



Baywork: 2019 -20 Annual Signatory Meeting

Wednesday, June 12, 2019
SFPUC Headquarter Building
525 Golden Gate Avenue
San Francisco, CA 94102

Welcome



Welcome



Ingrid Bella
BAYWORK Chair

Agenda



Welcome: *Ingrid Bella, BAYWORK Chair, Valley Water*

Introduction and Vote on New Slate of BAYWORK Officers

Ingrid Bella

Business Sustainability - Status Update

Catherine Curtis; Elinor Buchen, San Francisco Public Utilities Commission

Candidate Development and Outreach Subcommittee

Steven Currie, East Bay Municipal Utility District; Linda Charfauros, City of San Jose

Staff Preparedness Subcommittee

Robert Scott, Valley Water; Elinor Buchen, San Francisco Public Utilities Commission

Website Subcommittee

Stan Blaauw, San Jose Water Company

Strengthening BAYWORK

Catherine Curtis, San Francisco Public Utilities Commission

FY 2019-2020 Budget & Fees

Jeff Tucker, Napa Sanitary District

Discussion and Vote on FY 19-20 Initiatives, Budget, & Fees

Welcome New Signatories



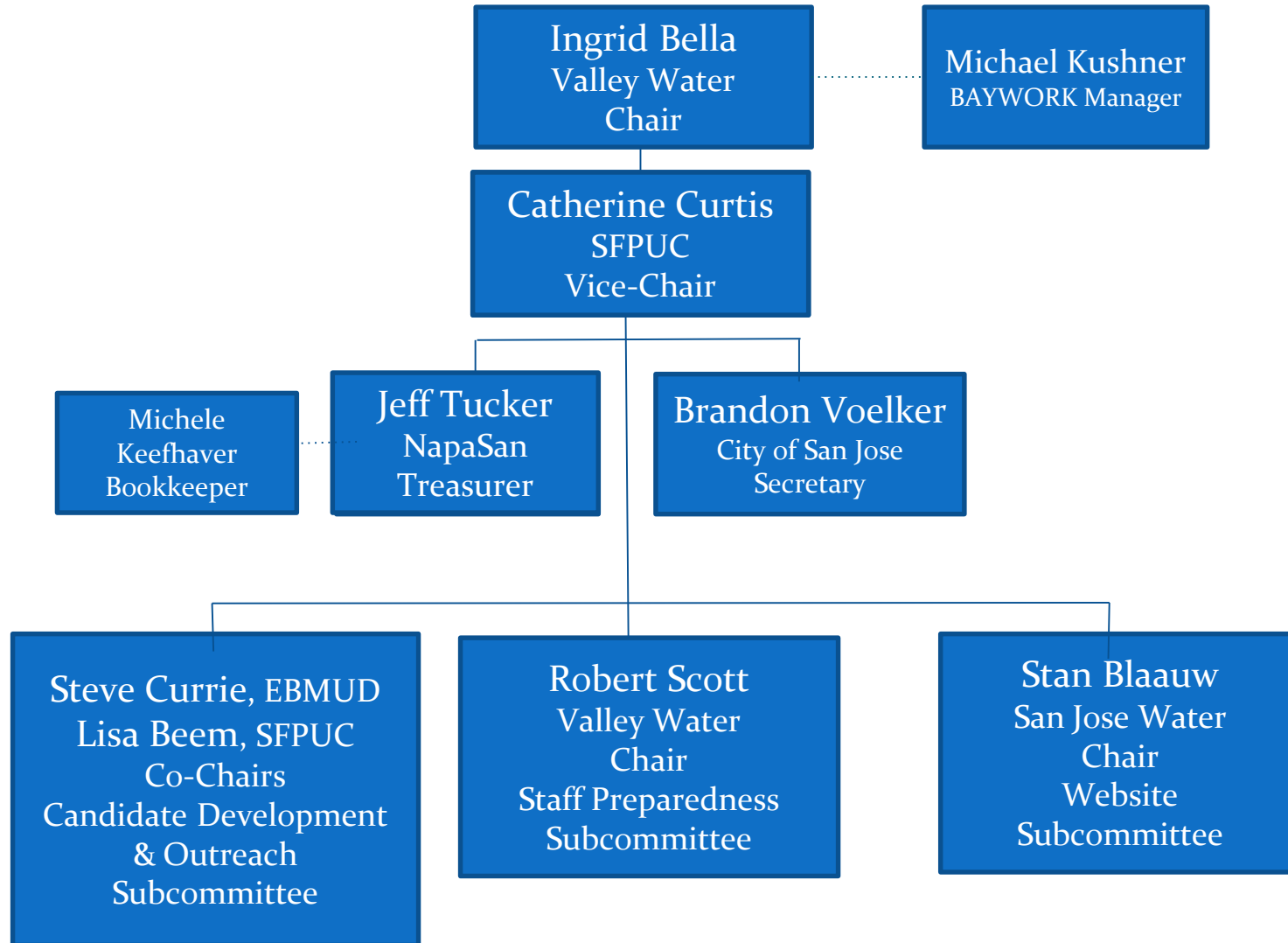
Our 30 Signatories



Partnerships



BAYWORK Officers FY 2018-2019

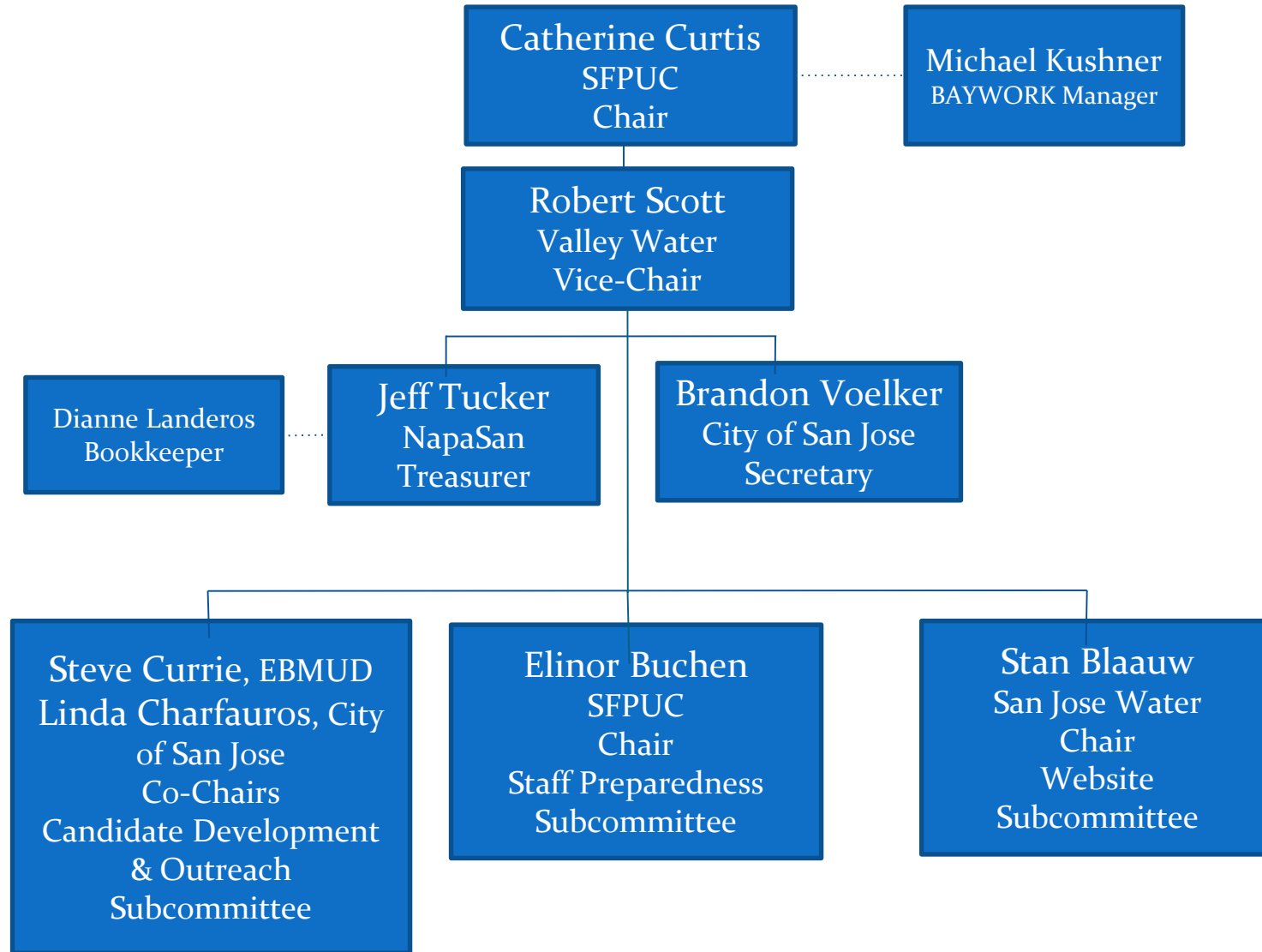


Thank you!



Lisa Beem
Victoria Baxter
Adam Feffer
Michele Keefhaver

Proposed BAYWORK Officers FY 2019-2020



Vote on Leadership

Thank You



Ingrid Bella

BAYWORK Chair 2015-2019

Business Sustainability - Status Update

Elinor Buchen - SFPUC

Catherine Curtis - SFPUC

Recommendations from 2018 Task Force

1. Signatory Engagement
2. Membership Categories
3. Governance Structure
4. Staffing
5. Changes to Fees/Fee Structure
6. In-Kind Expectations

1. Strategic Focus on Signatory Engagement

- BAYWORK Manager visited 26 of our 30 Signatories
- 25 signatory agencies participated in BAYWORK events – either by sending participants, tabling, or hosting events
- Held Signatory recruitment meetings with 11 agencies – three joined and one will join in FY20 - five are pending
- Developed and distributed quarterly BAYWORK newsletter
- Established North Bay pilot workgroup

2. Expand Membership Structure



- Established a Bylaws Committee that thoroughly reviewed and revised BAYWORK Bylaws – adopted by Executive Committee in April
- Established three types of BAYWORK memberships:
 - Signatory Members
 - Associate Members
 - Affiliate Members
- Fees for new membership categories TBD

3. Governance Structure

- Established a Leadership Board composed of BAYWORK Officers and Chairs of standing committees
 - Provides a forum for BAYWORK Officers and Chairs to develop proposals for Executive Committee
 - Can make decisions between Executive Committee meetings, within the framework of the adopted Initiatives and Budget
- Clarified terms, election of leadership roles and voting mechanisms for Executive Board meetings

4. Raise Funds for Full-Time Staff Person



- With adoption of fee increase BAYWORK will be able to contribute \$40,000 toward salary and benefits of manager
- Our partner, Jewish Vocational Service (JVS), has received grant funds from the state to cover the additional \$60,000
- JVS and BAYWORK expect to apply for further grant funds this year

5. Develop a 4-Tier Fee Structure & Raise Fees

- 4-tier fee structure developed
- Agencies with 30 FTEs or fewer have their own tier
- Proposed fee structure to be voted on today

Categories based on FTE	Current Annual Membership Fee	Proposed FY 19 Fee
