

Board of Directors Candidate Kit



Pardee Reservoir

CANDIDATE INFORMATION KIT

2026 BOARD OF DIRECTORS ELECTION

WARDS 2, 3, 4 AND 7

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NOTICE OF ELECTION FOR THE OFFICE OF DIRECTOR OF THE EAST BAY MUNICIPAL UTILITY DISTRICT

Notice is hereby given that an election will be held on Tuesday, November 3, 2026, in **Wards 2, 3, 4, and 7** of the East Bay Municipal Utility District for the Office of Director. The election in these wards shall be for the full term (1/1/2027 – 12/31/2030). The election shall be consolidated with the general election to be held in Alameda and Contra Costa counties on November 3, 2026.

Candidates for Office of Director must be a resident and a voter in the ward from which the candidate is nominated. Additionally, in accordance with California Election Code section 20, a person shall not be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Nomination papers may be obtained and circulated within the ward from which a candidate is seeking election beginning July 13, 2026. All nomination papers must be filed with the appropriate County Clerk/Registrar by 5:00 p.m. on August 7, 2026. If nomination papers for an incumbent Director are not filed by 5:00 p.m. on August 7, 2026, the filing deadline for non-incumbent candidates will be extended to 5:00 p.m. on August 12, 2026.

Candidates are required to pay a deposit at the time nomination papers are filed with the County Clerk/Registrar to be applied to the cost of publishing a candidate's statement as follows:

- Alameda County - a deposit of \$1,000 made payable to EBMUD
- Contra Costa County - a deposit of \$1,000 made payable to EBMUD, or the actual cost of the candidate statement as determined by the county, whichever is less

If no one or only one person has filed a declaration of candidacy for a particular ward by 5:00 p.m. on August 12, 2026, the EBMUD Board of Directors may choose to appoint the sole candidate or a qualified person (if no candidate is running) to office in that ward, pursuant to section 11852.5 of the Public Utilities Code, in lieu of holding an election in that ward.

Ward 2 is in Contra Costa County and includes Lafayette; portions of Pleasant Hill, San Ramon, and Walnut Creek; and communities of Acalanes Ridge, Alamo, Blackhawk, Camino Tassajara, Castle Hill, Danville, Diablo, Reliez Valley, San Miguel, Saranap, and Shell Ridge.

Ward 3 is in Alameda County and Contra Costa County and includes Orinda and Piedmont; portions of Oakland, Pinole, and Richmond; and communities of El Sobrante and Moraga.

Ward 4 is in Alameda County and Contra Costa County and includes Albany, Berkeley, El Cerrito, and Emeryville; community of Kensington; and a portion of Oakland.

Ward 7 is in Alameda County and Contra Costa County and includes communities of Castro Valley, Cherryland, Fairview, and Norris Canyon; portions of Hayward, San Leandro, San Lorenzo, and San Ramon.

Nomination papers and other forms are available from:

Alameda County Registrar of Voters

1225 Fallon Street, Room G-1, Oakland, CA 94612
(510) 272-6973

Contra Costa County Clerk-Recorder-Elections Department

555 Escobar Street, Martinez, CA 94553
(925) 335-7800



Rischa S. Cole
Secretary of the District

About the Board of Directors

The East Bay Municipal Utility District's (EBMUD) seven-member Board of Directors determines overall policies, which are then implemented under the direction of the General Manager. The Board customarily meets at 11:00 a.m. for closed session and 1:15 p.m. for its business meeting on the second Tuesday of each month, and on the fourth Tuesday January through June, and October. Meetings are conducted at EBMUD headquarters located at 375 11th Street, in downtown Oakland. In addition, committee meetings, special meetings, workshop sessions and public hearings may be scheduled.

Each Board member is asked to serve on one or more Board committees. The committees review and make recommendations about matters of major interest, prior to presentation before the full Board during a regular meeting. Board members may also be asked to serve on joint powers authority boards or be a representative in professional associations.

Board members serve four-year terms which are staggered so that no more than four seats are open for election at any one time and are elected from wards of near equal population. Elections are held every two years and are consolidated with the general state election held in November. The qualifications for candidacy are that the candidate must live in the ward from which they are running and must be a registered voter. Additionally, in accordance with California Election Code section 20, a person shall not be considered a candidate for, and is not eligible to be elected to, any state or local elective office if the person has been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. Current compensation to EBMUD Board members is \$1,606.50 per month, as well as reimbursement for any approved expenses which may be incurred as a Board member.

About the District

EBMUD is a publicly owned utility district which supplies water to 1.5 million customers in a 332-square mile area in Alameda and Contra Costa counties, extending from Crockett on the north, southward to San Lorenzo, eastward from San Francisco Bay to Walnut Creek, and south through the San Ramon Valley. The wastewater system serves 740,000 customers in an 88-square mile area along the Bay's east shore, extending from Richmond on the north, and southward to San Leandro.

In connection with its water supply function, EBMUD owns and manages over 60,000 acres of watershed lands and five reservoirs in Alameda and Contra Costa counties. While the primary purpose of the management program is to protect the water supply, the lands and reservoirs are utilized extensively for public recreation, environmental education in cooperation with county school districts, and for a variety of other uses, with emphasis on preserving open space.

Detailed information and printed materials about the history, geography, population, facilities, and operations of EBMUD may be obtained by visiting www.ebmud.com or by contacting the Office of the Secretary via email SecOffice@ebmud.com or by telephone (510) 287-0404.

Nomination Papers

Candidates may obtain and begin circulating nomination papers on July 13, 2026. All nomination papers must be filed with the appropriate County Clerk/Registrar by 5:00 p.m. on August 7, 2026. If nomination papers for an incumbent Director are not filed by 5:00 p.m. on August 7, 2026, the filing deadline for non-incumbent candidates will be extended to 5:00 p.m. on August 12, 2026.

If no one or only one person has filed a declaration of candidacy for a particular ward by 5:00 p.m. on August 12, 2026, the EBMUD Board of Directors may choose to appoint the sole candidate or a qualified person (if no candidate is running) to office in that ward, pursuant to section 11852.5 of the Public Utilities Code, in lieu of holding an election in that ward.

A deposit toward the cost of publishing a candidate's statement is required at the time of filing nomination papers as follows:

- Alameda County - a deposit of \$1,000 made payable to EBMUD
- Contra Costa County - a deposit of \$1,000 made payable to EBMUD, or the actual cost of the candidate statement as determined by the county, whichever is less

Circulators of nominating papers must reside in the ward from which the candidate is to be elected. Nomination papers must be signed either by 1 percent or by 10 registered voters from within the ward, whichever is the lesser number, but in no event by more than 20 registered voters from within the ward.

The term of office for Directors elected November 3, 2026 from Wards 2, 3, 4, and 7 commences January 1, 2027 and ends December 31, 2030. Nomination papers and other required documents may be obtained from the appropriate County office.

Ward 2

Kristin B. Connelly, County Clerk-Recorder and Registrar of Voters
Contra Costa County – Clerk-Recorder-Elections Department
555 Escobar Street
Martinez, CA 94553-1140
(925) 335-7800
Email: candidate.services@vote.cccounty.us
Website: <https://www.contracostavote.gov/>

Wards 3, 4, & 7

Tim Dupuis, Registrar of Voters
Alameda County – Registrar of Voters Office
1225 Fallon Street, Room G-1
Oakland, CA 94612-4283
(510) 272-6973
Email: candidate.services@acgov.org
Website: <https://www.acvote.org/index>

WARD DESCRIPTIONS - EBMUD BOARD

- WARD 1** CONTRA COSTA COUNTY: San Pablo; portions of Richmond and Pinole; and communities of Bayview, Crockett, East Richmond Heights, Hercules, Montalvin Manor, North Richmond, Rodeo, Rollingwood, Selby, and Tara Hills.
Director: **Joey D. Smith** **Term expires 12/31/2028**
- WARD 2** CONTRA COSTA COUNTY: Lafayette; portions of Pleasant Hill, San Ramon, and Walnut Creek; and communities of Acalanes Ridge, Alamo, Blackhawk, Camino Tassajara, Castle Hill, Danville, Diablo, Reliez Valley, San Miguel, Saranap, and Shell Ridge.
Director: **Luz Gómez** **Term expires 12/31/2026**
- WARD 3** ALAMEDA COUNTY: Piedmont; and substantial portions of Oakland.
CONTRA COSTA COUNTY: Orinda; portions of Pinole and Richmond; and communities of El Sobrante and Moraga.
Director: **Marguerite Young** **Term expires 12/31/2026**
- WARD 4** ALAMEDA COUNTY: Albany, Berkeley, and Emeryville; and a portion of Oakland.
CONTRA COSTA COUNTY: El Cerrito; and community of Kensington.
Director: **Andy Katz** **Term expires 12/31/2026**
- WARD 5** ALAMEDA COUNTY: Alameda and Oakland (West Oakland and Oakland Airport Area); a portion of San Leandro; and a portion of the community of San Lorenzo.
Director: **Jim Oddie** **Term expires 12/31/2028**
- WARD 6** ALAMEDA COUNTY: Portions of Oakland (East Oakland and south of Park Boulevard/5th Avenue) to the San Leandro City boundary.
Director: **Valerie D. Lewis** **Term expires 12/31/2028**
- WARD 7** ALAMEDA COUNTY: Portions of Hayward, San Leandro, and San Lorenzo; and communities of Castro Valley, Cherryland, and Fairview.
CONTRA COSTA COUNTY: Portion of San Ramon; and community of Norris Canyon.
Director: **April Chan** **Term expires 12/31/2026**

APPOINTED OFFICIALS

Clifford C. Chan
General Manager
510-287-0101




Derek T. McDonald
General Counsel
510-287-0168

Rischa S. Cole
Secretary of the District
510-287-0440

EAST BAY MUNICIPAL UTILITY DISTRICT

WARD BOUNDARIES

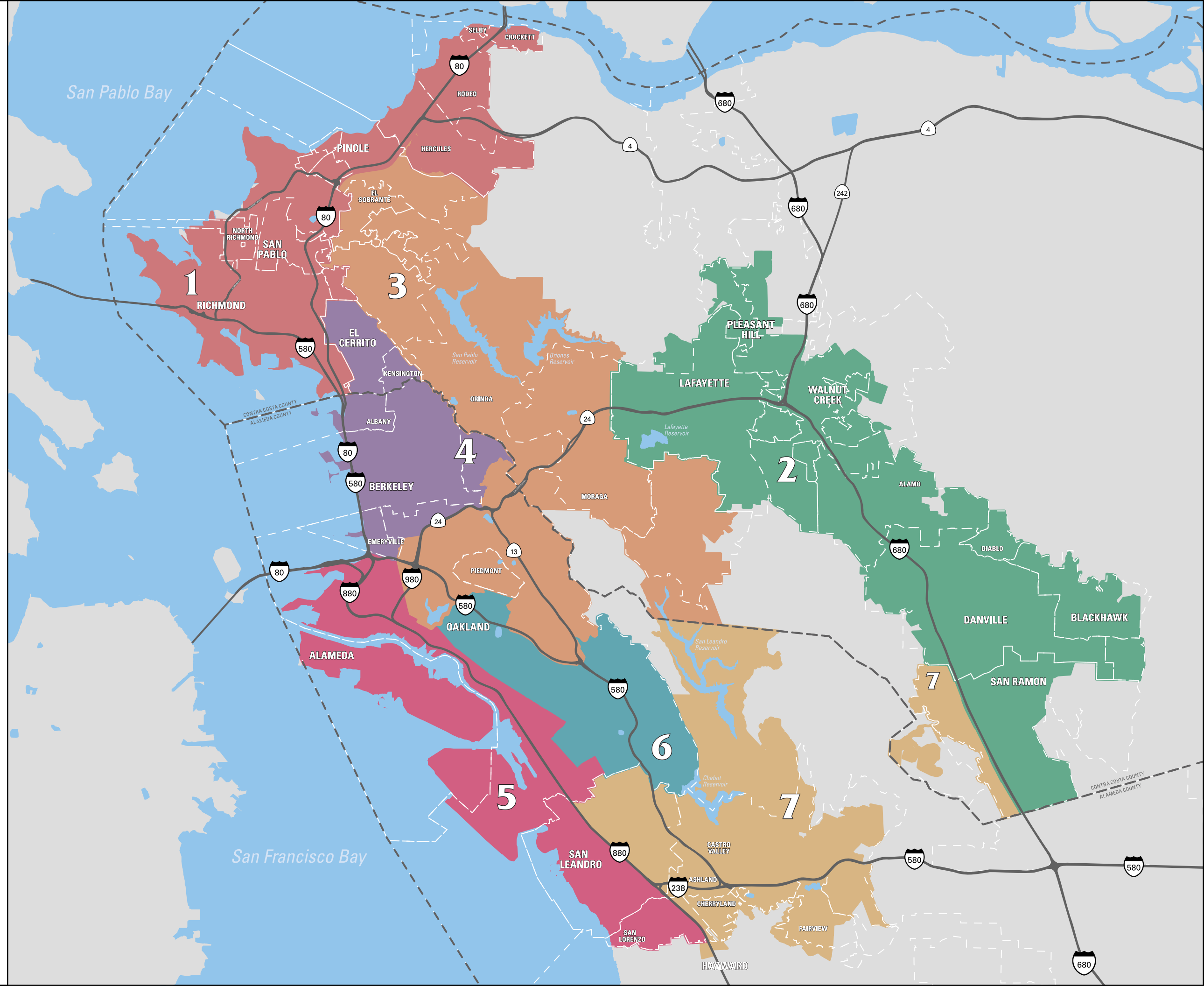
LEGEND

-  Water Bodies
-  Counties
-  Census Cities and Places
-  Freeways
-  Major Roads
-  Ward 1
-  Ward 2
-  Ward 3
-  Ward 4
-  Ward 5
-  Ward 6
-  Ward 7

IMPORTANT NOTICE

This map is the official Ward Map and shows the areas included in each of the seven wards within the East Bay Municipal Utility District. For further accurate determination of the ward boundaries, reference should be made to Resolution 35279-22 dated April 12, 2022 establishing ward boundaries, along with the official map on file in the Office of the Secretary of the District, 375 11th Street, Oakland, CA.

Ward_Map_2022_Website_FINAL.pdf



EBMUD Committees, Joint Powers Authorities (JPA), Liaison, and Association Assignments (as of May 2026)

Planning

Director Lewis, Chair
President Gómez
Director Young

***2nd Tuesday at 9:00 a.m.
January through December
Administration Building***

Legislative/Human Resources

Director Smith, Chair
Director Chan
Director Oddie

***2nd Tuesday at 10:00 a.m.
January through December
Administration Building***

Finance/Administration

Director Oddie, Chair
Director Katz
Director Lewis

***2nd Tuesday at 10:30 a.m.
August, September, and November
Administration Building***

***4th Tuesday at 9:00 a.m.
January through June, and October
Administration Building***

Sustainability

Director Young, Chair
Director Katz
Director Smith

***4th Tuesday at 10:00 a.m. (if needed)
January through June, and October
Administration Building***

**DSRSD/EBMUD Recycled
Water Authority (DERWA)**

Director Chan
President Gómez
Director Smith, Alternate

***1st Monday in Feb.;
4th Monday in April and Sept.
2nd Monday in Dec.;
meets at 6:00 p.m.
Contact: Florence T. Wedington
Tel: 510-287-1625***

**Freeport Regional Water
Authority**

Director Lewis
Director Oddie
Director Katz, Alternate

***2nd Thursday, quarterly at 10:00 a.m.,
location to be announced***

Retirement Board

Director Oddie
Director Young

***3rd Thursday odd numbered months at 9:00 a.m.
Administration Building
Contact: Valerie Weekly
Tel: 510-287-0760***

**Upper Mokelumne River
Watershed Authority**

Director Smith
Director Young, Alternate
Director Katz, Alternate
Director Oddie, Alternate

***4th Friday of January, April, and October; and third
Friday of August, at 10:00 a.m.***

McLean Hall, Pardee Center

EBMUD/EBRPD Liaison

Director Katz
Director Smith
Director Oddie, Alternate

Meeting dates, times, and location to be determined

Business Forum (Ad Hoc)

Director Lewis

***Meeting dates, times, and location to be determined
Board Representatives to be determined as needed***

Oakland Chamber of Commerce

Director Young
Director Lewis, Alternate
President Oddie, Alternate

Special Districts Association of Alameda County/Special Districts Selection Committee

Director Katz
Director Lewis, Alternate

Special Districts Association of Contra Costa County

Director Smith, Member
Director Young, Alternate
President Gómez, Alternate

EBMUD COMMITTEES, JOINT POWERS AUTHORITIES (JPA), LIAISON, AND ASSOCIATIONS

On an annual basis, the Board President reviews and appoints Directors to serve on EBMUD internal committees and as representatives on JPAs and other associations.

EBMUD Internal Committees/Retirement Board

Finance/Administration Committee

Reviews District investments, debt service, and related policies, fees and charges, internal audits, contracts and grants, and policies for acquisition of equipment or services. *The Committee is comprised of three (3) Board members.*

Planning Committee

Discusses and decides planning of facilities, capital projects, operational standards, and acquisition, development and disposition of real property. *The Committee is comprised of three (3) Board members.*

Legislative/Human Resources Committee

Discusses legislative goals and programs, employee relations-related issues, personnel policies, affirmative action issues, District training and development, and EBMUD's [Contract Equity Program](#). *The Committee is comprised of three (3) Board members.*

Sustainability Committee

Discusses and decides on matters related to energy, sustainability, natural resources and the environment. These meetings are open to the public. *The Committee is comprised of three (3) Board members.*

Business Forum (Ad Hoc)

This Committee was formed to strengthen communication between EBMUD and the business community and strengthen awareness and understanding of issues and concerns that affect local businesses and industries and EBMUD's water/wastewater utility services and programs. Formed in the late 1990s and active through the mid-2000s, the Board has not held a formal Board Business Forum since 2007. *The Committee is comprised of three (3) Board members and one (1) alternate.*

Retirement Board

Consists of three members (*two (2) EBMUD Board members* and the General Manager) appointed by the Board of Directors of the District, two members elected by and from the membership of the Retirement System (current employees), and one non-voting Retired Member elected by retired members. The Retirement Board is publicly charged with responsibility to administer the Retirement System and the Retirement Fund for the benefit of its members, and to secure the payment retirement allowances and other post-retirement benefits authorized by the Retirement Ordinance.

Joint Powers Authorities/Liaison Committee/Associations/Others

Dublin San Ramon Service District {DSRSD}-EBMUD Recycled Water Authority (DERWA) JPA

[DERWA](#) (Dublin San Ramon Service District {DSRSD}-EBMUD Recycled Water Authority) is a JPA formed in 1995 between DSRSD and EBMUD to encourage recycled water development in the San Ramon Valley. *Two (2) EBMUD Board members serve as primary representatives, and one (1) member serves as an alternate.*

EBMUD/East Bay Regional Park District Liaison Committee

The Liaison Committee began formally meeting in July 1981 to discuss topics of mutual benefit to both agencies. *Two (2) EBMUD Board members serve as primary representatives and one (1) member serves as an alternate.*

Freeport Regional Water Authority (FRWA) JPA

[FRWA](#) (Freeport Regional Water Authority) is a JPA formed in February 2002 between the Sacramento County Water Agency and EBMUD, to guide planning and development of needed regional water supplies. *Two (2) EBMUD Board members serve as primary representatives and one (1) member serves as an alternate.*

Los Vaqueros Reservoir (LVR) JPA (Dissolved in 2025)

[The LVR JPA](#) was formed in late 2021 and is comprised of eight (8) agencies (Alameda County Water District, Contra Costa Water District (including the City of Brentwood), EBMUD, Grassland Water District, Santa Clara Valley Water District (Valley Water), San Francisco Public Utilities Commission (including Bay Area Water Supply & Conservation Agency), San Luis & Delta-Mendota Water Authority (including Byron-Bethany Irrigation District, City of Tracy, Del Puerto Water District, Panoche Water District, and Westlands Water District), Zone 7 Water Agency (Alameda County Flood Control & Water Conservation District, Zone 7) and the Department of Water Resources (ex officio, nonvoting pursuant to Water Code Section 79759(b)) seeking to diversify their water supply portfolios against drought, emergencies, climate change and regulatory challenges. The JPA provides governance of the LVR Expansion Project by the Members; ensures sufficient stable funding for the LVR Expansion Project and related administrative and support activities; and ensures costs are reasonable and cost allocations are equitable and transparent. *One (1) EBMUD Board member or a senior management-level staff person serves as the primary representative and one (1) member serves as an alternate.*

Upper Mokelumne River Watershed Authority (UMRWA) JPA

[UMRWA](#) is a JPA formed in August 2000 and is comprised of six (6) water agencies (Amador Water Agency, Calaveras County Water District, Calaveras Public Utility District, East Bay Municipal Utility District, Jackson Valley Irrigation District and Alpine County Water Agency) and the counties of Amador, Calaveras and Alpine. UMRWA's goals to enhance water supply, protect water quality and the environment, reduce forest fuels and improve forest health are fulfilled in a variety of ways. An eight-member Board of Directors governs UMRWA. *One (1) EBMUD Board member serves as the primary representative and three (3) members serve as alternates.*

Oakland Chamber of Commerce

EBMUD is a member of the chamber and Board members that represent areas of Oakland are assigned to represent the District at chamber events/activities. *One (1) EBMUD Board member serves as the primary representative and two (2) serve as alternates.*

Special Districts Association of Alameda County/Special Districts Selection Committee

EBMUD is a member of the association and Board members that represent cities in Alameda County are assigned to represent the District at association events/activities. The association bylaws state one primary and one alternate. *The Board has assigned one (1) EBMUD Board member to serve as the primary representative and two (2) serve as alternates.*

Special Districts Association of Contra Costa County

EBMUD is a member of the association and Board members that represent cities in Contra Costa County are assigned to represent the District at association events/activities. The association bylaws state one primary and one alternate. *The Board has assigned one (1) EBMUD Board member to serve as the primary representative and two (2) serve as alternates.*

Ad Hoc Committees

The Board may request members to serve on Ad Hoc Committees for a specific purpose. The Brown Act defines an Ad Hoc Committee as follows:

*A temporary advisory committee composed solely of less than a quorum of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act. **Temporary committees are sometimes called ad hoc committees, a term not used in the Brown Act.** Examples include an advisory committee composed of less than a quorum created to interview candidates for a vacant position or to meet with representatives of other entities to exchange information on a matter of concern to the agency.*

Special Board Meetings and Workshops

Occasionally, special board meetings and workshops are held at the call of the board president to consider specific items or to receive information. These meetings are open to the public. *All Board members participate in most special meetings and workshops.*

Deferred Compensation Advisory Committees

The Deferred Compensation Advisory Committees are created by the Board of Directors of the District and Committee members are appointed by the General Manager. The Committee members are comprised of the Director of Human Resources (Committee Chairperson), the Director of Finance, the Treasury Manager, and such designated representatives from Union Locals 2019, 21, 444 and 39. *There are no EBMUD Board Directors assigned to these committees.*

###



375 ELEVENTH STREET, MS 806, OAKLAND, CA 94607- 4240, (510) 287-0404

TO: Candidates for Election to EBMUD's Board of Directors

SUBJECT: Completing Forms in Compliance with the EBMUD Campaign Finance Reform Ordinance

SUMMARY

To assist you in complying with some of the reporting requirements set forth in the EBMUD Campaign Finance Reform Ordinance ("the Ordinance"), the following forms are included in the candidate kit:

- EBMUD Candidate Statement Accepting Voluntary Campaign Expenditure Ceiling;
- EBMUD Candidate Statement Declining Voluntary Campaign Expenditure Ceiling; and
- EBMUD Candidate Statement Revoking Decision Declining the Voluntary Campaign Expenditure Ceiling and Declaration that Expenditures Have Not Exceeded the Expenditure Ceiling.

*You must **complete and file one of these forms with the EBMUD Secretary at the same time you submit a copy of your filed Fair Political Practices Commission (FPPC) Form 501.***

Please be advised that the forms included in the candidate kit do not satisfy all of your responsibilities under the Ordinance or the filing requirements under the Political Reform Act. You may also need to file some, or all, of the following FPPC forms, as applicable:

- Form 501 – Candidate Intention Statement
- Form 700 – Statement of Economic Interests
- Form 410 – Statement of Organization – Recipient Committee
- Form 460 – Recipient Committee Campaign Statement
- Form 470 – Officeholder and Candidate Campaign Statement
- Form 497 – 24-Hour/10-Day Contribution Report
- Form 495 – Supplemental Pre-Election Campaign Statements

These forms may be obtained from the FPPC website at www.fppc.ca.gov or by calling (866) 275-3772.

Please consult the provisions of the Ordinance to verify that you have provided all the information which must be reported to the EBMUD Secretary in relation to the conduct of your campaign for election to the Board of Directors.

Filing forms with the EBMUD Secretary

Please submit each statement in a timely manner, with attachments where appropriate. Each form should be completed in its entirety. You may file your initial forms with the County Clerk/Registrar of Voters at the time you file your nomination papers. Should you have any questions about the information required on the forms, please consult the appropriate section of the Ordinance. If you have questions regarding compliance with the Ordinance, please contact Secretary of the District Rischa S. Cole at (510) 287-0404 or via email at rischa.cole@ebmud.com.

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 3, 2026 Ballot

Deadline	Period	Form	Notes
Jul 31, 2026 <i>Semi-Annual</i>	* – 6/30/26	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/5/26 – 11/3/26	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 3, 2026, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours of receiving the contribution. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online if available.
Sep 24, 2026 <i>1st Pre-Election</i>	7/1/26 – 9/19/26	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2026 <i>2nd Pre-Election</i>	9/20/26 – 10/17/26	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online if available.
Feb 1, 2027 <i>Semi-Annual</i>	10/18/26 – 12/31/26	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2026. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.

Additional Notes:

- *Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Local Ordinance:** Always check whether additional local rules apply.
- Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-hour/10-day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-hour/10-day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- Method of Delivery:** Unless otherwise noted, all paper filings may be filed by first-class mail. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- Form [501](#):** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2026 and do not have an open committee may file Form 470 on or before September 24, 2026. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules. Refer to the FPPC video tutorial for candidates and treasurers for basic information for candidates and committees.

East Bay Municipal Utility District Board of Directors Election – 2026

Voluntary Expenditure Ceiling

Per EBMUD's Campaign Finance Reform Ordinance

Candidates who agree to expenditure ceilings shall not incur campaign expenditures during the election cycle exceeding 0.81 cents multiplied by the number of residents in the ward in which the candidates seek election.

Ward	Population	Adjustment	Expenses <i>(rounded)</i>
1	211,157	0.81	\$171,000
2*	211,624	0.81	\$171,400
3*	209,075	0.81	\$169,300
4*	212,925	0.81	\$172,400
5	213,373	0.81	\$172,800
6	209,421	0.81	\$169,600
7*	211,633	0.81	\$171,400

**Ward seats up for election that may appear on the November 2026 Ballot.*

Campaign Contribution Limits

Limitations on Contributions from Persons:	\$2,020
Anonymous Contribution Limit:	\$25
Candidate Personal Loan*:	\$25,310
Limitations on Contributions from Small Contributor Committees:	\$4,050

**"Personal Funds" includes a loan obtained from a commercial lending institution.*

Candidate Statement Accepting Voluntary Campaign Expenditure Ceiling

-- File at the time of filing Form 501

-- File with the EBMUD Secretary

NAME OF CANDIDATE:	DATE OF DISTRICT ELECTION:
DESIGNATED COMMITTEE:	I.D. NUMBER:

I, _____, declare that I am a candidate in Ward Number _____ for election to the East Bay Municipal Utility District Board of Directors. I hereby agree to accept the voluntary campaign expenditure ceiling as defined in Paragraph V of the East Bay Municipal Utility District Campaign Finance Reform Ordinance ("Ordinance") of which I have been provided a copy. Further, I understand that the Secretary of the District has determined that the campaign expenditure ceiling in this Ward is \$_____ for this election.

I understand that the execution of this Statement, whereby I voluntarily agree to accept said campaign expenditure ceiling, is irrevocable and will govern all qualified campaign expenditures, as defined in the Ordinance, incurred for this election. I further understand that, as a result of my voluntary agreement to accept said campaign expenditure ceiling, I will be designated in the voter information portion of the sample ballot as having accepted the voluntary expenditure ceiling.

I am further advised and understand that civil action may be brought against any person or committee who intentionally or negligently violates the contribution and expenditure limitations set forth in the Ordinance.

Executed on the _____ day of _____.

Name of Candidate

Signature of Candidate

Candidate Statement Declining Voluntary Campaign Expenditure Ceiling

*-- File at the time of filing Form 501
-- File with the EBMUD Secretary*

NAME OF CANDIDATE:	DATE OF DISTRICT ELECTION:
DESIGNATED COMMITTEE:	I.D. NUMBER:

I, _____, declare that I am a candidate in Ward Number _____ for election to the East Bay Municipal Utility District Board of Directors. I hereby decline to accept the voluntary campaign expenditure ceiling as defined in Paragraph V of the East Bay Municipal Utility District Campaign Finance Reform Ordinance (“Ordinance”), of which I have been provided a copy.

I understand that no later than the filing deadline for nomination papers under Section 8020 of the Elections Code, I may revoke my decision not to accept the campaign expenditure ceiling by filing with the EBMUD Secretary of the District the “Candidate Statement Revoking Decision Declining the Voluntary Campaign Expenditure Ceiling” and the “Candidate Statement Accepting Voluntary Campaign Expenditure Ceiling.”

I am further advised and understand that civil action may be brought against any person or committee who intentionally or negligently violates the contribution and expenditure limitations set forth in the Ordinance.

Executed on the _____ day of _____.

Name of Candidate

Signature of Candidate



375 ELEVENTH STREET, MS 806, OAKLAND, CA 94607- 4240, (510) 287-0404

Candidate Statement Revoking Decision Declining the Voluntary Campaign Expenditure Ceiling and Declaration that Expenditures Have Not Exceeded the Expenditure Ceiling

-- File no later than the deadline for filing nomination papers under Elections Code Section 8020
-- File with the EBMUD Secretary

NAME OF CANDIDATE:	DATE OF DISTRICT ELECTION:
DESIGNATED COMMITTEE:	I.D. NUMBER:

I, _____, declare that I am a candidate in Ward Number _____ for election to the East Bay Municipal Utility District Board of Directors. I hereby revoke my decision declining to accept the voluntary campaign expenditure ceiling in the District election indicated above. I expressly rescind the "Statement Declining Voluntary Campaign Expenditure Ceiling" executed by me and currently on file with the Secretary of East Bay Municipal Utility District.

I declare that my campaign expenditures have not exceeded the applicable campaign expenditure ceiling.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on the _____ day of _____.

Name of Candidate

Signature of Candidate

NOTE: Attach this Revocation to a completed "Candidate Statement Accepting Voluntary Expenditure Ceiling."

**STATEMENT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION
TO FILE CANDIDATE'S STATEMENT WITHOUT
ADVANCE PAYMENT OF DEPOSIT**

NOTICE TO CANDIDATE:

The County Clerk/Registrar of Voters will request proper authorities to review this form and your tax form and make a final determination of your claim of indigency and inability to pay in advance the following applicable deposit for submitting a Candidate Statement:

- Alameda County- a deposit of \$1,000 made payable to EBMUD
- Contra Costa County- a deposit of \$1,000 made payable to EBMUD, or the actual cost of the candidate statement as determined by the county, whichever is less

If it is determined that you are not indigent, you will be required to pay the requisite deposit within three business days of notification. If timely payment is not made, your Candidate's Statement will not be printed nor included in the Sample Ballot Pamphlet.

This Statement of Financial Worth must be submitted with your Candidate Statement no later than the time specified in Elections Code Section 13307.

PLEASE PRINT LEGIBLY OR TYPE

I, _____ declare under penalty of perjury that I am unable to pay the \$1,000 deposit required by East Bay Municipal Utility District to file a Candidate's Statement for the office of Director of East Bay Municipal Utility District Ward No. _____, which statement is to be printed and distributed to the voters eligible to vote for this office at the **November 3, 2026 General Election**.

I further affirm that the responses which I have made to the questions and instructions below relating to my inability to pay said fee are true and correct.

1. FULL NAME _____ SSN _____
2. ADDRESS _____
3. CITY, STATE, ZIP _____
4. TELEPHONE NO. _____
5. DRIVER'S LICENSE NO. _____ BIRTHDATE _____

6. State the name and address and telephone of your current employer.

NAME _____

ADDRESS _____

CITY/STATE _____

TELEPHONE NO. _____

7. State your occupation and amount of your gross monthly income.

OCCUPATION _____

GROSS MONTHLY INCOME _____

8. Spouse's Name _____

Birthdate _____ SSN _____

9. State the name and address of your spouse's current employer.

NAME _____

ADDRESS _____

CITY/STATE _____

TELEPHONE NO. _____

10. State your spouse's occupation and amount of his/her gross monthly income.

OCCUPATION _____

GROSS MONTHLY INCOME _____

11. Residence: Own Rent Live with Parents

Monthly Payment: Home Loan Rent

12. If you are not employed, how do you support yourself? Be specific. List all sources of income whether it be from self-employment, rents, interests, dividends, etc.

