



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

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375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

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**AGENDA  
Tuesday, March 10, 2020**

**REGULAR CLOSED SESSION  
11:00 a.m., Boardroom**

**ROLL CALL:**

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

**ANNOUNCEMENT OF CLOSED SESSION AGENDA:**

1. Existing litigation pursuant to Government Code section 54956.9(a):
  - a. *CSAA Insurance Exchange v. East Bay Municipal Utility District*  
Alameda County Superior Court, Case No. RG17880371
  - b. *Timothy Alford, et al. v. East Bay Municipal Utility District, et al.*  
Contra Costa County Superior Court, Case No. MSC16-01348
2. Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2):
  - a. Town of Moraga  
Claim No. 2017-L-290
  - b. William Strauss and Suzanne Strauss  
Claim No. 2018-L-076
3. Conference with Real Property Negotiators pursuant to Government Code section 54956.8 regarding terms of payment for one parcel of land located near Briones Reservoir, Orinda, California. East Bay Municipal Utility District Negotiators: Andrew Lee, Manager of Customer & Community Services, and Matt Elawady, Manager of Real Estate Services. Negotiating parties: East Bay Municipal Utility District and John Naylor.
4. Personnel exception pursuant to Government Code section 54957 to consider selection for the position of General Manager.

*(The Board will convene to Conference Room 8 to discuss Closed Session agenda items.)*

**REGULAR BUSINESS MEETING**  
**1:15 p.m., Boardroom**

**ROLL CALL:**

**BOARD OF DIRECTORS:**

- Pledge of Allegiance

**PRESENTATION:**

- State of California Reciprocity Partner of the Year Bronze Award for the District's Efforts Promoting Small and Disabled Veteran Business Programs

**ANNOUNCEMENTS FROM CLOSED SESSION:**

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

**CONSENT CALENDAR:** (Single motion and vote approving 8 recommendations.)

1. Approve the Special and Regular Meeting Minutes of February 25, 2020.
2. File correspondence with the Board.
3. Award a contract to the lowest responsive/responsible bidder Valley Truck and Tractor, Inc., in an amount, after the addition of taxes, not to exceed \$120,174 for supplying one John Deere tractor and one Alamo mower for the District's fleet to support vegetation management under Request for Quotation No. 2004.
4. Award a contract to the lowest responsive/responsible bidder, Western Water Constructors, in the amount of \$6,439,450 for the Orinda Water Treatment Plant Maintenance and Scouring Air System Upgrade under Specification 2143.
5. Authorize an agreement beginning on or after March 10, 2020 with M. E. Simpson Company, Inc., in an amount not to exceed \$126,160 to prepare a large meter improvements plan.
6. Authorize an amendment to the agreement awarded under Board Motion No. 037-13 with Athens Administrators to increase the amount by \$250,000 annually for three years to a total amount not to exceed \$2,500,000 to serve as the District's Third Party Administrator in support of the District's Liability and Subrogation program.

**CONSENT CALENDAR:** (Continued)

7. Authorize actions related to tree trimming and related services.
  - 7a. Authorize a second amendment to agreements awarded under Board Motion No. 152-18 to increase the amount by \$700,000 to an amount not to exceed \$4,050,000 for tree trimming and related services through September 26, 2021, from the following vendors: A-Plus Tree, Inc.; Arbor Products dba Expert Tree Service; Arborwell, Inc.; Arborworks, Inc.; East Bay Tree Service; Graham Tree Services, Inc.; Hamilton Tree Service; The F.A. Barlett Tree Experts Co.; and The Professional Tree Care Co.
  - 7b. Authorize additional agreements for tree trimming and related services with vendors that meet District standards and offer pricing at or below the range in the amended agreements above. These additional agreements may be issued, on an as-needed basis, to increase flexibility and ensure availability of tree trimming services to the District. The Board of Directors will be notified of additional qualified vendors by means of the General Manager's monthly report.
8. Authorize the Office of General Counsel to continue the employment of the law firm of Olson Remcho, LLP, for specialized legal services related to elections and conflicts of interest matters.

**DETERMINATION AND DISCUSSION:**

9. General Manager's Report:
  - Water Supply Update
  - Public Safety Power Shutoff 2020 Preparation
  - Monthly Report – February 2020

**REPORTS AND DIRECTOR COMMENTS:**

10. Committee Reports:
  - Finance/Administration
  - Planning
11. Other Items for Future Consideration.
12. Director Comments.

**ADJOURNMENT:**

***The next Regular Meeting of the Board of Directors will be held at 1:15 p.m. on Tuesday, March 24, 2020 in the Administration Building Boardroom, 375 Eleventh Street, Oakland, California.***

**Disability Notice**

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

**Document Availability**

*Materials related to an item on this agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11<sup>th</sup> Street, Oakland, California, during normal business hours, and can be viewed on our website at [www.ebmud.com](http://www.ebmud.com).*

## BOARD CALENDAR

Date	Meeting	Time/Location	Topics
Tuesday, March 10	<b>Planning Committee</b> Linney {Chair}, McIntosh, Mellon	9:30 a.m. Training Resource Center	<ul style="list-style-type: none"> <li>• Orinda Water Treatment Plant Disinfection Improvements Project Update</li> <li>• Private Sewer Lateral Program Update</li> <li>• Railroad Property Acquisition – Initiation of Eminent Domain Proceedings</li> <li>• Annual Recreation Report – 2019</li> <li>• 2019 Mokelumne Fall-run Chinook Salmon and Steelhead Returns</li> </ul>
	<b>Legislative/Human Resources Committee</b>  <b>Board of Directors</b>	  11:00 a.m. 1:15 p.m.	  <i>Cancelled</i>  <ul style="list-style-type: none"> <li>• Closed Session</li> <li>• Regular Meeting</li> </ul>
Tuesday, March 24	<b>Finance/Administration Committee</b> Patterson {Chair}, Coleman, Katz	TBD Training Resource Center	<ul style="list-style-type: none"> <li>• Closed Session</li> <li>• Regular Meeting</li> </ul>
	<b>Financial Stability Workshop</b>  <b>Board of Directors</b>	TBD Training Resource Center  11:00 a.m. 1:15 p.m.	
Tuesday, March 31	<b>Cesar Chavez Day 2020</b>		<i>District Offices Closed</i>
Tuesday, April 14	<b>Planning Committee</b> Linney {Chair}, McIntosh, Mellon	9:15 a.m. Training Resource Center	
	<b>Legislative/Human Resources Committee</b> Coleman {Chair}, McIntosh, Patterson  <b>Board of Directors</b>	10:30 a.m. Training Resource Center  11:00 a.m. 1:15 p.m.	

## **MINUTES**

**Tuesday, February 25, 2020**

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

### **Special Meeting**

President Marguerite Young called to order the Special Meeting of the Board of Directors at 9:06 a.m. in the Training Resource Center. The Board met in workshop session to receive an update on the long-term water supply.

### **ROLL CALL**

Directors Andy Katz, Doug Linney, Frank Mellon, William B. Patterson, and President Marguerite Young were present at roll call. Director Lesa R. McIntosh arrived at 10:35 a.m. (excused). Director John A. Coleman was absent (excused).

Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Director of Water and Natural Resources Michael T. Tognolini, Manager of Water Supply Improvements Linda H. Hu, Manager of Water Conservation Alice E. Towey, Senior Civil Engineer Bradley M. Ledesma, Special Assistant to the General Manager Kelly A. Zito, Assistant to the General Manager Janetta M. Johnson, and Secretary of the District Rischa S. Cole.

### **PUBLIC COMMENT**

Addressing the Board were the following: 1) Ken Gibson commented on water conservation rebates and the desire to see rebates continue for low-income customers for toilets and clothes washers; 2) Heinrich Albert, Sierra Club, thanked staff for the information and commented on the potential impacts of water supply management to the environment; 3) Margo Schueler, commented on Alice Towey's work on Sustainable Groundwater Management Act activities and the impacts of sea level rise; and 4) Elizabeth Dougherty, Wholly H2O, commented on partnering with community groups to expand outreach regarding water conservation.

### **DISCUSSION**

- Filed with the Board was a presentation entitled "Long-Term Water Supply Workshop," dated February 25, 2020.

General Manager Alexander R. Coate provided introductions and said the workshop is an opportunity for the Board to review key aspects of the District's 2018 Strategic Plan.

Director of Water and Natural Resources Michael T. Tognolini introduced the presenters and Long-Term Water Supply team members. He explained the workshop topics will focus on new topics, current challenges, and demand projections and strategies. The theme of the presentation is to continue building a resilient water supply portfolio.

Manager of Water Supply Improvements Linda H. Hu presented an overview of key current and future challenges to the District's long-term water supply including climate change, drought, regulatory uncertainties, and state and federal actions. She reviewed some of the regulatory uncertainties and state and federal actions that will impact the District and key strategies staff will use to improve water supply resiliency. Some strategies include engaging in discussions regarding the Voluntary Agreement process; diversifying the District's water supply portfolio and developing regional partnerships; taking Central Valley Project water during the first year of a drought; continuing investments in resilient infrastructure; and developing and implementing mitigation and adaptation strategies in response to climate change. She discussed the four categories in the State's draft water resilience portfolio and said the District's strategies closely align with the State's portfolio. Staff submitted written comments to the California Natural Resources Agency on the State's portfolio and in the letter, highlighted the District's experience building a diverse and resilient water portfolio.

Senior Civil Engineer Bradley M. Ledesma presented information on the 2050 Demand Study which supports efforts in many District activities. The study receives a major update every ten years and was last updated in 2009. He reviewed the approach and methodology noting this effort was coordinated amongst various District workgroups. Staff gathered data from all 22 local land use agencies, Association of Bay Area Governments, and Plan Bay Area to develop driver forecasts (or number of units e.g., homes) and multiplied this factor by the water demand per unit (e.g., gallons per day per home) to get water demand (e.g., gallons per day). Mr. Ledesma reported the study results identified three trends in the commercial, industrial, and institutional sectors that differed from the 2009 study. He discussed the trends and projected growth in the District's five customer sectors between 2018 and 2050, described the data sources and new approach used to develop the study's demand model, and the criteria for constructing the forecast. He reviewed the study's forecasted demand which accounts for customer rebounds in water use but does not factor in drought or economic impacts. The 2050 Demand Study will inform the District's Urban Water Management Plan which is required to be updated by July 2021.

Manager of Water Conservation Alice E. Towey presented an update on the Water Conservation program. She reported that between 1995 and 2018 the District has achieved 46 million gallons per day in conservation savings and is on track to meet or exceed the Water Supply Management Program 2040 conservation target of 62 million gallons per day. She reviewed the drivers for future conservation including the need to meet state regulations in several recently approved legislative bills aimed at increasing water use efficiency. She discussed the District's actions in response to the "Long-Term Framework" in SB 606 and AB 1668 and said staff is actively engaging with state agencies and participating in various workgroups to assist with developing efficiency standards for annual water use. She described the tool used by staff to develop three water conservation forecasts for the 2050 Demand Study; the six initiatives contained in the Water Conservation Master Plan which is scheduled to be updated in 2021; how the Home Water Report and web portal is being used to alert customers about potential leaks; how Automated Metering Infrastructure data is being used to help conserve water; current conservation rebate programs; and upcoming training events for landscaping professionals.

- Director McIntosh arrived at 10:35 a.m.
- Director Patterson left the room at 10:36 a.m. and returned at 10:45 a.m.
- Director Mellon left the room at 10:54 a.m. and returned at 10:56 a.m.
- Director McIntosh left the room at 11:06 a.m. and returned at 11:09 a.m.

Manager of Water Supply Improvements Linda H. Hu presented an update on water transfers, regional partnerships, and recycled water activities. She said the Board, at its meeting in the afternoon, will be asked to consider actions to amend the District's existing Long Term Renewal Contract with the United States Bureau of Reclamation for Central Valley Project water service to convert the Long Term Renewal Contract to a permanent Repayment Contract. The District's initial Long Term Renewal Contract has a term of 40 years and ends in 2046. She reviewed water transfer efforts with Placer County Water Agency, Yuba Water Agency, and Sycamore Mutual Water Company; Bay Area Regional Reliability partnership activities; and the status of the following: Los Vaqueros Reservoir Expansion Project; the pilot Demonstration, Recharge, Extraction, and Aquifer Management project; the Groundwater Sustainability Plan for the East Bay Plain; and the Bayside Groundwater project. The District completed its Updated Recycled Water Master Plan in 2019 and in the near-term plans to focus on expansion of non-potable reuse projects. The master plan update evaluated potable reuse in the long-term and will be re-evaluated when regulations are in place in 2024. She provided an overview on East Bayshore Expansion and water quality improvements; a potential partnership with the Phillips 66 refinery; and the Diablo Country Club satellite project.

Director of Water and Natural Resources Michael T. Tognolini closed out the presentation with highlights on the updates to the Urban Water Management Plan which are due by July 2021 and the System Capacity Charges update which will be presented during Board workshops in March and May 2020. He said the Board will be asked to consider approving new System Capacity Charges and methodologies in June 2020.

The Board thanked staff for the presentation. Staff responded to Board questions regarding the 2050 Demand Study including: how demand projections are developed and used; how Accessory Dwelling Units are classified and how their water usage is captured; how tiny home tracts are classified; the validity of the data provided by the twenty-two local land use agencies; plans to use 2020 census data to update the Demand Study if needed; accounting for potential future reductions in oil refining in the service area; rebound accounting in the 2018-2050 forecast; the data in the graphs on presentation slides #26-#29; the rationale for excluding drought and the economy from the demand model; and demand forecasts for supplemental water supply planning, infrastructure investment decisions, and financial planning. The Board also asked questions regarding outreach for the upcoming Qualified Water Efficient Landscaper Training Program; custom water conservation rebates; the number of lawns in the District's service area; the Bayside Groundwater project; the State's water conservation goal of 55 gallons per capita per day; and Voluntary Agreements.

The Board requested that staff provide the following:

- A copy of the District's comment letter on the Draft 2020 California Water Resilience Portfolio
- An update on the status of the Bayside Groundwater Project
- An update to the Planning Committee on the Los Vaqueros Expansion Project in summer 2020
- Information on conservation outreach coordination efforts with Non-Governmental Organizations and other community partners

- Information on the effectiveness of conservation rebates (e.g., lawn conversions relative to number of lawns over time)
- Information on whether changing rate tiers or moving the fixed portion of the water bill to the property tax bill would incentivize conservation
- Information on how the watershed can better extend base flow capacity
- Include information explaining that the 2050 water demand estimate number does not have significant impact on costs developers would pay during the March and May 2020 Board workshop on System Capacity Charges
- More detail in future presentations on the State's water conservation goal of 55 gallons per capita per day
- Coordinate with storm water agencies to determine if there is synergy between our efforts on storm water management
- Consider providing a public presentation on Voluntary Agreements
- Consider coordinating outreach efforts on Qualified Water Efficient Landscaper training events through community organizations
- Consider increasing the grey water rebate during the Water Conservation Master Plan update
- Contact Lone Tree Cemetery in Fairview regarding water recycling opportunities
- Regarding the 2050 Demand Study
  - o Provide breakout of Accessory Dwelling Units and tiny house tracts in the table on presentation slide #22
  - o Provide information to explain how demand forecast is used for water rights defense, supply development, infrastructure investment and financial forecasting
  - o Consider adding more narrative explanation of forecast model and assumptions
  - o Consider implications of reduction in oil refining

## **ADJOURNMENT**

President Young adjourned the Special Meeting at 11:11 a.m.

SUBMITTED BY:

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Rischa S. Cole, Secretary of the District

APPROVED: March 10, 2020

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Marguerite Young, President of the Board



## **MINUTES**

**Tuesday, February 25, 2020**

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

### **Regular Closed Session Meeting**

President Marguerite Young called to order the Regular Closed Session Meeting of the Board of Directors at 11:11 a.m. in the Administration Building Board Room.

### **ROLL CALL**

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

Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Attorney Derek T. McDonald (Items 1a, 2a, and 2b), Assistant General Counsel Fred S. Etheridge (Item 2c (first and second matters)), Attorney Jonathan D. Salmon (Item 2c (first and second matters)), Attorney Rachel Jones (Item 2c (first and second matters)), Director of Engineering and Construction Jimi Yolo (Items 1a, 2a, and 2b), Engineering Manager Elizabeth Z. Bialek (Items 1a, 2a, and 2b), Director of Water and Natural Resources Michael T. Tognolini (Item 2c (first and second matters)), Engineering Manager Lena L. Tam (Item 2c (first and second matters)), and Environmental Affairs Officer Jose D. Setka (Item 2c (first and second matters)).

### **PUBLIC COMMENT**

There was no public comment.

### **ANNOUNCEMENT OF CLOSED SESSION AGENDA**

President Young announced the closed session agenda. The Board convened to Conference Room 8 for discussion.

### **Regular Business Meeting**

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

### **ROLL CALL**

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

Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer and Secretary of the District Rischa S. Cole.

## **BOARD OF DIRECTORS**

President Young led the Pledge of Allegiance.