<31 (new category)	\$765	\$765
31-100	\$765	\$1,500
101-500	\$6,105	\$8,500
>500	\$13,750	\$20,500

6. Develop In-Kind Services Menu for Members

- Deferring to FY 2019-20 for a more in-depth discussion of expectations and tracking

Candidate Development & Outreach Subcommittee

Co-Chairs:

Steven Currie - EBMUD

Linda Charfauros - City of San Jose

EXPAND
Industry
Career Awareness

- Engage HS students
- Engage HS teachers
- Engage college students & other job seekers

STRENGTHEN
Industry
Career Pathways

- Support development of education pathways
- Develop post-secondary apprenticeships & internships
- Provide career pathway support for veterans

SUPPORT
Industry
Candidate
Preparedness

- Civil Service Test Prep
- Work experience/ exposure
- Technical & professional development/ training

PROMOTE
Industry
Diversity

FY 2018-19 Candidate Development & Outreach Subcommittee Initiatives



INITIATIVES	OUTCOME
Expand Career Awareness	
Host career fairs & career exploration events	1 BAYWORK Veterans Career Fair 1 BAYWORK Career Fair 1 BAYWORK HS Career Exploration Event 21 total career fairs attended
Host 30 teacher externs at six utilities	30 teachers hosted at six utilities (by July 31)
Workshop on Wheels (WOW) for teachers	Due to recruitment challenges the WOW for teachers is now a mini-tour scheduled for 6/26/19
Strengthen Career Pathways	
Regional Training Program	- Los Medanos College regional internship pilot - Ongoing information gathering & partner engagement; waiting for CAI application/RFP
Support Candidate Preparedness	
Regional Training Program	Laney Civil Service Test Prep Class (pilot)
Populate BAYWORK Educator tab	Done www.baywork.org/educator

Career Fair 2019 - Laney College



BAYWORK CAREER FAIR-- February 2019 @ Laney College (Oakland)

- Career Exploration Fair (morning): 200+ high school students
- Career Fair (afternoon): 200+ job seekers



21 Career Fairs & HS Career Events



1. JVS John O'Connell HS Youth Tour SFPUC SEP Plant
2. Travis Air Force Base - veterans
3. EDD- SF - veterans
4. Las Positas College, Livermore
5. BW/JVS-SMUSD, San Mateo - Latino Parent Night
6. City College of San Francisco - internships fair
7. Las Positas College, Livermore - veterans
8. City College San Francisco - veterans
9. Laney College - skilled trades
10. SFUSD - College & Career Pathways Showcase
11. BAYWORK Career Fair @ Laney College
12. Gavilan College - water program
13. CTE event in San Mateo - HS internships
14. Chabot Science Center, Oakland - teacher engagement
15. Los Medanos CC - Pittsburg
16. San Mateo HS - career event
17. Chabot Community College - Hayward
18. San Mateo Community College - Earth Day Fair
19. SF City College - Mission Center
20. Los Medanos, Pittsburg - career prep day mock interviews
21. Industry Presentation at Peninsula CTE for Counselors

Honoring Our Veterans



Register [HERE](#) or at
baywork.org/event/veterans

Explore Water Industry Careers

All Welcome: Veterans, family, friends,
supporters of veterans, students, and the public

Wednesday, Nov. 7, 2018 - 11:30 a.m. - 3:30 p.m.
Las Positas College, Building 1000
3000 Campus Hill Dr., Livermore, CA

- 11:30 a.m. - Honor Guard and Welcoming Remarks
- 12:00 p.m. - Career Fair/networking
Lunch "free" for veterans
- 2:00 p.m. - Keynote Speaker, Michael Young,
Purple Heart Ranger
- 2:45 p.m. - Veterans' Career Panel