13. Describe each source, and state the amount received from each during the past twelve (12) months.

14. Do you own any real estate, stocks, bonds, notes, automobile or personal property (excluding ordinary household furnishings and clothing)?

YES _____ NO _____

15. Describe the asset. Include the license number of all motor vehicles.

16. Do you have a checking or savings account?

YES _____ NO _____

If the answer is yes, state the institution's name, location, your account number, and the value of each account.

NAME OF INSTITUTION _____

Type of Account _____ Checking _____ Savings

Location _____

Value _____

Account Number _____

NAME OF INSTITUTION _____

Type of Account ___ Checking ___ Savings

Location _____

Value _____

Account Number _____

NAME OF INSTITUTION _____

Type of Account ___ Checking ___ Savings

Location _____

Value _____

Account Number _____

If more space is needed for additional accounts, please list the information on a separate piece of paper and attach to this form.

17. List the individuals who are dependent upon you for support. State their age and your relationship to those individuals.

18. List all of your financial obligations.

19. Attached is a copy of my latest federal income tax report which I expressly agree may be released to the East Bay Municipal Utility District.

Declaration of Indigency

I understand that this Statement of Financial Worth will be reviewed by East Bay Municipal Utility District for a determination of indigence. Unless I am found to be indigent, I am obligated to pay the Candidate Statement deposit prior to the printing of said statement.

I declare under the penalty of perjury that the foregoing is true and correct and that this Declaration was executed by me on _____, 20_____

at _____, California.

(Signature of Candidate)

(Residence Address)

(City or Town and Zip Code)

(Home Phone Number) (Work Phone Number)

(Email Address)

EAST BAY MUNICIPAL UTILITY DISTRICT CAMPAIGN FINANCE REFORM ORDINANCE

BE IT ENACTED by the Board of Directors of East Bay Municipal Utility District that this Ordinance is adopted as the policy of East Bay Municipal Utility District setting forth that:

Campaigns for election to the Board of Directors of the East Bay Municipal Utility District be conducted fairly and that each candidate for election to the District Board be aware of the District's commitment to fair campaigns.

Candidates for election to the Board of Directors of the East Bay Municipal Utility District be permitted to accumulate the resources necessary to effectively advocate and to campaign for election to the Board.

Campaigns for election to the Board of Directors of the East Bay Municipal Utility District be free of corruption or the appearance of corruption.

Campaigns for election to the Board of Directors of East Bay Municipal Utility District be free from improper influence stemming from the dependence of candidates on large campaign contributions.

Campaign contributions be reasonably limited so as to not unduly infringe upon the First Amendment rights of political expression and association and not have a significant adverse effect on the funding of campaigns for District office.

The contribution limits set forth herein shall apply for each election to the Board of Directors of the East Bay Municipal Utility District.

I. FINDINGS AND DECLARATIONS

The Board of Directors of the East Bay Municipal Utility District find and declare each of the following:

- (a) Monetary contributions to political campaigns are a legitimate form of participation in the American political process. However, disproportionately large contributions from certain persons or organizations may lead to a perception that they exercise a disproportionate or controlling influence upon candidates.
- (b) The increasing costs of political campaigns compel many candidates to raise larger percentages of money from interest groups with a specific financial stake in matters which may come before the Board of Directors. This has caused a public perception that votes may be improperly influenced by monetary contributions.
- (c) The tendency for campaign contributions to be dominated by a small number of very large contributors undermines the integrity of the

governmental process, the competitiveness of campaigns, and the public's confidence in local officials and local agencies.

II. PURPOSE OF THIS ORDINANCE

The Board of Directors enacts this Ordinance to accomplish the following purposes:

- (a) To improve methods of financing campaigns in order to ensure the public's right-to-know, combat corruption and undue influence, and promote citizen participation in the political process.
- (b) To prevent parties with a specific financial interest in the District's decisions from exerting undue influence over those decisions by means of large campaign contributions.
- (c) To improve the disclosure of contribution sources in reasonable and effective ways.
- (d) To restore public trust in governmental and electoral institutions.

III. DEFINITIONS

1. Unless otherwise specifically provided in this Ordinance or required by the context, the words and phrases in this Ordinance shall have the same meanings as in the Political Reform Act of 1974 as amended (Government Code section 81000 *et seq.*, hereafter "Political Reform Act") and regulations adopted thereunder by the Fair Political Practices Commission (hereafter "FPPC").
2. "Candidate" means a candidate for election to the Board of Directors of the East Bay Municipal Utility District, or an incumbent who holds that office.
3. "Contribution" has the same meaning as in the Political Reform Act, Government Code section 82015, and includes a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment except to the extent that full and adequate consideration is received or if it is clear from the surrounding circumstances that the payment is not made for political purposes. A non-monetary contribution shall be valued at the true or estimated fair market value of the goods, services, or facilities contributed to the campaign. A fair market value is the price that a person would be required to pay to acquire the same goods or services or facilities in the open market place.

The term "contribution" does not include a payment made by an occupant of a home or office for costs related to any meeting or fundraising event held in the occupant's home or office if the total costs for the meeting or fundraising event are five hundred dollars (\$500) or less, exclusive of the fair rental value of the premises; nor does it include volunteer personal services or payments

made by any individual for their own travel expenses if such payments are made voluntarily without any understanding or agreement that they shall be, directly or indirectly, repaid for such expenses.

A contribution to the committee designated by the candidate for their election to the District Board of Directors is deemed a contribution to the candidate.

4. “District” means the East Bay Municipal Utility District.
5. “Expenditure” has the same meaning as in the Political Reform Act, Government Code section 82025 and includes a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment, unless it is clear from surrounding circumstances that it is not made for political purposes. “Expenditure” does not include a candidate’s use of their own money to pay for either a filing fee for a declaration of candidacy or a candidate statement prepared pursuant to Section 13307 of the Elections Code. An expenditure is made on the date the payment is made or on the date consideration, if any, is received, whichever is earlier.
6. “Officeholder expenses” means those expenditures that arise out of the performance of the officeholder’s official duties, directly assist the officeholder in performing those official duties, or are directly related to a governmental purpose. Officeholder expenses include, but are not limited to:
 - (a) Donations to charitable organizations;
 - (b) Cost of tickets to political or community events;
 - (c) Postage, office supplies, stationery and similar expenses related to the conduct or performance of the officeholder’s governmental activities and duties;
 - (d) Reasonable expenses for travel to conferences, seminars, educational events or similar activities related to the officeholder’s position; or
 - (e) Costs of books or publications reasonably related to the officeholder’s position.

The expenses listed in (a) through (e) shall be considered officeholder expenses as long as they are not used in connection with the candidate’s election to a future term of office.

7. “Person” means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, limited liability company, corporation, association, committee, and any other organization or group of persons acting in concert.

8. “Qualified Campaign Expenditure” means any expenditure made or incurred by a candidate or their agent for the purpose or with the primary effect of influencing or attempting to influence the actions of the voters for or against the election of the candidate. Such expenditures shall include, but are not limited to:
- (a) Payments for fundraising and campaign strategy expenses for election to a future term of office;
 - (b) Payments for mass mailings, political advertising, opinion polls or surveys, and other communications in connection with election to a future term of office. For purposes of this paragraph, a mass mailing, political advertisement, opinion poll or survey, or other communication shall be considered “in connection with election to a future term of office” if it makes reference to the candidate’s future election or status as a candidate for a future term of office, or if it is made by an incumbent officeholder within three (3) months prior to an election for which he or she will be a candidate and it features the candidate;
 - (c) Payments for services and actual expenses of political consultants, the campaign treasurer and other campaign staff, pollsters and other persons providing services directly in connection with a future election;
 - (d) Payments for office space, postage, office supplies, stationery, newsletters, and equipment which is used primarily for the administration of the candidate’s campaign to a future term of office;
 - (e) Payments for voter registration and get-out-the-vote drives;
 - (f) That portion of the total cost of a slate mailing or mailing of other campaign literature produced or authorized by more than one candidate which is the cost actually paid or incurred by the candidate; and
 - (g) A non-monetary contribution provided at the request of or with the approval of the candidate or his or her agent which is made in connection with the candidate’s future election.

“Qualified campaign expenditure” does not include officeholder expenses.

9. “Small Contributor Committee” has the same meaning as in the Political Reform Act, Government Code section 85203 and Cal. Code of Regulations, title 2, section 18503, and includes:
- (a) A committee of persons that has been in existence for more than six months, and

- (b) Within 36 months before making a contribution has received contributions from 100 or more persons, and
- (c) Has campaign funds that do not include any contributions of more than \$200 per person per calendar year, and
- (d) Has made contributions to five or more candidates every 36 months of at least \$25 each.

For purposes of this Paragraph III.9 only, the term “Candidate” shall have the same meaning as in the Political Reform Act (Government Code section 82007).

IV. CAMPAIGN CONTRIBUTION LIMITATIONS

1. Limitations on Contributions from Persons

- (a) Except as provided in Paragraph IV.2 of this Ordinance, no person shall make to any candidate and no such candidate shall solicit or accept any contribution which would cause the total amount contributed by that person to that candidate to exceed \$2,000 for each election. The District shall adjust this amount in January of every odd-numbered year starting on January 1, 2025 based on the increase or decrease in the San Francisco-Oakland-Hayward Consumer Price Index for Urban Consumers. This adjustment shall be rounded to the nearest ten dollars (\$10) and shall be published on the District’s website no later than the 1st day of February in the year the adjustment is made.
- (b) No person shall make an anonymous contribution or contributions to a candidate, and no candidate shall accept or solicit an anonymous contribution, totaling twenty-five dollars (\$25) or more for an election.
- (c) A candidate shall maintain a written record of the name and address of each person from whom contributions of twenty-five dollars (\$25) or more are received for an election.
- (d) The provisions of this paragraph shall not apply to a candidate’s contribution of their own personal funds to their designated candidate committee. “Personal funds” includes a loan obtained from a commercial lending institution.
- (e) A candidate may not personally loan to their campaign an amount, the outstanding balance of which exceeds twenty-five thousand dollars (\$25,000). The District shall adjust this amount in January of every odd-numbered year starting on January 1, 2025 based on the increase or decrease in the San Francisco-Oakland-Hayward Consumer Price Index for Urban Consumers. This adjustment shall be rounded to the

nearest ten dollars (\$10) and shall be published on the District's website no later than the 1st day of February in the year the adjustment is made.

2. Limitations on Contributions from Small Contributor Committees

No small contributor committee shall make contributions to any candidate and no candidate shall solicit or accept any contribution which would cause the total amount contributed by that small contributor committee to that candidate to exceed \$4,000 for each election. The District shall adjust this amount in January of every odd-numbered year starting on January 1, 2025 based on the increase or decrease in the San Francisco-Oakland-Hayward Consumer Price Index for Urban Consumers. This adjustment shall be rounded to the nearest ten dollars (\$10) and shall be published on the District's website no later than the 1st day of February in the year the adjustment is made.

3. Return of Excess Contributions

A contribution need not be reported nor shall it be deemed accepted if it is not cashed, negotiated, or deposited and is returned to the contributor before the closing date of the campaign statement on which the contribution would otherwise be reported.

4. Prohibition on Certain Contributions from Persons with Business Before the District

- (a) Contributions from participants, parties and their agents in a proceeding before the District involving a license, permit, or other entitlement for use shall be subject to the restrictions and prohibitions of the Political Reform Act, Government Code section 84308 and applicable regulations of the FPPC.
- (b) In addition to the prohibitions and restrictions imposed by Government Code section 84308 and applicable regulations of the FPPC, no person who contracts with the District, pursuant to a contract approved by the Board of Directors, shall make any contribution to a candidate at any time between the submittal of a proposal for said contract and twelve months following the completion of the performance under such contract.
- (c) No person who submits a proposal to contract with the District, pursuant to a contract to be approved by the Board of Directors, shall make any contribution to a candidate at any time between the submittal of a proposal for said contract and a final determination by the District to reject the proposal.

- (d) No candidate, or their agent, shall knowingly solicit or accept any contribution from any person or organization prohibited by Paragraph IV.4(a), (b) or (c) of this Ordinance from making such contribution.
- (e) No person who knowingly violates Paragraph IV.4(b) or (c) of this Ordinance shall be awarded a contract a which is not obtained as a result of a competitive bidding process for one (1) year after the date of the violation.

5. Limitations on Transfers from Candidate Controlled Committees

Contributions received by any other committee controlled by a candidate shall be subject to the contribution limitations set forth in this Ordinance when such contributions are transferred to the candidate's committee for election to the District Board of Directors. The following method shall be utilized to calculate the amount that is in compliance with the contribution limitations.

- (a) The candidate shall review the contributions which have been received by the candidate controlled committee beginning with the last contribution received and working back in time until the total amount of cash and cash equivalents held by the candidate controlled committee is reached.
- (b) Should the review indicate that the aggregate amount of contributions from a contributor in the candidate controlled committee and in the candidate's committee for election to the District Board exceeds any applicable limitation, the total amount that may be transferred shall be reduced by the amount in excess of the applicable contribution limitation.

6. Post-Election Fundraising

- (a) A contribution for an election may be accepted by a candidate after the date of the election only to the extent that the contribution does not exceed net debts outstanding from the election, and the contribution does not otherwise exceed the applicable contribution limit for that election.
- (b) "Net debts outstanding from the election" means the total of a committee's outstanding debts minus its assets.
- (c) "Outstanding debts" includes all of the following:
 - (1) An amount necessary to cover the cost of raising funds as permitted under this Ordinance.
 - (2) Costs related to complying with the post-election filing requirements of this Ordinance and the Political Reform Act

and for other reasonable and necessary administrative costs related to winding down the campaign, including office space rental, staff salaries, and office supplies.

- (3) Legal fees and expenses incurred directly in connection with monitoring the count of absentee or provisional ballots for the election, or with a ballot recount.
 - (4) The total amount of unpaid debts, loans and accrued expenditures incurred with respect to the election.
- (d) “Assets” includes all of the following:
- (1) The total cash on hand available to pay those debts and obligations, including: currency; balances on deposit in banks, savings and loan institutions, and other depository institutions; traveler's checks; certificates of deposit; treasury bills; and any other committee investments valued at fair market value.
 - (2) The total amounts owed to the candidate controlled committee in the form of credits, refunds of deposits, returns, or receivables, or a commercially reasonable amount based on the collectability of those credits, refunds, returns, or receivables.
- (e) Raising Funds. A candidate may accept contributions after the date of the election only up to the amount of net debts outstanding from the election. The contributions accepted are subject to the applicable contribution limit for that election. The candidate shall reduce the total amount of net debts outstanding as additional funds are received. The candidate and their controlled committee(s) may not accept a contribution that exceeds the total amount of net debts outstanding on the date the contribution is received. A contribution that exceeds the amount of net debts outstanding shall be treated in the same manner as a contribution in excess of the contribution limits.
- (f) Paying Net Debt. A candidate may only use a contribution accepted after the election for payment of net debts outstanding from the election. The candidate shall use available funds to pay net debts outstanding as soon as practicable.
- (g) Transfer. A candidate may transfer campaign funds from another of their controlled committees for the purpose of paying the net debts outstanding of their District committee. A transfer of this type is subject to the transfer and attribution requirements in Paragraph IV.5.

7. Surplus Funds

- (a) Funds remaining in the committee established by the candidate for their election to the District Board of Directors as of the end of the first postelection reporting period after the candidate is defeated or has left office may be used only for the following purposes:
 - (1) To pay campaign debts or debts from officeholder expenses;
 - (2) To refund contributions;
 - (3) To donate to any bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, where no substantial part of the proceeds will have a material financial effect on the candidate, any member of their immediate family, or their campaign treasurer; and
 - (4) To pay professional services reasonably required by the committee to assist in the performance of its administrative functions, including payment for attorney's fees for litigation arising directly out of the candidate's duties or status as a candidate or elected officer, including, but not limited to, an action to enjoin defamation, defense of an action brought of a violation of state or local campaign, disclosure, or election laws, and an action from an election contest or recount.
- (b) Funds remaining in the committee established by the candidate for their election to the District Board as of the end of the first postelection reporting period after the candidate is defeated or has left office may not be used for their election to any other office unless they are first transferred to a committee set up for that other office.

V. VOLUNTARY EXPENDITURE CEILING

1. Ballot Designation of Candidate Accepting Voluntary Expenditure Ceiling

Candidates who adopt the voluntary expenditure ceiling as defined below shall be designated in the voter information portion of the sample ballot as having voluntarily agreed to the expenditure ceiling set forth in this paragraph.

2. Statement Accepting Voluntary Expenditure Ceiling

All candidates who accept the voluntary campaign expenditure ceiling as defined below must file a statement with the Secretary of the District indicating acceptance of the expenditure ceiling and acknowledging such decision to be irrevocable. Said statement shall be filed no later than the time for filing the FPPC Form 501 (Candidate Statement of Intention). A candidate who does not adopt the voluntary campaign expenditure ceiling by filing the required statement shall be presumed to have rejected the expenditure ceiling.

3. Statement Declining Voluntary Expenditure Ceiling

Candidates who decline to accept the voluntary campaign expenditure ceiling as defined below shall file a statement with the Secretary of the District indicating their decision not to adopt the expenditure ceiling. Said statement shall be filed no later than the time for filing the FPPC Form 501 (Candidate Statement of Intention). A candidate who has filed a statement with the Secretary of the District indicating their decision not to accept the expenditure ceiling may, no later than the deadline for filing nomination papers within section 8020 of the Elections Code, revoke such decision by filing with the Secretary of the District a statement accepting the expenditure ceiling and a separate statement, signed under penalty of perjury, verifying that the candidate's qualified campaign expenditures to date have not exceeded the expenditure ceiling.

4. Amount of Expenditure Ceiling

- (a) Candidates who agree to expenditure ceilings shall not incur qualified campaign expenditures during the election cycle exceeding \$0.80 (eighty cents) multiplied by the number of residents in the ward in which the candidate seeks election. At the beginning of each election cycle, the number of residents in each ward shall be determined by the Secretary of the District based upon EBMUD's redistricting plan or federal census data, whichever provides the most current information.
- (b) The District shall adjust the amount otherwise determined under this Paragraph V.4 in January of every odd-numbered year commencing January 1, 2025, based on the increase or decrease in the San Francisco-Oakland-Hayward Consumer Price Index for Urban Consumers. The adjusted expenditure ceiling shall be rounded to the nearest one hundred dollars (\$100) and shall be published on the District website no later than the 1st day of February in the year the adjustment is made.

5. Expenditure Ceiling Lifted

If any candidate declines to accept the campaign expenditure ceiling by the deadline provided in Paragraph V.3, then the expenditure ceiling shall no longer be binding on any candidate.

VI. DISCLOSURE

1. Statements of Organization, Candidate Intention Statements, and Campaign Statements.

Any Statement of Organization (Form 410), Candidate Intention Statement (Form 501) and Campaign Statements (including Forms 460, 465, 470, 495, 496 or 497) required to be filed under the Political Reform Act shall also be

filed at the same time with the Secretary of the District. The candidate's obligation to file such campaign statements with the Secretary of the District shall continue until such time as the candidate has filed all campaign statements required by the Political Reform Act for the period ending December 31 following the election, including the Semi-Annual Campaign Statement (Form 460) due on January 31 following the election.

2. Statement Accepting or Declining Voluntary Expenditure Ceiling

Each candidate shall file a statement with the Secretary of the District accepting or declining the voluntary expenditure ceiling for each election as set forth in Paragraphs VI.1 and VI.2. The Secretary shall provide each candidate with a form that may be used for this purpose.

3. Press Disclosure

The Secretary of the District shall, upon determining that a candidate has failed to comply with any filing deadline set forth in this Ordinance, immediately notify the candidate of the apparent violation by any method that provides for confirmation of receipt, including but not limited to certified mail, telephone call and e-mail. The candidate shall be given five (5) working days from the date of actual notification to either cure the violation or to demonstrate that the required filings have been made. Upon conclusion of the five-day period, if the candidate has not demonstrated that full compliance has occurred, the Secretary shall disclose to the public by press release the name of any candidate who has failed to file any statements required under this Ordinance in the current election.

VII. INDEPENDENT EXPENDITURES IN DISTRICT ELECTIONS

1. Campaign Advertising Disclosure

(a) In addition to the disclaimers required to appear on advertisements by the Political Reform Act, Government Code sections 84501 *et seq.* and the regulations of the FPPC, any committee that spends at least \$1,000 on advertisements to support or oppose any candidate for election to the District Board shall list the following information in its advertisements: "Ad paid for by [name of committee]. Ad Committee's Top Funders: [name and occupation of three largest contributors of \$5,000 or more to the committee within the prior 12 months]."

(b) The requirements of this paragraph shall not apply to any communication distributed by an organization solely to its own members, employees, shareholders, or families of members, employees, or shareholders.

2. Independent Expenditure Reports

In addition to the reporting requirements of the Political Reform Act, any committee primarily formed to support or oppose a District candidate that makes independent expenditures totaling \$1,000 or more within 90 days of a District election to support or oppose a candidate for election to the District Board of Directors shall file a copy of their Form 496 24-Hour Independent Expenditure Report with the Secretary of the District.

VIII. ENFORCEMENT

1. Campaign Statement Review
 - (a) The Secretary of the District shall monitor all campaign forms and statements filed by candidates for the District Board and shall notify the candidate of any of the following apparent violations of this Ordinance:
 - (1) The non-filing or late filing of any required campaign forms or statements.
 - (2) A statement that does not conform on its face with the requirements of this Ordinance.
 - (3) Any reported contributions that exceed the allowable maximums established under this Ordinance.
 - (b) The Secretary of the District shall also investigate any report or information received indicating that a candidate may have failed to file a statement required under this Ordinance, if the Secretary has sufficient information to reasonably conduct such investigation.
 - (c) The candidate shall be allowed to correct any reports within five days after receipt of notice of an apparent violation by the Secretary of the District.
 - (d) The Secretary of the District shall refer to the FPPC any complaint alleging a violation of the Political Reform Act (Government Code Section 81000 *et seq.*) by any candidate or committee and shall cooperate in any investigation conducted by the FPPC as a result of such referral.
2. Violations
 - (a) In addition to any other remedies provided in this Ordinance, the East Bay Municipal Utility District and any person residing in the District may bring a civil action against any person or committee who intentionally or negligently violates the reporting requirements or the contribution and expenditure limitations set forth herein, and may also sue for injunctive relief to enjoin violations or to compel compliance

with the provisions of this Ordinance. Any such action must be brought within 4 (four) years of the date of the violation.

- (b) In any legal action brought under this Ordinance for injunctive relief or civil liability, the court may award to a plaintiff or defendant who prevails their costs of litigation, including reasonable attorney's fees.
- (c) In any legal action brought under this Ordinance for injunctive relief or civil liability, where it is determined that the candidate has accepted a contribution or contributions in excess of the applicable limit set forth herein, the full amount of said contribution(s) shall be forfeited to the District general fund. If funds are not available in the candidate's designated committee account for this purpose, the candidate shall be personally liable to pay said amount to the District general fund.

3. Enforcement by Other Agencies

Nothing in Paragraph VII shall be construed as limiting the authority of any law enforcement agency, prosecuting attorney or other person to enforce the provisions of this Ordinance, under any circumstances where such law enforcement agency, prosecuting attorney or other person has lawful authority to do so.

IX. APPLICABILITY OF OTHER LAWS

Nothing in this Ordinance shall exempt any person or committee from applicable provisions of any other laws of this State.

X. SEVERABILITY

If any provision of this Ordinance shall be held invalid, the remainder of this Ordinance to the extent it can be given effect, shall not be affected thereby, and to this extent the provisions of this Ordinance are severable.

THE EFFECTIVE DATE of this Ordinance shall be May 26, 1992; the amendments adopted on February 8, 1994 shall take effect on May 11, 1994 provided however that the contribution limits specified in Paragraphs IV.1(a) and IV.2(a) shall take effect on, January 25, 1994; the amendments adopted on March 12, 1996 shall take effect on April 11, 1996; the amendments adopted on June 9, 1998 shall take effect on July 9, 1998; the amendments adopted on August 11, 1998 shall take effect on September 10, 1998; the amendments adopted on January 8, 2002 shall take effect on February 7, 2002; the amendments adopted on January 12, 2010 shall take effect on February 12, 2010; the amendments adopted on March 26, 2024, shall take effect on April 25, 2024.

ORDINANCE NO. 375-24

AN ORDINANCE AMENDING ORDINANCE NO. 316 ENTITLED "EAST BAY MUNICIPAL UTILITY DISTRICT CAMPAIGN FINANCE REFORM ORDINANCE"

Introduced by Director Chan ; Seconded by Director Linney

WHEREAS, the Board of Directors of the East Bay Municipal Utility District enacted the Campaign Finance Reform Ordinance (CFRO) in 1992 and adopted it as the policy of the District; and

WHEREAS, the Board of Directors has amended the CFRO a number of times since its enactment in 1992, with the last adoption of amendments taking place in 2010; and

WHEREAS, since the CFRO's last amendment in 2010, there have been changes in the Political Reform Act and its implementing regulations that are recommended for incorporation into the CFRO; and

WHEREAS, the CFRO amendments necessitated by changes in law and opinions of the Fair Political Practices Commission include incorporation of the Levine Act into the CFRO, updates to the definition of a qualified campaign expenditure and updates to campaign advertisement disclaimer requirements; and

WHEREAS, other revisions to the CFRO are recommended for clarity and constancy, including alphabetization of definitions, correcting and updating the reference to the Consumer Price Index used in the CFRO, replacing "his or her" with the nonbinary term "their," and other minor revisions for the consistent use of terminology throughout the CFRO; and

WHEREAS, proposed revisions to the CFRO were presented to the Legislative/Human Resources Committee on January 9, 2024 and February 13, 2024, and the Committee recommended revisions for consideration by the Board of Directors; and

WHEREAS, the Board of Directors conducted a first reading of proposed revisions to the CFRO on February 27, 2024; and

WHEREAS, the Board of Directors conducted a second reading of proposed revisions to the CFRO on March 12, 2024 and, following discussion, voted to incorporate additional revisions to the CFRO; and

WHEREAS, the Board of Directors desires to increase the campaign contribution limits set forth in the CFRO from \$600 to \$2,000 for persons and from \$1,200 to \$4,000 for small contributor committees and to allow for biennial CPI adjustments to the contribution limit for small contributor committees; and

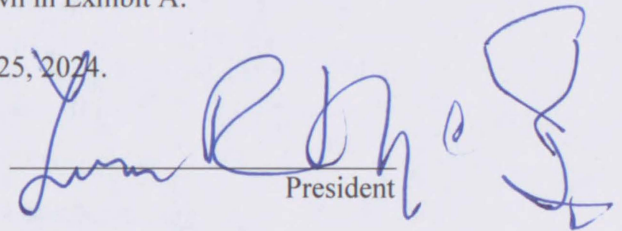
WHEREAS, the Board of Directors desires to increase the \$10,000 limit on the amount a candidate may loan to their campaign from personal funds to \$25,000, and to allow for biennial CPI adjustments of this amount; and

WHEREAS, the Board of Directors desires to expand the CFRO's prohibition on candidate contributions from persons contracting with the District to any Board-approved contract with the District and not only contracts that are not subject to the competitive bidding process; and

WHEREAS, following receipt of direction from the Board of Directors on further revisions to the CFRO at the second reading on March 12, 2024, the second reading of the amended ordinance was continued to the regular Board meeting of March 26, 2024;

NOW, THEREFORE, BE IT ENACTED by the Board of Directors of the East Bay Municipal Utility District that Ordinance No. 316 be amended as shown in Exhibit A.

THE EFFECTIVE DATE of this Ordinance shall be April 25, 2024.



President

I HEREBY CERTIFY that the revisions to Ordinance No. 316 were duly and regularly introduced at a regular meeting of the East Bay Municipal Utility District Board of Directors held on February 27, 2024, at the office of said District, 375 11th Street, Oakland, California, and thereupon, after being read, further action was scheduled for the regular meeting of said Board of Directors held at the same place on March 12, 2024, and for the regular meeting of said Board of Directors held at the same place on March 26, 2024, at which time Ordinance No. 375-24, adopting the revisions to Ordinance No. 316, was adopted by the following vote:

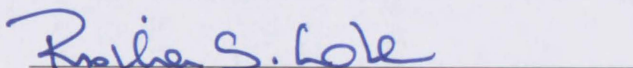
AYES: Directors Chan, Katz, Linney, Patterson, Young, and President McIntosh.

NOES: None.

ABSENT: None.

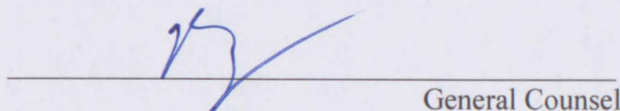
ABSTAIN: None.

ATTEST:



Secretary

APPROVED AS TO FORM AND PROCEDURE



General Counsel

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: January 29, 2026
MEMO TO: Board of Directors
F R O M: Rischa S. Cole, Secretary of the District *RC*
SUBJECT: Board Approved Contracts/Agreements - 2025

Attached for your reference is a list of Board approved contracts/agreements through December 2025 along with the 2025 GM-1 log which lists contracts and agreements approved by the General Manager (*material and supply contracts from \$80,001 to \$100,000 and general and professional services agreements from \$30,001 up to \$80,000*). The Campaign Finance Reform Ordinance, Paragraph IV.4 (a-e) (attached), outlines prohibitions on certain contributions from persons with business before the District as follows:

IV. CAMPAIGN CONTRIBUTION LIMITATIONS

4. *Prohibition on Certain Contributions from Persons with Business Before the District*

(a) Contributions from participants, parties and their agents in a proceeding before the District involving a license, permit, or other entitlement for use shall be subject to the restrictions and prohibitions of the Political Reform Act, Government Code section 84308 and applicable regulations of the FPPC.

(b) In addition to the prohibitions and restrictions imposed by Government Code section 84308 and applicable regulations of the FPPC, no person who contracts with the District, pursuant to a contract approved by the Board of Directors, shall make any contribution to a candidate at any time between the submittal of a proposal for said contract and twelve months following the completion of the performance under such contract.

(c) No person who submits a proposal to contract with the District, pursuant to a contract to be approved by the Board of Directors, shall make any contribution to a candidate at any time between the submittal of a proposal for said contract and a final determination by the District to reject the proposal.

(d) No candidate, or their agent, shall knowingly solicit or accept any contribution from any person or organization prohibited by Paragraph IV.4(a), (b) or (c) of this Ordinance from making such contribution.

(e) No person who knowingly violates Paragraph IV.4(b) or (c) of this Ordinance shall be awarded a contract a which is not obtained as a result of a competitive bidding process for one (1) year after the date of the violation.

Please contact the Secretary's Office if you have questions regarding this information.

