



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 October 13, 2020 at 10:30 a.m. will be telephonic. The dial-in number for the meeting is +1 669 900 6833 with meeting I.D. # 876 4047 3517. Members of the public are encouraged to dial in to the meeting using the same number. <https://us02web.zoom.us/j/87640473517>

ITEM NO. 11

FINANCIAL MANAGEMENT COMMITTEE

AGENDA

Tuesday, October 13, 2020

10:30 A.M.

East Bay Dischargers Authority

2651 Grant Avenue, San Lorenzo, CA 94580

Committee Members: Walters (Chair); Toy

FM1. Call to Order

FM2. Roll Call

FM3. Public Forum

FM4. List of Disbursements for September 2020

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

FM5. Preliminary Treasurer's Report for September 2020

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

FM6. Agency Credits for Fiscal Year Ending June 30, 2020

(The Committee will review credits that will be issued to each Member Agency as a result of the FY 2019/2020 budget underrun.)

FM7. Resolution Authorizing the General Manager to Suspend Recycled Water Charges to Hayward Area Recreational and Park District (HARD) for Skywest Golf Course for July, August, and September 2020

(The Committee will discuss waiving fees associated with delivery of recycled water to Skywest Golf Course.)

FM8. Motion Authorizing the General Manager to Execute Amendment No. 1 to the Contract with Brown and Caldwell for Field Work Related to Acceptance of Cargill Mixed Sea Salt Brine for Discharge at the EBDA Outfall in the Amount of \$68,427, for a Total Not to Exceed Amount of \$170,560

(The Committee will consider the motion.)

FM9. Resolution Correcting Schedule B of the Amended and Restated Joint Exercise of Powers Agreement to Correct the Oro Loma Sanitary District Fixed Fee Percentage

(The Committee will consider the Resolution to fix this typo in the JPA.)

FM10. Adjournment

(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.)

(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>.

**The next Financial Management Committee meeting is scheduled on
Tuesday, November 17, 2020 at 10:30 a.m.**

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
September 2020

CHECKS (SORTED BY AMOUNT)

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
24882	9/30/2020	379062	CITY OF SAN LEANDRO	O&M - JUL		38,765.66	64,033.04
24882	9/30/2020	379063	CITY OF SAN LEANDRO	O&M - AUG		25,267.38	
24884	9/30/2020	002620	UNION SANITARY DISTRICT	O&M - AUG		29,334.80	29,334.80
24883	9/30/2020	6343	ORO LOMA SANITARY DISTRICT	O&M - JUL		23,239.28	40,770.15
24883	9/30/2020	6354	ORO LOMA SANITARY DISTRICT	O&M - AUG		17,530.87	
24862	9/15/2020	6317	ORO LOMA SANITARY DISTRICT	O&M - JUN		32,717.19	32,717.19
24873	9/15/2020	2020070567	MEYERS NAVE	LEGAL SERVICES - JUL		20,253.71	20,253.71
24874	9/15/2020	48718366	UNIVAR	SODIUM BISULFITE - DELIVERED 09/02/20		5,882.40	5,882.40
24894	9/30/2020	48743984	UNIVAR	SODIUM BISULFITE - DELIVERED 09/18/20		5,720.29	5,720.29
24866	9/15/2020	Jun-20	DEBORAH QUINN	ACCOUNTING SERVICES - JUN		4,800.00	4,800.00
24892	9/30/2020	16797	PACIFIC ECORISK	CHRONIC AND ACUTE TOXICITY TESTING		4,726.00	4,726.00
24887	9/30/2020	47495	CALCON	OPS CENTER SCADA SERVICE CALLS		1,583.64	2,833.14
24887	9/30/2020	47497	CALCON	OLEPS SERVICE CALL		1,249.50	
24891	9/30/2020	00013.11-1	LARRY WALKER	PROFESSIONAL SERVICES - AUG		2,667.50	2,667.50
24861	9/15/2020	399968	VANTAGEPOINT	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 09/15/20		2,317.94	2,317.94
24881	9/30/2020	407776	VANTAGEPOINT	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 09/30/20		2,317.94	2,317.94
24872	9/15/2020	4246044555687620	US BANK	BIG O TIRES - VEHICLE MAINTENANCE	708.48	2,180.56	2,180.56
24872	9/15/2020	4246044555687620	US BANK	REMOTE DATA BACKUPS	426.00		
24872	9/15/2020	4246044555687620	US BANK	AMAZON - OFFICE SUPPLIES	272.00		
24872	9/15/2020	4246044555687620	US BANK	OFFICE DEPOT	261.19		
24872	9/15/2020	4246044555687620	US BANK	APPLEBY CLEANING - OFFICE MAINTENANCE	170.00		
24872	9/15/2020	4246044555687620	US BANK	REALVNC - ANNUAL FEE REMOTE ACCESS SCADA	110.00		
24872	9/15/2020	4246044555687620	US BANK	INTERMEDIA.NET	86.41		
24872	9/15/2020	4246044555687620	US BANK	76- GAS OFFICE TRUCK	53.52		
24872	9/15/2020	4246044555687620	US BANK	OFFICE DEPOT - OFFICE SUPPLIES	46.61		
24872	9/15/2020	4246044555687620	US BANK	HOME DEPOT - OFFICE SUPPLIES	35.61		
24872	9/15/2020	4246044555687620	US BANK	EAST BAY TIMES SUBSCRIPTION	9.95		
24872	9/15/2020	4246044555687620	US BANK	APPLE CLOUD - CELL PHONE BACKUP	0.99		
24863	9/15/2020	52205703	CITY OF HAYWARD	BENEFIT PREMIUMS - SEP		1,330.77	1,330.77
24880	9/15/2020	12275	CLIPPER CONTROLS	SAMPLER PARTS AT MDF		1,325.66	1,325.66
24877	9/15/2020	613877	CALTEST	LAB TESTING SERVICES - AUG		1,059.60	1,059.60
24865	9/15/2020	1746192-20	SCIF	WORKERS COMPENSATION PREMIUM - SEP		631.25	631.25
24871	9/15/2020	006L9642	HARRINGTON	MDF SUPPLIES		1,602.80	406.43
24871	9/15/2020	006L9729	HARRINGTON	MDF SUPPLIES - CREDIT MEMO		(1,183.71)	
24871	9/15/2020	006L9917	HARRINGTON	MDF SUPPLIES - CREDIT MEMO		(12.66)	
24870	9/15/2020	8215	CAYUGA INFORMATION SYSTEMS	IT SERVICES - AUG		405.00	405.00
24876	9/15/2020	Aug-20	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - AUG		375.00	375.00
24888	9/30/2020	T118326	BAAQMD	PERMIT TO OPERATE MDF		361.00	361.00
24879	9/15/2020	10110000001	EBMUD	WATER & SEWER, MDF		324.80	324.80
24864	9/15/2020	510-278-5910 914 3	AT&T	TELEPHONE SERVICE ADMIN BUILDING - JUL		294.64	294.64
24895	9/30/2020	0920-23	BEECHER ENGINEERING, INC	HEPS MCC		200.00	200.00
24886	9/30/2020	510-483-0439 716 6	AT&T	TELEPHONE SERVICE AT MDF - SEP		190.12	190.12
24867	9/15/2020	9861875157	VERIZON WIRELESS	CELLPHONES - AUG		181.89	181.89
24893	9/30/2020	11369	TOWN & COUNTRY	JANITORIAL SERVICES - SEP		165.00	165.00
24869	9/15/2020	3104178618	PITNEY BOWES	POSTAGE METER LEASE		162.96	162.96
24885	9/30/2020	44777800001	EBMUD	WATER & SEWER, MDF JUL - SEP		132.79	132.79
24875	9/15/2020	EBD3063	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES - AUG		110.00	110.00

