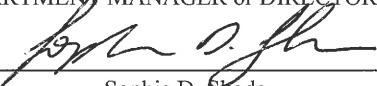

The District utilizes dump trucks modified with front end buckets that are called "scoop trucks". Debris and materials are placed in the bucket and then dumped into the dump truck bed by lifting the bucket over the truck cab. The new scoop trucks will replace the existing scoop trucks in the District's fleet which have exceeded District criteria for mileage and age, and have been recommended for replacement based on comprehensive evaluations by District mechanics. The scoop trucks provided under this contract will be an upgrade over the existing class of scoop trucks as they will have the ability to carry five cubic yards of material versus the current three yards.

DISCUSSION

This new class of scoop trucks will allow staff to decrease road time while increasing the load capacity for offloading spoils and transporting materials. This new equipment will reduce the District's carbon emissions while streamlining processes and increasing efficiencies. Currently, backhoes stay at job sites to load materials into dump trucks; however these new trucks will allow backhoes to move to new jobsites with the scoop trucks following to pick up and haul the materials. The scoop truck's physical footprint will increase in size, but the newer models capabilities will still provide the flexibility necessary to work in narrow quarters and roadways.

VENDOR SELECTION

Requests for quotations were sent to 3 resource organizations and 16 potential bidders and posted on the District's website. One bid was received and was determined to be responsible and of a reasonable cost.

Funds Available: FY 16/17		Budget Code: VAR/VAR
DEPARTMENT SUBMITTING FINANCE	DEPARTMENT MANAGER or DIRECTOR  Sophia D. Skoda	APPROVED  General Manager

Contact the Office of the District Secretary with questions about completing or submitting this form.

CONTRACT EQUITY PROGRAM EFFORTS

The completed P-035 and P-061 forms are attached.

FISCAL IMPACT

This expenditure has been included in the FY 16/17 budget.

ALTERNATIVES

Rent scoop trucks as needed. This alternative is not recommended because renting trucks will result in higher long-term costs and adversely impact the scheduling of projects which utilize this equipment.

Do not acquire scoop trucks. This alternative is not recommended because the equipment is necessary for the support of District operations.

ARC:SDS:AA

Attachments

P-035 – Contract Equity Program Summary

P-061 – Affirmative Action Summary

CONTRACT EQUITY PROGRAM SUMMARY (P-035)

This summary contains information on the contractor's workforce and contract equity participation. (Completed by District)

TITLE		QUOTATION NO.: 1609				DATE:						
		Scoop Trucks				December 18, 2015						
CONTRACTOR:		PERCENTAGE OF CONTRACT DOLLARS										
Coast Counties Truck & Equipment San Leandro, CA		Local/Sole Bidder		Availability Group		Contracting Objectives		Participation				
BID/PROPOSER'S PRICE:		FIRM'S OWNERSHIP		White Men		25%		100.0%				
		Ethnicity		Gender		White Women		2%				
\$ 598,706.58		White		Men		Ethnic Minorities		25%				
CONTRACT EQUITY PARTICIPATION												
COMPANY NAME		ESTIMATED AMOUNT	ETHNICITY	GENDER		CONTRACTING PARTICIPATION						
				M W		White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit	Foreign
PRIME:												
Coast Counties Truck & Equipment		\$598,707	White	X		100.0%	---	---	---	---	---	---
SUBS:												
PB Loader Company		TBD				---	---	---	---	---	---	---
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AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

This summarizes information provided by the contractor(s)' P-025 Form regarding their workforce.

Title: Scoop Trucks		Ethnic Minority Percentages From U.S. Census Data						
			B	H	A/PI	AI/AN	TOTAL	
		National	10.5	10.7	3.7	0.7	27.3	
Quotation #: 1609		DATE: 12/18/2015	9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9
			Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2
R=Recmmd P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees						
Company Name, Owner/Contact Person, Address, and Phone Number			B	H	A/PI	AI/AN	TOTAL	PERCENT
RP	WM - LBE	Company Wide	2	50	8	1	61	31.9%
Coast Counties Truck & Equipment Robert Archer 260 Dolittle Dr San Leandro, CA 94577 510-568-6933		Manager/Prof	-	2	1	-	3	10.7%
		Technical/Sales	1	27	2	1	31	30.1%
		Clerical/Skilled	-	10	4	-	14	42.4%
		Semi/Unskilled	1	11	1	-	13	48.1%
		Bay Area	2	50	8	1	61	31.9%
		AA Plan on File:	NA		Date of last contract with District:		6/2/2015	
		Co. Wide MSA:	California		# Employees-Co. Wide:		191	
S	WM	Company Wide	Information not Provided					
PB Loader Company 5778 W. Barstow Ave Fresno, CA 93722 559-277-7370		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	

WM=White Male, WW=White Women, EM=Ethnic Minority (Ethnicities: B=Black, H=Hispanic, A/PI=Asian/Pacific Islander, and AI/AN=American Indian/Alaskan Native)



AGENDA NO.
MEETING DATE

5.

January 12, 2016

TITLE MWWTP HYPOCHLORITE PIPING REPLACEMENT PHASE 1 AND TANK RELINING PROJECT

☒ **MOTION** _____ ☐ **RESOLUTION** _____ ☐ **ORDINANCE** _____

RECOMMENDED ACTION

Award a contract to the lowest responsive/responsible bidder, Manito Construction, Inc., in the amount of \$1,780,880 for construction of the Main Wastewater Treatment Plant (MWWTP) Hypochlorite Piping Replacement Phase 1 and Tank Relining Project under Specification SD-350.

SUMMARY

Sodium hypochlorite is a liquid chemical used for disinfection and odor control at the MWWTP. The existing chemical storage tank and feed piping systems have exceeded their useful lifespan and need to be replaced to address high maintenance costs, safety issues, and reliability concerns. This construction contract includes relining the interior of three large storage tanks and replacing the chemical feed piping system. This project is required to maintain continued compliance with National Pollutant Discharge Elimination System permit requirements.

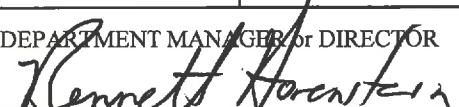

DISCUSSION

The hypochlorite storage and feed system at the MWWTP includes three 70,000 gallon tanks and approximately 10,000 linear feet of distribution piping to feed chemical for odor control and disinfection. Because the storage tank linings and piping systems are nearly 20 years old and have reached the end of their useful life, maintenance costs and operational risks have increased. This project is the initial phase one of a two-phase project to replace the hypochlorite system at the MWWTP.

BID RESULTS

Bid documents were issued to 25 resource organizations and 14 prospective bidders. Four bids were received, ranging from \$1,780,000 to \$2,298,700. The bid summary is attached. The engineer's estimate for this work is \$1,700,000.

The lowest responsive/responsible bidder, Manito Construction, Inc., is licensed to perform work in California, and is not on the State Department of Industrial Relations (DIR) debarment list. Manito Construction, Inc., and its listed subcontractors are properly registered with the State DIR. In the past

Funds Available: FY16		Budget Code: 927/7999/2010478/5561
DEPARTMENT SUBMITTING Wastewater	DEPARTMENT MANAGER or DIRECTOR  Bennett K. Horenstein	APPROVED  General Manager

Contact the Office of the District Secretary with questions about completing or submitting this form.

five years, Manito Construction, Inc., has not filed a Government Code Claim against the District, and has not initiated any litigation against the District.

CONTRACT EQUITY PROGRAM EFFORTS

The completed P-035 and P-061 forms are attached.

FISCAL IMPACT

This item is included in the FY16 capital budget for the MWWTP Hypochlorite Piping Replacement Phase 1 and Tank Relining Project.

PREVAILING WAGE

Work under this contract is subject to the payment of current prevailing wages according to determinations for each craft as established by the Director of Industrial Relations of the State of California.

UNION NOTIFICATION

Local 444 was notified of this contract on November 23, 2015, and did not raise any specific issues related to this contract.

CEQA/ENVIRONMENTAL COMPLIANCE

A Notice of Exemption was posted with the Alameda County Clerk on September 24, 2015.

ALTERNATIVES

Reject all bids and immediately rebid the work. This alternative is not recommended because the bids are reasonable for the scope of work involved and rebidding the work would result in a significant delay and increase the potential for regulatory compliance and safety-related issues.

Reject all bids and not perform the work. This alternative is not recommended because the project will reduce maintenance costs and improve workplace health and safety conditions, system reliability, and long-term compliance with National Pollution Discharge Elimination System permit requirements.

Attachments

Bid Summary

P-035 – Contract Equity Program Summary

P-061 – Affirmative Action Summary

EAST BAY MUNICIPAL UTILITY DISTRICT

SPECIAL DISTRICT NO. 1

**SPECIFICATION SD-350
MWWTP HYPOCHLORITE PIPING REPLACEMENT
PHASE 1 & TANK RELINING**

November 18, 2015

BID SUMMARY

BIDDER		TOTAL BID
1.	Manito Construction, Inc.*	\$1,780,800 (\$1,691,760) ++
2.	JMB Construction, Inc.	\$1,988,500
3.	GSE Construction Co., Inc.	\$2,344,300
4.	Anderson Pacific Engineering	\$2,298,700

*** Apparent Low Bidder**

++ Effective SB or DVB Bid (*in parenthesis*), 5%, not to exceed \$250,000

Number of Proposals sent to Contractors	14
Number of Proposals sent to Resource Orgs	25
Number of Proposals sent to MBEs	2
Number of Proposals sent to WBEs	0
Number of Proposals sent to SBs	1
Number of bids received	4

Engineer's Estimate: \$1,700,000



CONTRACT EQUITY PROGRAM SUMMARY (P-035)

This summary contains information on the contractor's workforce and contract equity participation. (Completed by District)

TITLE SPECIFICATION NO.: SD-350 Hypochlorite Piping Replacement and Tank Relining						DATE: November 30, 2015							
CONTRACTOR: Manito Construction, Inc. Pleasanton, CA					Local/Small Business					PERCENTAGE OF CONTRACT DOLLARS			
					Availability Group		Contracting Objectives		Participation				
BID/PROPOSER'S PRICE: \$1,780,880		FIRM'S OWNERSHIP		White Men		25%		1.4%					
		Ethnicity	Gender	White Women		6%		62.3%					
		White	Women	Ethnic Minorities		25%		36.3%					
CONTRACT EQUITY PARTICIPATION													
COMPANY NAME	ESTIMATED AMOUNT	ETHNICITY	GENDER		CONTRACTING PARTICIPATION								
			M	W	White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit	Foreign		
PRIME: Manito Construction, Inc.													
	\$1,072,755	White		X	---	60.2%	---	---	---	---	---		
SUBS: Blocka Construction, Inc.													
	\$36,100	White		X	---	2.0%	---	---	---	---	---		
Jeffco Painting & Coating, Inc.													
	\$25,000	White	X		1.4%	---	---	---	---	---	---		
Picon FRP, Inc.													
	\$647,025	Asian		X	---	---	36.3%	---	---	---	---		
TOTAL													
	\$1,780,880				1.4%	62.3%	36.3%	0.0%	0.0%	0.0%	0.0%		
CONTRACTOR'S WORKFORCES PROFILE (From P-025 Form)													
		White Men		White Women		Ethnic Minorities		Total Employees					
No. of Employees:		6		2		5		13					
Percent of Total Employees:		46.2%		15.4%		38.5%							
MSA Labor Market %:		28.0%		23.6%		48.4%							
MSA Labor Market Location:		California											
COMMENTS													
Contract Equity Participation - 1.4% White Men participation, 62.3% White Women participation and 36.3% Ethnic Minority participation.													
Workforce Profile & Statement of Nondiscrimination Submitted				Good Faith Outreach Efforts Requirement Satisfied				Award Approval Recommended					
NA				YES									



AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

This summarizes information provided by the contractor(s)' P-025 Form regarding their workforce.

Title: Hypochlorite Piping Replacement and Tank Relining		Ethnic Minority Percentages From U.S. Census Data						
			B	H	A/PI	AI/AN	TOTAL	
		National	10.5	10.7	3.7	0.7	27.3	
Spec. No.: SD-350		DATE: 11/30/2015	9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9
R=Recmmd P=Prime S=Sub		Composition of Ownership	Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2
		Number of Ethnic Minority Employees						
Company Name, Owner/Contact Person, Address, and Phone Number			B	H	A/PI	AI/AN	TOTAL	PERCENT
								MSA %
RP	WW - L/SBE	Company Wide	-	5	-	-	5	38.5%
Manito Construction, Inc. Renee Perko 1228 Quarry Lane, Suite C Pleasanton, CA 94566 925-600-0220		Manager/Prof	-	1	-	-	1	16.7%
		Technical/Sales	-	-	-	-	-	NA
		Clerical/Skilled	-	4	-	-	4	57.1%
		Semi/Unskilled	-	-	-	-	-	NA
		Bay Area	-	-	-	-	-	NA
		AA Plan on File:	NA		Date of last contract with District:		5/28/2015	
		Co. Wide MSA:	California		# Employees-Co. Wide:		13 Bay Area: 0	
S	WW - L/SBE	Company Wide	Information not Provided					
Blocka Construction, Inc. Eric Szyrko 4455 Enterprise Dr Fremont, CA 94538 510-657-3686		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
S	WM	Company Wide	Information not Provided					
Jeffco Painting & Coating, Inc. Mike Doull 1260 Railroad Ave Vallejo, CA 94592 707-562-1900		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
S	EMW:A/PI - L/SBE	Company Wide	-	3	2	-	5	100.0%
Picon FRP, Inc. Chevan Goonetilleke 1025 Broadway San Pablo, CA 94806 510-232-0065		Manager/Prof	-	-	2	-	2	100.0%
		Technical/Sales	-	-	-	-	-	NA
		Clerical/Skilled	-	3	-	-	3	100.0%
		Semi/Unskilled	-	-	-	-	-	NA
		Bay Area	-	3	2	-	5	100.0%
		Co. Wide MSA:	Contra Costa		# Employees-Co. Wide:		5 Bay Area: 5	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	
P	WW	Company Wide	Information not Provided					
JMB Construction, inc. Margaret Burke 132 South Maple Ave South San Francisco, CA 94080 650-267-5300		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:	

WM=White Male, WW=White Women, EM=Ethnic Minority (Ethnicities: B=Black, H=Hispanic, A/PI=Asian/Pacific Islander, and AI/AN=American Indian/Alaskan Native)



AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

This summarizes information provided by the contractor(s)' P-025 Form regarding their workforce.

Title: Hypochlorite Piping Replacement and Tank Relining		Ethnic Minority Percentages From U.S. Census Data						
			B	H	A/PI	AI/AN	TOTAL	
		National	10.5	10.7	3.7	0.7	27.3	
		9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9	
		Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2	
Construction Agreement	DATE: 11/30/2015	Number of Ethnic Minority Employees						
R=Recmmd P=Prime S=Sub	Composition of Ownership							
Company Name, Owner/Contact Person, Address, and Phone Number		B	H	A/PI	AI/AN	TOTAL	PERCENT	
		MSA %						
P	EMM:H - LBE	Company Wide	Information not Provided					
GSE Construction Co. Orlando Gutierrez 6950 Preston Ave Livermore, CA 94551 925-447-0292		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:	# Employees-Co. Wide:				Bay Area:	
P	WM	Company Wide	Information not Provided					
Anderson Pacific Engineering Forrest Anderson 1390 Norman Ave Santa Clara, CA 95054 408-970-9900		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:	# Employees-Co. Wide:				Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:	# Employees-Co. Wide:				Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:	# Employees-Co. Wide:				Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:	# Employees-Co. Wide:				Bay Area:	
		Company Wide						
		Manager/Prof						
		Technical/Sales						
		Clerical/Skilled						
		Semi/Unskilled						
		Bay Area						
		Co. Wide MSA:	# Employees-Co. Wide:				Bay Area:	

WM=White Male, WW=White Women, EM=Ethnic Minority (Ethnicities: B=Black, H=Hispanic, A/PI=Asian/Pacific Islander, and AI/AN=American Indian/Alaskan Native)



AGENDA NO.
MEETING DATE

6.
January 12, 2016

TITLE MWWTP DIGESTER SYSTEM DESIGN SUPPORT FOR FOOD WASTE PROJECT

☒ MOTION _____ ☐ RESOLUTION _____ ☐ ORDINANCE _____

RECOMMENDED ACTION

Authorize an agreement beginning on or after January 12, 2016 with Brown and Caldwell (BC) in an amount not to exceed \$400,000 for design services for a new digester gas management system and integration of a new compressed natural gas facility for the Main Wastewater Treatment Plant (MWWTP) Digester System Design Support for Food Waste Project.



SUMMARY

As part of the District's Food Waste Project, the District needs to complete design and construction of process piping and utility connections to the new food waste processing facilities, as well as associated site improvements at the MWWTP. Specialized engineering design services are required for design of a new digester gas management system and control strategy due to the complexity associated with integrating a new compressed natural gas (CNG) facility with the District's existing gas management system and Power Generation Station. In addition, design services are needed to expand the capacity of the existing digester gas conditioning system to reduce gas flaring and improve system reliability. An update on the Food Waste program, including these design services was provided to the Planning Committee on January 12, 2016.

DISCUSSION

On June 23, 2015, the Board authorized a contract with Waste Management of Alameda County (WMAC) for delivery of commercial food waste from the City of Oakland for anaerobic digestion and renewable energy generation at the MWWTP. The District is subsequently negotiating a contract with Harvest Power (HP) to design, build, and operate food waste processing facilities. The District's contract with WMAC currently requires these facilities to be operational by July 1, 2016. The District needs to complete design and construction of process piping and utility connections to the HP facilities, as well as associated MWWTP site improvements.

Successful design of the digester gas management system is a critical component of the food waste effort. The complexity associated with integrating a new CNG facility with the existing system and constraints

Funds Available: FY16		Budget Code: 928/7999/2010339/5231	
DEPARTMENT SUBMITTING Wastewater	DEPARTMENT MANAGER or DIRECTOR  Bennett K. Horenstein		APPROVED  General Manager

Contact the Office of the District Secretary with questions about completing or submitting this form.

associated with PGS facility and gas flare operation requires specialized expertise with significant experience in designing these systems at other treatment plants. Staff is completing most of the required design work, including dedicated digestion feed and withdrawal piping, digester gas piping, civil/site work, structural work, plant drain connections, power supply, electrical and control systems, and access improvements.

CONSULTANT SELECTION

BC was selected from the FY15/16 District-wide engineering consultant roster, which decreases administrative costs by establishing a biennial list of pre-qualified firms and eliminating the step of prequalifying firms independently for each contract. In developing the roster, staff contacted more than 500 firms. There were 125 proposals submitted and 95 firms were approved for six specialty disciplines. BC was selected based on its unique and extensive technical knowledge regarding the District's wastewater digesters and complex digester gas management system. In addition, BC has extensive experience with design of CNG production facilities.

CONTRACT EQUITY PROGRAM EFFORTS

The completed P-035 and P-061 forms are attached.

FISCAL IMPACT

This item is included in the FY16 budget for the Food Waste Digestion and Dewatering Project.

UNION NOTIFICATION

Locals 2019 and 21 were notified of the contract on December 14, 2015, and did not raise any specific issues related to this contract.

ALTERNATIVES

Select a different consultant to perform the work. This alternative is not recommended because BC has extensive, unique, and specific knowledge and qualifications regarding the complex digester gas management and CNG systems.

Perform the work entirely with District forces. Staff does not have the specific expertise and experience needed to effectively design the required modifications to the existing complex digester gas management and new CNG systems.

Attachments

P-035 – Contract Equity Program Summary

P-061 – Affirmative Action Summary



CONTRACT EQUITY PROGRAM SUMMARY (P-035)

This summary contains information on the contractor's workforce and contract equity participation. (Completed by District)

TITLE Professional Services Agreement MWWTP Digester System Design Support for the Food Waste Project			DATE: December 21, 2015									
CONTRACTOR: Brown and Caldwell Walnut Creek, CA			PERCENTAGE OF CONTRACT DOLLARS									
Local/Direct Award			Availability Group	Contracting Objectives	Participation							
BID/PROPOSER'S PRICE: \$400,000	FIRM'S OWNERSHIP		White Men	25%	100.0%							
	Ethnicity White	Gender Men	White Women	6%	0.0%							
			Ethnic Minorities	25%	0.0%							
CONTRACT EQUITY PARTICIPATION												
COMPANY NAME	ESTIMATED AMOUNT	ETHNICITY	GENDER		CONTRACTING PARTICIPATION							
			M	W	White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit	Foreign	
PRIME: Brown and Caldwell	\$400,000	White	X		100.0%	---	---	---	---	---	---	---
SUBS: None					---	---	---	---	---	---	---	
					---	---	---	---	---	---	---	
					---	---	---	---	---	---	---	
					---	---	---	---	---	---	---	
					---	---	---	---	---	---	---	
					---	---	---	---	---	---	---	
					---	---	---	---	---	---	---	
TOTAL					100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
CONTRACTOR'S WORKFORCES PROFILE (From P-025 Form)												
	White Men	White Women	Ethnic Minorities	Total Employees								
No. of Employees:	782	401	282	1,465								
Percent of Total Employees:	53.4%	27.4%	19.2%									
MSA Labor Market %:	39.0%	33.7%	27.2%									
MSA Labor Market Location:	Total USA											
COMMENTS												
Contract Equity Participation - 100% White Men participation.												
Workforce Profile & Statement of Nondiscrimination Submitted	Good Faith Outreach Efforts Requirement Satisfied	Award Approval Recommended										
NA	NA											



AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

This summarizes information provided by the contractor(s)' P-025 Form regarding their workforce.

Title: MWWTP Digester System Design Support for the Food Waste Project		Ethnic Minority Percentages From U.S. Census Data							
			B	H	A/PI	AI/AN	TOTAL		
		National	10.5	10.7	3.7	0.7	27.3		
Professional Services Agreement DATE: 12/21/2015		9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9		
		Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2		
R=Recommnd P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees							
Company Name, Owner/Contact Person, Address, and Phone Number		B	H	A/PI	AI/AN	TOTAL	PERCENT	MSA %	
RP	WM - LBE	Company Wide	48	90	115	5	258	17.6%	27.2%
Brown and Caldwell Dawn Lederer 201 N. Civic Dr Walnut Creek, CA 94596 925-937-9010		Manager/Prof	26	67	95	3	191	16.0%	
		Technical/Sales	9	10	8	1	28	23.3%	
		Clerical/Skilled	13	13	12	1	39	26.2%	
		Semi/Unskilled	-	-	-	-	-	NA	
		Bay Area	5	13	17	2	37	27.6%	39.9%
		AA Plan on File:	NA		Date of last contract with District:		1/5/2015		
		Co. Wide MSA:	Total USA		# Employees-Co. Wide:		1,465 Bay Area: 134		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		
		Company Wide							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:			# Employees-Co. Wide:		Bay Area:		

WM=White Male, WW=White Women, EM=Ethnic Minority (Ethnicities: B=Black, H=Hispanic, A/PI=Asian/Pacific Islander, and AI/AN=American Indian/Alaskan Native)



AGENDA NO.
MEETING DATE

7.

January 12, 2016

TITLE **ADOPT THE 2016 DIVERSITY AND INCLUSION PROGRAM**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

RECOMMENDED ACTION

Adopt the 2016 Diversity and Inclusion Program.



SUMMARY

EBMUD is an equal employment opportunity (EEO) employer. As a federal contractor, the District is required by federal regulations to update and adopt written affirmative action programs (AAPs) on an annual basis for minorities, women, protected veterans and individuals with disabilities (IWDs). For the AAP for minorities and women, federal regulations specifically require the District to establish placement goals and action-oriented programs when the utilization of minority or female employees is less than reasonably expected given their availability in the relevant labor market. For the AAP for protected veterans and IWDs, federal regulations require the District to set a benchmark for the hiring of protected veterans and adopt the national utilization goal for qualified IWDs. The Board's adoption of the 2016 Diversity and Inclusion Program complies with these regulations.

A presentation on the 2016 Diversity and Inclusion Program was provided to the Legislative/Human Resources Committee on January 12, 2016.

DISCUSSION

The District is proud to be a leader in taking legal, proactive steps to support a diverse workforce and uphold EEO standards. The District's Programs comply with Executive Order 11246 (EO 11246), the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and Section 503 of the Rehabilitation Act (Section 503). Pursuant to EO 11246, the District establishes placement goals on an annual basis for job groups whenever the percentage of minorities or women employed in that job group is less than would be reasonably expected, given their availability in the relevant labor market. Pursuant to VEVRAA and Section 503, respectively, the District has adopted the current national percentage of veterans in the civilian labor force of 7.0% as its hiring benchmark for protected veterans and adopted the current national utilization goal of 7.0% for qualified IWDs. The District has also collected the required data and conducted studies to identify areas of opportunities in the employment of protected veterans and

Funds Available: FY		Budget Code:	
DEPARTMENT SUBMITTING	DEPARTMENT MANAGER or DIRECTOR	APPROVED	
Human Resources	 Laura Brunson	 General Manager	

Contact the Office of the District Secretary with questions about completing or submitting this form.

IWDs. The District strives to reach its minority and female placement goals and evaluates the success of its outreach activities to meet the protected veteran hiring benchmark and IWD utilization goal. Based on goals progress and evaluation, the District advises senior management of program effectiveness and submits recommendations to improve performance.

The 2016 AAP for Minorities and Women provides information on the District's progress on its female and minority placement goals from the 2015 AAP, the effectiveness of its good faith efforts to achieve those goals, and establishes placement goals and action-oriented programs moving forward. The 2016 AAP for Protected Veterans and IWDs provides quantitative measurements and comparisons of the number of protected veterans and IWDs applying and hired, evaluates the effectiveness of the District's current outreach and recruitment activities on the percentage of protected veterans and IWDs, and recommends other outreach activities to improve the percentages.

For the 2015 AAP for Minorities and Women, the District had nine placement goals. For one of the nine placement goals, there were no placements¹ made in the job group during FY 2015. Accordingly, there was no way to achieve this placement goal. However, the District achieved three out of the eight remaining feasible placement goals and made progress on one additional goal for an achievement rate of 37.50% and a progress rate of 50.00%. Total job placements for FY 2015 were 187, with the District placing 62 women and 82 minorities.

For the 2016 AAP for Minorities and Women, the AA goals were calculated using detailed data from the 2010 U.S. Census. The specific placement goals for 2016 are noted below:

2016 Placement Goal Summary

JOB GROUP	PLACEMENT GOAL	
	MINORITY	FEMALE
General Clerical		90.10%
Rangers	65.80%	
Pipeline Maintenance	61.00%	
Heavy Equipment/Truck Operators	68.00%	
Electrical/Structural Maintenance	51.40%	
Mechanical Maintenance	46.20%	
Service Maintenance	74.90%	

For the 2016 AAP for Protected Veterans and IWDs, the District met the 7.0% hiring benchmark for protected veterans for five job groups and met the 7.0% utilization goal for IWDs for four job groups.

¹Placements consist of hires and "competitive promotions" into the target job group.

An analysis of applicant flow and hires was conducted to determine why the District had fewer minorities and women than would reasonably be expected in the job groups noted above and why the District did not meet the hiring benchmark for protected veterans or the utilization goal for IWDs for the majority of the job groups. The analysis showed an insufficient representation of minorities, women, protected veterans and/or IWDs in the applicant pools and potential operational barriers to the hiring of such constituencies across the job groups. Potential operational barriers identified included the 1½ - 2 year life of certification lists, pass points for Training and Education reviews and written tests, and civil service/MOU hiring interview rules and practices.

Accordingly, the 2016 action-oriented programs focus on increasing the representation of qualified minorities, women, protected veterans and IWDs in the applicant pools and removing operational barriers, if feasible, that impede the hiring of such individuals. Such programs include, but are not limited to, providing job seeker preparation services directly and/or through partner organizations, holding a District-hosted Career and Resource Fair on January 23, 2016, catering to minorities, women, protected veterans and individuals with disabilities, and working with the Performance Work Group from the Organizational Improvement Team, whose focus includes the hiring process, to identify potential barriers to the District's civil service rules and/or practices and adjust where feasible.

FISCAL IMPACT

The costs for implementing the 2016 Diversity and Inclusion Program are included in the District's FY 2016 operating budget.

ALTERNATIVES

Do not adopt the 2016 Diversity and Inclusion Program. This alternative is not recommended because it would not be consistent with federal regulations.

Attachment: 2016 Diversity and Inclusion Program

FY 2016
Diversity and Inclusion Program

Embrace Diversity



East Bay Municipal Utility District



Stewardship 💧 Integrity 💧 Respect 💧 Teamwork
We are the District



TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
INTRODUCTION	ii
I. EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PROGRAM FOR WOMEN AND MINORITIES	iii
Table of Contents.....	iv
A. Responsibility for Implementation	1
B. Identification of Problem Areas and Correction of Deficiencies	3
C. Development and Execution of Action-Oriented Programs	12
D. Design and Implementation of Internal Audit and Reporting Systems.....	20
E. Organizational Profile.....	20
F. Job Group Analysis: Job Titles and Placement of Incumbents in Job Groups.....	21
G. Availability Analysis.....	21
H. Placement Goals Analysis	23
Exhibits	
Exhibit 1 – Organization Profile	
Exhibit 2 – Job Group Analysis	
Exhibit 3 – Job Group Summary	
Exhibit 4 – Availability Analysis	
Exhibit 5 – Placement Goal Analysis	
II. VIETNAM ERA VETERANS’ READJUSTMENT ASSISTANCE ACT AND SECTION 503 OF THE REHABILITATION ACT AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES	24
Table of Contents.....	25
A. Policy Statement	26
B. Review of Personnel Processes.....	27
C. Physical and Mental Qualifications	28
D. Reasonable Accommodation to Physical and Mental Limitations	28
E. Harassment	29
F. External Dissemination of Policy, Outreach, and Positive Recruitment.....	29
G. Internal Dissemination of Policy	31
H. Audit and Reporting System.....	32
I. Responsibility for Implementation	32
J. Training.....	34
K. Data Collection Analysis	35
Exhibits	
Exhibit 6 – Hiring Benchmark Analysis	
Exhibit 7 – Utilization Goal Analysis	

INTRODUCTION

EBMUD is a publicly-owned utility formed under the Municipal Utility District Act (MUD Act). The MUD Act, as codified by the Public Utilities Code of the State of California, authorizes the formation and governance of the District.

The District has adopted a civil service system in accordance with the requirements of the Municipal Utility District (MUD) Act, Cal. Pub. Util. Code §12051. Under section 12101 of the MUD Act, all employment appointments made at the District “shall be made from lists of eligibles prepared by the general manager.” This list of eligibles, the certification list, essentially becomes the pool from which the District can hire for a particular classification during the life of the list. The MUD Act requires the general manager to adopt rules and regulations to carry out the provisions of the civil service system, which the District has done. Cal. Pub. Util. Code §12052.

The District has a federal contract that renders it subject to the affirmative action requirements of Executive Order 11246 (EO 11246), Section 503 of the Rehabilitation Act of 1973 as amended, (Section 503) and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), Section 4212. Because the District has \$50,000 or more in annual contracts, specifically the Long Term Renewal Water Supply Contract with the Federal Bureau of Reclamation and employs 50 or more employees, we are required to prepare annual written affirmative action programs (AAPs) for minorities and women, for protected veterans (Protect Veterans), and for individuals with disabilities (IWDs) for our organization. Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of the District from future contracts and subcontracts. Although the District does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this Program in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608. The District's AAP as defined under EO 11246 does not violate California's Proposition 209.

**EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PROGRAM FOR MINORITIES
AND WOMEN**

EAST BAY MUNICIPAL UTILITY DISTRICT (DISTRICT OR EBMUD)

375 11th Street
Oakland, CA 94607

July 1, 2014 – June 30, 2015

Dun's #: 05-190-4423 Water

EIN (tax) #: 94-6000590

EEO-4 #: 06505230

NAICS: 2213 Water, Sewage and Other Systems

MSA: 41860 San Francisco-Oakland-Fremont, CA

Affirmative Action (AA)/

Equal Employment

Opportunity (EEO) Contact: Dorian West Blair
Diversity and Inclusion Officer
East Bay Municipal Utility District
PO Box 24055
Oakland, CA 94623-9979
Attn: Diversity and Inclusion Office/MS 601
(510) 287-0710

Table of Contents

A.	Responsibility for Implementation.....	1
B.	Identification of Problem Areas and Correction of Deficiencies	3
C.	Development and Execution of Action-Oriented Programs.....	12
D.	Design and Implementation of Internal Audit and Reporting Systems	20
E.	Organizational Profile	20
F.	Job Group Analysis: Job Titles and Placement of Incumbent in Job Groups	21
G.	Availability Analysis.....	21
H.	Placement Goals Analysis.....	23

Exhibits

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- Exhibit 2 – Job Group Analysis
- Exhibit 3 – Job Group Summary
- Exhibit 4 – Availability Analysis
- Exhibit 5 – Placement Goal Analysis

A. Responsibility for Implementation

41 C.F.R. § 60-2.17(a)

As part of its efforts to ensure equal employment opportunity (EEO) to all individuals, the District has designated specific responsibilities to various staff to ensure that the Executive Order 11246 Affirmative Action Program for Minorities and Women (hereinafter referred to as EO 11246 AAP or AAP) focuses on all components of the employment system. To that end, the Board of Directors, General Manager, the Manager of Human Resources, the Diversity and Inclusion Officer, those employed as supervisors and managers, and employees have undertaken the responsibilities described below.

Board of Directors (Board)

The seven-member Board, publicly elected pursuant to the MUD Act, is the legislative body of the District and determines all questions of policy. The Board is also responsible for fair and equal treatment at the District. Specifically, Board Members promote diversity and equality in personnel matters consistent with state and federal laws and assist in achieving the equal opportunity objectives of EBMUD. (District Policy 6.04, Ethics Policy of the EBMUD Board) The Board adopts the EO 11246 AAP annually and EEO policies, Policies 2.25 and 2.26, are updated and presented for adoption by the Board on a prescribed schedule.

Policy 2.25, Equal Employment Opportunity, provides for EEO in all employment practices, including recruitment, selection, transfers, promotions, and training consistent with the principles of the District and in order to promote the full realization of EEO. It prohibits discrimination and harassment based on race, gender, national origin, religion, and other protected categories. In addition, the Policy prohibits retaliation against employees alleging discrimination and harassment, or involved as witnesses in a discrimination or harassment investigation. Employees who oppose and/or refuse to participate in illegal discrimination or harassment are also protected against retaliation. Finally, it requires development and maintenance of an AAP consistent with applicable laws, including any recruitment and placement methods that will enhance District efforts to achieve a workforce composition reflective of the labor market in the community served by the District.

Policy 2.26, Prevention of Sexual Harassment in the Workplace, provides for a workplace for all employees that is free from any form of sexual harassment. It affirmatively states that sexual harassment will not be condoned or tolerated. In addition, it prohibits retaliation against employees alleging sexual harassment or involved as witnesses in a sexual harassment investigation. Employees who oppose and/or refuse to participate in sexual harassment are also protected against retaliation.

General Manager (GM)

The Board appoints a GM to conduct the business affairs of the District, including the administration of the Civil Service System of the District. Accordingly, the District's GM has the overall responsibility to implement the District EEO policy and AAP. The GM has delegated the Civil Service System responsibilities, including the direct responsibility to implement

and administer the EEO policy and AAP to the Manager of Human Resources. The Manager of Human Resources has the full support of and access to senior management officials.

Manager of Human Resources (Manager of HR)

The Manager of HR is responsible for overall supervision of the AAP and EEO programs. The Manager of HR has delegated the EEO and AA programs to the Diversity and Inclusion Officer. The Manager of HR ensures, through the Diversity and Inclusion Officer and department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of the AAP and EEO Policy is one of the elements considered in evaluating the Manager of HR's effective work performance.

Diversity and Inclusion Officer (D&I Officer)

The D&I Officer provides leadership and direction in the development, implementation, and evaluation of an effective AA and EEO programs. The D&I Officer has the full support of and access to senior management officials. Successful implementation of the AA and EEO programs are a basis for evaluating the D&I Officer's effective work performance. The D&I Officer's responsibilities include, but are not limited to, the following:

- Develop and revise EEO policy, procedures, and work rules to enhance EEO and in accordance with federal and state laws. Prepare the annual AAP and present findings and recommendations to the Board.
- Identify problem areas and barriers to EEO, and develop strategies and programs with management to address these problems.
- Develop, implement, and maintain audit and reporting systems to measure the effectiveness of EEO programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
- Serve as a liaison between the District and enforcement agencies.
- Serve as a liaison between the District and minority organizations, women's organizations and community action groups concerned with the employment opportunities of minorities and women.
- Keep managers informed of the latest developments in the equal opportunity area.

Managers and Supervisors

Supervisors at all levels act on behalf of the District. Accordingly, all managers and supervisors have the following AA and EEO program responsibilities:

- Monitor his or her work unit for discriminatory or harassing behavior and take appropriate steps to stop and correct behavior that violates District EEO policy.
- Enforce District EEO policy as well as adhere to it.
- Familiarize himself or herself with the District's policies on discrimination and harassment (Policies 2.25 and 2.26), to incorporate them into his or her own behavior, and to inform employees in the work unit to do the same.

- Be familiar with the EEO Discrimination/Harassment Complaint Procedure (Procedure 227) and be ready to assist employees (including those who do not report directly to them) who raise EEO-related complaints.
- Regard all complaints of EEO discrimination or harassment seriously. Manager/supervisors should not ignore or minimize such complaints or otherwise discourage employees from reporting them.
- Participate in and support staff's involvement with AA, EEO and diversity programs and recruitment activities.
- Work with the D&I Officer to enhance the effectiveness of the AA and EEO programs and make good faith efforts by considering alternate methods to fill vacant positions in order to create a diverse and qualified candidate pool.
- Consider all qualified candidates for promotion/hire and ensure that all selections are made for valid job-related reasons and without discrimination.

All District Employees

Employees at all levels are responsible for supporting the District's AA and EEO programs, as may be appropriate in the performance of their official duties, by assuring equal treatment, and equal access to service for all persons with whom they deal.

All District employees are required to adhere to the District's EEO policies and encouraged to make positive contributions to creating an inclusive work environment.

B. Identification of Problem Areas and Correction of Deficiencies

41 C.F.R. § 60-2.17(b)

Terminology

The phrases "comparison of incumbency to availability," and "problem area" appearing in this subpart are terms the District is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although the District will use the terms in good faith in connection with its EO 11246 AAP, such use does not necessarily signify the District agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, or objectives. In addition, the establishment of a placement goal does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, the establishment of a placement goal is designed to be a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase, in the future, the percentage employment of minorities and women in a workforce.

