



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
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A Joint Powers Public Agency

ITEM NO. 11

**FINANCIAL MANAGEMENT COMMITTEE
AGENDA**

Monday, August 12, 2019

3:00 p.m.

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

Committee Members: Mendall (Chair); Johnson

FM1. Call to Order

FM2. Roll Call

FM3. Public Forum

FM4. List of Disbursements for July 2019

(The Committee will review the List of Disbursements.)

FM5. Preliminary Treasurer's Report for July 2019

(The Committee will review the Preliminary Treasurer's Report.)

FM6. FY 2018-2019 Financial Audit Schedule

(The Committee will review general information related to the FY 2018-2019 financial audit.)

FM7. Review of Purchasing Policy

(The Committee will review a key issue for revision of the Authority's Purchasing Policy.)

FM8. Review of Draft Pension Funding Policy

(The Committee will review a draft Pension Funding Policy for the Authority.)

FM9. 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. 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 Financial Management Committee meeting is scheduled on
Monday, September 16, 2019 at 3:00 p.m.**

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
July 2019

CHECKS (SORTED BY AMOUNT)

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24291	7/17/2019	373016	CITY OF SAN LEANDRO	O&M - MAY 2019		41,028.77	41,028.77
24294	7/17/2019	002464	UNION SANITARY DISTRICT	O&M - MAY 2019		25,463.03	25,463.03
24319	7/31/2019	343532	CITY OF HAYWARD	O&M - APR-JUN 2019		23,801.65	23,801.65
24316	7/17/2019	1241851	HANSON BRIGETT LLP	LEGAL SERVICES JPA AMENDMENT - MAY		15,630.00	15,630.00
24303	7/17/2019	6448	CSRMA	PROPERTY INSURANCE PREMIUM 7/1/2019-7/1/2020		12,015.00	12,015.00
24300	7/17/2019	44697	CALCON	SCADA - TRANSFER TO NEW EBDA NETWORK; OPS CENTER TROUBLESHOOTING		3,814.00	10,262.80
24300	7/17/2019	44698	CALCON	HEPS SERVICE - MDF PMS, HEPS MCC ALARM; COMM DATA ISSUES; HEPS VFD#1		2,574.40	
24300	7/17/2019	44781	CALCON	SCADA - DATA ADDITIONS BETWEEN OLSD & EBDA; SKYWEST & OLSD		1,334.80	
