



BOARD MEETING AGENDA
Monday, May 11, 2015
Regular Meeting - 7:00 P.M.

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

- Motion 4. Approve Minutes of the Meeting of April 27, 2015.

5. Monthly Operations Report *(to be reviewed by the Budget & Finance Committee)*.
 - a. Third Quarter FY 15 District-wide Balanced Scorecard Measures.
 - b. Technical Services Scorecard.

6. Written Communications.

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.

- Motion 8. Approve the Revised Class Description for Business Services Manager/Chief Financial Officer *(to be reviewed by the Personnel Committee)*.

- Motion 9. Select Board Members to Represent USD on External Committees for FY16 *(to be reviewed by the Personnel Committee)*.

- Motion 10. Resolution No. _____, Authorize Execution of Contract with New Legal Counsel *(to be reviewed by the Legal/Community Affairs Committee)*.

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- Motion 11. Resolution No. _____, Accept Construction of the Primary Digester No. 5 Rehabilitation Project from D.W. Nicholson Corporation and Authorize the Attorney for the District to Record a Notice of Completion *(to be reviewed by the Construction Committee)*.
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- Motion 12. Authorize the General Manager to Execute Task Order No. 6 with West Yost Associates for Design of the Newark Backyard Sanitary Sewer Relocation Project – Phase 3 *(to be reviewed by the Construction Committee)*.
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- Information 13. Information Items:
 a. Check Register.
 b. Board Expenditures, 3rd Quarter, FY15 *(to be reviewed by the Budget & Finance Committee)*.
-
- Information 14. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*
 a. Legal/Community Affairs Committee – scheduled for Wednesday, May 6, 2015, at 4:30 p.m.
 b. Construction Committee – scheduled for Thursday, May 7, 2015, at 8:45 a.m.
 c. Budget & Finance Committee – scheduled for Thursday, May 7, 2015, at 4:30 p.m.
 d. Personnel Committee – scheduled for Friday, May 8, 2015, at 9:30 a.m.
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- Information 15. General Manager's Report. *(Information on recent issues of interest to the Board)*.
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- Information 16. 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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17. Adjournment – The Board will adjourn to the next Rescheduled Regular Meeting in the Boardroom on Tuesday, May 26, 2015, 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 MAY 11, 2015

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)

Legal/Community Affairs Committee, Wednesday, May 6, 2015, at 4:30 p.m.

10. Resolution No. _____, Authorize Execution of Contract with New Legal Counsel.
-

Construction Committee, Thursday, May 7, 2015, at 8:45 a.m.

11. Resolution No. _____, Accept Construction of the Primary Digester No. 5 Rehabilitation Project from D.W. Nicholson Corporation and Authorize the Attorney for the District to Record a Notice of Completion.
12. Authorize the General Manager to Execute Task Order No. 6 with West Yost Associates for Design of the Newark Backyard Sanitary Sewer Relocation Project – Phase 3.
-

Budget & Finance Committee, Thursday, May 7, 2015, at 4:30 p.m.

5. Monthly Operations Report.
- a. Third Quarter FY 15 District-wide Balanced Scorecard Measures.
 - b. Technical Services Scorecard.
- 13a. Board Expenditures, 3rd Quarter, FY15.
-

Personnel Committee, Friday, May 8, 2015, at 9:30 a.m.

8. Approve the Revised Class Description for Business Services Manager/Chief Financial Officer.
9. Select Board Members to Represent USD on External Committees for FY16.
-

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
April 27, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Dave O'Hara, District Counsel
Rich Cortés, Business Services Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Armando Lopez, Treatment & Disposal Services Manager
Robert Simonich, Fabrication, Maintenance, & Construction Manager
Jamie Rojo, Accounting Technical Specialist
Regina McEvoy, Assistant to the GM/Board Secretary

APPROVAL OF THE MINUTES OF APRIL 13, 2015

It was moved by Director Lathi, seconded by Secretary Handley, to Approve the Minutes of the Board of Director's Meeting held April 13, 2015. Motion carried unanimously.

MONTHLY OPERATIONS REPORT FOR MARCH 2015

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge reported the following:

- Odor Complaints: There was one odor complaint in March from Fremont. District staff investigated the complaint and found a light grease odor emanating from the USD main. Environmental Compliance staff inspected a nearby restaurant tied to the main and found them to be in compliance. Staff will continue to monitor for reoccurrence of the odor. At the Budget & Finance Committee meeting, a question was raised regarding the distance from the site of the odor and the nearest residence. General Manager Eldredge stated the nearest residence is approximately 650 feet from the site of the odor.
- Safety:
 - There was one first aid incident in March. An employee working in a TV truck was overcome by carbon monoxide fumes due to wind directing truck exhaust

into the truck. The employee was taken to urgent care and returned to work the next day. The TV trucks will undergo inspection to prevent reoccurrence of this issue.

- The employee that reported a work related injury in February is off work and awaiting surgery.
- The Security Guard at the vehicle gate has corrected the tailgating issue, and we have reduced the number of unidentified vehicles entering the facility.
- Safety staff worked hard to ensure the safety of our guests who attended the Co-Gen ribbon cutting ceremony.
- Personnel: The District selected Koff & Associates to conduct recruitments for Human Resources Administrator, Business Services Manager, and Business Services Coach. Effective March 1, 2015, all employees' PERS contributions were increased by 1.5% which brought the total "classic" employee contribution to PERS to 6.5%. This increase was part of the phased approach to having all District employees pay the full PERS employee contribution of 8%. Also effective March 1, 2015, classified employees received a 3.5% COLA increases.

Rich Cortes stated:

- Investments: The Districts average monthly yield has improved, and was above .5%.
- Revenues/Proceeds: Capacity fees received in March included \$100,000 from Chick-Fil-A, \$76,000 from Milan Catering, and \$164,000 from Catellus. Capacity fees at the end of March were at 118% of budget. The District received \$83,000 in field inspection fees and \$21,000 in plan check fees.
- Expenses: District expenses included \$344,000 for the Cogen Project, and \$176,000 for Primary Digester #5. Expenses by work group are below budget.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH THE COVELLO GROUP, INC. FOR PROVIDING CONSTRUCTION MANAGEMENT SERVICES FOR THE NEWARK BACKYARD SANITARY SEWER REPLACEMENT PROJECT PHASE 2 AND MISCELLANEOUS SPOT REPAIRS PROJECT - PHASE 6

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the Newark Backyard Sanitary Sewer Relocation Project – Phase 2 is part of a three phased project to improve the existing sewer system within the residential neighborhood located north of the intersection of Dairy Avenue and Cherry Street in Newark. Phase 2 will include relocation of 93 sanitary sewer laterals to new sanitary sewer mains to be constructed. Phase 6 of the Miscellaneous Spot Repairs Project will repair broken or sagging sewer pipes at six sites throughout the District; three sites in Union City and three sites in Fremont. Staff recommended the Board award construction management services for both projects to one consultant for efficiency and cost-savings for the District.

It was moved by Secretary Handley, seconded by Vice President Toy, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with The Covello Group, Inc. for Providing Construction Management Services for the Newark Backyard Sanitary Sewer Replacement Project Phase 2 and Miscellaneous Spot Repairs Project - Phase 6. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH WEST YOST ASSOCIATES FOR PROVIDING DESIGN SERVICES FOR THE PLANT FACILITIES IMPROVEMENTS PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the scope of services for Task Order No. 2 included project management, detailed design, preparation of contract documents, and bid period services for the Plant Facilities Improvements Project and the Sodium Hypochlorite Tanks and Piping Replacement Project.

It was moved by Director Kite, seconded by Director Lathi, to Authorize the General Manager to Execute Task Order No. 2 with West Yost Associates for Providing Design Services for the Plant Facilities Improvements Project. Motion carried unanimously.

APPROVE A MOTION TO RESCHEDULE THE MAY 25, 2015, BOARD OF DIRECTORS MEETING

General Manager Eldredge stated the second regularly scheduled meeting of the Board of Directors in May falls on Memorial Day. Staff recommended the Board reschedule said meeting to be held Tuesday, May 26, 2015, at 7:00 p.m.

It was moved by Secretary Handley, seconded by Vice President Toy, to Approve a Motion to Reschedule the May 25, 2015, Board of Directors Meeting to May 26, 2015. Motion carried unanimously.

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Cal-Card Quarterly Activity Report

This item was reviewed by the Budget & Finance Committee. Business Services Manager Cortes stated the FY 15 third quarter report covered Cal-Card transactions for the billing period of December 23, 2014 through March 22, 2015. There were 245 transactions totaling \$76,775.99 during the third quarter.

Certificates of Merit to Union Sanitary District's Class I Permitted Industries

This item was reviewed by the Legal/Community Affairs Committee. Technical Services Manager Ghossain stated the Certificates of Merit is an annual event held to recognize industries that have exceeded the requirements of their wastewater discharge permits during the prior calendar year and have demonstrated continued commitment to protecting the environment. The District has invited 32 Significant Industrial Users (SIUs) with Class I Wastewater Discharge Permits to receive Certificates of Merit at 3:00 p.m. on May 28, 2015.

Third Quarterly Report on the Capital Improvement Program (CIP) for FY 15

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated that in June 2014, the Board approved the FY 15 CIP budget in the amount of \$14.87 million for design and construction of 21 projects. CIP expenditures up to March 31, 2015, were below third quarter projections by \$11,000.

Status of Priority 1 CIP Projects

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the status of Priority 1 CIP projects is reviewed by the Executive Team at the end of each quarter, and the status report is presented to the Board. For FY'15, nine projects were ranked as Priority 1 and the remaining twelve were ranked as Priority 2.

Report on the EBDA Commission Meeting of April 16, 2015

Secretary Handley reported the following:

- The Commission unanimously approved reports submitted by the General Manager, Managers Advisory Committee, Financial Management, Regulatory Affairs, Operation & Maintenance, Personnel, and Ad-Hoc Committees.
- The O&M Committee reported the MDF sodium bisulfite replacement is complete, and EBDA has realized a savings of approximately \$60,000 this fiscal year.
- A Closed Session was held to discuss labor negotiations for the Operations & Maintenance Manager. Reportable action from the Closed Session included amending the title of Deputy General Manager to Superintendent of Operations & Maintenance.

Discuss Topics for the General Manager Check-in Workshop Scheduled for April 30, 2015

General Manager Eldredge presented the following topics of discussion for the Workshop: Compensation Plan, Collection Services 3rd Coach Update, Goals for FY 2016, and Schedule and Process for General Manager Annual Performance Evaluation.

COMMITTEE MEETING REPORTS:

The Legal/Community Affairs, Construction, and Budget & Finance Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Balanced Scorecard report originally scheduled to be presented at the second Board meeting in May has been rescheduled to the first Board meeting in May due to a scheduling conflict.
- Environmental Compliance staff participated in the Earth Day event held at Washington Hospital in Fremont on Saturday, April 25, 2015. District staff received 217 pollution prevention pledges, accepted 36 mercury thermometers, and collected over 160 pounds of expired medications. At the event, staff received multiple inquiries about reclaimed water. General Manager Eldredge and Communications Coordinator Powell will be working on reclaimed water fact sheet to be used as a resource for the Board and District staff.

- General Manager Eldredge has been in communication with Alameda County Water District's General Manager to explore reclaimed water options and concepts. Details will be shared as they become available.
- District staff have been working diligently to prepare for the Open House to be held 10:00 a.m. – 2:00 p.m. on Saturday, May 9, 2015.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:49 p.m. to the Check-in with the General Manager Workshop in the Boardroom on Thursday, April 30, 2015, at 6:30 p.m.

The Board will then adjourn to the next Regular Board Meeting in the Boardroom on Monday, May 11, 2015, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
SECRETARY TO THE BOARD

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT

Adopted this 11th day of May, 2015



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
General Manager
District Engineer

David M. O'Hara
Attorney

Date: May 11, 2015
To: Board of Directors – Union Sanitary District
From: Paul Eldredge, General Manager/District Engineer
Laurie Brenner, Organizational Performance Program Manager
Subject: Agenda Item No. 5a –Meeting of May 11, 2015
Third Quarter FY 15 District-wide Balanced Scorecard Measures

Recommendation:

Information only.

Background:

This report summarizes progress meeting the District's strategic objectives through the third quarter of fiscal year 2014-15.

Safety

The District experienced one employee injury (right hand) during the third quarter of FY 15 but has exceeded the target for the year with 4 total accidents with lost days YTD. There have been no other OSHA reportable accidents in FY15 and with no additional incidents of vehicle or equipment accidents/damage in Q3, the YTD remains on target with two minor accidents with a total cost of just \$444.18. Any additional vehicular incident in Q4 will negatively impact attainment of our annual target.

The average FTE limited duty time was 0.67 for the quarter, raising the YTD to 0.70. This measure will exceed the annual target, regardless of District performance in Q4. The total costs for limited duty/other ½ wages has also exceeded the annual target by approximately \$3,100 at this point.

The X-Mod for the District is just above target at 1.01 (target ≤ 1.0), a significant improvement over the previously assessed value of 1.16.

The only other measure that will not meet the annual target based on YTD performance is the average % of targeted employees trained versus plan (Safety specific). YTD is at 78%, against our annual target of $\geq 90\%$; which cannot be achieved this year. Most teams have now completed the training and all others are working to schedule make-up sessions.

See Table 1: Safety Objectives and Measures, for District performance against all safety measures in Q1.

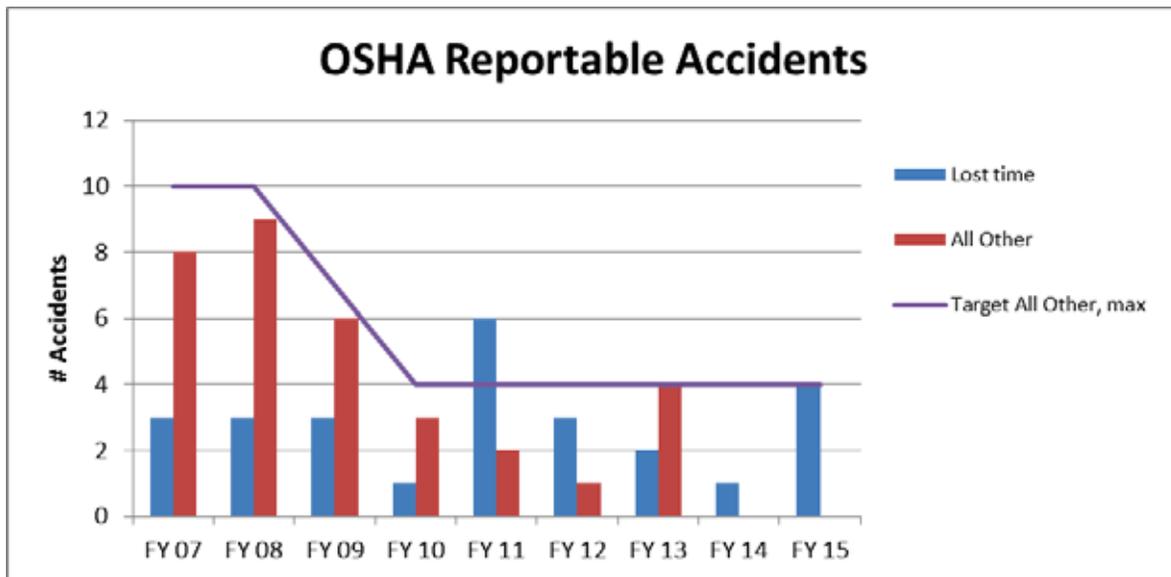


Table 1: Safety Objectives and Measures

Objectives	Measures	FY 15 to Date	Annual Target	FY14	FY 13	Current FY Comments
Reduce the number of accidents	Total accidents with lost days	4	0	1	2	In Q1-Left hand 8/12/14; right shoulder reported 8/14/14, occurred on 5/25/14; left knee in Q2
	Other OSHA reportable accidents	0	≤4	0	4	
Reduce the impact of accidents on employees and the District	Ave FTE lost time	0.36	≤0.5	0.05	0.25	Costs currently at 58% of annual target
	Cost lost time	\$27,397	≤\$46,883	\$4,897	\$19,611	
	Ave FTE limited duty	0.70	≤0.5	0	0.15	76% of annual target by Q2; annual target exceeded in Q3
	Cost limited duty	\$26,545	≤\$23,442	0	\$6404	
	X-mod	1.01	≤1.0	0.95	0.85	Annual measure; significant improvement over previously assessed value of 1.16
	Incidents of vehicle or equipment damage	2	≤2	4	2	No additional incidents in Q3 with District at fault
Costs associated with vehicles or equipment	\$444.18	≤\$5000	\$7,265	\$0	No costs reported in Q2 or Q3	

Table 1: Safety Objectives and Measures, continued

Objectives	Measures	FY 15 to Date	Annual Target	FY 14	FY 13	Current FY Comments
Identify and correct poor practices and potential hazards	# Facility inspections	3	4	4	4	Pump stations inspected in Q3
	% of areas of concern corrected within 45 days	94%	≥90%	92%	93%	Will begin deeper analyses of issues in FY16
	# management work site observations	214	≥266 /yr	323	332	Numbers updated to accurately reflect efforts not previously captured
Implement industry best practices	# best practices site visits	1	≥2	2	2	None planned in Q1 or Q2; OPPM visited Hertz Fleet offices in Q3 on vehicle replacement criteria
Communicate our commitment to safety	# GM communication on status of safety program & performance	7	≥4	6	7	Safety Strategy update in Q1; multiple in Q2; Q3- new injury update and CA Sanitation Risk Management Authority Award announcement
	# safety strategy reviews conducted by ET and EHSPM	5	6	6	6	Reviews of prior and drafted strategies in Q1, current strategy in Q2; two ET reviews in Q3
Increase employee awareness	# of major safety training events offered	7	7	7	5	Hazmat Handler in Q1; Forklift, Excavation, Construction Flagger, Earthquake Hazards I the Workplace in Q2; multiple teams missed Confined Space practical in Q3
Educate employees in safe work practices	% of targeted employees trained	78%	≥90%	91.8%	96.6%	
	Positive Responses on Employee Safety survey	NA	≥75%	83%	NA	Not issued yet

Green = met or exceeded target; or projected to meet annual target
Yellow = will not meet annual target *if trend continues*; needs attention
Red = Will not meet annual target by >10%; corrective action needed

Operational Excellence

The District is meeting targets for most operational excellence measures YTD. Exceptions are explained below.

The % Budget expended-Operating Expenditures measure was slightly below target value at 68%, which is just 3% below targeted range at the end of Q3; however, this is not a material concern per the Principal Financial Analyst.

Although there were no new adverse environmental impacts during Q3, the annual target has been exceeded (one incident YTD against the goal of zero).

The % Timeline projects on schedule measure is at 67% YTD, just 0.5% below the target value (not projected to be a material concern).

The target number of individual competency assessments for the Collections Services team was raised significantly from 27 in FY 14 to 52 in FY 15; however, only 21 total have been completed as of the end of Q3, which is of concern (40.4% of planned annual total). Management and team changes throughout the year have impacted this measure. Projected annual totals will likely not make target; however, there will be a significant effort made in Q4 to close the gap.

On a related note, it has been identified that new, journey-level modules for the current CS staff are needed and will add more value (most training was generated for entry-level). That material was in development in Q3 and will continue until completed.

The percentage of the District staff participating in the redesigned Alternate Compensation Goals Program in FY15 will be calculated in at the end of Q4.

See Table 2, Operational Excellence Objectives and Measures, for District performance against all operational measures through Q3.

See Table 3 for a list of public relations activities completed to date in FY 15.

Table 2: Operational Excellence Objectives and Measures

Objectives	Measurements	FY 15 to Date	Annual Target	FY 14	FY 13	Comments/ Progress
Stewardship: Demonstrate responsible stewardship of assets and the environment Be prepared for emergencies	Progress meeting public relation program goals: % quarterly milestones met	67%	≥90%	98%	111%	90% of planned activities completed in Q3; YTD total is at 67%
	# emergency preparedness drills or training events	4	3	3	2	All teams trained on Earthquake Preparedness in Q2; annual goal already achieved' County earthquake exercise with USD representation in Q3
Service: Provide reliable, high quality service	Total number of adverse impacts USD activities have on external customers	3	≤10	12	7	Q1-Misinformation leading to financial loss and new claim pending; Q2- sewer not connected (from 1999) identified and resolved; Q3- roots in main caused plumbing issue
	Response to Contact USD messages: % within 3 days	95.8%	≥90%	95%		48/50 in Q1; 22/23 in Q2; 46/48 in Q3
	Response time to service calls: % within 1 hour	97.5%	≥95%	97.1%	98%	83 call outs in Q1; 115 in Q2 (Q1 value updated); 80 in Q3
Fiscal responsibility: Ensure funding for critical programs and projects, while maintaining comparable rates Accurately project and control costs	Operating (previously ECB) Expenditures, % of Board approved budgeted	68%	95-103%	95%	97%	Not a concern- only 3% off target range by end of Q3
	Priority 1 Special Projects Expenditures (previously Priority Non-ECB), % of budgeted	63%	80-110%	84%	95%	
	Residential Sewer Service Charges	15.3%	<33 rd	11.5th	12th	Survey from 1/15/15
	# regional projects with financial benefit	3	≥3	2	4	Target changed to ≥3 for FY 15; Continued participation in Bay Area Chemical Consortium, Bay Area Consortium for Water and Wastewater Education, CASA
Asset Management: Manage and maintain assets and infrastructure	# critical asset failures; no negative impact	0	≤2	1	0	
	# failures with negative impact	0	0	0	0	
	# priority CIP projects completed	96%	85% of planned	9	11	FY 15 Target changed from 100% to 85%; 9/9 planned in Q1; 8/9 in Q2- Cogen remains behind schedule; anticipate completion in February 2015; 9/9 on track or completed in Q3

Objectives	Measurements	FY 15 to Date	Annual Target	FY 14	FY 13	Comments/ Progress
Environmental Protection: Maintain our ability to meet current and future regulations Implement projects and programs that benefit the environment	# adverse impacts on environment	1	0	1	0	10/28/14 incident in Fremont on Palm Avenue; 445 of 495 gals captured and 5 gals (est.) made it to State waters; roots were causal factor; no issues n Q3
	# Category 2/3 overflows	3	≤10	4		Q1-Cedar Street event on 9/2/14; Q2- 10/1/15 and 10/10/15 in Fremont; both Cat 3 events and all material captured; structural failures were causal; no issues in Q3
	# Regional projects with environmental benefit	3	≥3	2	2	Target changed to ≥3 for FY 15; BAPPG Pollution Prevention Program activities, ACWD Water Conservation Program; Green Business Certifications Program
Efficiency: Optimize processes; use technology effectively	See Timeline and Team Scorecards					
Planning: Plan for long-term financial, project and staffing needs	% of Timeline projects on schedule	67%	≥90%	55%		13/26 on track or completed in Q1; 15/26 in Q2; 16/24 in Q3- only 0.5% behind based on equal distribution across quarters
Employees: Maintain a highly competent, flexible workforce	% of planned competency-based training milestones completed	85.00%	100%	66%	155%	Updated all quarters with new info from teams
	# CS Assessments completed	21	52	22	38	Target increased from 27 to 52 in FY15; 4 assessments in Q1; 6 in Q2; 11 in Q3; corrective actions underway
Labor Relations: Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement	Total % of employees participating in District taskforces or committees	54.78%	45%-55%	51%	52%	Reported 2 nd and 4 th qtrs. Q2- 63/115 non-management EE's involved

Green = met or exceeded target; or projected to meet annual target
Yellow = will not meet annual target *if trend continues*; needs attention
Red = Will not meet annual target by >10%; corrective action needed
 White= No target identified

Table 3: Public Relations Activities FY 15

Project	Goal/Milestones	YTD
USD website	Update once a month; Progress on upgrade project	Behind
Press Releases	4 per year; post on web- Welcome Paul Eldredge in Q1; Ring Recovery and Safe Meds Disposal in Q2; Co-Gen Ribbon Cutting	√
Newsletter	Twice a year (change for FY15); Format changed; "Spring 2015" newsletter issued; 2 nd pending	√
Community Outreach: 3-4 events/year (items listed are examples only)	Earth Day Fair (4 th qtr)	
	Newark Days Fair	√
	Plant Tours as requested- no target, but did 3 in Q1	√
	Outreach to 5 th grade teachers	√
	5 th grade presentations, 35+ /year- normal to have none in Q1; 13 presentations in Q2; 43 in Q3	√
	Alameda County Science & Engineering Fair Judge (District usually has a rep participate as a Judge)	√
	Career Outreach/Fairs in Jr High or High School; BACWA event in March	√
	Career outreach to colleges or other groups: BAYWORK, CWEA- Chabot College presentation in Q1 by TPO/CIP (Pipkin and Pachmeyer)	√
	ROP/Solano College/BACWWE support	√
Business Outreach	Industrial Advisory Council meetings; December 2014, subject- Emergency Preparedness	√
	Green Business certification outreach ; as needed/requested	√
	Certificate of Merit Presentations (4 th qtr)	Pending
Civic Outreach	Annual Presentations to Fremont & Newark City Councils; League of Women Voters joint presentation with ACWD by GM and Lion's Club presentation also in Q2	√
CIP Public Meetings	As necessary	

Check mark above means on target for the year



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: May 4, 2015

MEMO TO: Board of Directors – Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Manager of Technical Services

SUBJECT: Agenda Item No. 5b. - Meeting of May 11, 2015
Information Item: **Balanced Scorecard Report for the Technical Services Work Group**

Recommendation:

Information only

Background:

In the past two quarters, the Board has received reports from the Treatment and Disposal Work Group and the Collection Services Work Group on the status of their Balanced Scorecards. These two reports were based on the 'process scorecards' developed by the Operating Work Groups.

The Balanced Scorecard for the Technical Services (TS) Work Group has a different look than the Operating Groups Scorecard. Each of the three teams in the TS Workgroup has a different focus, therefore, we have not developed a process scorecard. Instead, each team has developed its strategic objectives represented in their unique scorecards. Each team has selected three to four of its performance measures to present which are most representative of the objectives of that team. The complete scorecard (typically 6-10 measures) is available for the Board's review. A summary of measures is attached, with those presented being highlighted.

The TS Workgroup consists of three teams. Each team is briefly described below:

Capital Improvements Projects Team (CIP Team): The CIP Team is responsible for the implementation of the 10-year Capital Improvement Program. Some of the team's responsibilities are to: develop the projects scopes, develop contracts for consulting services; coordinate input from the operating groups; review plans, specifications and reports; hold public information meetings; resolve disputes during construction; monitor

contract status; review, negotiate and approve change orders; and ensure customer satisfaction at the completion of the projects. The team is also responsible for preparing in-house design and for providing construction management services for small projects.

The team measures are focused on internal and external customer satisfaction, management of District funds and successful quality control of capital projects.

