



**BOARD MEETING AGENDA**  
**Monday, August 25, 2014**  
**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.
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2. Pledge of Allegiance.
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3. Roll Call.
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Motion

4. Approval of the Minutes of the Regular Meeting of August 11, 2014.
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Information

5. Quarterly Balanced Scorecard Period Ending June 30, 2014 *(to be reviewed by the Budget & Finance Committee)*
    - a. Districtwide Balanced Scorecard Measures
    - b. Business Services Balanced Scorecard
    - c. General Manager's Monthly Operations and Investment Report
- 

6. Written Communications.
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7. 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.*

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Motion

8. Amend Purchasing Policy No. 2755 *(to be reviewed by the Budget & Finance Committee)*.
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Motion 9. Approving the New Position of Asset Manager *(to be reviewed by the Personnel Committee)*.

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Motion 10. Resolution No. \_\_\_\_\_, Accepting the Construction of the Newark Backyard Sanitary Sewer Relocation Project, Phase I from Ranger Pipelines, Inc., and Authorizing the Attorney for the District to Record a Notice of Completion *(to be reviewed by the Construction Committee)*.

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Motion 11. Authorizing the General Manager to Execute an Agreement and Task Order No. 1 with West Yost Associates for Providing Design Services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project *(to be reviewed by the Construction Committee)*.

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Information 12. Information Items:

- a. Check Register.
- b. Report on the EBDA Commission Meeting of August 14, 2014.
- c. Certificate of Achievement for Excellence in Financial Reporting *(to be reviewed by the Budget & Finance Committee)*.
- d. NACWA Platinum Award for Calendar Year 2013 *(to be reviewed by the Legal/Community Affairs Committee)*.
- e. Annual Reporting of Expense Reimbursements Over \$100 *(to be reviewed by the Budget & Finance Committee)*.
- f. PG&E Net Metering Annual True Up *(to be reviewed by the Budget & Finance Committee)*.
- g. Status of Priority 1 CIP Projects at the end of the Fourth Quarter of FY14 *(to be reviewed by the Construction Committee)*.
- h. Fourth Quarterly Report on Capital Improvement Program for FY14 *(to be reviewed by the Construction Committee)*.
- i. Hayward Marsh Rehabilitation Options Study Project – Status Report *(to be reviewed by the Legal/Community Affairs Committee)*.

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Information 13. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*

- a. Legal/Community Affairs Committee – scheduled for Tuesday, 8/19/14 at 5:00 p.m.
- b. Construction Committee – scheduled for Wednesday, 8/20/14 at 8:45 a.m.
- c. Budget & Finance Committee Meeting – scheduled for Wednesday, 8/20/14 at 9:30 a.m.
- d. Personnel Committee – scheduled for Friday, 8/22/14 at 4:30 p.m.

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Information 14. General Manager's Report. *(Information on recent issues of interest to the Board).*

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Information 15. Other Business:

- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
- b. Scheduling matters for future consideration.

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16. Adjournment - The Board will adjourn to the next Regular Meeting in the Boardroom on Monday, September 8, 2014 at 7:00 p.m.

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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 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 calendared. Oral comments are limited to three minutes per individual, 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 of the agenda item.

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.

THE PUBLIC IS INVITED TO ATTEND

**NOTICE OF  
COMMITTEE MEETING**

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



**BOARD MEETING OF AUGUST 25, 2014**

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**Committee Membership:**

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

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**Legal/Community Affairs Committee, Tuesday, August 19, 2014 at 5:00 p.m.**

- 12d. NACWA Platinum Award for Calendar Year 2013.
  - 12i. Hayward Marsh Rehabilitation Options Study Project – Status Report.
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**Construction Committee, Wednesday, August 20, 2014 at 8:45 a.m.**

- 10. Resolution No. \_\_\_\_\_, Accepting the Construction of the Newark Backyard Sanitary Sewer Relocation Project, Phase I from Ranger Pipelines, Inc., and Authorizing the Attorney for the District to Record a Notice of Completion.
  - 11. Authorizing the General Manager to Execute an Agreement and Task Order No. 1 with West Yost Associates for Providing Design Services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project.
  - 12g. Status of Priority 1 CIP Projects at the end of the Fourth Quarter of FY14.
  - 12h. Fourth Quarterly Report on Capital Improvement Program for FY14.
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**Budget & Finance Committee, Wednesday, August 20, 2014 at 9:30 a.m.**

- 5. Quarterly Balanced Scorecard Period Ending June 30, 2014
  - a. Districtwide Balanced Scorecard Measures
  - b. Business Services Balanced Scorecard
  - c. General Manager's Monthly Operations and Investment Report
- 8. Amend Purchasing Policy No. 2755.
- 12c. Certificate of Achievement for Excellence in Financial Reporting.
- 12e. Annual Reporting of Expense Reimbursements Over \$100.
- 12f. PG&E Net Metering Annual True Up.

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**Personnel Committee, Friday, August 22, 2014 at 4:30 p.m.**

- 9. Approving the New Position of Asset Manager.
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Committee meetings may include teleconference participation by one or more Directors.  
(Gov. Code Section 11123)  
Committee Meetings are open to the public. Only written comments will be considered. No action will be taken.

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
August 11, 2014**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

ABSENT: Jennifer Toy, Vice President

STAFF: Richard Currie, General Manager/District Engineer  
Paul Eldredge, Newly Hired General Manager  
Richard Cortes, Business Services Manager  
Andy Morrison, Collection Services Manager  
Dave Livingston, Treatment & Disposal Services Manager  
Sami Ghossain, Technical Services Manager  
Robert Simonich, FMC Manager  
Michelle Powell, Communications Coordinator  
Mohammad Ghoury, Engineering Tech II  
Tim Teale, Painter  
David O'Hara, Legal Counsel  
Carol Rice, Assistant to the General Manager/Board Secretary

**APPROVAL OF THE MINUTES OF JULY 28, 2014.**

On a motion made by Director Kite and seconded by Director Lathi, the minutes of the Board of Directors' Meeting of July 28, 2014 were unanimously approved (Director Toy was absent).

**WRITTEN COMMUNICATIONS.**

The Board received the following: A letter from the Laborers' International Union of North America and a notice regarding the 2014 Union City State of the City Luncheon scheduled for September 30, 2014.

## **ORAL COMMUNICATIONS.**

There were no oral communications.

## **AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH RMC WATER AND ENVIRONMENT FOR THE ALVARADO WASTEWATER TREATMENT PLANT SITE USE STUDY.**

The Construction Committee reviewed this item. Sami Ghossain stated that over the next ten years, the District has planned the construction of several process, electrical, maintenance, storage, and green-energy facilities. In addition, staff anticipates that future environmental regulations will reduce the ammonia discharge limits in the Wastewater Treatment Plants (WWTP) final effluent that will require new process facilities.

Prior to proceeding with the design of these facilities, staff deemed it important to evaluate and properly plan for the long-term site layout of the WWTP. On June 24, 2014, staff selected RMC Water and Environment because of their experience working on similar studies for other wastewater utilities. The purpose of the Project is to develop the most logical site use plan that integrates both the District's existing and planned facilities. The study includes the following: assessing the layout of the WWTP's existing facilities; evaluating the necessary land area needs and land areas available for planned facilities; coordinating the implementation of new facilities along with the findings from other USD studies; and proposing site use layouts that are beneficial to both the District's operational and maintenance needs.

On a motion made by Director Kite and seconded by Director Handley, the Board unanimously authorized the General Manager to execute an Agreement and Task Order No. 1 with RMC Water and Environment for the Alvarado Wastewater Treatment Plant Site Use Study in the amount of \$199,681 (Director Toy was absent).

## **AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH RMC WATER AND ENVIRONMENT FOR THE IRVINGTON BASIN SEWER MASTER PLAN UPDATE.**

The Construction Committee reviewed this item. Sami Ghossain stated that the goal of the sewer master plan is to develop a long-term capital improvement program for the Irvington Basin that will provide for adequate hydraulic capacity in the sewer system and address maintenance and structural problems in sewers within the basin. The first Irvington Basin Sewer Master Plan was completed in 1995, followed by an update in 2004. An Agreement and Task Order No. 1 with RMC was signed on July 1, 2013 to provide for a condition assessment of the Irvington basin sewers. Work under this Task Order will focus on the capacity assessment of the Irvington basin's sewer system.

On a motion made by Director Kite and seconded by Director Lathi, the Board unanimously authorized the General Manager to execute Task Order No. 2 with RMC Water and Environment for the Irvington Basin Sewer Master Plan update in the amount of \$231,410 (Director Toy was absent).

## **INFORMATION ITEMS:**

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

**Employee Turnover Rate for FY14.** The Personnel Committee reviewed this item. Rich Currie reported that the District's turnover rate for FY14 was higher this year at 9.2% (compared to 7.7% last year). Twelve employees left this year while 10 employees left last year. The biggest reasons employees left was for retirement, with seven of the 12 employees retiring. Of the remaining separated employees, one left to return to school, one left for a promotion at another public agency, and three for other reasons. The percentage of employees leaving for non-retirement reasons was 3.8%. The Executive Team will continue to monitor turnover and discuss exit interview comments with Human Resources.

**Future Newsletter Options and Costs.** The Legal/Community Affairs Committee reviewed this item. Rich Currie noted as the result of a recent Board workshop, staff was asked to look at other less costly options mailed twice per year as alternatives to the four-page newsletter that is typically sent to USD service area residents annually. Last fall the cost to mail the Newsletter was \$32,000. The price for various size mailings ranged from \$50,000 to \$60,000 for two. Michelle Powell discussed the various options with the Board and showed samples of different size mailers. She suggested the possibility of taking out a full-page newspaper ad in The Argus and Tri-City Voice for additional coverage. She also noted that in talks with ACWD about the possibility of sharing space in their newsletter, they indicate they have space for no more than 200 words from USD. The suggested topics for the spring newsletter include: an Open House event in the spring; the new website revision; the NACWA Platinum award; a message from the new General Manager; and tips for helping the environment. The Board agreed we should not have a fall newsletter because of the large volume of election-related mail.

**Report from the Regional Water Board on Sanitary Sewer Overflows.** The Legal/Community Affairs Committee reviewed this item. Rich Currie reported that the Regional Water Quality Control Board staff presented a report to their Board of Directors summarizing improvements made since the implementation of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The report focuses on the reduction in number and volume of Sanitary Sewer Overflows (SSOs) in the Bay Area. He stated that spill rates are down in the Bay Area due to the drought. The SSO rate for large systems in the SF Bay Region is 4.5; USD is at 0.4 per 100 miles of pipe and continues to be extremely low. The largest cause of SSO's in the region is roots and the largest cause of SSO's at USD is grease. The District's compliance rate has been 100%, versus 82% in the SF Bay Region.

On behalf of the Board of Directors, Director Handley asked Collection Services Manager Andy Morrison to thank his group for doing an outstanding job.

**Schedule of Board Workshops/Special Meetings through October 2014.** Rich Currie pointed out that the time for the USD Forcemain Alignment workshop, scheduled for August 18, 2014, has been confirmed for 4:00 p.m. The Board accepted the workshop schedule.

### **COMMITTEE MEETING REPORTS:**

The Legal/Community Affairs Committee, Construction Committee, and Personnel Committees met.

### **GENERAL MANAGER'S REPORT:**

Rich Currie reported the following:

- Today is officially Paul Eldredge's first day of work at USD as the new General Manager.
- There was an interesting meeting with Alameda County Water District and their consultant, RMC, about a study they are doing on alternate water sources. They are interested in exploring various recycled water projects, and this will be a topic of discussion at the joint meeting on September 25, 2014.
- The District received a public records request to obtain the email address for all District employees. We checked with our attorney regarding whether the request was legal and were informed we must provide the email addresses.
- Hiring interviews are taking place this week for Plant Operator III and Plant Operator III Trainee.
- The Board and staff received letters from a couple of labor unions about our Thickener Control Building project being done by GSE Construction. GSE uses laborers for some of the carpentry work and, as required by law, they must pay carpenters wages. The carpenters union is unhappy and is picketing a number of jobs in Alameda County, and they may picket other jobs GSE is working on. This was a topic of discussion at the JLMC meeting. Mohammad Ghoury contacted SEIU to inquire about their position on the matter should they picket; SEIU does not endorse the picket.
- The Upper Hetch Hetchy Project has started.
- A new industry in Fremont, Mission Linen, a commercial laundry, has submitted an application for a permit. This is a large industry with discharge between 75,000 to 120,000 gallons per day.
- The Cogeneration Project started up the new gas conditioning system today.
- An RFP was issued last week for quotes to revise the District's external website.

**OTHER BUSINESS:**

Director Kite indicated she recently saw ACWD Board member John Weed. He inquired about the new general manager and his engineering background. Director Handley also ran into Mr. Weed who also asked him questions about the new general manager.

**ADJOURNMENT:**

The meeting was adjourned at 7:51 p.m. to a Board Workshop on the USD Forcemain Alignment in the Boardroom on Monday, August 18, 2014 at 4:00 p.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, August 25, 2014 at 7:00 p.m.

SUBMITTED:

ATTEST:

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

\_\_\_\_\_  
TOM HANDLEY  
SECRETARY

APPROVED:

\_\_\_\_\_  
MANNY FERNANDEZ  
PRESIDENT

Adopted this 25th day of August, 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:** August 25, 2014

**To:** Board of Directors – Union Sanitary District

**From:** Richard B. Currie, General Manager/District Engineer  
Laurie Brenner, Organizational Performance Program Manager

**Subject:** Agenda Item No. 5a –Meeting of August 25, 2014  
**JULY MONTHLY OPERATIONS REPORT**  
**DISTRICT-WIDE BALANCED SCORECARD MEASURES**

**Recommendation:**  
Information only

**Background:**

The 2014 USD Strategic Performance Report is attached. The Report summarizes the District's progress meeting operational and safety objectives and targets for the fiscal year 2013-14.

Staff will be present to answer questions regarding the Strategic Performance Report and the District's balanced scorecard objectives, measures and results.



# USD Strategic Performance Report

Fiscal year 2013-14

Union Sanitary District

August 15, 2014

# USD FY13 Strategic Performance Report

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# USD FY14 Strategic Performance Report

This report summarizes the performance of the District in the areas of safety and operational excellence for fiscal year 2013-2014.

During strategic planning, the Executive Team agrees on District-wide objectives and measures in the areas of customer service, financial performance, internal business processes, employee growth & development and safety. Objectives, measures and targets are reviewed and updated annually.

The balanced scorecard is reviewed and discussed by the Executive Team quarterly, and continues to be a valuable tool to monitor the District's progress implementing the strategic plan. The District-level operational and safety scorecards, along with the team scorecards, measure our success in serving our customers' needs; being good stewards of the environment and the public's money; doing our jobs safely, effectively and efficiently; and ensuring employee growth and development.

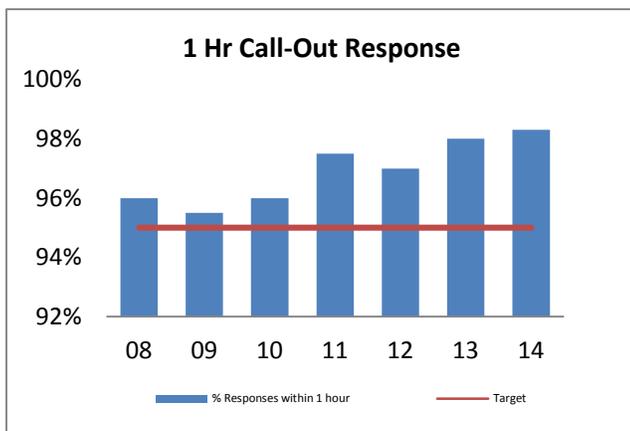
## ***Operational Excellence Strategy***

The District did not meet all targets on the Operational Excellence Scorecard in FY14. There were some uncharacteristic misses on a few performance measures during the year, including 12 complaints indicating adverse impacts on customers (against a target of 10 or less). There was a single category 1 sanitary sewer overflow; however, it is important to note that the categorical definition changed after the event had occurred (in September 2013), and under the new criteria, the event would have been classified as a category 2 event. There were no critical asset failures with impacts during FY 14, and all financial targets were met. Neither training milestones nor number of competency assessments targets were met in FY 14 and the number of capital improvement project milestones met versus completed fell short at 9, against a target of 11.

Corrective and preventive actions were developed and implemented as necessary and lessons learned from each missed target were discussed to prevent recurrence where possible in all affected teams.

### **Customer Objectives and Measures**

Customer objectives focus on customer service and stewardship of public assets and the environment.



Service: Provide reliable high quality service; be prepared for emergencies

Measures:

- Response time to customer calls for service
- Customer Newsletter survey results
- Adverse impacts USD activities have on external customers
- Emergency drills or exercises

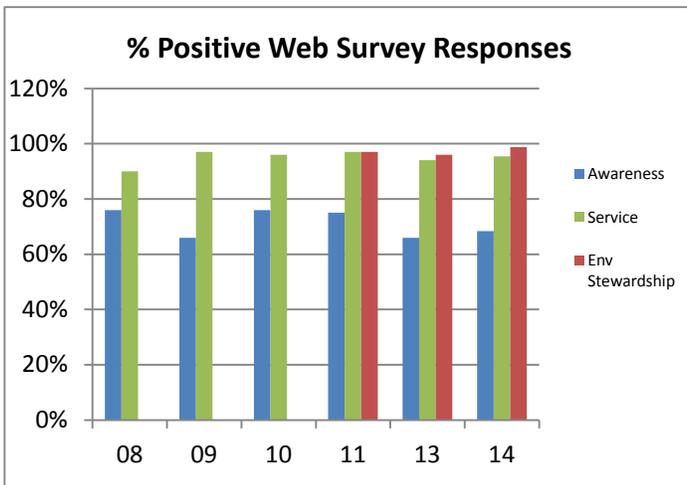
**Calls for Service:**

Responding to service calls from customers requires coordination between three teams: Customer Service, which takes the initial call and routes it to the proper staff person, the Maintenance-TV Team, which contacts the customer and takes appropriate action to resolve the problem, and the Total Productive Operations Team, which handles after-hour and weekend calls. The target to respond to a call, by either arriving on site or resolving the problem by phone, is 95% within one hour. In FY 14, District staff responded to **97.1%** of all calls within one hour, with an average response time of fewer than 42 minutes, while handling over 300 service call outs.

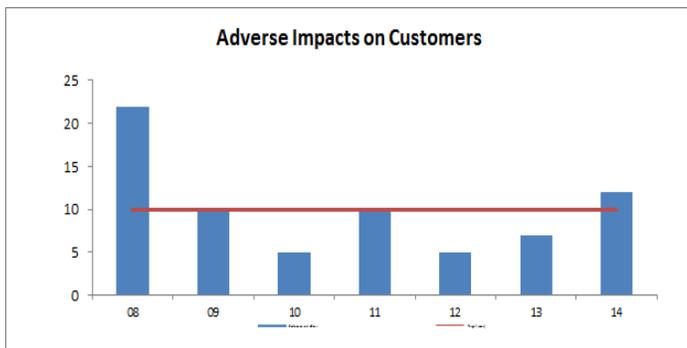
**Customer Satisfaction:**

The FY 14 newsletter survey site was closed on November 24, 2013. Two hundred and fifty eight customers responded to the electronic survey and gave feedback. Customers were asked to rate USD in the following areas:

- Environmental stewardship: Now that you know more about how we protect the environment, please tell us how you think we are doing.
- Awareness: Had you heard of Union Sanitary District before receiving the newsletter?
- Service: If you have ever contacted USD for any service, what level of service do you feel we provided?



68% of those responding indicated they had heard of USD before receiving the newsletter. This is slightly higher than last year, yet not at the target of 75%. Satisfaction with environmental protection and service was very high, with **99%** of respondents rating USD’s level of environmental protection as good or excellent, and **95%** of respondents rating our service as good or excellent. Both service ratings indicated a higher level of satisfaction with USD service than the prior year.



**Adverse Impacts on Customers:**  
The total number of customer adverse impacts exceeded the target of  $\leq 10$ . **Twelve** adverse impacts were reported in FY 14; including 6 plant odor complaints (5 from one individual), 1 CS odor complaint, 3 new claims, 1 fee complaint and 1 complaint about transparency.

**Emergency Preparedness:**

The goal for FY 14 was to participate in three emergency preparedness drills, exercises or events; and that goal was achieved. The three events held included By Pass Pumping Training, Alameda County Energy Table Top Exercise and Business Services Emergency Operations Center (EOC) drill(s)- which were run concurrently in the Organizational Support, Financial Support and Materials Management teams with excellent results.

**Stewardship:** Demonstrate responsible stewardship of District assets and the environment

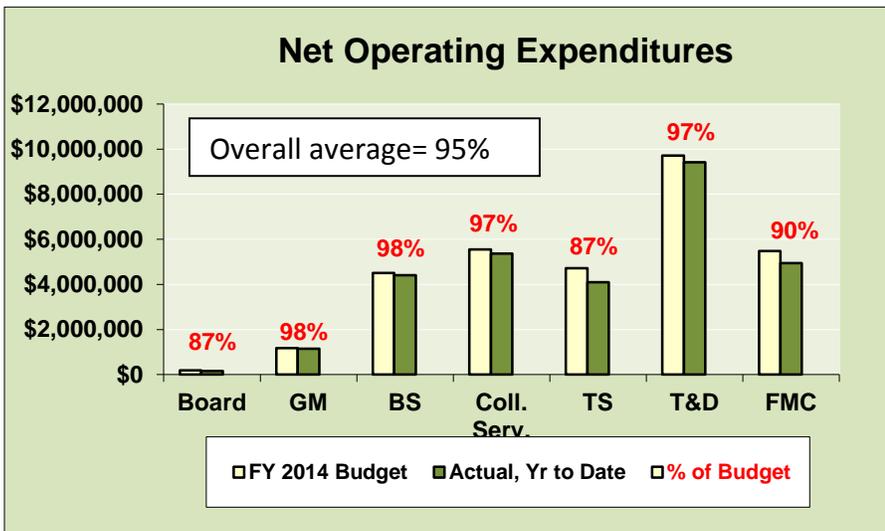
**Measure:**

-Progress implementing the public outreach plan milestones: planned activities completed

Annually, staff identifies specific events, activities and programs designed to educate public officials, potential employees, and the public about USD and our Mission. 98% of planned outreach activities were completed in FY 14, as well as additional unplanned activities. See Attachment B for a complete list of outreach activities.

**Financial Objectives and Measures**

Financial objectives focus on responsible management of public funds.



**Fiscal responsibility:** Ensure funding for critical programs and projects, while maintaining comparable rates; accurately project and control costs

**Measures:**

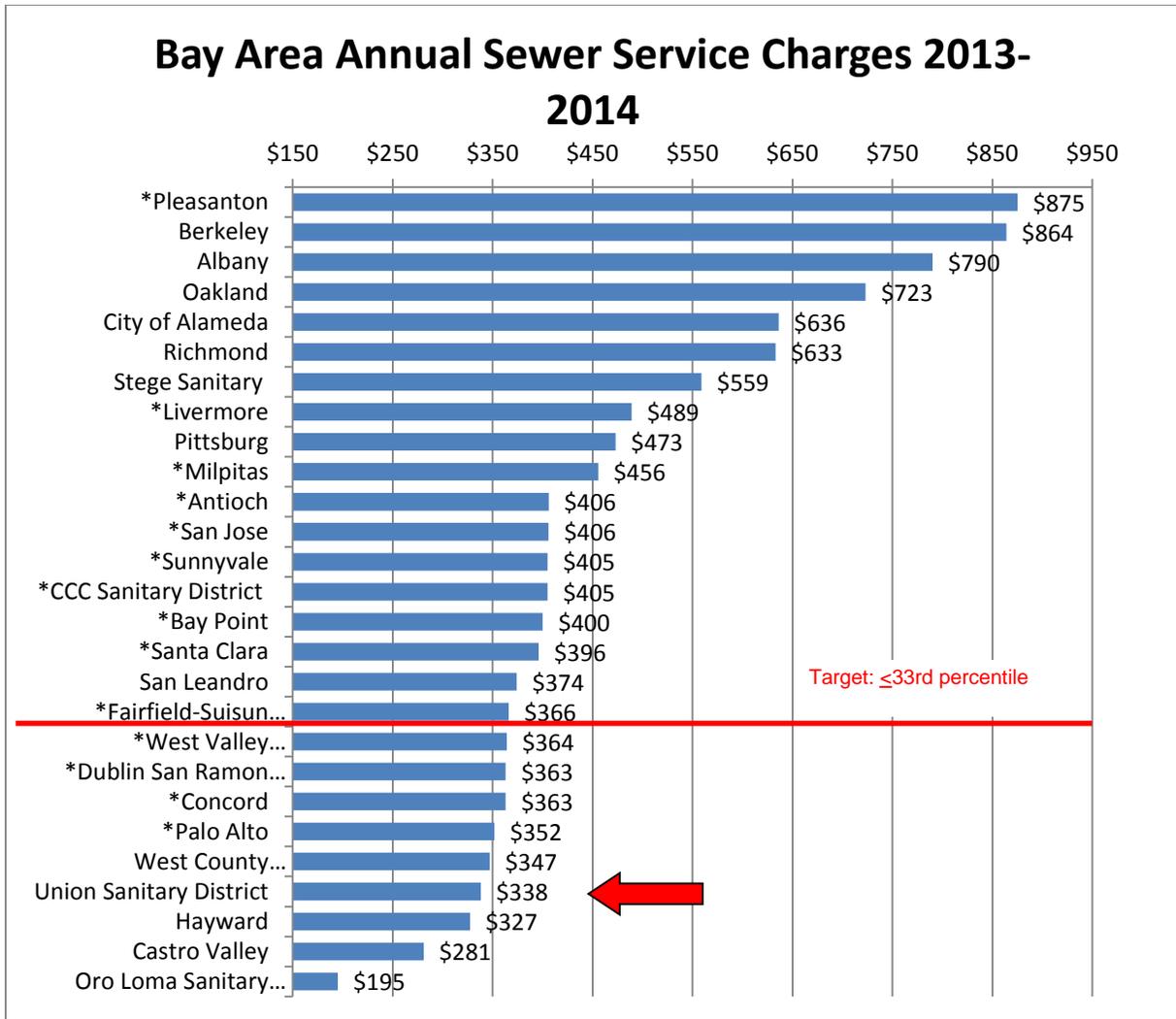
-Regional projects with financial benefit-Operational expenditures, % of Board approved budget

-Residential sewer service charge compared to surrounding areas

**Regional projects with financial benefit:**

The District seeks out opportunities to work with other agencies and organizations in ways that benefit the District. For FY 14, the goal was to participate in at least two regional projects with financial benefit. This goal was met through continued participation in the Bay Area Consortium of Water and Wastewater Education (BACWWE) operator training program, the Bay Area Chemical Consortium (BACC), and BAYWORK, a regional workforce development initiative focused on the water and wastewater industry.

Through accurate planning and attention to operational efficiency, the District provides a high level of service at a cost to residents significantly lower than in most surrounding service areas. During FY 14, the residential Sewer Service Charge was \$338, at the **11.5<sup>th</sup> percentile** compared to other SF Bay Area agencies, per our 1/24/14 survey. Operational expenses consistently come in slightly under the approved annual budget. In FY 14, expenditures were **95% (prelim- as of 8/4/14)** of budget, within the target of 95%-103%.



**Internal Process Objectives and Measures**

Internal process objectives focus on business processes critical to achieving the District’s mission.

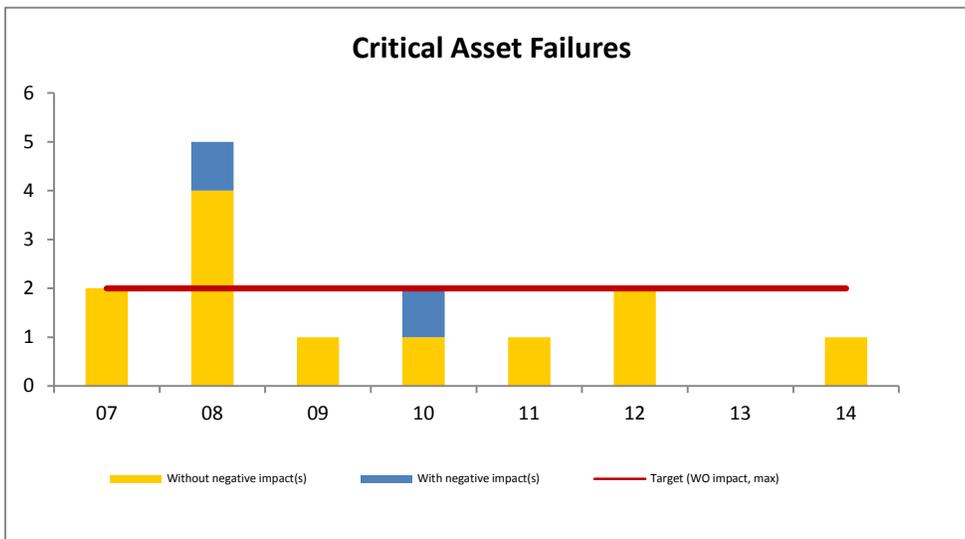
Efficiency: Optimize processes and use technology effectively

Projects and initiatives to increase efficiency can be found on the Operational Excellence Timeline (Appendix D) and on team and workgroup scorecards. For example, the current IT Master Plan initiatives will result in improved productivity, collaboration, customer service, and decision-making.

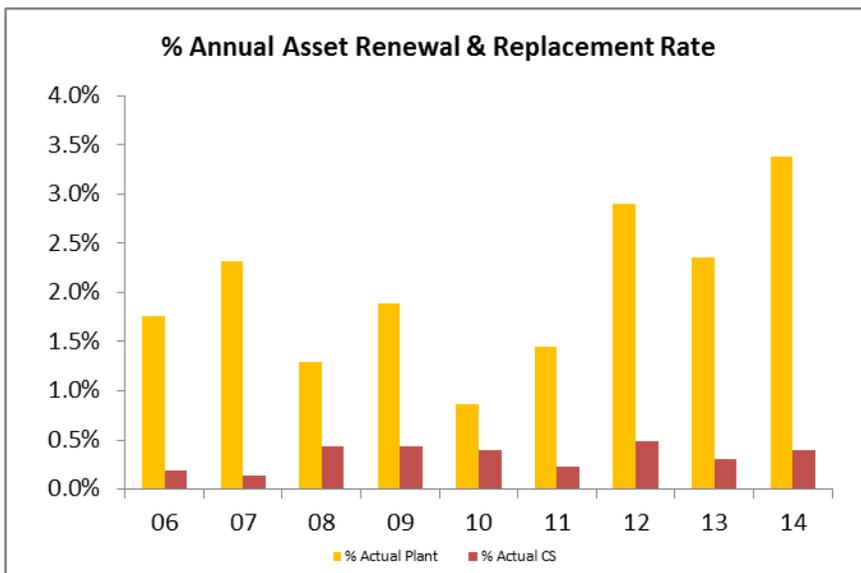
Asset management: Manage and maintain assets and infrastructure

Measures:

- Critical asset failures
- Annual asset renewal rate
- Priority capital improvement projects, completed vs. planned



Critical asset failures: The District experienced one critical asset failure without negative impacts during FY 14. The gear box on one of the pumps at primary effluent pump station #1 failed; however, there is redundancy in this equipment and the unit was repaired and placed back in service in just 7 days.



Asset Renewal: For FY 14, capital renewal and replacement expenditures increased to approximately **3.38%** of our total asset value for the treatment plant and **0.40%** for the collection system and pump stations. There is currently no target for this measure.

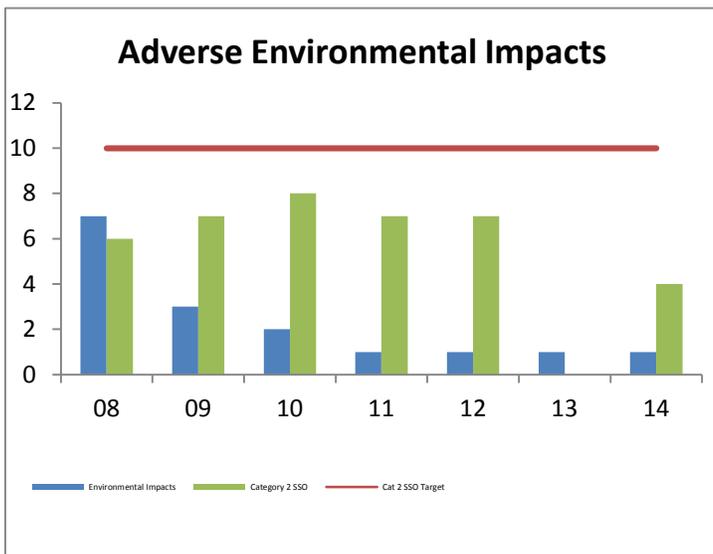
**Priority Capital Improvement Program Projects (CIP) completed:**

The Executive Team designates certain CIP projects as Priority 1 projects each year. The number of planned Priority 1 CIP projects completed is a companion measure to percent asset renewal. Nine of the eleven CIP milestones designated as priority and targeted for completion in FY 14 were completed. The Co-gen project is in progress, but approximately 3 months behind schedule, primarily due to difficulty in coordinating critical activities with external entities, including PG& E. The Front Gate Modification project has been postponed and is targeted for completion in FY16 now.

Environmental protection: Maintain our ability to meet current and future regulations; implement projects & programs that benefit the environment.

**Measures:**

- Adverse impacts on the environment, including Category 1 sanitary sewer overflows
- Category 2 sanitary sewer overflows
- Regional projects with environmental benefit



Adverse impacts on the environment: In FY 14, there was one recordable incident of adverse impacts on the environment as a result of USD activities, namely a category 1 sanitary sewer overflow . This overflow was approximately 1,900 gallons, which was captured and returned to the sewer.

There were also 4 category 2/3 overflows recorded in FY 14.

Regional projects with environmental benefit: As part of the strategic plan, the District seeks out opportunities to work with other agencies and organizations in ways that benefit the District. For FY 14, the goal was to participate in at least two regional projects with environmental benefit. In addition to a variety of regional pollution prevention and storm water activities managed by the Environmental Compliance Team, the District participated in a water conservation project with the Alameda County Water District.

Planning: Plan for long-term financial, project and staffing needs

There are no measures for this objective. Progress planning and implementing strategic initiatives is tracked on the Operational Excellence Timeline. See Appendix D.

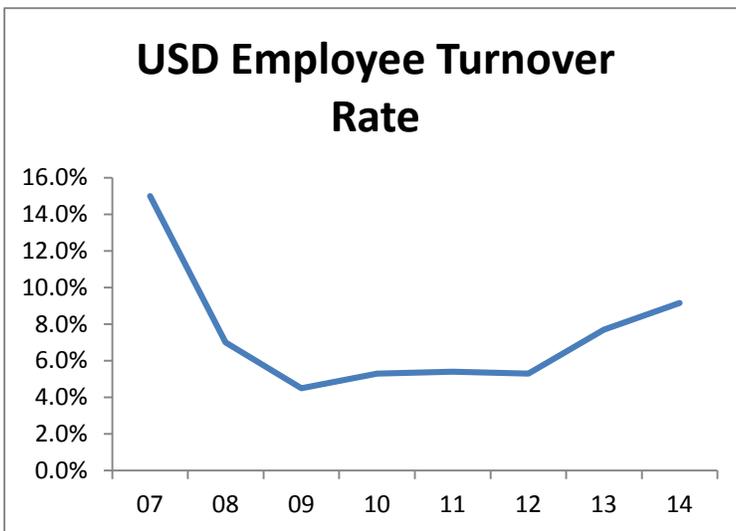
### Employee Growth & Development Objectives

Employee growth and development objectives focus on employee training and participation.

Employees: Maintain a highly competent, flexible workforce

Measures:

- Employee Turnover Rate
- Training modules completed/updated
- Competency assessments completed



Turnover: The employee turnover rate in FY 14 was 9.16%, up from previous years. The non-retirement turnover rate was 3.82%, also higher than in prior years. Twelve employees separated from the District last year, seven due to retirement.

The increase in employee turnover was expected due to planned retirements.

3 Deep and prior Long Term Staffing Task Force recommendations implemented will help to mitigate risks associated with loss of key personnel.

Training modules:

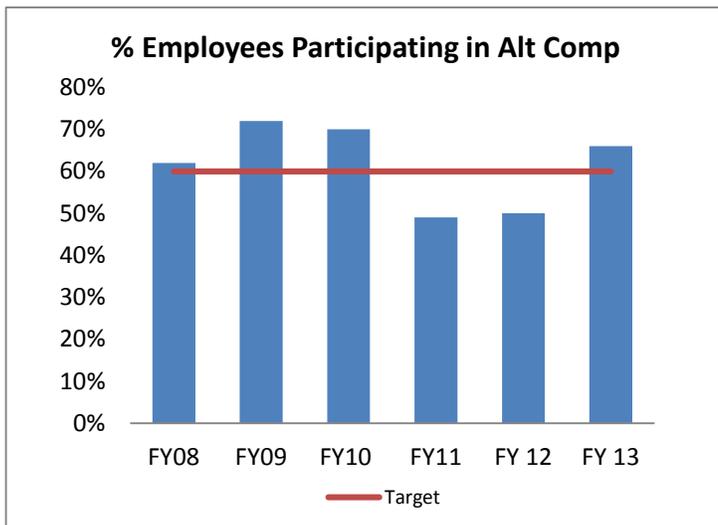
USD staff set goals for development of the training module program at the beginning of the year, which included updating of eleven modules, instruction of one full module, and creation of five assessment tools. The assessment tool target was met; however, the other targets fell short in FY 14. Eight of eleven planned module updates were completed and only twenty-two of twenty-seven planned assessments (where employees demonstrate competency in a specific task or skill) were completed by Collection Services staff. Plans to complete training milestones missed in FY14 and continue making progress in FY 15 are being developed.

**Labor Relations:** Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement

Measures:

- Non-management employees participating in District Committees and Taskforces
- Non-management employees participating in the Alternate Compensation Program

District employees are encouraged to contribute ideas for continuous improvement in a variety of ways. In addition to participating in the business of their work teams, employees have the opportunity to participate in standing committees and taskforces. During FY 14, 51% of non-management employees participated in at least one committee or taskforce, comparable to last year’s performance.



The Alternate Compensation Program recognizes individual non-management employees and groups for efforts above and beyond their regular duties that result in benefits to the District, including completing process improvement projects or increasing professional certification. In FY 14, based on employee feedback, the program was revamped and criteria for awards were more clearly defined. A multi-disciplinary Task Force was created to drive the process revision. A standing Committee comprised of classified staff from

each Work group was assembled to review program submissions and to ensure that program criteria are followed in all applications. Team submissions have all been reviewed and the program is moving forward as planned.

Due to the program revision, the chart reflecting performance has not been updated. The FY 13 graph is left here for reference only.

A complete report of operational performance is available in Appendix A.

## **Safety Strategy**

The Executive Team works with the Environmental Health and Safety Program Manager (EHSPM) to implement the District's safety strategy and reduce the number and severity of accidents and injuries. The effectiveness of the safety strategy is reviewed bi-monthly by the Executive Team and the EHSPM.



The Safety Strategy is updated annually and communicated to all employees. As part of the strategy, District work teams identify hazards specific to their work and develop their own team safety strategies to increase awareness and improve work practices.

A complete report of safety performance is available in Appendix C.

## **Safety Objectives and Measures**

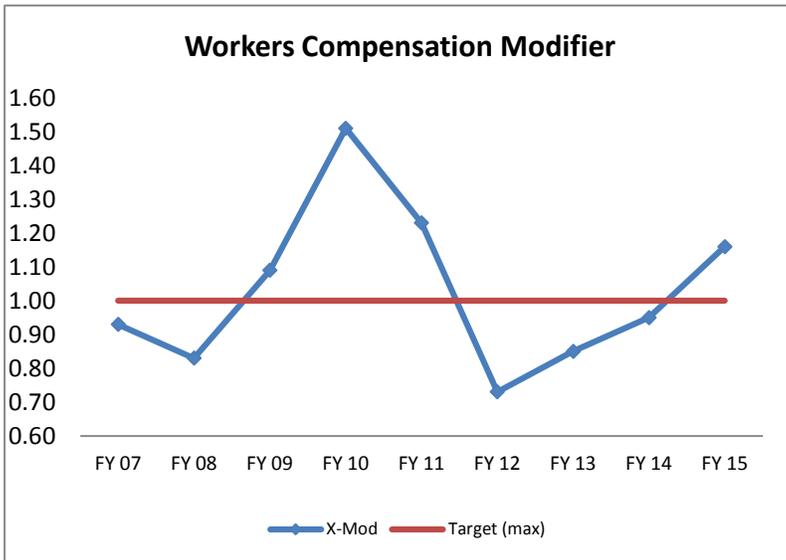
The District missed the targets on three measures in safety performance in FY 14. The target of zero lost time accidents was not met, yet there was only one recorded incident stemming from a minor injury where medical attention was not sought immediately. There were no employees out on lost or limited duty time as of June 30, 2014. The amount of time lost and the salary cost of lost-time associated with this accident were well below the targeted values. In order to keep striving for additional improvements in the District safety record and associated measures, we continue to discuss near misses, debrief each accident and develop resolutions to help avoid recurrence in the future. Resolutions are shared with all teams. The District safety strategy is carefully maintained and monitored for improvement opportunities, including monthly Safety Committee meetings, inspection of field work-sites by Coaches, best practices visits to other agencies and cycling inspection of District facilities.

All teams annually review their work for potential hazards and identify a ways to minimize risks. These team "safety strategies" have been very effective at engaging employees and increasing employee ownership in the safety program. The Safety Recognition Program was re-evaluated by a joint union-management taskforce during FY14 to assess its continued suitability and effectiveness. This evaluation consisted of a full review of both individual and team recognition activities throughout the District. As a result of this evaluation process, teams were charged with choosing and developing their own, group specific recognition activities. All teams completed this exercise in FY 14.

**Accidents:** Reduce the number of accidents and the impact on employees and the District

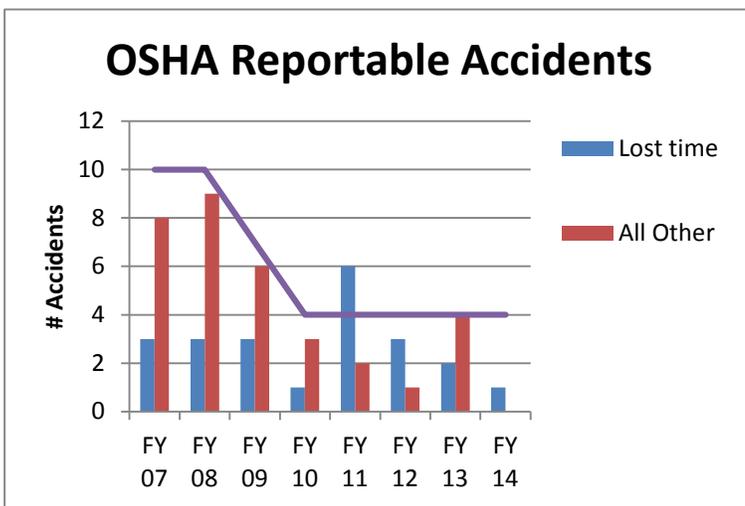
**Measures:**

- OSHA reportable accidents; total accidents with lost time
- Average full-time equivalent lost time due to accidents; cost of lost time
- Incidents of vehicle/equipment damage; cost of vehicle/equipment damage
- CSRMA workers compensation experience modifier (X-Mod)



**X-Mod:**

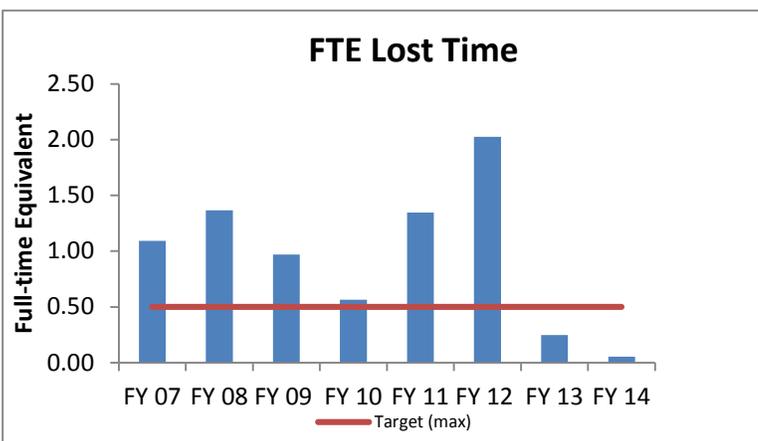
In July 2014, the Workers Compensation Experience Modifier (X-Mod) increased to **1.16**, up from 0.95 from the previous year, not meeting the target of <1.0. The X-Mod is based on average performance during the prior three years. USD's X-Mod has been less than 1.0 for 5 of the last 9 years. The increase this year is due to medical expenses resulting from prior year injuries.



**Accidents:**

There was only 1 lost-time injury and no other injuries in FY 14. The target for lost-time injuries is 0 and the target for total reportable injuries is  $\leq 4$ .

There were 4 incidents of vehicle or equipment damage with total costs of \$7,265, exceeding target.



**Lost Time:** Total lost time, expressed as full-time staff equivalent, decreased to **0.05 FTE** in FY 13, achieving the target of  $\leq 0.5$ . Limited duty time was also below target at **0 FTE**. The cost of lost time and limited duty accidents both reached their lowest dollar values in the last 5 years in in FY 14.

