



EAST BAY DISCHARGERS AUTHORITY  
2651 Grant Avenue  
San Lorenzo, CA 94580-1841  
(510) 278-5910  
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*A Joint Powers Public Agency*

NOTICE: In compliance with AB 361 (2021), 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 link or phone number below.

- Zoom link: <https://us02web.zoom.us/j/82261534447>
- Telephone dial-in: 1(669) 900-6833, meeting ID #822 6153 4447

## **ITEM NO. 10**

### **FINANCIAL MANAGEMENT COMMITTEE AGENDA**

**Monday, October 18, 2021**

**10:00 A.M.**

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

**Committee Members: Duncan (Chair); Andrews**

**FM1. Call to Order**

**FM2. Roll Call**

**FM3. Public Forum**

**FM4. List of Disbursements for September 2021**

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

**FM5. Preliminary Treasurer's Report for September 2021**

(The Committee will review the Treasurer's Report for September 2021.)

**FM6. Draft Emergency Reserve Policy**

(The Committee will review and provide feedback on the latest draft policy.)

**FM7. Resolution Approving the Authority's Budget Policy**

(The Committee will consider the resolution.)

**FM8. 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.

Agenda Explanation  
East Bay Dischargers Authority  
Financial Management Committee  
October 18, 2021

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 Juanita Villasenor at [juanita@ebda.org](mailto:juanita@ebda.org) or (510) 278-5910. 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  
Monday, November 15, 2021 at 10:00 a.m.**



**EAST BAY DISCHARGERS AUTHORITY**  
**Cash Disbursement**  
**September 2021**

**CHECKS (SORTED BY AMOUNT)**

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25353	09/15/2021	2021070365	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	112,190.77	116,570.41
25353	09/15/2021	2021070364	MEYERS NAVE	LEGAL SERVICES - JUN & JUL	4,379.64	
25362	09/30/2021	383885	CITY OF SAN LEANDRO	O&M - JUL	32,452.81	32,452.81
25364	09/30/2021	002753	UNION SANITARY DISTRICT	O&M - JUL	31,028.44	31,028.44
25363	09/30/2021	6502	ORO LOMA SANITARY DISTRICT	O&M - AUG	18,594.22	30,649.34
25363	09/30/2021	6484	ORO LOMA SANITARY DISTRICT	O&M - JUL	12,055.12	
25344	09/15/2021	6462	ORO LOMA SANITARY DISTRICT	O&M - JUNE	19,057.78	19,057.78
25376	09/30/2021	49453589	UNIVAR	SODIUM BISULFITE - DELIVERED 09/14/2021	6,665.30	13,246.84
25376	09/30/2021	49486882	UNIVAR	SODIUM BISULFITE - DELIVERED 09/24/2021	6,581.54	
25358	09/15/2021	20210105.01-2	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	11,957.50	11,957.50
25375	09/30/2021	EA06-0821	EOA, INC	NPDES PERMIT REISSUANCE ASSISTANCE	10,581.98	10,581.98
25354	09/15/2021	EA06-0721	EOA, INC	NPDES PERMIT REISSUANCE ASSISTANCE	10,410.64	10,410.64
25374	09/30/2021	2021080592	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	9,300.00	10,165.20
25374	09/30/2021	2021080591	MEYERS NAVE	LEGAL SERVICES - AUG	865.20	
25368	09/30/2021	Jul-21	DEBORAH QUINN	ACCOUNTING SERVICES - JUL	5,981.25	5,981.25
25370	09/30/2021	FB14455	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 3	5,137.00	5,137.00
25355	09/15/2021	167125	ENVIRONMENTAL SCIENCE ASSOCIATES	HAYWARD FEASIBILITY STUDY WORK ORDER NO. 2	3,984.82	3,984.82
25359	09/15/2021	2141	CROPPER ACCOUNTANCY	AUDITING SERVICES	2,250.00	2,250.00
25380	09/30/2021	624833	CALTEST	LAB TESTING SERVICES - AUG	1,842.80	1,842.80
25343	09/15/2021	605150	VANTAGEPOINT	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 09/15/2021	1,830.67	1,830.67
25361	09/30/2021	613398	VANTAGEPOINT	ICMA DEFERRED COMPENSATION FOR PAY PERIOD ENDED 09/30/2021	1,830.67	1,830.67
25352	09/15/2021	4246044555687620	US BANK	PURCHASING CARD EXPENSES	1,720.71	1,720.71
25357	09/15/2021	1300103	HANSON BRIDGETT	LEGAL SERVICES	1,535.00	1,535.00
25378	09/30/2021	21-549	BARTEL ASSOCIATES, LLC	ACTUARIAL SERVICES FOR GASB 68 REPORTING	1,400.00	1,400.00
25345	09/15/2021	52205703	CITY OF HAYWARD	BENEFIT PREMIUMS - SEP	1,345.92	1,345.92
25367	09/30/2021	49657	CALCON	OPS CENTER SCADA HISTORIAN ISSUES	733.60	1,327.20
25367	09/30/2021	49656	CALCON	MDF SERVICE CALL	593.60	
25360	09/15/2021	2331514	RINGCENTRAL INC	DIGITAL PHONE SERVICE SUBSCRIPTION AND HARDWARE	803.35	803.35
25379	09/30/2021	Aug-21	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - AUG	375.00	750.00
25379	09/30/2021	Sep-21	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - SEP	375.00	
25351	09/15/2021	8306	CAYUGA INFORMATION SYSTEMS	IT SERVICES	735.00	735.00
25347	09/15/2021	1746192-21	SCIF	WORKERS COMPENSATION PREMIUM - SEP	679.25	679.25
25366	09/30/2021	510-483-0439	AT&T	TELEPHONE SERVICE - MDF	411.27	411.27

