EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

August 16, 2018

1. Call to Order
Chair Handley called the meeting to order at 9:30 A.M. on Thursday, August 16, 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
Maria Buckley East Bay Dischargers Authority
Alex Ameri City of Hayward
Paul Eldredge Union Sanitary District
Roland Williams Castro Valley Sanitary District
Jason Warner Oro Loma Sanitary District
Justin Jenson City of San Leandro
Dan Walters Oro Loma Sanitary District
Fred Simon Resident

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

CONSENT CALENDAR

4. Commission Meeting Minutes of July 19, 2018
5. List of Disbursements for July 2018
6. Treasurer's Report for July 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 she attended the CASA conference along with Commissioners Becker and Johnson and Chair Handley. There was a lapse in EBDA's
membership due to the fee structure. The General Manager thanked the Commission for their support in re-engaging EBDA in CASA.

8. **Report from the Managers Advisory Committee (MAC)**
The MAC met with the General Manager on August 15, 2018. The General Manager stated that the MAC discussed the key tenets for the next nutrients watershed permit and the position EBDA will take in negotiating permit terms as part of BACWA.

9. **Report from the Financial Management Committee**
The Financial Management Committee met with the General Manager on August 15, 2018, and discussed the upcoming financial audit in October and subsequent report-out scheduled for November. The General Manager also explained that LAVWMA has paid off their EBDA buy-in loan and that final one-time payments related to the payoff will be remitted to the member agencies soon. The General Manager noted a correction to one of the tables in the budget that outlines expected fees for each member agency.

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).

10. **Report from the Regulatory Affairs Committee**
In addition to nutrients, the Committee discussed agency wetlands projects and the Water Board’s process to revise its Wetlands Policy.

Commissioner Cutter 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).

11. **Report from the Operations & Maintenance Committee**
The O&M Manager reported out on the status of EBDA facilities including the HEPS MCC project, the AEPS Pump Cavitation project, and the SCADA Upgrade. He answered questions regarding the status of electrical subcontractors on the HEPS MCC project. The Commission expressed appreciation for the graphics included in the packet.

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

12. **Resolution Authorizing the General Manager to Enter Into a Contract with GHD in the amount of $45,010 for Asset Advisory Services**
The General Manager explained that the Asset Management Plan is due for a comprehensive review, which will likely consist of two phases – Phase 1 to review and update the existing plan and documentation, and Phase 2 to make it more dynamic and provide recommendations and strategic enhancements. The resolution is for Phase 1.
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

13. Resolution Authorizing the General Manager to Issue a Purchase Order to Calcon Systems, Inc. in the Amount not to Exceed $42,720 for the Professional Services Required to Implement the SCADA System and PLC Upgrade for the Hayward Effluent Pump Station Motor Control Center Replacement Project
The O&M Manager presented information pertaining to the Calcon scope for HEPS and MCCReplacement projects. There was also a discussion regarding backups to the SCADA system.

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

14. Resolution Allowing the Administrative Assistant to Run Negative Sick and Vacation Leave Balances
The General Manager explained that the Administrative Assistant’s leave balances will soon be exhausted. Due to EBDA’s small size, the agency does not have a leave donation program as in larger organizations. This negative balance approach provides an alternative means for the Administrative Assistant to continue working part time while undergoing medical treatment. The Administrative Assistant will begin accruing sick leave and vacation balances once she is back to work full time. The General Manager mentioned that the topic is a case by case evaluation and clarified that this item will apply to the current fiscal year.

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

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

15. Resolution Establishing Policy for Committee Alternates
The General Manager explained that due to busy schedules, it would be beneficial to have standing Committee Alternates to ensure back-up attendance in the event of a
schedule conflict, as suggested by Chair Handley. The Chair has historically been the automatic alternate for committees. If the alternate cannot attend, attendance will default to the Chair. A form for preferences will be routed to the Commissioners. The alternate schedule will begin with the October meetings. In subsequent years, the alternate will be part of the Committee selection process.

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

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

16. **Items From the Commission and Staff**
Commissioner Becker noted that the calculation of dues will be discussed at an upcoming CASA Board Meeting. Chair Handley mentioned that he will take the tour of the EBDA facilities on Monday, August 20th, and invited the meeting participants to attend.

17. **Adjournment**
With no further business, Chairman Handley adjourned the meeting at 10:06 a.m.

Jacqueline Zipkin
General Manager