



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
FAX (510) 278-6547

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. 13

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, March 14, 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 February 2022
(The Committee will review the List of Disbursements.)

FM5. Treasurer's Report for February 2022
(The Committee will review the Treasurer's Report.)

FM6. Pension Fund Status Update
(The Committee will review the status of the Authority's pension plan.)

FM7. Preliminary Budget Considerations
(The Committee will provide feedback to staff on considerations for the FY 2022/2023 Budget.)

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
March 14, 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, April 18, 2022 at 10:00 a.m.**

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
February 2022

CHECKS (SORTED BY AMOUNT)

| Check # | Payment Date | Invoice # | Vendor Name | Description | Invoice Amount | Disbursement Amount |
|---------|--------------|------------------|--------------------------------------|--|----------------|---------------------|
| 25535 | 02/15/2022 | 386409 | CITY OF SAN LEANDRO | O&M - DEC | 31,230.43 | 31,230.43 |
| 25560 | 02/28/2022 | 002830 | UNION SANITARY DISTRICT | O&M - JAN | 21,688.67 | 21,688.67 |
| 25553 | 02/28/2022 | 172033 | ENVIRONMENTAL SCIENCE ASSOCIATES | FIRST MILE PROJECT WORK ORDER NO. 1 | 7,975.00 | 14,858.50 |
| 25553 | 02/28/2022 | 172038 | ENVIRONMENTAL SCIENCE ASSOCIATES | HAYWARD FEASIBILITY STUDY WORK ORDER NO. 2 | 6,883.50 | |
| 25561 | 02/28/2022 | 49814033 | UNIVAR | SODIUM BISULFITE - DELIVERED 01/31/2022 | 6,381.61 | 12,741.61 |
| 25561 | 02/28/2022 | 49855575 | UNIVAR | SODIUM BISULFITE - DELIVERED 02/14/2022 | 6,360.00 | |
| 25548 | 02/28/2022 | 11435259 | BROWN & CALDWELL | ENGINEERING SERVICES - BRINE ASSESSMENT | 10,315.11 | 10,315.11 |
| 25557 | 02/28/2022 | 188947 | MEYERS NAVE | LEGAL SERVICES - BRINE PROJECT | 9,325.00 | 10,190.20 |
| 25557 | 02/28/2022 | 188946 | MEYERS NAVE | LEGAL SERVICES - JAN | 865.20 | |
| 25559 | 02/28/2022 | 6573 | ORO LOMA SANITARY DISTRICT | O&M - JAN | 7,764.52 | 7,764.52 |
| 25552 | 02/28/2022 | Nov-21 | DEBORAH QUINN | ACCOUNTING SERVICES - NOV | 7,569.38 | 7,569.38 |
| 25537 | 02/15/2022 | INV-070877 | BLACKBAUD | ACCOUNTING SOFTWARE SUBSCRIPTION RENEWAL | 7,094.31 | 7,094.31 |
| 25555 | 02/28/2022 | 00013.14-2 | LARRY WALKER ASSOCIATES | PROFESSIONAL SERVICES - WORK ORDER NO. 4 | 4,508.00 | 5,651.75 |
| 25555 | 02/28/2022 | 00013.12-8 | LARRY WALKER ASSOCIATES | PROFESSIONAL SERVICES - WORK ORDER NO. 3 | 1,143.75 | |
| 25550 | 02/28/2022 | FB19596 | CAROLLO ENGINEERS | ENGINEERING SERVICES - WORK ORDER NO. 4 | 2,133.00 | 3,465.00 |
| 25550 | 02/28/2022 | FB19985 | CAROLLO ENGINEERS | ENGINEERING SERVICES - WORK ORDER NO. 3 | 958.50 | |
| 25550 | 02/28/2022 | FB19594 | CAROLLO ENGINEERS | ENGINEERING SERVICES - WORK ORDER NO. 1 | 373.50 | |
| 25562 | 02/28/2022 | 699771 | VANTAGEPOINT | MISSION SQUARE DEFERRED COMPENSATION 02/28/2022 | 2,137.96 | 2,137.96 |
| 25534 | 02/15/2022 | 691228 | VANTAGEPOINT | MISSION SQUARE DEFERRED COMPENSATION 02/15/2022 | 2,132.95 | 2,132.95 |
| 25536 | 02/15/2022 | 52205709 | CITY OF HAYWARD | BENEFIT PREMIUMS - FEB | 1,366.83 | 1,366.83 |
| 25540 | 02/15/2022 | S16388 | CRANE WORKS, INC | ANNUAL INSPECTION & TESTING OF 15-TON BRIDGE CRANE | 1,270.00 | 1,270.00 |
| 25551 | 02/28/2022 | 8338 | CAYUGA INFORMATION SYSTEMS | IT SERVICES | 997.50 | 997.50 |
| 25543 | 02/15/2022 | 630019 | CALTEST | LAB TESTING SERVICES | 833.90 | 833.90 |
| 25554 | 02/28/2022 | Jan-22 | EVERARDO OROZCO LANDSCAPE MANAGEMENT | LANDSCAPE SERVICES - JAN | 375.00 | 750.00 |
| 25554 | 02/28/2022 | Feb-22 | EVERARDO OROZCO LANDSCAPE MANAGEMENT | LANDSCAPE SERVICES - FEB | 375.00 | |
| 25538 | 02/15/2022 | 1746192-21 | SCIF | WORKERS COMPENSATION PREMIUM - FEB | 679.25 | 679.25 |
| 25541 | 02/15/2022 | 8332 | CAYUGA INFORMATION SYSTEMS | IT SERVICES | 630.00 | 630.00 |
| 25542 | 02/15/2022 | 4246044555687627 | US BANK | PURCHASING CARD EXPENSES | 412.94 | 412.94 |
| 25545 | 02/15/2022 | CD_000354681 | RINGCENTRAL INC | DIGITAL PHONE SERVICE | 203.72 | 274.38 |
| 25545 | 02/15/2022 | INV2468793 | RINGCENTRAL INC | DIGITAL PHONE SERVICE | 70.66 | |
| 25558 | 02/28/2022 | 217599081 | ORKIN | PEST CONTROL SERVICES - MDF | 200.00 | 200.00 |
| 25547 | 02/28/2022 | 510-483-0439 | AT&T | TELEPHONE SERVICE - MDF | 198.75 | 198.75 |
| 25544 | 02/15/2022 | 49947 | COMPUTER COURAGE | WEBSITE HOSTING SERVICE | 150.00 | 150.00 |