## **ANNOUNCEMENTS FROM CLOSED SESSION**

There were no announcements required from closed session.

## **PUBLIC COMMENT**

There was no public comment.

## **CONSENT CALENDAR**

- Item 7 was removed from the Consent Calendar for discussion.
  - Motion by Director Linney, seconded by Director Mellon, to approve the recommended actions for Items 1-6 and 8-11 on the Consent Calendar, carried (6-0) by the following voice vote: AYES Katz, Linney, McIntosh, Mellon, Patterson, and Young); NOES (None); ABSTAIN (None); ABSENT (Coleman).
1. **Motion No. 033-20** – Approved the Regular Meeting Minutes of February 11, 2020.
  2. The following correspondence was filed with the Board: 1) Presentation entitled, “Water Supply Update,” dated February 25, 2020; 2) Presentation entitled, “FY20 Budget Amendment for Commercial Paper Pay Down,” dated February 25, 2020; and 3) Speakers’ Bureau and Outreach Record CY20, dated February 25, 2020.
  3. **Motion No. 034-20** – Awarded a contract to NuSpective, Inc., in an amount, after the addition of taxes, not to exceed \$460,000 for supplying next generation firewall hardware, software, support, and implementation services for three years, beginning on or after February 25, 2020.
  4. **Motion No. 035-20** – Authorized an agreement beginning on or after February 25, 2020 with Kleen Solution Environmental in an amount not to exceed \$33,000 annually for two years with two options to renew for additional one-year periods for a total cost of \$132,000 for hauling and disposal of wastewater digester spoils from the Main Wastewater Treatment Plant.
  5. **Motion No. 036-20** – Authorized an agreement beginning on or after February 25, 2020 with Mott MacDonald Group, Inc., in an amount not to exceed \$1,290,000 for the design and construction inspection services of the Oakland Inner Harbor pipeline crossing.
  6. **Motion No. 037-20** – Authorized an agreement beginning on or after February 25, 2020 with South Bayside Waste Management Authority to waive the tip fee for loads of processed liquid food waste in support of a pilot project to assess the effectiveness of new equipment in extracting organics from municipal solid waste.

7. **Motion No. 041-20** – Authorized an agreement beginning on or after February 25, 2020 with West County Wastewater District for providing treated secondary effluent to the District's North Richmond Water Recycling Plant and Richmond Advanced Recycled Water Expansion facility for 10 years in an amount not to exceed \$4,000,000.
  - Addressing the Board was Andrew Clough, Deputy General Manager, West Count Wastewater District (WCWD), who thanked the Board for considering the action requested for Item 7. EBMUD Director of Wastewater Eileen M. White reported that on February 19, District staff spoke before the WCWD Board and they approved the agreement. She reported the WCWD Board was interested in potentially touring the Richmond Advanced Recycled Expansion facility with EBMUD Board members.
  - Motion by Director Mellon, seconded by Director Patterson, to approve the recommended action for Item 7, carried (6-0) by the following voice vote: AYES (Katz, Linney, McIntosh, Mellon, Patterson, and Young); NOES (None); ABSTAIN (None); ABSENT (Coleman).
8. **Motion No. 038-20** – Authorized an agreement beginning on or after February 25, 2020 with WSP USA, Inc., in an amount not to exceed \$3,424,300 for planning and engineering services for the Mokelumne Aqueducts Delta Tunnel.
9. **Motion No. 039-20** – Authorized a third amendment to the agreement awarded under Board Motion No. 133-15 with Western Area Power Administration to extend the termination date from September 30, 2020 to December 31, 2024 for electricity purchases at District facilities under the Custom Product Contract for Scheduling Coordinator Services Agreement.
10. **Motion No. 040-20** – Approved the January 2020 Monthly Investment Transactions Report.
- 11.1 **Resolution No. 35165-20** – Approving The Conversion Of The Existing Long Term
- 11.3 **Renewal Contract Between The United States Bureau Of Reclamation And The East Bay Municipal Utility District For Water Service From The Central Valley Project To A Repayment Contract Pursuant To The Water Infrastructure Improvements For The Nation Act of 2016, And Making Determinations And Authorizing Certain Actions And Expenditures Related Thereto.**

## **DETERMINATION AND DISCUSSION**

12. **Amend the Fiscal Year 2020 (FY20) Water System budget in the amount of \$24,000,000 and the Wastewater System budget in the amount of \$5,000,000 to pay down a portion of each system's outstanding commercial paper.**

Treasury Manager Robert L. Hannay presented the proposal to amend the FY20 Water and Wastewater Systems' budgets. In FY19, higher-than-budgeted revenues and lower-than-budgeted expenses led to available funds for both systems at year-end. At the October 22, 2019 Finance/Administration Committee meeting, staff proposed using some of the available funds to pay down a portion of the District's outstanding commercial paper. He noted this action is in support of long-term financial stability and that paying down commercial paper would reduce debt outstanding, reduce annual interest cost risk associated with potential interest rate changes, and increase capacity for future borrowing if needed. He pointed out the adopted FY20 and

FY21 debt service budgets for both systems do not include these payments and in future years, the Finance Director will review the feasibility of additional commercial paper principal payments based on financial performance and the financial outlook at that time. Mr. Hannay responded to Board questions regarding current interest rates on the District's commercial paper; the liquidity support provided by banks; commercial paper buyers; and whether this is an opportune time to pay down commercial paper debt.

- Motion by Director Patterson, seconded by Director McIntosh, to approve the recommended actions for Item 12, carried (6-0) by the following voice vote: AYES (Katz, Linney, McIntosh, Mellon, Patterson, and Young); NOES (None); ABSTAIN (None); ABSENT (Coleman).

**Resolution No. 35164-20** – Amend Resolution No. 35144-19 To Amend Fiscal Year 2020 Water And Wastewater Systems' Budget For Commercial Paper Pay Down.

**13. General Manager's Report.**

Manager of Maintenance and Construction/Water Operations David A. Briggs presented the Water Supply Update which included information on the District's and California's current water supply. He reported on gross water production, the snow depth and snow water content at Caples Lake, and reviewed the District's projected total system storage for Water Year 2020. He noted that through February 23, 2020, precipitation in the East Bay is 43% of average and 57% of average in the Mokelumne. As of February 23, the District's total system storage was 601,290 acre feet, which is 103% of average and 78% of capacity.

General Manager Alexander R. Coate announced staff is working on scheduling ward events for Board members and asked the Board to contact staff if they have questions regarding the latest Speakers Bureau and Outreach Record.

**REPORTS AND DIRECTOR COMMENTS**

**14. Committee Reports.**

- Filed with the Board were the February 11, 2020 Planning Committee and Legislative/Human Resources Committee Meeting Minutes.
- Finance/Administration Committee Chair William B. Patterson reported the Committee met earlier in the day and received updates on the following: Fiscal Year 2020 Semi-Annual Budget Performance Report; Fiscal Year 2020 Water and Wastewater Systems' Budget Amendment for Commercial Paper Pay Down; Interest Rate Swap Portfolio Summary Report; 2020 Strategic Plan Update; Monthly Investment Transactions Report for January 2020; and Quarterly Payroll, Disbursement and Real Estate Summary Reports for the Water and Wastewater Systems for Quarter Ended December 31, 2019.
- President Marguerite Young reported the Board met in workshop session earlier in the day to receive an update on the District's long-term water supply.

**15. Other Items for Future Consideration.**

- None.

**16. Director Comments.**

- Director Coleman reported attending/participating in CASA and ACWA meetings February 22 – February 24 in Washington D.C. and plans to attend/participate in the Contra Costa Mayors' Conference on March 5 in Danville and a meeting with Chris Wright from Sierra CPR on March 6 at Murphy's in Walnut Creek.
- Director Mellon commented on Administrative Clerk Susan Bell's upcoming retirement. He wished her well and expressed his appreciation for her support of the Board during her tenure in the Office of the Secretary.
- Director Patterson acknowledged Senior Community Affairs Representative Mona Favorite-Hill for representing the District and accepting an award on his behalf at the Beloved Oakland event on February 19.
- Directors Katz, Linney, and McIntosh, and President Young had no report.

**ADJOURNMENT**

President Young adjourned the meeting at 1:47 p.m.

SUBMITTED BY:

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Rischa S. Cole, Secretary of the District

APPROVED: March 10, 2020

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Marguerite Young, President of the Board

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AGENDA NO.  
MEETING DATE

3.  
March 10, 2020

TITLE **JOHN DEERE TRACTOR WITH ALAMO MOWER**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

### RECOMMENDED ACTION

Award a contract to the lowest responsive/responsible bidder Valley Truck and Tractor, Inc., in an amount, after the addition of taxes, not to exceed \$120,174 for supplying one John Deere tractor and one Alamo mower for the District's fleet to support vegetation management under Request for Quotation (RFQ) No. 2004.

### SUMMARY

This contract is for the purchase of replacement equipment for an old tractor and mower that have reached their normal end of lives. The equipment is used for maintenance of over 45 miles of Mokelumne Aqueduct right-of-way properties to perform vegetation management activities and to maintain properties and access roads to Fire Marshall standards for fire prevention and employee safety. The tractor is used to employ several attachments, including mowers, discs, and box scrapers. The procurement of this equipment supports the District's Long-Term Infrastructure Investment Strategic Plan goal.

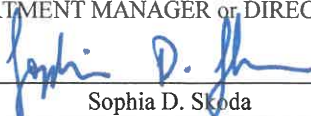

### VENDOR SELECTION

A request for quotations was sent to three resource organizations and 10 potential bidders, advertised in the Oakland Tribune, and posted on the District's website. Two bids were received; Valley Truck and Tractor, Inc. was the lowest responsive/responsible bidder.

### SUSTAINABILITY

#### Economic

Funds are available for this equipment in the FY20 and FY21 Vehicle Replacement Fund.

Funds Available: FY20/21		Budget Code: WSG/756/7999/0200140/5547
DEPARTMENT SUBMITTING  Finance	DEPARTMENT MANAGER or DIRECTOR   Sophia D. Skoda	APPROVED   General Manager

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

### **Social**

The completed P-035 and P-061 forms for the Contract Equity Program are attached.

### **Environmental**

The equipment to be purchased under this contract is manufactured with U.S. Environmental Protection Agency Tier 4 Final engine emissions standards, reduced fuel consumption, and low sound levels.

### **ALTERNATIVES**

**Do not replace this equipment.** This alternative is not recommended because failure to replace equipment in a timely manner will increase operational costs due to the high cost of repair and reduced staff productivity. Poorly performing equipment can also pose possible unsafe working conditions for District personnel.

**Reject and re-bid the contract.** This alternative is not recommended as there is no indication a new solicitation would yield more favorable pricing. The District engaged in a fair and competitive bid process and the bid received meets all specifications and is reasonable for the equipment being purchased.

### **Attachments**

P-035 – Contract Equity Program Summary


P-061 – Affirmative Action Summary





## CONTRACT EQUITY PROGRAM SUMMARY (P-035)

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

<b>TITLE</b> <i>Materials and Supplies - RFQ No. 2004</i> John Deere Tractor with Alamo Mower				<b>DATE:</b> February 18, 2020							
<b>CONTRACTOR:</b> Valley Truck and Tractor, Inc. Yuba City, CA 95993				<b>PERCENTAGE OF CONTRACT DOLLARS</b>							
<b>BID/PROPOSER'S PRICE:</b>  \$120,174		<b>FIRM'S OWNERSHIP</b>		<b>White Men</b>		<b>25%</b>		<b>100.0%</b>			
		<b>Ethnicity</b>	<b>Gender</b>	<b>White Women</b>		<b>2%</b>		<b>0.0%</b>			
		White	Men	<b>Ethnic Minorities</b>		<b>25%</b>		<b>0.0%</b>			
<b>CONTRACT EQUITY PARTICIPATION</b>											
<b>COMPANY NAME</b>	<b>ESTIMATED AMOUNT</b>	<b>ETHNICITY</b>	<b>GENDER</b>		<b>CONTRACTING PARTICIPATION</b>						
			<b>M</b>	<b>W</b>	<b>White-Men</b>	<b>White-Women</b>	<b>Ethnic Minorities</b>	<b>Unclassified</b>	<b>Publicly Held Corp.</b>	<b>Gov't/Non Profit</b>	<b>Foreign</b>
<b>PRIME:</b> Valley Truck and Tractor, Inc.	\$120,174	White	X		100.0%						
<b>SUBS:</b> None											
<b>TOTAL</b>	\$120,174				100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>CONTRACTOR'S WORKFORCE PROFILE (From P-025 Form)</b>											
	<b>White Men</b>	<b>White Women</b>	<b>Ethnic Minorities</b>	<b>Total Employees</b>							
<b>No. of Employees:</b>	13	12	0	25							
<b>Percent of Total Employees:</b>	52.0%	48.0%	0.0%								
<b>MSA Labor Market %:</b>	34.9%	31.0%	34.1%								
<b>MSA Labor Market Location:</b>	Yuba City										
<b>COMMENTS</b>											
Contract Equity Participation - 100% White Men participation.											
<b>Workforce Profile &amp; Statement of Nondiscrimination Submitted</b>				<b>Good Faith Outreach Efforts Requirement Satisfied</b>				<b>Award Approval Recommended</b>			
NA				NA							



## AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title:  <b>John Deere Tractor with Alamo Mower</b>		<b>Ethnic Minority Percentages From U.S. Census Data</b>							
			<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>	<b>TOTAL</b>		
		<b>National</b>	10.5	10.7	3.7	0.7	27.3		
<b>Materials and Supplies - RFQ No. 2004</b>		DATE: 2/18/2020	<b>9 Bay Area Counties</b>		5.5	16.2	14.2	0.4	39.9
			<b>Alameda/CC Counties</b>		10.7	15.6	15.4	0.5	46.2
R=Recmmd P=Prime S=Sub	Composition of Ownership	<b>Number of Ethnic Minority Employees</b>							
Company Name, Owner/Contact Person, Address, and Phone Number			<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>	<b>TOTAL</b>	<b>PERCENT</b>	<b>MSA %</b>
<b>RP</b>	<b>WM</b>	<b>Company Wide</b>	0	0	0	0	0	0.0%	34.1%
Valley Truck and Tractor, Inc. Erinn Perkins 1003 Stabler Lane Yuba City, CA 95993  530-673-4615		Manager/Prof	0	0	0	0	0	0.0%	
		Technical/Sales	0	0	0	0	0	0.0%	
		Clerical/Skilled	0	0	0	0	0	0.0%	
		Semi/Unskilled	0	0	0	0	0	0.0%	
		<b>Bay Area</b>			0	0	0	0	0.0%
AA Plan on File:		<b>NA</b>		Date of last contract with District:		<b>NA</b>			
Co. Wide MSA:		<b>Yuba City</b>		# Employees-Co. Wide:		<b>25</b>		Bay Area: <b>0</b>	
<b>P</b>		<b>WM: LBE</b>		<b>INFORMATION NOT PROVIDED</b>					
Belkorp AG Jeffrey Kerley 1120 W Charter Way Stockton, CA 95206  209-944-5714		<b>Company Wide</b>							
		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
<b>Bay Area</b>									
Co. Wide MSA:									

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



AGENDA NO.  
MEETING DATE

4.  
March 10, 2020

**TITLE      ORINDA WATER TREATMENT PLANT MAINTENANCE AND SCOURING AIR  
SYSTEM UPGRADE**

☒ MOTION      ☐ RESOLUTION      ☐ ORDINANCE

**RECOMMENDED ACTION**

Award a contract to the lowest responsive/responsible bidder, Western Water Constructors, in the amount of \$6,439,450 for the Orinda Water Treatment Plant (WTP) Maintenance and Scouring Air System Upgrade under Specification 2143.

**SUMMARY**



Work includes installing a scouring air system, rehabilitating and replacing the filter gallery and chemical building roofs, and performing related civil, structural, electrical, and mechanical upgrades at the Orinda Water Treatment Plant (WTP) in order to improve system reliability. This project also includes work at the chemical building and wash water detention ponds to address accessibility and maintenance issues.

**DISCUSSION**

This project will install a scouring air system to replace the existing surface wash system at the Orinda WTP, which has reached the end of its expected service life. The project scope includes demolishing electrical and mechanical equipment, civil and structural components, and surface wash pumps and piping and installing air blower packages, electrical and control equipment, and related piping in the polymer building and filter gallery.

The existing roofing systems on the filter gallery and chemical building have also reached the end of their expected service lives. This project will replace the roofing systems and existing HVAC equipment and control accessories.

Work under this project also includes: modifying the chemical building's existing hypochlorite chemical feed system piping to address accessibility issues, and sealing the wash water detention ponds to address deterioration of the water sealants and prevent future leakage. This project supports the District's Long-Term Infrastructure Investment Strategic Plan goal.

