



BOARD MEETING AGENDA
Monday, March 25, 2013
Regular Meeting - 7:00 P.M.

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

- Motion 4. Minutes of the March 11, 2013, 2013 Board Meeting
Motion to approve the Minutes of March 11, 2013 as submitted.

5. Written Communications

6. Oral Communications
The public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District office at least one working day prior to the meeting). This portion of the agenda is where a member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction that is not on the agenda. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. Oral comments are limited to three minutes per individuals, with a maximum of 30 minutes per subject. Speaker's cards will be available in the Boardroom and are to be completed prior to discussion.

- Information 7. Monthly Operations Report for February, 2013 (to be reviewed by the Budget & Finance Committee).

- Motion 8. This item has been withdrawn.

- Motion 9. Initial Resolution No. 2700 for Annexation No. U-289, City of Fremont Properties Located along Palm Avenue (to be reviewed by the Construction Committee) (AB)

- Motion 10. Authorizing the General Manager to Execute Task Order No. 2 with the Covello Group for Providing Construction Management Services for the Cogeneration Project (to be reviewed by the Construction Committee). (SG)

- Motion 11. Authorizing the General Manager to Execute A Purchase Order Contract with Siemens Industry, Inc. for the Internal Lift Station No. 1 Improvements Project (to be reviewed by the Construction Committee). (SG)

- Motion 12. Reviewing and Approving Budget Policy No. 2015 (to be reviewed by the Budget & Finance Committee). (RAC)
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- Motion 13. Reviewing and Approving Accounting Standards Policy No. 2000 (to be reviewed by the Budget & Finance Committee). (RAC)
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- Motion 14. Adopting Resolution No. 2701, to Treat Employees' Cost-Sharing Contributions Under PERS as Pre-Tax for Income-Tax Purposes (to be reviewed by the Personnel Committee)
-
- Motion 15. Adopting Resolution No. 2702 Implementing Cost-Sharing Contributions under PERS for Non-Represented Employees who are Classic Members. (to be reviewed by the Personnel Committee)
-
- Motion 16. Rescheduling the May 27, 2013 Board of Directors' Meeting.
-
- Motion 17. Proposition 218 Notice to Customers.
-
- Motion 18. Temporary Extension of Employment Contract with General Manager (to be reviewed by the Personnel Committee).
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INFORMATION ITEMS

-
19. Legislative Update for March 2013 (to be reviewed by the Legislative Committee).
-
20. Report on EBDA Commission Meeting of March 21, 2013.
There are no written materials for this item.
-
21. Check Register.
-
22. Committee Meeting Reports *(No Board action is taken at Committee meetings)*:
- Personnel Committee, Tuesday, March 19, 2013 at 4:30 p.m.
 - Construction Committee, Wednesday, March 20, 2013 at 4:00 p.m.
 - Budget & Finance Committee, Thursday, March 21, 2013 at 4:00 p.m.
 - Legislative Committee, Thursday, March 21, 2013 at 5:00 p.m.
-
23. General Manager's Report *(information on recent issues of interest to the Board)*.
-
24. Other Business:
- Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - Scheduling matters for future consideration.

25. Adjournment – The Board will adjourn to a Closed Session to discuss Contract Negotiations with SEIU Local 1021 (Calif. Govt. Code Section 54957.6). Negotiating Team Members Richard Currie, Judi Berzon, Andy Morrison and/or Glenn Berkheimer of IEDA may attend this session.

The Board will then adjourn to the next Regular Board Meeting on April 8, 2013 at 7:00 p.m. in the Boardroom.

The Public is welcome to provide oral comments at Regular and Special Board meetings. Whenever possible, we request that written statements be provided to the District at least one working day prior to the meeting. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board's jurisdiction but not on the agenda, the speaker will be heard at the time "Oral Communications" is scheduled. Oral Communications is limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards are available in the Boardroom and should be completed prior to discussion of the agenda item and handed to the Clerk. The facilities at the District Offices are wheelchair accessible. Any attendee requiring other special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least one working day ahead of the meeting.

THE PUBLIC IS WELCOME TO ATTEND.



**NOTICE OF
COMMITTEE MEETING**

All meetings will be held in the
General Manager's Office

5072 Benson Road
Union City, CA 94587
(510) 477-7500

**BOARD MEETING
March 25, 2013**

Committee Membership:

Budget and Finance	Directors Anjali Lathi and Jennifer Toy
Construction Committee	Directors Tom Handley and Manny Fernandez
Legal/Community Affairs	Directors Anjali Lathi and Pat Kite
Legislative Committee	Directors Pat Kite and Tom Handley
Personnel Committee	Directors Jennifer Toy and Manny Fernandez
Audit Committee	Directors Jennifer Toy and Tom Handley

Personnel Committee. Tuesday, March 19, 2013 at 4:30 p.m.

14. Adopting Resolution No. 2701, to Treat Employees' Cost-Sharing Contributions Under PERS as Pre-Tax for Income-Tax Purposes.
15. Adopting Resolution No. 2702 Implementing Cost-Sharing Contributions under PERS for Non-Represented Employees who are Classic Members.
18. Temporary Extension of Employment Contract with General Manager (to be reviewed by the Personnel Committee).

Construction Committee. Wednesday, March 20, 2013 at 4:00 p.m.

8. This item has been withdrawn.
9. Initial Resolution No. 2700 for Annexation No. U-289, City of Fremont Properties Located along Palm Avenue.
10. Authorizing the General Manager to Execute Task Order No. 2 with the Covello Group for Providing Construction Management Services for the Cogeneration Project.
11. Authorizing the General Manager to Execute A Purchase Order Contract with Siemens Industry, Inc. for the Internal Lift Station No. 1 Improvements Project.

Legislative Cmte., Thursday, March 21, 2013 at 4:00 p.m.

17. Legislative Update for March 2013.

Budget & Finance Committee, Friday, March 22, 2013 at 4:30 p.m.

7. Monthly Operations Report for February, 2013.
12. Reviewing and Approving Budget Policy No. 2015.
13. Reviewing and Approving Accounting Standards Policy No. 2000.

**Committee meetings may include teleconference participation by one or more Directors
(Gov. Code Section 11123).**

*Committee meetings are open to the public; however, only written comments from the public will be considered.
No Board action will be taken.*

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
March 11, 2013**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

PRESENT: Manny Fernandez, Secretary
Tom Handley, Director
Pat Kite, President
Anjali Lathi, Vice President
Jennifer Toy, Director

ABSENT: None

STAFF: Richard Currie, General Manager/District Engineer
Sol Cooper, Mechanic
Richard Cortes, Business Services Manager
Jesse Gill, Technical Support & Customer Services Manager
Sami Ghossain, Capital Improvements Projects Coach
Dave Livingston, Treatment and Disposal Services Manager
Mike Mosley, Instrument Technician/Electrician
David O'Hara, Legal Counsel
Robert Simonich, Fabrication, Maintenance & Construction Manager
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: None

VISITORS: Bob Hoffman, Principal, Carollo Engineers, Inc.

4. **APPROVAL OF THE MINUTES OF FEBRUARY 25, 2013**

Action On a motion made by Director Lathi and seconded by Director Handley, the Minutes of the Board of Directors Meeting of February 25, 2013 were approved. The motion carried unanimously.

5. **WRITTEN COMMUNICATIONS**

There were no official written communications.

6. **ORAL COMMUNICATIONS**

There were no oral communications.

7. **AUTHORIZING THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO TASK ORDER NO. 1 WITH BROWN AND CALDWELL FOR PROVIDING CONSTRUCTION MANAGEMENT SERVICES FOR THE BOYCE ROAD LIFT STATION PROJECT**

TSCS Manager Jesse Gill presented this item. The Amendment to Task order No. 1 is in the amount of \$99,009 for providing construction management services for the Boyce Road Lift Station Project. In November 2010, staff executed an Agreement and Task Order No. 1 with Brown and Caldwell (B&C) in the amount of \$721,171 for providing construction management services for the Boyce Road Lift Station Project (Project). As a result of the unforeseen groundwater issue between June 28, 2011 and January 18, 2012, the Project's Contract Time was extended by a total of two hundred and four (204) calendar days.

The scope of services for Amendment No. 1 to Task Order No. 1 remains unchanged from the original Agreement executed by staff in November 2012. However, during the 204 calendar day delay, additional construction management services were required to provide oversight to work performed to resolve the unforeseen groundwater issue.

Action

On a motion made by Director Handley and seconded by Director Fernandez, the Board authorized the General Manager to execute Amendment No. 1 to Task Order No. 1 with Brown and Caldwell in the amount of \$99,009 for providing construction management services for the Boyce Road Lift Station Project. The motion carried unanimously.

8. **AWARDING THE CONSTRUCTION CONTRACT FOR THE COGENERATION PROJECT**

Mr. Gill also presented this item. The recommendation is that the Board award the construction contract for the Cogeneration Project to D. W. Nicholson Corporation in the amount of \$10,566,358. Funds for the Project have been budgeted in the Renewal and Replacement Fund and the Capacity Fund.

Staff advertised the Project for bids on January 22, 2013. Staff received and opened four (4) bids on February 28, 2013. The four bids came in below the Engineer's Estimate of \$12,330,000. DWN was the apparent low bidder with a bid of \$10,566,358, which is 18% below the Engineer's Estimate. Even though the three highest bids were within 4% of each other and were closer to the Engineer's Estimate, the bidding environment remains competitive and is reflected in DWN's bid.

Additionally, staff submitted an application to the Self-Generation Incentive Program (SGIP). The SGIP provides financial incentives for the installation of new, qualifying self-generation equipment installed to meet all or a portion of the electric energy needs of a facility and is administered by Pacific Gas and Electric. Staff anticipates a grant of approximately \$3.5 million from the SGIP for this Project.

The Project's construction period will be five hundred twenty five (525) calendar days with an estimated completion of all project elements by October 2014. However, the SGIP grant conditions will require the commissioning of the new engine generators within four hundred thirty five (435) calendar days, or July 2014. The Covello Group will provide construction management services.

Action

On a motion made by Director Fernandez and seconded by Director Toy, the Board awarded the construction contract for the Cogeneration Project to D. W. Nicholson Corporation in the amount of \$10,566,358. The motion carried unanimously.

9. **RESOLUTION NO. 2697, AUTHORIZING THE APPLICATION FOR STATE REVOLVING FUND FINANCIAL ASSISTANCE FOR THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT AND DESIGNATING THE TSCS WORK GROUP MANAGER OR HIS DESIGNEE AS THE DISTRICT'S REPRESENTATIVE TO EXECUTE THE FINANCIAL ASSISTANCE APPLICATION FOR A FINANCING AGREEMENT**

Mr. Gill presented this item to the Board. On December 10, 2012 the Board authorized staff by Resolution 2689 to submit an application to the SWRCB for \$10,300,000 for the Project. After the application submission, staff and Carollo Engineers, the design consultant for the Project, revised the scope of the Project to add the demolition and replacement of the existing primary sludge splitter structure. This additional scope significantly improves the layout and access within the new Thickener Area but increases the cost of the project. The District's application package to the State Water Resources Control Board (SWRCB) for SRF financial assistance is being increased to \$12,200,000 for the design and construction of the Thickener Control Building Improvements Project.

The SRF application package requires the District's Governing Body to authorize, by resolution, the application for SRF financial assistance and designate a representative to file the financial assistance application and execute the documents.

Note: After consulting with Legal Counsel, the Board decided to take up Items 9 and 10 together in one vote.

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10. **RESOLUTION NO. 2698, REIMBURSING EXPENDITURES PAID PRIOR TO THE APPROVAL OF THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT STATE REVOLVING FUND FINANCIAL ASSISTANCE BY THE STATE WATER RESOURCES CONTROL BOARD**

The SRF financial assistance program requires the District's governing board to adopt a "Reimbursement Resolution" that would allow the District to incur expenditures on the Thickener Control Building Improvements Project before the approval of the SRF financial assistance application. The "Reimbursement Resolution" meets this requirement and also states the District's intention to be reimbursed by SWRCB for expenditures incurred on the project before the approval of the SRF financial assistance application.

Action

On a motion made by Director Handley and seconded by Director Fernandez, the Board authorized the application for SRF financial assistance for the Thickener Control Building Improvements Project and designated the TSCS Work Group Manager or his designee as the District's representative to execute the financial assistance application for a financing agreement with the SWRCB in an amount not to exceed \$13,400,000; and the Board also adopted Resolution No. 2698, reimbursing expenditures paid prior to the approval of the Thickener Control Building Improvements Project State Revolving Fund financial assistance by the State Water Resources Control Board. The motion carried unanimously.

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11. **RESOLUTION NO. 2699, ACCEPTING THE CONSTRUCTION OF THE CATHODIC PROTECTION IMPROVEMENTS PROJECT FROM AMERICAN CONSTRUCTION AND SUPPLY, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION**

Jesse Gill presented this item. On February 27, 2012, the Board awarded the construction contract for the Cathodic Protection Improvements Project (Project) in the amount of \$236,605 to American Construction and Supply, Inc. (ACS). Staff issued the Notice to Proceed to ACS on April 20, 2012. The 130-day project was scheduled to be complete on August 27, 2012. ACS substantially completed the Project on October 15, 2012. Forty nine (49) days were added to the contract via Change Order No. 1. The District has assumed beneficial use of the cathodic protection systems installed as part of this Project. Two credit change orders were executed for the project, totaling \$8,605 credit to the District.

Action

On a motion made by Director Lathi and seconded by Director Fernandez, the Board accepted the construction of the Cathodic Protection Improvements Project from American Construction and Supply Inc. by Resolution, and authorized the Attorney for the District to file a Notice of Completion with the Alameda County Recorder's Office. The motion carried unanimously.

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12. **AUTHORIZE THE GENERAL MANAGER TO EXECUTE A LICENSE AGREEMENT WITH THE SANTA CLARA VALLEY TRANSPORTATION AGENCY FOR THE KATO ROAD GRADE SEPARATION PROJECT.**

Mr. Gill stated that The Santa Clara Valley Transportation Authority (VTA) and the City of Fremont have initiated the project of extending BART service from Fremont to San Jose. The VTA's Silicon Valley Extension Project involves the construction and installation of tracks within their existing right-of-way to accommodate BART trains from the planned Warm Springs station to a future Milpitas station and Berryessa-San Jose station. The planned alignment crosses Kato Road between Warm Springs Boulevard and Milmont Drive.

To accommodate VTA's project, Kato Road is being lowered under the VTA tracks in order to alleviate traffic congestion and improve safety. Approximately 240 feet of existing 10-inch sewers crossing Kato Road is impacted by the grade separation project and was replaced with approximately 615 feet of new 10-inch sewers. The replacement sewers cross underneath the future BART tracks and the adjacent UPRR tracks, and culminate with a connection back to an existing 24-inch trunk sewer on Kato Road.

The Board approved a cost-sharing agreement with the City of Fremont on April 11, 2011. The City agreed to pay 60% of the sewer relocation design and construction costs and the District would pay 40% of these costs. Staff and legal counsel have reviewed the license agreement and recommend execution by the General Manager.

Action On a motion made by Director Fernandez and seconded by Director Handley, the Board authorized the General Manager to execute a License Agreement with the Santa Clara Valley Transportation Agency for the Kato Road Grade Separation Project. The motion carried unanimously.

13. **REVIEW AND APPROVE POLICY NO. 2920 COMPUTER PURCHASE AND STUDENT LOAN PROGRAM**

Business Services Manager Rich Cortes made this presentation. The Computer Purchase and Student Loan Program provides the opportunity to receive interest free loans for the purchase of approved technology-related equipment and to pay for job-related educational coursework. Minor changes were made to clarify conditions for purchase.

Action On a motion made by Director Lathi and seconded by Director Toy, Policy No, 2920 was approved. The motion carried unanimously.

14. REVIEW AND APPROVE BOARD POLICY # 3060 LETTERS TO MEDIA.

GM Currie presented this item. Board Policy 3060 addresses how individual Board members may communicate with the media depending on whether they are representing the Board of Directors or acting as an individual. The policy requires Board members to obtain approval from a majority of the Board when communicating a position as a representative of the Board. Staff is proposing changes to the policy to reflect that much of today's correspondence is through electronic media.

Director Fernandez stated that this policy does not preclude Board members from acting as individuals.

Director Lathi asked if there was another policy in the District that covers political endorsements, and Mr. Currie replied that there was not. Counsel O'Hara said that as this policy reads now, political endorsements would require prior approval of the Board if one of the Directors identified themselves as a Director of the District.

Director Kite asked Mr. Currie and Mr. O'Hara to check, since endorsements are frequently sought and frequently given.

The Board tabled this item and asked staff to research these concerns and return with this policy at a later date.

15. REVIEW AND APPROVE BOARD POLICY # 3200 BOARDMEMBER REQUESTS FOR INFORMATION

Board Policy #3200 addresses how individual Board members may request information to be provided by staff. The policy also describes the responsibility of the General Manager in responding to those requests. Staff is proposing minor changes to the policy to eliminate redundancy and provide clarification.

Director Handley inquired if requests should come to the GM directly, or to the GM and/or the AGM. Mr. Currie stated he would prefer the requests to come directly to the GM.

Action

On a motion made by Director Toy and seconded by Director Fernandez, the Board adopted the policy and established the next review for 2018. The motion carried unanimously.

16. REVIEW AND APPROVE BOARD POLICY # 4000 REPRESENTATION BY BOARD MEMBERS ON SPECIFIC ISSUES

Board Policy 4000 addresses how individual Board members may be designated to represent the position of the District on a specific issue. It also provides for preparation of a written summary of the Board's position. Staff is proposing minor changes to the policy to provide clarification.

Action On a motion made by Director Fernandez and seconded by Director Handley, the Board adopted the policy. The motion carried unanimously.

INFORMATION ITEMS

17. LEGISLATIVE REPORT FOR MARCH 11, 2013.

GM Currie and Counsel O'Hara made presentations to the Board. GM Currie also announced a workshop for the Board on the Pension Reform Act in either April or May of 2013.

18. CHECK REGISTER

There were no questions from the Board.

19. COMMITTEE MEETING REPORTS

The following Committees met: Personnel, Legislative, Budget & Finance and Construction.

20. GENERAL MANAGER'S REPORT.

An update on the hypochlorite spill: a second hole was dug very close to where the spill occurred, and crews have been pulling quite a bit of water out of the hole with chlorine solution in it, which is being recovered and disposed of at the plant. The sites that are near the perimeter of the property are still not showing signs of chlorine.

There were 127 applicants for the vacant Assistant Storekeeper position.

The web address "unionsanitary.ca.gov" must be approved by the State, so it will probably not happen in time for the Prop. 218 notice, but we are continuing on with that conversion.

San Jose Wastewater Group did a site visit to USD recently to get tips on how we manage our warehouse operation.

There were no spills in February.

Mr. Currie also passed out Prop. 218 Notice drafts, one in a tri-fold and one in a postcard format. Boardmembers are encouraged to comment to Mr. Currie ahead of time, or at the Workshop about the format.

21. OTHER BUSINESS:

Director Lathi reported on her attendance at the CWEA P3S Conference in Napa. One presentation of note was the Healthy Nail Salon Program in San Francisco. And the other was a presentation from a PR firm on how to make wastewater treatment more accessible to consumers.

22. ADJOURNMENT:

The Closed Session to discuss contract negotiations with SEIU Local 1021 was cancelled.

The Board adjourned to a Closed Session to discuss the Deputy General Manager position, and further adjourned to the Proposition 218 Workshop on March 18, 2013 at 6:30 p.m. in the Boardroom, and then to the next Regular Board Meeting on March 25, 2013 at 7:00 p.m. in the Boardroom.

SUBMITTED:

ATTEST:

TOM GRAVES
SECRETARY TO THE BOARD

MANNY FERNANDEZ
SECRETARY

APPROVED:

PAT KITE
PRESIDENT

Adopted this 25th day of March, 2013.



5. Written Communications

3/25/13

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).



6. Oral Communications

3/25/13

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).

Monthly Operations Report

For the Month of

February, 2013

Presented at the March 28, 2013 Board Meeting

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GENERAL MANAGER'S SUMMARY

Below is a summary of major activities that occurred at the District during February 2013.

ODOR COMPLAINTS: There were 2 odor complaints in the collection system, one in Newark and one in Fremont. USD facilities were investigated and no odors were found.

SAFETY: There were two minor accidents during the month. One employee had metal debris in his eye from grinding, despite using proper protective equipment and missed two days of work. A second employee had dirt spray up into his eyes after a hose burst. He had his eyes flushed and returned to work with no lost time.

FINANCIAL: Staff working on preparation of FY14 budget. The Fraud in the Workplace Policy was reviewed by the Audit Committee.

COLLECTION SYSTEM: There were no spills for the month of February. Members of the State Water Board Enforcement group met with several USD staff to discuss best practices in Collection System Maintenance, Asset Management and Planning.

PLANT OPERATIONS: A broken pipe caused a release of chlorine bleach solution underground in the Plant. It appears none has left the plant property. A small leak on the Hayward Marsh supply pipeline (treated effluent) was repaired. An energy audit of the plant was conducted by San Francisco State University.

PROJECTS: The new Cogeneration Facility project is now out for bid. A public information meeting was held on the future work for the Newark Backyard Easement pipeline relocation.

STAFFING & PERSONNEL: A new Electrician and a new Maintenance Assistant began work this month.

G.M. ACTIVITIES: For the month of February, the GM was involved in the following:

- Interview of Deputy GM candidate.
- Meetings at EBDA.
- Preparation for Proposition 218 Notice and FY14 budget.
- Participated in meeting with State Water Board staff.

UPCOMING EVENTS:

- A stakeholders meeting will be held to discuss dredging project at Hayward Marsh.
- Prop 218 Workshop will be held on March 18.
- CASA Legislative Committee March 8.
- GM will be on vacation the week of March 25. Rich Cortes will be acting GM.

HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 30, 2012 to February 22, 2013

DIVISION	Reg. Hours	Lt Duty	O/T	Total Leaves*				Historical FY12				Average Number of Employees	Current Number of Vacant Positions (1)	Hours Worked Per Week Per Employee (2)	Projected Average Annual Sick Leave Per Employee (3)	
				Sick	STD	WC	WC	Sick	STD	WC	WC					
General Manager Staff	3,356		30	804 19%	70 1.7%			66 0.9%					130			
Business Service	24,590		47	4,790 16%	582 2.0%	211 0.7%		974 2.1%	203 0.4%							
Technical Service	34,651		119	7,793 18%	1,633 3.8%	367 0.9%		1,448 2.1%	382 0.6%				3			
Collection System	33,879		2,606	7,111 17%	1,012 2.5%	224 0.5%	122 0.3%	2,133 3.4%	274 0.4%	3,617 5.8%						
Treatment & Disposal	27,884		565	4,636 14%	679 2.1%	144 0.4%		759 1.5%	238 0.5%					34.07		
FMC	21,180		1,444	5,837 22%	884 3.3%	63 0.2%	33 0.1%	1,266 2.9%	236 0.6%	31 0.1%						
Totals	145,540		4,811	30,972	4,858	1,009	155	6,646	1,333	3,665						
%	82.5%		2.7%	17.5%	2.8%	0.6%	0.1%	2.4%	0.5%	1.3%						

(1) Current vacancies include: Business Services (1), Collections (0), FMC (1), T&D (0), TSCS (1)

(2) An employee using 3 weeks vacation, 11 holidays, 2 HEC days and 40 hours of sick leave will work an average of 34.9 hours per week over the course of a year. With four weeks vacation, 34.2 hours per week.

(3) Target goal for sick leave incentive program is 47 hours per employee per year.



ODOR REPORT February 2013

During the recording period from February 01, 2013 through February 28, 2013, there were two odor related service requests received by the District.

City: Fremont

1. Complaint Details:

Date: 2/11/2013

Location: BARTON DR

Wind (from): N/A

Temperature: 60 Degrees F

Time: 11:30 am

Reported By: Herb Cartwright

Wind Speed: N/A mph

Weather: Clear

Response and Follow-up:

Inspected the sewer mains and storm drains in front of the residence and no odors were detected. We relayed our findings to the reporting party and told him to call us back if there are any odors present.

