



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. 15

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, May 16, 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 April 2022
(The Committee will review the List of Disbursements.)

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

FM6. Third Quarter Expense Summary, Fiscal Year 2021/2022
(The Committee will review the third quarter expenses for FY 2021/2022.)

FM7. Motion Setting the City of Hayward Recycled Water Fee for FY 2022/2023 at \$9000 per Quarter
(The Committee will consider the motion.)

FM8. Resolution Adopting the East Bay Dischargers Authority's Fiscal Year 2022/2023 Budget
(The Committee will consider the resolution.)

FM9. 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

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
May 16, 2022

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.

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, June 13, 2022 at 10:00 a.m.**

ITEM NO. FM4 LIST OF DISBURSEMENTS FOR APRIL 2022

The itemized List of Disbursements for the month of April 2022 totaled \$303,964.48.

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
April 2022

CHECKS (SORTED BY AMOUNT)

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25604	04/18/2022	387199	CITY OF SAN LEANDRO	O&M - FEB	29,671.55	29,671.55
25605	04/18/2022	6604	ORO LOMA SANITARY DISTRICT	O&M - MAR	28,008.84	28,008.84
25620	04/28/2022	002841	UNION SANITARY DISTRICT	O&M - MAR	25,238.28	25,238.28
25633	04/28/2022	20210105.02-3	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	22,122.50	22,122.50
25619	04/28/2022	349405	CITY OF HAYWARD	O&M - QUARTERLY JAN-MAR	19,113.38	19,113.38
25629	04/28/2022	173669	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	12,885.00	16,716.25
25629	04/28/2022	173670	ENVIRONMENTAL SCIENCE ASSOCIATES	HAYWARD FEASIBILITY STUDY WORK ORDER NO. 2	3,831.25	
25627	04/28/2022	50161248	UNIVAR	SODIUM BISULFITE - DELIVERED 04/15/2022	6,478.88	12,938.84
25627	04/28/2022	50127354	UNIVAR	SODIUM BISULFITE - DELIVERED 04/01/2022	6,459.96	
25616	04/18/2022	20210105.02-2	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	9,810.00	9,810.00
25624	04/28/2022	00013.14-4	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 4	6,162.75	8,296.25
25624	04/28/2022	00013.12-9	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 3	2,133.50	
25613	04/18/2022	11440236	BROWN & CALDWELL	ENGINEERING SERVICES - BRINE ASSESSMENT	6,320.22	6,320.22
25608	04/18/2022	50828	CALCON	MDF AUTOMATION UPGRADE	2,380.00	5,966.50
25608	04/18/2022	50830	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - OLEPS	1,882.76	
25608	04/18/2022	50825	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - MDF	595.10	
25608	04/18/2022	50945	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - OLEPS	595.10	
25608	04/18/2022	50697	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - MDF	513.54	
25630	04/28/2022	4/5/2022	AZYURA	WATERBITS LICENSING AND SMR/EDMR REPORT SERVICES	4,750.00	4,750.00
25622	04/28/2022	Jan-22	DEBORAH QUINN	ACCOUNTING SERVICES - JAN	3,733.13	3,733.13
25601	04/18/2022	JAN-MAR 2022	KARL D. ROYER	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	3,723.36	3,723.36
25604	04/18/2022	726625	VANTAGEPOINT	MISSION SQUARE DEFERRED COMPENSATION 04/15/2022	2,145.27	2,145.27
25618	04/28/2022	732225	VANTAGEPOINT	MISSION SQUARE DEFERRED COMPENSATION 03/31/2022	2,134.71	2,134.71
25614	04/18/2022	22016	NORTH BAY PENSIONS LLC	ACTUARIAL SERVICES FOR GASB 75 OPEB REPORTING	2,100.00	2,100.00
25606	04/18/2022	52205710	CITY OF HAYWARD	BENEFIT PREMIUMS - APR	1,366.83	1,366.83
25612	04/18/2022	4246044555687627	US BANK	PURCHASING CARD EXPENSES	1,217.93	1,217.93
25631	04/28/2022	631887	CALTEST	LAB TESTING SERVICES	833.90	833.90
25607	04/18/2022	1746192-21	SCIF	WORKERS COMPENSATION PREMIUM - APR	679.25	679.25
25625	04/28/2022	FB21504	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 4	621.00	621.00
25602	04/18/2022	JAN-MAR 2022	CHARLES V. WEIR	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	396.18	396.18
25611	04/18/2022	8344	CAYUGA INFORMATION SYSTEMS	IT SERVICES	367.50	367.50
25626	04/28/2022	230608274	ORKIN	PEST CONTROL SERVICES - MDF	217.00	217.00
25617	04/18/2022	CD_000382330	RINGCENTRAL INC	DIGITAL PHONE SERVICE	204.00	204.00

