



ITEM NO. 11

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, October 14, 2024 at 11:00 AM

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

Committee Members: Andrews (Chair); Toy

- FM1. Call to Order**
- FM2. Roll Call**
- FM3. Public Forum**
- FM4. Disbursements for September 2024**
(The Committee will review the List of Disbursements.)
- FM5. Treasurer's Reports for September 2024**
(The Committee will review the Treasurer's Report.)
- FM6. Year-End Financial Summary for FY 2023/2024**
(The Committee will review the FY2023/2024 financial summary.)
- 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 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>.

**Next Scheduled Financial Management Committee is
Monday, November 18, 2024 at 11:00 am**

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
September 2024

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
26565	09/15/2024	--	BACWA	MEMBERSHIP AND SPECIAL PROGRAMS FEE	552,274.00	552,274.00
26572	09/15/2024	220635	MEYERS NAVE	LEGAL SERVICES - NUTRIENTS PERMIT	37,582.20	50,658.40
		220360	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	13,076.20	
26577	09/15/2024	003100	UNION SANITARY DISTRICT	UEPS & FORCE MAIN O&M AND PG&E - JUL	47,778.35	47,778.35
26579	09/30/2024	57391	CALCON	OLEPS EXTERIOR WATER SYSTEM UPGRADE	42,350.00	44,369.11
		57398	CALCON	HEPS POND 3 VALVE ACTUATOR UPGRADE	1,080.94	
		57364	CALCON	SKYWEST TROUBLESHOOT COMMUNICATIONS & PROGRAMMING	680.20	
		57365	CALCON	HEPS SECURITY CAMERA	257.97	
26574	09/15/2024	042096D	PUMP REPAIR SERVICE	HEPS EFFLUENT PUMP REPLACEMENT	25,574.00	25,574.00
26582	09/30/2024	397398	CITY OF SAN LEANDRO	MDF O&M - JUL	24,877.22	24,877.22
26589	09/30/2024	17341	REGIONAL GOVERNMENT SERVICES	MANAGEMENT AND ADMINISTRATIVE SERVICES	14,578.16	14,578.16
26564	09/15/2024	NO. 1	AZYURA	DMR IMPLEMENTATION FOR 2022 ORDER & DATA RESUBMISSIONS	13,000.00	13,000.00
26587	09/30/2024	83598	NACWA	MEMBERSHIP DUES	11,135.00	11,135.00
26590	09/30/2024	2024250105456	THATCHER COMPANY OF CA, INC	SODIUM BISULFITE - DELIVERED 9/06/2024	8,640.58	8,640.58
26573	09/15/2024	20014	PACIFIC ECORISK	NPDES TOXICITY TESTING	6,184.00	6,184.00
26585	09/30/2024	4070	LAURA PATTERSON DESIGN	EBDA LOGO DESIGN	3,056.25	3,056.25
26576	09/15/2024	4246-0445-5568-7627	U.S. BANK	PURCHASING CARD EXPENSES	2,383.60	2,383.60
26570	09/15/2024	32843	FOSTER & FOSTER	ACTUARIAL SERVICES GASB 68 JUNE 30, 2024	1,700.00	1,700.00
26588	09/30/2024	11995	REDWOOD PUBLIC LAW, LLP	LEGAL SERVICES - AUG	1,668.50	1,668.50
26569	09/15/2024	766470	CORRPRO COMPANIES, INC	FORCE MAIN BI-ANNUAL CATHODIC PROTECTION SYSTEMS SURVEY	1,395.00	1,395.00
26567	09/15/2024	52205703	CITY OF HAYWARD	EMPLOYEE BENEFIT PROGRAMS - SEP	1,377.18	1,377.18
26580	09/30/2024	722711	CALTEST	LAB TESTING SERVICES - AUG	1,081.36	1,081.36
26571	09/15/2024	111928	HUNT EQUIPMENT	OLEPS AST ANNUAL INSPECTION	960.00	960.00
26578	09/30/2024	T176611	BAY AREA AIR QUALITY MGMT DISTRICT	MDF PERMIT TO OPERATE	552.00	552.00
26566	09/15/2024	8442	CAYUGA INFORMATION SYSTEMS	IT SERVICES	446.25	446.25
26583	09/30/2024	44777800001	EBMUD	ADMIN WATER SERVICE	116.49	219.68
		44777800001	EBMUD	ADMIN WATER SERVICE	103.19	
26575	09/15/2024	CD_000902031	RINGCENTRAL INC	DIGITAL PHONE SERVICE	209.81	209.81
26568	09/15/2024	56890	COMPUTER COURAGE	WEBSITE HOSTING	150.00	150.00
26584	09/30/2024	Sep-24	JACQUELINE ZIPKIN	REIMBURSABLE EXPENSES	135.32	135.32
26586	09/30/2024	10347	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - AUG	130.00	130.00
26581	09/30/2024	4178916	CALTRONICS	COPIER USAGE AND MAINTENANCE	66.55	66.55
26547	09/05/2024	--	BACWA	VOID CHECK	(552,274.00)	(552,274.00)
					262,326.32	262,326.32

