

# Board of Directors Special Meeting Agenda

Date: March 17, 2020

Time: Immediately following Finance and Audit Committee and Special Board of Directors meeting scheduled to begin at 5:30 p.m.

Location: SMUD Headquarters Building, Auditorium  
6201 S Street, Sacramento, CA



Members of the public wishing to address the Board are requested to complete a sign-up slip at the lobby information center. Statements shall not exceed three minutes, unless the Board President grants special permission.

**•AMENDED NOTICE OF SPECIAL MEETING  
AND AGENDA**

**SACRAMENTO MUNICIPAL UTILITY DISTRICT  
BOARD OF DIRECTORS MEETING  
SMUD HEADQUARTERS BUILDING  
AUDITORIUM - 6201 S STREET  
SACRAMENTO, CALIFORNIA**

***March 17, 2020 –  
immediately following the Finance and Audit Committee and  
Special SMUD Board of Directors Meeting scheduled to begin at  
5:30 p.m.***

•In light of Governor Newsom's [State of Emergency](#) declaration regarding the COVID-19 outbreak and in accordance with [Executive Order N-25-20](#) and the [Guidance for Gatherings](#) issued by the California Department of Public Health as well as the [Centers for Disease Control and Prevention \(CDC\) Updated Guidance](#), the SMUD Board of Directors meeting will be conducted via audio stream and teleconference from the location listed above. Board members may primarily participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order.

Members of the public are strongly encouraged to stay at home and [listen to the live audio stream](#). If attending in-person, members of the public will be subject to social distancing procedures including limited seating and access to the Auditorium.

Persons who wish to address the Board on an item to be considered at this meeting are asked to submit comments to [PublicComment@smud.org](mailto:PublicComment@smud.org). Due to the current circumstances, there may be limited opportunity to provide verbal comments during the meeting.

TO: Directors Brandon D. Rose, Nancy Bui-Thompson, Gregg Fishman, Rosanna Herber, Dave Tamayo, and Heidi Sanborn

Pursuant to Section 54956 of the California Government Code, a **SPECIAL MEETING** of the Board of Directors is called to be held **Tuesday, March 17, 2020**, immediately following the Finance and Audit Committee and Special SMUD Board of Directors meeting scheduled to begin at **5:30 p.m.** The special meeting will be held in the **Auditorium, SMUD Headquarters Building, 6201 S Street, Sacramento, California.**

Call to Order.

1. Approval of the Agenda.

***Comments from the public are welcome when these agenda items are called.***

**•Consent Calendar:**

2. Approve Board member compensation for service rendered at the request of the Board (pursuant to Resolution 18-12-15) for the period of February 16, 2020, through March 15, 2020.
3. Accept the monitoring report for **Strategic Direction SD-6, Safety**. Policy Committee 3/11. (**Gary King**)
4. Approve proposed revisions to **Governance Process GP-6, Role of the Board President**. Policy Committee 3/11. (**President Kerth**)
5. Approve proposed revisions to **Governance Process GP-14, External Auditor Relationship**. Policy Committee 3/11. (**President Kerth**)
6. Authorize the Chief Executive Officer and General Manager to award contracts to **The Original Mowbray's Tree Service, Inc.** and **Wright Tree Service of the West, Inc.** for Vegetation Management – Utility Line and Subject Pole Clearance Services for a three-year term starting March 23, 2020, with two optional one-year extensions for each contract, for a total not-to-exceed aggregate amount of \$156 million. **Finance and Audit Committee 3/17.** (**Gary King**)

**Discussion Calendar:**

7. Update on COVID-19 and recommendation to adopt **Emergency Board Meeting Procedures** during the period California **Executive Order N-25-20** is in effect. (**President Kerth**)

**Public Comment:**

8. Items not on the agenda.

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

### **1. Conference with Legal Counsel – Significant Exposure to Litigation**

Pursuant to Section 54956.9(d)(2) of the Government Code:

One case.

Dated: March 16, 2020

Rob Kerth, President  
Board of Directors  
Sacramento Municipal Utility District

\* \* \* \* \*

### **Board Committee Meetings and Special Meetings of the Board of Directors are held at the SMUD Headquarters Building, 6201 S Street, Sacramento**

March 17, 2020	Finance and Audit Committee and Special Board of Directors Meeting	Auditorium*	5:30 p.m.
March 18, 2020	Energy Resources & Customer Services Committee and Special Board of Directors Meeting	Auditorium	5:30 p.m.
April 7, 2020	Strategic Development Committee and Special Board of Directors Meeting	Auditorium	5:30 p.m.
April 8, 2020	Policy Committee and Special Board of Directors Meeting	Auditorium	5:30 p.m.
April 14, 2020	Finance and Audit Committee and Special Board of Directors Meeting	Auditorium	5:30 p.m.
April 15, 2020	Energy Resources & Customer Services Committee and Special Board of Directors Meeting	Auditorium	5:30 p.m.

***\*The Auditorium is located on the first floor of SMUD Headquarters Building, 6201 S Street, Sacramento, CA***

**Regular Meetings of the Board of Directors are held at the SMUD Headquarters Building, 6201 S Street, Sacramento**

April 16, 2020

Auditorium\*

9:00 a.m.

***\*The Auditorium is located on the first floor of SMUD Headquarters Building, 6201 S Street, Sacramento, CA***

***Members of the public wishing to address the Board should complete a sign-up form available at the table outside of the meeting room. Members of the public shall have up to three (3) minutes to provide public comment on items on the agenda or items not on the agenda, but within the jurisdiction of SMUD. The total time allotted to any individual speaker shall not exceed nine (9) minutes.***

***Members of the public wishing to inspect public documents related to agenda items may call 916-732-7143 to arrange for inspection of the documents at the SMUD Headquarters Building, 6201 S Street, Sacramento, California.***

***NOTE: Accommodations are available for the disabled public. If you need a hearing assistance device or other aid, please call 916-732-7143 in advance of this Board Meeting.***



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

**BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE SACRAMENTO MUNICIPAL UTILITY DISTRICT:**

That this Board hereby approves Board member compensation for service rendered at the request of the Board (pursuant to Resolution 18-12-15) for the period of February 16, 2020, through March 15, 2020.





