

SAN GABRIEL VALLEY WATER COMPANY



SUPPLIER DIVERSITY PROGRAM 2014 Annual Report 2015 Plan

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Message from our President; Our progress continues

Since the advent of our Utility Supplier Diversity Program (USDP) in 2004, San Gabriel Valley Water Company (San Gabriel) has been committed to increasing its procurement with Women, Minority and Service Disabled Veteran owned businesses within the communities we serve. While we continue working toward reaching our long term goals, I am proud of our steady progress toward integrating an increased number of diverse businesses into our supply chain.

Again in 2014, San Gabriel increased both the number of and procurement with Women, Minority and Service Disabled Veteran owned businesses.

By way of my participation and involvement, and that of other executives and top management, the company demonstrated its support of the USDP to the company's employees, and suppliers, and the communities we serve. The importance of San Gabriel's program and the goals established for the company are communicated directly to the management staff on an ongoing basis. This direct participation from the highest level of the company and throughout the organization has served to align the company's purchasing activities with the goals of the USDP.

We are pleased with our progress in 2014 and look forward to even greater utilization of diverse suppliers in 2015 and beyond.



Utility Supplier Diversity Program 2014 Annual Report

9.1.1. Description of WMDVBE program activities – internal and external *California Water Association (CWA) Supported Activities*

A large portion of San Gabriel’s Supplier Diversity Program activities and efforts are done in concert with CWA’s USDP Committee. This dynamic group of professionals is committed to the spirit of supplier diversity and work tirelessly to increase procurement opportunities for WMDVBEs. The committee works together to strengthen its position in the supplier diversity community by developing its own strategic plan designed to achieve individual company success.



CWA USDP Committee Members (l to r) Jose Espinosa, Cal-Water Service Company; Jackie Glover, San Gabriel Valley Water Company; Charmaine Jackson, San Jose Water Company; Danny Rodriguez, Park Water Company; Emma Maxey, Golden State Water Company; Holley Joy, Cal-American Water Company

Our Capacity Building and Technical Assistance Program, Mentor Protégé Pilot Program (MP3) launched in September, 2014 was an outstanding success. Two of the four protégés went on to become vendors for their mentor company.

A video detailing the nine month effort was produced by Infinity Business Solutions to showcase the program’s achievements. We are very pleased with the results of the program.

Working with DBE consultants, CWA USDP Committee member utilities have developed plans to focus on a measurable return on its outreach investments and add value to utility customers through targeted outreach and strategic sourcing.

Internal Activities

Modified and Strengthened our Internal Processes to Insure Program Success

San Gabriel’s internal processes have evolved so that vendor information can be easily accessible for tracking and reporting.

Shared Vendor Information

San Gabriel’s search for qualified WMDVBEs goes beyond the Clearinghouse database. We continue to coordinate on a regular basis with other water utilities to exchange qualified, diverse vendor and contractor information. In the event any of these vendors are not currently certified, attempts are made to encourage the potential supplier to become certified.

Created Internal Utility Supplier Diversity Program Strategic Plan

San Gabriel created the first draft of a supplier diversity strategic plan to ensure that WMDVBEs are encouraged to become potential suppliers to San Gabriel and its Fontana Water Company division. It provides direction and establishes goals to effectively implement and manage a WMDVBE program.

External Activities

Supported Two Prime Contractor Business Opportunity Fairs

CWA Member utilities hosted two Prime Contractor events, one in Northern California and the other in Southern California. The goal of these events was to garner support from our primary, non-diverse suppliers for member utilities' growing efforts to develop a second tier program. These meetings provided information about our supplier diversity programs and how our prime contractors can participate through subcontracting relationships with diverse suppliers.



CWA sponsored Business Opportunity Fair, Villa Ragusa Convention Center San Jose June 19, 2014

These meetings included presentations from prime suppliers detailing specific information about upcoming projects, and that showcased their efforts to engage women and diverse businesses through their own Supplier Diversity Programs.



Both meetings were followed by opportunities to meet one-on-one with utility company executives, managers of various business units and sourcing decision makers. Because of the overwhelming success of these events, plans are underway for contractors' meetings in 2015.