/RSC

Attachments (3)

cc: Clifford C. Chan
Derek T. McDonald

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
A.Y. McDonald Mfg. Co.	January 12, 2021	February 1, 2024	February 1, 2026
Absolute Best Care	May 25, 2021	May 25, 2026	May 25, 2026
ADS Corp.	December 14, 2021	December 14, 2026	December 14, 2026
Advanced Telemetry Systems	October 14, 2025	October 14, 2026	October 14, 2026
Agilant Technologies, Inc.	March 9, 2021	March 9, 2026	March 9, 2026
Alameda Contra Costa Transit District	June 22, 2021	June 22, 2026	June 22, 2026
All County Flooring	March 9, 2021	March 9, 2026	March 9, 2026
Amazon Web Services, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
American Integrated Services, Inc.	October 14, 2025	October 14, 2026	October 14, 2026
American Truck & Trailer Body Co.	May 25, 2021	May 25, 2026	May 25, 2026
Ameritech Computer Services, Inc.	May 25, 2021	May 25, 2023	May 25, 2026
Anvil Builders, Inc.	May 13, 2025	May 13, 2026	May 13, 2026
Apex Employment Law, LLP	June 8, 2021	October 26, 2026	October 26, 2026
A-Plus Tree, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
AqueoUS Vets, LLC dba American Veterans	August 12, 2025	February 28, 2026	February 28, 2026
Arbor Products Ltd. dba Expert Tree Service	May 25, 2021	May 25, 2026	May 25, 2026
Arborist Now, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
Arborwell, LLC dba Arborwell & SavATree	May 25, 2021	May 25, 2026	May 25, 2026
Arborworks, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
ARI Phoenix Inc.	August 12, 2025	August 12, 2026	August 12, 2026
Arrowhead Concrete Construction	September 23, 2025	September 23, 2026	September 23, 2026
ARUP US, Inc.	November 25, 2025	November 25, 2026	November 25, 2026
Asomeo Environmental Restoration Industry, LLC	May 25, 2021	May 25, 2026	May 25, 2026
AT&T	January 9, 2019	June 30, 2025	June 30, 2026
Atlas Performance Industries, Inc.	September 14, 2021	September 14, 2026	September 14, 2026
Auto Glass Techs	May 25, 2021	May 25, 2026	May 25, 2026
Badger Daylighting Corporation	September 9, 2025	September 9, 2026	September 9, 2026
Barboza & Associates	January 13, 2025	January 13, 2027	May 13, 2026
Barg, Coffin, Lewis & Trapp LLP	September 28, 2021	September 28, 2026	September 28, 2026
Bay Area Tree Specialists	May 25, 2021	May 25, 2026	May 25, 2026
Bentley Systems, Inc.	August 12, 2025	August 12, 2026	August 12, 2026
BFK Engineers	July 8, 2025	July 8, 2026	July 8, 2026
Bitler, Christine	October 14, 2025	October 31, 2026	October 31, 2026
Bitler-Garamendi	October 14, 2025	October 31, 2026	October 31, 2026
Black & Veatch Corporation	August 26, 2025	August 26, 2026	August 26, 2026
Black & Veatch Corporation	November 9, 2021	November 9, 2024	November 9, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Bockmon & Woody Electric Co., Inc.	December 9, 2025	December 9, 2026	December 9, 2026
Bond Black Top, Inc.	November 23, 2021	November 23, 2026	November 23, 2026
Bradley Tanks, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Branco Construction, Inc.	March 11, 2025	March 11, 2026	March 11, 2026
Brand Energy Services of California, Inc.	May 27, 2025	May 27, 2026	May 27, 2026
Bruce Enterprises	September 23, 2025	September 23, 2026	September 23, 2026
C&G Technology	September 23, 2025	September 23, 2026	September 23, 2026
California Department Of Fish Wildlife	February 25, 2025	February 25, 2026	February 25, 2026
Cambridge Brass Inc.	April 27, 2021	May 3, 2024	May 3, 2026
Carl Warren & Company, LLC	May 9, 2023	May 9, 2026	May 9, 2026
CD & Power	September 12, 2023	September 12, 2026	September 12, 2026
Centrifuge Systems, LLC dba Centrisys	October 31, 2023	October 31, 2026	October 31, 2026
Chain Link Fence and Supply, Inc.	August 10, 2021	August 10, 2026	August 10, 2026
Channa Trucking	September 9, 2025	September 9, 2026	September 9, 2026
CIA Trucking	September 9, 2025	September 9, 2026	September 9, 2026
Cisco Cair Systems, Inc.	November 8, 2022	November 8, 2025	November 8, 2026
City of Alameda	November 9, 2021	November 9, 2026	November 9, 2026
City of Oakland	February 23, 2021	February 23, 2026	February 23, 2026
City of Oakland	May 11, 2021	May 11, 2026	May 11, 2026
City of Oakland	November 9, 2021	November 9, 2026	November 9, 2026
City Rise, LLC	October 28, 2025	October 28, 2026	October 28, 2026
CMC Traffic Control Specialists Inc.	October 28, 2025	October 28, 2026	October 28, 2026
Collection Bureau of American Ltd	September 27, 2022	September 27, 2025	September 27, 2027
Comprehensive Construction Services	February 11, 2025	February 11, 2026	February 11, 2026
Comprehensive Construction Services, Inc	April 22, 2025	April 22, 2026	April 22, 2026
Computacenter United States Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Concrete Demo Works, Inc.	April 27, 2021	April 27, 2026	April 27, 2026
Contour-Sierra Aebi LLC	November 25, 2025	November 25, 2026	November 25, 2026
Contra Costa Water District	November 25, 2025	November 25, 2026	November 25, 2026
ConvergeOne, Inc.	December/9/2025	September 15, 2026	September 15, 2026
Cornerstone OnDemand, Inc.	October 12, 2021	October 12, 2026	October 12, 2026
CPM Associates, Inc. Consor PMCM, Inc.	August 10, 2021	August 10, 2026	August 10, 2026
CPM Associates, Inc. Consor PMCM, Inc.	January 14, 2020	December 31, 2025	December 31, 2026
Cranbrook Realty Investment Fund, LP dba Lodia	August 10, 2021	August 10, 2026	August 10, 2026
Cratus, Inc.	November 9, 2021	November 9, 2026	November 9, 2026
Curbside Trucking LLC	September 9, 2025	September 9, 2026	September 9, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Customized Energy Solutions	October 14, 2025	October 14, 2026	October 14, 2026
Darrah Trucking & Excavating, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Dell Marketing	March 11, 2025	March 11, 2026	March 11, 2026
Diede Construction, Inc.dba Hyrdo X Services	September 9, 2025	September 9, 2026	September 9, 2026
Doc Bailey Construction Equipment, Inc.	November 9, 2021	November 9, 2026	November 9, 2026
DuBois Chemicals, Inc.	August 12, 2025	August 12, 2026	August 12, 2026
East Bay Trans Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Edwards-Enterprise LLC	September 9, 2025	September 9, 2026	September 9, 2026
EETS, INC.	February 25, 2025	February 25, 2026	February 25, 2026
Eleventh and L Properties	October 8, 2019	October 12, 2026	October 12, 2026
EM Blair Trucking	September 9, 2025	September 9, 2026	September 9, 2026
Emerson Process Management Power & Water	December 14, 2021	December 14, 2024	December 14, 2026
Environmental Systems Research Institute, Inc.	December 12, 2023	November 30, 2026	November 30, 2026
Equifax Workforce Solutions	January 12, 2021	January 12, 2026	May 1, 2026
ERA Construction, Inc.	July 13, 2021	July 13, 2026	July 13, 2026
Escano & Associates Inc.	October 28, 2025	October 28, 2026	October 28, 2026
Estructure	April 22, 2025	April 22, 2026	April 22, 2026
Fehr & Peers and Sandis Civil Engineers Surveyors	March 23, 2021	March 23, 2026	March 23, 2026
Ferguson Welding Service	August 12, 2025	August 12, 2026	August 12, 2026
Fine Line Sawing and Drilling, Inc.	April 13, 2021	April 13, 2026	April 13, 2026
Foothill Portable Toilets	June 8, 2021	June 8, 2026	June 8, 2026
Galray Trucking Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Garamendi, Patricia	April 13, 2021	April 13, 2026	April 13, 2026
Garamendi, Robert	May 25, 2021	May 25, 2026	May 25, 2026
Garamendi, Robert	October 14, 2025	October 31, 2026	October 31, 2026
Garney Pacific, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
George Oren Tire Specialist	May 25, 2021	May 25, 2026	May 25, 2026
Gladwin Machinery Solutions, Inc.	August 12, 2026	August 12, 2026	August 12, 2026
Gloria Washington Trucking, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Golden Gate Freightliner Inc.	May 25, 2021	May 25, 2026	May 25, 2026
Golden Gate Truck Center	May 25, 2021	May 25, 2026	May 25, 2026
Gooch Thermal Systems, Inc.	April 8, 2025	April 8, 2026	April 8, 2026
Government.Jobs.com dba NEOGOV	February 13, 2024	June 30, 2026	June 30, 2026
Groupware Technology, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
Guaranteed Plumbing	September 27, 2022	September 27, 2027	September 27, 2027
Guerra Bros. Plumbing, Inc.	May 13, 2025	May 13, 2026	May 13, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Hakiri Enterprises, Inc.	December 9, 2025	December 9, 2026	December 9, 2026
Hamilton Tree Service, Inc.	March 9, 2021	December 14, 2026	December 14, 2026
Hamilton Tree Service, Inc.	December 14, 2021	December 14, 2021	December 14, 2026
Haver Trans Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Hills Trucking	September 9, 2025	September 9, 2026	September 9, 2026
Honeywell International, Inc. dba Honeywell Process	June 13, 2023	June 13, 2026	June 13, 2026
Hot Line Construction, Inc.	December 9, 2025	December 9, 2026	December 9, 2026
Hydra-Stop LLC	March 11, 2025	March 11, 2026	March 11, 2026
Inder Trucking, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Info Tech Research Group, Inc. dba McLean & Info Tech Research Group, Inc. dba McLean &	June 25, 2024	June 25, 2026	June 25, 2026
Info Tech Research Group, Inc. dba McLean &	October 14, 2025	October 14, 2026	October 14, 2026
InfraTerra, Inc.	August 10, 2021	August 10, 2026	August 10, 2026
Innovative Construction Solutions	October 28, 2025	October 28, 2026	October 28, 2026
Insight Water Technologies, Inc.	May 13, 2025	May 13, 2026	May 13, 2026
Inspection Services, Inc.	October 22, 2024	March 23, 2026	March 23, 2026
Integra Construction Services, Inc.	February 23, 2021	March 1, 2022	March 1, 2026
Integrated Power Services, LLC	October 28, 2025	October 28, 2026	October 28, 2026
Jackson Transportation	September 9, 2025	September 9, 2026	September 9, 2026
Jackson Transportation	December 14, 2021	December 14, 2026	December 14, 2026
Jacobs Engineering Group Inc.	April 22, 2025	April 22, 2026	April 22, 2026
Jesse Mack Company, Inc.	March 25, 2025	March 25, 2026	March 25, 2026
John Arthur Welding, Inc.	August 12, 2025	August 12, 2026	August 12, 2026
JV Lucas Paving	December 14, 2021	December 14, 2024	December 14, 2026
Kahua, Inc.	March 9, 2021	March 9, 2024	March 9, 2026
Kahua, Inc.	November 25, 2025	November 25, 2026	November 25, 2026
Keller Canyon Landfill Company, Inc.	December 12, 2023	March 18, 2026	March 18, 2026
Larsson Welding	August 12, 2025	August 12, 2026	August 12, 2026
Lee & Ro, Inc.	February 23, 2021	February 23, 2026	February 23, 2026
Liebert Cassidy Whitmore	August 10, 2021	August 10, 2024	August 10, 2026
Lucas Building Corporation dba Dougs Dockwork	December 9, 2025	December 9, 2026	December 9, 2026
Luhdorff & Scalmanini Consulting Engineers	August 26, 2025	August 26, 2026	August 26, 2026
Mae Trucking	September 9, 2025	September 9, 2026	September 9, 2026
Mae Trucking	November 23, 2021	November 23, 2026	November 23, 2026
Mann Logistics, Inc.	May 11, 2021	May 11, 2026	May 11, 2026
MARC Builders LLC dba MARC Engineering	July 8, 2025	July 8, 2026	July 8, 2026
MARS Company	April 13, 2021	April 13, 2026	April 13, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Matheson Tri-Gas, Inc.	October 12, 2021	October 12, 2026	October 12, 2026
MCK Services, Inc.	September 14, 2021	September 15, 2026	September 15, 2026
McMillen Jacobs Associates	June 22, 2021	June 22, 2026	June 22, 2026
Mitchell Engineering	December 9, 2025	December 9, 2026	December 9, 2026
Mitchell Engineering	December 14, 2021	December 14, 2024	December 14, 2026
MoneyGram Payment Systems, Inc.	February 11, 2020	February 11, 2025	February 11, 2026
Monticello Trucking LLC	March 9, 2021	March 9, 2026	March 9, 2026
Morgan Tire of Sacramento, Inc.	August 24, 2021	August 24, 2026	August 24, 2026
Mountain Cascade, Inc.	January 12, 2021	February 1, 2024	February 1, 2026
Mountain Cascade, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
Mountain Cascade, Inc.	November 25, 2025	November 25, 2026	November 25, 2026
Municipal Research Group, LLC.	October 14, 2025	October 14, 2026	October 14, 2026
National Plant Services, Inc.	December 14, 2021	December 14, 2026	December 14, 2026
National Trench Safety dba National Trench Safety	October 28, 2025	October 28, 2026	October 28, 2026
Neopost, USA, Inc.	June 22, 2021	June 22, 2026	June 22, 2026
Nichols Consulting Engineers, Chtd	March 23, 2021	March 23, 2026	March 23, 2026
Nicole Welding, Inc.	August 12, 2025	August 12, 2026	August 12, 2026
North San Joaquin Water Conservation District	August 10, 2021	August 10, 2026	August 10, 2026
Northbay Logistics Group, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
NTK Construction, Inc.	August 12, 2025	August 12, 2026	August 12, 2026
NuSpective, Inc.	March 28, 2023	March 28, 2026	March 28, 2026
NuSpective, Inc.	September 10, 2024	September 10, 2026	September 10, 2026
NuSpective, Inc.	September 26, 2023	September 26, 2026	September 26, 2026
O.C. Jones & Sons, Inc.	December 14, 2021	December 14, 2024	December 14, 2026
Olivera, Norbert	November 23, 2021	November 23, 2026	November 23, 2026
Olson Remcho, LLP	April 28, 2020	December 31, 2026	December 31, 2026
Optimatics LLC	January 12, 2021	January 12, 2026	December 31, 2026
Oracle America, Inc.	November 23, 2021	November 23, 2026	November 23, 2026
Oro Loma Sanitary District	July 8, 2025	July 8, 2026	July 8, 2026
Pacific Gas & Electric Company	April 8, 2025	April 8, 2026	April 8, 2026
Pacific Gas and Electric Company	April 22, 2025	April 22, 2026	April 22, 2026
Pacific General Engineering	May 25, 2021	May 25, 2026	May 25, 2026
Pacific Office Automation	June 22, 2021	June 22, 2026	June 22, 2026
Pacific States Marine Fisheries Commission	March 23, 2021	March 23, 2026	March 23, 2026
Peralta Community College District	July 9, 2024	May 9, 2026	May 9, 2026
Pipe and Plant Solutions, Inc.	November 23, 2021	November 23, 2023	November 23, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Plumbing and Heating	April 27, 2021	May 3, 2022	May 3, 2026
Portable Pipeline Systems	May 13, 2025	May 13, 2026	May 13, 2026
PPI America, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
Presidio Systems, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Protiviti Government Services, Inc	April 22, 2025	April 22, 2026	April 22, 2026
Quadient, Inc.	November 26, 2024	June 30, 2026	June 30, 2026
RC Camese Transportation	September 9, 2025	September 9, 2026	September 9, 2026
Rexel Usa, Inc.	April 8, 2025	April 8, 2026	April 8, 2026
Ricoh USA, Inc.	November 25, 2025	November 25, 2026	November 25, 2026
Robert Ibarra, Inc.dba Ibarra Trucking	September 9, 2025	September 9, 2026	September 9, 2026
Royal Trucking/Maintenance	September 9, 2025	September 9, 2026	September 9, 2026
RRM-CLM Services	April 22, 2025	April 22, 2026	April 22, 2026
Rubicon Landscape Corporation	May 27, 2025	May 27, 2026	May 27, 2026
S&L Transport LLC	April 13, 2021	April 13, 2024	April 13, 2026
S&L Transport LLC	September 9, 2025	September 9, 2026	September 9, 2026
Sacramento MUD	May 27, 2025	May 27, 2026	May 27, 2026
SAK Construction LLC	February 25, 2025	February 25, 2026	February/25/2026
San Jaoquin County	November 22, 2022	July 31, 2023	March 31, 2026
Schenider Electric Systems USA, Inc.	March 11, 2025	March 11, 2026	March 11, 2026
Schenider Electric Systems USA, Inc.	December 10, 2024	June 30, 2026	June 30, 2026
Schenider Electric Systems USA, Inc.	January 27, 2026	October 31, 2026	October 31, 2026
Shape, Inc.	February 25, 2025	February 25, 2026	February/25/2026
Shermco Industries	December 9, 2025	December 9, 2026	December 9, 2026
Sherwood Design Engineers	May 13, 2025	May 13, 2026	May 13, 2026
Sherwood Design Engineers	August 12, 2025	August 12, 2026	August 12, 2026
Sierra Mountain Construction, Inc.	April 8, 2025	April 8, 2026	April 8, 2026
Sky Rock, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
SMG Trucking	September 9, 2025	September 9, 2026	September 9, 2026
Solar Turbines Incorporated	November 12, 2025	November 12, 2026	November 12, 2026
SolarCity	August 10, 2021	August 10, 2026	August 10, 2026
Solid Ground Masonry & Concrete Inc.	September 23, 2025	September 23, 2026	September 23, 2026
Sonnikson and Stordahl Construction	September 23, 2025	September 23, 2026	September 23, 2026
Southwest Valve, LLC.	July 13, 2021	July 13, 2023	July 13, 2026
Spiegel & McDiarmid, LLP	December 9, 2025	December 9, 2026	December 9, 2026
Sprung Structures Inc.	July 8, 2025	July 13, 2026	July 8, 2026
SPX Flow US, LLC	March 25, 2025	March 25, 2026	March 25, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Stantec Consulting Services, Inc.	May 13, 2025	May 13, 2026	May 13, 2026
Stantec Consulting Services, Inc.	November 25, 2025	November 25, 2026	November 25, 2026
Statewide Traffic Safety and Signs Inc. dba AWP	October 28, 2025	October 28, 2026	October 28, 2026
Stradling, Yocca, Carlson and Rauth, a Professional	August 11, 2020	August 11, 2025	August 11, 2026
Sunny Motors Transport, Inc.	December 14, 2021	December 14, 2026	December 14, 2026
Sure Secure Solutions, LLC	November 12, 2025	November 12, 2026	November 12, 2026
Sweco Products, Inc.	September 27, 2022	September 27, 2027	Septebmer 27, 2027
TEC of California	March 9, 2021	March 9, 2026	March 9, 2026
TGI Freight, LLC	September 9, 2025	September 9, 2026	September 9, 2026
The Brattle Group, Inc.	October 26, 2021	October 26, 2026	October 26, 2026
The Regents of the University of California	July 8, 2025	July 8, 2026	July 8, 2026
The Tharpe Company (dba Engage2Excel)	August 24, 2021	August 24, 2026	August 24, 2026
TK Elevator Corporation	September 23, 2025	September 23, 2026	September 23, 2026
Toby's Trucking	March 9, 2021	March 9, 2026	March 9, 2026
Traffic Control Pros	October 28, 2025	October 28, 2026	October 28, 2026
Tri Valley Water Trucks, Inc.	September 9, 2025	September 9, 2026	September 9, 2026
Trojan Technologies Corp.	August 12, 2025	August 12, 2026	August 12, 2026
True Welding LLC	August 12, 2025	August 12, 2026	August 12, 2026
Trussell Technologies, Inc.	July 13, 2021	July 13, 2026	July 13, 2026
Trussell Technologies, Inc.	November 12, 2025	November 12, 2026	November 12, 2026
Universal Protection Service, LP dba Allied	August 10, 2021	August 10, 2026	August 10, 2026
Upper Mokelumne I FRB LLC, a subsidiary of Blue	April 22, 2025	April 22, 2026	April 22, 2026
V&A Consulting Engineers, Inc.	April 13, 2021	April 13, 2026	April 13, 2026
Water Systems Optimization, Inc.	April 13, 2021	April 13, 2026	April 13, 2026
Waterproofing Associates, Inc.	May 25, 2021	May 25, 2026	May 25, 2026
West Coast Arborists, Inc.	November 23, 2021	November 23, 2026	November 23, 2026
West Yost & Associates	February 23, 2021	December 31, 2026	December 31, 2026
WesTech Engineering, LLC	May 27, 2025	May 27, 2026	May 27, 2026
WesTech Engineering, LLC	July 14, 2015	June 30, 2025	June 30, 2026
Western Electricity Coordinating Council	October 14, 2025	October 14, 2026	October 14, 2026
Western Water Constructors, Inc.	July 24, 2007	December 31, 2011	June 30, 2026
Western Water Constructors, Inc.	August 12, 2025	August 12, 2026	August 12, 2026
Wilber, Tim	February 23, 2021	February 23, 2026	February 23, 2026
Williams Welding	March 9, 2021	March 9, 2026	March 9, 2026
Wingfoot Commercial Tire Systems dba Goodyear	March 23, 2021	March 23, 2026	March 23, 2026
Woodard & Curran, Inc.	April 9, 2024	April 9, 2025	April 9, 2026

Contractor's Name	Date Approved	Approved Contract End Date	Contract Option End Date
Woodard & Curran, Inc.	May 28, 2024	June 30, 2026	June 30, 2026
Woods Welding	August 12, 2025	August 12, 2026	August 12, 2026

Date	Vendor/Provider	Title	Description	Contract Term
1/22/2025	City of San Ramon	City of San Ramon Gate Valve Pot Upgrades Pavement Management 2024 Project	Authorize an agreement beginning on or after January 22, 2025 with the City of San Ramon (City) in an amount not to exceed \$79,800 to install eighty-four G5 gate valve pots as part of the City's Pavement Management 2024 Project within San Ramon city limits.	N/A
1/22/2025	City of San Ramon	City of San Ramon Gate Valve Pot Upgrade Crow Canyon Road Widening Project	Authorize an agreement beginning on or after January 22, 2025 with the City of San Ramon (City) for an amount not to exceed \$73,288 to install forty-one G5 gate valve pots as part of the City's Crow Canyon Road Widening Project (CIP 905312 & 905328) within San Ramon city limits.	N/A
1/28/2025	Shaw Law Group, PC	Amend Agreement for Equal Opportunity Investigation Services	Authorize an amendment to the agreement previously authorized under Purchase Order No. EBM240995, with Shaw Law Group, PC to increase the agreement amount by \$50,000 to a total amount not to exceed \$80,000 for Equal Employment Opportunity investigation services through fulfillment of services.	N/A
2/7/2025	Six Degrees Consulting	Email Security Software	Authorize a purchase of email security software as a service beginning on or after February 4, 2025 to Six Degrees Consulting for two years for a total amount not to exceed \$92,931. This purchase will be made under State of California contracts available for use by local governments.	Two years
2/10/2025	Contra Costa County Department of Agriculture	Artichoke Thistle Control	Authorize an agreement beginning on or after February 10, 2025, with Contra Costa County Department of Agriculture in an amount not to exceed \$56,245 for the treatment and control of two adjacent populations of artichoke thistle in the Upper San Leandro Reservoir watershed.	N/A
2/10/2025	Probolsky Research, LLC	Customer Opinion Survey 2025	Authorize an agreement beginning on or after February 10, 2025 with Probolsky Research, LLC in an amount not to exceed \$69,900 for statistical customer opinion research.	N/A
2/20/2025	Wagner Jones Helsley, PC		Specialized legal services and legal advice in the area of water rights and water supply.	N/A
3/13/2025	Capstone Fire & Safety Management	Amend Agreement for Confined Space Rescue for Lafayette Aqueduct No. 1	<ul style="list-style-type: none"> • Ratify the payment of \$19,861 to Capstone Fire & Safety Management (Capstone) for additional onsite confined space emergency rescue services performed outside the original agreement due to additional leaks discovered on Lafayette Aqueduct No. 1 (LAF1). • Authorize an amendment to Purchase Order No. EBM237834 with Capstone to increase the agreement amount by \$19,861, which incorporates the ratified amount from the action above, to a total amount not to exceed \$45,537 for confined space emergency rescue services during the LAF1 repair. 	N/A
4/15/2025	Black & Veatch Corporation	Intermediate Fleet Electric Vehicle Charging Stations	Authorize an agreement beginning on or after March 27, 2025 with Black & Veatch Corporation in an amount not to exceed \$80,000 to provide design services to develop construction documents for Electric Vehicle charging infrastructure at the Main Wastewater Treatment Plant.	N/A
4/22/2025	W.R. Forde Associates, Inc.	Amend Agreement for Lafayette Sewer Force Main Spot Repair Services	Ratify the payment of \$67,699 to W.R. Forde Associates, Inc. for emergency sewer force main repairs at Lafayette Reservoir.	N/A
5/6/2025	True North Steel Bridge	Pinole Creek Tomato Stand Fish Passage Project Bridge Purchase	Award a contract beginning on or after May 5, 2025 to the lowest responsive/responsible bidder True North Steel Bridge, for supplying a 50 foot prefabricated steel bridge for the Pinole Creek Tomato Stand Fish Passage Project for one year, after the addition of taxes, not to exceed \$81,248.	One Year
5/9/2025	Echologics, LLC	Non-Invasive Condition Assessment of Water Distribution Pipelines Pilot Study	Authorize an agreement beginning on or after May 8, 2025 with Echologics, LLC in an amount not to exceed \$80,000 for the condition assessment of existing 4-inch to 12-inch diameter water distribution pipelines.	N/A
5/28/2025	Cale America Inc. dba Flowbird	Parking Pay Stations for Lafayette Recreation Area	Ratify an agreement with Cale America Inc. dba Flowbird, for supplying and installing six parking pay stations, upgrading two parking pay stations, and providing access to monitoring software at Lafayette Recreation Area in the amount of \$82,619.25.	N/A
6/4/2025	Carahsoft Technology Corp.	Amend Contract for Automated Sharepoint Archiving Software	Authorize an amendment to the contract originally awarded under Purchase Order No. EBM235512, with Carahsoft Technology Corp., to increase the contract amount by \$53,023.54 to a total amount not to exceed \$91,175.16 and extend the contract term through June 28, 2027 for supplying Opus software.	Through June 28, 2027
6/5/2025	Hazen and Sawyer	Galvanized Iron Pipe Study	Authorize an agreement beginning on or after May 29, 2025 to Hazen and Sawyer in an amount not to exceed \$50,000 for conducting a study of the District's galvanized iron pipes.	N/A
6/13/2025	Oppenheimer Investigations Group LLP	Amend Agreement for Equal Opportunity Investigation Services	Authorize an amendment to the agreement previously authorized under Purchase Agreement No. AGR401360, with Oppenheimer Investigations Group LLP to increase the agreement amount by \$50,000 to a total amount not to exceed \$80,000 for equal employment opportunity and workplace investigation services in limited scenarios.	N/A

Date	Vendor/Provider	Title	Description	Contract Term
6/17/2025	TPG Interactive, LLC	Consulting Services for Americans with Disabilities Act Title II Web Compliance Action Plan	Authorize an agreement beginning on or after July 1, 2025 with TPG Interactive, LLC in an amount not to exceed \$76,800 for consulting services to develop an Americans with Disabilities Act Title II web compliance action plan.	N/A
6/26/2025	California Department of Transportation	Highway 49 Stilling Well Improvements	Ratify the payment of \$47,770 to the California Department of Transportation, for the installation of an access hatch on the Highway 49 Bridge to permit access to District equipment.	N/A
6/30/2025	Municipal Resource Group, LLC	Ratify the Payment and Amend Agreement for Equal Employment Opportunity Investigation Services	•Ratify the payment of \$30,381.25 to Municipal Resource Group, LLC, for equal employment opportunity (EEO) investigation services through fulfillment of services through June 12, 2025. •Authorize an amendment to the agreement originally authorized under Purchase Order No. EBM237278, with Municipal Resource Group, LLC to increase the agreement amount by \$50,000, which incorporate the ratified amount from the action above, to a total amount not to exceed \$80,000 for EEO investigation services through fulfillment of services.	Through June 12, 2025
7/22/2025	Aggreko	Ratify the Payment and Amend Agreement for Load Bank Rental Services	•Ratify the payment of \$43,342 to Aggreko for load bank rental services at the Main Wastewater Treatment Plant (MWWTP) provided December 4, 2024 through December 27, 2024. •Authorize an amendment to the agreement originally authorized under Purchase Order No. 110824RS with Aggreko to increase the agreement amount by \$43,342, which incorporates the ratified amount from the action above, for a total amount not to exceed \$63,004 for load bank rental services at the MWWTP.	Through December 27, 2024
7/22/2025	NBS Government Finance Group, dba NBS	Lien Transfer Services	Authorize an agreement beginning on or after July 25, 2025, with NBS Government Finance Group, dba NBS, in an amount not to exceed \$47,500 consulting services for to process the annual lien transfer of owner-occupied single-family and multi-family residential accounts to the Alameda and Contra Costa Counties tax rolls by August 10, 2025.	Through August 10, 2025
7/23/2025	KANE GeoTech, Inc.	Pardee Dam Powerhouse Access Road Rockfall Mitigation Measures	Authorize an agreement beginning on or after July 22, 2025, with KANE GeoTech, Inc. in an amount not to exceed \$80,000 for engineering services to develop rockfall mitigation measures along the access road to Pardee Dam and Powerhouse.	N/A
8/6/2025	JAMS, Inc.	Amend Agreement for Alternative Dispute Resolution and Facilitation Services	Authorize an amendment to the agreement previously authorized under Purchase Order No. EBM240996, with JAMS, Inc. to increase the agreement amount by \$56,000 to a total amount not to exceed \$80,000 for alternative dispute resolution and facilitation services.	N/A
9/2/2025	City of Berkeley	City of Berkeley Gate Valve Pot Upgrades	Authorize an agreement beginning on or after August 28, 2025, with City of Berkeley in an amount not to exceed \$68,530 for upgrading 89 gate valve pots with Christy G-5 boxes.	N/A
9/2/2025	Info-Tech Research Group, Inc. dba McLean & Company	Digital Human Resources Strategy Onsite Workshop	Authorize an agreement beginning on or after August 28, 2025 with Info-Tech Research Group, Inc. dba McLean & Company in an amount not to exceed \$40,700 for a Digital Human Resources Strategy Onsite Workshop.	N/A
9/17/2025	It's Personnel, P.C.	Ratify the Payment and Amend Agreement for Fulfillment of Equal Opportunity Investigation Services	•Ratify the payment of \$13,663.30 to It's Personnel, P.C., for equal employment opportunity (EEO) investigation services through fulfillment of services through May 15, 2025.	Through May 15, 2025
9/25/2025	Doble Engineering Company	Main Wastewater Treatment Plant Medium Voltage Cables Testing	Authorize an agreement beginning on or after September 15, 2025, with Doble Engineering Company in an amount not to exceed \$79,996 for testing medium voltage cables at the Main Wastewater Treatment Plant.	N/A
9/26/2025	City of Sacramento	Amend Funding Agreement for Water Forum 2.0 Project	Authorize an amendment to the agreement previously authorized under the General Manager's authority, with the City of Sacramento, to increase the agreement amount by \$29,602 to a total amount not to exceed \$53,602 and extend the terms of the agreement through June 30, 2026 for the District's share of the Water Forum 2.0 project Fiscal Year 2026 agreement costs.	Through June 30, 2026
10/14/2025	RNT Consulting Inc.	Golden Mussel Vulnerability Assessment	Authorize an agreement beginning on or after October 7, 2025, with RNT Consulting Inc. in an amount not to exceed \$48,700 for a vulnerability assessment on the possible impacts of golden mussel on District's facilities, including potential control options.	N/A

Date	Vendor/Provider	Title	Description	Contract Term
12/18/2025	Geotab USA, Inc	Amend Fleet Telematics Upgrade Pilot	Authorize an amendment to the contract previously awarded January 15, 2024 under General Manager's authority with Geotab USA, Inc. to increase the contract amount by \$20,000 to a total amount not to exceed \$100,000 for related hardware support fees for utilizing Geotab telematics systems in 300 of the District's approximately 1,300 vehicles.	N/A
12/29/2025	Sue Townsend Wildlife Ecology and Consulting	East Bay Watershed Wildlife Camera Study	Authorize an amendment to the agreement previously authorized under the General Manager's authority, with Sue Townsend Wildlife Ecology and Consulting to increase the agreement amount by \$26,550 to a total amount not to exceed \$45,260 and extend the agreement term to December 31, 2027 for camera trap wildlife monitoring services.	Through December 31, 2027
12/30/2025	Weglot SAS	EBMUD.COM Translation Services	Authorize an agreement beginning on or after December 29, 2025 with Weglot SAS in an amount not to exceed \$70,000 for two years to provide website translation services in compliance with the District's Title VI Language Access Plan and federal civil rights requirements.	2 years

2025-2026 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2025

Quick Start Guide
Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 2 – Elected State Officers, Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. Certain filers are required to file electronically with the FPPC. (See next page). If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What to Know

What's New

Gift Limit Increase

The gift limit increased to **\$630** for calendar years **2025** and **2026**. The gift limit in calendar year 2024 was \$590.

Required Electronic Filing for FPPC (Section 87500) Filers

Certain candidates and officials specified in Section 87500 are now required to file their Form 700 electronically using the FPPC's e-filing system. Filers for the offices listed under Section 87500 should contact the FPPC at form700@fppc.ca.gov to obtain their login and password information.

Reporting Prospective Employment

Effective January 1, 2026, Section 87200 Filers must report any arrangement for prospective employment on attachment Form 700-P. Attachment Form 700-P is filed electronically via the FPPC's e-filing portal. (See Reference Pamphlet, page 16, for more information.)