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
September 2024

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
ELECTRONIC PAYMENTS						
	09/03/2024	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	45,697.91	45,697.91
	09/11/2024	100000017647274	CALPERS	HEALTH PREMIUMS - SEP	7,610.48	7,610.48
	09/05/2024	100000017609705	CALPERS	PENSION CONTRIBUTION, CLASSIC 8/16 - 31/2024	5,877.93	5,877.93
	09/17/2024	100000017641168	CALPERS	PENSION CONTRIBUTION, CLASSIC 9/01 - 15/2024	5,877.93	5,877.93
	09/06/2024	6936666	MISSION SQUARE	DEFERRED COMPENSATION CONTRIBUTION 8/31/2024	2,115.22	2,115.22
	09/17/2024	6358155	MISSION SQUARE	DEFERRED COMPENSATION CONTRIBUTION 9/15/2024	2,115.22	2,115.22
	09/20/2024	1002368903	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION PREMIUM - AUG	893.00	706.47
	09/20/2024	1002368904	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION PREMIUM - SEP	893.00	
	09/20/2024	1002452099	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION 2023/2024 AUDIT	(1,079.53)	
	09/05/2024	100000017644499	CALPERS	GASB REPORT FEES	700.00	700.00
	09/16/2024	51048304397166	AT&T	MDF TELEPHONE SERVICE	282.33	282.33
	09/05/2024	261637899	INTERMEDIA.NET INC	EMAIL EXCHANGE HOSTING	91.36	91.36
	09/27/2024	9972792454	VERIZON WIRELESS	WIRELESS PHONE SERVICES - AUG	63.78	63.78
TOTAL ELECTRONIC PAYMENTS					71,138.63	71,138.63
PAYROLL						
	09/27/2024		ADP, LLC	PAYROLL PERIOD: 09/16-30/2024	27,505.61	27,505.61
	09/12/2024		ADP, LLC	PAYROLL PERIOD: 09/01-15/2024	24,569.36	24,569.36
	09/06/2024		ADP, LLC	PAYROLL FEES, 8/16-31/2024	90.94	90.94
	09/27/2024		ADP, LLC	PAYROLL FEES, 9/01-15/2024	90.94	90.94
TOTAL PAYROLL					52,256.85	52,256.85
TOTAL DISBURSEMENTS					385,721.80	385,721.80

ITEM NO. FM5 TREASURER'S REPORT FOR SEPTEMBER 2024

The cash balance as of September 30, 2024 is \$5,516,602.85. EBDA's LAIF balance is \$1,313,851.40, and the average monthly effective yield for September is 4.575%. EBDA's CAMP balance is \$1,596,978.04, and CAMP's 7-day yield is 5.06%.

Approval is recommended.

