

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
March 24, 2014**

**CALL TO ORDER**

President Lathi called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

ABSENT: Tom Handley, Director

STAFF: Richard Currie, General Manager/District Engineer  
Rich Cortes, Business Services Manager  
Sami Ghossain, Manager, Technical Services  
David Livingston, Treatment & Disposal Services Manager  
Robert Simonich, FMC Manager  
Rufus Tai, Sr. Database Administrator/Developer  
Maria Scott, Principal Financial Analyst  
David O'Hara, Legal Counsel  
Carol Rice, Acting Assistant to the GM/Board Secretary

**APPROVAL OF THE MINUTES OF MARCH 10, 2014.**

On a motion made by Director Kite and seconded by Director Fernandez, the minutes of the Board of Directors' Meeting of March 10, 2014 were unanimously approved (Director Handley was absent).

**MONTHLY OPERATIONS REPORT FOR FEBRUARY.**

Richard Currie reported there was one odor complaint in February and that it was not related to USD's sewer system. There were no accidents or injuries and Collection Services reported no spills in February. Staff has been preparing applications for a potential grant fund for the Hayward Marsh. The District's new receptionist, Ariel Teixeira, started work on March 17<sup>th</sup>.

Maria Scott reported on the District's financials. Under Revenues, she stated the District will receive about \$20M next month from the County and SRF proceeds for the

Thickener Project are expected to begin in April. Under Expenses, about \$2M was spent on capital projects, mainly the Cogeneration Project; the third of four ARC payments for retiree medical was made; \$52K was spent on IT projects including Hansen 8; SRF loan payments were made for Cedar and Substation 1; and the District purchased a Transit Connect Vehicle for use in inspections. Under investments, there is \$39M in holdings; LAIF went down from .244% to .236%; and there was one CD maturity.

#### **WRITTEN COMMUNICATIONS.**

The Board received a letter from Dave O'Hara regarding succession planning and a publication from California Special Districts Association.

#### **ORAL COMMUNICATIONS.**

There were no oral communications.

#### **NOMINATIONS FOR NON-ENTERPRISE SPECIAL DISTRICT SEAT ON ALAMEDA COUNTY LAFCo.**

The Legal/Community Affairs Committee reviewed this item. Alameda County Special Districts hold three seats on the Alameda County Local Agency Formation Commission. One seat is for Enterprise Special Districts, one is for Non-Enterprise Special Districts, and the third is for an Alternate (which may be enterprise or non-enterprise). At the end of June 2014, the four-year term of the current Non-Enterprise Special District representative, Ayn Wieskamp, will expire. Ms. Wieskamp has indicated that she will be seeking re-election. Director Kite, USD's representative to the Alameda County Special District's Association, stated Ms. Wieskamp has done an excellent job in the position. The Board supports her re-election and did not nominate anyone else for the position.

#### **AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH SYSTEMATES, INC., FOR PURCHASE AND IMPLEMENTATION OF A CAPITAL PROGRAM MANAGEMENT SYSTEM.**

The Budget and Finance Committee reviewed this item. Rufus Tai stated the FY'14 budget includes funds for the purchase and implementation of a Capital Program Management System. This project will implement a software system that will provide a communication hub for all project participants, manage the flow of project documents, and replace the Excel workbooks that are currently used to manage project finances.

A request for proposals was developed and issued on July 18, 2013. Responses were received from four firms. Three firms were interviewed and two were selected to further demonstrate and test their systems. Based on their price, experience, and proposed solution, Systemates, Inc. was selected for the project.

On a motion made by Director Fernandez and seconded by Director Toy, the Board unanimously approved authorizing the General Manager to execute an Agreement with

Systemates, Inc., for purchase and implementation of a Capital Program Management System (Director Handley was absent).

**AWARDING THE CONSTRUCTION CONTRACT FOR THE SODIUM HYPOCHLORITE TANK A AND B REPLACEMENT PROJECT TO ANDERSON PACIFIC ENGINEERING CONSTRUCTION, INC.**

The Construction Committee reviewed this item. Sami Ghossain stated that Sodium Hypochlorite Tanks A and B are used as part of the disinfection process at the Plant. The final effluent is disinfected using sodium hypochlorite from these tanks in the Chlorine Contact Chamber prior to being discharged into the EBDA force main.

