



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**

**Wednesday, January 18, 2023**

**1:00 P.M.**

**East Bay Dischargers Authority  
2651 Grant Avenue, San Lorenzo, CA 94580**

**Committee Members: Simon (Chair); Andrews**

**FM1. Call to Order**

**FM2. Roll Call**

**FM3. Public Forum**

**FM4. Disbursements for December 2022**  
(The Committee will review the List of Disbursements.)

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

**FM6. FY 2023/2024 Budget Schedule**  
(The Committee will review the schedule for development of the Authority's annual budget.)

**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.

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

Agenda Explanation  
East Bay Dischargers Authority  
Financial Management Committee  
January 18, 2023

alternative format, please contact the Juanita Villasenor at [juanita@ebda.org](mailto:juanita@ebda.org) or (510) 278-5910. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are also posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**The next Financial Management Committee meeting is scheduled on  
Monday, February 13, 2023 at 11:00 a.m.**



**EAST BAY DISCHARGERS AUTHORITY**

**List of Disbursements**

**December 2022**

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25903	12/15/2022	WD-0213147	STATE WATER RESOURCES CONTROL BOARD	ANNUAL PERMIT FEES FOR EBDA COMMON OUTFALL	627,544.00	627,544.00
25900	12/15/2022	6726	ORO LOMA SANITARY DISTRICT	O&M - NOV	22,687.57	49,342.63
25900	12/15/2022	6712	ORO LOMA SANITARY DISTRICT	O&M - OCT	26,655.06	
25921	12/29/2022	002933	UNION SANITARY DISTRICT	O&M - OCT	36,437.47	36,437.47
25902	12/15/2022	002931	UNION SANITARY DISTRICT	O&M - SEP	35,644.70	35,644.70
25918	12/15/2022	20210105.02-10	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	32,677.50	32,677.50
25899	12/15/2022	389681	CITY OF SAN LEANDRO	O&M - OCT	31,109.23	31,109.23
25926	12/29/2022	200638	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	16,595.00	25,057.40
25926	12/29/2022	200637	MEYERS NAVE	LEGAL SERVICES - NOV	8,462.40	
25927	12/29/2022	50794148	UNIVAR	SODIUM BISULFITE - DELIVERED 12/19/2022	8,019.81	23,766.30
25927	12/29/2022	50800818	UNIVAR	SODIUM BISULFITE - DELIVERED 12/12/2022	7,960.52	
25927	12/29/2022	50760541	UNIVAR	SODIUM BISULFITE - DELIVERED 12/02/2022	7,785.97	
25935	12/29/2022	20210105.02-9	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	22,072.83	22,072.83
25915	12/15/2022	11465932	BROWN & CALDWELL	ENGINEERING SERVICES - BRINE ASSESSMENT	10,172.51	10,172.51
25931	12/29/2022	703154	CALTEST	LAB TESTING SERVICES	8,031.60	8,031.60
25933	12/29/2022	038	CURRIE ENGINEERS, INC	PROJECT / CONSTRUCTION MANAGER SERVICES - WORK ORDER NO. 2	7,569.25	7,569.25
25916	12/15/2022	180288	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	7,490.59	7,490.59
25923	12/29/2022	52556	CALCON	MDF SBS BUILDING HEATING UPGRADE & ANALYZER REPAIR	2,550.00	7,409.74
25923	12/29/2022	52530	CALCON	ANNUAL INSTRUMENTATION CALIBRATION SERVICES - MDF	1,362.81	
25923	12/29/2022	52532	CALCON	ANNUAL INSTRUMENTATION CALIBRATION SERVICES - HEPS	1,076.59	
25923	12/29/2022	52531	CALCON	ANNUAL INSTRUMENTATION CALIBRATION SERVICES - OLEPS	926.59	
25923	12/29/2022	52533	CALCON	COMMUNICATION INSTRUMENTATION SERVICES - HEPS	690.97	
25923	12/29/2022	52558	CALCON	MAINTENANCE SERVICES - OLEPS	652.78	
25923	12/29/2022	52578	CALCON	DATA RETRIEVAL FOR CARGILL	150.00	
25906	12/15/2022	AUG-22	DEBORAH QUINN	ACCOUNTING SERVICES - AUG	6,515.03	6,515.03
25930	12/29/2022	12/14/2022	AZYURA	WATERBITS LICENSING AND SMR/EDMR REPORT SERVICES	4,750.00	4,750.00
25936	12/29/2022	2355	CROPPER ACCOUNTANCY	AUDITING SERVICES	3,814.00	3,814.00
25925	12/29/2022	527734	R-COMPUTER	HP MOBILE WORKSTATION	2,026.99	2,026.99
25929	12/29/2022	11467122	BROWN & CALDWELL	ENGINEERING SERVICES - TRANSPORT SYSTEM	1,623.23	1,623.23
25901	12/15/2022	52205706	CITY OF HAYWARD	BENEFIT PREMIUMS - DEC	1,454.20	1,454.20
25912	12/15/2022	4246044555687627	US BANK	PURCHASING CARD EXPENSES	1,399.66	1,399.66
25928	12/29/2022	03127	BAY PLANNING COALITION	ANNUAL MEMBERSHIP DUES	1,100.00	1,100.00
25905	12/15/2022	1000924861	SCIF	WORKERS COMPENSATION	810.00	810.00
25908	12/15/2022	S2116915.003	WILLE ELECTRIC SUPPLY CO, INC	ELECTRICAL PARTS	440.56	440.56
25920	12/15/2022	9359	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - AUG	190.00	320.00
25920	12/15/2022	9482	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - NOV	130.00	

