

SEWERAGE & WATER BOARD OF NEW ORLEANS

EXECUTIVE COMMITTEE MEETING

FRIDAY, JULY 10, 2015

9:00 AM

COMMITTEE MEMBERS

Mr. Wm. Raymond Manning, Chair • Vacant • Mr. Marion Bracy • Mrs. Kerri Kane • Mr. Alan Arnold

FINAL AGENDA

ACTION ITEMS

1. Approval of Previous Report

PRESENTATION ITEMS

2. Amendments to By-Laws of the Sewerage and Water Board
3. Topics for Future Discussions

INFORMATION ITEMS

4. Tracking Tool for Commitments to the City Council
5. EEOC Activity Status Report Y.T.D.
6. Any Other Matters

REFERENCE MATERIALS (In Binders)

- A. Sewerage and Water Board By-Laws
- B. 2015 Operating and Capital Budgets
- C. 2011-2020 Strategic Plan
- D. Bond Ratings Information



"RE-BUILDING THE CITY'S WATER SYSTEMS FOR THE 21ST CENTURY"

Sewerage & Water Board OF NEW ORLEANS

MITCHELL J. LANDRIEU, President
WM. RAYMOND MANNING, President Pro-Tem

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70185 • 504-529-2837 OR 52W-ATER
www.swbno.org

June 17, 2015

TO THE HONORABLE PRESIDENT AND MEMBERS OF THE SEWERAGE AND WATER BOARD OF NEW ORLEANS:

A rescheduled meeting of the **Executive Committee** of the Sewerage and Water Board was called to order on Wednesday, June 17, 2015 at 8:45 AM in the Board Room at 625 St. Joseph Street.

ATTENDANCE

Present: Wm. Raymond Manning, Chair
Kerri Kane
Alan Arnold
Marion Bracy

Also in Attendance: Cedric S. Grant, Executive Director; Robert Miller, Deputy Director; Nolan Lambert, Legal Counsel; Joseph Becker, General Superintendent; Robert Jackson, Community & Intergovernmental Relations; Brenda Thornton, Communirep, Inc.; Harold Marchand, Legal Department; Geneva Coleman, The Hawthorne Agency, Inc.

ACTION ITEMS

1. Approval of Previous Report

Mrs. Kerri Kane moved to accept the April 10, 2015 and the April 15, 2015 Executive Committee reports. Mr. Marion Bracy second the motion and the motion carried.

2. SELA Forensic Engineering Services – R-121-2015

Mr. Marion Bracy moved to accept staff recommendation to retain Quick and Associates to provide forensic engineering consulting services necessary to the investigation and resolution of property damage complaints connected to and/or arising from the Louisiana Avenue and the Florida Avenue SELA Projects. Mrs. Kerri Kane second and the motion carried.

3. Declaration of Vacancy on the Sewerage & Water Board of New Orleans – R-120-2015

Mr. Marion Bracy moved for adoption of staff recommendation to advertise a Notice of Vacancy for the Council District “B” member position (vice: Robin A. Barnes) and process said applicants, according to law, so that the Selection Committee may be convened to select nominees for said position. Mrs. Kerri Kane second and the motion carried.

PRESENTATION ITEMS

4. Proposed By-Law Changes

Mr. Cedric S. Grant stated he will give an extensive presentation at today’s Regular Board Meeting on the proposed By-Law changes. Some of the proposed changes are to reduce the structure of committees; minimize the transaction on the nature of the Board’s business; and to delegate certain authority for procurement to executive management.

5. Topics for Future Discussion – None

INFORMATION ITEMS

6. Commitments to the City Council - Received

7. EEOC Activity Status Report Y.T.D. - Received

8. Any Other Matters - None

There being no further business to come before the Committee, the meeting adjourned at 8:54 AM.

Respectfully Submitted,

Wm. Raymond Manning
Committee Chair

BY-LAWS
OF THE
SEWERAGE AND WATER BOARD
OF NEW ORLEANS

REVISED AND AMENDED THROUGH
DECEMBER 17, 2014

WITH DRAFT OF PROPOSED CHANGES
MARKED-UP

BY-LAWS
OF THE
SEWERAGE AND WATER BOARD OF NEW ORLEANS

ARTICLE I - MEETINGS OF THE BOARD

Section 1:

Regular meetings of the Board shall be held on the third Wednesday of each month in the Sewerage and Water Board's Board Room.

In the event a regular meeting of the Board cannot be held on the third Wednesday of the month due to a legal holiday or other circumstances, or will not be held in the Sewerage and Water Board's Board Room, the President or President Pro Tem shall have the power to designate another day for the meeting either in the same week, in the week prior to, or in the week succeeding the week of the third Wednesday of that month and/or another location.

The time and location of the meetings shall be promulgated by the Executive Director's Office at least 24 hours in advance.

Section 2:

Special meetings may be called by the President of the Board, and shall be called by him when so requested in writing by four (4) members of the Board.

Written notice stating agenda and the time and the place of the meeting shall be served by the Executive Director on each member and promulgated at least 24 hours in advance.

ARTICLE I - MEETINGS OF THE BOARD (CONT'D)

Section 3:

No subjects shall be considered at special meetings, except those embraced in the call. However, upon approval of 2/3 of the members present, a matter not on the agenda may be taken up.

Section 4:

Six members shall constitute a quorum for the transaction of business at all Board meetings. Written notice stating the agenda and the time and place of the meeting shall be served by the Executive Director on each Trustee, and promulgated at least 24 hours in advance.

Eight members shall constitute a quorum for the transaction of any business by the Board of Trustees of the Employee's Retirement System of the Sewerage and Water Board of New Orleans.

Section 5:

In the absence of specific rules, policies, or procedures, Robert's Rules of Order, as newly revised, shall be used in conducting a meeting.

Section 6:

The meeting of the Trustees of the Employee's Retirement System of the Sewerage and Water Board of New Orleans ("Retirement System") shall be held during, before or after the Regular or Special Meetings of the Board.

ARTICLE II - OFFICERS

Section 1:

Officers of the Board shall be the President and the President Pro Tem. The Mayor of the City of New Orleans is the Ex-Officio President of the Board. The President Pro Tem shall be elected by a majority of the members of the Board.

ARTICLE III - ELECTIONS

Section 1:

Voting shall be by viva voce, except if otherwise noted herein, a majority of all members present to prevail. Appropriations shall be by roll call vote.

ARTICLE IV - DUTIES OF OFFICERS

Section 1:

Appointments to the Board are made by the President as set forth in R.S. 33:4071. The President shall also make appointments to all Committees of the Board. The President shall preside at all meetings of the Board. He shall have authority to open all -documents addressed to the Board. He shall have authority to sign all contracts, checks, warrants and other documents or papers in the name of the Board, and as directed by it. He has the right to vote at any meeting of the Board or any of the Board's committees. The President may also be authorized other duties as established by the Board.