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
February 2022

| Check # | Payment Date | Invoice # | Vendor Name | Description | Invoice Amount | Disbursement Amount |
|----------------------------------|--------------|-----------------|-------------------------------|--|-------------------|---------------------|
| 25556 | 02/28/2022 | 9071 | MBC CUSTODIAL SERVICES INC | JANITORIAL SERVICES - JAN | 130.00 | 130.00 |
| 25549 | 02/28/2022 | 3438891 | CALTRONICS | COPIER USAGE AND MAINTENANCE | 102.53 | 102.53 |
| 25546 | 02/28/2022 | 2024200 | ALPHA ANALYTICAL LABORATORIES | LAB SAMPLES FOR SKYWEST | 85.00 | 85.00 |
| 25539 | 02/15/2022 | 9898529017 | VERIZON WIRELESS | WIRELESS PHONE SERVICES | 62.07 | 62.07 |
| 25563 | 02/28/2022 | 9899343472 | VERIZON WIRELESS | MODEM FOR SCADA | 22.02 | 22.02 |
| TOTAL CHECK PAYMENTS | | | | | 145,005.56 | 145,005.56 |
| ELECTRONIC PAYMENTS | | | | | | |
| | 02/01/2022 | 5105948980-0 | PG&E | GAS & ELECTRIC SERVICE | 45,818.41 | 45,818.41 |
| | 02/08/2022 | 100000016682802 | CALPERS | HEALTH PREMIUMS - FEB | 7,136.03 | 7,136.03 |
| | 02/03/2022 | 100000016639046 | CALPERS | PENSION CONTRIBUTION, CLASSIC 1/16 - 31/2022 | 4,704.60 | 4,704.60 |
| | 02/17/2022 | 100000016676155 | CALPERS | PENSION CONTRIBUTION, CLASSIC 2/16 - 28/2022 | 4,704.60 | 4,704.60 |
| | 02/03/2022 | 100000016639080 | CALPERS | PENSION CONTRIBUTION, PEPRA 1/16 - 31/2022 | 157.51 | 157.51 |
| | 02/17/2022 | 100000016676162 | CALPERS | PENSION CONTRIBUTION, PEPRA 2/16 - 28/2022 | 157.51 | 157.51 |
| | 02/11/2022 | | WELLS FARGO | CLIENT ANALYSIS CHARGE | 56.38 | 56.38 |
| TOTAL ELECTRONIC PAYMENTS | | | | | 62,735.04 | 62,735.04 |
| PAYROLL | | | | | | |
| | 02/25/2022 | | ADP, LLC | PAYROLL PERIOD: 02/16-28/2022 | 24,557.03 | 24,557.03 |
| | 02/14/2022 | | ADP, LLC | PAYROLL PERIOD: 02/01-15/2022 | 21,760.01 | 21,760.01 |
| | 02/04/2022 | 598369165 | ADP, LLC | PAYROLL FEES, 01/16-31/2022 | 88.25 | 88.25 |
| | 02/18/2022 | 599355089 | ADP, LLC | PAYROLL FEES, 02/01-15/2022 | 75.00 | 75.00 |
| | 02/23/2022 | 599503577 | ADP, LLC | PAYROLL FEES, TAX REPORTING | 34.75 | 34.75 |
| TOTAL PAYROLL | | | | | 46,515.04 | 46,515.04 |
| TOTAL DISBURSEMENTS | | | | | 254,255.64 | 254,255.64 |

