Welcome

Catherine Curtis
BAYWORK Chair
Welcome: Catherine Curtis, BAYWORK Chair, San Francisco Public Utilities Commission

Overview of the Current Year - Catherine Curtis, BAYWORK Chair, SFPUC

Transition to 501.c.3 status & Selection of Directors - Michael Kushner, BAYWORK Chair

Candidate Development and Outreach Committee
Steven Currie, East Bay Municipal Utility District; Linda Charfauros, City of San Jose

Staff Preparedness Committee - Levi Fuller, Dublin San Ramon Service District

Website Committee - Stan Blaauw, San Jose Water Company

Strengthening BAYWORK - Catherine Curtis, SFPUC

Financial Report & FY 2020-21 Budget - Jeff Tucker, BAYWORK Treasurer, Vallejo Flood & Wastewater District

Discussion and Vote on FY 20-21 Initiatives & Budget
Welcome our New Signatories
Partnerships
2019-20: The Big Picture

- Growth of BAYWORK - from 30 to 38 signatory utilities
- BAYWORK is a national thought leader
- Nimble Response to COVID-19 and transition to an online world
- BAYWORK delivered $143,200 in staff training
- Strengthened ties to key community college programs
- Moving to 501.c.3 status
Transition to 501.c.3 Status

WHY?

BAYWORK is currently a not-for-profit business association

Why change to 501.c.3 status?

- Makes BAYWORK eligible to receive a wide range of grants
- Makes BAYWORK tax exempt
- Improves liability protections for BAYWORK leaders and signatories
The Process

1. Incorporate BAYWORK in California - July 2020
2. Adopt New Bylaws - July 2020
3. File with IRS for 501.c.3 charitable non-profit status - Fall 2020
4. File with California for charitable non-profit status - after receiving approval from IRS
New Governance

BAYWORK will be governed by a Board of Directors composed of our 4 officers and up to 11 directors elected at large.

The actual number of directors will be decided by the Board.

Board members must work for a Signatory Agency and are elected by a vote of Signatories.

No Signatory Agency may have more than two employees on the Board at any time.

The Board decides on the program and budget, as well as most changes to the bylaws.

The annual Signatory Meeting elects Board members and decides on major bylaws changes.

Committee chairs do not have to be on the Board.
Vote

Resolution: The BAYWORK signatories authorize the BAYWORK chair to file articles of incorporation with the state of California and, subsequently, to file for 501.c.3 status with the IRS.

- The primary governing body of the corporation will be its Board of Directors, which will assume the powers of the current Executive Committee as well as the power of the Signatory meeting to approve program and budget.
- Current officers will be selected to be the initial officers of the corporation, with the remaining directors to be put forth at this meeting.
- The new corporation will be called BAYWORK and will assume all of the assets and liabilities of the current organization.
- The new corporation will be a membership corporation and the Signatory Members of the current association will be the initial members of the new corporation.
Transition to 501.c.3 Status

Election of Directors

- Steven Currie, East Bay Municipal Utility District
- Linda Charfauros, City of San Jose
- Levi Fuller - Dublin San Ramon Services District
- Ingrid Bella - Valley Water
- Veronica Siwy - Town of Windsor
- Nominations?

Vote
Candidate Development & Outreach Committee

Co-Chairs:
Steven Currie - EBMUD
Linda Charfauros - City of San Jose
Candidate Development & Outreach Goals

**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**

- Engage HS students
- Engage HS teachers
- Engage college students & other job seekers
Candidate Development & Outreach
Coordinated Career Events

● Last year: BAYWORK Career Fairs

● This year: HS Skilled Trades Day Events

● Next Year: Virtual Events
Candidate Development & Outreach
Coordinated Virtual Career Events

A COLLABORATIVE EFFORT OF BAY AREA CAREER SERVICES PROFESSIONALS:

CAREER BYTES:
A Bite-Sized Look into Your Future Career

- Virtual Employer Spotlights
  (e.g. Career Bytes)
- Virtual Career Fairs
- Virtual Facility Tours
- Virtual Career Panels/Guest Speakers
- Other Virtual Events? --TBD
Candidate Development & Outreach
Engaging Teachers/ Educators

- Teacher Externships
- “Workshop-On-Wheels” and “Wonders-Of Wastewater” (WOW) for Teachers
- BAYWORK.org Educator Tab
Candidate Development & Outreach
Engaging Military Veterans & Transitioning Military

- Veterans Career Events
- Veterans webpage at baywork.org
- New BAYWORK Veterans working group
Candidate Development & Outreach
Engaging Women In Skilled Trades & Operations

- Women in Manufacturing Skilled Trades Summit
- New BAYWORK Women-In-Trades Work Group
Candidate Development & Outreach
Regional Training/ Community College Partnerships

This Year
- Regional Internships
- Pre-apprenticeship
- Strengthening Ties to College CTE Programs

Next Year
- Skilled Trades Internship
- Pre-apprenticeship
- Mentoring or OJT
- Mock interviews
- Develop apprenticeship
Discussion
Staff Preparedness Committee

Levi Fuller - Dublin San Ramon Services District Committee Chair
Workshop on Wheels

BAYWORK Workshop on Wheels in the North Bay 2019

October 16, 2019
Training Buffet

BAYWORK TRAINING BUFFET 2019 - SAVE THE DATE!!
Build your own training day!
All you can learn for FREE!!