Section 2:

The President Pro Tem shall assume all the duties of the President in the President's absence, or at the President's direction, and any other duties and privileges as may be established by the Board. The President Pro Tem has the right to vote at any meeting of the Board or any of the Board's committees. When both the President and President Pro Tem are in attendance at any committee or Board meeting and the President is presiding, the President Pro Tem shall have the same right to vote as any other member of the Board. The President Pro Tem shall serve for a two (2) year period with an option for the Board to re-elect him for another two (2) year term should the Board so desire, it being the intention of this section that the above reference to terms shall constitute a full, complete and consecutive term and should any President Pro Tem who is removed as such by his removal from the Board through causes beyond his control, who returns to the Board and is reinstated to the position of President Pro Tem, he shall be entitled to serve, if elected by the Board, two (2) full and consecutive two (2) year terms.

**ARTICLE V - DUTIES OF EXECUTIVE DIRECTOR/
DEPUTY DIRECTOR**

Section 1:

The Board shall elect an Executive Director whose salary shall be fixed by the Board. The Executive Director shall hold office at the pleasure of the Board. The election or removal of the Executive Director, and the amount of his salary, shall be determined by a majority vote of the entire Board at one of its regular monthly meetings. The duties of the Executive Director shall be fixed by the Board. The Executive Director is responsible for the daily operations of the organization.

Section 2:

The Executive Director shall be present at all meetings of the Board and its Committees. He shall keep full and accurate written records of the proceedings at all such meetings. ~~However, the Deputy Director may act in his absence.~~

Section 3:

The Executive Director shall be custodian and hold in safekeeping all records and papers belonging to the Board.

Section 4:

All motions and resolutions passed by the Board shall be recorded by the Executive Director in a book or books to be kept for that purpose. He shall attend to the publication of motions and resolutions and other notices as required.

ARTICLE V - DUTIES OF EXECUTIVE DIRECTOR/ DEPUTY DIRECTOR (CONT'D)

Section 5:

The Executive Director shall keep all the accounts of the Board, relating to the receipt and disbursement of funds. He shall keep an inventory of all property acquired or disposed of by the Board, and he is required to make written report at each regular meeting of all transactions named in this section.

The Executive Director shall submit a written annual report for the Board to present to the City Council in accordance with R.S. 33:4091. The report shall be prepared in a timely fashion so that it may be submitted to the City Council on or prior to the first day of May of each year.

At least one day in advance of its regular monthly meeting or of any committee meetings, the Executive Director ~~shall place in the hands of~~deliver to each member of the Board or Committee the meeting notice, agenda, and copies of all reports, ~~including the General Superintendent's Recommendations,~~ being presented to the Board or Committee.

Section 6:

The Executive Director shall have authority to advertise for bid and award contracts for all procurements having a value of less than one million dollars.

Section 7:

The Executive Director shall also perform such other duties germane to his office, as may be required of him by direction of the Board. The Sewerage and Water Board employees' indemnity bond is considered as satisfying the statutory requirement for the Executive Director's indemnity bond.

Section ~~7~~8:

Neither the Executive Director, nor ~~the Deputy Director, nor the General Superintendent~~any unclassified employee shall engage in any other occupation or employment that would interfere or conflict with their Sewerage and Water Board duties. The ~~Deputy Director and the General Superintendent~~unclassified employees shall not engage in any other occupation or employment unless

**ARTICLE V - DUTIES OF EXECUTIVE DIRECTOR/
DEPUTY DIRECTOR (CONT'D)**

certified by the Executive Director as not interfering or in conflict with their
Sewerage and Water Board Duties.

**ARTICLE V - DUTIES OF EXECUTIVE DIRECTOR/
DEPUTY DIRECTOR (CONT'D)**

~~interfering or in conflict with their Sewerage and Water Board duties.~~
The Executive Director shall receive such certification from the President Pro Tem before engaging in any other occupation or employment as described above.

Section
89:

~~The~~ A Deputy Director shall act in the absence of the Executive Director in carrying out the duties prescribed by these By-Laws, as well as any other duties that are assigned by the Executive Director or by the Board.

ARTICLE VI - COMMITTEES

Section 1:

There shall be four (4) standing Committees, to be named respectively: ~~the Executive Committee, the Finance Committee, the Operations Committee, and the Committee on Infrastructure and Operating Systems~~ the Audit Committee, the Finance Committee, the Governance Committee, and the Strategy Committee.

In addition, a Pension Committee is established in accordance with the "Rules and Regulations of the Employees Retirement System of the Sewerage and Water Board of New Orleans."

A Plumbing Conference Committee is established in accordance with the Plumbing Code of the City of New Orleans.

Other Ad Hoc Committees may be formed by the Board or by the President of the Board.

~~The President of the Board shall appoint the Chairpersons and all members of the foregoing Committees. The President of the Board may appoint the Vice Chairpersons of the three (3) standing Committees. The make up of the Committees may be re-examined periodically and new appointments made so that all members of the Board may participate in all phases of Sewerage and Water Board operations and administration. Each Board member must be assigned to serve on at least one (1) Committee.~~

Section 2:

The President of the Board shall appoint the Chairpersons and all members of the foregoing Committees. The President of the Board may appoint the Vice Chairpersons of the three (3) standing Committees. The make up of the Committees may be re-examined periodically and new appointments made so that all members of the Board may participate in all phases of Sewerage and Water Board operations and administration. Each Board member must be assigned to serve on at least one (1) Committee.

Each committees shall consist of five (5) members of the Board, to be appointed by the President. Three (3) members of any standing committee

shall constitute a quorum.

The following matters are illustrative of those brought before the Strategy Committee for consideration:

~~The Executive Committee shall consist of five (5) members made up as follows: the President Pro Tem, who shall Chair the Executive Committee, and the Chairpersons of the other three (3) standing Committees, and the Chairperson of the Plumbing Conference Committee.~~

ARTICLE VI - COMMITTEES (CONT'D)

Section 3:

~~Each of the other standing committees shall consist of five (5) members of the Board, to be appointed by the President. Three (3) members of any standing committee shall constitute a quorum.~~

Section 4:

~~In the absence of the Committee Chairperson and the Vice Chairperson at any meeting of a committee, the committee may elect a Chairperson Pro Tem.~~

Section 53:

~~The Executive Audit Committee shall act in a deliberative and advisory capacity and to it may be referred any business of the Board for consideration and report, preceding official action by the Board monitor compliance with federal, state, and local laws and regulations and have charge of the affairs of the Board relating to the internal control and risk management framework.~~

~~The following matters are illustrative of those brought before the Audit Committee for consideration: review of all contracts awarded by the Executive Director; regulatory compliance; internal controls assessment; internal and external audit reports compliance; and recommendations from external consultants.~~

~~The following matters are illustrative of those brought before the Executive Committee for consideration: strategic planning; business development; risk management; information technology; pay plans and policies, personnel matters, including but not limited to Equal Employment Opportunity, Affirmative Action, EEO Reports, and Discrimination~~

ARTICLE VI - COMMITTEES (CONT'D)

~~Complaints; leases; and in general, matters affecting all utilities (sewerage, water and drainage).~~

Section 64:

The Finance Committee shall ~~be in charge of the financial affairs of the Board, subordinate to the Board's direction~~monitor operational performance and align financial resources to achieve the objectives of the Board.

