



NOTICE: In compliance with AB 361 (2021), the Personnel 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/88424501141>
- Telephone dial-in: 1(669) 900-6833, meeting ID #884 2450 1141

ITEM NO. 14

PERSONNEL COMMITTEE AGENDA

**Tuesday, October 19, 2021
10:00 a.m.**

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

Committee Members: Johnson (Chair), Duncan

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Administrative Support Specialist Recruitment Update**
(The Committee will be updated on the status of the recruitment.)
- P5. Review of Authority Accomplishments for FY 2020/2021**
(The Committee will review a summary of staff accomplishments.)
- P6. Recommended Compensation Plan Updates**
(The Committee will discuss staff's proposal.)
- P7. Adjournment**

Any member of the public may address the Commission at the commencement of the meeting on any matter within the jurisdiction of the Commission. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Commission 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 Commission on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom 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 Juanita Villasenor at juanita@ebda.org or (510) 278-5910. Notification of

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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 posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**The next Personnel Committee meeting will be held
Tuesday, December 14, 2021 at 10:00 a.m.**

ITEM NO. P4 ADMINISTRATIVE SUPPORT SPECIALIST RECRUITMENT UPDATE

Recommendation

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

Background

In March, the Commission approved revisions to the Authority's Classification Plan, including the addition of the Administrative Support Specialist position. Following adoption of the Classification Plan and revised FY 2020/2021 Compensation Plan, staff moved forward with a recruitment for the Administrative Support Specialist as a part-time position. The recruitment was posted to a number of websites, including local community colleges, wastewater professional associations, and government position clearinghouses.

Discussion

The Authority received nine applications for the Administrative Support Specialist position. Out of those, three were short-listed and invited for interviews. Two candidates interviewed with Authority staff via zoom. The third candidate did not respond. Staff is currently checking references for the two candidates and plans to make an offer to the preferred candidate shortly thereafter. Staff intends to fill the position before the end of the calendar year.

ITEM NO. P5 REVIEW OF AUTHORITY ACCOMPLISHMENTS FOR FY 2020/2021

Recommendation

For the Committee's review only, no action needed.

Background

Each year, staff takes an opportunity to highlight key accomplishments for the Authority.

Discussion

As soon as it is deemed safe to do so in-person, the MAC and Commission will undertake a strategic planning exercise for the Authority to map out priorities now that the new JPA is complete. Following that exercise, staff anticipates reporting annually (or more frequently if desired) on progress and accomplishments against strategic initiatives and goals. In the interim, staff is presenting here a broad summary of accomplishments for this year:

General

- COVID-19 Response – Through teamwork and flexibility, staff has risen to the challenges of conducting business during the COVID-19 pandemic. Staff work from home and adjust their schedules to maintain social distancing and accomplish daily tasks.
- Financial Audit – EBDA received another successful Unmodified Audit opinion of the Authority's Financial Statements by our auditors, Maze & Associates.
- Policy Updates – Staff continues to work with the Commission to update the Authority's finance and other policies. The following policies were updated or created and approved in the past year, or are slated for approval by the end of this calendar year:
 - Brine
 - Electronic Signature
 - Personnel
 - Commissioner Compensation
 - Rules of the Commission
 - Records Management and Retention
 - Administrative Appeals
 - Purchasing
 - Emergency Reserves
 - Budget

Agreements and Special Projects

- LAVWMA Agreement – After a contentious negotiation, EBDA and the Livermore-Amador Valley Water Management Agency (LAVWMA) signed an Amended and Restated Master Agreement, effective June 1, 2021. This agreement increases both LAVWMA's share of EBDA's expenses and LAVWMA's responsibilities in the event of a force main failure on the segment of pipe LAVWMA uses. The long-term agreement expires coincident with EBDA's Joint Powers Agreement.