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
September 2020

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount	
24896	9/30/2020	3105345	CALTRONICS	COPIER USAGE AUG - SEP		72.56	72.56	
24889	9/30/2020	G 200	TG'S BACKFLOW SERVICE	TEST & INSPECT BACKFLOW - MDF		70.00	70.00	
24868	9/15/2020	S1989535.001	SAN LEANDRO ELECTRIC SUPPLY	MDF SUPPLIES		62.81	62.81	
24878	9/15/2020	37740830943	DIRECTV	AT&T BUNDLE DISCOUNT		30.64	30.64	
24890	9/30/2020	98626145358	VERIZON WIRELESS	MODEM FOR SCADA 08/11 - 09/10		22.70	22.70	
TOTAL CHECK PAYMENTS								228,470.28
ELECTRONIC PAYMENTS								
		100000016144846	CALPERS	HEALTH PREMIUMS - SEP		7,020.76	7,020.76	
		100000016100595	CALPERS	PENSION CONTRIBUTION, CLASSIC 08/16/20-08/31/20		4,355.14	4,355.14	
		100000016139846	CALPERS	PENSION CONTRIBUTION, CLASSIC 09/01/20-09/15/20		4,355.14	4,355.14	
		100000016149842	CALPERS	FEE FOR GASB 68 REPORT AND SCHEDULE		350.00	350.00	
		1000000161000694	CALPERS	PENSION CONTRIBUTION, PEPRA 08/16/20-08/31/20		247.82	247.82	
		100000016139864	CALPERS	PENSION CONTRIBUTION, PEPRA 09/01/20-09/15/20		247.82	247.82	
	Sep-20		WELLS FARGO	CLIENT ANALYSIS SERVICE CHARGE - AUG		46.22	46.22	
TOTAL ELECTRONIC PAYMENTS								16,622.90
PAYROLL								
	Sep-20		ADP, LLC	PAYROLL PERIOD: 09/16-30/2020		22,844.11	22,844.11	
	Sep-20		ADP, LLC	PAYROLL PERIOD: 09/01-15/2020		20,263.33	20,263.33	
	Aug-20		ADP, LLC	PAYROLL FEES, PERIOD: 08/16-31/2020		60.25	60.25	
	Sep-20		ADP, LLC	PAYROLL FEES, PERIOD: 09/01-15/2020		49.00	49.00	
TOTAL PAYROLL								43,216.69
TOTAL DISBURSEMENTS								288,309.87