City: Newark

2. Complaint Details:

Date: 2/7/2013

Location: GREENPOINT CT

Wind (from): South West

Temperature: 55 Degrees F

Time: 9:00 am

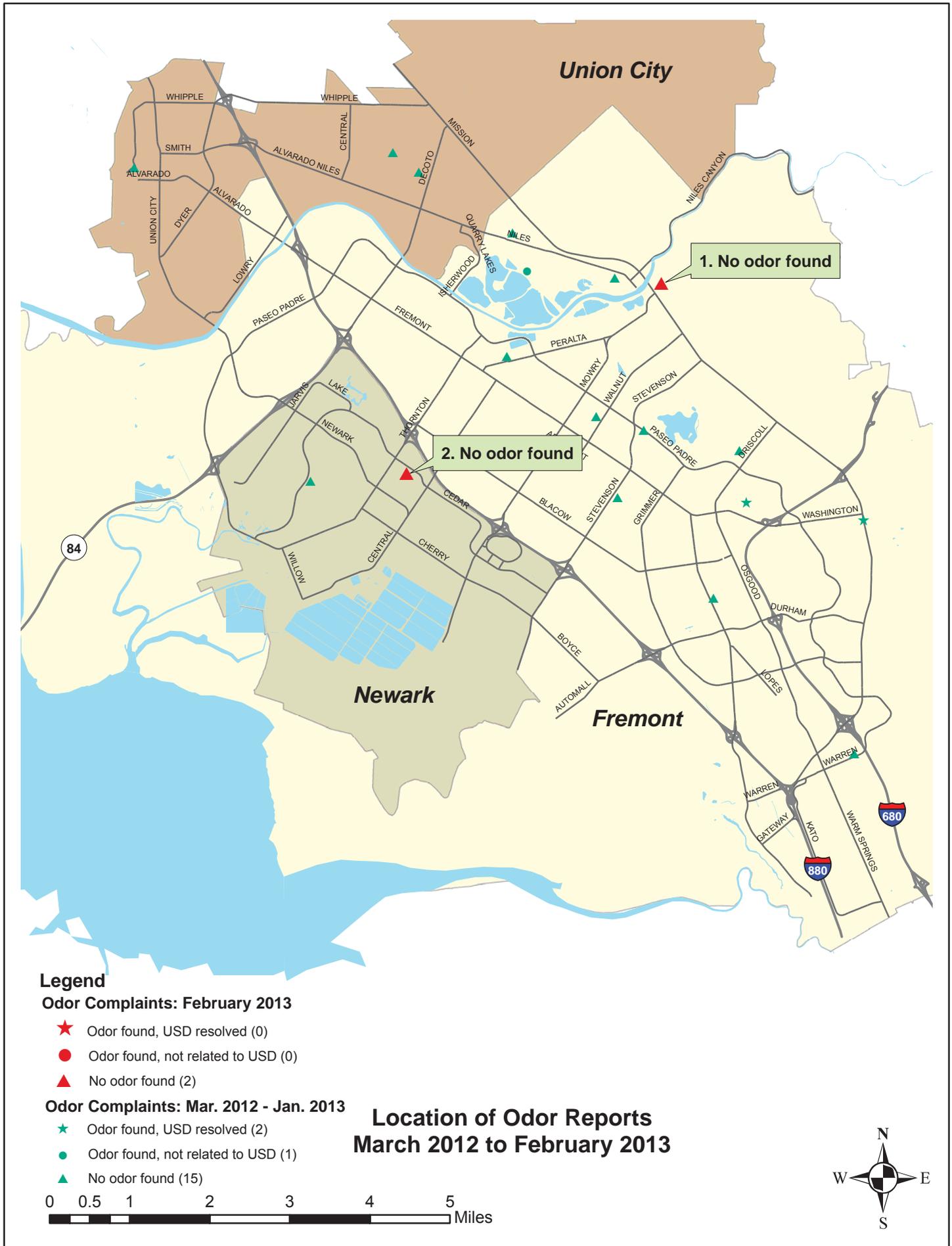
Reported By: Justino Vantelana

Wind Speed: 10 mph

Weather: Cloudy

Response and Follow-up:

We inspected all the manholes leading to the house and at the end of the court. There were no odors detected in any manholes or in the neighborhood. We relayed our findings to the reporting party and gave them the Odor brochure.

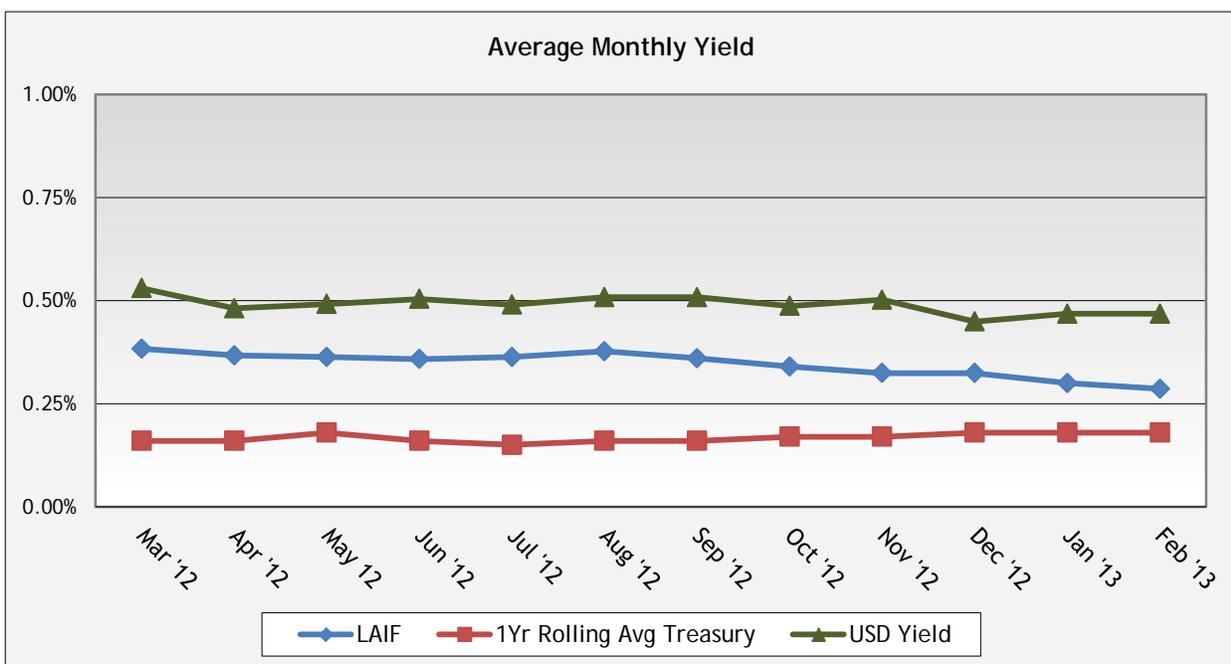


**Business Services Group
Activities Report
February 2013**

- IT closed its 7,000th Helpdesk ticket.
- IT implemented Optimum ESS (Employee Self Service).
- Sr. IT Analyst and Principal Financial Analyst, along with 3 other District employees participated at the Newark Memorial High School Career Fair.
- Sr. IT Analyst served at the ACWD Network Tech interview panel.
- Recruitment for Instrument Tech/Electrician was completed; Dung Lu was hired on 2/26/2013.
- The Quality Coordinator presented 7 Step Problem-solving training to 16 employees.
- The Quality Coordinator began working with Jeremy Lowes (consultant) to study the effect of rising tides on USD assets. Arranged for Jeremy and his associate to tour the Plant, Pump Stations and the Hayward Marsh.
- The Quality Coordinator facilitated the CWEA Leadership Retreat.
- The Quality Coordinator facilitated chartering for the Long-term Staffing Taskforce and helped them plan their work.
- The Quality Coordinator began project to organize and digitize the USD library and to make title searches available through the Portal.
- The Human Resources Administrator attended the BAYWORK workshop on lessons learned from “star utilities.” USD is the only utility in the US or Canada which is a star utility for our Technical Training Program, Leadership School, and Management Succession Planning.
- The Human Resources Administrator and Quality Coordinator developed and presented/facilitated a Leadership School workshop on Leadership Styles and Social Style.
- HR staff participated in a webinar on implementation of the new Pension Reform Act.
- The Human Resources Administrator participated in and coordinated the interview of a Deputy General Manager candidate.

Performance Measures

AVERAGE MONTHLY YIELD



FY 2013 BUDGET AND FINANCE REPORT

Year-to-date as of 2/28/13

67% of year elapsed

**Audited
Last Year
Actuals 6/30/12**

REVENUES

	Budget	Actual	% of Budget Rec'd	
Capacity Fees	\$1,750,000	\$1,485,982	85%	\$2,848,488
Sewer Service Charges	42,387,000	21,302,687	50%	40,630,578
ECB Revenues	725,000	479,414	66%	830,990
Interest	700,000	445,377	64%	631,940
Misc. (incl. annual LAVWMA payment, PG&E rebates)	295,000	212,155	72%	196,367
Subtotal Revenues	\$45,857,000	\$23,925,615	52%	\$45,138,363
SRF Loan Proceeds (Boyce, Prim Clarif, Subst 1)	5,200,000	3,416,086	66%	10,755,247
Total Revenues + SRF Proceeds	\$51,057,000	\$27,341,701	54%	\$55,893,610

EXPENSES

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Projects	\$2,565,000	\$1,369,440	53%	\$3,032,556
Renewal & Repl. Projects	11,048,000	7,141,582	65%	15,580,736
Expenditure Control Budget (ECB)	30,279,646	19,003,324	63%	28,332,356
Non-ECB	927,600	407,946	44%	653,213
Retiree Medical (ARC* + balance transfers)	448,284	285,319	64%	369,269
Vehicle & Equipment	1,279,000	588,783	46%	301,390
Information Systems	1,349,000	361,206	27%	434,297
Plant & Pump Station R&R	250,000	44,719	18%	189,272
Pretreatment Fund	7,000	3,116	45%	9,530
County Fee for SSC Admin.	105,000	52,625	50%	104,948
Debt Servicing:				
State Revolving Fund Loans	4,105,419	2,126,263	52%	3,929,320
Union City Use Permit	0	0	0%	500,000
Total Expenses	\$52,363,949	\$31,384,323	60%	\$53,436,888
Total Revenue & Proceeds less Expenses	(\$1,306,949)	(\$4,042,622)		\$2,456,722

Gross ECB Expenses by Work Group

	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$187,300	\$92,628	49%	\$153,717
General Manager/Admin.	904,500	565,244	62%	848,498
Business Services	4,306,237	2,851,396	66%	4,002,736
Collection Services	5,321,029	3,353,039	63%	4,798,992
Tech Support & Cust. Services	5,005,136	3,177,372	63%	4,708,242
Treatment & Disposal Services	9,349,644	5,925,168	63%	8,974,904
Fabrication, Maint. & Construction	5,205,800	3,038,478	58%	4,845,266
Total	\$30,279,646	\$19,003,324	63%	\$28,332,356

ECB Expenses by Type

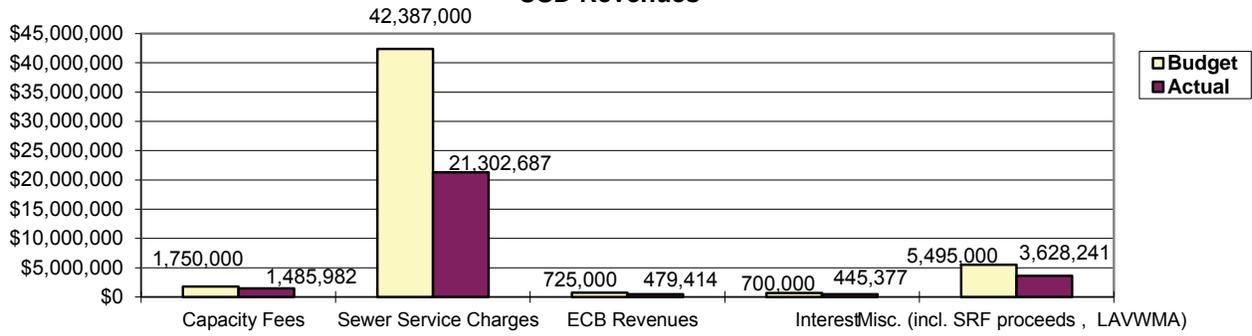
	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$20,483,861	\$13,175,916	64% (69%)**	\$18,900,153
Repairs & Maintenance	2,024,837	1,035,221	51%	1,960,647
Operating Supplies & Mats	2,396,233	1,384,585	58%	2,215,039
Outside Services	5,247,715	3,383,678	64%	5,215,149
Fixed Assets	127,000	23,924	19%	41,367
Total	\$30,279,646	\$19,003,324	63%	\$28,332,356

Some totals are on a cash basis, except for June YTD which is all on a full accrual basis, and consistent with Generally Accepted Accounting Principles (GAAP).

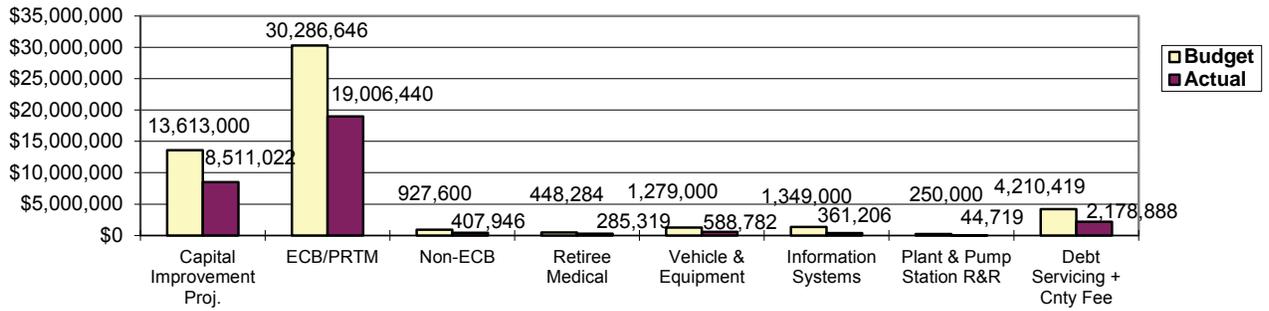
*ARC = Annual Required Contribution

** Personnel Budget Target

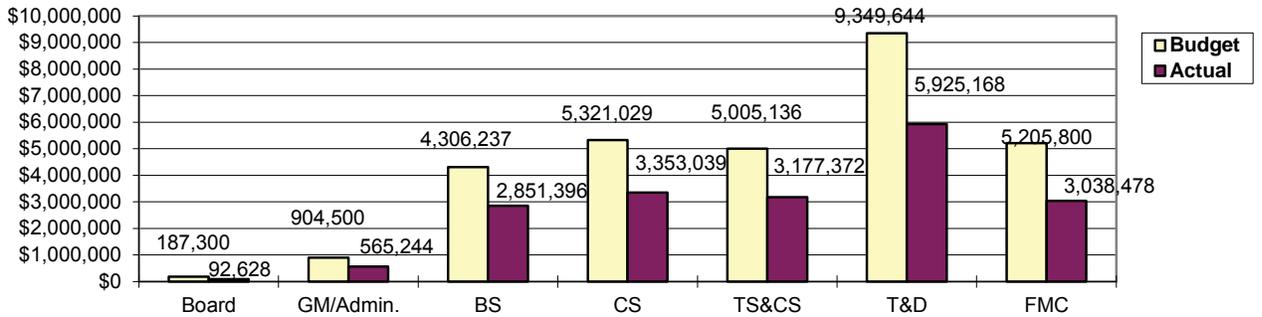
USD Revenues



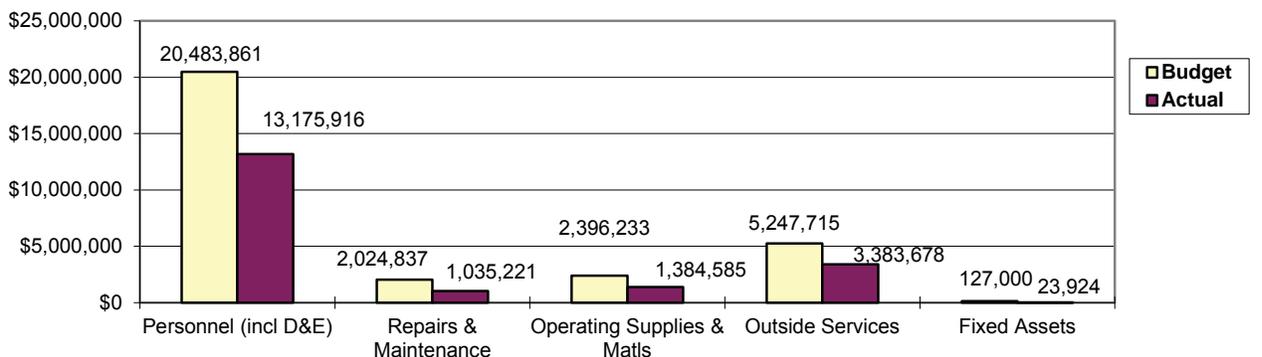
Total USD Expenses



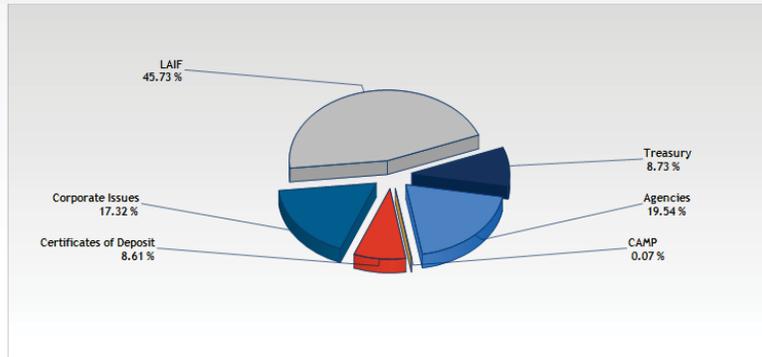
ECB Expenses by Work Group



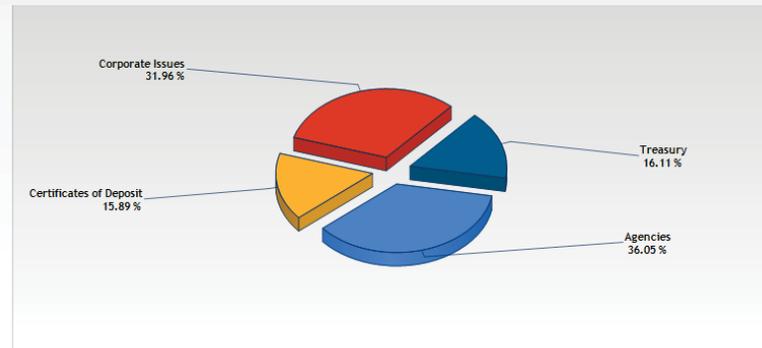
ECB Expenses by Type



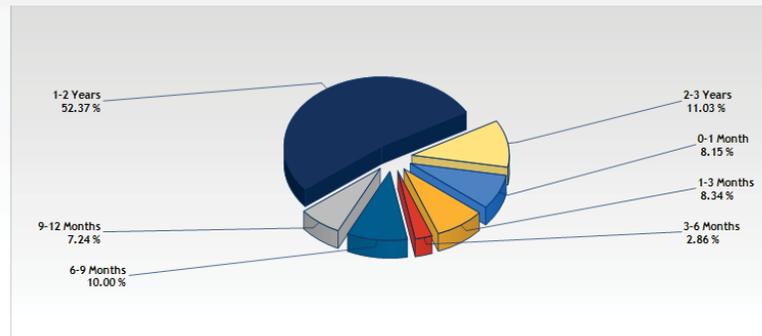
All Portfolio Holdings Distribution by Asset Class



Operating Fund Holdings Distribution by Asset Class



Operating Fund Maturity Distribution



Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
0-1 Month	2,000,000.00	0.811	2,036,740.00	15	8.15	2,001,740.00	2,001,175.05	0.05
1-3 Months	1,985,000.00	0.984	2,085,156.45	60	8.34	1,998,767.20	1,997,715.20	0.17
3-6 Months	705,000.00	0.418	714,778.35	165	2.86	708,391.05	708,038.47	0.46
6-9 Months	2,500,000.00	0.479	2,499,671.90	255	10.00	2,501,155.81	2,499,736.90	0.14
9-12 Months	1,740,000.00	0.582	1,809,840.00	326	7.24	1,798,674.41	1,799,308.57	0.88
1-2 Years	12,900,000.00	0.500	13,090,999.64	523	52.37	13,062,190.83	13,033,733.23	1.42
2-3 Years	2,740,000.00	0.571	2,757,745.00	825	11.03	2,758,722.91	2,756,049.62	2.24
Total / Average	24,570,000.00	0.575	24,994,931.34	425	100	24,829,642.21	24,795,757.04	1.10

Union Sanitary District
Board Report - Holdings
 Report Format: By Transaction
 Group By: Asset Class
Portfolio/Report Group: All Portfolios
As of 2/28/2013

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Agencies											
FHLB 0.4 6/27/2014	313379N47	Moody's- Aaa	6/6/2012	2,000,000.00	1,999,980.00	0.400	2,004,320.00	0.401		6/27/2014	4.34
FHLB 2.375 3/14/2014	3133XWKV0	Moody's- Aaa	3/21/2012	2,000,000.00	2,075,820.00	2.375	2,044,720.00	0.450		3/14/2014	4.50
FNMA 0.42 6/5/2015-13	3135G0SE4	Moody's- Aaa	12/5/2012	2,000,000.00	2,000,000.00	0.420	1,999,180.00	0.420	6/5/2013	6/5/2015	4.34
FNMA 0.5 10/30/2014-13	3135G0KL6	Moody's- Aaa	5/25/2012	2,000,000.00	2,000,000.00	0.500	2,000,480.00	0.500	4/30/2013	10/30/2014	4.34
FNMA 1 5/16/2014-11	31398A6A5	Moody's- Aaa	3/21/2012	925,000.00	934,795.64	1.000	934,472.00	0.505		5/16/2014	2.03
Sub Total / Average				8,925,000.00	9,010,595.64	0.944	8,983,172.00	0.449			19.54
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	33,629.05	33,629.05	0.160	33,629.05	0.160	N/A	N/A	0.07
Sub Total / Average				33,629.05	33,629.05	0.160	33,629.05	0.160			0.07
Certificates of Deposit											
Ally Bank 0.75 5/16/2014	02005QF24	None	5/16/2012	245,000.00	245,000.00	0.750	245,811.37	0.750		5/16/2014	0.53
Apple Bank 0.55 6/6/2014	037830LH7	None	6/6/2012	250,000.00	250,000.00	0.550	250,262.18	0.550		6/6/2014	0.54
BMW Bank 0.35 11/14/2013	05568P2D8	None	12/26/2012	240,000.00	239,676.00	0.350	239,861.52	0.503		11/14/2013	0.52
Discover Bank 0.5 11/21/2013	254671JE1	None	12/26/2012	240,000.00	239,995.90	0.500	240,122.69	0.502		11/21/2013	0.52
Fifth Third Bank 0.4 2/20/2014	316777GL9	None	2/20/2013	240,000.00	240,000.00	0.400	239,739.41	0.400		2/20/2014	0.52

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
GE Capital Retail Bank 0.95 3/16/2015	36157PAU3	None	1/2/2013	240,000.00	240,000.00	0.950	242,746.06	0.950	3/16/2015		0.52
Goldman Sachs Bank 0.75 11/14/2014	38143AU78	None	11/30/2012	240,000.00	240,000.00	0.750	241,382.64	0.750	11/14/2014		0.52
Royal Bank of Canada 2.25 3/15/2013	78009JVK8	Moody's-AA1	12/2/2011	2,000,000.00	2,036,740.00	2.250	2,001,740.00	0.811	3/15/2013		4.42
Sallie Mae Bank 0.75 11/14/2014	795450QK4	None	11/30/2012	240,000.00	240,000.00	0.750	241,382.64	0.750	11/14/2014		0.52
Sub Total / Average				3,935,000.00	3,971,411.90	1.458	3,943,048.51	0.730			8.61
Corporate Issues											
Credit Suisse USA Inc 5.125 1/15/2014	22541LAM5	Moody's-A1	1/2/2013	1,500,000.00	1,569,840.00	5.125	1,558,935.00	0.610	1/15/2014		3.40
General Electric Capital 2.375 6/30/2015	36962G5F7	Moody's-A1	11/30/2012	500,000.00	517,745.00	2.375	516,796.85	0.980	6/30/2015		1.12
General Electric Capital 4.8 5/1/2013	36962G3T9	Moody's-A1	12/22/2011	1,500,000.00	1,574,175.00	4.800	1,510,546.80	1.121	5/1/2013		3.41
JP Morgan Chase 4.75 3/1/2015	46625HCE8	Moody's-A2	1/2/2013	1,000,000.00	1,079,800.00	4.750	1,075,140.00	1.012	3/1/2015		2.34
Principal Life 5.3 4/24/2013	74254PYE6	Moody's-AA3	3/5/2012	485,000.00	510,981.45	5.300	488,220.40	0.562	4/24/2013		1.11
Principal Life Income Fund Var. Corp 11/8/2013	74254PPF3	Moody's-AA3	5/21/2012	2,020,000.00	2,020,000.00	0.473	2,021,171.60	0.473	11/8/2013		4.38
Toyota Motor Credit 1.375 8/12/2013	89233P4H6	Moody's-AA3	2/28/2012	705,000.00	714,778.35	1.375	708,391.05	0.418	8/12/2013		1.55
Sub Total / Average				7,710,000.00	7,987,319.80	3.331	7,879,201.70	0.734			17.32
LAIIF											

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
LAIF LGIP	LGIP1002	None	4/30/2011	21,094,280.03	21,094,280.03	0.286	21,094,280.03	0.286	N/A	N/A	45.73
Sub Total / Average				21,094,280.03	21,094,280.03	0.286	21,094,280.03	0.286			45.73
Treasury											
T-Note 0.375 11/15/2014	912828RQ5	Moodys- Aaa	5/25/2012	2,000,000.00	2,000,624.00	0.375	2,005,000.00	0.362		11/15/2014	4.34
T-Note 1 5/15/2014	912828QM5	Moodys- Aaa	3/21/2012	2,000,000.00	2,024,980.00	1.000	2,019,220.00	0.416		5/15/2014	4.39
Sub Total / Average				4,000,000.00	4,025,604.00	0.689	4,024,220.00	0.389			8.73
Total / Average				45,697,909.08	46,122,840.42	1.078	45,957,551.29	0.443			100

All investment actions executed since the last report have been made in full compliance with the District's Investment Policy.

The District will meet its expenditure obligations for the next six months.