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
April 2022

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25621	04/28/2022	510-483-0439-716-6	AT&T	TELEPHONE SERVICE - MDF	198.31	198.31
25615	04/18/2022	50428	COMPUTER COURAGE	WEBSITE HOSTING - APR	150.00	191.25
25615	04/18/2022	50549	COMPUTER COURAGE	WEBSITE HOSTING - VIDEO	41.25	
25634	04/28/2022	9153	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - MAR	130.00	130.00
25610	04/18/2022	9261751383	GRAINGER	FORCE MAIN SUPPLIES	59.14	93.48
25610	04/18/2022	9261751375	GRAINGER	FORCE MAIN SUPPLIES	31.63	
25610	04/18/2022	9261943493	GRAINGER	FORCE MAIN SUPPLIES	2.71	
25628	04/28/2022	2043337	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	85.00
25632	04/28/2022	3479769	CALTRONICS	COPIER USAGE AND MAINTENANCE	70.71	70.71
25609	04/18/2022	9903097767	VERIZON WIRELESS	WIRELESS PHONE SERVICES	62.05	62.05
25623	04/28/2022	9903939345	VERIZON WIRELESS	MODEM FOR SCADA	22.02	22.02
TOTAL PAYMENTS					209,545.49	209,545.49
ELECTRNOIC PAYMENTS						
	04/04/2022	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	30,409.24	30,409.24
	04/06/2022	100000016746029	CALPERS	HEALTH PREMIUMS - APR	7,136.03	7,136.03
	04/04/2022	100000016676158	CALPERS	PENSION CONTRIBUTION, CLASSIC 3/16 - 31/2022	4,704.60	4,704.60
	04/21/2022	100000016712491	CALPERS	PENSION CONTRIBUTION, CLASSIC 4/1 - 15/2022	4,704.60	4,704.60
	04/21/2022	100000016712529	CALPERS	PENSION CONTRIBUTION, PEPRA 4/1 - 15/2022	259.89	259.89
	04/04/2022	100000016676166	CALPERS	PENSION CONTRIBUTION, PEPRA 3/16 - 31/2022	196.89	196.89
	04/11/2022		WELLS FARGO	CLIENT ANALYSIS CHARGE	55.83	55.83
TOTAL ELECTRONIC PAYMENTS					47,467.08	47,467.08
PAYROLL						
	04/28/2022		ADP, LLC	PAYROLL PERIOD: 04/16-30/2022	24,349.66	24,349.66
	04/14/2022		ADP, LLC	PAYROLL PERIOD: 04/01-15/2022	22,439.00	22,439.00
	04/08/2022	603045924	ADP, LLC	PAYROLL FEES, 03/16-31/2022	88.25	88.25
	04/22/2022	603994049	ADP, LLC	PAYROLL FEES, 04/01-15/2022	75.00	75.00
TOTAL PAYROLL					46,951.91	46,951.91
TOTAL DISBURSEMENTS					303,964.48	303,964.48

ITEM NO. FM5 TREASURER'S REPORT FOR APRIL 2022

The beginning cash balance on April 1, 2022 was \$4,596,590.60. The ending cash balance on April 30, 2022 was \$4,295,393.56. Total receipts for the period were \$2,767.44 and disbursements totaled \$303,964.48. EBDA's LAIF balance is \$3,764,588.67 and the average monthly effective yield for April was 0.52%.

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
 APRIL 30, 2022

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,674,144.24		218,506.93	1,455,637.31
13	PLANNING & SPECIAL STUDIES	388,756.06		32,322.78	356,433.28
14	RECLAMATION O & M (SKYWEST)	62,208.58		389.80	61,818.78
15	BRINE ACCEPTANCE	173,513.71		46,548.97	126,964.74
31	RENEWAL & REPLACEMENT	2,297,968.01	2,767.44	6,196.00	2,294,539.45
TOTALS		4,596,590.60	2,767.44	303,964.48	4,295,393.56

Apr-22

5/2/2022

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
03/31/22	BALANCE						807,413.95	27,355.42	3,761,821.23	4,596,590.60
04/04/22	ELECTRONIC BILL PAY		4,704.60				802,709.35	27,355.42	3,761,821.23	4,591,886.00
04/04/22	ELECTRONIC BILL PAY		196.89				802,512.46	27,355.42	3,761,821.23	4,591,689.11
04/04/22	ELECTRONIC BILL PAY		30,409.24				772,103.22	27,355.42	3,761,821.23	4,561,279.87
04/06/22	ELECTRONIC BILL PAY		7,136.03				764,967.19	27,355.42	3,761,821.23	4,554,143.84
04/08/22	PAYROLL FEES			88.25			764,967.19	27,267.17	3,761,821.23	4,554,055.59
04/11/22	ANALYSIS FEE		55.83				764,911.36	27,267.17	3,761,821.23	4,553,999.76
04/11/22	PAYROLL TRANSFER				30,000.00		734,911.36	57,267.17	3,761,821.23	4,553,999.76
04/14/22	PAYROLL			22,439.00			734,911.36	34,828.17	3,761,821.23	4,531,560.76
04/15/22	INTEREST	2,767.44				2,767.44	734,911.36	34,828.17	3,764,588.67	4,534,328.20
04/18/22	DISBURSEMENT		92,324.21				642,587.15	34,828.17	3,764,588.67	4,442,003.99
04/21/22	ELECTRONIC BILL PAY		4,704.60				637,882.55	34,828.17	3,764,588.67	4,437,299.39
04/21/22	ELECTRONIC BILL PAY		259.89				637,622.66	34,828.17	3,764,588.67	4,437,039.50
04/22/22	PAYROLL FEES			75.00			637,622.66	34,753.17	3,764,588.67	4,436,964.50
04/25/22	PAYROLL TRANSFER				25,000.00		612,622.66	59,753.17	3,764,588.67	4,436,964.50
04/28/22	PAYROLL			24,349.66			612,622.66	35,403.51	3,764,588.67	4,412,614.84
04/28/22	DISBURSEMENT		117,221.28				495,401.38	35,403.51	3,764,588.67	4,295,393.56

