



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
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A Joint Powers Public Agency

ITEM NO. 12

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, April 17, 2023

8:00 A.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 March 2023**
(The Committee will review the List of Disbursements.)
- FM5. Treasurer's Report for March 2023**
(The Committee will review the Treasurer's Report.)
- FM6. Draft Budget Review**
(The Committee will discuss the draft FY 2023/2024 budget.)
- FM7. Resolution to Adopt the Updated Records Retention Schedule**
(The Committee will consider the resolution.)
- 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.

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.

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
April 17, 2023

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>.

**Next Scheduled Financial Management Committee:
Monday, May 15, 2023 at 8:00 a.m.**

ITEM NO. FM4 DISBURSEMENTS FOR MARCH 2023

Disbursements for the month of March were a total of \$321,389.74.

Reviewed and Approved by:

_____ Date
Fred Simon, Chair
Financial Management Committee

_____ Date
Jacqueline T. Zipkin
Treasurer

EAST BAY DISCHARGERS AUTHORITY

List of Disbursements

March 2023

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
26011	03/14/2023	391288	CITY OF SAN LEANDRO	O&M - JAN	48,448.78	48,448.78
26022	03/14/2023	203695	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	18,046.76	20,473.96
26022	03/14/2023	203694	MEYERS NAVE	LEGAL SERVICES - JAN	2,427.20	
26043	03/31/2023	20210105.02-13	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	19,705.50	19,705.50
26037	03/31/2023	5102875	UNIVAR	SODIUM BISULFITE - DELIVERED 03/20/2023	7,927.45	15,802.34
26037	03/31/2023	51007926	UNIVAR	SODIUM BISULFITE - DELIVERED 03/15/2023	7,874.89	
26035	03/31/2023	203697	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	12,198.24	14,461.44
26035	03/31/2023	203696	MEYERS NAVE	LEGAL SERVICES - JAN	2,263.20	
26028	03/31/2023	6765	ORO LOMA SANITARY DISTRICT	O&M - FEB	13,214.31	13,214.31
26032	03/31/2023	NOV-22	DEBORAH QUINN	ACCOUNTING SERVICES - NOV	6,580.61	9,881.85
26032	03/31/2023	DEC-22	DEBORAH QUINN	ACCOUNTING SERVICES - DEC	3,301.24	
26042	03/31/2023	764546	SOUTHERN COUNTIES LUBRICANTS	DIESEL FUEL FOR OLEPS	6,209.49	6,209.49
26038	03/31/2023	11475613	BROWN & CALDWELL	ENGINEERING SERVICES - BRINE ASSESSMENT	6,069.85	6,069.85
26019	03/14/2023	18852	PACIFIC ECORISK	NPDES TOXICITY TESTING: ACUTE & CHRONIC TOXICITY TESTS	5,412.00	5,412.00
26023	03/14/2023	182333	ENVIRONMENTAL SCIENCE ASSOCIATES	FIRST MILE PROJECT WORK ORDER NO. 1	5,150.00	5,150.00
26012	03/14/2023	6752	ORO LOMA SANITARY DISTRICT	O&M - JAN	4,641.16	4,641.16
26039	03/31/2023	183033	ENVIRONMENTAL SCIENCE ASSOCIATES	HAYWARD FEASIBILITY STUDY WORK ORDER NO. 2	3,861.25	3,861.25
26017	03/14/2023	FB33564	CAROLLO ENGINEERS	ENGINEERING SERVICES - WORK ORDER NO. 5	3,852.00	3,852.00
26021	03/14/2023	4246044555687627	US BANK	PURCHASING CARD EXPENSES	2,166.69	2,166.69
26015	03/14/2023	T151510	BAAQMD	PERMIT TO OPERATE OLEPS	2,160.00	2,160.00
26045	03/31/2023	1154390	ALLIED RELIABILITY	INFRARED THERMOGRAPHIC INSPECTION	1,850.00	1,850.00
26031	03/31/2023	53149	CALCON	SCADA WET WEATHER PROGRAMMING - OPS CENTER	900.00	1,389.30
26031	03/31/2023	53150	CALCON	MDF SBS BUILDING HEATING UPGRADE & SCADA REPORTING	489.30	
26013	03/14/2023	52205709	CITY OF HAYWARD	BENEFIT PREMIUMS - MAR	1,369.42	1,369.42
26033	03/31/2023	717924	CORRPRO COMPANIES, INC	FORCE MAIN BI-ANNUAL CATHODIC PROTECTION SYSTEM SURVEY	1,350.00	1,350.00
26024	03/14/2023	23009	NORTH BAY PENSIONS LLC	ACTUARIAL SERVICES FOR GASB 75 OPEB REPORTING	1,200.00	1,200.00
26014	03/14/2023	1000924864	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION	810.00	810.00
26020	03/14/2023	8391	CAYUGA INFORMATION SYSTEMS	IT SERVICES	472.50	472.50
26036	03/31/2023	41649	BA MORRISON	HVAC SERVICE - HEPS	390.00	390.00
26026	03/14/2023	10110000001	EBMUD	WATER & SEWER, MDF	246.92	246.92
26030	03/31/2023	510-483-0439-716-6	AT&T	TELEPHONE SERVICE - MDF	246.75	246.75
26027	03/14/2023	CD_000546518	RINGCENTRAL INC	DIGITAL PHONE SERVICE	208.15	208.15
26040	03/31/2023	706245	CALTEST	LAB TESTING SERVICES	196.20	196.20
26018	03/14/2023	3105983317	PITNEY BOWES INC	QUARTERLY LEASING CHARGE FOR DIGITAL MAILING SYSTEM	150.55	150.55
26025	03/14/2023	52802	COMPUTER COURAGE	WEBSITE HOSTING - MAR	150.00	150.00
26034	03/31/2023	00013.11-16	LARRY WALKER ASSOCIATES	PROFESSIONAL SERVICES - WORK ORDER NO. 2	145.00	145.00