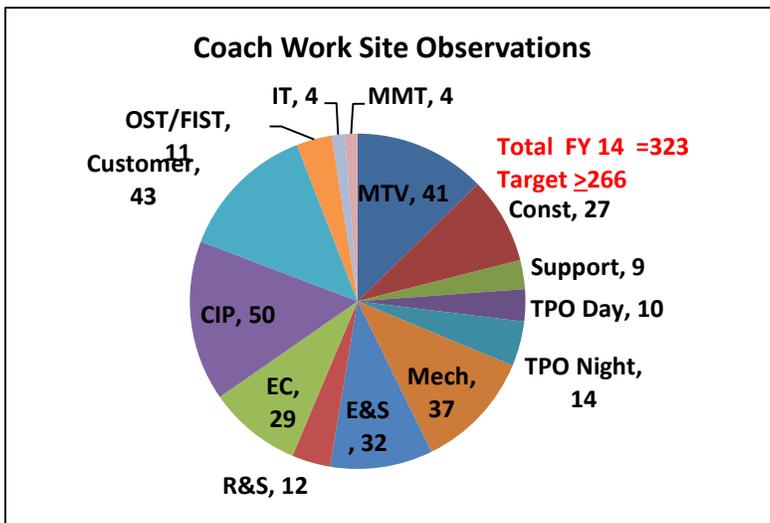
Vehicle/Equipment damage:

The target for instances of vehicle or equipment damage is two. During FY 14, there were 4 instances of equipment or vehicle damage, only one of which resulted in a claim against the District. One issue was a Labor only issue related to damage to the Headworks. Although relatively minor in nature, USD conducted investigations of all the incidents and counseled employees on proper driving habits and techniques.

Hazards: Identify and correct poor practices and potential hazards; implement industry best practices

Measures:

- Management work site observations
- Facility safety inspections; areas of concern resolved within 45 days
- Agency best practice exchange events; best practices identified and adopted



Management worksite observations: All coaches and workgroup managers periodically observe employees performing their jobs, give positive reinforcement of safe behaviors and identify areas for improvement. **323** separate worksite inspections were performed by the coaches or managers in FY 14.

Facility Inspections: In FY 14, **four** internal safety site inspections were performed by the Environmental

Health and Safety Program Manager (EHSPM) and members of the Safety Committee. After each inspection, the District planned how to address areas of concern and then tracked progress in order to ensure all concerns were addressed and corrected in a timely manner. An average of 92% of all areas of concern identified during site inspections were addressed within 45 days, exceeding the target of ≥90%.

Best Practices: Identify and implement industry best practices

Measures:

- Number of best practices identified and implemented

Since FY 10, District staff has participated in best practices exchanges with other agencies. In FY 14, District staff visited and reviewed collection systems practices at the Central Sanitation District and treatment plant operational practices at Central Marin Sanitation Agency. Those visits did not result in any practical changes at the District; however, some resulting ideas may be explored further in FY 15.

USD FY 14 Strategic Performance Report

Employees: Communicate our commitment to safety; increase employee awareness; educate employees in safe work practices

Measures:

- Major safety training events offered; targeted employees receiving training
- Messages on status of safety program and performance from the General Manager
- Safety program reviews at the Joint Labor-Management Committee
- Safety strategy reviews conducted by the Executive Team and the EHSPM

Safety Training:

In addition to team specific training completed as part of the teams’ safety strategies, seven major safety training events were offered during FY 14: Confined Space Entry, Fall Protection, Hazard Communication, CPR/FA, LOTO, Defensive Driving and Ergonomics. 91.8% of targeted employees received planned safety training in FY 14, exceeding the target of 90%.

Communication:

A key component of the safety strategy is keeping employees aware of and engaged in the efforts to improve our safety record. The General Manager communicates the District’s commitment to safety and the status of the safety strategy in a variety of ways, including District-wide meetings, visits to team meetings, recognition events and e-mail messages. The safety strategy is reviewed regularly by the Executive Team and the EHSPM. The safety scorecard is also reviewed quarterly by the District Executive Team and the Safety Committee.

Objective	Measure	FY 14 Total	Target
Communicate our commitment to safety	Number of communications on the status of safety program and performance by the GM	6	≥4
	Number of safety strategy reviews conducted by ET and EHSPM	6	≥6

**Appendix A: Operational Excellence Objectives and Measures**

Objectives	Measures	FY 14	Target	FY 13	FY 12	Comments
<b>Stewardship:</b> Demonstrate responsible stewardship of District assets and the environment	Progress implementing outreach plan milestones	98%	≥90%	98%	115%	
	% Positive Responses on Newsletter Survey	68%	A >75% S >90% E >90%	<b>A 66%</b> <b>S 94%</b> <b>E 96%</b>	NA	A= Awareness S= Service E= Environment
		95%				
		99%				
<b>Service:</b> Provide reliable, high quality service	Response time to calls for service: % under 1 hour	97.1%	≥95%	98%	97%	
	# Total adverse impacts on customers	12	≤10	7	5	
Be prepared for emergencies	# USD or local drills or debriefs	3	3	2	2	
<b>Fiscal responsibility:</b> Ensure funding for critical programs and projects, while maintaining comparable rates Accurately project and control costs	Residential SSC compared to surrounding areas	11.5 <sup>th</sup>	<33rd percentile	12%	15 <sup>th</sup>	
	% Budget expended, ECB	95% prelim	95-103%	97%	97%	Prelim info as of 8/4/14
	% expended Priority 1 Non-ECB	84%	80-110%	95%	82%	
	# regional projects/initiatives with financial benefit	2	≥2	3	2	
<b>Asset Management:</b> Manage and maintain assets and infrastructure	# Critical asset failures wo negative impacts	1	≤2	0	2	
	# critical asset failures with negative impacts	0	0	0	0	
	% asset renewal/year: Plant	3.38%	Track & Report	2.36%	2.9%	
	% asset renewal/year: Collection System	0.40%	Track & Report	0.31%	0.48%	
	Priority CIP Projects completed vs planned	9	11	11	6	

USD FY 14 Strategic Performance Report

Objectives	Measures	FY 14	Target	FY 13	FY 12	Comments
<b>Efficiency:</b> Optimize processes; Use technology effectively	See Timeline and Team/Process scorecards					
Environmental protection: Maintain our ability to meet current and future regulations	# adverse impacts on environment	1	0	0	1	1 category 1 SSO; however, definition changed in September 2013- event would have been a category 2 activity under the new criteria
	# regional projects/initiatives with environmental benefit	2	≥2	2	2	
<b>Employees:</b> Maintain a highly competent, flexible workforce	Employee Turnover Rate	9.2%	Track and report	7.7%	5.3%	3.82% non-retirement related
	% Planned training milestones competed	66%	100%	155%		
	Individual Training assessments completed (CS only)	22	27	38	42	
<b>Labor relations:</b> Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement	Ave % non-mgmt employees participating in District committees and taskforces	51%	45-55%	52%	49%	
	Total % non-mgmt employees participating in alternative compensation program	NA	≥ 60%	66%	50%	Program was being revised; will restart in FY15

**Green:** Met or exceeded target

**Yellow:** Did not meet target ≤10%- needs attention

**Red:** Did not meet FY target by >10%- corrective action needed

**Appendix B: Public Relations/Outreach Activities**

Category	FY 14 Activities
USD website	<ul style="list-style-type: none"> <li>• Multiple page content updates</li> <li>• Newsletter contest information posted</li> <li>• FOG messaging</li> <li>• Project info updates</li> <li>• Award information (to District and from District)</li> </ul>
Press Releases, articles and Ads	<ul style="list-style-type: none"> <li>• Newsletter published Oct. 2013</li> <li>• FOG articles published and shared with City and Chamber of Commerce contacts for publication</li> <li>• Press release on Newsletter contest winner</li> </ul>
Civic Outreach	<ul style="list-style-type: none"> <li>• Lion’s Club presentation in Q2</li> <li>• Fremont and Newark City Council presentations in Q3</li> <li>• Union City- City Council presentation in Q4</li> </ul>
Community Outreach	<ul style="list-style-type: none"> <li>• Newark Days</li> <li>• Earth Day events (two events)</li> <li>• Permitted Industries activities</li> </ul>
School Outreach	<ul style="list-style-type: none"> <li>• Outreach letters to teachers (Fremont, Newark and union City; including separate reminder letters to all)</li> <li>• Partnership with ACWD- letters to Science teachers</li> <li>• Laney College and Tri-Valley ROP program involvement</li> <li>• Newark High School</li> </ul>
Career Outreach/Fairs	<ul style="list-style-type: none"> <li>• Alameda County Science &amp; Engineering Fair; USD Chemist served as a judge</li> <li>• Chabot College Engineering class- T &amp; D Coaches conducted training</li> <li>• BAYWORKS and CWEA job fairs</li> </ul>
Business Outreach	<ul style="list-style-type: none"> <li>• Multiple Industrial Advisory Council Meetings</li> <li>• Certificate of Merit Presentations- May 7, 2014</li> <li>• Alameda County Green Business Outreach- 3 inspections</li> <li>• General Outreach- 2 events to American Licorice and Oatey Corp.</li> <li>• Informational flyers on various topics distributed to City Halls</li> </ul>
Charity Events	<ul style="list-style-type: none"> <li>• Back-to-School Drive</li> <li>• Thanksgiving Food Drive</li> <li>• SAVE Holiday Gift Drive (same activities as last year)</li> </ul>

**Appendix C: Safety Objectives and Measures**

Objectives	Measures	FY 14	Target	FY 13	FY12	Comments
Reduce the number of accidents	# OSHA reportable accidents with lost days	1	0	2	3	
	Other accidents	0	≤4	4	1	
Reduce the impact of accidents on employees and the District	Ave FTE lost time	0.21	≤0.5	0.25	2.2	
	Cost lost time	\$4,897	≤\$44,623	\$19,611	\$150,548	
	Ave FTE limited duty	0.05	≤0.5	0.15	1.62	
	Cost limited duty	\$4,897	≤\$22,312	\$6,404		
	Total incidents of USD vehicle/equipment damage	4	≤2	2	5	
	Cost of claims associated with vehicle/equipment damage	\$7,265	≤\$5,000	0	\$55,596	
	Workers Compensation Rate Modifier (X-Mod)	1.16	≤1.0	0.95	0.85	Applies to next year
Identify and correct poor practices and potential hazards	# Facility Safety Inspections	4	4	4	4	
	% of areas of concern identified during inspections resolved within 45 days	92%	≥90%	93%	63%	
	# management work site observations	323	≥248 /yr	332	340	
Implement industry best practices	# best practices identified and adopted	0	≥2	2	3	2 site visits made; however, no activities identified exceeding existing USD standard practices

USD FY 14 Strategic Performance Report

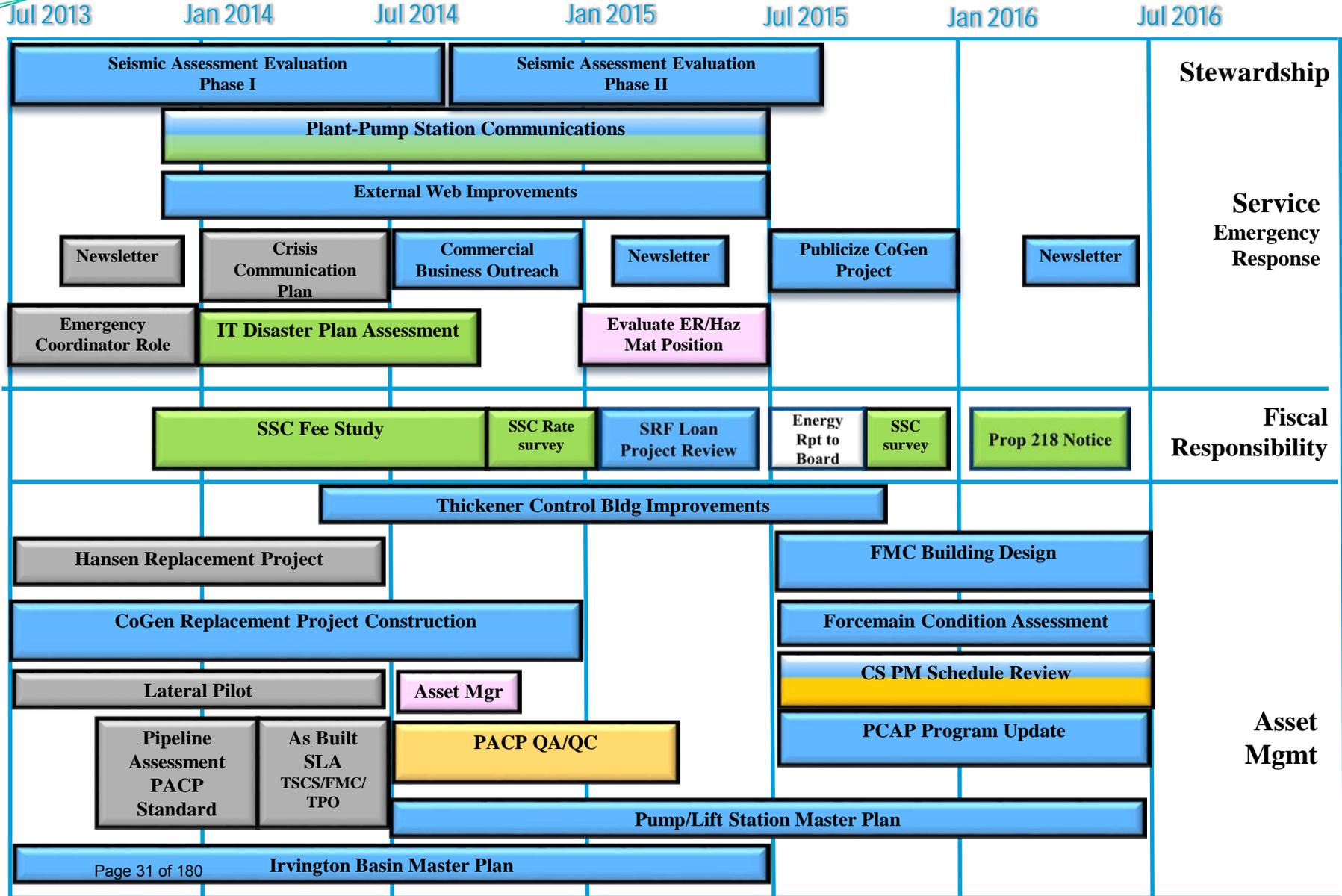
Objectives	Measures	FY 14	Target	FY 13	FY 12	Comments
Communicate our commitment to safety	# GM communications on status of safety program and performance	6	≥4	7	4	District-wide meetings, recognition events, E-mail messages, team meeting visits
	# safety strategy reviews conducted by ET and EHSPM	6	≥6	6	6	
Increase employee awareness Educate employees in safe work practices	# of major safety training events offered % of targeted employees trained	7	≥7 ≥90%	5 97%	6 92%	Confined Space Entry, Fall Protection, Hazard Communication, CPR/FA, LOTO, Defensive Driving, Ergonomics

**Green** = Met or exceeded target

**Yellow** = Did not meet annual target by ≤10%; needs attention

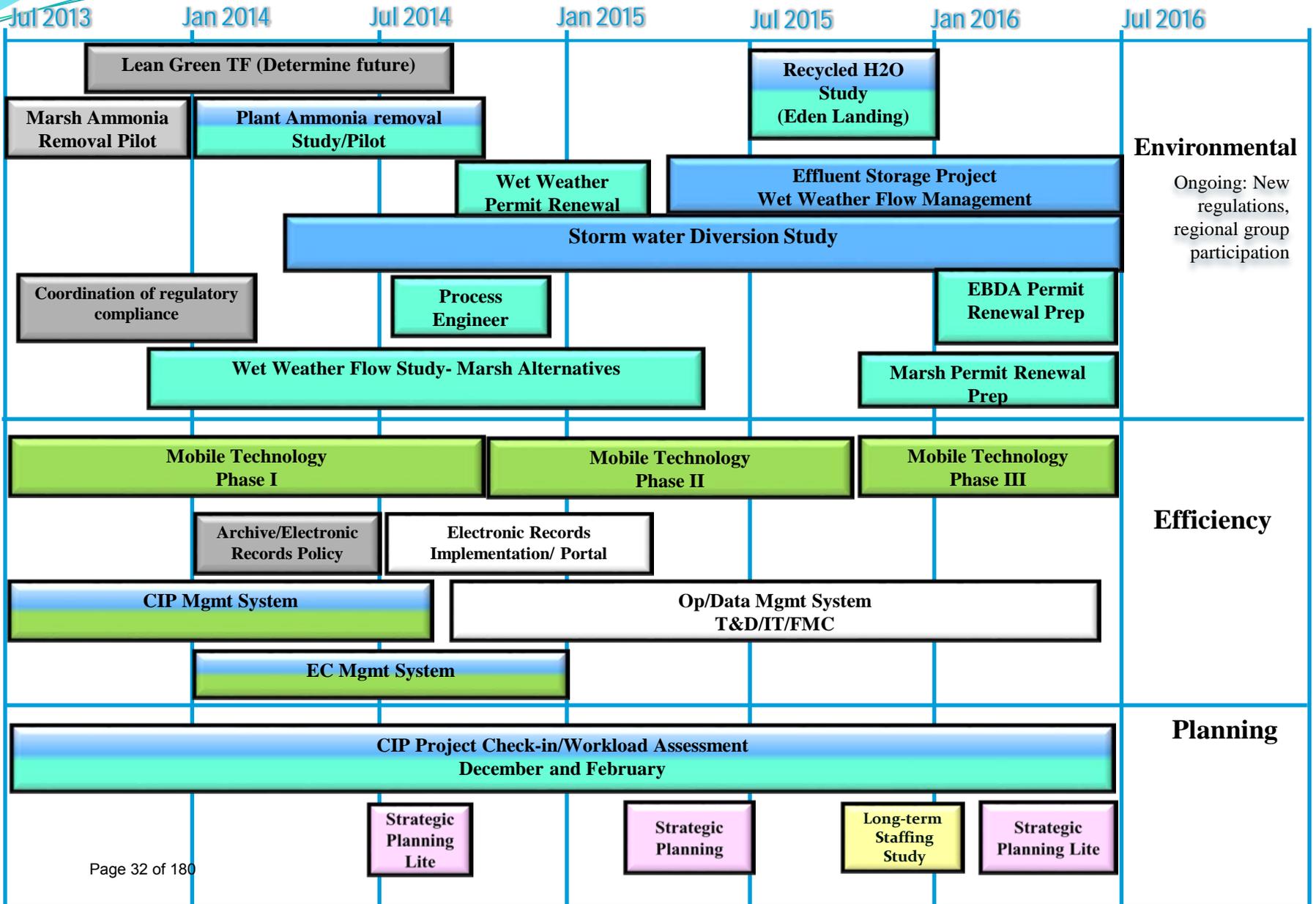
**Red** = Did not meet annual target by >10%; corrective action needed

# Operational Excellence Timeline



# Operational Excellence Timeline

FMC	TS/CS
Business Services	T&D
Collections System	Executive Team
Other Groups	JLMC



## Environmental

Ongoing: New regulations, regional group participation

## Efficiency

## Planning

FMC	TS/CS
Business Services	T&D
Collections System	Executive Team
Other Groups	JLMC

# Operational Excellence Timeline

Jul 2013

Jan 2014

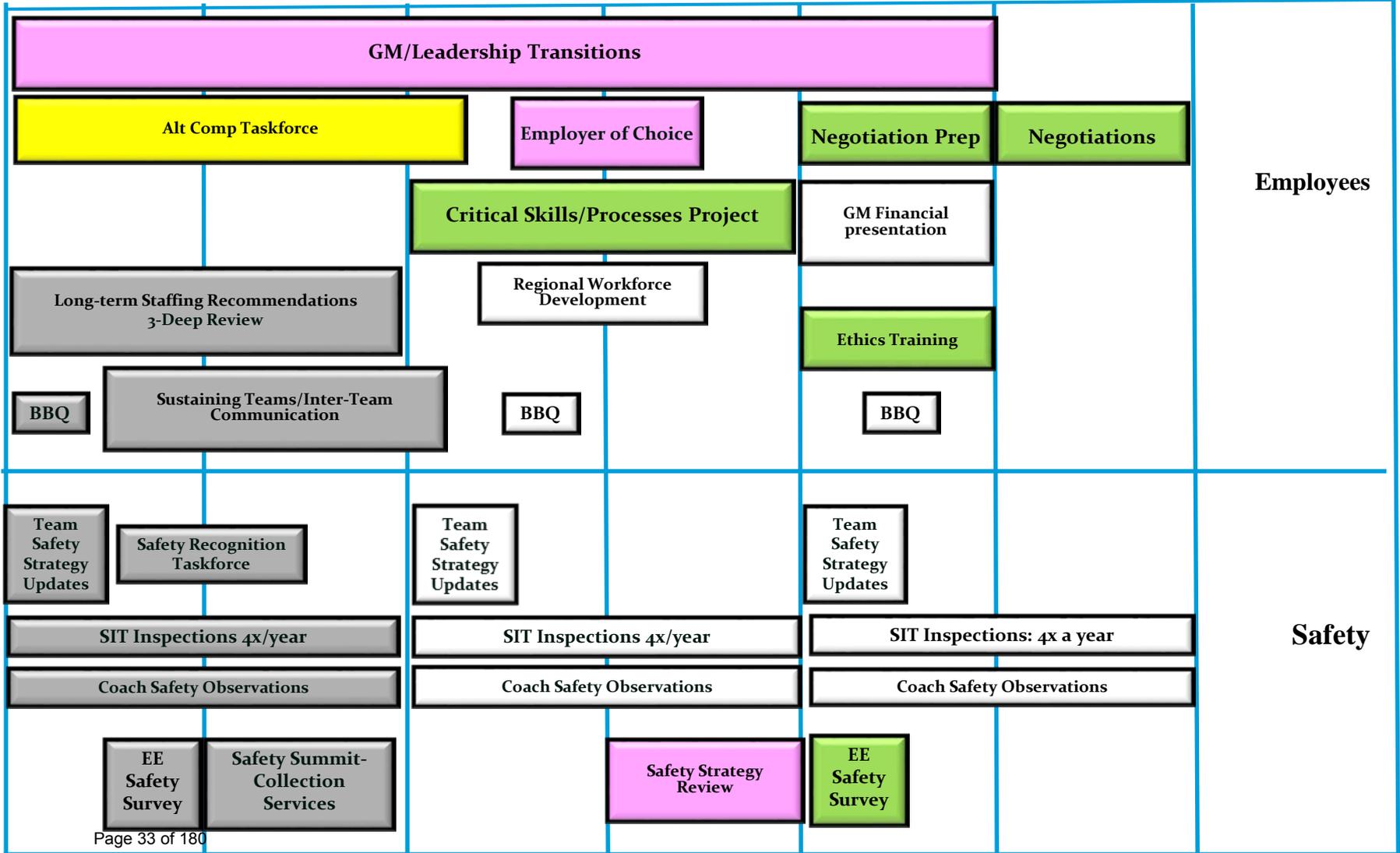
Jul 2014

Jan 2015

Jul 2015

Jan 2016

Jul 2016





**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:** August 14, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Work Group Manager

**SUBJECT:** Agenda Item No. 5b - Meeting of August 25, 2014  
Information Item: **BALANCED SCORECARD REPORT FOR THE  
BUSINESS SERVICES WORKGROUP**

**Recommendation:**

Information.

**Background:**

During the last fiscal year, the Board received reports from the Technical Services, Collection Services, Facilities Maintenance, and Treatment and Disposal Services Workgroups. The final report in this series is from the Business Services Work Group.

The Business Services Work Group is comprised of four teams: Organizational Support Team (OST), Financial Internal Support Team (FIST), Materials Management Team (MMT), and the Information Technology Team (IT<sup>2</sup>). The common focus of all four teams is to provide district-wide services to assist operational teams in fulfilling their core functions. The first graphic is an organizational chart of the Business Services Work Group. The subsequent attached graphics present one or two key BSC measures from each team. Following these are the team's entire score card.

This fiscal year the Business Services Workgroup completed 3,171 days (8.68 years) without an injury.

Below is a short summary of each of the team's functional areas:

**OST** – This team provides services related to human resources, quality improvement, training and occupational health and safety. While the team incorporates a wide variety of functions, the team members have in common the delivery of services and consultation with all district staff. As such, a key performance measure is customer satisfaction with service levels.

**FIST** – This team is responsible for financial accounting, which includes financial statements, investments, budgeting, payroll, benefits, accounts payable, and accounts receivable. Their key measures are performance of the investment portfolio and timely processing of invoices.

**MMT** – This team purchases material and services, manages inventory in the warehouse, and processes liability claims. Their key BSC measures are related to maintaining stock for inventory items and timely delivery of requested materials.

**IT** – The Information Technology team maintains and replaces information infrastructure (desktops, switches, router, firewall, etc.) responds to help desk requests and manages IT Master Plan projects.

Staff will be available at the committee and Board meeting to answer questions concerning team scorecards.

# Business Services Work Group



\* Member of two teams.

**FY14 Balanced Scorecard**  
**Team: Organizational Support Team**  
**Report Date: June 30, 2014**

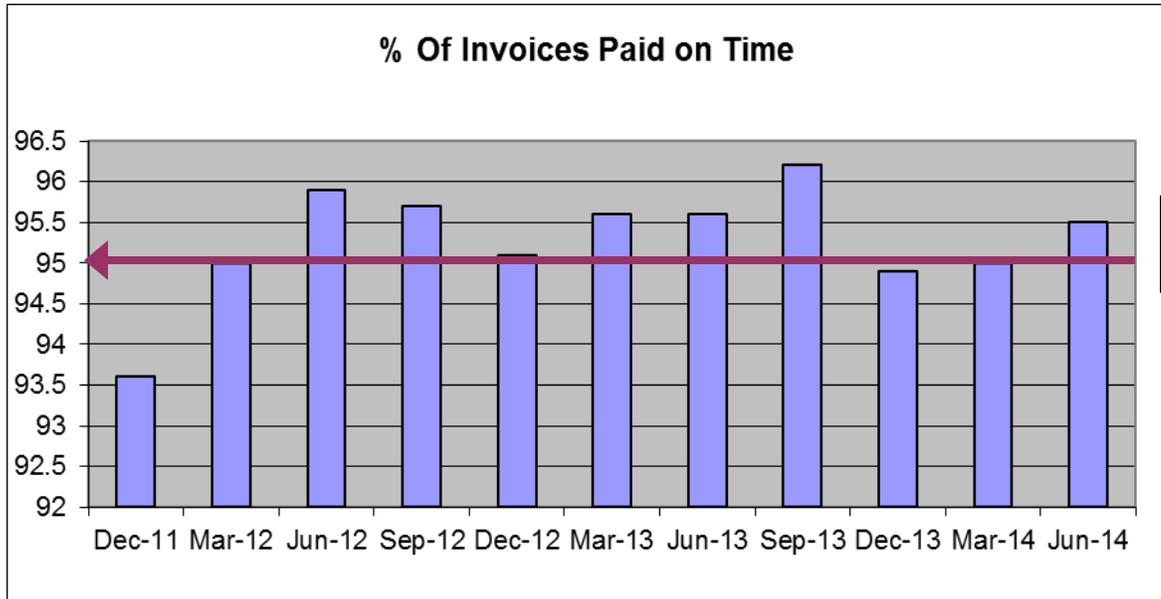
Objectives	Measures	FY14	Target	Comments/ Progress Toward Target	FY 13	FY 12
<b>Customer Perspective:</b> Provide accurate, timely products, services and information specific to our customers' needs.	% of service level commitments met (recruitments, EE relations, BSC)	100 %	≥95%	Recruitments: 14 responses, 86% exceeded expectations BSC/SP: 51% exceeded (7 responses)	100%	100%
Provide OH&S Services: Investigation, Inspection, Consultation Including minimizing organizational risk	See Safety Scorecard					
Provide HR services: Recruitment, EE Relations, Labor Relations Including minimizing organizational risk	% of recruitments completed by the agreed upon timelines	100 %	100%	FMC Admin Specialist, Construction Inspector, TS Manager CIP Coach, Technical Training PM, CIP Admin Specialist, Receptionist	100%	100%
Provide OD Services: Strategic Planning, BSC, Continuous Improvement, Team effectiveness	% BSC Usefulness (from survey of Quality SPs and mgmt)	63 %	≥60%	8 responses	NA	54%
	% BSC Awareness	65 %	≥60%	9 responses	NA	44%
Provide Training Services: Development, Delivery, Assessment	Employee satisfaction with on-site training	4.1	≥3.6		3.8	3.9
See Safety scorecard for: # safety training events delivered, % affected employees trained	See Safety Scorecard					
See DW scorecard for: # TM completed, # assessments performed	% TM assessments passed on the 1 <sup>st</sup> attempt	N/A	100%		100%	100%
<b>Internal Process Perspective:</b> Use technology to manage information and improve <b>processes</b>	# improvements implemented	N/A	≥2		3	3
<b>Financial perspective:</b> Maintain team expenses within budget	% Team budget spent	79 %	>100%		84	85
<b>Employee Development:</b> Maintain or enhance our professional expertise	Team training plan milestones met/qtr	100 %	≥ 90%		100%	100

**Financial & Internal Support Team  
Balanced Scorecard Report  
Reporting Period: July 1, 2013 to June 30, 2014**

Mission statement: We satisfy our internal and external customers with efficient processing of payroll and benefits, timely payment of vendors, coordinating budget and investment activities, ensuring fiscal and legal accountability, and supporting the District's core functions.

**Percentage of Invoices Paid On Time**

**Objective:**  
Ensure that invoices are paid in a timely manner.

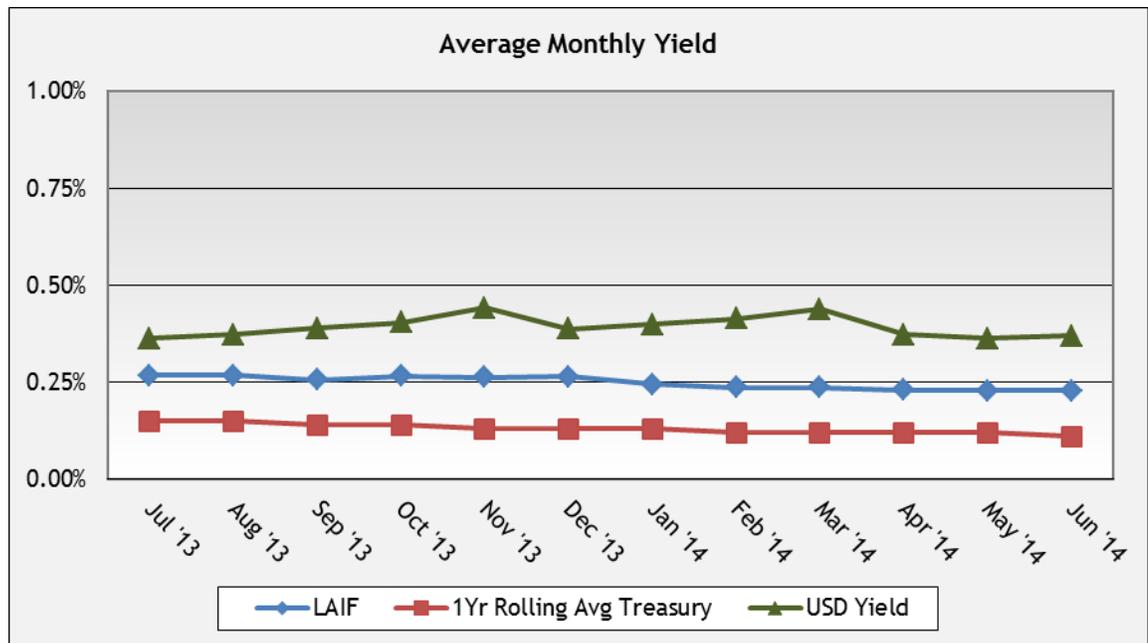


**Target  
95%**

**Comments:** During three of the four quarters in FY14, the Accounting Technical Specialists met or exceeded our target of 95% for on-time payment of invoices.

**Benchmark Investment Portfolio**

**Objective:**  
Maintain fiscal responsibility and monitor investment performance.



**Comments:** The comparison between USD Yield, Local Agency Investment Fund (LAIF), and the Rolling Average Treasury is tracked to monitor USD's investment performance. Our target is to stay within 1% of the LAIF rate.

**FY 14 Balanced Scorecard**  
**Team: Financial Internal Support Team**  
**Report Date: June 30, 2014**

Objectives	Measures	FY 14 To Date	Target	Comments/ Progress Toward Target	FY13	FY12
<b>Customer Perspective:</b> Customer Satisfaction Survey	Positive Customer Responses	92.0 %	90%	Complete every 3 years; received 50 employees' responses.	NA	N/A
<b>Internal Process Perspective:</b> Processing of Invoices	Percent of invoices paid on time	95.5 %	95%	Target was met FY to date.	95.5%	94.7%
Efficient Payroll Processing	Number of preventable adjustments per quarter	18 Total	20/qtr	Based on the number of user issues reported for each payroll.	16	24.8
Month End Close Done on Time	Number of days to close beyond SLA (5th working day of next month)	0 Days	0	Target met for all quarters	0	0
Accurate Account Coding	Number of journal entries per month to correct	5 Avg. Entry per Mo.	10/mo.	Target met for all quarters	5	5
<b>Financial Perspective:</b> Maintain Fiscal Responsibility	Benchmark of Portfolio	0.14 Diff.	within - 1% of LAIF	The District continues to meet the target in investment yield-to-maturity comparison with LAIF.	0.13	0.15
Maintain Fiscal Responsibility	Audit Opinion	Interim audit complete, no comments reported. Clean FY11 Single Audit.	Unqual. Opinion	Interim audit for FY14 complete. Final audit is scheduled. State required the FY11 Single Audit after reviewing their records.	Unqual. Opinion	Unqual. Opinion

**FY 14 Balanced Scorecard**  
**Team: Financial Internal Support Team**  
**Report Date: June 30, 2014**

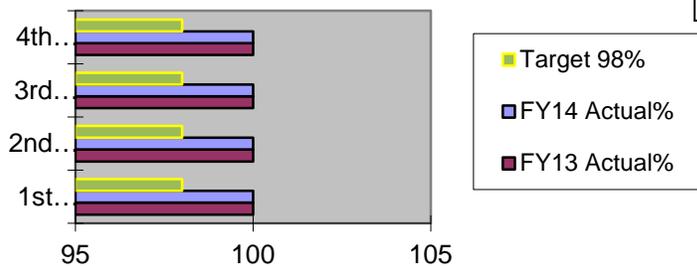
## Materials Management Team

### Balanced Scorecard – Reporting on Time Period of 6/30/13 to 6/30/14

**Mission Statement:** The purchasing mission of Union Sanitary District is to provide internal customers with value-added procurement services through the acquisition, storage and issuance of materials in a consistent, cost-effective, safe and timely fashion. This is accomplished by promoting accountability, innovation and continuous improvement through the solicitation of materials and service requirements to the supplier community in an open and equitable manner that promotes and maintains the public trust.

**Measurements:** The Materials Management Team (MMT) measures its performance objectives in two important areas: 1) the percent of requisitioned line items filled from stock (*Fill Rate*) to support the goal of maintaining warehouse stock items that are available at least 98% of the time; and, 2) the percent of purchase order line items delivered early or on time (*Early or On Time Deliveries*) to support the goal of measuring supplier performance. This measure tracks the number of requisitioned line items received on or before suppliers' promised delivery dates.

### Fill Rate



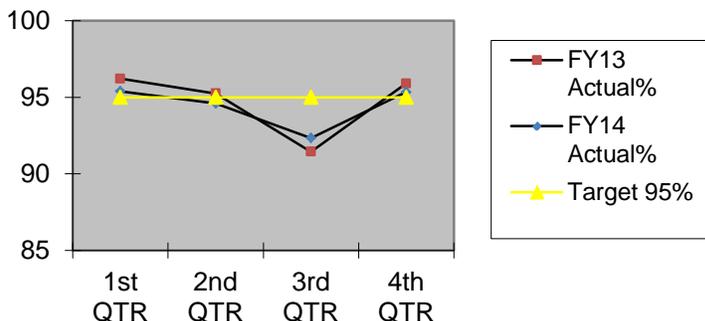
**Objective:** Maintain stock for all inventory items.

**Measure:** Percent of requisitioned line items filled from stock (Fill Rate).

#### Comments

- During FY14, the MMT processed 7,699 requisition lines released to the warehouse (on-par with FY12 which had 7,013) with a fill rate of 100.00% for all quarters, increasing our requisitions by 9.78% while maintaining our fill rate and exceeding our goal of 98%.
- The MMT immediately expedites out-of-stock items, if any, to end-users.

### Early or On-Time Deliveries



**Objective:** Ensure on-time or early delivery of goods and services purchased for stock and internal customers.

**Measure:** Percent of requisition line items delivered early or on-time.

#### Comments

- During FY14, early or on time deliveries averaged 94.43% for the year, not quite meeting our target of 95%. However, this is consistent with FY13, which had a total average of 94.7%. The first, second, and fourth quarters, we made over our target of 95%
- MMT worked with Eden software implementer, Tyler, to develop a report that more accurately tracks supplier delivery performance. In order to maintain high levels of internal customer service, we monitor delivery performance monthly and take corrective action for vendors who are consistently late.

**FY14 Balanced Scorecard**  
**Team: Materials Management Team**  
**Report Team: June 30, 2014**

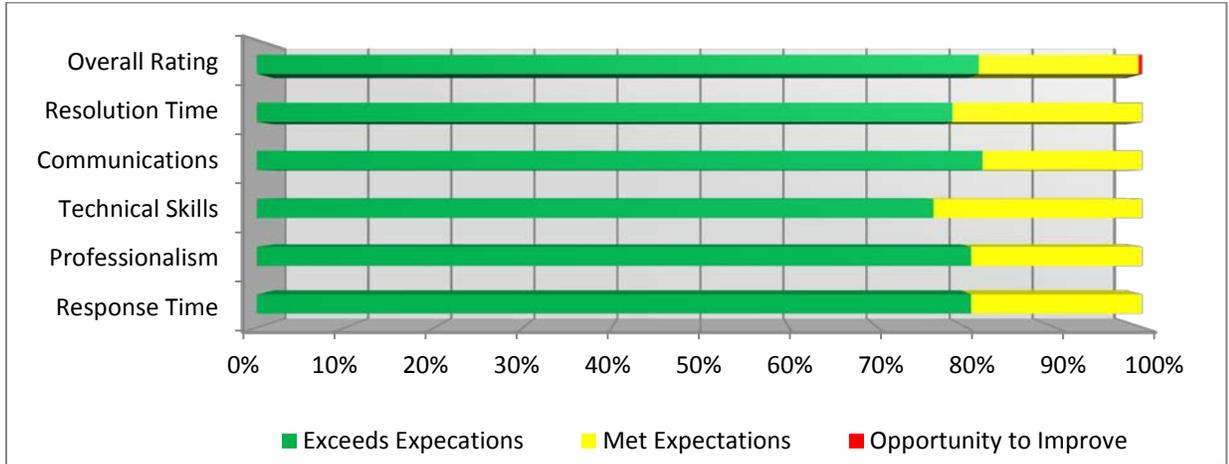
Objectives	Measures	FY14	Target	Comments/ Progress Toward Target	FY13	FY12
<b>Customer Perspective:</b> Provide goods and services to all employees	See internal process measures					
<b>Financial Perspective:</b> Keep team operational costs within team budget	% of team budget spent	128.09%	<=100%		85.46%	81.86%
<b>Internal Process Perspective:</b> Maintain stock for all inventory items	% of requisitioned line items filled from stock	100%	98%		100%	100%
Early or On-Time Deliveries; Monitor supplier item delivery performance	% early or on-time deliveries	94.43%	95%	We have begun tracking which vendors are consistently late and are looking for alternate sources for goods.	94.70%	92.85%
<b>Learning and Growth:</b> Enhance employee skills	Completion of Scheduled Training Class	100%	100%		100%	100%

# Information Technology Team Balanced Scorecard Report Reporting Period: July 1, 2013 to June 30, 2014

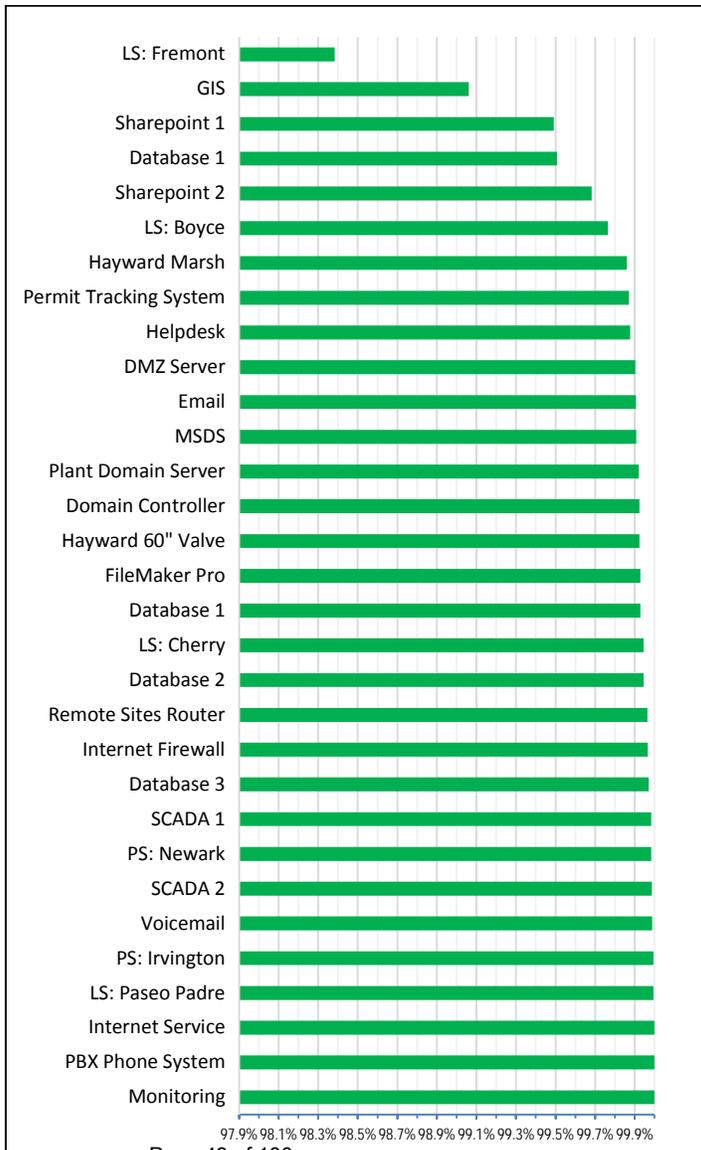
**Mission statement:** The Mission of the Information Technology Team is to maintain and improve the District's information technology infrastructure by providing reliable, secure systems, technical support, advice and leadership in the creation and management of electronic information to the organization, its employees and customers, contributing to the District's ongoing pursuit of excellence in wastewater management and pollution prevention.

**Objective:** Provide timely solutions to requests for assistance.

Helpdesk Tickets Closed / Surveys Sent: 483  
Survey Responses: 236  
Response Rate: 48.86%



Targets for exceeding expectations (60%-70%) and Meeting or Exceeding expectations (97% - 100%) were met.



### Average Device Uptime: 99.8%

- Total uptime for all servers and devices for FY14 was 99.8%, which did not meet the 99.9% IT Team SLA.
- The servers/devices with the lowest uptimes and the reasons for these low uptimes are listed below:
  - Fremont Lift Station – Repeated power outages resulted in high downtime in Q1
  - GIS – Implemented stricter application level monitoring but slower application response time causes monitor to timeout and falsely report downtime
  - Sharepoint Portal Server – Installation of Microsoft SharePoint Service Pack 1 caused higher downtime.
  - Database Sever 1 – Server virtualization and moving data files between SAN locations caused higher downtime.
  - Sharepoint Workflow Server – Installation of Microsoft SharePoint Service Pack 1 caused higher downtime.
  - Boyce Lift Station – Moving equipment during building replacement caused higher downtime.
  - Hayward Marsh – Unreliable AT&T communication service caused downtime in Q3.
  - Permit Tracking System – PTS-Hansen interface implementation for Hansen 8 upgrade caused higher downtime.
  - Helpdesk – Daily after hours system tasks cause brief periods of poor performance falsely reported as higher cumulative downtime over the year.

### IT Accomplishments

- Replaced all three IP KVMs
- Completed migrating from the old SAN to the new EMC VNX device
- Went live with Fuel Island and PTS interfaces for Hansen 8
- SCADA Windows Servers and Workstations updated
- All District switches IOS on "stable" version 12.55.SE5
- Rolled out Windows 7 64-bit pilot workstations
- Rolled out Office 13 to pilot users
- Upgraded Callpilot to version 5.1
- New fuel island went live
- Hansen 8 went live
- Trieu made award winning video for Jim McPherson's retirement
- Upgraded Alchemy to version 9
- Implemented Factory Talk security for PLC programming
- Performed a major version upgrade of the IT Helpdesk system
- Configured and installed new training PCs
- Added new property owner problems layer to Collection System GIS
- Virtualized old USD-SQL1 Microsoft SQL Server
- Upgraded Eden ERP system
- Went live with new priority and crew codes in Hansen 7
- Online access to District Library content available on Portal

### Projects Reported to the Executive Team

Project	Planned	Actual
Hansen 8	5 milestones	4 milestones
EC/UR FileMaker Pro Replacement	5 milestones	2 milestones
Mobile Projects	4 milestones	3 milestones
Construction Project Management System	6 milestones	3 milestones

Hansen 8 and Mobile Projects: Remote access implementation and Hansen mobile pilot moved to end of September 2014 to avoid re-work with firewall replacement.

EC/UR Filemaker Pro Replacement: User acceptance testing stopped due to significant data migration issues. Vendor working closely with EC to resolve issues.

Construction Project Management System: Implementation 90% complete. Training scheduled for July 30-31, 2014.

