

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
FEBRUARY 23, 2015**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

PRESENT: Manny Fernandez, President  
Jennifer Toy, Vice President (arrived at 7:15 p.m.)  
Pat Kite, Director  
Anjali Lathi, Director

ABSENT: Tom Handley, Secretary

STAFF: Dave O'Hara, District Counsel  
Rich Cortés, Business Services Manager  
Sami Ghossain, Technical Services Manager  
James Schofield, Collection Services Manager  
Armando Lopez, Treatment & Disposal Services Manager  
Robert Simonich, Fabrication, Maintenance, & Construction Manager  
Maria Scott, Principle Financial Analyst  
Laurie Brenner, Organizational Performance Program Manager  
Paul Johnson, Store Keeper II  
Regina McEvoy, Assistant to the GM/Board Secretary

**APPROVAL OF THE MINUTES OF FEBRUARY 9, 2015**

It was moved by Director Kite, seconded by Director Lathi, to Approve the Minutes of the Board of Director's Meeting held February 9, 2015. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi  
NOES: None  
ABSENT: Handley, Toy  
ABSTAIN: None

**MONTHLY OPERATIONS REPORT**

The Budget and Finance Committee reviewed this item.

- a. Second Quarter FY15 District-wide Balanced Scorecard Measures – Laurie Brenner reported the following: The District experienced one employee injury during the second quarter of FY15, exceeding the target for the year with three total accidents resulting in lost days. Safety inspections are ongoing and well over target for areas corrected within 45 days. Staff will be noting common reoccurring safety issues for continued

improvement, and will explore the possibility of adjusting targets for areas experiencing recurring injuries. An action plan will be developed to address targeted employees who have not participated in safety specific training. The Stewardship objective focused on EOC and Emergency Preparedness, and the annual goal has been achieved. Response to Contact USD remains on target, and service call time within the hour is at 97.8%. There was a Category 1 incident on Palm Avenue in Fremont on October 28, 2014. Root intrusion was determined to be the causal factor, and an estimated five gallons made it to State waters.

- b. Treatment & Disposal Scorecard – Armando Lopez reported the following: The “Plant Health Index” measure tracks twelve aspects of treatment plant process performance. The index value average met the target of 85% or greater for FY14, and is currently meeting the target for FY15. The District met all NPDES compliance measures with the exception of the low chlorine residual exceedance during the December 11, 2014, exercise of the wet weather bypass valve to Alameda Creek. All laboratory measures were at 100% for FY14, and are on track to meet the target of 95% or greater in FY15. TPO met the target of 95% or greater for completing preventive maintenance work orders within the month they are scheduled, and are on track to meet the target for FY15. Electricity consumption at the plant is averaging 2,178 kwh/MG (kilowatt hours per million gallons treated), and the target value is 2,100 kwh/MG or less. Water usage for the first half of FY15 is on track to meet the target of 30,000 gallons or less per day. TPO updated four training modules in the first half of FY15, and will surpass the target for this measure.
- c. FMC Scorecard – Robert Simonich reported the following: The FMC team is averaging greater than 95% of completion for planned maintenance activities, surpassing the Water Environment Federation (WEF) “best practice” of greater than 90%. The FMC work group fell slightly below the target of 95% with 92.9% of preventive maintenance work orders completed within the month scheduled. This measure is expected to exceed the target in the 3<sup>rd</sup> quarter of FY15. Overtime continues to be above target as FMC continues to support multiple CIP projects throughout the plant and pump stations. The number of corrective work orders over 90 days continues to fall.
- d. Monthly Odor Report and Financial Reports –
  - d.1 Rich Cortés reported the following: There were three odor complaints received during the month of January, all from the City of Fremont. The first complaint was investigated, and the odor was determined to be emanating from the landfill located near Fremont Boulevard and Warren Avenue. The findings were relayed to the reporting party, and it was suggested they contact the City of Fremont. The other two complaints were investigated with no odor found, and staff relayed the findings to the reporting parties.
  - d.2 Maria Scott reported the following: Revenues – The District received \$105,000 in capacity fees during the month of January. Expenditures – The District spent \$500,000 on Capital Improvement Projects in January, and special projects are at 19% of budget. Only 4% of the vehicle and equipment budget has been spent to date, however, this will rise as the year goes on. Most expenses by type are under budget.

### **WRITTEN COMMUNICATIONS**

There were no written communications.

### **ORAL COMMUNICATIONS**

There were no oral communications.

**INFORMATION ITEMS:**

Check Register All questions were answered to the Board's satisfaction.

**COMMITTEE MEETING REPORTS:**

The Budget & Finance Committee met.

**GENERAL MANAGER'S REPORT:**

A General Manager's report was not presented.

**OTHER BUSINESS:**

Pat Kite stated she attended Lee Doty's memorial service on February 20, 2015.

**ADJOURNMENT:**

The meeting was adjourned at 7:26 p.m. to the Sewer Service Charge Rate Study Workshop in the Boardroom on Thursday, March 5, 2015 at 6:30 p.m.

The Board will then adjourn to the District Counsel RFP Closed Session on Monday, March 9, 2015 at 5:30 p.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, March 9, 2015 at 7:00 p.m.

SUBMITTED:

  
REGINA McEVOY  
SECRETARY TO THE BOARD

ATTEST:

  
TOM HANDLEY  
SECRETARY

APPROVED:

  
MANNY FERNANDEZ  
PRESIDENT

Adopted this 9<sup>th</sup> day of March, 2015