



COMMISSION MEETING AGENDA

Thursday, May 15, 2025

4:30 PM

Oro Loma Sanitary District Boardroom
2655 Grant Avenue, San Lorenzo, CA

Teleconference link: <https://us02web.zoom.us/j/89796898677>

Call-in: 1(669) 900-6833 and enter Webinar ID number: 897 9689 8677

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Forum

CONSENT CALENDAR

MOTION	5. Commission Meeting Minutes of April 17, 2025	6
	6. List of Disbursements for April 2025 – See Item No. FM4	14
	7. Treasurer’s Report for April 2025 – See Item No. FM5	17

REGULAR CALENDAR

INFORMATION	8. General Manager’s Report (The General Manager will report on EBDA issues.)	9
INFORMATION	9. Report from the Managers Advisory Committee (The General Manager will report on Managers Advisory Committee activities.)	9
INFORMATION	10. Report from the Financial Management Committee (The General Manager will report on the meeting.)	11
RESOLUTION	11. Resolution Adopting the East Bay Dischargers Authority’s Fiscal Year 2025/2026 Budget – See Item No. FM7 (The Commission will consider the resolution.)	22
MOTION	12. Motion Authorizing the General Manager to Execute Amendment 1 to the Funding Agreement with the Association of Bay Area Governments for the First Mile Horizontal Levee Project in the Amount of \$200,000, for a Total Value of \$1,375,000 – See Item No. FM8 (The Commission will consider the motion.)	28

MOTION	13. Motion Authorizing the General Manager to Execute an Agreement with Anchor QEA, Inc. for First Mile Horizontal Levee Project Design and Permitting Services in the Amount of \$1,174,998 – See Item No. FM9 (The Commission will consider the motion.)	31
INFORMATION	14. Report from the Operations and Maintenance Committee (The Operations & Maintenance and General Managers will report on the meeting.)	47
INFORMATION	15. Report from the Personnel Committee (The General Manager will report on the meeting.)	65
MOTION	16. Motion Approving Fiscal Year 2025/2026 Commission Chairperson and Vice Chairperson – See Item No. P5 (The Commission will consider the motion.)	70
INFORMATION	17. Items from the Commission and Staff (The Commission and staff may address items of general interest.)	78
CLOSED SESSION	18. Closed Session (The Commission may meet in closed session pursuant to Government Code §54957(b)(1) to consider the General Manager’s performance evaluation.)	78
OPEN SESSION	19. Reconvene Open Session (The Commission Chair will report any action taken in Closed Session.)	78
	20. 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 the Administration Manager at the EBDA office at (510) 278-5910 or juanita@ebda.org. 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 Commission meeting is
 Friday, June 20, 2025 at 2:00 pm**

GLOSSARY OF ACRONYMS

ACWA	Association of California Water Agencies	DSRSD	Dublin San Ramon Services District
AQPI	Advanced Quantitative Precipitation Information	DTSC	Department of Toxic Substances Control
AMP	Asset Management Plan	EBDA	East Bay Dischargers Authority
ANPRM	Advanced Notice of Proposed Rulemaking	EBRPD	East Bay Regional Park District
BAAQMD	Bay Area Air Quality Management District	EIS/EIR	Environmental Impact Statement/Report
BACC	Bay Area Chemical Consortium	EPA	United States Environmental Protection Agency
BACWA	Bay Area Clean Water Agencies	FOG	Fats, Oils and Grease
BPA	Basin Plan Amendment	GASB	Government Accounting Standards Board
BCDC	Bay Conservation and Development Commission	HEPS	Hayward Effluent Pump Station
BOD	Biochemical Oxygen Demand	JPA	Joint Powers Agreement
CARB	California Air Resources Board	LAVWMA	Livermore-Amador Valley Water Management Agency
CASA	California Association of Sanitation Agencies	LOCC	League of California Cities
CBOD	Carbonaceous Biochemical Oxygen Demand	MAC	Managers Advisory Committee
CDFA	CA Department of Food & Agriculture	MCC	Motor Control Center
CEC	Compound of Emerging Concern	MCL	Maximum Contaminant Level
CEQA	California Environmental Quality Act	MDF	Marina Dechlorination Facility
CFR	Code of Federal Regulations	MG	Million Gallons
CMMS	Computerized Maintenance Management System	MGD	Million Gallons per Day
COH	City of Hayward	MMP	Mandatory Minimum Penalty
CPUC	California Public Utilities Commission	MOU	Memorandum of Understanding
CSL	City of San Leandro	MSS	Mixed Sea Salt
CTR	California Toxics Rule	N	Nitrogen
CVCWA	Central Valley Clean Water Association	NACWA	National Association of Clean Water Agencies
CVSAN	Castro Valley Sanitary District	NBS	Nature-Based Solutions
CWA	Clean Water Act	NGO	Non-Governmental Organization
CWEA	CA Water Environment Association	NOX	Nitrogen Oxides
DO	Dissolved Oxygen	NPDES	National Pollutant Discharge Elimination System
DPR	Department of Pesticide Regulation	NPS	Non-Point Source

GLOSSARY OF ACRONYMS

O&M	Operations & Maintenance	SSMP	Sewer System Management Plan
OLEPS	Oro Loma Effluent Pump Station	SSO	Sanitary Sewer Overflow
OLSD	Oro Loma Sanitary District	SWRCB	State Water Resources Control Board
OMB	Office of Management and Budget	TDS	Total Dissolved Solids
P	Phosphorous	TIN	Total Inorganic Nitrogen
PAHs	Polynuclear Aromatic Hydrocarbons	TMDL	Total Maximum Daily Load
PCBs	Polychlorinated Biphenyls	TP	Total Phosphorus
PLC	Programmable Logic Controller	TRC	Total Residual Chlorine
PFAS	Per and Polyfluoroalkyl Substances	TSO	Time Schedule Order
POTW	Publicly Owned Treatment Works	TSS	Total Suspended Solids
QA/QC	Quality Assurance / Quality Control	UEPS	Union Effluent Pump Station
Region IX	Western Region of EPA (CA, AZ, NV & HI)	USD	Union Sanitary District
ReNUWit	Re-Inventing the Nation's Urban Water Infrastructure Engineering Research Center	UV	Ultraviolet Treatment
RFP	Request For Proposals	VFD	Variable Frequency Drive
RFQ	Request For Qualifications	VOCs	Volatile Organic Compounds
RMP	Regional Monitoring Program	WAS	Waste Activated Sludge
RO	Reverse Osmosis	WDR	Waste Discharge Requirements
RRF	Renewal and Replacement Fund	WEF	Water Environment Federation
RWB	Regional Water Board	WET	Whole Effluent Toxicity or Waste Extraction Test
RWQCB	Regional Water Quality Control Board	WIN	Water Infrastructure Network
SBS	Sodium Bisulfite	WLA	Waste Load Allocation (point sources)
SCADA	Supervisory Control and Data Acquisition	WPCF	Water Pollution Control Facility
SCAP	Southern California Alliance of POTWs	WQBEL	Water Quality Based Effluent Limitation
SEP	Supplementary Environmental Project	WQS	Water Quality Standards
SFEI	San Francisco Estuary Institute	WRDA	Water Resource Development Act
SFEP	San Francisco Estuary Partnership	WRF	Water Research Foundation
SLEPS	San Leandro Effluent Pump Station	WWTP	Wastewater Treatment Plant
SRF	State Revolving Fund	WWWIFA	Water and Wastewater Infrastructure Financing Agency

CONSENT CALENDAR

Consent calendar items are typically routine in nature and are considered for approval by the Commission with a single action. The Commission may remove items from the Consent Calendar for discussion. Items on the Consent Calendar are deemed to have been read by title. Members of the public who wish to comment on Consent Calendar items may do so during Public Forum.

- Item No. 5 Commission Meeting Minutes of April 17, 2025
- Item No. 6 List of Disbursements for April 2025 – See Item No. FM4
- Item No. 7 Treasurer’s Report for April 2025 – See Item No. FM5

Recommendation

Approve Consent Calendar

ITEM NO. 5 COMMISSION MEETING MINUTES OF APRIL 17, 2025

1. Call to Order

Chair Young called the meeting to order at 4:00 pm on Thursday, April 17, 2025, at the Oro Loma Sanitary District, 2655 Grant Avenue, San Lorenzo, CA 94580.

2. Pledge of Allegiance

3. Roll Call

Present:	Jennifer Toy	Union Sanitary District
	Julie Roche	City of Hayward
	Bryan Azevedo	City of San Leandro
	Ralph Johnson	Castro Valley Sanitary District
	Shelia Young	Oro Loma Sanitary District

Absent: None

Attendees:	Jacqueline Zipkin	East Bay Dischargers Authority
	Howard Cin	East Bay Dischargers Authority
	Juanita Villasenor	East Bay Dischargers Authority
	Erica Gonzalez	Legal Counsel
	David Donovan	City of Hayward
	Hayes Morehouse	City of San Leandro
	Jimmy Dang	Oro Loma Sanitary District
	Paul Eldredge	Union Sanitary District

4. Public Forum

No members of the public were present.

NOTICE OF PUBLIC HEARING

5. Public Hearing to Discuss the Status of Vacancies, Recruitments, and Retention Efforts of the East Bay Dischargers Authority Pursuant to Assembly Bill 2561

6. Close Public Hearing

Chair Young accepted the report and closed the public hearing at 4:02 pm.

C O N S E N T C A L E N D A R

7. Commission Meeting Minutes of March 20, 2025

8. List of Disbursements for March 2025

9. Treasurer's Report for March 2025

Commissioner Azevedo moved to approve the Consent Calendar. The motion was seconded by Commissioner Toy and carried unanimously.

REGULAR CALENDAR

10. General Manager's Report

The General Manager (GM) advised that the NBC Bay Area's OpenRoad with Doug McConnell episode featuring the Oro Loma Sanitary District Horizontal Levee and the EBDA First Mile Project will air on May 11 (subsequently rescheduled to May 18). The GM will be presenting at Save the Bay's Climate Conversations: Rising Seas, Resilient Communities event on April 23. The East Bay Leadership Council invited the GM to join its executive board as a liaison to the Water, Energy, & Environment Task Force. The GM provided status updates on open requests for proposals. Lastly, the GM informed the Commission of a Closed Session in May to complete her annual performance review.

11. Report from the Managers Advisory Committee (MAC)

The GM reviewed the MAC's activities, including a presentation by Todd Beecher, the Authority's contract electrical engineer, on Oro Loma Effluent Pump Station (OLEPS) backup power.

12. Report from the Financial Management Committee

The GM reported on the April 14, 2025, meeting of the Financial Management Committee. The Committee recommended approval of the March list of disbursements and the Treasurer's Report. The Commission reviewed the draft FY 2025/2026 budget and discussed the impact of possible tariffs on the planned replacement of office furniture. The Commission directed staff to proceed with the furniture purchase using funds from the current budget. The revised budget proposal will be brought to the Commission for approval in May.

13. Report from the Operations and Maintenance Committee

The Operations and Maintenance (O&M) Manager and GM reported on the April 14, 2025, meeting and O&M activities. Hayes Morehouse, Water Pollution Control Manager for the City of San Leandro, discussed Carbonaceous Biochemical Oxygen Demand (CBOD) exceedances at the San Leandro Plant and an action plan to identify the cause of the disruption. The O&M Manager provided updates on ongoing projects, including the Hayward Effluent Pump Station (HEPS) Effluent Pump Replacement Project and the OLEPS Water System and Automatic Transfer Switch Upgrade Project. The O&M Manager also discussed the recent inspection conducted by the Alameda County Department of Environmental Health. The GM reviewed the status of special projects, including the Cargill Brine and Advanced Quantitative Precipitation Information projects.

14. Report from the Regulatory Affairs Committee

The GM reported on the meeting of the Regulatory Affairs Committee held on April 15, 2025. The GM reviewed the Nutrients Watershed Permit Group Annual Report and science summary report. The GM discussed the Supreme Court ruling in the City and County of San Francisco vs. Environmental Protection Agency case and the possible impacts on EBDA.

15. Committee Preference Form for Fiscal Year 2025/2026

Committee Preference Forms for FY 2025/2026 were provided to the Commissioners. Staff asked that Commissioners submit completed forms by Friday, May 23.

16. Items from Commission and Staff

Commissioner Azevedo announced a community clean-up event taking place at the San Leandro Marina on April 26, 2025 from 8:00 – 11:00 am.

17. Adjournment

Chair Young adjourned the meeting 5:04 pm.

Jacqueline Zipkin
General Manager

ITEM NO. 8 GENERAL MANAGER'S REPORT

The General Manager will discuss items of interest to EBDA.

ITEM NO. 9 REPORT FROM THE MANAGERS ADVISORY COMMITTEE

**MANAGERS ADVISORY COMMITTEE
AGENDA**

**Monday, May 5
2:00 pm**

Via Zoom

- 1. Draft RRF Project List**
- 2. Use of AQPI Data - DSRSD**
- 3. Debrief of BACWA Annual Meeting**
- 4. Biosolids**
 - a. HT Harvey Project**
 - b. Agency Updates**
- 5. EBDA Commission Agenda**
- 6. Managers Information Sharing**

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ITEM NO. 10

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, May 12, 2025

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 April 2025**
(The Committee will review the List of Disbursements.)
- FM5. Treasurer's Reports for April 2025**
(The Committee will review the Treasurer's Report.)
- FM6. Third Quarter Expense Summary, Fiscal Year 2024/2025**
(The Committee will review the third quarter expenses for FY 2024/2025.)
- FM7. Resolution Adopting the East Bay Dischargers Authority's Fiscal Year 2025/2026 Budget**
(The Committee will consider the resolution.)
- FM8. Motion Authorizing the General Manager to Execute Amendment 1 to the Funding Agreement with the Association of Bay Area Governments for the First Mile Horizontal Levee Project in the Amount of \$200,000, for a Total Value of \$1,375,000**
(The Committee will consider the motion.)
- FM9. Motion Authorizing the General Manager to Execute an Agreement with Anchor QEA, Inc. for First Mile Horizontal Levee Project Design and Permitting Services in the Amount of \$1,174,998**
(The Committee will consider the motion.)
- FM10. Adjournment**

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
May 12, 2025

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<p>Next Scheduled Financial Management Committee is Wednesday, June 18, 2025</p>

