



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 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, November 14, 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. Disbursements for October 2022**
(The Committee will review the List of Disbursements.)
- FM5. Preliminary Treasurer's Report for October 2022**
(The Committee will review the Preliminary Treasurer's Report.)
- FM6. First Quarter Expense Summary, Fiscal Year 2022/2023**
(The Committee will review the first quarter expenses for FY 2022/2023.)
- FM7. Proposed Budget Policy Revisions**
(The Committee will review and provide feedback on staff's proposed revisions.)
- 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

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

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, December 12, 2022 at 11:00 a.m.**

ITEM NO. FM4 DISBURSEMENTS FOR OCTOBER 2022

Disbursements for the month of October were a total of \$374,607.87.

Reviewed and Approved by:

Rita Duncan, Chair	Date
Financial Management Committee	

Jacqueline T. Zipkin	Date
Treasurer	

EAST BAY DISCHARGERS AUTHORITY

List of Disbursements

October 2022

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25839	10/18/2022	002925	UNION SANITARY DISTRICT	O&M - AUG	43,588.78	43,588.78
25856	10/31/2022	350433	CITY OF HAYWARD	O&M - QUARTERLY JUL-SEP	40,472.67	40,472.67
25836	10/18/2022	389195	CITY OF SAN LEANDRO	O&M - AUG	33,669.57	33,669.57
25865	10/31/2022	50607544	UNIVAR	SODIUM BISULFITE - DELIVERED 09/30/2022	7,904.39	23,219.14
25865	10/31/2022	50633863	UNIVAR	SODIUM BISULFITE - DELIVERED 10/12/2022	7,492.70	
25865	10/31/2022	50668950	UNIVAR	SODIUM BISULFITE - DELIVERED 10/24/2022	7,822.05	
25837	10/18/2022	6695	ORO LOMA SANITARY DISTRICT	O&M - SEP	21,002.15	21,002.15
25847	10/18/2022	40947	BA MORRISON	MDF SBS BUILDING HEATER INSTALLATION	13,589.00	13,589.00
25863	10/31/2022	198836	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	13,277.50	15,570.75
25863	10/31/2022	198836	MEYERS NAVE	LEGAL SERVICES - SEP	2,293.25	
25861	10/31/2022	18416	PACIFIC ECORISK	NPDES TOXICITY TESTING: ACUTE & CHRONIC TOXICITY TESTS	5,412.00	5,412.00
25849	10/18/2022	178625	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	5,305.00	5,305.00
25846	10/18/2022	EA06-0822	EOA, INC	NPDES PERMIT REISSUANCE ASSISTANCE	4,552.00	4,552.00
25858	10/31/2022	52118	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - OLEPS	1,430.48	4,160.32
25858	10/31/2022	52094	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - HEPS	600.00	
25858	10/31/2022	52082	CALCON	MDF SBS BUILDING HEATING UPGRADE	1,829.84	
25858	10/31/2022	52093	CALCON	ELECTRICAL, INSTRUMENTATION, AND MAINTENANCE SERVICES - OPS CENTER	300.00	
25833	10/18/2022	JUL-SEP 2022	KARL D. ROYER	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	3,681.36	3,681.36
25841	10/18/2022	IN0328920	ALAMEDA COUNTY ENVIRONMENTAL HEALTH	OLEPS CUPA FEE	2,596.00	2,596.00
25843	10/18/2022	FB28088	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 4	2,320.00	2,320.00
25835	10/18/2022	6852217	MISSION SQUARE	DEFERRED COMPENSATION 10/15/2022	2,156.24	2,156.24
25854	10/31/2022	6599453	MISSION SQUARE	DEFERRED COMPENSATION 10/31/2022	2,156.24	2,156.24
25845	10/18/2022	4246044555687627	US BANK	PURCHASING CARD EXPENSES	2,133.76	2,133.76
25838	10/18/2022	52205704	CITY OF HAYWARD	BENEFIT PREMIUMS - OCT	1,449.70	1,449.70
25860	10/31/2022	00013.11-13	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 2	1,062.00	1,062.00
25850	10/18/2022	23150937	JOHNSON CONTROLS	MDF ANNUAL FIRE ALARM MONITORING	902.46	902.46
25840	10/18/2022	1000924859	SCIF	WORKERS COMPENSATION	810.00	810.00
25851	10/18/2022	51687	COMPUTER COURAGE	GENERAL WEBSITE UPDATES	371.25	521.25
25851	10/18/2022	51642	COMPUTER COURAGE	WEBSITE HOSTING - OCT	150.00	
25844	10/18/2022	20098927	ZASIO ENTERPRISES, INC	RECORDS MANAGEMENT SOFTWARE ANNUAL RENEWAL	415.00	415.00
25834	10/18/2022	JUL-SEP 2022	CHARLES V. WEIR	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	354.18	354.18
25869	10/31/2022	10110000001	EBMUD	WATER & SEWER, MDF	270.21	270.21
25864	10/31/2022	41097	BA MORRISON	HVAC SERVICE - ADMIN	260.00	260.00
25857	10/31/2022	510-483-0439-716-6	AT&T	TELEPHONE SERVICE - MDF	245.14	245.14
25855	10/31/2022	22-Oct	DAVE SADOFF	COMMISSIONERS COMPENSATION	240.00	240.00
25862	10/31/2022	236222166	ORKIN	PEST CONTROL SERVICES - MDF	217.00	217.00