At the end of September 2013, staff discovered a pinhole leak on Tank A above the outlet nozzle of the polyethylene tank. A temporary patch was placed over the leak and the tank was placed back in operation. Since Tanks A and B are identical and both were installed in 2000, it is anticipated that Tank B will soon experience similar problems and should also be replaced.

At the Irvington Pump Station, ferrous chloride is introduced to the District's force mains to reduce hydrogen sulfide concentrations. The ferrous chloride tank located at the pump station is also made of polyethylene and was installed in 1998. Due to its age and material, it should also be replaced.

Staff advertised the project for bids on February 21, 2014. Four bids were received and Anderson Pacific Engineering Construction was the low bidder. The estimated project completion date is July 2014. Construction management will be provided by District staff.

On a motion made by Director Toy and seconded by Director Fernandez, the Board unanimously approved awarding the construction contract for the Sodium Hypochlorite Tank A and B Replacement Project to Anderson Pacific Engineering Construction, Inc. in the amount of \$220,100 (Director Handley was absent).

**APPROVING THE PUBLICLY AVAILABLE PAY SCHEDULE.**

The Personnel Committee reviewed this item. Rich Cortes explained that the Publicly Available Pay Schedule, which was mandated by CalPERS in August 2011, will be posted to reflect the adjustment for the March 1, 2014 negotiated classified employee salary increases, the unclassified classification of the new Senior Process Engineer, and the adjustment to the General Manager's salary based on the latest survey.

On a motion made by Director Toy and seconded by Director Fernandez, the Board unanimously approved the Publicly Available Pay Schedule (Director Handley was absent).

## **REVIEWING AND PROVIDING COMMENTS TO STAFF ON THE DRAFT BOARD POLICY ON E-MAIL USAGE.**

The Personnel Committee reviewed this item. At the request of the Board, Attorney O'Hara drafted a Policy regarding the Board's use of District e-mail addresses for all communication involving District business. By using a District e-mail address instead of personal e-mail addresses for communication, only District e-mail would be discoverable in the future during potential litigation.

On a motion made by Director Fernandez and seconded by Director Kite, the Board unanimously accepted the new policy, Boardmember Use of E-mail for District Business (Director Handley was absent).

## **REVIEWING AND PROVIDING COMMENTS TO STAFF ON THE DRAFT PRESENTATION TO THE FREMONT CITY COUNCIL.**

The Legal/Community Affairs Committee reviewed this item. Rich Currie stated he is scheduled to provide an update on USD activities to the three City Councils this spring. The first presentation is scheduled for April 1 at the City of Fremont. He will send a draft of the PowerPoint presentation to the Board on March 25, 2014 and would like comments back by March 27. Director Kite suggested inviting a few workers to attend the City Council meeting to give USD a "face" in the community. Rich Currie noted he would send out an invitation to staff.

### **INFORMATION ITEMS:**

**Check Register.** The Board had no questions.

**Executing a Contract with Raftelis Financial Consultants, Inc., to conduct a Comprehensive Sewer Service Charge Rate Study.** The Budget & Finance Committee reviewed this item. Maria Scott stated that the District's FY'14 Non-ECB budget included a project to evaluate the current sewer service charge rate, processes, and model. An RFP was issued in January and two firms were selected for interview. Staff selected Raftelis Financial Consultants (RFC), for their extensive experience performing rate studies. There will be a Board workshop to discuss Board interests and parameters. Work will begin in April and completion is scheduled for the fall.

**Legislative Update for March 2014.** The Legislative Committee reviewed this item. Rich Currie stated that over 1900 bills have been introduced in the second year of the two-year session of the State Legislature. CASA is tracking about 50-60 bills that could potentially impact wastewater agencies. He summarized the following bills: AB1331 and SB848 – Water Bond; AB1600 – Microplastics Ban; two Labor Relations bills—AB2126 and AB2419; SB1014 – Pharmaceutical Take-Back; SB1337 – Public Records; and SB979 by Beale which expands the use of the fact finding process.

**Selection of an Executive Search Firm by Staff for the General Manager Recruitment.** The Personnel Committee reviewed this item. Rich Currie noted that Ralph Andersen and Associates was selected to handle the recruitment for the new General Manager. He stated a draft of the brochure was received today and asked the Board to provide input to Judi Berzon, Human Resources Administrator, by 9:00 a.m. on March 27, 2014.

