



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
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A Joint Powers Public Agency

ITEM NO. 9

FINANCIAL MANAGEMENT COMMITTEE AGENDA

Monday, November 17, 2025

12:30 PM

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

Committee Members: Young (Chair); Toy

FM1. Call to Order

FM2. Roll Call

FM3. Public Forum

FM4. Disbursements for October 2025

(The Committee will review the List of Disbursements.)

FM5. Preliminary Treasurer's Report for October 2025

(The Committee will review the Treasurer's Report.)

FM6. First Quarter Expense Summary, Fiscal Year 2025/2026

(The Committee will review the FY 2025/2026 first quarter expenses.)

FM7. 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 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 also posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**Next Scheduled Financial Management Committee is
December 15, 2025 at 12:30 pm**

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
November 17, 2025

ITEM NO. FM4 DISBURSEMENTS FOR OCTOBER 2025

Disbursements for the month of October totaled \$329,773.07.

Reviewed and Approved by:

Shelia Young, Chair Date
Financial Management Committee

Jacqueline T. Zipkin Date
Treasurer

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
October 2025

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
10229	10/31/2025	36436	ANCHOR QEA, INC	FIRST MILE PROJECT	49,395.74	49,395.74
10224	10/15/2025	7195	ORO LOMA SANITARY DISTRICT	OLEPS O&M, ADMIN BUILDING, SKYWEST - SEP	25,681.87	46,367.27
10224	10/15/2025	7185	ORO LOMA SANITARY DISTRICT	OLEPS O&M, ADMIN BUILDING, SKYWEST - AUG	20,685.40	
10214	10/15/2025	402164	CITY OF SAN LEANDRO	MDF O&M, EFFLUENT MONITORING, FM MAINTENANCE - AUG	28,693.99	28,693.99
10238	10/31/2025	20296	REGIONAL GOVERNMENT SERVICES	MANAGEMENT AND ADMINISTRATIVE SERVICES	21,992.30	21,992.30
10226	10/15/2025	20059	REGIONAL GOVERNMENT SERVICES	MANAGEMENT AND ADMINISTRATIVE SERVICES	14,253.10	14,253.10
10219	10/15/2025	01	GREENBELT ALLIANCE	FIRST MILE PROJECT - COMMUNITY OUTREACH	6,704.00	6,704.00
10231	10/31/2025	60151	CALCON	UEPS TROUBLESHOOT COMMUNICATIONS ISSUES & NEW RADIO	4,080.27	6,639.27
10231	10/31/2025	60152	CALCON	MDF AUTOMATION UPGRADE	1,692.00	
10231	10/31/2025	60149	CALCON	MDF REPLACE INTRUDER ALARM	702.00	
10231	10/31/2025	60150	CALCON	OPS CENTER NETWORK SECURITY MEETING	165.00	
10227	10/15/2025	4246-0445-5568-7627	U.S. BANK	PURCHASING CARD EXPENSES	4,803.71	4,803.71
10216	10/15/2025	3359325	DUANE MORRIS LLP	SPECIALIZED LEGAL SERVICES - CARGILL BRINE PROJECT	4,211.40	4,668.90
10216	10/15/2025	3359326	DUANE MORRIS LLP	SPECIALIZED LEGAL SERVICES - NUTRIENT PERMIT	457.50	
10237	10/31/2025	252105	R-COMPUTER	COMPUTER HARDWARE	3,843.91	3,843.91
10225	10/15/2025	17308	REDWOOD PUBLIC LAW, LLP	LEGAL SERVICES	3,650.00	3,650.00
10210	10/15/2025	IN0389544	ALAMEDA COUNTY ENVIRONMENTAL HEALTH	OLEPS CUPA FEE	2,449.00	2,449.00
10236	10/31/2025	75162	H.T. HARVEY	BIOSOLIDS SUITABILITY ASSESSMENT	1,815.95	1,815.95
10217	10/15/2025	38206	FOSTER & FOSTER	ACTUARIAL CONSULTING SERVICES - GASB 68	1,700.00	1,700.00
10213	10/15/2025	52205704	CITY OF HAYWARD	EMPLOYEE BENEFIT PROGRAMS - OCT	1,341.70	1,341.70
10221	10/15/2025	07-09/25	LINDA M. ADAMS	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	1,147.50	1,147.50
10232	10/31/2025	734084	CALTEST	LAB TESTING SERVICES	793.24	793.24
10230	10/31/2025	44278	BA MORRISON	HEPS HVAC SERVICE	410.00	710.00
10230	10/31/2025	44276	BA MORRISON	ADMIN HVAC SERVICE	300.00	
10212	10/15/2025	07-09/25	CHARLES V. WEIR	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	552.48	552.48
10220	10/15/2025	07-09/25	KARL D. ROYER	QUARTERLY HEALTH PREMIUM REIMBURSEMENT	552.48	552.48
10223	10/15/2025	56200B42409	MISCOWATER	SKYWEST RENU PUMPHEAD SPARE	548.82	548.82
10211	10/15/2025	8467	CAYUGA INFORMATION SYSTEMS	IT SERVICES	472.50	472.50
10228	10/15/2025	20100877	ZASIO ENTERPRISES, INC	RECORDS MANAGEMENT SOFTWARE ANNUAL RENEWAL	425.00	425.00
10234	10/31/2025	45948	DAVE SADOFF	COMMISSIONER COMPENSATION - OCT	300.00	300.00
10215	10/15/2025	59195	COMPUTER COURAGE	WEBSITE HOSTING	150.00	285.00
10215	10/15/2025	59185	COMPUTER COURAGE	WEBSITE SUPPORT AND UPDATES	135.00	
10235	10/31/2025	10110000001	EBMUD	MDF WATER & SEWER SERVICE	230.59	230.59
10222	10/15/2025	12353	MBC CUSTODIAL SERVICES INC	JANITORIAL SERVICES - OCT	208.00	208.00
10218	10/15/2025	9666529723	GRAINGER	SAFETY EQUIPMENT	121.00	121.00