**EAST BAY DISCHARGERS AUTHORITY**

**List of Disbursements**

**December 2022**

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
25922	12/29/2022	510-483-0439-716-6	AT&T	TELEPHONE SERVICE - MDF	245.32	245.32
25934	12/29/2022	10110000001	EBMUD	WATER & SEWER, MDF	239.94	239.94
25911	12/15/2022	236222171	ORKIN	PEST CONTROL SERVICES - MDF	217.00	217.00
25919	12/15/2022	CD_000501575	RINGCENTRAL INC	DIGITAL PHONE SERVICE	205.99	205.99
25910	12/15/2022	8379	CAYUGA INFORMATION SYSTEMS	IT SERVICES	183.75	183.75
25909	12/15/2022	3105831345	PITNEY BOWES INC	QUARTERLY LEASING CHARGE FOR DIGITAL MAILING SYSTEM	150.55	150.55
25917	12/15/2022	51932	COMPUTER COURAGE	WEBSITE HOSTING - DEC	150.00	150.00
25907	12/15/2022	99218610	VERIZON WIRELESS	WIRELESS PHONE SERVICES	113.57	113.57
25913	12/15/2022	DEC-22	SPUR	MEMBERSHIP RENEWAL FOR JAQUELINE ZIPKIN	100.00	100.00
25914	12/15/2022	2122620	ALPHA ANALYTICAL LABORATORIES	LAB SAMPLES FOR SKYWEST	85.00	85.00
25932	12/29/2022	3652288	CALTRONICS	COPIER USAGE AND MAINTENANCE	77.26	77.26
25904	12/15/2022	300085680	GFOA	GAAFR PLUS SUBSCRIPTION	65.00	65.00
25924	12/29/2022	9920342966	VERIZON WIRELESS	MODEM FOR SCADA	22.02	22.02
<b>TOTAL CHECK PAYMENTS</b>					<b>950,434.82</b>	<b>950,434.82</b>
<b>ELECTRONIC PAYMENTS</b>						
	12/02/2022		PG&E	GAS & ELECTRIC SERVICE	29,944.18	29,944.18
	12/02/2022	100000016905471	CALPERS	HEALTH PREMIUMS - DEC	7,198.00	7,198.00
	12/22/2022	100000016998535	CALPERS	PENSION CONTRIBUTION, CLASSIC 12/1 - 15/2022	4,975.51	4,975.51
	12/02/2022	100000016965489	CALPERS	PENSION CONTRIBUTION, CLASSIC 11/16 - 30/2022	4,975.51	4,975.51
	12/08/2022	6455284	MISSION SQUARE	DEFERRRED COMPENSATION CONTRIBUTION	2,256.24	2,256.24
	12/22/2022	6092232	MISSION SQUARE	DEFERRRED COMPENSATION CONTRIBUTION	2,256.24	2,256.24
	12/22/2022	100000016998580	CALPERS	PENSION CONTRIBUTION, PEPRA 12/1 - 15/2022	162.45	162.45
	12/02/2022	100000016965524	CALPERS	PENSION CONTRIBUTION, PEPRA 11/16 - 30/2022	162.45	162.45
<b>TOTAL ELECTRONIC PAYMENTS</b>					<b>51,930.58</b>	<b>51,930.58</b>
<b>PAYROLL</b>						
	12/29/2022		ADP, LLC	PAYROLL PERIOD: 12/1-15/2022	27,003.32	27,003.32
	12/14/2022		ADP, LLC	PAYROLL PERIOD: 12/16-31/2022	22,956.44	22,956.44
	12/2/2022		ADP, LLC	PAYROLL FEES, 11/16-30/2022	90.90	90.90
	12/23/2022		ADP, LLC	PAYROLL FEES, 12/1-15/2022	77.30	77.30
<b>TOTAL PAYROLL</b>					<b>50,127.96</b>	<b>50,127.96</b>
<b>TOTAL DISBURSEMENTS</b>					<b>1,052,493.36</b>	<b>1,052,493.36</b>

**ITEM NO. FM5 TREASURER'S REPORT FOR DECEMBER 2022**

The beginning cash balance on December 1, 2022 was \$4,737,469.23. Total disbursements for the month were \$1,052,493.36, bringing the cash balance to \$3,684,975.87 at December 31. EBDA's LAIF balance is \$2,782,795.20 and the average monthly effective yield for December was 2.173%.

