



EAST BAY DISCHARGERS AUTHORITY  
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*A Joint Powers Public Agency*

**ITEM NO. 17**

**PERSONNEL COMMITTEE  
AGENDA**

**Tuesday, October 15, 2019  
2:30 p.m.**

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

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

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Committee Schedule Review**  
(The Committee will review the calendar of activities for each Committee.)
- P5. Authority Staffing Update and Request**  
(The Committee will receive an update on staffing and provide direction to staff.)
- P6. 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. 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 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.)

(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 the EBDA office 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 posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.)

**The next Personnel Committee meeting is scheduled on  
Tuesday, December 17, 2019, at 2:30 p.m.**

## **ITEM NO. P4 COMMITTEE SCHEDULE REVIEW**

### **Recommendation**

Provide input to the Commission and staff on current Committee meeting frequency and any recommended changes.

### **Background**

EBDA currently has three standing committees that meet monthly – Operations and Maintenance (O&M), Financial Management, and Regulatory Affairs – and one Committee – Personnel – that meets every other month or as needed. EBDA also convened an Ad Hoc Committee to discuss items related to drafting of the Joint Powers Agreement (JPA) renewal. The Personnel Committee asked to review the activities of these Committees to consider whether the frequency of meetings may be adjusted.

### **Discussion**

Attached is a general calendar outlining the typical annual schedule of activities and approvals for each Committee, along with the Commission. The Financial Management Committee reviews monthly disbursements and treasurers reports, along with periodic additional financial information, and therefore continuing monthly meetings may be warranted. Similarly, monthly status updates on O&M and capital projects are generally expected and appreciated by the Commission. Regulatory activity tends to move fairly slowly, so decreasing the frequency of Regulatory Affairs meetings could be feasible, with time-sensitive regulatory issues highlighted in the GM report at Commission meetings when the Regulatory Affairs Committee has not convened.

The Ad Hoc Committee could sunset when the JPA is adopted. However, the Commission may want to consider extending the Ad Hoc Committee or creating a new one to advise on renewal of the LAVWMA Agreement, for which a short-term extension will be considered at this month's Commission meeting.

# AGENDA CALENDAR

	COMMISSION	O&M	FINANCIAL MANAGEMENT	REGULATORY AFFAIRS	PERSONNEL
JULY	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Biennial Actuarial Valuation (Odd Years)	Permit Compliance Current issues Quarterly Regulatory Reporting Checklist	Salary & Benefits Issues (Misc) Conflict of Interest Code Update (even years) Staff Accomplishments & Goals
AUGUST	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Correspondence from Auditor	Permit Compliance Current issues	
SEPTEMBER	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Preliminary Treasurer's Report Annual CERBT Fund Statement	Permit Compliance Current issues	Salary & Benefits Issues (Misc) GM Travel Review
OCTOBER	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Final 4th Quarter Expense Summary Final Adjusted Treasurer's Report Final O&M Cost & Revenue Allocations to Member Agencies	Permit Compliance Current issues Quarterly Regulatory Reporting Checklist	
NOVEMBER	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report 1st Quarter Expense Summary Accept Annual Audit (Motion)	Permit Compliance Current issues	Salary & Benefits Issues (Misc) Commissioner Compensation
DECEMBER	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Status of PERS Retirement Accounts	Permit Compliance Current issues	
JANUARY	Minutes Resos: Mid-year Budget Modifications	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Insurance Policy Updates Budget Schedule Mid-Year Budget Modifications State Controller's Office Annual Reports (FTR & GCC)	Permit Compliance Current issues Quarterly Regulatory Reporting Checklist	Salary & Benefits Budget Planning CalPERS Annual Status GM Performance Review (CLOSED SESSION)
FEBRUARY	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report 2nd Quarter Expense Summary Budget Trends	Permit Compliance Current issues NPDES Annual Report	
MARCH	Minutes Resos: Personnel Policy Review	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Preliminary Budget Considerations CSRMA Pooled Liability Program Dividend	Permit Compliance Current issues	Salary & Benefits Assumptions Resolution Approving Annual Personnel Policy Review GM Travel Review
APRIL	Minutes	Permit Compliance Status of O&M Projects Accept Bids	List of Disbursements Treasurer's Report Preliminary Budget Considerations Member Agency Budget Allocations	Permit Compliance Current issues Quarterly Regulatory Reporting Checklist	
MAY	Minutes Resos: FY Budget Adoption R&R Fund Schedule Finance Policy Review CERBT Contribution Compensation Plan Appreciation of Outgoing Commissioners MOTION: Chair Rotation	Permit Compliance Status of O&M Projects Accept Bids Reso Approving R&R Fund Schedule	List of Disbursements Treasurer's Report 3rd Quarter Expense Summary Reso Adopting Budget Reso Approving Finance Policy Review Reso Approving Annual CERBT Contribution Reso Adopting Compensation Plan (Personnel)	Permit Compliance Current issues	Salary & Benefits Issues (Misc) Brown Act Review Resolution Adopting Compensation Plan Chair Rotation Resos of Appreciation for Outgoing Board members Reso Approving Amendments to GM's Employment Agreement Committee Assignments & Meeting Schedule Preferences
JUNE	Minutes Committee Assignments & Schedule Resos: Accept Bisulfite Bid Recycled Water Rate Amend Meyers Nave Fee	Permit Compliance Status of O&M Projects Accept Bids Reso Accepting Bisulfite Bid	List of Disbursements Treasurer's Report Reso Fixing the Price of Recycled Water Reso to Amend the Meyers Nave Fee Contract	Permit Compliance Current issues	

