



## COMMISSION MEETING AGENDA

Thursday, October 15, 2026

4:00 PM

Oro Loma Sanitary District Board Room  
2600 Grant Avenue, San Lorenzo, CA

Video Conference link: <https://us02web.zoom.us/j/86163754557>

Call-in: 1(669) 900-6833 and enter Webinar ID number: 861 6375 4557

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Forum

### CONSENT CALENDAR

|        |                                                                         |    |
|--------|-------------------------------------------------------------------------|----|
| MOTION | 5. Commission Meeting Minutes of September 17, 2026                     | 6  |
|        | 6. List of Disbursements for September 2026 – See Item No. FM4          | 13 |
|        | 7. Preliminary Treasurer’s Report for September 2026 – See Item No. FM5 | 16 |

### REGULAR CALENDAR

|             |                                                                                                                                                                                         |    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| INFORMATION | 8. General Manager’s Report<br>(The General Manager will report on EBDA issues.)                                                                                                        | 9  |
| INFORMATION | 9. Report from the Managers Advisory Committee<br>(The General Manager will report on Managers Advisory Committee activities.)                                                          | 9  |
| INFORMATION | 10. Report from the Financial Management Committee<br>(The General Manager will report on the meeting.)                                                                                 | 11 |
| INFORMATION | 11. Report from the Operations and Maintenance Committee<br>(The Operations & Maintenance and General Managers will report on the meeting.)                                             | 25 |
| MOTION      | 12. Authorize the General Manager to Issue a Purchase Order to R-Computer in the Amount of \$35,600 for a Network Server – See Item No. OM6<br>(The Commission will consider the item.) | 32 |

|             |                                                                                                                                                                                                                                                                                                                                 |           |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| MOTION      | <b>13. Authorize the General Manager to Issue a Change Order to the Purchase Order with Shape Incorporated for Sewage Pumps, Parts, and Service at the Marina Dechlorination Facility in the Amount of \$20,000 for a Total Purchase Order Value of \$45,000 – See Item No. OM7</b><br>(The Commission will consider the item.) | <b>35</b> |
| INFORMATION | <b>14. Report from the Personnel Committee</b><br>(The General Manager will report on the meeting.)                                                                                                                                                                                                                             | <b>37</b> |
| MOTION      | <b>15. Motion to Approve Revisions to the Authority’s Conflict of Interest Code – See Item No. P8</b><br>(The Commission will consider the item.)                                                                                                                                                                               | <b>50</b> |
| INFORMATION | <b>16. Items from the Commission and Staff</b><br>(The Commission and staff may address items of general interest.)                                                                                                                                                                                                             | <b>58</b> |
|             | <b>17. Adjournment</b>                                                                                                                                                                                                                                                                                                          | <b>58</b> |

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](mailto: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>.

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <p><b>Next Scheduled Commission meeting is</b><br/><b>November 19, 2026 at 4:00 pm</b></p> |
|--------------------------------------------------------------------------------------------|

## GLOSSARY OF ACRONYMS

|                     |                                                 |                |                                                 |
|---------------------|-------------------------------------------------|----------------|-------------------------------------------------|
| <b>ACSDA</b>        | Alameda County Special Districts Association    | <b>DSRSD</b>   | Dublin San Ramon Services District              |
| <b>ACWA</b>         | Association of California Water Agencies        | <b>DTSC</b>    | Department of Toxic Substances Control          |
| <b>AIR DISTRICT</b> | Bay Area Air District (fmr. BAAQMD)             | <b>EBDA</b>    | East Bay Dischargers Authority                  |
| <b>AQPI</b>         | Advanced Quantitative Precipitation Information | <b>EBRPD</b>   | East Bay Regional Park District                 |
| <b>AMP</b>          | Asset Management Plan                           | <b>EIS/EIR</b> | Environmental Impact Statement/Report           |
| <b>ANPRM</b>        | Advanced Notice of Proposed Rulemaking          | <b>EPA</b>     | United States Environmental Protection Agency   |
| <b>BACC</b>         | Bay Area Chemical Consortium                    | <b>FOG</b>     | Fats, Oils and Grease                           |
| <b>BACWA</b>        | Bay Area Clean Water Agencies                   | <b>GASB</b>    | Government Accounting Standards Board           |
| <b>BPA</b>          | Basin Plan Amendment                            | <b>HEPS</b>    | Hayward Effluent Pump Station                   |
| <b>BCDC</b>         | Bay Conservation and Development Commission     | <b>JPA</b>     | Joint Powers Agreement                          |
| <b>BOD</b>          | Biochemical Oxygen Demand                       | <b>LAFCO</b>   | Local Agency Formation Commission               |
| <b>CARB</b>         | California Air Resources Board                  | <b>LAVWMA</b>  | Livermore-Amador Valley Water Management Agency |
| <b>CASA</b>         | California Association of Sanitation Agencies   | <b>LOCC</b>    | League of California Cities                     |
| <b>CBOD</b>         | Carbonaceous Biochemical Oxygen Demand          | <b>MAC</b>     | Managers Advisory Committee                     |
| <b>CDFA</b>         | CA Department of Food & Agriculture             | <b>MCC</b>     | Motor Control Center                            |
| <b>CEC</b>          | Compound of Emerging Concern                    | <b>MCL</b>     | Maximum Contaminant Level                       |
| <b>CEQA</b>         | California Environmental Quality Act            | <b>MDF</b>     | Marina Dechlorination Facility                  |
| <b>CFR</b>          | Code of Federal Regulations                     | <b>MG</b>      | Million Gallons                                 |
| <b>CMMS</b>         | Computerized Maintenance Management System      | <b>MGD</b>     | Million Gallons per Day                         |
| <b>COH</b>          | City of Hayward                                 | <b>MMP</b>     | Mandatory Minimum Penalty                       |
| <b>CPUC</b>         | California Public Utilities Commission          | <b>MOU</b>     | Memorandum of Understanding                     |
| <b>CSL</b>          | City of San Leandro                             | <b>MSS</b>     | Mixed Sea Salt                                  |
| <b>CTR</b>          | California Toxics Rule                          | <b>N</b>       | Nitrogen                                        |
| <b>CVCWA</b>        | Central Valley Clean Water Association          | <b>NACWA</b>   | National Association of Clean Water Agencies    |
| <b>CVSAN</b>        | Castro Valley Sanitary District                 | <b>NBS</b>     | Nature-Based Solutions                          |
| <b>CWA</b>          | Clean Water Act                                 | <b>NGO</b>     | Non-Governmental Organization                   |
| <b>CWEA</b>         | CA Water Environment Association                | <b>NOX</b>     | Nitrogen Oxides                                 |
| <b>DO</b>           | Dissolved Oxygen                                | <b>NPDES</b>   | National Pollutant Discharge Elimination System |
| <b>DPR</b>          | Department of Pesticide Regulation              | <b>NPS</b>     | Non-Point Source                                |

## GLOSSARY OF ACRONYMS

|                  |                                                                                  |               |                                                      |
|------------------|----------------------------------------------------------------------------------|---------------|------------------------------------------------------|
| <b>O&amp;M</b>   | Operations & Maintenance                                                         | <b>SSMP</b>   | Sewer System Management Plan                         |
| <b>OLEPS</b>     | Oro Loma Effluent Pump Station                                                   | <b>SSO</b>    | Sanitary Sewer Overflow                              |
| <b>OLSD</b>      | Oro Loma Sanitary District                                                       | <b>SWRCB</b>  | State Water Resources Control Board                  |
| <b>OMB</b>       | Office of Management and Budget                                                  | <b>TDS</b>    | Total Dissolved Solids                               |
| <b>P</b>         | Phosphorous                                                                      | <b>TIN</b>    | Total Inorganic Nitrogen                             |
| <b>PAHs</b>      | Polynuclear Aromatic Hydrocarbons                                                | <b>TMDL</b>   | Total Maximum Daily Load                             |
| <b>PCBs</b>      | Polychlorinated Biphenyls                                                        | <b>TP</b>     | Total Phosphorus                                     |
| <b>PLC</b>       | Programmable Logic Controller                                                    | <b>TRC</b>    | Total Residual Chlorine                              |
| <b>PFAS</b>      | Per and Polyfluoroalkyl Substances                                               | <b>TSO</b>    | Time Schedule Order                                  |
| <b>POTW</b>      | Publicly Owned Treatment Works                                                   | <b>TSS</b>    | Total Suspended Solids                               |
| <b>QA/QC</b>     | Quality Assurance / Quality Control                                              | <b>UEPS</b>   | Union Effluent Pump Station                          |
| <b>Region IX</b> | Western Region of EPA (CA, AZ, NV & HI)                                          | <b>USD</b>    | Union Sanitary District                              |
| <b>ReNUWIt</b>   | Re-Inventing the Nation's Urban Water Infrastructure Engineering Research Center | <b>UV</b>     | Ultraviolet Treatment                                |
| <b>RFP</b>       | Request For Proposals                                                            | <b>VFD</b>    | Variable Frequency Drive                             |
| <b>RFQ</b>       | Request For Qualifications                                                       | <b>VOCs</b>   | Volatile Organic Compounds                           |
| <b>RMP</b>       | Regional Monitoring Program                                                      | <b>WAS</b>    | Waste Activated Sludge                               |
| <b>RO</b>        | Reverse Osmosis                                                                  | <b>WDR</b>    | Waste Discharge Requirements                         |
| <b>RRF</b>       | Renewal and Replacement Fund                                                     | <b>WEF</b>    | Water Environment Federation                         |
| <b>RWB</b>       | Regional Water Board                                                             | <b>WET</b>    | Whole Effluent Toxicity or Waste Extraction Test     |
| <b>RWQCB</b>     | Regional Water Quality Control Board                                             | <b>WIN</b>    | Water Infrastructure Network                         |
| <b>SBS</b>       | Sodium Bisulfite                                                                 | <b>WLA</b>    | Waste Load Allocation (point sources)                |
| <b>SCADA</b>     | Supervisory Control and Data Acquisition                                         | <b>WPCF</b>   | Water Pollution Control Facility                     |
| <b>SCAP</b>      | Southern California Alliance of POTWs                                            | <b>WQBEL</b>  | Water Quality Based Effluent Limitation              |
| <b>SEP</b>       | Supplementary Environmental Project                                              | <b>WQS</b>    | Water Quality Standards                              |
| <b>SFEI</b>      | San Francisco Estuary Institute                                                  | <b>WRDA</b>   | Water Resource Development Act                       |
| <b>SFEP</b>      | San Francisco Estuary Partnership                                                | <b>WRF</b>    | Water Research Foundation                            |
| <b>SLEPS</b>     | San Leandro Effluent Pump Station                                                | <b>WWTP</b>   | Wastewater Treatment Plant                           |
| <b>SRF</b>       | State Revolving Fund                                                             | <b>WWWIFA</b> | 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 September 17, 2026
- Item No. 6    List of Disbursements for September 2026 – See Item No. FM4
- Item No. 7    Preliminary Treasurer’s Report for September 2026 – See Item No. FM5

### **Recommendation**

Approve Consent Calendar

## **ITEM NO. 5 COMMISSION MEETING MINUTES OF SEPTEMBER 17, 2026**

### **1. Call to Order**

The meeting was called to order at 4:00 pm on Thursday, September 17, 2026, at the Oro Loma Sanitary District, 2655 Grant Avenue, San Lorenzo, CA 94580. At the beginning of the meeting, Chair Boldt relinquished the chair to Vice-Chair Andrews, who assumed the chair and presided over the meeting.