**FY14 Balanced Scorecard**  
**Team: Information Technology Team**  
**Report Date: June 30, 2014**

Objectives	Measures	FY 14	Target	Comments	FY13	FY12
<b>Customer Perspective:</b> Provide timely solutions to requests for assistance	Percent of surveys responding that IT met or exceeded customer expectations.	99.58%	>= 97%	10 surveys were lost due to an error with the Helpdesk in Q1. Problems with surveys being sent to Junk Mail reduced the numbers of responses by about 20% in Q2.	99.23%	99.70%
	Percent of surveys responding that IT exceeded customer expectations.	81.36%	>=65%		68.38%	74.72%
<b>Internal Process Perspective:</b> Maintain servers consistent with uptime specifications within IT Service Level Agreements	Average Percent Up Time for servers	99.80%	>= 99.9%	Plant shutdowns have contributed to the device uptime missing targets.	99.91%	99.92%
Complete project tasks as scheduled	Hansen 8		1. Complete Business Process Requirements - July 2. Perform configuration and test conversion - October 3. Go-Live with Hansen 8 - November 4. Go-Live with all Interfaces - May 5. Hansen 8 Mobile Pilot - June	The Hansen 8 mobile pilot has been moved to the end of September, 2014 to avoid re-work associated with the firewall replacement scheduled for FY15 (approved by ET).	70.00%	24%
	EC Mgmt System		1. Complete System Testing - July 2. Complete Training and Start User Acceptance Testing (UAT) - September 3. Complete User Acceptance Testing (UAT) - Early November 4. Production ready system and final data migration - Mid November 5. System Go-Live and begin 120 day go-live support - Early December	User acceptance testing could not be restarted again in June due to significant data migration issues. Enfotech is working with EC to resolve issues, implement other missing functionality, and test revised data migration scripts before restart of UAT scheduled for August 18 after EC completes mid year regulatory reporting requirements.	80.00%	20%
	Mobile Projects		1. Pilot Manhole Monitoring System Solution(s) - September 2. Implement Manhole Monitoring System Solution - December 3. Design Plant DMZ for Remote Access Solution - March 4. Implement Remote Access Solution - June	The remote access implementation has been moved to the end of September, 2014 to avoid re-work associated with the firewall replacement scheduled for FY15 (approved by ET).	N/A	N/A
	CPMS		1. Issue RFP 2. Select preferred vendor 3. Accept project plan and begin implementation 4. Training 5. UAT 6. Final Acceptance	Implementation 90% done and training is set for July 30-31	45.00%	N/A
<b>Employee Development:</b> Build and enhance technical and business skills.	Each team member will take job related classes based on the IT Training schedule and available funds.	576.5%	100%= 60 Hours Each		86.50%	172.00%



**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard Currie  
*General Manager District  
Engineer*

David M. O'Hara  
*Attorney*

**DATE:** August 18, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

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

**SUBJECT:** Agenda Item No. 5c - Meeting of August 25, 2014  
Information Item: **General Manager's Monthly Operations & Investment Report**

**Recommendation**

Information

**Background**

The following reports from the General Manager's office are attached:

- General Manager's Summary for April 2014
- Odor Report
- Map
- Financial and Investment Report

Staff will be available to provide additional information and answer questions.

## GENERAL MANAGER'S SUMMARY

Below is a summary of major activities that occurred at the District during July 2014.

**ODOR COMPLAINTS:** There were no odor complaints during the month of July.

**SAFETY:** There were no accidents or injuries during the month. Mike Marzano, and Training Coordinator Steve Bowman assembled the lengthy application for the CSRMA Annual Safety Award.

**FINANCIAL:** The business services group was focused on closing out the fiscal year and preparing for the upcoming audit. A new version of the Eden financial software is being installed.

**COLLECTION SYSTEM:** There were no spills for the month of July.

**PLANT OPERATIONS:** The T&D group is recruiting for both Plant Operator Grade III and Operator III trainees. An offer is being made to a candidate for the new Process Engineer position. The pilot project for ammonia removal from biosolids dewatering centrifuges is working well and will continue for several more weeks.

**PROJECTS:** Recent delays from PG&E have caused the Cogeneration project to slip further behind schedule. Commissioning of the generators is expected to occur at the end of September. GSE Construction has mobilized to begin work on the \$10 million Thickener Rehabilitation Project.

**STAFFING & PERSONNEL:** Staff, including future GM Paul Eldredge, interviewed candidates for the Assistant to General Manager and Board Secretary position. Doug Dattawalker began work as a new EC Inspector II.

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

- Recruitment of Assistant to the GM and Board Secretary
- GM and Executive Team developing strategic plan for FY15.
- GM on vacation during part of July.



## **ODOR REPORT July 2014**

During the recording period from July 01, 2014 through July 31, 2014, there were no odor related service requests received by the District.



**Legend**

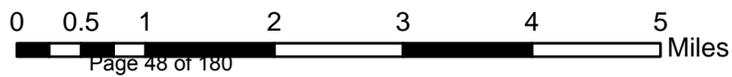
**Odor Complaints: July 2014**

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (0)
- ▲ No odor found (0)

**Odor Complaints: Aug. 2013 to Jun 2014**

- ★ Odor found, USD resolved (6)
- Odor found, not related to USD (6)
- ▲ No odor found (13)

**Location of Odor Reports  
August 2013 to July 2014**



**HOURS WORKED AND LEAVE TIME BY WORK GROUP**  
June 28, 2014 to July 25, 2014

DIVISION	Reg. Hours	Lt Duty	O/T	Total				Historical FY14			Average Number of Employees <input type="text" value="128"/>
				Leaves*	Sick	STD	WC	Sick	STD	WC	
General Manager Staff	112			208 65%				85 1.7%			
Business Services	3,147		2	533 14%	81 2.2%			604 1.6%	14 0.5%		Current Number of Vacant Positions (1) <input type="text" value="8"/>
Technical Services	4,065		20	706 15%	44 0.9%			1,039 3.4%	238 0.8%		
Collection Services	3,660		413	1,220 25%	314 6.4%	54 1.1%	3 0.1%	1,791 2.5%	718 0.4%	1 0.2%	Hours Worked Per Week Per Employee (2) <input type="text" value="34.02"/>
Treatment & Disposal	3,203		76	461 13%				1,344 2.0%	408 0.3%		
FMC	2,606		179	635 20%	98 3.0%			1,019 3.1%	74 0.2%	107 0.1%	Projected Average Annual Sick Leave Per Employee (3) <input type="text" value="54.38"/>
<b>Totals</b>	<b>16,793</b>		<b>690</b>	<b>3,763</b>	<b>537</b>	<b>54</b>	<b>3</b>	<b>5,882</b>	<b>1,452</b>	<b>108</b>	
%	81.7%		3.4%	18.3%	2.6%	0.3%	0.0%	2.4%	0.5%	1.3%	

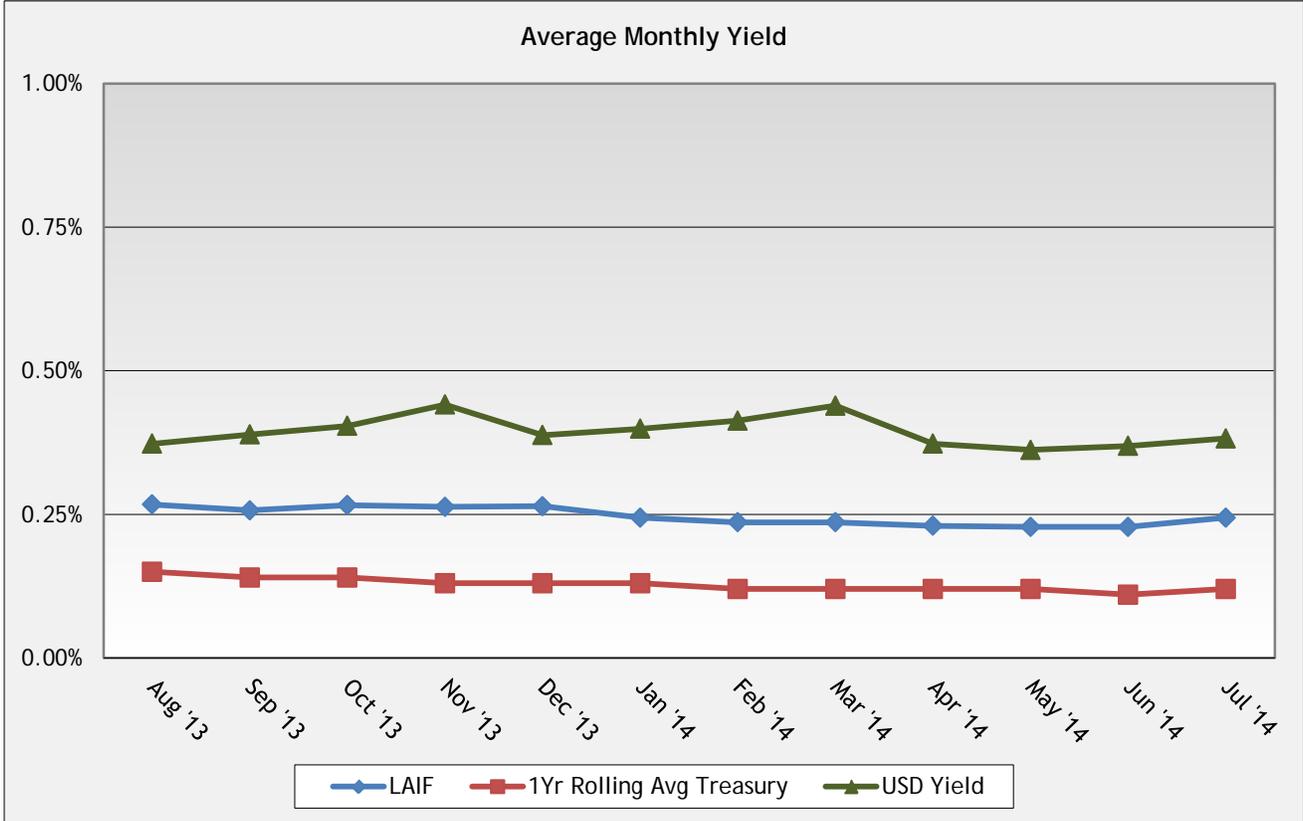
(1) Current vacancies include: Business Services (0), Collections (1), FMC (2), T&D (3), TS (2)

(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.

**Business Services Group  
Activities Report  
July 2014**

**Performance Measures**  
**AVERAGE MONTHLY YIELD**



**BUDGET AND FINANCE REPORT**

FY 2015

**Year-to-date as of 7/31/14**

8% of year elapsed

**Revenues**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Rec'd</b>	<b>Unaudited Last Year Actuals 6/30/14</b>
Capacity Fees	\$2,700,000	\$222,080	8%	\$3,315,007
Sewer Service Charges	47,448,461	0	0%	45,139,420
Operating	848,500	23,393	3%	1,072,242
Interest	299,000	36,599	12%	385,844
Misc. (incl. LAVWMA pymnt, solar, Cogen rebates)	1,994,200	45,307	2%	297,776
<b>Subtotal Revenues</b>	<b>\$53,290,161</b>	<b>\$327,379</b>	<b>1%</b>	<b>\$50,210,289</b>
SRF Loan Proceeds (Prim Clarif., Boyce, Thickener)	3,390,000	0	0%	2,424,739
<b>Total Revenues + SRF Proceeds</b>	<b>\$56,680,161</b>	<b>\$327,379</b>	<b>1%</b>	<b>\$52,635,028</b>

**Expenses**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Last Year Actuals</b>
Capital Improvement Prog.				
Capacity Projects	\$3,240,000	(\$14,311)	0%	\$5,592,023
Renewal & Repl. Projects	11,632,500	18,997	0%	14,195,068
Operating	32,659,214	2,213,896	7%	30,743,169
Special Projects	1,708,478	66	0%	775,361
Retiree Medical (Annual Required Contribution)	543,540	0	0%	462,852
Vehicle & Equipment	1,057,700	0	0%	784,695
Information Systems	1,216,000	41,496	3%	848,449
Plant & Pump Station R&R	250,000	0	0%	197,237
Pretreatment Fund	7,000	0	0%	5,124
County Fee for Sewer Service Charge Admin.	106,000	0	0%	105,559
Misc. (A/R write-off)	0	0	0%	1,343
Debt Servicing:				
SRF Loans (Irv., Wilw., LHH, Cdr., NPS, Sub1, Boyce, Prim Cl)	3,127,389	411,064	13%	4,675,361
<b>Total Expenses</b>	<b>\$55,547,821</b>	<b>\$2,671,208</b>	<b>5%</b>	<b>\$58,386,241</b>
<b>Total Revenue &amp; Proceeds less Expenses</b>	<b>\$1,132,340</b>	<b>(\$2,343,829)</b>		<b>(\$5,751,213)</b>

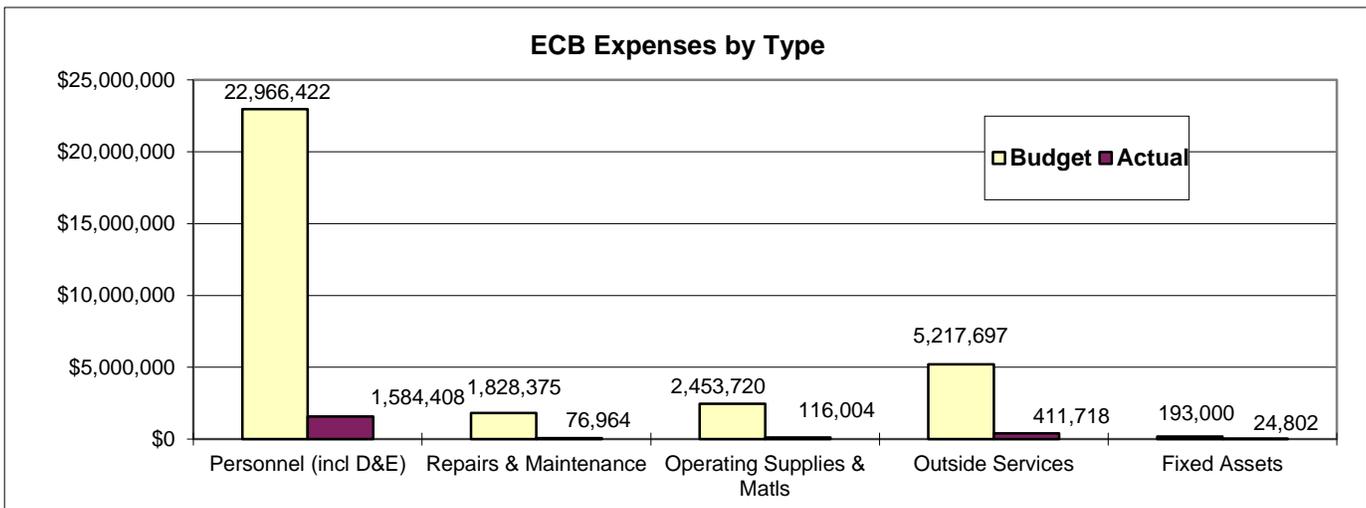
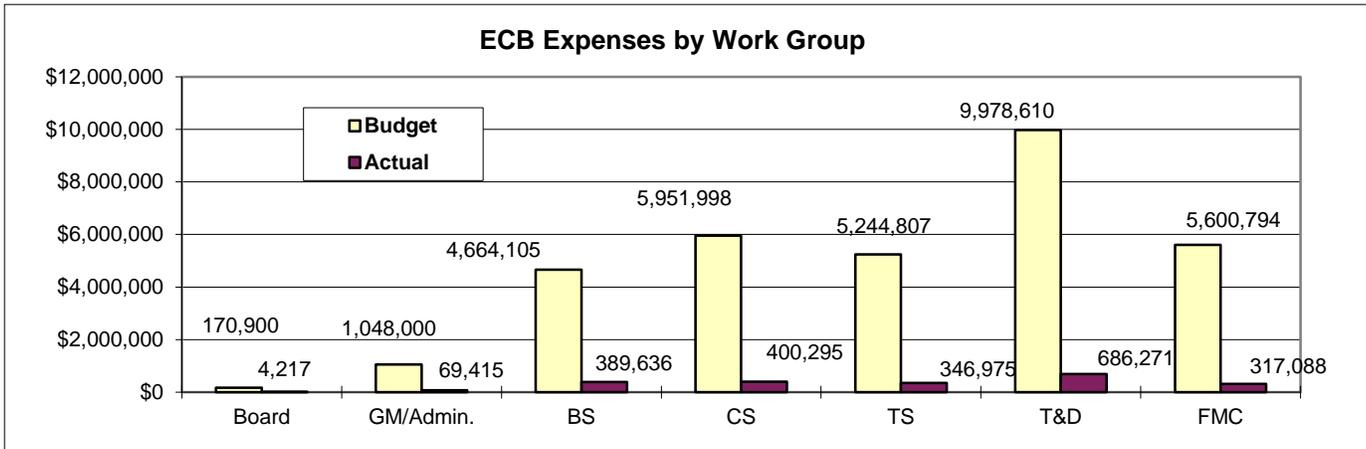
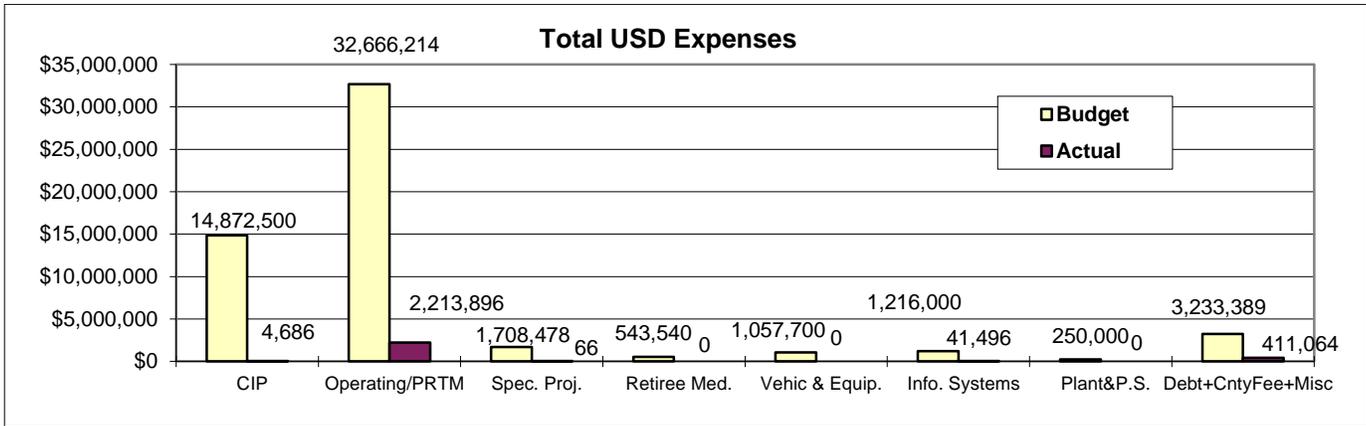
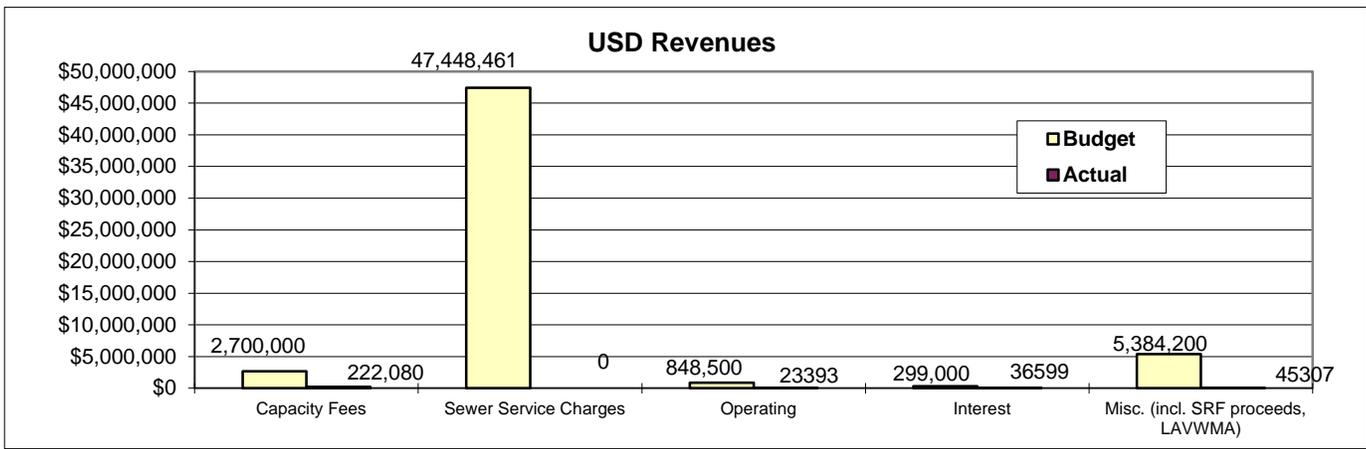
**Gross Operating Expenses by Work Group**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Last Year Actuals</b>
Board of Directors	\$170,900	\$4,217	2%	\$166,233
General Manager/Admin.	1,048,000	69,415	7%	1,153,217
Business Services	4,664,105	389,636	8%	4,411,759
Collection Services	5,951,998	400,295	7%	5,456,613
Technical Services	5,244,807	346,975	7%	4,850,139
Treatment & Disposal Services	9,978,610	686,271	7%	9,739,655
Fabrication, Maint. & Construction	5,600,794	317,088	6%	4,965,555
<b>Total</b>	<b>\$32,659,214</b>	<b>\$2,213,897</b>	<b>7%</b>	<b>\$30,743,169</b>

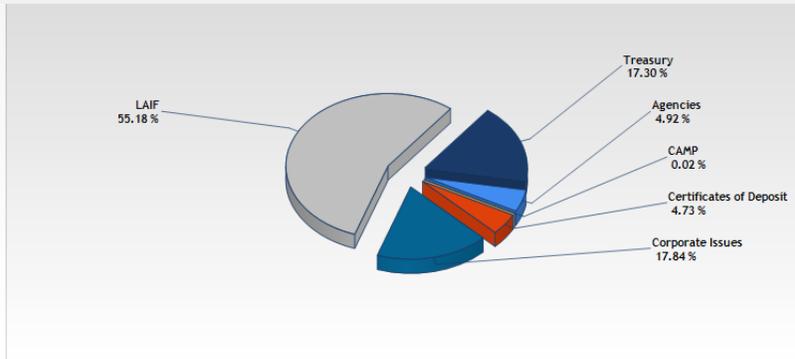
**Operating Expenses by Type**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Last Year Actuals</b>
Personnel (incl D&E)	\$22,966,422	\$1,584,408	7% (12%)*	\$21,125,985
Repairs & Maintenance	1,828,375	76,964	4%	1,615,427
Supplies & Matls (chemicals, small tools)	2,453,720	116,004	5%	2,442,617
Outside Services (utilities, biosolids, legal)	5,217,697	411,718	8%	5,484,213
Fixed Assets	193,000	24,802	13%	74,927
<b>Total</b>	<b>\$32,659,214</b>	<b>\$2,213,897</b>	<b>7%</b>	<b>\$30,743,169</b>

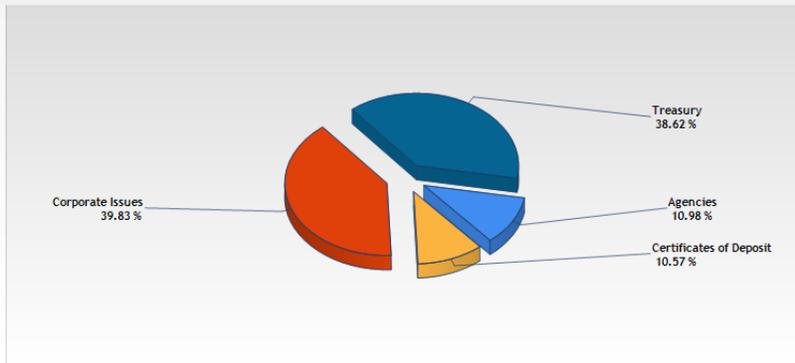
\* Personnel Budget Target



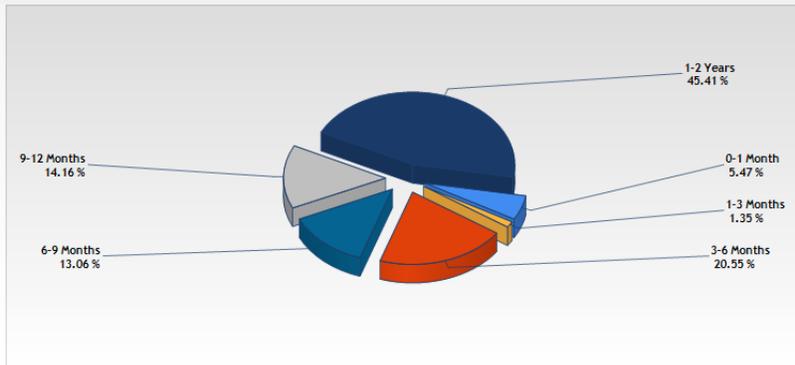
### All Portfolio Holdings Distribution by Asset Class



### 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	1,000,000.00	0.853	996,850.00	19	5.47	999,900.80	999,778.33	0.05
1-3 Months	245,000.00	0.400	245,000.00	78	1.35	245,116.42	245,000.00	0.21
3-6 Months	3,720,000.00	0.477	3,742,294.00	126	20.55	3,730,820.57	3,726,943.80	0.34
6-9 Months	2,240,000.00	0.889	2,379,630.00	216	13.06	2,291,502.69	2,285,862.18	0.58
9-12 Months	2,545,000.00	0.565	2,579,611.60	337	14.16	2,568,621.93	2,563,701.59	0.92
1-2 Years	8,240,000.00	0.454	8,271,420.00	602	45.41	8,263,824.86	8,260,855.15	1.64
<b>Total / Average</b>	<b>17,990,000.00</b>	<b>0.552</b>	<b>18,214,805.60</b>	<b>377</b>	<b>100</b>	<b>18,099,787.27</b>	<b>18,082,141.05</b>	<b>1.03</b>

**Union Sanitary District  
Board Report - Holdings**  
Report Format: By Transaction  
Group By: Asset Class  
**Portfolio/Report Group: All Portfolios**  
**As of 7/31/2014**

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
<b>Agencies</b>											
FHLMC 0.5 6/20/2016-14	3134G4N38	Moodys-Aaa	12/20/2013	1,000,000.00	1,000,000.00	0.500	999,300.00	0.500	9/20/2014	6/20/2016	2.46
FNMA 0.5 3/30/2016	3135GOVA8	Moodys-Aaa	1/24/2014	1,000,000.00	1,000,750.00	0.500	1,000,090.00	0.465		3/30/2016	2.46
<b>Sub Total / Average</b>				<b>2,000,000.00</b>	<b>2,000,750.00</b>	<b>0.500</b>	<b>1,999,390.00</b>	<b>0.482</b>			<b>4.92</b>
<b>CAMP</b>											
CAMP LGIP	LGIP4000	None	5/31/2011	9,789.21	9,789.21	0.050	9,789.21	0.050	N/A	N/A	0.02
<b>Sub Total / Average</b>				<b>9,789.21</b>	<b>9,789.21</b>	<b>0.050</b>	<b>9,789.21</b>	<b>0.050</b>			<b>0.02</b>
<b>Certificates of Deposit</b>											
Bank of Baroda NY US 0.4 1/22/2015	06062AFE4	None	1/22/2014	240,000.00	240,000.00	0.400	240,174.17	0.400		1/22/2015	0.59
BMW Bank North America 0.5 3/14/2016	05568P6V4	None	3/31/2014	240,000.00	239,760.00	0.500	239,458.66	0.552		3/14/2016	0.59
Discover Bank 0.5 6/11/2015	254671D72	None	12/24/2013	240,000.00	239,918.40	0.500	240,188.23	0.523		6/11/2015	0.59
GE Capital Bank 0.4 10/17/2014	36163CFX3	None	10/18/2013	245,000.00	245,000.00	0.400	245,116.42	0.400		10/17/2014	0.60
GE Capital Retail Bank 0.95 3/16/2015	36157PAU3	None	1/2/2013	240,000.00	240,000.00	0.950	240,960.19	0.950		3/16/2015	0.59
Goldman Sachs Bank 0.75 11/14/2014	38143AU78	None	11/30/2012	240,000.00	240,000.00	0.750	240,388.20	0.750		11/14/2014	0.59
Merrick Bank 0.5 6/30/2015	5912Y5Y9	None	12/30/2013	240,000.00	240,000.00	0.500	240,133.30	0.500		6/30/2015	0.59
Sallie Mae Bank 0.75 11/14/2014	795450QK4	None	11/30/2012	240,000.00	240,000.00	0.750	240,388.20	0.750		11/14/2014	0.59
<b>Sub Total / Average</b>				<b>1,925,000.00</b>	<b>1,924,678.40</b>	<b>0.593</b>	<b>1,926,807.37</b>	<b>0.603</b>			<b>4.73</b>
<b>Corporate Issues</b>											
General Electric Capital Corp 1.625 7/2/2015	36962G5Z3	Moodys-A1	3/31/2014	1,000,000.00	1,014,530.00	1.625	1,011,790.00	0.460		7/2/2015	2.50

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
General Electric Capital Corp 2.15 1/9/2015	36962G5M2	Moodys-A1	8/16/2013	1,000,000.00	1,021,670.00	2.150	1,008,150.00	0.590		1/9/2015	2.51
General Electric Capital Corp 2.375 6/30/2015	36962G5F7	Moodys-A1	11/30/2012	500,000.00	517,745.00	2.375	509,160.00	0.980		6/30/2015	1.27
General Electric Capital Corp 4.875 3/4/2015	36962GP65	Moodys-A1	9/18/2013	1,000,000.00	1,059,830.00	4.875	1,026,562.50	0.750		3/4/2015	2.61
International Business Machs 0.45 5/6/2016	459200HL8	Moodys-Aa3	11/26/2013	1,000,000.00	996,840.00	0.450	997,680.00	0.580		5/6/2016	2.45
JP Morgan Chase 4.75 3/1/2015	46625HCE8	Moodys-A3	1/2/2013	1,000,000.00	1,079,800.00	4.750	1,023,980.00	1.012		3/1/2015	2.66
Natixis US Finance Co 0.426 8/19/2014	6323A1HK5	Moodys-A1	11/22/2013	1,000,000.00	996,850.00	0.426	999,900.80	0.853		8/19/2014	2.45
Well Fargo Bank 0.75 7/20/2015	94985H5F7	Moodys-Aa3	3/31/2014	565,000.00	567,418.20	0.750	567,350.40	0.420		7/20/2015	1.40
<b>Sub Total / Average</b>				<b>7,065,000.00</b>	<b>7,254,683.20</b>	<b>2.298</b>	<b>7,144,573.70</b>	<b>0.707</b>			<b>17.84</b>
<b>LAIF</b>											
LAIF LGIP	LGIP1002	None	4/30/2011	22,435,461.96	22,435,461.96	0.244	22,435,461.96	0.244	N/A	N/A	55.18
<b>Sub Total / Average</b>				<b>22,435,461.96</b>	<b>22,435,461.96</b>	<b>0.244</b>	<b>22,435,461.96</b>	<b>0.244</b>			<b>55.18</b>
<b>Treasury</b>											
T-Bond 0.25 5/16/2016	912828VC1	Moodys-Aaa	1/24/2014	1,000,000.00	994,530.00	0.250	996,480.00	0.488		5/16/2016	2.45
T-Note 0.375 11/15/2014	912828RQ5	Moodys-Aaa	5/25/2012	2,000,000.00	2,000,624.00	0.375	2,001,720.00	0.362		11/15/2014	4.92
T-Note 0.375 2/15/2016	912828UM0	Moodys-Aaa	1/24/2014	1,000,000.00	999,530.00	0.375	1,000,820.00	0.398		2/15/2016	2.46
T-Note 0.5 6/15/2016	912828VG2	Moodys-Aaa	3/27/2014	1,000,000.00	999,530.00	0.500	1,000,156.20	0.521		6/15/2016	2.46
T-Note 1.375 11/30/2015	912828PJ3	Moodys-Aaa	12/20/2013	2,000,000.00	2,040,480.00	1.375	2,029,840.00	0.330		11/30/2015	5.02
<b>Sub Total / Average</b>				<b>7,000,000.00</b>	<b>7,034,694.00</b>	<b>0.665</b>	<b>7,029,016.20</b>	<b>0.398</b>			<b>17.30</b>
<b>Total / Average</b>				<b>40,435,251.17</b>	<b>40,660,056.77</b>	<b>0.712</b>	<b>40,545,038.44</b>	<b>0.382</b>			<b>100</b>

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. Market value sources are the LAIF, CAMP, and BNY Mellon monthly statements.

Union Sanitary District  
Board Report - Activity  
Portfolio/Report Group: All Portfolios  
From 7/1/2014 To 7/31/2014

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
<b>DEPOSIT</b>								
CAMP LGIP	LGIP4000	0.45	0.45	0.00		0.000	7/31/2014	0.45
LAIF LGIP	LGIP1002	450,000.00	450,000.00	0.00		0.000	7/11/2014	450,000.00
LAIF LGIP	LGIP1002	13,538.82	13,538.82	0.00		0.000	7/15/2014	13,538.82
<b>Sub Total / Average</b>		<b>463,539.27</b>	<b>463,539.27</b>	<b>0.00</b>				<b>463,539.27</b>
<b>INTEREST</b>								
Bank of India NY 0.5 7/2/2014	06278CLN3	0.00	0.00	614.18	0.500	0.000	7/2/2014	614.18
CAMP LGIP	LGIP4000	0.00	0.00	0.45		0.000	7/31/2014	0.45
General Electric Capital Corp 1.625 7/2/2015	36962G5Z3	0.00	0.00	8,125.00	1.625	0.000	7/2/2014	8,125.00
General Electric Capital Corp 2.15 1/9/2015	36962G5M2	0.00	0.00	10,750.00	2.150	0.000	7/9/2014	10,750.00
ING US Funding 0.28 7/10/2014	4497W1GA8	0.00	0.00	1,347.38	0.280	0.000	7/10/2014	1,347.38
ING US Funding 0.28 7/10/2014	4497W1GA8	0.00	0.00	5.95	0.280	0.000	7/10/2014	5.95
LAIF LGIP	LGIP1002	0.00	0.00	13,538.82		0.000	7/15/2014	13,538.82
Merrick Bank 0.5 6/30/2015	5912Y5Y9	0.00	0.00	98.63	0.500	0.000	7/28/2014	98.63
Well Fargo Bank 0.75 7/20/2015	94985H5F7	0.00	0.00	2,118.75	0.750	0.000	7/20/2014	2,118.75
<b>Sub Total / Average</b>		<b>0.00</b>	<b>0.00</b>	<b>36,599.16</b>				<b>36,599.16</b>
<b>MATURED</b>								
Bank of India NY 0.5 7/2/2014	06278CLN3	245,000.00	245,000.00	0.00	0.500	0.000	7/2/2014	245,000.00
ING US Funding 0.28 7/10/2014	4497W1GA8	1,000,000.00	1,000,000.00	0.00	0.280	0.000	7/10/2014	1,000,000.00
<b>Sub Total / Average</b>		<b>1,245,000.00</b>	<b>1,245,000.00</b>	<b>0.00</b>				<b>1,245,000.00</b>
<b>WITHDRAW</b>								
LAIF LGIP	LGIP1002	600,000.00	600,000.00	0.00		0.000	7/3/2014	600,000.00
LAIF LGIP	LGIP1002	600,000.00	600,000.00	0.00		0.000	7/16/2014	600,000.00
LAIF LGIP	LGIP1002	1,600,000.00	1,600,000.00	0.00		0.000	7/25/2014	1,600,000.00
LAIF LGIP	LGIP1002	500,000.00	500,000.00	0.00		0.000	7/30/2014	500,000.00
<b>Sub Total / Average</b>		<b>3,300,000.00</b>	<b>3,300,000.00</b>	<b>0.00</b>				<b>3,300,000.00</b>

**Union Sanitary District's Internal Retiree Medical Fund  
Quarterly Report**

**For Period Ended 6/30/14**

<b>Fund Balance 3/31/14:</b>	<b>\$118,485.32</b>
<b>Revenues:</b>	0.00
<b>Expenses:</b>	
Net Medical Reimbursements	1,695.55
<b>Transfers Out:</b>	
5/23/14 CalPERS OPEB Trust Annual Required Contrib. (ARC) (payment #4 of 4)	(115,713.00)
<b>Ending Fund Balance 6/30/14:</b>	<b>\$4,467.87</b>



**Market Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$3,945,203.93	\$3,377,622.99
Contribution	115,713.00	462,852.00
Distribution	(75,117.50)	(284,558.32)
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	181,786.84	547,543.58
Admin Expense	(1,254.05)	(5,234.59)
Other	0.00	0.00
Ending Balance	<u>\$4,166,332.22</u>	<u>\$4,098,225.66</u>
YTD Accrual	(73,421.96)	(5,315.40)
Grand Total	\$4,092,910.26	\$4,092,910.26

**Unit Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Units	299,116.633	288,343.115
Unit Purchases from Contributions	8,559.621	35,995.281
Unit Sales for Withdrawals	(5,619.557)	(22,281.699)
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	<u>302,056.697</u>	<u>302,056.697</u>
Period Beginning Unit Value	13.189517	11.950102
Period Ending Unit Value	13.793213	13.793213

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 06/30/2014



Union Sanitary District

Entity #: SKB7-6011550262

Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
05/06/2014	Distribution	(\$75,117.50)	\$13.367156	(5,619.557)		
05/23/2014	Contribution	\$115,713.00	\$13.518472	8,559.621	wire 2014052300088 967	
06/30/2014	YE Accrual Distribution	(\$73,421.96)				

**Client Contact:**  
CERBT4U@CalPERS.ca.gov



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

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

David M. O'Hara  
*Attorney*

**DATE:** August 14, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Manager, Business Services  
Roslyn Fuller, Purchasing Agent

**SUBJECT:** Agenda Item No.8 - Meeting of August 25, 2014  
**AMEND PURCHASING POLICY No. 2755**

### **Recommendation**

Approve amending District Purchasing Policy No. 2755.

### **Background**

District staff has updated the District's Purchasing Policy to incorporate changes in the Purchasing Mission, adding/updating definitions, setting explicit levels for competition, and including previously approved sole source agreements. The changes proposed have been reviewed by the Executive Team and the Purchasing Agent. This policy was last amended and approved by the Board of Directors in October, 2011.

Due to the extensive changes in the policy, the typical strike through and bold text would be too confusing to follow. Therefore we have attached the current version, adopted in October 2011 and the proposed version.

The major changes are summarized on the following pages:

Major changes:

- Adding the concepts of cost-effective use of taxpayer dollars and commitment to open and competitiveness processes to the purchasing policy mission statement
- Updating the new budget titles of Operating Budget and Special Projects Fund
- Including IT services and other Executive Team determined services as Professional Services.
  
- **For Article 1 –**
  - Captured the budget approval for the *Annual Contract Purchases of Supplies, Services & Vehicle Renewal Replacements Over \$100,000* in the policy
  - Relocated payment authority from Attachment No.1 to body the of policy
  - Documented that General Manager has same authority as Project/Program Managers
  
- **For Article 2 –**
  - Changed and made more explicit the dollar limits for different methods of procurement
  - Added coordination requirement for Product Demonstration
  - Captured the use of the Pre-Qualified Consultant Short List used by CIP
  - Captured the use of the Plant and Pump Station Standardized Equipment List used by FMC
  - Captured the use of the Blanket Purchase Order Agreement for Task Orders

- Modified and added a definitions for Declared Emergency and Emergency Operational Purchases with dollar limits
- **For Article 3 –**
  - Relocated contracting authority from an attachment to the body of policy
- **For Article 4 –**
  - Added protest and appeal procedures for District Projects. These same procedures will be captured in CIP specifications
  - Removed distinction for protests over/under \$50,000
- **For Management Responsibility –**
  - Added Executive Team review of sole source purchases between \$10,000 and \$15,000

Staff will be available to answer any questions the Board may have regarding the proposed changes to the policy.

Effective: xx/14	<b>Purchasing Policy</b>	Policy Number 2755
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## **PURCHASING MISSION**

The purchasing mission of Union Sanitary District is to provide internal customers with value-added procurement services through the acquisition, storage and issuance of materials with a commitment to an open and competitive process with individuals and organizations that may do business with the District. This policy will promote the most cost-effective use of taxpayer dollars while contributing to fairness and equal access to business opportunities with the District. The mission is also to promote value for external ratepayers by supporting stewardship of District resources and ensuring compliance with applicable laws and regulations. This is accomplished by promoting accountability, innovation and continuous improvement through the solicitation of material and service requirements to the supplier community in an open and equitable manner that promotes and maintains the public trust.

## **PURPOSE**

The purpose of the Purchasing Policy is to provide direction and guidance to District staff for the efficient purchase of supplies, materials, equipment and services and to define the purchasing authority and responsibility of District staff.

Exceptions to this policy may be approved by the Board of Directors on a case-by-case basis.

## **DEFINITIONS**

<i>Amendment</i>	Modification of terms and/or pricing for goods, professional or non-professional services contract, or task order.
<i>Adjusted Base Amount</i>	The new dollar amount of a Contract including Change Orders, or the sum of all Task Orders, including amendments, as approved by the General Manager or the Board of Directors, for sums exceeding their predecessor's approval authority limit, or exceeding 115% of the Base Amount or previous Adjusted Base Amount (see also <i>Base Amount</i> )
<i>Authority to Enter Into Contracts</i>	The term "Authority to Enter Into Contracts" shall mean that the individual has authority to sign written contracts with outside parties.
<i>Blanket Purchase Agreement</i>	An agreement between the District and a Supplier whereby the Supplier agrees to furnish goods or services under established terms and conditions and where there is a transaction limit.

<i>Blanket Purchase Agreement for Task Orders</i>	A consulting or professional services contract agreement, generally intended between the District and a consultant for support services on an on-call basis and on more than one project, where a time of performance limit and an annual transaction maximum compensation limit is set by the terms of the agreement.
<i>Base Amount</i>	The dollar amount of an initial Contract or Task Order.
<i>Best Value</i>	Awards/purchases based on service and technical elements of a bid or proposal along with the cost/price element.
<i>Capacity Funds(CPTY)</i>	Funds that are set aside for activities related to increases in the capacity of the collection and/or treatment system (both capital and non-capital are included in this fund).
<i>Change Order</i>	A written order directing the vendor to make changes to the original purchase order and/or contract.
<i>Construction Management Consultant</i>	Consulting firm hired under a separate contract to oversee contractor work on a construction project.
<i>Contract</i>	Any legal contract, purchase order, or written document which produces a contractual agreement between the District and another party for the procurement or disposal of supplies, services or construction.
<i>Cooperative Contracts</i>	Contracts already solicited and/or awarded by other public agencies, often under the sponsorship of non-profit cooperative contract associations, allowing the District to purchase goods, services and equipment at competitively bid or assessed pricing, without the need for the District to undertake a separate solicitation request action.
<i>Declared Emergency</i>	For the purpose of procuring professional and non-professional services or goods and related services, a declared emergency is a sudden, generally unexpected sustained occurrences or set of ongoing circumstances that requires the General Manager to invoke or seek to invoke purchasing authority by resolution of 4/5ths quorum of the Board of Directors.

<i>District Projects</i>	Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work and where the expenditure <b>exceeds</b> the limits specified in Public Contract Code Section 20803.
<i>Emergency Operational Purchases</i>	For the purpose of procuring professional and non-professional services or goods and related services, an emergency is a sudden, generally unexpected occurrence or set of circumstances that demands immediate action, the absence of which would undermine essential District services or cause an economic loss to the District.
<i>Operating Budget and Pre-Treatment Funds (OPTF)</i>	Funds used for normal operating expenses. A given Work Group's total budget should not be exceeded. A current list of valid accounts is included in the current "Operating and CIP Budgets." The Pretreatment Fund is the special account in which receipts are deposited from administrative penalties referenced in the Administrative Procedures and Penalties section of Ordinance No. 36.
<i>Goods</i>	Any and all supplies, material and/or equipment which are moveable at the time of sale, and can be furnished to or be used by the District. This also includes goods purchased separately for District Projects and goods purchased with installation services where the major portion of the cost is for the goods.
<i>Maintenance and Repair Projects</i>	Acts of preservation, support, mending, restoration and renovation to prevent decline in condition or to restore useful life of District-owned wastewater collection or treatment facilities or property.
<i>Special Projects Funds (SPF)</i>	Funds approved by the Board for a specific project or purpose. Each project has an appropriate account number and a Project Manager/Program Manager listed under "Accounting/CIP Project List" on the District's "Portal".
<i>Pre-Purchased Equipment</i>	Equipment purchased by the District for a District or Special Project, generally before the start of work on a construction project, and under a separate contract with the supplier or manufacturer.
<i>Professional Services</i>	Services that require a formal certification by a professional body such as legal, medical, accounting, architecture, land surveying, professional engineering, real estate appraising, etc., including IT work where the scope is mainly services. Or any other service the Executive Team deems appropriate to be categorized as such.

<i>Non-Professional Services</i>	All services not within the scope of the definitions of Professional Services above. They are nontechnical or non-consultant services that provide support to and facilitate District operations. Typically, “trade” services that furnish labor to repair or provide maintenance for District-owned equipment or property. These types of services include maintenance agreements, uniform rental services, electrical, HVAC, plumbing, and mechanical. Final product of engagement is that something is built, repaired, diagnosed, or otherwise improved.
<i>Special Projects Construction</i>	Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District-owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work where the expenditure is <b>less</b> than the \$15,000 limit specified in Public Contract Code Section 20803.
<i>Structural Renewal and Replacement Fund (RNWL)</i>	Funds that are set aside and accumulated for the specific purpose of the renewal and replacement of infrastructure. Funds must replace or extend life of the asset and are included in the Capital Improvement Program budget.
<i>Renewal and Replacement Funds (RRF) for Equipment (VHEQ), (ISRR), (PPSR)</i>	Funds that are set aside and accumulated for the specific purpose of replacing vehicles and equipment, including renewals and replacements for Information Systems and Plant and Pump Station equipment.
<i>Plant and Pump Station Standardized Equipment List</i>	Equipment, standardized by the District <del>by way of resolution</del> that is deemed feasible to be purchased from only one source.
<i>Task Order</i>	A directive to a consultant under a consultant or sub-consultant contract, Professional Services Agreement or a Blanket Purchase Agreement for Task Orders, detailing the work scope, payment, and schedule of a definitive task or tasks.