EAST BAY DISCHARGERS AUTHORITY

List of Disbursements

October 2022

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25852	10/18/2022	CD_000469639	RINGCENTRAL INC	DIGITAL PHONE SERVICE	207.01	207.01
25868	10/31/2022	3603040	CALTRONICS	COPIER USAGE AND MAINTENANCE	165.18	165.18
25867	10/31/2022	701313	CALTEST	LAB TESTING SERVICES	159.60	159.60
25853	10/18/2022	9396	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - SEP	130.00	130.00
25848	10/18/2022	2095645	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	85.00
25866	10/31/2022	2103428	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	85.00
25842	10/18/2022	8817104288	VERIZON WIRELESS	WIRELESS PHONE SERVICES	62.03	62.03
25859	10/31/2022	9917958789	VERIZON WIRELESS	MODEM FOR SCADA	22.02	22.02
TOTAL CHECK PAYMENTS					233,247.76	233,247.76
ELECTRONIC PAYMENTS						
	10/27/2022		PG&E	GAS & ELECTRIC SERVICE	39,286.60	39,286.60
	10/04/2022		PG&E	GAS & ELECTRIC SERVICE	35,969.01	35,969.01
	10/07/2022	100000016905471	CALPERS	HEALTH PREMIUMS - OCT	7,198.00	7,198.00
	10/18/2022	100000016935161	CALPERS	PENSION CONTRIBUTION, CLASSIC 10/1 - 15/2022	4,975.51	4,975.51
	10/04/2022	100000016901924	CALPERS	PENSION CONTRIBUTION, CLASSIC 9/16 - 30/2022	4,975.51	4,975.51
	10/18/2022	100000016935195	CALPERS	PENSION CONTRIBUTION, PEPRA 10/1 - 15/2022	162.45	162.45
	10/04/2022	100000016901965	CALPERS	PENSION CONTRIBUTION, PEPRA 9/16 - 30/2022	162.45	162.45
TOTAL ELECTRONIC PAYMENTS					92,729.53	92,729.53
PAYROLL						
	10/28/2022		ADP, LLC	PAYROLL PERIOD: 10/01-15/2022	25,403.50	25,403.50
	10/13/2022		ADP, LLC	PAYROLL PERIOD: 09/06-30/2022	23,058.88	23,058.88
	10/7/2022		ADP, LLC	PAYROLL FEES, 10/01-15/2022	90.90	90.90
	10/7/2022		ADP, LLC	PAYROLL FEES, 09/16-30/2022	77.30	77.30
TOTAL PAYROLL					48,630.58	48,630.58
TOTAL DISBURSEMENTS					374,607.87	374,607.87

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

The beginning cash balance on October 1, 2022 was \$5,274,520.66. Total receipts for the month of September were \$93,713.92 and disbursements totaled \$374,607.87, bringing the cash balance to \$4,993,626.71 at October 31. EBDA's LAIF balance is \$3,782,795.20 and the average monthly effective yield for October was 1.772%.