Attended Monthly Committee Meetings

The CWA USDP Committee is an extremely active committee. Comprehensive, strategic planning and information sharing for targeted outreach and internal program efforts are provided during each rigorous session. Supplier diversity best practices are also shared during our meetings. The effectiveness of this group is evidenced by the overall success in reaching the goals of GO 156 since we began voluntary participation in 2004.

External Activities; Continued

In conjunction with the CWA USDP Committee, San Gabriel supported many community based organizations and attended several other events and diversity workshops throughout the year. Following is a list of those events.

2014 Outreach Events

January

- American Indian Chamber of Commerce Advisory Council
- CWA USDP Committee Monthly Meeting - San Gabriel Valley Water Company
- CWA Board of Director's Meeting
- NARUC/UMA Winter Meeting
- CUDC Monthly Meeting

February

- CWA USDP Committee Monthly Meeting - San Jose Water Company
- Business Matchmaking 2014
- ISM Supply Chain Diversity Summit

March

- SCMSDC Minority Business Opportunity Day
- CWA Board of Director's Meeting
- CUDC Monthly Meeting - Host Comcast
- WBENC National Conference
- Joint Utilities Quarterly Meeting - Gas Company
- CWA USDP Committee Monthly Meeting - Suburban Water System
- BBA - Solute to Black Women

April

- CPUC Small Business Expo
- Greenlining - 21st Annual Economic Summit
- CUDC Monthly Meeting
- CWA USDP Committee Monthly Meeting - California Water Service Company
- CWA Board of Director's Meeting
- Western Region MSDC Awards Gala
- RHCC Business Matchmaking

May

- ISM International Supply Management Conference
- Los Angeles Latino Chamber

- CUDC Monthly Meeting - Host AT&T
- CWA USDP Committee Monthly Meeting - Monterey
- KTP DVBE Bus Alliance
- AICOC-Summit on Energy, Telco & Water
- CWA Annual Spring Conference
- Three Valleys MWD-Connect 2 MET

June

- CWA Board of Director's Meeting
- CUDC Monthly Meeting
- California Small Business Association
- CWA USDP Committee Monthly Meeting - San Jose Water Company
- CWA USDP Business Opportunity Fair - San Jose
- WBENC National Conference
- BBA- 40th Annual Awards Dinner
- Joint Utilities Quarterly Meeting - Host PG&E

July

- CWA Board of Director's Meeting - Budget Meeting
- NARUC/UMA Summer Committee Meeting
- CWA USDP Committee Monthly Meeting - California America Water Company
- AICOC Expo 11th Anniversary
- CUDC Advertisement/Media Forum
- CUDC Monthly Meeting - Verizon
- NGLCC Annual Conference

August

- CWA Board of Director's Meeting
- CUDC Monthly Meeting
- CHCC Annual Convention
- Western Region MSDC Minority Business Expo
- The Regalette's Annual White Linen Affair-Exposition Park Rose Garden
- USDP Monthly Meeting - San Jose Water Company
- CALBCC Ron Brown Annual Conference
- Elite SDVOB 11th Annual National Conference
- 5th Annual LBA Minority Women Business Conference

September

- CWA USDP Protégé' Network Luncheon

- CUDC Monthly Meeting - Host CWA
- CWA Board of Director's Meeting
- CWA USDP Committee Monthly Meeting - Golden State Water Company
- USDP Prime Contractors Meeting - Ontario, CA
- Cal Asian Business Summit
- Joint Utilities Quarterly Meeting - Host CWA
- California Cable 2014 Annual Supplier Diversity Conference
- Cal Asian Statewide Logistic Expo
- Northern California LBA Minority Business Conference

October

- 2014 RHCC SoCal Business Development Conference
- USDP Monthly Meeting - California Water Service Company
- CPUC En Banc University of Southern California
- CUDC Monthly Meeting
- CWA Board of Director's Meeting
- ABA Annual Award Banquet
- BBA Procurement Exchange
- NAMC Southern California Chapter
- 38th Annual LBA Sol Business Awards Gala
- NAAC 11th Annual HO & Economic Development Summit
- LA Elite Turn Contacts into Contracts
- Business Matchmaking 2014

November

- NMSDC Annual Conference
- CWA USDP Committee Monthly Meeting - CWA Annual Conference
- CWA Annual Conference
- CUDC Meeting - Host SCE
- NARUC 126th Annual Meeting
- CPUC Small Business Expo
- AICOC Heritage Month Luncheon

December

- Joint Utilities Quarterly Meeting - Host AT&T
- CWA Board of Director's Meeting
- CUDC Monthly Meeting - Plan 2015
- Business Matchmaking 2014

- CWA USDP Committee Monthly Meeting/Strategic Planning Meeting - Ontario

At many of these events, utility company representatives were introduced to WMDVBE suppliers with the potential for future procurement opportunities.