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
April 2025

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
10058	04/30/2025	3176	UNION SANITARY DISTRICT	UEPS O&M, PG&E, FM MAINTENANCE - MAR	42,358.02	42,358.02
10053	04/30/2025	352815	CITY OF HAYWARD	HEPS O&M JAN-MAR	32,374.68	32,374.68
10036	04/15/2025	400210	CITY OF SAN LEANDRO	MDF O&M, EFFLUENT MONITORING, FM MAINTENANCE - FEB	24,598.52	24,598.52
10045	04/15/2025	7101	ORO LOMA SANITARY DISTRICT	OLEPS O&M, ADMIN BUILDING, SKYWEST - FEB	13,988.03	13,988.03
10038	04/15/2025	21818	D.W. NICHOLSON	OLEPS WATER SYSTEM UPGRADE	11,837.00	11,837.00
10049	04/30/2025	58799	CALCON	MDF AUTOMATION UPGRADE	4,028.88	9,859.81
	04/30/2025	58797	CALCON	FORCE MAIN VAULT UPGRADES	2,004.00	
	04/30/2025	58800	CALCON	MDF TROUBLESHOOT O2 SENSOR & 2 SPARE SENSORS	1,904.01	
	04/30/2025	58796	CALCON	SKYWEST CORRECTED PLC POND VALVE ISSUE	661.00	
	04/30/2025	58798	CALCON	MDF SCADA & PLC ALARM ADDITIONS	661.00	
	04/30/2025	58794	CALCON	OPS CENTER NETWORK SECURITY MEETING	320.00	
	04/30/2025	58795	CALCON	OLEPS PARTS - 2 STRAINER CAPS	280.92	
10056	04/30/2025	223521	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	8,578.00	8,578.00
10057	04/30/2025	18351	REGIONAL GOVERNMENT SERVICES	MANAGEMENT AND ADMINISTRATIVE SERVICES	8,261.18	8,261.18
10031	04/15/2025	20210105.02-22	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	6,422.50	6,422.50
10047	04/30/2025	NO. 4	AZYURA	WATERBITS HOSTING, REPORTING AND DATA MANAGEMENT	5,250.00	5,250.00
10039	04/15/2025	Mar-01	DCM CONSULTING, INC	GEOTECHNICAL ENGINEERING SERVICES	4,935.00	4,935.00
10046	04/15/2025	4246-0445-5568-7627	U.S. BANK	PURCHASING CARD EXPENSES	3,700.99	3,700.99
10043	04/15/2025	224242	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	3,629.99	3,629.99
10035	04/15/2025	52205710	CITY OF HAYWARD	EMPLOYEE BENEFIT PROGRAMS - APR	1,377.18	1,377.18
10044	04/15/2025	JAN-MAR 2025	MICHAEL S. CONNOR	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	1,183.68	1,183.68
10041	04/15/2025	JAN-MAR 2025	LINDA M. ADAMS	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	1,147.50	1,147.50
10033	04/15/2025	406	CASA EDUCATION FOUNDATION	BRUCE WOLFE SCHOLARSHIP	1,000.00	1,000.00
10037	04/15/2025	58067	COMPUTER COURAGE	GENERAL WEBSITE UPDATES	736.25	886.25
	04/15/2025	58074	COMPUTER COURAGE	WEBSITE HOSTING	150.00	
10050	04/30/2025	729162	CALTEST	LAB TESTING SERVICES	871.32	871.32
10048	04/30/2025	0425-24	BEECHER ENGINEERING, INC	ELECTRICAL ENGINEERING SERVICES	840.00	840.00
10052	04/30/2025	8455	CAYUGA INFORMATION SYSTEMS	IT SERVICES	840.00	840.00
10034	04/15/2025	JAN-MAR 2025	CHARLES V. WEIR	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	552.48	552.48
10040	04/15/2025	JAN-MAR 2025	KARL D. ROYER	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	552.48	552.48
10032	04/15/2025	8054147	BACWA	BACC PARTICIPATION FEE	436.65	436.65
10055	04/30/2025	Apr-25	JULIE ROCHE	COMMISSIONER COMPENSATION	300.00	300.00
10054	04/30/2025	10110000001	EBMUD	MDF WATER & SEWER SERVICE	269.88	269.88
10051	04/30/2025	4354959-CAL	CALTRONICS	COPIER USAGE AND MAINTENANCE	233.65	233.65
10042	04/15/2025	12112	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - MAR	208.00	208.00

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
April 2025

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
					186,492.79	186,492.79
				ELECTRONIC PAYMENTS		
	04/04/2025	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	51,213.34	51,213.34
	04/29/2025	--	ADP, LLC	PAYROLL PERIOD: 4/16-30/2025	27,541.69	27,541.69
	04/14/2025	--	ADP, LLC	PAYROLL PERIOD: 4/01-15/2025	24,648.69	24,648.69
	04/02/2025	100000017864076	CALPERS	HEALTH PREMIUMS - APR	8,319.94	8,319.94
	04/02/2025	100000017829764	CALPERS	PENSION CONTRIBUTION, CLASSIC 3/16 - 31/2025	5,877.93	5,877.93
	04/16/2025	100000017858956	CALPERS	PENSION CONTRIBUTION, CLASSIC 4/01 - 15/2025	5,877.93	5,877.93
	04/09/2025	6491411	MISSION SQUARE	DEFERRED COMPENSATION CONTRIBUTION 3/31/2025	2,281.87	2,281.87
	04/14/2025	14273	REDWOOD PUBLIC LAW, LLP	LEGAL SERVICES	2,201.00	2,201.00
	04/16/2025	6377147	MISSION SQUARE	DEFERRED COMPENSATION CONTRIBUTION 4/15/2025	2,115.22	2,115.22
	04/14/2025	1002368911	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION PREMIUM - APR	893.00	893.00
	04/14/2025	3017016	ALLIANT INSURANCE	PUBLIC OFFICIAL BOND - CIN	875.00	875.00
	04/11/2025	51048304397166	AT&T	MDF TELEPHONE SERVICE	403.97	403.97
	04/14/2025	CD_001045943	RINGCENTRAL INC	DIGITAL PHONE SERVICE - MAR	210.79	210.79
	04/14/2025	CD_001076635	RINGCENTRAL INC	DIGITAL PHONE SERVICE - APR	210.79	210.79
	04/04/2025	--	ADP, LLC	PAYROLL FEES, 3/16-31/2025	105.74	105.74
	04/04/2025	9215232	INTERMEDIA.NET INC	EMAIL EXCHANGE HOSTING	98.72	98.72
	04/18/2025	--	ADP, LLC	PAYROLL FEES, 4/01-15/2025	90.94	90.94
	04/14/2025	6109894619	VERIZON WIRELESS	WIRELESS PHONE SERVICE	63.79	63.79
				TOTAL ELECTRONIC PAYMENTS	133,030.35	133,030.35
				TOTAL DISBURSEMENTS	319,523.14	319,523.14

ITEM NO. FM5 TREASURER'S REPORT FOR APRIL 2025

The cash balance as of April 30, 2025 is \$4,425,395. EBDA's LAIF balance is \$1,359,715, and the average monthly effective yield for April is 4.28%. EBDA's CAMP balance is \$1,634,681, and CAMP's 7-day yield is 4.46%.

Approval is recommended.

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

April 2025

FUND	FUND DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	\$ 1,666,971	\$ 500	\$ 275,090	\$ 1,392,381
13	PLANNING & SPECIAL STUDIES	\$ 521,506	\$ -	\$ 1,000	\$ 520,506
14	RECLAMATION O & M (SKYWEST)	\$ 58,415	\$ 9,000	\$ 3,069	\$ 64,346
15	BRINE ACCEPTANCE	\$ 108,953	\$ -	\$ 21,075	\$ 87,878
31	RENEWAL & REPLACEMENT	\$ 2,358,572	\$ 21,001	\$ 19,288	\$ 2,360,285
<hr/>					
TOTALS		\$ 4,714,417	\$ 30,501	\$ 319,523	\$ 4,425,395

Apr-25

5/6/2025

SUPPLEMENTAL TREASURER'S REPORT

DATE	TRANSACTION	RECEIPT	DISBURSEMENT	CAMP	LAIF	WELLS FARGO		FREMONT BALANCE	CAMP BALANCE	LAIF BALANCE	WELLS FARGO BANK		TOTAL CASH
						CHECKING	PAYROLL				CHECKING BALANCE	PAYROLL BALANCE	
03/31/25	BALANCE							501,132.19	1,628,500.96	1,344,893.94	1,224,671.26	15,218.39	4,714,416.74
04/01/25	DIVIDENDS	6,180.43		6,180.43				501,132.19	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,720,597.17
04/02/25	ELECTRONIC BILL PAY		5,877.93					495,254.26	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,714,719.24
04/02/25	ELECTRONIC BILL PAY		8,319.94					486,934.32	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,706,399.30
04/04/25	DEPOSIT - COH	9,000.00						495,934.32	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,715,399.30
04/04/25	ELECTRONIC BILL PAY		98.72					495,835.60	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,715,300.58
04/04/25	ELECTRONIC BILL PAY		105.74					495,729.86	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,715,194.84
04/04/25	ELECTRONIC BILL PAY		51,213.34					444,516.52	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,663,981.50
04/09/25	ELECTRONIC BILL PAY		2,281.87					442,234.65	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,661,699.63
04/11/25	ELECTRONIC BILL PAY		403.97					441,830.68	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,661,295.66
04/14/25	ELECTRONIC BILL PAY		63.79					441,766.89	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,661,231.87
04/14/25	ELECTRONIC BILL PAY		893.00					440,873.89	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,660,338.87
04/14/25	ELECTRONIC BILL PAY		3,497.58					437,376.31	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,656,841.29
04/14/25	PAYROLL		24,648.69					412,727.62	1,634,681.39	1,344,893.94	1,224,671.26	15,218.39	4,632,192.60
04/15/25	INTEREST - LAIF	14,820.58			14,820.58			412,727.62	1,634,681.39	1,359,714.52	1,224,671.26	15,218.39	4,647,013.18
04/15/25	DISBURSEMENT		76,456.25					336,271.37	1,634,681.39	1,359,714.52	1,224,671.26	15,218.39	4,570,556.93
04/16/25	ELECTRONIC BILL PAY		2,115.22					334,156.15	1,634,681.39	1,359,714.52	1,224,671.26	15,218.39	4,568,441.71
04/16/25	ELECTRONIC BILL PAY		5,877.93					328,278.22	1,634,681.39	1,359,714.52	1,224,671.26	15,218.39	4,562,563.78
04/17/25	WIRE TRANSFER - FREMONT	824,671.26					(824,671.26)	1,152,949.48	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,562,563.78
04/18/25	ELECTRONIC BILL PAY		90.94					1,152,858.54	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,562,472.84
04/29/25	PAYROLL		27,541.69					1,125,316.85	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,534,931.15
04/29/25	DEPOSIT	500.00						1,125,816.85	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,535,431.15
04/30/25	DISBURSEMENT		110,036.54					1,015,780.31	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,425,394.61
	TOTAL	855,172.27	319,523.14	6,180.43	14,820.58	(824,671.26)	-	1,015,780.31	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,425,394.61
	CURRENT BALANCE							1,015,780.31	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,425,394.61

Reconciliation - 4/30/2025

① Bank Statement Balance	\$ 1,338,709.17
Less: Outstanding Checks	<u>322,928.86</u>
	<u>\$ 1,015,780.31</u>
② CAMP Statement	\$ 1,640,659.34
Less: Accrual Income Dividend	<u>5,977.95</u>
	<u>\$ 1,634,681.39</u>
③ LAIF Statement	<u>\$ 1,359,714.52</u>
④ Wells Fargo Checking	<u>\$ 400,000.00</u>
⑤ Wells Fargo Payroll	<u>\$ 15,218.39</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 THIRD QUARTER EXPENSE SUMMARY, FISCAL YEAR 2024/2025

Recommendation

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

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.

Background

The Third Quarter Expense Summary for FY 2024/2025 is attached for the Committee's review. Expenses are presented by Program and by Account Code. These categories have been grouped to provide an overview of Authority expenses. The tables include discussion of particular items that varied significantly (>10%) from the budget.

Discussion

At the end of the third quarter, EBDA's spending is under budget, with 67% spent at 75% through the year. EBDA budgets conservatively for chemicals and electricity associated with treating and pumping high flows through the wet season. The FY 2024/2025 wet season turned out to be relatively mild, with few storms resulting in significant flows. These conditions, combined with attention to efficiency, have led to operations and maintenance spending below budget through the third quarter. Additionally, EBDA is still awaiting its invoice from the Regional Monitoring Program for half-yearly expenses.

East Bay Dischargers Authority

EXPENSE SUMMARY BY PROGRAM

FY 2024/2025 THROUGH MARCH 31, 2025 (75% of YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
O&M EFFLUENT DISPOSAL						
General Administration	\$1,080,005	\$1,571,346		(\$491,341)	69%	
Outfall & Force mains	\$87,224	\$220,000		(\$132,776)	40%	Operational efficiencies.
Marina Dechlor Facility	\$191,620	\$310,000		(\$118,380)	62%	Operational efficiencies and lack of wet weather.
Oro Loma Pump Station	\$359,399	\$650,000		(\$290,601)	55%	This year has been relatively dry, and budget assumes more electricity for pumping.
Hayward Pump Station	\$137,164	\$194,000		(\$56,836)	71%	
Union Pump Station	\$372,265	\$465,000		(\$92,735)	80%	
Bay & Effluent Monitoring	\$688,374	\$772,494		(\$84,120)	89%	BACWA dues paid annually.
TOTAL O&M EFFLUENT DISPOSAL	\$2,916,052	\$4,182,840	\$0	(\$1,266,788)	70%	
SPECIAL PROJECTS						
NPDES Permit Fees	\$695,490	\$707,899		(\$12,409)	98%	Annual fees paid.
NPDES Permit Issues	\$36,268	\$100,000		\$36,268	36%	Expenses associated with Nutrients Watershed Permit. Petition is now in abeyance.
Regional Monitoring Program	\$141,892	\$293,778		(\$151,886)	48%	Fees are paid bi-annually.
Alternative Monitoring and Reporting	\$16,805	\$33,609		(\$16,805)	50%	Fees are paid bi-annually.
Nutrient Surcharge	\$270,608	\$270,608		\$0	100%	Annual fees paid.
Air Toxics Pooled Emissions Study	\$80,880	\$80,797		\$83	100%	Annual fees paid.
Water Research Foundation	\$28,015	\$28,494		(\$479)	98%	Annual fees paid.
Nature-Based Solutions Study	\$0	\$200,000		(\$200,000)	0%	Costs will be incurred later in the fiscal year. All costs will be reimbursed by EPA.
Biosolids Feasibility Study	\$0	\$100,000		(\$100,000)	0%	Costs will be incurred later in the fiscal year.
Bruce Wolfe Memorial	\$1,000	\$1,000		\$0	100%	Annual fees paid.
TOTAL SPECIAL PROJECTS	\$1,270,958	\$1,816,185	\$0	(\$445,227)	70%	
TOTAL AGENCY-FUNDED PROGRAMS	\$4,187,010	\$5,999,025	\$0	(\$1,812,015)	70%	
WATER RECYCLING						
Skywest Golf Course	\$30,879	\$36,000	\$30,879		86%	Repair of aging infrastructure and high chemical costs.
TOTAL WATER RECYCLING	\$30,879	\$36,000	\$30,879		86%	
BRINE ACCEPTANCE						
Brine Acceptance	\$65,036	\$200,000	\$65,036			All work performed is reimbursed by Cargill.
TOTAL BRINE ACCEPTANCE	\$65,036	\$200,000	\$65,036			
TOTAL ALL PROGRAMS	\$4,282,925	\$6,235,025	\$95,915	(\$2,048,015)	67%	

East Bay Dischargers Authority

EXPENSE SUMMARY BY ACCOUNT

FY 2024/2025 THROUGH MARCH 31, 2025 (75% OF YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
4010 - Salary	\$486,498	\$684,820	\$8,774	(\$207,096)	70%	
4020 - Benefits	\$216,918	\$315,100		(\$98,182)	69%	
4030 - Commissioner Compensation	\$28,833	\$45,000		(\$16,167)	64%	Budget assumes maximum number of meetings.
4070 - Insurance	\$85,390	\$88,000	\$5,000	(\$7,610)	91%	Annual policy premiums paid in first half of year.
4080 - Memberships & Subscriptions	\$168,745	\$170,528		(\$1,783)	99%	BACWA annual dues paid for FY.
4100 - Supplies, Variable	\$333,103	\$380,000		(\$46,897)	88%	
4100 - Supplies, Fixed	\$7,537	\$12,000		(\$4,463)	63%	Expect spending to revert to budget next quarter.
4110 - Contract Services	\$50,553	\$78,898		(\$28,345)	64%	Some contract services have been billed to capital projects.
4120 - Professional Services	\$514,119	\$1,070,297	\$63,059	(\$619,237)	42%	Nutrients permit legal fees less than budgeted, no costs incurred for nature-based solutions or biosolids study this fiscal year to date.
4140 - Rents & Fees	\$978,528	\$984,787	\$1,500	(\$7,759)	99%	Annual fees paid.
4141 - NPDES Fines	\$0	\$9,000		(\$9,000)	0%	Reserve funds in case of enforcement.
4150 - Maintenance & Repair	\$447,727	\$897,000	\$15,582	(\$464,856)	48%	This year has been relatively dry, and budget assumes more electricity for pumping.
4160 - Monitoring	\$297,367	\$564,595	\$2,000	(\$269,228)	52%	Regional Monitoring Program fees paid bi-annually.
4170 - Travel	\$6,719	\$18,000		(\$11,281)	37%	Additional travel will take place later in the year.
4191 - Utility, Variable	\$659,060	\$917,000		(\$257,940)	72%	
4210 - Other	\$1,829	\$0		\$1,829	0%	Various fees (ADP, Benefit Programs, Bank).
TOTAL ALL ACCOUNTS	\$4,282,925	\$6,235,025	\$95,915	(\$2,048,015)	67%	

ITEM NO. FM7 RESOLUTION ADOPTING THE EAST BAY DISCHARGERS AUTHORITY'S FISCAL YEAR 2025-2026 BUDGET

Recommendation

Adopt a resolution approving the Authority's FY 2025/2026 Budget.