TOTAL	2,767.44	257,012.57	46,951.91	55,000.00	2,767.44	495,401.38	35,403.51	3,764,588.67	4,295,393.56
CURRENT BALANCE						^①	^②	^③	

Reconciliation

① Per Bank Statement @ 4/30/22	\$ 628,289.42
Less: Outstanding Checks	132,888.04
	\$ 495,401.38
② Per Bank Statement @ 4/30/22	\$ 35,403.51
③ Per LAIF Statement @ 4/30/22	\$ 3,764,588.67

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 THIRD QUARTER EXPENSE SUMMARY, FISCAL YEAR 2021/2022

Recommendation

Approve the Third Quarter Expense Summary for Fiscal Year 2021/2022.

Background

The Third Quarter Expense Summary for FY 2021/2022 is attached for the Committee's review. Expenses are presented by Program and by Account Code. These categories have been grouped to provide an overview of Authority expenses. The tables include discussion of particular items that varied significantly (>10%) from the budget. The tables also show revenue that offsets agency expenses, including reimbursements associated with the Nature-based Solutions project grant and the Cargill project.

Discussion

At the end of the third quarter, 75% through the fiscal year, EBDA's spending overall is under budget, at 61% spent, with O&M spending at 65% through the third quarter. Much of the O&M savings stems from drier than expected conditions leading to decreased chemical, energy, and operations costs for the pump stations.

East Bay Dischargers Authority

EXPENSE SUMMARY BY PROGRAM

FY 2021/2022 THROUGH MARCH 31, 2022 (75% of YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
O&M EFFLUENT DISPOSAL						
General Administration	\$796,014	\$1,293,380		(\$497,366)	62%	Budget for Commissioner compensation assumes maximum number of meetings and several Committees are currently on reduced schedules. Also, some salary costs are reimbursed by Cargill.
Outfall & Forcemains	\$119,355	\$181,977		(\$62,622)	66%	
Marina Dechlor Facility	\$285,377	\$510,454		(\$225,078)	56%	Low due to minimal wet weather and optimization of operations.
Oro Loma Pump Station	\$338,649	\$514,954		(\$176,305)	66%	
Hayward Pump Station	\$102,525	\$170,977		(\$68,452)	60%	Low due to minimal wet weather.
Union Pump Station	\$247,566	\$363,233		(\$115,667)	68%	
Bay & Effluent Monitoring	\$420,186	\$506,382		(\$86,196)	83%	BACWA annual dues paid in Q1.
TOTAL O&M EFFLUENT DISPOSAL	\$2,309,670	\$3,541,357		(\$1,231,687)	65%	
SPECIAL PROJECTS						
NPDES Permit Fees	\$602,837	\$593,473		\$9,364	102%	Annual NPDES permit fee was paid in Q2 and was higher than budgeted due to State Water Board increase.
NPDES Permit Issues	\$33,919	\$100,000		(\$66,081)	34%	NPDES permit negotiation has gone smoothly to date.
Regional Monitoring Program	\$203,736	\$280,000		(\$76,264)	73%	
Nutrient Surcharge	\$285,346	\$285,346		\$0	100%	Annual surcharge paid in Q1.
Water Research Foundation	\$23,407	\$25,580		(\$2,173)	92%	Annual membership fee paid in Q1.
Transport System Evaluation	\$0	\$20,000		(\$20,000)	0%	Work to date in this FY has not yet been invoiced.
JPA Legal Support	\$6,165	\$10,000		(\$3,835)	62%	Work is substantially complete.
AQPI	\$0	\$29,000		(\$29,000)	0%	EBDA will be invoiced next year by Sonoma Water due to project delays.
Operator Training Modules	\$16,000	\$16,000		\$0	100%	Work is complete.
Strategic Planning	\$0	\$10,000		(\$10,000)	0%	Work will begin next fiscal year.
Disinfection Master Plan	\$38,042	\$45,726		(\$7,684)	83%	Work is nearing completion.
Nature-Based Solutions Study	\$126,727	\$150,000	\$126,727	(\$150,000)	84%	All costs are reimbursed by EPA grant.
Biosolids Feasibility Study	\$0	\$100,000		(\$100,000)	0%	Work has begun, but external funds have not yet been needed.
Solar Feasibility Study	\$0	\$20,000		(\$20,000)	0%	Work has begun, but external funds have not yet been needed.
Bruce Wolfe Memorial	\$1,000	\$5,000		(\$4,000)	20%	Commission has committed \$1k.
OLSD Outreach Support	\$577	\$0	\$577	\$0	0%	Staff support for OLSD project.
NPDES Testing - CSL	\$1,500	\$1,500		\$0	100%	Hach WIMS invoice was paid in Q1.
NPDES Testing - OLSD	\$1,500	\$1,500		\$0	100%	Hach WIMS invoice was paid in Q1.
NPDES Testing - HAY	\$1,500	\$1,500		\$0	100%	Hach WIMS invoice was paid in Q1.
NPDES Testing - USD	\$1,500	\$1,500		\$0	100%	Hach WIMS invoice was paid in Q1.
TOTAL SPECIAL PROJECTS	\$1,343,756	\$1,696,125	\$127,304	(\$479,672)	87%	
TOTAL AGENCY-FUNDED PROGRAMS	\$3,653,426	\$5,237,482	\$127,304	(\$1,711,360)	67%	
WATER RECYCLING						
Skywest Golf Course	\$15,152	\$36,000	\$18,000			Operations spending reduced due to efficiencies, and capital deferred.
TOTAL WATER RECYCLING	\$15,152	\$36,000	\$18,000			
BRINE ACCEPTANCE						
Brine Acceptance	\$464,979	\$480,000	\$464,979			All work performed is reimbursed by Cargill. Not all expenses have yet been invoiced.
TOTAL BRINE ACCEPTANCE	\$464,979	\$480,000	\$464,979			
TOTAL ALL PROGRAMS	\$4,133,557	\$5,753,482	\$610,283	(\$2,230,208)	61%	