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
October 31, 2022**

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,677,371.24	2,600.00	329,780.32	1,350,190.92
13	PLANNING & SPECIAL STUDIES	406,496.92		9,857.00	396,639.92
14	RECLAMATION O & M (SKYWEST)	81,105.95		1,410.56	79,695.39
15	BRINE ACCEPTANCE	137,268.60	79,945.26	14,339.50	202,874.36
31	RENEWAL & REPLACEMENT	2,972,277.95	11,168.66	19,220.49	2,964,226.12
TOTALS		5,274,520.66	93,713.92	374,607.87	4,993,626.71

Oct-22

11/9/2022

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
09/30/22	BALANCE						1,462,866.13	40,027.99	3,771,626.54	5,274,520.66
10/04/22	ELECTRONIC BILL PAY		4,975.51				1,457,890.62	40,027.99	3,771,626.54	5,269,545.15
10/04/22	ELECTRONIC BILL PAY		162.45				1,457,728.17	40,027.99	3,771,626.54	5,269,382.70
10/04/22	ELECTRONIC BILL PAY		35,969.01				1,421,759.16	40,027.99	3,771,626.54	5,233,413.69
10/07/22	ELECTRONIC BILL PAY		7,198.00				1,414,561.16	40,027.99	3,771,626.54	5,226,215.69
10/07/22	PAYROLL FEES			90.90			1,414,561.16	39,937.09	3,771,626.54	5,226,124.79
10/12/22	DEPOSIT	2,100.00					1,416,661.16	39,937.09	3,771,626.54	5,228,224.79
10/13/22	PAYROLL			23,058.88			1,416,661.16	16,878.21	3,771,626.54	5,205,165.91
10/14/22	INTEREST	11,168.66				11,168.66	1,416,661.16	16,878.21	3,782,795.20	5,216,334.57
10/18/22	DISBURSEMENT		139,530.49				1,277,130.67	16,878.21	3,782,795.20	5,076,804.08
10/18/22	DEPOSIT	500.00					1,277,630.67	16,878.21	3,782,795.20	5,077,304.08
10/18/22	ELECTRONIC BILL PAY		4,975.51				1,272,655.16	16,878.21	3,782,795.20	5,072,328.57
10/18/22	ELECTRONIC BILL PAY		162.45				1,272,492.71	16,878.21	3,782,795.20	5,072,166.12
10/21/22	PAYROLL FEES			77.30			1,272,492.71	16,800.91	3,782,795.20	5,072,088.82
10/27/22	PAYROLL TRANSFER				40,000.00		1,232,492.71	56,800.91	3,782,795.20	5,072,088.82
10/27/22	ELECTRONIC BILL PAY		39,286.60				1,193,206.11	56,800.91	3,782,795.20	5,032,802.22
10/27/22	DEPOSIT - CARGILL	79,945.26					1,273,151.37	56,800.91	3,782,795.20	5,112,747.48
10/28/22	PAYROLL			25,403.50			1,273,151.37	31,397.41	3,782,795.20	5,087,343.98
10/31/22	DISBURSEMENT		93,717.27				1,179,434.10	31,397.41	3,782,795.20	4,993,626.71
	TOTAL	93,713.92	325,977.29	48,630.58	40,000.00	11,168.66				
	CURRENT BALANCE						1,179,434.10	31,397.41	3,782,795.20	4,993,626.71

Reconciliation

① Per Bank Statement @ 10/31/22	\$ 1,282,924.62
Less: Outstanding Checks	103,490.52
	\$ 1,179,434.10
② Per Bank Statement @ 10/31/22	\$ 31,397.41
③ Per LAIF Statement @ 10/31/22	\$ 3,782,795.20

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 FIRST QUARTER EXPENSE SUMMARY, FISCAL YEAR 2022/2023

Recommendation

Approve the First Quarter Expense Summary for Fiscal Year 2022/2023.

Background

The First Quarter Expense Summary for FY 2022/2023 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.

Discussion

At the end of the first quarter, EBDA's spending is just slightly over budget, with 27% spent at 25% through the year. Staff notes that certain annual fees (i.e., BACWA dues and Water Research Foundation) were paid in the first quarter, while others (i.e., NPDES Permit Fee, Regional Monitoring Program) had yet to be billed. This led to certain line items appearing over or under budget, but balances out overall for the quarter.

