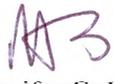


OPERATIONS & WATER QUALITY COMMITTEE
SUMMARY MINUTES
January 2, 2019
4:15 p.m.

ATTENDANCE

Directors: Judy Huang (Chair), John Weed 
Staff: Robert Shaver, Steve Peterson, Jennifer Solito, Mike Wickham, and Jacob Reed

DISCUSSION TOPICS

1. Proposed Reallocation of Support Services Manager Position to Engineering Supervisor Position: Steve Peterson, Manager of Operations and Maintenance, stated the proposed position reallocation will be on the consent calendar for the January 10, 2019, Board meeting. Mr. Peterson explained the Support Services Division Manager position was previously held by Jeannette Kelley before she retired from District service in November 2018. The Support Services Division (SSD) has 13 budgeted positions, including the manager, and is responsible for three principal areas of business.

1. Water Quality Laboratory, nine employees
2. Quality Assurance and Quality Compliance Officer, one employee, and
3. Environmental Compliance Unit, two employees

Given the narrow programmatic focus of the Division, a division manager level position is not necessary and it is desired to reallocate the position to a supervisory level position in the Water Production Division (WPD) where the need of a supervising environmental engineer has been identified. The Engineering Supervisor would be a direct report to the WPD Manager, Mike Wickham, and would be responsible for six permanent employees and two temporary employees consisting of:

1. 4 – Environmental Engineers
2. 2 – Temporary Environmental Engineers
3. 1 – Environmental Specialist, and
4. 1 – Engineering Technician

Some of the primary responsibilities of this workgroup will include:

- Planning, organizing and monitoring necessary to ensure the District is in compliance with State and federal drinking water standards and regulations.
- Conducting investigations, studies and pilot tests, and preparing reports and designs for optimizing water treatment and water quality control processes and regulatory compliance.
- Managing the District-wide environmental compliance program (work previously done in the SSD), including developing and maintaining SOPs for environmental

compliance, educating and training of staff on environmental permitting requirements, and preparing the required documentation and permit applications.

The annual salary range for an Engineering Supervisor 1/2 is between \$132,427 and \$175,262. Depending on the step in which the Engineering Supervisor position is filled, the District would realize a net savings from this reallocation of between \$9,918.40 and \$52,754.08 annually for salary only, excluding benefits. There would be no effect on the total number of permanent full-time employees at the District since the Support Services Manager position would be deleted.

Since the SSD Manager position became vacant, the QA/QC Officer, Linnea Hoover has been the Acting SSD Manager. Once the reallocation of the SSD Manager position is approved by the Board and filled as an Engineering Supervisor, the two employees in the Environmental Compliance Unit will move to the WPD. Additionally once the minor reorganization takes place, the QA/QC Officer and the Laboratory Services Supervisor who both used to report to the SSD Manager, will become direct reports to the Manager of Operations and Maintenance.

2. Review of District Contract Security Services: Jake Reed, Emergency Response and Security Officer, presented a review of District contract security services. The District contracts with at least seven firms to provide a wide range of security related services including stationary and patrol security guard services, security video monitoring, support for the facility access system requiring identification badging, cyber key vendor support, security and fire alarm monitoring, radio communications support, and security monitoring software support. Mr. Reed then stated the primary focus for the balance of the presentation would be on the services provided by Overton Security Services, Inc. (Overton).

The scope of the security services provided by Overton includes providing security services 24 hours a day, 365 days per year at District water production and distribution system facilities, Alameda Creek groundwater recharge facilities, and at District headquarters. The types of security services provided by Overton include security guard patrol services, alarm response and stationary guard services, and special security assignment services. Examples of special security assignment services includes employee escort (nighttime or increased threat situations), public meetings (public hearings, regular and special Board meetings or workshops), District sponsored events or activities (facility tours, open houses, etc.), and fire watch services needed when water from the distribution system is isolated or shutoff to building fire alarm systems.

Mr. Reed provided the current funding status of the Overton contract explaining the remaining balance of the authorized funding is estimated to be depleted by the first week of March 2019 based on previous actual and forecasted estimated expenditures. The estimated cost to continue with the current scope of security services with Overton for the remaining 17 months of the five-year contract is \$410,550 (corresponding to a total amended contract cost of \$1,403,360).

Following a competitive proposal process, the Board authorized the General Manager to enter into an agreement with Overton on July 9, 2015. Since August 2015, the monthly expenditures for security services have fluctuated greatly. The average expenditure between August 2015 and December 2018 has been approximately \$23,600 per month. The rate of expenditures has been greater than originally estimated because the number of special security assignment services has been greater than originally estimated and nighttime stationary security guard services have continued at the request of the District beyond August 2017, which was beyond the period that nighttime stationary security guard services were originally funded for.

Mr. Reed explained that staff would prefer to continue with the Overton contract for the remaining period of the five-year contract because the hourly rates that Overton charges for the services provided is economical and reasonable, and the security services have been satisfactory to date. Additionally, over the remaining period in the contract, staff will be developing a new scope for security services that will reflect anticipated required changes in the scope of work. These potential changes include incorporating the results of a planned security management assessment of District facilities in 2019, the American Water Infrastructure Act of 2018 (2018 AWIA), (This new legislation includes several provisions designed to support an all-hazards approach to risk and resilience management for community water systems with requirements for utilities that must be met as soon as March 2020), and the evaluation of a pilot dispatch program in 2019. The purpose of the pilot dispatch program is to improve work efficiency and employee support with security and emergency response related matters. The pilot dispatch program scope includes hiring a temporary employee to coordinate District security and emergency responses, video and radio monitoring, and maintaining the readiness of the District's emergency operations center.

Director Huang explained if the Board needs to take an action on any future report or consultant selection that includes work associated with the 2018 AWIA, she would need to recuse herself to avoid a conflict of interest since she works for the US EPA, the same federal agency that will administer the 2018 AWIA. Director Weed discussed the advantages of having Overton or the dispatcher (in the pilot dispatch program) equipped with GIS capability to track and monitor District employee and vehicle locations.

3. Public Comments: There were no public comments received.

RECOMMENDATIONS

Topics discussed by the Committee were informational only, and no recommendations were made.