



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

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA  
Tuesday, February 13, 2018**

**REGULAR CLOSED SESSION**

**11:00 a.m., Board Room**

**ROLL CALL:**

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

**ANNOUNCEMENT OF CLOSED SESSION AGENDA:**

1. Conference with Real Property Negotiators pursuant to Government Code section 54956.8 regarding conditions and lease terms for the Oakport property site lease for the Supply Bank Organization. East Bay Municipal Utility District Negotiators: Sherri A. Hong, Manager of Customer & Community Services, and Matt Elawady, Manager of Real Estate Services. Negotiating parties: East Bay Municipal Utility District and the Supply Bank Organization
2. Conference with Labor Negotiators Gregory Ramirez, Glenn Berkheimer and Bruce Heid from the Industrial Employers Distributors Association; Alexander R. Coate, General Manager; Sophia D. Skoda, Director of Finance; and Laura A. Brunson, Manager of Human Resources, pursuant to Government Code section 54957.6: Employee Organizations International Union of Operating Engineers, Local 39; American Federation of State, County and Municipal Employees, Locals 444 and 2019; and International Federation of Professional & Technical Engineers, Local 21.
3. Conference with Board designated representatives Lesa McIntosh, William B. Patterson and Frank Mellon regarding employment contracts of the General Manager and the General Counsel pursuant to Government Code section 54957.6.

*(The Board will hold Closed Session in Conference Room 8)*

**REGULAR BUSINESS MEETING**

**1:15 p.m., Board Room**

**ROLL CALL:**

**BOARD OF DIRECTORS:**

- Pledge of Allegiance
- 2018 Board Committee Assignments – Amended

**PRESENTATION:**

- 2017 WaterSmart Business Certification Awards

**ANNOUNCEMENTS FROM CLOSED SESSION:**

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

**CONSENT CALENDAR:** (Single motion and vote approving 4 recommendations.)

1. Approve the Regular Meeting Minutes of January 23, 2018.
2. File correspondence with the Board.
3. Authorize agreements related to the Orinda Water Treatment Plant (WTP) Disinfection Improvements Project.
  - 3.1 Authorize an agreement beginning on or after February 13, 2018 with Carollo Engineers, Inc., in an amount not to exceed \$8,179,184 for design services for the Orinda WTP Disinfection Improvements Project.
  - 3.2 Authorize an agreement beginning on or after February 13, 2018 with CDM Smith, Inc., in an amount not to exceed \$695,564 for technical/constructability review and value engineering services for the Orinda WTP Disinfection Improvements Project.
4. Adopt the Fiscal Year 2018 Diversity and Inclusion Program.

**DETERMINATION AND DISCUSSION:**

5. Consider a resolution to appoint the following individuals as Standby Officers for the East Bay Municipal Utility District Board of Directors as outlined in the Director's Emergency Succession Plan which was adopted on May 23, 2017: (Resolution)  
  
Ward No. 1 – 1) Celia McCoy; 2) Linda Jackson-Whitmore; 3) Lynelle Lewis  
Ward No. 2 – 1) Dennis Diemer; 2) Carol Rowley; 3) Robert Dean  
Ward No. 3 – 1) Jennifer Jackson; 2) Peter Vorster; 3) Randeale Kanouse  
Ward No. 4 – 1) Helen Burke  
Ward No. 5 – 1) Heinrich Albert; 2) James Prola  
Ward No. 6 – 1) Robert Harris; 2) Jose Guzman  
Ward No. 7 – 1) Calvin Sakamoto; 2) Gene Ashford, Jr.; 3) Gregory Chan
6. General Manager's Report:
  - Water Supply Update
  - Social Media Update
  - Monthly Report – January 2018

**REPORTS AND DIRECTOR COMMENTS:**

7. Committee Reports:
  - Finance/Administration
  - Planning
  - Legislative/Human Resources
8. Other Items for Future Consideration.
9. Director Comments.

**ADJOURNMENT:**

***The next Regular Meeting of the Board of Directors will be held at 1:15 p.m. on Tuesday, February 27, 2018 in the Administration Center Board Room, 375 Eleventh Street, Oakland, California.***

**Disability Notice**

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

**Document Availability**

*Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 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, February 13	<b>Planning Committee</b> Mellon {Chair}; Linney; Young	9:00 a.m. Training Resource Center	<ul style="list-style-type: none"> <li>Orinda Water Treatment Plant Disinfection Improvements Project</li> <li>Water Distribution System Management Software</li> <li>Social Media Update</li> </ul>
	<b>Legislative/Human Resources Committee</b> Coleman {Chair}; Patterson; Young	9:45 a.m. Training Resource Center	<ul style="list-style-type: none"> <li>Review May 26, 2015 Policy Position Opposing Retail Water User Fees</li> <li>Update on District Values and Organizational Improvements Programs</li> <li>Fiscal Year 2018 Diversity and Inclusion Program</li> </ul>
	<b>Board of Directors</b>	11:00 a.m. 1:15 p.m.	<ul style="list-style-type: none"> <li>Closed Session</li> <li>Regular Meeting</li> </ul>
Monday, February 19	<b>Washington's Birthday Holiday</b>		<i>District Offices Closed</i>
Tuesday, February 27	<b>Finance/Administration Committee</b> Patterson {Chair}; Coleman Mellon	10:00 a.m. Training Resource Center	
	<b>Board of Directors</b>	11:00 a.m. 1:15 p.m.	<ul style="list-style-type: none"> <li>Closed Session</li> <li>Regular Meeting</li> </ul>
Tuesday, March 13	<b>Planning Committee</b> Mellon {Chair}; Linney; Young		<i>Cancelled</i>
	<b>Legislative/Human Resources Committee</b> Coleman {Chair}; Patterson; Young	TBD Training Resource Center	
	<b>Financial Stability Workshop No. 2</b>	TBD Training Resource Center	
	<b>Board of Directors</b>	11:00 a.m. 1:15 p.m.	

## EAST BAY MUNICIPAL UTILITY DISTRICT

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DATE: February 8, 2018

MEMO TO: Board of Directors

FROM: Lesa R. McIntosh, President 

SUBJECT: 2018 Board Committee Assignments - Amended

The 2018 Board committee assignments list has been amended to reflect that Director Mellon is the representative for the Special Districts Association of Alameda County/Special Districts Selection Committee. The assignments approved by the Board on January 23, 2018 listed President McIntosh as the representative for this committee. All other committee assignments remain the same.

### **Planning**

Director Mellon, Chair  
Director Linney  
Director Young

*2<sup>nd</sup> Tuesday of the month at 9:15 a.m.*  
Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

### **Legislative/Human Resources**

Director Coleman, Chair  
Director Patterson  
Director Young

*2<sup>nd</sup> Tuesday of the month at 10:15 a.m.*  
Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

### **Finance/Administration**

Director Patterson, Chair  
Director Coleman  
Director Mellon

*4<sup>th</sup> Tuesday of the month at 10:00 a.m.*  
Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

### **Sustainability/Energy**

Director Young, Chair  
Director Katz  
Director Linney

*4<sup>th</sup> Tuesday, quarterly, time to be determined*  
Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

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

Director Coleman  
Director Mellon  
Director Linney, Alternate

*1<sup>st</sup> Monday of Feb.*  
*3<sup>rd</sup> Monday of May*  
*4<sup>th</sup> Monday of March, July, Sept., and Nov.*  
Contact: Linda H. Hu, 287-1691

### **Freeport Regional Water Authority**

Director Coleman  
Director Patterson  
Director Katz, Alternate

*2<sup>nd</sup> Thursday, quarterly at 10:00 a.m. with  
locations to be announced*

### **Retirement Board**

Director Mellon  
Director Young

*3<sup>rd</sup> Thursday odd numbered months at 8:30 a.m.*  
Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

**Upper Mokelumne River Watershed**

**Authority**

Director Coleman  
Director Patterson  
Director Young, Alternate  
Director Katz, Alternate

*4<sup>th</sup> Friday, quarterly at 1:30 p.m.*  
McLean Hall, Pardee Center

**Business Forum (Ad Hoc)**

Director Coleman  
Director Katz  
Director Patterson  
Director Mellon, Alternate

*Meeting dates, times, and location to be determined*

**EBMUD/EBRPD Liaison**

Director Linney  
Director Katz  
Director Mellon, Alternate

*Meeting dates, times, and location to be determined*

**Oakland Chamber of Commerce**

Director Linney  
Director Patterson, Alternate  
Director Katz, Alternate

**Special Districts Association of Alameda County/Special Districts Selection Committee**

Director Mellon, Member  
Director Katz, Alternate  
Director Linney, Alternate

**Special Districts Association of Contra Costa County**

President McIntosh, Member  
Director Mellon, Alternate  
Director Young, Alternate

LRM:rsc

## **MINUTES**

**Tuesday, January 23, 2018**

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

### **Regular Closed Session Meeting**

President Lesa R. McIntosh called to order the Regular Closed Session Meeting of the Board of Directors at 11:00 a.m. in the Administration Center Board Room.

### **ROLL CALL**

Directors John A. Coleman, Doug Linney, Frank Mellon, William B. Patterson, Marguerite Young, and President Lesa R. McIntosh were present at roll call. Director Andy Katz arrived at 11:13 a.m.

Staff present included General Manager Alexander R. Coate, General Counsel Craig S. Spencer, Assistant General Counsel Frederick S. Etheridge (Item 1), Engineering Manager Lena L. Tam (Item 1), Attorney Lourdes Matthew (Item 2), Director of Finance Sophia D. Skoda (Item 2), Manager of Human Resources Laura A. Brunson (Item 2), and Industrial Employers Distributors Association representatives Glenn Berkheimer and Gregory Ramirez (Item 2).

### **BOARD OF DIRECTORS**

President McIntosh led the Pledge of Allegiance.

### **PUBLIC COMMENT**

- Addressing the Board were the following: 1) Mark Foley, President, AFSCME Local 2019, commented on negotiations and asked the Board to support the proposal submitted by Local 2019; 2) Nanci Miller commented on labor negotiations; 3) Eric West, EBMUD Drafter III, commented on the equity adjustment for the reclassified Drafter III classification; 4) Justin Young, EBMUD Associate Electrical Engineer, commented on labor negotiations and recruitments for the Associate Electrical Engineer classification; 5) Kasie Evans, Chief Steward, AFSCME Local 2019, commented on labor negotiations; 6) Gilbert Loreda, EBMUD Water Distribution Plumber III, commented on labor negotiations; 7) David Correa, EBMUD Materials Specialist, commented on labor negotiations; 8) Eric Larsen, Member Relations Secretary, AFSCME Local 444, commented on labor negotiations; 9) Dwight George, 2<sup>nd</sup> Vice-President, AFSCME Local 444, commented on labor negotiations; and 10) John Briceno, President, AFSCME Local 444, commented on labor negotiations and asked the Board to support the proposals submitted by Locals 2019 and 444.

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

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

### **Regular Business Meeting**

President McIntosh called to order the Regular Business Meeting of the Board of Directors at 1:35 p.m. in the Administration Center Board Room.

### **ROLL CALL**

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

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

### **2018 Committee Assignments**

President McIntosh reviewed the 2018 Board Committee assignments.

- Motion by Director Mellon, seconded by Director Patterson, to approve the 2018 Committee assignments, carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, Mellon, Patterson, Young, and McIntosh); NOES (None); ABSTAIN (None); ABSENT (None).

**Motion No. 012-18** – Approved the following 2018 Board Committee assignments:

#### **Planning**

Director Mellon, Chair  
Director Linney  
Director Young

*2<sup>nd</sup> Tuesday of the month at 9:15 a.m.*

Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

#### **Legislative/Human Resources**

Director Coleman, Chair  
Director Patterson  
Director Young

*2<sup>nd</sup> Tuesday of the month at 10:15 a.m.*

Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

#### **Finance/Administration**

Director Patterson, Chair  
Director Coleman  
Director Mellon

*4<sup>th</sup> Tuesday of the month at 10:00 a.m.*

Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

#### **Sustainability/Energy**

Director Young, Chair  
Director Katz  
Director Linney

*4<sup>th</sup> Tuesday, quarterly, time to be determined*

Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor

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

Director Coleman  
Director Mellon  
Director Linney, Alternate

*1<sup>st</sup> Monday of Feb.;*

*3<sup>rd</sup> Monday of May;*

*4<sup>th</sup> Monday of March, July, Sept., and Nov.*

Contact: Linda H. Hu, 287-1691



**Freeport Regional Water Authority**

Director Coleman  
Director Patterson  
Director Katz, Alternate

*2<sup>nd</sup> Thursday, quarterly at 10:00 a.m. with  
locations to be announced*

**Retirement Board**

Director Mellon  
Director Young

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Administration Center Building  
Training Resource Center, 2<sup>nd</sup> Floor*

**Upper Mokelumne River Watershed  
Authority**

Director Coleman  
Director Patterson  
Director Young, Alternate  
Director Katz, Alternate

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McLean Hall, Pardee Center*

**Business Forum (Ad Hoc)**

Director Coleman  
Director Katz  
Director Patterson  
Director Mellon, Alternate

*Meeting dates, times, and location to be  
determined*

**EBMUD/EBRPD Liaison**

Director Linney  
Director Katz  
Director Mellon, Alternate

*Meeting dates, times, and location to be  
determined*

**Oakland Chamber of Commerce**

Director Linney  
Director Patterson, Alternate  
Director Katz, Alternate

**Special Districts Association of Alameda County/Special Districts Selection Committee**

President McIntosh, Member  
Director Katz, Alternate  
Director Linney, Alternate

**Special Districts Association of Contra Costa County**

President McIntosh, Member  
Director Mellon, Alternate  
Director Young, Alternate

## **ANNOUNCEMENTS FROM CLOSED SESSION**

There were no announcements required from closed session.

## **PUBLIC COMMENT**

- Addressing the Board were the following: 1) Waldon G. Carlson commented on the January 10, 2018 letter he sent to the Board regarding the District's rates and rate structure and his water bill; 2) Juan Valencia, EBMUD Gardener II, commented on the status of the 2015 classification study request for the Gardener class; and 3) Mark Foley, President, AFSCME Local 2019, voiced his support for the appointment of Clifford C. Chan as Director of the Operations and Maintenance Department.

Mr. Carlson was referred to staff and the Board requested an update on the status of the Gardener classification study.

## **CONSENT CALENDAR**

- Item 6 was pulled from the Consent Calendar for comment.
  - Motion by Director Coleman, seconded by Director Patterson, to approve the recommended actions for Items 1-5 on the Consent Calendar, carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, Mellon, Patterson, Young, and McIntosh); NOES (None); ABSTAIN (None); ABSENT (None).
1. **Motion No. 013-18** – Approved the Regular Meeting Minutes of January 9, 2018.
  2. The following correspondence was filed with the Board: **1)** E-mail from Jesse Alcala to Juan Valencia dated January 23, 2018 regarding Classification Study, Gardener; **2)** Comments from Waldon G. Carlson to Board of Directors regarding water rates; **3)** Speakers' Bureau and Outreach Record CY18, dated January 23, 2018; **4)** Memorandum dated January 23, 2018 to Board of Directors from Alison A. Kastama, Special Assistant to the General Manager, regarding EBMUD Biennial Report for Fiscal Years 2016-2017; **5)** EBMUD 2016-2017 Biennial Report entitled "Drought to Deluge"; and **6)** Presentation entitled "Water Supply Board Briefing," dated January 23, 2018.
  3. **Motion No. 014-18** – Authorized an agreement beginning on or after January 24, 2018 with Solutionwerks, Inc. in an amount not to exceed \$90,000 for professional services to support District staff in an assessment for enhanced operation and maintenance of the Main Wastewater Treatment Plant high-purity cryogenic plant.
  4. **Motion No. 015-18** – Approved the October, November, and December 2017 Monthly Investment Transactions Reports.
  5. **Resolution No. 37072-18** – Authorizing Third Amendment To General Counsel Employment Agreement.

6. **Resolution No. 37073-18** – Appointing Clifford C. Chan As Director Of Operations And Maintenance (*effective February 5, 2018*).
  - Director Mellon congratulated Mr. Chan and the Board said they looked forward to working with him in his new role. Mr. Chan thanked the Board for the opportunity to continue serving the District in his new capacity.
  - Motion by Director Mellon, seconded by Director Linney, to approve the recommended action for Item 6 on the Consent Calendar, carried (7-0) by the following voice vote: AYES (Coleman, Katz, Linney, Mellon, Patterson, Young, and McIntosh); NOES (None); ABSTAIN (None); ABSENT (None).

### **DETERMINATION AND DISCUSSION**

#### **7. General Manager's Report.**

Manager of Maintenance and Construction David A. Briggs presented the Water Supply Briefing in which he reviewed the District's current water supply, California's current water supply and water supply projections for the remainder of Water Year 2018. As of January 21, 2018, total system storage was 626,820 acre feet or 111% of average while total system capacity was at 81% of total capacity.

General Manager Alexander R. Coate announced that the 2016-2017 Biennial Report would be distributed to elected officials, local water and wastewater agencies, and District stakeholders in early February. He reviewed upcoming Board meeting activities including the appointment and meet and greet for Board Standby Officers and a pre-meeting reception for 2017 WaterSmart award recipients on February 13, and the proposed schedule for upcoming Board workshops. The Board asked that the Biennial Report be posted on the District's website.

### **REPORTS AND DIRECTOR COMMENTS**

#### **8. Committee Reports.**

- Filed with the Board were the Planning, Legislative/Human Resources, and Sustainability/Energy Committee Minutes of January 9, 2018.

#### **9. Other Items for Future Consideration.**

None.

#### **10. Director Comments.**

- Director Coleman reported attending/participating in the following events: Freeport Regional Water Authority teleconference meeting on January 11 in Oakland; East Bay Leadership Council Water Task Force meeting on January 16 in Walnut Creek; East Bay Leadership Council dinner on January 18 in Diablo; and Black & Gray H2O meeting on January 22 in Oakland. He reported on plans to attend/participate in the following upcoming events:

East Bay Economic Development Alliance Legislative Committee meeting on January 25 in Oakland; UMRWA Board meeting on January 26 in Pardee; DERWA Board meeting on February 5 in Dublin; and Leland Reservoir Draft Environmental Impact Report meeting on February 8 in Lafayette.

- Director Katz had no comment.
- Director Linney had no comment.
- Director Mellon had no comment.
- Director Patterson had no comment.
- Director Young commented on the recent passing of Paul Booth, AFSCME international union representative and the health status of David Zwick, founder of Clean Water Action. She asked that the Board consider adjourning the Board meeting in honor of Mr. Booth and Mr. Zwick and that letters be sent to their families.
- President McIntosh had no comment.

### **ADJOURNMENT**

President McIntosh adjourned the meeting at 2:03 p.m. in memory of Mr. Paul Booth and in honor of Mr. David Zwick.

SUBMITTED BY:

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Rischa S. Cole, Secretary of the District

APPROVED: February 13, 2018

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Lesa R. McIntosh, President of the Board



AGENDA NO.  
MEETING DATE

3.1  
February 13, 2018

**TITLE ORINDA WATER TREATMENT PLANT DISINFECTION IMPROVEMENTS  
PROJECT - DESIGN SERVICES**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

**RECOMMENDED ACTION**

Authorize an agreement beginning on or after February 13, 2018 with Carollo Engineers, Inc., in an amount not to exceed \$8,179,184 for design services for the Orinda Water Treatment Plant (WTP) Disinfection Improvements Project.



**SUMMARY**

This work involves the design of a 200 million gallon per day (MGD) ultraviolet (UV) disinfection facility, chlorine contact basin (CCB), supporting infrastructure, and hydraulic connections for the Orinda WTP Disinfection Improvements Project. The UV/CCB facilities will improve disinfection and reduce trihalomethanes (THMs) and other disinfection byproducts (DBPs) in the Orinda WTP service area, as discussed in Planning Committee presentations on October 10, 2017 and December 12, 2017. The project design is scheduled to start in early 2018 to allow construction to begin in 2021, following completion of the San Pablo Clearwell and Rate Control Station Project.

**DISCUSSION**

The Orinda WTP is an inline plant constructed in 1933 that treats up to 200 MGD of high quality drinking water for customers on both sides of the Berkeley-Oakland hills. Similar to the District's other two inline plants, it was originally constructed without a dedicated disinfection basin because of the high quality raw water and less stringent regulatory water quality targets at the time. With recent variations in raw water quality, disinfection contact time, and the resulting formation of DBPs, the current disinfection process has been manageable but operationally challenging.

As part of the 2016 Inline WTP Pretreatment Upgrades Study, seven disinfection alternatives were evaluated for the Orinda WTP. The District selected UV/CCB as the disinfection improvements alternative that should be implemented in the near term to address THM issues and improve the reliability of the disinfection process. The UV/CCB treatment process can reliably meet disinfection criteria and

Funds Available: FY18/19; CIP#000437; Page 46		Budget Code: WSC\557\7999\5521\2010619:22
DEPARTMENT SUBMITTING Engineering and Construction	DEPARTMENT MANAGER or DIRECTOR  Xavier J. Irias	APPROVED  General Manager

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

minimize DBP formation without requiring construction outside the current plant boundaries or added system pumping.

The selected consultant has wide-ranging experience in designing large UV systems for new and retrofits of existing drinking WTPs. The District's consultant will provide environmental and permitting services, prepare contract drawings and specifications, assist with the selection, procurement, and pre-purchase of UV equipment, and provide bid and award support services for the new UV/CCB facilities. The new UV/CCB facilities are consistent with the long-term plan for the Orinda WTP, which includes the addition of pretreatment and solids handling facilities to further improve the WTP's reliability and capabilities.

This project supports the District's Long-Term Infrastructure Investment Strategic Plan goal.