Progress on Fiscal Year (FY) 2015 AAP Goals:

- The number of recruitments and hires increased in the 2nd half of FY 2015 due to an increase in the number of retirements of employees.
- Also, in the 2nd half of the fiscal year, additional staff positions were authorized to address the District priority of replacing the District's aging infrastructures, increasing the number of recruitments and hires in the later part of FY 2015 into FY 2016. Hiring to address the infrastructure issues were focused on the following departments, job groups and job classifications:

Departments	Job Groups	Job Classifications
Operations and Maintenance	Pipeline Maintenance	Water Distribution Plumber I
	Heavy Equipment/ Truck Operators	Heavy Equipment Operator
Engineering and Construction	Engineers	Junior Engineer
		Associate Civil Engineer
Customer and Community Services	Customer Services	Customer Services Representative I

FY 2015 AAP – Placement Goals

JOB GROUP	PLACEMENT GOAL*	
	MINORITY	FEMALE
Plant Operators Leads/Supervisors	46.20%	
Laboratory and Quality Control Technicians		59.00%
Rangers	65.80%	
Pipeline Maintenance	61.50%	
Heavy Equipment/Truck Operators	68.30%	
Electrical/Structural Maintenance	53.10%	15.00%
Mechanical Maintenance	46.00%	
Service Maintenance	73.40%	

*Placement goals are established within each of the job groups at no less than the current availability data for the job group. Note: Goals highlighted in yellow were achieved.

FY 2015 AAP – Placement Goals Met

The District exceeded its minority placement goal for the Plant Operator Leads/ Supervisors job group and its female placement goal for the Laboratory and Quality Control Technicians job group:

Job Group	Category	Placement Rate Goal (%)	Actual Placement* Rate (%)	Goal Achieved?
Plant Operator Leads/Supervisors	Minority	46.20%	75.00%	Yes
Laboratory and Quality Control Technicians	Female	59.00%	66.77%	Yes

*Placements consist of hires and promotions into the target job group between 7/1/2014 and 6/30/2015 result in less than a whole person and, accordingly, was not a feasible goal for the year.

While the District did not technically achieve its minority placement goal for the Mechanical Maintenance job group, the difference between the actual placement rate and the placement rate goal was inconsequential.

Job Group	Category	Placement Rate Goal (%)	Total # of Placements	Actual Placement #	Actual Placement Rate (%)	Goal Achieved?
Mechanical Maintenance	Minority	46.00%	10	4	40.00%	LOP*

*The number of job opportunities, i.e., placements, when multiplied by the goal percentage would result in less than a whole person.

The Laboratory and Quality Control Technicians job group had 9 placements during FY 2015, 6 of which were females. When the division engaged in recruiting in late Summer/early Fall 2014 for a Wastewater Control Inspector, the recruitment resulted in sufficient representation of females in the applicant¹ pool following the training and education (T&E) review. Ultimately it resulted in a certification list that was 81.82% female. In addition, the females were at the top of the list, holding ranks 1 – 4. Accordingly, when four appointments were made from the list, 4 females were hired.² This fact, along with the hiring of 2 females in FY 2015 from a certification list for Laboratory Technician II, which list was established in June 2014 (the FY 2015 AAP year), resulted in the favorable percentage of female hires.

¹The District defines an applicant as a person who applies for a specific, open, posted position during the designated timeframe and is within the allowable number of applications who meets the following: is eligible to work in the U.S., is willing to perform the requirements of the job, e.g., work a swing shift if required, and meets the minimum qualifications of the job.

²The District's civil services rules require that only the first 5 ranks of a certification list (except for Local 2019, which requires only the first 3 ranks) are interviewed for an open position, unless special skills requirements can be demonstrated. EMBUD Civil Services Rules, Rule VIII, Sections 6 and 10, and Rule IX, Section 1.

The Plant Operator Leads/Supervisors job group had 4 placements during FY 2015, 3 of which were minorities. Achievement of this goal appears to be attributable to the fact that for 3 out of the 5 recruitments, minorities were at the top of the certification list.

The placement rate goal for the Mechanical Maintenance job group, when multiplied by the number of placements made in the job group for the year, was equal to less than a whole person. The District hired minorities in the Mechanical Maintenance job group at 40.00%. To achieve a 46.00% rate, the District would only have to hire an additional 0.60 of a person.

Prior Year AAP – Placement Goals Partially Met

Job Group	Category	Incumbency Rate (%)	Actual Placement Rate (%)	Placement Rate Goal (%)	Goal Achieved?
Electrical/Structural Maintenance	Minority	22.00%	40.00	53.10%	Partially met

While the District did not meet its minority placement goals for the above job groups, it did improve on its placement rate in comparison to its incumbency rate. The improvement in the Electrical/Structural Maintenance job group was primarily due to the presence of minority candidates in the top 5 ranks of the certification lists active during FY 2015.

FY 2015 AAP – Placement Goals – Limited Opportunity Placement (LOP)

Job Group	Category	Placement Rate Goal (%)	Total # of Placements	Actual Placement #	Actual Placement Rate (%)	Goal Achieved
Rangers	Minority	65.80%	0	0	0.00%	LOP*

*The number of job opportunities, i.e., placements, when multiplied by the goal percentage would result in less than a whole person..

The District did not meet its minority placement goals for the Rangers job group. However this is not because of a lack of good faith efforts on behalf of the District. There were no hires for the Rangers job group in FY 2014, and therefore there was no way to achieve the placement goal.

FY 2015 AAP – Placement Goals Not Met

Job Group	Category	Placement Rate Goal (%)	Total # of Placements	Actual Placement #	Actual Placement Rate (%)	Goal Achieved?
Electrical/Structural Maintenance	Female	15.00%	10	0	0.00%	No
	Minority	53.10%	10	4	40.00%	No
Pipeline Maintenance	Minority	61.50%	17	7	41.18%	No
Heavy Equipment/Truck Operators	Minority	68.30%	5	1	20.00%	No
Service Maintenance	Minority	73.40%	10	3	30.00%	No

While the District did not meet its placement goals set forth above, the difference between the actual placement rate and the placement rate goal was not statistically significant pursuant to the Exact Binomial Test.³

Accordingly, due to limited opportunity, only 8 out of the 9 placement goals for the FY 2015 AAP were reasonably measurable. The District met 3 out of the 8 placement goals and made progress on one additional goal. This is an achievement rate of 37.50% and a progress rate of 50.00%.

The following problem areas were noted, based on a review of applicant flows and supporting documentation from recruitments, for the job groups where placement goals were not met or only partially met.

For the Electrical/Structural Maintenance and Service Maintenance job groups, the majority or all of the recruitments, respectively, had insufficient representation of minorities and/or females in the applicant pool, i.e., the percentages were under availability. Likewise, the majority or all of the certification lists, respectively, had insufficient representation of minorities and/or females. While availability for the Electrical/Structural Maintenance job group was 53.10% minority and 15.00% female, the applicant pools were between 23.50% and 41.00% minority and 0.00% and 10.00% female. While minority availability for the Service Maintenance job group was 73.40%, the applicant pools were between 26.00% and 42.50%. In addition, for both job groups, the majority of the placements in FY 2015 were from recruitments started and/or completed in FY 2014 and, accordingly, there was nothing the District could do in FY 2015 to impact the applicant flow. Also, for one of the Electrical/Structural Maintenance job group recruitments, Carpenter, while there was sufficient representation of minorities in the applicant pool, the test given to applicants reduced the minority representation of the pool to 0. The test for Carpenter is not a pass/fail test, but instead a tool to reduce the number of applicants, to a reasonable pool with the best qualifications. The pass point set to move applicants to the next stage of the recruitment screened out all minorities. The pass

³ Under the Exact Binomial Test, when comparing the actual placement rate to placement rate goal, if a job group displays a probability value of .05 or lower than the result is considered significant.

point set for 3 of the tests in the Service Maintenance job group significantly screened out minorities. Finally, the pass point set for 2 of the T&E reviews also significantly screened out minorities in the Service Maintenance job group. The percentage of minorities after test or T&E review for 5 out of 6 of the Service Maintenance job group recruitments was between 0.00% and 23.00%

The Heavy Equipment/Truck Operators and Pipeline Maintenance job groups, like the Electrical/Structural Maintenance and Service Maintenance job groups, had 1) insufficient representation of minorities in the applicant pool; 2) insufficient representation of minorities on the certification list; 3) placements in FY 2015 from recruitments started and/or completed in FY 2014. For the Heavy Equipment/Truck Operators job group recruitments and for one recruitment for the Pipeline Maintenance job group, minorities were also on the bottom of the certification list and therefore were unreachable. While minority availability for the Heavy Equipment/Truck Operators and Pipeline Maintenance job groups were 68.30% and 61.50%, respectively, the representation of minorities in the applicant pools were between 29.60% and 31.40%, and between 34.10% and 48.80%, respectively. In addition, the Water Distribution Plumber I recruitment from the Pipeline Maintenance job group had insufficient representation of minorities in the hiring band.³

For the Paving Raker position in the Pipeline Maintenance job group, there were only 2 hires off the certification list – one was white and the other Hispanic, putting the minority placement rate at 50.00%. Due to the limited number of hires off this list, this percentage is not statistically significant compared to the placement rate goal.

Finally, all the problem areas set forth above were identified for the Mechanical Maintenance job group, i.e., 1) insufficient representation of minorities in the applicant pool; 2) insufficient representation of minorities on the certification list; 3) half the recruitments for the placements in FY 2015 were from recruitments started and/or completed in FY 2014; 4) the pass point set for 1 test and 1 T&E review, significantly screened out minorities; and 5) the band eligible for hiring interview from a certification list had insufficient representation of minorities (4 out of 17 or 17.00%) and most minorities were at the bottom of the certification list and therefore unreachable. While minority availability for this job group was 46.00%, the representation of minorities in the applicant pools for 2 out of 4 recruitments was between 23.00% and 29.20%. For 3 recruitments, the pass point set for the written or performance tests or T&E reviews significantly reduced the representation of minorities in the applicant pool. The written test on 1 recruitment reduced the representation from 23.00% to 10.00%, the performance test on another recruitment reduced the representation from 52.70% to 33.00%, and the T&E review on another recruitment reduced the representation from 44.80% to 39.00%.

FY 2016 AAP Goals:

In accordance with 41 C.F.R. § 60-2.17(b)(1), an analysis of minority and female utilization within each job group was accomplished by a thorough investigation of comparison of incumbency to availability set forth in Exhibit 5, Placement Goals Analysis. In addition to meeting the female placement goal for the Laboratory and Quality Control Technicians job group in FY 2015, no female placement goal was needed for this job group for FY 2016 due to an increase in female incumbency and a decrease in female availability. The female availability decreased from 59.00% to 54.9% and the female incumbency increased

from 39.58% to 45.3%. The increase in female incumbency was due to the addition of 5 positions, the hiring of 6 females and the retirement of a 1 male and 1 female during FY 2015.

While the female placement goal for the Electrical/Structural Maintenance job group was not met in FY 2015, there is no female placement goal for this job group for FY 2016. This is because female availability for this job group decreased from 15.40% to 4.40%,

The specific Placement Goals for FY 2016 are set forth below:

FY 2016 Placement Goal Summary

JOB GROUP	PLACEMENT GOAL*	
	MINORITY	FEMALE
General Clerical		90.10%
Rangers	65.80%	
Pipeline Maintenance	61.00%	
Heavy Equipment/Truck Operators	68.00%	
Electrical/Structural Maintenance	51.40%	
Mechanical Maintenance	46.20%	
Service Maintenance	74.90%	

*Under the Exact Binomial Test, when comparing the incumbency to availability, if a job group displays a probability value of .05 or lower than the result is considered significant and the result is listed with the respective goal. Placement goals are established within each of the job groups at no less than the current availability data for the job group.

The female placement goal for the General Clerical job group was not a placement goal for the FY 2015 AAP. The female placement goal for this job group is due to the female incumbency rate dropping from 86.54% to 82.70%, making the difference between availability and incumbency statistically significant. This was due to the addition of 5 positions in the job group and replacement of 13 positions, for a total of 18 hires in FY 2015. 6 of the hires were male and 12 were female. The overall incumbency of males increased by 5, while the incumbency of females did not change.

The General Clerical job group had the following problem areas: 1) insufficient representation of females in the applicant pool; 2) insufficient representation of females on the certification list; 3) the majority of the placements in FY 2015 were from recruitments started and/or completed in FY 2014; and 4) 2 certification lists where males were at the top of the list. The problems noted are based on a review of applicant flows and supporting documentation from recruitments for the General Clerical job groups.

The balance of the problem areas for the FY 2016 placement goals were discussed in the FY 2015 Goals Progress above.

The following is a table setting forth the planned correction of deficiencies for the repairable problem areas discussed above.

Areas of Concern	Corrective Actions
Insufficient representation of females in the applicant pools for the Electrical/Structural Workers, General Clerical, and Plant Operators Leads/Supervisors job group recruitments	<ul style="list-style-type: none"> • The District has already begun reaching out to organizations representing females from the newly created outreach list. • The District will evaluate the feasibility of reposting positions to allow further outreach if a report reveals there is insufficient representation of women in the applicant pool.
Insufficient representation of minorities in the applicant pools for the Electrical/Structural Maintenance, Service Maintenance, Heavy Equipment/Truck Operators, Pipeline Maintenance, and Mechanical Maintenance job group recruitments	<ul style="list-style-type: none"> • The District has already begun reaching out to organizations representing minorities from the newly created outreach list. • The District will evaluate the feasibility of reposting positions to allow further outreach if a report reveals there is insufficient representation of minorities in the applicant pool.
Insufficient representation of females on the certification lists for the Electrical/Structural Maintenance, General Clerical, and Plant Operator Leads/Supervisors job group recruitments	<ul style="list-style-type: none"> • The District has already begun reaching out to organizations representing females from the newly created outreach list. • The District will evaluate the feasibility of reposting positions to allow further outreach if a report reveals there is insufficient representation of women in the applicant pool.
Insufficient pools of minorities on certification list for Electrical/Structural Workers, Service Maintenance, Heavy Equipment/Truck Operator, Pipeline Maintenance, Mechanical Maintenance job group recruitments	<ul style="list-style-type: none"> • The District has already begun reaching out to organizations representing minorities from the newly created outreach list. • The District will evaluate the feasibility of reposting positions to allow further outreach if a report reveals there is insufficient representation of minorities in the applicant pool.
Pass points for tests significantly screening out females for the Electrical/Structural Maintenance job group recruitments	<ul style="list-style-type: none"> • The District will research and evaluate the use of alternative tests or alternative methodologies for setting cut-off scores for tests to avoid a significant negative impact on female representation in applicant pools.

Areas of Concern	Corrective Actions
Pass points for tests significantly screening out minorities for the Electrical/Structural Maintenance and Mechanical Maintenance job group recruitments	<ul style="list-style-type: none"> • The District will research and evaluate the use of alternative tests or alternative methodologies for setting cut-off scores for tests to avoid a significant negative impact on minority representation in applicant pools.
Pass points for T&E review significantly screening out females for the Electrical/Structural Maintenance job group recruitments	<ul style="list-style-type: none"> • The District will research and evaluate the use of alternative methodologies for setting cut-off scores for tests to avoid a significant negative impact on female representation in applicant pools.
Pass points for T&E review significantly screening out minorities for the Service Maintenance and Mechanical Maintenance job group recruitments	<ul style="list-style-type: none"> • The District will research and evaluate the use of alternative methodologies for setting cut-off scores for tests to avoid a significant negative impact on minority representation in applicant pools.

In addition to comparing incumbency to availability within job groups, the District has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). The District will continue to monitor and update these studies during each AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Section C of this AAP.

41 C.F.R. § 60-2.17(b)(1): Workforce by Organizational Unit

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of *Exhibit 1, Organization Display*. The only issue identified was the lack of recent minority hires among the division management in the Wastewater Department. Accordingly, the District will be more thoughtful in its future recruitments to assure that its outreach efforts attract sufficient qualified minority candidates.

41 C.F.R. § 60-2.17(b)(2): Personnel Activity

Applicant flows, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between males/females and whites/minorities was accomplished by a thorough examination of transaction data and/or cohort analysis. Hiring disparities were statistically identified for the Mechanical Maintenance, Pipeline Maintenance, Service Maintenance and General Clerical job groups. The reasons for such disparities were discussed previously in this section and were reasonably explained and/or can potentially be corrected as discussed in Section C, Development and Execution of Action-Oriented Programs. In addition, the Programmers job group also showed a hiring discrepancy for minorities. The discrepancy was due to small certification pools and single hires for each recruitment. It came down to a 50/50 change of hiring a minority or white almost every time. Higher rates of female terminations were also found for the Plant Operator Leads/Supervisors job group. This was

due to the retirement of 2 females out of a total of 3 retirements during the reporting period, which were wholly voluntary.

The *Summary of Personnel Transactions Report* for each job group is retained by the Diversity and Inclusion Office.

C. Development and Execution of Action-Oriented Programs

41 C.F.R. § 60-2.17(c)

Progress on FY 2015 Action-Oriented Programs:

In late FY 2015, the District developed numerous strategies to streamline recruitment and increase outreach, including diversity outreach. The strategies included the following:

- Researching and compiling a list of organizations, primarily in the District's largest recruitment area (Contra Costa and Alameda Counties), that represent females, minorities, veterans and individuals with disabilities, to which to send notices of upcoming and current job openings.
- Organizing and building a strategy for job information sessions, career/job fairs, speaking engagements, college and high school presentations, and math and science fairs to reach out to potential candidates, including females, minorities, protected veterans and individuals with disabilities.
- Identifying employees with relevant trade union, professional organization and competitor organization contacts and utilize these employee connections to these organizations to develop a pool of diverse candidates and referrals.
- Identifying organizations from the outreach list discussed in bullet one above, to develop partnerships with for exam preparation, training/education, curriculum development, recruitment, etc. in order to develop a pool of well qualified diverse applicants.
- Researching and applying for grant funding for internships, hires, projects, temporary hires, training, etc. in order to develop a diverse pool and recruit well qualified diverse applicants.
- Utilizing the District's Affinity Groups⁴ to support the District's mission, goals and values of diversity. Specifically, having group members act as Ambassadors to assist with recruitment, training and retention of minorities and females.

The District completed the research and updated the list of diverse organizations for outreach efforts in the later part of FY 2015. The list consists of over 100 organizations and continues to grow. Because the research and creation of the list was not completed until late FY 2015, the District has had insufficient time to analyze the impact of the list on the attraction of female and minority applicants. It is anticipated that outreach to these organizations in FY 2016 will positively impact the representation of females and minorities in applicant pools for the year.

The District also explored grant funding in FY 2015. The District partnered with the Foundation for California Community Colleges to apply for grant funding for apprentices for the classifications of

automotive mechanic, instrument technician, and maintenance machinist, which are part of the Mechanical Maintenance and Electrical/Structural Maintenance job groups. Unfortunately, the Foundation for California Community Colleges was not among the grant awardees. In addition, the District has begun discussions with RichmondBUILD regarding grant funding for limited term training programs. Further discussions are occurring in FY 2016, with the expectation of use of grant funding for a training program to be launched late FY 2016.

Additionally, research was conducted regarding the use of Employee Affinity Groups in public sector employment to recruit, train and retain diverse groups. This research looked at a variety of factors including how affinity groups are organized; under what circumstances such groups are recognized as a company affinity group; what type of support, monetary or otherwise, affinity groups are provided by the company; and the types of activities engaged in by such groups.

Finally, in FY 2015, the DIO partnered with both Laney College and Swords to Plowshares (STP) for the Water Distribution Plumber (WDP) internship. STP performed the recruitment for this internship, screened applicants' mathematical, reading comprehension and mechanical spacial abilities, and for the successful candidates, prepared them for the WDPI written test. For the first time in the history of the WDP internship, the interns passed the written test, the performance test and made the certification list. In late Spring 2015, the Diversity and Inclusion Office (DIO) worked with the District's Laboratory Services Division to place 2 summer female interns from Girls Inc. due to the female placement goal in the FY 2015 AAP.

FY 2016 Action-Oriented Programs:

The District tailors its action-oriented programs each year to ensure they are specific to the problems identified. The action-oriented programs designed to address the problem areas are listed below and will be implemented over the next three (3) years. The Manager of HR, the D&I Officer, the Manager of Recruitment and Classification (Manager of R&C), the Manager of Employee and Organizational Development (Manager of EOD), and managers and supervisors are responsible for ensuring that the following are implemented.

To increase female and minority representation in the applicant pools for the General Clerical, Rangers, Plant Operator Leads/Supervisors, Electrical/Structural Workers, Service Maintenance, Mechanical Maintenance, Heavy Equipment/Truck Operator, and Pipeline Maintenance job groups, the District has already implemented the following in FY 2016:

- Details in job postings regarding the length of certification lists (1 ½ to 2 years) so potential applicants understand the importance of applying for a position when they see it posted.
- A Workforce Development retreat with DIO, R&C and EOD to develop further outreach strategies, internal employee development strategies, and an outreach protocol for "key exams."

In addition, the District will be pursuing the following action-oriented programs starting in FY 2016:

- Implementation of the outreach protocol developed during the Workforce Development retreat.
- A District hosted Career and Resource Fair on January 23, 2016.

- The balance of the strategies set forth above under Progress on FY 2015 Action-Oriented Programs (bullets 2 through 5) and other outreach and development strategies identified during the Workforce Development retreat.
- Encouraging and supporting Employee Affinity Groups to partner with the District to recruit, develop and retain a diverse workforce.
- Revision of the District civil service rules and/or practices to remove potential barriers in the recruitment process, where feasible.

In December 2015, the District held a retreat to develop additional outreach strategies, including additional strategies to recruit and prepare minorities and females, internal employee development strategies, including development of minority and female employees, and an outreach protocol for key exams. Key exams includes classifications within job groups with minority and females placement goals.

The Career and Resource Fair will be focused on veterans, minorities, females and individuals with disabilities. The District will advertise regarding the Career and Resource Fair to organizations on the outreach list and will invite select organizations from the outreach list, to provide support to the relevant attendees, e.g., females and minorities. Workshops during the Career and Resource Fair will include a presentation on the District's civil service process and instruction on how to fill out the District's application, including how to answer supplemental questions. These workshops will also be provided throughout the year to both District employees and members of the public.

The strategy to organize and build a plan to reach out to females and minorities at job information sessions, career/job fairs, speaking engagements, college and high school presentations, and math and science fairs, is underway and should be completed by January 2016. Numerous HR Analysts in DIO and R&C are working on the strategy to develop partnerships with select organizations from the outreach list.

Two HR Analysts in R&C are tasked with identifying District employees with contacts at trade unions, professional organizations and competitor organizations. The District will then utilize these employee connections to recruit for open position in order to develop a pool of diverse qualified candidates and referrals.

Grant funding is being discussed with RichmondBUILD and STP to help pay for the limited-term training program planned for Water Distribution Plumber Is, a classification within the Pipeline Maintenance job group, in late FY 2016. During or following their training program, trainees will have the opportunity to compete for permanent Water Distribution Plumber I positions.

The District has identified some barriers within its Civil Service Rules and practices that may have an impact on hiring of female and minority applicants. One barrier is the practice related to the longevity of a certification list. With certification lists lasting between 1 ½ to 2 years, the ability to impact recruitments with the correction of deficiencies and action-oriented programs within an AAP year is sorely limited. The reason for the long time-frame for certification lists is the significant time and number of staff required to prepare and implement tests for open classifications. The District is in the process of an Organizational Improvements review and is creating subcommittees to address a number of issues, including hiring. Human Resources will work with the subcommittee tasked with looking at hiring, i.e., the Performance

Work Group, to look at potential barriers to the District's civil service rules and/or practices and adjust where feasible.

To increase the female and minority representation on the certification lists for the General Clerical, Rangers, Electrical/Structural Maintenance, Service Maintenance, Mechanical Maintenance, Heavy Equipment/Truck Operators, and Pipeline Maintenance job groups, the District will be pursuing the following action-oriented programs starting in FY 2016:

- Providing details in job descriptions regarding the testing procedure in order to allow applicants to better prepare for the tests so they can adequately compete to get on the certification list.
- Providing interview workshops to employees and to potential applicants, including potential minority and female applicants.
- Providing interview feedback to employees and applicants, including minority and female applicants.
- Partnering with organizations, including organizations representing minorities and females, to provide interview workshops, interview feedback and test preparation services, such as the services successfully provided by STP in FY 2015, for District jobs.
- Evaluating the potential of sponsoring a class at a community college on application, test taking and interviews for our entry level trade positions.
- Working with the Performance Work Group from the Organizational Improvement Team, whose focus includes the hiring process, to identify potential barriers to the District's civil service rules and/or practices and adjust where feasible.

The action-oriented programs listed above will be evaluated and/or implemented over a three (3) year period. Action-oriented programs to be evaluated and/or implement in Year 1 (Calendar Year 2016) are as follows:

- Evaluating the feasibility of reposting positions to allow further outreach if a report reveals there is insufficient representation of females, minorities, protected veterans and/or individuals with disabilities in the applicant pool.
- Researching and evaluating the use of alternative tests or alternative methodologies for setting cut-off scores for T&E reviews and tests to avoid a significant negative impact on minority and/or female representation.
- Holding a District hosted Career and Resource Fair on January 23, 2016 catering to minorities, women, protected veterans, and individuals with disabilities, which will include:
 - workshops on the civil service process, application process, translating military experience, and interviewing; and
 - community resource tables for minorities, women, protected veterans and/or IWDs, e.g., Tradeswomen, Inc., Richmond Build, Swords to Plowshares (STP), Rubicon Programs and Laney College.

- Organizing and building a strategy for outreach events to reach out to potential candidates, including women, minorities, protected veterans and individuals with disabilities, i.e., a toolkit and annual event calendar aligned with recruitments.
- Identifying employees with relevant trade union, professional organization and competitor organization contacts and utilizing these employee connections to develop a pool of diverse candidates and referrals.
- Encouraging and supporting Employee Affinity Groups to partner with the District to recruit, develop and retain a diverse workforce.
- Holding quarterly application process and interview workshops to potential applicants, including potential minority, female, protected veteran and/or individual with a disability applicants.
- Evaluating and/or implementing a partnership with RichmondBUILD or STP for an “internship program” with the District utilizing Special Employment Program (SEP) positions for short-term work experience for the plumber classification. This partnership would include grant funding and recruitment, selection and exam preparation services.
- Working with the Performance Work Group of the Organizational Improvement Team, whose focus includes the hiring process, to identify potential barriers to the District’s civil service rules and/or practices and adjust where feasible.

The District will continue to engage in the following action-oriented programs, particularly for those job groups where it has a placement goal.

Recruitment:

1. The District will continue to contact minority and women’s organizations for referrals including the following:
 - Tradeswomen, Inc.
 - National Association of Women in Construction
 - The CA Women’s Ventures Project
 - Girl’s Inc. of Alameda County
 - Girls to Women
 - National Coalition of 100 Black Women
 - National Institute for Women in Trades, Technology & Sciences (IWITTS)
 - Organization of Women Architects
 - The Women’s Building
 - US Department of Labor, Women’s Bureau, Region 9
 - US Department of Veteran’s Affairs – SF Branch
 - Pacific Asian American Women Bay Area Coalition (PAAWBAC)
 - The Unity Council, A Latino Community Development Corporation
 - Cypress/Mandela Training Center, Inc.
 - NAACP San Mateo
 - Oakland Asian Cultural Center

- Lao Family Community Development, Inc.
 - Institute for Business and Technology
 - Oakland International High School
 - Oakland Workers Collective – Street Level Health Project
 - The Unity Council Multicultural One-Stop Career Center
 - Treasure Island Job Corps
 - Tri-Cities One Stop Career Center – Fremont and Hayward
 - Tri-Valley One-Stop Career Center
 - SparkPoint
 - The Spot – Oakland
 - Upwardly Global
 - West Oakland Job Resource Center
 - Peralta College
 - Skyline College
 - West Valley College
2. The District holds formal briefing sessions on company premises with representatives of recruiting sources. These sessions include presentations by minority and female employees, and provide clear and concise explanations of current and future job openings, as well as of the District’s selection process. The District has made classification descriptions, worker specifications and recruiting literature available to these representatives by email or on-line. The District has also made formal arrangements with some of these recruiting sources for referral of applicants.
 3. The District actively encourages minority and female employees to refer applicants.
 4. The District includes minorities and women on its Employee Relations and Recruitment staff.
 5. The District encourages minority and female employees to participate in Career Days, Youth Motivation Programs, and related outreach activities in the community, to represent EBMUD’s diversity, including but not limited to the following:
 - a. Serving as judges in Richmond High School’s Robotics competition.
 - b. Serving as mentors for high school engineering students in several Alameda and Contra Costa County schools.
 - c. Supporting Mathematics, Engineering, Science Achievement (MESA) and the Minority Engineering Program (MEP).
 - d. Serving as judges at the Alameda County and Contra Costa County Science Fairs
 - e. Attending the Annual Tradeswomen Inc. Celebration
 - f. Participating in the Helms Middle School Career Fair
 - g. Participating in the San Leandro African American Business Council’s (SLAABC) 11th Annual Career Day
 - h. Participating in the Laney College Manufacturing Career Fair

- i. Participating in the Los Medanos College's Industrial Technologies Job Fair
 - j. Participating in the BAYWORK STEM Career Fair
 - k. Participating in CSU East Bay's STEM Career Awareness Day
- 6. The District advertises on a regular basis in Employment/Career Center/Jobs sections of minority and women's interest media.
 - 7. District advertisements always carry the EEO clause.
 - 8. The District participates in job fairs if there are sufficient numbers of job openings to warrant participation.
 - 9. The District continues to recruit at several local colleges and universities. The District targets community colleges and universities based in part on the high-level of diversity of their student body.
 - 10. The District includes minority and female members of the workforce in recruiting brochures which pictorially present work situations.
 - 11. In the Spring and Summer, the District offers internships for students at diverse high schools in its service area to help develop a pipeline of future talent.
 - 12. The District offers trade internships/training programs to diverse populations. Classifications/job groups include: Water Distribution Plumber I/Pipeline Maintenance job group; Instrument Worker II and Electrical Worker II / Electrical/Structural Maintenance job group; Machining and Maintenance Worker II, Plant Maintenance Worker II and Mechanical Maintenance Worker/Mechanical Maintenance II; and Wastewater Plant Operator Trainee, Water Treatment/Distribution Operator Trainee. Such internships are tied to upcoming job openings in related classifications.

Job Specifications/Selection Process:

- 1. The District will continue to develop classification descriptions that accurately reflect classification functions, and are consistent for the same classification from one location to another.
- 2. The District will continue to develop classification or worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. The District will continue to develop specifications that are free from bias with regard to age, race, color, sex, gender identify, sexual orientation, religion, national origin, disability or veteran status.

3. Approved classification specifications and worker specifications will continue to be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.
4. The District will continue to use only worker specifications that include job-related criteria.

Job Advancement:

1. The District will continue to post or announce promotional opportunities in accordance with civil service rules.
2. The District will continue to offer the LEAD Academy, for employees interested in first line supervisory positions and the Pathways Academy, for first line supervisors interested in mid-level management positions. These programs provide employees with tools to assess their current academic, skill, and experience level and provide training for promotional opportunities.
3. The District continues to provide career counseling programs including coaching on communication skills, managing conflict, and career development and education; job rotation programs; coaching/mentoring programs; and similar programs.
4. The District will continue to use the Performance Plan and Appraisal Procedure for the annual performance review of all employees.
5. Hiring managers will continue to prepare and submit to HR written justifications for all promotions and hires, including hires/promotions where they do not upgrade seemingly qualified minority or female employees.
6. Employees can choose training courses through the Training Schedule and include them in their career development plan.
7. The Tuition Refund Program is offered to all employees who wish to improve their job skills and performance, and to pursue promotions. The current maximum amount approved this fiscal year is \$3,500 per employee.

Welfare:

1. The District will continue to actively encourage all employees to participate in facilities and District-sponsored social and recreational activities.
2. The District will continue to encourage the design of various programs, such as training and mentorship programs, to improve employment opportunities for minorities and females.

D. Design and Implementation of Internal Audit and Reporting Systems

41 C.F.R. § 60-2.17(d)

As stated previously, the D&I Officer is responsible for implementing the auditing and reporting system. The District's auditing and reporting system measures the effectiveness of its total AAP. Together with the Manager of HR, the Manager of R&C, and the Manager of EOD, the D&I Officer periodically monitors this system. The reporting and auditing system provides for:

1. Accurate and up-to-date records on all referrals, applicants, hires, promotions, transfers and terminations by race and sex to ensure that all employees are treated on a fair and equitable basis.
2. Regular reports to HR from hiring managers on all hires and promotions.
3. Recruitment reports on a scheduled basis reflecting the degree to which EEO and organizational objectives are attained.
4. Review of selections, promotions and training to ensure that they are nondiscriminatory.
5. Review of report results with management, advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance.

E. Organizational Profile

41 C.F.R. § 60-2.11

Pursuant to 41 C.F.R. § 60-2.11, we have provided an Organizational Display of the District. Specifically, the Organizational Display shows four fields of information in each organizational box displaying an organizational unit:

1. Name of each organizational unit being displayed;
2. The job title, gender, race, and ethnicity of the unit supervisor;
3. Total number of employees in each organizational unit; and
4. Total number of employees in each organizational unit displayed by race/ethnicity and gender.

See the ***Organizational Display*** at Exhibit 1.

F. Job Group Analysis: Job Titles and Placement of Incumbent in Job Groups

41 C.F.R. §§ 60-2.12-2.13

Disclaimer

The grouping of job titles into given job groups does not suggest that the District believes the jobs so grouped are of comparable worth.

Pursuant to 41 C.F.R. § 60-2.12, we have supplied a listing of all job groups at this establishment listing each job title in each job group. Specifically, we have grouped those jobs having similar job content, wage rates and promotional opportunities. As a result, we have grouped 1780 employees as of June 30, 2015, into 22 job groups. See ***Job Group Analysis*** at Exhibit 2. Pursuant to 41 C.F.R. § 60-2.13, we have placed all 1780 employees into the job groups by race and gender to determine the percentage of females and minorities per job group. See ***Job Group Summary*** at Exhibit 3.

G. Availability Analysis

41 C.F.R. § 60-2.14

Disclaimer

The comparison of incumbency to availability contained within this AAP is required by government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with government regulations, as interpreted by government representatives. The use of certain geographic areas and sources of statistics does not indicate the District's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this AAP.

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at the District for a given job group in the relevant labor market during the life of the AAP. Availability indicates the approximate level at which each race/ethnic and gender group could reasonably be expected to be represented in a job group if the District's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating EEO into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed

versus our current employment (from Exhibit 3, Job Group Summary), identify problem areas or areas of deficiency, and establish goals to correct the problems.

Steps in Comparison of Incumbency to Availability

I. Identify Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

- A. External Factor: The external requisite skills data comes from the 2010 5-year EEO Tabulation, which is based on the 2006 – 2010 American Community Survey from the U.S. Census Bureau.
 - 1. Local Labor Area: The District's Local Labor Area is 50% Alameda County and 50% Contra Costa County.
 - 2. Reasonable Labor Area: The reasonable recruitment area is defined as the geographical area from which the District usually seeks or reasonably could seek workers to fill the position in question. The reasonable recruitment area varies by job group.
- B. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the District. Trainable refers to those employees within the District who could, with appropriate training which the District is reasonably able to provide, become promotable or transferable during the AAP year. The internal factors are based on feeder job groups and vary by job group.

II. Identify Final Availability

- A. Assign Internal and External Factor Weights: Weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights; specifically, internal and external job posting trends were used. Weights are never assigned in an effort to hide or reduce problem areas.
- B. Identify Final Availability: Weights were multiplied by the component-specific data to produce weighted data for each component. Weighted data for each component was summed. This produced a final availability estimate for each gender and race/ethnic group, as well as for minorities in the aggregate.⁵

See the *Availability Analysis* at Exhibit 4 for the availability breakdown for each job group.

H. Placement Goal Analysis

41 C.F.R. §§ 60-2.15-2.16

Once final availability estimates were made for each job group, the District compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of June 30, 2015, and that group's final availability.

Disclaimer

The establishment of a placement goal does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, the establishment of a placement goal is designed to be a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase in the future the percentage employment of minorities and women in a workforce.

