



ITEM NO. 13

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, November 18, 2024 at 11:00 AM

**Oro Loma Sanitary District, OMC Training Room
2600 Grant Avenue, San Lorenzo, CA**

Teleconference link: <https://us02web.zoom.us/j/83785874080>
Call-in: 1(669) 900-6833 and enter Webinar ID number 837 8587 4080

Committee Members: Andrews (Chair); Toy

FM1. Call to Order

FM2. Roll Call

FM3. Public Forum

FM4. Disbursements for October 2024
(The Committee will review the List of Disbursements.)

FM5. Treasurer's Reports for October 2024
(The Committee will review the Treasurer's Report.)

FM6. Final Adjusted Treasurer's Reports for June, July, August, and September 2024
(The Committee will review the final adjusted Treasurer's Reports.)

FM7. Motion to Accept the Audited Basic Financial Statements for Fiscal Year Ending June 30, 2024
(The Committee will consider the motion.)

FM8. Motion Authorizing the General Manager to Execute Amendment No. 1 to the Professional Services Agreement with Regional Government Services for Finance and Administrative Services in the Amount of \$98,088, for a Total Not to Exceed Amount of \$234,616
(The Committee will consider the motion.)

FM9. 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 18, 2024

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>.

| |
|--|
| <p>Next Scheduled Financial Management Committee is Monday, December 16, 2024 at 11:00 am</p> |
|--|

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
October 2024

| Check # | Payment Date | Invoice # | Vendor Name | Description | Invoice Amount | Disbursement Amount |
|---------|--------------|---------------------|-------------------------------------|--|----------------|---------------------|
| 26617 | 10/31/2024 | 003106 | UNION SANITARY DISTRICT | UEPS O&M, PG&E, AND FORCE MAIN MAINTENANCE - AUG | 48,597.94 | 48,597.94 |
| 26595 | 10/15/2024 | 397631 | CITY OF SAN LEANDRO | MDF O&M - AUG | 28,839.69 | 28,839.69 |
| 26614 | 10/31/2024 | 7006 | ORO LOMA SANITARY DISTRICT | OLEPS O&M - JUL | 21,207.57 | 21,207.57 |
| 26616 | 10/31/2024 | 17477 | REGIONAL GOVERNMENT SERVICES | MANAGEMENT AND ADMINISTRATIVE SERVICES | 20,403.03 | 20,403.03 |
| 26611 | 10/31/2024 | 2734 | CROPPER ROWE LLP | AUDITING SERVICES | 7,500.00 | 7,500.00 |
| 26607 | 10/31/2024 | 57709 | CALCON | MDF ANNUAL CALIBRATIONS | 1,298.39 | 6,155.57 |
| 26607 | 10/31/2024 | 57578 | CALCON | OPS CENTER CYBERSECURITY GRANT APPLICATION | 1,280.00 | |
| 26607 | 10/31/2024 | 57710 | CALCON | OLEPS ANNUAL CALIBRATIONS | 1,138.39 | |
| 26607 | 10/31/2024 | 57711 | CALCON | HEPS ANNUAL CALIBRATIONS | 1,138.39 | |
| 26607 | 10/31/2024 | 57577 | CALCON | OLEPS PMS | 680.20 | |
| 26607 | 10/31/2024 | 57575 | CALCON | MDF UPDATED HMI PROGRAMMING | 520.20 | |
| 26607 | 10/31/2024 | 57576 | CALCON | OPS CENTER SCADA ALARM EMAIL | 100.00 | |
| 26606 | 10/31/2024 | 3555 | BAY POWER LLC | OLEPS DIESEL ENGINES TROUBLESHOOTING | 4,948.73 | 4,948.73 |
| 26597 | 10/15/2024 | 33231 | FOSTER & FOSTER | ACTUARIAL SERVICES GASB 75 JUNE 30, 2024 | 2,750.00 | 2,750.00 |
| 26591 | 10/15/2024 | IN0369074 | ALAMEDA COUNTY ENVIRONMENTAL HEALTH | OLEPS CUPA FEE | 2,486.00 | 2,486.00 |
| 26603 | 10/15/2024 | 4246-0445-5568-7627 | U.S. BANK | PURCHASING CARD EXPENSES | 2,156.02 | 2,156.02 |
| 26608 | 10/31/2024 | 723578 | CALTEST | LAB TESTING SERVICES - SEP | 1,668.96 | 1,668.96 |
| 26615 | 10/31/2024 | 12099 | REDWOOD PUBLIC LAW, LLP | LEGAL SERVICES - SEP | 1,384.50 | 1,384.50 |
| 26594 | 10/15/2024 | 52205704 | CITY OF HAYWARD | EMPLOYEE BENEFIT PROGRAMS - OCT | 1,377.18 | 1,377.18 |
| 26598 | 10/15/2024 | JUL-SEP 2024 | KARL D. ROYER | QUARTERLY HEALTH PREMIUM REIMBURSEMENT | 1,139.36 | 1,139.36 |
| 26592 | 10/15/2024 | 0924-24 | BEECHER ENGINEERING, INC | ELECTRICAL ENGINEERING SERVICES | 840.00 | 840.00 |
| 26605 | 10/31/2024 | 43240 | BA MORRISON | HEPS HVAC SERVICE | 410.00 | 700.00 |
| 26605 | 10/31/2024 | 43241 | BA MORRISON | ADMIN HVAC SERVICE | 290.00 | |
| 26618 | 10/31/2024 | S2219637.001 | WILLE ELECTRIC SUPPLY CO, INC | EBDA OFFICE LIGHT BULBS | 455.18 | 455.18 |
| 26593 | 10/15/2024 | JUL-SEP 2024 | CHARLES V. WEIR | QUARTERLY HEALTH PREMIUM REIMBURSEMENT | 442.74 | 442.74 |
| 26604 | 10/15/2024 | 20100244 | ZASIO ENTERPRISES, INC | RECORDS MANAGEMENT SOFTWARE ANNUAL RENEWAL | 425.00 | 425.00 |
| 26612 | 10/31/2024 | Oct-24 | DAVE SADOFF | COMMISSIONER COMPENSATION - OCT | 300.00 | 300.00 |
| 26613 | 10/31/2024 | 10110000001 | EBMUD | MDF WATER & SEWER SERVICE | 254.64 | 254.64 |
| 26600 | 10/15/2024 | 270293386 | ORKIN | MDF PEST CONTROL SERVICE | 253.99 | 253.99 |
| 26610 | 10/31/2024 | 8444 | CAYUGA INFORMATION SYSTEMS | IT SERVICES | 236.25 | 236.25 |
| 26601 | 10/15/2024 | CD_000926738 | RINGCENTRAL INC | DIGITAL PHONE SERVICE | 209.81 | 209.81 |
| 26596 | 10/15/2024 | 57108 | COMPUTER COURAGE | WEBSITE HOSTING | 150.00 | 150.00 |
| 26599 | 10/15/2024 | 10386 | MBC CUSTODIAL SERVICES INC | JANITORIAL SERVICES - SEP | 130.00 | 130.00 |
| 26609 | 10/31/2024 | 4204340-CAL | CALTRONICS | COPIER USAGE AND MAINTENANCE | 85.09 | 85.09 |