EAST BAY DISCHARGERS AUTHORITY

List of Disbursements

March 2023

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
26044	03/31/2023	9616	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - FEB	130.00	130.00
26041	03/31/2023	3728364	CALTRONICS	COPIER USAGE AND MAINTENANCE	124.02	124.02
26016	03/14/2023	9929007520	VERIZON WIRELESS	WIRELESS PHONE SERVICES	101.99	101.99
26029	03/31/2023	44777800001	EBMUD	WATER & SEWER, ADMIN	67.13	67.13
				TOTAL CHECK PAYMENTS	192,108.55	192,108.55
				ELECTRONIC PAYMENTS		
	03/02/2023	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	58,306.81	58,306.81
	03/02/2023	100000017088034	CALPERS	HEALTH PREMIUMS - MAR	7,570.99	7,570.99
	03/17/2023	100000017083947	CALPERS	PENSION CONTRIBUTION, CLASSIC 03/01 - 15/2023	4,975.51	4,975.51
	03/02/2023	100000017055847	CALPERS	PENSION CONTRIBUTION, CLASSIC 02/16 - 28/2023	4,975.51	4,975.51
	03/16/2023	6818711	MISSION SQUARE	DEFERRRED COMPENSATION CONTRIBUTION 03/01 - 15/2023	2,256.24	2,256.24
	03/02/2023	6904831	MISSION SQUARE	DEFERRRED COMPENSATION CONTRIBUTION 02/16-28/2023	2,256.24	2,256.24
	03/17/2023	100000017083984	CALPERS	PENSION CONTRIBUTION, PEPRA 03/01 - 15/2023	162.45	162.45
	03/02/2023	100000017055884	CALPERS	PENSION CONTRIBUTION, PEPRA 02/16 - 28/2023	162.45	162.45
				TOTAL ELECTRONIC PAYMENTS	80,666.20	80,666.20
				PAYROLL		
	3/30/2023		ADP, LLC	PAYROLL PERIOD: 03/16-28/2023	25,559.75	25,559.75
	3/14/2023		ADP, LLC	PAYROLL PERIOD: 03/01-15/2023	22,977.94	22,977.94
	3/24/2023		ADP, LLC	PAYROLL FEES, 03/01-15/2023	77.30	77.30
				TOTAL PAYROLL	48,614.99	48,614.99
				TOTAL DISBURSEMENTS	321,389.74	321,389.74

ITEM NO. FM5 TREASURER'S REPORT FOR MARCH 2023

The beginning cash balance on March 1, 2023 was \$4,386,663.57. Total receipts for the month were \$49,198.14 and disbursements totaled \$321,389.74, bringing the cash balance to \$4,114,471.97 at March 31. EBDA's LAIF balance is \$2,801,535.05 and the average monthly effective yield for March was 2.831%.

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
March 31, 2023**

FUND	DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	1,302,913.77		250,062.33	1,052,851.44
13	PLANNING & SPECIAL STUDIES	576,323.61	40,198.14	9,011.25	607,510.50
14	RECLAMATION O & M (SKYWEST)	59,998.00	9,000.00	204.16	68,793.84
15	BRINE ACCEPTANCE	(238,751.52)		56,165.35	(294,916.87)
31	RENEWAL & REPLACEMENT	2,686,179.71		5,946.65	2,680,233.06
TOTALS		4,386,663.57	49,198.14	321,389.74	4,114,471.97