The following matters are illustrative of those brought before the Finance Committee for consideration: organizational performance metrics; operating and capital budgets; and financial reporting; ~~Operating Budget; financing strategies; alternative financing mechanisms; banking; bond issues; credit ratings; review and recommendation for award of all contracts and bid.~~

ARTICLE VI - COMMITTEES (CONT'D)

~~appeals; internal controls assessment; internal and external audit reports compliance; and other matters of a financial nature.~~

Section ~~75~~:

The Governance Committee on Infrastructure and Operating Systems shall manage the business of the Board of Directors.

The following matters are illustrative of those brought before the Governance Committee for consideration: perform orientation and training of new Board members; conduct evaluation and improvement of Board performance; oversee Board compliance with requirements for written financial disclosure statements; and consideration of Bylaw changes. have charge of the affairs of the Board relating respectively to each of the Board's systems of sewerage, water, drainage, power generation and power distribution, and shall act and advise on affairs of these systems, subject to the direction and ruling of the Board. Matters pertaining to sewerage, water, drainage, power generation and power distribution shall be brought before this committee for its consideration including evaluation of the condition of facilities; execution of the annual capital budget and long term capital improvement plans; and consideration of green infrastructure and resiliency initiatives.

Section ~~86~~:

The Operations-Strategy Committee shall have charge of the affairs of the Board relating customer service capabilities and results; strategic communications; organizational performance metrics; and the Economically Disadvantaged Business Programto long-term planning for the capabilities of the organization.

ARTICLE VI - COMMITTEES (CONT'D)

The following matters are illustrative of those brought before the Strategy Committee for consideration: strategic planning; facilities planning; personnel planning; financial planning; and information technology planning.

Section 97:

The Pension Committee is established by Section (3) of the "Rules and Regulations of the Employee Retirement System of the Sewerage and Water Board of New Orleans." This Committee consists of: Chairperson - President Pro Tem; Four (4) members appointed by the President, at least one of which shall be a member of the Finance Committee; Three (3) employee members elected by the employees and one (1) retiree representative elected by Board retirees. Five members shall constitute a quorum.

The Committee shall be in charge of matters relating to the management of the Employee Retirement_

ARTICLE VI - COMMITTEES (CONT'D)

System, including establishment of the rules and regulations and management of the pension fund.

Section 108:

A. The Board of Trustees, as defined in the Rules and Regulations of the Employee's Retirement System of the Sewerage and Water Board of New Orleans, shall have full and final authority to make all decisions concerning the investment of assets of said retirement system, to include recommendations of the Pension Committee made to the Board, and which involve the exercise of the Trustees' Investment Authority, as set forth in Section 8.6 of the Rules and Regulations of the Retirement System. These matters shall include, but not limited to, the following:

- a. Selection, hiring and termination of various investment managers, custodial banks and financial consulting firms.
- b. The establishment of an Investment Policy, Asset Allocation Policy and Rebalancing Policy.
- c. Deciding what portion of the Retirement System assets a particular investment manager shall invest.
- d. Evaluating the performance of a particular investment manager, including placing that investment manager on probation.
- e. Receipt and review of actuarial reports and annual investment reports prepared by the investment consultant.

B. Because the Pension Committee will be called upon to review matters which the Board of Trustees of the Employees' Retirement System will be required to approve in order to be effective:

ARTICLE VI - COMMITTEES (CONT'D)

- a. The Pension Committee, in making its written report to the Board of Directors of the Sewerage and Water Board of New Orleans, shall designate three (3) types of agendas for consideration by the Board of Directors. These three (3) agendas shall consist of consent items, non-consent items and items to be considered by the full Board of Trustees.
- b. At the time that the Pension Committee report is received by the Board of Directors, and such report has on its agenda 'Board of Trustees Items,' the four (4) employee-elected Trustees, if present, shall be invited by the chairperson to join the Board of Directors' Trustees in considering the specific items of that agenda. A roll call shall be made by the Secretary to establish a quorum of the Board of Trustees, which quorum shall be no less than eight(8) Trustees. At this time, it is recognized that this is an official meeting of the Board of Trustees of the Employees' Retirement System of the Sewerage and Water Board of New Orleans and all Trustees present shall have the right to make motions, enter into discussions, vote and otherwise fully participate in the matters at hand. Each Trustee shall have one vote. All actions of the Trustees shall be by voice vote, unless a roll call is requested and a majority of all Trustees present shall prevail.

Upon conclusion of the specific items of the Board of Trustees agenda, to include that specified on the agenda of the Pension Committee, the chairman shall call for a motion to end the Board of Trustees meeting. Upon such affirmative vote to end, the employee-elected Trustees shall withdraw and the Board of Directors shall continue its regular business

ARTICLE VI - COMMITTEES (CONT'D)

Section

119:

The Plumbing Conference Committee is established by the Plumbing Code of the City of New Orleans. Matters relating to the Plumbing Code shall be brought before the Plumbing Conference Committee for consideration. This Committee consists of: —the General Superintendent, the Supervisor of Plumbing; four members of the Sewerage and Water Board appointed by the President, one licensed master plumber, one licensed journeyman plumber, and one member of any allied plumbing or engineering trade or profession. Except for the first two above, all shall be appointed to two (2) year terms by the President of the Board. Five members constitute a quorum.

Section

1210:

Any of the Committees may meet upon regular call of the Chairperson and shall meet upon ruling to that effect by the Board.

Section

1311:

All reports of Committees for submission at the regular meeting of the Board shall be in writing and action thereon may be deferred to the subsequent regular meeting of the Board.

Section

1412:

Both the President of the Board and the President Pro Tem shall be ex-officio members of each and all committees, both with the right to vote the same as any other member of said committees. Both the President of the Board, and the President Pro Tem, when acting as ex-officio members of a Committee in accordance with the foregoing, shall be true members in every sense and shall be counted towards the establishment of a quorum for the meeting.

ARTICLE VI - COMMITTEES (CONT'D)

Section ~~15~~13:

Action taken by a Committee of the Board shall be by a majority of those present.

Section ~~16~~14:

~~Except in instances where the Board shall declare a matter to be an emergency, all matters to be brought before the Board shall first be considered by a Committee of the Board.~~

~~Matters that appear before the Board under its consideration of "New Business" shall be assigned by the President or in his absence the President Pro Tem to the appropriate Committee of the Board.~~

Section 17:

Whenever there is an absence of a quorum required for a Committee of the Board to meet, the Executive Director shall reschedule the Committee Meeting to the next available date and time at which a quorum can be reasonably anticipated. Absent a quorum, there shall be no meeting of the Committee, however, the members present may, if they so desire, receive information or reports pertaining to matters on the agenda for such meeting.

