



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
FAX (510) 278-6547

A Joint Powers Public Agency

COMMISSION MEETING AGENDA

Friday, June 20, 2025

2:00 PM

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

This meeting will be teleconferenced from the following locations:
Bay Area Metro Center, 375 Beale Street, San Francisco, CA and
1160 Industrial Road, San Carlos, 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 May 15, 2025	7
	6.	List of Disbursements for May 2025 – See Item No. FM4	14
	7.	Treasurer’s Report for May 2025 – See Item No. FM5	17

REGULAR CALENDAR

INFORMATION	8.	General Manager’s Report (The General Manager will report on EBDA issues.)	10
INFORMATION	9.	Report from the Managers Advisory Committee (The General Manager will report on Managers Advisory Committee activities.)	10
INFORMATION	10.	Report from the Financial Management Committee (The General Manager will report on the meeting.)	11
MOTION	11.	Motion Setting the City of Hayward Recycled Water Fee for Fiscal Year 2025/2026 at \$12,000 per Quarter – See Item No. FM6 (The Commission will consider the motion.)	19

Agenda Explanation
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MOTION	12.	Motion Authorizing the General Manager to Execute a Professional Services Agreement with Regional Government Services for Finance and Administrative Services in the Amount of \$175,000 – See Item No. FM7 (The Commission will consider the resolution.)	20
INFORMATION	13.	Report from the Operations and Maintenance Committee (The Operations & Maintenance and General Managers will report on the meeting.)	21
MOTION	14.	Motion to Approve the Renewal and Replacement Fund Project List for Fiscal Year 2025/2026 – See Item No. OM6 (The Commission will consider the motion.)	28
MOTION	15.	Motion Authorizing the General Manager to Issue a Purchase Order to Univar Solutions USA LLC. for Sodium Bisulfite 25% Solution for Fiscal Year 2025/2026 in the Amount of \$50,000 – See Item No. OM7 (The Commission will consider the motion.)	32
MOTION	16.	Motion Authorizing the General Manager to Execute On-Call Professional Services Agreements with AECOM Technical Services, Inc.; Arup US, Inc.; Ascent Environmental, Inc.; Beecher Engineering, Inc.; Brown and Caldwell; Carollo Engineers, Inc.; Currie Engineers; DCM Consulting, Inc.; EOA, Inc.; JDH Corrosion Consultants, Inc.; West Yost; and Woodard and Curran, Inc.; Each for a Not to Exceed Amount of \$100,000 – See Item No. OM8 (The Commission will consider the motion.)	33
MOTION	17.	Motion Approving Revisions to the Authority’s Classification Plan (The Commission will consider the motion.)	37
MOTION	18.	Motion Approving the Authority’s Fiscal Year 2025/2026 Compensation Plan (The Commission will consider the motion.)	51
MOTION	19.	Motion Accepting Fiscal Year 2025/2026 Committee Appointments and Schedule (The Commission will consider the motion.)	54
INFORMATION	20.	Items from the Commission and Staff (The Commission and staff may address items of general interest.)	56
	21.	Adjournment	

Agenda Explanation
East Bay Dischargers Authority
Commission Agenda
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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
July 17, 2025 at 4:00 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 May 15, 2025
- Item No. 6 List of Disbursements for May 2025 – See Item No. FM4
- Item No. 7 Treasurer’s Report for May 2025 – See Item No. FM5

Recommendation

Approve Consent Calendar

ITEM NO. 5 COMMISSION MEETING MINUTES OF MAY 15, 2025

1. Call to Order

Chair Young called the meeting to order at 4:30 pm on Thursday, May 15, 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
	Angela Andrews	City of Hayward (arrived at 4:34 p.m.)
	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
	Alex Ameri	City of Hayward
	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.

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

5. Commission Meeting Minutes of April 17, 2025

6. List of Disbursements for April 2025

7. Treasurer's Report for April 2025

Commissioner Toy moved to approve the Consent Calendar. The motion was seconded by Commissioner Johnson and carried with the following vote:

Ayes: Toy, Azevedo, Johnson, Young

Noes: None

Absent: Andrews

R E G U L A R C A L E N D A R

8. General Manager's Report

The General Manager (GM) announced that the NBC Bay Area episode of OpenRoad with Doug McConnell, featuring the Oro Loma Sanitary District Horizontal Levee and the

EBDA First Mile Project, will air on May 18 at 6:30 p.m. The GM also provided an update on EBDA's requests for proposals to develop a roster of on-call professional services contracts.

9. Report from the Managers Advisory Committee (MAC)

The GM reviewed the MAC's activities, focusing on a discussion on the Advanced Quantitative Precipitation Information (AQPI) project.

10. Report from the Financial Management Committee

The GM reported on the May 12, 2025, meeting of the Financial Management Committee. The Committee recommended approval of the April list of disbursements and the Treasurer's Report. Additionally, the Committee supported approval of the budget and the two contract authorizations.

11. Resolution Adopting the East Bay Dischargers Authority's Fiscal Year 2025/2026 Budget

Commissioner Andrews moved to approve the item. The motion was seconded by Commissioner Azevedo and carried with the following roll call vote:

Ayes: Toy, Andrews, Azevedo, Johnson, Young

Noes: None

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

Commissioner Johnson moved to approve the item. The motion was seconded by Commissioner Toy and carried unanimously.

13. Motion Authorizing the General Manager to an Agreement with Anchor QEA, Inc. for First Mile Horizontal Levee Project Design and Permitting Services in the Amount of \$1,174,998

Commissioner Azevedo moved to approve the item. The motion was seconded by Commissioner Johnson and carried unanimously.

14. Report from the Operations and Maintenance Committee

The Operations and Maintenance (O&M) Manager and GM reported on the May 12, 2025, meeting and O&M activities. The O&M Manager reviewed compliance and bacterial indicators and provided updates on ongoing projects, including the Hayward Effluent Pump Station (HEPS) Effluent Pump Replacement Project and the installation of force main vault high water level alarms. The GM provided an update on the Cargill Brine project. Lastly, the Committee supported the 2025/2026 Renewal and Replacement Fund project list and the land lease renewal with Oro Loma Sanitary District.

15. Report from the Personnel Committee

The GM reported on the Personnel Committee meeting held on May 14, 2025. The

Committee supported the proposed changes to the Classification Plan and directed staff to bring the item to the Commission for approval in June.

16. Motion Approving Fiscal Year 2025/2026 Commission Chairperson and Vice Chairperson

Commissioner Andrews moved to approve the item. The motion was seconded by Commissioner Toy and carried unanimously.

17. Items from Commission and Staff

The Commission extended its condolences to the City of Hayward and the Oro Loma Sanitary District for the tragic and unexpected losses of Mike Rabek and Kristopher Decker. Commissioner Johnson announced a LAFCO-sponsored meeting of Alameda County water and wastewater utilities, scheduled for Wednesday, May 21, in Hayward.

18. Closed Session

Pursuant to Government Code §54957(b)(1), the Commission entered a Closed Session at 5:02 p.m. to discuss the general manager's public employee performance evaluation.

19. Reconvene Open Session

The Commission reconvened to Open Session at 5:30 p.m. Chair Young noted there were no reportable actions from closed session.

20. Adjournment

Chair Young adjourned the meeting at 5:30 p.m. in memory of Kristopher Decker and Mike Rabek.