Chair Boldt requested to participate in today's Commission Meeting remotely due to just cause pursuant to AB 2449 with insufficient time to place the proposed action on the posted agenda, pursuant to Govt. Code Section 54954.2 (b)(4).

Chair Boldt stated that he has just cause to attend remotely due to contagious illness that prevents him from attending in person, pursuant to Govt. Code Section 54953.8.3 (c)(2). He also stated that there was no one else in the room over age 18.

Commissioner Kludjian moved to approve the remote participation. The item was seconded by Commissioner Young and carried with the following roll call vote:

Ayes: Young, Kludjian, Johnson, Andrews

Noes: None

### **2. Pledge of Allegiance**

### **3. Roll Call**

|          |                |                                 |
|----------|----------------|---------------------------------|
| Present: | Shelia Young   | Oro Loma Sanitary District      |
|          | Marty Kludjian | Union Sanitary District         |
|          | Ralph Johnson  | Castro Valley Sanitary District |
|          | Dylan Boldt    | City of San Leandro             |
|          | Angela Andrews | City of Hayward                 |

Absent: None

|        |                    |                                 |
|--------|--------------------|---------------------------------|
| Staff: | Jacqueline Zipkin  | East Bay Dischargers Authority  |
|        | Howard Cin         | East Bay Dischargers Authority  |
|        | Juanita Villaseñor | East Bay Dischargers Authority  |
|        | Karen Li           | East Bay Dischargers Authority  |
|        | Erica Gonzalez     | Legal Counsel                   |
|        | David Donovan      | City of Hayward                 |
|        | Alex Ameri         | City of Hayward                 |
|        | Hayes Morehouse    | City of San Leandro             |
|        | Jimmy Dang         | Oro Loma Sanitary District      |
|        | Naomi Lue          | Castro Valley Sanitary District |

### **4. Public Forum**

There were no public comments.

## CONSENT CALENDAR

5. **Commission Meeting Minutes of July 16, 2026**
6. **List of Disbursements for July 2026**
7. **List of Disbursements for August 2026**
8. **Preliminary Treasurer's Report for July 2026**
9. **Preliminary Treasurer's Report for August 2026**

Commissioner Young moved to approve the Consent Calendar. The item was seconded by Commissioner Kludjian and carried with the following roll call vote:

Ayes: Young, Kludjian, Johnson, Boldt, Andrews

Noes: None

## REGULAR CALENDAR

### 10. **General Manager's Report**

The General Manager (GM) discussed the upcoming Restore America's Estuaries 2026 Coastal & Estuarine Summit in San Francisco on September 22 - 25.

### 11. **Report from the Managers Advisory Committee**

The General Manager (GM) reported on the activities of the Managers Advisory Committee, including updates on the Jess Ranch Biosolids Compost Project and on a BACWA workshop on water quality trading for nutrients in the Bay.

### 12. **Report from the Financial Management Committee**

The GM reported on the September 16, 2026, Financial Management Committee meeting. The Committee recommended approval of the July and August disbursements and Preliminary Treasurer's Reports. The Committee supported Commission approval of Item 13, as presented.

### 13. **Motion Authorizing the General Manager to Enter into an Advanced Quantitative Precipitation Information C-Band Cost Reimbursement Agreement with Sonoma County Water Agency and Additional East Bay Agencies**

Commissioner Johnson moved to approve. The item was seconded by Commissioner Young and carried with the following roll call vote:

Ayes: Young, Kludjian, Johnson, Boldt, Andrews

Noes: None

### 14. **Report from the Operations and Maintenance Committee**

The Operations and Maintenance (O&M) Manager and GM reported on the September 15, 2026, O&M Committee meeting and ongoing O&M activities. The O&M Manager reviewed permit compliance data and noted that the HEPS Painting Project is complete. The O&M Manager thanked the City of Hayward Water Department for infrastructure changes made to the Skywest system. The GM provided an update on the Cargill Project. The Committee discussed Item 15, and requested additional information regarding cloud-based alternatives.

**15. Authorize the General Manager to Issue a Purchase Order to R-Computer in the Amount of \$35,600 for a Network Server**

Following a discussion, the Commission directed staff to research cloud-based alternatives to the server purchase and bring the item back for consideration in October. Commissioner Kludjian moved to table the item until the October Commission meeting. The motion to table was seconded by Commissioner Johnson and carried with the following roll call vote:

Ayes: Young, Kludjian, Johnson, Boldt, Andrews

Noes: None

**16. Report from the Regulatory Affairs Committee**

The GM reported on the September 15, 2026, Regulatory Affairs Committee meeting. The GM announced that EBDA received a Silver Award from the National Association of Clean Water Agencies Peak Performance Award program. The Committee reviewed the Water Board's inspection of the Marina Dechlorination Facility (MDF). The O&M Manager and member agency staff were commended for their efforts in preparing for and successfully completing the inspection.

**17. Motion to Approve Revisions to the Authority's Conflict of Interest Code**

The Commission asked that the Authority's jurisdiction be clarified in the Code. Commissioner Kludjian moved to table the item for further review until the next regular meeting. The motion to table was seconded by Commissioner Andrews and carried with the following roll call vote:

Ayes: Young, Kludjian, Johnson, Boldt, Andrews

Noes: None

**18. Items from the Commission and Staff**

Commissioner Kludjian expressed his appreciation for the Oro Loma Sanitary District staff for the Alameda County Special Districts Association (ACSDA) Sunset Tour.

**19. Adjournment**

Vice-Chair Andrews adjourned the meeting at 4:54 pm.

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 October 5, 2026  
2:00 pm**

- 1. BAAD Engineering Program Manager Pilot**
- 2. NPDES Permit Renewal**
  - a. Draft application review**
  - b. San Leandro Integration**
- 3. EBDA Administrative Appeals Policy**
- 4. Biosolids**
  - a. Jess Ranch Composting Facility**
    - i. Debrief of Project Delivery Presentation (3pm)**
    - ii. Air Permitting Study**
    - iii. Additional Next Steps**
      - 1. Project Delivery/Governance**
      - 2. Technical/Cost**
  - b. Montezuma Wetlands Deep Well Injection**
- 5. Nutrients**
  - a. Compliance Schedule Planning and Interim Limits**
  - b. Water Quality Trading**
  - c. First Mile Horizontal Levee Project**
- 6. EBDA Commission Agenda**
- 7. Managers Information Sharing and Networking**

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**ITEM NO. 10**

**FINANCIAL MANAGEMENT COMMITTEE AGENDA**

**Wednesday, October 14, 2026 at 10:00 AM**

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

**Committee Members: Boldt (Chair); Johnson**

- FM1. Call to Order**
- FM2. Roll Call**
- FM3. Public Forum**
- FM4. Disbursements for September 2026**  
(The Committee will review the disbursements.)
- FM5. Preliminary Treasurer's Reports for September 2026**  
(The Committee will review the Treasurer's Report.)
- FM6. Reporting Policy Review**  
(The Committee will review the Policy.)
- FM7. Emergency Reserves Policy Review**  
(The Committee will review the Policy.)
- 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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**Next Scheduled Financial Management Committee  
November 18, 2026 at 10:00 am**

**ITEM NO. FM4 DISBURSEMENTS FOR SEPTEMBER 2026**

Disbursements for the month of September totaled \$438,661.26.

Reviewed and Approved by:

|                                |       |
|--------------------------------|-------|
| _____                          | _____ |
| Dylan Boldt, Chair             | Date  |
| Financial Management Committee |       |

|                      |       |
|----------------------|-------|
| _____                | _____ |
| Jacqueline T. Zipkin | Date  |
| Treasurer            |       |

