



*EAST BAY DISCHARGERS AUTHORITY*  
2651 Grant Avenue  
San Lorenzo, CA 94580-1841  
(510) 278-5910  
FAX (510) 278-6547

*A Joint Powers Public Agency*

## **COMMISSION MEETING AGENDA**

**Thursday, June 20, 2019**

**9:30 A.M.**

**Oro Loma Sanitary District  
2655 Grant Avenue, San Lorenzo, CA 94580**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Public Forum**

### **C O N S E N T   C A L E N D A R**

- |               |   |
|---------------|---|
| <b>MOTION</b> | <b>5. Commission Meeting Minutes of May 16, 2019</b>            |
|               | <b>6. List of Disbursements for May 2019 (See Item No. FM4)</b> |
|               | <b>7. Treasurer's Report for May 2019 (See Item No. FM5)</b>    |

### **R E G U L A R   C A L E N D A R**

- |                    |  |
|--------------------|--|
| <b>INFORMATION</b> | <b>8. General Manager's Report</b><br>(The General Manager will report on EBDA issues.)  |
| <b>INFORMATION</b> | <b>9. Report From the Managers Advisory Committee</b><br>(The General Manager will report on the meeting of June 13, 2019.)  |
| <b>MOTION</b>      | <b>10. Report From the Financial Management Committee</b><br>(The General Manager will report on the meeting of June 19, 2019.)  |
| <b>RESOLUTION</b>  | <b>11. Resolution Adopting the Authority's Internal Controls and Fraud Prevention Policy – See Item No. FM6</b><br>(A resolution will be considered to adopt an Internal Controls and Fraud Prevention Policy for the Authority.)  |
| <b>RESOLUTION</b>  | <b>12. Resolution Approving Revisions to the Authority's Reporting Policy – See Item No. FM7</b><br>(A resolution will be considered approving revisions to the Authority's Reporting Policy.)   |
| <b>RESOLUTION</b>  | <b>13. Resolution Authorizing Amendment No. 8 to the Fee Contract By and Between East Bay Dischargers Authority and Meyers Nave, a Professional Law Corporation – See Item No. FM8</b><br>(The Commission will consider a resolution authorizing Amendment No. 8 to the Meyers Nave contract.) |

Agenda Explanation  
East Bay Dischargers Authority  
Commission Agenda  
June 20, 2019

- MOTION 14. Report From the Regulatory Affairs Committee**  
(The General Manager will report on the meeting of June 18, 2019.)
- RESOLUTION 15. Resolution Authorizing the General Manager to Enter Into a Professional Services Agreement With Pacific EcoRisk in the Amount of \$48,000 for Effluent Toxicity Testing in Fiscal Years 2019/2020, 2020/2021, and 2021/2022 – See Item No. RA7**  
(The Commission will consider adoption of a resolution authorizing the GM to contract with Pacific EcoRisk Laboratories to provide toxicity testing for the NPDES permit.)
- RESOLUTION 16. Resolution Accepting the Quotation from Hach and Authorizing the General Manager to Issue a Purchase Order For Software and Support Services in FY 2019/20 in the Amount of \$13,624 – See Item No. RA8**  
(The Committee will consider a resolution authorizing the General Manager to issue a Purchase Order to Hach for laboratory data management software and support services in FY 2019/2020.)
- MOTION 17. Report From the Operations & Maintenance Committee**  
(The General Manager will report on the meeting of June 17, 2019.)
- RESOLUTION 18. Resolution Designating Authorized Representatives for FEMA and State OES Disaster Assistance – See Item No. OM6**  
(The Committee will consider a resolution designating authorized representatives for disaster cost recovery.)
- RESOLUTION 19. Resolution Approving the Renewal and Replacement Fund Project List for Fiscal Year 2019/2020 – See Item No. OM7**  
(The Committee will consider a resolution approving the Renewal and Replacement Fund Project List for FY 2019/2020.)
- RESOLUTION 20. Resolution Authorizing the General Manager to Issue a Purchase Order to Univar USA, Inc. for Sodium Bisulfite 25% Solution in FY 2019/2020 in the Amount of \$250,000 – See Item No. OM8**  
(The Commission will consider a resolution authorizing the General Manager to issue a Purchase Order to Univar USA in the amount of \$250,000 for the purchase of Sodium Bisulfite 25% solution in FY 2019/2020.)
- RESOLUTION 21. Resolution Authorizing the General Manager to Enter Into a Professional Services Agreement With Calcon Systems, Inc. in the Amount of \$450,000 for Electrical, Instrumentation, and Emergency Services in Fiscal Years 2019/2020, 2020/2021, and 2021/2022 – See Item No. OM9**  
(The Committee will consider a resolution authorizing the General Manager to enter into a professional services agreement with Calcon Systems, Inc. for electrical, instrumentation, and emergency services in FY 2019/2020, 2020/2021, and 2021/2022.)
- MOTION 22. Report From the Personnel Committee**  
(The General Manager will report on the meeting of June 19, 2019.)

Agenda Explanation  
East Bay Dischargers Authority  
Commission Agenda  
June 20, 2019

- RESOLUTION 23. Resolution Approving the FY 2019/20 Compensation Plan – See Item No. P7**  
(The Commission will consider a resolution approving the FY 2019/20 Compensation Plan.)
- RESOLUTION 24. Resolution of Appreciation for Thomas Handley**  
(The Commission will consider adoption of a resolution of appreciation for Commission Chair Thomas Handley.)
- INFORMATION 25. Preliminary Committee Appointments for FY19-20**  
(The Commission will review preliminary Committee appointments, which will be formally considered next month.)
- INFORMATION 26. Items From the Commission and Staff**  
(The Commission and staff may address items of general interest.)

**27. Adjournment**

(Any member of the public may address the Commission at the commencement of the meeting on any matter within the jurisdiction of the Commission. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Commission limit their presentation to three minutes. Any member of the public desiring to provide comments to the Commission on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.)

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(In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.)

**The next Commission meeting will be held  
Thursday, July 18, 2019, at 9:30 a.m.**

## GLOSSARY OF ACRONYMS

<b>ACWA</b>	Association of California Water Agencies	<b>DSRSD</b>	Dublin San Ramon Services District
<b>AQPI</b>	Advanced Quantitative Precipitation Information	<b>DTSC</b>	Department of Toxic Substances Control
<b>AEPS</b>	Alvarado Effluent Pump Station	<b>EBDA</b>	East Bay Dischargers Authority
<b>AMP</b>	Asset Management Plan	<b>EIS/EIR</b>	Environmental Impact Statement/Report
<b>ANPRM</b>	Advanced Notice of Proposed Rulemaking	<b>EPA</b>	Environmental Protection Agency
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>FOG</b>	Fats, Oils and Grease
<b>BACC</b>	Bay Area Chemical Consortium	<b>GASB</b>	Government Accounting Standards Board
<b>BACWA</b>	Bay Area Clean Water Agencies	<b>HEPS</b>	Hayward Effluent Pump Station
<b>BCDC</b>	Bay Conservation and Development Commission	<b>JPA</b>	Joint Powers Agreement
<b>BOD</b>	Biochemical Oxygen Demand	<b>LAVWMA</b>	Livermore-Amador Valley Water Management Agency
<b>CARB</b>	California Air Resources Board	<b>LOCC</b>	League of California Cities
<b>CASA</b>	California Association of Sanitation Agencies	<b>MAC</b>	Managers Advisory Committee
<b>CBOD</b>	Carbonaceous Biochemical Oxygen Demand	<b>MCC</b>	Motor Control Center
<b>CDFA</b>	CA Department of Food & Agriculture	<b>MCL</b>	Maximum Contaminant Level
<b>CEC</b>	Compound of Emerging Concern	<b>MDF</b>	Marina Dechlorination Facility
<b>CEQA</b>	California Environmental Quality Act	<b>MG</b>	Million Gallons
<b>CFR</b>	Code of Federal Regulations	<b>MGD</b>	Million Gallons per Day
<b>CMMS</b>	Computerized Maintenance Management System	<b>MMP</b>	Mandatory Minimum Penalty
<b>COH</b>	City of Hayward	<b>MOU</b>	Memorandum of Understanding
<b>CPUC</b>	California Public Utilities Commission	<b>N</b>	Nitrogen
<b>CSL</b>	City of San Leandro	<b>NACWA</b>	National Association of Clean Water Agencies
<b>CTR</b>	California Toxics Rule	<b>NAS</b>	National Academy of Sciences
<b>CVCWA</b>	Central Valley Clean Water Association	<b>NGO</b>	Non-Governmental Organization
<b>CVSAN</b>	Castro Valley Sanitary District	<b>NOX</b>	Nitrogen Oxides
<b>CWA</b>	Clean Water Act	<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>CWEA</b>	CA Water Environment Association	<b>NPS</b>	Non-Point Source
<b>DO</b>	Dissolved Oxygen	<b>NTR</b>	National Toxics Rule
<b>DPR</b>	Department of Pesticide Regulation	<b>O&amp;M</b>	Operations & Maintenance

## GLOSSARY OF ACRONYMS

<b>OLEPS</b>	Oro Loma Effluent Pump Station	<b>SSO</b>	Sanitary Sewer Overflow
<b>OLSD</b>	Oro Loma Sanitary District	<b>SWRCB</b>	State Water Resources Control Board
<b>OMB</b>	Office of Management and Budget	<b>TDS</b>	Total Dissolved Solids
<b>P</b>	Phosphorous	<b>TMDL</b>	Total Maximum Daily Load
<b>PAHs</b>	Polynuclear Aromatic Hydrocarbons	<b>TN</b>	Total Nitrogen
<b>PCBs</b>	Poly Chlorinated Biphenyls	<b>TP</b>	Total Phosphorus
<b>PLC</b>	Programmable Logic Controller	<b>TRC</b>	Total Residual Chlorine
<b>POTW</b>	Publicly Owned Treatment Works	<b>TSO</b>	Time Schedule Order
<b>PPCPs</b>	Pharmaceutical and Personal Care Products	<b>TSS</b>	Total Suspended Solids
<b>QA/QC</b>	Quality Assurance / Quality Control	<b>USD</b>	Union Sanitary District
<b>Region IX</b>	Western Region of EPA (CA, AZ, NV & HI)	<b>UV</b>	Ultraviolet Treatment
<b>ReNUWIt</b>	Re-Inventing the Nation's Urban Water Infrastructure engineering research center	<b>VFD</b>	Variable Frequency Drive
<b>RFP</b>	Request For Proposals	<b>VOCs</b>	Volatile Organic Compounds
<b>RFQ</b>	Request For Qualifications	<b>WAS</b>	Waste Activated Sludge
<b>RMP</b>	Regional Monitoring Program	<b>WDR</b>	Waste Discharge Requirements
<b>RO</b>	Reverse Osmosis	<b>WEF</b>	Water Environment Federation
<b>RWB</b>	Regional Water Board	<b>WET</b>	Whole Effluent Toxicity or Waste Extraction Test
<b>RWQCB</b>	Regional Water Quality Control Board	<b>WIN</b>	Water Infrastructure Network
<b>SBS</b>	Sodium Bisulfite	<b>WLA</b>	Waste Load Allocation (point sources)
<b>SCADA</b>	Supervisory Control and Data Acquisition	<b>WPCF</b>	Water Pollution Control Facility
<b>SCAP</b>	Southern California Alliance of POTWs	<b>WQBEL</b>	Water Quality Based Effluent Limitation
<b>SEP</b>	Supplementary Environmental Project	<b>WQS</b>	Water Quality Standards
<b>SFEI</b>	San Francisco Estuary Institute	<b>WRDA</b>	Water Resource Development Act
<b>SIP</b>	State Implementation Policy (CTR/NTR criteria)	<b>WRF</b>	Water Research Foundation
<b>SLEPS</b>	San Leandro Effluent Pump Station	<b>WWTP</b>	Wastewater Treatment Plant
<b>SRF</b>	State Revolving Fund	<b>WWWIFA</b>	Water and Wastewater Infrastructure Financing Agency
<b>SSMP</b>	Sewer System Management Plan		

## **CONSENT CALENDAR**

Consent calendar items are typically routine in nature and are considered for approval by the Commission with a single action. The Commission may remove items from the Consent Calendar for discussion. Items on the Consent Calendar are deemed to have been read by title. Members of the public who wish to comment on Consent Calendar items may do so during Public Forum.

**Item No. 5 Commission Meeting Minutes of May 16, 2019**

**Item No. 6 List of Disbursements for May 2019 (See Item No. FM4)**

**Item No. 7 Treasurer's Report for May 2019 (See Item No. FM5)**

## **Recommendation**

Approve Consent Calendar Items No. 4, 5, and 6.

**ITEM NO. 5 COMMISSION MEETING MINUTES OF MAY 18, 2018  
EAST BAY DISCHARGERS AUTHORITY  
COMMISSION MEETING MINUTES**

**May 16, 2019**

**1. Call to Order**

Chair Handley called the meeting to order at 9:35 A.M. on Thursday, May 16, 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**

<b>PRESENT:</b>	Jackie Zipkin	East Bay Dischargers Authority
	Maria Buckley	East Bay Dischargers Authority
	Howard Cin	East Bay Dischargers Authority
	John Bakker	Legal Counsel
	Alex Ameri	City of Hayward
	Jan Lee	City of Hayward
	Jason Warner	Oro Loma Sanitary District
	Justin Jenson	City of San Leandro
	Paul Eldredge	Union Sanitary District
	Roland Williams	Castro Valley Sanitary District

**4. Public Forum**

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

**C O N S E N T C A L E N D A R**

**5. Commission Meeting Minutes of April 18, 2019**

**6. Special Meeting Minutes of April 18, 2019 (Facilities Tour)**

**7. List of Disbursements for April 2019**

**8. Treasurer's Report for April 2019**

**9. Third Quarter Expense Summary, FY 2018/2019**

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

**10. General Manager's Report**

The General Manager attended the Bay Planning Coalition Spring Summit where there was a panel discussion on sea level rise. She mentioned that the MAC is beginning to review the draft Asset Management Plan.

## REGULAR CALENDAR

### **11. Report from the Managers Advisory Committee (MAC)**

The MAC discussed the Asset Management Plan Update and the RRF Project List which will come to the Commission next month. The MAC is looking at long-term funding needs. The MAC also discussed JPA next steps.

### **12. Report from the Ad Hoc Committee**

The Ad Hoc Committee discussed two main items, hiring attorneys Hanson Bridgett and the Term Sheet. Hanson Bridgett would provide legal support for the JPA revisions. Regarding scheduling, the Commissioners mentioned that City of San Leandro does not meet in August, nor does City of Hayward. Ad Hoc may need to meet more often in the coming months to talk about language and concepts, which staff will then discuss with the attorneys. Staff is targeting completion of negotiations in August, and the JPA will be adopted by the Member Agencies by the end of the calendar year.

### **13. Resolution Authorizing the General Manager to Enter into an Agreement with Hanson Bridgett, LLP in the Amount not to Exceed \$100,000 for Legal Services Associated with Joint Powers Agreement Renewal**

The General Manager introduced information about Hanson Bridgett, who will assist with legal aspects of the JPA renewal.

Commissioner Mendall moved to approve the resolution authorizing the GM to enter into an agreement with Hanson Bridgett. 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

### **14. Resolution Approving the Term Sheet for Joint Powers Agreement Renewal**

The General Manager presented information about the Term Sheet. The Term Sheet is silent on when the terms begin. The Commission agreed that July 1, 2020 is when the term will begin on all items. The percentages of 65-35 OLSD/CV will be provided to the attorneys with the direction that they be incorporated as appropriate in the JPA.

Commissioner Walters moved the resolution approving the Term Sheet for Joint Powers Agreement Renewal, with the addition that all terms will begin July 1, 2020. 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

**15. Report from the Financial Management Committee**

The Financial Management Committee met with the General Manager on May 15, 2019. The Committee reviewed the List of Disbursements, Treasurer's Report, the third quarter Expense Report, the final Audit Policy, a draft Reporting Policy, and a draft Internal Controls Policy. The General Manager reviewed the third quarter Expense Report and explained that EBDA will be closer to budget after the PG&E credit is cleared up. It is anticipated that EBDA will be under budget overall. The GM complimented Operations Manager Howard Cin and the Member Agencies for looking for ways to save money throughout the year.

The Commission directed staff to use the current amounts on page 50 (OPEB and Pension Funding) of the Agenda Packet as a lump sum (a catch-up payment) and maintain target ratios going forward.

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).

**16. Resolution Adopting the Authority's Audit Policy**

The Financial Management Committee recommended approval of the Audit Policy. The Commission asked if there is flexibility in the language to add an additional year, if necessary, and the response was affirmative.

Commissioner Cutter moved to approve the resolution adopting the Audit Policy. 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

**17. Resolution Establishing the Price of Recycled Water for Skywest Golf Course in FY 2019/20**

The Financial Management Committee recommended approval of the Resolution to establish the price of recycled water at Skywest. The Commission agreed to keep the current rate of \$10,000 per month. Skywest funds will be included in later discussions on a Reserve policy. Staff thanked Skywest staff for making operational changes that have improved efficiency.

Commissioner Cutter moved to approve the resolution establishing the price of recycled water for Skywest Golf Course in FY 2019/20. The motion was seconded by Commissioner Walters, and approved unanimously, 5-0.

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

**18. Resolution Adopting the East Bay Dischargers Authority's Fiscal Year 2019/20 Budget**

Note that this item was discussed after item #19, since item #19 is an item included in the 2019/20 Budget and should be addressed separately before budget approval consideration.

The General Manager reminded the Commission that the budget was first brought to the Commission in March, and there have been only minor changes. There will be a 2% increase over last year's budget, or \$115,030. Major items include increases in NPDES and nutrients fees, Special Studies, and legal fees. The Commission directed staff to remove the final paragraph of the Budget Resolution regarding signing contracts since it conflicts with the JPA document.

Commissioner Mendall moved to approve the resolution adopting EBDA's budget for fiscal year 2019/20. 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

**19. Resolution Approving the Annual Contribution to the Renewal and Replacement Fund for FY 2019/20 in the amount of \$225,000**

The Financial Management Committee recommended approval of the Resolution to approve the annual contribution to the RRF in the amount of \$225,000. The GM noted that the \$400,000 for Seismic Preparedness is a placeholder until more information is received from Brown & Caldwell.

Commissioner Walters moved to approve the Resolution approving the annual contribution to the Renewal and Replacement Fund for FY 2019/20 in the amount of \$225,000. 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

**20. Report from the Regulatory Affairs Committee**

The Regulatory Affairs Committee met with the General Manager on May 14, 2019. The Committee was updated on the status of the Nutrients Watershed Permit, and the Adaptation Atlas. The Permit was adopted May 8<sup>th</sup>. The Commission requested that staff not include the full DMR report in the Agenda, but instead keep the charts and add summary bullets. They requested that in general, where there are "nice" reports, use white paper so that the images are clear.

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).

**21. Report from the Operations & Maintenance Committee**

The Operations & Maintenance Committee met with the General Manager on May 13, 2019. The O&M Manager provided an update on the HEPS MCC Replacement project, reviewing photos of the MCC building installation. He acknowledged OLSD staff for their work on the Skywest Chlorine Contact Tank. He also provided an update on the cyber security assessment of OLSD and EBDA. The Committee also discussed the Seismic Reliability report, completion of the draft Asset Management Plan, and the second training session with the Disaster Cost Recovery consultants.

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).

**22. FY 2019/20 Commission Chair Rotation**

The Commission discussed the recent history of Chair rotation. Commissioner Mendall requested that staff provide a list of past Chairs the next time this item is presented.

Commissioner Mendall moved to approve the rotation of the Commission Chair for FY 2019/20. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0 (Mendall, Cutter, Walters, Johnson, Handley; ayes).

**23. Committee Preference Form for FY 2019/20**

The Commissioners discussed the Preference form and agreed that the topic of Committee alternates should be discussed in Personnel Committee at a later date. The Committee Preference Form provided in the packet on page 140 should be returned with contact information to Juanita, and cc'd to the GM, if returned electronically.

**24. Items From the Commission and Staff**

Commissioner Mendall announced that Alex Ameri has been promoted to Public Works Director. Commissioner Cutter thanked staff for coordinating the tour of the facilities last month.

**25. Adjournment**

With no further business, Chair Handley adjourned the meeting at 10:55 a.m.

Jacqueline Zipkin  
General Manager

**ITEM NO. 8 GENERAL MANAGER'S REPORT**

The General Manager will discuss items of interest concerning EBDA.

**ITEM NO. 9 REPORT FROM THE MANAGERS ADVISORY COMMITTEE**

The Managers Advisory Committee will meet on June 13, 2019, a report will be provided at the meeting.

**MANAGERS ADVISORY COMMITTEE  
AGENDA**

**Thursday, June 13, 2019**

**1:30 P.M.**

**East Bay Dischargers Authority  
2651 Grant Avenue  
San Lorenzo, CA**

- |                     |  |
|---------------------|--|
| <b>Discussion 1</b> | <b>EBDA Staffing Updates</b>   |
| <b>Discussion 2</b> | <b>EBDA Board Package</b> <ul style="list-style-type: none"><li>▪ Finance</li><li>▪ Regulatory</li><li>▪ O&amp;M</li><li>▪ Personnel</li></ul> |
| <b>Discussion 3</b> | <b>PG&amp;E Public Safety Power Shut off Program</b>   |
| <b>Discussion 4</b> | <b>Advanced Quantitative Precipitation Information (AQPI) Program Update</b>   |
| <b>Discussion 5</b> | <b>Asset Management Plan Status Update</b>   |
| <b>Discussion 6</b> | <b>Joint Powers Agreement</b> <ul style="list-style-type: none"><li>▪ Term</li><li>▪ Organization</li><li>▪ Capacity Rights</li></ul>          |
| <b>Discussion 7</b> | <b>EBDA Managers Round Robin</b>   |



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**ITEM NO. 10**

**FINANCIAL MANAGEMENT COMMITTEE  
AGENDA**

**Wednesday, June 19, 2019**

**3:30 P.M.**

**East Bay Dischargers Authority  
2651 Grant Avenue, San Lorenzo, CA 94580**

**Committee Members: Johnson (Chair); Mendall**

**FM1. Call to Order**

**FM2. Roll Call**

**FM3. Public Forum**

**FM4. List of Disbursements for May 2019**

(The Committee will review the List of Disbursements for the month of May 2019.)

**FM5. Treasurer's Report for May 2019**

(The Committee will review the Treasurer's Report for the month of May 2019.)

**FM6. Resolution Adopting the Authority's Internal Controls and Fraud Prevention Policy**

(A resolution will be considered to adopt an Internal Controls and Fraud Prevention Policy for the Authority.)

**FM7. Resolution Approving Revisions to the Authority's Reporting Policy**

(A resolution will be considered approving revisions to the Authority's Reporting Policy.)

**FM8. Resolution Authorizing Amendment No. 8 to the Fee Contract By and Between East Bay Dischargers Authority and Meyers Nave, a Professional Law Corporation**

(A resolution will be considered authorizing Amendment No. 8 to the Meyers Nave contract.)

**FM9. Adjournment**

Agenda Explanation  
East Bay Dischargers Authority  
Financial Management Committee  
June 19, 2019

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**The next Financial Management Committee meeting is scheduled on  
Wednesday, July 17, 2019 at 3:30 p.m.**

**ITEM NO. FM4 LIST OF DISBURSEMENTS FOR MAY 2019**

The itemized List of Disbursements for the month of May 2019 totaled \$866,482.94.