ITEM NO. FM5 TREASURER'S REPORT FOR FEBRUARY 2022

The beginning cash balance on February 1, 2022 was \$4,408,109.35. The ending cash balance on February 28, 2022 was \$4,840,904.86. Total receipts for the period were \$687,051.15 and disbursements totaled \$254,255.64. EBDA's LAIF balance is \$3,761,821.23 and the average monthly effective yield for February was 0.28%.

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
February 28, 2022**

| FUND | DESCRIPTION | BEGINNING CASH BALANCE | DEBITS (INCREASE) | CREDITS (DECREASE) | ENDING CASH BALANCE |
|--------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12 | OPERATIONS & MAINTENANCE | 1,590,193.15 | 499,713.73 | 210,142.80 | 1,879,764.08 |
| 13 | PLANNING & SPECIAL STUDIES | 151,634.54 | 217,938.55 | 15,817.00 | 353,756.09 |
| 14 | RECLAMATION O & M (SKYWEST) | 63,318.32 | | 497.48 | 62,820.84 |
| 15 | BRINE ACCEPTANCE | 69,507.78 | 179,398.87 | 25,665.36 | 223,241.29 |
| 31 | RENEWAL & REPLACEMENT | 2,533,455.56 | (210,000.00) | 2,133.00 | 2,321,322.56 |
| TOTALS | | 4,408,109.35 | 687,051.15 | 254,255.64 | 4,840,904.86 |