24300	7/17/2019	44782	CALCON	SCADA - DATA ADDITIONS BETWEEN OLSD & EBDA; SKYWEST & OLSD		1,334.80	
24300	7/17/2019	44696	CALCON	SLEPS AND OLEPS- COMM DATA ISSUES; FUEL MONITORING SYSTEM		1,204.80	
24331	7/31/2019	OE01817111	AEROTEK ENVIRONMENTAL	K. YAMBAO P/E 6/29		2,200.00	8,085.00
24331	7/31/2019	OE01820825	AEROTEK ENVIRONMENTAL	K. YAMBAO P/E 7/6		1,760.00	
24331	7/31/2019	OE01824481	AEROTEK ENVIRONMENTAL	K. YAMBAO P/E 7/13		2,103.75	
24331	7/31/2019	OE01828210	AEROTEK ENVIRONMENTAL	K. YAMBAO P/E 7/20		2,021.25	
24333	7/31/2019	004	KERMANI CONSULTING GROUP	DISASTER RECOVERY PLANNING PROG. PYMT #4		7,545.00	7,545.00
24292	7/17/2019	6158	ORO LOMA SANITARY DISTRICT	O&M SKYWEST - MAY 2019		7,455.47	7,455.47
24329	7/31/2019	SJ950907	UNIVAR	BISULFITE DELIVERY 07/11/19		5,909.79	5,909.79
24309	7/17/2019	SJ948426	UNIVAR	BISULFITE DELIVERY 06/28/19		5,408.28	5,408.28
24313	7/17/2019	OE01809868	AEROTEK ENVIRONMENTAL	K. YAMBAO P/E 6/15		2,200.00	4,345.00
24313	7/17/2019	OE01813489	AEROTEK ENVIRONMENTAL	K. YAMBAO P/E 6/22		2,145.00	
24332	7/31/2019	600669	CALTEST	NPDES LAB TESTING JUNE		3,989.90	3,989.90
24312	7/17/2019	S4566920.003	ALAMEDA ELECTRICAL DISTRIBUTORS	PLC MODULES FOR OLEPS PUMPS #1 & 4		3,780.05	3,780.05
24311	7/17/2019	7/03/2019	AZYURA	3RD QUARTERLY INSTALLMENT FOR WATERBITS LICENSING AND REPORTING		3,750.00	3,750.00
24286	7/17/2019	APR-JUN2019	KARL ROYER	QUARTERLY RETIREE CALPERS HEALTH PREMIUM REIMB APR-JUN 2019		3,190.50	3,190.50
24324	7/31/2019	Apr-19	DEBORAH QUINN	ACCOUNTING SERVICES FOR APRIL 2019		3,075.00	3,075.00
24314	7/17/2019	102948	LOCAL GOVERNMENT COMMISSION	ANNUAL MEMBERSHIP TO BAYCAN		2,500.00	2,500.00
24308	7/17/2019	MAY/JUN	US BANK	WEF REGISTRATION	725.00	2,384.30	2,384.30
24308	7/17/2019	MAY/JUN	US BANK	CASA REGISTRATION	595.00		
24308	7/17/2019	MAY/JUN	US BANK	REMOTE DATA BACKUPS	378.00		
24308	7/17/2019	MAY/JUN	US BANK	ADOBE SUBSCRIPTION	179.88		
24308	7/17/2019	MAY/JUN	US BANK	BATTERIES PLUS	98.31		
24308	7/17/2019	MAY/JUN	US BANK	TOGO'S	94.00		
24308	7/17/2019	MAY/JUN	US BANK	INTERMEDIA.NET	86.41		
24308	7/17/2019	MAY/JUN	US BANK	LUCKY	44.10		
24308	7/17/2019	MAY/JUN	US BANK	SAFEWAY	37.75		

