



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.

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**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.*