



ITEM NO. 12

PERSONNEL COMMITTEE AGENDA

**Tuesday, April 16, 2024
4:00 PM**

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

Committee Members: Azevedo (Chair), Simon

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. State Controller's Government Compensation in California Report for Calendar Year 2023**
(The Committee will review the report submitted to the State Controller's Office.)
- P5. Review of the Authority's Draft Fiscal Year 2024/2025 Compensation Plan**
(The Committee will review the plan.)
- P6. General Manager Travel Report**
(The Committee will review the General Manager's annual travel report.)
- P7. Committee Preference Form for Fiscal Year 2024/2025**
(A Committee Preference form will be provided to the Commissioners.)
- P8. Adjournment**

Any member of the public may address the Commission at the commencement of the meeting on any matter within the jurisdiction of the Commission. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Commission 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 Commission on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom 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 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
Personnel Committee
April 16, 2024

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 posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**Next Scheduled Personnel Committee meeting is
June 18, 2024 at 4:00 pm**

ITEM NO. P4 STATE CONTROLLER'S GOVERNMENT COMPENSATION IN CALIFORNIA REPORT FOR CALENDAR YEAR 2023

Recommendation

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

Strategic Plan Linkage

4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
 - b. Provide professional development opportunities and competitive pay and benefits to attract and retain high caliber staff.

Background

Government Code (GC) section 53891 requires special districts to submit an annual Government Compensation in California (GCC) report to the State Controller's Office (SCO). Pursuant to GC 53891, the report for the previous calendar year is due no later than April 30. The intent of the report is to capture pay and benefit information for every compensated employee who received a W-2, every elected official who received pay reported on IRS form 1099, and all uncompensated elected officials and/or board members in the calendar year.

Discussion

The information reported is consistent with the Authority's Compensation Plan and Commissioner Compensation Policy. The report is attached for the Committee's review and knowledge that it has been submitted.

State Controller's Office - Local Government Programs and Services Division

Special Districts - Government Compensation Report - Calendar Year 2023

Preparer Contact Information

[Refer to the 2023 GCC Reporting Instructions for more details](#)

Entity Name	Alameda - East Bay Dischargers Authority		
Human Resources Web Page	www.ebda.org		
Employees Hold more than One Position?	No	(Enter 'Yes' or 'No')	'Save As' Filename 2023-12500108500.xlsx
Do the amounts in the Defined Benefit Plan column include payment toward the pension unfunded liability?	No	(Enter 'Yes' or 'No')	

Preparer Name	Juanita Villaseñor
Phone Number	(510) 278-5910
E-mail Address	juanita@ebda.org

"----- Employer Contribution: -----"

-- Total Wages Subject to Medicare (Box 5 of W-2) --

Line #	Elected Position Enter 'Y'	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Annual Regular Pay	Annual Overtime Pay	Lump Sum Pay	Other Pay	Applicable Defined Benefit Pension Formula	Retirement	Deferred	Health, Dental, Vision	
												Plan: Employees' Share Paid by Employer	Compensation /Defined Contribution Plan		
1.		Governing Body	Commissioner		0	0	0	0	0	5,520	N/A	N/A	N/A	N/A	
2.		Governing Body	Commissioner		0	0	0	0	0	6,480	N/A	N/A	N/A	N/A	
3.		Governing Body	Commissioner		0	0	0	0	0	5,520	N/A	N/A	N/A	N/A	
4.		Governing Body	Commissioner		0	0	0	0	0	6,000	N/A	N/A	N/A	N/A	
5.		Governing Body	Commissioner		0	0	0	0	0	7,200	N/A	N/A	N/A	N/A	
6.		Governing Body	Commissioner		0	0	0	0	0	240	N/A	N/A	N/A	N/A	
7.		Governing Body	Commissioner		0	0	0	0	0	480	N/A	N/A	N/A	N/A	
8.		Governing Body	Commissioner		0	0	0	0	0	240	N/A	N/A	N/A	N/A	
9.		Governing Body	Commissioner		0	0	0	0	0	0	N/A	N/A	N/A	N/A	
10.		Governing Body	Commissioner		0	0	0	0	0	0	N/A	N/A	N/A	N/A	
11.		Administration	General Manager		225,758	274,411	274,786	0	0	0	2.5% @ 55	0	36,157	11,803	31,135
12.		Administration	Operations & Maintenance Manager		168,792	205,131	205,167	0	0	14,254	2.5% @ 55	0	26,994	5,260	2,627
13.		Administration	Administration Manager		103,458	125,754	125,754	0	0	0	2.5% @ 55	0	16,546	3,417	31,135
14.		Administration	Administrative Support Specialist		30,430	36,988	14,787	0	0	0	2% @ 62	0	1,107	307	0