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
July 2019

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24308	7/17/2019	MAY/JUN	US BANK	BATTERIES PLUS	36.04		
24308	7/17/2019	MAY/JUN	US BANK	OFFICE DEPOT	31.58		
24308	7/17/2019	MAY/JUN	US BANK	THE ROSE GARDEN RESTAURANT	25.30		
24308	7/17/2019	MAY/JUN	US BANK	PEET'S	23.00		
24308	7/17/2019	MAY/JUN	US BANK	SAFEWAY	13.98		
24308	7/17/2019	MAY/JUN	US BANK	EAST BAY TIMES	9.95		
24308	7/17/2019	MAY/JUN	US BANK	SELECT-A-SPOT PARKING	6.00		
24315	7/17/2019	21059347	JOHNSON CONTROLS	ANNUAL SERVICE AGREEMENT FOR ALARM AND DETECTION MONITORING AT MDF		2,166.33	2,166.33
24287	7/17/2019	APR-JUN2019	CHARLES WEIR	QUARTERLY RETIREE CALPERS HEALTH PREMIUM REIMB APR-JUN 2019		1,856.97	1,856.97
24290	7/17/2019	457-303166	VANTAGEPOINT TRANSFER AGENTS	ICMA DEFERRED COMPENSATION FOR PERIOD ENDING 07/15/19		1,768.77	1,768.77
24317	7/31/2019	457-303166	VANTAGEPOINT TRANSFER AGENTS	ICMA DEFERRED COMPENSATION FOR PERIOD ENDING 07/31/19		1,767.86	1,767.86
24293	7/17/2019	52205701	CITY OF HAYWARD	LTD, DENTAL, VISION - JULY 2019		1,507.83	1,507.83
24288	7/17/2019	Jun-19	HOWARD CIN	REIMBURSEMENT - HP NOTEBOOK + MEMORY		1,273.79	1,273.79
24330	7/31/2019	11348558	BROWN & CALDWELL	TRANSPORT SYSTEM INSPECTION & ASSESSMENT		1,184.09	1,184.09
24323	7/31/2019	1417262019	UNDERGROUND SERVICE ALERT	ANNUAL MEMBERSHIP FY 2019/20		848.52	848.52
24307	7/17/2019	517729	R COMPUTER	HP PRO BOOK NOTEBOOK AND MEMORY FOR ADMIN ASSISTANT		727.05	727.05
24318	7/31/2019	19-Jul	SHELIA YOUNG	COMMISSION MEETINGS JULY 2019		720.00	720.00
24310	7/17/2019	EBD3051	ALPHA LABORATORIES	SKYWEST LAB SAMPLES MAY-JUN		658.00	658.00
24299	7/17/2019	1746192-19	STATE COMPENSATION INSURANCE FUND	WORKERS COMP PREMIUM JULY 2019		603.25	603.25
24321	7/31/2019	1746192-18	STATE COMPENSATION INSURANCE FUND	FINAL PREMIUM STATEMENT 2018		446.16	584.73
24321	7/31/2019	1746192-19	STATE COMPENSATION INSURANCE FUND	WORKERS COMP PREMIUM ADJUSTMENT		138.57	
24327	7/31/2019	14268-5	CONSTRUCTION TTESTING SERVICES	HEPS MCC CONSTRUCTION TESTING AND INSPECTIONS		571.53	571.53
24328	7/31/2019	188623962	ORKIN	QUARTERLY PEST CONTROL SERVICES - MDF		290.00	510.00
24328	7/31/2019	188624017	ORKIN	QUARTERLY PEST CONTROL SERVICES - SLEPS		220.00	
24305	7/17/2019	4159	DAVISON SYSTEMS LLC	ANNUAL CMMS SUPPORT		500.00	500.00
24296	7/17/2019	51027859109143	AT&T	PHONE SERVICE AT EBDA ADMIN 5/7 - 8/3/19		406.76	406.76
24325	7/31/2019	8092	CAYUGA	JUNE SERVICES		405.00	405.00
24302	7/17/2019	9833169149	VERIZON	CELLULAR, MESSAGING, DATA SERVICES 6/2-7/1/19		192.57	215.27
24302	7/17/2019	9833919758	VERIZON	MODEM SCADA 6/11 - 7/10/19		22.70	
24295	7/17/2019	10110000001	EAST BAY MUD	MDF WATER AND SEWER 4/23/19-6/19/19		203.34	203.34
24289	7/17/2019	JUN-19	JACQUELINE ZIPKIN	EXPENSE REIMBURSEMENT - JUNE 2019		181.78	181.78
24297	7/17/2019	51048304397166	AT&T	PHONE SERVICE AT MDF 6/7 - 7/17/19		176.11	176.11
24326	7/31/2019	3623	TOWN & COUNTRY OFFICE CLEANING	OFFICE CLEANING - JULY 2019		165.00	165.00
24298	7/17/2019	0118004	GOVERNMENT FINANCE OFFICERS ASSOC.	MEMBERSHIP RENEWAL		160.00	160.00
24322	7/31/2019	6-610-40544	FEDEX	AGENDAS SHIPPED 7/11		138.40	138.40
24320	7/31/2019	44777800001	EAST BAY MUD	WATER & SEWER AT EBDA 5/16-7/16/19		113.38	113.38

