EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

July 19, 2018

1. Call to Order
Chair Handley called the meeting to order at 9:30 A.M. on Thursday, July 21, 2018, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Roll Call
PRESENT: Ralph Johnson, Castro Valley Sanitary District; Pauline Russo Cutter, City of San Leandro; Tom Handley, Union Sanitary District; Timothy Becker, Oro Loma Sanitary; Marvin Peixoto, City of Hayward

ABSENT: None

OTHERS PRESENT: Jackie Zipkin East Bay Dischargers Authority
Eric Casher Legal Counsel
Howard Cin East Bay Dischargers Authority
Juanita Villasenor East Bay Dischargers Authority
Maria Buckley East Bay Dischargers Authority
Susan England City of Hayward
Paul Eldredge Union Sanitary District
Roland Williams Castro Valley Sanitary District
Bill Halsted Oro Loma Sanitary District
Justin Jenson City of San Leandro
David Stoops East Bay Dischargers Authority
Michael Connor East Bay Dischargers Authority
Debbie Quinn East Bay Dischargers Authority

3. Public Form
No member of the public requested to address the Commission at the meeting.

CONSENT CALENDAR

4. Commission Meeting Minutes of June 21, 2018
5. List of Disbursements for June 2018
6. Preliminary Treasurer's Report for June 2018

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

REGULAR CALENDAR

7. General Manager's Report
The General Manager noted that a new calendar for the year is being distributed. Changes will be made as needed due to some schedule conflicts.

8. **Report from the Managers Advisory Committee (MAC)**
The MAC met with the General Manager on July 18, 2018. The General Manager stated that the MAC discussed the nutrient Watershed Permit, including a report recently submitted on the cost of nutrient upgrades, as well as BACWA strategies for the next Watershed Permit. The MAC also discussed JPA cost allocation methodology.

9. **Report from the Ad Hoc Committee**
The General Manager stated that the Committee discussed JPA cost allocation methodologies. Information was collected from other joint powers agencies on cost allocation strategies for O&M and capital, and EBDA is generally in line with those agencies surveyed.

10. **Report from the Financial Management Committee**
The Financial Management Committee met with the General Manager on July 17, 2018, and discussed investment strategies in the context of LAIF and CD rates. Staff will explore different investment strategies and make recommendations.

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

11. **Report from the Regulatory Affairs Committee**
The Committee discussed the BACWA Nutrient Reduction Study and the significant potential costs of compliance if stringent nutrient limits were imposed.

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

12. **Report from the Operations & Maintenance Committee**
The O&M Manager reported out on the status of EBDA facilities including the HEPS MCC project, the RRF project list for 2018-19, and construction testing services at HEPS. He recognized Susan England, Engineer for City of Hayward for her contributions on the HEPS project.

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

13. **Resolution Approving the Renewal and Replacement Fund Project List for Fiscal Year 2018/19**
The O&M Manager presented the list of RRF projects for fiscal year 2018/19.
Commissioner Peixoto moved to approve the resolution. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0.

Ayes: Commissioners Johnson, Cutter, Peixoto, Becker, and Chair Handley
Noes: None
Absent: None
Abstain: None

14. **Resolution Authorizing the General Manager to Issue a Purchase Order to MRC Global in the Amount of $30,946 for the New Discharge Valve Actuators and Gear Drives on the No. 1 & 4 Effluent Pumps at the Oro Loma Effluent Pump Station**

The O&M Manager presented information pertaining to the actuators and gear drives. The purchase order will include on-site field service.

Commissioner Cutter moved to approve the resolution. The motion was seconded by Commissioner Becker, and approved unanimously, 5-0.

Ayes: Commissioners Johnson, Cutter, Peixoto, Becker, and Chair Handley
Noes: None
Absent: None
Abstain: None

15. **Resolution Authorizing the General Manager to Issue Amendment No. 1 to the Contract with Construction Testing Services, Inc. dated October 30, 2017, in the Amount of $12,600 for Inspection and Testing Services for the Hayward Effluent Pump Station Motor Control Center Replacement Project for a Total not to Exceed amount of $17,091**

The O&M Manager presented information regarding the contract with Construction Testing Services for the Hayward Effluent Pump Station MCC Project.

Commissioner Becker moved to approve the resolution. The motion was seconded by Commissioner Johnson, and approved unanimously, 5-0.

Ayes: Commissioners Johnson, Cutter, Peixoto, Becker, and Chair Handley
Noes: None
Absent: None
Abstain: None

16. **Report From the Personnel Committee**

The General Manager reported that the Personnel Committee is doing a review of the Personnel Policy. Legal firm Meyers Nave reviewed the current Policy for best practices. It was suggested to remove compensation items from the Personnel Policy because they are included in the Compensation Plan, which is reviewed and adopted annually. The Committee also reviewed leave and time-in-step surveys from member and other agencies. The next step is to talk to a tax attorney regarding cash in lieu of health benefits, as well as vacation sell-back approaches.
Commissioner Cutter moved to approve the report from the Personnel Committee. The motion was seconded by Commissioner Becker and carried unanimously, 5-0 (Johnson, Cutter, Becker, Peixoto, Handley; ayes).

17. Resolution of Appreciation for Michael S. Connor
Chair Handley presented the resolution of Appreciation to Michael Connor. The Commission offered their thanks and best wishes to Mr. Connor, who thanked the Commission and praised the quality of EBDA staff and thanked them for their dedication.

Commissioner Cutter moved to approve the resolution. The motion was seconded by Commissioner Becker, and approved, 5-0.

Ayes: Commissioners Johnson, Cutter, Becker, Peixoto and Chair Handley.
Noes: None
Absent: None
Abstain: None

18. Items From the Commission and Staff
The Commissioners re-iterated their appreciation for Michael Connor's service.

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

Jacqueline Zipkin
General Manager