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

**Approval is recommended.**

**EAST BAY DISCHARGERS AUTHORITY  
TREASURER'S REPORT  
December 31, 2022**

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,261,702.99		317,985.67	943,717.32
13	PLANNING & SPECIAL STUDIES	667,111.69		636,657.82	30,453.87
14	RECLAMATION O & M (SKYWEST)	67,420.99		2,218.83	65,202.16
15	BRINE ACCEPTANCE	(80,923.74)		86,786.79	(167,710.53)
31	RENEWAL & REPLACEMENT	2,822,157.30		8,844.25	2,813,313.05
TOTALS		4,737,469.23	-	1,052,493.36	3,684,975.87

Dec-22

1/5/2023

# SUPPLEMENTAL TREASURERS REPORT

DATE	TRANSACTION	RECEIPT	DISBURSEMENT CHECKING	DISBURSEMENT PAYROLL	PAYROLL TRANSFER	LAIF TRANSFER	WELLS FARGO CHECKING BALANCE	WELLS FARGO PAYROLL BALANCE	LAIF BALANCE	TOTAL CASH
11/30/22	BALANCE						911,947.48	42,726.55	3,782,795.20	4,737,469.23
12/02/22	ELECTRONIC BILL PAY		29,944.18				882,003.30	42,726.55	3,782,795.20	4,707,525.05
12/02/22	ELECTRONIC BILL PAY		7,198.00				874,805.30	42,726.55	3,782,795.20	4,700,327.05
12/02/22	ELECTRONIC BILL PAY		4,975.51				869,829.79	42,726.55	3,782,795.20	4,695,351.54
12/02/22	ELECTRONIC BILL PAY		162.45				869,667.34	42,726.55	3,782,795.20	4,695,189.09
12/02/22	PAYROLL FEES			90.90			869,667.34	42,635.65	3,782,795.20	4,695,098.19
12/07/22	PAYROLL TRANSFER				30,000.00		839,667.34	72,635.65	3,782,795.20	4,695,098.19
12/08/22	ELECTRONIC BILL PAY		2,256.24				837,411.10	72,635.65	3,782,795.20	4,692,841.95
12/14/22	PAYROLL			22,956.44			837,411.10	49,679.21	3,782,795.20	4,669,885.51
12/14/22	LAIF TRANSFER					(1,000,000.00)	1,837,411.10	49,679.21	2,782,795.20	4,669,885.51
12/15/22	DISBURSEMENT		806,191.47				1,031,219.63	49,679.21	2,782,795.20	3,863,694.04
12/22/22	ELECTRONIC BILL PAY		4,975.51				1,026,244.12	49,679.21	2,782,795.20	3,858,718.53
12/22/22	ELECTRONIC BILL PAY		162.45				1,026,081.67	49,679.21	2,782,795.20	3,858,556.08
12/22/22	ELECTRONIC BILL PAY		2,256.24				1,023,825.43	49,679.21	2,782,795.20	3,856,299.84
12/23/22	PAYROLL FEES			77.30			1,023,825.43	49,601.91	2,782,795.20	3,856,222.54
12/29/22	PAYROLL			27,003.32			1,023,825.43	22,598.59	2,782,795.20	3,829,219.22
12/29/22	DISBURSEMENT		144,243.35				879,582.08	22,598.59	2,782,795.20	3,684,975.87

<b>TOTAL</b>	-	1,002,365.40	50,127.96	30,000.00	(1,000,000.00)	879,582.08	22,598.59	2,782,795.20	3,684,975.87
<b>CURRENT BALANCE</b>						①	②	③	

Reconciliation

① Per Bank Statement @ 12/31/22	\$ 1,032,179.66
Less: Outstanding Checks	152,597.58
	\$ 879,582.08

② Per Bank Statement @ 12/31/22	\$ 22,598.59
③ Per LAIF Statement @ 12/31/22	\$ 2,782,795.20

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 FY 2022/2023 BUDGET SCHEDULE**

**Recommendation**

For the Committee's information only; no action is required.

**Background**

The Authority adopts an annual budget on a July-June Fiscal Year basis. This report provides the Committee with a proposed schedule for development and review of the Authority's next budget.

**Discussion**

Staff proposes the following schedule for budget development:

<b>Month</b>	<b>Topic</b>	<b>Committee</b>
February	Salary and Benefits Assumptions	Personnel
March	Preliminary Budget Considerations and Options	Financial Management
	OPEB and Pension Fund Status	
April	Draft Budget	Financial Management
May	Budget Approval	Financial Management and Commission
	Draft Renewal & Replacement Fund (RRF) Project List	Operations & Maintenance
June	RRF Project List Approval	Operations & Maintenance and Commission