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Proposed FY19-20 Initiatives



EXPAND CAREER AWARENESS

- **Multi-HS career exploration events** (engage 300+HS students; 2+ events)
- **Community college career fairs** (engage 300+ students/jobseekers; 15+ fairs)
- **Teacher externships & workshops** (engage 20+ teachers)
- **Educator Tab ambassadors** (engage 20+ teachers; increase ET visits by 50%)

STRENGTHEN CAREER PATHWAYS

- **BAYWORK Educator Summit** (engage 40+ stakeholders; showcase & promote development of education pathways)
- **Regional Apprenticeship planning** (engage 8+ utilities; set minimum industry training criteria for two occupations)
- **Regional Internship Program** (place 15+ interns @ 2+ college programs)
- **Veterans Engagement Network** (engage 40+ veterans)

SUPPORT CANDIDATE PREPAREDNESS

- **Civil service test prep/ pre-apprenticeship bridge** (engage 30+ job seekers)
- **Staff Preparedness trainings/ events** (engage 30+ targeted job seekers)

PROMOTE DIVERSITY

- **Target diverse communities** in all of our programming efforts above
- **Develop inclusive marketing and language** for all of our above efforts

Discussion

Staff Preparedness Subcommittee

Outgoing Chair

Robert Scott - Valley Water

Incoming Chair

Elinor Buchen - SFPUC

FY 2018-19 Accomplishments



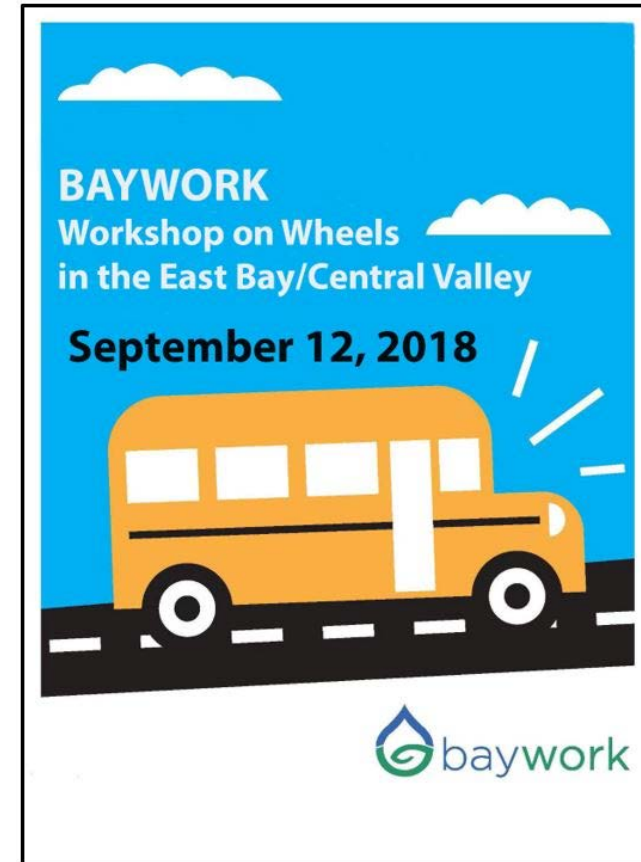
INITIATIVES	OUTCOME
Two Workshop on Wheels:	September 2018 WOW in Central Valley/East Bay (56 participants) - May 2019 WOW in South Bay (48 participants)
Two Webinars on topics of shared interest:	Webinar on Open Channel Hydraulics - 48 participants. Second Webinar postponed to FY20
Training Buffet:	November 2018 at EBMUD - 137 participants
Operator Certification Training:	February 2019 at EBMUD - 143 participants
Pump and Pump Systems Workshop:	March 2019 in Napa - 108 participants

Total: 540 event participants

Workshop on Wheels in the East Bay-Central Valley



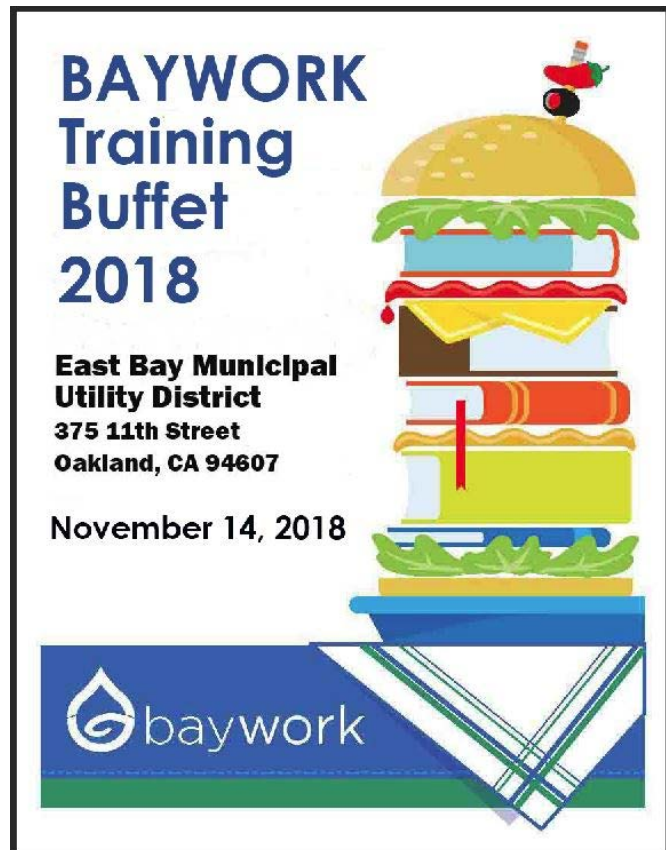
56 water and wastewater professionals from 20 agencies visited Modesto, Tracy, Stockton, and Manteca in September 2018



Training Buffet 2018



137 water and wastewater professionals from 37 Bay Area agencies and organizations participated in the 2018 Training Buffet hosted by EBMUD in November 2018.



Training Buffet 2018 Class Schedule



BAYWORK Training Buffet 2018 - PASSPORT, November 14, 2018

PRINT NAME: _____ EMAIL: _____

Have your instructor or a BAYWORK Session Coordinator stamp your PASSPORT for credit

Hand in your PASSPORT to the BAYWORK registration desk at the end of your Training day