SSS No.  E,S,RES 20-01
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## BOARD AGENDA ITEM STAFFING SUMMARY SHEET

Committee Meeting & Date Policy, March 11, 2020
Board Meeting Date March 17, 2020

TO		TO	
1.	Gary King	6.	
2.	Paul Lau	7.	
3.	Nicole Howard	8.	
4.	Jennifer Davidson	9.	<b>Legal</b>
5.	Claire Rodgers	10.	<b>CEO &amp; General Manager</b>

<b>Consent Calendar</b>	Y	<b>Yes</b>	<b>No</b> <i>If no, schedule a dry run presentation.</i>	<b>Budgeted</b>	Y	<b>Yes</b>	<b>No</b> <i>(If no, explain in Cost/Budgeted section.)</i>
FROM (IPR) Patrick Durham	DEPARTMENT Workforce Enterprise Services			MAIL STOP H201	EXT. 6327	DATE SENT 02/25/2020	

**NARRATIVE:**

**Requested Action:** Accept the monitoring report for **Strategic Direction SD-6, Safety** and informational update on the impact of the coronavirus on SMUD operations and procedures.

**Summary:** Report on the status of Strategic Direction 6 (SD-6) Safety, for safety performance from July through December of 2019.

**Board Policy:** *(Number & Title)* This report supports the SD-6 Core Value of Safety by providing a safety performance status.

**Benefits:** Provide the scheduled bi-annual monitoring report as requested by the Board of Directors and Executive Staff. The report provides an opportunity to make recommendations or policy revisions, as necessary.

**Cost/Budgeted:** None

**Alternatives:** Provide the Board monitoring report without a presentation.

**Affected Parties:** Board of Directors, Executive Staff

**Coordination:** Organization-wide

**Presenter:** Patrick Durham, Director of Environmental, Safety, and Real Estate Services

**Additional Links:**

SUBJECT SD-6, Safety Board Monitoring Report	ITEM NO. (FOR LEGAL USE ONLY) <b>3</b>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

# SACRAMENTO MUNICIPAL UTILITY DISTRICT

## OFFICE MEMORANDUM

**TO:** Board of Directors

**DATE:** March 4, 2020

**FROM:** Claire Rogers 

**SUBJECT: Audit Report No. 28007202  
Board Monitoring Report; SD-6: Safety**

Audit and Quality Services (AQS) reviewed the SD-6 *Safety* Q3–Q4 2019 Annual Board Monitoring Report and performed the following:

- Reviewed the information presented in the report to determine the possible existence of material misstatements;
- Interviewed report contributors and verified the methodology used to prepare the monitoring report; and
- Validated the reasonableness of a selection of the report's statements and assertions.

During the course of the review, nothing came to AQS' attention that would suggest the report did not fairly represent the source data available at the time of the review.

**CC:**

Arlen Orchard

# Board Monitoring Report Third & Fourth Quarters, 2019 SD-6 Safety



## 1) Background

Creating a safe environment for employees and the public is a core value of SMUD.

Through continuous improvement, SMUD will be recognized as a leader in employee safety while also ensuring the safety of the public related to SMUD operations and facilities. This includes a comprehensive approach to monitoring organizational and public safety performance.

Therefore, SMUD will continue to improve safety results to:

### Workplace Safety

- a) Reduce SMUD's injury severity rate to 1.4 by 2020, as measured by OSHA's Days Away Restricted Time (DART), a rate that demonstrates strong safety performance.
- b) Provide timely, quality health care for injured employees that aids their recovery while maintaining positive financial performance of the workers' compensation program.

### Public Safety

- a) Track and report public injuries related to SMUD operations or facilities.
- b) Implement measures to protect the public from injuries related to SMUD operations or facilities.

## 2) Executive Summary

**SMUD is in compliance with the SD-6 direction and is in alignment with SMUD's 5-year strategy of working toward a zero-incident culture.** In 2019, SMUD met its safety performance targets related to SD-6.

### **Workplace Safety**

SMUD recorded 48 OSHA Recordables injuries in 2019. This is a 44% decrease from 2018 (85 OSHA Recordables). Of the 48 injuries, 24 (3 Lost Time & 21 Modified Duty injuries) resulted in a 1.1 DART rate for 2019. Forty-two percent of the DART cases resulted in soft tissue related injuries and 79% occurring in a field environment. This represents a continued decrease in injuries which is trending downward to meet our 2020 Target (See Appendix A).

Quality care of injured employees is measured through the Workers' Compensation program's performance, which is assessed annually by an independent actuary. SMUD continues to have a reduction in claims over the past three years, a reduction in injury frequency rates, and a reduction in indemnity benefits as presented below as of September 2019:

	2017	2018	2019
<b>No. of Claims</b>	168	150	118
<b>Frequency rate per 100 employees</b>	4.96	5.07	3.60
<b>Reduction in indemnity benefits</b>	29%	32%	21%

To better support the health and wellness of employees at work, Workers Compensation contracted with a new onsite medical services provider, Sacramento-OMC, to provide non-emergency on-site medical care for our employees who have suffered injuries or illness (caused by work) as well as employee/pre-employment related evaluations and testing. New services started in late September of 2019.

### **Public and Community Safety**

SMUD tracks public and community incidents in the Safety Incident Tracking System (SITS) including car-pole collisions, electrical contact, dig-in incidents and injuries to the public that are related to SMUD's operations or facilities.