ITEM NO. FM5 PRELIMINARY TREASURER'S REPORT FOR SEPTEMBER 2020

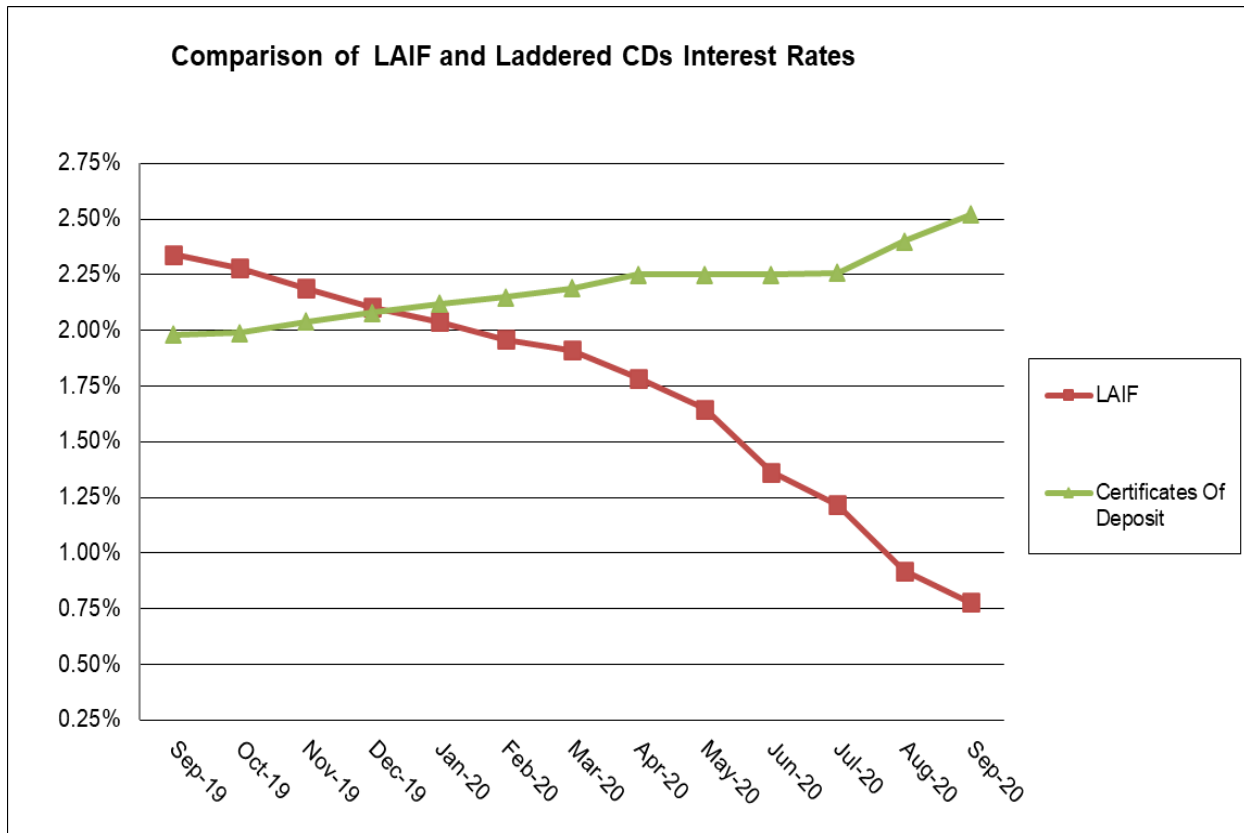
The beginning cash balance on September 1, 2020 was \$3,335,118.66. The ending cash balance on September 30, 2020 was \$ 3,047,432.81. Total receipts for the month were \$624.02 and disbursements were \$288,309.87.

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

Current market value of EBDA's CD investment portfolio is \$252,664.00. The average annual yield of the CDs is 2.52%.

EBDA's LAIF balance ending on September 30, 2020 was \$2,246,110.12. The LAIF interest rate for period ending September 30, 2020 is 0.69%.

Approval is recommended.



EAST BAY DISCHARGERS AUTHORITY
PRELIMINARY
TREASURER'S REPORT
 SEPTEMBER 30, 2020

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	898,217.10	124.22	270,117.37	628,223.95
13	PLANNING & SPECIAL STUDIES	236,595.72		14,409.50	222,186.22
14	RECLAMATION O & M (SKYWEST)	158,665.70		3,583.00	155,082.70
31	REPLACEMENT	2,041,640.14	499.80	200.00	2,041,939.94
TOTALS		3,335,118.66	624.02	288,309.87	3,047,432.81