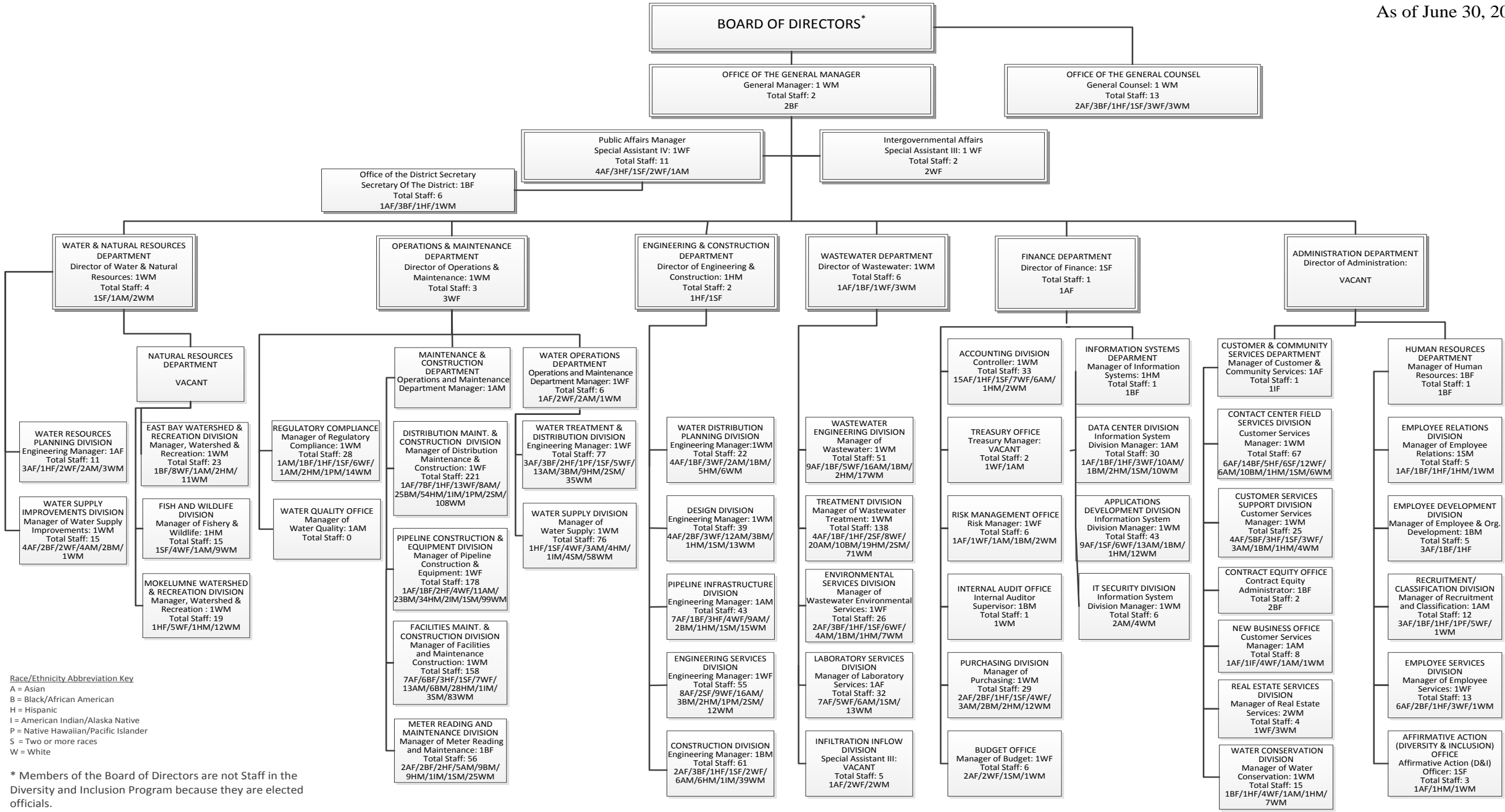
The District has established an annual percentage placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability. The District used the Exact Binomial Test to determine placement goals. In each case, the goal was set at the availability figure derived for women and/or minorities, as appropriate for that job group. Goals are not rigid inflexible quotas which must be met, but are instead targets reasonably attainable by means of applying good faith efforts to make the entire AAP work. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs. Selections will occur only from among qualified applicants. Goals do not require the hiring of a person when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that the District hire a specified number of minorities or women.

See **Placement Goals Analysis** at Exhibit 5 for each job group.

⁵ In most cases, the final availability report (and most other technical reports in this AAP) only include data/information for females and minorities in the aggregate.

EXHIBITS

As of June 30, 2015



Job Group Analysis

Exhibit 2

Directors/Managers

Assistant General Counsel	Manager of Employee & Organizational Development	Manager of Security and Emergency Preparedness
Chief Trial Attorney	Manager of Employee Relations	Manager of Source Control
Controller	Manager of Employee Services	Manager of Wastewater Engineering
Customer Services Manager	Manager of Environmental Compliance	Manager of Wastewater Environmental Svcs.
Director of Administration	Manager of Facilities Maint. & Construction	Manager of Wastewater Treatment
Director of Engineering & Construction	Manager of Fishery & Wildlife	Manager of Water Conservation
Director of Finance	Manager of Fleet & Construction Support	Manager of Water Meters
Director of Operations & Maintenance	Manager of Human Resources	Manager of Water Quality
Director of Wastewater	Manager of Information Systems	Manager of Water Supply
Director of Water & Natural Resources	Manager of Laboratory Services	Manager of Water Supply Improvements
Engineering Manager	Manager of Meter Reading and Maintenance	Manager of Water System
Environmental Affairs Officer	Manager of Natural Resources	Manager of Water Treatment
General Counsel	Manager of Operations/Maintenance Planning	Manager of Watershed & Recreation
General Manager	Manager of Pipeline Construction	Manager of Workplace Health and Safety
Information Systems Division Manager	Manager of Purchasing	Operations and Maint. Department Manager
Manager of Budget	Manager of Real Estate Services	Risk Manager
Manager of Business Continuity		
Manager of Customer & Community Services	Manager of Recruitment & Classification	Secretary of the District
Manager of Customer Services	Manager of Regulatory Compliance	Special Assistant I-V
Manager of Distribution Maintenance & Const.	Manager of Regulatory Planning and Analysis	Treasury Manager

Programmers

Information Services Supervisor
Information Systems Administrator I-II
Information Systems Support Analyst I-II
Network Analyst I-III
Principal Information Systems Analyst
Programmer Analyst I-II
Senior Programmer Analyst
Senior Systems Programmer
Supervising Systems Programmer
Systems Programmer I-II

Analysts

Classification and Pay Administrator	Risk Management Analyst
Community Affairs Representative I-II	Senior Community Affairs Representative
HRIS Analyst I-II	Senior HRIS Analyst
HR Regulatory Coordinator	Senior Human Resources Analyst
Human Resources Analyst I-II	Senior Public Information Representative
Management Analyst I-III	Technical Trainer
Principal Management Analyst	Technical Training & Writing Administrator
Public Information Representative I-III	Workers' Comp. Manager & Risk Specialist

Job Group Analysis

Exhibit 2

Other Professionals

Accountant I-III	Building Tenant Services Supervisor	Purchasing Contract Supervisor
Accounting & Financial Systems Analyst	Business Development Representative	Real Estate Representative I-II
Accounting Systems Supervisor	Buyer I-II	Security & Emergency Preparedness Spec.
Affirmative Action Officer	Contract Equity Administrator	Senior Acctng. & Financial Systems Analyst
Assistant Capital Projects Coordinator	Cost Estimator	Senior Real Estate Representative
Assistant Planner	Industrial Water Conservation Representative	Supervising Accountant
Assistant Water Resources Specialist	Internal Auditor	Supervisor of Water Conservation
Associate Architect	Internal Auditor Supervisor	Water Conservation Administrator/Supv.
Associate Planner	Junior Water Resources Specialist	Water Conservation Representative
Associate Water Resources Specialist	Law Clerk	Water System Planning Analyst
Attorney I-III		

Science Professionals

Chemist I-II	Quality Assurance Officer	Senior Environmental Health & Safety Specialist
Environmental Health & Safety Spec. I-II	Research Chemist	Senior Microbiologist
Fisheries/Wildlife Biologist I-II	Research Microbiologist	Supervising Microbiologist
Laboratory Supervisor	Senior Chemist	Supervising Fisheries/Wildlife Biologist
Microbiologist I-II		

General Clerical

Account Clerk I-III	Senior Administrative Clerk	Senior Word Processing Specialist
Administrative Clerk	Senior Administrative Confidential	Telephone/Radio Operator
Administrative Clerk, Confidential	Senior Messenger-Mail Clerk	Word Processing Specialist II
Messenger-Mail Clerk		

Administrative Assistants

Accounting Technician	Executive Assistant I-II	Paralegal
Administrative Assistant	Human Resources Technician	Public Affairs Specialist
Administrative Secretary I-II	Legal Secretary I-II	Risk Management Assistant
Administrative Secretary I-II, Confidential	Litigation Secretary	Senior Legal Secretary
Administrative Services Supervisor	Office Assistant, General Manager's Office	Supervising Legal Secretary
Assistant To The General Manager		

Job Group Analysis

Exhibit 2

Customer Services

Customer Services Representative I-III	Meter Reader I-II	Senior Field Services Representative
Customer Services Supervisor	Meter Reading Foreman	Senior New Business Representative
Dispatch/Contact Center Representative	New Business Representative I-II	Water Conservation Technician
Field Services Representative I-II	Senior Customer Services Representative	

Technicians

Computer Operations Supervisor	Fisheries/Wildlife Technician	Printing Technician I-II
Computer Operations Technician	Information Systems Specialist I-III	Senior Facility Technician
Corrosion Control Technician	Materials Inspector	Senior Printing Technician
Electronic Technician	Materials Testing Supervisor	Supervising Information Syst. Supp. Spec.
Fisheries/Wildlife Aide	Materials Testing Technician I-II	

Plant Operator Leads/Supervisors

Assistant Superintendent		
Aqueduct/Pardee	Power Treatment Plant Maintenance Supt.	Wastewater Operations Coordinator
Assistant Supt., Water Treatment & Dist.	Power Plant Supervisor	Wastewater Shift Supervisor
Assistant Wastewater Shift Supervisor	Superintendent of Aqueduct Section	Wastewater Treatment Superintendent
Hydroelectric Power Plant Supervisor	Superintendent of Pardee Section	Water Distribution Supervisor
Pardee Water/Wastewater Supervisor	Superintendent of Water Trtmnt. & Distribution	Water Treatment Supervisor

Plant Operators

Hydroelectric Power Plant Mechanic	Senior Water Treatment Operator	Water Distribution Operator
Hydroelectric Power Plant Operator I-II	Treatment Plant Specialist	Water Treatment Operator
Power Plant Mechanic/Operator	Wastewater Plant Operator I-II	Water Trtmnt/Dist. Operator Trainee
Senior Water Distribution Operator	Wastewater Plant Operator Trainee	

Laboratory and Quality Control Technicians

Laboratory Technician I-III	Supervising Wastewater Control Representative	Wastewater Control Representative
Senior Wastewater Control Inspector	Wastewater Control Inspector I-II	Water Sampler
Supervising Wastewater Control Inspector	Wastewater Control Operator	Water Systems Inspector I-II

Job Group Analysis

Exhibit 2

Engineers

Assistant Civil Engineer	Associate Civil Engineer	Associate Electrical Engineer
Assistant Electrical Engineer	Associate Control Systems Engineer	Associate Mechanical Engineer
Assistant Mechanical Engineer	Associate Corrosion Control Specialist	Junior Engineer

Supervising Engineers

Senior Civil Engineer	Senior Electrical Engineer	Senior Mechanical Engineer
Senior Control Systems Engineer	Senior Engineering Planner	Supervising Administrative Engineer
Senior Corrosion Control Engineer		

Engineering Technicians

Assistant Surveying Supervisor	Graphic Designer I-II	Senior Pipeline Designer
Chief of Party	Hydrographer I-III	Supervising Construction Inspector
Construction Inspector	Pipeline Designer I-II	Supervising Hydrographer
Drafter I-III	Senior Construction Inspector	Supervising Plant Inspector
Drafting Supervisor	Senior Drafter	Survey Technician I-II
Engineering Aide	Senior Graphic Designer	Surveying Supervisor
Graphic Design Supervisor		

Mechanical Maintenance

Automotive Maintenance Worker I-III	Maintenance Specialist I-III	Meter Mechanic/Backflow Tester
Automotive Mechanic A&B	Maintenance Superintendent	Meter Repair and Testing Supervisor
Equipment Superintendent	Maintenance Supervisor	Plant Maintenance Mechanic
Equipment Supervisor	Mechanical Maintenance Worker I-III	Plant Maintenance Superintendent
General Equipment Mechanic	Mechanical Supervisor	Plant Maintenance Supervisor
Heavy Equipment Maintenance Worker I-III	Meter Mechanic I-II	Plant Maintenance Worker I-III
Heavy Equipment Mechanic	Meter Reader/Mechanic	Plant Mechanical Maintenance Supervisor
Machining & Maintenance Worker I-III	Meter Reader/Mechanic Foreman	Senior Mechanic
Maintenance Machinist	Meter Reader & Maintenance Supervisor	Senior Meter Mechanic/Backflow Tester

Job Group Analysis

Exhibit 2

Pipeline Maintenance Leads/Supervisors

Assistant C& M Superintendent	Paving Crew Foreman
Construction & Maintenance Scheduler	Pipeline Welding Supervisor
Construction & Maintenance Superintendent	Senior Supervisor of Maint. Shift Ops.
General Pipe Supervisor	Water Distribution Crew Foreman
Maintenance Shift Supervisor	

Pipeline Maintenance

Concrete Finisher I-II
Paving Raker A-B
Pipeline Welder I-III
Water Distribution Plumber I-IV

Electrical/Structural Maintenance

Carpenter	Facility Specialist I-II	Painter
Carpenter Supervisor	Facility Supervisor	Painter Foreman
Carpentry Worker I-III	Facility Technician	Painting Worker I-III
Electrical Supervisor	Instrument Maintenance Supervisor	Plant Electrical Maintenance Supervisor
Electrical Technician	Instrument Supervisor	Plant Structures Maintenance Supervisor
Electrical Worker I-III	Instrument Technician	Security Shift Supervisor
Facility Foreman	Instrument Worker I-III	

Service Maintenance

Automotive Services Attendant I-II	Janitor Foreman	Recreation Area Attendant
Gardener I-II	Janitor Supervisor	Storekeeper I-II
Gardener Foreman	Materials Specialist	Stores Supervisor
Housekeeper	Materials Storage Foreman	Utility Laborer
Janitor	Materials Storage Supervisor	

Heavy Equipment/Truck Operators

Crane Operator	Heavy Transport Operator
Dispatcher	Truck Driver II
Heavy Equipment Operator	Truck Driver II Trainee
Heavy Forklift Operator	

Rangers

Ranger Supervisor
Ranger/Naturalist I-II
Senior Ranger/Naturalist

Job Group Summary

Exhibit 3
As of June 30, 2015

Job Group	Total Number Incumbents	Total Number Females	Total Number Minorities	Total Percentage Females	Total Percentage Minorities
Directors/Managers	62	22	20	35.48%	32.26%
Programmers	93	32	55	34.41%	59.14%
Analysts	44	29	23	65.91%	52.27%
Other Professionals	50	27	29	54.00%	58.00%
Science Professionals	39	14	12	35.90%	30.77%
Administrative Assistants	57	54	40	94.74%	70.18%
General Clerical	110	91	65	82.73%	59.09%
Customer Services	104	58	63	55.77%	60.58%
Technicians	25	4	13	16.00%	52.00%
Plant Operators	117	11	49	9.40%	41.88%
Plant Operators Leads/Supervisors	37	4	14	10.53%	37.84%
Laboratory & Quality Control Techs	53	24	24	45.28%	45.28%
Rangers	33	7	5	21.21%	15.15%
Engineers	156	48	92	30.77%	58.97%
Supervising Engineers	41	8	18	19.51%	43.90%
Engineering Technicians	91	12	38	13.19%	41.76%
Pipeline Maintenance	194	3	93	1.55%	47.94%
Heavy Equipment/Truck Operators	85	3	27	3.53%	31.76%
Pipeline Maintenance Leads/Supervisors	66	2	35	3.03%	53.03%
Electrical/Structural Maintenance	108	3	29	2.78%	26.85%
Mechanical Maintenance	141	2	51	1.42%	36.17%
Service Maintenance	74	20	39	27.03%	52.70%
Totals	1780	477	834		

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Directors/Managers

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	37.3	39.5	30.00	11.2	11.9	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	35.3	21.4	20.00	7.1	4.3	National
Internal Factors:						
Feeders	32.5	47.7	50.00	16.3	23.9	Analysts, Professional, Plant Operators Leads/ Supervisors and Supervising Engineers
Final Availability %			100.00	34.5	40.0	

Job Group: Programmers

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	26.7	50.5	44.30	11.8	22.4	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	23.5	46.5	29.60	7.0	13.8	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	60.7	59.3	26.10	15.9	15.5	Administrative Assistants, General Clerical, Technicians, Laboratory & Quality Control Technicians, Engineering
Final Availability %			100.00	34.6	51.6	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Analysts

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	59.5	45.5	53.40	31.8	24.3	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	60.3	40.5	13.30	8.0	5.4	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	90.7	66.5	33.30	30.2	22.1	Administrative Assistants, General Clerical
Final Availability %			100.00	70.0	51.8	

Job Group: Other Professionals

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	55.4	47.2	55.00	30.5	26.0	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	57.7	46.6	23.60	13.6	11.0	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	56.4	59.5	21.40	12.1	12.7	General Clerical, Customer Service, Engineering
Final Availability %			100.00	56.2	49.7	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Science Professionals

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	46.7	36.3	53.80	25.1	19.5	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	41.7	21.0	23.10	9.6	4.8	Arizona - 20 %, California - 20 %, Nevada - 20 %, Oregon - 20 %, Washington - 20 %
Internal Factors:						
Feeders	57.8	49.9	23.10	13.3	11.5	General Clerical, Laboratory & Quality Control Technicians
Final Availability %			100.00	48.1	35.9	

Job Group: Administrative Assistants

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	86.5	48.8	30.00	25.9	14.7	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	83.5	47.8	20.00	16.7	9.6	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	82.7	59.1	50.00	41.4	29.5	General Clerical
Final Availability %			100.00	84.0	53.8	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: General Clerical

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	90.7	49.6	60.0	54.4	29.7	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	89.0	49.1	40.00	35.6	19.6	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	0	0	0	0	0	
Final Availability %			100.00	90.1	49.4	

Job Group: Customer Services

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	56.8	61.5	53.20	30.2	32.7	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	54.3	59.4	22.80	12.4	13.6	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	69.2	57.2	24.00	16.6	13.7	General Clerical, Water Distribution Plumber & Maintenance
Final Availability %			100.00	59.2	60.0	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Technicians

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	29.6	53.2	53.30	15.8	28.3	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	33.1	57.7	35.60	11.8	20.5	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	55.8	60.6	11.10	6.2	6.7	Customer Service
Final Availability %			100.00	33.7	55.6	

Job Group: Plant Operators

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	5.1	32.7	53.80	2.7	17.6	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	4.8	23.5	23.10	1.1	5.4	Arizona - 20 %, California - 20%, Nevada - 20 %, Oregon - 20 %, Washington - 20%
Internal Factors:						
Feeders	28.1	49.8	23.10	6.5	11.5	Customer Service, Mechanical Maintenance, Service Maintenance
Final Availability %			100.00	10.4	34.5	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Plant Operators Leads/Supervisors

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	22.3	52.0	65.00	14.5	33.8	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	18.0	34.8	30.00	5.4	10.4	Arizona - 20 %, California - 20%, Nevada - 20 %, Oregon - 20 %, Washington - 20%
Internal Factors:						
Feeders	13.4	42.3	5.00	0.7	2.1	Plant Operators, Laboratory & Quality Control Technicians
Final Availability %			100.00	20.5	46.3	

Job Group: Laboratory & Quality Control Technicians

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	55.7	50.2	70.00	39.0	35.1	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	53.0	52.2	30.00	15.9	15.7	San Francisco-Oakland-Fremont, CA Metro Area - 100 %
Internal Factors:						
Feeders	0	0	0	0	0	
Final Availability %			100.00	54.9	50.8	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Rangers

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	8.5	78.6	60.00	5.1	47.1	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	20.6	46.6	40.00	8.2	18.6	Arizona - 20 %, California - 20%, Nevada - 20 %, Oregon - 20 %, Washington - 20%
Internal Factors:						
Feeders	0	0	0	0	0	
Final Availability %			100.00	13.3	65.8	

Job Group: Engineers

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	14.8	52.8	63.20	9.4	33.4	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	14.2	44.8	34.10	4.8	15.3	California – 100%
Internal Factors:						
Feeders	13.2	41.8	2.70	0.4	1.1	Engineering Technicians
Final Availability %			100.00	14.6	49.7	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Supervising Engineers

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	15.8	54.9	25.00	3.9	13.7	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	12.0	22.6	15.00	1.8	3.4	National
Internal Factors:						
Feeders	30.8	59.0	60.00	18.5	35.4	Engineering
Final Availability %			100.00	24.2	52.5	

Job Group: Engineering Technicians

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	23.4	47.9	51.40	12.0	24.6	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	22.8	26.4	34.30	7.8	9.1	Arizona - 20 %, California - 20 %, Nevada - 20 %, Oregon - 20 %, Washington - 20 %
Internal Factors:						
Feeders	1.5	47.9	14.30	0.2	6.9	Water Distribution Plumbers & Maintenance
Final Availability %			100.00	20.1	40.5	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Pipeline Maintenance

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	0.9	62.0	63.10	0.6	39.1	San Francisco-Oakland-Fremont, CA Metro Area - 100 %
Reasonable	1.5	59.8	34.00	0.5	20.3	California – 100%
Internal Factors:						
Feeders	27.0	52.7	2.90	0.8	1.5	Service Maintenance
Final Availability %			100.00	1.9	61.00	

Job Group: Heavy Equipment/Truck Operators

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	6.8	76.1	48.50	3.3	36.9	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	4.9	78.7	20.80	1.0	16.4	San Francisco-Oakland-Fremont, CA Metro Area - 100%
Internal Factors:						
Feeders	1.5	47.9	30.70	0.5	14.7	Water Distribution Plumbers & Maintenance
Final Availability %			100.00	4.8	68.0	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Pipeline Maintenance Leads/Supervisors

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	5.5	44.1	8.20	0.5	3.6	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	5.9	43.3	3.50	0.2	1.5	San Francisco-Oakland-Fremont, CA Metro Area - 109%
Internal Factors:						
Feeders	5.2	47.5	88.30	4.6	42.0	Professionals, Water Distribution Plumbers & Maintenance, Heavy Equipment/Truck Operators
Final Availability %			100.00	5.2	47.1	

Job Group: Electrical/Structural Maintenance

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	3.6	52.0	57.30	2.1	29.8	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	4.3	50.3	38.20	1.7	19.2	San Francisco-Oakland-Fremont, CA Metro Area - 109%
Internal Factors:						
Feeders	16.0	52.0	4.50	0.7	2.3	Technicians
Final Availability %			100.00	4.4	51.4	

Availability Analysis

Exhibit 4
As of June 30, 2015

Job Group: Mechanical Maintenance

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	4.2	50.0	59.3	2.5	29.6	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	4.2	44.4	32.00	1.3	14.2	San Francisco-Oakland-Fremont, CA Metro Area - 109%
Internal Factors:						
Feeders	2.8	26.9	8.70	0.2	2.3	Electrical/Structural Workers
Final Availability %			100.00	4.1	46.2	

Job Group: Service Maintenance

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	27.3	73.1	62.60	17.1	45.8	Alameda, California - 50%, Contra Costa, California - 50%
Reasonable	27.8	75.1	33.70	9.4	25.3	San Francisco-Oakland-Fremont, CA Metro Area - 109%
Internal Factors:						
Feeders	1.5	47.9	3.70	0.1	1.8	Water Distribution Plumbers & Maintenance
Final Availability %			100.00	26.5	72.9	

Placement Goal Analysis

Exhibit 5
As of June 30, 2015

Job Group	Number Of Incumbents	Total Minority		Female		Placement Goal Established? (Yes* / No)	
		Employment %	Availability %	Employment %	Availability %	Minority	Female
Directors/Managers	62	32.3	40.0	35.5	34.5	NO	NO
Programmers	93	59.1	51.6	34.4	34.6	NO	NO
Analysts	44	52.3	51.8	65.9	70.0	NO	NO
Other Professionals	50	58.0	49.7	54.0	56.2	NO	NO
Science Professionals	39	30.8	35.9	35.9	48.1	NO	NO
Administrative Assistants	57	70.2	53.8	94.7	84.0	NO	NO
General Clerical	110	59.1	49.4	82.7	90.1	NO	YES
Customer Services	104	60.6	60.0	55.8	59.2	NO	NO

* The establishment of a “Placement Goal” does not amount to an admission of impermissible conduct. It is neither a finding of unlawful discrimination nor a finding of a lack of good faith affirmative action efforts. Nor does the establishment of a Placement Goal permit unlawful discrimination. Rather, the establishment of a “Placement Goal” is a technical targeting term used by affirmative action planners who seek to apply good faith efforts to increase, in the future, the percentage utilization of minorities and women in a work force.

Placement Goal Analysis

Exhibit 5
As of June 30, 2015

Job Group	Number Of Incumbents	Total Minority		Female		Placement Goal Established? (Yes* / No)	
		Employment %	Availability %	Employment %	Availability %	Minority	Female
Technicians	25	52.00	55.6	16.0	33.7	NO	NO
Plant Operators	117	41.9	34.5	9.4	10.4	NO	NO
Plant Operators Leads/Supervisors	37	37.8	46.3	10.5	20.5	NO	NO
Laboratory & Quality Control Techs.	53	45.3	50.8	45.3	54.9	NO	NO
Rangers	33	15.2	65.8	21.2	13.3	YES	NO
Engineers	156	59.0	49.7	30.8	14.6	NO	NO
Supervising Engineers	41	43.9	52.5	19.5	24.2	NO	NO
Engineering Technicians	91	41.8	40.5	13.2	20.1	NO	NO

* The establishment of a “Placement Goal” does not amount to an admission of impermissible conduct. It is neither a finding of unlawful discrimination nor a finding of a lack of good faith affirmative action efforts. Nor does the establishment of a Placement Goal permit unlawful discrimination. Rather, the establishment of a “Placement Goal” is a technical targeting term used by affirmative action planners who seek to apply good faith efforts to increase, in the future, the percentage utilization of minorities and women in a work force.

Placement Goal Analysis

Exhibit 5
As of June 30, 2015

Job Group	Number Of Incumbents	Total Minority		Female		Placement Goal Established? (Yes* / No)	
		Employment %	Availability %	Employment %	Availability %	Minority	Female
Pipeline Maintenance	194	47.9	61.0	1.5	1.9	YES	NO
Heavy Equipment / Truck Operators	85	31.8	68.0	3.5	4.8	YES	NO
Pipeline Maintenance Leads/Supervisors	66	53.0	47.1	3.0	5.2	NO	NO
Electrical/Structural Maintenance	108	26.9	51.4	2.8	4.4	YES	NO
Mechanical Maintenance	141	36.2	46.2	1.4	4.1	YES	NO
Service Maintenance	74	52.7	72.9	27.0	26.5	YES	NO

* The establishment of a “Placement Goal” does not amount to an admission of impermissible conduct. It is neither a finding of unlawful discrimination nor a finding of a lack of good faith affirmative action efforts. Nor does the establishment of a Placement Goal permit unlawful discrimination. Rather, the establishment of a “Placement Goal” is a technical targeting term used by affirmative action planners who seek to apply good faith efforts to increase, in the future, the percentage utilization of minorities and women in a work force.

**VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT AND SECTION 503
OF THE REHABILITATION ACT AFFIRMATIVE ACTION PROGRAM FOR
PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES**

EAST BAY MUNICIPAL UTILITY DISTRICT (DISTRICT or EBMUD)

375 11th Street
Oakland, CA 94607

July 1, 2014 – June 30, 2015

Contractor Facility

Dun's # for Water: 05-190-4423

EIN (tax) #: 94-6000590

EEO-4 #: 06505230

NAICS: 2213 Water, Sewage and Other Systems

MSA: 41860 San Francisco-Oakland-Fremont, CA

AA/EEO Contact: Dorian West Blair
Diversity and Inclusion Officer
East Bay Municipal Utility District
PO Box 24055
Oakland, CA 94623-9979
Attn: Diversity and Inclusion Office/MS 601
(510) 287-0710

Table of Contents

A.	Policy Statement.....	26
B.	Review of Personnel Processes	27
C.	Physical and Mental Qualifications	28
D.	Reasonable Accommodation to Physical and Mental Limitations	28
E.	Harassment	29
F.	External Dissemination of Policy, Outreach, and Positive Recruitment	29
G.	Internal Dissemination of Policy	31
H.	Audit and Reporting System	32
I.	Responsibility for Implementation	32
J.	Training	34
K.	Data Collection Analysis	35
Exhibits		
	Exhibit 6 – Hiring Benchmark Analysis	
	Exhibit 7 – Utilization Goal Analysis	

A. *Policy Statement*

41 C.F.R. §§ 60-300.44(a); 60-741.44(a)

It is the policy of the District that equal employment opportunity (EEO) be provided in the employment and advancement for all persons regardless of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, domestic partnership status, gender, genetic information, gender identity, gender expression, sexual orientation, military or veteran status, or family or medical leave status, at all levels of employment, including the executive level. The District does not and will not discriminate against any applicant or employee regardless of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, domestic partnership status, gender, genetic information, gender identity, gender expression, sexual orientation, military or veteran status, or family or medical leave status, status to any position for which the applicant or employee is qualified.

In addition, the District is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran (Protected Veteran) employees and individuals with disability (IWDs). Such affirmative action shall apply to all employment practices, including, but not limited to hiring, promotion, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. The District will make every effort to provide reasonable accommodations to any physical and mental limitations of IWDs and to disabled Protected Veterans.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities:

- (1) Filing a complaint;
- (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans (Protected Veterans) or Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled persons;
- (3) Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for Protected Veterans or Section 503 or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled persons; or

(4) Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

District obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to all persons regardless of race, religion, color, national origin, sex, age, status as a protected veteran or an individual with disability. The District's EEO policy and affirmative action (AA) obligations include the full support from General Manager, Alexander R. Coate and are set forth in Policy 2.02, Accommodations for Individuals with Disabilities in the Workplace and Policy 2.25, Equal Employment Opportunity and Policy 2.26, Prevention of Sexual Harassment in the Workplace.

The District will also continually design and implement audit and reporting systems that will measure the effectiveness and the compliance of the VEVRAA and Section 503 AA Program (AAP), identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in District-sponsored activities were extended to all employees and applicants.

If you have any questions regarding our EEO, harassment policies or the complaint procedure, you may contact the AA Office. The AAP may be reviewed by making an appointment with the AA Office.

B. Review of Personnel Processes

41 C.F.R. §§ 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes EEO for all known Protected Veterans and employees and applicants with disabilities, reviews are periodically made of the District's examination and selection methods to identify barriers to employment, training, and promotion.

1. The District reviews its recruitment processes before it announces an examination to establish an open and/or internal eligible list for a classification. It ensures there are no barriers to the consideration of Protected Veterans and IWDs. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known Protected Veterans and IWDs, both applicants and employees. In determining the qualifications of a Protected Veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
2. The District ensures that its personnel processes do not stereotype IWDs or Protected Veterans in a manner which limits their access to jobs for which they are qualified.
3. The District ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies. The District uses an online application system to accept applications for

employment and potential applicants with disabilities either can use the system or can submit an application in a timely manner through alternative means such as a paper application.

4. The District provides reasonable accommodations to applicants and employees with disabilities to ensure that EEO is extended in the operation of its personnel processes, unless such accommodations will cause undue hardship to the District.

C. Physical and Mental Qualifications

41 C.F.R. §§ 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements of job classifications are job-related and promote EEO for all known Protected Veterans and employees and applicants with qualified disabilities, the District reviews the physical and mental qualifications of a job classification before it announces an examination to establish an open and/or internal eligible list for a classification.

The District's physical and mental job classification requirements are reviewed by the Manager of R&C, the hiring manager and the unions to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.) or if a class study is requested.

D. Reasonable Accommodation to Physical and Mental Limitations

41 C.F.R §§ 60-300.44(d); 60-741.44(d)

The District will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities, or who are disabled veterans. Such reasonable accommodations are explained and documented in District's Procedure 201. The District ensures that qualified applicants and employees with disabilities, who are unable to fully utilize the on-line job application system, are provided equal opportunities to apply and be considered for all jobs.

The District will confidentially review issues of employees to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 3) it is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following person at any time to formally request an accommodation:

Name: Roger Wapner
Title: HR Regulatory Coordinator
Phone: (510) 287-0380
Email: rwapner@ebmud.com

E. Harassment

41 C.F.R. §§ 60-300.44(e); 60-741.44(e)

The District has developed and implemented a set of procedures to ensure that its employees with disabilities and Protected Veterans are not harassed due to those conditions. The District's Policy 2.25 on EEO includes a section prohibiting harassment of IWDs or Protected Veterans, and is available for distribution to new as well as to existing employees. The Districts' Procedure 227 on EEO Discrimination/Harassment Complaints outlines the complaint and investigation process.

F. External Dissemination of Policy, Outreach, and Positive Recruitment

41 C.F.R. §§ 60-300.44(f); 60-741.44(f)

Evaluation of FY 2015 outreach activities:

FY 2015 was the first full year the District collected Protected Veterans' and IWDs' data from applicants and employees. Accordingly, for FY 2016, the District is not in a position to fully evaluate the impact of its outreach activities on the percentage of hired and incumbent Protected Veterans and IWDs. In FY 2016, when the District has comparator data for FY 2015, it will be in a position to evaluate the success of its outreach activities. The one criteria the District is in a position to use in order to evaluate the success of a FY 2015 activity is the extent the activity expanded the District's outreach to Protected Veterans and IWDs in the community. As discussed earlier, the District conducted research on organizations primarily in the Contra Costa and Alameda Counties that it could send notices to regarding upcoming and current recruitments as well as receive referrals from for open positions. That research generated a list of over 100 organizations, which is still growing, and includes the following organizations representing Protected Veterans and IWDs:

- Swords to Plowshares
- Cypress Mandel Training Center
- Napa Valley College
- ReBoot Camp
- The Unity Council Multicultural On-Stop Career Center
- Treasure Island Job Corps,
- Tri-Cities One Stop Career Center,
- US DOL Women's Bureau Region 9,
- US Department of Veterans – SF Branch
- Veterans Resource Centers of America
- West Valley College

- Skyline College
- Toolworks – Berkeley, SF and Contra Costa Counties

This research substantially expanded the District's outreach to Protected Veterans and IWDs.

In addition, the FY 2015 WDP internship was a veteran's cohort and, as discussed above, it not only attracted qualified Protected Veterans, but for the first time we had interns make the certification list thereby making them eligible for hire. The District is hiring approximately 3 to 4 WDPI academies of approximately 10 people each from the certification list as well as limited term positions.

FY 2016 outreach activities:

In FY 2016 we are holding the Career and Resource Fair which will include a focus on veterans. We will be advertising the event to organizations representing veterans and IWDs and to military organizations. We will also be inviting organizations representing veterans and IWDs to provide support and services to these constituencies. In addition, we will be providing workshops to veterans on how to translate their military experience into language that will assist them in obtaining jobs at the District. We will also offer workshops on the civil services process, completion of the District application, and interviewing, and provide feedback on resumes/applications and interviews to Protected Veterans and IWDs. We will additionally partner with organizations representing Protected Veterans and IWDs to provide such services, as well as recruitment and exam preparation services.

In late FY 2016, we will be focusing/including veterans in the limited-term training program for WDPs. We will also pursue advertising recruitments in veteran's publications. In FY 2017, we will additionally be exploring the possibility of launching a Disability Pilot Program to provide temporary positions to IWDs with the goal of such positions leading to permanent employment at the District.

Based upon the District's review of its personnel policies as described in subpart B, the following activities will be continued to further enhance our AA efforts. All activities are the responsibility of the Diversity and Inclusion Officer, Manager of R&C, and the Contract Equity Administrator.

1. The District will initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for Protected Veterans and IWDs.
2. The District provides information emphasizing job opportunities for Protected Veterans and IWDs to local educational institutions, public and private.
3. The District informs all recruiting sources of the District's AA policy for Protected Veterans and IWDs.
4. The District lists with the California State Employment Development Department (EDD) all suitable job openings.

The exemptions for posting jobs are when positions are:

- (1) executive and top management positions,
- (2) positions that will be filled from within the contractor's organization, and

(3) positions lasting three days or less.

This is an on-going activity. A listing of job opportunities reported to the local State Employment Service Delivery System is kept current.

5. The District sends written notification of the District's AA policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part.
6. The District conducts formal briefing sessions with representatives from recruiting sources. Included as part of the briefing sessions are clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the District's selection process, and recruiting literature. The District arranges for referral of applicants.
7. The District participates in veterans' job fairs.
8. The District grants leaves of absence to employees who participate in honor guards for the funeral of veterans.

G. Internal Dissemination of Policy

41 C.F.R. §§ 60-300.44(g); 60-741.44(g)

In order to gain positive support and understanding for the AAP for Protected Veterans and IWDs the District will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Diversity and Inclusion Officer and Manager of Employee Relations. The following policies and procedures are designed to foster support and understanding from District's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid the District in meeting its obligations.

1. Discuss Policies 2.02, 2.25, and 2.26 and the AAP in both employee orientation and management training programs.
2. Inform union officials of Policies 2.02, 2.25, and 2.26 and the AAP, and request their cooperation.
3. Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.
4. Post Policies 2.02, 2.25, and 2.26 and the AAP policy on District bulletin boards, along with the District's harassment policy which includes protection from harassment on the basis of disability.

H. Audit and Reporting System

41 C.F.R. §§ 60-300.44(h); 60-741.44(h)

The District has developed and currently implements an audit and reporting system that addresses the following:

1. Measures the effectiveness of the District's overall AAP and whether the District is in compliance with specific obligations.
2. Indicates the need for remedial action. Any corrective actions will be the responsibility of the subject matter manager with oversight by the Diversity and Inclusion Officer and the Manager of HR.
3. Measures the degree to which the District's objectives are being met.
4. Considers whether there are any undue hurdles for Protected Veterans and IWDs regarding District sponsored educational, training, recreational, and social activities. This will also include, but not be limited, to the review of the on-line and electronic application system to determine its accessibility and ensure that procedures to request accommodations are displayed and that individuals with disabilities can readily obtain the reasonable accommodation.

I. Responsibility for Implementation

41 C.F.R. §§ 60-300.44(i); 60-741.44(i)

As part of its efforts to ensure EEO to Protected Veterans and IWDs, the District has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the General Manager, Manager of HR, Affirmative Action Officer, HR Regulatory Coordinator, Risk Manager, and those employed as supervisors and managers have undertaken the responsibilities described below.

Board of Directors (Board)

The seven-member Board, publicly elected pursuant to the MUD Act, is the legislative body of the District and determines all questions of policy. The Board is also responsible for fair and equal treatment at the District. Specifically, Board Members promote diversity and equality in personnel matters consistent with state and federal laws and assist in achieving the equal opportunity objectives of EBMUD. (District Policy 6.04, Ethics Policy of the EBMUD Board of Directors) The Board adopts the VEVRAA and Section 503 AAP annually and EEO policies, Policies 2.02 and 2.25, are updated and presented for adoption by the Board on a prescribed schedule.

General Manager (GM)

The Board appoints a GM to conduct the business affairs of the District, including the administration of the Civil Service System of the District. Accordingly, the District's GM has the overall responsibility to implement the District EEO policy and AAP. The GM has delegated the Civil Service System responsibilities, including the direct responsibility to implement and

administer the EEO policy and AAP to the Manager of Human Resources. The Manager of Human Resources has the full support of and access to senior management officials.

Manager of Human Resources (Manager of HR)

The Manager of HR is responsible for overall supervision of the AAP and EEO programs. The Manager of HR has delegated the EEO and AA programs to the Affirmative Action Officer. The Manager of HR ensures, through the D&I Officer and department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of the AAP and EEO Policy is one of the elements considered in evaluating the Manager of HR's effective work performance.