ARTICLE VI - COMMITTEES (CONT'D)

Section 18:

~~Items not acted upon by the Committee to which they were originally assigned, due to that Committee not meeting because of a lack of a quorum, may, at the discretion of the President or President Pro Tem be placed temporarily upon the agenda of the Executive Committee. If there is no final action taken on the item by the Board, or if the entire matter addressed thereat is not disposed of, any further action regarding the item shall be considered by the Committee to which the item was originally assigned.~~

ARTICLE VII - DISBURSEMENTS

Section 1:

All warrants for payment of money administered by the Board of Liquidation, City Debt, for account of the Sewerage and Water Board of New Orleans, shall be drawn as provided in Article XIV of the Constitution of 1921, as amended by Sections 23.1 through 23.12 and 23.28 through 23.43 and all said warrants except those for contracts require two (2) signatures, one of which must be provided by the Executive Director, a Deputy Director, or Management Services Director~~General Superintendent, or Deputy General Superintendent~~. The second signature must be provided by ~~either the Utility Financial Administrator, Public Utility Comptroller, Public Utility Comptroller Assistant, or by an Accountant~~staff -designated in writing by resolution of the Board~~the Executive Director~~. Said warrants shall be listed on audit sheet(s), setting forth the number of the warrant, date of warrant, and number of appropriation; and said audit sheet or sheets require the same signatory authorization, as stated above.

All checks for transfer of money for clearing accounts (i.e., payroll, voucher, etc.) of the Sewerage and Water Board of New Orleans, shall be drawn on the master accounts of the Board and require two (2) signatures, one of which must be provided by the Executive Director, a Deputy Director, or Management Services Director~~General Superintendent, or Deputy General Superintendent~~. The second signature must be provided by staff designated in writing by the Executive Director~~either the Utility Financial Administrator, Public Utility Comptroller, Public Utility Comptroller Assistant, or by an Accountant designated by resolution of the Board~~. Said checks shall be listed on audit sheet(s), and said audit sheet or sheets require the same signatory authorization, as stated above.

All checks for payment of construction contracts shall be handled in the same manner, as stated above.

Section 2:

There shall be no disbursement of the monies of this Board without the direct order of resolution of the Board, made and entered of record at a meeting thereof, except as provided in R.S. 33:4084.

ARTICLE VIII - EMPLOYEES

Section 1:

The appointment, suspension and removal of employees shall be in accordance with the provisions of R.S. 33:4076 of Louisiana Revised Statutes. All payment of wage or salaries shall cease on dismissal of employees.

ARTICLE IX - DEPOSITORY

Section 1:

All funds of ~~the~~ Sewerage and Water Board of New Orleans, subject to its control, shall be deposited with any bank or banks located in the City of New Orleans, selected by the Board. Such banks shall furnish acceptable collateral in accordance with applicable law.

ARTICLE X - AMENDMENTS

Section 1:

Any amendments or changes to these by-laws shall be adopted only after approved by a quorum of the board (R.S. 33:4071E), provided that notice of the proposed amendment shall be given at a regular monthly meeting preceding final action upon such amendment. The amendment to be filed in writing at this meeting and entered upon the Minutes of the Board; further providing that the Executive Director of the Board shall have filed a copy of the amendment with a notice of the meeting for final action, upon every member of the Board not less than a week prior to said meeting.

ARTICLE XI - ORDER OF BUSINESS

Section 1:

Executive Director shall distribute an agenda for the regular monthly meeting of the Board at least 24 hours in advance of the meeting with an Order of Business. Contained within the Order of Business may be a consent agenda which can be adopted at the Board meeting in globo by voice vote of the majority members present. Only matters receiving a unanimous vote of the members present at a meeting of the Committee before which it has been brought shall be placed upon a consent agenda for consideration by the Board at its regular or special meeting. Should any Board member at the Board meeting object to any item(s) contained in the consent agenda, that item(s) shall be removed, not voted upon as part of the consent agenda and the item(s) placed appropriately in the Order of Business for discussion.

The Board may, by a vote of two-thirds (2/3) of the members present at a meeting, alter the order of business for that meeting.

Section 2:

~~The General Superintendent's monthly report shall be presented to the Finance Committee for its review and recommendations to the Board for action by the Board at its Regular Monthly Meeting.~~

ARTICLE XII – PUBLIC COMMENT

Section 1:

In accordance with the provisions of R.S. 42:5(D), the public is invited to attend and give comment on any matter listed on the agenda of a regular or special meeting of the Board or any of its committees. The time and length of such comments shall be determined by the Chair of the meeting.

**BY-LAWS
OF THE
SEWERAGE AND WATER BOARD
OF NEW ORLEANS**

**REVISED AND AMENDED THROUGH
DECEMBER 17, 2014**

**WITH PROPOSED CHANGES
JULY 15, 2015**

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ARTICLE I - MEETINGS OF THE BOARD

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In the event a regular meeting of the Board cannot be held on the third Wednesday of the month due to a legal holiday or other circumstances, or will not be held in the Sewerage and Water Board's Board Room, the President or President Pro Tem shall have the power to designate another day for the meeting either in the same week, in the week prior to, or in the week succeeding the week of the third Wednesday of that month and/or another location.

The time and location of the meetings shall be promulgated by the Executive Director's Office at least 24 hours in advance.

Section 2:

Special meetings may be called by the President of the Board, and shall be called by him when so requested in writing by four (4) members of the Board.

Written notice stating agenda and the time and the place of the meeting shall be served by the Executive Director on each member and promulgated at least 24 hours in advance.

Section 3:

No subjects shall be considered at special meetings, except those embraced in the call. However, upon approval of 2/3 of the members present, a matter not on the agenda may be taken up.

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Eight members shall constitute a quorum for the transaction of any business by the Board of Trustees of the Employee's Retirement System of the Sewerage and Water Board of New Orleans.

Section 5:

In the absence of specific rules, policies, or procedures, Robert's Rules of Order, as newly revised, shall be used in conducting a meeting.

Section 6:

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Section 2:

The President Pro Tem shall assume all the duties of the President in the President's absence, or at the President's direction, and any other duties and privileges as may be established by the Board. The President Pro Tem has the right to vote at any meeting of the Board or any of the Board's committees. When both the President and President Pro Tem are in attendance at any committee or Board meeting and the President is presiding, the President Pro Tem shall have the same right to vote as any other member of the Board. The President Pro Tem shall serve for a two (2) year period with an option for the Board to re-elect him for another two (2) year term should the Board so desire, it being the intention of this section that the above reference to terms shall constitute a full, complete and consecutive term and should any President Pro Tem who is removed as such by his removal from the Board through causes beyond his control, who returns to the Board and is reinstated to the position of President Pro Tem, he shall be entitled to serve, if elected by the Board, two (2) full and consecutive two (2) year terms.

