

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
March 14, 2016**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Manny Fernandez, Director

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
Armando Lopez, Treatment & Disposal Services Manager
Pamela Arends-King, Business Services Manager/CFO
James Schofield, Collection Services Manager
Chris Pachmayer, Electrical/Support Team Coach
Nina Narvaez, Administrative Specialist
Regina McEvoy, Assistant to the General Manager/Board Secretary

GUEST: Grace Chow, Brown and Caldwell Vice President

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 22, 2016

It was moved by Secretary Kite, seconded by Director Lathi, to approve the Minutes of the Meeting of February 22, 2016. Motion carried with the following vote:

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

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING BOARD WORKSHOP OF FEBRUARY 23, 2016

It was moved by Secretary Kite, seconded by Vice President Handley, to approve the Minutes of the Special Meeting Board Workshop of February 23, 2016. Motion carried with the following vote:

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

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

APPROVE THE PUBLICLY AVAILABLE PAY SCHEDULE

This item was reviewed by the Personnel Committee. Business Services Manager/CFO Arends-King stated the Publicly Available Pay Schedule (PAPS) had been updated to include the following:

- Adjustment of 3.5% for the March 1, 2016, negotiated Classified employee salary increases.
- Addition of the Collection Systems Trainer position, approved at the February 8, 2016 Board meeting.
- Changed Coach, Total Plant Operations to Coach, Wastewater Plant Operations to match title information in the Human Resources Information System (Optimum).
- Changed title of Technical Training Program Coordinator to Training and Emergency Response Program Manager, approved by the Executive Team.
- Corrected salary for Purchasing Agent.

The PAPS is mandated by CalPERS and is designed to ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation. Staff recommended the Board approve the PAPS effective March 1, 2016.

It was moved by Director Lathi, seconded by Secretary Kite, to Approve the Publicly Available Pay Schedule Effective March 1, 2016. Motion carried with the following vote:

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

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UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2016		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting Tech Specialist	\$3,147.67	\$3,826.02
Accounting Technician II	\$2,797.93	\$3,400.90
Administrative Specialist I	\$2,486.23	\$3,022.02
Administrative Specialist II	\$2,617.08	\$3,181.07
Assistant Engineer	\$3,596.80	\$4,720.81
Assistant to the General Manager	\$3,088.87	\$4,054.14
Assistant Storekeeper	\$2,417.57	\$2,938.57
Associate Engineer	\$4,022.80	\$5,279.92
Buyer I	\$2,726.87	\$3,579.02
Buyer II	\$3,029.86	\$3,976.69
Chemist I	\$3,420.89	\$4,158.11
Chemist II	\$3,591.94	\$4,366.02
Coach, Business Services	\$4,641.14	\$6,091.50
Coach, Capital Improvement Projects	\$5,355.22	\$7,028.73
Coach, Collection Services	\$4,291.62	\$5,632.75
Coach, Customer Service	\$5,355.22	\$7,028.73
Coach, Electrical & Instrumentation	\$4,368.06	\$5,733.08
Coach, Environmental Compliance	\$4,386.22	\$5,756.91
Coach - Mechanical Maintenance	\$4,289.80	\$5,630.36
Coach, Research & Support/Sr. Process Engineer	\$4,765.42	\$6,254.62
Coach, Wastewater Plant Operations	\$4,330.69	\$5,684.03
Collection System Worker I	\$2,568.64	\$3,122.20
Collection System Worker II	\$2,825.52	\$3,434.44
Collection System Trainer	\$3,263.47	\$3,966.77
Communications & Intergovernmental Relations Coordinator	\$3,690.74	\$4,486.11
Construction Inspector I	\$2,988.77	\$3,632.87
Construction Inspector II	\$3,287.64	\$3,996.15
Construction Inspector III	\$3,419.16	\$4,156.01
Customer Service Fee Analyst	\$2,841.04	\$3,453.30
Engineering Technician I	\$2,883.79	\$3,505.27
Engineering Technician II	\$3,172.17	\$3,855.80
Engineering Technician III	\$3,489.40	\$4,241.38
Environmental Compliance (EC) Inspector I	\$2,823.46	\$3,431.94
Environmental Compliance (EC) Inspector II	\$3,176.46	\$3,861.01
Environmental Compliance (EC) Inspector III	\$3,525.87	\$4,285.72
Environmental Compliance (EC) Inspector IV	\$3,772.69	\$4,585.72
Environmental Control (EC) Outreach Representative	\$3,525.87	\$4,285.72
Environmental Health and Safety Program Manager	\$3,945.26	\$4,378.15
Environmental Program Coordinator	\$3,968.49	\$5,208.64
Fleet Mechanic I	\$2,847.98	\$3,461.74
Fleet Mechanic II	\$3,189.74	\$3,877.15
General Manager	\$7,446.35	\$9,772.11
Human Resources Manager	\$4,832.03	\$6,342.04