Union Sanitary District
Board Report - Activity
Portfolio/Report Group: All Portfolios
From 1/31/2013 To 2/28/2013

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
BUY								
Fifth Third Bank 0.4 2/20/2014	316777GL9	240,000.00	240,000.00	0.00	0.400	0.400	2/20/2013	240,000.00
Sub Total / Average		240,000.00	240,000.00	0.00				240,000.00
DEPOSIT								
CAMP LGIP	LGIP4000	4.23	4.23	0.00		0.000	1/31/2013	4.23
CAMP LGIP	LGIP4000	4.06	4.06	0.00		0.000	2/28/2013	4.06
LAIF LGIP	LGIP1002	1,100,000.00	1,100,000.00	0.00		0.000	2/4/2013	1,100,000.00
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	2/12/2013	300,000.00
Sub Total / Average		1,400,008.29	1,400,008.29	0.00				1,400,008.29
INTEREST								
Berkshire Hathaway 2.125 2/11/2013-10	084670AU2	0.00	0.00	9,509.38	2.125	0.000	2/11/2013	9,509.38
CAMP LGIP	LGIP4000	0.00	0.00	4.23		0.000	1/31/2013	4.23
CAMP LGIP	LGIP4000	0.00	0.00	4.06		0.000	2/28/2013	4.06
General Electric Capital 5 2/1/2013	369604AY9	0.00	0.00	37,500.00	5.000	0.000	2/1/2013	37,500.00
Principal Life Income Fund Var. Corp 11/8/2013	74254PPF3	0.00	0.00	2,538.51		0.000	2/8/2013	2,538.51
Toyota Motor Credit 1.375 8/12/2013	89233P4H6	0.00	0.00	4,846.88	1.375	0.000	2/12/2013	4,846.88
Sub Total / Average		0.00	0.00	54,403.06				54,403.06
MATURED								
Berkshire Hathaway 2.125 2/11/2013-10	084670AU2	895,000.00	895,000.00	0.00	2.125	0.000	2/11/2013	895,000.00
General Electric Capital 5 2/1/2013	369604AY9	1,500,000.00	1,500,000.00	0.00	5.000	0.000	2/1/2013	1,500,000.00
Sub Total / Average		2,395,000.00	2,395,000.00	0.00				2,395,000.00

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
WITHDRAW								
LAIF LGIP	LGIP1002	500,000.00	500,000.00	0.00	0.00	0.000	2/8/2013	500,000.00
LAIF LGIP	LGIP1002	1,000,000.00	1,000,000.00	0.00	0.00	0.000	2/22/2013	1,000,000.00
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00	0.00	0.000	2/27/2013	300,000.00
Sub Total / Average		1,800,000.00	1,800,000.00	0.00				1,800,000.00

**COLLECTION SERVICES
ACTIVITIES REPORT
January and February 2013**

Progress/Accomplishments

- Completed 145,358 feet of cleaning and 56,722 feet of televising of sewer lines in January
- Completed 130,821 feet of cleaning in and 105,710 feet of televising of sewer lines in February
- Responded to 34 service request calls in January and 26 service request calls in February
- Completed a total of 17 main repairs in January and a total of 12 main repairs in February
- Marked and located all sewer lines (Underground Service Alerts)
- Provided support on the following projects: Boyce Pump Station, I-680 Crossing, Newark Basin Master Plan Update, Hansen 8, Pine St Easement and Plant Shut Downs
- Participated in a CASSE benchmarking meeting
- Continued training of 2 new Collection System Workers
- Conducted recruitment for Acting Leads and Maintenance Assistant
- Attended the BACWA Annual meeting
- Reviewing results of 72 Month Pilot to TV before cleaning, including QAQC of TV work
- Participated on a Recruitment Panel for a Collection System Worker at the Oro Loma Snaitary District.
- Hired a new Maintenance Assistant

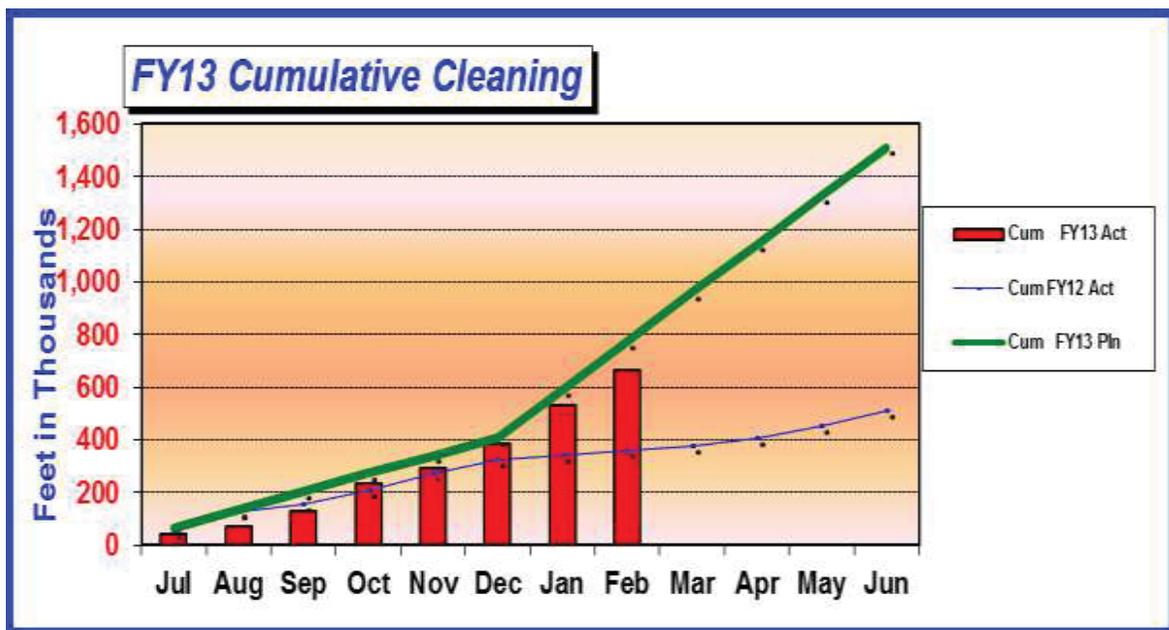
Training for Collections included;

SOP CS101 Trouble Calls, Seven Step Problem Solving, Flagger, Cues CCTV Operation, SOP CS103 SSO Response, SOP CS522 Ladder Use, SOP CS 509 Trench Shoring, Office Safety, and Safety Star Points shared and discussed topics from Safety meeting.

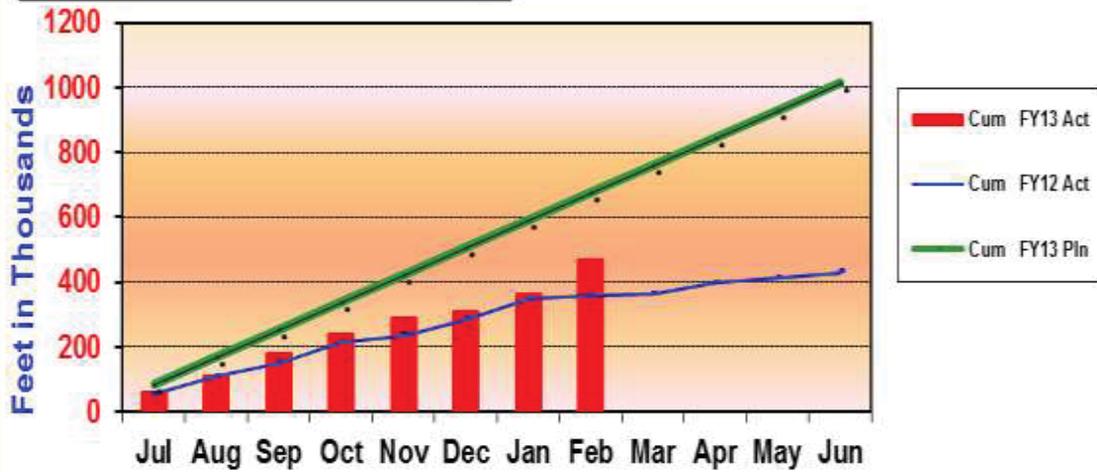
Future Planning

- Continue developing the By-Pass Training Module
- Continue effort of to catch up on 72 Month Cleaning and Inspection PMP

Performance Measures



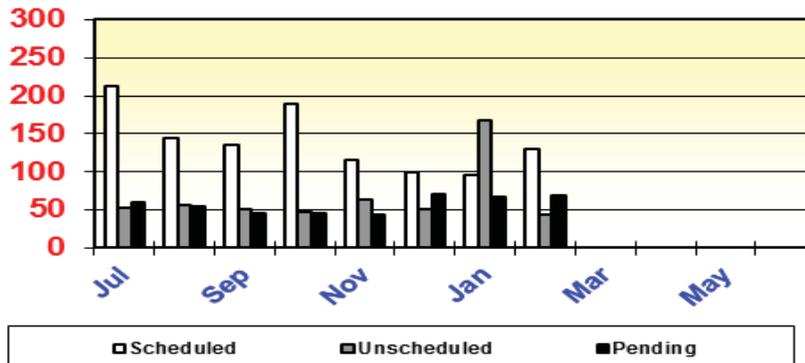
FY13 Cumulative Televising



Other Collection Services Status Data:

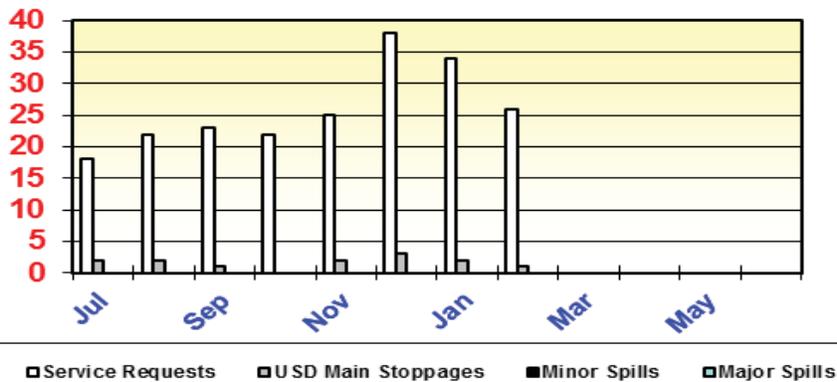
Support Team Work Order Status:

FY13 WORK ORDERS COMPLETED



C/S Maintenance Status:

FY13 STOPPAGES AND OVERFLOWS



**T&D/FMC
Activities Report
February 2013**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits.
- Completed 92% preventive maintenance activities for the month of February.
- Completed 40 corrective maintenance work orders for the month of February.
- Replaced motor in digester gas compressor #2.
- Refurbished scrubber fan #8.
- Repaired motor brake on bar screen #2.
- Conducted wet weather sampling pursuant to the Regional Board 13267 for nutrient data.
- USEPA contractor and the regional Board staff conducted an NPDES audit in January 2013. No deficiencies were found with USD's operations. EBDA provided the follow up correspondence in February 2013.
- USD conducted Pyrethroid sampling in accordance with the CASA pyrethroid study.
- Conducted Semiannual priority pollutant sampling in accordance with NPDES requirements.
- Prepared or assisted in the preparation of annual NPDES reports for EBDA, the Hayward Marsh, and the Old Alameda Creek in January 2013.
- Provided a tour of the Hayward Marsh to new Regional board staff in January 2013.
- Provided a tour of the Hayward Marsh, Treatment Plant and Pump Station to PWA in conjunction with their climate change risk assessment study.
- Participated in a USEPA sponsored energy audit of the treatment plant and associated facilities. A report is expected by June 2013 with recommendations.
- Prepared the required correspondence to the Regional Board to document remediation of a minor pipeline leak near the Hayward Marsh.

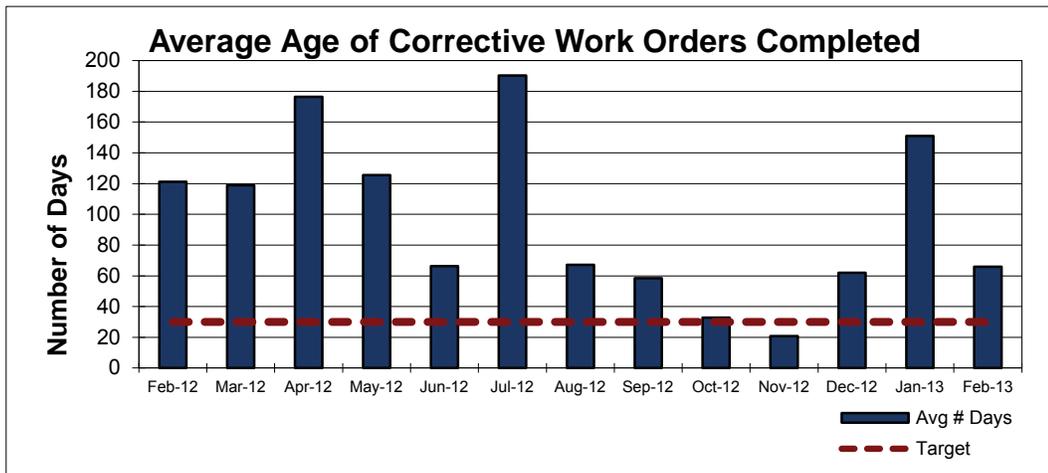
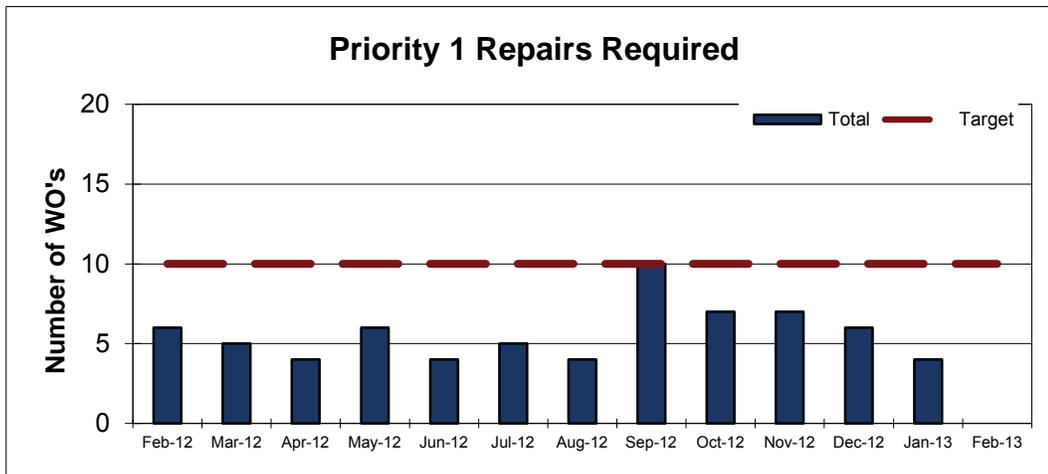
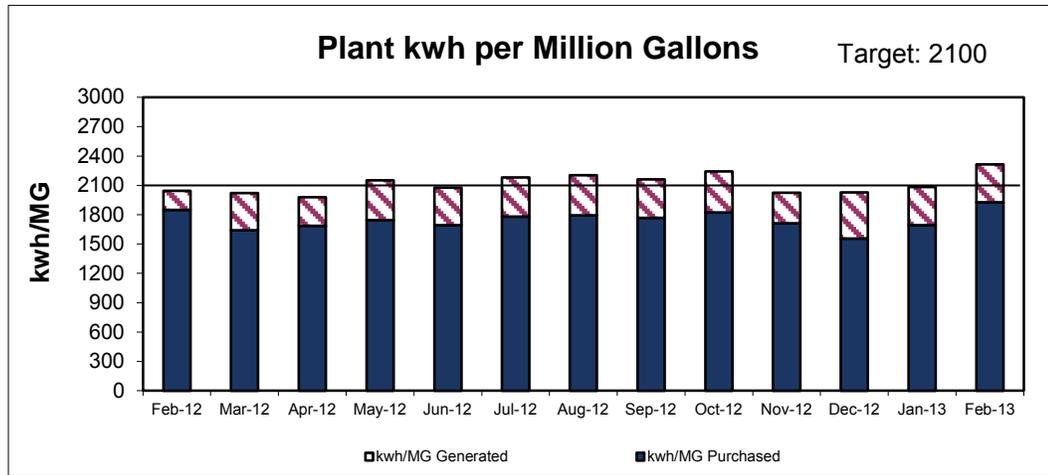
Future Planning

- Refurbish scrubber fan #15.
- Replace centrifuge feed pump #2.
- Overhaul IPS pump #2.

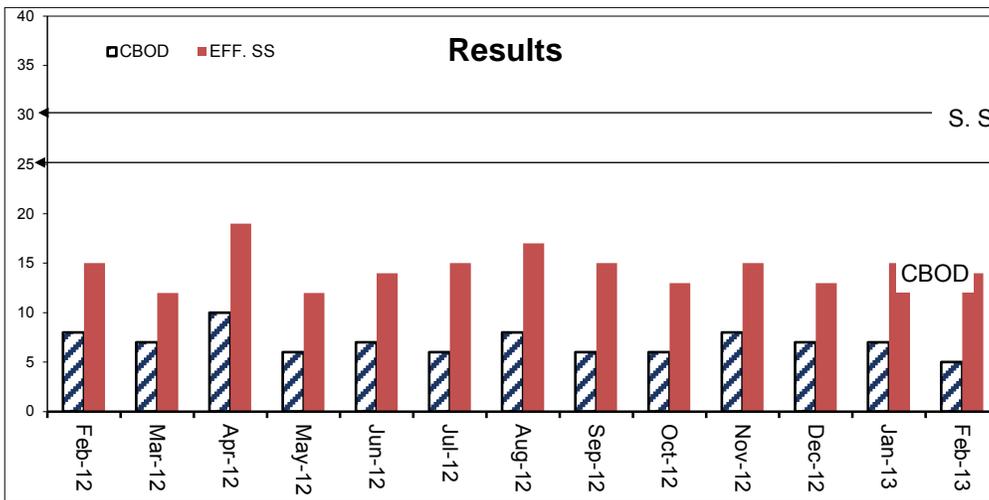
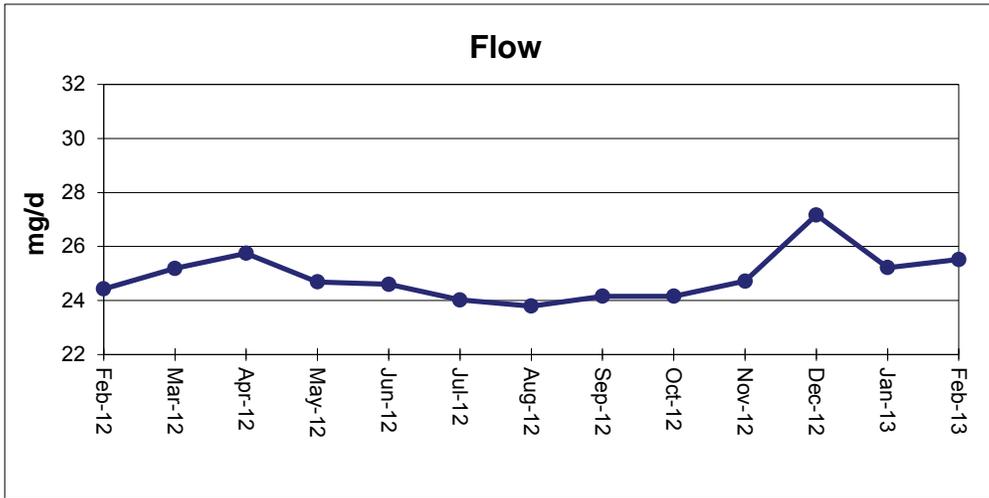
Other

- Co-gen system produced 17.6% of power consumed for the month of February.

Performance Measurements



Operational/NPDES Performance



<u>Parameter</u>	<u>Monthly Average</u>	<u>NPDES Permit Limits</u>
SS	14	30 mg/l
BOD	5	25 mg/l
F. Coliform	10 - 23	500, 5-Day Log Mean
	30 - 70	1100, 90th Percentile
Copper	8.50	78 µg/l
Nickel	3.80	79 µg/l
Mercury	0.004	0.066 µg/l
Cyanide	< 3.00	42 µg/l

**MONTHLY OPERATIONS REPORT FOR THE MONTH OF FEBRUARY 2013
TECHNICAL SUPPORT AND CUSTOMER SERVICE WORK GROUP SUMMARY**

Capital Improvement Program

Boyce Road Lift Station – Installation of HVAC ducting and above-grade electrical conduits has been completed. Pulling and termination of electrical and communication wiring has commenced.

Cast Iron Lining Phase IV – Contract was awarded to Nor-Cal Pipeline on Feb. 25th. Bonds and insurance are in progress. NTP is expected during the week of Mar. 25th.

I-680 @ Sabercat Rd. SS Relocation – Project will be advertised on Mar. 2nd and 12th. Pre-bid meeting and site visit to be held on Mar. 13th. Bids are due on Mar. 27th. Contract award is planned for April 8th and NTP for early May.

Misc. SS Spot Repairs Phase IV – Field work is in progress. Twelve (12) sites are substantially complete. One (1) is currently in progress. One (1) site remains. RFQ's #1 and #2 will be negotiated to extend the contract.

Thickener Nos. 3 and 4 Rehabilitation Project – Thickener No. 3 mechanical equipment installation in progress.

Thickener Control Building Interim Improvements Project – Staff issued the Notice to Proceed to Anderson Pacific on February 28, 2013.

Headworks Improvements Project – Excavation of the new hydrogen peroxide pipeline trench commenced.

RAS Pump Station Piping Improvements Project – Staff issued the Notice to Proceed to Anderson Pacific on February 27, 2013.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

Fremont	Newark	Union City	Total
18	4	1	<u>23</u>

Public Communication and Graphics

Web Updates

- Larry Simmers Award
- Updated stats and frequently asked questions

Press releases

- Larry Simmers and Jose Rodrigues CWEA awards together

Prop 218 letter project preparation

Took Photos at Career Faire Newark High School

Edited and assisted drafting of Strategic Planning article for Fremont Chamber newsletter

Facilitated plant tour for Hayward Interpretive Center staff

Researched info for possible Board email addresses via website

Environmental Compliance

Pollution Prevention Program

# of Dental Inspections	# of School Outreach Events including Sewer Science	# of Plant Tours
8	6	7

Misc. Pollution Prevention (Dental trainings, Plumbing Contractor training, etc.)

Name of Event	Date
None	

Reports (Annual Pollution Prevention, City of Fremont reports, etc.)

Report Name	Date Report Completed and Submitted
None	

Pollution and Prevention

Business Inspected			Illicit Discharge Complaints	Enforcement Actions		
UR	FOG	Total		Type	UR	FOG
74	25	99	0	Verbal Warning	12	8
				Notice of Deficiency	0	0
				Warning Letter	0	11
				Notices of Violation	8	0
				Admin Fine	4	0
				Legal Action	0	0

Industrial

Reports (Annual & Semi-Annual Pretreatment Report, Union City Report, etc.)

Report Name	Date Report Completed and Submitted
Annual Pretreatment Report	2/28/2013

Pending Permits

New Industrial/Groundwater Permits	Groundwater/Temporary
None	

Permits Issued

Company Name	Date Permit Issued
None	

Industrial Closures

Company Name	Date of Closure
None	

Enforcement Action

Violation	IU Name & Nature of Business	City (F, N, UC)	Parameters Violated	Discharge conc. or mass	USD/Fed Limit Violated	Comments
N13-003	Sogo Bakery	N	Oil & Grease Animal/Veg	405 mg/L	300 mg/L Local Limit	IU is required to perform 2 additional self-monitoring samples
WL13-003	MPP-San Jose	N	pH	6.7	pH 7 s.u./ USD	IU is reviewing treatment and documentation protocols.

(1) Warning Letter (WL), Notice of Violation (NOV), Administrative Order (AO), Cease & Desist Order (C&D), Significant Non Compliance (SNC), (EM) Enforcement Meeting

(2) Fremont (F) Newark (N) Union City (UC)

Other - Team training, Special Meetings, Conferences, Special Recognition, IAC (topics)

Activity	Date of Event	Attendees
Ergonomics Training	2/12/2013	Edda, Joe, Jose, Jason
Green Business Dental Working Group Meeting	2/14/2013	Edda

Engineering/Construction

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Feb 2013 Activity
1.	Boyce Road Lift Station – Curtis/Raymond	\$4,591	4/13	90%	92%	Pulling and termination of wiring has commenced.
2.	Cast Iron Lining Phase IV – Chris E.	\$436	7/13	0%	0%	Contract awarded to Nor-Cal Pipeline. NTP week of March 25 th .
3.	Cathodic Protection Improvements – Chris P.	\$236	8/12	100%	100%	Contract Change Orders were executed. Board to accept Project on 3/11
4.	Headworks Improvements Project – Todd	\$1,739	11/13	10%	26%	Hydrogen Peroxide piping trench excavation in progress.
5.	I-680 @ Sabercat Rd. SS Relocation – Chris E.	\$TBD	10/13	0%	0%	Bids due on Wed., March 27 th .
6.	Misc. SS Spot Repairs Phase IV – Chris E.	\$626	3/13	83%	87%	Field work is in progress.
7.	Mission Blvd. @ I-680 (Southern Interchange) SS Relocation – Chris E.	\$1,304	8/12	98%	100%	As-builts under final review. \$25k being withheld.
8.	PLC Replacement Phase 1 – Chris P.	\$540	12/12	100%	100%	Board accepted Project on 2/25. Punch List items completed.
9.	Thickener Control Building Interim Improvements Project – Ric	\$633	10/13	0%	1%	NTP Issued 2/28/13
10	RAS Pump Station Piping Improvements – Todd	\$506	11/13	0%	1%	Notice to Proceed Issued on 2/27/13

11	Thickener Nos. 3 and 4 Rehabilitation – Ric	\$1,489	4/13	90%	88%	Thickener No. 3 Mechanical Work in progress
12	Primary Digester No. 4 Rehabilitation –Chris P.	\$113	9/12	100%	100%	Board accepted Project at 2/11 Board meeting

Design/Study

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Feb 2013 Activity
1	Cogeneration Project – Raymond	\$1,162	3/13	100%	100%	Staff opened bids on February 28th. Board award in March.
2	Flow Equalization Study Update - Sami G.	\$183	12/12	90%	115%	Draft Report was submitted and is under review
3	Local Limits and Wastewater Treatability Study - Ric	\$107	12/12	67%	80%	Sampling is on-going.
4	MCC Replacement Project Phase 2 – Chris P.	\$69	2/13	50%	65%	50% plans and specifications were submitted. 50% Meeting with stakeholders
5	Internal Lift Station No. 1 Rehabilitation Project – Chris P.	\$50	5/13	50%	50%	Corollo submitted 50% plans and specs. Siemens submitted pump quote.
6	Thickener Control Building Improvements Project – Ric	\$706	6/13	40%	60%	Design scope adjusted 50% design submittal due 4/1/13

Item 8 of the March 25, 2013 meeting was withdrawn by staff.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: March 11, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager
Jesse Gill, TS/CS Work Group Manager/District Engineer
Rollie Arbolante, TSCS Coach
Al Bunyi, Associate Engineer

SUBJECT: Agenda Item No. 09 - Meeting of March 25, 2013
**RESOLUTION NO. 2700, INITIAL RESOLUTION FOR
ANNEXATION NO. U-289, CITY OF FREMONT PROPERTIES
LOCATED ALONG PALM AVENUE**

Recommendation

Initiate Annexation No. U-289 by adoption of resolution.