9.1.2. Summary of WMDVBE purchases/contracts

SUMMARY OF WMDVBE PURCHASES AND/OR CONTRACTS, WITH BREAKDOWN BY ETHNICITY						
			Direct \$	Sub \$	Total \$	%
1	Minority Men	Asian-Pacific	\$ 305,626	\$ 29,000	334,626	.82%
2		Black	\$ 28,463	\$ 3,015	\$31,478	.08%
3		Hispanic	\$2,065,365	0	\$2,065,365	5.05%
4		Native American	\$ 35,765	0	\$ 35,765	0.09%
5		Other	0	0	0	0
6		Total Minority Men		\$2,435,219	\$32,015	\$2,467,234
7	Minority Women	Asian-Pacific	\$ 160,804	0	\$ 160,804	0.39%
8		Black	\$ 43,063	0	\$ 43,063	0.11%
9		Hispanic	\$1,357,643	\$ 71	\$1,357,714	3.32%
10		Native American	\$ 1,083	0	\$ 1,083	0.00%
11		Other	0	0	0	0
12		Total Minority Women		\$1,562,593	\$ 71	\$1,562,664
13	Total Minority Business Enterprises (MBE)		\$3,997,812	\$ 32,086	\$4,029,898	9.85%
14	Total Women Business Enterprises (WBE)		\$1,427,707	\$ 30,754	\$1,458,461	3.56%
15	Subtotal Women, Minority Business Enterprises (MWBE)		\$5,425,519	\$ 62,840	5,488,359	13.41%
16	Service Disabled Veteran Business Enterprises (DVBE)	Total Service Disabled Veteran	\$ 20,922	0	\$ 20,922	0.05%
17	TOTAL WMDVBE		\$5,446,441	\$ 62,840	\$5,509,281	13.46%
18	Net Procurement	\$40,923,349				

Direct Procurement by Product and Service Category

			Products		Services		TOTAL	
			\$	%	\$	%	\$	%
Minority Men	Asian-Pacific	Direct	\$ 214,281	0.52%	\$ 91,345	0.22%	\$ 305,626	0.74%
	Black	Direct			\$ 28,463	0.07%	\$ 28,463	0.07%
	Hispanic	Direct	\$ 127,436	0.31%	\$ 1,937,929	4.74%	\$ 2,065,364	5.05%
	Native American	Direct			\$ 35,765	0.09%	\$ 35,765	0.09%
	Other	Direct					\$ -	0.00%
	Total Minority Men	Direct	\$ 341,717	0.84%	\$ 2,093,501	5.12%	\$ 2,435,218	5.96%
Minority Women	Asian-Pacific	Direct	\$ 117,456	0.29%	\$ 43,348	0.11%	\$ 160,804	0.40%
	Black	Direct	\$ 763	0.00%	\$ 42,300	0.10%	\$ 43,063	0.10%
	Hispanic	Direct			\$ 1,357,644	3.32%	\$ 1,357,644	3.32%
	Native American	Direct	\$ 1,083	0.00%		0.00%	\$ 1,083	0.00%
	Other	Direct					\$ -	0.00%
	Total Minority Women	Direct	\$ 119,302	0.29%	\$ 1,443,292	3.53%	\$ 1,562,594	3.82%
Total Minority Business Enterprises (MBE)		Direct	\$ 461,019	1.13%	\$ 3,536,793	8.65%	\$ 3,997,812	9.78%
Women Business Enterprises (WBE)		Direct	\$ 678,981	1.66%	\$ 748,726	1.83%	\$ 1,427,707	3.49%
Total Women, Monority Business Enterprises (MWBE)		Direct	\$ 1,139,999	2.79%	\$ 4,285,520	10.48%	\$ 5,425,519	13.27%
Service Disabled Veteran Business Enterprises (DVBE)		Direct			\$ 20,922	0.05%	\$ 20,922	0.05%
TOTAL WMDVBE		Direct	\$ 1,139,999	2.79%	\$ 4,306,442	10.53%	\$ 5,446,442	13.32%
Total Product Procurement			\$ 13,631,323					
Total Service Procurement			\$ 27,292,027					
Net Procurement			\$ 40,923,350					