# EAST BAY DISCHARGERS AUTHORITY

## List of Disbursements

September 2026

| Check #             | Payment Date | Invoice #           | Vendor Name                   | Description                                                         | Invoice Amount    | Disbursement Amount |
|---------------------|--------------|---------------------|-------------------------------|---------------------------------------------------------------------|-------------------|---------------------|
| 10531               | 09/30/2026   | 43435               | ANCHOR QEA, INC               | FIRST MILE PROJECT                                                  | 71,111.22         | 71,111.22           |
| 10528               | 09/15/2026   | 3299                | UNION SANITARY DISTRICT       | UEPS O&M, PG&E, FM MAINTENANCE - JUL                                | 62,800.63         | 62,800.63           |
| 10542               | 09/30/2026   | 042800              | PUMP REPAIR SERVICE           | OLEPS RECYCLED WATER PUMPS REPLACEMENT                              | 37,056.76         | 37,056.76           |
| 10534               | 09/30/2026   | CI-002192           | CITY OF SAN LEANDRO           | MDF O&M, EFFLUENT MONITORING, FM MAINTENANCE - JUL                  | 33,852.46         | 33,852.46           |
| 10540               | 09/30/2026   | 7340                | ORO LOMA SANITARY DISTRICT    | OLEPS O&M, ADMIN BUILDING, SKYWEST - AUG                            | 27,417.92         | 27,417.92           |
| 10530               | 09/15/2026   | 51370               | YORKE ENGINEERING, LLC        | AIR QUALITY FEASABILITY STUDY                                       | 13,404.50         | 13,404.50           |
| 10539               | 09/30/2026   | 92104               | NACWA                         | MEMBERSHIP DUES                                                     | 12,045.00         | 12,045.00           |
| 10518               | 09/15/2026   | 0826-27             | BEECHER ENGINEERING, INC      | ENGR. WO2 - SVCS AS NEEDED - OLEPS ATS DESIGN                       | 11,660.00         | 11,660.00           |
| 10526               | 09/15/2026   | 21607-R             | REGIONAL GOVERNMENT SERVICES  | ACCOUNTING AND ADMINISTRATIVE SERVICES                              | 7,145.10          | 7,145.10            |
| 10527               | 09/15/2026   | 4246-0445-5568-7627 | U.S. BANK                     | PURCHASING CARD EXPENSES                                            | 6,917.46          | 6,917.46            |
| 10519               | 09/15/2026   | 62469               | CALCON                        | UEPS - COMMUNICATIONS ISSUES                                        | 1,699.28          | 6,230.75            |
| 10519               | 09/15/2026   | 62470               | CALCON                        | HEPS - REPLACED RADIO ANTENNA                                       | 1,119.07          |                     |
| 10519               | 09/15/2026   | 62492               | CALCON                        | SKYWEST - REMOVED POND VALVE FROM CONTROLS                          | 725.60            |                     |
| 10519               | 09/15/2026   | 62432               | CALCON                        | OPS CENTER - FIREWALL SITE REVIEW & SCADA BACKUP + MDF - SCADA BACK | 725.60            |                     |
| 10519               | 09/15/2026   | 62433               | CALCON                        | OLEPS - LIGHTING & ELECTRICAL REPAIR                                | 725.60            |                     |
| 10519               | 09/15/2026   | 62429               | CALCON                        | MDF - REPLACED SBS PUMP HOSES                                       | 680.00            |                     |
| 10519               | 09/15/2026   | 62494               | CALCON                        | HEPS - PLC AND COMMUNICATION ISSUES                                 | 555.60            |                     |
| 10535               | 09/30/2026   | EA08-0726           | EOA, INC                      | CONSULTING SERVICES FOR NPDES PERMIT REISSUANCE                     | 5,731.50          | 5,731.50            |
| 10544               | 09/30/2026   | 21722               | REGIONAL GOVERNMENT SERVICES  | ACCOUNTING AND ADMINISTRATIVE SERVICES                              | 4,016.80          | 4,016.80            |
| 10521               | 09/15/2026   | 52205703            | CITY OF HAYWARD               | EMPLOYEE BENEFIT PROGRAMS - AUG                                     | 1,850.03          | 1,850.03            |
| 10533               | 09/30/2026   | 8492                | CAYUGA INFORMATION SYSTEMS    | IT SERVICES - AUG                                                   | 1,375.00          | 1,375.00            |
| 10525               | 09/15/2026   | 77532               | H.T. HARVEY                   | BIOSOLIDS SUITABILITY ASSESSMENT                                    | 1,249.50          | 1,249.50            |
| 10532               | 09/30/2026   | 743715              | CALTEST ANALYTICAL LABORATORY | LAB TESTING SERVICES                                                | 1,190.36          | 1,190.36            |
| 10537               | 09/30/2026   | 26-Aug              | JACQUELINE ZIPKIN             | REIMBURSABLE EXPENSES                                               | 777.70            | 777.70              |
| 10520               | 09/15/2026   | 8490                | CAYUGA INFORMATION SYSTEMS    | IT SERVICES - JUL                                                   | 605.00            | 605.00              |
| 10522               | 09/15/2026   | 10110000001         | EBMUD                         | MDF WATER & SEWER SERVICE 06/19/26-08/20/26                         | 385.08            | 385.08              |
| 10543               | 09/30/2026   | 22227               | REDWOOD PUBLIC LAW, LLP       | LEGAL SERVICES - THRU AUG 31, 2026                                  | 228.00            | 228.00              |
| 10538               | 09/30/2026   | 12810               | MBC CUSTODIAL SERVICES INC    | JANITORIAL SERVICES - SEP                                           | 208.00            | 208.00              |
| 10541               | 09/30/2026   | 3108026506          | PITNEY BOWES INC              | DIGITAL MAILING SYSTEM QUARTERLY LEASE CHARGE                       | 150.55            | 150.55              |
| 10536               | 09/30/2026   | INV474485           | FLEX TECHNOLOGY GROUP LLC     | COPIER SUPPLIES SHIPPING                                            | 138.77            | 138.77              |
| 10523               | 09/15/2026   | 44777800001         | EBMUD                         | ADMIN WATER SERVICE 03/16/26-07/15/26                               | 116.77            | 116.77              |
| 10524               | 09/15/2026   | INV350432           | FLEX TECHNOLOGY GROUP LLC     | KONICA MINOLTA COPIER USAGE/MAINTENANCE                             | 26.54             | 26.54               |
| 10529               | 09/15/2026   | S2311746.001        | WILLE ELECTRIC SUPPLY CO, INC | MDF LIGHT BULBS                                                     | 52.07             | 21.06               |
| 10529               | 09/15/2026   | S2312111.001        | WILLE ELECTRIC SUPPLY CO, INC | MDF LIGHT BULBS (RETURN CREDIT)                                     | (31.01)           |                     |
| <b>TOTAL CHECKS</b> |              |                     |                               |                                                                     | <b>307,712.46</b> | <b>307,712.46</b>   |

# EAST BAY DISCHARGERS AUTHORITY

## List of Disbursements

September 2026

| Check #                          | Payment Date | Invoice #       | Vendor Name                       | Description                                  | Invoice Amount    | Disbursement Amount |
|----------------------------------|--------------|-----------------|-----------------------------------|----------------------------------------------|-------------------|---------------------|
| <b>ELECTRONIC PAYMENTS</b>       |              |                 |                                   |                                              |                   |                     |
|                                  | 09/24/2026   | 5105948980-0    | PG&E                              | GAS & ELECTRIC SERVICE - AUG                 | 45,441.79         | 45,441.79           |
|                                  | 09/29/2026   | --              | ADP, LLC                          | PAYROLL PERIOD: 9/16-30/2026                 | 30,272.50         | 30,272.50           |
|                                  | 09/14/2026   | --              | ADP, LLC                          | PAYROLL PERIOD: 9/01-15/2026                 | 27,090.41         | 27,090.41           |
|                                  | 09/08/2026   | 100000018397054 | CALPERS                           | HEALTH PREMIUMS - SEP                        | 8,595.82          | 8,595.82            |
|                                  | 09/01/2026   | 100000018359105 | CALPERS                           | PENSION CONTRIBUTION, CLASSIC 8/16 - 31/2026 | 6,207.99          | 6,207.99            |
|                                  | 09/17/2026   | 100000018390733 | CALPERS                           | PENSION CONTRIBUTION, CLASSIC 9/01 - 15/2026 | 6,207.99          | 6,207.99            |
|                                  | 09/01/2026   | 6548327         | MISSION SQUARE                    | DEFERRED COMPENSATION CONTRIBUTION 8/31/2026 | 2,257.45          | 2,257.45            |
|                                  | 09/17/2026   | 6891884         | MISSION SQUARE                    | DEFERRED COMPENSATION CONTRIBUTION 9/15/2026 | 2,257.45          | 2,257.45            |
|                                  | 09/15/2026   | 1003816665      | STATE COMPENSATION INSURANCE FUND | WORKERS COMPENSATION PREMIUM - SEP           | 993.99            | 993.99              |
|                                  | 09/21/2026   | 100000018423112 | CALPERS                           | GASB 68 REPORTS AND SCHEDULES                | 350.00            | 350.00              |
|                                  | 09/24/2026   | CD_001542606    | RINGCENTRAL INC                   | ADMIN OFFICE DIGITAL PHONE SERVICE - SEP     | 209.42            | 209.42              |
|                                  | 09/01/2026   | 100000018359144 | CALPERS                           | PENSION CONTRIBUTION, PEPRA 8/16 - 31/2026   | 203.34            | 203.34              |
|                                  | 09/17/2026   | 100000018390772 | CALPERS                           | PENSION CONTRIBUTION, PEPRA 9/01 - 15/2026   | 203.34            | 203.34              |
|                                  | 09/25/2026   | 61235           | COMPUTER COURAGE                  | WEBSITE HOSTING - SEP                        | 150.00            | 150.00              |
|                                  | 09/18/2026   | 88621           | FOR2FI                            | MDF TELEPHONE SERVICE - SEP                  | 139.69            | 139.69              |
|                                  | 09/03/2026   | 2609032660      | INTERMEDIA.NET INC                | EMAIL EXCHANGE HOSTING - AUG                 | 114.40            | 114.40              |
|                                  | 09/04/2026   | --              | ADP, LLC                          | PAYROLL FEES, 8/16-31/2026                   | 101.30            | 101.30              |
|                                  | 09/18/2026   | --              | ADP, LLC                          | PAYROLL FEES, 9/01-15/2026                   | 101.30            | 101.30              |
|                                  | 09/21/2026   | 6152391193      | VERIZON WIRELESS                  | WIRELESS PHONE SERVICE - AUG                 | 50.62             | 50.62               |
| <b>TOTAL ELECTRONIC PAYMENTS</b> |              |                 |                                   |                                              | <b>130,948.80</b> | <b>130,948.80</b>   |
| <b>TOTAL DISBURSEMENTS</b>       |              |                 |                                   |                                              | <b>438,661.26</b> | <b>438,661.26</b>   |

**ITEM NO. FM5 PRELIMINARY TREASURER'S REPORTS FOR SEPTEMBER 2026**

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 3.91%, while the current 7-day yield for California Asset Management Program (CAMP) is 3.97%. The liquidity of both CAMP and LAIF allows for easy transfers to the checking account to meet the daily cash flow needs.