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, June 2
2:00 pm**

Via Zoom

- 1. EBDA Commission Agenda**
- 2. Managers Information Sharing**



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ITEM NO. 10

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Wednesday, June 18, 2025

2:00 PM

**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 May 2025
(The Committee will review the List of Disbursements.)

FM5. Treasurer's Reports for May 2025
(The Committee will review the Treasurer's Report.)

FM6. Motion Setting the City of Hayward Recycled Water Fee for Fiscal Year 2025/2026 at \$12,000 per Quarter
(The Committee will consider the motion.)

FM7. Motion Authorizing the General Manager to Execute a Professional Services Agreement with Regional Government Services for Finance and Administrative Services in the Amount of \$175,000
(The Committee will consider the motion.)

FM8. Adjournment

Any member of the public may address the Committee at the commencement of the meeting on any matter within the jurisdiction of the Committee. This should not relate to any item on the agenda. Each person addressing the Committee should limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Committee on any agenda item should do so at the time the item is considered. Oral comments should be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available and are to be completed prior to speaking.

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Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
June 18, 2025

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Next Scheduled Financial Management Committee is July 14, 2025 at 11:00 am

ITEM NO. FM4 DISBURSEMENTS FOR MAY 2025

Disbursements for the month of May totaled \$253,742.

Reviewed and Approved by:

Angela Andrews, Chair	Date
Financial Management Committee	

Jacqueline T. Zipkin	Date
Treasurer	

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
May 2025

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
10076	05/30/2025	7125	ORO LOMA SANITARY DISTRICT	OLEPS O&M, ADMIN BUILDING, SKYWEST - APR	33,508.00	33,508.00
10062	05/15/2025	400536	CITY OF SAN LEANDRO	MDF O&M, EFFLUENT MONITORING, FM MAINTENANCE - MAR	27,478.03	27,478.03
10066	05/15/2025	7111	ORO LOMA SANITARY DISTRICT	OLEPS O&M, ADMIN BUILDING, SKYWEST - MAR	22,303.67	22,303.67
10071	05/30/2025	59039	CALCON	FORCE MAIN VAULT UPGRADES	10,861.98	14,544.10
10071	05/30/2025	59037	CALCON	MDF FIRE ALARM PHONE LINE WORK	2,242.12	
10071	05/30/2025	59038	CALCON	OPS CENTER NETWORK SECURITY AND SCADA DATA WEB OPTIONS	960.00	
10071	05/30/2025	59089	CALCON	MDF AUTOMATION UPGRADE	480.00	
10059	05/15/2025	20210105.02-23	ASCENT ENVIRONMENTAL, INC	CONSULTING SERVICES - CARGILL CEQA	10,881.00	10,881.00
10078	05/30/2025	18471-R	REGIONAL GOVERNMENT SERVICES	MANAGEMENT AND ADMINISTRATIVE SERVICES	7,986.73	7,986.73
10065	05/15/2025	224902	MEYERS NAVE	LEGAL SERVICES - BRINE PROJECT	6,856.00	6,856.00
10067	05/15/2025	963195	TAIT ENVIRONMENTAL SERVICES	OLEPS AST & DAY TANK DIESEL FUEL CLEANING	3,195.00	3,195.00
10075	05/30/2025	4934-01	H.T. HARVEY & ASSOCIATES	BIOSOLIDS SUITABILITY ASSESSMENT	1,310.75	1,310.75
10061	05/15/2025	52205711	CITY OF HAYWARD	EMPLOYEE BENEFIT PROGRAMS - MAY	1,168.83	1,168.83
10068	05/15/2025	4246-0445-5568-7627	U.S. BANK	PURCHASING CARD EXPENSES	970.59	970.59
10060	05/15/2025	729991	CALTEST	LAB TESTING SERVICES	869.38	869.38
10069	05/30/2025	0525-24	BEECHER ENGINEERING, INC	ELECTRICAL ENGINEERING SERVICES	630.00	630.00
10070	05/30/2025	145035	BORGES & MAHONEY INC	MDF NEW ANALYZER	11,229.95	574.40
10070	05/30/2025	145036	BORGES & MAHONEY INC	MDF NEW ANALYZER SPARE PARTS	3,873.51	
10070	05/30/2025	302868	BORGES & MAHONEY INC	MDF NEW ANALYZER SPARE PARTS RETURN	(342.66)	
10070	05/30/2025	3509	BORGES & MAHONEY INC	MDF NEW ANALYZER SPARE PARTS RETURN	(3,272.75)	
10070	05/30/2025	3508	BORGES & MAHONEY INC	MDF NEW ANALYZER RETURN	(10,913.65)	
10073	05/30/2025	Feb-23	CAYUGA INFORMATION SYSTEMS	IT SERVICES	446.25	446.25
10063	05/15/2025	58253	COMPUTER COURAGE	WEBSITE HOSTING	150.00	240.00
10063	05/15/2025	58373	COMPUTER COURAGE	GENERAL WEBSITE UPDATES	90.00	
10064	05/15/2025	12151	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - MAY	208.00	208.00
10077	05/30/2025	3107227576	PITNEY BOWES INC	DIGITAL MAILING SYSTEM QUARTERLY LEASE CHARGE	150.55	150.55
10072	05/30/2025	4373890-CAL	CALTRONICS	COPIER USAGE AND MAINTENANCE	74.54	74.54
10074	05/30/2025	44777800001	EBMUD	ADMIN WATER SERVICE	70.96	70.96
					133,466.78	133,466.78
				ELECTRONIC PAYMENTS		
	05/06/2025	5105948980-0	PG&E	GAS & ELECTRIC SERVICE	37,763.56	37,763.56
	05/29/2025		ADP, LLC	PAYROLL PERIOD: 5/16-31/2025	21,686.64	21,686.64
	05/14/2025		ADP, LLC	PAYROLL PERIOD: 5/01-15/2025	17,995.48	17,995.48
	05/07/2025	100000017896723	CALPERS	HEALTH PREMIUMS - MAY	8,319.94	8,319.94
	05/29/2025		ADP, LLC	PAYROLL TAX 5/16-31/2025	6,666.37	6,666.37

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
May 2025

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
	05/14/2025		ADP, LLC	PAYROLL TAX 5/01-15/2025	6,653.21	6,653.21
	05/02/2025	100000017858982	CALPERS	PENSION CONTRIBUTION, CLASSIC 4/16 - 30/2025	5,877.93	5,877.93
	05/19/2025	100000017893997	CALPERS	PENSION CONTRIBUTION, CLASSIC 5/01 - 15/2025	5,877.93	5,877.93
	05/12/2025	14398	REDWOOD PUBLIC LAW, LLP	LEGAL SERVICES	3,337.00	3,337.00
	05/19/2025	6869427	MISSION SQUARE	DEFERRED COMPENSATION CONTRIBUTION 5/15/2025	2,115.22	2,115.22
	05/01/2025	6874990	MISSION SQUARE	DEFERRED COMPENSATION CONTRIBUTION 4/30/2025	2,115.22	2,115.22
	05/22/2025	1002368912	STATE COMPENSATION INSURANCE FUND	WORKERS COMPENSATION PREMIUM - MAY	893.00	893.00
	05/12/2025	51048304397166	AT&T	MDF TELEPHONE SERVICE	404.47	404.47
	05/12/2025	CD_001099881	RINGCENTRAL INC	DIGITAL PHONE SERVICE - MAY	210.35	210.35
	05/09/2025		ADP, LLC	PAYROLL FEES, 4/16-30/2025	105.74	105.74
	05/05/2025	25059488839	INTERMEDIA.NET INC	EMAIL EXCHANGE HOSTING	98.72	98.72
	05/23/2025		ADP, LLC	PAYROLL FEES, 5/01-15/2025	90.94	90.94
	05/12/2025	6112389527	VERIZON WIRELESS	WIRELESS PHONE SERVICE	63.58	63.58
TOTAL ELECTRONIC PAYMENTS					120,275.30	120,275.30
TOTAL DISBURSEMENTS					253,742.08	253,742.08

ITEM NO. FM5 TREASURER'S REPORT FOR MAY 2025

The cash balance as of May 31, 2025 is \$4,220,147. EBDA's LAIF balance is \$1,359,715, and the average monthly effective yield for May is 4.27%. EBDA's CAMP balance is \$1,640,659, and CAMP's 7-day yield is 4.42%.