## **CONSULTANT SELECTION**

Requests for qualifications were sent to 46 firms, including eight minority-owned firms, and posted on the District's website. Statements of qualifications were submitted by four firms, and all four were interviewed by a District selection committee. Carollo Engineers, Inc. was selected as the most qualified design consultant based on their extensive expertise designing similar UV systems for large WTPs.

## **SUSTAINABILITY**

### **Economic**

This item was not included in the FY18-22 budget but sufficient funds are available in the Water Treatment Plant Upgrades Program by deferring less critical treatment plant work.

Life-cycle cost estimates were done for the UV/CCB project and six other alternatives. The UV/CCB was the second-lowest cost alternative analyzed, and was selected due to its operational and environmental benefits, including providing multiple-barrier treatment and minimizing chemical use and deliveries. The UV/CCB alternative had the lowest electrical consumption among the lowest cost project alternatives considered.

### **Social**

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

Locals 2019 and 21 were notified of the contract on July 28, 2017. Local 2019 formally objected to the contract on August 16, 2017. The union requested that District forces perform all design tasks (with the exception of the selection and procurement of UV reactors) and that a training component be added to allow staff to perform computational fluid dynamics (CFD) modeling for future projects. The District and Local 2019 met on August 9, September 13, and October 4, 2017 and were unable to resolve the issues. Local 21 did not have any comments or concerns.

The District's reasons for contracting out the design of the UV/CCB facilities are consistent with EBMUD's criteria for contracting out work. These reasons include the need for expertise in deep excavation shoring design and construction, UV reactor selection, design and procurement, UV reactor

hydraulics, validation, permitting with the state Department of Drinking Water, and the need for expertise in CFD modeling and hydraulic design of the combined UV/CCB facilities. District forces will design and construct utility relocations, make process changes to accommodate the new UV/CCB facilities, manage the consultant contract, and provide technical review of submittals.

### **Environmental**

The design work for the Orinda WTP Disinfection Improvements Project will improve operational reliability, ensure long-term compliance with environmental laws and regulations, and help to achieve the District's water quality goals, including minimizing THMs in the distribution system. CEQA documents for the construction work will be filed with the Contra Costa County Clerk prior to bidding the construction contract for the project.

### **ALTERNATIVES**

**Perform the work with District forces.** This alternative is not recommended because the District has limited in-house expertise in design, startup, and permitting of a UV/CCB disinfection process, design of deep-excavation structures, and CFD modeling. Training would not address this as this type of work is infrequent and outside the scope of normal in-house expertise needs. District forces would complete the utility relocations, necessary process changes, contract management, and technical submittal review as described above.

**Do not complete the work.** This alternative is not recommended because this work is required to improve the long-term reliability of the disinfection process at the Orinda WTP and to address water quality issues including elevated DBP levels in the distribution system.

### **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</b> Orinda Water Treatment Plant Disinfection Improvements Project Design Services				<b>DATE:</b> December 28, 2017							
<b>CONTRACTOR:</b> Carollo Engineers, Inc. Walnut Creek, CA 94598		Local Business		<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>100.0%</b>					
	<b>Ethnicity</b>	<b>Gender</b>	<b>White Women</b>		<b>6%</b>	<b>0.0%</b>					
\$8,179,184 *	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> Carollo Engineers, Inc.	\$6,968,472	White	X		85.2%						
<b>SUBS:</b> Ewing Construction Services	\$67,860	White	X		0.8%						
J. Calton Engineering	\$467,280	White	X		5.7%						
McMillen Jacobs Associates	\$355,172	White	X		4.3%						
Environmental Science Associates (ESA)	\$320,400	White	X		3.9%						
<b>TOTAL</b>	\$8,179,184				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>	502	224	242	968							
<b>Percent of Total Employees:</b>	51.9%	23.1%	25.0%								
<b>MSA Labor Market %:</b>	39.0%	33.7%	27.3%								
<b>MSA Labor Market Location:</b>	Total USA										
<b>COMMENTS</b>											
Contract Equity Participation - 100.0% White Men participation.											
*Total not to exceed: \$8,179,184											
<b>Workforce Profile &amp; Statement of Nondiscrimination Submitted</b>				<b>Good Faith Outreach Efforts Requirement Satisfied</b>				<b>Award Approval Recommended</b>			
NA				YES							



# AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

Title: <b>Orinda Water Treatment Plant Disinfection Improvements Project Design Services</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		
Professional Services Agreement		DATE: 12/28/2017	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 %
P	WM: LBE	Company Wide	35	76	107	2	220	22.7%	27.3%
Carollo Engineers, Inc. Angela Keezer 2700 Ygnacio Valley Road, Suite 300 Walnut Creek, CA 94598  212-539-7105		Manager/Prof	29	47	91	1	168	22.0%	
		Technical/Sales	4	15	13	1	33	30.6%	
		Clerical/Skilled	2	14	3	0	19	20.0%	
		Semi/Unskilled	0	0	0	0	0	0.0%	
		Bay Area	4	5	25	0	34	26.0%	39.9%
		AA Plan on File:	NA		Date of last contract with District:		7/21/2017		
		Co. Wide MSA:	Total USA		# Employees-Co. Wide:		968		Bay Area: 131
S	WM	Company Wide	INFORMATION NOT PROVIDED						
Ewing Construction Services Dave Ewing 417 Mace Boulevard, Suite J-336 Davis, CA 95616  530-304-0972		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:							
S	WM: LBE	Company Wide	INFORMATION NOT PROVIDED						
J. Calton Engineering Angela Keezer 2700 Ygnacio Valley Road, Suite 300 Walnut Creek, CA 94598  916-375-9797		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:							
S	WM	Company Wide	INFORMATION NOT PROVIDED						
McMillen Jacobs Associates Mark Lawrence 49 Stevenson St. San Francisco, CA 94105  415-434-1822		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		Co. Wide MSA:							
S	WM	Company Wide	INFORMATION NOT PROVIDED						
Environmental Science Associates (ESA) Annette Bonilla 550 Kearney St., Ste. 800 San Francisco, CA 94108  415-896-5900		Manager/Prof							
		Technical/Sales							
		Clerical/Skilled							
		Semi/Unskilled							
		Bay Area							
		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

3.2  
February 13, 2018

**TITLE ORINDA WATER TREATMENT PLANT DISINFECTION IMPROVEMENTS  
PROJECT - TECHNICAL/CONSTRUCTABILITY REVIEW AND VALUE  
ENGINEERING SERVICES**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

**RECOMMENDED ACTION**



Authorize an agreement beginning on or after February 13, 2018 with CDM Smith, Inc., in an amount not to exceed \$695,564 for technical/constructability review and value engineering services for the Orinda Water Treatment Plant (WTP) Disinfection Improvements Project.

**SUMMARY**

CDM Smith, Inc., will provide an independent technical and constructability review of the Orinda WTP Disinfection Improvements Project design plans and specifications prepared by the District's design consultant, Carollo Engineers, Inc. The project includes a 200 million gallon per day (MGD) ultraviolet (UV) disinfection facility, chlorine contact basin (CCB), supporting infrastructure, and hydraulic connections. The UV/CCB facilities will improve disinfection and reduce trihalomethanes (THMs) and other disinfection byproducts (DBPs) in the Orinda WTP service area, as discussed in Planning Committee presentations on October 10, 2017 and December 12, 2017. The project design is scheduled to start in early 2018 to allow construction to begin in 2021, following completion of the San Pablo Clearwell and Rate Control Station Project.

**DISCUSSION**

The Orinda WTP is an inline plant constructed in 1933 that treats up to 200 MGD of high quality drinking water for customers on both sides of the Berkeley-Oakland hills. Similar to the District's other two inline plants, it was originally constructed without a dedicated disinfection basin because of the high quality raw water and less stringent regulatory water quality targets at the time. With recent variations in raw water quality, disinfection contact time, and the resulting formation of DBPs, the current disinfection process has been manageable but operationally challenging.

Funds Available: FY18/19; CIP#000437; Page 46		Budget Code: WSC\557\7999\5521\2010619:22
DEPARTMENT SUBMITTING Engineering and Construction	DEPARTMENT MANAGER or DIRECTOR  Xavier J. Irias	APPROVED  General Manager

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

As part of the 2016 Inline WTP Pretreatment Upgrades Study, seven disinfection alternatives were evaluated for the Orinda WTP. The District selected UV/CCB as the disinfection improvements alternative that should be implemented in the near term to address THM issues and improve the reliability of the disinfection process. The UV/CCB treatment process can reliably meet disinfection criteria and minimize DBP formation without requiring construction outside the current plant boundaries or added system pumping.

The selected consultant has wide-ranging experience in designing large UV systems for drinking water plants. While District staff will review all of its design consultant's work for the new UV/CCB facilities, an independent third-party value engineering analysis and technical/constructability review of design deliverables by a consultant with UV/CCB expertise was deemed critical to ensure the success of this project. The new UV/CCB facilities are consistent with the long-term plan for the Orinda WTP, which includes the addition of pretreatment and solids handling facilities to further improve the WTP's reliability and capabilities.

This project supports the District's Long-Term Infrastructure Investment Strategic Plan goal.

## **CONSULTANT SELECTION**

Requests for qualifications were sent to 46 firms, including eight minority-owned firms, and posted on the District's website. Statements of qualifications were submitted by four firms, and all four were interviewed by a District selection committee. CDM Smith, Inc. was selected as the most qualified consultant based on their overall UV/CCB expertise.

## **SUSTAINABILITY**

### **Economic**

This item was not included in the FY18-22 budget but sufficient funds are available in the Water Treatment Plant Upgrades Program by deferring less critical treatment plant work.

Life-cycle cost estimates were done for the UV/CCB project and six other alternatives. The UV/CCB was the second-lowest cost alternative analyzed, and was selected due to its operational and environmental benefits, including providing multiple-barrier treatment and minimizing chemical use and deliveries. The UV/CCB alternative had the lowest electrical consumption among the lowest cost project alternatives considered.

### **Social**

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

Locals 2019 and 21 were notified of the contract on July 28, 2017. Local 2019 formally objected to the contract on August 16, 2017 and requested that District forces perform all design tasks (with the exception of the selection and procurement of UV reactors) and that a training component be added to allow staff to perform computational fluid dynamics (CFD) modeling for future projects. The District and Local 2019

met on August 9, September 13, and October 4, 2017 but were unable to resolve the issues. Local 21 did not have any comments or concerns.

The District's reasons for contracting out the design of the UV/CCB facilities are consistent with EBMUD's criteria for contracting out work. These reasons include the need for expertise in deep excavation shoring design and construction, UV reactor selection, design and procurement, UV reactor hydraulics, validation, permitting with the state Department of Drinking Water, and the need for expertise in CFD modeling and hydraulic design of the combined UV/CCB facilities. District forces will design and construct utility relocations, make process changes to accommodate the new UV/CCB facilities, manage the consultant contract, and provide technical review of submittals.

### **Environmental**

The design work for the Orinda WTP Disinfection Improvements Project will improve operational reliability and ensure long-term compliance with environmental laws and regulations, and District water quality goals, including the goal to minimize THMs in the distribution system. CEQA documents for the construction work will be filed with the Contra Costa County Clerk prior to bidding the construction contract for the project.

### **ALTERNATIVES**

**Perform the work with District forces.** This alternative is not recommended because the District has limited in-house expertise in design, startup, and permitting of a UV/CCB disinfection process, design of deep-excavation structures, and CFD modeling and, as a result, is not in a position to conduct the value engineering analysis or technical/constructability review. Training would not address this as this type of work is infrequent and outside the scope of normal in-house expertise needs. District forces would complete the utility relocations, necessary process changes, contract management, and technical submittal review as described above.

**Do not complete the work.** This alternative is not recommended because this work is required to improve the long-term reliability of the disinfection process at the Orinda WTP and to address water quality issues, including elevated DBP levels in the distribution system.

### **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:					
<b>Professional Services Agreement</b> Orinda Water Treatment Plant Disinfection Improvements Project Technical/Constructability Review and Value Engineering Services						December 28, 2017					
CONTRACTOR:			Local Business		PERCENTAGE OF CONTRACT DOLLARS						
CDM Smith Inc. Walnut Creek, CA 94596					Availability Group		Contracting Objectives		Participation		
BID/PROPOSER'S PRICE:		FIRM'S OWNERSHIP		White Men		25%		100.0%			
		Ethnicity	Gender	White Women		6%		0.0%			
		White	Men	Ethnic Minorities		25%		0.0%			
\$695,564 *											
CONTRACT EQUITY PARTICIPATION											
COMPANY NAME	ESTIMATED AMOUNT	ETHNICITY	GENDER		CONTRACTING PARTICIPATION						
			M	W	White-Men	White-Women	Ethnic Minorities	Unclassified	Publicly Held Corp.	Gov't/Non Profit	Foreign
PRIME: CDM Smith Inc.	\$695,564	White	X		100.0%						
SUBS: None											
TOTAL		\$695,564				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:		1,898		839		646		3,383			
Percent of Total Employees:		56.1%		24.8%		19.1%					
MSA Labor Market %:		39.0%		33.7%		27.3%					
MSA Labor Market Location:		Total USA									
COMMENTS											
Contract Equity Participation - 100.0% White Men participation											
Workforce Profile & Statement of Nondiscrimination Submitted											
Workforce Profile & Statement of Nondiscrimination Submitted				Good Faith Outreach Efforts Requirement Satisfied				Award Approval Recommended			
NA				NA				Beverly Johnson <i>[Signature]</i>			



# AFFIRMATIVE ACTION SUMMARY (P-061)

(Completed by District)

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

<b>Title: Orinda Water Treatment Plant Disinfection Improvements Project</b> <b>Technical/Constructability Review and Value Engineering Services</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	
<b>Professional Services Agreement</b> DATE: 12/28/2017		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: LBE	Company Wide	130	193	272	13	608	18.0%	27.3%
CDM Smith Inc. Patrice Robbins 10 Pringle Avenue, Suite 300 Walnut Creek, CA 94596 407-660-6464		Manager/Prof	89	130	258	7	484	16.9%	
		Technical/Sales	15	10	5	0	30	14.7%	
		Clerical/Skilled	26	31	9	0	66	25.1%	
		Semi/Unskilled	0	22	0	6	0	0.0%	
		Bay Area	0	5	16	0	21	34.4%	39.9%
		AA Plan on File: NA	Date of last contract with District: 8/17/2016						
Co. Wide MSA: Total USA	# Employees-Co. Wide: 3,383		Bay Area: 61						
P	WM: LBE	Company Wide	35	76	107	2	220	22.7%	27.3%
Carollo Engineers, Inc. Angela Keezer 2700 Ygnacio Valley Road, Suite 300 Walnut Creek, CA 94598 212-539-7105		Manager/Prof	29	47	91	1	168	22.0%	
		Technical/Sales	4	15	13	1	33	30.6%	
		Clerical/Skilled	2	14	3	0	19	20.0%	
		Semi/Unskilled	0	0	0	0	0	0.0%	
		Bay Area	4	5	25	0	34	26.0%	39.9%
		Co. Wide MSA: Total USA	# Employees-Co. Wide: 968		Bay Area: 131				
P	WM	Company Wide	62	86	85	2	235	22.9%	34.1%
Hazen and Sawyer Cheryl A. Courchaine 498 Seventh Avenue New York, NY 10018 212-539-7105		Manager/Prof	29	64	72	2	167	19.8%	
		Technical/Sales	22	13	9	0	44	37.9%	
		Clerical/Skilled	11	9	4	0	24	36.9%	
		Semi/Unskilled	0	0	0	0	0	0.0%	
		Bay Area	0	0	0	0	0	0.0%	39.9%
		Co. Wide MSA: New York	# Employees-Co. Wide: 1,024		Bay Area: 0				
P	Publicly Held Corporation	Company Wide	236	737	681	21	1,675	18.4%	27.3%
MWH Americas, Inc. Anh Nguyen 2121 N. California Blvd., Ste. 600 Walnut Creek, CA 94596 925-627-4500		Manager/Prof	130	489	551	14	1,184	17.8%	
		Technical/Sales	104	246	126	7	483	21.3%	
		Clerical/Skilled	0	0	0	0	0	0.0%	
		Semi/Unskilled	2	2	4	0	8	0.0%	
		Bay Area	6	13	0	0	0	0.0%	39.9%
		Co. Wide MSA: Total USA	# Employees-Co. Wide: 9,107		Bay Area: 275				

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.  
February 13, 2018

TITLE **ADOPT THE FISCAL YEAR 2018 DIVERSITY AND INCLUSION PROGRAM**

☒ MOTION ☐ RESOLUTION ☐ ORDINANCE

### RECOMMENDED ACTION

Adopt the Fiscal Year 2018 (FY18) Diversity and Inclusion Program.

### SUMMARY

EBMUD is an equal employment opportunity employer. As a federal contractor, the District is required by federal regulations to annually update and adopt written affirmative action programs (AAPs) on an annual basis for minorities, women, protected veterans and individuals with disabilities (IWDs). Federal regulations specifically require the District to establish placement goals by job group for minorities and/or women based on the results of a utilization analysis comparing District incumbency to availability; establish action-oriented programs to address problem areas hindering the employment of minorities or women at availability rates; and analyze its progress and the effectiveness of its outreach efforts in reaching the national benchmark for the hiring of protected veterans and utilization goal for IWDs. The Board's adoption of the FY18 Diversity and Inclusion Program complies with these regulations. The FY18 Diversity and Inclusion Program was presented to the Legislative/Human Resources Committee on February 13, 2018.

### DISCUSSION

The District is proud to be a leader in taking legal, proactive steps in support of a diverse workforce and upholding equal employment opportunity. The District's programs comply with Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act and Section 503 of the Rehabilitation Act. On an annual basis, pursuant to these regulations, the District establishes placement goals by job group for minorities or women based on the results of a utilization analysis comparing District incumbency to availability in the District's recruitment area; analyzes its hires against the national hiring benchmark for veterans which is currently set at 6.7%; analyzes its workforce by job group against the national utilization goal of 7.0% for IWDs; makes good faith efforts toward reaching its minority and/or female placement goals; and evaluates the effectiveness of its outreach activities to meet the protected veteran hiring benchmark and IWDs utilization goal. Based on goals progress and evaluation, the District advises on program effectiveness and recommends action-oriented programs and outreach to improve performance.

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

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

For the FY17 AAP year, of the 22 District job groups, efforts were focused on 6 groups where the incumbency of minorities was below availability in the recruitment area. The District achieved its FY17 AAP placement goal for the Mechanical Maintenance job group. The District also improved on its minority placement rate from the previous AAP year for the Heavy Equipment/Truck Operators job group increasing from 30% to 38.5% and for the Pipeline Maintenance job group increasing from 47.5% to 50.0%. Total job placements in FY17 were 287, with the District placing 95 women and 145 minorities.

The District also made progress on its hiring benchmark for protected veterans and its utilization goal for IWDs in FY17. The District increased the percentage of protected veterans in the applicant pools from 2.7% to 3.2% and the percentage of IWDs in the applicant pools from 2.8% to 3%.

For the FY18 AAP, minority placement goals remain for the Rangers, Pipeline Maintenance, Heavy Equipment/Truck Operators, Electrical/Structural Maintenance, Mechanical Maintenance and Service Maintenance job groups. The District still has a placement goal in the Mechanical Maintenance job group this year, despite meeting the placement goal in FY17, because minority availability increased by 9.4% and District minority incumbency slightly decreased due to voluntary terminations (primarily retirements). In addition, the District also has a new minority placement goal for the Supervising Engineering job group due to a minor shift in the incumbency making the difference between minority incumbency and availability statistically significant. In calculating the FY18 placement goals, the District continued to use the U.S. Census.

The FY18 Diversity and Inclusion Program is focused on addressing the areas described above and targeted towards these job groups/classifications. Proposed actions include planning and launching a trades' apprenticeship program, continuing discussions with a community partner regarding the development of application, interview and test preparation workshops, and launching a District Diversity Committee to implement program activities. This program supports the District's Workforce Planning and Development Strategic Plan goal of attracting and hiring quality candidates that reflect the diversity of our community.

## **SUSTAINABILITY**

### **Economic**

The costs for implementing the FY18 Diversity and Inclusion Program are included in the District's FY18 budget.

## **ALTERNATIVE**

**Do not adopt the FY18 Diversity and Inclusion Program.** This alternative is not recommended because not adopting the program would be inconsistent with federal regulations.

Attachment: FY18 Diversity and Inclusion Program

**FY 2018  
Diversity and Inclusion Program**

**Embrace Diversity**



**East Bay Municipal Utility District**



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## INTRODUCTION

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

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

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

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

**EAST BAY MUNICIPAL UTILITY DISTRICT (DISTRICT OR EBMUD)**

375 11th Street  
Oakland, CA 94607

**July 1, 2016 – June 30, 2017**

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

**EIN (tax) #:** 94-6000590

**EEO-4 #:** 06505230

**NAICS:** 2213 Water, Sewage and Other Systems

**MSA:** 41860 San Francisco-Oakland-Fremont, CA

**Affirmative Action (AA)/**

**Equal Employment**

**Opportunity (EEO) Contact:**

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



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## **A. *Designation of Responsibility***

41 C.F.R. § 60-2.17(a)

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

### **Board of Directors (Board)**

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

Policy 2.25, Equal Employment Opportunity, provides for EEO in all employment practices, including recruitment, hiring, placement, transfers, promotions, and training consistent with the principles of the District and in order to promote the full realization of EEO. It prohibits discrimination and workplace harassment based on race, color, religious creed, sex, gender, gender identity, gender expression, marital or registered domestic partnership status, age for individuals over forty years of age, national origin, ancestry, disability (mental or physical, including AIDS and HIV), medical condition (cancer and genetic characteristics), genetic information, sexual orientation, military and veterans status, family or medical leave status, pregnancy, pregnancy disability leave status, and other protected categories. In addition, the Policy prohibits retaliation against employees alleging discrimination and workplace harassment, or involved as witnesses in a discrimination or workplace harassment investigation. Employees who oppose and/or refuse to participate in illegal discrimination or workplace harassment are also protected against retaliation. Finally, it requires development and maintenance of an AAP consistent with applicable laws, including any recruitment and placement methods that will enhance District efforts to achieve a workforce composition reflective of the qualified relevant labor.