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- DSRSD Brine Agreement – In May 2021, the Commission approved an agreement with LAVWMA-member Dublin San Ramon Services District (DSRSD) regarding discharge of brine from Zone 7 Water Agency's demineralization facility. Though this brine has been discharged through EBDA's system for many years, EBDA had never before been compensated for it. The agreement included payment to EBDA of a \$60,000 review fee, as well as ongoing annual payments of \$20,000. The agreement also gives EBDA the right to review water quality data and to suspend discharges.
- The Transfer Agreement for the San Leandro Effluent Pump Station (SLEPS) and San Leandro Pipeline was approved by the Commission in June and went into effect on July 1, 2020. SLEPS is now under the management of City of San Leandro (CSL) staff.
- Cargill Project – Continued the due diligence process with Cargill, Inc. for a brine disposal project that is expected to generate \$5 million in capacity revenue and an additional \$1.4 million in annual flow-based charges for the Authority. Work included analysis of ownership and franchise rights, initiation of the CEQA review process, coordination with the cities that the new pipeline will cross, and extensive evaluation of the potential for corrosion of the force main and options to protect it. Completed numerous force main shutdowns to facilitate inspections, two force main tours, and a dissolved oxygen study along the force main.
- Shoreline Resilience – Hired ESA, Inc. and worked with their consulting team to develop conceptual designs for the First Mile Horizontal Levee at Oro Loma Marsh and study nature-based treatment systems at Hayward under a grant from the U.S. Environmental Protection Agency. Coordinated closely with project partners including the Hayward Area Shoreline Planning Agency and East Bay Regional Park District. Also participated in work groups for the development of the Bay Conservation and Development Commission's BayAdapt Joint Platform, the Bay Area Climate Adaptation Network (BayCAN), and other regional forums for collaboration on addressing sea level rise.
- Disinfection Master Plan – Kicked off development with consultant Carollo Engineers on this study to optimize chemical use in the EBDA system. The goal of the study, which will be complete by the end of this calendar year, is to develop strategies for chlorine dosing, including quantities and locations, to minimize excess chemical usage while consistently preventing bacteria outbreaks.
- Biosolids – Worked with the MAC to begin development of a joint EBDA biosolids management strategy and/or facility to improve certainty and predictability in biosolids outlets and costs for the member agencies. This included development of a primer summarizing current practices and desired outcomes for the project.
- XLIMS – Jointly with the City of San Leandro, began implementation of XLIMS, a state-of-the-art Laboratory Information Management System to manage water quality data for the City and EBDA.

Regulatory

- Compliance – Continued compliance with permit bacterial indicators through proactively managing chlorine residual, in close communication with Member Agencies. Also, timely and thorough response to overflow events in May 2020 resulted over the past year in Water Board staff declining to enforce.
- Chlorine Residual Basin Plan Amendment – Working with the Regional Water Board through the Bay Area Clean Water Agencies, successfully concluded the formal process to remove the 0.0 mg/L chlorine residual limit from the Basin Plan and adopt a blanket permit amendment

changing EBDA's chlorine limit to 0.98 mg/L as a one-hour average. This change will result in significant dechlorination savings.

- NPDES Permit Reissuance Application – Working with staff from all of the Member Agencies and consultant, EOA, EBDA submitted our 433-page Report of Waste Discharge and application for NPDES permit reissuance on September 30, 2021. This application included summary and analysis of water quality data from the past four years. A draft of the new permit is expected in early 2022, with adoption by June 30, 2022.
- Continued to track and participate in studies to assess emerging contaminants in influent and effluent, including microplastics, PFAS, ethylated surfactants, and sunscreens.