8:30 - 9 a.m.	RECEPTION	RECEPTION	RECEPTION	RECEPTION
9 - 10 a.m.	Tips for Taking & Passing Wastewater Certification Exams (Grades 1-5) - Levi Fuller, DSRSD	Insights in Infrastructure Engineering - Elizabeth Bialek, Timothy Fuetter, Aaron Hope, Tom Boardman, EBMUD CWEA - 1 contact hour	Competency Standards - Frank Loethen, Gwinnett County Government, Georgia CWEA-1 contact hour	Advanced Metering Infrastructure (AMI) - Dave Wallenstein, EBMUD CWEA - 1 contact hour* SWRCB - 1 contact hour
10 - 11 a.m.	Tips for Taking & Passing Water Distribution Certification Exams (Grades 1-5), Dan Martin, DSRSD SWRCB - 1 contact hour			Overview of Pollution Prevention in the Wastewater Industry, Colleen Henry, Melody LaBella, CCCSD CWEA - 1 contact hour* SWRCB - 1 contact hour
11 a.m. - noon	Harmful Algal Blooms Monitoring using the Enzyme-Linked Immunosorbent Assay & Screening Technologies, Katie Vigil, SCVWD CWEA - 1 contact hour* SWRCB - 1 contact hour	Assessing Regional Workforce Needs: Water and Wastewater Career Pathways Report - Lisa Beem, SFPUC, Lisa Countryman, JVS CWEA- 1 contact hour	Competency Standards Panel Discussion - Frank Loethen, Gwinnett County, GA; Steve Miksis, RVSD, Greg Norby, SFPUC; Alex Rodriguez, San Jose CWEA - 1 contact hour	Wastewater Treatment to Resource Recovery - Manon Fisher, SFPUC CWEA - 1 contact hour*
12 - 1 p.m.	LUNCH	LUNCH	LUNCH	LUNCH
1 - 2 p.m.	Lessons Learned from Operating a Membrane Plant - Kris Filice, SCVWD CWEA -1 contact hour SWRCB - 1 contact hour	Introduction of Local and Regional Groundwater Projects - Kelley Capone, SFPUC SWRCB - 1 contact hour	Pump Utility Maintenance Program (PUMP) –Vibration Monitoring and Pump Rebuilds - Luz Penilla, SCVWD CWEA-1 contact hour* SWRCB - 1 contact hour	Interviewing Skills and Techniques to Help Achieve Your Career Goals - Peggy Donatelli, Debra Williams, Dolores Grissom, SCVWD CWEA - 1 contact hour
2 - 3 p.m.	Open Forum – Drinking Water & Wastewater Operator Certification Programs - Annette Caraway, SWRCB CWEA -1 contact hour* SWRCB - 1 contact hour	Best Communication Practices for Proposition 218 & Other Communication Strategies - Emily Barnett, CCCSD CWEA - 1 contact hour		Managing Culture Change: A Proactive Approach to Address Workforce Changes - Derry Moten, EBMUD CWEA - 1 contact hour

Pumps & Pump Systems Workshop



108 Bay Area Water Industry staff from 32 agencies and organizations attended the workshop in Napa in March 2019 - This was the first BAYWORK event for 85 participants.



Operator Certification Exam Prep Classes



143 Bay Area Water Industry staff and students from 32 agencies and colleges attended the workshop at EBMUD in February 2019.



Workshop on Wheels in the South Bay 2019



48 water and wastewater professionals from 15 agencies made five stops at three agencies - Valley Water, San Jose Water, and the City of Gilroy in May 2019



Top Attendance at Staff Preparedness Workshops

Training Buffet 2018

“I had the opportunity to learn about so much throughout the Buffet from bio-soils to studying for certification exams. All instructors were able to answer every question asked.”

Workshop on Wheels in the East Bay-Central Valley

“My favorite part of the Workshop on Wheels was getting to see the different treatment facilities. I also like networking with like-minded professionals.”

Pumps and Pump Systems Workshop

“Thank you for having us as guests. I hope to be of better service to our municipalities and communities.”

FY 2018-19 Top Attendees by Agency	
SFPUC	109
EBMUD	65
Valley Water	65
DSRSD	40
RVSD	17
City of Hayward	14
ACWD	12
LGVSD	12
Napa San	12
City of San Jose	10

FY 2018-19 Certifications



331 California Water Environment Association and 266 State Water Resource Control Board Certificates were distributed to 495 attendees from 74 Bay Area agencies and organizations



Approximately 2,500 training hours at \$80 per hour*, with an estimated market value of \$200K

*From the Association for Talent Development's 2017 State of the Industry report. The average cost per learning hour used across organizations in 2016 was \$80.

- Two Workshop on Wheels (90 participants combined)
 - One or two Webinars on topics of shared interest (50 participants per webinar)
 - Training Buffet (100 participants)
 - Two Operator Certification Trainings (160 participants combined)
 - Workshop on the Digitalization of Water (90 participants)
-

Discussion

Website Subcommittee

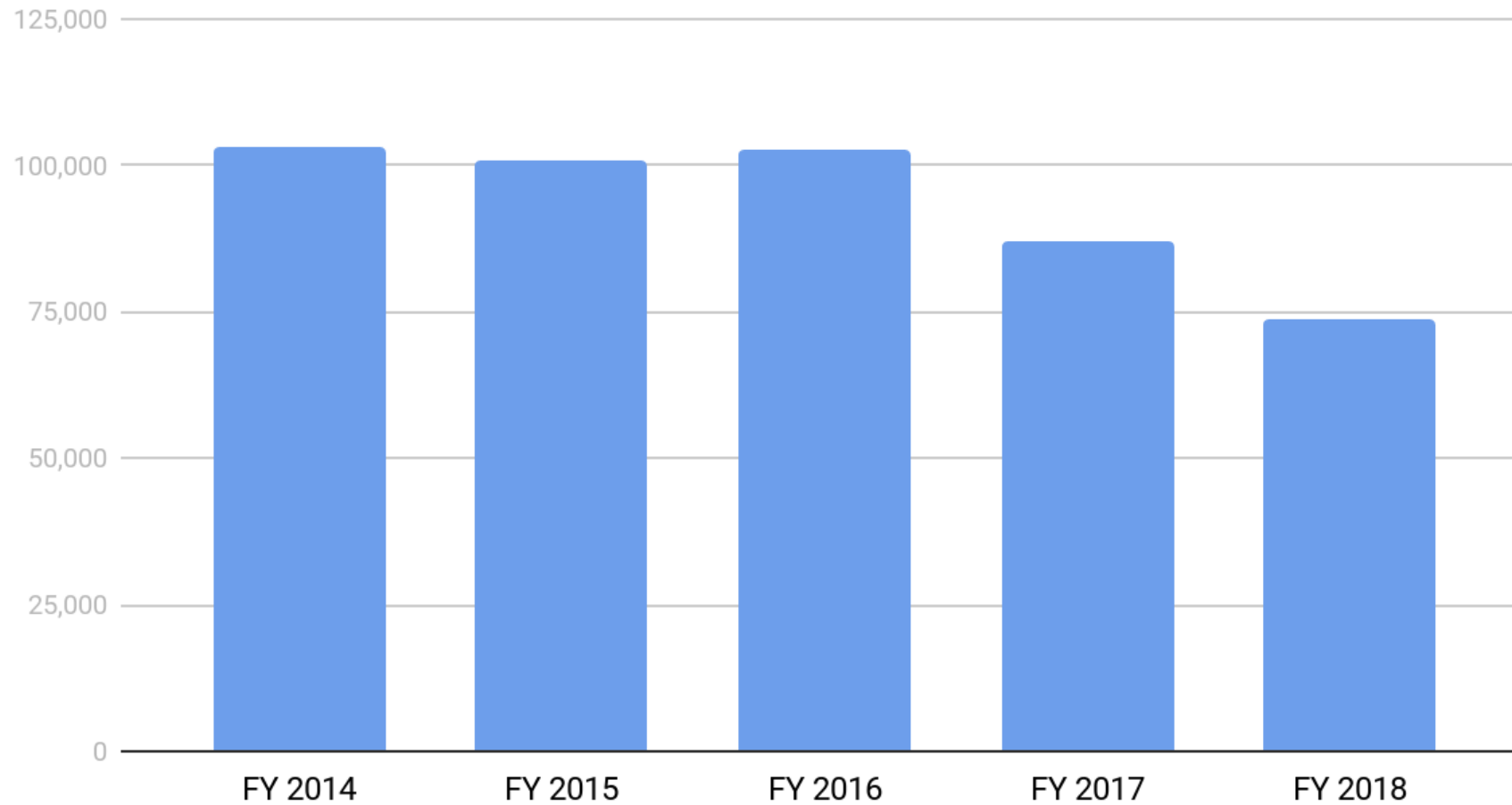
Chair

Stan Blaauw, San Jose Water

FY 2018-19 Accomplishments

INITIATIVES	OUTCOME
Improve navigation and aesthetics of training map and update:	● Updated information - Summer 2018 ● Improved training map layout & functionality ● Website hack requires repairs
Phase One of transition to responsive website:	● Developed RFP and seeking bids
Maintenance/Upgrade of website functions:	● Maintenance ongoing