From January through December of 2019, there were 252 incidents where the public hit SMUD equipment. Of those incidents, two resulted in fatalities and an additional two resulted in hospitalizations with no claims being filed at this time. Eight electrical contacts were reported resulting in seven minor shocks and one hospitalization. Forty-eight dig-ins were reported with four injuries, all minor electrical shocks which occurred while hand digging

### **3) Additional Supporting Information**

The new SD-6 Safety Direction became effective August 21, 2014. Our goal is to achieve the desired performance objectives by year-end 2020. A discussion concerning how to maintain and continue to lower SMUD's incident rates is presented in the *Challenges* section of this report. This report summarizes the performance for the second half of 2019.

**Safety Leadership.** In 2019, SMUD hired a new Safety Manager to support Executive Leadership's 5-year plan that emphasized zero incidents and injuries and a focus on a zero-accident safety culture. SMUD's Chief Executive Officer (CEO), Arlen Orchard, re-emphasized the need to improve safety at SMUD with a greater focus of developing a "Safety for Life" culture at SMUD, reducing ergonomic risk and soft tissue injuries, promoting public and contractor safety, and improving the analysis of injury and incident

trends. These goals will be outlined in the updated Safety Road Map in that is being finalized in early 2020.

**Safety Management System.** SMUD's new Safety Manager is partnering with IT to develop a Request for Proposal (RFP) for a safety management system. During the past six months, five vendors have presented demonstrations of the technology offerings. Safety and IT are developing a RFP for posting in early 2020. In addition, the Safety team is working to evaluate core safety competencies that address roles and responsibilities, development of safety standards, training, change management, human performance engineering, field observations, job hazard analyses, contractor, and public safety improvements.

**Safety Standards Development.** During 2019, Safety initiated the development of several new standards and updated existing standards to assist in the improved safety of SMUD operations. These included Wildfire Smoke Hazards; Injury and Illness Prevention Program updates; Serious Injury and Illness Reporting; Silica; Lead; Lock-Out Tag-Out; and Special Motorized Equipment. As part of the standard development and review process, Safety developed a new tracking program to assist in the review and intake of standard comments from business units throughout SMUD.

**Supervisor-Employee Interactions.** Safety staff updated and strengthened its supervisor-employee interaction quality program. Improvements included data governance definitions for Supervisor-Employee Interactions, Safety Contacts, Field and Office visits. Emphasis is placed on field visits for work with the highest hazard potential. For office personnel, an emphasis is placed on observing personnel pertaining to ergonomic risk, and slip/trip/fall hazards in walking areas, etc. During 2019, a total of 16,536 Supervisor-Employee interactions were complete that resulted in a percentage observed of 158%.

**Near Miss Reporting.** Leadership continues to support and encourage near miss reporting. The process improvements that were initiated in SMUD's Safety Incident Tracking System (SITS) provide a method to more effectively track and implement near miss reporting and public incident tracking. The goal of this process is to identify opportunities for learning before injuries and accidents occur. During 2019, SMUD reported and investigated 66 near misses through SITS.

**Community and Public Safety.** With electrical contacts being a prime area of concern, SMUD continues its customer and contractor education as a key incident prevention component. This year SMUD developed a new training program on Electrical Hazards. This training was tailored to educate the public on how to safely avoid interaction with SMUD infrastructure during car-pole collisions or other emergency situations.

In 2019, SMUD also held fourteen public safety outreach sessions that included outreach to emergency personnel, local contractors, local companies, and Sacramento community members. Training topics included electrical hazards training, and emergency preparedness training through tabletop I scenarios. SMUD has also partnered with Pacific Gas and Electric (PG&E) and 8-1-1 to train local contractors on

dig-in prevention. Training for local companies and the greater Sacramento community focused on protecting and preparing them for emergency situations around the electrical system. One such event was the California Preparedness Day in August, where SMUD partnered with other local utilities and emergency responders to focus on preparing the Sacramento region for emergency situations.

**Contractor Safety.** A contractor safety pilot program, ISN, is an online contractor prequalification program that is used in the evaluation of our contractor's safety record and program. The pilot is focused on SMUD contractors in Power Generation and Environmental Services that perform high risk work, such as high voltage work, working at heights, confined spaces, excavations, etc.

SMUD started the pilot using the 37 SMUD contractors and we have grown the number of SMUD contractors in the pilot to 53 contractors. We are continuing to network and perform benchmarking with the other utilities, who are using ISN as part of their contractor safety program to further enhance SMUD's process. As part of the second phase of the pilot we have been validating our prequalification criteria and processes. The prequalification criteria focuses on Contractor Fatality History, OSHA Citation History, DART and Total Recordable Incident Rates (TRIR), Insurance Experience Ratio, Safety Culture Questions, and Safety Program Review during this period we are adjusting the weighting for some of these areas to put more emphasis on more critical safety items as a result raising the bar on safety performance of our contractors.

In addition, Safety is working with Procurement during the pilot and we have updated SMUD's contract language as it relates to contractor safety requirements, developed a site safety evaluation and inspection process, and tested a contractor onboarding program.

**Safely Conducted Observations Reduce Common Hazards (SCORCH).** For 2019, SCORCH team members conducted 3,989 Office and Professional interactions whereas the SCORCH Field groups employee interactions were 1,272. These interactions resulted in the removal of 9 barriers to safety. SCORCH partnered with Safety and held nine Driver's Rodeo events where employees participated in vehicle inspections, blind spot demonstrations, backing courses and scales and ergo station activities. SCORCH trained 88 new observers. SCORCH had hands on informational booths at the Bring Your Child to Work Day, SMUD'S Safety Day, SMUD Day, Wellness' Summer Fitness Festival, and at the Safety in Action Conference.

In addition, Safety dedicated one of its existing positions as a SCORCH Coordinator. A new SCORCH Coordinator was hired to the team in Q4, 2019. The new coordinator is now working with different groups throughout SMUD to learn about opportunities to enhance and drive improve effectiveness of the program.