Operations & Maintenance

- Conducted several tests of the OLEPS bypass system. The San Leandro force main crew opened the OLEPS bypass valve and closed the valve that connects the UEPS and HEPS flows to OLEPS, forcing the UEPS and HEPS flows to bypass OLEPS. The bypass system functioned without any issues.
- Worked collaboratively with the City of Hayward Utilities Division on installation of a new valve at the Skywest Golf Course near the center pond. This valve will be used to isolate the pond from the Skywest force main when the system is offline for long periods of time, and also during the decommissioning of the system.
- Completed HEPS and MDF Generator major preventative maintenance service. This service followed the manufacturer's recommended standards and included an oil change, coolant change and replacement of hoses, belts, filters and numerous other parts.
- Repaired a force main leak on a pipe flange between a manway cover and an Air Relief Valve (ARV) isolation valve, avoiding any environmental impacts.
- Continued to optimize operations, resulting in cost reductions that offset labor cost increases. At MDF, for example, actual labor costs for FY 2020/2021 were lower than those in FY 2014/2015 or any year since, despite the fact that hourly labor rates have increased by 6% each year excluding last year (3% annual salary increases, plus markup).

Fiscal Year	San Leandro O&M for MDF
FY 14/15	\$ 126,833
FY 15/16	\$ 157,678
FY 16/17	\$ 177,093
FY 17/18	\$ 117,293
FY 18/19	\$ 114,742
FY 19/20	\$ 117,087
FY 20/21	\$ 114,184

- Underground Service Alerts (USAs) – Updated EBDA's USA Polygons resulting in reduced USA tickets, staff time, and fees:

Year	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
USA Fees	\$828.13	\$680.07	\$848.52	\$256.50	\$150.00
Average Tickets/Month	87.0	69.4	86.9	28.8	14.9

Capital Projects

- Completed the HEPS MCC project. This project was the largest project undertaken by the Authority in a decade, and it significantly improved the HEPS facility, beyond just the MCC. The project included the following site improvements:
 - Construction of a pond influent flow dissipater structure
 - Installation of piping from the pump station to the dissipater structure
 - New valves and motorized valve actuators
 - Access platform around the existing generator
 - Stairs into the new MCC Building
 - Pipe coatings
 - Repaving the existing site
 - New perimeter fencing

The GSE Construction contract amount for all labor, materials, and support was \$2,546,355. The total of all change orders for this project was \$97,916 or 4%, less than the authorized 5%. EBDA was also able to negotiate \$37,748 in change order credits from the contractor, allowing additional scope to be added to the project.

- Completed the following projects at OLEPS:
 - Redundant Emergency Power Project – this project was critical to improving reliability at OLEPS and preventing potential overflows under emergency conditions.
 - Wet Well Hypochlorite System
 - Paving project
 - Gear drive cooling water system upgrade
 - The exterior equipment on the east side of OLEPS was painted including the OLEPS water system pumps, piping, and screen hoists as well as the wet well valve actuator pedestals.
 - Refurbished both electric pump right angle gear drives and motors
 - Main Electrical Switchboard Upgrade is under way with one OLEPS shutdown completed and new breakers are being fabricated.
- UEPS – Replaced an Effluent Pump Variable Frequency Drive (VFD) transformer and purchased a new Effluent Pump replacement impeller.
- Completed the SLEPS Emergency Generator Repairs.
- Emergency Preparedness – The 60-inch Encapsulating Repair Coupling was delivered. Combined with the seals and sleeves obtained previously, these parts will enable EBDA to quickly repair the Force Main following an earthquake.
- Completed numerous smaller projects such as pump rebuilds/replacements, equipment upgrades and safety improvements.

ITEM NO. P6 RECOMMENDED COMPENSATION PLAN UPDATES

Recommendation

Provide input to staff on proposed changes to Compensation Plan.

Background

In May 2021, the Commission adopted the FY 2021/2022 Compensation Plan, containing the salary table shown below.