### **REPORT ON THE EBDA COMMISSION MEETING OF MARCH 20, 2014.**

Rich Currie reported the Commission discussed the upcoming study to evaluate the Bay outfall and assess condition and methods for extending the life of the asset. The outfall's useful life is estimated to extend through 2050. The Commission approved the Task Order with Brown and Caldwell for the Outfall Pipeline Condition Assessment Project. The Commission discussed refurbishing the second gear drive for the Oro Loma Pump Station and evaluating the on-land portion of the EBDA pipeline. The Nutrients Watershed Permit will be heard by the Regional Water Quality Control Board the second week of April and the overhaul of the second gear drive for the electric pumps at Oro Loma was approved.

### **GENERAL MANAGNER'S REPORT.**

- The General Manager and Legal/Community Affairs Committee met with the City of Fremont on March 5 to discuss restaurant fees. After a lengthy conversation we concluded that because of the nature of the development in downtown Fremont, most of the restaurants would be in the mixed use category and subject to the much lower capacity fee.
- The March Safety Recognition Event turned out well; staff received very positive comments about the gift card and emergency earthquake backpacks the employees received. Director Kite spoke at the event and the employees commented that it was nice to hear from a Board member.
- Robert Simonich reported on the savings at the solar facility in Irvington. He stated this year we produced \$16,000 more worth of electricity than we used. When asked what has made the difference, he explained it could be the result of not as many projects as in previous years, and the fact that it's been a dry year and extra pumping activity has not been necessary.
- The Seismic Assessment Project was initiated this week.
- A kick-off meeting was held today on the Hayward Marsh Rehabilitation Options Project.
- The General Manager will be on vacation March 25-28, 2014.

In response to Director Lathi's request for more information on the Seismic Project, Rich Currie indicated staff will provide an information item for the next Board meeting.

**OTHER BUSINESS:**

Director Lathi asked staff to place Dave O'Hara's letter on the agenda for the next Board meeting.

**ADJOURNMENT:**

The Board adjourned the meeting at 7:42 p.m. to a Board Workshop on Monday, April 7, 2014.

Following the Board workshop, the Board will adjourn to the next Regular Meeting in the Boardroom on Monday, April 14, 2014 at 7:00 p.m.

SUBMITTED:

  
\_\_\_\_\_  
CAROL RICE  
SECRETARY TO THE BOARD

ATTEST:

  
\_\_\_\_\_  
JENNIFER TOY  
SECRETARY

APPROVED:

  
\_\_\_\_\_  
ANJALI LATHI  
PRESIDENT

Adopted this 14th day of April, 2014

## UNION SANITARY DISTRICT PAY SCHEDULE

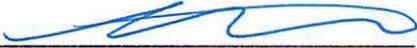
Effective March 1, 2014		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting Tech Specialist	\$2,938.38	\$3,571.62
Accounting Technician II	\$2,611.90	\$3,174.78
Administrative Specialist I	\$2,320.92	\$2,821.10
Administrative Specialist II	\$2,443.06	\$2,969.57
Assistant Engineer	\$3,305.19	\$4,338.06
Assistant to the General Manager	\$2,733.18	\$3,587.30
Assistant Storekeeper	\$2,256.82	\$2,743.18
Associate Engineer	\$3,666.67	\$4,812.51
Buyer I	\$2,375.49	\$3,117.83
Buyer II	\$2,794.70	\$3,668.04
Chemist I	\$3,193.43	\$3,881.64
Chemist II	\$3,353.11	\$4,075.73
Coach, Business Services	\$4,218.89	\$5,537.29
Coach, Capital Improvement Projects	\$4,901.60	\$6,433.34
Coach, Collection Services	\$3,943.18	\$5,175.42
Coach, Customer Service	\$4,429.34	\$5,813.50
Coach, Electrical & Instrumentation	\$3,960.09	\$5,197.62
Coach, Environmental Compliance	\$3,901.94	\$5,121.30
Coach - Mechanical Maintenance	\$3,864.79	\$5,072.54
Coach, Research & Support/Process Engineer	\$3,901.30	\$5,120.45
Coach, Total Plant Operations	\$3,904.83	\$5,125.09
Collection System Worker I	\$2,397.86	\$2,914.61
Collection System Worker II	\$2,637.65	\$3,206.08
Communications Coordinator	\$3,257.39	\$3,959.38
Construction Inspector I	\$2,790.06	\$3,391.33
Construction Inspector II	\$3,069.05	\$3,730.45
Construction Inspector III	\$3,191.82	\$3,879.68
Customer Service Fee Analyst	\$2,652.14	\$3,223.70
Engineering Technician I	\$2,692.06	\$3,272.21
Engineering Technician II	\$2,961.26	\$3,599.42
Engineering Technician III	\$3,257.39	\$3,959.38
Environmental Compliance (EC) Inspector I	\$2,635.74	\$3,203.75
Environmental Compliance (EC) Inspector II	\$2,965.26	\$3,604.30
Environmental Compliance (EC) Inspector III	\$3,291.44	\$4,000.77
Environmental Compliance (EC) Inspector IV	\$3,521.84	\$4,280.82
Environmental Control (EC) Outreach Representative	\$3,291.44	\$4,000.77