Approval is recommended.

EAST BAY DISCHARGERS AUTHORITY

TREASURER'S REPORT

May 2025

FUND	FUND DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	\$ 1,392,381	\$ -	\$ 217,932	\$ 1,174,448
13	PLANNING & SPECIAL STUDIES	\$ 520,506	\$ -	\$ 1,311	\$ 519,195
14	RECLAMATION O & M (SKYWEST)	\$ 64,346	\$ 9,000	\$ 4,215	\$ 69,130
15	BRINE ACCEPTANCE	\$ 87,878	\$ 33,516	\$ 17,737	\$ 103,657
31	RENEWAL & REPLACEMENT	\$ 2,360,285	\$ 5,978	\$ 12,546	\$ 2,353,716
<hr/>					
TOTALS		\$ 4,425,395	\$ 48,494	\$ 253,742	\$ 4,220,147
<hr/>					
Ending Balance per STR					\$ 4,220,147

May-25
6/4/2025

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	
04/30/25	BALANCE							1,015,780.31	1,634,681.39	1,359,714.52	400,000.00	15,218.39	4,425,394.61
05/01/25	DIVIDENDS	5,977.95		5,977.95				1,015,780.31	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,431,372.56
05/01/25	ELECTRONIC BILL PAY		2,115.22					1,013,665.09	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,429,257.34
05/02/25	ELECTRONIC BILL PAY		5,877.93					1,007,787.16	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,423,379.41
05/05/25	ELECTRONIC BILL PAY		98.72					1,007,688.44	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,423,280.69
05/06/25	ELECTRONIC BILL PAY		37,763.56					969,924.88	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,385,517.13
05/07/25	ELECTRONIC BILL PAY		8,319.94					961,604.94	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,377,197.19
05/09/25	ELECTRONIC BILL PAY		105.74					961,499.20	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,377,091.45
05/12/25	ELECTRONIC BILL PAY		63.58					961,435.62	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,377,027.87
05/12/25	ELECTRONIC BILL PAY		404.47					961,031.15	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,376,623.40
05/12/25	ELECTRONIC BILL PAY		3,547.35					957,483.80	1,640,659.34	1,359,714.52	400,000.00	15,218.39	4,373,076.05
05/12/25	DEPOSIT - CARGILL	2,434.30				2,434.30		957,483.80	1,640,659.34	1,359,714.52	402,434.30	15,218.39	4,375,510.35
05/13/25	DEPOSIT - CARGILL	31,081.72				31,081.72		957,483.80	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,406,592.07
05/14/25	PAYROLL		17,995.48					939,488.32	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,388,596.59
05/14/25	PAYROLL TAX		6,653.21					932,835.11	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,381,943.38
05/15/25	DISBURSEMENT		74,170.50					858,664.61	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,307,772.88
05/19/25	ELECTRONIC BILL PAY		2,115.22					856,549.39	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,305,657.66
05/19/25	ELECTRONIC BILL PAY		5,877.93					850,671.46	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,299,779.73
05/22/25	ELECTRONIC BILL PAY		893.00					849,778.46	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,298,886.73
05/23/25	ELECTRONIC BILL PAY		90.94					849,687.52	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,298,795.79
05/29/25	PAYROLL		21,686.64					828,000.88	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,277,109.15
05/29/25	PAYROLL TAX		6,666.37					821,334.51	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,270,442.78
05/30/25	DEPOSIT - CITY OF HAYWARD	9,000.00						830,334.51	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,279,442.78
05/30/25	DISBURSEMENT		59,296.28					771,038.23	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,220,146.50
TOTAL		48,493.97	253,742.08	5,977.95	-	33,516.02	-						
CURRENT BALANCE								771,038.23	1,640,659.34	1,359,714.52	433,516.02	15,218.39	4,220,146.50

Reconciliation - 5/31/2025

① Bank Statement Balance	\$ 831,334.51
Less: Outstanding Checks	<u>60,296.28</u>
	<u>\$ 771,038.23</u>

② CAMP Statement	\$ 1,646,822.36
Less: Accrual Income Dividend	<u>6,163.02</u>
	<u>\$ 1,640,659.34</u>

③ LAIF Statement	<u>\$ 1,359,714.52</u>
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④ Wells Fargo Checking	<u>\$ 433,516.02</u>
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⑤ Wells Fargo Payroll	<u>\$ 15,218.39</u>
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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 MOTION SETTING THE CITY OF HAYWARD RECYCLED WATER FEE FOR FISCAL YEAR 2025/2026 AT \$12,000 PER QUARTER

Recommendation

Approve the motion setting recycled water fees at \$12,000 per quarter (\$4,000 per month) for FY 2025/2026.

Strategic Plan Linkage

Background

Since 1982, EBDA has been providing recycled water to Skywest Golf Course. The golf course property is owned by the City of Hayward (City) and was historically operated by Hayward Area Recreation and Park District (HARD). EBDA's goal for Skywest has always been for revenues to meet expenses so that the Member Agencies do not subsidize the project. From 2017-2020, EBDA charged HARD \$10,000 per month, which allowed for offset of expenses, as well as build-up of a small fund for capital needs.

In March 2020, the golf course was closed to the public due to COVID-19 restrictions, and it has not reopened. Since the course closed, EBDA has continued to provide recycled water at reduced quantities. The water is no longer used for irrigation; water levels are maintained in the ponds to provide for local wildlife. At the end of September 2020, HARD elected to allow their lease to expire, and management of the property was taken over by the City, which is currently undertaking a facility-planning process to determine future land uses.

Each year beginning in 2021, the Commission has adopted motions setting the City of Hayward recycled water fee at \$9,000 per quarter. The balance in EBDA's water reclamation fund, which is currently set aside for the Skywest project, is \$69,130.

Discussion

Based on expenses incurred over the past year, staff recommends increasing the recycled water price to \$12,000 per quarter for continued service to Skywest. As the infrastructure has aged, additional investments in contractors and staff time have been required to maintain service. In addition, the cost of sodium hypochlorite, used for disinfection, has increased significantly over the past several years. The Authority's intent continues to be to cover operational costs. Any remaining funds in the account will be retained for the ultimate decommissioning or disposition of the system.

Staff believes that supplying EBDA's recycled water to the City's Skywest property provides financial benefits to the City, whose cost for potable water would be much higher, and environmental benefits to EBDA and its Member Agencies. Staff will continue to work with the City to identify future recycled water needs as their plans for the property take shape. One likely scenario is that the City provides recycled water from their Water Resource Recovery Facility to the site in the future. That would allow the existing Skywest system to be decommissioned or repurposed for supply of recycled water to a horizontal levee.

