

# EAST BAY DISCHARGERS AUTHORITY COMMISSION MEETING MINUTES

January 21, 2021

## 1. Call to Order

Chair Johnson called the telephonic meeting to order pursuant to the Governor's Executive Order N-25-20 at 9:41 A.M. on Thursday, January 21, 2021. Dial-in information for the meeting was provided in the agenda for public attendees.

## 2. Pledge of Allegiance – Deferred

## 3. Roll Call

<b>PRESENT:</b>	Jennifer Toy	Union Sanitary District
	Rita Duncan	Oro Loma Sanitary District
	Pauline Russo Cutter	City of San Leandro
	Sara Lamnin	City of Hayward
	Ralph Johnson	Castro Valley Sanitary District

**ABSENT:** None

## OTHERS

<b>PRESENT:</b>	Jacqueline Zipkin	East Bay Dischargers Authority
	Howard Cin	East Bay Dischargers Authority
	Juanita Villasenor	East Bay Dischargers Authority
	Eric Casher	Legal Counsel East Bay Dischargers Authority
	Paul Eldredge	Union Sanitary District
	Jason Warner	Oro Loma Sanitary District
	Justin Jenson	City of San Leandro
	Alex Ameri	City of Hayward
	David Donovan	City of Hayward
	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 December 17, 2020

### 6. List of Disbursements for December 2020

### 7. Treasurer's Report for December 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 Toy, Duncan, Cutter, Lamnin, Chair Johnson  
**Noes:** None  
**Absent:** None  
**Abstain:** None

## REGULAR CALENDAR

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

The General Manager (GM) advised the Commission of the upcoming Form 700 filing period. Although staff is endeavoring to streamline EBDA's process for gathering Form 700 filings, printed forms are required for this processing period. The GM and MAC are recommending that strategic planning be deferred until in-person meetings can safely be held. The Commission suggested reviewing the Member Agency's strategic plans in the interim to feed into the process. The GM will provide the Commissioners with an evaluation spreadsheet and self-assessment for her annual performance review. Completed evaluations should be emailed to the Administrative Assistant.

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

The GM deferred the report for the Managers Advisory Committee.

### **10. Report from the LAVWMA Ad Hoc Committee**

The GM provided an update on the status of the LAVWMA term sheet, which is expected to be brought before the Commission for approval in February. LAVWMA has been asked to have a detectable chlorine residual at the connection point to ensure that there is no bacteria in their discharge. Additionally, staff will develop a parallel agreement between EBDA and DSRSD to govern the Zone 7 brine discharge.

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

The GM reported on the Financial Management Committee, which met on January 19, 2021, noting the Committee's review of December's List of Disbursements, Treasurer's Report and FY 2021/2022 budget schedule. The GM advised that the Fund 13 balance represents expenses paid in advance of receiving funds from member agencies. The Committee supports staff's recommended revisions to the Records Management Policy and Retention Schedule and asked staff to review federal retention guidelines regarding personnel records.

### **12. Motion Appointing Commissioners Johnson and Duncan as Alternate Authorized Signers on the Authority's Checking Account**

The GM provided a staff report on the motion. Commissioner Lamnin moved to approve the motion. The motion was seconded by Commissioner Cutter and carried unanimously, 5-0 by roll call vote.

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

### **13. Report from the Regulatory Affairs Committee**

The GM reported on the January 20, 2021 Regulatory Affairs Committee meeting, reviewing NPDES performance, reporting checklist, and a BACWA report on regional biosolids trends. On January 14, the NPDES permit reissuance kick-off meeting took place with the Authority's consultant EOA, Inc. and the MAC.

### **14. Report from the Operations and Maintenance Committee**

The O&M Manager reported on the Operations and Maintenance Committee, which met on January 19, 2021, and discussed the status of EBDA facilities. The O&M Manager reviewed NPDES compliance data and then provided an overview of current projects.

The O&M Manager reported on the OLEPS hypochlorite automation project, annual recycled water production from the Skywest system, and force main improvements. Staff expressed appreciation to Calcon, the Authority's contracted instrument technician, for their responsiveness to an emergency call at the MDF over the Christmas holiday.

The GM provided an update on COVID-19 safety, and wastewater-based epidemiology. The GM has registered EBDA with the Alameda County Public Health Department's vaccine availability notification system. Union Sanitary District has moved forward with providing samples to the lab at University of California Berkeley for identification of SARS-CoV-2.

The GM provided an update on the Cargill Brine Project due diligence phase. Additional inspections of core samples from the force main are planned to understand the condition and susceptibility of the pipe to corrosion with the addition of chlorides. A scheduled force main inspection was cancelled due to COVID-19. In February, staff will bring an agreement to the Commission for the CEQA phase of the project. The GM finished with a report on the AQPI project. The agreement to install the East Bay radar is expected to be approved by Sonoma County Water Agency in March.

**15. Items from Commission and Staff**

Staff was asked to facilitate the discussion of changing the Commission Chair rotation schedule. This will be added to the Personnel Committee agenda for February. Commissioner Lamnin shared a petition from the Alameda County Coalition for Fair Redistricting.

**16. Adjournment**

Chair Johnson adjourned the meeting at 10:57 A.M.



Jacqueline Zipkin  
General Manager