



**ITEM NO. 13**

**PERSONNEL COMMITTEE AGENDA**

**Wednesday, March 19, 2025  
4:00 PM**

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

**This meeting will be teleconferenced from the following location:  
1001 Portrero Avenue, San Francisco CA**

**Teleconference link: <https://us02web.zoom.us/j/87143532471>  
Call-in: 1(669) 900-6833 and enter Webinar ID number: 871 4353 2471**

**Committee Members: Azevedo (Chair), Johnson**

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. State Controller's Government Compensation in California Report for Calendar Year 2024**  
(The Committee will review the report submitted to the State Controller's Office.)
- P5. Assembly Bill 2561 Vacancies and Recruitment and Retention Efforts**  
(The Committee will review requirements under this new legislation.)
- P6. FY 2025-2026 Budget Assumptions for Wages and Benefits**  
(The Committee will review proposed recommendations.)
- P7. Review of the Authority's Draft Fiscal Year 2025-2026 Compensation Plan**  
(The Committee will review the Draft Plan.)
- P8. General Manager Travel Report**  
(The Committee will review the report.)
- P9. 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.

Agenda Explanation  
East Bay Dischargers Authority  
Personnel Committee  
March 19, 2025

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

**Next Scheduled Personnel Committee meeting is  
Wednesday, May 14 at 4:00 pm**

**ITEM NO. P4 STATE CONTROLLER'S GOVERNMENT COMPENSATION IN CALIFORNIA REPORT FOR CALENDAR YEAR 2024**

**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 2024**

[Click Here for GCC Reporting Instructions](#)

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
Do the amounts in the Defined Benefit Plan column include payment toward the pension unfunded liability?	No	(Enter 'Yes' or 'No')	2024-12500108500

**Preparer Contact Information**

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

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

Line #	Elected Position Enter 'Y'	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	-- Total Wages Subject to Medicare (Box 5 of W-2) --				Applicable Defined Benefit Pension Formula	Retirement Plan: Employees' Share Paid by Employer				Health, Dental, Vision
							Annual Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Deferred Compensation /Defined Contribution Plan	Deferred Compensation /Defined Contribution Plan	Deferred Compensation /Defined Contribution Plan	Deferred Compensation /Defined Contribution Plan	
1.		Governing Body	Commissioner		0	0	0	0	0	0	8,100	N/A	N/A	N/A	N/A	N/A
2.		Governing Body	Commissioner		0	0	0	0	0	0	7,200	N/A	N/A	N/A	N/A	N/A
3.		Governing Body	Commissioner		0	0	0	0	0	0	6,000	N/A	N/A	N/A	N/A	N/A
4.		Governing Body	Commissioner		0	0	0	0	0	0	10,800	N/A	N/A	N/A	N/A	N/A
5.		Governing Body	Commissioner		0	0	0	0	0	0	2,700	N/A	N/A	N/A	N/A	N/A
6.		Governing Body	Commissioner		0	0	0	0	0	0	6,000	N/A	N/A	N/A	N/A	N/A
7.		Governing Body	Commissioner		0	0	0	0	0	0	300	N/A	N/A	N/A	N/A	N/A
8.		Governing Body	Commissioner		0	0	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A
9.		Governing Body	Commissioner		0	0	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A
10.		Governing Body	Commissioner		0	0	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A
11.		Administration	General Manager		238,706	289,818	303,578	0	0	0	0	2.5% @ 55	0	40,334	22,500	34,495
12.		Administration	Operations & Maintenance Manager		177,322	215,536	239,070	0	4,040	15,934	0	2.5% @ 55	0	29,996	5,437	2,627
13.		Administration	Administration Manager		108,686	132,109	134,188	0	0	0	0	2.5% @ 55	0	18,385	3,526	34,495

## ITEM NO. P5 ASSEMBLY BILL 2561 VACANCIES AND RECRUITMENT AND RETENTION EFFORTS

### Recommendation

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

### Strategic Plan Linkage

3. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.

### Background

AB 2561 requires public agencies, including EBDA, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the Authority's legal obligations under the new law, which took effect January 1, 2025.

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3.

### Discussion

In compliance with the new legal obligations, public agencies are required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the Commission, the Authority shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

Staff plans to meet this obligation by incorporating language as part of the Authority's budget adoption hearing.

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. (Gov. Code § 3502.3(b)).

There are no bargaining units at EBDA, so this requirement does not apply.

3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the agency must provide additional information during the public

hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c)).

The Authority currently has three full-time positions and one half-time position. All full-time positions are currently filled. As noted above, EBDA does not have any employee bargaining units.

## ITEM NO. P6 FY 2025/2026 BUDGET ASSUMPTIONS FOR WAGES AND BENEFITS

### Recommendation

The Committee may provide guidance/approval to staff on wages and benefits assumptions.

### Strategic Plan Linkage

3. **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.
4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
  - a. Foster partnership between the Commission and staff to jointly achieve EBDA's Mission and Vision.

### Background

Each year's budget makes a number of assumptions on wages and benefits. The proposed assumptions for FY2025/2026 are summarized below for the Committee's input.

### Discussion

1. **Salary.** EBDA's current Personnel Plan states the following:

Appropriate consideration shall be given to adjustments of the cost of living as measured by the Consumer Price Index for All Urban Consumers (CPI-U), the base figure for comparison shall be the San Francisco-Oakland-Hayward, CA for the period of January 1 through December 30 of the previous year. Adjustments in the cost of living shall be considered once a year as the General Manager prepares the Compensation Plan. The cost-of-living adjustment (COLA) shall be based on the above index within a floor-to ceiling-range of 2% - 5%. The COLA range shall be reviewed every three years. In adopting a COLA, the Commission may also consider the short- and long-term financial status of the Authority. Effective July 1, by adoption of an amended Compensation Plan, adjustments shall be applied to the salary range of each position to reflect the COLA.