Sep-20

10/7/20

SUPPLEMENTAL TREASURERS REPORT

DATE	TRANSACTION	RECEIPT	DISBURSEMENT CHECKING	DISBURSEMENT PAYROLL	PAYROLL TRANSFER	LAIF TRANSFER	CD TRANSFER	CD INTEREST & EXPENSES	WELLS FARGO CHECKING BALANCE	WELLS FARGO PAYROLL BALANCE	LAIF BALANCE	WELLS FARGO CERTIFICATES OF DEPOSIT	TOTAL CASH
09/01/20	BALANCE								703,731.09	28,668.83	2,246,110.12	356,608.62	3,335,118.66
09/01/20	INTEREST	5.21						5.21	703,731.09	28,668.83	2,246,110.12	356,613.83	3,335,123.87
09/02/20	ELECTRONIC BILL PAY		350.00						703,381.09	28,668.83	2,246,110.12	356,613.83	3,334,773.87
09/04/20	DEPOSIT	124.22							703,505.31	28,668.83	2,246,110.12	356,613.83	3,334,898.09
09/04/20	PAYROLL FEES			60.25					703,505.31	28,608.58	2,246,110.12	356,613.83	3,334,837.84
09/08/20	PAYROLL TRANSFER				20,000.00				683,505.31	48,608.58	2,246,110.12	356,613.83	3,334,837.84
09/10/20	CD TRANSFER						(105,000.00)		788,505.31	48,608.58	2,246,110.12	251,613.83	3,334,837.84
09/11/20	ANALYSIS FEE		46.22						788,459.09	48,608.58	2,246,110.12	251,613.83	3,334,791.62
09/11/20	ELECTRONIC BILL PAY		7,020.76						781,438.33	48,608.58	2,246,110.12	251,613.83	3,327,770.86
09/11/20	ELECTRONIC BILL PAY		4,355.14						777,083.19	48,608.58	2,246,110.12	251,613.83	3,323,415.72
09/11/20	ELECTRONIC BILL PAY		247.82						776,835.37	48,608.58	2,246,110.12	251,613.83	3,323,167.90
09/14/20	PAYROLL			20,263.33					776,835.37	28,345.25	2,246,110.12	251,613.83	3,302,904.57
09/15/20	DISBURSEMENT		74,853.25						701,982.12	28,345.25	2,246,110.12	251,613.83	3,228,051.32
09/18/20	PAYROLL FEES			49.00					701,982.12	28,296.25	2,246,110.12	251,613.83	3,228,002.32
09/21/20	INTEREST	494.18						494.18	701,982.12	28,296.25	2,246,110.12	252,108.01	3,228,496.50
09/22/20	PAYROLL TRANSFER				20,000.00				681,982.12	48,296.25	2,246,110.12	252,108.01	3,228,496.50
09/22/20	ELECTRONIC BILL PAY		4,355.14						677,626.98	48,296.25	2,246,110.12	252,108.01	3,224,141.36
09/22/20	ELECTRONIC BILL PAY		247.82						677,379.16	48,296.25	2,246,110.12	252,108.01	3,223,893.54
09/29/20	PAYROLL			22,844.11					677,379.16	25,452.14	2,246,110.12	252,108.01	3,201,049.43
09/30/20	DISBURSEMENT		153,617.03						523,762.13	25,452.14	2,246,110.12	252,108.01	3,047,432.40
09/30/20	DIVIDEND	0.41						0.41	523,762.13	25,452.14	2,246,110.12	252,108.42	3,047,432.81
	TOTAL	624.02	245,093.18	43,216.69	40,000.00	-	(105,000.00)	494.59					
	CURRENT BALANCE								523,762.13	25,452.14	2,246,110.12	252,108.42	3,047,432.81
									①	②	③	④	
	Reconciliation												
	① Per Bank Statement @09/30/20	\$ 679,109.82											
	Less: Outstanding Checks		155,347.69										
		\$ 523,762.13											
	② Per Bank Statement @ 09/30/20	\$ 25,452.14											
	③ Per LAIF Statement @ 09/30/20	\$ 2,246,110.12											
	④ Per Treasurer's Report @09/30/20	\$ 252,108.42											
	Fair Market Value Increase/Decrease		555.58										
	Per Investment Statement @09/30/20	\$ 252,664.00											

The Supplemental Treasurer's Report is prepared monthly by the General Manager. It also serves as EBDA's cash and

CD PORTFOLIO

Institution	Description	Purchase Date	Maturity Date	Estimated Annual Yield	Quantity	Current Market Value
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	50,089.00
CAPITAL ONE BK USA NA Total						50,089.00
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	50,921.00
CITIBANK NA Total						50,921.00
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	50,443.00
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	50,701.00
MORGAN STANLEY BK NA Total						101,144.00
Grand Total						202,154.00
Average Estimated Annual Yield						2.52%
Cash & Sweep Balances						50,510.00
Snapshot Market Value on September 30, 2020						252,664.00

ITEM NO. FM6 AGENCY CREDITS FOR FISCAL YEAR ENDING JUNE 30, 2020

Recommendation

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

Background

As presented to the Committee in September 2020, EBDA's annual expenses for Fiscal Year 2019/2020 were 15.85% under budget. Accounting for the \$107,000 that will be carried over for Special Studies projects that are still underway, approximately \$515k was collected from the Member Agencies and not spent. The Commission's direction at the September meeting was to return these funds to the Member Agencies as a credit against their FY 2020/2021 bills.

Discussion

The table below shows estimates of the amounts owed by each agency for FY 2019/2020 Operations & Maintenance (O&M) and Special Studies, as well as the amounts collected. The difference is the credit that will be issued to each agency. These numbers are approximate and are likely to change slightly as expenses for the fiscal year are finalized.

