EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

January 17, 2019

1. Call to Order
Chair Handley called the meeting to order at 9:35 A.M. on Thursday, January 17, 2019, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Pledge of Allegiance

3. Roll Call
PRESENT: Al Mendall, City of Hayward; Pauline Russo Cutter, City of San Leandro; Thomas Handley, Union Sanitary District; Dan Walters, Oro Loma Sanitary District; Ralph Johnson, Castro Valley Sanitary District
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
                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

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

CONSSENT CALENDAR

5. Commission Meeting Minutes of December 20, 2018
6. List of Disbursements for December 2018
7. Treasurer’s Report for December 2018

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

REGULAR CALENDAR

8. General Manager’s Report
The General Manager (GM) reminded the Commissioners of the JPA workshop the following day at USD offices, and that it is a public meeting. Next month (February) marks
the 45th anniversary of the JPA. Bruce Wolfe, recently retired from the Regional Water Board, will provide historical information at the next Commission meeting. The Commission would like to record Mr. Wolfe’s presentation. There was a suggestion to invite alternates to the meeting. There was a request to discuss changing the time of the regular EBDA Commission meetings to later in the day due to scheduling conflicts. A request is to make the change sooner than July 1st. Staff will coordinate with the Commissioners to come up with a time suitable for everyone.

9. Report from the Managers Advisory Committee (MAC)
The MAC met with the GM on January 16, 2019. The MAC discussed EBDA’s participation in a technology advisory group organized by Isle Technologies, which evaluates new and emerging technologies for the wastewater sector. The MAC recommended that EBDA try it for one year, providing feedback to the Commission. The cost is $20,000 per year and will come under the Special Studies budget. The GM will bring a resolution to the Commission for consideration.

10. Report from the Financial Management Committee
The Financial Management Committee met with the GM on January 16, 2019. There was a presentation from PFM Asset Management on investment policy and strategy. Building on the feedback from PFM, the Committee’s recommendation is to keep things simple by continuing to invest in LAIF and CDs. Staff will evaluate the best option for reinvesting maturing CDs, using stated guidelines that will be presented to the Commission for consideration. Staff will also bring text updates to the policy to the Commission, to bring it up to date with the Government Code. The Committee reviewed the list of disbursements and Treasurer’s report.

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

11. Report from the Regulatory Affairs Committee
The Regulatory Affairs Committee met with the GM on January 15, 2019. The GM provided an update on the Nutrients Watershed Permit. There is now a draft regional permit. There will be one more informal draft in February before the permit is officially released for public comment. It does not currently contain any effluent limits, but there are targets for 2024, based on current performance of nutrient loads and projected growth. BACWA will contribute about $500,000 to a new regional study of nature-based solutions to nutrients. Bruce Wolfe’s successor will be Mike Montgomery from the EPA.

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

12. Resolution Authorizing the General Manager to Issue a Purchase Order for Calendar Year 2019 to Azyura in the Amount not to Exceed $21,300 for Waterbits Licensing and Reporting Services
The Regulatory Affairs Committee recommended approval of the P.O. for Azyura, the company that manages EBDA’s NPDES data. Azyura utilizes their tools for evaluation,
developing questions for staff, and catching anomalies and errors. Commissioner Mendall suggested a correction to the resolution for clarity, which staff will make.

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

Ayes: Commissioners Mendall, Cutter, Walters, Johnson, and Chair Handley
Noes: None
Absent: None
Abstain: None

13. Report from the Operations & Maintenance Committee
The Operations & Maintenance Committee met with the O&M Manager on January 14, 2019. The O&M Manager acknowledged USD staff for their work on the AEPS Pump No. 2 rebuild. The HEPS MCC project is still on hold pending approval from PG&E. PG&E has stated that documents will be ready by the end of January. He explained the Wet Weather SOP document. He also discussed the Transport System Inspection and potential costs, and answered questions regarding frequency. The Asset Management draft report/update should be available in a couple of weeks. He also noted that the EBDA system performed well during the wet weather event the previous night. Finally, he reviewed the status of the RRF at mid-year.

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

14. Report from the Personnel Committee
The Personnel Committee met with the GM on January 15, 2019. The GM explained that they reviewed and recommended revisions to the 2018/2019 Compensation Plan, including adding Flexible Spending Accounts and also improved life insurance, which covers up to the employee’s salary. EBDA will tie in with the City of Hayward’s life insurance since they are already handling EBDA’s dental and vision benefits. The cost of benefits will increase slightly, but the benefits will also increase compared to current levels. A document formalizing the Section 125 cafeteria plan is forthcoming.

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

15. Resolution Approving Revisions to the Authority’s FY 2018/2019 Compensation Plan
The Commission discussed the plan changes and received clarification regarding the Flexible Spending and Life Insurance additions.

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

Ayes: Commissioners Mendall, Cutter, Walters, Johnson, and Chair Handley
Noes: None
Absent: None
Abstain: None

16. **Items From the Commission and Staff**
The O&M Manager mentioned that he will update the Wet Weather SOP to reduce the OLEPS lag diesel pump start level during the first storm of the year to allow for outfall flushing. Commissioner Cutter shared information from a recent BAAQMD retreat she attended regarding generator use, fees, and focus on the greater good.

17. **Adjournment**
With no further business, Chair Handley adjourned the meeting at 10:30 a.m.

Jacqueline Zipkin
General Manager