

OPERATIONS & WATER QUALITY COMMITTEE SUMMARY MINUTES

May 13, 2020

4:15 p.m.

ATTENDANCE

Directors: Judy Huang (Chair), John Weed

Staff: Robert Shaver, Kurt Arends, Jake Reed, Caroline Abellar, Mike Wickham, Cris Pena, Cynthia Ha

AB

The monthly Operations & Water Quality Committee Meeting was held on May 13th, 2020 at 4:15 PM. Due to COVID-19 and in accordance with Governor Newsom's Executive Order N-25-20 which suspends portions of the Brown Act, this meeting was conducted by Zoom Webinar and Teleconference and members of the public were invited to participate.

DISCUSSION TOPIC

1. Preview of Security Services Contract: The District's Emergency Response and Security Officer Jake Reed briefed the Operations and Water Quality Board Committee (Committee) on a proposed new agreement for security services. Mr. Reed first provided background on the current security services contract. The current contract enables the District to ask for security services during business hours and have two full time guards assigned to the District during non-business hours. Guards' responsibilities range from conducting proactive security patrols of the District's unmanned facilities, to responding to alarms, to responding to District employees' requests. The current contract began in 2015 and expires July 31st, 2020.

Mr. Reed then discussed the scope of work within the request for proposal that was posted on May 11, 2020. He stated that for the most part, the scope of work has not changed from the scope of work in the current contract. The same services are desired from security guards; however, the new scope of work includes additional pre-requisites for guards and more responsibilities for the dispatch and dispatchers.

Mr. Reed noted that he anticipated an increase in costs within the proposals due to: the District using the request for proposal process and not the request for bid process, the desire for stronger prerequisites and background checks, as well as minimum wage increases since 2015. The presentation concluded by stating that a recommendation for award of the contract would be presented to the Board of Directors at the August Board meeting.

Director Weed asked about the fire watch service and how much was spent on this function. Mr. Reed explained that when a commercial building was taken out of water service to repair a leak, the District used the security service to continually watch the site in order to report a potential fire since the fire suppression system was not operable. He estimated that there are about 4 fire watch requests annually and per the contract, each specialty detail includes a minimum 4-hour charge at \$19.24 an hour. Director Weed also asked if there were currently any protocols in place for providing an armed guard and if so, does such a protocol include notifying the Board of Directors. Mr. Reed stated there were no current policies or

administrative guidelines in place, but such a situation would likely include notification of the Board. Director Weed also commented on responding to the effects of the homeless encampments on District property and staff. He stated that the City of Fremont has a process that may be of interest to the District and noted that the area along Alameda Creek was under the jurisdiction of the Alameda County Sheriff's Department.

2. 2019 Large Water System Report: Cynthia Ha, Environmental Engineer, provided an overview of the 2019 Large Water System Report. The Large Water System report is an annual report prepared by the District in accordance with the California Health and Safety Code 116530 and State Water Resources Control Board Division of Drinking Water (State Board) requirements. The information submitted in the annual report assists the State Board in the implementation of the Safe Drinking Water Act for all utilities in California.

Ms. Ha discussed the contents of the 2019 Large Water System Report (Report), which contains 18 sections including information about the District's service area, service connections, water sources and supplies, water produced and water sold, water rates, water quality, backflow prevention, operator certification, system improvements, customer complaints, emergency preparedness, water treatment, water conservation and drought preparedness, and lead service line inventory. Ms. Ha also reviewed the major changes to the Report that were implemented in the past twenty years. These changes include the addition, revision and removal of sections; the transition from paper copies to electronic submission; and the downloading capabilities of GIS maps. Additionally, Ms. Ha discussed the sections that were revised in the 2019 Report. Finally, Ms. Ha emphasized that a combined effort was made to prepare the report, and almost every department in the District contributed information.

Director Huang asked how the Report defines affordability. Ms. Ha responded that the Report asked if the District provides options for low-income assistance. Director Weed suggested that the way information is gathered for the Large Water System Report may be different when AMI is implemented in the future.

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

RECOMMENDATIONS

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