



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 meeting scheduled below will be accessible via Zoom video conferencing.

- Members of the public may participate in the meeting by clicking on the following Zoom link: <https://us02web.zoom.us/j/88633216376>
- You may also participate via telephone by dialing 1(669) 900-6833 and entering Meeting ID number 886 3321 6376.

ITEM NO. 12

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, July 18, 2022

11:00 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 June 2022
(The Committee will review the List of Disbursements.)

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

FM6. Resolution Approving Amendments to the Authority's Conflict of Interest Code
(The Commission will consider the resolution.)

FM7. 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
July 18, 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, September 12, 2022 at 11:00 a.m.**

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
June 2022

CHECKS (SORTED BY AMOUNT)

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25694	06/30/2022	002847	UNION SANITARY DISTRICT	O&M - APR	33,609.93	65,760.64
25694	06/30/2022	002851	UNION SANITARY DISTRICT	O&M - MAY	32,150.71	
25710	06/30/2022	20210105.02-5	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	43,759.77	43,759.77
25675	06/15/2022	387983	CITY OF SAN LEANDRO	O&M - APR	31,197.64	31,197.64
25687	06/15/2022	11444804	BROWN & CALDWELL	ENGINEERING SERVICES - BRINE ASSESSMENT	12,835.98	27,696.29
25687	06/15/2022	11445592	BROWN & CALDWELL	ENGINEERING SERVICES - TRANSPORT SYSTEM	12,048.89	
25687	06/15/2022	11445414	BROWN & CALDWELL	ENGINEERING SERVICES - BRINE ASSESSMENT	2,811.42	
25685	06/15/2022	192862	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	14,490.00	18,537.90
25685	06/15/2022	192861	MEYERS NAVE	LEGAL SERVICES - APR	4,047.90	
25705	06/30/2022	May-80	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	14,311.00	14,311.00
25702	06/30/2022	50313384	UNIVAR	SODIUM BISULFITE - DELIVERED 06/04/2022	6,573.44	13,136.08
25702	06/30/2022	50319047	UNIVAR	SODIUM BISULFITE - DELIVERED 06/15/2022	6,562.64	
25676	06/15/2022	6622	ORO LOMA SANITARY DISTRICT	O&M - APR	12,160.41	12,160.41
25688	06/15/2022	174810	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	9,819.15	11,155.00
25688	06/15/2022	174818	ENVIRONMENTAL SCIENCE ASSOCIATES	HAYWARD FEASIBILITY STUDY WORK ORDER NO. 2	1,335.85	
25706	06/30/2022	5112022	AZYURA	WATERBITS LICENSING AND SMR/EDMR REPORT SERVICES	10,250.00	10,250.00
25693	06/30/2022	6636	ORO LOMA SANITARY DISTRICT	O&M - MAY	7,714.93	7,714.93
25698	06/30/2022	00013.14-6	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 4	6,770.25	6,770.25
25699	06/30/2022	FB24177	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 3	5,995.25	5,995.25
25689	06/15/2022	Feb-00	CURRIE ENGINEERS, INC	PROJECT / CONSTRUCTION MANAGER SERVICES - WORK ORDER NO. 2	5,582.75	5,582.75
25683	06/15/2022	18239	PACIFIC ECORISK	NPDES TOXICITY TESTING: ACUTE & CHRONIC TOXICITY TESTS	4,726.00	4,726.00
25696	06/30/2022	Mar-22	DEBORAH QUINN	ACCOUNTING SERVICES - MAR	3,114.38	3,114.38
25703	06/30/2022	0622-20	BEECHER ENGINEERING, INC	ELECTRICAL ENGINEERING SERVICES - WORK ORDER NO. 1	2,940.00	2,940.00
25681	06/15/2022	FB23691	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 1	2,392.50	2,392.50
25709	06/30/2022	15658	PRESIDIO SYSTEMS INC	VAC CON TRUCK SERVICE	2,200.00	2,200.00
25674	06/15/2022	742724	VANTAGEPOINT	MISSION SQUARE DEFERRED COMPENSATION 06/15/2022	2,143.57	2,143.57
25692	06/30/2022	766988	VANTAGEPOINT	MISSION SQUARE DEFERRED COMPENSATION 06/30/2022	2,143.57	2,143.57
25707	06/30/2022	633814	CALTEST	LAB TESTING SERVICES	2,087.80	2,087.80
25677	06/15/2022	52205712	CITY OF HAYWARD	BENEFIT PREMIUMS - JUN	1,371.42	1,371.42
25679	06/15/2022	51305	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - OLEPS	595.10	1,097.55
25679	06/15/2022	51306	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - OPS CENTER	502.45	
25684	06/15/2022	4246044555687627	US BANK	PURCHASING CARD EXPENSES	970.26	970.26
25700	06/30/2022	8355	CAYUGA INFORMATION SYSTEMS	IT SERVICES	840.00	840.00
25678	06/15/2022	1746192-21	SCIF	WORKERS COMPENSATION PREMIUM - JUN	679.25	679.25

