



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
FAX (510) 278-6547

A Joint Powers Public Agency

"Pursuant to the Governor's Executive Order N-25-20 the Finance Meeting scheduled for this afternoon at 3:00 p.m. will be telephonic. The dial-in number for the meeting is +1 669 900 6833 with meeting I.D. # 647 216 923. Members of the public are encouraged to dial-in to the meeting using the same number. The original meeting location 2651 Grant Avenue, San Lorenzo, CA will remain available for anyone unable to dial-in. Thank you."

ITEM NO. 10

**FINANCIAL MANAGEMENT COMMITTEE
AGENDA**

Monday, March 16, 2020

3:00 P.M.

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

Committee Members: Lamnin (Chair); Johnson

FM1. Call to Order

FM2. Roll Call

FM3. Public Forum

FM4. List of Disbursements for February 2020

(The Committee will review the List of Disbursements for the month of February 2020.)

FM5. Treasurer's Report for February 2020

(The Committee will review the Treasurer's Report for the month of February 2020.)

FM6. Preliminary Draft FY 2020/2021 Budget

(The Committee will discuss Staff's proposed FY 2020/2021 budget recommendations.)

FM7. Public Official Bond Considerations

(The Committee will discuss the purpose and value of the Authority's bond requirements and consider any changes.)

FM8. Review of the Authority's Audit Policy and FY 2019/2020 Audit Recommendation

(The Committee will review the Audit Policy as well as staff's recommendation for FY 2019/2020 auditor.)

FM9. Consider Proposed Changes to the Authority's Purchasing Policy

(The Committee will review concepts for the Purchasing Policy.)

FM10. LAVWMA Negotiation Discussion

(The Committee will discuss key issues for negotiation of the extension to the LAVWMA Agreement.)

FM11. Adjournment

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
March 16, 2020

(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 (510) 278-5910 or jvillasenor@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 also posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

(Any member of the public may address the Committee at the commencement of the meeting on any matter within the jurisdiction of the Committee. This should not relate to any item on the agenda. Each person addressing the Committee should 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 Committee on any agenda item should do so at the time the item is considered. Oral comments should be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available and are to be completed prior to speaking.)

**The next Financial Management Committee meeting is scheduled on
Monday, April 13, 2020 at 3:00 p.m.**

ITEM NO. FM4 LIST OF DISBURSEMENTS FOR FEBRUARY 2020

The itemized List of Disbursements for the month of February 2020 totaled \$441,848.38

Reviewed and Approved by:

Sara Lamnin, Chair	Date
Financial Management Committee	

Jacqueline T. Zipkin
Treasurer

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
February 2020

CHECKS (SORTED BY AMOUNT)

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24587	2/14/2020	20-Jan-20	GSE	CONSTRUCTION SERVICES - JANUARY		106,117.23	106,117.23
24575	2/14/2020	376198	CITY OF SAN LEANDRO	O&M - NOVEMBER		33,082.79	64,015.16
24575	2/14/2020	376199	CITY OF SAN LEANDRO	O&M - DECEMBER		30,932.37	
24576	2/14/2020	02560	UNION SANITARY DISTRICT	O&M - DECEMBER		31,990.87	31,990.87
24590	2/14/2020	3180611-00	BUCKLES SMITH	AEPS REFURBISHED VFD		19,324.55	20,550.55
24590	2/14/2020	3180032-01	BUCKLES SMITH	AEPS VFD FIELD SERVICE		1,226.00	
24584	2/14/2020	48463384	UNIVAR	SODIUM BISULFITE - DELIVERY 01/08/20		6,010.61	11,854.06
24584	2/14/2020	48463385	UNIVAR	SODIUM BISULFITE - DELIVERY 01/29/20		5,843.45	
24605	2/28/2020	48478939	UNIVAR	SODIUM BISULFITE - DELIVERY 02/10/20		5,944.24	11,824.57
24605	2/28/2020	48492608	UNIVAR	SODIUM BISULFITE - DELIVERY 02/21/20		5,880.33	
24579	2/14/2020	45981	CALCON	HEPC MCC PLC & SCADA SYSTEM UPGRADE		6,408.00	9,388.91
24579	2/14/2020	45931	CALCON	OLEPS O&M, SERVICE CALLS		1,629.60	
24579	2/14/2020	46007	CALCON	OPS CENTER REPORTS & DATA FOR PG&E AUDIT		684.80	
24579	2/14/2020	45930	CALCON	SLEPS VFD PARTS		406.51	
24579	2/14/2020	45932	CALCON	HEPS ALARM PROGRAMMING		260.00	
24600	2/28/2020	Oct-19	DEBORAH QUINN	ACCOUNTING SERVICES - OCTOBER		8,850.00	8,850.00
24595	2/28/2020	Feb-17	ORO LOMA SANITARY DISTRICT	O&M - JANUARY		8,154.66	8,154.66
24583	2/14/2020	2019120339	MEYERS NAVE	LEGAL SERVICES - DECEMBER		6,818.88	6,818.88
24598	2/28/2020	91826710	BLACKBAUD	ACCOUNTING SOFTWARE RENEWAL		6,138.94	6,138.94
24602	2/28/2020	184494	CAROLLO	AEPS PUMP OPERATION EVALUATION		4,810.92	4,810.92
24607	2/28/2020	00018	CURRIE ENGINEERS	HEPS MCC CONSTRUCTION MANAGEMENT - DECEMBER		2,289.75	4,386.00
24607	2/28/2020	00019	CURRIE ENGINEERS	HEPS MCC CONSTRUCTION MANAGEMENT - JANUARY		2,096.25	
24591	2/14/2020	584563	MILES CHEMICAL COMPANY	OLEPS CAPTOR CHEMICAL		3,515.12	3,515.12
24596	2/28/2020	52205709	CITY OF HAYWARD	HEALTH INSURANCE PREMIUMS - FEBRUARY		1,510.38	2,878.35
24596	2/28/2020	52205707	CITY OF HAYWARD	HEALTH INSURANCE PREMIUMS - JANUARY		1,367.97	
24594	2/28/2020	457-303166	VANTAGE POINT TRANSFER AGENTS	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 02/29/20		2,233.09	2,233.09
24593	2/28/2020	457-303166	VANTAGE POINT TRANSFER AGENTS	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 02/15/20		2,233.09	2,233.09
24582	2/14/2020	55687627	US BANK	CASA WINTER CONFERENCE FEE	595.00	2,126.31	2,126.31
24582	2/14/2020	55687627	US BANK	RENAISSANCE HOTELS - CASA	439.74		
24582	2/14/2020	55687627	US BANK	REMOTE DATA BACKUPS	414.00		
24582	2/14/2020	55687627	US BANK	OFFICE DEPOT	228.66		
24582	2/14/2020	55687627	US BANK	SPECIALTIES CAFÉ - EBDA LAB MEETING	125.53		
24582	2/14/2020	55687627	US BANK	INTERMEDIA.NET	86.41		
24582	2/14/2020	55687627	US BANK	OFFICE DEPOT	65.81		
24582	2/14/2020	55687627	US BANK	USPS	33.00		
24582	2/14/2020	55687627	US BANK	DALZIEL GARAGE OAKLAND	24.00		
24582	2/14/2020	55687627	US BANK	CITY CENTER GARAGE OAKLAND	20.00		
24582	2/14/2020	55687627	US BANK	LYFT	17.47		
24582	2/14/2020	55687627	US BANK	DUNKIN DONUTS - COMMISSION MEETING	15.28		
24582	2/14/2020	55687627	US BANK	LYFT	15.25		
24582	2/14/2020	55687627	US BANK	LYFT	11.40		
24582	2/14/2020	55687627	US BANK	ONTARIO AIRPORT - CASA	10.83		
24582	2/14/2020	55687627	US BANK	EAST BAY TIMES	9.95		
24582	2/14/2020	55687627	US BANK	RENAISSANCE HOTELS - CASA	8.62		