Customer Service Team (CST Team): This team has a diverse group of responsibilities focused on meeting the needs of the District's commercial, residential and internal customers. The team's responsibilities include: conducting plan reviews, issuing permits to individuals and developers; construction inspection of new or repair of existing sewers on private property; administering the Sewer Service Charge billing program; collecting Capacity Fees from new developments; reviewing and responding to tri-city environmental planning documents; and responding to customer inquiries related to these responsibilities.

In addition, the CST Team is responsible for the reception area, mail distribution, maintenance of the workroom equipment, dispatching trouble calls received from customers; and assisting other work groups in providing public information via newsletters and press releases.

The team measures are focused on timely completion of plan reviews, dispatching trouble calls and collection of fees, providing quality construction inspection of sewer facilities and providing high-quality customer service to both external and internal customers.

Environmental Compliance Team (EC Team): This team is responsible for the implementation of the District's Industrial Pretreatment, Pollution Prevention, and Public Outreach Programs required as a part of our NPDES Permit, as well as for the \$309,100 contract with the City of Fremont for the Clean Water Program. Day-to-day duties of the team include semi-annual site inspections of the 81 permitted Class I and Class II industries; sampling of industrial discharges for compliance with user permit conditions; review of permit applications of new industries; education and training on industrial production and treatment processes; issuing groundwater discharge permits for site clean-up operations; enforcement of Ordinance 36 and other regulations; collection and preparation of information for capacity and sewer service charge fees; inspection of non-industrial commercial businesses; the restaurant FOG program; and a school outreach program.

The EC Team's measures are related to the protection of District workers, facilities and plant from potentially harmful discharges, compliance with Local, State, and Federal regulations and requirements, and developing constructive and professional relationships with our Industrial and Commercial customers.

Agenda Item No. 5b.
Meeting of May 11, 2015
Page 3

Attached is an organizational chart of the TS Workgroup.

The balanced scorecards are presented in a format that shows each team's mission statement and three to four objectives, measures and conclusions. Staff will be available at the Board meeting and committee meetings to answer questions about the team scorecards.

PRE/SEG:ks

Attachments: TS Organizational Chart
TS Teams' BSC Graphs
TS Teams' BSC Measures



Technical Services

Work Group Manager
Sami Ghossain
34

Capital Improvement Projects Team
Raymond Chau
Coach
8

- Andrew Baile
- Curtis Bosick
- Derek Chiu
- Chris Elliott
- Mohammad Ghoury
- Thomas Lam
- Chris Pachmayer
- Kristina Silva

Customer Service Team
Rollie Arbolante
Coach
12

- Al Bunyi
- Lilly DeMelo
- Tiffany Douglas (Casual EE)
- Mariela Espinosa
- Glen Ginocchio
- John Hwang
- Regina McEvoy
- Michelle Powell
- Carol Rice (Temp. EE)
- Andy Trinh
- Nancy Walker
- *Receptionist (1 vacancy)*

Environmental Compliance Team
Michael Dunning
Coach
11

- Doug Dattawalker
- Edda Marasigan
- Joe Mendoza
- Victor Padilla
- Alex Paredes
- Aaron Robles
- Jose Soto
- Ariel Teixeira
- Audrey Villanueva
- Jason Yeates
- *EC Inspector I/II/III (1 vacancy)*

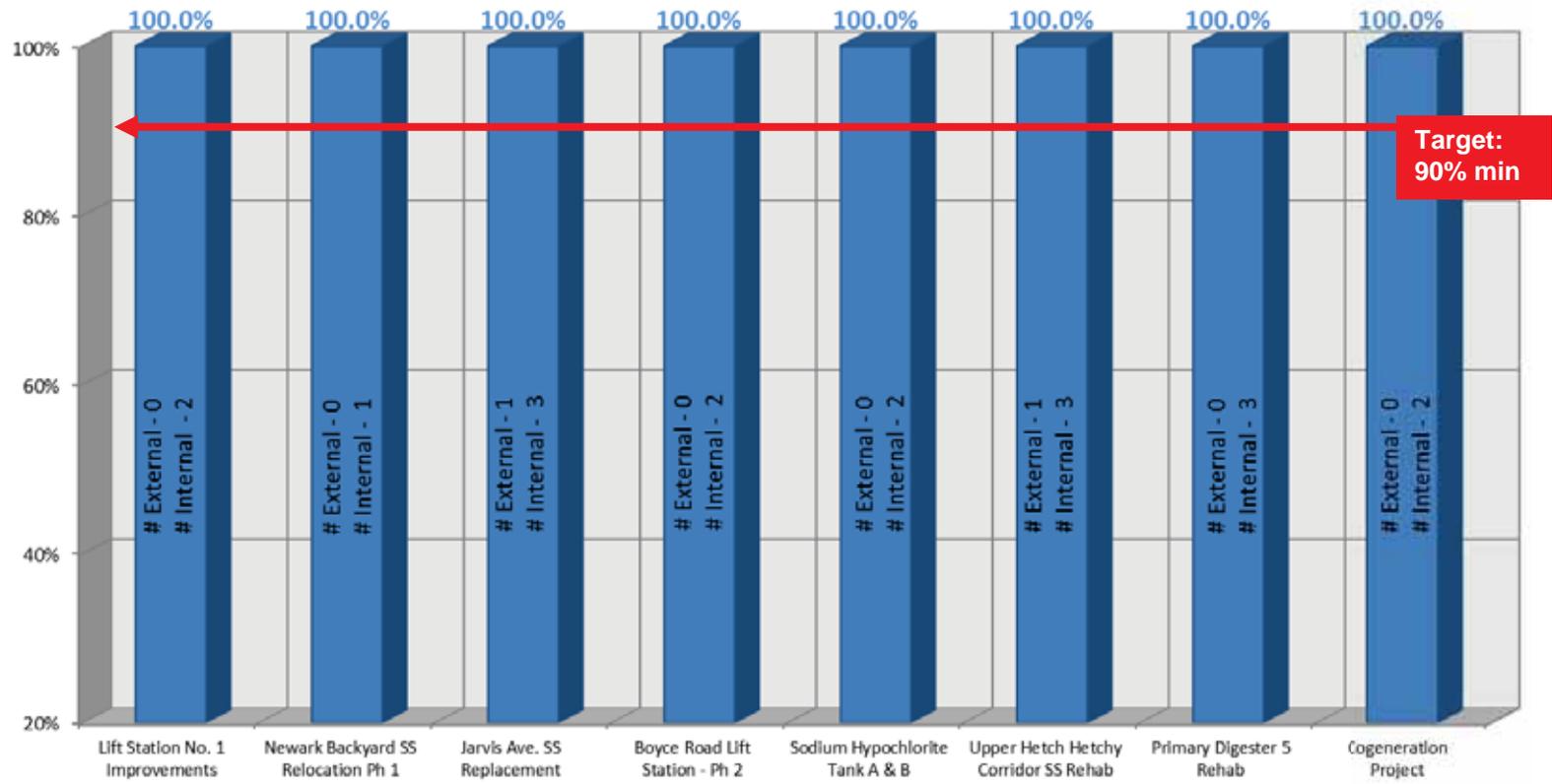
Capital Improvement Projects Team Balanced Scorecard—FY 15 May 2015

Mission Statement: The Capital Projects Team is committed to providing effective project management, engineering services, and administrative support for CIP projects and to our customers.

Objective: Deliver quality engineering projects by maximizing customer satisfaction on CIP projects

Measure: Individual project customer survey (operating groups and agencies) regarding communication and responsiveness of project managers (all projects)

**Customer Perspective Surveys
Target 90% Min**



Conclusion: This feedback assists the team in understanding and meeting the expectations of both its internal and external customers.

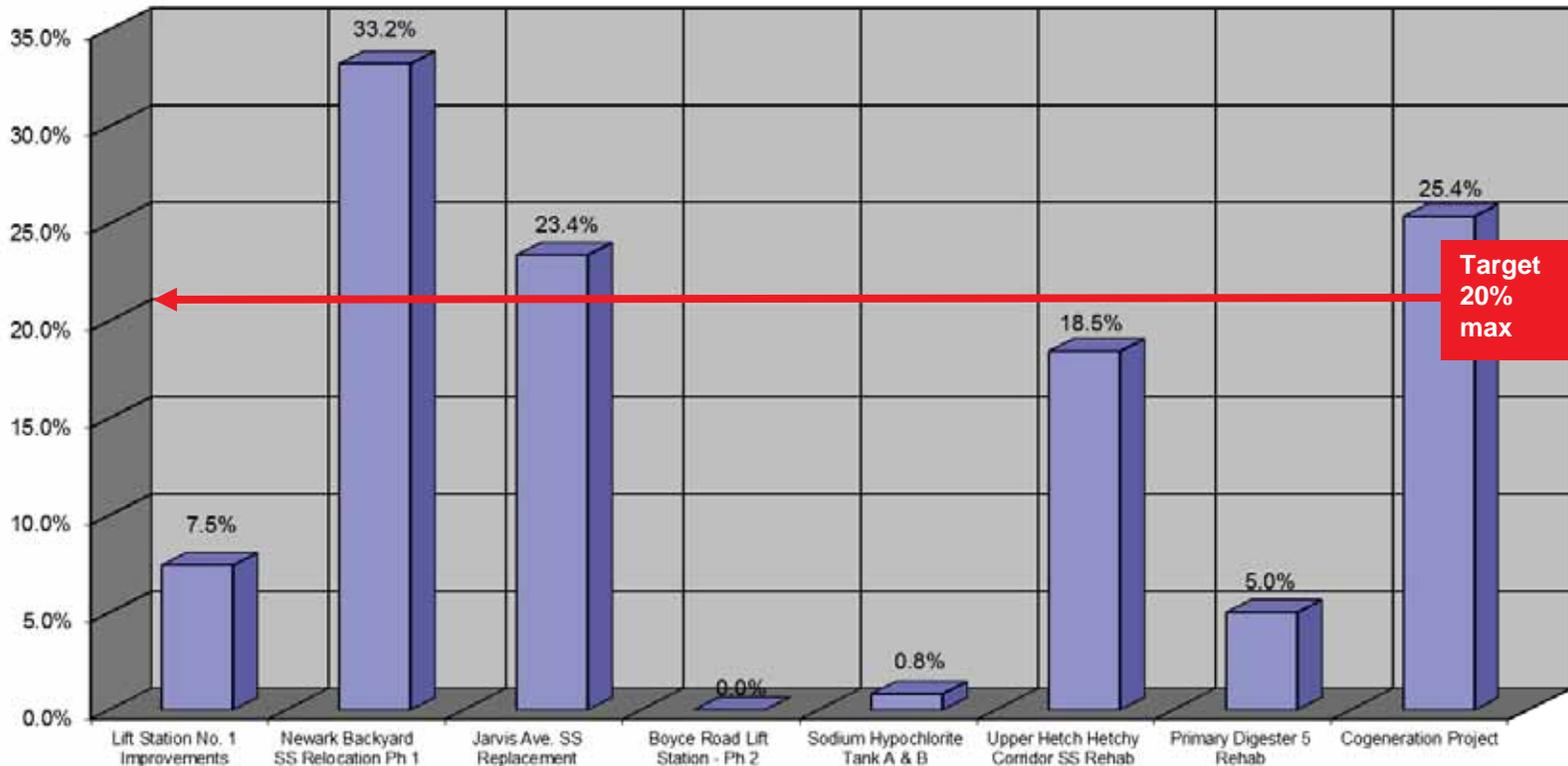
Capital Improvement Projects Team Balanced Scorecard—FY 15 May 2015

Mission Statement: The Capital Projects Team is committed to providing effective project management, engineering services, and administrative support for CIP projects and our customers.

Objective: Control cost through effective management of consultants and construction projects

Measure: % of design and construction management costs (final amounts) to construction cost (base bid amount plus change orders and claims)

■ % of Design and Const. Mgt to Const. Cost Target 20% Max.



Notes:

Newark Backyard SS Relocation Ph 1 – For such a small project (total construction costs less than \$400,000), design consultants costs tend to have a higher percentage of the construction cost. Additionally, this project required extensive public outreach, which contributed to the higher design costs.

Jarvis Ave. SS Replacement – Design and construction management percentages exceeded the target primarily due to the additional and extensive potholing and utility coordination involved during the project design phase.

Cogeneration – The design and construction management percentages exceeded its target due to the need to conduct a predesign phase, which included the evaluation of the location of the cogeneration facility and the necessary improvements to the existing digester gas collection and conditioning systems. Another factor included the additional engineering services provided by the design consultant during construction due to the large numbers of submittals and Requests for Information from the contractor. Additionally, due to the delay in the completion of construction, there were additional services provided by the construction management consultant. Finally, because the contractor's bid was very low compared to the Engineer's Estimate and the second-low bid, the design and construction management percentages skewed higher.

Conclusion: This data will help project managers better understand and control the effort required by consultants to design and manage the construction of CIP projects.

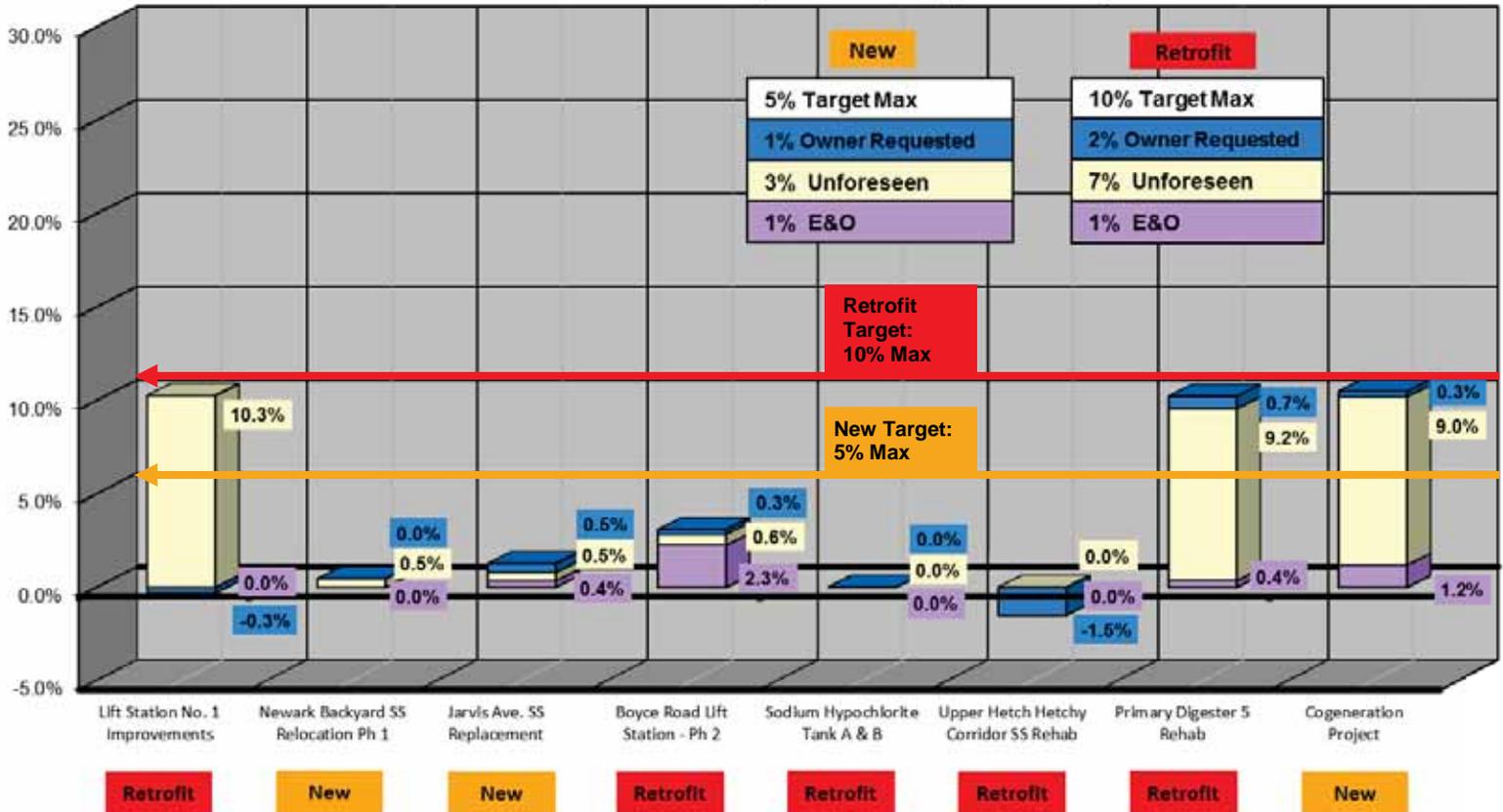
Capital Improvement Projects Team Balanced Scorecard—FY 15 May 2015

Mission Statement: The Capital Projects Team is committed to providing effective project management, engineering services, and administrative support for CIP projects and to our customers.

Objective: Control cost through effective management of consultants and construction projects

Measure: % of total contract change order amounts (Target is 5% max. for new const., 10% for retrofit) to construction cost (base bid amount)

% of Total Contract Change Orders to Construction Cost Attributable to Errors & Omissions, Unforeseen Field Conditions, and Owner Requested Changes



Notes:

Lift Station No. 1 Improvements - Unforeseen CO% exceeded target by 3.3%. This was due to the installation of additional structural anchors to each of the lift pump supports, additional repair of corroded concrete in the launder of Primary Clarifier No. 6, and replacement of support beams in one of the lift pump bays.

Boyce Road Lift Station Ph 2 - The E&O CO% exceeded the 1% target due to the underground vault not initially classified as explosion-proof during design. The actuators and conduits in the vault had to be changed to explosion-proof type during construction. The two change orders associated with this issue totaled \$7,272.37.

Primary Digester 5 Rehab. -The unforeseen CO% exceeded the target due to the repair of the digester dome steel skirt. It was anticipated during design that only spot repairs of the skirt would be needed but during construction, staff discovered corrosion over significant portions of the skirt that required repair.

Cogeneration -The E&O and unforeseen CO% exceeded their targets due to the complicated nature of the project. A couple of the larger change orders were related to the BAAQMD air permit (lower carbon monoxide emissions limit) and PG&E interconnection agreement (main switchgear protective devices). There were many coordination issues relating to the various sub-systems of the cogeneration equipment that required clarification from the design consultant and often resulted in changes to the field work. In addition, there was extensive underground work associated with the building foundation construction and various connections to the existing digester gas, natural gas, hot water loop, and electrical underground utilities, which resulted in unforeseen change orders.

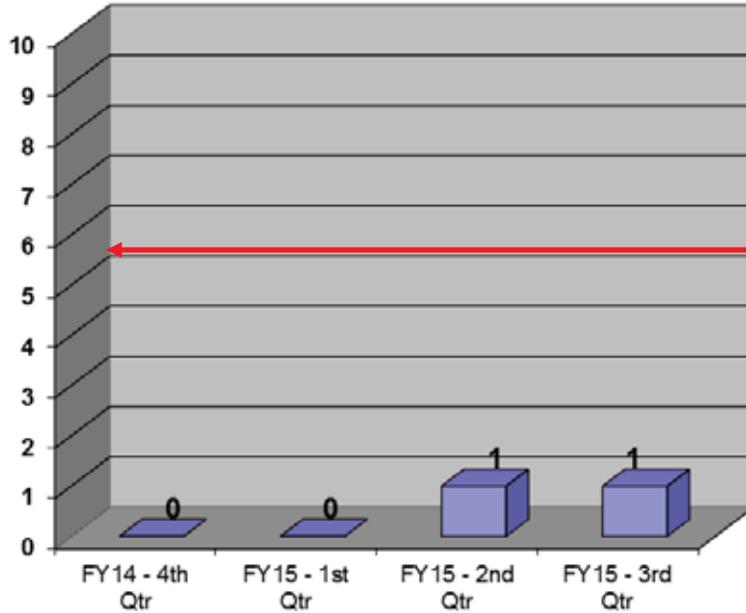
Conclusion: This data will assist staff in minimizing errors and omissions costs by improving quality control and by identifying potential problems during design.

Customer Service Team Balanced Scorecard—FY 15 May 2015

Mission Statement: To provide high quality service to customers in a courteous and efficient manner; to enforce the District's ordinances and specifications for sewer construction and repairs; to process sewer service charges for properties served by the District; and to provide reception, communication and resource services.

Objective: Timely and accurate collection of fees (SSC, Capacity, and Permit Fees)

Measure: Number and amount of refunds and invoices needed due to administrative oversight

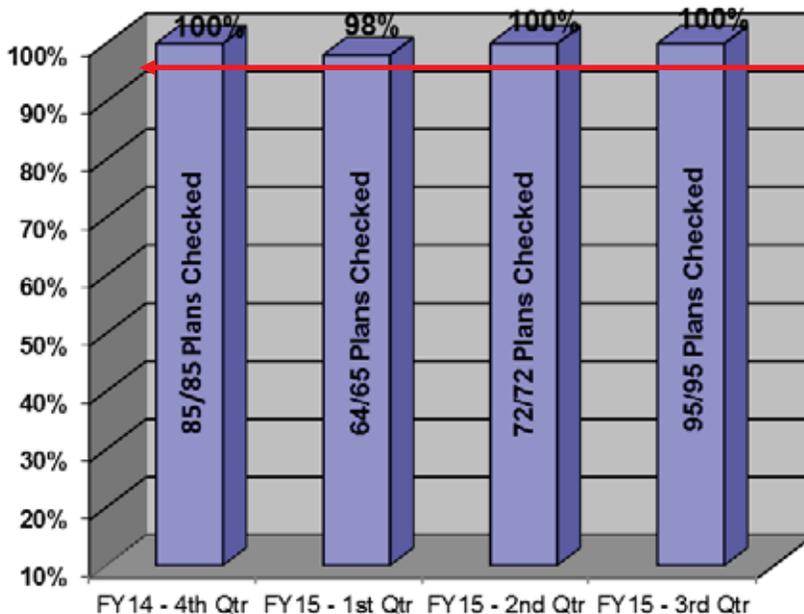


TARGET: Maximum of 5 refunds per year.

Conclusion: The Sewer Service Charge (SSC) database continues to be updated as information is received. Team members are meeting and exceeding the goal which is maximum of five refunds per year.

Objective: Timely plan checking

Measure: % plans checked within 10 working days



TARGET: Minimum 90% of Plans Checked within 10 Working Days

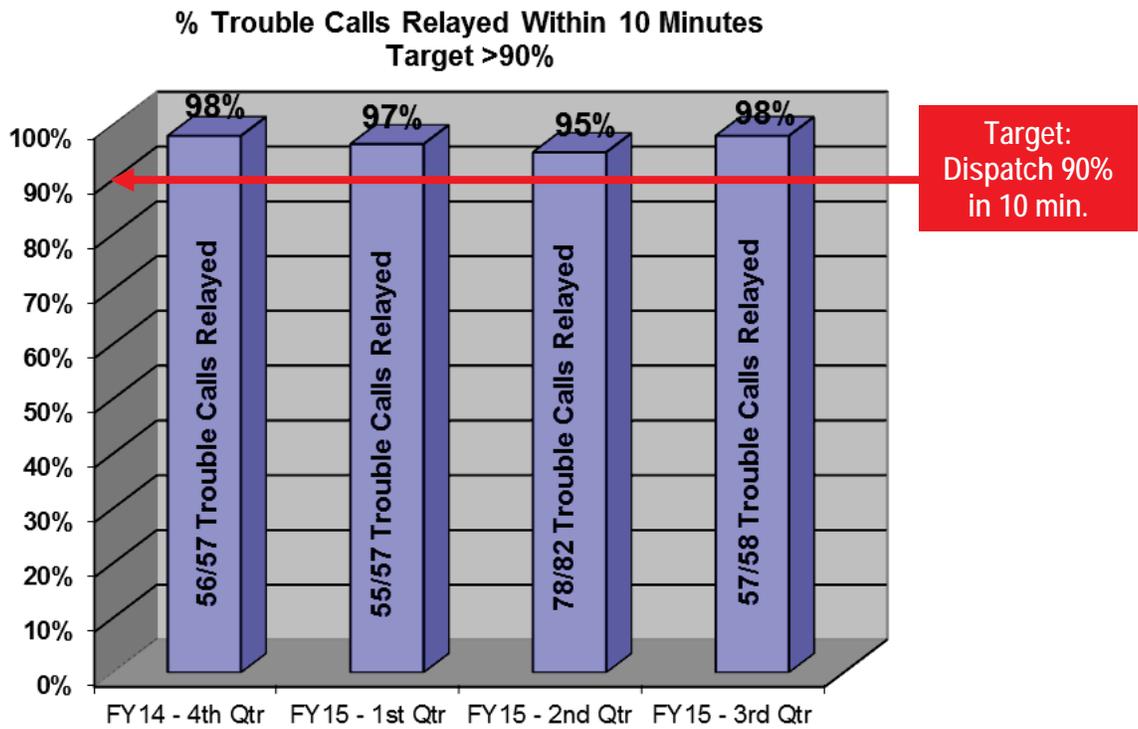
Conclusion: Team members met and exceeded the plan checking goals

Customer Service Team
Balanced Scorecard—FY 15
May 2015

Mission Statement: To provide high quality service to customers in a courteous and efficient manner. To enforce the District's ordinances and specifications for sewer construction and repairs. To process sewer service charges for properties served by the District, and to provide reception, communication and resource services.

Objective: Timely dispatch of trouble calls and relay service requests

Measure: % of calls relayed within 10 minutes



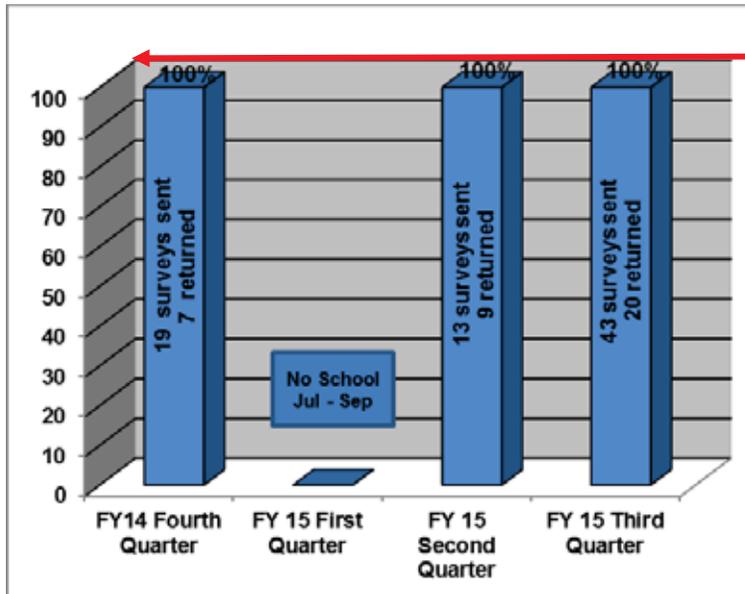
Conclusion: Front desk staff is continuing to dispatch trouble calls within 10 minutes of receiving a call.