As of September 30, 2026, the Authority's total cash balance is \$6,370,201. 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 September 30, 2026**

| FUND                   | FUND DESCRIPTION            | BEGINNING<br>CASH BALANCE | DEBITS<br>(INCREASE) | CREDITS<br>(DECREASE) | ENDING<br>CASH BALANCE |
|------------------------|-----------------------------|---------------------------|----------------------|-----------------------|------------------------|
| 12                     | OPERATIONS & MAINTENANCE    | \$ 2,681,842              | \$ 141,450           | \$ 295,770            | \$ 2,527,522           |
| 13                     | PLANNING & SPECIAL STUDIES  | \$ 721,519                | \$ 73,450            | \$ 91,497             | \$ 703,473             |
| 14                     | RECLAMATION O & M (SKYWEST) | \$ 51,760                 | \$ -                 | \$ 2,678              | \$ 49,082              |
| 15                     | BRINE ACCEPTANCE            | \$ 229,217                | \$ 5,865             | \$ -                  | \$ 235,081             |
| 31                     | RENEWAL & REPLACEMENT       | \$ 2,896,599              | \$ 7,161             | \$ 48,717             | \$ 2,855,044           |
| <hr/>                  |                             |                           |                      |                       |                        |
| TOTALS                 |                             | \$ 6,580,937              | \$ 227,926           | \$ 438,661            | 6,370,201              |
| <hr/>                  |                             |                           |                      |                       |                        |
| Ending Balance per STR |                             |                           |                      |                       | \$ 6,370,201           |

Sep-26

# SUPPLEMENTAL TREASURER'S REPORT

| DATE               | DESCRIPTION         | RECEIPT    | DISBURSEMENT | CAMP     | LAIF         | ACCOUNT BALANCE |              |              | TOTAL CASH   |
|--------------------|---------------------|------------|--------------|----------|--------------|-----------------|--------------|--------------|--------------|
|                    |                     |            |              |          |              | FREMONT         | CAMP         | LAIF         |              |
| 08/31/26           | BALANCE             |            |              |          |              | 2,706,740.08    | 2,221,725.10 | 1,652,471.81 | 6,580,936.99 |
| 09/01/26           | DIVIDENDS           | 7,161.16   |              | 7,161.16 |              | 2,706,740.08    | 2,228,886.26 | 1,652,471.81 | 6,588,098.15 |
| 09/01/26           | ELECTRONIC BILL PAY |            | 203.34       |          |              | 2,706,536.74    | 2,228,886.26 | 1,652,471.81 | 6,587,894.81 |
| 09/01/26           | ELECTRONIC BILL PAY |            | 2,257.45     |          |              | 2,704,279.29    | 2,228,886.26 | 1,652,471.81 | 6,585,637.36 |
| 09/01/26           | ELECTRONIC BILL PAY |            | 6,207.99     |          |              | 2,698,071.30    | 2,228,886.26 | 1,652,471.81 | 6,579,429.37 |
| 09/03/26           | ELECTRONIC BILL PAY |            | 114.40       |          |              | 2,697,956.90    | 2,228,886.26 | 1,652,471.81 | 6,579,314.97 |
| 09/04/26           | PAYROLL FEES        |            | 101.30       |          |              | 2,697,855.60    | 2,228,886.26 | 1,652,471.81 | 6,579,213.67 |
| 09/08/26           | ELECTRONIC BILL PAY |            | 8,595.82     |          |              | 2,689,259.78    | 2,228,886.26 | 1,652,471.81 | 6,570,617.85 |
| 09/10/26           | DEPOSIT - CSL       | 214,900.00 |              |          |              | 2,904,159.78    | 2,228,886.26 | 1,652,471.81 | 6,785,517.85 |
| 09/11/26           | FUND TRANSFER       |            |              |          | 2,000,000.00 | 904,159.78      | 2,228,886.26 | 3,652,471.81 | 6,785,517.85 |
| 09/14/26           | PAYROLL             |            | 19,961.58    |          |              | 884,198.20      | 2,228,886.26 | 3,652,471.81 | 6,765,556.27 |
| 09/14/26           | PAYROLL TAX         |            | 7,128.83     |          |              | 877,069.37      | 2,228,886.26 | 3,652,471.81 | 6,758,427.44 |
| 09/15/26           | ELECTRONIC BILL PAY |            | 993.99       |          |              | 876,075.38      | 2,228,886.26 | 3,652,471.81 | 6,757,433.45 |
| 09/15/26           | CHECK DISBURSEMENT  |            | 112,412.42   |          |              | 763,662.96      | 2,228,886.26 | 3,652,471.81 | 6,645,021.03 |
| 09/17/26           | ELECTRONIC BILL PAY |            | 203.34       |          |              | 763,459.62      | 2,228,886.26 | 3,652,471.81 | 6,644,817.69 |
| 09/17/26           | ELECTRONIC BILL PAY |            | 2,257.45     |          |              | 761,202.17      | 2,228,886.26 | 3,652,471.81 | 6,642,560.24 |
| 09/17/26           | ELECTRONIC BILL PAY |            | 6,207.99     |          |              | 754,994.18      | 2,228,886.26 | 3,652,471.81 | 6,636,352.25 |
| 09/18/26           | ELECTRONIC BILL PAY |            | 101.30       |          |              | 754,892.88      | 2,228,886.26 | 3,652,471.81 | 6,636,250.95 |
| 09/18/26           | ELECTRONIC BILL PAY |            | 139.69       |          |              | 754,753.19      | 2,228,886.26 | 3,652,471.81 | 6,636,111.26 |
| 09/21/26           | ELECTRONIC BILL PAY |            | 50.62        |          |              | 754,702.57      | 2,228,886.26 | 3,652,471.81 | 6,636,060.64 |
| 09/21/26           | ELECTRONIC BILL PAY |            | 350.00       |          |              | 754,352.57      | 2,228,886.26 | 3,652,471.81 | 6,635,710.64 |
| 09/24/26           | ELECTRONIC BILL PAY |            | 209.42       |          |              | 754,143.15      | 2,228,886.26 | 3,652,471.81 | 6,635,501.22 |
| 09/24/26           | ELECTRONIC BILL PAY |            | 45,441.79    |          |              | 708,701.36      | 2,228,886.26 | 3,652,471.81 | 6,590,059.43 |
| 09/25/26           | DEPOSIT - CARGILL   | 5,864.50   |              |          |              | 714,565.86      | 2,228,886.26 | 3,652,471.81 | 6,595,923.93 |
| 09/25/26           | ELECTRONIC BILL PAY |            | 150.00       |          |              | 714,415.86      | 2,228,886.26 | 3,652,471.81 | 6,595,773.93 |
| 09/29/26           | PAYROLL             |            | 23,143.66    |          |              | 691,272.20      | 2,228,886.26 | 3,652,471.81 | 6,572,630.27 |
| 09/29/26           | PAYROLL TAX         |            | 7,128.84     |          |              | 684,143.36      | 2,228,886.26 | 3,652,471.81 | 6,565,501.43 |
| 09/30/26           | CHECK DISBURSEMENT  |            | 195,300.04   |          |              | 488,843.32      | 2,228,886.26 | 3,652,471.81 | 6,370,201.39 |
| TRANSACTION TOTALS |                     | 227,925.66 | 438,661.26   | 7,161.16 | 2,000,000.00 |                 |              |              |              |
| ACCOUNT BALANCE    |                     |            |              |          |              | 488,843.32      | 2,228,886.26 | 3,652,471.81 | 6,370,201.39 |
|                    |                     |            |              |          |              | ①               | ②            | ③            |              |

Reconciliation - 9/30/2026

|                               |                        |
|-------------------------------|------------------------|
| ① Fremont Bank Statement      | \$ 686,854.57          |
| Less: Outstanding Checks      | 198,011.25             |
|                               | <u>\$ 488,843.32</u>   |
| ② CAMP Statement              | \$ 2,235,971.19        |
| Less: Accrual Income Dividend | 7,084.93               |
|                               | <u>\$ 2,228,886.26</u> |
| ③ LAIF Statement              | <u>\$ 3,652,471.81</u> |

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 REPORTING POLICY REVIEW**

### **Recommendation**

Provide direction to staff related to any proposed Policy revisions.

### **Strategic Plan Linkage**

3. **Financial:** Develop financial strategies and practice sound fiscal management to ensure wise use of ratepayers' resources.
  - a. Operate EBDA's system efficiently.
  - b. Proactively manage expenditures to stay within adopted budget.
  - c. Identify and manage opportunities for revenue generation.
  - d. Secure grant funding for innovative projects.

### **Background**

It is a Government Finance Officers Association (GFOA) Best Practice to provide timely, complete and accurate financial data to decision makers. In addition, the Government Accounting Standards Board (GASB) states in its first Concept Statement that it "believes that financial reporting plays a major role in fulfilling government's duty to be publicly accountable."

In accordance with these standards and best practices, EBDA adopted a Finance - Reporting Policy in 2019. The policy had previously been contained within the Authority's Finance Policy and Procedure Manual. The Policy outlines the key financial reports published regularly by the Authority.

### **Discussion**

Staff is presenting the Policy for the Committee's review as part of the normal policy review cycle. No revisions are recommended at this time.

**POLICY NUMBER:** 1.4

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**NAME OF POLICY:** Finance - Reporting

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**ADOPTED:** June 20, 2019

**LAST REVIEWED:** October 16, 2025

**LAST REVISED:** June 20, 2019

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**PURPOSE:** The purpose of the Finance - Reporting Policy is to ensure that EBDA fulfills its legal requirements for disclosure of timely and reliable financial data, providing information vital to the ongoing management of Authority business. As part of the internal control process, reporting helps assure that transactions are conducted in accordance with Generally Accepted Accounting Principles and California Government Code requirements. Financial reporting further fulfills the Authority's duty as a government agency to be transparent and publicly accountable.

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**POLICY:** It is the policy of the Authority that the following financial reports are produced and submitted in a timely manner in order to meet the decision-making needs of the Commission and provide transparency to the public.

Annually: Fiscal Year-End Audited Financial Statements  
State Controller's Report of Financial Transactions  
State Controller's Government Compensation of California Report  
Physical Inventory (Renewal and Replacement Fund)  
Expense Reimbursements Over \$100  
CalPERS Valuation of Pension Plan  
CalPERS CERBT OPEB Statement  
Valuation of Retiree Health Benefits (OPEB)

Quarterly: Budget-to-Actual Expense/Revenue Report

Monthly: Treasurer's Report including Schedule of Investments

Periodic: Ad hoc reports as requested by the Commission

The above listing is not meant to be comprehensive, but representative of EBDA's major financial reporting requirements. All financial reports are subject to review by the Commission and other interested parties, and subject to the California Public Records Act.

## **ITEM NO. FM7 EMERGENCY RESERVES POLICY REVIEW**

### **Recommendation**

Provide direction to staff related to any proposed Policy revisions.

### **Strategic Plan Linkage**

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

### **Background**

Starting in 2019, the Authority went through a process of updating its financial policies. The Authority did not have a Reserve Policy, and staff recommended that the Commission consider one, consistent with industry guidelines and best practices. The intent of the Reserve Policy is to ensure that EBDA has immediate access to funds in an emergency.

At that time, several Commissioners noted a preference for retaining funds in the Member Agencies' accounts rather than EBDA's to provide greater flexibility and investment opportunities. After consideration and discussion, the Financial Management Committee recommended that the Authority pursue a "hybrid" approach, whereby Member Agencies would have the option to hold reserve funds for EBDA in their own accounts or to deposit those funds with EBDA.

The resulting EBDA Emergency Reserve Policy was adopted in November 2021. Under the Policy, each Member Agency, as well as LAVWMA, is required to either hold or deposit a defined amount for use by EBDA in an emergency, when expenses exceed EBDA's available funds. The amount was calculated based on the \$1.25M that the EBDA agencies will share responsibility for in the event of a force main failure, however its use would not be restricted to force main repairs. The allocation is based on the fixed cost allocation factors from the Amended and Restated Joint Powers Agreement, which are used for the allocation of capital costs. LAVWMA's allocation is based on its responsibilities under the Amended and Restated Master Agreement.