East Bay Dischargers Authority

EXPENSE SUMMARY BY PROGRAM

FY 2022/2023 THROUGH SEPTEMBER 30, 2022 (25% of YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
O&M EFFLUENT DISPOSAL						
General Administration	\$305,388	\$1,383,712		(\$1,078,324)	22%	
Outfall & Force mains	\$38,046	\$181,300		(\$143,254)	21%	
Marina Dechlor Facility	\$97,657	\$389,100		(\$291,443)	25%	
Oro Loma Pump Station	\$108,337	\$531,000		(\$422,663)	20%	
Hayward Pump Station	\$36,471	\$173,000		(\$136,529)	21%	
Union Pump Station	\$77,052	\$390,000		(\$312,948)	20%	
Bay & Effluent Monitoring	\$312,708	\$593,450		(\$280,742)	53%	BACWA dues paid for the FY.
TOTAL O&M EFFLUENT DISPOSAL	\$975,659	\$3,641,562		(\$2,665,903)	27%	
SPECIAL PROJECTS						
NPDES Permit Fees	\$0	\$656,019		(\$656,019)	0%	
NPDES Permit Issues	\$4,552	\$20,000		(\$15,448)	23%	
Regional Monitoring Program	\$143,595	\$292,320		(\$148,726)	49%	Dues paid for CY 2022 (i.e. 2 quarters of FY 2022/2023).
Alternative Monitoring and Reporting	\$15,840	\$32,155		(\$16,315)	49%	Dues paid for CY 2022 (i.e. 2 quarters of FY 2022/2023).
Nutrient Surcharge	\$237,125	\$237,114		\$11	100%	Fee paid for the FY.
Water Research Foundation	\$26,282	\$25,580		\$702	103%	Dues paid for the FY.
Transport System Evaluation	\$0	\$7,951		(\$7,951)	0%	Final work has not yet been billed.
AQPI	\$0	\$29,000		(\$29,000)	0%	Radar installation has been delayed.
Strategic Planning	\$0	\$10,000		(\$10,000)	0%	Work has begun, but external funds have not yet been needed.
Nature-Based Solutions Study	\$28,541	\$200,000	\$28,541	(\$200,000)	14%	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	\$28,000		(\$28,000)	0%	Work has begun in collaboration with USD, but EBDA has not yet been billed.
Bruce Wolfe Memorial	\$0	\$1,000		(\$1,000)	0%	Contribution will be made later this year.
TOTAL SPECIAL PROJECTS	\$455,935	\$1,639,139	\$28,541	(\$1,211,746)	26%	
TOTAL AGENCY-FUNDED PROGRAMS	\$1,431,593	\$5,280,701	\$28,541	(\$3,877,649)	27%	
WATER RECYCLING						
Skywest Golf Course	\$4,573	\$36,000	\$4,658			Operations spending reduced due to efficiencies, and capital deferred.
TOTAL WATER RECYCLING	\$4,573	\$36,000	\$4,658			
BRINE ACCEPTANCE						
Brine Acceptance	\$229,026		218,913			All work performed is reimbursed by Cargill.
TOTAL BRINE ACCEPTANCE	\$229,026		\$218,913			
TOTAL ALL PROGRAMS	\$1,665,193	\$5,316,701	\$252,113	(\$3,903,621)	27%	

East Bay Dischargers Authority

EXPENSE SUMMARY BY ACCOUNT

FY 2022/2023 THROUGH SEPTEMBER 30, 2022 (25% OF YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
4010 - Salary	\$154,569	\$632,367		(\$477,798)	24%	
4020 - Benefits	\$83,878	\$264,959		(\$181,081)	32%	
4030 - Commissioner Compensation	\$4,800	\$45,000		(\$40,200)	11%	Budget assumes maximum number of meetings and several Committees are currently on reduced schedules.
4070 - Insurance	\$27,025	\$75,900		(\$48,875)	36%	Policy premiums paid for the FY.
4080 - Memberships & Subscriptions	\$134,452	\$149,475		(\$15,023)	90%	BACWA & WRF dues paid for the FY.
4100 - Supplies, Variable	\$119,941	\$269,000		(\$149,059)	45%	Sodium bisulfite budget was reduced in expectation of regulatory change that has not yet taken effect. Also, more sodium hypochlorite was required than typical to control bacteria.
4100 - Supplies, Fixed	\$930	\$22,000		(\$21,070)	4%	Office supply needs have been lower than budgeted.
4110 - Contract Services	\$17,206	\$58,611		(\$41,405)	29%	
4120 - Professional Services	\$351,593	\$713,101	\$247,455	(\$608,963)	15%	External support for certain Special Studies (e.g. biosolids) has been deferred while preliminary work proceeds. Also much of the Professional Services costs are for Cargill and the Nature-based Solutions grant project, and are reimbursed.
4140 - Rents & Fees	\$244,458	\$895,413		(\$650,955)	27%	
4141 - NPDES Fines	\$0	\$9,000		(\$9,000)	0%	Reserve funds in case of enforcement.
4150 - Maintenance & Repair	\$140,989	\$833,600	\$4,063	(\$696,674)	16%	
4160 - Monitoring	\$207,233	\$579,475	\$595	(\$372,837)	36%	Regional Monitoring Program fees paid for 2 quarters.
4170 - Travel	\$705	\$18,000		(\$17,295)	4%	Reduced travel due to COVID pandemic.
4190 - Utility, Fixed	\$328	\$1,000		(\$672)	33%	
4191 - Utility, Variable (PG&E)	\$177,085	\$739,800		(\$562,715)	24%	
4200 - Acquisitions & Other	\$0	\$10,000		(\$10,000)	0%	
TOTAL ALL ACCOUNTS	\$1,665,193	\$5,316,701	\$252,113	(\$3,903,621)	27%	