Background

The City of Fremont submitted a request to annex two city-owned parcels (Assessor Parcel Numbers 513-0472-008-04 and 513-0472-009-04) totaling 12.15 acres located near Palm Avenue and Interstate I-680 in the Mission District. The properties are within the Alameda County Water District's (ACWD) service area boundaries. Therefore, this annexation is not being processed jointly with ACWD. A vicinity map is attached.

The City of Fremont has approved the Mission Peak Development Company proposal to construct a 41-unit residential development. The City owns two properties adjacent to the development. One City parcel (APN 513-0472-008-04) contains a narrow strip of property where portions of four single family residences are proposed to be constructed. Because the proposed development will be constructed over a portion of the first parcel, the City has requested that it be annexed to the District in order for the residential properties to be served by the District. There are no plans for developing the second City parcel (APN 513-0472-009-04) at this time. However, joint annexation of this parcel along with the first parcel will reduce administration costs for the City.

There is no land use change involved with the annexation proposal. The City of Fremont, as Lead Agency, has reviewed and prepared a Mitigated Negative Declaration for the Mission Peak Development Project in June 2012 in accordance with the California Environmental Quality Act (CEQA).

The proposed annexation will have no fiscal impact on the District's ratepayers. Therefore, staff is recommending that Annexation No. U-289 is initiated by the Board.

RESOLUTION No. 2700
A RESOLUTION OF APPLICATION BY UNION SANITARY DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO TAKE
PROCEEDINGS FOR ANNEXATION NO. U 289

BE IT RESOLVED, by the Board of UNION SANITARY DISTRICT that,

WHEREAS, UNION SANITARY DISTRICT desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the annexation of territory to District boundaries; and

WHEREAS, notice of intent to adopt this resolution of application has been given to each interested and each subject agency; and

WHEREAS, the territory proposed to be annexed is uninhabited, and a description of the boundaries of the territory is set forth in Exhibit A attached hereto and by this release incorporated herein; and

WHEREAS, this proposal is consistent with the Sphere of Influence of the District; and

WHEREAS, it is desired to provide that the proposed annexation be subject to the following terms and conditions:

1. Payment of Ordinance No. 25.6 Annex Fee of \$162 per acre.
2. The annexation of territory referred to herein does not guarantee capacity will be available in UNION SANITARY DISTRICT's sewer system to serve said territory at the time sewer construction permits are desired; and

WHEREAS, the reason for the proposed annexation is provide sanitary sewer service to the proposed three single family residence on Tract 8016 and any future development in the City of Fremont properties if needed;

NOW, THEREFORE, BE IT RESOLVED that:

1. This Resolution of Application is hereby adopted and approved by the Board of Directors of the UNION SANITARY DISTRICT, and the Local Agency Formation Commission of Alameda County is hereby requested to take proceedings for the annexation of territory as described in Exhibit A according to the terms and conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
2. This annexation has been reviewed in accordance with the provisions of the California Environmental Quality Act. It is hereby resolved that no adverse environmental impacts will result from the annexation of the properties into USD service area.

3. The UNION SANITARY DISTRICT Board of Directors does hereby request the Local Agency Formation Commission to waive the conducting authority for Annexation No. U-289

Passed and adopted by the Board of Directors of UNION SANITARY DISTRICT at a regular meeting thereof held on March 25, 2013 by the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: ----

ABSENT: ----

ABSTAIN: ----

ADOPTED: March 25, 2013

Pat Kite
President, Board of Directors
Union Sanitary District

Attest:

Manny Fernandez
Secretary, Board of Directors
Union Sanitary District

EXHIBIT "A"
UNION SANITARY DISTRICT
ANNEXATION NO. U-289

AN ANNEXATION TO THE UNION SANITARY DISTRICT
 BY LAPCO RESOLUTION No. 2013-_____
 ON _____, 2013

SCALE: 1" = 100'
 DATE: _____
 REVISION DATE: _____

THIS MAP IS FILED AT THE REQUEST OF THE CITY OF FREMONT AT _____ MINUTES PAST _____ M. ON THE _____ DAY, _____, 2013 IN BOOK _____ OF MAPS, AT PAGE _____ THE CERTIFICATE OF COMPLETION AND SERIES NO. _____ ARE RECORDED IN THE OFFICE OF THE COUNTY RECORDER OF ALAMEDA COUNTY, CALIFORNIA

PATRICK J. O'CONNELL
 COUNTY RECORDER

BY: _____
 DEPUTY COUNTY RECORDER

THIS MAP CONFORMS TO THE REQUIREMENTS OF THE LOCAL AGENCY FORMATION COMMISSION OF ALAMEDA COUNTY.

DANIEL WOLDESEBET, PH.D., P.E.
 DIRECTOR OF PUBLIC WORKS

BY: _____
 COUNTY SURVEYOR

L.S. 5726, EXPIRES 12/31/13

DATE: _____

THIS MAP, WHEN FILED, WAS ACCOMPANIED BY A CERTIFICATE OF DELINEATION AND CERTIFIED COPY OF THE BOUNDARY DESCRIPTION COMPLETED HEREON, AS REQUIRED BY SECTION 57203 OF THE GOVERNMENT CODE.

BY: _____
 LAFCO EXECUTIVE OFFICER

DATE: _____

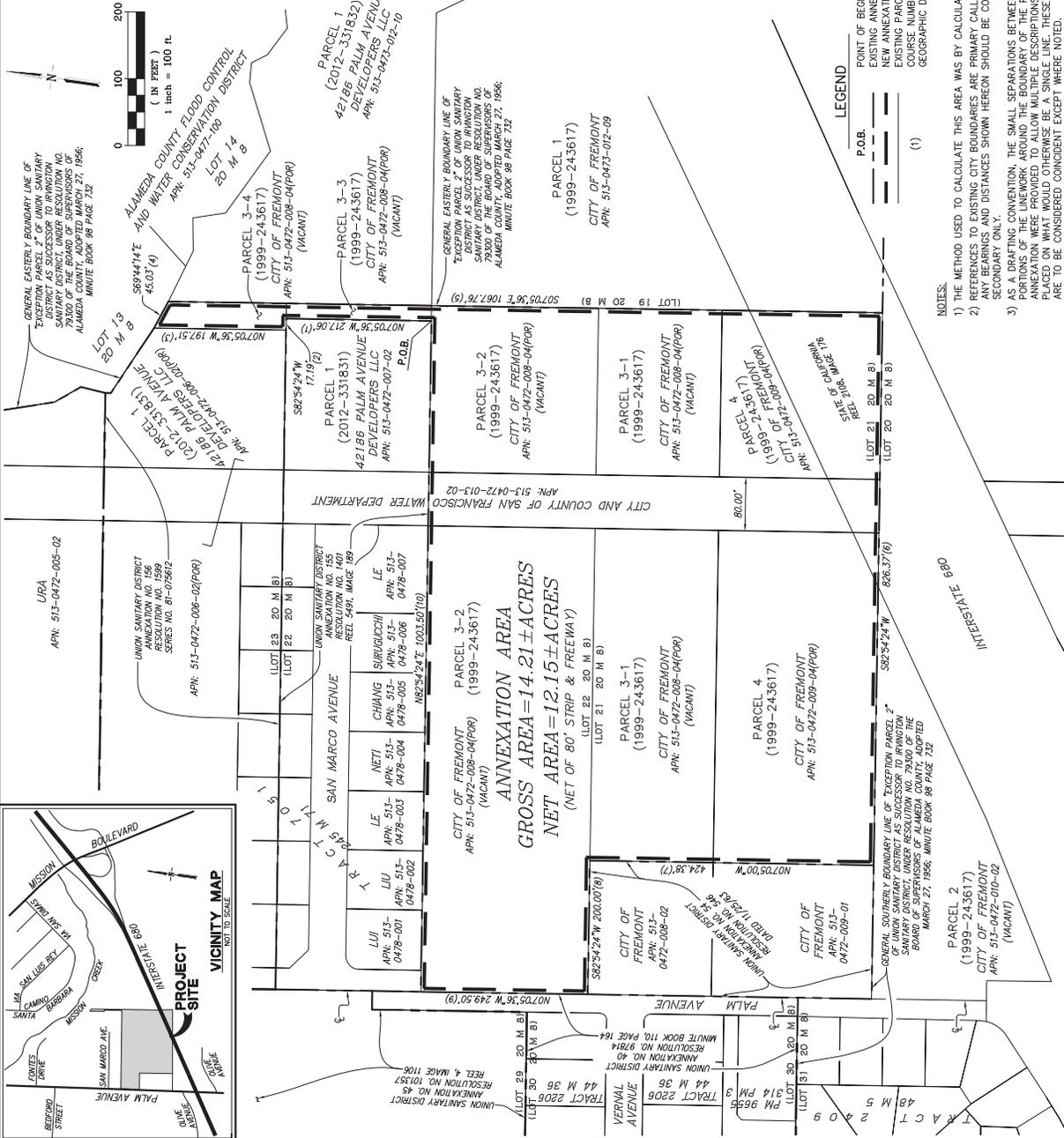
THIS MAP WAS PREPARED BY ME OR UNDER MY SUPERVISION.

SCOTT SHORTLUDE
 L.S. NO. 6441

DATE: _____



RJA
RUGGERI-JENSEN-AZAR
 ENGINEERS • PLANNERS • SURVEYORS
 4890 CHABOT DRIVE, SUITE 200 PLEASANTON, CA 94588
 PHONE: (925) 227-9100 FAX: (925) 227-9300

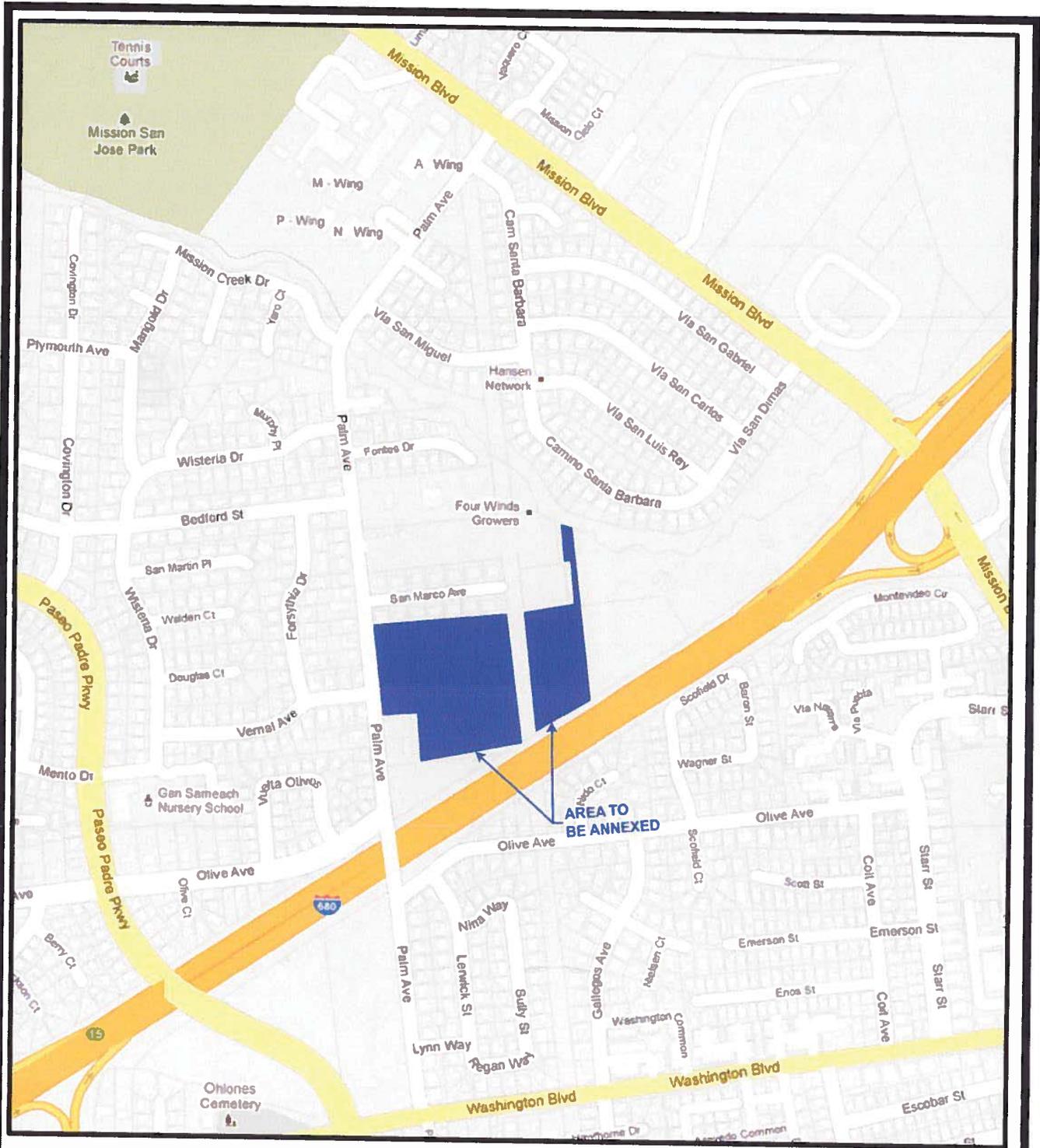


LEGEND

POINT OF BEGINNING
 EXISTING ANNEXATION LINE
 NEW ANNEXATION LINE
 EXISTING PARCEL LINE
 COURSE NUMBER FROM
 GEOGRAPHIC DESCRIPTION

P.O.B. _____
 (1)

- NOTES:**
- 1) THE METHOD USED TO CALCULATE THIS AREA WAS BY CALCULATION.
 - 2) REFERENCES TO EXISTING CITY BOUNDARIES ARE PRIMARY CALLS; ANY BEARINGS AND DISTANCES SHOWN HEREON SHOULD BE CONSIDERED SECONDARY ONLY.
 - 3) AS A DRAFTING CONVENTION, THE SMALL SEPARATIONS BETWEEN PORTIONS OF THE LINEWORK AROUND THE BOUNDARY OF THE PROPOSED ANNEXATION WERE PROVIDED TO ALLOW MULTIPLE DESCRIPTIONS TO BE USED. SUCH MULTIPLE DESCRIPTIONS WILL BE SHOWN IN THESE LINES ARE TO BE CONSIDERED CONCURRENT EXCEPT WHERE NOTED.



© \JOB2011\11094\EXHIB\USD ANNEXATION\11094-GOOGLE STREET MAP.DWG 1/24/2013 11:13:31 AM CORY BANNON

**MISSION CREEK & CITY OF FREMONT
USD ANNEXATION
GOOGLE STREET MAP**

CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA



RUGGERI-JENSEN-AZAR

ENGINEERS • PLANNERS • SURVEYORS
4690 CHABOT DRIVE, SUITE 200 PLEASANTON, CA 94588
PHONE: (925) 227-9100 FAX: (925) 227-9300

**SCALE:
NOT TO SCALE**

**DATE:
1-24-13**

**JOB NO.:
111094**

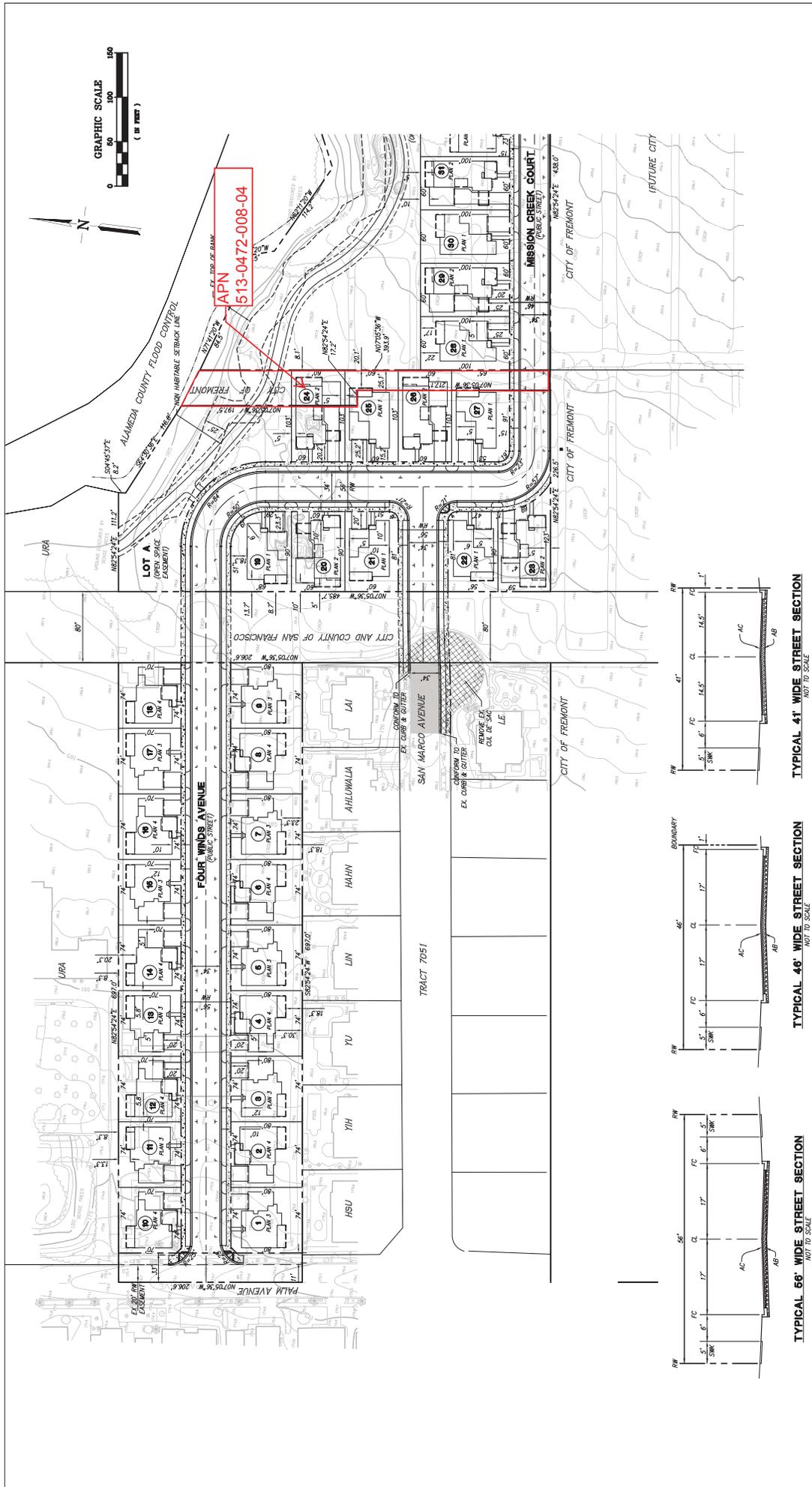




Figure 2
Illustrative Site Plan



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: March 18, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Jesse Gill, TSCS Work Group Manager
Sami Ghossain, CIP Coach
Raymond Chau, Principal Engineer

SUBJECT: Agenda Item No. 10 – Meeting of March 25, 2013
**AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK
ORDER NO. 2 WITH THE COVELLO GROUP FOR PROVIDING
CONSTRUCTION MANAGEMENT SERVICES FOR THE
COGENERATION PROJECT**

Recommendation

Staff recommends the Board authorize the General Manager to execute Task Order No. 2 with The Covello Group (Covello) in the amount of \$959,502 for providing construction management services for the Cogeneration Project (Project). The Project is budgeted in the Capacity and Renewal and Replacement Funds.

Background

The Board awarded the construction contract for the Project to D. W. Nicholson Corporation in the amount of \$10,566,358 on March 11, 2013. The Project will consist of the construction of two new 850-kilowatt engine generators housed within a new metal building, a new digester gas conditioning system, and modifications to the existing digester gas piping and hot water system.

The Project's construction period will be five hundred twenty five (525) calendar days with an estimated completion of all project elements by October 2014. However, the Project will require the commissioning of the new engine generators within four hundred thirty five (435) calendar days, or by July 2014.

The Covello Group

In 2010, staff conducted an interview process and selected Covello to provide construction management services for the Primary Clarifier Rehabilitation Project and the Substation No. 1 Replacement Project.

With the successful completion of the Clarifier and Substation Projects, staff was extremely satisfied with the performance of Covello’s construction manager. His communication, organizational, and technical skills were important to these projects being completed on schedule. Additionally, the construction manager understood the potential construction impacts to the treatment plant processes, the plant’s operational constraints, and scheduling of work with District’s plant staff.

During the past year, staff hired Covello to provide part-time construction management services for the Thickener Nos. 3 and 4 Rehabilitation Project, INKA Demolition Project, Headworks Improvements Project, and RAS Pump Station Piping Improvements Project. The construction periods of these projects overlapped so staff was able to hire one consultant to manage multiple projects more efficiently.

In view of Covello’s excellent performance on previous and ongoing District projects at the plant, staff has selected Covello to provide construction management services for the Cogeneration Project, which will require detailed coordination of critical utility connections, multiple plant shutdowns, and equipment startup.

On October 9, 2012, staff executed an Agreement and Task Order No. 1 in the amount of \$21,904 with Covello to review the design of the Cogeneration Project for biddability and constructability issues.

Task Order No. 2 – Construction Management Services

The scope of services for Task Order No. 2 will include the attendance of the partnering workshop and preconstruction conference, construction administration, facilitation of progress meetings with the contractor, processing of paperwork between the contractor and the design consultant, field quality control, coordination of field testing and training, and project closeout inspection. The costs of Task Order No. 2 are as follows:

Description	Amount
Covello Construction Management Costs from March 2013 to September 2014	\$867,702
Subconsultants:	
• Electrical Support	\$77,070
• Materials Testing and Special Inspection	
Other Direct Costs	\$14,730
Task Order Not to Exceed Amount	\$959,502

Task Order No. 2 is for a not to exceed amount of \$959,502, which equates to 9.1% of the Cogeneration Project’s construction contract award amount of \$10,566,358. The table below provides comparisons to the construction management costs for two recent projects of comparable size and construction period.

Project	Final Construction Management Cost (A)	Final Construction Cost (B)	Percentage of A to B
Newark Pump Station Upgrade Project	\$1,166,925	\$10,051,210	11.6%
Primary Clarifier Rehabilitation Project and Substation No. 1 Replacement Project ¹	\$1,004,781	\$9,580,641	10.5%

¹ Two separate construction projects but negotiated with Covello as one large project for the construction management agreement.

The total amounts for the Project’s agreement with Covello are summarized in the table below:

Description	Amount
Task Order No. 1 – Biddability and Constructability Review	\$21,904
Proposed Task Order No. 2 Construction Management Services	\$959,502
Total for this Agreement	\$981,406

Staff recommends the Board authorize the General Manager to execute Task Order No. 2 with The Covello Group in the amount of \$959,502 for providing construction management services for the Cogeneration Project.

RBC/JG/SG/RC;cc

Attachment: Task Order No. 2

Cogeneration Project

TASK ORDER NO. 2
TO
AGREEMENT
BETWEEN
UNION SANITARY DISTRICT
AND
THE COVELLO GROUP, INC.
FOR PROFESSIONAL SERVICES
Dated October 9, 2012

1. PURPOSE

The purpose of this Task Order is to provide construction management services for Project Number 800-359, Cogeneration Project.

2. PROJECT COORDINATION

Raymond Chau will be the Project Manager for the District

3. SCOPE OF SERVICES

The Scope of Services associated with this Task Order is described in Exhibit A.

4. DELIVERABLES

The Engineer shall provide the deliverables as defined in Exhibit A.

5. PAYMENT TO THE ENGINEER

Payment to the Engineer shall be as called for in Article 2 of the Agreement. The total amount shall not exceed \$959,502. Engineer's multiplier shall be a maximum of 2.96 for the rates and personnel proposed for the Project. A summary of the anticipated distribution of cost and manpower is shown in Exhibit B.

The following table summarizes all task orders and amendments executed and proposed under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required? (Yes/No)	District Staff Approval
Task Order No. 1 – Biddability and Constructability Review	\$21,904	No	Jesse Gill
Proposed Task Order No. 2 – Construction Management Services	\$959,502	Yes	Richard Currie
Total	\$981,406		

6. TIME OF COMPLETION

The estimated schedule is in Exhibit A. and is subject to the conditions of Article 3 of the Agreement. It is currently anticipated that work under this Task Order will be completed by September 30, 2014.