**Effective March 1, 2014**

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Health and Safety Program Manager	\$3,648.32	\$4,788.42
Environmental Program Coordinator	\$3,530.33	\$4,633.56
Fleet Mechanic I	\$2,658.62	\$3,231.57
Fleet Mechanic II	\$2,977.66	\$3,619.36
General Manager	\$7,074.72	\$9,285.56
Human Resources Administrator	\$4,425.90	\$5,809.00
Human Resources Analyst	\$3,110.49	\$4,082.52
Information Technology Administrator	\$4,207.01	\$5,521.70
Information Technology Analyst	\$3,004.57	\$3,943.49
Instrument Tech/Electrician	\$3,274.86	\$3,980.62
Janitor	\$1,778.16	\$2,161.36
Junior Engineer	\$2,974.67	\$3,904.26
Laboratory Director	\$3,972.02	\$4,828.02
Lead Collection System Worker	\$2,901.42	\$3,526.69
Maintenance Assistant	\$1,142.49	\$1,388.70
Manager, Business Services	\$6,028.38	\$7,912.24
Manager, Collection Services	\$5,626.68	\$7,385.02
Manager, Maintenance	\$5,626.68	\$7,385.02
Manager, Technical Services	\$5,948.35	\$7,807.21
Manager, Treatment & Disposal Services	\$5,626.68	\$7,385.02
Mechanic I	\$2,689.63	\$3,269.26
Mechanic II	\$3,012.40	\$3,661.59
Mechanic XL	\$3,714.66	\$3,844.68
Painter	\$2,764.26	\$3,359.97
Planner/Scheduler I	\$3,088.00	\$3,753.49
Planner/Scheduler II	\$3,320.65	\$4,036.27
Plant Operations Trainer	\$3,647.89	\$4,434.03
Plant Operator I	\$2,565.98	\$3,118.97
Plant Operator II	\$2,848.26	\$3,462.07
Plant Operator III	\$3,257.04	\$3,958.94
Plant Operator XL	\$4,016.32	\$4,156.90
Principal Engineer	\$4,434.78	\$5,820.64
Principal Financial Analyst	\$3,506.43	\$4,602.18
Purchasing Agent	\$3,513.96	\$4,612.08
Quality Coordinator	\$3,812.01	\$5,003.26
Receptionist	\$2,029.41	\$2,466.76
Senior Accountant	\$3,147.72	\$4,131.38
Senior Database Administrator/Developer	\$3,765.20	\$4,941.82
Senior Engineer	\$4,007.49	\$5,259.84

**Effective March 1, 2014**

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Geographic Information System (GIS)/Database Administrator	\$3,765.20	\$4,941.82
Senior Information Technology Analyst	\$3,338.41	\$4,381.66
Senior Network Administrator	\$3,692.12	\$4,845.91
Senior Process Engineer	\$4,007.49	\$5,259.84
Storekeeper I	\$2,853.67	\$3,468.66
Storekeeper II	\$2,996.34	\$3,642.08
Technical Training Program Manager	\$3,378.26	\$4,433.97
Utility Worker	\$2,190.65	\$2,662.75

Approved by:   
 President, Board of Directors

Date: 3-24-14