## **ARTICLE 1 – CONTRACT AND PAYMENT AUTHORITY THRESHOLDS**

Each fiscal year, the Board of Directors approves the District budget that allows expenditure of funds for a wide array of goods, services and administrative costs. As part of the budget approval process the Board reviews and approves the *Annual Contract Purchases of Supplies, Services & Vehicle Renewal Replacements Over \$100,000*. This budget approval delegates to staff payment authority for the line items listed in the document. The Board of Directors designates the authority to commit specific funds as indicated below:

**a) Operating and Pre-Treatment Funds**

<b>Coaches:</b>	up to \$10,000
<b>Work Group Managers:</b>	up to \$50,000* (see section b & c below)
<b>General Manager:</b>	up to \$100,000
<b>Board of Directors:</b>	above \$100,000

- b) \*Vehicle and Equipment Funds (VHEQ):** The Collection Services Manager or other Work Group Manager designated by the General Manager is authorized to approve individual expenditures of Board approved VHEQ budgeted funds for purchases of the vehicles and equipment listed in the budget and made with those funds, regardless of amount, provided the budget is not exceeded by more than 15%.

The Collections Services Manager or designee will obtain Board approval prior to authorizing any of the following:

- Increase in the purchase quantity of a listed vehicle or equipment item;
- Addition of a newly-identified vehicle or equipment for purchase not listed in the approved budget;
- Purchase of an upgrade to a District vehicle or equipment item not listed in the approved budget;
- Expenditure exceeding 15% of the estimated purchase amount for a listed vehicle or equipment over \$100,000.

- c) Special Projects Funds (SPF), Structural Renewal and Replacement Fund (RNWL), Renewal and Replacement Fund (RRF)\* and/or Capacity Funds (CPTY):** Approval of individual expenditures of Board approved SPF, RNWL, RRF AND/OR CPTY budgeted funds is authorized by the TS Workgroup in accordance with the [Approval Authority Levels of Expenditures for Approved, Budgeted Funds For TS Workgroup matrix](#). \*does not include (VHEQ)

Approval of individual expenditures made by a Work Group other than TS using SPF, RNWL, CPTY, and RRF funds, may be authorized by any employee shown as the "Project Manager" or "Program Manager" for any project or purpose as listed in the current Operating and CIP Budgets with an appropriate account number, provided that the total project budget amount is not exceeded by more than 15%. The General Manager has the same authority as Project/Program Managers. Project or Program Managers may be assigned to a project after the budget is approved.

The Project Manager/Program Manager is responsible for maintaining an accurate accounting of the funds used and obtaining Board approval prior to authorizing any overages in excess of 15% of the project budget.

## ARTICLE 2 - METHODS OF PROCUREMENT

### a) **Small Purchases Less than \$15,000 for Goods and Non-Professional Services and Professional Services:**

Expenditures for the procurement of supplies, equipment, and/or materials having an estimated value of less than \$15,000 may be made on the open market with the requestor's discretion without following the formal procurement methods. Procurement requirements shall not be artificially divided so as to circumvent the formal bidding requirement. Approved methods:

- **SINGLE QUOTE:** A single quote may be obtained to purchase goods and services. The Work Group should request that the vendor provide a written quote containing all details of the purchase. It is suggested that, when time allows, three (3) written competitive quotes be obtained via fax or email, to ensure you are receiving the best value for the District.
- **PRODUCT DEMONSTRATION:** Purchasing must be notified before a product is demonstrated for potential use. Purchasing will provide assistance in the process to determine if a competitive process is warranted.
- **CAL-CARD credit card, established Blanket Purchase Orders (BPO's) and District Purchase Orders** may be used to acquire common goods and services needed in the District's day-to-day operations, in accordance with other applicable policies or procedures.

### b) **Informal Bidding \$15,000- \$50,000 for Goods and Non-Professional Services**

Approved methods:

- **REQUEST FOR QUOTES (RFQ):** A RFQ issued by Purchasing to purchase goods and Non-Professional Services with an attempt to receive three (3) qualified quotes. Awards should be made to the vendor offering the lowest responsive and responsible bid based on the best value determined by the District.
- **PRODUCT DEMONSTRATION:** Purchasing must be notified before a product is demonstrated for potential use. Purchasing will provide assistance in the process to determine if a competitive process is warranted.

**c) Professional Services above \$15,000 and Formal Competitive Sealed Bidding Above \$50,000 for Goods and Non-Professional Services:**

Approved methods:

- **INVITATION FOR BID (IFB):** An IFB is a formal procedure issued by Purchasing to solicit bids for Goods and in some cases, Non-Professional Services. An award will be made to the vendor offering the lowest responsive and responsible bid based on the best value determined by the District.
  - Bid procedures shall be open and unrestricted; however, the District shall not be obligated to solicit bids from every supplier for every requirement. It is in the District's best interest to ensure that an adequate number of bidders are solicited to achieve optimum competition.
  - If only one (1) responsive bid is received in response to the IFB, an award may be made to the single contractor if the District finds that:
    - (1) the price(s) submitted are fair and reasonable,
    - (2) other prospective bidders had reasonable time to respond, or
    - (3) there is not adequate time for re-solicitation.
  - Otherwise, the bid may be rejected and new bids may be solicited, the proposed procurement may be canceled; or if the District feels the one price is not reasonable, and the re-solicitation results would not change, negotiations may be entered into with the lone bidder. If new bids are solicited, the prices originally submitted shall not be released to the public in order to maintain the integrity of the procurement process.
- **PRODUCT DEMONSTRATION:** Purchasing must be notified before a product is demonstrated for potential use. Purchasing will provide assistance in the process to determine if a competitive process is warranted.
- **REQUEST FOR PROPOSAL (RFP):** A RFP is a formal objective method of contracting for complex goods, Non-Professional Services or Professional Services whereby proposals are solicited from qualified vendors to submit an offer to a request when the specifications are complex in nature and several factors need to be considered along with price.
  - Awards are based on the offer that best meets the needs of the District and is most advantageous in terms of the criteria as designated in the RFP.
  - An RFP should not be used when the goods or services are standard, routine or common "off-the-shelf" in nature.
- **REQUEST FOR QUALIFICATIONS (RFQ):** A qualification based selection is a method used for Professional Services where the most qualified firm is selected through a competitive process utilizing criteria related to the competence and qualifications of the individual or firms to establish a rank order. Prices are not revealed during the competitive selection process.

- **PRE-QUALIFICATION LIST:** An active [\*Pre-Qualification List\*](#) established as a result of a Statement of Qualifications (SOQ) may also be utilized to award a Professional Services Contract.
  - Professional Services above \$100,000 require the issuance of a letter of proposal, or invitation to an interview process to three (3) qualified vendors before awarding a contract.
  - CIP maintains pre-qualified consultant short list for three categories: pipeline design, plant and pump station design, and construction management. Every three years CIP evaluates each consultant's performance during the prior 3 years and determines which firms will remain on the list, which consultants will be removed from the list, and which firms will be asked to submit an updated SOQ. Other consultants, not on the list but that have indicated during the prior 3 years that they are interested in being on the list, are also invited to submit SOQ's. This determination is taken to the Board as an information item.

**\*Note Goods, Maintenance & Repair Projects, Special Projects – Construction and Non-Professional Services:** Cost criteria, including warranty and life-cycle costs, shall be weighted at least 80% when RFP's are issued for purchases over \$50,000.

Exceptions include:

- Cost criteria less than 80% weighting must first be approved by the Executive Team.
- Work Group Managers can decide on the weight applied to cost for purchases under \$50,000.

**d) CIP Projects:**

Expenditures for District Projects that exceed \$15,000 must be contracted for by formal competitive bidding and let to the lowest responsive and responsible bidder after notice, subject to the provisions of Section 20800 et. seq. of the California Public Contract Code.

**e) Cal-Card:**

The District's credit card (Cal Card) may be used for purchases in accordance with the rules and regulations set forth in the Cal Card Handbook.

**f) Cooperative Contracts:**

To the extent allowed by law, the District may participate in and acquire items under cooperative contracts. Since pricing of goods and services offered under cooperative

contracts has already been competitively bid or assessed, the resultant pricing is considered fair and reasonable and no further District bid-solicitation actions are required.

**g) Sole Source:**

Employees requesting a purchase of goods or services from a single manufacturer or other supplier source (dealer, distributor), other than for "Sole Source Equipment" defined herein shall execute Purchasing's "Non-Competitive Procurement Request" form.

- Requests for over \$15,000 value per item, group of items or service, require Executive Team approval. The Purchasing Agent will evaluate the elements for the request and make a recommendation to purchase the good or service from the suggested source, or solicit the market for the item. If Executive Team approval will not be timely, the General Manager can also provide approval.

**h) Plant and Pump Station Standardized Equipment List:**

For efficient maintenance and operations of plant and pump stations, certain pieces of equipment have been standardized throughout the plant and pump stations. This minimizes spare parts inventory, training, and operations of this equipment. The Plant and Pump Station [Standardized Equipment List](#) has been instituted to document the approved equipment qualified to be on this document. The list shall be maintained by Purchasing and shall be reviewed by the Executive Team every five years. Any addition to the list will be reviewed by the Executive Team using the Non-Competitive Procurement Request form to capture the justification. Staff may utilize the list to purchase listed equipment without looking for an "or equal" substitution. If only one manufacturer and/or distributor is the source for the equipment then the purchase is deemed approved as a sole source purchase.

**i) Blanket Purchase Order Agreement for Task Orders:**

CIP maintains blanket purchase order agreements with select consultants to provide professional services for projects or tasks under \$50,000 in value and have two year terms. These projects typically address an immediate need and/or other needs not associated with a Capital Improvement Project. The blanket purchase order agreement with each consultant sets the annual and total not-to-exceed budget for all services provided under the agreement and its duration. The consultant's published hourly rates and other fees are attached to this agreement. When CIP determines there is a need to hire the consultant, the consultant prepares a task order to the agreement. The task order includes the scope of services, deliverables, budget, and schedule. CIP tracks the number of task orders executed and monitors the budgets to ensure that the terms stipulated in the agreement are met. The cumulative amount of a blanket purchase order agreement cannot exceed \$100,000 in value without having Board approval. In addition, when the two year term expires or if the term will exceed two years, staff will prepare a Board information item.

**j) Emergency Purchases:**

Declared Emergencies - District Work Groups may make emergency procurements when an emergency condition arises and the need cannot be met through normal procurement methods. An emergency procurement shall be limited only to a quantity of those supplies, equipment, materials, or services necessary to meet the emergency.

- In case of emergency, the General Manager may authorize the expenditures of funds in excess of the budget by resolution duly adopted by a minimum four-fifths (4/5ths) vote of the Board of Directors.
- Upon adoption of the resolution, the Board of Directors may authorize expenses in any sum required in an emergency without complying with requirements of this policy (see §22050 Public Contract Code).
- In the case of such emergency, if a 4/5ths quorum of the Board of Directors is unavailable to convene a timely meeting of the Board, the General Manager or designee is authorized to determine that the public interest and necessity demand the immediate expenditure of District funds to safeguard life, health or property and may commit up to \$500,000 for such purpose without complying with the requirements of this Policy.
- The General Manager or designee shall, at the earliest reasonable opportunity, notify the Board of Directors of such an emergency and the need for such expenditure. Following such notification, the Board of Directors shall hold an emergency meeting to authorize or discontinue additional expenditures pursuant to the emergency (see §22050 Public Contract Code).
- Proper purchase requisition procedures and approval limits remain the same for the authorization of the expenditures; however, formal bidding procedures may not apply.

Emergency Operational Purchases –

- Emergency Operational purchases may be made using the limits listed under Article 1 a.

**ARTICLE 3 – CONTRACTING AUTHORITY**

The following is a list of all positions authorized to enter into contracts for purchases of Goods, Non-Professional Services, Special Projects, District Projects, Maintenance and Repair Projects and Professional Services.

- a) **Up to \$5,000:** Authority has been granted for the Storekeeper to execute agreements where the aggregate value does not exceed \$5,000 for the replenishment of inventory stock goods.

- b) **Less than \$50,000\*:** Authority has been granted for Work Group Managers to execute agreements where the aggregate value does not exceed \$50,000 by following the appropriate methods of procurements as defined in this policy.

**\*Note:** This authority does not include the purchase of Goods.

- c) **Up to \$100,000:** Authority has been granted to the District General Manager and Purchasing Agent to execute agreements where the aggregate value does not exceed \$100,000 by following the appropriate methods of procurements as defined in this policy (see section \* below).

- d) **\$100,000 and Above:** Board of Directors' approval is required to execute agreements where the aggregate value exceeds \$100,000 by following the appropriate methods of procurements as defined in this policy.

- **\*Technical Services (TS) Workgroup:** Authority to enter into contracts funded as District Projects, Maintenance & Repair Projects, Special Projects, and Professional Services, including construction contract change orders, consultant/professional services task orders, and subsequent amendments using SPF, RNWL and/or CPTY accounts shall be made in accordance with the [Approval Authority Levels for Entering Into Contracts For TS Workgroup matrix](#).

#### ARTICLE 4 - PROTEST OF BIDDING PROCEDURES

a) **Authority of Officials:**

The procedures for protesting competitive bidding processes and selection of successful bidders described below are mandatory, and the time limits are absolute. The purpose of this article is to minimize disputes and litigation.

For "District Projects", bid protest procedures shall be as described in Section 00100, "Instructions to Bidders", of the project specifications. For all other competitive bidding processes, the Business Services Manager shall in all cases address the issues in relation to the approval in awarding of contracts and the fulfillment or interpretation of these purchasing guidelines. The decision of the Business Services Manager shall be final, subject to appeal to the General Manager.

In the event that a party to a bidding process disagrees with the District's recommendation of award of any contract submitted to competitive bidding, the protest must be submitted in writing within five (5) working days of the award recommendation of the contract. The Business Services Manager shall respond within ten (10) working days of receipt of the protest.

Failure to submit a written protest within five (5) working days of the District's recommendation of award of the contract shall constitute a waiver of any protest or

appeal and any right to file a claim or initiate a lawsuit regarding the award of the contract.

**b) Appeal:**

For “District Projects,” the procedure for appealing District decisions on bid protests, shall be as described in Section 00100, “Instructions to Bidders”, of the project specifications. For all other appeals, where the bidder disagrees with the decision of the Business Services Manager or intends to file any claim or action against the District for compensation, injunction or other relief regarding the award of a contract, the claim or appeal shall:

- be in writing
- be directed to the General Manager, and
- include the documents necessary to substantiate the position of the claimant

Such claim or appeal must be filed on or before the tenth (10th) working day following the decision of the Business Services Manager.

The General Manager shall respond in writing to any such written claim or appeal of the protest decision within 45 calendar days of the receipt of the claim or appeal of protest decision. However, the General Manager may request in writing, within 15 calendar days of the receipt of any claim or appeal of protest decision, any additional documentation and information supporting the claim or appeal that relate to any defenses or claims the District may have with respect to the claim or appeal of protest decision. Additional documentation and information requested must be requested and provided by bidder within fifteen (15) calendar days of such request.

The decision of the General Manager shall be made within fifteen (15) calendar days of the completion of submission of all information relative to the claim or appeal of protest decision.

Any bidder dissatisfied with the bidding process or the awarding of any contract for a procurement has no right to appeal to the Board of Directors of Union Sanitary District. The decision of the General Manager will be final and constitute exhaustion of administrative remedies by the bidder.

If the bidder is not satisfied after response by the General Manager, the bidder may file a claim pursuant to Chapter I (commencing with Section 900) and Chapter 2 (commencing with Section 910, or Part 3 of Division 3.6 of Title I of the California Government Code). The procedures outlined above shall not extend the time to file a formal claim to the Board of Directors pursuant to Section 900 et seq. of the Government Code.

**Employee Responsibility:** District employees who are involved in any purchasing activity have the responsibility to follow this policy and supporting procedures.

**Purchasing Responsibility:** The Purchasing Staff has the responsibility to coordinate and support the purchasing activity and adhere to this policy and supporting procedures.

**Management Responsibility:** The District's management staff has the responsibility to ensure that this policy and supporting procedures are followed by employees. The Executive Team will periodically review sole source purchases between \$10,000 and \$15,000.

Approved by: Board of Directors  
Author/Owner: Business Services Manager  
Reviewers: Executive Team, Purchasing Agent  
Notify Person: Business Services Manager  
Revision Frequency: Every 3 Years  
Next Review: , 2017

Effective: 10/11	<b>Purchasing Policy</b>	Policy Number 2755 Page 1 of 17
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## **PURCHASING MISSION**

The purchasing mission of Union Sanitary District is to provide internal customers with value-added procurement services through the acquisition, storage and issuance of materials in a consistent, cost-effective, safe and timely fashion. This is accomplished by promoting accountability, innovation and continuous improvement through the solicitation of material and service requirements to the supplier community in an open and equitable manner that promotes and maintains the public trust.

## **PURPOSE**

The purpose of the Purchasing Policy is to provide direction and guidance to District staff for the efficient purchase of supplies, materials, equipment and services and to define the purchasing authority and responsibility of District staff.

## **DEFINITIONS**

<i>Amendment</i>	Modification of terms and/or pricing for goods, professional or non-professional services contract, or task order.
<i>Adjusted Base Amount</i>	The new dollar amount of a Contract including Change Orders, or the sum of all Task Orders, including amendments, as approved by the General Manager or the Board of Directors, for sums exceeding their predecessor's approval authority limit, or exceeding 115% of the Base Amount or previous Adjusted Base Amount (see also <i>Base Amount</i> )
<i>Authority to Enter Into Contracts</i>	The term "Authority to Enter Into Contracts" shall mean that the individual has authority to sign written contracts with outside parties. Verbal contractual commitments may be made during off hours or emergencies and shall be followed with written contracts as soon as practical thereafter.
<i>Blanket Purchase Agreement</i>	An agreement between the District and a Supplier whereby the Supplier agrees to furnish goods or services under established terms and conditions and where there is a transaction limit.

<i>Blanket Purchase Agreement for Task Orders</i>	A consulting or professional services contract agreement, generally intended between the District and a consultant for support services on an on-call basis and on more than one project, where a time of performance limit and an annual transaction maximum compensation limit is set by the terms of the agreement.
<i>Base Amount</i>	The dollar amount of an initial Contract or Task Order.
<i>Capacity Funds(CPTY)</i>	Funds that are set aside for activities related to increases in the capacity of the collection and/or treatment system (both capital and non-capital are included in this fund).
<i>Change Order</i>	Modification of terms and/or pricing to a construction contract.
<i>Construction Management Consultant</i>	Consulting firm hired under a separate contract to oversee contractor work on a construction project.
<i>Contract</i>	Any legal contract, purchase order, or written document which produces a contractual agreement between the District and another party.
<i>Cooperative Contracts</i>	Contracts already solicited and/or awarded by other public agencies, often under the sponsorship of non-profit cooperative contract associations, allowing the District to purchase goods, services and equipment at competitively bid or assessed pricing, without the need for the District to undertake a separate solicitation request action.
<i>District Projects</i>	Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work and where the expenditure exceeds the limits specified in Public Contract Code Section 20803.
<i>Expenditure Control Budget Funds (ECB)</i>	Funds used for normal operating expenses. A given Work Group's total budget should not be exceeded. A current list of valid ECB accounts is included in the current" Operating and CIP Budgets."
<i>Goods</i>	Any and all supplies, material and/or equipment which are moveable at the time of sale, and can be furnished to or be used by the District. This also includes goods purchased separately for District Projects and goods purchased with installation services where the major portion of the cost is for the goods.

<i>Maintenance and Repair Projects</i>	Acts of preservation, support, mending, restoration and renovation to prevent decline in condition or to restore useful life of District-owned wastewater collection or treatment facilities or property.
<i>Non-ECB/Board Discretionary Funds (NECB)</i>	Funds approved by the Board for a specific project or purpose. Each fund has an appropriate account number and a Project Manager/Program Manager listed under “Accounting/CIP Project List” on the District’s “Portal” Website.
<i>Pre-Purchased Equipment</i> (applies to NECB, CPTY and RNWL accounts only)	Equipment purchased by the District, for a District or Special Project, generally before the start of work on a construction project, and under a separate contract with the supplier or manufacturer.
<i>Petty Cash Funds</i>	Cash kept on hand for payment of minor items.
<i>Professional Services</i>	Services such as, but not limited to architects, engineers, attorneys, physicians, trainers and other professionals possessing a high degree of expertise.
<i>Non-Professional Services</i>	To furnish labor to repair or provide maintenance for District-owned equipment or property. These types of purchases include maintenance agreements, uniform rental services and recurring services which are generally funded by ECB accounts.
<i>Special Projects</i>	Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District-owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work where the expenditure is less than the limits specified in Public Contract Code Section 20803.
<i>Structural Renewal and Replacement Fund (RNWL)</i>	Funds that are set aside and accumulated for the specific purpose of the renewal and replacement of infrastructure. Funds must replace or extend life of the asset and are included in the Capital Improvement Project budget.
<i>Renewal and Replacement Funds for Equipment (VHEQ), (ISRR), (PPSR)</i>	Funds that are set aside and accumulated for the specific purpose of replacing vehicles and equipment, including renewals and replacements for Information Systems and Plant and Pump Station equipment.
<i>Sole Source Equipment</i> (applies to NECB, CPTY and RNWL accounts only)	Equipment, standardized by the District by way of resolution that is deemed feasible to be purchased from only one source.

*Task Order* A directive to a consultant under a consultant or sub-consultant contract, Professional Services Agreement or a Blanket Purchase Agreement for Task Orders, detailing the work scope, payment, and schedule of a definitive task or tasks.

*TSCS* Technical Support and Customer Services Work Group

## **ARTICLE 1 – AUTHORIZATION TO APPROVE EXPENDITURE OF BUDGETED FUNDS**

Each fiscal year, the Board of Directors approves the District budget that allows expenditure of funds for a wide array of goods, services and administrative costs. Expenditures of specific funds may be approved by District positions as indicated below:

- a) **Expenditure Control Budget Funds (ECB):** Approval of individual expenditures using Board approved ECB funds shall be made in accordance with the *Approval Authority Levels for Approved, Budgeted Funds Using Expenditure Control Budget (ECB) Funds* matrix (Attachment 1).
- b) **Vehicle and Equipment Funds (VHEQ):** The Collection Services Manager or other Work Group Manager designated by the General Manager is authorized to approve individual expenditures of Board approved VHEQ budgeted funds for purchases of the vehicles and equipment listed in the budget and made with those funds, regardless of amount, provided the budget is not exceeded by more than 15%.

The Collections Services Manager or designee will obtain Board approval prior to authorizing any of the following:

- Increase in the purchase quantity of a listed vehicle or equipment item;
  - Addition of a newly-identified vehicle or equipment for purchase not listed in the approved budget;
  - Purchase of an upgrade to a District vehicle or equipment item not listed in the approved budget;
  - Expenditure exceeding 15% of the estimated purchase amount for a listed vehicle or equipment over \$100,000.
- c) **Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY):** Approval of individual expenditures of Board approved NECB, RNWL AND/OR CPTY budgeted funds is authorized by the TSCS Workgroup in accordance with the *Approval Authority Levels of Expenditures for Approved, Budgeted Funds For TSCS Workgroup* matrix (Attachment 2).

Approval of individual expenditures made by a workgroup other than TSCS using NECB, RNWL and/or CPTY funds, may be authorized by any employee shown as the “Project Manager” or “Program Manager” for any project or purpose who is listed in the current Operating and CIP Budgets with an appropriate account number, provided that the total

project budget amount is not exceeded by more than 15%. Project or Program Managers may be assigned to a project after the budget is approved.

The Project Manager/Program Manager is responsible for maintaining an accurate accounting of the funds used and obtaining Board approval prior to authorizing any overages in excess of 15% of the project budget.

## ARTICLE 2 - METHODS OF PROCUREMENT

The methods of procurement that precede the contract, such as small purchases, request for quotations, formal competitive bidding, or request for proposals, shall be appropriate for the type of good, service or project being acquired and in the best interest of the District.

- a) **Small Purchases:** CalCard credit card, established Blanket Purchase Orders (BPO's) and District Purchase Orders may be used to acquire common goods and services needed in the District's day-to-day operations.
- b) **Cooperative Contracts:** To the extent allowed by law, the District may participate in and acquire items under cooperative contracts. Since pricing of goods and services offered under cooperative contracts has already been competitively bid or assessed, the resultant pricing is considered fair and reasonable and no further District bid-solicitation actions are required.
- c) **Request for Quotations:** For more complex purchases of goods and services, an informal Request for Quotations may be used to solicit comparative pricing for an item.
- d) **Formal Competitive Bidding:** Expenditures for District Projects that exceed \$15,000 must be contracted for by formal competitive bidding and let to the lowest responsive and responsible bidder after notice, subject to the provisions of Section 20800 *et. seq.* of the California Public Contract Code.

Expenditures for Goods, Maintenance & Repair Projects, Special Projects and Non-Professional Services with estimated value over \$250,000 per item, group of items or service, must be contracted for by formal competitive bidding. This requirement may be waived by Board approval on a case-by-case basis.

- e) **Request for Proposals:** A Request for Proposals (RFP) solicitation process may be used for acquisitions of Goods, Maintenance and Repair Projects, Special Projects, Non-Professional and Professional Services not exceeding \$250,000 total estimated value per item, group of items or service:
  - 1. **Professional Services:** The District is not required to adopt the procurement processes of California Government Code 4525 to 4529.5 when Request for Proposals (RFP's) are issued for architectural and engineering or other professional services. However, the District is committed to ensuring fair and reasonable procedures in selecting the best qualified professional service providers by including qualification-based criteria in RFP's.

Note: Although the formal competitive bidding method may be used for professional service solicitations, use of qualification criteria for consultant selection makes the RFP the desirable solicitation method, regardless of estimated value.

**2. Goods, Maintenance & Repair Projects, Special Projects and Non-Professional Services:** Cost criteria, including warranty and life-cycle costs, shall be weighted at least 80% when RFP's are issued for purchases over \$50,000.

Exceptions include:

- Cost criteria less than 80% weighting must first be approved by the Executive Team.
- Work Group Managers can decide on the weight applied to cost for purchases under \$50,000.

The Purchasing Agent is responsible for ensuring that contracts entered into for the broad spectrum of goods and services acquired by the District take into account not only item or service pricing, but other elements that add value to the purchase.

Some "best value" elements include a supplier's:

- record of prompt responsiveness and delivery of orders
- experience in their respective industry
- sustainability components used in their products
- quality assurance program and documented product reliability
- enhanced or extended warranties offered
- projected item operating and maintenance costs
- item residual value, or disposal cost, at the end of its useful life

**f) Sole Source:** Employees requesting a purchase be made for a good or service from a single manufacturer or other supplier source (dealer, distributor), other than for "Sole Source Equipment" defined herein shall execute Purchasing's "Non-Competitive Procurement Request" form. The Purchasing Agent will evaluate the elements of the request and make a determination to purchase the good or service from the suggested source, or solicit the market for the item. Requests for over \$10,000 value per item, group of items or service, require Executive Team approval.

### **ARTICLE 3 – AUTHORITY TO ENTER INTO CONTRACTS**

The following is a list of all positions authorized to enter into contracts for purchases of Goods, Services, Special Projects, District Projects, Maintenance and Repair Projects and Professional Services.

- a) District Employees:** Any District employee may purchase goods and/or services by using an established Blanket Purchase Agreement (BPA) :
- when the cost does not exceed the transaction limit set by that BPA, or

- when using Petty Cash reimbursement the cost does not exceed the current petty cash limits as defined in the Petty Cash Procedure, maintained by the Customer Service Team of the TSCS Work Group.

All purchases of goods and/or services will be for District use only. Purchases of goods and/or services for employee personal use using a District BPA or Petty Cash are strictly prohibited.

**b) CAL-CARD Cardholders:** CAL-CARD Cardholders who have received CAL-CARD Cardholder training may make purchases of goods and/or services using a District Credit Card, as follows:

- All purchases of goods and/or services shall be made within the limits of and in accordance with the District's CAL-CARD Handbook, and;
- Purchases of goods and/or services for employee personal use using a District Credit Card are strictly prohibited.

**c) Purchasing Agent, Work Group Managers, General Manager and Board of Directors:**

- i) Subject to the approval requirements stated in Article 1, authority to enter into contracts for goods, non-professional services, maintenance and repair projects, special projects and professional services, including contract amendments, using ECB, Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY) accounts, shall be made in accordance with the *Approval Authority Levels for Entering Into Contracts for Goods, Non-Professional Services, Maintenance and Repair Projects, Special Projects and Professional Services Contracts matrix (Attachment 3)*.
- ii) **Technical Support and Customer Service (TSCS) Workgroup:** Authority to enter into contracts funded as District Projects, Maintenance & Repair Projects, Special Projects, and Professional Services, including construction contract change orders, consultant/professional services task orders, and subsequent amendments using NECB, RNWL and/or CPTY accounts shall be made in accordance with the *Approval Authority Levels for Entering Into Contracts For TSCS Workgroup matrix (Attachment 4)*.

#### **ARTICLE 4 - PROTEST OF BIDDING PROCEDURES**

**a) Authority of Officials:**

The procedures for protesting competitive bidding processes and selection of successful bidders described below are mandatory, and the time limits are absolute. The purpose of this article is to minimize disputes and litigation.

The Business Services Manager shall in all cases address the issues in relation to the approval in awarding of contracts and the fulfillment or interpretation of these purchasing guidelines. The decision of the Business Services Manager shall be final, subject to appeal to the General Manager.

**b) Contracts under \$50,000:**

In the event that a party to the bidding process disagrees with the District's recommendation of award of any contract submitted to competitive bidding, the protest must be submitted in writing within seven (7) working days of the award recommendation of the contract. The Business Services Manager shall respond within ten (10) working days of receipt of the protest.

**c) Contracts over \$50,000:**

The protest of the District's recommendation of award of any contract in excess of \$50,000 must be filed with the District within five (5) working days of the award recommendation. The Business Services Manager shall respond within ten (10) working days of receipt of the protest.

Failure to submit a written protest within five (5) working days of the District's recommendation of award of the contract shall constitute a waiver of any protest or appeal and any right to file a claim or initiate a lawsuit regarding the award of a contract.

**d) Appeal:**

If the bidder disagrees with the decision of the Business Services Manager or intends to file any claim or action against the District for compensation, injunction or other relief regarding the award of a contract, the claim or appeal shall:

- be in writing
- be directed to the General Manager, and
- include the documents necessary to substantiate the position of the claimant.

Such claim or appeal must be filed on or before the tenth (10th) working day following the decision of the Business Services Manager.

The General Manager shall respond in writing to any such written claim or appeal of the protest decision within 45 calendar days of the receipt of the claim or appeal of protest decision. However, the General Manager may request in writing, within 30 calendar days of the receipt of any claim or appeal of protest decision, any additional documentation and information supporting the claim or appeal that relate to any defenses or claims the District may have with respect to the claim or appeal of protest decision. Additional documentation and information requested must be requested and provided by bidder within fifteen (15) calendar days of such request.

The decision of the General Manager shall be made within fifteen (15) calendar days of the completion of submission of all information relative to the claim or appeal of protest decision.

Any bidder dissatisfied with the bidding process or the awarding of any contract for a District project or other procurement has no right to appeal to the Board of Directors of Union Sanitary District. The decision of the General Manager will be final and constitute exhaustion of administrative remedies by the bidder.

If the bidder is not satisfied after response by the General Manager, the bidder may file a claim pursuant to Chapter I (commencing with Section 900) and Chapter 2 (commencing with Section 910, or Part 3 of Division 3.6 of Title I of the California Government Code). The procedures outlined above shall not extend the time to file a formal claim to the Board of Directors pursuant to Section 900 et seq. of the Government Code.

**Employee Responsibility:** District employees who are involved in any purchasing activity have the responsibility to follow this policy and supporting procedures.

**Purchasing Responsibility:** The Purchasing Staff has the responsibility to coordinate and support the purchasing activity and adhere to this policy and supporting procedures.

**Management Responsibility:** The District's management staff has the responsibility to ensure that this policy and supporting procedures are followed by employees.

Approved by:	Board of Directors
Author/Owner:	Business Services Manager
Reviewers:	Executive Team, Purchasing Agent
Notify Person:	Business Services Manager
Revision Frequency:	Every 3 Years
Next Review:	October, 2014

**ATTACHMENT 1**

**APPROVAL AUTHORITY LEVELS FOR APPROVED,  
BUDGETED FUNDS  
USING EXPENDITURE CONTROL BUDGET (ECB) FUNDS  
(ARTICLE 1)**

Type of Expenditure Approval	Coaches	Work Group Managers	General Manager	Board of Directors
<p>1. <b>Requisitions</b> for the purchase of Goods, <b>Non-Professional Services</b>, Special Projects, Maintenance and Repair Projects and Professional Services. <b>Note: A Requisition cannot be self-approved. Requisitions entered by a Coach, Work Group Manager or the General Manager shall be approved at an equivalent or higher level.</b></p>	Up to \$10,000	Up to \$50,000	Up to \$100,000	>\$100,000
<p>2. <b>For the purchase of inventory stock goods, the Storekeeper can approve expenditures up to \$5,000. The Purchasing Agent can approve expenditures up to \$10,000.</b></p>	Not Authorized	Up to \$50,000	Up to \$100,000	>\$100,000
<p>3. Coaches, Work Group Managers and the General Manager can approve invoices which are billed under a contract previously authorized by the Board of Directors, regardless of the amount of the payment, if the invoices to date do not exceed the total authorized contract amount by more than 15%. <b>Note:</b> Each position shall have the authority to delegate approval authority to staff within their own authorized limits. The delegator will remain responsible for the purchases of the delegatee.</p> <p>If an expenditure is specifically listed under “Annual Contract Purchases of Supplies, Services &amp; Vehicle Renewal Replacements Over \$100,000,” in the current Fiscal Year’s Budget, separate Board Authorization is not required for approval of the expenditure.</p>				

**ATTACHMENT 2**

**APPROVAL AUTHORITY LEVELS OF EXPENDITURES FOR APPROVED,  
BUDGETED FUNDS FOR TSCS WORKGROUP (ARTICLE 3)**  
*(Applies to Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL)  
and/or Capacity Funds (CPTY) )*

<b>Type of Expenditure Approval</b>	<b>Project Manager</b>	<b>Coach or Prin. Engineer</b>	<b>TSCS Mgr.</b>	<b>General Manager</b>	<b>Board of Directors</b>
Approved, budgeted expenditure relating to an approved Contract or Agreement for: <ul style="list-style-type: none"> <li>• Contractor Invoices for Progress Payments</li> <li>• Consultant Invoices for Approved Task Orders and Amendments</li> </ul>	Up to \$200,000  Up to \$50,000	Up to \$400,000  Up to \$100,000	No limit if ≤ 115% of contract amount	No limit if ≤ 115% of contract amount	>115% of contract amount
Miscellaneous Project Expenditures Not Specifically Budgeted	Up to \$2,000	Up to \$10,000	Up to \$25,000	Up to \$50,000	>\$50,000
Requisitions for Budgeted Projects	Not authorized	Up to \$10,000 for Coach position only	Up to \$50,000	Up to \$100,000	>\$100,000

**ATTACHMENT 3**

**APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR GOODS, NON-PROFESSIONAL SERVICES, MAINTENANCE AND REPAIR PROJECTS, SPECIAL PROJECTS AND PROFESSIONAL SERVICES CONTRACTS (ARTICLE 3)  
and/or Capacity Funds (CPTY) )**

**(Subject to Expenditure Approvals in Attachment 1)**

*(Funded by ECB, Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL))*

Type of Contract Approval	Purchasing Agent	Work Group Managers	General Manager	Board of Directors (Board Secretary Signs Contract or Authorizes General Manager to Sign Contract, as indicated below)
1. a. Goods, Services, Maintenance and Repair Projects, Special Projects  b. For the replenishment of inventory stock goods, the Storekeeper can enter into contracts up to \$5,000.	Up to amount of the approved requisition	Not Authorized	Up to \$100,000	>\$100,000  Purchasing Agent or General Manager signs contract.
2. Professional Services (Engineering, Construction Mgmt., Geotechnical Surveying, Materials Testing Services, IT Financial Training, Organizational Studies, Auditing Services, etc.)	Up to amount of the approved requisition	Up to \$50,000	Up to \$100,000	>\$100,000  Board authorizes General Manager to sign contract.

**ATTACHMENT 3 (Continued)**

**APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR GOODS, SERVICES, MAINTENANCE AND REPAIR PROJECTS, SPECIAL PROJECTS AND PROFESSIONAL SERVICES CONTRACTS (ARTICLE 3)**  
**(Subject to Expenditure Approvals in Attachment 1)**  
*(Funded by ECB, Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY) )*

<b>Type of Contract Approval</b>	<b>Purchasing Agent</b>	<b>Work Group Managers</b>	<b>General Manager</b>	<b><u>Board of Directors</u> (Purchasing Agent or Board Secretary Signs Contract, or Board Authorizes General Manager to Sign Contract, as indicated below)</b>
3. Amendments to contracts for: a. Goods, Non-Professional Services, Maintenance and Repair Projects and Special Projects  <hr/> b. Professional Services	Up to amount of the approved requisition     Up to amount of the approved requisition	Not Authorized    Up to \$50,000	Up to \$100,000    Up to \$100,000	>\$100,000 or $\geq$ 15% of the contracts cumulative approved amount over \$100,000. Purchasing Agent or General Manager signs contract.   Board authorizes General Manager to sign amendment.
4. Contract item specifically listed under “Annual Contract Purchases of Supplies, Services & Vehicle Renewal Replacements Over \$100,000” in approved, current fiscal year’s budget, <i>and a specific</i> contractor or supplier is identified on the listing and that supplier is awarded a contract.	Up to the amount of approved requisition	Not Authorized	Up to the amount of approved requisition	Board approval required for award recommendations >15% of the listed, Board-approved budgeted amount for the item.  Purchasing Agent or General Manager signs contract.
5. Contract item specifically listed under “Annual Contract Purchases of Supplies, Services & Vehicle Renewal Replacements Over \$100,000” in approved, current fiscal year’s budget, <i>and no specific</i> contractor or supplier identified on the listing.	Up to the amount of approved requisition.	Not Authorized	Up to the amount of approved requisition	Board approval required for award recommendations > 15% of the listed Board-approved budgeted amount, otherwise Board information item only.  Purchasing Agent or General Manager signs contract.

**ATTACHMENT 4**

**APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR TSCS WORKGROUP (ARTICLE 3)**

*(Applies to Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY) )*

<b>Type of Contract Approval</b>	<b>Project Manager</b>	<b>Coach or Principal Engineer</b>	<b>TSCS Mgr.</b>	<b>General Manager</b>	<b><u>Board of Directors</u> (Board President and/or Secretary or Legal Counsel Signs Contract, or Board Authorizes General Manager to Sign Contract, as indicated below)</b>
1. Enter Into a Contract for Study, Pre-design, Design, or Support During Construction	Not authorized	Not authorized	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.
2. Enter Into a Contract for Construction	Not authorized	Not authorized	Up to \$50,000 and requires an “information only” notification to the Board.	Up to \$100,000, and requires an “information only” notification to the Board .	>\$100,000 Board Secretary and Legal Counsel signs contract
3. Approve Change Orders under Construction Contracts	Up to \$10,000 (Project Mgr. may elect to give Construction Manager Consultant authority up to \$2,500 or one day of Time & Material work).	Up to \$20,000	Up to \$50,000	Up to \$100,000 or >15% of adjusted base amount, when adjusted amount is >\$50,000.	>\$100,000 or if >15% of adjusted base amount, when adjusted amount is >\$100,000 (for contracts ≥\$10M, Board of Directors will set % limit for Change Orders). Board authorizes General Manager to sign contract.

**ATTACHMENT 4 (Continued)**

**APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR TSCS WORKGROUP (ARTICLE 3)**  
*(Applies to Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY) )*

<b>Type of Contract Approval</b>	<b>Project Manager</b>	<b>Coach or Principal Engineer</b>	<b>TSCS Mgr.</b>	<b>General Manager</b>	<b><u>Board of Directors</u> Board President and/or Secretary or Legal Counsel Signs Contract, or Board Authorizes General Manager to Sign Contract, as indicated below</b>
4. Approve Study, Pre-Design, or Design Task Orders for Budgeted Projects	Not authorized	Not authorized	Up to \$50,000	Up to \$100,000	>\$100,000  Board authorizes General Manager to sign contract.
5. Sole-Source Equipment Acquisition Request	Not Authorized	Not Authorized	Not Authorized	Not Authorized	Board authorization required for all dollar amounts. Signature on contract per requirements of applicable <i>Type of Contract Approval</i> in Attachment 3 or 4.
6. Approve Study, Pre-Design, or Design Task Orders for Non-Budgeted Projects	Not authorized	Not authorized	Up to \$25,000	Up to \$50,000	>\$50,000 Board authorizes General Manager to sign contract.

**ATTACHMENT 4 (Continued)**

**APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR TSCS WORKGROUP (ARTICLE 3)**

*(Applies to Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY) )*

<b>Type of Contract Approval</b>	<b>Project Manager</b>	<b>Coach or Principal Engineer</b>	<b>TSCS Mgr.</b>	<b>General Manager</b>	<b>Board of Directors Board President and/or Secretary or Legal Counsel Signs Contract, or Board Authorizes General Manager to Sign Contract, as indicated below</b>
7. Approve Task Orders under a Blanket Agreement using NECB, RNWL or CPTY funds	Not authorized	Up to \$10,000	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.
8. Approve Subsequent Task Orders	Not authorized	Not authorized	Up to \$50,000	Up to \$100,000 or if >15% of adjusted base amount when sum is >\$50,000	>\$100,000 or if >15% of adjusted base amount, when sum is >\$100,000 Board authorizes General Manager to sign contract.
9. Approve Task Order Amendments	Not Authorized	Not Authorized	Up to \$50,000	Up to \$100,000 or if >15% of cumulative adjusted base amount, when sum is >\$50,000	>\$100,000 or if >15% of cumulative adjusted base amount, when sum is >\$100,000 Board authorizes General Manager to sign contract.
10. Approval of Non-Monetary Amendments (e.g.: significant changes in contract language, liability, or time of completion).	Not authorized	Not authorized	Not authorized	General Manager Approves	Not Applicable
11. Acceptance of a Construction Contract and Filing of Notice of Completion	Not authorized	Not authorized	Up to \$50,000 and requires an "information only" notification to the Board. (no Board Resolution required).	Up to \$100,000 and requires an "information only" notification to the Board. (no Board Resolution required)	>\$100,000 Board Secretary and Legal Counsel signs documents

**ATTACHMENT 4 (Continued)**

**APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR TSCS WORKGROUP (ARTICLE 3)**  
*(Applies to Non-ECB/Board Discretionary Funds (NECB), Structural Renewal and Replacement Fund (RNWL) and/or Capacity Funds (CPTY) )*

**APPROVAL AUTHORITY SCENARIO FOR A CONSTRUCTION CHANGE ORDER OR TASK ORDER AMENDMENT**

<b>Contract/Contract Change Order or Task Order/ Amendment Amount</b>	<b>Sum</b>	<b>Base/Adjusted Base Amount</b>	<b>Comments</b>
\$35,000	\$35,000	\$35,000	CCO or T.O. ≤ \$50K, then WGM can authorize
\$10,000	\$45,000		New sum of \$45K >115% of original base of \$35K. But, sum is ≤\$50K, then WGM can authorize.
\$6,000	\$51,000	\$51,000	New sum is >\$50K, then GM should authorize. Adjusted Base is \$51K
\$6,000	\$57,000		New sum of \$57K ≤115% of adjusted base of \$51K and ≤\$50K, then WGM can authorize.
\$10,000	\$67,000	\$67,000	New sum of \$67K >115% of adjusted base, then GM should authorize. New Adjusted Base is \$67K
\$35,000	\$102,000	\$102,000	New sum of \$102K >115% of adjusted base, but >\$100K. Board should authorize. New Adj. Base is \$102K
\$10,000	\$112,000		New sum of \$112K ≤115% of adjusted base, ≤ \$50K, then WGM can authorize
\$10,000	\$122,000	\$122,000	New sum of \$122K >115% of adjusted base, then Board should authorize. New Adjusted Base is \$122K



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

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

David M. O'Hara  
*Attorney*

**DATE:** August 18, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager  
Sami Ghossain, Manager of Technical Services  
Robert Simonich, Maintenance Manager

**SUBJECT:** Agenda Item No. 9 – Meeting of August 25, 2014  
**Approving the New Position of Asset Manager**

**Recommendation:**

Staff recommends the Board approve the new position of Asset Manager to the USD Maintenance staff.

**Background**

During the budget preparation process in the spring of 2013, the General Manager recommended that the Board consider the addition of six (6) positions at USD to address workload, backlog and overtime issues. The positions are: Construction Inspector, Process Engineer, Painter, Mechanic, Asset Manager, and an Information Technology position. USD had previously held the number of total positions to approximately 130 since the early 2000's. The Board approved the addition of a Construction Inspector in FY14. This position was offset in part by reduced use of consultants for inspection and increased revenues due to new development in the Tri-Cities. The Board also approved the addition of a Senior Process Engineer to work in the Treatment and Disposal Group. This position will be charged with identifying changes in operation of the treatment plant to improve efficiency and reduce the use of chemicals and electricity, the two largest non-payroll costs incurred by the District.