EAST BAY DISCHARGERS AUTHORITY
List of Disbursements
October 2025

Check #	Payment Date	Invoice #	Vendor Name	Description	Invoice Amount	Disbursement Amount
10239	10/31/2025	L112	TG'S BACKFLOW SERVICE	MDF TEST & INSPECT BACKFLOW ASSEMBLY	85.00	85.00
10233	10/31/2025	4492201-CAL	CALTRONICS	COPIER USAGE AND MAINTENANCE	71.14	71.14
					TOTAL CHECKS	204,821.59
ELECTRONIC PAYMENTS						
10/27/2025	5105948980-0	PG&E		GAS & ELECTRIC SERVICE	44,361.02	44,361.02
10/30/2025	--	ADP, LLC		PAYROLL PERIOD: 10/16-31/2025	28,458.64	28,458.64
10/14/2025	--	ADP, LLC		PAYROLL PERIOD: 10/01-15/2025	25,265.64	25,265.64
10/10/2025	100000018061836	CALPERS		HEALTH PREMIUMS - OCT	8,250.62	8,250.62
10/02/2025	100000018020421	CALPERS		PENSION CONTRIBUTION, CLASSIC 9/16 - 30/2025	6,032.62	6,032.62
10/16/2025	100000018058939	CALPERS		PENSION CONTRIBUTION, CLASSIC 10/01 - 15/2025	6,032.62	6,032.62
10/02/2025	6765997	MISSION SQUARE		DEFERRED COMPENSATION CONTRIBUTION 9/30/2025	2,123.29	2,123.29
10/17/2025	6926474	MISSION SQUARE		DEFERRED COMPENSATION CONTRIBUTION 10/15/2025	2,123.29	2,123.29
10/27/2025	1003199300	STATE COMPENSATION INSURANCE FUND		FINAL AUDIT STATEMENT 2024/2025	933.51	933.51
10/27/2025	1003047979	STATE COMPENSATION INSURANCE FUND		WORKERS COMPENSATION PREMIUM - OCT	886.41	886.41
10/03/2025	--	ADP, LLC		PAYROLL FEES, 9/16-30/2025	109.77	109.77
10/06/2025	2510035698	INTERMEDIA.NET INC		EMAIL EXCHANGE HOSTING	98.72	98.72
10/17/2025	--	ADP, LLC		PAYROLL FEES, 10/01-15/2025	94.37	94.37
10/31/2025	--	FREMONT BANK		BANK SERVICE CHARGE	80.60	80.60
10/27/2025	6124898499	VERIZON WIRELESS		WIRELESS PHONE SERVICE - SEP	50.47	50.47
10/14/2025	--	WELLS FARGO BANK		BANK SERVICE CHARGE	49.89	49.89
					TOTAL ELECTRONIC PAYMENTS	124,951.48
					TOTAL DISBURSEMENTS	329,773.07
						329,773.07

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
November 17, 2025

ITEM NO. FM5 PRELIMINARY TREASURER'S REPORT OCTOBER 2025

The Treasurer's Report summarizes the Authority's financial activities by fund, providing an overview of its financial status. A detailed presentation of transactions, including income and expenditures, along with current account balances for checking and investment accounts, can be found in the Supplemental Treasurer's Report.