Funds Available: FY20/21; CIP # 000437; Page 47		Budget Code: WSC/570/7999/5561/ 2012536:25
DEPARTMENT SUBMITTING  Engineering and Construction	DEPARTMENT MANAGER or DIRECTOR   Olujimi O. Yoloye	APPROVED   General Manager

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

## **BID RESULTS**

Bid documents were issued to 21 resource organizations and 23 prospective bidders. Five bids were received, ranging from \$6,439,450 to \$10,495,100. The bid summary is attached. The engineer's estimate for this work is \$11,276,087. The estimate is higher than the bids primarily due to a competitive bidding environment for this project.

The lowest responsive/responsible bidder, Western Water Constructors, is licensed to perform work in California, and is not on the State Department of Industrial Relations (DIR) debarment list. Western Water Constructors and its listed subcontractors are properly registered with the State DIR. In the past five years, Western Water Constructors has not filed a Government Code Claim nor initiated any litigation against the District.

## **SUSTAINABILITY**

### **Economic**

This item is included in the FY20/21 budget for the Treatment Plant Upgrades Project.

### **Social**

The completed P-035 and P-061 forms for the Contract Equity Program are attached.

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

Local 444 was notified of this work on January 14, 2019 and February 4, 2019 and did not raise any specific issues related to this contract.

### **Environmental**

A California Environmental Quality Act (CEQA) Notice of Exemption was posted with the Contra Costa County Clerk on April 29, 2019.

## **ALTERNATIVES**

**Do not complete the project.** This alternative is not recommended because the age and deteriorating conditions of the electrical and mechanical equipment, surface wash pumps and piping, and roofing systems pose system reliability concerns.

**Defer the project.** This alternative is not recommended because these facilities have reached the end of their useful lives.

Orinda WTP Maintenance and Scouring Air System Upgrade

March 10, 2020

Page 3

**Perform the work with District forces.** This alternative is not recommended because District staff does not possess the resources and expertise needed to perform a project of this scale.

Attachments

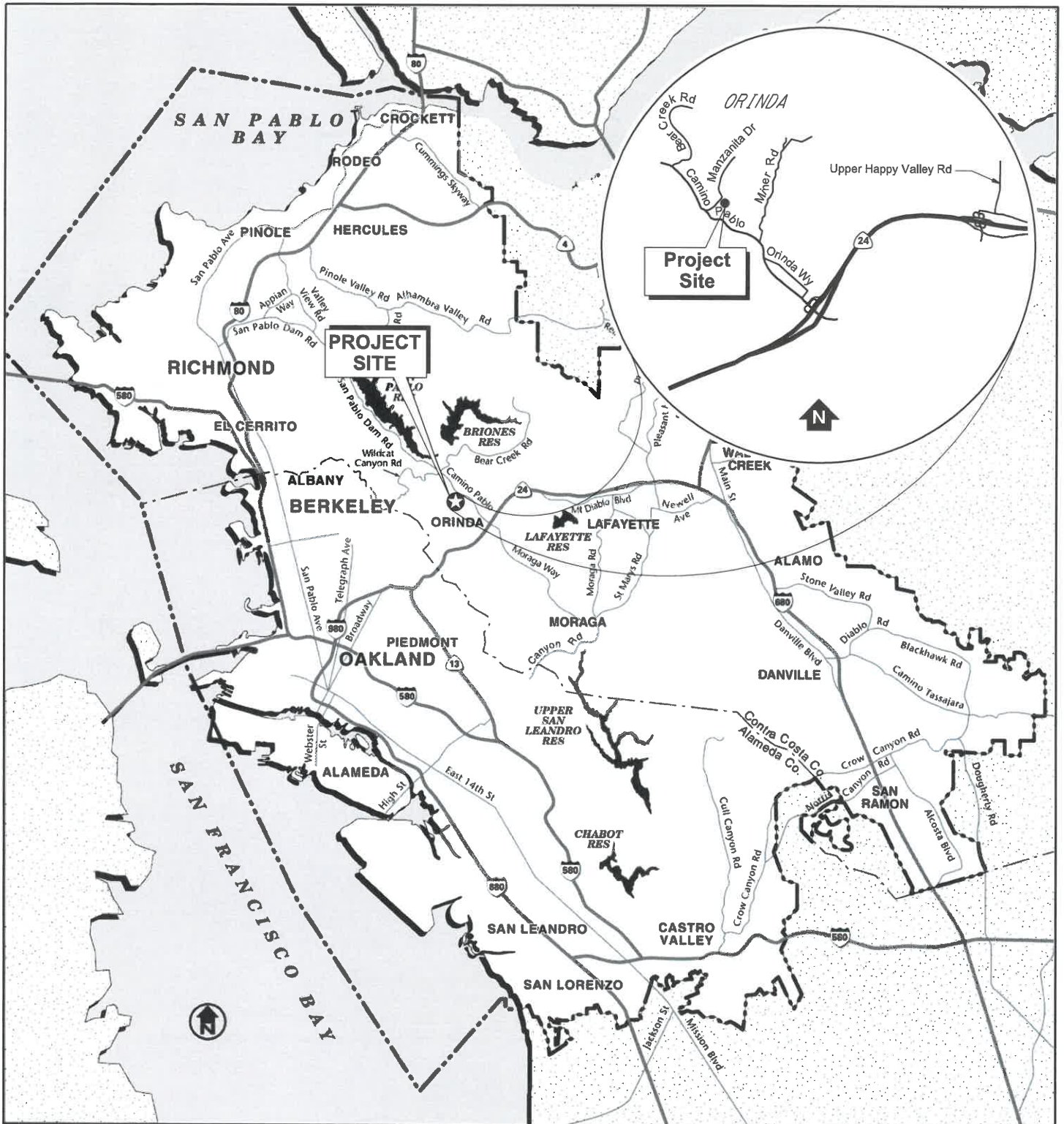
Location Map

Bid Summary

P-035 - Contract Equity Program Summary

P-061 - Affirmative Action Summary

I:\Sec\2020 Board Related Items\031020 Board Agenda Items\E&C\Orinda WTP Maintenance and Scouring Air System Upgrade.doc



# **PROJECT SITE LOCATION MAP**

NOT TO SCALE

**EAST BAY MUNICIPAL UTILITY DISTRICT**

**ORINDA WATER TREATMENT PLANT  
MAINTENANCE AND SCOURING AIR  
SYSTEM UPGRADE**

**SPECIFICATION 2143**



**EAST BAY MUNICIPAL UTILITY DISTRICT**

**SPECIFICATION 2143**

**ORINDA WTP MAINTENANCE AND SCOURING AIR SYSTEM UPGRADE**

**Bids Opened February 5, 2020**

	<b>BIDDER</b>	<b>TOTAL AMOUNT BID</b>
1.	Western Water Constructors 707 Aviation Blvd. Santa Rosa, CA 95403 (707) 540-9640	\$6,439,450
2.	C. Overaa & Co. 200 Parr Blvd. Richmond, CA 94801 (510) 234-0926	\$6,646,000
3.	Kiewit Infrastructure West Co. 4650 Business Center Dr. Fairfield, CA 94534 (707) 439-7300	\$7,167,550
4.	Anvil Builders, Inc. 1475 Donner Ave. San Francisco, CA 94124 (415) 285-5005	\$8,460,000
5.	Mountain Cascade, Inc. 555 Exchange Ct. Livermore, CA 94550 (925) 373-8370	\$10,495,100

Engineer's Estimate: \$11,276,087


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# CONTRACT EQUITY PROGRAM SUMMARY (P-035)

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

<b>TITLE</b> <b>SPECIFICATION NO.: 2143</b> <b>Orinda WTP Maintenance and Scouring Air System Upgrade</b>			<b>DATE:</b> <b>February 21, 2020</b>							
<b>CONTRACTOR:</b> Western Water Constructors Santa Rosa, CA 95403			<b>PERCENTAGE OF CONTRACT DOLLARS</b>							
			<b>Availability Group</b>	<b>Contracting Objectives</b>	<b>Participation</b>					
<b>BID/PROPOSER'S PRICE:</b>	<b>FIRM'S OWNERSHIP</b>		<b>White Men</b>	<b>25%</b>	<b>74.2%</b>					
	<b>Ethnicity</b>	<b>Gender</b>	<b>White Women</b>	<b>9%</b>	<b>17.9%</b>					
<b>\$6,439,450</b>	<b>White</b>	<b>Men</b>	<b>Ethnic Minorities</b>	<b>25%</b>	<b>7.9%</b>					
<b>CONTRACT EQUITY PARTICIPATION</b>										
<b>COMPANY NAME</b>	<b>ESTIMATED AMOUNT</b>	<b>ETHNICITY</b>	<b>GENDER</b>		<b>CONTRACTING PARTICIPATION</b>					
			<b>M</b>	<b>W</b>	<b>White-Men</b>	<b>White-Women</b>	<b>Ethnic Minorities</b>	<b>Unclassified</b>	<b>Publicly Held Corp.</b>	<b>Gov't/Non Profit</b>
<b>PRIME:</b> Western Water Constructors      \$3,873,643      White      X      60.2%										
<b>SUBS:</b> W.C. Maloney      \$565,000      White      X      8.8%										
Blocka Construction Inc.      \$936,000      White           X      14.5%										
Craneworks      \$77,041      Asian      X      1.2%										
James Long Construction Services, Inc.      \$218,000      White           X      3.4%										
Central Roofing      \$432,000      Hispanic      X      6.7%										
Danco Waterproofing      \$66,350      White      X      1.0%										
Value Painting      \$48,000      White      X      0.7%										
Farwest Insulation Contracting      \$73,416      White      X      1.1%										
Gierlich-Mitchell      \$150,000      White      X      2.3%										
<b>TOTAL</b>		<b>\$6,439,450</b>		<b>74.2%</b>	<b>17.9%</b>	<b>7.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CONTRACTOR'S WORKFORCE PROFILE (From P-025 Form)</b>										
		<b>White Men</b>		<b>White Women</b>		<b>Ethnic Minorities</b>		<b>Total Employees</b>		
<b>No. of Employees:</b>		<b>28</b>		<b>5</b>		<b>25</b>		<b>58</b>		
<b>Percent of Total Employees:</b>		<b>48.3%</b>		<b>8.6%</b>		<b>43.1%</b>				
<b>MSA Labor Market %:</b>		<b>39.8%</b>		<b>36.9%</b>		<b>23.4%</b>				
<b>MSA Labor Market Location:</b>		<b>Sonoma County</b>								
<b>COMMENTS</b>										
<b>Contract Equity Participation</b> - 74.2% White Men participation, 17.9% White Women participation, and 7.9% Ethnic Minority participation.										
<b>Workforce Profile &amp; Statement of Nondiscrimination Submitted</b>				<b>Good Faith Outreach Efforts Requirement Satisfied</b>				<b>Award Approval Recommended</b>		
<b>NA</b>				<b>YES</b>						



# AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title: <b>Orinda WTP Maintenance and Scouring Air System Upgrade</b>		Ethnic Minority Percentages From U.S. Census Data							
			B	H	A/PI	AI/AN	TOTAL		
		National	10.5	10.7	3.7	0.7	27.3		
Spec. No.: <b>2143</b>		DATE: <b>2/21/2020</b>	9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9	
			Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2	
R=Recmmd P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees							
Company Name, Owner/Contact Person, Address, and Phone Number			B	H	A/PI	AI/AN	TOTAL	PERCENT	
MSA %									
RP	WM	Company Wide	0	17	1	0	18	31.0%	23.4%
Western Water Constructors		Manager/Prof	0	0	0	0	0	0.0%	
Ken Kreischer		Technical/Sales	0	0	0	0	0	0.0%	
707 Aviation Blvd.		Clerical/Skilled	0	4	0	0	4	17.4%	
Santa Rosa, CA 95403		Semi/Unskilled	0	13	1	0	14	51.9%	
707-540-9640		Bay Area	0	0	0	0	0	0.0%	39.9%
		AA Plan on File: <b>NA</b>	Date of last contract with District: <b>NA</b>						
		Co. Wide MSA: <b>Sonoma County</b>	# Employees-Co. Wide: <b>58</b>		Bay Area: <b>0</b>				
S	WM: LBE	Company Wide	5	30	0	0	35	56.5%	39.9%
W.C. Maloney		Manager/Prof	0	0	0	0	0	0.0%	
Robert Manetti		Technical/Sales	0	0	0	0	0	0.0%	
4020 Newton Road		Clerical/Skilled	0	0	0	0	0	0.0%	
Stockton, CA 95205		Semi/Unskilled	5	30	0	0	35	70.0%	
209-942-1129		Bay Area	5	30	0	0	35	56.5%	39.9%
		Co. Wide MSA: <b>9 Bay Area Counties</b>	# Employees-Co. Wide: <b>62</b>		Bay Area: <b>62</b>				
S	WW: L/SBE	Company Wide	7	24	4	0	35	41.7%	39.9%
Blocka Construction Inc.		Manager/Prof	0	0	0	0	0	0.0%	
Brian Causey		Technical/Sales	0	1	1	0	2	22.2%	
445 Boulder Court		Clerical/Skilled	4	20	3	0	27	42.2%	
Pleasanton, CA 94566		Semi/Unskilled	3	3	0	0	6	85.7%	
510-657-3686		Bay Area	5	15	4	0	24	0.0%	39.9%
		Co. Wide MSA: <b>9 Bay Area Counties</b>	# Employees-Co. Wide: <b>84</b>		Bay Area: <b>55</b>				
S	EMM: A/PI - LBE	Company Wide	INFORMATION NOT PROVIDED						
Craneworks		Manager/Prof							
Elmer Cremen		Technical/Sales							
2585 Nicholson Street		Clerical/Skilled							
San Leandro, CA 94577		Semi/Unskilled							
510-357-4000		Bay Area							
		Co. Wide MSA:							
S	WW	Company Wide	INFORMATION NOT PROVIDED						
James Long Construction Services, Inc.		Manager/Prof							
Matt Tucker		Technical/Sales							
8560 Younger Creek Drive		Clerical/Skilled							
Sacramento, CA 95828		Semi/Unskilled							
916-379-9524		Bay Area							
		Co. Wide MSA:							
S	EMM: H - SBE	Company Wide	0	14	0	0	14	100.0%	39.9%
Central Roofing		Manager/Prof	0	2	0	0	2	100.0%	
Angel Rodriguez		Technical/Sales	0	0	0	0	0	0.0%	
320 Victory Avenue, Suite B		Clerical/Skilled	0	4	0	0	4	100.0%	
S. San Francisco, CA 94080		Semi/Unskilled	0	8	0	0	8	100.0%	
650-333-3639		Bay Area	0	14	0	0	0	0.0%	39.9%
		Co. Wide MSA: <b>9 Bay Area Counties</b>	# Employees-Co. Wide: <b>14</b>		Bay Area: <b>14</b>				

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



# AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title: <b>Orinda WTP Maintenance and Scouring Air System Upgrade</b>		Ethnic Minority Percentages From U.S. Census Data							
			B	H	A/PI	AI/AN	TOTAL		
		National	10.5	10.7	3.7	0.7	27.3		
Spec. No.: <b>2143</b>		DATE: <b>2/21/2020</b>	9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9	
			Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2	
R=Recmmd P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees							
Company Name, Owner/Contact Person, Address, and Phone Number		B	H	A/PI	AI/AN	TOTAL	PERCENT	MSA %	
S	WM: L/SBE	Company Wide	INFORMATION NOT PROVIDED						
Danco Waterproofing		Manager/Prof							
Jeff McGhie		Technical/Sales							
425 Boulder Court, Suite 800		Clerical/Skilled							
Pleasanton, CA 94566		Semi/Unskilled							
925-271-2410		Bay Area							
		Co. Wide MSA:							
S	WM: L/SBE	Company Wide	INFORMATION NOT PROVIDED						
Value Painting		Manager/Prof							
Leonard Haymen		Technical/Sales							
3363 Somerset Avenue		Clerical/Skilled							
Castro Valley, CA 94546		Semi/Unskilled							
510-728-1328		Bay Area							
		Co. Wide MSA:							
S	WM: LBE	Company Wide	INFORMATION NOT PROVIDED						
Farwest Insulation Contracting		Manager/Prof							
Tom Platner		Technical/Sales							
672 Enterprise Court		Clerical/Skilled							
Livermore, CA 94550		Semi/Unskilled							
925-449-2670		Bay Area							
		Co. Wide MSA:							
S	WM	Company Wide	INFORMATION NOT PROVIDED						
Gierlich-Mitchell		Manager/Prof							
Angie McDaniel		Technical/Sales							
135 S. State College Blvd., Suite 226		Clerical/Skilled							
Brea, CA 92821		Semi/Unskilled							
714-236-6070		Bay Area							
		Co. Wide MSA:							
P	WM: LBE	Company Wide	21	147	14	3	185	47.1%	39.9%
C. Overaa & Co.		Manager/Prof	0	1	1	0	2	7.1%	
Maggie White		Technical/Sales	2	6	4	0	12	25.0%	
200 Parr Blvd.		Clerical/Skilled	12	88	7	3	110	50.7%	
Richmond, CA 94801		Semi/Unskilled	7	52	2	0	61	61.0%	
510-234-0926		Bay Area	21	147	14	3	185	47.1%	39.9%
		Co. Wide MSA:	9 Bay Area Counties		# Employees-Co. Wide:		393	Bay Area:	393