ITEM NO. FM7 MOTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH REGIONAL GOVERNMENT SERVICES FOR FINANCE AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$175,000

Recommendation

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

Strategic Plan Linkage

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

Background

In October 2023, the Commission approved a contract with Regional Government Services (RGS) to perform accounting and administrative services upon the retirement of the Authority's long-time contract accountant, Deborah Quinn. RGS's contract was amended in 2024 to extend service through June 30, 2025.

In preparation for Ms. Quinn's retirement, staff and the Commission considered several options for addressing the Authority's accounting needs, including hiring additional employees or engaging a Member Agency to handle EBDA's accounting function. The determination was that outsourcing the accounting function was most practical and economical. After receiving proposals from two organizations interested in providing accounting resources, staff recommended contracting with RGS. RGS is a Joint Powers Authority (JPA) founded in 2001 and began serving the needs of cities, counties, special districts, joint powers authorities, and other governmental entities in 2002. RGS works exclusively for public agencies, providing support and consulting services to meet the needs of its partner agencies in a broad range of disciplines including accounting and finance, human resources, clerk of the board, and others. RGS has over 180 staff, many of whom previously worked as public agency employees. RGS is currently providing similar services for the Livermore Amador Valley Water Management Agency (LAVWMA).

Discussion

RGS has successfully been performing accounting services since 2023, including the development of the Authority's Fiscal Year (FY) 2023/2024 Financial Statements and shepherding the external audit of those statements. Staff has been satisfied with RGS's performance.

Based on the burn rate over the past year, RGS has estimated their level of effort for FY 2025/2026 to be \$175,000. This amount is consistent with the budget approved by the Commission in May 2025. RGS only bills the Authority for hours actually spent on Authority work.



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
FAX (510) 278-6547

A Joint Powers Public Agency

ITEM NO. 13

OPERATIONS & MAINTENANCE COMMITTEE AGENDA

Monday, June 16, 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. Motion to Approve the Renewal and Replacement Fund Project List for Fiscal Year 2025/2026

(The Committee will consider the motion.)

OM7. Motion Authorizing the General Manager to Issue a Purchase Order to Univar Solutions USA LLC. for Sodium Bisulfite 25% Solution for Fiscal Year 2025/2026 in the Amount of \$50,000

(The Committee will consider the motion.)

OM8. Motion Authorizing the General Manager to Execute On-Call Professional Services Agreements with AECOM Technical Services, Inc.; Arup US, Inc.; Ascent Environmental, Inc.; Beecher Engineering, Inc.; Brown and Caldwell; Carollo Engineers, Inc.; Currie Engineers; DCM Consulting, Inc.; EOA, Inc.; JDH Corrosion Consultants, Inc.; West Yost; and Woodard and Curran, Inc.; Each for a Not to Exceed Amount of \$100,000

(The Committee will consider the motion.)

OM9. Adjournment

Agenda Explanation
East Bay Dischargers Authority
O&M Agenda
June 16, 2025

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.

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
July 15, 2025 at 4:00 pm**

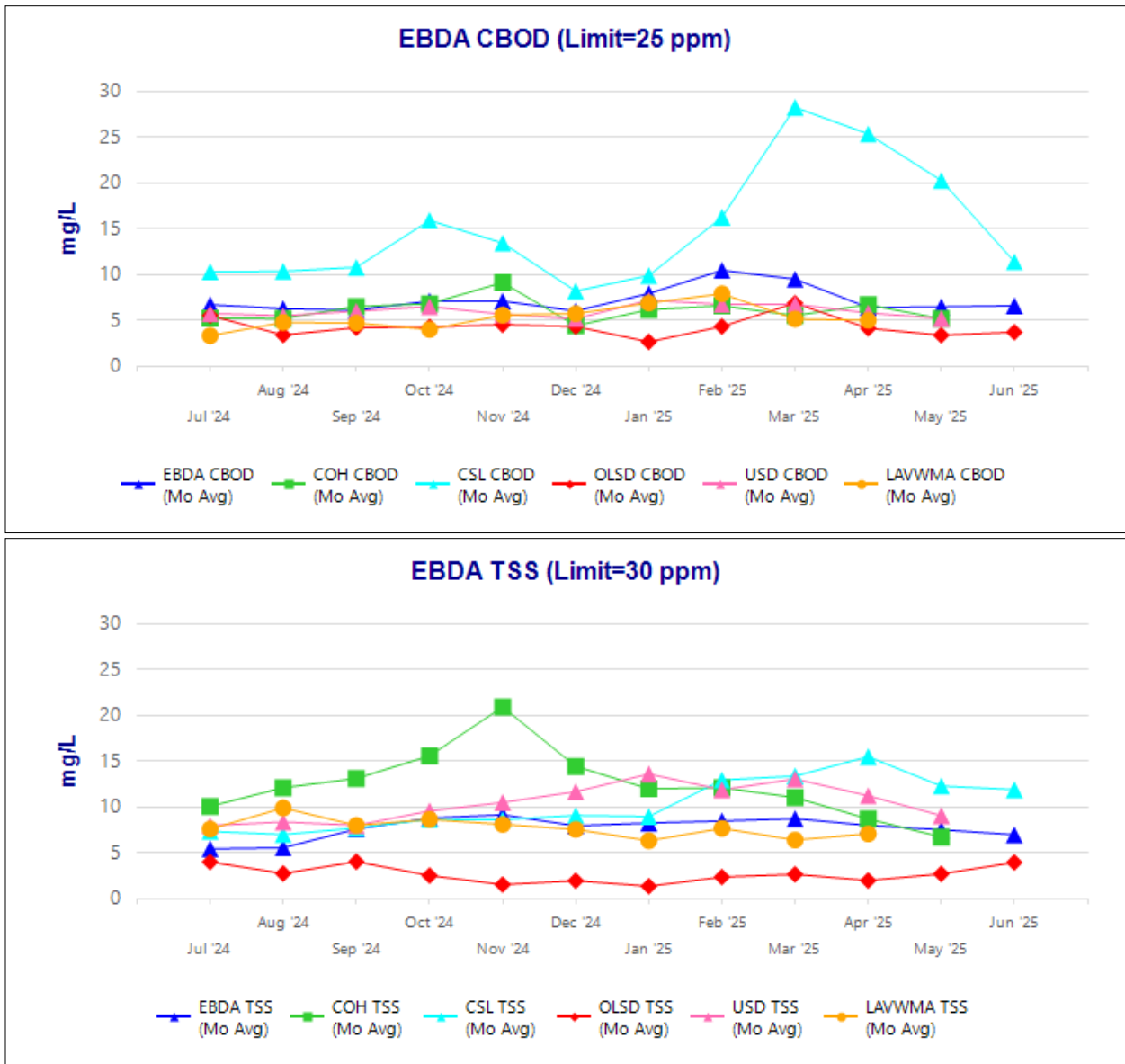
ITEM NO. OM4 EBDA PERMIT COMPLIANCE

Recommendation

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

Discussion

EBDA continued NPDES compliance in May, and preliminary June data indicates compliance as well. While San Leandro’s Water Pollution Control Plant met CBOD limits for April and May, CBOD results are still above normal. San Leandro staff are still investigating the cause of the plant upset and taking steps to ensure compliance. 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
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
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
5/5/2025	33	109
5/6/2025	17	148
5/7/2025	NA	731
5/12/2025	7	109
5/13/2025	4	98
5/14/2025	NA	313
5/19/2025	17	187
5/20/2025	2400	89
5/26/2025	240	55
5/27/2025	49	142
May 2025 Geomean	41	148

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 five months without any major issues. On May 9, DW Nicholson poured the concrete pump pad for the third new pump. Pump Repair Service and DW Nicholson will be installing the third new pump and removing the last old pump in late June or early July. The 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).