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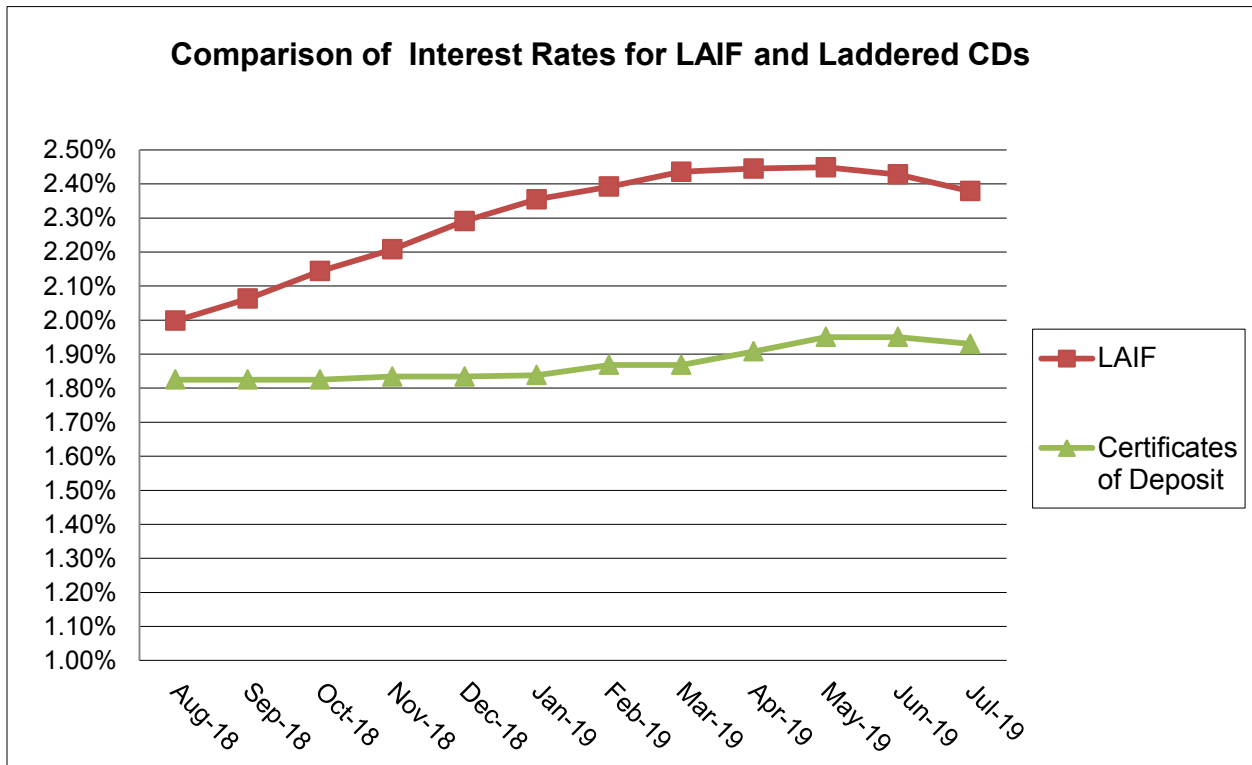
Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount	
24306	7/17/2019	7/1/2019	ALCO EMA	ANNUAL MEMBERSHIP DUES		100.00	100.00	
24304	7/17/2019	1110628	ALLIANT INSURANCE SERVICES	MOBILE VEHICLE PROGRAM RENEWAL 7/1/19-7/1/20		61.00	61.00	
24301	7/17/2019	6-610-72271	FEDEX	DOCUMENTS SHIPPED TO LEGAL COUNSEL 7/3/19		27.90	27.90	
TOTAL CHECK PAYMENTS								209,222.20
ELECTRONIC PAYMENTS								
	7/5/2019	51055948980-0	PG&E	GAS & ELECTRIC CHARGES 4/30/19-6/10/19		42,501.86	42,501.86	
	7/11/2019	15698750	PERS HEALTH	HEALTH PREMIUMS - JULY 2019		7,022.49	7,022.49	
	7/15/2019	6-2019-1	CALPERS	RETIREMENT CONTRIBUTIONS, PAYROLL PERIOD 06/01/19-06/15/19		2,978.35	2,978.35	
	7/25/2019	15711836	CALPERS	ANNUAL UNFUNDED ACCRUED LIABILITY AS OF 6/30/17 VALUATION		3,503.42	3,503.42	
TOTAL ELECTRONIC PAYMENTS								56,006.12
PAYROLL								
	7/15/2019	7/15/2019	PAYROLL	07/01-15/2019		17,123.27	17,123.27	
	7/31/2019	7/31/2019	PAYROLL	07/16-31/2019		16,855.93	19,537.69	
	7/31/2019	Jul-19	CUTTER, PAULINE RUSSO	DIRECT DEPOSIT		480.00		
	7/31/2019	Jul-19	LATHI, ANJALI	DIRECT DEPOSIT		720.00		
	7/31/2019	Jul-19	MENDALL, AL	DIRECT DEPOSIT		761.76		
	7/31/2019	Jul-19	JOHNSON, RALPH	DIRECT DEPOSIT		720.00		
TOTAL PAYROLL								36,660.96
TOTAL DISBURSEMENTS								301,889.28

ITEM NO. FM5 PRELIMINARY TREASURER'S REPORT FOR JULY 2019

The beginning cash balance on July 1, 2019 was \$4,230,568.57. The ending cash balance on July 31, 2019 was \$5,017,112.71 Total receipts for the month were \$1,088,433.42 and disbursements were \$301,889.28. EBDA has a three-pronged investment approach.