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

Employees in Newly Created Positions of Existing Agencies: File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Multi-County Agencies, Boards, Commissions: File with your agency, board, or commission unless otherwise specified in your agency's code. Please review your agency's conflict of interest code as some multi-county offices are required to file electronically with the FPPC. In most cases, the agency, board, or commission will retain the statements.

87200 State Filers, for offices not specified in Section 87500, file as follows: File with your agency, board, or commission unless otherwise specified in your agency's code. Please review your agency's conflict of interest code as some 87200 state offices are required to file electronically with the FPPC. In most cases, the agency, board, or commission will retain the statements.

87200.5 Filers — Groundwater Sustainability Agency:

Members of the Board of Directors and Executives (e.g., Executive Director, General Manager, or other equivalent position) file electronically with the FPPC.

Officials and Candidates Specified in Section 87500, FPPC Filers: The Act requires that the following officeholders and candidates for the positions listed below file electronically using the FPPC's e-filing system.

- Statewide elected officers and candidates for statewide elective office. (For a complete list of statewide elected officers please see Reference Pamphlet, Page 6.)
- Members and candidates for the Legislature and State Board of Equalization
- Designated employees of the Legislature directed to file with the FPPC by the house of the Legislature by which they are employed
- Members of the Public Utilities Commission, State Energy Resources Conservation and Development Commission, or California Coastal Commission
- Members of a state licensing or regulatory board, bureau, or commission
- Members of the Fair Political Practices Commission
- Appointed members to a state board, commission, or similar multimember body of the state if the FPPC has been designated as the filing officer in the conflict of interest code of the respective board, commission, or body. (Please contact your agency for a copy of your agency's conflict of interest code.)
- Designated employees of more than one joint powers insurance agency who elect to file a multiagency statement pursuant to Section 87350
- Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, court commissioners, or candidates for judge
- Officeholder or candidate for the office of district attorney, county counsel, county treasurer, or county board of supervisors
- Officeholder or candidate for the office of city council member, city treasurer, city attorney, or mayor
- County chief administrative officer, city manager, or if there is no city manager, the chief administrative officer
- County or city planning commissioner
- Head of a local government agency or member of a local government board or commission, if the FPPC has been designated as the filing officer in the conflict of interest code of the respective agency, board, or commission. (Please contact your agency for a copy of your agency's conflict of interest code.)
- A public official who manages public investments

Candidates, for offices not listed in Section 87500 above, file as follows:

- County offices (e.g., candidates running for local elective office that are designated in a conflict of interest code): File with your county elections official.
- City offices (e.g., candidates running for local elective office that are designated in a conflict of interest code): File with your City Clerk.
- Multi-county offices: File with your county elections official with whom you file your declaration of candidacy.

What to Know Continued

How to file:

The Form 700 is available at www.fppc.ca.gov. Additional PDF schedules of Form 700 are available on the FPPC's website. Form 700 schedules are also available in Excel format. Filers should always check with their filing officer to see if their agency requires a particular filing method. All statements are signed under penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements. Depending on your agency's requirements, statements can be required to be filed in the following formats:

Wet Signature ➞ Each Statement must have a handwritten "wet" signature. Wet signature statements can be filed either by hand delivery or mail.

Digital Signature ➞ Each statement must be signed with a verified digital signature via the filer's agency email address *if permitted by the filing officer*. The statement must be sent by email as a PDF with the digital signature affixed to the document. (See Regulations 18104 and 18757, as well as FPPC's Filing with a Digital Signature Fact Sheet for additional guidance).

Electronic Signature ➞ Each statement must be signed with a secure electronic signature submitted using an approved electronic filing system. Filers must be duly authorized by their filing officer to file electronically under Government Code Section 87500.2.

When to file:

Annual Statements

➞ March 2, 2026

- Elected State Officers
- Judges (Supreme, Appellate, Superior Court), Retired Judges, Pro Tem Judges, and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

➞ April 1, 2026

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2025, and December 31, 2025, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2027, or April 1, 2027, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2026. (See Reference Pamphlet, page 7, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Certain candidates listed in Government Code Section 87500, FPPC Filers, are required to file their candidate statement electronically via the FPPC's e-filing system. Please refer to Page 3, Where to File section, for the list of offices required to file electronically with FPPC. Filers for the offices listed under Section 87500 should contact the FPPC at form700@fppc.ca.gov to obtain their login and password information.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 20 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at www.fppc.ca.gov. Filers authorized to file electronically amend their statements using their agency's electronic filing system. *Note:* If you are a candidate or officeholder listed under Government Code Section 87500, FPPC Filers, then you must amend your statements electronically using the FPPC's e-filing system.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2025, through December 31, 2025. If the period covered by the statement is different than January 1, 2025, through December 31, 2025, (for example, you assumed office between October 1, 2024, and December 31, 2024 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2025.
- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2025, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2025, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2024, and December 31, 2024, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2025.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

**STATEMENT OF ECONOMIC INTERESTS
COVER PAGE**
A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge (Supreme, Appellate, Superior Court), Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
Multi-County County of
City of Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2025, through December 31, 2025. Leaving Office: Date Left (Check one circle below.)
-or- The period covered is through December 31, 2025. The period covered is January 1, 2025, through the date of leaving office.
Assuming Office: Date assumed -or- The period covered is through the date of leaving office.
Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (required)

► Total number of pages including this cover page:

Schedules attached

Schedule A-1 - Investments – schedule attached Schedule C - Income, Loans, & Business Positions – schedule attached
Schedule A-2 - Investments – schedule attached Schedule D - Income – Gifts – schedule attached
Schedule B - Real Property – schedule attached Schedule E - Income – Gifts – Travel Payments – schedule attached
Attachment 700-P - Prospective Employment (87200 Filers Only) – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
 - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 14, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position: _____
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2025 annual statement, **do not** change the pre-printed dates to reflect 2026. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2026, through December 31, 2026, will be disclosed on your statement filed in 2027. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 4 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

Name

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/25 _____/_____/25
ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 14.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 14.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 9, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 16.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 17, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 14.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 16.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 17.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity, unless it is one that is commonly understood by the public.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 21 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999			
\$2,000 - \$10,000	____/____/25	____/____/25	
\$10,001 - \$100,000	ACQUIRED	DISPOSED	
\$100,001 - \$1,000,000			
Over \$1,000,000			

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:		
\$2,000 - \$10,000			
\$10,001 - \$100,000	____/____/25	____/____/25	
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED	
Over \$1,000,000			

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999			
\$2,000 - \$10,000	____/____/25	____/____/25	
\$10,001 - \$100,000	ACQUIRED	DISPOSED	
\$100,001 - \$1,000,000			
Over \$1,000,000			

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:		
\$2,000 - \$10,000			
\$10,001 - \$100,000	____/____/25	____/____/25	
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED	
Over \$1,000,000			

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 14.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 12, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 9.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 15, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE B
Interests in Real Property
 (Including Rental Income)

Name _____

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/25	____/____/25
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/25	____/____/25
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____ %	None	_____
---------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____ %	None	_____
---------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

Comments: _____

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 12.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 14.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 9.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 11.)
- Incentive compensation (See Reference Pamphlet, page 13.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- 87200 Filers – if reporting prospective employment, use attachment Form 700-P available on the FPPC's e-filing portal. Do not use Schedule C to report prospective employment.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 13.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 9.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE D
Income – Gifts

Name _____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 17)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 11.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$630 limit for calendar years 2025 and 2026. The gift limit in calendar year 2024 was \$590. (See Reference Pamphlet, page 11.)
- Code filers – you only need to report gifts from reportable sources.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" to read about travel payments under section 89506(a).)

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ___/___/___ <small>(if gift)</small> <small>AMT: \$</small> 550.00	
<small>▶ MUST CHECK ONE:</small> <input type="checkbox"/> Gift <small>-or-</small> <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
<small>▶ If Gift, Provide Travel Destination</small> _____	

Note that the same payment from a 501(c)(3) would NOT be reportable.

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Chengdu Municipal People's Government	
<small>ADDRESS (Business Address Acceptable)</small>	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
<small>CITY AND STATE</small>	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
<small>DATE(S):</small> 09 / 04 / XX - 09 / 08 / XX <small>(if gift)</small> <small>AMT: \$</small> 3,874.38	
<small>▶ MUST CHECK ONE:</small> <input checked="" type="checkbox"/> Gift <small>-or-</small> <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
<small>▶ If Gift, Provide Travel Destination</small> <u>Sichuan Sheng, China</u>	

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2025-2026, the gift limit increased to \$630 from a single source during a calendar year. The gift limit in calendar year 2024 was \$590.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 11.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 11.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 15.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 4 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 14.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 15.)

Questions and Answers Continued

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 9.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 15.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

Questions and Answers Continued

Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2025 the gift limit was \$630, so the Bensons may have given the supervisor artwork valued at no more than \$1,260. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.



Policy 6.04

EFFECTIVE 26 AUG 25

ETHICS OF THE EBMUD BOARD OF DIRECTORS

SUPERSEDES 26 SEP 23

IT IS THE POLICY OF THE EAST BAY MUNICIPAL UTILITY DISTRICT BOARD OF DIRECTORS TO:

Promote ethical behavior in the conduct of District business.

Purpose and Scope The proper operation of EBMUD requires that Board members remain objective and responsive to the needs of the public, make decisions within the proper channels of governmental structure, and not use public office for personal gain. To further these objectives, certain ethical principles govern the conduct of each member of the EBMUD Board of Directors.

This policy promotes awareness of ethics, integrity and fidelity as critical elements in Board members' conduct and in achievement of the EBMUD mission. It references relevant policies, practices, and procedures that provide the legal framework and operational guidelines for addressing ethical issues.

Responsibilities of Public Office EBMUD Board members are dedicated to the concepts of effective and democratic government by responsible elected officials. Board members:

- Uphold the Constitution of the United States and the Constitution of the State of California, and carry out the laws of the nation, the state and local governmental agencies;
- Comply with applicable laws regulating their conduct, including open government, conflict of interest, and financial disclosure laws;
- Fulfill all applicable training requirements, including attending two (2) hours of ethics training (AB 1234) and two (2) hours of sexual harassment prevention training and education (AB 1661) every two (2) years; and
- Work in full cooperation with other public officials, unless they are legally prohibited from doing so.

[California Government Code Section 1360; California Government Code 53235; California Government Code Section 87200; California Government Code Section 53237; Article 20, Section 3 of the California Constitution.]

Fair and Open Processes Involving the Public

EBMUD Board members promote fair and open public processes. Board members, and persons elected but who have not yet assumed office as members of the Board, must comply with California's open meeting law for public agencies (the Brown Act).

Disclosure of Communications

- Board members shall publicly disclose any oral or written communications they have had with persons, including, but not limited to, employees, legislators, legislative staff, public officials, developers, contractors, vendors and consultants, that relate to matters at a Board meeting or Committee meeting in which the Board is performing an adjudicatory or quasi-judicial function.

- The disclosure may be made orally or in writing and may be made at the start of the meeting or may be made prior to consideration of the agenda item at the meeting.
- The Board shall make a good faith effort to comply with these Disclosure provisions of this Policy. A good faith failure to comply with these provisions shall not be construed to be a violation of this Policy.

[California Government Code Section 54950 and following; California Government Code Section 54952.1; California Government Code Section 54959.]

Fair and Equal Treatment

EBMUD Board members promote diversity, equity, inclusion, and equality in personnel matters and in contracting, consistent with state and federal laws.

- Board members, in performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, color, religion, creed, sex, gender (including breastfeeding), gender identity (including transgender status), gender expression, marital or registered domestic partnership status, age for individuals forty or older, national origin, ancestry, disability (mental and physical), medical condition (cancer and genetic characteristics), genetic information, sexual orientation, military and veterans status, family or medical leave status, pregnancy (including childbirth or related medical condition), pregnancy disability leave status, or any other status protected by federal, state and/or local laws.
- Board members will immediately report any alleged violation of District Policy 6.06, Equal Employment Opportunity (EEO), to the General Manager. If a complaint is made against the General Manager, the Board member will report the violation to the General Counsel.
- Board members will not grant any special consideration, treatment, or advantage to any person or group beyond that available to every other person or group in similar circumstances.
- Board members will cooperate in achieving the equal opportunity objectives of EBMUD.

[See, e.g., Article 1, Section 31 of the California Constitution; Age Discrimination in Employment Act of 1967; Americans with Disabilities Act Amendments Act of 2008; Fair Employment and Housing Act; Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; California Labor Code Section 1102. See also EBMUD's Policy 6.06, Equal Employment Opportunity (EEO); Policy 6.08, Contract Equity Program; Policy 6.07, Prevention of Workplace Harassment; and Policy 2.02, Accommodation for Individuals with Disabilities in the Workplace.]

Proper Use and Safeguarding of EBMUD Property and Resources

EBMUD Board members exercise responsible management of District property and resources in the conduct of District business.

- Board members will safeguard EBMUD property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss including criminal acts or breach of trust.
- A Board member will not ask or require an EBMUD employee to perform services for the personal benefit or profit of a Board member or employee.

- Each Board member will protect and properly use any EBMUD asset within his or her control, including information recorded on paper or in electronic form.
- Board members will maintain written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on EBMUD's behalf.
- Board members will adhere to District policies.

[Article 16, Section 6 of the California Constitution; Penal Code Section 424. See also EBMUD Policy 7.04, Access to District Property for Tours; Policy 7.06, Pardee Conference and Lodging Facility Use; Policy 7.11, Use of District Bay Area Facilities; Policy 4.14, Reimbursement of Director Expenses; Policy 4.20, Use of District Technology Resources]

Use of Confidential Information

Board members will safeguard confidential information.

Board members will not disclose information that legally qualifies as confidential to unauthorized persons without approval of a quorum of the Board. This includes information that:

- (1) has been received for, or during, a closed session Board meeting, either in writing or as part of a discussion,
- (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or
- (3) is not disclosable under the California Public Records Act.

A Board member may make a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury necessary to establish the alleged illegality of a District action. Prior to disclosing confidential information, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, in a lawful and appropriate manner, to provide an opportunity to cure an alleged violation.

[California Government Code Section 54963; California Government Code Section 1098]

Conflicts of Interest

Board members avoid both actual conflicts of interest and the appearance of conflicts of interest with the District.

- A Board member will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless his or her participation is legally authorized.
- A Board member will not participate in the discussion, deliberation or vote on a matter before the Board, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter under California law.
- A Board member will not accept any honoraria.

- A Board member will not accept gifts that exceed the limitations specified in California law. Board members will report all gifts, campaign contributions, income and financial information as required under the District’s Conflict of Interest Code and the provisions of the Fair Political Practices Act and Regulations.
- A Board member will not recommend the employment of a relative to the District or to any person known by the Board member to be bidding for or negotiating a contract with the District.

[California Government Code Section 87100 and following; California Government Code Section 1090 and following; California Government Code Section 81000 and following; California Government Code Section 87105; California Government Code Section 89502; Penal Code Sections 68 and 70, and EBMUD Conflict of Interest Code.]

Soliciting Political Contributions

Board members will not solicit political funds or contributions of in-kind services at EBMUD facilities or use EBMUD equipment.

- A Board member will not solicit or direct a political contribution or in-kind services from District officers, employees, consultants or contractors, or from vendors or consultants that have a material financial interest in a contract or other matter while that matter is pending before EBMUD.
- A Board member will not use EBMUD’s seal, trademark, stationary, or other indicia of EBMUD’s identity or facsimile thereof in any solicitation for political contributions.

[California Government Code Section 3205 and EBMUD Campaign Finance Reform Ordinance.]

Incompatible Offices

Except as expressly permitted by law, Board members appointed or elected to another public office, the duties of which may legally require action contradictory or inconsistent with the interests of the first entity, will resign from the first entity.

(See, generally, California Government Code Section 1099. See also California Government Code Section 53227, under which a special district employee may not be sworn into office as an elected or appointed member of the same special district unless he or she resigns as an employee.)

Exercise Responsible Financial Management

The Board ensures the District exercises responsible financial management.

- The Board ensures that EBMUD maintains a system of auditing and accounting that completely and at all times shows the financial condition of the District in accordance with generally accepted accounting principles and legal requirements.
- The Finance/Administration Committee will review the staff recommendation for an independent auditor to conduct an annual audit of the District’s books, records, financial affairs, and periodic single audits of federal funds received by the District and forward the recommendation to the full Board for approval.
- The independent auditor will provide reports and present the results of their audits, including recommendations made to the Board’s Finance/Administration Committee. Reports from the auditor will be provided to the Board upon completion as part of the next Board mailing.

- Staff will respond to audit recommendations and provide periodic updates to the Board on the status of the responses to the recommendations.

[MUD Act Section 11889.]

Candidate's Statement

A Board member will not include false or misleading information in a candidate's statement for a general District election filed pursuant to Section 13307 of the Elections Code.

[Elections Code Sections 13307 and 13313; EBMUD Campaign Finance Reform Ordinance.]

Violation of Ethics Policy

A perceived violation of EBMUD's ethics policy by a Board member should be referred to the Board President for investigation and consideration of any appropriate action warranted. In the case of a perceived violation by the Board President, the matter should be referred to the Board Vice President. Nothing in this policy shall be construed to limit the right of any Board member to request that the perceived violation be placed on the agenda for determination and discussion. A violation of this policy may be addressed by remedies available by law, including but not limited to:

- Adopting a resolution expressing disapproval of the conduct of the Board member who has violated this policy,
 - Injunctive relief, or
 - Referral of the violation to the California Fair Political Practices Commission, District Attorney and/or the Grand Jury.
-

Authority

Resolution No. 33414-04, March 23, 2004.
As amended by Motion No. 041-05, March 8, 2005
As amended by Resolution No. 33577-07, January 9, 2007
As amended by Resolution No. 33883-12, June 26, 2012
As amended by Resolution No. 35008-16, October 25, 2016
As amended by Resolution No. 35132-19, February 26, 2019
As amended by Resolution No. 35221-21, April 27, 2021
As amended by Resolution No. 35302-22, July 12, 2022
As amended by Resolution No. 35364-23, September 26, 2023
As amended by Resolution No. 35461-25, August 26, 2025

References

References are stated in each section above.

Board of Directors Governance Manual



Thank you for your commitment to the East Bay Municipal Utility District (EBMUD). Your role as an EBMUD Board member is critical in supporting the vibrant East Bay community and protecting the environment we all cherish.

You are not alone in this incredible endeavor. Your fellow Board members and skilled and dedicated staff are here to assist you. The General Manager, General Counsel, and Secretary of the District will be your primary points of contact during your tenure on the EBMUD Board.

This manual contains information to help you understand your role as an EBMUD Board member. All documents referenced in this manual are available electronically; the Secretary of the District will assist you in accessing these files.

We trust you will find your time on the EBMUD Board rewarding and an opportunity to make a significant impact on the communities we serve.

With sincere appreciation,



Lesla R. McIntosh
2024 President



William B. Patterson
2024 Vice President

April B. Chan



Luz M. Gómez



Andy Katz



Doug A. Linney



Marguerite Young



Rischa S. Cole
Secretary of the District



Clifford C. Chan
General Manager



Derek T. McDonald
General Counsel

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Section 1. Introduction

This handbook provides guidance on the practices the Board employs in exercising its authority, complying with various legal requirements, working with the public and EBMUD staff, and otherwise conducting EBMUD business.

Throughout this manual, the terms “EBMUD” and the “District” will be used interchangeably. References throughout are provided in The Dashboard on OneDrive.¹

1.01 What is a Special District?

State law defines a special district as “any agency of the state for the local performance of governmental or proprietary functions within limited boundaries.” In plain language, a special district is a separate local government that delivers specific public services to a geographically limited area, such as water and wastewater service. Special districts have four distinguishing characteristics – they are a form of government; have governing boards; provide services and facilities; and have defined boundaries.²

1.02 EBMUD Mission Statement

EBMUD’s mission is “to manage the natural resources with which the District is entrusted; to provide reliable, high-quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations.”

1.03 Principles of Governance

The principles used in accomplishing EBMUD’s mission are:

- Exercise responsible financial management
- Ensure fair and reasonable rates and charges
- Provide responsive quality customer service
- Promote ethical behavior in the conduct of EBMUD business
- Ensure fair and open processes involving the public
- Provide a healthy work environment
- Promote diversity and equity in personnel matters and contracting
- Promote environmental, economic, and social sustainability

1.04 EBMUD Values

EBMUD has adopted the following values in support of our Board members and employees as they work to achieve EBMUD’s mission:

¹ **Resource:** The Dashboard is an electronic library of reference documents and materials in a limited-access OneDrive folder provided to the Board and maintained by the Secretary’s Office.

² **Reference:** *Institute for Local Governments What’s So Special About Special Districts?*
<https://www.ca-ilg.org/post/about-special-districts>

- Stewardship: I am a steward of our resources and committed to public service
- Integrity: I act with integrity
- Respect: I treat others with respect
- Teamwork: We are EBMUD and we are one team³

Section 2. Municipal Utility District Act

The Municipal Utility District (MUD) Act of California, enacted in 1921, provides the legal framework for the formation and operation of municipal utility districts within the state.⁴ These districts are public agencies that provide essential services such as water, wastewater, electricity, and waste collection to their communities. Unlike private utility companies such as Pacific Gas & Electric, which are regulated by the California Public Utilities Commission, municipal utility districts operate independently and derive their powers directly from the MUD Act. The government of every municipal utility district is vested in a board of directors, one from each ward, together with the other officers mentioned in Chapter 3, Article 6 of the MUD Act.⁵ The MUD Act enables districts to levy taxes, issue bonds, and acquire, construct, or operate infrastructure necessary to delivery these services with the goal of ensuring reliable and cost-effective public utilities while maintaining local control over resource management.⁶

Section 3. Role of the Board of Directors

The Board of Directors is the legislative body of EBMUD. The Board sets policy for EBMUD and operates in accordance with and as outlined in MUD Act Chapter 3, Article 4, Powers and Duties of Directors and all other applicable laws. As discussed in subsection 3.03, the Board exercises legislative and ministerial powers in providing direction to EBMUD.

3.01 Purpose of the Board

The Purpose of the Board is to:

- Develop policies that implement the mission and values of EBMUD.
- Establish performance standards and outcomes that reflect the policies set by the Board.
- Provide oversight of EBMUD's performance against the standards established by the Board.
- Make decisions necessary to carry out the mission of EBMUD.

³ **Resource:** EBMUD Values Splashpad Page, <https://splashpad.ebmud.com/district/values>

⁴ **Reference:** Public Utilities Code § 11501 *et seq.*

⁵ **Reference:** Public Utilities Code §§ 11801 & 11850.

⁶ **Reference:** A hard copy of the MUD Act is provided to every new Board member.

3.02 Authority of the Board and Individual Board Members

The Board of Directors is the unit of authority for EBMUD. It is the legislative body of EBMUD and determines all questions of policy.⁷ Under the MUD Act, it is empowered to supervise and regulate the utility services provided by EBMUD, including setting rates and fees, and making and enforcing rules, regulations, contracts and practices in connection with any service, product, or commodity owned or controlled by EBMUD.⁸ The specific duties of the Board, as authorized by the MUD Act, are detailed in subsection 3.03.

The authority above must be exercised by a quorum of the Board, meaning four out of seven Board members. Individual Board members may not commit EBMUD to any policy, act, or expenditure unless authorized by a quorum of the Board.⁹

Individual Board members should respect the decisions made by the Board, regardless of their personal position. Individual Board members may voice their opinion about the decisions of the Board, but in doing so, should make it clear that it is their own opinion and not the opinion of the Board or other Board members. Individual Board members are encouraged to notify the General Manager in advance when they plan to speak publicly in opposition to EBMUD's decisions, policies or actions.

3.03 Board Duties

The key duties of Board members are to:

- Adopt and regularly update a Strategic Plan for EBMUD that reflects its mission, values and vision.
- Adopt written policies that further the Strategic Plan and mission of EBMUD, while ensuring a high-quality of governance and clear roles in decision-making between the Board and EBMUD staff.
- Adopt rates, rules and regulations for the services provided by EBMUD.
- Approve budgets, rates and long-range capital plans to ensure the long-term ability of EBMUD to fulfill its mission.
- Hire, regularly evaluate and, when necessary, discharge the General Manager and General Counsel.
- Identify and track the performance metrics that reflect the policies set by the Board.
- Provide oversight and track compliance with all relevant laws, regulations, permits and the performance of EBMUD.
- Ensure the organization operates effectively and efficiently to fulfil its mission.
- Comply with the open governance requirements of the Ralph M. Brown Act and the California Public Records Act.

⁷ **Reference:** Public Utilities Code § 11883.

⁸ **Reference:** Public Utilities Code § 11885. Additional details of the powers and duties of the Board as enumerated in the MUD Act may be found in Appendix 2, Governing Laws and Regulations.

⁹ **Reference:** Public Utilities Code § 11909.

- Communicate with EBMUD customers and community stakeholders to understand their concerns, values and viewpoints.
- Serve as ambassadors for EBMUD and build relationships throughout EBMUD's service area and in those areas of the state impacted by EBMUD's policies and activities.
- Maintain open lines of communication with employee unions and approve collective bargaining agreements in alignment with EBMUD's vision and goals.
- Strive to equitably address the needs of all communities served by EBMUD, with a special emphasis on addressing the needs of impacted communities.
- Set Ward boundaries following each decennial census and in accordance with the Fair Maps Act so that each ward accurately reflects population changes and racial diversity.
- Take such actions as are required by law.

3.04 Role of Board Officers

The Board Officers are the President and Vice President.¹⁰ While not considered Board officers, this subsection also describes the role of the President Pro Tem, the chairs of standing committees, and the representatives on the governing bodies of Joint Powers Authorities to which EBMUD is a party.

(a) Role of the Board President

The role of the President is to:

- Serve as presiding officer at all Board meetings.
- Develop and approve the regular Board meeting agenda in consultation with the General Manager.
- Administer regular Board meetings under appropriate parliamentary procedure and in accordance with this manual, by:
 - Managing the meeting time;
 - Ensuring appropriate opportunities for public participation;
 - Keeping the Board focused on the discussion at hand; and
 - Avoiding diversions from the agenda or disruptions in the conduct of EBMUD business.
- Sign resolutions, ordinances, and other Board-approved documents on behalf of the Board.
- Make appointments to Standing Board Committees, Ad Hoc Committees, Joint Powers Authorities (JPAs), and as representatives to outside agencies.
- Act as a mentor for newly elected or appointed Board members while avoiding violations of the Brown Act.¹¹
- Act as an official representative of EBMUD for ceremonial purposes.

¹⁰ **Reference:** Public Utilities Code § 11882.

¹¹ Any Board member who serves as a mentor to other Board members should first consult with the General Counsel for advice on providing mentorship in a manner that does not violate the Brown Act.

- Promote and exemplify EBMUD’s Values of Stewardship, Integrity, Respect and Teamwork.
- Ensure Board members abide by Policy 6.04, Ethics of the Board of Directors, and the principles of conduct stated in this manual; in a prompt and timely fashion, investigate reported perceived violations of the Ethics Policy by a Board member, and consider any appropriate action warranted.

(b) **Role of the Board Vice President**

The Role of the Vice President is to:

- Perform the duties of the President in the President’s absence or due to any conflict of interest the President may have under the law or EBMUD policies and procedures.
- Act as a mentor for newly elected or appointed Board members while avoiding violations of the Brown Act.

(c) **Role of the President Pro Tem**

If both the President and Vice President are absent, the Board member with seniority among the Board members present will: serve as president pro tem until such time as the President or Vice President is present.

(d) **Role of Committee Chairs**

The role of a Committee Chair is to:

- Serve as the presiding officer at committee meetings.
- Develop and approve the committee meeting agenda in consultation with the General Manager.
- Administer committee meetings under appropriate parliamentary procedure and in accordance with this manual.
 - Managing the meeting time;
 - Ensuring appropriate opportunities for public participation;
 - Keeping the committee focused on the discussion at hand; and
 - Avoiding diversions from the agenda or disruptions in the conduct of EBMUD business.
- Report to the Board at the next regular Board meeting following a committee meeting any discussions held at the committee meeting and any recommendations by the committee on actions to be taken by the Board.

3.05 Appointees of the Board of Directors

The Board directly appoints the General Manager, the General Counsel, and the Secretary of the District.¹²

¹² **Reference:** Public Utilities Code §§ 11926 & 11931.

(a) Role of the General Manager

The General Manager serves at the pleasure of the Board pursuant to the terms and conditions set forth in an employment agreement with EBMUD. The General Manager is responsible for the management of EBMUD and its employees in accordance with the policies approved by the Board.

The General Manager is responsible for:

- Administering the business affairs of EBMUD.
- Enforcing all EBMUD ordinances, rules and regulations.
- Executing Board directives and reporting back to the Board on progress.
- Administering the EBMUD civil service system.
- Hiring, managing and removing EBMUD employees necessary for the administration of the affairs of EBMUD, in accordance with the provisions of the civil service system.
- Managing communications and requests between the Board and staff.
- Attending all regular, special and committee meetings of the Board unless excused.
- Bringing to the attention of the Board matters requiring or deserving its consideration.
- Preparing an annual budget for approval by the Board reflecting the Board's policy and strategic directives.
- Preparing general and specific reports updating the Board on the affairs of EBMUD, including keeping the Board informed on the progress of programs and specific matters.
- Preparing draft agendas and all documents necessary for the Board's governance of EBMUD at regular Board meetings and committee meetings.
- Ensuring that EBMUD effectively interacts with the public it serves and other governmental agencies to inform them of matters of concern and to promote EBMUD policies and programs.
- The full charge and control of the construction of the works of EBMUD and of their maintenance and operations.
- Performing additional duties as the Board may require.¹³

The General Manager performs these duties either directly or through EBMUD staff or contractors, as necessary and appropriate, in accordance with Board policies, EBMUD procedures, and the EBMUD civil service system.

(b) Role of the General Counsel

The General Counsel is licensed to practice law in the State of California and shall have been actively engaged in the practice of their profession for not less than three years next preceding their appointment.¹⁴ The General Counsel is the chief legal officer of

¹³ **Reference:** Public Utilities Code §§ 11926, 11937 & 12501 *et seq.*

¹⁴ **Reference:** Public Utilities Code § 11932.

EBMUD and serves at the pleasure of the Board pursuant to the terms and conditions set forth in an employment agreement with EBMUD. .¹⁵

The General Counsel is responsible for:

- Overseeing and directing EBMUD's strategy in all lawsuits and other legal proceedings in which EBMUD is a party or in which it is legally interested.
- Advising the Board on compliance with the Brown Act, conflict of interest laws, and other laws related to the Board's governance of EBMUD.
- Providing legal advice to the General Manager and members of the Senior Management Team.
- Providing legal advice in support of the work of EBMUD staff or whenever required by the Board.
- Reporting to the Board situations that present a legal risk to EBMUD that come to the General Counsel's attention.
- Approving as to form all EBMUD ordinances, resolutions, contracts, bonds, and other legal documents connected with the business of EBMUD.
- Attending all regular, special and committee meetings of the Board unless excused.
- Exercising fiscal responsibility in the management of special counsel contracts while making such expenditures as necessary to meet EBMUD's legal needs.
- Performing additional duties as the Board may require.

The General Counsel performs these duties either directly or through the attorneys and staff of the Office of General Counsel or in conjunction with special counsel retained by the Office of General Counsel, as necessary and appropriate, in accordance with Board policies and EBMUD procedures.

(c) Role of the Secretary of the District

The Secretary of the District acts on behalf of the Board members in a variety of executive, administrative, legal and record-keeping functions, and is part of the EBMUD Senior Management Team. These functions include preparation and distribution of Board and Committee agendas, notices, meeting materials, and minutes; compliance with applicable regulations, including the MUD Act, Public Health and Safety Code, Brown Act, Political Reform Act, and Public Records Act; records management; administration of elections; adherence to Fair Political Practices Commission requirements; compliance with ethics laws; maintenance of Board policies and related administrative procedures; and special projects.

The Secretary of the District:

- Makes independent decisions as necessary to implement Board requests, decisions and official actions.
- Provides administrative support to Board members.

¹⁵ **Reference:** Public Utilities Code § 11939.

- Performs all duties in compliance with applicable regulations.
- Serves as custodian of the EBMUD seal and the official records of EBMUD.
- Attends all regular, special and committee meetings of the Board unless excused.
- Produces, as appropriate, the minutes and official records of Board and Committee actions.
- Serves as the Filing Official under EBMUD's Conflict of Interest Code and serves as EBMUD's Election Officer to oversee EBMUD election procedures with the Counties of Alameda and Contra Costa.
- May perform any other duties from time to time as may be prescribed by the Board of Directors.

Section 4. Principles of Conduct

The Board is committed to acting in the best interests of its ratepayers and the public, providing excellence in leadership and prioritizing EBMUD's mission over personal or other interests. This section presents general principles of Board member conduct.