Effective March 1, 2016

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Human Resources Analyst II	\$3,350.31	\$4,397.29
InformationTechnology Administrator	\$4,635.89	\$6,084.60
Information Technology Analyst	\$3,237.58	\$4,249.32
Instrument Tech/Electrician	\$3,508.12	\$4,264.14
Janitor	\$1,904.81	\$2,315.31
Junior Engineer	\$3,237.12	\$4,248.72
Laboratory Director	\$4,254.93	\$5,171.90
Lead Collection System Worker	\$3,108.07	\$3,777.88
Maintenance Assistant	\$1,223.86	\$1,487.61
Manager, Business Services	\$6,598.22	\$8,660.17
Manager, Collection Services	\$5,819.59	\$7,638.22
Manager, Maintenance	\$5,819.59	\$7,638.22
Manager, Technical Services	\$6,401.55	\$8,402.03
Manager, Treatment & Disposal Services	\$5,819.59	\$7,638.22
Mechanic I	\$2,881.20	\$3,502.12
Mechanic II	\$3,226.96	\$3,922.39
Mechanic XL	\$3,388.00	\$4,118.52
Organizational Performance Program Manager	\$4,197.08	\$5,508.67
Painter	\$2,961.14	\$3,599.28
Planner/Scheduler I	\$3,307.95	\$4,020.83
Planner/Scheduler II	\$3,557.17	\$4,323.76
Plant Operations Trainer	\$3,907.71	\$4,749.85
Plant Operator I	\$2,748.75	\$3,341.12
Plant Operator II	\$3,051.12	\$3,708.66
Plant Operator III	\$3,489.02	\$4,240.92
Plant Operator XL	\$3,663.20	\$4,452.97
Principal Engineer	\$4,845.20	\$6,359.33
Principal Financial Analyst	\$3,850.64	\$5,053.97
Purchasing Agent	\$3,818.44	\$5,011.71
Receptionist	\$2,173.95	\$2,642.45
Senior Accountant	\$3,488.23	\$4,578.30
Senior Database Administrator / Developer	\$4,071.23	\$5,343.50
Senior Engineer	\$4,311.57	\$5,658.94
Senior Geographic Information System (GIS)/Database Administrator	\$4,071.23	\$5,343.50
Senior Information Technology Analyst	\$3,597.31	\$4,721.47
Senior Network Administrator	\$3,943.39	\$5,175.70
Senior Planner/Scheduler	\$3,881.24	\$5,094.14
Senior Process Engineer	\$4,311.57	\$5,658.94
Storekeeper I	\$3,056.92	\$3,715.71
Storekeeper II	\$3,209.76	\$3,901.49
Training and Emergency Response Program Manager	\$3,781.44	\$4,963.14
Utility Worker	\$2,346.68	\$2,852.40

Effective March 1, 2016

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Board of Directors: Directors meet or serve in their official capacity 3 – 12 times per month with a maximum of six paid meetings/month at a rate of \$212.10 per meeting and are paid for a maximum of one meeting per day.		

Approved by:



President, Board of Directors

Date:

3/8/16

AWARD THE CONSTRUCTION CONTRACT FOR THE ALVARADO-NILES ROAD SANITARY SEWER REHABILITATION PROJECT TO SAK CONSTRUCTION

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated television inspections of the Alvarado Basin identified portions of the Alvarado-Niles Road trunk sewer, installed in the mid 1960's, that have extensive corrosion. The Project will rehabilitate approximately 9,200 feet of the existing concrete trunk sewer which runs beneath Alvarado-Niles Road and rehabilitate approximately 125 feet of cast iron pipe at four locations. The project was advertised for bids February 2, 2016, and the three bids received were opened March 1, 2016. SAK Construction submitted the lowest responsible bid with a total base bid of \$3,282,618, 1.8% below the Engineer's Estimate for the Project. Staff recommended the Board waive a minor bid irregularity and Award the construction contract for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project to SAK Construction in the amount of \$3,282,618 and authorize staff to issue the Notice of Award for the Project.