WMDVBE PROCUREMENT BY STANDARD INDUSTRIAL CLASSIFICATION CODES - DETAIL

SIC Category	Asian Pacific		African American		Hispanic American		Native American		Other		Total Minority Business (MBE)	Women Business Enterprises (WBE)	Disabled Veterans Business Enterprises (DVBE)	TOTAL WMDVBE	Total Spend
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women					
14 -- Mining & Quarrying	\$													0	55,869.49
	%													0	0.14
15 -- Building Construction	\$											98,398.77		98,398.77	5,301,746.49
	%											0.24		0.24	12.96
16 -- Heavy Construction other than Building	\$						35,765.14							35,765.14	35,765.14
	%						0.09							0.09	0.09
17 -- Special Trade Contractor	\$			42,300.00	3,541.25	1,270,024.94						3,500.00	20,922.29	1,340,288.48	11,080,907.81
	%			0.10	0.01	3.10						0.01	0.05	3.27	27.08
24 -- Lumber & Wood Products	\$													0	-
	%													0	0.00
25 -- Furniture & Fixtures	\$	32,882.12												32,882.12	32,882.12
	%	0.08												0.08	0.08
27 -- Printing & Publishing	\$													0	-
	%													0	0.00
28 -- Chemical & Allied Products	\$													0	7,326.90
	%													0	0.02
29 -- Petroleum Refining	\$													0	10,672.90
	%													0	0.03
32 -- Stone & Concrete Products	\$													0	242,468.00
	%													0	0.59
34 -- Fabricated Metals Products	\$													0	45,470.33
	%													0	0.11
35 -- Industrial Machinery & Computer Equip	\$	1,091.64												1,091.64	1,513,574.13
	%	0.00												0.000721233	3.7
36 -- Electronic & Other Electronic Equip	\$													0	763,279.00
	%													0	1.87
38 -- Measuring & Analyzing Instruments	\$													0	126,817.57
	%													0	0.31
39 -- Miscellaneous Mnfg Industries	\$	158,128.00												158,128.00	690,025.27
	%	0.39												0.39	1.69
40 -- Railroad Transportation	\$													0	11,000.00
	%													0	0.03
46 -- Pipelines	\$													0	2,034,074.63
	%													0	4.97
48 -- Communications	\$													0	715.00
	%													0	0.00
50 -- Wholesale Trade-Durable Goods	\$													0	3,088.52
	%													0	0.01
51 -- Wholesale Trade Non-durable Goods	\$											23,218.77		23,218.77	423,816.69
	%											0.06		0.06	1.04
52 -- Building Materials & Garden Supplies	\$											39,282.05		39,282.05	104,992.44
	%											0.10		0.1	0.26