Environmental Compliance Team Balanced Scorecard – FY15 May 2015

Mission Statement: To effectively and efficiently implement environmental protection and compliance programs; to protect District personnel and facilities, public safety, and the environment from deleterious discharges; to preserve resources for beneficial use and reuse; to be responsive to the needs of the District, business community, and the general public; and to provide innovation and leadership in the areas of pollution prevention and industrial and commercial environmental compliance.

Objective: Deliver quality public outreach programs

Measure: % positive responses from teacher surveys



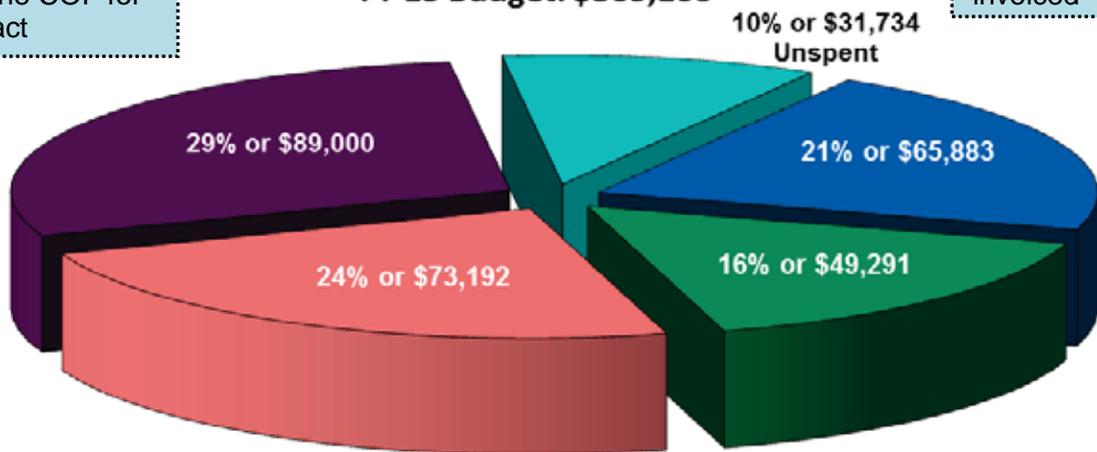
Target: 100% min

Conclusion: The team continues to provide quality public outreach programs in a professional manner with 100% positive feedback.

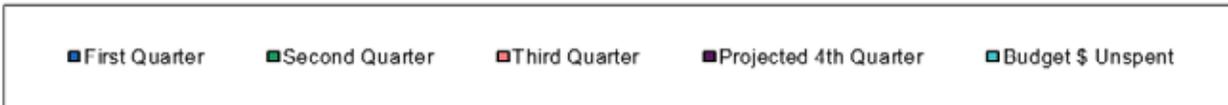
Objective: To stay within the line item budget negotiated with the COF for the 5-year contract

Measure: % of budget spent and invoiced

City of Fremont Billing FY 15 FY 15 Budget: \$309,100



Target: to stay within 90% to 100% of annual budget



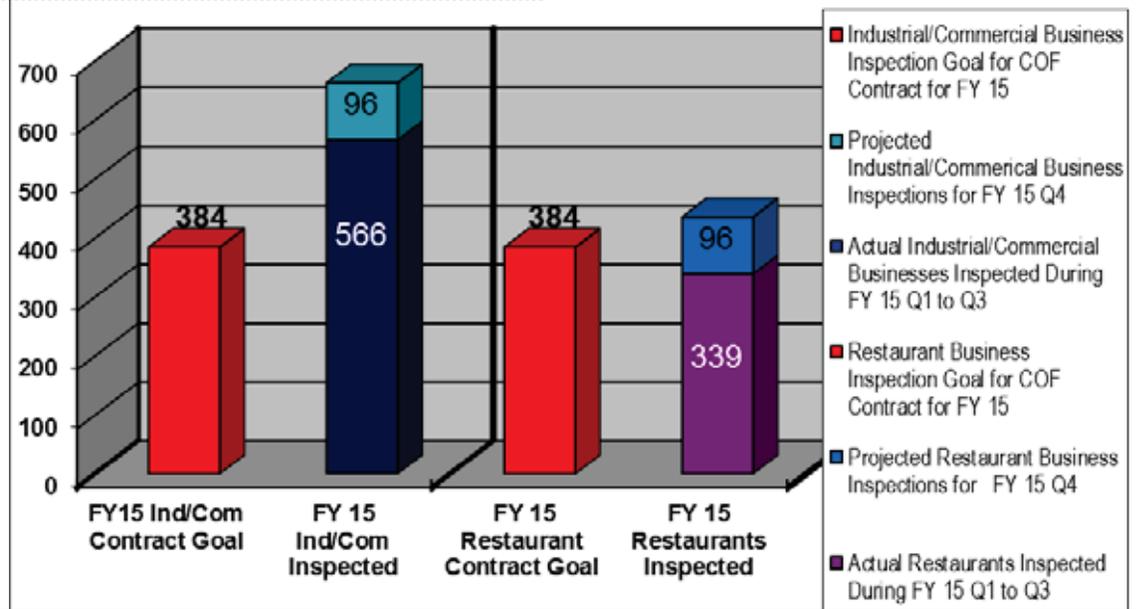
Conclusion: Projecting 90 % of annual budget to be used in FY 15

Environmental Compliance Team Balanced Scorecard—FY 15 May 2015

Mission Statement: To effectively and efficiently implement environmental protection and compliance programs; to protect District personnel and facilities, public safety, and the environment from deleterious discharges; to preserve resources for beneficial use and reuse; to be responsive to the needs of the District, business community, and the general public; and to provide innovation and leadership in the areas of pollution prevention and industrial and commercial environmental compliance.

Objective: Monitor compliance of Commercial Businesses

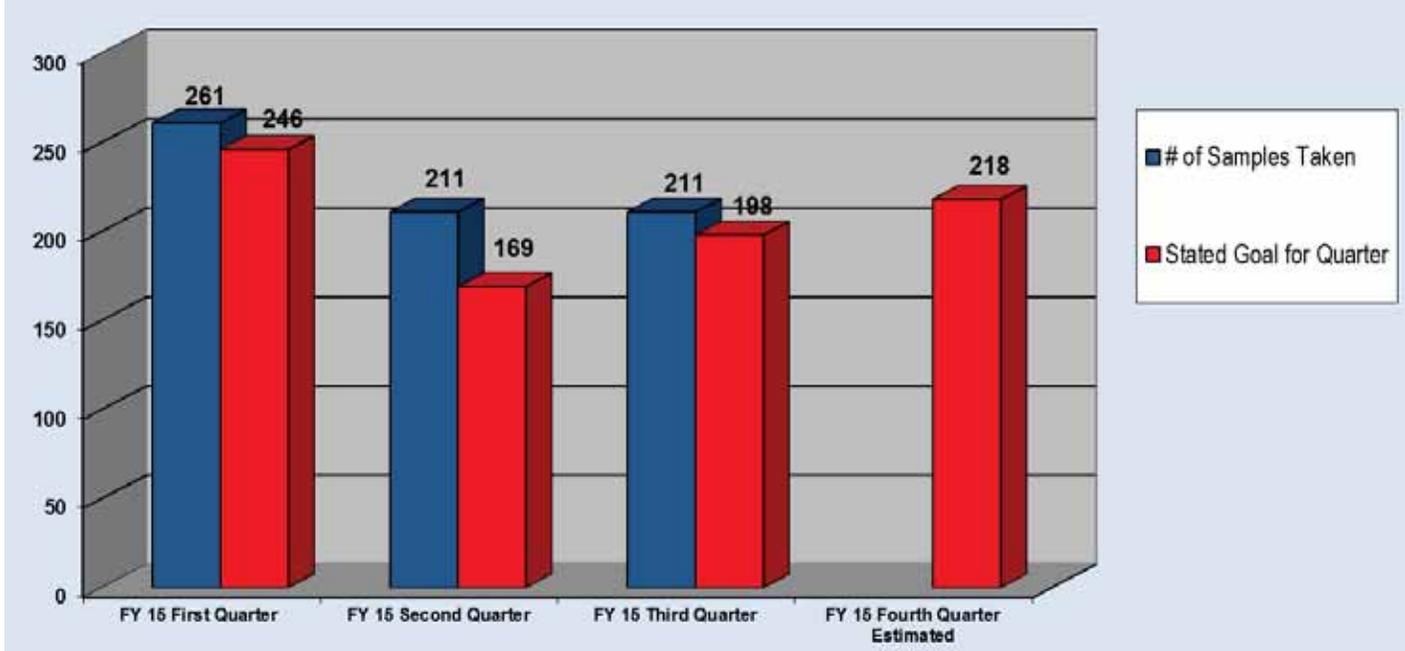
Measure: Inspection reports based on COF Business Plan (# of Industrial/Commercial & Restaurant inspections completed vs. goal)



Conclusion: Team is projected to meet or exceed the targeted goal for COF contract.

Objective: Monitor compliance of Industrial Businesses

Measure: Sampling events completed based on sampling plan



Conclusion: The team will continue to exceed goals for conducting sampling of industrial sites.

**Technical Support and Customer Service Work Group
Team Performance Measures Summary
Fiscal Year 2015**

Note Shaded measures are shown in graphs*

TEAM	OBJECTIVE	MEASURE
CIP	<u>Customer Perspective</u> Deliver quality engineering projects by maximizing customer satisfaction on CIP Projects	Individual project customer survey (operating groups and agencies) regarding communication and responsiveness of project managers (all projects). Target: 90% min.
		Track number and nature of complaints from our external customers, track response time of complaints directed to USD.
	<u>Financial Perspective</u> Control cost through effective management of consultants and construction projects.	% of design and construction management costs (final amounts) to construction cost (base bid amount plus change orders and claims). Target: 20%
		% of total contract change order amounts Target is 5% max. for new const., 10% for retrofit to construction cost (base bid amount). Percentage of Change Orders shall be separated by the following three categories: <u>Errors and omissions</u> – Target 1% max. for new const. and retrofit, <u>Unforeseen field conditions</u> – Target 3% max. for new const.7% for retrofit, <u>Owner requested changes</u> – Target 1% max. for new const.2% for retrofit.
	<u>Internal Processes</u> Maintain communication and education so that there are clearer and more realistic project expectations between Operating Groups and CIP	Internal customers survey (operating groups) regarding communication and responsiveness of project managers (all projects) Target: 90% min.
	Quality review and coordination of studies, master plans, and construction documents	Percentage of construction cost (base bid amount) attributable to Contract Change Order amounts due to errors and omissions Target 1%
	<u>Employee Growth and Development Perspective</u> Be aware of industry trends to implement efficient and cost effective technologies	# of ideas (training, informational, educational, technological) shared at team meetings – Target 6 ideas shared/year.

**Technical Support and Customer Service Work Group
Team Performance Measures Summary
Fiscal Year 2015**

Note Shaded measures are shown in graphs*

TEAM	OBJECTIVE	MEASURE
Customer Service	<u>Customer Perspective</u> Provide professional, courteous and timely services to internal and external customers	% positive responses on customer feedback surveys
	<u>Financial Perspective</u> Timely and accurate collection of fees (SSC, Capacity, and Permit Fees)	Number and amount of refunds and invoices issued due to administrative oversight
	<u>Internal Processes</u> Timely Plan Checking	% plans checked within 10 working days
	Accurate Plan checking and inspection	# of problems reported within one year of approval
	Timely dispatch of trouble calls	% calls relayed within 10 minutes (SLA)
	<u>Employee Growth and Development Perspective</u> Enhance employee skills (computer, new technology, updated regulations, cross-training, etc.)	Number of team members who have attended at least one outside training event (not including mandatory training)

**Technical Support and Customer Service Work Group
Team Performance Measures Summary
Fiscal Year 2015**

Note Shaded measures are shown in graphs*

TEAM	OBJECTIVE	MEASURE
Environmental Compliance	<u>Customer Perspective</u> Provide services in a professional manner with appropriate level of policy enforcement balanced by providing technical information, advice and regulatory requirements.	% of comments from customers during annual evaluation process that indicate fair and professional behavior and responsiveness % positive responses to customer service survey
	Deliver quality Public Outreach Programs	Achieve the P2 Report Goal (40% of 119 classrooms = 48 presentations) % of positive comments from teachers
	<u>Financial Perspective</u> Invoice appropriate fees for recovery of cost from enforcement actions.	% of violating industrial users invoiced
	Stay within City of Fremont contract line item budget	% of budget spent and invoiced
	<u>Internal Processes</u> Ensure Industrial and Commercial violations are appropriately addressed	% of violations addressed with corrective measures to achieve compliance with all ordinances.
	Monitor compliance of industrial and commercial businesses	% of inspection reports based on COF business plan Sampling events completed based on sampling plan
	<u>Employee Growth and Development Perspective</u> Complete mandatory training	Average percentage of training completed
	Transfer knowledge from external committees and conferences	% of info shared based on number of committees and conferences (info, materials)



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: May 11, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Rich Cortes, Business Services Work Group Manager
Judi Berzon, Human Resources Administrator

SUBJECT: Agenda Item No. 8 - Meeting of May 11, 2015
APPROVE THE REVISED CLASS DESCRIPTION FOR BUSINESS SERVICES MANAGER/CHIEF FINANCIAL OFFICER

Recommendation:

Approve the revised class description, Business Services Manager/Chief Financial Officer.

Background:

With the upcoming retirement of Richard A. Cortes, Business Services Manager, the District will begin an executive search for an outstanding candidate to replace this key position.

Based on previous Board direction, staff has revised the existing class description to clearly express the key financial responsibilities of this classification. The requirements of the current class description permitted qualifying experience in a non-financial background. The revised class description requires a four-year degree in finance, accounting, or public or business administration and seven years of increasingly responsible experience in public financing and accounting, and stipulates that certification as a Certified Public Account (CPA) is highly desirable.

Attachments

Union Sanitary District

Business Services Manager/Chief ~~Administrative~~-Financial Officer
Class Description

Definition**DEFINITION**

Reporting to the General Manager and under administrative direction , the Business Services Manager/Chief ~~Administrative~~-Financial Officer (BS Manager/CFO) manages the Business Services Work Group, including the development and implementation of work group and team goals, objectives, and priorities for each service area; and manages the District-wide administrative functions of financial analyses; centralized purchasing, central stores, and inventory control; safety; risk management; organizational performance; training; and information technology. Human Resources resides within the Business Services Work Group; however, the Human Resources Administrator works directly with the General Manager to strategically manage the District's Human Resources Program.~~oversees a wide variety of District-wide support functions, including budgeting, accounting, internal audit, investments, and financial analyses; centralized purchasing, central stores, and inventory control; risk management; human resources; quality; training; and information systems. The Business Services Manager monitors legal, economic, and business developments in finance, public purchasing, information technology, risk management, and human resources; and recommends and initiates improved work methods and procedures.~~

The BS Manager/CFO works directly with the General Manager, Board of Directors, and Executive Team to develop, implement, and manage District-wide goals, objectives and strategic planning as well as financing plans set forth by policy, ordinance, and Board approval.

This position manages all accounting and finance functions, including but not limited to financial reporting, short- and long-range economic forecasts and analyses, budgets, management of unfunded liabilities, audits, investment management, contracts, long-term debt issuance, revenue, cash flow, and rate setting.

EXAMPLES OF DUTIES

Technical Responsibilities

Safety

- ~~• Develops, promotes, supports, and ensures compliance with District-wide, work group, and team safety policies, procedures, work practices, and safety initiatives.~~
- Participates in investigations of serious accidents.

Financial Operations

Financial Operations

- ~~• Ensures compliance with IRS, PERS, ICMA and other legal requirements relating to sound financial and administrative operations.~~
- ~~• Ensures the District's financial operations are consistent with principles of good stewardship of public funds and consistent with the District's Mission and values.~~
- ~~• Prepares or directs others in preparing the budget and forecasting of cash flows for the operating and capital expenditures and revenues and identifies impacts on the current and future rate structure.~~

- ~~Annually reviews the District's investment policy and recommends revisions to the Board of Directors.~~
- ~~Directs the District's investments on an ongoing basis.~~
- ~~Oversees establishment of financial controls and review of expenditures for conformance with approved budgets.~~
- This classification ensures compliance with regulatory and governmental accounting and financial reporting standards, including IRS, SCO, GASB, GAAP, PERS, ICMA and other legal requirements relating to sound financial and administrative operations and consistency of financial operations with principles of good stewardship of public funds and the District's strategic objectives.
- Oversees and participates in preparation of the District's O&M and CIP budgets and forecasting of cash flows for the operating budget and capital expenditures and revenues; identifies impacts on the current and future rate structure; oversees establishment of financial controls and review of expenditures for conformance with approved budgets; and presents budget recommendations to the Board of Directors for their approval.
- Serves as the District's Board-appointed Treasurer; manages the District's investments and portfolio, maximizing income and safety through daily and long-range investment policies; administers bond programs and secures tax-exempt and other types of financing; coordinates, reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; and annually review the District's investment policy and recommends revisions to the Board of Directors.
- Ensures conformance with Proposition 218 legal notification for rate changes.
- Directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, regulations, and prudent fiscal transparency.
- ~~Presents budget recommendations to the Board of Directors for their approval.~~

~~Information Technology~~ **Information Technology**

- Oversees implementation of the IT Master Plan.
- Ensures that District employees receive timely and effective assistance through an automated Help Desk function; and periodically evaluates the cost effectiveness of existing software to meet user needs
- Oversees and approves IT renewal and replacement expenditures and oversees periodic external security audit.
- ~~Oversees periodic external security audit and e~~Ensures that recommendations deemed appropriate by the Executive Team are implemented.
- ~~Periodically evaluates the cost effectiveness of existing software to meet user needs.~~

~~Purchasing and Risk Management~~ **Purchasing and Risk Management**

- Oversees the District's general liability, property damage, vehicular physical damage, catastrophe insurance, loss recovery, and crime insurance programs.
- Coordinates annual application to CSRMA for liability and property insurance. Periodically reviews District insurance coverage.
- Assists the Purchasing Agent to resolve contract law issues or interpretation of the District's purchasing policy with regard to specific situations and reviews recommended changes to the District's Purchasing policy.
- ~~Reviews recommended changes to the District's purchasing policy and procedures.~~

- Oversees the administration of claims against the District to ensure: timely response, appropriate referral to legal counsel, timely communication with the General Manager and Board of Directors, and resolution or settlement of claims consistent with the Mission and values of the District.

Human Resources and Training

- ~~Provides advice to Human Resources staff on matters affecting interpretation and implementation of HR policies.~~
- ~~Oversees coordination of the development and implementation of the Training Module Program.~~
- ~~Provides strategic direction in developing the tracking and reporting of training through computerized systems; oversees development of procedures for tracking training.~~

Quality

Organizational Performance

- ~~Supports the Quality Coordinator~~Organizational Performance Program Manager in the development and implementation of quality initiatives at the team, work group, and District levels.
- Works with the OPPM and Executive Team to develop and implement Balanced Scorecard District-wide initiatives, goals, measures, and implementation plans.

Management Responsibilities

The Business Services Manager/Chief Financial Officer is a resource to the Board of Directors on technical and management issues. ~~This class represents the District at state, regional, and local meetings as well as on District task forces and committees.~~

The incumbent participates as a member of the USD Executive Team in District-wide policy and planning activities, including development of the District's Balanced Scorecard and other strategic planning activities; provides advice and counsel regarding strategic policy and problem solving issues related to assigned workgroup and the District overall; develops performance measures and implements objectives to meet District goals; supports district-wide programs and initiatives; ensures that team plans are in alignment with District-wide and work group strategic plans.

The ~~BS Manager/CFO Business Services Manager coordinates staff and resources to implement plans, including technical and organizational activities~~; develops and administers the annual budget; manages and carries out technical and administrative projects; and occasionally performs the duties of General Manager on an interim basis in the General Manager's absence.

The BS Manager/CFO develops, promotes, supports and ensures compliance with District-wide, work group, and team safety policies, procedures, and safety initiatives and participates in investigations of serious accidents.

The BS Manager/CFO establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and works with staff to allocate resources accordingly.

This position oversees and participates in the development and administration of the Business Services Work Group; approves the forecast of funds needed for staffing, equipment, materials, and supplies; and approves expenditures and implements budgetary adjustments as needed.

This position monitors legal, economic, and business developments in finance and portfolio management, public purchasing, information technology, risk management, and human resources; and recommends and initiates improved work methods and procedures as appropriate.

The BS Manager/CFO serves as liaison with federal, state, regional, county, city, and other agencies as necessary.

Leadership

The Business Services Manager/Chief Financial Officer carries out recruitment and selection, employee relations, performance management, and recognition activities. The BS Manager/CFO supervises and also mentors the BS Coach and provides general management and mentoring (as required) of the Human Resources Administrator Coaches in carrying out their responsibilities in each of the areas stated above and assists Coaches to work effectively with individual employees and teams.

The Business Services Manager/Chief Financial Officer may directly supervise one of the BS teams depending on their knowledge, skills, and abilities.

The incumbent supports the Business Services Coach in working with the Quality Coordinator/Organizational Performance Program Manager (OPPM) and BS teams to apply the principles of total quality to day-to-day operations, including the development and application of benchmarking data, other work group metrics, and process improvements; and supports the Star Point and Team Coordinator Programs, as well as other District-wide programs and initiatives.

Interpersonal Abilities

The Business Services Manager/Chief Financial Officer practices clear, timely, honest communication, promoting openness, mutual respect, and collaborative working relationships; helps create a strong performance ethic within the work group; encourages initiative and risk-taking; and mentors the Business Services Coach and Human Resources Administrator to help their teams work effectively, including managing conflict and change.

QualificationsQUALIFICATIONS

Education and Experience: A typical way to have gained the qualifications to perform the duties of Business Services Manager/Chief Financial Officer is:-
through a

- Bachelor's degree with major course work in finance, accounting, public or business administration, or a closely related field, Certification as a Certified Public Accountant (CPA) is highly desirable.
- and sSeven years' increasingly responsible experience in a minimum of one of the functional areas managed by this position and exposure to two other functional

areas public financing and accounting; a working knowledge of other functional areas is desired. ~~Three~~ years' experience must have been in a supervisory or management capacity.

Knowledge of: Local governmental financial management principles and practices, including financial planning, accounting, budgeting, investment, debt financing, purchasing, information technology, economic analysis, and forecasting procedures; principles and practices of general, fund, cost, governmental accounting, auditing, Generally Accepted Accounting Principles (GAAP) and financial control; pertinent federal, state, and local laws, codes, and regulations including those related to investments, purchasing; office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; training; safety; and risk management.

Ability to: Manage and direct a comprehensive public agency finance program; prepare and administers large and complex budgets; analyze financial data and prepare findings; analyze financial and accounting reports; prepare clear and concise administrative and financial reports; prepare complex short and long range economic forecasts and analyses; interpret complex statutory regulations and requirements; communicate clearly and concisely, both orally and in writing in English; be skilled at making presentations to the Board of Directors, professional and community groups, and other District staff; plan, organize, direct and coordinate the work of others; select, supervise, train, and evaluate staff; and interpret and apply applicable federal, state, and local policies, laws, and regulations.

~~The Business Services Manager must have knowledge, skill, and abilities to perform the technical duties of this classification.~~

The Business Services Manager/Chief Financial Officer must have a clear understanding of the District's goals and be able to communicate these goals; be able to conceptualize and translate concepts into programs; and use excellent judgment in carrying out both technical and management responsibilities, addressing issues with integrity, fairness, and flexibility. The incumbent must effectively delegate work; identify and mitigate potential problems; learn from mistakes and allow subordinates to do the same.

The Business Services Manager/CFO must also have outstanding verbal communication and interpersonal skills; understand the interests of others and work collaboratively; promote support by staff for his/her decisions; establish and maintain excellent working relationships with District staff, the Board of Directors, outside agencies, consultants, and the public; positively influence others; be a mentor, coach, and team player; and possess strong written communication skills.

Licenses, Certificates, or Credentials: Must possess a valid Class C California driver's license, have and maintain a satisfactory driving record, and be insurable by the District to operate District vehicles.

ADDITIONAL INFORMATION

Other Requirements: Must affirm a loyalty oath as a Disaster Service Worker under California Government Code Section 3100-3109, complete related training, and return to work as ordered in the event of an emergency. Must file a conflict of interest statement. Must possess the physical characteristics to perform the critical and important duties of the job.

Disaster Service Worker

Employees of Union Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, and employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District of within the local, or their own community.

Approved by the Board of Directors: 1997

Revised: October, 2008

Position status: Unclassified, Exempt (Adm/Mgr/Sup)

Union Sanitary District

Manager of Business Services/Chief Financial Officer Class Description

DEFINITION

Reporting to the General Manager and under administrative direction, the Business Services Manager/Chief Financial Officer (BS Manager/CFO) manages the Business Services Work Group, including the development and implementation of work group and team goals, objectives, and priorities for each service area; and manages the District-wide administrative functions of finance, budgeting, accounting, internal audit, investments, and financial analyses; centralized purchasing, central stores, and inventory control; safety; risk management; organizational performance; training; and information technology. Human Resources resides within the Business Services Work Group; however, the Human Resources Administrator works directly with the General Manager to strategically manage the District's Human Resources Program.

The BS Manager/CFO works directly with the General Manager, Board of Directors, and Executive Team to develop, implement, and manage District-wide goals, objectives and strategic planning as well as financing plans set forth by policy, ordinance, and Board approval.

This position manages all accounting and finance functions, including but not limited to financial reporting, short- and long-range economic forecasts and analyses, budgets, management of unfunded liabilities, audits, investment management, contracts, long-term debt issuance, revenue, cash flow, and rate setting.

EXAMPLES OF DUTIES

Financial Operations

- This classification ensures compliance with regulatory and governmental accounting and financial reporting standards, including IRS, SCO, GASB, GAAP PERS, ICMA and other legal requirements relating to sound financial and administrative operations and consistency of financial operations with principles of good stewardship of public funds and the District's strategic objectives.
- Oversees and participates in preparation of the District's O & M and CIP budgets and forecasting of cash flows for the operating budget and capital expenditures and revenues; identifies impacts on the current and future rate structure; oversees establishment of financial controls and review of expenditures for conformance with approved budgets; and presents budget recommendations to the Board of Directors for their approval.
- Serves as the District's Board-appointed Treasurer; manages the District's investments and portfolio, maximizing income and safety through daily and long-range investment policies; administers bond programs and secures tax-exempt and other types of financing; coordinates, reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; and annually review the District's investment policy and recommends revisions to the Board of Directors.
- Ensures conformance with Proposition 218 legal notification for rate changes.

- Directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, regulations, and prudent fiscal transparency.

Information Technology

- Oversees implementation of the IT Master Plan.
- Ensures that District employees receive timely and effective assistance through an automated Help Desk function; and periodically evaluates the cost effectiveness of existing software to meet user needs.
- Oversees and approves IT renewal and replacement expenditures and oversees periodic external security audit.
- Ensures that recommendations deemed appropriate by the Executive Team are implemented.

Purchasing and Risk Management

- Oversees the District's general liability, property damage, vehicular physical damage, catastrophe insurance, loss recovery, and crime insurance programs.
- Coordinates annual application to CSRMA for liability and property insurance. Periodically reviews District insurance coverage.
- Assists the Purchasing Agent to resolve contract law issues or interpretation of the District's purchasing policy with regard to specific situations and reviews recommended changes to the District's Purchasing policy.
- Oversees the administration of claims against the District to ensure timely response, appropriate referral to legal counsel, timely communication with the General Manager and Board of Directors, and resolution or settlement of claims consistent with the Mission and values of the District.

Organizational Performance

- Supports the Organizational Performance Program Manager in the development and implementation of quality initiatives at the team, work group, and District levels.
- Works with the OPPM and Executive Team to develop and implement Balanced Scorecard District-wide initiatives, goals, measures, and implementation plans.

Management Responsibilities

The Business Services Manager/Chief Financial Officer is a resource to the Board of Directors on technical and management issues.

The incumbent participates as a member of the USD Executive Team in District-wide policy and planning activities, including development of the District's Balanced Scorecard and other strategic planning activities; provides advice and counsel regarding strategic policy and problem solving issues related to the assigned workgroup and the District overall; develops performance measures and implements objectives to meet District goals; supports district-wide programs and initiatives; ensures that team plans are in alignment with District-wide and work group strategic plans.

The BS Manager/CFO develops and administers the annual budget; manages and carries out technical and administrative projects; and occasionally performs the duties of General Manager on an interim basis in the General Manager's absence.

The BS Manager/CFO develops, promotes, supports, and ensures compliance with District-wide, work group, and team safety policies, procedures, and safety initiatives and participates in investigations of serious accidents.

The BS Manager/CFO establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and works with staff to allocate resources accordingly.

This position oversees and participates in the development and administration of the Business Services Work Group; approves the forecast of funds needed for staffing, equipment, materials, and supplies; and approves expenditures and implements budgetary adjustments as needed.

This position monitors legal, economic, and business developments in finance and portfolio management, public purchasing, information technology, risk management, and human resources; and recommends and initiates improved work methods and procedures as appropriate.

The BS Manager/CFO serves as liaison with federal, state, regional, county, city, and other agencies as necessary.

Leadership

The Business Services Manager/Chief Financial Officer carries out recruitment and selection, employee relations, performance management, and recognition activities for the work group. The BS Manager/CFO supervises and mentors the BS Coach and provides general management and mentoring (as required) of the Human Resources Administrator in carrying out their responsibilities in each of the areas stated above and assists management staff to work effectively with individual employees and teams.

The Business Services Manager/Chief Financial Officer may directly supervise one of the BS teams depending on their knowledge, skills, and abilities.

The incumbent supports the Business Services Coach in working with the Organizational Performance Program Manager (OPPM) and BS teams to apply the principles of total quality to day-to-day operations, including the development and application of benchmarking data, other work group metrics, and process improvements; and supports the Star Point and Team Coordinator programs, and other District programs and initiatives.

Interpersonal Abilities

The Business Services Manager/Chief Financial Officer practices clear, timely, honest communication, promoting openness, mutual respect, and collaborative working relationships; helps create a strong performance ethic within the work group; encourages initiative and risk-taking; and mentors the Business Services Coach and Human Resources Administrator to help their teams work effectively, including managing conflict and change.

QUALIFICATIONS

Education and Experience: A typical way to have gained the qualifications to perform the duties of Business Services Manager/Chief Financial Officer is:

- Bachelor's degree with major coursework in finance, accounting, public or business administration, or a closely related field. Certification as a Certified Public Accountant (CPA) is highly desirable.
- Seven years' increasingly responsible experience in public financing and accounting; a working knowledge of the other functional areas is desired. Three years' experience must have been in a supervisory or management capacity.

Knowledge of: Local governmental financial management principles and practices, including financial planning, accounting, budgeting, investments, debt financing, purchasing, information technology, economic analysis, and forecasting procedures; principles and practices of general, fund, cost, governmental accounting, auditing, Generally Accepted Accounting Principles (GAAP) and financial control; pertinent federal, state, and local laws, codes, and regulations including those related to investments, purchasing; office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; training; safety; and risk management.

Ability to: Manage and direct a comprehensive public agency finance program; prepare and administers large and complex budgets; analyze financial data and prepare findings; analyze financial and accounting reports; prepare clear and concise administrative and financial reports; prepare complex short and long range economic forecasts and analyses; interpret complex statutory regulations and requirements; communicate clearly and concisely, both orally and in writing in English; be skilled at making presentations to the Board of Directors, professional and community groups, and other District staff; plan, organize, direct and coordinate the work of others; select, supervise, train, and evaluate staff; and interpret and apply applicable federal, state, and local policies, laws, and regulations.

The Business Services Manager/Chief Financial Officer must have a clear understanding of the District's goals and be able to communicate these goals; be able to conceptualize and translate concepts into programs; and use excellent judgment in carrying out both technical and management responsibilities, addressing issues with integrity, fairness, and flexibility. The incumbent must effectively delegate work; identify and mitigate potential problems; learn from mistakes and allow subordinates to do the same.

The BS Manager/CFO must also have outstanding verbal communication and interpersonal skills; understand the interests of others and work collaboratively; promote support by staff for his/her decisions; establish and maintain excellent working relationships with District staff, the Board of Directors, outside agencies, consultants, and the public; positively influence others; be a mentor, coach, and team player; and possess strong written communication skills.

Licenses, Certificates, or Credentials: Must possess a valid Class C California driver's license, have and maintain a satisfactory driving record, and be insurable by the District to operate District vehicles.

ADDITIONAL INFORMATION

Other Requirements: Must affirm a loyalty oath as a Disaster Service Worker under California Government Code Section 3100-3109, complete related training, and return to work as ordered in the event of an emergency. Must file a conflict of interest statement. Must possess the physical characteristics to perform the critical and important duties of the job.

Disaster Service Worker

Employees of Union Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local, or their own community.

Approved by the Board of Directors: 1997

Revised: October, 2008

Position status: Unclassified, Exempt (Adm/Mgr/Sup)



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: May 5, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer

SUBJECT: Agenda Item No. 9 - Meeting of May 11, 2015
SELECT BOARD MEMBERS TO REPRESENT USD ON EXTERNAL COMMITTEES FOR FY16

Recommendation

Select Board Members to serve the FY16 term as USD representatives on the East Bay Dischargers Authority (EBDA) Commission, Alameda County Chapter of California Special District Association (CSDA), and the Southern Alameda County Geographic Information System (SACGIS) Joint Powers Authority.

Background

Policy No. 3070.2 calls for the Board to select representatives and alternates for three External Committees no later than the first meeting in June so that representatives may be seated for the first meeting of the new fiscal year. EBDA Commissioners often make plans early for selection of officers for the following year.

Currently, the representatives and alternates for the external committees are:

<u>Organization</u>	<u>Representative</u>	<u>Alternate</u>
EBDA Commission	Tom Handley	Manny Fernandez
CSDA (Alameda County)	Pat Kite	Manny Fernandez
SACGIS	Jennifer Toy	Anjali Lathi

Policy calls for members to make their wishes known to the Board and for the Board to vote for each representative position and alternate position by secret ballot. Past practice has been to waive the secret ballot and make selections by voice vote, an option provided within the policy.

Internal committee assignments for FY 16 will be announced in July following the election of officers.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: May 2, 2015

MEMO TO: Board of Directors – Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
David M. O'Hara, Legal Counsel

SUBJECT: Agenda Item No. 10 – Meeting of May 11, 2015
RESOLUTION NO. ____, AUTHORIZE EXECUTION OF CONTRACT WITH NEW LEGAL COUNSEL

Recommendation:

Staff recommend the Board of Directors approve this Resolution.

Background:

In preparation for Mr. O'Hara's 2015 retirement, a succession plan was developed in consultation with the Board of Directors in the fall of 2014. As part of that plan, and in line with the schedule, a *Request for Proposals* (RFP) was developed. The RFP was distributed in January 2015 to 11 law firms having experience with public agency law, particularly sanitation agencies. Eight very well qualified law firms submitted detailed proposals. Mr. Eldredge (USD General Manager), Mr. O'Hara (USD existing legal Counsel), and Mr. Ghossain (USD Technical Services Work Group Manager) narrowed the list to three finalists. Two representatives from each firm were interviewed by the Board on April 21, 2015. Burke, Williams & Sorensen, LLP of Oakland was unanimously selected, with Karen W. Murphy to act as primary legal counsel and Leah Castella as assistant legal counsel. A contract for the Burke, Williams & Sorensen firm has been negotiated and is attached to this staff report for reference.

Mr. O'Hara has indicated he will be available until the end of the year to provide a comprehensive opportunity for transfer of knowledge, and a thorough examination of the files which will be available to the new legal counsel. In conjunction with the knowledge transfer, new legal counsel will be provided a history of the District and a review of past and present facilities by Mr. O'Hara and Mr. Eldredge.

Some of the more notable attributes in the proposed contract presented for Board consideration include the following:

- Term: 1 year initial term with one year extensions thereafter.
- Compensation: the contract, consistent with the proposal, includes a billing rate of \$275 per hour for Basic Services and \$315 per hour for additional services (i.e. Litigation). The compensation rates will be reviewed in January of odd numbered years and shall not be greater than the CPI-W the previous year for the San Francisco-Oakland-San Jose area.
- Travel time for Basic Services will not be billable.
- The District can cancel the contract at any time by written notice. Burke can cancel the contract at any time upon 60 days prior written notice.
- Customary insurance and indemnification provisions that have been reviewed and approved by Mr. O'Hara.
- Attorneys will attend the Annual CASA meetings at their expense.

Attachments

Resolution

Proposed Contract

RESOLUTION NO. _____

**AUTHORIZE EXECUTION OF CONTRACT WITH
BURKE, WILLIAMS & SORENSEN LLP FOR LEGAL COUNSEL SERVICES**

WHEREAS, David O'Hara has provided legal services to Union Sanitary District for over 35 years; and

WHEREAS, in preparation for Mr. O'Hara's 2015 retirement, a succession plan was developed in consultation with the Board of Directors in the fall of 2014; and

WHEREAS, a Request for Proposals for legal counsel services was developed and distributed in January 2015 to 11 law firms having experience with public agency law; and

WHEREAS, eight very well qualified law firms submitted detailed proposals; and

WHEREAS, General Manager Eldredge, Mr. O'Hara, and Technical Services Manager Ghossain reviewed the proposals and selected three firms to be interviewed; and

WHEREAS, two representatives from each firm were interviewed by the Board on April 21, 2015; and

WHEREAS, Burke, Williams & Sorensen, LLP of Oakland was unanimously selected, with Karen W. Murphy to act as primary legal counsel and Leah Castella as assistant legal counsel; and

WHEREAS, a contract for the Burke, Williams & Sorensen firm has been negotiated and presented to the Board for consideration.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Union Sanitary District that the General Manager is hereby authorized to execute a contract with Burke, Williams & Sorensen, LLP for legal counsel services.

AGREEMENT FOR GENERAL COUNSEL SERVICES

This Agreement for General Counsel Services ("Agreement") is made and entered into as of the ____ day of _____, 2015, by and between the Union Sanitary District, an independent special district of the State of California ("District") and Burke, Williams & Sorensen, LLP, a California limited liability partnership ("Burke") (collectively, the "Parties").

RECITALS

A. District requires the professional legal services of attorneys to serve as the District's General Counsel.

B. Burke has the necessary experience and history in providing professional legal services and advice related to areas of law referenced above and is able and willing to provide General Counsel services to the District.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

1. Legal Services.

1.1 Burke's duties shall be that of General Counsel to the District, and Burke shall perform any and all basic General Counsel duties and functions entrusted to it by the District including, without limitation, those services described in Exhibit A ("Services"). In performing the Services, Burke's attorneys shall be available for advice or consultation as needed by phone or email, with follow-up written advice as requested by District. Burke shall not prepare any writing on District stationary without the consent of the District and shall exercise good faith efforts to obtain consent of the General Manager prior to engaging with the media regarding any events, persons or policies of the District, or shall immediately notify the General Manager after any such engagement. Further, Burke shall keep informed of the operation, management, personnel and projects of the District, as well as the industry of sanitary agencies by attending CASA conferences, including the annual conferences and attorney sessions.

1.2 Karen W. Murphy shall be designated the General Counsel and J. Leah Castella shall be designated the Assistant General Counsel and they will be the coordinator of services provided to the District with other attorneys of the firm as necessary.

1.3 District and its members recognize that the firm of Burke provides legal representation to public entities throughout California. The Services will not include matters in which Burke has a conflict of interest that precludes Burke from representing the District, members of the District Board, or officers or employees of District. If Burke has a conflict of interest or lacks expertise to handle a particular assignment, Burke shall provide the District with a recommendation to hire outside counsel. District also agrees to exercise reasonable discretion in providing waivers for any potential or perceived conflicts that might

arise out of representation of Burke's other clients, which representation does not directly involve Burke's representation of District.

2. Standard of Performance. While performing the Services, Burke will exercise the reasonable professional care and skill customarily exercised by reputable members of the California State Bar practicing in the Metropolitan Northern California Area, and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

3. Term. Unless earlier terminated or extended, the term of this Agreement will be for a period of one year with automatic annual extensions.

4. Compensation. In consideration for the rendition of the Services, District shall compensate Burke as follows:

4.1 For basic General Counsel services which shall include attendance at two District Board meetings per month, committee meetings as requested, rendition of routine legal advice, preparation of ordinances, resolutions, contracts and other standard legal documents, and preparation of formal written opinions, and legal advice provided with respect to local government, enterprise funds, real estate matters, and construction matters ("Basic Services"), District shall pay to Burke on an hourly basis \$275 per hour for Basic Services. Compensation rates to be reviewed in January of odd numbered years for adjustment but shall not be greater than the Consumer Price Index (CPI-W) for the San Francisco-Oakland-San Jose area for the previous year.

4.2 For other additional services rendered in connection with legal advice provided on non-routine matters, including but not limited to, personnel matters, specialized construction issues (such as complex bid disputes or protests), preparation, prosecution and defense of litigation and/or adjudicative or investigative proceedings and complex transactional matters, District shall pay to Burke on an hourly basis \$315 per hour. Prior to applying this rate to any matter covered by this paragraph, Burke shall consult with the General Manager.

4.3 Travel time will not be compensated for Basic Services or those legal services specified in Section 4.1 herein.

5. Payment for Services.

5.1 Burke shall bill the District on a monthly basis. Each bill shall indicate the date of the work done, the work that was accomplished, the attorney or paralegal that performed the work, and the fee for the work. To each bill, Burke shall add an administrative charge of 4% of legal fees in lieu of separately itemizing general overhead costs, which are generally chargeable to a client, including long distance telephone service, facsimile charges, regular postage, and routine copying of documents. Burke shall regularly monitor its actual administrative expenses to ensure that the administrative charge is a fair and reasonable approximation of actual expenses.

5.2 The following out-of-pocket expenses will be separately itemized and included in bills to the District: (1) extraordinary operating expenses, including items such as messenger services, overnight mail charges, and extraordinary copying; (2) necessary travel and subsistence expenses, with the exception of CASA and other industry related sessions or conferences; (3) court costs, including filing fees, witness fees, and deposition and discovery costs not paid directly by the District.

5.3 The District shall review and approve Burke's monthly statements and pay Burke for services rendered and expenses incurred at the rates and in the amounts provided in this Agreement on a monthly basis in accordance with the approved monthly statements.

6. General Compliance with Laws. Burke will keep informed of federal, state and local laws and ordinances and regulations which in any manner affect Burke, or in any way affect the performance of the Services by Burke. Burke will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of the Services with all applicable laws, ordinances and regulations.

7. Status of Burke. Burke will perform the Services in Burke's own way as an independent contractor and in pursuit of Burke's independent calling, and not as an employee of District. The persons used by Burke to provide the Services under this Agreement will not be considered employees of District for any purposes. The payment made to Burke pursuant to the Agreement will be the full and complete compensation to which Burke is entitled. District will not make any federal or state tax withholdings on behalf of Burke or its agents, employees or subcontractors. District will not be required to pay any Workers' Compensation insurance or unemployment contributions on behalf of Burke or its employees or subcontractors.

8. Indemnification. Burke will indemnify and hold harmless District and its officers, agents, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the Services to the extent they are caused by the willful misconduct or negligent act or omission of Burke, any subcontractor, anyone employed by any of them or anyone for whose acts any of them may be liable.

9. Insurance. Burke will obtain and maintain for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the Services by Burke or Burke's agents, representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. The insurance carrier is required to have a current Best's Key Rating of not less than "A:VII."

9.1 Coverages and Limits. Burke will maintain the types of coverages and minimum limits indicated below, unless General Manager approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on Burke's

indemnification obligations under this Agreement. District, its officers, agents, volunteers and employees make no representation that the limits of the insurance specified to be carried by Burke pursuant to this Agreement are adequate to protect Burke. If Burke believes that any required insurance coverage is inadequate, Burke will obtain such additional insurance coverage, as Burke deems adequate, at Burke's sole expense.

9.1.1 Commercial General Liability Insurance. \$1,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

9.1.2 Automobile Liability. \$1,000,000 combined single-limit per accident for bodily injury and property damage.

9.1.3 Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of \$1,000,000 per accident for bodily injury.

9.1.4 Professional Liability. Errors and omissions liability appropriate to Burke's profession with limits of not less than \$1,000,000 per claim.

9.2 Additional Provisions. Burke will ensure that the policies of insurance required under this Agreement contain, or are endorsed to contain, the following provisions:

9.2.1 For Commercial General Liability Insurance and Automobile Liability Insurance, District and its officers, agents, volunteers and employees will be named as additional insureds.

9.2.2 Burke will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage.

9.2.3 This insurance will be in force during the life of the Agreement and any extensions of it and will not be canceled without thirty (30) days prior written notice to District sent pursuant to the notice provisions of this Agreement.

9.3 Providing Certificates of Insurance and Endorsements. Prior to District's execution of this Agreement, Burke will furnish certificates of insurance and endorsements to District.

9.4 Failure to Maintain Coverage. If Burke fails to maintain any of these insurance coverages, then District will have the option to declare Burke in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. Burke is responsible for any payments made by District to

obtain or maintain insurance and District may collect these payments from Burke or deduct the amount paid from any sums due Burke under this Agreement.

9.5 Primary Coverage. For any claims related to the Services and this Agreement, Burke's insurance coverage will be the primary insurance with respect to District and its officers, agents, volunteers and employees. Any insurance or self-insurance maintained by District, for itself or its officers, agents, volunteers and employees, will be in excess of Burke's insurance and not contributory with it.

9.6 Reduction in Coverage/Material Changes. Burke will notify District thirty (30) days prior to any reduction in any of the insurance coverage required pursuant to this Agreement or any material changes to the respective insurance policies.

10. Maintenance of Records. Burke will maintain complete and accurate records with respect to costs incurred under this Agreement. All such records will be clearly identifiable. Burke will allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other such documents created pursuant to this Agreement. Burke will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

11. Ownership of Documents. Upon termination of this Agreement, all reports, plans, documents, records, and data or certified copies of same prepared by Burke pursuant to this Agreement shall become the property of District, excluding Burke's internal accounting records and other documents not reasonably necessary to District's representation, subject to Burke's right to make copies of any files withdrawn by District. Once a matter is concluded, Burke will close the file and District will receive notice of any District materials that remain in Burke's possession. District will be invited to retrieve these District materials within a reasonable time as set forth in the notice or District may direct Burke to forward the District materials to District at District's expense. If District does not retrieve the materials or request that they be forwarded, District authorizes Burke to destroy the materials in accordance with applicable rules of professional conduct and document retention. Under Burke's document retention policy, Burke would normally destroy files five (5) years after a matter is closed, unless other arrangements are made with District. All District-supplied materials and all attorney end product (referred to generally as "District material") are the property of District. Attorney end product includes, for example, finalized contracts, pleadings, and trust documents. Attorney work product is the property of Burke. Attorney work product includes, for example, drafts, notes, internal memoranda and electronic files, and attorney representation and administration materials, including attorney-District correspondence and conflicts materials.

12. Notices. The name of the persons who are authorized to give written notices or to receive written notice on behalf of District and on behalf of Burke under this Agreement are:

For District:

Union Sanitary District
Attn: General Manager
5072 Benson Road
Union District, CA 94587
(510) 477-7503

For Burke:

Burke, Williams & Sorensen, LLP
Attn: Karen W. Murphy
1901 Harrison St., 9th Floor
Oakland, CA 94612
(510) 273-8780

Except as otherwise stated, all notices to be provided or that may be provided under this Agreement must be in writing and delivered by regular or certified mail. Each party will notify the other immediately of any changes of address that would require any notice or delivery to be directed to another address.

13. Termination of Services.

13.1 District may terminate Services at any time by written notice. After receiving such notice, Burke will cease providing the Services. Burke will cooperate with District in the orderly transfer of all related files and records to District's new counsel.

13.2 Burke may terminate the Services at any time upon sixty (60) days prior written notice. If Burke terminates the Services, District agrees to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

13.3 Termination of the Services, whether by District or by Burke, will not relieve the obligation to pay for the Services rendered and costs incurred before the Services formally ceased.

14. Entire Agreement. This Agreement embodies the entire Agreement and understanding between the Parties relating to the subject matter of it. In case of conflict, the terms of this Agreement supersede any and all prior written or oral agreement, order or understanding. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in writing signed by both Parties.

[signatures follow on next page]

IN WITNESS HEREOF, the Parties hereby execute this Agreement as of the date set forth above.

BURKE:

BURKE, WILLIAMS & SORENSEN, LLP

By: _____
John J. Welsh, Managing Partner

DISTRICT:

UNION SANITARY DISTRICT, an Independent
Special District of the State of California

By: _____
Manny Fernandez, President, Board of
Directors

APPROVED AS TO FORM:

By: _____
David M. O'Hara, Attorney

EXHIBIT A

SERVICES

- Attend all meetings of the Board of Directors and committee meetings as requested to, among other things, explain legal requirements and disclosure needs where necessary
- Review agenda materials of the Board of Directors and prepare agenda material and memoranda as necessary
- Participate in meetings at the District offices or other locations as requested
- Consult with Special Legal Counsel regarding employment issues or other issues requiring Special Counsel services
- Assist in drafting agreements, ordinances, resolutions, policies and other legal documents, including review of District's template agreements and updates as requested
- Review District's purchasing policies for conformance with law and regulations as requested and provide recommendations if necessary
- Keep informed of statutes, regulations, case decisions or other legal matters that affect the District and provide such information to District
- Provide service consistent with the District's adopted policies and standards for providing excellent customer service and transparency in governance



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: May 4, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager / District Engineer
Sami E. Ghossain, Manager of Technical Services
Raymond Chau, CIP Coach
Chris Pachmayer, Associate Engineer
Derek Chiu, Assistant Engineer

SUBJECT: Agenda Item No. 11 - Meeting of May 11, 2015
Resolution No. _____, Accept the Construction of the Primary Digester No. 5 Rehabilitation Project from D.W. Nicholson Corporation and Authorize the Attorney for the District to Record a Notice of Completion

Recommendation

Staff recommends the Board accept the construction of the Primary Digester No. 5 Rehabilitation Project from D.W. Nicholson Corporation by resolution, and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

Background

Primary Digester No. 5 was originally constructed during the 1985 plant upgrade project. In June 2014, Primary Digester No. 5 was taken out of service and cleaned as part of the District's ongoing maintenance program. A condition assessment of the digester and its appurtenances was conducted by V&A Consulting Engineers, Inc. (V&A) after the digester was cleaned. V&A's assessment revealed that the interior epoxy coating of the digester's dome and the polyurethane foam insulation on the exterior of the dome were compromised and in need of replacement. The assessment also showed some areas of the dome's steel side skirt were corroded and needed reinforcement.

On July 28, 2014, the Board awarded the construction contract for the Primary Digester No. 5 Rehabilitation Project (Project) in the amount of \$779,600 to D.W. Nicholson Corporation (DWN). The purpose of the Project was to inspect and repair Primary Digester No. 5's steel dome and side skirt, replace the existing foam insulation on the dome, and recoat the dome and various digester appurtenances.

Water Works Engineers completed the design of the Project in July 2014. The scope of work for the Project consisted of the following:

- Lifting the Primary Digester No. 5 steel dome to inspect and repair the exterior side of the dome's steel side skirt.
- Repairing the existing dome steel and tank concrete.
- Replacing all foam insulation on the exterior of the digester dome.
- Blasting and recoating the interior of the digester dome.
- Blasting and recoating the 30-inch diameter suction line, the 6-inch diameter sludge sample lines, and the 20-inch diameter discharge nozzles located inside the digester.
- Pressure washing the interior walls of the digester tank to remove struvite deposits. Struvite is a crystalline material that forms from magnesium, ammonium, and phosphate present in wastewater under a high pH environment.

Construction Contract

Staff issued the Notice to Proceed to DWN on August 28, 2014 with a scheduled completion date of December 25, 2014. DWN substantially completed the Project on February 27, 2015. The delay in substantial completion is primarily attributed to the repairs to the steel dome side skirt that were more extensive than anticipated. Overall, Staff granted time extensions of sixty-four (64) calendar days to account for contractor delays.

Change Order Summary

The Project construction included eleven (11) change orders at a total cost of \$88,862, which is approximately 11% 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	Assembly of Existing Structural Lifting Devices	\$3,376
2	Temporary Removal of Light Fixture and Conduits	\$3,163
3	Temporary Lighting of the West Access Road	\$2,604
4	Fabricate Thirty-Three New Digester Dome Anchors	\$18,281
5	Replacement of Additional Piping under the Overflow Box	\$4,000
6	Credit for Coating of Manway Covers and for the Deletion of New Viewport Nozzle	(\$3,109)
7	Repair of Digester Steel Dome and Side Skirt	\$54,498
8	Install Locknuts for Digester Dome Walkways	\$2,331
9	Repair of Walkway Supports on the Digester Dome	\$769
10	Minor Hole Repair in Digester Dome near the Center Water Seal	\$2,949
11	Time Extension	\$0
	Total	\$88,862

Two of the more significant change orders are described in detail below:

Change Order No. 4 was for the fabrication of thirty-three (33) new dome anchors. The existing dome anchors were originally required to be removed, cleaned, and recoated as part of the Project. During construction, it was discovered that all of the dome anchors were significantly corroded and bonded to the tube steel supports of the dome. In order to remove the dome anchors, the contractor was forced to cut them off and thus preventing their reuse. During design, staff estimated that up to five (5) dome anchors may need replacement and it was included as a separate bid item. The contractor's original bid price was \$900 per dome anchor. Due to the increased number of dome anchors, Staff was able to negotiate a lower unit price of \$690 per anchor.