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.

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 Fiscal Year (FY) 2025/2026 budget were discussed with the Financial Management Committee in March 2025, and a draft budget was reviewed in April 2025.

Discussion

The proposed FY 2025/2026 Budget is presented in the following format:

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

Outside revenues and carryovers from prior budget cycles 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 EPA grants for Nature-Based Solutions, the Skywest water recycling project, and the Cargill brine project.

Overall, staff is proposing a 4% increase in the budget as compared to FY 2024/2025, or approximately \$271k. As noted last month, the increase is driven by the following:

- Salary and benefits costs are expected to increase by approximately 6%, including a 2.4% cost of living adjustment for salaries.
- The Authority's Pooled Liability and Property Insurance premiums are increasing

by 20% and 9%, respectively.

- PG&E costs are expected to continue to increase.
- Use of sodium hypochlorite (hypo) for disinfection has increased over the past year as staff works to prevent fecal coliform exceedances, at the same time the cost of the chemical has been rising.

Two minor updates were made to the budget since the April draft review:

- Funds associated with furniture purchases were removed, as the purchases will occur in Fiscal Year 2024/2025.
- The cost of the Oro Loma Sanitary District land lease was updated consistent with Item Number OM6.

FISCAL YEAR 2025/2026 BUDGET BY FUND

FUND NO	PROGRAM DESCRIPTION	EBDA'S TOTAL PROPOSED BUDGET FY 2025/2026	OUTSIDE REVENUES AND CARRYOVERS FY 2025/2026	AGENCY-FOCUSED PRIOR YEAR-TO-CURRENT YEAR COMPARISON*				Explanations for Changes of 10% or more
				AGENCY REVENUES for FY 2025/2026	AGENCY REVENUES for FY 2024/2025	DOLLAR CHANGE from FY 24/25 to FY 25/26	PERCENTAGE CHANGE from FY 24/25 to FY 25/26	
12	O&M EFFLUENT DISPOSAL							
12 06	General Administration	\$ 1,645,046	\$ -	\$ 1,645,046	\$ 1,571,346	\$ 73,700	4.5%	
12 10	Outfall & Force mains	\$ 244,210	\$ -	\$ 244,210	\$ 220,000	\$ 24,210	9.9%	
12 14	Marina Dechlor Facility	\$ 331,420	\$ -	\$ 331,420	\$ 310,000	\$ 21,420	6.5%	
12 16	Oro Loma Pump Station	\$ 678,420	\$ -	\$ 678,420	\$ 650,000	\$ 28,420	4.2%	
12 18	Hayward Pump Station	\$ 225,210	\$ -	\$ 225,210	\$ 194,000	\$ 31,210	13.9%	Increase due to rising PG&E cost and addition of labor, which in the past was charged to the pump stations but was budgeted elsewhere.
12 20	Union Pump Station	\$ 536,907	\$ -	\$ 536,907	\$ 465,000	\$ 71,907	13.4%	Increase due to rising PG&E cost and addition of labor, which in the past was charged to the pump stations but was budgeted elsewhere.
12 21	Bay & Effluent Monitoring	\$ 852,477	\$ -	\$ 852,477	\$ 772,494	\$ 79,983	9.4%	
	TOTAL FUND # 12	\$ 4,513,690	\$ -	\$ 4,513,690	\$ 4,182,840	\$ 330,850	7.3%	
13	SPECIAL PROJECTS							
13 36	NPDES Permit Fees	\$ 718,400	\$ -	\$ 718,400	\$ 707,899	\$ 10,501	1.5%	
13 37	NPDES Permit Issues	\$ 20,000	\$ -	\$ 20,000	\$ 100,000	\$ (80,000)	-400.0%	Nutrients permit response - level of effort decreased following adoption
13 48	Regional Monitoring Program	\$ 292,298	\$ -	\$ 292,298	\$ 293,778	\$ (1,480)	-0.5%	
13 49	Nutrient Surcharge	\$ 277,237	\$ -	\$ 277,237	\$ 270,608	\$ 6,629	2.4%	
13 46	Alternative Monitoring & Reporting	\$ 34,617	\$ -	\$ 34,617	\$ 33,609	\$ 1,008	2.9%	
13 53	Water Research Foundation	\$ 28,889	\$ -	\$ 28,889	\$ 28,494	\$ 396	1.4%	
13 77	Nature-Based Solutions	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	0.0%	
13 78	Biosolids Feasibility Study	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	0.0%	
13 82	Bruce Wolfe Memorial Scholarship	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%	
13 50	Air Toxics Pooled Emissions Study	\$ 84,164	\$ -	\$ 84,164	\$ 80,797	\$ 3,367	4.0%	
	TOTAL FUND # 13	\$ 1,767,605	\$ 311,000	\$ 1,456,605	\$ 1,516,184	\$ (59,580)	-4.1%	
	TOTAL OPERATING BUDGET	\$ 6,281,294	\$ 311,000	\$ 5,970,294	\$ 5,699,024	\$ 271,270	4.5%	
31	RENEWAL & REPLACEMENT							
	Contribution to R&R Fund	\$ 750,000	\$ -	\$ 750,000	\$ 750,000	\$ -	0.0%	
	TOTAL AGENCY FUNDING	\$ 7,031,294	\$ 311,000	\$ 6,720,294	\$ 6,449,024	\$ 271,270	4.0%	
14	WATER RECYCLING							
14 80	Skywest	\$ 48,000	\$ 48,000	\$ -	\$ -	\$ -	0.0%	
	TOTAL FUND # 14	\$ 48,000	\$ 48,000	\$ -	\$ -	\$ -	0.0%	
15	BRINE ACCEPTANCE							
15 68	Mixed Sea Salt Brine (Cargill)	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	0.0%	
	TOTAL FUND # 15	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	0.0%	
	TOTAL EXPENDITURES	\$ 7,179,294	\$ 459,000	\$ 6,720,294	\$ 6,449,024	\$ 271,270	4.04%	

* Includes all agencies (Members and LAVWMA)

FISCAL YEAR 2025/2026 BUDGET BY ACCOUNT

ACCOUNT NUMBER	ACCOUNT TITLE	EBDA'S TOTAL PROPOSED BUDGET FY 2025/2026	OUTSIDE REVENUES AND CARRYOVERS FY 2025/2026	AGENCY-FOCUSED PRIOR YEAR-TO-CURRENT YEAR COMPARISON*				Explanations for Changes of 10% or more
				AGENCY REVENUES for FY 2025/2026	AGENCY REVENUES for FY 2024/2025	DOLLAR CHANGE from FY 24/25 to FY 25/26	PERCENTAGE CHANGE from FY 24/25 to FY 25/26	
4010	Salary	\$ 701,730	\$ -	\$ 701,730	\$ 684,820	\$ 16,910	2.4%	
4020	Benefits	\$ 364,314	\$ -	\$ 364,314	\$ 315,100	\$ 49,214	13.5%	Increase in medical premiums.
4030	Commissioner Compensation	\$ 50,000	\$ -	\$ 50,000	\$ 45,000	\$ 5,000	10.0%	Increasing trend in number of meetings and per meeting stipend.
4070	Insurance	\$ 95,450	\$ 6,500	\$ 88,950	\$ 83,000	\$ 5,950	6.7%	
4080	Memberships & Subscriptions	\$ 178,450	\$ -	\$ 178,450	\$ 170,528	\$ 7,922	4.4%	
4100	Supplies, Fixed	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -	0.0%	Expected expenditure for new desks.
4100	Supplies, Variable	\$ 440,000	\$ -	\$ 440,000	\$ 380,000	\$ 60,000	13.6%	Increase in use of sodium hypochlorite for disinfection based on FY 2024/2025 usage.
4110	Contract Services	\$ 81,683	\$ 5,000	\$ 76,683	\$ 70,898	\$ 5,785	7.5%	
4120	Professional Services	\$ 964,664	\$ 411,000	\$ 553,664	\$ 570,297	\$ (16,633)	-3.0%	
4140	Rents & Fees	\$ 1,009,537	\$ 1,500	\$ 1,008,037	\$ 984,787	\$ 23,250	2.3%	
4141	NPDES Fines	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ -	0.0%	
4150	Maintenance & Repair	\$ 939,500	\$ 29,000	\$ 910,500	\$ 880,000	\$ 30,500	3.3%	
4160	Monitoring	\$ 577,967	\$ 5,000	\$ 572,967	\$ 559,595	\$ 13,372	2.3%	
4170	Travel & Training	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ -	0.0%	
4191	Utility, Variable (PG&E)	\$ 987,000	\$ 1,000	\$ 986,000	\$ 916,000	\$ 70,000	7.1%	
SUBTOTAL ALL ACCOUNTS		\$ 6,429,294	\$ 459,000	\$ 5,970,294	\$ 5,699,024	\$ 271,270	4.5%	
CONTRIBUTION TO R&R FUND		\$ 750,000		\$ 750,000	\$ 750,000	\$ -	0.0%	
TOTAL EXPENDITURES		\$ 7,179,294	\$ 459,000	\$ 6,720,294	\$ 6,449,024	\$ 271,270	4.0%	

* Includes all agencies (Members and LAVWMA)

ESTIMATED ANNUAL INVOICES TO THE EBDA AGENCIES FOR FISCAL YEAR 2025/2026

	Member Agency Allocations					Subtotal	Non-Member Allocation	Grand Total
	San Leandro	Oro Loma	CVSan	Hayward	USD		LAVWMA	
Special Study Rate	13.0%	18.0%	6.0%	30.0%	33.0%	100.0%	varies*	100.0%
Variable Rate	9.2%	16.5%	7.1%	22.5%	44.7%	100.0%	varies*	100.0%
Variable Rate - MAs w/o CSL	-	18.1%	7.9%	24.8%	49.2%	100.0%	varies*	100.0%
Fixed Rate	13.7%	19.1%	10.3%	14.7%	42.1%	100.0%	varies*	100.0%
Fixed Rate - MAs w/o CSL	-	22.2%	11.9%	17.1%	48.8%	100.0%	varies*	100.0%
RRF	varies	22.2%	11.9%	17.1%	48.8%	100.0%	varies*	100.0%
Regional Monitoring Program	5.2%	10.2%	4.4%	30.8%	27.4%	78.0%	22.0%	100.0%
Nutrient Surcharge	8.5%	3.4%	1.7%	18.6%	50.4%	82.6%	17.4%	100.0%
NPDES	7.1%	12.1%	6.5%	17.2%	30.6%	73.4%	26.6%	100.0%
Alternative Monitoring and Reporting	16.7%	10.8%	5.8%	16.7%	16.7%	66.7%	33.3%	100.0%
Air Toxics Emissions Study	10%	16%	9%	23%	42%	100.0%	0%	100.0%

*Per LAVWMA Agreement, LAVWMA pays an extra 5% for sodium hypochlorite and a proportional share of force main. LAVWMA'S contribution is deducted first. The remaining portion is allocated among Member Agencies by percentages identified.

	CASTRO VALLEY					MEMBER AGENCY TOTALS	LIVERMORE AMADOR VALLEY WATER MANAGEMENT AGENCY		NON-MEMBER AND OTHER REVENUES TOTALS	GRAND TOTAL
	CITY OF SAN LEANDRO	ORO LOMA SANITARY DISTRICT	VALLEY SANITARY DISTRICT	CITY OF HAYWARD	UNION SANITARY DISTRICT		OTHER REVENUES			
O&M										
O&M Fixed Charges w/San Leandro	\$ 208,529	\$ 290,484	\$ 156,321	\$ 223,403	\$ 638,944	\$ 1,517,681	\$ 536,014		\$ 536,014	\$ 2,053,695
O&M Fixed Charges w/o San Leandro	-	25,102	13,456	19,335	55,179	113,072	10,423		10,423	123,495
O&M Variable Charges w/San Leandro	53,509	95,425	41,410	130,577	259,075	579,996	151,504		151,504	731,500
O&M Variable Charges w/o San Leandro	-	267,895	116,253	366,583	727,327	1,478,059	126,941		126,941	1,605,000
Total O&M	\$ 262,038	\$ 678,906	\$ 327,440	\$ 739,898	\$ 1,680,525	\$ 3,688,807	\$ 824,883	\$ -	\$ 824,883	\$ 4,513,690
Last year	\$ 247,365	\$ 639,099	\$ 304,233	\$ 671,572	\$ 1,528,471	\$ 3,390,739	\$ 792,100	\$ -	\$ 3,390,739	\$ 4,182,840
Special Projects										
NPDES Permit	52,058	89,046	47,948	126,720	226,041	\$ 541,813	196,587		\$ 196,587	\$ 738,400
Regional Monitoring Program	15,287	29,890	12,815	90,024	80,025	228,042	64,255		64,255	292,298
Nutrient Surcharge	23,526	9,496	4,664	51,447	139,751	228,883	48,354		48,354	277,237
Alternative Monitoring and Reporting	5,770	3,750	2,019	5,770	5,770	23,078	11,539		11,539	34,617
Water Research Foundation	2,665	4,753	2,063	6,504	12,904	28,889	-		-	28,889
EPA Grant for Nature-based Solutions	-	-	-	-	-	-	-	300,000	300,000	300,000
Biosolids Feasibility Study (prior year carryover)	-	-	-	-	-	-	-	11,000	11,000	11,000
Air Toxics Study	6,282	11,326	3,775	13,590	28,729	63,702	20,462		20,462	84,164
Special Studies Fee	130	180	60	300	330	1,000	-		-	1,000
Total Special Projects	\$ 105,717	\$ 148,442	\$ 73,344	\$ 294,355	\$ 493,549	\$ 1,115,408	\$ 341,197	\$ 311,000	\$ 652,197	\$ 1,767,605
Last Year	\$ 111,604	\$ 163,875	\$ 81,212	\$ 300,315	\$ 501,317	\$ 1,169,527	\$ 357,861	\$ 300,000	\$ 657,861	\$ 1,816,184
Total Operating Budget						\$ 4,804,215			\$ 1,477,079	\$ 6,281,294
Last Year						\$ 4,560,266			\$ -	\$ 5,999,024
Programs with Other Funding										
Skywest								48,000	48,000	48,000
Mixed Sea Salt Brine (Cargill)								100,000	100,000	100,000
Total						\$ -		\$ 148,000	\$ 148,000	\$ 148,000
Last Year						\$ -		\$ 236,000	\$ 236,000	\$ 236,000
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
Last Year	\$ -	\$ 166,500	\$ 89,250	\$ 128,250	\$ 366,000	\$ 750,000	\$ -		\$ -	\$ 750,000
Grand Total for FY 2025/2026	\$ 367,755	\$ 993,848	\$ 490,034	\$ 1,162,503	\$ 2,540,074	\$ 5,554,215	\$ 1,166,079	\$ 459,000	\$ 1,625,079	\$ 7,179,294
Grand Total FY 2024/2025	\$ 358,969	\$ 969,474	\$ 474,695	\$ 1,100,137	\$ 2,395,788	\$ 5,310,266	\$ 1,149,961	\$ 536,000	\$ 1,685,961	\$ 6,855,024

EAST BAY DISCHARGERS COMMISSION
EAST BAY DISCHARGERS AUTHORITY
ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 25-02

INTRODUCED BY _____

**RESOLUTION ADOPTING THE EAST BAY DISCHARGERS AUTHORITY'S
FISCAL YEAR 2025/2026 BUDGET**

WHEREAS, the East Bay Dischargers Authority Joint Exercise of Powers Agreement (“JPA”) requires that a Fiscal Year Budget be adopted annually, to provide an operating guideline and authorize expenditure of funds; and

WHEREAS, the General Manager has prepared a budget for Fiscal Year 2025/2026 which is attached to the accompanying Staff Report and reflects the anticipated need for the effective management of the East Bay Dischargers Authority (“Authority”) during the ensuing fiscal year; and

WHEREAS, the Managers Advisory Committee and the Financial Management Committee reviewed the proposed FY 2025/2026 Budget and recommend adoption by the Commission; and

WHEREAS, the Managers Advisory Committee and the Financial Management Committee further recommend that unspent FY 2024/2025 funds for ongoing Special Projects shall be carried over into FY 2025/2026; and

WHEREAS, the Managers Advisory Committee and the Financial Management Committee further recommend that the Authority bill the Member Agencies for their allocated contributions on a semi-annual basis; and

NOW, THEREFORE, BE IT RESOLVED, the Commission of the East Bay Dischargers Authority hereby adopts the Fiscal Year 2025/2026 Budget for the Authority, as outlined in the accompanying Staff Report.

