



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

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

Notice of Time Change

PLANNING COMMITTEE

Tuesday, May 14, 2024

9:00 a.m.

Boardroom

375 11th Street

Oakland, CA 94607

Notice is hereby given that the Tuesday, May 14, 2024 Planning Committee meeting of the Board of Directors has been rescheduled from 9:15 a.m. to 9:00 a.m. The meeting will be held in the Administration Building Boardroom at 375 11th Street, Oakland, California.

Dated: May 9, 2024



Rischa S. Cole

Secretary of the District

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

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA
Planning Committee
Tuesday, May 14, 2024
9:00 a.m.
Boardroom
375 11th Street
Oakland, CA 94607**

***** Please see appendix for public participation instructions*****

Committee Members: Marguerite Young {Chair}, April Chan and Doug A. Linney

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.

DETERMINATION AND DISCUSSION:

- 1. New Central Area Service Center Project Update (Yoloye)
- 2. Board of Directors Standby Officers (Briggs)

ADJOURNMENT:

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, and can be viewed on our website at www.ebmud.com.



APPENDIX

Planning Committee Meeting

*EBMUD Board committee meetings will be conducted in person and via Zoom.
These meetings are recorded and live-streamed.*

Online*

<https://ebmud.zoom.us/j/94576194030?pwd=dWZlc3hNU3JNUVBQYmNKWjJSNVZQdz09>

Webinar ID: 945 7619 4030

Passcode: 925293

By Phone

Telephone: 1 669 900 6833

Webinar ID: 945 7619 4030

Passcode: 925293

International numbers available: <https://ebmud.zoom.us/u/kdmpbwlg2>

*To familiarize yourself with Zoom, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Providing public comment - *The EBMUD 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.*

- Each speaker is allotted 3 minutes to speak; the Committee Chair has the discretion to amend this time based on the number of speakers
- The Secretary will track time and inform each speaker when the allotted time has concluded
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- The Secretary will call each speaker in the order received

In person

- Fill out and submit a blue speaker card which is available in the meeting room

Via Zoom

- Use the raise hand feature in Zoom to indicate you wish to make a public comment
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
 - If you participate by phone, press *9 to raise your hand
- When prompted by the Secretary, please state your name, affiliation if applicable, and topic

Submitting written comments or materials

- Email written comments or other materials for the Board of Directors to SecOffice@ebmud.com
- Please indicate the meeting date and agenda item number or non-agenda item topic in the subject of the email. Contact information is optional.
- **Please email by 4 p.m. the day prior to the scheduled regular meeting;** written comments and other materials submitted to the Board of Directors will be filed in the record.

To observe the Planning Committee Meeting,
please visit: <https://www.ebmud.com/about-us/board-directors/board-meetings/>

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: May 9, 2024

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Olujimi O. Yoloye, Director of Engineering and Construction *OJ*

SUBJECT: New Central Area Service Center Project Update

SUMMARY

The New Central Area Service Center (NCASC) project will construct a new service yard facility in West Oakland to accommodate the District's pipeline maintenance and construction activities. This item was previously presented at the May 10, 2022 Planning Committee meeting and will be discussed at the May 14, 2024 Planning Committee meeting.

DISCUSSION

Project Purpose and Description

This project will provide a state-of-the-art service yard in West Oakland to support the District's pipeline maintenance and construction activities in Oakland and the surrounding communities. The location is ideally situated to support faster emergency response time since the area it serves has some of the oldest pipes in the District's system.

The District will relocate equipment and personnel from the existing service yard at Union and West Grand to the NCASC at Mandela Parkway and 26th Street. The proximity of the new site to the District's Adeline Campus allows for access to functions at the Adeline Campus including a fuel station, materials storage bins, training facilities, warehouse, fleet maintenance center, and other functions.

The NCASC will include a 5,900 square foot administration and crew building with offices, a break room, meeting rooms, locker rooms, and restrooms. The site will be surrounded by concrete walls up to 20 feet high for security. The primary entrance and exit on Willow Street will have security card readers and feature high-speed roll-up doors, and a small parts warehouse and crew storage bins. On-site parking areas as well as electric vehicle charging stations will be available for employees and fleet vehicles. A permanent canopy with photovoltaic panels is planned for the employee parking area.

Community Benefits

The District has had multiple meetings with the community regarding the project and the community is very supportive. This project will construct new sidewalks and curbs on 26th Street and Willow Street, where none currently exist. New low-maintenance landscaping will be provided around the site perimeter to enhance the pedestrian experience. There is an existing mural created by a local artist that is a portrait of Oscar Grant on one of the existing roll-up doors at the site. The District protected this mural with plywood and will work with the community on a proper display location. The District proactively notified the City of Oakland's Encampment Management Team to provide ample notice and time to relocate the unhoused citizens in the vicinity of the project to facilitate construction.

Project Status

The City of Oakland's Planning Commission unanimously approved the Major Conditional Use Permit for the project on April 3, 2024. The appeal period for the approval closed on April 13, 2024. No appeals were filed, and the project will proceed to the design phase. The facility is scheduled for construction between September 2025 and September 2027 and is expected to be operational by November 2027.

FISCAL IMPACT


The estimated cost for design of the project is \$800,000. Appropriations for design are included in the Fiscal Years 2024 and 2025 capital budget. The estimated construction cost for the project is \$25.2 million. This includes permit fees, the construction contract, construction management, design services during construction, and inspections. Appropriations to complete construction will be requested as part of the Fiscal Years 2026 and 2027 capital budget proposal.


CCC:OOY:EZB

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: May 9, 2024

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager 

FROM: David A. Briggs, Director of Operations and Maintenance 

SUBJECT: Board of Directors Standby Officers

SUMMARY

Each Board member designates Standby Officers to serve in their place in the event of the Board member's unavailability in an emergency, as defined by the California Emergency Services Act (CESA). Staff recommends modifications to Policy 7.03 - Emergency Preparedness/Business Continuity and the accompanying Office of the General Manager's Business Continuity Plan (BCP) to allow Board members to designate a minimum of two and no more than three Standby Officers. This item will be discussed at the May 14, 2024 Planning Committee meeting.

DISCUSSION

Under CESA, the Board may appoint up to three Standby Officers for each Board member to ensure the District can respond to and recover from emergencies. Board members are not required to appoint three under the law. Staff believes a minimum of two Standby Officers would adequately serve the District during an emergency – one residing within and one residing outside of each Board member's ward. A Board member may choose, and the Board has the option to appoint, a third Standby Officer. That Standby Officer can reside within or outside the Board member's ward or outside the District's service area.

The process for designating Standby Officers by each Board member is outlined in Policy 7.03 with additional details provided in the BCP. The Standby Officers are approved by Board resolution and reviewed on an annual basis. All existing Standby Officers will remain active for the rest of this calendar year pursuant to their respective appointments, regardless of whether the Board modifies Policy 7.03 and the BCP. If these modifications to Policy 7.03 are approved by the Board this year, the changes would take effect in 2025.

NEXT STEPS

If the Planning Committee supports the modifications, staff will discuss the updated policy with the Finance/Administration Committee and bring it to the Board for consideration later this year.

CCC:DAB:sd

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