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

September 2024

FUND	FUND DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	\$ 1,843,885.46	\$ 335,785.77	\$ 302,327.49	\$ 1,877,343.74
13	PLANNING & SPECIAL STUDIES	364,527.81	151,406.92	-	515,934.73
14	RECLAMATION O & M (SKYWEST)	75,792.04	9,000.00	1,055.20	83,736.84
15	BRINE ACCEPTANCE	163,563.12	-	13,076.20	150,486.92
31	RENEWAL & REPLACEMENT	2,822,854.26	135,509.27	69,262.91	2,889,100.62
TOTALS		\$ 5,270,622.69	\$ 631,701.96	\$ 385,721.80	\$ 5,516,602.85
Ending Balance per STR					\$ 5,516,602.85

Sep-24

10/10/2024

SUPPLEMENTAL TREASURER'S REPORT

DATE	TRANSACTION	RECEIPT	DISBURSEMENT CHECKING	DISBURSEMENT PAYROLL	PAYROLL TRANSFER	LAIF	CAMP	WELLS FARGO CHECKING BALANCE	WELLS FARGO PAYROLL BALANCE	LAIF BALANCE	CAMP BALANCE	TOTAL CASH
08/31/24	BALANCE							2,290,870.68	83,074.31	1,313,851.40	1,582,826.30	5,270,622.69
09/03/24	DIVIDENDS	7,259.27					7,259.27	2,290,870.68	83,074.31	1,313,851.40	1,590,085.57	5,277,881.96
09/03/24	DEPOSIT - COH	9,000.00						2,299,870.68	83,074.31	1,313,851.40	1,590,085.57	5,286,881.96
09/03/24	ELECTRONIC BILL PAY		45,697.91					2,254,172.77	83,074.31	1,313,851.40	1,590,085.57	5,241,184.05
09/04/24	DEPOSIT - ABAG	1,249.20						2,255,421.97	83,074.31	1,313,851.40	1,590,085.57	5,242,433.25
09/05/24	ELECTRONIC BILL PAY		91.36					2,255,330.61	83,074.31	1,313,851.40	1,590,085.57	5,242,341.89
09/05/24	ELECTRONIC BILL PAY		700.00					2,254,630.61	83,074.31	1,313,851.40	1,590,085.57	5,241,641.89
09/05/24	ELECTRONIC BILL PAY		5,877.93					2,248,752.68	83,074.31	1,313,851.40	1,590,085.57	5,235,763.96
09/05/24	VOID CHECK 26547		(552,274.00)					2,801,026.68	83,074.31	1,313,851.40	1,590,085.57	5,788,037.96
09/06/24	PAYROLL FEES			90.94				2,801,026.68	82,983.37	1,313,851.40	1,590,085.57	5,787,947.02
09/06/24	ELECTRONIC BILL PAY		2,115.22					2,798,911.46	82,983.37	1,313,851.40	1,590,085.57	5,785,831.80
09/11/24	ELECTRONIC BILL PAY		7,610.48					2,791,300.98	82,983.37	1,313,851.40	1,590,085.57	5,778,221.32
09/12/24	PAYROLL			24,569.36				2,791,300.98	58,414.01	1,313,851.40	1,590,085.57	5,753,651.96
09/15/24	DISBURSEMENT		704,090.59					2,087,210.39	58,414.01	1,313,851.40	1,590,085.57	5,049,561.37
09/16/24	ELECTRONIC BILL PAY		282.33					2,086,928.06	58,414.01	1,313,851.40	1,590,085.57	5,049,279.04
09/16/24	DEPOSIT - COH	614,193.49						2,701,121.55	58,414.01	1,313,851.40	1,590,085.57	5,663,472.53
09/17/24	ELECTRONIC BILL PAY		5,877.93					2,695,243.62	58,414.01	1,313,851.40	1,590,085.57	5,657,594.60
09/17/24	ELECTRONIC BILL PAY		2,115.22					2,693,128.40	58,414.01	1,313,851.40	1,590,085.57	5,655,479.38
09/20/24	PAYROLL FEES			90.94				2,693,128.40	58,323.07	1,313,851.40	1,590,085.57	5,655,388.44
09/20/24	ELECTRONIC BILL PAY		706.47					2,692,421.93	58,323.07	1,313,851.40	1,590,085.57	5,654,681.97
09/27/24	ELECTRONIC BILL PAY		63.78					2,692,358.15	58,323.07	1,313,851.40	1,590,085.57	5,654,618.19
09/27/24	PAYROLL			27,505.61				2,692,358.15	30,817.46	1,313,851.40	1,590,085.57	5,627,112.58
09/30/24	DISBURSEMENT		110,509.73					2,581,848.42	30,817.46	1,313,851.40	1,590,085.57	5,516,602.85
	TOTAL	631,701.96	333,464.95	52,256.85	-	-	7,259.27	2,581,848.42	30,817.46	1,313,851.40	1,590,085.57	5,516,602.85
	CURRENT BALANCE							2,581,848.42	30,817.46	1,313,851.40	1,590,085.57	5,516,602.85