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
February 2020

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24582	2/14/2020	55687627	US BANK	ONTARIO AIRPORT - CASA	4.37		
24582	2/14/2020	55687627	US BANK	APPLE CLOUD DATA BACKUP	0.99		
24585	2/14/2020	07382	BAY PLANNING COALITION	MEMBERSHIP/DONOR ANNUAL BPC LUNCH		1,500.00	1,500.00
24588	2/14/2020	1257439	HANSON BRIDGETT LLP	LEGAL SERVICES - DECEMBER		1,235.00	1,235.00
24606	2/28/2020	607493	CALTEST	LAB TESTING SERVICES - JANUARY		864.90	864.90
24578	2/14/2020	1746192-19	SCIF	WORKERS COMPENSATION PREMIUM - FEBRUARY		603.25	603.25
24586	2/14/2020	0120-22	BEECHER	OLEPS ELECTRICAL UPGRADE		600.00	600.00
24581	2/14/2020	08162	CAYUGA	IT SERVICES - JANUARY		585.00	585.00
24577	2/14/2020	5102785910	AT&T	TELEPHONE SERVICE ADMIN BUILDING - JANUARY		280.07	280.07
24604	2/28/2020	38019	BA MORRISON	HVAC MAINTENACE		235.00	235.00
24580	2/14/2020	9847423984	VERIZON WIRELESS	CELLPHONES - JANUARY		191.85	191.85
24603	2/28/2020	May-21	TOWN & COUNTRY	JANITORIAL SERVICE - FEBRUARY		165.00	165.00
24597	2/28/2020	5104830439	AT&T	TELEPHONE SERVICE AT MDF - JANUARY		106.56	106.56
24599	2/28/2020	6-935-74419	FEDEX	MAIL AGENDA		74.12	74.12
24592	2/28/2020	Jan-20	JACQUELINE ZIPKIN	EXPENSE & MILEAGE REIMBURSEMENT - JANUARY		56.58	56.58
24589	2/14/2020	37144564153	DIRECT TV	AT&T BUNDLE DISCOUNT		30.64	30.64
24601	2/28/2020	9848198370	VERIZON WIRELESS	MODEM FOR SCADA - 01/11-02/10/20		22.70	22.70
				TOTAL CHECK PAYMENTS			314,437.38
ELECTRONIC PAYMENTS							
	2/28/2020	51059489800	PACIFIC GAS & ELECTRIC	GAS & ELECTRIC		34,781.00	34,781.00
	2/3/2020	51059489800	PACIFIC GAS & ELECTRIC	GAS & ELECTRIC		31,584.67	31,584.67
	2/3/2020	15926982	PERS HEALTH	HEALTH PREMIUMS -FEBRUARY 2020		7,794.28	7,794.28
	2/12/2020	15939074	CALPERS	MONTHLY UNFUNDED LIABILITY - FEBRUARY 2020		3,503.42	3,503.42
	2/12/2020	01-2020-1	CALPERS	PENSION PAYMENT FOR PERIOD 01/01/20-01/15/20 - CLASSIC		3,358.46	3,358.46
	2/20/2020	01-2020-2	CALPERS	PENSION PAYMENT FOR PERIOD 01/16/20-01/31/20 - CLASSIC		3,358.46	3,358.46
	2/26/2020	02-2020-1	CALPERS	PENSION PAYMENT FOR PERIOD 02/01/20-02/15/20 - CLASSIC		3,358.46	3,358.46
	2/12/2020	01-2020-1	CALPERS	PENSION PAYMENT FOR PERIOD 01/01/20-01/15/20 - PEPRA		496.80	496.80
	2/20/2020	01-2020-2	CALPERS	PENSION PAYMENT FOR PERIOD 01/16/20-01/31/20 - PEPRA		496.80	496.80
	2/26/2020	02-2020-1	CALPERS	PENSION PAYMENT FOR PERIOD 02/01/20-02/15/20 - PEPRA		496.80	496.80
				TOTAL ELECTRONIC PAYMENTS			89,229.15
PAYROLL							
	2/27/2020	2/29/2020	PAYROLL	02/16-29/2020		17,785.84	19,705.84
	2/29/2020	Feb-20	CUTTER, PAULINE RUSSO	DIRECT DEPOSIT		480.00	
	2/29/2020	Feb-20	GLAZE, BOB	DIRECT DEPOSIT		240.00	
	2/29/2020	Feb-20	LAMNIN, SARA	DIRECT DEPOSIT		480.00	
	2/29/2020	Feb-20	JOHNSON, RALPH	DIRECT DEPOSIT		480.00	
	2/29/2020	Feb-20	YOUNG, SHELIA	DIRECT DEPOSIT		240.00	
	2/13/2020	2/15/2020	PAYROLL	02/01-15/2020		18,325.06	18,325.06
	2/7/2020	1/31/2020	PAYROLL FEES	01/16-31/2020		60.25	60.25
	2/21/2020	2/15/2020	PAYROLL FEES	02/01-15/2020		49.00	49.00
	2/27/2020	1/4/2020	PAYROLL FEES	4TH QRT YEAR END W-2 TAX REPORTING		41.70	41.70
				TOTAL PAYROLL			38,181.85
				TOTAL DISBURSEMENTS			441,848.38

ITEM NO. FM5 TREASURER'S REPORT FOR FEBRUARY 2020

The beginning cash balance on February 1, 2020 was \$4,096,776.70 The ending cash balance on February 29, 2020 was \$ 4,254,279.98 Total receipts for the month were \$599,351.66 and disbursements were \$441,848.38.