7. KEY PERSONNEL

Engineering personnel assigned to this Task Order are as follows:

<u>Role</u>	<u>Key Person to Be Assigned</u>
Principal	Bruce Presser
Construction Manager	Mike Redig
Inspector	Don Harding

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 2 as of March _____, 2013 and therewith incorporate it as part of the Agreement dated October 9, 2012.

DISTRICT
UNION SANITARY DISTRICT

ENGINEER
THE COVELLO GROUP, INC.

By: _____

Richard B. Currie, P.E.
General Manager/District Engineer

By: _____

Bruce Presser, P.E.
CEO/CFO
PE License No. C38653

Date: _____

Date: _____

EXHIBIT A
UNION SANITARY DISTRICT
COGENERATION PROJECT
THE COVELLO GROUP, INC. - SCOPE OF WORK

I. PARTNERING WORKSHOP:

1. Covello will organize the agenda for the half-day (1/2) day workshop to be conducted the same day as the Preconstruction Conference.
2. Prior to the workshop Covello will contact key members of each organization to discuss their specific project concerns and objectives.
3. Covello will prepare and issue the agenda prior to the workshop. Covello will facilitate the workshop in accordance with the agenda. Covello will facilitate the workshop and all discussions as a group.
4. After the workshop, Covello will prepare a Record of Discussion (ROD) containing information and any agreements developed at the workshop. This will be distributed to each individual attendee within five (5) business days after the workshop.
5. The District will provide the following for the workshop:
 - a. The meeting room arranged so that individuals can sit comfortably at tables set up in a U-shape facing a projection screen.
 - b. A projection screen and projector.
6. Covello will provide the following for the workshop:
 - a. Easels with flip charts, markers and masking tape.
7. One member of the District, Design Consultant, and Contractor will be asked to briefly present specific Project information prior to starting the Rocks-in-the-Road portion of the workshop. Any graphics or visuals are welcomed. A set of plans and specifications at the workshop is also helpful. This helps with dealing with the specific “rocks” and issues that are discussed

II. PRECONSTRUCTION PHASE:

1. **Preconstruction Conference:** Covello will prepare the agenda for the meeting, facilitate the meeting, address administrative and non-design issues, and prepare record of discussions of the meeting for distribution.
2. **Partnering Workshop:** Covello construction manager will attend the partnering workshop.
3. **Administration & Office set-up:** Covello will setup the files for the project prior to commencement of construction.

III. CONSTRUCTION PHASE

1. Construction Administration

- a. Project Coordination: Covello will act as the project coordinator and the point of contact for all communications with the Contractor. Covello will coordinate the activities of the District, Design Consultant (DC) and Contractor.
- b. Document Tracking System: Covello will establish, implement and maintain a system for tracking all correspondence and documents on the project.

- c. Construction Administration Services: Covello will provide administrative and management services. Covello will receive all correspondence from the Contractor and will address all inquiries from the Contractor and all construction related correspondence. The DC will be responsible for providing any design input.

2. Meetings

- a. Covello will prepare the agenda for the progress meetings and other construction meetings required during the project.
- b. Covello will facilitate and prepare the record of discussions for the progress meetings and other construction meetings.

3. Coordination with Outside Agencies and Public

- a. No coordination with outside Public agencies or the Public is anticipated for this Project.

4. Submittals

- a. Covello will establish, implement and coordinate the submittal processing.
- b. Covello will receive the submittals from the Contractor and check the submittals for general conformity with the Contract requirements. If obvious deficiencies are apparent in the submittal, Covello will send the submittal back to the Contractor for correction.
- c. Covello will route the submittal to the DC for review and will route the reviewed submittal back to the Contractor. Covello will review comments on submittals to determine if additional follow-up with the contractor is warranted and to identify prospective scope changes.
- d. Covello will maintain a log and tracking system for submittals. Covello will track the status of submittal review with the DC and the status of shop drawing resubmittals with the Contractor.
- e. The DC will review all design related submittals. The DC will review all submittals for temporary facilities.

4. Clarification Processing

- a. Covello will establish, implement and coordinate the system for processing clarifications.
- b. Covello will receive all requests for information (RFIs) from the Contractor and determine if the request is a valid RFI; if not, Covello will return the RFI to the Contractor.
- c. Covello will provide a response to the Contractor for any administrative and general RFIs.
- d. Covello will route all other RFIs to the DC at their home office.
- e. The DC will review RFIs and provide design response.
- f. Covello will review the DC's response, verify acceptability of response and transmit the Clarification Response to the Contractor. If the response materially affects the design, it will be reviewed with the District and/or the DC, as necessary, to verify that it is required. If it is required, Covello will issue a change request.
- g. Covello will maintain a system for logging and tracking RFIs. Covello will track the status of RFI review with the DC.
- h. The DC will prepare Design Clarifications where design issues are identified by Covello, the DC, or the District. Covello will prepare the Clarification Letter for transmittal to the Contractor of the DC's Design Clarification and other clarifications.

5. Change Order Preparation, Negotiation & Processing

- a. The DC will prepare design details for change requests.
- b. Covello will prepare and issue the change request to the Contractor with the appropriate design documents.
- c. Covello will prepare an independent cost estimate and/or verify the acceptability of the Contractor's cost proposal for each change request. The DC's input may be requested for specific equipment and material costs.

- d. In the event the Contractor encounters a time sensitive problem where time is not available to negotiate a settlement, Covello will issue a field order. All work done under a field order will be completed on a time and material basis. Covello will have authority for issuing field orders to a maximum value of \$2,500 without prior notice or approval from the District only if Covello can't reach the District's Representative via cellular phone or office phone. As soon as practical dependent on field conditions, Covello will advise the District of the issuance of such field order, and the District will execute the field order. Field orders with an allowance greater than \$2,500 will be reviewed and approved with the District prior to issuance.
- e. Covello will review change orders with the District prior to initial and final negotiations with the Contractor.
- f. Covello will prepare change orders for execution by the District and Contractor.
- g. Covello will implement and maintain a system for logging and tracking changes.
- h. Covello will establish and maintain Issues Files. The issues files will compile all data related to specific items that arise that may have cost or time impacts.

6. Progress Payment

- a. Covello will review the initial cost breakdown prepared by the Contractor. Covello will review and process the progress payment requests as required in the Contract Documents and by the California Public Contract Code.
- b. Covello will verify the quantity and acceptability of stored materials.
- c. Covello will verify the Contractor's construction progress as it relates to the progress billing procedure.
- d. Covello will perform the administration, preparation and processing of the monthly progress payments.
- e. Covello will prepare the summary cover sheet for the progress payments which will be executed by Covello, the Contractor, and the District.
- f. When and if requested by the District, State or other agency or public inquiry, Covello will collect but not review the certified payroll from the Contractor.

7. Scheduling

- a. Covello will review and work with the Contractor in the development of the initial Baseline schedule. Covello will review and work with the Contractor in their review and preparation of the schedule updates. Covello will provide written comments to the Contractor on the Baseline and update schedules.

8. Field Quality Control

- a. Covello will provide field inspection/observation services to monitor compliance with the Contract Documents.
- b. Covello will prepare a daily inspection report documenting field activities, field crews, Contractor equipment, and field problems.
- c. No time is currently included in the budget for overtime inspection.
- d. Covello will maintain a Corrective Work Item List. The list will provide a current inventory of required corrections to aid in timely completion of such items.
- e. Covello will provide photographic documentation of the project prior to construction. Covello will provide and maintain photographs of field activities for status monitoring of the project.
- f. Covello will monitor the record documents on a monthly basis to determine if they are being maintained by the Contractor.
- g. Covello will contract with a separate firm to furnish the material testing and special inspections specified in the Contract Documents to be furnished by the District for the Project.
 - 1. Covello will schedule and coordinate the specialty inspections and material testing.

2. Covello will have oversight responsibility for the specialty inspections and testing services.
3. An allowance is included in the Budget in Exhibit B for this work. Covello will review Consolidated Engineering Laboratories scope of work and budget with the District prior to executing their agreement. The scope of work and actual costs will be dependent on the final design requirements and the Contractor's operations. An amendment to this Task Order may be necessary if the allowance is not adequate to cover the actual work required
- h. Covello will retain Beecher Engineering to provide technical support and assistance on the electrical facets of the project. Beecher Engineering will be available to support electrical system shutdowns. Beecher Engineering will provide Arc Flash training to USD and Covello.
- i. No provision has been included in the scope of work or budget for observation, testing and handling of hazardous material.

9. Means and Methods of Construction

- a. Covello will not have responsibility for directing the means and methods of construction. The Contractor shall be solely responsible for the means and methods of construction.

10. Safety

- a. Covello will comply with appropriate regulatory, project and District regulations regarding necessary safety equipment or procedures used during performance of Covello's work and shall take necessary precautions for safe operation of Covello's work, and the protection of Covello's personnel from injury and damage from such work.

Neither the professional activities of Covello, nor the presence of Covello's employees or sub-consultants at the construction/project site, shall relieve the Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending, or coordinating their work in accordance with the Contract Documents, District regulations, and any health or safety precautions required by any regulatory agencies. Covello and its personnel have no authority to exercise any control over any Contractor or other entity or their employees in connection with their work or any health or safety precautions.

Covello will follow the District's confined space procedures for entry into any existing District confined spaces and will follow these procedures at its own risk. Covello's reliance on the District's fixed gas detection system will be at its own risk.

11. Testing & Training

- a. The scope and budget do not include Covello's participation in factory witness testing.
- b. Covello will coordinate training requirements and activities.
- c. The DC will provide design assistance during testing operations if determined necessary by the District.
- d. Covello will work with the Contractor, Design Consultant and the District on the development of the Startup Plan.
- e. Covello will provide oversight and administration of training and testing.

12. Corrective Work Item List

- a. Covello will prepare the Corrective Work Item list with input from the District and DC.
- b. Covello will confirm that the items identified in the Corrective Work Item list are completed in preparation for issuance of the Substantial Completion Certificate.
- c. Covello will prepare the Substantial Completion Certificate for execution by the District and

Contractor when the Corrective Work Items are completed to the District's and Covello's satisfaction.

13. Final Inspection and Punchlist

- a. Final Inspection
 1. Covello will have primary responsibility for conducting the final inspection.
 2. The District will participate and provide input on the final inspection.
 3. DC will provide design input on final inspection items if determined necessary by the District.
 4. Covello will have oversight and final review responsibility for the final inspection.
- b. Covello will prepare the list of outstanding deficiencies.
- c. Covello will prepare and issue the punchlist(s) from the list of deficiencies.
- d. Covello will have primary responsibility for verifying that punchlist work is complete.

14. Warranty Coordination

- a. Covello will maintain a warranty file.
- b. Coordination of warranty work after the Contract Period is not included in this Scope of Work or budget. If the District determines at a later date that it desires Covello to provide this service and an amendment is issued for additional budget, Covello will coordinate warranty work with the District and Contractor during the warranty period.

15. Project Closeout:

- a. Covello will prepare necessary District documentation recommending acceptance of the completed work by the Board.
- b. Covello will turnover project documentation to the District in an orderly manner. Covello will retain all issue files at the end of the project. The District shall have the right to request review and/or copies of the issue files.
- c. Covello shall have full and complete access available to all files created by Covello during the Project for up to ten (10) years after the completion of the Project. Such access shall include the right to copy any and/or all such files at Covello's expense.

16. Dispute Resolution:

- a. Resolution, when possible, of routine disagreements through the normal efforts of the day-to-day project site staff will be performed.
- b. Dispute resolution services using third parties or special processes (e.g. Mediation, Arbitration, Mini-Trials, Dispute Consultants), or those requiring extraordinary efforts by Covello are not included in this Scope of Work. If such non-routine dispute resolution services are required, either an amendment or a separate task order will be executed.

17. Construction Manager's Trailer

- a. Covello will furnish the Construction Management trailer. Covello will furnish the copier, internet service, and cleaning services for the trailer under the Cogeneration Project.

EXHIBIT B
UNION SANITARY DISTRICT - COGENERATION PROJECT
The Covello Group, Inc. - Staff Effort and Budget Estimate for Construction Management Services

	Hours	Rate	Amount	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14
Covello Construction Management Team																								
Principal	180	\$ 212	\$38,160	12	24	16	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Construction Manager	2,580	\$ 146	\$376,680	40	140	140	140	120	140	140	140	140	140	150	150	150	150	150	150	150	150	150	120	
Inspector	2,468	\$ 137	\$338,116	8	60	80	80	160	160	160	160	160	160	160	160	160	160	160	160	160	160	80	80	
Intern	320	\$ 45	\$14,400					160	160															
Administrative Assistant	740	\$ 85	\$62,900	20	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
Covello Subtotal	6,288		\$830,256																					
Escalation			\$35,286																					
Partnering	12	\$ 180	\$2,160																					
Covello Total			\$867,702																					
Subconsultants																								
Electrical Support	200	\$ 165	\$33,000																					
Materials Testing/Special Inspection - CEL	Allowance		\$40,400																					
Subconsultant Total			\$73,400																					
Markup on Subs(5%)			\$3,670																					
Subconsultant Total			\$77,070																					
Other Direct Costs																								
Trailer	Months	18 \$ 250	\$4,500	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Internet	18 \$ 160	\$2,880		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Copier	18 \$ 200	\$3,600		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Cleaning Service	18 \$ 125	\$2,250		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Furniture	Allowance		\$1,500																					
ODC Total			\$14,730																					
TOTAL ESTIMATE			\$959,502																					

Notes & Assumptions:
Construction Cost Estimate \$12,330,000
Awarded Amount \$10,566,358
NTP: 4/8/2013
Construction Period (CDs): 525
Substantial Completion: 9/15/2014

- Covello's rates include all office expenses for home office telephone, facsimile, computers, in-house reproduction, travel in the Bay Area in personal vehicles.
- Covello will furnish a trailer for the CM staff. An allowance is included for the office furniture to furnish the trailer.
- Covello annually adjusts salaries in July for the fiscal year from July thru June. The estimate assumes a 4% escalation on July 1, 2013 and 2014.
- Extraordinary expenses, such as travel outside of the Bay Area, outside reproduction, delivery services, conferenc calls, etc. are invoiced at cost.
- Covello charges for one-way Bay Area travel for work involving less than eight hours billed in one day.
- Subconsultants are invoiced at cost plus five percent.
- The budget is based on the assumption that all work will be completed by September 2014.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
General Manager
District Engineer

David M. O'Hara
Attorney

DATE: March 18, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Jesse Gill, TSCS Work Group Manager
Sami Ghossain, CIP Coach
Raymond Chau, Principal Engineer
Chris Pachmayer, Associate Engineer

SUBJECT: Agenda Item No. 11 - Meeting of March 25, 2013
AUTHORIZING THE GENERAL MANAGER TO EXECUTE PURCHASE ORDER CONTRACT WITH SIEMENS INDUSTRY, INC. FOR THE INTERNAL LIFT STATION NO.1 IMPROVEMENTS PROJECT

Recommendation

Staff recommends the Board authorize the General Manager to execute a purchase order contract with Siemens Industry, Inc. (Siemens) for the Lift Station No. 1 Improvements Project. The purchase order contract will include purchasing new parts and refurbishing existing parts required to replace primary effluent pumps No. 1 through 4 at a cost of \$424,049.11.

Background

The District operates two primary effluent lift stations with a total of eight (8) enclosed screw pumps at the Alvarado Wastewater Treatment Plant. Primary effluent is wastewater that has had the settleable solids removed in the primary clarifiers. The pumps lift the primary effluent to the aeration basins where the wastewater undergoes secondary treatment.

Primary Effluent Lift Station No. 1 (pumps No. 1 through 4) was built in 1986. Primary Effluent Lift Station No. 2 (pumps No. 5 through 8) was built in 1995. Staff conducted inspections of the internal components of the effluent pumps in May 2009. The inspection showed that the effluent pumps were corroding and were in need of replacement.

5072 Benson Road Union City, CA 94587-2508
P. O. Box 5050 Union City, CA 94587-8550
(510) 477-7500 FAX (510) 477-7501
www.unionsanitary.com

In 2009, Staff issued a request for proposal to two (2) vendors that manufacture screw pumps (Lakeside Equipment Corporation and Siemens). The Board authorized staff to proceed with purchasing pumps No. 5 through 8 from Siemens based on Siemens' ability to provide both new and refurbished parts. Using refurbished parts allowed the District to save money on the ancillary pump equipment associated with each pump. Effluent pumps No. 5 through 8 were replaced first in 2010 as the corrosion on these pumps was worse than that of effluent pumps No. 1 through 4. The pump replacement included three (3) carbon steel pumps and 1 stainless steel pump.

During the 2010 effluent pump replacement project, the District purchased three (3) additional Siemens stainless steel pumps for future use. These pumps were placed in the District's storage yard and will be used at Lift Station No. 1.

In February of 2013, Carollo Engineers developed technical drawings and specifications for a request for quote (RFQ). The RFQ primarily consists of purchasing one (1) new stainless steel effluent pump to match the other three pumps purchased as part of the last project.

Quote Result

Staff received a quote from Siemens on February 25th to provide one (1) new stainless steel pump and a combination of new and refurbished ancillary parts to replace effluent pumps No. 1 through 4 at a cost of \$558,450. Staff negotiated with Siemens and was able to reduce the final price to \$424,049.11. The results of the final negotiated price are shown in Table 1.

Table 1

Description	Estimated Quantity	Unit Quote Price	Total Quote Price
New nominal 72" diameter pump cylinder	1 Each	\$209,785	\$209,785
New upper bearing assembly	1 Each	\$26,382	\$26,382
Pump start up services	3 Each	\$8,476	\$25,428
Refurbish upper bearing assemblies	3 each	\$16,870	\$50,610
Refurbish lower bearing assemblies	4 Each	\$16,349.25	\$65,397
Refurbish cylinder bearing surface ring	1 Each	\$13,621	\$13,621
Sales Tax	1 Each	\$32,826.11	\$32,826.11

Agenda Item No. 11
Meeting of March 25, 2013
Page 3

Total Quote			\$ 424,049.11
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Schedule

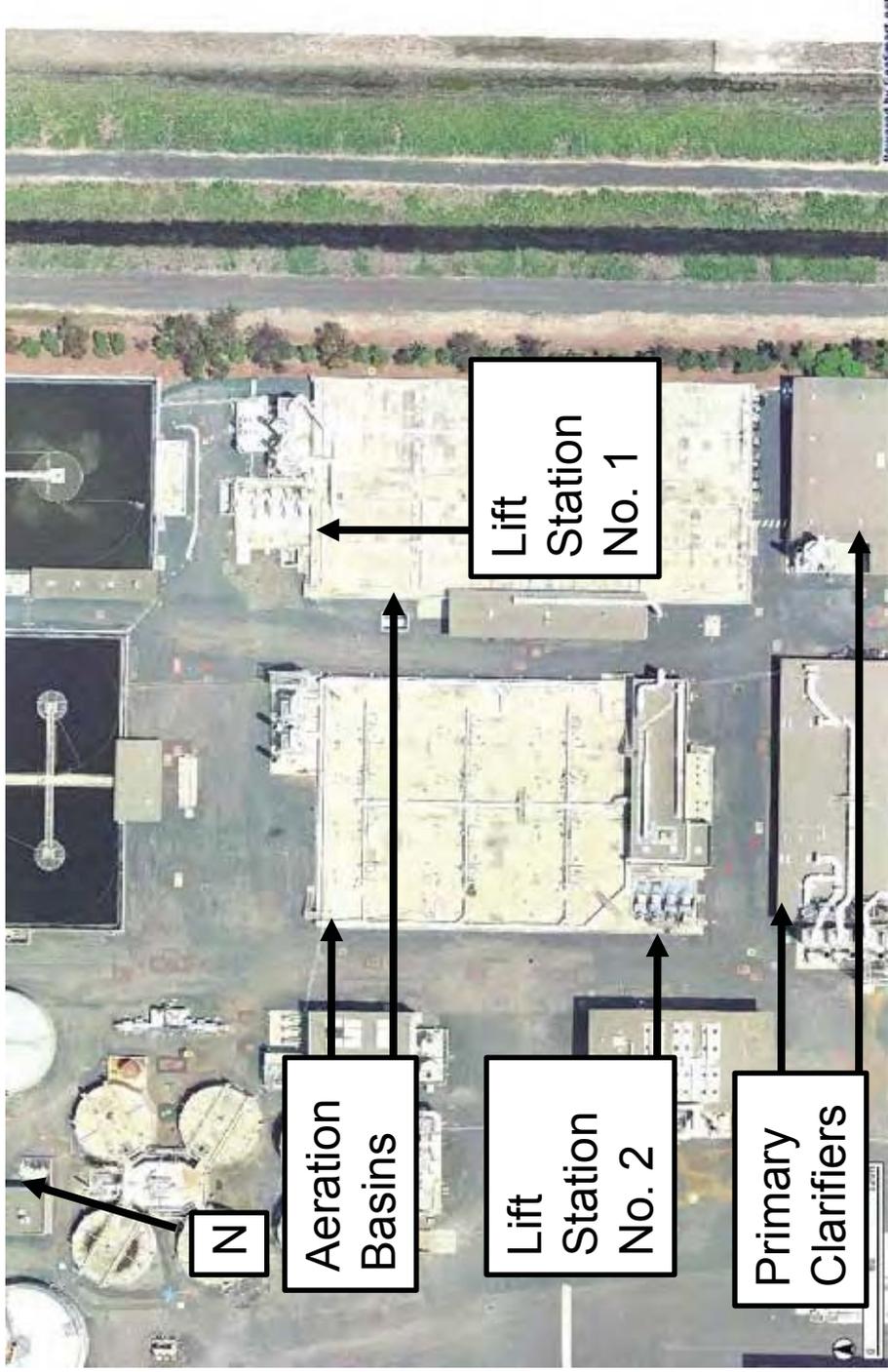
The District is concurrently designing contract documents for the installation of Lift Pumps No. 1 through 4 along with the rehabilitation of adjacent concrete structures. The installation of the pumps will be awarded under a separate contract. It is expected that effluent pumps No. 1 through 4 will be installed in October of 2013. The overall project is expected to be complete in December of 2013.

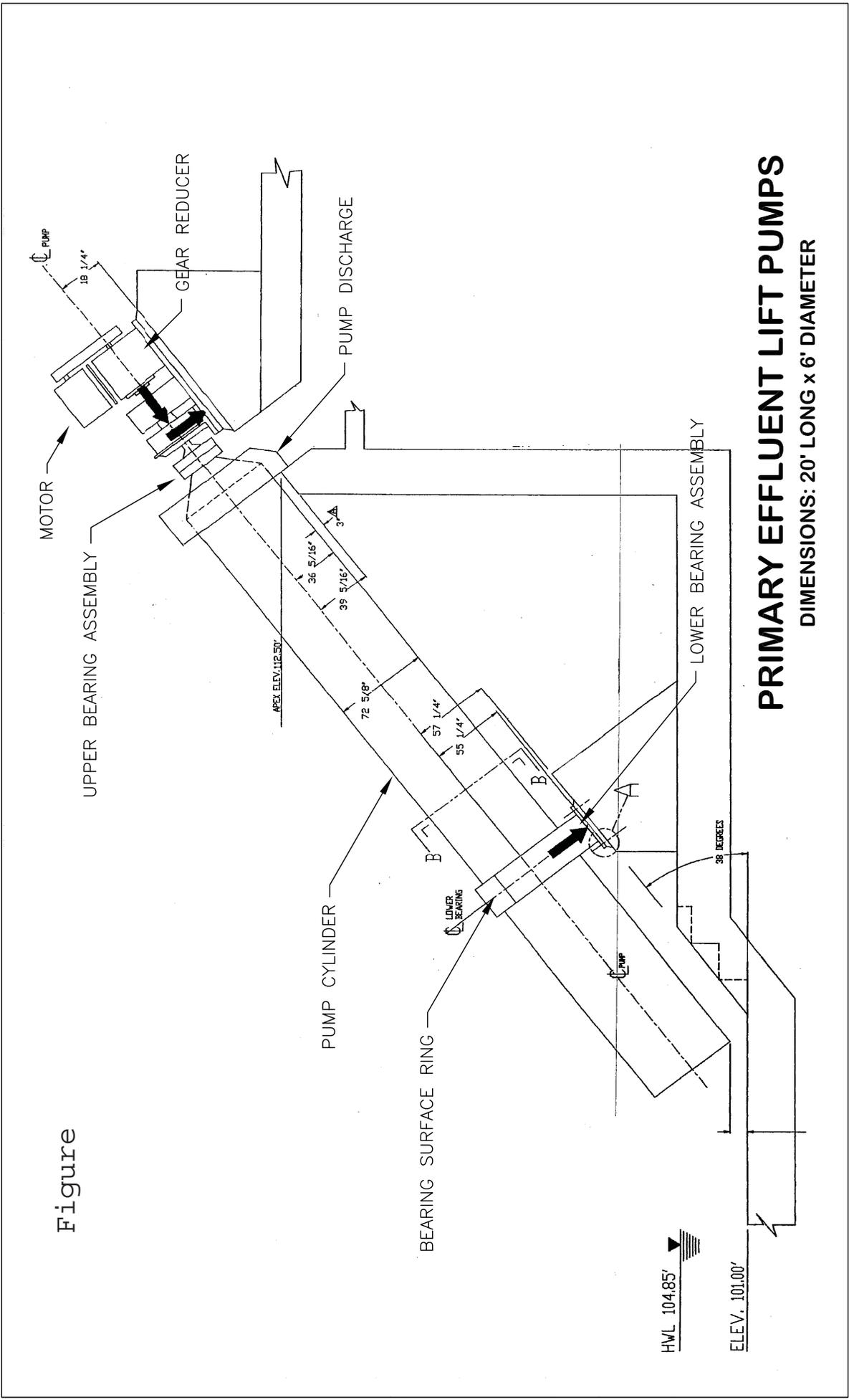
Staff recommends the Board authorize the General Manager to execute a purchase order contract for the Lift Station No. 1 Improvements Project to Siemens Industry, Inc. in the amount of \$424,049.11.

