



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

A Joint Powers Public Agency

NOTICE: Pursuant to the Governor's Executive Orders N-25-20 and N-29-20, the Financial Management Committee meeting scheduled below will be accessible via Zoom video conferencing. Members of the public may participate in the meeting through the Zoom platform or phone number below.

- Zoom link: <https://us02web.zoom.us/j/82767621599>
- Telephone dial-in: 1(669) 900-6833, meeting ID #827 6762 1599

ITEM NO. 11

**FINANCIAL MANAGEMENT COMMITTEE
AGENDA**

Tuesday, January 19, 2021

10:30 A.M.

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

Committee Members: Toy (Chair); Duncan

FM1. Call to Order

FM2. Roll Call

FM3. Public Forum

FM4. [List of Disbursements for December 2020](#)

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

FM5. [Treasurer's Report for December 2020](#)

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

FM6. [FY 2021/2022 Budget Schedule](#)

(The Committee will review the schedule for development of the Authority's budget.)

FM7. [Draft Records Management Policy and Retention Schedule](#)

(The Committee will review the draft documents.)

FM8. [Motion Appointing Commissioners Johnson and Duncan as Alternate Authorized Signers on the Authority's Checking Account](#)

(The Committee will consider the motion.)

FM9. 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

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
January 19, 2021

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 juanita@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, February 16, 2021 at 10:30 a.m.**

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
December 2020

CHECKS (SORTED BY AMOUNT)