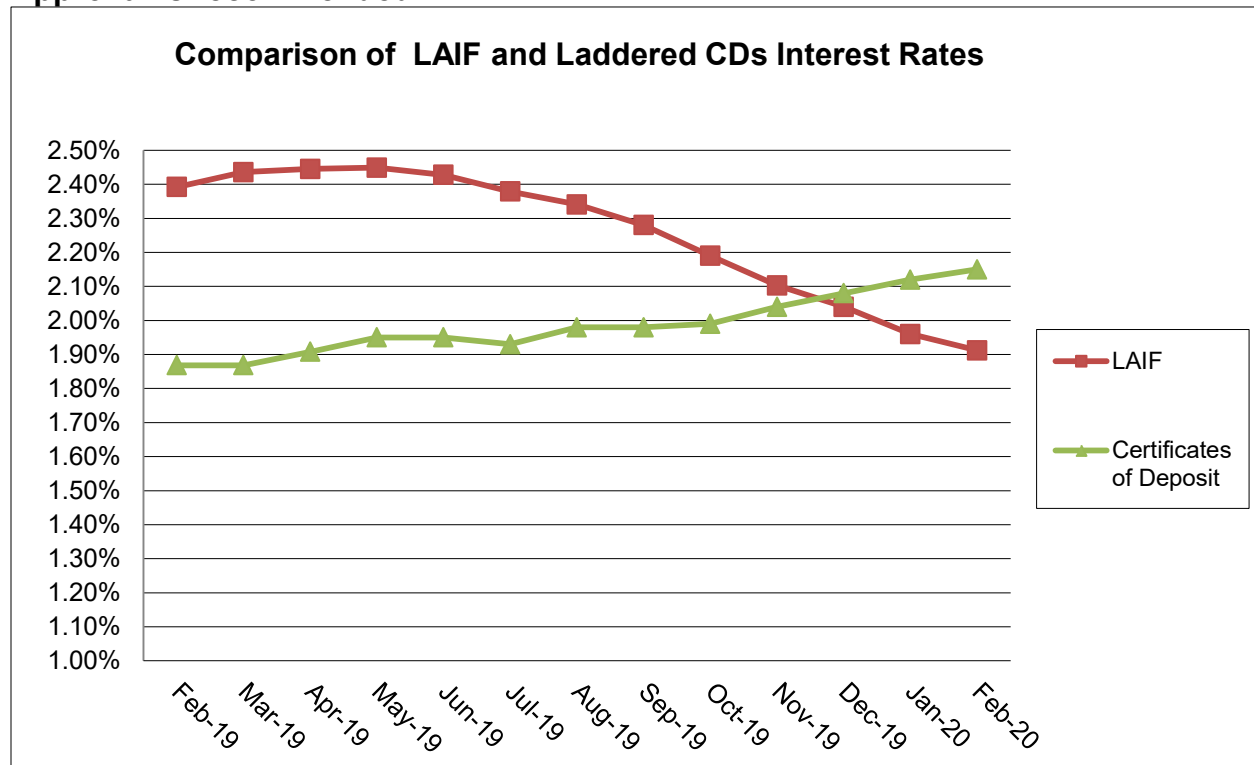
EBDA currently has a three-pronged investment approach that includes laddered CDs, Local Agency Investment Fund (LAIF), and a Wells Fargo savings account. As directed by the Financial Management Committee, funds are currently being transferred to savings and/or LAIF as CDs mature. Staff will continue to work with the Committee on investment strategy.

Current market value of laddered CD investments is \$455,548.70. Two CDs matured in January and February in the amount of \$98,609.92 and the balances were transferred to savings. The average annual yield of the CDs is 2.15%.

EBDA's LAIF balance beginning February 1, 2020 was \$2,534,855.79. The ending balance on February 29, 2020 remained the same at \$2,534,855.79. The LAIF interest rate for period ending February 29, 2020 is 1.91%.

The Wells Fargo State/Local Government account interest rate for this period was 0.03%.

Approval is recommended.



EAST BAY DISCHARGERS AUTHORITY
TREASURER'S REPORT
FEBRUARY 29, 2020

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,510,886.15	621,568.42	286,677.74	1,845,776.83
13	PLANNING & SPECIAL STUDIES	72,509.91	(33,130.06)	1,235.00	38,144.85
14	RECLAMATION O & M (SKYWEST)	151,406.35	10,000.00	361.06	161,045.29
31	REPLACEMENT	2,350,204.79	913.30	153,574.58	2,197,543.51
41	CONSTRUCTION	11,769.50			11,769.50
	TOTALS	4,096,776.70	599,351.66	441,848.38	4,254,279.98