Thursday,
November 14, 2019

East Bay Municipal Utility District
375 11th Street
Oakland, CA 94607

Join us for a wide range of training Classes geared towards water and wastewater employees
Free admission and lunch for Bay Area water industry staff and invited guests
Menu to follow soon...

For more information contact Elenor Buchen at elenor@bwwater.org

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**BAYWORK Staff Preparedness Training Buffet Class Registration - November 14, 2019**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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</thead>
<tbody>
<tr>
<td>8:00 to 8:30am</td>
<td><strong>RECEPTION</strong></td>
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<tr>
<td>8:30 to 9:30am</td>
<td>Emerging Drinking Water Regulations that May Affect You as Operator - Cady Ste, SFPUC</td>
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<td>How to Handle Water Complaints - Ana Curti, City of Pittsburg</td>
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<tr>
<td>9:30 to 10:30am</td>
<td>A Look Inside Control Valves &amp; How They Work - Danny Yard &amp; Les Lopez, City of Pleasanton</td>
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<td>Going Mobile- an Horario, Central San</td>
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<tr>
<td>10:30 to 11:30am</td>
<td>Lessons Learned from an Advanced Wastewater Treatment Plant - Lisa Dzubr, Valley Water</td>
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<td>Central San’s Approach to Pollution Prevention - Colleen Henry, Central San</td>
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<td>A Comparative Look at Water Resources Management in California - Brad Arnold, Valley Water</td>
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<td></td>
<td>Hiring Managers: Attract and Hire the Top Candidate - Peggy Donnel, Laurel Hachett, Valley Water</td>
</tr>
<tr>
<td>11:30 to 12:30pm</td>
<td><strong>LUNCH</strong></td>
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<tr>
<td>12:30 to 1:30pm</td>
<td>Operator Certification: Tips &amp; Tidbits - Veryl Ahlstrom, City of Hayward; Joe Hill, Valley Water; Steven Anderson, ESRIOC</td>
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<td></td>
<td>Managing Culture Change - Barry Rolen, ESRIOC</td>
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<td></td>
<td>Emergency Preparedness &amp; Response Panel Discussion - Alexander Oconcel, Valley Water; Saweet Vat, ESRIOC; Jan Keller, Megan Wall, Les Lopez, City of Pleasanton</td>
</tr>
<tr>
<td>1:30 to 2:30pm</td>
<td>Fundamentals of Produced Water in the Oil and Gas Industry - Cora Ali, City of San Jose</td>
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<td>Onsite Water Re-use Transforming Water Management - Ifi Taylor Chang, SFPUC</td>
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<td></td>
<td>Got Internships? How to Build Internship Programs for your Agency - Catherine Cortes, SFPUC</td>
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</tbody>
</table>
How did you find out about your profession?
What did you do to prepare yourself for your career?
What about your job gives you the greatest sense of satisfaction?
Operator Certification Exam Prep Classes

<table>
<thead>
<tr>
<th>Track</th>
<th>Water Treatment</th>
<th>Distribution Operator</th>
<th>Wastewater Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 - 8:30 am – 10:00am</td>
<td>Water Regulations, Laboratory, Administration Don Gill Superintendant of Water Treatment EBMUD</td>
<td>Water Quality / Water Sources John F. Ramirez Water Treatment Superintendent Contra Costa Water District</td>
<td>Anareobic Digestion – Solids Thickening and Dewatering Monte Namamoto Chief Operating Officer Silicon Valley Clean Water</td>
</tr>
<tr>
<td>Class 2 - 10:15am – 11:45</td>
<td>Drinking Water Regulations/Management / Safety Collier Andersen Operations Manager Zone 7 Water Agency</td>
<td>Wastewater Regulations, Safety, Disinfection Levi Fuller WWTP Operations Supervisor Dublin San Ramon Services District</td>
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</tr>
<tr>
<td>Lunch (11:45a.m - 12:15p.m. ) 30 minutes</td>
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</tr>
<tr>
<td>Class 3 - 12:15pm – 1:45pm</td>
<td>Math Related to Water Treatment John F. Ramirez</td>
<td>Drinking Water Regulations/Management / Safety Collier Andersen Operations Manager Zone 7 Water Agency</td>
<td>Activated Sludge - Process Control and Quantitative Analysis David Morris Senior Water Treatment Operator EBMUD</td>
</tr>
<tr>
<td>Class 4 - 2:00pm – 3:30pm</td>
<td>Water Treatment Interview Panel John F. Ramirez Water Treatment Superintendent Contra Costa Water District</td>
<td>Equipment Operation / Maintenance / Inspections Collier Andersen Operations Manager Zone 7 Water Agency</td>
<td>Wastewater Clarification and Sedimentation Ben Carver Operations Supervisor Fairfield-Suisun Sewer District</td>
</tr>
</tbody>
</table>
BAYWORK supported Castro Valley’s two-day festival - Talked to residents and handed out flyers.
Training Co-Op