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
CHECK PAYMENTS							
24973	12/15/2020	WD-0180605	STATE WATER RESOURCES CONTROL BOARD	ANNUAL PERMIT FEES FOR EBDA COMMON OUTFALL		538,685.00	538,685.00
24979	12/15/2020	3021071	REGIONAL MONITORING PROGRAM C/O SFEI	QUARTERLY PARTICIPANT FEE FOR THE RMP 2021 BUDGET		62,009.50	62,009.50
25006	12/29/2020	11390699	BROWN & CALDWELL	ENGINEERING SERVICES - BRINE ASSESSMENT		38,442.15	38,442.15
24971	12/15/2020	380145	CITY OF SAN LEANDRO	O&M - OCT		29,805.08	29,805.08
25000	12/29/2020	00013.12-2	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 3		26,178.75	26,178.75
24995	12/29/2020	47915	CALCON	OLEPS WATER SYSTEM UPGRADE		15,487.00	22,409.12
24995	12/29/2020	47935	CALCON	OLEPS WET WELL HYPO SYSTEM		3,588.07	
24995	12/29/2020	47933	CALCON	COMMUNICATION SYSTEM UPGRADE		2,175.93	
24995	12/29/2020	47931	CALCON	OLEPS SERVICE CALLS		1,158.12	
24992	12/29/2020	6386	ORO LOMA SANITARY DISTRICT	O&M - NOV		12,167.56	12,167.56
24993	12/29/2020	346718	CITY OF HAYWARD	HAYWARD PONDS MOU		8,000.00	8,000.00
24984	12/15/2020	48854679	UNIVAR	SODIUM BISULFITE - DELIVERED 12/07/2020		5,924.15	5,924.15
25004	12/29/2020	48877147	UNIVAR	SODIUM BISULFITE - DELIVERED 12/21/2020		5,909.41	5,909.41
25001	12/29/2020	17036	PACIFIC ECORISK	CHRONIC AND ACUTE TOXICITY TESTING		4,726.00	4,726.00
24998	12/29/2020	246185	FRANK A OLSEN COMPANY	FORCE MAIN VALVES		4,638.99	4,638.99
24987	12/15/2020	11/16/2020	AZYURA	WATERBITS LICENSING AND SMR/EDMR REPORTING SERVICES		3,750.00	3,750.00
25003	12/29/2020	2020110518	MEYERS NAVE	LEGAL SERVICES - NOV		3,095.44	3,095.44
25010	12/29/2020	1281515	HANSON BRIDGETT	LEGAL SERVICES		2,585.00	2,585.00
24970	12/15/2020	450284	VANTAGEPOINT	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 12/15/2020		1,917.94	1,917.94
24991	12/29/2020	456020	VANTAGEPOINT	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 12/31/2020		1,917.93	1,917.93
25008	12/29/2020	616808	CALTEST	LAB TESTING SERVICES - NOV		1,059.60	1,842.80
25008	12/29/2020	616807	CALTEST	LAB TESTING SERVICES - NOV		783.20	
24983	12/15/2020	4246044555687620	US BANK	PURCHASING CARD EXPENSES		1,490.06	1,490.06
24972	12/15/2020	52205706	CITY OF HAYWARD	BENEFIT PREMIUMS - DEC		1,330.77	1,330.77
24999	12/29/2020	629830	CORRPRO COMPANIES INC	BI-ANNUAL CATHODIC PROTECTION SYSTEMS SURVEY		1,260.00	1,260.00
24975	12/15/2020	1746192-20	SCIF	WORKERS COMPENSATION PREMIUM - DEC		631.25	631.25
24980	12/15/2020	20097730	ZASIO ENTERPRISES, INC	RECORDS MANAGEMENT SOFTWARE ANNUAL RENEWAL		395.00	395.00
25007	12/29/2020	Dec-20	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - DEC		375.00	375.00
24988	12/15/2020	Nov-20	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - NOV		375.00	375.00
24974	12/15/2020	51027859109143	AT&T	TELEPHONE SERVICE - ADMIN BUILDING		328.49	328.49
24981	12/15/2020	8242	CAYUGA INFORMATION SYSTEMS	IT SERVICES - NOV		270.00	270.00
25011	12/29/2020	10110000001	EBMUD	WATER & SEWER, MDF OCT-DEC		238.72	238.72
25005	12/29/2020	1220-22	BEECHER ENGINEERING, INC	OLEPS ELECTRICAL UPGRADE		200.00	200.00
24982	12/15/2020	208840967	ORKIN	PEST CONTROL SERVICES - MDF		200.00	200.00
24994	12/29/2020	51048304397166	AT&T	TELEPHONE SERVICE - MDF		196.62	196.62
24976	12/15/2020	9868165361	VERIZON WIRELESS	WIRELESS PHONE SERVICES - NOV		181.98	181.98
24986	12/15/2020	EBD3066	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES - NOV		165.00	165.00
25002	12/29/2020	12706	TOWN & COUNTRY	JANITORIAL SERVICES - DEC		165.00	165.00
24978	12/15/2020	3104406166	PITNEY BOWES	QUARTERLY LEASING CHARGES FOR DIGITAL MAILING SYSTEM		162.96	162.96
24989	12/15/2020	46442	COMPUTER COURAGE	WEBSITE HOSTING - DEC		100.00	148.60
24989	12/15/2020	46604	COMPUTER COURAGE	WEBSITE UPDATES		48.60	
24996	12/29/2020	23-Dec	ALAMEDA COUNTY CLERK RECORDER	FILING FEE NOTICE OF COMPLETION FOR HEPS MCC PROJECT		105.00	105.00
24985	12/15/2020	Dec-20	SPUR	MEMBERSHIP RENEWAL		100.00	100.00
24977	12/15/2020	13074365	EWING	MAINTENANCE SUPPLIES		99.58	99.58