#### 4) Challenges

**Incidents and Injuries.** Soft tissue injuries continue to decrease across SMUD. There is a continued focus on the implementation of quality Supervisor-Employee interactions and SMUD's near miss and corrective action tracking processes to proactively identify and correct work place hazards and remove safety barriers. In addition, During Q3 and Q4, Safety continued to initiate field ergonomic programs in the UARP that provide individualized physical assessments, guided instruction on self-care, and injury prevention for field employees. In addition, Safety re-established SMUD's Field Ergonomics committee in working toward the expansion of activities to Grid Assets. Other efforts include work by Grid Assets Joint Labor Management Subcommittee (JLMSC) to improve the capture and review of incident corrective actions.

**Data Management.** Improving the quality, automation, and use of safety data is an ongoing challenge. Efforts are underway with SMUD's IT staff to select a Safety Management System to automate the generation of data and so that Safety can trend recorded incidents using data analytics. In addition, Safety expanded its dashboard reporting and real-time DART, OSHA Recordable, and Preventable Vehicle Accident (PVA) reporting. The new SMS will also allow improved data management of employee suggestions, correction action closure rates, and tailboard status.

**Zero Accident Culture.** As presented in this report, SMUD continues to work toward a reduction in all incidents. To date, this reduction has been achieved by SMUD leadership and employees working together to build trust and create effective JLMSC Teams, SCORCH (behavior-based) Committees, Safety for Life efforts, and program development that imbeds safety into core and project work. The challenge for Safety and the organization are the efforts to continue working towards a zero-accident rate. In 2019, new efforts continue to focus on more leading safety indicators, which include greater emphasis on reductions of soft tissue injuries, revised safety standards, updated roles and responsibilities, root cause analysis of potentially serious incidents, contractor safety; and implementation of Serious Incident and Fatality reduction efforts.

#### 5) Recommendation

SMUD is committed to becoming a recognized leader in safety. Both SMUD's leadership team and employees recognize that to achieve success we must integrate safety into all that we do. It is recommended that the Board accept the Monitoring Report for SD-6.

#### 6) Appendices - Business Segment Safety Program Improvement Initiatives

**Grid Assets (GA).** In July 2019, Grid Assets Leadership announced a focused approach of its Joint Labor Management Safety Committee, to encourage field staff input and participation. On August 21, 2019, Line Division held its first Monthly Joint Labor Management Safety Committee, with representatives from Field, Supervision, Union and Safety in attendance. This is in addition to the Quarterly Business Segment Joint Labor Management Safety Committee. In 2019, Grid Assets continued the



expanded corrective action review and held additional Foremen's and Supervisor's TapRooT® trainings in efforts to identify causal factors, root causes; and reduce workplace hazards and the potential for repeat incidents.

In addition, Safety continues to work with the SMUD Power Academy to review internal and external safety training programs. Staff is assisting in e-learning courses through the digitization of several training programs to support online and remote safety training in conjunction with onsite crew training.

**Energy Supply/Power Generation (ES).** The Upper American Rive Project (UARP) underwent a Voluntary Protection Program (VPP) certification in 2019 and was awarded VPP status in November 2019. This effort highlighted the UARP's commitment to Safety and high-quality safety program that the Business Unit developed and implemented. The Gas Pipeline Operations (GPO) continued their preparation for a VPP audit to occur in 2020. In addition to the VPP application and inspection process, Safety continued to develop and advance the contractor safety program with improvements in contractor pre-qualification, onboarding, and inspection. Power generation continued their soft tissue injury reduction plan by continuing to have employees participate in the functional movement screening program. As an improved leading indicator Power generation observed an overall increase in the number of near-misses reported, investigated and corrected reducing the likelihood of an actual incident.

**Customer & Community Services (CCS).** The Customer Operations Leadership Team safety efforts have continued to emphasize leadership involvement, and employee engagement. Leadership has demonstrated visible involvement through written and verbal communications, as well as through regular supervisory inspections and observations to identify and reinforce the importance of smart set-up of workstations, as well as safe ergonomic behaviors. In addition, Safety worked with CCS and Security in developing new safety guidelines for customer service staff in managing an improved customer/employee emergency response program for the building. Safety will be working with CCS and Security on a SMUD-wide situational awareness program in 2020.

**Workforce Enterprise Services (WES).** Workforce Enterprise Services continued efforts to identify and update procedures, and/or work practices for areas of high-risk work. These efforts have been consistently applied through the fleet, warehouse, and facility operations. Other injury prevention efforts have included updating of ergonomic training to address methodologies for self-help for employees to maintain strength, mobility, and conditioning. In addition, the Environmental Services team is also participating in the beta testing of the contractor safety pre-qualification program.

**Driver Safety.** In 2019, Safety partnered with SCORCH hosted several Driving Rodeos in May, June, July, and August of this year. The objective of the rodeos is to reinforce safe SMITH driving principles and reduce SMUD's Preventable Vehicle Accidents (PVAs). Safety Rodeo stations included vehicle inspection, blind spot demonstration, backing and parallel parking courses, as well as vehicle weight checks and a driver ergo station that included the inspection and/or replacement of vehicle fire extinguishers and

first aid kits. Additional SMITHS driver safety classes were conducted in the second half of 2019. In addition, Safety has developed a 3-year plan to improve the Driver Safety Program and PVA reduction. This program leverages the use of GPS data, driver ergonomics, training, driver safety data trending analysis and increased communication of safe driving behaviors.