BE IT FURTHER RESOLVED, that the sums set forth in the Fiscal Year 2025/2026 Budget for the Authority, as outlined in the accompanying Staff Report are hereby appropriated for expenditure as detailed, and that any and all expenditures for or relating to the Budget, when expended or entered into under authority of or by the General Manager, are hereby approved and authorized, and warrants therefore may be drawn by the General Manager/Treasurer, commencing July 1, 2025, and ending June 30, 2026.

SAN LORENZO, CALIFORNIA, MAY 15, 2025, ADOPTED BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

CHAIR
EAST BAY DISCHARGERS COMMISSION

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

ITEM NO. FM8 MOTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AMENDMENT 1 TO THE FUNDING AGREEMENT WITH THE ASSOCIATION OF BAY AREA GOVERNMENTS FOR THE FIRST MILE HORIZONTAL LEVEE PROJECT IN THE AMOUNT OF \$200,000, FOR A TOTAL VALUE OF \$1,375,000

Recommendation

Approve the motion authorizing the General Manager execute Amendment Number 1 to the funding agreement with the Association of Bay Area Governments (ABAG), increasing the value by \$200,000.

Strategic Plan Linkage

- 5. **Resilience:** Champion resilience for communities and the environment through regional leadership and advancing priority programs to support the Member Agencies in achieving their sustainability goals.
 - b. Advance concepts for shoreline adaptation and climate resilience.

Background

Wetlands, horizontal levees, and other “Nature-Based Solutions” (NBS) have the potential to provide multiple benefits including water quality improvement through reduction of nutrients and contaminants of emerging concern, creation or restoration of habitat, and protection from sea level rise.

In June 2019, the San Francisco Estuary Partnership (SFEP), was awarded a grant from the EPA Region IX Water Quality Improvement Fund (WQIF) for the Transforming Shorelines Project. The project contained several components aimed at advancing NBS at wastewater treatment plants, including continued UC Berkeley research at the Oro Loma Horizontal Levee demonstration project, a feasibility study for NBS at the Hayward Ponds, and design of the EBDA “First Mile” Horizontal Levee Project. As a sub-grantee, EBDA was responsible for leading, in close partnership with SFEP, implementation of the Hayward Ponds Study and the First Mile Project. To implement these projects, EBDA entered into a Funding Agreement with the Association of Bay Area Governments (ABAG), SFEP’s fiscal agent, in the amount of \$650,000. Funds were used to reimburse EBDA for consultant expenses to advance the design. This grant concluded in June 2024. Work products included 30% design drawings and documentation for the First Mile.

In 2024, SFEP was awarded another grant from the EPA Region IX WQIF, this time for the Pivot Points Project. This project includes four components:

Project Component	Lead Organization
Developing an implementation strategy for the Hayward Area Shoreline Planning Agency’s (HASPA) Shoreline Adaptation Master Plan and strengthening HASPA’s capacity for governance of the NBS projects in the Master Plan in the long-term.	East Bay Regional Park District

Getting the First Mile Horizontal Levee to a shovel-ready state through design, permitting, and community engagement.	EBDA
Building institutional support and facilitating technology transfer for NBS through regional convenings and outreach to elected officials.	Save the Bay
Creating an NBS ‘State of Play’ report that leverages the work of a broad range of stakeholders to describe the status of NBS in the San Francisco Bay, identify key challenges and opportunities, and develop design guidelines for horizontal levees.	SFEP

Work also continues on development of NBS concepts for the Hayward Ponds under a separate WQIF grant secured by SFEP. That work is being led by the City of Hayward. The City of San Leandro also plans to start construction this summer on a Pilot Treatment Wetland.

In December 2024, EBDA’s Commission authorized the General Manager to enter into a new funding agreement to implement the next phase of work on the First Mile Project under the Pivot Points grant. Under the Agreement, which runs through February 14, 2028, ABAG committed to reimbursing EBDA for external project expenses up to \$1,175,000 for design and permitting work on the First Mile Project.

Discussion

In parallel and coordination with the EBDA-led design and permitting work, SFEP will be leading public engagement efforts for both the HASPA Implementation Plan and the First Mile Project. In the proposal to EPA for the Pivot Points grant, EBDA was originally scoped to lead community engagement in addition to design and permitting, under an overall sub-award of \$1,375,000. Subsequently, the team decided to redirect the \$200k in community engagement funds to SFEP to lead that element, and both EBDA and SFEP approved the Funding Agreement for \$1,175,000. The intent at that time was to go back later and amend the EPA Work Plan to reflect that change; in the past, this type of Work Plan revision was perfunctory.

More recently, SFEP has requested that EBDA accept the additional \$200k and do the associated contracting for community engagement support. Requesting an EPA Work Plan amendment at this time would potentially subject the grant to scrutiny by the Department of Government Efficiency (DOGE), which all partners would prefer to avoid. SFEP will manage the content and partners under that scope, but EBDA will now conduct the procurement of contractors to fulfill the community engagement goals for the project. All work by the community engagement partners contracted by EBDA would be reimbursed by SFEP/ABAG.

Pending approval of this Amendment, with SFEP’s support, EBDA will begin procurement for two scopes of work – one to engage a community-based non-profit

partner to perform surveying and outreach tasks, and one for a community engagement consultant. Contracts with both of these entities would be brought to the Commission for approval in the coming months.

ITEM NO. FM9 MOTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH ANCHOR QEA, INC. FOR FIRST MILE HORIZONTAL LEVEE PROJECT DESIGN AND PERMITTING SERVICES IN THE AMOUNT OF \$1,174,998

Recommendation

Approve a motion authorizing the General Manager to Execute an Agreement with Anchor QEA, Inc.

Strategic Plan Linkage

5. **Resilience:** Champion resilience for communities and the environment through regional leadership and advancing priority programs to support the Member Agencies in achieving their sustainability goals.
 - b. Advance concepts for shoreline adaptation and climate resilience.

Background

As described in Item No. FM8, EBDA has served as the project manager and champion of the First Mile Horizontal Levee Project since 2019. The project, which completed 30% design in 2024, has the following goals:

- Implement a full-scale demonstration of the horizontal levee concept,
- Contribute to reducing current and future flood risk for the HASPA planning area,
- Enhance habitat for special status and native wetland-dependent species,
- Make existing habitats more resilient to sea level rise,
- Provide public access to the Hayward Regional Shoreline that is resilient to sea level rise,
- Support recreational and social benefits to nearby communities, and
- Improve water quality in San Francisco Bay.

In December 2024, EBDA's Commission authorized the General Manager to enter into a new funding agreement to implement the next phase of work on the First Mile Project under a new grant from the EPA Region IX Water Quality Improvement Fund (WQIF). Under the Funding Agreement, which runs through February 14, 2028, the Association of Bay Area Governments (ABAG), as fiscal agent for the San Francisco Estuary Partnership (SFEP), committed to reimbursing EBDA for external project expenses up to \$1,175,000 for design and permitting work on the First Mile Project. Staff has proposed that the agreement be amended to add additional scope, as described in Item No. FM8.

Discussion

Working closely with staff from SFEP and East Bay Regional Park District (EBRPD), which owns the site on which the First Mile Horizontal Levee would be built and manages the Hayward Area Shoreline Planning Agency (HASPA), EBDA staff issued a request for proposals for First Mile Horizontal Levee Project design and permitting services in February 2025. In April 2025, the Authority received three proposals from very qualified teams. The proposals, interviews, and responses to follow-up questions were evaluated

by a selection team including EBDA, SFEP, and EBRPD staff, and a team led by Anchor QEA, Inc. was deemed the most qualified to perform the work.

Staff negotiated the attached scope of work with Anchor QEA, Inc. to advance the project through 60% design and permitting. The scope also includes coordination with other elements of the Pivot Points grant described in Item No. FM8, including the HASPA Shoreline Implementation Plan and regional community engagement efforts.

Staff is continuing to work with partners to identify grant funds to implement future phases of the project including final design and implementation. While the availability of federal funds in the future is uncertain, potential state sources include the Prop 4 Climate Bond and Measure AA, implemented by the San Francisco Bay Restoration Authority.

Scope of Work

May 7, 2025

First Mile Horizontal Levee Project

East Bay Dischargers Authority

Phase 1 Scope of Work and Deliverables

Task 1: Project Management

The Anchor QEA team (hereafter referred to as the Consultant Team) will provide a detailed work plan with key decision points and an associated schedule within 10 business days of contract execution. No later than June 30, 2025, a virtual kickoff meeting will be held with stakeholders (to be determined by the East Bay Dischargers Authority [EBDA], East Bay Regional Park District [EBRPD] and San Francisco Estuary Partnership [SFEP] in consultation with Consultant Team and Hayward Area Shoreline Planning Agency [HASPA] trustee agency partners). The Consultant Team will also provide monthly progress reports and invoices that align with SFEP's Water Quality Improvement Fund (WQIF) grant administration requirements.

Task 1 deliverables include:

- Meeting agenda for kickoff meeting (PDF file)
- Meeting notes for kickoff meeting provided as a summary email
- Monthly progress reports with budget status and invoice (PDF file)
- Detailed work plan and project schedule (PDF file)

Task 1 assumptions include:

- This task includes project management for the duration of Phase 1, estimated at 13 months from May 2025 through May 2026. The Consultant Team will prepare agendas and circulate action items for each monthly progress meeting with EBDA, SFEP, and EBRPD. Up to three Consultant Team staff will attend progress meetings based on topics covered.
- There will be one virtual kick-off meeting with up to four Consultant Team staff in attendance.
- All project management meetings will be held virtually.
- One draft Microsoft Project schedule will be prepared in Task 1 and managed as part of the other tasks.

Task 2: Data and Information Collection

The Consultant Team will review existing data and deliverables from the project's 30% design phase. This includes, but is not limited to, geotechnical reports, geologic and hazard mapping, hydrologic and hydraulic modeling information, stormwater infrastructure as-builts, topographic data, groundwater conditions, and reports on contaminants of concern affecting water quality.

Additionally, the Consultant Team will incorporate publicly available data to augment project design and environmental documentation.

Geotechnical Investigation

The Consultant Team will conduct a geotechnical investigation program consisting of cone penetration testing (CPT) and borings to characterize the engineering behavior of soils and identify interpreted thickness ranges along the levee alignment. The CPTs will be completed prior to borings to inform target sampling intervals within the borings, particularly for collection of relatively undisturbed samples of Bay mud. The Consultant Team will conduct shear wave velocity profiling during at least one CPT to determine the seismic site class. Anticipated investigation depths will range from a minimum of 30 feet below the marsh grade for borings, 50 feet for CPTs, and up to 100 feet or practical refusal, whichever is shallower, for the seismic CPT.

Given the project levee's location near a UPRR line, the Consultant Team will coordinate with UPRR as needed to make sure field explorations do not interfere with Union Pacific Railroad's (UPRR's) operations. Adjacent to Bockman Canal are buried utilities and a buried rail line that could be in the zone of influence from the surcharge loading of the new levee construction. The Consultant Team will develop the field investigation program to ensure these concerns are addressed, including potholing to determine the actual location of the buried rail line. A geotechnical report will be prepared to document the results of the geotechnical investigation program.

Boundary and Topographic Surveys

The Consultant Team will develop a topographical survey map using the project's existing LiDAR data and field confirmation. The survey map will identify utilities, including sewer, water valves, hydrants, meter boxes, storm drains, and marked utilities.

Additionally, the Consultant Team will conduct a boundary survey, including determining and mapping the UPRR right-of-way. The Consultant Team will coordinate with UPRR as needed to complete the boundary survey.

Task 2 deliverables include:

- Geotechnical report (draft and final; PDF files)
- Topographical survey (PDF file)
- Boundary survey (PDF file)

Task 2 assumptions include:

- The geotechnical field program will include borings to depths of up to 30 feet below existing grade and CPTs to depths of up to 50 feet below existing grade with truck-mounted drilling equipment. It is assumed that the drilling can be completed within 2 days and the CPTs can be advanced within one day.

- The geotechnical investigation program will avoid impacts to jurisdictional wetlands and waters; therefore, federal and state regulatory permits for the geotechnical investigation will not be required.
- It is assumed that supplementary delineations of aquatic resources will not be required. If additional effort is required based on progression of design and mitigation, scope and budget modification may be required.
- Task 2 includes a boundary survey and terrestrial survey but does not include an updated LiDAR survey. The design will utilize the current 2020 LiDAR topography survey (with its 2021 and 2022 supplemental field data updates).
- EBDA will provide the controls that were used for the 2020 LiDAR topography survey.

Task 3: Governance and Coordination

In collaboration with EBDA and SFEP, the Consultant Team will engage with the community and stakeholders as described below.

Community Engagement

The Consultant Team will:

- Review relevant site information and previous community engagement including previous planning studies such as Hayward Shoreline Adaptation Master Plan.
- Conduct a site visit and photo document the site for potential community engagement material use, and topics/themes for engagement.
- Develop graphics and 3D renderings of the project concept suitable for community consultation.
- Attend up to 12 virtual planning meetings with Consultant Team, EBDA and SFEP to understand the community engagement strategy, project program, technical issues and design direction.
- Support SFEP and EBDA on up to three townhall community meetings (in-person).

HASPA Engagement

Based on the processing of community input gathered through the community engagement process, the Consultant Team will integrate community benefits into the design development work and coordinate with HASPA on evaluating community benefit implementation, including providing technical input to the HASPA team. The Consultant Team will:

- Attend up to 3 virtual meetings with HASPA, to support the provision of community informed input to the HASPA Vision and Governance evaluation under the Pivot Points Grant managed by EBRPD.
- Attend up to 6 virtual meetings with EBDA and SFEP to coordinate HASPA coordination.

Stakeholder Coordination

In parallel with community engagement, the Consultant Team will support EBDA in consulting additional stakeholders to ensure the project's alignment with broader stakeholder initiatives or concerns—specifically long-term stormwater management and flood hazard protection. We anticipate engaging with a diverse set of stakeholders at the direction of EBDA, such as the following:

- East Bay Regional Park District
- Oro Loma Sanitary District
- Hayward Area Recreation and Park District, Alameda County Flood Control and Water Conservation District, and Alameda County Mosquito Abatement District
- San Francisco Estuary Institute
- Greenbelt Alliance
- Bay Area Trails Collaborative

The Consultant Team has included up to 12 hours of time for two staff to support EBDA in identifying and engaging with stakeholders. The Consultant Team will also support EBDA in up to three 1-hour virtual stakeholder meetings including the development of meetings agendas and documenting meeting notes.

UPRR Coordination

The Consultant Team's railroad specialist, RailPros, will identify and address issues, risks, and challenges with UPRR to find mutually beneficial solutions to the extent practicable. The Consultant Team will engage with UPRR throughout Phase 1 including during design developing and permitting. The level of effort was estimated based on RailPros' past experience and assumes up to 165 hours of support. The Consultant Team will also support coordination and planning related to the relocated Capitol Corridor passenger rail service and its effects on the project.

Federal Emergency Management Agency (FEMA) Levee Coordination

Following 60% design, the Consultant Team will develop a memorandum summarizing the approach to secure FEMA levee certification in coordination with the project design and future planning for sea level rise adaptation. Review of FEMA guidance documents will focus on aligning the project's design with certification requirements. Establishing this roadmap now will help streamline the certification process when the levee is ready for formal evaluation.

