



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
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A Joint Powers Public Agency

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.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Juanita Villaseñor 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

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

Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are also posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**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
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TOTALS		\$ 4,425,395	\$ 48,494	\$ 253,742	\$ 4,220,147
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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 60,296.28
\$ 771,038.23

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

③ LAIF Statement \$ 1,359,714.52

④ Wells Fargo Checking \$ 433,516.02

⑤ Wells Fargo Payroll \$ 15,218.39

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.