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
October 2024

| Check # | Payment Date | Invoice # | Vendor Name | Description | Invoice Amount | Disbursement Amount |
|---------|--------------|-----------------|-----------------------------------|---|-------------------|---------------------|
| 26602 | 10/15/2024 | K140 | TG'S BACKFLOW SERVICE | MDF TEST & INSPECT BACKFLOW ASSEMBLY | 85.00 | 85.00 |
| | | | | TOTAL ELECTRONIC PAYMENTS | 155,182.25 | 155,182.25 |
| | | | | ELECTRONIC PAYMENTS | | |
| | 10/01/2024 | 5105948980-0 | PG&E | GAS & ELECTRIC SERVICE - AUG | 50,832.15 | 50,832.15 |
| | 10/30/2024 | 5105948980-0 | PG&E | GAS & ELECTRIC SERVICE - SEP | 45,195.80 | 45,195.80 |
| | 10/07/2024 | 100000017679814 | CALPERS | HEALTH PREMIUMS - OCT | 7,964.79 | 7,964.79 |
| | 10/07/2024 | 100000017641193 | CALPERS | PENSION CONTRIBUTION, CLASSIC 9/16 - 30/2024 | 5,877.93 | 5,877.93 |
| | 10/14/1902 | 100000017676303 | CALPERS | PENSION CONTRIBUTION, CLASSIC 10/01 - 15/2024 | 5,877.93 | 5,877.93 |
| | 10/07/2024 | 6710520 | MISSION SQUARE | DEFERRED COMPENSATION CONTRIBUTION 9/30/2024 | 2,115.22 | 2,115.22 |
| | 10/18/2024 | 6064576 | MISSION SQUARE | DEFERRED COMPENSATION CONTRIBUTION 10/15/2024 | 2,115.22 | 2,115.22 |
| | 10/29/2024 | 1002368905 | STATE COMPENSATION INSURANCE FUND | WORKERS COMPENSATION PREMIUM - OCT | 893.00 | 893.00 |
| | 10/30/2024 | 51048304397166 | AT&T | MDF TELEPHONE SERVICE | 290.05 | 290.05 |
| | 10/03/2024 | 2410036471 | INTERMEDIA.NET INC | EMAIL EXCHANGE HOSTING | 91.36 | 91.36 |
| | 10/28/2024 | 9975208387 | VERIZON WIRELESS | WIRELESS PHONE SERVICES | 63.79 | 63.79 |
| | | | | TOTAL ELECTRONIC PAYMENTS | 121,317.24 | 121,317.24 |
| | | | | PAYROLL | | |
| | 10/30/2024 | | ADP, LLC | PAYROLL PERIOD: 10/16-31/2024 | 27,781.36 | 27,781.36 |
| | 10/11/2024 | | ADP, LLC | PAYROLL PERIOD: 10/01-15/2024 | 24,569.36 | 24,569.36 |
| | 10/04/2024 | | ADP, LLC | PAYROLL FEES, 9/16-30/2024 | 108.70 | 108.70 |
| | 10/18/2024 | | ADP, LLC | PAYROLL FEES, 10/01-15/2024 | 90.94 | 90.94 |
| | | | | TOTAL PAYROLL | 52,550.36 | 52,550.36 |
| | | | | TOTAL DISBURSEMENTS | 329,049.85 | 329,049.85 |