4.01 General Principles of Conduct

The following are the general principles of conduct to be observed by the Board.

- Board members must always demonstrate loyalty to EBMUD by acting in the best interest of EBMUD, its ratepayers and the public, not allowing their actions to be dictated by personal, financial or political interests.
- Board members should make decisions that prioritize the long-term sustainability, financial health, and operational efficiency of EBMUD, while ensuring reliable service to the public.
- Board members should be prepared for Board meeting deliberations in which they are required to or wish to take part.
- Board members should demonstrate EBMUD's values of Stewardship, Integrity, Respect, and Teamwork.
- Board members should endeavor to conduct themselves with civility, respect, and professionalism with each other, EBMUD staff, and the public.
- Each Board member should respect the decision-making authority of the Board and abide by Board-adopted policies and EBMUD-adopted procedures.
- Board members should familiarize themselves with and comply with all applicable laws, regulations and Board-adopted policies regarding governance of EBMUD, about which Board members may seek advice from the General Manager or Secretary of the District, or legal advice from the General Counsel, when necessary.

Board members are encouraged to:

- Stay informed about the issues facing the water and wastewater industry.

- Ask the General Manager questions about Board meeting agenda items ahead of Board and committee meetings to allow time for staff to prepare helpful responses to support the Board’s discussion and decision-making.
- Manage conflict carefully and with civility.
- Be respectful of their fellow Board members, staff, guests, and the public.
- Be timely in their attendance at all Board, committee, and special meetings.

4.02 Conduct Between Board Members

The following principles apply to all conduct between Board members when interacting with each other.

- Each Board member should respect the dignity, values and opinions of other Board members, focusing on policy issues and not personalities.
- The Board is encouraged to work as a team, striving to reach consensus on policy decisions to the extent possible, recognizing that each Board member may have a unique perspective on a policy issue.
- No Board member should put the personal interests of any other Board member above the interests of EBMUD.
- Board members shall not communicate with each other outside of publicly noticed meetings in a manner that violates the Brown Act.

4.03 Conduct When Representing EBMUD in Public

The following principles apply to the conduct by Board members when interacting with constituents or representing EBMUD in public settings.

- When responding to constituent requests and concerns, Board members are expected to be courteous and respond to individuals promptly and in a positive manner. The General Manager and the Community Affairs Representative for the Board member’s ward are available to provide information or assistance to a Board member in responding to members of the public.
- In communicating with the governing bodies of other agencies, the press, or other members of the public:
 - Board members may speak on behalf of EBMUD or the Board when discussing adopted EBMUD policies or stated Board decisions.
 - In all other circumstances, Board members should make it clear that their opinions and representations are their own and do not reflect the opinions or policies of EBMUD or the Board as a whole.
 - Board members are encouraged to notify the General Manager in advance if they plan to speak publicly in opposition to an EBMUD decision or policy.
- Board members should endeavor to express their individual opinions in a responsible manner that is not detrimental to EBMUD or other Board members and staff.

4.04 Working with Staff

The MUD Act charges the General Manager with the day-to-day management of EBMUD staff.¹⁶ This subsection describes how the Board works with those EBMUD officers appointed by the Board, as well as with EBMUD staff.

(a) Working with the General Manager

The Board provides policy direction and instructions to the General Manager on matters within the authority of the Board. The General Manager is responsible for execution of the Board's policy direction and instructions. Members of the Board should deal with matters within the authority of the General Manager through the General Manager.

(b) Working with the General Counsel

The General Counsel provides the legal support for the policies adopted by the Board and the procedures approved by the General Manager to implement those policies.

- Board members should consult directly with the General Counsel on any questions regarding compliance with the Brown Act, ethics laws or other laws related to Board governance.
- The General Counsel provides advice to Board members in their official capacity and cannot advise Board members in their individual capacity.
- The General Counsel cannot advise Board members in their capacities as campaign candidates except insofar as their positions as Board members may impose certain legal obligations on them under campaign finance laws.

(c) Working with the Secretary of the District

The Secretary of the District and staff provides administrative support to the Board and performs additional duties as the Board may require. Board members should consult with the Secretary of the District on questions regarding but not limited to EBMUD-related travel, attending conferences, expenses and reimbursement, training requirements, schedule coordination, Board meeting material distribution, Board meeting attendance, elections, FPPC filings (e.g. Form 700), general information (outside of information requested from the General Manager or General Counsel), and other regulatory requirements that may govern their role.

(d) Working with EBMUD Staff

When working with or interacting with EBMUD staff, each Board member should:

- Consult directly with the General Manager for information or clarification regarding EBMUD policies, procedures or operations, especially those involving personnel decisions, operations and finances.
- Not exercise individual authority over staff and direct inquiries regarding the actions of any EBMUD staff member to the General Manager.

¹⁶ **Reference:** See Public Utilities Code §§ 11926 & 11937.

- Respect the role and authority of the General Manager and EBMUD’s Senior Management Team and employees in the day-to-day management and operations of EBMUD.
- Share concerns about or criticism of the actions of EBMUD staff with the General Manager, in order to respect the privacy or due process rights afforded to all staff.
- Be mindful of requests (e.g., preparing memoranda, reports, or plans) and the impact on the use of staff time and resources, as follows:
 - Board members may work directly with the Community Affairs Representative for their ward in responding to constituent concerns, preparing for meetings with constituents, or on such other matters in which a Board member may interact with a constituent.
 - Board members are encouraged to keep the General Manager and Secretary of the District apprised of any need to work with a Community Affairs Representative.
 - Other than as set forth above, Board members should direct all individual requests for information, memoranda, plans, documents or other materials to the General Manager or the Secretary of the District.
 - Board members should recognize that they are the highest authority at EBMUD and, in order to avoid disruption to the work of EBMUD employees and allow for the free exchange of information, should avoid attending staff meetings or staff events or entering into staff offices or cubicles unless their presence is requested or by making an appointment through the General Manager, the Secretary of the District or, for legal matters, the General Counsel.

4.05 Relationship with Union Representatives

Board members are encouraged to maintain open lines of communication with union leaders to understand concerns associated with pending Board matters, contracts, and employee relations concerns, but should not disclose confidential information to union representatives. Board members should inform the General Manager of discussions with union representatives, as appropriate. Board members should not represent their individual opinions as being the policy or position of EBMUD and should clearly distinguish between personal opinion and the position of EBMUD in such communications. In speaking with union members, Board members should recognize that the comments and opinions of individual union members may not represent the official position of the union and should avoid reporting such conversations as the position of the union.

Section 5. Ethics of the Board of Directors

5.01 Principles of Ethics

Board members should avoid impropriety or the appearance of impropriety in their activities. Board members will uphold the highest standards of integrity, honesty, and ethical behavior in all EBMUD-related activities and in accordance with Policy 6.04,

Ethics of the EBMUD Board of Directors. Board members are encouraged to review Policy 6.04 and to direct any questions regarding the Policy to the General Counsel.

5.02 Failure to Abide by Principles of Ethics and Conduct

The Board President is responsible for ensuring Board members abide by the Ethics Policy and principles of conduct stated in this manual. Violations of Policy 6.04 – Ethics of the Board of Directors, will be addressed in accordance with the procedures set forth in the Policy. Should any Board member have a concern about a violation of the principles of conduct, the Board member is encouraged to raise the concern in private with the Board member in question, or with the Board President, prior to raising the concern in public. Any Board member may call for censure or other actions to be taken against the Board member who has violated the principles of conduct.

Section 6. Protection of Whistleblowers

The Board promotes and oversees EBMUD’s efforts to maintain a healthy and transparent work environment, free from discrimination, harassment or retaliation based on the reporting of improper activities in the workplace. The Board’s role in the protection of whistleblowers at EBMUD is described in Policy 6.16.

Section 7. Election of Board Officers

7.01 Process for Election

(a) Time of Election

Board Officers shall be elected as the first order of business during the first regular Board meeting of the calendar year.

(b) Nomination of Officers

- Each Board member has the right to nominate a Board member, including themselves, for the role of President or Vice President.¹⁷
- Each nomination must be seconded by a Board member.
- If more than one Board member is nominated to an Officer position, each nominee must be put to vote in the order the nomination was made.

(c) Vote for Board Officers

The positions of President and Vice President shall be elected by a majority vote of the Board (four of seven Board members).

¹⁷ Traditionally, the immediate past Vice President has been nominated for the role of President.

7.02 Qualifications of Board Officers

It is important that any Board member being considered for election to an Officer position have the qualifications and experience necessary for effective governance. This includes the following:

- Service on the Board for at least one year prior to the date of the Officer election
- Completion of all required Orientation and Training described in this manual

Traditionally, a Board member shall have served as Vice President prior to serving as President.

In circumstances where none of the Board members meet the qualifications stated above, the Board may vote to elect any Board member to serve as President or Vice President.

7.03 Term of Board Officers

The term of each Board Officer shall be for one year, shall begin immediately following the vote by the Board and shall continue until a new Board Officer is elected.

A Board member may not serve more than two consecutive one-year terms in each Board Officer position, unless a situation arises in which the majority of the Board votes to allow an Officer to hold three or more consecutive terms.

7.04 Removal of Board Officers

A vote to remove a Board Officer may be initiated following a motion by any Board member and seconded by another Board member. A Board Officer may be removed by a majority vote of the Board (four of seven Board members).

Upon removal of a Board Officer, the Board shall calendar the appointment of a new Officer for the next regular Board meeting. New Officers shall be nominated and approved as set forth in subsection 7.01. The Officer appointed to fill the position shall serve for the remainder of the term for the position.

Section 8. Filling Director Vacancies

When a vacancy occurs in a ward before the next general election that is scheduled 90 or more days after the effective date of the vacancy, the Board must vote to either hold a special election in that ward or to appoint a person to fill the vacancy until the next general election.¹⁸

If the Board chooses to appoint a person to fill the vacancy, the following process may be used.

¹⁸ **Reference:** See Public Utilities Code § 11865.

- At a regularly scheduled or special Board meeting, the Board will appoint an ad hoc committee to facilitate the appointment process.
- A Notice of Vacancy in the ward will be posted in three conspicuous places (EBMUD’s Administration Building in Oakland and two places in the ward); on EBMUD’s website and social media platforms; published in newspapers; and distributed for posting with cities, towns, chambers of commerce, regional agencies, and elected officials in the ward.
- All interested candidates will receive an information packet that will include a description of the application process and a link to a page on EBMUD’s website with information about EBMUD.
- Candidates will be required to mail, email, or hand deliver the following application materials by close of business on a date to be determined by EBMUD:
 - A letter expressing their interest and qualifications (no more than 2 pages);
 - A resume; and
 - A minimum of three (3) letters of reference. Additional letters of reference will not be accepted after the submission deadline.
- The Office of the Secretary will conduct the initial screening of all application materials for completeness and confirm with the county that the applicant is a resident of and registered voter in the ward.
- The ad hoc committee will screen applications to develop a shortlist of candidates, if necessary, for final interviews with the full Board.
- Candidate interviews will be conducted as follows:
 - The Board will conduct interviews with each candidate recommended by the ad hoc committee at its next regularly scheduled meeting or at a special meeting, in EBMUD’s Administration Building Boardroom or at the Board’s discretion, a location within the ward with the vacancy.
 - The interviews will be conducted in person, and if conducted in EBMUD’s Administration Building Boardroom, viewable online, and livestreamed on EBMUD’s website.
 - The Board will deliberate and, if time permits, vote for the recommended candidate at the conclusion of the interviews.
- If the Board does not vote for the recommended candidate at the conclusion of the interviews, the Board may adjourn the meeting to a future meeting to vote for the recommended candidate.
- The appointee will be sworn in and will serve as the Director for the ward exactly as if elected to office, until the next general election for EBMUD.

This process may be started before the effective date of the Board member’s vacancy but must be completed within 60 days of the effective date of the vacancy.¹⁹

¹⁹ **Reference:** See Public Utilities Code § 11865(a).

Section 9. Board Member Orientation and Training

9.01 Onboarding and Training of Newly Elected or Appointed Board Members

In order to effectively govern, new Board members should become familiar with the policies, procedures, and operations of EBMUD. During the first four months following election or appointment, the Board member will participate in the following onboarding presentations (2-4 hours) and tours (2 hours - all day):

- Organization Overview, Public Affairs, Administrative Support (Secretary's Office) and Legislative Programs, and Function of Internal Audit Office
- Water Quality and Environmental Protection
- Long-Term Water Supply and East Bay Watershed Master Plan
- Long-Term Infrastructure Investment
- Long-Term Financial Stability and Cybersecurity/Information Systems
- Customer and Community Services
- Workforce Planning and Development, including the Diversity, Equity and Inclusion Strategic Plan
- Personal Benefits Orientation and Selection

The following tours will be offered to Board members as part of the orientation and training. Attendance is optional.

- Local Water Distribution System
- East Bay Watershed
- Upcountry Facilities
- Wastewater Facilities

New Board members are also encouraged to complete the California Special Districts Association training for new Board members. The Secretary of the District will assist Board members with enrolling in this training.

The Board President and General Manager, in coordination with the Secretary of the District will develop the training and orientation schedule for new Board members. The Board President, with assistance from the Secretary of the District, is responsible for monitoring the progress of new Board members in the timely completion of their orientation and training.

All onboarding presentations and tours will be led by the General Manager and the Senior Management Team. General Board governance training will be conducted from time-to-time by an outside facilitator.

9.02 Office of General Counsel Presentation on Governance Laws and Litigation

In the first month following election or appointment, each Board member will receive a presentation from the Office of General Counsel on:

- The Municipal Utility District Act
- Open meeting requirements under the Ralph M. Brown Act
- Board governance and Ethics of the EBMUD Board of Directors
- California Conflict of Interest Laws
- The Public Records Act

The presentation will also include information regarding any major litigation in which EBMUD is involved.

9.03 Required Ongoing Training

All Board members, as public officials, shall complete the following trainings, as required by law:

- In accordance with Assembly Bill (AB) 1661, at least two hours of preventing harassment training within six months of assuming office and every two years following the initial training.²⁰
- In accordance with AB 1234, at least two hours of ethics training no later than one year from the date the Board member assumes office and every two years thereafter.²¹

The Secretary of the District will assist Board members with enrolling in this training and will maintain records of compliance. Board members' ethics and preventing harassment training certificates will be posted on EBMUD's website.

9.04 Failure to Complete Required Onboarding and Ongoing Training

Board members who fail to complete the onboarding process, including the Office of General Counsel's presentation, within the first 6 months of assuming office, and required ongoing training by the prescribed deadlines may:

- Be ineligible to serve as a Board Officer (President or Vice President), chair a standing Board committee, serve on an ad hoc committee, serve on the Retirement Board or serve on the boards of Joint Powers Authorities.
- Be ineligible for approval of travel on behalf of EBMUD or reimbursement of travel expenses.
- Have information posted on the EBMUD website identifying any incomplete training required by law until such time as the required training has been completed.

²⁰ **Reference:** Government Code § 53237 *et seq.*

²¹ **Reference:** Government Code § 53234 *et seq.*

Section 10. Training, Educational Programs, Conferences, and Professional Meetings

Board members are encouraged to attend training, educational programs, conferences and professional meetings when the purpose is to support EBMUD or their role as Directors. Attendance at these events must be approved by the Board President in advance. The Secretary of the District manages the budget for these activities and will track requests to attend training, educational programs, conferences, and professional meetings to assist the Board President with reviewing and approving requests. Attendance at these events should not conflict with the Board member's in-person attendance at meetings of the Board of Directors (see Section 11), unless approved in advance by the Board President.

Upon return from any conference attended on behalf of EBMUD, a Director shall file with the Secretary of the District a written report on the Director's activities at the conference (e.g., and what was learned at the conference that may be helpful to the Board or EBMUD and what meetings or sessions the Board member attended).

- The Secretary of the District shall send a copy of the report to the Board President.
- A Director shall not be eligible for reimbursement until they have filed the report with the Secretary of the District.

Section 11. Meetings of the Board of Directors

A Board "meeting," as defined by the Brown Act, is any gathering of a quorum of the Board, or of a Board committee, at the same time and place (including electronically) to discuss the business of EBMUD and/or to take action. To comply with the Brown Act, all meetings must be publicly noticed, and the Board's discussions and actions are limited to the topics specifically stated in the noticed meeting agenda.²²

11.01 Application of the Sturgis Standard Code of Parliamentary Procedure

The Board follows the Sturgis Standard Code of Parliamentary Procedure (Sturgis) for all aspects of the conduct of Board meetings not otherwise required by law, to the extent reasonably practicable.²³

Deviation from Sturgis in the conduct of Board meetings shall not be grounds for the invalidation of any lawful action taken by the Board.

²² **Reference:** Government Code § 54950 *et seq.*

²³ **Reference:** EBMUD Board Resolution No. 32457.

11.02 Types and Purpose of Meetings

There are several types of Board meetings allowed under the Brown Act. Their purpose is described here. The time and place of each meeting described below is stated in subsection 11.04.

(a) Regular Meetings

The principal type of meeting at which EBMUD business is conducted is a regular Board meeting.

(b) Closed Session Meetings

The Brown Act requires all Board meetings to be held publicly, unless one of the specific, narrow exceptions defined in the Act applies, in which case the topic may be discussed in a noticed “closed session meeting.”²⁴ The most commonly cited exceptions for closed session at EBMUD relate to discussion of litigation, real estate negotiations, labor negotiations and the security of EBMUD infrastructure. Only individuals having an official role in the closed session subject matter may attend the closed session.

The Brown Act explicitly prohibits the unauthorized disclosure of confidential information acquired in a closed session by any person present, including Board members.²⁵ Some actions taken in closed session must be publicly reported during the regular Board meeting, and the votes for or against the actions must be provided. The Board President generally makes these reports following closed session.

(c) Special Meetings

Occasionally, special Board meetings are held to discuss a particular topic, conduct a workshop or study session or, if necessary, hold a meeting at a time or date and place other than a regularly scheduled Board meeting. Special Board meetings generally must be convened within EBMUD’s service area. State law requires that agendas for special Board meetings be provided to each local newspaper of general circulation and each radio and television station that has requested such notice in writing and be posted in a public place and on EBMUD’s website at least 24 hours prior to the meeting. These meetings are open to the public.

11.03 Role of Standing Committees

(a) Roles and Responsibilities for Standing Committees

- With the exception of the Retirement Board, each committee consists of three Board members assigned in accordance with subsection 12.01.
- The committee will receive staff updates on topics within the purview of the committee, as stated in subsection 11.03(b).

²⁴ **Reference:** Government Code §§ 54953(a) & 54962.

²⁵ **Reference:** Government Code § 54963.

- For any action to be taken by the Board that was first presented to a committee for consideration, the committee Chair will inform the Board on its discussions regarding the action, including any relevant policy alternatives, and make a recommendation to the Board on the action to take.
- Though committees may recommend a preferred action or policy decision to the full Board, committees do not have the authority to direct staff to exclude any reasonable action or policy alternative from consideration by the full Board.
- Committees may not speak for or act on behalf of the full Board except when expressly authorized by the Board for a specific and time-limited purpose.
- The committee Chair or, in the absence of the Chair, a representative on the committee, will report on the discussions of the standing committee at the Board meeting following the committee meeting.

(b) **Roles and Responsibilities for Each Standing Committee**

- Finance/Administration Committee. Reviews EBMUD investments, debt service, and related policies, fees and charges, audits, contracts and grants, and policies for acquisition of equipment or services.
- Legislative/Human Resources Committee. Discusses legislative goals and programs, human resources related issues, personnel policies, EBMUD training and development, and EBMUD Diversity, Equity, and Inclusion activities.
- Planning Committee. Reviews planning of facilities, capital projects, operational standards, and the acquisition, development and disposition of real property.
- Sustainability Committee. Discusses matters related to sustainability, natural resources, and the environment.

11.04 Time and Place of Meetings

(a) **Regular Board Meetings**

- Regular Board meetings are held on the second and fourth Tuesday of each month.
- The regular meeting is divided into two segments: closed session at 11:00 a.m. and the regular business meeting at 1:15 p.m.
- The Board took action in 2021 to cancel the 2nd meeting in July going forward, and traditionally takes action each year to cancel the 2nd meeting in December to allow for vacation/break.

(b) **Planning Committee**

Meetings of the Planning Committee will be held at 9:00 a.m. on the second Tuesday of each month.

(c) **Legislative/Human Resources Committee**

Meetings of the Legislative/Human Resources Committee will be held at 10:00 a.m. on the second Tuesday of each month.

(d) Finance/Administration Committee

Meetings of the Finance/Administration Committee will be held at 10:00 a.m. on the fourth Tuesday of each month.

(e) Sustainability Committee

Meetings of the Sustainability Committee will be held at a time to be determined on the fourth Tuesday, on a quarterly basis.

(f) Board Workshops

Board Workshops are special meetings under the Brown Act that will be held at a time and place to be determined by the General Manager in consultation with the Board President.

(g) Retirement Board

The EBMUD Retirement Board meets bi-monthly at 9:00 a.m. on the third Thursday of January, March, May, July, September, and November, respectively. The Retirement Board may change the meeting date from a third Thursday to either a second or fourth Thursday if the third Thursday in the month is in the same week as a regular Board meeting.

(h) Date, Time, and Place Considerations for All Meetings

- All Board meetings will be held in the Boardroom of EBMUD's Administration Building located at 375 11th Street, Second Floor, Oakland, California.
- The meeting dates above are subject to cancellation.
- The start times of Board committee meetings stated above may be adjusted to accommodate the agenda for a committee meeting.

11.05 Attendance at Meetings

Board members are expected to attend all assigned meetings. Failure to attend meetings, or excessive tardiness, may result in the loss of compensation for the month in question. See subsection 13.01 for more details.

11.06 Quorum and Majority

Under the MUD Act, four Board members constitutes a quorum of the EBMUD Board and no Board action is valid unless approved by four Board members.²⁶ If fewer than four Board members are present at a meeting, the meeting may not proceed and may be cancelled or adjourned to a future date and time.

Note that the MUD Act or other statutes may require that some actions of the Board be taken by supermajority vote, that is, five Board members.

²⁶ **Reference:** Public Utilities Code § 11909.

In committee meetings, committee members may take the actions of receiving a report or voting to recommend the full Board take a certain action. For the purposes of such a vote, a quorum of a committee is two of three committee members. If fewer than two committee members are present at a committee meeting, the meeting may not proceed and may be cancelled or adjourned to a future date and time. If the meeting is cancelled or adjourned, staff may present reports on agenda items to the sole committee member present (and the public) for informational purposes only.

11.07 Setting Meeting and Committee Agendas

(a) Regular Board Meeting Agendas

- The Secretary's Office, in coordination with the General Manager, will prepare a draft of the regular Board meeting agenda. The General Manager will review the agenda with the Board President.
- The Board President may add or delete items for consideration from the regular meeting agenda as the President feels appropriate.
- The Board President shall not remove items for consideration from the regular meeting agenda that are required by law or necessary for EBMUD to conduct its business.

(b) Committee Meeting Agendas

- The Secretary's Office, in coordination with the General Manager, will prepare a draft of all committee meeting agendas. The General Manager will review committee meeting agendas with committee Chairs.
- Committee Chairs may add or delete items to committee meeting agendas.
- The Committee Chairs shall not remove items for consideration from the committee meeting agenda that are necessary for EBMUD to conduct its business.

(c) Workshop or other Special Meeting Agendas

- The Secretary's Office in coordination with the General Manager will prepare drafts of workshop or other special meeting agendas. The General Manager will review these agendas with the Board President.
- The Board President may add or delete items for consideration from the workshop or special meeting agendas as the President feels appropriate.
- The Board President shall not remove items for consideration from the special meeting or workshop agendas that are required by law or for EBMUD to conduct its business.

(d) Agenda Items Originating from a Board Member

Board members may request that an item be placed on a future Board agenda by making a request to the General Manager or the Board President. Board members may also ask that an item be placed on a future Board agenda during a Board or committee meeting, either as a follow-up to an item on the meeting's agenda or under the "Other

Items for Future Consideration” item on the meeting agenda prior to the close of a Board meeting.

(e) The Public’s Role in Setting Meeting Agendas

Members of the public may request that items of concern be placed on a future regular or committee meeting agenda during a meeting’s public comment period. The Board President and General Manager will consider the request. The Board President shall have the sole discretion to approve any requested item for consideration on an agenda.

(f) Urgency Agenda Items

In rare cases, a legitimate urgent need may arise that must be acted upon by the Board even though the item was not on the posted agenda. The Board may discuss and take action on an urgency item under the following circumstances:

- A majority of the Board determines that an emergency, as defined by Government Code section 54956.5, exists; or
- Pursuant to a two-thirds vote of the Board members present at a meeting (or all Board members if less than five are present), the Board determines that there is an immediate need to take action, and the need arose after the agenda posting deadline.

The General Counsel should be consulted on the addition of any urgency item to a meeting agenda.

11.08 Posting Meeting Agendas

All Board meeting agendas will be posted in accordance with the Brown Act in the front window of the lobby of EBMUD’s Main Administration Building and on EBMUD’s website.²⁷

11.09 Public Comment at Board Meetings

(a) Opportunity for Public Comment

Members of the public may address the Board at all regular meetings, committee meetings and special meetings on matters within the jurisdiction of the Board.²⁸

- Comments on non-agenda items are heard during the general public comment period at the beginning of the meeting. At special meetings, public comment is limited to agenda items.
- Comments on agenda items are heard when the item is up for consideration.
- Members of the public are encouraged but shall not be required to identify themselves by name in order to make a public comment.

²⁷ **Reference:** Government Code § 54954.2.

²⁸ **Reference:** Government Code § 54954.3.

The Board is limited by the Brown Act to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to public comment on items that are not listed on the meeting agenda.

(b) Management of Public Comment²⁹

- Each member of the public who wishes to address the Board will be given three minutes to speak. This time will be doubled if the speaker requires a translator.
- The Board President has the discretion to amend this time for any or all speakers, taking into consideration such factors as the number of speakers or whether a single speaker is representing a group of interested persons.
- The Secretary of the District will call each speaker in the order in which a speaker card was received or, in the case of remote appearances, a hand was raised.
- The Secretary of the District will track time and inform each speaker when the allotted time has concluded.

(c) Manner of Public Comment

Specific procedures for participating in Board meetings in person or via an online platform and for submitting written comments and documents to the Board is detailed on EBMUD's website.³⁰ This process may be updated by the Secretary of the District from time to time.

(d) Disruption of Board Meetings³¹

- Any person who engages in behavior that disrupts, disturbs, impedes, or renders infeasible the orderly conduct of a Board meeting, including, but not limited to, failing to comply with the procedures of this Governance Policy, may be warned by the presiding officer and, if the behavior continues following the warning, removed from the meeting at the direction of the presiding officer.
- Any person who engages in behavior that constitutes use of force or a true threat of force may be removed from a Board meeting at the direction of the presiding officer without warning.
- The presiding officer may suspend a Board meeting and order the clearing of the Board room in order to stop disruption of the meeting and/or facilitate removal of disruptive persons.

²⁹ **Reference:** Government Code § 54954.3(b)(1).

³⁰ **Resource:** See <https://www.ebmud.com/about-us/board-directors/board-meetings>

³¹ **Reference:** Government Code § 54957.9 & 54957.95.

Section 12. Committee, Liaison, Retirement Board, JPA Assignments

12.01 Committee Assignments

The President recommends Board members to serve on standing Board committees, the Retirement Board, and the boards of JPAs (each a “committee”).

- Board members submit their request for committee assignments to the Secretary of the District by the close of business on the Friday following the first Board meeting in January of each year.
- The President of the Board, in coordination with the Secretary of the District, will prepare a proposed list of assignments, including the chair of each EBMUD committee, to be considered by the Board at the second Board meeting in January of each year.
- The Board votes to approve the proposed assignment list by a majority vote of the Board (four of seven Board members) at its second Board meeting in January.
- New EBMUD Board committee assignments become effective starting the next meeting following the approval of the assignments. JPA assignments become effective the day of the appointment.

12.02 Creation and Role of Ad Hoc Committees

The Board may appoint ad hoc committees to serve for a limited duration to address a specific topic of interest to the Board.

- Ad hoc committees may consist of two or three Board members but must consist of less than a quorum of the Board or a quorum of a standing committee.
- The President may recommend members of an ad hoc committee or members may self-nominate for committee membership. The Board shall vote to approve the membership of an ad hoc committee by a majority vote of the Board (four of seven Board members).
- Ad hoc committees may set their own meeting schedule. Meetings of an ad hoc committee are not required to be publicly noticed or made open to the public under the Brown Act.
- Each ad hoc committee shall report its activities to the full Board at a publicly noticed regularly scheduled Board meeting, as necessary, with the exception of an ad hoc committee appointed to negotiate contracts or contract amendments with the General Manager and General Counsel, in which case the ad hoc committee may receive direction from the Board in closed session.
- An ad hoc committees will be considered to have dissolved once its purpose has been fulfilled.

12.03 Board Member Service on Joint Powers and Other Authorities

From time to time, the Board may appoint one or more Board members or EBMUD staff to serve as an EBMUD representative on a Joint Powers Authority (JPA), trade association, or liaison committee.

- Board members are expected to follow the principles of conduct in this manual and shall following Policy 6.04, Ethics of the EBMUD Board of Directors.
- At the next regularly scheduled Board meeting following a meeting of a JPA, trade association or liaison committee, the Board member representative shall report on activities of the JPA, trade association or committee.

12.04 Board Member Service on the Retirement Board

The Retirement Board is a separate governing body from the EBMUD Board of Directors. It is publicly charged with responsibility to administer the Retirement System and the Retirement Fund for the benefit of its members, and to secure the payment retirement allowances and other post-retirement benefits authorized by the Retirement Ordinance. It consists of three members (two (2) EBMUD Board members and the General Manager) appointed by the EBMUD Board of Directors, two members elected by and from the membership of the Retirement System (current employees), and one non-voting Retired Member elected by retired members.

Section 13. Board of Directors Compensation and Benefits

13.01 Determination of Compensation

Board members receive monthly compensation in an amount set at a public meeting of the Board of Directors.

- To receive compensation for service in any given month, Board members must attend a minimum of 50 percent of their assigned meetings.³² Meetings include regular Board meetings, standing committee meetings, special meetings, joint powers authority meetings, Retirement Board meetings, and closed session meetings.
- Compensation will not be paid to a Board member for any month in which he or she has not attended at least 50 percent of their assigned meetings unless the Board President or committee chair excuses the absence(s) for good cause. Good cause includes, but is not limited to, a Board member's illness, family emergency, or schedule conflict directly related to the business of EBMUD.
- A Board member may not have excused absences for more than three meeting days per calendar year for personal reasons (i.e., vacations) or for attending conferences (even if the conference is directly related to the business of EBMUD). Each meeting day on which a Board member receives an excused absence for either a regular Board meeting, a standing committee meeting, a

³² **Reference:** EBMUD Board Resolution No. 35000-16.

special meeting, or a combination of these meetings, will be counted as a day for the purposes of this subsection.

- Any Board member arriving 15 or more minutes after roll call for a regular Board meeting, closed session, committee meeting, or special meeting will be considered absent from that meeting for the purposes of determining eligibility for compensation. The Secretary of the District will call roll no later than five minutes after the noticed start time of a meeting unless special circumstances require a later start for the meeting.
- Committee chairs or presiding officers may excuse late arrivals, at their discretion, due to unforeseen circumstances.
- Board members receive compensation based only on attendance at assigned meetings as described above, and do not receive compensation for attendance at non-EBMUD activities.

13.02 Annual Review of Compensation

Any adjustment to Board member compensation will be set annually by the Board at a public Board meeting in compliance with the MUD Act and California Constitution.³³

- The Board may adjust its compensation by providing an increase or a decrease in compensation.
- The Board may increase its compensation by not more than five percent annually.
- If the Board has elected not to increase its compensation in any calendar year, the next time the Board considers an adjustment it may vote to increase its compensation by up to five percent for each calendar year following the operative date of the last compensation increase. In the event the Board votes to increase its compensation in this manner, it should explicitly state the increase for each year following the year of the last compensation increase (i.e., 2.5 percent in year one, two percent in year two, etc.).
- The Board may not apply any increase in compensation retroactively nor award itself retroactive pay in any circumstance.
- Any Board motion to adjust its compensation shall state the effective date of the compensation adjustment.
- No Board action adjusting its compensation shall provide for an automatic increase to that compensation.
- The calculation of Board member compensation will be rounded down to the nearest cent.

13.03 Board Member Benefits

Board members are entitled to the following benefits from EBMUD:

- EBMUD will provide health care benefits to Board members under the same terms and conditions as benefits are provided to EBMUD employees.

³³ **Reference:** Public Utilities Code § 11908.1.

