



ITEM NO. 19

PERSONNEL COMMITTEE AGENDA

Monday, July 13, 2026 at 1:00 PM

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

Committee Members: Young (Chair), Andrews

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Review Authority's Conflict of Interest Code**
(The Committee will review the Authority's Conflict of Interest code.)
- P5. General Manager Travel Report**
(The Committee will review the GM travel report.)
- P6. Accept Revised Fiscal Year 2026/2027 Committee Appointments and Schedule**
(The Committee will consider the revised appointments and schedule.)
- P7. Adjournment**

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

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact Juanita Villasenor at juanita@ebda.org or (510) 278-5910. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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

Next Scheduled Personnel Committee meeting is October 12, 2026 – 1pm
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ITEM NO. P4 REVIEW AUTHORITY'S CONFLICT OF INTEREST CODE

Recommendation

Review the Authority's Conflict of Interest code.

Strategic Plan Linkage

3. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.

Background

A Conflict of Interest Code (Code) tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The Political Reform Act requires each local government agency to review its Code at least every even-numbered year. The County Board of Supervisors (County) is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county. Agencies must submit a Biennial Notice attesting that they have reviewed the Code and indicate whether or not amendments are necessary no later than October 1. If amendments to an agency's Code are necessary, the amended Code must be submitted to the reviewing body for approval within 90 days. An agency's amended Code is not effective until it has been approved by the code reviewing body. Updates to the Authority's Code were last approved by the Alameda County Board of Supervisors on October 22, 2024.

Discussion

Staff and legal counsel have reviewed the Authority's Conflict of Interest Code and recommend minor edits. The proposed Code is attached in tracked changes for the Committee's review. The most substantive edit concerns filing of Statements of Economic Interests. Effective this year (2026), SB 852 requires that all public officials who manage public investments electronically file their Form 700 directly with the FPPC.

Pending feedback from the Committee, staff will bring the revised Policy to the Commission for approval in September. Upon approval by the Commission, the Policy will be submitted to the County.

CONFLICT OF INTEREST CODE

OF EAST BAY DISCHARGERS AUTHORITY OF ALAMEDA COUNTY

SECTION 1. Purpose. Pursuant to the provisions of Government Code sections 87300 et seq., EAST BAY DISCHARGERS AUTHORITY (“AUTHORITY”) OF ALAMEDA COUNTY hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the California Political Reform Act of 1974.

SECTION 2. Incorporation of Regulation. The California Fair Political Practices Commission adopted a regulation (Title 2 California Code of Regulations section 18730) which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency’s code. Therefore, the terms of Title 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the California Fair Political Practices Commission are hereby incorporated herein by this reference. The provisions of Title 2 California Code of Regulations section 18730 and the provisions below, designating officials and employees and establishing disclosure categories, along with the applicable sections of the California Political Reform Act, shall constitute the Conflict of Interest Code of the Authority.

SECTION 3. Designated Positions and Disclosure Categories. Persons holding a Designated Position listed below shall file a Statement of Economic Interest in the form of a Form 700. Those individuals holding a Designated Position are deemed to be in a position to make, or participate in the making of, decisions on behalf of the AUTHORITY which may foreseeably have a material effect on their economic interests.

<u>Designated Position</u>	<u>Disclosure Category</u>
Commission Member	1
General Manager	1
Treasurer/Controller	1
Legal Counsel	1
Consultant	2

Disclosure Category 1: Designated Positions in this category shall disclose all of the following interests: investments, interests in real property within the AUTHORITY’s jurisdiction*, personal sources of income (including gifts, loans, and travel payments), business entity income, and business positions held or received during the previous calendar year.

Disclosure Category 2: Persons in this category shall disclose investments, ~~and~~ business positions ~~in business entities~~, and sources of income from business entities or sources of the type to provide bids, supplies, vehicles and equipment of the type used by the AUTHORITY, or conduct business with the AUTHORITY.

Disclosure Category 3: Consultants shall disclose all of the interests required to be disclosed pursuant to Disclosure Category 2, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “Designated Position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of the broadest disclosure category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

*The AUTHORITY’s “jurisdiction” as set forth above in the disclosure categories is Alameda County. For the purpose of this Conflict of Interest Code, an interest in real property is located within the jurisdiction of the AUTHORITY if any part of the property is located in, or within two miles of, Alameda County, or if the property is located within two miles of any land owned or used by the AUTHORITY.

SECTION 4. Place, Manner and Time of Filing.

(a) Individuals holding a Designated Position shall file their Statements of Economic Interests with the AUTHORITY, except that individuals holding a Designated Position with discretionary authority over the Authority’s funds must file their Statements of Economic Interests electronically directly through the FPPC e-filing system, which The AUTHORITY will make the sStatements filed with the Authority will be made available for public inspection and reproduction (Government Code Section 81008). The AUTHORITY will retain copies of the Statements of Economic Interests and file the original statements with the Alameda County Clerk of the Board of Supervisors.

(b) All designated filers shall comply with the provisions of Title 2 California Code of Regulations section 18730 along with the applicable sections of the California Political Reform Act, (and as that section may be amended), which contains detailed instructions regarding the scope and types of interests to be reported as well as the manner of reporting them. The regulation can be found online at:

<https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article2/18730Provisions-of-Conflict-of-Interest-Codes.pdf>.

(c) Initial Statements. All designated filers shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an Initial Statement within 30 days after the effective date of the amendment.

(d) Assuming Office Statements. All persons assuming Designated Positions after the effective date of this code shall file an Assuming Office Statement within 30 days after assuming the Designated Positions.