Task 3 deliverables include:

- Community meeting presentation materials (graphics and up to 1 3D rendering for each meeting, PDF file)
- HASPA engagement meeting notes (PDF file)

- Stakeholder coordination meeting agendas and notes (PDF file)
- UPRR coordination meeting notes (PDF file)
- FEMA Levee Certification approach memorandum (PDF file)

Task 3 assumptions include:

- One consultant team member will facilitate the community meetings, with participation from up to 2 additional team members. Up to three community meetings will be held in person.
- SFEP will prepare meeting notes and arrange logistics for the community meetings, including scheduling, meeting room reservations, table tents, sign-in sheets, and any refreshments.
- The effort does not include fees for plotting, copies and reproduction for drawings, booklets, boards, reports, meeting handouts, and renderings for in-person community meetings.
- The effort does not include postage, shipping, delivery and messenger expenses.
- Community outreach subtask does not include identifying and recruiting community-based organizations (CBOs). The subtask does not include applying for, securing, or managing micro grants for CBO participation.
- A portion of the time to coordinate with affected stakeholders will occur during design phase technical stakeholder review workshops (see Task 4).

Task 4. 60% Design

The 60% design documents will provide details and refinements to the current 30% plan set. Based on the new data gathered and analyzed in Tasks 2 and 3, the Consultant Team will develop the project's design considerations and concepts into the 60% design.

Two technical multi-disciplinary/stakeholder workshops will be conducted to enhance technical coordination that will impact the design. The Consultant Team will compile comments from the technical stakeholder workshops in a summary matrix with responses. Each workshop will be four hours in duration and up to three staff will attend each. Anticipated technical stakeholders include Alameda County Flood Control Water Conservation District, EBRPD, UPRR, Oro Loma Sanitary District, UC Berkeley, and other horizontal levee technical specialists.

Hydrologic and Hydraulic Analyses

Using available data and models from Task 2, the Consultant Team will conduct hydrologic and hydraulic analyses to refine the flood protection design, including the water control structure sizing and locations, and the ecotone and horizontal levee layout, slopes, and levee crest elevations. The Consultant Team will develop a modeling strategy to set hydrographs for areas draining to the project site if needed, including flows from the Skywest Golf Course assuming an agreed-upon future developed condition. Hydrographs based on 24-hour storm events will be developed for the 2-year (50%), 10-year (10%), and 100-year (1%) recurrence intervals to model a range of runoff scenarios. The HEC-HMS (or similar) software model will be used to develop the 24-hour storm hydrographs,

with the precise mode to be determined based on available data. The Consultant Team will compare model results against existing data sources to confirm the hydrologic modeling results are reasonable.

The Consultant Team will combine results from the hydrologic modeling with topography data and tidal information (with and without one selected sea level rise scenario) as inputs to HEC-RAS, a 1D and 2D hydraulic modeling software program developed by the U.S. Army Corps of Engineers (USACE). The hydraulic model will analyze storm event hydraulics with and without future sea level rise in the project area, including water surface elevations, flows, and velocities and results will be depicted in inundation maps for critical event combinations. The hydraulic modeling will demonstrate the project's ability to maintain or improve the existing flood protection for nearby stakeholders. Results will be summarized in a modeling memorandum that will ultimately be appended to the 60% Basis of Design Report.

Geotechnical Analyses and Levee Design

Geotechnical analyses will reference data from the Task 2 geotechnical investigations, including seepage and stability analyses for representative levee sections and assessments of impacts from sea level rise and seismic activity. Additionally, the Consultant Team will examine the impacts of levee-induced consolidation settlement on existing and new infrastructure. The Consultant Team will provide strategic advice on phased construction to manage stresses on the Bay mud. In addition, the Consultant Team will propose overbuild requirements for the levee to ensure target elevations are achieved following consolidation settlement. Analyses' results will be documented in the 60% Basis of Design Report.

To align with FEMA levee certification requirements, the levee design and analyses will adhere to standards specified in 44 *Code of Federal Regulations* (CFR) 65.10. Shannon and Wilson will review the 60% design to evaluate whether it meets geotechnical recommendations and certification standards.

Landscape Architecture and Irrigation Design

The Consultant Team's civil engineers, landscape architects, and irrigation specialists will closely coordinate with EBDA to design treated effluent conveyance systems that are durable and reliable. This will include designing the top of the new levee with a minimum 1% incline towards the marsh to prevent ponding, which will enhance usability and maintenance. The Consultant Team will also review the latest pilot study findings to inform a vegetation design for the ecotone and horizontal levees. The vegetation will need to accommodate marsh conditions and freshwater input from the effluent system.

The Consultant Team will integrate a future Bay Trail public access alignment in the new levee design and ensure the levee grading and width are compatible with maximizing multimodal and ADA in the

future. During 60% design, the Consultant Team will also integrate future community benefits identified in Task 3 by ensuring final grades and materials are suitable foundations for future community benefit improvements. The Consultant Team will develop a Landscape Architectural Site Plan locating proposed landscape architectural elements.

Water Conveyance Design

The Consultant Team will design water conveyance from the Oro Loma Water Pollution Control Plant to the horizontal levee treatment area, including buried pipelines, flow control structures (valves, meters, distribution boxes), electrical/systems integration, and mechanical upgrades.

Subsurface Wastewater Treatment System Design

The Consultant Team will review the available materials from the Oro Loma experimental horizontal levee pilot study, as well as other regional horizontal levee projects. During one of the two multi-disciplinary/stakeholder workshops, the Consultant Team will invite UC Berkeley and other local technical stakeholders experienced in horizontal levee design and implementation to discuss the pilot project takeaways and relevant lessons learned for incorporation into this project. The Consultant Team will then proceed with the design of the subsurface treatment system design based on the pilot study results and its local knowledge on material type availability and constructability. The Consultant Team's landscape architects, geotechnical, and mechanical engineers will work in tandem on the treatment system design. The target design parameters of the treatment system will be defined, including the anticipated nutrient removal rate for the NPDES permit application, as well as define the potential long-term operation and maintenance expectations. The water quality design criteria and proposed 60% design will be summarized in a brief memorandum appended to the 60% Basis of Design Report and depicted on the 60% Design Drawings.

Design Documents

The Consultant Team will prepare the following 60% engineering design documents including:

- 60% Design Drawings
- 60% Basis of Design Report including an opinion of probable construction cost, discussion on construction strategy and logistics, and water quality discussion with an appended memo
- 60% Technical Specifications Outline

The design drawings will be advanced to the 60% design level and are anticipated to include the following sheets:

- Title Sheet
- Legend, Abbreviations and Notes
- Site Access, Staging, and Stockpiling
- Site Plan
- Existing Conditions
- Clearing and Grubbing
- Temporary Erosion and Sediment Control Plan

- Grading Plan and Profile Stationing
- Grading Sections
- Water Control Structure Details
- Subsurface Wastewater Treatment System Plan and Details
- Wastewater Piping Plan, Profile, and Details
- Infiltrator System Piping Plan and Details
- Site Electrical
- Irrigation Plans
- Planting Plans
- Landscape Architecture Site Plan and Details

The Consultant Team will develop a draft engineering Basis of Design Report, which will include design criteria, assumptions, and calculations. The 60% Basis of Design Report will also document completed survey and engineering analyses including the hydrologic and hydraulic modeling analysis and geotechnical analysis. The Basis of Design Report will include an Association for the Advancement of Cost Engineering International (AACEI) Class 2 opinion of probable construction cost estimate, as well as a discussion on construction strategy and logistics.

Lastly, the Consultant Team will prepare a technical specifications table of contents utilizing the latest edition of the Construction Specification Institute (CSI) format. The table of contents will identify specification division and sections required to document all aspects of the design and construction.

Task 4 deliverables include:

- Meeting agendas for technical multi-disciplinary/stakeholder workshops and meeting notes from two technical multi-disciplinary/stakeholder workshops (all PDF files)
- Hydrology and Hydraulics Memorandum (PDF file)
- Subsurface Wastewater Treatment Design Water Quality Memorandum (PDF file)
- 60% Design Drawings (PDF file)
- 60% Basis of Design Report (PDF file)
- 60% Technical Specification Table of Contents (PDF file)

Task 4 assumptions include:

- No interim design submittals of the design documents will be provided, excluding technical workshop materials for design discussions.
- It is assumed that EBDA will provide the 30% AutoCAD drawings for use in the development of the 60% drawings.
- This scope does not include design review and incorporation of revisions from federal or state agencies.
- This scope does not include sediment characterization of onsite excavation materials for onsite reuse, nor does it include water quality modeling or additional data collection.

- The percent removal of nutrients, coliforms, pharmaceuticals, and trace organics will be estimated based on removal rates measured during the pilot study and other field demonstrations of similar treatment processes.
- Design optimization for pollutant removal will be based on mimicking, to the extent practicable, the best performing plot characteristics from the pilot study.
- Irrigation details and planting details will not be provided at 60% design and will be incorporated into the 90% design in Phase 2.

Task 5: California Environmental Quality Act (CEQA) and Permitting Strategy

Project Description

The Consultant Team will develop a clear and defensible project description for use in CEQA compliance and permitting efforts based on the 60% design. The project description will clearly define project construction elements such as grading, fill, wastewater conveyance infrastructure, habitat features and improvements, materials sourcing, phasing, and construction methods. Information on jurisdictional resources and habitat impacts and offsetting habitat improvements will also be included.

CEQA Strategy

The CEQA strategy for the project involves the project qualifying as statutorily exempt in accordance with the statutory exemption for nature-based shoreline resilience projects (PRC Section 21080.56 or the Statutory Exemption for Restoration Projects [SERP]). The Consultant Team will review the project with EBDA, EBRPD, SFEP, and CDFW Cutting the Green Tape staff to confirm that it meets the criteria for the SERP.

Permitting Strategy

The Consultant Team's permitting lead, WRA, will develop a permitting roadmap, outlining the project's critical path and key subtasks, permit application timelines, required materials, and key decisions. This roadmap will define permitting milestones and trackable action items to ensure a streamlined approval process.

Compensatory Mitigation Strategy. Based on input from the Bay Restoration Regulatory Integration Team (BRRIT), the project's mitigation obligation will depend on the alternatives analysis.

Accordingly, the Consultant Team will develop the project's compensatory mitigation strategy in tandem with the alternatives analysis as early in the project's design process as possible. The compensatory mitigation strategy will consider incorporation of a gravel or shoreline beach component (consistent with BRRIT comments), potential mitigation credit associated with proposed floodplain bench lowering along Sulphur Creek, and exploration of potential marsh restoration opportunities along the shoreline.

To further refine these strategies, the Consultant Team will conduct three workshops to explore compensatory mitigation concepts with EBDA. Initial ideas will be refined based on feedback at these sessions, ensuring that proposals are responsive to both EBDA's preferences and BRRIT requirements as stated in the letters they have issued to date for the project. The Consultant Team will re-engage with the BRRIT once a draft mitigation strategy and alternatives analysis are developed; this will enable BRRIT members to review the complete proposal and provide more informed feedback on the project.

Alternatives Analysis. The BRRIT agencies have highlighted the need for a thorough alternatives analysis, with distinct requirements from each entity, as follows:

- The San Francisco Bay Regional Water Quality Control Board (RWQCB) focuses on projected changes to aquatic resources over time.
- USACE emphasizes a comparison of pre- and post-project conditions.
- The San Francisco Bay Conservation and Development Commission (BCDC) requires an evaluation of potential visual impacts to the Bay and adjacent marshes.

The Consultant Team plans to address all these needs through a consolidated Section 404(b)(1) Alternatives Analysis document.

Biological Resources Technical Report (BRTR). To support both permitting and CEQA, the Consultant Team will prepare a BRTR that will integrate data from the existing Preliminary Design Report and attachments to cover all project activities and potential mitigation strategies. The Consultant Team will first prioritize identification of potential compensatory mitigation sites so they can be included in any field and desktop evaluations needed to prepare the BRTR. The Consultant Team will then lead any additional fieldwork necessary to generate a BRTR for the project.

Section 7 Biological Assessments. Because federally protected species subject to the jurisdiction of both National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service are present or have moderate potential to occur in the project's vicinity, USACE is expected to consult with each agency under Section 7 of the Endangered Species Act. Based on input received from the BRRIT and review of BRRIT's comments on this project, the Consultant Team will prepare a separate federal-format BA for each agency to streamline their review and approval. Although basic project details and background information are expected to be the same across these documents, the analysis provided in each BA will be tailored to each agency's preferences. The NMFS BA will include an Essential Fish Habitat (EFH) Assessment consistent with the Magnuson Stevens Fisheries Management Act.

California Department of Fish and Wildlife (CDFW) Permitting. In fall 2024, CDFW's permitting authority through Restoration Management Permits (RMPs) was expanded to include CDFW's typical authorities under the California Endangered Species Act (CESA) and Section 1602 provisions for the Lake or Streambed Alterations. With this recent change, qualifying restoration projects can obtain a

single CDFW permit that covers CDFW's distinct regulatory authorities. The Consultant Team will prepare documentation for approval under the RMP.

BCDC Permitting. BCDC has indicated the project will likely require reviews by the Engineering Criteria Review Board (ECRB) and possibly the Design Review Board (DRB). The Consultant Team will prepare a customized BCDC application package, using a proven "supplemental information" structure that simplifies agency review.

RWQCB Permitting. BRRIT comments indicate the project may qualify for the Statewide Restoration General Order (SRGO), a streamlined RWQCB permitting process for restoration projects. The final mitigation strategy will be incorporated into the SRGO application to facilitate RWQCB review. Should the project not qualify under the SRGO, the Consultant Team will prepare all materials needed for a Section 401 Water Quality Certification from the RWQCB.

USACE Permitting. To date, USACE has not identified a specific permitting pathway for the project in BRRIT comments. Based on the project, the Consultant Team anticipates an Individual Permit (IP) or Letter of Permission (LOP) will be required due to wetland and waters conversion to upland, making Nationwide Permit 27 unlikely. The Consultant Team will prepare a permit application package that details project impacts to waters of the United States based on the existing aquatic resources delineation. If additional areas are included (e.g., for compensatory mitigation), the Consultant Team will conduct an additional field delineation to incorporate these additional areas into the project's delineation maps. The application will also include the Section 404(b)(1) Alternatives Analysis, Section 7 BAs, and Section 106 documentation supporting federal consultations.

Tribal and Cultural Resources. The Consultant Team will conduct Tribal outreach in accordance with Assembly Bill 52 and prepare Section 106 documentation to support USACE permitting under the Clean Water Act. The documentation will assess potential impacts to cultural and historic resources in the project area, in compliance with Section 106 of the National Historic Preservation Act. Tasks include conducting a thorough literature review, records search, and field survey, as needed, to identify any cultural resources and evaluate their eligibility for listing in the National Register of Historic Places.

Monitoring and Adaptive Management Plan. A Monitoring and Adaptive Management Plan (MAMP) will be developed to track project performance after implementation and ensure compensatory mitigation success. The Consultant Team will develop the MAMP after BRRIT approval of the compensatory mitigation strategy, allowing it to comprehensively cover all mitigation areas. The MAMP will be included in the project's permit applications. During development, the Consultant Team will lead two workshops with EBDA and EBRPD to ensure the plan aligns with expectations and management capacity.

BRRIT Meetings and Coordination. Both Anchor QEA and WRA have direct experience working with the BRRIT. To maintain project momentum and streamline permitting, we recommend engaging with the BRRIT after completing key milestones, such as the compensatory mitigation strategy, alternatives analysis, BRTR, Section 7 BAs, and CDFW permitting materials. These meetings will be combined whenever possible. This task includes up to six meetings with the BRRIT to discuss the project.

