

# EAST BAY DISCHARGERS AUTHORITY COMMISSION MEETING MINUTES

**August 20, 2020**

## **1. Call to Order**

Chair Walters called the telephonic meeting to order pursuant to the Governor's Executive Order N-25-20 at 9:32 A.M. on Thursday, August 20, 2020. Dial-in information for the meeting was provided in the agenda for public attendees.

## **2. Pledge of Allegiance – Deferred**

## **3. Roll Call**

**PRESENT:** Sara Lamnin City of Hayward  
Daniel Walters Oro Loma Sanitary District  
Ralph Johnson Castro Valley Sanitary District  
Pauline Russo Cutter City of San Leandro  
Jennifer Toy Union Sanitary District

**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  
Juanita Villasenor East Bay Dischargers Authority  
Jason Warner Oro Loma Sanitary District  
Alex Ameri City of Hayward  
David Donovan City of Hayward  
Justin Jenson City of San Leandro  
Paul Eldredge Union Sanitary District  
Roland Williams Castro Valley 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 July 16, 2020**

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

**7. Preliminary Treasurer's Report for July 2020**

Commissioner Cutter moved to approve the consent calendar. The motion was seconded by Commissioner Toy and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters  
Noes: None  
Absent: None  
Abstain: None

## REGULAR CALENDAR

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

The General Manager (GM) provided an update on the current status of the LAVWMA Agreement negotiations and an update on the total chlorine residual Basin Plan Amendment. The GM also discussed streamlining the timesheet approval process for Commissioners; the GM proposed timesheets be approved via email without the need to physically print and scan or return the document. The Commission agreed to this change.

The GM then provided an update on the state PFAS sampling order. While they are requiring all wastewater treatment plants elsewhere in the state to sample influent, effluent, and biosolids for PFAS, the State Water Board has agreed to BACWA's recommendation to conduct a regional study of PFAS in lieu of sampling at every plant. BACWA will consider initiation and funding approval of the first phase of the study at its next board meeting. Finally, the GM gave an update on the Authority's inquiries into local alternative banking solutions, which are ongoing.

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

The GM reported on the MAC meeting of August 14, 2020, at which the LAVWMA negotiation, brine project revenue allocation, emergency response contract procurement, and organics codigestion opportunities were discussed. The GM reported that the MAC members also shared information on pandemic operations and staffing.

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

The GM reported on the Financial Management Committee, which met on August 18, 2020. The GM discussed current investment strategy, reviewed the Financial Audit schedule, and provided an update on the Cargill Mixed Sea Salt Brine Project, outlining the commitments Cargill has made to reimburse EBDA for due diligence costs. The Committee recommends increasing the Authority's hourly reimbursement rate in the future to address additional overhead costs. The GM then reviewed the Larry Walker and Brown and Caldwell Motions, for which the Committee recommended approval.

### **11. Motion Authorizing the General Manager to Execute a Contract with Larry Walker Associates for Technical Assistance Related to Acceptance of Cargill Mixed Sea Salt Brine for Discharge at the EBDA Outfall in the Amount of \$59,000**

Commissioner Cutter moved to approve the motion authorizing the GM to execute a contract with Larry Walker Associates. The motion was seconded by Commissioner Lamnin and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters  
Noes: None  
Absent: None  
Abstain: None

**12. Motion Authorizing the General Manager to Execute a Contract with Brown and Caldwell for Technical Assistance Related to Acceptance of Cargill Mixed Sea Salt Brine for Discharge at the EBDA Outfall in the Amount of \$102,684**

Commissioner Cutter moved to approve the motion authorizing the GM to execute a contract with Brown and Caldwell. The motion was seconded by Commissioner Lamnin and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters  
Noes: None  
Absent: None  
Abstain: None

**13. Resolution Adopting the Authority's Electronic Signature Policy**

The GM reviewed the Electronic Signature Policy. Commissioner Cutter moved to approve the resolution adopting the Authority's Electronic Signature Policy. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters  
Noes: None  
Absent: None  
Abstain: None

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

The O&M Manager reported on the Operations and Maintenance Committee, which met on August 18, 2020 and discussed the status of EBDA facilities. The O&M Manager reviewed NPDES Compliance data for July, which included one high fecal coliform reading still within regulatory compliance, and preliminary data for August. The O&M Manager then reported on training and testing of facility generators being conducted in preparation for potential rolling blackouts.

The O&M Manager continued the report giving an overview of current projects. At UEPS, the transformer was delivered for Pump No. 2 and is set for installation next month. For the HEPS MCC Project, the electrical training was completed, and the recording will be available for Hayward staff's use. At OLEPS, a meeting between Calcon, EBDA, and Oro Loma staff was held on July 30<sup>th</sup> discussing installation and equipment needed for the wet well hypochlorite system, and the procurement process continues for the main electrical switchboard upgrade.

At SLEPS, the emergency generator repair is complete. At Skywest, the insurance claim associated with the recycled water pipeline leak and embankment repair is now post-inspection, and CSRMA's claims examiner recommended it for approval. Lastly, the O&M Manager provided updates on the current status of the transport system repair coupling and seals and current EBDA office repairs.

The GM then gave an update on regional efforts related to Wastewater-based Epidemiology. The University of California at Berkeley has received funding to set up a lab capable of analyzing 100 wastewater samples per day for SARS-CoV-2, and they are still seeking funding to cover the sample analysis costs. A Working Group and Steering Committee are meeting regularly to inform regional efforts and ensure coordination. Lastly,

the GM gave an update on the AQPI project. The radar remains set for installation in late September, and a subcommittee is developing a video presentation for public outreach to seek further funding for the project.

**15. Report from the Personnel Committee**

The GM reported on the Personnel Committee, which met on August 17, 2020. The Committee reviewed the Conflict of Interest Code and supported staff's recommendation to leave the code as-is and consider clarifying revisions in the next review cycle. The GM then reviewed the summary of the Authority's FY 2019/2020 accomplishments noting that EBDA will undergo strategic planning and reformat the accomplishments accordingly in the future.

Finally, the GM reviewed the draft Personnel Policy revisions. The Committee requested that staff investigate best practices from other agencies with respect to benefits and disciplinary procedures for temporary and part-time staff. At the next Committee meeting, staff will also facilitate discussion of whether the amended policies should go into effect retroactively or commence next fiscal year.

**16. Items from Commission and Staff**

The Chair thanked the Commission for their work on the JPA and LAVWMA negotiations.

**17. Adjournment**

Chair Walters adjourned the meeting at 10:37 A.M.



Jacqueline Zipkin  
General Manager