Page views by fiscal year

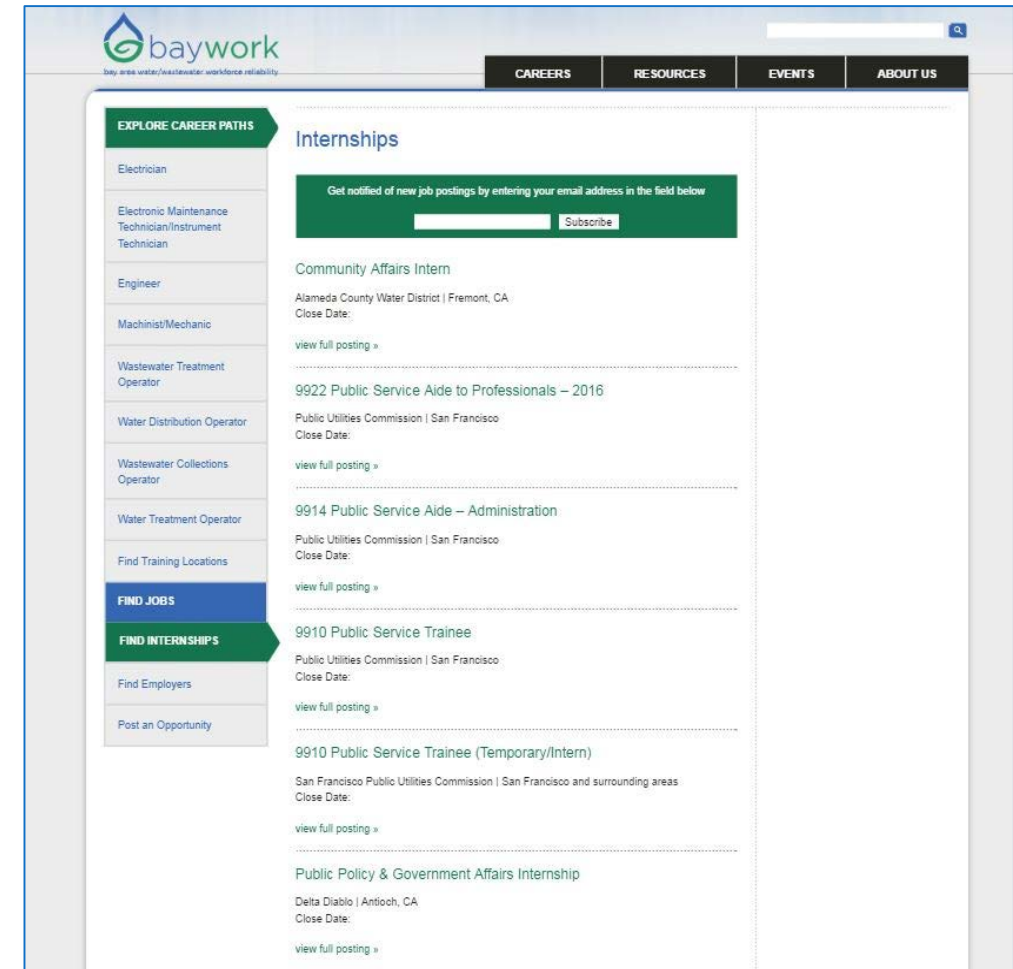


Job and Internship Posting



FY 2018-2019

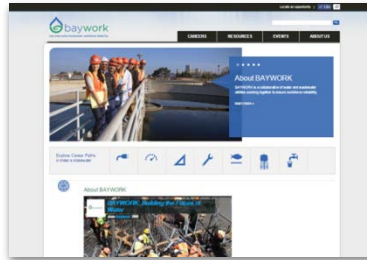
- **416 job posts by 50 Bay Area water/wastewater agencies**
- **11,391 hits to the Job & Internship page**