- Current market value of laddered CD investments total \$700,906.85. The average annual yield of the CDs is 1.93%. One CD matured in July 2019 and the resulting \$50,000 was transferred to savings.
- EBDA's Local Agency Investment Fund (LAIF) balance beginning July 1, 2019 was \$3,209,546.62. The LAIF account was credited \$20,385.65 in interest earned for the quarter ending June 30, 2019. The ending balance for July 2019 was \$3,229,932.27. The LAIF interest rate for the period ending July 31, 2019 was 2.379%
- The Wells Fargo State/Local Government account interest rate for this period was 0.03%.

Approval is recommended.



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

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	879,394.23	626,873.16	257,028.75	1,249,238.64
13	PLANNING & SPECIAL STUDIES	508,786.74	273,711.19	27,427.89	755,070.04
14	RECLAMATION O & M (SKYWEST)	114,183.37	20,000.00	4,146.66	130,036.71
31	REPLACEMENT	2,716,434.73	167,849.07	13,285.98	2,870,997.82
41	CONSTRUCTION	11,769.50			11,769.50
	TOTALS	4,230,568.57	1,088,433.42	301,889.28	5,017,112.71

Jul-19
8/7/19

SUPPLEMENTAL TREASURER'S 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
06/30/19	BALANCE									105,136.33	61,718.38	51,615.94	3,209,546.62	802,551.30	4,230,568.57
07/02/19	TRANSFER FROM CD TO SAVINGS							(50,000.00)		105,136.33	61,718.38	101,615.94	3,209,546.62	752,551.30	4,230,568.57
07/05/19	ELECTRONIC BILL PAY PG&E		42,501.86							62,634.47	61,718.38	101,615.94	3,209,546.62	752,551.30	4,188,066.71
07/05/19	DEPOSIT	10,000.00								72,634.47	61,718.38	101,615.94	3,209,546.62	752,551.30	4,198,066.71
07/11/19	ELECTRONIC BILL PAY		7,022.49							65,611.98	61,718.38	101,615.94	3,209,546.62	752,551.30	4,191,044.22
07/11/19	INTEREST	433.90							433.90	65,611.98	61,718.38	101,615.94	3,209,546.62	752,985.20	4,191,478.12
07/12/19	PAYROLL TRANSFER				20,000.00					45,611.98	81,718.38	101,615.94	3,209,546.62	752,985.20	4,191,478.12
07/12/19	PAYROLL			17,123.27						45,611.98	64,595.11	101,615.94	3,209,546.62	752,985.20	4,174,354.85
07/15/19	ELECTRONIC BILL PAY		2,978.35							42,633.63	64,595.11	101,615.94	3,209,546.62	752,985.20	4,171,376.50
07/15/19	INTEREST	20,385.65					20,385.65			42,633.63	64,595.11	101,615.94	3,229,932.27	752,985.20	4,191,762.15
07/15/19	INTEREST	67.60							67.60	42,633.63	64,595.11	101,615.94	3,229,932.27	753,052.80	4,191,829.75
07/16/19	DEPOSIT	10,000.00								52,633.63	64,595.11	101,615.94	3,229,932.27	753,052.80	4,201,829.75
07/16/19	INTEREST	508.29						508.29		52,633.63	64,595.11	101,615.94	3,229,932.27	753,561.09	4,202,338.04
07/17/19	DEPOSIT	273,326.16								325,959.79	64,595.11	101,615.94	3,229,932.27	753,561.09	4,475,664.20
07/17/19	DISBURSEMENT		149,807.35							176,152.44	64,595.11	101,615.94	3,229,932.27	753,561.09	4,325,856.85
07/19/19	DEPOSIT	151,010.96								327,163.40	64,595.11	101,615.94	3,229,932.27	753,561.09	4,476,867.81
07/25/19	ELECTRONIC BILL PAY		3,503.42							323,659.98	64,595.11	101,615.94	3,229,932.27	753,561.09	4,473,364.39
07/25/19	PAYROLL TRANSFER				20,000.00					303,659.98	84,595.11	101,615.94	3,229,932.27	753,561.09	4,473,364.39
07/26/19	DEPOSIT	176,303.05								479,963.03	84,595.11	101,615.94	3,229,932.27	753,561.09	4,649,667.44
07/29/19	DEPOSIT	446,194.18								926,157.21	84,595.11	101,615.94	3,229,932.27	753,561.09	5,095,861.62
07/30/19	PAYROLL			19,537.69						926,157.21	65,057.42	101,615.94	3,229,932.27	753,561.09	5,076,323.93