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

### General Manager (GM)

The Board appoints a GM to conduct the business affairs of the District, including the administration of the Civil Service System of the District. Accordingly, the District's GM has the overall responsibility to implement the District EEO policy and AAP. The GM has delegated the Civil Service System responsibilities, including the direct responsibility to implement and administer the EEO policy and AAP to the Manager of Human Resources. The Manager of Human Resources has the full support of and access to senior management officials.

### Manager of Human Resources (Manager of HR)

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

### Diversity and Inclusion Officer (D&I Officer)

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

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

### Managers and Supervisors

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

- Monitor his or her work unit for discriminatory or harassing behavior and take appropriate steps to stop and correct behavior that violates District EEO policy.
- Enforce District EEO policy as well as adhere to it.
- Familiarize himself or herself with the District's policies on discrimination and workplace harassment (Policies 2.25 and 2.26), to incorporate them into his or her own behavior, and to inform employees in the work unit to do the same.
- Be familiar with the District's Procedure on Equal Employment Opportunity (EEO) Discrimination, Harassment and Retaliation Complaints, Investigations and Appeals (Procedure 227) and be ready to assist employees (including those who do not report directly to them) who raise EEO-related complaints.
- Regard all complaints of EEO discrimination or workplace harassment seriously. Managers/supervisors should not ignore or minimize such complaints or otherwise discourage employees from reporting them.
- Participate in and support staff's involvement with AAP and EEO and diversity programs and recruitment activities.
- Work with the D&I Officer to enhance the effectiveness of the AAP and EEO program and make good faith efforts by considering alternative methods to fill vacant positions in order to create a diverse and qualified candidate pool.
- Consider all qualified candidates for promotion/hire and ensure that all selections are made for valid job-related reasons and without discrimination.

### All District Employees

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

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

**B. Identification of Problem Areas**  
**41 C.F.R. § 60-2.17(b)**

**Terminology**

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

**Progress on Fiscal Year 2017 (FY 2017) AAP Placement Goals:**

In FY 2017, the District had 6 placement goals where the incumbency of minorities within the group was below the availability in the recruitment area. The table below shows the progress on those goals by comparing the placement rate goal to the actual placement rate. Placements consist of hires and promotions into the target job group between July 1, 2016 and June 30, 2017.

**FY 2017 AAP Placement Goals Progress**

<b>JOB GROUP</b>	<b>MINORITY PLACEMENT RATE GOAL (%)*</b>	<b>TOTAL FY 2017 PLACEMENTS</b>	<b>FY 2017 MINORITY PLACEMENTS</b>	<b>ACTUAL MINORITY PLACEMENT RATE (%)</b>
Rangers	64.6%	1	0	0.0%
Pipeline Maintenance	56.4%	24	12	50.0%
Heavy Equipment/Truck Operators	56.0%	13	5	38.5%
Electrical/Structural Maintenance	49.0%	4	1	25.0%
Mechanical Maintenance	44.0%	35	17	48.6%
Service Maintenance	68.2%	5	3	60.0%

\*Placement goals are established within each of the job groups at no less than the availability data for the job group.

The District exceeded its minority placement goal for the Mechanical Maintenance job group. While the District did not technically achieve its minority placement goals for the Service Maintenance and Electrical/Structural job groups, the difference between the actual placement rate and the placement rate goal was statistically negligible. To achieve the 68.2% minority placement goal for the Service Maintenance job group, the District would have to have hired a partial person, specifically .4 of a person. The District was unable to achieve this goal by hiring at least one more minority, due to insufficient representation of minorities in the applicant pools for the Gardener II (40%) and Housekeeper (52.9%) recruitments, both of which are job classifications in the Service Maintenance job group. For the Gardener II recruitment, the minority pool representation remained steady throughout each step of the recruitment process, culminating in the hire of a black male (BM) and white male (WM) for a minority placement rate of 50%. For the Housekeeper recruitment, not only was the minority pool under availability, but the pool of candidates available for interview was only 25% due to the five ranks rule.<sup>1</sup> With only one hire, it is not statistically significant that a white female (WF) was the successful candidate.

Although the difference between 25% and 49% appears to be a significant variance, with only 5 placements, the variance is statistically minor. To achieve the 49% minority placement goal for the Electrical/Structural job group, the District would have to have hired .96 of a person. Three out of the four recruitments that generated the four hires in this job group resulted in an insufficient percentage of minority hires in order to meet the minority placement goal for this job group. For the Carpenter recruitment, a job classification that is within the Electrical/Structural job group, not only was the pool under availability for minorities (37.4%), but all minority candidates were eliminated from consideration following the job-related written and performance exams. Following the written test, there were only two minority candidates remaining. In addition, one withdrew prior to the performance exam, leaving only one minority candidate. The remaining minority candidate did not pass the performance exam. For the Facility Specialist recruitment, another job classification that is within the Electrical/Structural job group, not only was the pool under availability for minorities (33.3%), but 8.3% of minority candidates were eliminated from consideration following the job-related Training and Experience (T&E) review leaving an eligible pool that was only 25% minority. With only one hire off this list, it is not statistically significant that a WM was the successful candidate. For the Painter recruitment, while the eligible list had sufficient minority representation (47%) the hiring interview pool only had 37.5% minority representation due to the five ranks rule. With only one hire off this list, it is not statistically significant that a WM was the successful candidate.

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<sup>1</sup> Under the District Civil Service rules, only the top 5 ranks (or top 3 for Local 2019 represented classifications) on an eligible list are interviewed for an opening.

While the District did not meet its minority placement goals for the job groups below, the District did make progress in these two job groups.

**FY 2017 AAP Placement Goals Partially Met**

<b>Job Group</b>	<b>FY16 Actual Placement Rate (%)</b>	<b>FY17 Actual Placement Rate (%)</b>
Heavy Equipment/Truck Operators	30.0%	38.5%
Pipeline Maintenance	47.5%	50.0%

The District improved considerably on its minority placement rate from last year for the Heavy Equipment/Truck Operators job group increasing by 8.5% from 30% to 38.5%. In order to meet its FY 2017 minority placement goal for this job group, the District would have had to of hired 2.3 more minorities. Two of the three recruitments in this job group resulted in an insufficient percentage of minority hires in order to meet this goal. More specifically, there were only seven hires off of the Heavy Equipment Operator (HEO) eligible list with a minority placement rate of 42.9%. While the eligible list had sufficient minority representation (58.3%) the hiring interview pool only had 50% minority representation due to the five ranks rule, and further dropped to 45.4% representation when a minority candidate declined to interview. Accordingly, the minority hire percentage was consistent with the interview pool percentage. Similarly, the Truck Driver II recruitment resulted in a very diverse eligible list and hiring interview pool (83%). Unfortunately, there was only one hire off this list and the most qualified candidate was the WM.

The District slightly improved on its minority placement rate from last year for the Pipeline Maintenance job group increasing by 2.5% from 47.5% to 50.0%. In order to meet its FY 2017 minority placement goal for this job group, the District would have had to have hired 1.5 more minorities. It was only one recruitment, out of the seven recruitments in this job group that served as the basis for the hires in FY 2017, that resulted in an insufficient percentage of minority hires to meet this goal. There were six hires off the 2015 Water Distribution Plumber I (WDPI) list – all WMs. The age of this list (June 2015) and the consequent lack of candidate interest, reachability or availability for hire, significantly impacted this hire rate. The group of individuals eligible for hire (based on rank order<sup>2</sup>) was only 27% minority – they consisted of ranks 52 through 74 (22 candidates). Of those 22 candidates, the four Hispanic males (HM), the one Asian male (AM), the one BM and 16 WMs either declined or were unreachable. This left only WMs eligible for hire.

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<sup>2</sup> For Water Distribution Plumber I recruitments, candidates passing the performance exam and interview are placed on the eligible list and hired in rank order for each opening.

The District did not meet or improve on only one of its FY 2017 AAP placement goals. While the District did not meet its minority placement goal for the Rangers job group, that was due to a waiver. There was only one hire in this job group in FY 2017, from the Ranger/Naturalist I recruitment. The District offered the position to a female who is two or more race (SF). She declined the position. The second place candidate was a WM, who accepted the offer.

The following problem areas were noted for the above job groups, based on a review of applicant flows and supporting documentation from recruitments:

- Insufficient representation of minorities in applicant pools for certain job groups
- Insufficient and timely information on the categories to be tested on during a written or performance exam
- Pass points for job-related T&E reviews or tests (written or performance) significantly screening out or eliminating minorities
- Insufficient representation of minorities in an interview/hire band<sup>3</sup>
- Insufficient representation of minorities in hiring interview pool due to five ranks rule
- Insufficient availability of minorities in eligible hire list due to passage of time

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<sup>3</sup> For example, WDPI candidates passing the performance exam and interview are placed on the eligible list and hired in rank order for each Plumber Academy. Candidates available to hire during an academy often have an insufficient representation of minority candidates due to minority candidates being hired in previous years, declining an offer or being unreachable.



### **FY 2018 AAP Goals:**

In accordance with 41 C.F.R. § 60-2.17(b)(1), an analysis of minority utilization within each job group was accomplished by a thorough investigation of comparison of incumbency to availability set forth in Exhibit 5, Placement Goals Analysis.

The specific Placement Goals for the FY 2018 AAP are set forth below:

### **FY 2018 AAP Placement Goal Summary**

<b>JOB GROUP</b>	<b>NUMBER OF EMPLOYEES</b>		<b>MINORITY INCUMBENCY</b>	<b>MINORITY PLACEMENT GOAL*</b>
	<b>TOTAL</b>	<b>MINORITY</b>		
Rangers	33	5	15.2%	55.0%
Supervising Engineering	41	16	39.0%	54.6%
Pipeline Maintenance	201	95	47.3%	60.7%
Heavy Equipment/Truck Operators	97	31	32.0%	53.8%
Electrical/Structural Maintenance	104	30	28.8%	49.4%
Mechanical Maintenance	150	50	33.3%	53.4%
Service Maintenance	74	40	54.1%	70.6%

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

Although the District met its minority placement goal for the Mechanical Maintenance job group for the FY 2017 AAP, the District still has a placement goal in this job group for the FY 2018 AAP for the following reasons. First, the placement goal (availability percentage) for the FY 2018 AAP is a 9.4% increase from last year's placement goal of 44%. Second, despite meeting the FY 2017 AAP placement goal, incumbency in the job group slightly decreased from 33.6% to 33.3%. This was due to a high percentage of minority employee terminations – 64.7% - the majority (81.8%) of which were due to retirements, resignations or release at the end of a temporary appointment. Pass points for job-related T&E reviews or tests (written or performance) significantly screening out or eliminating minorities were noted as problem areas for Mechanical Maintenance job group recruitments.

The District also has a new minority placement goal for the FY 2018 AAP in the Supervising Engineering job group. The reason for this placement goal is due to a small shift in the incumbency. Last year the difference between incumbency and availability was not statistically significant, displaying a probability value of .05381. This year the probability value was .04, just making it statistically significant. A review of the three recruitments that served as the basis for the hires in FY 2017 did not indicate any adverse impact against minorities. One Senior Civil Engineer recruitment (#16-076) resulted in an AM and WM hire and therefore was at minority availability. The other two recruitments, for Senior Civil Engineer (#17-028) and Senior Electrical Engineer, had applicant pools

that were under availability for minorities, and only one minority candidate that met minimum qualifications passed T&E review. The T&E review questions were job-related and the pass point was reasonable. With only one hire off each list, it is not statistically significant that a WM was the successful candidate in both recruitments. For the Senior Electrical Engineer, only one minority out of eight that met minimum qualifications passed T&E review. The T&E review questions were job-related and the pass point was reasonable. With only one hire off this list, it is not statistically significant that a WM was the successful candidate.

The problem areas for the balance of the FY 2018 AAP placement goals were discussed in the FY 2017 AAP Placement Goals Progress section above. The following additional concerns, however, should be noted. Despite strong minority hiring in the Pipeline Maintenance job group, incumbency in this job group slightly decreased from 47.7% to 47.3% in the FY 2018 AAP. This was due to a high percentage of minority terminations (58.8%) in this job group due to retirements, resignations, releases at the end of a temporary appointment or for medical reasons, and death.

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

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

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of Exhibit 1, Organization Display as well as representative utilization analyses and hiring trends. The only issues identified were low historical hires of women or minorities coupled with insufficient recent hires in the Office of Intergovernmental Affairs, Administration and Water Supply Divisions of the Operations and Maintenance Department, the Fisheries and Wildlife Division of the Water and Natural Resources Department, the leadership in the Wastewater Department, the Treasury and Risk Management Offices and IT Security Division of the Finance Department and the Real Estate Services and Water Conservation Divisions of the Customer and Community Services Department. With current openings in many of these Departments/Divisions, the District has an excellent opportunity to assure that these recruitment efforts attract sufficient qualified women and minority candidates.

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

Applicant flows, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between males/females and whites/minorities was accomplished by a thorough examination of transaction data and/or cohort analysis. Hiring disparities for minorities were statistically identified for the Mechanical Maintenance and Customer Service job groups. The reasons for such disparities are reasonably explained and/or can potentially be corrected as discussed in Section C, Development and Execution of Action-Oriented Programs. The reasons for the Mechanical Maintenance Job group disparities were discussed above. The reasons for the Customer Service disparities are as follows for the classifications within this job group:

Customer Services Representative (CSR) recruitment (#16-091) – five candidates were offered positions – 2WFs, BF, AM and SF. The SF candidate declined the offer leaving 2 white and 2 minority candidates hired for a hire rate of 50%, which is below the minority availability for the job group.

- Dispatch Center Representative recruitment (#1-072) – two employees (a WF and BF) were “promoted” off this list for a hire rate of 50%, which is below the minority availability for the job group. This was an upward classification that was budget limited.
- New Business Representative recruitment (#16-008) – five candidates were available for interview, including three minorities. All three minority candidates declined to interview leaving only two WM candidates for consideration.
- Senior New Business Representative - only 33% of minority candidates passed T&E review, which was below minority availability. The T&E review questions were job-related and the pass point was reasonable. With only one hire off this list, it is not statistically significant that a WF was the successful candidate.
- Water Conservation Technician – the written test eliminated all but one minority for consideration. The written test was job-related, candidates were fully apprised of the subject matter of the test, and the pass point was reasonable. With only one hire off this list, it is not statistically significant that a WF was the successful candidate.
- Customer Services Supervisor – the recruitment resulted in a very diverse eligible list and hiring interview pool (70%). Unfortunately, there was only one hire off this list and the most qualified candidate was a WF. Two black females (BF) were the 2nd and 3rd choice candidates.

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

### **C. Action-Oriented Programs**

41 C.F.R. § 60-2.17(c)

#### **Progress on the FY 2017 AAP Action-Oriented Program:**

Below is the progress on actions set forth in the FY 2017 AAP (portions accomplished or in progress are highlighted in green):

<b>FY 2017 Proposed Action</b>	<b>FY 2017 Progress</b>
<ul style="list-style-type: none"><li>• Explore the implementation of a full blind recruitment process, i.e., applicant identification numbers rather than names for minimum qualification and T&amp;E review, exam and panel interview to mitigate unconscious race and/or gender bias.</li></ul>	<ul style="list-style-type: none"><li>• Not accomplished due to the high volume of recruitments.</li></ul>
<ul style="list-style-type: none"><li>• Continue to offer interview feedback to unsuccessful candidates.</li></ul>	<ul style="list-style-type: none"><li>• Continuing.</li></ul>
<ul style="list-style-type: none"><li>• Continue to explore development of a new and improved Trade Apprenticeship Program.</li></ul>	<ul style="list-style-type: none"><li>• The District is in the planning stages with the Advanced Manufacturing &amp; Transportation Apprenticeships of California (AMTAC) (in cooperation with Laney College) and Local 444 to develop an 18 month apprenticeship for at least the Maintenance Machinist and Plant Maintenance Mechanic trades. The program may expand to include apprenticeships for other trades such as Electrical and Instrument Technicians.</li></ul>
<ul style="list-style-type: none"><li>• Identify potential barriers to diversity in the District's civil service rules and/or practices and adjust where feasible.</li></ul>	<ul style="list-style-type: none"><li>• Not accomplished due to the other organizational improvement priorities and labor negotiations.</li></ul>
<ul style="list-style-type: none"><li>• Offer trade internships/training programs to diverse populations.</li></ul>	<ul style="list-style-type: none"><li>• Hosted 3 Instrument interns including one female and one Hispanic intern.</li></ul>
<ul style="list-style-type: none"><li>• Offer internships for students at diverse high schools in the service area to help develop a pipeline of future talent.</li></ul>	<ul style="list-style-type: none"><li>• Hosted 36 high school interns from six partner organizations: Oakland Unified School District, Earn and Learn/Contra Costa County Office of Education, Biotech Partners, College Track, Girls Inc. and San Lorenzo Unified School District/Eden Area ROP with representation throughout the wards.</li></ul>

FY 2017 Proposed Action	FY 2017 Progress
<ul style="list-style-type: none"> <li>• Explore the development of a District-wide Outreach Committee to assist with implementation of the action-oriented program including the above and the following:</li> </ul>	<ul style="list-style-type: none"> <li>• The formation of the Diversity Committee was announced at the August 2017 Management Team meeting and has already received several volunteers.</li> <li>• Research on the size, composition, selection, term, and scope of Diversity Committees at other public agencies has been completed.</li> <li>• Work on the formation and launch of the Committee will commence at the beginning of calendar year 2018 in anticipation of the hiring of an HR Analyst II in the DIO.</li> </ul>
<ul style="list-style-type: none"> <li>• Encourage and support the District Affinity Groups to partner with the District to recruit, develop and retain a diverse workforce by having Group representatives on the Diversity Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• As discussed above, the Diversity Committee will be formed in the beginning of 2018. The expectation is that the Affinity Groups will have representatives on the Committee.</li> <li>• Currently preparing recommendations and guidelines regarding the formation and administration of Affinity Groups to actively involve members in outreach/workforce development, retention, engagement and inclusion activities.</li> <li>• DIO and EDD staff are meeting with the Affinity Groups and some Values Ambassadors at the end of January 2018 to discuss the Affinity Groups' role in values, engagement, inclusion and recruitment.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop an annual outreach strategy and coordinate/staff outreach events.</li> </ul>	<ul style="list-style-type: none"> <li>• The formal strategy will be set by the Diversity Committee but the District loosely did this at the beginning of FY 2018 based on prior attendance, current recruitments and the focus areas of women, minorities, veterans and disabled.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and facilitate workshops on the civil service recruitment process.</li> </ul>	<ul style="list-style-type: none"> <li>• Not accomplished. To be developed by Diversity Committee during FY 2019.</li> </ul>

FY 2017 Proposed Action	FY 2017 Progress
<ul style="list-style-type: none"> <li>• Develop FAQs/videos to post on the District internet and other sites, e.g., civil service recruitment process, completing an application with supplemental questions, interviewing for a District job.</li> </ul>	<ul style="list-style-type: none"> <li>• Not accomplished. To be developed by Diversity Committee during FY 2019.</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluate partners/explore partnerships for workforce development projects such as test prep workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Explored a partnership with Bay Area Business Roundtable (BABRT) for application, interview and test preparation workshops. Application, interview and test preparation workshops will be a part of the AMTAC partnership. Additional partnerships to be evaluated by Diversity Committee.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop a referral list of current employees with contacts with unions, competitor organizations and professional associations.</li> </ul>	<ul style="list-style-type: none"> <li>• R&amp;C has started receiving referrals from Local 444, 2019 and 21 members for larger recruitments. Union members are contacting candidates from other relevant unions, relevant professional associations and organizations with relevant workforce.</li> </ul>
<ul style="list-style-type: none"> <li>• For the following classification - Rangers, WDPI, Paving Raker, Heavy Transport Operator (HTO), HEO, Truck Driver, Electrical Worker and Technician, Instrument Worker and Technician, Meter Reader/Mechanic, Machining and Maintenance Worker, Plant Maintenance Worker, Janitor, Recreation Area Attendant, CSR, Field Services Representative, Wastewater Plant Operator Trainee, Water Treatment Operator Trainee, and Water Distribution/Treatment Operator – aim, explore or endeavor to accomplish the following:</li> </ul>	

<b>FY 2017 Proposed Action</b>	<b>FY 2017 Progress</b>
<ul style="list-style-type: none"> <li>• Aim to increase outreach to females and minorities by attendance at job fairs and events.</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplished. Added 22 organizations to the District's list of organizations receiving open and upcoming job postings (Outreach List) and DIO, R&amp;C and Department staff attended at least 41 diverse outreach events (career/job fairs, presentations, etc.) including: Los Medanos Career Fair, Laney College Job Fair, Industrial Maintenance Tech/Mechanic Marketplace, Rising Sun events, Veterans job fairs, Civic Pride 2016 Youth Leadership Conference, San Francisco Public Utilities Commission 3rd Annual Women in Construction Expo, CCSF Trades Crafts and Skilled Labor Career Fair, the Boys and Men of Color Summit, presentations to Environmental and Science Classes Outreach at Berkeley High, and BAYWORK Water/Wastewater Industry Career Fair.</li> </ul>
<ul style="list-style-type: none"> <li>• Explore partnerships with female/minority organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Have had preliminary discussions with BABRT regarding classifications for which they can provide referrals and training.</li> </ul>
<ul style="list-style-type: none"> <li>• Endeavor to develop application and interview workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Have had preliminary discussions with BABRT regarding classifications for which they can provide application and interview preparation services.</li> </ul>
<ul style="list-style-type: none"> <li>• Endeavor to develop test preparation workshops to assist candidates.</li> </ul>	<ul style="list-style-type: none"> <li>• Have had preliminary discussions with BABRT regarding classifications for which they can provide test preparation services.</li> <li>• Test preparation services are also a part of the planning with AMTAC in regards to the apprenticeship program discussed above.</li> </ul>

### **FY 2018 Action-Oriented Program:**

The District tailors its action-oriented program each year to ensure it is specific to the problems identified. The below action-oriented program is planned for calendar year 2018.