ITEM NO. FM7 PROPOSED BUDGET POLICY REVISIONS

Recommendation

Provide input to staff on proposed policy update.

Background

The Authority's Budget Policy was reviewed and adopted in October 2021. The Policy as written, dealt mainly with budget preparation. For the past several years, as a result of efficient operations and drought conditions, the Authority has spent less than was budgeted. Each year, the Committee has discussed the question of how the surplus funds collected from the Member Agencies should be handled. Last month, the Committee recommended that staff develop policy language for the Committee's consideration that would address the management of surplus funds and obviate the need for annual decision-making.

Discussion

The attached proposed revised Budget Policy includes a new paragraph addressing the fiscal year-end reconciliation process. The proposed language addresses both budget over-run and under-run conditions to provide direction on how the condition is to be handled.

Staff is seeking feedback from the Committee on the proposed language. Based on this direction, staff will bring a revised Budget Policy to the Commission for adoption.

POLICY NUMBER: 1.9

NAME OF POLICY: Finance – Budget

LAST REVISED: ~~40/21/2021~~

PREVIOUSLY REVISED: ~~10/21/2021~~ ~~05/16/13~~

PURPOSE: The budgeting function establishes control and accountability for Authority resources.

POLICY: It is the policy of the Authority to prepare and adopt a budget for the fiscal year to ensure that revenues are sufficient to meet operating and capital expenditures.

The draft budget shall be reviewed by the Managers Advisory Committee (MAC) and Financial Management Committee and approved by the Commission. Adoption of the annual Budget constitutes authority to bill Member Agencies for contributions. It also constitutes approval for expenditures for programs and authorizes the General Manager to make payment for them.

Major budgetary items include:

- Operations – salaries, benefits, chemicals, supplies, maintenance, professional services
- Renewal and Replacement Fund (Capital) Projects – those included on the Commission-approved Project List
- Special Projects – studies and projects outside of normal operations
- Revenues from recycled water, brine, and grants
- Assessment for the Renewal and Replacement Fund

The Annual Budget must be completed and adopted by July 1, in accordance with the Joint Powers Agreement. The annual budget may be amended only upon approval of the Commission. The General Manager, however, has discretion of budget changes by account number.

The General Manager shall report budget-to-actual results to the Commission on at least a quarterly basis. The Member Agencies shall submit timely invoices to the Authority to enable prompt and accurate reporting of Authority expenditures.

At the end of each Fiscal Year, the General Manager shall provide year-end closing statements to each Member Agency and LAVWMA detailing that agency's share of actual expenditures, and comparing that to the amounts budgeted and collected. If an agency's share of actual expenditures exceeded the amount collected, EBDA shall invoice that agency for the additional funds owed. If the agency's share of actual expenditures was less than the amount collected, that agency shall have the option to request that EBDA hold all or a portion of the surplus funds as fulfillment of that agency's reserve contribution under the Emergency Reserves Policy, or that EBDA return the surplus funds to the agency as a credit on their next EBDA invoice. Alternatively, the Commission may consider directing EBDA staff to allocate the surplus funds to pay pension or other post-employment benefits (OPEB) obligations or to other purposes consistent with EBDA's Strategic Plan.