07/30/19	INTEREST	156.16							156.16	926,157.21	65,057.42	101,615.94	3,229,932.27	753,717.25	5,076,480.09
07/31/19	DISBURSEMENT		59,414.85							866,742.36	65,057.42	101,615.94	3,229,932.27	753,717.25	5,017,065.24
07/31/19	INTEREST	1.71			1.71					866,742.36	65,059.13	101,615.94	3,229,932.27	753,717.25	5,017,066.95
07/31/19	INTEREST	2.55				2.55				866,742.36	65,059.13	101,618.49	3,229,932.27	753,717.25	5,017,069.50
07/31/19	INTEREST	6.91								866,749.27	65,059.13	101,618.49	3,229,932.27	753,717.25	5,017,076.41
07/31/19	DIVIDEND	36.30							36.30	866,749.27	65,059.13	101,618.49	3,229,932.27	753,753.55	5,017,112.71
	TOTAL CURRENT BALANCE	1,088,433.42	265,228.32	36,660.96	40,001.71	2.55	20,385.65	(50,000.00)	1,202.25	866,749.27	65,059.13	101,618.49	3,229,932.27	753,753.55	5,017,112.71
	Reconciliation									①	②	③	④	⑤	
	① Per Bank Statement @7/31/19	\$ 929,624.89													
	Less: Outstanding Checks	62,875.62													
		\$ 866,749.27													
	② Per Bank Statement @7/31/19	\$ 65,059.13													
	③ Per Bank Statement @7/31/19	\$ 101,618.49													
	④ Per LAIF Statement @7/31/19	\$ 3,229,932.27													
	⑤ Per Treasurer's Report @7/31/19	\$ 753,753.55													
	Fair Market Value Increase/Decrease	(691.57)													
	Per Investment Statement @7/31/19	\$ 753,061.98													

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	49,984.00
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	49,878.50
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	49,926.50
ALLY BANK Total						149,789.00
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	1.95%	50,000	49,971.50
BARCLAYS BANK Total						49,971.50
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	49,947.50
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	2.00%	50,000	49,993.50
CAPITAL ONE BK USA NA Total						99,941.00
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	2.85%	50,000	50,751.50
CITIBANK NA Total						50,751.50
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	1.90%	100,000	99,675.00
COMENITY BANK Total						99,675.00
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	49,947.50
DISCOVER BANK Total						49,947.50
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	1.90%	3,000	2,997.69
GOLDMAN SACHS BK USA Total						2,997.69

CD PORTFOLIO

Institution	Description	Purchase Date	Maturity Date	Estimated Annual Yield	Quantity	Current Market Value
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	1.75%	50,000	49,919.00
KEY BANK NA Total						49,919.00
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	46,942.66
LAKESIDE BANK Total						46,942.66
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	2.48%	50,000	50,350.00
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	2.76%	50,000	50,622.00
MORGAN STANLEY BK NA Total						100,972.00
Grand Total						700,906.85
Average Estimated Annual Yield				1.93%		

ITEM NO. FM6 FY 2018/2019 FINANCIAL AUDIT SCHEDULE

Recommendation

This report is for the Committee's information only; no action is required.

Background

The field work for the FY 2018/2019 financial audit is scheduled for October 17-18, 2019. This is the fifth year of the Maze & Associates five-year agreement. The Finance Committee is scheduled to review the audit report on November 18, 2019. Maze & Associates will present the report to the EBDA Commission at the November 21, 2019 meeting.