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



# AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title: <b>Orinda WTP Maintenance and Scouring Air System Upgrade</b>		Ethnic Minority Percentages From U.S. Census Data						
			B	H	A/PI	AI/AN	TOTAL	
		National	10.5	10.7	3.7	0.7	27.3	
Spec. No.: <b>2143</b>		DATE: <b>2/21/2020</b>	9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9
			Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2
R=Recmmd P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees						
Company Name, Owner/Contact Person, Address, and Phone Number			B	H	A/PI	AI/AN	TOTAL	PERCENT
P	WM	Company Wide	2	30	9	5	46	32.9%
Kiewit Infrastructure West Co. Neal Murphy 4650 Business Center Drive Fairfield, CA 94534  707-439-7300		Manager/Prof	1	10	9	0	20	23.3%
		Technical/Sales	0	0	0	0	0	0.0%
		Clerical/Skilled	1	10	0	3	14	42.4%
		Semi/Unskilled	0	10	0	2	12	57.1%
		Bay Area	2	19	9	0	30	30.0%
		Co. Wide MSA: <b>California</b>	# Employees-Co. Wide: <b>140</b>				Bay Area: <b>100</b>	
P	WM	Company Wide	16	113	65	0	194	39.9%
Anvil Builders Inc. Liza Rivera 1475 Donner Avenue San Francisco, CA 94124  415-285-5000		Manager/Prof	0	16	0	0	16	50.0%
		Technical/Sales	0	0	0	0	0	0.0%
		Clerical/Skilled	0	5	4	0	9	90.0%
		Semi/Unskilled	16	92	61	0	169	91.8%
		Bay Area	16	113	65	0	194	85.8%
		Co. Wide MSA: <b>9 Bay Area Counties</b>	# Employees-Co. Wide: <b>226</b>				Bay Area: <b>226</b>	
P	WM: LBE	Company Wide	4	134	3	4	145	53.9%
Mountain Cascade, Inc. Desiree Arslanian 555 Exchange Court Livermore, CA 94550  925-373-8370		Manager/Prof	0	3	1	0	4	12.1%
		Technical/Sales	0	0	0	0	0	0.0%
		Clerical/Skilled	0	2	0	0	2	16.7%
		Semi/Unskilled	4	129	2	4	139	58.6%
		Bay Area	4	134	3	4	145	51.2%
		Co. Wide MSA: <b>Alameda County</b>	# Employees-Co. Wide: <b>283</b>				Bay Area: <b>283</b>	

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



AGENDA NO.  
MEETING DATE

5.  
March 10, 2020

TITLE METERING IMPROVEMENTS PLAN

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

### RECOMMENDED ACTION

Authorize an agreement beginning on or after March 10, 2020 with M. E. Simpson Company, Inc. in an amount not to exceed \$126,160 to prepare a large meter improvements plan.

### SUMMARY

The District has been assessing its water losses since 2003. The agreement for a metering improvements plan will improve the District's water loss auditing by assessing the condition and testing the accuracy of the District's larger customer and water treatment plant meters. Large meter accuracy and testing was discussed at the November 26, 2019 Long-Term Infrastructure Investment Workshop.

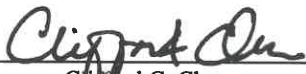

### DISCUSSION

California Senate Bill 555 (SB 555), enacted in 2015, requires utilities to perform annual water loss audits and meet water loss performance standards in 2027 and 2035. In the future, the State Water Resources Control Board will use annual water loss audit information to determine utilities' compliance with SB 555 performance standards. The metering improvements plan will improve the quality and accuracy of the large meter data used in the annual water audits. The metering improvements plan is part of a series of projects that will prepare the District for compliance with SB 555.

The scope of this project includes evaluation of eight meters at the District's water treatment plants and seven large customer meters. The deliverables from this project include recommendations for metering improvements such as new pipeline configurations, recommendations for meter testing facilities, preparation of testing and maintenance procedures, annual testing, and support during the design and construction phases. This project supports the District's Long-Term Water Supply Strategic Plan goal.

### CONSULTANT SELECTION

A request for proposals was sent to 52 firms and posted on the District's website. One firm submitted a proposal. M. E. Simpson Company, Inc. is recommended based on its 40 years of experience with similar

Funds Available: FY20, CIP #2012651, Page 77		Budget Code: WSC\790\7999\5231
DEPARTMENT SUBMITTING  Operations and Maintenance	DEPARTMENT DIRECTOR   Clifford C. Chan	APPROVED   General Manager

large meters projects. M. E. Simpson Company, Inc. staff has been active on the American Water Works Association's Meter Standards Committee and Water Loss Control Committee.

## **SUSTAINABILITY**

### **Economic**

Funding for this item is included in the FY20 budget for the Water Loss Control Project.

### **Social**

The completed P-035 and P-061 forms for the Contract Equity Program are attached.

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

Locals 2019, 21, and 444 were notified of this agreement on July 25, 2019 and did not raise any specific issues related to the agreement.

### **Environmental**

This project supports sustainable resource management.

## **ALTERNATIVES**

**Perform the work with District staff.** This alternative is not recommended because the District does not currently have the equipment and experience necessary to evaluate the accuracy of these large meters.

**Do not perform the work.** This alternative is not recommended because the work is required to ensure compliance with SB 555.

## **Attachments**

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





## CONTRACT EQUITY PROGRAM SUMMARY (P-035)

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

TITLE				DATE:							
Professional Services Agreement Metering Improvement Plan				February 11, 2020							
CONTRACTOR:				PERCENTAGE OF CONTRACT DOLLARS							
M.E. Simpson Company, Inc. Valparaiso, IN 46383				Sole Proposer		Availability Group		Contracting Objectives		Participation	
BID/PROPOSER'S PRICE:		FIRM'S OWNERSHIP		White Men		25%		100.0%			
		Ethnicity	Gender	White Women		6%		0.0%			
\$126,160		White		Men		Ethnic Minorities		25%		0.0%	
CONTRACT EQUITY PARTICIPATION											
COMPANY NAME		ESTIMATED AMOUNT	ETHNICITY	GENDER		CONTRACTING PARTICIPATION					
				M	W	White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit
PRIME: M.E. Simpson Company, Inc.		\$126,160	White	X		100.0%					
SUBS: None											
TOTAL		\$126,160				100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CONTRACTOR'S WORKFORCE PROFILE (From P-025 Form)											
		White Men		White Women		Ethnic Minorities		Total Employees			
No. of Employees:		45		3		16		64			
Percent of Total Employees:		70.3%		4.7%		25.0%					
MSA Labor Market %:		47.1%		40.6%		12.3%					
MSA Labor Market Location:		Indiana									
COMMENTS											
Contract Equity Participation - 100.0% White Men participation.											
Workforce Profile & Statement of Nondiscrimination Submitted				Good Faith Outreach Efforts Requirement Satisfied				Award Approval Recommended			
NA				NA							

## AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title:  Metering Improvement Plan			Ethnic Minority Percentages From U.S. Census Data							
					B	H	A/PI	AI/AN	TOTAL	
			National		10.5	10.7	3.7	0.7	27.3	
Professional Services Agreement		DATE: 2/11/2020	9 Bay Area Counties		5.5	16.2	14.2	0.4	39.9	
			Alameda/CC Counties		10.7	15.6	15.4	0.5	46.2	
R=Recmmnd P=Prime S=Sub	Composition of Ownership		Number of Ethnic Minority Employees							
Company Name, Owner/Contact Person, Address, and Phone Number				B	H	A/PI	AI/AN	TOTAL	PERCENT	MSA %
RP	WM		Company Wide	8	7	1	0	16	25.0%	12.3%
M.E. Simpson Company, Inc. Cara Lance-Emerick 3406 Enterprise Avenue Valparaiso, IN 46383			Manager/Prof	1	1	0	0	2	14.3%	
			Technical/Sales	6	3	1	0	10	24.4%	
			Clerical/Skilled	1	3	0	0	4	44.4%	
			Semi/Unskilled	0	0	0	0	0	0.0%	
			Bay Area	0	0	0	0	0	0.0%	39.9%
800-255-1521			Co. Wide MSA:	Indiana		# Employees-Co. Wide:		64	Bay Area:	0

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





AGENDA NO.  
MEETING DATE

6.  
March 10, 2020

**TITLE      AMENDMENT TO THE THIRD PARTY ADMINISTRATOR – LIABILITY AND  
SUBROGATION PROGRAM**

☒ MOTION      ☐ RESOLUTION      ☐ ORDINANCE

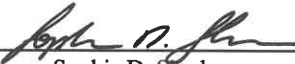

**RECOMMENDED ACTION**

Authorize an amendment to the agreement awarded under Board Motion No. 037-13 with Athens Administrators to increase the amount by \$250,000 annually for three years to a total amount not to exceed \$2,500,000 to serve as the District's Third Party Administrator (TPA) in support of the District's Liability and Subrogation program.

**SUMMARY**

The District's TPA provides all aspects of consulting services in support of the District's Risk Management programs including risk transfer, liability claims administration and loss summary reporting capabilities. Additional services include liability claims investigation, damage assessment, processing payments, tracking and maintaining loss data, and retaining experts and counsel to evaluate and/or defend claims and lawsuits filed against the District. The District adopted its Policy No. 4.17 – Risk Management in the 1970s, and since then has self-insured against expected losses and utilized a state-licensed third party claims adjusting service to investigate and resolve liability claims, including large or complex liability claims against the District. The estimated amount of the contract is based on the District's historical third party administrative costs.

The Board authorized the original agreement on March 26, 2013 for Athens Administrators to serve as the District's TPA in support of the District's Liability and Subrogation program. Since then, Athens Administrators has coordinated well with staff and represented the District well with claimants such that amending the agreement is recommended. During the term of the amended agreement, staff will undertake a comprehensive TPA procurement process to ensure the District continues to receive the best service in the future.

Funds Available: FY20 & FY21		Budget Code: WSO 205/8923/5231
DEPARTMENT SUBMITTING  Finance	DEPARTMENT MANAGER or DIRECTOR   Sophia D. Skoda	APPROVED   General Manager

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

## **DISCUSSION**

The TPA is required to demonstrate the necessary competency, expertise and experience adjusting State of California liability claims. The credibility and quality of service of the TPA is critical when they are meeting with District customers and staff, claimants, insurance companies and other public entities while adjusting claims on the District's behalf. Responsibilities include investigating claims to determine liability, issuing vendor and settlement payments and supporting the District in litigation management in cases where the parties are unable to resolve disputes. Historically, the District received approximately 275 liability claims each year. The claims referred are generally bodily injury, lawsuits or complex property claims. The agreement with the District's current TPA expires March 31, 2020.

## **CONSULTANT SELECTION**

For the original agreement, a request for proposals was sent to eight TPAs within Alameda and Contra Costa counties and posted on the District's website. Four vendors submitted proposals. Panel interviews were conducted with the three highest-rated candidates, and Athens Administrators was selected as the most qualified firm among the candidates.

## **SUSTAINABILITY**

### **Economic**

Funds are available in the FY20 and FY21 operating budgets.

### **Social**

The completed P-035 and P-061 forms for the Contract Equity Program are attached.

## **ALTERNATIVE**

**Perform the TPA services in-house.** This alternative is not recommended as the TPA has unique qualifications in adjusting large and complex liability claims. In addition, the TPA qualifications include special licensing requirements for claim processing.


## **Attachments**

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



# CONTRACT EQUITY PROGRAM SUMMARY (P-035)

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

<b>TITLE</b> <b>Professional Services Agreement - Amendment</b> Third Party Administrator - Liability and Subrogation Program - Three-Year Contract				<b>DATE:</b> January 30, 2020							
<b>CONTRACTOR:</b> Athens Administrators Concord, CA 94520				<b>PERCENTAGE OF CONTRACT DOLLARS</b>							
Local Business				<b>Availability Group</b>	<b>Contracting Objectives</b>	<b>Participation</b>					
<b>BID/PROPOSER'S PRICE:</b> \$250,000 /yr.*	<b>FIRM'S OWNERSHIP</b>		White Men	25%	0.0%						
	Ethnicity	Gender	White Women	6%	0.0%						
	White	Men	Ethnic Minorities	25%	0.0%						
<b>CONTRACT EQUITY PARTICIPATION</b>											
<b>COMPANY NAME</b>	<b>ESTIMATED AMOUNT</b>	<b>ETHNICITY</b>	<b>GENDER</b>		<b>CONTRACTING PARTICIPATION</b>						
			M	W	White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit	Foreign
<b>PRIME:</b> Athens Administrators	\$250,000	White	X								
<b>SUBS:</b> None											
<b>TOTAL</b>			\$250,000		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>CONTRACTOR'S WORKFORCE PROFILE (From P-025 Form)</b>											
		<b>White Men</b>	<b>White Women</b>	<b>Ethnic Minorities</b>	<b>Total Employees</b>						
<b>No. of Employees:</b>		17	82	88	187						
<b>Percent of Total Employees:</b>		9.1%	43.9%	47.1%							
<b>MSA Labor Market %:</b>		32.3%	27.8%	39.9%							
<b>MSA Labor Market Location:</b>		9 Bay Area Counties									
<b>COMMENTS</b>											
<b>Contract Equity Participation</b> - 100% White Men participation											
*Total contract amount: \$2,500,000.00 = \$1,750,000 (Original) + \$750,000 (Amendment)											
<b>Workforce Profile &amp; Statement of Nondiscrimination Submitted</b>				<b>Good Faith Outreach Efforts Requirement Satisfied</b>				<b>Award Approval Recommended</b>			
NA				NA							





AGENDA NO. 7.  
MEETING DATE March 10, 2020

TITLE AMENDMENT TO TREE TRIMMING AND RELATED SERVICES

☒ MOTION \_\_\_\_\_ ☐ RESOLUTION \_\_\_\_\_ ☐ ORDINANCE \_\_\_\_\_

#### RECOMMENDED ACTION

- A. Authorize a second amendment to agreements awarded under Board Motion No. 152-18 to increase the amount by \$700,000 to an amount not to exceed \$4,050,000 for tree trimming and related services from the vendors listed below through September 26, 2021.

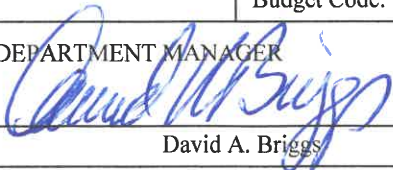

A-Plus Tree, Inc.	Arbor Products dba Expert Tree Service
Arborwell, Inc.	Graham Tree Services, Inc.
Arborworks, Inc.	Hamilton Tree Service
The F.A. Barlett Tree Experts Co.	The Professional Tree Care Co.
East Bay Tree Service	

- B. Authorize additional agreements for tree trimming and related services with vendors that meet District standards and offer pricing at or below the range in the amended agreements above. These additional agreements may be issued, on an as-needed basis, to increase flexibility and ensure availability of tree trimming services to the District. The Board of Directors will be notified of additional qualified vendors by means of the General Manager's monthly report.

In amending these agreements, the Board of Directors finds that this cannot be satisfactorily performed under civil service.

#### SUMMARY

This funding increase is needed to support higher-than-expected workloads related to tree trimming, tree removal, stump grinding, arborist evaluation, fire break maintenance and tree thinning to reduce fire fuel loads.

Funds Available: FY20/21		Budget Code: WWO/WSO/VAR/VAR/VAR	
DEPARTMENT SUBMITTING	DEPARTMENT MANAGER	APPROVED	
Water Operations	 David A. Briggs	 General Manager	

## **DISCUSSION**

The Board authorized the original agreements under Board Motion No. 168-16 for \$2,500,000 for a five-year period ending in 2021. The first amendment authorized under Board Motion No. 152-18 increased the amount to \$3,350,000 to address urgent concerns with the vegetation density in the Oakland/Berkeley urban-wildland interface. This second amendment will further increase the agreement amount to continue to address the present high workload and reduce liability associated with hazardous large trees. The proposed second amendment is consistent with the East Bay Watershed Master Plan and supports the District's Water Quality and Environmental Protection Strategic Plan goal.

## **SERVICE PROVIDER SELECTION**

The District originally solicited a request for quotes from 28 potential service providers, 17 of which responded, and nine of which completed the Contract Equity Program forms. The District requests bids from the authorized vendors on a project-by-project basis, awarding work to the lowest bidder for each job. This process efficiently awards individual contracts for specific needs and attracts qualified small, local and minority-owned businesses.

## **SUSTAINABILITY**

### **Economic**

Funding for this work is available in the FY20/21 budget.

### **Social**

The completed P-035 and P-061 forms for the Contract Equity Program are attached.

Removing dead, diseased, damaged, or otherwise hazardous trees addresses employee and public safety, increases the useful life of District facilities, improves customer service, and provides required vegetation control for fire prevention.

Local 444 was notified of this proposed amendment to the existing agreement on January 8, 2020. Local 444 did not raise any specific issues following a meeting with the District on February 6, 2020.