Reviewed and Approved by:

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Ralph Johnson, Chair                      Date  
Financial Management Committee

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Jacqueline T. Zipkin                      Date  
Treasurer

**EAST BAY DISCHARGERS AUTHORITY**  
**Cash Disbursement**  
**May 2019**

**CHECKS (SORTED BY AMOUNT)**

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24219	5/16/2019	11-Apr-19	GSE CONSTRUCTION	HEPS MCC REPLACEMENT PROJECT - APRIL PP #11		603,250.00	603,250.00
24197	5/16/2019	372211	CITY OF SAN LEANDRO	O&M - MARCH		45,948.69	45,948.69
24199	5/16/2019	002453	UNION SANITARY DISTRICT	O&M - MARCH		29,286.56	29,286.56
24241	5/31/2019	002	KERMANI CONSULTING GROUP	DISASTER RECOVERY PLANNING - PP#2 - APRIL		14,699.00	14,699.00
24200	5/16/2019	EBM-WWO-08948	EBMUD LABORATORY SERVICES	LAB SERVICES - FEBRUARY 2018		12,539.80	12,539.80
24238	5/31/2019	SJ941471	UNIVAR	BISULFITE DELIVERY 05/17/19		5,397.11	10,783.05
24238	5/31/2019	SJ939365	UNIVAR	BISULFITE DELIVERY 05/07/19		5,385.94	
24211	5/16/2019	SJ936913	UNIVAR	BISULFITE DELIVERY 04/23/19		5,401.58	10,720.47
24211	5/16/2019	SJ938708	UNIVAR	BISULFITE DELIVERY 04/15/19		5,318.89	
24226	5/31/2019	6147	ORO LOMA SANITARY DISTRICT	O&M - APRIL		10,025.85	10,025.85
24240	5/31/2019	11343763	BROWN & CALDWELL	OUTFALL INSPECTION AND ASSESSMENT - APRIL		9,639.56	9,639.56
24212	5/16/2019	0419-35	BEECHER ENGINEERING INC	EBDA FACILITIES ELECTRICAL EVALUATION PP#5		7,800.00	9,000.00
24212	5/16/2019	0419-33	BEECHER ENGINEERING INC	HEPS MCC REPLACEMENT PROJECT - ESDC PP#35		1,200.00	
24214	5/16/2019	11341576	BROWN & CALDWELL	OUTFALL INSPECTION AND ASSESSMENT - MARCH		8,668.72	8,668.72
24206	5/16/2019	44337	CALCON	OLEPS SERVICE - PMS ON PANELS, ADJUST PLC PROGRAMMING		2,511.37	5,434.29
24206	5/16/2019	44331	CALCON	HEPS SERVICE - SEMI-ANNUAL FLOW AND PRESSURE CALIBRATIONS		592.03	
24206	5/16/2019	44333	CALCON	SLEPS SERVICE - SEMI-ANNUAL FLOW AND PRESSURE CALIBRATIONS		592.03	
24206	5/16/2019	44336	CALCON	MDF SERVICE - SEMI-ANNUAL FLOW AND PRESSURE CALIBRATIONS		592.03	
24206	5/16/2019	44338	CALCON	OLEPS SERVICE - SEMI-ANNUAL FLOW AND PRESSURE CALIBRATIONS		592.03	
24206	5/16/2019	44332	CALCON	OLEPS SERVICE - SCADA UPDATES TO OLEPS NODE		554.80	
24218	5/16/2019	598914	CALTEST	LAB TESTING - NPDES & NUTRIENTS - APRIL		4,758.60	4,758.60
24207	5/16/2019	Jan-19	DEBORAH QUINN	ACCOUNTING SERVICES FOR JANUARY 2019		3,750.00	3,750.00
24221	5/16/2019	ps710 ebda	PAUL COCKRELL PHOTOGRAPHY	PHOTOGRAPHY OF EBDA FACILITIES AND UNLIMITED USAGE RIGHTS		3,606.78	3,606.78
24222	5/16/2019	27498	ERGONOMIC SEATING & PRODUCTS	OFFICE SEATING FOR STAFF		3,436.45	3,436.45
24204	5/16/2019	91671831	BLACKBAUD	ADDITION OF FINANCIAL PURCHASE ORDER MODULE - 1 USER LICENSE		3,364.91	3,364.91
24230	5/31/2019	44335	CALCON	MDF MAIN VAULT MAINT. AND OFFICE ETHERNET RADIO ANTENNA		2,707.71	3,262.51
24230	5/31/2019	44577	CALCON	MDF SERVICE - PUMP MAINTENANCE		554.80	
24232	5/31/2019	Feb-19	DEBORAH QUINN	ACCOUNTING SERVICES FOR FEBRUARY 2019		2,700.00	2,700.00
24229	5/31/2019	91675902	BLACKBAUD	FINANCIAL EDGE TRAINING RENEWAL - FE LEARN MORE		2,415.77	2,415.77
24196	5/16/2019	457-303166	VANTAGEPOINT TRANSFER AGENTS	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDING 05/15/19		2,279.60	2,279.60
24224	5/31/2019	457-303166	VANTAGEPOINT TRANSFER AGENTS	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDING 05/31/19		2,279.60	2,279.60
24220	5/16/2019	007	CURRIE ENGINEERS	HEPS MCC REPLACEMENT PROJECT - APRIL		1,562.50	1,562.50
24198	5/16/2019	52205711	CITY OF HAYWARD	INSURANCE PREMIUMS - MAY 2019		1,497.03	1,497.03
24239	5/31/2019	0519-35	BEECHER ENGINEERING INC	EBDA FACILITIES ELECTRICAL EVALUATION PP#6		800.00	1,190.00
24239	5/31/2019	0519-34	BEECHER ENGINEERING INC	OLEPS ATS		390.00	
24210	5/16/2019	APR STMT APR CHGS	US BANK	PANERA BREAD	233.09	918.08	918.08

**EAST BAY DISCHARGERS AUTHORITY**  
Cash Disbursement  
May 2019

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24210	5/16/2019	APR STMT APR CHGS US BANK		REMOTE DATA BACKUPS	213.00		
24210	5/16/2019	APR STMT APR CHGS US BANK		CA WEF	188.00		
24210	5/16/2019	APR STMT APR CHGS US BANK		BATTERIES PLUS	80.82		
24210	5/16/2019	APR STMT APR CHGS US BANK		INTERMEDIA.NET	77.92		
24210	5/16/2019	APR STMT APR CHGS US BANK		76 GAS	52.69		
24210	5/16/2019	APR STMT MAR CHGS US BANK		SAFEWAY	17.54		
24210	5/16/2019	APR STMT APR CHGS US BANK		LUCKY	14.05		
24210	5/16/2019	APR STMT APR CHGS US BANK		LUCKY	12.38		
24210	5/16/2019	APR STMT APR CHGS US BANK		EAST BAY TIMES	9.95		
24210	5/16/2019	APR STMT APR CHGS US BANK		USPS	8.65		
24210	5/16/2019	APR STMT APR CHGS US BANK		SELECT-A-SPOT PARKING	6.00		
24210	5/16/2019	APR STMT APR CHGS US BANK		LUCKY	3.99		
24205	5/16/2019	1746192-18	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION PREMIUM - MAY 2019		657.75	657.75
24234	5/31/2019	S1908834.001	SAN LEANDRO ELECTRIC SUPPLY	MOTOR STARTER REPLACED ON SKYWEST MIXER #1		438.26	574.58
24234	5/31/2019	S1908834.002	SAN LEANDRO ELECTRIC SUPPLY	SIEMENS AUXILIARY CONTACTOR FOR SKYWEST MIXER #1		136.32	
24208	5/16/2019	9827243664	VERIZON	CELL PHONE, MESSAGING, AND DATA SERVICES - MARCH		191.19	382.38
24208	5/16/2019	9829219808	VERIZON	CELL PHONE, MESSAGING, AND DATA SERVICES - APRIL		191.19	
24202	5/16/2019	5102785910 914 3	AT&T	TELEPHONE SERVICE AT EBDA ADMIN		379.95	379.95
24217	5/16/2019	Apr-19	EVERARDO OROZCO LANDSCAPE MGMT	LANDSCAPE SERVICES - APR		350.00	350.00
24235	5/31/2019	8066	CAYUGA	UPDATES TO REMOTE VPN AND TEAM VIEWER CONNECTIONS; NETWORK SUPPORT		270.00	270.00
24215	5/16/2019	SI094503	WATSON MARLOW	SKYWEST QDOS 30 PH CLAMP & SCREW		145.76	257.54
24215	5/16/2019	SI094585	WATSON MARLOW	SKYWEST CONNECTOR PACK & COMPRESSION FITTINGS		111.78	
24225	5/30/2019	Apr-19	GLAZE, ROBERT	DIRECT DEPOSIT		240.00	240.00
24201	5/16/2019	10110000001	EBMUD	WATER AND SEWER AT MDF FOR 02/21/19-04/23/19		230.97	230.97
24213	5/16/2019	EBD3049	ALPHA ANALYTICAL LABORATORIES	SKYWEST LAB SAMPLES TAKEN APRIL 2019		188.00	188.00
24237	5/31/2019	517208	R-COMPUTER	CISCO ETHERNET WIRELESS ROUTER		166.45	166.45
24228	5/31/2019	510-483-0439 716 6	AT&T	TELEPHONE SERVICE AT MDF 5/20-6/19		166.11	166.11
24203	5/16/2019	510-483-0439 716 6	AT&T	TELEPHONE SERVICE AT MDF 4/20-5/19		165.99	165.99
24236	5/31/2019	2759	TOWN & COUNTRY	JANITORIAL SERVICES - MAY		165.00	165.00
24216	5/16/2019	1038	KRAFTIC	WEBSITE SUPPORT MONTHLY SERVICE - MARCH		75.00	150.00
24216	5/16/2019	1038	KRAFTIC	WEBSITE SUPPORT MONTHLY SERVICE - APRIL		75.00	
24231	5/31/2019	6-555-03725	FEDEX	COMMISSION AGENDAS SHIPPED 5/8/19		100.55	100.55
24227	5/31/2019	44777800001	EBMUD	WATER AND SEWER AT EBDA ADMIN FOR 03/18/19-05/16/19		90.38	90.38
24209	5/16/2019	409523G	R&S OVERHEAD GARAGE DOOR	MULTI-CODE REMOTES FOR MDF		76.83	76.83
24233	5/31/2019	9829969897	VERIZON	MODEM MESSAGING AND DATA SERVICES FOR SCADA 4/11-5/10		22.70	22.70
24223	5/31/2019	Apr-19	JUANITA VILLASENOR	EXPENSE & MILEAGE REIMBURSEMENT - APRIL 2019		20.27	20.27
24195	5/16/2019	Apr-19	JACQUELINE ZIPKIN	EXPENSE & MILEAGE REIMBURSEMENT - APRIL 2019		15.67	15.67
<b>TOTAL CHECK PAYMENTS</b>							<b>811,688.94</b>

**EAST BAY DISCHARGERS AUTHORITY**  
**Cash Disbursement**  
**May 2019**

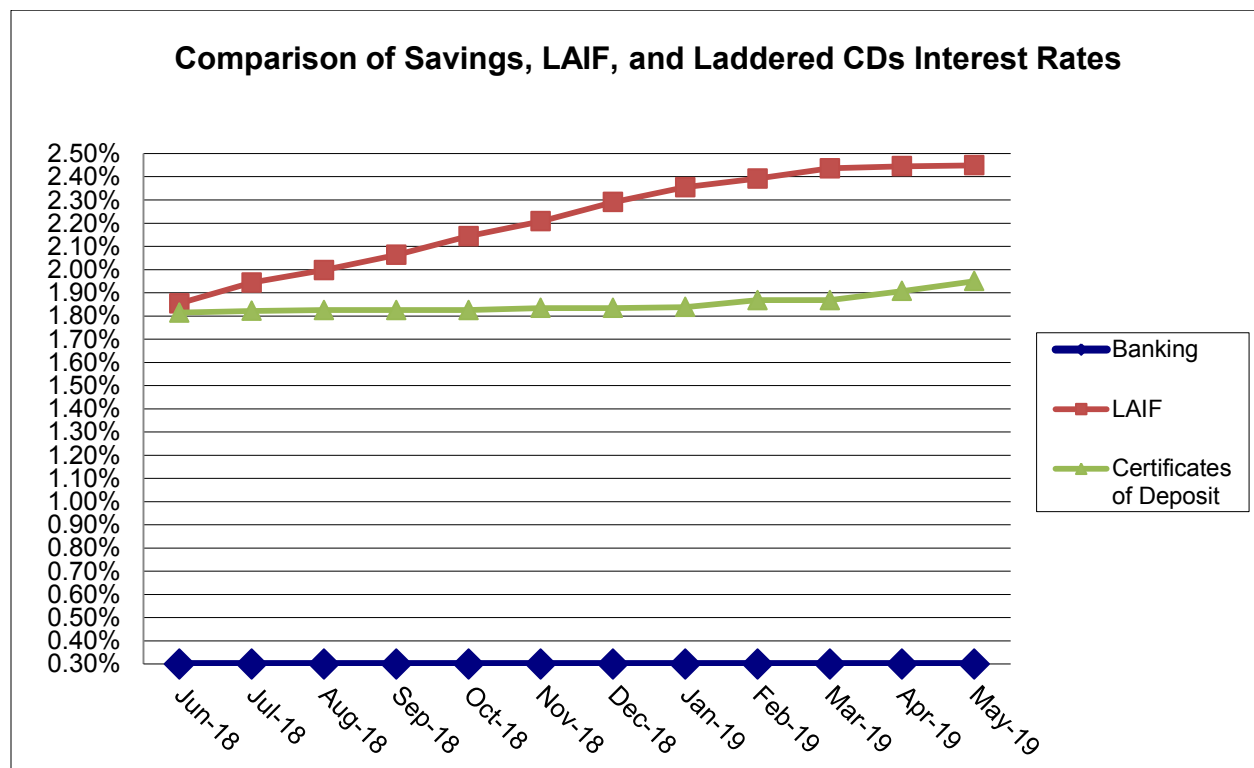
Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
<b>ELECTRONIC PAYMENTS</b>							
	5/6/2019	15646354	PERS HEALTH	HEALTH PREMIUMS - MAY 2019		7,813.96	7,813.96
	5/2/2019	4-2019-2	CALPERS	RETIREMENT CONTRIBUTIONS, PAYROLL PERIOD 04/16/19-04/30/19		3,716.08	3,716.08
	5/16/2019	5-2019-1	CALPERS	RETIREMENT CONTRIBUTIONS, PAYROLL PERIOD 05/01/19-05/15/19		3,716.08	3,716.08
<b>TOTAL ELECTRONIC PAYMENTS</b>							<b>15,246.12</b>
<b>PAYROLL</b>							
	5/15/2019	5/15/2019	PAYROLL	05/01-15/2019		18,301.62	18,301.62
	5/31/2019	5/31/2019	PAYROLL	05/15-31/2019		18,574.94	21,246.26
	5/31/2019	May-19	CUTTER, PAULINE	DIRECT DEPOSIT		480.00	
	5/31/2019	May-19	HANDLEY, TOM	DIRECT DEPOSIT		720.00	
	5/31/2019	May-19	JOHNSON, RALPH	DIRECT DEPOSIT		480.00	
	5/31/2019	May-19	MENDALL, AL	DIRECT DEPOSIT		511.32	
	5/31/2019	May-19	WALTERS, DAN	DIRECT DEPOSIT		480.00	
<b>TOTAL PAYROLL</b>							<b>39,547.88</b>
<b>TOTAL DISBURSEMENTS</b>							<b>866,482.94</b>

**ITEM NO. FM5 TREASURER'S REPORT FOR MAY 2019**

The beginning cash balance on May 1, 2019 was \$5,246,324.02. The ending cash balance on May 31, 2019 was \$4,727,781.29. Total receipts for the month were \$347,940.21 and disbursements were \$866,482.94. EBDA currently has a three-pronged investment approach, as shown in the figure below.

- Current market value of laddered CD investments total \$847,419.88 and the average annual yield is 1.91%.
- EBDA's Local Agency Investment Fund (LAIF) balance remained the same for May 31<sup>st</sup> at \$3,209,546.62. The LAIF interest rate for the period ending May 31, 2019 was 2.449%.
- The Wells Fargo State/Local Government account interest rate for this period was 0.30%.

Staff recommends approval of the Treasurers Report.



NOTE: All investment actions executed since the last report have been made in full compliance with the Investment Policy, and the Authority will meet its expenditure obligations for the next six months.

**EAST BAY DISCHARGERS AUTHORITY  
TREASURER'S REPORT  
MAY 31, 2019**

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,174,234.46	232,932.12	194,839.41	1,212,327.17
13	PLANNING & SPECIAL STUDIES	529,624.30	103,133.19	48,093.88	584,663.61
14	RECLAMATION O & M (SKYWEST)	108,757.18	10,000.00	3,054.01	115,703.17
31	REPLACEMENT	3,421,938.58	1,874.90	620,495.64	2,803,317.84
41	CONSTRUCTION	11,769.50			11,769.50
	TOTALS	5,246,324.02	347,940.21	866,482.94	4,727,781.29

May-19  
6/12/19

## SUPPLEMENTAL TREASURERS REPORT

DATE	TRANSACTION	RECEIPT	DISBURSEMENT REGULAR	DISBURSEMENT PAYROLL	PAYROLL TRANSFER	SAVINGS TRANSFER	LAIF TRANSFER	CD TRANSFER	CD INTEREST & EXPENSES	WELLS FARGO REGULAR CHECKING BALANCE	WELLS FARGO PAYROLL CHECKING BALANCE	WELLS FARGO REGULAR SAVINGS BALANCE	LAIF BALANCE	WELLS FARGO CERTIFICATES OF DEPOSIT	TOTAL CASH
04/30/19	BALANCE									680,029.88	55,734.08	396,599.74	3,209,546.62	904,413.70	5,246,324.02
05/01/19	INTEREST	495.89							495.89	680,029.88	55,734.08	396,599.74	3,209,546.62	904,909.59	5,246,819.91
05/02/19	ELECTRONIC BILL PAY		3,716.08							676,313.80	55,734.08	396,599.74	3,209,546.62	904,909.59	5,243,103.83
05/03/19	INTEREST	334.73							334.73	676,313.80	55,734.08	396,599.74	3,209,546.62	905,244.32	5,243,438.56
05/06/19	ELECTRONIC BILL PAY		7,813.96							668,499.84	55,734.08	396,599.74	3,209,546.62	905,244.32	5,235,624.60
05/10/19	DEPOSIT	100,589.59								769,089.43	55,734.08	396,599.74	3,209,546.62	905,244.32	5,336,214.19
05/13/19	PAYROLL TRANSFER				20,000.00					749,089.43	75,734.08	396,599.74	3,209,546.62	905,244.32	5,336,214.19
05/13/19	DEPOSIT	235,475.72								984,565.15	75,734.08	396,599.74	3,209,546.62	905,244.32	5,571,689.91
05/14/19	PAYROLL			18,301.62						984,565.15	57,432.46	396,599.74	3,209,546.62	905,244.32	5,553,388.29
05/15/19	DEPOSIT	10,000.00								994,565.15	57,432.46	396,599.74	3,209,546.62	905,244.32	5,563,388.29
05/15/19	INTEREST	67.60							67.60	994,565.15	57,432.46	396,599.74	3,209,546.62	905,311.92	5,563,455.89
05/16/19	ELECTRONIC BILL PAY		3,716.08							990,849.07	57,432.46	396,599.74	3,209,546.62	905,311.92	5,559,739.81
05/16/19	DISBURSEMENT		752,877.56							237,971.51	57,432.46	396,599.74	3,209,546.62	905,311.92	4,806,862.25
05/23/19	INTEREST	719.04							719.04	237,971.51	57,432.46	396,599.74	3,209,546.62	906,030.96	4,807,581.29
05/28/19	PAYROLL TRANSFER				20,000.00					217,971.51	77,432.46	396,599.74	3,209,546.62	906,030.96	4,807,581.29
05/30/19	PAYROLL			21,246.26						217,971.51	56,186.20	396,599.74	3,209,546.62	906,030.96	4,786,335.03
05/30/19	INTEREST	156.16							156.16	217,971.51	56,186.20	396,599.74	3,209,546.62	906,187.12	4,786,491.19
05/31/19	DIVIDEND	73.73							73.73	217,971.51	56,186.20	396,599.74	3,209,546.62	906,260.85	4,786,564.92
05/31/19	INTEREST	1.49								217,971.51	56,187.69	396,599.74	3,209,546.62	906,260.85	4,786,566.41
05/31/19	DISBURSEMENT		58,811.38							159,160.13	56,187.69	396,599.74	3,209,546.62	906,260.85	4,727,755.03
05/31/19	INTEREST	10.11								159,160.13	56,187.69	396,609.85	3,209,546.62	906,260.85	4,727,765.14
05/31/19	INTEREST	16.15								159,176.28	56,187.69	396,609.85	3,209,546.62	906,260.85	4,727,781.29
	<b>TOTAL</b>	<b>347,940.21</b>	<b>826,935.06</b>	<b>39,547.88</b>	<b>40,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,847.15</b>						
	<b>CURRENT BALANCE</b>									<b>159,176.28</b>	<b>56,187.69</b>	<b>396,609.85</b>	<b>3,209,546.62</b>	<b>906,260.85</b>	<b>4,727,781.29</b>
	Reconciliation									①	②	③	④	⑤	
①	Per Bank Statement @5/31/19	\$ 218,137.66													
	Less: Outstanding Checks	58,961.38													
		\$ 159,176.28													
②	Per Bank Statement @5/31/19	\$ 56,187.69													
③	Per Bank Statement @5/31/19	\$ 396,609.85													
④	Per LAIF Statement @5/31/19	\$3,209,546.62													
⑤	Per Treasurer's Report @5/31/19	\$ 906,260.85													
	Fair Market Value Increase/Decrease	(4,178.54)													
	Per Investment Statement @5/31/19	\$ 902,082.31													

The Supplemental Treasurer's Report is prepared monthly by the General Manager. It also serves as EBDA's cash and investments reconciliation.

# CD PORTFOLIO

Institution	Description	Purchase Date	Maturity Date	Estimated Annual Yield	Quantity	Current Market Value
ALLY BANK	ALLY BANK CD MIDVALE UT ACT/365 FDIC INSURED CPN 1.200% DUE 08/12/19 DTD 08/11/16 FC 02/11/17	8/11/2016	08/12/2019	1.20%	50,000	49,870.50
ALLY BANK	ALLY BANK CD MIDVALE UT ACT/365 FDIC INSURED CPN 1.350% DUE 11/04/19 DTD 11/03/16 FC 05/03/17	11/3/2016	11/04/2019	1.35%	50,000	49,713.50
ALLY BANK	ALLY BANK CD MIDVALE UT ACT/365 FDIC INSURED CPN 1.600% DUE 12/16/19 DTD 12/15/16 FC 06/15/17	12/15/2016	12/16/2019	1.60%	50,000	49,780.00
<b>ALLY BANK Total</b>						149,364.00
BANK HAPOALIM B M	BANK HAPOALIM B M CD NEW YORK NY ACT/365 FDIC INSURED CPN 1.200% DUE 06/03/19 DTD 06/01/16 FC 12/01/16	6/1/2016	06/03/2019	1.20%	50,000	49,995.50
<b>BANK HAPOALIM B M Total</b>						49,995.50
BARCLAYS BANK	BARCLAYS BANK CD WILMINGTON DE ACT/365 FDIC INSURED CPN 1.950% DUE 09/21/20 DTD 09/20/17 FC 03/20/18 CUSIP 06740KKU0	9/20/2017	9/21/2020	1.96%	50,000	49,667.50
<b>BARCLAYS BANK Total</b>						49,667.50
BARCLAYS BK DELAWARE	BARCLAYS BK DELAWARE CD WILMINGTON DE ACT/365 FDIC INSURED CPN 2.050% DUE 07/16/19 DTD 07/16/14 FC 01/16/15	9/16/2016	07/16/2019	2.05%	50,000	49,978.00
<b>BARCLAYS BK DELAWARE Total</b>						49,978.00
CAPITAL ONE BK USA NA	CAPITAL ONE BK USA NA CD GLEN ALLEN VA ACT/365 FDIC INSURED CPN 1.750% DUE 01/13/20 DTD 01/11/17 FC 07/11/17	1/11/2017	1/13/2020	1.75%	50,000	49,794.00
CAPITAL ONE BK USA NA	CAPITAL ONE BK USA NA CD GLEN ALLEN VA ACT/365 FDIC INSD CPN 2.000% DUE 11/02/20 DTD 11/01/17 FC 05/01/18 CUSIP 1404206A3	11/1/2017	11/2/2020	2.01%	50,000	49,669.50
<b>CAPITAL ONE BK USA NA Total</b>						99,463.50
CITIBANK NA	CITIBANK NA CD SIOUX FALLS SD ACT/365 FDIC INSD CPN 2.900% DUE 05/24/21 DTD 05/23/18 FC 11/23/18 CUSIP 17312QM22	5/23/2018	5/24/2021	2.87%	50,000	50,386.50
<b>CITIBANK NA Total</b>						50,386.50
COMENITY BANK	COMENITY BANK CD WILMINGTON DE ACT/365 JUMBO CD FDIC INSURED CPN 1.900% DUE 8/31/20 DTD 8/30/17 FC 9/30/17 CUSIP 99000PTY2	8/30/2017	8/31/2020	1.91%	100,000	99,065.00
<b>COMENITY BANK Total</b>						99,065.00

# CD PORTFOLIO

Institution	Description	Purchase Date	Maturity Date	Estimated Annual Yield	Quantity	Current Market Value
DISCOVER BANK	DISCOVER BANK CD GREENWOOD DE ACT/365 FDIC INSURED CPN 1.800% DUE 03/02/20 DTD 03/01/17 FC 09/01/17 CUSIP 2546723K2	3/1/2017	3/2/2020	1.80%	50,000	49,762.00
<b>DISCOVER BANK Total</b>						49,762.00
GOLDMAN SACHS BK USA	GOLDMAN SACHS BK USA CD NEW YORK NY ACT/365 FDIC INSURED CPN 1.900% DUE 06/22/20 DTD 06/21/17 FC 12/21/17	6/21/2017	6/22/2020	1.91%	3,000	2,982.63
<b>GOLDMAN SACHS BK USA Total</b>						2,982.63
JP MORGAN CHASE BK NA	JP MORGAN CHASE BK NA CD MULTI STP UP CPN ACT/365 CALLABLE FDIC INSURED CPN 2.000% DUE 06/28/19 DTD 06/28/16 FC 09/28/16 CALL1 09/28/17 @ 100.000	6/28/2016	06/28/2019	2.00%	50,000	49,990.50
<b>JP MORGAN CHASE BK NA Total</b>						49,990.50
KEY BANK NA	KEY BANK NA CD CLEVELAND OH ACT/365 FDIC INSURED CPN 1.750% DUE 04/13/20 DTD 04/12/17 FC 10/12/17	4/12/2017	4/13/2020	1.76%	50,000	49,701.50
<b>KEY BANK NA Total</b>						49,701.50
LAKESIDE BANK	LAKESIDE BANK CD CHICAGO IL ACT/365 FDIC INSURED CPN 1.750% DUE 02/14/20 DTD 07/14/17 FC 08/14/17 CUSIP 51210SNL7	7/12/2017	2/14/2020	1.75%	47,000	46,776.75
<b>LAKESIDE BANK Total</b>						46,776.75
MORGAN STANLEY BK NA	MORGAN STANLEY BK NA CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.500% DUE 02/08/21 DTD 02/08/18 FC 08/08/18 CUSIP 61747MJ93	1/30/2018	2/8/2021	2.49%	50,000	50,011.00
MORGAN STANLEY BK NA	MORGAN STANLEY BK NA CD SALT LAKE CTY UT ACT/365 FDIC INSD CPN 2.800% DUE 04/05/21 DTD 04/05/18 FC 10/05/18 CUSIP 61747MS69	4/5/2018	4/5/2021	2.78%	50,000	50,275.50
<b>MORGAN STANLEY BK NA Total</b>						100,286.50
<b>Grand Total</b>						847,419.88
<b>Average Estimated Annual Yield</b>				1.91%		

**ITEM NO. FM6 RESOLUTION ADOPTING THE AUTHORITY'S INTERNAL CONTROLS AND FRAUD PREVENTION POLICY**

**Recommendation**

Adopt a resolution approving the Authority's Internal Controls and Fraud Prevention Policy.

**Background**

Authority staff is in the process of reviewing and updating the Authority's Financial Management System Policy and Procedure Manual. Each section will become a stand-alone Authority Policy, and procedures will be moved to separate staff documents. As part of this process, staff has also identified gaps in the Authority's policies. Staff recommends that the Authority adopt an Internal Controls and Fraud Prevention Policy going forward.

**Discussion**

For a small organization like the Authority, implementing internal controls to ensure that no one employee has an opportunity to commit fraud is particularly challenging. Nevertheless, the Authority has put into place many measures that protect it from potential exploitation. The Authority has been noted as an example of robust internal controls by auditors.

Though the Authority has long had these practices in place, no formal policy to this effect has been adopted. Instead, elements of the Authority's internal controls were present in various chapters of the Financial Management System Policy and Procedure Manual. As part of the ongoing process to revise and establish financial policies, staff is recommending that the Commission adopt an Internal Controls and Fraud Prevention Policy to formalize these practices.

The Financial Management Committee reviewed a draft of the Internal Controls and Fraud Prevention Policy last month and did not request any changes.

**POLICY NUMBER:** 1.5

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**NAME OF POLICY:** Finance – Internal Controls and Fraud Prevention

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**LAST REVISED:** 6/20/19

**PREVIOUSLY REVISED:** 05/16/13

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**PURPOSE:** The purpose of the Internal Controls Policy is to ensure that EBDA assets, including financial, capital, and intangible, are safeguarded to the best extent possible. While the staff size of the Authority is relatively small, it is important to maintain segregation of duties and other security measures while providing transparency of financial information.

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**POLICY:** It is the policy of the Authority to implement internal financial controls so that assets are protected and incidents of fraud are mitigated.

Adopted controls include:

- Multiple sign-offs on finance-related transactions
- Timely posting of transactions to the general ledger
- Periodic physical inventory (Renewal & Replacement Fund)
- Annual independent financial audit
- Periodic replacement of independent external auditors
- Implement auditor recommendations for internal controls, to the extent possible
- Limited staff access to making banking transactions
- Timely reconciliation of all bank accounts
- Limited staff access to financial system data entry, but full view-access to reports
- Secured check stock
- Individual and guarded system logins and passwords
- Purchasing card spending limits and monthly reconciliation
- Monthly Treasurers Reports to Commission

Internal controls will be implemented with consideration of the cost of implementation.

