EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

June 16, 2016

1. Call to Order
Chair Dias called the meeting to order at 9:30 A.M. on Thursday, June 16, 2016, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Roll Call
PRESENT: Thomas Handley, Union Sanitary District; Ralph Johnson, Castro Valley Sanitary District; Ron Dias, Oro Loma Sanitary District; James Prola, City of San Leandro; Marvin Peixoto, City of Hayward

ABSENT: None

OTHERS
PRESENT: Michael Connor East Bay Dischargers Authority
David Stoops East Bay Dischargers Authority
Eric Casher Legal Counsel
Deborah Quinn East Bay Dischargers Authority
Juanita Villasenor East Bay Dischargers Authority
Ray Busch City of Hayward
Paul Eldredge Union Sanitary District
Jennifer Toy Union Sanitary District
Jason Warner Oro Loma Sanitary District (Phone)
Timothy Becker Oro Loma Sanitary District
Roland Williams Castro Valley Sanitary District
Dean Wilson City of San Leandro

3. Public Form
There were no members of the public in attendance at the meeting.

CONSENT CALENDAR

4. Commission Meeting Minutes of May 19, 2016
5. List of Disbursements for May 2016
6. Treasurer’s Report for May 2016

Commissioner Prola moved to approve the Consent Calendar items. The motion was seconded by Commissioner Peixoto and carried unanimously, 5-0 (Handley, Johnson, Prola, Peixoto, Dias; ayes).
7. General Manager's Report
The General Manager discussed the 2015/16 EBDA Balanced Scorecard. The principle categories discussed were: 1) Permit Compliance, 2) Operational Optimization and Resiliency, 3) Infrastructure Stability, and 4) Financial Viability. Over the years, the amount of flow through the EBDA system has declined. Member agencies toxicity limits are in compliance with permit requirements. The use of peristaltic pumps has lowered EBDA's sodium bisulfite use from 1,200 tons to 700 tons, a decrease of about 40%. Electricity use is about 10% of EBDA's budget with OLEPS having the highest kilowatt hours. Staff is collaborating with Union Sanitary District staff to evaluate electric use at the AEPS. David Stoops uses EBDA's Asset Management tool to assess capital projects each year.

8. Report from the Managers Advisory Committee (MAC)
The MAC met with the General Manager on June 15, 2016 and discussed utility strategies and the RRF spending for 2016/17. The MAC also discussed the Senate Bill 163 Wastewater treatment: recycled water. CASA opposes the bill in its current form and suggests it be amended to allow agencies to set goals that are reasonable for individual agencies.

9. Report from the Financial Management Committee
The Finance Committee approved the May list of disbursements and Treasurer's Report at the meeting of June 14, 2016. The Committee reviewed the proposed Asset Management Plan / RRF Schedule for FY 2016/17. Member agencies contribution will remain at $450,000 this coming year. The Committee suggested staff develop a 5-10 year capital plan for future expenditures to improve planning. The Committee recommends full Commission approval of resolutions approving the Fiscal Year 2016/17 RRF spending and issuing a purchase order to Univar USA, Inc. for sodium bisulfite.

Commissioner Handley moved to approve the report from the Financial Management Committee. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0 (Handley, Johnson, Prola, Peixoto, Dias; ayes).

10. Report from the Regulatory Affairs Committee
The Regulatory Affairs Committee met on June 15, 2016 and discussed permit compliance. The General Manager discussed a San Francisco Chronicle article on sea level rise that showed the importance of wetlands strategies for our member agencies. The Committee also reviewed the BACWA study on nutrient upgrade alternatives for its members.

Commissioner Prola moved to approve the report from the Regulatory Affairs Committee. The motion was seconded by Commissioner Handley and carried unanimously, 5-0 (Handley, Johnson, Prola, Peixoto, Dias; ayes).
11. Report from the Operations and Maintenance Committee (O&M)
The Operations and Maintenance Committee met on June 13, 2016, and was updated on EBDA’s performance. Superintendent of O&M David Stoops discussed Asset Management Plan / Renewal and Replacement Fund (RRF) Schedule for Fiscal Year 2016/2017. The major expenditure in the FY 2016/17 schedule is for the HEPS Motor Control Center replacement, which will likely carry over the next two fiscal years. The underground storage tank replacement project will be another priority in this RRF schedule. The SLEPS effluent pumps are scheduled to be inspected and refurbished if necessary and EBDA will continue the force main manhole coating project. The Committee expressed its support of the funding resolutions for the R&R Fund Schedule for FY 2016/17, a purchase order to Univar for $175,000, and Amendment No. 3 to the Brown and Caldwell agreement.