Change Order No. 7 was for the repair of the steel dome and side skirt of Primary Digester No. 5. During construction and after the steel dome was lifted, V&A performed a condition assessment of the exposed side skirt of the steel dome and the concrete wall concealed by the side skirt. Significant corrosion was discovered around the perimeter of the dome and on the side skirt. In some locations holes were discovered in the side skirt. DWN welded two bands of steel plate around the entire skirt to repair the corrosion damage. During design, staff had anticipated that some spot repairs would be needed after V&A completed their condition assessment. Staff had allocated \$30,000 in bid allowances to account for the repair of the steel dome, side skirt, and concrete tank wall. After taking into account the allowances, the net cost of Change Order No. 7 was \$54,498. Change Order No. 7 took place during the major rain storms in December 2014 which complicated the repair and extended the time to complete the work.

The District has assumed beneficial occupancy of Primary Digester No. 5 and the digester was placed back into operation on March 5, 2015. The Project punchlist was issued on March 5, 2015 to DWN and all field punchlist work has been successfully completed. A couple of administrative punchlist items remain and staff anticipates their completion by mid-May 2015.

Staff recommends the Board accept the construction of the Primary Digester No. 5 Rehabilitation Project from D.W. Nicholson Corporation by resolution, and authorize the Attorney for the District to record a Notice of Completion with the Alameda County Recorder's Office.

PRE/SEG/RC/CP/DC:ks

Attachments: Resolution
Notice of Completion
Figure 1 – Site Map
Figure 2 – Plan and Section Views
Photos

RESOLUTION NO. _____

**ACCEPT THE CONSTRUCTION OF THE
PRIMARY DIGESTER NO. 5 REHABILITATION PROJECT
LOCATED IN UNION CITY, CALIFORNIA**

RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT hereby accepts the Primary Digester No. 5 Rehabilitation Project from D.W. Nicholson Corporation, effective May 11, 2015; and be it

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

On motion duly made and seconded, this resolution was adopted by the following vote on May 11, 2015:

AYES:

NOES:

ABSENT:

ABSTAIN:

MANNY FERNANDEZ
President, Board of Directors
Union Sanitary District

Attest:

TOM HANDLEY
Secretary, Board of Directors
Union Sanitary District



**RECORDING 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

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 August 2, 2014, by said District and **D.W. NICHOLSON CORPORATION** 24747 Clawiter Road, Hayward, CA, 94545 Contractor for the Project, "**PRIMARY DIGESTER NO. 5 REHABILITATION PROJECT**", was substantially completed on February 27, 2015 and accepted by said District on May 11, 2015.

The name and address of the owner is **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 Union Sanitary District's Wastewater Treatment Plant, located at 5072 Benson Road, Union City, CA 94587, 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 UNION SANITARY DISTRICT



Figure No. 1

Primary Digester No. 5 Rehabilitation Project Photos



Steel Dome Side Skirt – Note the holes present due to corrosion damage. Similar damage is also present in other locations of the side skirt.

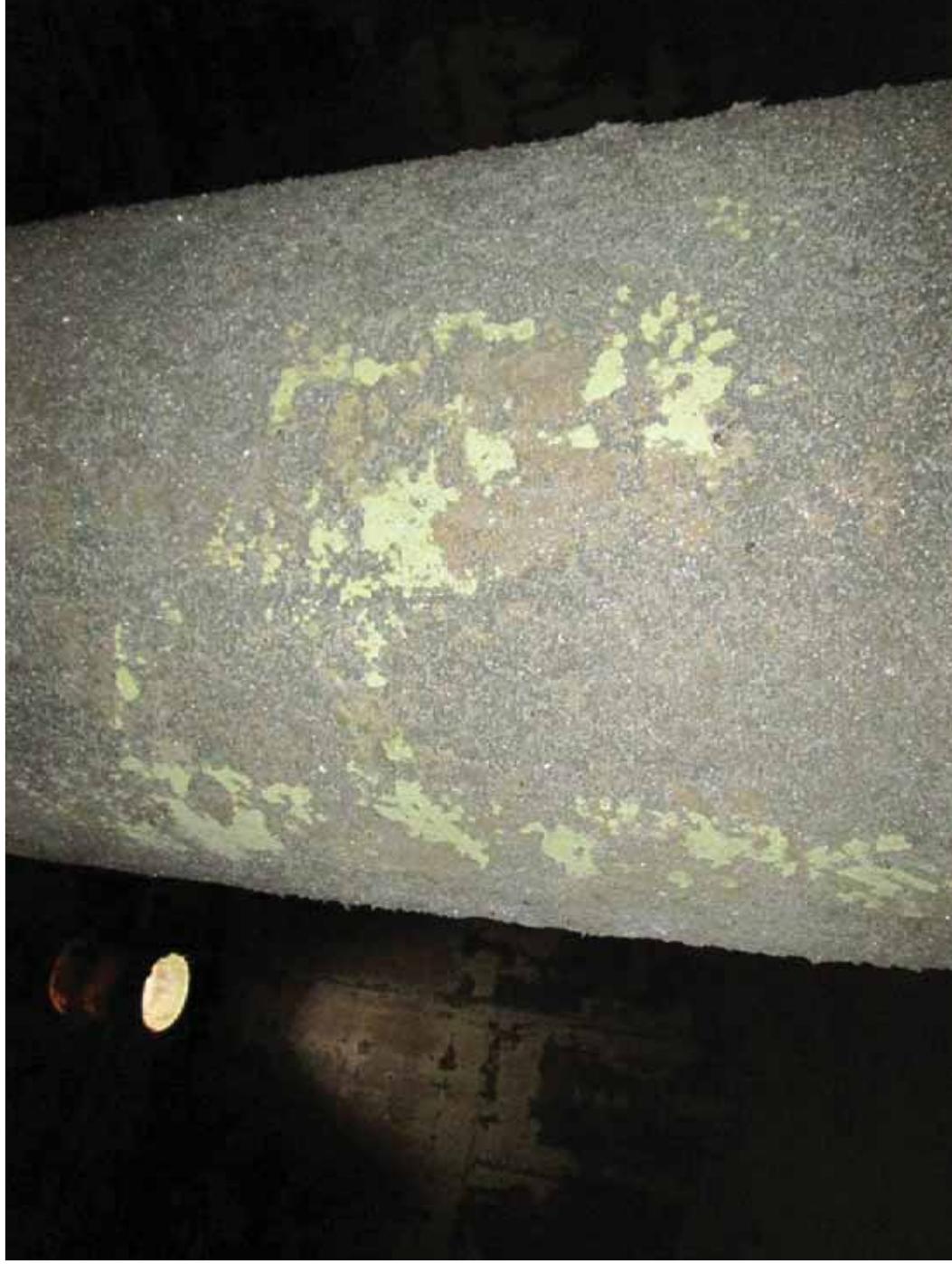
Primary Digester No. 5 Rehabilitation Project Photos



Steel Dome Side Skirt – View from inside the digester and note the daylight coming through various holes present due to corrosion damage.



Steel Dome Side Skirt Repair



Struvite on the Surface of the Center Column inside Digester 5 – Center column was cleaned and recoated

Primary Digester No. 5 Rehabilitation Project Photos



Primary Digester No. 5 – Recoated Dome Interior

Primary Digester No. 5 Rehabilitation Project Photos



Primary Digester No. 5 - Existing Foam Insulation System

Primary Digester No. 5 Rehabilitation Project Photos



Primary Digester No. 5 - Completed New Foam Insulation System



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: May 4, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager
Sami E. Ghossain, Manager of Technical Services
Rollie Arbolante, Customer Service Team Coach

SUBJECT: Agenda Item No. 12 - Meeting of May 11, 2015
Authorize the General Manager to Execute Task Order No. 6 with West Yost Associates for the Design of the Newark Backyard Sanitary Sewer Relocation Project – Phase 3

Recommendation

Staff recommends the Board authorize the General Manager to execute Task Order No. 6 with West Yost Associates in the amount of \$159,760 for the design of the Newark Backyard Sanitary Sewer Relocation Project - Phase 3.

Funds for the Project are expected to be budgeted for in the FY'16 Capacity and Renewal/Replacement Funds.

Background

The purpose of the Newark Backyard Sanitary Sewer Relocation Project is to improve the existing gravity sewer system within the residential neighborhood located northerly of the intersection of Dairy Avenue and Cherry Street in the city of Newark. A map of the project is attached. The existing sewers have very flat slopes and require frequent and expensive maintenance of the sewers. 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 included the relocation of 33 sewer laterals from the backyard of homes on Dairy Avenue and Cherry Street in the project area. West Yost and

Associates completed the design of Phase 1 and the Board awarded the construction contract to Ranger Pipelines, Inc. on April 28, 2014. Construction was completed in August 2014.

Phase 2 of the project will include the construction of approximately 3,800 feet of new sewer mains to replace existing sewer mains located in backyard easements; and include the relocation of approximately 95 sewer laterals from the backyard to the public street fronting the homes. The Board awarded the construction contract for Phase 2 to Ranger Pipelines, Inc. on April 13, 2015. Construction is about to begin on the project and it is estimated to be complete in early October 2015.

The final phase of the project, Phase 3, will complete the relocation of backyard sewer mains and sewer laterals for the neighborhood. The design of Phase 3 will include the construction of approximately 3,000 feet of new sewer mains located in backyard easements; and include the relocation of approximately 80 sewer laterals from the backyard to the public street fronting the homes.

Task Order No. 6

The scope of services for Task Order No. 6 includes:

- Project Management such as day-to-day administration, progress meetings and technical reviews
- Public Outreach including contact with property owners, backyard investigations, development of individual lateral plans for each property, and one public meeting early in design
- Drafting of legal descriptions and plats for easements to be quitclaimed
- Design of approximately 3,000 feet of new 8-inch sewer mains and 80 relocated sewer laterals
- Bid Support Services

Task	Description	Amount
1	Project Management	\$ 10,696
2	Public Outreach	\$ 47,793
3	Surveying	\$ 17,099
4	Utility Coordination	\$ 11,600
5	Design	\$ 64,600
6	Bid Support Services	\$ 7,972
	Total	\$ 159,760

The preliminary construction cost estimate for Phase 3 is \$2.5 million. The total cost of Task Order No. 6 represents 6.4% of the construction cost estimate. The expected percentage for a project of this size is 6-8%.

A summary of West Yost Associates' Task Orders to the Agreement is as follows:

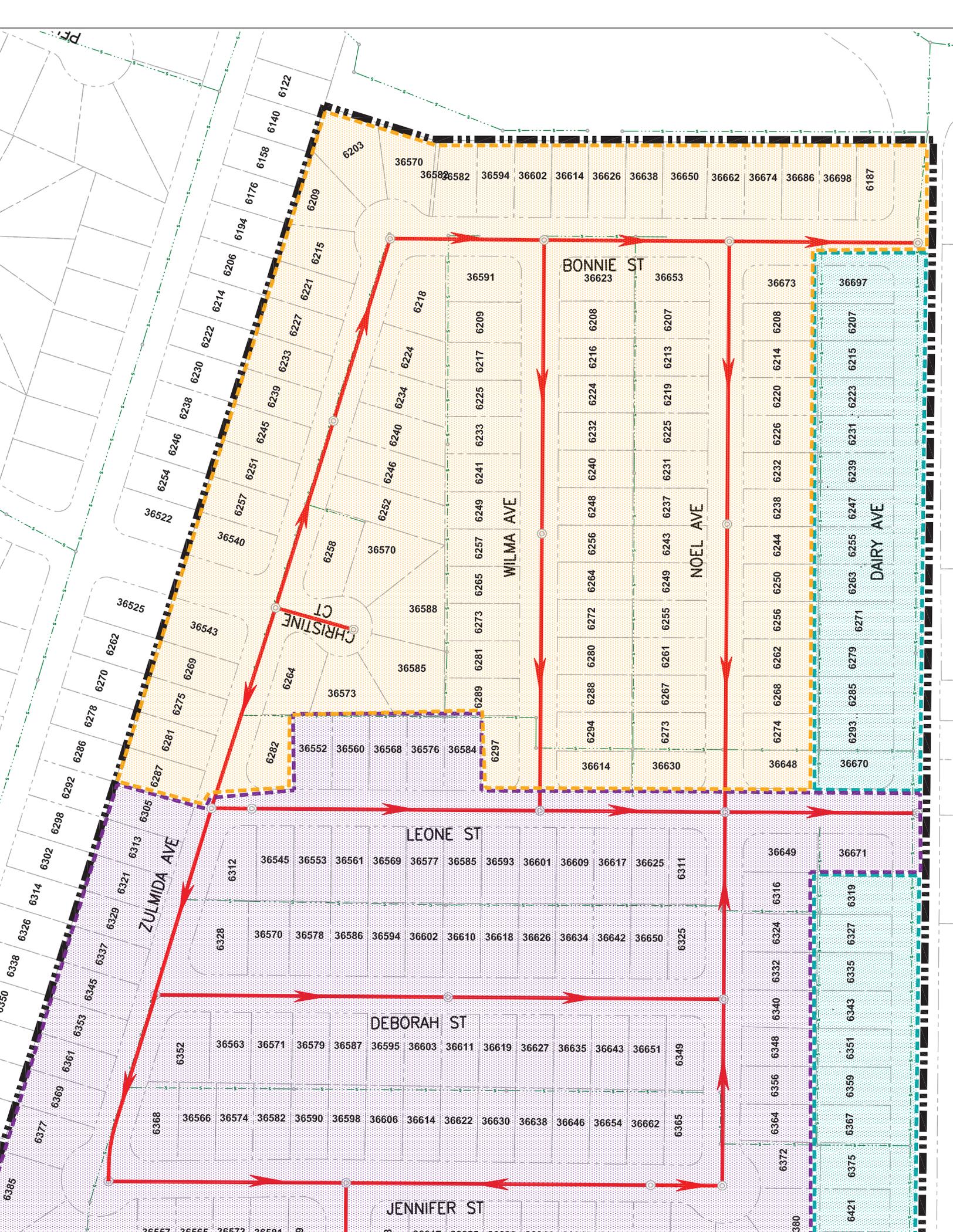
TASK ORDER	DESCRIPTION	AMOUNT
1	Preliminary design and evaluation services for Newark Backyard Sanitary Sewer Relocation Project	\$52,772
2	Final design services for Newark Backyard Sanitary Sewer Relocation Project – Phase 1	\$76,352
3	Engineering services during construction of Newark Backyard Sanitary Sewer Relocation Project – Phase 1	\$15,262
4	Final design services for Newark Backyard Sanitary Sewer Relocation Project – Phase 2	\$230,239
5	Engineering services during construction of Newark Backyard Sanitary Sewer Relocation Project – Phase 2	\$32,908
6	Final design services for Newark Backyard Sanitary Sewer Relocation Project – Phase 3	\$159,760
	Total	\$567,293

Design of the Newark Sanitary Sewer Relocation Project - Phase 3 is scheduled for completion in February 2016, with construction to follow in Spring 2016.

Staff recommends the Board authorize the General Manager to execute Task Order No. 6 with West Yost Associates in the amount of \$ 159,760 for the design of the Newark Backyard Sanitary Sewer Relocation Project - Phase 3.

PRE/SEG/RA:ks

Attachments: Exhibit A - Project Map
 Task Order No. 6



PT

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6203 6209 6215 6221 6227 6233 6239 6245 6251 6257 6264 6275 6281 6287 6295 6305 6313 6321 6329 6337 6345 6353 6361 6369 6377 6385
36570 36582 36594 36602 36614 36626 36638 36650 36662 36674 36686 36698 6187

BONNIE ST
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JENNIFER ST
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NEWARK BACKYARD SANITARY SEWER RELOCATION PROJECT – PHASE 3

(USD Project No. 800-____)

TASK ORDER NO. 6 TO

AGREEMENT DATED JULY 18, 2012 BETWEEN UNION SANITARY DISTRICT AND WEST YOST ASSOCIATES, INC. FOR PROFESSIONAL SERVICES

1. PURPOSE

The purpose of Task Order No. 6 is to authorize the final design of Phase 3 of the Newark Backyard Sanitary Sewer Relocation Project (Project). Phase 3 of the Project will relocate existing backyard sewer mains and sewer laterals for approximately 80 homes and connect them to new sewer mains on Bonnie Street, Noel Avenue, Wilma Avenue, Zulmida Avenue, and Christine Court as shown on Exhibit A. The new sewer mains consist of approximately 3,075 linear feet of 8-inch diameter sewer installed by open-cut construction.

The scope of work includes project management, public outreach, supplemental surveying, mapping, utility coordination, design, and bid support services.

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 1.01—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 1.02—Progress Meetings. Attend a project kick-off meeting and up to two 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 1.03—Technical Reviews. Technical reviews shall be conducted by the Principal-in-Charge, Project Manager, and a senior staff member not directly involved in the project.

Task 2. Public Outreach

This task includes services for public outreach support.

Subtask 2.01—Preliminary Property Figures. West Yost shall prepare a preliminary figure (8-1/2" x 11") for each property to take along during backyard investigations to assist in recording information and collecting data. West Yost has assumed up to 18 hours to prepare preliminary figures for 80 properties.

Subtask 2.02—Backyard Investigations. Working with District staff, West Yost shall attempt to obtain approval of each resident prior to entering back yard to collect data. West Yost shall provide a liaison to meet with each property owner/resident to document existing information, take photographic records of properties and identify the most likely alignment of the lateral relocation. West Yost shall make up to three separate visits for each property. West Yost shall not enter backyards without receiving the permission of the resident. A Spanish speaking interpreter shall be provided during site visits. West Yost has assumed up to 80 hours of investigation time each for an engineer and Spanish interpreter.

Subtask 2.03—Private Lateral Construction Figures. West Yost shall prepare proposed construction figures (two 8-1/2" x 11" pages) for each property generally showing hardscape features (fences, driveways, sidewalks, patios) along the proposed private lateral alignment. The figure shall be drawn in AutoCAD and will include features, proposed lateral location, site photographs, and proposed lateral relocation. The figures will be included with the Bid Documents as an appendix. West Yost has assumed up to 140 hours to prepare the Proposed Construction Figures for 80 properties.

Subtask 2.04—Review Proposed Lateral Construction with Residents. The District will conduct a second meeting with each resident to review the proposed construction for each owner/resident and will obtain their written approval of a construction license (form provided by District) authorizing the work. West Yost has assumed that it is not necessary for West Yost staff to accompany the District for the second meeting. West Yost has assumed up to 16 hours to revise Proposed Construction Figures as requested by the District.

Subtask 2.05—Public Meeting. The District will prepare a presentation and conduct one public meeting for local residents. The presentation will identify the project boundaries, purpose and reason for the project, description of the proposed construction, and impacts and benefits to the business, property owner, and resident. West Yost shall attend the public meeting. West Yost has assumed 2 hours of each staff member's time for attendance at the meeting.

Task 3. Surveying

This task includes surveying and preparing plat and legal descriptions by our subconsultant, Wilsey-Ham.

Subtask 3.01—Surveying. To verify utility potential utility conflicts, surveying shall be completed by our subcontractor, Wilsey-Ham. West Yost has assumed a total of one day of surveying.

Subtask 3.02—Plats and Legal Descriptions. It is assumed that the District will prepare and file a quitclaim document for sewer easements that will be quitclaimed. The Engineer shall prepare up to

two plats and legal descriptions for each easement to be quitclaimed. Plats and legal descriptions shall be prepared based on record information only; no boundary survey is included.

Task 4. Utility Coordination

This task includes services for utility coordination, potholing, permitting, and agency coordination.

Subtask 4.01—Review Existing Information. Review existing information including block book information, record drawings, TV inspection logs and tapes, previous studies, and general site reconnaissance of the area.

Subtask 4.02—Utility Coordination. At the beginning of the design phase, utility coordination letters shall be mailed to all known utility companies within the project area for courtesy notification and to identify utility locations and receive utility comments. Preliminary drawings shall also be mailed to the utility companies following the 75 and 90 percent design submittal. Review responses from agencies and update drawings as required.

Subtask 4.03—Utility Potholing (Optional). If it is determined during preliminary design that utility potholing is necessary, potholing will be completed by the District. West Yost will prepare potholing plan and up to two utility relocation figures as requested by the District. West Yost has assumed a total of 16 hours to prepare potholing plan and relocation figures.

Subtask 4.04—Permits and Agency Coordination. Engineer will coordinate with City of Newark. Preliminary drawings shall also be mailed to the City of Newark following the 75 and 90 percent design submittal. The Engineer shall review responses from the City and update drawings as required.

Task 5. Design

This task will prepare a final design to relocate sewer mains and private laterals from the backyard to the front using a combination of open cut construction (for connections and where necessary) and horizontal directional drilling (HDD).

Subtask 5.01—Design Drawings. Drawings shall be prepared using AutoCAD conforming to USD digital submittal guidelines. The design shall be plotted at a scale of 1"=40' horizontal and 1"=4' vertical plan and profiles and appropriately scaled details. Approximately 15 drawing sheets are anticipated. The backyard figures developed in Subtask 2.04 shall be included in the Bid Documents as an appendix.

Subtask 5.02—Specifications. Specifications shall be prepared in Microsoft Word format. Engineer shall prepare technical specifications, 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 5.03—Construction Cost Estimate. Engineer shall develop a construction cost estimate at the 75, 90 and 100 percent design completion levels.

Task 6. Bid Support Services

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

Subtask 6.01—Prebid Meeting. West Yost shall conduct the pre-bid meeting, attend site walk, and prepare minutes for distribution.

Subtask 6.02—Bidder Inquiries and Bid Evaluation. West Yost shall assist in answering bidders' technical questions during the bid period. Engineer will assist District in bid evaluation.

Subtask 6.03—Addenda. West Yost shall prepare addenda during the bid period to be distributed by the District.

3. DELIVERABLES

Project deliverables are listed below:

- Meeting agendas, meeting minutes, and project schedule updates.
- Five sets of draft plans and specifications at 75 and 90 percent completion levels.
- One set of 100 percent completion level plans and specifications in Word and PDF format for printing and bid advertisement.
- Cost estimate at 75, 90 and 100 percent completion levels.
- Drawing files in AutoCAD 2013 format stored in disc.
- Addenda and email documentation of phone conversations with bidders.

4. PROJECT COORDINATION

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

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 6 are presented in Exhibit C. Total charges to the District shall not exceed the cost ceiling of \$159,760.

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

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required? (Yes/No)	District Staff Approval
Task Order No. 1 Preliminary Design	\$52,772	No	Rich Currie
Task Order No. 2 Phase 1 Detailed Design	\$76,352	Yes	Rich Currie
Task Order No. 3 Phase 1 Services During Construction	\$15,262	No	Sami Ghossain
Task Order No. 4 Phase 2 Detailed Design	\$230,239	Yes	Rich Currie
Task Order No. 5 Phase 2 Services During Construction	\$32,908	No	Sami Ghossain
Task Order No. 6 Phase 3 Detailed Design	\$159,760	Yes	Paul Eldredge
Total	\$567,293		

6. TIME OF COMPLETION

All work defined in Item 2 shall be completed in accordance with the project schedule shown in Exhibit D.

7. KEY PERSONNEL

Key engineering personnel or subconsultants assigned to Task Order No. 6 are as follows:

Role	Personnel/Subconsultant
Principal-in-Charge	John D. Goodwin
Project Manager	Thea Durbin
Project Engineer	David Pezzini
Surveyor	Wilsey-Ham, Ken Moore

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. 6 as of _____ and therewith incorporated it as part of the Agreement.