WMDVBE PROCUREMENT BY STANDARD INDUSTRIAL CLASSIFICATION CODES - DETAIL

SIC Category	Asian Pacific		African American		Hispanic American		Native American		Other		Total Minority Business (MBE)	Women Business Enterprises (WBE)	Disabled Veterans Business Enterprises (DVBE)	TOTAL WMDVBE	Total Spend	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women						
54 -- Food Stores	\$													0	28,425.15	
	%													0	0.07	
55 -- Auto Dealers & Gas Stations	\$											599,442.31		599,442.31	640,772.43	
	%											1.46		1.46	1.57	
56 -- Apparel and Accessory Store	\$													0	103.68	
	%													0	0.00	
58 -- Eating and Drinking Places	\$													0	9,986.56	
	%													0	0.02	
59 -- Miscellaneous Retail	\$	22,179.14	43,348.00		763.31	599,938.42			1,083.40			165,056.85		832,369.12	5,342,112.37	
	%	0.05	0.11		0.00	1.47			0.00			0.40		2.03	13.05	
60 -- Depository Institutions	\$													0	69,095.47	
	%													0	0.17	
61 -- Non-depository Credit Institutions	\$													0		
	%													0		
63 -- Insurance Carriers	\$													0	983,827.74	
	%													0	2.4	
64 -- Insurance Agents Brokers & Service	\$													0	40,362.03	
	%													0	0.1	
65 -- Real Estate	\$													0	500.00	
	%													0	0	
67 -- Holding & Other Investment Offices	\$													0	605,700.00	
	%													0	1.48	
73 -- Business Services	\$	19,959.22	768.00	28,462.55		819,537.00	30,354.01					380,451.03		1,279,531.81	2,711,124.62	
	%	0.05	0.00	0.07		2.00	0.07					0.93		3.12	6.62	
75 -- Automotive Repair Services	\$	35,574.00					47,717.78							83,291.78	537,103.31	
	%	0.09					0.12							0.21	1.31	
76 -- Miscellaneous Repair Services	\$						9,547.50							9,547.50	115,183.38	
	%						0.02							0.02	0.28	
80 -- Health Services	\$													0	2,064.14	
	%													0	0.01	
81 -- Legal Services	\$													0	698,746.00	
	%													0	1.71	
82 -- Educational Services	\$													0	13,014.70	
	%													0	0.03	
87 -- Engineering & Management Services	\$	19,005.00										100,000.00		119,005.00	1,340,108.66	
	%	0.05										0.24		0.29	3.27	
89 -- Miscellaneous Services	\$	16,806.51	116,687.50			642,347.80						18,357.22		794,199.03	5,292,913.25	
	%	0.04	0.29			1.57						0.04		1.94	12.93	
99 -- Non-classifiable Establishments	\$													0	7,714.00	
	%													0	0.02	
TOTAL		305,625.63	160,803.50	28,462.55	43,063.31	2,065,364.47	1,357,644.23	35,765.14	1,083.40	-	-	-	1,427,707.00	20,922.29	5,446,441.52	40,923,349.92

9.1.3. Itemization of WMDVBE program expense

Expense Category	2014 (Actual)
Wages	\$ 53,302.86
Other Employee Expenses	\$ 3,931.12
Program Expenses	\$ 839.68
Reporting Expenses	
Training	
Consultant	
Other (CWA Expenses)	\$12,155.14
TOTAL PROGRAM EXPENSES	\$70,228.80

9.1.4. Description of progress in meeting or exceeding set goals

Category	Current Year Results	Current Year Goals
Minority Business Enterprises (MBE)	9.85%	10.00%
Women Business Enterprises (WBE)	3.56%	4.00%
Service Disabled Veteran Business Enterprises (DVBE)	0.05%	0.80%
TOTAL WMDVBE	13.46%	14.80%

While we did not achieve the desired level of success, we were still able to increase our WMDVBE procurement to 13.46% compared to 12.66% in 2013. Correspondingly, we also increased the number of certified WMDVBE's we did business with from 48 in 2013 to 53 in 2014. Our procurement in 2014 with WMDVBEs totaled \$5,446,441 in direct spend, compared to \$5,426,319 in 2013. We are glad to report \$62,840 in indirect spend bring our total spend to \$5,509,281.

9.1.5. Summary of prime contractor utilization of WMDVBE subcontractors

	Minority Male	Minority Female	Minority Business Enterprise (MBE)	Women Business Enterprise (WBE)	Women Minority Business Enterprise (WMBE)	Service Disabled Veterans Enterprise (SDVBE)	TOTAL WMDVBE
Direct \$	\$2,435,219	\$1,562,593	\$3,997,812	\$1,427,707	\$5,425,519	\$ 20,922	\$5,446,441
Subcontracting \$	\$ 32,015	\$ 71	\$ 32,086	\$ 30,754	\$ 62,840	0	\$ 62,840
Total \$	\$2,467,234	\$1,562,664	\$4,029,898	\$1,458,461	\$5,488,272	\$ 20,922	\$5,509,281
Direct %	5.95%	3.82%	9.77%	3.49%	13.26%	.05%	13.31%
Subcontracting %	.078%	0%	0.08%	0.08%	.15%	0%	.015%
Total %	6.03%	3.82%	9.85%	3.56%	13.41%	.05%	13.46%
Net Procurement	\$40,923,349						

9.1.6. List of WMDVBE complaints

San Gabriel received no complaints and none were filed relative to its USDP.