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
June 2022

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25711	06/30/2022	CD000341956	RINGCENTRAL INC	DIGITAL PHONE SERVICE	204.91	533.26
25711	06/30/2022	CD000328995	RINGCENTRAL INC	DIGITAL PHONE SERVICE	204.91	
25711	06/30/2022	INV2337174	RINGCENTRAL INC	DIGITAL PHONE SERVICE	123.44	
25701	06/30/2022	40721	BA MORRISON	HVAC SERVICE - HEPS	484.00	484.00
25691	06/15/2022	CD_000410065	RINGCENTRAL INC	DIGITAL PHONE SERVICE	203.93	203.93
25695	06/30/2022	510-483-0439-716-6	AT&T	TELEPHONE SERVICE - MDF	198.47	198.47
25682	06/15/2022	3105528371	PITNEY BOWES INC	QUARTERLY LEASING CHARGE FOR DIGITAL MAILING SYSTEM	179.18	179.18
25690	06/15/2022	50828	COMPUTER COURAGE	WEBSITE HOSTING - JUN	150.00	150.00
25712	06/30/2022	9238	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - MAY	130.00	130.00
25686	06/15/2022	2055845	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	85.00
25704	06/30/2022	2064201	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	85.00
25708	06/30/2022	3521588	CALTRONICS	COPIER USAGE AND MAINTENANCE	59.86	71.86
25708	06/30/2022	3447611	CALTRONICS	FREIGHT	12.00	
25680	06/15/2022	9905426764	VERIZON WIRELESS	WIRELESS PHONE SERVICES	62.05	62.05
25697	06/30/2022	9908609490	VERIZON WIRELESS	MODEM FOR SCADA	22.02	22.02
TOTAL PAYMENTS					302,938.98	302,938.98
ELECTRONIC PAYMENTS						
	06/10/2022	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	35,260.16	35,260.16
	06/07/2022	100000016777106	CALPERS	HEALTH PREMIUMS - JUN	7,134.87	7,134.87
	06/02/2022	100000016772024	CALPERS	PENSION CONTRIBUTION, CLASSIC 6/1 - 15/2022	4,781.77	4,781.77
	06/02/2022	100000016742863	CALPERS	PENSION CONTRIBUTION, CLASSIC 5/16 - 31/2022	4,781.77	4,781.77
	06/02/2022	100000016772026	CALPERS	PENSION CONTRIBUTION, PEPRA 6/1 - 15/2022	157.51	157.51
	06/02/2022	100000016742903	CALPERS	PENSION CONTRIBUTION, PEPRA 5/16 - 31/2022	157.51	157.51
	06/13/2022	119026698	WELLS FARGO	CLIENT ANALYSIS CHARGE	101.62	101.62
TOTAL ELECTRONIC PAYMENTS					52,375.21	52,375.21
PAYROLL						
	6/29/2022		ADP, LLC	PAYROLL PERIOD: 05/16-31/2022	24,466.77	24,466.77
	6/14/2022		ADP, LLC	PAYROLL PERIOD: 06/01-15/2022	22,122.20	22,122.20
	6/3/2022	603045924	ADP, LLC	PAYROLL FEES, 05/16-31/2022	88.25	88.25
	6/17/2022	603994049	ADP, LLC	PAYROLL FEES, 06/01-15/2022	75.00	75.00
TOTAL PAYROLL					46,752.22	46,752.22
TOTAL DISBURSEMENTS					402,066.41	402,066.41

ITEM NO. FM5 PRELIMINARY TREASURER'S REPORT FOR JUNE 2022

The beginning cash balance on June 1, 2022 was \$4,041,322.06. The ending cash balance on June 30, 2022 was \$3,730,964.56. Total receipts for the period were \$91,708.91 and disbursements totaled \$402,066.41. EBDA's LAIF balance is \$3,264,588.67 and the average monthly effective yield for June was 0.86%.