EAST BAY DISCHARGERS COMMISSION  
EAST BAY DISCHARGERS AUTHORITY  
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 19-18

INTRODUCED BY \_\_\_\_\_

**RESOLUTION ADOPTING THE AUTHORITY'S  
INTERNAL CONTROLS AND FRAUD PREVENTION POLICY**

**WHEREAS**, the East Bay Dischargers Authority (Authority) is a Joint Powers Agency that has the fiduciary responsibility to manage funds and assets on behalf of its member agencies; and

**WHEREAS**, the Authority has a duty to protect the Authority's assets to the maximum extent possible; and

**WHEREAS**, internal financial controls ensure that assets are protected and incidents of fraud are mitigated; and

**WHEREAS**, adoption of an Authority Policy provides a formal guideline to staff on internal controls; and

**WHEREAS**, the Internal Controls and Fraud Prevention Policy has been reviewed by the Financial Management Committee and is recommended for approval by the Commission.

**NOW, THEREFORE, BE IT RESOLVED**, the Commission of the Authority hereby adopts the Internal Controls and Fraud Prevention Policy attached hereto.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

**ITEM NO. FM7 RESOLUTION APPROVING REVISIONS TO THE AUTHORITY'S REPORTING POLICY**

**Recommendation**

Adopt the resolution revising the Authority's Reporting Policy.

**Background**

Authority staff is in the process of reviewing and updating the Authority's Financial Management System Policy and Procedure Manual. Each section will become a stand-alone Authority Policy, and procedures will be moved to separate staff documents.

**Discussion**

It is a Government Finance Officers Association (GFOA) Best Practice to provide timely, complete and accurate financial data to decision makers. In addition, The Government Accounting Standards Board (GASB) states in its first Concept Statement that it "believes that financial reporting plays a major role in fulfilling government's duty to be publicly accountable."

The proposed Policy notes these two objectives and outlines the key financial reports published regularly by the Authority. Process details regarding the generation of these reports that had been in the Policy and Procedure Manual will be moved to a new procedure document.

The Financial Management Committee reviewed a draft of the changes to the Reporting Policy last month and did not request any changes.

**POLICY NUMBER:** 1.4

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**NAME OF POLICY:** Finance - Reporting

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**LAST REVISED:** 6/20/19

**PREVIOUSLY REVISED:** 05/16/13

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**PURPOSE:** The purpose of the Finance - Reporting Policy is to ensure that EBDA fulfills its legal requirements for disclosure of timely and reliable financial data, providing information vital to the ongoing management of Authority business. As part of the internal control process, reporting helps assure that transactions are conducted in accordance with Generally Accepted Accounting Principles and California Government Code requirements. Financial reporting further fulfills the Authority's duty as a government agency to be transparent and publicly accountable.

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**POLICY:** It is the policy of the Authority that the following financial reports are produced and submitted in a timely manner in order to meet the decision-making needs of the Commission and provide transparency to the public.

Annually: Fiscal Year-End Audited Financial Statements  
State Controller's Report of Financial Transactions  
State Controller's Government Compensation of California Report  
Physical Inventory (Renewal and Replacement Fund)  
Expense Reimbursements Over \$100  
CalPERS Valuation of Pension Plan  
CalPERS CERBT OPEB Statement  
Valuation of Retiree Health Benefits (OPEB)

Quarterly: Budget-to-Actual Expense/Revenue Report

Monthly: Treasurer's Report including Schedule of Investments

Periodic: Ad hoc reports as requested by the Commission

The above listing is not meant to be comprehensive, but representative of EBDA's major financial reporting requirements. All financial reports are subject to review by the Commission and other interested parties, and subject to the California Public Records Act.

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-19

INTRODUCED BY \_\_\_\_\_

**RESOLUTION APPROVING REVISIONS TO THE AUTHORITY'S  
REPORTING POLICY**

**WHEREAS**, the East Bay Dischargers Authority (Authority) is a Joint Powers Agency that has the fiduciary responsibility to manage funds and assets of its member agencies; and

**WHEREAS**, financial reporting helps assure that transactions are conducted in accordance with Generally Accepted Accounting Principles and California Government Code requirements; and

**WHEREAS**, financial reporting further fulfills the Authority's duty as a government agency to be transparent and publicly accountable; and

**WHEREAS**, the revised Reporting Policy has been reviewed by the Financial Management Committee and recommended for approval by the Commission.

**NOW, THEREFORE, BE IT RESOLVED**, the Commission of the Authority hereby adopts revisions to the Reporting Policy.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

**ITEM NO. FM8 RESOLUTION AUTHORIZING AMENDMENT NO. 8 TO THE FEE CONTRACT BY AND BETWEEN EAST BAY DISCHARGERS AUTHORITY AND MEYERS NAVE, A PROFESSIONAL LAW CORPORATION**

**Recommendation**

Adopt the resolution authorizing execution of Amendment No. 8 to the fee contract with Meyers Nave that extends the contract for FY2019-20 and increases the hourly rate of from \$300.00/hour to 309.00/hour for general services and from \$330.00/hour to \$340.00/hour for litigation services.

**Background**

EBDA first selected Meyers Nave in March 2010 through a competitive bidding process to replace its retiring General Counsel. The compensation rate determined through that competitive bid has been adjusted historically by the Commission to correspond with inflation. The existing compensation rate is \$300.00 per hour for general services and \$330.00 per hour for litigation services. The proposed 3% increase for inflation is consistent with last year's adjustment and is lower than this year's Consumer Price Index (CPI) of 4.5%.

The firm has historically billed EBDA for approximately 100 hours annually as General Counsel. Approximately 170 hours were billed in 2017-18, with the additional effort focused on renewal of EBDA's NPDES permit, and recruitment of the new General Manager. In 2018-19, staff estimates that Meyers Nave will bill approximately 165 hours, consistent with last year and higher than historic averages due to assistance with the Authority's Personnel and Compensation Plans and issues related to JPA negotiations.

Staff recommends the extension of the Meyers Nave contract for another based on the excellent support that has been provided to EBDA under this contract to date. In particular, EBDA benefits from the strength of Eric Casher, who became EBDA's primary counsel on public contracting and procurement law. As EBDA completes its JPA renewal and review of financial policies, the Authority will be updating its procurement policy. Eric's specialized expertise in public contracting will greatly enhance the EBDA's efforts in this regard. In addition, Meyers Nave's regulatory team, led by Greg Newmark, will continue to provide value as EBDA implements its NPDES permit. This past year, Meyers Nave's employment law experts, led by Jesse Lad, have also provided helpful support on personnel policy and management issues.

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-20

INTRODUCED BY \_\_\_\_\_

**RESOLUTION AUTHORIZING AMENDMENT NO. 8 TO THE FEE CONTRACT BY  
AND BETWEEN EAST BAY DISCHARGERS AUTHORITY AND MEYERS NAVE, A  
PROFESSIONAL LAW CORPORATION**

**WHEREAS**, on March 25, 2010, the East Bay Dischargers Authority entered into a fee contract by and between East Bay Dischargers Authority and Meyers Nave, a professional law corporation; and

**WHEREAS**, Meyers Nave has provided excellent legal counsel on public contracting and procurement law, review of EBDA policies, regulatory guidance on NPDES permit issues, and guidance on general manager recruitment; and

**WHEREAS**, due to increases in the cost of providing said legal services, Meyers Nave has requested that the hourly rates be adjusted to \$309/hr for general services and to \$340/hr for litigation services, commensurate with prior increases; and

**WHEREAS**, the Commission has determined that Cost of Living Adjustment (COLA) increases to the proposed hourly rates are just and reasonable compensation for provision of legal services.

**NOW, THEREFORE, BE IT RESOLVED** that Amendment No. 8 to the Fee Contract by and between East Bay Dischargers Authority and Meyers Nave is hereby approved, effective July 1, 2019, and that the General Manager is hereby authorized to execute the same.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**



EAST BAY DISCHARGERS AUTHORITY  
2651 Grant Avenue  
San Lorenzo, CA 94580-1841  
(510) 278-5910  
FAX (510) 278-6547

*A Joint Powers Public Agency*

**ITEM NO. 14**

**REGULATORY AFFAIRS COMMITTEE  
AGENDA**

**Tuesday, June 18, 2019  
8:30 A.M.**

**East Bay Dischargers Authority  
2651 Grant Avenue, San Lorenzo, CA 94580**

**Committee Members: Cutter (Chair); Walters**

**RA1. Call to Order**

**RA2. Roll Call**

**RA3. Public Forum**

**RA4. Status Report – NPDES Report**

(The Committee will review NPDES Permit compliance data for March 2019.)

**RA5. NPDES Inspection**

**RA6. BACWA Regulatory Issue Summary**

(The Committee will review the matrix of regulatory issues affecting Bay Area wastewater agencies.)

**RA7. Resolution Authorizing the General Manager to Enter Into a Professional Services Agreement With Pacific EcoRisk in the Amount of \$48,000 for Effluent Toxicity Testing in Fiscal Years 2019/2020, 2020/2021, and 2021/2022**

(The Committee will consider a resolution authorizing the General Manager to enter into a professional services agreement with Pacific EcoRisk for toxicity testing services in FY 2019/2020, 2020/2021, and 2021/2022.)

**RA8. Resolution Accepting the Quotation from Hach and Authorizing the General Manager to Issue a Purchase Order For Software and Support Services in FY 2019/20 in the Amount of \$13,624**

(The Committee will consider a resolution authorizing the General Manager to issue a Purchase Order to Hach for laboratory data management software and support services in FY 2019/2020.)

**RA9. Adjournment**

(Any member of the public may address the Committee at the commencement of the meeting on any matter within the jurisdiction of the Committee. This should not relate to any item on the agenda. Each person addressing the Committee should limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Committee on any agenda item should do so at the time the item is considered. Oral comments should be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available and are to be completed prior to speaking.)

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Administrative Assistant at (510) 278-5910 or [kyambao@ebda.org](mailto:kyambao@ebda.org). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.)

**The next Regulatory Affairs Committee meeting is scheduled on  
Tuesday, July 16, 2019 at 9:00 a.m.**

## ITEM NO. RA4 STATUS REPORT – NPDES PERMIT

### Recommendation

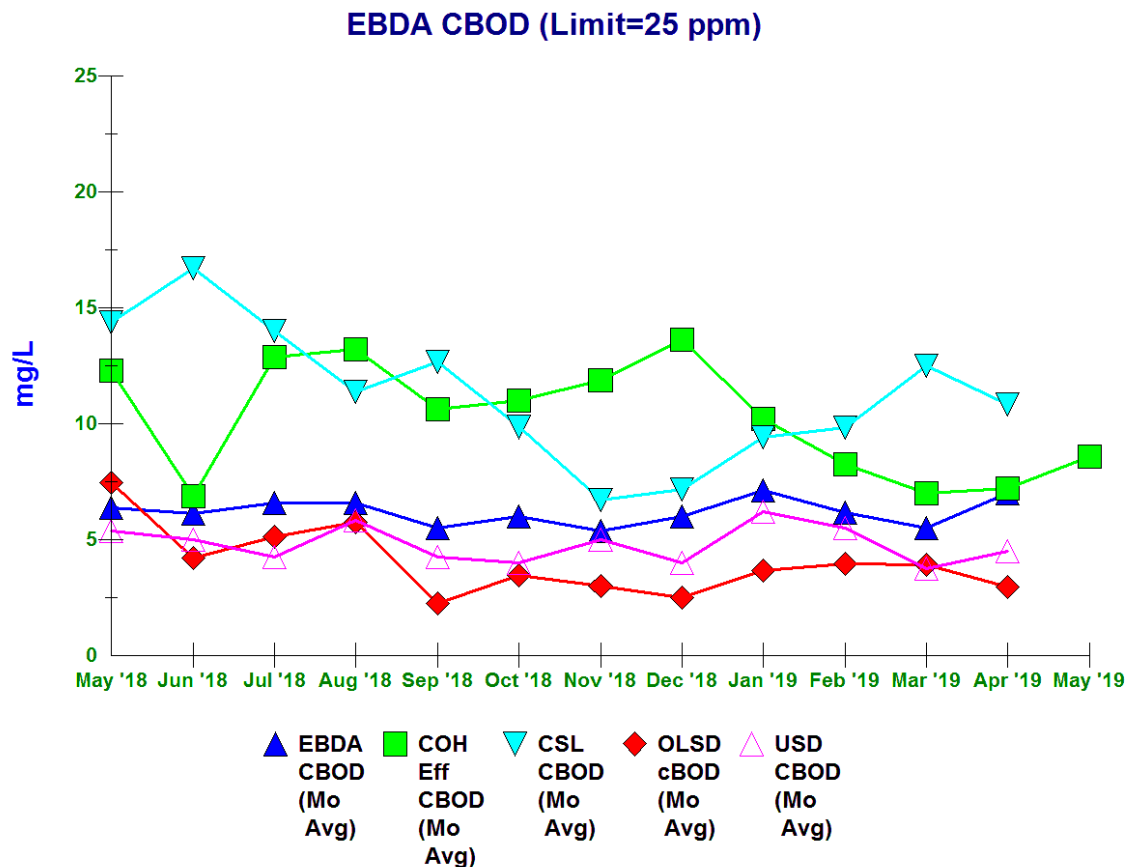
For the Committee's information only; no action is required.

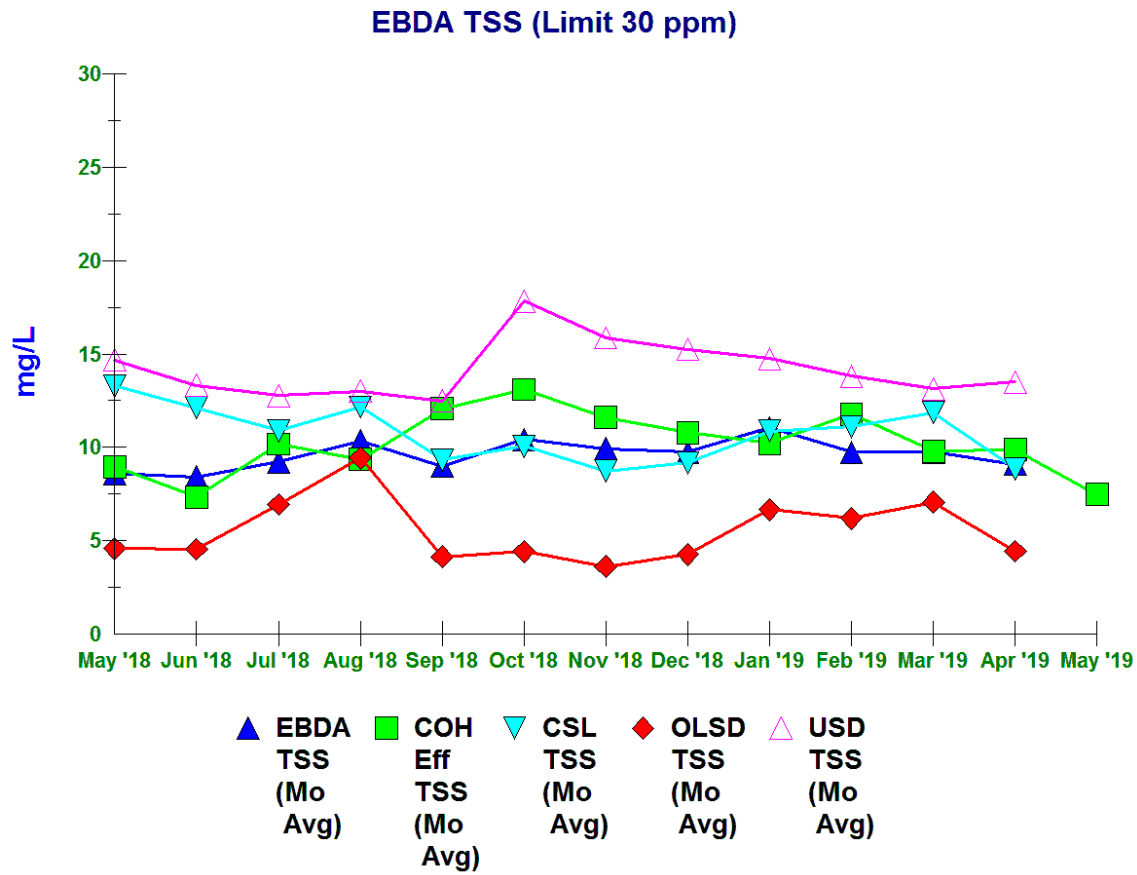
### Permit Compliance Issues

There were no NPDES permit violations in April and preliminary data from May are also free of permit exceedances. Member Agency CBOD and TSS performance are shown below.

Per discussion at last month's Committee meeting, staff has not attached the current Discharge Monitoring Report (DMR) forms. Staff will note any unusual or notable results here in the future.

A table has also been added to this report showing bacteria results for the calendar year to date. Bacterial regrowth tends to accelerate as the weather warms in the summer months, and EBDA staff has requested that the Member Agencies increase their chlorine dose to prevent this. While there were a few days in May with higher results for fecal coliform, the geometric mean against which compliance is measured is well below the limit of 500 MPN/100 mL, and enterococcus values remain low.





EBDA Eff TSS

Agenda Explanation  
East Bay Dischargers Authority  
Regulatory Affairs Committee  
June 18, 2019

	FECAL	ENTERO
Date	MPN/ 100mL	MPN/ 100mL
<b>Limit (Geomean)</b>	<b>500</b>	<b>240</b>
Jan 2019, Geomean	<b>6</b>	<b>3</b>
Feb 2019, Geomean	<b>3</b>	<b>3</b>
Mar 2019, Geomean	<b>7</b>	<b>2</b>
4/1/2019	4	< 2
4/2/2019	6	< 2
4/3/2019	8	< 2
4/8/2019	22	2
4/9/2019	8	< 2
4/15/2019	12	2
4/16/2019	8	3
4/22/2019	< 2	< 2
4/23/2019	11	5
4/29/2019	3	4
4/30/2019	13	< 2
April 2019, Geomean	<b>7</b>	< <b>2</b>
5/1/2019	8	< 2
5/6/2019	8	< 2
5/7/2019	70	4
5/8/2019	33	2
5/13/2019	33	2
5/14/2019	130	2
5/15/2019	2	4
5/20/2019	8	< 2
5/21/2019	4	< 2
5/27/2019	11	< 2
5/28/2019	13	2
May 2019, Geomean	<b>14</b>	<b>2</b>

**ITEM NO. RA5 NPDES INSPECTION**

**Recommendation**

For the Committee's information only; no action is required.

**Background**

Per the Authority's National Pollutant Discharge Elimination System (NPDES) Permit with the Regional Water Quality Control Board (Water Board), our facilities are subject to biennial inspections by the Water Board's permit engineer. In particular, inspections are usually conducted at the Marina Dechlorination Facility (MDF). Inspections of Member Agency treatment plants are also coordinated directly between the Member Agencies and the Water Board.

**Discussion**

The biennial inspection of MDF occurred on June 5, 2019. The inspection was conducted by James Parrish and Matias Leon from the Water Board. EBDA staff conducted the tour of MDF facilities and wishes to thank San Leandro Lab Supervisor Angie Berumen and Operator Kurt Raphael for their support during the inspection. Water Board staff were pleased with the condition and operation of the facilities and had no negative findings. The Water Board's inspection report is attached.

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**San Francisco Bay Regional Water Quality Control Board**

June 11, 2019  
Place ID: 222123

*Sent by email*

Easy Bay Dischargers Authority (EBDA)  
2651 Grant Avenue  
San Lorenzo, CA 94580

Attn: Howard Cin, Superintendent of Operations & Maintenance  
(dastoops@ebda.org)

Subject: EBDA Joint Outfall and Marina Dechlorination Facility  
(NPDES No. CA0037869)  
Compliance Evaluation Inspection Report

Dear Mr. Cin:

On June 5, 2019, I conducted a compliance evaluation inspection at the Marina Dechlorination Facility. I have attached the inspection report.

If you have any questions concerning this report, please call me at 510-622-2381 or email [James.Parrish@waterboards.ca.gov](mailto:James.Parrish@waterboards.ca.gov).

Sincerely,

James Parrish  
Environmental Scientist

Enclosure: Compliance Evaluation Inspection Report

cc: (via email)  
Eric Magnan, USEPA, [Magnan.Eric@epa.gov](mailto:Magnan.Eric@epa.gov)  
Michael Weiss, U.S. EPA, [Weiss.Michael@epa.gov](mailto:Weiss.Michael@epa.gov)  
Jacqueline Zipkin, EBDA, [jzipkin@ebda.org](mailto:jzipkin@ebda.org)

CIWQS Inspection No.: 36596230  
Entered by: JP

## NPDES Compliance Evaluation Inspection (CEI) Report

<b>Facility Name and Location</b>			<b>Entry Date</b>	<b>Entry Time</b>
Marina Dechlorination Facility at EBDA Joint Outfall 14150 Monarch Bay Drive San Leandro, CA 94577			6/05/2019	9:30 AM
			<b>Permit Effective Date</b>	<b>Permit Expiration Date</b>
			7/1/2017	6/30/2022
<b>Mailing Address</b>	<b>Same as facility location?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Notified?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
East Bay Dischargers Authority (EBDA) 2651 Grant Avenue San Lorenzo, CA 94580			<b>If no, rationale:</b>	
<b>CIWQS Inspection ID</b>	36596230	<b>Receiving Water Name</b>	EBDA Outfall – Lower San Francisco Bay	
<b>NPDES Permit Number</b>	CA0037869	<b>County</b>	Alameda	
<b>Order Number</b>	R2-2017-0016	<b>Plant Classification</b>	POTW	
<b>Type of Discharge</b>	Major	<b>CIWQS Place ID</b>	222123	
<b>Names and Titles of Onsite Representatives</b>				
<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>	
Howard Cin	Operations & Maintenance Manager	510-362-2501	hcin@ebda.org	
Angelica Berumen	Laboratory Supervisor	510-577-6042	aberumen@sanleandro.org	
Jacqueline Zipkin	General Manager	510-278-5910	jzipkin@ebda.org	
<b>Name and Title of Responsible Official</b>				
<b>Name</b>	Jacqueline Zipkin			
<b>Title</b>	General Manager			
<b>Phone</b>	510-278-5910			
<b>Email</b>	jzipkin@ebda.org			
<b>Does responsible official match permit based contact information on file?</b>				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Does grade level comply with plant classification?</b>				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Inspector Information</b>			<b>Presented Credentials?</b>	
<b>Organization Name</b>			San Francisco Bay Regional Water Quality Control Board James Parrish Environmental Scientist (510) 622-2381 James.Parrish@waterboards.ca.gov	
<b>Title</b>				
<b>Phone</b>				
<b>Email</b>				

# **I. PRE-INSPECTION PERMIT REVIEW**

		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the facility as described in the permit?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Water Board been notified of any process/production modifications?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was a permit reissuance application submitted to the Water Board on time?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was the permit modified prior to any facility or discharge changes?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Discharge Points</b>				
001 – Lower San Francisco Bay (EBDA Common Outfall)				
<b>Facility Class</b>				
<b>Chief Plant Operator</b>	Howard Cin	<b>Grade</b>	III	
<b>Current ADWF</b>				
<b>Permitted ADWF</b>				
<b>Current BOD load</b>				
<b>Permitted BOD load</b>				
<b>Current TSS load</b>				
<b>Permitted TSS load</b>				
		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are current loads less than 80% of design loads?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If no, does annual report describe timing of next plant expansion?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Permitting concerns that might affect inspection process</b>				

## II. PRE-INSPECTION MONITORING REPORT REVIEW

Summary of effluent limit violations since last inspection			
Constituent	No. of Violations	Corrective Action Reported	No action reported
None	0	N/A	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Summary of receiving water violations since last inspection			
Parameter	No. of Violations	No action reported	
Dissolved oxygen	None	<input type="checkbox"/>	
Turbidity	None	<input type="checkbox"/>	
pH	None	<input type="checkbox"/>	
Temperature	None	<input type="checkbox"/>	
Aesthetic issues (e.g., excessive algae, bottom deposits, etc.)	None	<input type="checkbox"/>	
Corrective Actions Reported			
N/A			
Monitoring and Reporting Program violations since last inspection			
	Yes	No	N/A
Responsible person signs and certifies the DMRs and/or SMRs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharger monitors at frequency required by permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All data collected are summarized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coliform concentrations are calculated as required by permit (median, mean, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detection limits are reported	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Less than" and estimated values are properly carried through the calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow measurement period used for load calculations brackets sampling period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loading rates are properly calculated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data reported in time frame and frequency required by permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any spills/bypasses been reported to the Regional Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dates and times of spills/bypasses			
N/A			

### III. RECORDS AND REPORTS REVIEW

	Required onsite?		Available onsite?			Not Inspected	Comments
	Yes	No	Yes	No	N/A		
Current NPDES permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permit modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Permit amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The amendment refers to the updated Regional Standard Provisions (Attachment G of NPDES permits), adopted November 8, 2017 and effective January 1, 2018.
Compliance orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Monitoring and reporting program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard provisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Industrial pretreatment program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance records and log book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plant operation and maintenance manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Operating Procedures were available for operating the sodium bisulfite pumps.
Equipment manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Plant engineering drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Collection system drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maintenance records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill and bypass records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Biosolids disposal plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Biosolid farm map and disposal agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Soil nutrient analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Biosolids loading rate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pollution prevention plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pathogen/vector reduction records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Spill prevention control and countermeasure (SPCC) plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operational logs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Auxiliary power check logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Notes							
<p><u>Contingency Plan.</u> EBDA has an Emergency Operating Contingency Plan for both the Facility and the entire EBDA system. The plan included emergency contacts and addressed all seven elements required under the Regional Standard Provisions (Attachment G) section I.C.1 as they pertained to the Facility and the individual treatment plants that comprise the EBDA system.</p> <p><u>Spill Prevention Control and Countermeasure (SPCC) Plan.</u> According to the Operations and Maintenance Manager, the Facility is not required to have a full SPCC Plan because it does not store, consume, or transfer above</p>							

a threshold of oil or oil products per 40 C.F.R. section 112.1 (Oil Pollution Prevention – Generally Applicability). The Facility only holds and consumes approximately 11,000 gallons of sodium bisulfite.