RBC/JG/SG/RC/CP;mp

Attachments: Figure 1 – Site Map
Figure 2 – Diagram of Pump and Major Components

Figure 1
Alvarado Wastewater Treatment Plant
Primary Effluent Lift Station Location





Figure

PRIMARY EFFLUENT LIFT PUMPS

DIMENSIONS: 20' LONG x 6' DIAMETER



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Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: March 18, 2013

MEMO TO: Board of Directors – Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Rich Cortes, Business Services Manager
Maria Scott, Principle Financial Analyst

SUBJECT: Agenda Item No.12 – Meeting of March 25, 2013
REVIEW AND APPROVE BUDGET POLICY NO. 2015

Recommendation:

Review and approve Budget Policy No. 2015.

Background:

The Budget Policy was previously reviewed in February 2010. The policy contains the procedures for approving, amending and reporting on the District's budget. Staff is recommending changes to incorporate existing practices. Attached are ~~strikeout~~ and **change** version showing proposed edits, and a clean copy.

Union Sanitary District Policy

Effective Date: February 22, 2010 March 26, 2013	Budget Policy	Policy #2015 Page 1 of 5
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Policy

It is the policy of Union Sanitary District to adhere to and comply with the Budgeting process and conventions, to adopt a budget whose revenues are sufficient to support operating and capital expenditures, and to maintain a financially viable District that can maintain an adequate level of services **identified in the strategic plan**.

Purpose

To provide employees with the procedures for the budget process.

Definitions

Amendment A change to the budget once it has been approved/adopted by the Board of Directors.

Appropriation A funding authorization made by the Board which permits the District to incur obligations and to make expenditures of resources. This typically occurs in June with the approval of the final operating and capital budgets. Adoption of the budget authorizes appropriations to the various funds, Work Groups and accounts according to the budget document.

Budget A balanced financial plan for a given period of time, which includes revenues, ~~and~~ allocations **and may include allocations or reserves** which finance various funds and programs. The budget is not only a financial plan; it also serves as a policy guide, operations guide, and communications medium. It is the foundation of the District's financial planning and control.

Capital Budget A plan of proposed capital expenditures and the means of financing them. The capital budget is approved as part of the District's consolidated budget which includes both operating and capital outlays and is based on a capital improvement program (CIP). The District currently designates the Structural Renewal and Replacement fund as 800 and the Capacity fund as 900.

<i>ECB</i>	Expenditure Control Budget – also referred to as the Operating Budget. The ECB is intended to be a budgetary process to which the District must adhere. It requires Managers to focus on the most efficient expenditure of funds to support their service levels. The annual percent increase/decrease to the ECB includes factors such as: the previous calendar year change in the Bay Area Consumer Price Index (CPI-U – All Urban Consumers), District growth based on the increase/decrease in the number of equivalent dwelling units of the previous fiscal year, and projected fund balances. There is a budget expenditure target established in the Balanced Scorecard, and any savings are rolled over into the Sewer Service Fund for the next year.
<i>Financial Plan</i>	Establishes management policies, goals, and objectives for all programs within the District over a stated year period(s). In conjunction with the long term financial plan, the District uses a 10-year cashflow plan and rate model to aid in determining appropriate revenues and expenditures. Assumptions for the financial plan are agreed upon by the Executive Team.
<i>Fiscal Year</i>	The beginning and ending period for recording financial transactions. The District has specified July 1 st to June 30 th as its fiscal year.
<i>Line Item Budget</i>	The operating, or ECB portion of the Budget is detailed to the account number by Work Group or Team whereby each account pertinent to a Work Group or Team is allotted a certain dollar amount. Line item budgets are prepared by the Executive Team and entered by Business Services into the accounting system by the beginning of the fiscal year.
<i>Operating Budget</i>	The normal ongoing operating costs incurred to operate the District including salaries/benefits, supplies/materials, repairs/maintenance, professional/outside services, and other operating expenses. Also referred to as the Expenditure Control Budget, or ECB.
<i>Non-ECB</i>	Board-approved studies and projects outside of normal everyday operating expenses.
<i>Two-year Budget</i>	A budget that consists of revenues, expenditures, and fund balances for two continuous fiscal years.

Procedure

The District prepares an annual budget that is approved by the Board and is adopted at a public Board meeting.

A) Timelines

- Staff informs Board of Budget issues via a series of Budget workshops and Board meetings.
- Vacancies are analyzed annually by the Executive Team, and adjustments made where necessary.
- The Budget is normally approved at the last Board meeting in June.

B) Budget Assumptions

- Classified salaries are budgeted at ~~highest alternately staffed position~~ **one step above curent step**.
- Changes to the CIP, Operating, or renewal & replacement fund budgets may be based on economic condition (e.g. inflation), changes in operations, other extraordinary circumstances, or regulatory requirements.
- Because certain revenues, such as connection fees, are subject to local and economic conditions, estimates will be conservative.
- User fees such as Sewer Service charges will be adjusted as necessary to recover the full cost of services provided.
- CIP is budgeted at 90% of costs from the 10-year CIP plan. Changes to this percentage are approved by the Board of Directors.
- Goal of Operating budget is to be within 95-103% **of the Net ECB**.
- Goal of Capital budget is 90-110%.
- Goal of Non-ECB budget is 80-110% ~~of~~ **for** priority one projects.
- **Vacancy factor is based on a percentage of the salary budget that is projected to account for differences between budget and actual expenditures.**

C) Amendments to the Approved Budget

- ECB line item changes are permitted within a Work Group by the Work Group Manager.
- ECB line item changes are permitted between Work Groups with agreement by the Executive Team.
- Fund allocation changes must be approved by the Board of Directors.
- Changes to the Budget, other than those mentioned above are not permitted without the approval of the General Manager and the Board of Directors.
- ~~Exceeding~~ **Variances of** the approved budget – Management must be able to explain budget variances (favorable or unfavorable).
- Unbudgeted items – e.g. an emergency project, must be approved in accordance with Purchasing Policy No. 2755.
- Items must be charged to the correct account, whether or not there are adequate budget dollars allocated, in the interest of proper accounting for charges.

- Non-ECB – 15% beyond allocated amount or any new project requires Board approval.
- Documentation of amendments (e.g. approved Board item) must be forwarded to Accounting so that records can be properly updated.

D) Reporting

- Budget-to-actual results are available reported on a monthly basis by line item to staff, and by fund and major program to the Board of Directors and the Executive Team.
- A Budget document is produced and available distributed annually in the first month of the fiscal year (July). In addition, the budget is posted on the District’s portal intranet.
- Annual Financial Summary information is posted on the District’s internet site.
- A Comprehensive Annual Financial Report is posted on the District’s portal.

Business Services Responsibility

Business Services will record and process accounting transactions in accordance with the District’s Budget Policy.

Business Services must file a copy of the adopted budget with the Alameda County Auditor within 60 days after the beginning of the fiscal year, pursuant to CA Government Code Section 53901.

Business Services must provide monthly budget vs. actual reports to staff in a timely manner. Target is the fifth business day of the month.

Management Responsibility

Management is responsible for monitoring the budget and adhering to the District’s Budget Policy.

Board of Directors Responsibility

The Board is responsible for reviewing and approving the budget annually.

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Budget Policy	2015	January 8, 2007
Budget Policy	2015	February 22, 2010

Budget Policy

Policy #2015
Page 5 of 5

Approved by: Board of Directors
Author/Owner: Business Services Manager
Reviewers: Executive Team
Notify Person: Business Services Manager
Revision Frequency: Every 3 years
Next Revision: ~~February, 2013~~ **March 2016**

Union Sanitary District Policy

Effective Date: March 26, 2013	Budget Policy	Policy #2015 Page 1 of 5
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Policy

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- Vacancy factor is based on a percentage of the salary budget that is projected to account for differences between budget and actual expenditures.

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- Changes to the Budget, other than those mentioned above are not permitted without the approval of the General Manager and the Board of Directors.
- Variances of the approved budget – Management must be able to explain budget variances (favorable or unfavorable).
- Unbudgeted items – e.g. an emergency project, must be approved in accordance with Purchasing Policy No. 2755.
- Items must be charged to the correct account, whether or not there are adequate budget dollars allocated, in the interest of proper accounting for charges.

- Non-ECB – 15% beyond allocated amount or any new project requires Board approval.
- Documentation of amendments (e.g. approved Board item) must be forwarded to Accounting so that records can be properly updated.

D) Reporting

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Business Services must provide monthly budget vs. actual reports to staff in a timely manner. Target is the fifth business day of the month.

Management Responsibility

Management is responsible for monitoring the budget and adhering to the District’s Budget Policy.

Board of Directors Responsibility

The Board is responsible for reviewing and approving the budget annually.

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Budget Policy	2015	January 8, 2007
Budget Policy	2015	February 22, 2010

Budget Policy

Policy #2015
Page 5 of 5

Approved by: Board of Directors
Author/Owner: Business Services Manager
Reviewers: Executive Team
Notify Person: Business Services Manager
Revision Frequency: Every 3 years
Next Revision: March 2016



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: March 18, 2013

MEMO TO: Board of Directors – Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Rich Cortes, Business Services Manager
Maria Scott, Principle Financial Analyst

SUBJECT: Agenda Item No.13 – Meeting of March 25, 2013
**REVIEW AND APPROVE ACCOUNTING STANDARDS POLICY
NO. 2000**

Recommendation:

Review and approve Accounting Standards Policy No. 2000.

Background:

The Accounting Standards policy was previously reviewed on February 2010. The policy outlines the practices and accounting principles with which the District complies. Staff is recommending one change to reflect an existing practice. Attached are ~~strikeout~~ and **change** version showing proposed edits, and a clean copy.

Union Sanitary District
Policy and Procedure Manual

Effective date: February 22, 2010 March 26, 2013	Accounting Standards Policy	Policy #2000 Page 1 of 3
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Policy

It is the policy of Union Sanitary District to adhere to and comply with proper accounting standards for an Enterprise Special District.

Purpose

To outline the proper accounting standards to which the District should adhere in the interest of fiscal responsibility and compliance.

Definitions

Accrual Basis of Accounting The accounting basis used by Union Sanitary District under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.

Enterprise Accounting A system of accounts where revenues are dedicated to uses only within the institution that receives the revenues, and whereby costs of operations are recovered primarily through user charges, similar to business enterprises.

GAAP Generally Accepted Accounting Principles – Uniform minimum standards for guidelines for external financial accounting including the reporting of financial statements. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures that define accepted accounting principles in the United States. The primary authoritative statement on the application of GAAP to state and local governments are Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).

GASB Governmental Accounting Standards Board – an independent, private sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments. Governments and the accounting industry recognize the GASB as the official source of generally accepted accounting principles (GAAP) for state and local governments.

Procedure

Union Sanitary District's accounting policies will conform to the generally accepted accounting principles (GAAP) for special districts.

The District conforms to all applicable Governmental Accounting Standards Board (GASB) standards associated with accounting practices, as well as all applicable FASB pronouncements issued subsequent to November 30, 1989.

The Basic Financial Statements are prepared in conformity with GAAP, including full and continuing disclosure on all indebtedness.

The District's accounting and reporting systems are maintained using the accrual basis of accounting and in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

The District uses the economic resources measurement focus to account for its funds, which means that all assets and all liabilities associated with their activity are included on the balance sheet (Statement of Net Assets).

The District uses enterprise accounting to report its activities for financial statement purposes.

An annual financial audit is performed by an independent public accounting firm with the subsequent issue of an audit opinion. **The independent auditor presents the financial audit statements to both the District's Audit Committee and the full Board.** The financial audit is conducted in accordance with GAAP.

The District uses the first-in-first-out (FIFO) basis for inventory consumption and valuation.

Union Sanitary District operates on a fiscal year beginning July 1st and ending the following June 30th.

The District leaves the records and systems (the "books") open for a minimum of one month at the end of the fiscal year, in order to make accruals for same fiscal year.

Business Services Responsibility

Business Services will record and process accounting transactions in accordance with the District's Accounting Standards Policy.

Management Responsibility

Management is responsible for ensuring the District adheres to the Accounting Standards Policy.

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Accounting Standards Policy	2000	January 8, 2007
Accounting Standards Policy	2000	February 22,2010

Approved by: Board of Directors
Author/owner: Business Services Manager
Reviewers: Executive Team
Notify Person: Business Services Manager
Revision frequency: Every 3 years
Next Revision: ~~February, 2013~~ **March 2016**

Union Sanitary District
Policy and Procedure Manual

Effective date: March 26, 2013	Accounting Standards Policy	Policy #2000 Page 1 of 3
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Policy

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Purpose

To outline the proper accounting standards to which the District should adhere in the interest of fiscal responsibility and compliance.

Definitions

Accrual Basis of Accounting The accounting basis used by Union Sanitary District under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.

Enterprise Accounting A system of accounts where revenues are dedicated to uses only within the institution that receives the revenues, and whereby costs of operations are recovered primarily through user charges, similar to business enterprises.

GAAP Generally Accepted Accounting Principles – Uniform minimum standards for guidelines for external financial accounting including the reporting of financial statements. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures that define accepted accounting principles in the United States. The primary authoritative statement on the application of GAAP to state and local governments are Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).

GASB Governmental Accounting Standards Board – an independent, private sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments. Governments and the accounting industry recognize the GASB as the official source of generally accepted accounting principles (GAAP) for state and local governments.

Procedure

Union Sanitary District's accounting policies will conform to the generally accepted accounting principles (GAAP) for special districts.

The District conforms to all applicable Governmental Accounting Standards Board (GASB) standards associated with accounting practices, as well as all applicable FASB pronouncements issued subsequent to November 30, 1989.

The Basic Financial Statements are prepared in conformity with GAAP, including full and continuing disclosure on all indebtedness.

The District's accounting and reporting systems are maintained using the accrual basis of accounting and in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

The District uses the economic resources measurement focus to account for its funds, which means that all assets and all liabilities associated with their activity are included on the balance sheet (Statement of Net Assets).

The District uses enterprise accounting to report its activities for financial statement purposes.

An annual financial audit is performed by an independent public accounting firm with the subsequent issue of an audit opinion. The independent auditor presents the financial audit statements to both the District's Audit Committee and the full Board. The financial audit is conducted in accordance with GAAP.

The District uses the first-in-first-out (FIFO) basis for inventory consumption and valuation.

Union Sanitary District operates on a fiscal year beginning July 1st and ending the following June 30th.

The District leaves the records and systems (the "books") open for a minimum of one month at the end of the fiscal year, in order to make accruals for same fiscal year.

Business Services Responsibility

Business Services will record and process accounting transactions in accordance with the District's Accounting Standards Policy.

Management Responsibility

Management is responsible for ensuring the District adheres to the Accounting Standards Policy.

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Accounting Standards Policy	2000	January 8, 2007
Accounting Standards Policy	2000	February 22,2010

Approved by: Board of Directors
Author/owner: Business Services Manager
Reviewers: Executive Team
Notify Person: Business Services Manager
Revision frequency: Every 3 years
Next Revision: March 2016



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: March 25, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Judi Berzon, Human Resources Administrator
Tom Graves, Assistant to the General Manager/Board Secretary

SUBJECT: Agenda Item No. 14 - Meeting of March 25, 2013
Adopting Resolution No. 2700, to treat employees' cost-sharing contributions under PERS as pre-tax for income-tax purposes (to be reviewed by the Personnel Committee)

Recommendation

That the Board of Directors approve this Resolution.

Background

This Resolution is required to define and designate amounts deducted from Employees' compensation to pay Employer's contributions to PERS as Employee Contributions, and also provide for the "pick up" of cost-sharing contributions in order to qualify them as Pre-Tax for income tax purposes.

RESOLUTION NO. 2701

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE UNION SANITARY DISTRICT
APPROVING THE PICK UP UNDER
INTERNAL REVENUE CODE SECTION 414(h)(2) OF
EMPLOYEE COST-SHARING CONTRIBUTIONS TO PERS**

WHEREAS, the Union Sanitary District (the "District") provides retirement benefits to eligible employees under the California Public Employees' Retirement System ("PERS");

WHEREAS, benefits under PERS are funded by "member contributions" and "employer contributions," at rates determined by PERS in accordance with the laws governing PERS and with the agreement governing the District's participation in PERS;

WHEREAS, the District may, to the extent permitted by the PERS laws and the District's memorandums of understanding or similar agreements with employees, deduct employees' compensation to pay member contributions or employer contributions, or both, to PERS;

WHEREAS, the District previously adopted a resolution providing, in accordance with section 414(h)(2) of the Internal Revenue Code (the "Code"), for the "pick up" of amounts deducted from employees' compensation to pay member contributions to PERS, in order to qualify the contributions as pre-tax for income-tax purposes; and

WHEREAS, the District wishes to adopt this resolution in order to (1) designate amounts deducted from employees' compensation to pay employer contributions to PERS ("cost-sharing contributions") as employee contributions, and (2) provide for the "pick up" of cost-sharing contributions in accordance with section 414(h)(2) of the Code, in order to qualify the contributions as pre-tax for income-tax purposes.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE UNION SANITARY DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. All cost-sharing contributions made by District employees are hereby designated as employee contributions.

SECTION 2. The District hereby picks up all cost-sharing contributions in accordance with section 414(h)(2) of the Code, so that the contributions, even though designated as employee contributions and deducted from employees' compensation, will be treated as employer contributions for tax purposes.

SECTION 3. Employees will not have the option of choosing, directly or indirectly, to receive the contributions instead of having them paid by the District to PERS.

SECTION 4. The District will pay to PERS the contributions designated as employee contributions from the same source of funds as used in paying salary.

SECTION 5. Contributions picked up under this resolution will be tax deferred to the extent provided under the Code, Treasury Regulations, and other guidance issued thereunder.

SECTION 6. Nothing in this resolution affects or governs PERS's methods for characterizing or accounting for amounts deducted from employees' compensation for contribution to PERS. Those methods are governed solely by California law and PERS's policies.

On motion duly made and seconded, this resolutions was adopted by the following vote on March 25, 2013:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: ----
ABSENT: ----

L. PATRICIA KITE
President, Board of Directors
Union Sanitary District

Attest:

MANNY FERNANDEZ
Secretary, Board of Directors
Union Sanitary District

Item 15 will be ready for review at the Board Meeting of March 25, 2013.

DATE: March 25, 2013

MEMO TO: Board of Directors

FROM: Richard B. Currie, General Manager/District Engineer
Tom Graves, Assistant to the General Manager/ Board Secretary

SUBJECT: Agenda Item No. 16- Meeting of March 25, 2005
**RESCHEDULING THE MAY 27, 2013 BOARD OF DIRECTORS
MEETING**

Recommendation

That the Board reschedule the Regular Board meeting of Monday, May 27, 2013 to Tuesday, May 28, 2013, due to the Memorial Day District Holiday.

Background

The second regularly scheduled meeting of the Board of Directors in May falls on a District holiday. Staff is recommending that the Board reschedule the Monday, May 27th meeting and reschedule it for Tuesday, May 28, 2013.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: March 18, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer

SUBJECT: Agenda Item No 17. - Meeting of March 25, 2013
PROPOSITION 218 NOTICE TO CUSTOMERS

Recommendation

Discuss and adopt any changes made after the Board Workshop.

Background

The Board of Directors held a workshop on March 18 to discuss the details of the Proposition 218 Notice to Customers. Any changes requested at the Board workshop will be presented to the Board for final review and approval at this meeting.



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Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: March 18, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer

SUBJECT: Agenda Item No. 18 - Meeting of March 25, 2013
**TEMPORARY EXTENSION OF EMPLOYMENT CONTRACT
WITH GENERAL MANAGER**

Recommendation

Extend the current employment contract with the General Manager to May 13, 2013, or until a new contract is approved prior to that date.

Background

The employment contract with the General Manager expired on February 28, 2013. This action will extend the current contract until an agreement is reached on a new contract.



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Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: March 15, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer

SUBJECT: Agenda Item No. 19 - March 25, 2013
**LEGISLATIVE COMMITTEE UPDATE ON STATE, NATIONAL
AND REGIONAL ISSUES OF INTEREST TO THE BOARD**

Information on State, National and Regional Issues

California

Over 2200 bills have been introduced in the first year of this two year session of the State Legislature. Because of the many bills related to CEQA reform and Renewable Energy, CASA is tracking a record 101 bills at this time. Attached is a summary sheet of the ones I believe to be most important to USD (20+). A few of these are described below.

AB194 Campos – Public Meetings. Under this bill, it would be a misdemeanor for the chair of a public agency to prohibit a member of the public from criticizing the elected officials or the agency when speaking at a public meeting. There is a great deal of concern about how this would be interpreted. Legal action could be initiated by the public and this would likely lead to frivolous law suits by gadflies or disgruntle members of the public. CASA opposes this bill and believes existing law is sufficient.

AB436 Jones-Sawyer – Inverse Condemnation. This bill would apply the doctrine of proportional fault to inverse condemnation cases, so that an agency would only be liable for impacts found to be the direct responsibility of the agency. This could significantly limit agency liability. USD was involved in one of these suits when Baccarat Properties sued USD and the Corp of Engineers over a piece of property in south Fremont over one of our pipelines. CASA strongly supports.

AB792 Mullin - Open Meetings. Last session, a bill was passed requiring posting of agendas on an agency's internet web site. This clarifies what to do if the website fails, and further clarifies that the law does not require the Agency to cancel their meeting under such a circumstance. Posting in a public place is still required.

AB1090 Fong – Conflict of Interest Code. This addresses the topic of financial conflicts of interest by elected officials. The bill would expand the provisions to make it a punishable conflict of interest if an individual is found responsible for causing another person to violate the conflict of interest code. CASA is concerned about the potential broad interpretation of this language and the ease of which someone could be found in conflict. CASA has taken an oppose position.

AB1140 Daly – Prevailing Wages. Currently, prevailing wages are set for a public works project at the time of bidding and apply throughout the course of the project. This bill would allow updates to the prevailing wages every six months and require enforcement of those changes. This would put an undo administrative burden on public agencies to track and enforce the changes, and could potential hold owners responsible. A second bill (AB1336) would increase the allowable filing time for a violation of prevailing wage laws from 180 days to 3 years. Both of these bill could have significant negative impacts on public agencies and are being opposed.

AB1235 Gordon – Mandatory Financial Training. Similar to AB1234, elected officials would be required to attend training on elements of financial management. This would be a four hour training session and would be required once in every term of office.

Assembly Constitutional Amendment (ACA) 8 Blumenfield - Local Government Financing. One of many bill this year addressing taxes, ACA8 would lower the voter threshold for approving a tax or fee for local government projects from 2/3 majority vote to 55% majority vote. In particular, this would apply to approval of bonds for public work projects including the categories of wastewater and sewer systems.

SB338 Hill – Teleconference Meetings. By law, meetings in which elected officials are participating by teleconference outside of the agency jurisdiction are required to post a notice at the remote site 72 hours in advance. This bill would change the requirement to 24 hours posting prior to the teleconference event. This is a much more practical requirement and CASA has taken an Approve position.

SB727 Jackson – Pharmaceutical Take-back. Following on the heels of the Alameda County Ordinance, this bill would create state-wide pharmaceutical stewardship programs that would ban sales of pharmaceuticals by a company that had not put in place and funded a take-back program by a certain date. The bill requires pharmaceutical companies to work jointly with local public agencies. The bill is very restrictive and unworkable as written. There are already many amendments being discussed and the pharmaceutical industry is suing Alameda County over their program. CASA has taken a watch position until some of the dust settles on this controversial bill.

SB785 Wolk – Design-Build Procurement. Unlike efforts in the past, this bill would broaden the availability of using the design-build method statewide for most public works projects. Surprisingly, it is supported by contractors associations. Since it provides more procurement options for public agencies, CASA is supporting.

Appointments to State Water Board. Governor Brown recently announced new appointments to the State Water Board. Current Board member Felicia Marcus will become the new Chair of the Board. She is from Emeryville and was appointed to the Board in 2012. She was the western Director of the National Resources Defense Council from 2008-2012. She was also the EPA Region 9 Administrator from 1993-2001 and has served on the Delta Stewardship Council.

The governor also named Dorene D'Adamo to the Water Board. She is an attorney from Stanislaus and has been a senior policy advisor for both Congressmen Cardoza and Costa. She has served on the California Air Resources Board since 1999, but does not appear to have background in water issues.

Federal Issues

S. 396 Lautenberg – Sewer Overflows. Senator Lautenberg from New Jersey has re-introduced a bill called the Sewage Overflow Community Right to Know Act. The bill is designed to reduce health risk of sewage overflows by requiring closer monitoring and improved information to the public when an overflow occurs. The reintroduction of the bill was spawned by overflows occurring as a result of Hurricane Sandy. Two large treatment plants in New Jersey lost power and millions of gallons of untreated sewage entered the Raritan River and Newark Bay.

Executive Order on Cyber Security. President Obama issued an executive order to expand reporting of cyber security threats among public agencies to enhance awareness and response. The federal government will develop a cybersecurity framework that will contain guidance based on proven standards and procedures for the purpose of protecting the security of the nation's critical infrastructure. The order identifies water and wastewater systems as one of 16 critical infrastructure sectors and designates the EPA as the oversight agency for this sector. It appears it will be up to the EPA to decide if any new standards need to be adopted for the wastewater industry.