- BAYWORK agencies periodically arrange for vendors and trainers to provide technical training for their staff.
- BAYWORK will ask agencies to open up their training to staff from other agencies, as space is available.
- BAYWORK will conduct outreach but otherwise the training will be organized by the host agency.
- The Training Co-op will deliver greater training value through collaboration.
A workshop on the digitalization of the workplace will be held in spring 2021
Cross-Training

- A workshop on cross-training is planned for spring 2021.
Five webinars on various topics are planned in 2020-21

**BAYWORK Webinar 6:**
Succession Planning - Using Innovation in Workforce Development Programming

Sherri Jones is a Workforce Development Specialist with the City of Charlotte Water in Charlotte, NC

10:30-11:30 a.m. PST - Tuesday, January 21, 2020

This webinar will cover the City of Charlotte’s innovative approach to succession planning through their implementation of an apprenticeship program for the Charlotte Water Treatment Field Operations division. Also discussed will be their new workforce development program called the Charlotte Water Pipeline Academy. Similar to an internship program, the academy includes soft-skills education, training, and field rotations, qualifying students for entry-level opportunities within Charlotte Water, the City of Charlotte, or with external employers.

Jones leads this effort to implement strategic planning that makes a positive impact not only for individuals, but also for the community.

This webinar qualifies for California Water Environment Association (CWEA) Continuing Education Units contact hour credit.

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**BAYWORK Webinar:**
North Bay Utilities’ Response to the COVID-19 Pandemic

9:00-11:00 a.m. PDT - Thursday, June 25, 2020

This webinar will focus on the COVID-19 pandemic and how North Bay water and wastewater utilities’ staff are implementing strategies to keep staff safe while continuing to perform essential functions.

There is no fee to attend this event, but registration is required.

- David Ernst, Wastewater Superintendent, the Town of Windsor
- Steven Hancock, Emergency Response Manager, Sonoma County Water Agency
- Stephen Miksis, Operations & Maintenance Manager, Ross Valley Sanitary District
- Heather Abrams, General Manager, Tamalpais Community Services District

This webinar might qualify for California Water Environment Association (CWEA) Continuing Education Units contact hour credit.
Discussion
Website Committee

Chair
Stan Blaauw, San Jose Water
Website Redesign

- Modern look and feel
- Responsive
- Search engine optimized
- New Veteran’s page
- Improved maintenance
- Ongoing enhancements
- Better hosting
Website Redesign

- Modern look and feel
- Responsive
- Search engine optimized
- New Veteran’s page
- Improved maintenance
- Ongoing enhancements
- Better hosting
Website Redesign

- Modern look and feel
- Responsive (mobile-friendly)
- Search engine optimized
- New Veteran’s page
- Improved maintenance
- Ongoing enhancements
- Better hosting
Website Redesign

- Modern look and feel
- Responsive (mobile-friendly)
- Search engine optimized (SEO)
- New Veteran’s page
- Improved maintenance
- Ongoing enhancements
- Better hosting
Website Redesign

- Modern look and feel
- Responsive
- Search engine optimized
- New Veteran’s page
- Improved maintenance
- Ongoing enhancements
- Better hosting

Website is currently under maintenance.
We should be back shortly. Thank you for your patience.
Discussion
Strengthening BAYWORK

Catherine Curtis
Strengthening BAYWORK - Key Initiatives

- Develop capacity for high quality online instruction
- Develop social media committee and implement social media plan
- Improve Signatory employees’ awareness of BAYWORK and our activities
- Develop data and document management systems
- Recruit Associate and Affiliate members
Discussion
Financial Report and Budget

