

**EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES**

July 18, 2019

1. Call to Order

Chair Cutter called the meeting to order at 9:33 A.M. on Thursday, July 18, 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
	Shelia Young	Oro Loma Sanitary District
	Pauline Russo Cutter	City of San Leandro
	Anjali Lathi	Union Sanitary District
	Ralph Johnson	Castro Valley Sanitary District

ABSENT: None

OTHERS

PRESENT:	Jacqueline Zipkin	East Bay Dischargers Authority
	Eric Casher	Legal Counsel
	Howard Cin	East Bay Dischargers Authority
	Maria Buckley	East Bay Dischargers Authority
	Kalena Yambao	East Bay Dischargers Authority
	Alex Ameri	City of Hayward
	Paul Eldredge	Union Sanitary District
	Jason Warner	Oro Loma Sanitary District
	Hayes Morehouse	City of San Leandro
	Roland Williams	Castro Valley Sanitary District

4. Public Form

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 June 20, 2019

6. List of Disbursements for June 2019

7. Preliminary Treasurer's Report for June 2019

Commissioner Lathi requested a review of Item No 6. Commissioner Mendall moved to approve items No. 5 and No 7. The motion was seconded by Commissioner Johnson and carried 4-1 (Cutter, Young, Johnson, Mendall; ayes) (Lathi; abstention). Item No 6. was reviewed with the item in question being payment remitted to PFM Asset Management, LLC for Investment Consulting. The General Manager reported that PFM reviewed the Authority's current Investment Policy and Strategy, which were subsequently recommended by the Finance Committee and approved by the Commission. Commissioner Lathi moved to approve Item 6. The motion was seconded by

Commissioner Mendall and carried unanimously 5-0 (Mendall, Young, Lathi, Johnson, Cutter; ayes).

REGULAR CALENDAR

8. General Manager's Report

The General Manager thanked the Commission for their patience regarding revisions to the Agenda, noting improvements in months to follow. The GM reported attending a workshop by the Water Research Foundation on innovation in water and wastewater utilities. The GM will continue to bring EBDA's involvement in the project to the Commission and MAC.

9. Report from the Managers Advisory Committee (MAC)

The MAC met with the General Manager on July 11, 2019. The MAC primarily discussed JPA language, and issues that arose were brought to the Ad Hoc Committee meeting.

10. Report from the Ad Hoc Committee

The Ad Hoc Committee met with the General Manager on July 17, 2019. The General Manager reported the JPA is roughly on schedule with a target of late summer to finish development of a complete draft document. One topic noted was inclusion of termination details for the conclusion of the next JPA renewal term. Commissioner Mendall suggested if no agreement could be made in a timely fashion, the JPA should remain silent on the issue.

11. Report from the Financial Management Committee

The Financial Management Committee met with the General Manager on July 17, 2019, and reviewed the June List of Disbursements, Preliminary Treasurer's Report, Financial Policies progression, and two Resolutions. The General Manager reported that, on topics where Financial Policies intersect with the JPA, progress on writing policies is slowing until the JPA renewal progresses further. The GM noted that staff will be bringing forward concepts for the Purchasing Policy next month based on Committee direction, and will also be developing a new Pension Policy. Commissioner Johnson moved to approve the report from the Financial Management Committee. The motion was seconded by Commissioner Lathi and carried unanimously, 5-0 (Mendall, Young, Lathi, Johnson, Cutter; ayes).

12. Resolution Authorizing the General Manager to Enter into a Professional Services Agreement with Computer Courage, Inc. in the Amount of \$18,615 for Website Development Services.

Commissioner Mendall moved to adopt the resolution authorizing the General Manager to enter into a contract with Computer Courage. The motion was seconded by Commissioner Lathi and carried unanimously, 5-0.

Ayes: Commissioners Mendall, Young, Lathi, Johnson, and Chair Cutter
Noes: None
Absent: None
Abstain: None

13. Resolution Authorizing the General Manager to Issue a Purchase Order to Aerotek, Inc. for Temporary Administrative Assistant Services in the Amount of \$17,600.

Commissioner Lathi moved to adopt the resolution authorizing the General Manager to issue a Purchase Order to Aerotek, Inc. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0.