#### IV. OPERATIONS AND MAINTENANCE REVIEW

		Yes	No	N/A	Not Inspected
Were all records and reports required by permit organized and available?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was influent flow meter calibration available onsite?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of last calibration	March 25, 2019				
Calibration performed by...	Calcon Systems, Inc.				
Was effluent flow meter calibration available onsite?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date of last calibration					
Calibration performed by...					
Were flow measurement records maintained for past 3 years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is a maintenance management program in place?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Number of open work orders					
Oldest date of open work order					
Are entries to the operational logs made in pen?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were all operational log entry modifications made with suitable cause?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Were reported spills and bypasses recorded in operational logs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the facility staffing requirement described in O&M manual?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the facility staffed in accordance with O&M manual?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Were there auxiliary power check logs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Air Board permit number					
<b>Notes</b>					
<p>The Facility has two effluent flow meters, which are calibrated every six months.</p> <p>The Facility is staffed four hours a day from three-to-four days a week, typically between 7:30am to 11:30am. According to the Operations and Maintenance Manager, an operator must be a lead operator to be considered proficient enough to operate the Facility, which includes passing a training program unique to the Facility. The Facility has six operators (four Grade III, one Grade IV, and one Grade V operator). Onsite operators will calibrate the chlorine and sodium bisulfite analyzers each day they are present (typically four times a week). Operations are controlled and monitored via a SCADA system. The SCADA system is equipped with an alarm system in the event of equipment malfunction, and a call system is in place to notify operators on their mobile phones. Operators are also remotely in touch with controls at the Facility through mobile phones in which they can adjust operations.</p> <p>Work orders for the Facility are sent to the City of San Leandro Water Pollution Control Plant, where they are generated for the Facility's Operations and Maintenance Manager.</p> <p>In June 2015, EBDA installed a master programmable logic controller (PLC) in the Facility's control room. The PLC allows an operator to control all Facility pumps in the centralized control room, rather than manually operating pumps in a room separate from the SCADA system. A backup PLC accompanies the master PLC.</p> <p>Since the last inspection (June 2017), EBDA installed and tested a new chlorine analyzer, CL1000, to replace its current chlorine analyzer, Micro2000. According to the Operations and Maintenance Manager, the CL1000 was impractical, so EBDA continues to use the Micro2000.</p>					

## V. MONITORING RECORDS REVIEW

		Yes	No	N/A	Not Inspected
Are monitoring records and laboratory reports retained for 5 years?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are data reported on DMRs/SMRs consistent with analytical results?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the onsite laboratory ELAP certified?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification Number	2281*				
Expiration Date	11/30/2019				
Parameters measured onsite				N/A	Not Inspected
				<input type="checkbox"/>	<input type="checkbox"/>
<p>*The City of San Leandro Water Pollution Control Plant laboratory staff analyzes EBDA's combined effluent for the following parameters:</p> <p>Residual Chlorine Sodium bisulfite pH Dissolved oxygen Enterococcus Fecal Coliform</p>					
Additional parameters used for internal monitoring and process control				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Constituents analyzed with hand-held equipment				<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Most recent calibration date		Standard expiration date	
Notes					

## VI. MONITORING REPORT REVIEW

	Yes	No	N/A	Not Inspected
Are loading calculations prepared correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are contract laboratory records and chains of custody available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do sampling and analytical records include:				
a. Dates, times, and locations of sampling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Names of individuals performing sampling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Analytical methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Results of analyses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Dates of analyses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Times of analyses, as necessary to verify holding times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Analysts names or initials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Instantaneous flow at grab sample locations, if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>MONITORING PROCEDURES</b>				
Are adequate equipment and procedures used for onsite analyses?				
pH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dissolved oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turbidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UV transmittance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is refrigeration satisfactory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are grab samples collected during representative discharge conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do monitoring locations appear to be appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do composite sampling procedures comply with the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are automatic samplers properly cleaned and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are samples adequately preserved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sample containers appropriate for the samples collected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are samples collected using appropriate protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are coliform samples collected directly into sterile containers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does coliform sampling occur after the last introduction of wastes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the number of discharge points as described in the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the locations of the discharge outfalls as described in the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the name of the receiving water as described in the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is site free of any evidence of spills or bypasses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the sampling and monitoring appear representative of the discharge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are groundwater monitoring wells capped and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Notes</b>				
<p>The City of San Leandro Water Pollution Control Plant lab staff analyze effluent samples for residual chlorine, sodium bisulfite, pH, dissolved oxygen, enterococcus, and fecal coliform. EBDA's contract laboratory, Caltest Analytical Laboratory, analyzes samples for priority pollutant metals and organics, and Pacific Eco-Risk Laboratory analyzes for acute and chronic toxicity.</p> <p>The Facility had two effluent composite samplers, with one inactive for redundancy. The samplers connect to a sample holding tank containing the combined effluent from the EBDA member agencies. The temperature inside</p>				

the active effluent composite sampler's refrigerator at the time of the inspection (approximately 10:15am) was 2.4 degrees Celsius, which complies with 40 C.F.R. section 136.3(e) to be less than or equal to 6.0 degrees Celsius.

## VII. FINAL EFFLUENT AND RECEIVING WATER MONITORING

APPEARANCE OF FINAL EFFLUENT		Yes	No	Not Inspected	
Condition during the inspection					
Clear (not cloudy)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colorless		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Free of sheen		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Free of scum		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Free of foam		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other		<input type="checkbox"/>	<input type="checkbox"/>		
Notes					
APPEARANCE OF RECEIVING WATER		Yes	No	Upstream condition is similar	Not Inspected
Condition during the inspection					
Free of distinctly visible plume		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free of foam and sheen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free of snails		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free of erosion at the discharge point		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free of bottom deposits		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free of filamentous algae growth		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free of microbial layers on aquatic plants		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes					
Effluent is discharged through a deep-water outfall located approximately seven miles offshore in Lower San Francisco Bay. Therefore, the receiving water could not be observed.					

## VIII. SITE WALK INSPECTION

Weather and site conditions present during time of inspection					
Clear skies.					
Treatment Process (described in permit)	Appeared Compliant	Not Present	Non- Operational	Lacking Maintenance	Not Inspected
1. Dechlorination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes					
<p><b>Background:</b></p> <p>The Facility dechlorinates secondary-treated effluent from the following EBDA member agencies:</p> <ul style="list-style-type: none"> <li>- Oro Loma and Castro Valley Sanitary Districts Water Pollution Control Plant</li> <li>- City of Hayward Water Pollution Control Facility</li> <li>- City of San Leandro Water Pollution Control Plant</li> <li>- Union Sanitary District Wastewater Treatment Plant</li> </ul> <p>Additionally, the Facility dechlorinates secondary-treated effluent from the Livermore-Amador Valley Wastewater Management Agency (LAVWMA) pipeline, which includes combined effluent from the Dublin San Ramon Services District Wastewater Treatment Plant and the City of Livermore Water Reclamation Plant.</p> <p>The effluent from the above facilities (i.e., EBDA's influent) is received by two converging force mains: one 48 inches in diameter from the San Leandro plant and one 96 inches in diameter from all other contributing facilities. Dechlorination occurs through injecting sodium bisulfite after convergence of the force mains. Two 6,000-gallon tanks of sodium bisulfite (maintained at 5,500 gallons each when refilled) supply the dechlorinating agent through a metering pump at proportions dependent on flow and residual chlorine concentration. The Facility has two flow meters and sodium bisulfite is dosed based on the flow meter with the highest reading. Three metering pumps are maintained; one is operated and two are backups. The active pump is rotated every week to ensure all three are regularly active and functioning.</p> <p>Total residual chlorine is monitored continuously. Influent is routed to the effluent chlorine meter every two hours to confirm that the meter is accurately reading chlorine concentrations. Sodium bisulfite is also monitored continuously in the effluent to ensure zero residual chlorine. The influent and effluent chlorine readings and the sodium bisulfite readings are displayed in three adjacent screens in the Facility's control room for direct observation.</p> <p><b>Observations:</b></p> <p>The Facility appeared well maintained and free of potential hazards. The Facility was equipped with a spill kit, and its sodium bisulfite was stored within secondary containment in a locked building.</p> <p><u>General Operation</u></p> <p>The Facility has two methods of dosing effluent with sodium bisulfite: (1) through using a chemical mixer (called Water Champ), which provides rapid mixing and diffusion of sodium bisulfite with effluent; and (2) through two inductors, which inject sodium bisulfite into the effluent pipeline as a backup to the Water Champ. During the inspection, the Water Champ was offline due do a part (the shaft) that needed replacement.</p>					

The Facility can sample influent and effluent from a four-fauceted sink. Two faucets allow for separate influent samples between the City of San Leandro and the remaining EBDA member agencies, which can help in identifying the source of constituents in the combined effluent. The remaining two faucets allow for separate samples between combined influent and dechlorinated combined effluent.

Because the Facility is largely unmanned, typical dechlorination consists of overdosing the effluent with sodium bisulfite to ensure compliance with the Facility's NPDES permit effluent limitation of 0.0 mg/L of total residual chlorine.

#### Errant Chlorine Reading

During the inspection, the Facility's influent chlorine analyzer read 0.29 mg/L. The effluent chlorine analyzer errantly read a concentration of 0.06 mg/L, which would indicate noncompliance with its effluent limit of 0.0 mg/L. However, the sodium bisulfite analyzer read a concentration of 1.01 mg/L. Because the sodium bisulfite analyzer measured excess sodium bisulfite in the effluent, the Operations and Maintenance Manager concluded that the effluent chlorine analyzer was inaccurate and that the residual chlorine concentrations in the effluent was 0.0 mg/L. To verify this, the Facility's Laboratory Supervisor and another onsite operator conducted a titration analysis of an effluent sample and verified that the effluent chlorine concentration was 0.0 mg/L. To further verify that the positive chlorine reading was errant, the Operations and Maintenance Manager described that the Facility automatically increases its dosage of sodium bisulfite if residual chlorine concentrations suddenly increase or "spike." However, readings on the Facility's SCADA system did not indicate the sodium bisulfite metering pumps increased pumping of sodium bisulfite. The chlorine analyzer with the errant chlorine measurements was correctly reading 0.0 mg/L after the titration analysis.

#### Sodium Bisulfite Use and Refills

The Operations and Maintenance Manager explained that the Facility typically uses 300 gallons of sodium bisulfite each day, and up to 2,000 gallons per day during large storms that significantly increase influent flows to the Facility. On the day of the inspection, the Facility was dosing approximately 375 gallons per day, which was higher than under typical operations, because the Water Champ was offline; the Water Champ provides more rapid mixing and diffusion than the backup sodium bisulfite inductors.

The sodium bisulfite was stored in a locked building of the Facility, where temperature is maintained at around 18 degrees Celsius to keep the sodium bisulfite from crystalizing (sodium bisulfite crystalizes if temperatures get too low).

#### Sampling Point Relocation:


In 2017, EBDA relocated its enterococcus sampling location about 200 feet upstream just prior to where sodium bisulfite is injected into the EBDA pipeline so that operators could collect a representative sample uninterrupted by enterococcus growths in the sampling line. However, the setup in the new sample location included grabbing a sample from a suspended line discharging into a hanging bucket on a second floor of the Facility, above the effluent pipeline, with limited accessibility. Since the June 2017 inspection, the sampling location was moved to a safer and more accessible location on the ground-level just below the June 2017 sampling location setup on the second floor.

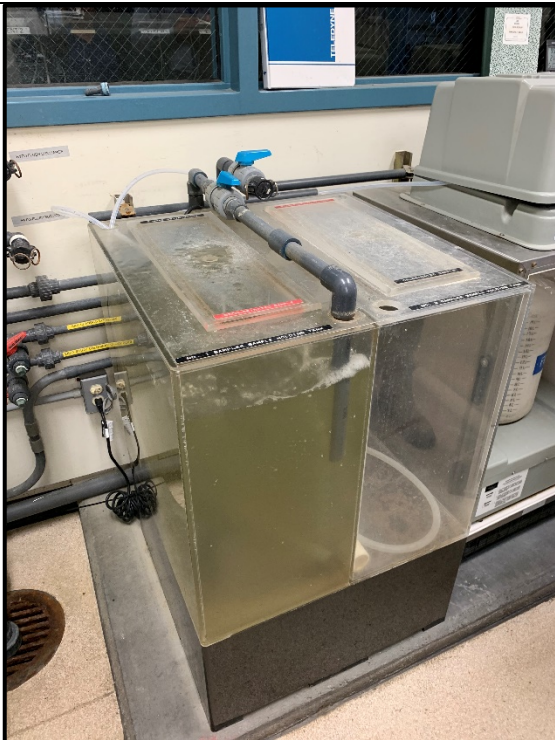
#### Climate Change and Sea Level Rise

Because the Facility is located in close proximity to Lower San Francisco Bay, rock berms were built along the shoreline to prevent flooding of the property. According to the General Manager, EBDA has been in regional conversations about more long-term sea-level rise solutions.

<b>EMERGENCY OPERATION</b>		Yes	No	N/A	Not Inspected
Is available back-up power appropriate for emergency conditions?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there alarms systems for power and equipment failure?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are treatment control procedures established for emergencies?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes					
The Facility has a 150-kilowatt backup generator. This generator can power the entire Facility during a power outage.					
<b>CHEMICALS ONSITE</b>		MSDS Available?		Secondary Containment?	
		Yes	No	Yes	No
Sodium bisulfite		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is spill clean-up and containment equipment available?		Yes	No	N/A	Not Inspected
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notes					

## IX. SITE WALK OPERATION AND MAINTENANCE INSPECTION

	Yes	No	N/A	Not Inspected
Maintenance program appears to be in place and being followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift stations appear properly maintained and have back-up power	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Odors are adequately controlled, including...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ponds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Headworks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sludge processing facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage appears to control leachate and runoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access to storage is prevented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No safety concerns were observed that might interfere with proper O&M or monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow devices appear to be property installed and maintained, and operating without interference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes				
Photos				
<div style="display: flex; align-items: flex-start;">  <div style="margin-left: 20px;"> <p><b>Figure 1 – Sample Collection Sink</b></p> <p>Influent and effluent are collected at an onsite four-fauceted sink. From left to right: Faucet #1 represents influent from all contributing EBDA facilities except for San Leandro; Faucet #2 represents influent from San Leandro; Faucet #3 represents combined influent; and Faucet #4 represents dechlorinated combined effluent.</p> </div> </div>				



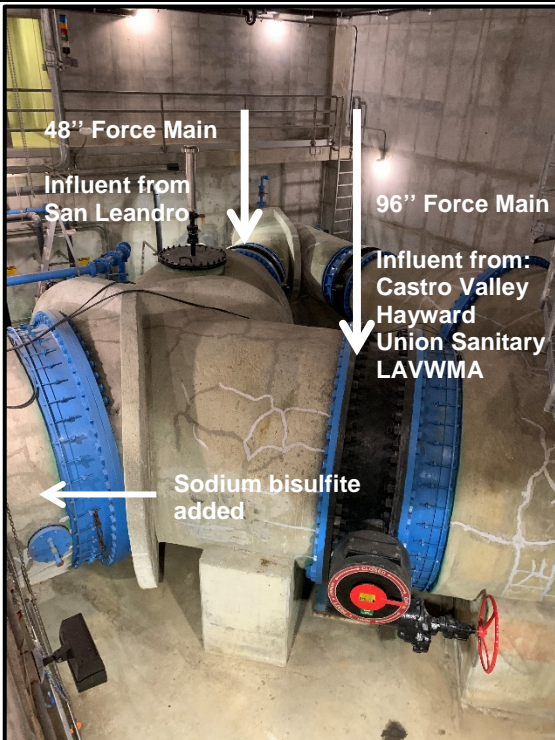
**Figure 2 – Effluent Holding Tank**

A portion of dechlorinated, combined effluent flows through a holding tank connected to composite samplers.



**Figure 3 – Composite Sampler**

The composite sampler was clean and well-kept. The temperature inside the sampler refrigerator was 2.4 degrees Celsius, which complies with 40 C.F.R. section 136.3(e) to be less than or equal to 6.0 degrees Celsius.



**Figure 4 – Converging Force Mains**

Influent from EBDA member agencies and LAVWMA is pumped to the Facility through converging force mains. Sodium bisulfite is mixed into the converged influent.



**Figure 5 – New Sampling Location**

The enterococcus sampling location was moved to a more accessible location of the Facility, just preceding the addition of sodium bisulfite.



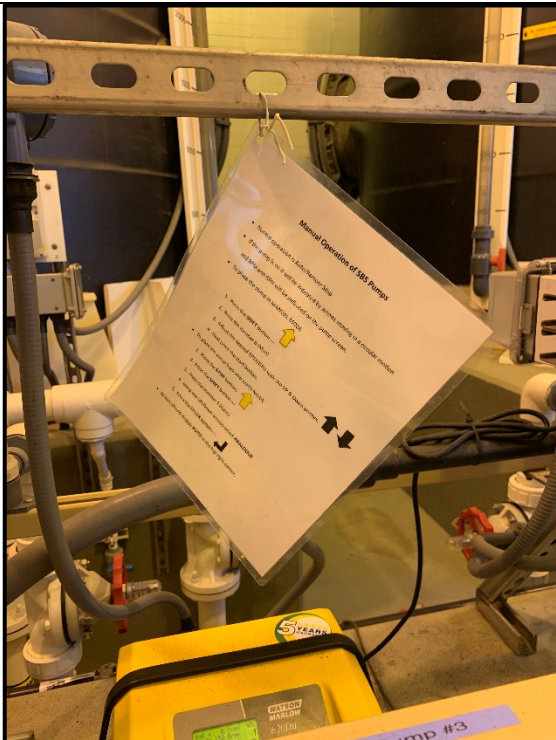
**Figure 6 – Sodium Bisulfite Storage**

Sodium bisulfite is stored in two 6,000-gallon containers and are locked inside a temperature-regulated building of the Facility.



**Figure 7 – Sodium Bisulfite Metering Pump**

One of three metering pumps at the Facility, which pumps sodium bisulfite to the combined effluent based on the proportion of flow and residual chlorine concentrations.



**Figure 8 – Standard Operating Procedures**

Standard operating procedures for the metering pumps were placed above the metering pumps for easy access for operators.



**Figure 9 – Emergency Spill Kit**

An emergency spill kit was onsite in the event of an onsite chemical spill.



**Figure 10 – Receiving Waters**

Dechlorinated effluent is discharged approximately seven miles offshore in Lower San Francisco Bay.

**ITEM NO. RA6 BACWA KEY REGULATORY ISSUE SUMMARY**

**Recommendation**

For the Committee's information only; no action is required.

**Background**

Periodically, BACWA's Regulatory Program Manager updates a Key Regulatory Issues Summary that contains succinct information on regulatory issues of interest to Bay Area wastewater agencies. The Summary matrix contains background, challenges and recent updates, next steps for BACWA, and links to key resources and documents.

**Discussion**

The most recent issue summary is attached. Previous versions are available at <https://bacwa.org/regulatory-issues-summaries/>.



## KEY REGULATORY ISSUE SUMMARY

### Updated May 15, 2019

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Action items for member agencies are in **bold**

Background Highlights	Challenges and Recent Updates	Next Steps for BACWA	Links/Resources
<b>NUTRIENTS IN SAN FRANCISCO BAY – SCIENCE</b>			
<ul style="list-style-type: none"> <li>San Francisco Bay receives some of the highest nitrogen loads among estuaries worldwide, yet has not historically experienced the water quality problems typical of other nutrient-enriched estuaries. It is not known whether this level of nitrogen loading, which will continue to increase in proportion to human population increase, is sustainable over the long term.</li> <li>Because of the complexity of the science behind nutrient impacts in the SF Bay, stakeholders in the region are participating in a steering committee to prioritize scientific studies and ensure that all science to be used for policy decisions is conducted under one umbrella.</li> </ul>	<ul style="list-style-type: none"> <li>For FY19, BACWA is voluntarily contributing an additional \$200k to the science program, in addition to the \$800K required by the Watershed Permit. The annual contribution will increase to \$2.2M in FY20 per the second Nutrient Watershed Permit.</li> <li>Agencies are conducting effluent monitoring for nutrients under the watershed permit.</li> <li>Current scientific efforts are focused on expanding monitoring data, modeling, and work exploring the linkage between nutrients, dissolved oxygen, and harmful algal species.</li> <li>Future studies will be focused on the science needed to inform the development of nutrient load caps for the third Nutrient Watershed Permit.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to participate in steering committee and planning subcommittee, and provide funding for scientific studies.</li> <li><b>Participate in the Nutrient Technical Workgroup, which is a venue to provide technical input to the process, and is open to the public, as well as the Stakeholder Advisory Group.</b></li> </ul>	<p>BACWA “Other Useful Nutrient Documents” Page:  <a href="http://bacwa.org/nutrients/other-useful-nutrient-documents/">http://bacwa.org/nutrients/other-useful-nutrient-documents/</a></p> <p>SFEI Nutrient Science Plan Documents:  <a href="http://sfbaynutrients.sfei.org/books/reports-and-work-products">http://sfbaynutrients.sfei.org/books/reports-and-work-products</a></p>

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<b>SF BAY NUTRIENT WATERSHED PERMIT</b>			
<ul style="list-style-type: none"> <li>• The first nutrient watershed permit was adopted in April 2014. The second Nutrient Watershed Permits was adopted May 8, 2019 with an effective date of July 1, 2019.</li> <li>• The second Nutrient Watershed permit includes:             <ul style="list-style-type: none"> <li>◦ Continued individual treatment plant nutrient monitoring and reporting;</li> <li>◦ Continued group annual reporting;</li> <li>◦ Significantly increased funding for science;</li> <li>◦ Regional assessment of the feasibility and cost for reducing nutrients through nature-based systems and recycled water;</li> <li>◦ Establishing current performance for TIN, and “load targets” for nutrient loads based on 2018 load data plus a 15% buffer for growth and variability</li> <li>◦ Recognition of “early actors” who are planning projects that will substantially decrease TIN loads.</li> </ul> </li> <li>• Through the nutrient surcharge levied on permittees, BACWA funds compliance with the following provisions on behalf of its members:             <ul style="list-style-type: none"> <li>◦ Group Annual Reporting</li> <li>◦ Optimization and Facilities Upgrade Studies (first permit term)</li> <li>◦ Regional Studies on Nature Bases Systems and Recycled Water (second permit term)</li> <li>◦ Support of scientific studies through the RMP at \$2.2M per year through the five-year permit term.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• BACWA submitted a final report on Nutrient Treatment by Optimization and Upgrade on June 26, 2018. An agency-customizable presentation, and a brochure to educate governing boards and the public were made available to our members.</li> <li>• BACWA and SFEI most recently submitted a science implementation plan and schedule update on February 1, 2019.</li> <li>• All agencies covered by the Nutrient Watershed Permit participated in the first four group Annual Reports, submitted in 2015, 2016, 2017, and 2018. Agencies are now reporting to BACWA via a data sheet developed by the consultant. There will be an updated data sheet distributed to agencies that will account for changes in the monitoring and reporting program in the second Watershed Permit, including the following:             <ul style="list-style-type: none"> <li>◦ The second watershed permit reporting period will now be based on water year, through September 30, instead of permit year, through June 30.</li> <li>◦ Agencies with flows greater than 10mgd are required to conduct influent monitoring.</li> <li>◦ Organic nitrogen and soluble reactive phosphorus are no longer required to be monitored in effluent.</li> </ul> </li> <li>• Agencies with plans to substantially reduce nutrients are recognized in 2<sup>nd</sup> Watershed Permit Fact Sheet.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agencies continue to report nutrient monitoring to the Water Boards through CIWQS and to BACWA via the data sheet, which will be updated with the monitoring and reporting requirements in the second Nutrient Watershed Permit.</b></li> <li>• <b>Agencies with plans to implement projects that will substantially reduce nutrient loads should keep the Regional Water Board and BACWA apprised, to get credit for “early actions”.</b></li> <li>• Proceed with Regional Study on Nature-based solutions, to be led by SFEI.</li> <li>• Develop RFP for support of Regional Study on nutrient load reductions through recycled water</li> <li>• Begin discussions about development of a Nutrient Trading framework.</li> </ul>	<p>Second Nutrient Watershed Permit: <a href="https://www.waterboards.ca.gov/sanfranciscobay/board_info/agendas/2019/May/6_ssr.pdf">https://www.waterboards.ca.gov/sanfranciscobay/board_info/agendas/2019/May/6_ssr.pdf</a></p> <p>Optimization/Upgrade Study Final Report: <a href="https://bacwa.org/wp-content/uploads/2018/06/BACWA_Final_Nutrient_Reduction_Report.pdf">https://bacwa.org/wp-content/uploads/2018/06/BACWA_Final_Nutrient_Reduction_Report.pdf</a></p> <p>Optimization/Upgrade Report Presentation: <a href="https://bacwa.org/wp-content/uploads/2019/03/bacwa_brochure_presentation_20190312.pptx">https://bacwa.org/wp-content/uploads/2019/03/bacwa_brochure_presentation_20190312.pptx</a></p> <p>Optimization/Upgrade Report Brochure: <a href="https://bacwa.org/wp-content/uploads/2019/03/BACWA-2019-Nutrient-Brochure_Final_20190301.pdf">https://bacwa.org/wp-content/uploads/2019/03/BACWA-2019-Nutrient-Brochure_Final_20190301.pdf</a></p> <p>BACWA Nutrient Annual Reports: <a href="http://bacwa.org/document-category/nutrient-annual-reports/">http://bacwa.org/document-category/nutrient-annual-reports/</a></p>

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<b>CHLORINE RESIDUAL COMPLIANCE</b>			
<ul style="list-style-type: none"> <li>The Basin Plan chlorine residual effluent limit is 0.0 mg/L. Chlorine residual is the most frequent parameter for violations for Region 2 POTWs, however, because there are 24 hourly reporting events each day, the “opportunities” for violations are enormous. However, the actual violation rates are infinitesimal (~0.001%).</li> <li>Agencies are overdosing their effluent with the dechlorination agent, sodium bisulfite, to prevent chlorine violations, a practice which costs more than \$1 million regionally each year.</li> </ul>	<ul style="list-style-type: none"> <li>The Regional Water Board has agreed to work with BACWA to develop a Basin Plan amendment. BACWA has retained consultant support for this effort.</li> <li>The Scope of Work provided for this effort includes an analysis that will consider the compliance impacts of the following alternatives: <ul style="list-style-type: none"> <li>Adopting EPA Ambient Water Quality Criteria for chlorine, which would be applied with dilution, and lead to limits with a one-hour average compliance period</li> <li>Establishing a Minimum Level, or Reporting Limit for online continuous monitoring system. This could be implemented via permits without a Basin Plan Amendment.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Work with the consultant and Regional Water Board to proceed with tasks in the Scope of Work to support the Basin Plan Amendment.</li> <li><b>If necessary, volunteer for field studies to support establishing a Minimum Level or Reporting limit for online continuous chlorine analyzers.</b></li> </ul>	<p>Basin Plan Amendment support Scope of Work: <a href="https://bacwa.org/wp-content/uploads/2018/01/EOA-Inc.-SOW-Budget.pdf">https://bacwa.org/wp-content/uploads/2018/01/EOA-Inc.-SOW-Budget.pdf</a></p>
<b>PESTICIDES</b>			
<ul style="list-style-type: none"> <li>Pesticides are regulated via FIFRA, and not the Clean Water Act. POTWs do not have the authority to regulate pesticide use in their service area, but may be responsible for pesticide impacts to their treatment processes or to surface water.</li> <li>Through BAPPG, BACWA aims to proactively support a scientifically sound pesticide management program that will not impact POTWs’ primary functions of collecting and treating wastewater, recycling water, and managing biosolids.</li> </ul>	<ul style="list-style-type: none"> <li>Beginning 2016, EPA has been reviewing the registration of several key pesticides, a task it conducts once about every 15 years.</li> <li>BACWA has funded consultant support to write comment letters advocating for the consideration of POTW and surface water issues during EPA’s risk assessments as part of reregistration.</li> <li>With chronic toxicity limits likely in the near term, POTWs will be in compliance jeopardy if pesticides contribute to toxicity.</li> <li>Baywise.org has launched new pages on flea and tick control messaging to residents and veterinarians.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to comment on pesticide reregistrations.</li> <li>Work with veterinary associations on messaging with respect to flea and tick control alternatives.</li> <li>Continue to develop summary of EPA actions on pesticides.</li> </ul>	<p>BACWA Pesticides Regulatory Update and Call to action: <a href="https://bacwa.org/wp-content/uploads/2016/02/BACWA-Pesticide-Regulatory-Update-2016-1.pdf">https://bacwa.org/wp-content/uploads/2016/02/BACWA-Pesticide-Regulatory-Update-2016-1.pdf</a></p> <p>BACWA Pesticide Regulatory Support Page: <a href="https://bacwa.org/document-category/pesticides-regulatory-support/">https://bacwa.org/document-category/pesticides-regulatory-support/</a></p> <p>Baywise flea and tick pages: <a href="https://baywise.org/">https://baywise.org/</a></p>