Treasurer
Jeff Tucker, Vallejo Flood & Wastewater District
<table>
<thead>
<tr>
<th>Major Initiative Categories</th>
<th>Proposed 2020-21 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Development/Outreach</td>
<td>$4,200</td>
</tr>
<tr>
<td>Staff Preparedness</td>
<td>$37,750</td>
</tr>
<tr>
<td>Website Maintenance/Upgrades</td>
<td>$15,350</td>
</tr>
<tr>
<td>Strengthening BAYWORK</td>
<td>$25,500</td>
</tr>
<tr>
<td>Staff Support</td>
<td>$93,000</td>
</tr>
<tr>
<td>Sub-total</td>
<td>$175,800</td>
</tr>
<tr>
<td>Carry forward from FY 2019-20</td>
<td>$0</td>
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<tr>
<td><strong>TOTAL PROPOSED BUDGET</strong></td>
<td><strong>$175,800</strong></td>
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### FY 2020-21 Proposed Budget

<table>
<thead>
<tr>
<th>Financial Position</th>
<th>Proposed 2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash Balance (estimated)</td>
<td>$100,354</td>
</tr>
<tr>
<td>Member Dues</td>
<td>$172,975</td>
</tr>
<tr>
<td>Budgeted Expenses</td>
<td>($175,800)</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$97,529</td>
</tr>
</tbody>
</table>
### CDO Initiatives 2020-21

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Training Programs: Pre-apprenticeship programs</td>
<td>2 Cohorts - 22 Participants</td>
</tr>
<tr>
<td>Regional Training Programs: Summer Internships (Summer 2020)</td>
<td>2 Cohorts - 8 Participants</td>
</tr>
<tr>
<td>Regional Training Programs: Summer Internships (Summer 2021)</td>
<td>1 Cohort - 10 Participants</td>
</tr>
<tr>
<td>Regional Training Programs: Approved Apprenticeship Standard - EMT/Instrumentation</td>
<td>1 Standard Approved</td>
</tr>
<tr>
<td>Virtual Career Events</td>
<td>50 Participants</td>
</tr>
<tr>
<td>Target Group Engagement: Teachers - Externship</td>
<td>1 Externship/ 8 Teachers</td>
</tr>
<tr>
<td>Target Group Engagement: Teachers - Virtual WOW</td>
<td>1 VWOW/ 25 Teachers</td>
</tr>
<tr>
<td>Target Group Engagement: Women</td>
<td>Establish Work Group/ 2 activities</td>
</tr>
<tr>
<td>Target Group Engagement: Veterans</td>
<td>Work Group/ Create web page</td>
</tr>
<tr>
<td>Mock Interviews</td>
<td>2 Mock Interviews</td>
</tr>
<tr>
<td>Initiative</td>
<td>Goal</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Workshop &amp; Whitepaper on The Digital Worker</td>
<td>100 Participants</td>
</tr>
<tr>
<td>Virtual WOW (Fall 2020)</td>
<td>40 Participants</td>
</tr>
<tr>
<td>WOW (Spring 2021)</td>
<td>40 Participants</td>
</tr>
<tr>
<td>Training Buffet</td>
<td>55 Participants</td>
</tr>
<tr>
<td>Operator Certification Prep Classes (2) [one to be virtual]</td>
<td>140 Participants</td>
</tr>
<tr>
<td>BAYWORK Training Co-op</td>
<td>Co-sponsor 3 events 30 participants</td>
</tr>
<tr>
<td>Cross Training</td>
<td>2 events/30 participants</td>
</tr>
<tr>
<td>Webinars</td>
<td>5 Webinars/200 Participants</td>
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</tbody>
</table>
# Website & Strengthening

## BAYWORK Initiatives 2020-21

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Goal / Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operationalize &amp; continue to update new website (Molly Gregg)</td>
<td>Keep content on homepage fresh/ improve interactive training map</td>
</tr>
<tr>
<td>Annual Fees for website</td>
<td></td>
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<tr>
<td>Develop the capability to deliver high quality instruction and meetings online</td>
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<tr>
<td>Increase Social Media Presence</td>
<td>Establish Social Media Committee/ Develop SM Plan/ post at least weekly</td>
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<tr>
<td>Incorporate BAYWORK and file for 501.c.3 status</td>
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<tr>
<td>Produce BAYWORK Annual Report</td>
<td></td>
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<tr>
<td>Develop Data and Document Management Systems</td>
<td></td>
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<tr>
<td>Recruit New BAYWORK Signatories</td>
<td>Meet with 8 / Recruit 4</td>
</tr>
<tr>
<td>Recruit Associate and Affiliate Members</td>
<td>10 Associates/ 10 Affiliates</td>
</tr>
<tr>
<td>Present at two National Conference/Meetings</td>
<td></td>
</tr>
<tr>
<td>Swag for Distribution at BAYWORK Events</td>
<td></td>
</tr>
<tr>
<td>Raise Grant Funds for BAYWORK</td>
<td>$20,000 - $50,000</td>
</tr>
</tbody>
</table>
Vote

Budget Initiatives
Thank you!