ARTICLE V - DUTIES OF EXECUTIVE DIRECTOR

Section 1:

The Board shall elect an Executive Director whose salary shall be fixed by the Board. The Executive Director shall hold office at the pleasure of the Board. The election or removal of the Executive Director, and the amount of his salary, shall be determined by a majority vote of the entire Board at one of its regular monthly meetings. The duties of the Executive Director shall be fixed by the Board. The Executive Director is responsible for the daily operations of the organization.

Section 2:

The Executive Director shall be present at all meetings of the Board and its Committees. He shall keep full and accurate written records of the proceedings at all such meetings.

Section 3:

The Executive Director shall be custodian and hold in safekeeping all records and papers belonging to the Board.

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All motions and resolutions passed by the Board shall be recorded by the Executive Director in a book or books to be kept for that purpose. He shall attend to the publication of motions and resolutions and other notices as required.

Section 5:

The Executive Director shall keep all the accounts of the Board, relating to the receipt and disbursement of funds. He shall keep an inventory of all property acquired or disposed of by the Board, and he is required to make written report at each regular meeting of all transactions named in this section.

The Executive Director shall submit a written annual report for the Board to present to the City Council in accordance with R.S. 33:4091. The report shall be prepared in a timely fashion so that it may be submitted to the City Council on or prior to the first day of May of each year.

At least one day in advance of its regular monthly meeting or of any committee meetings, the Executive Director deliver to each member of the Board or Committee the meeting notice, agenda, and copies of all reports being presented to the Board or Committee.

Section 6:

The Executive Director shall have authority to advertise for bid and award contracts for all procurements having a value of less than one million dollars.

Section 7:

The Executive Director shall also perform such other duties germane to his office, as may be required of him by direction of the Board. The Sewerage and Water Board employees' indemnity bond is considered as satisfying the statutory requirement for the Executive Director's indemnity bond.

Section 8:

Neither the Executive Director, nor any unclassified employee shall engage in any other occupation or employment that would interfere or conflict with their Sewerage and Water Board duties. The unclassified employees shall not engage in any other occupation or employment unless certified by the Executive Director as not interfering or in conflict with their Sewerage and Water Board Duties.

The Executive Director shall receive such certification from the President Pro Tem before engaging in any other occupation or employment as described above.

Section 9:

A Deputy Director shall act in the absence of the Executive Director in carrying out the duties prescribed by these By-Laws, as well as any other duties that are assigned by the Executive Director or by the Board.

ARTICLE VI - COMMITTEES

Section 1:

There shall be four (4) standing Committees, to be named respectively: the Audit Committee, the Finance Committee, the Governance Committee, and the Strategy Committee.

In addition, a Pension Committee is established in accordance with the "Rules and Regulations of the Employees Retirement System of the Sewerage and Water Board of New Orleans."

A Plumbing Conference Committee is established in accordance with the Plumbing Code of the City of New Orleans.

Other Ad Hoc Committees may be formed by the Board or by the President of the Board.

Section 2:

The President of the Board shall appoint the Chairpersons and all members of the foregoing Committees. The President of the Board may appoint the Vice Chairpersons of the three (3) standing Committees. The make-up of the Committees may be re-examined periodically and new appointments made so that all members of the Board may participate in all phases of Sewerage and Water Board operations and administration. Each Board member must be assigned to serve on at least one (1) Committee.

Each committee shall consist of five (5) members of the Board, to be appointed by the President. Three (3) members of any standing committee shall constitute a quorum.

Section 3:

The Audit Committee shall monitor compliance with federal, state, and local laws and regulations and have charge of the affairs of the Board relating to the internal control and risk management framework.

The following matters are illustrative of those brought before the Audit Committee for consideration: review of all contracts awarded by the Executive Director; regulatory compliance; internal controls assessment; internal and external audit reports compliance; and recommendations from external consultants.

Section 4:

The Finance Committee shall monitor operational performance and align financial resources to achieve the objectives of the Board.

The following matters are illustrative of those brought before the Finance Committee for consideration: organizational performance metrics; operating and capital budgets; and financial reporting.

Section 5:

The Governance Committee shall manage the business of the Board of Directors.

The following matters are illustrative of those brought before the Governance Committee for consideration: perform orientation and training of new Board members; conduct evaluation and improvement of Board performance; oversee Board compliance with requirements for written financial disclosure statements; and consideration of Bylaw changes.

Section 6:

The Strategy Committee shall have charge of the affairs of the Board relating to long-term planning for the capabilities of the organization.

The following matters are illustrative of those brought before the Strategy Committee for consideration: strategic planning; facilities planning; personnel planning; financial planning; and information technology planning.

Section 7:

The Pension Committee is established by Section (3) of the "Rules and Regulations of the Employee Retirement System of the Sewerage and Water Board of New Orleans." This Committee consists of: Chairperson - President Pro Tem; Four (4) members appointed by the President, at least one of which shall be a member of the Finance Committee; Three (3) employee members elected by the employees and one (1) retiree representative elected by Board retirees. Five members shall constitute a quorum.

The Committee shall be in charge of matters relating to the management of the Employee Retirement System, including establishment of the rules and regulations and management of the pension fund.

Section 8:

A. The Board of Trustees, as defined in the Rules and Regulations of the Employee's Retirement System of the Sewerage and Water Board of New Orleans, shall have full and final authority to make all decisions concerning the investment of assets of said retirement system, to include recommendations of the Pension Committee made to the Board, and which involve the exercise of the Trustees' Investment Authority, as set forth in Section 8.6 of the Rules and Regulations of the Retirement System. These matters shall include, but not limited to, the following:

- a. Selection, hiring and termination of various investment managers, custodial banks and financial consulting firms.
- b. The establishment of an Investment Policy, Asset Allocation Policy and Rebalancing Policy.
- c. Deciding what portion of the Retirement System assets a particular investment manager shall invest.

- d. Evaluating the performance of a particular investment manager, including placing that investment manager on probation.
- e. Receipt and review of actuarial reports and annual investment reports prepared by the investment consultant.

B. Because the Pension Committee will be called upon to review matters which the Board of Trustees of the Employees' Retirement System will be required to approve in order to be effective:

- a. The Pension Committee, in making its written report to the Board of Directors of the Sewerage and Water Board of New Orleans, shall designate three (3) types of agendas for consideration by the Board of Directors. These three (3) agendas shall consist of consent items, non-consent items and items to be considered by the full Board of Trustees.
- b. At the time that the Pension Committee report is received by the Board of Directors, and such report has on its agenda 'Board of Trustees Items,' the four (4) employee-elected Trustees, if present, shall be invited by the chairperson to join the Board of Directors' Trustees in considering the specific items of that agenda. A roll call shall be made by the Secretary to establish a quorum of the Board of Trustees, which quorum shall be no less than eight(8) Trustees. At this time, it is recognized that this is an official meeting of the Board of Trustees of the Employees' Retirement System of the Sewerage and Water Board of New Orleans and all Trustees present shall have the right to make motions, enter into discussions, vote and otherwise fully participate in the matters at hand. Each Trustee shall have one vote. All actions of the Trustees shall be by voice vote, unless a roll call is requested and a majority of all Trustees present shall prevail.