Top Pages Visited in FY 2018 -19



Home Page



11,407

Jobs and Internships



11,391

Electronic Maintenance Technician / Instrument Tech



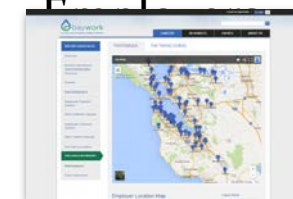
3,111

Careers



2,149

Find



1,996

Resources



1,825

Events



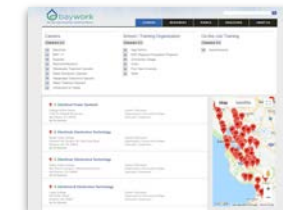
1779

Training Bulletin Board



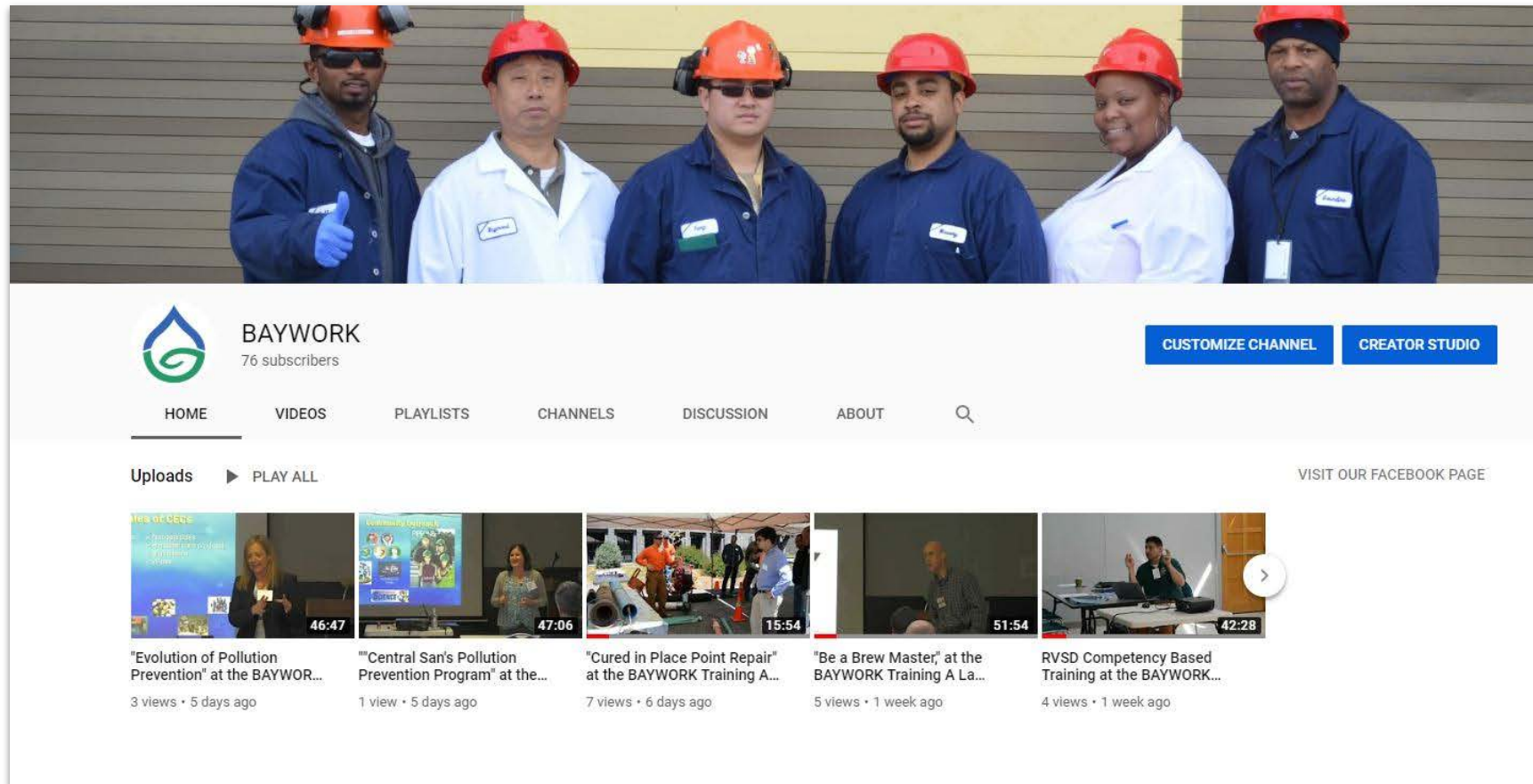
1,775

Training Locations



1,757

BAYWORK YouTube Channel



2015-16: 502 views

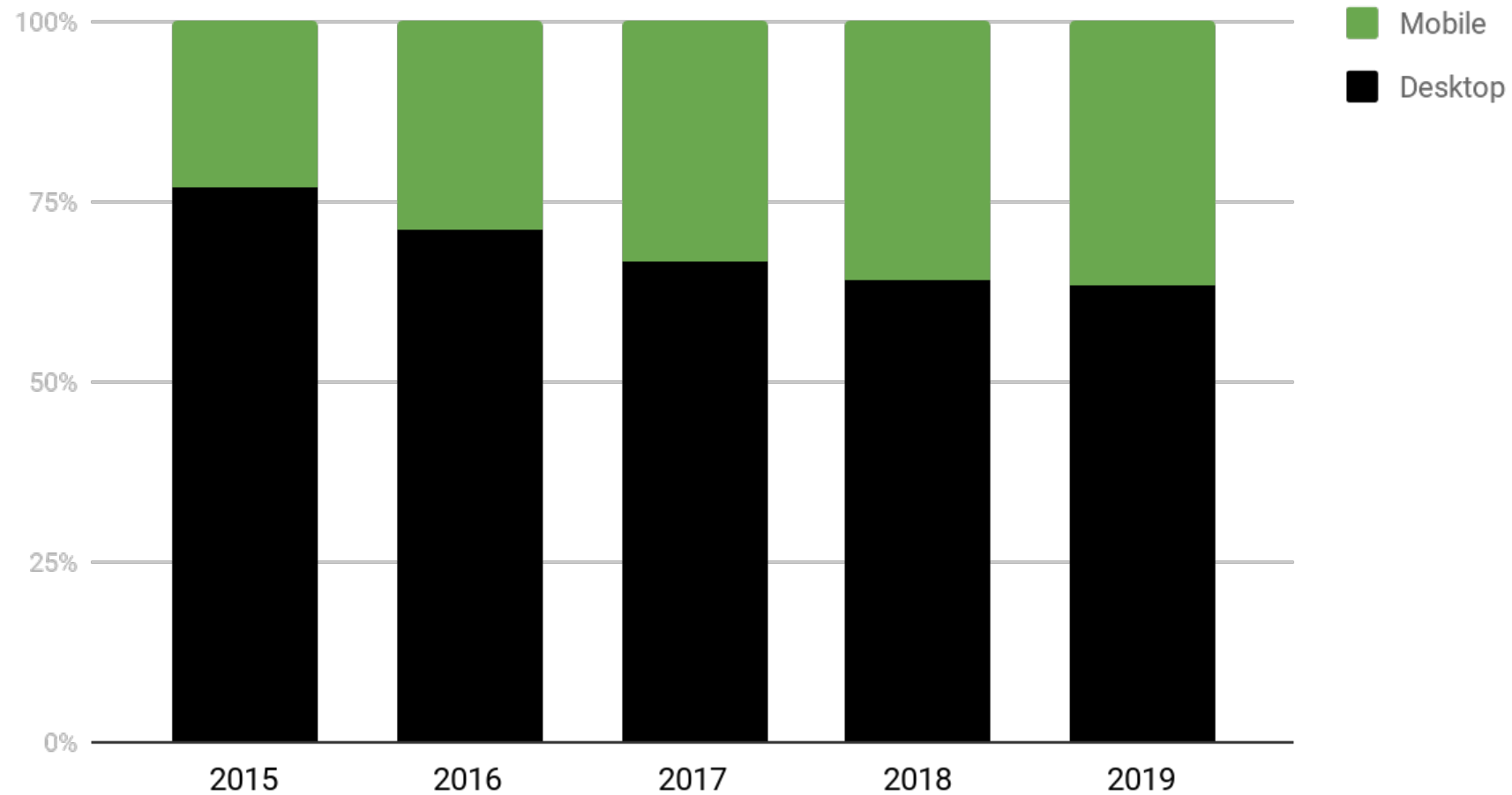
2016-17: 5,669 views

2017-18: 7,716 views

2018-19: 6,646 views

- Implement transition to a responsive (mobile-friendly) website
- Redesign website: Refresh the look, improve the functionality and performance (particularly the training map and educator tab)
- Define process and resources for maintaining/updating website content and functionality