ITEM NO. FM5 TREASURER'S REPORT FOR OCTOBER 2024

The cash balance as of October 31, 2024 is \$5,210,026.35. EBDA's LAIF balance is \$1,329,432.28, and the average monthly effective yield for October is 4.518%. EBDA's CAMP balance is \$1,603,784.99, and CAMP's 7-day yield is 4.91%.

Approval is recommended.

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

October 2024

| FUND | FUND DESCRIPTION | BEGINNING CASH BALANCE | DEBITS (INCREASE) | CREDITS (DECREASE) | ENDING CASH BALANCE |
|------------------------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12 | OPERATIONS & MAINTENANCE | \$ 2,292,001 | \$ - | \$ 324,639 | \$ 1,967,362 |
| 13 | PLANNING & SPECIAL STUDIES | \$ 579,490 | \$ - | \$ - | \$ 579,490 |
| 14 | RECLAMATION O & M (SKYWEST) | \$ 72,570 | \$ - | \$ 2,970 | \$ 69,600 |
| 15 | BRINE ACCEPTANCE | \$ 136,690 | \$ - | \$ - | \$ 136,690 |
| 31 | RENEWAL & REPLACEMENT | \$ 2,435,851 | \$ 22,473 | \$ 1,440 | \$ 2,456,885 |
| TOTALS | | \$ 5,516,603 | \$ 22,473 | \$ 329,050 | \$ 5,210,026 |
| Ending Balance per STR | | | | | \$ 5,210,026 |

ITEM NO. FM6 FINAL ADJUSTED TREASURER'S REPORTS FOR JUNE, JULY, AUGUST, AND SEPTEMBER 2024

Recommendation

Approve the Final Adjusted Treasurer's Reports for June, July, August, and September 2024.

Background

The Final Adjusted Treasurer's Reports for June through September 2024 are attached for the Committee's review. Preliminary reports were presented previously. Changes occur through the course of reviewing all accounts in preparation for the annual financial audit.

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

June 2024 REVISED

| FUND | FUND DESCRIPTION | BEGINNING CASH BALANCE | DEBITS (INCREASE) | CREDITS (DECREASE) | ENDING CASH BALANCE |
|------------------------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12 | OPERATIONS & MAINTENANCE | \$ 1,262,896 | \$ 423,986 | \$ 193,768 | \$ 1,493,115 |
| 13 | PLANNING & SPECIAL STUDIES | \$ 167,303 | \$ 68,434 | \$ 62,824 | \$ 172,913 |
| 14 | RECLAMATION O & M (SKYWEST) | \$ 81,956 | \$ - | \$ 11,292 | \$ 70,664 |
| 15 | BRINE ACCEPTANCE | \$ 121,876 | \$ 4,194 | \$ 19,443 | \$ 106,627 |
| 31 | RENEWAL & REPLACEMENT | \$ 2,475,530 | \$ 7,185 | \$ 510,638 | \$ 1,972,077 |
| TOTALS | | \$ 4,109,561 | \$ 503,800 | \$ 797,965 | \$ 3,815,396 |
| Ending Balance per STR | | | | | \$ 3,815,396 |