ENGINEER:

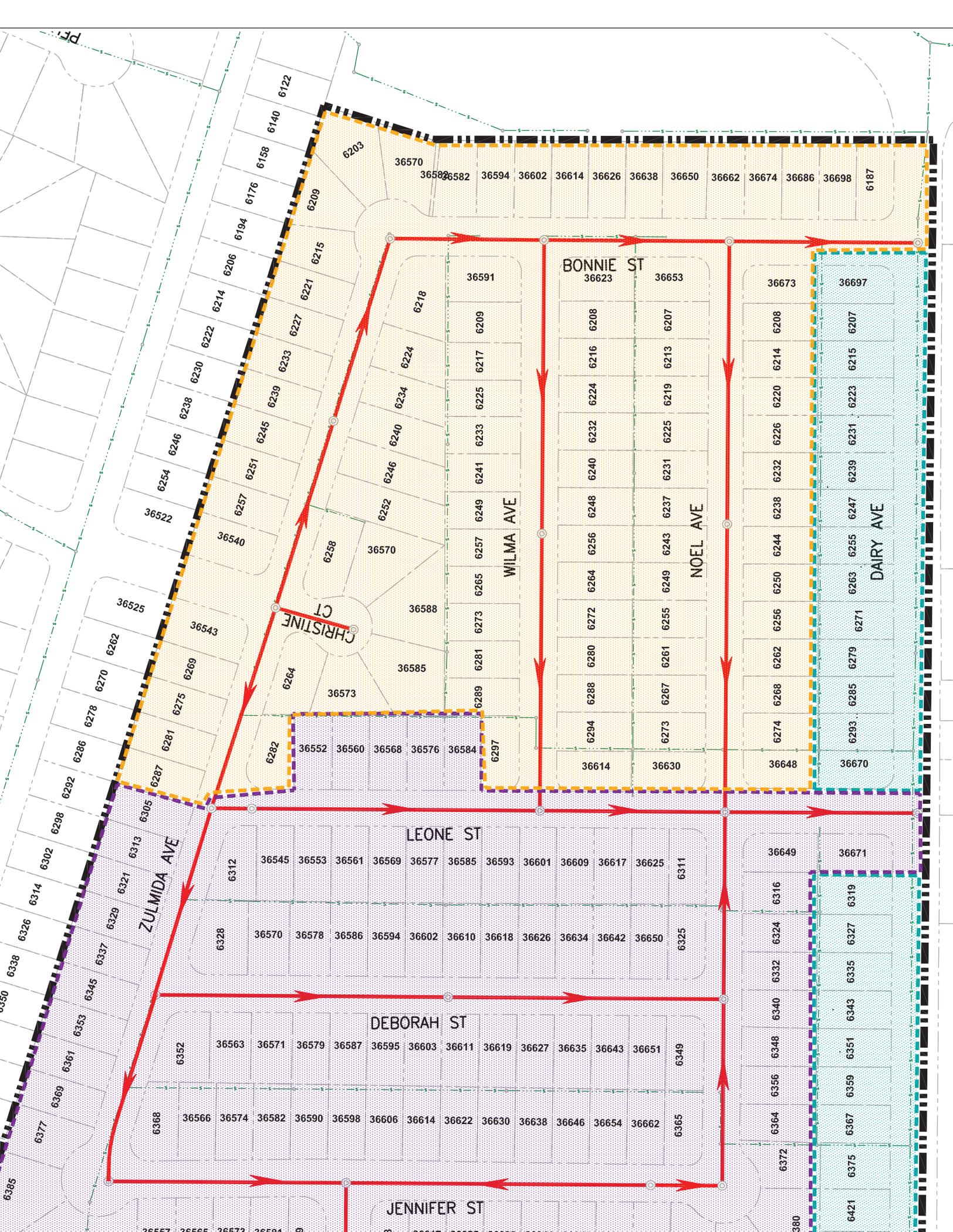
DISTRICT:

WEST YOST & ASSOCIATES

UNION SANITARY DISTRICT

By: _____
John D. Goodwin
Vice President

By: _____
Paul R. Eldredge, P.E.
General Manager / District Engineer



PT

6122 6140 6158 6176 6194 6206 6214 6222 6230 6238 6246 6254 6252
6203 6209 6215 6221 6227 6233 6239 6245 6251 6257 6264
36570 36582 36594 36602 36614 36626 36638 36650 36662 36674 36686 36698 6187

BONNIE ST
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36673 36697
6208 6209 6217 6218
6216 6224 6225 6226 6227 6228 6229 6230 6231 6232 6233 6234 6235 6236 6237 6238 6239 6240 6241 6242 6243 6244 6245 6246 6247 6248 6249 6250 6251 6252 6253 6254 6255 6256 6257 6258 6259 6260 6261 6262 6263 6264 6265 6266 6267 6268 6269 6270 6271 6272 6273 6274 6275 6276 6277 6278 6279 6280 6281 6282 6283 6284 6285 6286 6287 6288 6289 6290 6291 6292 6293 6294 6295 6296 6297 6298 6299 6300 6301 6302 6303 6304 6305 6306 6307 6308 6309 6310 6311 6312 6313 6314 6315 6316 6317 6318 6319 6320 6321 6322 6323 6324 6325 6326 6327 6328 6329 6330 6331 6332 6333 6334 6335 6336 6337 6338 6339 6340 6341 6342 6343 6344 6345 6346 6347 6348 6349 6350 6351 6352 6353 6354 6355 6356 6357 6358 6359 6360 6361 6362 6363 6364 6365 6366 6367 6368 6369 6370 6371 6372 6373 6374 6375 6376 6377 6378 6379 6380 6381 6382 6383 6384 6385 6386 6387 6388 6389 6390 6391 6392 6393 6394 6395 6396 6397 6398 6399 6400 6401 6402 6403 6404 6405 6406 6407 6408 6409 6410 6411 6412 6413 6414 6415 6416 6417 6418 6419 6420 6421 6422 6423 6424 6425 6426 6427 6428 6429 6430 6431 6432 6433 6434 6435 6436 6437 6438 6439 6440 6441 6442 6443 6444 6445 6446 6447 6448 6449 6450 6451 6452 6453 6454 6455 6456 6457 6458 6459 6460 6461 6462 6463 6464 6465 6466 6467 6468 6469 6470 6471 6472 6473 6474 6475 6476 6477 6478 6479 6480 6481 6482 6483 6484 6485 6486 6487 6488 6489 6490 6491 6492 6493 6494 6495 6496 6497 6498 6499 6500

LEONE ST
36649 36671
6312 6316 6319
36545 36553 36561 36569 36577 36585 36593 36601 36609 36617 36625 6311
36570 36578 36586 36594 36602 36610 36618 36626 36634 36642 36650 6325
6328

DEBORAH ST
36563 36571 36579 36587 36595 36603 36611 36619 36627 36635 36643 36651 6349
36566 36574 36582 36590 36598 36606 36614 36622 36630 36638 36646 36654 36662 6365
6388

JENNIFER ST
6421 6375 6367 6359 6351 6343 6335 6327 6319 6316 6312 6304 6296 6288 6280 6272 6264 6256 6248 6240 6232 6224 6216 6208 6203 6209 6215 6221 6227 6233 6239 6245 6251 6257 6264 6270 6276 6282 6288 6294 6300 6306 6312 6318 6324 6330 6336 6342 6348 6354 6360 6366 6372 6378 6384 6390 6396 6402 6408 6414 6420 6426 6432 6438 6444 6450 6456 6462 6468 6474 6480 6486 6492 6498 6504 6510 6516 6522 6528 6534 6540 6546 6552 6558 6564 6570 6576 6582 6588 6594 6600 6606 6612 6618 6624 6630 6636 6642 6648 6654 6660 6666 6672 6678 6684 6690 6696 6702 6708 6714 6720 6726 6732 6738 6744 6750 6756 6762 6768 6774 6780 6786 6792 6798 6804 6810 6816 6822 6828 6834 6840 6846 6852 6858 6864 6870 6876 6882 6888 6894 6900 6906 6912 6918 6924 6930 6936 6942 6948 6954 6960 6966 6972 6978 6984 6990 6996 7002 7008 7014 7020 7026 7032 7038 7044 7050 7056 7062 7068 7074 7080 7086 7092 7098 7104 7110 7116 7122 7128 7134 7140 7146 7152 7158 7164 7170 7176 7182 7188 7194 7200 7206 7212 7218 7224 7230 7236 7242 7248 7254 7260 7266 7272 7278 7284 7290 7296 7302 7308 7314 7320 7326 7332 7338 7344 7350 7356 7362 7368 7374 7380 7386 7392 7398 7404 7410 7416 7422 7428 7434 7440 7446 7452 7458 7464 7470 7476 7482 7488 7494 7500

2015 Billing Rate Schedule

(Effective January 1, 2015 through December 31, 2015)*

ENGINEERING

Position	Labor Charges (dollars per hour)
Principal/Vice President	253
Engineering/Scientist/Geologist Manager II	242
Engineering/Scientist/Geologist Manager I	232
Principal Engineer/Scientist/Geologist II	224
Principal Engineer/Scientist/Geologist I	211
Senior Engineer/Scientist/Geologist II	198
Senior Engineer/Scientist/Geologist I	189
Associate Engineer/Scientist/Geologist II	179
Associate Engineer/Scientist/Geologist I	167
Engineer/Scientist/Geologist II	157
Engineer/Scientist/Geologist I	136
Senior GIS Analyst	184
GIS Analyst	174
CAD Supervisor	146
Senior CAD Designer	127
CAD Designer	113
Engineering Aide	76
Technical Specialist IV	143
Technical Specialist III	127
Technical Specialist II	110
Technical Specialist I	92
Administrative IV	116
Administrative III	105
Administrative II	87
Administrative I	69

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, 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%.
- 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.

Continues on following page



2015 Billing Rate Schedule

(Effective January 1, 2015 through December 31, 2015)*

CONSTRUCTION MANAGEMENT

Position	Labor Charges (dollars per hour)
Senior Construction Manager	244
Construction Manager IV	212
Construction Manager III	170
Construction Manager II	159
Construction Manager I	148
Resident Inspector (Prevailing Wage – Group 1)	165
Resident Inspector (Prevailing Wage – Group 2)	159
Resident Inspector (Prevailing Wage – Group 3)	142
Resident Inspector (Prevailing Wage – Group 4)	127
Apprentice Inspector	117
CM Administrative II	85
CM Administrative I	64

SURVEYING

Position	Labor Charges (dollars per hour)
GPS, 3-Person	387
GPS, 2-Person	336
GPS, 1-Person	261
Survey Crew, 2-Person	284
Survey Crew, 1-Person	214

EQUIPMENT CHARGES

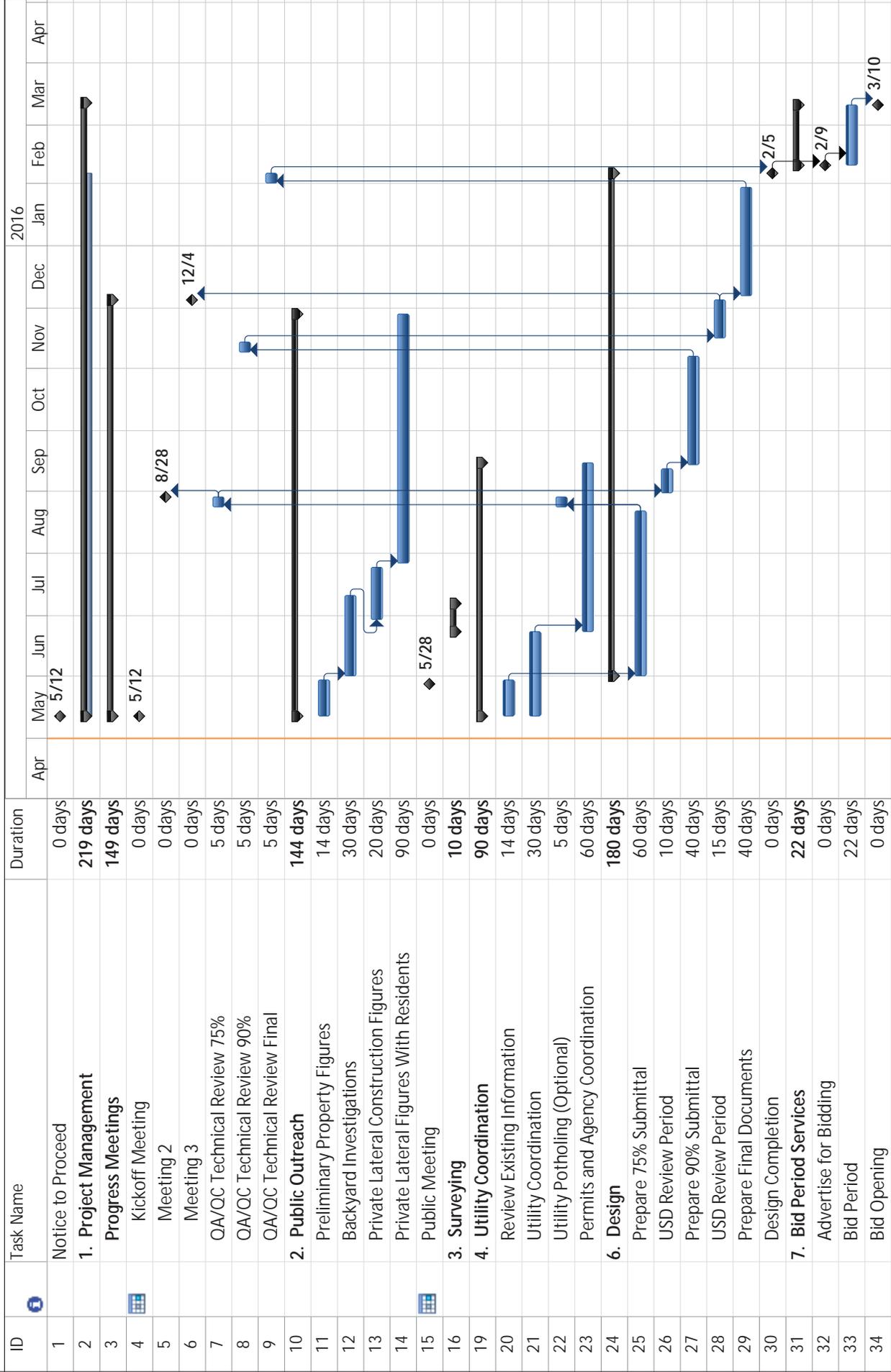
Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	17	83
pH Meter	5	26
Automatic Sampler	130	712
Transducer/Data Logger	41	206
Hydrant Pressure Gage	12	50
Hydrant Pressure Recorder (HPR)	—	206
Hydrant Wrench	5	33
Well Sounder	29	134
Ultrasonic Flow Meter	—	269
Vehicle	88	445
Velocity Meter	12	65
Water Quality Multimeter	176	964

EXHIBIT C

Newark Backyard Sewer Relocation Phase 3 Fee Estimate

West Yost Associates PROJECT: Newark Backyard Sewer Phase 3 Design	PVP \$253 Goodwin	SE/SS/SG II \$198 Durbini	ESG II \$157 Pezzini	ADM IV \$116	ADM II \$87	Labor		Sub. WILH	Costs		Total Costs
						Hours	Fee		Sub. w/markup 5%	Other Direct	
Task 1 Project Management											
1.01 Project Administration	4	8				12	\$ 2,596				\$ 2,596
1.02 Progress Meetings	4	8	8			20	\$ 3,852		\$ 200		\$ 4,052
1.03 Technical Reviews	16					16	\$ 4,048				\$ 4,048
Subtotal, Task 1 (hours)	24	16	8	0	0	48					
Subtotal, Task 1 (\$)	\$ 6,072	\$ 3,168	\$ 1,256				\$ 10,496		\$ 200		\$ 10,696
Task 2 Public Outreach											
2.01 Preliminary Property Figures			18			18	\$ 2,826				\$ 2,826
2.02 Backyard Investigations			80		80	160	\$ 19,520		\$ 250		\$ 19,770
2.03 Private Lateral Construction Figures		5	135			140	\$ 22,185		\$ 250		\$ 22,435
Review Proposed Lateral Construction with 2.04 Residents			8		8	16	\$ 1,952		\$ 50		\$ 2,002
2.05 Public Meeting		2	2			4	\$ 710		\$ 50		\$ 760
Subtotal, Task 2 (hours)	0	7	243	0	88	338					
Subtotal, Task 2 (\$)		\$ 1,386	\$ 38,151		\$ 7,656		\$ 47,193		\$ 600		\$ 47,793
Task 3 Surveying											
3.01 Surveying			4			4	\$ 628	\$ 5,000	\$ 5,250		\$ 5,878
3.02 Plats and Legal Descriptions	2	8	8			18	\$ 3,346	\$ 7,500	\$ 7,875		\$ 11,221
Subtotal, Task 3 (hours)	2	8	12	0	0	22					
Subtotal, Task 3 (\$)	\$ 506	\$ 1,584	\$ 1,884				\$ 3,974	\$ 12,500	\$ 13,125		\$ 17,099
Task 4 Utility Coordination											
4.01 Review Existing Information		2	8			10	\$ 1,652				\$ 1,652
4.02 Utility Coordination			16	4		20	\$ 2,976		\$ 150		\$ 3,126
4.03 Utility Potholing (Optional)		4	12			16	\$ 2,676		\$ 100		\$ 2,776
4.04 Permits and Agency Coordination		16	2	4		22	\$ 3,946		\$ 100		\$ 4,046
Subtotal, Task 4 (hours)	0	22	38	8	0	68					
Subtotal, Task 4 (\$)		\$ 4,356	\$ 5,966	\$ 928			\$ 11,250		\$ 350		\$ 11,600
Task 5 Design											
5.01 Design Drawings	2	130	130	6		268	\$ 47,352		\$ 500		\$ 47,852
5.02 Specifications	2	32	24	32		90	\$ 14,322		\$ 500		\$ 14,822
5.03 Construction Cost Estimate	2	4	4			10	\$ 1,926				\$ 1,926
Subtotal, Task 5 (hours)	6	166	158	38	0	368					
Subtotal, Task 5 (\$)	\$ 1,518	\$ 32,868	\$ 24,806	\$ 4,408			\$ 63,600		\$ 1,000		\$ 64,600
Task 6 Bid Support Services											
6.01 Prebid Meeting		10	4			14	\$ 2,608		\$ 50		\$ 2,658
6.02 Bidder Inquiries and Bid Evaluation	4	8	4			16	\$ 3,224				\$ 3,224
6.03 Addenda	2	8				10	\$ 2,090				\$ 2,090
Subtotal, Task 6 (hours)	6	26	8	0	0	40					
Subtotal, Task 6 (\$)	\$ 1,518	\$ 5,148	\$ 1,256				\$ 7,922		\$ 50		\$ 7,972
TOTAL (hours)	38	245	467	46	88	884					
TOTAL (\$)	\$ 9,614	\$ 48,510	\$ 73,319	\$ 5,336	\$ 7,656		\$ 144,435	\$ 12,500	\$ 13,125	\$ 2,200	\$ 159,760





**UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157446	4/30/2015	800394.8	GSE CONSTRUCTION CO INC	THICKENER CONTROL BLDG IMPROV PHASE II	\$679,182.55	\$679,182.55
157353	4/23/2015	2930	EAST BAY DISCHARGERS AUTHORITY	O&M ASSESSMENT, APR-JUN 2015	\$280,383.25	\$280,383.25
157440	4/30/2015	4395	DW NICHOLSON CORP	PRIMARY DIGESTER #5 REHABILITATION	\$21,954.50	\$155,498.33
	4/30/2015	36049		COGENERATION PROJECT	\$133,543.83	
157347	4/23/2015	201300825	COVELLO GROUP INC	COGENERATION PROJECT	\$15,735.50	\$58,528.22
	4/23/2015	201303511		THICKENER CONROL BUILDING IMPROVEMENTS PH II	\$42,792.72	
157389	4/23/2015	19606	RMC WATER AND ENVIRONMENT	IRVINGTON BASIN SEWER MASTER PLAN UPDATE	\$53,817.03	\$53,817.03
157439	4/30/2015	88822	DEGENKOLB ENGINEERS	SEISMIC STUDY	\$41,641.00	\$41,641.00
157383	4/23/2015	170120150409	PACIFIC GAS AND ELECTRIC	SERV TO 03/23/15 PLANT	\$41,140.74	\$41,140.74
157401	4/23/2015	30103296	SYNAGRO WEST LLC	MARCH 2015 BIOSOLIDS DISPOSAL	\$39,348.11	\$39,552.11
	4/23/2015	30103267		1 SHOW UP TIME FEE	\$204.00	
157447	4/30/2015	800394.8E	GSE CONSTRUCTION CO INC	THICKENER CONTROL BLDG IMPROV PHASE II - ESCROW PYMT	\$35,746.45	\$35,746.45
157419	4/23/2015	2027135	WEST YOST & ASSOCIATES	PLANT FACILITIES IMPROVEMENTS	\$2,576.00	\$30,026.70
	4/23/2015	2027133		NEWARK BACKYARD SS RELOCATION - PHASE 2	\$11,452.59	
	4/23/2015	2027134		ALVARADO-NILES ROAD SS REHABILITATION	\$11,785.16	
	4/23/2015	2027136		PINE STREET EASEMENT	\$4,212.95	
157431	4/30/2015	140649	CAROLLO ENGINEERS	THICKENER CONROL BUILDING IMPROVEMENTS PHASE II	\$27,400.13	\$27,400.13

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157371	4/23/2015	10935567	KRONOS INC	MANAGING LEAVE POLICIES TRNG: HOLSLAG, ROJO, & WEST	\$1,350.00	\$22,185.00
	4/23/2015	10933118		ADMINISTERING NAVIGATORS TRNG: HOLSLAG, ROJO, & WEST	\$1,620.00	
	4/23/2015	10934596		PROJECT MGMT, DESIGN DOCUMENTATION & CONFIGURATION	\$18,765.00	
	4/23/2015	10935573		MANAGING LEAVE POLICIES TRNG: DESTAFNEY	\$450.00	
157354	4/23/2015	6888	EDENBRIDGE HOMES	REFUND # 18031		\$18,690.00
157415	4/23/2015	900350	VINCENT ELECTRIC MOTOR CO	OVERHAUL BLOWER #7 MOTOR	\$16,259.80	\$16,259.80
157358	4/23/2015	106350	FOLGER GRAPHICS	122,624 NEWSLETTER PRINTING	\$15,251.28	\$15,251.28
157369	4/23/2015	9017441891	KEMIRA WATER SOLUTIONS, INC.	7.70 DRY TONS FERROUS CHLORIDE	\$5,035.80	\$10,078.14
	4/23/2015	9017442263		7.71 DRY TONS FERROUS CHLORIDE	\$5,042.34	
157332	4/23/2015	8480054203	ANDRITZ SEPARATION INC	ASTD CENTRIFUGE 4 REBUILD PARTS	\$9,957.81	\$9,957.81
157380	4/23/2015	97720150403	DAVID M O'HARA ATTY AT LAW	CIP LEGAL - MAR 2015	\$861.00	\$9,838.50
	4/23/2015	86420150403		GENERAL LEGAL - MAR 2015	\$8,977.50	
157475	4/30/2015	29791	VALLEY OIL COMPANY	585 GALS MOBIL PEGASUS 805	\$9,697.55	\$9,697.55
157356	4/23/2015	902105231	EVOQUA WATER TECHNOLOGIES	1,849 GALS HYDROGEN PEROXIDE	\$8,584.54	\$8,914.54
	4/23/2015	902118835		DI WATER SYSTEM	\$330.00	
157352	4/23/2015	23244	DOUGLAS PRODUCTS AND PACKAGING	24 SAMAF0AM VAPOR00TER II, GALLON	\$7,910.57	\$7,910.57
157420	4/23/2015	3443844	WESTERN ENERGY SYSTEMS	1 VALVE, TECJET	\$7,881.32	\$7,881.32
157472	4/30/2015	31088	TJC AND ASSOCIATES INC	STEVENSON COMMUNICATION TOWER PROJECT	\$7,029.49	\$7,029.49

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157412	4/23/2015	675226	UNIVAR USA INC	5,000 GALS SODIUM HYPOCHLORITE	\$2,311.00	\$6,933.00
	4/23/2015	675951		4,999 GALS SODIUM HYPOCHLORITE	\$2,310.54	
	4/23/2015	675454		5,001 GALS SODIUM HYPOCHLORITE	\$2,311.46	
157395	4/23/2015	21271	SERVICEWRKX	COGENERATION PROJECT	\$6,200.00	\$6,545.00
	4/23/2015	21335		SERVICE REQUEST: LAB VENT HOOD NOT WORKING PROPERLY	\$345.00	
157423	4/30/2015	63504	3T EQUIPMENT COMPANY INC	12 PIPEPATCH KIT - WINTER	\$5,266.80	\$6,335.31
	4/30/2015	63506		1 BLADDER REPAIR	\$1,068.51	
157410	4/23/2015	41500832	UNICO MECHANICAL CORP	DISASSEMBLE, CLEAN & INSPECT BLOWER 7	\$6,044.40	\$6,044.40
157340	4/23/2015	44080588	CINTAS FIRE PROTECTION	REPLACE & TEST NETWORK CONTROL MODULE	\$4,233.10	\$4,998.10
	4/23/2015	44080768		TROUBLESHOOT FALSE ALARM	\$265.00	
	4/23/2015	44608891		INSPECTION,QTRLY,SPRINKLER SYSTEM WET TYPE	\$250.00	
	4/23/2015	44608958		INSPECTION,QTRLY,SPRINKLER SYSTEM WET TYPE	\$250.00	
157381	4/23/2015	3799	OJO TECHNOLOGY INC	SECURITY SYSTEM BI-ANNUAL MAINTENANCE	\$4,850.00	\$4,850.00
157474	4/30/2015	676649	UNIVAR USA INC	5,000 GALS SODIUM HYPOCHLORITE	\$2,321.55	\$4,670.02
	4/30/2015	677246		5,058 GALS SODIUM HYPOCHLORITE	\$2,348.47	
157411	4/23/2015	20151887	CITY OF UNION CITY	10 MANHOLE COVER ADJUSTMENTS OR REPLACEMENTS	\$4,650.00	\$4,650.00
157386	4/23/2015	150330	PROSAFE	40 HRS INSPECTIONS & 3 HRS SPCC	\$4,300.00	\$4,300.00
157407	4/23/2015	130749	TOTAL WASTE SYSTEMS INC	MARCH 2015 GRIT DISPOSAL	\$4,284.39	\$4,284.39
157373	4/23/2015	11184	LOOKINGPOINT INC	BLOCK TIME AGREEMENT PRE-PURCHASE 18 HOURS	\$4,050.00	\$4,050.00

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157397	4/23/2015	20150331	STATE BOARD OF EQUALIZATION	SALES & USE TAX 01/15-03/15	\$3,813.00	\$3,813.00
157339	4/23/2015	6607	ALICE CHEN	REFUND # 18032 & 18033	\$3,778.40	\$3,778.40
157326	4/23/2015	31249	ABACUS PRODUCTS INC	2500 USD9008 12" RECYCLED RULERS	\$1,464.85	\$3,712.85
	4/23/2015	31327		2500 FISH ERASERS	\$2,248.00	
157394	4/23/2015	7612	SEOUL 2GO	REFUND # 18034	\$3,300.00	\$3,300.00
157432	4/30/2015	7655	CATELLUS DEVELOPMENT CORP	REFUND # 18045	\$3,300.00	\$3,300.00
157451	4/30/2015	7647	KA YUMI DINER	REFUND # 18051	\$3,300.00	\$3,300.00
157417	4/23/2015	31570	VOX NETWORK SOLUTIONS INC	PHONE SYS MAINT MAY 15 - JUL 15	\$2,873.40	\$2,873.40
157455	4/30/2015	97592	MCINERNEY & DILLON, P.C.	LEGAL SERVICES - COGEN - WESTERN ENERGY SYSTEMS	\$525.00	\$2,870.00
	4/30/2015	97591		LEGAL SERVICES	\$420.00	
	4/30/2015	97593		LEGAL SERVICES - FORCE MAIN RELOCATION	\$1,925.00	
157368	4/23/2015	41027	JACK DOHENY SUPPLIES, INC.	VACTOR RENTAL - 3/24/15 - 4/1/15	\$2,710.13	\$2,710.13
157478	4/30/2015	33834	WECO INDUSTRIES LLC	REPAIR OF CAMERA	\$200.00	\$2,502.31
	4/30/2015	33833		REPAIR OF TX361 CAMERA	\$547.32	
	4/30/2015	33786		REPAIR OF TX361 CAMERA	\$1,754.99	
157382	4/23/2015	XCTZ00L	PACHECO BROTHERS GARDENING INC	WEED ABATEMENT WORK APRIL 2015	\$915.00	\$2,280.00
	4/23/2015	XCTZ00K		LANDSCAPE MAINTENANCE SERVICES APR 2015	\$1,365.00	
157441	4/30/2015	9404	EXPRESS SEWER & DRAIN, INC.	REINSTATE LATERAL CONNECTION	\$2,200.00	\$2,200.00

