



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. 12

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, January 24, 2022

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 December 2021
(The Committee will review the List of Disbursements.)

FM5. Treasurer's Report for December 2021
(The Committee will review the Treasurer's Report.)

FM6. FY 2022/2023 Budget Schedule
(The Committee will review the schedule for development of the Authority's budget.)

FM7. East Bay Community Energy Plan Options
(The Committee will discuss the Authority's options for electrical rate plans.)

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
January 24, 2022

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 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, February 14, 2022 at 10:00 a.m.**

ITEM NO. FM4 LIST OF DISBURSEMENTS FOR DECEMBER 2021

The itemized List of Disbursements for the month of December 2021 totaled \$271,191.42.

Reviewed and Approved by:

Rita Duncan, Chair Financial Management Committee	Date
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Jacqueline T. Zipkin Treasurer	Date
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EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
December 2021

CHECKS (SORTED BY AMOUNT)

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25451	12/15/2021	385057	CITY OF SAN LEANDRO	O&M - OCT	39,284.69	39,284.69
25473	12/29/2021	002815	UNION SANITARY DISTRICT	O&M - NOV	23,378.82	23,378.82
25480	12/29/2021	49651027	UNIVAR	SODIUM BISULFITE - DELIVERED 11/24/2021	6,584.24	19,590.63
25480	12/29/2021	49675406	UNIVAR	SODIUM BISULFITE - DELIVERED 12/06/2021	6,570.74	
25480	12/29/2021	49719641	UNIVAR	SODIUM BISULFITE - DELIVERED 12/17/2021	6,435.65	
25472	12/29/2021	6538	ORO LOMA SANITARY DISTRICT	O&M - NOV	13,872.81	13,872.81
25481	12/29/2021	169995	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	10,195.82	10,195.82
25456	12/15/2021	Sep-21	DEBORAH QUINN	ACCOUNTING SERVICES - SEPT	9,508.13	9,508.13
25453	12/15/2021	5737	CASA	MEMBERSHIP RENEWAL	9,000.00	9,000.00
25486	12/29/2021	20210105.01-5	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	8,056.80	8,056.80
25477	12/29/2021	FB17467	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 1	3,222.50	7,899.50
25477	12/29/2021	FB17471	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 4	2,470.00	
25477	12/29/2021	FB17623	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 3	2,207.00	
25459	12/15/2021	17817	PACIFIC ECORISK	NPDES TOXICITY TESTING: ACUTE & CHRONIC TOXICITY TESTS	4,813.00	4,813.00
25482	12/29/2021	12/16/2021	AZYURA	WATERBITS LICENSING AND SMR/EDMR REPORT SERVICES	4,750.00	4,750.00
25466	12/15/2021	169998	ENVIRONMENTAL SCIENCE ASSOCIATES	HAYWARD FEASIBILITY STUDY WORK ORDER NO. 2	4,696.25	4,696.25
25455	12/15/2021	49995	CALCON	MDF PMS	1,240.25	2,548.38
25455	12/15/2021	49996	CALCON	OLEPS PMS	659.58	
25455	12/15/2021	49998	CALCON	HEPS PMS	648.55	
25471	12/29/2021	666105	VANTAGEPOINT	MISSION SQUARE DEFERRED COMPENSATION 12/31/2021	2,066.28	2,066.28
25450	12/15/2021	639248	VANTAGEPOINT	MISSION SQUARE DEFERRED COMPENSATION 12/15/2021	2,051.42	2,051.42
25470	12/15/2021	1307805	HANSON BRIDGETT	LEGAL SERVICES	1,375.00	1,800.00
25470	12/15/2021	1307806	HANSON BRIDGETT	LEGAL SERVICES	425.00	
25452	12/15/2021	52205706	CITY OF HAYWARD	BENEFIT PREMIUMS - DEC	1,345.92	1,345.92
25464	12/15/2021	4246044555687627	US BANK	PURCHASING CARD EXPENSES	1,185.74	1,185.74
25468	12/15/2021	035	CURRIE ENGINEERS, INC	PROJECT / CONSTRUCTION MANAGER SERVICES - WORK ORDER NO. 2	1,130.25	1,130.25
25467	12/15/2021	Oct-21	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - OCT	375.00	750.00
25467	12/15/2021	Nov-21	EVERARDO OROZCO LANDSCAPE MANAGEMENT	LANDSCAPING SERVICES - NOV	375.00	
25454	12/15/2021	1746192-21	SCIF	WORKERS COMPENSATION PREMIUM - DEC	679.25	679.25
25479	12/29/2021	40117	BA MORRISON	HVAC SERVICE - HEPS	390.00	650.00
25479	12/29/2021	40116	BA MORRISON	HVAC SERVICE - ADMIN	260.00	
25478	12/29/2021	8321	CAYUGA INFORMATION SYSTEMS	IT SERVICES	525.00	525.00
25476	12/29/2021	00013.11-10	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 2	488.25	488.25