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<b>MERCURY/PCB WATERSHED PERMIT</b>			
<ul style="list-style-type: none"> <li>Mercury/PCB Watershed Permit was reissued on 11/8/17 with 1/1/18 effective date. The Watershed Permit is based on the TMDLs for each of these pollutants.</li> <li>Aggregate PCB and mercury loads have been well below waste load allocations through 2016.</li> <li>Method 1668C for measuring PCB congeners has not been promulgated by EPA. Data collected during the first permit term varied widely depending on which laboratory performed the analyses. BACWA Laboratory Committee developed an updated PCB Protocol to reduce variability between laboratories running Method 1668C, effective January 1, 2014. Data have been more consistent since the distribution of this document.</li> </ul>	<ul style="list-style-type: none"> <li>The new watershed permit reduces monitoring frequencies via Method 1668C for agencies with design flows of less than 50 mgd. It also incorporates the laboratory guidance from the BACWA PCB Protocol.</li> <li>The permit requires continued risk reduction program funding and annual reporting of effort. BACWA is repeating its grant program that it established as part of the previous permit. In summer 2018, two \$25,000 grants have been awarded to APA Family Support Services and the California Indian Environmental Alliance.</li> </ul>	<ul style="list-style-type: none"> <li>Continue outreach to dentists on amalgam separation through BAPPG and BACWA's pretreatment committee.</li> <li>Schedule risk reduction presentations by the grantees to BACWA's Executive Board and the Regional Water Board in 2019 or 2020.</li> </ul>	<p>2017 Mercury/PCB Watershed Permit:  <a href="http://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2012/R2-2012-0096.pdf">http://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2012/R2-2012-0096.pdf</a></p> <p>Risk Reduction Materials from 2012 Permit term:  <a href="https://bacwa.org/mercury-pcb-risk-reduction-materials/">https://bacwa.org/mercury-pcb-risk-reduction-materials/</a></p> <p>Updated BACWA PCBs Protocol:  <a href="https://bacwa.org/wp-content/uploads/2014/02/PCBs-Sampling-Analysis-and-Reporting-Protocols-Dec13.pdf">https://bacwa.org/wp-content/uploads/2014/02/PCBs-Sampling-Analysis-and-Reporting-Protocols-Dec13.pdf</a></p>
<b>ENTEROCOCCUS LIMITS</b>			
<ul style="list-style-type: none"> <li>In August 2018, the State Water Board adopted new statewide bacteria water quality objectives and implementation options to protect recreational users from the effects of pathogens in California water bodies. The objectives and implementation options are a new part 3 of the Water Quality Control Plan for the SIP and Ocean Plan.</li> <li>The Objectives were approved by the Office of Administrative Law in February 2019 and by EPA in March 2019</li> </ul>	<ul style="list-style-type: none"> <li>The new enterococcus objective for saline waters is a six-week rolling geometric mean of enterococci not to exceed 30 cfu/100 mL, calculated weekly, with a statistical threshold value of 110 cfu/100 mL, not to be exceeded by more than 10 percent of the samples collected in a calendar month, calculated in a static manner.</li> <li>The Regional Water Board has indicated it may grant dilution credit when implementing the new objectives in permits.</li> </ul>	<ul style="list-style-type: none"> <li>BACWA is working with SFEI to develop and perform a study of background enterococcus levels in the San Francisco Bay. This study will be funded by BACWA and carried out in Summer 2019 and the following wet season in 2019/20.</li> </ul>	<p>SWB Bacterial Objective page:  <a href="https://www.waterboards.ca.gov/bacterialobjectives/">https://www.waterboards.ca.gov/bacterialobjectives/</a></p>

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<b>STATE WATER BOARD TOXICITY PROVISIONS</b>			
<ul style="list-style-type: none"> <li>• The State Water Board has been working since before 2012 to establish Toxicity Provisions in the SIP that would introduce uniform Whole Effluent Toxicity Requirements for the State</li> <li>• Draft State Toxicity Provisions posted October 19, 2018, would establish:               <ul style="list-style-type: none"> <li>○ numeric limits for chronic toxicity;</li> <li>○ use of Test of Significant Toxicity (TST) as statistical method to determine toxicity replacing EC25/IC25 (with concerns it will lead to more false positive results);</li> <li>○ Regional Water Board discretion on whether to require RPAs for acute toxicity</li> </ul> </li> <li>• During individual permit reissuances, the Regional Water Board has been performing RPAs for chronic toxicity and giving chronic toxicity limits to agencies with Reasonable Potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Key issues for BACWA to discuss with the State Water Board reasonable potential analysis methodology, testing schedule, test species variability, and how to establish instream waste concentration for individual dischargers.</li> <li>• BACWA has joined SCAP, CVCWA and NACWA in a lawsuit alleging EPA did not follow proper procedure in requiring use of the TST, which has not been officially promulgated. The lawsuit was dismissed on Statute of Limitation grounds, but the group is filing an appeal.</li> <li>• BACWA contributed to the development of a White Paper, led by CASA, looking at the inherent variability in the <i>Ceriodaphnia dubia</i> test method.</li> <li>• BACWA hosted a toxicity workshop for its members in September 2017.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with State Water Board members and staff to discuss implementation issues prior to the Toxicity Provisions Adoption, anticipated in Spring 2019.</li> <li>• Work with Regional Water Board to come to agreement on details of how the Toxicity Provisions will be implemented in Region 2.</li> <li>• Participate in scheduled State Water Board events:               <ul style="list-style-type: none"> <li>○ Release of updated Draft Provisions and Staff Report - end of May, 2019</li> <li>○ Staff Public Workshops - June 3 and June 24, 2019</li> <li>○ Board Workshop - July 2 or 3, 2019</li> <li>○ Release of Responses to Comments - July or August, 2019</li> <li>○ Adoption - September, 2019</li> </ul> </li> </ul>	<p>State Board Toxicity Page:  <a href="http://www.swrcb.ca.gov/water_issues/programs/state_implementation_policy/tx_ass_cntrl.shtml">http://www.swrcb.ca.gov/water_issues/programs/state_implementation_policy/tx_ass_cntrl.shtml</a></p> <p>2018 Draft Toxicity Provisions:  <a href="https://www.waterboards.ca.gov/water_issues/programs/state_implementation_policy/docs/toxicity_draft_provisions.pdf">https://www.waterboards.ca.gov/water_issues/programs/state_implementation_policy/docs/toxicity_draft_provisions.pdf</a></p> <p>Toxicity Workshop Presentations:  <a href="https://bacwa.org/bacwa-toxicity-workshop-september-18-2017/">https://bacwa.org/bacwa-toxicity-workshop-september-18-2017/</a></p> <p>CASA <i>Ceriodaphnia dubia</i> White Paper:  <a href="https://bacwa.org/document/casa-white-paper-on-ceriodaphnia-dubia/">https://bacwa.org/document/casa-white-paper-on-ceriodaphnia-dubia/</a></p> <p>BACWA Comments on Toxicity Provisions:  <a href="https://bacwa.org/document/bacwa-comments-on-toxicity-provisions-12-21-18/">https://bacwa.org/document/bacwa-comments-on-toxicity-provisions-12-21-18/</a></p>

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<b>COMPOUNDS OF EMERGING CONCERN</b>			
<ul style="list-style-type: none"> <li>Pharmaceuticals and other trace compounds of emerging concern (CECs) are ubiquitous in wastewater at low concentrations and have unknown effects on aquatic organisms.</li> <li>The State Water Board is considering develop a Pilot CECs Monitoring Plan for the State.</li> <li>Region 2's CEC strategy focuses on monitoring/tracking concentrations of constituents with high occurrence and high potential toxicity. Much of what the State Water Board is considering for its Pilot Monitoring Plan is already being implemented in Region 2 through the RMP.</li> </ul>	<ul style="list-style-type: none"> <li>The Regional Water Board has stated that voluntary participation in RMP CECs studies is key to avoiding State mandates for CECs monitoring. These studies are informational and not for compliance purposes. BACWA has provided RMP with a list of POTW volunteers for effluent monitoring, as needed.</li> <li>The RMP is currently engaged in a study on microplastics, and was able to obtain adequate POTW participation from BACWA members.</li> <li>The Ocean Protection Council has finalized its Ocean Litter Prevention Strategy, which includes microplastics. BACWA participated in its development, along with CASA and SCAP.</li> </ul>	<ul style="list-style-type: none"> <li><b>Continue to participate in the RMP CEC Workgroup and solicit agency participation for future studies. They are currently seeking volunteers for a study on enthoxylated surfactants, to be conducted during Summer, 2019.</b></li> <li>Develop a White Paper for use by the RMP in selecting representative POTWs for participation in CEC studies, and develop a proposal for ongoing monitoring.</li> <li>Work with other Stakeholders to complete Ocean Litter Prevention Strategy Action items.</li> </ul>	<p>RMP CEC Workgroup:  <a href="http://www.sfei.org/rmp/ecwg#tab-1-4">http://www.sfei.org/rmp/ecwg#tab-1-4</a></p> <p>SFEI Microplastics Science Strategy:  <a href="http://www.sfei.org/documents/microplastic-monitoring-and-science-strategy-san-francisco-bay">http://www.sfei.org/documents/microplastic-monitoring-and-science-strategy-san-francisco-bay</a></p> <p>Final Ocean Litter Prevention Strategy:  <a href="http://www.opc.ca.gov/webmaster/media_library/2018/06/2018_CA_OceanLitterStrategy.pdf">http://www.opc.ca.gov/webmaster/media_library/2018/06/2018_CA_OceanLitterStrategy.pdf</a></p>
<b>SSS WDR REISSUANCE</b>			
<ul style="list-style-type: none"> <li>The State Water Board plans to reissue the SSS WDR in 2020.</li> <li>They have sought out early stakeholder engagement through outreach to CASA and the Regional Associations, and NGOs.</li> </ul>	<ul style="list-style-type: none"> <li>CASA provided proposed redlines to the SSS WDR on the following items. During two meetings with State Water Board during Fall 2018, staff responded fairly positively to CASA proposals.</li> <li>The State Water Board held Workshops in April and May 2019 to get feedback on the following: <ul style="list-style-type: none"> <li>Costs to comply with the order.</li> <li>Regulation of large private sewer systems</li> <li>Improvement of CIWQS data quality</li> <li>Requirement upgrades and enhanced enforcement</li> <li>Potential regulatory incentives for well performing systems</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Comment on draft SSS WDR when available for public comment in late 2019/early 2020.</li> </ul>	<p>SWB SSS WDR page:  <a href="https://www.waterboards.ca.gov/water_issues/programs/sso/">https://www.waterboards.ca.gov/water_issues/programs/sso/</a></p> <p>CASA SSS WDR Redlines:  <a href="https://bacwa.org/document/sss-wdr-casa-redlines-8-29-18/">https://bacwa.org/document/sss-wdr-casa-redlines-8-29-18/</a></p> <p>CASA SSS WDR MRP Redlines:  <a href="https://bacwa.org/document/casa-sss-mrp-redlines-08-29-18/">https://bacwa.org/document/casa-sss-mrp-redlines-08-29-18/</a></p>

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<b>ELAP UPDATE</b> <ul style="list-style-type: none"> <li>• In August 2015, the State Water Board contracted with Southern California Coastal Water Research Project (SCCWRP) to establish and facilitate an Expert Review Panel to conduct an examination of ELAP, California's laboratory certification body.</li> <li>• The Expert Review Panel concluded that ELAP's current regulations are inadequate. The Panel recommended that ELAP adopt the laboratory standard established by The NELAC Institute (TNI) as the most viable option for California.</li> <li>• The Environmental Laboratory Technical Advisory Committee (ELTAC) was established to assist ELAP in technical matters that impact the laboratory community. The committee is composed of representatives from the laboratory community and data users, and have represented the POTW laboratory community during this process.</li> <li>• AB 1438 was signed into law on Sept 28, 2017 and became effective January 1, 2018. The bill sets the stage for ELAP to adopt TNI standards</li> </ul>			
	<ul style="list-style-type: none"> <li>• Third Preliminary Draft Regulations that included adopting the TNI standard for laboratories were released for public comment on December 2018.</li> <li>• Adopting TNI standards will pose a challenge since there are more than 1000 individual requirements in the full document. Initial costs may include               <ul style="list-style-type: none"> <li>○ hiring staff to handle TNI-related paperwork;</li> <li>○ hiring consultants to setup the TNI documentation framework;</li> <li>○ purchasing Laboratory Information Management System (LIMS) software;</li> <li>○ purchasing documents and training material from TNI, etc.</li> </ul> </li> <li>• The new standards could be a particular burden on small municipal laboratories, which may choose to close if they cannot economically meet the new standards.</li> <li>• BACWA worked with CASA and CWEA, and signed onto CWEA's comment letter on the previous preliminary draft regulations.</li> <li>• BACWA signed onto a Summit Partners letter recommending that ELAP adopt dual accreditation routes. A group of laboratories have been working on a subcommittee to develop a California-specific QMS. While the majority of ELTAC members voted for a dual-track system, ELAP will not move forward with it unless the vote in favor is unanimous.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with other Regional and Statewide associations to encourage ELAP to consider a California-specific QMS as an alternative certification track.</li> <li>• Comment on next draft of regulations, expected in August, 2019</li> <li>• Work through BACWA's Laboratory Committee to explore ways to mitigate the burden of the new requirements, once adopted.</li> </ul>	<p>State Water Board's ELAP page:  <a href="http://www.waterboards.ca.gov/drinking_water/certification/labs/elap_regulations.shtml">http://www.waterboards.ca.gov/drinking_water/certification/labs/elap_regulations.shtml</a></p> <p>CWEA Comment letter:  <a href="http://cweawaternews.org/cwea-submits-comment-letter-on-elap-preliminary-draft-regulations/">http://cweawaternews.org/cwea-submits-comment-letter-on-elap-preliminary-draft-regulations/</a></p> <p>CASA Comment Letter:  <a href="https://bacwa.org/document/casa-comments-preliminary-draft-elap-regulations-09-06-17/">https://bacwa.org/document/casa-comments-preliminary-draft-elap-regulations-09-06-17/</a></p> <p>Summit Partners Letter on dual accreditation:  <a href="https://bacwa.org/wp-content/uploads/2018/09/9-6-18-Summit-Partners-ELAP-State-System.pdf">https://bacwa.org/wp-content/uploads/2018/09/9-6-18-Summit-Partners-ELAP-State-System.pdf</a></p>

Background Highlights	Challenges and Recent Updates	Next Steps for BACWA	Links/Resources
<b>PHASE-OUT OF BIOSOLIDS AS ALTERNATIVE DAILY COVER</b>			
<ul style="list-style-type: none"> <li>Regulatory drivers are indicating that biosolids used as alternative daily cover (ADC) or disposed in landfills will be phased out:             <ul style="list-style-type: none"> <li>AB 341 set a goal to recycle 75% of solid waste by 2020 and CalRecycle's plan to achieve that goal called for a marked, but unquantified, reduction of organics to landfills.</li> <li>SB 1383, adopted in September 2016 requires organics diversion: -50% by 2020 (relative to 2014) -75% by 2025 (relative to 2014)</li> <li>In 2020, CalRecycle will count green waste as disposal (per AB 1594), rather than diversion, even when used as ADC.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>While the regulations don't explicitly forbid biosolids disposal/reuse in landfills, it is assumed that since biosolids are a relatively "clean" waste stream that can be diverted, landfills will stop accepting biosolids.</li> <li>In 2016, BACWA conducted a survey and found that &gt;50 percent of dry solids in the region are being used as ADC. At that time, most agencies did not have a contingency plan in case ADC is phased out as a beneficial use alternative. In the 2018 survey, more agencies are reporting that they are developing plans for the phase-out.</li> <li>Proposed regulations were posted on January 18, 2019, followed by a 45-day comment period. CalRecycle Plans to adopt final regulations implementing SB 1383 in January 2020. . The regulation will become effective in 2022, and enforceable in 2024. Issues of concern are:             <ul style="list-style-type: none"> <li>Diverted biosolids must be anaerobically digested and/or composted to qualify as landfill reduction</li> <li>Language could be construed as disallowing other treatment technologies and management other than land application</li> <li>Narrow list of eligible recovered products that meet procurement requirements Procurement of biosolids/renewable natural gas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Consider ways to build a market for compost and other soil amendment products made from biosolids, using lessons learned in the Pacific Northwest and Midwest.</li> <li>Actively work through CASA with California Air Resource Board, CalRecycle, State Water Resource Control Board, and California Department of Food and Agriculture to mutually develop sustainable long-term options for the beneficial use of biosolids.</li> <li>Follow efforts of the BABC, investigating all-weather options for biosolids management (including innovative technologies generating energy and other useful bioproducts from biosolids). BABC will be a BACWA Project of Special Benefit, beginning in FY20.</li> <li>Participate in BAAQMD's Methane Expert Panel to educate their staff on how to address implementation of SB 1383 at the Air District level.</li> </ul>	<p>BACWA 2016 Biosolids Trends Survey Report: <a href="https://bacwa.org/wp-content/uploads/2017/08/BACWA-2016-Biosolids-survey-report.pdf">https://bacwa.org/wp-content/uploads/2017/08/BACWA-2016-Biosolids-survey-report.pdf</a></p> <p>2018 BACWA Biosolids Survey: <a href="https://www.surveymonkey.com/r/7Q3PDY9">https://www.surveymonkey.com/r/7Q3PDY9</a></p> <p>CASA White Paper on Biosolids Use in Landfills: <a href="https://bacwa.org/wp-content/uploads/2017/01/1-11-17-Sustainability-for-biosolids-use-at-landfills.pdf">https://bacwa.org/wp-content/uploads/2017/01/1-11-17-Sustainability-for-biosolids-use-at-landfills.pdf</a></p> <p>BABC page: <a href="http://www.bayareabiosolids.com/">http://www.bayareabiosolids.com/</a></p> <p>CASA Comments on proposed SB 1383 Implementation Regulation: <a href="https://casaweb.org/wp-content/uploads/2015/12/2.28.19-CASA-Comments-SB-1383-Regs.pdf">https://casaweb.org/wp-content/uploads/2015/12/2.28.19-CASA-Comments-SB-1383-Regs.pdf</a></p>

Background Highlights	Challenges and Recent Updates	Next Steps for BACWA	Links/Resources
<b>CLIMATE CHANGE MITIGATION</b>			
<ul style="list-style-type: none"> <li>• CARB's Climate Change Scoping Plan lays out the approach for the State to meet its greenhouse gas (GHG) emissions reduction targets through 2020 and goals through 2050. The 2030 Target Scoping Plan Update states additional policies are needed to achieve GHG levels 40% below 1990 levels by 2030, addressing: <ul style="list-style-type: none"> <li>◦ Short-lived climate pollutants (i.e., methane)</li> <li>◦ Carbon sequestration on Natural and Working Lands</li> <li>◦ Largest emitters (transportation, electricity, and industrial sectors)</li> </ul> </li> <li>• SB 1383 (Short-Lived Climate Pollutant Reduction) calls for: <ul style="list-style-type: none"> <li>◦ 40% methane reduction by 2030</li> <li>◦ 75% diversion of organic waste from landfills by 2025</li> <li>◦ Policy development encouraging production/use of biogas</li> </ul> </li> <li>• BAAQMD developed a Clean Air Plan that requires GHG emissions reduction on track with CARB's 2030 and 2050 targets.</li> </ul>	<ul style="list-style-type: none"> <li>• CARB states POTWs are part of the solution for reducing fugitive methane, and encourages diversion of organics to POTWs to use excess digester capacity and produce biogas for use as transportation fuel. However, diversion also includes biosolids used as ADC.</li> <li>• Many POTWs are exploring energy generation, but BAAQMD toxic air emissions regulations make waste to energy programs more expensive. Direct injection of biogas to PG&amp;E's pipelines or use as a transportation fuel for fleet vehicles may be more efficient. However, OSHA's PSM Standards, triggered by use of biogas offsite (if managing over 10,000 lbs of biogas onsite), may cause pipeline injection to be cost-prohibitive.</li> <li>• CARB aims to develop nitrous oxide emission estimates and/or emission factors for POTWs. Their research plan identified oxidation ditches as a typical treatment process. To correct this, CASA collected information on treatment processes used throughout California and is analyzing the data to inform CARB's state inventory.</li> <li>• BAAQMD released draft Rule 13-1 Significant Methane Releases, October 5. The purpose of the rule is to compel facilities to mitigate major releases rapidly, and will act as backstop while source-specific rules are adopted.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with CASA to look for opportunities for POTWs to help the State meet GHG reduction goals. CASA is helping SWRCB collect information on excess digester capacity at POTWs.</li> <li>• Look for opportunities to inform BAAQMD on the opportunities and challenges for climate change mitigation by Bay Area POTWs.</li> <li>• Work with PG&amp;E and BAAQMD to explore options for POTWs to inject biogas into PG&amp;E pipelines. Note: CASA has been discussing the barriers to pipeline injection with CPUC staff and they have proposed reducing their standard from 990 Btu/scf to 970 Btu/scf.</li> <li>• Engage in development of Rule 13-4, which will control emissions from anaerobic digesters. Continue to work with BAAQMD staff to provide information and education about anaerobic digesters and POTW operations.</li> </ul>	<p>Climate Change Scoping Plan:  <a href="https://www.arb.ca.gov/cc/scopingplan/scoping_plan_2017.pdf">https://www.arb.ca.gov/cc/scopingplan/scoping_plan_2017.pdf</a></p> <p>CARB Short Lived Climate Pollutant Reduction Strategy:  <a href="https://www.arb.ca.gov/cc/shortlived/meetings/03142017/final_slcp_report.pdf">https://www.arb.ca.gov/cc/shortlived/meetings/03142017/final_slcp_report.pdf</a></p> <p>SB 1383:  <a href="http://www.leginfo.ca.gov/pub/15-16/bill/sen/sb_1351-1400/sb_1383_bill_20160919_chaptered.htm">http://www.leginfo.ca.gov/pub/15-16/bill/sen/sb_1351-1400/sb_1383_bill_20160919_chaptered.htm</a></p> <p>BAAQMD Clean Air Plan:  <a href="http://www.baaqmd.gov/plans-and-climate/air-quality-plans/current-plans">http://www.baaqmd.gov/plans-and-climate/air-quality-plans/current-plans</a></p> <p>BAAQMD Rule 13-1:  <a href="http://www.baaqmd.gov/rules-and-compliance/rule-development/rules-under-development/regulation-13-rule-1">http://www.baaqmd.gov/rules-and-compliance/rule-development/rules-under-development/regulation-13-rule-1</a></p> <p>BACWA Comments on Rule 13-1:  <a href="https://bacwa.org/document/bacwa-comment-on-baaqmd-rule-13-1-11-13-18/">https://bacwa.org/document/bacwa-comment-on-baaqmd-rule-13-1-11-13-18/</a></p>

Background Highlights	Challenges and Recent Updates	Next Steps for BACWA	Links/Resources
<b>CLIMATE CHANGE ADAPTATION</b>			
<ul style="list-style-type: none"> <li>• In 2017, the State Water Board adopted a Climate Change Resolution addressing mitigation and adaption. One of the requirements is that Regional Water Boards will make recommendations to the State Water Board on the need to modify permits and other regulatory requirements to reduce vulnerability of water and wastewater infrastructure to flooding, storm surges, and sea level rise.</li> <li>• The Regional Water Board identified Climate Change and Wetland Policy Update as the highest priority Basin Planning project in their 2018 Triennial Review.</li> </ul>	<ul style="list-style-type: none"> <li>• The State Water Board is planning a data request that they will send to all collection systems and POTWs in the State to better understand to what extent agencies are performing climate change vulnerability assessments. They plan to use this information to determine the need for funding assistance or permit requirements for climate change planning.</li> <li>• The Regional Water Board hosted a workshop on its Wetlands Policy 94-086 on August 14 and solicited stakeholder input on potential revisions to the Policy.</li> <li>• BACWA provided the Regional Water Board staff specific case studies of wetlands projects that are being considered as well as written comments regarding Policy revisions that would help incentivize the development of wetlands projects by wastewater agencies, and reduce permitting hurdles.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Summit Partners to improve that State Water Board's data request on climate change planning, so they get the information they as effectively as possible.</li> <li>• Continue to work with Regional Water Board to look for regulatory solutions to encourage wetlands projects for shoreline resiliency.</li> </ul>	<p>State Water Board 2017 Climate Change Resolution:  <a href="https://www.waterboards.ca.gov/board_decisions/adopted_orders/resolutions/2017/rs2017_0012.pdf">https://www.waterboards.ca.gov/board_decisions/adopted_orders/resolutions/2017/rs2017_0012.pdf</a></p> <p>Regional Water board Wetlands Policy Page:  <a href="https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/climate_change/wetland_policies.html">https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/climate_change/wetland_policies.html</a></p> <p>BACWA Comments on Wetlands Policy:  <a href="https://bacwa.org/wp-content/uploads/2018/09/BACWA-comments-Wetland-Policy-9-14-18.pdf">https://bacwa.org/wp-content/uploads/2018/09/BACWA-comments-Wetland-Policy-9-14-18.pdf</a></p>