	San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAVWMA	Total
Total O&M Owed	\$ 310,027	\$591,323	\$283,398	\$ 562,034	\$ 877,186	\$420,166	\$ 3,044,135
Total O&M Paid	\$ 340,552	\$650,177	\$318,642	\$ 631,233	\$ 1,047,506	\$469,258	\$ 3,457,368
O&M Credit	\$ (30,525)	\$ (58,853)	\$ (35,245)	\$ (69,199)	\$ (170,320)	\$ (49,091)	\$ (413,233)
							\$ -
Total Special Studies Owed	\$ 129,866	\$191,861	\$ 84,740	\$ 334,180	\$ 476,999	\$228,521	\$ 1,446,166
Total Special Studies Paid	\$ 144,692	\$204,628	\$ 91,779	\$ 361,376	\$ 509,570	\$235,954	\$ 1,548,000
Special Studies Credit	\$ (14,826)	\$ (12,767)	\$ (7,039)	\$ (27,196)	\$ (32,572)	\$ (7,433)	\$ (101,834)
Total Credit	\$ (45,350)	\$ (71,621)	\$ (42,284)	\$ (96,395)	\$ (202,892)	\$ (56,525)	\$ (515,067)

ITEM NO. FM7 RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUSPEND RECYCLED WATER CHARGES TO HAYWARD AREA RECREATION AND PARK DISTRICT (HARD) FOR SKYWEST GOLF COURSE FOR JULY, AUGUST, AND SEPTEMBER 2020

Recommendation

Adopt a resolution approving a suspension of recycled water charges for July, August, and September 2020.

Background

Since 1982, EBDA has provided recycled water to Skywest Golf Course, which was managed by Hayward Area Recreation and Park District (HARD). EBDA's goal has been for Skywest revenues to match expenses so that the Member Agencies are not subsidizing HARD. Per Resolution 20-07 approved by the Commission in May 2020, the Authority set the price of recycled water delivery to HARD for Fiscal Year (FY) 2020/2021 at \$10,000 per month, consistent with the prior several years.

As a result of system optimization in recent years, as well as deferred capital due to the system's uncertain future, the Authority's Skywest fund currently has a balance of \$155k.

In May 2020, at the same time as it adopted the price for FY 2020/2021, the Commission adopted Resolution 20-06 suspending the collection of fees from HARD for May and June of 2020. As a result of the COVID-19 pandemic, the Skywest Golf Course closed to the public in March 2020. In the spirit of collaboration with a fellow public agency, the Commission suspended collection of \$20,000 for recycled water deliveries for May and June to alleviate some of the financial hardship being incurred by HARD.

In addition, the Commission directed staff to refrain from billing HARD for recycled water deliveries over the summer as the future of golf course operation was uncertain, and to return with a recommendation addressing fees in the fall.

Discussion

Recycled water deliveries to the golf course have been minimal since the Shelter-in-Place order was initially issued in March. Deliveries in July through September of 2020 were 3.56 MG, as compared to 30.04 MG during the same period in 2019. These limited deliveries primarily function to maintain pond levels for wildlife rather than irrigation of the course. As such, recycled water expenses incurred by EBDA have been minimal and are easily covered by the existing fund balance.

Before officially recommending waiving fees, staff was awaiting a decision on the insurance claim that EBDA filed to address expenses resulting from repairing the leak on the recycled water line that occurred in May 2020 and associated damage. Staff has confirmed that the claim has been accepted, and available funds are sufficient to cover incident-related expenses. Staff therefore recommends that the Commission waive fees

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
October 13, 2020

to HARD associated with recycled water for July, August, and September of 2020.

HARD's lease for the Skywest Golf Course from the City of Hayward (City) expired at the end of September 2020, and the parties elected not to renew it. The City is developing a Facilities Plan for the site and surrounding areas that will determine future recycled water needs. Likely, any long-term recycled water service will be provided by the City of Hayward through expansion of their recycled water project. EBDA staff is coordinating with City staff on whether recycled water deliveries from the existing Skywest system should continue in the interim. Once that determination has been made, if service will continue, EBDA staff will return to the Commission with a recommendation on appropriate recycled water fees.

Once the fate of the system is determined and any repairs and/or decommissioning is complete, staff will recommend return of any remaining balance in the Skywest account to HARD.

EAST BAY DISCHARGERS COMMISSION
EAST BAY DISCHARGERS AUTHORITY
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 20-24

INTRODUCED BY _____

**RESOLUTION AUTHORIZING THE GENERAL MANAGER TO WAIVE
RECYCLED WATER CHARGES TO HAYWARD AREA RECREATION AND PARK
DISTRICT (HARD) FOR SKYWEST GOLF COURSE FOR JULY, AUGUST, AND
SEPTEMBER 2020**

WHEREAS, on December 21, 1982, Hayward Area Recreation and Park District (HARD) and East Bay Dischargers Authority (Authority) entered into an Interagency Agreement for Construction and Operation of Skywest Golf Course Reclamation Irrigation Project; and

WHEREAS, per Resolution 20-06, the Authority set the price of recycled water to be charged to HARD for fiscal year 2020/2021 at \$10,000 per month; and

WHEREAS, the COVID-19 crisis has forced the temporary closure of the Skywest Golf Course and thereby stressed HARD's finances; and

WHEREAS, in the spirit of collaboration, the Authority wishes to support HARD as a fellow public agency during this time of need; and

WHEREAS, the Authority's expenses for operation of the recycled water system for July, August, and September 2020 can be covered out of the existing Skywest fund balance.