**EAST BAY DISCHARGERS AUTHORITY**  
**Cash Disbursement**  
**September 2021**

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25348	09/15/2021	T130378	BAAQMD	PERMIT TO OPERATE MDF	384.00	384.00
25346	09/15/2021	510 278-5910	AT&T	TELEPHONE SERVICE - ADMIN BUILDING	343.58	343.58
25373	09/30/2021	524268	R-COMPUTER	IT PRODUCTS	275.61	275.61
25377	09/30/2021	1092342	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	255.00
25377	09/30/2021	1083285	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	
25377	09/30/2021	1095178	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	
25372	09/30/2021	217598796	ORKIN	PEST CONTROL SERVICES - MDF	200.00	200.00
25350	09/15/2021	3104967853	PITNEY BOWES INC	QUARTERLY LEASING CHARGE FOR DIGITAL MAILING SYSTEM	179.18	179.18
25371	09/30/2021	16835	TOWN & COUNTRY	JANITORIAL SERVICES - SEP	165.00	165.00
25356	09/15/2021	48757	COMPUTER COURAGE	WEBSITE HOSTING - SEP	150.00	150.00
25365	09/30/2021	44777800001	EBMUD	WATER & SEWER, ADMIN JUL-SEP	101.34	101.34
25349	09/15/2021	9887442866	VERIZON WIRELESS	WIRELESS PHONE SERVICES	60.32	60.32
25381	09/30/2021	3336330	CALTRONICS	COPIER USAGE AND MAINTENANCE	43.93	43.93
25369	09/30/2021	9888234897	VERIZON WIRELESS	MODEM FOR SCADA	22.02	22.02
<b>TOTAL CHECK PAYMENTS</b>					<b>321,865.83</b>	<b>321,865.83</b>
<b>ELECTRONIC PAYMENTS</b>						
	09/02/2021	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	36,807.70	36,807.70
	09/09/2021	100000016528205	CALPERS	HEALTH PREMIUMS - SEP	6,907.99	6,907.99
	09/07/2021	100000016483809	CALPERS	PENSION CONTRIBUTION, CLASSIC 08/16 - 31/2021	4,575.23	4,575.23
	09/17/2021	100000016525870	CALPERS	PENSION CONTRIBUTION, CLASSIC 09/01 - 15/2021	4,575.23	4,575.23
<b>TOTAL ELECTRONIC PAYMENTS</b>					<b>52,866.15</b>	<b>52,866.15</b>
<b>PAYROLL</b>						
		587235720	ADP, LLC	PAYROLL FEES, PERIOD: 08/16-31/2021	72.35	72.35
		588615087	ADP, LLC	PAYROLL FEES, PERIOD: 09/01-15/2021	72.35	72.35
			ADP, LLC	PAYROLL PERIOD: 09/01-15/2021	20,356.42	20,356.42
			ADP, LLC	PAYROLL PERIOD: 09/16-30/2021	22,947.83	22,947.83
<b>TOTAL PAYROLL</b>						<b>43,448.95</b>
<b>TOTAL DISBURSEMENTS</b>						<b>418,180.93</b>