Though the ultimate costs resulting from a major incident like an earthquake may exceed \$1.25M, the intent is that this amount would likely be sufficient to address short-term expenses, i.e., those incurred within the first 30-60 days following the incident. Within that time, EBDA staff, working with LAVWMA and the EBDA Member Agencies, could develop a plan and timeline for securing the additional funds.

### **Discussion**

The Emergency Reserves Policy's requirements for the Member Agencies and LAVWMA took effect July 1, 2022. Since that time, each of the Member Agencies and LAVWMA have designated an EBDA line item in their own reserve fund rather than depositing funds into an EBDA reserve fund. Per the Policy, Agencies have provided email documentation on an annual basis stating that the reserve funds have been

designated in their annual budgets. The hybrid policy leaves open the possibility of EBDA holding reserve funds in the future if any Member Agency decides it is in their interest.

Staff is presenting the Policy for the Committee's review as part of the normal policy review cycle. No revisions are recommended at this time.

**POLICY NUMBER:** 1.8

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**NAME OF POLICY:** Finance – Emergency Reserves

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**ADOPTED:** November 18, 2021

**LAST REVIEWED:** October 17, 2024

**LAST REVISED:** November 18, 2021

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**PURPOSE:** The purpose of the Finance – Emergency Reserves Policy is to ensure that EBDA will reliably and expeditiously be able to access funds in the event of an emergency.

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**POLICY:** Each member of the EBDA Joint Powers Authority is financially responsible for its share of EBDA's expenses and liabilities, as laid out in EBDA's Amended and Restated Joint Exercise of Powers Agreement (JPA). As such, the Member Agencies serve as a financial backstop for EBDA, and it is key to EBDA's continued efficacy that EBDA be able to efficiently access Member Agency funds in the event of an emergency.

It is the policy of the Authority that each Member Agency and LAVWMA shall retain in its reserves sufficient assets to provide emergency funding to EBDA in the event that the Authority's required expenditures exceed available funds. Such a request may be made, for example, if significant emergency repairs to Authority infrastructure are required as a result of an unforeseen event such as an earthquake.

Section 10(c)(5) of EBDA's Amended and Restated JPA governs "Allocation of Costs of Repairing Failure of the Transport System," and states:

"Depending on the extent of the Failure, it is likely that the Authority will not have sufficient funds in its reserve to pay for the repairs or abandonment and will require funds from the financially responsible Agencies, based on the allocations set forth above, in advance of performing any repair or abandonment. The Authority need not exhaust its reserve before requiring advance payment as described in this subsection."

Similarly, the Amended and Restated Master Agreement with LAVWMA states:

“LAVWMA is responsible for its share of costs for any capital project that is intended to replace or repair any EBDA facility, except those costs specifically associated with UEPS, HEPS and their associated force main sections, as well as facilities owned by the City of San Leandro.”

To ensure that EBDA can rapidly and effectively address a Failure of the Transport System or any other emergency affecting EBDA infrastructure for which expenses exceed available funds, each Member Agency and LAVWMA commits to providing EBDA with access to the Agency’s share of \$1,250,000 within 30 days of the Authority’s request.

Agencies’ shares of the emergency funding shall be derived based on JPA Schedule B (Fixed Costs) as follows:

| Agency Allocations |            |           |            |            |            |
|--------------------|------------|-----------|------------|------------|------------|
| San Leandro        | O.L.S.D.   | C.V.S.D.  | Hayward    | U.S.D.     | LAVWMA     |
| 13.74%             | 19.14%     | 10.30%    | 14.72%     | 42.10%     | 26.10%     |
| \$ 126,923         | \$ 176,806 | \$ 95,146 | \$ 135,976 | \$ 388,899 | \$ 326,250 |

The above allocations govern reserve requirements. Actual costs will be allocated per the appropriate schedule, depending on the asset(s) affected. Revenues from federal or state sources, when available, will also be used to offset Member Agencies’ obligations during an actual emergency.

Each Member Agency shall have the option to:

- a) deposit its share of funds with EBDA to be managed in an Authority reserve fund, or
- b) to clearly identify within their Agency’s capital reserves, a line item for EBDA that is equal to the Agency’s allocation.

The Member Agencies and LAVWMA commit to complying with this Policy on an ongoing basis beginning July 1, 2022. On or by August 1 of each year, each Agency retaining funds in its own accounts shall provide EBDA with a statement confirming that an EBDA line item remains allocated in their reserves.

Agencies that do not comply with this Policy are subject to the conflict resolution remedies identified in the JPA and LAVWMA Master Agreement.

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**ITEM NO. 11**

**OPERATIONS & MAINTENANCE COMMITTEE AGENDA**

**Wednesday, October 14, 2026 at 8:00 AM**

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

**Committee Members: Andrews (Chair); Kludjian**

**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. Authorize the General Manager to Issue a Purchase Order to R-Computer in the Amount of \$35,600 for a Network Server**

(The Commission will consider the item.)

**OM7. Authorize the General Manager to Issue a Change Order to the Purchase Order with Shape Incorporated for Sewage Pumps, Parts, and Service at the Marina Dechlorination Facility in the Amount of \$20,000 for a Total Purchase Order Value of \$45,000**

(The Commission will consider the item.)

**OM8. 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, contact Juanita Villasenor at [juanita@ebda.org](mailto: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.

Agenda Explanation  
East Bay Dischargers Authority  
O&M Agenda  
October 14, 2026

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  
November 17, 2026 at 12:00 pm**

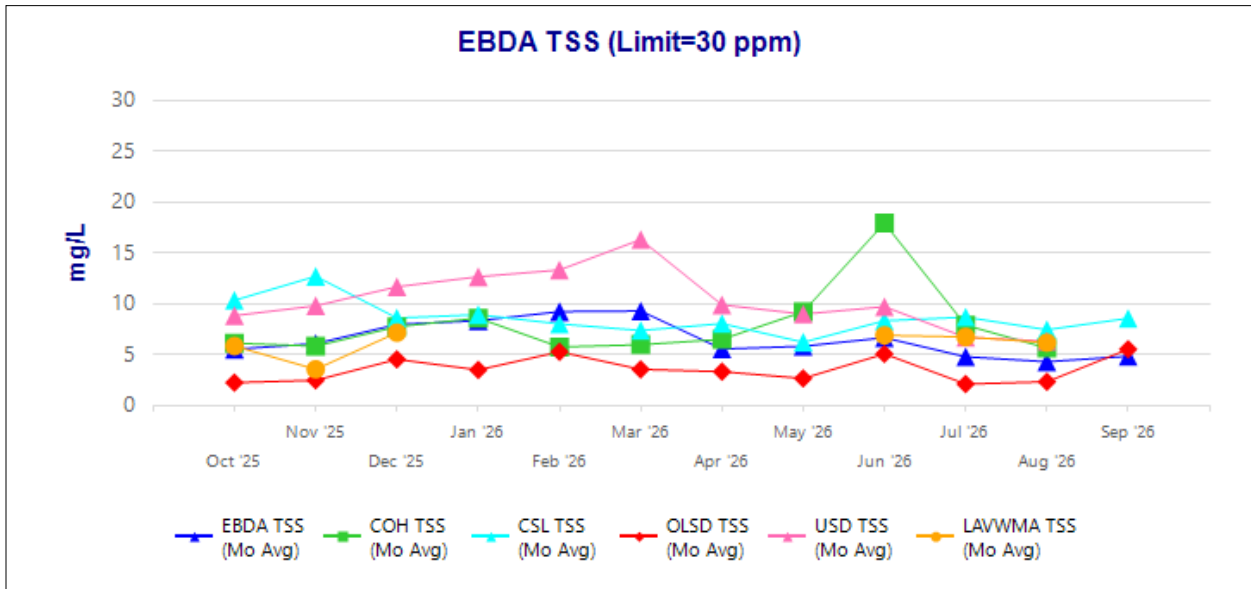
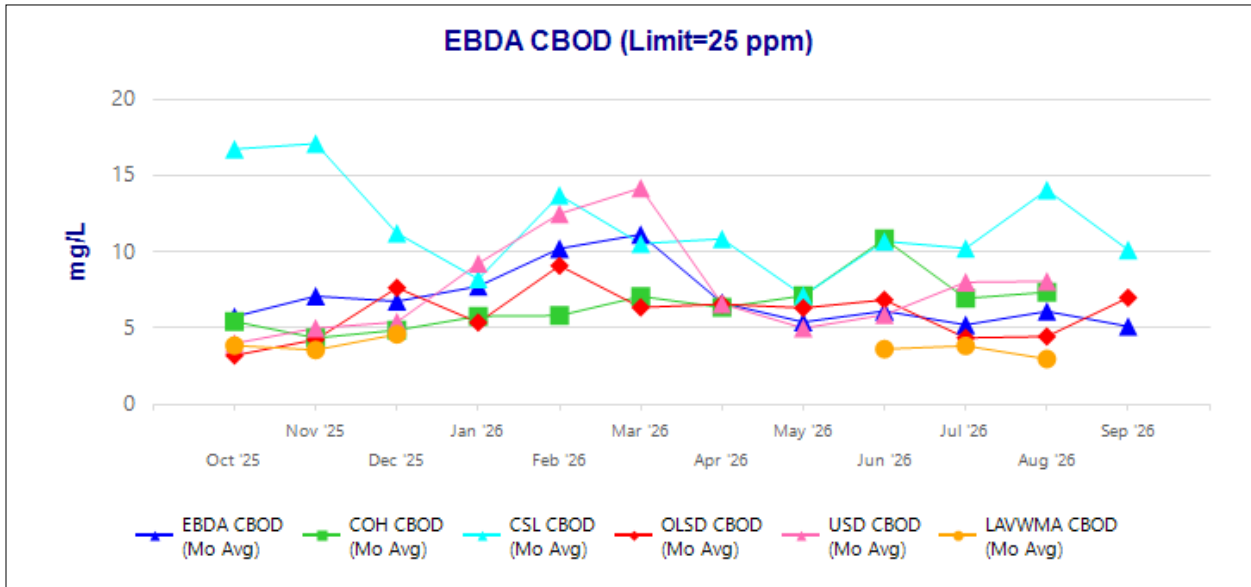
ITEM NO. OM4 EBDA PERMIT COMPLIANCE