The average monthly yield for Local Agency Investment Fund (LAIF) is 4.15%, while the current 7-day yield for California Asset Management Program (CAMP) is 4.09%. The liquidity of both CAMP and LAIF allows for easy transfers to the checking account to meet the daily cash flow needs.

As of October 31, 2025, the Authority's total cash balance is \$5,370,266. Continuous oversight is essential as we move forward to ensure sustained financial health and meet any future obligations.

Approval is recommended.

EAST BAY DISCHARGERS AUTHORITY

PRELIMINARY TREASURER'S REPORT

For the Period Ending October 31, 2025

FUND	FUND DESCRIPTION	BEGINNING CASH BALANCE	DEBITS (INCREASE)	CREDITS (DECREASE)	ENDING CASH BALANCE
12	OPERATIONS & MAINTENANCE	\$ 1,424,344	\$ 544,912	\$ 258,421	\$ 1,710,836
13	PLANNING & SPECIAL STUDIES	\$ 448,211	\$ 223,459	\$ 58,373	\$ 613,297
14	RECLAMATION O & M (SKYWEST)	\$ 68,414	\$ 12,000	\$ 7,076	\$ 73,338
15	BRINE ACCEPTANCE	\$ 35,248	\$ 152,660	\$ 4,211	\$ 183,697
31	RENEWAL & REPLACEMENT	\$ 2,769,470	\$ 21,320	\$ 1,692	\$ 2,789,098
TOTALS		\$ 4,745,688	\$ 954,351	\$ 329,773	\$ 5,370,266

Oct-25

SUPPLEMENTAL TREASURER'S REPORT

DATE	DESCRIPTION	RECEIPT	DISBURSEMENT	CAMP	LAIF	WELLS FARGO	ACCOUNT BALANCE				
							FREMONT	CAMP	LAIF	WELLS FARGO	TOTAL CASH
09/30/25	BALANCE						146,698.10	3,984,408.12	514,611.61	99,969.85	4,745,687.68
10/01/25	DIVIDENDS	14,282.10		14,282.10			146,698.10	3,998,690.22	514,611.61	99,969.85	4,759,969.78
10/02/25	ELECTRONIC BILL PAY		2,123.29				144,574.81	3,998,690.22	514,611.61	99,969.85	4,757,846.49
10/02/25	ELECTRONIC BILL PAY		6,032.62				138,542.19	3,998,690.22	514,611.61	99,969.85	4,751,813.87
10/03/25	DEPOSIT- CITY SAN LEANDRO	183,879.00					322,421.19	3,998,690.22	514,611.61	99,969.85	4,935,692.87
10/03/25	DEPOSIT- LAVWMA	583,040.00				583,040.00	322,421.19	3,998,690.22	514,611.61	683,009.85	5,518,732.87
10/03/25	PAYROLL FEES		109.77				322,311.42	3,998,690.22	514,611.61	683,009.85	5,518,623.10
10/06/25	ELECTRONIC BILL PAY		98.72				322,212.70	3,998,690.22	514,611.61	683,009.85	5,518,524.38
10/10/25	ELECTRONIC BILL PAY		8,250.62				313,962.08	3,998,690.22	514,611.61	683,009.85	5,510,273.76
10/14/25	PAYROLL		18,266.74				295,695.34	3,998,690.22	514,611.61	683,009.85	5,492,007.02
10/14/25	PAYROLL TAX		6,998.90				288,696.44	3,998,690.22	514,611.61	683,009.85	5,485,008.12
10/14/25	DEPOSIT- CARGILL	68,269.11					356,965.55	3,998,690.22	514,611.61	683,009.85	5,553,277.23
10/14/25	BANK SERVICE CHARGE		49.89				356,965.55	3,998,690.22	514,611.61	682,959.96	5,553,227.34
10/14/25	WIRE TRANSFER			582,959.96			356,965.55	4,581,650.18	514,611.61	100,000.00	5,553,227.34
10/15/25	DISBURSEMENT		118,944.45				238,021.10	4,581,650.18	514,611.61	100,000.00	5,434,282.89
10/15/25	INTEREST EARNINGS	7,037.96			7,037.96		238,021.10	4,581,650.18	521,649.57	100,000.00	5,441,320.85
10/16/25	ELECTRONIC BILL PAY		6,032.62				231,988.48	4,581,650.18	521,649.57	100,000.00	5,435,288.23
10/17/25	PAYROLL FEES		94.37				231,894.11	4,581,650.18	521,649.57	100,000.00	5,435,193.86
10/17/25	ELECTRONIC BILL PAY		2,123.29				229,770.82	4,581,650.18	521,649.57	100,000.00	5,433,070.57
10/27/25	ELECTRONIC BILL PAY		50.47				229,720.35	4,581,650.18	521,649.57	100,000.00	5,433,020.10
10/27/25	ELECTRONIC BILL PAY		886.41				228,833.94	4,581,650.18	521,649.57	100,000.00	5,432,133.69
10/27/25	ELECTRONIC BILL PAY		933.51				227,900.43	4,581,650.18	521,649.57	100,000.00	5,431,200.18
10/27/25	ELECTRONIC BILL PAY		44,361.02				183,539.41	4,581,650.18	521,649.57	100,000.00	5,386,839.16
10/28/25	DEPOSIT- CARGILL	84,390.41					267,929.82	4,581,650.18	521,649.57	100,000.00	5,471,229.57
10/28/25	DEPOSIT- AT&T	1,451.16					269,380.98	4,581,650.18	521,649.57	100,000.00	5,472,680.73
10/28/25	DEPOSIT- AT&T	1.30					269,382.28	4,581,650.18	521,649.57	100,000.00	5,472,682.03
10/30/25	PAYROLL		21,396.18				247,986.10	4,581,650.18	521,649.57	100,000.00	5,451,285.85
10/30/25	PAYROLL TAX		7,062.46				240,923.64	4,581,650.18	521,649.57	100,000.00	5,444,223.39
10/31/25	DEPOSIT- CITY OF HAYWARD	12,000.00			85,877.14		252,923.64	4,581,650.18	521,649.57	100,000.00	5,456,223.39
10/31/25	DISBURSEMENT				80.60		167,046.50	4,581,650.18	521,649.57	100,000.00	5,370,346.25
10/31/25	BANK SERVICE CHARGE						166,965.90	4,581,650.18	521,649.57	100,000.00	5,370,265.65
	TRANSACTION TOTALS	940,898.58	329,773.07	597,242.06	7,037.96	30.15	166,965.90	4,581,650.18	521,649.57	100,000.00	5,370,265.65
	ACCOUNT BALANCE						①	②	③	④	