NOW, THEREFORE, BE IT RESOLVED, the Commission of the East Bay Dischargers Authority hereby authorizes the General Manager to waive recycled water charges to HARD for the Skywest Golf Course Water Recycling Project for the period of July 1, 2020 through September 30, 2020.

SAN LORENZO, CALIFORNIA, OCTOBER 15, 2020, ADOPTED BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

CHAIR
EAST BAY DISCHARGERS COMMISSION

ATTEST: _____
GENERAL MANAGER
EAST BAY DISCHARGERS AUTHORITY
EX OFFICIO SECRETARY

ITEM NO. FM8 MOTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE CONTRACT WITH BROWN AND CALDWELL FOR FIELD WORK RELATED TO ACCEPTANCE OF CARGILL MIXED SEA SALT BRINE FOR DISCHARGE AT THE EBDA OUTFALL IN THE AMOUNT OF \$68,427, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$170,560

Recommendation

Approve a motion authorizing the General Manager (GM) to execute Amendment No. 1 to the contract with Brown and Caldwell in the amount of \$68,427.

Background

Brown and Caldwell (BC) is an engineering consulting firm focusing on water and wastewater infrastructure. In 2016-2018, BC conducted a condition assessment of the Authority's transport system and outfall. BC has experience supporting wastewater agencies on a range of transport system issues, including a recent project assessing infrastructure risks associated with desalination brine inputs to the Monterey One Water system.

In August 2020, the Commission authorized the GM to enter into a contract with BC for due diligence work to assess infrastructure risks associated with addition of Cargill Mixed Sea Salt (MSS) brine into the transport system. That scope, for which Cargill committed to reimbursing the Authority, included Phase 1 of work for BC's specialty subcontractor, JDH Corrosion Consultants, Inc. (JDH). JDH had recommended Phase 2 field work to further assess the baseline condition of the transport system with respect to corrosion.

Discussion

Under the proposed amendment, JDH will perform a detailed condition assessment at up to four locations in the transport system. At each location, JDH will perform a visual inspection including photographs, conduct concrete sounding to identify shallow subsurface discontinuities, measure surface hardness and pH, and collect a sample of the concrete for lab testing. The goal of this field work is to establish the baseline state of the transport system with respect to corrosion and chloride penetration. This baseline can then be used to assess any future impacts associated with the brine addition.

To perform this field work, it is necessary to shut down upstream flows so that JDH staff can enter the pipe. These shutdowns require significant coordination with Member Agency staff and can only be performed during dry weather. To take advantage of an already planned shutdown by Union Sanitary District, EBDA staff worked with BC and JDH to conduct the first field inspection under this scope in the early hours of October 1, 2020. Staff recommends back-dating the amendment to September 18, 2020 to cover this work, which was provisionally conducted under the existing contract.

The October 1 inspection went as planned, and collected data and samples are currently being processed. The location selected for this first inspection was a high point on the

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
October 13, 2020

Union to Hayward segment of the transport system; a location that had shown some signs of corrosion in previous inspections. Once the results are reviewed, BC will work with EBDA staff to determine whether the results are sufficient to establish a “worst-case” baseline for the system, or whether data from additional locations would still be useful. If the latter, staff will work with the Member Agencies to coordinate additional shutdowns, likely next spring after the conclusion of the wet season.

Per the attached letter, Cargill will reimburse the Authority fully for this amendment, including a 5% markup for administration.

Amendment 1: EBDA Transport Pipeline Condition Assessment

East Bay Dischargers Authority

Effluent Outfall Evaluation for Receiving Brine Water

September 4, 2020

Purpose

The Effluent Outfall Evaluation for Receiving Brine Water scope will be amended to include a condition assessment of the concrete surface of the interior of the East Bay Dischargers Authority (EBDA) Transport Pipeline. The condition assessment will document the current condition of the interior surface of the EBDA transport pipeline prior to the addition of brine effluent from Cargill. This will provide baseline quantitative information for analyzing the future degree and concrete rate of deterioration following the addition of brine.

Amendment 1 Scope of Services

Brown and Caldwell (BC), along with JDH Corrosion Consultants, Inc (JDH) will complete the following tasks as part of Amendment 1.

Phase 001. Project Management

Remains unchanged.

Phase 002. Reporting

Remains unchanged.

Phase 003. Agreement Assistance

Remains unchanged.

Phase 004. Prepare Amendment

Remains unchanged.

Phase 005. Transport Pipeline Condition Assessment

Task 005.001 – Interior Baseline Pipeline Condition Assessment

One virtual meeting will be held with EBDA to coordinate and prepare for the field work associated with the EBDA transport pipeline condition assessment. JDH will develop a Health and Safety Plan identifying the goals of the project, locations of the field work (selected by JDH and BC), test methods and procedures, and specific procedures and specific hazards for entering the structures. The Health and Safety Plan will also include ventilation plans and certifications for each field team member. JDH will electronically submit a draft Health and Safety Plan for one round of comments by EBDA prior to any work being performed in confined spaces. A final Health and Safety Plan incorporating EBDA's review and comments will be electronically submitted.

JDH will perform a manned entry condition assessment (with BC oversight) at up to four (4) manholes. The following tests of the pipes will be performed by JDH:

- Visual Inspection – The visual inspection will consist of the subject piping structures including accessible portions of the subject reinforce concrete pipe adjacent to the manhole entry locations. Pipe defects, such as cracks, joint separation, spalling and corrosion staining will be collected and noted in a report by JDH.