MONTHLY SALARY RANGE					
	Step 1	Step 2	Step 3	Step 4	Step 5
Administration Manager	8,091.66	8,496.26	8,921.06	9,367.12	9,835.48
Administrative Support Specialist	4,760.00	4,998.00	5,247.90	5,510.30	5,785.82
General Manager	17,657.02	18,539.88	19,466.88	20,440.24	21,462.26
Operations & Maintenance Manager	11,519.08	12,095.04	12,699.80	13,334.80	14,001.56

Discussion

The General Manager is recommending increasing the monthly salary range for the Operations and Maintenance (O&M) Manager to the following:

	Step 1	Step 2	Step 3	Step 4	Step 5
Operations & Maintenance Manager	13,201.54	13,861.62	14,554.70	15,282.44	16,046.56

The recommended increase is based on two factors, which are outlined in more detail below: comparison with comparable positions at peer agencies, and consistency with the Superintendent of O&M position previously adopted by the Commission.

Peer Agency Benchmarking

Recently, several agencies have performed compensation surveys for O&M Managers, resulting in increased salary ranges. EBDA staff compiled the information available from these surveys below. While no other agency has a position exactly equivalent to EBDA's O&M Manager, staff selected the closest classification in terms of responsibility and autonomy. Because of the sensitive nature of this data in relation to agencies' labor negotiations, agency identifying information has not been included. The median top step salary for the data obtained was \$16,010.

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	Classification Title	Top Step
Agency A	Maintenance Director/Supervisor, Operations Director/Supervisor	\$17,747
Agency B	Wastewater Treatment Plant Operations Superintendent	\$17,181
Agency C	Supervisor, Electrical & Technology	\$16,434
Agency D	Operations Manager or Maintenance Manager	\$16,339
EBDA	Operations & Maintenance Superintendent (as of 2017)	\$16,047
Agency E	Operations Manager or Maintenance Manager	\$15,680
Agency F	Operations Manager or Maintenance Manager	\$14,756
EBDA	Operations & Maintenance Manager (Current)	\$14,002
Agency G	Operations & Maintenance Manager	\$12,782
Agency H	Operations Supervisor	\$10,135

As shown in the table, EBDA's current O&M Manager position is toward the low end of the agencies surveyed. The top step for the Superintendent of O&M position previously adopted by the EBDA Commission, as discussed below, was close to the survey median.

Superintendent of O&M Precedent

In the FY 2015/2016 Compensation Plan, in anticipation of retirements, a new position was created: Superintendent of Operations & Maintenance. The O&M Manager at that time was promoted to the new position.

When the current O&M Manager was hired in 2017, the Compensation Plan included the following:

MONTHLY SALARY RANGE					
	Step 1	Step 2	Step 3	Step 4	Step 5
Operations & Maintenance Manager	10,246.18	10,758.49	11,296.42	11,861.26	12,454.32
Superintendent of O&M	13,201.55	13,861.64	14,554.71	15,282.45	16,046.56

At the time of his hiring, the O&M Manager was told that he could be promoted to the higher salary range in three to five years, if the General Manager and Commission believed that his performance warranted such. However, shortly thereafter in early 2018, the Superintendent position was removed from the Compensation Plan when the incumbent retired and the position was vacant.

The General Manager is recommending that the O&M Manager's salary range be increased to match that of the Superintendent of O&M that was approved by the Commission effective July 1, 2017, with a monthly top salary of \$16,047. This is the same salary from 2017 with no cost of living increases from 2017 to 2021. Rather than reinstating the Superintendent position, staff recommends retaining the Manager title with the adjusted salary schedule.

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The General Manager believes that this salary increase for the O&M Manager is well-warranted, given his outstanding performance. Unlike at other agencies, where lower-level staff can fill in when the Manager is unavailable, EBDA's O&M Manager is truly on call 24/7/365. The current manager goes above and beyond to care for the system and the member agency staff who operate and maintain the facilities. He has also worked hard to optimize facility operations, resulting in O&M spending that has been relatively flat in spite of labor cost increases from the member agencies. There is no evidence that the previous occupant of the Superintendent position was more qualified or competent, than the current O&M Manager in a way that would have warranted a higher salary.

The O&M Manager is currently at Step 5 (the top step) and, if approved, will be moving to Step 4 of the new salary range. The cost to EBDA from 12/1/2021 to 6/30/2022 (FY 2021/2022) would be \$8,966.