EAST BAY DISCHARGERS AUTHORITY
Cash Disbursement
December 2020

Check #	Check Date	Invoice #	Vendor Name	Description	Itemized Charges	Invoice Amount	Check Amount
25009	12/29/2020	3158960	CALTRONICS	COPIER USAGE 11/18 - 12/17/2020		46.93	46.93
24990	12/15/2020	039231690X201204	DIRECTV	AT&T BUNDLE DISCOUNT		36.89	36.89
24997	12/29/2020	9868948709	VERIZON WIRELESS	MODEM FOR SCADA 11/11 - 12/10/2020		22.70	22.70
TOTAL CHECK PAYMENTS							782,530.37
ELECTRONIC PAYMENTS							
		5105948980-0	PG&E	GAS & ELECTRIC SERVICE		34,933.33	34,933.33
		100000016243221	CALPERS	HEALTH PREMIUMS - DEC		7,020.76	7,020.76
		100000016205152	CALPERS	PENSION CONTRIBUTION, CLASSIC 11/16 - 30/2020		4,355.14	4,355.14
		100000016232996	CALPERS	PENSION CONTRIBUTION, CLASSIC 12/01 - 15/2020		4,355.14	4,355.14
		100000016205153	CALPERS	PENSION CONTRIBUTION, PEPRA 11/16 - 30/2020		247.82	247.82
		100000016239932	CALPERS	PENSION CONTRIBUTION, PEPRA 12/01 - 15/2020		247.82	247.82
		Nov-20	WELLS FARGO	CLIENT ANALYSIS SERVICE CHARGE		79.61	79.61
TOTAL ELECTRONIC PAYMENTS							51,239.62
PAYROLL							
		Dec-20	ADP, LLC	PAYROLL PERIOD: 12/16-31/2020		23,244.11	23,244.11
		Dec-20	ADP, LLC	PAYROLL PERIOD: 12/01-15/2020		20,673.56	20,673.56
		568914883	ADP, LLC	PAYROLL FEES, PERIOD: 11/16-30/2020		95.20	95.20
		569757270	ADP, LLC	PAYROLL FEES, PERIOD: 12/01-15/2020		75.00	75.00
TOTAL PAYROLL							44,087.87
TOTAL DISBURSEMENTS							877,857.86

ITEM NO. FM5 TREASURER'S REPORT FOR DECEMBER 2020

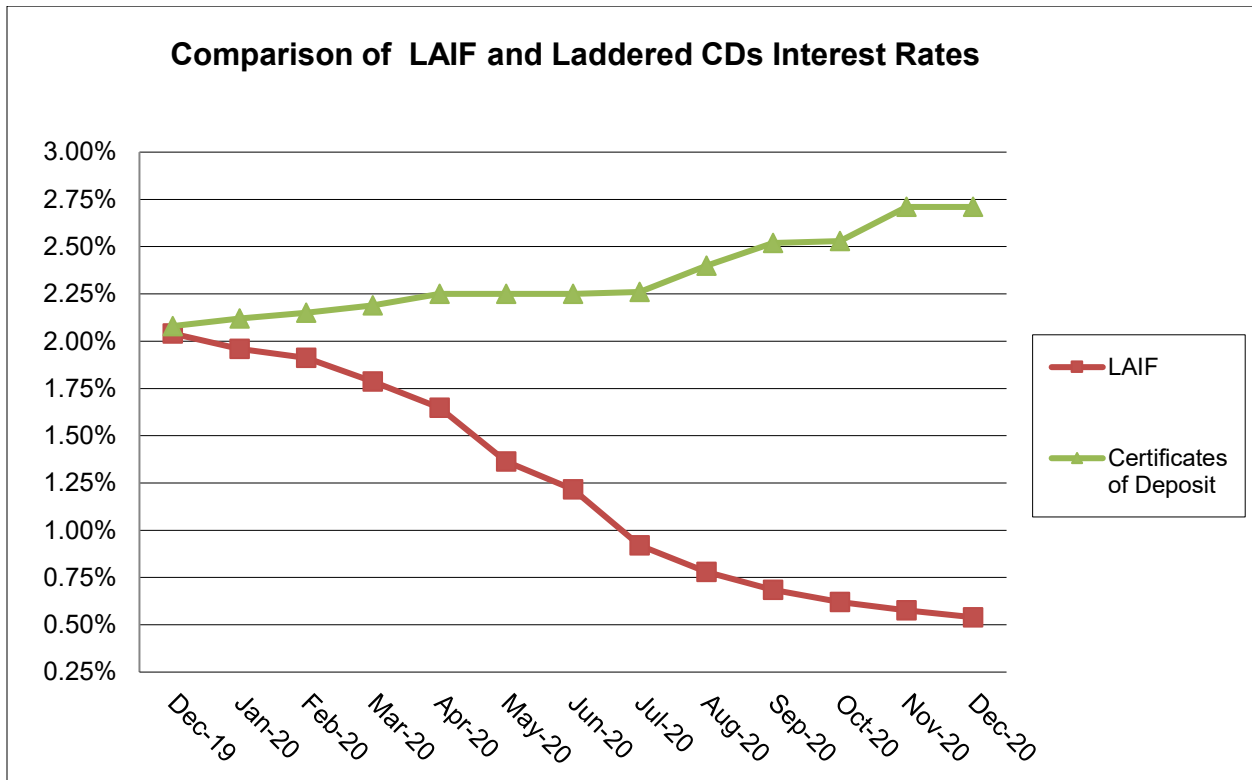
The beginning cash balance on December 1, 2020 was \$3,500,578.31. The ending cash balance on December 31, 2020 was \$2,970,210.43. Total receipts for the month were \$347,489.98 and disbursements totaled \$877,857.86.