The Board recently approved two additional positions of Painter and Mechanic. These new positions are expected to help reduce our backlog, reduce overtime, and reduce the amount of work we have to contract out in order to keep up with the increasing workload in FMC.

At this time, the Board is being asked to approve the Asset Manager position for addition to USD staff. The Asset Manager position will be responsible for developing, implementing and managing an Asset Management program at USD. Asset Management is a widely accepted industry practice through which capital assets are inventoried, monitored, and managed over time to ensure the longevity and sustained viability of the assets as components of an effectively functioning system.

Asset management is the management of the physical components of a wastewater system and can include: pipe, valves, tanks, pumps, wet wells, treatment facilities, and any other component that makes up our system. The assets that make up a wastewater system generally have fixed lifecycle costs that lose value over time as the system ages and deteriorates. Along with this deterioration, our ability to deliver a reliable level of service that USD's customers expect may be compromised. As physical system assets age and deteriorate, the costs of operation and maintenance increase. Similarly, if sufficient revenues are not reserved and the system's assets are not adequately maintained, USD may be faced with excessive costs if system components falter or fail altogether. While USD has always done an excellent job of condition assessment and planning for our collection system, the treatment plant and pump stations bring a higher level of complexity. Master planning efforts may not be enough to properly manage these critical assets. Proper asset management will allow USD to plan responsibly and make more informed decisions about proactively managing aging assets on a continual basis to ensure the long-term sustainability of our entire system.

### **Benefits of Asset Management for USD**

The benefits of Asset Management include, but are not limited to:

- Ensuring the long-term sustainability of USD's Treatment Plant and Pump Stations.
- Improved prioritization of maintenance, repair and replacement of assets.
- Prolonged asset life through sound decision-making.
- Promote system reliability, resilience and sustainability.
- Consistently meeting customer demands.
- Setting realistic rates based on sound operational and financial planning.
- Budgeting focused on activities critical to sustained performance.
- Continue meeting service expectations and regulatory requirements.
- Reduced energy needs and costs.

### **Ideal Candidate**

The necessary skills for this new position of Asset Manager will be that of an Engineer.

Examples of Skills:

- Develop Life Cycle Costing of District Assets.
- Perform Consequence of Failure analysis.
- Determine remaining life and value of assets.
- Prioritize asset replacement / rehabilitation based on environmental factors.
- Provide accurate budgeting information for maintenance, repair or replacement of assets.
- Recommend changes to maintenance or operating procedures that will increase the life or serviceability of a particular asset.
- Manage the District's fixed assets.
- Sound decision making.

Many of the top performing agencies in our industry have made the decision to create an Asset Manager position in their organization to ensure proper attention is focused on better understanding the condition, maintenance needs and timing for replacement of critical equipment and facilities at wastewater utilities.

Staff recommends the Board approve the new position of Asset Manager to the USD Maintenance staff.

RBC/SG/RS;ks



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

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

David M. O'Hara  
*Attorney*

**DATE:** August 18, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Sami Ghossain, Manager of Technical Services  
Rollie Arbolante, Customer Service Coach  
Andrew C. Baile, Assistant Engineer

**SUBJECT:** Agenda Item No. 10 - Meeting of August 25, 2014  
**Resolution No. \_\_\_\_\_, Accepting the Construction of the Newark Backyard Sanitary Sewer Relocation Project, Phase I from Ranger Pipelines, Inc. and Authorizing the Attorney for the District to Record a Notice of Completion**

### **Recommendation**

Staff recommends the Board accept the construction of the Newark Backyard Sanitary Sewer Relocation Project, Phase I from Ranger Pipelines, Inc. by resolution, and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

### **Background**

On April 28, 2014, the Board awarded a Construction Contract to Ranger Pipelines, Inc. (Ranger) for the construction of the Newark Backyard Sanitary Sewer Relocation Project, Phase I (Project) in the amount of \$386,500. The purpose of the Newark Backyard Sanitary Sewer Replacement Project is to improve the existing gravity sewer system within the residential neighborhood located north of the intersection of Dairy Avenue and Cherry Street in the City of Newark. The slopes of the existing sewers are very flat and require frequent and expensive maintenance. The sewers are also located in backyard easements and are very difficult to access for maintenance and inspection. The goal of the project is to relocate the existing backyard sewer mains and laterals to the public streets fronting the homes. Phase 1 of the Project includes the relocation of 33 sewer laterals from the backyards of homes on Dairy Avenue, Leone Street and Cherry Street. Please refer to the attached Phase I location map. The Project was designed by West Yost & Associates.

### Construction Contract

Staff issued the Notice to Proceed to Ranger on May 19, 2014. The 90-day project was scheduled to be completed on July 30, 2014. Ranger substantially completed the project on July 10, 2014. Harris and Associates provided construction management services for the project.

### Change Orders

The Project included three (3) Change Orders in the amount of \$1,811.21 which is approximately 0.5% of the original contract amount. A summary of the Change Orders is shown in Table 1.

Table 1  
Change Order Summary

No.	Description	Amount
1	Removal of Unforeseen Concrete Backfill	\$532.59
2	HDD Realignment due to Utility Conflict	\$272.25
3	Delay due to Minor Gas Odor Investigated by PG&E	\$1,006.37
	<b>Total</b>	<b>\$1,811.21</b>

Ranger has completed all work on the punchlist and the District has assumed beneficial use of the Project.

Staff recommends the Board accept the construction of the Newark Backyard Sanitary Sewer Relocation Project, Phase I from Ranger Pipelines, Inc. and authorize the Attorney for the District to record a Notice a Completion at the Alameda County Recorder's Office.

RBC/SG/RA/ACB;ks

Attachments: Resolution  
Notice of Completion  
Phase 1 Location Map

RESOLUTION NO. \_\_\_\_\_

**ACCEPTING THE CONSTRUCTION OF THE  
NEWARK BACKYARD SANITARY SEWER  
RELOCATION PROJECT, PHASE I FROM  
RANGER PIPELINES, INC.  
LOCATED IN NEWARK, CALIFORNIA**

RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT hereby accepts the Newark Backyard Sanitary Sewer Relocation Project, Phase I from Ranger Pipelines, Inc., effective August 25, 2014; and be it

FURTHER RESOLVED: That the attorney for the District is authorized to file a "Notice of Completion" for the project.

On motion duly made and seconded, this resolution was adopted by the following vote on August 25, 2014:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
MANNY FERNANDEZ  
President, Board of Directors  
Union Sanitary District

Attest:

\_\_\_\_\_  
TOM HANDLEY  
Secretary, Board of Directors  
Union Sanitary District



**RECORDEDING REQUESTED BY  
AND WHEN RECORDED  
RETURN TO:**

**DAVID M. O'HARA  
Attorney At Law  
975 Centennial Drive  
Brentwood, CA 94513**

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283

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**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN BY UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on April 28, 2014 by said District and **RANGER PIPELINES, INC.**, Contractor for the Project, **“NEWARK BACKYARD SANITARY SEWER RELOCATION PROJECT, PHASE I,”** substantially completed the Project on July 10, 2014 and accepted by said District on August 25, 2014.

The name and address of the owner is the **UNION SANITARY DISTRICT**, at 5072 Benson Road, Union City, CA 94587.

The estate or interest of the owner is: FEE SIMPLE ABSOLUTE.

The description of the site where said work was performed and completed is on various locations in the City of Newark, County of Alameda, State of California.

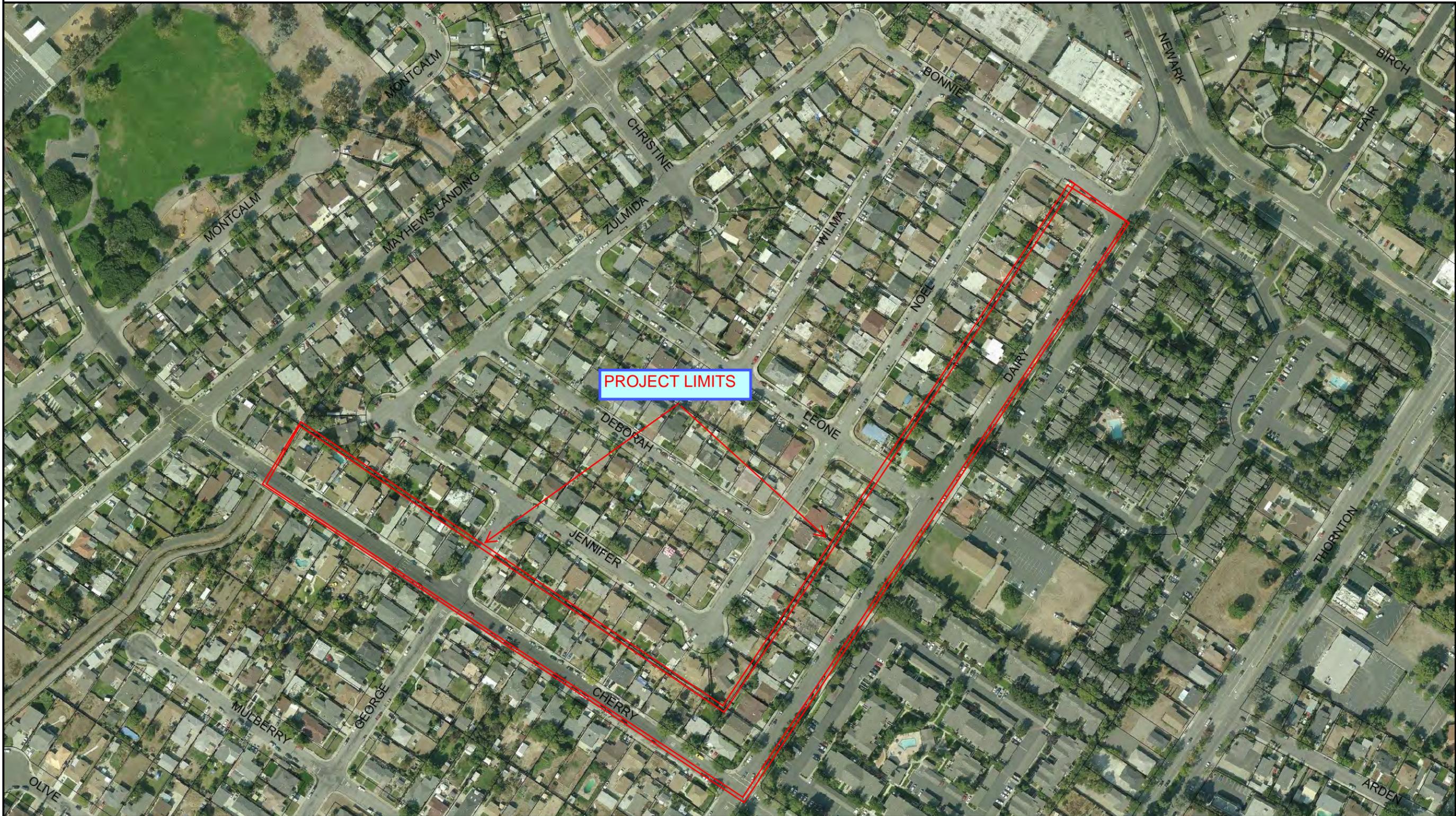
The undersigned declares under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at UNION CITY, CALIFORNIA.

\_\_\_\_\_  
DAVID M. O'HARA,  
Agent of the UNION SANITARY DISTRICT

# NEWARK BACKYARD SS RELOCATION PROJECT- PH 1

## LOCATION MAP



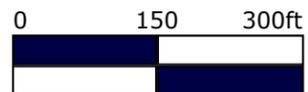
Site

### Legend

- Identified Features
- Sewer Sheet Pile History
- Streets
- Parcels
- Lakes
- 2009 Aerial Photo

### For USD use only

*Disclaimer:*  
The information on this map is provided by Union Sanitary District (USD) for internal use only. Such information is derived from multiple sources which may not be current, be outside the control of USD, and may be of indeterminate accuracy. The information provided hereon may be inaccurate or out of date, and any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk.





**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:** August 18, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Sami Ghossain, Manager of Technical Services  
Raymond Chau, CIP Coach  
Chris Elliott, Associate Engineer

**SUBJECT:** Agenda Item No. 11 – Meeting of August 25, 2014  
**Authorizing the General Manager to Execute an Agreement and Task Order No. 1 with West Yost Associates for Providing Design Services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project**

### **Recommendation**

Authorize the General Manager to execute an Agreement and Task Order No. 1 with West Yost Associates in the amount of \$248,371 for providing design services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project.

### **Background**

The Alvarado Basin Masterplan update, completed by RMC Water & Environment in December of 2008, identified portions of the Alvarado-Niles Road trunk sewer as having high critical ratings due to Hydrogen Sulfide (H<sub>2</sub>S) corrosion. These sewers were installed in the mid 1960's using reinforced concrete pipe (RCP) that is highly susceptible to corrosion. Staff has reviewed television inspections performed recently by Collection Services and confirmed that there is extensive corrosion in this RCP trunk sewer that requires immediate rehabilitation.

The purpose of Task Order No. 1 is to authorize the design and bid period services of the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project. The Project will rehabilitate approximately 9,200 linear feet of the existing 27-inch diameter reinforced concrete trunk sewer which runs from under the Alvarado-Niles Road Bridge (above the BART and Union Pacific Railroad tracks) in Fremont to the vicinity of the Alvarado-Niles Road and Western Avenue intersection in Union City. Please see the location map provided in Exhibit A.

**Task Order No. 1**

The scope of services for Task Order No. 1 includes project management; permit acquisition and coordination; detailed design including plans and specifications; and bid period services.

The estimated Project construction cost is between \$2.5 million and \$3.0 million. The negotiated cost proposal is \$248,371. The engineering fee for design services represents approximately 8.3% to 9.9% of the construction cost, which is reasonable for a project with this scope and complexity.

The scope of services and their respective fees are summarized as follows:

<b>Task</b>	<b>Description of Work</b>	<b>Amount</b>
1	Project Management	\$21,808
2	Permitting and Coordination	\$29,747
3	Design	\$179,544
4	Bid Period Services	\$17,272
	Task Order No. 1 Total	\$248,371

Design of the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project is scheduled for completion in Spring 2015, with construction to follow in Summer 2015.

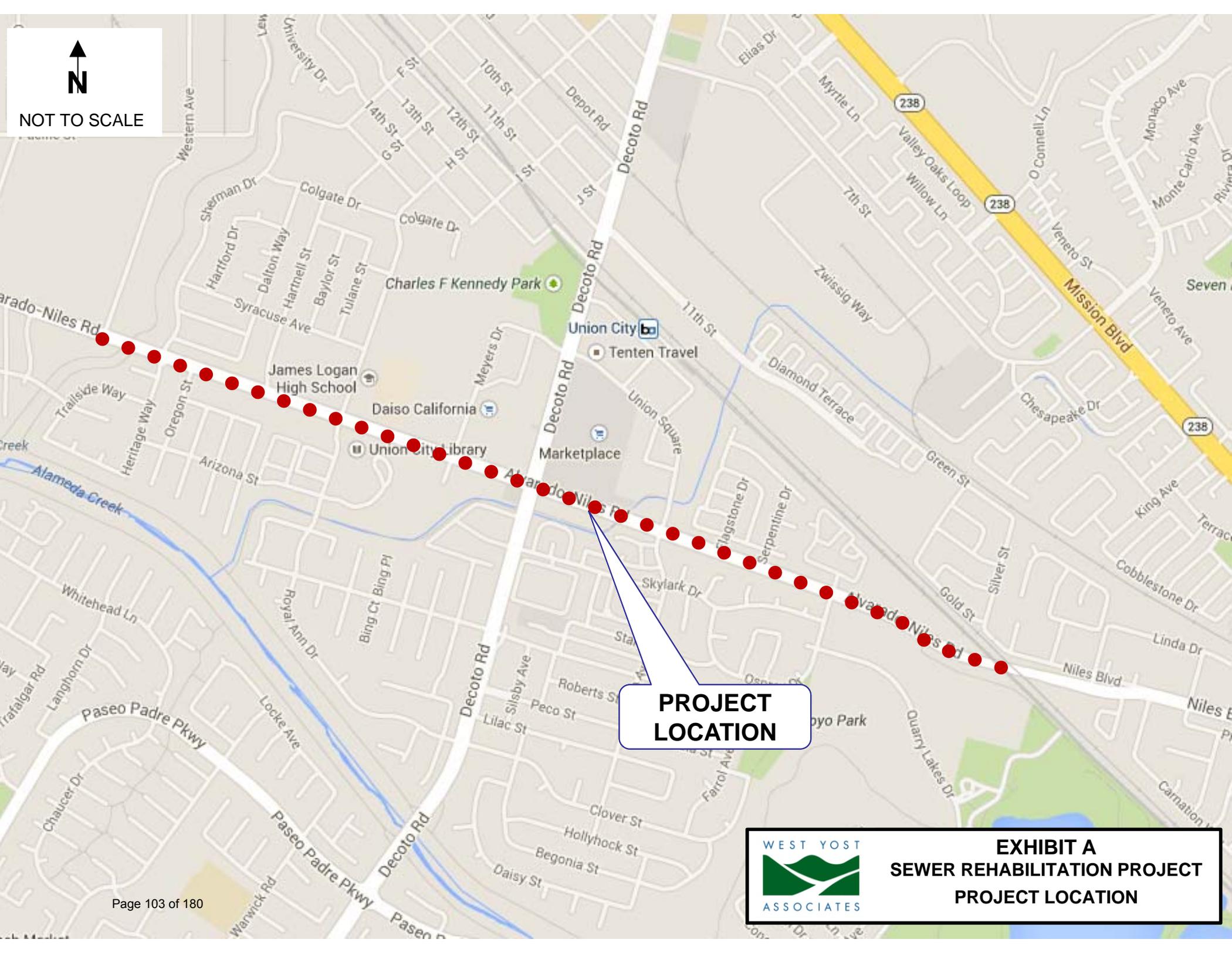
Staff recommends authorizing the General Manager to execute an Agreement and Task Order No. 1 with West Yost Associates in the amount of \$248,371 for providing design services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project.

RBC/SG/RC/CE;ks

Attachments: Exhibit A  
Agreement  
Task Order No. 1



NOT TO SCALE



**PROJECT  
LOCATION**



**EXHIBIT A  
SEWER REHABILITATION PROJECT  
PROJECT LOCATION**

**ALVARADO-NILES ROAD  
SANITARY SEWER REHABILITATION PROJECT**

AGREEMENT  
BETWEEN  
UNION SANITARY DISTRICT  
AND  
WEST YOST & ASSOCIATES  
FOR  
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT MADE AS OF \_\_\_\_\_, 2014, BETWEEN UNION SANITARY DISTRICT (hereinafter referred to as District), and WEST YOST ASSOCIATES (hereinafter referred to as Engineer).

WITNESSETH:

WHEREAS, District intends to design, bid and construct the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project, USD Project No. 800-437 (hereinafter collectively referred to as Project), and,

WHEREAS, District requires certain professional services in connection with the Project (hereinafter referred as Services); and

WHEREAS, Engineer is qualified and prepared to provide such Services;

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

**ARTICLE 1 - SERVICES TO BE PERFORMED BY ENGINEER**

- 1.1 Specific Services and the associated scope of services, payment, schedule, and personnel will be defined in specific Task Order as mutually agreed by District and Engineer.
- 1.2 All Task Orders will by reference incorporate the terms and conditions of this Agreement, and become formal amendments hereto.

## ARTICLE 2 - COMPENSATION

- 2.1 Unless otherwise specified in each Task Order, compensation for Consulting services performed under this Agreement shall be compensated for on a Cost Plus Percentage Fee basis. When using this basis of compensation, the District agrees to pay Engineer actual costs incurred, subject to an agreed upon Cost Ceiling, plus a percentage of cost as a Professional Fee (Profit).

For purposes of this Agreement, the actual costs shall include:

- Direct Labor Cost
- Overhead Cost
- Other Direct Costs (Direct Non-salary Costs)
- Outside Services

Labor rates shall be based on a normal 8-hour day, 40-hour week, with overtime paid for authorized work. Technicians, drafters, and support personnel are paid at one and one-half times their regular rate for overtime. Professional personnel are paid at their regular rate for overtime. Overhead Cost shall be the sum of Fringe Benefits and Indirect Costs.

As a portion of the total compensation to be paid to Engineer, District shall pay a Professional Fee negotiated for each Task Order as profit for services rendered by Engineer covered by this Agreement and its Task Orders. The Professional Fee may be increased for additional authorized services only by subsequent task order or amendment changing the scope of work.

Definitions are as follows:

- (a) Direct labor is salaries and wages paid to personnel for time directly chargeable to the project. Direct labor does not include the cost of Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, and medical and retirement benefits nor the cost of the time of executive and administrative personnel and others whose time is not identifiable to the project.
- (b) Fringe benefits include Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, medical and retirement benefits, incentive pay, tuition, and other costs classified as employee benefits.

- (c) Indirect costs are allocations of costs that are not directly chargeable to a specific engagement and are commonly referred to as Engineer's overhead. Indirect costs include provisions for such things as clerical support, office space, light and heat, insurance, statutory and customary employee benefits, and the time of executive and administrative personnel and others whose time is not identifiable to the Project or to any other project. Under no circumstances can the same labor costs be charged as direct labor and also appear at the same time as indirect costs, and vice versa.
- (d) Other (non-labor) direct costs include such typical expenses as cost of transportation and subsistence, printing and reproduction, computer time and programming costs, identifiable supplies, and charges by reviewing authorities.
- (e) Outside Services shall include all charges from outside consulting firms or subconsultants.
- (f) The Professional Fee shall be calculated as defined in each task order. No Professional Fee shall apply to "other direct costs" as defined in (d) above. The Professional Fee will be based on a fixed or variable percentage of direct labor, fringe benefits, and indirect costs as stated in each task order. A Professional Fee may or may not apply to outside services as stated in each task order.

2.2 Reimbursement for mileage shall not exceed the prevailing Internal Revenue Service's standard mileage rate.

2.3 A *Cost Ceiling* will be established for each Task Order, which is based upon estimated labor-hours and cost estimates. Costs as described above, comprising direct labor, overhead cost, and other direct costs, shall be payable up to a Cost Ceiling as specified in the Task Order. A *Maximum Fee Ceiling*, or *Task Order Firm Ceiling*, will also be established for each Task Order, which includes the Cost Ceiling plus the Professional Fee.

2.4 Engineer shall invoice District monthly for the actual costs incurred, and a pro-rated portion of the Professional Fee for work performed during the previous month. If the Maximum Fee Ceiling is reached, the Engineer will complete the agreed-upon work for the Maximum Fee Ceiling. With District staff approval, labor hours may be reallocated within the tasks without renegotiation in such a manner so as not to exceed the Maximum Fee Ceiling.

- 2.5 The Engineer shall provide the District with a review of the budget amounts when 75 percent of the Cost Ceiling for any task has been expended. Engineer may request a revision in the Cost Ceiling for performance of this Agreement, and will relate the rationale for the revision to the specific basis of estimate as defined in the Scope of Services. Such notification will be submitted to the District at the earliest possible date. The authorized Cost Ceiling shall not be exceeded without written approval of the District.
- 2.6 The Professional Fee will not be changed except in the case of a written amendment to the Agreement which alters the Scope of Services. District and Engineer agree to negotiate an increase or decrease in Cost Ceiling and Professional Fee for any change in Scope of Services required at any time during the term of this Agreement. Engineer will not commence work on the altered Scope of Services until authorized by District.
- 2.7 Direct labor rates are subject to revision to coincide with Engineer's normal salary review schedule. Adjustments in direct labor rates shall not affect the firm ceiling without prior written authorization of the District.
- 2.8 District shall pay Engineer in accordance with each Task Order for Services.
- 2.9 Engineer shall submit monthly statements for Services rendered. District will make prompt monthly payments in response to Engineer's monthly statements.

### ARTICLE 3 - PERIOD OF SERVICE

- 3.1 Engineer's services will be performed and the specified services rendered and deliverables submitted within the time period or by the date stipulated in each Task Order.
- 3.2 Engineer's services under this Agreement will be considered complete when the services are rendered and/or final deliverable is submitted and accepted by District.
- 3.3 If any time period within or date by which any of the Engineer's services are to be completed is exceeded through no fault of Engineer, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

#### ARTICLE 4 - DISTRICT'S RESPONSIBILITIES

District will do the following in a timely manner so as not to delay the services of Engineer.

- 4.1 Provide all criteria and full information as to District's requirements for the services assignment and designate in writing a person with authority to act on District's behalf on all matters concerning the Engineer's services.
- 4.2 Furnish to Engineer all existing studies, reports and other available data pertinent to the Engineer's services, obtain or authorize Engineer to obtain or provide additional reports and data as required, and furnish to Engineer services of others required for the performance of Engineer's services hereunder, and Engineer shall be entitled to use and rely upon all such information and services provided by District or others in performing Engineer's services under this Agreement.
- 4.3 Arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services hereunder.
- 4.4 Perform such other functions as are indicated in each Task Order related to duties of District.
- 4.5 Bear all costs incident to compliance with the requirements of this Section.

#### ARTICLE 5 - STANDARD OF CARE

- 5.1 Engineer shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional Engineer under similar circumstance and Engineer shall, at no cost to District, re-perform services which fail to satisfy the foregoing standard of care.

#### ARTICLE 6 - OPINIONS OF COST AND SCHEDULE

- 6.1 Since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over contractors', subcontractors', or vendors' methods of determining prices, or over competitive bidding or market conditions or economic conditions, Engineer's cost estimate and economic analysis shall be made on the basis of qualification and experience as a professional engineer.

6.2 Since Engineer has no control over the resources provided by others to meet contract schedules, Engineer's forecast schedules shall be made on the basis of qualification and experience as a professional Engineer.

6.3 Engineer cannot and does not guarantee that proposals, bids or actual project costs will not vary from his cost estimates or that actual schedules will not vary from his forecast schedules.

#### ARTICLE 7 - SUBCONTRACTING

7.1 No subcontract shall be awarded by Engineer until prior written approval is obtained from the District.

#### ARTICLE 8 - ENGINEER-ASSIGNED PERSONNEL

8.1 Engineer shall designate in writing an individual to have immediate responsibility for the performance of the services and for all matters relating to performance under this Agreement. Key personnel to be assigned by Engineer will be stipulated in each Task Order. Substitution of any assigned person shall require the prior written approval of the District, which shall not be unreasonably withheld. If the District determines that a proposed substitution is not responsible or qualified to perform the services then, at the request of the District, Engineer shall substitute a qualified and responsible person.

#### ARTICLE 9 - OWNERSHIP OF DOCUMENTS

9.1 All work products, drawings, data, reports, files, estimate and other such information and materials (except proprietary computer programs, including source codes purchased or developed with Engineer monies) as may be accumulated by Engineer to complete services under this Agreement shall be owned by the District.

9.2 Engineer shall retain custody of all project data and documents other than deliverables specified in each Task Order, but shall make access thereto available to the District at all reasonable times the District may request. District may make and retain copies for information and reference.

9.3 All deliverables and other information prepared by Engineer pursuant to this Agreement are instruments of service in respect to this project.

They are not intended or represented to be suitable for reuse by District or others on extensions of this Project or on any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at District's sole risk and without liability or legal exposure to Engineer; and District shall indemnify and hold harmless Engineer against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by District and Engineer.

#### ARTICLE 10 - RECORDS OF LABOR AND COSTS

- 10.1 Engineer shall maintain for all Task Orders, records of all labor and costs used in claims for compensation under this Agreement. Records shall mean a contemporaneous record of time for personnel; a methodology and calculation of the Multiplier for fringe benefits and indirect costs; and invoices, time sheets, or other factors used as a basis for determining other non-labor Project charges. These records must be made available to the District upon reasonable notice of no more than 48 hours during the period of the performance of this Agreement.
- 10.2 After delivery of Services (completion of Task Orders) under this Agreement, the Engineer's records of all costs used in claims for compensation under this Agreement shall be available to District's accountants and auditors for inspection and verification. These records will be maintained by Engineer and made reasonably accessible to the District for a period of three (3) years after completion of Task Orders under this Agreement.
- 10.3 Engineer agrees to cooperate and provide any and all information concerning the Project costs which are a factor in determining compensation under this Agreement as requested by the District or any public agency which has any part in providing financing for, or authority over, the Services which are provided under the Agreement.
- 10.4 Failure to provide documentation or substantiation of all Project costs used as a factor in compensation paid under Article 2 hereof will be grounds for District to refuse payment of any statement submitted by the Engineer and for a back charge for any District funds, including interest from payment; or grant, matching, or other funds from agencies assisting District in financing the Services specified in this Agreement.

## ARTICLE 11 - INSURANCE

Engineer shall provide and maintain at all times during the performance of the Agreement the following insurances:

- 11.1 Workers' Compensation and Employer's Liability Insurance for protection of Engineer's employees as required by law and as will protect Engineer from loss or damage because of personal injuries, including death to any of his employees.
- 11.2 Comprehensive Automobile Liability Insurance. Engineer agrees to carry a Comprehensive Automobile Liability Policy providing bodily injury liability. This policy shall protect Engineer against all liability arising out of the use of owned or leased automobiles both passenger and commercial. Automobiles, trucks, and other vehicles and equipment (owned, not owned, or hired, licensed or unlicensed for road use) shall be covered under this policy. Limits of liability for Comprehensive Automobile Liability Insurance shall not be less than \$1,000,000 Combined Single Limit.
- 11.3 Comprehensive General Liability Insurance as will protect Engineer and District from any and all claims for damages or personal injuries, including death, which may be suffered by persons, or for damages to or destruction to the property of others, which may arise from the Engineer's operations under this Agreement, which insurance shall name the District as additional insured. Said insurance shall provide a minimum of \$1,000,000 Combined Single Limit coverage for personal injury, bodily injury, and property damage for each occurrence and aggregate. Such insurance will insure Engineer and District from any and all claims arising from the following:
1. Personal injury;
  2. Bodily injury;
  3. Property damage;
  4. Broad form property damage;
  5. Independent contractors;
  6. Blanket contractual liability.
- 11.4 Engineer shall maintain a policy of professional liability insurance, protecting it against claims arising out of negligent acts, errors, or omissions of Engineer pursuant to this Agreement, in an amount of not less than \$1,000,000. The said policy shall cover the indemnity provisions under this Agreement.

- 11.5 Engineer agrees to maintain such insurance at Engineer's expense in full force and effect in a company or companies satisfactory to the District. All coverage shall remain in effect until completion of the Project.
- 11.6 Engineer will furnish the District with certificates of insurance issued by Engineer's insurance carrier and countersigned by an authorized agent or representative of the insurance company. The certificates shall show that the insurance will not be cancelled, altered, or reduced without at least ten (10) days' prior written notice to the District. The certificates for liability insurance will show that liability assumed under this Agreement is included.

## ARTICLE 12 - LIABILITY AND INDEMNIFICATION

- 12.1 Having considered the risks and potential liabilities that may exist during the performance of the Services, and in consideration of the promises included herein, District and Engineer agree to allocate such liabilities in accordance with this Article 12. Words and phrases used in this Article shall be interpreted in accordance with customary insurance industry usage and practice.
- 12.2 Engineer shall indemnify and save harmless and defend the District and all of their agents, officers, and employees from and against all claims, demand, or cause of action of every name or nature to the extent arising out of negligent error, omission, or act of Engineer, its agents, servants, or employees in the performance of its services under this Agreement.
- 12.3 In the event an action for damages is filed in which negligence is alleged on the part of District and Engineer, Engineer agrees to defend District. In the event District accepts Engineer's defense, District agrees to indemnify and reimburse Engineer on a pro rata basis for all expenses of defense and any judgement or amount paid by Engineer in resolution of such claim. Such pro rata share shall be based upon a final judicial determination of negligence or, in the absence of such determination, by mutual agreement.
- 12.4 Engineer shall indemnify District against legal liability for damages arising out of claims by Engineer's employees. District shall indemnify Engineer against legal liability for damages arising out of claims by District's employees.

- 12.5 Indemnity provisions will be incorporated into all Project contractual arrangements entered into by District and will protect District and Engineer to the same extent.
- 12.6 Upon completion of all services, obligations and duties provided for in the Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.
- 12.7 To the maximum extent permitted by law, Engineer's liability for District's damage will not exceed the aggregate compensation received by Engineer under this Agreement or the maximum amount of professional liability insurance required by this Agreement, which ever is greater.

#### ARTICLE 13 - INDEPENDENT CONTRACTOR

- 13.1 Engineer undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. District will have no right to supervise the methods used, but District will have the right to observe such performance. Engineer shall work closely with District in performing Services under this Agreement.

#### ARTICLE 14 - COMPLIANCE WITH LAWS

- 14.1 In performance of the Services, Engineer will comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. Engineer shall procure the permits, certificates, and licenses necessary to allow Engineer to perform the Services. Engineer shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Task Order.

#### ARTICLE 15 - NONDISCLOSURE OF PROPRIETARY INFORMATION

- 15.1 Engineer shall consider all information provided by District and all drawings, reports, studies, design calculations, specifications, and other documents resulting from the Engineer's performance of the Services to be proprietary unless such information is available from public sources. Engineer shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of District or in response to legal process.

## ARTICLE 16 - TERMINATION OF CONTRACT

- 16.1 The obligation to continue Services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 16.2 District shall have the right to terminate this Agreement or suspend performance thereof for District's convenience upon written notice to Engineer, and Engineer shall terminate or suspend performance of Services on a schedule acceptable to District. In the event of termination or suspension for District's convenience, District will pay Engineer for all services performed and costs incurred including termination or suspension expenses. Upon restart of a suspended project, equitable adjustment shall be made to Engineer's compensation.

## ARTICLE 17 - UNCONTROLLABLE FORCES

- 17.1 Neither District nor Engineer shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storms, lightening, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either District or Engineer under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.
- 17.2 Neither party shall, however, be excused from performance if nonperformance is due to uncontrollable forces which are removable or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, removed or remedied with reasonable dispatch. The provisions of this Article shall not be interpreted or construed to require Engineer or District to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the

circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement. The Engineer will be allowed reasonable negotiated extension of time or adjustments for District initiated temporary stoppage of services.

#### ARTICLE 18 - MISCELLANEOUS

- 18.1 A waiver by either District or Engineer of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- 18.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

#### ARTICLE 19 - INTEGRATION AND MODIFICATION

- 19.1 This Agreement (consisting of pages 1 to 15), together with all Task Orders executed by the undersigned, is adopted by District and Engineer as a complete and exclusive statement of the terms of the Agreement between District and Engineer. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Engineer pertaining to the Services, whether written or oral.
- 19.2 The Agreement may not be modified unless such modifications are evidenced in writing signed by both District and Engineer.

#### ARTICLE 20 - SUCCESSORS AND ASSIGNS

- 20.1 District and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.
- 20.2 Neither District nor Engineer shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may

become due or monies that are due) this Agreement without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Engineer from employing such independent engineers, associates, and subcontractors as he may deem appropriate to assist him/her in the performance of the Services hereunder and in accordance with Article 7.

- 20.3 Nothing herein shall be construed to give any rights or benefits to anyone other than District and Engineer.

## ARTICLE 21 - EXCEPTIONS

### 21.1 Article 2 – Compensation

Delete article 2.1 and replace with the following:

“2.1 Compensation for consulting services performed under this Agreement shall include:

- (1) Direct labor costs, multiplied by an agreed upon fixed factor (the Multiplier), to compensate for fringe benefits, indirect costs, and profit.
- (2) Non-labor direct project charge not included in the fixed factor and acceptable, without any markup.
- (3) Subconsultant costs, with a maximum markup of 5%.

Definitions are as follows:

- (a) Direct labor is salaries and wages paid to personnel for time directly chargeable to the project. Direct labor does not include the cost of Engineer’s statutory and customary benefits, such as sick leave, holidays, vacations, and medical and retirement benefits nor the cost of the time of executive and administrative personnel and others whose time is not identifiable to the project.
- (b) Fringe benefits include Engineer’s statutory and customary benefits, such as sick leave, holidays, vacations, medical and retirement benefits, incentive pay, tuition, and other costs classified as employee benefits.

- (c) Indirect costs are allocations of costs that are not directly chargeable to a specific engagement and are commonly referred to as Engineer's overhead. Indirect costs include provisions for such things as clerical support, office space, light and heat, insurance, statutory and customary employee benefits, and the time of executive and administrative personnel and others whose time is not identifiable to the Project or to any other project. Under no circumstances can the same labor costs be charged as direct labor and also appear at the same time as indirect costs, and vice versa.
- (d) The Multiplier is a multiplicative factor which is applied to direct labor costs, and compensates Engineer for fringe benefits and indirect costs (overhead) and profit.
- (e) Other non-labor direct project charges shall be included in the overhead and these charges include typical expenses as cost of transportation and subsistence, printing and reproduction, computer time and programming costs, identifiable supplies, outside consultant's charges, subcontracts, and charges by reviewing authorities."

## ARTICLE 22 - INFORMATION SYSTEMS SECURITY

- 22.1 The CONSULTANT shall obtain written approval from the DISTRICT representative prior to accessing DISTRICT internal systems through real-time computer connections. Upon approval, the CONSULTANT will use only in-bound connections to accomplish a legitimate business need and a previously defined and approved task. As a condition of approval, the CONSULTANT shall:
- a. Be running a current operating system supported by the DISTRICT with up-to-date security patches applied as defined in the District COE/Non-COE document.
  - b. Have anti-virus software installed on his/her personal computer with up-to-date virus signatures.
  - c. Have personal firewall software installed and enabled on their computer.
  - d. Understand and sign the DISTRICT's Electronic Communication Acceptable Use Policy, number 2917.

The DISTRICT reserves the right to audit the security measures in effect on CONSULTANT's connected systems without prior notice. The DISTRICT also reserves the right to terminate network connections immediately with all CONSULTANT's systems not meeting the above requirements.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

**UNION SANITARY DISTRICT**

**WEST YOST ASSOCIATES**

By: \_\_\_\_\_  
Richard B. Currie  
General Manager

By: \_\_\_\_\_  
John D. Goodwin  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**UNION SANITARY DISTRICT  
LEGAL COUNSEL**

By: \_\_\_\_\_  
Legal Counsel

**ALVARADO-NILES ROAD  
SANITARY SEWER REHABILITATION PROJECT**

**(USD Project No. 800-437)**

**TASK ORDER NO. 1  
TO**

**AGREEMENT DATED \_\_\_\_\_  
BETWEEN UNION SANITARY DISTRICT AND  
WEST YOST ASSOCIATES, INC. FOR  
PROFESSIONAL SERVICES**

---

**1. PURPOSE**

The purpose of Task Order No. 1 is to authorize the design and bid period services of the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project (Project). The project consists of rehabilitation of the existing 27-inch diameter gravity sewer beginning from Manhole AF15034 under the Alvarado-Niles Road Bridge (which crosses over the Bay Area Rapid Transit (BART) and Union Pacific Railroad (UPRR) tracks) in Fremont to Manhole AH12039 near the intersection of Alvarado-Niles Road and Western Avenue in Union City. The rehabilitation project will include approximately 9,200 feet of 27-inch gravity sewer, most of which is in the public right-of-way of Alvarado-Niles Road.

Exhibit A delineates the location and limits of the Project. It is expected that the existing gravity sewers will be rehabilitated using the cured-in-place pipe (CIPP) rehabilitation method.

**2. SCOPE OF SERVICES**

The task numbers in this Scope of Services relate directly to the costs presented in Item 5, Payment to the Engineer, and the schedule presented in Item 6, Time of Completion. Deliverables to be received by Union Sanitary District (District) are described in Item 3, Deliverables. Optional tasks shown shall not be performed without authorization from the District.

**Task 1. Project Management**

This task will include project management activities, including day-to-day administration, progress meetings, and technical reviews.

**Subtask 1.1—Project Administration.** Monitor progress of individual tasks and coordinate completion of work products. Monitor task budgets and project schedule. Schedule changes, if required, will be provided.

**Subtask 1.2—Progress Meetings.** Attend a project kick-off meeting and up to three progress meetings (during the design phase) with District staff to discuss and review progress and significant action items. Engineer will prepare and submit meeting agendas and minutes.

**Subtask 1.3—Technical Reviews.** Technical reviews will be conducted by the Principal-in-Charge, Project Manager, and a senior staff member not directly involved in the project.

## **Task 2. Permitting and Coordination**

This task will allow for coordination with the permitting agencies and various stakeholders in the project including the City of Union City and the City of Fremont. For each agency, the District will pay for the permitting fees, if required.

**Subtask 2.1—Property Owner Coordination.** Attend one or two public meetings and up to 5 one-on-one property owner meetings to identify property owner issues that may impact construction. Location of public meeting site will be coordinated by District.

**Subtask 2.2—City of Union City.** Determine City of Union City requirements and complete permit application forms for District's signature. It is assumed that Engineer will attend two meetings with the City.

**Subtask 2.3—City of Fremont.** Determine City of Fremont requirements and complete permit application forms for District's signature. It is assumed that Engineer will attend up to one meeting with the City.

**Subtask 2.4—UPRR Coordination.** Coordinate with UPRR to obtain approval for utilizing UPRR property for bypass pumping and staging areas. Engineer will attend up to two meetings with UPRR.

**Subtask 2.5—BART Coordination.** Determine BART requirements and complete permit application forms for District's signature. Engineer will attend up to two meetings with BART. Complete Permit to Enter application forms for District's signature.

## **Task 3. Design**

This task includes preparation of bid documents and cost estimates for the project. Five sets of plans and specifications will be submitted to the District for review at the 50, 90, and 100 percent completion levels. Engineer will address all comments in writing and submit one set of final drawings and specifications to the District for printing, bid advertisement, and distribution.

With the exception of Subtask 5.3 below, traffic control plans will be prepared by the Contractor for approval by the City of Union City and the City of Fremont.

**Subtask 3.1—Drawings.** Drawings will be prepared using AutoCAD conforming to USD digital submittal guidelines. The design will be plotted at a scale of 1"=40' horizontal and 1" = 4' vertical plan and profiles and appropriately scaled details. The Drawings will be prepared using rectified aerial photographic images provided by the District. Approximately 30 drawing sheets are anticipated.

**Subtask 3.2—Survey Manholes.** Surveying will be performed to determine the horizontal location and rim elevations of the 35 manholes along the project alignment. Manholes will be dipped to identify invert elevations.

**Subtask 3.3—Review CCTV Records.** Review CCTV records provided by the District to

determine if spot repairs may be required and determine the location of existing laterals.

**Subtask 3.4—Utility Coordination.** At the beginning of the design phase, utility coordination letters will be mailed to all known utility companies within the project area for courtesy notification and to identify utility locations. This project is not expected to require excavation except for possible burial of temporary bypass pumping pipelines at street crossings. Locating all utilities is typically not critical for installation of temporary facilities such as bypass piping. Major utilities will be shown on drawings for reference only; non-critical utilities may not be identified. The Contract Documents will require that the Contractor coordinate with Underground Service Alert, and locate and pothole all utilities prior to excavation.

**Subtask 3.5—Bypass Pumping.** For CIPP rehabilitation, this project will require full bypass pumping. The design will include preparation of bypass pumping details and layout. It is anticipated that the construction documents will require that the contractor prepare and submit specific detailed bypass pumping plans for approval. Specifications will include performance-based requirements for bypass pumping including capacity, redundancy, noise control measures, piping, pumps, monitoring, and security.

**Subtask 3.6—Specifications.** Specifications will be prepared in Microsoft Word format. Engineer will prepare technical specifications, Section 01010, notice inviting bids, instructions to bidders, bid schedule and supplementary general conditions in CSI format and based on District Standards. District will provide contract documents, general conditions and general requirements in Microsoft Word Format.

**Subtask 3.7—Cost Estimate.** Engineer will develop a construction cost estimate at the 50, 90, and 100 percent design completion levels.

#### **Task 4. Bid Period Services**

The purpose of this task is to assist the District during the bidding phase of the Project. The District will advertise and distribute bid documents.

**Subtask 4.1—Addenda.** Prepare up to two addenda during the bid period to be distributed by the District.

**Subtask 4.2—Prebid Meeting, Bidder Inquiries, and Bid Evaluation.** Conduct one prebid meeting and prepare the meeting minutes for distribution. Engineer will be the primary contact to bidders in answering bidders' technical questions during the bid period. Engineer will assist District in bid evaluation.

**Subtask 4.3—Conformed Documents.** Prepare conformed plans and specifications incorporating all addenda items.

### **3. DELIVERABLES**

Project deliverables are listed below:

- Meeting agendas, meeting minutes, project schedule updates.
- Five sets of draft plans and specifications at 50, 90 and 100 percent completion levels.

- Cost estimate at 50, 90 and 100 percent completion levels.
- Survey manhole dip sheets.
- Encroachment Permit applications.
- Conformed documents in AutoCAD, Word, and PDF files.
- Addenda, prebid meeting minutes, email documentation of phone conversations with bidders.
- Responses to submittals as required.
- Responses to RFI's as required.

**4. PROJECT COORDINATION**

All work related to this task order shall be coordinated through the District's Project Manager, Chris Elliott.

**5. PAYMENT TO THE ENGINEER**

Compensation shall be on a time and materials cost basis for services provided under Article 2 of this Agreement in accordance with the Billing Rate Schedule contained in Exhibit B (updated annually) except that subconsultants will be billed at actual cost plus 5%, outside services will be billed at actual cost, and mileage will be billed at prevailing IRS standard mileage rate. The billing rate schedule is generally comparable to a labor multiplier of approximately 3.22.

The estimated costs for Tasks 1 through 4 are presented in Exhibit C. Total charges to the District shall not exceed the cost ceiling of \$248,371.