Mar-23

4/3/2023

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
02/28/23	BALANCE						1,470,121.65	115,006.87	2,801,535.05	4,386,663.57
03/02/23	ELECTRONIC BILL PAY		4,975.51				1,465,146.14	115,006.87	2,801,535.05	4,381,688.06
03/02/23	ELECTRONIC BILL PAY		162.45				1,464,983.69	115,006.87	2,801,535.05	4,381,525.61
03/02/23	ELECTRONIC BILL PAY		2,256.24				1,462,727.45	115,006.87	2,801,535.05	4,379,269.37
03/02/23	ELECTRONIC BILL PAY		7,570.99				1,455,156.46	115,006.87	2,801,535.05	4,371,698.38
03/02/23	ELECTRONIC BILL PAY		58,306.81				1,396,849.65	115,006.87	2,801,535.05	4,313,391.57
03/06/23	DEPOSIT - COH	9,000.00					1,405,849.65	115,006.87	2,801,535.05	4,322,391.57
03/07/23	DEPOSIT - ABAG	40,198.14					1,446,047.79	115,006.87	2,801,535.05	4,362,589.71
03/14/23	DISBURSEMENT		97,014.12				1,349,033.67	115,006.87	2,801,535.05	4,265,575.59
03/14/23	PAYROLL			22,977.94			1,349,033.67	92,028.93	2,801,535.05	4,242,597.65
03/16/23	ELECTRONIC BILL PAY		2,256.24				1,346,777.43	92,028.93	2,801,535.05	4,240,341.41
03/17/23	ELECTRONIC BILL PAY		4,975.51				1,341,801.92	92,028.93	2,801,535.05	4,235,365.90
03/17/23	ELECTRONIC BILL PAY		162.45				1,341,639.47	92,028.93	2,801,535.05	4,235,203.45
03/24/23	PAYROLL FEES			77.30			1,341,639.47	91,951.63	2,801,535.05	4,235,126.15
03/30/23	PAYROLL			25,559.75			1,341,639.47	66,391.88	2,801,535.05	4,209,566.40
03/31/23	DISBURSEMENT		95,094.43				1,246,545.04	66,391.88	2,801,535.05	4,114,471.97

TOTAL	49,198.14	272,774.75	48,614.99	-	-	1,246,545.04	66,391.88	2,801,535.05	4,114,471.97
CURRENT BALANCE						①	②	③	

Reconciliation

① Per Bank Statement @ 3/31/23	\$ 1,343,799.47
Less: Outstanding Checks	97,254.43
	\$ 1,246,545.04
② Per Bank Statement @ 3/31/23	\$ 66,391.88
③ Per LAIF Statement @ 3/31/23	\$ 2,801,535.05

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 DRAFT BUDGET REVIEW

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.

Driving factors and considerations for the FY 2023/2024 budget were discussed with the Financial Management Committee in March 2023.

Discussion

The Draft FY 2023/2024 Budget is presented in the following format:

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

Outside revenues are shown in a separate column to more accurately represent the portion of the budget that the Member Agencies and LAVWMA will be responsible for. This includes revenues associated with the EPA grant for Nature Based Solutions, the Skywest water recycling project, and the Cargill brine project.

Overall, agency expenses are projected to increase by 12%, as compared to the FY 2022/2023 budget. Details of changes by line item are provided in the attached budget tables. As discussed with the Committee last month, the increases are driven by a 4.9% cost of living adjustment for salaries, an 8.8% increase in National Pollutant Discharge Elimination System (NPDES) Permit Fees, significant increases in chemical costs (100% for sodium hypochlorite and 25% for sodium bisulfite), delayed implementation of the permit amendment for chlorine residual, and increases in PG&E rates.

It is important to note that the chemical and energy rate increases, along with wet weather use patterns, have already increased costs this fiscal year beyond the FY 2022/2023 budget of \$125,000. As discussed in February, as a result of this year's wet weather and the delay in implementation of the new chlorine residual limit, the actual expense for FY 2022/2023 will be closer to \$275,000. The 25% unit-cost increase for SBS next fiscal year will add further to the increase. Wet weather and PG&E rate increases have also led to the following expected cost overruns:

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Budget Element	FY 2022/2023 Budget	FY 2022/2023 Projected Actual	FY 2023/2024 Proposed Budget
SBS	\$125,000	\$275,000	\$350,000
Diesel	\$24,000	\$52,000	\$50,000
UEPS Energy	\$265,000	\$336,000	\$336,000
OLEPS Energy	\$325,000	\$373,000	\$373,000

Therefore, though staff is showing an 18% budget increase overall for Operations & Maintenance (O&M) versus last year's budget, the increase over actual O&M spending is likely to be much lower. Staff notes that EBDA's budget is generally structured to account for wet weather. In dry years like the last several, EBDA returns unspent funds to the member agencies and LAVWMA. In fiscal years 2018/2019 through 2021/2022, credits back to the agencies ranged from \$100,000 to \$950,000. The table below illustrates the differences in spending between wet and dry years, using diesel as an example. However, historically conservative budgeting for wet weather was still insufficient to account for the storms the agencies faced this wet season. Therefore, as shown, staff is recommending that the budget be adjusted to reflect this "new normal" in terms of wet weather potential. Any funds that remain unspent if the storms do not materialize next year would be returned to the agencies.