Skywest Pump Station

Recycled Water Production

During the month of May 2025, the Skywest Recycled Water System operated for three days and produced 1.7 million gallons of recycled water.

Skywest Transfer Line

In mid-April, EBDA staff found a leak in the transfer line that sends water from the Center Pond to the East Pond at the Skywest property. The transfer pump was immediately

turned off, and the leak was reported to the City of Hayward staff. The transfer equipment, the pump and the transfer pipe, are the responsibility of the City of Hayward, and City staff repaired the line on May 1st. EBDA and City staff are continuing to collaborate on ways to extend the life of the aging system.

Marina Dechlorination Facility (MDF)

No change; all equipment is operational.

Force Main

No change; all equipment is operational.

Operations Center

No change; all equipment is operational.

Miscellaneous Items

Underground Service Alerts

EBDA received thirteen (13) Underground Service Alert (USA) tickets during the month of May 2025.

Special Projects

Cargill Brine Project

As discussed previously, 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 provisions of the Project Approval Agreement with Cargill and hopes 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. 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. 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. More information will be provided to the Commission as the specific request becomes clear.

**ITEM NO. OM6 MOTION TO APPROVE THE RENEWAL AND REPLACEMENT FUND
PROJECT LIST FOR FISCAL YEAR 2025/2026**

Recommendation

Approve the Renewal and Replacement Fund (RRF) Project List for FY 2025/2026.

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). The draft Project List was reviewed with the Committee in May 2025.

Discussion

The Authority's proposed RRF Project List for FY 2025/2026 is presented on the following page, with project explanations on the subsequent pages. 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.

One project has been added to the list reviewed by the Committee last month – the MDF Levee Rip Rap Restoration Project for \$50,000.

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	Effluent 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
MDF	Levee Rip Rap Restoration Project	October 2025	\$ 50,000
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	\$ 1,010,000
		Small Projects Fund	\$ 100,000
		FY 2025/2026 Total	\$ 1,110,000

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 Project 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.

MDF – Levee Rip Rap Restoration Project – \$50,000

DCM Consulting, Inc., EBDA’s contract geotechnical engineer, recently completed a Technical Memorandum that recommended the restoration a 60-foot by 40-foot section of the shoreline levee in front of MDF. This project will protect the MDF Meter Vault by restoring the levee following shoreline damage resulting from several large winter storms combined with King Tides.

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 MOTION AUTHORIZING THE GENERAL MANAGER TO ISSUE A PURCHASE ORDER TO UNIVAR SOLUTIONS USA LLC. FOR SODIUM BISULFITE 25% SOLUTION FOR FISCAL YEAR 2025/2026 IN THE AMOUNT OF \$50,000

Recommendation

Approve a motion authorizing the General Manager to issue a Purchase Order (PO) to Univar Solutions USA LLC. (Univar) in the amount of \$50,000 for the purchase of Sodium Bisulfite 25% Solution for FY 2025/2026.

Strategic Plan Linkage

1. **Regulatory Compliance:** Proactively meet or exceed regulatory requirements for protection of the environment and public health.
 - b. Maintain consistent compliance with EBDA's National Pollutant Discharge Elimination System (NPDES) Permit.
2. **Operations & Maintenance:** Ensure reliable operations & maintenance of the EBDA system to protect public health and the Bay.

Background

Since 2014, EBDA has elected to work collectively with the Bay Area Chemical Consortium (BACC) to obtain a bid for Sodium Bisulfite 25% Solution (SBS). The BACC is a consortium of over fifty water and wastewater agencies in Northern California who use their common purchasing power to achieve better pricing for treatment chemicals while reducing the costs of bidding processes. BACC was created and managed by Dublin San Ramon Services District and was transitioned to the umbrella of the Bay Area Clean Water Agencies (BACWA). Each agency member of BACC is responsible for issuing its own PO with the supplier. Last year, Thatcher Company of California, Inc. was the lowest bidder. Prior to last year, Univar had been the lowest bidder for several years.

Discussion

This year, Univar was the lowest responsive and responsible bidder for SBS, with a delivered cost of \$1.445 per gallon, not including sales tax. The per gallon cost of SBS has decreased by \$0.195, or approximately 12% from FY 2024/2025.

ITEM NO. OM8 MOTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE ON-CALL PROFESSIONAL SERVICES AGREEMENTS WITH AECOM TECHNICAL SERVICES, INC.; ARUP US, INC.; ASCENT ENVIRONMENTAL, INC.; BEECHER ENGINEERING, INC.; BROWN AND CALDWELL; CAROLLO ENGINEERS, INC.; CURRIE ENGINEERS; DCM CONSULTING, INC.; EOA, INC.; JDH CORROSION CONSULTANTS, INC.; WEST YOST; AND WOODARD AND CURRAN, INC.; EACH FOR A NOT TO EXCEED AMOUNT OF \$100,000

Recommendation

Approve a motion authorizing the General Manager to execute on-call professional services agreements with a roster of consultants.

Strategic Plan Linkage

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.
3. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
 - a. Operate EBDA's system efficiently.

Background

Because EBDA is a relatively small agency and does not frequently issue very large professional services contracts, the Authority has often received very few responses to Requests for Proposals for engineering and environmental work related to capital projects or special studies. Additionally, because the Authority has a very small staff, it is often helpful to reach out to consultants with specific expertise for relatively minor questions; however, without contracts in place, access to such consultants is limited.

To address these challenges, staff recommended, and the Commission supported, the concept of developing as-needed contracts with a roster of consultants providing professional services. In 2023, EBDA's Purchasing Policy was amended to include the following language in Section I.D.:

D. Consultant Pre-Qualification and Task Order-Based Contracts

The Authority may solicit qualifications and hourly rates and expenses from consultants for the purpose of creating a pre-qualified roster of consultants for a range of services and projects. The General Manager may then recommend to the Commission for approval a task order-based contract with each consultant deemed pre-qualified. Each task order-based contract shall have a total not-to-exceed dollar value. When a particular consulting need or project arises, if the estimated cost is \$25,000 or less, the General Manager may issue a task order to the consultant most qualified for the work from the pre-qualified roster. If the estimated cost is greater than \$25,000, the General Manager may follow the process outlined in Section I.A.2, or he or she may solicit proposals from pre-qualified firms. Following selection, the General Manager may issue a task order

to the most qualified firm, without further approval by the Commission, as long as the total value of all task orders issued under that contract is less than the Commission-approved not-to-exceed dollar value. Staff would inform the Commission of all task orders over \$25,000.