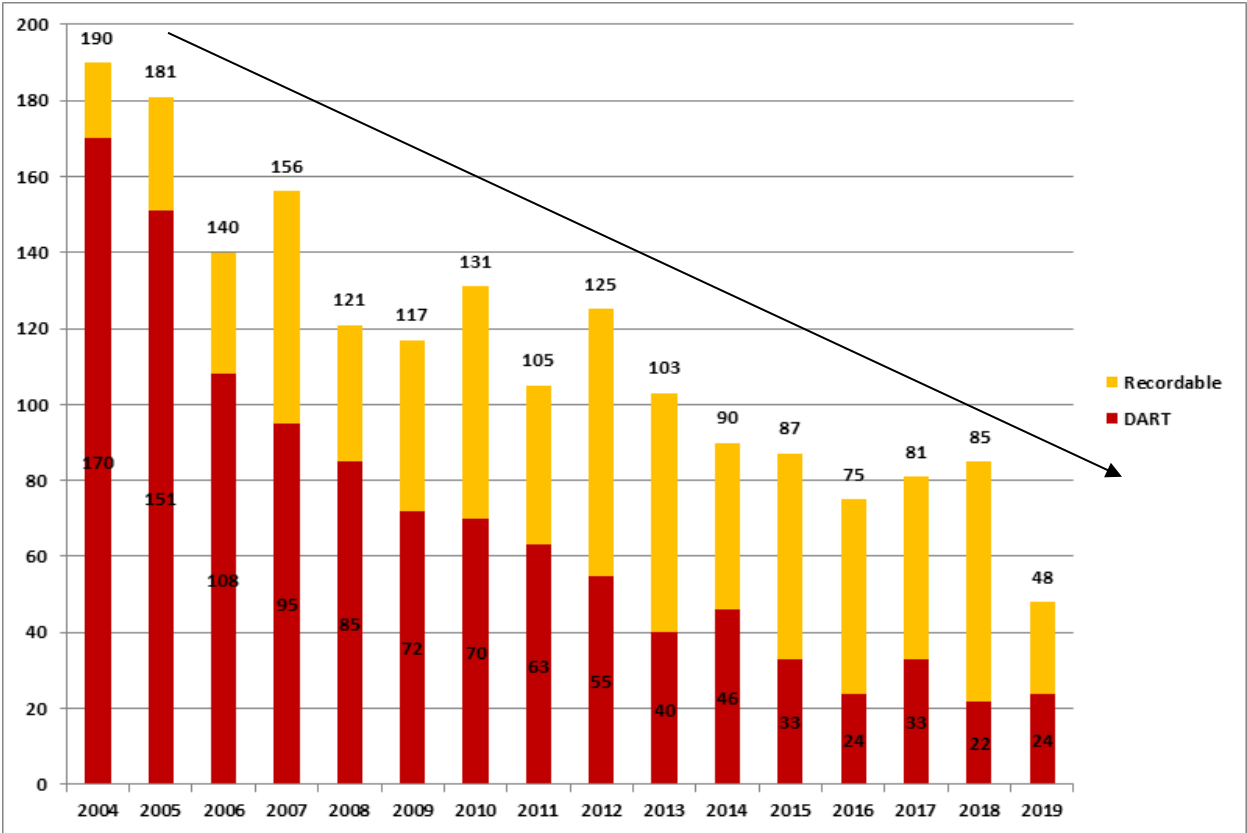
**Safety for Life.** Safety Day was on May 4<sup>th</sup> at East Campus Operations Center (EC-OC). The day was filled with fun and educational booths all geared towards “Safety at Work, Home, and Play.” Impact Teen Driver participated in the event and showed a documentary about distracted driving and the impact it can have on all those involved. Participants learned about the electrical safety board and what to do in the event of a downed wire. There were also vendors such as United Healthcare, Sac Zoo, Safe Kids, Effie Yaw Nature Center, and Savvy Fit, just to name a few. Safety continues to promote Safety for Life and completed two Family Cardiac Pulmonary Resuscitation (CPR)/First Aid training session in February and November of 2019. In addition to the Family/CPR and First Aid training, Safety partnered with SCORCH and security to facilitate two self-defense courses in 2019.

**Safety Support.** SMUD Safety Services and Roebbelen Construction (RC) have been collaborating to improve their health and safety processes during the Headquarters’ rehabilitation process. As the construction project is finished up, SMUD Safety conducted a Polychlorinated biphenyls (PCBs) and Volatile Organic Compound air sampling, worked with Environmental Services in completing a PCB risk assessment, and is supporting and reviewing a PCB Close Out report that will be sent to the U.S. Environmental Protection Agency, and is conducting joint safety assessments with RC to ensure that work practices are being performed properly. In addition, Safety is developing an ergonomic checklist and pamphlet for employees returning to the Headquarters building.

**Wellness.** Employee health and wellness continues to be a priority for SMUD. We foster and promote wellness through a holistic approach that recognizes all areas of employee health and well-being including physical, financial, emotional, spiritual and social wellness. SMUD’s Health Assessment Program (HAP) helps employees understand their health risk factors and is designed to improve their health, well-being and productivity. It also provides employees the opportunity to identify baseline health benchmarks and establish realistic wellness goals for ongoing health and vitality. We reward them for making healthy lifestyle choices and give them the tools to improve their overall well-being. Additionally, our expanded Functional Movement Screening program has provided our Wellness staff the ability to work directly with employees to address movement patterns that lead to soft tissue injuries and then develop individualized programs to help mitigate these muscular imbalances. The Wellness team is also increasing their partnership with the Occupational Health & Safety Department.

# Appendix A

## DART Count and OSHA Recordable 2004-2019



**DRAFT**

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

**BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE SACRAMENTO MUNICIPAL UTILITY DISTRICT:**

This Board accepts the monitoring report for **Strategic Direction SD-6, Safety**, substantially in the form set forth in **Attachment \_\_\_\_** hereto and made a part hereof.