- Board members may participate in EBMUD’s Employee Retirement System as provided in EBMUD’s Retirement Ordinance.
- Board members may participate in EBMUD’s deferred compensation plans under the same rules as eligible EBMUD employees.
- Board members may participate in the Utility District Employee Association and the Utility District Credit Union under the same rules as eligible EBMUD employees.

Section 14. Reimbursement of Director Expenses

Board members are entitled to reimbursement of expenses they incur in conducting EBMUD business, as detailed in Policy 4.14, Reimbursement of Director Expenses.

Section 15. Board Members’ Role in Emergency Situations; Succession Planning

In general, the Board President and Board members have a minimal role in emergency operations. During an emergency, Board members should be available to support the General Manager.

The Board of Directors adopted an Emergency Succession Plan to ensure continuous coverage of the Board of Directors’ duties, critical to the ongoing operations and sustainability of EBMUD,³⁴ in the event one or more Board members is unavailable following a state of war emergency or in the event of a state of emergency or a local emergency.

15.01 Selection and Appointment of Standby Officers

Each Board member shall designate a minimum of two and no more than three 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). One of the standby officers must reside within the member’s ward, and the other must reside outside the member’s ward and may reside outside the District’s service area. A Board member may choose, and the Board has the option to appoint, a third Standby Officer. That Standby Officer may reside inside or outside the same ward as the Board member, or outside the District’s service area.

The list of Standby Officers shall be approved by Board Resolution and reviewed on an annual basis. The General Manager will determine the availability of the Board members in an emergency. The Board will endeavor to fill vacancies in accordance with the MUD Act and CESA within 60 days of the effective date of the vacancy. Upon appointment by the Board through a Board Resolution, the Standby Officer shall take

³⁴ **Reference:** EBMUD Board Resolution No. 35038-17. **Resource:** A copy of the Emergency Succession Plan is available in the Dashboard.

the oath of office, remain informed of the duties, EBMUD business, and be prepared to immediately report for duty during an emergency. Details of this process will be documented in the General Manager's Business Continuity Plan.³⁵

³⁵ **Reference:** EBMUD Policy 7.03, Emergency Preparedness/Business Continuity.

Appendix 1: How EBMUD is Organized

EBMUD is organized under the following offices and departments:

- Office of the General Manager
- Office of the General Counsel
- Administration
- Customer & Community Services
- Human Resources
- Engineering & Construction
- Finance
- Operations and Maintenance
- Wastewater
- Water and Natural Resources

Office of the General Manager (OGM)

EBMUD has approximately 1,950 full-time employees under the administrative direction of the General Manager and the Senior Management Team (SMT). The General Manager's Office is supported by an Assistant to the General Manager and an Office Assistant. EBMUD is comprised of seven departments under the General Manager's oversight along with three departments within the Office of the General Manager.

- **Intergovernmental Affairs**

The Office of Intergovernmental Affairs is staffed by lobbyists registered with the State of California and work to further EBMUD's mission by advancing EBMUD's legislative and administrative priorities in Sacramento and Washington, DC.

- **Office of Diversity, Equity, and Culture (ODEC)**

The Office of Diversity, Equity, and Culture exists to ensure fair and equitable treatment for all EBMUD employees, contractors, and vendors and to the best of our ability create positive outcomes for all we serve. ODEC is comprised of three organizations: the Contract Equity Office, the Diversity and Inclusion Office, and Employee and Organizational Development.

- **Public Affairs**

The Public Affairs Office's purpose is to engage with our community and share EBMUD's story to build trust and understanding. It uses a variety of methods to execute communications strategies, engage the public and share information on behalf of EBMUD.

- **Office of the Secretary** (*reports to the Board via the General Manager*)
The Office of the Secretary provides administrative support for the Board and performs duties prescribed in the Municipal Utility District Act, the Ralph M. Brown Act, Board resolutions, and state/federal laws.

Office of General Counsel (OGC)

The Office of General Counsel provides the legal advice and assistance necessary to implement EBMUD's mission, policies, and programs in a manner consistent with the law and to lead litigation and other legal matters in which EBMUD is a party or in which it is legally interested.

Administration

- **Customer & Community Services (CCS)**
The Customer & Community Services Department provides high-quality, responsive customer service with efficient business practices, technology, and value-added programs/services to EBMUD's customers and stakeholders, guided by the principles of fairness, consistency, efficiency, and high standards of professionalism and fiscal responsibility. CCS also includes the Contact Center, Customer Services Support, Field Services, New Business, Real Estate Services, and Water Conservation.
- **Human Resources (HR)**
The Human Resources Department provides EBMUD employees, departments, retirees, and members of the public with strategic human resource services that are professional, reliable, and enabling of employee excellence in support of EBMUD's mission. The HR Department works to ensure EBMUD has a skilled, diverse workforce to meet its mission.

Engineering & Construction

The Engineering & Construction Department plans and implements programs and projects to ensure the integrity of EBMUD's infrastructure now and in the future. The department also provides engineering expertise and technical support to all EBMUD departments.

Finance

The Finance Department is responsible for providing proactive and strategic management of District finances and ensuring EBMUD's long-term financial stability.

- **Information Systems Department (ISD)**
The Information Systems Department is the centralized support organization for information technology and services at EBMUD. ISD maintains distributed and centralized computing services at EBMUD, supports staff in the effective and efficient use of these technologies, provides a broad range of computing support services, and is also responsible for EBMUD's telecommunications infrastructure.

Operations and Maintenance Department

The Operations and Maintenance Department's is responsible for the operations, maintenance, management, and improvement of the water system infrastructure, processes, and the assets to provide safe and reliable high quality water services.

- **Maintenance and Construction**

The Maintenance and Construction Department is responsible for maintaining the local water distribution system infrastructure, performing preventative and corrective maintenance, replacing and rehabilitating EBMUD's infrastructure, reading and maintaining the nearly 400,000 customer water meters, providing support services, and maintaining all vehicles and heavy equipment.

- **Water Operations**

The Water Operations Department is responsible for operating and maintaining water supply, water treatment, and water distribution facilities spanning six counties, including facilities of the Freeport Regional Water Authority.

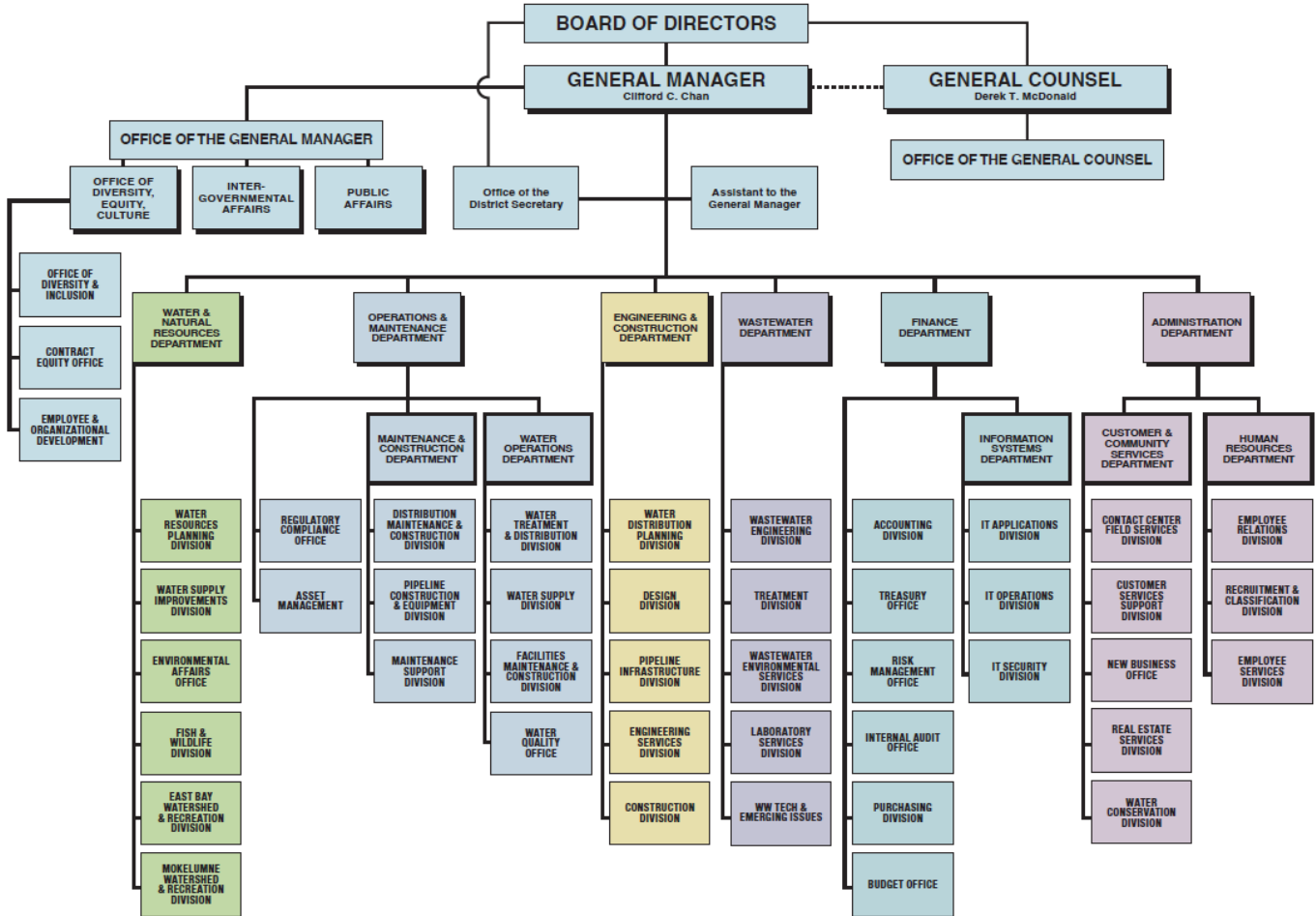
Wastewater

The Wastewater Department ensures public health and safety by meeting or surpassing federal, state, and local regulations regarding air, biosolids, and water quality. The department strives to protect the environment by reducing or eliminating the discharge of pollutants into the air, land, and San Francisco Bay and recovering water, energy, and nutrients from wastes. The Wastewater service area is comprised of Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont, and the Stege Sanitary District, which is comprised of El Cerrito, Kensington, and a portion of Richmond known as the Richmond Annex.

Water and Natural Resources

The Water and Natural Resources Department develops plans, policies, and programs to protect EBMUD's water resources, maintain and ensure a high-quality water supply to meet future water needs, oversee the management of watershed and recreation lands and facilities, and provide good stewardship of the natural resources with which EBMUD is entrusted.

EBMUD Organization Chart



Appendix 2: Governing Laws and Regulations

Major laws and regulations governing and affecting EBMUD include the Municipal Utility District Act, the Ralph M. Brown Act, the Public Records Act, the Political Reform Act and the California Constitution, as well as federal laws, and local ordinances. Judicial decisions that interpret and frequently resolve conflicts related to these laws and regulations may also affect EBMUD.

General descriptions of some of the primary laws related to the governance of EBMUD are provided below. Links to helpful documents explaining the laws are provided as footnoted references.

Laws Related to the Board's Governance of EBMUD

Municipal Utility District (MUD) Act

EBMUD is a publicly-owned utility formed under the MUD Act, which is codified at California Public Utilities Code Section 11501 *et seq.* The MUD Act sets forth the powers and functions of EBMUD (and other municipal utility districts), as well as the Board and EBMUD's executive officers. Relevant to EBMUD's practices, under Chapter 3, Article 4, the Board's powers and duties include:

- Choosing one member to act as President and one as Vice President;
- Determining all questions of district policy;
- Providing for all matters and things necessary for the proper administration of the affairs of the district not otherwise specified in the MUD Act;
- Supervising and regulating the utility services provided by the district;
- Setting rates and charges for district services;
- Making and enforcing district rules and regulations;
- Making contracts, including contracting for professional services for work that cannot be satisfactorily performed by district forces;
- Creating and abolishing civil service positions and setting salaries;
- Appointing employees to positions requiring "exceptional qualifications";
- Employing an auditor to annually report on the district's system of accounts; and
- Paying claims against the district.

Under Chapter 3, Article 6 of the MUD Act, the Board must appoint a general manager and may appoint an accountant, a secretary, a treasurer and an attorney.

Ralph M. Brown Act

The Ralph M. Brown Act is California's "sunshine" law for local governments. It is found in the California Government Code beginning at Section 54950. In a nutshell, it requires that Board deliberations be conducted openly and that Board actions be taken openly, at open and public meetings, except in certain limited situations. It was enacted in 1953 and has been extensively updated since. It contains a myriad of detailed and technical requirements governing the conduct of meetings of local agencies, as well as the conduct of the governing officials of those

agencies. Board members are encouraged to become familiar with the Brown Act to effectively execute their duties.

Public Records Act

The California Public Records Act (PRA) was enacted in 1968 and is codified at Government Code Section 7920 *et seq.* It is intended to give the public access to information that enables them to monitor the functioning of their government. Under the PRA, all tangible and electronic documents created in furtherance of the business of EBMUD are public records and must be produced to the public upon request unless there is a specified legal basis for withholding them. The Secretary of the District's office processes all PRA requests received on behalf of EBMUD.

Government Code Section 1090

Government Code Sections 1090 through 1099 are statutes that prohibit "self-dealing," that is, they prohibit Board members and EBMUD officers and employees from having a financial interest in contracts and other matters to which EBMUD is a party. These laws extend beyond contracting and, for example, also prohibit Board members from holding incompatible offices with other agencies. Conflict of interest laws are very complicated and could implicate non-obvious "financial interests" such as property ownership or a spouse's salary.

Political Reform Act

The California Political Reform Act, Government Code Sections 81000-91014 is a series of conflict of interest laws that are broader than the restrictions of Government Code Section 1090. The Political Reform Act prohibits public officials from making, participating in making, or in any way attempting to use their position to influence a governmental decision the official knows or has reason to know that they have a financial interest in the decision. It requires specified officials to file annual financial disclosures. The Political Reform Act also includes ethics laws related to campaign finance and restrictions on gifts and honoraria. The California Fair Political Practices Commission (FPPC) is responsible for oversight of these laws. Board members must periodically report all economic interests within EBMUD's jurisdiction on forms furnished by the FPPC.

***Note:** Ethics laws, including Section 1090 and the PRA, are complex. Violations of these laws can result in civil and criminal penalties. Board members are encouraged to consult with the General Counsel regarding any questions regarding these laws.*

Assembly Bill 1234 (Ethics)

Sections 53234-53235.2 of the Government Code incorporate the provisions of Assembly Bill 1234, which became effective January 1, 2006. Among other things, this law requires that Board members receive two hours of ethics training within one year of taking office and every two years thereafter, and mandates certain reporting requirements.

Assembly Bill 1661 (Sexual Harassment Prevention)

Section 53237.1 of the Government Code incorporates the provisions of Assembly Bill 1661 which became effective January 1, 2017. The law requires that Board members receive two hours of sexual harassment prevention training within six months of taking office and every two

years thereafter. Senate Bill 396, which became effective January 1, 2018, added a new element to the training regarding gender identity, gender expression, and sexual orientation.

Other Major Laws Affecting EBMUD

Proposition 218

Proposition 218 was passed by California voters in 1996 and amended the California Constitution to specify both procedural and substantive limits on a local government's ability to levy fees. Under Proposition 218, a government agency has the burden of proving that any fees or charges it assesses:

- (1) Do not exceed the funds required to provide the property related service;
- (2) Are not used for any purpose other than that for which the fee or charge is imposed;
- (3) If imposed on any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel;
- (4) Are not imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question; and
- (5) Are not imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.³⁶

EBMUD's rates and charges for water service are subject to Proposition 218.

California Environmental Quality Act (CEQA)

The California Environmental Quality Act is codified at Public Resources Code Section 21000 *et seq.* It requires government agencies to consider any potential, significant environmental impacts of a project and take reasonable steps to mitigate those impacts, unless the project is exempt from CEQA by law.

A "project" for the purposes of CEQA is a governmental action that may result in a direct physical change to the environment. An obvious project would be a construction project, but CEQA also applies to such actions as leasing governmental property to private parties that will use that property in a manner that may cause an environmental impact.

Before a governmental entity approves a project, CEQA requires the entity to analyze the potential environmental impacts of the project and, depending on their significance, engage in a public process and prepare a report describing the potential environmental impacts of the project and the manner in which they will be mitigated. The governing body of an agency must make findings under CEQA prior to approving the project. CEQA also allows members of the public to sue to stop a project under the theory that the CEQA analysis of its impacts was insufficient.

Meyers Milias Brown Act (MMBA)

³⁶ **Reference:** Cal Const, Art. XIII D § 6(b).

The Meyers Milias Brown Act was adopted in 1968 and is codified at Government Code Section 3500 *et seq.* It established collective bargaining for local government employees, and governs relations between represented employees and management.

The MMBA requires local government agencies to meet and confer in good faith with union representatives regarding wages, hours and other terms and conditions of employment for represented individuals. It also requires the agency to allow union representation of employees in disciplinary matters and any meeting that may lead to discipline.

Enforcement and adjudication of matters under the MMBA has been under the jurisdiction of the Public Employees Relations Board (PERB) since 2001.

The Board's Authority to Pass Laws

Under the MUD Act, actions of the Board are expressed through motion, resolution or ordinance.

Ordinances

An ordinance is a law adopted by a local agency, and it may be amended or repealed. Once adopted or amended, the ordinance or its amendments are published in a local newspaper, though a summary may be published if the ordinance or amendments are lengthy. After the required publication period has been met, the ordinance becomes effective. EBMUD's Board has adopted multiple ordinances over the years. Listed below are some key ordinances:

- Consolidated Regional Private Sewer Lateral Ordinance
- Declaring Any Violation of Rules and Regulations Adopted Pursuant to Section 4465 or 4471 of the Health and Safety Code to Be An Infraction³⁷
- East Bay Municipal Utility District Campaign Finance Reform Ordinance
- East Bay Municipal Utility District Employees' Retirement System Ordinance
- East Bay Municipal Utility District Ordinance Establishing Drug-Free Zones
- Excessive Water Use Penalty Ordinance for Drought Stages 2, 3 and 4
- Ordinance Establishing Procedures for Presenting Claim for Money or Damages Against the East Bay Municipal Utility District
- Wastewater Control Ordinance

Resolutions

Resolutions memorialize formal action taken by the Board and are retained as part of EBMUD's records. They also may be a vehicle through which the Board expresses its opinion or policy on a matter. Unlike ordinances, resolutions have no publishing requirement and are usually effective immediately upon adoption, unless otherwise stated.

³⁷ These are the Watershed Rules and Regulations adopted by the Board.

Relevant to governance, the Board has adopted resolutions which consolidates and clarifies the Board's delegation of authority to the General Manager to help ensure the efficient operation of EBMUD.

Appendix 3: Community Outreach

EBMUD is an active member of the communities it serves, and its comprehensive Community Outreach program employs a variety of methods to communicate with and provide information to the public.

Means of Community Outreach

Community Water Academy

In 2022, EBMUD piloted its Community Water Academy. The Academy is held every other year. The goal of the Academy is to increase public understanding of EBMUD's water and wastewater systems; provide educational opportunity for local officials/agency staff and key community leaders; and build support for long-term goals, including infrastructure investment, environmental protection, and innovation efforts. The Academy benefits civic leaders, non-profit officials, educators, local government staff, and elected officials as they learn about the core services provided by EBMUD. Participants gain knowledge to share with their communities about EBMUD's role in the East Bay over the last century and its efforts to build a sustainable water and wastewater system of the future. Participants receive a certificate of completion at the conclusion of the Academy. Board members are invited to attend every session.

Community Events

EBMUD staff and Board members may participate in multiple community events throughout the service area to provide information and materials about EBMUD. Most events are listed in a Speakers' Bureau document that is provided to Board members at each Board meeting.

Speaking Engagements

EBMUD staff and Board members communicate EBMUD messages and other relevant information to hundreds of people by speaking to groups such as:

- Boy and Girl Scouts
- Rotary Clubs
- Kiwanis Clubs
- Garden Clubs
- City Council meetings
- Community/Project meetings
- Chambers of Commerce
- Community Liaison meetings
- Senior groups
- Educational institutions and
- Realtors' groups
- Municipal Advisory Councils

Wastewater Treatment Plant Tours

EBMUD staff conducts free wastewater treatment plant tours showing hundreds of employees, students (age 11 and above), and members of the public the process and essential role the treatment plant plays in protecting waterways and the San Francisco Bay.

Virtual Treatment Plant Tours & Speaking Engagements

These tours allow EBMUD to share the processes and essential role our wastewater treatment plant plays in protecting waterways with the general public.

<https://www.ebmud.com/wastewater/collection-treatment/wastewater-treatment-plant-tours>.

Internet Communications/Social Media

EBMUD's website, ebmud.com, provides user-friendly information about services, programs, and job openings. EBMUD also shares news, events, and other timely announcements of interest to the community and customers via our social media channels:

- [Facebook.com/EBMUD](https://www.facebook.com/EBMUD)
- [Instagram.com/EBMUD](https://www.instagram.com/EBMUD)
- [Linkedin.com/company/EBMUD](https://www.linkedin.com/company/EBMUD)
- NextDoor
- [X.com/EBMUD](https://www.x.com/EBMUD) (formerly Twitter)
- [YouTube.com/EBMUD](https://www.youtube.com/EBMUD)

Customer Pipeline Newsletter

Each year, EBMUD publishes and mails six issues of the Customer Pipeline customer newsletter to all residential and business customers within its service area. Electronic copies are available to customers that pay their bills online and are provided to employees). The newsletter conveys important information to customers about EBMUD. Past issues may be viewed online at <https://www.ebmud.com/about-us/publications>

Employee/Retiree Outreach (Splashes)

EBMUD educates its employees and retirees about EBMUD and other outreach messages so they can share this knowledge with family, friends, and the public. The primary method for doing this is the Splashes employee newsletter, which is provided to all employees and retirees each month. Splashes also serves to keep employees informed and engaged with news from across the agency.

Board Members' Role in Community Outreach

Board members may act as liaisons for each city and town within the service area and as representatives to various other organizations and agencies. Board members also choose whether to attend functions, in addition to staff, as appropriate within their liaison areas and may choose to make presentations to city councils.

Handling Inquiries/Complaints from Customers

If a Board member receives a complaint or concern from the public, it is generally recommended that the Board member refers the customer to the General Manager or the Secretary of the District for appropriate handling.

Handling Inquiries from Media and Outside Organizations

If a Board member receives an inquiry from a member of the media, the call should be referred to the Special Assistant to the General Manager responsible for Public Affairs. This person acts as EBMUD's Public Information Officer to assure any response is consistent with other EBMUD messaging. EBMUD has identified the following trained spokespersons who are equipped to respond to inquiries from the media, outside organizations and members of the community:

Kelly Zito – Special Assistant to the General Manager
Phone: (510) 287-0111 (office); (510) 510-407-2784 (cell)
Email: Kelly.Zito@ebmud.com

Andrea Pook – Senior Public Information Representative
Phone: (510) 287-0145 (office); (510) 508-6782 (cell)
Email: Andrea.pook@ebmud.com

Appendix 4: Board Members' Role in Emergency Situations

Periodically, staff provides the Board with presentations regarding EBMUD's preparations for responding to an emergency, such as a natural disaster, to provide the Board members with updates to the program and to go over the protocols and practices to follow during a real emergency.

In general, the Board President and Board members have a minimal role in emergency operations. During an emergency, Board members should be available to support the General Manager.

The list below, excerpted from EBMUD's Emergency Operations Plan, provides examples of support the Board members may be called to provide in an emergency:

- Establish a legal authority and policy from which EBMUD may operate in times of an emergency.
- Ratify any EBMUD emergency declaration, pass emergency resolutions, and assist as appropriate in the response and recover from a disaster.
- Receive briefings on damage, employee injuries, response objectives, response status, mutual aid requests, and public information.
- Meet with community organizations, individual customers and businesses as needed to provide information on EBMUD's response.
- Notify the General Manager or Public Information Officer when contacted by the media.
- Work with the General Manager to activate succession plan and alternative work location plan, as necessary.

Appendix 5: Orientating New Board Members

Informed decision-making and ethical conduct are central tenets of excellent governance. Newly elected or appointed Board members will undertake a comprehensive onboarding and training process so that they may engage in informed and effective decision-making. Board members will comply with all ongoing EBMUD and statutory training requirements as described in Appendix 2.

Adherence to Brown Act Begins upon Election

Newly elected Board members are subject to the Brown Act immediately upon election, even though the swearing in does not occur prior to the first Board meeting in January.

Assuming Office Form 700

New Board members must file an FPPC Form 700 – Statement of Economic Interest – assuming office statement within 30 days of taking office. Board members will also be required to file the Form 700 for any JPA to which they are assigned. These filings must be done electronically through the FPPC website. The Secretary of the District will provide information on filings; information may also be obtained from the FPPC website at www.fppc.ca.gov.

Board Member Bios

Brief biographical highlights for every Board member are posted on EBMUD’s website and provided to outside entities as requested. They are accessible when clicking on the Board members’ picture on the “Board of Directors” web page. The Secretary of the District will work with new Board members to develop a suitable bio for the website.

Board Member Photos

EBMUD’s website portrays an individual portrait of each Board member. These individual portraits are also mounted in a display case in the 2nd floor lobby of EBMUD’s Administration Building in downtown Oakland and are provided to outside entities as requested. The Secretary of the District, in conjunction with Public Affairs staff will coordinate with Board members to have portraits taken.

Building Security/Access Control Cards

Board members are issued an Access Control Card which allows general access to various District facilities, areas, and the Administration Building parking garage in downtown Oakland.

Business Cards

The Secretary of the District will work with Board members on their EBMUD business cards. The business cards are printed in-house and include a Board member’s name, title (e.g. “Board Member”) and phone/email information. Board members typically use the cards at conferences and other events they attend on behalf of EBMUD.

EBMUD Gear

Board members will receive safety gear (vest, hard hat, safety glasses, boots (as needed)), a personalized jacket or vest as well as a baseball-style cap for use at EBMUD-related functions. The Secretary of the District will work with Board members to obtain these items.

Calendaring and Scheduling

While regular Board meetings are calendared well in advance, from time to time it becomes necessary to arrange a special meeting or workshop on relatively short notice. To assist with this process, Board members should notify the Secretary of the District and the General Manager when they expect to be out of town or otherwise unavailable during the calendar year so the dates may be added to their EBMUD Outlook Calendar.

If a Board member's schedule will cause them to be absent from a Board meeting, the Board member should email the Board President to request an excused absence. Please copy the Secretary of the District on these emails.

EBMUD Email Accounts

An EBMUD email account will be created for all new Board members (e.g. John.Doe@ebmud.com). Because EBMUD-related communications to or from Board members may be public records, the General Counsel's Office strongly encourages Board members to use their EBMUD email account for all EBMUD-related business and communications.

Electronic Device Support

To facilitate electronic delivery of Board meeting materials and access to EBMUD email and other related information, Board members may request District-issued electronic devices (e.g., laptop, iPhone). Each device will be equipped with a cellular data plan at no cost to the Board member for conducting EBMUD business. Use of these devices is governed by EBMUD Policy 4.20 – Use of District Technology Resources and District Procedure 453 – Information Technology Use and Privacy. Board members may also elect to use their personal devices and receive a stipend from EBMUD.

The Secretary of the District will serve as the liaison for acquiring devices and will also arrange for any desired training. Ongoing support is available from the Secretary's Office and the Information Systems Department.

Event Attendance and Reporting Requirements

The Secretary of the District will make reservations for Board members to attend local events. EBMUD also regularly sponsors events and activities hosted by a range of organizations that support the mission, goals, and values of EBMUD. If a Board member wishes to attend an event on behalf of EBMUD, they should contact the Secretary of the District.

If EBMUD pays the expenses for attendance at an event, including a conference, the Board member must report out their attendance and activities at the event at the next regularly

scheduled Board meeting to comply with Board member reporting requirements under AB 1234 and EBMUD Policy 4.14.

Human Resources Documents

The Human Resources Department will provide enrollment forms and any other paperwork necessary to enroll Board members in EBMUD's benefit programs. The Secretary of the District will coordinate the initial completion of paperwork with the Board member and HR staff. Questions about benefits may be directed to the Manager of Employee Services .

Lisa Sorani – Manager of Employee Services
(510) 287-0713 (office)
Email: lisa.sorani@ebmud.com

Lapel Badges

The Secretary of the District will provide Board members with personalized magnetic lapel badges. Board members typically wear them to events, meetings and receptions when acting in an official capacity for EBMUD.

Mail

The Secretary of the District will collect any mail directed to Board members during the week and will distribute it to Board members in the closed session meeting room on Board meeting days. Mail received on weeks where no Board meeting is scheduled will be held until the next meeting date. If deemed time-sensitive, items will be mailed to Board members on Fridays.

Oath of Office/Swearing In

The Oath of Office is administered by an EBMUD Notary prior to the first Board meeting in January or if appointed during an off-election time, no later than 15 days of taking office. New Board members may invite family and close friends to witness this event and may also request a ceremonial swearing-in during the first part of the first Board meeting in January. The Secretary of the District will coordinate swearing-in events.

Paychecks

Board members are paid once per month. Paychecks will be direct-deposited directly to a Board member's bank account unless a Board member requests an alternative form of delivery. Board members will need to provide a copy of their Social Security card and a voided check to implement direct-deposit. Board members should contact Payroll staff at ext. 0222 if they have changes to their bank account or check delivery information.

Plant/Facilities Tours

Shortly after being elected to the Board, the Secretary of the District in coordination with the General Manager and senior staff usually will coordinate onboarding meetings as well as tours of various EBMUD facilities with new Board members.

Reception for Newly-Elected Board Members

The Secretary of the District typically coordinates a reception immediately following the first Board meeting in January to welcome newly-elected Board members. The reception is usually held in the Administration Building Large TRC. Board members often invite family and close friends to the reception and will be given an opportunity to say a few words to the attendees.

Training

Newly elected Board members must participate in Ethics Training and Harassment Training soon after taking office. Board members will be enrolled in online Harassment Training by District staff. The FPPC currently offers free, online Ethics Training on its website. Board members may either participate in the trainings offered by EBMUD or they may obtain the required training at a conference or other online course. The California Special Districts Association (CSDA) also offers all these trainings via webinar, workshops or at their conferences. The CSDA also offers a plethora of other training opportunities on topics of interest to new and existing Board members. Board members are encouraged to visit csda.org for a current list of training opportunities. The Secretary of the District will coordinate reimbursement for any relevant trainings.

Questions?

Questions about the orientation process or any other topic may be directed to the Secretary of the District and/or General Manager:

Rischa S. Cole – Secretary of the District
Phone: (510) 287-0440 (office)
Email: rischa.cole@ebmud.com

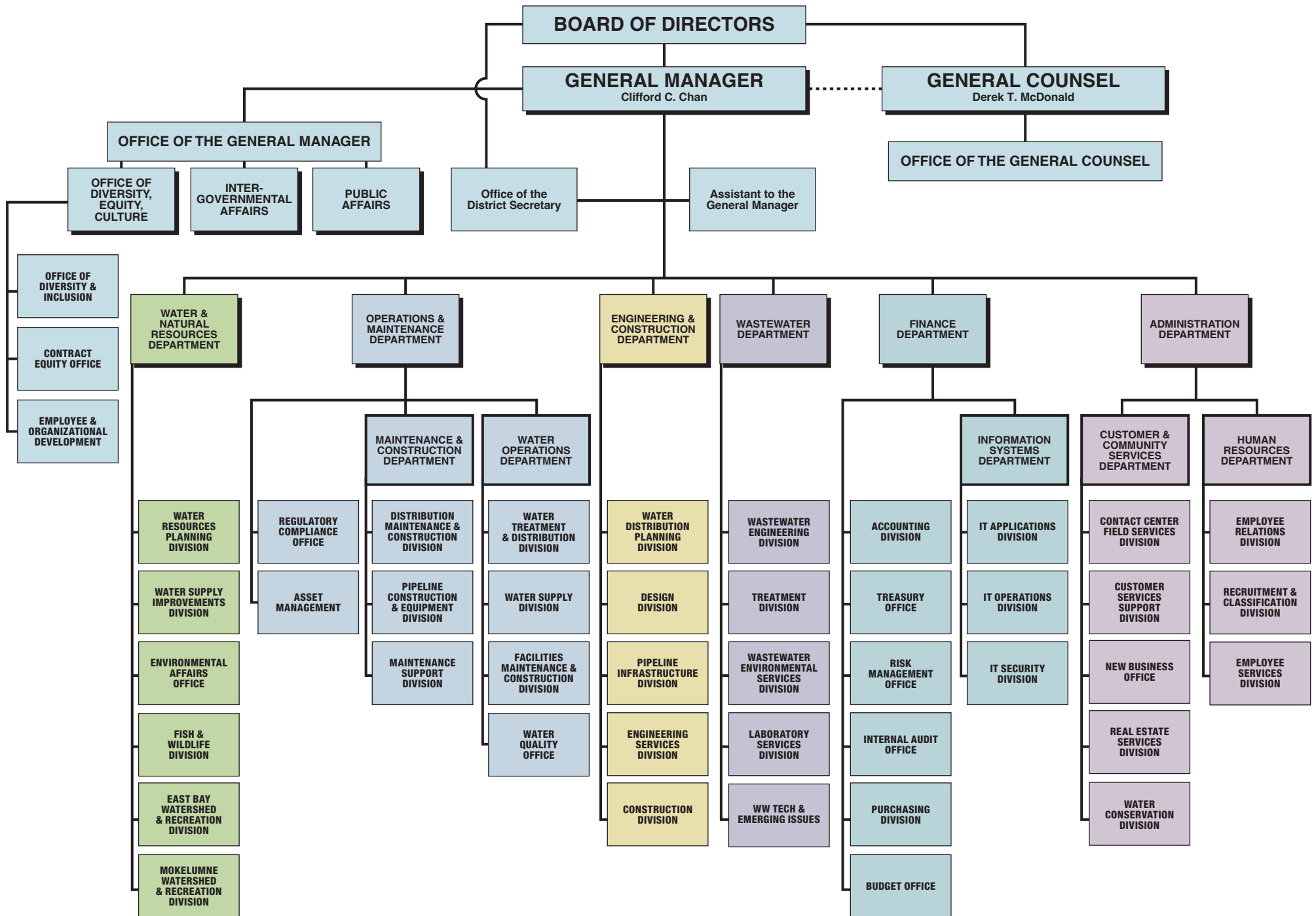
Clifford C. Chan – General Manager
Phone: (510) 287-0101 (office)
Email: clifford.chan@ebmud.com

Any questions regarding a Board members legal obligations or other legal matters may be directed to the General Counsel:

Derek McDonald – General Counsel
Phone: (510) 287-0168
Email: derek.mcdonald@ebmud.com

Supporting Documents

Supporting documents listed in the Appendix may be found in The Dashboard, a limited-access OneDrive folder available to all Board members.