It was moved by Secretary Kite, seconded by Vice President Handley, to Award the Construction Contract for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project to SAK Construction. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH BROWN & CALDWELL TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE ALVARADO-NILES ROAD SANITARY SEWER REHABILITATION PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the purpose of Task Order No. 1 is to authorize construction management services to Brown & Caldwell for the duration of the Project. The scope of work and cost proposal for Task Order No. 1 have been reviewed by staff and determined to be appropriate. Work under Task Order No. 1 is expected to begin in April, 2016, and the Project is expected to be completed by the end of November, 2016. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with Brown & Caldwell in the amount of \$294,932 to provide construction management services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project.

It was moved by Director Lathi, seconded by Secretary Kite, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Brown & Caldwell to Provide Construction Management Services for the Alvarado-Niles Road Sanitary Sewer Rehabilitation Project. Motion carried with the following vote:

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

CONSIDER CONFIRMING AND DECLARING THE NEED TO CONTINUE THE EMERGENCY ACTION TO REPAIR THE 33 INCH SEWER ON ALVARADO BOULEVARD AND UPDATE ON THE REPAIRS

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated repair of the sewer began on February 22, 2016. On February 29 and March 1, 2016, over 700 feet of existing pipeline up and downstream of the damaged manhole was rehabilitated by sliplining with PVC pipe. A new concrete manhole base was poured, rehabilitated pipelines were connected, and backfill of the pit began March 3, 2016.

Pursuant to Public Contract Code section 22050, the Board is required to review the status of the emergency action at each subsequent meeting until the emergency action is terminated. Authorization to continue the emergency action must be approved by a four-fifths vote of the Board. Staff recommended the Board approve a motion to confirm and declare the need to continue the emergency action to repair the 33-inch sewer on Alvarado Boulevard.

It was moved by Secretary Kite, seconded by Director Lathi, to Confirm and Declare the Need to Continue the Emergency Action to Repair the 33 Inch Sewer on Alvarado Boulevard. Motion carried with the following vote:

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

REVIEW AND APPROVE PROPOSED CHANGES TO POLICY NO. 2920, COMPUTER PURCHASE AND STUDENT LOAN PROGRAM

This item was reviewed by the Personnel Committee. General Manager Eldredge stated Policy No. 2920 provides for a computer purchase loan program, as well as a student loan program. Proposed changes to the computer loan program were detailed in the report included in the Board meeting packet. No changes were proposed for the student loan program portion of the policy. Staff recommended the Board approve proposed changes to Policy No. 2920, Computer Purchase and Student Loan Program.

It was moved by Vice President Handley, seconded by Director Lathi, to Approve Proposed Changes to Policy No. 2920, Computer Purchase and Student Loan Program. Motion carried with the following vote:

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

REVIEW AND APPROVE PROPOSED CHANGES TO POLICY NO. 3070, BOARD MEMBER OFFICERS AND COMMITTEE MEMBERSHIP

This item was reviewed by the Personnel Committee. General Manager Eldredge stated Board Policy No. 3070 provides guidelines for the timing and selection of Board officers

and internal and external committee members. On February 22, 2016, the Board considered proposed revisions to the Policy and discussed additional changes.

District Counsel Murphy outlined the proposed changes to the policy as detailed in the report included in the Board meeting packet.

Vice President Handley asked what the procedure would be if a member of the Board wished to change their committee assignments. General Manager Eldredge stated, per the policy, the Board President is delegated the authority to appoint Directors to internal committee assignments. The Board President may consider altering his or her appointments after discussion during the Board meeting where the informational item regarding committee assignments is presented. If the appointments are delayed or postponed, the former fiscal year committee assignments would remain in effect until the new committee assignments are finalized by the Board President.

Staff recommended the Board approve proposed changes to Policy No. 3070, Board Member Officers and Committee Membership.