Background Highlights	Challenges and Recent Updates	Next Steps for BACWA	Links/Resources
<b>TOXIC AIR CONTAMINANTS AND BAAQMD Rule 11-18</b>			
<ul style="list-style-type: none"> <li>Regulation 11, Rule 18 (Rule 11-18), adopted November 15, 2017, is BAAQMD's effort to protect public health from toxic air pollution from existing facilities, including POTWs.</li> <li>Per the Rule, BAAQMD will use toxic emissions inventories and proximity to the nearest receptor (residents or offsite workers) to conduct site-specific Health Risk Screening Analyses (HRSA). From these HRSAs, BAAQMD will determine each facility's prioritization score (PS). BAAQMD will conduct Health Risk Assessments (HRAs) for all facilities with a cancer PS&gt;10 or non-cancer PS&gt;1.0. After verifying the model inputs, if the facility still has PS above that threshold, that facility would need to implement a Risk Reduction Plan that may include employing Best Available Retrofit Control Technology for Toxics (TBARCT).</li> <li>AB 617 requires air districts to review the emissions control technology installed on pollution sources located at uncovered POTWs rated at greater than 5 mgd.</li> </ul>	<ul style="list-style-type: none"> <li>BACWA developed a White Paper on the Rule to describe its potential impacts on the POTW community.</li> <li>In response to a request by BAAQMD, the AIR Committee delivered a letter report summarizing specific challenges that POTWs would face in complying with the rule due to budgeting and planning constraints related to being public agencies.</li> <li>In response, BAAQMD moved all POTWs to Phase 2 to give sufficient time to update the model's inputs, and plan for emissions reduction or TBARCT, as needed. Phase 2 begins in 2019-2020 with the development of HRAs for facilities with a cancer PS&gt;10 or non-cancer PS&gt;1.0.</li> <li>AIR Committee gathered data on proximity factors from each facility and submitted to BAAQMD for updating prioritization scores.</li> <li><a href="#">Best Available Retrofit Control Technology (BARCT) Implementation Schedule</a> for industrial Cap-and-Trade facilities was adopted by BAAQMD's Board of Directors at a public hearing on December 19, 2018.</li> </ul>	<ul style="list-style-type: none"> <li><b>Agencies should update emissions inventory values and verify emission calculations methodology with permit engineer, then update concentration data as appropriate.</b></li> <li>Monitor progress of 11-18 Phase 1 implementation via participation in the Working Group.</li> <li>Track AB 617 regulation development.</li> </ul>	<p>BAAQMD Rule 11-18 page:  <a href="http://www.baaqmd.gov/rules-and-compliance/rule-development/rules-under-development/regulation-11-rule-18">http://www.baaqmd.gov/rules-and-compliance/rule-development/rules-under-development/regulation-11-rule-18</a></p> <p>Rule 11-18 Process Flowchart:  <a href="https://bacwa.org/document/baaqmd-11-18-process-flowchart-08-17-17/">https://bacwa.org/document/baaqmd-11-18-process-flowchart-08-17-17/</a></p> <p>BACWA White Paper:  <a href="https://bacwa.org/wp-content/uploads/2017/01/11-18-White-Paper_final-2.pdf">https://bacwa.org/wp-content/uploads/2017/01/11-18-White-Paper_final-2.pdf</a></p> <p>BAAQMD page on AB 617:  <a href="http://www.baaqmd.gov/rules-and-compliance/rule-development/barct-implementation-schedule">http://www.baaqmd.gov/rules-and-compliance/rule-development/barct-implementation-schedule</a></p>

Background Highlights	Challenges and Recent Updates	Next Steps for BACWA	Links/Resources
<b>RECYCLED WATER GENERAL ORDER</b>			
<ul style="list-style-type: none"> <li>• In response to the Governor's proclamation of a Drought State of Emergency, the State Water Board adopted a General Order on June 3, 2014 to streamline permitting for recycled water. The State Water Board reissued the General Order on June 7, 2016, making enrollment mandatory for Regional Permittees.</li> <li>• In May 2018, the State Water Board released Recycled Water Policy Amendments for Public Comment. The Recycled Water Policy governs the Recycled Water General Order.</li> <li>• The Amendments were adopted in December 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• Key issues in the Recycled Water Policy Amendments are:               <ul style="list-style-type: none"> <li>◦ Introduces goal to increase recycled water where wastewater is otherwise discharged to ocean, bays, and estuaries.</li> <li>◦ Terminates Region 2 96-011 Recycled Water General Order three year after Policy Amendment adoption.</li> <li>◦ Adds to the procedural burdens in obtaining Wastewater Change Petition.</li> <li>◦ Removes requirement for priority pollutant monitoring.</li> </ul> </li> <li>• SF Regional Water Board is considering transitioning all 96-011 permittees to the State General Order in a single regulatory action.</li> <li>• Note that the State General Order does not cover recycled water production. However, the Regional Water Board is considering a strategy of making the regulatory connections in the NOA, including the following:               <ul style="list-style-type: none"> <li>◦ Title 22 Engineering Report and Report of Waste Discharge references, and include the requirement of operating in accordance with the information provided in these documents;</li> <li>◦ Section in the Notice that lists the associated NPDES permits where applicable; and</li> <li>◦ Monitoring requirements required to determine compliance with Title 22.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Continue to work with Regional Water Board on a strategy for transitioning 96-011 permittees to the State General Order and ensure that coverage is not interrupted.</li> </ul>	<p>2016 State Recycled Water General Order: <a href="http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2016/wgo2016_0068_dw.pdf">http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2016/wgo2016_0068_dw.pdf</a></p> <p>State Recycled Water Policy Amendment Page: <a href="https://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/index.html#amendment">https://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/index.html#amendment</a></p> <p>BACWA comments on Recycled Water Policy Amendments: <a href="https://bacwa.org/wp-content/uploads/2018/06/BACWA-RW-Policy-comments-6-26-18.pdf">https://bacwa.org/wp-content/uploads/2018/06/BACWA-RW-Policy-comments-6-26-18.pdf</a></p>

“Parking lot” issues with no updates can be found in previous [BACWA issues summaries](#).

## ACRONYMS

ADC	Alternate Daily Cover
BAAQMD	Bay Area Air Quality Management District
BTU/SCF	British thermal units per standard cubic foot
CARB	California Air Resources Board
CASA	California Association of Sanitation Agencies
CEC	Compound of Emerging Concern
CIWQS	California Integrated Water Quality System
CVCWA	Central Valley Clean Water Agencies
CWEA	California Water Environment Association
EC25/IC25	25% Effect Concentration/25% Inhibition Concentration
ELAP	Environmental Laboratory Accreditation Program
ELTAC	Environmental Laboratory Technical Advisory Committee
EPA	United States Environmental Protection Agency
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FY	Fiscal Year
GHG	Greenhouse Gas
HRSA	Health Risk Screening Analyses
HRA	Health Risk Assessment
NACWA	National Association of Clean Water Agencies
NELAC	National Environmental Laboratory Accreditation Conference
PCB	Polychlorinated Biphenyl
POTW	Publically Owned Treatment Works
PS	Prioritization Score
QMS	Quality Management System
RMP	Regional Monitoring Program
RPA	Reasonable Potential Analysis
SCAP	Southern California Alliance of POTWs
SF Bay	San Francisco Bay
SFEI	San Francisco Estuary Institute
TMDL	Total Maximum Daily Load
TIN	Total Inorganic Nitrogen
TNI	The NELAC Institute
TST	Test of Significant Toxicity

**ITEM NO. RA7 RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH PACIFIC ECORISK IN THE AMOUNT OF \$48,000 FOR EFFLUENT TOXICITY TESTING IN FISCAL YEARS 2019/2020, 2020/2021, AND 2021/2022**

**Recommendation**

Approve a resolution authorizing the General Manager to enter into a professional services agreement with Pacific EcoRisk in the amount of \$48,000 for fiscal years 2019/2020, 2020/2021, and 2021/2022.

**Background**

EBDA's NPDES discharge permit requires testing of the effluent's acute chronic toxicity to ensure that the discharge is not impacting the biota living around the outfall. Tests are performed using live fathead minnows, and their survival and growth response are measured while exposed to a range of concentrations of effluent.

**Discussion**

The Authority has used Pacific EcoRisk for bioassay testing services for the past eight years. City of San Leandro staff previously conducted acute toxicity testing at the Marina Dechlorination Facility, while chronic toxicity was contracted to Pacific EcoRisk. Conducting toxicity testing is very labor intensive and contains significant inherent risk, since you are dealing with live organisms. Only a handful of large wastewater agency labs currently maintain chronic toxicity testing in-house. In the Authority's current permit, acute toxicity may be monitored concurrently with chronic toxicity, and therefore there is no need to run a separate test and it makes sense for Pacific EcoRisk to conduct all toxicity compliance testing.

Given the exceptional quality data and defensible results achieved by Pacific EcoRisk, their reputation as the highest quality bioassay laboratory in the state, and the potential for extensive regulatory costs if effluent toxicity limits are exceeded, staff recommends continuing with Pacific EcoRisk for NPDES permit chronic toxicity testing services through a sole source procurement continuation. Pacific EcoRisk has provided excellent customer service and has implemented numerous efforts that have streamlined the process and minimized waste of resources. The proposed Agreement would run through the rest of the Authority's current NPDES permit term.

**Pacific EcoRisk**

2250 Cordelia Rd.  
Fairfield, CA 94534  
PH (707)207-7760  
FAX (707)207-7916

**Quote**

Quote #:	<b>EB102</b>
Date:	<b>6/11/19</b>
Good through:	<b>6/30/20</b>

<b>East Bay Dischargers Authority</b> 2651 Grant Ave. San Lorenzo, CA 94580	Contact: <b>Jacqueline Zipkin</b> Phone: 510-278-5910 email: <a href="mailto:jzipkin@ebda.org">jzipkin@ebda.org</a>
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Service	Quantity	Unit	Unit Fee	Net Fee
NPDES Toxicity Testing Services				
Acute Toxicity Tests				
96-hr daily renewal test with fathead minnows				
Chronic Toxicity Tests				
7-day survival and growth test with fathead minnows (Dilution series)	4	ea	\$1,890	\$7,560
MOPS Spiking and Adjustment to pH7.3 (7 per test x 4 tests)	28	ea	\$110	\$3,080
Additional daily ammonia, alkalinity, and hardness analyses	4	ea	\$50	\$200
Concurrent reference toxicant test (50% discount)	4	ea	\$756	\$3,024
Sample Pick-Up (4 sample pick-ups per test x 4 tests)	16	ea	\$85	\$1,360
		Total =		\$15,224

**Notes and Assumptions:**

- Cost includes standard report TAT of 14 calendar days from test termination.
- Acute test data will be extracted and reported from the chronic testing.
- Rate increase will be applied annually not to exceed 3%.

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-21

INTRODUCED BY \_\_\_\_\_

**RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A  
PROFESSIONAL SERVICES AGREEMENT WITH PACIFIC ECORISK IN THE AMOUNT  
OF \$48,000 FOR EFFLUENT TOXICITY TESTING IN FISCAL YEARS 2019/2020,  
2020/2021, AND 2021/2022**

**WHEREAS**, the East Bay Dischargers Authority and its member agencies operate under a NPDES permit to discharge treated effluent to San Francisco Bay; and

**WHEREAS**, the Authority requires the services of a certified laboratory to conduct toxicity testing for NPDES permit compliance; and

**WHEREAS**, Pacific EcoRisk is qualified to perform said services and has demonstrated competence through the completion of similar services in California; and

**WHEREAS**, it will benefit the Authority to employ Pacific EcoRisk to provide said services; and

**WHEREAS**, the Regulatory Affairs Committee has recommended authorization for the General Manager to enter into a professional services agreement with Pacific EcoRisk for toxicity testing services based on their unique capabilities and consistently high quality service to the Authority; and

**NOW, THEREFORE BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby accepts the proposal for toxicity testing services from Pacific EcoRisk in the amount of \$48,000 for FY 2019/2020, 2020/2021, and 2021/2022.

**BE IT FURTHER RESOLVED**, the General Manager is hereby authorized to execute a professional services agreement on behalf of the Authority with Pacific EcoRisk.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

**ITEM NO. RA8 RESOLUTION ACCEPTING THE QUOTATION FROM HACH AND  
AUTHORIZING THE GENERAL MANAGER TO ISSUE A PURCHASE ORDER FOR  
SOFTWARE AND SUPPORT SERVICES IN FY 2019/20 IN THE AMOUNT OF \$13,624**

**Recommendation**

Approve a resolution authorizing the General Manager to issue a Purchase Order to Hach in the amount of \$13,624 for fiscal year 2019/2020.

**Background**


EBDA's NPDES discharge permit requires the Authority to routinely submit a significant amount of water quality data. The ability to retain that data in a comprehensive database that can be queried for historical trends is critical to proactive compliance management. Such a database is also important for coordination between the Authority and its Member Agencies.

**Discussion**

In 2010, the Authority issued a Request for Proposals for a laboratory data storage and output system that would provide a way to share laboratory and operations data from the Authority, its five Member Agencies, and LAVWMA. The Authority received three proposals and selected Hach based on its completion of similar projects at other California publicly-owned wastewater facilities. Hach installed, customized, and trained Authority and Member Agency staff on use of its WIMS system, and it has been in use since 2011.

WIMS is used by the Member Agency lab staff to manage compliance data and share it with the Authority, and it is used by Authority staff to monitor and report on historic trends in regulated parameters.

The Authority pays Hach annually for WIMS licenses for Authority and Member Agency staff to use the product. Licenses also come with as-needed support. The total cost for FY 2019/20 is \$13,624, and was included in the approved budget. Staff recommends continuing with sole source procurement of Hach WIMS licenses and support services. Considerable investment was required to set up the system and train users. Now that the system is established and contains a significant repository of data, it is prudent to continue its use. In addition, USD recently implemented WIMS for their own operations data management, and the synergy between the systems could provide additional value in the future.

	<b>HACH SERVICE PARTNERSHIP QUOTATION</b>	Page : 1 of 5 Partnership Number : HACH215395
	<b>Headquarters</b> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389  <b>Purchase Orders</b>	<b>WebSite:</b> <a href="http://www.hach.com">www.hach.com</a>  <b>Remittance</b> 2207 Collections Center Dr Chicago, IL 60693  <b>Wire Transfers</b> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593



**Partnership Number :** HACH215395      **Version :** 0.23      **Quotation Date :** 11-JUN-19  
**Hach Company Contact :** Herman, Stephanie A      **Service Partnership Phone :**      **Expiration Date :** 03-AUG-19  
**Customer Ref :** RENEWAL QUOTE      **Customer Contact :** CONNOR, MIKE  
**Customer Phone :**      **Customer Fax :**      **Service Partnership Email :** stherman@hach.com  
**Customer Email :** mconnor@ebda.com

Bill-To Account # 40178894		Ship-To Account # 40178894			
Customer Name	EAST BAY DISCHARGERS AUTHORITY	Customer Name	EAST BAY DISCHARGERS AUTHORITY	Payment Terms:	Net 30
Address4		Address4		Billing Method:	Annual-Invoices on START Date
Address1	2651 GRANT AVE	Address1	2651 GRANT AVE	Currency:	USD
Address2		Address2			
Address3		Address3			
City,State,PostalCode	SAN LORENZO-CA-94580-1839	City,State,Postalcode	SAN LORENZO-CA-94580-1839		
Province/Country	US	Province/Country	US		

Line	Service Name		Line Total	
	Covered Product	Start Date	End Date	Description/Serial Number
1	DM_WIMS-ON FRST	03-AUG-19	02-AUG-20	Online 1st Named User WW:03-AUG-2019:02-AUG-2020 WM ONLINE SOFTWARE ; 040511-x
	1.1 WM-OL			
2	DM_WIMS-ON-ADDL	03-AUG-19	02-AUG-20	WIMS Online Additional Named User:03-AUG-2019:02-AUG-2020 WM ONLINE SOFTWARE ; 040511-x
	2.1 WM-OL			
	2.2 WM-OL			WM ONLINE SOFTWARE ; 040511-x
3	DM_WIMS-ON FRST	03-AUG-19	02-AUG-20	Online 1st Named User WW:03-AUG-2019:02-AUG-2020 WM ONLINE SOFTWARE ; 040511-x
	3.1 WM-OL			
4	DM_WIMS-ON-ADDL	03-AUG-19	02-AUG-20	WIMS Online Additional Named User:03-AUG-2019:02-AUG-2020 WM ONLINE SOFTWARE ; 040511-x
	4.1 WM-OL			

	<b>HACH SERVICE PARTNERSHIP QUOTATION</b>	Page : 2 of 5 Partnership Number : HACH215395
	<b>Headquarters</b> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389  <b>Purchase Orders</b>	<b>WebSite:</b> <a href="http://www.hach.com">www.hach.com</a>  <b>Remittance</b> 2207 Collections Center Dr Chicago, IL 60693  <b>Wire Transfers</b> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593

	4.2	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
5	DM_WIMS-ON-LIMS		03-AUG-19 02-AUG-20	WIMS Online Standard LIMS Interface:03-AUG-2019:02-AUG-20 20	1,160.00
	5.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
6	DM_WIMS-ON-LIMS		03-AUG-19 02-AUG-20	WIMS Online Standard LIMS Interface:03-AUG-2019:02-AUG-20 20	1,160.00
	6.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
7	DM_WIMS-ON-DISC		03-AUG-19 02-AUG-20	Online Addl 200MB Disc Sp:03-AUG-2019:02-AUG-2020	920.00
	7.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
8	DM_WIMS-ON-DISC		03-AUG-19 02-AUG-20	Online Addl 200MB Disc Sp:03-AUG-2019:02-AUG-2020	920.00
	8.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
9	DM_WIMS-ON-ADDL		03-AUG-19 02-AUG-20	WIMS Online Additional Named User:03-AUG-2019:02-AUG-2020	680.00
	9.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
10	DM_WIMS-ON-ADDL		03-AUG-19 02-AUG-20	WIMS Online Additional Named User:03-AUG-2019:02-AUG-2020	680.00
	10.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
11	DM_WIMS-ON-FACIL		03-AUG-19 02-AUG-20	WIMS Online Additional Facility:03-AUG-2019:02-AUG-2020	172.00
	11.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
12	DM_WIMS-ON-FACIL		03-AUG-19 02-AUG-20	WIMS Online Additional Facility:03-AUG-2019:02-AUG-2020	172.00
	12.1	WM-OL		WM ONLINE SOFTWARE ; 040511-x	
<b>Sub Total :</b>					13,624.00
<b>Tax:</b>					0.00
<b>Total :</b>					13,624.00

#### Partnership Notes :

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at [www.hach.com/terms](http://www.hach.com/terms). Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-22

INTRODUCED BY \_\_\_\_\_

**RESOLUTION ACCEPTING THE QUOTATION FROM HACH AND AUTHORIZING THE  
GENERAL MANAGER TO ISSUE A PURCHASE ORDER FOR SOFTWARE AND  
SUPPORT SERVICES IN FY 2019/20 IN THE AMOUNT OF \$13,624**

**WHEREAS**, the East Bay Dischargers Authority and its member agencies operate under a NPDES permit to discharge treated effluent to San Francisco Bay; and

**WHEREAS**, the Authority requires a data storage and output system to manage and share laboratory and operations data from its five Member Agencies and LAVWMA; and

**WHEREAS**, in 2011, the Authority selected Hach to provide a data management system through a competitive process; and

**WHEREAS**, the Authority and its Member Agencies have been successfully using Hach WIMS to manage and share data for the past eight years; and

**WHEREAS**, the Regulatory Affairs Committee has recommended authorization for the General Manager to accept Hach's quote for WIMS licenses for FY 2019/20; and

**NOW, THEREFORE BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby accepts the quote for WIMS online software from Hach in the amount of \$13,624 for FY 2019/2020.

**BE IT FURTHER RESOLVED**, the General Manager is hereby authorized to issue a Purchase Order on behalf of the Authority to Hach.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**



EAST BAY DISCHARGERS AUTHORITY  
2651 Grant Avenue  
San Lorenzo, CA 94580-1841  
(510) 278-5910  
FAX (510) 278-6547

*A Joint Powers Public Agency*

**ITEM NO. 17**

**OPERATIONS & MAINTENANCE COMMITTEE AGENDA**

**Monday, June 17, 2019**

**10:00 A.M.**

**East Bay Dischargers Authority  
2651 Grant Avenue, San Lorenzo, CA 94580**

**Committee Members: Walters (Chair), Handley**

**OM1. Call to Order**

**OM2. Roll Call**

**OM3. Public Forum**

**OM4. EBDA Performance**

(The Committee will be updated on EBDA's NPDES report.)

**OM5. Status Report**

(The Committee will be updated on EBDA's O&M activities.)

**OM6. Resolution Designating Authorized Representatives for FEMA and State OES Disaster Assistance**

(The Committee will consider a resolution designating authorized representatives for disaster cost recovery.)

**OM7. Resolution Approving the Renewal and Replacement Fund Project List for Fiscal Year 2019/2020**

(The Committee will consider a resolution approving the Renewal and Replacement Fund Project List for FY 2019/2020.)

**OM8. Resolution Authorizing the General Manager to Issue a Purchase Order to Univar USA, Inc. for Sodium Bisulfite 25% Solution in FY 2019/2020 in the Amount of \$250,000**

(The Committee will consider a resolution authorizing the General Manager to issue a Purchase Order to Univar USA in the amount of \$250,000 for the purchase of Sodium Bisulfite 25% solution in FY 2019/2020.)

**OM9. Resolution Authorizing the General Manager to Enter Into a Professional Services Agreement With Calcon Systems, Inc. in the Amount of \$450,000 for Electrical, Instrumentation, and Emergency Services in Fiscal Years 2019/2020, 2020/2021, and 2021/2022**

(The Committee will consider a resolution authorizing the General Manager to enter into a professional services agreement with Calcon Systems, Inc. for electrical, instrumentation, and emergency services in FY 2019/2020, 2020/2021, and 2021/2022.)

**OM10. Adjournment**

Agenda Explanation  
East Bay Dischargers Authority  
O&M Agenda  
February 19, 2019

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Administrative Assistant at (510) 278-5910 or [kyambao@ebda.org](mailto:kyambao@ebda.org). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.)

In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are also posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

(Any member of the public may address the Committee at the commencement of the meeting on any matter within the jurisdiction of the Committee. This should not relate to any item on the agenda. People addressing the Committee should limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Committee on any agenda item should do so at the time the item is considered. Oral comments should be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available and are to be completed prior to speaking.)

**The next O&M Committee meeting is scheduled on  
Monday, July 15, 2019 at 10:00 a.m.**

#### **ITEM NO. OM4 EBDA PERFORMANCE**

The detailed package is included in the Regulatory Affairs Committee agenda. The NPDES report shows that EBDA continues to operate within the normal compliance range.

**Please see the Regulatory Affairs Committee agenda, Item No. RA4 for the April permit compliance data.**

#### **ITEM NO. OM5 STATUS REPORT**

##### **Alvarado Effluent Pump Station (AEPS)**

##### **Pump Cavitation Study & Station Optimization**

Carollo Engineers, Inc. (Carollo) completed the field testing component of the AEPS Pump Cavitation Study in November 2018, and they are working on the Cavitation Study Project Memorandum, which will summarize the key findings and recommendations. USD contracted with Carollo to perform additional hydraulic modeling, and that parallel project may yield additional data relevant to EBDA's study. As a result, Carollo staff requested that the Cavitation Study Project Memorandum be delayed until the results of the additional modeling are completed, to provide for a more comprehensive Memorandum. The additional modeling is now complete, and the Cavitation Study Project Memorandum is expected shortly.

##### **Hayward Effluent Pump Station (HEPS)**

##### **Motor Control Center (MCC) Replacement Project**

In May, Central Sierra Electric (Central Sierra), GSE's electrical subcontractor, pulled new electrical conductors through conduits between the new MCC building and the pump station and generator. The wires are ready to be connected to the existing pump station equipment and each circuit breaker. The connections will be made when the new MCC is powered from the new PG&E service.

Central Sierra ran a temporary power cord from the old MCC to the new MCC building to provide power for the interior and exterior lighting. Air conditioning units that were shipped separate from the MCC building were installed, and bollards were set around the new PG&E transformer pad. Bollards are metal posts that surround the transformer pad that are required by PG&E and they protect the transformer from being hit by a vehicle.

Pacific Power Testing performed pre-energization field testing of the MCC equipment and grounding systems. New conductors were also tested to verify that they were not damaged during installation.

Installation of the new PG&E service will be scheduled after completion of a final PG&E pre-construction inspection. The new PG&E service installation will require HEPS to be shut down for a maximum of 48 hours. During this time, PG&E will set a new transformer, pull and test new electrical conductors, and connect the new power service to new MCC. Central Sierra will complete the connection from the existing generator to the new MCC, and from the new MCC to the existing MCC. The standby generator will provide the pump station with a backup power source after the new MCC is energized. The existing MCC will be temporarily powered through the new MCC to minimize interruption of service to the pump station. Field testing of the new automatic transfer switch and functional testing of the existing standby power system will be completed before the pump station is returned to normal operation.



MCC Building Air Conditioning Units



Transformer Pad Bollards

### **Effluent Pump No. 1 Variable Frequency Drive (VFD)**

On May 26, 2019, the HEPS Effluent Pump No. 1 VFD experienced a catastrophic failure. The VFD shorted internally, causing the front of the VFD enclosure to blow off. The Effluent Pump #1 breaker should have tripped, isolating the VFD from the rest of the electrical system, but it didn't. This resulted in the station breaker tripping and isolating the old HEPS MCC from PG&E power. The HEPS Emergency Generator started and provided power to the pump station. After talking with EBDA staff, COH staff was able re-establish PG&E power to the pump station and the generator turned off. Later that week, Calcon and the COH Electrician inspected the VFD. Effluent Pump #1 is currently out of service. After discussions with the COH staff, it was determined that because the transfer to the new MCC will occur shortly, nothing further will be done at this time. If HEPS experiences an additional failure, there are several options that can be implemented rather quickly to make additional pumps available.

### **Oro Loma Effluent Pump Station (OLEPS)**

#### **No. 1 & 4 Effluent Pump Discharge Valve Actuator Replacement Project**

On April 5, 2019, the new discharge valve actuators and gear drives for the No. 1 & 4 Effluent Pumps were delivered to OLEPS. EBDA staff is in the process of coordinating their installation. The installation will be scheduled during the normal dry weather wet well preventative maintenance activities. During these activities, the OLEPS wet wells are isolated and pumped down one at a time. The OLSD Maintenance staff performs confined space entries to inspect the heat exchangers on the OLEPS No. 2 and 3 Pumps and inspects the influent gates, the pump suction gates and the wet well cross-connect gate.

#### **PG&E Credit**

For the last several months, EBDA staff has been working with PG&E to resolve a credit that resulted from issues with the OLEPS electric meter in 2018. From January 2018 to November 2018, the old PG&E smart meter stopped transmitting the OLEPS electrical usage to PG&E. As a result, PG&E was estimating the OLEPS electrical usage, and their estimates appeared high once the new meter was installed in November 2018, generating a credit.

EBDA staff worked with our PG&E representative to ensure that the situation was resolved accurately. PG&E stopped sending EBDA invoices from December 2018 to May 2019. In the beginning of June, EBDA received a \$31,708 credit from PG&E for electrical usage at OLEPS. EBDA's PG&E invoice due on June 17, 2019 is \$187,984 after the \$31,708 credit was applied.

### **San Leandro Effluent Pump Station (SLEPS)**

No change; all equipment is operational.

### **Skywest Pump Station**

#### **Recycled Water Production**

During the month of May 2019, the Skywest Recycled Water System produced 5.8 million gallons of recycled water.

### **Marina Dechlorination Facility (MDF)**

No change; all equipment is operational.