Feb-20

3/11/20

SUPPLEMENTAL TREASURERS 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
01/31/20	BALANCE									847,988.66	51,544.33	109,903.99	2,534,855.79	552,483.93	4,096,776.70
02/03/20	ELECTRONIC BILL PAY		7,794.28							840,194.38	51,544.33	109,903.99	2,534,855.79	552,483.93	4,088,982.42
02/03/20	ELECTRONIC BILL PAY		31,584.67							808,609.71	51,544.33	109,903.99	2,534,855.79	552,483.93	4,057,397.75
02/07/20	PAYROLL FEES			60.25						808,609.71	51,484.08	109,903.99	2,534,855.79	552,483.93	4,057,337.50
02/10/20	DEPOSIT - USD	379,314.30								1,187,924.01	51,484.08	109,903.99	2,534,855.79	552,483.93	4,436,651.80
02/10/20	INTEREST	630.14							630.14	1,187,924.01	51,484.08	109,903.99	2,534,855.79	553,114.07	4,437,281.94
02/12/20	PAYROLL TRANSFER				20,000.00					1,167,924.01	71,484.08	109,903.99	2,534,855.79	553,114.07	4,437,281.94
02/12/20	ELECTRONIC BILL PAY		496.80							1,167,427.21	71,484.08	109,903.99	2,534,855.79	553,114.07	4,436,785.14
02/12/20	ELECTRONIC BILL PAY		3,358.46							1,164,068.75	71,484.08	109,903.99	2,534,855.79	553,114.07	4,433,426.68
02/12/20	ELECTRONIC BILL PAY		3,503.42							1,160,565.33	71,484.08	109,903.99	2,534,855.79	553,114.07	4,429,923.26
02/13/20	PAYROLL TAX			4,283.10						1,160,565.33	67,200.98	109,903.99	2,534,855.79	553,114.07	4,425,640.16
02/13/20	PAYROLL			14,041.96						1,160,565.33	53,159.02	109,903.99	2,534,855.79	553,114.07	4,411,598.20
02/14/20	INTEREST	69.86							69.86	1,160,565.33	53,159.02	109,903.99	2,534,855.79	553,183.93	4,411,668.06
02/14/20	DEPOSIT - HARD	10,000.00								1,170,565.33	53,159.02	109,903.99	2,534,855.79	553,183.93	4,421,668.06
02/14/20	DEPOSIT - CSRM DIVIDEND	10,620.00								1,181,185.33	53,159.02	109,903.99	2,534,855.79	553,183.93	4,432,288.06
02/14/20	DISBURSEMENT		261,402.90							919,782.43	53,159.02	109,903.99	2,534,855.79	553,183.93	4,170,885.16
02/18/20	DEPOSIT - COH	198,504.06								1,118,286.49	53,159.02	109,903.99	2,534,855.79	553,183.93	4,369,389.22
02/20/20	CD TRANSFER							(98,609.92)		1,216,896.41	53,159.02	109,903.99	2,534,855.79	454,574.01	4,369,389.22
02/20/20	ELECTRONIC BILL PAY		496.80							1,216,399.61	53,159.02	109,903.99	2,534,855.79	454,574.01	4,368,892.42
02/20/20	ELECTRONIC BILL PAY		3,358.46							1,213,041.15	53,159.02	109,903.99	2,534,855.79	454,574.01	4,365,533.96
02/21/20	PAYROLL FEES			49.00						1,213,041.15	53,110.02	109,903.99	2,534,855.79	454,574.01	4,365,484.96
02/21/20	DIVIDEND	26.67							26.67	1,213,041.15	53,110.02	109,903.99	2,534,855.79	454,600.68	4,365,511.63
02/25/20	PAYROLL TRANSFER				20,000.00					1,193,041.15	73,110.02	109,903.99	2,534,855.79	454,600.68	4,365,511.63
02/26/20	ELECTRONIC BILL PAY		496.80							1,192,544.35	73,110.02	109,903.99	2,534,855.79	454,600.68	4,365,014.83
02/26/20	ELECTRONIC BILL PAY		3,358.46							1,189,185.89	73,110.02	109,903.99	2,534,855.79	454,600.68	4,361,656.37
02/27/20	PAYROLL FEES			41.70						1,189,185.89	73,068.32	109,903.99	2,534,855.79	454,600.68	4,361,614.67
02/27/20	PAYROLL TAX			4,283.12						1,189,185.89	68,785.20	109,903.99	2,534,855.79	454,600.68	4,357,331.55
02/27/20	PAYROLL			15,422.72						1,189,185.89	53,362.48	109,903.99	2,534,855.79	454,600.68	4,341,908.83
02/28/20	ELECTRONIC BILL PAY		34,781.00							1,154,404.89	53,362.48	109,903.99	2,534,855.79	454,600.68	4,307,127.83
02/28/20	DISBURSEMENT		53,034.48							1,101,370.41	53,362.48	109,903.99	2,534,855.79	454,600.68	4,254,093.35
02/28/20	INTEREST	2.62				2.62				1,101,370.41	53,362.48	109,906.61	2,534,855.79	454,600.68	4,254,095.97
02/28/20	INTEREST	1.30			1.30					1,101,370.41	53,363.78	109,906.61	2,534,855.79	454,600.68	4,254,097.27
02/28/20	INTEREST	26.55								1,101,396.96	53,363.78	109,906.61	2,534,855.79	454,600.68	4,254,123.82
02/28/20	INTEREST	156.16							156.16	1,101,396.96	53,363.78	109,906.61	2,534,855.79	454,756.84	4,254,279.98
	TOTAL	599,351.66	403,666.53	38,181.85	40,001.30	2.62	-	(98,609.92)	882.83						
	CURRENT BALANCE									1,101,396.96	53,363.78	109,906.61	2,534,855.79	454,756.84	4,254,279.98
										①	②	③	④	⑤	
	Reconciliation														
①	Per Bank Statement @02/29/20	\$ 1,155,186.71													
	Less: Outstanding Checks	53,789.75													
		\$ 1,101,396.96													
②	Per Bank Statement @02/29/20	\$ 53,363.78													
③	Per Bank Statement @02/29/20	\$ 109,906.61													
④	Per LAIF Statement @02/29/20	\$ 2,534,855.79													
⑤	Per Treasurer's Report @02/29/20	\$ 454,756.84													
	Fair Market Value Increase/Decrease	791.86													
	Per Investment Statement @02/29/20	\$ 455,548.70													

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
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	1.94%	50,000	50,129.00
BARCLAYS BANK Total						50,129.00
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	1.99%	50,000	50,180.00
CAPITAL ONE BK USA NA Total						50,180.00
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	2.84%	50,000	50,886.00
CITIBANK NA Total						50,886.00
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	99,948.00
COMENITY BANK Total						99,948.00
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	1.79%	50,000	50,001.00
DISCOVER BANK Total						50,001.00
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	1.89%	3,000	3,003.78
GOLDMAN SACHS BK USA Total						3,003.78
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	1.74%	50,000	50,014.50
KEY BANK NA Total						50,014.50
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	2.47%	50,000	50,493.00
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	2.75%	50,000	50,735.00
MORGAN STANLEY BK NA Total						101,228.00
Grand Total						455,390.28
Average Estimated Annual Yield				2.15%		
Snapshot Market Value on February 29th 2020						455,548.70

ITEM NO. FM6 PRELIMINARY DRAFT FY 2020/2021 BUDGET

Recommendation

For Committee review and direction to staff.