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

July 2024 REVISED

| FUND | FUND DESCRIPTION | BEGINNING CASH BALANCE | DEBITS (INCREASE) | CREDITS (DECREASE) | ENDING CASH BALANCE |
|------------------------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12 | OPERATIONS & MAINTENANCE | \$ 1,493,115 | \$ 1,479,835 | \$ 415,083 | \$ 2,557,867 |
| 13 | PLANNING & SPECIAL STUDIES | \$ 172,913 | \$ 511,526 | \$ 54,792 | \$ 629,648 |
| 14 | RECLAMATION O & M (SKYWEST) | \$ 70,664 | \$ - | \$ 673 | \$ 69,991 |
| 15 | BRINE ACCEPTANCE | \$ 106,627 | \$ 16,232 | \$ - | \$ 122,859 |
| 31 | RENEWAL & REPLACEMENT | \$ 1,972,077 | \$ 344,140 | \$ 4,898 | \$ 2,311,319 |
| TOTALS | | \$ 3,815,396 | \$ 2,351,733 | \$ 475,446 | \$ 5,691,683 |
| Ending Balance per STR | | | | | \$ 5,691,683 |

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

August 2024 REVISED

| FUND | FUND DESCRIPTION | BEGINNING CASH BALANCE | DEBITS (INCREASE) | CREDITS (DECREASE) | ENDING CASH BALANCE |
|------------------------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12 | OPERATIONS & MAINTENANCE | \$ 2,557,867 | \$ 218,724 | \$ 518,048 | \$ 2,258,543 |
| 13 | PLANNING & SPECIAL STUDIES | 629,648 | 152,172 | 353,737 | 428,083 |
| 14 | RECLAMATION O & M (SKYWEST) | 69,991 | - | 5,366 | 64,625 |
| 15 | BRINE ACCEPTANCE | 122,859 | 26,908 | - | 149,766 |
| 31 | RENEWAL & REPLACEMENT | 2,311,319 | 96,501 | 38,215 | 2,369,605 |
| <hr/> | | | | | |
| TOTALS | | \$ 5,691,683 | \$ 494,306 | \$ 915,366 | \$ 5,270,623 |
| <hr/> | | | | | |
| Ending Balance per STR | | | | | \$ 5,270,623 |

**EAST BAY DISCHARGERS AUTHORITY
TREASURER'S REPORT
September 2024 REVISED**

| FUND | FUND DESCRIPTION | BEGINNING CASH BALANCE | DEBITS (INCREASE) | CREDITS (DECREASE) | ENDING CASH BALANCE |
|------------------------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12 | OPERATIONS & MAINTENANCE | \$ 2,258,543 | \$ 335,786 | \$ 302,327 | \$ 2,292,001 |
| 13 | PLANNING & SPECIAL STUDIES | 428,083 | 151,407 | - | 579,490 |
| 14 | RECLAMATION O & M (SKYWEST) | 64,625 | 9,000 | 1,055 | 72,570 |
| 15 | BRINE ACCEPTANCE | 149,766 | - | 13,076 | 136,690 |
| 31 | RENEWAL & REPLACEMENT | 2,369,605 | 135,509 | 69,263 | 2,435,851 |
| TOTALS | | \$ 5,270,623 | \$ 631,702 | \$ 385,722 | \$ 5,516,603 |
| Ending Balance per STR | | | | | \$ 5,516,603 |

ITEM NO. FM7 MOTION TO ACCEPT THE AUDITED BASIC FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30, 2024

Recommendation

Accept, by motion, the audited basic financial statements for fiscal year ending June 30, 2024.

Background

Consistent with the Authority's Audit Policy, each year, a financial audit is performed by an independent public accounting firm. The audit consists of a review of EBDA's financial records and procedures in accordance with Generally Accepted Accounting Principles (GAAP).

Discussion

The Authority's audited basic financial statements for the fiscal year ending June 30, 2024 are attached as a separate document for the Committee's review and full Commission acceptance. No deficiencies in internal controls considered to be material weaknesses were identified during the audit.

In compliance with the Authority's Audit Policy, the Authority changed auditing firms in Fiscal Year 2020/2021. Following a Request for Proposals process, staff selected Cropper Accountancy to perform the Authority's audits for the next several years. The Commission approved a contract with Cropper Accountancy in June 2021. Since that time, the firm has consolidated its audit work under the firm name Cropper Rowe, LLP.