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 \$151,307.60. The average annual yield of the CDs is 2.71%.

EBDA's LAIF balance on December 31, 2020 was \$2,250,879.58 and the interest rate for the period was 0.54%.

Approval is recommended.



EAST BAY DISCHARGERS AUTHORITY
TREASURER'S REPORT
DECEMBER 31, 2020

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	613,120.00	142,880.71	183,739.07	572,261.64
13	PLANNING & SPECIAL STUDIES	282,542.67	76,356.88	669,284.32	(310,384.77)
14	RECLAMATION O & M (SKYWEST)	139,921.85		1,797.87	138,123.98
31	REPLACEMENT	2,464,993.79	128,252.39	23,036.60	2,570,209.58
TOTALS		3,500,578.31	347,489.98	877,857.86	2,970,210.43

Dec-20

1/13/21

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
12/01/20	BALANCE								1,011,073.74	35,788.36	2,250,879.58	202,836.63	3,500,578.31
12/02/20	ELECTRONIC BILL PAY		34,933.33						976,140.41	35,788.36	2,250,879.58	202,836.63	3,465,644.98
12/04/20	PAYROLL FEES			95.20					976,140.41	35,693.16	2,250,879.58	202,836.63	3,465,549.78
12/07/20	CD TRANSFER						(51,000.00)		1,027,140.41	35,693.16	2,250,879.58	151,836.63	3,465,549.78
12/07/20	DEPOSIT - COH	219,237.59							1,246,378.00	35,693.16	2,250,879.58	151,836.63	3,684,787.37
12/07/20	ELECTRONIC BILL PAY		7,020.76						1,239,357.24	35,693.16	2,250,879.58	151,836.63	3,677,766.61
12/11/20	ANALYSIS FEE		79.61						1,239,277.63	35,693.16	2,250,879.58	151,836.63	3,677,687.00
12/14/20	ELECTRONIC BILL PAY		4,355.14						1,234,922.49	35,693.16	2,250,879.58	151,836.63	3,673,331.86
12/14/20	ELECTRONIC BILL PAY		247.82						1,234,674.67	35,693.16	2,250,879.58	151,836.63	3,673,084.04
12/14/20	PAYROLL			20,673.56					1,234,674.67	15,019.60	2,250,879.58	151,836.63	3,652,410.48
12/15/20	DISBURSEMENT		648,007.25						586,667.42	15,019.60	2,250,879.58	151,836.63	3,004,403.23
12/18/20	PAYROLL FEES			75.00					586,667.42	14,944.60	2,250,879.58	151,836.63	3,004,328.23
12/21/20	DEPOSIT - COH	128,250.00							714,917.42	14,944.60	2,250,879.58	151,836.63	3,132,578.23
12/21/20	ELECTRONIC BILL PAY		4,355.14						710,562.28	14,944.60	2,250,879.58	151,836.63	3,128,223.09
12/21/20	ELECTRONIC BILL PAY		247.82						710,314.46	14,944.60	2,250,879.58	151,836.63	3,127,975.27
12/22/20	PAYROLL TRANSFER				20,000.00				690,314.46	34,944.60	2,250,879.58	151,836.63	3,127,975.27
12/22/20	PAYROLL TRANSFER				20,000.00				670,314.46	54,944.60	2,250,879.58	151,836.63	3,127,975.27
12/29/20	PAYROLL			23,244.11					670,314.46	31,700.49	2,250,879.58	151,836.63	3,104,731.16
12/29/20	DISBURSEMENT		134,523.12						535,791.34	31,700.49	2,250,879.58	151,836.63	2,970,208.04
12/31/20	DIVIDEND	2.39						2.39	535,791.34	31,700.49	2,250,879.58	151,839.02	2,970,210.43
	TOTAL	347,489.98	833,769.99	44,087.87	40,000.00	-	(51,000.00)	2.39					
	CURRENT BALANCE								535,791.34	31,700.49	2,250,879.58	151,839.02	2,970,210.43
									①	②	③	④	
	Reconciliation												
	① Per Bank Statement @12/31/20	\$ 699,880.82											
	Less: Outstanding Checks		164,089.48										
		\$ 535,791.34											
	② Per Bank Statement @ 12/31/20	\$ 31,700.49											
	③ Per LAIF Statement @ 12/31/20	\$ 2,250,879.58											
	④ Per Treasurer's Report @12/31/20	\$ 151,839.02											
	Fair Market Value Increase/Decrease	(531.42)											
	Per Investment Statement @12/31/20	\$ 151,307.60											