### **Environmental**

The District is required to comply with fire prevention codes, which include removal of dead trees and creating and maintaining natural firebreaks.

Amendment to Tree Trimming and Related Services

March 10, 2020

Page 3

**ALTERNATIVES**

**Solicit new proposals for services.** This alternative is not recommended as it would add significant administrative costs with no expectation of lower service costs.

**Perform the work with District forces.** This alternative is not recommended as staff does not have the training, equipment, or experience to safely perform this work.

Attachments

P-035 – Contract Equity Program Summary

P-061 – Affirmative Action Summary

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# CONTRACT EQUITY PROGRAM SUMMARY (P-035)

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

<b>TITLE</b> <b>General Services Agreement - Amendment</b> Tree Trimming and Related Services						<b>DATE:</b> February 14, 2020					
<b>CONTRACTOR:</b> Various Firms (See Below)					<b>PERCENTAGE OF CONTRACT DOLLARS</b>						
<b>BID/PROPOSER'S PRICE:</b>		<b>FIRM'S OWNERSHIP</b>			<b>White Men</b>		<b>25%</b>		<b>TBD</b>		
		<b>Ethnicity</b>	<b>Gender</b>		<b>White Women</b>		<b>6%</b>		<b>TBD</b>		
\$700,000 *		See Below	See Below		<b>Ethnic Minorities</b>		<b>25%</b>		<b>0.0%</b>		
<b>CONTRACT EQUITY PARTICIPATION</b>											
<b>COMPANY NAME</b>	<b>ESTIMATED AMOUNT</b>	<b>ETHNICITY</b>	<b>GENDER</b>		<b>CONTRACTING PARTICIPATION</b>						
			<b>M</b>	<b>W</b>	<b>White-Men</b>	<b>White-Women</b>	<b>Ethnic Minorities</b>	<b>Unclassified</b>	<b>Publicly Held Corp.</b>	<b>Gov't/Non Profit</b>	<b>Foreign</b>
<b>PRIMES:</b>											
A-Plus Tree, Inc.	\$77,778	White	X		11.1%						
Arborwell, Inc.	\$77,778	White	X		11.1%						
Arborworks, Inc.	\$77,778	White	X		11.1%						
The F. A. Barlett Tree Expert Co.	\$77,778	White		X		11.1%					
East Bay Tree Service	\$77,778	White	X		11.1%						
Arbor Products dba: Expert Tree Service	\$77,778	White	X		11.1%						
Graham Tree Services, Inc.	\$77,778	White	X		11.1%						
Hamilton Tree Service	\$77,778	White	X		11.1%						
The Professional Tree Care Co.	\$77,778	White	X		11.1%						
<b>TOTAL</b>		\$700,000			88.9%	11.1%	0.0%	0.0%	0.0%	0.0%	
<b>CONTRACTOR'S WORKFORCE PROFILE (From P-025 Form)</b>											
		<b>White Men</b>		<b>White Women</b>		<b>Ethnic Minorities</b>		<b>Total Employees</b>			
<b>No. of Employees:</b>		See Attached Form P-061									
<b>Percent of Total Employees:</b>											
<b>MSA Labor Market %:</b>											
<b>MSA Labor Market Location:</b>											
<b>COMMENTS</b>											
<b>Contract Equity Participation</b> - 88.9% White Men Participation and 11.1% White Women participation.											
*Total not to exceed: \$4,050,000.00 = \$3,350,000 (Multiple Previous Amendments) + \$700,000 (Amendment)											
<b>Workforce Profile &amp; Statement of Nondiscrimination Submitted</b>				<b>Good Faith Outreach Efforts Requirement Satisfied</b>				<b>Award Approval Recommended</b>			
NA				NA							



# AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title:		Ethnic Minority Percentages From U.S. Census Data							
Tree Trimming and Related Services			B	H	A/PI	AI/AN	TOTAL		
		National	10.5	10.7	3.7	0.7	27.3		
General Services Agreement		DATE:	9 Bay Area Counties	5.5	16.2	14.2	0.4	39.9	
		2/14/2020	Alameda/CC Counties	10.7	15.6	15.4	0.5	46.2	
R=Recmmd P=Prime S=Sub	Composition of Ownership	Number of Ethnic Minority Employees							
Company Name, Owner/Contact Person, Address, and Phone Number			B	H	A/PI	AI/AN	TOTAL	PERCENT	
MSA %									
RP	WM: L/SBE	Company Wide	0	28	0	0	28	90.3%	
								48.4%	
A Plus Tree Inc.		Manager/Prof	0	0	0	0	0	0.0%	
Paul Tibbets		Technical/Sales	0	1	0	0	1	25.0%	
1900 Bates Avenue, Suite L		Clerical/Skilled	0	7	0	0	7	700.0%	
Concord, CA 94520		Semi/Unskilled	0	20	0	0	20	111.1%	
510-455-0375		Bay Area	0	21	0	0	21	72.4%	
								39.9%	
AA Plan on File:		NA	Date of last contract with District:				NA		
Co. Wide MSA:		California	# Employees-Co. Wide:				31	Bay Area: 29	
RP	WM: LBE	Company Wide	INFORMATION NOT PROVIDED						
Arborwell, Inc.		Manager/Prof							
Peter Sortwell		Technical/Sales							
2337 American Avenue		Clerical/Skilled							
Hayward, CA 94545		Semi/Unskilled							
888-969-8733		Bay Area							
AA Plan on File:		NA	Date of last contract with District:				NA		
Co. Wide MSA:		Total USA	# Employees-Co. Wide:				TBD	Bay Area: TBD	
RP	WM: LBE	Company Wide	0	110	0	0	110	61.8%	
								48.4%	
ArborWorks, Inc.		Manager/Prof	0	9	0	0	9	300.0%	
Don McIntyre		Technical/Sales	0	0	0	0	0	0.0%	
6090 Keeble Lane		Clerical/Skilled	0	2	0	0	2	11.8%	
Camino, CA 95709		Semi/Unskilled	0	99	0	0	99	2475.0%	
866-936-8733		Bay Area	0	10	0	0	10	100.0%	
								39.9%	
AA Plan on File:		NA	Date of last contract with District:				12/12/2014		
Co. Wide MSA:		California	# Employees-Co. Wide:				178	Bay Area: 10	
RP	WW: LBE	Company Wide	38	312	17	2	369	22.1%	
								27.30%	
The F.A. Bartlett Tree Expert Company		Manager/Prof	0	2	0	0	2	1.9%	
Victor B. Fleck		Technical/Sales	8	18	5	0	31	6.8%	
981-F Bancroft Road		Clerical/Skilled	15	208	9	2	234	30.2%	
Concord, CA 94518		Semi/Unskilled	15	84	3	0	102	30.9%	
925-934-6306		Bay Area	0	3	0	0	3	33.3%	
								39.9%	
AA Plan on File:		NA	Date of last contract with District:				6/15/2016		
Co. Wide MSA:		Total USA	# Employees-Co. Wide:				1,667	Bay Area: 9	
RP	WM: L/SBE	Company Wide	0	6	0	0	6	85.7%	
								39.9%	
East Bay Tree Service		Manager/Prof	0	0	0	0	0	0.0%	
Victor Ghavamzadeh		Technical/Sales	0	0	0	0	0	0.0%	
P. O. Box 6936		Clerical/Skilled	0	0	0	0	0	0.0%	
Moraga, CA 94570		Semi/Unskilled	0	6	0	0	6	85.7%	
925-377-5253		Bay Area	0	6	0	0	6	85.7%	
								39.9%	
AA Plan on File:		NA	Date of last contract with District:				8/19/2016		
Co. Wide MSA:		9 Bay Area Counties	# Employees-Co. Wide:				7	Bay Area:	
RP	WM: L/SBE	Company Wide	0	10	0	0	10	71.4%	
								39.9%	
Arbor Products dba: Expert Tree Service		Manager/Prof	0	1	0	0	1	50.0%	
Brian Gates		Technical/Sales	0	0	0	0	0	0.0%	
150 Old Tunnel Road		Clerical/Skilled	0	9	0	0	9	90.0%	
Orinda, CA 94563		Semi/Unskilled	0	0	0	0	0	0.0%	
925-254-8733		Bay Area	0	10	0	0	10	71.4%	
AA Plan on File:		NA	Date of last contract with District:				3/23/2016		
Co. Wide MSA:		9 Bay Area Counties	# Employees-Co. Wide:				14	Bay Area: 14	

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



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AGENDA NO.  
MEETING DATE

8.  
March 10, 2020

TITLE **AUTHORIZE CONTINUED EMPLOYMENT OF OLSON REMCHO, LLP, FOR  
SPECIALIZED LEGAL SERVICES**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

### RECOMMENDED ACTION

Authorize the Office of General Counsel to continue the employment of the law firm of Olson Remcho, LLP, for specialized legal services related to elections and conflicts of interest in an additional amount not to exceed \$50,000.

### DISCUSSION

The firm of Olson Remcho, LLP, has been retained to assist the Office of General Counsel in public policy, elections and conflicts of interest matters. The Office of General Counsel is now requesting authorization for additional funds for services described in a separate confidential attorney-client privileged informational memorandum to the Board.

### SUSTAINABILITY

#### Economic

Funding for this item is included in the FY20 budget for obtaining specialized legal assistance.



#### Social

The completed P-035 and P-061 forms for the Contract Equity Program are attached.

P-035 – Contract Equity Program Summary

P-061 – Affirmative Action Summary

{00045966;2}

Funds Available: FY20		Budget Code: WS0 130 8511 5231	
DEPARTMENT SUBMITTING Office of the General Counsel	DEPARTMENT MANAGER or DIRECTOR  Craig S. Spencer, General Counsel	APPROVED  General Manager	

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

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# CONTRACT EQUITY PROGRAM SUMMARY (P-035)

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

<b>TITLE</b> <b>Professional Services Agreement - Amendment</b> Authorize Continued Employment of Olson Remcho, LLP, for Specialized Legal Services				<b>DATE:</b> February 26, 2020							
<b>CONTRACTOR:</b> Olson Remcho, LLP Oakland, CA 94612				<b>PERCENTAGE OF CONTRACT DOLLARS</b>							
Local Business				<b>Availability Group</b>	<b>Contracting Objectives</b>	<b>Participation</b>					
<b>BID/PROPOSER'S PRICE:</b> \$50,000	<b>FIRM'S OWNERSHIP</b>		<b>White Men</b>	<b>25%</b>	<b>0.0%</b>						
	<b>Ethnicity</b>	<b>Gender</b>	<b>White Women</b>	<b>6%</b>	<b>100.0%</b>						
	White	Women	<b>Ethnic Minorities</b>	<b>25%</b>	<b>0.0%</b>						
<b>CONTRACT EQUITY PARTICIPATION</b>											
<b>COMPANY NAME</b>	<b>ESTIMATED AMOUNT</b>	<b>ETHNICITY</b>	<b>GENDER</b>		<b>CONTRACTING PARTICIPATION</b>						
			<b>M</b>	<b>W</b>	<b>White-Men</b>	<b>White-Women</b>	<b>Ethnic Minorities</b>	<b>Unclassified</b>	<b>Publicly Held Corp.</b>	<b>Gov't/Non Profit</b>	<b>Foreign</b>
<b>PRIME:</b> Olson Remcho, LLP	\$50,000	White		X		100.0%					
<b>SUBS:</b> None											
<b>TOTAL</b>		\$50,000			0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>CONTRACTOR'S WORKFORCE PROFILE (From P-025 Form)</b>											
		<b>White Men</b>	<b>White Women</b>	<b>Ethnic Minorities</b>	<b>Total Employees</b>						
<b>No. of Employees:</b>		8	19	12	39						
<b>Percent of Total Employees:</b>		20.5%	48.7%	30.8%							
<b>MSA Labor Market %:</b>		28.0%	23.6%	48.4%							
<b>MSA Labor Market Location:</b>		California									
<b>COMMENTS</b>											
Contract Equity Participation - 100.0% White Women participation.											
<b>Workforce Profile &amp; Statement of Nondiscrimination Submitted</b>				<b>Good Faith Outreach Efforts Requirement Satisfied</b>				<b>Award Approval Recommended</b>			
NA				NA							





ITEM 9

WATER SUPPLY UPDATE

WILL BE PROVIDED  
AS AN ORAL REPORT

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ITEM 9

PUBLIC SAFETY POWER  
SHUTOFF 2020  
PREPARATION

WILL BE PROVIDED  
AS AN ORAL REPORT

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## EAST BAY MUNICIPAL UTILITY DISTRICT

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DATE: March 10, 2020

MEMO TO: Board of Directors

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

SUBJECT: Monthly Report – February 2020

### HIGHLIGHTS

**Recreation areas open for the 2020 season.** On February 8, San Pablo Reservoir Recreation Area reopened with warm weather and 8,000 pounds of trout stocked just in time for the NorCal Trout Angler's Challenge. On February 14, Pardee Recreation Area reopened with warm weather, 9,000 pounds of trout stocked, and nearly full campgrounds for opening weekend.

**On February 28, the District participated in a signing ceremony with the U.S. Bureau of Reclamation (USBR) for the permanent Repayment Contract for the Central Valley Project (CVP).** The contract conversion was authorized under the 2016 Water Infrastructure Improvements for the Nation Act and, when formally approved by the District and USBR, will remove the District's 2046 CVP contract expiration date.

### WATER SUPPLY

**East Bayshore recycled water customer retrofit update.** On February 5, staff met with Target, a potential new recycled water customer in Emeryville, to discuss retrofitting their existing outdoor irrigation system. The District has determined the site can be supplied with recycled water from an adjacent existing recycled water main.

**On February 10, staff provided State Water Resources Control Board members a tour of the District's water system and fisheries programs.** This tour promoted the Mokelumne River Voluntary Agreement as part of the update to the Bay-Delta Water Quality Control Plan.

**On February 13, staff met with Sacramento Municipal Utility District (SMUD) to discuss a potential water transfer partnership.** Approximately half of SMUD's 30,000 acre-feet Central Valley Project (CVP) contract water could potentially be available for transfer. A detailed investigation will be needed to understand the impacts of CVP cutbacks on the availability of transfer supply.

**On February 13, staff met with the Regional Water Authority (RWA) to discuss potential District benefits from participating in the Regional Groundwater Bank Project.** RWA is a joint powers authority representing two dozen water providers and affiliates in the greater Sacramento region. RWA is preparing models and environmental documentation, and project proponents hope to establish a federally recognized Sacramento regional groundwater bank in 2022.

**On February 14, the District submitted scoping comments on the proposed Delta Conveyance Project to the Department of Water Resources (DWR).** The proposed project is a single conveyance, underground tunnel with two intakes that have a total diversion capacity of 6,000 cubic feet per second. The proposed project's environmental document is expected to utilize relevant information from past environmental analyses including the California WaterFix. The proposed project will undergo a new standalone analysis leading to the issuance of a new Environmental Impact Report. Since the proposed project would cross the Mokelumne River Aqueducts, the District submitted comments ahead of the March 20, 2020 deadline.

**On February 19, the District conducted a bid walk for potential contractors on the estimated \$900,000 Demonstration, Recharge, Extraction and Aquifer Management (DREAM) Mokelumne Aqueduct Tie-In Project under Specification 2148.**

**On February 26, the District submitted a Species Recovery Permit annual report to the National Marine Fisheries Service.** The Species Recovery Permit allows the District to conduct scientific research, perform activities on the lower Mokelumne River and handle federally threatened steelhead.

**Precipitation.** There was no East Bay precipitation for February, and the season total was 8.10 inches (41 percent of average). The Mokelumne precipitation for February was 0.19 inches (2 percent of average), and the season total is 18.36 inches (54 percent of average).

### **Water Releases**

**Camanche Reservoir.** The average rate of Camanche release for February was 330 cfs (290 cfs generation, 6 cfs sluice, and 35 cfs through the hatchery), and the average flow below Woodbridge Dam was 274 cfs, both in accordance with the Joint Settlement Agreement "Normal & Above" criteria.

**East Bay Reservoirs.** There were no East Bay reservoir releases in February.

### **Water Storage**

**Mokelumne reservoirs storage is 103 percent of average.** As of February 29, 2020, Pardee was at 557.3 feet or 99 percent of average, and Camanche was at 216.4 feet or 105 percent of average. Combined Pardee and Camanche reservoir storage was 467,000 acre-feet compared to 490,000 acre-feet last year.

**East Bay reservoirs storage is 97 percent of average.** As of February 29, 2020, USL was at 451.0 feet or 102 percent of average, San Pablo was at 303.8 feet or 90 percent of average, and Briones was at 570.7 feet or 100 percent of average. Total terminal reservoir storage was 130,000 acre-feet compared to 131,000 acre-feet last year.

**Mokelumne Aqueducts and Raw Water Pumping Plants.** The average rate of Mokelumne Aqueduct draft for February 2020 was 141 MGD. Walnut Creek, Moraga and Briones Raw Water Pumping Plants remained out of service for the month.