Diversity and Inclusion Officer (D&I Officer)

The D&I Officer provides leadership and direction in the development, implementation, and evaluation of an effective AA and EEO programs. The D&I Officer has the full support of and access to senior management officials. Successful implementation of the AAP and EEO programs are a basis for evaluating the D&I Officer's effective work performance. The D&I Officer's responsibilities include, but are not limited to, the following:

- Develop and revise EEO policy, procedures, and work rules to enhance EEO and in accordance with federal and state laws. Prepare annual AAP and present findings and recommendations to the Board.
- Identify problem areas and barriers to EEO, and develop strategies and programs with management to address these problems.
- Develop, implement, and maintain audit and reporting systems to measure effectiveness of EEO programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
- Conduct periodic audits to ensure that all required posters and the EEO policies and AAP are displayed properly. Conduct audits to ensure that the Invitation to Self-Identify (pre and post offer) for Protected Veterans and IWDs, the District's EEO, and AAP policies are being utilized appropriately and thoroughly communicated.
- Ensure that employees are re-surveyed regarding their disability status every five years and send out reminders to employees, at least once during the five year intervals, that they may voluntarily update their disability status at any time.
- Serve as a liaison between the District and enforcement agencies.
- Keep managers informed of the latest developments in the equal opportunity area.

Human Resources Regulatory Coordinator and Risk Manager

The HR Regulatory Coordinator (HRRC) acts as the District's ADAAA Compliance Officer. The HRRC responds to requests for reasonable accommodation of physical or mental disabilities covered under ADAAA and FEHA. The Risk Manager responds to requests for reasonable accommodations of physical or mental disabilities covered under ADAAA and FEHA when a claim originates with a worker compensation injury.

Managers and Supervisors

Supervisors at all levels act on behalf of the District. Accordingly, all managers and supervisors have the following AA and EEO program responsibilities:

- Monitor his or her work unit for discriminatory or harassing behavior and take appropriate steps to stop and correct behavior that violates District EEO policy.
- Enforce District EEO policy as well as adhere to it.
- Familiarize himself or herself with the District's policies on discrimination and harassment (Policies 2.25 and 2.26), to incorporate them into his or her own behavior, and to inform employees in the work unit to do the same.
- Be familiar with the EEO Discrimination/ Harassment Complaint Procedure and be ready to assist employees (including those who do not report directly to them) who raised EEO-related complaints.
- Regard all complaints of EEO discrimination or harassment seriously. Managers/supervisors should not ignore or minimize such complaints or otherwise discourage employees from reporting them.
- Participate in and support staff's involvement with AA, EEO and diversity programs and recruitment activities.
- Work with the D&I Officer to enhance the effectiveness of the AA and EEO programs and make good faith efforts by considering alternate methods to fill vacant positions in order to create a diverse and qualified candidate pool.
- Consider all qualified candidates for promotion/hire and ensure that all selections are made for valid job-related reasons and without discrimination.

All District Employees

Employees at all levels are responsible for supporting to the District's AA and EEO programs, as may be appropriate in the performance of their official duties, by assuring equal treatment, and equal access to service for all persons with whom they deal.

All District employees are required to adhere to the District's EEO policies and encouraged to make positive contributions to creating an inclusive work environment.

J. Training

41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

The District trains all employees involved in any way with the recruitment, selection, promotion, training, and related processes regarding IWDs or Protected Veterans to ensure commitment to the District's stated AA goals.

K. Data Collection Analysis

41 C.F.R. §§ 60-300.44(k); 60-741.44(k)

The District has adopted the current national percentage of veterans in the civilian labor force of 7.0% as its hiring benchmark for protected veterans. The District will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 7.0% hiring benchmark is applied to each job group within the District.

The District also adopted the current national utilization goal of 7.0% for qualified individuals with disabilities. The District will update its utilization goal as new data becomes available, updated and published. The 7.0% utilization goal is applied to each job group within the District. Goals and/or benchmarks do not require that the District hire, promote, train, and/or retain a specified number of IWDs and/or Protected Veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met, but are instead targets.

The District has collected the required data and conducted studies to identify areas of opportunities in the employment of Protected Veterans and IWDs. The District's incumbency rates for Protected Veterans are at or above the benchmark for 3 job groups: Technicians, Plant Operator Leads/Supervisors and Electrical/Structural Maintenance. The incumbency rates for Protected Veterans for the remainder of the job groups were below the benchmark. The District's placement rates for Protected Veterans are at or above the benchmark for 5 job groups: Programmers, Customer Services, Technicians, Laboratory and Quality Control Technicians and Engineering Technicians. The placement rates for Protected Veterans for the remainder of the job groups were below the benchmark. The District's incumbency rates for IWDs is at or above the utilization goal for 4 job groups: Analysts, Professionals, Science Professionals, and Laboratory and Quality Control Technicians. The incumbency rates for IWDs for the remainder of the job groups were below the utilization goal. The District's placement rates for IWDs is at or above the utilization goal for 7 job groups: Programmers, Professionals, Customer Services, Engineering, Engineering Technicians, Pipeline Maintenance, and Service Maintenance. The placement rates for IWDs for the remainder of the job groups were below the utilization goal.

The following problem areas were noted, based on a review of aggregated applicant flows and data reports, for the job groups where Protected Veteran benchmarks and IWD utilization goals were not reached.

- There were no hires for the Ranger job group in FY 2015, preventing any improvement in the placement and/or incumbency rates for Protected Veterans or IWDs.
- The following job groups had LOPs:
 - Plant Operators Leads/Supervisor
 - Heavy Equipment/Truck Operators
 - Laboratory and Quality Control Technicians
 - Electrical/Structural Maintenance
 - Mechanical Maintenance

- Service Maintenance
- Directors/Managers
- Programmers
- Analysts
- Professionals
- Science Professionals
- General Clerical
- Technicians
- Plant Operators
- Supervising Engineers.
- Engineering Technicians
- Pipeline Maintenance Leads/Supervisors

In addition to the above, the representation of Protected Veterans in the applicant pools were insufficient – the pools consisted of less than 1.00% Protected Veterans. However, the District actually hired Protected Veterans at a rate above the applicant pool rate, i.e., the placement rate was 3.76%. In addition to the above, the representation of IWDs in the applicant pools were insufficient – the pools consisted of 1.61% IWDs. However, the District actually hired IWDs at a rate above the applicant pool rate, i.e., the placement rate was 6.45%. The District hired IWDs at a rate just under the 7.00% utilization goal.

Besides the activities listed in Section 6, External Dissemination of Policy, Outreach, and Positive Recruitment, the District will evaluate the feasibility of reposting positions to allow further outreach if a report reveals there is insufficient representation of protected veterans and/or IWDs in the applicant pool.

The District will continue to monitor and update these studies periodically during each AAP year. In each case where the hiring benchmark for Protected Veterans and/or the utilization goal for IWDs are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in subpart F (External Dissemination of Policy and Outreach and Positive Recruitment) and measures described in subpart H (Internal Audit and Reporting) of this AAP.

See the *Hiring Benchmark and Utilization Goals Analyses* at Exhibits 6 and 7.

EXHIBITS

Hiring Benchmark Analysis

Exhibit 6
As of June 30, 2015

DATA METRICS FOR PROTECTED VETERANS 41 C.F.R. §§ 60-300.44(k)
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		FY15	FY16	FY17
1	Total number/% of all "Applicants"* who self-identified as a protected veteran	115 of 11,657 (.99%)		
2	Total number of job openings in AAP Year in establishment	263		
3	Total number of jobs filled	238		
4	Total number of all "Applicants" to the establishment	11,657		
5	Total number/% of protected veterans "Applicants" (external and competitive promotions) hired	7 of 186 (3.76%)		
6	Total number of "Applicants" hired (external and competitive promotions)	186		
*The District defines an applicant as a person who applies for a specific, open, posted position during the designated timeframe and is within the allowable number of applications who meets the following: is eligible to work in the U.S., is willing to perform the requirements of the job, e.g., work a swing shift if required, and meets the minimum qualifications of the job.				

Utilization Goal Analysis

Exhibit 7
As of June 30, 2015



**DATA METRICS FOR INDIVIDUALS WITH
DISABILITIES**
41 C.F.R. § 60-741.44(k)

		FY15	FY16	FY17
1	Total number/% of all “Applicants”* who self-identified as an individual with a disability	188 of 11,657 (1.61%)		
2	Total number of job openings in AAP Year in establishment	263		
3	Total number of jobs filled	238		
4	Total number of all "Applicants"	11,657		
5	Total number/% of "Applicants" (external and competitive promotions) with disabilities hired	12 of 186 (6.45%)		
6	Total number of "Applicants" hired (external and competitive promotions)	186		
*The District defines an applicant as a person who applies for a specific, open, posted position during the designated timeframe and is within the allowable number of applications who meets the following: is eligible to work in the U.S., is willing to perform the requirements of the job, e.g., work a swing shift if required, and meets the minimum qualifications of the job.				

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager  

FROM: Marlaigne Dumaine, Manager of Legislative Affairs

SUBJECT: Federal Legislative Initiatives for 2016

RECOMMENDED ACTION

Approve the proposed federal legislative initiatives for 2016 which focus on: 1) seeking federal funding opportunities for EBMUD projects via any new and existing federal programs, 2) advancing EBMUD's interests in the context of federal drought legislation, 3) advancing EBMUD's Delta needs, and 4) continuing to investigate federal efforts to promote healthy forests and watersheds and identifying opportunities for EBMUD to engage.

OVERVIEW

The second session of the 114th Congress re-convened this month amidst a challenging political environment stemming from a number of policy issues which remain outstanding, including emergency drought relief and forest management, which will be compounded by an election year. At the same time, the session begins with some fiscal certainty since Congress reached agreement on a fiscal year 2016 (FY16) omnibus spending bill in late 2015 that funds the government through September of 2016.

The FY16 omnibus spending bill provides FY16 funding for the federal government and includes funding for water resources with \$100 million to the United States Bureau of Reclamation for drought relief projects, such as water recycling, to be distributed through competitive solicitations and continued funding for existing key water infrastructure programs, including the state revolving fund loan programs. The omnibus spending measure also provides a one-time boost in wildfire suppression funds to reduce the need for borrowing forest management funds for wildfire suppression in 2016. Of note, the omnibus spending bill does not include policy language from any of the drought measures such as language that would have the direct or practical effect of altering water allocation priorities for Central Valley Project contractors or the environment nor was language included to overturn the recently adopted Waters of the United States regulation, which EBMUD supported.

In 2016, Congress is likely to continue to explore ways to develop new federal infrastructure funding assistance programs. This may include initiating work on a reauthorization of the Water Resources and Reform Development Act (WRRDA) to provide some form of direct or indirect project funding, though this effort may take more time than is available this year. Given the current lack of a clear pathway for securing federal funding, it will continue to be important to advance EBMUD's project funding needs, irrespective of whether the projects have existing Water Resources Development Act (WRDA) authorizations, with the Administration and EBMUD's congressional delegation.

On the policy front, attempts to pass emergency drought legislation were unsuccessful in 2015, as they were in prior years. Senator Feinstein has recently indicated that she will continue to pursue drought legislation in 2016 that seeks to provide assistance in a manner that preserves environmental protections. The House will likely continue with efforts to change existing environmental standards and the priority currently given to ecosystem needs versus water supply for agriculture. Overall, these discussions could have important consequences for EBMUD's water supply and its commitment to natural resources as an integral part of EBMUD's primary role to provide water supply and wastewater treatment services. In addition, efforts to finalize the Bay Delta Conservation Plan will continue in 2016, including the preparation of the final Environmental Impact Report/Environmental Impact Statement at the state level, which may spur further debate in Congress regarding the appropriate federal response.

With regard to forest health, while Congress considered several approaches in 2015 to ensure adequate funding for both forest management and wildfire suppression, and included a one-time increase of wildfire suppression funding in the recently passed FY16 omnibus spending bill, no agreement was reached on how to address the issue in the long-term. It is expected that Congress will continue to consider this issue in 2016.

EBMUD's 2016 federal legislative initiatives have been developed consistent with the past year's goals and objectives with the understanding that the manner in which Congress and the Administration approach federal funding assistance and policymaking continues to evolve.

EBMUD's 2016 federal legislative initiatives are focused on four items of highest priority for EBMUD:

- 1) funding,
- 2) advancing EBMUD's interests in the context of federal drought legislation,
- 3) advancing EBMUD's Delta needs, and
- 4) continuing to investigate federal efforts to promote healthy forests and watersheds and identifying opportunities for EBMUD to engage.

These four initiatives are summarized in the table below and described in detail in the attachment. Additionally, staff will closely monitor congressional activities and work with EBMUD's congressional delegation to advance EBMUD's interests on other relevant water and wastewater-related issues as they arise.

FEDERAL INITIATIVE	ACTION
1. Seek federal funding opportunities for EBMUD projects via any new and existing federal programs.	<ul style="list-style-type: none"> • Pursue FY17 federal funding for WRDA authorized projects: the San Ramon Valley Recycled Water Project, the Integrated Regional Recycled Water Program, and seek to leverage the Bay Area Regional Desalination Project authorization as a component of the Bay Area Regional Reliability Project. • Seek any available federal funding opportunities for EBMUD's infrastructure projects consistent with EBMUD's priorities including, but not limited to, EBMUD's Capital Improvement Program, the Regional EBMUD Seismic Component Upgrade (RESCU) program, recycled water projects, projects to facilitate regional and/or local water supply reliability, and projects or programs to facilitate climate change mitigation and resiliency, including water and energy conservation. Seek project assistance opportunities within the context of any discussions regarding drought or emergency relief.
2. Advance EBMUD's interests in the context of any federal drought legislation with Congress and the Administration.	<ul style="list-style-type: none"> • Staff will focus on EBMUD's priority issues: <ul style="list-style-type: none"> ○ Existing regional water supply programs and projects, including the Freeport Regional Water Project, should not be impacted due to policies that change or have the practical effect of altering long-standing contractual allocation priorities. ○ Expedited approvals for water transfers should be available to all Central Valley Project contractors, not just for a subset of contractors. ○ Any changes to administrative approaches to reviewing natural resource impacts of critical water supply projects should preserve the integrity, goals, and objectives of the Endangered Species Act (ESA) and the ESA should not be bypassed or suspended. ○ Data collection and evaluation intended to assess impacts to fisheries should include Central Valley fall run chinook to capture impacts to Mokelumne River salmon.
3. Advance EBMUD's Delta needs.	<ul style="list-style-type: none"> • Staff will focus on EBMUD's priority issues: <ul style="list-style-type: none"> ○ EBMUD's ratepayers should not be held responsible for the flow obligations, project mitigation, or expected habitat restoration success of others, including the state and federal projects. ○ EBMUD's ratepayers should not be asked to pay for costs that are the responsibility of others, or for any user fee or surcharge that subsidizes other parties. ○ Any project or project-related activity that would impact the Mokelumne salmonid fishery should include mitigation by the responsible parties for the impacts.

<p>4. Continue to investigate federal efforts to promote healthy forests and watersheds and identify opportunities for EBMUD to engage.</p>	<ul style="list-style-type: none">• Support the State Administration in its advocacy that federal forest management funding is spent on forest management and not redirected to suppression or other efforts.• Monitor federal legislation on forest and watershed health and identify potential opportunities for EBMUD to engage.• Continue to gather information at the federal level on efforts to fund both forest management and wildfire suppression, as well as efforts to promote forest and watershed health, and provide updates to the Board as appropriate.
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Attachment

FEDERAL INITIATIVES - 2016

INITIATIVE #1 – SEEK FEDERAL FUNDING OPPORTUNITIES FOR EBMUD PROJECTS VIA ANY NEW AND EXISTING FEDERAL PROGRAMS

Background

The 114th Congress is expected to continue to discuss water and wastewater infrastructure and how to address providing federal assistance. It is anticipated that these discussions will occur largely in the context of both the ongoing drought and providing assistance programmatically through federal agencies, as well as what role private sector financing, tax-exempt financing tools, conventional funding via the State Revolving Fund Loan Program, Water Infrastructure Financing Innovation Act assistance, infrastructure banks, or other innovative financing approaches may play.

In 2015, EBMUD pursued federal funding opportunities administratively and legislatively for EBMUD projects, including projects with existing Water Resources Development Act (WRDA) authorizations, such as the San Ramon Valley Recycled Water Project and the Bay Area Regional Desalination Project as a component of the Bay Area Regional Reliability Project (BARR). Though congressional efforts to provide water resources project assistance legislatively were unsuccessful, EBMUD successfully secured a \$200,000 grant from the United States Bureau of Reclamation (USBR) for BARR's Drought Contingency Plan.

The new funding approach, ushered in by the Water Resources Reform Development Act (WRRDA) of 2014, will require continuing to work directly with federal agencies to pursue funding through the federal budget process and/or through any discretionary funding opportunities, as well as to communicate to EBMUD's congressional delegation the importance of EBMUD projects and how those projects would benefit from funding. Congress will likely continue to consider ways to provide specific assistance for water supply reliability and emergency drought relief, though it is unclear whether Congress intends to provide any direct project assistance. In addition, Congress may begin work to reauthorize WRRDA. Staff will work with federal agencies and EBMUD's delegation to pursue any funding that may become available for EBMUD's infrastructure funding needs, including the projects described below.

San Ramon Valley Recycled Water Project

The San Ramon Valley Recycled Water Project is estimated to provide approximately 6,400 acre-feet of recycled water per year for irrigation uses within the San Ramon Valley. Total joint project costs for the participating agencies (EBMUD and Dublin San Ramon Services District) are estimated to be more than \$150 million. Staff will continue to pursue the remaining \$450,000 (out of \$15 million) in the existing WRDA authorization for this project, as well as any level of additional funding that may become available, via federal agencies and EBMUD's delegation.

Integrated Regional Recycled Water Program

The 2008 enactment of WRDA provided a \$25 million funding authorization for the Integrated Regional Recycled Water Program project, though an appropriation for this project has not yet been

secured. EBMUD staff will continue to pursue initial funding which would be used for the design and construction of the East Bayshore Recycled Water Project, which could ultimately supply up to approximately 2.5 million gallons per day of recycled water, and would include replacing the use of some potable water in portions of Alameda, Oakland, Emeryville, Berkeley and Albany.

Bay Area Regional Reliability Project (BARR)

BARR is a comprehensive regional reliability effort of eight water agencies, including Alameda County Water District, Bay Area Water Supply and Conservation Agency, Contra Costa Water District, EBMUD, Marin Municipal Water District, San Francisco Public Utilities Commission, Santa Clara Valley Water District and Alameda County Flood Control and Water Conservation District – Zone 7, to identify projects that provide water supply benefits and drought resiliency to the region. This effort will include evaluation of the Bay Area Regional Desalination Project which has an existing authorization of \$4 million that the project partners may seek to leverage as a potential avenue to secure funding for BARR.

While an appropriation from the authorization has not yet been secured, in 2015, EBMUD secured a \$200,000 grant from USBR for the development of the BARR Drought Contingency Plan. The BARR Drought Contingency Plan will evaluate how regionally focused water supply, water exchange, water treatment, and intertie projects can build drought resiliency for the Bay Area and is expected to be completed in fall of 2017, at which time additional work will be needed to develop a feasibility study. EBMUD staff will continue to pursue funding on behalf of the project partners and seek to leverage the existing authorization to secure additional future funding for BARR.

RESCU

EBMUD's RESCU program recognizes the presence of several active earthquake faults that run through its service area in the East Bay and on-going seismic risks in the Delta. This program is intended to increase the seismic stability of the water system, including water storage reservoirs, pipelines, and facilities to treat and pump water. This would help protect the proximate densely populated urban communities from flooding during a major earthquake and enhance EBMUD's water supply reliability. Components of the RESCU program include:

- Briones, Chabot, Upper San Leandro, and Lafayette Tower Seismic Upgrades;
- Dam Seismic, Operational, Surveillance, and Instrumentation Upgrades;
- Walnut Creek Treatment Plant Upgrades;
- West of Hills Master Plan Upgrades; and
- Mokelumne Aqueduct Protection, including ongoing levee upgrades.

The cost of the RESCU program is estimated to be \$250 million or more. Staff will continue to seek any level of funding that may become available via federal agencies and EBMUD's delegation.

Recommended Actions

Work with EBMUD's delegation, appropriate committee staff and the Administration to:

1. Pursue FY17 federal funding for WRDA authorized projects the San Ramon Valley Recycled Water Project, the Integrated Regional Recycled Water Program, and seek to leverage the Bay Area Regional Desalination Project authorization as a component of the Bay Area Regional Reliability Project.
2. Advance EBMUD's infrastructure funding needs, including but not limited to, the Capital Improvement Program, the RESCU program, recycled water projects, projects to facilitate regional and/or local water supply reliability, and projects or programs to facilitate climate change mitigation and resiliency, including water and energy conservation. Seek project assistance opportunities within the context of any discussions regarding drought or emergency relief.

INITIATIVE #2 – ADVANCE EBMUD'S INTERESTS IN THE CONTEXT OF ANY FEDERAL DROUGHT LEGISLATION WITH CONGRESS AND THE ADMINISTRATION

It is expected that Congress will continue to debate drought-related water resources policies even if 2016 is a wet year. In 2015, EBMUD staff worked with its congressional delegation and relevant stakeholders to support the development of a balanced and reasonable approach to provide both short- and long-term solutions to stretch water supplies, including funding for water infrastructure, without undermining environmental protections, preempting state laws, or redirecting impacts. It is likely that Congress will continue to focus on drought and water resources issues in 2016, including an appropriate federal response to address water supply, water quality and ecosystem protection needs. There will likely be continued efforts to aid agricultural exporters, as there was in 2014 and 2015, and provide drought relief or emergency assistance. It is vital that EBMUD continue to work to protect the security of its primary and supplemental water supply. Staff will continue to engage with EBMUD's delegation and others to closely monitor the development of any drought-related legislation or policies and communicate EBMUD's needs.

Recommended Actions

Work with EBMUD's congressional delegation, the Administration, relevant congressional committees, and others, as appropriate, to advance EBMUD's interests in the context of any federal drought legislation. Staff will focus on EBMUD's priority issues:

1. Existing regional water supply programs and projects, including the Freeport Regional Water Project, should not be impacted due to policies that change or have the practical effect of altering long-standing contractual allocation priorities.

2. Expedited approvals for water transfers should be available to all Central Valley Project contractors, not just for a subset of contractors.
3. Any changes to administrative approaches to reviewing natural resource impacts of critical water supply projects should preserve the integrity, goals, and objectives of the Endangered Species Act (ESA), and the ESA should not be bypassed or suspended.
4. Data collection and evaluation intended to assess impacts to fisheries should include Central Valley fall run chinook to capture impacts to Mokelumne River salmon.

INITIATIVE #3 – ADVANCE EBMUD’S DELTA NEEDS

The process to finalize the Bay Delta Conservation Plan (BDCP) will continue in 2016, with key anticipated actions at the state level, including preparation of the final Environmental Impact Report/Environmental Impact Statement and hearings on proposed new points of diversion for the preferred BDCP project, alternative 4a (aka WaterFix). These actions are likely to spur debate in Congress on the appropriate federal response.

Over the past several years, EBMUD has worked with its congressional delegation and relevant stakeholders to ensure that any Delta-related federal policy or legislation does not negatively impact EBMUD ratepayers. Congress and the Administration are expected to continue to consider Delta-related issues in 2016, including the progress of the BDCP and issues related to overall water supply reliability and the health of the ecosystem. Actions taken relative to the BDCP may affect EBMUD’s water supply and delivery systems, as well as the Mokelumne River fishery. As part of its commitment to the Mokelumne River fishery, which is integral to EBMUD’s long-term water supply reliability, EBMUD has invested tens of millions of dollars and undertaken ongoing activities, including habitat restoration projects and the use of pulse flows, to restore and enhance the Mokelumne River ecosystem and its fish hatchery.

Staff will continue to closely monitor the development of Delta-related federal legislation and administration policies and work to ensure that EBMUD’s Delta needs and perspective on any Delta-related legislation and administration policies are effectively communicated.

Recommended Actions

Work with EBMUD’s congressional delegation, the Administration, relevant congressional committees, and others, as appropriate, to advance EBMUD’s Delta needs and provide information on how any related legislative proposals or policies may impact EBMUD. Staff will focus on EBMUD’s priority issues:

1. EBMUD’s ratepayers should not be held responsible for the flow obligations, project mitigations, or expected habitat restoration success of others, including the state and federal projects.

2. EBMUD's ratepayers should not be asked to pay for costs that are the responsibility of others, or for any user fee or surcharge that subsidizes other parties.
3. Any project or project-related activity that would impact the Mokelumne salmonid fishery should include mitigation by the responsible parties for the impacts.

INITIATIVE #4 – CONTINUE TO INVESTIGATE FEDERAL EFFORTS TO PROMOTE HEALTHY FORESTS AND WATERSHEDS AND IDENTIFY OPPORTUNITIES FOR EBMUD TO ENGAGE

Federal efforts with regard to forest and watershed health are primarily focused on congressional attempts to fund both forest management and wildfire suppression. In 2015, Congress considered several approaches to address funding for forest management in a way that ensures adequate wildfire suppression funding levels and eliminates borrowing from wildfire preparedness, forest management, and other accounts, to make up for shortfalls. The FY16 omnibus spending bill Congress passed in late 2015 included a one-time increase in funding for fire suppression, and while this is not considered to be a permanent fix, it is expected to provide short term relief by reducing the amount of borrowing from forest management funds that would otherwise have occurred. This action signals the issue has traction and Congress is expected to continue to debate a more permanent solution in 2016. The legislative approaches to date, while seeking to address the funding issue, have also contained various provisions that seek to bypass environmental protections or set a higher threshold to challenge a project.

Staff is continuing to investigate federal efforts in the Mokelumne River Watershed. Of note, at this time, is that the United States Bureau of Land Management (BLM) has secured over \$3 million to fund restoration efforts in a portion of the Butte Fire zone. It is anticipated that the funds will be used for restoration efforts focusing on BLM managed areas most severely burned, mainly areas in the Calaveras River watershed, though this will include a modest portion of BLM property in the Mokelumne River watershed.

Recommended Actions

Work with EBMUD's congressional delegation, the Administration, relevant congressional committees, and others, as appropriate, to:

1. Support the State Administration in its advocacy that federal forest management funding is spent on forest management and not redirected to suppression or other efforts.
2. Monitor federal legislation on forest and watershed health and identify potential opportunities for EBMUD to engage.
3. Continue to gather information at the federal level on efforts to fund both forest management and wildfire suppression, as well as efforts to promote forest and watershed health, and provide updates to the Board as appropriate.

ITEM 8

LEGISLATIVE UPDATE

WILL BE GIVEN AS AN
ORAL REPORT



AGENDA NO.
MEETING DATE

9.

January 12, 2016

TITLE PILOT PROJECT LABOR AGREEMENT FOR CONSTRUCTION OF CHABOT
DAM SEISMIC IMPROVEMENT PROJECT

☒ MOTION _____ ☐ RESOLUTION _____ ☐ ORDINANCE _____

RECOMMENDED ACTION

Approve a pilot Project Labor Agreement (PLA) outlining roles and responsibilities for the District, contractors and labor unions and authorize inclusion of the executed pilot PLA in the bid package for construction of the Chabot Dam Seismic Improvement Project, provided that doing so would not adversely impact the scheduled bid opening date.



SUMMARY

The PLA with the Alameda County Building Trades Council (ACBTC) will establish terms and conditions for contractors bidding on the Chabot Dam Seismic Improvement Project. The Board adopted principles for negotiation of the PLA on December 9, 2014 (Attachment 1), and those negotiations which began in May 2015 are in their final stages. The final PLA, as outlined herein, will be added to the bid documents by addendum since the Project is already advertising and set for bid opening on February 10, 2016.

Significant compromises were necessary in order to reach an agreement on the PLA. Tough negotiating points included provisions focused on preserving contractor diversity via the Contract Equity Program (CEP), allowing equitable participation by all contractors, and promoting jobsite efficiency. Both the District and the ACBTC made compromises to reach agreement on the pilot PLA, so its terms and conditions should not be viewed as setting precedent for any potential future PLA that the District might consider. This approach is consistent with the Board-directed approach of implementing a PLA as a pilot in order to gain experience on its impacts.

DISCUSSION

Negotiation of the pilot PLA was a long and difficult process. Staff initially provided a draft PLA for the negotiations on May 5, 2015. During the course of negotiations, staff and the ACBTC identified fourteen

Funds Available: FY16-17; CIP #000861; Page 12		Budget Code: WSC/575/7999/5561/2006797
DEPARTMENT SUBMITTING Engineering and Construction	DEPARTMENT MANAGER or DIRECTOR  Xavier J. Irias	APPROVED  General Manager

Contact the Office of the District Secretary with questions about completing or submitting this form.

main areas of disagreement. A summary of these areas of disagreement and their resolution in the PLA are included in Attachment 2. The most significant areas are discussed below:

Payment of Dual Benefits/Union Benefit Trust Fund Contributions by Nonunion contractors

The payment of prevailing wages is required by law on all public works projects. Under the law's requirements, workers are paid a base salary component which must be in cash, and a benefits component that may be paid either as cash or as payments to a benefits program on behalf of the worker.

Under the pilot PLA, the benefits portion of workers' wages must be paid into the benefits program run by and for the benefit of the signatory union and its members. A nonunion contractor will be required to pay the benefits portion of its nonunion workers' wages to the union benefits plan even if they already have their own benefits program in place and even if the nonunion contractor's workers may never be entitled to receive the benefits. The nonunion contractor may then have to pay the benefits portion a second time to its employees so that its employees receive the full value of their required wages.

During negotiations staff explored possible compromises to avoid or reduce dual payment of benefits, such as allowing nonunion contractors to reduce trust fund payments based on the value of any payments to existing benefit programs, or requiring ACBTC to hold contractors harmless for potential adverse consequences. Neither of these compromise positions was accepted, so the current proposed pilot PLA requires trust fund payments. It will be important to assess as the pilot agreement moves forward the degree to which this issue impacts contractor participation or workforce equity, and that assessment will inform any future PLA.

Use of Core Workers

The pilot PLA requires that the unions shall be the primary source of all craft labor. However, it does allow a nonunion contractor to use up to ten members of its currently employed nonunion workforce (core workers) provided it accepts referrals alternately one-for-one from the union hiring hall and the contractor's core workforce with the first referral being from the union hiring hall. Over the course of the project, staff plans to assess whether this compromise language poses a hardship especially for small contractors who find themselves asked to efficiently build the job without the ability to use a significant portion of their regular workforce. That will inform the degree to which the terms would need revision for any future PLA, for example allowing the first one or few workers to be from a contractor's workforce.

Contract Equity Program: Exemption from PLA for Targeted Contractors

The pilot PLA contains an exemption for businesses targeted by the Contract Equity Program (CEP). The purpose of this exemption (also referred to as a "carve out") is to ensure that the PLA does not impede operation of the CEP by dissuading nonunion small, local and/or disabled veteran owned businesses from participating. The exemption applies if a subcontract to the exempted business is necessary to approach or meet one of the CEP goals for the project, so long as the total value of exempted contracts is no more than 5% of the total value of the project (approximately \$600,000 for the Chabot Dam Seismic Improvement Project).

The ACBTC agreed to this carve out for the pilot PLA, as part of the overall give and take during negotiations, but the issue is likely to be a negotiating point in any future PLA since the ACBTC is concerned that no single trade be disproportionately impacted by the carve out.

Local Hire

The pilot PLA includes a requirement for the unions to support the contractor's efforts to comply with the District's local hire pilot project which is included in the project specifications for the Chabot Dam Seismic Improvement Project. Although local hire was not one of the PLA negotiating principles adopted by the Board, there was significant interest for inclusion of a local hiring program in the PLA. Staff was advised that the ACBTC does not have its own local hiring program but would prefer that the local hire requirements be included directly in the PLA. By including the local hire component in the contract specifications rather than the PLA, the District is able to apply the local hire enhancement to all contractors of every tier (the PLA specifically carves out small subcontracts from PLA requirements), has more flexibility in monitoring the program through its regular contracting mechanisms, and can apply the pilot program to projects not subject to a PLA.

The ACBTC agreed with this approach for the pilot PLA. Staff recommends that the same approach be continued in any future PLA. The first project to include the pilot local hire enhancement was the Diablo Pumping Plant Rehabilitation Project, which was awarded to a local, small business contractor on December 8, 2015. The pilot local hire enhancement will also be included in three other projects, including the Chabot Dam Seismic Improvement Project.

FISCAL IMPACT

Funds are available in the FY16 budget for the Chabot Dam Seismic Improvement Project.

ALTERNATIVES

Do not approve the pilot PLA: The Chabot Dam Seismic Improvement Project was advertised for bid on January 5, 2016. This seismic improvement project mandated by the State of California Division of Safety of Dams cannot be delayed. If the Board does not approve the pilot PLA with the compromises to the negotiating principles noted above, the project will have to be bid without the pilot PLA.

Attachments: Principles of Negotiation
Summary of PLA Issues

Attachment 1

RESOLUTION NO. 34015-14

ADOPTING PRINCIPLES OF NEGOTIATION FOR A PILOT PROJECT LABOR AGREEMENT FOR THE CHABOT DAM SEISMIC IMPROVEMENT PROJECT

Introduced by Director Mellon ; Seconded by Director Foulkes

WHEREAS, the members of the Board of the East Bay Municipal Utility District ("EBMUD") have carefully reviewed and duly considered the information and reports submitted by staff on the utilization of a pilot Project Labor Agreement ("PLA") on a major public construction project to gain experience with how a PLA could work for EBMUD; and

WHEREAS, EBMUD has determined to undertake a major construction project to be known as the Chabot Dam Seismic Improvement Project ("Project"); and

WHEREAS, economical, efficient, quality construction of this Project is of utmost importance to the residents of the areas to be served by this Project; and

WHEREAS, it is important to EBMUD to ensure a steady and reliable source of skilled labor for the Project and an equal opportunity for all businesses to compete for work on the Project; and

WHEREAS, it is the intent of the principles outlined below to ensure equitable participation by all contractors in compliance with competitive bidding laws, to avoid costly and preventable delays, to assure contractors access to skilled craft workers, and to secure the best work at the lowest price possible for the benefit of EBMUD's ratepayers;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors ("Board") does hereby authorize the development and negotiation of a pilot Project Labor Agreement for implementation, subject to approval by the Board, as to all new construction work on the Project. In the course of the negotiations of such an Agreement, the District's consultants and advisors shall effectuate, to the extent practical and possible, the following principles:

1. The PLA shall contain effective, time-efficient dispute resolution procedures, available to all parties and their employees, covering any potential labor-management or employee-management dispute, including jurisdictional disputes among the signatory unions, which might arise under the Agreement;
2. The PLA shall contain provisions, including a comprehensive no-strike clause, which will prohibit any disruption, work stoppage or lockout that might arise and include a mechanism for the prompt, effective enforcement of such provisions;

3. The PLA shall contain provisions permitting the establishment of rules, regulations and procedures promoting a safe work place for all employees, which may include measures that are beneficial to the Project and to the District, such as reasonable substance abuse programs;
4. The PLA shall prohibit employment discrimination of all types;
5. The PLA shall not impede, but rather encourage, balanced opportunities among businesses owned by all ethnic and gender groups to participate in Project work, pursuant to EBMUD's Contract Equity Program;
6. The PLA shall be consistent with the terms of the Grant Agreement between the State of California (Department of Water Resources) and East Bay Municipal Utility District 4600010369 Proposition 1E Round 2 Stormwater Flood Management Grants, February 2014 regarding a 3rd party Labor Compliance Program;
7. The PLA shall include provisions that seek to ensure a steady, broad-based, adequate and reliable supply of properly skilled employees to undertake work covered by the PLA;
8. The PLA shall contain provisions which permit all qualified construction contractors to bid and be awarded work pursuant to the applicable procurement laws, and shall not require such contractors to be signatory to, or to become signatory to, any other agreement but the Project Labor Agreement for purposes of wages, benefits, hours and working conditions on the Project;
9. The PLA shall contain provisions permitting contractors that have an identifiable, regularly employed work force, to employ directly some of such work force, as will permit the contractor to effectively carry out the work for which he or she is committed;
10. The PLA shall, to the extent possible, standardize and harmonize working conditions on the Project to maximize the efficiency of construction and the coordination among different contractors and work forces; but the PLA shall not modify or overrule the terms and conditions in the individual master labor agreements except as necessary to achieve such standardization, harmonization, efficiency and coordination, or achieve any of the goals of these principles for negotiation;
11. The PLA shall explicitly define its scope as limited to the construction work authorized by the Board for inclusion within a PLA and shall further limit its application to those employees traditionally engaged in the construction process and employed directly by contractors bound by the PLA; and
12. The PLA shall, as the definitive labor relations program for the Project, encourage coordination among the contractors and inter-change between labor and management in order to establish a stable, harmonious work site and permit the timely completion of the Project.

BE IT FURTHER RESOLVED that the Secretary is authorized to provide a copy of this resolution upon request consistent with the provisions of state law.

ADOPTED this 9th day of December, 2014 by the following vote:

AYES: Directors Coleman, Foulkes, Linney, McIntosh,
Mellon, Patterson, and President Katz.

NOES: None.

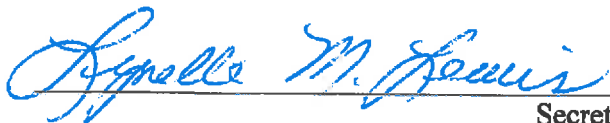
ABSENT: None.

ABSTAIN: None.