Background

The FY 2020/2021 Preliminary Draft Budget is attached for the Committee's discussion and direction to staff. This staff report presents an overview of the budget assumptions. The budget is presented in the following format:

1. By Program
2. By Account Number

Allocation of the budget to the individual Member Agencies has not been provided at this time because it is highly impacted by LAVWMA's allocation, which is still being negotiated (see Item No. FM10).

Discussion

In summary, expenses are expected to increase by 4% overall, or \$217k as compared to FY 2019/2020. Details of changes by line item are provided in the budget tables. The overall increase is driven by a significant increase to the Renewal and Replacement Fund (RRF) contribution, which is increasing from \$225k to \$750k. This year's RRF contribution reflects the annual contribution called for in the Authority's recently updated Asset Management Plan (\$330k) plus the \$420k that the Authority committed to USD for Union Pump Station capital expenses under the new JPA.

Operations & Maintenance (O&M) expenses are expected to be essentially flat relative to last year, with a very slight decrease of \$38k. Transfer of the San Leandro Pump Station from EBDA to the City of San Leandro per the terms of the new JPA results in savings. However, these savings are offset by increases in labor costs (both EBDA's and the Member Agencies'). Staff has also increased the O&M contracts budget slightly to address small projects that were historically considered capital and funded through the RRF. Under the new JPA, where the capital threshold has been increased from \$3k to \$10k, these projects will be performed as O&M.

While many EBDA costs are relatively fixed from year to year based on basic operational needs, Special Studies is an area where the Commission has significant discretion to consider different options. The proposed Special Studies for FY 2020/2021 represent a significant decrease relative to spending in FY 2019/2020 – from \$401k last year to \$142k this year.

Staff is recommending the following Special Studies for the Committee's consideration:

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Laboratory Information Management System (LIMS)	\$40,000	The Authority currently uses a Hach product called WIMS Online to manage water quality compliance data. The product is not designed for use as a data repository and is therefore a bit clunky for that purpose. The City of San Leandro is currently procuring a new LIMS system for their laboratory, which generates much of EBDA's data. For a relatively modest incremental cost, EBDA's data management can be added to the procurement, which will facilitate data analysis and reporting.
Brine Project Development	\$30,000	As will be discussed with the Regulatory Affairs Committee (Item No. RA9), staff is evaluating an opportunity to discharge brine through the EBDA system. Staff expects that costs to evaluate, develop, and implement the project will ultimately be compensated by the company discharging brine. However, staff believes it is prudent to include a placeholder in the budget for any uncompensated costs or significant delay in reimbursement.
Strategic Planning	\$10,000	With implementation of the new JPA, it is timely for the Authority to undertake a strategic planning process. Staff proposes to start such a process in January 2021. This line item provides flexibility to contract for external facilitation support if desired.
Disinfection Master Plan	\$40,000	This project would engage disinfection experts to identify desired chlorine residual targets for each plant and at points in the EBDA system for optimized disinfection and prevention of bacteria outbreaks.
Contingency – Admin Support	\$22,246	As described in Item No. P5, staff is recommending funding an additional 0.5 full-time-equivalents (FTE) for the first six months of the fiscal year. That first six months is included in the labor budget. Staff proposes to add this contingency item for funding the half-time position the rest of the fiscal year. If these funds are required, a mid-year adjustment could be made to move them to the labor budget.

FISCAL YEAR 20/21 BUDGET BY PROGRAM

FUND NO	PROGRAM DESCRIPTION	BUDGET FY 20/21	BUDGET FY 19/20	% FY 19/20 to 18/19	\$ Change	Explanations for Changes over \$10,000
12	O&M EFFLUENT DISPOSAL					
12 06	General Administration	1,244,762	1,204,602	103%	40,159	Increases in salaries related to 2.5% COLA and addition of 0.25 FTE for Admin Assistant. Also, insurance costs were moved from the Pump Stations into General Admin and accounting costs were increased.
12 10	Outfall & Force mains	181,336	181,181	100%	155	
12 12	San Leandro Pump Station	0	110,636	0%	(110,636)	Per the terms of the new JPA, San Leandro Pump Station will be managed by the City of San Leandro.
12 14	Marina Dechlor Facility	506,004	479,771	105%	26,233	Member Agency COLA increase.
12 16	Oro Loma Pump Station	463,920	480,726	97%	(16,806)	Member Agency labor estimate decreased.
12 18	Hayward Pump Station	163,336	142,181	115%	21,155	Member Agency COLA increase and increase in preventative maintenance tasks for the new MCC.
12 20	Union Pump Station	365,336	358,181	102%	7,155	
12 21	Bay & Effluent Monitoring	494,550	500,090	99%	(5,540)	
	TOTAL FUND # 12	3,419,244	3,457,368	99%	(38,124)	
13	SPECIAL PROJECTS					
13 36	NPDES Permit Fees	555,483	500,000	111%	55,483	State Water Board projecting a significant increase in NPDES permit fees.
13 48	Regional Monitoring Program	280,000	280,000	100%	-	
13 49	Nutrient Surcharge	269,479	273,000	99%	(3,521)	
13 53	Water Research Foundation	25,000	25,000	100%	-	
13 --	LIMS	40,000			40,000	Incorporation of EBDA into San Leandro's new Laboratory Information Management System.
13 --	Brine Project Development	30,000			30,000	Regulatory strategy and studies to support EBDA engagement in brine project.
13 --	Strategic Planning	10,000			10,000	External support for EBDA strategic planning effort.
13 --	Disinfection Master Plan	40,000			40,000	Expert consultant support for development of a Master Plan to optimize chlorine dosing for consistent control of bacteria in the EBDA system.
13 --	Contingency - Admin Support	22,246			22,246	Contingency for extending the 0.5 FTE Administrative Assistant.
13 91	NPDES Testing - CSL	1,500	16,500		(15,000)	
13 92	NPDES Testing - OLSD	1,500	15,500	10%	(14,000)	
13 93	NPDES Testing - HAY	1,500	18,500	8%	(17,000)	
13 94	NPDES Testing - USD	1,500	18,500	8%	(17,000)	CalTest contract lab analyses for the Member Agencies previously billed through EBDA is now being billed directly. Remaining funds are for Hach WIMS licenses.
	Other FY 19/20 Special Projects		401,000			
	TOTAL FUND # 13	1,278,208	1,548,000	83%	(269,792)	
	TOTAL OPERATING BUDGET	4,697,452	5,005,368	94%	(307,917)	
31 99	CONTRIBUTION TO R&R FUND	750,000	225,000	333%	525,000	Based on Asset Management Plan, sustainable funding level is estimated to be \$330,000 annually. Per the new JPA, EBDA additionally pays \$420,000 annually to Union to address capital needs at that station.
14	WATER RECYCLING					
14 80	Skywest Golf Course	96,000	120,000	80%	(24,000)	
	TOTAL FUND # 14	96,000	120,000	80%		
	TOTAL EXPENDITURES	5,543,452	5,350,368	104%	193,083	
	PROGRAMS WITH OTHER FUNDING					
14 00	WATER RECYCLING					
14 80	Skywest Golf Course	96,000	120,000	80%	(24,000)	
	TOTAL FUND # 14	96,000	120,000	80%	(24,000)	
	TOTAL AGENCY FUNDING	5,447,452	5,230,368	104%	217,083	

