

**EAST BAY DISCHARGERS AUTHORITY
COMMISSION MEETING MINUTES**

October 17, 2019

1. Call to Order

Chair Cutter called the meeting to order at 9:32 A.M. on Thursday, October 17, 2019, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Pledge of Allegiance

3. Roll Call

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|-----------------|----------------|---------------------------------|
| PRESENT: | Al Mendall | City of Hayward |
| | Dan Walters | Oro Loma Sanitary District |
| | Thomas Handley | Union Sanitary District |
| | Ralph Johnson | Castro Valley Sanitary District |
| | Pauline Cutter | City of San Leandro |

ABSENT: None

OTHERS

| | | |
|-----------------|-------------------|---------------------------------|
| PRESENT: | Jacqueline Zipkin | East Bay Dischargers Authority |
| | Eric Casher | Legal Counsel |
| | Howard Cin | East Bay Dischargers Authority |
| | Kalena Yambao | East Bay Dischargers Authority |
| | Alex Ameri | City of Hayward |
| | Jan Lee | City of Hayward |
| | Paul Eldredge | Union Sanitary District |
| | Hayes Morehouse | City of San Leandro |
| | Roland Williams | Castro Valley Sanitary District |
| | Jason Warner | Oro Loma 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 September 19, 2019**
- 6. Commission Workshop Minutes of October 8, 2019**
- 7. List of Disbursements for September 2019**
- 8. Treasurer's Report for September 2019**
- 9. Fourth Quarter Expense Report, FY 18/19**

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

REGULAR CALENDAR

10. General Manager's Report

The General Manager (GM) gave record of her attendance at the annual Water Environmental Federation Technical Conference (WEFTEC). Notable presentations included treatment options for per and polyfluoroalkyl substances (PFAS) and nutrients. The GM also attended the Bay Area Clean Water Agencies (BACWA) Technical Seminar where collaborative efforts with Regional Water Board staff were advanced. The GM noted that BACWA will soon begin recruitment for a new Executive Director. The GM also attended the CHARG Forward Forum, which presented technical solutions for sea level rise, in particular, illustrating the need for regional planning and collaboration going forward.

11. Report from the Managers Advisory Committee (MAC)

The MAC met with the GM on October 4, 2019. The GM requested to combine the MAC and Ad Hoc reports.

12. Report from the Ad Hoc Committee

The Ad Hoc Committee met with the GM on October 16, 2019. The GM reported that the MAC and Ad Hoc are working on revisions to a JPA draft delivered on Monday, October 14th. The MAC will meet at the conclusion of the Commission meeting to continue working towards a completed JPA Agreement, to be delivered October 25, in preparation for its proposed adoption at the October 29th Special Commission Meeting. There was discussion as to whether a separate "plain language guide" to understanding the JPA would be practical in relating intent of the document to future readers. The Ad Hoc recommended approval of the Resolution to Extend the Authority's Master Agreement with Livermore-Amador Valley Water Management Agency with the exception of changing the time period to not exceed six months. Adoption of the resolution would grant the GM authority to negotiate language for the extension to reflect the six month time period.

13. Resolution Extending the Authority's Master Agreement with Livermore-Amador Valley Water Management Agency.

Commissioner Walters moved to adopt the Resolution Extending the Authority's Master Agreement with Livermore-Amador Valley Water Management Agency with the revision to extend for up to six months instead of one year. The motion was seconded by Commissioner Handley and carried unanimously, 5-0.

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

14. Report from the Financial Management Committee

The Financial Management Committee that was scheduled for October 14, 2019, was canceled. The GM reviewed for the Commission the September List of Disbursements and the expense summary noting EBDA came in 21% under budget. The GM will bring information forward next month to support the Agencies in deciding whether to use their FY 18/19 credit towards funding outstanding OPEB and Pension Liabilities or to apply it to their FY 19/20 O&M bill. Agency preferences would then be brought to the Commission in a resolution for approval the following month.

Commissioner Mendall motioned to approve the report from Financial Management and the motion was seconded by Commissioner Johnson and carried unanimously, 5-0 (Mendall, Walters, Handley, Johnson, Cutter; ayes).

15. Report from the Regulatory Affairs Committee

The Regulatory Affairs Committee met with the GM on October 16, 2019. The GM reviewed the NPDES Status Report, referencing graphs and tables showing compliance for CBOD, TSS and bacteria limits. The GM summarized the regulatory fact sheets including BACWA's Key Regulatory Issue Summary, and the Executive Summary and related fact sheets from the SFEI and 5Gyres study of microplastics in San Francisco Bay, published this October. The GM also highlighted an updated fact sheet provided by California Association of Sanitation Agencies (CASA) on PFAS.

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

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

The Operations and Maintenance Committee met on October 15, 2019, and discussed the status of the EBDA facilities. The Operations and Maintenance Manager provided an update on current projects. Carollo delivered a Draft Cavitation Study Project Memorandum for AEPS, which will undergo review in the coming month. The HEPS MCC Project now has all four pumps running on the new system. HEPS also had new pond diversion piping installed and the project should be nearing completion in the coming months. At OLEPS, new discharge valve actuators and gear drives were installed during wet well preventative maintenance activities and conduits are scheduled to be installed in the coming week to supply standby power from OLSD to OLEPS. At SLEPS, a generator malfunction due to a faulty starter was resolved. EBDA also received the Cybersecurity Vulnerability Assessment Report from Woodward & Curran; the document was reviewed at the first quarterly network security meeting. The SCADA System Upgrade Project will be completed this week. The Commission also received an update on special projects including the PG&E Large Integrated Audit Program, Transport System Seismic Reliability Plan, and the Facilities Electrical Evaluation. The GM reported the Disaster Recovery Plan will move forward as discussed early next year. The GM gave an update on the AQPI Project; a draft of the agreement continues to undergo legal review. The GM hopes to bring a final agreement forward later this year. Participating agencies have begun discussions of regional cost-sharing, post-grant. Results from the first wet weather season will be brought before the Commission to evaluate value prior to signing any long-term agreement on regional cost-sharing.

Commissioner Handley moved to approve the report from the Operations and Maintenance Committee. The motion was seconded by Commissioner Mendall and carried unanimously, 5-0 (Mendall, Walters, Handley, Johnson, Cutter; ayes).

17. Report from the Personnel Committee

The Personnel Committee met with the GM on October 15, 2019. With Commission concurrence, the Committee recommends the GM cancel standing committee meetings when committee direction is not needed that month. The Committee also recommends the frequency of the Regulatory Affairs Committee meetings be reduced to every other month, alternating with Personnel Committee meetings. The Committee recommends Ad Hoc meetings cease at the conclusion of the JPA renewal; negotiation of the LAVWMA agreement may require a new Ad Hoc to convene at a later date or may be dealt with within other committees. Chair Cutter suggested that the Committee consider at a future meeting whether the Commission should take a recess in August. The Committee recommends hiring of the temporary administrative assistant as a full-time temporary employee. Working with the MAC, the GM will bring to the Committee and Commission a proposed staffing plan prior to the next fiscal year. Considerations include possible use of member agency resources for HR and accounting functions.

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

18. Items from Commission and Staff

Commissioner Mendall requested that staff analyze EBDA's fossil fuel use and report to the Commission before the end of the fiscal year. Chair Cutter also suggested that staff consider additional emergency preparedness training, including responding to an active shooter.

19. Adjournment

With no further business, Chair Cutter adjourned the meeting at 10:48 A.M.



Jacqueline Zipkin
General Manager