Over the past several months, John Cropper, Managing Shareholder at Cropper Rowe, LLP, with the support of his audit team, conducted a review of EBDA's accounting and control practices and procedures, and EBDA's basic financial statements. This audit work has now been completed, and the audited basic financial statements will be presented to the Commission by Mr. Cropper at the Thursday, November 21, 2024, Commission meeting. In advance of the Commission meeting, Mr. Cropper will participate in the November 18, 2024, Financial Management Committee meeting.

Acceptance of the basic financial statements authorizes their publication. Copies will be provided to the State Controller's Office, the Alameda County Auditor-Controller, member agencies and other interested parties. The document will also be posted on the EBDA website.

ITEM NO. FM8 MOTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH REGIONAL GOVERNMENT SERVICES FOR FINANCE AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$98,088, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$234,616

Recommendation

Approve a motion authorizing the General Manager to execute an Amendment to the Agreement with Regional Government Services Authority.

Strategic Plan Linkage

- 4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
 - c. Develop and implement succession plans for each staff role.

Background

In October 2023, the Commission approved a contract with Regional Government Services (RGS) to perform accounting and administrative services upon the retirement of the Authority’s long-time contract accountant, Deborah Quinn. Prior to this approval, staff and the Commission considered several options for addressing the Authority’s needs, as summarized in the table below.

| Option | Analysis |
|---|---|
| Engage an EBDA Member Agency to handle EBDA’s accounting. | While this model is used with other JPAs (e.g., the Bay Area Clean Water Agencies uses EBMUD for accounting), none of EBDA’s members is currently in a position to take on EBDA’s accounting workload. |
| Hire an employee. | Hiring an accountant would add to the cost, when benefits and pension are considered. EBDA also does not need a full-time accountant, but could in the future consider partnering with a Member Agency or LAVWMA. Staff will continue to look at this, but is not recommending a recruitment at this time. Hiring one individual also limits flexibility to take on tasks or roles beyond accounting, and it exposes EBDA to some risk, should the person responsible for such a critical business function become unavailable for some reason. |
| Hire an individual contractor. | While EBDA had great success with its previous individual contractor, there are not many individual contractors that are interested in taking on part time public accounting work, and the fit would be important. In addition, as noted |

| | |
|---|--|
| | with hiring a single employee, depending on any one individual for such a critical business function has risks if that person becomes unavailable. |
| Hire a company or organization to provide accounting resources. | Partnering with a company or organization, at least as an interim strategy, allows for maximum flexibility, as the company can tap the appropriate individuals to meet the Authority’s workload needs. It also insulates EBDA from the risks inherent in dependence on one person. |

Based on this analysis, and after receiving proposals from two organizations interested in providing accounting resources, staff recommended contracting with RGS. RGS is a Joint Powers Authority (JPA) founded in 2001 and began serving the needs of cities, counties, special districts, joint powers authorities, and other governmental entities in 2002. RGS works exclusively for public agencies, providing support and consulting services to meet the needs of its partner agencies in a broad range of disciplines including accounting and finance, human resources, clerk of the board, and others. RGS has over 180 staff, many of whom previously worked as public agency employees.

The agreement with RGS, which covers core accounting tasks, is set to terminate in December 2024.

Discussion

After a transition period and hand-off from Ms. Quinn, RGS has successfully been performing accounting services for the past year. This included the recent development of the Authority’s Financial Statements and shepherding the external audit of those statements (see Item No. FM7). Staff has been satisfied with RGS’ performance and recommends extending their contract through the end of this fiscal year on June 30, 2025.

RGS’ level of effort associated with start-up and transition, particularly undertaking the preparation of the basic financial statements and supporting schedules and materials necessary for the external audit for the first time, has been slightly higher than anticipated. Staff expects to work with the RGS team over the next several months to identify opportunities for increased efficiency and to refine the staffing strategy in anticipation of developing an agreement for FY 2025/2026. RGS only bills the Authority for hours actually spent on Authority work.

Staff is proposing to increase the authorization under the existing agreement by \$98,088. This brings the contract total to \$234,616 for the period November 2023 – June 2025. Of that, \$167,150 would be used in FY 2024/2025. The accounting line item in the FY 2024/2025 budget is \$130,000. However, RGS will also be stepping in to support functions that had previously been handled by the Administrative Support Specialist position. This position has been vacant since July 2023, and associated salary savings are available in the budget to support the additional accounting cost. Staff intends to move forward in filling the Administrative Support Specialist position in the coming months, and

RGS's support will alleviate some of the burden on the Administration Manager as the position goes into recruitment.

THIS PAGE INTENTIONALLY LEFT BLANK