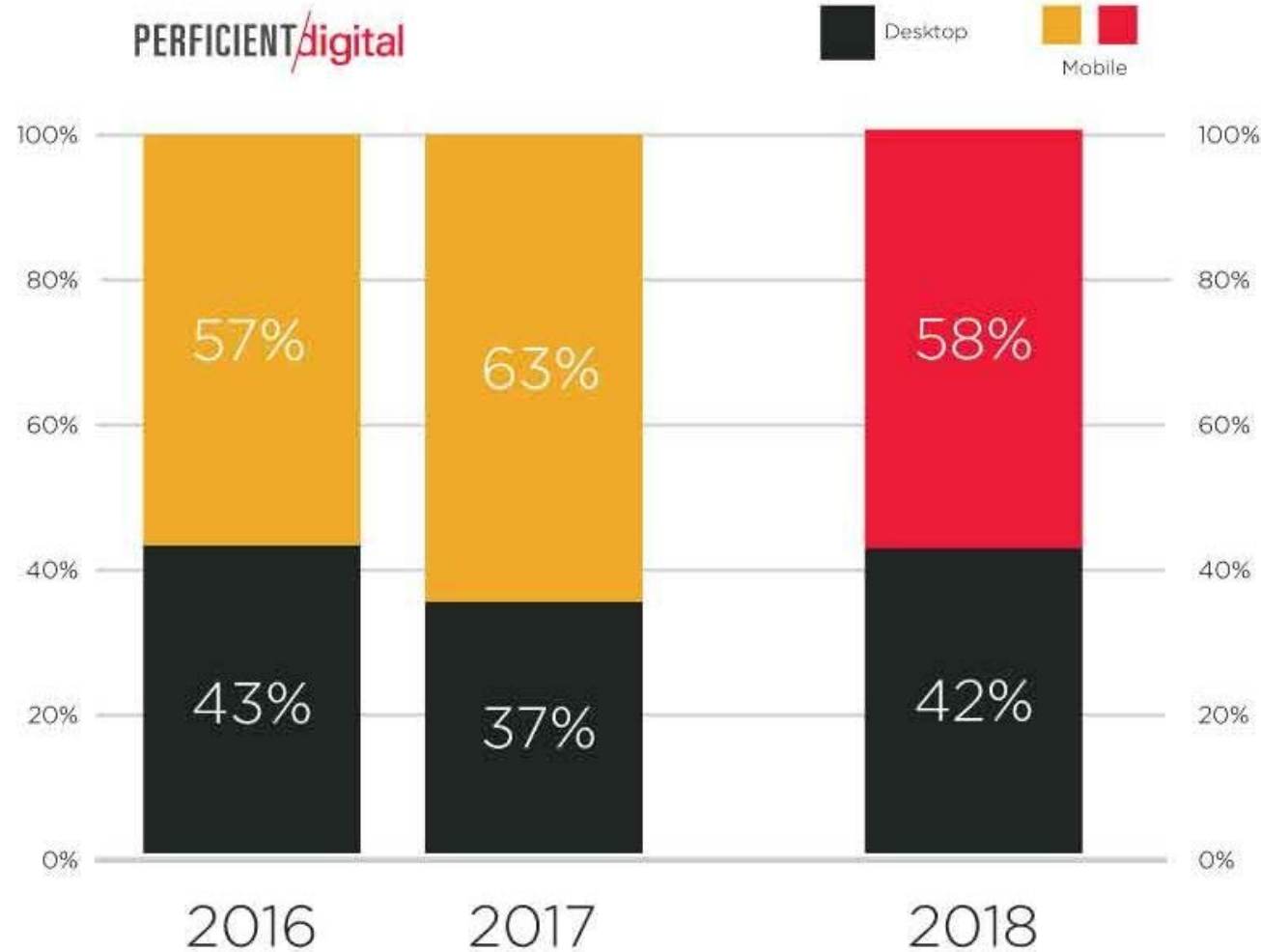
Baywork users - Desktop vs Mobile



Desktop vs. Mobile Web Visits (US)

Based on 0.9 Trillion 2016 visits, Based on 1.0 Trillion 2017 visits

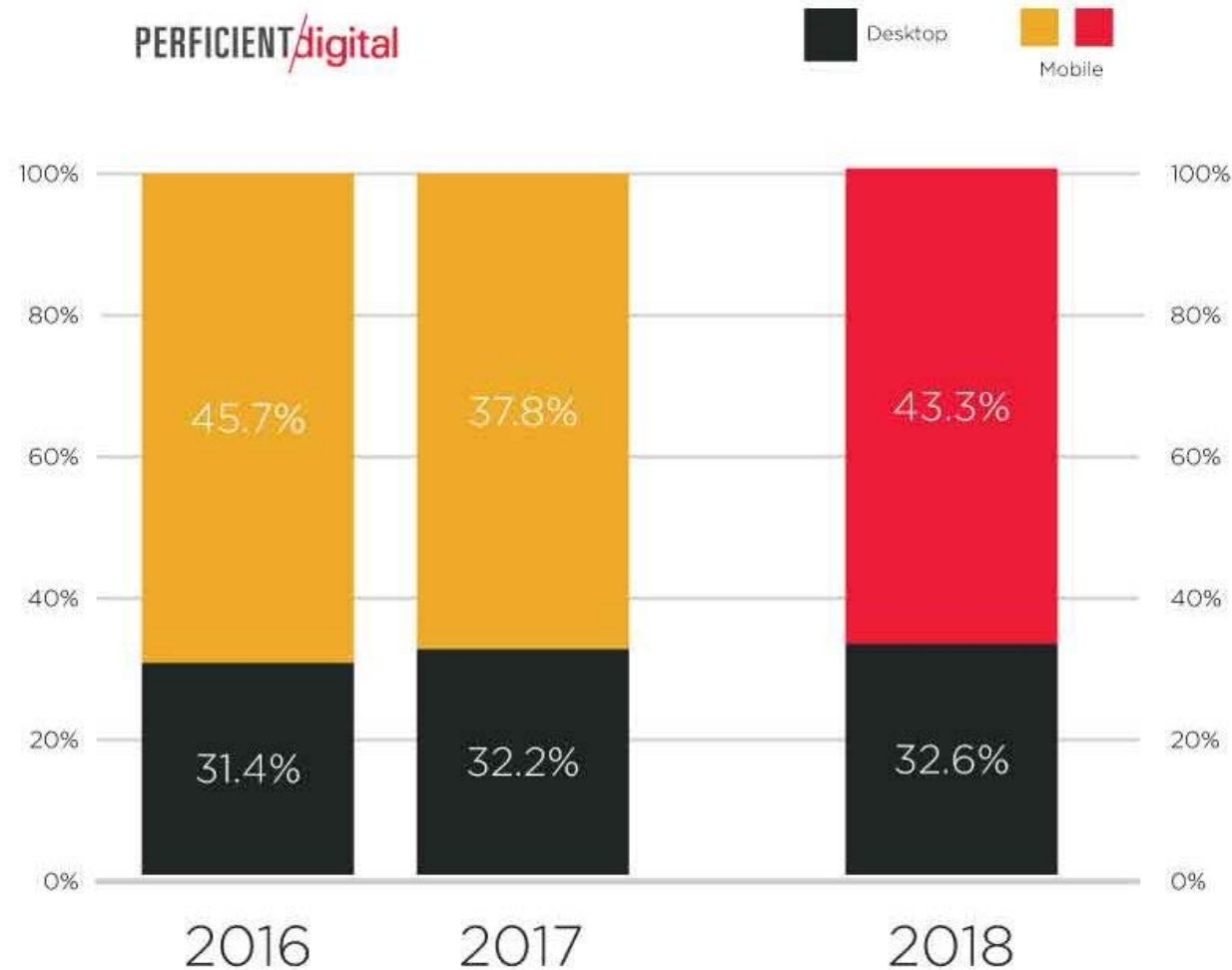
Based on 0.9 Trillion 2018 visits



Desktop vs. Mobile Web Bounce Rate (US)

Based on 0.9 Trillion 2016 visits, Based on 1.0 Trillion 2017 visits

Based on 0.9 Trillion 2018 visits



Discussion

Strengthening BAYWORK

Catherine Curtis

FY 2018-19 Accomplishments



INITIATIVES	OUTCOME
Presentations at professional conferences:	BAYWORK presentations at four conferences including EPA Convening
Create subcommittee to support tracking of BAYWORK goals and outcomes:	Metrics have been adopted and tracking mechanism established. 2018-19 annual report to be issued this summer.
Pilot - North Bay Region Workgroup:	- North Bay workgroup has led two activities: 1) Training A La Carte in Petaluma 2) Cross Trainings at Napa San, RVSD, and the Town of Windsor. - Recruitment of new agencies underway
Implement Recommendations from Sustainability Task Force report:	
Fee increase:	Committee developed proposal and shared it with signatories
Bylaws:	New bylaws adopted by Executive Committee
501.c.3 status:	Researching the implications. Ongoing.