The following table summarizes all task orders and amendments, if any, including those previously executed under the Agreement, ending with this Task Order:

<b>Task Order / Amendment</b>	<b>Not to Exceed Amount</b>	<b>Board Authorization Required? (Yes/No)</b>	<b>District Staff Approval</b>
Task Order No. 1 Detailed Design	\$248,371	Yes	Rich Currie
<b>Total</b>	\$248,371		

**6. TIME OF COMPLETION**

The estimated time of completion is shown on the attached Exhibit D.

**7. KEY PERSONNEL**

Key engineering personnel or subconsultants assigned to Task Order No. 1 are as follows:

<b>Role</b>	<b>Personnel/Subconsultant</b>
Principal-in-Charge	John D. Goodwin
Project Manager/Engineer	Nancy McWilliams
Project Engineer	Thea Durbin
Project Engineer	Amanda Schmidt
Project Engineer	Matt Lemmon

Key personnel shall not change except in accordance with Article 8 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 1 as of \_\_\_\_\_ and therewith incorporated it as part of the Agreement.

ENGINEER:

DISTRICT:

WEST YOST & ASSOCIATES

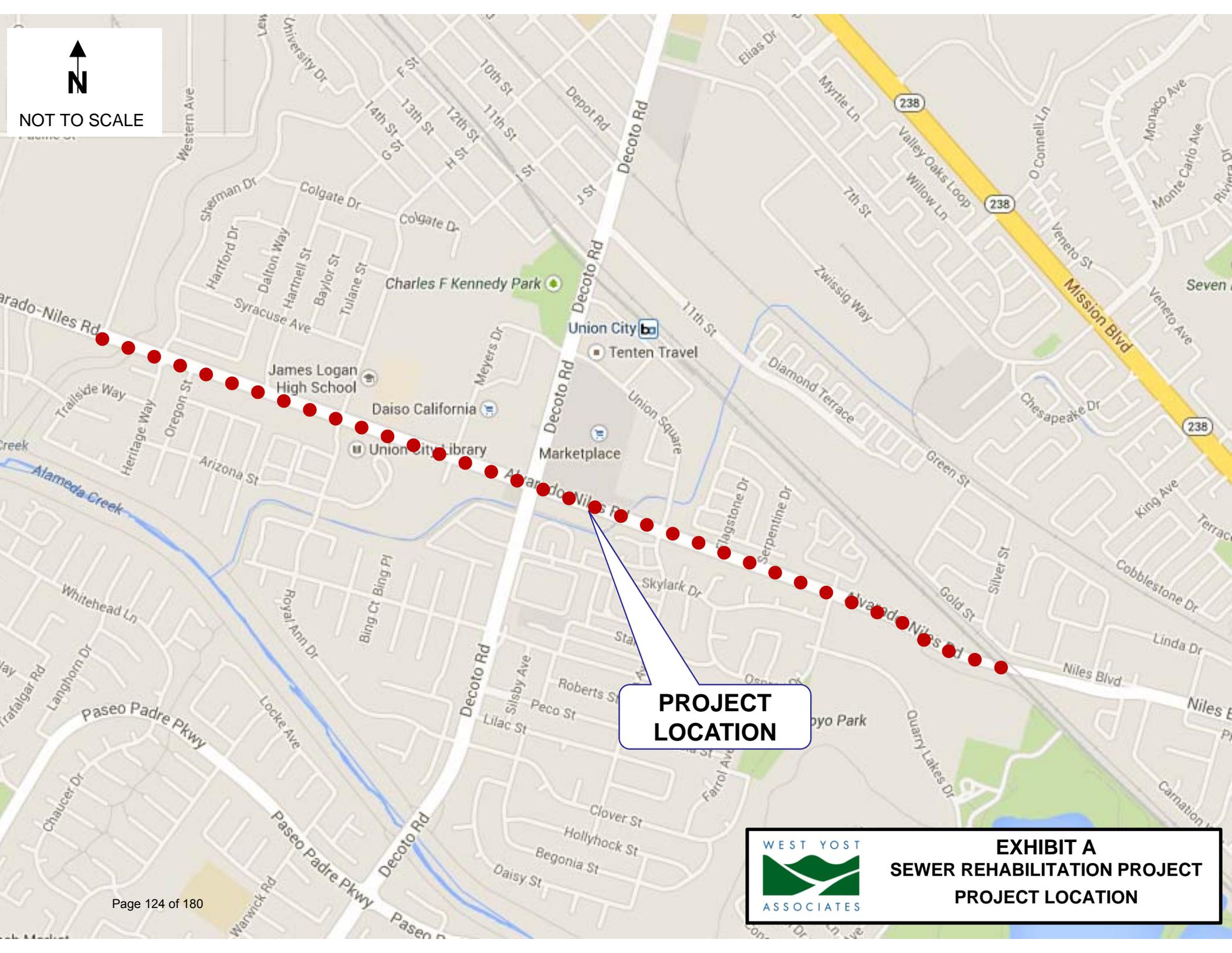
UNION SANITARY DISTRICT

By: \_\_\_\_\_  
 John D. Goodwin  
 Vice President

By: \_\_\_\_\_  
 Richard B. Currie  
 General Manager



NOT TO SCALE



**PROJECT  
LOCATION**



**EXHIBIT A  
SEWER REHABILITATION PROJECT  
PROJECT LOCATION**



## WEST YOST ASSOCIATES, INC. 2014 Billing Rate Schedule

(Effective January 1, 2014 through December 31, 2014)\*

Position	Labor Charges (dollars per hr)
Principal/Vice President	240
Engineering Manager	229
Principal Engineer/Scientist	207
Senior Engineer/Scientist/GIS Analyst	186
Associate Engineer/Scientist	169
GIS Analyst	164
Engineer II/Scientist II	147
Engineer I/Scientist I	126
Construction Manager III	186
Construction Manager II	169
Construction Manager I	158
Resident Inspector III	140
Resident Inspector II	129
Resident Inspector I	115
Sr. Designer/Sr. CAD Operator	120
Designer/CAD Operator	107
Technical Specialist III	120
Technical Specialist II	104
Technical Specialist I	87
Engineering Aide	71
Administrative IV	109
Administrative III	98
Administrative II	82
Administrative I	66

Hourly labor rates include Direct Costs such as general computers, system charges, telephone, fax, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.

Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost.

Mileage will be billed at the current Federal Rate.

Subconsultants will be billed at actual cost plus 5%.

Computers are billed at \$25 per hour for specialty models and AutoCAD.

Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.

A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

**WEST YOST ASSOCIATES, INC.**

**2014 Billing Rate Schedule**

(Cont'd.)

(Effective January 1, 2014 through December 31, 2014)\*

**SURVEYING AND EQUIPMENT CHARGES**

Position	Labor Charges (dollars per hr)
GPS, 3-Person	366
GPS, 2-Person	317
GPS, 1-Person	246
Survey Crew, 2-Person	268
Survey Crew, 1-Person	202

**EQUIPMENT CHARGES**

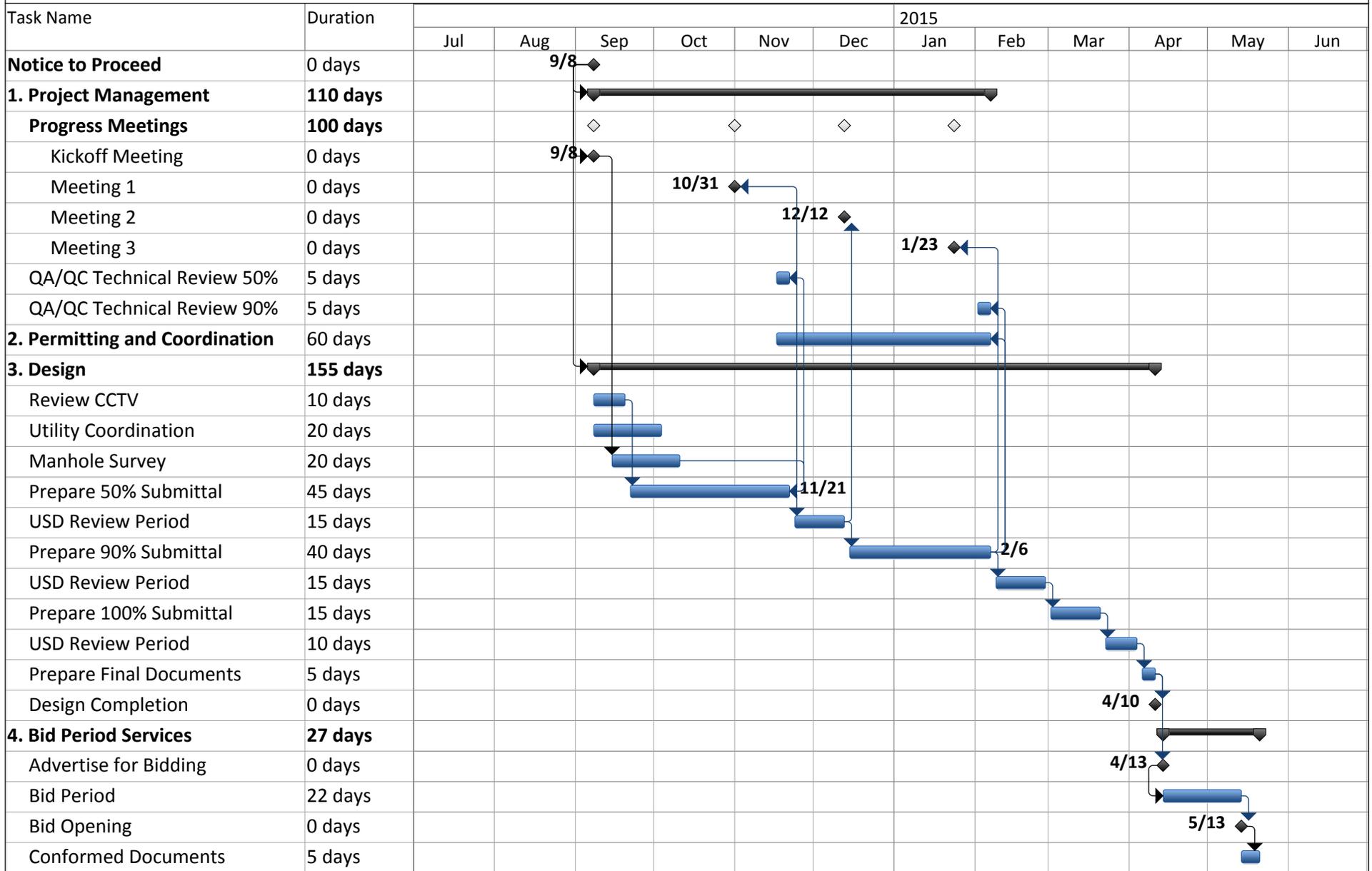
Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	16	81
pH Meter	5	26
Automatic Sampler	128	698
Transducer/Data Logger	40	202
Hydrant Pressure Gage	11	49
Hydrant Pressure Recorder (HPR)	—	202
Hydrant Wrench	5	32
Pitot Diffuser	29	132
Well Sounder	29	132
Ultrasonic Flow Meter	—	264
Vehicle	87	437
Velocity Meter	11	64
Water Quality Multimeter	173	946
Thickness Gage	—	70

West Yost Associates	P \$240 Goodwin	EM \$229 McWilliams	SE/SS \$186 Durbin	AE/AS \$169 Schmidt	ESII \$147 Lemmon	SD/SCAD \$120	ADMIII \$98	Labor		Drafting		Sub. WSH	Sub. EXO	Costs		
								Hours	Fee	Hours	Fee \$25			Sub. w/ markup 5%	Other Direct	Total Costs
<b>PROJECT: Alvarado-Niles Road Sanitary Sewer Rehab.</b>																
<b>Task 1</b>	<b>Project Management</b>															
1.01		20					20	40	\$ 6,540							\$ 6,540
1.02	4	20		12			2	38	\$ 7,764							\$ 7,764
1.03	16	16						32	\$ 7,504							\$ 7,504
<b>Subtotal, Task 1 (hours)</b>	<b>20</b>	<b>56</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>110</b>		<b>0</b>						
<b>Subtotal, Task 1 (\$)</b>	<b>\$ 4,800</b>	<b>\$ 12,824</b>		<b>\$ 2,028</b>			<b>\$ 2,156</b>		<b>\$ 21,808</b>							<b>\$ 21,808</b>
<b>Task 2</b>	<b>Permitting and Coordination</b>															
2.01	4	12		12				28	\$ 5,736						\$ 150	\$ 5,886
2.02	4	12		16				32	\$ 6,412						\$ 150	\$ 6,562
2.03	2	12		16				30	\$ 5,932						\$ 75	\$ 6,007
2.04	4	8		16				28	\$ 5,496						\$ 150	\$ 5,646
2.05	4	8		16				28	\$ 5,496						\$ 150	\$ 5,646
<b>Subtotal, Task 2 (hours)</b>	<b>18</b>	<b>52</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>146</b>		<b>0</b>						
<b>Subtotal, Task 2 (\$)</b>	<b>\$ 4,320</b>	<b>\$ 11,908</b>		<b>\$ 12,844</b>					<b>\$ 29,072</b>						<b>\$ 675</b>	<b>\$ 29,747</b>
<b>Task 3</b>	<b>Design</b>															
3.01	20	80	40	120	100	80		440	\$ 75,140	130	\$ 3,250				\$ 1,590	\$ 79,980
3.02		12		16				28	\$ 5,452			\$ 17,000		\$ 17,850		\$ 23,302
3.03			16	24				40	\$ 7,032							\$ 7,032
3.04		4		40	8		4	56	\$ 9,244							\$ 9,244
3.05	12	40		40	20			112	\$ 21,740	20	\$ 500					\$ 22,240
3.06	15	60	24	40			60	199	\$ 34,444					\$ 1,590		\$ 36,034
3.07	1	2		6				9	\$ 1,712							\$ 1,712
<b>Subtotal, Task 3 (hours)</b>	<b>48</b>	<b>198</b>	<b>80</b>	<b>286</b>	<b>128</b>	<b>80</b>	<b>64</b>	<b>884</b>		<b>150</b>						
<b>Subtotal, Task 3 (\$)</b>	<b>\$ 11,520</b>	<b>\$ 45,342</b>	<b>\$ 14,880</b>	<b>\$ 48,334</b>	<b>\$ 18,816</b>	<b>\$ 9,600</b>	<b>\$ 6,272</b>		<b>\$ 154,764</b>		<b>\$ 3,750</b>	<b>\$ 17,000</b>		<b>\$ 17,850</b>	<b>\$ 3,180</b>	<b>\$ 179,544</b>
<b>Task 4</b>	<b>Bid Period Services</b>															
4.01	4	12		8			8	32	\$ 5,844							\$ 5,844
4.02	2	16		8				26	\$ 5,496							\$ 5,496
4.03	4	4		8		16	8	40	\$ 5,932							\$ 5,932
<b>Subtotal, Task 4 (hours)</b>	<b>10</b>	<b>32</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>98</b>		<b>0</b>						
<b>Subtotal, Task 4 (\$)</b>	<b>\$ 2,400</b>	<b>\$ 7,328</b>		<b>\$ 4,056</b>		<b>\$ 1,920</b>	<b>\$ 1,568</b>		<b>\$ 17,272</b>							<b>\$ 17,272</b>
<b>TOTAL (hours)</b>	<b>96</b>	<b>338</b>	<b>80</b>	<b>398</b>	<b>128</b>	<b>96</b>	<b>102</b>	<b>1,238</b>		<b>150</b>						
<b>TOTAL (\$)</b>	<b>\$ 23,040</b>	<b>\$ 77,402</b>	<b>\$ 14,880</b>	<b>\$ 67,262</b>	<b>\$ 18,816</b>	<b>\$ 11,520</b>	<b>\$ 9,996</b>		<b>\$ 222,916</b>		<b>\$ 3,750</b>	<b>\$ 17,000</b>		<b>\$ 17,850</b>	<b>\$ 3,855</b>	<b>\$ 248,371</b>



**ALVARADO NILES ROAD  
SANITARY SEWER REHABILITATION PROJECT  
UNION SANITARY DISTRICT**

**EXHIBIT D**



**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/02/2014-08/15/2014**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
154887	8/7/2014	135761	CAROLLO ENGINEERS	THICKENER CONROL BUILDING IMPROVEMENTS PHASE II	\$98,528.71	\$98,528.71
154933	8/7/2014	30102716	SYNAGRO WEST LLC	JUNE 2014 BIOSOLIDS DISPOSAL	\$71,227.78	\$71,227.78
154989	8/14/2014	898522	POLYDYNE INC	44,880 LBS CLARIFLOC C-6267	\$49,143.60	\$54,688.68
	8/14/2014	899220		42,200 LBS CLARIFLOC WE-539	\$5,545.08	
155002	8/14/2014	13645	SYSTEMATES INC	CAPITAL PROGRAM MANAGEMENT SYSTEM	\$48,170.00	\$48,170.00
154923	8/7/2014	18292	RMC WATER AND ENVIRONMENT	HAYWARD MARSH REHABILITATION OPTIONS	\$43,772.16	\$43,772.16
154895	8/7/2014	3561	DW NICHOLSON CORP	LIFT STATION #1 IMPROVEMENTS	\$35,000.00	\$35,000.00
154896	8/7/2014	26588	FRANKLIN MILLER INC	1 SUPER SHREDDER	\$24,640.16	\$24,640.16
154987	8/14/2014	761520140728	PACIFIC GAS AND ELECTRIC	SERV TO 07/28/14 NEWARK PS	\$20,106.18	\$20,961.06
	8/14/2014	380420140805		SERV TO 08/01/14 CHERRY ST PS	\$290.39	
	8/14/2014	096020140801		SERV TO 07/31/14 CATHODIC PROJECT	\$61.89	
	8/14/2014	898220140801		SERV TO 07/31/14 FREMONT PS	\$249.59	
	8/14/2014	666720140801		SERV TO 07/31/14 PASEO PADRE PS	\$194.00	
	8/14/2014	892820140801		SERV TO 07/31/14 HAYWARD MARSH	\$59.01	
155008	8/14/2014	14822	V&A CONSULTING ENGINEERS INC	PRIMARY DIGESTER #5 REHABILITATION	\$19,340.82	\$19,340.82
154906	8/7/2014	58527	JWC ENVIRONMENTAL LLC	2 EA GRINDER EXCHANGE	\$18,279.93	\$18,279.93
154893	8/7/2014	886056C	DELTA DENTAL SERVICE	JULY 2014 DENTAL	\$14,339.90	\$16,175.41
	8/7/2014	886056A		JULY 2014 DENTAL	\$1,835.51	

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154945	8/14/2014	100123	ACCUVANT INC	EDGE FIREWALL	\$14,716.09	\$14,716.09
154937	8/7/2014	629766	UNIVAR USA INC	5,011 GALS SODIUM HYPOCHLORITE	\$2,316.07	\$9,263.37
	8/7/2014	630510		5,009 GALS SODIUM HYPOCHLORITE	\$2,315.16	
	8/7/2014	630383		5,011 GALS SODIUM HYPOCHLORITE	\$2,316.07	
	8/7/2014	629718		5,011 GALS SODIUM HYPOCHLORITE	\$2,316.07	
154925	8/7/2014	7547650812	ROYAL WHOLESALE ELECTRIC	1 AB POWERFLEX 700 VFD	\$8,738.81	\$8,950.81
	8/7/2014	7547651095		1 CMC INTERFACE BOARD	\$212.00	
154877	8/7/2014	4071038120140722	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 07/21/14-BENSON ROAD	\$55.95	\$8,668.95
	8/7/2014	4071037120140721		SERV TO: 07/21/14-BENSON ROAD	\$890.17	
	8/7/2014	4071036120140721		SERV TO: 07/21/14-BENSON ROAD	\$7,722.83	
155007	8/14/2014	533620140722	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL CARD STMT - JULY 2014	\$8,623.70	\$8,623.70
154911	8/7/2014	37432220140801	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - AUG 2014	\$7,130.86	\$7,130.86
154958	8/14/2014	8546	COLUMBIA WEATHER SYSTEMS INC	1 WEATHER STATION	\$6,090.00	\$6,090.00
154994	8/14/2014	7230.1	WEIQIN SHEN	REFUND # 17399	\$5,329.20	\$5,629.20
	8/14/2014	7230.2		REFUND # 17400	\$300.00	
154976	8/14/2014	9017401146	KEMIRA WATER SOLUTIONS, INC.	8.11 DRY TONS FERROUS CHLORIDE	\$5,303.94	\$5,303.94
155010	8/14/2014	32122	WECO INDUSTRIES LLC	4 WEEK MONGOOSE TRAILER JETTER RENTAL	\$5,256.00	\$5,256.00

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154885	8/7/2014	2912	CAL SAN RISK MNGT AUTH	CLAIM: BECKUM FILE #1865156	\$1,370.55	\$5,073.45
	8/7/2014	2935		CLAIM: CSAA INSURANCE FILE #1867808	\$2,370.15	
	8/7/2014	2915		CLAIM: ZUNIGA FILE #1869789	\$1,332.75	
154947	8/14/2014	4104550420140801	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 07/29/14-MTR HYD 29389774	\$534.13	\$4,856.56
	8/14/2014	4104560720140801		SERV TO: 07/29/14-MTR HYD B32896064	\$1,019.14	
	8/14/2014	4104560920140801		SERV TO: 07/29/14-MTR HYD 19866549	\$537.60	
	8/14/2014	4105238820140730		SERV TO: 07/29/14-MTR HYD B32896056	\$380.19	
	8/14/2014	4104560820140801		SERV TO: 07/29/14-MTR HYD B33476241	\$616.65	
	8/14/2014	4104550320140801		SERV TO: 07/29/14-MTR HYD 29389772	\$1,015.70	
	8/14/2014	4104983520140730		SERV TO: 07/29/14-MTR HYD 19866540	\$753.15	
154907	8/7/2014	9017399815	KEMIRA WATER SOLUTIONS, INC.	7.32 DRY TONS FERROUS CHLORIDE	\$4,787.28	\$4,787.28
154944	8/7/2014	3823	WATER WORKS ENGINEERS LLC	PRIMARY DIGESTER #5 REHABILITATION	\$4,156.00	\$4,156.00
154965	8/14/2014	20140811	MICHAEL GILL	EXP REIMB: SOFTWARE SUPPORT	\$3,998.75	\$3,998.75
155004	8/14/2014	14070900	UNDERGROUND SERVICE ALERT	USA ANNUAL MEMBERSHIP	\$3,732.96	\$3,732.96
154886	8/7/2014	309196	CALTROL INC	4 PRESSURE GAUGES	\$1,960.17	\$3,554.76
	8/7/2014	309127		4 PRESSURE GAUGES	\$1,594.59	
154898	8/7/2014	6013	CITY OF FREMONT	REFUND # 17365	\$3,300.00	\$3,300.00
154912	8/7/2014	5650	LUNARE DEVELOPMENT CO	REFUND # 17353	\$3,010.00	\$3,010.00
154942	8/7/2014	20140801	VISION SERVICE PLAN - CA	AUG 2014 VISION STMT	\$2,954.90	\$2,954.90

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154960	8/14/2014	248644	CURTIS & TOMPKINS LTD	8 LAB SAMPLE ANALYSIS	\$124.00	\$2,786.00
	8/14/2014	248681		10 LAB SAMPLE ANALYSIS	\$165.00	
	8/14/2014	248708		26 LAB SAMPLE ANALYSIS	\$280.00	
	8/14/2014	248752		10 LAB SAMPLE ANALYSIS	\$165.00	
	8/14/2014	248757		4 LAB SAMPLE ANALYSIS	\$375.00	
	8/14/2014	248753		10 LAB SAMPLE ANALYSIS	\$165.00	
	8/14/2014	248680		10 LAB SAMPLE ANALYSIS	\$154.00	
	8/14/2014	248683		8 LAB SAMPLE ANALYSIS	\$124.00	
	8/14/2014	248697		27 LAB SAMPLE ANALYSIS	\$1,110.00	
	8/14/2014	248682		8 LAB SAMPLE ANALYSIS	\$124.00	

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154914	8/7/2014	96591165	MCMASTER SUPPLY INC	ASTD GASKETS & CLAMPS	\$325.16	\$2,604.02
	8/7/2014	95893387		ASTD PARTS & MATERIALS	\$983.42	
	8/7/2014	96013819		ASTD PARTS & MATERIALS	\$192.19	
	8/7/2014	96570176		1 EA MULTIPURPOSE ALUMINUM TUBE	\$47.89	
	8/7/2014	96425106		4 EA PLASTIC TWO-ARM KNOB	\$17.63	
	8/7/2014	96925087		ASTD PARTS & MATERIALS	\$416.41	
	8/7/2014	96145314		2 EA SEALED LEAD-ACID BATTERIES	\$105.98	
	8/7/2014	95697372		ASTD PARTS & MATERIALS	\$82.04	
	8/7/2014	96773282		2 EA ENCASED CERAMIC RECTANGULAR MAGNETS	\$114.88	
	8/7/2014	96927869		8 EA STAINLESS STEEL-CASE LIQUID-FILLED GAUGES	\$263.27	
	8/7/2014	96806310		200 FT TWISTED, EXTRA-DENSE POLYPROPYLENE ROPE	\$26.35	
	8/7/2014	96916487		2 PACKS THREAD-FORMING SCREWS	\$28.80	

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154990	8/14/2014	233161	PRESTIGE LENS LAB	SAFETY GLASSES - SOTO	\$214.74	\$2,572.50
	8/14/2014	233162		SAFETY SHOES - HOVEY	\$271.42	
	8/14/2014	232962		SAFETY GLASSES - PORT	\$271.42	
	8/14/2014	233164		SAFETY GLASSES - ROLETTO, J	\$271.42	
	8/14/2014	232961		SAFETY GLASSES - LEDESMA	\$271.42	
	8/14/2014	232970		SAFETY GLASSES - LU	\$271.42	
	8/14/2014	232996		SAFETY GLASSES - MARTIN, S	\$243.08	
	8/14/2014	232969		SAFETY GLASSES - CHAPARRO	\$271.42	
	8/14/2014	232971		SAFETY GLASSES - MARZANO	\$214.74	
	8/14/2014	233163		SAFETY GLASSES - FANG	\$271.42	
154981	8/14/2014	7479	DALE LIU	REFUND # 17390	\$2,500.00	\$2,500.00
154951	8/14/2014	140959	ASSOCIATED POWER SOLUTIONS	TESTING OF MAIN DISTRIBUTION DC BATTERIES	\$2,480.00	\$2,480.00

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154956	8/14/2014	54343870	CINTAS CORPORATION	UNIFORM LAUNDERING SERVICE	\$318.23	\$2,415.06
	8/14/2014	54339351		UNIFORM LAUNDERING SERVICE	\$394.06	
	8/14/2014	54339352		UNIFORM LAUNDERING SERVICE	\$279.46	
	8/14/2014	54341604		UNIFORM LAUNDERING SERVICE	\$301.47	
	8/14/2014	54346142		UNIFORM LAUNDERING SERVICE	\$314.94	
	8/14/2014	54343863		JACKETS - KULL Z, DEMELO & ESPINOSA	\$301.47	
	8/14/2014	54346143		UNIFORM LAUNDERING SERVICE	\$320.27	
	8/14/2014	54346144		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$88.00	
	8/14/2014	54341606		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$97.16	
154968	8/14/2014	9485465166	GRAINGER INC	30 EA DANGER TAGS	\$1,300.86	\$2,339.51
	8/14/2014	9481833631		1 EA EXIT SIGN W/EMERGENCY LIGHTS	\$163.51	
	8/14/2014	9484053476		3 EA BATTERIES	\$273.68	
	8/14/2014	9481833649		2 EA AUTO DRK WLDNG HLMT	\$482.59	
	8/14/2014	9485465174		1 EA STEP STAND	\$118.87	
155005	8/14/2014	630898	UNIVAR USA INC	5,010 GALS SODIUM HYPOCHLORITE	\$2,315.62	\$2,315.62
154991	8/14/2014	916002159039	REPUBLIC SERVICES #916	ROLL OFF ON CALL - JULY 2014	\$220.32	\$2,197.59
	8/14/2014	916002149361		RECYCLE & ROLL OFF - JULY 2014	\$1,977.27	

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154890	8/7/2014	248480	CURTIS & TOMPKINS LTD	10 LAB SAMPLE ANALYSIS	\$154.00	\$1,844.00
	8/7/2014	248505		4 LAB SAMPLE ANALYSIS	\$445.00	
	8/7/2014	248602		12 LAB SAMPLE ANALYSIS	\$1,245.00	
154978	8/14/2014	2248838	LAB SUPPORT	TEMP LABOR-WINSOR, B., WKEND 07/13/14	\$828.00	\$1,656.00
	8/14/2014	2250066		TEMP LABOR-WINSOR, B., WKEND 07/20/14	\$828.00	
154889	8/7/2014	32734	CLAREMONT BEHAVIORAL SERVICES	DEPOSIT - PREVENTING WORKPLACE VIOLENCE TRAINING	\$1,650.00	\$1,650.00
154963	8/14/2014	20144274	G3 ENGINEERING INC	ASTD GBT POLYMER MIXING PARTS	\$1,590.22	\$1,590.22
154931	8/7/2014	3237977190	STAPLES CONTRACT & COMMERCIAL	ASTD OFFICE SUPPLIES - INVENTORY	\$236.33	\$1,584.54
	8/7/2014	3237977191		ASTD OFFICE SUPPLIES - INVENTORY	\$478.27	
	8/7/2014	3237977188		RETURN 3 RLS CRINKLE PAPER BLACK RIBBON	\$-7.52	
	8/7/2014	3237977189		ASTD OFFICE SUPPLIES - INVENTORY	\$618.10	
	8/7/2014	3237977187		3 RLS CRINKLE PAPER BLACK RIBBON	\$7.52	
	8/7/2014	3237977192		1 ROUND MULTI-PURPOSE TABLE	\$251.84	
154985	8/14/2014	71518	NCC GROUP SECURITY SERVICE LTD	SOFTWARE LICENCE RENEWAL	\$1,535.00	\$1,535.00
154927	8/7/2014	20140804	SAN MATEO CO TRANSIT DISTRICT	UPPER HETCH HETCHY SS REHABILITATION	\$1,500.00	\$1,500.00
154939	8/7/2014	27179	VALLEY OIL COMPANY	1 DR MOBIL PEGASUS 805 & 3 DRS XLD 15/40 OIL	\$1,498.97	\$1,498.97

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154926	8/7/2014	1599030001	SAN LEANDRO ELECTRIC SUPPLY	ASTD PARTS & MATERIALS	\$482.60	\$1,493.11
	8/7/2014	1599030004		5 STUB SPLICE INSULATOR	\$53.65	
	8/7/2014	1596141002		ASTD PARTS & MATERIALS	\$701.60	
	8/7/2014	1599030002		10 STUB SPLICE INSULATOR	\$107.31	
	8/7/2014	1596141001		7 BGS TIE WRAPS	\$147.95	
154888	8/7/2014	270667	CENTERVILLE LOCKSMITH	50 ENGRAVED CUSTOM PADLOCKS	\$1,461.15	\$1,461.15
154941	8/7/2014	538112	VINCENT ELECTRIC MOTOR CO	TROUBLE SHOOT GENERATOR	\$1,453.50	\$1,453.50
154935	8/7/2014	6062014	THORNTON ENVIRONMENTAL CONST	ANNUAL VAPOR TESTING	\$1,437.59	\$1,437.59
155003	8/14/2014	20140812	KIM TRUONG	TUITION REIMB - SUMMER QTR 2014	\$1,243.04	\$1,243.04
155009	8/14/2014	750413	VALLEY OIL COMPANY	308 GALS DYED DIESEL	\$1,214.13	\$1,214.13
154957	8/14/2014	1186189	CLEAR EDGE FILTRATION INC	1 GBT BELT	\$1,147.98	\$1,147.98
154878	8/7/2014	5100541	ALL INDUSTRIAL ELECTRIC SUPPLY	ASTD PARTS & MATERIALS	\$1,051.20	\$1,051.20
154908	8/7/2014	18556493	LABOR READY	TEMP LABOR-PERRY R., WK END 07/11/14	\$1,020.36	\$1,020.36
154950	8/14/2014	480440	A-PRO PEST CONTROL INC	JUL PEST CONTROL	\$1,005.00	\$1,005.00
154879	8/7/2014	7451.1	ALL STAR PLUMBING	REFUND # 17362	\$500.00	\$1,000.00
	8/7/2014	7451.2		REFUND # 17361	\$500.00	
154932	8/7/2014	7426	STREAMLINE PLUMBING & DRAIN	REFUND # 17364	\$500.00	\$1,000.00
	8/7/2014	7447		REFUND # 17363	\$500.00	
154980	8/14/2014	201408013	DAVID LEATH	EXP REIMB: PRE-PAY LODGING FOR NFPA 70E IN CONF OCT 2014	\$997.21	\$997.21

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154967	8/14/2014	74848	GORILLA METALS	ASTD METAL, STEEL, STAINLESS, AND ALUMINUM	\$984.56	\$984.56
154910	8/7/2014	1389896	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	\$936.00	\$936.00
155001	8/14/2014	30102624A	SYNAGRO WEST LLC	MAY 2014 BIOSOLIDS DISPOSAL	\$918.94	\$918.94
154982	8/14/2014	97814826	MCMASTER SUPPLY INC	12 PACKS DISPOSABLE LITHIUM BATTERIES	\$144.28	\$891.56
	8/14/2014	97955239		10 EA PADLOCKS	\$124.19	
	8/14/2014	96570028		8 PACKS REPLACEMENT FILTERS	\$36.84	
	8/14/2014	97603547		ASTD PARTS & MATERIALS	\$586.25	
154979	8/14/2014	18595223	LABOR READY	TEMP LABOR-PERRY R., WK END 07/18/14	\$881.24	\$881.24
154924	8/7/2014	59369	ROAD RUNNER GLASS & MIRROR INC	SUPPLY & INSTALL GLASS ADMIN BUILDING	\$875.00	\$875.00
154984	8/14/2014	20140731	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - JULY 2014	\$848.19	\$848.19
154904	8/7/2014	1479020	HANSON AGGREGATES INC	11.01 TONS 1/2 MED TYPE A	\$824.24	\$824.24
154972	8/14/2014	11906	HYDRO INTERNATIONAL WASTEWATER	ASTD EUTEK SNAIL AND TEACUP PARTS	\$806.34	\$806.34
154929	8/7/2014	20140807	KRISTINA SILVA	PROJ 359 LUNCH FOR TRAINING SESSION	\$133.64	\$695.96
	8/7/2014	20140804.2		EXP REIMB: LUNCH FOR PROJECTMATES TRAINING	\$163.07	
	8/7/2014	20140804.1		EXP REIMB: BDAY RECOGNITION CHRIS ELLIOTT	\$11.97	
	8/7/2014	20140806.3		PROJ 359 LUNCH FOR TRAINING SESSION	\$162.36	
	8/7/2014	20140806.1		PROJ 359 LUNCH FOR TRAINING SESSION	\$130.94	
	8/7/2014	20140806.2		PROJ 359 BREAKFAST & DRINKS	\$93.98	
154921	8/7/2014	45040891	RAIN FOR RENT	28 DAYS TANK POLY 2450 RENTAL	\$688.80	\$688.80

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154934	8/7/2014	20043331	TELEDYNE ISCO INC	2 DISCHARGE TUBING 50' LENGTH	\$651.96	\$651.96
154899	8/7/2014	20140806	SAMI GHOSAIN	EXP REIMB: ANNUAL TECH SERV GROUP RECOG LUNCH	\$622.28	\$622.28
154892	8/7/2014	20140725.10	DALE HARDWARE INC	07/14 - ASTD PARTS & MATERIALS	\$621.75	\$621.75
154915	8/7/2014	140747	METROMOBILE COMMUNICATIONS INC	RADIO SERVICE AGREEMENT - JULY 2014	\$582.75	\$582.75
154992	8/14/2014	524293	SAFECHECKS	3,000 SUPER BUSINESS CHECK STOCK AP	\$564.48	\$564.48
155000	8/14/2014	20140812	SWRCB - STATE WATER RESOURCES	MISC SS SPOT REPAIRS PHASE V	\$563.00	\$563.00
154970	8/14/2014	601230656	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$551.20	\$551.20
154999	8/14/2014	2	SUPPORT PRODUCT SERVICES	EMISSIONS ANALYZER BI-ANNUAL SERVICE	\$547.62	\$547.62
154954	8/14/2014	10330110	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$145.69	\$532.51
	8/14/2014	10327290		3 PK POST IT FLAGS	\$36.10	
	8/14/2014	10327040		ASTD OFFICE SUPPLIES	\$20.77	
	8/14/2014	10329730		ASTD OFFICE SUPPLIES	\$29.55	
	8/14/2014	10330050		ASTD OFFICE SUPPLIES	\$116.45	
	8/14/2014	10331890		ASTD OFFICE SUPPLIES	\$183.95	
154880	8/7/2014	5502750	ALPINE AWARDS INC	24 CAPS W/ LOGO - FMC	\$523.08	\$523.08
154882	8/7/2014	7436	BEYOND PLUMBING	REFUND # 17360	\$500.00	\$500.00
154891	8/7/2014	7400	CUSTOM DESIGN CONSTRUCTION	REFUND # 17369	\$500.00	\$500.00
154909	8/7/2014	7412	LALO'S SEWER & DRAIN	REFUND # 17368	\$500.00	\$500.00
154920	8/7/2014	7457	PRO ROOTER	REFUND # 17367	\$500.00	\$500.00

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154946	8/14/2014	7410	AJ BONO PLUMBING	REFUND # 17394	\$500.00	\$500.00
154959	8/14/2014	7450	COUNSIL PLUMBING	REFUND # 17383	\$500.00	\$500.00
154986	8/14/2014	7307	NORTHSTAR 88 PARTNERSHIP	REFUND # 17385	\$500.00	\$500.00
154988	8/14/2014	7428	PLUMBING CONNECTION	REFUND # 17386	\$500.00	\$500.00
154998	8/14/2014	7442	STAR ROOTER AND PLUMBING	REFUND # 17384	\$500.00	\$500.00
154883	8/7/2014	10312860C	BLAISDELL'S	CREDIT 2 TONERS	\$-317.53	\$498.60
	8/7/2014	10316010		ASTD OFFICE SUPPLIES	\$266.62	
	8/7/2014	10317030		ASTD OFFICE SUPPLIES	\$35.73	
	8/7/2014	10317031		1 PK GLUE STICK	\$4.11	
	8/7/2014	10320010		ASTD OFFICE SUPPLIES	\$257.35	
	8/7/2014	10320011		1 DSKTP CALCULATOR	\$4.12	
	8/7/2014	10317950		1 TONER	\$248.20	
154948	8/14/2014	5101065	ALL INDUSTRIAL ELECTRIC SUPPLY	1 YASKAWA CIMR-VU4A0004FAA 2HP	\$477.67	\$477.67
154983	8/14/2014	540980	MOBILE MODULAR MANAGEMENT CORP	FMC TRAILER RENTAL - AUG 2014	\$467.57	\$467.57
154995	8/14/2014	1339	SIGNET TESTING LABS INC	NEWARK FLAT TOPS AREA SEWER RELOCATION	\$454.50	\$454.50
154897	8/7/2014	116521193	FREMONT URGENT CARE CENTER	2 NEW HIRE PHYSICALS	\$429.00	\$429.00
154973	8/14/2014	279837615	IDEXX DISTRIBUTION INC	ASTD COLILERT TEST KITS	\$387.88	\$387.88

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/02/2014-08/15/2014**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
154943	8/7/2014	8058266109	VWR INTERNATIONAL LLC	1 SOLUTION COD 300MG/L 200ML	\$22.48	\$385.61
	8/7/2014	8058264113		1 SULFURIC ACID 0.10N 4L	\$20.01	
	8/7/2014	8058311277		1 CONE INTERFACE CERAMIC F/OPTIMA 3000 XL	\$343.12	
154894	8/7/2014	20140804	KATHRYN DESTAFNEY	EXP REIMB: RETIREMENT GIFT - D. WIES	\$375.00	\$375.00
154961	8/14/2014	20140806	MICHAEL DUNNING	REIMB: RETIREMENT GIFT - A. ROLETTO	\$375.00	\$375.00
154977	8/14/2014	7314	KING TRENCHLESS	REFUND # 17387	\$350.00	\$350.00
154901	8/7/2014	9476252052	GRAINGER INC	1 EA MOTOR	\$328.40	\$328.40
154881	8/7/2014	7002772198	APPLIED INDUSTRIAL TECHNOLOGIE	6 FALK 0934511	\$323.18	\$323.18
154971	8/14/2014	997720140728	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - JULY 2014	\$318.99	\$318.99
154884	8/7/2014	20140801	LAURIE BRENNER	EXP REIMB: CWEA CONVERENCE REGISTRATION	\$314.00	\$314.00
154917	8/7/2014	52443	NEOPOST INC	1 EA HIGH CAPACITY INK CARTRIDGE - POSTAGE MACHINE	\$292.22	\$292.22
154962	8/14/2014	728964	ENVIRONMENTAL RESOURCE ASSOC	1 QC AMMONIA 1000MG/L, ERA CAT NO. 044	\$280.48	\$280.48
154974	8/14/2014	801889	INTERNATIONAL PAINT LLC	ASTD PAINT	\$277.22	\$277.22
154966	8/14/2014	1183419206	GLACIER ICE COMPANY INC	210 EA 7-POUND BAGS OF ICE	\$277.20	\$277.20
154940	8/7/2014	9728992225	VERIZON WIRELESS	WIRELESS SERV 06/21/14-07/20/14	\$264.06	\$264.06
154955	8/14/2014	20140807.1	AL BUNYI	REIMB: PE LICENSE RENEWAL	\$115.00	\$258.00
	8/14/2014	20140807		TUITION REIMB: SPRING QTR 2014	\$143.00	
154900	8/7/2014	20140731	MICHAEL GILL	EXP REIMB: PARTS & MATERIALS	\$254.89	\$254.89
154993	8/14/2014	20140811	JAMES SCHOFIELD	EXP REIMB: PRE-CHARTERING TEAM	\$252.94	\$252.94

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/02/2014-08/15/2014**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
154930	8/7/2014	20140731	SOUTH POINT HOTEL & CASINO	PRE-PAY HOTEL A ROBLES 9/22 - 9/25/14	\$235.20	\$235.20
154916	8/7/2014	24827406	MOTION INDUSTRIES INC	4 EA BEARINGS	\$215.43	\$215.43
154936	8/7/2014	15128181	TRI DIM FILTER CORPORATION	90 TRI-DEK 15/40 2 PLY PADS	\$209.92	\$209.92
154997	8/14/2014	20140801	SPOK INC	AUGUST 2014 PAGER SERVICE	\$208.12	\$208.12
154953	8/14/2014	17058300	BECK'S SHOES	SAFETY SHOES - D. DATTAWALKER	\$168.61	\$168.61
154922	8/7/2014	245153	RKI INSTRUMENTS INC	2 BATTERY CHARGING MODULES	\$147.83	\$147.83
154969	8/14/2014	3H5665	HARRINGTON INDUSTRIAL PLASTICS	150 FEET 1" HOSE	\$145.52	\$145.52
154975	8/14/2014	20140812	PAULETTE JACOBS-ROBERSON	EXP REIMB: LUNCH FOR SO LAKE TAHOE PUB UTILITY SITE VISIT	\$116.53	\$116.53
154928	8/7/2014	831427541	SHARP BUSINESS SYSTEMS	MTHLY MAINTENANCE BASED ON USE	\$115.71	\$115.71
154902	8/7/2014	1008354	GROENIGER AND COMPANY	ASTD PARTS & MATERIALS	\$106.34	\$106.34
154918	8/7/2014	20140731	SHAWN NESGIS	EXP REIMB: CS SAFETY RECOG GIFT CARDS - JUNE & JULY	\$100.00	\$100.00
154876	8/7/2014	1282	ALAMEDA COUNTY TREASURER	33 ASSESSOR'S MAPS	\$99.00	\$99.00
154938	8/7/2014	9853284	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 07/12/14	\$87.53	\$87.53
154903	8/7/2014	254181	HANIGAN COMPANY INC	1 LOT BUSINESS CARDS - E KULL	\$28.61	\$72.37
	8/7/2014	254180		1 LOT BUSINESS CARDS - L BRENNER	\$43.76	
154996	8/14/2014	20140812	JENNIFER SIO-KWOK	EXP REIMB: LUNCH PO III HIRING INTERVIEW PANEL	\$60.40	\$60.40
154875	8/7/2014	9029358810	AIRGAS NCN	ASTD PARTS & MATERIALS	\$55.35	\$55.35
154964	8/14/2014	20140803	SAMI GHOSAIN	EXP REIMB: RECOG LUNCH FOR ANNUAL SSC CALCULATIONS	\$50.04	\$50.04
154913	8/7/2014	124839	MCIVORS HARDWARE	ASTD PARTS & MATERIALS	\$44.12	\$44.12

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/02/2014-08/15/2014**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
154905	8/7/2014	35569020020140724	HAYWARD WATER SYSTEM	WATER SERV 05/19/14 - 07/16/14	\$30.15	\$30.15
155006	8/14/2014	9853294	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 07/19/14	\$23.62	\$23.62
154919	8/7/2014	224720140724	PACIFIC GAS AND ELECTRIC	SERV TO 07/23/14 CS TRAINING TRAILER	\$23.23	\$23.23
154949	8/14/2014	7002829507	APPLIED INDUSTRIAL TECHNOLOGIE	ASTD PARTS & MATERIALS	\$17.26	\$17.26
154952	8/14/2014	5593935	AT&T	SERV: 06/20/14 - 07/19/14	\$16.36	\$16.36

**Invoices:**

Credit Memos :	2	-325.05
\$0 - \$1,000 :	175	53,918.69
\$1,000 - \$10,000 :	49	139,179.13
\$10,000 - \$100,000 :	12	457,265.33
Over \$100,000 :	0	
<b>Total:</b>	<b>238</b>	<b>650,038.10</b>

**Checks:**

\$0 - \$1,000 :	78	32,599.72
\$1,000 - \$10,000 :	46	151,937.58
\$10,000 - \$100,000 :	12	465,500.80
Over \$100,000 :		
<b>Total:</b>	<b>136</b>	<b>650,038.10</b>

**EBDA Commission Meeting**  
**Thursday, August 14, 2014**  
**9:30 a.m.**

- Commissioners Handley, Diaz, Johnson, Peixoto and Prola were all present.
- The Consent Calendar was approved unanimously and included the Commission Meeting Minutes from July 17, 2014; the List of Disbursements and Preliminary Treasurer's Report for July 2014.
- For the General Manager's report, David Stoops presented information on the replacement of the sodium bisulfite metering pumps at the Marina Dechlorination station. New style pumps will allow significant savings in the use of bisulfite allowing for a short payback period and less bisulfite discharge to the Bay.
- The Commission unanimously approved the reports from the Regulatory Affairs, Operation & Maintenance, Financial Management, and Management Advisory Committees. The following items were discussed:
  - The **Managers Advisory Committee** reviewed the Brown and Caldwell study on recommendations for conducting a condition assessment on the EBDA outfall and diffuser. The group also reviewed upcoming requirements associated with the Nutrient Watershed Permit and reviewed the resolutions going to the Commission.
  - The **Financial Management Committee** reviewed the preliminary expenditure report for FY14, where it appears that EBDA will finish under budget because of low wet weather flows this year and delays in the Brown and Caldwell study. Permit fees were less than budgeted, and USD reimbursed EBDA for legal costs. It was also noted that the Audit has begun and the Commission discussed the appropriate frequency of changing auditors. (5 years seems standard). Mike indicated that all agencies will be receiving a year end refund.
  - The **Regulatory Affairs Committee** discussed that as part of the Regional Nutrient Watershed Permit, an Optimization and Upgrade Report will be prepared to discuss effort and costs to meet potential future nutrient discharge limits.
  - The **O&M Committee** reviewed the 3 resolutions presented to the Commission and recommend approval.
- The Commission unanimously passed resolutions for:
  - Overhaul of Pump No. 3 at Hayward Pump Station for \$18k
  - Engineering services for upgrade of pump controls at Oro Loma Pump Sta. for \$39k
  - Purchase of 3 chemical dosing pumps at the Marina Dechlorination Facility for \$29k
- The Ad Hoc Committee on Joint Powers Agreement held its first meeting (Director Handley to report out)
- Jason Warner reported on the OLSD testing of ammonia removal using Anamox technology. Their test is running at a flow of 21,000 gallons per day for Belt Press filtrate treatment.