Fiscal Year	Actual Diesel Expenditure
2016/2017	\$ 34,519
2017/2018	\$ 6,079
2018/2019	\$ 7,174
2019/2020	\$ 0
2020/2021	\$ 4,335
2021/2022	\$ 5,818
2022/2023	\$ 51,713 (FY to date)

No new Special Studies are proposed. An additional \$5,000 is recommended to supplement previously allocated funds for the Solar Feasibility Study. This study is currently being conducted by consultant Black & Veatch in partnership with Union Sanitary District. Black & Veatch is evaluating solar and battery storage options for EBDA's OLEPS, HEPS, and MDF facilities. Upon completion, staff will bring options to the Commission for consideration, and any selected projects would move forward into design as new projects under the Renewal and Replacement Fund. Work on the joint Biosolids Management Strategy will also continue using previously allocated funds. The draft budget also includes \$1,000 for EBDA's continued commitment to funding the Bruce Wolfe Memorial Scholarship, in collaboration with BACWA and the CASA Education Foundation.

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

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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.

Following feedback from the Committee and additional data gathered over the following month, staff will make revisions to this draft budget and bring a final budget to the Commission for consideration in May 2023.

FISCAL YEAR 2023/2024 BUDGET BY PROGRAM

FUND NO	PROGRAM DESCRIPTION	BUDGET FY 2023/2024	OUTSIDE REVENUES	AGENCY REVENUES FY 2023/2024	AGENCY REVENUES FY 2022/2023	% FY 23/24 to 22/23	\$ Change	Explanations for Changes over 10%
12	O&M EFFLUENT DISPOSAL							
12 06	General Administration	\$ 1,485,420	\$ -	\$ 1,485,420	\$ 1,383,713	107%	\$ 101,707	
12 10	Outfall & Force mains	\$ 226,800	\$ -	\$ 226,800	\$ 181,300	125%	\$ 45,500	Projected increase in staffing needs.
12 14	Marina Dechlor Facility	\$ 614,100	\$ -	\$ 614,100	\$ 389,100	158%	\$ 225,000	Significant increase in sodium bisulfite (SBS) cost due to indefinite delay in implementation of chlorine residual Basin Plan Amendment and chemical cost increase.
12 16	Oro Loma Pump Station	\$ 613,000	\$ -	\$ 613,000	\$ 531,000	115%	\$ 82,000	Increase in PG&E rates and diesel fuel.
12 18	Hayward Pump Station	\$ 186,000	\$ -	\$ 186,000	\$ 173,000	108%	\$ 13,000	
12 20	Union Pump Station	\$ 466,000	\$ -	\$ 466,000	\$ 390,000	119%	\$ 76,000	Increase in PG&E rates.
12 21	Bay & Effluent Monitoring	\$ 709,867	\$ -	\$ 709,867	\$ 593,450	120%	\$ 116,417	Increase in unit cost of hypo.
	TOTAL FUND # 12	\$ 4,301,187		\$ 4,301,187	\$ 3,641,563	118%	\$ 659,625	
13	SPECIAL PROJECTS							
13 36	NPDES Permit Fees	\$ 691,768	\$ -	\$ 691,768	\$ 656,019	105%	\$ 35,749	
13 37	NPDES Permit Issues	\$ -	\$ -	\$ -	\$ -		\$ -	
13 48	Regional Monitoring Program	\$ 293,760	\$ -	\$ 293,760	\$ 292,320	100%	\$ 1,440	
13 49	Nutrient Surcharge	\$ 240,143	\$ -	\$ 240,143	\$ 237,114	101%	\$ 3,029	
13 46	Alternative Monitoring & Reporting	\$ 32,314	\$ -	\$ 32,314	\$ 32,155	100%	\$ 158	
13 53	Water Research Foundation	\$ 25,580	\$ -	\$ 25,580	\$ 25,580	100%	\$ -	
13 77	Nature-based Solutions	\$ 200,000	\$ 200,000	\$ -	\$ -		\$ -	
13 78	Biosolids Feasibility Study	\$ -	\$ -	\$ -	\$ -		\$ -	Implementing with previously allocated funds.
13 79	Solar Feasibility Study	\$ 5,000	\$ -	\$ 5,000	\$ 8,000	63%	\$ (3,000)	Supplement to previously allocated funds.
13 82	Bruce Wolfe Memorial	\$ 1,000	\$ -	\$ 1,000	\$ -		\$ 1,000	
	TOTAL FUND # 13	\$ 1,489,564	\$ 200,000	\$ 1,289,564	\$ 1,251,188	103%	\$ 38,376	
	TOTAL OPERATING BUDGET	\$ 5,790,752	\$ 200,000	\$ 5,590,752	\$ 4,892,751	114%	\$ 698,001	
31 99	CONTRIBUTION TO R&R FUND	\$ 750,000	\$ -	\$ 750,000	\$ 750,000	100%	\$ -	
	TOTAL AGENCY FUNDING			\$ 6,340,752	\$ 5,642,751	112%	\$ 698,001	
	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)	\$ 500,000	\$ 500,000	\$ -	\$ -			
	TOTAL FUND # 15	\$ 500,000	\$ 500,000	\$ -	\$ -			
	TOTAL EXPENDITURES	\$ 7,076,752	\$ 736,000	\$ 6,340,752	\$ 5,642,751	112%	\$ 698,001	