East Bay Dischargers Authority

EXPENSE SUMMARY BY ACCOUNT

FY 2021/2022 THROUGH MARCH 31, 2022 (75% OF YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
4010 - Salary	\$430,990	\$586,101	\$33,566	(\$188,676)	68%	Expenses for Cargill are reimbursed.
4020 - Benefits	\$180,467	\$269,324		(\$88,857)	67%	
4030 - Commissioner Compensation	\$21,120	\$45,000		(\$23,880)	47%	Budget assumes maximum number of meetings and several Committees are currently on reduced schedules.
4070 - Insurance	\$64,122	\$65,000	\$3,000	(\$3,878)	94%	Insurance premiums paid for the year.
4080 - Memberships & Subscriptions	\$144,054	\$147,702		(\$3,648)	98%	BACWA and WRF annual dues paid in Q1.
4100 - Supplies, Variable	\$181,351	\$312,000		(\$130,649)	58%	Dry weather has led to reduced chemical and energy demands.
4100 - Supplies, Fixed	\$6,723	\$22,000		(\$15,277)	31%	Office supply needs to date lower than budgeted.
4110 - Contract Services	\$59,649	\$104,280		(\$44,631)	57%	Limited contract support for O&M has been required.
4120 - Professional Services	\$892,210	\$1,294,976	\$558,717	(\$961,484)	26%	Certain Special Studies (e.g. biosolids) have been deferred while preliminary work proceeds.
4140 - Rents & Fees	\$1,104,109	\$1,161,099		(\$56,991)	95%	NPDES permit fee paid in Q2.
4141 - NPDES Fines	\$0	\$109,000		(\$109,000)	0%	Reserve funds in case of enforcement.
4150 - Maintenance & Repair	\$428,512	\$676,500	\$5,000	(\$252,988)	63%	Low due to minimal wet weather.
4160 - Monitoring	\$122,143	\$175,000	\$1,000	(\$53,857)	69%	
4170 - Travel	\$705	\$18,000		(\$17,295)	4%	Reduced travel due to COVID pandemic.
4190 - Utility, Fixed	\$9,921	\$17,500		(\$7,579)	57%	Negotiated more favorable telecom packages, including decreased costs for Verizon & AT&T.
4191 - Utility, Variable (PG&E)	\$487,457	\$660,000		(\$172,543)	74%	
4200 - Acquisitions & Other	\$25	\$90,000	\$9,000	(\$98,975)	-10%	Budget includes DSRSD brine fees.
TOTAL ALL ACCOUNTS	\$4,133,557	\$5,753,482	\$610,283	(\$2,230,208)	61%	

ITEM NO. FM7 MOTION SETTING THE CITY OF HAYWARD RECYCLED WATER FEE FOR FY 2022/2023 AT \$9000 PER QUARTER

Recommendation

Approve the motion setting recycled water fees at \$9000 per quarter (\$3000 per month) for FY 2022/2023.

Background

Since 1982, EBDA has been providing recycled water to Skywest Golf Course. The golf course property is owned by the City of Hayward (City) and was historically operated by Hayward Area Recreation and Park District (HARD). EBDA's goal for Skywest has always been for revenues to meet expenses so that the member agencies are not subsidizing the project. From 2015-2020, EBDA charged HARD \$10,000 per month, which allowed for offset of expenses as well as build-up of a small fund for capital needs.

In March 2020, the golf course was closed to the public due to COVID-19 restrictions, and it has not reopened. Since the course closed, EBDA has continued to provide recycled water at reduced quantities. The water is no longer used for irrigation; water levels are maintained in the ponds to provide for local wildlife. In recognition of the reduced water use and associated cost, and in support of a fellow public agency that was facing budget shortfalls associated with the pandemic, the Commission adopted resolutions waiving the \$10,000 per month charge to HARD for May through September 2020.