ITEM NO. P5 REVIEW OF THE AUTHORITY'S DRAFT FISCAL YEAR 2024/2025 COMPENSATION PLAN

Recommendation

Provide guidance to staff for adoption of the FY 2024/2025 Compensation Plan.

Strategic Plan Linkage

5. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
 - b. Proactively manage expenditures to stay within adopted budget.
6. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
 - b. Provide professional development opportunities and competitive pay and benefits to attract and retain high caliber staff.

Background

As discussed at the February 2024 Committee Meeting, staff makes a number of assumptions regarding compensation and benefits each year that are incorporated into the annual budget. Each year, the Commission adopts a Compensation Plan that reflects the salaries and benefits provided to Authority employees. The Compensation Plan is generally adopted in May, in parallel with the budget.

Discussion

A draft FY 2024/2025 Compensation Plan is attached for the Committee's consideration. As discussed at the February 2024 Committee Meeting, the draft Plan includes a 2.6% increase for salaries, consistent with the Authority's Personnel Plan, which provides for use of the December-to-December CPI-U for San Francisco-Oakland-Hayward in establishing an annual cost-of-living-adjustment (COLA).

Per the discussion in February, staff is seeking Committee direction on retiree medical benefits. The Authority's current fixed maximum contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA) is \$502 per month for each annuitant. The PEMHCA rate was last updated in 2023. Currently, four EBDA retirees receive PEMHCA, and two retirees receive full medical based on their negotiated contracts. Actual cost for retiree medical ranges from \$448.15 (with medicare subsidy) to \$2,042.82 (for employee and spouse without medicare). The attached table provides a summary of current retiree medical benefits provided by EBDA's member agencies and other peer utilities.

**EAST BAY DISCHARGERS AUTHORITY
COMPENSATION PLAN
JULY 1, 2024 TO JUNE 30, 2025**

MONTHLY SALARY SCHEDULE					
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Administration Manager	9,057.20	9,510.08	9,985.57	10,484.86	11,009.10
Administrative Support Specialist	5,328.00	5,594.39	5,874.12	6,167.82	6,476.21
General Manager	19,763.94	20,752.16	21,789.78	22,879.27	24,151.51
Operations & Maintenance Manager	14,776.82	15,515.66	16,291.44	17,106.03	17,961.32

SUMMARY OF BENEFITS	
BENEFIT	DESCRIPTION
Medicare	The employee and the Authority each pay the Medicare tax rate of 1.45% on taxable earnings.
Retirement – CalPERS Classic Members	Benefit Formula: 2.5% @ 55, 1 year final average compensation Authority shall contribute 100% of the required Employer Normal Cost Rate as determined by the CalPERS annual actuarial valuation. Classic Members ¹ shall contribute 100% of the plan’s Employee Contribution Rate.
Retirement – CalPERS New Members	Benefit Formula: 2% @ 62, 3 years final average compensation Authority shall contribute 100% of the required Employer Normal Cost Rate as determined by the CalPERS annual actuarial valuation. New Members ² shall contribute 100% of the plan’s Employee Contribution Rate.
Medical Coverage – CalPERS Kaiser Permanente	Insurance premiums paid by Authority for employees and their eligible dependents enrolled in the employer-sponsored health plan.
Retiree Medical Coverage – CalPERS	Authority contributes up to a maximum of \$502 per month for EBDA retirees and their eligible dependents enrolled in the employer sponsored health plan. The fixed employer contribution includes the PEMHCA minimum. The minimum qualification for retiree health benefits is five years of continual employment at EBDA.
Dental & Vision Care	Authority pays dental and vision insurance premiums for employees and their eligible dependents enrolled in the employer sponsored programs.
Basic Life Insurance and AD&D	Benefit: 1 x Annual Salary Authority provides basic life insurance and accidental death & dismemberment coverage.
Short Term/Long Term Disability Insurance	Benefit: 66 2/3% of salary Authority provides coverage up to the date of permanent separation from EBDA. Employee must exhaust all available leave. Note: EBDA does not pay into State Disability Insurance.