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
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	2.86%	50,000	50,571.50
CITIBANK NA Total						50,571.50
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	2.49%	50,000	50,132.50
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	2.77%	50,000	50,363.00
MORGAN STANLEY BK NA Total						100,495.50
Grand Total						151,067.00
Average Estimated Annual Yield						2.71%
Cash & Sweep Balances						240.60
Snapshot Market Value on December 31, 2020						151,307.60

ITEM NO. FM6 FY 2021/2022 BUDGET SCHEDULE

Recommendation

For the Committee's information only; no action is required.

Background

The Authority adopts an annual budget on a July-June Fiscal Year basis. This report provides the Committee with a proposed schedule for development and review of the Authority's next budget.

Discussion

Staff proposes the following schedule for budget development:

Month	Topic	Committee
February	Salary and Benefits Assumptions	Personnel
March	Preliminary Budget Considerations and Options	Financial Management
	OPEB and Pension Fund Status	
April	Draft Budget	Financial Management
May	Budget Resolution	Financial Management and Commission
	Draft Renewal & Replacement Fund (RRF) Project List	Operations & Maintenance
June	RRF Project List Approval	Operations & Maintenance and Commission

**ITEM NO. FM7 DRAFT RECORDS MANAGEMENT POLICY AND RECORDS
RETENTION SCHEDULE**

Recommendation

Provide input to staff on the draft documents.

Background

In October 1993, the Authority adopted its Records Management Policy and Records Retention Schedule. The Policy provides guidance for the efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Authority records.

Discussion

Upon reviewing the Records Management Policy and Records Retention Schedule, staff determined that a comprehensive overhaul of the policy was necessary. Staff considered the Secretary of State (SOS)'s Local Government Records Management Guidelines when drafting revisions to the policy, deviating from them slightly at times, for example where staff prefer a longer retention. A draft revised policy and retention schedule are attached for the Committee's review.

POLICY NUMBER: 4

NAME OF POLICY: Records and Information Management

LAST REVISED: DRAFT January 13, 2021

PREVIOUSLY REVISED: October 21, 1993

PURPOSE: The purpose of the Records and Information Management Policy is to establish guidelines pertaining to the maintenance, management, retention, and destruction of Authority records in hard copy and electronic format.

POLICY: It is the policy of the Authority to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Authority records through a comprehensive system of integrated procedures for the management of records.

SCOPE: All records as defined herein are hereby declared to be the property of the Authority. No Authority official or employee has, by virtue of their position, any personal or property right to such records, even though they may have developed them. The unauthorized destruction, removal from files, or use of such records is prohibited.

All directives and guidelines included in or issued as part of the Records and Information Management Program are applicable to all personnel within the Authority. All information and records, including technical reference materials and publications, created or received by the Authority are included in the scope of this Policy.