UNION SANITARY DISTRICT
 CHECK REGISTER
 4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157336	4/23/2015	10638500	BLAISDELL'S	2 STAND UP WORK STATIONS	\$1,495.11	\$2,195.74
	4/23/2015	10666670		ASTD BREAK ROOM & JANITORIAL SUPPLIES	\$472.26	
	4/23/2015	10668780		ASTD OFFICE SUPPLIES	\$118.79	
	4/23/2015	10669990		3 DZ PENS	\$4.24	
	4/23/2015	10671250		4 DZ PENS	\$48.14	
	4/23/2015	10673230		1 PR EAR FOAM CUSHION	\$4.15	
	4/23/2015	10662000		ASTD OFFICE SUPPLIES	\$53.05	
157392	4/23/2015	445.3	SCHEIDEGGER & ASSOCIATES	STEVENSON COMMUNICATION TOWER PROJECT	\$2,080.00	\$2,080.00
157421	4/23/2015	24863	WILEY PRICE & RADULOVICH LLP	LABOR & EMPLOYMENT LAW FEES	\$1,748.00	\$1,748.00
157438	4/30/2015	20150325.25	DALE HARDWARE INC	03/15 - ASTD PARTS & MATERIALS	\$1,500.07	\$1,500.07
157425	4/30/2015	9038027427	AIRGAS NCN	3 CYL ARGON	\$1,475.93	\$1,475.93
157367	4/23/2015	7644	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICES MAR 2015	\$292.55	\$1,410.06
	4/23/2015	200591959		DATAMEDIA OFF-SITE STORAGE MAR 2015	\$456.12	
	4/23/2015	5688		OFF-SITE STORAGE AND SERVICES MAR 2015	\$661.39	
157416	4/23/2015	4093	VON EUW TRUCKING	46.87 TONS 3/4 RECYCLED BASE ROCK	\$1,206.08	\$1,206.08
157390	4/23/2015	70753298	ROSEMOUNT MEASUREMENT INC	1 MAGNETIC FLOWTUBE+XMITTER	\$1,200.85	\$1,200.85
157428	4/30/2015	5252067204	AT&T	SERV: 04/10/15 - 05/09/15	\$1,178.56	\$1,178.56

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157348	4/23/2015	254679	CURTIS & TOMPKINS LTD	2 LAB SAMPLE ANALYSIS	\$315.00	\$1,157.50
	4/23/2015	254642		19 LAB SAMPLE ANALYSIS	\$727.50	
	4/23/2015	254647		8 LAB SAMPLE ANALYSIS	\$115.00	
157330	4/23/2015	327996	ALLIANT INSURANCE SERVICES INC	QUARTERLY REPORT&PREMIUM-PHYSICAL DAMAGE POLICY	\$1,139.00	\$1,139.00
157464	4/30/2015	7566826800	RS HUGHES CO INC	ASTD SAFETY SUPPLIES	\$1,133.71	\$1,133.71
157445	4/30/2015	9694785602	GRAINGER INC	ASTD HAND TOOLS	\$417.99	\$1,130.48
	4/30/2015	9697916048		6 EA WARNING SIGNS "HOT DO NOT TOUCH"	\$125.46	
	4/30/2015	9697885375		ASTD PARTS & MATERIALS	\$587.03	
157477	4/30/2015	8040893544	VWR INTERNATIONAL LLC	1 SOLUTION COD 300MG/L 200ML	\$23.83	\$1,067.83
	4/30/2015	8040889344		1 PK VIAL COD DIGESTION LR & 2 PKS VIAL COD DIGESTION HR	\$648.35	
	4/30/2015	8040931072		ASTD LAB SUPPLIES	\$395.65	
157449	4/30/2015	9313855	HACH COMPANY	1 EA SPECTROPHOTOMETER W/RFD	\$1,005.29	\$1,005.29
157456	4/30/2015	28368662	MCMMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$55.17	\$1,000.34
	4/30/2015	28228682		2 EA VERTICAL-MOUNT LIQUID-LEVEL FLOAT SWITCHES	\$136.77	
	4/30/2015	28712847		2 EA SADDLE TAPS FOR STEEL PIPE	\$207.39	
	4/30/2015	28733068		27 EA ASTD PVC PIPE FITTINGS	\$28.91	
	4/30/2015	28387746		6 EA PVC PIPE FITTINGS	\$38.98	
	4/30/2015	28287798		1 EA HOLE PUNCH	\$533.12	
157338	4/23/2015	2015027014	CASA	2015 EBOLA RESEARCH STUDY	\$1,000.00	\$1,000.00

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157404	4/23/2015	658284570	TELEPACIFIC COMMUNICATIONS	WIRELESS INTERNET BACKUP - APRIL	\$960.00	\$960.00
157342	4/23/2015	20150328	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$938.65	\$938.65
157470	4/30/2015	20150423	RUFUS TAI	EXP REIMB: PASS BUSINESS ANALYTICS	\$895.00	\$895.00
157388	4/23/2015	1263	QUANTUM RESOLVE INC	HANSEN 8 UPGRADE	\$875.00	\$875.00
157365	4/23/2015	601550530	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$351.11	\$859.41
	4/23/2015	601553938		3 CS PAPER PLATES	\$508.30	
157461	4/30/2015	265570	RKI INSTRUMENTS INC	EAGLE CALIBRATION SERVICE LEVEL 1	\$855.27	\$855.27
157409	4/23/2015	5805	TURNER RISK CONSULTING INC	FORK LIFT OPERATOR & TRAIN THE TRAINER - PIPKIN	\$850.00	\$850.00
157362	4/23/2015	9691568100	GRAINGER INC	8 EA LITHIUM BATTERIES	\$117.74	\$846.25
	4/23/2015	9690889804		5 EA CONNECTOR, WIRE/CABLE	\$48.02	
	4/23/2015	9689457175		ASTD SAFETY SUPPLIES	\$57.49	
	4/23/2015	9690357703		6 EA INSULATED CONNECTOR, MULTI-TAP	\$169.25	
	4/23/2015	9690759346		6 EA PLUG-IN CFL	\$41.65	
	4/23/2015	9692448831		ASTD PARTS & MATERIALS	\$412.10	
157459	4/30/2015	11847494	QUIKRETE NORTHERN CALIFORNIA	112 BGS 60# BLACKTOP PATCH	\$827.03	\$827.03
157328	4/23/2015	9926224396	AIRGAS NCN	CYLINDER RENTAL	\$814.95	\$814.95
157436	4/30/2015	88579	COPYMAT OF NEWARK/FREMONT	1000 BROCHURES - PROPER COPPER PIPE INSTALLATION	\$799.35	\$799.35
157442	4/30/2015	9578	FREMONT EXPRESS COURIER SVC	COURIER SERVICES: MAR 2015 DAILY MAIL/7 BOARDMEMBER DEL	\$795.00	\$795.00

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157376	4/23/2015	28043903	MCMMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$76.62	\$793.44
	4/23/2015	28305122		ASTD PARTS & MATERIALS	\$607.55	
	4/23/2015	27961743		1 EA COMPACT PUMP	\$88.61	
	4/23/2015	27811749		1 EA SWIVEL SEAT FOR PAIL	\$20.66	
157434	4/30/2015	49037	COKER PUMP AND EQUIPMENT	1 LIQUIFLO REPAIR KIT	\$735.50	\$735.50
157363	4/23/2015	130428	HANSON & FITCH, INC	PORTABLE RESTROOM FOR COGEN RIBBON CUTTING EVENT	\$714.25	\$714.25
157378	4/23/2015	9565	MICHAEL RICHARD WASTEWTR MICRO	CONDUCT MICROBIOLOGICAL EVALUATION	\$700.00	\$700.00
157463	4/30/2015	1174383	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$689.03	\$689.03
157467	4/30/2015	21322	SERVICEWRKX	SERVICE REQUEST: REPLACE CRANKCASE HEATER & COIL	\$675.37	\$675.37
157343	4/23/2015	82130705	COURTYARD MARRIOTT SAN DIEGO	LODGING CWEA CONFERENCE, A. TARNOWSKI	\$675.00	\$675.00
157379	4/23/2015	553882	MISSION CLAY PRODUCTS LLC	12 EA COUPLINGS	\$666.56	\$666.56
157462	4/30/2015	19856	RMC WATER AND ENVIRONMENT	OLD ALAMEDA CREEK NPDES PERMIT RENEWAL	\$654.92	\$654.92
157344	4/23/2015	81505872	COURTYARD MARRIOTT SAN DIEGO	LODGING CWEA CONFERENCE, M. DELTORO	\$639.00	\$639.00
157345	4/23/2015	81385199	COURTYARD MARRIOTT SAN DIEGO	LODGING CWEA CONFERENCE, J. POWELL	\$639.00	\$639.00
157433	4/30/2015	34744	CLAREMONT BEHAVIORAL SERVICES	MAY 2015 EAP PREMIUM	\$630.20	\$630.20
157457	4/30/2015	42732730	OFFICE TEAM	TEMP LABOR-BLANCHETTE, V., WKEND 04/03/15	\$630.11	\$630.11
157426	4/30/2015	5114293	ALL INDUSTRIAL ELECTRIC SUPPLY	ASTD PARTS & MATERIALS	\$120.60	\$629.70
	4/30/2015	5114273		ASTD PARTS & MATERIALS	\$196.74	
	4/30/2015	5115103		2 EMERGENCY LIGHTS	\$312.36	

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157452	4/30/2015	1504020415	KELCO SERVICES INC	HEAVY METALS SAMPLE ANALYSIS	\$590.00	\$590.00
157465	4/30/2015	2583900001	S & S SUPPLIES & SOLUTIONS	ASTD SAFETY SUPPLIES - GLOVES	\$589.23	\$589.23
157350	4/23/2015	201503.10	DALE HARDWARE INC	03/15 - ASTD PARTS & MATERIALS	\$586.32	\$586.32
157377	4/23/2015	150450	METROMOBILE COMMUNICATIONS INC	RADIO SERVICE AGREEMENT - MAR 2015	\$582.75	\$582.75
157418	4/23/2015	33735	WECO INDUSTRIES LLC	90 CLEAT ASSY & 180 POP RIVETS	\$575.23	\$575.23
157408	4/23/2015	32C4Z9N3	TOWN & COUNTRY RESORT	CWEA ANNUAL CONFERENCE LODGING - MARASIGAN	\$570.83	\$570.83
157422	4/23/2015	78959021	XEROX CORPORATION	MTHLY MAINTENANCE BASED ON USE	\$19.66	\$513.97
	4/23/2015	78959020		MTHLY MAINTENANCE BASED ON USE	\$408.37	
	4/23/2015	78959023		MTHLY MAINTENANCE BASED ON USE	\$85.94	
157334	4/23/2015	2521855689	BANK OF NEW YORK	AUG 2014 SERVICE FEE	\$500.00	\$500.00
157361	4/23/2015	7834	FRESH AIR MECHANICAL	REFUND # 18026	\$500.00	\$500.00
157370	4/23/2015	7848	KING TRENCHLESS	REFUND # 18035	\$500.00	\$500.00
157374	4/23/2015	11207	LOOKINGPOINT INC	MONTHLY PREMIER SERVICE - APR 2015	\$500.00	\$500.00
157399	4/23/2015	7824	STREAMLINE PLUMBING & DRAIN	REFUND # 18036	\$500.00	\$500.00
157402	4/23/2015	7207	JINRONG TANG	REFUND # 18040	\$500.00	\$500.00
157469	4/30/2015	7852	STAR ROOTER AND PLUMBING	REFUND # 18046	\$500.00	\$500.00
157364	4/23/2015	1553917	HANSON AGGREGATES INC	6.28 TONS 1/2 MED TYPE A AC-R	\$500.00	\$500.00
157335	4/23/2015	20150422	JEFFREY BARTON	EXP REIMB: CWEA CONFERENCE REGISTRATION	\$475.82	\$475.82
157372	4/23/2015	57324	KUSTERS ZIMA CORPORATION	4 EA TORSION SPRINGS AND IMPACT PLATES	\$475.00	\$475.00
					\$459.08	\$459.08

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157429	4/30/2015	236261	AUTO BODY TOOLMART	ASTD PARTS & MATERIALS	\$440.65	\$440.65
157341	4/23/2015	49259	CITYLEAF INC	PLANT MAINTENANCE - APR 2015	\$429.65	\$429.65
157355	4/23/2015	215941	ENVIRONMENTAL PRODUCTS & ACCES	VACTOR TRUCK PARTS	\$410.10	\$410.10
157437	4/30/2015	254947	CURTIS & TOMPKINS LTD	2 LAB SAMPLE ANALYSIS	\$315.00	\$395.00
	4/30/2015	2548964		8 LAB SAMPLE ANALYSIS	\$80.00	
157458	4/30/2015	20151401	QUICK SPACE RENTALS	GUARD BOOTH APRIL 2015	\$392.50	\$392.50
157351	4/23/2015	20150420	MANUEL DEL TORO	TRAVEL ADVANCE - CWEA CONFERENCE	\$375.00	\$375.00
157384	4/23/2015	20150420	JOHN POWELL	TRAVEL ADVANCE	\$375.00	\$375.00
157403	4/23/2015	20150420	ALLEN TARNOWSKI	TRAVEL ADVANCE	\$375.00	\$375.00
157405	4/23/2015	3001775645	THYSSENKRUPP ELEVATOR CORP	MONITORING APR 2015 - MAR 2016	\$357.92	\$357.92
157435	4/30/2015	28641	COLANTUONO HIGHSMITH & WHATLEY	PROP 218 ADVICE	\$351.50	\$351.50
157360	4/23/2015	226669	CITY OF FREMONT	UPPER HETCH HECTCHY SS REHABILITATION	\$349.46	\$349.46
157400	4/23/2015	20150421	SWRCB - CERTIFICATIONS	GRADE IV OP CERT - COSTELLO	\$340.00	\$340.00
157454	4/30/2015	24291	MAR-LEN SUPPLY INC	PRESSURE WASHER REPAIR	\$334.28	\$334.28
157448	4/30/2015	77659	H20 PRECISION INC	WATERJET CUT 1" HOLE IN 11 MANHOLE COVERS	\$330.00	\$330.00
157406	4/23/2015	1327556	TOTAL FILTRATION SERVICES INC	24 FILTERS EXACT PLEATED	\$310.09	\$310.09
157427	4/30/2015	20150427.1	ROLLIE ARBOLANTE	EXP REIMB: CUSTOMER SERVICE TEAM 4TH Q SAFETY RECOGNIT	\$180.00	\$293.77
	4/30/2015	20150427		EXP REIMB: ADMIN PROFESSIONAL RECOGNITION	\$113.77	

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157391	4/23/2015	2564500004	S & S SUPPLIES & SOLUTIONS	1 CS EAR MUFFS PELTOR EXTREME	\$221.08	\$268.82
	4/23/2015	2564500003		220 PRS AZTEC BROWN SAFETY GLASSES	\$47.74	
157385	4/23/2015	108725	PREFERRED ALLIANCE INC	MARCH 2015 SERVICE FEE	\$265.20	\$265.20
157327	4/23/2015	7376693	ABC IMAGING, INC.	ASTD POSTERS - COGEN OPEN HOUSE	\$256.15	\$256.15
157398	4/23/2015	20150416	DUSTIN STRASBURG	EXP REIMB: JENBACHER TRAINING, WI	\$234.85	\$234.85
157366	4/23/2015	1003545	INTERNATIONAL PAINT LLC	ASTD PAINT SUPPLIES	\$230.48	\$230.48
157333	4/23/2015	110288	ARISTA BUSINESS IMAGING	SERVICE CALL: HEW - HEWD3L09A	\$229.95	\$229.95
157443	4/30/2015	116522636	FREMONT URGENT CARE CENTER	6 HEARING TESTS/1 DOT PHYSICAL	\$223.00	\$223.00
157460	4/30/2015	7856	RESCUE ROOTER	REFUND # 18056	\$200.00	\$200.00
157453	4/30/2015	20150423	ARMANDO LOPEZ	EXP REIMB: BIOSOLIDS SEMINAR REGIS FEE, MILEAGE REIMB CA	\$182.71	\$182.71
157430	4/30/2015	10685920	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$98.97	\$179.26
	4/30/2015	10684380		1 ELECTRIC STAPLER	\$80.29	
157471	4/30/2015	20150429	ARIEL TEIXEIRA	EXP REIMB: LUNCH FOR MANAGEMENT MTG	\$173.70	\$173.70
157349	4/23/2015	20150421	CWEA-NRTC	CWEA MEMBERSHIP - M. FULKERSON	\$156.00	\$156.00
157466	4/30/2015	85340220150422	SAN FRANCISCO WATER DEPT	SERVICE 03/20/15 TO 04/21/15	\$150.48	\$150.48
157396	4/23/2015	7795	STAR ROOTER AND PLUMBING	REFUND # 18044	\$150.00	\$150.00
157393	4/23/2015	20150420	JAMES SCHOFIELD	EXP REIMB: FLOOR/WALL MOUNT FAN &	\$142.98	\$142.98
157331	4/23/2015	8574	ALLIED PACKING AND SUPPLY CO	33 GARLOCK GASKETS	\$134.58	\$134.58
157444	4/30/2015	1182509303	GLACIER ICE COMPANY INC	90 EA 7-LB BAGS OF ICE	\$125.10	\$125.10

UNION SANITARY DISTRICT
CHECK REGISTER
4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
157424	4/30/2015	63017	AIR & TOOL ENGINEERING COMPANY	ASTD PARTS & MATERIALS	\$123.79	\$123.79
157359	4/23/2015	69267219207	FREMONT URGENT CARE CENTER	FIRST AID	\$122.00	\$122.00
157346	4/23/2015	02150422	FRANK COUTO	EXP REIMB: SPECPLUG FOR CONSTRUCTION CREW	\$98.98	\$98.98
157413	4/23/2015	9853135.0	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 03/28/15	\$95.43	\$95.43
157476	4/30/2015	20150427.2	AUDREY VILLANUEVA	EXP REIMB: FLUSHABLE WIPES FOR USD OPEN	\$6.91	\$86.91
157357	4/30/2015	20150427.1	EXAMINETICS	EXP REIMB: FLOWERS FOR MEMORIAL SERVICE	\$80.00	\$75.00
157450	4/30/2015	257511	HANIGAN COMPANY INC	2015 ANNUAL HEARING & RESPIRATOR FIT TEST	\$75.00	\$75.00
157337	4/23/2015	87743	STATE OF CALIFORNIA	1 LOT BUSINESS CARDS - A. PAREDES	\$68.88	\$68.88
157468	4/30/2015	20150423	JENNIFER SIO-KWOK	2 NEW HIRE FINGERPRINTS - CONSULTANTS	\$64.00	\$64.00
157473	4/30/2015	180422015	TRENCH PLATE RENTAL COMPANY	EXP REIMB: LUNCH MECH MAINTENANCE COACH QAI PANEL	\$60.95	\$60.95
157329	4/23/2015	5114143	ALL INDUSTRIAL ELECTRIC SUPPLY	2 DAYS HD QUIK-SHOR RENTAL	\$50.80	\$50.80
	4/23/2015	5113620		6 HELEN LAMP VERTICAL LONG	\$43.80	\$39.86
	4/23/2015	5114142		CREDIT 2 CUTLER HAMMERS	\$-652.62	
	4/23/2015	5114705		ASTD PARTS & MATERIALS	\$119.14	
	4/23/2015	5113888		ASTD PARTS & MATERIALS	\$233.89	
	4/23/2015	77761723	MATHESON TRI-GAS INC	2 EMERGENCY EXIT LIGHTS	\$295.65	
157375	4/23/2015	623583	PUBLIC SURPLUS AUCTION	MONTHLY CYLINDER RENTAL - MAR 2015	\$35.08	\$35.08
157414	4/23/2015	9743122421	VERIZON WIRELESS	SURPLUS SALE FEE: TOOL BOXES	\$21.35	\$21.35
				WIRELESS SERV 03/02/15-04/01/15	\$14.04	\$14.04

UNION SANITARY DISTRICT
 CHECK REGISTER
 4/18/2015-5/01/2015

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
Invoices:						
Credit Memos :		1	-652.62			
\$0 - \$1,000 :		149	52,508.25		91	39,826.47
\$1,000 - \$10,000 :		52	185,621.46		46	177,159.53
\$10,000 - \$100,000 :		15	411,780.01		13	410,316.60
Over \$100,000 :		3	1,093,109.63		3	1,115,064.13
Total:		220	1,742,366.73	Checks:	153	1,742,366.73
				\$0 - \$1,000 :		
				\$1,000 - \$10,000 :		
				\$10,000 - \$100,000 :		
				Over \$100,000 :		
				Total:		

BOARD OF DIRECTORS
QUARTERLY TRAVEL AND TRAINING EXPENDITURE REPORT
3RD QTR, FISCAL YEAR 2015

Board Members	Description	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Beginning Balance	Y-T-D Expense	Balance Available
FERNANDEZ, MANNY	Union City - State of the City Luncheon: Registration	30.00						
	TOTAL	30.00	0.00	0.00	0.00	5000.00	30.00	4970.00
HANDLEY, TOM	Union City - State of the City Luncheon: Registration	30.00						
	59th CASA Conference: Registration	500.00						
	Fremont Chamber of Commerce - State of the State Luncheon: Registration		46.00					
	CSDA Webinar: Must Have Communication Protocols - Board & Staff			69.00				
	CASA 2015 Winter Conference: Registration			500.00				
	CASA 2015 Winter Conference: Lodging			598.08				
	CASA 2015 Winter Conference: Air Fare			328.70				
	CASA D.C. Conference: Registration			600.00				
	CASA D.C. Conference: Meals			34.38				
	TOTAL	530.00	46.00	2,130.16	0.00	5000.00	2,706.16	2293.84
HARRISON, JENNIFER								
	TOTAL	0.00	0.00	0.00	0.00	5000.00	0.00	5000.00
KITE, PAT	CSDA Webinar: Must Have Communication Protocols - Board & Staff			69.00				
	CSDA Webinar: Annual Employment Law Update: Recent Cases, Trends			69.00				
	TOTAL	0.00	0.00	138.00	0.00	5000.00	138.00	4862.00
LATHI, ANJALI	Union City - State of the City Luncheon: Registration	30.00						
	59th CASA Conference: Registration	500.00						
	59th CASA Conference: Lodging	652.70						
	59th CASA Conference: Meals	20.36						
	59th CASA Conference: Mileage & Tips	101.64						
	Fremont Chamber of Commerce - State of the State Luncheon: Registration		46.00					
	CSDA Webinar: Must Have Communication Protocols - Board & Staff			69.00				
	CWEA Membership Renewal			156.00				
	TOTAL	1,304.70	46.00	225.00	0.00	5000.00	1,575.70	3424.30
	GRAND TOTAL	1,864.70	92.00	2,493.16	0.00	25000.00	4,449.86	20550.14

The Board of Directors' Quarterly Expenditure Report is attached as part of the check register in accordance with Board Member Business Expense policy adopted September 5, 1991



California Special Districts Association

1112 I Street, Suite 200, Sacramento, CA 95814

Phone: (916) 442-7887 Fax: (916) 442-7889

Toll-Free Phone: (877) 924-2732

Meeting Confirmation

Mr. Tom Handley
Director
Union Sanitary District
5072 Benson Road
Union City, CA 94587

Fax: (510) 477-7501

Webinar: Must Have Communication Protocols-Board & Staff

Tuesday, December 09, 2014

Webinar

For more information, please contact the Education Department at 916-442-7887 or sharonf@csgda.net.

You are registered for the following:

Function	Quantity	Rate	Amount
Webinar: Must Have Communication Protocols	1	69.00	69.00
		Total	69.00
		Payment	69.00
		Balance	0.00

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.

10:00 am - 12:00 pm

CASA 2015 Winter Conference

Ensuring Clean Water for California

January 21-23, 2015

Palm Springs Hilton

Confirmation

CASA has received your registration for the 2015 CASA Winter Conference, January 21-23, 2015 at the Palm Springs Hilton, CA. Below is the confirmation information and receipt.

Receipt amount: \$500.00
Date: 01/09/2015 18:26:07
ID Code: 8611071
Transaction ID: VXYECB6800F7
Payment method: Credit Card
Credit Card type: Visa
Delegates:
Tom Handley
Guests attending conference functions:

Thank you,
CASA Office
PH: (916) 446-0388

\$25 Cancellation fee on or before Wednesday, January 7, 2015.

No Refund for Late Cancellations after Wednesday, January 7, 2015.

Send a colleague if you cannot attend, please notify CASA via email at kclementi@casaweb.org of a cancellation, refund request or switch in a registration attendee.



HILTON PALM SPRINGS
 400 East Tahquitz Canyon Way | Palm Springs, CA | 92262
 T: 760 320 6868 | F: 760 320 2126
 W: palmsprings.hilton.com

NAME AND ADDRESS:
 HANDLEY, TOM

FREMONT CA
 UNITED STATES OF AMERICA

Room: 248/Q2
 Arrival Date: 1/20/2015 5:46:00 PM
 Departure Date: 1/23/2015

Adult/Child: 2/0
 Room Rate: 170.00

Rate Plan: CAS
 HH #
 AL:
 Car:

Confirmation Number: 3153720464

1/22/2015

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
11/10/2014	Advance Deposit VS	400	3347460		(\$199.36)	
1/20/2015	Advance Deposit VS	FTABAREZ	3397772		(\$398.72)	
1/20/2015	GUEST ROOM EXEMPT	TKT1	3397934	\$170.00		
1/20/2015	TOT-BID-TMD-CTT	TKT1	3397934	\$28.22		
1/20/2015	CITY UTILITY CHARGE	TKT1	3397934	\$1.14		
1/21/2015	GUEST ROOM EXEMPT	TKT1	3398619	\$170.00		
1/21/2015	TOT-BID-TMD-CTT	TKT1	3398619	\$28.22		
1/21/2015	CITY UTILITY CHARGE	TKT1	3398619	\$1.14		
1/22/2015	GUEST ROOM EXEMPT	TKT1	3399288	\$170.00		
1/22/2015	TOT-BID-TMD-CTT	TKT1	3399288	\$28.22		
1/22/2015	CITY UTILITY CHARGE	TKT1	3399288	\$1.14		
	WILL BE SETTLED TO					\$0.00

EFFECTIVE BALANCE OF
 EXPENSE REPORT SUMMARY

	1/20/2015	1/21/2015	1/22/2015	STAY TOTAL
ROOM AND TAX	\$199.36	\$199.36	\$199.36	\$598.08
DAILY TOTAL	\$199.36	\$199.36	\$199.36	\$598.08

\$0.00
 \$0.00

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ACCOUNT NO.

DATE OF CHARGE
 1/20/2015

FOLIO NO./CHECK NO.
 474593 A

CARD MEMBER NAME
 HANDLEY, TOM

AUTHORIZATION INITIAL
 010340

ESTABLISHMENT NO. & LOCATION
 ZIR-OUT

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

TAXES

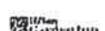
TIPS & MISC.