1. Finalize the Affinity Group recommendations and guidelines to actively involve members in outreach/workforce development, retention, engagement and inclusion activities.
2. Continue planning the apprenticeship program with AMTAC.

3. The objectives set forth below are planned for all classifications:

- R&C to ensure all job postings clearly indicate the categories applicants will be tested on during a written, performance or oral exam, and the exam method (e.g., multiple choice).
- R&C to continue to reduce pass points on T&E review, written exams, performance exams, oral exams, etc., to include additional diverse candidates, particularly in cases with low minority or female representation, when doing so will not compromise competency standards and will not cause undue administrative hardship.
- R&C and hiring managers to continue to provide interview feedback to unsuccessful candidates.
- R&C to ensure that raters for T&E review, performance exams, oral exams, and panel interviews are diverse in ethnicity and gender.
- DIO to start working with hiring managers to ensure that more than one rater is involved in hiring interviews and are diverse in ethnicity and gender.
- R&C to consider negative impacts on diversity for internal only postings and to consider posting externally to ensure diverse applicant pools.

4. The objectives set forth below are planned for the following classifications:

- Ranger/Naturalist – all levels
  - Water Distribution Plumber I and Paving Raker
  - Heavy Transport Operator, Heavy Equipment Operator and Truck Driver
  - Electrical and Instrument Technician and Worker (all levels)
  - Meter Reader/Mechanic
  - Machining and Maintenance Worker and Plant Maintenance Worker
  - Janitor
  - Recreation Area Attendant
  - Customer Services and Field Services Representative – all levels
  - Wastewater Plant Operator and Water Treatment Operator Trainee
  - Water Distribution/Treatment Operator – all levels
- a. Aim to increase outreach to female and minorities by attendance at job fairs and events particularly for the classifications above as well as the additional classifications below:
- Gardener I/II
  - Housekeeper
  - Carpenter
  - Facility Specialist



b. Continue exploring BABRT partnership for application, interview and test preparation workshops and training programs for the classifications above as well as the additional classifications below:

- Carpenter
- Facility Specialist
- Auto Mechanic
- Heavy Equipment Mechanic
- Senior Business Representative
- Water Conservation Technician

5. Develop and launch a Diversity Committee in the second half of FY 2018, to include representatives from the Affinity Groups, to address the following objectives:

a. For the classifications set forth in 4 above:

- Develop an annual outreach strategy and coordinate/staff outreach events
- Develop application, interview and test preparation workshops

b. Develop and facilitate workshops on the civil service recruitment process.

c. Develop FAQs/videos to post on the District internet and other sites, e.g., civil service recruitment process, completing an application with supplemental questions, interviewing for a District job.

d. Evaluate partners/explore partnerships for workforce development projects such as application, interview and test preparation workshops and training programs particularly for the classifications discussed previously.

e. Develop a referral list of current employees with contacts with unions, competitor organizations and professional associations.

f. Develop tools for a full blind recruitment process, i.e., applicant identification numbers rather than names for minimum qualification and T&E review, exam and panel interview to mitigate unconscious race and/or gender bias.

g. Identify potential barriers to diversity in the District's civil service rules and/or practices and recommend adjustments where feasible.

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

**Recruitment:**

1. The District will continue to contact minority and women's organizations for referrals including the following:

- Arriba Juntos
- Asian Pacific Environmental Network (APEN)
- Asian Neighborhood Design
- Bay Area Business Roundtable
- Bay Area Counties Roofing & Waterproofing Apprenticeship Program
- Boys and Men of Color
- Bay Area Council
- Chinese for Affirmative Action
- Contra Costa County EHSD -Workforce Service
- Cypress/Mandela Training Center, Inc.
- Eden Area ROP
- East Bay Earn and Learn
- Employment Development Department
- Filipino Advocates for Justice
- Girl's Inc. of Alameda County
- Girls to Women
- Institute for Business and Technology
- Lao Family Community Development, Inc.
- Local 302 – Electricians
- Los Medanos College
- NAACP San Mateo
- National Association of Black Veterans (NABVETS)
- National Association of Women in Construction
- National Coalition of 100 Black Women
- National Institute for Women in Trades, Technology & Sciences (IWITTS)
- New Haven Unified School District - WorkAbility
- Oakland Asian Cultural Center
- Oakland Black Caucus
- Oakland International High School
- Oakland Promise
- Oakland Unified School District
- Oakland Workers Collective – Street Level Health Project
- Organization of Women Architects
- Pacific Asian American Women Bay Area Coalition (PAAWBAC)
- Peralta Colleges
- ReBoot Camp
- Rising Sun

- Rubicon Programs
  - Sheet Metal Workers' Local 104 & Bay Area Industry Training Fund
  - Skyline College
  - SparkPoint
  - Swords to Plowshares
  - The California Women's Ventures Project
  - The Spot – Oakland
  - The Unity Council, A Latino Community Development Corporation
  - The Unity Council Multicultural One-Stop Career Center
  - The Women's Building
  - Toolworks – Berkeley, SF, Contra Costa
  - Tradeswomen, Inc.
  - Treasure Island Job Corps
  - Tri-Cities One Stop Career Center – Fremont and Hayward
  - Tri-Valley One-Stop Career Center
  - Upwardly Global
  - US Department of Labor, Women's Bureau, Region 9
  - US Department of Veteran's Affairs – San Francisco Branch
  - Veteran's Resource Centers of America
  - West Oakland Job Resource Center
  - West Valley College
  - Yes We Code
2. The District has held formal briefing sessions with representatives of recruiting sources on their premises. These sessions include presentations by minority and female employees, and provide clear and concise explanations of current and future job openings, as well as the District's selection process. The District has also made classification descriptions, worker specifications and recruiting literature available to these representatives by email or on-line. In addition, the District has made formal arrangements with some of these recruiting sources for referral of applicants.
  3. The District actively encourages minority and female employees to refer applicants.
  4. The District includes minorities and women on its Employee Relations and Recruitment staff.

5. The District encourages minority and female employees to participate in Career Days, Youth Motivation Programs, and related outreach activities in the community, to represent EBMUD's diversity, including but not limited to the following:
- a. Serving as judges in Richmond High School's Robotics competition
  - b. Serving as mentors for high school engineering students in several Alameda County and Contra Costa County schools
  - c. Supporting Mathematics, Engineering, Science Achievement (MESA) and the Minority Engineering Program (MEP)
  - d. Serving as judges at the Alameda County and Contra Costa County Science Fairs
  - e. Attending the Tradeswomen Inc.'s Annual Gala and Fundraiser
  - f. Attending the Swords to Plowshares Annual Veterans Day Dinner & Profiles of Courage Awards Ceremony
  - g. Presenting at the East Bay Consortium's (EBC's) Pre-Collegiate Academy Math Summer Enrichment Program
  - h. Participating in the Helms Middle School Career Fair
  - i. Participating in the San Leandro African American Business Council's (SLAABC) Annual Career Day
  - j. Participating in the Laney College Manufacturing Career Fair
  - k. Participating in the Los Medanos College's Industrial Technologies Job Fair
  - l. Presenting to Engineers at University of California, Berkeley
  - m. Participating in the BAYWORK Water/Wastewater Career Fair
  - n. Participating in CSU East Bay's STEM Career Awareness Day
  - o. Participating in the Oakland Youth Career Expo
  - p. Participating in the Veterans Career Fair at Memorial Hall
  - q. Participating in the Veterans Job Fair at USS Hornet
  - r. Participating in the East Bay Veterans Career Fair
  - s. Participating in the East Bay Green Jobs Fair
  - t. Attending OUSD ECCO's Annual Demonstration of Mastery
  - u. Participating in San Lorenzo High School Annual Career Fair
  - v. Participating in Calaveras High School Annual Career Fair
  - w. Participating in Amador Valley High School Annual Career Fair
  - x. Participating in Pinole Valley High School Annual Career Day
  - y. Participating in Castro Valley High School Information, Communication Technology, and Engineering Career Exploration Day
  - z. Participating in Arroyo High School Career Day and Design Challenge
  - aa. Presenting to Environmental and Science Classes at Berkeley High School
  - bb. Presenting at Rising Sun events.
  - cc. Participating in the City and County of San Francisco Trades, Crafts and Skilled Labor Career Fair
  - dd. Participating in SJSU's Fall '16 Engineering & Science Undergraduate Students Job & Internship Fair
  - ee. Attending the Department of Labor "Women Building the Bay" conference

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

**Job Specifications/Selection Process:**

1. The District will continue to develop classification descriptions that accurately reflect classification functions, and are consistent for the same classification from one location to another.
2. The District will continue to develop classification or worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. The District will continue to develop specifications that are free from bias with regard to age, race, color, sex, gender identity, sexual orientation, religion, national origin, disability or veteran status.
3. Approved classification specifications and worker specifications will continue to be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.
4. The District will continue to use only worker specifications that include job-related criteria.

**Job Advancement:**

1. The District will continue to post or announce promotional opportunities in accordance with civil service rules.
2. The District will continue to offer the LEAD Academy, for employees interested in first line supervisory positions and the Pathways Academy, for first line supervisors interested in mid-level management positions. These programs provide employees with tools to assess their current academic, skill, and experience level and provide training for promotional opportunities.
3. In FY 2017, the District partnered with Peralta College District to develop two job advancement programs to assist employees in obtaining the requisite college education for promotional opportunities, including: 1) certification of the Plumber Training Academy to provide academic credit for employee participants; and 2) an on-site cohort program focused on general education and supervisory technical classes. The on-site cohort program launched in FY 2017 with 28 participants. The Plumber Training Academy certification process will begin in FY 2019.
4. The District continues to provide career counseling programs including coaching on communication skills, managing conflict, and career development and education; job rotation programs; coaching/mentoring programs; and similar programs.
5. The District will continue to use the Performance Plan and Appraisal Procedure for the annual performance review of all employees.
6. Hiring managers will continue to prepare and submit to HR written justifications for all promotions and hires, including hires/promotions where they do not upgrade seemingly qualified minority or female employees.
7. Employees can choose training courses through the Training Schedule and include them in their career development plan. The District has revised its Manager and Supervisor Training (MAST) Program to include three tiers of training to better prepare employees for promotional opportunities: 1) Tier 1 – Leading People and Performance (Supervisors’ Series); Tier 2 – Leading Processes and for Outcomes (Superintendents and Managers’ Series); and Tier 3 – Leading with Vision and Strategy (Senior Leaders and high-level Division Managers’ Series). The Tier 1 and Tier 2 levels correspond with the LEAD and Pathways academies, respectively, which are discussed in para. 2 above.
8. The Tuition Refund Program is offered to all employees who wish to improve their job skills and performance, and to pursue promotions. The current maximum amount approved this fiscal year is \$3,500 per employee.

**Welfare:**

1. The District will continue to actively encourage all employees to participate in facilities and District-sponsored social and recreational activities.
2. The District will continue to provide training in the area of Sexual Harassment Prevention. Sexual Harassment Prevention training is required for all Directors, Managers and Supervisors on a two-year cycle. In addition, all District employees will receive similar training every five years.
3. The District will continue to encourage the design of various programs, such as training and mentorship programs, to improve employment opportunities for minorities and females.

***D. Design and Implementation of Internal Audit and Reporting Systems***

41 C.F.R. § 60-2.17(d)

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

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

***E. Organizational Profile***

41 C.F.R. § 60-2.11

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

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

See the *Organizational Display* at Exhibit 1.

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

41 C.F.R. §§ 60-2.12-2.13

**Disclaimer**

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

Pursuant to 41 C.F.R. § 60-2.12, we have supplied a listing of all job groups at this establishment listing each job title in each job group. Specifically, we have grouped those jobs having similar job content, wage rates and promotional opportunities. As a result, we have grouped 1843 employees as of June 30, 2016, into 22 job groups. See *Job Group Summary* at Exhibit 2. Pursuant to 41 C.F.R. § 60-2.13, we have placed all 1843 employees into the job groups by race and gender to determine the percentage of females and minorities per job group. See *Job Group Analysis* at Exhibit 3.



## **G. *Availability Analysis***

41 C.F.R. § 60-2.14

### **Disclaimer**

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

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at the District for a given job group in the relevant labor market during the life of the AAP. Availability indicates the approximate level at which each race/ethnic and gender group could reasonably be expected to be represented in a job group if the District's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating EEO into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from Exhibit 3, Job Group Analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

## Steps in Comparison of Incumbency to Availability

### I. Identify Availability Factors

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

- A. External Factor: The external requisite skills data comes from the 2010 5-year EEO Tabulation, which is based on the 2006 – 2010 American Community Survey from the U.S. Census Bureau.
  - 1. Local Labor Area: An applicant/employee Zip Code Analysis was used to identify the most precise local labor area for EBMUD. The final local labor area met the following two conditions: 1) it includes all counties/county sets where 5% or more of the employees/applicants resided, and 2) when summed, those counties/county sets accounted for at least 78% of the total applicants/employees within the at-issue workforce. Smaller contributing counties/county sets are removed (i.e., trimmed) unless they are necessary to reach 78%. Once trimmed, the weights for the remaining counties/county sets were proportionately increased to reach 100%.
  - 2. Reasonable Labor Area: California and/or National depending on the job group.
- B. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the District's organization. See the **Internal Availability Analysis**, which is retained by the DIO, for more detail.

### II. Identify Final Availability

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

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

## **H. Placement Goals Analysis**

41 C.F.R. §§ 60-2.15-2.16

Once final availability estimates were made for each job group, the District compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of June 30, 2016, and that group's final availability.

### **Disclaimer**

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

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

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

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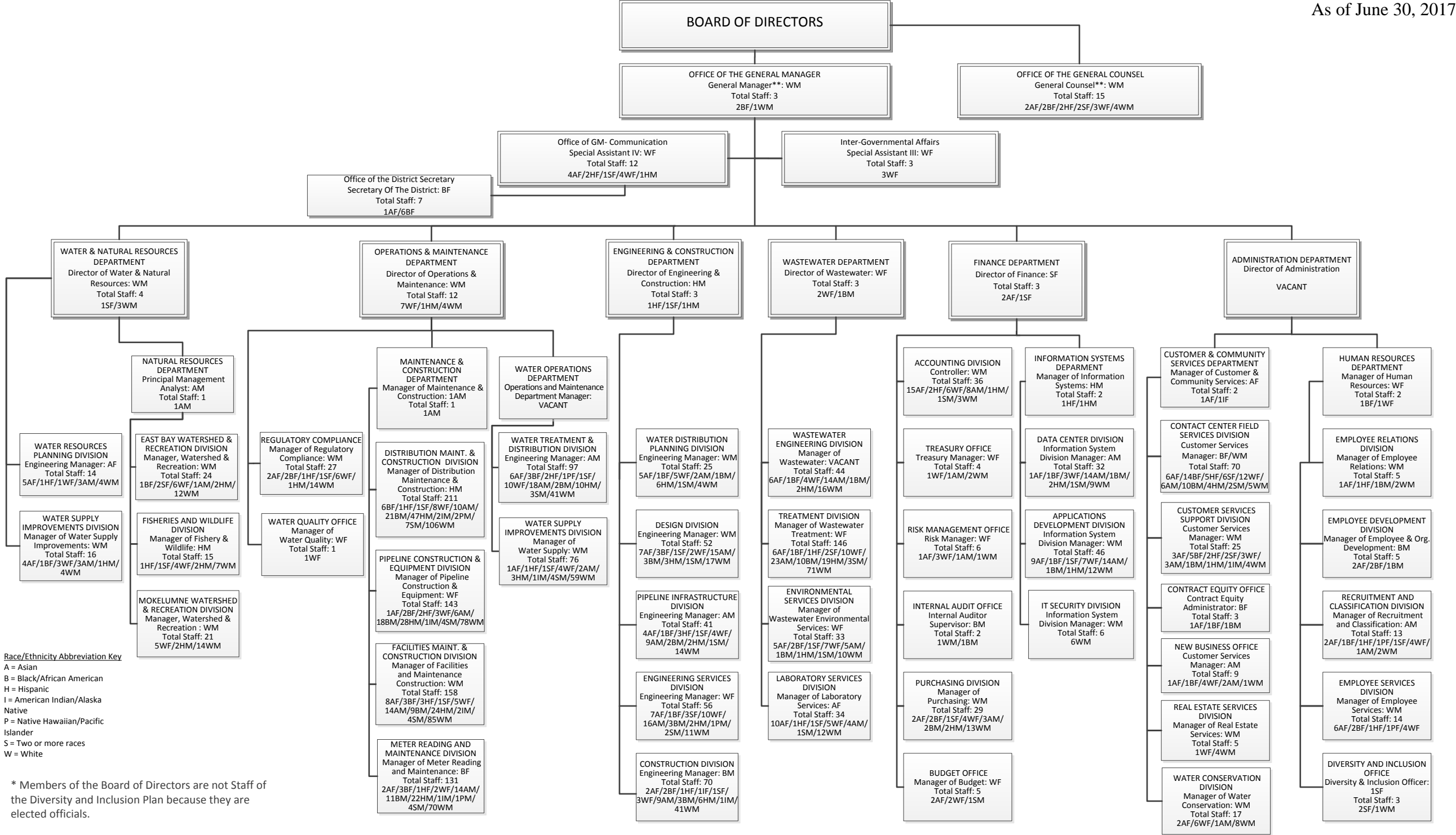
<sup>5</sup> In most cases, the final availability report (and most other technical reports in this AAP) only include data/information for females and minorities in the aggregate.

# EXHIBITS

Organizational Display

Exhibit 1

As of June 30, 2017



Race/Ethnicity Abbreviation Key  
A = Asian  
B = Black/African American  
H = Hispanic  
I = American Indian/Alaska Native  
P = Native Hawaiian/Pacific Islander  
S = Two or more races  
W = White

\* Members of the Board of Directors are not Staff of the Diversity and Inclusion Plan because they are elected officials.

## Job Group Summary

## Exhibit 2

### Directors/Managers

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

### Programmers

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

### Analysts

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

## Job Group Summary

## Exhibit 2

### Other Professionals

Accountant I-III	Business Development Representative	Security & Emergency Preparedness Specialist
Accounting & Financial Systems Analyst	Buyer I-II	Security Shift Supervisor
Accounting Systems Supervisor	Contract Equity Administrator	Senior Accounting & Financial Systems Analyst
Assistant Capital Projects Coordinator	Internal Auditor	Senior Real Estate Representative
Assistant Planner	Internal Auditor Supervisor	Supervising Accountant
Assistant Water Resources Specialist	Junior Water Resources Specialist	Supervisor of Purchasing
Associate Architect	Law Clerk	Supervisor of Water Conservation
Associate Planner	Purchasing Contract Supervisor	Water Conservation Administrator
Associate Water Resources Specialist	Real Estate Representative I-II	Water Conservation Representative
Attorney I-III	Risk Management Analyst	Water System Planning Analyst
Building Tenant Services Supervisor		

### Science Professionals

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

### General Clerical

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

### Administrative Assistants

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

## Job Group Summary

## Exhibit 2

### Customer Services

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

### Technicians

Computer Operations Technician	Fisheries/Wildlife Technician	Materials Testing Technician I-II
Corrosion Control Technician	Information Systems Specialist I-III	Printing Technician I-II
Electronic Technician	Materials Inspector	Senior Printing Technician
Fisheries/Wildlife Aide	Materials Testing Supervisor	

### Plant Operator Leads/Supervisors

Assistant Superintendent Aqueduct/Pardee	Power, Treatment & Transmission Maintenance	Wastewater Operations Coordinator
Assistant Superintendent, Water Treatment & Distribution	Supervisor	Wastewater Shift Supervisor
Assistant Wastewater Shift Supervisor	Power Plant Supervisor	Wastewater Treatment Superintendent
Hydroelectric Power Plant Supervisor	Superintendent of Aqueduct Section	Water Distribution Supervisor
Pardee Water/Wastewater Supervisor	Superintendent of Pardee Section	Water Treatment Supervisor
	Superintendent of Water Treatment/Distribution/ System Water Quality	

### Plant Operators

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

### Laboratory and Quality Control Technicians

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



## Job Group Summary

## Exhibit 2

### Engineers

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

### Supervising Engineers

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

### Engineering Technicians

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

### Mechanical Maintenance

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

## Job Group Summary

## Exhibit 2

### Pipeline Maintenance Leads/Supervisors

Assistant Construction & Maintenance Superintendent	Maintenance Shift Supervisor
Construction & Maintenance Scheduler	Paving Crew Foreman
Construction & Maintenance Superintendent	Pipeline Welding Supervisor
General Pipe Supervisor	Senior Supervisor of Maintenance Shift Operations
	Water Distribution Crew Foreman

### Pipeline Maintenance

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

### Electrical/Structural Maintenance

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

### Service Maintenance

Automotive Services Attendant I-II	Janitor Foreman	Meals & Lodging Coordinator
Distribution Maintenance Worker	Janitor Supervisor	Recreation Area Attendant
Gardener I-II	LT Spec. Employment Program Trainee	Storekeeper I-II
Gardener Foreman	Materials Specialist	Stores Supervisor
Housekeeper	Materials Storage Foreman	Utility Laborer
Janitor	Materials Storage Supervisor	

