EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

February 21, 2019

1. Call to Order
Chair Handley called the meeting to order at 9:35 A.M. on Thursday, February 21, 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
           Deborah Quinn  East Bay Dischargers Authority
           Alex Ameri  City of Hayward
           Paul Eldredge  Union Sanitary District
           Roland Williams  Castro Valley Sanitary District
           Justin Jenson  City of San Leandro
           Shelia Young  Oro Loma Sanitary District
           Dan McIntyre  Dublin San Ramon Services District
           Jeff Carson  Dublin San Ramon Services District
           Bruce Wolfe  SF Bay Regional Water Quality Control Board (ret.)
           Chuck Weir  Livermore-Amador Valley Water Management Agency
           Tim Becker  Member of the Public
           Anna Wilewski-Turon  Member of the Public
           Jan Winn  Member of the Public

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

CONSENT CALENDAR

5. Commission Meeting Minutes of January 17, 2019
6. Commission Workshop Minutes of January 18, 2019
7. List of Disbursements for January 2019
8. Treasurer’s Report for January 2019
Commissioner Cutter moved to approve the Consent Calendar items. The motion was seconded by Commissioner Walters and carried unanimously, 5-0 (Mendall, Cutter, Walters, Johnson, Handley; ayes).

**REGULAR CALENDAR**

9. **General Manager’s Report**
The General Manager (GM) stated that staff is happy to set up a system tour for Commission members, their alternates, and other members of the Member Agencies’ Boards and Councils to give them a broad understanding of the EBDA system, since they will be voting on the JPA. Commissioner Cutter said that San Leandro can donate a van if needed. Staff will reach out to the Member Agencies to identify suitable dates.

10. **Report from the Managers Advisory Committee (MAC)**
The MAC met with the GM on February 20, 2019. The MAC discussed the force main inspection and seismic vulnerability review including liquefaction. Staff will proceed with the liquefaction task and bring the remainder of the Seismic Reliability Plan Study to the Commission for consideration in March. Commissioner Mendall requested that, to the extent possible, staff include ranges of the likelihood of different types of breaks over the 20-year period in the cost-effectiveness assessment. Additional inspections of the 96” force main will be deferred since they are not critical to the JPA negotiation and representative sections have already been inspected. The MAC also discussed the JPA Term Sheet, and a draft for consideration will be presented at the March 7th JPA workshop.

11. **Report from the Financial Management Committee**
The Financial Management Committee met with the GM on February 20, 2019. They discussed the OPEB policy and presented questions for Committee direction. The Committee recommended paying 80% of the unfunded liability ($667K), then pay-as-you-go with the new JPA going forward. They recommended a similar approach with the pension unfunded liability. The pension liability is currently 81% funded, and the Committee recommended getting to near full funding prior to the cost allocation changes in the new JPA. The amounts for paying down the unfunded liability will be included in staff’s draft budget for next fiscal year. The Committee also discussed the draft Investment Strategy, making one change, to remove Mutual Funds from the wording. Commissioner Cutter requested that the Strategy also note that in considering two equal investments, EBDA would avoid investments related to fossil fuel companies. The Committee reviewed the list of disbursements, annual State Controller’s Annual Report, and recommended approving the resolution appointing alternates for check signing on the checking account.

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

12. **Resolution Appointing Alternate Authorized Signers on the Authority’s Checking Account**
The Financial Management Committee recommended approval for having alternate signers on the checking account since there has been a change in Commission members and in case of emergency. Commissioners Johnson and Walters will act as alternate signers.

Commissioner Cutter moved to approve the resolution appointing alternate signers on the checking account. The motion was seconded by Commissioner Johnson, and approved unanimously, 5-0.

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

13. Report from the Regulatory Affairs Committee
The Regulatory Affairs Committee met with the GM on February 19, 2019. The Committee discussed the Nutrients Watershed Permit and the NPDES Annual Report.

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

14. Report from the Operations & Maintenance Committee
The Operations & Maintenance Committee met with the GM on February 19, 2019. The O&M Manager informed the Commission that EBDA’s SCADA Historian data was hacked and encrypted. A backup of the data is still intact. EBDA will piggyback on Oro Loma’s SCADA security assessment project and is also pursuing near-term opportunities to improve security. Backups will be performed on stand-alone hard drives on a regular basis. The O&M Manager provided an update on the HEPS MCC project and an update regarding wet weather. Staff will provide the Commission with a monthly update on recycled water production at Skywest going forward. EBDA received the Asset Management tool from GHD including associated costs and rehabilitation schedule, and is currently reviewing it. Staff will bring back a rollup of projected rehabilitation costs over 10-20 years. The tool can cover up to 100 years. The GM provided an update on the Advanced Quantitative Precipitation Information project (AQPI), which will be planned for next wet season. An agreement will be brought to the Commission in the Spring including shared costs.

Commissioner Cutter 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).

15. Resolution Authorizing the General Manager to enter into an Agreement with Kermani Consulting Group in the Amount not to Exceed $50,000 for Disaster Cost Recovery Planning Services
The Operations & Maintenance Committee recommends authorization for the GM to enter into an agreement with Kermani Consulting Group in the amount not to exceed $50,000 for Disaster Cost Recovery Planning Services for assistance in preparing to
recover costs from FEMA and other agencies the event of a natural disaster. The scope includes training (including Member Agency staff), policies, and other documentation, as well as flexibility for the Member agencies to contract with Kermani Consulting Group.

Commissioner Cutter moved to approve the resolution authorizing the GM to enter into an agreement with Kermani Consulting for Disaster Cost Recovery Planning Services. The motion was seconded by Commissioner Johnson, and approved unanimously, 5-0.

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

16. Resolution Authorizing the General Manager to Issue a Purchase Order to Isle Inc. in the Amount not to Exceed $20,000 for the Western Technology Approval Group (TAG) Membership
TAG membership provides a vehicle for sharing new and emerging technology related to the Wastewater industry. If approved, representatives from Isle Inc. will meet with the MAC and perform a needs assessment. Staff will check in with the MAC during the year to see if we are getting value from the membership. The Commission would like a summary at the end of the one-year membership.

Commissioner Mendall moved to approve the resolution. 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

17. Report from the Personnel Committee
The Personnel Committee met with the GM on February 20, 2019. The Committee discussed budget assumptions for wages and benefits.

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).

18. Closed Session
The Commission met in closed session to discuss the General Manager’s performance evaluation.

19. Reconvene Open Session / Report from Closed Session
The GM received a satisfactory performance evaluation, including a 5% salary increase to $18,708 per month.

20. Regular Commission Meeting Time Discussion
The Commission briefly discussed a possible future meeting time for the regular Commission meetings. Having no consensus, the Commission decided to bring the topic back next month (March).

21. Items From the Commission and Staff
None

22. EBDA 45th Anniversary: Historical Perspective
Guest speaker Bruce Wolfe, retired Executive Officer of San Francisco Bay Regional Water Quality Control Board, gave a presentation on the history of EBDA, which was well received and appreciated by attendees.

23. Adjournment
With no further business, Chair Handley adjourned the meeting at 11:45 a.m.

Jacqueline Zipkin
General Manager