Strategic Plan

9th Edition | July 2020

Photo on cover is the Pardee Reservoir.

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July 1, 2020

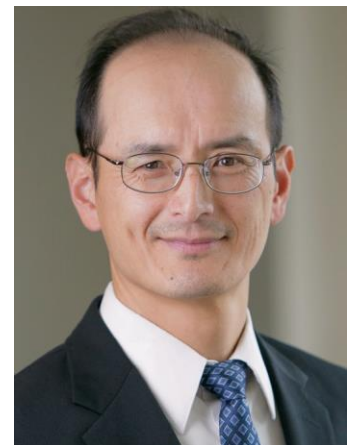
The East Bay Municipal Utility District has been operating for nearly a century. In the 1920s, early regional leaders envisioned a bustling East Bay community and established a water source in the Sierra Nevada to meet that increasing demand. We are the beneficiaries of that vision. But the challenges of today are different than they were decades ago. Foresight and planning are essential to deliver water and wastewater services 24 hours a day.



This plan was developed under the leadership of Alex Coate (retired June 2020)

This Strategic Plan is a roadmap that will guide EBMUD in ensuring to our ability to provide high-quality drinking water to 1.4 million customers and critical wastewater treatment to 685,000 customers. These efforts protect public health and the environment, and help our East Bay economy thrive.

The results of our comprehensive planning efforts were on display during the 2019 wildfire season, when our customers received continuous water and wastewater services despite unprecedented pre-emptive power shutoffs. EBMUD began preparing for power shutoffs more than a year before, as we depend on round-the-clock power to pump, treat and distribute water to customers and firefighters.



This plan will be implemented by Clifford Chan (appointed General Manager June 2020)

On a larger scale, EBMUD undertook a multi-decade partnership to build the Freeport facility on the Sacramento River to provide a supplemental water supply during dry years. During the historic 2014 – 2016 drought, this facility allowed EBMUD to provide all the water needed to serve our diverse customer base.

Over the next five years, EBMUD will plan for and respond to a broad range of water and wastewater issues such as water supply reliability, water quality improvements, sustainable management of groundwater resources, aging infrastructure, wildfire preparedness, healthy forest management, climate change and emerging contaminants in San Francisco Bay. Managing such dynamic issues requires forward-thinking leadership, sound planning, and financial stability.

From creating a new water source 90 miles away in the Sierra Nevada nearly 100 years ago, to adapting to the impacts of a rapidly changing climate, EBMUD stands ready to meet the challenges of today and tomorrow.



ALEXANDER R. COATE
Retired General Manager



CLIFFORD C. CHAN
General Manager

District Overview

The East Bay Municipal Utility District (EBMUD) supplies water and provides wastewater treatment for parts of Alameda and Contra Costa counties in California. EBMUD is a California special district formed under the Municipal Utility District Act with a seven-member publicly elected Board of Directors.



Pardee Reservoir

Residents voted in 1923 to organize the East Bay Municipal Utility District in response to an uncertain local water supply and periodic water shortages. Pardee Dam was completed in 1929 which was the highest in the world at the time. The first water deliveries were made using the Mokelumne aqueduct that same year. The water traveled 90 miles from the Sierra Mountains to the East Bay to serve a population of 460,000.

Today, the EBMUD water service area now includes 20 cities and 15 unincorporated East Bay communities, and serves 1.4 million customers. It is a 332-square mile area, which is larger than New York City, extending from Crockett in the north to San Lorenzo in the south, and eastward from San Francisco Bay through the Oakland-Berkeley hills to Walnut Creek and south through the San Ramon Valley.



Main Wastewater Treatment Plant

In 1944, voters in six of the East Bay cities served by EBMUD elected to create a wastewater treatment facility to treat waste and raw sewage that was being released directly into San Francisco Bay. Wastewater treatment began in 1951 at the plant constructed in Oakland near the entrance of the San Francisco-Oakland Bay Bridge. The wastewater service area is 88-square miles along the east shore of the bay extending from Richmond in the north to Oakland in the south. In addition to treating wastewater, laboratory services operate 365 days a year to

continually monitor water quality for drinking water and treated water from the wastewater plant that is discharged to the San Francisco Bay.

Sustainability and resilience are essential principles that guide our actions in meeting the needs of our customers. Sustainability incorporates environmental, social, and economic objectives into our decision-making and work practices to meet the needs of today without compromising the ability to meet the needs of future generations. Resilience enables the District to recover from and adapt to unforeseen events.

The Board of Directors is committed to developing policy through an open, public process, guided by the District's Mission Statement. Policies are then implemented under the direction of the General Manager who is appointed by and reports directly to the Board of Directors. Day to day operations are managed by the senior management team and carried out by approximately 2,000 dedicated employees.

Strategic Plan Overview

The Strategic Plan incorporates the District’s mission and principles, and identifies its goals, strategies, objectives and key performance indicators. The Plan guides staff in setting priorities and allocating resources.

Our **Mission** is to manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations.

Our **Principles** provide the foundation of the Strategic Plan and form the basis of our business practices. Our principles are:

- 💧 Exercise responsible financial management
- 💧 Ensure fair and reasonable rates and charges
- 💧 Provide responsive and high quality customer service
- 💧 Promote ethical behavior in the conduct of District business
- 💧 Ensure fair and open public processes
- 💧 Provide a safe and healthy work environment
- 💧 Protect the environment and preserve natural resources
- 💧 Minimize waste and conserve energy
- 💧 Promote diversity and equality in personnel matters and contracting
- 💧 Promote environmental, economic, and social sustainability

Our **Goals** define in broad terms the high-level achievements the District will pursue; they explain ‘what’ not ‘how’, and tell where we are going rather than how we will get there. Our **Strategies** define the actions that are necessary to achieve each goal, and may take several years to implement. Our **Objectives** reflect what we need to accomplish in the near term. Our **Key Performance Indicators** (KPIs) measure how well we are doing in achieving our goals.



Pipeline Renewal

Planning and Implementation

The purpose of the strategic planning process is to define the actions that need to be taken in the next three to five years to achieve the District’s mission now and well into the future. The process is designed to assess the environment in which we operate and respond to both near and long-term challenges. The General Manager and the senior management team lead the implementation of the Strategic Plan.

Development of the Strategic Plan is the responsibility of the senior management team who work together in cross functional teams. They assess and build consensus on initiatives and challenges, using input from the Board of Directors and various sources such as **facility master plans** which optimize capital investments, **long-range action plans**, **new initiatives**, and **employee and customer feedback** to update the goals, strategies, objectives and key performance indicators.

Strategic Plan Process



Once the Strategic Plan is adopted by the Board of Directors, development of specific actions to implement the Strategic Plan can begin. The Strategic Plan provides staff with an overall high-level direction to achieve future success; it does not describe all of the specific actions to be taken. By developing actions that are linked to the Strategic Plan we can ensure that we focus our resources on the highest priorities that will best serve our customers.

The Strategic Plan guides the development of the **biennial budget** and the **five-year capital improvement program** to ensure that necessary resources are provided to implement the plan’s strategies and objectives.

Individual **employee performance plans** are prepared annually to establish and communicate responsibilities and performance expectations to achieve the priorities contained in the plan.

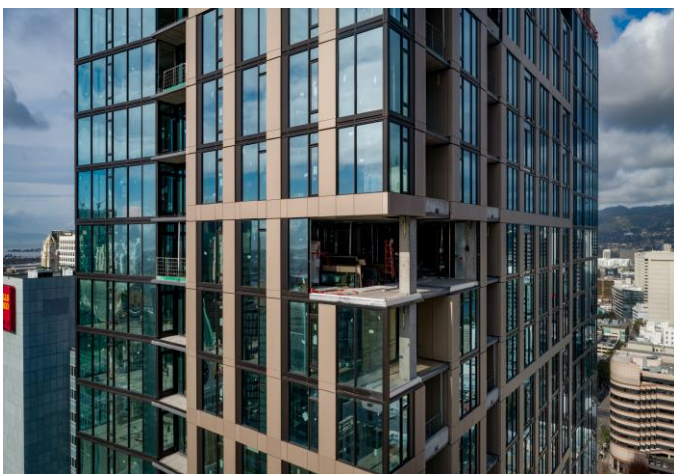


Heavy Equipment Operator

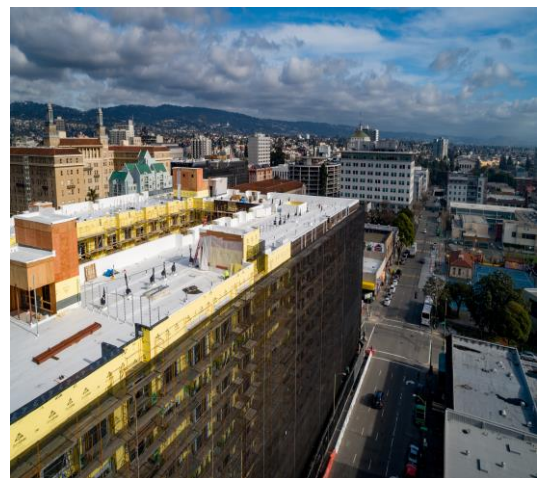
The Strategic Plan is comprised of two documents. This document contains our goals, strategies and objectives to define the actions to take to ensure both long-term achievements and near-term accomplishments. Guidance from the Board of Directors is incorporated into the plan through committee meetings and workshops.

The plan also includes a comprehensive set of KPIs that reflect the various strategies and objectives contained within the six Strategic Plan goals. The **KPI results** are measured annually against established targets to evaluate progress towards meeting our goals. The KPI report and results are presented to the Board’s Finance Committee in October.

A critical component of the strategic planning process is continuous improvement, an ongoing effort to **assess and evaluate** performance. The objective is to update the Strategic Plan based on these assessments and evaluations, including KPI results to develop and prioritize strategies for addressing issues that may impact District operations and our customers.



Mixed use complex with 634 dwelling units in Oakland



Mixed use complex with 333 dwelling units in Oakland

Our Values

With extensive input from employees of all levels and disciplines, the District developed the following four values that were adopted by EBMUD in support of our mission:



STEWARDSHIP

"I am a steward of our resources and committed to public service."



INTEGRITY

"I act with integrity."



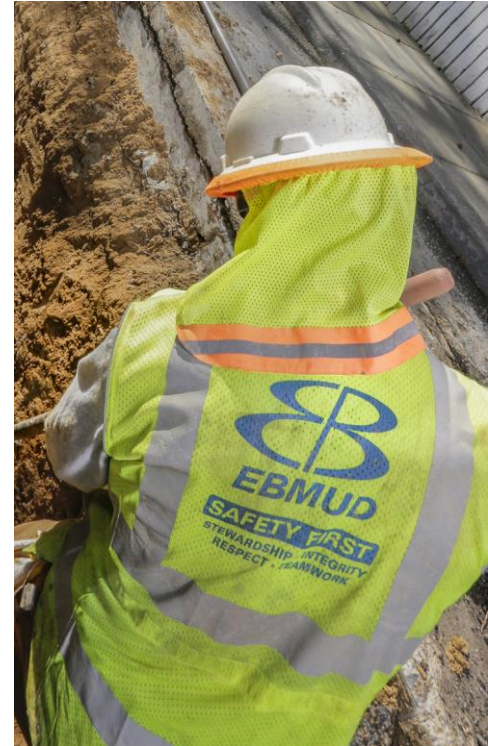
RESPECT

"I treat others with respect."



TEAMWORK

"We are EBMUD and we are one team."



Visible reminder of our values

These values and their related behaviors guide EBMUD staff as they pursue the goals identified in this Strategic Plan. Our ongoing values efforts are focused on:

- Communication of our strategy and mission to employees and customers,
- Continuous improvement of our systems and processes, and
- Cultivation and maintenance of a diverse, engaged, and high performing culture.

It is our belief that working better together will enable us to achieve our mission to serve our customers, manage our natural resources, and protect our environment for future generations.



Our Goals

Long-Term Water Supply:

We ensure a reliable high quality water supply for the future.

Water Quality and Environmental Protection:

We meet or surpass environmental and public health standards and protect public trust values.

Long-Term Infrastructure Investment:

We maintain and improve the District's infrastructure in a cost-effective manner to ensure sustainable delivery of reliable, high quality service now and in the future, addressing economic, environmental, and social concerns.

Long-Term Financial Stability:

We manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates.

Customer and Community Services:

We build stakeholder trust and long-term relationships through service excellence, proactive communication and education.

Workforce Planning and Development:

We create an environment that attracts, retains and engages a high performing diverse and inclusive workforce in support of the District's mission and core values.

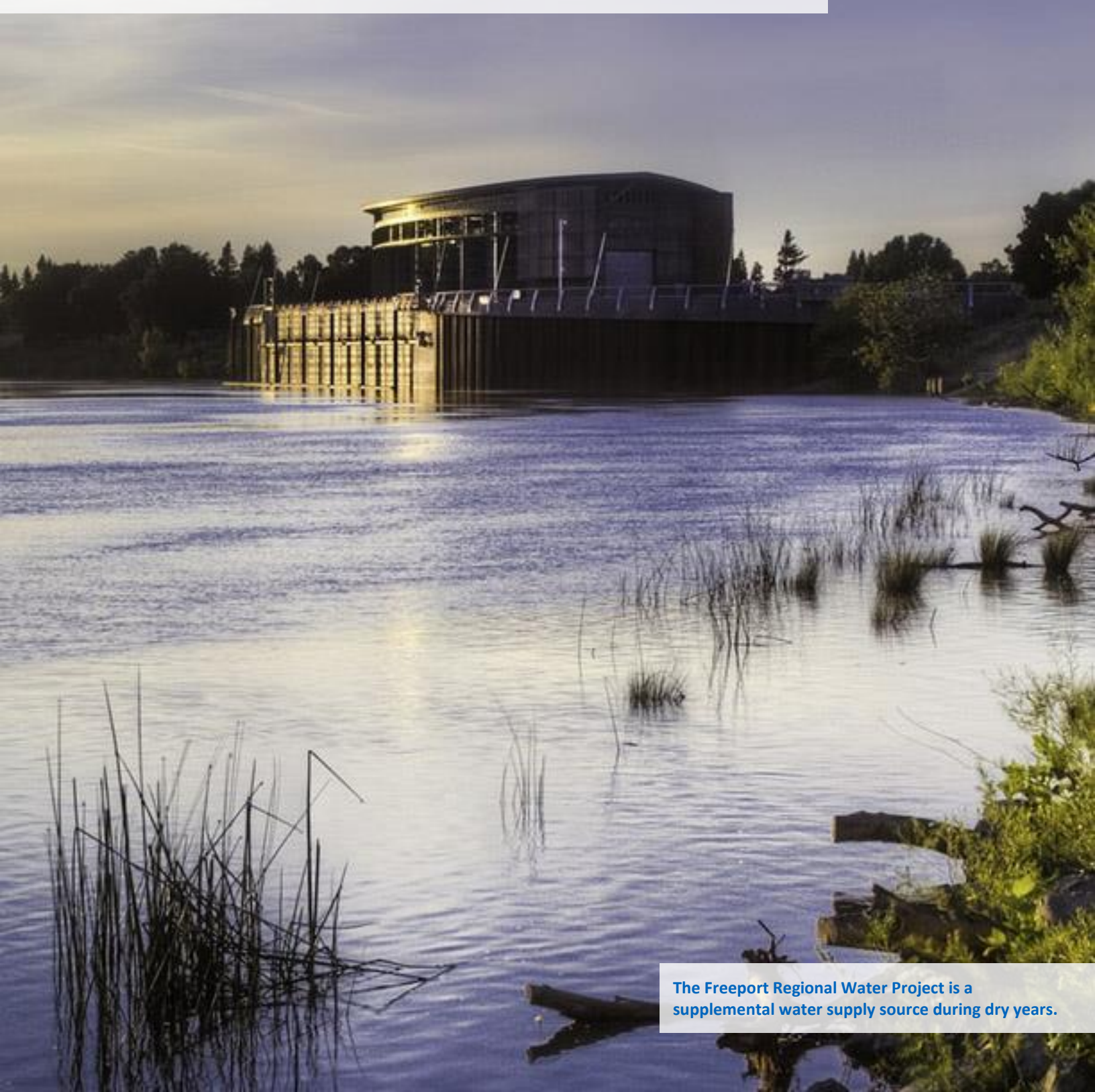


Lake Merritt in Oakland shown in the distance

Long-Term Water Supply

“We have created a resilient water supply by developing new water sources and protecting our existing supplies. We will continue to diversify our supplies to meet future needs while acknowledging the challenges that accompany them.”

Michael Tognolini, Director of Water and Natural Resources



The Freeport Regional Water Project is a supplemental water supply source during dry years.

Goal: We ensure a reliable high quality water supply for the future.

Strategy 1

Preserve current water rights and entitlements and augment the District's successful water supply projects by obtaining supplemental supplies to meet customer demands.

Objectives:

- 💧 Protect water rights and Central Valley Project contract entitlements to maximize benefits to District customers.
- 💧 Prioritize water transfers, groundwater storage, off-stream storage, and other water supply opportunities to cost-effectively improve reliability while providing the best available water quality.
- 💧 Use the Urban Water Management Plan to assess supply and demand conditions, analyze future needs, anticipate obstacles, and prescribe approaches to meeting future requirements consistent with District policy.
- 💧 Integrate the District's long-term water supply strategies and infrastructure planning efforts with regional partnerships.
- 💧 Plan for a sustainable local groundwater basin for the East Bay.

Strategy 2

Reduce potable water demand through water efficiency and conservation and build on past water savings success to help ensure a reliable water supply.

Objectives:

- 💧 Implement and update the conservation strategies identified in the District's Water Conservation Master Plan (WCMP) to meet long-term water use reduction goals.
- 💧 Use the Water Shortage Contingency Plan to implement drought response actions to meet short-term water use reduction goals.
- 💧 Implement comprehensive water management, conservation incentives, education and outreach programs and workshops to engage customers and stakeholders with information and tools to effectively manage water use and promote water use efficiency.
- 💧 Implement supply-side conservation and water loss control measures through leak detection, pipeline repair and replacement, and information management to reduce demand, improve system reliability and comply with state regulations.
- 💧 Pursue and implement regulatory and legislative initiatives that promote water conservation through efficiency standards and codes, including plan check reviews as a condition for new water services.
- 💧 Identify, encourage and create partnerships to research and test new efficiency technologies, including water-energy nexus applications and measurement methodologies.

Long-Term Water Supply

Strategy 3

Reduce potable water demand through water recycling and build on past success to achieve a diversified and reliable water supply.

Objectives:

- 💧 Maximize use of recycled water projects while protecting public health.
- 💧 Invest in innovative technology and monitor research to improve cost-effectiveness.
- 💧 Identify, evaluate and implement new opportunities for recycled water, including potential for potable reuse.
- 💧 Continue education and outreach programs to support customers and the District's programs.
- 💧 Monitor regulatory and legislative initiatives that promote recycled water use and the District's programs.

Strategy 4

Consider the impacts of climate change and take appropriate action to understand and balance mitigation and adaptation responses to those impacts through sustainable activities.

Objectives:

- 💧 Regularly review developing climate change science and evaluate future scenarios that illustrate a range of potential impacts to the District.
- 💧 Maintain a Climate Change Monitoring and Response Plan to inform the District's efforts for future water supply, watershed, water quality, and water and wastewater infrastructure investment decisions.
- 💧 Use the scenarios to identify infrastructure vulnerabilities and make cost-effective infrastructure investments and operational changes to adapt and mitigate impacts based on the best available science and a range of foreseeable conditions (i.e., "no regrets" investments).
- 💧 Educate the public and policymakers on District and industry climate change concerns and interests, participate in research, and advocate for reasonable legislation and regulatory changes.
- 💧 Develop standards to use in planning studies and infrastructure designs.

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Water Quality and Environmental Protection

“Our employees strive every day to provide high quality water to our customers and protect the environment.”

Clifford Chan, Director of Operations and Maintenance

Water travels from the Mokelumne River Watershed into Pardee Reservoir.

Goal: We meet or surpass environmental and public health standards and protect public trust values.

Strategy 1

Manage the Mokelumne and East Bay watersheds to ensure a high quality water supply and protect natural resources while providing appropriate public access.

Objectives:

- 💧 Use the Watershed Master Plans as the foundation for standards and protocols to ensure drinking water quality and protect natural resources.
- 💧 Perform monitoring and data assessment to adaptively manage the watersheds.
- 💧 Provide public access and recreational opportunities, education and outreach compatible with water quality and natural resource protection, and collect user feedback.
- 💧 Maintain upcountry facilities to support recreation commitments.
- 💧 Protect the Mokelumne River salmonid fishery through habitat enhancement projects, effective and efficient hatchery operations, and a robust science program.
- 💧 Collaborate with stakeholders to protect water quality and the environment in the Mokelumne and East Bay watersheds.
- 💧 Comply with federal and state requirements of the Mokelumne River Project to protect cultural resources, maintain structural integrity, and operate facilities to protect public health and safety, property and the environment.

Strategy 2

Operate and maintain District facilities to surpass federal and state drinking water regulations.

Objectives:

- 💧 Establish and meet District water quality goals and exceed customers' expectations.
- 💧 Advocate for water quality and environmental regulations that are based on sound science, are protective of public health and beneficial uses and that are attainable and sustainable.
- 💧 Maintain a leadership role in the professional community to further regulatory and legislative initiatives and advocate for protection of public health.
- 💧 Provide timely and accurate water quality information to customers.

Water Quality and Environmental Protection

Strategy 3

Operate and maintain District facilities to anticipate and meet all water discharge, air emission, and land disposal requirements to protect and enhance the environment.

Objectives:

- 💧 Meet or surpass all water discharge, air, and land requirements.
- 💧 Ensure that management of biosolids is cost-effective, environmentally safe and meets all local ordinance and state and federal requirements.
- 💧 Promote environmental regulations that are based on regional approaches and achieve water quality objectives through cost-effective and sustainable means.

Strategy 4

Minimize impacts to the environment by reducing, recycling, reusing and reclaiming waste, and by conserving natural resources.

Objectives:

- 💧 Pursue opportunities to recover and utilize resources (e.g., nutrients and minerals), and renewable energy in wastewater.
- 💧 Increase the cost-effective use of renewable energy.
- 💧 Identify and implement energy efficient projects.
- 💧 Reduce the District's greenhouse gas (GHG) emissions.
- 💧 Focus on reduction of pollutants at the source.
- 💧 Identify and implement waste reduction and recycling programs.

Water Quality and Environmental Protection

Strategy 5

Ensure protection and stewardship of San Francisco Bay.

Objectives:

- 💧 Proactively develop and implement regional Pollution Prevention activities that will further reduce pollutant discharges to San Francisco Bay.
- 💧 Support collaborative efforts and programs that develop science-based watershed solutions to address nutrients and other constituents-of-concern in the San Francisco Bay.
- 💧 In collaboration with the satellite collection system communities and the regulators, implement an Inflow and Infiltration Control Program that will over the long term reduce or eliminate the need for wet weather facilities.

Strategy 6

Operate Pardee and Camanche Reservoirs and facilities as an integrated system to achieve multiple objectives including municipal water supply, stream flow regulation, environmental protection, flood control, hydropower, and releases for downstream requirements.

Objectives:

- 💧 Balance the competing objectives and requirements by setting clear operational priorities and employing effective models for flow and temperature management.
- 💧 Work collaboratively with stakeholders to adaptively operate Pardee and Camanche Reservoirs to meet downstream objectives for water supply, flood control and environmental resources.
- 💧 Sustain and enhance the successful salmonid fishery on the Lower Mokelumne River through adaptive management of variable flows, temperature optimization, and collaborative efforts with lower Mokelumne stakeholders.
- 💧 Proactively comply with all state, federal, and local permit and license requirements.

Long-Term Infrastructure Investment

"We make investments in resilient infrastructure to ensure safe, reliable delivery of high quality water to our customers and wastewater discharges that protect the San Francisco Bay."

Jimi Yoloye, Director of Engineering and Construction



EBMUD work crew installing pipeline in the community.

Goal: We maintain and improve the District’s infrastructure in a cost-effective manner to ensure sustainable delivery of reliable, high quality service now and in the future, addressing economic, environmental, and social concerns.

Strategy 1

Maintain coordinated master plans for all facilities and assets.

Objectives:

- 💧 Maintain and update a master plan for each asset or group of assets that reflects current condition and performance information and addresses improvements needed to meet defined service-level requirements.
- 💧 Coordinate master plans and capital projects to optimize investments and maximize drinking water quality, and the reliability, safety, flexibility, and overall efficiency of the water and wastewater systems.
- 💧 Periodically inspect and evaluate facilities to support capital and maintenance planning.
- 💧 Consider risk, community and stakeholder concerns, workforce and technology trends, and the potential impacts of climate change as part of the planning process. Involve stakeholders in the project planning and development stage.
- 💧 Ensure that all system improvements and capital projects meet or surpass environmental and regulatory requirements, improve resilience to climate change, and incorporate sustainable practices.

Strategy 2

Meet operational needs and reliability goals by effectively maintaining the infrastructure.

Objectives:

- 💧 Define and document operational needs and reliability goals to inform maintenance decision making.
- 💧 Collect and maintain accurate asset records including criticality, maintenance history, asset condition, and performance for continuous improvement.
- 💧 Expand and refine the use of cost-effective methods and practices to determine the need for maintenance or replacement.
- 💧 Implement preventive, predictive, and corrective maintenance plans to ensure safety, service reliability, and efficiency.
- 💧 Lead the industry in water loss control through using new and innovative technology, effective maintenance practices, and efficient operations.

Long-Term Infrastructure Investment

Strategy 3

Implement the master plans and set priorities in the operating and capital budget process to reflect the needs identified in those plans.

Objectives:

- 💧 Balance life-cycle costs and risks of plans and projects in the operating and capital budgets to account for near-term needs as well as long-term sustainability and resilience.
- 💧 Complete projects on schedule, within budget and meet the desired intent and quality.
- 💧 Innovate and improve project workflows to maximize efficiency.
- 💧 Use value engineering of proposed capital projects to help implement projects cost-effectively.
- 💧 Coordinate and collaborate construction project scheduling with city, county, and other agencies and communicate with all stakeholders during construction to minimize impacts on communities.

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Goal: We manage the District’s finances to meet funding needs and maintain fair and reasonable water and wastewater rates.

Strategy 1

Maintain a long-range financing plan that sets forth the long-term funding needs of the District.

Objectives:

- 💧 Maintain financial planning models to include long-term forecasts of operating and capital expenditures, revenue requirements and rates and charges.
- 💧 Ensure the financial plan is based on reasonable, conservative assumptions and accounts for uncertainties.
- 💧 Ensure the financial plan maintains the District’s good standing in the credit markets to provide ready access to cost-effective capital financing.
- 💧 Evaluate the District’s capital financing and debt service coverage policies to optimize cash funding of capital investments.
- 💧 Evaluate the District’s cash reserve policies to consider optimal uses and levels of reserves, including alternative strategies for funding drought-related costs to ensure financial resiliency.

Strategy 2

Implement water and wastewater rates and charges that are legal, fair, reasonable, and equitable.

Objectives:

- 💧 Plan for rate increases that are steady, predictable, and based on our strategic needs.
- 💧 Mitigate increases in rates and charges by optimizing use of non-rate revenue and pursue opportunities for cost control through efficiencies and new technologies.
- 💧 Continue to establish rates and charges based on cost of service principles.
- 💧 Periodically conduct third-party cost of service studies.

Long-Term Financial Stability

Strategy 3

Ensure integrity, accountability and transparency in financial management.

Objectives:

- 💧 Develop operating and capital budgets aligned with the Strategic Plan.
- 💧 Manage operating and capital expenditures within their respective budgets.
- 💧 Develop and maintain accurate, timely, and meaningful financial data.
- 💧 Enhance the usability, clarity and accessibility of District financial information.
- 💧 Maintain and regularly evaluate internal financial controls.
- 💧 Conduct regular internal and external financial audits.
- 💧 Promote diversity and equity in contracting, consistent with state and federal laws.

Strategy 4

Implement technologies that improve the efficiency and effectiveness of business processes.

Objectives:

- 💧 Maintain a long-term plan to guide technology investments and resources.
- 💧 Apply a consistent approach to set IT priorities and evaluate, plan, and implement projects that address the needs of customers, employees and, other stakeholders.
- 💧 Ensure all employees have ready access to tools and data so they can provide excellent customer service and maintain and operate our infrastructure.
- 💧 Make effective use of tools and data to best maintain and monitor District infrastructure and develop workflows that enable rapid capture and use of the data.
- 💧 Structure and manage data to support consistent analysis and reporting and provide appropriate access to customers, employees and other stakeholders.
- 💧 Proactively ensure adequate security to meet all regulatory requirements, maintain operations, and protect the privacy of customer and employee data.

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Customer and Community Services

"We strive to meet customer expectations by providing responsive, trusted, and high quality service."

Andrew Lee, Manager of Customer and Community Services



A Field Services Representative performing an inspection of a water meter with a customer.

Goal: We build stakeholder trust and long-term relationships through service excellence, proactive communication and education.

Strategy 1

Build public awareness of the District's priorities, initiatives, systems and services.

Objectives:

- 💧 Collect and analyze customer feedback on District operations, activities and service experience and expectations.
- 💧 Proactively communicate electronically through multiple channels, via print publications, and media or community events.
- 💧 Maintain a robust web and social media presence.
- 💧 Enhance internal communication, tools and technology to effectively disseminate information to District staff.

Strategy 2

Continue to build trust by providing quality service, timely information, and resolution of customer and community inquiries.

Objectives:

- 💧 Employees recognize they are representing the customers' interest and provide professional, high quality service.
- 💧 Invest in business process improvements and technology to enhance the customer experience and customer access to information.
- 💧 Protect customer data and other personally identifiable information.
- 💧 Minimize customer and community impacts from water and wastewater operations.
- 💧 Provide programs and services that support or benefit the community, residents, and businesses.

Customer and Community Services

Strategy 3

Build long-term partnerships in the community, regionally and nationally, in areas of shared interest and in support of the District's mission.

Objectives:

- 💧 Build and actively participate in regional and national industry groups, coalitions, and partnerships to advance common goals.
- 💧 Partner with non-profit, community and education organizations in support of the District's Mission and Strategic Plan.
- 💧 Advance Contract Equity and Diversity Inclusion Programs to enhance diversity and equal opportunities for business owners and prospective and current employees.

Strategy 4

Maintain active Emergency Preparedness and business continuity Programs to plan for, minimize interruptions, and manage the District's essential functions during an emergency and allow for an efficient and effective recovery.