Task 5 deliverables include:

- CEQA strategy (draft and final Word files; final PDF file)
- Permit strategy (draft and final Word files; final PDF file)
- Meeting agendas and meeting notes from workshops and meetings
- Compensatory mitigation strategy (draft and final Word files; final PDF file)
- Alternatives analysis (draft and final Word files; final PDF file)
- Biological Resources Technical Report (draft and final Word files; final PDF file)
- Section 7 Biological Assessments (draft and final Word files; final PDF file)
- Restoration Management Permit application (draft and final Word files; final PDF file)
- BCDC permit application (PDF file)
- RWQCB permit application (draft and final Word files; final PDF file)
- USACE permit application (PDF file)
- Tribal and cultural resources assessment (draft and final Word files; final PDF file)
- Monitoring and Adaptive Management Plan (draft and final Word files; final PDF file)

Task 5 assumptions include:

- CEQA documentation will be in the form of a statutory exemption for nature-based shoreline resilience projects (PRC Section 21080.56 or the SERP). Preparation of a project-specific Initial Study/Mitigated Negative Declaration (IS/MND) or Environmental Impact Report (EIR) will not be required. Preparation of materials for including the project in a programmatic EIR will not be required.
- The Consultant Team will prepare draft and final versions of all permitting documentation.
- It is assumed that the design will not substantially change after the CEQA NOE is complete and permit applications are underway.
- No new renderings beyond those prepared for Task 3 will be required to support the Alternatives Analysis.
- No protocol-level special-status species surveys are proposed with this scope of work.
- The only technical assessments that will be prepared are those noted above related to biological resources and tribal and cultural resources.
- EBDA will be responsible for filing the NOE and for payment of permit application and CEQA filing fees.

- The Consultant Team will prepare draft and final meeting notes for each agency meeting.
- The Consultant Team will prepare a BRRIT Correspondence Log to track meeting dates and key pre-application feedback.
- Preparation of responses to agency comments and participation in DRB or ECRB meetings will be covered in Task 10 in Phase 2.

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ITEM NO. 14

OPERATIONS & MAINTENANCE COMMITTEE AGENDA

Monday, May 12, 2025

4:00 PM

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

Committee Members: Young (Chair); Azevedo

OM1. Call to Order

OM2. Roll Call

OM3. Public Forum

OM4. EBDA Permit Compliance

(The Committee will be updated on EBDA's NPDES compliance.)

OM5. Status Report

(The Committee will be updated on EBDA's O&M activities.)

OM6. Draft Renewal and Replacement Fund Project List for Fiscal Year 2025/2026

(The Committee will review the proposed RRF project list for FY 2025/2026.)

OM7. Oro Loma Sanitary District Lease Renewal

(The Committee will receive an update on the Authority's land lease with OLSA.)

OM8. 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, 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
O&M Agenda
May 12, 2025

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 Operations and Maintenance Committee is
Monday, June 16, 2025**

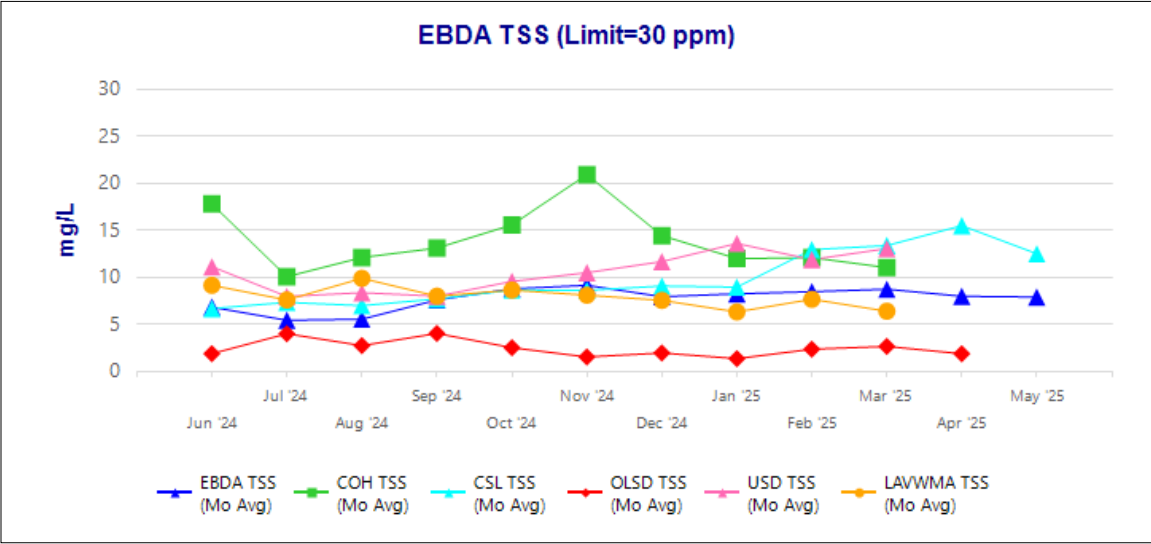
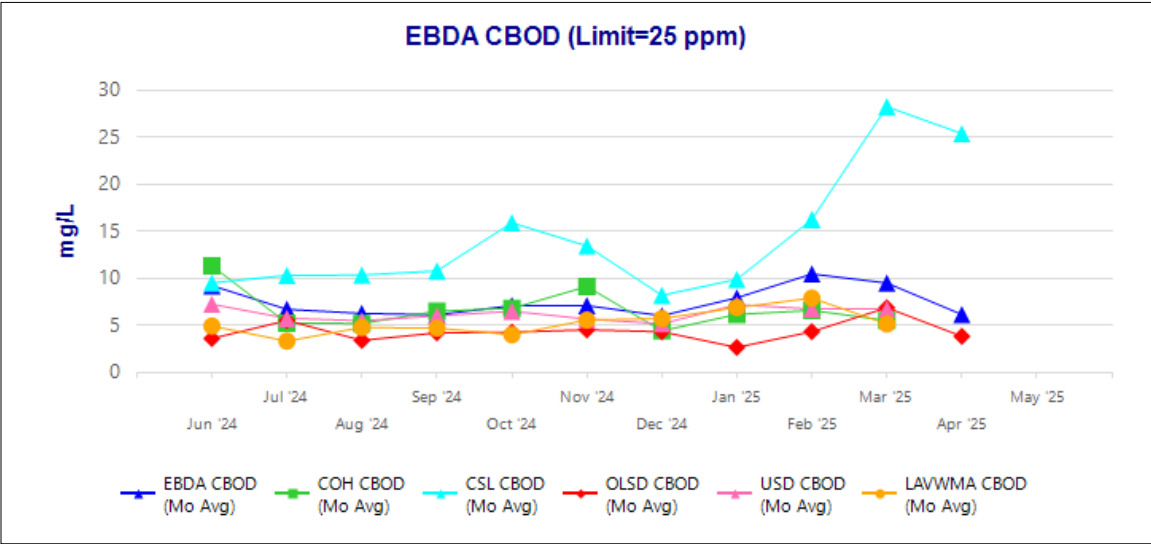
ITEM NO. OM4 EBDA PERMIT COMPLIANCE

Recommendation

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

Discussion

EBDA continued NPDES compliance in March, and preliminary April data indicates compliance as well. While San Leandro’s Water Pollution Control Plant met CBOD limits for April, CBOD results are still above normal. San Leandro staff are still investigating the cause of the plant upset. A leading possibility is the presence of a group of disinfectants known as quaternary ammonia compounds (QACs). Test results show elevated levels of these compounds, which have led to upsets in other plants. San Leandro is designing a chemical treatment regimen while investigating the source. Member Agency CBOD and TSS performance are shown below. A table with bacterial indicators follows.



EBDA Bacterial Indicators

Date	FECAL	ENTERO
	MPN/ 100mL	MPN/ 100mL
Limit (90th Percentile)	1100	1100
Limit (Geomean)	500	280
May 2024 Geomean	12	4
June 2024 Geomean	60	9
July 2024 Geomean	59	5
August 2024 Geomean	153	21
September 2024 Geomean	109	13
October 2024 Geomean	33	4
November 2024 Geomean	24	2
December 2024 Geomean	22	5
January 2025 Geomean	25	5
February 2025 Geomean	44	10
3/3/2025	17	13
3/4/2025	17	15
3/5/2025	NA	2
3/10/2025	13	2
3/11/2025	31	10
3/17/2025	17	20
3/18/2025	23	47
3/24/2025	49	29
3/25/2025	11	57
3/31/2025	17	15
March 2025 Geomean	20	13
4/1/2025	79	24
4/2/2025	NA	15
4/7/2025	350	< 10
4/8/2025	22	47
4/14/2025	23	34
4/15/2025	17	125
4/21/2025	13	333
4/22/2025	11	87
4/28/2025	33	104
4/29/2025	33	370
April 2025 Geomean	32	62

ITEM NO. OM5 STATUS REPORT

Union Effluent Pump Station (UEPS)

No change; all equipment is operational.

Hayward Effluent Pump Station (HEPS)

Effluent Pump Replacement Project

The two new HEPS pumps have been operating for almost four months without any major issues. On May 1, Pump Repair Service removed the third old pump, and the next day, DW Nicholson started work on the new concrete pump pad. All four new pumps should be fully operational before the start of wet weather this fall.

Oro Loma Effluent Pump Station (OLEPS)

Automatic Transfer Switch Upgrade

Todd Beecher, EBDA's contract electrical engineer, has updated the OLEPS electrical system single line diagrams and completed a design memorandum for two new automatic transfer switches (ATSs) at OLEPS. Mr. Beecher presented his recommendations to the MAC at its April meeting. The two new ATSs will improve the reliability of the pump station in the event of a power outage. If PG&E power fails, the OLEPS emergency generator is the primary backup power source. Currently, if the emergency generator fails to start, operators can manually switch to the secondary source of backup power from OLSD. The installation of two new ATSs will allow the switch from primary to secondary backup to occur automatically. This ATS work is being completed as part of Phase 2 of the OLEPS Electrical Upgrades. Replacement of the breakers and refurbishment of the Main Switchboard was completed in Phase 1 of the OLEPS Electrical Upgrades.

Mr. Beecher has also recommended that EBDA purchase a portable generator that can be used as an additional source of backup power, given that the OLEPS emergency generator is beyond its useful life. The portable generator can also be used at MDF and HEPS. Cost for the portable generator has been included in the proposed Renewal and Replacement Fund List for FY 2025/2026 (see Item No. OM6).

Overhead Crane Inspection & Grounding Upgrade

Earlier this year, Crane Tech Inc. (CTI) conducted the annual OLEPS overhead crane inspection. The overhead crane or bridge crane, as it is commonly referred to, spans the pump station's main floor ceiling. The crane has a 15-ton capacity and is used for repair and maintenance of the pumps and associated equipment. Although the crane is approximately 45 years old, it operates without any issues. CTI notified EBDA that the overhead crane needed to have additional grounding installed to stay code compliant. On April 18, CTI installed the code-required ground conductor buss bar along the crane's bridge and runway. On May 5, Calcon, EBDA's electrical and instrumentation contractor, completed the installation of a ground wire from the overhead crane's local electrical

disconnect panel to OLEPS main electrical panel. The overhead crane is now fully code compliant.

Skywest Pump Station

Recycled Water Production

During the month of April 2025, the Skywest Recycled Water System operated for three days and produced 1.59 million gallons of recycled water.

Marina Dechlorination Facility (MDF)

No change; all equipment is operational.

Force Main

Force Main Vault High Water Level Alarms

On April 29, Calcon completed the installation of high-water level alarms in three of EBDA's force main vaults – the OLEPS North and South vaults and the HEPS vault. Each vault has two floats installed. If water starts to fill the vaults, the floats will send an alarm to EBDA's SCADA system, and EBDA staff will be notified via text that the vaults could be flooding.

Operations Center

No change; all equipment is operational.

Miscellaneous Items

Underground Service Alerts

EBDA received eight (8) Underground Service Alert (USA) tickets during the month of April 2025. All eight tickets were renewals and six of the eight tickets were for contractors working at USD.

Special Projects

Cargill Brine Project

As discussed last month, Cargill has requested that EBDA consider a Project Approval Agreement between the parties that would allow Cargill to begin construction on elements of the project that do not directly affect EBDA, such as reconfiguration of intakes and pond structures at Cargill's Newark salt facility. The Agreement would be accompanied by findings and a resolution to approve the EIR, including an EIR Addendum that enhances mitigation measures for species for which the endangered species listing status changed following EIR certification. Once negotiated, the Project Approval Agreement would be superseded by the final Operating Agreement. Staff is still negotiating insurance and indemnity provisions of the Project Approval Agreement with Cargill and expects to bring

the Agreement and CEQA documentation to the Commission for consideration next month.

Advanced Quantitative Precipitation Information (AQPI) Project

The regional AQPI project continues to move forward with the goal of improving the prediction of rainfall events in the Bay Area. Following a series of delays, the East Bay radar was installed at [Rocky Ridge](#) in Las Trampas Regional Wilderness Park in December 2022, and data from the site became available in December 2023. The AQPI Program Management team developed an updated website and data management tools for the 2024-2025 wet season. Agencies are currently developing additional tools to make the data more accessible for use in decision-making. A 2-day workshop with agencies and program managers is scheduled for June 2025.

Sonoma Water, which has acted as program manager and grant administrator for the project since its inception, is in the process of reaching out to participating agencies regarding future funding needs. This includes funding for installation of a C-band radar to complete the regional radar network, as well as long-term funding to the Center for Western Weather and Water Extremes (CW3E) at Scripps Institution of Oceanography, UC San Diego, for AQPI system operation, maintenance, and improvements. This local funding would begin in Fiscal Year 2026-2027, and would supplement state and federal funding that the team is also seeking. More information will be provided to the Commission as the specific request becomes clear.

**ITEM NO. OM6 DRAFT RENEWAL AND REPLACEMENT FUND PROJECT LIST
FOR FISCAL YEAR 2025/2026**

Recommendation

Review proposed Renewal and Replacement Fund (RRF) Project List and provide direction to staff.

Background

Each year, the Commission is asked to approve a list of capital projects to be undertaken in the upcoming fiscal year using funds from the Authority's Renewal and Replacement Fund. The project list is developed using the Authority's Asset Management Plan (AMP), with input from the Managers Advisory Committee (MAC).

Discussion

The Authority's draft RRF Project List for FY 2025/2026 is presented on the following page for the Committee's review and comment, with project explanations on the subsequent pages. Staff plans to bring the final FY 2025/2026 project list to the Commission for consideration in June 2025. Staff is recommending that the agencies' total contribution to the RRF for FY 2025/2026 is \$750,000, consistent with the AMP 20-year projection of funding needs.

RRF Projects for FY 2025/2026

<u>Facility</u>	<u>Renewal Replacement Fund Items</u>	<u>Projected Completion Date</u>	<u>Estimated Costs</u>
UEPS	Payment #6 of 10 Per JPA	July 2025	\$ 420,000
OLEPS/All	Portable Generator	June 2026	\$ 150,000
HEPS	Pump Replacement Project (additional funds for completion)	December 2025	\$ 120,000
MDF	Sewage Pump Replacement Project	December 2025	\$ 100,000
MDF	Flow Meter Upgrade	June 2026	\$ 70,000
All	SCADA Radio Network Security & Upgrade	June 2026	\$ 50,000
All	SCADA Firewall & Internet Security	December 2025	\$ 20,000
OLEPS	Water System Upgrade	June 2026	\$ 30,000
		FY 2025/2026 Sub-Total	\$ 960,000
		Small Projects Fund	\$ 100,000
		FY 2025/2026 Total	\$ 1,060,000

UEPS – Payment #6 of 10 per JPA – \$420,000

The Amended and Restated Joint Powers Agreement (JPA) states that “in fiscal years from 2020/21 through 2029/30, the Authority will pay Union a total of Four Million, Two-Hundred Thousand dollars (\$4,200,000), divided in ten equal and annual installments, as a credit toward their annual budget contribution for Operation and Maintenance Costs, for all Capital Costs associated with the Union Effluent Pump Station during the Term of the Agreement.”

OLEPS/All – Portable Generator – \$150,000

EBDA’s contract electrical engineer recommended that EBDA purchase a portable generator that can be used as an additional source of backup power at OLEPS, given that the OLEPS emergency generator is beyond its useful life. The portable generator can also be used at MDF and HEPS. At the recommendation of the MAC, EBDA will explore the possibility of purchasing a gently used portable generator.