FISCAL YEAR 20/21 BUDGET BY ACCOUNT NUMBER

ACCT NUMBER	ACCT TITLE	BUDGET FY 20/21	BUDGET FY 19/20	BUDGET FY 20/21 to 19/20	\$ Change	Explanations for Changes over \$10,000
4010	Salary	543,442	546,019	100%	\$ (2,577)	
4020	Benefits	282,582	285,649	99%	\$ (3,068)	
4030	Commissioner Compensation	45,000	45,000	100%	\$ -	
4070	Insurance	50,000	54,000	93%	\$ (4,000)	
4080	Memberships & Subscriptions	155,677	171,550	91%	\$ (15,873)	Removal of ISLE Technology Advisory Group (\$20,000), offset by 2% increase in BACWA fees.
4100	Supplies, Fixed	24,000	24,000	100%	\$ -	
4100	Supplies, Variable	287,000	274,000	105%	\$ 13,000	More granular accounting for hypochlorite purchases and contingency for bacterial outbreaks.
4110	Contract Services	92,320	76,000	121%	\$ 16,320	Increased to address small projects that were done under RRF under the old JPA but will be operating expenses under the new JPA with the change in capital threshold from \$3000 to \$10,000.
4120	Professional Services	630,189	905,750	70%	\$ (275,561)	Reduction in Special Studies, including completion of JPA Support, Disaster Cost Recovery Plan, and Transport System Inspection/Seismic Plan.
4140	Rents & Fees	1,107,242	1,105,400	100%	\$ 1,842	
4141	NPDES Fines	9,000	9,000	100%	\$ -	
4150	Maintenance & Repair	711,500	752,500	95%	\$ (41,000)	Removal of San Leandro Pump Station.
4160	Monitoring	185,000	170,000	109%	\$ 15,000	Member Agency Cost-of-Living Adjustments (COLAs).
4170	Travel & Training	18,000	18,000	100%	\$ -	
4190	Utility, Fixed	21,500	21,500	100%	\$ -	
4191	Utility, Variable (PG&E)	615,000	627,000	98%	\$ (12,000)	Removal of San Leandro Pump Station.
4200	Acquisitions & Other	16,000	40,000	40%	\$ (24,000)	Reduction in planned spending for Skywest Recycled Water Project.
SUB TOTAL ALL ACCOUNTS		4,793,452	5,125,368	94%	\$ (331,917)	
CONTRIBUTION TO R&R FUND		750,000	225,000	333%	\$ 525,000	
TOTAL EXPENDITURES		5,543,452	5,350,368	104%	\$ 193,083	
Deduct Skywest		96,000	120,000			
TOTAL AGENCY FUNDING		5,447,452	5,230,368	104%	\$ 217,083	

ITEM NO. FM7 PUBLIC OFFICIAL BOND CONSIDERATIONS

Recommendation

For Committee review and direction to staff.

Background

Last month, the Committee reviewed the Authority's Investment Policy, which was last adopted in March 2019. The Policy contains the following language in the section related to Standard of Care:

- **Delegation of Authority:** The authority to manage investment programs is granted to the Investment Committee which is comprised of the two members of the Financial Management Committee appointed by the Commission, and the General Manager/Treasurer. The responsibility for the operation and day-to-day maintenance of the investment program is delegated to the Authority's General Manager/Treasurer. The General Manager/Treasurer shall file with the Authority an official bond in the amount of \$250,000. The Authority shall pay the cost of said bonds.

The Committee asked staff to review the purpose, value, and approach to use of the General Manager bond and provide information to the Committee.

Discussion

The purpose of the General Manager/Treasurer bond, commonly termed a Public Official Bond, is to protect the Authority and its members from any mismanagement, malfeasance, or unethical activity by a public official. A public official bond is a type of surety bond that guarantees that a public official will perform the duties of office faithfully and honestly. If money is lost or a lawsuit filed against the official, the public agency can call on the bond.

The current (3rd Amended) Joint Powers Agreement (JPA) Section 7(j) states the following:

Access to Property – The Treasurer and Manager are hereby designated as the persons who have charge of, handle, and have access to the property of the Authority. Each such person shall file with the Authority an official bond in an amount to be fixed by the Commission. Cost of said bond shall be paid by the Authority.

The Amended and Restated JPA set to take effect in July softens that language slightly, stating in Section 7(h):

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Bonding Persons having Access to Property – As provided in Section 6505.1 of the Act [*referring to the JPA Act*], the Treasurer and General Manager are hereby designated as the persons who have charge of, handle, and have access to the property of the Authority. The Commission may require such persons to file an official bond in an amount to be fixed by the Commission. If required, cost of said bond will be paid by the Authority.

In 1974, the year EBDA was formed, the Commission adopted a resolution requiring the Manager and Treasurer of the Authority (now one position) to file bonds “guaranteeing the faithful performance of the duties of their positions and the proper accounting of all monies and property received.” In the resolution, they reasoned that the Authority’s property would probably not exceed \$500,000 and therefore they fixed the bond amount at \$50,000. The bond requirement has been in Authority policy since that time, with costs covered by the Authority.

In light of the Committee’s question and the fact that the bond is now optional in the JPA, Authority staff surveyed other small wastewater agencies in the region regarding their Public Official Bond policies. The information received is summarized in the following table, which shows that policies vary across agencies.

Agency	Who is Bonded?	Bond Value	Cost
EBDA	GM and O&M Manager	\$250,000	\$2200 each for three years
Central Marin Sanitation Agency	GM and all other check signers	\$100,000	\$875 each annually
Fairfield-Suisun Sewer District	Does not currently bond any officials		
Castro Valley Sanitary District	Does not currently bond any officials.		
Oro Loma Sanitary District	GM	\$100,000	\$590 for three years
Union Sanitary District	Does not currently bond any officials.		