- Photographic Documentation – Digital Photographic documentation will be recorded in order to support the analysis and conclusions. Photographs will be presented as part of the evaluation report.
- Concrete Sounding – Sounding adjacent to the manhole entry location will be performed by using a hammer to strike concrete surfaces. The sound from the hammer strike can indicate shallow subsurface discontinuities, such as voids, delamination, or honeycombing.
- Surface Hardness – Surface hardness measurements will be taken to evaluate concrete surface hardness by applying a consistent level of force from a chipping hammer scraped along the surface of the concrete denting soft concrete, until solid, hard material is reached, and then measuring the depth of the resulting cavity or groove. Digital micrometers and profile gauges will be utilized to determine degree and extent of degradation to the concrete and to provide a two-dimensional profile of pitted areas.
- Concrete Surface pH Testing – In-situ pH measurements within each structure will be collected to determine the environment corrosivity towards exposed concrete and steel.
- Concrete Sample Testing – Step drilling at two locations at each manhole entry point will be conducted. Concrete samples will be collected at four different depths (i.e. ½ inch, 1 inch, 1.5 inches and 2 inches) so that the chlorides, sulfates, and pH are measured at each depth. The concrete dust from the drilling will be collected in plastic bags and transported to CERCO Analytical, Inc. in Concord, CA for chemical analysis. All holes will be filled using a quick set, non-shrink sika patch product.

DW Nicholson will provide a 2-man crew, tools and equipment to remove manhole access covers before inspections and refasten covers with new hardware after inspections. Additionally, DW Nicholson will assist with dewatering of Station 268+91.

JDH will prepare a draft and a final TM presenting the results of the confined space entry field testing including photographic documentation of existing conditions, field data, chemical analysis and necessary illustrative figures as required to present the information gathered during the assessment. The draft and final TMs will be submitted in electronic format. Three weeks after submittal of the draft TM, one virtual meeting will be held with EBDA and Cargill to discuss the results of pipeline inspection. The final TM will incorporate one round of comments from EBDA on the draft TM.

Phase 005 Deliverables:

- Electronic submittal of draft Health and Safety Plan
- Electronic submittal of final Health and Safety Plan
- Electronic submittal of draft Pipeline Condition Assessment Results TM
- Electronic submittal of final Pipeline Condition Assessment Results TM
- Electronic submittal of meeting minutes (Field Work Preparation Meeting and Inspection Results Meeting)

Field Work Notes and Assumptions

- The pipeline condition assessment field work is assumed to occur over 3 non-consecutive nights during dry season (before October 2020).
- Encroachment permit acquisition will be by others with assistance provided by JDH. It is assumed that traffic control will not be required for any of the entry locations.
- EBDA shall conduct all shut down and valve operation activities required for isolation of the pipeline during inspection. Initial lock out/tag out (LOTO) shall be performed by EBDA and the assigned JDH safety supervisor shall apply one lock to the lockout system. Only the

assigned JDH safety supervisor shall remove the JDH lock following egress from the pipeline(s) following inspection.

- EBDA shall provide coordination as needed for access to the pipeline entry point.
- All permit documents including Confined Space Release Forms will be completed and presented to EBDA prior to accessing the interior of the inspected pipeline(s). The documents will be signed by the EBDA’s Project Manager responsible for the space & the JDH entry supervisor.
- JDH shall provide all fall restraint and gas monitoring equipment for use with entry into the pipeline(s).
- Once the inspection is completed, all JDH personnel, tools & supplies will be removed from the work space, all locks & tags will be removed & all required signs and labels will be put back.
- JDH entry supervisor will inform the EBDA Project Manager of any problems created or discovered in the work space, and at the completion of the job, the JDH entry supervisor will confirm that the work space can be returned to service. LOTO release will only be allowed upon acceptance by the JDH entry supervisor.
- Only confined space trained persons will be allowed into the pipeline. An attendant will be located outside of the structure at all times. The persons entering the structure will wear personal protection equipment.

Compensation

BC will perform the work on a time-and-materials basis, for a limiting fee not to exceed \$170,560. Table 1 presents the estimated fee. BC labor will be billed using a 3.23 effective labor multiplier. Labor costs include phone, fax and, computer charges.

Table 1. Project Fee	
Phase	Total Fees
Effluent Outfall Evaluation for Receiving Brine Water Project	\$102,684
Amendment 1 -- Transport Pipeline Condition Assessment	\$68,427
Total	\$170,560

Schedule

The work defined herein shall begin not more than ten (10) business days after BC receives the signed contract from the City.

The estimated time for completion for the project is two months following authorization. Delays in obtaining background information, scheduling of meetings, and receipt of comments will impact overall project schedule. Table 2 presents a summary of project milestones with estimated dates. This schedule assumes the District will provide review comments within 10 days for all BC deliverables.

