EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES

November 20, 2014

1. Call to Order
Chair Handley called the meeting to order at 9:30 A.M. on Thursday, November 20, 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; Ralph Johnson, Castro Valley Sanitary District; Jim Prola, City of San Leandro; Thomas Handley, Union Sanitary District

ABSENT: None

OTHERS PRESENT: Mike Connor East Bay Dischargers Authority
Lauren Quint Legal Counsel
Juanita Villasenor East Bay Dischargers Authority
David Stoops East Bay Dischargers Authority
Alex Ameri City of Hayward
Roland Williams Castro Valley Sanitary District
Paul Eldredge Union Sanitary District
Jason Warner Oro Loma Sanitary District
Dean Wilson City of San Leandro
Deborah Quinn East Bay Dischargers Authority
Sheldon Chavan Chavan & Associates, LLP

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

CONSENT CALENDAR

5. List of Disbursements for October 2014
6. Treasurer’s Report for October 2014
7. Final Adjusted Treasurer’s Reports for June, July, August, and September 2014

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

REGULAR CALENDAR
8. **General Manager’s Report**
The General Manager deferred comments to specific agenda items.

9. **Report from the Managers Advisory Committee (MAC)**
The MAC discussed the language changes to the JPA. The MAC also discussed the various opinions of how to handle Ebola in wastewater. The CDC is gathering information to provide guidance to wastewater facilities.

10. **Report from the Financial Management Committee**
The Finance Committee approved the October List of Disbursements and Treasurer’s Reports. The Committee reviewed the first quarter expenses summary. EBDA is on budget. The largest variance was due to the SCC grant expenses, which were reimbursed in the following month.

This is the final year of the Authority’s contract with Chavan & Associates, LLP. EBDA will be preparing a request for proposal for auditors in the coming months for the Commission to review. The Commission suggests including specific criteria, such as knowledge of JPA law and wastewater facilities, in the scope of work for the auditors.

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

11. **Resolution Approving FY 2014/2015 Budget Modification No. 1**
The Finance Committee reviewed a resolution for FY 2014/2015 Budget Modification No. 1. The changes are strictly formatting and presentation of program. There was no impact on budget numbers.

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

12. **Accept the Financial Audit for Fiscal Year Ending June 30, 2014**
The General Manager introduced the Authority’s independent auditor, Sheldon Chavan, who conducted the Authority’s audit. The Auditor worked with EBDA’s Accountant, Deborah Quinn and Administrative Assistant, Juanita Villasenor to complete the audit.

The Auditor advised the Commission of the standards used to complete the audit. Many key internal controls were tested; samples were selected randomly from specific months. The Authority performed very well, as no control deficiencies were found in the audit this year.

In the future, GASB 68 will require the reporting of PERS unfunded liability. This will be included in EBDA’s balance sheet as a long term liability.

Commissioner Prola moved to accept the financial audit for fiscal year ending June 30, 2014. The motion was seconded by Commissioner Dias and carried unanimously (Peixoto, Dias, Johnson, Prola, Handley; ayes).
13. Report from the Regulatory Affairs Committee
The Regulatory Affairs Committee discussed September permit compliance. The Committee discussed nitrogen limits in the new watershed permit. The Committee discussed the future funding of recycled water for cities and special districts.

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

14. Report from the Operations and Maintenance Committee
The Operations and Maintenance Manager, David Stoops presented videos depicting the manhole rehabilitation project and the installation of the refurbished pump at the Hayward Effluent Pump Station. Both projects are part of the Authority's asset management plan, as approved by the Commission.

The Commission was advised of an issue with sodium bisulfite spikes at the Marina Dechlorination Facility. David Stoops worked with Calcon Systems, Inc. to identify the source of the spikes and resolve the issue.

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

15. Report from the Personnel Committee
The Committee discussed amendments to the General Manager's employment agreement. The agreement is for seven months, expiring June 30, 2015. The MAC will review a staffing study and proposal from the O&M Manager on what direction EBDA may take in the absence of the General Manager.

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

16. Resolution Approving Amendments to the General Manager's Employment Agreement
Commissioner Prola moved to approve the resolution approving amendments to the General Manager's employment agreement. The motion was seconded by Commissioner Dias and carried unanimously (Peixoto, Dias, Johnson, Prola, Handley; ayes).

17. Report from the Ad Hoc Committee
The Ad Hoc Committee reviewed cumulative non-controversial Joint Powers Authority (JPA) language changes by legal counsel, Meyers Nave. The Committee suggests incorporating additional changes and recirculating redlined revisions for review.
The Committee reviewed a letter from Castro Valley Sanitary District’s legal counsel and the response from General Counsel. The Commission approves sending the updated red-lined agreement to the member agencies for their approval.

18. **Items from the Commission and Staff**
Commissioner Dias wished everyone a Happy Thanksgiving.

19. **Adjournment**
With no further business, Chair Handley adjourned the meeting at 10:45 a.m.

Michael S. Connor  
General Manager