David Stoops will revise the Risk Profile to include labor costs. Commissioner Handley suggested the risk profile be present in two tables in the future: 1) vertical assets (pump stations) and 2) transport system and outfall pipe.

Commissioner Johnson moved to approve the report from the Operations & Maintenance Committee. The motion was seconded by Commissioner Prola and carried unanimously, 5-0 (Handley, Johnson, Prola, Peixoto, Dias; ayes).

The resolution was corrected for the annual contribution of $450,000 to FY 2016/2017. Commissioner Peixoto moved for the approval of the amended resolution for asset management plan spending in fiscal year 2016/17. The motion was seconded by Commissioner Prola and carried unanimously, 5-0.

Ayes: Commissioners Handley, Johnson, Prola, Peixoto, and Chair Dias
Noes: None
Absent: None
Abstain: None

13. Resolution Authorizing the General Manager to Issue a Purchase Order to Univar USA, Inc. for Sodium Bisulfite 25% Solution in FY 2016/2017 in an Amount Not to Exceed $175,000 Without Prior Commission Approval
Commissioner Handley moved for the approval of the resolution authorizing a purchase order to Univar USA, Inc. for fiscal year 2016/17 in the amount of $175,000. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0.

Ayes: Commissioners Handley, Johnson, Prola, Peixoto, and Chair Dias
Noes: None
Absent: None
Abstain: None
14. Resolution Approving Amendment No. 3 to the Engineering Services Agreement with Brown and Caldwell to Provide Engineering Assistance for the Transport System Condition Assessment (Phase 2A) Not to Exceed $110,000 Without Prior Commission Approval

The Committee suggested that the resolution be amended to describe the transport system. Commissioner Peixoto moved for the approval the revised resolution for Amendment No. 3 to the Brown and Caldwell contract in the amount of $110,000. The motion was seconded by Commissioner Prola and carried unanimously, 5-0.

Ayes: Commissioners Handley, Johnson, Prola, Peixoto, and Chair Dias
Noes: None
Absent: None
Abstain: None

15. Report from the Personnel Committee

The Personnel Committee met on June 13, 2016 and discussed staff performance during Fiscal Year 2015/16. The Committee also discussed the General Manager evaluation for the period of July 1, 2015 through June 30, 2016.

Commissioner Prola moved to approve the report from the Personnel Committee. The motion was seconded by Commissioner Johnson and was passed on a vote of 4-0, Commissioner Handley voting no (Johnson, Prola, Peixoto, Dias; ayes).

16. Closed Session

The Commission met in closed session pursuant to Government Code Section 54957(b)(1) to discuss an annual review of the General Manager’s performance and staff compensation.

17. Reconvene to Open Session

No reportable action was taken by the Commission in closed session on staff compensation.

The one reportable action taken in closed session was that the Commission reviewed the performance of the General Manager. The Commission agreed that the General Manager had met the goals set for the General Manager’s performance and accordingly approved a cost-of-living adjustment per the General Manager’s employment contract.

18. Motion to Accept Committee Appointments and Calendar for FY 2016/2017

The Commissioner Prola requested that the Financial Management Committee meet at 10:30 a.m. instead of 8:30 a.m. Tuesday. The Committee members agreed to the adjusted schedule for FY 2016/17.

The motion to accept the Committee appointments and revised calendar for FY 2016/17 was introduced by Commissioner Prola. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0 (Handley, Johnson, Prola, Peixoto, Dias; ayes).
19. Resolution of Appreciation for Roland J. Dias
Commissioner Handley introduced the resolution of appreciation for Commissioner Dias. The motion was seconded by Commissioner Johnson and was adopted by a vote of 4-0, with Chair Dias abstaining.

Ayes: Commissioners Handley, Johnson, Prola, and Peixoto
Noes: None
Absent: None
Abstain: Chair Dias

20. Resolution of Appreciation for Thomas R. Handley
Commissioner Johnson introduced the resolution of appreciation for Commissioner Handley. The motion was seconded by Commissioner Prola and was adopted by a vote of 4-0, with Commissioner Handley abstaining.

Ayes: Commissioners Johnson, Prola, Peixoto, and Chair Dias
Noes: None
Absent: None
Abstain: Commissioner Handley

21. Items from the Commission and Staff
There were no items from the Commission and Staff

22. Adjournment
With no further business, Chairman Dias adjourned the meeting at 11:30 a.m.

Michael S. Connor
General Manager