ITEM NO. FM7 REVIEW OF PURCHASING POLICY

Recommendation

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

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. This includes the Authority's Purchasing Policy.

The Authority's Joint Powers Agreement (JPA) currently states that "The affirmative vote of four members of the Commission shall be required to: ... Award, modify or accept work under any contract (including but not limited to contracts for the acquisition or construction of any building, works or improvements for the Phase I Project) in excess of \$10,000." The Agencies have agreed to remove that level of detail related to procurement from the JPA and incorporate rules governing procurement approvals into a Procurement Policy.

Discussion

Staff is working with the attorneys at Hanson Bridgett (currently working on the JPA) as well as Meyers Nave (Authority General Counsel) to identify example Procurement Policies from other agencies that may serve as a good model for the Authority's. In general, consistent with the approach to other recently adopted Finance Policies, staff recommends keeping the policy high level and moving details into a separate procedure document.

At this time, staff is seeking Committee input on the issue of staff signature authority. As noted above, the Authority's JPA currently limits the GM's signature authority to \$10,000. This language will be removed from the JPA, and signature authority will be addressed in the Procurement Policy. The table below summarizes current signature authority for staff at the Member Agencies.

Agenda Explanation
 East Bay Dischargers Authority
 Financial Management Committee
 August 12, 2019

AGENCY	City Manager	General Manager/ Department Director	Management/ Department Head	Coach/ Supervisor	Emergency	Comments
Castro Valley Sanitary District		50,000				Contractors/Consultants
		> 5,000	5,000			Purchase Orders
City of Hayward*		75,000				Contractors/Consultants
City of San Leandro	50,000	5,000	5,000	5,000	50,000	
East Bay Dischargers Authority		10,000			50,000	
Oro Loma Sanitary District		100,000	15,000		500,000	GM - Contracts, POs and Change Orders
Union Sanitary District*		100,000	50,000	10,000	500,000	

*Purchasing Policy is currently under review

Staff is seeking Committee input on the following questions:

- What is the appropriate signature authority threshold for the General Manager for
 - o Construction?
 - o Professional Services?
 - o Goods?
- Should there be a different threshold for emergency purchases?
- Should other staff have signature authority and at what level?
- What should the threshold be for contract/PO amendments?

ITEM NO. FM8 REVIEW OF DRAFT PENSION FUNDING POLICY

Recommendation

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

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. The Authority did not previously have a Pension Funding Policy. At its July 2019 meeting, the Committee suggested that staff prepare a draft Pension Funding Policy, similar to the OPEB Policy adopted earlier this year.

Discussion

Earlier this year, the Commission directed that each agency, on a timeline of its choice, would pre-pay their proportionate share of the Authority's OPEB and pension funds to reach target funding ratios of 80% for OPEB and 95% for pension. The goal is to pre-fund these retirement obligations to the target ratios under the allocations in the current JPA prior to the new JPA allocations taking effect next year. Each agency subsequently elected to handle the pre-payment as a lump sum, and staff will be bringing dollar values for those lump sum payments to the Committee for review in the coming months.

The Commission formally adopted the 80% target funding ratio for OPEB on April 18, 2019 as part of the Authority's OPEB Policy. Included here for the Committee's review is a draft Pension Funding Policy, which captures the 95% funding target. Pending Committee input, staff will bring the Policy to the Commission for adoption.

POLICY NUMBER: 1.6

NAME OF POLICY: Finance – Pension Funding

LAST REVISED: TBD

PREVIOUSLY REVISED: NA

PURPOSE: The purpose of the Pension Funding Policy is to ensure that the Authority’s pensions are sustainably funded over the long term.

POLICY: It is the policy of the Authority to provide pension benefits to its retirees through the California Public Employees’ Retirement System (CalPERS). In order to provide for the long-term cost of the benefits promised to participants and ensure that the pension benefits are adequately funded, the Authority’s funded ratio target shall be 95% or higher.

The Authority shall make annual contributions to CalPERS based on the actuarially determined amount calculated annually by CalPERS. Additional funds may be contributed to the trust based on annual budgetary analysis.