Objectives:

- 💧 Maintain current documentation of emergency response, business continuity, risk and resilience assessment, and disaster recovery plans, including support documents for regional coordination, and mutual assistance.
- 💧 Review and exercise emergency communications, critical functions, information technology infrastructure and protocols to support emergency response and recovery goals at all levels of the organization.
- 💧 Provide training and exercise emergency response, and business continuity plans to achieve response and recovery goals.
- 💧 Provide timely public and employee communication during emergencies and business interruptions.
- 💧 Enhance customer outage notification tools.
- 💧 Work collaboratively with local, city, county, state, and regional stakeholders on emergency preparedness, response, and recovery efforts.

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Workforce Planning and Development

"Our mission can only be fulfilled through our high performing employees. We hire, train, and retain the best."

Laura Acosta, Manager of Human Resources



Employees receive hands-on training in treatment plant operations.

Goal: We create an environment that attracts, retains and engages a high performing diverse and inclusive workforce in support of the District’s mission and core values.

Strategy 1

Coordinate workforce planning activities to determine future needs, identify gaps and implement actions to close the gaps.

Objectives:

- 💧 Preserve intellectual capital (knowledge retention) at all levels of the organization.
- 💧 Regularly evaluate advances in technology and associated skills required for improved efficiency.
- 💧 Regularly analyze evolving workforce needs and risks to ensure the District’s current and future workforce needs are met.

Strategy 2

Continue to develop employees to meet evolving workforce demands and implement actions to close gaps.

Objectives:

- 💧 Offer career and professional development opportunities and support to expand the skills of District employees to meet emerging industry needs.
- 💧 Maximize opportunities to “grow our own” through academies, cross-training, mentoring, and rotation programs.
- 💧 Encourage personal accountability for professional development through programs such as tuition reimbursement and internal training.
- 💧 Implement organizational practices that promote and value employee contributions, safety, employee-well-being, diversity and inclusion, and encourage learning and networking.
- 💧 Engage employees and labor unions in improving the work of the District.

Workforce Planning and Development

Strategy 3

Support District values, recognize employee contributions, and establish clear performance measures to achieve a high performance culture.

Objectives:

- 💧 Engage District employees in values-based continuous improvement efforts with a focus on internal communication, teamwork, performance, and employee recognition.
- 💧 Establish and communicate clear performance and behavioral expectations and standards.
- 💧 Regularly assess and communicate performance against standards.
- 💧 Enhance managers' and supervisors' ability to accurately evaluate and recognize good performance and observable behavior that supports the District values.
- 💧 Provide coaching and opportunities for improvement of performance deficiencies.
- 💧 Incorporate diversity and inclusion practices to support the District's hiring, promotion, and retention goals.

Strategy 4

Enhance the District's ability to recruit a highly qualified, diverse staff that exhibits the District's values.

Objectives:

- 💧 Promote EBMUD's industry reputation as an employer of choice.
- 💧 Support our employees as ambassadors in our communities (peer, industry, education) to educate and share knowledge about the District's culture, values, career opportunities and work.
- 💧 Target specific employment markets and partner with colleges and regional agencies to attract and hire quality candidates that reflect the diversity of our community.
- 💧 Seek opportunities to expand internships/apprenticeships and training programs to introduce career opportunities to our community.

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**EAST BAY
MUNICIPAL UTILITY DISTRICT**

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Strategic Plan

Key Performance Indicators

Fiscal Years 2025 & 2026

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KPI #50 – Miles of Pipeline Replaced

Overview

Strategic Plan

The purpose of the strategic planning process is to define the actions that need to be taken in the next three to five years to achieve the District's mission now and well into the future. The Strategic Plan incorporates the District's mission and principles, and identifies its goals, strategies, and objectives. The key performance indicators (KPIs) measure achievement to those overall goals and strategies. All together, the Strategic Plan guides staff in setting priorities and allocating resources.

- Our **Mission** is to manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations.
- Our **Principles** provide the foundation of the Strategic Plan and form the basis of our business practices.
- Our **Goals** define in broad terms the high-level achievements the District will pursue; they explain 'what' not 'how', and tell where we are going rather than how we will get there.
- Our **Strategies** define the actions that are necessary to achieve each goal, and may take several years to implement.
- Our **Objectives** reflect what we need to accomplish in the near term.
- Our **Key Performance Indicators (KPIs)** measure how well we are doing in achieving our goals.

This KPI publication focuses solely on the KPIs for Fiscal Years (FY) 2025 and FY 2026. Please see the Strategic Plan document for further details on the Plan, including the Principles, Goals, Strategies, and Objectives.

Key Performance Indicators

The FY 2025 and FY 2026 KPIs represent an organization-wide effort to link the Strategic Plan to distinct work activities. Assembled by the Office of Budget and Performance, each KPI has undergone substantial front-line, managerial, and executive staff review, ensuring that relevance, achievability, and measurability were considered. This update to the KPIs includes the following changes:

- A new format details each KPI's overall goal and four tiers of targets (exceeds, full success, partial success, and needs attention), each with quantitative targets.
- There are now 65 total KPIs, a decrease from 91 in the FY 2023 and FY 2024 update. The new amount is the result of creating new KPIs, combining connected KPIs into single efforts, and removing KPIs that did not provide a long-term and quantifiable objective.
- KPIs are now more quantitative and less subjective in nature, in an effort to more effectively monitor and evaluate success.
- Each KPI is now designated as either a leading or a lagging indicator:
 - Leading indicators predict future performance on key goals, and measure activities or behaviors that lead to desired outcomes.
 - Lagging indicators reflect past performance and outcomes related to goals, and are used for evaluating effectiveness of strategies already implemented.

After the Board approves the FY 2025 update, staff will begin measuring the new KPIs on July 1 and report on progress for the first time in October 2025.

Strategic Plan | Goals and Strategies

Customer and Community Services

- Goal:** We build stakeholder trust and long-term relationships through service excellence, proactive communication, and education.
- Strategy 1** Build public awareness of the District's priorities, initiatives, systems, and services.
- Strategy 2** Continue to build trust by providing quality service, timely information, and resolution of customer and community inquiries.
- Strategy 3** Build long-term partnerships in the community, regionally and nationally, in areas of shared interest and in support of the District's mission.
- Strategy 4** Maintain active Emergency Preparedness and business continuity Programs to plan for, minimize interruptions, and manage the District's essential functions during an emergency and allow for an efficient and effective recovery.

Long-Term Infrastructure Investment

- Goal:** We maintain and improve the District's infrastructure in a cost-effective manner to ensure sustainable delivery of reliable, high-quality service now and in the future, addressing economic, environmental, and social concerns.
- Strategy 1** Maintain coordinated master plans for all facilities and assets.
- Strategy 2** Meet operational needs and reliability goals by effectively maintaining the infrastructure.
- Strategy 3** Implement the master plans and set priorities in the operating and capital budget process to reflect the needs identified in those plans.

Water Quality and Environmental Protection

- Goal:** We meet or surpass environmental and public health standards and protect public trust values.
- Strategy 1** Manage the Mokelumne and East Bay watersheds to ensure a high quality water supply and protect natural resources while providing appropriate public access.
- Strategy 2** Operate and maintain District facilities to surpass federal and state drinking water regulations.
- Strategy 3** Operate and maintain District facilities to anticipate and meet all water discharge, air emission, and land disposal requirements to protect and enhance the environment.
- Strategy 4** Minimize impacts to the environment by reducing, recycling, reusing and reclaiming waste, and by conserving natural resources.
- Strategy 5** Ensure protection and stewardship of the San Francisco Bay.
- Strategy 6** Operate Pardee and Camanche Reservoirs and facilities as an integrated system to achieve multiple objectives including municipal water supply, stream flow regulation, environmental protection, flood control, hydropower, and releases for downstream requirements.

Long-Term Financial Stability

- Goal:** We manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates.
- Strategy 1** Maintain a long-range financing plan that sets forth the long-term funding needs of the District.
- Strategy 2** Implement water and wastewater rates and charges that are legal, fair, reasonable, and equitable.
- Strategy 3** Ensure integrity, accountability, and transparency in financial management.
- Strategy 4** Implement technologies that improve the efficiency and effectiveness of business processes.

Long-Term Water Supply

- Goal:** We ensure a reliable high quality water supply for the future.
- Strategy 1** Preserve current water rights and entitlements and augment the District's successful water supply projects by obtaining supplemental supplies to meet customer demands.
- Strategy 2** Reduce potable water demand through water efficiency and conservation and build on past water savings success to help ensure a reliable water supply.
- Strategy 3** Reduce potable water demand through water recycling and build on past success to achieve a diversified and reliable water supply.
- Strategy 4** Consider the impacts of climate change and take appropriate action to understand and balance mitigation and adaptation responses to those impacts through sustainable activities.

Workforce Planning and Development

- Goal:** We create an environment that attracts, retains, and engages a high performing diverse and inclusive workforce in support of the District's mission and core values.
- Strategy 1** Coordinate workforce planning activities to determine future needs, identify gaps, and implement actions to close the gaps.
- Strategy 2** Continue to develop employees to meet evolving workforce demands and implement actions to close gaps.
- Strategy 3** Support District values, recognize employee contributions, and establish clear performance measures to achieve a high-performance culture.
- Strategy 4** Enhance the District's ability to recruit a highly qualified, diverse staff that exhibits the District's values.

Customer and Community Services

We build stakeholder trust and long-term relationships through service excellence, proactive communication, and education.

Strategy 1:		Build public awareness of the District's priorities, initiatives, systems, and services.		
KPI #1	District-Wide Communications Campaigns			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Number of campaigns implemented and communications channels utilized		Exceeded	>1 campaign 7 channels	>1 campaign 7 channels
		Full Success	1 campaign 7 channels	1 campaign 7 channels
		Partial Success	1 campaign <7 channels	1 campaign <7 channels
		Needs Attention	0 campaigns	0 campaigns
Strategy 2:		Continue to build trust by providing quality service, timely information, and resolution of customer and community inquiries.		
KPI #2	Contact Center Service Level: Average Answer Speed			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Average speed of answering calls coming into the Contact Center		Exceeded	<30 seconds	<30 seconds
		Full Success	30-45 seconds	30-45 seconds
		Partial Success	46-60 seconds	46-60 seconds
		Needs Attention	>60 seconds	>60 seconds
KPI #3	Contact Center Service Level: Abandonment			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of calls abandoned before answering		Exceeded	<1.0%	<1.0%
		Full Success	1.0%-3.5%	1.0%-3.5%
		Partial Success	3.6%-5.5%	3.6%-5.5%
		Needs Attention	>5.5%	>5.5%
KPI #4	Customer Rating: Overall			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of "good" or "excellent" ratings in biennial survey		Exceeded	>90%	-
		Full Success	80%-90%	-
		Partial Success	70%-79%	-
		Needs Attention	<70%	-
KPI #5	Customer Rating: Contact Center			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of "good" or "excellent" ratings		Exceeded	>90%	>90%
		Full Success	86%-90%	86%-90%
		Partial Success	80%-85%	80%-85%
		Needs Attention	<80%	<80%
KPI #6	Customer Rating: Trust in Decision-Making			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percentage of respondents who said they trust that EBMUD is making smart decisions about water and sewer services		Exceeded	>90%	-
		Full Success	60%-90%	-
		Partial Success	50%-59%	-
		Needs Attention	<50%	-

Customer and Community Services <i>(continued)</i>			
KPI #7	Customer Rating: Field Services		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Percent of "good" or "excellent" ratings		Exceeded	>90% >90%
		Full Success	86%-90% 86%-90%
		Partial Success	80%-85% 80%-85%
		Needs Attention	<80% <80%
KPI #8	Customer Rating: New Business		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Percent of "good" or "excellent" ratings		Exceeded	>90% >90%
		Full Success	86%-90% 86%-90%
		Partial Success	80%-85% 80%-85%
		Needs Attention	<80% <80%
KPI #9	Customer Rating: Recreation		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Percent of "good" or "excellent" ratings		Exceeded	>90% >90%
		Full Success	86%-90% 86%-90%
		Partial Success	80%-85% 80%-85%
		Needs Attention	<80% <80%
KPI #10	Customer Rating: Water Quality		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Percent of "good" or "excellent" ratings		Exceeded	>90% >90%
		Full Success	86%-90% 86%-90%
		Partial Success	80%-85% 80%-85%
		Needs Attention	<80% <80%
KPI #11	Customer-Facing IT Systems Availability		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Percent of time customer-facing IT systems are available		Exceeded	100.0% 100.0%
		Full Success	99.0%-99.9% 99.0%-99.9%
		Partial Success	98.0%-98.9% 98.0%-98.9%
		Needs Attention	<98.0% <98.0%
KPI #12	Unplanned Water Service Interruptions: Less than 4 hours		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Interruptions per 1,000 active accounts (less than 4 hours)		Exceeded	<6 <6
		Full Success	6-10 6-10
		Partial Success	11-15 11-15
		Needs Attention	>15 >15
KPI #13	Unplanned Water Service Interruptions: 4-12 hours		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Interruptions per 1,000 active accounts (4-12 hours)		Exceeded	<6 <6
		Full Success	6-10 6-10
		Partial Success	11-15 11-15
		Needs Attention	>15 >15
KPI #14	Unplanned Water Service Interruptions: More than 12 hours		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Interruptions per 1,000 active accounts (more than 12 hours)		Exceeded	<3 <3
		Full Success	3-4 3-4
		Partial Success	5-8 5-8
		Needs Attention	>8 >8

Customer and Community Services <i>(continued)</i>			
KPI #15	Wastewater Odor Complaints		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Number of odor complaints at all Wastewater facilities, verified as attributable to District operations		Exceeded	<10 <10
		Full Success	10-14 10-14
		Partial Success	15-20 15-20
		Needs Attention	>20 >20
Strategy 3: Build long-term partnerships in the community, regionally and nationally, in areas of shared interest and in support of the District’s mission.			
KPI #16	Percent of Customers in Arrears		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Percent of customers in arrears 100 days or more		Exceeded	<2.0% <2.0%
		Full Success	2.0%-3.5% 2.0%-3.5%
		Partial Success	3.6%-5.0% 3.6%-5.0%
		Needs Attention	>5.0% >5.0%
KPI #17	CAP Application Processing Time		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Average number of business days to process complete CAP applications		Exceeded	<3 <3
		Full Success	3-5 3-5
		Partial Success	6-9 6-9
		Needs Attention	>9 >9
KPI #18	CAP Outreach: Enrollment Communications		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Number of communication campaigns, in collaboration with community stakeholders, to increase CAP enrollment		Exceeded	>8 >8
		Full Success	7-8 7-8
		Partial Success	5-6 5-6
		Needs Attention	<5 <5
KPI #19	CAP Outreach: Enrollment Events		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Number of events, in partnership with community-based organizations, to increase CAP enrollment		Exceeded	>8 >8
		Full Success	7-8 7-8
		Partial Success	5-6 5-6
		Needs Attention	<5 <5
KPI #20	Community Water Academy		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Number of Community Water Academy participants		Exceeded	>40 >40
		Full Success	20-40 20-40
		Partial Success	10-19 10-19
		Needs Attention	<10 <10
KPI #21	Education Program Engagement		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Number of students engaged in the Education Program		Exceeded	>20,000 >20,000
		Full Success	18,000-20,000 18,000-20,000
		Partial Success	16,000-17,999 16,000-17,999
		Needs Attention	<16,000 <16,000
KPI #22	Inter-Agency Engagement		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
Number of meetings with cities, counties, and municipal advisory committees (beyond standard coordination) about priority programs and projects		Exceeded	>30 >30
		Full Success	25-30 25-30
		Partial Success	20-24 20-24
		Needs Attention	<20 <20

Customer and Community Services *(continued)*

Strategy 4:	Maintain active Emergency Preparedness and business continuity Programs to plan for, minimize interruptions, and manage the District's essential functions during an emergency and allow for an efficient and effective recovery.		
KPI #23	Emergency Preparedness Exercises		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>100% >100%
Completion of planned business continuity and plan updates		Full Success	95%-100% 95%-100%
		Partial Success	90%-94% 90%-94%
		Needs Attention	<90% <90%
KPI #24	Mutual Assistance Partner and Stakeholder Relationships		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>3 >3
Number of annual exercises or meetings conducted with mutual assistance partners and stakeholders, including emergency operations team exercises		Full Success	3 3
		Partial Success	2 2
		Needs Attention	<2 <2

Long-Term Financial Stability

We manage the District's finances to meet funding needs and maintain fair and reasonable water and wastewater rates.

Strategy 1:	Maintain a long-range financing plan that sets forth the long-term funding needs of the District.		
KPI #25	Capital Plan Debt Funding (Water)		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	<50% <50%
Percent of the capital program funded with debt over last five years		Full Success	50%-65% 50%-65%
		Partial Success	66%-75% 66%-75%
		Needs Attention	>75% >75%
KPI #26	Capital Plan Debt Funding (Wastewater)		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	<50% <50%
Percent of the capital program funded with debt over last five years		Full Success	50%-65% 50%-65%
		Partial Success	66%-75% 66%-75%
		Needs Attention	>75% >75%
KPI #27	Long-Term Debt Reduction (Water)		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	<(5.0%) <(5.0%)
Three-year average of new debt issued compared to principal retired		Full Success	(5.0%)-(1.0%) (5.0%)-(1.0%)
		Partial Success	(0.9%)-1.0% (0.9%)-1.0%
		Needs Attention	>1.0% >1.0%
KPI #28	Long-Term Debt Reduction (Wastewater)		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	<(5.0%) <(5.0%)
Three-year average of new debt issued compared to principal retired		Full Success	(5.0%)-(1.0%) (5.0%)-(1.0%)
		Partial Success	(0.9%)-1.0% (0.9%)-1.0%
		Needs Attention	>1.0% >1.0%

Long-Term Financial Stability <i>(continued)</i>			
KPI #29	Actual Reserves as Percent of Target (Water)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Reserves as a percent of the targeted reserves for the Water System		Exceeded	>150% >150%
		Full Success	100%-150% 100%-150%
		Partial Success	95%-99% 95%-99%
		Needs Attention	<95% <95%
KPI #30	Actual Reserves as Percent of Target (Wastewater)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Reserves as a percent of the targeted reserves for the Wastewater System		Exceeded	>150% >150%
		Full Success	100%-150% 100%-150%
		Partial Success	95%-99% 95%-99%
		Needs Attention	<95% <95%
KPI #31	Debt as Percent of Revenue (Water)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Debt as a percent of operating revenues		Exceeded	<200% <200%
		Full Success	200%-399% 200%-399%
		Partial Success	400%-700% 400%-700%
		Needs Attention	>700% >700%
KPI #32	Debt as Percent of Revenue (Wastewater)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Debt as a percent of operating revenues		Exceeded	<200% <200%
		Full Success	200%-399% 200%-399%
		Partial Success	400%-700% 400%-700%
		Needs Attention	>700% >700%
KPI #33	Debt Service Coverage (Water)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Debt service coverage, as calculated under the Water System's bond indenture		Exceeded	>2.00x >2.00x
		Full Success	1.60x-1.99x 1.60x-1.99x
		Partial Success	1.40x-1.59x 1.40x-1.59x
		Needs Attention	<1.40x <1.40x
KPI #34	Debt Service Coverage (Wastewater)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Debt service coverage, as calculated under the Wastewater System's bond indenture		Exceeded	>2.00x >2.00x
		Full Success	1.60x-1.99x 1.60x-1.99x
		Partial Success	1.40x-1.59x 1.40x-1.59x
		Needs Attention	<1.40x <1.40x
Strategy 2:	Implement water and wastewater rates and charges that are legal, fair, reasonable, and equitable.		
KPI #35	Affordability (Water)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
Low-use water bill (100 gallons per day) compared to 20th percentile Median Household Income (average of Alameda and Contra Costa Counties)		Exceeded	<1.0% <1.0%
		Full Success	1.0%-2.5% 1.0%-2.5%
		Partial Success	2.6%-3.5% 2.6%-3.5%
		Needs Attention	>3.5% >3.5%
KPI #36	Affordability (Wastewater)		
	<i>Lagging Indicator</i>	Target	FY 2025 FY 2026
District's portion of the low-use wastewater bill compared to 20th percentile Median Household Income (average of Alameda and Contra Costa Counties)		Exceeded	<0.5% <0.5%
		Full Success	0.5%-1.3% 0.5%-1.3%
		Partial Success	1.4%-1.8% 1.4%-1.8%
		Needs Attention	>1.8% >1.8%

Long-Term Financial Stability <i>(continued)</i>			
Strategy 3: Ensure integrity, accountability, and transparency in financial management.			
KPI #37	Operating Overtime Budget Performance (Water)		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>(5.0%) >(5.0%)
Annual change in actual overtime hours for planned work		Full Success	(5.0%)-5.0% (5.0%)-5.0%
		Partial Success	5.1%-10.0% 5.1%-10.0%
		Needs Attention	>10.0% >10.0%
KPI #38	Operating Overtime Budget Performance (Wastewater)		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>(5.0%) >(5.0%)
Annual change in actual overtime hours for planned work		Full Success	(5.0%)-5.0% (5.0%)-5.0%
		Partial Success	5.1%-10.0% 5.1%-10.0%
		Needs Attention	>10.0% >10.0%
KPI #39	Audit Completion		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>100% >100%
Percent of audits completed as compared to number of planned audits		Full Success	96%-100% 96%-100%
		Partial Success	75%-95% 75%-95%
		Needs Attention	<75% <75%
KPI #40	Audit Finding Resolution		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	- -
Percent of audit findings resolved within 90 days		Full Success	96%-100% 96%-100%
		Partial Success	75%-95% 75%-95%
		Needs Attention	<75% <75%
Strategy 4: Implement technologies that improve the efficiency and effectiveness of business processes.			
KPI #41	IT Security Activities Completion		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>100% >100%
Percent of IT security activities completed		Full Success	95%-100% 95%-100%
		Partial Success	90%-94% 90%-94%
		Needs Attention	<90% <90%

Long-Term Infrastructure Investment			
We maintain and improve the District's infrastructure in a cost-effective manner to ensure sustainable delivery of reliable, high-quality service now and in the future, addressing economic, environmental, and social concerns.			
Strategy 2: Meet operational needs and reliability goals by effectively maintaining the infrastructure.			
KPI #42	Sewer Interceptor Inspections		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>5,000 >5,000
Feet of interceptor sewer pipe inspected		Full Success	3,001-5,000 3,001-5,000
		Partial Success	2,000-3,000 2,000-3,000
		Needs Attention	<2,000 <2,000

Long-Term Infrastructure Investment <i>(continued)</i>				
KPI #43	Water Pipe Surveys			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Miles of pipe surveyed for leaks		Exceeded	>800	>800
		Full Success	500-800	500-800
		Partial Success	100-499	100-499
		Needs Attention	<100	<100
KPI #44	Water System Valves Exercised			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Percent of water system valves exercised		Exceeded	>10%	>10%
		Full Success	6%-10%	6%-10%
		Partial Success	4%-5%	4%-5%
		Needs Attention	<4%	<4%
KPI #45	Corrective Work Orders (Water)			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of corrective work order hours classified high priority		Exceeded	<15%	<15%
		Full Success	15%-20%	15%-20%
		Partial Success	21%-25%	21%-25%
		Needs Attention	>25%	>25%
KPI #46	Corrective Work Orders (Wastewater)			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of corrective work order hours classified high priority		Exceeded	<20%	<20%
		Full Success	20%-24%	20%-24%
		Partial Success	25%-30%	25%-30%
		Needs Attention	>30%	>30%
KPI #47	Pipeline Breaks			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Number of water system pipeline breaks per 100 miles of pipe		Exceeded	<15	<15
		Full Success	15-20	15-20
		Partial Success	21-25	21-25
		Needs Attention	>25	>25
KPI #48	Wastewater Maintenance Labor Hours			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of total maintenance labor hours spent on planned work		Exceeded	>60%	>60%
		Full Success	50%-60%	50%-60%
		Partial Success	40%-49%	40%-49%
		Needs Attention	<40%	<40%
Strategy 3:	Implement the master plans and set priorities in the operating and capital budget process to reflect the needs identified in those plans.			
KPI #49	Change Orders			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Percent of District-directed, non-discretionary change orders on construction contracts		Exceeded	<3.0%	<3.0%
		Full Success	3.0%-3.9%	3.0%-3.9%
		Partial Success	4.0%-5.0%	4.0%-5.0%
		Needs Attention	>5.0%	>5.0%
KPI #50	Pipeline Replacement			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Miles of distribution pipe replaced		Exceeded	>27.5	>27.5
		Full Success	25.0-27.5	25.0-27.5
		Partial Success	22.5-24.9	22.5-24.9
		Needs Attention	<22.5	<22.5

Long-Term Infrastructure Investment <i>(continued)</i>				
KPI #51	Pumping Plants			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Annual average number of pumping plants rehabilitated since FY 2015		Exceeded	>2.1	>2.1
		Full Success	1.9-2.1	1.9-2.1
		Partial Success	1.5-1.8	1.5-1.8
		Needs Attention	<1.5	<1.5
KPI #52	Steel Water Tanks			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Annual average number of steel water tanks rehabilitated since FY 2015		Exceeded	>2.1	>2.1
		Full Success	1.9-2.1	1.9-2.1
		Partial Success	1.5-1.8	1.5-1.8
		Needs Attention	<1.5	<1.5

Long-Term Water Supply				
We ensure a reliable high quality water supply for the future.				
Strategy 2:	Reduce potable water demand through water efficiency and conservation and build on past water savings success to help ensure a reliable water supply.			
KPI #53	Long-Term Framework Conservation Targets			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Performance relative to the four conservation targets		Exceeded	>100%	>100%
		Full Success	90%-100%	90%-100%
		Partial Success	80%-89%	80%-89%
		Needs Attention	<80%	<80%
KPI #54	Savings from Conservation Programs			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Implement Water Conservation Strategic Plan measures that are expected to result in 50.8 MGD of savings by 2025		Exceeded	>51.0 MGD	>51.8 MGD
		Full Success	50.8 MGD - 51.0 MGD	51.5 MGD - 51.8 MGD
		Partial Success	50.4 MGD - 50.7 MGD	51.2 MGD - 51.4 MGD
		Needs Attention	<50.4 MGD	<51.2 MGD

Water Quality and Environmental Protection				
We meet or surpass environmental and public health standards and protect public trust values.				
Strategy 1:	Manage the Mokelumne and East Bay watersheds to ensure a high quality water supply and protect natural resources while providing appropriate public access.			
KPI #55	Mokelumne River Fall-Run Chinook Salmon Returns			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Salmon returns, relative to rolling six-year average (two cohorts)		Exceeded	>7,272	>7,272
		Full Success	5,455-7,272	5,455-7,272
		Partial Success	3,637-5,454	3,637-5,454
		Needs Attention	<3,636	<3,636

Water Quality and Environmental Protection <i>(continued)</i>				
Strategy 2:		Operate and maintain District facilities to surpass federal and state drinking water regulations.		
KPI #56	Water Quality: Regulations			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of water quality regulations met (health-based regulations)		Exceeded	-	-
		Full Success	100%	100%
		Partial Success	-	-
		Needs Attention	<100%	<100%
KPI #57	Water Quality: Goals			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent of water quality goals met		Exceeded	-	-
		Full Success	100%	100%
		Partial Success	90%-99%	90%-99%
		Needs Attention	<90%	<90%
Strategy 3:		Operate and maintain District facilities to anticipate and meet all water discharge, air emission, and land disposal requirements to protect and enhance the environment.		
KPI #58	Significant Industrial User Inspections			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Percent of inspections completed to meet federal pretreatment requirements		Exceeded	>105%	>105%
		Full Success	100%-105%	100%-105%
		Partial Success	95%-99%	95%-99%
		Needs Attention	<95%	<95%
Strategy 4:		Minimize impacts to the environment by reducing, recycling, reusing and reclaiming waste, and by conserving natural resources.		
KPI #59	Carbon Neutrality by 2030			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Achieve carbon neutrality for indirect and direct greenhouse (GHG) emissions by 2030 for the Water and Wastewater systems, measured by the annual (calendar year) GHG inventory.		Exceeded	<15,382 MT CO ₂ e	<12,306 MT CO ₂ e
		Full Success	15,382 MT CO ₂ e - 18,458 MT CO ₂ e	12,306 MT CO ₂ e - 15,382 MT CO ₂ e
		Partial Success	18,458 MT CO ₂ e - 21,535 MT CO ₂ e	15,382 MT CO ₂ e - 18,458 MT CO ₂ e
		Needs Attention	>21,535 MT CO ₂ e	>18,458 MT CO ₂ e
Strategy 5:		Ensure protection and stewardship of San Francisco Bay.		
KPI #60	Pollution Prevention Outreach			
	<i>Leading Indicator</i>	Target	FY 2025	FY 2026
Number of attendees at tours and other events		Exceeded	>1,000	>1,000
		Full Success	900-1,000	900-1,000
		Partial Success	800-899	800-899
		Needs Attention	<800	<800
KPI #61	Private Sewer Lateral Program Implementation			
	<i>Lagging Indicator</i>	Target	FY 2025	FY 2026
Percent compliance following enforcement of title transfer triggers and water meter triggers		Exceeded	>95%	>95%
		Full Success	90%-95%	90%-95%
		Partial Success	80%-89%	80%-89%
		Needs Attention	<80%	<80%

Workforce Planning and Development

We create an environment that attracts, retains, and engages a high performing diverse and inclusive workforce in support of the District's mission and core values.

Strategy 1:	Coordinate workforce planning activities to determine future needs, identify gaps, and implement actions to close the gaps.		
KPI #62	Injury and Illness Investigations		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>95% >95%
Injury and Illness Investigations (PE-020 forms) completed within 10 working days		Full Success	90%-95% 90%-95%
		Partial Success	75%-89% 75%-89%
		Needs Attention	<75% <75%
Strategy 2:	Continue to develop employees to meet evolving workforce demands and implement actions to close gaps.		
KPI #63	Training Hours		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>40 >40
Training hours per employee		Full Success	30-40 30-40
		Partial Success	25-29 25-29
		Needs Attention	<25 <25
Strategy 3:	Support District values, recognize employee contributions, and establish clear performance measures to achieve a high performance culture.		
KPI #64	Employee Recognition Activities		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>90% >90%
Percentage of employees participating in recognition activities		Full Success	80%-90% 80%-90%
		Partial Success	70%-79% 70%-79%
		Needs Attention	<70% <70%
KPI #65	Wellness		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	>3 >3
Number of wellness outreach campaigns implemented		Full Success	3 3
		Partial Success	2 2
		Needs Attention	<2 <2
Strategy 4:	Enhance the District's ability to recruit a highly qualified, diverse staff that exhibits the District's values.		
KPI #66	Hiring Timelines		
	<i>Leading Indicator</i>	Target	FY 2025 FY 2026
		Exceeded	<84 <84
Average number of calendar days from position fill request approval to hiring request approval		Full Success	84-105 84-105
		Partial Success	106-126 106-126
		Needs Attention	>126 >126

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**EAST BAY
MUNICIPAL UTILITY DISTRICT**

375 Eleventh Street, Oakland, CA 94607

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ebmud.com

Additional Reference Information

- Information about who we are including our Strategic Plan and Key Performance Indicators (<https://www.ebmud.com/about-us/who-we-are>)
- Information about EBMUD governance including the Municipal Utility District Act and the Board of Directors' Ethics Policy (<https://www.ebmud.com/about-us/board-directors/governance>)
- EBMUD Public Meetings (<https://www.ebmud.com/about-us/board-directors/board-meetings>)
- Diversity, Equity, and Inclusion Strategic Plan ([https://www.ebmud.com/application/files/5917/0905/8671/EBMUD Diversity Equity and Inclusion Strategic Plan.pdf](https://www.ebmud.com/application/files/5917/0905/8671/EBMUD%20Diversity%20Equity%20and%20Inclusion%20Strategic%20Plan.pdf))
- Transparency Information (<https://www.ebmud.com/about-us/who-we-are/transparency-information>)
- Financial Information (<https://www.ebmud.com/about-us/financial-information>)
- Regulations Governing Water Service (<https://www.ebmud.com/customers/new-meter-installation/regulations/regulations-governing-water-service>)
- Information about our Customers (<https://www.ebmud.com/customers>)
- Information about our Water System (<https://www.ebmud.com/water>)
- Information about our Wastewater System (<https://www.ebmud.com/wastewater>)
- Information about our Recreation (<https://www.ebmud.com/recreation>)
- Customer Assistance Program (<https://www.ebmud.com/customers/customer-assistance-program>)
- Construction and Maintenance (<https://www.ebmud.com/about-us/construction-and-maintenance>)
- Sustainability (<https://www.ebmud.com/about-us/sustainability>)
- Climate Action Plan (<https://www.ebmud.com/application/files/6416/1178/0828/Climate-Action-Plan-2021-WEB.PDF>)
- Publications including links to our Biennial Report, Customer Pipeline Newsletters, and various factsheets and reports (<https://www.ebmud.com/about-us/publications>)