**Water Production.** Average rate of gross water production for February:

	February 2020	February 2019	February 2013	Average of FY 2005-2007
East of Hills	33 MGD	23 MGD	33 MGD	29 MGD
West of Hills	108 MGD	103 MGD	110 MGD	125 MGD
<b>Total</b>	<b>141 MGD</b>	<b>126 MGD</b>	<b>143 MGD</b>	<b>154 MGD</b>
Max Day Production	161 MGD (2/26/2020)	133 MGD (2/18/2019)	157 MGD (2/25/2013)	

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

## **WATER QUALITY AND ENVIRONMENTAL PROTECTION**

**Richmond Advanced Recycled Expansion (RARE) Facility Update.** In February, the District continued to work with West County Wastewater District (WCWD) and Chevron Refinery (Chevron) to address recent pH exceedances in the waste stream from the RARE Facility. Discussions with WCWD focused on addressing the issue through regulatory relief and investigating alternatives available in national pretreatment regulations. Discussions with Chevron focused on the viability of discharging the waste stream to Chevron's waste treatment facility. Follow-up work includes water quality sampling by the District; and Chevron investigating piping availability for transporting the flows. Staff will continue working to develop a cost-effective solution to this issue.

**In February, a beverage manufacturing facility in Berkeley, noted as a significant wastewater violator in the District's 2019 Annual Pretreatment Report, completed required tasks outlined in the compliance schedule.** These tasks primarily concerned the installation of a pH adjustment system for wastewater discharge. The facility had several violations in the past (below the District's local limit for pH) and the new system is expected to help the facility achieve consistent compliance. The District will inspect the facility to confirm installation and gather any additional information needed to revise the facility's industrial discharge permit.

**In February, proposed edits to the State Water Resources Control Board's Title 17 Handbook were presented at a Division of Drinking Water's workshop.** Staff worked with WaterReuse California on suggested changes that would make the conditions for using a swivel

ell (elbow) changeover device clearer. Adding the swivel ell as an alternative switchover device would allow the District to more efficiently switch from recycled water to a backup potable water supply when needed for dual plumbed facilities.

**In February, a trail revamping project was completed in the Mokelumne watershed.** Staff renovated a ¾-mile section of the Mokelumne Coast to Crest Trail between Campo Seco Staging Area and Vista Dos Lagos to re-grade the trail and establish drainage features, providing long-term protection from erosion.

**On February 4, staff conducted a tour of the North Interceptor Relief Sewer facilities for U.S. Environmental Protection Agency (EPA) Region 9.** Construction of these facilities was required under the terms of the District's Consent Decree with EPA and was placed in service in December 2019. The facilities include a 36-inch pipeline through Berkeley and intertie vaults in Albany and Berkeley to increase capacity of the North Interceptor and reduce discharges from the Pt. Isabel Wet Weather Facility.

**On February 19, the West County Wastewater District's (WCWD) Board of Directors approved a new water supply agreement between WCWD and the District.** This agreement will ensure consistent and reliable effluent water quality from WCWD's Water Quality Resource Recovery Plant for use at the District's North Richmond Water Recycling Plant and the Richmond Advanced Recycled Expansion Facility. Per the terms of the agreement, the District will pay WCWD the additional power and chemical costs incurred by WCWD to treat water to a higher quality level than the quality level required by WCWD's National Pollutant Discharge Elimination System permit.

**On February 21, the District received the proposed draft long-term mercury sampling plan for San Pablo Reservoir from the San Francisco Regional Water Quality Control Board (SFRWQCB).** The State Water Resources Control Board, in conjunction with the nine Regional Water Quality Control Boards, has developed programs to evaluate and better control the formation of methyl mercury in raw water reservoirs. All of the District's terminal reservoirs have been identified as impaired for mercury in fish tissue. The District agreed to and completed voluntarily collection of water samples at San Pablo Reservoir to support the SFRWQCB's studies. The SFRWQCB now wants additional long-term support and specialized sampling regarding the effect of installing a hypolimnetic oxygenation system (HOS). On February 28, staff met with the SFRWQCB to discuss the sampling plan and the District's involvement. The District will continue to work with the SFRWQCB to better define the purpose and data quality objectives for the sampling plan and what resources will be needed to obtain valid sampling data.

**All authorized discharges from the Main Wastewater Treatment Plant (MWWTP) were in compliance with the permit limits for the month of February.** This is the 246<sup>th</sup> consecutive month the MWWTP experienced no exceedances.

**The District received no odor reports from the public in February.**



## **INFRASTRUCTURE INVESTMENT**

**Orinda Water Treatment Plant Disinfection Improvements Project Update.** After successful completion of pilot-scale ultraviolet (UV) equipment testing in 2019, the District confirmed that UV disinfection equipment is highly compatible with Pardee water quality. In February, the District identified a preferred UV equipment vendor. Staff confirmed the pricing is competitive and comparable to similar UV systems used by other water agencies.

**In February, staff submitted the Camanche Spillway Assessment Report to the California Division of Safety of Dams (DSOD).** The assessment report was prepared based on comments from DSOD in April 2019. The report requires DSOD's review and approval. The report recommends cleaning out drains, installing drain deflector plates, and sealing joints by the end of 2020; and repair to concrete delaminations by the end of 2023.

**In February, staff completed a pipeline replacement project in the 5<sup>th</sup> Street area in Richmond.** The project replaced cast iron and asbestos cement pipes with approximately 1,185 feet of 6-inch polyvinyl chloride pipe.

**In February, staff completed a pipeline replacement project in the York Street area in Oakland.** The project replaced cast iron pipe, originally installed in the 1930s, with approximately 1,450 feet of standard weight steel pipe.

**In February, staff began a pipeline replacement project in the 8<sup>th</sup> Street area in Richmond.** This project will replace cast iron and asbestos cement pipes with approximately 955 feet of 8-inch polyvinyl chloride pipe. The project is expected to be completed by March 2020.

**On February 3, staff met with the Castro Valley Sanitary District to coordinate construction activities.** The agencies shared information on upcoming work focused on maintenance, construction and paving.

**On February 13, staff met with the City of Emeryville to coordinate construction activities.** The agencies shared information on upcoming work focused on maintenance, construction and paving.

**On February 20, staff presented at the Northern California Pipe Users Group Sharing Technologies Seminar in Concord.** The presentation highlighted the cathodic protection system for the Mokelumne Aqueducts, including the installation of remote monitoring, a technology the District is implementing to better protect the Mokelumne Aqueducts against corrosion. Approximately 160 people attended.

**Construction of the Main Wastewater Treatment Plant Solid/Liquid Waste Receiving Station (S/LWRS) Tanks 4 and 5 and Miscellaneous Improvements Project was completed under SD-408.** This \$1.2 million project included critical concrete rehabilitation for S/LWRS Tanks 4 and 5, mechanical and electrical modifications to improve reliability of the related pumping equipment, and miscellaneous site drainage improvements.

**Staff completed design of the Main Wastewater Treatment Plant (MWWTP) Grit Handling Building Equipment Replacement Phase 2A Project under SD-417.** This \$850,000 construction project includes replacing the first of six grit classifiers used for dewatering grit at the MWWTP, as well as replacement of the grit classifiers and grit hopper at the Grit Handling Building. Construction is expected to be completed in 2021.

**Staff completed the Pretreatment Basis of Design Report for the Walnut Creek Water Treatment Plant (WTP).** The report will be the basis for the California Environmental Quality Act documentation that will be initiated in the summer. The project will add pretreatment capabilities at the Walnut Creek WTP to enable removal of organic materials, suspended solids, and taste-and-odor causing compounds found in Sacramento River water and other potential future sources of raw water, such as Los Vaqueros Reservoir. In addition, this project will better prepare the District for changes in its Mokelumne River raw water supply from Pardee as a result of climate change, extreme weather, or large wildfires that will result in increased concentrations of organic materials, suspended solids, and taste-and-odor compounds.

**Mains repaired in February totaled 68.** The attached table lists the mains repaired by staff in February, sorted by city and street. The table indicates the source of the leaks in three categories: non-surfacing leaks discovered by leak detection technologies, breaks caused by contractors or other agencies, and all other main breaks. The associated map shows the location of the main repairs.

## **CUSTOMER AND COMMUNITY SERVICES**

**On February 5, 11, and 26, staff presented at the Earhart Elementary School, Harbor Bay Tennis Club, and Community of Harbor Bay Isle Homeowners' Association, respectively, in Alameda.** The presentation highlighted the \$8.1 million Pump Station M Rehabilitation and Force Main Improvements Project's new access structures adjacent to the estuary. Approximately 50 people attended the three meetings.

**On February 15, staff and volunteers conducted landscape work at the Wildermuth House heritage garden.** Work included mulching, pruning, and planting at the heritage garden. Approximately 10 people attended.

**Media.** On February 7, staff issued a press release on flood inundation maps for local EBMUD reservoirs. On February 25, staff coordinated an educational tour of the Orinda Water Treatment Plant for 15 students from McClymonds High School and invited media to attend. The event generated positive news coverage from KTVU, KPIX, KGO, NBC Bay Area, Telemundo, KQED radio and KCBS.

Staff was interviewed by an investigative reporter from the East Bay Times regarding a prior contract with Viridis; responded to two water supply inquiries from the Calaveras Enterprise and KPIX; and provided an interview to KQED's Bay Curious podcast on long-term water supply planning.

**Social Media:**

Social Platform	Popular Topic	Impression Generation	# Followers	Increase Over Last Month
Twitter	San Pablo Reservoir and Recreation Area Opening	560	2,984	19
Facebook	San Pablo Reservoir and Recreation Area Opening	285	1,148	15
LinkedIn	Career opportunities	259	5,066	74
Nextdoor	Completion of Summit Reservoir and Shasta-Woods Pumping Plant	Distributed to Kensington area		

Staff conducted public outreach to neighbors and interested parties on the following projects:

- Acorn Reservoir Rehabilitation (Blackhawk)
- Administration Building HVAC Upgrade Project (Oakland)
- Bayfair, South and Peralta Pumping Plant Projects (Oakland/San Leandro)
- Derby Reservoir Rehabilitation (San Ramon)
- E. Altarinda Drive Pipeline Replacement (Orinda)
- Mariposa Lane Pipeline Replacement Project (Orinda)
- Mt. Diablo Court Main Upsizing Project (Lafayette)
- Nordstrom Lane and Glen Road Pipeline Replacement (Lafayette)
- Orinda Water Treatment Plant Improvements Project (Orinda)
- Panoramic Hill Improvements Project (Berkeley/Oakland)
- Scenic East Reservoir Rehabilitation (Blackhawk)
- Scenic Reservoir Rehabilitation (Blackhawk)
- Westside Pumping Plant Replacement Project (Orinda)

### **Contract Equity**

**On February 20, staff participated in the Western Region Minority Supplier Development Council's *Prime Time* in San Francisco.** Staff provided information on the District's upcoming contracting opportunities and Contract Equity Program enhancements. Staff also participated in one-on-one sessions with minority business owners on strategies for obtaining contracts. Approximately 115 participants attended.

**On February 21, staff presented at the California Department of General Services *Procurement Workshop & Panel* in San Jose.** The presentation highlighted the District's upcoming contract opportunities, details on how to do business with the District and the Contract Equity Program. Approximately 75 people attended.

**Staff participated in the following business community events:**

- February 22 – Oakland Zoo, *Say No to Plastics*, Oakland – 300 attended
- February 27 – City of Piedmont, *Sustainable Practices for Residential Landscapes* – 50 attended

### **Water Conservation**

**On February 3, the District hosted the Landscape Advisory Committee's (LAC) General meeting in Oakland.** Staff participated in a group discussion on Green Stormwater Infrastructure (GSI), which included an overview of GSI terminology and state and local regulations. The group discussion also covered steps to design, implement, and maintain a GSI system. Approximately 55 people attended.

**On February 10, the District hosted the ReScape California Maintenance Qualification Renewal training in Oakland.** Staff provided a presentation on water budgets and the District's landscape rebate and recycled water programs. Approximately 20 people attended.

**On February 13, staff participated in the San Francisco Bay Area Integrated Regional Water Management (IRWM) Coordinating Committee's workshop in San Francisco.** The workshop focused on the Disadvantaged Communities and Tribal Involvement Program (DACTIP) and discussed findings from needs assessments conducted by outreach partner organizations throughout the nine Bay Area counties in the IRWM region. The goal is to set regional planning priorities and identify common themes to best respond to the needs of disadvantaged communities and tribes.

**On February 24, the District hosted the Qualified Water Efficient Landscaper's (QWEL) certification training.** The QWEL certification provides landscape professionals education on sustainable landscaping with a focus on irrigation system troubleshooting, maintenance, and audits. Staff provided a presentation on the District's watershed and services. Approximately 40 people attended.

## **WORKFORCE PLANNING AND DEVELOPMENT**

**Staff participated in events/activities that support the District's long-term efforts to develop a diverse pipeline of candidates for our future workforce needs and strengthen collaborative relationships with local partner organizations as follows:**

- **February 7 - staff participated in Oakland Unified School District's Craft Trades and Construction Career Fair.** Staff participated in hands-on activity stations for students to learn about the equipment, tools, materials, and work duties related to a variety of trades at the District including pipeline construction, pipeline maintenance, and meter maintenance. Approximately 250 people attended.
- **February 12 - staff participated in American Society of Civil Engineers' Career Fair at the University of California, Berkeley.** Staff provided information on the District, water industry careers, and the District's application and recruiting process. Approximately 50 people attended.
- **February 13 - staff participated in American Society of Civil Engineers' Career Fair at Santa Clara University.** Staff provided information on the District, water industry careers, and the District's application and recruiting process. Approximately 10 people attended.
- **February 14 - staff participated in Amador Valley High School's Career Fair in Pleasanton.** Staff provided information on the District's career paths in machining, pipeline and engineering. Approximately 1,000 people attended.
- **February 18 - staff presented at Chi Epsilon's Information Session at the University of California, Davis.** The presentation highlighted the District's mission, service area, organization structure, and career opportunities. Approximately 10 people attended.
- **February 20 - staff participated in California Water Environment Association's Career Fair and Evening with Industry in Pleasant Hill.** Staff provided information on the District, water industry careers, and the District's application and recruiting process. Approximately 40 people attended.
- **February 21 - staff participated in American Society of Civil Engineers' Career Fair at San Jose State University.** Staff provided information on the District, water industry careers, and the District's application and recruiting process. Approximately 35 people attended.
- **February 23 - staff participated in the 3<sup>rd</sup> Annual Black Joy Parade in Oakland.** Staff provided information on career paths at the District, our Customer Assistance Program and water conservation. Approximately 2,500 people attended.

- **February 25 - staff participated in San Leandro High School's Career Day.** Staff provided information on District careers in human resources and plumbing, entry-level positions, employee benefits and the High School Internship Program. Approximately 180 people attended.

### **Tuition Reimbursement**

	February 2020	FY20 Total
# of Employees	7	153
# of Classes	8	184
Total Reimbursed	\$2,490	\$140,370

### **Employment Information**

	February 2020	FY20 Total
Retirements – Regular	2	46
Retirements – Vested	0	6
Hires/Rehires	27	159
Other Separations	2	48

### **FINANCIAL STABILITY**

**In February, an additional qualified vendor was added to the agreements for paving, striping, sealing, and other related services.** The City of Berkeley meets District standards and has been added to increase flexibility and ensure vendor availability.

**On February 5, the District received a Prop 1 grant payment of \$105,173.23.** An invoice for grant funding reimbursement was submitted to the Department of Water Resources (DWR) in December 2019 to reimburse both the District and the City of Hayward for the East Bay Plain Groundwater Sustainability Plan development costs for the period from July 2019 to September 2019.

**The estimated earned revenue from Mokelumne power sales for February was \$322,664.** The District sold renewable power and related Renewable Energy Credits (REC) to Marin Clean Energy (MCE). Sales of RECs generated \$34,515 from MCE and \$62,000 from Shell. Resource Adequacy capacity sales to 3Phases Renewables, Inc. and Shell earned \$122,930. Earned revenue through February is estimated at \$3.9 million or 78 percent of the FY20 budgeted \$5.0 million. Forecasted revenue for FY20 is \$5.3 million.

**The estimated earned revenue from Power Generating Station’s (PGS) surplus power sales for February was \$64,611.** The District sold renewable power and related Renewable Energy Credits (REC) to the Port of Oakland. Sale of RECs generated \$15,000 from Port of Oakland. Earned revenue through February is estimated at \$597,671 or 60 percent of the FY20 budgeted \$1.0 million.