President

ATTEST:



Secretary

APPROVED AS TO FORM AND PROCEDURE:



General Counsel

ATTACHMENT 2

Summary of PLA Issues		
	Issue	Comments
1	Dual benefits/union benefit trust fund contributions by non-union contractors	Issue is whether all contractors (union and nonunion) pay into the union benefits trust funds and programs. Pilot PLA reflects ACBTC proposal for all contractors to pay into union trust funds and conflicts with Negotiating Principle 8 on equitable participation. (Two alternative District proposals were made but not accepted by ACBTC.)
2	Core Workers	Issue is how many of a nonunion contractors' current crew will be allowed to work on the project, as opposed to workers from the union hiring hall lists. Pilot PLA reflects ACBTC proposal (first worker from hall, alternate one-for-one with core workers up to maximum of ten core workers) and may conflict with Negotiating Principle 8 on equitable participation and Negotiating Principle 9 on efficient and effective performance of the work. (Several alternative District proposals were made but not accepted by ACBTC.)
3	Union initiation and monthly fees by non-union workers	Issue is amount of dues and fees that nonunion workers pay to the union in order to work on the project. Pilot PLA reflects District position that nonunion workers pay monthly fees but not initiation fees. Unions will waive initiation fees for nonunion core workers upon request.
4	Allowing prime contractor to hire non-union subcontractors	Issue is some Master Labor Agreements (MLAs) require their union contractors to only hire union subcontractors. State law requires that the PLA include a provision indicating that contractors have option to hire nonunion subcontractors under a PLA. Pilot PLA quotes State law in the PLA.
5	Dispatch process for owner-operators and sole proprietors	Issue is whether owner-operators and sole proprietors may self-perform work on the project without paying into union trust fund or being dispatched from the union hiring hall. Pilot PLA allows sole proprietors do not have to be dispatched or pay into union trust funds if they pay into their own benefit plan.
6	Carve out for District's CEP program	Issue is establishing workable limit for carve out from PLA. Pilot PLA allows carve out for businesses as necessary to approach or meet CEP goals.
7	PLA relationship to District's local hire program	Issue is whether additional language is needed in the PLA beyond referencing the local hire requirements in the District's contract specifications. Pilot PLA includes union support of the local hire program but requirements are in the contract specifications, not in the pilot PLA.
8	PLA signed by District vs. prime contractor only	Issue is whether the District should be a signatory to the PLA or a third-party beneficiary of the PLA. Pilot PLA will be signed by the contractor and unions only. District is included as a third party beneficiary.

Summary of PLA Issues		
	Issue	Comments
9	What work is covered by the PLA?	Issue is whether PLA applies only to the identified construction contract, as opposed to also covering professional services tasks that may be contracted separately (including surveying work and soil testing). Pilot PLA applies only to the identified construction project.
10	What warranty work is covered by the PLA?	Issue is scope of accommodation for manufacturers' requirements regarding performance of work in order to protect warranty. Pilot PLA provides a process to validate manufacturers' warranty requirements.
11	Duration of coverage for repairs	Issue is how long after contract acceptance should the PLA cover repair work. Pilot PLA covers warranty work up to one year after contract acceptance.
12	Selection of arbitrators	Issue is whether arbitrators need to have background with PLAs or just experience with construction disputes. Pilot PLA allows a subcommittee of District and ACBTC representatives attempting to resolve issues before arbitration by people with construction experience.
13	Date of effectiveness of the PLA	Issue is whether PLA becomes effective upon signature by ACBTC and at least one trade or after signature by all trades. Pilot PLA becomes effective after signature by ACBTC and at least one trade.
14	Coverage of off-site fabrication work.	Issue is whether off-site fabrication work by manufacturers or suppliers should be covered by the PLA. Pilot PLA includes coverage of off-site fabrication for certain trades.

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016
MEMO TO: Board of Directors
FROM: Alexander R. Coate, General Manager *ARC*
SUBJECT: Board's Annual Review of Directors' Compensation

INTRODUCTION

As part of Board Motion No. 011-14 approving a salary increase for EBMUD Directors, the Board voted to conduct an annual review of its compensation during the first board meeting of the calendar year and to use the staff salary adjustment information from the prior year as the basis for the Board's discussion. This item has been placed on the January 12, 2016 agenda to allow deliberation on an adjustment to the Board's salary.

DISCUSSION

The Municipal Utility District Act (MUD Act) authorizes an annual adjustment to the salary of Directors of not more than 5 percent for each calendar year following the effective date of the last adjustment.

The Board last voted to adjust its compensation on January 13, 2015, with an effective date of February 1, 2015. The adjustment was in the amount of \$32 (2.8 percent) to \$1,186 per month.

The 2015 general salary increase received by District staff was 2.7 percent.

The 2016 adjustment of \$32 per month (2.7 percent) would change monthly compensation from \$1,186 to \$1,218. If the Board chooses to consider a 2.7 percent adjustment to the monthly salary of the Board of Directors, a sample motion for doing so is shown below.

Motion: I move that, effective February 1, 2016, the Board's monthly compensation be increased by \$32 a month or 2.7 percent, which will result in the Board's monthly compensation changing from \$1,186 to \$1,218.

ARC: AP

ITEM 11

WATER SUPPLY UPDATE

WILL BE GIVEN AS AN
ORAL REPORT

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *ARC*

FROM: Andrea Pook, Special Assistant to the General Manager *Andrea*

SUBJECT: 2016 Critical Drought Action Plan Update

SUMMARY

Staff continues implementing the 2015-2016 Critical Drought Action Plan to support customer conservation and customer compliance with drought-related regulations and ordinances adopted by the Board and the state. Based on water production, December demand was down 22 percent compared to the same time period in 2013, surpassing the 20 percent goal set by the Board in April 2015 and the 16 percent target EBMUD is required to achieve based on state requirements. Since January 2015 the cumulative savings rate is 22 percent.

DISCUSSION

Excessive Use. In response to the media's public records requests for the names, addresses and consumption of customers who violated the Excessive Water Use Penalty Ordinance, staff released four lists of names of excessive users to date, totaling 3,228 customers as of December 10, 2015, representing nearly 1 percent of single-family customers. The next list of customers who violated the Excessive Water Use Penalty Ordinance will be released on January 14. To date we've received public records requests from 25 news outlets, with multiple requests from different reporters in some cases. Additionally there were 2 requests from non-media. This issue continues to garner significant media interest by print, television, radio and online news outlets locally, state-wide and nationally.

In December, 96 Excessive Water Use Penalty exemption requests were received, as compared to 204 requests received for the previous month. The majority of appeals are requested as a result of customer leaks. Excessive use penalties and exemption requests are beginning to decrease with the cooler weather. Of the 435 requests received to date, 191 requests (44 percent) have been approved, 231 requests (53 percent) have been denied and 13 requests (3 percent) are in progress. Denied appeals are generally the result of the inability of the customer to demonstrate or provide documentation of a leak and/or the timely action by customers to file an appeal.

Staff regularly reaches out to customers receiving excessive use penalties to offer additional conservation services, education and water waste enforcement actions as warranted. Customers who have reports of water waste and/or have also violated the Excessive Water Use Penalty Ordinance are advanced in priority based on water use and repeat violations, and contacted by staff to provide additional information about the District's and state water use restrictions.

Staff has mapped all customer accounts in violation of the Excessive Water Use Penalty Ordinance or receiving a water waste report and is targeting a field presence and distribution of door hangers to engage customers and conduct ongoing water use monitoring through confirmation of metered use, completed leak repairs and adherence to the water use restrictions. Additionally, staff contacts the customers to offer indoor and outdoor water use efficiency evaluations and recommendations to help customers avoid water waste and reduce use. All excessive use customers are sent Home Water Reports to learn more about how their use compares with efficient households to keep them engaged to continually strive to reduce their use.

Customer Outreach and Activity. The District continues to work with residential and business customers to meet outdoor watering restrictions. During December:

- Staff responded to 457 drought-related phone and email inquiries regarding customer conservation efforts, rebate programs, excessive use penalties and the drought surcharge.
- Home Water Reports continue to be an effective customer engagement tool with over 62,000 households participating. The reports continue to help customers conserve through the personalized household comparisons, online portal savings tools and streamlined access to the District website. To date, more than 11,500 customers have registered on the portal for access to additional conservation services.
- Water conservation rebates distributed totaled 918. Landscape conversion rebates including sheet mulching, lawn removal, and drip irrigation have continued at an accelerated rate with rebated lawn removal totals of nearly 1.8 million square feet for the 2015 calendar year.
- Distribution of free water conserving devices such as showerheads, faucet aerators, toilet dye tabs and bags, and hose nozzles totaled 1,286 for the month.
- Orders for conservation materials such as home survey kits, lawn signs, restaurant table tents, hotel linen cards, shower stickers, nursery plant tags and school education materials continued to be strong with nearly 2,000 orders placed for the month. Staff continues to respond to a high volume of water waste reports; 131 were received in December bringing the total since February 2014 to 8,375. Residential properties continue to be the single largest customer class reported at approximately 56 percent overall. Interest in scheduling Board members and staff to speak on water supply and drought efforts remains high.
- During December, staff responded to 31 drought-related media inquiries that were focused on excessive use, water supply and the effects of drought on the fall salmon run.

- The school drought theater program began in November 2015. Currently 44 theater shows have been scheduled in all District wards representing 13 cities and reaching an estimated 10,000 students.
- The January/February ***Customer Pipeline*** explains how customers can drop their winter water use to 35 gallons per person per day indoors, how numerous District staff is involved in the process of installing a pipe, and the importance of providing water for salmon in the Mokelumne River.

Water conservation activities completed in December are summarized in Attachment 1. Recent and upcoming speaking engagements are shown in Attachment 2. The quarterly critical drought action plan is shown in Attachment 3.

District Water Usage. For the months of February 2014 through December 2015 the District achieved its cumulative water savings goal of 20 percent as compared to the same period in 2013. Since January 2015, the cumulative savings is 22 percent.

Trucked Recycled Water Program. The amount of trucked recycled water picked up in December dropped significantly. Customers picked up 73,024 gallons from the East Bayshore station and 3,107 gallons from the North Richmond station, for a total of 76,131 gallons as compared to a total of 235,437 gallons in November. Rain and short daylight hours are likely causes of the reduction. Hydrants at the two stations remain open 24/7 and EBMUD will permit 17 City of Oakland street sweepers for recycled water use this month.

Supplemental Supply Actions. On December 21, 2015, the District completed the delivery of the 58 thousand acre-feet (TAF) of supplemental supply to the East Bay. This includes 33 TAF of water from the District's contract with the U.S. Bureau of Reclamation (USBR), and 25 TAF of water transfers.

NEXT STEPS

Staff will continue to release, on a rolling basis, names of customers who have violated the Excessive Water Use Penalty Ordinance once per month (mid-month) until Stage 3 or 4 drought is lifted.

Attachments:

1. Water Conservation Outreach Update as of December 31, 2015
2. Speakers Bureau Update as of December 31, 2015
3. Critical Drought Action Plan quarterly report as of December 31, 2015

FY16 Demand Reduction Program		
As of December 31, 2015 ⁴		
Monthly Water Conservation Activity	Current Month	Activity Level to Date
Customer Outreach (on-site audits, self-survey kits, landscape consultations, high-bill inquiries, new account review, WaterSmart Home Water Reports¹) - Residential	26,942	372,719
Single Family	26,606	369,966
Multi Family (number of dwelling units audited)	336	2,753
Customer Outreach (on-site audits, landscape consultations, high bill inquiries) - Non Residential	1,678	34,089
Commercial	41	313
Industrial	1	12
Institutional	2	23
Irrigation and IRIS Water Budget Program	1,634	33,741
Devices, Materials and Information Distributed	3,276	44,474
Water Saving Devices (showerheads, aerators, dye tabs, toilet bags, hose nozzles)	1,286	12,586
School materials and publications ⁶	1,936	2,312
Table tents, hotel cards, shower stickers	41	26,497
Plant Books ³	13	3,079
Water Waste Response⁵	131	8,407
Residential	73	5,544
Commercial	15	1,276
Institutional	8	433
Street and Misc. ⁴	35	1,154
Rebates (toilets, clotheswashers, irrigation controllers, landscape, etc.)	918	23,145
Rebates Paid (toilets, clotheswashers, irrigation controllers, landscape, etc.) :		
Residential	859	21,521
Non-Residential	59	1,624
Community Outreach Presentations/Events	4	286
Contact Center Activity	Current Month	Activity Level to Date
No. of Leak Adjustments	414	7,331
Drought Related Calls	159	5,454
Drought Related Emails	3	894
¹ WaterSmart Home Water Reports added in September 2014		
² Note this is a new category as of August 2014		
³ Adjustment in plant book sales versus consignments occurred January 2015		
⁴ Data Collection started February 2014		
⁵ Onetime adjustment of totals - correcting year-to-date		
⁶ School materials and publications added to November 30, 2015 report		

SPEAKERS' BUREAU and OUTREACH RECORD CY15

Date/Time	Group	Speaker/BOD Attendee	Presentation Type	Topics Requested	Estimated Audience
12/10/15 6:30pm	City of Berkeley - "Get Prepared for El Niño"	Charles Bohligh	Workshop	Water conservation and drought update	200
12/8/15 9:30am- 11:00am	City of Santa Rosa	John Hake	Tour	Wastewater Treatment Plant	4
12/5/15 9am-12pm	EBMUD Workshop - Mulch, Microbes, and Bugs Lafayette	Water Conservation Staff	Workshop	Creating the right soil for your landscape and garden	55
12/4/15 1pm-4pm	EBMUD Workshop - Let it Rain! Lafayette	Water Conservation Staff	Workshop	Managing rainwater in the landscape	70
12/2/15 10am-2pm	St. Mary's College Moraga	Rolando Gonzalez	Presentation	Water conservation and sustainability	300
11/30/15 4:30pm- 5:45pm	CSU Sacramento	Benjamin Bray	Presentation	Water Resources Planning Modeling	30
11/24/15 5pm	Cathedral Gardens Apartments (EAH Housing) - Oakland	Rolando Gonzalez	Presentation	Water conservation and apartment living	75
11/19/15 6:30pm	Girl Scout Troup 33455 San Lorenzo	Rolando Gonzalez	Presentation	How to use water wisely	20
11/19/15 11:30am- 1:30pm	Director Lesa McIntosh's Ward Briefing Richmond	Director McIntosh	Presentation	EBMUD update on water supply, rates, water conservation, infrastructure, long term water supplies	47
11/17/15	Castro Valley Rotary	Hasan Abdullah	Presentation	Desalination and Bay Area Regional Reliability Project	30

Date/Time	Group	Speaker/BOD Attendee	Presentation Type	Topics Requested	Estimated Audience
11/7/15 10am-3pm	Friends of San Leandro Creek & Bay Friendly Coalition 2015 Environmental Forum - Landscaping for Drought	Richard Harris	Presentation and Expo	Sustainable landscaping	
11/7/15 10am-3pm	Stopwaste Lawn to Garden Party	Jessica Woodard	Presentation	EBMUD rebate programs	
11/7/15 9am-2pm	Glenview Neighborhood Association Water Wise Landscaping Fair	Scott Sommerfeld	Presentation/B ooth	Water conservation, landscaping, lawn conversion	
11/5/15 1:30pm- 3:30pm	Bay Street Emeryville Drought Sustainability Circle	Charles Bohlig	Presentation	Current drought situation, conservation strategies, rebates and other resources	
11/5/15 7am	Contra Costa College San Pablo	Charles Bohlig	Presentation	Water conservation	
11/4/15 2:30pm	Girl Scout Troup 30716 Danville	Charles Bohlig	Presentation	How kids can help save water in their home and community, and how kids can help be water advocates	14
11/4/15 11:00am- 1:30pm	Lamorinda Sons In Retirement (Branch 171)	Director Coleman	Presentation	Water policy	150
11/3/15 12pm-1pm	Mills College Oakland Drought Committee	Charles Bohlig	Presentation	Water supply and conservation	
11/3/15	Bay Area Council	Alex Coate	Presentation	EBMUD Drought Preparedness	100
10/31/15 10am-11am	Delegation from Zhejiang, China UC Berkeley	Charles Bohlig	Presentation	Overview of a water utility in California and the state water supply situation	
10/30/15 9am-2pm	Alameda County Employee Retirement Association	Joseph Lerma	Presentation	Water conservation for professional group	400

SPEAKERS' BUREAU and OUTREACH RECORD CY16

Date/Time	Group	Speaker/BOD Attendee	Presentation Type	Topics Requested	Estimated Audience
4/21/16 1:30pm-2:30pm	Kenneth Aitken Senior & Community Center Castro Valley	TBD	Presentation	Water conservation, ways to save during the drought, and incentive programs	50
2/19/16	UC Berkeley Spring 2016 Environmental Engineering Seminar	Alex Coate	Presentation	EBMUD water and wastewater issues and efforts	
2/18/16	Lafayette Rotary Club	Director Coleman	Presentation	Drought and construction update	
2/17/16 7:30pm	East Bay Rose Society Oakland	Scott Sommerfeld	Presentation	Landscape irrigation rebates, drip irrigation benefits, water conservation, ways to stop water waste, how to read a water meter, and sheet mulching	20
2/3/16 8am	Public Works Institute Berkeley	Eileen White	Presentation	Potable water system management	30
1/26/16 2pm	Earthworms Garden Club of Berkeley	TBD	Presentation	Saving gardens in a drought, water supply	20
1/26/16 12:00pm-12:30pm	Bay-Friendly Coalition Landscape Training Oakland	Jolene Bertetto	Presentation	EBMUD water conservation rebate programs available in Alameda County	
1/26/16 12pm	Association of Safeway Retired Executives Danville	Richard Sykes	Presentation	Short and long term water supply for Contra Costa County, effects of El Nino	50
1/23/16 12:00pm-1:45pm	EBMUD Career Day	TBD	Presentation	EBMUD history, introduce other speakers, act as emcee	
1/22/16 8:30am-9:30am	San Leandro Downtown Association	Director Mellon	Presentation	EBMUD update	
1/7/16 10:00am-12:30pm	St. Mary's College Moraga	Joe Barge	Tour	Wastewater Treatment Plant	24

2015-2016 Critical Drought Action Plan

January 2016

Goals

- Educate customers about drought severity, the need to comply with Sections 28, 29, 31 and California's water use regulations, and the status of EBMUD water supply in the context of California supplies.
- Stress the need to achieve a 20 percent District-wide reduction target and express appreciation for ongoing conservation efforts.
- Advise customers to comply with mandatory outdoor use restrictions and strive for 35 gallons per capita per day for indoor use.
- Promote awareness of the District's supplemental supply: what it means for customers, how it was achieved, what it costs to operate.
- Support customer efforts to save water by providing information about conservation services and programs to help them succeed.

Key Messages

- Despite winter rains EBMUD is still in a Stage 4 critical drought. District reservoirs are currently half full.
- Conservation: EBMUD asks customers to cut back their use 20% compared to 2013. The following messages were delivered to customers through different means:
 - a. Continue to conserve water, rain or shine. It's too early in the rainy season to know if our reservoirs will refill and the shortage will end.
 - b. Please cut your water use by following mandatory outdoor use restrictions and striving for 35 gallons per person per day or less indoors.
 - c. Thank you for conserving. EBMUD customers saved more than 20 billion gallons of water in 2014 and 2015.
 - d. Winter season reminders:
 1. Turn off irrigation and hand water only if needed.
 2. Finding and fixing leaks indoors and out is an easy way for most customers to save water.
 3. Strive for 35 gallons per person per day indoors.
 4. Convert your lawn to low-water use plants; the winter rainy season is a great time to establish these plants. And by changing spray irrigation to drip, you can realize significant outdoor water savings in the long term.
 5. Apply mulch to lower evaporation and keep weeds down.
 - e. Visit ebmud.com/watersmart for free water saving devices, rebates for water-efficient appliances and fixtures and lawn conversions and conservation information.
- Restrictions: EBMUD restrictions and prohibitions on water use are in effect until further notice, consistent with California outdoor water use restrictions. Except where necessary for public health and safety, all EBMUD customers are required to:
 - a. Limit watering of outdoor landscapes to two days per week, before 9am or after 6pm, with no overspray or runoff. In the winter, EBMUD recommends turning off irrigation with the rainy season.
 - b. No watering within 48 hours of measurable rainfall.
 - c. Use a hose with a shutoff valve when washing motor vehicles.

- d. Eliminate using potable water to clean driveways, sidewalks and other hard surfaces; use a broom or air blower to clean off surfaces.
- e. Turn off fountains or decorative water features unless the water is recirculated.
- f. Restaurants and other food service establishments may only serve water to customers on request.
- g. Hotels and motels must provide guests with the option of not having their towels and linens washed daily.
- h. Use of hydrant water outside the EBMUD service area is prohibited.
- i. No watering of ornamental turf on public street medians is allowed.
- The Excessive Water Use Penalty Ordinance prohibits excessive use of water.
 - a. Single-family residential customers who use more than 1,000 gallons a day are subject to a \$2 penalty for each unit of water over the 80 unit per two-month billing period threshold.
 - b. Under the California Public Records Act, EBMUD is required, when requested, to release the name, home address and water use data of customers using water in violation of the excessive water use ordinance.
 - c. EBMUD is interested more in aiding conservation than penalizing customers but EBMUD must comply if these records are requested.
 - d. EBMUD began releasing names of customers violating the Ordinance in September 2015 and will release this information on a monthly basis as requested until the District declares an end to Stage 3 or 4 drought conditions.
- Conservation alone is not enough. EBMUD delivered a 4-month emergency supply of water to its East Bay reservoirs in 2015 via its Freeport Regional Water Facility on the Sacramento River. This dry year supply of water was purchased through the District's federal contract and from various irrigation districts. Negotiations continue this winter for possible water transfers that may be needed in 2016 if the water shortage continues.
- A drought surcharge of 25% of water consumption charges during the Stage 4 drought is currently in effect (since July 1, 2015) and pays for the costs of purchasing dry year water supplies, additional conservation services and enforcement of water use restrictions.
- If EBMUD reservoirs receive sufficient rain and snow this season, the Board may reconsider emergency drought restrictions in early April, or sooner if conditions worsen.

Summary of Actions by Audience
(Italics show items completed)

Audience/ Measure	Objective	Actions/Status
Media	<ul style="list-style-type: none"> • Share the District's key messages with the local news outlets to seek positive earned media, and coordinate activities with statewide and local earned media, including ACWA's "Save Our Water" campaign. 	<ul style="list-style-type: none"> • <i>Jan – Responded to numerous media inquiries about drought</i> • <i>Feb – Media outreach on the Admin Building Mokolunne River art show</i> • <i>Feb – News releases: home water report milestone; salmon fall-run numbers</i> • <i>Mar – Media outreach on low runoff and low supplemental supply allotment</i> • <i>Mar – News release on Fix a Leak Week</i> • <i>Mar – Media advisory on budget workshop, including drought rates</i> • <i>Apr – News release on supply deficiency and actions in response to drought</i> • <i>May – News release on potential taste and smell changes due to drought</i> • <i>June – News release about adopted budget and drought rates</i> • <i>September – Press conference announcing release of customer names in violation of Excessive Water Use Penalty Ordinance</i> • <i>October, November, December – Release of names of customers who violated the Excessive Water Use Penalty Ordinance</i> • Ongoing – Media outreach on drought and water supply status, impact of drought on salmon, leak detection and proactive repair of EBMUD pipes, conservation projects, excessive use and impact of El Niño on 2016 water supplies.
Contact Center Callers	<ul style="list-style-type: none"> • Provide consistent information to employees with extensive customer interaction to help them answer common questions. 	<ul style="list-style-type: none"> • <i>Feb – Updated FAQs on winter-spring plans</i> • <i>Apr – Updated FAQs on budget and drought</i> • <i>Apr – Updated on-hold message with drought stage news</i> • <i>May – Previewed new website to help contact center staff use it and direct customers to updated drought and conservation pages</i> • <i>June – Updated drought rates and new Water Theft Penalty Ordinance</i> • <i>Aug – Updated Excessive Water Use Penalty Ordinance and outreach</i> • Ongoing – Offer shortage alert/tips on toll free phone number • Ongoing – Staff briefings on new rebate offers, programs before launch • <i>May – Meter readers began coding potential water waste into system</i>
Water	<ul style="list-style-type: none"> • Encourage reports of water waste and follow 	

Audience/ Measure	Objective	Actions/Status
Waste offenders and reporters	up to educate customers on ways to save water.	<ul style="list-style-type: none"> • <i>July – December – Increased staff patrols, more community presence and customer education; registered at SWRCB's water waste website; over 88 reports to date</i> • <i>October – Integrated excessive use customer outreach with ongoing Section 29 water use prohibition investigations.</i> • <i>December –Enhanced water waste report tracking system to include mobile computing to streamline field investigations; continued response to a high volume of water waste reports: 131 were received in December bringing the total since February 2014 to 8,375</i> • <i>Ongoing – Respond to water waste reports and map locations to target outreach and enforcement; cross checking with excessive use list.</i> • <i>Ongoing – Contact AMI customers with suspected leaks and use patrols to identify and reduce water waste.</i> • <i>Ongoing – Encourage water waste reporting from the community and refine tools to make it easy for the public to report water waste.</i>
Web visitors	<ul style="list-style-type: none"> • Provide informational resources online to make it easy for customers to get drought news and water savings tips and cut back their water use. Explain EBMUD's supplemental supply options. 	<ul style="list-style-type: none"> • <i>Jan – Launched updated online calculator to determine home water use</i> • <i>Jan – Biweekly water supply updates posted to website</i> • <i>Feb – Home Water Reports information and future sign-up option</i> • <i>Mar – Promoted Fix-a-Leak Week: home page button, new web page</i> • <i>Mar – Refreshed graywater irrigation and lawn conversion web messages for spring planting season; outdoor water use restrictions reminder</i> • <i>Apr – Launched revised homepage with Stage 4 announcement, more prominent drought info and button on updated drought information</i> • <i>Apr – Water use calculator update added; updated "free devices" webpage to include new devices and savings tips</i> • <i>May - Refreshed website made it easier to find water supply and drought information. Excessive water use and water theft ordinances added to website information. Excessive water use and water theft ordinances added to website</i> • <i>May – Provided opt-in option for Home Water Report service on website</i> • <i>July – Featured information on converting to drip irrigation and utilize optimal watering schedules</i>

Audience/ Measure	Objective	Actions/Status
Web visitors cont.		<ul style="list-style-type: none"> • Aug – Launched videos on mulching to conserve water, adjusting your controller to meet outdoor use rules and using inline drip irrigation • Sept – Updated information about taste and odor issues • Oct -Dec– List public agencies that have pledged to join EBMUD in conserving, update conservation numbers and water supply stats • Ongoing – Feature customer profiles to demonstrate conservation • TBD – Develop additional videos on outdoor conservation as appropriate
Social media	<ul style="list-style-type: none"> • Provide drought news via Twitter 	<ul style="list-style-type: none"> • Ongoing – Launched in late summer and have been using this platform to provide drought news on a regular basis
Bill payers	<ul style="list-style-type: none"> • Request immediate compliance with mandatory outdoor water use restrictions and “strive for 35” indoors • Top of bill notices to help customers know about drought requirements 	<ul style="list-style-type: none"> • May – Robocall to single- family customers homes announcing mandatory cutbacks, prohibited uses and outdoor use restrictions • May – Water Quality Report bill insert featuring drought message • June – Mailing to customers who may exceed the excessive use threshold advising to cut back or expect excessive use charges on future water use • July-Aug – Began sending “thank you” bill insert to customers using 8 units of water or less • Sept – Mailing to customers who may exceed the excessive use threshold advising of consequences of violating EBMUD’s ordinance • Oct – Mailing to customers who violated EBMUD’s water theft ordinance advising them of the consequences of violating the ordinance • December – Jan/Feb issue of Customer Pipeline features “strive for 35” • Jan-Mar –Top of bill message asking to cut back use 15% compared to 2013 • Mar-Apr – Top of bill announcement of mandatory watering restrictions in place and suggested conservation measures • Apr-June –Top of bill announcement of new mandatory outdoor use restrictions and suggested conservation measures • July-Aug – Top of bill reminder of new rates, drought surcharge and penalties • Sept-Nov – Top of bill reminder to continue to conserve and that EBMUD is required by law to release personal info to the media for violations of

Audience/ Measure	Objective	Actions/Status
Bill payers cont.		<p><i>regulations and ordinances</i></p> <ul style="list-style-type: none"> • Dec-current – Top of bill reminder to turn off irrigation and handwater only if needed during rain or cool weather
	<ul style="list-style-type: none"> • Provide helpful information in Pipeline and through additional bill communications to assist customers in meeting their cutback goal. • Promote awareness of EBMUD regulations and ordinances violations • Improve water measurement accuracy 	<ul style="list-style-type: none"> • <i>Jan-Feb – Pipeline stories on wildfires and drought, drought update, residential water use calculator, supply side leak detection efforts.</i> • <i>Mar-Apr – Pipeline stories on fixing leaks, saving 15%, salmon story</i> • <i>May-June – Special Pipeline on critical drought plus extra bill insert on Annual Water Quality Report</i> • <i>July-Aug - Pipeline stories on reducing outdoor use with drip; irrigation options in to home water reports and supplemental supplies</i> • <i>Sept-Oct – Pipeline stories on fall conservation tips; thank you to customers for conserving and recycled water projects</i> • <i>Nov-Dec – Pipeline stories on winter conservation, taste and odor, private sewer lateral reminder</i> • Planned - All statements have a pre-printed message on the back of the bill saying that EBMUD is required to release the name, address and water use data of customers who have violated EBMUD's regulations and ordinances. • Ongoing – analyze consumption data to identify and replace stuck meters to remove false impressions of saving water.
Irrigation customers	<ul style="list-style-type: none"> • Provide helpful information to assist irrigators in meeting their cutback goal. 	<ul style="list-style-type: none"> • <i>May – Updated all irrigation account landscape water budget reports to reflect drought restrictions and savings goals</i> • <i>May – Sent mailing to large commercial, mixed use accounts: outdoor savings</i> • <i>May – Met with golf course managers and superintendents about drought restrictions and alternative means of compliance (saving 40% from 2013)</i> • <i>May/June – Updated parcel mapping and landscape imagery to enhance customized outdoor irrigation water budgets for large landscapes</i> • <i>Sept – Developed and distributed flyers on maintaining the health of trees during a drought through proper irrigation techniques</i> • <i>November - worked with nine golf courses to review 40% conservation goal.</i>

Audience/ Measure	Objective	Actions/Status
Irrigation customers cont.		<p><i>Monthly golf course savings for the summer irrigation season ranged from 10 to more than 50%, with average total savings of 31% compared to 2013.</i></p> <ul style="list-style-type: none"> • <i>November and ongoing – Increased the frequency of meetings with the Landscape Advisory Committee (LAC), developed a new web page and established three subcommittees to aid professional development, education, and technology</i> • <i>Ongoing – Providing a plant list for landscape industry members to use when they are consulting with their customers</i> • <i>Ongoing – Working with large irrigators (i.e. golf courses, campuses, cemeteries, parks) on water use efficiency and compliance with new regulations, and alternative means of compliance through submittal of water reduction plans</i> • <i>Ongoing – attend trade organization meetings, present on drought restrictions, water management and conservation incentives</i> • <i>TBD – Send mailing on outdoor use restrictions for irrigators</i> • <i>TBD – Schedule additional irrigation workshops as needed</i>
Commercial /Industrial Customers	<ul style="list-style-type: none"> • Provide helpful information to assist businesses in meeting their cutback goal. • Continue outreach and marketing of business WaterSmart Certification Program. • Coordinate conservation services with county Green Business programs and local nurseries 	<ul style="list-style-type: none"> • <i>May – Mailed all business property management companies re: outdoor use restrictions, landscape water management services and rebates</i> • <i>Ongoing – Outreach on drought restrictions to restaurants, hotels and motels offering free drought materials from EBMUD's on-line store publicized through postcard mailings and site visits in partnership with BayKeeper</i> • <i>Ongoing - Expand water savings patrols to distribute drought reminder materials (restaurant tent cards, hotel cards, gym stickers, etc.)</i> • <i>Ongoing – provide articles for company newsletters or intranets</i> • <i>TBD – update Save Like a Pro poster</i> • <i>March – contacted all Chambers of Commerce to promote certification.</i> • <i>Oct – WaterSmart certification awards: over 21 new and 9 recertified</i> • <i>Ongoing - Expanding promotion of WaterSmart Business certification</i> • <i>June – Established plant tag program with nurseries</i> • <i>June-July – Updated parcel mapping and landscape imagery to enhance</i>

Audience/ Measure	Objective	Actions/Status
		<p><i>customized outdoor irrigation water budgets</i></p> <ul style="list-style-type: none"> • TBD – Expand outreach with wholesale and retail nursery partners to include plant lists for landscape conversions • Ongoing - Continue mulch coupon programs and low water use/native plantings with nurseries and landscape professionals
Developers	<ul style="list-style-type: none"> • Address customer concerns about adding new service connections during extreme drought 	<ul style="list-style-type: none"> • Aug – <i>Published (website) EBMUD regulations concerning water use efficiency requirements for new service requests</i> • Aug – <i>Expanded self-help tools (website) for water efficiency and landscape design plan check review, product specifications and reference materials</i> • Ongoing – Conduct outreach on EBMUD Section 31 water efficiency regulations and state emergency regulations
Cities and civic groups, other public agencies	<ul style="list-style-type: none"> • Encourage stakeholder groups to assist with public outreach of drought by providing information and resources to key organizations and individuals. 	<ul style="list-style-type: none"> • Apr – <i>BOD President letter reporting on drought actions and asking that stakeholders pledge to conserve and provide contacts for collaboration</i> • Jan - July – <i>Board President – Mayor meetings throughout service area</i> • Oct – <i>Letter to city managers providing water theft flyer and requesting distribution to relevant city departments</i> • Oct – <i>Show city/county/agency pledges on website and consider expanding pledge program to businesses if appropriate</i> • Jan-Dec – <i>Director ward briefings included discussions about drought and water supply</i> • Ongoing – <i>Track District’s Speakers’ Bureau</i> • Ongoing – <i>Work with cities on overall water use efficiency, collaborate on conservation and request support in deferring new plantings until the fall</i> • Ongoing – <i>Partner with other agencies to promote conservation messages</i> • Ongoing – <i>Outreach to large employers to educate employees on water use</i> • Ongoing – <i>Seek drought response support from public agencies and community based organizations (e.g. planning agencies, StopWaste, Alameda and Contra Costa Green Business Programs, Watershed Project, BayKeeper, scouts, youth groups, housing authorities, foundations, etc.)</i>

Audience/ Measure	Objective	Actions/Status
Renters and homeowners	<ul style="list-style-type: none"> • Provide 1-1 assistance via surveys, rebates and irrigation scheduling assistance on request, make presentations to homeowner associations and business property managers, and provide educational conservation savings information at local nurseries, irrigation equipment suppliers and retail appliance stores. 	<ul style="list-style-type: none"> • Mar – Held drip irrigation workshop • Apr – Launched WaterSmart Drought Center at the Administration building for drought assistance and distribution of materials and devices • Apr – Website information about graywater, pools, rain barrels and EBMUD services • Apr/May – Published article in rental housing magazine about drought • May – Worked with cities and civic organizations to assist with free device distribution and tracking for low-income, senior communities • June – Offered “lawn goodbye” and “golden lawn” signs; emphasized lawn removal and sheet mulching; encouraged planting deferral/use of low water plantings • June/July – Updated parcel maps and landscape imagery to enhance customized outdoor irrigation water budgets • July – Authorized annual service contract with Rising Sun Energy California Youth Energy Services for direct installation of water-efficient devices in low-income, senior housing and multi-family properties • Oct – Coordinated expanding direct installation of water-efficient devices in low-income, senior housing and multi-family properties with PG&E /RHA • Oct – Piloted ‘Pay As You Save’ program to fund conservation improvements with 10 interested customers • Ongoing – HOA presentations, news articles, conservation services and outreach on state laws regarding outdoor landscaping practices • Ongoing – Promote WaterSmart Home Survey kits and distribute devices to single family, multi-family, and low income and senior complexes • Ongoing – Pursue grant funds for expanded conservation incentives • Ongoing – Pilot test landscape water budgets for single-family residences

Audience/ Measure	Objective	Actions/Status
Renters and homeowners cont.	<ul style="list-style-type: none"> • Publish Single-Family Residential Home Water Reports to promote savings through water use comparisons • Outreach to customers who do not pay a water bill nor receive the bill insert, Pipeline • Conduct survey research on drought awareness and penetration of conservation messages. 	<ul style="list-style-type: none"> • Jan thru Dec – More than 310,000 individual Home Water Reports sent to more than 62,000 households • Feb – Launched mobile application of Home Water Reports • May – Offered Home Water Reports to remaining 276,000 SFR customers as an opt-in online service. • October – November Expanded delivery of Home Water Reports to all new customers and to excessive use customers that had not previously received a report. • May – Sent drought notice via Annual Water Quality Report postcard to 255,000 households • June – Sent drought mailer to 255,000 households. • Ongoing – Continue sending ‘Save Like a Pro’ posters to apartment buildings and condos for common space use. • TBD – Consider customer research on messaging, especially to promote behavior changes, and on reactions to EBMUD’s drought response
Recycled Water and Graywater	<ul style="list-style-type: none"> • Look for new recycled water opportunities and encourage use of trucked recycled water by customers where that use is appropriate • Promote use of car washes that recycle water 	<ul style="list-style-type: none"> • Feb – Updated graywater message on website • May – Converted Admin Building HVAC chiller to use recycled water • Sept – City/county public works directors reminded via letter that commercial trucks can pick up free recycled water at various locations • Sept – Emailed 40 active construction sites within a 3-mile radius of the MWWTP in West Oakland about trucked recycled water availability • Ongoing – Investigating options of trucking recycled water to large development construction projects in the Lamorinda area • Ongoing – Investigating feasibility of offering recycled water for residential customer pickup and use in 2016 if the drought continues • Ongoing – Encourage commercial car wash use because they recycle and message that a dirty-car-is-a-badge-of-honor

Audience/ Measure	Objective	Actions/Status
Recycled Water and Graywater cont.	<ul style="list-style-type: none"> Stormwater capture Support graywater use 	<ul style="list-style-type: none"> July – Planning Committee presentation on stormwater capture study results, which recommended continued provision of stormwater capture information to customers but no rebates June – Hosted graywater discussion forum on conservation incentives, outreach and demo projects with stakeholders, academia, and NGOs Ongoing – Promoted laundry graywater to landscape rebate program
Employees	<ul style="list-style-type: none"> Make it easy for EBMUD employees to stay up to date on the latest news about drought 	<ul style="list-style-type: none"> Jan – GM announcement about decision to delay use of Freeport Apr – GM announcement about rate recommendations Apr – Provided a drought reference sheet for employees to know where to direct calls and locate more information. Updated FAQs on intranet April – Opened Administration Building Drought Center for community and employee self-help information April – Mgr of C&CS attended staff meetings with direct customer –facing divisions to discuss drought related questions and concerns June – Manager of Water Operations advised all employees of upcoming taste and smell changes due to drought operations Aug – Recycled water commercial truck program flyer routed to workgroups to encourage construction/contractor usage of recycled water where feasible Sept – December and ongoing – Regularly updated Splashes and intranet “drought central” Ongoing – Update FAQs to customers, field and conservation staff as needed with new information and changing circumstances
Schools and Student Outreach	<ul style="list-style-type: none"> Provide classroom water supply and conservation presentations and materials Work with universities and city colleges on campus conservation outreach efforts. 	<ul style="list-style-type: none"> Feb-Mar – Sponsored Kid Scoop page on looking for leaks May/June – Sponsored additional Kid Scoop news article July-Oct – Sponsored free kids’ theater program promoting conservation and drought restriction information at community festivals and events Oct-Dec - The school drought theater program began in November 2015. Currently 44 theater shows have been scheduled in all District wards representing 13 cities and reaching an estimated 10,000 students. Ongoing – Look for opportunities to work with universities and colleges on

Audience/ Measure	Objective	Actions/Status
Billboards	<ul style="list-style-type: none"> • Use Oakport billboard and Clear Channel agreement-related space to promote drought messages 	<p>conservation outreach activities for housing, facilities and sports fields</p> <ul style="list-style-type: none"> • <i>June – Launched summer outdoor ad campaign using available credits.</i> • <i>Nov – Launched fall outdoor ad campaign encouraging continued water savings using credits. Message: Keep saving, rain or shine</i>
District leaks search	<ul style="list-style-type: none"> • Help customers understand pipe flushing. • Continue/enhance distribution system pipeline leak identification and repairs. • Install data loggers at selected locations to monitor water use. 	<ul style="list-style-type: none"> • <i>July – Provided updated handout about flushing for field crews</i> • Ongoing – Use pipe flushing signage in the field throughout the drought • Ongoing – Use data loggers to monitor up to 500 miles of distribution system pipe and make other investments in leak detection/water loss control efforts • Ongoing – Continue remote monitoring of leaks in Kensington and Blackhawk
District rec areas/bldgs.	<ul style="list-style-type: none"> • Audit facilities and cut water use 20 percent • Promote fix-a-leak week campaign. • Coordinate with EBRPD on algae bloom at Lake Chabot 	<ul style="list-style-type: none"> • <i>Feb/Mar – Worked with Rising Sun Energy on water-energy conservation device distribution/outreach at Lafayette Reservoir</i> • <i>Mar – Posted Fix a Leak signage at Lafayette and San Pablo reservoirs and Administration Building lobby</i> • <i>June-Sept – Promoted mulching, water-efficient landscaping and District plant book at new Lafayette Reservoir demonstration garden and kiosks</i> • <i>Oct – Achieved Watersmart Certification for District Administration building and Adeline Maintenance facility.</i> • Ongoing – Continued measures toward 20% savings at District facilities. • Ongoing – Include all District irrigation accounts in the Landscape Water Budget Program; work toward WaterSmart certification at each facility. • Ongoing – Coordinate with EBRPD on investigation of algae bloom and their efforts to advise visitors to avoid contact with the water.
Fire protection	<ul style="list-style-type: none"> • Promote fire safety on watershed lands 	<ul style="list-style-type: none"> • Ongoing – Work cooperatively with other agencies to manage fuels in the urban-wildland interface to minimize fire danger.
District Vehicles	<ul style="list-style-type: none"> • Promote conservation 	<ul style="list-style-type: none"> • <i>March – Save water bumper stickers placed on EBMUD vehicles</i> • <i>June – Updated bumper sticker message on EBMUD vehicles</i>

Audience/ Measure	Objective	Actions/Status
		<ul style="list-style-type: none"> • November – Updated bumper sticker message on EBMUD vehicles: <i>Keep saving, rain or shine</i>
Track water production	<ul style="list-style-type: none"> • Compare 2013 to 2015 water production with a goal of reducing production 20 percent. 	<ul style="list-style-type: none"> • From Jan 1 - Sept 30, 2015 water production to date was 21% below the same time period in 2013; overall savings since February 2014 is 17%. • December – water production was 22% below the same time period in 2013. Since January 2015 the cumulative savings rate is 22%.
Drawing supplies via Freeport facilities	<ul style="list-style-type: none"> • Water Year 2015 supplemental supplies 	<ul style="list-style-type: none"> • Apr - Sept – Delivered over 42,000 acre feet of supplemental supply from the Sacramento River to the East Bay. • July – Responded to state curtailment request and sent 23,865 acre feet of water above normal JSA releases down the Mokelumne. • Oct - Dec – Completed delivery of 58 TAF of supplemental supply including 33 TAF of USBR contract water and 25 TAF of water transfers.