Feb-22

3/9/2022

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 |
|----------|------------------------|-------------------|--------------------------|-------------------------|---------------------|-------------------|---------------------------------------|--------------------------------------|---------------------|---------------------|
| 01/31/22 | BALANCE | | | | | | 1,115,822.82 | 30,465.30 | 3,261,821.23 | 4,408,109.35 |
| 02/01/22 | DEPOSIT - CVSD & UNION | 507,652.28 | | | | | 1,623,475.10 | 30,465.30 | 3,261,821.23 | 4,915,761.63 |
| 02/01/22 | ELECTRONIC BILL PAY | | 45,818.41 | | | | 1,577,656.69 | 30,465.30 | 3,261,821.23 | 4,869,943.22 |
| 02/03/22 | ELECTRONIC BILL PAY | | 4,704.60 | | | | 1,572,952.09 | 30,465.30 | 3,261,821.23 | 4,865,238.62 |
| 02/03/22 | ELECTRONIC BILL PAY | | 157.51 | | | | 1,572,794.58 | 30,465.30 | 3,261,821.23 | 4,865,081.11 |
| 02/04/22 | PAYROLL FEES | | | 88.25 | | | 1,572,794.58 | 30,377.05 | 3,261,821.23 | 4,864,992.86 |
| 02/08/22 | ELECTRONIC BILL PAY | | 7,136.03 | | | | 1,565,658.55 | 30,377.05 | 3,261,821.23 | 4,857,856.83 |
| 02/11/22 | ANALYSIS FEE | | 56.38 | | | | 1,565,602.17 | 30,377.05 | 3,261,821.23 | 4,857,800.45 |
| 02/14/22 | PAYROLL TRANSFER | | | | 30,000.00 | | 1,535,602.17 | 60,377.05 | 3,261,821.23 | 4,857,800.45 |
| 02/14/22 | PAYROLL | | | 21,760.01 | | | 1,535,602.17 | 38,617.04 | 3,261,821.23 | 4,836,040.44 |
| 02/15/22 | LAIF TRANSFER | | | | | 500,000.00 | 1,035,602.17 | 38,617.04 | 3,761,821.23 | 4,836,040.44 |
| 02/15/22 | DISBURSEMENT | | 46,137.06 | | | | 989,465.11 | 38,617.04 | 3,761,821.23 | 4,789,903.38 |
| 02/17/22 | ELECTRONIC BILL PAY | | 4,704.60 | | | | 984,760.51 | 38,617.04 | 3,761,821.23 | 4,785,198.78 |
| 02/17/22 | ELECTRONIC BILL PAY | | 157.51 | | | | 984,603.00 | 38,617.04 | 3,761,821.23 | 4,785,041.27 |
| 02/18/22 | PAYROLL FEES | | | 75.00 | | | 984,603.00 | 38,542.04 | 3,761,821.23 | 4,784,966.27 |
| 02/22/22 | DEPOSIT - CARGILL | 179,398.87 | | | | | 1,164,001.87 | 38,542.04 | 3,761,821.23 | 4,964,365.14 |
| 02/23/22 | PAYROLL FEES | | | 34.75 | | | 1,164,001.87 | 38,507.29 | 3,761,821.23 | 4,964,330.39 |
| 02/25/22 | PAYROLL | | | 24,557.03 | | | 1,164,001.87 | 13,950.26 | 3,761,821.23 | 4,939,773.36 |
| 02/28/22 | DISBURSEMENT | | 98,868.50 | | | | 1,065,133.37 | 13,950.26 | 3,761,821.23 | 4,840,904.86 |
| | TOTAL | 687,051.15 | 207,740.60 | 46,515.04 | 30,000.00 | 500,000.00 | 1,065,133.37 | 13,950.26 | 3,761,821.23 | 4,840,904.86 |
| | CURRENT BALANCE | | | | | | ^① | ^② | ^③ | |

Reconciliation

| | |
|--------------------------------|-----------------|
| ① Per Bank Statement @ 2/28/22 | \$ 1,165,368.70 |
| Less: Outstanding Checks | 100,235.33 |
| | \$ 1,065,133.37 |
| ② Per Bank Statement @ 2/28/22 | \$ 13,950.26 |
| ③ Per LAIF Statement @ 2/28/22 | \$ 3,761,821.23 |

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 PENSION FUND STATUS UPDATE

Recommendation

This information is for the Committee to review and provide direction to staff.

Background

The Authority participates in the California Public Employees' Retirement System (CalPERS) for its pension benefits. In 2019, the Authority adopted Other Post-Employment Benefit (OPEB) and Pension Funding Policies, including target funding levels of 80% and 95%, respectively. The Authority made lump sum pre-payments to both funds in 2020, prior to the effective date of the Amended and Restated Joint Exercise of Powers Agreement (JPA), with the intention of reaching these targets. The Additional Discretionary Payment (ADP) made to the Authority's pension fund in 2020 was \$645,000.

This report provides information on the status of the Authority's pension fund. An update on the status of the Authority's California Employers' Retiree Benefit Trust (CERBT) fund for OPEB will be provided to the Committee next month.

Discussion

The Authority's projected funded status on its primary fund as of June 30, 2022 is 97.5%. This assumes a conservative rate of return in FY 2020/2021 of 2.50%. Using a rate of return assumption of 6.80%, equivalent to CalPERS' long-term projection, the Authority's fund is actually in surplus, at 101.7%.

As noted above, the 2020 payment was calculated based on reaching a target of 95% funded. However, the actual rate of return for the fund over the past year was 21.3%, approximately three times the rate CalPERS previously projected. The table below summarizes the current status. June 30, 2020 represents the most recent formal valuation.

| | As of June 30, 2020 | Projected June 30, 2022 (assuming 2.50% rate of return) |
|----------------------------------|---------------------|--|
| Accrued Liability | \$ 4,858,986 | \$5,401,599 |
| Plan's Market Value of Assets | \$ 4,444,457 | \$5,264,124 |
| Unfunded Accrued Liability (UAL) | \$ 414,529 | \$137,475 |
| Funded Ratio | 91.5% | 97.5% |

Because EBDA's funded status is projected to exceed the policy target, staff does not recommend making any additional discretionary payment this year. EBDA will still make its annual minimum required contribution. EBDA does not subsidize employee contributions.