Discussion

In March 2025, the Authority issued a Request for Qualifications for On-Call Professional Services (Engineering, Environmental, Project and Construction Management), requesting qualifications in the following categories:

- AI strategy and implementation
- Asset management
- Biosolids management options analysis
- Bid assistance
- Capital project management
- Cathodic protection
- CEQA review
- Civil & structural engineering design & calculations
- Community engagement/outreach
- Construction management and support
- Cost estimating
- Cybersecurity
- Design development
- Electrical engineering and design
- Environmental permitting
- Feasibility studies
- Geotechnical engineering
- Hydraulic modeling/analysis
- Mapping existing utilities and evaluating new/existing utility conflicts
- Mechanical analysis and design (e.g. pump stations)
- Plan, specification, and bid package development
- Project management
- Public communication
- Regulatory strategy and compliance
- Other Professional Services, as needed

The Authority received twelve submissions, and all were deemed qualified to provide the services for which they submitted. Across the twelve, all requested services are covered. Consistent with the Purchasing Policy, staff is recommending that the Commission authorize the General Manager to enter into a Consultant Services Agreement with each of the twelve (12) consulting firms, with a not-to-exceed amount of \$100,000 for each agreement and its corresponding task orders. Multiple agreements allow for flexibility when selecting which consultant to use for a specific project.

The proposed agreements have a five-year term, expiring on June 30, 2030. Each task order-based agreement outlines contractual requirements, including indemnification, insurance, and other terms, but does not specify specific work to be completed or actual costs. Once the Authority has entered into a Consultant Services Agreement, task orders may be created on an as-needed basis. The Authority is not committed to pay the full amount of the agreement.

Staff is also proposing initial as-needed work orders to each of the consultants at a value at or below \$25,000. Staff will follow the guidelines in the Purchasing Policy when issuing additional work orders and will inform the Commission of any work orders greater than \$25,000. Any amendment to a contract to increase the not-to-exceed value beyond \$100,000 would be brought to the Commission for approval.

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ITEM NO. 17 MOTION APPROVING REVISIONS TO THE AUTHORITY'S CLASSIFICATION PLAN

Recommendation

Approve a motion adopting revisions to the Classification Plan, reclassifying 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. 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. The reclassification to Administrative Assistant encompasses records management, human resources, and financial administration functions. This role would still support the full-time Administration Manager. This change is expected to benefit the agency by enhancing overall productivity while allowing for a more flexible and responsive administrative support structure. The Personnel Committee reviewed these revisions and recommended approval.

No change in compensation is proposed for the position. The only proposed revision to the Compensation Plan (see Item No. 18) related to this action is the change in title for the position.

Additionally, staff is proposing one other minor change to the Classification Plan. Per SB 1100, effective January 2025, it is unlawful to include statements about the need for a driver's license unless both of the following conditions are satisfied:

1. The employer reasonably expects driving to be one of the job functions for the position.
2. The employer reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the employer.

Because driving is not a necessary job function for the Administration Manager, staff proposes removing the license requirement from that position description. Staff suggests maintaining the requirement for the General Manager and Operations & Maintenance Manager positions.

EAST BAY DISCHARGERS AUTHORITY CLASSIFICATION PLAN

Last updated: June 20, 2025

CLASS TITLE: GENERAL MANAGER

BASIC FUNCTION: Under general policy direction, plans, organizes, coordinates and directs the operations and programs of the East Bay Dischargers Authority.

DISTINGUISHING CHARACTERISTICS: This class is responsible for the overall management of the Authority under the policy direction of the Commission.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)

1. Coordinates member agency implementation of the Joint Powers Agreement.
2. Ensures that the Authority’s wastewater discharge meets prescribed water quality standards and reporting requirements established by the Regional Water Quality Control Board and the Environmental Protection Agency.
3. Prepares monthly, quarterly, and annual National Pollutant Discharge Elimination System (NPDES) reports for the Regional Water Quality Control Board and the Environmental Protection Agency.
4. Plans, coordinates, and directs the work of Authority staff.
5. Prepares agendas and minutes for the Commission committees and regular Commission meetings.
6. Serves as Treasurer for the Authority. Prepares the annual budget and maintains expenditures within allocated limits as approved by the Commission.
7. Reviews and approves all plans, specifications, and contract documents for construction and Authority-wide maintenance projects.
8. Reviews, monitors, and comments on water quality standards, regulations and related information that impacts the Authority and its member agencies.
9. Disseminates information to the Commission and member agency managers on regulatory requirements and other information critical to the effective and efficient operation of the Authority.
10. Serves on various boards and committees of professional organizations and associations, and keeps informed on legal, technical, legislative and administrative trends in the field of wastewater treatment and discharge requirements.

11. Represents the Commission in dealings with the public, member agencies, state and federal regulatory agencies, and professional organizations and associations.
12. Drafts, distributes and reviews responses to RFPs for Authority construction, maintenance, and services, and selects or recommends selection of contractors to the Commission.
13. Enforces all safety regulations and policies.
14. Trains, develops and evaluates subordinate staff.
15. Develops plans for future operation, capital asset replacements, and other projected needs of the Authority.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public administration including supervision, budget preparation and personnel; wastewater sampling techniques and mathematical and statistical analysis; pipeline design, chemical and bacteriological characteristics of industrial and domestic water and wastewater; pertinent health rules, regulations, and laws affecting treatment and discharge of wastewater; wastewater treatment plant operations and the treatment process; safety practices and requirements.

ABILITY TO:

Analyze, evaluate, develop coordinate and direct Authority programs, projects and operations; plan, coordinate, evaluate and direct the work of others; establish and maintain effective working relationships with others; read and interpret construction plans and blueprints; maintain records and prepare reports; communicate effectively both verbally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- 1) Possession of a baccalaureate degree from an accredited college or university with a major in Science or Engineering.
- 2) A minimum of five years of supervisory experience in the administration, operation and maintenance of wastewater systems.

LICENSES:

- 1) Possession of a valid California Motor Vehicle Operator's License.
- 2) Grade V Operators Certificate or Professional Engineering license a plus.

WORK DIRECTION, LEAD AND MANAGERIAL RESPONSIBILITIES: This class reports to and receives policy direction from the East Bay Dischargers Authority Commission. Responsibilities include the management of the operation, maintenance and repair of the Authority's wastewater collection, treatment and discharge systems.

PHYSICAL EFFORT: Normal office environment.

CONTACTS: Commission and committee members; members of the public; co-workers; member agency managers and staff; other wastewater system agencies managers and staff; contractors, governmental regulatory agencies; environmental interest groups

WORKING CONDITIONS: Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

CLASS TITLE: OPERATIONS AND MAINTENANCE MANAGER

BASIC FUNCTION: Under general direction, is responsible for the operation and maintenance and asset management of a regional wastewater treatment and discharge system that includes four pump stations, dechlorination facility, radio/computer monitoring and control system, and force main and outfall to San Francisco Bay. Provides administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS: This position has primary responsibility for the operation and maintenance of EBDA facilities. Provides direct support to the General Manager in various functions. May assume the General Manager's responsibilities in her/his absence. This class is distinguished from member agency Wastewater Treatment Plant Superintendents and related positions by its overall responsibility for the efficient and effective operation of the entire system, and the requirement to be available to monitor the system and respond to emergencies that can occur at any time.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are "representative only" and are not intended to cover the full range or scope of duties in this class.)

1. Ensures that the wastewater system meets the standards and regulatory reporting requirements established by the Regional Water Quality Control Board and EPA, and further operates as required under the National Pollutant Discharge Elimination System permit.
2. Develops and implements preventative maintenance programs for wastewater systems. Evaluates performance of pumps, motors, control systems, and chlorination and dechlorination, and schedules operations to minimize power consumption and costs. Tracks and optimizes chemical usage.
3. Oversees and directs maintenance and improvements to EBDA's SCADA, electrical systems, and instrumentation.
4. Develops, tracks, and implements EBDA's asset management program.
5. Plans and coordinates the work on Authority construction and maintenance projects.
6. Enforces all safety regulations and policies.
7. Analyzes data, makes recommendations, and prepares a variety of reports for submission to the General Manager, Commission, Managers, and state and federal regulatory agencies, including Bay Area Air Quality Management District and Alameda County Health Department.