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016

MEMO TO: Board of Directors

FROM: Alexander R. Coate, General Manager *ARC*

SUBJECT: Monthly Report – December 2015

HIGHLIGHTS

For the fifth consecutive year, the salmon run on the Mokelumne River has surpassed 12,000 fish. As of December 24, over 12,500 Chinook salmon have been counted at the Woodbridge Dam monitoring station, which is approximately 3 times the historical average. The combination of pulse flows, use of gainsharing water and adaptively managing reservoir storage in Camanche and Pardee contributed to the successful return in spite of the fourth consecutive year of drought.

San Pablo Water Treatment Plant (WTP) upgrades completed to support drought relief efforts. After a year of upgrades and rehabilitation work, the San Pablo WTP was put in service on December 10. This conventional treatment plant, which can produce up to 25 million gallons per day, is providing critical relief for the 2015/2016 drought, and will support the upcoming Orinda WTP shutdown projects scheduled for the winter of 2016/2017.

WATER SUPPLY AND WATER RIGHTS PROGRAMS AND ACTIVITIES

Staff prepared protests on the California Department of Water Resources (DWR) and the United States Bureau of Reclamation's change petitions to add points of diversion in the north Delta for the twin tunnels. The deadline for filing protests was January 5, 2016. Staff is also developing expert testimony regarding potential impacts to the District from the change petitions and is initiating settlement discussions with DWR to resolve the protest issues before the hearings. The State Water Resources Control Board is expected to hold hearings beginning in April 2016.

Water use data submitted to the State Water Resources Control Board as part of state drought reporting requirements. Staff submitted water use data for the month of November, including newly required information on water waste complaints and enforcement. The District's total production in November 2015 is approximately 25% lower than November 2013. The residential water use for November 2015 is 57 gallons per capita per day (gpcd) as compared to 77 gpcd in November 2013 and compared to 81 gpcd in November, 2005-2007.

San Joaquin County-EBMUD groundwater demonstration project update. An agreement with the property owner is being drafted to secure the site for the demonstration project and plans for pipeline alignments and facility locations are being finalized in preparation for the permitting effort.

2016 potential water transfers update. Staff is completing California Environmental Quality Act (CEQA) review of crop idling/crop shifting transfers with up to four potential Sacramento River Settlement Contractors sellers. Yuba County Water Agency and EBMUD are also working to complete CEQA review for a potential water transfer and anticipate bringing a transfer agreement to the Board for consideration in February 2016.

Placer County Water Agency (PCWA) long-term water transfer project update. On December 8, EBMUD, PCWA, and United States Bureau of Reclamation (Reclamation) staff toured the Freeport Intake facility and continued negotiating long-term agreements for water transfers from PCWA to EBMUD. A transfer with PCWA will require Reclamation's approval of a Warren Act contract to allow EBMUD to store transfer water in Folsom Reservoir and use the Folsom South Canal to convey water to EBMUD's service area. An administrative draft of PCWA's American River Water Rights Extension Draft Environmental Impact Report, which includes analysis of the long-term transfer with EBMUD, should be complete in the third quarter of 2016.

Freeport Regional Water Authority/Folsom South Canal Connection (FRWA/FSCC) Operations. For the month of December, approximately 3,700 acre feet (AF) was delivered, with 3,470 AF to Briones Reservoir and 230 AF to San Pablo Reservoir. The FSCC delivery began on April 15, 2015, and ended on December 21, 2015. During that period, a total of approximately 58,000 AF of supplemental supply was delivered, with approximately 25,000 AF to USL Reservoir, 23,000 AF to San Pablo Reservoir, 8,000 AF to Briones Reservoir, and 2,000 AF to Walnut Creek Water Treatment Plant.

Precipitation. The East Bay precipitation for December was 5.02 inches (104% of average) and the season total through December was 7.06 inches (71% of average). The Mokelumne precipitation for December was 11.45 inches (144% of average) and the season total through December was 20.43 inches (118% of average).

Releases from Camanche Reservoir. The average rate of Camanche release for December was 186 cfs (13 cfs generation, 150 cfs sluice, and 24 cfs through the hatchery), and the average flow below Woodbridge Dam was 122 cfs, both in accordance with the Joint Settlement Agreement "Critically Dry" criteria.

Mokelumne reservoirs storage is 52% of average. As of December 31, 2015, Pardee was at 531.1 feet or 73% of average, and the Camanche was at 176.6 feet or 37% of average. Combined Pardee and Camanche reservoir storage was 223,000 AF compared to 305,000 AF last year.

Releases from East Bay Reservoirs. There were no East Bay reservoir releases in December.

East Bay reservoirs storage is 98% of average. As of December 31, 2015, USL was at 442.5 feet or 98% of average, San Pablo was at 295.5 feet or 89% of average, and Briones was at 574.2 feet or 107% of average. Total terminal reservoir storage was 121,000 AF compared to 114,000 AF last year.

Mokelumne Aqueducts and Raw Water Pumping Plants. The average rate of Mokelumne Aqueduct draft for December 2015 was 80 MGD. Briones Raw Water Pumping Plant (RWPP) pumped 1,132 MG of FSCC water and Pardee water, which was used to flush the Briones Aqueduct at the end of the FSCC delivery. Briones RWPP pumped at an average of 47 MGD from December 1 to December 24, 2015, when it was shut down following FSCC operations. Walnut Creek, Moraga and Briones Raw Water Pumping Plants remained out of service for the month.

Water Production. Average rate of gross water production for December:

	December 2015	December 2014	December 2013	Average of FY 2005-2007
East of Hills	24 MGD	24 MGD	37 MGD	30 MGD
West of Hills	96 MGD	98 MGD	117 MGD	126 MGD
Total	120 MGD	122 MGD	154 MGD	156 MGD
Max Day Production	126 MGD (12/1/2015)	134 MGD (12/14/2014)	165 MGD (12/2/2013)	

Note: Data are all from preliminary daily operational reports and are subject to revision

CUSTOMER EVENTS AND PUBLIC OUTREACH

Butte Fire volunteer efforts continue. On December 5, eight volunteers planted native vegetation, spread seed and applied straw and wattles to stabilize a severely burned half-acre between Ponderosa Way and a steep drainage area.

On December 2, District staff attended the Business Recovery Managers Association's (BRMA) annual luncheon and received the Award of Excellence. The award is given to individuals or organizations that exemplify a commitment to excellence in business continuity, an established business continuity program, promotion of business continuity practices through awareness and education and by the allocation of resources and participation in activities that promote business continuity in the community and with other businesses.

On December 10, the District hosted the annual EBMUD/Fire Agency Forum meeting. The annual meeting provides a forum to network and discuss issues of mutual concern to the fire agencies and EBMUD. Topics included pipeline replacements and hydrants out of service, guidelines for interagency response to waterline breaks, pressure information for residential sprinkler design, hydrant inspections, and an EBMUD drought update. Representatives from the Alameda, Albany, Alameda County and Berkeley Fire Departments; Contra Costa County Fire Protection District; El Cerrito, Moraga-Orinda, Oakland and Richmond Fire Departments; San Ramon Valley Fire Protection District and EBMUD staff participated.

On December 16, District staff participated in the *Getting Ready for El Niño Briefing for Cities and Counties* sponsored by the Association of Bay Area Governments and the California Office of Emergency Services. Staff participated on a panel of local utilities representing PG&E and SFPUC and described how the District is preparing for emergencies and provided recommendations for cities and counties. Approximately 130 attendees from jurisdictions and departments around the Bay Area and the state participated.

- **Contract Equity Program Highlights**

Staff participated in the following business community events:

- December 3, Oakland African American Chamber of Commerce - *12th Anniversary Business & Scholarship Awards Luncheon* (Oakland, CA)
- December 4, American Indian Chamber of Commerce of California – *Annual Corporate Advisory Council Retreat* (Santa Rosa, CA)
- December 10, Astra Women's Business Alliance - *Procurement Summit and Awards Banquet* (San Francisco, CA)
- December 11, Western Regional Minority Supplier Development Council - *2015 Annual Meeting and Holiday Luncheon* (San Francisco, CA)

- **Diversity and Inclusion**

On December 17, three Laney College students successfully completed the District's Industrial Maintenance internship program. For 15 weeks, the students gained hands-on experience working with District Maintenance Machinists, Plant Maintenance Mechanics and other trades employees at various facilities. The students, along with other candidates from the public, will compete for upcoming machining maintenance vacancies at the District. The District develops partnerships with community colleges to outreach to local, diverse communities and to prepare potential candidates for hard-to-fill maintenance and skilled trades' careers.

- **Water Conservation**

In December, the District approved a \$10,000 WaterSmart Community Garden grant for City Slicker Farms in Oakland. This West Oakland Urban Farm and Park project will use a variety of sustainable practices, including water efficient irrigation technologies, drought-tolerant plants, and reduced use of non-renewable energies, toxic chemicals and pesticides. The project must be completed within six months and inspected by the District before the grant funds are issued.

In December, the District published a promotional ad for the Landscape Conversion and Irrigation Upgrade Program in the Mt. Diablo Area Community Map Book. The map book is distributed to over 40,000 residents and businesses in the communities of Danville, Alamo, Lafayette, Orinda, Walnut Creek, Moraga, and San Ramon.

On December 4 and 5, the District hosted two half-day workshops on outdoor water use at the Lafayette Library and Learning Center in Lafayette. More than 120 people attended the December 4 "*Let it Rain!: Managing Rainwater for Water Conservation and Landscape Health*" and December 5 "*Mulch, Microbes, and Bugs – Oh My!: Creating the Right Soil for Your Landscape and Garden*" events. The workshops were funded through a grant awarded by the Department of Water Resources as part of the State of California's drought management outreach.

On December 7, staff attended the State Water Resources Control Board Drought Emergency Regulations public workshop in Sacramento. Staff heard public input and next steps on extension of the drought emergency regulations. Draft regulations were issued by the state on December 21 for consideration at a public hearing in early January. Approximately 150 people representing water utilities, businesses, elected officials and public interest groups attended.

On December 9, staff participated in the California Urban Water Conservation Council Plenary /Annual Awards meeting at Zone 7 Agency in Livermore. Staff provided an update on District drought actions and presented the Phase One Water Savings Study completed by the California Urban Water Agencies in spring 2015.

On December 17, the District hosted a public scoping meeting on the State Department of Water Resources Water Use & Efficiency Branch's 2016 launch of the CalConserve Revolving Fund Loan Program. The program will provide funding for local agencies to implement a pilot project on water-saving upgrades through a targeted and monitored financing program and to provide low interest loans to customers to install onsite improvements to repair or replace cracked or leaking water pipes.

WATER THEFT

As of December 31, 2015, eight water theft penalty notices were mailed to customers as compared with six notices mailed in the previous month, a 33% increase in water theft penalties. Water theft penalty notices were mailed to a total 61 customers since June 2015. Water theft penalties are expected to decrease as more customers become aware of the penalties for water theft.

Water Theft (WT) Penalties and Appeals								
Charges Mailed to Customers	June	July	Aug	Sept	Oct	Nov	Dec	Total To Date
WT Notices Charged	4	7	7	17	12	6	8	61
Appeals Received Details								
WT Appeals Received	0	3	2	1	3	1	0	10
<i>WT Appeals Approved</i>	0	0	0	3	1	0	0	4
<i>WT 1st Level Appeals Denied</i>	0	1	3	0	2	0	0	6
<i>WT 2nd Level Appeals Denied</i>	0	0	2	0	0	0	0	2
<i>WT 3rd Level Appeals Denied</i>	0	0	0	0	0	0	0	0

CUSTOMER CONCERNS AND SERVICE RESPONSES

In support of Bay Area Clean Water Agencies' efforts, the District's laboratory began developing a sampling plan for microplastics. A literature review was completed, an initial sampling plan was drafted and preliminary experiments were conducted in late December.

CAPITAL IMPROVEMENTS AND FACILITY MAINTENANCE

Staff completed construction of the Temporary Chemical Feed System Improvements project at the Oakport Wet Weather Facility. The existing chemical feed system was upgraded to improve process reliability during peak flow events during potentially severe storm events this wet weather season.

Staff completed design of the Alameda Interceptor Rehabilitation Phase 2 Project. This project will rehabilitate severely corroded sections of the Alameda interceptor, including 15 manholes and over 6,000 feet of sewer interceptors ranging from 48- to 60-inches in diameter. This project is scheduled for completion by October 2016.

The Bryant No. 2 Electrical Rehabilitation project (Lafayette) was accepted as complete on December 30. This project included the installation of a new 100 HP vertical turbine motor, medium voltage controller, and lighting improvements.

Pile burning initiated in the Monterey pine forest east of San Pablo Reservoir. CalFire and District staff coordinated controlled burns of dying and felled Monterey pines trees on the site. These burn operations are conducted to meet the resource management objectives of EBMUD's Watershed Master Plan and staff training identified in the Fire Response Plan. The tree logs are left to decompose and the smaller diameter tree material is burned. Residual materials are recycled back into the soil to provide nutrients for improving plant vigor and watershed hydrology.

On December 2, an extensive network of illegal mountain bike trails was observed near the community of Canyon. Groups of pallid manzanita, a fire-adapted shrub that can grow more than 13 feet tall, were pruned to create the illegal trail system. On December 9, illegal trails were observed from the East Ridge Trail in Redwood Regional Park to a section of Pinehurst Road, well below the pallid manzanita site. Evidence of recent use was noted. Use of remote surveillance cameras and coordination with law enforcement are being discussed as potential solutions to stop the illegal use and environmental damage.

On December 8, staff performed a geotechnical engineering inspection of the Woods Reservoir Tank (Berkeley) underdrain system. A resident expressed concern that underdrain flow from the tank was surfacing on the slopes and that might create slope stability problems. The inspection concluded that no surface or ponded water was observed along the slopes and that the underdrain was being diverted to the storm drain system as designed.

The Adeline Maintenance Center (AMC) Complex Fire Alarm System upgrade requires an increase in the change order contingency. Additional changes have been required due to differing site conditions. They include adding disable switches in the fire alarm control panels, installing a new pre-action panel in the administration building (AB), and adding a graphic display panel to the fire alarm system at the AB which facilitates the remote monitoring of the AMC fire alarm system. This work is being performed by the contractor, Triple S Electric, and the total change order amount is expected to be \$158,091, or 32.3 percent of the original contract amount of \$489,200.

The Dingee Pipeline and Claremont Center Aqueducts (Oakland) Replacement work continues and requires an increase in the change order contingency. Restoration has been completed at the Claremont Center. Remaining work to be completed is the final grinding of Broadway Terrace concrete roadway and the restoration of the sprinkler system at College Preparatory School. Both activities have been delayed due to rain. Final testing of the Dingee Pipeline surge tanks at the Claremont Center has been delayed until January due to the required distribution pipeline air valve installation work to be performed by District forces. Additional changes were needed to complete the project including paving restoration on Broadway Terrace, additional storm water pollution prevention measures at the Claremont Center, restoration at the Claremont Center, and restoration at the College Preparatory School. This work is being performed by the contractor, Ranger Pipelines, and the total change order amount is projected to be \$5,940,000, or 27 percent of the original contract amount of \$22,000,000.

WATER AND WASTEWATER SYSTEM OPERATIONS

Poison Lake remediation update. On December 1, District staff accompanied Bureau of Land Management staff and their remediation contractor on a site walk of the Poison Lake area. The contractor's design engineer is developing cost estimates and plans for the modified selected alternative which will relocate a limited amount of contaminated spoils in the upper pond under a cap and harden the drainage to minimize transport. The original selected alternative was to relocate all the contaminated spoils under a cap. The goal is to reduce the overall cost of remediation. The cost estimates will be shared with the District in February. District staff will provide input on likely long term monitoring of the area once the project is complete.

Glen Echo Creek restoration update. On December 10, staff completed repairs on a leak that was entering the storm drain located in the 4600 block of Clarewood Drive in Oakland. This leak was entering the storm drain and eventually flowing to Glen Echo Creek. Subsequent monitoring after the repair confirmed there was no chlorine residual in the creek. Staff also met with the California Department of Fish and Wildlife concerning the spill settlement. Staff contended that existing data should be used to determine damages from the spill and provided background on the data the District will use in its response to the settlement.

All authorized discharges from the Main Wastewater Treatment Plant (WWTP) were in compliance with the permit limits for the month of December. This is the 196th consecutive month that the Main Wastewater Treatment Plant experienced no exceedances. This record qualifies the district for the NACWA Platinum 16 Award for 16 consecutive calendar years of complete and consistent permit compliance.

One additional odor complaint was received at the MWWTP after submission of the November report and two complaints were received in December. Staff's investigation of the November complaint concluded that the primary sedimentation tanks were the source of the odor based on hydrogen sulfide measurements. The December complaints were from the same individual. Staff investigated both complaints and concluded that the plant was a possible source based on wind patterns but was not able to identify a specific source of the odor. Staff spoke to the complainant and extended an invitation to tour the plant to see if the odor observations are similar. The complainant declined but may tour in 2016.

Recycled water commercial truck program update. Approximately 235,000 gallons of recycled water were distributed through the program in November versus approximately 452,000 gallons distributed in October. Usage continued to decline in December due to wet weather. The filling station at the MWWTP will be relocated by spring 2016 to accommodate upcoming construction projects.

Richmond Refinery recycled water study update. In December, a non-disclosure agreement between EBMUD and Chevron was completed and will be executed early in 2016. This will allow continued information exchange from Chevron to EBMUD needed to complete the study. Staff participated in a sixth technical meeting with West County Wastewater District (WCWD) on November 30. The goal of these regular meetings is to improve the quality of WCWD effluent received by EBMUD and recycled for use at Chevron's Richmond Refinery.

Main breaks. The attached table lists the main breaks that were repaired by staff in December, sorted by city and street. The associated map shows the locations of the breaks geographically. The total number of main breaks for 2015 was 1155, making it the highest yearly total for main breaks ever and exceeded the 2014 total of 1043 by 112 main breaks.

ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY

On December 8, the Environmental Laboratory Accreditation Program audited the satellite laboratory at the Walnut Creek Water Treatment Plant. There were no findings and the laboratory's certification was renewed.

Elderberry bushes were planted to fulfill the requirements of the Safe Harbor agreement with the U.S. Fish and Wildlife Service (USFWS). In 2008, the District entered into a Safe Harbor agreement (SHA) with USFWS to authorize the incidental taking of endangered species that occur as part of normal watershed operations, such as fire suppression, grazing, prescribed burns or uses of pesticides. With the 1,000 bushes planted in December, this brings the total to 4,800 valley elderberry plants that have been established throughout the Camanche and Pardee watersheds, meeting the requirements of the SHA. These plants provide habitat for the valley elderberry longhorn beetle which is listed as a federally threatened species.

The District met the requirements to be the California State Groundwater Elevation Monitoring (CASGEM) entity for the northern East Bay Plain Groundwater Basin. The State of California Department of Water Resources (DWR) notified staff and a formal letter will be issued to document that DWR has completed its review of submitted documentation and

designated EBMUD as the CASGEM entity. Designation preserves the District's ability to apply for grants and low interest loans from the State.

New pipe technology pilot project. In December, staff completed 40 service lateral connections to the 1800 feet of Kubota's earthquake resistant ductile iron pipe which was installed in October. This completes the District's pilot project to test this new pipe material in an active landslide area in the Kensington hills. Now that the pipe is in service, staff will prepare a summary evaluation report of the pilot project.

District staff person elected Chairman of the Industry Applications Society (IAS) of the Institute of Electrical and Electronics Engineers (IEEE) Region 6 for 2016. IEEE Region 6 operates the IAS Oakland East Bay Section, which is part of the greater Bay Area Council. This section fosters technical discussion on various topics and provides networking opportunities for the members of the IEEE/IAS in the Oakland East Bay.

Tuition Reimbursement	December 2015	FY16 Total
# of Employees	24	118
# of Classes	27	139
Total Reimbursed	\$19,002	\$100,598

Employment Information	December 2015	FY16 Total
Retirements – Regular	1	36
Retirements – Vested	2	4
Hires/Rehires	9	119
Other Separations	2	41

FINANCIAL NEWS

There was one contract over \$70,000 and less than \$100,000 approved by the General Manager in December 2015.

VENDOR NAME	DATE AWARDED	CEP STATUS	ITEM (S) PURCHASED	PROJECT	CONTRACT TERM	VALUE
Utility Trailer Sales	12/21/15	Approved	Two (2) 42-foot flatbed semi-trailers	RFQ 1607	01/15/16-07/14/16	\$95,321.00

The Net Mokelumne Power Revenue for November was -\$7,700 vs. the -\$7,300 planned.

Inflows into Pardee Reservoir for December were 171 percent of plan, which increased the level of Pardee Reservoir 12 feet. No generation occurred at Pardee powerhouse, while pulse releases from Camanche produced minimal generation. The minimum monthly fee for scheduling services was not offset by revenue again this month. The District did not sell any Renewable power and related Renewable Energy Credits to Marin Clean Energy under the Power Purchase Agreement. Total net revenue for FY16 to date is \$1,110,971, which is 55.5 percent of the planned \$2,000,000 and 31.7 percent of the budgeted \$3,500,000.

FY16	Net Revenue		Inflow (Acre Feet)	
	Plan	Actual	Plan	Actual
October-15	(\$7,300)	\$327,988	14,200	8,817
November-15	(\$7,300)	(\$7,680)	14,900	9,693
December-15	(\$7,300)	(\$7,700)	15,800	27,000
FY16 YTD Total	\$924,540	\$1,110,971	82,800	94,869

Bold items are estimated

Water Sales

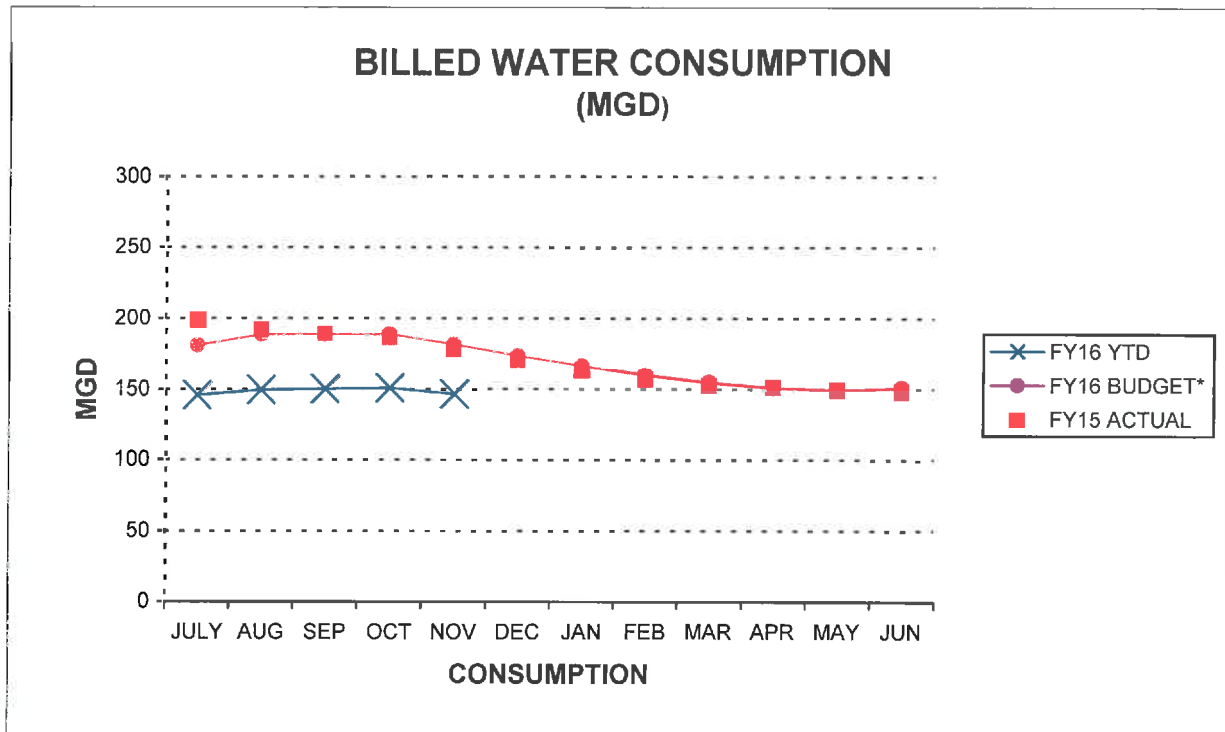
The following is the average water consumption in million gallons per day (MGD) based on the first five months of FY16. Billed water consumption for FY16 through November 2015 averaged 146.3 MGD. The table below breaks out this information by customer class with a comparison to FY15 data from the same period of time. The budgeted average daily water consumption for the 12 month period for FY16 is 151 MGD; under the Stage 4 drought, the average daily water consumption for the 12 month period is estimated to be 138 MGD. The first half of the fiscal year generally has higher water use than the second half.

Year To Date Billed Water Consumption		
Usage Type (FY16 vs FY15)	FY16 (MGD)	FY15 (MGD)
Residential (23.6% lower than FY15)	71.4	93.5
Commercial (13.6% lower than FY15)	50.7	58.7
Industrial (1.2% higher than FY15)	17.4	17.2
Public Authority (17.1% lower than FY15)	6.8	8.2
Total Billed Water Consumption (17.6% lower than FY15)	146.3	177.6

Water revenues billed for the fiscal year through November were \$191.7 million, or 3.0% more than the FY15 revenue through November of \$186.1 million. This increase reflects the net impact of lower consumption and the 8% FY16 rate increase in addition to the 25% Stage 4 Drought Surcharge. Water revenues through November are down \$8.5 million or 4.2% year-to-date compared to the budgeted water revenue. The District also incurred additional drought expenditures not included in the regular budget but included in the contingency budget.

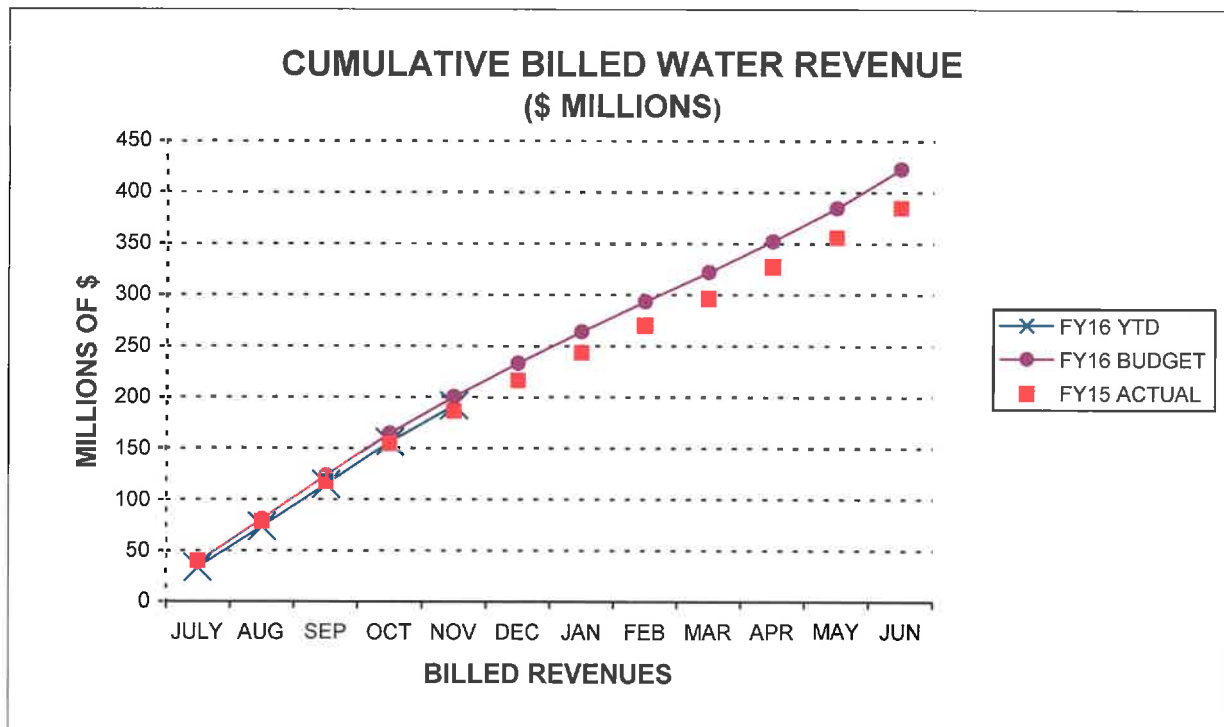
Year to Date Billed Water Revenue		
Usage Type	FY16 Actual Revenue (\$ M)	FY16 Budgeted* Revenue Seasonally Adjusted (\$ M)
Normal Water Revenue	\$169.3	\$200.2
Drought Surcharge Revenue	\$21.9	-
Drought Excessive Use Penalty Revenue	\$0.5	-
Total Billed Water Revenue	\$191.7	\$200.2

**Based on the estimated first quarter water sales for 151 MGD annual water use under normal seasonal water use patterns.*



Source: Customer Information System

**Stage 4 Drought Annual Consumption Estimated at 138 MGD*



Source: Customer Information System

Board of Directors
Monthly Report – December 2015
Page 12

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
1	1572128	ALAMEDA		MAITLAND	DR	CAST IRON	4.00	1933	18,000	12/31/2015	12/31/2015	Yes
2	1571866	ALAMEDA		TAYLOR	AVE	CAST IRON	6.00	1924	28,800	12/23/2015	12/26/2015	Yes
3	1571891	ALAMEDA		WALNUT	ST	CAST IRON	6.00	1926	1,350	12/24/2015	12/26/2015	No
4	1571072	ALBANY		ADAMS	ST	ASBESTOS CEMENT	6.00	1962	450	12/7/2015	12/7/2015	Yes
5	1571587	ALBANY		ORDWAY	ST	CAST IRON	4.00	1921	8,640	12/17/2015	12/22/2015	Yes
6	1571909	BERKELEY		6 TH	ST	CAST IRON	6.00	1925	360	12/26/2015	12/27/2015	Yes
7	1571581	BERKELEY		7 TH	ST	CAST IRON	6.00	1930	1,350	12/17/2015	12/17/2015	Yes
8	1572070	BERKELEY		65 TH	ST	CAST IRON	4.00	1931	1,350	12/30/2015	12/31/2015	Yes
9	1571693	BERKELEY		BLAKE	ST	CAST IRON	6.00	1940	900	12/19/2015	12/20/2015	Yes
10	1571381	BERKELEY		CARRISON	ST	CAST IRON	6.00	1930	2,700	12/11/2015	12/11/2015	Yes
11	1571030	BERKELEY		COLUSA	AVE	CAST IRON	6.00	1908	12,960	12/5/2015	12/7/2015	Yes
12	1571132	BERKELEY		COLUSA	AVE	CAST IRON	6.00	1908	5,400	12/8/2015	12/8/2015	Yes
13	1571032	BERKELEY		DWIGHT	WAY	CAST IRON	8.00	1940	0	12/5/2015	12/6/2015	Yes
14	1571940	BERKELEY		DWIGHT	WAY	CAST IRON	8.00	1940	20,700	12/28/2015	12/28/2015	Yes
15	1571938	BERKELEY		FRANKLIN	ST	CAST IRON	6.00	1931	900	12/28/2015	12/28/2015	Yes
16	1571922	BERKELEY		GLENDALE	AVE	CAST IRON	4.00	1939	2,700	12/27/2015	12/27/2015	Yes
17	1571068	BERKELEY		GRANT	ST	CAST IRON	6.00	1931	1,350	12/7/2015	12/7/2015	Yes
18	1570890	BERKELEY		GRIZZLY PEAK	BL	CAST IRON	6.00	1957	1,350	12/2/2015	12/2/2015	Yes
19	1570950	BERKELEY		HEARST	AVE	CAST IRON	6.00	1940	18,000	12/3/2015	12/3/2015	Yes
20	1572152	BERKELEY		HEARST	AVE	CAST IRON	8.00	1939	1,350	12/31/2015	12/31/2015	Yes
21	1571863	BERKELEY		HOPKINS	ST	CAST IRON	6.00	1925	10,080	12/23/2015	12/29/2015	Yes
22	1571260	BERKELEY		KEELER	AVE	CAST IRON	6.00	1949	5,760	12/8/2015	12/11/2015	Yes
23	1571516	BERKELEY		MABEL	ST	CAST IRON	6.00	1929	1,350	12/16/2015	12/16/2015	Yes
24	1569674	BERKELEY		MARIN	AVE	STEEL	8.00	1963	0	11/10/2015	12/30/2015	No

*KPI = turn around time to repair the leak

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
25	1571451	BERKELEY		OREGON	ST	CAST IRON	6.00	1940	450	12/15/2015	12/15/2015	Yes
26	1571695	BERKELEY		POPPY	LN	CAST IRON	6.00	1927	2,250	12/19/2015	12/20/2015	Yes
27	1571920	BERKELEY		POPPY	LN	CAST IRON	6.00	1927	630	12/27/2015	12/28/2015	Yes
28	1570839	BERKELEY		PRINCE	ST	CAST IRON	4.00	1940	14,400	12/2/2015	12/2/2015	Yes
29	1572079	BERKELEY		SAN LORENZO	AVE	CAST IRON	6.00	1925	18,000	12/30/2015	12/30/2015	Yes
30	1570945	BERKELEY		SAN PABLO	AVE	CAST IRON	4.00	1930	23,040	12/2/2015	12/3/2015	Yes
31	1571583	BERKELEY		SAN PABLO	AVE	CAST IRON	6.00	1935	900	12/17/2015	12/18/2015	Yes
32	1572132	BERKELEY		SAN PABLO	AVE	CAST IRON	6.00	1930	4,500	12/31/2015	12/31/2015	Yes
33	1571539	BERKELEY		STERLING	AVE	CAST IRON	4.00	1931	0	12/16/2015	12/18/2015	Yes
34	1571965	BERKELEY		WHEELER	ST	CAST IRON	6.00	1954	1,080	12/29/2015	12/29/2015	Yes
35	1572016	CASTRO VALLEY		VESTAL	ST	CAST IRON	4.00	1948	450	12/30/2015	12/30/2015	Yes
36	1571403	CROCKETT		LILLIAN	ST	CAST IRON	6.00	1969	720	12/12/2015	12/12/2015	Yes
37	1571010	DANVILLE		QUAIL RUN	LN	ASBESTOS CEMENT	6.00	1984	11,520	12/4/2015	12/7/2015	Yes
38	1571467	DANVILLE		VERDE MESA	DR	ASBESTOS CEMENT	6.00	1961	12,960	12/15/2015	12/17/2015	Yes
39	1571582	EL CERRITO		ASHBURY	AVE	CAST IRON	6.00	1949	8,640	12/17/2015	12/22/2015	Yes
40	1571726	EL CERRITO		ATWELL	RD	ASBESTOS CEMENT	6.00	1948	1,440	12/23/2015	12/23/2015	Yes
41	1571719	EL CERRITO		BEHRENS	ST	CAST IRON	6.00	1925	1,350	12/21/2015	12/21/2015	Yes
42	1570733	EL CERRITO		BLAKE	ST	CAST IRON	6.00	1925	900	12/1/2015	12/1/2015	Yes
43	1571517	EL CERRITO		CONLON	AVE	CAST IRON	6.00	1929	6,300	12/16/2015	12/16/2015	Yes
44	1571915	EL CERRITO		DEVONSHIRE	DR	CAST IRON	6.00	1927	1,800	12/26/2015	12/27/2015	Yes
45	1571688	EL CERRITO		GALVIN	DR	CAST IRON	6.00	1949	9,000	12/19/2015	12/19/2015	Yes
46	1570656	EL CERRITO		LIBERTY	ST	CAST IRON	6.00	1948	5,760	11/30/2015	12/3/2015	Yes
47	1571019	EL CERRITO		POTRERO	AVE	CAST IRON	6.00	1925	7,200	12/4/2015	12/4/2015	Yes
48	1572143	EL CERRITO		RICHMOND	ST	CAST IRON	6.00	1925	1,440	12/31/2015	12/31/2015	Yes
49	1572124	EL CERRITO		SAN PABLO	AVE	CAST IRON	8.00	1934	3,150	12/31/2015	12/31/2015	Yes