### **Force Main**

No change; all equipment is operational.

## **Operations Center**

### **Cyber Security**

In April 2019, consultants from Woodard & Curran completed an analysis of the EBDA and OLSD networks. The consultants recommended certain items for immediate implementation, which EBDA completed. This included installation of three new network cables between EBDA and OLSD, which will allow for an improved separation of EBDA business and SCADA networks and provide OLSD with backup wireless internet access. Woodard & Curran provided the associated programming and worked together with Calcon (EBDA's SCADA consultant) and Cayuga Information Systems (EBDA's business IT consultant). This new EBDA network was implemented on May 6, 2019. Woodard & Curran's complete report was delivered on June 7, 2019. Staff is currently reviewing the recommendations and will provide an update next month.

### **SCADA System Upgrade Project**

Due to network security issues, EBDA is proceeding cautiously with the implementation of the new SCADA system.

## **Miscellaneous Items**

### **Underground Service Alerts**

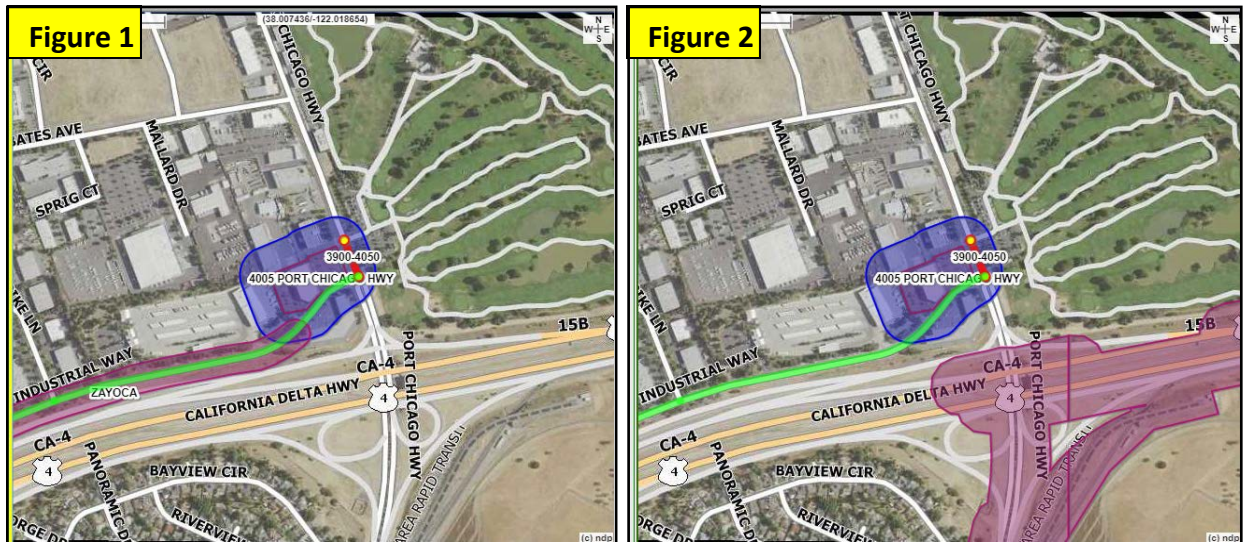
EBDA received seventy-six (76) Underground Service Alert (USA) tickets during the month of May 2019. Four required field verification.

### **USA Service Area Update**

Staff recently completed a project to revise the geographic basis on which EBDA receives USA tickets. Every member of the USA North 811 (USAN) association of utility owners is responsible to define the geographic area for which they wish to be notified (i.e. receive tickets) about upcoming excavation work. This is done by defining in USAN's geographic information system (GIS) a Service Area Registration (SAR) polygon that covers the geographic area where the member's utility infrastructure exists.

When a contractor calls in to USAN to report an excavation location, USAN adds a minimum of 200 feet to the boundaries of the excavation address and generates a "work area polygon." If the work area polygon touches the SAR polygon of a member, the ticket will be delivered to the affected member so the member can be aware of the upcoming excavation and mark its nearby utility lines to protect them from damage. For example, in Figure 1 below, a member's SAR polygon (pink) is touched by the work area polygon (blue), so that member would receive the ticket. In Figure 2, a different member's SAR polygon (pink) is not touched by the work area polygon (blue), so that member would not receive the ticket. Responding to a ticket to evaluate any potential

impacts requires EBDA staff time, and USAN also charges agencies based on the number of tickets received.



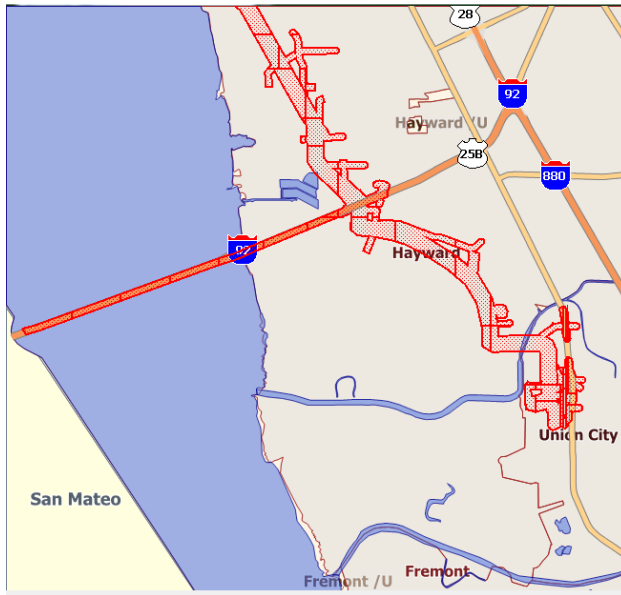
The old EBDA SAR polygons were very large, out of an abundance of caution, because it was difficult to pinpoint the exact location of the force main. As a result, EBDA routinely received tickets for excavations that were several thousand feet (four to six blocks) away from the EBDA force main. EBDA's SAR polygons even included the Alameda County portion of the San Mateo Bridge.

Due to the improvement of GIS, we are now able to more accurately identify the location of the force mains. EBDA staff worked with Erik Zalkin from Brown & Caldwell and Stephen Baker from USAN to update EBDA's SAR polygons, with a goal of ensuring that the polygons are big enough that we do not miss any tickets, but small enough that we avoid unnecessary tickets. The new SAR polygons are 100 feet wide with the force main in the middle.

On May 17, 2019, EBDA's new SAR polygons were activated. Over the last year, EBDA has received an average of 91 USA tickets per month and 21 USA tickets per week. The last two weeks of May, EBDA received an average of 7.5 USA tickets per week. The updated SAR polygons will save a considerable amount of EBDA staff time and result in EBDA's USAN bill being reduced.

Below are examples of EBDA's old and new SAR polygons:

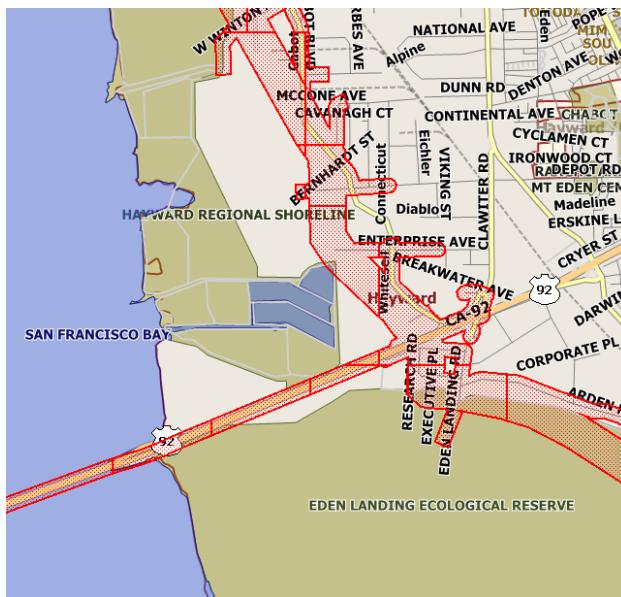
Agenda Explanation  
 East Bay Dischargers Authority  
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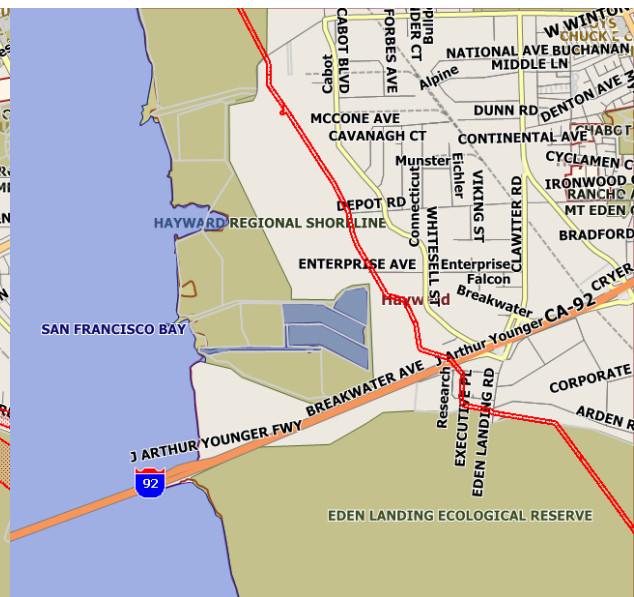
Old SAR Polygon



New SAR Polygon

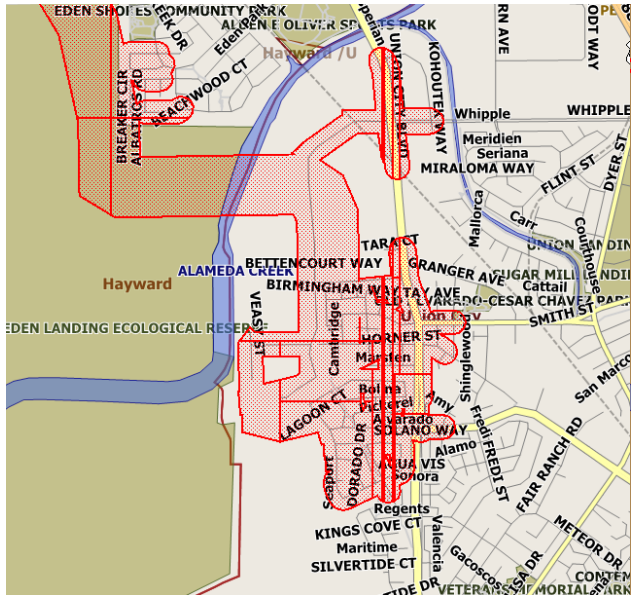


Old SAR Polygon Near HEPS

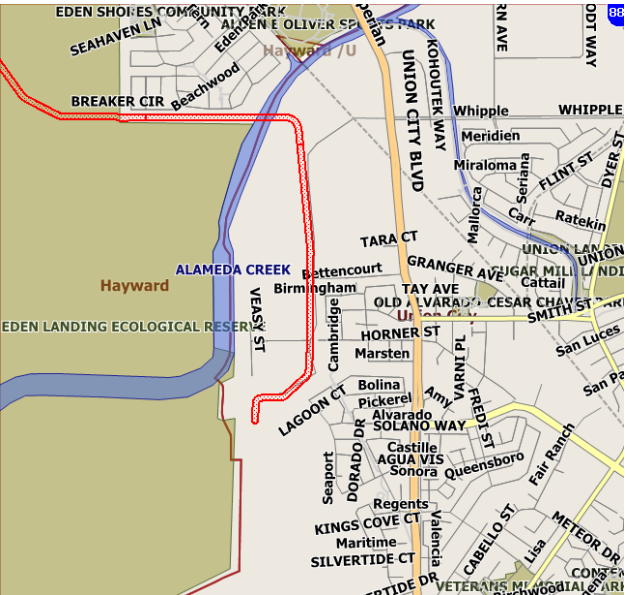


New SAR Polygon Near HEPS

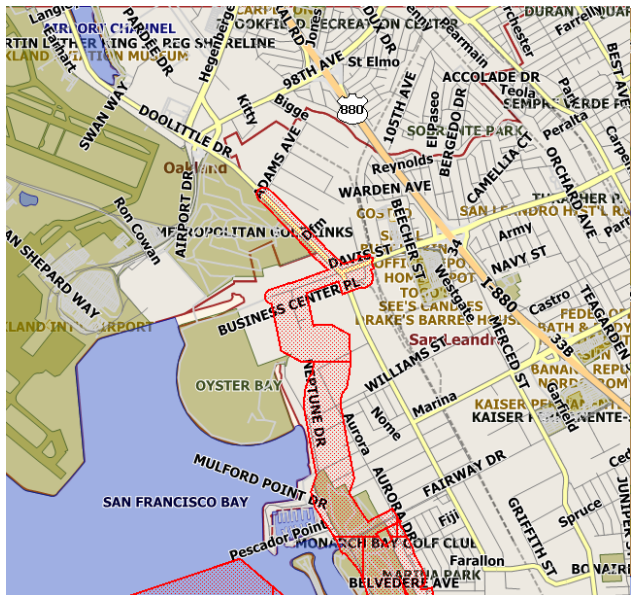
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Old SAR Polygon Near AEPS



New SAR Polygon Near AEPS



Old SAR Polygon Near SLEPS



New SAR Polygon Near SLEPS

### **Wet Weather**

Although it did rain during the month of May 2019, there were no rain events that exceeded 0.75 inches.

### **Special Projects**

#### **Transport System Seismic Reliability Plan**

On April 16, 2019, EBDA received the Transport System Pipeline Seismic Liquefaction Evaluation (Task 3) Final Letter Report, which was presented to the Committee last month. Brown & Caldwell (BC) is currently working to complete the remainder of the Transport System Seismic Reliability Plan, and results are expected in the next few months. BC is also working on refining costs for the recommended transport system seals and spare clamps.

#### **Disaster Cost Recovery Planning Services**

EBDA staff is continuing to work with Kermani Consulting Group (KCG) on disaster cost recovery planning. On May 9, 2019, KCG presented a second training session for EBDA staff, which continued discussions on the public assistance process, eligibility, processes, and forms. KCG is now working on a draft of EBDA's Disaster Cost Recovery Plan for review and discussion. Following delivery of the Plan, the project will conclude with an overview session for member agency staff in the next several months.

#### **Asset Management Plan (AMP) Update**

Staff has finalized a draft of the updated Asset Management Plan, which was shared at the May 15, 2019 MAC meeting. The AMP will form the basis of discussions on future RRF annual contributions and appropriate reserve levels. The AMP will also be the basis for the funding arrangement with USD for AEPS per the JPA. As a next step, EBDA staff is working with USD staff to reach alignment on assumptions in USD's AMP for AEPS versus EBDA's. Following this dialogue, a plan for AEPS, as well as assumptions that carry over to the rest of EBDA's AMP, will be reviewed with the MAC.

#### **EBDA Facilities Electrical Evaluation**

On April 30, 2019, EBDA received the Electrical Evaluation draft report from Beecher Engineering, Inc., EBDA's contract electrical engineering firm. Sections of the draft report were discussed at the MAC meeting on May 15, 2019. EBDA will provide comments to Mr. Beecher to be incorporated in the final report.

#### **Advanced Quantitative Precipitation Information (AQPI) Project**

As discussed previously, AQPI is a Bay Area regional project funded by the California Department of Water Resources (DWR) aimed at improving prediction of precipitation, streamflow, and storm surge through data gathering and model improvement. EBDA is part of a consortium of East Bay agencies working to install a permanent radar in time for the 2019-20 wet season. The goal is for each of the participating agencies to

approve a Memorandum of Understanding (MOU) this summer with Sonoma Water as the contracting agency. The MOU would commit to funding the installation through the end of the grant in December 2021. It is expected that a broader regional MOU or JPA would be developed for post-grant funding beyond 2021. EBDA staff is waiting for all agencies to complete legal review on the MOU document, and then will bring the MOU to the Commission for consideration. Based on the most recent negotiation, the EBDA contribution to this two-year project is \$29,000, which is included in EBDA's FY2019-20 budget, approved last month.

At the same time that the MOU is moving forward, staff at National Oceanographic and Atmospheric Administration (NOAA), the technical experts on the project, have reached out to EBDA staff to discuss tailoring data and products to make them most useful to EBDA's Member Agencies. Initial technical discussions between NOAA staff and Oro Loma's staff and consultants have taken place, and additional discussions with the MAC are planned.

**EAST BAY DISCHARGERS AUTHORITY**  
**MONTHLY OPERATION AND MAINTENANCE REPORT**  
**May-2019**

1. Summary sheets from the NPDES Report submitted to the RWQCB and EPA are attached for the month of: Apr-19
2. Number of violations reported in the above NPDES Report: **None to Report**
3. The violations included the following: **None Noted**
4. Preventive Maintenance for the month of: Apr-19

LOCATION	NO. TASKS SCHEDULED	NO. TASKS COMPLETED	# TASKS UNFINISHED	PERCENT COMPLETED
San Leandro Pump Station	12	12	0	100%
Oro Loma Pump Station	54	54	0	100%
Sky West Pump Station	20	20	0	100%
Hayward Pump Station	5	5	0	100%
Alvarado Pump Station	49	49	0	100%
Marina Dechlorination Facility	58	58	0	100%
EBDA Responsibility	40	40	0	100%
Force Main - USD	4	4	0	100%
Force Main - San Leandro	88	88	0	100%
Total	330	330	0	100%

5. Unscheduled Maintenance for the month of: May-19

LOCATION	NO. OF WORK ORDERS
San Leandro Pump Station	0
Oro Loma Pump Station	1
Hayward Pump Station	1
Alvarado Pump Station	0
Marina Dechlorination Facility	0
Skywest Pump Station	1
Force Main	0

6. Other Items of significance: May-19

- a. FM: Transport System Seismic Reliability Plan
- b. AEPS: Pump Cavitation Study & Station Optimization
- c. OLEPS: Effluent Pumps No. 1 & 4 Discharge Valve Actuators & Gear Drives
- d. MDF: No Items
- e. HEPS: MCC Replacement Project / Effluent Pump No. 1 VFD Failure
- f. SLEPS: No Items

**ITEM NO. OM6 RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES FOR FEMA AND OES DISASTER ASSISTANCE**

**Recommendation**

Adopt a resolution designating authorized representatives for the Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (Cal OES) disaster assistance.

**Background**

At the Commission's direction, Authority staff has been working to improve readiness to recover costs through federal and state public assistance programs following a disaster. Staff has been working with the Authority's disaster cost recovery consultant, Kermani Consulting Group, to identify steps that the Authority can take in advance of a disaster to smooth the path for cost recovery. Designation of authorized representatives was identified as one such step.

**Discussion**

FEMA administers federal disaster assistance programs, and Cal OES administers state disaster assistance programs. All applicants for federal and/or state aid must submit paperwork related to disaster assistance to Cal OES. One of Cal OES's requirements is designation of the applicant's authorized agent. This designation is done by resolution of the governing body, and can be done on a disaster-specific basis, or as a universal resolution for future disasters. Staff is recommending that the Commission adopt a universal resolution so that we have it in place any time a disaster should occur. The resolution must be renewed every three years.

Staff is requesting that the Commission designate the General Manager and Operations and Maintenance Manager as authorized representatives. It is recommended that titles are used rather than names to avoid any need to resubmit if personnel changes were to occur. Staff is recommending that both manager positions be listed for maximum flexibility, noting that it is likely only one individual would actually serve as the primary point of contact for any given disaster.



EAST BAY DISCHARGERS AUTHORITY  
2651 Grant Avenue  
San Lorenzo, CA 94580-1841  
(510) 278-5910  
FAX (510) 278-6547

*A Joint Powers Public Agency*

June 20, 2019

Governor's Office of Emergency Services  
ATTN: Robin Shepard @ Grants Processing Unit (GPU)  
3650 Schriever Ave.  
Mather, CA 95655

Re: Cal OES Form 130

Dear Ms. Shepard,

East Bay Dischargers Authority wishes to submit its Designation of Applicant's Agent Resolution, Cal OES Form 130, with the State of California, Governor's Office of Emergency Services.

Attached is an original, certified copy of the resolution and form. Titles of agents authorized to execute for and on behalf of East Bay Dischargers Authority are indicated on the form. Listed below are the names of the employees currently holding these positions and therefore authorized at this time to execute for and on behalf of East Bay Dischargers Authority.

General Manager	Jacqueline Zipkin
Operations and Maintenance Manager	Howard Cin

Please contact me at (510) 278-5910 or [jzipkin@ebda.org](mailto:jzipkin@ebda.org) if you have any questions or require further information.

Sincerely,

Jacqueline Zipkin, P.E.  
General Manager

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

**RESOLUTION NO. 19-23**

**INTRODUCED BY \_\_\_\_\_**

**RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES FOR FEMA AND  
OES DISASTER ASSISTANCE**

**WHEREAS**, the Commission of the East Bay Dischargers Authority in Alameda County intends to designate authorized representatives for Federal Emergency Management Agency and Governor's Office of Emergency Services Disaster Assistance; and

**WHEREAS**, the Commission intends to be prepared to the best of its ability in the event of a disaster; and

**WHEREAS**, the Governor's Office of Emergency Services requires the Grantee to certify the Authority's agents by title, by resolution approved by the Commission, and by providing a certified copy of the Designation of Applicant's Agent Resolution (Cal OES Form 130) to the Governor's Office of Emergency Services; and

**NOW, THEREFORE BE IT RESOLVED**, that the General Manager or the Operations and Maintenance Manager is hereby authorized to execute for and on behalf of the East Bay Dischargers Authority, a public entity established under the laws of the State of California, this application and to file it with the Governor's Office of Emergency Services for the purpose of obtaining certain federal assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act;

**BE IT FURTHER RESOLVED**, that the East Bay Dischargers Authority, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance, the assurances and agreements required.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

**ITEM NO. OM7 RESOLUTION APPROVING THE RENEWAL AND REPLACEMENT  
FUND PROJECT LIST FOR FISCAL YEAR 2019/2020**

**Recommendation**

Approve the Renewal and Replacement Fund (RRF) project list for FY 2019/2020.

**Background**

The Authority's Renewal & Replacement Fund list of projects for FY 2019/2020 has been developed consistent with the Authority's ongoing Asset Management Plan (AMP), as overseen by the MAC. A draft of the RRF project list for FY 2019/2020 was reviewed and revised at the May MAC Meeting. In parallel, staff is continuing to refine the AMP with input from the MAC and will bring the updated plan to the Commission later this year.

**Discussion**

Staff is recommending Commission approval of a total expenditure of \$549,000 for RRF projects for FY 2019/2020, which includes \$100,000 of contingency funds for small and unforeseen projects. The proposed projects for FY 2019/2020, as identified by the AMP for renewal or replacement, are summarized by location in the table below.

**RRF Projects by Facility for FY 2019/2020**

<u>Facility</u>	<u>Renewal Replacement Fund Items</u>	<u>Projected Completion Date</u>	<u>Estimated Cost</u>
HEPS	Replace 4 - 75 HP Effluent Pumps	June 2020	\$ 360,000
OLEPS	Redundant Automatic Transfer Switch Installation & Portable Generator Enclosure	December 2019	\$ 40,000
SLEPS	Electrical Upgrades	July 2019	\$ 34,000
All	PLC Spare Components	December 2019	\$ 15,000
		FY2019/2020 Sub-Total	\$ 449,000
		Contingency	\$ 100,000
		<b>FY2019/2020 Total</b>	<b>\$ 549,000</b>

**HEPS - Replace four 75 HP Effluent Pumps - \$360,000**

Replacement of the four HEPS Effluent Pumps. The AMP calls for two pumps to be replaced in FY 2019/2020 and two pumps to be replaced in five years. Staff suggests replacing all four pumps at once to minimize overhead costs.

**OLEPS - Redundant ATS Installation & Portable Generator Enclosure - \$40,000**

Installation of a second automatic transfer switch to allow a portable generator to provide an automatic backup to the existing station generator. The project also includes installation of a portable generator enclosure on the north side of OLEPS. OLSD will be providing a portable generator until a new EBDA portable generator is purchased in the future.

**SLEPS - Electrical Upgrades - \$34,000**

Should the SLEPS main PG&E breaker fail, a portable third power source connection from the CSL WPCP 480 volt switchboard would be deployed by connecting a portable diesel locomotive (DLO) cable between a new exterior terminal box and the SLEPS automatic transfer switch termination compartment lugs. To make this connection, the existing SLEPS standby generator conductors would need to be temporarily disconnected and replaced by the portable DLO cable connection. These funds would be paid to CSL for the installation of a 400A switchboard circuit breaker and the purchase of DLO cable.

**All - PLC Spare Components - \$15,000**

Purchase of spare PLC components. EBDA currently stocks approximately 67% of the spare components for our PLC's. These funds would purchase the remaining critical spare components.

**Contingency - \$100,000**

The purpose of the contingency fund is to provide additional funding for unidentified projects and/or equipment that may need to be replaced or refurbished in FY 2019/2020 RRF. The reasoning is that much of the smaller ancillary equipment and components that the Authority owns are operated with the intent to 'run to failure'. This is a common practice at wastewater facilities with these types of assets. These assets include fans, valves, actuators, and small pumps and motors. While preventive maintenance is completed on a regular basis, forecasting an exact date of failure is not possible. The criteria for 'run to failure' are both that the equipment can be readily procured and that there is sufficient redundancy to meet system firm capacity. In some cases, staff will purchase critical items and have them readily available, reducing system equipment downtime.

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-24

INTRODUCED BY \_\_\_\_\_

**RESOLUTION APPROVING THE RENEWAL AND REPLACEMENT FUND PROJECT  
LIST FOR FISCAL YEAR 2019/2020**

**WHEREAS**, the East Bay Dischargers Authority adopted Resolution 90-11, Resolution Establishing Policies for Renewal and Replacement Fund, On May 17, 1990; and

**WHEREAS**, Resolution No. 90-11 requires that the schedule be recalculated and reviewed annually based on updates to the master list of items on the schedule; and

**WHEREAS**, the Authority has developed current replacement costs based on the Authority's Asset Management Plan and recent relevant quotes and actual project costs; and

**WHEREAS**, on May 16, 2019, the Commission approved an annual contribution of \$225,000 to the Fund for FY 2019/2020; and

**WHEREAS**, the Authority's Operations and Maintenance Committee has reviewed the replacement schedule and funding scheme, and recommends approval of the FY2019/2020 projects in the amount of \$549,000; and

**WHEREAS**, approval of the schedule specifically authorizes replacement/refurbishment of only those items listed for FY2019/2020.

**NOW, THEREFORE BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby approves the Renewal & Replacement Fund Schedule for Fiscal Year 2019/2020.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

**ITEM NO. OM8 RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ISSUE A PURCHASE ORDER TO UNIVAR USA, INC. FOR SODIUM BISULFITE 25% SOLUTION IN FY 2019/2020 IN THE AMOUNT OF \$250,000**

**Recommendation**

Approve a resolution authorizing the General Manager to issue a Purchase Order to Univar USA, Inc. in the amount of \$250,000 for the purchase of Sodium Bisulfite 25% solution in FY 2019/2020.