Upon conclusion of the specific items of the Board of Trustees agenda, to include that specified on the agenda of the Pension Committee, the chairman shall call for a motion to end the Board of Trustees meeting. Upon such affirmative vote to end, the employee-elected Trustees shall withdraw and the Board of Directors shall continue its regular business.

Section 9:

The Plumbing Conference Committee is established by the Plumbing Code of the City of New Orleans. Matters relating to the Plumbing Code shall be brought before the Plumbing Conference Committee for consideration. This Committee consists of: the General Superintendent, the Supervisor of Plumbing; four members of the Sewerage and Water Board appointed by the President, one licensed master plumber, one licensed journeyman plumber, and one member of any allied plumbing or engineering trade or profession. Except for the first two above, all shall be appointed to two (2) year terms by the President of the Board. Five members constitute a quorum.

Section 10:

Any of the Committees may meet upon regular call of the Chairperson and shall meet upon ruling to that effect by the Board.

Section 11:

All reports of Committees for submission at the regular meeting of the Board shall be in writing and action thereon may be deferred to the subsequent regular meeting of the Board.

Section 12:

Both the President of the Board and the President Pro Tem shall be ex-officio members of each and all committees, both with the right to vote the same as any other member of said committees. Both the President of the Board, and the President Pro Tem, when acting as ex-officio members of a Committee in accordance with the foregoing, shall be true members in every sense and shall be counted towards the establishment of a quorum for the meeting.

Section 13:

Action taken by a Committee of the Board shall be by a majority of those present.

Section 14:

Whenever there is an absence of a quorum required for a Committee of the Board to meet, the Executive Director shall reschedule the Committee Meeting to the next available date and time at which a quorum can be reasonably anticipated. Absent a quorum, there shall be no meeting of the Committee, however, the members present may, if they so desire, receive information or reports pertaining to matters on the agenda for such meeting.

ARTICLE VII - DISBURSEMENTS

Section 1:

All warrants for payment of money administered by the Board of Liquidation, City Debt, for account of the Sewerage and Water Board of New Orleans, shall be drawn as provided in Article XIV of the Constitution of 1921, as amended by Sections 23.1 through 23.12 and 23.28 through 23.43 and all said warrants except those for contracts require two (2) signatures, one of which must be provided by the Executive Director, a Deputy Director, General Superintendent, or Deputy General Superintendent. The second signature must be provided by staff designated in writing by the Executive Director. Said warrants shall be listed on audit sheet(s), setting forth the number of the warrant, date of warrant, and number of appropriation; and said audit sheet or sheets require the same signatory authorization, as stated above.

All checks for transfer of money for clearing accounts (i.e., payroll, voucher, etc.) of the Sewerage and Water Board of New Orleans, shall be drawn on the master accounts of the Board and require two (2) signatures, one of which must be provided by the Executive Director, a Deputy Director, General Superintendent, or Deputy General Superintendent. The second signature must be provided by staff designated in writing by the Executive Director. Said checks shall be listed on audit sheet(s), and said audit sheet or sheets require the same signatory authorization, as stated above.

All checks for payment of construction contracts shall be handled in the same manner, as stated above.

Section 2:

There shall be no disbursement of the monies of this Board without the direct order of resolution of the Board, made and entered of record at a meeting thereof, except as provided in R.S. 33:4084.

ARTICLE VIII - EMPLOYEES

Section 1:

The appointment, suspension and removal of employees shall be in accordance with the provisions of R.S. 33:4076 of Louisiana Revised Statutes. All payment of wage or salaries shall cease on dismissal of employees.

ARTICLE IX - DEPOSITORY

Section 1:

All funds of Sewerage and Water Board of New Orleans, subject to its control, shall be deposited with any bank or banks located in the City of New Orleans selected by the Board. Such banks shall furnish acceptable collateral in accordance with applicable law.

ARTICLE X – AMENDMENTS

Section 1:

Any amendments or changes to these by-laws shall be adopted only after approved by a quorum of the board (R.S. 33:4071E), provided that notice of the proposed amendment shall be given at a regular monthly meeting preceding final action upon such amendment. The amendment to be filed in writing at this meeting and entered upon the Minutes of the Board; further providing that the Executive Director of the Board shall have filed a copy of the amendment with a notice of the meeting for final action, upon every member of the Board not less than a week prior to said meeting.

ARTICLE XI – ORDER OF BUSINESS

Section 1:

Executive Director shall distribute an agenda for the regular monthly meeting of the Board at least 24 hours in advance of the meeting with an Order of Business. Contained within the Order of Business may be a consent agenda which can be adopted at the Board meeting in globo by voice vote of the majority members present. Only matters receiving a unanimous vote of the members present at a meeting of the Committee before which it has been brought shall be placed upon a consent agenda for consideration by the Board at its regular or special meeting. Should any Board member at the Board meeting object to any item(s) contained in the consent agenda, that item(s) shall be removed, not voted upon as part of the consent agenda and the item(s) placed appropriately in the Order of Business for discussion.

The Board may, by a vote of two-thirds (2/3) of the members present at a meeting, alter the order of business for that meeting.

ARTICLE XII – PUBLIC COMMENT

Section 1:

In accordance with the provisions of R.S. 42:5(D), the public is invited to attend and give comment on any matter listed on the agenda of a regular or special meeting of the Board or any of its committees. The time and length of such comments shall be determined by the Chair of the meeting.

Sewerage and Water Board of New Orleans
Tracking Tool for Commitments to City Council
June 2015



Status Key



Topic	Commitment	Target Date	Status	Next Steps	Strategic Plan Reference
I. Governance Practices	A. Reduce the length of Board member terms and limiting the number of terms.	October 2013	Completed June 17, 2013. Senate Bill No. 47 reduced the term lengths from 9 to 4 years and limiting members to serving two consecutive terms.	None.	Strategy IV Tactics I.1 and I.2
	B. Establish requisite qualifications for Board members.	October 2013	Completed June 17, 2013. Senate Bill No. 47 requires experience in architecture, environmental quality, finance, accounting, business administration, engineering, law, public health, urban planning, facilities management, public administration, science, construction, business management, consumer or community advocacy, or other pertinent disciplines, with two of the appointments as consumer advocates with community advocacy or consumer protection experience or experience in a related field.	None.	Strategy IV Tactic I.3
	C. Reduce the number of Board members.	October 2013	Completed June 17, 2013. Senate Bill No. 47 reduced the size of the Board from 13 to 11 members.	None.	Strategy IV Tactic I.4
	D. Review function and responsibilities of Board committees.	Not determined.	Underway. Board of Directors considering changes to Bylaws based upon recommended best practices contained in New Orleans Office of Inspector General Guide for Boards, Commissions, and Public Benefit Corporations.	First reading by Board of Directors at July 15, 2015 meeting. Consideration for approval by Board of Directors at August 19, 2015 meeting.	Strategy IV Tactic I.5
	E. Appoint Board members from recommendations submitted by university presidents.	October 2013 original May 2014 revised	Completed May 22, 2014. New board members appointed.	None.	Strategy IV Tactic I.6
	F. Establish dedicated independent oversight of Sewerage and Water Board determined by the City Council.	Not determined.	Completed May 30, 2013. Staff presents to Public Works Committee of City Council as scheduled on identified questions and concerns.	None.	Strategy IV Tactic M

Sewerage and Water Board of New Orleans Tracking Tool for Commitments to City Council June 2015

Status Key

On Target

Not Started

Delayed

Needs Attention

Topic

Commitment

Target Date

Status

Next Steps

Strategic Plan Reference

A. Acquire and implement Advanced Metering Infrastructure. Replace existing mechanical meters with new electronic meters and an automated meter reading system that will provide more accurate readings, enhanced leak detection on customer lines, and improved account monitoring. The new meters will be installed for the residential and small commercial customer base.