8. Coordinates with EBDA and LAVWMA member agencies to actively manage joint facilities during wet-weather events.
9. In the absence of the General Manager, ensures that the Authority's wastewater discharge meets prescribed water quality standards and reporting requirements established by the Regional Water Quality Control Board and the Environmental Protection Agency.
10. Assists in the preparation of monthly and annual NPDES reports for the Regional Water Quality Control Board and the Environmental Protection Agency. In the General Manager's absence, serves as the Legally Responsible Official to submit these reports to the regulatory agencies.
11. Negotiates contracts with and oversees the work of engineering consultants and contractors.
12. Oversees and coordinates the operations and maintenance activities of member agencies, and meets regularly with their plant superintendents to coordinate EBDA activities.
13. Oversees and coordinates the operational activities of contract dischargers including LAVWMA and brine generators to ensure consistent compliance.
14. Provides operational support at EBDA facilities, including MDF, OLEPS, and HEPS.
15. Conducts force main inspections as necessary.
16. Assists in the preparation of agendas and staff reports for the Commission Committees and regular Commission meetings. Reports status of EBDA system monthly to the EBDA Commission and managers.
17. Assists in the preparation of the annual budget, and monitors capital replacement costs and operations and maintenance costs.
18. Responds to Underground Service Alert notices when EBDA facilities are impacted.
19. Trains, develops, and evaluates subordinate or contractor staff as necessary.
20. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: The methods, materials and equipment used in the installation, maintenance, and repair of wastewater treatment systems, wastewater treatment plant operations and the treatment process; safety practices and requirements; budget preparation and personnel administration; wastewater sampling techniques and statistical analysis; chemical and bacteriological characteristics of wastewater; pertinent rules, regulations, and laws affecting treatment and disposal of wastewater.

ABILITY TO: Plan, coordinate and direct the work of others; establish and maintain effective working relationships; maintain good public relations; read and interpret construction plans and blueprints; maintain records and prepare reports; identify and describe material resources required for system repairs; establish and implement effective preventive maintenance programs; oversee the maintenance and repair of electrical control systems, SCADA systems, and mechanical equipment including pumps and motors; and ability to communicate written and oral material for public and technical oversight.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 1) Possession of a baccalaureate degree in Civil or Mechanical Engineering or closely related field and 2) Ten years of experience in the operation and maintenance of water or wastewater treatment facilities (five years supervisory experience desirable), or an acceptable combination of the above education and experience.

Substitution: Additional qualifying experience can be substituted for the required education on a year for year basis; a minimum of two years of college is required.

LICENSES:

- 1) Possession of a Valid California Class C Motor Vehicle Operator's License.
- 2) Grade III WTPO Certification from SWRCB (preferred).

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: The Operations and Maintenance Manager reports to and receives work direction from the General Manager. Responsibilities include coordinating and overseeing the work of member agency employees, temporary workers and contractors engaged in the operation, maintenance and repair of the Authority's wastewater treatment systems. May assume the responsibilities of the General Manager in her/his absence.

PHYSICAL EFFORT: May perform physically demanding manual work including lifting, pushing or pulling heavy objects; shoveling, climbing, standing and walking for sustained periods of time; and operating, repairing and maintaining water supply and wastewater plant equipment such as pumps, motors and other mechanical equipment.

CONTACTS: Commissioners, co-workers, members of the public, member agency staff, contractors and governmental regulatory agencies' staff.

WORKING CONDITIONS: Subject to adverse weather conditions, toxic agents, and hazards associated with the operation and maintenance of wastewater plant equipment and chemicals.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

CLASS TITLE: ADMINISTRATION MANAGER

BASIC FUNCTION: Under general direction, performs professional and technical administrative duties and responsibilities in human resources, payroll, records management, purchasing, and accounting, and provides secretarial services to the General Manager and the Authority Commission.

DISTINGUISHING CHARACTERISTICS: This class is distinguished by its responsibility for the office management and related administrative activities of the Authority under policy guidelines established by the General Manager and the Commission.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)

1. Performs a wide variety of administrative and secretarial duties, and assists the General Manager and Operations and Maintenance Manager in the conduct of the Authority’s business operations.
2. As Clerk of the Commission, assists in the preparation of Commission agendas, resolutions, and reports; attends and provides secretarial functions for Commission meetings; and prepares, distributes, and maintains the minutes thereof.
3. Administers personnel programs, including contacts with PERS regarding retirement, health, and related benefit programs; performs salary and benefit surveys; and conducts special studies as directed.
4. Reviews and revises administrative manuals, policies, and records as directed by the General Manager or Commission, and as required by changes in federal and state regulations.
5. Performs confidential secretarial duties and responsibilities for the General Manager and for Commission members as needed, including scheduling of meetings and arranging travel.
6. Assists in the preparation of the budget.
7. Responsible for the preparation of payroll and accounts receivable.
8. Provides administrative and technical support to the Authority’s accountant, including generating financial reports and assisting with the annual audit process.
9. Maintains Authority files and records utilizing a specialized computer database system.

10. Maintains the Authority's website.
11. Prepares letters, memoranda, and miscellaneous correspondence.
12. Trains, develops, directs, and evaluates subordinate staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principals and practices of public administration; automated office methods including computer-based management and word processing systems; technical accounting and payroll administration.

ABILITY TO: Maintain accurate records and prepare reports; establish and maintain effective working relationships with co-workers and the public; communicate effectively both orally and in writing; plan, coordinate, evaluate, and direct the work of subordinate staff; read and interpret governmental laws, regulations, and related materials; maintain complex filing systems; process invoices and maintain accurate records relating thereto; direct the work of others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 1) Possession of a baccalaureate degree from an accredited college or university with a major in business or public administration or a related field; 2) a minimum of three years of experience in local government administration or office management.

Substitution: Additional qualifying experience can be substituted for the required education on a year for year basis; a minimum of two years of college is required.

WORK DIRECTION: This class reports to and receives policy direction from the General Manager, provides support as needed to the Operations and Maintenance Manager, supervises the Administrative Support Specialist, and closely coordinates financial management with consultants and auditors.

PHYSICAL EFFORT: Normal office environment.

CONTACTS: Commission members; members of the public; co-workers; member agency staff; vendors; financial consultant and auditors; governmental regulatory agencies.

WORKING CONDITIONS: Normal office environment

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

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. 18 MOTION APPROVING THE AUTHORITY'S FISCAL YEAR 2025/2026
COMPENSATION PLAN**

Recommendation

Approve the motion adopting the FY 2025/2026 Compensation Plan.

Strategic Plan Linkage

3. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
 - b. Proactively manage expenditures to stay within adopted budget.
4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
 - b. Provide professional development opportunities and competitive pay and benefits to attract and retain high caliber staff.

Background

Each year, the Commission adopts a Compensation Plan that reflects the salaries and benefits provided to Authority employees and retirees.

Discussion

The proposed FY 2025/2026 Compensation Plan is attached for the Commission's consideration. As discussed at previous Committee Meetings, the Plan includes a 2.4% increase for salaries, consistent with the Authority's Personnel Plan, which provides for use of the December-to-December CPI-U for San Francisco-Oakland-Hayward in establishing an annual cost-of-living-adjustment (COLA). Additionally, the change in title discussed in Item No. 17 is included in the Compensation Plan. No other changes from the FY 2024/2025 Compensation Plan are proposed. The Personnel Committee reviewed the draft Compensation Plan in March 2025 and recommended approval.