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
50	1571540	EL CERRITO		VILLAGE	DR	CAST IRON	6.00	1943	5,400	12/16/2015	12/16/2015	Yes
51	1571502	EL SOBRANTE		SAN PABLO DAM	RD	CAST IRON	8.00	1932	3,600	12/16/2015	12/16/2015	Yes
52	1572141	EMERYVILLE		37TH	ST	CAST IRON	6.00	1927	18,000	12/31/2015	12/31/2015	Yes
53	1572123	HAYWARD		BLOSSOM	WAY	CAST IRON	4.00	1934	4,500	12/30/2015	12/31/2015	Yes
54	1572115	KENSINGTON		BERKELEY PARK	BL	CAST IRON	10.00	1951	1,440	12/30/2015	12/30/2015	Yes
55	1571745	KENSINGTON		FRANCISCAN	WAY	STEEL	8.00	2002	0	12/22/2015	12/29/2015	Yes
56	1571933	KENSINGTON		HIGHGATE	RD	STEEL	6.00	1927	0	12/28/2015	12/29/2015	Yes
57	1572130	LAFAYETTE		BROWN	AVE	CAST IRON	4.00	1932	9,000	12/31/2015	12/31/2015	Yes
58	1570606	LAFAYETTE		LOS ARABIS	DR	CAST IRON	6.00	1940	43,200	11/27/2015	12/1/2015	Yes
59	1570825	LAFAYETTE		SKY HY	DR	ASBESTOS CEMENT	8.00	1974	5,760	12/1/2015	12/4/2015	Yes
60	1571853	LAFAYETTE		ST MARYS	RD	CAST IRON	6.00	1942	4,500	12/23/2015	12/23/2015	Yes
61	1571895	LAFAYETTE		WILLOW	DR	CAST IRON	4.00	1940	0	12/25/2015	12/27/2015	Yes
62	1571013	MORAGA		CALLE LA MESA		ASBESTOS CEMENT	6.00	1972	8,640	12/4/2015	12/9/2015	Yes
63	1571854	MORAGA		ST MARYS	RD	CAST IRON	6.00	1942	3,150	12/23/2015	12/23/2015	Yes
64	1571703	OAKLAND	E	17TH	ST	CAST IRON	6.00	1939	12,960	12/20/2015	12/28/2015	Yes
65	1571873	OAKLAND		25TH	AVE	CAST IRON	6.00	1930	6,750	12/24/2015	12/24/2015	Yes
66	1571941	OAKLAND	E	29TH	ST	CAST IRON	6.00	1929	900	12/28/2015	12/28/2015	Yes
67	1570972	OAKLAND		33RD	ST	CAST IRON	6.00	1926	1,350	12/3/2015	12/3/2015	Yes
68	1571901	OAKLAND		51ST	AVE	CAST IRON	4.00	1928	14,400	12/25/2015	12/29/2015	Yes
69	1571852	OAKLAND		62ND	AVE	CAST IRON	6.00	1928	1,800	12/23/2015	12/23/2015	Yes
70	1570814	OAKLAND		64TH	AVE	CAST IRON	4.00	1913	1,800	12/1/2015	12/1/2015	Yes
71	1570947	OAKLAND		65TH	AVE	CAST IRON	6.00	1928	4,500	12/2/2015	12/3/2015	Yes
72	1570951	OAKLAND		65TH	AVE	CAST IRON	6.00	1928	4,500	12/3/2015	12/3/2015	Yes
73	1571902	OAKLAND		66TH	AVE	CAST IRON	6.00	1938	9,000	12/26/2015	12/26/2015	Yes
74	1572081	OAKLAND		68TH	AVE	CAST IRON	6.00	1929	2,250	12/30/2015	12/31/2015	Yes

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
75	1571615	OAKLAND		72ND	AVE	CAST IRON	4.00	1932	0	12/18/2015	12/18/2015	Yes
76	1570815	OAKLAND		73RD	AVE	CAST IRON	10.00	1952	64,800	12/1/2015	12/9/2015	No
77	1570846	OAKLAND		78TH	AVE	CAST IRON	6.00	1924	630	12/2/2015	12/2/2015	Yes
78	1571424	OAKLAND		94TH	AVE	CAST IRON	4.00	1938	900	12/14/2015	12/14/2015	Yes
79	1571259	OAKLAND		96TH	AVE	CAST IRON	6.00	1942	0	12/8/2015	12/15/2015	Yes
80	1570781	OAKLAND		107TH	AVE	CAST IRON	6.00	1927	14,400	12/1/2015	12/2/2015	Yes
81	1570229	OAKLAND	E	15TH	ST	CAST IRON	20.00	1916	2,880	12/9/2015	12/9/2015	Yes
82	1571419	OAKLAND		BANCROFT	AVE	CAST IRON	6.00	1949	5,400	12/14/2015	12/14/2015	Yes
83	1570886	OAKLAND		CLAREWOOD	DR	ASBESTOS CEMENT	8.00	1911	0	12/2/2015	12/9/2015	Yes
84	1572054	OAKLAND		CLIFFLAND	AVE	CAST IRON	6.00	1948	900	12/30/2015	12/30/2015	Yes
85	1571946	OAKLAND		COUNTRY CLUB	DR	CAST IRON	6.00	1928	900	12/28/2015	12/28/2015	Yes
86	1570959	OAKLAND		COURTLAND	AVE	CAST IRON	6.00	1929	2,250	12/3/2015	12/3/2015	Yes
87	1571557	OAKLAND		DELAWARE	ST	CAST IRON	4.00	1935	630	12/17/2015	12/17/2015	Yes
88	1570831	OAKLAND		DELMER	ST	CAST IRON	4.00	1931	28,800	12/1/2015	12/4/2015	Yes
89	1571398	OAKLAND		DELMER	ST	CAST IRON	4.00	1931	0	12/11/2015	12/13/2015	Yes
90	1570949	OAKLAND		FOOTHILL	BL	CAST IRON	8.00	1929	2,700	12/3/2015	12/3/2015	Yes
91	1571744	OAKLAND		GALINDO	ST	CAST IRON	4.00	1916	4,500	12/21/2015	12/22/2015	Yes
92	1572129	OAKLAND		GRAND	AVE	CAST IRON	6.00	1928	450	12/31/2015	12/31/2015	Yes
93	1571949	OAKLAND		GRASS VALLEY	RD	CAST IRON	2.00	1948	2,250	12/28/2015	12/28/2015	Yes
94	1570624	OAKLAND		GREENWOOD	AVE	CAST IRON	6.00	1929	21,600	11/28/2015	12/2/2015	Yes
95	1571006	OAKLAND		HIGHLAND	AVE	CAST IRON	6.00	1931	2,250	12/4/2015	12/4/2015	Yes
96	1571530	OAKLAND		HOWE	ST	CAST IRON	6.00	1928	14,400	12/16/2015	12/17/2015	Yes
97	1571892	OAKLAND		LACEY	AVE	CAST IRON	2.00	1927	720	12/25/2015	12/25/2015	Yes
98	1571489	OAKLAND		LEIMERT	BL	STEEL	16.00	1952	0	12/15/2015	12/22/2015	Yes
99	1572137	OAKLAND		LEIMERT	BL	CAST IRON	6.00	1940	2,700	12/31/2015	12/31/2015	Yes

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
100	1571971	OAKLAND		LINWOOD	AVE	CAST IRON	6.00	1928	900	12/29/2015	12/29/2015	Yes
101	1572144	OAKLAND		LOCHARD	ST	CAST IRON	6.00	1948	2,700	12/31/2015	12/31/2015	Yes
102	1570957	OAKLAND		LUNDHOLM	AVE	CAST IRON	6.00	1926	2,250	12/3/2015	12/3/2015	Yes
103	1569818	OAKLAND		MACARTHUR	BL	CAST IRON	12.00	1922	0	11/23/2015	12/1/2015	Yes
104	1571015	OAKLAND		MACARTHUR	BL	WROUGHT IRON	16.00	1923	51,840	12/4/2015	12/15/2015	No
105	1571029	OAKLAND		MAIDEN	LN	CAST IRON	6.00	1953	1,350	12/5/2015	12/5/2015	Yes
106	1571045	OAKLAND		MALCOLM	AVE	STEEL	8.00	1959	900	12/7/2015	12/7/2015	Yes
107	1570967	OAKLAND		MONTGOMERY	ST	CAST IRON	6.00	1940	7,200	12/3/2015	12/7/2015	Yes
108	1571448	OAKLAND		MOUNTAIN	BL	CAST IRON	6.00	1923	3,600	12/14/2015	12/15/2015	Yes
109	1571021	OAKLAND		NORMANDIE	AVE	CAST IRON	4.00	1934	18,000	12/4/2015	12/4/2015	Yes
110	1571336	OAKLAND		OAKLAND	AVE	CAST IRON	12.00	1933	4,500	12/10/2015	12/11/2015	Yes
111	1571713	OAKLAND		OUTLOOK	AVE	CAST IRON	6.00	1927	4,500	12/21/2015	12/21/2015	Yes
112	1570953	OAKLAND		RAWSON	ST	CAST IRON	6.00	1931	5,400	12/3/2015	12/3/2015	Yes
113	1571546	OAKLAND		RAWSON	ST	CAST IRON	6.00	1931	5,760	12/16/2015	12/17/2015	Yes
114	1571465	OAKLAND		ROSEDALE	AVE	CAST IRON	4.00	1928	2,250	12/15/2015	12/15/2015	Yes
115	1571328	OAKLAND		SAN PABLO	AVE	CAST IRON	4.00	1892	38,880	12/10/2015	12/18/2015	No
116	1570745	OAKLAND		SHEPHERD CANYON	RD	CAST IRON	6.00	1953	810	12/1/2015	12/1/2015	Yes
117	1571514	OAKLAND		SKYLINE	BL	STEEL	12.00	1968	3,600	12/16/2015	12/16/2015	Yes
118	1571183	OAKLAND		TELEGRAPH	AVE	CAST IRON	6.00	1889	1,440	12/8/2015	12/8/2015	Yes
119	1572013	OAKLAND		TOMPKINS	AVE	CAST IRON	6.00	1925	1,800	12/29/2015	12/30/2015	Yes
120	1572147	OAKLAND		TULIP	AVE	CAST IRON	6.00	1927	1,350	12/31/2015	12/31/2015	Yes
121	1571826	OAKLAND		UNION	ST	CAST IRON	6.00	1928	720	12/23/2015	12/23/2015	Yes
122	1571962	OAKLAND		WOODMINSTER	LN	CAST IRON	6.00	1956	450	12/28/2015	12/28/2015	Yes
123	1572052	OAKLAND		YORK	ST	CAST IRON	6.00	1937	4,500	12/30/2015	12/30/2015	Yes
124	1571913	ORINDA		DOS POSOS		CAST IRON	6.00	1934	9,000	12/26/2015	12/26/2015	Yes

December 2015 Main Breaks

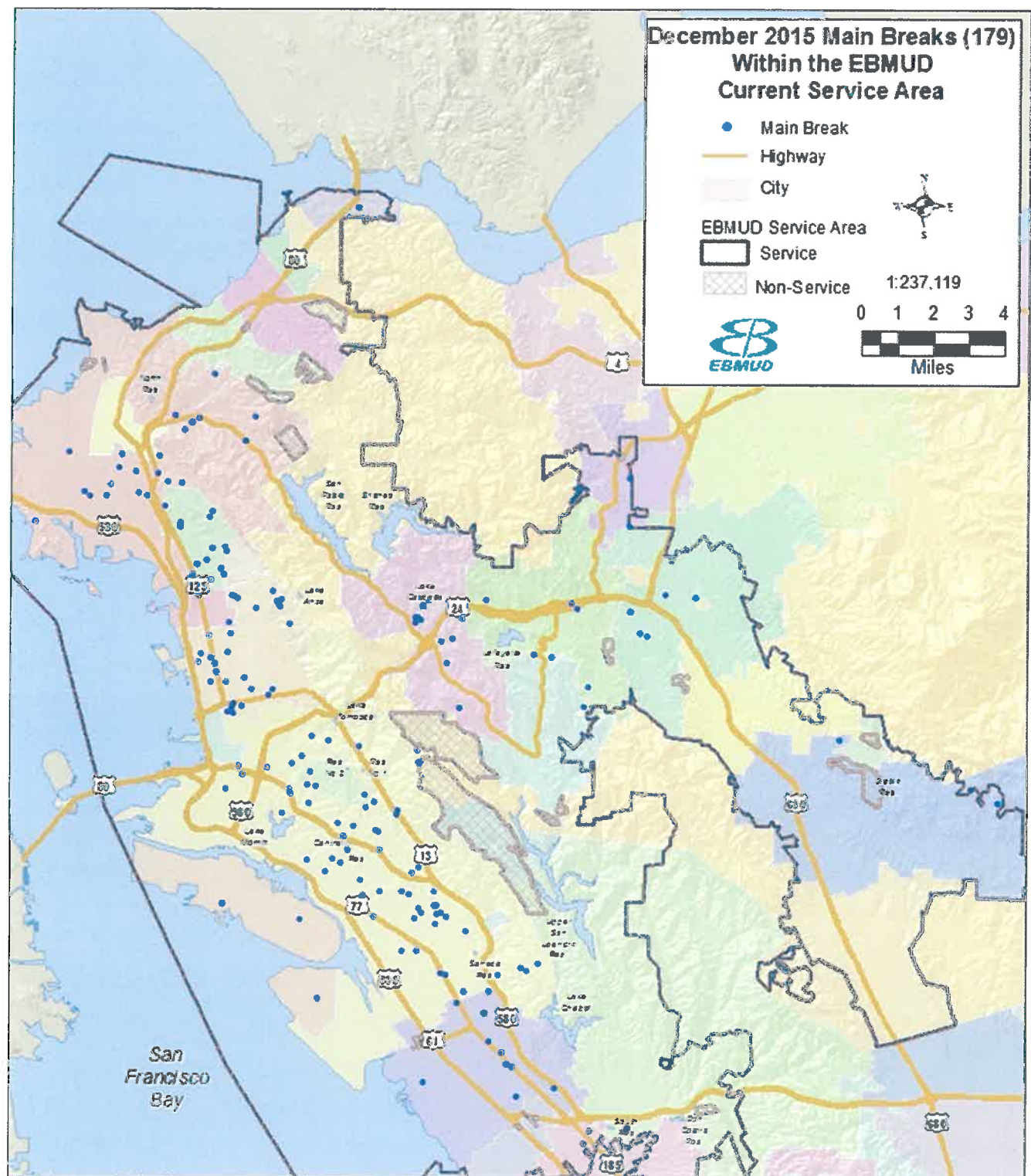
	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
125	1571692	ORINDA		LA PLAZA	DR	CAST IRON	4.00	1934	900	12/19/2015	12/19/2015	Yes
126	1571430	ORINDA		LA VUELTA		CAST IRON	6.00	1934	12,960	12/14/2015	12/16/2015	Yes
127	1570812	ORINDA		LINDA VISTA		CAST IRON	4.00	1934	900	12/1/2015	12/1/2015	Yes
128	1571117	ORINDA		LINDA VISTA		CAST IRON	4.00	1934	1,350	12/7/2015	12/7/2015	Yes
129	1571041	ORINDA		LOST VALLEY	DR	CAST IRON	8.00	1948	1,800	12/6/2015	12/6/2015	Yes
130	1571043	ORINDA		LOST VALLEY	DR	CAST IRON	8.00	1948	0	12/6/2015	12/15/2015	No
131	1571589	ORINDA		MIRA LOMA		CAST IRON	6.00	1934	2,250	12/18/2015	12/18/2015	Yes
132	1572009	ORINDA		OWL HILL	RD	CAST IRON	6.00	1940	900	12/29/2015	12/30/2015	Yes
133	1571700	ORINDA		SOUTHWOOD	DR	CAST IRON	4.00	1937	8,640	12/20/2015	12/21/2015	Yes
134	1571865	ORINDA		TAHOS	RD	STEEL	8.00	1975	2,250	12/23/2015	12/24/2015	Yes
135	1570716	ORINDA		TARA	RD	CAST IRON	6.00	1948	8,640	11/30/2015	12/1/2015	Yes
136	1571542	PIEDMONT		GRAND	AVE	CAST IRON	6.00	1938	31,500	12/16/2015	12/17/2015	Yes
137	1570647	PIEDMONT		INVERLEITH	TER	CAST IRON	6.00	1929	14,400	11/30/2015	12/1/2015	Yes
138	1572014	PIEDMONT		MACKINNON	PL	CAST IRON	2.00	1941	1,080	12/30/2015	12/30/2015	Yes
139	1572011	PIEDMONT		MANOR	DR	CAST IRON	6.00	1935	14,400	12/29/2015	12/29/2015	Yes
140	1571917	PLEASANT HILL		GEARY	RD	ASBESTOS CEMENT	12.00	1959	5,760	12/27/2015	12/28/2015	Yes
141	1571480	PLEASANT HILL		PLEASANT HILL	RD	CAST IRON	6.00	1941	1,350	12/15/2015	12/16/2015	Yes
142	1571768	RICHMOND		23RD	ST	CAST IRON	8.00	1956	4,500	12/22/2015	12/22/2015	Yes
143	1570948	RICHMOND		38TH	ST	CAST IRON	6.00	1938	4,500	12/2/2015	12/3/2015	Yes
144	1571918	RICHMOND		43RD	ST	CAST IRON	6.00	1938	18,000	12/27/2015	12/27/2015	Yes
145	1571325	RICHMOND		21ST	ST	ASBESTOS CEMENT	6.00	1957	10,080	12/9/2015	12/15/2015	Yes
146	1571876	RICHMOND		AMADOR	ST	STEEL	6.00	1955	4,500	12/24/2015	12/25/2015	Yes
147	1571569	RICHMOND		AMEND	CT	ASBESTOS CEMENT	6.00	1969	8,640	12/17/2015	12/22/2015	Yes
148	1571964	RICHMOND		BISSELL	AVE	CAST IRON	6.00	1949	6,750	12/28/2015	12/29/2015	Yes
149	1571887	RICHMOND		CLAREMONT	AVE	CAST IRON	6.00	1957	1,080	12/24/2015	12/24/2015	Yes

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
150	1571889	RICHMOND		GARVIN	AVE	CAST IRON	6.00	1939	0	12/24/2015	12/26/2015	Yes
151	1571927	RICHMOND		LA CIMA	RD	ASBESTOS CEMENT	4.00	1960	0	12/27/2015	12/30/2015	Yes
152	1570847	RICHMOND		MACDONALD	AVE	CAST IRON	6.00	1934	1,080	12/2/2015	12/2/2015	Yes
153	1572142	RICHMOND		MARICOPA	AVE	CAST IRON	6.00	1951	720	12/31/2015	12/31/2015	Yes
154	1571264	RICHMOND		MINUET	CIR	ASBESTOS CEMENT	6.00	1981	22,500	12/8/2015	12/9/2015	Yes
155	1571507	RICHMOND		RANCHO	RD	CAST IRON	6.00	1945	9,000	12/16/2015	12/16/2015	Yes
156	1570587	RICHMOND		SCENIC	AVE	CAST IRON	6.00	1936	2,880	12/2/2015	12/3/2015	Yes
157	1571875	RICHMOND		SONOMA	ST	CAST IRON	6.00	1953	6,750	12/24/2015	12/24/2015	Yes
158	1571287	RICHMOND		WENDELL	AVE	ASBESTOS CEMENT	6.00	1953	450	12/9/2015	12/9/2015	Yes
159	1571038	RICHMOND		WESLEY	WAY	CAST IRON	6.00	1953	18,000	12/6/2015	12/6/2015	Yes
160	1571288	RICHMOND		WESLEY	WAY	CAST IRON	6.00	1953	8,640	12/9/2015	12/14/2015	Yes
161	1571893	RICHMOND		WESLEY	WAY	CAST IRON	6.00	1951	18,000	12/25/2015	12/25/2015	Yes
162	1571440	RICHMOND		WILLARD	AVE	CAST IRON	4.00	1940	5,760	12/14/2015	12/17/2015	Yes
163	1571861	SAN LEANDRO	E	14TH	ST	ASBESTOS CEMENT	8.00	1960	20,160	12/23/2015	12/29/2015	Yes
164	1571120	SAN LEANDRO		136TH	AVE	CAST IRON	6.00	1948	2,700	12/7/2015	12/7/2015	Yes
165	1571037	SAN LEANDRO		143RD	AVE	CAST IRON	6.00	1939	1,350	12/5/2015	12/6/2015	Yes
166	1572006	SAN LEANDRO	W	AVE 133RD		CAST IRON	4.00	1938	4,500	12/29/2015	12/30/2015	Yes
167	1570727	SAN LEANDRO		BIRCH	ST	ASBESTOS CEMENT	6.00	1961	13,500	11/30/2015	12/1/2015	Yes
168	1571548	SAN LEANDRO		FARRELLY	DR	CAST IRON	4.00	1940	14,400	12/16/2015	12/17/2015	Yes
169	1570728	SAN LEANDRO		GLEN	DR	CAST IRON	4.00	1928	21,600	11/30/2015	12/2/2015	Yes
170	1571702	SAN LEANDRO		MAUBERT	AVE	CAST IRON	6.00	1937	9,000	12/20/2015	12/20/2015	Yes
171	1572015	SAN LEANDRO		MELVEN	CT	CAST IRON	6.00	1952	2,880	12/30/2015	12/30/2015	Yes
172	1571810	SAN LEANDRO		VIOLET	ST	CAST IRON	6.00	1947	0	12/22/2015	12/22/2015	Yes
173	1570782	SAN LEANDRO		WARREN	AVE	CAST IRON	6.00	1951	2,700	12/1/2015	12/1/2015	Yes
174	1571924	SAN PABLO		MCBRYDE	AVE	CAST IRON	6.00	1937	9,000	12/25/2015	12/27/2015	No

December 2015 Main Breaks

	GWO#	City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
175	1571904	WALNUT CREEK		BONANZA	ST	CAST IRON	6.00	1953	13,500	12/26/2015	12/26/2015	Yes
176	1570841	WALNUT CREEK		GARDEN	CT	CAST IRON	4.00	1952	28,800	12/1/2015	12/2/2015	Yes
177	1570824	WALNUT CREEK		GRANDVIEW	PL	CAST IRON	4.00	1932	5,400	12/1/2015	12/1/2015	Yes
178	1571414	WALNUT CREEK		PANORAMIC	WAY	CAST IRON	6.00	1933	18,000	12/13/2015	12/13/2015	Yes
179	1571031	WALNUT CREEK		WALNUT	BL	ASBESTOS CEMENT	6.00	1961	8,640	12/5/2015	12/10/2015	Yes
TOTAL									1,235,880			



EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016

TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *mc*

FROM: Andrea Pook, Special Assistant to the General Manager *Andrea*

SUBJECT: Six-Month Forecast of Board Committee and Workshop Agenda Topics and Summary of 2015 Committee and Workshop Topics

The attached tables provide a prospective and a retrospective look at Board committees and workshops. The first table provides a forecast of January through June 2016 that identifies items staff proposes to bring before committees and notes upcoming workshops and events. The second table lists the items that were presented to Board committees for review and/or approval and workshops held between July and December 2015.

Please let us know if you have questions or need more information.

ARC:AP:slb

Attachment

2016 BOARD COMMITTEES AND WORKSHOPS

Six Month Forecast

(Jan-Jun 2016)

	Finance— 4th Tuesdays	Planning— 2nd Tuesdays	Leg/HR— 2nd Tuesdays	Sustainability- Energy Cttee Quarterly	Workshops/Events
January	<ul style="list-style-type: none"> Quarterly Investment Report—December 31, 2015 Quarterly Reports/ Payroll/ Disbursement /Real Estate Summary—December 31, 2015 Semi-Annual Internal Audit Report Revisions to Several District Policies 	<ul style="list-style-type: none"> Use of Technology in Operations and Maintenance Multi-Family Residential Submetering Pilot Study Update Food Waste Program Update 	<ul style="list-style-type: none"> Federal Legislative Initiatives Legislative Report 2016 Affirmative Action Plan 	<ul style="list-style-type: none"> Charging Stations for Electric Vehicles In-Conduit Hydro Photovoltaic Projects 	<ul style="list-style-type: none"> FRWA (01/14) Retirement Board (01/21) UMRWA (01/22)
February	<ul style="list-style-type: none"> FY16 Semi-Annual Budget Performance Report 		<ul style="list-style-type: none"> Legislative Report 	<ul style="list-style-type: none"> Port of Oakland Power Purchase Agreement 	<ul style="list-style-type: none"> DERWA (02/22)
March		<ul style="list-style-type: none"> Semi Annual Water Quality Report Semi Annual Regulatory Compliance Report West County Wastewater District Water Recycling Coordination Update 2015 Salmon Return 	<ul style="list-style-type: none"> Legislative Report 		<ul style="list-style-type: none"> EBMUD/EBRPD Liaison (TBD) LT Water Supply Workshop (TBD) UMRWA (03/08) Retirement Board (03/17)

	Finance— 4th Tuesdays	Planning— 2nd Tuesdays	Leg/HR— 2nd Tuesdays	Sustainability- Energy Ctte Quarterly	Workshops/Events
April	<ul style="list-style-type: none"> Quarterly Investment Report—March 31, 2016 Quarterly Reports-Payroll/Disbursement /Real Estate Summary—March 31, 2016 Investment Policy Review 	<ul style="list-style-type: none"> Nutrients in San Francisco Bay Update Committee Review Final East Bay Municipal Watershed Master Plan 	<ul style="list-style-type: none"> Legislative Report 	<ul style="list-style-type: none"> Trench Spoils Management Greenhouse Gas Emissions Inventory 	<ul style="list-style-type: none"> UMRWA (04/22) DERWA (04/25)
May		<ul style="list-style-type: none"> Alameda-North Bay Farm Island Pipeline Crossings Project-Draft Environmental Impact Report Biosolids Management Program Update 	<ul style="list-style-type: none"> Legislative Report 	<ul style="list-style-type: none"> Food Waste Program Update Greenhouse Gas Emissions Inventory 	<ul style="list-style-type: none"> Strategic Plan Update (TBD) FY17 Mid-Cycle Budget and Rates (TBD) Retirement Board (05/19)
June		<ul style="list-style-type: none"> Carisbrook Reservoir & Skyline Pumping Plant Replacements and Montclair Reservoir Rehabilitation Recycled Water Master Plan Odor Control Program Update Public Health Report for Calendar Years 2013-2015 Wet Weather Consent Decree Update 	<ul style="list-style-type: none"> Legislative Report Disabled Veterans Business Enterprises & Pilot Local Hire Contract Equity Program Enhancements Update 		<ul style="list-style-type: none"> UMRWA (06/14) DERWA (06/27)

2015 BOARD COMMITTEES AND WORKSHOPS

Six Month Summary

(Jul-Dec 2015)

	Finance— 4 th Tuesdays	Planning— 2 nd Tuesdays	Leg/HR— 2 nd Tuesdays	Sustainability- Energy Ctte Quarterly	Workshops/Events
July	<ul style="list-style-type: none"> Water Conservation Pay as You Save On-Bill Financing Pilot Study Update Annual Internal Audit Report Quarterly Investment Report— June 30, 2015 Quarterly Reports/ Payroll/ Disbursement /Real Estate Summary— June 30, 2015 	<ul style="list-style-type: none"> Completion of the Mokelumne Watershed Interregional Sustainability Evaluation (MokeWISE) Program Stormwater Capture Study Recycled Water Update Water Conservation Services for Multi-Family Residential and Senior Housing 	<ul style="list-style-type: none"> Contract Equity Program Enhancements Legislative Report 	<ul style="list-style-type: none"> Food Waste Program Update Consider a Resolution in Support of San Francisco Bay-Delta Estuary 	<ul style="list-style-type: none"> FRWA (07/16) Retirement Board (07/16) UMRWA (07/24)
August	<ul style="list-style-type: none"> Cancelled 	<ul style="list-style-type: none"> Recycled Water Drought Update Food Waste Program Update FY15 Emergency Preparedness and Business Continuity Readiness 	<ul style="list-style-type: none"> Legislative Report 		<ul style="list-style-type: none"> FRWA (08/20) DERWA (08/24)
September	<ul style="list-style-type: none"> Financial Review of Fiscal Year 2015 FY15 Key Performance Indicators Report FY16 Insurance Summary Proposed Fiscal Year 2016 Financing Plan and De-Risking and Refunding Transactions Adopt New Policy and Review of Revisions to District Policies Food Waste Program Update 	<ul style="list-style-type: none"> Update on San Francisco Bay Nutrient Efforts Main Wastewater Treatment Plant Odor Mitigation Update 	<ul style="list-style-type: none"> Update on District Values Assessment Project Chabot Dam Seismic Improvement Project-Pilot Project Labor Agreement Update Legislative Report 		<ul style="list-style-type: none"> Retirement Board (09/17)

	Finance— 4 th Tuesdays	Planning— 2 nd Tuesdays	Leg/HR— 2 nd Tuesdays	Sustainability- Energy Ctte Quarterly	Workshops/Events
October	<ul style="list-style-type: none"> Electronic Bill Presentment and Payment Services Quarterly Investment Report—September 30, 2015 Quarterly Reports/ Payroll/ Disbursement /Real Estate Summary—September 30, 2015 	<ul style="list-style-type: none"> Update on Consent Decree Implementation Water Quality Program Semi-Annual Update Regulatory Compliance Semi-Annual Report – March 2015 through August 2015 	<ul style="list-style-type: none"> Chabot Dam Seismic Improvement Project – Pilot Labor Agreement Update Legislative Report 	<ul style="list-style-type: none"> Fiscal Year 2015 Sustainability Report Food Waste Program Update 2014 Greenhouse Inventory and Mitigation Efforts 	<ul style="list-style-type: none"> UMRWA (10/02) FRWA (10/08) DERWA (10/26)
November	<ul style="list-style-type: none"> Implementation of a Traditional Commercial Paper Program to Refinance Water System Extendable Commercial Paper Review of Revisions to District Policies FY15 Annual Power Sales Report Food Waste Program Update Cancelled 	<ul style="list-style-type: none"> Annual Watershed Recreation Reports Mokelumne Watershed Forest Health Initiatives Use of Technology in Operations and Maintenance Water Recycling Coordination with West County Wastewater District 	<ul style="list-style-type: none"> FY 15 Contract Equity Program Annual Report Legislative Report 		<ul style="list-style-type: none"> FRWA (11/19) Retirement Board (11/19)
December		<ul style="list-style-type: none"> Pipeline Rebuild Update Update on East Bay Watershed Master Plan 	<ul style="list-style-type: none"> Legislative Report Addendum #1 to State Legislative Initiatives for 2016 Legislative Year 		

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016
MEMO TO: Board of Directors
FROM: Alexander R. Coate, General Manager *ARC*
SUBJECT: 2015 Interdepartmental Committees Annual Reports

INTRODUCTION

EBMUD Interdepartmental Committees oversee, review, and coordinate issues related to various District functions. As part of their ongoing duties, these committees report their activities annually to the General Manager. Below is a list of the 2015 committees and their Chair(s).

- Art Committee, Charmin Baaqee, Chair
- Consultant Contract Negotiations Committee, Mike Tognolini, Chair
- Contract Equity Advisory Committee, Beverly Johnson, Chair
- Pipe Committee, Carlton Chan, Chair
- Sustainability/Recycling Committee, Cynthia Adkisson/Doug Wallace, Co-Chairs
- Water Quality Committee, Richard Sakaji, Chair
- Water Resources Committee, Lena Tam, Chair

The 2015 Annual Committee reports summarizing the objectives, accomplishments and future work plans of each committee are attached for your information and review.

ARC:rsc

Attachments (7)

I:\SEC\2016 Board Related Items\011216 Board Items\OGM – 2015 Annual Standing Committee Reports.doc

ART COMMITTEE ANNUAL REPORT - 2015

Formed in 1993, The EBMUD Art Committee meets quarterly to coordinate the exhibition of local artists at the District's art gallery located on the 2nd floor of the Administration Building. The committee consists of 10 members drawn from different professions and positions within the District. The committee is chaired by Charmin Baaqee, Assistant Engineer.

The Art Committee mounts approximately seven exhibits each year. Three of the exhibits are coordinated in conjunction with the month-long celebrations of Hispanic Heritage, Black History and Asian American Heritage. On alternate years, one of the regular exhibits showcases the creations of EBMUD employees in what is known as the EBMUD Employee Arts Biennale.

Additionally, the Art Committee sponsors an annual one-day Employee Arts and Crafts Fair highlighting the crafts produced by EBMUD employees. This year 21 employee-and-retiree artists participated by exhibiting and selling their crafts, which included specialty chocolates, wooden birdhouses and utensils, wearables, and art work. The event was well attended and enjoyed by District personnel and the public alike. The event was organized by non-Art Committee members, Elizabeth Grassetti and Ana Gosney.

Each of the 7-week long art exhibits is coordinated by one or two committee members with support from the entire committee. Responsibility for coordination is distributed amongst committee members so that each member works on one or two shows per year. Committee members are responsible for:

- Attendance at quarterly meetings where art work is selected and scheduled, ideas for new shows are generated, and committee procedures and policies are discussed.
- Seeking out artists, reviewing submitted art work, and communicating with artists and local art groups.
- Assuring that guidelines for the exhibits are provided to the artists, arranging legal agreements and protecting EBMUD from inappropriate liabilities.
- Coordinating design of invitations, artist statements, exhibit labels and podium materials. Postcard invitations to the exhibit and reception are provided to the artist, and are mailed to several news and community organizations.
- Coordinating delivery, hanging and taking down of art exhibits (sometimes from multiple artists).
- Publicizing the shows in the *Splashes*, through District email and intranet, and through mailings.
- Coordinating, hosting and arranging refreshments for artist receptions.

2015 Accomplishments

This year, the Art Committee appointed Charmin Baaqee as Committee Chair, welcomed five new members - Heidi Benenson, Michael Bergstrom, Linda Christo, Jeni McGregor, and Lauren Patton and bid farewell to esteemed Committee member, Katherine Tate. Many of the new members are eagerly taking on tasks ranging from updating the webpage to co-curating exhibitions.

As in previous years, the 2015 exhibits provided opportunities to a widely diverse group of artists of different ages, ethnicities and genders and provided positive community engagement for the District. Below is a summary of the 2015 art exhibits.

- **January 29 to March 14:** The colorful abstract paintings of Charles Blackwell were exhibited in cooperation with the Black History Month celebration. Mr. Blackwell eloquently displayed his passion for Jazz music through his work and offered viewers an opportunity to experience rhythms as they are heard, rather than as they are seen. Charles Blackwell's work was well received by District employees and others alike and provided a glimpse into the creative talents of local artists living with disabilities. This exhibit was curated by Charmin Baaqee.
- **March 19 to May 1:** The Art Jam Show "Surf and Turf" featured eclectic works celebrating surf, turf, the ever-changing boundary between land and sea, and the never-ending endeavor to control forces of nature. The artists in the show include Judy Chamberlin, Alice Dockter, Jan Erion, Andrew Fitzpatrick, Lynn Gustafson, Phil Hargrave, Bill Jeng, Annah Kay, Pons Maar, Heather Piazza, Marc Ribaud, Cesar Sanchez, Bill Silveira, Darv Teare, and TonyaMarie. The artworks were as varied and interesting as the eclectic members of Art Jam. The show also included scaled sculptures of lighthouses with working lights, in addition to drawings, collages and photography. This exhibit was curated by Bill Jeng and Vinella Garcia.
- **May 7 to June 19:** In coordination with Asian Pacific Heritage Month, the Art Committee presented photography by Cie Martin – an acupuncturist by day and concert photographer by night. The exhibit, curated by Andrea Pook, offered gallery visitors the opportunity to live vicariously through the eyes of this Bay Area music photographer as she stepped into the photographer's pit to capture musicians giving their all to their audiences. The energy of this show was complemented by live music at the reception.
- **June 25 to August 7:** Niambi Kee, Carolyn Pope, and Laquita Tummings displayed a stylistically diverse collection of beautiful machine and hand-sewn quilts for the "Trinity" exhibition. The artists are part of the Oakland African American Quilter's Guild and despite working independently, successfully created a harmonious show that included something for everyone. This show was curated by Charmin Baaqee.
- **August 13 to September 25:** The "Needle Up, Needle Down" quilt show featured the exuberant quilts of Patt Bagdon, an artist from Berkeley. Her quilts, ranging from 2' square to over 8' square filled the lobby with vibrant color. Patt showed quilts focusing on free-form geometry as well as very detailed and carefully observed pictorial quilts,

ranging in theme from wild turkeys to Venetian canals. This exhibit was curated by Susie Wallenstein.