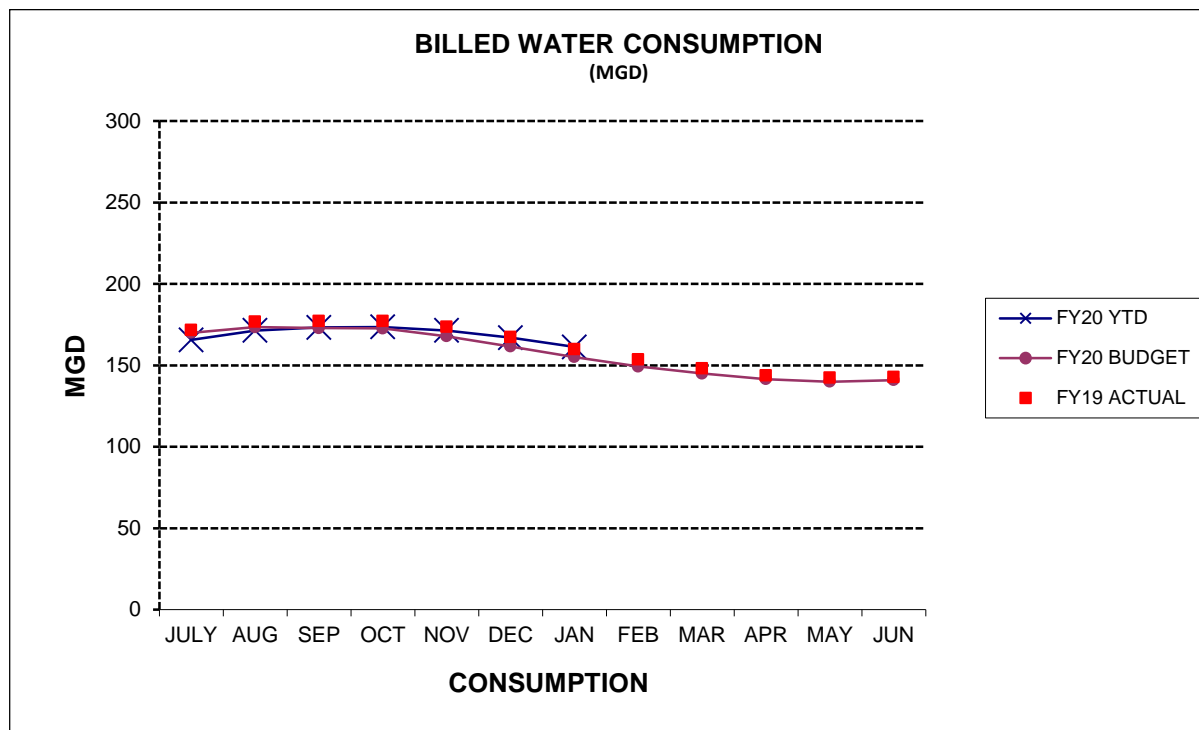
**There were six service agreements from \$30,001 to \$80,000 and no construction contracts from \$80,001 to \$100,000 approved by the General Manager in February 2020. There were no material or supply contracts from \$80,001 to \$100,000 approved by the General Manager in February 2020.**

VENDOR NAME	DATE AWARDED	CEP STATUS	ITEM (S) PURCHASED	PROJECT	CONTRACT TERM	VALUE
Coating Specialists and Inspection Services, Inc.	2/4/20	White Male Small Business	National Association of Engineers Level 3 coatings inspection services	MWWTP Oxygen Production Plant Recoating SD-241	N/A	\$80,000
Probolsky Research	2/10/20	Hispanic Female Small Business	Administer a series of customer focus groups, message development and strategic communications	N/A	Begin on or after 3/2/20	\$70,000
Peralta Colleges Foundation (on behalf of Peralta Community and Laney Colleges)	2/13/20	N/A	Provision of student stipends to interns participating in the District’s Industrial Maintenance Internship Program	N/A	Begin on or after 2/6/20	\$33,600
The Professional Tree Care Co.	2/21/20	White Male Local Business Small Business	Tree and shrub maintenance services at two District-owned properties referred to as the Orinda Sports Field and Upper San Leandro West Portal staging areas	N/A	N/A	\$65,000
Cell-Crete Corporation	2/24/20	White Male	Abandoning a 24-inch steel main beneath the Iron Horse Trail in Walnut Creek with flowable fill	N/A	1/15/20 – 4/15/20	\$75,000
SANDIS Civil Engineering Surveyors Planners	2/27/20	White Male Local Business	Traffic engineering services in Berkeley and Oakland	Summit Pressure Zone South Pipeline Replacement Phase 1	March 2020 – March 2022	\$75,000

### Water Sales (Consumption)

The following consumption information is the average water consumption in million gallons per day (MGD) for the first seven months of FY20. Budgeted average daily water consumption for FY20 is 141 MGD, and summer month consumption is generally higher due to outdoor watering. The table below shows the average billed water consumption information by customer class with a comparison to FY19 for the same time period. FY20 water consumption to date is slightly higher compared to FY19 due to less precipitation in January.

<b>Fiscal Year-to-Date Billed Water Consumption</b>			
<b>Usage Type</b>	<b>FY20 (MGD)</b>	<b>FY19 (MGD)</b>	<b>Year-over-Year (% change)</b>
Residential	84.2	83.0	1.4%
Commercial	52.8	52.5	0.6%
Industrial	16.4	17.1	-4.1%
Public Authority	7.9	7.3	8.2%
<b>Total Billed Water Consumption</b>	<b>161.3</b>	<b>159.9</b>	<b>0.9%</b>

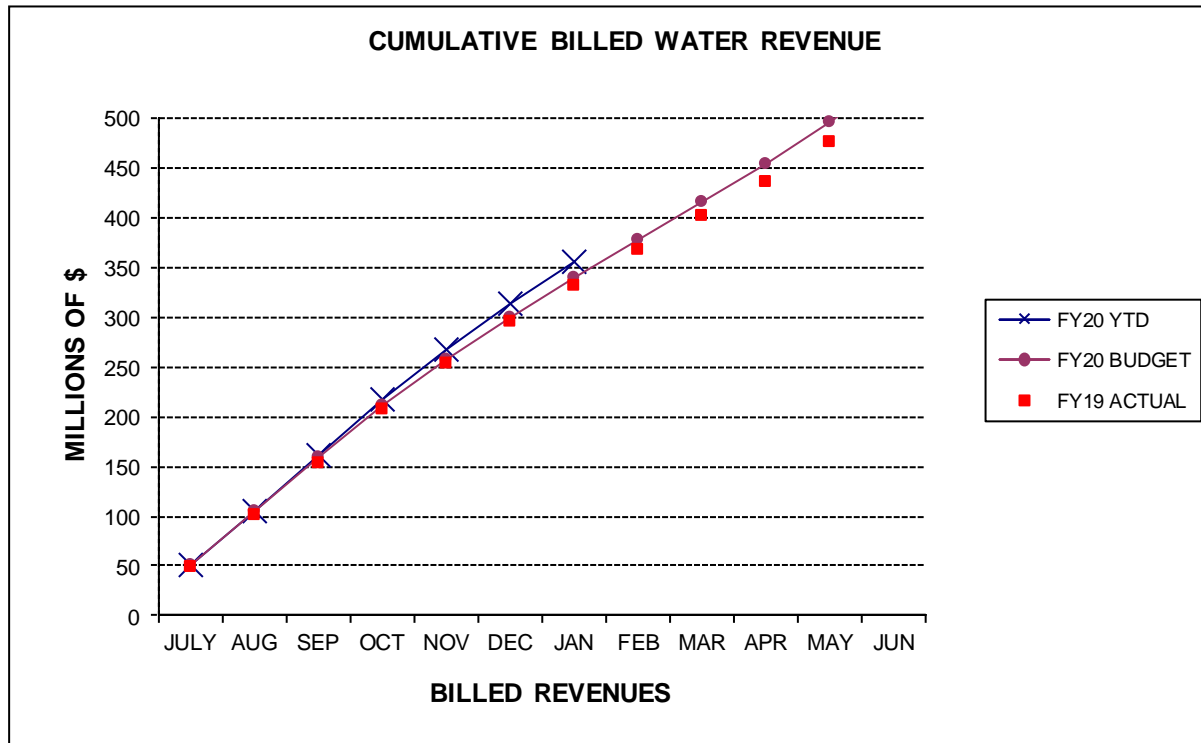


Source: Customer Information System



### **Water Sales (Revenue)**

Water revenue billed through January was \$355.2 million or 6.8% more than the FY19 revenue through January of \$332.5 million. Total FY20 water revenue through January was \$15.2 million, 4.5%, greater than the budgeted water revenue of \$340.0 million.



Source: Customer Information System

FEBRUARY 2020 MAIN BREAK REPAIRS										
City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
ALBANY		STANNAGE	AVE	CAST IRON	4.00	1933	45,000	2/11/2020	2/11/2020	Y
BERKELEY		CURTIS	ST	CAST IRON	6.00	1940	11,520	2/19/2020	2/26/2020	Y
BERKELEY		OREGON	ST	CAST IRON	4.00	1940	0	2/14/2020	2/14/2020	Y
BERKELEY		QUEENS	RD	CAST IRON	6.00	1937	2,700	2/26/2020	2/26/2020	Y
CASTRO VALLEY		BALKAN	CT	ASBESTOS CEMENT	6.00	1979	4,320	2/22/2020	2/22/2020	Y
CASTRO VALLEY		MADISON	AVE	STEEL	8.00	2013	28,800	2/14/2020	2/18/2020	Y
CROCKETT		POMONA	ST	CAST IRON	8.00	1943	0	2/25/2020	2/26/2020	Y
EL CERRITO		LIBERTY	ST	CAST IRON	6.00	1938	11,520	2/11/2020	2/18/2020	Y
EL CERRITO		NORVELL	ST	CAST IRON	6.00	1950	11,520	2/4/2020	2/7/2020	Y
EL SOBRANTE		SAN PABLO DAM	RD	STEEL	6.00	1989	1,350	2/16/2020	2/17/2020	Y
EL SOBRANTE		SAN PABLO DAM	RD	CAST IRON	8.00	1932	3,600	2/22/2020	2/22/2020	Y
EMERYVILLE		SAN PABLO	AVE	CAST IRON	6.00	1927	3,600	2/6/2020	2/6/2020	Y
HAYWARD		FAIRVIEW	AVE	CAST IRON	4.00	1933	1,350	2/4/2020	2/4/2020	Y
KENSINGTON		OCEAN VIEW	AVE	CAST IRON	6.00	1939	18,000	2/12/2020	2/13/2020	Y
LAFAYETTE		PLEASANT HILL	RD	CAST IRON	12.00	1941	60,480	2/20/2020	2/25/2020	Y
OAKLAND		7TH	AVE	ASBESTOS CEMENT	8.00	1960	1,800	2/4/2020	2/4/2020	Y
OAKLAND	E	22ND	ST	CAST IRON	6.00	1928	11,520	2/6/2020	2/13/2020	Y
OAKLAND		34TH	AVE	CAST IRON	4.00	1939	30,240	2/12/2020	2/18/2020	Y
OAKLAND		41ST	ST	CAST IRON	6.00	1933	8,640	1/29/2020	2/3/2020	Y
OAKLAND		55TH	ST	CAST IRON	6.00	1951	43,200	2/19/2020	2/24/2020	Y
OAKLAND		61ST	ST	CAST IRON	6.00	1936	21,600	2/6/2020	2/10/2020	Y
OAKLAND		91ST	AVE	CAST IRON	4.00	1934	18,000	2/25/2020	2/25/2020	Y
OAKLAND		102ND	AVE	CAST IRON	6.00	1926	11,520	1/27/2020	2/3/2020	Y
OAKLAND		57TH	ST	CAST IRON	8.00	1926	9,000	2/19/2020	2/19/2020	Y
OAKLAND		ASPINWALL	RD	CAST IRON	4.00	1933	45,000	2/26/2020	2/27/2020	Y
OAKLAND		BANCROFT	AVE	ASBESTOS CEMENT	6.00	1961	90	2/13/2020	2/15/2020	N
OAKLAND		BANCROFT	AVE	ASBESTOS CEMENT	6.00	1961	90	2/15/2020	2/15/2020	Y
OAKLAND		CALIFORNIA	ST	CAST IRON	4.00	1935	8,640	2/5/2020	2/10/2020	Y

*\*KPI = turn around time to repair the leak*

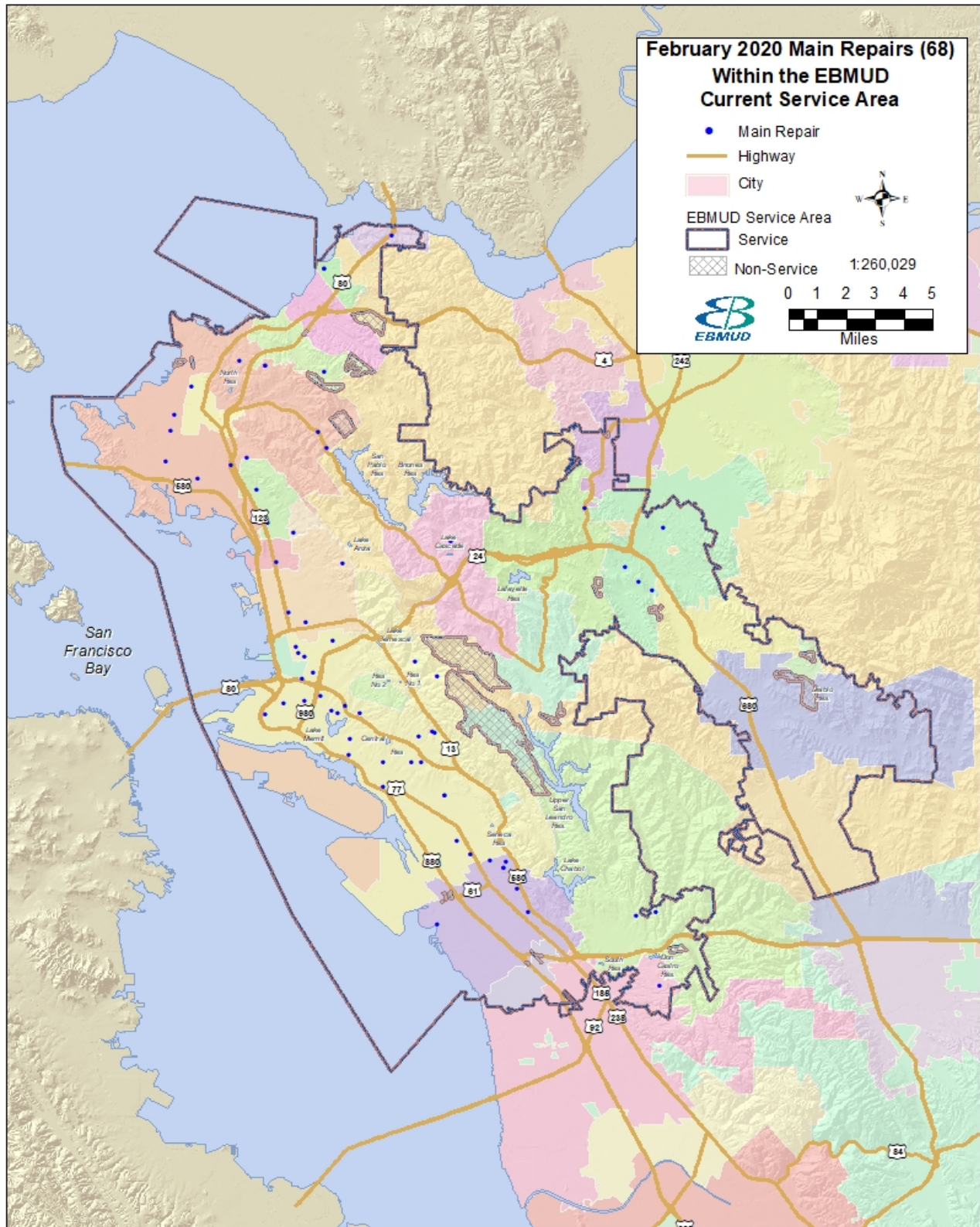
FEBRUARY 2020 MAIN BREAK REPAIRS										
City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
OAKLAND		HERZOG	ST	CAST IRON	6.00	1952	1,080	2/6/2020	2/6/2020	Y
OAKLAND		INTERNATIONAL	BL	CAST IRON	4.00	1891	1,350	2/8/2020	2/9/2020	Y
OAKLAND		JEAN	ST	CAST IRON	6.00	1931	1,350	2/10/2020	2/10/2020	Y
OAKLAND		JORDAN	RD	CAST IRON	8.00	1938	18,000	2/20/2020	2/20/2020	Y
OAKLAND		MANDANA	BL	CAST IRON	10.00	1930	4,500	2/5/2020	2/5/2020	Y
OAKLAND		MANDELA	PKY	CAST IRON	6.00	1936	3,600	2/12/2020	2/12/2020	Y
OAKLAND		MCELROY	ST	STEEL	2.00	1995	0	2/18/2020	2/18/2020	Y
OAKLAND		MILTON	ST	CAST IRON	4.00	1894	45,000	2/5/2020	2/5/2020	Y
OAKLAND		MINNA	AVE	CAST IRON	6.00	1937	45,000	2/23/2020	2/24/2020	Y
OAKLAND		MONTECITO	AVE	CAST IRON	6.00	1929	9,000	2/14/2020	2/14/2020	Y
OAKLAND		RETTIG	AVE	CAST IRON	6.00	1947	0	2/11/2020	2/18/2020	Y
OAKLAND		SHORT	ST	CAST IRON	4.00	1938	7,200	2/27/2020	2/27/2020	Y
OAKLAND		TELEGRAPH	AVE	CAST IRON	6.00	1928	2,880	2/3/2020	2/4/2020	Y
OAKLAND		VAN BUREN	AVE	CAST IRON	8.00	1923	14,400	2/19/2020	2/20/2020	Y
OAKLAND		WESTOVER	DR	CAST IRON	6.00	1956	18,000	2/18/2020	2/19/2020	Y
ORINDA		LA CAMPANA	RD	CAST IRON	4.00	1934	9,000	2/15/2020	2/15/2020	Y
PINOLE		MONTE VERDE	DR	ASBESTOS CEMENT	6.00	1972	11,520	1/30/2020	2/6/2020	Y
RICHMOND		2ND	ST	CAST IRON	4.00	1935	3,600	2/13/2020	2/13/2020	Y
RICHMOND	S	23RD	ST	CAST IRON	8.00	1924	1,800	2/17/2020	2/18/2020	Y
RICHMOND		46TH	ST	CAST IRON	6.00	1942	23,040	2/12/2020	2/19/2020	Y
RICHMOND		RALSTON	AVE	CAST IRON	6.00	1950	2,250	2/25/2020	2/25/2020	Y
RICHMOND		RICHMOND	PKY	NON METALLIC / PLASTIC	6.00	1986	9,000	2/10/2020	2/10/2020	Y
RICHMOND		SANFORD	AVE	CAST IRON	6.00	1941	8,640	2/19/2020	2/24/2020	Y
RICHMOND		ST ANDREWS	DR	CAST IRON	4.00	1948	2,700	2/11/2020	2/11/2020	Y
RICHMOND		ST ANDREWS	DR	CAST IRON	4.00	1948	8,640	2/12/2020	2/13/2020	Y
RICHMOND		VERDE	AVE	CAST IRON	6.00	1944	17,280	2/5/2020	2/10/2020	Y
RODEO		RODEO	AVE	CAST IRON	4.00	1951	7,200	2/11/2020	2/11/2020	Y
RODEO		RODEO	AVE	CAST IRON	4.00	1951	1,350	2/16/2020	2/16/2020	Y
SAN LEANDRO		DUTTON	AVE	CAST IRON	16.00	1938	11,520	2/17/2020	2/24/2020	Y