Reconciliation - 10/31/2025

① Bank Statement Balance	\$ 254,319.28
Less: Outstanding Checks	87,353.38
	<u>\$ 166,965.90</u>

② CAMP Statement	\$ 4,597,346.57
Less: Accrual Income Dividend	15,696.39
	<u>\$ 4,581,650.18</u>

③ LAIF Statement	\$ 521,649.57
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④ Wells Fargo Checking	<u>\$ 100,000.00</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.

Agenda Explanation
East Bay Dischargers Authority
Financial Management Committee
November 17, 2025

ITEM NO. FM6 FIRST QUARTER EXPENSE SUMMARY, FISCAL YEAR 2025/2026

Recommendation

Review first quarter expenses.

Strategic Plan Linkage

3. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
 - b. Proactively manage expenditures to stay within adopted budget.

Background

The First Quarter Expense Summary for FY 2025/2026 is attached for the Committee's review. Expenses are presented by Program and by Account Code. These categories have been grouped to provide an overview of Authority expenses. The tables include discussion of particular items that varied significantly (>10%) from the budget.

Discussion

At the end of the first quarter, EBDA's spending is on budget, with 25% spent through the quarter.

East Bay Dischargers Authority

EXPENSE SUMMARY BY PROGRAM

FY 2025/2026 THROUGH SEPTEMBER 30, 2025 (25% of YEAR)