Staff is seeking direction from the Committee on continuation of the Authority’s bonds. Based on the outcome of this discussion, staff will make corresponding changes to the budget and to the Investment Policy.

ITEM NO. FM8 REVIEW OF THE AUTHORITY'S AUDIT POLICY AND FY 2019/2020 AUDIT RECOMMENDATION

Recommendation

Review policy and recommendation of an auditor for next year and provide direction to staff.

Background

In May 2019, the Commission adopted Policy 1.3 Finance – Audit (attached). The policies are to be reviewed annually.

Discussion

In developing the Audit Policy last year, the Commission discussed whether to make it a policy of the Authority to rotate auditors on a set frequency. The Authority had not had such a policy previously. The Commission decided to include the following language: "The independent audit firm will be selected through a competitive bidding process at least once every five years." However, in discussion, the Commission did note that there may at times be circumstances that warrant staying with a particular auditor for more than 5 years, and in such circumstances, the Commission could elect to diverge from the policy.

Staff is not recommending changes to the policy at this time, but staff is recommending a deviation from it for the Authority's FY2019/2020 audit. In 2014, the Authority engaged with Maze & Associates (Maze) for auditing services under a three-year contract with two optional one-year extensions. Those extensions were granted, and Maze performed the Authority's audits for the past five years. Staff has been highly satisfied with Maze's performance. Because FY 2019/2020 is the last year of the Authority's current JPA, staff recommends engaging Maze for one additional year. That additional year would allow staff to close out the JPA and associated allocations with one audit firm rather than training a new firm on our accounting processes and allocations only to change them a year later.

For reference, the table below shows the auditing firms that have been used by EBDA and its Member Agencies over the past ten years, and illustrates the frequency with which agencies have changed auditors.

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FY	CV	COH	OLSD	CSL	USD	EBDA
2019	Chavan & Assoc.	Maze & Assoc.	Cropper Accountancy	Maze & Assoc.	Lance, Soll & Lunghard	Maze & Assoc.
2018	Chavan & Assoc.	Maze & Assoc.	Chavan & Assoc.	Maze & Assoc.	Lance, Soll & Lunghard	Maze & Assoc.
2017	Chavan & Assoc.	Maze & Assoc.	Chavan & Assoc.	Maze & Assoc.	Lance, Soll & Lunghard	Maze & Assoc.
2016	Chavan & Assoc.	Maze & Assoc.	Chavan & Assoc.	Maze & Assoc.	Vavrinek, Trine, Day	Maze & Assoc.
2015	Badawi & Assoc.	Maze & Assoc.	Chavan & Assoc.	Maze & Assoc.	Vavrinek, Trine, Day	Maze & Assoc.
2014	Badawi & Assoc.	Maze & Assoc.	Cropper Accountancy	Maze & Assoc.	Vavrinek, Trine, Day	Chavan & Assoc.
2013	Badawi & Assoc.	Maze & Assoc.	Cropper Accountancy	Maze & Assoc.	Vavrinek, Trine, Day	Chavan & Assoc.
2012	Badawi & Assoc.	Maze & Assoc.	Cropper Accountancy	Maze & Assoc.	Vavrinek, Trine, Day	Chavan & Assoc.
2011	Caporicci & Larson	Maze & Assoc.	Cropper Accountancy	Maze & Assoc.	Vavrinek, Trine, Day	Chavan & Assoc.
2010	Caporicci & Larson	Mayer Hoffman McCann	Cropper Accountancy	Vavrinek, Trine, Day	Vavrinek, Trine, Day	Chavan & Assoc.
2009	Cropper Accountancy	Maze & Assoc.	Cropper Accountancy	Vavrinek, Trine, Day	Cropper Accountancy	Moss, Levy, Hartzheim

Source: Audited Financial Statements of Respective Agencies

Staff is seeking the Committee's input on whether any changes should be made to the policy and whether the Committee is comfortable with staff's recommendation to deviate from the five-year rotation policy for FY 2019/2020.

POLICY NUMBER: 1.3

NAME OF POLICY: Finance - Audit

LAST REVISED: May 16, 2019

PREVIOUSLY REVISED: N/A - New Policy

PURPOSE: The purpose of the Audit Policy is to ensure that EBDA's financial information adheres to Generally Accepted Accounting Principles (GAAP), and that the auditors conform to the independence standard promulgated in the General Accounting Office's *Government Auditing Standards*.

POLICY: It is the policy of the Authority that an annual financial audit will be performed by an independent public accounting firm with an Independent Auditor's Report to be included along with EBDA's fiscal year-end financial statements.

The audit will consist of review of EBDA's financial records and procedures in accordance with GAAP. The audit shall take place as soon as practical after EBDA staff closes the books for the fiscal year. The results of the audit will be presented to the Commission within six months of the end of the fiscal year.

The independent audit firm will be selected through a competitive bidding process at least once every five years. In no case will price serve as the sole criterion for the selection of an independent auditor.

Professional standards allow independent auditors to perform certain types of non-audit services for their clients. Any significant non-audit services will be approved in advance by the Commission.

**ITEM NO. FM9 CONSIDER PROPOSED CHANGES TO THE AUTHORITY'S
PURCHASING POLICY**

Recommendation

Provide direction to staff on changes to the Authority's Purchasing Policy.

Background

Authority staff has been 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." That level of detail was removed from the Amended and Restated JPA with agreement that the rules governing procurement would be captured in the Procurement Policy. The Amended and Restated JPA requires unanimous approval of changes to the Procurement Policy.

Despite the \$10,000 threshold in the JPA, Authority Counsel advised in 2012 that the General Manager could be authorized to sign contracts up to \$25,000, provided that the funds in question were previously authorized by the Commission in the approved budget, and that the Commission had adopted a resolution authorizing the General Manager to execute all such contracts up to \$25,000 that were approved in the budget. This approach met the Commission's desire at the time to raise the General Manager's signature authority in practice while not requiring amendment of the JPA.

The Procurement Policy was accordingly revised in 2012 to provide signature authority up to \$25,000, and resolutions to approve the Annual Budget and Renewal and Replacement Fund (RRF) Schedule subsequently included language authorizing the General Manager to sign approved contracts up to that threshold. The threshold was increased from \$25,000 to \$50,000 by resolution in 2013. In 2019, the \$50,000 threshold was removed from the Budget and RRF resolutions pending revision of the JPA and Procurement Policy.