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

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

David M. O'Hara  
*Attorney*

**DATE:** August 12, 2014

**MEMO TO:** Board of Directors – Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Manager

**SUBJECT:** Agenda Item No.12c – Meeting of August 25, 2014  
Information Item: **Certificate of Achievement for Excellence in Financial Reporting**

**Recommendation:**

Receive the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association (GFOA). Acknowledge Maria Scott's initiative and contribution for the District receiving national recognition.

**Background:**

The Government Finance Officers Association of the United States and Canada (GFOA) is the professional association of state/provincial and local finance officers in North America, and has served the public finance profession since 1906. GFOA has awarded its Certificate of Achievement for Excellence in Financial Reporting to Union Sanitary District for its fiscal year 2013 Comprehensive Annual Financial Report (CAFR). This award is the highest form of recognition in the area of government accounting and financial reporting. The Certificate Program, which was established in 1945, is designed to recognize and encourage excellence in financial reporting by state and local governments.

This is the eleventh year running that Maria Scott, the District's Principal Financial Analyst, has developed a CAFR report that has been recognized at the national (GFOA) level. She has also served as a GFOA CAFR reviewer this past year for jurisdictions in Florida, Missouri and Virginia.



**Directors**  
Manny Fernandez

Pat Kite

Anjali Lathi

Jennifer Toy

Tom Handley

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

David M. O'Hara  
*Attorney*

**DATE:** August 13, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
David Livingston, T&D Work Group Manager

**SUBJECT:** Agenda Item 12d - Meeting of August 25, 2014  
**THE NATIONAL ASSOCIATION OF CLEAN WATER AGENCIES (NACWA)  
PLATINUM AWARD FOR CALENDAR YEAR 2013**

**Recommendation:**

Present award to Treatment & Disposal Services Workgroup.

**Background:**

Union Sanitary District has received a Platinum Peak Performance Award from the National Association of Clean Water Agencies (NACWA) for the 2013 calendar year. The NACWA Peak Performance Awards recognize member agency facilities for outstanding compliance with their National Pollutant Discharge Elimination System (NPDES) permit limits.

Platinum Awards recognize facilities that have achieved 100% compliance with their National Pollutant Discharge elimination System (NPDES) permits for five consecutive calendar year.

Union Sanitary District has been recognized through the Peak Performance Award Program for the past 21 years and has been presented with 2 Silver Awards, 16 Gold Awards, and 3 Platinum Awards representing five consecutive years of perfect NPDES permit compliance. The Peak Performance Award reflects Union Sanitary District's commitment to excellence in environmental protection. It is through the combined efforts of all District employees, particularly Operations, Maintenance, Laboratory and Environmental Compliance staff, that this achievement is possible.

5072 Benson Road Union City, CA 94587-2508  
P.O. Box 5050 Union City, CA 94587-8550  
(510) 477-7500 FAX (510) 477-7505  
[www.unionsanitary.com](http://www.unionsanitary.com)



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

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

David M. O'Hara  
*Attorney*

**DATE:** August 15, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Rich Currie, General Manager/District Engineer  
Rich Cortes, Business Services Manager  
Kathryn Destafney, Business Services Coach

**SUBJECT:** Agenda Item No. 12.e - Meeting of August 25, 2014  
Information Item: **Annual Reporting of Expense Reimbursements Over \$100**

### **Recommendation**

Information Only.

### **Background**

Section 53065.5 of the California Government Code requires each special district to annually disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district." The Government Code Section also states that this document must be made available for public inspection.

The District complies with this requirement by annually providing the Board with the report listing these expenses for the prior fiscal year period. This document is provided each year in August and maintained in Human Resources along with the Publicly Available Pay Schedule.

Attached is the report of expense reimbursements containing individual charges of at least \$100 for the period July 1, 2013 through June 30, 2014.

Attachment: FY 2014 Employee Expense Reimbursements Over \$100 Report

Union Sanitary District  
Employee Reimbursements Over \$100 - FY 2014  
July 1, 2013 - June 30, 2014

**UNION SANITARY DISTRICT**  
**EXPENSE REIMBURSEMENTS OVER \$100; FY2014**

Employee	Invoice Date	Invoice Description	Amount	Check Date	Check#
ANDERSON, BRIAN	1/13/2014	EXP REIMB: GRADE II OPERATOR CERTIFICATION RENEWAL	230.00	01/16/14	152921
<b>ANDERSON, BRIAN Total</b>			<b>230.00</b>		
ARBOLANTE, ROLLIE	11/22/2013	EXP REIMB: SAFETY RECOGNITION TEAM SWEATSHIRTS	475.07	11/27/13	152454
	11/22/2013	EXP REIMB: C CHURMA RETIREMENT YRS OF SERVICE & BREAKFAST	519.57	11/27/13	152453
	6/25/2014	EXP REIMB: TEAM RECOGNITION LUNCH	145.61	06/26/14	154496
<b>ARBOLANTE, ROLLIE Total</b>			<b>1,140.25</b>		
BAILE, ANDREW	10/30/2013	EXP REIMB: GIFT CARDS EMPLOYEE RECOGNITION BBQ	205.00	10/31/13	152158
<b>BAILE, ANDREW Total</b>			<b>205.00</b>		
BASTIAN, IRMA REGINA	9/18/2013	TUITION REIMBURSEMENT	600.00	09/26/13	151822
	1/16/2014	TUITION REIMBURSEMENT FALL SEMESTER 2013	232.00	01/23/14	152982
	1/16/2014	TUITION REIMBURSEMENT FALL SEMESTER 2013	288.13	01/23/14	152982
<b>BASTIAN, IRMA REGINA Total</b>			<b>1,120.13</b>		
BERZON, JUDI	11/7/2013	EXP REIMB: TSCS WGM APPLICANT HOTEL/QAI SNACKS	124.57	11/14/13	152326
	11/27/2013	TRAVEL REIMB: CALPELRA CONFERENCE	813.66	12/05/13	152537
<b>BERZON, JUDI Total</b>			<b>938.23</b>		
BOSICK, CURTIS	8/29/2013	EXP REIMB: PE LICENSE RENEWAL	115.00	09/05/13	151632
	9/23/2013	EXP REIMB: WEFTEC REGISTRATION & AIRFARE	928.80	09/26/13	151825
	10/22/2013	TRAVEL REIMB: WEFTEC CHICAGO	857.78	10/24/13	152092
<b>BOSICK, CURTIS Total</b>			<b>1,901.58</b>		
BRENNER, LAURIE	10/24/2013	EXP REIMB: CWEA MEMBERSHIP RENEWAL	148.00	10/31/13	152161
	1/6/2014	TUITION REIMBURSEMENT	375.00	01/09/14	152857
	2/26/2014	TUITION REIMBURSEMENT	375.00	02/27/14	153304
	3/12/2014	EXP REIMB: FERAL PROGRAM RECOVERY CUBES	254.13	03/20/14	153508
	3/19/2014	TUITION REIMBURSEMENT	375.00	03/20/14	153507
	6/6/2014	EXP REIMB: AMERICAN SOCIETY FOR QUALITY MEMBERSHIP RENEWAL	156.00	06/12/14	154371
<b>BRENNER, LAURIE Total</b>			<b>1,683.13</b>		
BUNYI, AL	12/10/2013	TUITION REIMB: FALL 2013 LEADERSHIP	281.00	12/19/13	152673
	1/3/2014	REIMB: ASCE ANNUAL DUES	265.00	01/09/14	152859
	6/25/2014	TUITION REIMB: LEADERSHIP SCHOOL SPRING 2014	143.00	06/26/14	154507
<b>BUNYI, AL Total</b>			<b>689.00</b>		
CHAPARRO, PETE	1/2/2014	EXP REIMB: GE JENBACHER TRAINING	238.31	01/09/14	152862
	1/9/2014	EXP REIMB: COLD WEATHER GEAR FOR TRAINING IN WISCONSIN	140.53	01/23/14	152992
	2/25/2014	EXP REIMB: GE JENBACHER TRAINING	215.92	02/27/14	153308
	3/10/2014	EXP REIMB: GE JENBACHER TRAINING	516.05	03/20/14	153510
<b>CHAPARRO, PETE Total</b>			<b>1,110.81</b>		
CHAU, RAYMOND	11/18/2013	EXP REIMB: CIVIL ENGINEER LICENSE RENEWAL	115.00	11/21/13	152391
	12/26/2013	EXP REIMB: RETIREMENT EXPENSES - M PEDRO	517.68	01/02/14	152810
<b>CHAU, RAYMOND Total</b>			<b>632.68</b>		
CHURMA, CAROL	10/3/2013	EXP REIMB: EMPLOYEE RECOGNITION BBQ	158.03	10/10/13	151967
<b>CHURMA, CAROL Total</b>			<b>158.03</b>		
CORTES, RICHARD	11/11/2013	EXP REIMB: PE LICENSE & ASCE/WEF MEMBERSHIP RENEWALS	608.00	11/14/13	152337
	5/19/2014	EXP REIMB: CLASS REG/PORTFOLIO/WEF BOOK	506.91	05/22/14	154163
<b>CORTES, RICHARD Total</b>			<b>1,114.91</b>		
COSTELLO, MITCHELL	8/14/2013	TUITION REIMBURSEMENT	138.00	08/22/13	151499
<b>COSTELLO, MITCHELL Total</b>			<b>138.00</b>		
COURTEMANCHE, CAROL	6/3/2014	EXP REIMB: GRADE II OPERATOR RENEWAL	230.00	06/12/14	154380
<b>COURTEMANCHE, CAROL Total</b>			<b>230.00</b>		
COUTO, FRANK	8/29/2013	EXP REIMB: AIR FARE FOR PRE-PAINT INSPECTION, NEW CS VEHICLES	375.80	09/05/13	151640
<b>COUTO, FRANK Total</b>			<b>375.80</b>		
CURRIE, RICHARD B	8/29/2013	TRAVEL REIMB: CASA CONFERENCE & MISC EXPENSES	1,353.32	09/05/13	151642
	10/14/2013	EXP REIMB: RECOGNITION BBQ GIFT CARDS & CSRMA MEETING PARKING	710.20	10/17/13	152036
	11/22/2013	EXP REIMB: J GILL YEARS OF SERVICE RETIREMENT GIFT	230.00	11/27/13	152468
	12/18/2013	EXP REIMB: J GILL RETIREMENT GIFT-LUNCH/CSRMA BART & PARKING	210.27	12/26/13	152746
	4/30/2014	EXP REIMB: CASA PUBLIC POLICY FORUM & OTHER MISC EXPS	274.98	05/01/14	153954
<b>CURRIE, RICHARD B Total</b>			<b>2,778.77</b>		

Union Sanitary District  
Employee Reimbursements Over \$100 - FY 2014  
July 1, 2013 - June 30, 2014

Employee	Invoice Date	Invoice Description	Amount	Check Date	Check#
DEJESUS, ANTHONY	11/14/2013	EXP REIMB: CWEA TEST FEE CS MAINTENANCE GRADE I	145.00	11/21/13	152398
<b>DEJESUS, ANTHONY Total</b>			<b>145.00</b>		
DEL TORO, MANUEL	4/17/2014	REGISTRATION REIMB: CWEA CONFERENCE	480.00	04/24/14	153868
<b>DEL TORO, MANUEL Total</b>			<b>480.00</b>		
DESTAFNEY, KATHRYN	11/15/2013	EXP REIMB: J MCPHERSON YEARS OF SERVICE RECOGNITION	150.00	11/21/13	152399
	12/30/2013	EXP REIMB: BS SEMI-ANNUAL RECOGNITION LUNCH	484.00	01/02/14	152813
	4/2/2014	EXP REIMB: MANAGEMENT MEETING LUNCH	138.00	04/03/14	153676
	6/11/2014	EXP REIMB: DEBRIEF LUNCH BS EOC SECTION DRILL	178.49	06/12/14	154387
<b>DESTAFNEY, KATHRYN Total</b>			<b>950.49</b>		
ELLIOTT, CHRISTOPHER	3/14/2014	EXP REIMB: PE REGISTRATION RENEWAL	115.00	03/20/14	153519
<b>ELLIOTT, CHRISTOPHER Total</b>			<b>115.00</b>		
FANG, YIN	3/7/2014	EXP REIMB: CWEA MEMBERSHIP RENEWAL	148.00	03/13/14	153448
	5/19/2014	EXP REIMB: CWEA CONFERENCE REG	275.00	05/22/14	154170
<b>FANG, YIN Total</b>			<b>423.00</b>		
FORTNER, MAURICE	6/18/2013	TUITION REIMBURSEMENT: SPRING 2014 LEADERSHIP	167.00	07/11/13	151120
<b>FORTNER, MAURICE Total</b>			<b>167.00</b>		
FULLER, ROSLYN	4/29/2014	TRAVEL REIMB: TYLER CONF - LODGING/MEALS/MILEAGE/TAXI/PARK	1,123.53	05/01/14	153965
	5/15/2014	EXP REIMB: MEETING REG & MILEAGE	120.07	05/22/14	154173
<b>FULLER, ROSLYN Total</b>			<b>1,243.60</b>		
GHOSSAIN, SAMI	1/22/2014	EXP REIMB: CASA WINTER CONF - PALM SPRINGS	924.21	01/23/14	153005
	3/13/2014	EXP REIMB: LODGING/MEALS/AIRFARE/TAXI/PARKING WEF CONF	1,340.91	03/20/14	153526
<b>GHOSSAIN, SAMI Total</b>			<b>2,265.12</b>		
GHOURY, MOHAMMAD	7/16/2013	EXP REIMB: ESRI USER CONF, SAN DIEGO	1,692.74	07/18/13	151186
	10/1/2013	EXP REIMB: GIFT CARDS & CAKE FOR EE RECOGNITION BBQ	387.99	10/03/13	151900
	10/22/2013	EXP REIMB: EE RECOGNITION BBQ RAFFLE	100.00	10/31/13	152179
	1/13/2014	EXP REIMB: EIT TEST & PREP COURSE	675.00	01/16/14	152947
<b>GHOURY, MOHAMMAD Total</b>			<b>2,855.73</b>		
GILL, MICHAEL	7/10/2013	EXP REIMB: MAILLIVE MONITOR NOTIFICATION SERV	360.00	07/11/13	151122
	7/31/2013	EXP REIMB: JULY USA NORTH INVEST SERV TIX - MICROSOFT	259.00	08/01/13	151319
	7/31/2013	EXP REIMB: CABLES FOR ADMIN TELCO & SERVER RMS	133.69	08/01/13	151319
	7/31/2013	EXP REIMB: CORDLESS DRILL TO MOVE/CHNGE RACK-MOUNTED EQPMNT	152.21	08/01/13	151319
	10/23/2013	EXP REIMB: PRE-PAY AIRFARE, LODGING, & PARKING - SIEM TRNG	1,036.71	10/31/13	152180
	1/3/2014	EXP REIMB: SOFTWARE SUPPORT	1,498.75	01/09/14	152873
	1/23/2014	EXP REIMB: SOFTWARE TRNG 1/12 - 1/18/14	298.18	01/30/14	153061
	3/20/2014	EXP REIMB: SOFTWARE SUPPORT MAINTENANCE	199.00	03/27/14	153606
	4/3/2014	EXP REIMB: TRAINING 6/10 - 6/13/14	2,800.75	04/10/14	153753
	4/29/2014	EXP REIMB: SOFTWARE FOR 2 COMPUTERS	350.00	05/01/14	153966
<b>GILL, MICHAEL Total</b>			<b>7,088.29</b>		
GRAVES, THOMAS	11/22/2013	EXP REIMB: 2 EA HONEYBAKED TURKEYS FOR HOLIDAY POTLUCK	129.80	11/27/13	152478
	12/17/2013	EXP REIMB: NEW LAW CONFERENCE	690.58	12/19/13	152691
<b>GRAVES, THOMAS Total</b>			<b>820.38</b>		
GRILLO, TIMOTHY	6/25/2013	EXP REIMB: T&D ANNUAL RECOG LUNCH	253.27	07/03/13	151089
	12/4/2013	EXP REIMB: WEFTEC - OCT 2013	1,928.13	12/12/13	152626
	3/5/2014	EXP REIMB: COMMUNICATION TRNG - NOVEMBER 1-2 2013	630.14	03/06/14	153384
	3/5/2014	EXP REIMB: AIRFARE FOR ANITAMOX SITE VISIT IN LOS ANGELES	197.00	03/27/14	153609
	3/5/2014	EXP REIMB: PE LICENSE RENEWAL	115.00	04/03/14	153683
	6/4/2014	EXP REIMB: CWEA ANNUAL CONF REGIS FEE	300.00	06/05/14	154310
<b>GRILLO, TIMOTHY Total</b>			<b>3,423.54</b>		
HANDLEY, TOM	1/23/2014	EXP REIMB: IPAD & ACCESSORIES PER POLICY 2165	131.87	01/30/14	153065
<b>HANDLEY, TOM Total</b>			<b>131.87</b>		
HARRIS, WILLIAM	1/31/2014	EXP REIMB: PRE-EMPLOYMENT TRAVEL EXPENSES	146.00	02/06/14	153132
<b>HARRIS, WILLIAM Total</b>			<b>146.00</b>		
HERNANDEZ, ALEXANDRO	12/3/2013	EXP REIMB: AIRFARE & REGIS - PITTCO CONFERENCE & EXPO	524.80	12/05/13	152556
	3/17/2014	EXP REIMB: PITTCO CONF LODGING/TIPS/MEALS/TAXI/MILEAGE	1,109.79	03/27/14	153614
<b>HERNANDEZ, ALEXANDRO Total</b>			<b>1,634.59</b>		
HOLSLAG, VIRGINIA	9/25/2013	EXP REIMB: GIFT CARDS FOR EE RECOGNITION BBQ	100.00	09/26/13	151848
<b>HOLSLAG, VIRGINIA Total</b>			<b>100.00</b>		
HOVEY, MIKE	6/6/2014	TUITION REIMBURSEMENT: SPRING 2014 LEADERSHIP	319.96	06/12/14	154400
<b>HOVEY, MIKE Total</b>			<b>319.96</b>		

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JACOB, TODD	10/21/2013	EXP REIMB: MISAC ANNUAL CONFERENCE	524.77	10/24/13	152114
<b>JACOB, TODD Total</b>			<b>524.77</b>		
JACOBS-ROBERSON, PAULET	12/11/2013	EXP REIMB: MANAGEMENT LUNCH MEETING - 12/11/13	153.98	12/12/13	152630
	4/30/2014	EXP REIMB: MANAGEMENT MEETING LUNCH	172.42	04/30/14	Petty Cash
<b>JACOBS-ROBERSON, PAULETTE Total</b>			<b>326.40</b>		
LATHI, ANJALI	10/29/2013	EXP REIMB: IPAD & ACCESSORIES PER POLICY 2165	195.87	10/31/13	152194
<b>LATHI, ANJALI Total</b>			<b>195.87</b>		
LEATH, DAVID	6/5/2014	EXP REIMB: RETIREMENT GIFT - ROBERT LEE	225.00	06/12/14	154404
<b>LEATH, DAVID Total</b>			<b>225.00</b>		
LIVINGSTON, DAVID	9/27/2013	EXP REIMB: CA BIO-SOLIDS ALLIANCE SYMP - SACRAMENTO	293.20	10/03/13	151914
	10/9/2013	EXP REIMB: MUGS FOR T&D - NACWA 20 YEARS RECOG	180.67	10/10/13	151990
<b>LIVINGSTON, DAVID Total</b>			<b>473.87</b>		
LOPEZ, ARMANDO	8/6/2013	EXP REIMB: MEAL FOR TEAM MEETING	155.27	08/22/13	151525
	11/18/2013	EXP REIMB: LUNCH FOR LARRY SIMMERS RETIREMENT	182.32	11/21/13	152415
	11/18/2013	EXP REIMB: LARRY SIMMERS RETIREMENT GIFT	210.00	11/21/13	152415
<b>LOPEZ, ARMANDO Total</b>			<b>547.59</b>		
LOPEZ, MARCO	6/5/2014	EXP REIMB: 2 CWEA GRADE II EXAM FEES	315.00	06/19/14	154463
<b>LOPEZ, MARCO Total</b>			<b>315.00</b>		
LU, DUNG	3/3/2013	EXP REIMB: ELECTRICAL SAFETY TRNG - BURLINGAME	287.14	03/13/14	153460
	2/25/2014	EXP REIMB: MILEAGE FOR CALL-OUTS	114.40	02/27/14	153334
	3/19/2014	EXP REIMB: LODGING/MEALS/MILEAGE/BRIDGE TOLL	444.61	03/20/14	153533
	5/26/2014	EXP REIMB: ACCESS TRAINING - SACRAMENTO	263.69	05/29/14	154251
<b>LU, DUNG Total</b>			<b>1,109.84</b>		
	3/27/2014	EXP REIMB: CWEA ANNUAL CONF REGISTRATION FEE	522.00	04/03/14	153691
<b>LUBINA, MATTHEW Total</b>			<b>522.00</b>		
MARTIN, KATHLEEN	10/30/2013	EXP REIMB: AIRFARE FOR JANUARY 2104 CAPPO CONF	134.80	10/31/13	152198
	1/22/2014	EXP REIMB: CAPPO CONFERENCE, SAN DIEGO	1,100.41	01/23/14	153011
<b>MARTIN, KATHLEEN Total</b>			<b>1,235.21</b>		
MCCORMICK, EDWARD	9/11/2013	EXP REIMB: CASA CONF, SAN DIEGO AUG 2013	794.35	09/19/13	151788
	3/13/2014	EXP REIMB: CASA WINTER CONF, JAN 2014	747.67	03/13/14	153461
<b>MCCORMICK, EDWARD Total</b>			<b>1,542.02</b>		
MCPHERSON, JAMES	8/21/2013	EXP REIMB: REFRESHMENTS FOR CONFINED SPACE TRAINING	141.62	08/22/13	151530
<b>MCPHERSON, JAMES Total</b>			<b>141.62</b>		
MENDOZA, JOSEPH	3/4/2014	EXP REIMB: MEALS & MILEAGE FOR P3S CONF IN ONTARIO, CA	269.52	03/06/14	153395
<b>MENDOZA, JOSEPH Total</b>			<b>269.52</b>		
MORRISON, STUART	7/29/2013	ALT COMP SPEC REC AWARDS, 4TH QTR FY13	3,850.00	08/08/13	151393
	9/18/2013	EXP REIMB: MSA ANNUAL CONF, VENTURA BEACH, CA	941.80	09/19/13	151791
	12/11/2013	EXP REIMB: AIRFARE FOR CASSE BENCHMARKING MEETING FEB 2014	115.80	12/19/13	152704
	1/13/2014	EXP REIMB: AIRFARE & REGISTRATION FEE FOR NASSCO ANNUAL CONF	569.00	01/16/14	152960
	2/24/2014	EXP REIMB: NASSCO ANNUAL CONFERENCE	591.10	02/27/14	153340
<b>MORRISON, STUART Total</b>			<b>6,067.70</b>		
MOY, BRODERICK	9/18/2013	EXP REIMB: SOCIAL COMMITTEE EVENT SUBSIDY	297.17	10/03/13	151920
	9/30/2013	EXP REIMB: TRI-STATE SEMINAR, NEVADA	651.61	10/03/13	151920
	3/19/2014	EXP REIMB: SAFETY SHOES	130.75	03/20/14	153537
	6/3/2014	EXP REIMB: CWEA MEMBERSHIP & CERTIFICATION RENEWALS	317.00	06/05/14	154327
<b>MOY, BRODERICK Total</b>			<b>1,396.53</b>		
NESGIS, SHAWN	7/30/2013	EXP REIMB: INK CARTRIDGES	181.68	08/01/13	151334
	7/30/2013	EXP REIMB: 200 POUNDS "SCATTER" ODOR CONTROL	470.84	08/01/13	151334
	8/23/2013	EXP REIMB: LUNCH - CS WORK GROUP SFTY RECOG	199.68	08/29/13	151589
	9/20/2013	EXP REIMB: MSA ANNUAL CONFERENCE, VENTURA, CA	1,378.57	09/26/13	151862
	10/30/2013	EXP REIMB: GIFT CARDS FOR EE RECOG (LUBINA & NOEGEL)	150.00	11/07/13	152288
	11/20/2013	EXP REIMB: AIRFARE TO BURBANK - CASSE MTG FEB 2014	115.80	11/21/13	152420
	12/19/2013	EXP REIMB: WORK GROUP SAFETY 1 YEAR RECOG LUNCH	288.71	12/26/13	152768
	1/13/2014	EXP REIMB: LUNCH FOR CSW 1 TESTING	137.33	01/16/14	152964
	3/7/2014	EXP REIMB: CS WKGRP SAFETY RECOGNITION BREAKFAST (455 DAYS)	184.88	03/13/14	153464
	4/16/2014	EXP REIMB: CS SAFETY RECOGNITION GIFT CARDS,	125.00	04/17/14	153828
	6/3/2014	EXP REIMB: AIRFARE - MSA E-BOARD MTG, SAN DIEGO	184.00	06/05/14	154329
	6/13/2014	EXP REIMB: CS SAFETY RECOG BREAKFAST (545 DAYS)	196.78	06/19/14	154468
<b>NESGIS, SHAWN Total</b>			<b>3,613.27</b>		

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NICOLETTI, CHRIS	6/28/2013	TUITION REIMBURSEMENT	525.61	07/03/13	151095
	8/27/2013	EXP REIMB: BACKFLOW PREVENTION TRAINING	1,110.00	08/29/13	151590
	2/3/2014	EXP REIMB: COLD WEATHER GEAR FOR TRAINING IN WISCONSIN	150.34	02/06/14	153145
	2/12/2014	EXP REIMB: JENBACHER GENERATOR TRAINING EXPS	187.45	02/13/14	153216
	3/18/2014	EXP REIMB: JENBACHER TRNG - LODGING/MEALS/MILEAGE/TOLL	694.40	04/03/14	153698
<b>NICOLETTI, CHRIS Total</b>			<b>2,667.80</b>		
PACHMAYER, CHRIS	8/22/2013	TUITION REIMB: SUMMER 2013 LEADERSHIP	383.86	08/29/13	151595
	12/18/2013	TUITION REIMB: FALL 2013 LEADERSHIP	323.27	12/19/13	152707
<b>PACHMAYER, CHRIS Total</b>			<b>707.13</b>		
PADILLA, VICTOR	3/3/2014	EXP REIMB: P3S CONFERENCE	241.31	03/06/14	153401
	4/7/2014	EXP REIMB: CWEA EXAM FEES	290.00	04/10/14	153777
<b>PADILLA, VICTOR Total</b>			<b>531.31</b>		
PAREDES, ALEXANDER	6/2/2014	EXP REIMB: NACWA CONFERENCE, MINNEAPOLIS	500.23	06/05/14	154332
	6/24/2014	EXP REIMB: INDUSTRIAL ADVISORY COMMITTEE LUNCH MEETING	160.28	06/26/14	154553
<b>PAREDES, ALEXANDER Total</b>			<b>660.51</b>		
PEDRO, MARY	10/23/2013	EXP REIMB: MANAGEMENT MEETING LUNCH	220.85	10/31/13	152205
	10/24/2013	EXP REIMB: RECOGNITION LUNCH - CIP MEETING	106.71	10/31/13	152205
<b>PEDRO, MARY Total</b>			<b>327.56</b>		
PIPKIN, RIC	2/28/2014	EXP REIMB: COMBINED TEAM MEETING MEAL	262.65	03/06/14	153402
	4/10/2014	EXP REIMB: TEAM SAFETY RECOGNITION BBQ	135.50	04/17/14	153833
	6/10/2014	EXP REIMB: CA BIORESOURCES ALLIANCE SYMPOSIUM	413.28	06/12/14	154414
<b>PIPKIN, RIC Total</b>			<b>811.43</b>		
PORT, DAVE	9/26/2013	EXP REIMB: LUMBER RACK FOR TRUCK T1039	643.09	09/26/13	151865
	11/22/2013	EXP REIMB: JENBACHER GENERATOR TRAINING - LODGING FOR DUSTIN STRASBURG	460.80	11/27/13	152502
	1/28/2014	EXP REIMB: JENBACHER GENERATOR TRAINING - LODGING FOR CHRIS NICOLETTI & PETE CHAPARRO	791.04	02/06/14	153151
	3/10/2014	EXP REIMB: MANAGEMENT MEETING LUNCH	141.80	03/13/14	153469
<b>PORT, DAVE Total</b>			<b>2,036.73</b>		
POWELL, MICHELLE	12/20/2013	EXP REIMB: CASA 2013 ANNUAL MEETING	568.74	12/26/13	152775
	1/28/2014	TUITION REIMB: FALL 2013 LEADERSHIP	244.01	01/30/14	153078
	1/30/2014	PROJECT 426 ROOM RENTAL	306.96	02/06/14	153152
	1/31/2014	EXP REIMB: CASA WINTER CONFERENCE	664.36	02/06/14	153152
	2/19/2014	PROJECT 426 ROOM RENTAL & REFRESHMENTS	242.73	03/06/14	153404
	5/28/2014	EXP REIMB: CAPIO ANNUAL CONFERENCE	409.70	05/29/14	154257
	6/2/2014	TUITION REIMB: SPRING 2014	337.00	06/05/14	154334
<b>POWELL, MICHELLE Total</b>			<b>2,773.50</b>		
RICE, CAROL	2/3/2014	EXP REIMB: BOARD WORKSHOP DINNER	100.00	02/03/14	Petty Cash
	2/28/2014	EXP REIMB: BOARD MEETING & WORKSHOP	150.80	03/06/14	153405
	6/10/2014	EXP REIMB: LUNCH - GM RECRUITMENT QAI	116.02	06/10/14	Petty Cash
<b>RICE, CAROL Total</b>			<b>366.82</b>		
RIVERA III, LOUIS	12/2/2013	EXP REIMB: MILEAGE FOR CALL OUT	152.14	12/05/13	152576
	1/6/2014	TUITION REIMB: FALL 2013 LEADERSHIP	276.37	01/09/14	152894
	6/3/2014	TUITION REIMB: SPRING 2014 LEADERSHIP	290.99	06/05/14	154337
<b>RIVERA III, LOUIS Total</b>			<b>719.50</b>		
ROBLES, AARON	8/5/2013	EXP REIMB: TRI-STATE SEMINAR AIRFARE	193.80	08/08/13	151407
	9/30/2013	EXP REIMB: TRI-STATE SEMINAR	187.13	10/03/13	151931
<b>ROBLES, AARON Total</b>			<b>380.93</b>		
RODRIGUES JR, JOSE	7/22/2013	EXP REIMB: CWEA MID-SUMMER CONFERENCE	762.32	07/25/13	151280
	8/27/2013	EXP REIMB: SITE VISIT C-TEC VEHICLE	400.96	08/29/13	151605
	5/6/2014	EXP REIMB: CWEA CONFERENCE	921.47	05/08/14	154058
<b>RODRIGUES JR, JOSE Total</b>			<b>2,084.75</b>		
RODRIGUEZ, THERESA	8/21/2013	EXP REIMB: MANAGEMENT MEETING LUNCH	144.93	08/21/13	Petty Cash
	6/26/2014	EXP REIMB: MANAGEMENT MEETING LUNCH	166.55	06/26/14	Petty Cash
<b>RODRIGUEZ, THERESA Total</b>			<b>311.48</b>		
ROLETTO, ADRIANNE	8/7/2013	EXP REIMB: ASTD SUPPLIES 2012 CERTIFICATES OF MERIT	150.48	08/15/13	151463
	8/8/2013	EXP REIMB: TSCS WORK GROUP RECOGNITION	716.37	08/15/13	151463
	1/10/2014	EXP REIMB: INDUSTRIAL ADVISORY COMMITTEE LUNCH MEETING	187.78	01/16/14	152967
	1/13/2014	EXP REIMB: FOOD FOR IPACS TRAINING	186.97	01/16/14	152967
	1/23/2014	EXP REIMB: FOOD FOR IPACS TRAINING	215.04	01/30/14	153083
	1/29/2014	EXP REIMB: SAFETY RECOGNITION LUNCH	128.96	02/06/14	153158
	3/12/2014	EXP REIMB: MANAGEMENT MEETING LUNCH	295.77	03/13/14	153473
Page 151 of 180	4/2/2014	EXP REIMB: IAC LUNCH MEETING	311.45	04/10/14	153782
	4/17/2014	EXP REIMB: BACWA MEETING	109.02	04/24/14	153915

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	4/17/2014	EXP REIMB: FRAMES CERTIFICATES OF MERIT	406.20	04/24/14	153915
	4/17/2014	REIMB: 25 YR SERVICE AWD	250.00	04/24/14	153915
	6/23/2014	EXP REIMB: 2013 CERTIFICATES OF MERIT	167.58	06/26/14	154561
<b>ROLETTO, ADRIANNE Total</b>			<b>3,125.62</b>		

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SCHOFIELD, JAMES	9/20/2013	EXP REIMB: 1 YEAR NO SPILLS RECOGNITION	566.04	09/26/13	151870
	10/8/2013	REIMB: 30 YR SERVICE AWARD - RICH CZAPKAY	332.43	10/10/13	152010
	12/3/2013	REIMB: HANSEN 8 UPGRADE RICH CZAPKAY	302.22	12/05/13	152581
	2/4/2014	REIMB: SUPPORT TEAM 1000 DAYS W/OUT INJURY	413.60	02/06/14	153161
<b>SCHOFIELD, JAMES Total</b>			<b>1,614.29</b>		
SCOTT, MARIA	10/25/2013	EXP REIMB: CALPERS EDUCATIONAL FORUM	130.75	10/31/13	152218
	4/9/2014	TUITION REIMB: WINTER QUARTER 2014	1,661.00	04/10/14	153785
<b>SCOTT, MARIA Total</b>			<b>1,791.75</b>		
SEO, JOHN	3/31/2014	EXP REIMB: CWEA AC14 PRE-CONFERENCE	165.00	04/03/14	153705
<b>SEO, JOHN Total</b>			<b>165.00</b>		
SILVA, KRISTINA	1/7/2014	PROJECT 359 LUNCH	130.59	01/09/14	152900
	6/4/2014	PROJECT 414 LUNCH & REFRESHMENTS	125.23	06/05/14	154343
	6/20/2014	EXP REIMB: CIP END OF YEAR RECOGNITION	304.38	06/26/14	154567
<b>SILVA, KRISTINA Total</b>			<b>560.20</b>		
SIMMERS, LARRY	10/2/2013	REIMB: 25 YR SERVICE AWARD - BRIAN ANDERSON	250.00	10/03/13	151939
<b>SIMMERS, LARRY Total</b>			<b>250.00</b>		
SIMONICH, ROBERT	2/24/2014	EXP REIMB: GE JENBACHER TRAINING	474.46	02/27/14	153351
	3/19/2014	EXP REIMB: GE JENBACHER TRAINING	640.73	03/20/14	153549
<b>SIMONICH, ROBERT Total</b>			<b>1,115.19</b>		
SIO-KWOK, JENNIFER	11/13/2013	EXP REIMB: MANAGEMENT MEETING LUNCH	141.62	11/13/13	Petty Cash
<b>SIO-KWOK, JENNIFER Total</b>			<b>141.62</b>		
SOLARI, THOMAS	11/8/2013	EXP REIMB: ISA TRAINING IN BURBANK	452.24	11/21/13	152433
	12/2/2013	EXP REIMB: MILEAGE FOR CALL OUT	138.76	12/05/13	152584
	2/24/2014	EXP REIMB: GE JENBACHER TRAINING	468.94	02/27/14	153352
	3/19/2014	EXP REIMB: GE JENBACHER TRAINING	706.65	03/20/14	153552
<b>SOLARI, THOMAS Total</b>			<b>1,766.59</b>		
STRASBURG, DUSTIN	11/22/2013	EXP REIMB: HYDRAULICS TRAINING MORGAN	175.06	11/27/13	152515
<b>STRASBURG, DUSTIN Total</b>			<b>175.06</b>		
TAI, RUFUS	7/8/2013	EXP REIMB: PMP MEMBERSHIP & PMI	214.00	07/11/13	151144
	10/25/2013	EXP REIMB: DATA WAREHOUSE/BUSINESS	2,295.00	10/31/13	152223
	12/16/2013	TUITION REIMB: FALL 2013 LEADERSHIP	188.08	12/19/13	152717
	5/27/2014	TUITION REIMB: LEADERSHIP SPRING 2014	294.05	05/29/14	154267
	6/25/2014	EXP REIMB: PMI MEMBERSHIP RENEWAL	164.00	06/26/14	154570
<b>TAI, RUFUS Total</b>			<b>3,155.13</b>		
TEALE, TIMOTHY	1/24/2014	EXP REIMB: NACE COATING INSPECTOR LEVEL	242.48	01/30/14	153091
<b>TEALE, TIMOTHY Total</b>			<b>242.48</b>		
TRUONG, KIM	11/21/2013	EXP REIMB: NIGP INTRO SEMINAR SALEM, OR	809.88	11/27/13	152516
	4/29/2014	TUITION REIMB: SPRING QTR 2014	1,355.94	05/01/14	153999
	5/5/2014	TUITION REIMB: SPRING QTR 2014	1,274.95	05/08/14	154068
<b>TRUONG, KIM Total</b>			<b>3,440.77</b>		
VILLANUEVA, AUDREY	9/23/2013	EXP REIMB: FOOD FOR IPACS TRAINING	238.71	09/26/13	151877
	9/30/2013	EXP REIMB: LUNCH FOR INDUSTRIAL	264.69	10/03/13	151946
	6/3/2014	PROJECT 394 LUNCH & REFRESHMENTS	295.15	06/05/14	154352
<b>VILLANUEVA, AUDREY Total</b>			<b>798.55</b>		
WARD, JANINNE	7/24/2013	EXP REIMB: MANAGEMENT MEETING LUNCH	143.12	07/24/13	Petty Cash
	4/30/2014	EXP REIMB: SOCIAL COMMITTEE EVENT SUBSIDY	160.00	05/01/14	154002
	5/22/2014	EXP REIMB: SOCIAL COMMITTEE EVENT SUBSIDY	400.00	05/29/14	154275
<b>WARD, JANINNE Total</b>			<b>703.12</b>		
WEST, SHARON	7/11/2013	EXP REIMB: APA WEBINAR T&A BEST	170.00	07/18/13	151213
<b>WEST, SHARON Total</b>			<b>170.00</b>		
WIES, DONNA	10/9/2013	EXP REIMB: WEFTEC LODGING, MEALS &	649.31	10/10/13	152023
	12/16/2013	EXP REIMB: UTILITY MGMT REG & AIRFARE	1,093.60	12/19/13	152731
	3/10/2014	EXP REIMB: UTILITY MGMT CONFERENCE	890.70	03/13/14	153491
<b>WIES, DONNA Total</b>			<b>2,633.61</b>		
WONG, WILSON	4/30/2014	TUITION REIMBURSEMENT	1,683.00	05/01/14	154003
<b>WONG, WILSON Total</b>			<b>1,683.00</b>		
<b>Grand Total</b>			<b>\$93,173.53</b>		



**Directors**  
Manny Fernandez

Pat Kite

Anjali Lathi

Jennifer Toy

Tom Handley

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

David M. O'Hara  
*Attorney*

**DATE:** August 13, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
David Livingston, Operations Manager, T&D Work Group  
Tim Grillo, R&S Team Coach

**SUBJECT:** Agenda Item 12f - Meeting of August 25, 2014  
Information Item: **PG&E Net Metering Annual True Up**

**Recommendation:**

Information only.

**Background:**

In August, 2011 the District's PG&E Service for the wastewater treatment plant was converted to a Net Energy Metering (NEM) tariff in conjunction with the interconnection of the solar photovoltaic carport project. PG&E issues monthly bills for NEM accounts for energy demand and other service charges. However, the cost of generation and energy related non-generation charges are billed at the end of a 12 month period in order to allow for seasonal variations in energy production. The large bill at the end of the 12 month period is known as the "true up" bill.

Staff has reviewed unbilled energy and non-energy charges monthly throughout the fiscal year and accrued the costs so that the monthly energy costs are accounted for in the month that the power was consumed. A total of \$1,387,093.16 was accrued for the period between August 2013 and June 2014. A true up bill in the amount of 1,462,518.82 was received in August which includes billing for all previously unbilled charges that accumulated between of August 2013 and June 2014, and includes power consumption for the month of July 2014. This payment appears on the current check register. The total FY 14 cost for electricity at the treatment plant was \$1,919,754.02.

Staff will be present to answer any questions.

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

David M. O'Hara  
*Attorney*

**DATE:** August 14, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Sami Ghossain, Manager of Technical Services

**SUBJECT:** Agenda Item No. 12.g – Meeting of August 25, 2014  
Information Item: **Status of Priority 1 CIP Projects at the end of the Fourth Quarter of FY14**

### **Recommendation**

Information Only.

### **Background**

In June 2013, the Board approved the Capital Improvement Program budget for FY14 in the amount of \$ 17.5 million for the design and construction of 24 projects.

These 24 projects are further ranked as Priority 1 and 2 projects based on a criteria prepared by staff and approved by the Executive Team. A copy of the criteria used to prioritize the projects is attached for your reference.

The status of the Priority 1 CIP projects is reviewed by the Executive Team at the end of each quarter and a copy of the status report is attached for the Board's review. For FY14, eleven (11) projects are ranked as Priority 1 projects and the remaining thirteen (13) are ranked as Priority 2 projects.

Also attached is a tabular summary of the number and nature of the ongoing CIP projects at the District during FY14.

RBC/SG;ks

Attachments: Priority 1 CIP Project Criteria  
Priority 2 & 3 CIP Project Criteria  
Priority 1 CIP Projects Status Report  
Summary of CIP Projects for FY 14

## PRIORITY 1 CIP PROJECT CRITERIA

### Priority 1 Projects:

1. Project to repair or prevent an imminent critical infrastructure failure that could result in a threat to the public, or result in permit non-compliance.
2. A project designed to address public health and safety or employee health and safety.
3. Project to provide additional capacity in order to allow connection to the District system or to prevent a potential wet weather overflow from occurring.
4. Projects that have a deadline tied to receiving a loan or grant funding.
5. Projects where we have made a timeline commitment to a customer or other outside stakeholder.
6. A project in which the District may suffer financial losses or claims should the project be delayed.
7. A project which is part of a sequence of projects whose delay could result in delays to other projects at USD or other agencies.
8. A project in which an internal commitment has been made to provide a facility that significantly impacts another group from efficiently and effectively carrying out their core work. (Not a “nice to have” type project)

These criteria can apply to a study, design, or construction project.

## PRIORITY 2 & 3 CIP PROJECT CRITERIA

### Priority 2 Projects

1. These are planned projects related to the replacement of electrical and mechanical equipment identified by the Plant Master Plan – this equipment is not in imminent danger of failure but needs to be replaced at a future date.
2. These are planned pipeline rehab/replacement projects that are identified either by the Master Plan or by the Maintenance staff and need to be completed to improve the condition of existing sewers to safeguard against potential maintenance problems – these pipelines are not in imminent danger of failure.
3. These projects do not have any immediate negative impacts on either other agencies or other projects.
4. Examples: Blacow Road Sewer Replacement, Cast Iron Pipe Replacement, Thickener Mechanism 3&4 Replacement, Rehab of Clarifiers 5&6.