9.1.8. Description of efforts to recruit WMDVBE suppliers in procurement categories where WMDVBE utilization is low

Legal

San Gabriel utilizes its in-house General Counsel for most routine legal issues. The company's General Counsel is aware of the goal to seek to include WMDVBEs in the bid/procurement process.

Finance

San Gabriel utilizes a DBE to provide audit and tax services including tax return preparation and advisory services. The company's Vice President and Treasurer is aware of the goal to seek to include WMDVBEs in the bid/procurement process.

Highly Technical

San Gabriel utilizes many DBEs to provide technical studies and reports dealing with

- Water resource planning
- Environmental compliance issues
- General civil engineering, and
- Water quality testing

IT product acquisition is another area where San Gabriel utilizes a minority owned business. San Gabriel's IT Manager and Director of Engineering are aware of the goal to seek to include WMDVBEs in the bid/procurement process.



2015 ANNUAL PLAN

10.1.1. Short- mid- and long term goals for the utilization of WMDVBEs

Category	Short Term Goals	Mid Term Goals	Long Term Goals
Minority Owned	11%	13.0%	15%
Women Owned	4.5%	5.0%	5%
Service Disabled Veteran Owned	0.5%	1.0%	1.5%
Total	16.0%	19.0%	21.5%

10.1.2. Description of WMDVBE program activities

Internal Activities

Participate in the Mentor Protégé Pilot Program (MPPP)

San Gabriel plans to participate in the Mentor Protégé program in 2015.

Establish a plan to sustain diversity spend

Sustaining DBE spend is an area that San Gabriel will begin to focus on for 2015. We will attempt to create an evaluation protocol to monitor and correct issues before they become insurmountable thus insuring a long and prosperous vendor/utility relationship.

Formally document Internal Utility Supplier Diversity Program

San Gabriel plans to finalize and implement a Supplier Diversity Strategic Plan.

External Activities

California Water Association Supported Activities

San Gabriel will continue to work in concert with CWA to support advocacy groups that represent women, minority, service disabled veteran businesses and the LGBT communities. As well, our combined external outreach activities will continue to strategically leverage our resources and manage outreach opportunities by developing:

- a criteria/scorecard for outreach selection and evaluation,
- a collective list of company procurement opportunities and needs,
- a calendar of outreach events, and
- partnerships with certain CBOs for participation on their advisory councils.

Support Community Based Organizations

In conjunction with CWA, San Gabriel will continue to support many community based organizations, chambers and other associations by event sponsorship and participation.

Attend Outreach Events

San Gabriel purchasers understand how important outreach is to our program success. They will be invited and encouraged to participate in outreach and matchmaking events.

10.1.3. Plans for recruiting WMDVBE suppliers where WMDVBE utilization has been low

San Gabriel will continue to seek to identify and recruit WMDVBEs in areas where their utilization is low by supporting events targeted at these areas. Purchasers of these services will be reminded of the importance to attend these events and to make every reasonable effort to retain WMDVBEs when opportunities arise.

10.1.5. Plans for encouraging prime contractors and grantees to engage WMDVBEs

San Gabriel, in connection with CWA, will sponsor two prime contractor meetings, each with the primary goal to educate our prime contractors on ways they can assist us in meeting program goals, and secondly to facilitate relationships between primes and DBEs willing to perform in a subcontractor role.

San Gabriel will attempt one-on-one meetings with our primary, non-diverse construction contractors to emphasize their role in assisting us meet the goals of GO 156.

Procurement documents will be modified to include our commitment to Supplier Diversity and encourage prime contractors to sub-contract to WMDVBEs work done on our behalf.

10.1.6. Plans for complying with WMDVBE program guidelines

Utility Implementation

San Gabriel will finalize its internal Utility Supplier Diversity Program Strategic Plan. It will detail plans to implement an outreach program to inform and recruit WMDVBEs for inclusion in its contracting and procurement opportunities. It will also attempt to include a DBE sustainability plan and plans for a 2nd tier program.

San Gabriel is pleased with our progress towards the utilization of WMDVBEs. Our objective is to continue that growth through these efforts.

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