II. Customer Service Improvements

December 2016

On target. Request for Information issued to potential vendors. Information submitted by ten vendors reviewed by staff and interviews conducted. Requests for proposals issued by other utilities being reviewed. A revised standard for purchasing new meters has been completed. Pilot demonstration of leak detection and automated shutoff capabilities underway. Project will be fully initiated following implementation of new billing system.

Continue replacement of existing manual-read meters with electronic-read meters. Determine if outside expert assistance will be needed in project management. Develop a preliminary implementation plan and issue a request for proposals for change-out of residential and small commercial meters and installation of automated meter reading capabilities. Confirm targeted completion date following implementation of new customer account management system.

Strategy III Tactic B

B. Open Additional Customer Service Center to provide convenient access to full service capabilities for customers without travelling to the downtown location.

December 2013 original
December 2015 revised

Delayed.

Identify and evaluate public facilities in New Orleans East for reuse as Customer Service Center.

Strategy III Tactic H

C. Replace existing billing application with new software that includes online customer account management capabilities.

January 2015 original
March 2016 revised

On target. Customer Account Management System from Cogswale Corporation implementation underway.

Project implementation began September 2014.

Strategy III Tactic C

D. Replace existing work order application with new software that includes online work order tracking and appointment scheduling capabilities.

December 2017

Not started.

Next steps to be determined as part of the development of an Information Technology Strategic Plan.

Strategy III Tactic D and E
Strategy IV Tactic D

E. Improve efficiency and reliability of Customer Service processes. Reduce the volume of calls by increasing perceived accuracy of bills. Ensure meter reading and billing edits are worked diligently. Improve the customer experience when questioning a bill and resolve more issues during the first call. Provide more effective appeals process.

Ongoing

Completed October 31, 2014. Customer Service Improvement Plan updated and reported to Operations Committee monthly.

None.

Strategy III Tactics A, F, and G

Sewerage and Water Board of New Orleans
Tracking Tool for Commitments to City Council
June 2015

Status Key

On Target

Not Started

Delayed

Needs Attention

Topic	Commitment	Target Date	Status	Next Steps	Strategic Plan Reference
III. Service Assurance Program	A. Provide additional funding for bill payment assistance through the Water Help program.	January 2013	Original initiative completed January 31, 2013. Funding for bill payment assistance through the Water Help program increased from \$60,000 to \$240,000. Working with Total Community Action to streamline the program.	Rollout agreed-upon streamlined methods.	Strategy III Tactic I.1
	B. Expand Water Help program to provide assistance with plumbing repairs.	June 2013 original March 2014 revised	Original initiative completed March 31, 2014. Program provides up to \$250 for plumbing repairs on the customer's portion of the service line. Working with Total Community Action to streamline the program.	Develop agreed-upon streamlined methods.	Strategy III Tactic I.2
	C. Pursue legislative change to allow adjustments for water lost through customer leaks.	March 2013 original August 2014 revised June 2015 revised	Underway. Senate Bill 50 enacts R.S. 33:4071(F) authorized Sewerage and Water Board to adopt rules and procedures to adjust water bills, pending signature by Governor.	Monitor final approval of legislative changes. Develop rules and procedures to adjust bills as appropriate.	Strategy III Tactic I.3
	D. Evaluate waiver of service charges based on means testing for qualifying low-income elderly and disabled customers.	June 2013	Completed July 17, 2013. Staff recommended that the Board not adopt a waiver of these service charges based on means testing. Recommendations accepted by Board of Directors.	None.	Strategy III Tactic I.4
	E. Evaluate reduction in late payment fee, disconnect fee, returned check fee, and deposits.	March 2013 original June 2013 revised	Completed July 17, 2013. Because of the significant revenue loss associated with a reduction in late payment fees and disconnect fees, staff recommended that consideration of changes to these fees be deferred until after the first full year of revenues have been received from the new rates in order to ensure that revenues from the new rates are sufficient to allow for this offsetting reduction in fees while still accomplishing other financial objectives. Revenues from the new rates have not been sufficient to allow reduction in fees.	None.	Strategy III Tactic I.4
IV. Operational Reforms	A. Improve operations through performance measures, improved framework, and follow-up reviews to reduce future rate increases.	December 2017	On target. Training program developed and implemented for frontline employees. Performance measures being reviewed and developed.	Process documentation, analysis, and improvement objectives combined with cost reduction are included in several senior management goals. Document and report improvement results.	Strategy II Tactic D Strategy IV Tactics B and H Strategy IV Tactic M

Sewerage and Water Board of New Orleans Tracking Tool for Commitments to City Council June 2015

Status Key

On Target

Not Started

Delayed

Needs Attention

Topic

Commitment	Target Date	Status	Next Steps	Strategic Plan Reference
B. Reduce free water and sewer service provided to municipal accounts by fifty percent from a baseline of 2010 usage.	December 2017	On target. Quantity of free service reduced from 2010 to 2014 by 25.6%. School system billing piloted for consumption beginning July 2013. No changes to related laws were initiated for 2015 Louisiana legislative session.	Continue work with property administrators at municipal facilities to identify opportunities for reduced consumption. Coordinate with revenue-producing agencies to pursue legislative relief from burdensome requirements for free service.	Strategy II Tactic F
C. Improve coordination between Sewerage and Water Board and Department of Public Works.	Not determined.	On target. A joint team of Sewerage and Water Board engineers and Department of Public Works engineers work together in coordination of planning and construction for the FEMA Recovery Roads program.	Determine feasibility of performing street drainage maintenance work on a fee-for-service basis, subject to identification of funding requirements, establishment of a funding stream, and gaining necessary legislative authorizations.	Strategy I Tactics A.1, B.1, and C.4
D. Improve ratepayer collections.	Not determined.	Completed December 31, 2013. Plans to improve collections have recently focused on ensuring close compliance with schedules for non-payment turn-offs. The amount written off as uncollectable has reduced from 10.23% in 2010 to 1.15% in 2014.	None.	Strategy IV Tactic G
E. Develop a long-term staff succession and training program.	Not determined.	On target. A partnership between Delgado Community College, the Sewerage and Water Board of New Orleans and the JOB1 Business and Career Solutions Center has launched a worker training program aimed at increasing the pool of certified water and wastewater treatment personnel to meet the anticipated demand for workers to operate the systems. Delgado has applied to become a certification testing site.	In conjunction with the City's JOB1 program and Sewerage and Water Board, Delgado Community College will develop training to increase the pool of certified personnel to meet the needs of the capital improvement program. Knowledge management and succession planning objectives have been added to several senior management goals.	Strategy V Tactic G
F. Perform annual water audit to measure progress and critical needs.	Ongoing.	Completed December 12, 2014. Water Audits have been performed for 2008 through 2013.	Perform water audit for 2014.	Strategy IV Tactic K
G. Enhance long range planning by developing a Facilities Plan for 2015-2035.	December 2014	On target. Draft reports were provided to staff for both the Carrollton and Algiers WTPs at the end of December 2014.	Recommendations in the draft report were included in the 2015 capital program. Final development of report pending staff review.	Strategy I Tactic F.1