### Heavy Equipment/Truck Operators

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

### Rangers

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

## Job Group Analysis

## Exhibit 3

As of June 30, 2017

Job Group	Total Number Incumbents	Total Number Females	Total Number Minorities	Total Percentage Females	Total Percentage Minorities
Directors/Managers	64	26	22	40.6%	34.4%
Programmers	95	32	56	33.7%	58.9%
Analysts	44	26	24	59.1%	54.5%
Professionals	51	28	24	54.9%	47.1%
Science Professionals	35	16	11	45.7%	31.4%
Administrative Assistants	58	51	42	87.9%	72.4%
General Clerical	109	92	71	84.4%	65.1%
Customer Services	103	60	68	58.3%	66.0%
Technicians	24	5	12	20.8%	50.0%
Plant Operators	125	12	52	9.6%	41.6%
Plant Operators Leads/Supervisors	41	6	18	14.6%	43.9%
Laboratory & Quality Control Techs	57	23	25	40.4%	43.9%
Rangers	33	6	5	18.2%	15.2%
Engineering	167	51	106	30.5%	63.5%
Supervising Engineering	41	8	16	19.5%	39.0%
Engineering Technicians	101	14	46	13.9%	45.5%
Pipeline Maintenance	201	4	95	2.0%	47.3%
Heavy Equipment/Truck Operators	97	2	31	2.1%	32.0%
Pipeline Maintenance Lead/Superv.	69	1	35	1.5%	50.7%
Electrical/Structural Maintenance	104	3	30	2.9%	28.8%
Mechanical Maintenance	150	3	50	2.0%	33.3%
Service Maintenance	74	17	40	23.0%	54.1%
<b>Totals</b>	<b>1,843</b>	<b>486</b>	<b>879</b>		

## Availability Analysis

**Exhibit 4**

Job Group: Directors/Managers

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	37.6	41.4	40.00	15.0	16.6	*See below
Reasonable	35.0	37.3	5.00	1.7	1.9	California - 100%
Reasonable	33.5	20.8	5.00	1.7	1.0	National
Internal Factors:						
Feeders	32.7	43.6	50.00	16.3	21.8	Analysts, Professionals, Plant Operator Lead/Supervisors, Supervising Engineering
<b>Final Availability %</b>			<b>100.00</b>	<b>34.7</b>	<b>41.3</b>	

\*Local Source: Alameda Co. 50.51%, Contra Costa Co. 32.42%, San Francisco Co. 4.44%, Solano Co. 4.10%, San Mateo Co. 3.07%, Santa Clara Co. 2.73%, Sacramento Co. 2.73%,

Job Group: Programmers

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	24.6	58.7	67.50	16.6	39.6	*See below
Reasonable	23.8	51.7	5.00	1.2	2.6	California – 100%
Reasonable	24.9	34.7	2.50	0.6	0.9	National
Internal Factors:						
Feeders	58.7	61.2	25.00	14.7	15.3	Administrative Assistants, General Clerical, Technicians, Laboratory and Quality Control Technicians, Engineering
<b>Final Availability %</b>			<b>100.00</b>	<b>33.1</b>	<b>58.4</b>	

\*Local Source: Alameda Co. 52.88%, Contra Costa Co. 30.00%, San Francisco Co. 6.73%, Solano Co. 3.85%, Santa Clara Co. 3.27%, San Mateo Co. 2.12%, San Joaquin Co. 1.5%

## Availability Analysis

**Exhibit 4**

Job Group: Analysts

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	60.7	44.9	59.50	36.1	26.7	*See below
Reasonable	59.7	38.8	7.00	4.2	2.7	California – 100%
Reasonable	58.8	25.0	3.50	2.1	0.9	National
Internal Factors:						
Feeders	86.8	70.0	30.00	26.0	21.0	Administrative Assistants, General Clerical
<b>Final Availability %</b>			<b>100.00</b>	<b>68.4</b>	<b>51.3</b>	

\*Local Source: Alameda Co. 55.83%, Contra Costa Co. 29.45%, San Francisco Co. 5.89%, Solano Co. 3.85%, Santa Clara Co. 2.72%, San Mateo Co. 2.27%

Job Group: Other Professionals

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	53.0	50.7	72.50	38.5	36.8	*See below
Reasonable	51.8	46.4	5.00	2.6	2.3	California – 100%
Reasonable	49.7	25.6	2.50	1.2	0.6	National
Internal Factors:						
Feeders	57.8	64.9	20.00	11.6	13.0	Analysts, Professionals, Plant Operators Lead/Supervisors, Supervising Engineers
<b>Final Availability %</b>			<b>100.00</b>	<b>53.9</b>	<b>52.7</b>	

\*Local Source: Alameda Co. 50.72%, Contra Costa Co. 27.39%, San Francisco Co. 7.09%, Solano Co. 4.62%, San Mateo Co. 3.03%, Santa Clara Co. 2.71%, Sacramento 1.75%, San Joaquin Co. 1.43%, Sonoma Co. 1.27%

## Availability Analysis

**Exhibit 4**

Job Group: Science Professionals

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	46.9	43.7	60.00	28.2	26.2	*See below
Reasonable	46.9	43.4	7.50	3.5	3.3	California – 100%
Reasonable	43.3	25.5	7.50	3.3	1.9	National
Internal Factors:						
Feeders	40.4	43.9	25.00	10.1	11.0	Laboratory and Quality Control Technicians
<b>Final Availability %</b>			<b>100.00</b>	<b>45.1</b>	<b>42.4</b>	

\*Local Source: Alameda Co. 40.42%, Contra Costa Co. 24.25%, San Francisco Co. 7.95%, Santa Clara Co. 6.00%, San Mateo Co. 4.56%, Solano Co. 4.43%, Sacramento Co. 4.17%, Los Angeles Co. 3.65%, San Joaquin Co. 2.74%, Marin Co. 1.83%

Job Group: Administrative Assistants

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	85.0	51.2	45.00	38.2	23.1	*See below
Reasonable	84.4	46.6	5.00	4.2	2.3	California – 100%
Internal Factors:						
Feeders	84.4	65.1	50.00	42.2	32.6	General Clerical
<b>Final Availability %</b>			<b>100.00</b>	<b>84.6</b>	<b>58.0</b>	

\*Local Source: Alameda Co. 53.89%, Contra Costa Co. 30.99%, San Francisco Co. 5.94%, Solano Co. 4.64%, San Mateo Co. 2.81%, San Joaquin Co. 1.73%

## Availability Analysis

**Exhibit 4**

Job Group: General Clerical

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	84.5	51.3	95.00	80.2	48.8	*See below
Reasonable	83.3	49.1	5.00	4.2	2.5	California – 100%
Internal Factors:						
Feeders	0	0	0	0	0	
<b>Final Availability %</b>			<b>100.00</b>	<b>84.4</b>	<b>51.2</b>	

\*Local Source: Alameda Co. 55.04%, Contra Costa Co. 33.27%, Solano Co. 6.01%, San Francisco Co. 2.97%, San Joaquin Co. 2.72%

Job Group: Customer Services

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	62.2	61.6	70.00	43.5	43.1	*See below
Reasonable	59.9	57.3	5.00	3.0	2.9	California – 100%
Internal Factors:						
Feeders	70.6	62.2	25.00	17.7	15.5	General Clerical, Water Distribution Plumber & Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>64.2</b>	<b>61.5</b>	

\*Local Source: Alameda Co. 51.39%, Contra Costa Co. 34.13%, Solano Co. 8.71%, San Joaquin Co. 3.33%, San Francisco Co. 2.45%,

## Availability Analysis

**Exhibit 4**

Job Group: Technicians

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	31.9	55.0	70.00	22.3	38.5	*See below
Reasonable	29.6	55.7	10.00	3.0	5.6	California – 100%
Reasonable	30.3	30.0	10.00	3.0	3.0	National
Internal Factors:						
Feeders	58.3	66.0	10.00	5.8	6.6	Customer Service
<b>Final Availability %</b>			<b>100.00</b>	<b>34.1</b>	<b>53.7</b>	

\*Local Source: Alameda Co. 41.51%, Contra Costa Co. 28.30%, San Joaquin Co. 6.60%, San Francisco Co. 5.19%, Santa Clara Co. 4.72, Solano Co. 3.77%, San Mateo Co. 2.83%, Yolo Co. 2.83%, Sacramento Co. 2.36%, Sonoma Co. 1.89%

Job Group: Plant Operators

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	5.3	40.3	65.00	3.4	26.2	*See below
Reasonable	5.1	39.1	10.00	0.5	3.9	California – 100%
Internal Factors:						
Feeders	10.1	46.5	25.00	2.5	11.6	Laboratory & Quality Control Technicians, Water Distribution Plumber & Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>6.4</b>	<b>41.7</b>	

\*Local Source: Alameda Co. 39.50%, Contra Costa Co. 34.35%, Solano Co. 10.38%, San Joaquin Co. 4.52%, San Francisco Co. 3.56%, Sacramento Co. 3.16%, Santa Clara Co. 2.32%, San Mateo Co. 2.20%



## Availability Analysis

**Exhibit 4**

Job Group: Plant Operators Lead/Supervisors

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	22.7	46.8	85.00	19.3	39.8	*See below
Reasonable	22.1	56.8	7.50	1.7	4.3	California – 100%
Reasonable	19.6	26.1	2.50	0.5	0.7	National
Internal Factors:						
Feeders	11.4	38.3	5.00	0.6	1.9	Plant Operators, Laboratory and Quality Control, Mechanical Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>22.1</b>	<b>46.7</b>	

Local Source: Contra Costa Co. 32.84%, Alameda Co. 26.37%, Solano Co. 8.96%, San Joaquin Co. 8.96%, Alpine and Nearby Counties 6.97%, Sacramento Co. 3.48%, San Bernardino Co. 3.48%, El Dorado Co. 2.99%, San Mateo Co. 2.99%, Kern Co. 2.99%,

Job Group: Laboratory & Quality Control Technicians

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	36.5	51.3	85.00	31.0	43.6	*See below
Reasonable	35.2	51.7	12.50	4.4	6.5	California – 100%
Reasonable	32.5	26.9	2.50	0.8	0.7	National
Internal Factors:						
Feeders	0	0	0	0	0	
<b>Final Availability %</b>			<b>100.00</b>	<b>36.2</b>	<b>50.8</b>	

\*Local Source: Alameda Co. 47.15%, Contra Costa Co. 25.77%, San Francisco Co. 6.59%, Santa Clara Co. 5.49%, Solano Co. 4.60%, San Joaquin Co. 3.80%, San Mateo Co. 3.70%, Sacramento Co. 2.90%

## Availability Analysis

**Exhibit 4**

Job Group: Rangers

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	16.4	55.9	80.00	13.1	44.7	*See below
Reasonable	19.6	58.0	15.00	2.9	8.7	California – 100%
Reasonable	18.7	31.1	5.00	0.9	1.6	National
Internal Factors:						
Feeders	0	0	0	0	0	
<b>Final Availability %</b>			<b>100.00</b>	<b>16.9</b>	<b>55.0</b>	

\*Local Source: Contra Costa Co. 36.82%, Alameda Co. 32.84%, San Joaquin Co. 7.46%, Alpine and Nearby Counties 4.98%, Sacramento Co. 4.48%, Solano Co. 4.48%, Santa Clara Co. 2.99%, San Mateo Co. 2.99%, San Francisco Co. 2.99%

Job Group: Engineers

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	14.9	54.3	80.00	11.9	43.5	*See below
Reasonable	13.1	43.9	12.50	1.6	5.5	California – 100%
Reasonable	11.2	23.2	5.00	0.6	1.2	National
Internal Factors:						
Feeders	15.1	46.4	2.50	0.4	1.2	Technicians, Engineering Technicians
<b>Final Availability %</b>			<b>100.00</b>	<b>14.5</b>	<b>51.4</b>	

\*Local Source: Alameda Co. 41.69%, Contra Costa Co. 19.56%, Santa Clara Co. 9.57%, San Francisco Co. 9.36%, Sacramento Co. 5.05%, Los Angeles Co. 4.84%, San Mateo Co. 4.21%, Solano Co. 3.05%, Orange Co. 2.68%

## Availability Analysis

**Exhibit 4**

Job Group: Supervising Engineers

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	6.5	42.1	35.00	2.3	14.7	*See below
Reasonable	10.0	35.6	5.00	0.5	1.8	California – 100%
Internal Factors:						
Feeders	30.5	63.5	60.00	18.3	38.1	Engineering
<b>Final Availability %</b>			<b>100.00</b>	<b>21.1</b>	<b>54.6</b>	

\*Local Source: Alameda Co. 53.25%, Contra Costa Co. 32.47%, San Francisco Co. 7.14%, Marin Co. 3.90%, San Mateo Co. 3.25%

Job Group: Engineering Technicians

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	19.1	40.3	70.00	13.4	28.2	*See below
Reasonable	18.6	39.1	10.00	1.9	3.9	California – 100%
Reasonable	17.3	21.1	5.00	0.9	1.1	National
Internal Factors:						
Feeders	2.0	47.3	15.00	0.3	7.1	Water Distribution Plumbers & Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>16.5</b>	<b>40.3</b>	

\*Local Source: Alameda Co. 41.17%, Contra Costa Co. 32.96%, Solano Co. 5.96%, San Francisco Co. 5.06%, San Joaquin Co. 4.16%, Santa Clara Co 3.82%, Sacramento Co. 3.71%, San Mateo Co. 3.15%

## Availability Analysis

**Exhibit 4**

Job Group: Pipeline Maintenance

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	1.2	60.9	92.50	1.1	56.3	*See below
Reasonable	1.5	59.9	5.00	0.1	3.0	California – 100%
Internal Factors:						
Feeders	23.0	54.1	2.50	0.6	1.4	Service Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>1.8</b>	<b>60.7</b>	

\*Local Source: Contra Costa Co. 46.93%, Alameda Co. 32.87%, Solano Co. 9.03%, San Joaquin Co. 5.56%, San Francisco Co. 1.68%, Sacramento Co. 1.56%, San Mateo Co. 1.22%, Santa Clara Co 1.16%

Job Group: Heavy Equipment/Truck Operators

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	4.3	56.6	65.00	2.8	36.8	*See below
Reasonable	4.3	56.6	5.00	0.2	2.8	California – 100%
Internal Factors:						
Feeders	2.0	47.3	30.00	0.6	14.2	Water Distribution Plumbers & Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>3.6</b>	<b>53.8</b>	

\*Local Source: Contra Costa Co. 38.49%, Alameda Co. 31.74%, Solano Co. 12.50%, San Joaquin Co. 10.20%, Alpine and Nearby Counties 2.96%, Stanislaus Co. 2.14%, Sacramento Co. 1.97%,

## Availability Analysis

**Exhibit 4**

Job Group: Pipeline Maintenance Lead/Supervisors

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	6.9	38.3	10.00	0.7	3.8	*See below
Reasonable	0	0	0	0	0	0
Internal Factors:						
Feeders	2.0	42.5	90.00	1.8	38.2	Water Distribution Plumbers & Maintenance, Heavy Equipment/Truck Operators
<b>Final Availability %</b>			<b>100.00</b>	<b>2.5</b>	<b>42.</b>	

\*Local Source: Contra Costa Co. 58.71%, Alameda Co. 20.40%, San Joaquin Co. 6.97%, Solano Co. 6.47%, Stanislaus Co. 4.48%, San Mateo Co. 2.99%

Job Group: Electrical/Structural Maintenance

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	4.2	48.9	85.00	3.5	41.5	*See below
Reasonable	5.1	53.2	10.00	0.5	5.3	California – 100%
Internal Factors:						
Feeders	20.8	50.0	5.00	1.0	2.5	Technicians
<b>Final Availability %</b>			<b>100.00</b>	<b>5.0</b>	<b>49.3</b>	

\*Local Source: Contra Costa Co. 42.27%, Alameda Co. 34.38%, Solano Co. 11.78%, San Mateo Co. 3.03%, San Joaquin Co. 2.70%, Santa Clara Co. 2.16%, Sonoma Co. 2.05%, San Francisco Co. 1.62%

## Availability Analysis

**Exhibit 4**

Job Group: Mechanical Maintenance

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	5.1	54.6	80.00	4.1	43.7	*See below
Reasonable	4.7	56.2	10.00	0.5	5.6	California – 100%
Internal Factors:						
Feeders	2.3	40.9	10.00	0.2	4.1	Water Distribution Plumbers & Maintenance, Electrical/Structural Workers
<b>Final Availability %</b>			<b>100.00</b>	<b>4.8</b>	<b>53.4</b>	

\*Local Source: Alameda Co. 41.67%, Contra Costa Co. 39.92%, Solano Co. 9.48%, San Joaquin Co. 4.60%, San Francisco Co. 2.58%, San Mateo Co. 1.75%

Job Group: Service Maintenance

As of June 30, 2017

	Raw %			Weighted %		
Factor	Female	Minority	Factor Weight	Female	Minority	Source
External Factors:						
Local	26.4	71.2	97.50	25.8	69.4	*See below
Reasonable	0	0	0	0	0	
Internal Factors:						
Feeders	2.0	47.3	2.50	0.0	1.2	Water Distribution Plumbers & Maintenance
<b>Final Availability %</b>			<b>100.00</b>	<b>25.8</b>	<b>70.6</b>	

\*Local Source: Alameda Co. 47.29%, Contra Costa Co. 33.64%, Solano Co. 6.54%, San Joaquin Co. 3.53%, San Francisco Co. 3.53%, Alpine and Nearby Counties 3.01%, San Mateo Co. 1.22%, Sacramento Co. 1.22%

## Placement Goals Analysis

## Exhibit 5

As of June 30, 2017

Job Group	Number Of Incumbents	Total Minority		Female		Placement Goal Established? (Yes* / No)	
		Employment %	Availability %	Employment %	Availability %	Minority	Female
Directors/Managers	64	34.4	41.3	40.6	34.8	NO	NO
Programmers	95	58.9	58.4	33.7	33.1	NO	NO
Analysts	44	54.5	51.3	59.1	68.4	NO	NO
Professionals	51	47.1	52.7	54.9	53.8	NO	NO
Science Professionals	35	31.4	42.4	45.7	45.0	NO	NO
Administrative Assistants	58	72.4	58.0	87.9	84.7	NO	NO
General Clerical	109	65.1	51.2	84.4	84.4	NO	NO
Customer Service	103	66.0	61.5	58.3	64.2	NO	NO

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

## Placement Goals Analysis

## Exhibit 5

As of June 30, 2017

Job Group	Number Of Incumbents	Total Minority		Female		Placement Goal Established? (Yes* / No)	
		Employment %	Availability %	Employment %	Availability %	Minority	Female
Technicians	24	50.0	53.7	20.8	34.1	NO	NO
Plant Operators	125	41.6	41.7	9.6	6.4	NO	NO
Plant Operator Leads/Supervisors	41	43.9	46.6	14.6	22.0	NO	NO
Laboratory & Quality Control Techs.	57	43.9	50.7	40.4	36.2	NO	NO
<b>Rangers</b>	<b>33</b>	<b>15.2</b>	<b>55.0</b>	18.2	17.0	<b>YES</b>	NO
Engineers	167	63.5	51.3	30.5	14.5	NO	NO
<b>Supervising Engineers</b>	<b>41</b>	<b>39.0</b>	<b>54.6</b>	19.5	21.1	<b>YES</b>	NO
Engineering Technicians	101	45.5	40.2	13.9	16.4	NO	NO

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



## Placement Goals Analysis

## Exhibit 5

As of June 30, 2017

Job Group	Number Of Incumbents	Total Minority		Female		Placement Goal Established? (Yes* / No)	
		Employment %	Availability %	Employment %	Availability %	Minority	Female
<b>Pipeline Maintenance</b>	<b>201</b>	<b>47.3</b>	<b>60.7</b>	2.0	1.7	<b>YES</b>	NO
<b>Heavy Equipment / Truck Operators</b>	<b>97</b>	<b>32.0</b>	<b>53.8</b>	2.1	3.6	<b>YES</b>	NO
Pipeline Maintenance Lead/Supervisors	69	50.7	42.1	1.4	2.5	NO	NO
<b>Electrical/Structural Maintenance</b>	<b>104</b>	<b>28.8</b>	<b>49.4</b>	2.9	5.1	<b>YES</b>	NO
<b>Mechanical Maintenance</b>	<b>150</b>	<b>33.3</b>	<b>53.4</b>	2.0	4.8	<b>YES</b>	NO
<b>Service Maintenance</b>	<b>74</b>	<b>54.1</b>	<b>70.6</b>	23.0	25.8	<b>YES</b>	NO

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

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

**EAST BAY MUNICIPAL UTILITY DISTRICT (DISTRICT or EBMUD)**

375 11th Street  
Oakland, CA 94607

**July 1, 2016 – June 30, 2017**

**Contractor Facility**

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

**EIN (tax) #:** 94-6000590

**EEO-4 #:** 06505230

**NAICS:** 2213 Water, Sewage and Other Systems

**MSA:** 41860 San Francisco-Oakland-Fremont, CA

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

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## **A. *Policy Statement***

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

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

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

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

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

(3) Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for Protected Veterans or Section 503 or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled persons; or

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

The District obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to all persons regardless of race, color, religious creed, sex, gender, genetic information, gender identity, gender expression, marital status or registered domestic partnership status, age for individuals over forty years of age, national origin, ancestry, disability (mental or physical, including AIDS and HIV), medical condition (cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status, or family or medical leave status, pregnancy, pregnancy disability leave status, or any other protected status. The District's EEO policy and affirmative action (AA) obligations include the full support from General Manager, Alexander R. Coate and are set forth in Policy 2.02, Accommodations for Individuals with Disabilities in the Workplace and Policy 2.25, Equal Employment Opportunity and Policy 2.26, Prevention of Workplace Harassment.