**Background**

EBDA elected to work collectively with the Bay Area Chemical Consortium to obtain a bid for Sodium Bisulfite 25% Solution. This year, Univar USA, Inc. was the lowest responsive and responsible bidder, with a delivered cost of \$1.11 per gallon.

The per gallon cost of sodium bisulfite has increased by 10% from FY 2018/2019.

April 16, 2019

To: See List of Bidders for BACC Bid No. 11-2019 attached

Re: Notice of Intent to Award Contract in Response to Bay Area Chemical Consortium (BACC)  
**Bid No. 11-2019 for Supply and Delivery of Sodium Bisulfite**

After completing our review of the bids received in response to the Bay Area Chemical Consortium (BACC) solicitation for Sodium Bisulfite, Bid No. 11-2019, **Univar USA Inc.** was determined to be the lowest responsive bidder and has been selected for the supply and delivery of Sodium Bisulfite during the period July 1, 2019 through June 30, 2020.

Attached is a copy of the final bid tabulation results. Bay Area Chemical Consortium sincerely appreciates your efforts and we thank you for your interest and participation in the competitive bid process.

If you have any questions, please feel free to contact:

Gemma Z. Lathi

Administrative Analyst II – Operations

DUBLIN SAN RAMON SERVICES DISTRICT, as Coordinating Agency for Bay Area Chemical Consortium

Tel (925) 875-2293, email [lathi@dsrsd.com](mailto:lathi@dsrsd.com)

cc: Bay Area Chemical Consortium Member Agencies

Attachments

List of Bidders for BACC Bid No. 11-2019, Sodium Bisulfite

Univar USA Inc.  
Attention: Jennifer M. Perras  
8201 S 212th Street  
Kent, WA 98032

Chemurgic  
Attention: Davis Johnson  
PO Box 2106  
Turlock, CA 95381

**BAY AREA CHEMICAL CONSORTIUM**FINAL Bid Tabulation for **Bid No. 11-2019**Supply and Delivery of **Sodium Bisulfite**for the period **FYE 2019/2020**Bid Open Date **Tuesday, April 2, 2019 at 9:00 PDT**

Name of Bidder	25% Solution, Unit Price Per Gallon							40% Solution, Unit Price Per Gallon		
	Central Valley	East Bay	Marin Sonoma Napa	North Bay	Peninsula	Sacramento	South Bay	Central Valley	Peninsula	Sacramento
Chemurgic	\$1.23000	\$1.23000	\$1.38000	\$1.38000	\$1.29000	\$1.34000	\$1.25000	\$1.81000	\$1.90000	\$1.86000
Univar USA Inc.	\$1.19200	\$1.11100	\$1.16300	\$1.15600	\$1.13500	\$1.75700	\$1.11100	\$1.69000	\$1.55000	\$1.81000

**Lowest responsive bid***Per Section 2.16 Method of Award*

*Bids may be awarded by the participating BACC agencies to the lowest, responsive, and responsible bidder meeting the specifications for bulk loads for the chemical. The lowest responsive bidder will be determined by multiplying the estimated annual quantity for each participating BACC agency by the bid price for their region, and adding up the aggregate cost to all of the participating agencies in the regions. The **single bid that results in the lowest overall cost to the participating agencies as a group will be determined by BACC to be the low bid**, assuming the bid is determined by BACC to be complete and in compliance with the bid requirements.*

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-25

INTRODUCED BY \_\_\_\_\_

**RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ISSUE A PURCHASE ORDER  
TO UNIVAR USA, INC. FOR SODIUM BISULFITE 25% SOLUTION IN FY 2019/2020 IN THE  
AMOUNT OF \$250,000**

**WHEREAS**, the East Bay Dischargers Authority's agent, Bay Area Chemical Consortium, advertised for bids for Sodium Bisulfite Solution in accordance with the requirements of the Public Contracts Code; and

**WHEREAS**, a Bid Opening was held on April 2, 2019, wherein bids were received before the deadline, were opened and reviewed; and

**WHEREAS**, Authority staff agrees with the award of the contract to Univar USA, Inc. by Bay Area Chemical Consortium as indicated in its April 16, 2019 Notice of Intent to Award Contracts in Response to Bay Area Chemical Consortium, Bid No. 11-2019 for the Supply and Delivery of 25% Sodium Bisulfite, and has determined that the bid is acceptable; and

**WHEREAS**, the Operation & Maintenance Committee has recommended acceptance of the bid and approval of the proposed agreement between the Authority and Univar USA, Inc. for Sodium Bisulfite 25% Solution.

**NOW, THEREFORE BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby accepts the bid of Univar USA, Inc. and approves the proposed agreement between the Authority and Univar USA, Inc. for 25% Sodium Bisulfite Solution in accordance with the accepted bid.

**BE IT FURTHER RESOLVED**, the General Manager is hereby authorized to execute said agreement on behalf of the Authority in the amount of \$250,000.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

**ITEM NO. OM9 RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH CALCON SYSTEMS, INC. IN THE AMOUNT OF \$450,000 FOR ELECTRICAL, INSTRUMENTATION, AND EMERGENCY SERVICES IN FISCAL YEARS 2019/2020, 2020/2021, AND 2021/2022**

**Recommendation**

Approve a resolution authorizing the General Manager to enter into a professional services agreement with Calcon Systems, Inc. (Calcon) in the amount of \$450,000 for fiscal years 2019/2020, 2020/2021, and 2021/2022.

**Background**

Calcon has provided electrical, instrumentation, and emergency maintenance services to the Authority since 1992 and performs similar work for several EBDA member agencies. The Authority's most recent contract with Calcon was signed in 2014 and included FY 2014/15, 2015/16, and 2016/17, with two optional one-year extensions that were exercised for FY 2017/18 and 2018/19.

Currently, the Calcon contract labor rate is \$130 per hour. Total disbursements to Calcon in FY 2016/2017 and 2017/18 were \$146,497 and \$121,390, respectively.

**Discussion**

Staff is recommending that the Authority enter into a contract similar to the previous one, with labor rates defined for the first three years and an option of two one-year extensions based on contract performance and cost of living.

The following labor rates have been proposed:

- FY 2019-2020: \$135 per hour, plus travel mileage
- FY 2020-2021: \$135 per hour, plus travel mileage
- FY 2021-2022: \$140 per hour, plus travel mileage

Travel mileage at the Standard Mileage Rates for Business as published by the IRS.

Staff anticipates spending up to \$150,000 per year for three years, for a total of \$450,000. This approach is consistent with prior approvals of \$150,000 per year for the last five years. The Authority will only be charged for work actually completed. If additional funds are required for the optional two years, staff would come back to the Commission to amend the contract.

There are several reasons for selecting Calcon to provide contract support for the Authority's electrical, instrumentation, and emergency services maintenance requirements. Calcon provides the best value in cost per hour pricing. After contacting nearby agencies, it appears that Calcon is charging EBDA the same or less than the cost for similar work performed at other agencies. They also do not charge EBDA a minimum number of hours per service call or an overtime rate for nights, weekends, holidays or workdays over 8 hours. Calcon has detailed historical knowledge of the entire EBDA system and has proven to be a reliable contractor. They have provided strong performance, excellent work product, and the necessary 24-hour response to EBDA's system emergencies. Calcon provides the 24-hour emergency stand-by service at no additional charge.



May 1, 2019

East Bay Dischargers Authority  
2651 Grant Ave  
San Lorenzo CA 94580

Attention: Howard Cin

**Subject: Instrumentation, Controls, and Electrical  
Annual Maintenance and Support**

Mr. Cin,

Calcon Systems is pleased to provide you with this proposal for our continued service to EBDA for Instrumentation, Controls and Electrical services for the next two years. As we have for several years, it is our goal to provide EBDA with maintenance, support, and emergency services for the Authority's facilities as you require, including such services as:

- Instrument Calibrations
- Preventive Maintenance
- Controls and Electrical Work
- Control System Software Programming and Support
- Troubleshooting
- Repairs
- Emergency Services

As per our previous agreements, we propose to provide services on a T&M basis. Our rates for the next three (3) years are quoted below.

Labor and Travel Rates

2019-2020: \$135 per hour, plus travel mileage

2020-2021: \$135 per hour, plus travel mileage

2021-2022: \$140 per hour, plus travel mileage

Travel mileage at the Standard Mileage Rates for Business as published by the IRS. Current rate is \$0.58 per mile.

Thank you for this opportunity to help with these services. We appreciate the opportunity to continue serving the Authority.

Thank you,

*Ryan Smith*

Ryan Smith  
**Calcon Systems, Inc.**  
Cell (925) 570-5122  
E-mail [rsmith@calcon.com](mailto:rsmith@calcon.com)  
License C-10 No. 508284 | UL File No. E303943

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-26

INTRODUCED BY \_\_\_\_\_

**RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A  
PROFESSIONAL SERVICES AGREEMENT WITH CALCON SYSTEMS, INC. IN THE  
AMOUNT OF \$450,000 FOR ELECTRICAL, INSTRUMENTATION, AND EMERGENCY  
SERVICES IN FISCAL YEARS 2019/2020, 2020/2021, AND 2021/2022**

**WHEREAS**, the East Bay Dischargers Authority is in need of electrical, instrumentation, and emergency services related to the operation and maintenance of the EBDA System; and

**WHEREAS**, it has been determined by staff that the proposal from Calcon Systems, Inc. is a qualified, responsive and responsible proposal; and

**WHEREAS**, the Operation & Maintenance Committee has recommended authorization for the General Manager to enter into a professional services agreement with Calcon Systems, Inc. for electrical, instrumentation, and emergency services based on their unique historical knowledge, ability to respond in emergency situations, and over 27 years of outstanding craftsmanship and service.

**NOW, THEREFORE BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby accepts the proposal for electrical, instrumentation, and emergency services related to operation and maintenance of the EBDA System from Calcon Systems, Inc. in the amount of \$450,000 for FY 2019/2020, 2020/2021, and 2021/2022.

**BE IT FURTHER RESOLVED**, the General Manager is hereby authorized to execute a professional services agreement on behalf of the Authority with Calcon Systems, Inc.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**



**ITEM NO. 22**

**PERSONNEL COMMITTEE  
AGENDA**

**Wednesday, June 19, 2019  
10:00 a.m.**

**East Bay Dischargers Authority  
2651 Grant Avenue, San Lorenzo, CA 94580**

**Committee Members: Handley (Chair), Cutter**

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Staffing Updates**  
(The Committee will discuss current EBDA staff roles and recent staffing updates.)
- P5. Consideration of Vacation Leave Donation**  
(The Committee will consider whether to add a provision for vacation leave donation to the Authority's Personnel Policy.)
- P6. Brown Act Review**  
(The Committee will discuss legal counsel's annual review of the Brown Act.)
- P7. Resolution Approving the FY 2019/20 Compensation Plan**  
(The Committee will consider a resolution approving the FY 2019/20 Compensation Plan.)
- P8. Review of Committee Alternate Process**  
(The Committee will review the current process for assigning Committee Alternates and consider whether changes are warranted.)
- P9. Adjournment**

Agenda Explanation  
East Bay Dischargers Authority  
Personnel Committee  
March 18, 2019

(Any member of the public may address the Committee at the commencement of the meeting on any matter within the jurisdiction of the Committee. This should not relate to any item on the agenda. Each person addressing the Committee should limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Committee on any agenda item should do so at the time the item is considered. Oral comments should be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available and are to be completed prior to speaking.)

(In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Administrative Assistant at (510) 278-5910 or [kyambao@ebda.org](mailto:kyambao@ebda.org). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.)

<b>The next Personnel Committee meeting is scheduled on Wednesday, July 17, 2019 at 10:00 a.m.</b>
--

## **ITEM NO. P4 STAFFING UPDATES**

### **Recommendation**

This is an information item only requiring no specific action by the Committee or Commission at this time.

### **Discussion**

Per the Authority's Compensation Plan, to which updates will be considered later under Item No. P7, the Authority has three full-time staff positions – Administrative Assistant, General Manager, and Operations and Maintenance Manager. Those positions are filled currently by Juanita Villasenor, Jackie Zipkin, and Howard Cin, respectively. This report is intended to provide an update on temporary staff support in addition to these full-time staff members.

In March 2018, Juanita notified the Authority that she would be taking a part time medical leave for the remainder of 2018. At that time, Maria Buckley, a USD retiree, was hired as a part time employee to backfill Juanita's duties. Upon Juanita's return to full time at the end of 2018, Maria was retained to continue assisting with the Authority's backlog of financial policy updates and to assist with "work that is in excess of what regular staff can do," as per CalPERS guidelines for retired annuitants. This has included taking over certain tasks from the Authority's contract accountant, who is beginning to scale back as she approaches retirement at the end of next fiscal year.

Maria's scope and hours are limited by her CalPERS retired annuitant status – she may only fill a critical short-term or backlog need for a limited duration, and she may only work a maximum of 960 hours per fiscal year. In the FY 2019/20 budget adopted by the Commission in May, staff included 780 hours for Maria, assuming that she would work an average of 30 hours per week for the rest of this calendar year.

In May 2019, Juanita informed the Authority that she would again be taking medical leave, this time on a full time basis. In consultation with the Commission and Personnel Committee Chair, the General Manager moved forward to hire a full time temporary replacement for Juanita. Kalena Yambao was hired through the temporary staffing agency, AeroTek, and began work on June 4, 2019. In weeks that Juanita was out before Kalena was hired, Maria covered Juanita's duties on a part time basis. Maria is now training and transitioning those duties to Kalena so that she may return to her backlog policy work. At this time, Juanita expects to be on leave through mid-August at a minimum. If it appears that her leave is going to extend beyond six months, staff will return to the Committee for direction, and may consider undertaking a recruitment process for a longer-term backfill.

## **ITEM NO. P5 CONSIDERATION OF VACATION LEAVE DONATION**

### **Recommendation**

Staff is seeking direction from the Committee on whether to bring forward revisions to the Personnel Policy allowing for vacation leave donation.

### **Discussion**

At many public agencies, staff members have the option to donate unused vacation leave hours to a colleague when that colleague has exhausted their own sick and vacation leave, often due to medical reasons. This option has no cost to the agency, and it provides a mechanism for employees to support each other through medical – and associated financial – challenges.

The Authority's Personnel Policy currently does not provide for any sort of leave donation. A staff member has expressed an interest in donating leave to a fellow staff member. Staff is seeking direction from the Committee on whether they would consider making this revision to the Personnel Policy.

## **ITEM NO. P6 BROWN ACT REVIEW**

### **Recommendation**

This is an information item only, requiring no specific action by the Committee or Commission at this time.

### **Discussion**

The Personnel Committee annually reviews the Ralph M. Brown Act for changes that may have an effect on how EBDA conducts its Committee and Commission meetings. EBDA's legal counsel has advised that there were no new updates to the Brown Act last year, and no significant updates that are anticipated for the coming year. There was one 2017 change that took effect on January 1, 2019 per AB 2257 / Government Code section 54954. This legislation requires that a prominent direct link to the current Commission meeting agenda must be posted on the Commission's primary internet website homepage. EBDA has been complying with this provision.

**ITEM NO. P7 RESOLUTION APPROVING THE FY 2019/20 COMPENSATION PLAN**

**Recommendation**

Adopt the resolution approving the FY 2019/20 Compensation Plan.

**Discussion**

As discussed at the April 2019 Personnel Committee Meeting, EBDA's Compensation Plan has traditionally provided a Cost of Living Adjustment (COLA) based on the Consumer Price Index for the San Francisco Bay Area. Comparing the December 2017 CPI to the December 2018 CPI shows a net increase of 4.5%. In April, the Committee directed staff to set the COLA accordingly at 4.5%, and the Compensation Plan has been adjusted in that manner. In future years, staff will be providing the Committee with information on COLA's being adopted by EBDA's Member Agencies in addition to the CPI to inform their decision-making.

The proposed EBDA budget for FY2019/20 maintains the employee cost-sharing of pension contributions at 8% of base salary. Aside from the COLA, no Compensation Plan adjustments are recommended.

**EAST BAY DISCHARGERS AUTHORITY  
FY2019/20 COMPENSATION PLAN  
JULY 1, 2019 TO JUNE 30, 2020**

MONTHLY SALARY RANGE					
	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	7,233.95	7,595.63	7,975.41	8,374.18	8,792.89
General Manager	16,888.59	17,733.02	18,619.68	19,550.68	20,528.21
Operations & Maintenance Manager	11,017.77	11,568.66	12,147.10	12,754.48	13,392.20

SUMMARY OF BENEFITS	
Benefit	EBDA Provided Portion
Medicare Tax	Employer contribution only, 1.45% of monthly salary.
P.E.R.S. Classic Member <sup>1</sup> (2.5% @ 55 Formula; 1 year final compensation)	Authority shall contribute 100% of the required Employer normal cost (10.069%). The required Employee contribution is 8% of monthly salary.
P.E.R.S. New Member <sup>2</sup> (2% @ 62 Formula; 3 years final compensation)	Authority shall contribute the required Employer contribution of 6.555% of payroll and the employee shall contribute 6.250% per payroll period.
Medical Coverage	Insurance premiums paid by Authority; the maximum premium paid for medical shall not exceed the premium for Kaiser California Bay Area Employee and 2+ Dependents. No recompense will be made for employees who enroll as Employee Only or Employee +1 Dependent.
Post-Retirement Medical (October 1, 2015)	Employer-paid medical premiums up to \$473 per month are paid to CalPERS on behalf of those who retire from EBDA. The premiums up to \$473 per month include the PEMHCA minimum. Any medical premium costs that exceed \$473 per month are borne by the retiree. Note: the minimum qualification for retiree health benefits is five years of continual employment at EBDA.
Dental & Vision Care	Employer pays dental and vision insurance premiums up to date of permanent separation from EBDA.
Life Insurance	Maximum policy value is equal to 1x the employee's annual salary.
Disability Insurance (2/3 salary after all accrued leave is depleted)	Employer pays Short Term and Long Term Disability insurance premiums up to the date of permanent separation from EBDA. Note: EBDA does not pay into State Disability Insurance.

## FY2019-20 Compensation Plan

Deferred Compensation	The Authority contributes 2.32% of each full-time employee's base salary to a deferred compensation plan determined by the Authority provided that the employee also contributes 0.32% of his/her base salary. The Authority contributes an additional \$0.50 for each \$1.00 voluntarily contributed by the employee up to a maximum additional Authority contribution of \$500.00 per calendar year per full-time employee.
Holidays	11 paid holidays plus 28 hours of personal holiday annually.

MISCELLANEOUS	
Compensatory Time Off	<p>Unclassified, exempt employees do not receive additional payment for overtime. In lieu of payment, the General Manager may adjust working hours to compensate the employee for time worked in excess of 40 hours per week.</p> <p>Classified, non-exempt employees are compensated at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours per week.</p>
Calculation Method of Hourly Rate	Hourly rate equivalents shall be determined by dividing the employee's actual monthly salary rate by 173.33, which is considered to be the average number of working hours per month. The Authority shall pay any Fair Labor Standards Act overtime worked by non-exempt employees in a manner consistent with the Fair Labor Standards act.
Use of Authority Vehicle	The General Manager may authorize the use of Authority vehicles by employees for business travel when determined that such use would be in the best interest of the Authority.
Flexible Spending Accounts (FSA)	Benefit eligible employees may enroll in the Authority's FSA to make pre-tax salary contributions up to the IRS limits.

<sup>1</sup> Definition of a Classic Member -A classic member is defined as:

- An existing member of a California public retirement system as of December 31, 2012. Please note, however, that because new member determination is based on an appointment-by-appointment basis, upon appointment, new hires will be required to self-certify their classic member status by submitting a form that tests against the new member definition and which may ultimately result in a change in status to new member.

<sup>2</sup> Definition of a New Member –A new member is defined as any of the following:

- A new hire who is brought into a California public retirement system membership for the first time on or after January 1, 2013, and who has no prior membership in a California public retirement system.
- A new hire who was an active member of a California public retirement system and who, after a break in service of more than six months, returned to active membership in that system.

Revised: 05/16/2019

**EAST BAY DISCHARGERS COMMISSION**  
**EAST BAY DISCHARGERS AUTHORITY**  
**ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 19-27

INTRODUCED BY \_\_\_\_\_

**RESOLUTION ADOPTING THE  
FISCAL YEAR 2019/2020 COMPENSATION PLAN**

**WHEREAS**, the East Bay Dischargers Authority Personnel Policy provides that annually, prior to the beginning of the fiscal year, a Compensation Plan shall be presented to the Personnel Committee for review and recommendation to the Commission; and

**WHEREAS**, the FY 2019/2020 Compensation Plan, prepared in consideration of salary comparisons with member agencies and changes to the San Francisco-Oakland Consumer Price Index, provides a 4.5% cost-of-living adjustment for all positions; and

**WHEREAS**, the FY 2019/2020 Compensation Plan, prepared in consideration of benefit comparisons with member agencies, provides for employee pension contributions at 8% of base salary for all positions; and

**WHEREAS**, the Personnel Committee reviewed the Compensation Plan and recommends its adoption effective July 1, 2019.

**NOW, THEREFORE, BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby adopts the FY 2018/2019 Compensation Plan attached hereto.

**SAN LORENZO, CALIFORNIA, JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**CHAIR**  
**EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER**  
**EAST BAY DISCHARGERS AUTHORITY**  
**EX OFFICIO SECRETARY**

## **ITEM NO. P8 REVIEW OF COMMITTEE ALTERNATE PROCESS**

### **Recommendation**

Provide staff with direction on any desired changes to the process of appointing Committee alternates.

### **Background**

At the May 2019 Commission meeting, the Commission requested that the Personnel Committee review the process for designating Committee alternates.

### **Discussion**

Per the Authority's Joint Powers Agreement, "Each Agency shall appoint one person to act as its representative as a member of the Commission and one person as an alternate member to serve in the absence of the Agency's member." Each Member Agency has accordingly designated a Commission member and an alternate to the Authority to attend Commission meetings.

While the Authority did not have a formal policy for Committee attendance, the historic approach had been that the Commission Chair would serve as the alternate for all Committees. If the regular Committee member and the Commission Chair were not available, the Commission Vice-Chair would attend.

In 2018, there was a period where the Commission Chair was attending a significant number of Committee meetings as an alternate due to Commissioner conflicts. As such, the Chair requested that the Commission revisit the approach to Committee alternate assignments. In August 2018, the Commission approved Resolution 18-33, which adopted the following policy establishing Committee Alternates:

1. Effective October 1, 2018, the Chair shall appoint Commission members as alternates to Committees.
2. In future years, alternates would be assigned as part of the annual Committee assignment process commencing July 1.

At the time of the August 2018 approval of Resolution 18-33 the Commission did not consider or discuss the possibility of having Member Agency alternates serve as alternates to Committees.

There are several advantages to using Commission members as Committee alternates rather than Member Agency alternates. Commission members are generally more engaged in Commission business than their alternates, and it provides Commissioners with an opportunity to participate in additional Committees on which they are not currently seated. This approach also ensures that Committee attendees are also present at the Commission Meeting and can speak to Committee business.

The advantage to using Member Agency alternates is that it simplifies things and alleviates confusion regarding having multiple alternates for the same Commission position. In order to ensure continuity between Committee and Commission meetings, if the Member Agency alternate participates in the Committee, that alternate can also represent the agency at the Commission meeting.

If the Commission wishes to change its policy for alternates, it can do so by adopting a new resolution.

Whichever approach the Commission elects, if a Commissioner is unable to attend a Committee meeting, they are requested to notify Authority staff (Administrative Assistant and/or General Manager). Staff then notifies the alternate that they are requested to attend. In addition, particularly when a conflict arises on short notice, Commissioners may contact their alternates directly. Commissioner contact info has been provided to the Commissioners and will be updated regularly.

Once a direction is established, the FY 2019/20 Commission Chair will finalize Committee assignments, including alternates. Staff will bring a resolution approving those assignments to the Commission in July. For the July meetings, FY 2018/19 Committee assignments will remain in place.

**ITEM NO. 24 RESOLUTION OF APPRECIATION FOR THOMAS HANDLEY**

Commissioner Handley served EBDA as a representative from Union Sanitary District since July 1, 2018 and chaired the Commission for the 2018-19 fiscal year. Commissioner Handley brought a wealth of knowledge to EBDA, having served on the Commission previously. Commissioner Handley has served on the O&M and Personnel Committees and also chaired three key Commission workshops on the JPA renewal. EBDA staff appreciates Commissioner Handley's contributions and wishes him well.

EAST BAY DISCHARGERS COMMISSION  
EAST BAY DISCHARGERS AUTHORITY  
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 19-28

INTRODUCED BY \_\_\_\_\_

**RESOLUTION OF APPRECIATION FOR  
THOMAS HANDLEY**

**WHEREAS**, Thomas Handley was appointed by the Union Sanitary District to serve on the Commission of the East Bay Dischargers Authority in July 2018; and

**WHEREAS**, Thomas Handley had also served several previous Commission terms; and

**WHEREAS**, Thomas Handley ably chaired the Commission for Fiscal Year 18-19; and

**WHEREAS**, as Commission Chair, Thomas Handley led the Commission in successfully negotiating a Term Sheet for Joint Powers Agreement renewal; and

**WHEREAS**, as Chair of the Personnel Committee, Thomas Handley oversaw updates to the Authority's Personnel Policy; and

**WHEREAS**, Thomas Handley provided valuable expertise and leadership to the Authority on a variety of personnel, finance, regulatory and operation and maintenance issues; and

**WHEREAS**, during Thomas Handley's tenure, the Authority has continued to be a recognized leader among wastewater agencies in the San Francisco Bay Area.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commission and staff of the East Bay Dischargers Authority and its member agencies hereby extend their appreciation and gratitude to Thomas Handley for his many contributions and dedicated service.

**BE IT FURTHER RESOLVED**, that the Commission and staff of the East Bay Dischargers Authority and its member agencies hereby offer best wishes to Thomas Handley.

**SAN LORENZO, CALIFORNIA JUNE 20, 2019, ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**CHAIR  
EAST BAY DISCHARGERS COMMISSION**

**ATTEST:** \_\_\_\_\_  
**GENERAL MANAGER  
EAST BAY DISCHARGERS AUTHORITY  
EX OFFICIO SECRETARY**

**ITEM NO. 25 PRELIMINARY COMMITTEE APPOINTMENTS FOR FY19-20**

Following the last Commission meeting, each Commissioner provided their preferred Committee assignments and meeting times. Based on those preferences, incoming Chair Cutter has suggested the Committee appointments and times, which will be provided at the Commission meeting. The Commission will discuss any recommended changes to these appointments and will consider adding Committee Alternates, per the discussion under Item No. P8.

Commission meetings will continue to be held on the third Thursday of the month at 9:30am. Committee meetings will be held on prior days that same week.

Final appointments and schedule for FY 2019-20 will be presented for Commission adoption at the July meeting. The Committee appointments and meeting times for July 2019 will be based on the FY 2018-19 schedule.

**ITEM NO. 26 ITEMS FROM THE COMMISSION AND STAFF**

The Commission and staff may comment on items of general interest.

**ITEM NO. 27 ADJOURNMENT**