At the end of September 2020, HARD elected to allow their lease to expire, and management of the property was taken over by the City. The golf course has not reopened, and the City is currently undertaking a facility-planning process to determine future land uses.

In May 2021, the Commission adopted a motion setting the City of Hayward recycled water fee for FY 2021/2022 at \$9000 per quarter.

Discussion

The balance in EBDA's water reclamation fund, which is currently set aside for the Skywest project, is \$61,818.

Based on expenses incurred over the past year, staff recommends extending the recycled water price of \$3000 per month for continued reduced service to Skywest. This amount covers operational costs and allows the remaining funds in the account to be retained for ultimate decommissioning or disposition of the system. EBDA would bill the City \$9000 quarterly.

Staff believes that supplying EBDA's recycled water to the City's Skywest property provides financial benefits to the City, whose cost for potable water would be much higher, and environmental benefits to EBDA and its ratepayers. Staff will continue to work with the City to identify future recycled water needs as their plans for the property take shape.

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
May 16, 2022

One likely scenario is that the City provides recycled water from their Water Pollution Control Plant to the site in the future. That would allow the existing Skywest system to be decommissioned or repurposed for supply of freshwater to a horizontal levee.

ITEM NO. FM8 RESOLUTION ADOPTING THE EAST BAY DISCHARGERS AUTHORITY'S FISCAL YEAR 2022/2023 BUDGET

Recommendation

Adopt a resolution approving the Authority's FY 2022/2023 Budget.

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.

A draft budget was reviewed by the Committee in April 2022.

Discussion

The proposed FY 2022/2023 Budget is presented in the following format:

1. By Program
2. By Account Number
3. Allocation to Member Agencies

Carryover funds from last fiscal year, as well as outside revenues, are shown in a separate column to illustrate the portion of the budget that the Member Agencies and LAVWMA will not be responsible for. This includes revenues associated with the EPA grant for Nature Based Solutions and the Skywest water recycling project. Also, expenses and revenues associated with brine projects are shown as a separate fund. This includes the Cargill project, as well as fees associated with the Zone 7 Water Agency brine that Dublin San Ramon Services District agreed to pay EBDA as part of the overall agreement with LAVWMA.

Overall, the agency budget is essentially flat, with a difference of just \$269, as compared to FY 2021/2022. Details of changes by line item are provided in the attached budget tables. Increases in NPDES fees (7.3%), labor costs (~5%), and energy costs are offset by a decrease in Special Studies spending. Also, while unit costs for chemicals are rising steeply, EBDA's overall chemical costs are expected to decrease as a result of the proposed change to EBDA's chlorine residual limit, which will significantly decrease use of sodium bisulfite (see Item No. RA8). Lastly, certain costs have been moved to alternate funds or accounts that staff believes better reflect the activities. These are noted in the tables but do not change the overall bottom line.

The agencies' Renewal and Replacement Fund (RRF) contribution remains flat at \$750k. This includes \$330k for ongoing asset management and \$420k in credit to USD to fulfill the annual JPA obligation for UEPS capital. Note that because San Leandro and LAVWMA contributions are specific to certain facilities, they pay their share of RRF expenses at the end of each fiscal year.

Minor changes have been made to the budget following the Committee's review in April 2022. These include the following:

- As part of the Disinfection Master Planning process, LAVWMA agreed to pay a 5% premium over their variable cost allocation for sodium hypochlorite to account for their flow's diluting effect on chlorine residual. The draft did not fully account for this increase, which has now been adjusted.
- The budget line item for the Authority's IT consultant was lowered from \$35k to \$20k based on past actual expenditures.
- \$12k was added to support ongoing partnership with OLSD for cybersecurity consulting and monitoring.
- Regional Monitoring Program and Alternative Monitoring and Reporting fees were increased to reflect the calendar year 2022 invoice, which was just received, and likely fee increases next calendar year.