SSS No. LEG 2020-0035

# BOARD AGENDA ITEM

## STAFFING SUMMARY SHEET

Committee Meeting & Date Policy Committee – 03/11/20
Board Meeting Date March 17, 2020

TO	TO
1.	6.
2.	7.
3.	8.
4.	9. <b>Legal</b>
5.	10. <b>CEO &amp; General Manager</b>

<b>Consent Calendar</b>	<input checked="" type="checkbox"/>	<b>Yes</b>	<b>No</b> <i>If no, schedule a dry run presentation.</i>	<b>Budgeted</b>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b> <i>(If no, explain in Cost/Budgeted section.)</i>
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FROM (IPR) Laura Lewis	DEPARTMENT Office of the General Counsel	MAIL STOP B308	EXT. 6123	DATE SENT 03/12/20
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**NARRATIVE:**

**Requested Action:** Approve proposed revisions to **Governance Process GP-6, Role of the Board President.**

**Summary:** At the March 11, 2020, Policy Committee, the Board conducted a holistic policy review to include GP-6, Role of the Board President, facilitated by Board consultant, Eric Douglas. Changes were recommended to the existing policy. A redline copy of the proposed revision to GP-6, Role of the Board President is attached, as well as a “clean” copy.

**Board Policy:** GP-1, Purpose of Board – Subsection a) Identify and define the purpose, values and vision of SMUD...and communicate them in the form of policy.; GP-6, Role of the Board President  
*(Number & Title)*

**Benefits:** Enables Board Members to review the policy with the opportunity to make corrections, additions, or changes if necessary.

**Cost/Budgeted:** This item has no direct budgetary impact.

**Alternatives:** Maintain the existing policy.

**Affected Parties:** Board of Directors

**Coordination:** Board Office, Executive Office, Legal

**Presenter:** Eric Douglas, Leading Resources, Inc.

**Additional Links:**

SUBJECT <b>Revisions to GP-6, Role of the Board President</b>	ITEM NO. (FOR LEGAL USE ONLY) <b style="font-size: 24px; color: blue;">4</b>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

<b>SMUD BOARD POLICY</b>	
Category: <b>Governance Process</b>	Title: <b>ROLE OF THE BOARD PRESIDENT</b>
	Policy Number: <b>GP-6</b>
Date of Adoption: <b>December 19, 2002</b>	Resolution No. <b>02-12-14</b>
Revision Date: <b>October 16, 2003</b>	Resolution No. <b>03-10-14</b>
Revision Date: <b>June 3, 2004</b>	Resolution No. <b>04-06-07</b>
Revision Date: <b>January 12, 2006</b>	Resolution No. <b>06-01-04</b>
Revision Date: <b>December 21, 2006</b>	Resolution No. <b>06-12-14</b>
Revision Date: <b>January 20, 2011</b>	Resolution No. <b>11-01-08</b>
Revision Date: <b>February 20, 2014</b>	Resolution No. <b>14-02-10</b>
<u>Revision Date: <b>March 19, 2020</b></u>	<u>Resolution No. <b>20-03-XX</b></u>

The President of the Board shall assure the integrity of the Board's processes and assure Board representation to outside parties:

Specifically:

- a) The President shall ensure that the Board behaves consistently within its own rules and policies, and those legitimately imposed on it from outside the organization.
- b) The President shall preside over and facilitate Board meetings.
- c) The President shall ensure that meeting discussion focuses on those issues which, according to Board policy, belong to the Board to decide.
- d) The President shall ensure that deliberation is fair, open and thorough, but also timely, orderly and kept to the point.
- e) The President shall appoint the chairs of standing committees.

- f) The President shall schedule and coordinate the annual process of evaluating the General Manager.
- g) The President shall ensure that the Board's agendas meet the goals of the annual work plan.
- h) The President shall ensure a process is in place for regularly evaluating the Board's adherence to Board policies.
- ~~i) The President shall appoint one or more Board members to meet with the external auditor.~~
- ~~j) The President (or Vice President, as appropriate) shall approve expense reimbursement requests of other Board members.~~
- k) i) The President shall assure a Board meeting procedures manual is adopted.
- h) j) The President shall ensure the Board is effectively represented to outside stakeholders, organizations, and other groups.
- m) k) The President has no authority to supervise or direct the General Manager, apart from authority expressly granted him or her by the Board.
- n) l) The President may delegate his or her authority, but remains accountable for its use.

**Monitoring Method: Board Report**  
**Frequency: Annual**



<b>SMUD BOARD POLICY</b>	
Category: <b>Governance Process</b>	Title: <b>ROLE OF THE BOARD PRESIDENT</b>
	Policy Number: <b>GP-6</b>
Date of Adoption: <b>December 19, 2002</b>	Resolution No. <b>02-12-14</b>
Revision Date: <b>October 16, 2003</b>	Resolution No. <b>03-10-14</b>
Revision Date: <b>June 3, 2004</b>	Resolution No. <b>04-06-07</b>
Revision Date: <b>January 12, 2006</b>	Resolution No. <b>06-01-04</b>
Revision Date: <b>December 21, 2006</b>	Resolution No. <b>06-12-14</b>
Revision Date: <b>January 20, 2011</b>	Resolution No. <b>11-01-08</b>
Revision Date: <b>February 20, 2014</b>	Resolution No. <b>14-02-10</b>
Revision Date: <b>March 19, 2020</b>	Resolution No. <b>20-03-XX</b>

The President of the Board shall assure the integrity of the Board's processes and assure Board representation to outside parties:

Specifically:

- a) The President shall ensure that the Board behaves consistently within its own rules and policies, and those legitimately imposed on it from outside the organization.
- b) The President shall preside over and facilitate Board meetings.
- c) The President shall ensure that meeting discussion focuses on those issues which, according to Board policy, belong to the Board to decide.
- d) The President shall ensure that deliberation is fair, open and thorough, but also timely, orderly and kept to the point.
- e) The President shall appoint the chairs of standing committees.