HEPS – Effluent Pump Replacement Completion – \$120,000

This item provides additional funds to complete replacement of the four pumps at HEPS. \$730,000 had previously been allocated. Unanticipated findings from the structural engineer required that the old pump pads be demolished and replaced with new pump pads. This additional scope ate into the savings previously identified through value engineering.

MDF – Sewage Pump Replacement Project – \$100,000

Replacement of the two sewage pumps, valves, check valves, and piping in the MDF sewage sump pit.

MDF – Flow Meter Upgrade – \$70,000

At EBDA’s request, LAVWMA completed an Air Entrainment Study of the LAVWMA export pipeline to address issues air entrainment is causing with one of the flow meters at MDF. The proposed funds will be used to explore some of the recommendations from that study, namely upgrading components or potentially replacing the flow meter.

All – SCADA Radio Network Security & Upgrade – \$50,000

Replace older SCADA communication radios with new technology, equipped with a higher level of security.

All – SCADA Firewall & Internet Security – \$20,000

Woodard & Curran, EBDA’s contract cybersecurity consultant, recently completed a Security Vulnerability Re-assessment and recommended that EBDA upgrade its SCADA firewall to enhance internet security.

OLEPS – Water System Upgrade – \$30,000

Recently, using the FY 2024/2025 RRF Small Projects Fund, two of the valves and two check valves on the discharge side of the water pumps at OLEPS were replaced. This project will replace the remaining three valves and the 4-inch in-line manually self-cleaning water strainer.

Small Projects Fund (formerly Contingency Fund) – \$100,000

The purpose of the Small Projects Fund is to provide additional funding for unidentified projects and/or equipment that may need to be replaced or refurbished in FY 2025/2026. Much of the smaller ancillary equipment and components that the Authority owns are operated with the intent to ‘run to failure.’ This is a common practice at wastewater facilities with these types of assets, which include fans, valves, actuators, and small pumps and motors. While preventive maintenance is completed on a regular basis, forecasting an exact date of failure is not possible. The criteria for ‘run to failure’ are both that the equipment can be readily procured and that there is sufficient redundancy to meet system firm capacity. In some cases, staff will purchase critical items and have them on the shelf, reducing system equipment downtime.

ITEM NO. OM7 ORO LOMA SANITARY DISTRICT LEASE RENEWAL

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.
6. **Internal Collaboration:** Expand cooperation among EBDA Member Agencies to improve economies of scale, reduce duplication of effort, and enhance each Agency's capacity.

Background

EBDA owns and operates an Operations Center, sometimes called an Administration Building, on land owned by Oro Loma Sanitary District (OLSD). On April 12, 1979, EBDA entered into a land lease agreement with OLSD to use the land on which the building sits. The lease agreement states, "Lessor (OLSD), by previous agreements with Lessee (EBDA), has allowed Lessee to build and occupy its own building on an undivided portion of Lessor's land pursuant to the terms of this Agreement." The agreement lays out an annual rent payment for the land, currently \$6450, as well as compensation for the use of OLSD's restrooms and Board room. It also includes insurance and indemnity provisions.

The agreement has been amended approximately every five years to extend the term and update the rental fees, most recently in 2020. The arrangement benefits both agencies.

Discussion

Staff obtained information on current rental prices for similar unimproved vacant properties in the area and determined that a rate of \$3.60 per square foot annually is a representative comparable market rate. EBDA's Operations Center is approximately 2700 square feet, yielding an annual rounded lease payment of \$9700. Staff is proposing this rental rate for the next five years.

Staff is further proposing to extend the lease for the duration of the EBDA Joint Powers Agreement, through June 30, 2040. The rent would increase by 5% annually after the first 5 years. Consistent with past practice, the calculated rent from the 5th year would be applied to the prior 5 years.

The draft lease is attached, showing changes from the previously adopted version. OLSD will be reviewing the proposed lease at its May 21 Construction Committee Meeting and considering it for approval at its May 27 Board Meeting. Pending feedback from OLSD and this Committee, the lease will be considered for approval at the EBDA Commission's June 20 meeting.

LAND LEASE AGREEMENT, DATED APRIL 12, 1979,
BETWEEN THE ORO LOMA SANITARY DISTRICT
AND THE EAST BAY DISCHARGERS AUTHORITY

Amended ~~January-July 1, 2020~~5

PREMISES:

Lessor owns a 2.8 acre parcel of land situated at 2655 Grant Avenue, San Lorenzo, California. The parcel is referred to as parcel 7-8 in the Alameda County Assessors Book 41 1, Map 438. There are contiguous improved buildings upon the parcel, each separately owned and occupied by Lessor and Lessee. Lessor, by previous agreements with Lessee, has allowed Lessee to build and occupy its own building on an undivided portion of Lessor's land pursuant to the terms of this Agreement.

TERM:

The term of this lease commenced on the 1st day of July 1979, and terminates on the 1st day of July ~~2025~~2040, unless otherwise extended by mutual consent. This Agreement, as amended on ~~January-July 1, 2025~~0, supersedes all previous Agreements between the parties.

RENT:

1. The rent shall be payable during the term of this Lease annually in advance by the 10th day of July each year.
2. It is agreed that the rents shall be modified each fifth consecutive year so that this Lease shall reflect the reasonable rental value of the real property during the ensuing five-year period:

July 1979 – June 1984	\$1,200 per year
July 1984 – June 1989	unchanged
July 1989 – June 1995	unchanged
July 1995 – June 2000	\$3,000 per year
July 2000 – June 2005	\$3,600 per year
July 2005 – June 2010	\$4,140 per year
July 2010 – June 2015	\$4,670 per year
July 2015 – January 1, 2020	\$5,300 per year
January 1 – June 30, 2020	\$5,300 per year
July 1, 2020 – June 30, 2025	\$6,450 per year
<u>July 1, 2025 – June 30, 2030</u>	<u>\$9,700 per year</u>
<u>July 1, 2030 – June 30, 2035</u>	<u>\$12,400 per year</u>

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July 1, 2035 – June 30, 2040 \$15,800 per year

The parties agree that no later than ninety (90) days prior to ~~the termination of each five-year interval~~, the parties shall meet and negotiate a new rental fee. In the event that the parties cannot agree as to a new rental fee, it is agreed that the parties will jointly appoint an appraiser who shall appraise the real property subject to this Lease; and should the parties be unable to agree on a single appraiser, then each party shall appoint their own appraiser and the two appraisers shall appoint a third, and a majority vote of the three appraisers shall determine the appraised rental value of the property.

It is further agreed that the appraised rental value of the property shall be deemed the rental value of the property as unimproved property, bearing in mind that the improvements or said property, to wit, the building, have been paid for by the Lessee.

USE OF PREMISES:

It is hereby understood by the parties that the Lessee owns and occupies an operations center building more particularly described in the plan prepared by Kennedy Engineers, titled "Operations Center." It is further agreed that Lessor allows Lessee's employees, agents, and guests to use Lessor's ~~toilet facilities, restrooms~~ and Board ~~meeting~~ room for public meetings during the term of this Lease.

INSURANCE AND INDEMNIFICATION:

Lessee shall obtain and maintain in full force and effect insurance policies containing the following minimum coverage:

- a. Basic Comprehensive Liability
 - \$1,500,000/each occurrence, Bodily Injury
 - \$1,500,000/aggregate per annum, Bodily Injury
 - \$1,500,000/each occurrence, Property Damage
 - \$1,500,000/aggregate per annum, Property Damage

Additional to and independent of all other provisions of this Lease, the Lessor and Lessee agree to forever indemnify and save each other harmless of and from any and all claims, demands, obligations, liabilities, cause or causes of action by reason of condition, use or misuse of the common use areas.

An endorsement of said insurance herein above referred to shall be delivered to Lessor within ten (10) days after the date of the execution thereof, and renewed annually. Lessees' insurance policy shall contain a clause requiring a thirty (30) day notice to Lessor in the event of cancellation or interruption of insurance coverage.

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UTILITIES:

It is understood by the parties that the Lessee shall have separate utilities to the demised premises including, but not limited to, electrical, gas, and water. Lessee shall be responsible to pay for water, gas, heat, and electricity which may be furnished to or used in or about the demised premises during the term of the Lease.

COMMON AREA MAINTENANCE AND REPAIR:

Lessor shall be responsible to pay for water, gas, heat, electricity, and sewer service for the common use ~~toilet facilities~~restrooms and Board ~~meeting~~ room during the term of this Lease.

Lessee shall pay to Lessor its prorated share of reasonable maintenance and repair costs for common areas. This includes landscaping and periodic rehabilitation costs, such as painting, roofing, carpeting, etc. In addition, both parties agree to the following annual charges which shall be modified each fifth consecutive year.

a.—Janitorial service and maintenance supplies for use of Oro Loma ~~toilet facilities~~restrooms and Board ~~meeting~~ room:

July 1996 – June 2000	\$100 per year
July 2000 – June 2005	\$200 per year
July 2005 – June 2010	\$1,200 per year
July 2010 – June 2015	\$1,600 per year
July 2015 – June 2020	\$1,800 per year
July 2020 – June 2025	\$2,200 per year
<u>July 2025 – June 2030</u>	<u>\$2,600 per year</u>
<u>July 2030 – June 2035</u>	<u>\$3,000 per year</u>
<u>July 2035 – June 2040</u>	<u>\$3,400 per year</u>

~~b.—Regular collection of paper and fiber recyclable materials:~~

July 1996 – June 2000	\$60 per year
July 2000 – June 2005	\$100 per year
July 2005 – June 2010	\$150 per year
July 2010 – June 2015	\$200 per year
July 2015 – June 2020	\$230 per year
July 2020 – June 2025	\$230 per year

ASSIGNMENT AND SUB-LEASE:

Lessee shall not assign or transfer this Lease or any interest therein, nor sublet the whole or any part of the premises without first having obtained the written consent of Lessor. Lessor

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agrees not to unreasonably withhold its consent; and Lessee further covenants and agrees that neither this Lease, nor any interest therein, shall be assignable or transferable in any proceedings in execution against Lessee.

IMPROVEMENTS AND ALTERATIONS:

Lessor shall maintain in a safe, decent, and sanitary condition, the ~~toilet facilities~~restrooms and Board ~~meeting~~ room, including necessary supplies, janitorial service, repairs, and remodeling. Lessor shall provide written notice to Lessee when ~~toilet facilities~~restrooms or the Board ~~meeting~~ room are to be modified, repaired, or expanded. EBDA share of the cost for such improvements and alterations will be billed on the monthly Operation and Maintenance (O&M) invoice when the expenses are incurred as a separate line item. The proportion of the cost will be 10% unless renegotiated by both agencies' General Managers.

NOTICES:

Any demand or notice which either party shall be required, or may desire, to make upon or give to the other, shall be in writing and shall be delivered personally upon the other, or sent by prepaid certified mail addressed to the respective parties, as follows:

Lessor: Oro Loma Sanitary District
2655 Grant Avenue
San Lorenzo, CA 94580

Lessee: East Bay Dischargers Authority
2651 Grant Avenue
San Lorenzo, CA 94580

Notice by registered mail shall be deemed to be communicated twenty-four (24) hours from the time of mailing.

It is further agreed that the mailing of said notices may be changed from time to time upon written instructions to the opposite party.

ATTORNEY FEES:

If any action shall be brought by Lessor for the recovery of any rent due under the provisions of this Lease, or for the breach or enforcement of any of the conditions, covenants or agreements herein set forth on the part of Lessee to be kept and performed, or for the recovery of said premises and Lessor shall prevail in any such action, Lessee agrees to pay to Lessor on demand, a reasonable attorney's fee, and further agrees that said attorney's fee shall be and become a part of Lessor's judgment in any such action.

MISCELLANEOUS:

Non-Waiver

No waiver by Lessor at any time of any of the terms, conditions, covenants, or agreements of this Lease shall be deemed or taken as a waiver at any time thereafter of any of the same, nor of the strict and prompt performance thereof by Lessee.

Compliance with Law

The premises shall not be used or permitted to be used in whole or in part during the said term of this Lease for any purpose or use in violation of any of the laws or ordinances applicable thereto; and Lessee agrees at all times during the term of this Lease to construct, repair, maintain and do all things necessary to maintain the premises in a clean and sanitary manner and in compliance with any and all Federal, State, or Municipal regulations or ordinances now or hereafter enacted concerning the conduct of Lessee's business in the premises.

Parties Defined

The words "Lessor" and "Lessee" as used herein shall include the plural as well as the singular. Words used in masculine gender include the feminine and neuter. If there be more than one Lessor or Lessee, the obligations hereunder imposed upon Lessor or Lessee shall be joint and several. The marginal headings or titles to the paragraphs of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part thereof.

This Lease is and shall be binding upon the successors and assigns of the respective parties hereto.

TIME OF ESSENCE:

Time is hereby expressly declared to be of the essence of this Lease and of all the covenants, agreements, conditions, and obligations herein contained.

LESSOR:

ORO LOMA SANITARY DISTRICT
A Public Agency

LESSEE:

EAST BAY DISCHARGERS AUTHORITY
A Joint Powers Public Agency

General Manager

General Manager

Date: _____

Date: _____

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ITEM NO. 15

PERSONNEL COMMITTEE AGENDA

Wednesday, May 14, 2025 at 4:00 PM

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

Committee Members: Azevedo (Chair), Johnson

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Proposed Revision to Classification Plan**
(The Committee will review the proposal.)
- P5. Motion Approving Fiscal Year 2025/2026 Commission Chairperson and Vice Chairperson**
(The Committee will consider the motion.)
- P6. General Manager Performance Self-Assessment**
(The Committee will review the GM's self-assessment relative to the EBDA Strategic Plan in preparation for a performance review during the June 19, 2025 Commission Meeting.)
- P7. 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.

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
TBD**

ITEM NO. P4 PROPOSED REVISION TO CLASSIFICATION PLAN

Recommendation

Provide guidance to staff on proposed update to the Classification Plan to convert the Administrative Support Specialist to an Administrative Assistant.

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.
 - c. Develop and implement succession plans for each staff role.

Background

EBDA's Classification Plan currently includes four roles: General Manager, Operations and Maintenance Manager, Administration Manager, and Administrative Support Specialist. The first three positions are budgeted as full-time, while the Administrative Support Specialist is currently budgeted as part-time. Additionally, EBDA contracts Regional Government Services Authority (RGS) for accounting support.

A workload analysis conducted by staff in 2020 concluded that the administrative function for EBDA, which includes Clerk of the Commission, human resources, records management, and financial management and accounting support responsibilities, requires approximately two full-time equivalents (FTEs). As a fiscally conservative approach, staff recommended, and the Commission supported, hiring a half-time Administrative Support Specialist to support the full-time Administration Manager.

EBDA hired Bert (Bubba) Manzo as an Administrative Support Specialist in late 2021. However, in July 2023, Mr. Manzo accepted a full-time operator position at Oro Loma Sanitary District. In October 2023, staff recommended, and the Commission approved, a contract with RGS for accounting services to replace EBDA's long-time contract accountant, Deborah Quinn. Given the transition in accounting, staff recommended that the Authority streamline administrative and financial processes before filling the Administrative Support Specialist position.

Discussion

Staff is proposing to reclassify the Administrative Support Specialist position to Administrative Assistant. This change aims to align the current responsibilities with the evolving needs of the agency. No change in compensation is proposed for the position.

The reclassification to Administrative Assistant encompasses accounting and additional functions such as records management, human resources, and financial administration. This role would still support the full-time Administration Manager. The Administrative Assistant could build on existing procedures while being adaptable to future requirements as EBDA continues refining its administrative and accounting processes. Having a dedicated Administrative Assistant would ensure that the agency maintains high

standards of efficiency and organization.

Staff is seeking guidance from the Personnel Committee regarding this proposed change to the Classification Plan. This change is expected to benefit the agency by enhancing overall productivity while allowing for a more flexible and responsive administrative support structure. No other changes to the Plan are proposed at this time. With the Committee's support, the Plan will be presented to the Commission for consideration in June 2025. Staff will also present for approval a Compensation Plan that is consistent with the draft reviewed by the Committee in March, with just the change in title for this position.