**ITEM NO. FM5 PRELIMINARY TREASURER'S REPORT FOR SEPTEMBER 2021**

The beginning cash balance on September 1, 2021 was \$5,112,513.00. The ending cash balance on September 30, 2021 was \$5,165,325.06. Total receipts for the period were \$470,992.99 and disbursements totaled \$418,180.93. EBDA's LAIF balance is \$2,258,744.16 and the interest rate for September was 0.20%.

EBDA currently has a two-pronged investment approach that includes Local Agency Investment Fund (LAIF) and traditional bank accounts. Staff will work with the Committee on investment strategy going forward.

**Approval is recommended.**

**EAST BAY DISCHARGERS AUTHORITY  
PRELIMINARY  
TREASURER'S REPORT**

September 30, 2021

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,984,247.73	276,327.66	245,125.86	2,015,449.53
13	PLANNING & SPECIAL STUDIES	486,579.86	144,647.33	143,840.21	487,386.98
14	RECLAMATION O & M (SKYWEST)	62,417.22	9,000.00	3,037.06	68,380.16
15	BRINE ACCEPTANCE	40,968.76	41,018.00	21,257.50	60,729.26
31	RENEWAL & REPLACEMENT	2,538,299.43		4,920.30	2,533,379.13
TOTALS		5,112,513.00	470,992.99	418,180.93	5,165,325.06

Sep-21

10/13/2021

## 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
08/31/21	BALANCE								2,798,448.64	53,721.77	2,258,744.16	1,598.43	5,112,513.00
09/02/21	ELECTRONIC BILL PAY		36,807.70						2,761,640.94	53,721.77	2,258,744.16	1,598.43	5,075,705.30
09/03/21	PAYROLL FEES			72.35					2,761,640.94	53,649.42	2,258,744.16	1,598.43	5,075,632.95
09/07/21	ELECTRONIC BILL PAY		4,575.23						2,757,065.71	53,649.42	2,258,744.16	1,598.43	5,071,057.72
09/09/21	DEPOSIT	80.07							2,757,145.78	53,649.42	2,258,744.16	1,598.43	5,071,137.79
09/09/21	ELECTRONIC BILL PAY		6,907.99						2,750,237.79	53,649.42	2,258,744.16	1,598.43	5,064,229.80
09/13/21	DEPOSIT - COH	429,465.86							3,179,703.65	53,649.42	2,258,744.16	1,598.43	5,493,695.66
09/14/21	PAYROLL			20,356.42					3,179,703.65	33,293.00	2,258,744.16	1,598.43	5,473,339.24
09/15/21	DISBURSEMENT		173,998.13						3,005,705.52	33,293.00	2,258,744.16	1,598.43	5,299,341.11
09/17/21	ELECTRONIC BILL PAY		4,575.23						3,001,130.29	33,293.00	2,258,744.16	1,598.43	5,294,765.88
09/20/21	DEPOSIT	429.06							3,001,559.35	33,293.00	2,258,744.16	1,598.43	5,295,194.94
09/21/21	DEPOSIT - CARGILL	41,018.00							3,042,577.35	33,293.00	2,258,744.16	1,598.43	5,336,212.94
09/24/21	PAYROLL FEES			72.35					3,042,577.35	33,220.65	2,258,744.16	1,598.43	5,336,140.59
09/27/21	PAYROLL TRANSFER				30,000.00				3,012,577.35	63,220.65	2,258,744.16	1,598.43	5,336,140.59
09/29/21	PAYROLL			22,947.83					3,012,577.35	40,272.82	2,258,744.16	1,598.43	5,313,192.76
09/30/21	DISBURSEMENT		147,867.70						2,864,709.65	40,272.82	2,258,744.16	1,598.43	5,165,325.06