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

The District is also committed to abiding with the Pay Transparency Nondiscrimination Provisions and therefore, will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. The District's employees who have access to the compensation information of other employees or applicants as part of their essential job functions are informed and trained to not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) a response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the District's legal duty to furnish the information.

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

## ***B. Responsibility for Implementation***

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

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

### **Board of Directors (Board)**

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

### **General Manager (GM)**

The Board appoints a GM to conduct the business affairs of the District, including the administration of the Civil Service System of the District. Accordingly, the District's GM has the overall responsibility to implement the District EEO policy and AAP. The GM has delegated the Civil Service System responsibilities, including the direct responsibility to implement and administer the EEO policy and AAP to the Manager of Human Resources. The Manager of Human Resources has the full support of and access to senior management officials.

### **Manager of Human Resources (Manager of HR)**

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

### **Diversity and Inclusion Officer (D&I Officer)**

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

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

#### Human Resources Regulatory Coordinator and Risk Manager

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

#### Managers and Supervisors

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

- Monitor his or her work unit for discriminatory or harassing behavior and take appropriate steps to stop and correct behavior that violates District EEO policy.
- Enforce District EEO policy as well as adhere to it.
- Familiarize himself or herself with the District's policies on discrimination and harassment (Policies 2.25 and 2.26), to incorporate them into his or her own behavior, and to inform employees in the work unit to do the same.
- Be familiar with the District's Procedure on Equal Employment Opportunity (EEO) Discrimination, Harassment and Retaliation Complaints, Investigations and Appeals (Procedure 227) and be ready to assist employees (including those who do not report directly to them) who raised EEO-related complaints.
- Regard all complaints of EEO discrimination or harassment seriously. Managers/supervisors should not ignore or minimize such complaints or otherwise discourage employees from reporting them.

- Participate in and support staff's involvement with AA, EEO and diversity programs and recruitment activities.
- Work with the D&I Officer to enhance the effectiveness of the AAP and EEO program and make good faith efforts by considering alternative methods to fill vacant positions in order to create a diverse and qualified candidate pool.
- Consider all qualified candidates for promotion/hire and ensure that all selections are made for valid job-related reasons and without discrimination.

#### All District Employees

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

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

### **C. *Review of Personnel Processes***

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

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

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



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

***D. Audit and Reporting System***

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

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

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

***E. Physical and Mental Qualifications***

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

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

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

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

***F. Reasonable Accommodation of Physical and Mental Limitations***

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

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

The District will confidentially review issues of employees to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

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

Name: Winnie Anderson<sup>4</sup>

Title: Acting HR Regulatory Coordinator

Phone: (510) 287-0380

Email: winnie.anderson@ebmud.com

***G. Harassment***

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

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

***H. Data Collection Analysis***

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

The District has adopted the current national percentage of veterans in the civilian labor force of 6.7% as its hiring benchmark for Protected Veterans. The District will update its hiring benchmark as new data is published and updated via the OFCCP's website. The District also adopted the current national utilization goal of 7.0% for qualified IWDs. The District will update its utilization goal as new data becomes available, updated and published. The 7.0% utilization goal is applied to each job group within the District.

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<sup>4</sup> The HR Regulatory Coordinator position is currently vacant due to a retirement. The HR Department is in the process of recruiting a replacement. In the interim, Winnie Anderson, Senior Human Resources Analyst, is acting in this role.

Goals and/or benchmarks do not require that the District hire, promote, train, and/or retain a specified number of IWDs and/or Protected Veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met, but are instead targets. The District has collected the required data and conducted studies to identify areas of opportunity in the employment of Protected Veterans and IWDs.

During the FY 2017 AAP period, 299 job applicants out of 11,060 total applicants self-identified as Protected Veterans for a total percentage of 2.7% Protected Veteran applicants. The District improved on the number of protected veteran applicants. During this year's AAP period, 316 job applicants out of 9,901 total applicants self-identified as Protected Veterans for a total percentage of 3.2% Protected Veteran applicants. The additional number/percentage of applicants, however, did not translate into additional hires. During the FY 2017 AAP period, 14 Protected Veterans out of a total of 310 successful candidates were hired for a hiring rate of 4.5% Protected Veterans. During this year's AAP period, six Protected Veterans out of a total of 276 successful candidates were hired for a hiring rate of 2.2% Protected Veterans.

During the FY 2017 AAP period, the District had 305 job applicants out of 11,060 total applicants who self-identified as an IWD for a total percentage of 2.8% applicants with a disability. The District slightly improved on the number of qualified applicants with a disability. During this year's AAP period, 301 applicants out of 9,901 total applicants self-identified as an IWD for a total percentage of 3.0% applicants with a disability. The additional number/percentage of applicants, however, did not translate into additional hires. During the FY 2017 AAP period, seven IWDs out of a total of 310 successful candidates were hired for a hiring rate of 2.3% IWDs. The hire rate dropped slightly during the FY 2017 AAP period. During this year's AAP period, six IWDs out of a total of 276 successful candidates were hired for a hiring rate of 2.2% IWDs.

The incumbency number (75) and percentage (4.1%) of IWD employees remained stable from the FY 2017 to the FY 2018 AAP year. During the FY 2017 AAP period, the District's incumbency rate for IWDs was at or above the utilization goal for 5 job groups: Directors/Managers, Analysts, Science Professionals, Laboratory and Quality Control Technicians, and Service Maintenance. During the FY 2018 AAP period, the District's incumbency rate for IWDs remained at or above the utilization goal for the Directors/Managers, Analysts, and Laboratory and Quality Control Technicians job groups. The incumbency rate increased from 9.1% to 9.4% for the Directors/Managers job group and from 7% to 9.1% for the Analysts job group from the FY 2017 to the FY 2018 AAP period. The incumbency rate for the Laboratory and Quality Control Technicians job group decreased from 11.3% to 8.8% and the incumbency rate for Science Professionals dropped below utilization to 5.7%. The incumbency rate for the Service Maintenance job group also dropped below utilization, but just barely at 6.8%. However, the increased number of IWD hires in FY 2017 resulted in the District's incumbency rate for IWDs to increase to above the utilization goal (8.3%) for the General Clerical job group for the FY 2018 AAP.

Based on a review of aggregated applicant flows and data reports for the job groups where Protected Veteran benchmarks and IWD utilization goals were not reached, it was determined that the primary problem area was the lack of sufficient representation of Protected Veterans and IWDs in applicant pools, as well as the lack of success of such candidates passing T&E review and written, performance and/or oral exams.

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

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

***I. External Dissemination of Policy, Outreach, and Positive Recruitment***  
41 C.F.R. §§ 60-300.44(f); 60-741.44(f)

**Evaluation of FY 2017 AAP Outreach Activities:**

Below is the District's evaluation of outreach activities set forth in the FY 2017 AAP:

<b>Outreach/ Recruitment Activity</b>	<b>Date of Activity</b>	<b>Description</b>	<b>Evaluation of Each Activity</b>
Increase outreach to organizations representing Protected Veteran and IWD populations.	Ongoing.	The District added the following Veteran organizations to its Outreach List: Contra Costa County EHSD – Workforce Services, National Association of Black Veterans, ReBoot Camp and Veterans Resource Centers of America. The District also added Toolworks to this Outreach List. The District also attended several Veterans' job fairs.	This activity had slightly increased the representation of Protected Veterans and IWDs in the qualified applicant pools.

<b>Outreach/ Recruitment Activity</b>	<b>Date of Activity</b>	<b>Description</b>	<b>Evaluation of Each Activity</b>
Identify organizations that represent Protected Veteran and IWD candidates.	Ongoing.	The District identified the organizations set forth above.	See above.
Explore with the District's applicant tracking vendor the ability to report the number/percentage of Protected Veteran and IWD candidates at each step of the recruitment process to identify the obstacles.	Not accomplished.	Unable to explore due to the volume of recruitments and staff turnover.	
Explore partnership for application, interview and test preparation workshops.	Ongoing.	The District is exploring such partnerships with AMTAC and Laney College as discussed more fully in the Action-Oriented Program's section of the AAP for Minorities and Women. The AMTAC partnership includes Veteran candidates.	Not yet known.
Explore stipend model for a short-term disabled employment program (Disability Pilot Program).	Not accomplished.	Unable to explore due to staff turnover and volume of recruitments.	

<b>Outreach/ Recruitment Activity</b>	<b>Date of Activity</b>	<b>Description</b>	<b>Evaluation of Each Activity</b>
Continue discussions with Peralta on the development of a Trades Apprentice Internship Program, which will include Protected Veteran participants.	Ongoing.	The District is in the planning phase of a Trades Apprenticeship Program in partnerships with AMTAC and Laney College that includes Veteran candidates.	Not yet known.

### **FY 2018 Outreach Activities:**

Based on the data analysis set forth in Section H above, during FY 2018, the District should develop partnerships with Veteran and Disability organizations to attract more qualified Protected Veteran and IWD applicants as outreach alone is not significantly increasing the number of applicants. Also as set forth in Section H above, the number/percentage of Protected Veteran hires significantly decreased in FY 2017 and the number/percentage of IWD hires decreased slightly. Accordingly, the District will explore with its current applicant tracking vendor the ability to report the number/percentage of Protected Veteran and IWD candidates at each step of the recruitment process via the applicant flow report to help determine exactly where the obstacles exist. In addition, the District will continue to explore partnerships for application, interview and test prep workshops; look into a stipend model for the Disability Pilot Program discussed above; and continue planning the development of the Trades Apprenticeship Program with AMTAC, which will include Protected Veteran candidates and test preparation services.

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

1. The District will initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for Protected Veterans and IWDs.
2. The District provides information emphasizing job opportunities for Protected Veterans and IWDs to local educational institutions, public and private.
3. The District informs all recruiting sources of the District's AAP policy for Protected Veterans and IWDs.

4. The District lists with the California State Employment Development Department (EDD) all suitable job openings.

The exemptions for posting jobs are when positions are:

- (1) executive and top management positions,
- (2) positions that will be filled from within the contractor's organization, and
- (3) positions lasting three days or less.

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

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

#### ***J. Internal Dissemination of Policy***

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

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

1. Discuss Policies 2.02, 2.25, and 2.26 and the AAP in both employee orientation and management training programs.
2. Inform union officials of Policies 2.02, 2.25, and 2.26 and the AAP, and request their cooperation.
3. Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.

4. Post Policies 2.02, 2.25, and 2.26 and the AAP policy on District bulletin boards, which includes the District's harassment policy that incorporates protection from workplace harassment on the basis of disability.

***K. Training***

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

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



# EXHIBITS



## HIRING BENCHMARK ANALYSIS

## Exhibit 6

As of June 30, 2017

### DATA METRICS FOR PROTECTED VETERANS 41 C.F.R. §§ 60-300.44(k)

		FY 2016	FY 2017	FY 2018
1	Total number/% of all "Applicants"* who self-identified as a protected veteran	115 of 11,657 (.99%)	299 of 11,060 (2.7%)	316 of 9,901 (3.2%)
2	Total number of job openings in AAP Year in establishment	263	397	359
3	Total number of jobs filled	238	390	354
4	Total number of all "Applicants" to the establishment	11,657	11,060	9,901
5	Total number/% of protected veterans "Applicants" (external and competitive promotions) hired	7 of 186 (3.76%)	14 of 310 (4.5%)	6 of 276 (2.2%)
6	Total number of "Applicants" hired (external and competitive promotions)	186	310	276
*The District defines an applicant as a person who applies for a specific, open, posted position during the designated timeframe and is within the allowable number of applications who meets the following: is eligible to work in the U.S., is willing to perform the requirements of the job, e.g., work a swing shift if required, and meets the minimum qualifications of the job.				

## UTILIZATION GOALS ANALYSIS

**Exhibit 7**

As of June 30, 2017

<p><b>DATA METRICS FOR INDIVIDUALS WITH DISABILITIES</b> <b>41 C.F.R. § 60-741.44(k)</b></p>
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		FY15	FY16	FY17
1	Total number/% of all “Applicants”* who self-identified as an individual with a disability	188 of 11,657 (1.61%)	305 of 11,060 (2.8%)	301 of 9,901 (3.0%)
2	Total number of job openings in AAP Year in establishment	263	397	359
3	Total number of jobs filled	238	390	354
4	Total number of all "Applicants"	11,657	11,060	9,901
5	Total number/% of "Applicants" (external and competitive promotions) with disabilities hired	12 of 186 (6.45%)	7 of 310 (2.3%)	6 of 276 (2.2%)
6	Total number of "Applicants" hired (external and competitive promotions)	186	310	276
*The District defines an applicant as a person who applies for a specific, open, posted position during the designated timeframe and is within the allowable number of applications who meets the following: is eligible to work in the U.S., is willing to perform the requirements of the job, e.g., work a swing shift if required, and meets the minimum qualifications of the job.				



AGENDA NO.  
MEETING DATE

5.  
February 13, 2018

**TITLE      APPOINT STANDBY OFFICERS FOR THE BOARD OF DIRECTORS AS  
              OUTLINED IN THE DIRECTORS' EMERGENCY SUCCESSION PLAN**

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

**RECOMMENDED ACTION**

Consider a resolution to appoint the following individuals as Standby Officers for the East Bay Municipal Utility District Board of Directors as outlined in the Directors' Emergency Succession Plan which was adopted on May 23, 2017.

Ward No. 1	1) Celia McCoy 2) Linda Jackson-Whitmore 3) Lynelle Lewis
Ward No. 2	1) Dennis Diemer 2) Carol Rowley 3) Robert Dean
Ward No. 3	1) Jennifer Jackson 2) Peter Vorster 3) Randeke Kanouse
Ward No. 4	1) Helen Burke
Ward No. 5	1) Heinrich Albert 2) James Prola
Ward No. 6	1) Robert Harris 2) Jose Guzman
Ward No. 7	1) Calvin Sakamoto 2) Gene Ashford Jr. 3) Gregory Chan

**SUMMARY**

The Directors' Emergency Succession Plan (attached) ensures the ongoing governance and sustainability of the District if one or more Board Members become unavailable following a state of war emergency, in the event of a state of emergency, or in a local emergency in accordance with the California Emergency Services Act (CESA). The Plan fulfills the standards and process to implement District Policy 7.03, "Emergency Preparedness/Business Continuity," for Board members regarding designation of Standby Officers in compliance with CESA. The Board may fill vacancies under the provisions of the Municipal Utility District Act or CESA, depending on necessity and expediency as the situation warrants. This action supports the District's Strategic Plan goal for Customer and Community Services.

Funds Available:		Budget Code:
DEPARTMENT SUBMITTING  Office of the Secretary	DEPARTMENT MANAGER or DIRECTOR  <i>Rischa S. Cole</i> Rischa S. Cole	APPROVED  <i>Michael R. Curb</i> General Manager

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

## **DISCUSSION**

The Board of Directors has the critical task of setting policies and authorizing staff actions that support District operations. An Emergency Succession Plan was established for Board members to safeguard District functions against unplanned and unexpected absence(s) during an emergency.

The Plan outlines the process for the Board of Directors to select, appoint, and establish service expectations, duties, and compensation for Standby Officers. Each Board member was tasked with identifying three prospective Standby Officers who meet the following criteria: 1) be 18 years of age and a lawful resident of California; 2) cannot be a current District employee; and 3) cannot have a conflict of interest with the District based on a position held with a private or public entity, or have a financial interest in any company or agency that has a contract with the District or is reasonably possible to have a contract with the District during the term of the Standby Officer's service.

All Board members have identified a prospective candidate for Standby Officer number one, while a few have identified two or all three prospective Standby Officers. The prospective candidates have submitted their applications and, if available, their resumes to the District for consideration. As outlined in the Plan, their information and qualifications to serve have been reviewed and confirmed by the Secretary of the District and the Director of Operations and Maintenance. State law requires that each appointed Standby Officer complete and submit a Fair Political Practices Commission Statement of Economic Interests-Form 700 to the Office of the Secretary within 30 days of appointment.

The District's list of Standby Officers shall be reviewed on an annual basis by each Board member to verify the continuing availability of each Standby Officer to serve. Confirmation of the designated Standby Officers shall be made by Board resolution annually. Persons appointed as Standby Officers shall serve in their posts as Standby Officers at the pleasure of the Board and may be removed and replaced at any time with or without cause, before, during, or after an emergency.

## **SUSTAINABILITY**

### **Economic**

There is no fiscal impact associated with this action. However, if a Standby Officer is seated on the Board following an emergency, he/she will be entitled to financial compensation as outlined in the Plan.

### **Social/Environmental**

Appointing Standby Officers allows the District to increase the reliability of its governance and reduce potential impacts to customers and to the environment.

## **ALTERNATIVE**

**Do not appoint Standby Officers.** This alternative is not recommended. The proposed Standby Officers meet the criteria outlined in the Plan and their qualifications to serve have been reviewed and verified.

## **Attachments**

RESOLUTION NO. \_\_\_\_\_

APPOINTING STANDBY OFFICERS FOR THE BOARD OF DIRECTORS UNDER THE  
EMERGENCY SUCCESSION PLAN FOR THE BOARD OF DIRECTORS

Introduced by Director

; Seconded by Director

WHEREAS, Article 15 of the State of California Emergency Services Act (“CESA”) provides for the preservation of local government in the event of enemy attack, state of emergency or local emergency; and

WHEREAS, CESA permits the governing body of a political subdivision to appoint up to three Standby Officers for each member of the governing body; and

WHEREAS, the Board of Directors (“Board”) of the East Bay Municipal Utility District (“District”) adopted the Emergency Succession Plan (“Plan”) for the Board of Directors on May 23, 2017; and

WHEREAS, the Plan provides a process under which Standby Officers for the Board are selected, vetted and affirmed; and

WHEREAS, each member of the Board has selected up to three potential Standby Officers to serve in his or her place in the event of an emergency under CESA; and

WHEREAS, the proposed Standby Officers meet the criteria outlined in the Plan and their qualifications to serve have been reviewed and verified by the Office of the Secretary; and

WHEREAS, each Standby Officer for a Board member shall be designated Numbers 1, 2 and 3 and shall serve in their numerical order if called to do so;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the East Bay Municipal Utility District hereby designate and appoint the following Standby Officers, who shall serve in their posts as Standby Officers at the pleasure of the East Bay Municipal Utility District until removal or replacement:

- |            |                           |
|------------|---------------------------|
| Ward No. 1 | 1) Celia McCoy            |
|            | 2) Linda Jackson-Whitmore |
|            | 3) Lynelle Lewis          |
| Ward No. 2 | 1) Dennis Diemer          |
|            | 2) Carol Rowley           |
|            | 3) Robert Dean            |

- |            |  |
|------------|--|
| Ward No. 3 | 1) Jennifer Jackson<br>2) Peter Vorster<br>3) Randeale Kanouse |
| Ward No. 4 | 1) Helen Burke   |
| Ward No. 5 | 1) Heinrich Albert<br>2) James Prola                           |
| Ward No. 6 | 1) Robert Harris<br>2) Jose Guzman                             |
| Ward No. 7 | 1) Calvin Sakamoto<br>2) Gene Ashford Jr.<br>3) Gregory Chan   |

ADOPTED this 13<sup>th</sup> day of February, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

APPROVED AS TO FORM AND PROCEDURE:

\_\_\_\_\_  
General Counsel



ITEM 6

WATER SUPPLY UPDATE

WILL BE PROVIDED  
AS AN ORAL REPORT



ITEM 6

SOCIAL MEDIA UPDATE

WILL BE PROVIDED  
AS AN ORAL REPORT



## EAST BAY MUNICIPAL UTILITY DISTRICT

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DATE: February 8, 2018

MEMO TO: Board of Directors

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

SUBJECT: Monthly Report – January 2018

### HIGHLIGHTS

**In January, the District obtained the California Environmental Laboratory Accreditation Program (ELAP) certification to perform 1,2,3-trichloropropane (TCP) analysis.** TCP is a known carcinogen primarily found in ground water as well as in industrial solvents, soil fumigants and degreasers. The California State Water Resources Control Board's Division of Drinking Water required water systems in California to conduct initial quarterly monitoring for TCP beginning January 1, 2018.

**On January 11, staff completed a repair to a slope failure that had the potential to undermine the raw water pipeline to the Sobrante Water Treatment Plant in El Sobrante.** The raw water pipeline is a buried 60-inch diameter pipeline that conveys water between San Pablo Reservoir and the Sobrante Water Treatment Plant. Last year's storms caused a slope failure in the vicinity of the raw water line. The slope was repaired by removing the landslide materials, installing a drainage system, and then placing about 1,800 tons of riprap materials, covered by soil to provide stability and restore the slope.

**On January 31, the District completed the San Leandro Creek Study Plan (Study Plan).** The Study Plan, required as part of the permit for seismic retrofit of the Chabot Dam, will be distributed to the California Department of Fisheries and Wildlife and to watershed stakeholders. The Study Plan recommends three key elements for future study: habitat and flow conditions below Chabot Dam; the feasibility of a modified flow regime below Chabot Dam; and steelhead passage below Chabot Dam.

### WATER SUPPLY

**On January 16, the District filed a petition with the State Water Resources Control Board for the Demonstration Recharge Extraction and Monitoring (DREAM) Project in San Joaquin County.** Approval of the petition will allow the District to use its Camanche water right for the project.

**On January 16, two new recycled water fill stations opened.** The fill stations are outside of the Main Wastewater Treatment Plant (MWWTP), allowing recycled water truck program customers to fill without entering the MWWTP.

**On January 16, staff began meeting to address impacts of implementing SB 555 (Wolk) – Urban Retail Water Suppliers: Water Loss Management.** This new state law requires the District to have a water loss audit report certified by a third party and published through the Department of Water Resources; and requires the District to meet the State Water Resources Control Board developed targets of water loss starting in 2020. Staff will develop a components analysis methodology and allocate District resources to comply with the new state law.