SUMMARY OF BENEFITS (Continued)	
BENEFIT	DESCRIPTION
Deferred Compensation	An Authority-sponsored 457 deferred compensation plan is available to employees. For participants that defer 0.32% of gross earnings, the Authority contributes 2.32% to the employee's plan account. In addition, employees may elect to defer a voluntary dollar amount to which the Authority will match \$0.50 for each \$1, up to a maximum employer contribution of \$500 per calendar year, per employee.
Holidays	11 paid holidays plus 28 hours of floating holiday annually.

MISCELLANEOUS	
Prorated Benefits	An employee hired or placed into a part-time position will receive prorated benefits proportionate to their scheduled work hours.
Compensatory Time Off	Unclassified, exempt employees do not receive additional payment for overtime. In lieu of payment, the General Manager may adjust working hours to compensate the employee for time worked in excess of 40 hours per week. Classified, non-exempt employees are compensated at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours per week. The Authority shall pay overtime worked by non-exempt employees in a manner consistent with the Fair Labor Standards Act.
Calculation Method of Hourly Rate	Hourly rate equivalents shall be determined by dividing the employee's actual monthly salary rate by 173.33, which is considered to be the average number of working hours per month.
Use of Authority Vehicle	The General Manager may authorize the use of Authority vehicles by employees for business travel when determined that such use would be in the best interest of the Authority.
Flexible Spending Accounts (FSA)	Benefit eligible employees may enroll in the Authority's FSA to make pre-tax salary contributions up to the IRS limits.

¹ Definition of a Classic Member – A classic member is defined as:

- An existing member of a California public retirement system as of December 31, 2012. Please note, however, that because new member determination is based on an appointment-by-appointment basis, upon appointment, new hires will be required to self-certify their classic member status by submitting a form that tests against the new member definition and which may ultimately result in a change in status to new member.

² Definition of a New Member – A new member is defined as any of the following:

- A new hire who is brought into a California public retirement system membership for the first time on or after January 1, 2013, and who has no prior membership in a California public retirement system.
- A new hire who was an active member of a California public retirement system and who, after a break in service of more than six months, returned to active membership in that system.

Agency	Hire Date	Benefit	Health Reimbursement Agreement (HRA)	Eligibility Requirements			
				Health Vesting	Minimum Age	CalPERS Pension	Other
Castro Valley Sanitary District	After March 1, 2008	50% EE+1, increasing 5% for each additional year, up to 100% @ 20 yrs		10			
Central Marin Sanitation Agency	After July 1, 2010	PEMHCA minimum and reimbursement from HRA	ER contributes 1.5% of EE base salary				Retire from CMSA
Central San	After 2009	50% of premium and ER contribution to HRA	ER contributes 1.5% of EE base salary	10	50		Rule of 70: age + years of service = 70
City of Hayward		ER contribution towards medical insurance benefits equal to contribution provided to active employees					
City of Livermore			ER contributes 4% of EE base salary	5			Total of 10yrs of service w/CalPERS
City of San Leandro		Reimbursement up to \$360 including PEMHCA amount paid directly to CalPERS.		5			
Fairfield-Suisun Sewer District	After March 1, 2013	50%, increasing 5% each additional year, up to 100% @ 20 yrs		5	50	Yes	Total of 10yrs of service w/CalPERS
Oro Loma Sanitary District	After June 27, 2011	50% one-party rate, increasing 10% each additional year, up to 100% @ 20 yrs		15	60		
Union Sanitary District		\$475 @ 10 yrs, \$575 @ 15 yrs, \$675 @ 20+ yrs		10	50		EEs retiring after 07/01/2021
West Valley Sanitation District		100% one-party rate (lowest priced plan)		15	55	Yes	

2024 KP One-Party Rate is \$1,021.40

HRA = Health Reimbursement Arrangements (HRAs) are employer-funded group health plans from which employees are reimbursed tax-free for qualified medical expenses up to a fixed dollar amount per year. Unused amounts may be rolled over to be used in subsequent years. The employer funds and owns the arrangement.