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
PRELIMINARY
TREASURER'S REPORT
June 30, 2022

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,258,441.61		263,462.37	994,979.24
13	PLANNING & SPECIAL STUDIES	196,998.78	42,360.01	43,510.14	195,848.65
14	RECLAMATION O & M (SKYWEST)	61,648.78	18,000.00	3,511.23	76,137.55
15	BRINE ACCEPTANCE	231,730.44	31,348.90	83,059.92	180,019.42
31	RENEWAL & REPLACEMENT	2,292,502.45		8,522.75	2,283,979.70
TOTALS		4,041,322.06	91,708.91	402,066.41	3,730,964.56

Jun-22

7/11/2022

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
05/31/22	BALANCE						262,477.69	14,255.70	3,764,588.67	4,041,322.06
06/02/22	ELECTRONIC BILL PAY		4,781.77				257,695.92	14,255.70	3,764,588.67	4,036,540.29
06/02/22	ELECTRONIC BILL PAY		157.51				257,538.41	14,255.70	3,764,588.67	4,036,382.78
06/03/22	PAYROLL FEES			88.25			257,538.41	14,167.45	3,764,588.67	4,036,294.53
06/06/22	DEPOSIT - CITY OF HAYWARD	18,000.00					275,538.41	14,167.45	3,764,588.67	4,054,294.53
06/07/22	DEPOSIT - ABAG	42,360.01					317,898.42	14,167.45	3,764,588.67	4,096,654.54
06/07/22	ELECTRONIC BILL PAY		7,134.87				310,763.55	14,167.45	3,764,588.67	4,089,519.67
06/08/22	PAYROLL TRANSFER				60,000.00		250,763.55	74,167.45	3,764,588.67	4,089,519.67
06/10/22	ELECTRONIC BILL PAY		35,260.16				215,503.39	74,167.45	3,764,588.67	4,054,259.51
06/13/22	ANALYSIS FEE		101.62				215,401.77	74,167.45	3,764,588.67	4,054,157.89
06/14/22	PAYROLL			22,122.20			215,401.77	52,045.25	3,764,588.67	4,032,035.69
06/15/22	DISBURSEMENT		120,390.70				95,011.07	52,045.25	3,764,588.67	3,911,644.99
06/16/22	ELECTRONIC BILL PAY		157.51				94,853.56	52,045.25	3,764,588.67	3,911,487.48
06/16/22	ELECTRONIC BILL PAY		4,781.77				90,071.79	52,045.25	3,764,588.67	3,906,705.71
06/17/22	PAYROLL FEES			75.00			90,071.79	51,970.25	3,764,588.67	3,906,630.71
06/23/22	DEPOSIT - CARGILL	31,348.90					121,420.69	51,970.25	3,764,588.67	3,937,979.61
06/29/22	PAYROLL			24,466.77			121,420.69	27,503.48	3,764,588.67	3,913,512.84
06/30/22	LAIF TRANSFER					(500,000.00)	621,420.69	27,503.48	3,264,588.67	3,913,512.84
06/30/22	DISBURSEMENT		182,548.28				438,872.41	27,503.48	3,264,588.67	3,730,964.56
	TOTAL	91,708.91	355,314.19	46,752.22	60,000.00	(500,000.00)				
	CURRENT BALANCE						438,872.41	27,503.48	3,264,588.67	3,730,964.56

Reconciliation

① Per Bank Statement @ 6/30/22	\$	621,420.69
Less: Outstanding Checks		182,548.28
	\$	438,872.41
② Per Bank Statement @ 6/30/22	\$	27,503.48
③ Per LAIF Statement @ 6/30/22	\$	3,264,588.67

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 RESOLUTION APPROVING AMENDMENTS TO THE AUTHORITY'S
CONFLICT OF INTEREST CODE**

Recommendation:

Adopt the resolution approving amendments to the Authority's Conflict of Interest Code.

Background

The Political Reform Act requires every local government agency to review its Conflict of Interest Code (Code) for accuracy biennially and to notify the County Board of Supervisors whether it does or does not need to be amended. The Biennial Notice must be submitted to the County Board of Supervisors no later than October 1, 2022.

Discussion

Updates to the Authority's Code were approved by the Alameda County Board of Supervisors on November 22, 2016. Since the 2016 review, EBDA had not had any changes to its organizational structure, and no revisions were recommended through the last two biennial review cycles.

Based on review by Authority staff and legal counsel, clarifying revisions to the Code were presented to the Personnel Committee in June 2022. The Personnel Committee recommended moving forward with staff's proposed changes. A clean copy of the updated Code is provided here, along with an adoption resolution for the Committee's consideration.

CONFLICT OF INTEREST CODE

OF EAST BAY DISCHARGERS AUTHORITY OF ALAMEDA COUNTY

SECTION 1. Purpose. Pursuant to the provisions of Government Code sections 87300 et seq., EAST BAY DISCHARGERS AUTHORITY (“AUTHORITY”) OF ALAMEDA COUNTY hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the California Political Reform Act of 1974.