### Priority 3 Projects

1. These are capacity projects identified by the master plans that will address future capacity needs of the District.
2. These projects are place holders and need to be defined at a future date
3. The District will not suffer any financial loss or claim, if these projects are delayed.
4. Examples: Cedar Relief Sewer, Hetch Hetchy Relief Sewer, Digester No. 7, Secondary Clarifiers 7 & 8.

**Priority 1 Projects for FY 14 – Status Report**

	<b>Project</b>	<b>Planned Milestones</b>	<b>Status after 1<sup>st</sup> Quarter</b>	<b>Status after 2<sup>nd</sup> Quarter</b>	<b>Status after 3<sup>rd</sup> Quarter</b>	<b>Status after 4<sup>th</sup> Quarter</b>
<b>1</b>	<b>Front Gate Modifications</b>	Complete design in July 2013 Complete construction in October 2013	Design has been completed but construction was deferred due to the receipt of only one, uncompetitive bid.	Project has been deferred to FY15. It will be combined with a larger project to get more competitive pricing.	Project has been deferred to FY15. It will be combined with a larger project to get more competitive pricing.	Project design will be incorporated into the FY15 Plant Facilities Improvements Project.
<b>2</b>	<b>I680 Sewer Crossing at Sabercat Rd</b>	Start construction in July 2013 Complete construction in October 2013	Construction work started in July. Tunneling work has been completed.	Project is substantially complete as of Nov. 20, 2013.	Project is substantially complete and accepted by the Board.	Project is complete and was accepted by the Board.
<b>3</b>	<b>Newark Basin Sewer Rehab Project (Upper Hetch Hetchy)</b>	Complete design in March 2014 Award Project in May, 2014 Start construction in June 2014	50% design was received in October.	Design continues. Design consultant working on 90% submittal.	Design completed. Project was advertised for bid on 4/2/14.	Project was awarded on May 12 and NTP was issued on June 2, 2014.
<b>4</b>	<b>Boyce Road Lift Station</b>	Complete construction in Sept. 2013 Board visit in October 2013	Project construction has been completed. Board visit is to be scheduled.	Project is substantially complete and Board visited the station on December 19, 2013. CIP is working on a clean-up project to address issues discovered during construction.	Project is substantially complete and Board visited the station on December 19, 2013. CIP is working on a clean-up project to address issues discovered during construction.	Project is complete and was accepted by the Board.  NTP for Phase 2 construction was issued on June 16, 2014 to Pacific Infrastructure.

	<b>Project</b>	<b>Planned Milestones</b>	<b>Status after 1<sup>st</sup> Quarter</b>	<b>Status after 2<sup>nd</sup> Quarter</b>	<b>Status after 3<sup>rd</sup> Quarter</b>	<b>Status after 4<sup>th</sup> Quarter</b>
5	<b>30" Pipe Repair at Hayward Marsh</b>	Complete design in July 2013 Issue NTP in August, 2013 Complete repair in October 2013	Design has been completed and NTP was issued. Testing of the rehabilitated forcemain expected by end of November	Project is substantially complete and accepted by the Board on December 9th.	Project is substantially complete and accepted by the Board on December 9th.	Project is complete and was accepted by the Board.
6	<b>Aeration Internal Lift Pumps</b>	Award Project in July, 2013 Complete installation of Pumps 1 & 2 in November, 2013 Complete installation of Pumps 3 & 4 in March 2014	Project has been awarded. Construction is in progress.	Project is in construction and is on schedule. New Pump Nos. 1 and 2 were installed.	All four lift pumps are installed. Operational testing of Pumps 3 and 4 will go into April.	Project is complete and was accepted by the Board on May 27, 2014.
7	<b>Cogen Project</b>	Complete foundations and Metal Bldg frame in December 2013 Complete installation of the engine generators and the gas conditioning system by March 31, 2014 Complete operational testing in June 2014	Construction is in progress. Contractor worked on underground utility installation.	Project is in construction and is approximately one week behind schedule. Contractor has been asked to put together a recovery schedule.	Project is one month behind schedule. New building is installed. New engine generators and major electrical equipment were delivered to the site. The gas conditioning system is partially delivered.	Project is four to five months behind schedule. Engine commissioning is scheduled to occur by beginning of November 2014.
8	<b>Thickener Control Bldg Modifications Project</b>	Complete design in September 2013 Advertise project for bids in October 2013	100% design submittal is under review, expected to be completed in December.	Project design is in progress but behind schedule due to complex design issues. It will be advertised for bids in Jan.	Project is behind schedule due to complex design issues. Bid opening is scheduled for April 22, 2014.	Board awarded project to GSE Construction on May 27, 2014.

	<b>Project</b>	<b>Planned Milestones</b>	<b>Status after 1<sup>st</sup> Quarter</b>	<b>Status after 2<sup>nd</sup> Quarter</b>	<b>Status after 3<sup>rd</sup> Quarter</b>	<b>Status after 4<sup>th</sup> Quarter</b>
<b>9</b>	<b>MCC Replacement Project, Phase 2</b>	Issue NTP in July 2013 Replace MCCs 13 & 15 by Dec. 31, 2013 Replace MCCs 14 & 27 by March 31, 2014 Complete construction in April 2014	NTP has been issued. Contractor has mobilized and construction is in progress.	Project is in construction and is on schedule.	Replacement of the last two MCC's (14 and 27) was completed in March.	Project is complete and was accepted by the Board on April 28, 2014.
<b>10</b>	<b>RAS Pump Station Rehab</b>	Complete construction in December 2013	Construction is in progress. RAS pump station was temporarily bypassed to facilitate the work.	Project is substantially complete, however one latent CCO work request will be completed in Jan.	Project is substantially complete and accepted by the Board on January 27th.	Project is complete and was accepted by the Board.
<b>11</b>	<b>Thickener Pumps Replacement - Interim</b>	Complete construction in October 2013	Equipment installation has been completed.	Project is substantially complete and accepted by the Board on November 11th.	Project is substantially complete and accepted by the Board on November 11th.	Project is complete and was accepted by the Board.

**SUMMARY OF CIP PROJECTS FOR FY 14**

<b>Type of Project</b>	<b>Number of Projects</b>	<b>Names of Projects</b>
<b>Collection System</b>	<b>Seven</b>	<ol style="list-style-type: none"> <li>1. Cast Iron Lining Project, Phase IV and V</li> <li>2. I-680 Sewer Crossing at Sabercat Road</li> <li>3. Spot Repairs Project, Phase V</li> <li>4. Newark Backyard Sewer Relocation Project</li> <li>5. Upper Hetch Hetchy Sewer Rehab Project</li> <li>6. Pine Street Easement Repair</li> <li>7. Veasy Street Sewer Improvements Project</li> </ol>
<b>Transport System</b>	<b>Four</b>	<ol style="list-style-type: none"> <li>1. Boyce Road Lift Station</li> <li>2. Cherry Street Pump Station Improvements</li> <li>3. Equalization Storage at Alvarado Plant</li> <li>4. Repair of 30" Pipe at Hayward Marsh</li> </ol>
<b>Treatment System</b>	<b>Thirteen</b>	<ol style="list-style-type: none"> <li>1. 3<sup>rd</sup> Degritter System</li> <li>2. 30" Mixed Liquor Pipe Rehab</li> <li>3. Aeration Internal Lift Pump Replacement</li> <li>4. Cogeneration Project</li> <li>5. Headworks Conveyor and Compactor Project</li> <li>6. MCC Replacement Project, Phase II</li> <li>7. Plant Facilities Improvements Project</li> <li>8. PLC replacement Project</li> <li>9. 60" Primary Effluent Pipe Rehab</li> <li>10. RAS pump Station Rehab Project</li> <li>11. Thickener Control Bldg. Improvements Project</li> <li>12. Thickener Pumps Replacement Interim Project</li> <li>13. Front Gate Modifications Project</li> </ol>



**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:** August 18, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
 Sami Ghossain, Manager of Technical Services

**SUBJECT:** Agenda Item No. 12.h – Meeting of August 25, 2014  
 Information Item: **Fourth Quarterly Report on Capital Improvement Program for FY14**

**Recommendation:**

Information only.

**Background:**

In June 2013, the Board approved the Capital Improvement Program (CIP) budget for FY14 in the amount of \$17.5 million for the design and construction of 24 projects. The fourth quarter expenditures for FY14 are shown on the attached budget projection graphs. These graphs depict actual expenditures versus approved budget for the Capacity Fund 900, the Renewal and Replacement Fund 800, as well as for both funds combined.

The total CIP expenditure up to June 30, 2014, was above the projections for the fourth quarter by approximately \$1,364,000. The main projects that incurred more than the projected expenditures are listed below.

These primary variances are tabulated as follows:

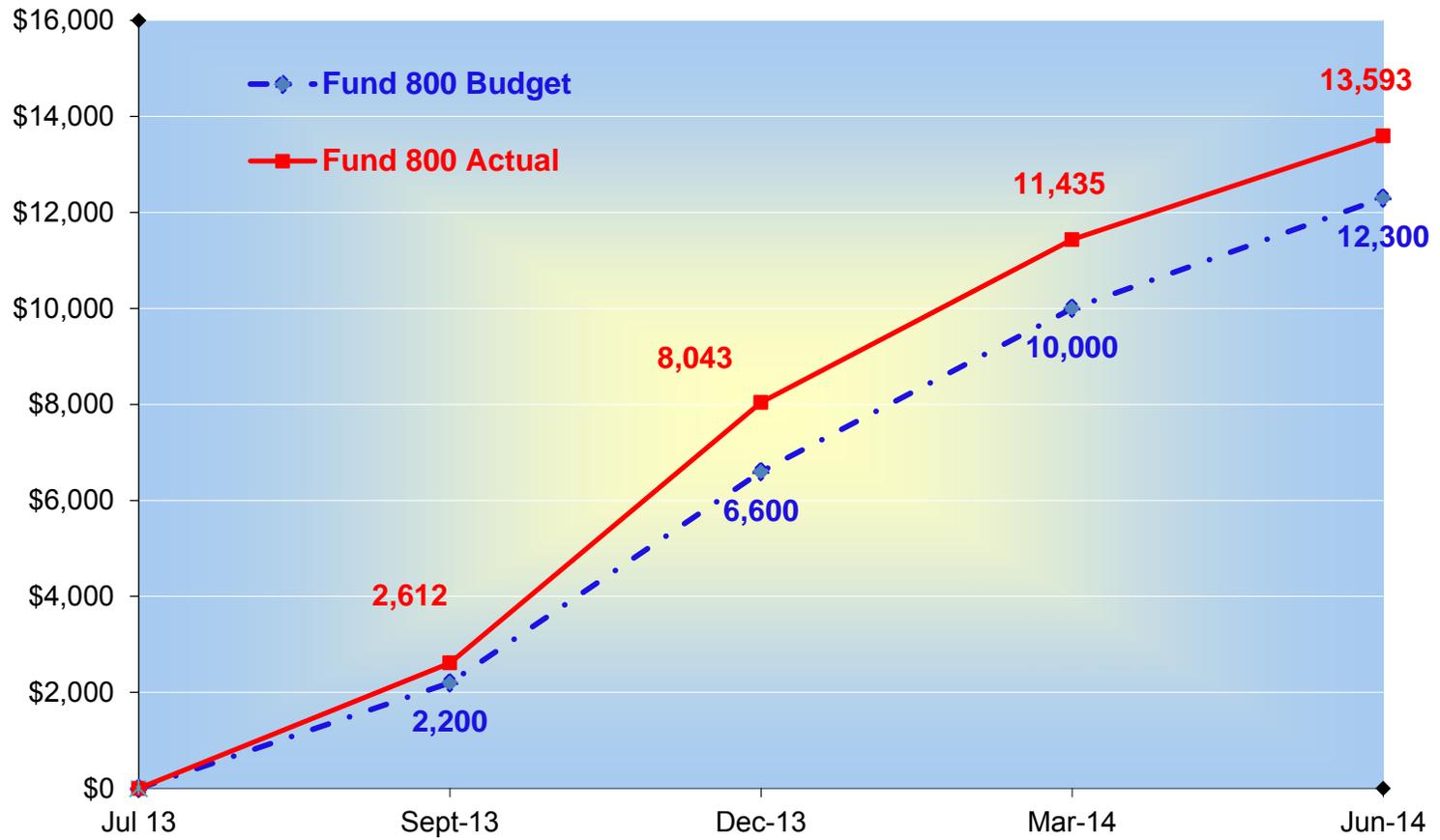
<b>Project</b>	<b>Variance at the end of 4<sup>th</sup> Quarter (x \$1,000)</b>	<b>Comments</b>
Cogeneration	+ 2,284	Equipment delivery and billing is ahead of schedule.

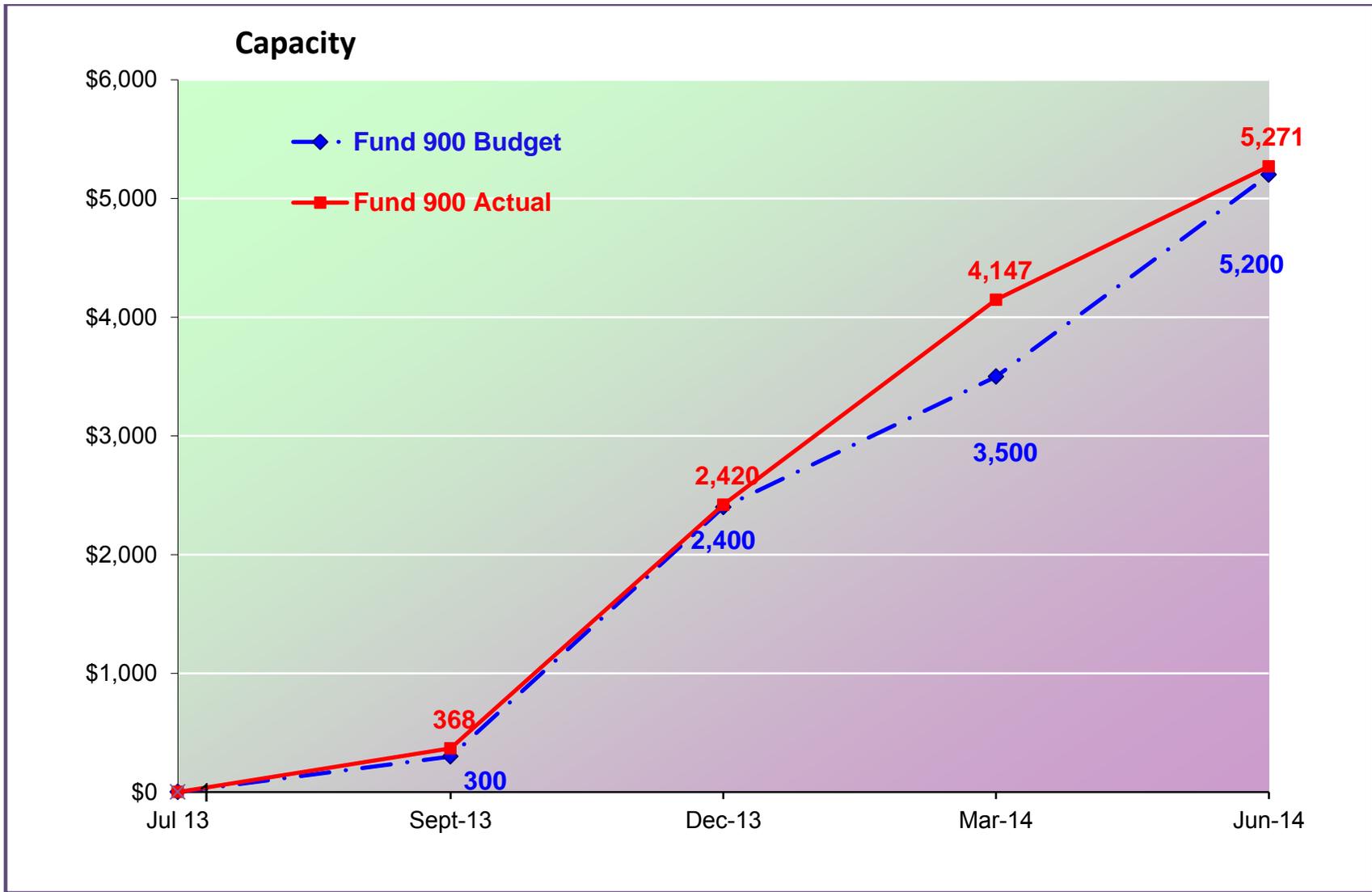
<b>Project</b>	<b>Variance at the end of 4<sup>th</sup> Quarter (x \$1,000)</b>	<b>Comments</b>
Veasy St. Sewer Improvements	- 540	Delays associated with securing a cost-sharing agreement with property owners prevented this project from starting.
Equalization Storage at Alvarado	-450	Design effort was put on hold in light of the Hayward Marsh and Plant Site studies.
Aeration Lift Pumps Project	+450	Final contract amount of pre-purchased pumps and project construction is higher than original budget estimate.
Newark Flat Tops Area Backyard Sewer Relocation – Phase I	- 380	Design delays associated with securing access agreements with residents moved most construction expenditures into FY15.
<b>Total Variance for the 4<sup>th</sup> Qtr.</b>	<b>+ 1,364</b>	

RBC/SG;ks

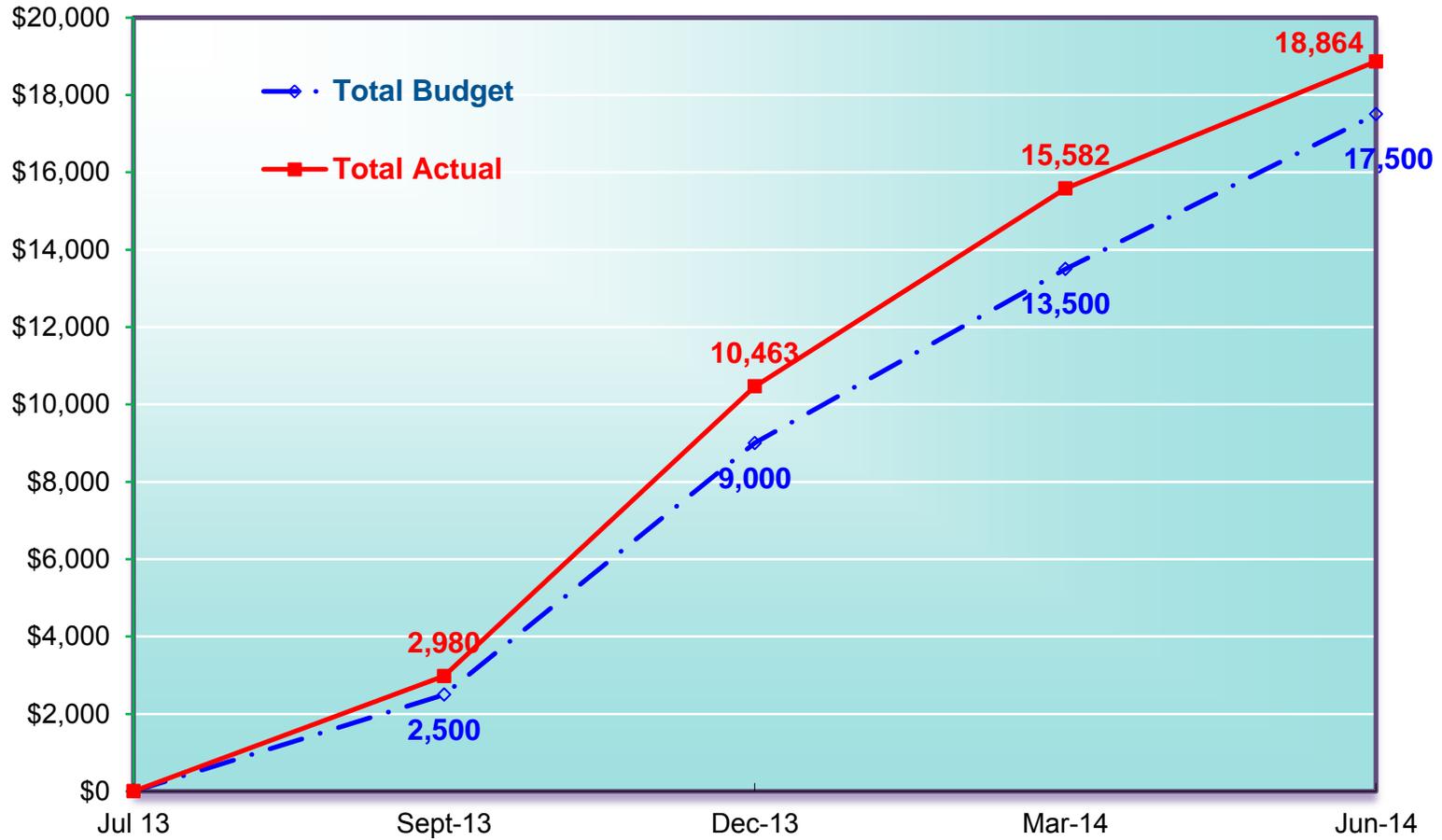
Attachment: Budget Projection Graphs

### Structural R&R





### Total Cumulative





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

David M. O'Hara  
*Attorney*

**DATE:** August 14, 2014

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
David Livingston, Manager Treatment and Disposal Services  
Tim Grillo, R&S Team Coach

**SUBJECT:** Agenda Item 12i - Meeting of August 25, 2014  
**HAYWARD MARSH REHABILITATION OPTIONS STUDY PROJECT**  
**– Status Report**

## **Recommendation**

Information only

## **Background**

Since 1988 the Hayward Marsh (Marsh) has provided the District with 20 MGD of wet weather flow capacity. Sedimentation from the bay has slowly accumulated in the channels and conveyances of the Marsh adjacent to the bay over the last 26 years. In June 2013, a blockage of the inlet to pond 3B occurred (see the attached drawing), and the flow to that basin has stopped. The District has agreed to conduct a planning level study to determine the actions needed to rehabilitate the Marsh and a limited number of options to alternately provide wet weather flow storage capacity.

The current NPDES permit for the Marsh expires in October 2016. The interruption of the flow to pond 3B has made it impossible to conduct a mixing zone study that is required under a special provision of the current NPDES permit. The water board staff has exercised enforcement discretion with regard to the compliance timeline to allow the District to complete the Hayward Marsh Rehabilitation Options Study Project (Project). East Bay Regional Park District (EBRPD), the Marsh operator, has voiced concerns over progressively serious outbreaks of avian cholera and botulism in the Marsh and has asked for the addition of features to help them address the situation. EBRPD Staff have advised that the presence of endangered and federally threatened species within the Marsh will require consideration for construction sequencing and access.

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A request for proposals for the Hayward Marsh Rehabilitation Options Study Project was issued in the fall of 2013. The project was awarded to RMC Water and Environment (Consultant) in December 2013. The General Manager executed an agreement and task order No.1 in the amount of \$49,048 on January 15, 2014. The Board authorized the General Manager to execute Task Order No.2 to fund the remainder of the project for the amount of \$389,730 on February 10, 2014.

Surveying of the Marsh was completed in February 2014. Also, URS Corporation completed soil sampling and analysis in February 2014 under contract with the East Bay Regional Parks District. Analytical results of the sediment testing indicate that the characteristics of the dredging material and pollutant levels are satisfactory for reuse in building low slope levees. The ability to reuse dredging materials on site will substantially help to control the cost of Marsh rehabilitation.

The Project kick-off meeting was held on March 7, 2014. The project team includes representatives from the Consultant, the District, and the EBRPD. The project team agreed to focus on six alternatives for which the consultant would provide conceptual level design and cost estimates. The alternatives are:

1. Baseline Condition – restoration of Hayward Marsh to original conditions – This option will provide for restoration of the Marsh to a state close to the original operating conditions and allow for the addition of measures designed to better control avian botulism and cholera.
2. Restore flow to pond 3B – limited restoration option– This option provides minimal dredging in the inlet to pond 3B, the Northwest channel, and Mixing channels to reestablish flow to pond 3B. Dredged material is to be used onsite to restore levees as available.
3. Use Basin 1 for wet weather equalization only – convert the remaining basins to a muted tidal marsh. Under this option the District would use basin 1 for diverting and storing excess wet weather flow. A pump station would be constructed to return stored wastewater to the EBDA force main. The existing dechlorination station would be reconfigured to chlorinate before return to the EBDA force main. The District would cease to discharge treated wastewater to the rest of the marsh and relinquish the Hayward Marsh NPDES permit. The remaining Marsh basins would be reconfigured as a muted tidal marsh.
4. Use Basin 1 for wet weather equalization only – breach the 2B south levee to allow connection with the Salt Marsh Mouse Preserve – This Option is similar to Option 3 with the addition of removing the southern levee in Basin 2B to connect the Hayward Marsh with tidal influence from the adjacent Salt Marsh Harvest Mouse Preserve.

5. No USD Discharge to Hayward Marsh – use the existing City of Hayward ponds for equalization – Under this option, USD would cease discharge of treated effluent to the Hayward Marsh, The Hayward oxidation ponds would be used for wet weather equalization. The District would need to construct a new pipeline to divert flow from the EBDA pipeline to the Hayward Ponds and a pump station to return stored wastewater to the EBDA force main after peak wet weather events. Grading and other improvements to the Hayward Ponds would be needed as part of this option, as well as a lease agreement with the City of Hayward.
6. No USD Discharge to Hayward Marsh – build wet weather equalization at the treatment plant – Under this option, The District would build effluent equalization storage capacity at the wastewater treatment plant.

Staff met with the Regional Water Board and RMC on April 1, 2014 to provide an update on the operational status of the Marsh and our progress on the Project. The Water Board staff was pleased with the information presented and was supportive of our efforts. We are required to check in with them semi-annually and are planning another project status meeting for September 2014.

A draft Technical Memorandum (TM) for the full restoration of the Marsh was received on April 20, 2014. The planning level cost estimate associated with the full restoration of the Marsh including design and construction management was \$13,050,000. However, after the Project team's discussion at the baseline conditions workshop held on May 8, 2014, the scope was revised to reduce the amount of dredging so that the associated costs would likely be in the \$8,000,000 to \$10,000,000 range. RMC is currently working to finalize the TM for the baseline condition. A draft TM summarizing the details of the remaining options and planning level costs was received on June 16, 2014.

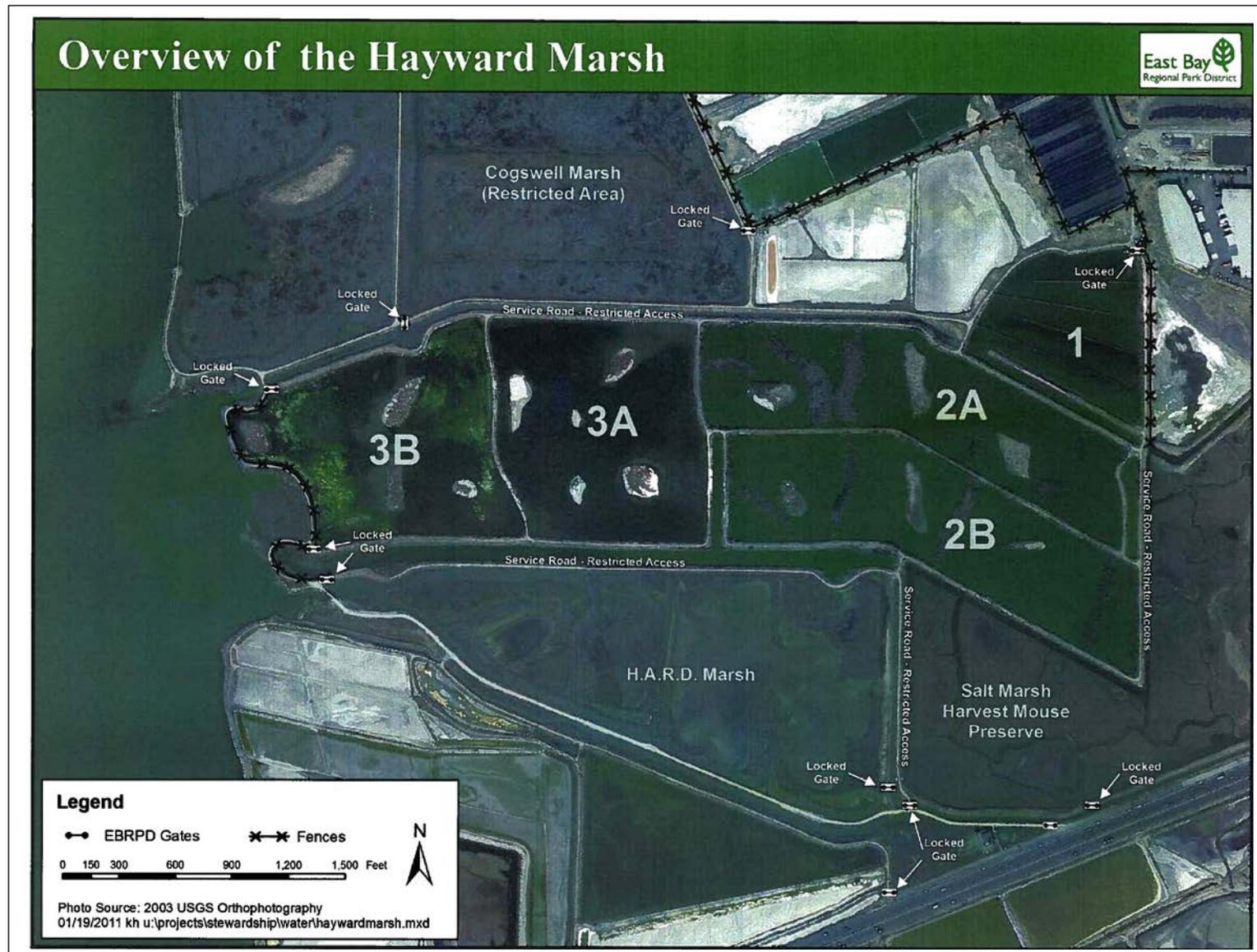
EBRPD met with USD staff on June 26, 2014 and requested that the review and evaluation of project alternatives be postponed until further revisions to the baseline condition alternative are made. Staff has recommended that many of these improvements be captured as a seventh option and that the cost of evaluating that option be born by the EBRPD. RMC has prepared a draft cost estimate and a schedule to accommodate the scope increase. Staff is negotiating the cost with RMC and EBRPD.

Delivery of the remaining activities including the finalized options TM, options workshop, Options Evaluation TM, options evaluation workshop, stakeholder workshop, and Draft and Final TM detailing the recommended project will be rescheduled once a contract amendment and schedule are executed in August 2014.

RMC has submitted applications on the District's behalf for grant funding for the Project under the Bay Area Integrated Regional Water Management Program (IRWMP). We

have preliminarily requested \$5 million dollars in funding as part of the BACWA regional nutrient project, a shoreline resiliency working group regional project, and as an independent sub-regional project. The original schedule for the Project was accelerated to meet the original IRWMP grant selection process. However, in March 2014, Governor Brown directed the Department of Water Resources, who oversees the IRWMP, to expedite and prioritize projects designed to provide draught relief. The consideration of non-draught related projects has been pushed to calendar year 2015.

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# Union Sanitary District Announces New General Manager

*Paul Eldredge has joined the District as its General Manager.*

By Autumn Johnson (Patch Staff) (/users/autumn-johnson-a3d5026b)

Updated August 13, 2014 at 6:56 am 0 (http://contribute.patch.com/moderation/24083066)

Union Sanitary District (USD) is pleased to announce that Paul Eldredge has joined the District as its General Manager. Mr. Eldredge was chosen to replace Richard Currie, who has served as USD's General Manager since 2003 and will retire in September after a 23-year career at the District.

Eldredge comes to USD from the City of Brentwood, where he served as City Manager for three years. Prior to that, he held the positions of Assistant City Manager, Assistant Public Works Director, Assistant City Engineer, and Associate and Senior Engineer. In total, his career at the City spanned 17 years.

"I have always been partial to wastewater management and engineering," says Eldredge. "USD has a world-class workforce that is dedicated to protecting public health and San Francisco Bay, and I look forward to leading an organization that is known as one of the best-managed



Districts in the United States.”

Eldredge holds a Master’s Degree in Business Administration from Colorado State University. He is a graduate of California State University Sacramento with a Bachelor’s Degree in Civil Engineering and is a Registered Civil Engineer in California and Hawaii. He has lived in the Bay Area since 1997.

“Paul’s involvement in the development of Brentwood’s

infrastructure, including a tertiary treatment facility and several pump stations, and his experience as a City Manager with strategic planning, budget preparation and labor negotiations make him a great fit for USD," says Richard Currie. "Paul is a hard worker and has a positive attitude. He shares many of our organization's values, including providing great service to our customers, enhancing the environment, and ensuring that our ratepayers' dollars are spent wisely."

Union Sanitary District operates a 30 million gallon per day wastewater treatment facility in Union City, and provides collection, treatment and disposal services to the cities of Fremont, Newark and Union City. For more information, visit [unionsanitary.ca.gov](http://unionsanitary.ca.gov) (<http://unionsanitary.ca.gov/>).

*—Information and photo provided by Union Sanitary District*

Photo: Paul Eldredge

UNION CITY CLAIMS \$140,000 LOSS

# Financial consultant is sued

Officials: Firm failed to report sanitation rate hikes to assessor

By Chris De Benedetti  
cdebenedetti@bayareanewsgroup.com

UNION CITY — The city has sued a financial consultant, saying that errors in handling a sanitation rate hike cost the city nearly \$140,000, according to court doc-

uments.

Willdan Financial Services and Union City have negotiated for months over the money, but city leaders filed the lawsuit Friday after talks stalled, City Attorney Benjamin Reyes said.

"Willdan has not met any of the demands that the city has presented to date," Reyes said.

Two other California communities have also accused the Anaheim company of costly errors.

A Willdan Financial Services representative could not be reached for comment for this story.

Union City hired the firm in 2012 to calculate rate increases for solid waste, recycling and stormwater services and to give that information to the Alameda County assessor.

But the calculations that Willdan Financial Services submitted to the assessor didn't include the

rate increases and the company "didn't have a reasonable explanation as to why they failed to do so," Reyes said.

Had the consultant's information been correct, the county assessor would have collected more money on the property owners' annual property tax bills, city leaders said.

Instead, the company's error resulted in "under-collected" fees, creating a deficit of at least

\$139,746, the city stated in court documents.

Willdan Financial Services has acknowledged its mistake but has not repaid the city, suggesting instead that it bill property owners to recoup the loss, Reyes said.

Union City refused, however, because that would incorrectly imply that ratepayers or staffers were at fault, city leaders said.

See **WILLDAN**, Page 4

B4 BAY AREA NEWS GROUP 113

## Willdan

Continued from Page 1

"We were saddened when Willdan refused to take responsibility for their costly error," City Manager Larry Cheeves said in a written statement. "It would not be right to make the residents and businesses pay for the mistakes of a consultant."

The city of Glendale announced last month that it had sued the company, al-

leging that a wrong calculation in a water-rate study cost the city \$9 million.

Leaders in McKinleyville, an unincorporated Humboldt County community, discovered last year that it lost \$400,000 because of a mistake Willdan made in its 2011 water-rate analysis, according to the McKinleyville Press.

Contact Chris De Benedetti at 510-353-7011. Follow him at [Twitter.com/cdebenedetti](https://twitter.com/cdebenedetti).

\$7 BILLION PROPOSAL 8/12/14

# Water bond deal is 'close'

Deadline extended two days: Pared-down measure would go for more storage, cleanup

By Jessica Calefati

[jcalefati@bayareanewsgroup.com](mailto:jcalefati@bayareanewsgroup.com)

With a deadline looming to strike a deal on a state water bond, Gov. Jerry Brown and legislative leaders on Monday floated a roughly \$7 billion proposal they insist will help California weather future droughts.

The package — including provisions to boost water storage and clean up tainted groundwater — would replace a bloated \$11 billion bond already on the November ballot but which many state leaders fear voters will reject.

"In public policy, as in life, everyone wants what they want, but in the end you strike a compromise," Senate President Pro Tem Darrell Steinberg told reporters on Monday. "This is an excellent framework for a bond."

The new \$6.995 billion bond, drafted around midnight Sunday, would put more than a third of

## ONLINE EXTRA

For more coverage of California water and drought issues, go to [www.cadrought.com](http://www.cadrought.com).

See **BOND**, Page 6

## Bond

Continued from Page 1

the money into dams, reservoirs and other storage projects — a provision essential to winning Republican support for the pared-down measure.

But it's not yet clear if it has enough support to clear the Legislature by a midweek deadline. The package has already drawn sharp criticism from environmental activists who fear Brown will use some of the money to finance his controversial plan to siphon off water from the fragile Sacramento Delta through tunnels built below it.

"This plan has been touted as 'tunnel neutral,' but the loopholes are large enough to drive several tunnel boring machines through," said Jonas Minton, water policy director for the Planning and Conservation League.

Although the bond proposal includes language forbidding any money from being spent on building tunnels that could pipe water from the San Joaquin River to Central Valley farmers and Los Angeles-area water users, it doesn't block funds from being spent in other ways that could benefit the project, Minton said.

"Billions of dollars in public funds are at stake, and legislators aren't even being given sufficient time to do their due diligence and ensure that the public will actually receive the benefits that are being touted," Minton said.

The plan allocates \$2.5 billion for water storage projects, \$1.47 billion for ecosystem and watershed restoration projects and \$850 million for cleanup of groundwater that's used for drinking.

When the new water bond proposal is unveiled, it will be known as Senate Bill 866 — a gutted and amended version of a bill to tax fireworks.

On Monday, lawmakers approved an emergency measure that will buy them a little more time to complete the deal.

## Voter guides

California law requires the Secretary of State to distribute voter information guides to the public 40 days before a general election. If printing had started late Monday evening as scheduled, the booklets would have included details of the \$11.14 billion water bond lawmakers approved five years ago that Democrats desperately want to replace.

So instead, on Monday, the Legislature approved,

and Brown signed, Assembly Bill 1945, which allows the state to distribute the guides two days later than the legally required date, and SB 867, which renumbers the ballot measures to put the water bond at the top of the list voters will consider in November. Measures at the top of the ballot are thought to have a better chance to pass.

Brown has also agreed to dedicate an additional \$200 million from bonds voters already approved to the projects the new water bond will finance, bringing the total amount the state will spend to \$7.195 billion.

## Opportunity for GOP

Republican legislative leaders have not formally endorsed the new \$6.995 billion water bond proposal, but Senate Republican Leader Bob Huff, R-Diamond Bar, said on Monday he thought members of both parties were "close" to reaching a deal they could all support. Despite being in the minority, Republicans have a rare opportunity to push their priorities with the water bond because it requires two-thirds support in the Legislature.

Assembly Republican Leader Connie Conway, R-Tulare, on Monday lamented that the plan fell short of the \$3 billion worth of water storage the GOP has sought, but she said she hoped a compromise measure would replace the bond now scheduled for the Novem-

Environmental activists also took issue with the storage funding plan, arguing that it favors surface over groundwater storage and excludes North Coast and Central Coast communities, including Santa Cruz, from having a chance to win a portion of the money.

If voters approve the new bond measure, it would give funding preference to projects with recreational value. Because reservoirs can be used for boating and water sports, they will always score higher than groundwater projects, said Kathryn Phillips, executive director of Sierra Club California.

"This plan doesn't level the playing field," Phillips said. "It's designed for a select few Central Valley projects — Sites Reservoir, Shasta Dam, Temperance Flat Dam — and doesn't provide the public benefit that justifies public money being spent on them."

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NEWARK UNIFIED SUPERINTENDENT'S FATE

# Secrecy of vote

# criticized

## Board violated state's open meetings law, advocate contends

By Chris De Benedetti  
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NEWARK — The school board is negotiating a new superintendent's contract this week as a question arose over whether the board violated the state's open meetings law.

On Friday, board members rejected Superintendent Dave Marken's attempt to rescind his resignation, then refused to reveal how each member voted. That refusal violated state law, an open meetings expert said this week.

But the district's attorney, Lou Lozano, said his view "at the time" was that trustees only need to report votes on motions that pass.

However, the board's at-

tempted secrecy violated state law, said Terry Francke, founder of Californians Aware, a nonprofit organization dedicated to open government. The Brown Act says local government boards must report how each member voted on any action taken, Francke said.

"What (the board is) saying is it's all in how you formulate the motion, and I don't believe the Brown Act puts up with such exercises in semantics," he

said. "The public has a right to know who did what on that issue, no matter how the motion was framed."

Lozano said Wednesday that he did not have the Brown Act statutes in front of him when "the question was posed on the fly" at the meeting.

"The law is not always black and white," Lozano said. "My view at the time was that it is

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"What (the board is) saying is it's all in how you formulate the motion, and I don't believe the Brown Act puts up with such exercises in semantics."

— Terry Francke,  
founder of Californians Aware

## Newark

*Continued from Page 1*

not legally required.”

The board this week revealed only that a motion for Marken's request to stay with the district lost on a 3-2 vote.

Trustees will consider saying how each member voted when they meet Tuesday, board President Nancy Thomas said.

“I think reporting out our votes should be done at a regular board meeting with board member consent,” she said in an email. “Or as a correction if it was a Brown Act violation, which our attorney has said it is not.”

Thomas has not revealed how she voted but said: “I have always supported Dr. Marken and have not wanted him to leave.”

Board members Charlie Mensinger and Gary Stadler said this week that they voted against letting Marken rescind his resignation. Trustee Ray Rodriguez declined to comment, and Jan Crocker could not be reached for this story.

At Friday's meeting, the board interviewed an unidentified superintendent candidate in closed session for more than two hours and announced it had selected a finalist.

Earlier this week, Lozano said he called Marken to say the board felt it “might be in their best mutual interest” if he stepped down sooner than his Sept. 30 resignation date. Marken said he was asked to leave to make room for

the new superintendent. His last day now is Friday.

That move has further angered Marken supporters already upset that his offer to stay was rejected.

Asking him to leave early “seems odd because wouldn't the district be stronger if the new superintendent has collaborative overlap with the current one?” said Noel Doot, a Newark special education aide. “I hope this isn't the case, but it seems rather insulting and retaliatory, like the board is saying, ‘Look what we can do.’”

Lozano said Newark Unified's five trustees deserve praise.

“The board members are good people; they want to do well, and their only interest is in making the school district better,” he said.

The new superintendent will be announced when contract negotiations are finished, perhaps as soon as Thursday, district leaders said.

For his supporters, Marken's offer to stay was a chance to heal the district's divisions. But that opportunity was lost with Friday's vote, Doot said.

“There was widespread disappointment and there were tears,” she said. “It was clear what the public wanted the board to do, and they had every opportunity to redeem themselves, to change their minds with grace. But they didn't.”

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## RESIDENTIAL CUSTOMERS OFF HOOK FINANCIALLY

# Few water-wasting fines

Overuse in East Bay is outlawed; in S.F., only large users to take hit

By Denis Cuff

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OAKLAND — Two of the Bay Area's largest water agencies on Tuesday took steps to reduce outdoor water use, but stopped

short of penalizing residential customers.

Responding to a state water board push for stronger conservation measures statewide, the East Bay Municipal Utility District Board outlawed water-wasting practices such as flooding gutters and watering lawns more than twice a week — practices it previously only asked

customers to avoid.

The board, however, said it wouldn't fine customers as is done in some other areas, such as Dublin, Santa Cruz and Sacramento.

EBMUD customers had already been asked to reduce water use by 10 percent. Officials said formally banning water-wasting practices underscores

the severity of the need to save this year, and they believe the wasters are shaping up when given written or verbal warnings by an enlarged crew of district water watchers.

"We think the public is getting the message to save water," said Abby Figueroa, an EBMUD

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## Save

Continued from Page 1

spokeswoman. "We prefer to use a softer approach with an emphasis on public education."

The district's 1.3 million customers in Contra Costa and Alameda counties have met EBMUD's goal of reducing water by 10 percent this year, she noted. But the district has fallen well short of Gov. Jerry Brown's request for all Californians to reduce their use 20 percent.

EBMUD Board President Andy Katz, of Berkeley, said district customers have done well considering that a recent state survey showed Californians as a whole have cut back only about 3 percent from last year.

"A brown lawn is a badge of honor," Katz said.

Not a single customer spoke Tuesday afternoon on the emergency drought ordinance before it was approved on a 7-0 vote.

Among the practices banned are using a hose without a shut-off valve to wash cars or boats, using potable water to wash sidewalks or pavements or to fill fountains that do not recirculate, and watering landscaping other than potted plants more than twice a week.

If a customer ignores repeated warnings to stop wasting, the district has the power to restrict or turn off water flows to homes or businesses. The district hasn't yet had to take that step this year, officials said.

The number of public complaint calls to the district is skyrocketing, in-

creasing from 10 calls in June to 211 in July, Figueroa said. To respond, the district has added two more conservation specialists, bringing to 15 the number of employees on staff who deal with complaints.

The East Bay district is in better shape than many water suppliers this year because it tapped a new water supply from the Sacramento River that took decades to plan and deliver.

"Our diversity of sources is one of the reasons we're in relatively good shape," said Katy Foulkes, a water board member from Piedmont.

Meanwhile, the board of the San Francisco Public Utilities Commission voted to require a mandatory 10 percent reduction in outdoor water use from customers across the city. But in practice, the rules

will only be enforced on the 1,600 large irrigation customers in San Francisco, which include schools, parks and shopping centers.

Those large users will be given a monthly water allocation equal to 90 percent of their 2013 use, and will be charged penalties for going beyond it. The amount of the penalties is expected to be set at the commission's Aug. 26 meeting.

Other residential and commercial property owners will not be given monthly water allocations or face penalties.

*Paul Rogers contributed to this report. Contact Denis Cuff at 925-943-8267. Follow him at Twitter.com/deniscuff.*