

# EAST BAY DISCHARGERS AUTHORITY COMMISSION MEETING MINUTES

October 21, 2021

## 1. Call to Order

Chair Cutter called the telephonic meeting to order in compliance with AB 361 (2021) at 9:30 A.M. on Thursday, October 21, 2021. Dial-in information for the meeting was provided in the agenda for public attendees.

## 2. Pledge of Allegiance – Deferred

## 3. Roll Call

Present:	Ralph Johnson	Castro Valley Sanitary District
	Angela Andrews	City of Hayward
	Jennifer Toy	Union Sanitary District
	Rita Duncan	Oro Loma Sanitary District
	Pauline Russo Cutter	City of San Leandro

Absent: None

Attendees:	Jacqueline Zipkin	East Bay Dischargers Authority
	Howard Cin	East Bay Dischargers Authority
	Juanita Villasenor	East Bay Dischargers Authority
	Eric Casher	Legal Counsel
	David Donovan	City of Hayward
	Jason Warner	Oro Loma Sanitary District
	Dean Wilson	City of San Leandro
	Paul Eldredge	Union Sanitary District

## 4. Public Forum

No members of the public requested to address the Commission.

## C O N S E N T C A L E N D A R

## 5. Commission Meeting Minutes of September 23, 2021

## 6. List of Disbursements for September 2021

## 7. Preliminary Treasurer's Report for September 2021

Commissioner Johnson moved to approve the consent calendar. The motion was seconded by Commissioner Toy and carried unanimously 5-0, by roll call vote.

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

## R E G U L A R C A L E N D A R

## 8. General Manager's Report

The General Manager (GM) provided an update on the blanket permit amendment for total residual chlorine, which was adopted by the Regional Water Board in October. This permit amendment, which will take effect soon following approval of the Basin Plan Amendment by EPA, will change EBDA's chlorine residual limit from 0.0 mg/L as an instantaneous maximum to 0.98

mg/L as a one-hour average.

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

The GM welcomed back Dean Wilson, who is serving as the interim plant manager for the City of San Leandro. The MAC discussed partnering with a private sector partner for biosolids management. Proposals will be solicited from potential private sector partners in the coming months.

**10. Report from the Financial Management Committee**

The GM reported on the Financial Management Committee, which met on October 18, 2021, and reviewed the Treasurer's report and disbursements. The Committee also reviewed the draft Emergency Reserve Policy, which includes language regarding the Member Agencies' funding responsibilities. Lastly, the Committee reviewed the Authority's Budget Policy and recommended approval.

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

Commissioner Johnson moved to approve the item. The resolution was seconded by Commissioner Duncan and carried unanimously 5-0, by roll call vote.

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

**12. Report from the Operations and Maintenance Committee**

The O&M Manager reported on the Operations and Maintenance Committee, which met on October 19, 2021. The Committee reviewed compliance data and discussed the status of current projects. The O&M Manager advised that due to COVID-19 related shipping issues, the OLEPS main electrical switchboard project has been postponed until spring 2022. Additionally, the O&M Manager reported a power outage at the EBDA administration office due to a power pole fire. The GM reported on the status of the Disinfection Master Plan, the Cargill Brine Project, and the AQPI Project. The Committee reviewed the draft Administrative Appeals Policy and recommended additional language to clarify the timeline of the appeals process. Finally, the Committee recommended approval of the motion authorizing work orders with Carollo Engineers, Inc.

**13. Motion Authorizing the General Manager to Execute Amendment 2 to Work Order No. 1 and Work Order No. 4 With Carollo Engineers, Inc. for Engineering Services, for a Total Contract Amount of \$160,710**

Commissioner Andrews moved to approve the item. The motion was seconded by Commissioner Toy and carried unanimously 5-0, by roll call vote.

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

**14. Report from the Personnel Committee**

The GM reported on the Personnel Committee, which met on October 19, 2021. The GM advised that a candidate has been selected to fill the Administrative Support Specialist position. The Committee reviewed FY 2020/2021 accomplishments and directed staff to begin the Strategic Planning process. The Committee discussed the suggested compensation adjustments and recommended revisions to the O&M Manager classification that include detailing additional responsibilities.

**15. Resolution Authorizing Remote Teleconference Meetings Pursuant to AB 361**

Legislation AB 361 allows agencies to continue conducting remote meetings should there be a declared State of Emergency. Commissioner Duncan moved to approve the item. The resolution was seconded by Commissioner Andrews and carried unanimously 5-0, by roll call vote.

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

**16. Items from Commission and Staff**

No items to report from Commission or staff.

**17. Adjournment**

Chair Cutter adjourned the meeting at 10:30 A.M.



Jacqueline Zipkin  
General Manager