FISCAL YEAR 2023/2024 BUDGET BY ACCOUNT

ACCT NUMBER	ACCT TITLE	BUDGET FY 2023/2024	OUTSIDE REVENUES	AGENCY REVENUES	AGENCY REVENUES % FY 23/24		\$ Change	Explanations for Changes over 10%
					FY 22/23	to 22/23		
4010	Salary	\$ 663,595		\$ 663,595	\$ 632,367	105%	\$ 31,228	
4020	Benefits	\$ 257,867		\$ 257,867	\$ 264,960	97%	\$ (7,093)	
4030	Commissioner Compensation	\$ 45,000		\$ 45,000	\$ 45,000	100%	\$ -	
4070	Insurance	\$ 75,900	\$ 5,000	\$ 70,900	\$ 72,900	97%	\$ (2,000)	
4080	Memberships & Subscriptions	\$ 164,387		\$ 164,387	\$ 149,475	110%	\$ 14,912	Addition of National Assoc. of Clean Water Agencies and East Bay Leadership Council.
4100	Supplies, Fixed	\$ 16,000		\$ 16,000	\$ 22,000	73%	\$ (6,000)	Decrease based on lower actual expenses for the past several years.
4100	Supplies, Variable	\$ 650,000		\$ 650,000	\$ 269,000	242%	\$ 381,000	Significant increase in sodium bisulfite (SBS) cost due to indefinite delay in implementation of chlorine residual Basin Plan Amendment and chemical cost increase.
4110	Contract Services	\$ 60,581		\$ 60,581	\$ 57,611	105%	\$ 2,970	
4120	Professional Services	\$ 1,101,050	\$ 700,000	\$ 401,050	\$ 326,150	123%	\$ 74,900	Addition of outside support for accounting function.
4140	Rents & Fees	\$ 938,191		\$ 938,191	\$ 895,413	105%	\$ 42,778	
4141	NPDES Fines	\$ 9,000		\$ 9,000	\$ 9,000	100%	\$ -	
4150	Maintenance & Repair	\$ 896,100	\$ 17,000	\$ 879,100	\$ 816,600	108%	\$ 62,500	
4160	Monitoring	\$ 558,282	\$ 5,000	\$ 553,282	\$ 574,475	96%	\$ (21,194)	
4170	Travel & Training	\$ 18,000		\$ 18,000	\$ 18,000	100%	\$ -	
4191	Utility, Variable (PG&E)	\$ 864,800	\$ 1,000	\$ 863,800	\$ 739,800	117%	\$ 124,000	Increase in PG&E rates.
4200	Acquisitions & Other	\$ 8,000	\$ 8,000	\$ -	\$ -	0%	\$ -	
SUBTOTAL ALL ACCOUNTS		\$ 6,326,752	\$ 736,000	\$ 5,590,752	\$ 4,892,751	114%	\$ 698,001	
CONTRIBUTION TO R&R FUND		\$ 750,000		\$ 750,000	\$ 750,000	750,000	\$ -	
TOTAL EXPENDITURES		\$ 7,076,752		\$ 6,340,752	\$ 5,642,751	112%	\$ 698,001	