Table 2. Amendment 1 Schedule

Milestone	Estimated Timeline
Health and Safety Plan Submittal	1 week after NTP
Field Work	September 2020
Inspection Results TM Draft Submittal	3 weeks after field work completion
Inspection Results Workshop	3 weeks after field work completion
Inspection Results TM Final Submittal	One week after receipt of EBDA comments

East Bay Dischargers Authority -- Amendment 1 Pipeline Condition Assessment

Phase	Phase Description	Philipson, Rachel	Rouhani, Shouhreh G	Romero Urbina, Mary Lou	Faisst, William K	Total Labor Hours	Total Labor Effort	APC	Other Travel	Total ODCs	JDH	DW Nicholson	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA	Project Engineer	Technical Advisor				Cost		Cost	Cost				
		\$182.66	\$114.21	\$151.91	\$300.91											
005	Pipeline Condition Assessment	16	12	46	4	78	12,484	624	500	500	29,790	20,000	49,790	50,290	55,943	68,427
	GRAND TOTAL	16	12	46	4	78	12,484	624	500	500	29,790	20,000	49,790	50,290	55,943	68,427



9/21/2020

Ms. Jacqueline Zipkin, P.E.
General Manager
East Bay Dischargers Authority (EBDA)
2651 Grant Avenue
San Lorenzo, CA 94580

Jackie,

We received the scope and cost proposal for EBDA's Pipeline Condition Assessment dated September 4, 2020 for Cargill's MSS Discharge Project. This work is to determine baseline data regarding the interior concrete surface of the discharge pipe. Per the previously agreed Term Sheet with EBDA's Commission, Cargill intends to reimburse EBDA for these estimated costs.

Sincerely,

A handwritten signature in black ink that reads "Keith Schuessler". The signature is written in a cursive style with a large, sweeping "K" and "S".

Keith Schuessler
Solar Operations Leader
Assistant Vice President

ITEM NO. FM9 RESOLUTION CORRECTING SCHEDULE B OF THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT TO CORRECT THE ORO LOMA SANITARY DISTRICT FIXED FEE PERCENTAGE

Recommendation

Adopt a resolution correcting Schedule B of the Amended and Restated Joint Exercise of Powers Agreement.

Background

The Authority's Amended and Restated Joint Exercise of Powers Agreement (JPA) was adopted unanimously by the Commission in October 2019, subsequently approved by each Member Agency's governing body, and went into effect on July 1, 2020. The JPA governs how Authority costs are allocated among the Member Agencies. Schedule B details the allocation of Operations and Maintenance Costs and states:

The total Fixed Costs, less any amounts received by the Authority to offset Fixed Costs, will be apportioned to the Agencies based on their current Maximum Flow Rate Capacity (as shown in Schedule F) normalized out of 100 as follows:

San Leandro	13.74%
Oro Loma	19.44%
Castro Valley	10.30%
Hayward	14.72%
Union	42.10%

Unfortunately, a typo was made in this table for Oro Loma's normalized capacity. The correct number is $19.5 \text{ MGD} / 101.9 \text{ MGD} = 19.14\%$

This same calculation is used in Schedule E where agency voting percentages are outlined, and in that table, the Oro Loma number is correctly shown as 19.14, further supporting the case that this was a typo and not intentional.

Discussion

EBDA's legal counsel recommends that the Commission adopt a resolution to correct the typo to create a clear record and avoid any confusion with future interpretation of the JPA. Legal counsel considers this to be a substantive change that requires Commission approval because it impacts the total Fixed Cost calculation and apportioning costs between the Member Agencies. If adopted, new corrected copies of the JPA will be distributed to all parties.

EAST BAY DISCHARGERS COMMISSION
EAST BAY DISCHARGERS AUTHORITY
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 20-25

INTRODUCED BY _____

**RESOLUTION CORRECTING SCHEDULE B OF THE AMENDED AND RESTATED
JOINT EXERCISE OF POWERS AGREEMENT TO CORRECT THE ORO LOMA
SANITARY DISTRICT FIXED FEE PERCENTAGE**

WHEREAS, the East Bay Dischargers Authority (Authority) was created by a Joint Exercise of Powers Agreement (JPA), which was first adopted on February 13, 1974; and

WHEREAS, the JPA has been amended and supplemented at various times; and

WHEREAS, the Amended and Restated Joint Exercise of Powers Agreement (Amended and Restated JPA) was adopted by the Commission on October 29, 2020 and was subsequently approved by the governing body of each Member Agency; and

WHEREAS, the Amended and Restated JPA became effective on July 1, 2020; and

WHEREAS, the Fixed Cost percentage allocated to Oro Loma Sanitary District (Oro Loma) in Schedule B of the Amended and Restated JPA is incorrect and does not mathematically represent Oro Loma's Maximum Flow Rate Capacity as a percentage of the Member Agencies' total Maximum Flow Rate Capacity.

NOW, THEREFORE BE IT RESOLVED, the Commission of the East Bay Dischargers Authority hereby revises Schedule B of the Amended and Restated JPA to replace the Oro Loma Fixed Cost percent with the value 19.14.

BE IT FURTHER RESOLVED, this change shall be retroactive to the effective date of the Amended and Restated JPA.

SAN LORENZO, CALIFORNIA, OCTOBER 15, 2020, ADOPTED BY THE FOLLOWING VOTE:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

**CHAIR
EAST BAY DISCHARGERS COMMISSION**

ATTEST: _____
**GENERAL MANAGER
EAST BAY DISCHARGERS AUTHORITY
EX OFFICIO SECRETARY**