Data from the CPI-U for San Francisco-Oakland-Hayward is shown in the table below. The December-to-December comparison yields a 2.4% increase. Staff is presenting this information here to vet budget assumptions. The Commission will also consider the COLA as part of the annual Compensation Plan adoption – see Item No. P7.

**Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2021		2022		2023		2024	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	0.5	1.6	1.4	5.2	1.8	5.3	1.5	2.4
April	1.7	3.8	1.5	5.0	0.4	4.2	1.8	3.8
June	0.0	3.2	1.7	6.8	0.5	2.9	-0.1	3.2
August	0.5	3.7	-0.5	5.7	0.0	3.4	-0.5	2.7
October	0.7	3.8	1.0	6.0	0.3	2.8	0.0	2.4
December	0.8	4.2	-0.3	4.9	-0.4	2.6	-0.4	2.4

2. **Medical Premiums.** National Health Expenditures for 2022-2031 projects an increase of 5.4%. However, CalPERS saw an increase of 9% in 2025. At this time, staff is assuming an 8% increase for 2025/2026. CalPERS preliminary premiums for 2026 are expected to be available in June.
3. **Dental Insurance.** Rates are established on a calendar year basis by the provider and are expected to remain at the current level through 2025.
4. **Vision Insurance.** The rate is expected to remain at the current level through 2025.
5. **Disability Insurance.** Long & Short-Term Disability insurance rates are expected to remain at the current levels through 2025.
6. **CalPERS Pension.** Annual valuation reports indicate the FY2025/2026 Employer Normal Cost Rates for the classic and PEPRAs plans will be 14.18% and 7.96%, respectively, with the Unfunded Accrued Liabilities at \$44,426 and \$252. EBDA pays 0% of the Employee contribution rate.
7. **Deferred Compensation.** Employer contribution expenditures are assumed to increase 2.4%, commensurate with the CPI-U.
8. **Workers Compensation.** Premiums are based on classification rates multiplied by all discount modifiers from the CDI website.



## **ITEM NO. P7 REVIEW OF THE AUTHORITY'S DRAFT FISCAL YEAR 2025/2026 COMPENSATION PLAN**

### **Recommendation**

Provide guidance to staff for adoption of the FY 2025/2026 Compensation Plan.

### **Strategic Plan Linkage**

5. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
  - a. 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.
  - a. Provide professional development opportunities and competitive pay and benefits to attract and retain high caliber staff.

### **Background**

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 2025/2026 Compensation Plan is attached for the Committee's consideration. As discussed in Item No. P6, the draft Plan includes a 2.4% 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). No other changes from the FY 2024/2025 Compensation Plan are being proposed at this time.

**EAST BAY DISCHARGERS AUTHORITY  
COMPENSATION PLAN  
JULY 1, 2025 TO JUNE 30, 2026**

**MONTHLY SALARY SCHEDULE**

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Administration Manager	9,274.57	9,738.32	10,225.23	10,736.50	11,273.32
Administrative Support Specialist	5,455.88	5,728.66	6,015.10	6,315.84	6,631.66
General Manager	20,369.62	21,381.56	22,444.06	23,559.70	24,731.14
Operations & Maintenance Manager	15,131.47	15,888.05	16,682.43	17,516.58	18,392.40

**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 <sup>1</sup> 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 <sup>2</sup> 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	Retiree Health provided for eligible retirees and their eligible dependents that participate in the employer-sponsored plan. EBDA will issue a quarterly reimbursement to the retiree for eligible medical premiums less the required PEMHCA employer contribution paid directly to CalPERS.  Employees hired before <u>January 1, 2013</u> who retire from EBDA with a minimum of five (5) years of service: <ul style="list-style-type: none"> <li>• Up to 100% of Kaiser one-party member rate, including PEMHCA rate</li> </ul> Employees hired on or after <u>January 1, 2013</u> who retire from EBDA with a minimum of ten (10) years of CalPERS service and at least five (5) years at EBDA: <ul style="list-style-type: none"> <li>• Up to 50% of Kaiser one-party member rate, increasing 5% for each additional year of CalPERS service, up to 100% at 20 years</li> </ul>
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.

<b>SUMMARY OF BENEFITS (Continued)</b>	
BENEFIT	DESCRIPTION
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.
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	12 paid holidays plus 20 hours of floating holiday annually.

<b>MISCELLANEOUS</b>	
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.

<sup>1</sup> 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.

<sup>2</sup> 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.

## ITEM NO. P8 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  
 March 19, 2025

**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/year
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 2025**

Who?	Where?	Why?	When?	How Much?
NACWA	Colorado Springs	Gather info on national utility management trends	July 22-25	\$2700
CASA	San Diego	Gather info on California utility management trends, serve as Vice-Chair of State Legislative Committee, member of the Program Committee, and organizer of the Women's Networking Event	July 30-August 1	\$1700
WEFTEC*	Chicago	Gather information on wastewater technical advances	September 29-October 1	\$2200
American Planning Association, CA Chapter*	Monterey	Present on horizontal levee and wastewater perspectives on sea level rise as part of a panel with HASPA agencies	September 28-October 1	\$1500
NACWA Clean Water Law (tentative)	Nashville	Gather info on regulatory and legal issues affecting wastewater	November 19-21	\$2700

\*Note that since WEFTEC and APA overlap, GM will likely participate in one or the other, depending on agenda and proposal acceptance.