ESTIMATED ANNUAL BILLS TO THE EBDA MEMBER AGENCIES FOR FISCAL YEAR 2023/2024

		<i>Rates for various agencies</i>								
	San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAVVMA				
Special Study Rate	13%	18%	6%	30%	33%	varies				
Variable Rate	10.1%	14.0%	7.1%	22.0%	46.7%	16.3%				
Variable Rate - MAs w/o CSL	-	15.6%	7.9%	24.5%	52.0%	17.8%				
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	9.3%	7.0%	3.5%	28.1%	22.0%	30.1%				
Nutrient Surcharge	9.3%	2.8%	1.3%	18.2%	48.1%	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.	LAVVMA	REVENUES	MA Total	Grand Total	
O&M										
O&M Fixed Charges w/CSL	\$ 187,457	\$ 261,130	\$ 140,524	\$ 200,827	\$ 574,377	\$ 481,849		\$ 1,364,315	\$ 1,846,164	
O&M Fixed Charges w/o CSL	\$ -	\$ 11,743	\$ 6,294	\$ 9,045	\$ 25,813	\$ 9,229		\$ 52,894	\$ 62,124	
O&M Variable Charges w/CSL	\$ 76,806	\$ 106,435	\$ 54,148	\$ 167,319	\$ 354,648	\$ 162,744		\$ 759,356	\$ 922,100	
O&M Variable Charges w/o CSL	\$ -	\$ 212,901	\$ 108,313	\$ 334,688	\$ 709,403	\$ 105,496		\$ 1,365,304	\$ 1,470,800	
Total O&M	\$ 264,263	\$ 592,208	\$ 309,280	\$ 711,879	\$ 1,664,240	\$ 759,318		\$ 3,541,869	\$ 4,301,187	
Last year	\$ 220,967	\$ 567,037	\$ 254,222	\$ 571,355	\$ 1,381,833	\$ 646,148		\$ 2,995,414	\$ 3,641,563	
Special Projects										
NPDES Permit Fee	\$ 48,770	\$ 83,423	\$ 44,920	\$ 118,717	\$ 211,766	\$ 184,172		\$ 507,596	\$ 691,768	
Regional Monitoring Program	\$ 27,393	\$ 20,498	\$ 10,242	\$ 82,678	\$ 64,503	\$ 88,445		\$ 205,315	\$ 293,760	
Nutrient Surcharge	\$ 22,305	\$ 6,604	\$ 3,084	\$ 43,767	\$ 115,524	\$ 48,859		\$ 191,284	\$ 240,143	
Alternative Monitoring and Reporting	\$ 5,386	\$ 3,501	\$ 1,885	\$ 5,386	\$ 5,386	\$ 10,771		\$ 21,542	\$ 32,314	
Water Research Foundation	\$ 2,587	\$ 3,585	\$ 1,824	\$ 5,636	\$ 11,947	\$ -		\$ 25,580	\$ 25,580	
Special Studies Fee	\$ 780	\$ 1,080	\$ 360	\$ 1,800	\$ 1,980	\$ -		\$ 6,000	\$ 6,000	
Total Special Projects	\$ 107,221	\$ 118,691	\$ 62,315	\$ 257,984	\$ 411,106	\$ 332,247		\$ 957,317	\$ 1,289,564	
Last Year	\$ 89,527	\$ 121,097	\$ 60,076	\$ 282,459	\$ 413,153	\$ 284,877		\$ 966,312	\$ 1,251,188	
Total Operating Budget								\$ 4,499,187	\$ 5,590,752	
Last Year								\$ 3,961,726	\$ 4,892,751	
Programs with Other Funding										
Skywest						\$ 36,000		\$ 36,000		
Mixed Sea Salt Brine (Cargill)						\$ 500,000		\$ 500,000		
EPA Grant for Nature-based Solutions						\$ 200,000		\$ 200,000		
Total						\$ 536,000		\$ 736,000		
Last Year						\$ 1,156,000		\$ 1,156,000		
						Total Outside Funding		\$ 736,000		
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 2023/2024	\$ 371,484	\$ 877,399	\$ 460,845	\$ 1,098,112	\$ 2,441,346	\$ 1,091,565		\$ 5,249,187	\$ 6,340,752	
Total FY 2022/2023	\$ 310,494	\$ 854,634	\$ 403,547	\$ 982,064	\$ 2,160,986	\$ 931,025				

ITEM NO. FM7 RESOLUTION TO ADOPT THE UPDATED RECORDS RETENTION SCHEDULE

Recommendation

Adopt the resolution approving revisions to the Authority's Records Retention Schedule.

Background

In October 1993, the Authority adopted its Records Management Policy and Records Retention Schedule. The Policy provides guidance for the efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Authority records.

In 2021, staff determined that a comprehensive overhaul of the policy was necessary. Staff considered the Secretary of State (SOS)'s Local Government Records Management Guidelines when drafting revisions to the policy, deviating from them slightly at times, for example where staff prefer a longer retention. Updated Policy and Retention Schedules were adopted in February 2021.

Discussion

The Authority's Records Management Policy states that revisions of retention periods shall be submitted for review and approval every five years or when changes are required by law. Senate Bill 807, adopted in late 2021, increased employers' requirement to retain personnel records from 2 to 4 years. Therefore, staff recommends updating the Records Retention Schedule to conform to current law. A redlined version of the Retention Schedule including this change was reviewed by the Personnel Committee in March 2023. The Committee further recommended extending the retention period for meeting recordings from six to at least nine months. These two changes are reflected in the proposed Schedule for adoption. Redline and clean versions are included for ease of review.