- **October 1 to November 13:** Pablo Soto's show, ¡Agua!, included an intimate collection of images that delicately reveal the personal and supernatural quality of everyday things and their connection to nature. The exhibited included acrylic on canvas and wood and mixed media paper pieces, all influenced by Mr. Soto's Cuban heritage and his personal life experiences as an educator, musician, and father. The opening reception was well attended and included a live performance with Mr. Soto and others on percussion drums. This exhibit was curated by Charmin Baaqee, Vinella Garcia, and Maria Marques.
- **November 19 to January 4:** The Art Committee presented the EBMUD Employee Arts Biennale, offering a unique glimpse of several EBMUD employees' artistic talents. The artworks on display included cartoons, charcoal, mosaic, paintings, photographs, stained glass, and wood burned carvings. This exhibit has become an employee favorite. This exhibit was curated by Linda Christo and Vinella Garcia.

2016 Goals

The exhibit schedule is full through early-2016. Committee members will continue to review submissions by artists and schedule future shows. The Committee is hoping to build stronger relationships with other local community arts organizations as well as provide opportunities to showcase art-science integration.

Committee Members

Baaqee, Charmin, Asst. Engr, Chair
Benenson, Heidi, Tech Training Admin
Bergstrom, Michael, Graphic Designer II
Christo, Linda, Executive Asst. II
Cole, Rischa, Assistant to the GM
Garcia, Vinella, Word Proc. Specialist
McGregor, Jennifer, Senior Civil Engr.

Jeng, Bill, Associate Civil Engr.
Marques, Maria, Senior HR Analyst
Patton, Lauren, Water System Insp. I
Pook, Andrea, Special Assistant IV
Smith, Joey, Janitor Supervisor
Wallenstein, Susan, Associate Engineer

Adjunct members:

Jonathan Salmon, Attorney II, Legal Advisor
Karla Lund, Senior Graphic Designer

CONSULTANT CONTRACT NEGOTIATIONS COMMITTEE ANNUAL REPORT - 2015

The Consultant Contract Negotiations Committee (CCNC) was formed in 1999 to coordinate District-wide engineering consultant procurement and contracting practices. The CCNC's purpose is to develop and implement District-wide practices for cost-effective engineering consultant contracting. Development and support of the Engineering Consultant Roster (ECR) process is one of the primary responsibilities of the CCNC. Providing support for the as-needed training of project managers in procuring, negotiating and administering consultant contracts is another area of focus for the committee.

The CCNC meets on an ad hoc basis to coordinate implementation of the current District-wide ECR and plan for the development of the upcoming ECR. The committee will continue to focus on improving Contract Equity Program (CEP) performance in 2016, particularly the percentage of work contracted to ethnic minority firms. District compliance with guidelines for consultant contract fees, mark-up and multipliers has become fairly routine over the past several years.

2015 Accomplishments

1. contracted 36% of engineering contracts to Small Businesses and 75% to Local Businesses, including 24% to Local Small Businesses.
2. Researched how other California water utilities use consultant rosters or consultant negotiation guidelines and identified possible opportunities to improve the District's program.
3. Updated the Consultant Agreement Spreadsheet History (CASH) document and reminded managers to provide contract information on a regular basis. The District has been consistent with the guidelines for consultant contract fees, markups and total multipliers for the past 16 years.
4. Achieved 80% (15 of 19) utilization of the ECR by District project managers for ECR eligible contracts.

2016 Goals

In 2016, the Committee has the following goals:

1. Maintain the ECR and CASH report and make available on the intranet or network. Ensure that accurate and complete information is provided.
2. Lead the effective implementation of the FY16 ECR to help ensure that ECR usage is optimized by project managers and that the District's objectives for CEP, Local, and Local Small Business performance are met.
3. Improve CEP performance on ECR contracts (*FY15 actual percentages were 65% white men, 12% ethnic minority and 23% white women-owned firms, compared to the District CEP objectives of 25%, 25%, and 6%, respectively*). The committee will continue to seek opportunities to improve performance for ethnic minority and women-owned firms.
4. Maintain the high percentage of District-wide ECR-eligible contracts that utilize the ECR.
5. Develop a plan to update EBMUD's contract negotiation guidelines and distribute.
6. Solicit and review consultant statement of qualifications for a FY17-18 ECR.

7. Consider changes to the ECR program based on other programs in the area and current legal requirements.

Committee Members

- Andrew Akelman, Manager of Purchasing, Finance Department
- Michael Ambrose, Manager of Regulatory Compliance, O&M Department
- Xanthe Berry, Attorney III, Legal Department
- Carlton Chan, Manager of Pipeline Infrastructure, Engineering and Construction Department
- Vince De Lange, Manager of Wastewater Engineering, Wastewater Department
- Beverly Johnson, Contract Equity Administrator, Customer and Community Services Department (Roster Manager)
- Michael Tognolini, Manager of Water Supply Improvement, Water & Natural Resources Department

cc: CCNC Committee Members
Xavier Irias
Richard Sykes
Mike Wallis
Ben Horenstein
Scott Klein
Sherri Hong

INTERNAL CONTRACT EQUITY ADVISORY COMMITTEE ANNUAL REPORT – 2015

The Internal Contract Equity Advisory Committee was organized in 1990 to:

- increase the effectiveness of the District's contracting diversity program,
- elicit District-wide input on recommended program and reporting enhancements, and
- assist in monitoring the program's effectiveness.

The committee convenes bi-annually to address contracting issues and/or other agencies' contracting diversity initiatives that could impact (positively or negatively) the District's Contract Equity (CE) Program and the local business community.

2015 Accomplishments

1. Promoted outreach activities including the *Eighth Annual Construction Management Series* (a seven-week training program) co-hosted with Turner Construction Co. and Union Bank and the *Small Business Enterprise/Disabled Veteran Business Enterprise Certification Business Forum* co-hosted by California High Speed Rail Authority and Department of General Services;
2. Developed and implemented expansion of the District's small business definition to include Disabled Veteran Business Enterprises and pilot a local hire component for targeted construction projects (CE Program enhancements);
3. Updated the Contract Equity Program & Equal Employment Opportunity Guidelines and related bid documents to comply with federal equal employment opportunity requirements, to comply with State of California legislative changes for public contracts and to comply with the CE Program enhancements noted previously; and
4. Investigated electronic payroll submission for public works construction projects to monitor and report local workforce participation.

2016 Goals

For 2016, the committee will continue to review and monitor contract participation and workforce utilization and recommend initiatives to:

- reach the District's goal of 50% small business participation for contract awards of \$70,000 or less,
- achieve all three District's contracting objectives,
- increase local hiring on District construction projects, and
- streamline the process for tracking, administering and reporting information received from contractors.

The committee will continue to investigate applicable implementation of program enhancements which include:

- conducting targeted prime and subcontractors matchmaking sessions,
- investigating commercial general liability insurance assistance,
- monitoring the impact of the pending Pilot Project Labor Agreement on the CE Program, and
- utilizing broader District support for aggressive outreach and education efforts including members of the Senior Management Team (SMT).

Committee members

Member	Job Title	Department
Beverly Johnson, Chair	Contract Equity Administrator	Customer & Community Services
Andrew Akelman	Manager of Purchasing	Finance
Xanthe Berry	Assistant General Counsel	Office of the General Counsel
Carlton Chan	Engineering Manager	Engineering & Construction
Rischa Cole	Assistant to General Manager	Office of the General Manager
Jill Gaskins	Principal Management Analyst	Operations & Maintenance
Serge Terentieff	Engineering Manager	Engineering & Construction
Michael Tognolini	Manager of Water Supply Improvements	Water & Natural Resources
Garin Warren	Senior Civil Engineer	Wastewater

SAH:BJ:bj

PIPE COMMITTEE ANNUAL REPORT – 2015

The purpose of the Pipe Committee is to establish and maintain standards, specifications, procedures and practices related to the wide range of subjects involving water and reclaimed water distribution system pipelines and appurtenances. This summary report describes the Committee's accomplishments in 2015 and goals for 2016.

2015 Accomplishments

Pipe Materials and Appurtenances

The Committee continues to evaluate High Density Polyethylene Pipe (HDPE) pipe material due to installation failures in 2014. A root cause analysis conducted in 2014 showed that HDPE electro-fusion saddles failed because they were installed incorrectly and caused poor fusion between the side wall pipe and saddle. The Committee set up a task force with members from Pipeline Infrastructure Division, Pipeline Construction and Equipment Division and Distribution Maintenance and Construction Division to develop electro-fusion and butt welding training and purchase equipment. To date, 70 District staff completed the electro-fusion course and 23 Construction Inspectors and engineers completed butt fusion and Fusion Inspector training.

The HDPE backup ring specification was revised after several backup rings cracked during bolt installation. The Committee revised the backup ring specification from a rating of 160 psi (SDR11) operating pressure to 267 psi operating pressure. The higher rated and thicker backup ring will decrease the chances of cracking during installation. The Committee advised the Materials Review Committee to return all SDR11 backup rings and only stock the 267 psi operating pressure rated backup rings.

Pilot Projects

Pilot Template. The Committee developed a new standard template for all proposed pilot projects. The template requests background information on why the pilot was initiated, the recommended approach, pilot advantages and disadvantages, evaluation criteria and a final evaluation memo documenting the process. This new template was used for the Kubota Pipe and Aqua-Pipe pilots.

Chlorinated polyvinyl chloride. In 2014, East Area Service Center staff launched a pilot to replace about 380 failed copper laterals using a composite chlorinated polyvinyl chloride (CPVC) known as ServiceGuard; the product has CPVC on the exterior and interior with an aluminum core. At the end of the pilot, an evaluation memo was submitted to the Committee seeking approval to use CPVC on a larger scale, as a way to lessen reliance on anodes. After review by the Director of Engineering, the Committee will recommend that staff continue installing anodes on unprotected copper laterals and continue using vinyl-coated copper as the standard lateral material. However, ServiceGuard use will be permitted on a case by case basis, specifically, when renewing copper laterals that have failed due to corrosive soil and when using the pull-through

method. In addition, the CPVC service laterals will be further evaluated over time to test their performance.

Kubota pipe. In 2013, a subcommittee was formed to evaluate the use of Kubota earthquake resistant ductile iron pipe (ERDIP). The pipe is widely used in Japan and has no recorded main leaks due to earthquakes; even after the 1995 Kobe earthquake (M6.8) and the 2011 East Japan Earthquake (M9.0). Kubota ERDIP is capable of 2-inches of compression or expansion and up to 8 degrees of deflection at each joint making it flexible during ground movement from earthquakes and active landslides. In April 2015 the Board approved the sole source purchase of 1,800 feet of 8-inch Kubota ERDIP. The pipe arrived at Oakport in August. District crews received two days of training by Kubota instructors and then started installation in September with supervision and inspection by Kubota representatives. The pilot project replaced 1,800 feet of 6-inch cast iron pipe in the Kensington Hills along Edwin Drive and Kerr Avenue from Highgate Road to Rincon Road. The crews averaged 185 feet per day. An evaluation memo will be completed in 2016.

Aqua-Pipe. A subcommittee was formed this year to evaluate an Aqua-Pipe pilot project to determine if cured-in-place pipe (CIPP) lining is a viable approach to renew asbestos cement (AC) pipe. CIPP is a trenchless pipe rehabilitation method that places a pipe (resin filled fabric) within an existing host pipe. Aqua-Pipe advertises a 50+ year service life to the existing pipe and reduces construction and greenhouse gas emissions impacts related to trenching, spoils removal, and pavement restoration. The Committee approved pilot installation in early 2016 at four locations: 640 feet in Richmond on Marina Park (Regatta Boulevard); 2,000 feet at the I-880 crossing on Glenn Avenue; 5,000 feet in Walnut Creek at El Camino Corto; and 5,200 feet in Lafayette on Upper Happy Valley.

PVC fittings. In 2014, the Committee evaluated the use of a restrained “self-locking” PVC fitting (Bulldog Restraint System) on a PVC pipeline project in Lafayette. The pilot results indicated that this type of PVC fitting can potentially be used as an alternative to using steel offset returns on PVC pipeline projects. A memo was submitted in 2015 documenting the results of the pilot but did not address whether thrust forces could be transferred from the restrained joint to an unrestrained joint. A subcommittee was formed with PID, Construction Inspection and DMC staff to review holistically all PVC restrained systems including Certa-Lok.

Standards and Procedures

ESP 516.1, Valve Opening Rotation Direction and Color Coding was revised and approved. The revision adds “Open Right” and “Open Left” signs to be affixed to the underside of valve pot lids. The former ESP only required the gate pot to be painted on the underside orange (raw water system and Pardee Recreation Area Water System) and yellow (distribution system). The Purchasing Division has started purchasing the signs for use.

Standard Drawing 321-EA Valve Pot Installation is being revised in response to an accident in which a District staff pinched his finger. The revised standard which is still being reviewed modifies the offset between the top of the riser and the top of the valve box.

2016 Goals

The Pipe Committee will continue to be the primary forum for information distribution and discussion of issues related to matters involving distribution system pipelines and appurtenances. It will continue to review and update standards, procedures, specifications and practices as required.

The Committee will also continue to work closely with Pipeline Rebuild staff, two of whom are on the Pipe Committee, to pilot new materials and pipeline rehabilitation methods to ensure all pilots undertaken at the District follow appropriate protocols and that results are shared with all interested parties.

Pipe Materials and Appurtenances

HDPE Pipe:

1. Continue to evaluate the use of HDPE pipe.
2. Develop installation training for electro-fusion and butt welding.
3. Develop a list of HDPE tools and equipment for all service vehicles.
4. Develop a plan to preemptively replace all HDPE service saddles.
5. Develop a maintenance strategy.
6. PID and DMC staff to form a subcommittee to develop a training module for the Pipeline Academy.
7. Develop standard specifications and update standard details.

Pilot Projects

1. Finalize the evaluation of Kubota ERDIP and complete the recommendation memo for next steps.
2. Develop a pilot project for US Ductile and American Ductile ERDIP similar to the Kubota ERDIP pilot.
3. Initiate the Aqua-Pipe pilot and complete the recommendation memo for next steps.
4. Complete the recommendation memo for PVC restrained systems.
5. Finalize the determination for use and continued evaluation of CPVC laterals.
6. Form a subcommittee to continue the narrower and shallower trenching pilot. This pilot was started in 2015 but was not monitored.

Standards and Procedures

1. Complete Standard Drawing 321-EA Valve Pot Installation for the Pipe Committee review.
2. Develop standard specifications for HDPE installation.

Meeting Minutes

The Pipe Committee is chartered to convene at regular intervals at least once every three months. In 2015, the Pipe Committee met four times; March 12, June 4, September 17 and October 29. Meeting minutes have been placed on DOX (Keyword search: Pipe Committee).

Beginning in 2016, the meeting minutes will be sent to a wider distribution network and posted on the Pipeline Infrastructure Division website.

2015 Committee Members

Andy Akelman	Manager of Purchasing
David Bailey	Sr. Mechanical Engineer
David Bruzzone	Sr. Civil Engineer, Dist. Sys Eng and Corrosion Ctrl (<i>retired</i>)
Carlton Chan	Committee Chair, Manager of Pipeline Infrastructure Design
Mobil Cox	Construction Maintenance Superintendent
Christopher Dodge	Sr. Civil Engineer, Pipeline Design
Angelo Figueroa	Supervising Construction Inspector (<i>replaced Carlos Rodriguez</i>)
David Katzev	Sr. Civil Engineer, Pipeline Renewal
Leann Gustafson	Manager of Distribution Maintenance and Construction
Tim Harris	Assistant Construction and Maintenance Superintendent
Laura Johnson	Manager of Pipeline Construction and Equipment
Stephen Kachur	Superintendent Water Distribution
Phil Kohne	Manager of Facilities Maintenance Construction
Roberts McMullin	Sr. Civil Engineer, Dist. Sys Eng and Corrosion Ctrl (<i>replaced David Bruzzone</i>)
Carlos Rodriguez	Supervising Const Inspector, for Mngr of Construction (<i>retired</i>)
Jose Rios	Senior Civil Engineer, Dist Sys Plng, for David Rehnstrom
Mark Lewis	Associate Corrosion Control Specialist
Margo Schueler	Construction Maintenance Superintendent
Kenneth Younger	Materials Storage Supervisor

SUSTAINABILITY/RECYCLING COMMITTEE ANNUAL REPORT - 2015

In accordance with District Procedure 603, this memo is the annual report for the Sustainability/Recycling Committee. The purpose of the Committee is to advance sustainability practices and policies at the District, consistent with Policy 7.05. The Committee's goals and objectives are to:

- Achieve continuous improvement in sustainability practices with a primary focus on waste reduction, energy conservation, and water conservation in the context of the "triple bottom line".
- Engage staff to identify sustainability opportunities and best practices for improving operations, and to support those goals.
- Ensure that sustainability practices and concepts are embedded in the District's culture.

The Committee met eight times in 2015 and achieved the following accomplishments.

2015 Accomplishments

- Held the 16th Annual Earth Day event on April 22, 2015. Throughout the week of April 20, members sent out educational quizzes and information to staff. Exhibitors at this well-attended event included ten District workgroups and fourteen non-District organizations. Many positive comments were received from District staff and participants.
- Held the District's first annual "Crop Swap" on August 26, 2015. In addition to sharing the bounty of District employees gardening efforts, information was disseminated on reducing food waste at home.
- Prepared a revised draft of the Sustainable Purchasing Guidelines titled the "Sustainable Best Practices Guide for Projects, Procedures, and Procurements." This revision will help the District meet its Green Business criterion of having a sustainability purchasing policy.
- Committee members participated in the Values Committee and worked to include environmental stewardship and sustainability in the District's values.
- Continued its employee outreach and communications with ten articles on sustainability in *Splashes*, 36 articles on sustainability in the RCO Newsletter, and coordinated five sustainability related presentations at the District's Engineers' Forum.
- Coordinated with the Sustainability Steering Committee to develop goals and implementation schedules, and assisted in preparing the annual Sustainability Report submitted to the Board of Directors on October 22.
- Supported District efforts to achieve a 20 percent reduction in facility water use.
- Participated in the recertification of the Fleet Maintenance Center, and provided support to North Area Service Center and CMS for their Green Business recertification.
- Prepared improved signage for the three-bin waste system.
- Supported LED lighting improvements focused on the administration building basement and conference rooms. Conversion from fluorescent lamps to LED lamps will result in a reduced energy consumption, and increased savings in maintenance and replacement costs.

- Following a pilot project in 2014, Janitorial staff is now using dispensing/mixing stations that use third-party certified green chemicals for all-purpose cleaning. This has resulted in reducing potential chemical exposure to employees, and packaging of waste and material consumption.

The Committee's goals for 2016 are listed below.

2016 Goals

- Organize the 17th annual Earth Day event on April 27, 2016.
- Hold the second annual Crop Swap in late July or early August.
- Continue to develop strategies to foster sustainable projects/programs and educate employees about sustainable practices.
- Develop and conduct a survey to identify employees' environmental awareness.
- Conduct a 21-day "Eco-Challenge" that will promote and encourage sustainability activities in the workplace mid-year.
- Continue education efforts to encourage employees to properly use the green compost and blue recycling cans at District locations, and encourage employees to reduce energy use at District locations.
- Continue coordinating with the Engineers' Forum to invite speakers on sustainability issues.
- Continue to publish articles in the *Splashes* Green Corner and the RCO Newsletter to provide continuing education to staff on non-renewable resource and waste reduction, energy conservation, alternative commuter options, GHG emissions reduction, and recycling issues.
- Continue to support District efforts to maintain a 20 percent reduction in facility water use.
- Coordinate preparing the District's GHG inventory and evaluate methods to reduce emissions and communicate the results District-wide via the intranet Sustainability web page.
- Investigate opportunities for additional Green Business certification of District facilities.
- Continue to evaluate new actions and approaches to advance sustainability at the District.

The Committee members, listed below, include staff across all District departments and all organization levels.

Committee Members

Cynthia Adkisson, Environmental and Safety Specialist, Co-Chair

Michael Ambrose, Regulatory Compliance Manager

Elizabeth Bialek, Engineering Manager

Alex Borys, Associate Civil Engineer

Clifford Chan, Manager of Maintenance and Construction Department

Audrey Comeaux, Wastewater Control Representative

Vincent Flores, Plant Structures Maintenance Supervisor

Lorena Girardin, Senior Administrative Clerk

Victor Gonzales, Associate Mechanical Engineer

Richard Harris, Water Conservation Manager

Chandra Johannesson, Environmental Compliance Manager

Dennis Karaim, Drafting Supervisor

Virginia Northrop, Senior Ranger/Naturalist
Lionel Reynolds, Maintenance Superintendent
Margo Schueler, Construction Maintenance Superintendent
Steve Sherman, Community Affairs Representative II
Joey Smith, Janitor Supervisor
Kelley Smith, Purchasing Contract Supervisor
Tara Sweet, Associate Civil Engineer
Michael Tognolini, Water Supply Improvements Manager
Doug Wallace, Environmental Affairs Officer, Co-Chair
Susan Wallenstein, Associate Civil Engineer

CCA:cca

cc: Sustainability/Recycling Committee Members
M. Ambrose
C. Chan
R. Sykes
M. Wallis

WATER QUALITY COMMITTEE ANNUAL REPORT - 2015

The purpose and objectives of the Water Quality Committee are to:

- Review, oversee, and coordinate the District's drinking water quality program.
- Promote the efficient collection, management, and use of water quality information.
- Promote distribution of water quality information throughout the District.
- Ensure, review, and comment on legislation and regulations affecting drinking water.
- Recommend appropriate actions as needed to respond to drinking water quality issues.

The Committee meets on the third Thursday of each month.

2015 Accomplishments

a) Committee Activities

- Twelve meetings were held in 2015.
- Minutes were recorded and distributed.

b) Legislation/Regulation

- The Committee maintained an overview of water quality legislation by providing comments and recommendations, where appropriate. Legislative activities in 2015 included the analysis of several State Assembly and Senate bills, such as AB300, AB434, AB977, AB1173, AB1531, SB385, SB552, and SB637. SB552 gave the Division of Drinking Water the authority to force consolidation, when it made sense. AB434 allowed point-of-use or point-of-entry solutions to mitigate nonmicrobiological water quality issues. AB1531 gave the Division of Drinking Water the ability to adopt federal regulations as emergency regulations, as long as they are not any more stringent. SB385 provided a variance to water systems out of compliance with the State's hexavalent chromium maximum contaminant level, provided the water systems have plans and a timeline in place to reach compliance.
- The Committee reviewed and provided comment on regulatory activities by the State Water Resources Control Board (SWRCB) and the California Office of Environmental Health Hazard Assessment (OEHHA). Staff participated in the AWWA Technical Working Group (TWG) for CCL4 (Candidate Contaminant List 4), AWWA TWG on Cyanotoxins, and the National Sanitation Foundation (NSF) International's Joint Drinking Water Advisory Committees responsible for NSF/ANSI Standards 60 and 61. In addition, committee members worked with the SWRCB and other stakeholders to develop and implement a statewide general discharge permit.

c) Water Quality Strategic Direction

- The Committee reviewed and revised the District's FY15 water quality goals. The goals are significantly more stringent than the regulatory requirements.
- In 2015, the District monitored 120 water quality parameters. These parameters included all regulated contaminants, as well as treatment techniques, emerging contaminants, and customer expectations. Water quality updates, based on this monitoring, were provided to the Board of Directors in March and October.
- The Committee reviews all water quality monitoring programs in the District, as well as key parameters, as part of the monthly committee meeting.

d) Emerging Water Quality Issues

- The Committee continually reviews and monitors research and public policy development pertaining to contaminants such as strontium and Legionella. Committee members participated in state and national committees involving specific contaminants and emerging water quality issues. For example, when the USEPA released their technical review of Legionella control and treatment committee members reviewed the document and submitted comments to AWWA that were included in a comment letter to USEPA. Similarly, the USEPA released their cyanotoxin strategic management plan in November. Committee members reviewed the document and submitted comments to AWWA that were used to formulate a water industry position.
- With conservation measures being implemented throughout the District, the use of recycled water is receiving more attention. Committee members have begun working with the Office of Water Recycling on water quality issues associated with recycled water. At present, committee members are providing assistance on odor (toilet flushing) and salinity (landscape irrigation and cooling towers) issues.

e) Research

- The Committee chair acted as District liaison to the Water Research Foundation (WaterRF).
- Committee members participated in WaterRF research projects as members of the project advisory committees.
- WaterRF is trying to assist manufacturers of new water quality technologies by helping introduce their products to drinking water utilities in a partnership with ISLE Technologies. During the past year, committee members participated in the demonstration of several new technologies. These included a UV technology that promised to be more energy efficient; use of an ice slurry for cleaning transmission lines in the distribution system; and the use of a DNA-based fingerprinting system to characterize the microbial flora in the distribution system.

f) Outreach

- The Committee distributed notifications of webcasts to keep staff abreast of new developments in the water quality arena.
- Staff responded to numerous public inquiries regarding water quality, with the majority of inquiries pertaining to fluoridation.
- In an effort to share knowledge, information, and experiences with other water utilities, staff responds to external requests to serve on technical advisory committees and blue ribbon panels for outside utilities.
- Members of the committee presented or coauthored presentations at AWWA's Water Quality Technology Conference this past November.

2016 Goals

In 2016, the Committee will continue to meet monthly to review, oversee, and coordinate the District's drinking water quality program. This will include:

- Review of District water quality policies and programs in source, treatment, and distribution, especially as they relate to the incorporation of water quality goals into District policies and programs.
- Advocacy for sound science in proposed legislation and regulation.
- Oversight of current and long-term emerging water quality issues.
- Implementation of a long-term plan for coordination and promotion of water quality research.
- Outreach to District staff and the water industry in general.

2015 Committee Members

Richard Sakaji, Manager of Water Quality (Chair)
Susan Teefy, Manager of Regulatory Planning and Analysis for Water Quality (Vice Chair)
Nirmela Arsem, Manager of Laboratory Services
Michael Ambrose, Manager of Regulatory Compliance
Clifford Chan, Manager of Maintenance and Construction Department
Brett Kawakami, Manager of Water Treatment and Distribution
Vincent Pon, Superintendent of Aqueduct
Scott Hill, Manager, Watershed and Recreation
John Hurlburt, Manager of Water Supply
David Rehnstrom, Manager of Water Distribution Planning
Hubert Lai, Supervisor, Process Engineering
Javier Ramos, Supervisor, System Water Quality
Chandra Johannesson, Manager of Environmental Compliance
James Smith, Superintendent of Water Treatment
Roberto Cortez, Superintendent of Water Treatment
Damon Hom, Superintendent of Water Treatment

WATER RESOURCES COMMITTEE ANNUAL REPORT- 2015

The Water Resources Committee (WRC) coordinates and clarifies District responses to emerging water resources issues to advance District policies in a comprehensive and effective manner.

2015 Accomplishments

In 2015, the WRC focused on activities related to the District's petition to extend its Camanche Permit (CPE) to 2040, the continuing drought, and the Bay Delta Conservation Plan (now the California WaterFix (WaterFix)). Since the completion of the CPE environmental documentation and the resolution of protests from parties challenging the CPE in December 2014, staff have been coordinating with the State Water Resource Control Board (SWRCB) to provide necessary additional information for the approval of the permit extension and the issuance of an amended permit. In 2015, significant SWRCB staff resources were shifted to address critical drought and Bay-Delta conditions, resulting in the delay of SWRCB approval of EBMUD's permit. In November 2015, SWRCB staff informed us that they were reviewing EBMUD's permit, and they expect to approve the CPE by early 2016.

The WRC is also working closely to develop EBMUD's response to the WaterFix joint change petition, filed by the California Department of Water Resources and the U.S. Bureau of Reclamation (USBR) for the State Water Project and Central Valley Project respectively. The SWRCB issued the notice for the joint change petition on October 30, 2015, scheduling deadlines for comments and the upcoming water rights hearing in spring 2016. The petition seeks to add three new points of diversion near the Freeport Regional Water Project. EBMUD will file a protest on the change petition protests by January 5, 2016, and prepare expert testimony for the upcoming hearings in April 2016.

The WRC also led efforts on several activities:

- Reviewed the Revised Draft Environmental Impact Report/Draft Environmental Impact Statement (RDEIR/EIS) for the Bay Delta Conservation Plan/California WaterFix and submitted comments recommending actions to protect EBMUD's water rights and stewardship of the natural resources on the Mokelumne River.
- Coordinated with a coalition of Central Valley Project (CVP) contractors and USBR to review the RDEIR/EIS modeling analysis for the WaterFix, identify and resolve technical problems. The technical review and analysis were used to support District comments on the RDEIR/EIS.
- Coordinated with water operations resulting from the availability of JSA gainsharing water in 2015 that was required because of the District's diversions at Freeport under its CVP and water transfers from Placer County Water Agency and Sacramento Valley Settlement Contractors.
- Participated in discussions with the California Department of Water Resources and other urban water agencies to develop proposed amendments to the Urban Water Management

Plan (UWMP) Act related to drought management measures, energy use, and electronic data submittal.

- Coordinated water operations with Woodbridge Irrigation District (WID) to adaptively manage flows for fishery protection on the Lower Mokelumne River and for testing North San Joaquin Water Conservation District's new diversion pump.
- Submitted timely reports on drought activities to the SWRCB, including curtailment notices and water use reduction, as required under the state emergency drought regulations.
- Negotiated with WID on the implementation of the CPE Protest Dismissal Agreement with San Joaquin County agencies to address WID's concerns.

The WRC ensured that the District's responses to these issues were effective and consistent throughout departmental lines. Additionally, the WRC adjusted the District's strategies and responses to these issues as necessitated by changing conditions.

2016 Goals

During 2016, staff plans to coordinate with other agencies to file EBMUD's protest on the WaterFix, and participate in the SWRCB hearings.

Staff expects to develop, coordinate and negotiate settlement agreements with the San Joaquin County entities. Staff expects to file water rights petitions to implement changes to the District permits, negotiate operating and coordination agreements, develop and design the groundwater banking project, obtain groundwater export permits, and prepare necessary CEQA documents.

Staff will continue to work with SWRCB regarding the processing of the additional six "clean-up" change petitions filed in 2012 to ensure that the permits and licenses issued by the SWRCB for the Mokelumne River facilities accurately reflect EBMUD's existing municipal and hydroelectric operations and current water service area boundary. SWRCB staff is expected to process and approve these additional petitions in 2016.

Staff will also continue to coordinate District responses to Mokelumne and Bay Delta emerging water resource issues. The District's response is based on the principle that allocation of California's water resources needs to be balanced to meet both environmental and water supply needs.

Committee Members

Alex Coate
Richard Sykes
Mike Wallis
Eileen White
Craig Spencer

Rachel Jones
Jonathan Salmon
Lena Tam
Ana Ulloa
Fred Etheridge

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *ARC*

FROM: Lynelle M. Lewis, Secretary of the District *Lynelle*

SUBJECT: Legislative/Human Resources Committee Minutes – December 8, 2015

Chair John A. Coleman called to order the Legislative/Human Resources Committee at 10:33 a.m. in the Training Resource Center. Directors Lesa R. McIntosh and William B. Patterson were present at roll call. Staff present included: General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Manager of Legislative Affairs Marlaigne K. Dumaine, Director of Water and Natural Resources Richard G. Sykes, Acting Special Assistant to the General Manager Andrea A. Pook, and Secretary of the District Lynelle M. Lewis.

Public Comment. None.

Addendum #1 to State Legislative Initiatives for 2016 Legislative Year. Manager of Legislative Affairs Marlaigne K. Dumaine reported that in response to the Board's direction, staff investigated local, state and federal efforts to promote healthy forest and watershed initiatives, including any pending legislative actions. She reported that at the state level there are no pending legislative initiatives on watershed health, but there is considerable discussion on the Public Goods Charge which would fund various public interest programs. At the federal level, she said it is doubtful any legislation would be introduced this year and that any funding opportunities may be rolled up into an omnibus bill. She said that staff recommends the following legislative initiatives for the 2016 legislative year: 1) Support implementation of the locally driven Cornerstone Project by recommending that Upper Mokelumne River Water Authority (UMRWA) formalize agreements with the United States Forest Service to implement the project; 2) Recommend that UMRWA seek grants and other funds to help provide the required cost share for the Cornerstone Project; 3) Request that funds in the National Forest Foundation's Mokelumne River Watershed Restoration Fund be directed towards the required cost share for the Cornerstone Project; 4) Support state agencies, such as CalFire, in their advocacy that federal forest management funding is spent on forest management and not redirected to suppression or other efforts; 5) Monitor federal legislation on forest and watershed health and identify potential opportunities for EBMUD to engage; and 6) Continue to gather information from stakeholders at the local, state and federal levels and provide updates to the Board, as appropriate. Director of Water and Natural Resources Richard G. Sykes provided an update on discussions by the UMRWA regarding healthy forest and watershed initiatives. General Manager Coate noted that the District has received requests for financial contributions for these efforts; however, due to drought costs and reduced revenue EBMUD is not in a position to provide funding at this time and any future funding requests are best considered in context of the next budget cycle. Staff will continue to follow these efforts and report back to the Board in early 2016.

Adjournment. Chair Coleman adjourned the meeting at 10:50 a.m.

ARC/LML

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EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 7, 2016

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *me*

FROM: Lynelle M. Lewis, Secretary of the District *Lynelle*

SUBJECT: Planning Committee Minutes – December 8, 2015

Chair Lesa R. McIntosh called to order the Planning Committee in the Training Resource Center at 9:18 a.m. Directors Doug Linney and Marguerite Young were present at roll call. Staff present included: General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Director of Water and Natural Resources Richard G. Sykes, Director of Engineering and Construction Xavier J. Irias, Environmental Affairs Officer Douglas I. Wallace, Senior Civil Engineer David H. Katzev, Construction and Maintenance Superintendent Margo Schueler, General Pipe Supervisor Charles A. Whites, Acting Special Assistant to the General Manager Andrea A. Pook, and Secretary of the District Lynelle M. Lewis.

Public Comment. None.

Pipeline Rebuild Update. Senior Civil Engineer David H. Katzev, Construction and Maintenance Superintendent Margo Schueler, and General Pipe Supervisor Charles A. Whites presented an update on a pilot study to test and analyze alternative methods to increase pipeline replacement and create a sustainable pipeline renewal program. The District plans to ramp up the pipeline replacement rate to 12-13 miles per year in FY16 and then to 15 miles per year in FY17. In early 2016, staff will experiment with an innovative equipment model for service trucks called the Go Lite approach to provide a smaller vehicle to flexibly deploy a service only crew. Additionally, staff is preparing a service contract agreement to pilot Cured-In-Place Pipe technology for the renewal of approximately 2.5 miles of asbestos cement pipelines, and in FY17 staff will continue to test trenchless methods by piloting pipe bursting to renew cast iron pipelines. During these pilot projects, staff will evaluate and refine alternative approaches to completing replacement work with a focus on gaining efficiencies in production, lowering overall project costs, defining improvements in workflows and identifying sustainable practices.

Next steps include hiring, procuring equipment and mobilizing two new pipeline construction crews in early 2016. During the pilot projects, staff will continue refining the model of specialized pipeline crews, streamlining the design-build process, selecting project clusters that include high priority pipeline replacement candidates, and piloting mobile Global Navigation Satellite System receivers to aid in design and construction. Staff will also meet with District stakeholder workgroups and unions to share pilot project results and provide a forum for feedback on future pipeline replacement improvements. Staff will report back to the Board on its findings. The Committee was supportive of the staff approach. Addressing the Board was Larry Kolb, Oakland resident, who expressed support for pipeline repair work to reduce water leaks and said he would be willing to pay for it.

Update on East Bay Watershed Master Plan (EBWMP). Environmental Affairs Officer Douglas I. Wallace reported on the status of the update process. He highlighted the substantive changes proposed for the EBWMP and reported that the cycling trail access issue has attracted the most attention. At the August 20 public meeting, a majority of the 40 speakers favored increased access for cyclists, particularly on portions of the Bay Area Ridge Trail, and a minority opposed biking on trails. Of the nearly 80 comments received by email, more than half opposed bicycle access, and slightly less than half supported it. A handful of other comments were also received regarding use of trails by dog walkers, camping on the watershed, and prohibiting motorized boats on San Pablo Reservoir.

In response to the interest expressed by members of the public, staff drafted a proposal for a two-year pilot study that would allow provisional access for cyclists to three sections of the Bay Area Ridge Trail that connect to other public lands. The Ramage Peak trail section was not included as the connecting trail owned by East Bay Regional Park District prohibits cyclists. The pilot study would include an analysis of trail conditions at the beginning, middle, and end of the two-year period and assess whether continued bicycle access is warranted. At the conclusion of the two-year period, the trails would be closed to cyclists pending final action by the Board. This study would require the services of a qualified consultant, as well as additional District resources totaling a minimum of \$200,000. As the costs for this study have not been budgeted in the current budget, staff proposed that this pilot study be evaluated in the next budget cycle.

Next steps include public review of a preliminary draft of the pilot study early next year, implementing a plan for California Environmental Quality Act compliance, and finalizing the EBWMP draft for Board consideration. Any decision on funding the pilot study for bicycle access would be reserved for the upcoming budget planning process. Staff proposed that an additional public meeting be scheduled for February 2016 to receive comment on the EBWMP update and the draft trail access pilot study. The Committee asked for clarification about the budget parameters. General Manager Coate explained that funding is not available in the current budget and that reserves are currently being used for drought-related expenses. The Committee comment that they looked forward to the pilot study.

The following persons addressed the Committee: 1) Larry Kolb, Sierra Club, presented a news clipping about a collision between a mountain biker and hikers and expressed concern about hiker safety issues, noting that sharing single track trails is inherently unsafe for hikers; 2) Austin McInerney, National Interscholastic Cycling Association, expressed support for allowing cycling on trails and urged EBMUD to consider licensed trail leaders to lead cyclists rather than docent-led cycling groups; 3) Michael Udkow, Bicycle Trails Council of the East Bay, expressed support for allowing cycling on trails and said that user conflict is very low; 4) Amelia Wilson, Gateway Settlement Fund Alliance and East Bay Regional Parks District, thanked EBMUD for preserving open space in Gateway Valley, expressed hope that Indian Valley would become a priority conservation area, said that EBRPD supported the current policy against bikes on trails, and expressed support for pipe repair; 5) William Hudson, Gateway Settlement Fund Alliance, encouraged acquisition of Indian Valley and support for maintaining this as conservation area; 6) Janet McBride, Bay Area Ridge Trail Council, expressed support for the pilot study, thanked EBMUD for listening to ideas and offered assistance in this effort. The Committee expressed support for the pilot study.

Adjournment. Director McIntosh adjourned the meeting at 10:29 a.m.