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
December 2021

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25460	12/15/2021	32792574	PITNEY BOWES INC	POSTAGE METER RESERVE ACCOUNT FOR DIGITAL MAILING SYSTEM	300.00	300.00
25485	12/29/2021	10110000001	EBMUD	WATER & SEWER, MDF OCT-DEC	271.34	271.34
25462	12/15/2021	217599072	ORKIN	PEST CONTROL SERVICES - MDF	200.00	200.00
25474	12/29/2021	510-483-0439	AT&T	TELEPHONE SERVICE - MDF	196.51	196.51
25458	12/15/2021	3105184190	PITNEY BOWES INC	QUARTERLY LEASING CHARGE FOR DIGITAL MAILING SYSTEM	162.96	162.96
25483	12/29/2021	628058	CALTEST	LAB TESTING SERVICES	159.60	159.60
25461	12/15/2021	0099212-IN	KOFFLER ELECTRICAL MECHANICAL	ELECTRICAL SERVICES	158.38	158.38
25469	12/15/2021	49459	COMPUTER COURAGE	WEBSITE HOSTING - DEC	150.00	150.00
25465	12/15/2021	DEC-21	SPUR	MEMBERSHIP RENEWAL FOR JAQUELINE ZIPKIN	100.00	100.00
25484	12/29/2021	3398355	CALTRONICS	COPIER USAGE AND MAINTENANCE	85.55	85.55
25463	12/15/2021	420243G	R&S OVERHEAD GARAGE DOOR INC	MULTICODE SINGLE BUTTON REMOTES	77.53	77.53
25457	12/15/2021	9894046638	VERIZON WIRELESS	WIRELESS PHONE SERVICES	61.38	61.38
25475	12/29/2021	9894860103	VERIZON WIRELESS	MODEM FOR SCADA	21.34	21.34
TOTAL CHECK PAYMENTS					172,211.53	172,211.53
ELECTRONIC PAYMENTS						
	12/02/2021	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	37,292.01	37,292.01
	12/07/2021	100000016622348	CALPERS	HEALTH PREMIUMS - NOV	6,907.99	6,907.99
	12/02/2021	100000016585143	CALPERS	PENSION CONTRIBUTION, CLASSIC 11/16 - 30/2021	4,575.23	4,575.23
	12/21/2021	100000016618911	CALPERS	PENSION CONTRIBUTION, CLASSIC 12/01 - 15/2021	4,575.23	4,575.23
	12/02/2021	100000016630214	CALPERS	PENSION CONTRIBUTION, PEPRA 11/16 - 30/2021	157.51	157.51
	12/21/2021	100000016618952	CALPERS	PENSION CONTRIBUTION, PEPRA 12/01 - 15/2021	157.51	157.51
	12/13/2021		WELLS FARGO BANK	CLIENT ANALYSIS SERVICE CHARGE	27.21	27.21
TOTAL ELECTRONIC PAYMENTS					53,692.69	53,692.69
PAYROLL						
			ADP, LLC	PAYROLL PERIOD: 12/16-31/2021	23,924.60	23,924.60
			ADP, LLC	PAYROLL PERIOD: 12/01-15/2021	21,199.35	21,199.35
	12/03/2021	593338144	ADP, LLC	PAYROLL FEES, PERIOD: 11/15-30/2021	88.25	88.25
	12/24/2021	594806888	ADP, LLC	PAYROLL FEES, PERIOD: 12/01-15/2021	75.00	75.00
TOTAL PAYROLL					45,287.20	45,287.20
TOTAL DISBURSEMENTS						271,191.42

ITEM NO. FM5 TREASURER'S REPORT FOR DECEMBER 2021

The beginning cash balance on December 1, 2021 was \$4,632,887.66. The ending cash balance on December 31, 2021 was \$4,491,611.99. Total receipts for the period were \$129,915.76 and disbursements totaled \$271,191.42. EBDA's LAIF balance is \$3,260,119.57 and the average monthly effective yield for December was 0.21%.

EBDA currently has a two-pronged investment approach that includes Local Agency Investment Fund (LAIF) and traditional bank accounts.

Approval is recommended.

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

DECEMBER 31, 2021

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,606,552.19		236,685.99	1,369,866.20
13	PLANNING & SPECIAL STUDIES	393,396.23	19,374.54	18,899.07	393,871.70
14	RECLAMATION O & M (SKYWEST)	58,568.74		238.56	58,330.18
15	BRINE ACCEPTANCE	72,655.40	110,541.22	11,767.55	171,429.07
31	RENEWAL & REPLACEMENT	2,501,715.10		3,600.26	2,498,114.84
TOTALS		4,632,887.66	129,915.76	271,191.43	4,491,611.99