East Bay Dischargers Authority Records Retention Schedule

Last Updated: ~~February 18, 2021~~ April 20, 2023

Category	Record Title	Descriptor	Active	Archive
Administration	Agenda Packets	Commission agenda, Reports, Supporting Documentation	3	P
Administration	Agreements CIP	Construction	5	P
Administration	Agreements/Contracts	Excludes CIP, Encroachment permits	CU + 4	
Administration	Conflict of Interest	FPPC Filings, SEI, Policy	CU + 4	
Administration	Correspondence & Reports	Not attached to agreement or project, includes email correspondence	CU + 5	
Administration	Grant Files	Applications, Reports, Contracts	5	P
Administration	Insurance	Bonds and policies insuring the Authority	5	P
Administration	Insurance Certificates	Filed separately from contracts	T + 5	
Administration	Insurance Claims	Paid/Denied	5	P
Administration	Minutes, Commission Meetings	Official minutes	P	
Administration	Permits NPDES	Permits and compliance documents	P	
Administration	Permits Other	BAAQMD, Recycled Water - permits and compliance docs	P	
Administration	Photos	Construction	P	
Administration	Policies/Procedures		S + 5	
Administration	Project Files	CIP and non, includes Project Claims	T + 5	
Administration	Property Records	Acquisition, Disposition, Deeds, Maps, Specs	P	
Administration	Public Records Request		CL + 2	
Administration	Records Management	Destruction Log	P	
Administration	Reports, Self Monitoring (NPDES)		5	
Administration	Resolutions	Legislative actions	P	
Administration	Risk Management	OSHA Forms, Safety Reports, Actuarial Studies	5	
Administration	Recordings of Commission Meetings		6M 9M	
Administration	NPDES Data	Analytical data and associated methods and qualifiers	5	
Administration	Reclamation	Monthly Reports	5	P
Administration	NPDES Annual Reports		5	P
Finance	Accounts Payable	VPWs, EFTs, Invoices, Supporting Documents	CU + 1	10
Finance	Audit Reports	Basic Financial Statements	AU + 4	P
Finance	Audit Workpapers		AU + 2	
Finance	Treasurers Report	Treasurers Report, including Supplemental Treasurers Report	CU + 2	

East Bay Dischargers Authority Records Retention Schedule

Last Updated: ~~February 18, 2021~~ April 20, 2023

Category	Record Title	Descriptor	Active	Archive
Finance	Bank Statements	Bank, Investments, LAIF	CU + 2	
Finance	Budget Workpapers	Draft reports, Supporting Documents	CU + 4	
Finance	Budget	Annual Commission-approved	CU + 4	P
Finance	Cash Receipts	Deposits	CU + 4	
Finance	Checks	Check Copies, including canceled & voided	CU + 4	
Finance	Depreciation Schedules		10	P
Finance	Disbursement Register	Bank Register Reports	CU + 4	P
Finance	Fixed Assets Inventory		10	P
Finance	General Ledgers		CU + 4	P
Finance	Trial Balance		CU + 4	P
Finance	Invoices	Invoices, Related Documents	CU + 4	5
Finance	Journal Entries		CU + 4	P
Finance	Payroll Records	EE File: Deduction Authorizations, Beneficiary Designations, Unemployment Claims, Garnishments, Deferred Compensation, PERS	P	
Finance	Payroll Register		P	
Finance	Payroll Tax	Forms 1096, 1099, W-4 and W-2; DE-542 Federal & State	CU + 4	P
Finance	Payroll Timesheets	EE signed	CU + 4	
Finance	Purchase Orders		CU + 4	
Finance	Purchasing	Bids, RFQ, RFP	AU + 4	
Finance	State Controller Reports	FTR & GCC	CU + 4	P
Human Resources	Employee Programs	Benefits, Workers Comp	5	P
Human Resources	Personnel Data Files	Classifications, Evaluations	10	L
Human Resources	Recruitment Files		3 4	
O&M	Plans & Specifications	As-builts, (shop drawings if no as-builts)	P	
O&M	Vehicle		L	
O&M	Charts, Operational Data Recording	Flows, Residuals, Trends	5	
O&M	Manuals, Standard Operating Procedures		S	
O&M	Maps	Line Location; Easements; Facility Maps	P	
O&M	SDS (Safety Data Sheets)		S	30
O&M	Preventive Maintenance	Requests, Completed	10	

Legend

AU = Audit

CU = Current ~~Calendar~~ Year

P = Permanent

T = Termination

CL = Closed/Completion

L = Life

S = Supersede

East Bay Dischargers Authority Records Retention Schedule
Last Updated: April 20, 2023