<b>TOTAL</b>		<b>470,992.99</b>	<b>374,731.98</b>	<b>43,448.95</b>	<b>30,000.00</b>	-	-	-	<b>2,864,709.65</b>	<b>40,272.82</b>	<b>2,258,744.16</b>	<b>1,598.43</b>	<b>5,165,325.06</b>
<b>CURRENT BALANCE</b>									<sup>①</sup>	<sup>②</sup>	<sup>③</sup>	<sup>④</sup>	

Reconciliation

① Per Bank Statement @ 09/30/21	\$ 3,013,462.35
Less: Outstanding Checks	148,752.70
	\$ 2,864,709.65

② Per Bank Statement @ 09/30/21	\$ 40,272.82
③ Per LAIF Statement @ 09/30/21	\$ 2,258,744.16

④ Per Treasurer's Report @ 09/30/21	\$ 1,598.43
Fair Market Value Increase/Decrease	(1,598.42)
Per Investment Statement @8/31/21	\$ 0.01

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



## **ITEM NO. FM6 DRAFT EMERGENCY RESERVE POLICY**

### **Recommendation**

Review Draft Authority Emergency Reserve Policy and provide direction to staff.

### **Background**

Over the past several years, the Authority has been going through a process of updating its financial policies. The Authority historically had a comprehensive Financial Management System Policy and Procedures Manual. Each chapter is now being split into policies for consideration and adoption by the Commission, and procedures to be implemented by staff.

The Authority does not currently have a Reserve Policy, and staff had recommended that the Commission consider one, consistent with industry guidelines and best practices. The intent of the Reserve Policy is to ensure that EBDA has immediate access to funds in an emergency.

Several Commissioners noted a preference for retaining funds in the Member Agencies' accounts rather than EBDA's to provide greater flexibility and investment opportunities. After consideration and discussion over several meetings, the Financial Management Committee recommended that the Authority pursue a "hybrid" approach, whereby Member Agencies would have the option to hold reserve funds for EBDA in their own accounts or to deposit those funds with EBDA.

### **Discussion**

In July 2021, staff proposed a draft Emergency Reserve Policy, building on the hybrid model recommended by the Committee. Under the proposed policy, each Member Agency would be required to either hold or deposit a defined amount for use by EBDA in an emergency, when expenses exceed EBDA's available funds. The proposed amount was calculated based on the \$1.25M that the EBDA agencies will share responsibility for in the event of a force main failure, however its use would not be restricted to force main repairs. The allocation is based on the fixed cost allocation factors from the Amended and Restated Joint Powers Agreement, which are used for the allocation of capital costs.

In reviewing the draft Policy in July, the Financial Management Committee requested that staff consider whether \$1.25M is sufficient to meet EBDA's needs in an emergency, noting that in an earthquake, for example, repair and replacement costs would likely far exceed that amount. Staff discussed this issue with the MAC, and consensus was to leave the amount at \$1.25M. The Member Agency managers felt that \$1.25M would likely be sufficient to address short-term expenses, i.e. those incurred within the first 30-60 days following the incident. Within that time, EBDA staff, working with the Member Agencies, could develop a plan and timeline for securing the additional funds. Staff added language to the draft Policy, reflected in the attached copy in track changes, noting that ultimately,

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East Bay Dischargers Authority  
Financial Management Committee  
October 18, 2021

the Member Agencies are responsible to cover any costs that exceed EBDA's available funds.

