EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

August 18, 2016

1. Call to Order
Chair Johnson called the meeting to order at 9:30 A.M. on Thursday, August 18, 2016, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Roll Call
PRESENT: Timothy Becker, Oro Loma Sanitary; Marvin Peixoto, City of Hayward; Ralph Johnson, Castro Valley Sanitary District; James Prola, City of San Leandro; Jennifer Toy, Union Sanitary District;

ABSENT: None

OTHERS PRESENT: Michael Connor East Bay Dischargers Authority
Eric Casher Legal Counsel
Juanita Villasenor East Bay Dischargers Authority
Alex Ameri City of Hayward
Paul Eldredge Union 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

5. List of Disbursements for July 2016

Commissioner Peixoto moved to approve the Consent Calendar items. The motion was seconded by Commissioner Becker and carried unanimously, 5-0 (Becker, Peixoto, Prola, Toy, Johnson; ayes).

REGULAR CALENDAR

7. General Manager’s Report
The General Manager advised the Commission of current issues including the outfall inspection, enterococcus levels, PAC at Oro Loma pump station, and an emergency repair of a diesel pump at OLEPS.
8. **Report from the Managers Advisory Committee (MAC)**
The MAC met with the General Manager on August 17, 2016. The MAC discussed in depth the enterococcus issue and developed a multi-agency response. In addition, the group reached agreement on the outfall inspection and discussed the HEPS project.

9. **Report from the Financial Management Committee**
The Finance Committee approved the July list of disbursements and Preliminary Treasurer’s Report at the meeting of August 18, 2016. The Committee reviewed the financial audit schedule for FY 2015/16, the auditor’s field work will take place on September 29-30. The financial statement will be presented to the Commission on November 17, 2016.

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

10. **Report from the Regulatory Affairs Committee**
The Regulatory Affairs Committee met on August 16, 2016 and discussed permit compliance. The General Manager advised the Committee on the status of biosolids reuse in the San Francisco Bay. The Committee also discussed the increasing concentrations of enterococcus in the EBDA transport system. The member agencies have come together to resolve this issue.

Commissioner Becker moved to approve the report from the Regulatory Affairs Committee. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 (Becker, Peixoto, Prola, Toy, Johnson; ayes).

11. **Report from the Operations and Maintenance Committee (O&M)**
The Operations and Maintenance Committee met with the Superintendent of Operations and Maintenance on August 15, 2016 and discussed the status of the EBDA facilities. The variable frequency drive (VFD) project at the Alvarado Effluent Pump Station (AEPS) is complete. The No. 2 and 6 VFDs have been placed in service. The Committee reviewed the technical memorandum for the underground storage tank project provided by Trihydro Corporation.

On August 2, the No. 3 diesel pump at Oro Loma Sanitary District faulted. OLSD maintenance staff found that a hold down bolt had broken. Due to the upcoming wet weather season, it is essential that the diesel pumps are in proper working order. Given the amount of time required to complete the work, an emergency exists that will not permit a delay resulting from a competitive solicitation for bids. Commission action is necessary to respond to the emergency. As a result, staff is asking the Commission to recognize the repair of the No. 3 diesel pump as an emergency and to authorize the procurement of a sole source contract for the emergency repair work.

After establishing through findings that an emergency does in fact exist, Commissioner Prola moved a motion to declare an emergency need for the repair of the No. 3 diesel pump at the Oro Loma Pump Station, which is essential for the upcoming wet weather.
The motion was seconded by Commissioner Peixoto and carried unanimously, 5-0 (Becker, Peixoto, Prola, Toy, Johnson; ayes).

Commissioner Prola then moved a second motion to authorize the procurement of a sole source contract for the emergency repair of the No. 3 diesel pump at the Oro Loma Pump Station in the amount of $130,000. The motion was seconded by Commissioner Becker and carried unanimously, 5-0 (Becker, Peixoto, Prola, Toy, Johnson; ayes).

The General Manager updated the Commission on the status of the Outfall Inspection. Brown and Caldwell will provide a final report of the inspection in the coming month.

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

12. Resolution Authorizing the General Manager to Enter Into a Contract With Trihydro Corporation in the Amount Not to Exceed $39,701 for Construction Design Relating to the Removal and Installation of Above Ground Fuel Storage at the Oro Loma Effluent Pump Station

Commissioner Toy moved for the approval of the resolution authorizing a contract with Trihydro Corporation for the construction design of above ground fuel storage at the Oro Loma Effluent Pump Station in the amount of $39,701. The motion was seconded by Commissioner Becker and carried unanimously, 5-0.

Ayes: Commissioners Becker, Peixoto, Prola, Toy, and Chair Johnson
Noes: None
Absent: None
Abstain: None

13. Resolution Authorizing the General Manager to Enter Into a Contract With Pump Repair Service Company Inc. in the Amount Not to Exceed $23,331 for the Overhaul of the No. 1 Effluent Pump at the San Leandro Effluent Pump Station

Commissioner Prola moved for the approval of the resolution authorizing a contract with Pump Repair Service Company Inc. for the overhaul of the No. 1 Effluent Pump at the San Leandro Pump Station in the amount of $23,331. The motion was seconded by Commissioner Becker and carried unanimously, 5-0.

Ayes: Commissioners Becker, Peixoto, Prola, Toy, and Chair Johnson
Noes: None
Absent: None
Abstain: None

14. Report from the Personnel Committee
The Personnel Committee met with EBDPA staff on August 18, 2016. The Committee reviewed the Personnel Policy Section IV. The revised Personnel Policy will be brought to the full Commission for approval at a future meeting. The Committee recommends
Commission approval of the resolution amending the Authority’s conflict of interest code.

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

15. Resolution Approving Amendments to the Conflict of Interest Code
Commissioner Toy moved for the approval of the resolution approving amendments to the Authority’s conflict of interest code. The motion was seconded by Commissioner Prola and carried unanimously, 5-0.

Ayes: Commissioners Becker, Peixoto, Prola, Toy, and Chair Johnson
Noes: None
Absent: None
Abstain: None

16. Report from the Ad Hoc
The Ad Hoc Committee met with the General Manager on August 17, 2016. The Ad Hoc Committee reviewed a request for proposal scope for an experienced strategic planning consultant. The schedule is as follows: September 12, proposals due; September 22, select consultant. The goal would be to have the selected consultant hold a workshop in November 2016. General Manager Roland Williams will join the Ad Hoc Committee on September 21 to interview the consultants.

Commissioner Becker moved to approve the report from the Ad Hoc Committee. The motion was seconded by Commissioner Peixoto and carried unanimously, 5-0 (Becker, Peixoto, Prola, Toy, Johnson; ayes).

17. Items from the Commission and Staff
Commissioner Becker thanked the Commission for their flexibility with adjusting the September meeting schedule. Commissioner Prola expressed concern for the high enterococcus levels coming through the transport pipe and urges staff to make long term adjustments to process. Roland Williams of Castro Valley Sanitary District advised the Commission of a Little Hoover Commission public hearing on California’s special districts, taking place on August 25, 2016.

18. Adjournment
With no further business, Chairman Johnson adjourned the meeting at 10:35 a.m.

Michael S. Connor
General Manager