Category	Record Title	Descriptor	Active	Archive
Administration	Agenda Packets	Commission agenda, Reports, Supporting Documentation	3	P
Administration	Agreements CIP	Construction	5	P
Administration	Agreements/Contracts	Excludes CIP, Encroachment permits	CU + 4	
Administration	Conflict of Interest	FPPC Filings, SEI, Policy	CU + 4	
Administration	Correspondence & Reports	Not attached to agreement or project, includes email correspondence	CU + 5	
Administration	Grant Files	Applications, Reports, Contracts	5	P
Administration	Insurance	Bonds and policies insuring the Authority	5	P
Administration	Insurance Certificates	Filed separately from contracts	T + 5	
Administration	Insurance Claims	Paid/Denied	5	P
Administration	Minutes, Commission Meetings	Official minutes	P	
Administration	Permits NPDES	Permits and compliance documents	P	
Administration	Permits Other	BAAQMD, Recycled Water - permits and compliance docs	P	
Administration	Photos	Construction	P	
Administration	Policies/Procedures		S + 5	
Administration	Project Files	CIP and non, includes Project Claims	T + 5	
Administration	Property Records	Acquisition, Disposition, Deeds, Maps, Specs	P	
Administration	Public Records Request		CL + 2	
Administration	Records Management	Destruction Log	P	
Administration	Reports, Self Monitoring (NPDES)		5	
Administration	Resolutions	Legislative actions	P	
Administration	Risk Management	OSHA Forms, Safety Reports, Actuarial Studies	5	
Administration	Recordings of Commission Meetings		9M	
Administration	NPDES Data	Analytical data and associated methods and qualifiers	5	
Administration	Reclamation	Monthly Reports	5	P
Administration	NPDES Annual Reports		5	P
Finance	Accounts Payable	VPWs, EFTs, Invoices, Supporting Documents	CU + 1	10
Finance	Audit Reports	Basic Financial Statements	AU + 4	P
Finance	Audit Workpapers		AU + 2	
Finance	Treasurers Report	Treasurers Report, including Supplemental Treasurers Report	CU + 2	

East Bay Dischargers Authority Records Retention Schedule
Last Updated: April 20, 2023

Category	Record Title	Descriptor	Active	Archive
Finance	Bank Statements	Bank, Investments, LAIF	CU + 2	
Finance	Budget Workpapers	Draft reports, Supporting Documents	CU + 4	
Finance	Budget	Annual Commission-approved	CU + 4	P
Finance	Cash Receipts	Deposits	CU + 4	
Finance	Checks	Check Copies, including canceled & voided	CU + 4	
Finance	Depreciation Schedules		10	P
Finance	Disbursement Register	Bank Register Reports	CU + 4	P
Finance	Fixed Assets Inventory		10	P
Finance	General Ledgers		CU + 4	P
Finance	Trial Balance		CU + 4	P
Finance	Invoices	Invoices, Related Documents	CU + 4	5
Finance	Journal Entries		CU + 4	P
Finance	Payroll Records	EE File: Deduction Authorizations, Beneficiary Designations, Unemployment Claims, Garnishments, Deferred Compensation, PERS	P	
Finance	Payroll Register		P	
Finance	Payroll Tax	Forms 1096, 1099, W-4 and W-2; DE-542 Federal & State	CU + 4	P
Finance	Payroll Timesheets	EE signed	CU + 4	
Finance	Purchase Orders		CU + 4	
Finance	Purchasing	Bids, RFQ, RFP	AU + 4	
Finance	State Controller Reports	FTR & GCC	CU + 4	P
Human Resources	Employee Programs	Benefits, Workers Comp	5	P
Human Resources	Personnel Data Files	Classifications, Evaluations	10	L
Human Resources	Recruitment Files		4	
O&M	Plans & Specifications	As-builts, (shop drawings if no as-builts)	P	
O&M	Vehicle		L	
O&M	Charts, Operational Data Recording	Flows, Residuals, Trends	5	
O&M	Manuals, Standard Operating Procedures		S	
O&M	Maps	Line Location; Easements; Facility Maps	P	
O&M	SDS (Safety Data Sheets)		S	30
O&M	Preventive Maintenance	Requests, Completed	10	

Legend

- AU = Audit
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EAST BAY DISCHARGERS COMMISSION
EAST BAY DISCHARGERS AUTHORITY
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 23-03

INTRODUCED BY _____

**RESOLUTION APPROVING REVISIONS TO THE AUTHORITY'S RECORDS
MANAGEMENT POLICY AND RETENTION SCHEDULE**

WHEREAS, the East Bay Dischargers Authority established a Records Management Policy and Records Retention Schedule on October 21, 1993, and

WHEREAS, an updated Records Management Policy and Records Retention Schedule was adopted by the Authority on February 18, 2021; and

WHEREAS, the Authority has determined that revisions to the Schedule were necessary to comply with current laws and best practices; and

WHEREAS, the proposed revisions follow the Secretary of State's Local Government Records Management Guidelines; and

WHEREAS, the revised Retention Schedule has been reviewed and recommended for approval by the Personnel and Financial Management Committees.

NOW, THEREFORE, BE IT RESOLVED, the Authority hereby adopts the revisions to the Authority's Records Retention Schedule, effective April 20, 2023.

SAN LORENZO, CALIFORNIA, APRIL 20, 2023, ADOPTED BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

CHAIR
EAST BAY DISCHARGERS AUTHORITY

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