

# **EAST BAY DISCHARGERS AUTHORITY COMMISSION MEETING MINUTES**

**February 20, 2020**

**1. Call to Order**

Chair Cutter called the meeting to order at 9:35 A.M. on Thursday, February 20, 2020, at the Oro Loma Sanitary District Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580.

**2. Pledge of Allegiance**

**3. Roll Call**

<b>PRESENT:</b>	Sara Lamnin	City of Hayward
	Shelia Young	Oro Loma Sanitary District
	Ralph Johnson	Castro Valley Sanitary District
	Pauline Cutter	City of San Leandro

<b>ABSENT:</b>	Thomas Handley	Union Sanitary District
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**OTHERS**

<b>PRESENT:</b>	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
	Justin Jenson	City of San Leandro
	Jason Warner	Oro Loma Sanitary District
	Roland Williams	Castro Valley Sanitary District
	Paul Eldredge	Union 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 January 16, 2020**

**6. List of Disbursements for January 2020**

**7. Treasurer's Report for January 2020**

Commissioner Johnson moved to approve the consent calendar. The motion was seconded by Commissioner Lamnin and carried unanimously 4-0 (Lamnin, Young, Johnson, Cutter; ayes).

## REGULAR CALENDAR

### **8. General Manager's Report**

The General Manager (GM) informed the Commission that staff is working on drafting Rules of the Board, which will be brought for review by the Personnel Committee. The GM requested feedback on potential changes to the current rules that govern Commission meetings.

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

The MAC met on February 13, 2020. A main point of discussion was EBDA's dated Brine Policy. The MAC reviewed a draft Brine Policy, and discussions on it will continue at the next MAC meeting. A potential brine project will be discussed in the coming Regulatory Affairs Committee meetings. Another prominent point of discussion was budget considerations for FY 2020/21, particularly in relation to Special Studies projects. The GM will bring forward considerations from the MAC in the preliminary budget staff report that the Financial Management Committee will review next month.

### **10. Report from the Financial Management Committee**

The Financial Management Committee met on February 19, 2020. The Committee reviewed the List of Disbursements and Treasurer's Report for January, the Second Quarter Expense Summary, budget assumptions for wages & benefits for FY 2020/21, and other items for annual financial review. The Committee supports the proposed assumptions for wage and benefits, and the GM will bring forward member agency wage and benefit increase information next month for comparison. The GM noted items included in the agenda packet for informational purposes, including the completed State Controllers Special District Financial Transactions Report for FY 2018/19, and EBDA's Pooled Liability Program renewal. The Committee also reviewed the Investment Policy and Strategy. The GM will bring the Policy forward for adoption pending further discussion on the GM/Treasurer bond requirement. Pension trust considerations were also discussed, and the Committee supports staff's recommendation not to pursue this option for lack of benefit to EBDA at this time. The Financial Management Committee also continues to review next steps for the LAVWMA agreement.

Commissioner Johnson motioned to approve the report from Financial Management. The motion was seconded by Commissioner Lamnin and carried unanimously, 4-0 (Lamnin, Young, Johnson, Cutter; ayes).

### **11. Report from the Operations and Maintenance Committee (O&M)**

The Operations and Maintenance Committee met on February 18, 2020, and discussed the status of the EBDA facilities. The O&M Manager reviewed NPDES Compliance for January and provided an update on current projects. The HEPS perimeter fencing was completed around the pump station and MCC building, as was painting of the piping and the generator fuel tank. The wind storm on February 9<sup>th</sup> caused some golf course trees to fall, including one across the road to MDF. The storm also caused a power failure coinciding with a generator starter failure at OLEPS. Authority and Member Agency staff worked together to respond quickly and avoid an emergency discharge – OLSD connected a portable generator, Hayward diverted the flow from HEPS, and USD reduced their flow. Once completed, the Electrical Improvements Project connecting backup power to OLEPS from Oro Loma will ensure this issue will not reoccur. In the

meantime, OLEPS has one of OLSD's portable generators connected should the need arise.

The GM gave an update on the Disaster Cost Recovery Plan which is being finalized by Kermani Consulting Group. Training for the member agencies was held on Feb 5<sup>th</sup> highlighting best practices for disasters to maximize potential reimbursement. EBDA staff will be initiating an advance procurement process for contractors aligned with FEMA's guidelines to put the Authority in the best position for potential reimbursement. Staff and legal counsel will also look at the contracts between EBDA and the member agencies to ensure FEMA compliance should EBDA use a member Agency for repair work after a disaster.

The GM gave a recap of the AQPI project, noting the inclusion in the agenda of a comment letter on the state's Water Resilience Portfolio Draft recommending the state add provisions for future funding of AQPI.

Commissioner Young moved to approve the report from the Operations and Maintenance Committee. The motion was seconded by Commissioner Lamnin and carried unanimously, 4-0 (Lamnin, Young, Johnson, Cutter; ayes).

**12. Items from Commission and Staff**

The Commission discussed the process for this year's GM Evaluation.

**13. Adjournment**

With no further business, Chair Cutter adjourned the meeting at 10:18 A.M.



Jacqueline Zipkin  
General Manager