EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

September 18, 2014

1. Call to Order
Chair Handley called the meeting to order at 9:30 A.M. on Thursday, September 18, 2014, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Roll Call
PRESENT: Marvin Peixoto, City of Hayward; Ron Dias, Oro Loma Sanitary District; Jim Prola, City of San Leandro; Ralph Johnson, Castro Valley Sanitary District; Thomas Handley, Union Sanitary District

ABSENT: None

OTHERS PRESENT: Mike Connor East Bay Dischargers Authority
Steve Meyers Legal Counsel
Juanita Villasenor East Bay Dischargers Authority
David Stoops East Bay Dischargers Authority
Rich Currie Union Sanitary District
Paul Eldredge Union Sanitary District
Jason Warner Oro Loma Sanitary District
Dean Wilson City of San Leandro

3. Public Form
There were no members of the public in attendance at the meeting.

CONSENT CALENDAR

5. List of Disbursements for August 2014
6. Preliminary Treasurer’s Report for August 2014

Commissioner Prola moved to approve the consent calendar. The motion was seconded by Commissioner Dias and carried unanimously (Johnson, Prola, Peixoto, Dias, Handley; ayes).

REGULAR CALENDAR

7. General Manager’s Report
The General Manager discussed EBDA’s balanced scorecard report.
- EBDA’s permit compliance was successfully met with a wide margin of safety in most compliance points. The points of most concern were fecal coliform, mercury, acute toxicity, and secondary limits for Total Suspended Solids (TSS)
and Carbonaceous Biochemical Oxygen Demand (CBOD), which we were able to meet by careful pipeline maintenance and effective pre-treatment programs.

- Operations and maintenance is lowering sodium bisulfite use, while meeting permit limits, with the use of peristaltic pumps. Pumping costs have normalized at the pumping stations.
- The asset management program has resulted in more efficient maintenance and repair of EBDA’s assets. This year 17 assets, 2% less than last year, have been classified as high risk and are being addressed in the RRF fund.
- The General Manager’s goal is to come in under budget; since wet weather can affect the budget by 10-15%, the goal is to be at 90% of budget.
- Staff’s usage of sick leave (< 5 days/yr) was used as an indicator of personnel performance. In the last year, staff used almost no sick leave, which is an historical low.

The General Manager believes that the Authority’s challenges in the next year will be watershed nutrients permit, the General Manager transition, and the Joint Powers Agreement (JPA) update.

8. Report from the Managers Advisory Committee (MAC)
Brown and Caldwell presented an inspection plan to the MAC Committee, which will be presented to the O&M Committee in October.

9. Report from the Financial Management Committee
The Finance Committee approved the August List of Disbursements and Treasurer’s Reports. The Committee reviewed the annual California Employers’ Retiree Benefit Trust (CERBT) Fund statement. Since joining the CERBT fund, EBDA’s investments continue to earn income.

Commissioner Peixoto moved to approve the report from the Financial Management Committee. The motion was seconded by Commissioner Dias and carried unanimously (Peixoto, Dias, Prola, Johnson, Handley; ayes).

10. Report from the Regulatory Affairs Committee
Due to changes in the NPDES reporting process, the Discharge Monitoring Report will no longer be included in the agenda packet. The Regulatory Affairs Committee reviewed the Lower South Bay’s permit report on water quality and beneficial uses. The Bay Area Clean Water Agencies (BACWA) will hire a consultant to perform required watershed permit studies for the BACWA agencies.

Commissioner Dias moved to approve the report from the Regulatory Affairs Committee. The motion was seconded by Commissioner Prola and carried unanimously (Peixoto, Dias, Prola, Johnson, Handley; ayes).

11. Report from the Operations and Maintenance Committee
The Committee discussed the AEPS VFD upgrade and the No. 3 effluent pump at the Hayward Effluent Pump Station, which will be completed early October. The Committee recommends issuing a purchase order to Calcon Systems, Inc. (Calcon) for the MDF Programmable Logic Controller Failover Project. The Committee also recommends
entering into a professional services agreement with Calcon for fiscal years 2014/2015, 2015/2016, and 2016/2017.

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

12. Resolution Authorizing the General Manager to Issue a Purchase Order to Calcon Systems, Inc. in the Amount Not to Exceed $39,600 for Completion of the Marina Dechlorination Facility Programmable Logic Control Failover Control System Project
Commissioner Prola introduced the resolution authorizing the General Manager to issue a purchase order to Calcon for the MDF Programmable Logic Control Project. The motion was seconded by Commissioner Johnson and was adopted by a vote of 5 ayes, 0 noes.

Ayes: Commissioners Peixoto, Dias, Prola, Johnson, and Chair Handley
Noes: None
Absent: None
Abstain: None

13. Resolution Authorizing the General Manager to Enter into a Professional Services Agreement with Calcon Systems, Inc. in the Amount not to Exceed $150,000 Per Year for Electrical, Instrumentation, and Emergency Services in Fiscal Year(s) 2014/2015, 2015/2016, and 2016/2017
The Commission approves the resolution authorizing the General Manager to enter into the professional services agreement in accordance with the staff report. The Commissioners will be provided a copy of the contract.

Commissioner Prola introduced the resolution authorizing the General Manager to issue a purchase order to Calcon for electrical, instrumentation, and emergency services in the amount of $150,000 per fiscal year(s) 14/15, 15/16, and 16/17. The motion was seconded by Commissioner Peixoto and was adopted by a vote of 5 ayes, 0 noes.

Ayes: Commissioners Peixoto, Dias, Prola, Johnson, and Chair Handley
Noes: None
Absent: None
Abstain: None

14. Report From the Personnel Committee
The Committee reviewed the General Manager’s spring and summer travel report. As discussed in the General Manager’s report, the Committee also reviewed EBDA’s balanced scorecard. The resolution adjusting the O&M Manager’s retiree medical plan to a defined contribution was withdrawn. The Commission requested further legal advice on the issue. The Committee also discussed the proposed reclassification of the Operations & Maintenance Manager to Deputy General Manager. The Authority will hire a consultant to evaluate the job description to decide if it merits reclassification and will continue the discussion with the Personnel Committee.
15. Resolution to Adjust the Operations and Maintenance Manager’s Retiree Medical Plan from Defined Benefit to Defined Contribution
The General Manager withdrew the resolution from the agenda.

16. Items from the Commission and Staff
Chair Handley announced that this is Rich Currie’s last meeting, as he is retiring. Paul Eldredge is the incoming General Manager. The Commission thanked Rich for his service and wished him well. Rich thanked the Commission and EBDA Staff for their work.

17. Adjournment
With no further business, Chair Handley adjourned the meeting at 10:25 a.m.

Michael S. Connor
General Manager