*\*KPI = turn around time to repair the leak*

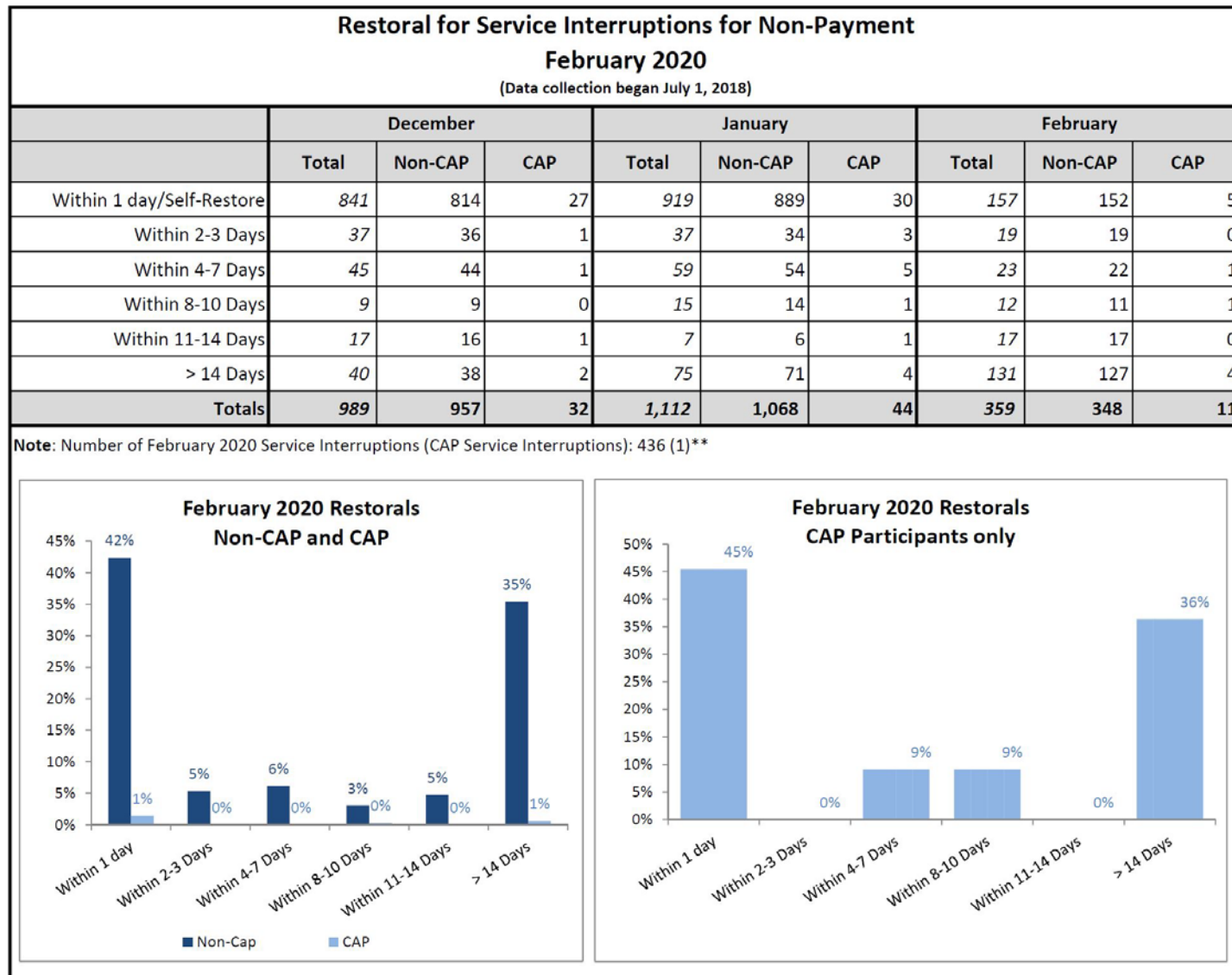
FEBRUARY 2020 MAIN BREAK REPAIRS										
City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
SAN LEANDRO		HELEN	AVE	CAST IRON	6.00	1938	10,080	2/1/2020	2/7/2020	Y
SAN LEANDRO		MERLE	CT	CAST IRON	6.00	1938	20,160	2/24/2020	2/25/2020	Y
SAN LEANDRO		SYBIL	AVE	STEEL	6.00	1971	540	2/1/2020	2/5/2020	Y
SAN LEANDRO		SYLVIA	WAY	CAST IRON	4.00	1945	13,500	2/5/2020	2/5/2020	Y
SAN LEANDRO		WARWICK	AVE	CAST IRON	6.00	1938	20,160	2/19/2020	2/25/2020	Y
SAN LEANDRO		WILLIAMS	ST	CAST IRON	4.00	1948	23,040	2/19/2020	2/22/2020	Y
SAN PABLO		11TH	ST	CAST IRON	6.00	Unknown	2,880	2/24/2020	2/25/2020	Y
WALNUT CREEK		COTTAGE	LN	ASBESTOS CEMENT	6.00	1960	1,800	2/10/2020	2/10/2020	Y
WALNUT CREEK		HOMESTEAD	AVE	ASBESTOS CEMENT	12.00	1957	0	1/28/2020	2/4/2020	Y
WALNUT CREEK		JULIANNE	CT	ASBESTOS CEMENT	6.00	1959	4,500	2/12/2020	2/12/2020	Y
WALNUT CREEK		TICE VALLEY	BL	ASBESTOS CEMENT	8.00	1956	22,500	2/14/2020	2/15/2020	Y
Total							821,160			

Non-surfacing leaks discovered by leak detection technologies	1
Breaks caused by contractors or other agencies	0
Other main breaks	67
<b>Total water main repairs</b>	<b>68</b>

*\*KPI = turn around time to repair the leak*



Customer Account Delinquency Information											
February 2020											
(Data collection began September 1, 2017)											
CUSTOMER ASSIST. PROGRAM (CAP) ENROLLMENT	October	November	December	January	February	Totals					
New CAP Participants	123	149	133	157	214	4,462					
CAP Renewals	175	119	154	170	189	4,487					
CAP Departures	195	180	175	174	198	4,272					
Total Active CAP Participants w/Active Accounts	6,925	6,958	6,969	6,990	7,097						
PAYMENT PLANS	October	November	December	January	February	Totals					
Approved Payment Plans	5,514	4,951	5,136	5,476	4,555	151,698					
Payment Plans Established After Service Interruptions	30	33	72	79	13	1,319					
SERVICE INTERRUPTIONS - RESIDENTIAL	October	November	December	January	February	Totals					
15-day Final Collection Notices	15,742	13,802	18,563	13,603	13,945	469,329					
48-hr Service Interruptions Notices	9,624	8,035	9,383	7,946	7,754	248,133					
Service Interruption Orders Created	3,419	2,413	3,655	3,206	2,451	82,689					
Service Interruptions Completed (Actual)	712	574	1,104	1,155	436	22,712					
CAP Enrolled Service Interruptions	20	10	31	42	1	802					
WATER THEFT	October	November	December	January	February	Totals					
No. of Incidents	10	18	11	25	11	355					
No. of 2nd or 3rd Occurrences	2	2	1	3	1	38					
No. Water Theft Penalties Issued	9	8	7	15	6	221					
No. of Appeals Received	1	1	1	-	-	10					
No. of 1st Appeals Approved	-	1	-	-	-	5					
No. of 1st Appeals Denied	1	-	1	-	-	7					
Multi-Family Liens <sup>1</sup>	October	November	December	January	February	Totals					
Liens Filed	126	146	0	129	230	3,959					
Released	45	21	10	44	30	2,324					
Transferred to Alameda Cty.	-	-	-	-	-	1,356					
Transferred to Contra Costa Cty.	-	-	-	-	-	303					
Total/Month	171	167	10	173	260	7,942					
<sup>1</sup> Liens filed monthly represents delinquent accounts 4-6 months in arrears.											
BAD DEBT - WRITE OFFS	October	November	December	January	February	Totals					
Total Referred to Collection Agency	\$ 201,901	\$ 185,937	\$ 208,196	\$ 207,245	TBD <sup>2</sup>	\$ 4,686,050					
Write-Off % to Billed Revenue	0.31%	0.33%	0.40%	0.42%	TBD <sup>2</sup>						
<sup>2</sup> Information not available until the 20th of the month is normally one month behind, CBA to July/August/September numbers in October 2019.											
Water Theft Type/City	Alameda	Alamo	Albany	Berkeley	Castro Valley	Crockett	Danville	El Cerrito	El Sobrante	Hayward	Hercules
Meter	2	1	2	12	2	2	1	2	1	6	3
Illegal Connection	-	-	-	-	-	-	-	-	-	-	0
Hydrant	-	-	-	-	-	-	-	-	-	-	0
Total	2	1	2	12	2	2	1	2	1	6	3
Water Theft Type/City	Oakland	Piedmont	Pinole	Richmond	Rodeo	San Lorenzo	San Leandro	San Pablo	San Ramon	Total as of 9/1/2017	
Meter	230	1	5	63	7	1	5	3	2	353	
Illegal Connection	2	-	-	-	-	-	-	-	0	2	
Hydrant	-	-	-	-	-	-	-	-	0	0	
Total	232	1	5	63	7	1	5	3	2	355	



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DATE: March 5, 2020

MEMO TO: Board of Directors

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

FROM: Rischa S. Cole, Secretary of the District *RC*

SUBJECT: Finance/Administration Committee Minutes – February 25, 2020

Director Andy Katz called to order the Finance/Administration Committee meeting at 8:37 a.m. in the Training Resource Center. Chair William B. Patterson arrived at 8:40 a.m. Director John A. Coleman was absent (excused). Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Director of Finance Sophia D. Skoda, Manager of Budget Jeanne M. Chase, Special Assistant to the General Manager Kelly A. Zito, and Secretary of the District Rischa S. Cole.

**Public Comment.** None.

**Fiscal Year 2020 (FY20) Semi-Annual Budget Performance Report.** Manager of Budget Jeanne M. Chase presented the report for the period ending December 31, 2019. She explained previous semi-annual reports compared the first six months of the Water and Wastewater Systems' revenues and expenses to an annual budget; however this report compares the first six months of revenues and expenses to a six month budget. She reported total Water System revenues were \$377.1 million (103 percent of the six month budget), and operating expenses were \$193.5 million (87 percent of the six month budget). Total Wastewater System revenues were \$73.4 million (105 percent of the six month budget), and operating expenses were \$43.7 million (93 percent of the six month budget). She reviewed major capital cash flow expenses and year-end projections for both systems and said year-end net revenues and expense savings for each are estimated to be above budget. Total Water System revenues are projected to be three percent above budget and operating expenses are estimated to be five percent less than budget. Total Wastewater System revenues are projected to be two percent above budget while operating expenses are estimated to be five percent less than budget. Ms. Chase also reported on the staff proposal to use some of the FY19 available year-end funds to pay down a portion of each system's outstanding commercial paper. The Board will consider amending the FY20 Water System budget by \$24 million and the Wastewater System budget by \$5 million to use FY19 available year-end funds for this action at its meeting in the afternoon. This would reduce debt outstanding, reduce annual interest cost risk associated with potential interest rate changes, and increase capacity for future borrowing if needed. She noted the adopted FY20 and FY21 debt service budgets for both systems do not include these payments. Addressing the Committee was Eric Larsen, President, AFSCME Local 444, who commented on staffing levels at the Main Wastewater Treatment Plant, the number of currently funded, vacant positions, and the time it takes to recruit for a vacant position after an employee retires.

**Fiscal Year 2020 Water and Wastewater Systems' Budget Amendment For Commercial Paper Pay Down.** Director of Finance Sophia D. Skoda reviewed the proposal to amend the FY20 Water System budget by \$24 million and the Wastewater System budget by \$5 million to pay down a portion of each system's outstanding commercial paper with FY19 available year-end funds. She explained that in FY19, higher-than-budgeted revenues and lower-than-budgeted expenses led to available funds for both systems at year-end. At the Finance/Administration Committee on October 22, 2019, staff proposed

using the available funds to pay down a portion of the District's outstanding commercial paper in support of long-term financial stability. At its meeting in the afternoon, the Board will be asked to consider the staff proposal. She noted in future years, the Finance Director will review the feasibility of additional commercial paper principal payments based on financial performance and the financial outlook at that time. The Committee raised no questions. It was moved by Director Katz, seconded by Director Patterson, and carried (2-0) to support the staff recommendation. Director Coleman was absent (excused).

**Interest Rate Swap Portfolio Summary Report.** Director of Finance Sophia D. Skoda said the report is an annual update provided in accordance with Policy 4.23 - Interest Rate Swap Policy and provides the status of all outstanding District swap agreements as of December 31, 2019. The balance of total outstanding swaps is approximately \$105 million. She reported it would cost the District approximately \$27 million to terminate its swaps and said there are no plans to terminate any swaps at this time. The Committee raised no questions.

**2020 Strategic Plan (Plan) Update.** General Manager Alexander R. Coate said staff was in the midst of updating the Plan which was last updated and adopted by the Board in June 2018. The goals are still on target and minor changes to the strategies and objectives are under development as needed. Changes to the Plan will primarily focus on key performance indicators (KPI) and their targets. While prior Plans included key performance indicators (KPI) and their targets, in 2020, staff will prepare a separate KPI document. He explained that doing this will allow the Plan to be an evergreen, standalone document for the period it is in use. The proposed Plan updates will be reviewed during a Board workshop scheduled for May 26, 2020. Mr. Coate responded to Committee questions regarding the proposed KPI document. He explained many other agencies do not include KPIs in their Plan publication and reiterated the plan proposal is not to eliminate KPIs but to provide them in a separate document going forward.

**Monthly Investment Transactions Report.** Director of Finance Sophia D. Skoda reviewed the report for January 2020 which will be presented to the Board for consideration at its meeting in the afternoon. The Committee raised no questions. It was moved by Director Katz, seconded by Director Patterson, and carried (2-0) to forward the report to the Board for consideration. Director Coleman was absent (excused).

**Quarterly Financial Reports.** Director of Finance Sophia D. Skoda reported the quarterly reports were filed in compliance with government statutes. The information includes investment transactions along with quarterly payroll, disbursements and real estate summary reports for the Water and Wastewater Systems during the period October 1 through December 31, 2019. She highlighted the property purchases in the real estate report and said the District's investments were currently earning approximately 1.77 percent in interest. The Committee raised no questions. It was moved by Director Katz, seconded by Director Patterson, and carried (2-0) to accept the reports. Director Coleman was absent (excused).

**Adjournment.** Chair Patterson adjourned the meeting at 9:00 a.m.

ARC/RSC