**Precipitation.** The East Bay precipitation for January was 4.81 inches (90% of average) and the season total was 8.84 inches (58% of average). The Mokelumne precipitation for January was 6.29 inches (72% of average) and the season total is 19.13 inches (73% of average).

### **Water Releases**

**Camanche Reservoir.** The average rate of Camanche release for January was 366 cfs (335 cfs generation, 0 cfs sluice, and 31 cfs through the hatchery), and the average flow below Woodbridge Dam was 335 cfs, both in accordance with the Joint Settlement Agreement "Normal & Above" criteria.

**East Bay Reservoirs.** Lafayette Reservoir releases of up to 5 cfs were made from January 16 to January 23 to maintain the reservoir at the restricted level of elevation 440 feet.

### **Water Storage**

**Mokelumne reservoirs storage is 113% of average.** As of January 31, 2018, Pardee was at 557.5 feet or 102% of average, and the Camanche was at 221.1 feet or 122% of average. Combined Pardee and Camanche reservoir storage was 498,000 acre-feet compared to 475,000 acre-feet last year.

**East Bay reservoirs storage is 101% of average.** As of January 31, 2018, USL was at 443.4 feet or 95% of average, San Pablo was at 308.4 feet or 113% of average, and Briones was at 567.8 feet or 97% of average. Total terminal reservoir storage was 128,000 acre-feet compared to 149,000 acre-feet last year.

**Mokelumne Aqueducts and Raw Water Pumping Plants.** The average rate of Mokelumne Aqueduct draft for January 2018 was 142 MGD. To facilitate low aqueduct flows for the Pardee Tower and Tunnel debris removal and remotely operated vehicle inspection, the Briones Raw Water Pumping plant was shut down on January 22 and Mokelumne Aqueduct No. 1 was shut down on January 23. Walnut Creek and Moraga Raw Water Pumping Plants remained out of service for the month.

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

	January 2018	January 2017	January 2013	Average of FY 2005-2007
East of Hills	25 MGD	22 MGD	27 MGD	28 MGD
West of Hills	100 MGD	99 MGD	105 MGD	125 MGD
Total	125 MGD	121 MGD	132 MGD	153 MGD
Max Day Production	136 MGD (1/1/2018)	125 MGD (1/16/2017)	144 MGD (1/17/2013)	

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

## **WATER QUALITY AND ENVIRONMENTAL PROTECTION**

**Pardee Reservoir driftwood clean-up efforts.** In January, staff along with crews from Mother Lode Job Training and California Youth Authority, continued to gather, stack and burn driftwood from the Pardee Reservoir shoreline. This work is expected to continue through March to clear what amounts to more than 14 acres of trees and debris along the shoreline. In a month's timeframe, approximately 600 tons of large woody debris has been removed from the surface of Pardee Reservoir.

**Between January 8-9, over 2.8 inches of rain was recorded in the wastewater service area.**

All regulatory requirements for all wastewater facilities were met during this period. Flows at the Main Wastewater Treatment Plant (MWWTP) peaked at 287 million gallons per day (MGD) and blending was required for 27 hours to manage the increased flows in the system due to significant inflow and infiltration from the satellite collection systems and private sewer laterals. A total of 35.5 million gallons (MG) was blended at the MWWTP. The Oakport Wet Weather Facility (WWF) operated for 20 hours and discharged 39 MG to the bay, while 7 MG were stored and returned to the South Interceptor for conveyance and treatment at the MWWTP. The Point Isabel WWF operated for 18 hours and discharged 10.4 MG to the bay, while 6.4 MG were stored and returned to the North Interceptor for conveyance and treatment at the MWWTP.

**On January 11, the District reported an exceedance of the nitrous oxide (NOx) permit limits to the Bay Area Air Quality Management District (BAAQMD).** Two new enclosed biogas flares at the Main Wastewater Treatment Plant were tested on November 9, 2017. The test indicated that NOx emissions on two biogas flares exceeded the permit limit. Staff has been in communication with BAAQMD about this issue and will continue to work with them to negotiate an appropriate solution since the new flares have not performed as expected. At this time it is unknown if a violation will be issued.

**On January 26, staff met with the San Francisco Bay Regional Water Quality Control Board to review past year's compliance at the Orinda Water Treatment Plant.** Staff provided a detailed overview of the chlorine residual exceedance that occurred on September 5, 2017 and the associated corrective actions put in place to prevent reoccurrence, which include upgrades to analytical measurement equipment at the plant, training, and maintenance.

Additionally, staff explained current data gaps due to the analytical equipment, system upgrades during the outage and a differing interpretation of the permit monitoring requirements. These data gaps could result in enforcement action.

**On January 31, staff held an internal Integrated Pest Management (IPM) stakeholder meeting, in accordance with the requirements of the IPM guidelines.** Staff reviewed progress and experiences of implementing the IPM program over the past year as well as the recent consultant recommendations for enhanced documentation, standard operating procedures, outreach, and future training.

**All authorized discharges from the Main Wastewater Treatment Plant were in compliance with the permit limits for the month of December. This is the 221<sup>st</sup> consecutive month that the MWWTP experienced no exceedances.**

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

## **INFRASTRUCTURE INVESTMENT**

**MacArthur/Davenport Pipeline Replacement Project Update.** In January, the South Alignment portion of the project was completed with the last service connected for Burckhalter Elementary School. The North Alignment portion installations continue with Bayo Street to Davenport Avenue and are expected to be completed by March 2018.

**Orinda Water Treatment Plant Ultraviolet (UV)/Chlorine Disinfection Project Update.** In January, staff installed two closed-vessel UV disinfection reactors at the Orinda Water Treatment Plant. This equipment will run throughout the year to better understand how seasonal water quality variation affects the efficiency of the disinfection equipment, specifically the rate at which the UV lamps become fouled by iron, manganese, and other constituents. The results of this pilot testing will enable the District to select the most reliable, cost-effective UV reactor design for the upcoming Orinda Water Treatment Plant UV/Chlorine Disinfection Project.

**Wildcat Aqueduct Project Update.** On January 12, paving was completed at the recently installed Wildcat Aqueduct Tee area in Berkeley. This area on Bancroft Way and Ellsworth Street had multiple complications which were resolved in time to complete paving prior to the start of the spring semester at UC Berkeley. The installation of the Wildcat Aqueduct Tee was a necessary step for the upcoming Wildcat Aqueduct Project.

**In January, staff began infrastructure renewal on 6<sup>th</sup> and 7<sup>th</sup> Streets in Rodeo.** This project will replace approximately 3,415 feet of 6-inch PVC pipe and is expected to be completed this summer.

**The Oil Circuit Breaker Replacement Project was completed by staff.** This project replaced a 60kV oil circuit breaker for Pardee Hydro Unit No. 2 which connects the generator's power output to the 60kV PG&E electric transmission system. This completes a four-year capital



improvement project to replace existing high-voltage circuit breakers installed in the 1980s. All engineering design, project management, purchasing, installation, and commissioning work was done by staff.

**Main breaks in January totaled 84.** The attached table lists the main breaks that were repaired by staff in January, sorted by city and street. The associated map shows the location of the breaks.

## **CUSTOMER AND COMMUNITY SERVICES**

**In January, after several months of negotiations, Alameda County (County) revised their proposed East 14<sup>th</sup> streetscape project plan resulting in over \$2.5 million saving to the District.** The District was informed by the County in April 2017 to relocate nearly one mile of distribution pipeline at the District's expense in order to accommodate the County's streetscape improvement project. Staff worked with the County to revise their design which lessened the impact to the District by reducing the amount of relocated pipe to 500 feet which will cost the District approximately \$500,000 instead of \$3 million.

**On January 2, staff assisted fire and medical personnel in locating and removing an injured equestrian from the China Gulch Trail near Camanche.** After having been thrown from their horse, the rider was transported from a remote section of trail via utility vehicle and then to a local hospital for treatment on head, shoulder and arm injuries.

**On January 8, staff conducted a tour for representatives from the State Water Resources Control Board.** The tour began at Freeport, continued to Pardee and Camanche Watersheds, the Mokelumne River and Fish Hatchery, and concluded at the Woodbridge Dam.

**On January 11, a meeting of the Lower Mokelumne River Partnership Steering Committee was held at California Department of Fish and Wildlife Region 2 Headquarters.** Staff provided a review of District 2017 operations, fisheries management actions and outcomes, current status of Lower Mokelumne River Partnership Fund, and an update of the District's participation in Phase 2 of the Water Quality Control Plan.

**On January 16, staff met with the new fire chief of the Moraga Orinda Fire District (MOFD) to discuss potential water distribution system improvements that would be required to increase fire flows in the City of Orinda and funding of those improvements.** Staff continues to work collaboratively with the MOFD on requests for information to identify smaller-scale improvements and their associated costs to increase fire flows to critical hydrants within the City of Orinda.

**On January 17, staff participated in a workshop with a panel of experts from the Pacific Earthquake Engineering Research Center and the United States Geological Survey (USGS) to identify research needs and opportunities arising from the USGS HayWired Scenario, a hypothetical magnitude 7.0 Hayward Fault earthquake event.** A final report on the hazards and impacts from the HayWired Scenario will be released to the public on April 18, 2018, and includes a physics-based model of ground motion that has been used by owners of lifeline networks to make damage predictions and help plan for a Hayward magnitude 7.0 event. Workshop participants discussed the use of scenario maps for analysis or design of distributed lifeline networks and for disaster planning and risk management. The workshop provided a good opportunity for the District, as the only invited water utility representative, to have interactive discussions and share information with representatives from other interdependent critical lifelines including PG&E, Caltrans, and BART about the design and performance of their systems in the HayWired scenario earthquake.

**Pardee tours.** In January, staff along with volunteer guides conducted two tours on Camanche and Pardee Reservoirs. The participants were able to see an array of wildlife on both reservoirs. Approximately 130 members of the public attended.

**Media Advisory.** On January 4 (the day of the 4.4 magnitude earthquake centered in Berkeley), ebmud.com was updated with media advisory information on emergency preparedness and January 9 with information on the appointment of Board of Directors' Officers.

**Media.** Staff responded to media inquiries on water supply, water quality/lead testing, dam safety, safety of all our facilities post-earthquake, watershed fire management, salmon fish returns for 2017, and two main breaks.

**Social Media.** On NextDoor, staff provided information on the January/February Customer Pipeline featuring our around-the-clock work to maintain water and wastewater operations.

The top tweet on Twitter highlighted emergency water storage, generating 1,065 impressions. Twitter followers reached 2,038 followers, an increase of 37 followers over last month.

The top post on LinkedIn featured the On the Job profile of the Secretary of the District, generating 2,140 impressions and 42 clicks to ebmud.com. LinkedIn followers reached 3,725, an increase of 43 new followers over last month.

**Customer Assistance Program (CAP) Update.** The attached table list monthly statistics on CAP enrollment, delinquencies, payment plans, and shut-offs.

### **Contract Equity**

**On January 26, staff participated in the Alameda County Public Works Agency - *Business Opportunities for Business Construction Contracting Opportunities Workshop & Breakfast in Hayward, CA.*** Staff presented the District's 2018 Construction Contract Opportunities and how

to do business with the District, and distributed information on our Contract Equity Program. Approximately 55 local small business owners attended.

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

- January 9 - Alameda County General Services Agency, *Vendor Forum*, Oakland, CA – 200 attended

**Water Conservation**

**On January 9, the District was a sponsor of the Association of Professional Landscape Designers' *Gilmer on Fire in the Landscape* at the Veterans Memorial Building in Lafayette.** Staff provided information on the nexus with water conservation and fire prevention, the District's Landscape Rebate Program, upcoming Landscape Advisory Committee (LAC) events, and the Contra Costa Water District Landscape Design Program. Approximately 60 landscape designers and architects attended the event.

**On January 22, the District hosted the LAC general meeting at the District's Administration Building.** The meeting covered water supply updates, LAC subcommittee updates, and a presentation, *One Water Approach to Urban Water Management*. Approximately 45 people attended.

**WORKFORCE PLANNING AND DEVELOPMENT**

**Peralta Cohort Program Update.** In January, 26 EBMUD employees began their second semester in the Peralta Cohort Program. They are enrolled in the following courses: Introduction to Construction Practices and Technical Mathematics with Algebra. This program supports the District's efforts to develop employees to meet workforce demands.

**On January 24, staff participated in the Engineering and Physical Science Career Fair at the University of California, Davis.** Staff encouraged students to consider a career in the water industry and provided information about the District and the application and recruitment process.

**On January 25, staff attended the Castro Valley High School Engineering and Information and Communication Technology Career Exploration Day.** Staff educated over 100 potential future candidates on engineering and information technology opportunities at the District, and the important role these positions play at the District. The District's participation in this event supports its long-term efforts to develop a diverse pipeline of candidates for our future workforce needs.

**On January 26, staff attended the 18<sup>th</sup> Annual Diversity Employment Career Fair at the Alameda County Training & Education Center in Oakland.** Staff presented information on job positions, career ladders and how to navigate the District's job website. Job seekers included women in trades, minorities and those with disabilities. Staff emphasized to potential applicants

the many opportunities for advancement within the District and upcoming recruitments. There were over 200 attendees at this event. The District's participation in this event supports its commitment to recruit women, minorities and individuals with disabilities.

**On January 26, staff participated in the American Society of Civil Engineers Civil and Environmental Engineering Career Fair at Cal Poly San Luis Obispo.** Staff encouraged students to consider a career in the water industry and provided information about the District and the application and recruitment process.

**On January 26, staff was appointed President of the Board of the California Water Environment Association (CWEA)'s San Francisco Bay Section.** Staff has served on the board for 4 years. Local CWEA membership includes more than 1,600 professionals from all disciplines related to wastewater collection, treatment, reuse, and disposal. CWEA is committed to enhancing the professional knowledge of its members and improving the public's understanding of water pollution control.

#### **Tuition Reimbursement**

	January 2018	FY18 Total
# of Employees	21	153
# of Classes	25	206
Total Reimbursed	\$15,026	\$132,805

#### **Employment Information**

	January 2018	FY18 Total
Retirements – Regular	5	33
Retirements – Vested	1	9
Hires/Rehires	16	93
Other Separations	10	50

## FINANCIAL STABILITY

**There was one material, supply or construction contract from \$70,001 and \$100,000 approved by the General Manager in January 2018.**

VENDOR NAME	DATE AWARDED	CEP STATUS	ITEM (S) PURCHASED	PROJECT	VALUE
PPI America, Inc.	01/19/18		15,000 Feet of Polyvinyl Chloride Pipe	District pilot project	\$100,000

**The Net Mokelumne Power Revenue for January was \$479,964.** Inflows into Pardee Reservoir for January were 132% of plan. Generation was 219% of plan with Pardee elevation reducing by 5 feet over the month. The District sold renewable power and related Renewable Energy Credits (REC) to Marin Clean Energy. Sales of RECs generated \$114,000. Resource Adequacy capacity revenue from Shell North America totaled \$15,650. The average electricity price was \$33/MWh. Total net FY18 Mokelumne Power Revenue is an estimated \$4,195,660 which is 113.4% of the budgeted \$3,700,000 and 78.9% of the planned revenue of \$5,319,300.

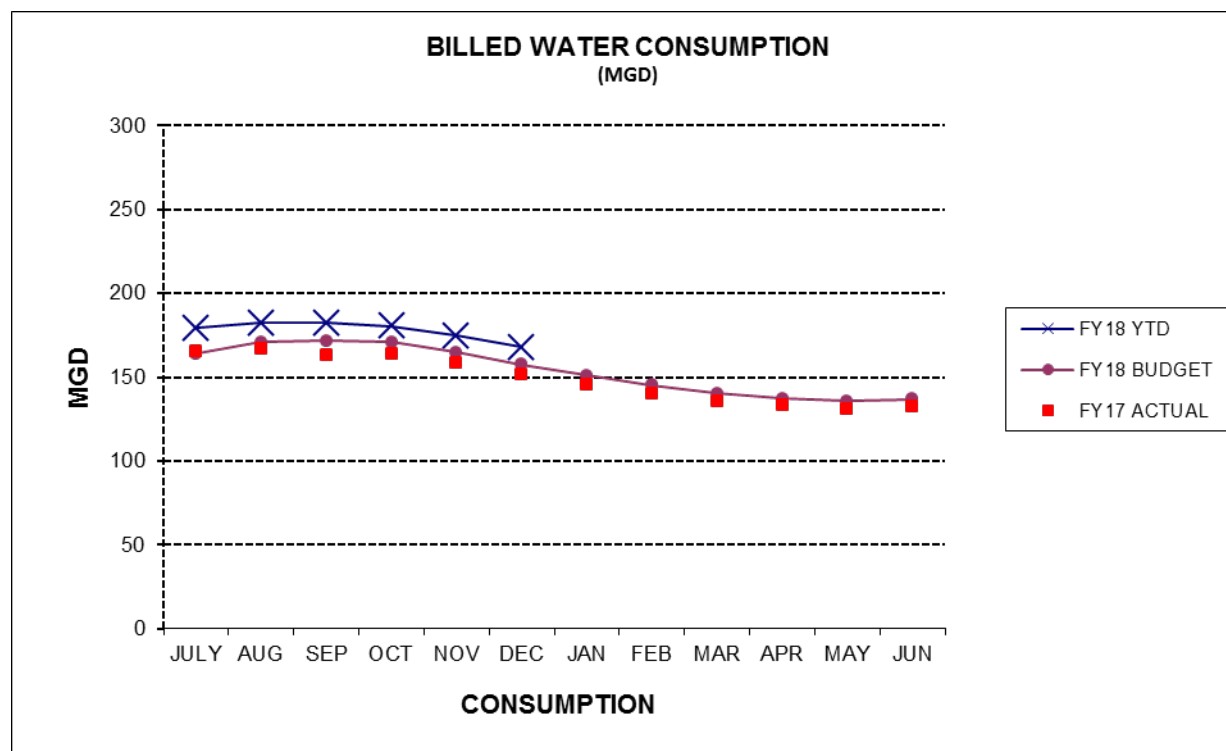
FY18	Net Revenue		Inflow (Acre Feet)	
	Plan	Actual	Plan	Actual
November 2017	\$238,670	\$407,650	37,000	54,397
December 2017	\$480,930	<b>\$655,770</b>	42,000	50,669
<b>January 2018</b>	\$218,110	<b>\$479,964</b>	28,000	<b>36,935</b>
<b>FY18 YTD Total</b>	\$3,581,230	<b>\$4,195,660</b>	313,000	<b>323,698</b>

**Bold items are estimated**

### Water Sales (Consumption)

The following consumption information is the average water consumption in million gallons per day (MGD) for the first six months of FY18. While the budgeted average daily water consumption for FY18 is 137 MGD, the summer month consumption is higher due to outdoor watering. The table below shows the average billed water consumption information by customer class with a comparison to FY17 data for the same period of time. Current fiscal year-to-date actuals through December are above prior fiscal year actuals for the same period.

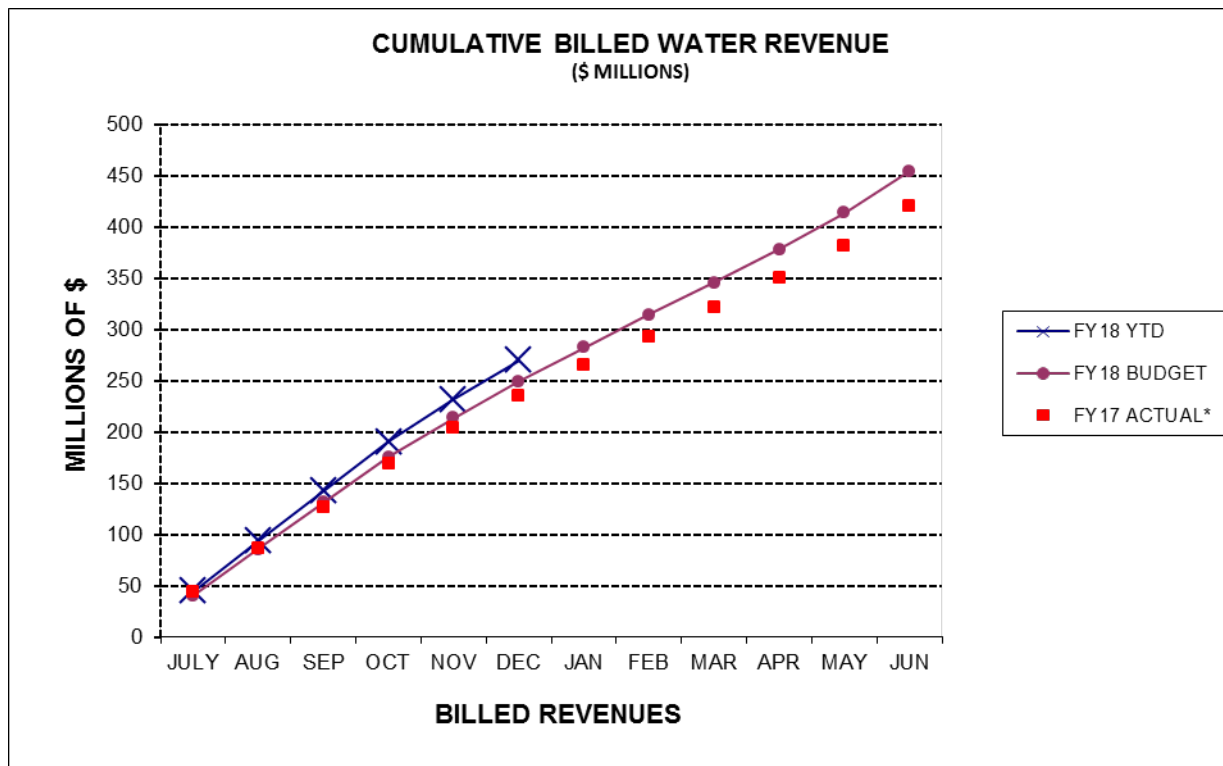
<b>Fiscal Year-to-Date Billed Water Consumption</b>			
<b>Usage Type</b>	<b>FY18 (MGD)</b>	<b>FY17 (MGD)</b>	<b>Year-over-Year (% change)</b>
Residential	87.3	78.0	11.9%
Commercial	56.1	50.8	10.4%
Industrial	16.3	16.1	1.2%
Public Authority	8.1	6.9	17.4%
<b>Total Billed Water Consumption</b>	<b>167.8</b>	<b>151.8</b>	<b>10.5%</b>



Source: Customer Information System

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

Water revenues billed through December were \$270.0 million or 14.5% more than the FY17 revenue through December of \$235.8 million. This increase reflects the net impact of higher consumption and the 9.25% rate increase for FY18. Note that the FY17 data includes \$5.7 million of drought surcharge revenue and \$0.1 million of drought excessive use penalty revenue. Total FY18 water revenues through December are \$20.6 million (8.3%) greater than the budgeted water revenue of \$249.4 million. FY18 actual revenue through December is 14.5% above FY17 December revenue.