FISCAL YEAR 2022/2023 BUDGET BY PROGRAM

FUND NO	PROGRAM DESCRIPTION	BUDGET FY 22/23	OTHER REVENUES/ CARRYOVER	AGENCY REVENUES FY 22/23	AGENCY REVENUES FY 21/22	% FY 22/23 to 21/22	\$ Change	Explanations for Changes over \$10,000
12	O&M EFFLUENT DISPOSAL							
12 06	General Administration	\$ 1,383,713	\$ -	\$ 1,383,713	\$ 1,293,381	107%	\$ 90,332	Increases in salaries related to 4% COLA. O&M Manager costs related to pump station operation moved from pump stations. Cost allocation remains unchanged
12 10	Outfall & Force mains	\$ 181,300	\$ -	\$ 181,300	\$ 181,977	100%	\$ (677)	
12 14	Marina Dechlor Facility	\$ 389,100	\$ -	\$ 389,100	\$ 510,454	76%	\$ (121,354)	Decrease in SBS use resulting from regulatory change.
12 16	Oro Loma Pump Station	\$ 531,000	\$ -	\$ 531,000	\$ 514,954	103%	\$ 16,046	Increase in PG&E rates.
12 18	Hayward Pump Station	\$ 173,000	\$ -	\$ 173,000	\$ 170,977	101%	\$ 2,023	
12 20	Union Pump Station	\$ 390,000	\$ -	\$ 390,000	\$ 363,233	107%	\$ 26,767	Increase in PG&E rates.
12 21	Bay & Effluent Monitoring	\$ 593,450	\$ -	\$ 593,450	\$ 506,382	117%	\$ 87,068	Increase in unit cost of hypo.
	TOTAL FUND # 12	\$ 3,641,563	\$ -	\$ 3,641,563	\$ 3,541,357	103%	\$ 100,206	
13	SPECIAL PROJECTS							
13 36	NPDES Permit Fees	\$ 656,019	\$ -	\$ 656,019	\$ 593,473	111%	\$ 62,546	State Water Board projecting another significant increase in NPDES permit fees.
13 37	NPDES Permit Issues	\$ 20,000	\$ 20,000	\$ -	\$ -		\$ -	
13 48	Regional Monitoring Program	\$ 292,320	\$ -	\$ 292,320	\$ 280,000	104%	\$ 12,320	Projected fee increase.
13 49	Nutrient Surcharge	\$ 237,114	\$ -	\$ 237,114	\$ 285,346	83%	\$ (48,232)	Decrease because science funding for 5-year plan was front-loaded to produce actionable information faster
13 46	Alternative Monitoring & Reporting	\$ 32,155	\$ -	\$ 32,155	\$ -	100%	\$ 32,155	Included last year as part of RMP fee.
13 53	Water Research Foundation	\$ 25,580	\$ -	\$ 25,580	\$ 25,580	100%	\$ -	
13 58	Transport System Inspection	\$ 20,000	\$ 20,000	\$ -	\$ -		\$ -	
13 63	JPA Legal Support	\$ -	\$ -	\$ -	\$ 10,000		\$ (10,000)	Work complete.
13 65	AQPI	\$ 29,000	\$ 29,000	\$ -	\$ -		\$ -	
13 67	Operator Training Modules	\$ -	\$ -	\$ -	\$ -		\$ -	
13 69	Strategic Planning	\$ 10,000	\$ 10,000	\$ -	\$ -		\$ -	
13 74	Disinfection Master Plan	\$ -	\$ -	\$ -	\$ 25,726		\$ (25,726)	Work will be completed in FY 21/22.
13 77	Nature-based Solutions	\$ 200,000	\$ 200,000	\$ -	\$ -		\$ -	
13 78	Biosolids Feasibility Study	\$ 100,000	\$ 100,000	\$ -	\$ 100,000		\$ (100,000)	Carryover of funds to evaluate feasibility of an EBDA biosolids collaboration/project.
13 79	Solar Feasibility Study	\$ 28,000	\$ 20,000	\$ 8,000	\$ 20,000		\$ (12,000)	Carryover of funds to conduct feasibility evaluation of solar and/or other energy resiliency facilities at HEPS and OLEPS. New funds will supplement a corresponding USD study.
13 82	Bruce Wolfe Memorial	\$ 1,000	\$ 1,000	\$ -	\$ 5,000		\$ (5,000)	
13 91	NPDES Testing - CSL	\$ -	\$ -	\$ -	\$ 1,500		\$ (1,500)	
13 92	NPDES Testing - OLSL	\$ -	\$ -	\$ -	\$ 1,500		\$ (1,500)	
13 93	NPDES Testing - HAY	\$ -	\$ -	\$ -	\$ 1,500		\$ (1,500)	
13 94	NPDES Testing - USD	\$ -	\$ -	\$ -	\$ 1,500		\$ (1,500)	
	TOTAL FUND # 13	\$ 1,651,188	\$ 400,000	\$ 1,251,188	\$ 1,351,125	93%	\$ (99,937)	
	TOTAL OPERATING BUDGET	\$ 5,292,751	\$ 400,000	\$ 4,892,751	\$ 4,892,482	100%	\$ 269	
31 99	CONTRIBUTION TO R&R FUND	\$ 750,000	\$ -	\$ 750,000	\$ 750,000	100%	\$ -	
	TOTAL AGENCY FUNDING			\$ 5,642,751	\$ 5,642,482	100%	\$ 269	
	PROGRAMS WITH OTHER FUNDING							
14 00	WATER RECYCLING							
14 80	Skywest	\$ 36,000	\$ 36,000	\$ -	\$ -		\$ -	
	TOTAL FUND # 14	\$ 36,000	\$ 36,000	\$ -	\$ -		\$ -	
15 00	BRINE ACCEPTANCE							
15 68	Mixed Sea Salt Brine (Cargill)	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -		\$ -	
15 83	Zone 7 Brine (DSRSD)	\$ 20,000	\$ 20,000	\$ -	\$ -		\$ -	
	TOTAL FUND # 15	\$ 1,120,000	\$ 1,120,000	\$ -	\$ -		\$ -	
	TOTAL EXPENDITURES	\$ 7,198,751	\$ 1,556,000	\$ 5,642,751	\$ 5,642,482	100%	\$ 269	