It is staff's understanding that at the current time, all Member Agencies plan to designate an EBDA line item in their own reserve fund rather than depositing funds into an EBDA reserve fund. This hybrid policy leaves open the possibility of EBDA holding reserve funds in the future if any Member Agency decides it is in their interest.

Staff believes that having funds set aside for an EBDA emergency, whether in Agencies' accounts or EBDA's, will streamline request processes during the potentially chaotic aftermath of a disaster and ensure that EBDA has the required funds to perform immediate emergency repairs. Pending the Committee's feedback, this Policy will be brought to the Commission for adoption.

# EAST BAY DISCHARGERS AUTHORITY POLICY

**POLICY NUMBER:** 1.8

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**NAME OF POLICY:** Finance – Emergency Reserves

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**LAST REVISED:** TBD

**PREVIOUSLY REVISED:** NA

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**PURPOSE:** The purpose of the Finance – Emergency Reserves Policy is to ensure that EBDA will reliably and expeditiously be able to access funds in the event of an emergency.

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**POLICY:** Each member of the EBDA Joint Powers Authority is financially responsible for its share of EBDA's expenses and liabilities, as laid out in EBDA's Amended and Restated Joint Exercise of Powers Agreement (JPA). As such, the Member Agencies serve as a financial backstop for EBDA, and it is key to EBDA's continued efficacy that EBDA be able to efficiently access Member Agency funds in the event of an emergency.

It is the policy of the Authority that each Member Agency and LAVWMA shall retain in its reserves sufficient assets to provide emergency funding to EBDA in the event that the Authority's required expenditures exceed available funds. Such a request may be made, for example, if significant emergency repairs to Authority infrastructure are required as a result of an unforeseen event such as an earthquake.

Section 10(c)(5) of EBDA's Amended and Restated ~~Joint Powers Agreement (JPA)~~ governs "Allocation of Costs of Repairing Failure of the Transport System," and states:

"Depending on the extent of the Failure, it is likely that the Authority will not have sufficient funds in its reserve to pay for the repairs or abandonment and will require funds from the financially responsible Agencies, based on the allocations set forth above, in advance of performing any repair or abandonment. The Authority need not exhaust its reserve before requiring advance payment as described in this subsection."

Similarly, the Amended and Restated Master Agreement with LAVWMA states:

"LAVWMA is responsible for its share of costs for any capital project that is intended to replace or repair any EBDA facility, except those costs

## EAST BAY DISCHARGERS AUTHORITY POLICY

specifically associated with UEPS, HEPS and their associated force main sections, as well as facilities owned by the City of San Leandro.”

To ensure that EBDA can rapidly and effectively address a Failure of the Transport System or any other emergency affecting EBDA infrastructure for which expenses exceed available funds, each Member Agency and LAVWMA commits to providing EBDA with access to the Agency’s share of \$1,250,000 within 30 days of the Authority’s request.

Agencies’ shares of the emergency funding shall be derived based on JPA Schedule B (Fixed Costs) as follows:

Agency Allocations					
San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAVWMA
13.74%	19.14%	10.30%	14.72%	42.10%	26.10%
\$ 126,923	\$ 176,806	\$ 95,146	\$ 135,976	\$ 388,899	\$ 326,250

The above allocations govern reserve requirements. Actual costs will be allocated per the appropriate schedule, depending on the asset(s) affected. Revenues from federal or state sources, when available, will also be used to offset Member Agencies’ obligations during an actual emergency.

Each Member Agency shall have the option to:

- a) deposit its share of funds with EBDA to be managed in an Authority reserve fund, or
- b) to clearly identify within their Agency’s capital reserves, a line item for EBDA that is equal to the Agency’s allocation.

The Member Agencies and LAVWMA commit to complying with this Policy on an ongoing basis beginning July 1, 2022. On or by August 1 of each year, each Agency retaining funds in its own accounts shall provide EBDA with a statement confirming that an EBDA line item remains allocated in their reserves.

Agencies that do not comply with this Policy are subject to the conflict resolution remedies identified in the JPA and LAVWMA Master Agreement.