CLASS TITLE: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION: Under the general supervision of the Administration Manager, this position conducts various office support activities, including administrative and accounting tasks, performing related work as needed, and other assigned duties while following established policies and procedures.

REPRESENTATIVE DUTIES:

The duties listed below are representative and do not cover the entire range of tasks for this class.

1. Records Management: Maintain various electronic and paper records, files, logs, and reports. Periodically review and purge files in accordance with the Authority's Records and Information Management Policy.
2. Proofread materials for accuracy and completeness, ensuring compliance with Authority policies.
3. Ensure adherence to policies and procedures in all administrative functions.
4. Update and maintain website content to ensure accurate and current information is available.
5. Monitor inventory levels of office supplies; order, receive, and maintain inventory of office supplies.
6. Assist with the Clerk of Commission duties, as needed.
7. Support accounting functions, including accounts payable, and accounts receivable.
8. Participate in year-end closing and audit process; assist with preparing the annual audit report.
9. Assist with the payroll process, including reviewing timesheets and entering data.
10. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Modern office practices, procedures, and equipment; personal computer operating systems and software applications (e.g., Windows,

Microsoft, and Adobe products); proper usage of English, including spelling, grammar, and punctuation; records management principles and practices; and basic administrative accounting principles, practices, and procedures relating to payroll, accounts payable and accounts receivable.

SKILL IN: learning to provide varied and responsible technical support assistance; operating computer software applications effectively; organizing and maintaining a variety of detailed office files; researching, compiling, and summarizing varied informational materials and preparing periodic and special reports; tracking deadlines and due dates that rely on receiving information and reports from other staff members; making accurate arithmetic calculations; typing accurately at a rate of 40 net words per minute; interacting with individuals in person, through written correspondence, and over the phone.

ABILITY TO: Effectively apply the knowledge and skills in the daily performance of assigned duties; prioritize work to accurately complete assignments and meet established deadlines; develop solutions using initiative and sound judgment; read, comprehend, and interpret policies, procedures, laws, and regulations; and communicate clearly and effectively, both verbally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of experience, education, and training that would provide the best-qualified candidates. A typical way to obtain the knowledge, skills, and abilities includes:

EDUCATION: Equivalent to the completion of the twelfth grade; completion of community college or business college courses is preferred, with coursework in business administration, public administration, accounting, or other closely related areas.

EXPERIENCE: Two years of progressively responsible administrative experience, including accounting and public sector payroll is preferred.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

A climate-controlled office environment that involves working around computer monitors. Essential duties require the ability to read fine print and computer screens, as well as the capacity to communicate both in person and online. Employees may need to bend, stoop, stretch, and reach. Occasionally, the employee may be required to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

DISASTER SERVICE WORKER:

Employees of East Bay Dischargers Authority are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property either, at the Authority or within the local, or their own community.

ITEM NO. P5 MOTION APPROVING FISCAL YEAR 2025/2026 COMMISSION CHAIRPERSON AND VICE CHAIRPERSON

Recommendation

Approve the motion rotating the Chairperson to Ralph Johnson and Vice Chairperson to Bryan Azevedo, commencing July 1, 2025.

Background

In July 1999, the Commission approved Resolution 99-11 Establishing Policy for Commission Chair Rotation. The policy established an equitable system for rotation of the Commission Chair by agency in the following order: Union Sanitary District, Oro Loma Sanitary District, Castro Valley Sanitary District, City of San Leandro, and City of Hayward. The Vice Chair will be from the agency scheduled to hold the Chair position the following year.

For the Fiscal Year 2024/2025, the Chair and Vice Chair were Commissioners Shelia Young from the Oro Loma Sanitary District and Ralph Johnson from the Castro Valley Sanitary District, respectively.

Discussion

Following the approved rotation, Ralph Johnson, Castro Valley Sanitary District, will serve as Chairperson, with Bryan Azevedo, City of San Leandro, as Vice Chairperson for the 2025/2026 fiscal year, beginning on July 1.

ITEM NO. P6 GENERAL MANAGER PERFORMANCE SELF-ASSESSMENT

Recommendation

For the Committee's review and input to the Commission's performance assessment process for the General Manager (GM).

Background

The General Manager's performance is reviewed annually. The review takes place in Closed Session at the Commission Meeting. In lieu of developing a Performance Plan, the GM links her performance directly to EBDA's Strategic Plan, which was adopted September 21, 2023.

Discussion

At the Commission Meeting on May 15, 2025, the Commission will meet in closed session to discuss the following:

Public Employee Performance Evaluation (Government Code §54957(b)(1))
Title: General Manager

Attached for the Committee's review and discussion is the GM's self-assessment for FY 2024/2025, which captures progress against EBDA's strategic goals. Following the April Commission meeting, staff provided Commissioners with a performance rating sheet via email, with instructions to complete and return to EBDA administrative staff for compilation. Summarized results will be shared with Commissioners for consideration prior to the May closed session.

EBDA General Manager 2024/2025 Performance Self- Assessment

EBDA Strategic Plan Goals and Objectives

1. **Regulatory Compliance:** Proactively meet or exceed regulatory requirements for protection of the environment and public health.
 - a. Represent EBDA and the Member Agencies' interests by preemptively engaging in development of emerging regulations and permits and advocating for reasonable, science-based decisions.
 - b. Maintain consistent compliance with EBDA's National Pollutant Discharge Elimination System (NPDES) Permit.
 - c. Ensure compliance with non-NPDES permits and regulatory requirements, including air quality and hazardous waste.
 - d. Continue our leadership in exceeding requirements where feasible to achieve our Vision of *protecting human and environmental health*.
 - e. Track and share scientific and regulatory developments related to emerging contaminants, and advocate for source control.

Maintained consistent compliance with EBDA's NPDES permit. Notable efforts this year included:

- *Actively managed response to high bacteria levels in the transport system to ensure consistent compliance and worked with Member Agencies to identify long-term strategies to improve disinfection processes and monitoring.*
- *Led the BACWA Nutrient Strategy Team and coordinated Member Agency input to the third Nutrients Watershed Permit, with emphasis on flexibility and longer compliance schedules for recycled water, nature-based solutions, and early actors. This advocacy resulted in the Water Board including explicit language in the permit, acknowledging the need for longer compliance schedules, and adopting a Board Resolution which committed to identifying regulatory mechanisms to grant additional time.*
- *Continued to participate as a BACWA representative to the Nutrient Management Strategy science program, helping to define the next 5-year science plan and ensure that the focus is on supporting long-term strategies, not tweaks to effluent limits with every permit cycle.*
- *Participated in BACWA's Contract Management Group to direct development of deliverables under the Nutrients Watershed Permit, including the first Compliance Milestone Report and the Regional Nutrient Management Study Scoping Plan.*
- *Facilitated ongoing implementation of the new Laboratory Information Management System (LIMS) with San Leandro, including expanded charting functions that are being used to support nutrient trending and reporting.*

- *Supported staff in successfully completing Certified Unified Program Agency (CUPA) inspection of the Oro Loma Effluent Pump Station.*

2. **Operations & Maintenance:** Ensure reliable operations & maintenance of the EBDA system to protect public health and the Bay.
 - a. Implement EBDA's Asset Management Plan.
 - b. Proactively manage wet weather conditions.
 - c. Protect EBDA's infrastructure, including the easement and force main.

Continued successful implementation of EBDA's Asset Management Plan with completion or advancement of the following capital projects:

- *Advanced the Hayward Effluent Pump Station (HEPS) Pump Replacement Project and OLEPS Electrical Upgrade Project, among other Renewal and Replacement Projects.*
- *Initiated On-call Professional Services procurement to ensure a roster of qualified consultants is available to support EBDA projects.*
- *Coordinated closely with Member Agencies during the 2024/25 storm season, resulting in no wet weather violations or infrastructure failures.*
- *Continued to ensure reliable operation of the Skywest Recycled Water System for the City of Hayward, in the face of aging infrastructure.*
- *Ensured protection of the force main in response to several construction projects including Eden Landing Levee Breach Restoration, Restore Hayward Marsh, and commercial developments.*

3. **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.

- *Managed EBDA's budget with strong fiscal discipline—ending FY 2023/2024 11% under budget, and on track for FY 2024/2025.*
- *Facilitated a clean annual financial audit in collaboration with RGS. Continued transition of accounting functions with full implementation of new reporting workflows and documentation procedures.*
- *Supported successful implementation of the revised chlorine residual limit (0.98 mg/L), resulting in a 93% reduction in dechlorination chemical use from 2023 to 2024.*
- *Advanced the Cargill brine project, including finalizing the Project Approval Agreement and CEQA Addendum and Findings.*

- *Secured \$1.3 million in USEPA funding to support the next phase of the First Mile Horizontal Levee, including design and permitting efforts.*
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.
 - b. Provide professional development opportunities and competitive pay and benefits to attract and retain high caliber staff.
 - c. Develop and implement succession plans for each staff role.
 - d. Partner with Member Agencies to augment staff resources.
- *Facilitated regular meetings with Commissioners, onboarded new Chair, and offered tours and educational opportunities for Commissioners related to EBDA facilities and projects (e.g., tour of the Advanced Quantitative Precipitation Information Project Rocky Ridge radar site).*
 - *Continued coordination with RGS personnel on accounting and finance tasks and maintained open communication through regular check-ins and task tracking.*
 - *Updated EBDA's benefits policies in coordination with the Personnel Committee to remain competitive with peer agencies.*
 - *Continued succession planning for key staff roles, including training Member Agency staff on O&M activities and moving forward the recruitment of the part-time administrative position.*
 - *Worked with Member Agencies to identify back-up support that they can provide in the event the O&M Manager is unavailable.*
5. **Resilience:** Champion resilience for communities and the environment through regional leadership and advancing priority programs to support the Member Agencies in achieving their sustainability goals.
- a. Promote the Member Agencies' interests by furthering regional support for water recycling and "one water."
 - b. Advance concepts for shoreline adaptation and climate resilience.
 - c. Implement renewable energy where feasible and cost-effective.
 - d. Continually adapt disaster preparedness strategies.
 - e. Facilitate innovative brine management projects that leverage EBDA's existing infrastructure.
- *Continued leadership of First Mile Horizontal Levee Project and related nature-based shoreline efforts:*
 - *Finalized 30% design for the First Mile Horizontal Levee.*
 - *Coordinated with Bay Restoration Regulatory Integration Team (BRRIT) for permitting strategy refinement.*
 - *Led RFP process for selecting a consultant to lead final design and permitting.*

- *Supported HASPA's Shoreline Implementation Plan process, including assisting with RFP development.*
 - *Participated in City of Hayward's Nature-based Solutions Project consultant selection and kick-off.*
 - *Facilitated discussions between USD and South Bay Salt Pond Project regarding wastewater reuse opportunities in shoreline restoration.*
 - *Continued identifying opportunities to support Member Agencies' water recycling efforts:*
 - *Submitted Annual Volumetric Reports on Water Recycling on behalf of Member Agencies*
 - *Participated in Alameda County LAFCO's water recycling coordination study.*
 - *Continued leadership on water recycling collaboration topics through BACWA.*
 - *Advanced the Cargill brine project, including finalizing the Project Approval Agreement and CEQA Addendum and Findings.*
6. **Internal Collaboration:** Expand cooperation among EBDA Member Agencies to improve economies of scale, reduce duplication of effort, and enhance each Agency's capacity.
- a. Engage in proactive communication with Commission and Managers Advisory Committee (MAC).
 - b. Facilitate partnerships for joint projects and advancing new technologies through pilots.
 - c. Advance a joint Biosolids Management Strategy.
 - d. Provide a forum for training and sharing of best practices, including
 - i. Equitable and inclusive community engagement
 - ii. Technical information
 - iii. Business practices
- *Maintained close coordination with MAC and Member Agencies, particularly on implementation of nutrient permit, brine planning, and capital improvements.*
 - *Provided training and best practice sharing at MAC meetings, including with Stanford researchers on water quality trading, artificial intelligence, pollution prevention, and other topics.*
 - *Continued to facilitate biosolids management strategy development. This included:*
 - *Spearheading the transition of the Bay Area Biosolids Coalition into a committee of BACWA to maximize Member Agency access to biosolids research, outreach materials, and information sharing.*
 - *Developed a project with consultant HT Harvey to evaluate opportunities for reuse of biosolids in wetland restoration and coastal resilience projects.*

7. **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).
 - b. Partner with regulators to develop and implement permits and programs leading with science and lessons learned.
 - c. Represent wastewater through participation in regional associations such as East Bay Leadership Council, Bay Planning Coalition, Bay Area Climate Adaptation Network (BayCAN), San Francisco Estuary Partnership (SFEP), and Coastal Hazards Adaptation Resiliency Group (CHARG).
 - d. Support shoreline resilience through engagement in the Hayward Area Shoreline Planning Agency (HASPA) Technical Advisory Committee.
 - e. Promote and share knowledge from research and technology innovation, including participation in Advanced Quantitative Precipitation Information (AQPI) Project, Regional Monitoring Program, Nutrient Management Strategy, and Water Research Foundation.
 - f. Fund and promote Bruce Wolfe Memorial Scholarship to promote opportunities for underrepresented community members in wastewater technical fields.
 - g. Develop a Communication and Engagement Plan with priorities for public education and outreach.
 - i. Engage through BACWA, non-governmental organizations (NGOs), and community-based organizations (CBOs) to ensure community input on regional wastewater issues.
 - ii. Serve as a regional liaison and assist BACWA on Regional Public Communication Strategy for relevant joint messaging and collateral development (e.g. flushing wipes).
 - iii. Facilitate collaborative legislative advocacy to secure funding for priority projects.
 - iv. Raise profile and celebrate our members' and EBDA's successes (e.g. CASA Awards program)
- *Served as BACWA Chair and provided leadership and facilitation for this important regional wastewater collaboration.*
 - *Continued leadership through BACWA of public communications efforts around nutrient management and the value of wastewater.*
 - *Led continuation and expansion of CASA's Women's Leadership Initiative, participated as a mentor in CASA's mentoring program, presented on nutrients at*

- the CASA Annual Conference, served on CASA's Program Committee, and served as Vice-Chair of CASA's State Legislative Committee.*
- *Participated as an invited panelist at a WEFTEC session on permitting innovation.*
 - *Represented EBDA in:*
 - *BayCAN and BayAdapt planning forums*
 - *AQPI Local Agency Planning Group and User Group*
 - *San Francisco Estuary Partnership's Implementation Committee*
 - *Bay Area Integrated Regional Water Management Plan Coordinating Committee*
 - *East Bay Leadership Council Water-Energy Task Force*
 - *Bay Planning Coalition*
 - *Supported Bruce Wolfe Memorial Scholarship outreach and review, including inviting scholarship award winner to address the Commission.*
 - *Partnered with Save the Bay on development of a TV segment on [OpenRoad](#) focused on the First Mile Horizontal Levee Project.*
 - *Presented as part of a San Francisco Climate Week panel called Climate Conversations organized by Save the Bay.*
 - *Hosted tours for Sierra Club and BayKeeper of the USD and OLSD treatment plants focused on nutrient upgrades.*
 - *Served on Project Advisory Committees for several Water Research Foundation projects.*
 - *Nominated EBDA for a Gold Award through NACWA's Peak Performance Awards Program.*

ITEM NO. 17 ITEMS FROM THE COMMISSION AND STAFF

The Commission and staff may comment on items of general interest.

ITEM NO. 18 CLOSED SESSION

Recommendation

Provide a performance assessment of the General Manager (GM).

Background

The General Manager's performance is reviewed annually. In lieu of developing a Performance Plan, the GM links her performance directly to EBDA's Strategic Plan, which was adopted on September 21, 2023. The Personnel Committee reviewed the GM's self-assessment – see Item No. P7. In April 2025, staff provided the Commissioners with a template of the performance rating sheet for their completion.

Discussion

The Commission will meet in closed session to discuss the following:

Public Employee Performance Evaluation (Government Code §54957(b)(1))
Title: General Manager

ITEM NO. 19 RECONVENE OPEN SESSION

ITEM NO. 20 ADJOURNMENT