## **ITEM NO. P5 AUTHORITY STAFFING UPDATE AND REQUEST**

### **Recommendation**

Provide direction to staff to on extending the Temporary Administrative Assistant's services for an additional six months.

### **Background**

As discussed at previous Personnel Committee Meetings, the Authority's Administrative Assistant, Juanita Villasenor, is on medical leave. To cover her duties, the General Manager retained the services of a Temporary Administrative Assistant, Kalena Yambao. To simplify reporting and payroll and streamline the hiring process, Kalena was retained through Aerotek, a temporary staffing agency. Kalena started on June 4, 2019, under an existing agreement with Aerotek that has been in effect since 2017. On July 18, 2019, the Commission approved a Purchase Order with Aerotek for \$17,600 to cover Kalena's services through August 23, 2019. On August 15, 2019, the Commission approved an amendment to the Purchase Order of \$30,000 to retain Kalena through November. Kalena's services have been critical to ensuring the Authority's continued functioning and regulatory compliance.

### **Discussion**

Juanita continues to undergo treatment, and her return date is not yet known. Juanita has been working some hours, particularly in support of the Authority's fiscal year end close and preparation for the annual audit. The Authority has been paying Juanita hourly for that work, which has typically been less than one-third time.

Maria Buckley, a retired annuitant, has also been assisting the Authority with administrative and financial tasks, policies, and backlog work as a part-time temporary employee. Maria's half-time employment through December was included in the FY 19-20 budget. Her employment will conclude at the end of the calendar year, making continuity of support in the full-time Administrative Assistant role that much more critical.

In order to ensure continued coverage, staff is requesting that Kalena's services be extended for an additional six months, through May 2020. When Kalena's employment exceeds 1000 hours for the fiscal year, which is expected to occur in December, the Authority will be required to begin reporting her time to CalPERS, including paying the employer share of her CalPERS pension and requiring her to pay the employee share.

Staff is requesting Committee input on the method of temporary employment for Kalena. Kalena's pay rate is \$35 per hour, for which Aerotek is charging the Authority \$55 per hour. Continuing to contract with Aerotek for an additional six months will cost approximately \$57,000. Though this was not explicitly budgeted for, the cost is largely offset by Juanita's reduced work schedule. Alternatively, the Authority could hire Kalena directly as a temporary employee. This approach would reduce direct costs by eliminating Aerotek's overhead. However, it would require some additional

administration. The Authority may also request some human resources support and advice from a Member Agency.

Staff also considered but does not recommend the following alternatives:

- Conduct a recruitment process to hire a Temporary Administrative Assistant. This approach is not recommended because it would require a new employee significant time to get up to speed on the role, and would also involve Authority and Member Agency staff time to conduct the recruitment.
- Request that Aerotek provide a new Temporary Administrative Assistant. This approach is not recommended because, as with above, a new employee would have a steep learning curve.

If extension of Kalena's services via Aerotek is the preferred approach, staff will bring a resolution increasing the Aerotek purchase order to the Commission in November. If retaining Kalena directly is the preferred approach, staff will proceed with the hiring process upon the Committee's direction.

Over the next six months, and as Juanita's return date becomes clearer, the General Manager will be performing a staffing analysis to bring the Committee further recommendations on permanent staffing. The Authority's long-time contract accountant has announced her retirement at the end of the fiscal year. The GM proposes to look at the accountant's duties, the duties Maria has been performing, the duties of the Administrative Assistant, and the backlog of work that has continued to accumulate, and provide recommendations to the Committee for staffing. The goal will be to develop a staffing plan that will feed into next fiscal year's budgeting process.