In addition to the threshold for external contracts, the Procurement Policy addresses work performed by Member Agencies, stating that "Repairs to joint-use facilities exceeding \$500 but less than \$5,000 which can be completed by member agency staffs will be authorized by the Operations & Maintenance Manager based on justification provided by the Member Agency."

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Lastly, in 1993 the Commission adopted a Minority Business Enterprise (MBE) / Women's Business Enterprise (WBE) Policy, which is attached to this report and addresses solicitation of MBE and WBE firms in the procurement process.

Discussion

In August 2019, staff sought input from the Committee on the Purchasing Policy, specifically on the topic of signature authority. The following table summarizes the questions posed and the Committee's direction at the time, though it should be noted that there was not consensus at the Commission level on all of these points:

Should the signature authority threshold be different for different types of contracts (i.e. construction, professional services, goods)?	No
Should there be a different threshold for emergency purchases?	Yes
Should other staff (e.g. O&M Manager) have signature authority?	Open to the idea but may not be necessary
Should there be an approval threshold for amendments?	No – Any amendment to a contract over the threshold, or that puts the contract over the threshold should be approved by the Commission

For reference, the table below summarizes current signature authority for staff at the Member Agencies.

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	\$50,000				City Mgr approval required for Contractors/Consultants Dept Director can approve equip, supplies, repair & maintenance, etc.
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

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Based on the information above, staff recommends that the Procurement Policy specify the following:

	GM Signature Authority	O&M Manager Signature Authority
Contracts where funds were approved in the budget (all types)	\$25k	
Emergency contracts	\$100k	\$25k

The Policy would specify that any amendment to a contract that exceeded the above thresholds, or for which the amendment would bring it over the threshold, would be subject to approval by the Commission.

Staff further recommends that the threshold for Member Agency work be removed to provide flexibility. Revised language would read, "Repairs to joint-use facilities that can cost-effectively be completed by member agency staffs will be authorized by the Operations & Maintenance Manager or General Manager."

Finally, staff recommends that the intent of the MBE/WBE Policy be addressed at a high level in the updated Procurement Policy and that the detail contained in the current Policy be rolled into the Authority's Procurement Procedures, which are currently being revised.

Staff is seeking input from the Committee and the Commission on these recommendations. Once concurrence is reached, staff will bring forward a Procurement Policy for adoption by the Commission.

EAST BAY DISCHARGERS COMMISSION

EAST BAY DISCHARGERS AUTHORITY
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 93-17

INTRODUCED BY Commissioner Dias

RESOLUTION ADOPTING MBE/WBE POLICY

WHEREAS, the East Bay Dischargers Authority is a joint exercise of powers agency composed of five public agencies serving Alameda County; and

WHEREAS, the Authority continues to take steps in its "Request for Proposals" relative to all contracts to comply with Federal and State fair employment requirements; and

WHEREAS, the community served by the member agencies of the Authority is culturally and ethnically diverse; and

WHEREAS, the it is in the best interests of the Authority to be responsive to the needs of the community served by the member agencies.

NOW THEREFORE BE IT RESOLVED, that the Commission of the East Bay Dischargers Authority does hereby adopt the attached Minority Business Enterprise, Women's Business Enterprise (MBE/WBE) Policy, effective this date.

SAN LORENZO, CALIFORNIA July 15, 19 93

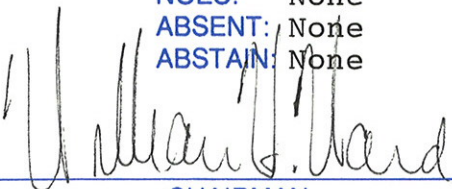
ADOPTED BY THE FOLLOWING VOTE:

AYES: Commissioners Dias, Faria, Vargas, Roberts & Chairman Ward


NOES: None

ABSENT: None

ABSTAIN: None



CHAIRMAN
EAST BAY DISCHARGERS COMMISSION

ATTEST: 
GENERAL MANAGER
EAST BAY DISCHARGERS AUTHORITY
EX OFFICIO SECRETARY

EAST BAY DISCHARGERS AUTHORITY

MBE/WBE POLICY

ADOPTED JULY 15, 1993

The East Bay Dischargers Authority hereby adopts a formal policy for the solicitation of services provided by firms meeting the qualifications for designation as Minority Business Enterprises or Women's Business Enterprises (MBE/WBE). The Policy shall be used as a routine procedure for soliciting MBE/WBE interest in providing services to the Authority through contracts, agreements, and purchase orders.

1. This Policy shall be nondiscriminatory with respect to all persons and businesses.
2. Authority staff shall, on an annual basis, obtain copies of MBE/WBE directories from San Francisco Bay Area public agencies including: East Bay Municipal Utility District, City and County of San Francisco, and City of San Jose.
3. Authority staff shall actively solicit interest from MBE/WBE firms in the selection of firms to provide services to the Authority. Services shall include those formally approved by contract, agreement, and purchase order.
4. Selection of firms to provide services as noted above shall be based on cost, qualifications, history of similar services, and recommendations of previous clients. The concept of "lowest responsible bidder" shall apply.
5. The Authority shall comply with federal and state requirements when projects and/or services are funded by federal and/or state grants.
6. Authority staff shall prepare an annual report, based on the fiscal year, that details the activities described in Items 1 - 5 above. The report shall include a listing of all MBE/WBE firms that provided services to the Authority, the dollar amount of those services, and the percentages represented by those dollar amounts as compared to all such similar services.

ITEM NO. FM10 LAVWMA NEGOTIATION DISCUSSION

Recommendation

Provide input to staff on key issues related to negotiation of the Livermore-Amador Valley Water Management Agency (LAVWMA) agreement extension.

Background

EBDA entered into a Master Agreement with LAVWMA in April 2007 (the "Agreement"). The Agreement allows LAVWMA to discharge through EBDA's system and lays out the conditions for such discharge. The Agreement was set to expire on January 1, 2020 concurrent with the expiration of the EBDA Joint Powers Agreement (JPA). In October 2019, the Commission adopted Resolution 19-38 extending the existing Agreement through June 30, 2020 to allow time for negotiation of new terms following JPA approval.

Discussion

The MAC has continued discussing terms for the Agreement, and negotiations with LAVWMA will commence shortly. At this meeting, staff will provide an update to the Committee on the MAC's recommended terms and seek Committee input.