- f) The President shall schedule and coordinate the annual process of evaluating the General Manager.
- g) The President shall ensure that the Board's agendas meet the goals of the annual work plan.
- h) The President shall ensure a process is in place for regularly evaluating the Board's adherence to Board policies.
- i) The President shall assure a Board meeting procedures manual is adopted.
- j) The President shall ensure the Board is effectively represented to outside stakeholders, organizations, and other groups.
- k) The President has no authority to supervise or direct the General Manager, apart from authority expressly granted him or her by the Board.
- l) The President may delegate his or her authority, but remains accountable for its use.

**Monitoring Method: Board Report**  
**Frequency: Annual**

**DRAFT**

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

**BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE SACRAMENTO MUNICIPAL UTILITY DISTRICT:**

This Board approves the revisions to the **Governance Process GP-6, Role of the Board President**, substantially in the form as set forth in **Attachment \_\_\_\_\_**.



SSS No. LEG 2020-0036

# BOARD AGENDA ITEM

## STAFFING SUMMARY SHEET

Committee Meeting & Date Policy Committee – 03/11/20
Board Meeting Date March 17, 2020

TO	TO
1.	6.
2.	7.
3.	8.
4.	9. <b>Legal</b>
5.	10. <b>CEO &amp; General Manager</b>

<b>Consent Calendar</b>	<input checked="" type="checkbox"/>	<b>Yes</b>	<b>No</b> <i>If no, schedule a dry run presentation.</i>	<b>Budgeted</b>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b> <i>(If no, explain in Cost/Budgeted section.)</i>
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FROM (IPR) Laura Lewis	DEPARTMENT Office of the General Counsel	MAIL STOP B308	EXT. 6123	DATE SENT 03/12/20
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**NARRATIVE:**

**Requested Action:** Approve proposed revisions to **Governance Process GP-14, External Auditor Relationship.**

**Summary:** At the March 11, 2020, Policy Committee, the Board conducted a holistic policy review to include GP-14, External Auditor Relationship, facilitated by Board consultant, Eric Douglas. Changes were recommended to the existing policy. A redline copy of the proposed revision to GP-14, External Auditor Relationship is attached, as well as a “clean” copy.

**Board Policy:** GP-1, Purpose of Board – Subsection a) Identify and define the purpose, values and vision of SMUD...and communicate them in the form of policy.; GP-14, External Auditor Relationship  
*(Number & Title)*

**Benefits:** Enables Board Members to review the policy with the opportunity to make corrections, additions, or changes if necessary.

**Cost/Budgeted:** This item has no direct budgetary impact.

**Alternatives:** Maintain the existing policy.

**Affected Parties:** Board of Directors, Accounting

**Coordination:** Board Office, Executive Office, Legal, Accounting

**Presenter:** Eric Douglas, Leading Resources, Inc.

**Additional Links:**

SUBJECT <b>Revisions to GP-14, External Auditor Relationship</b>	ITEM NO. (FOR LEGAL USE ONLY) <b style="font-size: 24pt; color: blue;">5</b>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

<b>SMUD BOARD POLICY</b>	
Category: <b>Governance Process</b>	Title: <b>External Auditor Relationship</b>
Date of Adoption: <b>August 21, 2008</b>	Policy Number: <b>GP-14</b>
<u>Revision Date: <b>March 19, 2020</b></u>	Resolution No.: <b>08-08-14</b>
	<u>Resolution No.: <b>20-03-XX</b></u>

The Board is responsible for hiring SMUD’s external auditor to perform the annual independent audit.

Specifically:

- a) The Board will make the choice of external auditor, based on input from staff and others it deems necessary to exercise prudent, independent judgment.
- b) After consulting with Board members, the ~~Board President~~Chair of the Finance and Audit Committee shall ~~appoint one or more Board members each year to~~ meet with the external auditor after the audit is complete. The meeting will be independent of staff. The Board member(s) will report their findings to the Board on a timely basis.

**Monitoring Method: Board Report**  
**Frequency: Annual**

<b>SMUD BOARD POLICY</b>	
Category: <b>Governance Process</b>	Title: <b>External Auditor Relationship</b>
Date of Adoption: <b>August 21, 2008</b>	Policy Number: <b>GP-14</b>
Revision Date: <b>March 19, 2020</b>	Resolution No.: <b>08-08-14</b>
	Resolution No.: <b>20-03-XX</b>

The Board is responsible for hiring SMUD’s external auditor to perform the annual independent audit.

Specifically:

- a) The Board will make the choice of external auditor, based on input from staff and others it deems necessary to exercise prudent, independent judgment.
- b) After consulting with Board members, the Chair of the Finance and Audit Committee shall meet with the external auditor after the audit is complete. The meeting will be independent of staff. The Board member(s) will report their findings to the Board on a timely basis.

**Monitoring Method: Board Report**  
**Frequency: Annual**

**DRAFT**

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

**BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE SACRAMENTO MUNICIPAL UTILITY DISTRICT:**

This Board approves the revisions to the **Governance Process GP-14, External Auditor Relationship**, substantially in the form as set forth in **Attachment**

\_\_\_\_\_.