FISCAL YEAR 2022/2023 BUDGET BY ACCOUNT NUMBER

ACCT NUMBER	ACCT TITLE	BUDGET FY 22/23	OTHER REVENUES/ CARRYOVER	AGENCY REVENUES	BUDGET FY 21/22	% FY 22/23 to 21/22	\$ Change	Explanations for Changes over \$10,000
4010	Salary	632,367		632,367	586,101	108%	\$ 46,266	4% COLA. Salary increase for O&M Manager.
4020	Benefits	264,960		264,960	269,324	98%	\$ (4,364)	
4030	Commissioner Compensation	45,000		45,000	45,000	100%	\$ -	
4070	Insurance	75,900	3,000	72,900	62,000	118%	\$ 10,900	Insurance rates are increasing across the market.
4080	Memberships & Subscriptions	149,475		149,475	147,702	101%	\$ 1,773	
4100	Supplies, Fixed	22,000		22,000	22,000	100%	\$ -	
4100	Supplies, Variable	269,000		269,000	312,000	86%	\$ (43,000)	Decrease in SBS due to regulatory change.
4110	Contract Services	58,611	1,000	57,611	104,280	55%	\$ (46,669)	Calcon services for instrumentation and controls were moved to Maintenance & Repair. Lab costs moved to Monitoring. Calcon SCADA costs moved to Maintenance & Repair.
4120	Professional Services	1,825,150	1,499,000	326,150	641,976	51%	\$ (315,826)	Auditor cost decrease.
4140	Rents & Fees	895,413		895,413	1,161,099	77%	\$ (265,686)	RMP fees moved to Monitoring.
4141	NPDES Fines	9,000		9,000	9,000	100%	\$ -	
4150	Maintenance & Repair	833,600	17,000	816,600	667,500	122%	\$ 149,100	Calcon services for instrumentation and controls moved from Contract Services.
4160	Monitoring	579,475	5,000	574,475	170,000	338%	\$ 404,475	Lab costs moved from Professional Services. RMP costs moved from Rents & Fees.
4170	Travel & Training	18,000		18,000	18,000	100%	\$ -	
4190	Utility, Fixed	1,000	1,000	0	16,500	0%	\$ (16,500)	Admin Building utility costs moved to Variable.
4191	Utility, Variable (PG&E)	739,800		739,800	660,000	112%	\$ 79,800	Increase in PG&E rates. Admin Building utility costs moved from Fixed.
4200	Acquisitions & Other	30,000	30,000	0	0	0%	\$ -	
SUBTOTAL ALL ACCOUNTS		6,448,751	1,556,000	4,892,751	4,892,482	100%	\$ 269	
CONTRIBUTION TO R&R FUND		750,000		750,000	750,000	750,000	\$ -	
TOTAL EXPENDITURES		7,198,751		5,642,751	5,642,482	100%	\$ 269	