\* Includes prorated drought surcharge revenue from the July and August billing cycles for consumption from May and June 2016.

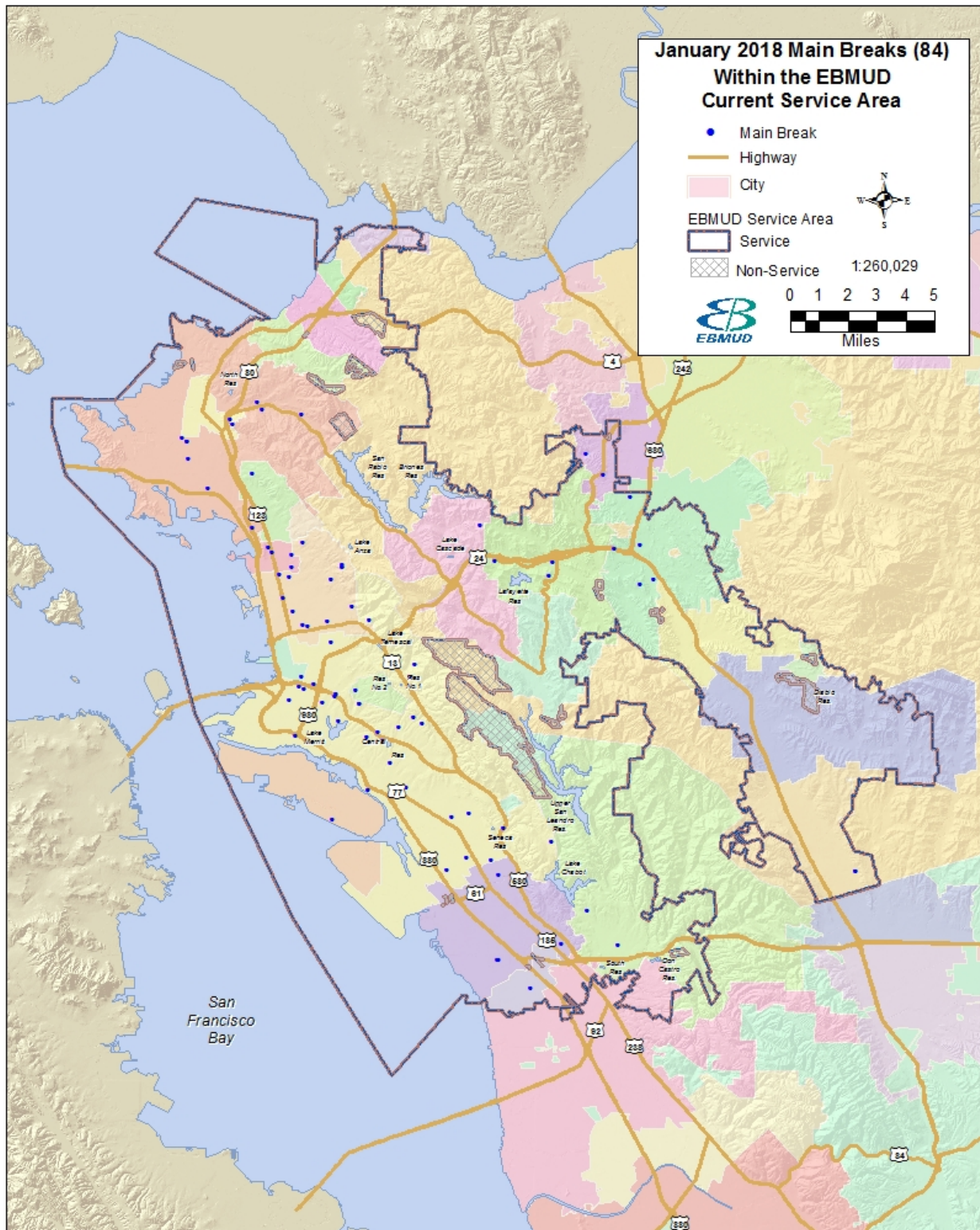
Source: Customer Information System

JANUARY 2018 MAIN BREAKS										
City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
ALAMEDA		WHITEHALL	RD	STEEL	6.00	1958	8,640	1/17/2018	1/22/2018	Yes
ALBANY		PERALTA	AVE	CAST IRON	6.00	1934	9,000	1/2/2018	1/2/2018	Yes
ALBANY		SAN PABLO	AVE	CAST IRON	8.00	1939	92,160	12/18/2017	1/2/2018	No
ALBANY		SAN PABLO	AVE	CAST IRON	4.00	1938	1,350	1/6/2018	1/6/2018	Yes
BERKELEY		CEDAR	ST	CAST IRON	8.00	1925	8,640	1/27/2018	1/29/2018	Yes
BERKELEY		CORNELL	AVE	CAST IRON	6.00	1949	9,000	1/26/2018	1/26/2018	Yes
BERKELEY		DWIGHT	WAY	CAST IRON	20.00	1955	108,000	1/17/2018	1/31/2018	No
BERKELEY		HEARST	AVE	STEEL	6.00	1973	41,760	12/20/2017	1/17/2018	Yes
BERKELEY		ORDWAY	ST	CAST IRON	4.00	1934	10,080	12/28/2017	1/3/2018	Yes
BERKELEY		OREGON	ST	CAST IRON	4.00	1940	9,000	1/6/2018	1/7/2018	Yes
BERKELEY		OREGON	ST	CAST IRON	6.00	1940	1,350	1/11/2018	1/11/2018	Yes
BERKELEY		QUEENS	RD	STEEL	6.00	1958	28,800	1/26/2018	1/29/2018	Yes
BERKELEY		QUEENS	RD	STEEL	6.00	1958	4,500	1/28/2018	1/29/2018	Yes
BERKELEY		QUEENS	RD	CAST IRON	6.00	1937	4,500	1/28/2018	1/29/2018	Yes
BERKELEY		RUSSELL	ST	CAST IRON	6.00	1938	1,350	1/16/2018	1/16/2018	Yes
BERKELEY		SAN JUAN	AVE	CAST IRON	6.00	1931	14,400	1/7/2018	1/16/2018	Yes
BERKELEY		SOLANO	AVE	CAST IRON	6.00	1925	25,920	1/2/2018	1/10/2018	Yes
BERKELEY		VALLEY	ST	CAST IRON	6.00	1927	1,350	1/9/2018	1/9/2018	Yes
CASTRO VALLEY		PETERSEN	WAY	CAST IRON	6.00	1953	17,280	1/2/2018	1/7/2018	Yes
CASTRO VALLEY		REDWOOD	RD	CAST IRON	4.00	1936	14,400	1/26/2018	1/27/2018	Yes
EL CERRITO		JORDAN	AVE	CAST IRON	8.00	1950	6,750	1/26/2018	1/26/2018	Yes
EL SOBRANTE		DAVILLA	WAY	STEEL	16.00	1960	0	1/30/2018	1/30/2018	Yes
EL SOBRANTE		GARDEN	RD	NON METALLIC / PLASTIC	2.00	1991	1,350	1/1/2018	1/2/2018	Yes
EMERYVILLE		YERBA BUENA	AVE	CAST IRON	4.00	1932	17,280	1/22/2018	1/25/2018	Yes
LAFAYETTE		DIABLO	CIR	CAST IRON	1.00	1940	0	1/23/2018	1/29/2018	Yes
LAFAYETTE		RELIEZ VALLEY	RD	CAST IRON	6.00	1941	20,160	1/30/2018	1/31/2018	Yes
LAFAYETTE		TANGLEWOOD	DR	STEEL	6.00	1969	40,320	1/3/2018	1/9/2018	Yes
LAFAYETTE		WILKINSON	LN	CAST IRON	2.00	1931	2,700	1/11/2018	1/12/2018	Yes
*KPI = turnaround time to repair the leak										



JANUARY 2018 MAIN BREAKS										
City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
OAKLAND		11TH	AVE	CAST IRON	6.00	1930	1,350	1/12/2018	1/12/2018	Yes
OAKLAND		29TH	AVE	CAST IRON	6.00	1924	17,280	1/24/2018	1/29/2018	Yes
OAKLAND	E	32ND	ST	ASBESTOS CEMENT	6.00	1972	4,500	1/10/2018	1/10/2018	Yes
OAKLAND		33RD	ST	CAST IRON	6.00	1926	20,160	1/23/2018	1/24/2018	Yes
OAKLAND		34TH	ST	CAST IRON	6.00	1929	18,000	1/31/2018	1/31/2018	Yes
OAKLAND		37TH	ST	CAST IRON	4.00	1923	27,000	1/31/2018	1/31/2018	Yes
OAKLAND		62ND	ST	ASBESTOS CEMENT	6.00	1961	1,350	1/2/2018	1/3/2018	Yes
OAKLAND		100TH	AVE	CAST IRON	6.00	1943	4,050	1/15/2018	1/15/2018	Yes
OAKLAND		109TH	AVE	CAST IRON	6.00	1939	10,080	1/24/2018	1/30/2018	Yes
OAKLAND		13TH	AVE	CAST IRON	6.00	1921	4,500	1/13/2018	1/13/2018	Yes
OAKLAND		4TH	ST	ASBESTOS CEMENT	8.00	1971	8,640	1/21/2018	1/22/2018	Yes
OAKLAND		ASPINWALL	RD	ASBESTOS CEMENT	6.00	1959	64,800	1/2/2018	1/10/2018	Yes
OAKLAND		CALAFIA	AVE	CAST IRON	6.00	1927	23,040	12/26/2017	1/2/2018	Yes
OAKLAND		CAMELLIA	PL	ASBESTOS CEMENT	6.00	1962	0	1/2/2018	1/2/2018	Yes
OAKLAND		COLTON	BL	CAST IRON	6.00	1936	155,520	12/8/2017	1/30/2018	No
OAKLAND		CROFTON	AVE	CAST IRON	4.00	1928	2,700	1/1/2018	1/1/2018	Yes
OAKLAND		CROFTON	AVE	CAST IRON	4.00	1928	2,700	1/2/2018	1/2/2018	Yes
OAKLAND		FRUITVALE	AVE	CAST IRON	4.00	1893	86,400	12/20/2017	1/8/2018	No
OAKLAND		FRUITVALE	AVE	CAST IRON	6.00	1939	23,040	1/17/2018	1/20/2018	Yes
OAKLAND		GHORMLEY	AVE	CAST IRON	4.00	1942	34,560	12/27/2017	1/3/2018	Yes
OAKLAND		HOLLY	ST	CAST IRON	6.00	1927	4,320	1/2/2018	1/2/2018	Yes
OAKLAND		LOWRY	RD	CAST IRON	6.00	1948	1,800	1/1/2018	1/1/2018	Yes
OAKLAND		RICHMOND	BL	CAST IRON	6.00	1933	27,000	1/4/2018	1/4/2018	Yes
OAKLAND		RICHMOND	BL	CAST IRON	6.00	1933	5,400	1/9/2018	1/9/2018	Yes
OAKLAND		RITCHIE	ST	ASBESTOS CEMENT	8.00	1949	27,000	1/10/2018	1/11/2018	Yes
OAKLAND		STATEN	AVE	CAST IRON	6.00	1949	4,500	1/31/2018	1/31/2018	Yes
OAKLAND		STEPHENS	WAY	CAST IRON	6.00	1927	20,160	1/6/2018	1/7/2018	Yes
OAKLAND		SUMMIT	ST	CAST IRON	6.00	1957	1,350	1/2/2018	1/3/2018	Yes
OAKLAND		UNION	ST	CAST IRON	6.00	1928	3,600	1/4/2018	1/4/2018	Yes

JANUARY 2018 MAIN BREAKS										
City	Pre	Street	Suf	Pipe Material	Pipe Diameter	Year Installed	Est Water Loss (Gal)	Identified On	Completed On	KPI Met?
OAKLAND		WELLINGTON	ST	CAST IRON	6.00	1951	6,750	1/27/2018	1/27/2018	Yes
OAKLAND		YGNACIO	AVE	ASBESTOS CEMENT	6.00	1957	18,000	1/24/2018	1/24/2018	Yes
ORINDA		DIABLO VIEW		CAST IRON	6.00	1945	27,000	1/11/2018	1/11/2018	Yes
PIEDMONT		GRAND	AVE	WROUGHT IRON	6.00	1929	24,480	12/19/2017	1/4/2018	No
PLEASANT HILL		RANDOM	WAY	CAST IRON	6.00	1947	1,350	1/1/2018	1/1/2018	Yes
RICHMOND		18TH	ST	CAST IRON	6.00	1935	1,350	1/23/2018	1/23/2018	Yes
RICHMOND	S	31ST	ST	CAST IRON	6.00	1984	1,800	1/4/2018	1/4/2018	Yes
RICHMOND		COALINGA	AVE	CAST IRON	4.00	1943	14,400	1/11/2018	1/12/2018	Yes
RICHMOND		COALINGA	AVE	CAST IRON	4.00	1943	20,160	1/15/2018	1/16/2018	Yes
RICHMOND		FORDHAM	ST	CAST IRON	6.00	1943	2,700	1/1/2018	1/1/2018	Yes
RICHMOND		RHEEM	AVE	NON METALLIC / PLASTIC	8.00	1997	12,960	1/3/2018	1/11/2018	Yes
RICHMOND		SAN MATEO	ST	ASBESTOS CEMENT	6.00	1953	2,880	1/3/2018	1/4/2018	Yes
RICHMOND		WESLEY	WAY	CAST IRON	6.00	1953	1,800	1/4/2018	1/4/2018	Yes
SAN LEANDRO		164TH	AVE	CAST IRON	6.00	1940	18,000	1/16/2018	1/16/2018	Yes
SAN LEANDRO		BANCROFT	AVE	CAST IRON	6.00	1954	20,160	1/11/2018	1/17/2018	Yes
SAN LEANDRO		DEWEY	ST	CAST IRON	4.00	1950	20,160	1/2/2018	1/8/2018	Yes
SAN LEANDRO		EDGEMOOR	ST	CAST IRON	6.00	1950	23,040	1/1/2018	1/2/2018	Yes
SAN LORENZO		VIA MEDIA		CAST IRON	6.00	1944	2,250	1/2/2018	1/2/2018	Yes
SAN PABLO		BAYO VISTA	AVE	STEEL	8.00	1982	1,800	1/10/2018	1/11/2018	Yes
SAN PABLO		MORROW	DR	STEEL	6.00	1960	0	1/17/2018	1/17/2018	Yes
SAN RAMON		ALCOSTA	BL	ASBESTOS CEMENT	12.00	1964	18,000	1/20/2018	1/21/2018	Yes
SAN RAMON		ALCOSTA	BL	ASBESTOS CEMENT	12.00	1964	900	1/25/2018	1/26/2018	Yes
WALNUT CREEK		1ST	AVE	HIGH DENSITY POLYETHYLENE PIPE	6.00	1964	2,250	1/23/2018	1/24/2018	Yes
WALNUT CREEK		CAMINO DIABLO		CAST IRON	16.00	1941	17,280	1/22/2018	1/23/2018	Yes
WALNUT CREEK		FIELDGATE	LN	ASBESTOS CEMENT	6.00	1959	1,080	1/12/2018	1/13/2018	Yes
WALNUT CREEK		JULIANNE	CT	ASBESTOS CEMENT	6.00	1959	21,600	1/22/2018	1/24/2018	Yes
WALNUT CREEK		STOW	AVE	CAST IRON	4.00	1953	4,320	1/11/2018	1/11/2018	Yes
						<b>TOTAL</b>	<b>1,319,310</b>			



Customer Account Delinquency Information

January 2018

(Data collected from September 1, 2017)

CUSTOMER ASSIST. PROGRAM (CAP) ENROLLMENT	November	December	January	Totals
CAP Application Shut-off Distribution	876	1,218	1,215	5,505
New CAP Participants	132	121	177	743
CAP Renewals	123	118	128	686
CAP Departures	120	109	130	519
Total Active CAP Participants	6,178	6,189	6,218	
PAYMENT PLANS	November	December	January	Totals
Approved Payment Plans	4,595	4,902	5,408	28,126
Payment Plans Established After Shut-off	7	18	16	620
SHUT-OFFS - RESIDENTIAL	November	December	January	Totals
15-day Final Collection Notices	15,961	15,807	16,293	80,614
48-hr Shut-off Notices	7,850	8,008	9,142	43,206
Shut-off Orders Created	3,098	2,267	3,509	14,907
Shut-offs Completed (Actual)	830	997	1,056	4,392
CAP Enrolled Shut-offs	29	37	50	184
WATER THEFT	November	December	January	Totals
No. of Incidents	15	6	10	57
No. of 2nd or 3rd Occurrences	-	1	0	1
No. Water Theft Penalties Issued	8	5	7	33
No. of Appeals Received	1	0	0	4
No. of 1st Appeals Approved	-	-	-	1
No. of 1st Appeals Denied	1	0	0	3
Multi-Family Liens <sup>1</sup>	November	December	January	Totals
Liens Filed	272	12	58	693
Released	36	14	54	248
Transferred to Alameda Cty.	-	-	-	1,356
Transferred to Contra Costa Cty.	-	-	-	147
Total/Month	308	26	112	2,444

<sup>1</sup> Liens filed monthly represents delinquent accounts 4-6 months in arrears.

BAD DEBT - WRITE OFFS	November	December	January	Totals
Total Referred to Collection Agency	\$203,601	\$ 186,981	TBD <sup>2</sup>	\$ 604,903
Write-Off % to Billed Revenue	0.4%	0.4%	TBD <sup>2</sup>	

<sup>2</sup> Information not available until the 20th of the month and will lag one month

Water Theft Type/City	Albany	Berkeley	Danville	Oakland	Pinole	Richmond	Rodeo	San Leandro	Total as of 9/1/2017
Meter	1	2	1	37	1	12	1	1	56
Illegal Connection	-	-	-	1	-	-	-	-	1
Hydrant	-	-	-	-	-	-	-	-	0
Total	1	2	1	38	1	12	1	1	57

**EAST BAY MUNICIPAL UTILITY DISTRICT**

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DATE: February 8, 2018

MEMO TO: Board of Directors

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

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

SUBJECT: Finance/Administration Committee Minutes – January 23, 2018

Chair William B. Patterson called to order the Finance/Administration Committee meeting at 10:15 a.m. in the Training Resource Center. Directors John A. Coleman and Frank Mellon were present at roll call. Staff present included General Manager Alexander R. Coate, Acting General Counsel Xanthe M. Berry, Director of Finance Sophia D. Skoda, Internal Auditor Supervisor Barry N. Gardin, Principal Management Analyst Travis J. George, Special Assistant to the General Manager Alison A. Kastama, and Secretary of the District Rischa S. Cole.

**Public Comment.** None.

**Semi-Annual Internal Audit Report.** Internal Auditor Supervisor Barry N. Gardin provided a mid-year update on internal audit activities and the FY18 Internal Audit Plan. He highlighted the findings and recommended actions to address issues identified for the following audits: District fleet administration; customer communication and web accuracy; Memoranda of Understanding compliance; water consumption recognition, invoicing, and receipts; and materials management. Mr. Gardin noted that the completed audits identified opportunities to enhance internal controls and final reports will be issued in February 2018. The Committee asked questions about the District's website browser limitations, the schedule for an update on information technology security and if multiple users could be listed on a District account. It was moved by Director Mellon, seconded by Director Coleman and carried (3-0) to accept the report.

**Interest Rate Swap Portfolio Summary Report.** Principal Management Analyst Travis J. George discussed the status of the District's outstanding swap agreements as of December 29, 2017. The swap portfolio continues to be in full compliance with Policy 4.23 - Interest Rate Swap Policy. The amount of swapped outstanding debt has been reduced to 3.8 percent of the Water System debt portfolio and the District currently has no outstanding swaps associated with the Wastewater System. It was moved by Director Coleman, seconded by Director Mellon and carried (3-0) to accept the report.

**Quarterly Financial Reports.** Director of Finance Sophia D. Skoda reported that the quarterly reports were filed in compliance with government statutes. The reports cover investment transactions along with quarterly payroll, disbursements and real estate summary reports for the Water and Wastewater Systems quarter ending December 31, 2017. It was moved by Director Coleman, seconded by Director Mellon and carried (3-0) to accept the reports.

**Monthly Investment Transactions Reports.** Director of Finance Sophia D. Skoda reviewed the reports for October, November and December 2017. The reports are being submitted together because the November 28 and December 26, 2017 Finance/Administration Committee meetings were cancelled. It was moved by Director Mellon, seconded by Director Coleman and carried (3-0) to forward the reports to the Board for consideration.

**Adjournment.** Chair Patterson adjourned the meeting at 10:38 a.m.

ARC/RSC

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