Though most of the Authority's retirees and staff are on CalPERS' "Classic" Plan, EBDA also now has a PEPRA (Public Employees' Pension Reform Act) pension fund. As of

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
March 14, 2022

June 30, 2022, the unfunded accrued liability (UAL) for that fund was \$249 and the funded ratio was 97.4%.

ITEM NO. FM7 PRELIMINARY BUDGET CONSIDERATIONS

Recommendation

This information is for the Committee's information only, and no action is required.

Background

The Authority's Amended and Restated JPA states the following:

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

A complete draft budget for FY 2022/2023 will be presented for the Committee's consideration in April 2022, with a goal of Commission adoption in May 2022. Staff does not expect significant changes from the FY 2021/2022 budget.

Staff notes the following considerations:

- Labor and benefits assumptions were reviewed with the Personnel Committee in February 2022. Per that Committee's direction, staff is assuming a 4% cost of living adjustment for salaries. Overall, salary and benefits costs are expected to increase by approximately 5%.
- The State Water Resources Control Board is currently expecting to increase National Pollutant Discharge Elimination System (NPDES) Permit Fees by 7.3%. This would be on top of the 11.8% increase implemented last year, and would bring the Authority's NPDES Permit Fee to approximately \$647,000, which is about 12% of the Authority's overall budget. The SWRCB continues refining their fee schedule each year until August, and fee increases could go up or down in that time. Staff is assuming the 7.3% for now and will keep the Commission apprised of changes.
- Implementation of the permit amendment for total residual chlorine will decrease EBDA's expected use of sodium bisulfite (SBS) significantly.
- At the same time, chemicals costs are rising steeply. Based on the recent Bay Area Chemical Consortium bidding process, the unit price for sodium hypochlorite is doubling. PG&E costs are also expected to increase.

While many EBDA costs are relatively fixed from year to year based on basic operational needs, Special Studies are an area where the Commission has significant discretion to consider different options. Staff is not recommending any new Special Studies at this

Agenda Explanation
 East Bay Dischargers Authority
 Financial Management Committee
 March 14, 2022

time. As outlined below, staff is recommending that a number of existing projects be carried over to FY 2022/2023.

| Carryover of Existing Funding | | |
|--------------------------------------|-----------|---|
| Strategic Planning | \$10,000 | As discussed previously, with implementation of the new JPA, it is timely for the Authority to undertake a strategic planning process. Based on feedback from the MAC and Commission, this exercise was deferred until in-person meetings can resume. Staff proposes to carry over this line item, which provides flexibility to contract for external facilitation support if desired. |
| NPDES Permit Reissuance | \$20,000 | The Authority's NPDES permit reissuance is slated for June or July 2022. The Commission approved a contract with EOA, Inc. to provide technical assistance with the application and reissuance process. Staff recommends carrying over \$20,000 of the existing \$100,000 budget to fund any continuing support needed from EOA to complete the permit reissuance process and begin implementation. |
| Transport System Inspection | \$10,000 | Brown & Caldwell completed a Transport System Inspection in 2018 and they are currently working on finalizing the Transport System Seismic Reliability Plan that was used during the JPA negotiations. Staff is recommending carrying over the remainder of the funds to develop consistent manhole specifications. |
| Biosolids Feasibility Study | \$100,000 | As discussed with the Commission, staff has been working with the MAC on a process to identify potential partners and/or solutions for joint biosolids management among EBDA and LAVWMA's members. To date, the effort has progressed without the need for engaging outside services. Staff recommends carrying over the allotted funds to allow for flexibility in funding the |

Agenda Explanation
 East Bay Dischargers Authority
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 March 14, 2022

| | | |
|-------------------------|----------|--|
| | | efforts of consultants and/or private partners as the project progresses. |
| Solar Feasibility Study | \$20,000 | Staff has been engaged over the past year in identifying feasible options for providing solar electricity for OLEPS and HEPS. Efforts to date have not required outside funding. USD has recently embarked on an Energy Resilience Study for its facilities and has offered to include EBDA's facilities in the evaluation. Staff recommends carrying over the allotted funds to reimburse USD for the consultant's efforts. |

Staff expects to continue due diligence and CEQA efforts associated with the Cargill project in FY 2022/2023. This project will continue to be shown as part of a separate brine fund that recognizes the revenue associated with Cargill's complete reimbursement of EBDA's expenditures.