Ayes: Commissioners Mendall, Young, Lathi, Johnson, and Chair Cutter
Noes: None
Absent: None
Abstain: None

14. Report from the Regulatory Affairs Committee

The Regulatory Affairs Committee met with the General Manager on July 16, 2019. The GM reviewed the NPDES Status Report referencing tables showing our compliance for CBOD, TSS and bacteria limits. The GM noted one high reading on June 05, 2019, which is common in summer months. The GM stated we are still within compliance for the month thanks to close monitoring and increased addition of chlorine. The GM thanked EBDA Operations & Maintenance Manager, Howard Cin, and Member Agency staff for their attentiveness to this issue. EBDA will continue to closely monitor effluent to ensure compliance in the remaining summer months. GM reported on EBDA's involvement in a microplastic research study. Discussion will continue on cost-effective ways to reduce microplastics in wastewater and other sources to the Bay such as stormwater. Chair Cutter noted that grants can be utilized to help offset costs, when and if, future mandated regulations are implemented. The GM updated Commission on status of First Mile Horizontal Levee Project. The EPA grant has been officially awarded to the San Francisco Estuary Partnership (SFEP), and staff will bring a subcontract with SFEP to the Commission for approval in the coming months. Staff will continue to consider alternative sites and community engagement elements.

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

15. Report from the Operations and Maintenance Committee (O&M)

The Operations and Maintenance Committee met on July 15, 2019 and discussed the status of EBDA facilities. The Operations and Maintenance Manager provided an update on the Cavitation Study at AEPS; a draft report is expected shortly. The HEPS MCC project is progressing and is nearing completion. The O&M Manager provided updates to the Actuator Replacement Project at OLEPS, and a new starter for the generator has been installed at SLEPS, due to a generator failure. The O&M Manager gave updates on the SCADA system and cyber security. The O&M Manager reported that Underground Service Alerts are improving in accuracy and saving the Authority time and money. The Commission received an update on special projects including the Transport System Reliability Plan and the Facilities Electrical Evaluation. Final reports are forthcoming. The GM reported that updates to the Disaster Recovery Plan and the Asset Management Plan are moving forward. The GM gave an update on the AQPI Project, noting that discussions are taking place regarding long-term funding of the project beyond the current grant. Commissioner Lathi moved to approve the report from the Operations & Maintenance Committee. The motion was seconded by Commissioner Mendall and

carried unanimously, 5-0 (Mendall, Young, Lathi, Johnson, Cutter; ayes).

16. Resolution Authorizing the General Manager to Issue Amendment No. 1 to the Professional Services Agreement with Currie Engineers, Inc. for Project Management and Construction Management Services in the Amount of \$25,000 for a Total not to Exceed the Amount of \$85,000.

Commissioner Young moved to adopt the resolution authorizing the GM to issue Amendment No. 1 to Currie Engineers. The motion was seconded by Commissioner Mendall and carried unanimously, 5-0.

Ayes: Commissioners Mendall, Young, Lathi, Johnson, and Chair Cutter
Noes: None
Absent: None
Abstain: None

17. Committee Appointments and Calendar for FY 2019/2020

The GM discussed the Committee Appointments and Calendar for FY 2019/2020 noting that the Ad Hoc meetings should cease when the JPA negotiations come to a close. Commissioner Lathi moved to accept the Committee Appointments and Calendar for FY 2019/2020. The motion was seconded by Commissioner Mendall and carried unanimously, 5-0.

Ayes: Commissioners Mendall, Young, Lathi, Johnson, and Chair Cutter
Noes: None
Absent: None
Abstain: None

18. Resolution Amending the Commission's Policy for Committee Alternates

The General Manager explained the previous Commission-approved approach to alternates, whereby Committee alternates were named. The proposal is to change the policy so that member agency alternates would now serve as Committee alternates. The GM also noted that as part of the JPA renewal process, functions of the Commission, including things like processes for alternates, will be moved into Commission Policy and Bylaws. Commissioner Mendall moved to adopt the Resolution Amending Policy for Committee Alternates. The motion was seconded by Commissioner Lathi and carried unanimously, 5-0.

Ayes: Commissioners Mendall, Young, Lathi, Johnson, and Chair Cutter
Noes: None
Absent: None
Abstain: None

19. Resolution Commending Castro Valley Sanitary District on its 80th Anniversary

The GM noted this resolution will be presented at a celebration ceremony for Castro Valley Sanitary District. Commissioner Lathi moved to adopt the Resolution Commending Castro Valley Sanitary District on its 80th Anniversary. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0.

Ayes: Commissioners Mendall, Young, Lathi, Johnson, and Chair Cutter
Noes: None
Absent: None
Abstain: None

20. Items from Commission and Staff

No items from Commission and Staff

21. Adjournment

With no further business, Chair Cutter adjourned the meeting at 10:21 a.m.


Jacqueline Zipkin
General Manager