Recommendation

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

Discussion

EBDA has continued NPDES 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        |    |
| <b>October 2025 Geomean</b>   | <b>33</b>  | <b>4</b>   |    |
| <b>November 2025 Geomean</b>  | <b>14</b>  | <b>61</b>  |    |
| <b>December 2025 Geomean</b>  | <b>15</b>  | <b>5</b>   |    |
| <b>January 2026 Geomean</b>   | <b>21</b>  | <b>10</b>  |    |
| <b>February 2026 Geomean</b>  | <b>6</b>   | <b>10</b>  |    |
| <b>March 2026 Geomean</b>     | <b>3</b>   | <b>4</b>   |    |
| <b>April 2026 Geomean</b>     | <b>4</b>   | <b>5</b>   |    |
| <b>May 2026 Geomean</b>       | <b>5</b>   | <b>3</b>   |    |
| <b>June 2026 Geomean</b>      | <b>15</b>  | <b>5</b>   |    |
| <b>July 2026 Geomean</b>      | <b>28</b>  | <b>5</b>   |    |
| 8/3/2026                      | 8          | <          | 2  |
| 8/4/2026                      | 33         | <          | 2  |
| 8/5/2026                      | NA         | <          | 2  |
| 8/10/2026                     | 4          |            | 4  |
| 8/11/2026                     | < 2        |            | 6  |
| 8/17/2026                     | 8          |            | 6  |
| 8/18/2026                     | 17         |            | 8  |
| 8/24/2026                     | 4          |            | 2  |
| 8/25/2026                     | 14         | <          | 2  |
| 8/31/2026                     | 4          | <          | 2  |
| <b>August 2026 Geomean</b>    | <b>7</b>   | <b>3</b>   |    |
| 9/1/2026                      | 21         |            | 2  |
| 9/2/2026                      | NA         |            | 4  |
| 9/7/2026                      | 46         |            | 30 |
| 9/8/2026                      | 8          |            | 2  |
| 9/14/2026                     | 4          | <          | 10 |
| 9/15/2026                     | 130        |            | 4  |
| 9/21/2026                     | < 2        |            | 8  |
| 9/22/2026                     | < 2        |            | 4  |
| 9/28/2026                     | 4          |            | 2  |
| 9/29/2026                     | < 2        |            | 4  |
| <b>September 2026 Geomean</b> | <b>8</b>   | <b>5</b>   |    |

## **ITEM NO. OM5 STATUS REPORT**

### **Union Effluent Pump Station (UEPS)**

No change; all equipment is operational.

### **Hayward Effluent Pump Station (HEPS)**

No change; all equipment is operational.

### **Oro Loma Effluent Pump Station (OLEPS)**

#### **Building Sump Upgrade Project**

In late September, GSE Construction Co., Inc. (GSE) completed the OLEPS Building Sump Upgrade Project. This project connected the OLEPS building sump, which previously only discharged into the OLEPS wet wells, to the OLSD treatment plant drain.

The project included replacing the existing sump pump with a new pump, relocating the sump pump electrical outlet, installing a new discharge valve and check valve, and installing a new discharge pipe up and out of the OLEPS basement and across the area to the west of OLEPS approximately 85 feet to the OLSD plant drain.

#### **Conex Storage Container Site Perpetration**

In late September, GSE completed the site preparation for the new OLEPS Conex storage container. Taking advantage of the fact that GSE was at OLEPS digging a trench for the new sump pump discharge line described above, they removed the bushes and completed the installation of a compacted base rock pad for the storage container. Since GSE was also relocating the sump pump electrical outlet in the OLEPS basement, they ran a new electrical conduit alongside the sump pump discharge pipe from OLEPS to the location of the new storage container. Staff is currently in the process of ordering the new Conex storage container. Completing the site preparation now saved the cost of an additional contractor mobilization.

#### **Recycled Water Pump Replacement**

The OLEPS recycled water system provides cooling water for the effluent pump gear drives. In March, the EBDA Commission authorized the General Manager to execute an agreement with Pump Repair Service Company, Inc. (PRS) for replacement of two recycled water pumps at the OLEPS. PRS was the company that replaced these pumps the last time, and the new pumps are an exact match of the old pumps.

In late August, PRS replaced the first of the two pumps. When the first old pump was removed, the threaded rods that secure the pump were found to be extremely rusted and in need of replacement. To meet current earthquake requirements, the old rods will need to be core-drilled out, and new stainless-steel rods need to be epoxied into the concrete pump pads and pump station structure. This work will be completed in the near future.

During the test period for the first new pump, it started making noise, and the pump shaft started to vibrate. PRS was informed of the issue, and they are in communication with the pump manufacturer regarding warranty repair of the pump. EBDA has also requested a quote from the pump manufacturer to epoxy coat the portion of the pumps that are placed in the wet wells if the pumps need to be returned to the manufacturer for repair.

### **Skywest Pump Station**

#### **Recycled Water Production**

During the month of September 2026, the Skywest Recycled Water System operated for one day and produced 0.54 million gallons of recycled water.

### **Marina Dechlorination Facility (MDF)**

Staff recommends approval of the motion in Item No. OM7 to replace the two sewage pumps at MDF.

### **Operations Center**

No change; all equipment is operational.

### **Miscellaneous Items**

#### **Underground Service Alerts**

EBDA received eighteen (18) Underground Service Alert (USA) tickets during the month of September 2026.

### **Special Projects**

#### **Cargill Brine Project**

Cargill is moving forward with a revised project plan that involves lining an existing steel pipeline previously used to transfer jet fuel, and connecting that pipeline to their Newark salt facility, and to EBDA's outfall downstream of MDF. They have officially taken ownership of the southern segment through Newark and Union City from Air Products, and they are continuing to pursue purchase of the northern segment. Cargill also continues to meet with key stakeholders to inform them of their updated plans and engage them for the required agreements that Cargill will need to obtain.

Cargill's overall schedule is currently projected as follows:

- Route Finalization: Now – Nov 2026
- 30% Engineering: Nov 2026 – Feb 2027
  - Design Review: Feb 2027
- 60% Engineering: Mar 2027 – Jun 2027

- Design Review: Jun 2027
- CEQA
  - Kickoff: Late Oct 2026
  - Planning: Nov – Dec 2026
  - Studies: Jan – May 2027
  - Update: May 2027 – early 2028
- Permitting: 2027 – 2028
- Construction: 2029 – 2031

### **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. The last radar in the system – the regional C-band – was installed at Mount Barnabe in Marin County the week of November 10, 2025, and is now fully operational.

The program is currently transitioning from the stewardship of Sonoma Water, which has acted as program manager and grant administrator for the project since its inception, to the Center for Western Weather and Water Extremes (CW3E) at Scripps Institution of Oceanography, UC San Diego, which will operate, maintain, and improve the AQPI system. Local funding by participating agencies will begin in Fiscal Year 2026-2027, with EBDA's share being \$60k annually. Bay Area Clean Water Agencies (BACWA) has agreed to serve as the fiscal agent to invoice and pass through the funds.

CW3E has recently determined that one combined contract can be used to document commitments and responsibilities of CW3E, BACWA, and the participating agencies. A legal subcommittee has been formed with participating agencies' counsels to develop the combined agreement. Staff expects to seek Commission approval for the agreement later this Fall.

**ITEM NO. OM6 AUTHORIZE THE GENERAL MANAGER TO ISSUE A PURCHASE ORDER TO R-COMPUTER IN THE AMOUNT OF \$35,600 FOR A NETWORK SERVER**

**Recommendation**

Approve the Purchase Order (PO).

**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.

**Background**

EBDA's office network currently uses a Microsoft Windows Server 2016, which was purchased in November 2018 for \$8,500. This server is reaching the end of its useful life. Microsoft support, including security updates, will end on January 12, 2027, making the EBDA network vulnerable to security issues. In June 2026, the Commission approved a Renewal and Replacement Fund Project List for FY 2026/2027 that included \$40,000 for the replacement of the office network server.

After comparing pricing from multiple sources to replace the server, staff recommended purchasing components sourced through R-Computer, which has previously provided EBDA with computer hardware. R-Computer's hardware proposal is attached. In addition to the server cost of approximately \$32,000, the proposed PO would include the cost for R-Computer to complete the build and configure the server. Their labor estimate is 10-15 hours at \$240/hour, or a maximum of \$3,600, bringing the PO total to \$35,600. The total project cost, including several hours for EBDA's IT staff at Cayuga to install the server and complete the setup, is approximately \$36,000.

At its September meeting, the O&M Committee requested that staff provide additional analysis of the potential benefits, costs, and risks of moving to a cloud-based system in lieu of replacing the on-premises ("on-prem") server hardware.

**Discussion**

EBDA's server is a foundational component of the agency's local IT infrastructure. It provides:

- Active Directory – authenticates users and manages access to network resources;
- DNS – resolves internal network names and resources;
- DHCP – provides IP addresses and network configuration to devices;
- Print Services – supports network printing; and
- File/Data Storage – provides local access to shared files and other resources.

Cloud-based storage could replace the file-storage function. The remaining services could be hosted on a cloud-based virtual machine.

Two key issues should be considered in weighing the benefits and risks of moving from local infrastructure to cloud systems: business continuity and cybersecurity. For the reasons below, many public agencies, including Oro Loma and Union Sanitary Districts, maintain on-prem servers rather than relying on cloud services.

#### Business Continuity

Moving EBDA's Active directory, DNS, DHCP, and print services to a cloud-based service would make those functions dependent on the Internet. In this configuration, an Internet outage could: (1) prevent users from authenticating to their computers, forcing the use of cached credentials potentially limiting functionality, (2) prevent users from accessing cloud-based resources like data files stored in cloud storage, and (3) prevent users from obtaining DHCP configurations and resolving network names restricting the use of locally hosted services, including accessing local printers.

For business continuity, staff recommends maintaining critical services locally so that EBDA's basic network operations can continue even if the Internet connection is unavailable. Local services also generally provide lower latency and faster access than Internet-based services, which can be important when employees work with large files, databases, accounting applications, and other network resources.

#### Cybersecurity

Maintaining critical services locally also supports EBDA's existing layered cybersecurity approach, which includes network segmentation, firewall protections, controlled external access, and other security measures. Security is applied in layers in order to make it as difficult as possible for a bad actor to gain access. No single security measure can secure an entity's systems. For this reason, EBDA's strategy includes measures like requiring a VPN to access the system, requiring multifactor authentication on the VPN connection, requiring unique user IDs with strong passwords, establishing a DMZ as the final landing point for outside connections, and network segmentation.

Cloud providers offer sophisticated security controls, but cloud storage requires an organization to rely on a third party for protection and availability of its data and systems. While cloud service providers have good intentions and do provide security, hacks and stolen data are still common.

#### Fiscal Impact

Staff estimates that the new local server would have a useful life of approximately six years, so the annual cost of the on-prem approach is \$6000. EBDA's IT consultant contacted the top three Bay Area-hosted server providers, and two responded with pricing for a cloud-system that would meet all of EBDA's needs. The quote from the first provider was \$145 dollars per month, or under \$2000 per year, not including setup. A second provider quoted \$1800 for setup and \$695 per month, or \$10,140 in the first year and \$8,340 in subsequent years.