Nothing in this policy shall be construed or interpreted as requiring any particular record maintained under the Records and Information Management Program to be disclosed or inspected by a member of the public under the California Public Records Act (Government Code Section 6250 et seq.) or other applicable laws.

OBJECTIVES:

- The policies, decisions, and transactions of the Authority are fully documented.
- Information is available when and where needed.
- Unnecessary creation and duplication of records is avoided.
- Non-current records do not encumber valuable office space and filing equipment.
- Records are destroyed only in accordance with authorized records retention schedules, which comply with all applicable laws, regulations, and policies.

- Records essential for the continuance of operations are adequately protected from potential loss in disasters.
- Records with historical value are identified and preserved.

PROCEDURE: All Authority employees will have a current records retention schedule. Records will be transferred, disposed of, and/or destroyed only in accordance with the schedule.

Authority staff, in cooperation with the Commission, will develop and maintain a records retention schedule with retention periods for all records.

The records retention schedule will constitute full authority of the General Manager, or their designee, to transfer, archive, or destroy, with proper authorization, the records series covered by the schedule. Revisions of retention periods shall be submitted for review and approval every five years or when changes are required by law.

Records which, under the provisions of the records retention schedule, have become obsolete or are no longer required in the conduct of current business by the Authority, will be destroyed by or under direct supervision of the General Manager, or their designee, according to approved methods such as recycling or shredding. Inactive or obsolete records will not be maintained in current office files or equipment. For each batch of records destroyed, a Destruction Log will be prepared, signed by the General Manager, and retained permanently.

Authority staff will maintain procedures to ensure the preservation of the historically valuable records of the Authority. This includes suitable archival storage facilities for such records and storage in such manner that the records, unless their use or disclosure is restricted by law or regulation, are open to the public for research purposes.

The General Manager will coordinate a cost-effective, efficient system for storage of the Authority's inactive records. This can be provided through contract services by a commercial facility, or by an in-house system. Additionally, a secure, fire resistant data-media safe, vault or similar facility for storage of the Authority's important and vital records, in paper or electronic form, will be arranged for by the General Manager, or their designee, in an alternate location.

All active electronic records shall be stored on the Authority's network shared drive. The Authority's network shared drive is backed-up to a cloud-based platform. Back-ups occur every 15 minutes, and the retention period is 7 years. Additionally, localized back-ups occur monthly. The back-up drives are rotated each month and stored in a fire proof cabinet onsite.

East Bay Dischargers Authority Records Retention Schedule
Last Updated: January 13, 2021 (DRAFT)

Category	Record Title	Descriptor	Active	Archive
Administration	Agenda Packets	Commission agenda, Reports, Supporting Documentation	3	P
Administration	Agreements CIP	Construction	5	P
Administration	Agreements/Contracts	Excludes CIP, Encroachment permits	CU + 4	
Administration	Conflict of Interest	FPPC Filings, SEI, Policy	CU + 4	
Administration	Correspondence & Reports	Not attached to agreement or project, includes email correspondence	CU + 5	
Administration	Grant Files	Applications, Reports, Contracts	5	P
Administration	Insurance	Bonds and policies insuring the Authority	5	P
Administration	Insurance Certificates	Filed separately from contracts	T + 5	
Administration	Insurance Claims	Paid/Denied	5	P
Administration	Minutes, Commission Meetings	Official minutes	P	
Administration	Permits NPDES	Permits and compliance documents	P	
Administration	Permits Other	BAAQMD, Recycled Water - permits and compliance docs	P	
Administration	Photos	Construction	P	
Administration	Policies/Procedures		S + 5	
Administration	Project Files	CIP and non, includes Project Claims	T + 5	
Administration	Property Records	Acquisition, Disposition, Deeds, Maps, Specs	P	
Administration	Public Records Request		CL + 2	
Administration	Records Management	Destruction Log	P	
Administration	Reports, Self Monitoring (NPDES)		5	
Administration	Resolutions	Legislative actions	P	
Administration	Risk Management	OSHA Forms, Safety Reports, Actuarial Studies	5	
Administration	Recordings of Commission Meetings		6M	
Administration	NPDES Data	Analytical data and associated methods and qualifiers	5	
Administration	Reclamation	Monthly Reports	5	P
Administration	NPDES Annual Reports		5	P
Finance	Accounts Payable	VPWs, EFTs, Invoices, Supporting Documents	CU + 1	10
Finance	Audit Reports	Basic Financial Statements	AU + 4	P
Finance	Audit Workpapers		AU + 2	
Finance	Treasurers Report	Treasurers Report, including Supplemental Treasurers Report	CU + 2	