It was moved by Director Lathi, seconded by Vice President Handley, to Approve Proposed Changes to Policy No. 3070, Board Member Officers and Committee Membership. Motion carried with the following vote:

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

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Information Item on Audit and Comprehensive Annual Financial Report (CAFR) Completion Timeline

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Arends-King stated District staff contacted 10 local agencies and compiled a list that showed when the agencies completed the 2015 audit and CAFR, the number of full time equivalent (FTE) staff who worked to prepare the CAFR and worked with the auditors, and the typical timeline for completion of the audit and CAFR in previous years. The results showed a number of agencies completed the 2015 audit and CAFR past the typical timeline, and further showed most agencies had more FTE's working with the auditors to complete the reports.

Business Services Manager/CFO Arends-King stated the fiscal year 2015 audit and CAFR were completed at a later date than in previous years. Fiscal year 2015 was a challenging year for completion of the audit report and CAFR due to implementation of Governmental Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions; and GASB Statement No. 71, that added additional requirements and clarification to GASB 68. The District historically presents the audit report, which is the audited financial statements including the auditor's opinion, for informational purposes to the audit committee and then the full Board. The CAFR includes the aforementioned audit report as well as additional financial and statistical information and is typically

completed after the audit report is presented. Staff proposed the audit report and CAFR be presented as one complete document to the Audit Committee and then the full Board. The goal for completing the CAFR in future fiscal years will be the second meeting in October and no later than the first meeting in December.

Alternate Compensation Program, FY 2015

This item was reviewed by the Personnel Committee. Business Services Manager/CFO Arends-King stated the District's Alternate Compensation Program was established in April 2003 to recognize positive employee contributions. Employee dissatisfaction with the Program was addressed during 2012 contract negotiations which resulted in the following changes to the Program:

- The amount of funding allocated to the Program decreased from \$50,000 to \$35,000 per fiscal year.
- A higher standard was established for achieving recognition awards.

A joint labor-management task force developed the rules for the new Alternate Compensation Program within the guidelines established by the Negotiations Team, which were outlined in the Board meeting packet. The Alternate Compensation Program continues to provide acknowledgement and encouragement to many innovative and noteworthy process improvement projects and actions.

Report on the East Bay Dischargers Authority (EBDA) Commission Meeting of February 18, 2016

Vice President Handley stated the Commission discussed the ongoing EBDA Outfall Pipe Inspection, and further stated the full report on the status of the outfall is expected to be completed in the next couple of months. Vice President Handley stated the Ad Hoc Committee discussed creating a new mission statement for EBDA.

COMMITTEE MEETING REPORTS:

The Budget & Finance, Construction, and Personnel Committees met.

General Manager Eldredge stated the Ad Hoc Subcommittee for Communications Strategy met, and staff will be working toward scheduling another meeting.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Fremont Chamber of Commerce will host the Fremont State of the City Luncheon on March 24, 2016.
- The Newark Chamber of Commerce will host the Newark State of the City Luncheon on April 21, 2016.
- The most recent recruitment for TPO night coach was completed, and staff believe it was the best recruitment to date for the position. Staff anticipates an announcement will be made within the week.
- The Plant has been able to manage peak flows during the recent rainstorms.
- Plant staff have not been able to test the emergency outfall due to the difficulty in scheduling the testing. One of the requirements is that the testing would need to coincide with a rain storm, which has been hard to predict.

- The Nomination Period for the upcoming Board of Directors Election closed March 11, 2016. There is one contested election for Ward 1 which represents the City of Union City.
- There was a power outage at the Plant and District Offices on the afternoon of March 11, 2016. The power was out for about an hour and a half, and the District's generators were functioning throughout the outage. Plant Staff followed the standard power outage protocol and the transition from generator power was seamless once power was restored.

OTHER BUSINESS:

Secretary Kite stated she recently attended the 5th Annual Synopsys Alameda County Science and Engineering Fair.

ADJOURNMENT:

The meeting was adjourned at 7:50 p.m. to the Special Meeting Seismic Study and New CIP Budget Format Combined Board Workshop to be held in the Boardroom on Monday, March 21, 2016, at 6:30 p.m.

The Board will then adjourn to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, March 28, 2016, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
SECRETARY TO THE BOARD

ATTEST:


PAT KITE
SECRETARY

APPROVED:


JENNIFER TOY
PRESIDENT

Adopted this 28th day of March, 2016