Sewerage and Water Board of New Orleans Tracking Tool for Commitments to City Council June 2015

Status Key



On Target



Not Started



Delayed



Needs Attention

Topic	Commitment	Target Date	Status	Next Steps	Strategic Plan Reference
	H. Develop new sources of funding other than water and sewer rate increases.	Ongoing.	On target. New revenue stream established for handling wastewater from mobile containers, such as portable toilets and shipping containers.	Analyze opportunities for providing wholesale water service over long distances.	Strategy II Tactic I
	Repay funds owed to Department of Public Works.	December 2016	On target. Sewerage and Water Board repaid \$4,763,858.77 to Department of Public Works at year-end 2013. Amount was lower due to lower-than-forecast obligation by drainage system.	Pay remaining obligation owed to the Department of Public Works in three equal installments beginning December 2014.	Strategy II Tactic E
V. Economic Opportunities	A. Create economic opportunities consistent with City of New Orleans programs for participation by economically disadvantaged and local business enterprises.	Not determined.	On target. For contracts with DBE participation 2014: Goods and Services \$256,644 or 22.87%, Construction \$14,367,582 or 30.39%, and Professional Services \$5,237,764 or 20.35%.	Sewerage and Water Board will continue to create economic opportunities for participation by economically disadvantaged and local business enterprises through Construction Review Committee and Staff Contract Review Committee recommendations and DBE vendor support and training.	Strategy IV Tactics F and L
VI. Capital Improvement Program	A. Water System Improvements Replacement and rehabilitation of water purification plant facilities. Replacement and rehabilitation of water pumping facilities. Replacement of water system transmission and distribution mains. \$277,000,000	December 2020	On target. 2014 Spending \$46,602,825. 2015 Capital Budget nearly fully funded. Progress on capital projects reported to Board of Directors.	Continue execution of capital improvement program.	Strategy I Tactic A.1 through A.5
	B. Replacement and rehabilitation of sewer system collection pipes required by Federal Consent Decree. \$314,000,000	December 2020	On target. 2014 Spending \$58,730,068. 2015 Capital Budget nearly fully funded. Progress on capital projects reported to Board of Directors.	Continue execution of capital improvement program.	Strategy I Tactic B.1 through B.3
VII. WaterStat Reporting and City Council Oversight	A. Establish performance measures and targets as well as reporting methodology.	March 2013	Completed March 31, 2013. Measurements framework adopted, initial measurements identified, and measurements training delivered to senior management. Collection of performance data in progress. Additional graphs created.	None.	Strategy IV Tactics A and B

Sewerage and Water Board of New Orleans
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June 2015

Status Key **On Target** **Not Started** **Delayed** **Needs Attention**

Topic	Commitment	Target Date	Status	Next Steps	Strategic Plan Reference
	B. Implement a systematic approach to process documentation, analysis, and improvement.	June 2013	Completed April 1, 2014. Training program developed and contract for training delivery awarded. Departmental training plans developed in March 2014 and business skills training began in April 2014. Improvement initiatives identified by training participants.	None.	Strategy II Tactic D Strategy IV Tactic H
	C. Perform follow-up reviews to document results and efficiencies achieved.	January 2014 original December 2014 revised		Status report underway.	Strategy IV Tactic B
	D. Provide maps showing maintenance work completed, capital projects completed, and planned capital improvements.	January 2013 and Ongoing	Completed January 1, 2013 for printed maps. Online Tool to Track Road Construction Across New Orleans released on March 10, 2015.	None.	Strategy IV Tactic M
	E. Document FEMA receipts and uses of funds.	January 2013 and Ongoing	Completed January 1, 2013. Summary of FEMA receipts and uses of funds is provided to Board committees each month.	None.	Strategy IV Tactic M
	F. Initiate annual meetings with citizens of each council district to regularly report on organizational performance results.	May 2014 original December 2014 revised	Completed December 2014. Sewerage and Water Board staff regularly attend meetings in each council district upon request.	None.	Strategy IV Tactic M
	G. Provided written updates to the Clerk of the City Council.	Quarterly and As Requested.	Completed May 30, 2013.	None.	Strategy IV Tactic M

Statistics	
Completed	19
On Target	13
Not Started	1
Delayed	2
Needs Attention	0
Total	35



SEWERAGE AND WATER BOARD OF NEW ORLEANS

June 10, 2015

Executive Committee
Sewerage and Water Board of New Orleans
New Orleans, Louisiana

Dear Directors:

Subject: Equal Employment Opportunity Activity Status Report for June 2015

Federal Equal Employment Activity

There have been no new cases filed in 2015.

There are 3 pending EEOC complaints filed prior to 2015 that have not yet been resolved. These complaints are awaiting further action by the EEOC.

Grievances Filed according to General Grievance Policy #26, Equal Employment Opportunity Policy #86 and the Workplace Harassment Policy #87

There were 4 new grievances filed in June (General Grievance Policy #26) and 10 grievances total in 2015. There are only two pending grievances and those have been set for internal mediation in the next two weeks.

Office Visits

Office conferences for counseling of employment issues can be made by appointment or as a walk-in. There were 24 consultations held with 24 separate employees during the month of June.

Grievance Committee Hearings

There are no Grievance Committee Hearing cases pending.

Office Activity

Mr. Nicholas Lopez has obtained updated compliance statements and has posted the statements at the Central Yard facility. He attended the EEOC's Technical Assistance Program provided by the EEOC training institute. Mr. Lopez has conducted and assisted in multiple ethics training events provided to Board employees. He has continued to participate in the employee intake process and has taken a role in the new employee orientation program. In this program he has and will continue to provide new employees with sexual harassment training as well as EEOC training. Steps have been taken in preparation of the Board's EEO-04 report to be submitted to the EEOC in September of this year. In preparation for the 50th anniversary of the federal EEOC, Mr. Lopez has constructed a visual display equipped with EEOC fact sheets and the Board's Equal Employment Policy (Policy No. 86) to be displayed in the St. Joseph street lobby.

Robert K. Miller
Deputy Director