## **ITEM NO. FM7 RESOLUTION APPROVING THE AUTHORITY'S BUDGET POLICY**

### **Recommendation**

Adopt the resolution to approve the Authority's Budget Policy.

### **Background**

Over the past several years, the Authority has been going through a process of updating its financial policies. The Authority historically had a comprehensive Financial Management System Policy and Procedures Manual. Each chapter is now being split into policies for consideration and adoption by the Commission, and procedures to be implemented by staff. The Budget Policy would replace the Financial Planning and Budgeting section of the existing manual, which was last updated in 2013, and was highly procedural.

The Budget Policy is one that stems from the former manual. The Amended and Restated Joint Exercise of Powers Agreement states the following regarding Budget:

The Commission will adopt an annual or biennial budget for the ensuing Fiscal Year(s) prior to July 1. The budget will include sufficient detail to constitute a fiscal control guideline, specify cash flow requirements from each Agency, grant reimbursements, and cash receipts and expenditures to be made for Operation and Maintenance Costs, Planning and Special Studies Costs, and Capital Costs for the Facilities, and other necessary and appropriate expenditures.

### **Discussion**

The Financial Management Committee reviewed a draft Budget Policy in September 2021. The Committee recommended, in conjunction with receiving an update on the Authority's fiscal year-end financial processes, that the Member Agencies provide more timely invoices so that the Authority can close its fiscal year sooner. In response to that comment, staff has added the following language to the Policy:

"The Member Agencies shall submit timely invoices to the Authority to enable prompt and accurate reporting of Authority expenditures."

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

RESOLUTION NO. 21-10

INTRODUCED BY \_\_\_\_\_

**RESOLUTION ADOPTING AUTHORITY BUDGET POLICY**

**WHEREAS**, the East Bay Dischargers Authority's Amended and Restated Joint Exercise of Powers Agreement requires the Authority to adopt a budget annually or biennially by July 1; and

**WHEREAS**, the attached Budget Policy contains the guidance and process for developing and approving the Authority's budget; and

**WHEREAS**, the Financial Management Committee has reviewed the Budget Policy and recommends its adoption.

**NOW, THEREFORE, BE IT RESOLVED**, the Commission of the East Bay Dischargers Authority hereby adopts the Budget Policy.

SAN LORENZO, CALIFORNIA, OCTOBER 21, 2021, ADOPTED BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
CHAIR  
EAST BAY DISCHARGERS AUTHORITY

ATTEST: \_\_\_\_\_  
GENERAL MANAGER  
EAST BAY DISCHARGERS AUTHORITY  
EX OFFICIO SECRETARY

**POLICY NUMBER:** 1.8

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**NAME OF POLICY:** Finance – Budget

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**LAST REVISED:** TBD

**PREVIOUSLY REVISED:** 05/16/13

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**PURPOSE:** The budgeting function establishes control and accountability for Authority resources.

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**POLICY:** It is the policy of the Authority to prepare and adopt a budget for the fiscal year to ensure that revenues are sufficient to meet operating and capital expenditures.

The draft budget shall be reviewed by the Managers Advisory Committee (MAC) and Financial Management Committee and approved by the Commission. Adoption of the annual Budget constitutes authority to bill Member Agencies for contributions. It also constitutes approval for expenditures for programs and authorizes the General Manager to make payment for them.

Major budgetary items include:

- Operations – salaries, benefits, chemicals, supplies, maintenance, professional services
- Renewal and Replacement Fund (Capital) Projects – those included on the Commission-approved Project List
- Special Projects – studies and projects outside of normal operations
- Revenues from recycled water, brine, and grants
- Assessment for the Renewal and Replacement Fund

The Annual Budget must be completed and adopted by July 1, in accordance with the Joint Powers Agreement. The annual budget may be amended only upon approval of the Commission. The General Manager, however, has discretion of budget changes by account number.

The General Manager shall report budget-to-actual results to the Commission on at least a quarterly basis. The Member Agencies shall submit timely invoices to the Authority to enable prompt and accurate reporting of Authority expenditures.

DRAFT