It should also be noted that EBDA currently uses Remote Data Backups for its backup services. Moving the server environment to the cloud would require EBDA to determine how the cloud environment would be backed up and whether additional backup or storage charges would apply. EBDA would also likely need to identify a new consultant for IT support with the new server, as EBDA's current IT consultant, who is very cost-effective, has indicated that he would not be able to provide support for the cloud-based infrastructure.

Some agencies have bifurcated storage and network functions. If EBDA were to move file storage only to a cloud-based service while maintaining other functions on-prem, R-Computer has quoted \$26,000 for the local server purchase instead of \$32,000. Because most of the cost of the server equipment is related to the network functions rather than file storage, this option does not create significant savings.

#### Summary

For EBDA's current network architecture and operational needs, staff continues to recommend maintaining critical IT services locally to provide greater independence from Internet outages, preserve an additional layer of cybersecurity protection, support business continuity, and avoid introducing unnecessary recurring cloud and backup costs. Cloud computing is an important and increasingly common component of modern IT infrastructure, and EBDA staff will continue to evaluate cloud-based applications where they provide clear operational or financial advantages.

**ITEM NO. OM7 AUTHORIZE THE GENERAL MANAGER TO ISSUE A CHANGE ORDER TO THE PURCHASE ORDER WITH SHAPE INCORPORATED FOR SEWAGE PUMPS, PARTS, AND SERVICE AT THE MARINA DECHLORINATION FACILITY IN THE AMOUNT OF \$20,000 FOR A TOTAL PURCHASE ORDER VALUE OF \$45,000**

**Recommendation**

Approve the change order.

**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.

**Background**

The FY 2025-2026 Renewal and Replacement Fund 31 Project List approved by the Commission included \$100,000 for the Marina Dechlorination Facility (MDF) Sewage Pumps Replacement Project. The project includes replacement of the two sewage pumps, valves, check valves, and piping in the MDF sewage sump pit. The project also includes replacement of the elbows that create a seal between each pump and its discharge line.

**Discussion**

The MDF sewage pumps are Flygt pumps, and Shape Incorporated (Shape) is the sole source Flygt factory service representative and distributor in the area. For the last two fiscal years, EBDA has issued an open Purchase Order (PO) to Shape in the amount of \$25,000 for pumps and parts.

While staff was in the process of scoping the MDF Sewage Pumps Replacement Project, one of the sewage pumps displayed a leakage alarm indicating moisture in the motor. As the result of this alarm, staff decided to purchase one new sewage pump and one new elbow immediately. Flygt only had a couple of pumps in their warehouse that matched the current pumps, and staff determined it was important to secure one since the lead time to manufacture new pumps, if none were available in the warehouse, is 12 to 14 weeks. The cost of one new pump and one new elbow is \$16,162.

Pending approval of this change order, staff will order the second new pump and elbow. Once the new pumps are installed, Shape will pick up the old pumps and take them back to their facility, where they will disassemble and inspect them at no cost. If the pumps can be refurbished for less than half of the cost of a new pump, EBDA will have at least one of the old pumps rebuilt to keep in stock as a spare pump.

The following table summarizes anticipated expenditures under the proposed change order:

|                                                     |                    |
|-----------------------------------------------------|--------------------|
| 1 <sup>st</sup> Pump and Elbow                      | \$16,162           |
| 2 <sup>nd</sup> Pump and Elbow                      | \$16,162           |
| Refurbishment of 1 Pump for use as a spare          | \$6,500 (estimate) |
| Refurbishment of 2 <sup>nd</sup> Pump / Contingency | \$6,176            |
| Total                                               | \$45,000           |



**ITEM NO. 14**

**PERSONNEL COMMITTEE AGENDA**

**Monday, October 12, 2026 at 3:00 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. Administration Manager Succession Plan**  
(The Committee will discuss succession planning.)
- P5. Health and Wellness Program Guidelines**  
(The Committee will review the draft guidelines.)
- P6. Brown Act Review**  
(The Committee will discuss legal counsel's annual review of the Brown Act.)
- P7. Review Commissioner Compensation Policy**  
(The Committee will review the Commissioner Compensation policy.)
- P8. Motion to Approve Revisions to the Authority's Conflict of Interest Code**  
(The Committee will review the revisions to the Conflict of Interest Code.)
- P9. 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 Villaseñor at [juanita@ebda.org](mailto: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.

Agenda Explanation  
East Bay Dischargers Authority  
Personnel Committee  
October 12, 2026

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  
November 16, 2026 at 1:00 pm**

## ITEM NO. P4 ADMINISTRATION MANAGER SUCCESSION PLAN

### Recommendation

Provide direction to staff.

### 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

EBDA's Administration Manager plays a unique role in serving as the Clerk of the Commission, Human Resources (HR) Manager, Payroll Clerk, Management Analyst, Executive Assistant, Administration Lead, Accounting Technician, and liaison to EBDA's contract Finance Manager and Accountant. The current Classification, which was last approved by the Commission in June 2025, is attached for the Committee's background.

EBDA's current Administration Manager has announced her intention to retire at the end of FY 2026/2027. Considering accrued vacation, her last day is expected to be in April 2027. To ensure continuity of service and adequate training in that key position, the FY 2026/2027 Budget approved by the Commission assumes a three-month overlap between a new hire and the retiring Administration Manager.

### Discussion

To ensure that a new Administration Manager can be hired and onboarded in time for the desired overlap, staff is gathering information that will be shared with the Personnel Committee in the coming months. In particular, staff is beginning the process of conducting a Salary Survey to ensure that the position's salary is aligned with comparable positions at other local agencies so that EBDA can attract the best qualified candidate. Because of the position's unique set of responsibilities, the survey, which is being conducted by EBDA staff along with consultant RGS, will include a variety of positions that contain elements of the Administration Manager's duties and that require comparable skills, experience, and responsibility. Compensation for this position was last reviewed in 2021. Since that time, salaries across many Bay Area agencies have increased, and therefore staff expects that an adjustment may be warranted.

Staff proposes the following schedule for the Succession Plan:

|          |                                                                                                                                                                                                      |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October  | <ul style="list-style-type: none"><li>- Discuss overall approach with Personnel Committee (Oct 12)</li><li>- Develop recommended updates to Classification</li><li>- Conduct Salary Survey</li></ul> |
| November | <ul style="list-style-type: none"><li>- Hold special Personnel Committee Meeting (November 16) to review Salary Survey results and proposed updates to Classification and Compensation</li></ul>     |
| December | <ul style="list-style-type: none"><li>- Present proposed updates to Classification and Compensation to the Commission for approval (December 17)</li><li>- Develop job posting</li></ul>             |
| January  | <ul style="list-style-type: none"><li>- Conduct recruitment with the assistance of CVSan's HR staff</li></ul>                                                                                        |
| February | <ul style="list-style-type: none"><li>- Onboard new Administration Manager</li></ul>                                                                                                                 |

## CLASS TITLE: ADMINISTRATION MANAGER

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**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.

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**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

## **ITEM NO. P5 HEALTH AND WELLNESS PROGRAM GUIDELINES**

### **Recommendation:**

Provide direction to staff.

### **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.

### **Background**

Based on Personnel Committee direction, EBDA's adopted 2026/2027 Compensation Plan includes a monthly stipend of up to \$100 to "promote a proactive, preventive approach to the overall well-being of employees." Upon adopting the Compensation Plan with this inclusion, the Commission tasked staff with developing guidelines for use and procedures for approval for the Committee's review.

### **Discussion**

The Authority recognizes that employee health and wellness can contribute to employee engagement, morale, productivity, and overall quality of life. Employees may have different health and wellness needs and interests, and therefore staff recommends a flexible stipend program that allows employees to select activities or services that are meaningful to them.

The attached draft guidelines cover recommended eligibility requirements and payment schedule, and are provided for the Committee's review and input.



**PURPOSE:** The Authority established a Health and Wellness program to encourage employees to participate in activities and services that support physical health, wellness, and healthy lifestyle practices. The program allows employees to select from a list of eligible activities or services that meets their needs and interests. Employees may receive reimbursement qualifying expenses. Participation is voluntary.

The program provides eligible employees with reimbursement for approved health and wellness expenses, subject to the guidelines, limits, and eligibility requirements outlined below.

**ELIGIBILITY:** All regular full-time and part-time employees may participate in the program. To ensure consistent administration, employees are required to submit documentation demonstrating that an expense qualifies under the program. Reimbursement is subject to the established stipend limit. Wellness-related expenses must be for the benefit of the employee.

**REIMBURSEMENT AMOUNT:** Eligible employees may receive reimbursement of up to \$300 per quarter. Unused reimbursement amounts will not carry over to a subsequent fiscal year. Reimbursements are limited to eligible expenses actually incurred by the employee and supported by acceptable documentation.

Eligible expenses may include the following, provided they meet the program requirements:

- Gym, fitness center, or recreation center memberships
- Exercise classes, such as yoga, Pilates, swimming, or group fitness
- Weight loss programs
- Diabetes management
- Nutritionist / Personal trainers
- Smoking cessation programs
- Fitness equipment or Exercise-related supplies
- Health and Wellness / Fitness apps or subscriptions
- Wearables – up to \$300

**SUBMISSION PROCESS:** Employees must complete a Health & Wellness Reimbursement Request form. Employees must provide proof of payment for the eligible expense. Documentation should clearly identify the vendor, date of purchase or service, description of the expense, and amount paid.

**REVIEW AND APPROVAL:** Approved reimbursements will be processed via payroll reimbursement. Documented reimbursements are not taxable income.



**HEALTH AND WELLNESS REIMBURSEMENT REQUEST FORM**  
Employee Health & Wellness Program

Please complete this form and submit it with the required documentation. Reimbursement requests are subject to the eligibility requirements, reimbursement limits, and guidelines of the Health and Wellness Program.

**Employee Name:** \_\_\_\_\_

**Expense Period:** \_\_\_\_\_ to \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_ \$

**Type of Expense:**

- ☐ Gym, fitness center, or recreation center memberships
- ☐ Exercise classes, such as yoga, Pilates, swimming, or group fitness
- ☐ Weight loss programs
- ☐ Diabetes management
- ☐ Nutritionist / Personal trainers
- ☐ Smoking cessation programs
- ☐ Fitness equipment or Exercise-related supplies
- ☐ Health and Wellness / Fitness apps or subscriptions
- ☐ Wearables – up to \$300

**Expense Details:** Attach documentation supporting each expense.

| Date | Vendor/Provider | Description | Amount |
|------|-----------------|-------------|--------|
|      |                 |             |        |
|      |                 |             |        |
|      |                 |             |        |

**Employee Certification:**

I certify that the expenses listed above were actually incurred and paid by me. The expenses submitted are eligible under the Health and Wellness Program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

☐ Approved      Payroll Date: \_\_\_\_\_      Manager: \_\_\_\_\_  
☐ Denied

## ITEM NO. P6 BROWN ACT REVIEW

### Recommendation

Receive and review the foregoing updates to the Brown Act.