ESTIMATED ANNUAL BILLS TO THE EBDA MEMBER AGENCIES FOR FISCAL YEAR 2022/2023

Rates for various agencies

	San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAVWMA			
Special Study Rate	13%	18%	6%	30%	33%	varies			
Variable Rate	8.9%	17.5%	6.5%	21.1%	46.0%	15.3%			
Variable Rate - MAs w/o CSL	-	19.2%	7.1%	23.2%	50.5%	16.6%			
Fixed Rate	13.7%	19.1%	10.3%	14.7%	42.1%	26.10%			
Fixed Rate - MAs w/o CSL	-	22.2%	11.9%	17.1%	48.8%	-			
RRF	varies	22.2%	11.9%	17.1%	48.8%	varies			
Regional Monitoring Program	5.6%	8.7%	3.3%	38.5%	26.3%	17.6%			
Nutrient Surcharge	7.7%	3.0%	1.6%	18.6%	48.8%	20.3%			
NPDES	7.1%	12.1%	6.5%	17.2%	30.6%	26.6%			
Alternative Monitoring and Reporting	17%	11%	6%	17%	17%	33%			
	San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAVWMA	REVENUES	MA Total	Grand Total
O&M									
O&M Fixed Charges w/CSL	\$ 178,708	\$ 248,943	\$ 133,966	\$ 191,454	\$ 547,570	\$ 459,361		\$ 1,300,641	\$ 1,760,002
O&M Fixed Charges w/o CSL	\$ -	\$ 10,704	\$ 5,738	\$ 8,245	\$ 23,529	\$ 7,945		\$ 48,215	\$ 56,161
O&M Variable Charges w/CSL	\$ 42,259	\$ 82,745	\$ 30,826	\$ 100,044	\$ 218,237	\$ 92,989		\$ 474,111	\$ 567,100
O&M Variable Charges w/o CSL	\$ -	\$ 224,646	\$ 83,692	\$ 271,612	\$ 592,497	\$ 85,854		\$ 1,172,446	\$ 1,258,300
Total O&M	\$ 220,967	\$ 567,037	\$ 254,222	\$ 571,355	\$ 1,381,833	\$ 646,148		\$ 2,995,414	\$ 3,641,563
Last year	\$ 225,192	\$ 527,143	\$ 247,495	\$ 551,637	\$ 1,343,680	\$ 646,209		\$ 2,895,148	\$ 3,541,357
Special Projects									
NPDES Permit Fee	\$ 46,250	\$ 79,112	\$ 42,599	\$ 112,582	\$ 200,822	\$ 174,654		\$ 481,365	\$ 656,019
Regional Monitoring Program	\$ 16,256	\$ 25,492	\$ 9,632	\$ 112,688	\$ 76,856	\$ 51,395		\$ 240,925	\$ 292,320
Nutrient Surcharge	\$ 18,342	\$ 7,105	\$ 3,826	\$ 44,032	\$ 115,701	\$ 48,108		\$ 189,006	\$ 237,114
Alternative Monitoring and Reporting	\$ 5,359	\$ 3,483	\$ 1,876	\$ 5,359	\$ 5,359	\$ 10,718		\$ 21,437	\$ 32,155
Water Research Foundation	\$ 2,280	\$ 4,464	\$ 1,663	\$ 5,398	\$ 11,775	\$ -		\$ 25,580	\$ 25,580
Special Studies Fee	\$ 1,040	\$ 1,440	\$ 480	\$ 2,400	\$ 2,640	\$ -		\$ 8,000	\$ 8,000
Total Special Projects	\$ 89,527	\$ 121,097	\$ 60,076	\$ 282,459	\$ 413,153	\$ 284,877		\$ 966,312	\$ 1,251,188
Last Year	\$ 99,825	\$ 152,552	\$ 74,504	\$ 289,295	\$ 450,472	\$ 284,477		\$ 1,066,648	\$ 1,351,125
Total Operating Budget								\$ 3,961,726	\$ 4,892,751
Last Year								\$ 3,961,796	\$ 4,892,482
Programs with Other Funding									
Skywest							\$ 36,000		\$ 36,000
Mixed Sea Salt Brine (Cargill)							\$ 1,100,000		\$ 1,100,000
Zone 7 Brine (DSRSD)							\$ 20,000		\$ 20,000
Total							\$ 1,156,000		\$ 1,156,000
Last Year							\$ 516,000		\$ 516,000
							Total Outside Funding		\$ 1,156,000
Renewal and Replacement Fund									
RRF Contribution		\$ 166,500	\$ 89,250	\$ 128,250	\$ 366,000	\$ -		\$ 750,000	\$ 750,000
Total RRF	\$ -	\$ 166,500	\$ 89,250	\$ 128,250	\$ 366,000	\$ -		\$ 750,000	\$ 750,000
							Total Capital Contribution	\$ 750,000	\$ 750,000
Overall Total for FY 22/23	\$ 310,494	\$ 854,634	\$ 403,547	\$ 982,064	\$ 2,160,986	\$ 931,025	\$ 1,156,000	\$ 4,711,726	\$ 6,798,751
Total FY 21/22	\$ 325,018	\$ 846,196	\$ 411,249	\$ 969,182	\$ 2,160,152	\$ 930,686	\$ 516,000	\$ 4,711,796	\$ 6,158,482

Total for MAs plus LAVWMA \$ 5,642,751

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

RESOLUTION NO. 22-07

INTRODUCED BY _____

**RESOLUTION ADOPTING THE EAST BAY DISCHARGERS AUTHORITY'S
FISCAL YEAR 2022/2023 BUDGET**

WHEREAS, the East Bay Dischargers Authority Joint Exercise of Powers Agreement (“JPA”) requires that a Fiscal Year Budget be adopted annually, to provide an operating guideline and authorize expenditure of funds; and

WHEREAS, the General Manager has prepared a budget for Fiscal Year 2022/20223 which is attached to the accompanying Staff Report and reflects the anticipated need for the effective management of the East Bay Dischargers Authority (“Authority”) during the ensuing fiscal year; and

WHEREAS, the Managers Advisory Committee and the Financial Management Committee reviewed the proposed FY 2022/2023 Budget and recommend adoption by the Commission; and

WHEREAS, the Managers Advisory Committee and the Financial Management Committee further recommend that unspent FY 2021/2022 funds for ongoing Special Projects shall be carried over into FY 2022/2023; and

WHEREAS, the Managers Advisory Committee and the Financial Management Committee further recommend that the Authority bill the Member Agencies for their allocated contributions on a semi-annual basis; and

NOW, THEREFORE, BE IT RESOLVED, the Commission of the East Bay Dischargers Authority hereby adopts the Fiscal Year 2022/2023 Budget for the Authority, as outlined in the accompanying Staff Report.

BE IT FURTHER RESOLVED, that the sums set forth in the Fiscal Year 2022/2023 Budget for the Authority, as outlined in the accompanying Staff Report are hereby appropriated for expenditure as detailed, and that any and all expenditures for or relating to the Budget, when expended or entered into under authority of or by the General Manager, are hereby approved and authorized, and warrants therefore may be drawn by the General Manager/Treasurer, commencing July 1, 2022, and ending June 30, 2023.

SAN LORENZO, CALIFORNIA, MAY 19, 2022, ADOPTED BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

CHAIR
EAST BAY DISCHARGERS COMMISSION

ATTEST: _____
GENERAL MANAGER
EAST BAY DISCHARGERS AUTHORITY
EX OFFICIO SECRETARY