Reconciliation - 09/30/2024

① Bank Statement Balance	\$ 2,714,619.33
Less: Outstanding Checks	132,770.91
	<u>\$ 2,581,848.42</u>
② Payroll Bank Statement	\$ 30,817.46
③ LAIF Statement	\$ 1,313,851.40
④ CAMP Statement	\$ 1,596,978.04
Less: Accrual Income Dividend	6,892.47
	<u>\$ 1,590,085.57</u>

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 YEAR-END FINANCIAL SUMMARY FOR FY 2023/2024

Recommendation

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

Strategic Plan Linkage

1. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
 - a. Operate EBDA's system efficiently.
 - b. Proactively manage expenditures to stay within adopted budget.
 - c. Identify and manage opportunities for revenue generation.
 - d. Secure grant funding for innovative projects.

Background

As presented to the Committee in September 2024, EBDA's annual expenses for Fiscal Year 2023/2024 were under budget. Per the Authority's Budget Policy,

“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.”

Staff's understanding is that all Member Agencies currently prefer a credit against their FY 2024/2025 obligations.

Discussion

The following table shows the amounts owed by each agency for FY 2023/2024 Operations & Maintenance (O&M) and Special Studies, as well as the amounts collected. The difference, plus revenues received from other sources, is the credit accruing to each agency. Reimbursements from Cargill have been deducted from the O&M expenses. No Capacity Exceedance Fees were incurred in FY 2023/2024. Also, while Oro Loma, Castro Valley, Hayward, and USD pay their \$750k Renewal and Replacement Fund (RRF) contribution up front each fiscal year, because they only participate in certain projects, San Leandro and LAVWMA pay their RRF share as part of this annual true-up process.

Each Member Agency will be receiving a memo detailing their FY 2023/2024 payments and credits.

Agenda Explanation
 East Bay Dischargers Authority
 Financial Management Committee
 October 14, 2024

	San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAWMA	Total
Total O&M Expenses	\$ 211,472	\$ 557,196	\$ 264,688	\$ 587,973	\$ 1,334,257	\$ 680,769	\$ 3,636,355
Total O&M Paid	\$ 266,132	\$ 601,263	\$ 313,905	\$ 725,614	\$ 1,693,707	\$ 765,959	\$ 4,366,580
O&M Balance	\$ (54,660)	\$ (44,067)	\$ (49,217)	\$ (137,641)	\$ (359,450)	\$ (85,190)	\$ (730,225)
							\$ -
Total Special Studies Expenses	\$ 94,645	\$ 136,255	\$ 68,608	\$ 259,450	\$ 420,733	\$ 297,766	\$ 1,277,457
Total Special Studies Paid	\$ 107,521	\$ 119,135	\$ 62,545	\$ 258,660	\$ 412,464	\$ 332,581	\$ 1,292,906
Special Studies Balance	\$ (12,876)	\$ 17,120	\$ 6,063	\$ 790	\$ 8,269	\$ (34,815)	\$ (15,449)
Capacity Exceedance Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other O&M Revenue		\$ (508)	\$ (272)	\$ (391)	\$ (1,116)	\$ (808)	\$ (3,094)
Other Funding Credit	\$ -	\$ (508)	\$ (272)	\$ (391)	\$ (1,116)	\$ (808)	\$ (3,094)
Share of R&R Fund	\$ 18,780					\$ 83,566	\$ 102,345
Agency Total:	\$ (48,757)	\$ (27,455)	\$ (43,426)	\$ (137,242)	\$ (352,297)	\$ (37,246)	\$ (646,423)

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