### Strategic Plan Linkage

4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.
  - a. Foster partnership between the Commission and staff to jointly achieve EBDA's Mission and Vision.
6. **Internal Collaboration:** Expand cooperation among EBDA Member Agencies to improve economies of scale, reduce duplication of effort, and enhance each Agency's capacity.
  - a. Engage in proactive communication with Commission and Managers Advisory Committee (MAC).

### Background

The Ralph M. Brown Act ("Brown Act" or "Act") (Gov. Code section 54950 et seq.), governs the public's rights to attend and participate in meetings of local legislative bodies, and provides procedural requirements for such meetings. The Brown Act is updated from time to time by the State legislature, or Gubernatorial Orders. The Personnel Committee annually reviews the Ralph M. Brown Act for changes that may affect how EBDA conducts its Committee and Commission meetings.

The Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency be open and public and that all persons be permitted to attend and participate. Beginning in 2021, the California Legislature codified revised standards for remote participation to accommodate teleconferencing as a public health measure during the COVID-19 pandemic; including, but not limited to, Assembly Bill ("AB") 2449 (2022) which authorizes a member of a legislative body to participate in a public meeting remotely if "emergency circumstances" or "just cause" exists. These rules were scheduled to sunset on January 1, 2026.

In anticipation of the expiration of the temporary remote meeting provisions enacted during and after the pandemic, and efforts to modernize open meeting laws and increase access and participation in public meetings, Governor Newsom signed Senate Bill 707 ("SB 707") into law in 2025, which brought extensive updates to the Ralph M. Brown Act. Overall, these requirements imposed a new mandate for public agencies to conduct hybrid meetings that allow the public to view and participate in meetings remotely to increase public accessibility to open meetings. SB 707 also includes specific measures to be taken to avoid potential meeting disruptions. In addition, SB 707 created a duty on agencies to ensure open meetings are accessible to non-English speaking populations, as well as any other populations potentially less engaged with the agency's meetings.

It is important to note that not all provisions of SB 707 apply to EBDA. The most significant changes in SB 707 apply only to an “eligible legislative body” as defined by statute. EBDA does not fall within this definition.

On September 18, 2026, Governor Newsom signed Senate Bill SB 1187 (“SB 1187”), which immediately repealed several Brown Act provisions imposed on “eligible legislative bodies” that had been added by SB 707, effective immediately. For larger cities, counties, and special districts, defined as “eligible legislative bodies”, there are additional changes starting July 1, 2026. This memo provides a high-level overview of the changes brought by SB 1187; however, because EBDA does not meet the definition of an “eligible body” under state law, these changes do not impact or apply to EBDA. Additionally, our review identified no other recent update to the Brown Act that impact EBDA’s operations or governance. The summary of this new legislation is provided for informational purposes.

### **Discussion**

The most significant changes brought by SB 707 apply only to an “eligible legislative body” which is defined as any of the following: (1) a city council of a city with a population of 30,000 or more, (2) a board of supervisors of a county, or a city and county, with a population of 30,000 or more, (3) a city council of a city located in a county with a population of 600,000 or more, and (4) a board of directors of large special districts meeting certain thresholds based on boundary areas (entire county), population (over 600,000), number of employees (over 1,000) and/or revenues (in excess of \$4 million). EBDA does not meet this definition under the statute.

The Brown Act as revised by SB 707 required eligible legislative bodies to take specific actions to encourage resident participation in public meetings especially those communities most often underrepresented. The requirements included: (1) providing a system for electronically accepting and fulfilling requests for meeting agendas; and (2) having an accessible internet webpage dedicated to information concerning public meetings and how members of the public may participate, including a link to the page on the agency’s home page translated in several languages. SB 1187 immediately removes some of SB 707’s stricter, harder-to-enforce burdens on larger “eligible” bodies—specifically dropping mandatory agenda translations, dedicated public-meeting web pages, and formal interpretation assistance requirements.

Previously, an eligible legislative body was required to reasonably assist members of the public who wished to translate a public meeting or receive interpretation by mandating physical accommodations, additional time and equipment for interpreters at the meeting location. Now, eligible legislative bodies are no longer required to provide any of these services or assist in interpretation of public meetings upfront to comply with the Brown Act. However, all legislative bodies are still required to meet their obligations under the Americans with Disabilities Act (ADA) or similar state laws.

In addition, eligible legislative bodies were required to translate the agenda into “applicable languages.” These languages are defined as the top three non-English languages spoken by 20% or more of the local population who speak English “less than

very well". This mandate was set to sunset on January 1, 2030. Under SB 1187, these provisions are repealed and no longer apply.

Because EBDA does not meet the definition of an "eligible legislative body" under the statute, the above changes imposed by SB 1187 do not impact or apply to EBDA. Additionally, there are no new laws enacted since the Committee's last review in October of 2025 that significantly impact EBDA.

## **ITEM NO. P7 REVIEW COMMISSIONER COMPENSATION POLICY**

### **Recommendation**

Provide direction to staff.

### **Strategic Plan Linkage**

4. **Sustained Organization:** Sustain a functional, productive, resilient organization to ensure EBDA can strive to achieve its Mission and Vision.

### **Background**

Per the Sanitary District Act of 1923, Commissioners may receive compensation for each day of service in an amount adopted by the Commission. In December 2020, the Commission adopted the Authority's Commissioner Compensation Policy, which governs the daily compensation rate and the activities that are eligible for compensation. The Policy was revised in May 2023, and again in November 2023 and November 2024. The current rate of compensation, which became effective on January 1, 2024, is \$300. Per the Sanitary District Act, Commissioners are paid per day of service to the Authority, not per meeting, and Commissioner compensation is limited to no more than six (6) days of service in a calendar month.

### **Discussion**

Staff is seeking input from the Commission on whether the daily Commissioner compensation rate should be adjusted, and/or whether any other changes to the Policy are warranted. The current rate of \$300 per day of service may be increased by up to 5% per year over 2 years, with a ceiling of \$330. The following table includes current rates for EBDA's sanitary district members and other local agencies.

Pending feedback from the Committee, staff will bring the Policy back to the Commission for consideration next month. Any rate increase would be effective on January 1 or 60 days from Commission approval, whichever is later.

| <b>BOARD MEMBER COMPENSATION OVERVIEW<br/>SELECTED PUBLIC AGENCIES WITHIN THE REGION</b> |                                    |
|------------------------------------------------------------------------------------------|------------------------------------|
| <b>Agency</b>                                                                            | <b>Stipend Per Compensable Mtg</b> |
| <b>West County Wastewater District</b>                                                   | \$440.00                           |
| <b>Oro Loma Sanitary District</b>                                                        | \$304.75                           |
| <b>East Bay Dischargers Authority</b>                                                    | \$300.00                           |
| <b>Alameda County Water District</b>                                                     | \$290.00                           |
| <b>Castro Valley Sanitary District</b>                                                   | \$275.00                           |
| <b>Las Gallinas Valley Sanitary District</b>                                             | \$252.70                           |
| <b>Union Sanitary District</b>                                                           | \$226.11                           |
| <b>Livermore-Amador Water Management Agency</b>                                          | \$200.00                           |
| <b>Dublin San Ramon Services District</b>                                                | \$195.00                           |
| <b>Fairfield Suisun Sewer District</b>                                                   | \$188.66                           |
| <b>Delta Diablo</b>                                                                      | \$170.00                           |

## **ITEM NO. P8 MOTION TO APPROVE REVISIONS TO THE AUTHORITY'S CONFLICT OF INTEREST CODE**

### **Recommendation**

Approve revisions to the Authority's Conflict of Interest Code.

### **Strategic Plan Linkage**

4. **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.

EBDA's Personnel Committee reviewed draft edits to the Authority's Conflict of Interest Code in July 2026. The most substantive edit concerned filing of Statements of Economic Interests. Effective this year (2026), SB 852 requires that all public officials who direct public investments, including Commissioners and the General Manager, electronically file their Form 700 directly with the California Fair Political Practices Commission (FPPC). The Committee supported the recommended revisions to the Code to clarify this reporting process change and recommended that the Commission consider the revised Code for approval.

At the September 2026 Commission Meeting, Commissioner Kludjian noted that the definition of "jurisdiction" in the Code included all of Alameda County and questioned whether the definition needed to be that broad. Staff and legal counsel were directed to revisit this definition and return to the Commission with any recommended changes.

### **Discussion**

Upon further review, staff recommends striking the footnote defining "jurisdiction" within EBDA's Conflict of Interest Code. Within the existing Code, the term "jurisdiction" is used only once in the policy at Disclosure Category 1 (related to real property interests). It states:

**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 income, business entity income, and business positions held or received during the previous calendar year.

The policy then defines "jurisdiction" as "...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."

As Commissioner Kludjian correctly noted, this definition is likely too broad since the Authority's boundaries do not encompass the entire county. EBDA staff and legal counsel believe the Category as written actually does not require a special definition of this term. "Jurisdiction" carries a commonly accepted meaning, and readers will understand it in context. Leaving it without a special definition will suffice and be understood to the EBDA's general operational and geographic areas.

Also, if the rule defines the term too narrowly, it could be tied to boundaries that later become outdated. By leaving it general, the rule follows whatever territory is established by the controlling agreement (the Joint Powers Agreement or JPA). If the JPA is ever amended and the boundaries change, the rule stays accurate without needing its own amendment. It is also worth noting that EBDA's member agencies use "jurisdiction" in its general sense in their own policies.

The proposed revised Code is attached. The redline version shows the jurisdiction language stricken, as well as the other previously reviewed changes to the 2024 adopted Code. A clean version is also attached.

Upon approval by the Commission, the Code 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<sup>2</sup>, 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 California Fair Political Practices Commission (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).

**CONFLICT OF INTEREST CODE**  
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| <u>Designated Position</u> | <u>Disclosure Category</u> |
|----------------------------|----------------------------|
| Commission Member          | 1                          |
| General Manager            | 1                          |
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**ITEM NO. 16 ITEMS FROM THE COMMISSION AND STAFF**

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

**ITEM NO. 17 ADJOURNMENT**