Local and Regional Issues

San Francisco Sewer Bond. With the upgrade of the City's bond rating to Aa1, San Francisco has initiated the first of many revenue bond sales for improvements to sewer and treatment facilities over the next ten years. This first sale of \$335 million in bonds is a start toward the ultimate sales of \$4.8 billion in bonds. Decreased unemployment was the major factor in the rating upgrade along with overall economic climate improvement in San Francisco.

Santa Clara Valley Water District (SCVWD) Parcel Tax. SCVWD prevailed in a lawsuit challenging the validity of a voter approved parcel tax measure passed in November to support flood control and dam upgrades and a "clean creeks" program. The parcel tax vote was challenged by a taxpayer group based on a violation of the Brown Act. The SCVWD made a last minute correction to the Bond measure on the ballot because the text was 2 words longer than allowed on the ballot. The SCVWD meeting to revise the text and remove two words was noticed 23 hours before the meeting instead of the 24 hours required. In his ruling, the judge said "Even with this slight deviation from the statute, the objectives of the Brown Act are served in giving sufficient notice of the special meeting to allow public participation." He also said "To find otherwise would be placing form over substance."

Belmont Evaluating Lateral Program. The City of Belmont is contemplating a sewer lateral inspection and repairs program that would be based on sale of a home or home renovation or improvements greater than \$50,000. The item was discussed at a recent City Council meeting for three hours before the council agreed to continue the matter. Realtors and the local Realtor Association are opposing the mandate due to concerns that it has the potential to cause cancellation of sales transactions.

Central Valley Compost Project. Los Angeles County Sanitation Districts are building a compost facility in Kettleman City in Kings County that will ultimately apply biosolids and green waste compost over 30,000 acres of agricultural land. Kings County Ordinances do not ban the application of biosolids compost. Composting is expected to begin in October and will be applied to non-food crops only.

Spill in San Mateo Creek. A damaged drinking water pipe caused a thousand gallons per minute of chlorinated drinking water to flow into a nearby creek resulting in fish kills along a 100 yard section of the creek. The 60 inch pipe was built in the 1930s. The damaged section was just downstream of Crystal Springs Reservoir near Hillsborough.

Fresno Campaign Against “Flushable” Products. The City Fresno has initiated a public information campaign to encourage residents to think before they flush and avoid putting items such as antiseptic wipes, cotton balls and paper towels down the sewer. These products and others that do not decompose in water are causing maintenance problems at the City’s pump stations and potentially causing overflows.

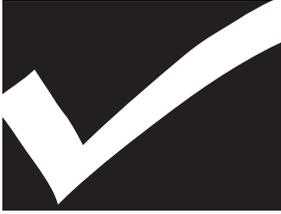
Sewage Sniffing Dogs. The second of its kind program in Sonoma County is training dogs to detect the presence of wastewater in storm drains, creeks and waterways. Environmental Canine Services in Michigan is training 8 dogs to identify the presence of sewage in water and alert their handlers. The dogs will become certified and will be available to help trace the source of contamination using their acute sense of smell and special training.

Summary of Bills of Interest to USD in 2013

Bill	Author	Subject	Description	Status (CASA Position)
AB39	Skinner	Proposition 39 Funding	Makes provisions for funds raised through prop 39 to be available to schools and public agencies. (CASA to pursue greater benefit for public agencies)	Support, if amended
AB 164	Wieckowski	Infrastructure projects	Would require public-private partnerships on public works projects include provisions for performance and payment bonds	Approve
AB194	Campos	Public Criticism during public meetings	Would make it a misdemeanor for chair of a public entity to prohibit a speaker to criticize agency during public testimony.	Oppose
AB218	Dickinson	Employment Applications – Criminal Background	This would prohibit a public agency from asking about or evaluating criminal history prior to determining qualifications.	Disapprove
AB436	Jones-Sawyer	Inverse Condemnation	Would apply proportional fault in inverse condemnation cases.	Support
AB642	Rendon	Newspaper of General Circulation – Web sites	Would establish criteria for an internet news site to become a “newspaper” of general circulation	Watch
AB792	Mullin	Open Meetings	Identifies steps to take if internet site is down and agenda is not available on internet. Failure of site would not prevent meeting from occurring.	Support
AB801	Brown	Junk Dealers	Additional provisions if dealer accepts metal with insignia.	Approve
AB811	Lowenthal	Underground Piping	As part of the Underground Service Alert program (Call before you Dig) this bill would incorporate a requirement for an excavation certification exam and requirements to attend training as part of any penalty for violating excavation permit requirements	Approve
AB941	Rendon	State Controller Audits	The bill would authorize the Controller to conduct an audit or	Watch

				investigation of local government if they make findings that an agency is not complying with State financial requirements, grant agreements, or local ordinances. Doubles fines for failure to submit financial reports after 2 years.	
AB1090	Fong	Conflict of Interest Code		Revises FPPC laws to expand violations of financial interest provisions to include individuals who cause another to violate conflict of interest provisions. CASA is very concerned about impacts of this bill and has turned it over to the CASA attorney's committee	Discuss with League of Cities. Work with author to clarify and revise.
AB1140	Daly	Prevailing Wages		Disallows current practice of using prevailing wage during bid as the basis for the contract and allows update every 6 months. Difficult to administer and may put owner on the hook. Keep what we have.	Oppose
AB1212	Levine	"Or Equal" provisions		Would prohibit an Owner from requiring a bidder to submit an "or equal" substitute prior to bid opening.	Oppose. Work with CSDA on opposition.
AB1235	Gordon	Mandatory Financial Training		Would require elected officials to participate in a 4-hour financial training once per term of office.	Watch, work with author to find alternative.
AB1248	Cooley	Internal Controls		Would require the Controller to develop internal control guidelines for local agencies to prevent and detect financial errors and fraud.	Disapprove
AB1333	Hernandez	Local Government Contracts		Requires a local government to review any contracts over \$250,000 with automatic renewal clauses before renewal. Requires compliance with Prevailing wage laws. (Does this apply to professional services as well as trades contracts?)	Oppose
AB1336	Frazier	Prevailing Wage		Would increase filing time for violation from 180 days to 3 years.	Oppose
ACA8	Blumenfeld	Local Government		Would reduce the requirement for voter approval of a tax or	Watch

		Financing	rate increase from 2/3 to 55% for public improvements and facilities or police and fire buildings. 55% would apply for approval to enter bond indebtedness to fund wastewater and sewer systems among other public works projects.	
SB338	Hill	Teleconference Meetings	Would reduce posting requirements for teleconference locations outside the agency's jurisdiction to 24 hours prior to meeting.	Approve
SB727	Jackson	Pharmaceutical product stewardship	Would require pharmaceutical companies doing business in California to develop and implement a pharmaceutical take-back program plan. Requires consultation with local governments.	Hold on position, amendments pending
SB785	Wolk	Design-build Procurement	Would implement a state-wide design build program that would expand use of D-B for certain public works projects.	Support
AB 380 and 10 other bills	Various	CEQA Reform	Various "reforms", including simplifying notice requirements, establishing CEQA Compliance Courts, translation to multiple languages, exemptions for organic waste conversion to energy, new criteria for direct or indirect exposure of people to a hazard, add new public meeting for scoping, general streamlining, and posting requirements.	Watch. Will likely be consolidated to one or two bills.
AB8 and others	Various	Energy bills	Address renewable energy, reduced GHGs, Alternate fuels. Generally provides value to wastewater industry.	CASA has formed a committee to analyze these complex bills.



20. Report on EBDA Commission Meeting of March 21, 2013

3/25/13

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).

UNION SANITARY DISTRICT
CHECK REGISTER
03/02/2013-03/15/2013

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
149884	3/14/2013	126865	CAROLLO ENGINEERS	LIFT STATION #1 IMPROVEMENTS	\$8,483.60	\$219,593.49
	3/14/2013	126870		2011-2012 ON-CALL SERVICES	\$1,442.00	
	3/14/2013	126871		HEADWORKS AND EMERGENCY OUTFALL IMPROVEMENTS	\$3,579.53	
	3/14/2013	126869		COGENERATION PROJECT	\$176,310.43	
	3/14/2013	126867		THICKENER CONTROL BUILDING IMPROVEMENTS PHASE II	\$29,777.93	
149874	3/14/2013	800273.23	ANDERSON PACIFIC ENG CONST INC	PRIMARY CLARIFIERS 1 - 4 REHABILITATION	\$44,796.68	\$77,172.02
	3/14/2013	800273.22		PRIMARY CLARIFIERS 1 - 4 REHABILITATION	\$32,375.34	
149861	3/7/2013	30101864	SYNAGRO TECHNOLOGIES	JANUARY 2013 BIOSOLIDS DISPOSAL	\$57,593.90	\$57,593.90
149802	3/7/2013	800347.1	ANDERSON PACIFIC ENG CONST INC	HEADWORKS AND EMERGENCY OUTFALL IMPROVEMENTS	\$53,988.03	\$53,988.03
149922	3/14/2013	2140472	SC FUELS	GASOLINE FOR FUEL ISLAND	\$18,928.77	\$38,693.39
	3/14/2013	2150922		CREDIT DIESEL FOR FUEL ISLAND	\$-22,159.06	
	3/14/2013	2150925		5,296 GALS CLEAR DIESEL ULTRA LOW SULFUR	\$20,721.94	
	3/14/2013	2138206		DIESEL FOR FUEL ISLAND	\$22,159.06	
	3/14/2013	2150923		CREDIT GASOLINE FOR FUEL ISLAND	\$-18,928.77	
	3/14/2013	2150924		5,018 GALS UNLEADED 10% ETHANOL GASOLINE	\$17,971.45	
149873	3/14/2013	7241231127505	AMERICAN CONST & SUPPLY INC	CATHODIC PROTECTION IMPROVEMENTS	\$29,474.44	\$29,474.44
149931	3/14/2013	533620130222	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL CARD STMT - FEB 2013	\$24,664.41	\$24,664.41

UNION SANITARY DISTRICT
CHECK REGISTER
03/02/2013-03/15/2013

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
149819	3/7/2013	510655C	DELTA DENTAL SERVICE	FEBRUARY 2013 DENTAL	\$16,546.80	\$18,664.79
	3/7/2013	510655A		FEBRUARY 2013 DENTAL	\$2,117.99	
149842	3/7/2013	79507	MUNICIPAL MAINT EQUIPMENT INC	ASTD CHAIN SCRAPERS & TAP CUTTERS	\$14,837.25	\$14,837.25
149847	3/7/2013	224720130222	PACIFIC GAS AND ELECTRIC	SERV TO 02/21/13 CS TRAINING TRAILER	\$21.31	\$12,752.86
	3/7/2013	761520130226		SERVICE TO 02/26/13 NEWARK PS	\$12,731.55	
149856	3/7/2013	901106073	SIEMENS INDUSTRY INC	1,983 GALS HYDROGEN PEROXIDE	\$8,685.54	\$8,685.54
149930	3/14/2013	536243	UNIVAR USA INC	5,004 GALS SODIUM HYPOCHLORITE	\$2,469.01	\$7,405.06
	3/14/2013	536711		5,004 GALS SODIUM HYPOCHLORITE	\$2,469.01	
	3/14/2013	536717		5,000 GALS SODIUM HYPOCHLORITE	\$2,467.04	
149836	3/7/2013	2992	J2 BUILDING CONSULTANTS INC	LEAK DETECTION SERVICES	\$7,376.48	\$7,376.48
149863	3/7/2013	535612	UNIVAR USA INC	4,870 GALS SODIUM HYPOCHLORITE	\$2,402.89	\$7,334.01
	3/7/2013	535248		4,997 GALS SODIUM HYPOCHLORITE	\$2,465.56	
	3/7/2013	535607		4,997 GALS SODIUM HYPOCHLORITE	\$2,465.56	
149902	3/14/2013	9017320609	KEMIRA WATER SOLUTIONS, INC.	8.30 DRY TONS FERROUS CHLORIDE	\$6,269.57	\$6,269.57
149837	3/7/2013	37432220130301	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE - MAR 2013	\$6,057.35	\$6,057.35

UNION SANITARY DISTRICT
CHECK REGISTER
03/02/2013-03/15/2013

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
149886	3/14/2013	54171843	CINTAS CORPORATION	ASTD JACKETS - EC	\$759.12	\$4,909.06
	3/14/2013	54171844		ASTD JACKETS - EC	\$425.63	
	3/14/2013	54176319		SHERPA LINED JACKET - LU	\$157.29	
	3/14/2013	54171855		UNIFORM LAUNDERING SERVICE	\$269.01	
	3/14/2013	54174069		UNIFORM LAUNDERING SERVICE	\$469.55	
	3/14/2013	54174070		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$87.25	
	3/14/2013	54176330		UNIFORM LAUNDERING SERVICE	\$406.93	
	3/14/2013	54178565		UNIFORM LAUNDERING SERVICE	\$499.12	
	3/14/2013	54174068		UNIFORM LAUNDERING SERVICE	\$479.14	
	3/14/2013	54174071		PERMA LINED JACKET - M HOVEY	\$112.00	
	3/14/2013	54178566		UNIFORM LAUNDERING SERVICE	\$283.05	
	3/14/2013	54178567		ASTD DUST MOPS & TERRY TOWELS	\$53.50	
	3/14/2013	54176331		UNIFORM LAUNDERING SERVICE	\$283.05	
	3/14/2013	54171854		UNIFORM LAUNDERING SERVICE	\$373.05	
	3/14/2013	54171842		PERMA LINED JACKET - V PADILLA	\$56.00	
	3/14/2013	54176318		PERMA LINED JACKET - LU	\$112.00	
	3/14/2013	54171841		PARKA TUNDRA SYSTEM - L BRENNER	\$83.37	
149928	3/14/2013	130582	TOTAL WASTE SYSTEMS INC	FEBRUARY 2013 GRIT DISPOSAL	\$4,371.42	\$4,371.42
149853	3/7/2013	15655	RMC WATER & ENVIRONMENT	NEWARK BASIN SEWER MASTER PLAN UPDATE	\$4,365.00	\$4,365.00

UNION SANITARY DISTRICT
CHECK REGISTER
03/02/2013-03/15/2013

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
149831	3/7/2013	9065337322	GRAINGER INC	4 EA RAISED INDICATOR LIGHT, RED	\$24.13	\$4,268.55
	3/7/2013	9062669790		7 EA WALLPACK, LED, 60 W	\$3,686.63	
	3/7/2013	9065337330		ASTD PARTS & MATERIALS	\$185.78	
	3/7/2013	9061830155		2 EA PUMP REPAIR KITS	\$372.01	
149855	3/7/2013	1358	SERVTECH	POWER TUBE REPLACEMENT OPTIMA3000	\$3,949.01	\$3,949.01
149824	3/7/2013	101560	ESA	SEA LEVEL RISE STUDY	\$3,832.50	\$3,832.50
149799	3/7/2013	58989	3T EQUIPMENT COMPANY INC	6 PIPEPATCH KIT - WINTER	\$3,744.90	\$3,744.90
149906	3/14/2013	6711	RICHARD LOW	REFUND # 16321	\$3,300.00	\$3,300.00
149907	3/14/2013	6597	MAI INDUSTRIES	REFUND # 16323	\$3,300.00	\$3,300.00
149866	3/7/2013	20130301	VISION SERVICE PLAN - CA	MARCH 2013 VISION STMT	\$3,074.64	\$3,074.64
149826	3/7/2013	878716	FERGUSON ENTERPRISES INC.	28 FT PIPE	\$57.72	\$3,033.06
	3/7/2013	8744821		ASTD BACK FLOW PREVENTER PARTS	\$2,823.44	
	3/7/2013	874482		ASTD PARTS & MATERIALS	\$151.90	
149935	3/14/2013	20130307	JASON YEATES	COMPUTER NOTE	\$3,000.00	\$3,000.00
149936	3/14/2013	5746	LYNN ZENG	REFUND # 16314	\$2,900.00	\$2,900.00
149816	3/7/2013	237465	CURTIS & TOMPKINS LTD	6 LAB SAMPLE ANALYSIS	\$85.00	\$2,845.00
	3/7/2013	237383		2 LAB SAMPLE ANALYSIS	\$80.00	
	3/7/2013	237434		60 LAB SAMPLE ANALYSIS	\$2,660.00	
149924	3/14/2013	5428011	SIGNET TESTING LABS INC	MISC SPOT REPAIRS PHASE 4	\$2,454.00	\$2,454.00

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149917	3/14/2013	20130307	TODD PORTEOUS	COMPUTER NOTE	\$2,358.38	\$2,358.38
149875	3/14/2013	4122481	AT&T	SERV: 01/20/13 - 02/19/13	\$2,335.18	\$2,351.17
	3/14/2013	4128281		SERV: 01/20/13 - 02/19/13	\$15.99	
149887	3/14/2013	20130206	COLLISON ENGINEERING	HAYWARD MARSH PERMIT METAL STUDY	\$2,335.80	\$2,335.80
149872	3/14/2013	916001614500	ALLIED WASTE SERVICES #916	RECYCLE & ROLL OFF - FEBRUARY 2013	\$2,320.81	\$2,320.81
149801	3/7/2013	4017275220130219	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 02/15/13 - FREMONT BLVD	\$46.55	\$2,309.48
	3/7/2013	4017274120130219		SERV TO: 02/15/13 - FREMONT BLVD	\$2,244.56	
	3/7/2013	4017420220130219		SERV TO: 02/15/13 - FREMONT BLVD	\$18.37	
149894	3/14/2013	117226	FASTENAL	ASTD METRIC DRILL CABINET	\$2,272.20	\$2,272.20
149818	3/7/2013	20130225.1	DALE HARDWARE INC	02/13 - ASTD PARTS & MATERIALS	\$2,217.44	\$2,217.44
149858	3/7/2013	3193632833	STAPLES CONTRACT & COMMERCIAL	ASTD OFFICE SUPPLIES - INVENTORY	\$494.42	\$2,134.16
	3/7/2013	3193632834		4 CS SOAPS & 12 PACKAGE SEALING TAPES	\$264.31	
	3/7/2013	3193632832		ASTD OFFICE SUPPLIES - INVENTORY	\$657.56	
	3/7/2013	3193632835		ASTD OFFICE SUPPLIES - INVENTORY	\$588.12	
	3/7/2013	3193632836		1 SEB REMAN TONER HP CE255A	\$129.75	
149850	3/7/2013	2450	PIPELOGIX INC	PIPELOGIX ANNUAL SOFTWARE SUPPORT	\$1,980.00	\$1,980.00

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
149854	3/7/2013	1501673001	SAN LEANDRO ELECTRIC SUPPLY	8 CTD SEALTIGHT CONN & 10 LAMP MINIATURE	\$359.57	\$1,821.62
	3/7/2013	1499512002		10 SS STRUT WITH 1/2" HOLES 1 5/8" X 1 5/8" X 10' LENGTH	\$111.71	
	3/7/2013	1501673003		2 CTD SEALTIGHT CONN & 5 CTD ST CONN	\$316.82	
	3/7/2013	1499512001		ASTD PARTS & MATERIALS	\$1,013.30	
	3/7/2013	1501673002		2 LAMP MULTI VAPOR 400W	\$51.58	
	3/7/2013	1502386001		8 CTD SEALTIGHT CONN & 10 LAMP MINIATURE	\$-31.36	
149827	3/7/2013	116517592	FREMONT URGENT CARE CENTER	3 EMPLOYEE EXAMS/1 AUDIOMETRY	\$182.00	\$1,778.00
	3/7/2013	171917593		28 DOT PHYSICALS	\$1,596.00	
149885	3/14/2013	828263	CDW GOVERNMENT LLC	1 CENTERVILLE PROJECTOR	\$1,716.15	\$1,716.15
149911	3/14/2013	479321	MISSION CLAY PRODUCTS LLC	ASTD CLAY PRODUCTS	\$1,713.68	\$1,713.68
149892	3/14/2013	9813	EOFF MANUFACTURING	WELDING LABOR AND MATERIALS	\$1,676.24	\$1,676.24
149909	3/14/2013	91378	MCINERNEY & DILLON, P.C.	LEGAL SERVICES - PRIMARY CLARIFIER REHAB	\$1,673.00	\$1,673.00
149809	3/7/2013	279041	BRENNTAG PACIFIC, INC.	5769 GAL SODIUM HYDROXIDE	\$1,097.30	\$1,646.03
	3/7/2013	278586		2885 GAL SODIUM HYDROXIDE	\$548.73	
149822	3/7/2013	20130056	ENVIRO SAFETECH INC	CONFINED SPACE ENTRY STANDBY	\$1,620.00	\$1,620.00
149882	3/14/2013	21476	CABRAL CHRYSLER JEEP SUZUKI GE	1 GEM CART DOOR	\$1,595.21	\$1,595.21
149843	3/7/2013	20130228	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - FEB 2013	\$1,507.69	\$1,507.69

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149839	3/7/2013	47008726	MCMMASTER SUPPLY INC	3 EA TOGGLE SWITCHES	\$121.64	\$1,273.58
	3/7/2013	46837744		1 EA SAFETY VEST	\$28.77	
	3/7/2013	46963604		1 PK VIBRATION-DAMPING SCREWS	\$20.97	
	3/7/2013	46935309		2 EA C-CLAMPS & 1 EA CALIPER	\$272.79	
	3/7/2013	47192432		80 PACKS DISPOSABLE LITHIUM BATTERIES	\$829.41	
149897	3/14/2013	9067905274	GRAINGER INC	1 EA PORTABLE EYE WASH	\$1,186.11	\$1,186.11
149810	3/7/2013	30814	CALCON SYSTEMS	HEADWORK FLUME CALIBRATION	\$1,150.00	\$1,150.00
149844	3/7/2013	5334162	NELSON STAFFING SOLUTIONS	TEMP LABOR-GOYENA, L., WKEND 02/03/13	\$1,080.00	\$1,080.00
149862	3/7/2013	62523	UNION CITY CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL 2013	\$1,080.00	\$1,080.00
149913	3/14/2013	5334790	NELSON STAFFING SOLUTIONS	TEMP LABOR-GOYENA, L., WKEND 02/10/13	\$1,080.00	\$1,080.00
149815	3/7/2013	20130228	RICHARD CORTES	EXP REIMB: 2 IPADS 16GB WITH APPLE CARE	\$1,073.82	\$1,073.82
149804	3/7/2013	4109405	AT&T	SERV: 01/13/13-02/12/13	\$94.46	\$1,005.70
	3/7/2013	4100114		SERV: 01/13/13-02/12/13	\$911.24	
149891	3/14/2013	20130312	CHRISTOPHER ELLIOTT	TRAVEL REIMB: NASIT CONFERENCE	\$994.99	\$994.99
149925	3/14/2013	4256	SKIL-PAINTING INC	SANDBLAST LARGE STEEL FAN BOX	\$150.00	\$950.00
	3/14/2013	4263		SANDBLAST TWO STANDS, FAN HOUSING,	\$600.00	
	3/14/2013	4260		SANDBLAST STEEL A FRAME	\$200.00	
149851	3/7/2013	3327	R & S ERECTION OF S ALAMEDA	REPAIR NORTH SIDE ROLL UP DOOR WAREHOUSE	\$940.00	\$940.00
149893	3/14/2013	31116	EXECUTRAIN	CRYSTAL REPORTS TRAINING	\$900.00	\$900.00

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149923	3/14/2013	8122768022813	SIERRA SPRING WATER COMPANY	BOTTLESS COOLERS RENTAL	\$230.00	\$877.92
	3/14/2013	4868173022813		WATER SERVICE 02/01/13-02/28/13	\$647.92	
149871	3/14/2013	5072159	ALL INDUSTRIAL ELECTRIC SUPPLY	3 PARS PRISMATIC LENS	\$41.06	\$847.33
	3/14/2013	5072082		3 PARS PRISMATIC LENS	\$41.06	
	3/14/2013	5072258		6 LITHONIA LED TROFFER	\$765.21	
149828	3/7/2013	219473	CITY OF FREMONT	MISC. SPOT REPAIRS PHASE 3	\$823.67	\$823.67
149881	3/14/2013	280295	BRENNTAG PACIFIC, INC.	2884.5 GAL SODIUM HYDROXIDE	\$548.65	\$792.50
	3/14/2013	282120		1282 GAL SODIUM HYDROXIDE	\$243.85	
149921	3/14/2013	2217259001	S & S SUPPLIES & SOLUTIONS	3 BXS EAR PLUGS PUSH-INS	\$123.38	\$772.47
	3/14/2013	2212172003		ASTD SAFETY SUPPLIES	\$565.97	
	3/14/2013	2208789001		2 FIRST-AID KIT BOXES ONLY & 2 BXS EAR PLUGS	\$83.12	
149934	3/14/2013	8704	WESTERN MACHINE & FAB INC	INSTALL NEW BRONZE SPACER & REPAIR	\$760.00	\$760.00
149910	3/14/2013	47824126	MCMMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$716.45	\$759.40
	3/14/2013	46217285		8 EA SEMI-CLEAR PLASTIC 1 GALLON JUGS	\$42.95	
149899	3/14/2013	1338824	HANSON AGGREGATES INC	10.07 TONS 1/2 MED TYPE A AC-R	\$751.84	\$751.84
149857	3/7/2013	90958724	SPX FLOW TECHNOLOGY USA INC	1 FILTER CARTRIDGE GAS PARTICLE DOLLINGER	\$738.16	\$738.16
149919	3/14/2013	820000006347	RED WING SHOE STORE	SAFETY SHOES - FMC & CS	\$703.52	\$703.52
149805	3/7/2013	87896561202252013 AT&T		SERV: 01/18/13-02/17/13	\$679.06	\$679.06
149927	3/14/2013	18852	TELEDYNE ISCO INC	2 DISCHARGE TUBING 50' LENGTH	\$632.34	\$632.34