Dec-21

1/19/2022

SUPPLEMENTAL TREASURERS REPORT

DATE	TRANSACTION	RECEIPT	DISBURSEMENT CHECKING	DISBURSEMENT PAYROLL	PAYROLL TRANSFER	LAIF TRANSFER	WELLS FARGO CHECKING BALANCE	WELLS FARGO PAYROLL BALANCE	LAIF BALANCE	TOTAL CASH
11/30/21	BALANCE						1,340,713.17	32,054.91	3,260,119.57	4,632,887.66
12/02/21	ELECTRONIC BILL PAY		37,292.01				1,303,421.16	32,054.91	3,260,119.57	4,595,595.64
12/02/21	ELECTRONIC BILL PAY		4,575.23				1,298,845.93	32,054.91	3,260,119.57	4,591,020.41
12/02/21	ELECTRONIC BILL PAY		157.51				1,298,688.42	32,054.91	3,260,119.57	4,590,862.90
12/03/21	PAYROLL FEES			88.25			1,298,688.42	31,966.66	3,260,119.57	4,590,774.65
12/07/21	ELECTRONIC BILL PAY		6,907.99				1,291,780.43	31,966.66	3,260,119.57	4,583,866.66
12/10/21	PAYROLL TRANSFER				50,000.00		1,241,780.43	81,966.66	3,260,119.57	4,583,866.66
12/13/21	ANALYSIS FEE		27.21				1,241,753.22	81,966.66	3,260,119.57	4,583,839.45
12/14/21	PAYROLL			21,199.35			1,241,753.22	60,767.31	3,260,119.57	4,562,640.10
12/15/21	DISBURSEMENT		80,003.28				1,161,749.94	60,767.31	3,260,119.57	4,482,636.82
12/20/21	DEPOSIT - CARGILL	110,541.22					1,272,291.16	60,767.31	3,260,119.57	4,593,178.04
12/21/21	ELECTRONIC BILL PAY		4,575.23				1,267,715.93	60,767.31	3,260,119.57	4,588,602.81
12/21/21	ELECTRONIC BILL PAY		157.51				1,267,558.42	60,767.31	3,260,119.57	4,588,445.30
12/22/21	DEPOSIT - ABAG	19,374.54					1,286,932.96	60,767.31	3,260,119.57	4,607,819.84
12/24/21	PAYROLL FEES			75.00			1,286,932.96	60,692.31	3,260,119.57	4,607,744.84
12/29/21	PAYROLL			23,924.60			1,286,932.96	36,767.71	3,260,119.57	4,583,820.24
12/29/21	DISBURSEMENT		92,208.25				1,194,724.71	36,767.71	3,260,119.57	4,491,611.99

TOTAL	129,915.76	225,904.22	45,287.20	50,000.00	-	1,194,724.71	36,767.71	3,260,119.57	4,491,611.99
CURRENT BALANCE						①	②	③	

Reconciliation

① Per Bank Statement @ 12/31/21	\$ 1,288,428.88
Less: Outstanding Checks	93,704.17
	\$ 1,194,724.71
② Per Bank Statement @ 12/31/21	\$ 36,767.71
③ Per LAIF Statement @ 12/31/21	\$ 3,260,119.57

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 FY 2022/2023 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 EAST BAY COMMUNITY ENERGY PLAN OPTIONS

Recommendation

Provide direction to staff on any recommended changes to the Authority’s energy plan selections.

Background

In 2018, [East Bay Community Energy](#) (EBCE) began providing electric energy service to Alameda County customers. EBCE is a public agency formed by the County of Alameda and eleven of its cities. The goals of EBCE are to provide cleaner, greener energy than PG&E at lower rates to customers. EBCE reinvests earnings back into the community to create local green energy jobs, local programs, and clean power projects.

At the outset, EBCE offered three plans:

Bright Choice	1.5% discount from PG&E rates	85% carbon free and of that, 38% renewable
Brilliant 100	Same rate as PG&E	100% carbon free, 40% renewable
Renewable 100	\$0.01 per kWh above PG&E rates	100% renewable

Enrollment in EBCE plans happened automatically in November 2018. EBCE initially enrolled the accounts for EBDA facilities in plans consistent with the plans selected by the cities in which those facilities reside. The facilities located in San Leandro and San Lorenzo - MDF, SLEPS, and OLEPS – were on the Bright Choice Plan. HEPS was on the Brilliant 100 Plan, as chosen by Hayward. EBDA does not have an account for UEPS; electric services are billed through USD.

After considering the costs and benefits of the plan options, the Commission directed enrollment of all EBDA facilities in the Brilliant 100 Plan.

Discussion

In January 2022, EBCE eliminated the Brilliant 100 plan from its offerings. The updated options are as follows:

Bright Choice	1% below PG&E rates	40% renewable (5-9% more renewable than PG&E)
Renewable 100	\$0.01 per kWh above PG&E rates	100% renewable

EBDA now needs to select a new plan for the facilities for which it receives electric bills: MDF, OLEPS, and HEPS. Staff is seeking Committee direction on the preferred plan for these EBDA facilities. For now, EBDA is enrolled in the Bright Choice plan.

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
January 24, 2022

In FY 2020/2021, EBDA spent \$379,353 on electricity at MDF, OLEPS, and HEPS, however staff notes that FY 2020/2021 was a very dry year. Based on FY 2020/2021 energy usage and accounting for this year's wet weather, staff estimates that selecting the Bright Choice plan will result in an annual cost savings of \$1,300. Staff estimates that switching to the Renewable 100 plan it will cost an additional \$21,000 annually, relative to current costs.