SECTION 2. Incorporation of Regulation. The California Fair Political Practices Commission adopted a regulation (Title 2 California Code of Regulations section 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency’s code. Therefore, the terms of Title 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the California Fair Political Practices Commission are hereby incorporated herein by this reference. The provisions of Title 2 California Code of Regulations section 18730 and the provisions below, designating officials and employees and establishing disclosure categories, along with the applicable sections of the California Political Reform Act, shall constitute the Conflict of Interest Code of the Authority.

SECTION 3. Designated Positions and Disclosure Categories. Persons holding a Designated Position listed below shall file a Statement of Economic Interest in the form of a Form 700. Those individuals holding a Designated Position are deemed to be in a position to make, or participate in the making of, decisions on behalf of the AUTHORITY which may foreseeably have a material effect on their economic interests.

<u>Designated Position</u>	<u>Disclosure Category</u>
Commission Member	1
General Manager	1
Treasurer/Controller	1
Legal Counsel	1
Consultant	2

Disclosure Category 1: Designated Positions in this category shall disclose all of the following interests: investments, interests in real property within the AUTHORITY’s jurisdiction*, personal income, business entity income, and business positions held or received during the previous calendar year.

Disclosure Category 2: Persons in this category shall disclose investments and business positions in business entities, and income from business entities of the type to provide bids, supplies, vehicles and equipment of the type used by the AUTHORITY.

Disclosure Category 3: Consultants shall disclose all of the interests required to be

disclosed pursuant to Disclosure Category 2, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of the broadest disclosure category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

*The AUTHORITY’s “jurisdiction” as set forth above in the disclosure categories is Alameda County. For the purposes of this Conflict of Interest Code, an interest in real property is located within the jurisdiction of the AUTHORITY if any part of the property is located in, or within two miles of, Alameda County, or if the property is located within two miles of any land owned or used by the AUTHORITY.

SECTION 4. Place, Manner and Time of Filing.

(a) Individuals holding a Designated Position shall file their Statements of Economic Interests with the AUTHORITY, which will make the statements available for public inspection and reproduction (Government Code Section 81008). The AUTHORITY will retain copies of the Statements of Economic Interests and file the original statements with the Alameda County Clerk of the Board of Supervisors.

(b) All designated filers shall comply with the provisions of Title 2 California Code of Regulations section 18730 along with the applicable sections of the California Political Reform Act, (and as that section may be amended), which contains detailed instructions regarding the scope and types of interests to be reported as well as the manner of reporting them. The regulation can be found online at:
<https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article2/18730Provisions-of-Conflict-of-Interest-Codes.pdf>.

(c) Initial Statements. All designated filers shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an Initial Statement within 30 days after the effective date of the amendment.

(d) Assuming Office Statements. All persons assuming Designated Positions after the effective date of this code shall file an Assuming Office Statement within 30 days after assuming the designated positions.

(e) Leaving Office Statements. All persons who leave designated positions shall file a Leaving Office Statement within 30 days after leaving office.

(f) Annual Statements. All designated filers shall file an Annual Statement no later than April 1 every calendar year.

SECTION 5. Disqualification. No designated filer shall make, participate in making, or in any way attempt to use their position to influence the making of any governmental decision which they know or has a reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of the official's immediate family or on any reportable interest of the public official as defined in Title 2 California Code of Regulations section 18730(b)(9).

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

RESOLUTION NO. 22-12

INTRODUCED BY _____

RESOLUTION APPROVING AMENDMENTS TO THE AUTHORITY'S CONFLICT OF INTEREST CODE

WHEREAS, the East Bay Dischargers Authority adopted its Conflict of Interest Code on February 22, 1977 and amended said Code on May 7, 1981; September 19, 1996; May 21, 1988; July 19, 2001; July 15, 2004; June 15, 2006; November 18, 2010; and August 18, 2016; and

WHEREAS, the Conflict of Interest Code has been reviewed and modified pursuant to law by Legal Counsel; and

WHEREAS, the Conflict of Interest Code has been reviewed by the Personnel and Financial Management Committees and recommended for approval by the Commission.

NOW, THEREFORE, BE IT RESOLVED, the Conflict of Interest Code of the East Bay Dischargers Authority is hereby approved, effective July 21, 2022.

BE IT FURTHER RESOLVED, that a copy of the Code, as amended, shall be forwarded to the Alameda County Board of Supervisors for its approval, in accordance with California Government Code Section 87306.5.

SAN LORENZO, CALIFORNIA, JULY 21, 2022, ADOPTED BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

CHAIR
EAST BAY DISCHARGERS AUTHORITY

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