North Bay Region Workgroup

A North Bay region special workgroup was formed to focus on issues and events to serve the North Bay, for multiple purposes:

- Response to feedback from North Bay utilities requesting this workgroup in our Signatory Interviews from Oct – Dec 2017
- Provide mechanism for North Bay utilities to collaborate in their region with other utilities and educational institutions
- Expand membership in the North Bay

Kick Off Meeting – August 2018 at RVSD:

- 18 People Attended
- 7 North Bay Utilities plus SFPUC and JVS

Two areas were identified as trainings to focus on in the North Bay:

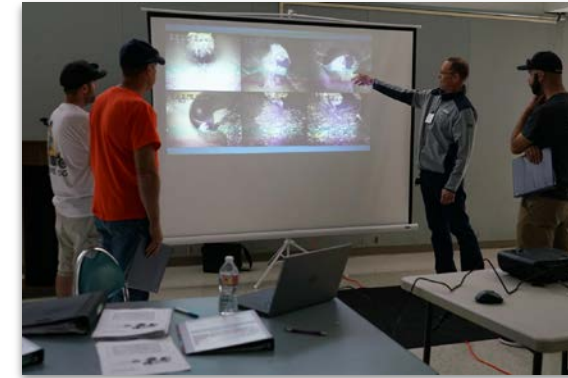
- The first training is the **Training A La Carte**
- The second is the **Cross Training event**, at three facilities: RVSD (April), NapaSan (May), and the Town of Windsor (May and June)



North Bay Pilot - Training A La Carte



Over 63 Bay Area Water Industry staff from 23 agencies and organizations attended the North Bay Training A La Carte in Petaluma in April.



North Bay Pilot - Training A La Carte

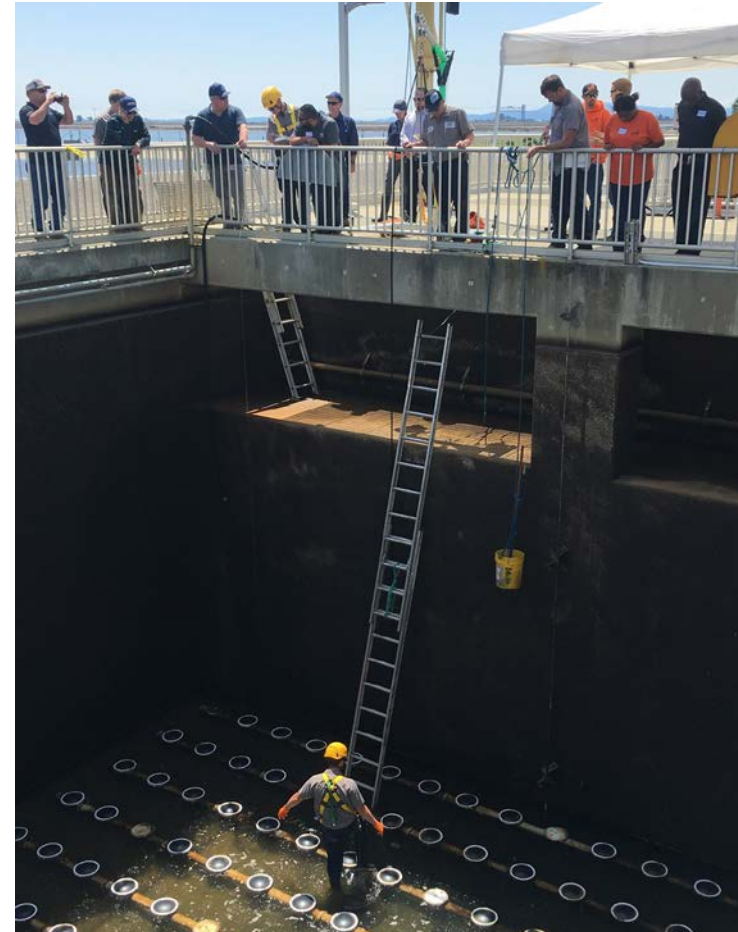


BAYWORK Training A La Carte PASSPORT - Petaluma Community Center - 4/23/2019			
Time	Meeting Room A-D	Craft Room 1	Conference Room 2
9-9:30a	Registration		
9:30-10:30a	Condition Assessment Steve Miksis Ross Valley Sanitary District	From Wastewater Treatment to Resource Recovery Ryan Batjiaka SFPUC	Advanced Metering Infrastructure Robert Clark North Marin Water District
10:30-11:30a	Competency Based Training and Assessments Rafael Zarco Ross Valley Sanitary District	Evolution of Pollution Prevention Melody LaBella Central San	Central San's Approach to Asset Management Nitin Goel Central San
11:30a-12:30p	Lunch		
12:30-1:30p	Cured in Place Point Repair Manny Vigil Ross Valley Sanitary District	Overview of Central San's Pollution Prevention Program Colleen Henry Central San	Got Internships? How to Build Internship Programs for Your Utility Catherine Curtis SFPUC
1:30-2:30p	Collection Systems - Best Practices Stephen Miksis Ross Valley Sanitary District	Be a Brewmaster: Beer-making Wastewater Issues Chris Murray City of Santa Rosa	Open Forum: Drinking Water & Wastewater Operator Certification Programs Annette Caraway State Water Resources Control Board
2:30-2:40p	Wrap up		

North Bay Pilot - Cross Trainings



Over 26 Bay Area Water Industry staff from 16 agencies attended three North Bay Cross Trainings - Ross Valley Sanitary District, NapaSan, and the Town of Windsor, with two more scheduled in Windsor this month



- Evaluate and write summary for North Bay Pilot. Continue to support North Bay activity
- Develop sub-regional BAYWORK programming (hold events in various regions such as the North Bay, South Bay, Eastern Contra Costa/Alameda, and the Peninsula)
- Quarterly BAYWORK Newsletter
- Increase BAYWORK visibility through presentations at conferences and through social media
- Implement, evaluate, and improve BAYWORK metrics collection and communicate results to stakeholders
- Develop plan for database and document storage

Discussion

Budget and Fee Schedule

Jeff Tucker

FY 2019-20 Proposed Budget



Major Initiative Categories	Proposed 2019-20 Budget
Candidate Development/Outreach	\$10,000
Staff Preparedness	\$23,500
Website Maintenance/Upgrades	\$40,000
Strengthening BAYWORK	\$10,000
Staff Support	\$84,500
Sub-total	\$168,000
Carry forward from FY 2018-19	\$0
TOTAL PROPOSED BUDGET	\$168,000

FY 2029-20 Proposed Budget



Financial Position	Proposed 2019-20
Beginning Cash Balance (estimated)	\$80,052
Member Dues	\$157,680
Budgeted Expenses	(\$168,000)
Ending Cash Balance	\$69,732

Proposed FY 2019-20 Fee Schedule



Size Category	FY 2018-2019 Fee	Size Category	Proposed FY 2019-2020
Large (500+ FTE)	\$13,750	Tier 4 (501+ FTE)	\$20,500
Medium (100-500 FTE)	\$6,105	Tier 3 (101-500 FTE)	\$8,500
Small (<100 FTE)	\$765	Tier 2 (31-100 FTE)	\$1,500
		Tier 1 (0-30 FTE)	\$765
Total Fees	\$104,120	Total Fees	\$157,680

Proposed Fee Schedule



Discussion

Fee Structure Budget Initiatives

Thank you!

***Please join us for a no-host
lunch at Max's Opera Café
601 Van Ness Ave.
12:30pm***