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149867	3/7/2013	20130305	SHARON WEST	EXP REIMB: APA ANNUAL CONGRESS LODGING	\$631.70	\$631.70
149800	3/7/2013	130101064	AIRTECH MECHANICAL INC	SERVICE CALL: ADMIN BLDG BOARD ROOM	\$625.00	\$625.00
149908	3/14/2013	3710776	MALLORY SAFETY AND SUPPLY LLC	ASTD GLOVES	\$492.78	\$583.68
	3/14/2013	3711225		2 PAID SIZE 8 BOOTS	\$90.90	
149914	3/14/2013	14362959	OLYMPUS AMERICA INC	Q CAPTURE PRO 7 SOFTWARE FOR VISTA & WIN7	\$514.92	\$514.92
149868	3/7/2013	1204517453	WRA ENVIRONMENTAL CONSULTANTS	FORCE MAIN CONSTRUCTION	\$508.00	\$508.00
149806	3/7/2013	2521685527	BANK OF NEW YORK	JANUARY 2013 SERVICE FEE	\$500.00	\$500.00
149820	3/7/2013	6820	E Z PLUMBING	REFUND # 16313	\$500.00	\$500.00
149848	3/7/2013	6835	PACIFIC PLUMBING & SEWER SERV	REFUND # 16311	\$500.00	\$500.00
149859	3/7/2013	6812	STREAMLINE PLUMBING & DRAIN	REFUND # 16312	\$500.00	\$500.00
149926	3/14/2013	6811	STREAMLINE PLUMBING & DRAIN	REFUND # 16317	\$500.00	\$500.00
149895	3/14/2013	20130311	JESSE GILL	EXP REIMB: NO-DIG CONFERENCE	\$499.37	\$499.37
149841	3/7/2013	90659081	METAL SUPERMARKETS	240 INCHES SS RD TUBE SMLS 304	\$293.16	\$487.94
	3/7/2013	90659132		120 INCHES HR SQUARE TUBE	\$194.78	
149933	3/14/2013	8053055335	VWR INTERNATIONAL LLC	1 COD STANDARD 300 PPM COD 16OZ	\$14.42	\$460.61
	3/14/2013	8053055336		1 DETECTOR TUBE PUMP KIT	\$446.19	
149817	3/7/2013	20130225.2	CWEA-NRTC	CONFERENCE REG: C. COURTEMANCHE	\$450.00	\$450.00
149821	3/7/2013	8241	EAST BAY MUNI UTILITY DISTRICT	1 LAB SAMPLE ANALYSIS	\$398.00	\$398.00
149814	3/7/2013	80837	CONCRETE WALL SAWING CO INC	CORE DRILLING	\$390.00	\$390.00

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149846	3/7/2013	8800454	CITY OF NEWARK	ENCROACHMENT PERMIT & INSPECT - CHERRY ST	\$380.00	\$380.00
149823	3/7/2013	9703	EOFF MANUFACTURING	MANUFACTURE 4 SKIMMER BLADES	\$374.73	\$374.73
149808	3/7/2013	9724440	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$90.01	\$374.61
	3/7/2013	9720400		ASTD OFFICE SUPPLIES	\$106.84	
	3/7/2013	9720530		ASTD OFFICE SUPPLIES	\$45.95	
	3/7/2013	9722030		ASTD OFFICE SUPPLIES	\$131.81	
149879	3/14/2013	2574	BAY POWER LLC	ASTD GEN SERVICE PARTS	\$359.63	\$359.63
149905	3/14/2013	20130306	ARMANDO LOPEZ	EXP REIMB: EXT CORDS & GFCI ADAPTERS FOR PLANT	\$341.14	\$341.14
149886	3/14/2013	77805007913	GLIDDEN PROFESSIONAL	ASTD PAINT SUPPLIES	\$340.85	\$340.85
149812	3/7/2013	423946	CENTERVILLE SAW AND TOOL	1 STRING TRIMMER	\$327.97	\$327.97
149825	3/7/2013	116402	FASTENAL	ASTD PARTS & MATERIALS	\$201.63	\$323.83
	3/7/2013	117156		ASTD PARTS & MATERIALS	\$122.20	
149830	3/7/2013	77805007356	GLIDDEN PROFESSIONAL	ASTD PAINT SUPPLIES	\$318.23	\$318.23
149890	3/14/2013	37544	DATCO	MAR 2013 SERVICE FEE	\$309.40	\$309.40
149889	3/14/2013	237526	CURTIS & TOMPKINS LTD	10 LAB SAMPLE ANALYSIS	\$165.00	\$305.00
	3/14/2013	237527		11 LAB SAMPLE ANALYSIS	\$140.00	
149929	3/14/2013	13346891	TRI DIM FILTER CORPORATION	150 TRI-DEK 15/40 2 PLY PADS	\$304.00	\$304.00
149898	3/14/2013	724515	H20 PRECISION INC	10 EA DRILL 1" HOLES IN MANHOLE LIDS	\$300.00	\$300.00
149878	3/14/2013	291176	BAY AREA BARRICADE SERVICE INC	12 FIBERGLASS POSTS	\$290.39	\$290.39

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149900	3/14/2013	600580524	HILLYARD/SAN FRANCISCO	2 CASES PAPER PLATES	\$289.36	\$289.36
149877	3/14/2013	131219	BARNETT MEDICAL SERVICES LLC	80 LBS PHARMACEUTICAL WASTE REMOVAL	\$174.00	\$269.00
	3/14/2013	131576		30 LBS PHARMACEUTICAL WASTE REMOVAL	\$95.00	
149865	3/7/2013	1166262153	VERIZON WIRELESS	WIRELESS SERV 01/21/13-02/20/13	\$255.14	\$255.14
149880	3/14/2013	9727230	BLAISDELL'S	ASTD PARTS & MATERIALS	\$74.43	\$235.83
	3/14/2013	9722030C		CREDIT VERT HOLDER LANYARD	\$-31.30	
	3/14/2013	9728260		2 CHAIRMATS	\$192.70	
149835	3/7/2013	103845722	IRON MOUNTAIN	DATA/MEDIA OFF-SITE STORAGE - JAN 2013	\$225.40	\$225.40
149883	3/14/2013	1077624	STATE OF CALIFORNIA	ELEVATOR PERMIT	\$225.00	\$225.00
149932	3/14/2013	20130301	USA MOBILITY WIRELESS INC	MARCH 2013 PAGER SERVICE	\$208.28	\$208.28
149864	3/7/2013	86114	VALLEY POWER SYSTEMS NORTH INC	12 GASKETS, VALVE COVER	\$198.15	\$198.15
149834	3/7/2013	265997207	IDEXX DISTRIBUTION INC	QUANTI-TRAY/2000	\$194.68	\$194.68
149915	3/14/2013	096020130304	PACIFIC GAS AND ELECTRIC	SERV TO 03/03/13 CATHODIC PROJECT	\$36.46	\$190.27
	3/14/2013	380420130304		SERV TO 02/28/13 CHERRY ST PS	\$153.81	
149860	3/7/2013	20130305	SWRCB - CERTIFICATIONS	GRADE IV OP CERT - COGGINS	\$190.00	\$190.00
149838	3/7/2013	3704577	MALLORY SAFETY AND SUPPLY LLC	2 PR SIZE 10 BOOTS	\$90.90	\$186.06
	3/7/2013	3715892		CREDIT FOR 2 PR SIZE 10 BOOTS	\$-90.90	
	3/7/2013	3708765		4 CS PURELL HAND SANITIZER	\$186.06	
149888	3/14/2013	20130313	CSDA CAL SPECIAL DIST ASSOC	ACSDA ANNUAL BANQUET - P. KITEM. FERNANDEZ/T. HANDL	\$177.00	\$177.00

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149876	3/14/2013	20130305	MICHAEL AUER	EXP REIMB: CWEA P3S CONFERENCE	\$173.63	\$173.63
149916	3/14/2013	5302882331	PERKIN-ELMER HEALTH SERVICES	2 PKS PVC PUMP TUBING BLACK/BLACK 0.76 MM	\$71.99	\$148.78
	3/14/2013	5302882330		2 PKS PVC PUMP TUBING ORANGE/RED 0.19 MM	\$76.79	
149869	3/14/2013	9012865563	AIRGAS NCN	ASTD PARTS & MATERIALS	\$146.90	\$146.90
149901	3/14/2013	997720130225	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT, FEB 2013	\$123.23	\$123.23
149829	3/7/2013	220163	CITY OF FREMONT	LATERAL REPAIRS:PIPE DUCTS/OFFSET JOINTS	\$117.04	\$117.04
149904	3/14/2013	20130311	DAVID LIVINGSTON	EXP REIMB: MGMT MEETING LUNCH ON 3/6/13	\$114.60	\$114.60
149912	3/14/2013	1240	MUNICIPAL POOLING AUTHORITY	ANNUAL NORCAL CONSORTIUM EXPS FOR 2012	\$113.14	\$113.14
149813	3/7/2013	20130228	WADE COGGINS	EXP REIMB: OWP WASTEWATER COURSE	\$111.55	\$111.55
149807	3/7/2013	108138	JEFFREY BARTON	EXP REIMB: OWP MANAGEMENT & LEADERSHIP COURSE	\$109.68	\$109.68
149840	3/7/2013	20130305	JOSEPH MENDOZA	EXP REIMB: P3S CONF MEALS & BRIDGE TOLL	\$99.07	\$99.07
149832	3/7/2013	600575136	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$97.44	\$97.44
149903	3/14/2013	20130312	ANJALI LATHI	EXP REIMB: CWEA CONF - NAPA 2/26 - 2/28/13	\$93.36	\$93.36
149811	3/7/2013	254365	CENTERVILLE LOCKSMITH	LOCK RECONSTRUCTION	\$85.00	\$85.00
149803	3/7/2013	86404777	APPLIED INDUSTRIAL TECHNOLOGIE	4 V BELTS	\$83.59	\$83.59
149849	3/7/2013	20130305	VICTOR PADILLA	EXP REIMB: P3S CONFERENCE	\$63.42	\$63.42
149845	3/7/2013	20130306	SHAWN NESGIS	EXP REIMB: CS SAFETY RECOG FOR FEB 2013	\$60.00	\$60.00
149920	3/14/2013	20130312	JAMIE ROJO	EXP REIMB: MYCALPERS TRAINING	\$55.84	\$55.84
149833	3/7/2013	5371832	HOSE & FITTINGS ETC	6 EA 8-8 CTX-S	\$50.88	\$50.88

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149852	3/7/2013	54816	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE MARCH 2013	\$48.95	\$48.95
149870	3/14/2013	9012906143	AIRGAS NCN	1 PK TUNGSTEN	\$43.91	\$43.91
149918	3/14/2013	116741	R-2 ENGINEERING INC	1 O-RING NITRILE	\$19.28	\$19.28

Invoices:

Credit Memos :	5	-41,241.39
\$0 - \$1,000 :	148	42,499.53
\$1,000 - \$10,000 :	52	146,155.54
\$10,000 - \$100,000 :	14	396,567.55
Over \$100,000 :	1	176,310.43
Total:	220	720,291.66

Checks:

\$0 - \$1,000 :	80	30,425.66
\$1,000 - \$10,000 :	48	142,431.42
\$10,000 - \$100,000 :	9	327,841.09
Over \$100,000 :	1	219,593.49
Total:	138	720,291.66

Legal Notice

NOTICE INVITING BIDS
Notice is hereby given that sealed bids will be received by the Union Sanitary District in their office located at 5072 Benson Road, Union City, CA 94587-2508, at any time prior to 1:00 p.m. on March 27, 2013, for furnishing all labor, materials, equipment, and services for the construction of improvements designated as:

I-680 at Sabercat Road Sanitary Sewer Relocation Project Project No. 800-371

The project is located near Sabercat Road at I-680. The entire alignment is located in the City of Fremont, CA and consists, in general, of the following work:

- Construction of 990 linear feet of 12-inch diameter sanitary sewer in 48-inch diameter steel casing by utilizing a tunnel boring machine (TBM).
- Construction of one standard manhole and one inside drop manhole.
- Abandonment of 3 manholes.
- Abandonment of 1024 linear feet of 12-inch diameter sewer.
- Sewage flow control.

All work associated with this contract shall include, but not be limited to, mobilization/demobilization, dewatering of excavation, shoring and bracing of excavation, traffic control, erosion and sediment control, cleaning, debris removal and disposal, inspection and testing, discharge treatment, permitting, compliance with all environmental and permit requirements, site restoration, and such other items or details that are required by the Contract Specifications and Plans and Standard Specifications to be performed, placed, constructed, or installed.

The successful bidder will have one hundred fifty (150) consecutive days to complete the Project from the Notice to Proceed. The project shall be completed by October 1, 2013.

The Engineer's Estimate for this Project is \$1,662,260.

Bids will be publicly opened, examined and declared on said day and hour, and will be referred to the District Board of Directors for subsequent action.

Mandatory prebid and mandatory site visit following prebid

A prebid conference will be held at 10:00 a.m., local time, on March 13, 2013, at the District Office located at 5072 Benson Road, Union City, CA 94587-2508 and a site visit will be conducted immediately following the prebid conference. Attendance at both the prebid conference and site visit following the conference is mandatory for all contractors submitting a bid. For those who have attended both mandatory prebid conference and site visit, additional site visits can be scheduled if the District is notified 24 hours in advance.

Under California Laws and Regulations the District shall inform all prime contractors of public works, to the extent feasible of relevant public work requirements as listed in Section 00010 of the Contract Documents.

Copies of the Contract Documents are now on file and available for public inspection in the District Office, 5072 Benson Road, Union City, CA 94587-2508. A paper copy of the Contract Documents, including half-size drawings, may be purchased at the District Office for a non-refundable \$50 charge, which includes the appropriate State sales tax and UPS Ground shipping costs. Bidders can provide their UPS or Fed Ex account number for any overnight shipping but the charge will not be discounted. Partial sets of Bid Documents are not available from the District. Bidders may pay for plans and specs by check made out to Union Sanitary District or by VISA or MASTERCARD.

Electronic copies of the Contract Documents are available on compact discs for a non-refundable \$15 charge for each disc, which includes the appropriate States sales tax and UPS Ground shipping costs. Bidders can provide their UPS or Fed Ex account number for any overnight shipping but the charge will not be discounted. However, all bidders submitting a bid must purchase and receive a paper copy of the Project Manual of the I-680 at Sabercat Road Sanitary Sewer Relocation Project, Project No. 800-371 from the District prior to the bid opening date. All submitted bids must be on bid forms included in the purchased paper copy of the Project Manual or subsequent addenda. A bid submitted to the District by a bidder who has not purchased and received a paper copy of the Project Manual of the I-680 at Sabercat Road Sanitary Sewer Relocation Project, Project No. 800-371, or submitted on bid forms not included in the purchased paper copy of the Project Manual or subsequent addenda shall be considered non-responsive and shall be rejected by the District.

Each bid must conform and be responsive to the invitation, the Plans and Specifications, and all documents comprising the Contract Documents. Each bid shall be presented under sealed cover and shall be ac-

Legal Notice

companied by a certified check or bidder's bond, made payable to the District, in an amount not less than ten percent (10%) of the bid. The said check or bidder's bond shall be given as a guarantee that the successful bidder will execute the contract in conformity with the form of agreement contained within the contract documents, and will furnish bonds and insurance policies as specified within ten (10) days after notification of the award of the Contract to the successful bidder.

Cost for work described in each addenda issued during the time of bidding shall be included in the Bid and the addenda shall become a part of the Contract documents.

Bidders shall develop and submit bids at their own expense. The District will not reimburse any costs associated with the development and submittal of any and all Bids.

The District reserves the sole right to reject any and all bids and to waive any informality in a bid.

No bidder may withdraw its bid for a period of one hundred twenty (120) days after the date set for the opening thereof.

The award of this project is subject to, the approval of Caltrans Variance Permit and the issuance of a Caltrans "Parent" Encroachment Permit.

At the successful Contractor's option, securities may be substituted for the required retention, in accordance with the provisions of Section 22300 of the State of California Public Contract Code.

In accordance with the provisions of California Public Contract Code Section 3300, the District has determined that the Contractor shall possess, as a minimum, a valid Class (A or Class C-34) License. In accordance with the provisions of California Business and Professions Code Section 026.15, a bid submitted to the District by a contractor who is not licensed in accordance with Chapter 9 of the California Business and Professions Code shall be considered non-responsive and shall be rejected by the District.

Questions concerning this project should be directed to:

Union Sanitary District
Attn: Chris Elliott
5072 Benson Road
Union City, CA 94587
Phone: 510-477-7605

By: Manny Fernandez
Secretary of the Board
Union Sanitary District
AR #4785607
March 2, 12, 2013

3/5
TRICITY VOICE

**Newark City Council
February 28, 2013**

Presentations and Proclamations:

Farmers and Farmerettes Square Dance Club presented \$3,000 (\$1,000 each) toward graffiti abatement, Meals on Wheels and police K-9 through Newark Betterment Corporation.

Issued a commendation to the Newark Rotary Club, established in 1961, and Rotary International which is celebrating its 108th anniversary.

Recognized the contributions of the American Red Cross and proclaimed March as American Red Cross Month.

Public Hearings:

Approve a text amendment to revise lot size and conditions of corridor access lots.

Approve a conditional use permit for installation of liquid nitrogen, oxygen, CO2, argon and propane tanks at Matheson Tri-Gas at 6925 Central Avenue.

Amend Vesting Tentative Tract Map for Torian property, reducing residential units to 547 from 553 and creating a wetlands reserve while reducing park/open space area. Opposition during public comment focused on Union Sanitary District force mains, public transit accessibility, shooting range proximity, reduction of usable open space and interference with flood control channels.

City Manager Reports:

Initiate 2013 Weed Abatement Program and set April 11, 2013 for public hearing

Authorize the Police Department to issue a Request for Proposal for Computer Aided Dispatch/Records Management System.

City Attorney Reports:

Deny claim of Debra Fitch and LaTrina Armstrong

Successor Agency to Redevelopment Agency:

Adopt Recognized Obligation Payment Schedule for July-December 2013

Adjourn to Closed Session for conference with Labor Negotiators

Mayor Alan Nagy	Aye
Vice Mayor Ana Apodaca	Aye
Luis Freitas	Aye
Maria "Sucy" Collazo	Aye
Robert Marshall	Aye



WASTEWATER

American Canyon sued over flawed wastewater treatment

City trying to settle with waterway watchdog

MARCH 08, 2013 6:45 PM • MICHAEL WATERSON

AMERICAN CANYON — The city of American Canyon is attempting to negotiate a settlement with Northern California River Watch, a nonprofit, Sebastopol-based waterway watchdog that filed a complaint in U.S. District Court against the city, alleging ongoing violations of the federal Clean Water Act.

The complaint, dated Aug. 31, 2012, charges the city's wastewater treatment plant with numerous pollution violations and misreporting and underestimating overflows and leaks of untreated sewage.

City Attorney William Ross denied the allegations. "The city disagrees with the factual assertions in the complaint," he said by phone.

Since the wastewater treatment plant on Mezzetta Way opened in 2002, officials have struggled to comply with discharge regulations. In October of last year, the city reported the first 12-month period without any violations since the plant opened.

In August, 2012, the plant was fined \$6,000 by the San Francisco Regional Water Quality Control Board for eight violations that occurred between September 2003 and August 2007. Public Works Director Michael Throne characterized the violations as "minor," saying there was never a threat to the health or environment.

Additionally, in July 2010, the city received a notice of violation from the control board for failure to submit annual overflow reports in 2008 and 2009.

According to State Water Resources Control Board spokesman Timothy Moran, neither the state nor regional water control boards are participants in the River Watch complaint.

"While we received notice of the suit, neither of the water boards is party to the suit," Moran said last week.

Spokeswoman Lila Tang confirmed the regional board was not a plaintiff in the suit and there are no current violations on the books.

"There are no pending actions against the city of American Canyon" Tang said Thursday.

Not all of American Canyon's pollutant problems have been caused by the treatment plant. In 2011, a former manager of AmCan Beverages, a Coca-Cola subsidiary located next-door to the wastewater plant, was sentenced to four months in federal prison and

community service for diluting test samples of the company's discharge in the years 2004-07. Coca-Cola subsequently reimbursed the city more than \$7 million.

Founded in 1996 by Santa Rosa-based attorney Jack Silver, River Watch claims more than 1,000 members, according to its website. Any person can become a member of River Watch, the website says, by either paying dues or volunteering three hours of work.

Last year, the group reached settlements in similar suits with the cities of Benicia, Antioch and Cupertino among others. The agreement with Benicia calls for the city to install closed-circuit cameras in specific sewer lines, expand its procedures in reporting spills and pay \$45,000 to Northern California River Watch.

The agreement also calls for creation of a program for private sewer line inspection triggered by certain building permits, overflows and other situations. Benicia City Attorney Heather McLaughlin said she didn't recall the total cost estimate of the terms of the settlement.

Settlement terms for the other two cities have similar conditions. Those settlements each specified \$30,000 fees for River Watch.

Critics of California River Watch have accused the group of "shakedown" tactics, threatening cities with litigation to get settlements that cost less than a legal battle.

American Canyon City Manager Dana Shigley said by email that while the city denies violations, officials are negotiating to avoid going to court.

"We strongly disagree with their assertions, and have brought forward evidence to support our position," Shigley wrote. "Nonetheless, in order to bring this to an end so we can move on with other priorities, we have been actively engaging in negotiations with River Watch. We had a settlement meeting last week with River Watch and things went well. I anticipate being able to announce a final settlement agreement soon."

The River Watch attorney handling the case, Jerry Bernhaut, is on vacation and returns next week, according to an email from Jack Silver.

"At that time I am sure he will contact you to respond to your questions," Silver wrote.

SANTOS COLUMN

Three new directors bring change to the water district

For the first time ever, there are three women on the Santa Clara Valley Water District Board of Directors. In December 2012, Nai Hsueh and Barbara Keegan joined District 4 Director Linda J. LeZotte, who is now in her third year on the board. Also noteworthy is that this year marks the second consecutive year that we've had a woman board chair. In January, the board unanimously voted to elect District 5 Director Nai Hsueh as the chair to follow Director LeZotte's run.

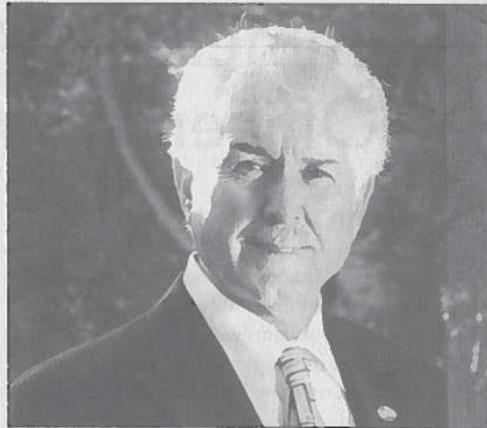
Director Hsueh represents District 5, which includes the cities of Cupertino and Saratoga, as well as parts of Sunnyvale, Santa Clara and west San José. She has 30 years of experience working for the water district on water issues, including large construction projects. In her role, she designed a rolling five-year capital improvement program.

Director Keegan, a civil engineer, represents District 2, which includes central and downtown San José, portions of east San José, and Willow Glen. She worked for 19 years for the city of San José's Public Works Department, where she rose to the level of division manager. Keegan subsequently became the city engineer and assistant director of public works for the city of Sunnyvale. She spent the last two years of her career at the water district.

The end of January brought more change to the board when I, and the full board of directors, voted unanimously to appoint Dennis Kennedy to replace former District 1 Director Don Gage, who left the board after being elected mayor of Gilroy. As former mayor of Morgan Hill, Kennedy brings both a South County perspective and political experience to the board. District 1 includes the cities of Morgan Hill and Gilroy, the town of San Martin, the Evergreen and Silver Creek neighborhoods of San Jose, parts of south San Jose, and the hills east of San Jose and Milpitas.

He led the city's efforts to advance the Upper Llagas Creek Flood Protection Project. He has served on the water district's Environmental Advisory Committee and Santa Clara Valley Habitat Conservation Plan planning committee. A graduate of Santa Clara University, Kennedy is a registered professional mechanical engineer.

The three new directors are joining me, Director Richard Santos, and my fellow board members, Linda J. LeZotte, Tony Estremera and Brian Schmidt. For those who don't know me, I was



elected to the board in 2001 as your District 3 representative, serving the areas of Sunnyvale and Santa Clara, Alviso, Milpitas, and the north San Jose and Berryessa communities.

Director LeZotte was elected to the Board in 2010 to represent the City of Campbell, portions of Willow Glen and the Cambrian, North Almaden and Blossom Hill areas of San Jose. Director Estremera was appointed to the board in 1996 to represent District 6, which includes San Jose areas north of Capitol Expressway, east of Highway 280, south of Highway 280 and as far north as the Alum Rock community. Director Schmidt was elected to the board in 2010 to represent District 7, which covers the western side of the county and extends as far south as Almaden and Calero reservoirs and borders Saratoga heading as far north as Palo Alto.

For more information about the Santa Clara Valley Water District and its board of directors, please visit our website www.valleywater.org. There you can ask questions or provide feedback 24-7 through Access Valley Water, our online customer communications service.

As always, I am available for questions or comments as your District 3 representative for the northern areas of Sunnyvale and Santa Clara; Alviso; Milpitas; and the north San Jose and Berryessa communities. Feel free to contact me at (408) 234-7707.

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