EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

November 15, 2018

1. Call to Order
Chair Cutter called the meeting to order at 9:30 A.M. on Thursday, November 15, 2018, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Pledge of Allegiance

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

ABSENT: Chairman Handley

OTHERS
PRESENT: Jackie Zipkin East Bay Dischargers Authority
Eric Casher Legal Counsel
Howard Cin East Bay Dischargers Authority
Juanita Villasenor East Bay Dischargers Authority
Deborah Quinn East Bay Dischargers Authority
Maria Buckley East Bay Dischargers Authority
Alex Ameri City of Hayward
Paul Eldredge Union Sanitary District
Jason Warner Oro Loma Sanitary District
Roland Williams Castro Valley Sanitary District
Justin Jenson City of San Leandro
Dan Walters Oro Loma Sanitary District
David Alvey Maze & Associates

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

CONSENT CALENDAR

5. Commission Meeting Minutes of October 18, 2018
6. List of Disbursements for October 2018
7. Treasurer’s Report for October 2018
8. Final Adjusted Treasurer’s Reports for June – September 2018
Commissioner Becker moved to approve the Consent Calendar items. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0 (Johnson, Cutter, Toy, Becker, Peixoto; ayes).

REGULAR CALENDAR

9. General Manager's Report
The General Manager noted that this is the first pledge of allegiance recited by EBDA at the request of the Commission, and it will continue going forward. She then deferred to David Alvey of audit firm Maze and Associates, who gave a presentation on the financial statements (see item 12 below).

10. Report from the Managers Advisory Committee (MAC)
The MAC met with the General Manager on November 14, 2018. The General Manager reported that the MAC discussed the Asset Management Plan Update Project, soliciting input from the Managers, along with consultant GHD. A key issue is to make sure we get costs right, including assumptions on replacement and labor costs. The MAC also discussed renewal strategy. The updated asset management model will allow for sensitivity analysis and prioritization. Field condition assessments will be conducted at the end of November. The first draft report from GHD will be available at the end of January.

11. Report from the Financial Management Committee
The Financial Management Committee met with the General Manager on November 14, 2018 to discuss the financial audit, Treasurer's reports, and first quarter expenses and variances. EBDA is 25% under budget at this point, mainly due to dry weather, several special studies not initiated yet, and the recently-received Regional Monitoring Program invoice not included in the first quarter. Staff also updated authorized signers documentation.

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, Toy, Cutter, Becker, Peixoto; ayes).

12. Motion to Accept the Audited Financial Statements for Fiscal Year Ended June 30, 2018
David Alvey of Maze and Associates presented the financial statements, including explanations of internal control testing and a review of the new GASB Statement 75, which deals with OPEB liability presentation on the financial statements. EBDA has a clean, unmodified audit opinion for Fiscal Year ended June 30, 2018. Mr. Alvey also noted that there were no findings in the Memorandum on Internal Controls and praised EBDA for its separation of duties, particularly given the small size of the agency. Mr. Alvey answered questions from the Commission regarding pension and OPEB funding percentages. The Commission commended staff for their efforts in a successful audit.

Commissioner Peixoto moved to accept the audited financial statements for Fiscal Year June 30, 2018. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 (Johnson, Toy, Cutter, Becker, Peixoto; ayes).
13. **Report from the Regulatory Affairs Committee**  
The General Manager met with the Regulatory Affairs Committee on November 13, 2018. The GM provided updates on the Nutrients Watershed Permit including assumptions for future load caps, and how to recognize agencies taking early steps to reduce nutrient loads. The BACWA membership will refine its positions in an upcoming meeting. The Committee also discussed a sea level rise guidance document by the Ocean Protection Council and approaches EBDA agencies are considering for using wetlands and horizontal levees for shoreline resilience. The Committee also discussed potential increases in chlorine limits that BACWA is working with the Water Board on. These would have positive financial benefits for EBDA if approved.

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

14. **Report from the Operations & Maintenance Committee**  
The General Manager met with the Operations & Maintenance Committee on November 12, 2018. The O&M Manager provided an update on the HEPS MCC project. The O&M Manager also noted that staff has received the draft Transport System Inspection Report, and conclusions and recommendations were included in the agenda packet. The General Manager talked about the Advanced Quantitative Precipitation Information (AQPI) Project temporary radar site visit, funding, and projected timing. The O&M Manager provided a recap on the status of R&R fund projects. The O&M Committee also discussed a Resolution for facilities electrical evaluation.

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

15. **Resolution Authorizing the General Manager to Issue a Purchase Order to Beecher Engineering, Inc. in the Amount not to Exceed $22,200 for the EBDA Facilities Electrical Evaluation**  
The Operations & Maintenance Committee discussed evaluation of the electrical status at OLEPS, MDF, and San Leandro Effluent Pump Station and updating the report that Beecher Engineering previously completed on the Alvarado Effluent Pump Station, including recommendations on backup power.

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

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

16. **Resolution Establishing Amount of Compensation for Commission Members**  
The Committee agreed to increase the meeting compensation by approximately 2.6% to $240. They also clarified in discussion with legal counsel that according to the Health and
Safety Code, which applies to EBDA, the compensation is per day, not per meeting. In EBDA's JPA document, there is a limit of four meetings per month, but it can be changed to six meetings by resolution. The Commission agreed to not change the maximum meetings per month at this time.

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

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

17. **Resolution of Appreciation for Tim Becker**
Chair Cutter read the Resolution of Appreciation for Commissioner Becker and presented him with a plaque and memento.

Commissioner Johnson moved to approve the resolution. The motion was seconded by Commissioner Toy, and approved, 4-0.

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

18. **Resolution of Appreciation for Marvin Peixoto**
Chair Cutter read the Resolution of Appreciation for Commissioner Peixoto and presented him with a plaque and memento.

Commissioner Toy moved to approve the resolution. The motion was seconded by Commissioner Johnson, and approved, 4-0.

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

The Commissioners expressed appreciation to the outgoing Commissioners.

19. **Items From the Commission and Staff**
None.

20. **Adjournment**
With no further business, Chair Cutter adjourned the meeting at 10:49 a.m.

Jaci Zipkin
General Manager