	YTD Expenses	Budget	Revenues Cargill, Grant, & Skywest	Variance	% of Budget	Explanations for Variance Over 10%
O&M EFFLUENT DISPOSAL						
General Administration	\$404,717	\$1,645,044		(\$1,240,327)	25%	
Outfall & Force mains	\$26,732	\$244,210		(\$217,478)	11%	Low due to operational efficiencies and lack of need for force main repairs.
Marina Dechlor Facility	\$69,140	\$331,420		(\$262,280)	21%	
Oro Loma Pump Station	\$132,786	\$678,420		(\$545,634)	20%	
Hayward Pump Station	\$47,525	\$225,210		(\$177,685)	21%	
Union Pump Station	\$157,603	\$536,907		(\$379,304)	29%	
Bay & Effluent Monitoring	\$352,152	\$852,477		(\$500,325)	41%	Higher than expected use of sodium hypochlorite for disinfection.
TOTAL O&M EFFLUENT DISPOSAL	\$1,190,655	\$4,513,688		\$0	(\$3,323,033)	26%
SPECIAL PROJECTS						
NPDES Permit Fees	\$0	\$718,400		(\$718,400)	0%	Will be paid in a future quarter.
NPDES Permit Issues	\$1,602	\$20,000		\$1,602	8%	Reserved for as-needed compliance issues. Expenditure to date relates to Nutrients Watershed Permit legal support.
Regional Monitoring Program	\$0	\$292,298		(\$292,298)	0%	Will be paid in a future quarter.
Alternative Monitoring and Reporting	\$0	\$34,617		(\$34,617)	0%	Will be paid in a future quarter.
Nutrient Surcharge	\$277,237	\$277,237		\$0	100%	Annual fees paid.
Air Toxics Pooled Emissions Study	\$84,250	\$84,164		\$86	100%	Annual fees paid.
Water Research Foundation	\$30,292	\$28,889		\$1,403	105%	Annual fees paid.
Nature-Based Solutions Study	\$139,199	\$300,000	\$139,199	(\$300,000)	46%	All costs reimbursed by EPA.
Biosolids Feasibility Study	\$8,991	\$11,000		(\$2,009)	82%	Sample plan nearly complete. An additional \$69k not reflected here was carried over from prior years.
Bruce Wolfe Memorial	\$0	\$1,000		(\$1,000)	0%	Will be paid in a future quarter.
TOTAL SPECIAL PROJECTS	\$541,571	\$1,767,605	\$139,199	(\$1,345,233)	23%	
TOTAL AGENCY-FUNDED PROGRAMS	\$1,732,226	\$6,281,293	\$139,199	(\$4,688,266)	25%	
WATER RECYCLING						
Skywest Golf Course	\$18,865	\$48,000	\$18,865		39%	Repair of aging infrastructure and high chemical costs. All work is paid for out of the Skywest Fund, supported by City of Hayward recycled water fees.
TOTAL WATER RECYCLING	\$18,865	\$48,000	\$18,865		39%	
BRINE ACCEPTANCE						
Brine Acceptance	\$20,892	\$100,000	\$20,892			All work performed is reimbursed by Cargill.
TOTAL BRINE ACCEPTANCE	\$20,892	\$100,000	\$20,892			
TOTAL ALL PROGRAMS	\$1,771,983	\$6,429,293	\$178,956	(\$4,836,266)	25%	

East Bay Dischargers Authority

EXPENSE SUMMARY BY ACCOUNT

FY 2025/2026 THROUGH SEPTEMBER 30, 2025 (25% OF YEAR)

	YTD Expenses	Budget	Revenues		% of Budget	Explanations for Variance Over 10%
			Cargill, Grant, & Skywest	Variance		
4010 - Salary	\$164,023	\$701,730	\$7,050	(\$544,757)	22%	
4020 - Benefits	\$110,745	\$364,313		(\$253,568)	30%	
4030 - Commissioner Compensation	\$6,000	\$50,000		(\$44,000)	12%	Budget assumes maximum number of meetings.
4070 - Insurance	\$40,275	\$95,450	-	(\$55,175)	42%	Several policy premiums paid in full.
4080 - Memberships & Subscriptions	\$151,933	\$178,449		(\$26,516)	85%	Several annual memberships paid in full.
4100 - Supplies, Variable	\$99,198	\$440,000		(\$340,802)	23%	
4100 - Supplies, Fixed	\$1,963	\$12,000		(\$10,037)	16%	
4110 - Contract Services	\$14,264	\$81,683		(\$67,419)	17%	
4120 - Professional Services	\$407,654	\$964,664	\$158,475	(\$715,485)	26%	
4140 - Rents & Fees	\$286,024	\$1,009,537	\$0	(\$723,513)	28%	
4141 - NPDES Fines	\$0	\$9,000		(\$9,000)	0%	Reserve funds in case of enforcement.
4150 - Maintenance & Repair	\$173,109	\$939,500	\$11,631	(\$778,023)	17%	
4160 - Monitoring	\$48,429	\$577,967	\$1,800	(\$531,338)	8%	Regional Monitoring Program fees will be paid in a future quarter.
4170 - Travel	\$3,392	\$18,000		(\$14,608)	19%	
4191 - Utility, Variable	\$264,318	\$987,000		(\$722,682)	27%	
4210 - Other	\$655	\$0		\$655	0%	Various fees (ADP, Benefit Programs, Bank).
TOTAL ALL ACCOUNTS	\$1,771,983	\$6,429,293	\$178,956	(\$4,836,266)	25%	