(e) Leaving Office Statements. All persons who leave Designated Positions shall file a Leaving Office Statement within 30 days after leaving office.

(f) Annual Statements. All designated filers shall file an Annual Statement no later than April 1 every calendar year.

SECTION 5. Disqualification. No designated filer shall make, participate in making, or in any way attempt to use their position to influence the making of any governmental decision which they know or has a reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of the official's immediate family or on any reportable interest of the public official as defined in Title 2 California Code of Regulations section 18730(b)(9).

ITEM NO. P5 GENERAL MANAGER TRAVEL REPORT

Recommendation:

For Committee information only.

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.
7. **External Collaboration:** Collaborate with external stakeholders to build strong relationships for joint problem-solving and to expand EBDA's and its Member Agencies' reach.
 - a. Provide industry leadership through active engagement with wastewater associations including Bay Area Clean Water Agencies (BACWA), California Association of Sanitation Agencies (CASA), California Water Environment Association (CWEA), and Water Environment Federation (WEF).

Background

The pandemic brought in-person conferences and meetings to a halt, and has transitioned many meetings to online platforms on an indefinite basis. However, many committees and conferences have resumed in-person meetings. The General Manager (GM) has therefore returned to local and some state and national travel to represent EBDA. This report summarizes ongoing and anticipated travel over the next year for the Committee's information.

Discussion

The following tables summarize ongoing travel around the Bay Area, and anticipated conference travel for the fiscal year.

Agenda Explanation
East Bay Dischargers Authority
Personnel Committee
July 13, 2026

Local Travel – Ongoing

Who?	Where?	Why?	How Often?
EBDA Member Facilities	Within District	Coordination/Problem Solving	1-3x per month
BACWA Executive Board	Rotates among BACWA Members	Strategize on permitting, training, service issues for EBDA	Monthly
Nutrient Management Steering Committee	Richmond	Engage as a BACWA Board Member on Bay nutrient science and policy issues with Water Board and other regional agencies	Quarterly
Regional Water Board	Oakland	Represent EBDA at informational or permit-relevant meetings	1-2x/year
East Bay Leadership Council	Walnut Creek	Represent EBDA on EBLC's Executive Committee and Water & Energy Task Force	1-2x/month
BACWA/CASA Strategic Planning	Pardee/Lafayette/ San Francisco	Attend planning retreats to strategize on key issues	2-3x/year

Planned Travel for 2026/2027

Who?	Where?	Why?	When?	How Much?
CASA	Napa Indian Wells	Gather info on California utility management trends, serve as member of Board of Directors, Chair of State Legislative Committee, member of Program Committee, and organizer of the Women's Networking Event	August 5-7 January 27-29	\$1900 x 2
Restore America's Estuaries	San Francisco	Lead discussion on First Mile Horizontal Levee	September 22-23	\$400
NACWA Clean Water Law	Santa Monica	Gather info on regulatory and legal issues affecting wastewater	November 11-13	\$2300
WEF Utility Management	Vancouver	Gather info on utility challenges and solutions and network with other leaders	February 16-19	\$1800
CSDA GM Summit	Lake Tahoe	Gather info on agency challenges and solutions and network with other leaders	June 21-23	\$1600

ITEM NO. P6 ACCEPT REVISED FISCAL YEAR 2026/2027 COMMITTEE APPOINTMENTS AND SCHEDULE

Recommendation

Approve, by motion, revised Committee appointments and calendar for Fiscal Year 2026/2027.

Discussion

Following feedback at the June 2026 Commission meeting, staff is proposing revised appointments to Authority Committees.

Committee	Members	Day and Time
Financial Management	Boldt and Johnson	Wednesday, 10:00 am
Operations & Maintenance	Andrews and Kludjian	Tuesday, 12:00 pm
Personnel	Young and Andrews	Monday, 1:00 pm
Regulatory Affairs	Johnson and Young	Tuesday, 1:00 pm

A proposed revised schedule of Committee and Commission meetings for Fiscal Year 2026/2027 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 2026 - June 2027

Commission	Financial Management	O&M	Personnel	Regulatory Affairs
Commissioners	Boldt (Chair), Johnson	Andrews (Chair), Kludjian	Young (Chair), Andrews	Johnson (Chair), Young
Thursday 4:00 PM	Wednesday 10:00 AM	Tuesday 12:00 PM	Monday 1:00 PM	Tuesday 1:00 PM
July 16, 2026	July 15, 2026	July 14, 2026	July 13, 2026	--
Commission Recess, no meetings scheduled in August.				
September 17, 2026	September 16, 2026	September 15, 2026	--	September 15, 2026
October 15, 2026	October 14, 2026	October 13, 2026	October 12, 2026	--
November 19, 2026	November 18, 2026	November 17, 2026	--	November 17, 2026
December 17, 2026	December 16, 2026	December 15, 2026	December 14, 2026	--
January 21, 2027	January 20, 2027	January 19, 2027	--	January 19, 2027
February 18, 2027	February 17, 2027	February 16, 2027	February 15, 2027*	--
March 18, 2027	March 17, 2027	March 16, 2027	--	March 16, 2027
April 15, 2027	April 14, 2027	April 13, 2027	April 12, 2027	--
May 20, 2027	May 19, 2027	May 18, 2027	--	May 18, 2027
June 17, 2027	June 16, 2027	June 15, 2027	June 14, 2027	--

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 the holiday, the meeting will be rescheduled.

Revised: July 16, 2026