ITEM NO. P6 GENERAL MANAGER TRAVEL REPORT

Recommendation:

For Committee information only.

Strategic Plan Linkage

7. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
 - b. Provide professional development opportunities and competitive pay and benefits to attract and retain high caliber staff.
8. **External Collaboration:** Collaborate with external stakeholders to build strong relationships for joint problem-solving and to expand EBDA's and its Member Agencies' reach.
 - a. Provide industry leadership through active engagement with wastewater associations including Bay Area Clean Water Agencies (BACWA), California Association of Sanitation Agencies (CASA), California Water Environment Association (CWEA), and Water Environment Federation (WEF).

Background

The pandemic brought in-person conferences and meetings to a halt, and has transitioned many meetings to online platforms on an indefinite basis. However, many committees and conferences have resumed in-person meetings. The General Manager (GM) has therefore returned to local and some state and national travel to represent EBDA. This report summarizes ongoing and anticipated travel over the next year for the Committee's information.

Discussion

The following tables summarize ongoing travel around the Bay Area, and anticipated long-distance travel for the remainder of the calendar year.

Agenda Explanation
 East Bay Dischargers Authority
 Personnel Committee
 April 16, 2024

Local Travel – Ongoing

Who?	Where?	Why?	How Often?
EBDA Member Facilities	Within District	Coordination/Problem Solving	1-3x per month
BACWA Executive Board	Rotates among BACWA Members	Strategize on permitting, training, service issues for EBDA	Monthly
Nutrient Management Steering Committee	Richmond	Engage as a BACWA Board Member on Bay nutrient science and policy issues with Water Board and other regional agencies	Quarterly
Regional Water Board	Oakland	Represent EBDA at informational or permit-relevant meetings	1-2x/month
East Bay Leadership Council	Walnut Creek	Represent EBDA on leadership of EBLC's Water & Energy Task Force	1-2x/month
BACWA/CASA Strategic Planning	Pardee	Attend planning retreats to strategize on key regulatory issues	1-2x/year

Planned Travel for 2024

Who?	Where?	Why?	When?	How Much?
NACWA (tentative)	Buffalo	Gather info on national utility management trends	July 23-26	\$2600
CASA	Monterey	Gather info on California utility management trends, serve as member of State Legislative and Program Committees, and organizer of the Women's Networking Event	July 31-August 2	\$1300
WEFTEC	New Orleans	Participate in a workshop on permitting innovation at the invitation of EPA, gather information on technical advances	October 5-9	\$2000

ITEM NO. P7 COMMITTEE PREFERENCE FORM FOR FISCAL YEAR 2024/2025

The Committee Preference form allows Commissioners to indicate their individual preferences for Committee assignments in FY 2024/2025. The incoming Chairperson will consider Commissioner preferences and changes to member agency representatives when appointing Committee members. Committee assignments will be provided at the June Commission meeting. Email completed forms to juanita@ebda.org by Friday, May 31, 2024.

Generally, Committee meetings occur Monday, Tuesday, and Wednesday preceding the Commission. The Commission meeting dates for FY 2024/2025 are as follows:

July 18	November 21	March 20
August – Not Scheduled	December 19	April 17
September 19	January 16	May 15
October 17	February 20	June 19

Using a scale of 1 to 4 (1 being first choice), please indicate your committee preferences in Table 1.

TABLE 1. COMMITTEE PREFERENCE

	Financial Management Committee
	Operations and Maintenance Committee
	Personnel Committee
	Regulatory Affairs Committee

Complete Table 2 using the following convention:

- 1 = Preferred Time
- 2 = Available if Needed
- 3 = Not Available

TABLE 2. MEETING TIME AND DAY

TIME	MONDAY	TUESDAY	WEDNESDAY
8:00 a.m. to 9:00 a.m.			
9:00 a.m. to 10:00 a.m.			
10:00 a.m. to 11:00 a.m.			
11:00 a.m. to 12:00 p.m.			
12:00 p.m. to 1:00 p.m.			
1:00 p.m. to 2:00 p.m.			
2:00 p.m. to 3:00 p.m.			
3:00 p.m. to 4:00 p.m.			
4:00 p.m. to 5:00 p.m.			