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

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

SUMMARY OF BENEFITS	
BENEFIT	DESCRIPTION
Medicare	The employee and the Authority each pay the Medicare tax rate of 1.45% on taxable earnings.
Retirement – CalPERS Classic Members	Benefit Formula: 2.5% @ 55, 1 year final average compensation Authority shall contribute 100% of the required Employer Normal Cost Rate as determined by the CalPERS annual actuarial valuation. Classic Members ¹ shall contribute 100% of the plan's Employee Contribution Rate.
Retirement – CalPERS New Members	Benefit Formula: 2% @ 62, 3 years final average compensation Authority shall contribute 100% of the required Employer Normal Cost Rate as determined by the CalPERS annual actuarial valuation. New Members ² shall contribute 100% of the plan's Employee Contribution Rate.
Medical Coverage – CalPERS Kaiser Permanente	Insurance premiums paid by Authority for employees and their eligible dependents enrolled in the employer-sponsored health plan.
Retiree Medical Coverage – CalPERS	Retiree Health provided for eligible retirees and their eligible dependents that participate in the employer-sponsored plan. EBDA will issue a quarterly reimbursement to the retiree for eligible medical premiums less the required PEMHCA employer contribution paid directly to CalPERS. Employees hired before <u>January 1, 2013</u> who retire from EBDA with a minimum of five (5) years of service: <ul style="list-style-type: none"> Up to 100% of Kaiser one-party member rate, including PEMHCA rate Employees hired on or after <u>January 1, 2013</u> who retire from EBDA with a minimum of ten (10) years of CalPERS service and at least five (5) years at EBDA: <ul style="list-style-type: none"> Up to 50% of Kaiser one-party member rate, increasing 5% for each additional year of CalPERS service, up to 100% at 20 years
Dental & Vision Care	Authority pays dental and vision insurance premiums for employees and their eligible dependents enrolled in the employer sponsored programs.
Basic Life Insurance and AD&D	Benefit: 1 x Annual Salary Authority provides basic life insurance and accidental death & dismemberment coverage.

SUMMARY OF BENEFITS (Continued)	
BENEFIT	DESCRIPTION
Short Term/Long Term Disability Insurance	Benefit: 66 2/3% of salary Authority provides coverage up to the date of permanent separation from EBDA. Employee must exhaust all available leave. Note: EBDA does not pay into State Disability Insurance.
Deferred Compensation	An Authority-sponsored 457 deferred compensation plan is available to employees. For participants that defer 0.32% of gross earnings, the Authority contributes 2.32% to the employee's plan account. In addition, employees may elect to defer a voluntary dollar amount to which the Authority will match \$0.50 for each \$1, up to a maximum employer contribution of \$500 per calendar year, per employee.
Holidays	12 paid holidays plus 20 hours of floating holiday annually.

MISCELLANEOUS	
Prorated Benefits	An employee hired or placed into a part-time position will receive prorated benefits proportionate to their scheduled work hours.
Compensatory Time Off	Unclassified, exempt employees do not receive additional payment for overtime. In lieu of payment, the General Manager may adjust working hours to compensate the employee for time worked in excess of 40 hours per week. Classified, non-exempt employees are compensated at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours per week. The Authority shall pay overtime worked by non-exempt employees in a manner consistent with the Fair Labor Standards Act.
Calculation Method of Hourly Rate	Hourly rate equivalents shall be determined by dividing the employee's actual monthly salary rate by 173.33, which is considered to be the average number of working hours per month.
Use of Authority Vehicle	The General Manager may authorize the use of Authority vehicles by employees for business travel when determined that such use would be in the best interest of the Authority.
Flexible Spending Accounts (FSA)	Benefit eligible employees may enroll in the Authority's FSA to make pre-tax salary contributions up to the IRS limits.

¹ Definition of a Classic Member – A classic member is defined as:

- An existing member of a California public retirement system as of December 31, 2012. Please note, however, that because new member determination is based on an appointment-by-appointment basis, upon appointment, new hires will be required to self-certify their classic member status by submitting a form that tests against the new member definition and which may ultimately result in a change in status to new member.

² Definition of a New Member – A new member is defined as any of the following:

- A new hire who is brought into a California public retirement system membership for the first time on or after January 1, 2013, and who has no prior membership in a California public retirement system.
- A new hire who was an active member of a California public retirement system and who, after a break in service of more than six months, returned to active membership in that system.

ITEM NO. 19 MOTION ACCEPTING FISCAL YEAR 2025/2026 COMMITTEE APPOINTMENTS AND SCHEDULE

Recommendation

Approve, by motion, the Committee appointments and calendar for Fiscal Year 2025/2026.

Discussion

Commissioner Johnson has considered the Commissioner's individual preferences and made appointments to Authority Committees. The appointments are indicated in the following table.

Committee	Members	Day and Time
Financial Management	Toy, Young (Chair)	Monday 11am-12pm
Operations & Maintenance	Johnson, Azevedo (Chair)	Tuesday 4-5pm
Personnel	Azevedo, Andrews (Chair)	Monday 4-5pm
Regulatory Affairs	Andrews, Johnson (Chair)	Wednesday 2-3pm

A proposed schedule of Committee and Commission meetings for Fiscal Year 2025/2026 is attached. Financial Management and Operations & Maintenance Committees meet monthly. Personnel and Regulatory Affairs Committees alternate every other month.

EAST BAY DISCHARGERS AUTHORITY
Commission and Committee Meetings
July 2025 - June 2026

Commission	Financial Management	O&M	Personnel	Regulatory Affairs
Commissioners	Young (Chair), Toy	Azevedo (Chair), Johnson	Andrews (Chair), Azevedo	Johnson (Chair), Andrews
Thursday 4:00 PM	Monday 11:00 AM	Tuesday 4:00 PM	Monday 4:00 PM	Wednesday 2:00 PM
July 17, 2025	July 14, 2025	July 15, 2025	July 14, 2025	--
Commission Recess August 1-31, no meetings scheduled.				
September 18, 2025	September 15, 2025	September 16, 2025	--	September 17, 2025
October 16, 2025	October 13, 2025	October 14, 2025	October 13, 2025	--
November 20, 2025	November 17, 2025	November 18, 2025	--	November 19, 2025
December 18, 2025	December 15, 2025	December 16, 2025	December 15, 2025	--
January 15, 2026	January 12, 2026	January 13, 2026	--	January 14, 2026
February 19, 2026	February 16, 2026*	February 17, 2026	February 16, 2026*	--
March 19, 2026	March 16, 2026	March 17, 2026	--	March 18, 2026
April 16, 2026	April 13, 2026	April 14, 2026	April 13, 2026	--
May 21, 2026	May 18, 2026	May 19, 2026	--	May 20, 2026
June 18, 2026	June 15, 2026	June 16, 2026	June 15, 2026	--

Meetings are subject to rescheduling and/or cancelation. Please see the website for the latest agenda information.

Personnel and Regulatory Affairs Committees meet every other month. Additional meetings may be scheduled as needed.

*Due to Presidents' Day, the meeting will be rescheduled.

Last Updated: June 10, 2025

ITEM NO. 20 ITEMS FROM THE COMMISSION AND STAFF

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

ITEM NO. 21 ADJOURNMENT