East Bay Dischargers Authority Records Retention Schedule
Last Updated: January 13, 2021 (DRAFT)

Category	Record Title	Descriptor	Active	Archive
Finance	Bank Statements	Bank, Investments, LAIF	CU + 2	
Finance	Budget Workpapers	Draft reports, Supporting Documents	CU + 4	
Finance	Budget	Annual Commission-approved	CU + 4	P
Finance	Cash Receipts	Deposits	CU + 4	
Finance	Checks	Check Copies, including canceled & voided	CU + 4	
Finance	Depreciation Schedules		10	P
Finance	Disbursement Register	Bank Register Reports	CU + 4	P
Finance	Fixed Assets Inventory		10	P
Finance	General Ledgers		CU + 4	P
Finance	Trial Balance		CU + 4	P
Finance	Invoices	Invoices, Related Documents	CU + 4	5
Finance	Journal Entries		CU + 4	P
Finance	Payroll Records	EE File: Deduction Authorizations, Beneficiary Designations, Unemployment Claims, Garnishments, Deferred Compensation, PERS	P	
Finance	Payroll Register		P	
Finance	Payroll Tax	Forms 1096, 1099, W-4 and W-2; DE-542 Federal & State	CU + 4	P
Finance	Payroll Timesheets	EE signed	CU + 4	
Finance	Purchase Orders		CU + 4	
Finance	Purchasing	Bids, RFQ, RFP	AU + 4	
Finance	State Controller Reports	FTR & GCC	CU + 4	P
Human Resources	Employee Programs	Benefits, Workers Comp	5	P
Human Resources	Personnel Data Files	Classifications, Evaluations	10	L
Human Resources	Recruitment Files		3	
O&M	Plans & Specifications	As-builts, (shop drawings if no as-builts)	P	
O&M	Vehicle		L	
O&M	Charts, Operational Data Recording	Flows, Residuals, Trends	5	
O&M	Manuals, Standard Operating Procedures		S	
O&M	Maps	Line Location; Easements; Facility Maps	P	
O&M	SDS (Safety Data Sheets)		S	30
O&M	Preventive Maintenance	Requests, Completed	10	

Legend

- AU = Audit
- CU = Current Year
- P = Permanent
- T = Termination
- CL = Closed/Completion
- L = Life
- S = Supersede

ITEM NO. FM8 MOTION APPOINTING COMMISSIONERS JOHNSON AND DUNCAN AS ALTERNATE AUTHORIZED SIGNERS ON THE AUTHORITY'S CHECKING ACCOUNT

Recommendation

Adopt a motion appointing Commissioner Johnson and Commissioner Duncan as authorized signers on the EBDA checking account.

Background

The Authority's Financial Management Policy states that all checks require any two of the following signatures: General Manager, O&M Manager, or designated alternate as appointed by the Commission. In addition to the General Manager and O&M Manager, the Commission appointed Commissioners Johnson and Walters as alternate signers on the Authority's business checking account in February 2019.

As of December 16, 2020, Daniel Walters is no longer serving on the EBDA Commission and will be removed as an authorized signer from the Authority's account.

Discussion

Although it is unlikely that both the General Manager and O&M Manager would be unavailable to sign checks, thereby requiring two alternates, staff believes that it remains prudent to have four authorized signers on the account in case of unexpected circumstances. The general practice has been to appoint the CVSan and OLSD Commissioners as authorized signers since they generally attend meetings at OLSD from time to time and can easily come to the EBDA side of the building to sign checks. Staff is therefore recommending that Commissioner Duncan replace Mr. Walters as an alternate signer.