SSS No. SCS 20-076

# BOARD AGENDA ITEM

## STAFFING SUMMARY SHEET

Committee Meeting & Date  
Finance & Audit – 03/17/20  
Board Meeting Date  
March 17, 2020

TO		TO	
1.	Alan Sparks	6.	Gary King
2.	Casey Fallon	7.	Stephen Clemons
3.	Matt Chapman	8.	Jennifer Davidson
4.	Attila Miszti	9.	<b>Legal</b>
5.	Frankie McDermott	10.	<b>CEO &amp; General Manager</b>

Consent Calendar	<input checked="" type="checkbox"/>	Yes	No (If no, schedule a dry run presentation.)	Budgeted	<input checked="" type="checkbox"/>	Yes	No (If no, explain in Cost/Budgeted section.)	
FROM (IPR)			DEPARTMENT	MAIL STOP			EXT.	DATE SENT
Jesse Mays			Procurement	EA404			5744	2/28/20

**NARRATIVE:**

**Requested Action:** Authorize the Chief Executive Officer and General Manager to award contracts to The Original Mowbray’s Tree Service, Inc. (Mowbray’s Tree Service) and Wright Tree Service of the West, Inc. (Wright Tree Service) for Vegetation Management – Utility Line and Subject Pole Clearance Services for a three-year term starting March 23, 2020, with two optional one-year extensions for each contract, for a total not-to-exceed aggregate amount of \$156,000,000.

**Summary:** Request for Proposal (RFP) No. 190197.JM was issued in November 2019 to solicit qualified firms to furnish all supervision, labor, materials, equipment, and incidentals necessary to perform right-of-way vegetation maintenance work on SMUD’s Transmission and Distribution Systems on a task order basis. A pre-proposal conference was held on November 20, 2019 of which six vendors attended. On December 18, 2019 four responsive proposals were received and evaluated in accordance with the advertised criteria. SMUD negotiated with all four responsive vendors resulting in the below recommended awards. Of the recommended awards to Mowbray’s Tree Service and Wright Tree Service, SMUD has achieved a total cost savings of 34% from Mowbray’s Tree Service. These negotiated unit prices include the provisions of Senate Bill No. 247 and have been determined to be fair and reasonable for all parties. SMUD intends on issuing two zero-dollar contracts to Mowbray’s Tree Service and Wright Tree Service with an aggregate amount of all tasks not-to-exceed \$156,000,000 for the full five-years.

**Board Policy:** BL-8; Delegation to the Chief Executive Officer and General Manager with Respect to Procurement; This (Number & Title) award supports SD-4 – Reliability.

**Recommendation:** Award to the Highest Evaluated Responsive Proposers

Award to:

WRIGHT TREE SERVICE OF THE WEST, INC.	THE ORIGINAL MOWBRAY'S TREE SERVICE, INC.
5930 GRAND AVE.	171 S. WATERMAN AVE.
WEST DES MOINES, IA 50266	SAN BERNARDINO, CA 92408

Proposers Notified by Procurement: 28

Proposers Downloaded: 14

Pre-Proposal Conference Attendance: 6

Proposals Received: 4

Responsive Proposals Received	P/F	10 Points SEED	35 Points Technical	55 Points Pricing	Total Score	Overall Rank	Proposal Amount	Evaluated Proposal Amount	Proposed Award Amount
WRIGHT TREE SERVICE OF THE WEST, INC.	P	-	28.19	55.00	83.19	1	\$139,154,413	\$139,154,413	NTE \$156,000,000, Aggregate of all Task Authorizations
THE ORIGINAL MOWBRAY'S TREE SERVICE, INC.	P	-	27.63	48.55	76.18	2	\$157,625,420	\$157,625,420	
MOUNTAIN F. ENTERPRISES, INC.	P	2.50	31.13	41.92	75.55	3	\$182,807,338	\$182,557,338	
DAVEY TREE SURGERY COMPANY	P	-	25.63	31.91	57.54	4	\$239,836,487	\$239,836,487	

**Comments:** Type here

Supplier Diversity Program:

The two highest evaluated responsive proposers are non-SEED vendors and are self-performing this work.

**Benefits:** Award will enable continued maintenance of vegetation around SMUD's overhead energized conductors for purposes of safety and electric reliability for SMUD's customers.

**Cost/Budgeted:** \$156,000,000; Budgeted through March 2025 by Grid Assets.

**Alternatives:** Revise the scope of work and solicit new proposals.

**Affected Parties:** Grid Assets, Supply Chain Services, and Contractor.

**Coordination:** Grid Assets – Eric Brown, and Supply Chain Services.

**Presenter:** Attila Miszti, Director, Line Assets

**Additional Links:**

SUBJECT	<b>Approve contract awards to The Original Mowbray's Tree Service and Wright Tree Service of the West, Inc. for Vegetation Management – Utility Line and Subject Pole Clearance Services</b>	ITEM NO. (FOR LEGAL USE ONLY) <b>6</b>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

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

**WHEREAS**, in November 2019, SMUD issued Request for Proposal No. 190197.JM (RFP) to solicit qualified firms to furnish all supervision, labor, materials, equipment and incidentals necessary to perform right-of-way vegetation maintenance on SMUD’s Transmission and Distribution Systems on a task order basis; and

**WHEREAS**, four proposals submitted in response to the RFP were evaluated; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE BOARD OF DIRECTORS  
OF THE SACRAMENTO MUNICIPAL UTILITY DISTRICT:**

**Section 1.** As a result of such examination, **The Original Mowbray’s Tree Service, Inc.** and **Wright Tree Service of the West, Inc.** are hereby determined and declared to be the highest evaluated responsive proposers to provide Vegetation Management – Utility Line and Subject Pole Clearance Services.

**Section 2.** The Chief Executive Officer and General Manager, or his designee, is authorized, on behalf of SMUD, to award contracts to **The Original Mowbray’s Tree Service, Inc.** and **Wright Tree Service of the West, Inc.** for Vegetation Management – Utility Line and Subject Pole Clearance Services for a three-year term starting March 23, 2020, with two optional one-year extensions for each contract, for a total not-to-exceed aggregate amount of \$156,000,000.

**Section 3.** The Chief Executive Officer and General Manager, or his designee, is authorized to make future changes to the terms and conditions of the contracts that, in his prudent judgment: (a) further the primary purpose of the contracts; (b) are intended to provide a net benefit to SMUD; and (c) do not exceed the authorized contract amounts and applicable contingencies.