CARD MEMBER'S SIGNATURE

TOTAL AMOUNT

MERCHANDISE AND/OR SERVICE PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT



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Oakland, CA - OAK to Ontario/LA, CA - ONT

Air

Confirmation #FR5VG2

Oakland, CA - OAK to Ontario/LA, CA - ONT
 - ONT
 Tuesday, January 20, 2015 - Friday, January 23, 2015

Air Total: \$328.70

**Amount Paid
 \$328.70**

**Trip Total
 \$328.70**

JAN 20
TUE 01/20/15 - Ontario

AIR

Oakland, CA - OAK to Ontario/LA, CA - ONT
 01/20/2015 - 01/23/2015

**Confirmation #
 FR5VG2**

Adult Passenger(s)

TOM HANDLEY
 Subscribe to Flight Status Messaging

Rapid Rewards #

Add Rapid Rewards Number

DEPART JAN 20	02:10 PM	Depart Oakland, CA (OAK) on Southwest Airlines	Flight #2791 Southwest	Tuesday, January 20, 2015
TUE	03:20 PM	Arrive in Ontario/LA, CA (ONT)	WiFi available	Travel Time 1 h 10 m (Nonstop) Wanna Get Away
RETURN JAN 23	05:10 PM	Depart Ontario/LA, CA (ONT) on Southwest Airlines	Flight #334 Southwest	Friday, January 23, 2015
FRI	06:25 PM	Arrive in Oakland, CA (OAK)	WiFi available	Travel Time 1 h 15 m (Nonstop) Wanna Get Away

What you need to know to travel:

Check-In: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-ONT	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> • Base Fare \$173.10 • Taxes and Fees \$0.00 • Total \$173.10 	1	\$173.10
Return	ONT-OAK	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> • Base Fare \$155.60 • Taxes and Fees \$0.00 • Total \$155.60 	1	\$155.60

Enroll in Rapid Rewards and earn at least 1691 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal **\$328.70**
Fare Breakdown

Carry-on Items: 1 bag + 1 small personal item are free, see full details.
Checked Items: First and second bags are free, size and weight limits apply.

Bag Charge \$0.00

Air Total:
\$328.70

Gov't taxes & fees now included

Purchaser Name Regina McEvoy **Billing Address** 5072 Benson Road
Union City, CA US 94587-2508

Form of Payment	Amount Applied
Visa - XXXXXXXXXXXX	\$328.70

Amount Paid
\$328.70

Trip Total
\$328.70

CASA
D.C. Conference
Ensuring Clean Water for California

February 23-25, 2015

Mayflower Renaissance
1127 Connecticut Avenue NW
Washington, D.C. 20036
Phone: (202) 347-3000

Confirmation

CASA has received your registration for the 2015 Washington, D.C. Conference, February 23-25 at the Mayflower Renaissance. Below is the confirmation information and receipt.

Receipt amount: \$600.00
Date: 02/20/2015 11:27:54
ID Code: 8862922
Transaction ID: VREEBC8DFED4
Payment method: Credit Card
Credit Card type: Visa
Delegates:
Tom Handley
Guests attending conference functions:
510-477-7503 tomh@unionsanitary.ca.gov

Thank you,
CASA Office
PH: (916) 446-0388

\$25 Cancellation Fee on or before Monday, February 2, 2015.

No Refund after Monday, February 2, 2015.

Send a colleague if you can not attend.

Notify CASA via email at Karen - kclementi@casaweb.org of cancellation, refund request of switch in registered attendee.

Thank you!

Dinner
Tom; Paul #1 ✓

& & & 401 & 3 &
WASHINGTON MARRIOTT GEORGTOWN
**** ATRIUM RESTAURANT ****
202-872-1530

#1

31275 ASKALE

CHK 1271 TBL 14/1 GST 1
23 FEB'15 7:33 PM

1 SOUP CHIKN NOODLE T 8.00
1 WINGS PLAIN P 14.00
1 SAND SHORTRIB T 16.00
1 CAESAR CHICKEN P 19.00
1 SUNDAE BROWNIE Beth 7.00

SUBTOTAL \$64.00
FOOD \$64.00
TAX \$6.40
Total \$70.40
Total Due \$70.40

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY _____
TOTAL _____
ROOM NUMBER _____
PRINT LAST NAME _____
SIGNATURE _____

Paul	Tom
36.50	27.50
5.47 tip	4.13 tip
<u>41.97</u>	<u>31.63</u>
3.65 tax	2.75 tax
<u>45.62</u>	<u>34.38</u>

subtotal \$64
15% tip \$9.60
tax \$6.40
\$80
reimbursable

& & & 401 & 3 &
**** CREDIT CARD VOJCHER ****

WASHINGTON MARRIOTT
WASHINGTON, DC
**** ATRIUM ***
23 FEB'15 9:34 PM

Check: 1271
Table: 14/1
Server: 31275 ASKALE
Card Type: VISA
Acct Num: *****
Auth Code: 023214
Customer: PAUL R ELDREDGE

Amount: \$70.40

GRATUITY \$ 12
TOTAL \$ 82.40
SIGNATURE Copy

please leave signed copy
with your server



California Special Districts Association

1112 I Street, Suite 200, Sacramento, CA 95814

Phone: (916) 442-7887 Fax: (916) 442-7889

Toll-Free Phone: (877) 924-2732

Meeting Confirmation

Ms. Pat Kite
Director
Union Sanitary District

Newark, CA

Fax: (510) 477-7501

Webinar: Must Have Communication Protocols-Board & Staff
Tuesday, December 09, 2014
Webinar

For more information, please contact the Education Department at 916-442-7887 or sharonf@csda.net.

You are registered for the following:

<u>Function</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
Webinar: Must Have Communication Protocols	1	69.00	69.00
		Total	69.00
		Payment	69.00
		Balance	0.00

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.

10:00 am - 12:00 pm

Regina McEvoy

From: sharonf@csga.net
Sent: Wednesday, January 14, 2015 9:41 AM
To: Regina McEvoy
Subject: Order Confirmation



California Special Districts Association

1112 I Street, Suite 200, Sacramento, CA 95814

Order Number 47946

Order Date 1/14/2015

Bill To Ms. Regina McEvoy

Order Total 69.00

Payment Method Visa *****

Name on Card Regina McEvoy

Qty	Item	Price Total
1	Webinar: Annual Employment Law Update: Recent Cases, Trends - Ms. Pat Kite When: 1/21/2015 - 1/21/2015	69.00 69.00
Item Total		69.00

Transaction Grand Total 69.00

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California Special Districts Association

1112 I Street, Suite 200, Sacramento, CA 95814

Phone: (916) 442-7887 Fax: (916) 442-7889

Toll-Free Phone: (877) 924-2732

Meeting Confirmation

Ms. Anjali Lathi
Director
Union Sanitary District
PO Box 5050
Union City, CA 94587-8550

Fax: (510) 477-7501

Webinar: Must Have Communication Protocols-Board & Staff
Tuesday, December 09, 2014
Webinar

For more information, please contact the Education Department at 916-442-7887 or sharonf@csda.net.

You are registered for the following:

Function	Quantity	Rate	Amount
Webinar: Must Have Communication Protocols	1	69.00	69.00
		Total	69.00
		Payment	69.00
		Balance	0.00

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.

10:00 am - 12:00 pm



CWEA Renewal Notice

California Water Environment Association
7677 Oakport St., Suite 600
Oakland, CA 94621
Phone: 510.382.7800 /Fax: 510.382.7810

ID:
Anjali Lathi
Union Sanitary District
5072 Benson Road
Union City, CA 94587

Renew Online at Mycwea.org

Logon using your email address:

If your email address is not shown above, contact us at info@cwea.org or 510-382-7800 and we'll help you set-up your mycwea.org account.

Membership Renewal

Memberships	Expiration Date	Dues
CWEA Association Membership	02/27/2015	\$156.00
SFBS Membership		\$0.00
Total Member Dues		\$156.00

ENTERED

TOTAL AMOUNT DUE: \$156.00

See back of this form for payment instructions

REVIEWED & APPROVED FOR PAYMENT
BY KAE
DATE 1-29-15
ACCT. # 20-160-5220-102

PO# 1005470

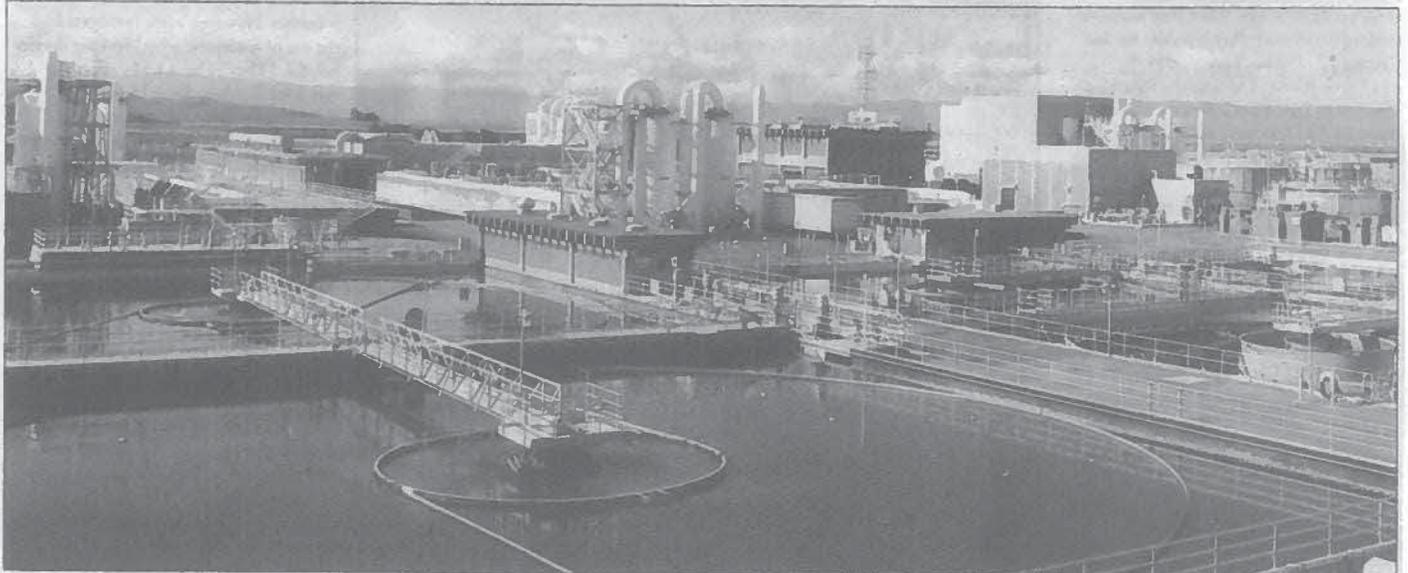
Union Sanitary District hosts Open House

SUBMITTED BY MICHELLE POWELL

Union Sanitary District (USD) is holding an Open House, and everyone in the Tri-Cities is invited! On Saturday, May 9, from 10 a.m. to 2 p.m., the District (USD) will offer family-friendly activities, plant tours, interactive demonstrations, re-

tunity to tour our plant, view our green energy projects, and get an up-close look at the specialized equipment and interactive demonstrations we'll have on display."

The event is a good opportunity for students to explore careers. "We encourage students of all ages to come and talk to our engineers, plant operators, chemists, collec-



freshments and more at its Union City treatment plant and headquarters.

"USD is a big part of daily life in the Tri-Cities, but many of our customers aren't aware of the work we do to protect public health and the environment," says General Manager Paul Eldredge. "This event is a fun way for people to find out about the District. They'll have the oppor-

tion systems workers, mechanics, electricians, business services staff and more to find out about careers in our industry," continues Eldredge. "We'll also have activities that are enjoyable for kids and kids-at-heart."

"I'm proud that our visitors will have the chance to meet the people who work hard to provide award-winning service every day," says Eldredge. "We're honored to have our customers as our guests, and

we invite everyone to drop by – no reservations necessary."

If you'd like to tour the plant during the Open House, wear closed-toed, low-heeled shoes and be prepared for walking and stairs. USD's Open House display areas are wheelchair-accessible; plant buildings are not.

Union Sanitary District operates a 33 million gallon per day wastewater treatment facility in Union City and provides

collection, treatment and disposal services to the Tri-City area.

Union Sanitary District's Open House

Saturday, May 9

10 a.m. to 2 p.m.

Union Sanitary District

5072 Benson Rd, Union City

(510) 477-7500

www.unionsanitary.ca.gov

Free

BUSINESS

'Water tech' finally ready to rise amid California's drought

By David R. Baker and Greta Kaul | April 21, 2015 | Updated: April 21, 2015 4:35pm

3



Photo: Liz Hafalia, The Chronicle

IMAGE 1 OF 3

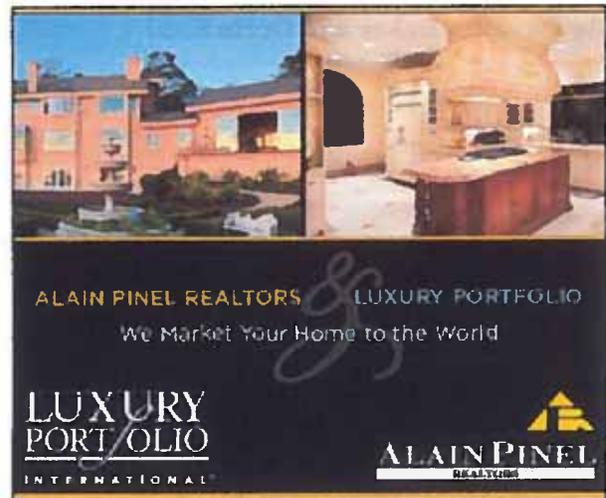
Cambrian systems operator Andrew Goodman tests waste water samples from the new system that will clean up the waste water from the Lagunitas Brewing Company brewing process and generate electricity in Petaluma, California, on Tuesday, April 14, 2015.

In a tech-obsessed state that's part desert, creating new technologies to save or clean water should be a no-brainer.

But even though water technology helps preserve the most precious resource on Earth, startups in the field have struggled for years to attract the level of investment and attention showered upon social media, solar power and sharing economy companies.

California's four-year drought may change that. As water agencies scramble to make deep cuts after another dry winter, water tech may finally get its moment.

"I've been running around saying, 'Hey, let's not waste a drought of this magnitude,'" said Sheeraz Haji, CEO of the Cleantech Group consulting firm, which has tracked and encouraged water-tech investment for years. "We have a unique opportunity here to bring capital to innovation."



Investors have been slow to dive in. Worldwide venture funding for water startups totaled just under \$1.5 billion in the last five years, according to the Cleantech Group's i3 information service. Companies that help save energy, in contrast, raised \$1.6 billion in 2014 alone.

Investors have been scared off by the fragmented nature of the American water market. Water is delivered by a patchwork of small, risk-averse utility companies and public agencies that tend to buy

only the equipment they absolutely need. They make every effort to keep water prices low, so big users often don't have much financial incentive to conserve. Government regulations vary from state to state.

And while the federal government has made a concerted push to encourage other types of clean technology, such as electric cars and renewable power, that hasn't happened with water.

"For whatever reason, it just hasn't had the political attention," Haji said.

Now, Gov. Jerry Brown has ordered a 25 percent overall drop in the state's urban water use, with mandatory cuts of up to 36 percent for the state's 400 largest water agencies. Water-tech startups that can help agencies make those cuts suddenly find their products in demand.

"We're definitely getting a lot more inquiries," said Robin Gilthorpe, CEO of WaterSmart Software in San Francisco. "We're cranking pretty hard on the sales side. This (drought) is a very unusual situation, and it turns out we have something that can be part of the solution."

RELATED



Drought is making fake lawns into a real moneymaker



California drought pushes up utility bills, study finds

Fine-tuned water limits should help win public cooperation



'New normal': Scientists predict less rain from here on out

WaterSmart employs big-data analytics — computer programs that quickly crunch huge amounts of information — to root out water waste. Utilities hire the company to help individual customers track and analyze their water use via computer, tablet or phone.

Measure consumption

The system lets people compare their home's water usage with other households of similar size, turning conservation into a kind of game. And it seems to work. In the four years since WaterSmart began its service, its 6 million users have saved more than 1.4 billion gallons.

WaterSmart boasts that its service can trim water use up to 5 percent in a year. The service can be deployed in 45 days — far faster than a utility can build a reservoir or a water treatment plant.

"Making plans for a new (desalination) plant?" Gilthorpe said. "That's really nice for 2025, but it's useless for this summer."

WaterSmart, which raised \$7 million in financing this month, represents a kind of water startup venture capitalists can appreciate. It employs technologies they already tend to understand — software and cloud computing. And unlike water-treatment hardware, it can save water without getting snared in regulations.

"A technology that's touching drinking water gets a lot more scrutiny than a technology that's monitoring a utility," said David Henderson, a managing director at XPV Capital Corp.

Henderson insists there is money in water. His Toronto venture firm invests exclusively in water companies. Since XPV was founded in 2006, the number of large companies acquiring water technology startups has only increased, from about 40 then to around 100 now, Henderson said.

But the water-tech industry doesn't rely solely on software. It also brims with companies that have developed better, cheaper ways to clean and reuse water.

Reusing water

Nexus eWater has a system that collects the "gray water" from a home's showers and bathroom sinks, purifies it and sends it to the toilets and sprinklers. The system is designed to be installed during a home's construction, adding about \$5,000 to the overall cost. It also recycles some of the heat from the gray water, cutting electricity bills.

"You should not put drinking water on lawns, especially during a drought," said Ralph Petroff, chairman of Nexus. "It's not the sensible thing to do. It's not the moral thing to do."

The company was born in Australia, which recently endured more than a decade of drought. Now Nexus eWater has opened a Los Angeles office, raised a \$2.1 million funding round this spring, installed its system in two high-tech demo houses with builder KB Home and is preparing for full-scale launch.

Industrial-scale reuse

Cambrian Innovation, meanwhile, can clean wastewater at an industrial scale. The company's first targets: wineries and breweries.

Cambrian's EcoVolt system, installed on-site in a series of shipping containers, uses bacteria to treat wastewater and generate methane gas. The gas then fires a turbine to generate power. The water is clean enough to be reused for washing equipment. It does not, however, end up in the beer or wine.

"You get clean water and clean energy," said Matthew Silver, co-founder and CEO. "It's a way for companies to radically cut their carbon footprint, radically cut their water footprint and get a return on their investment."

Lagunitas Brewing Co. recently installed an EcoVolt system to process the millions of gallons of wastewater the fast-growing Petaluma brewery generates each year. Dealing with that water, until now, has been a headache, said Leon Sharyon, Lagunitas' chief financial officer.

The water used to hose down brewery tanks ends up high in the nutrients that algae and bacteria love — so high, that many municipal treatment plants can't handle it. So Lagunitas has had to truck its wastewater to a plant in Oakland, more than 40 miles away. Each trip costs money, burns diesel and adds carbon dioxide to the air, Sharyon said. With 10 truck trips per day, it all adds up.

"Environmentally, it was a disaster," Sharyon said. "And cost-wise, every time I saw one of those trucks, I thought, 'There goes \$500.'"

Neither he nor Cambrian would disclose the cost of the system. But Sharyon figures the brewery will recoup its investment in two years.

"You've got a pain point that you've got to solve, and the fact that you can do something that's environmentally beneficial is awesome," he said.

*David R. Baker and Greta Kaul are San Francisco Chronicle staff writers. E-mail: dbaker@sfgate.com, gkaul@sfgate.com
Twitter: @DavidBakerSF, @GretaKaul*



David R. Baker



Protect Your Bay On Earth Day



Visit Union Sanitary District's Booth At Fremont's Earth Day Celebration

Saturday, April 25 – 11 a.m. to 3 p.m.
Washington Hospital – Washington West
2500 Mowry Avenue

StopFOG With A FREE Grease Scraper!

Learn how to prevent expensive repairs and protect the environment by keeping Fats, Oil and Grease (FOG) out of your sewer.

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Empty pills into one resealable bag and bring to our booth – recycle the containers at home. Bring liquids and lotions in original containers with personal info blacked out or removed.

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USD will trade your mercury thermometer for a non-hazardous version at no charge. We will also recycle other mercury-containing devices for you.

For more information, call USD at (510) 477-7620

Protecting The Tri-Cities and San Francisco Bay

California drought: Brown administration to stick with strict conservation targets, despite court ruling

By Paul Rogers and Howard Mintz Staff Writers

Updated: 04/22/2015 06:04:19 AM PDT

MercuryNews.com

Gov. Jerry Brown is sticking to his statewide mandatory water conservation targets, his administration said Tuesday, even as a new appeals court ruling limits the ability of cities and water districts to hit people with punishing rates to encourage them to save water.

"The court's decision is bad," said Michael Lauffer, chief counsel at the State Water Resources Control Board in Sacramento of the Monday ruling by an Orange County appellate court. "It's going to frustrate some local agencies' abilities to conserve water. But the sky is not falling."

Until a possible final ruling by the state Supreme Court occurs, Lauffer said, cities and water districts will have to rely more on other tools. Those include more advertising, water audits, rebate programs for low-water appliances, restrictive rules on lawn watering and fines for violators, he said.

"There is still a lot of low-hanging fruit out there that Californians can tackle -- lawns are the best example -- to help get to the targets," Lauffer said.

Three weeks ago, amid the most severe drought in California's 164-year history, Brown ordered urban residents to cut water use by 25 percent statewide.

The state water board plans to vote May 5 on rules that would require cities and water agencies to cut water use between 8 and 36 percent this summer, depending on their per capita use, with fines of up to \$10,000 a day for violators.

One key tool that Brown had recommended was for local governments to set rate structures with higher "surcharges, fees and penalties" for people who use large amounts of water.

But that approach -- conserve or pay a much higher water bill -- was thrown into doubt Monday afternoon when the 4th District Court of Appeal ruled that such charges violate Proposition 218, a 1996 ballot measure that barred governments from charging more for a service than it costs to provide it.

The court did not invalidate the use of rate tiers entirely. It said, however, that cities and water agencies can only charge more if they can document that it costs them more to provide the extra water.

"Cities are going to have to show their work," said David Aladjem, a veteran Sacramento water attorney. "This is the difference between doing a 1040-EZ tax form and a longer form."

One of California's top water leaders said the ruling will make it more difficult for cities and water districts to reach conservation targets this summer.

"The court did not declare tiered pricing illegal. But this does impose constraints that make it much harder to do," said Tim Quinn, executive director of the Association of California Water Agencies. "It's a significant blow to conservation pricing."

The ruling does not affect electric or gas rates, or privately owned water companies, like San Jose Water Co., which Proposition 218 exempts.

Water agencies on Tuesday scrambled to interpret the ruling -- and in some cases realized they would have to adapt. In Santa Cruz, which charges a \$50 per unit "penalty" for water use over 11 units per house, giving it one of the highest water conservation rates in the state, the city may have to rewrite its rules, said Santa Cruz City Attorney Anthony Condotti.

"We'll have to carefully evaluate our rates to make sure we aren't violating the law," he said.

In Palo Alto, where a new rate structure is going before the City Council in June with a proposed 12 percent water rate increase, city officials are studying the ruling but believe they are in compliance because the increase is to cover the increased costs of buying water and upgrading pipes, said city spokeswoman Catherine Elvert.

Cities that raise rates illegally could be sued, said Jon Coupal, president of the Howard Jarvis Taxpayers Association, which put Proposition 218 on the ballot.

"I have very little sympathy for some of these districts that just want to take the easy way out, which is to raise revenue -- free money -- to get more money above their cost of service," Coupal said. "They are crying crocodile tears. They have other ways to conserve. If somebody is hosing down his sidewalk, you can still fine him."

In the short term, the court ruling, because it is "published," sets statewide legal precedent that can be used in other court challenges to water district policies and at a minimum forces local water officials and lawyers to reconsider how they can legally enforce water conservation. As of now, there are two similar legal battles unfolding in early stages against the Sweetwater Authority, a San Diego area water district, and the city of Glendale's water district.

San Juan Capistrano city officials can push for an expedited review of the ruling, a move that could prompt the state's high court to temporarily put it on hold. That process could take months or longer.

If city leaders decide not to appeal, the situation becomes murkier, although the Supreme Court could still intervene, particularly if Gov. Jerry Brown and Attorney General Kamala Harris weigh in and argue resolution is critical in light of immediate statewide efforts to address the drought.

Harris' office, which presumably would represent Brown in any legal maneuvering, referred questions Tuesday to the governor. Evan Westrup, the governor's spokesman, would only say that Brown is "evaluating our options."

In addition to any legal action by the state, groups that backed San Juan Capistrano in the case could ask the state Supreme Court to "depublish" the 4th District ruling, which would strip away its statewide effect. Legal experts say they would not be surprised if the state Supreme Court acted because of the statewide policy implications.

"Given the high-profile nature of this opinion and the importance of the issue, it wouldn't shock me if the California Supreme Court gave serious consideration to granting review," said Shaun Martin, a University of San Diego law professor who follows the state's high court.

Paul Rogers covers resources and environmental issues. Contact him at 408-920-5045. Follow him at [Twitter.com/PaulRogersSJMN](https://twitter.com/PaulRogersSJMN).

WEDNESDAY, APRIL 22, 2015

UNION SANITARY DISTRICT

NOTICE OF PUBLIC HEARING

**FOR IMMEDIATE
RELEASE:**

UNION SANITARY DISTRICT
5072 BENSON ROAD
UNION CITY, CA 94587
CONTACT: Paul R. Eldredge
(510) 477-7500

April 15 and April 22, 2015

NOTICE IS HEREBY GIVEN that the Board of Directors of Union Sanitary District will consider adoption of revisions to Ordinance No. 36, which provides for the regulation of discharges to the sanitary sewer, including compliance with State and Federal law. The nature of the revision is to modify the name of the Ordinance, to add an Ammonia local limit in response to changes in USD's NPDES Discharge Permit, and to revise language of codified sections pursuant to recent versions of the Code of Federal Regulations. The revised ordinance can be accessed on Union Sanitary District's web page at www.unionsanitary.com, under the "What's New" tab, Ordinance No. 36 Revisions; or to request a hard copy, please call (510) 477-7620.

NOTICE IS FURTHER GIVEN that on Tuesday, the 26th of May 2015, at the hour of 7:00 P.M., at the Union Sanitary District Boardroom, 5072 Benson Road, Union City, California, in said District, said Board will hear and consider all comments, protests, and objections to said proposed revisions to Ordinance No. 36.

By order of the Board of Directors
of Union Sanitary District.

UNION SANITARY DISTRICT
Manny Fernandez
President

AR #5454960; April 15, 22, 2015

Water audits help California homeowners meet drought goals

By Kerry Klein kklein@mercurynews.com

Updated: 04/22/2015 07:16:55 AM PDT

InsideBayArea.com

After four years of record drought, Bay Area residents already have made many steps to reduce water use part of their routine, whether it's not watering every other day or leaving their car dirty. So with the governor now calling on residents to up their conservation game after another dry winter, many are left wondering what more they can do.

Enter a new drought-spawned calling: the water auditor. The Santa Clara Valley Water District's free Water Wise House Call Program has a backlog of reservations, said Conservation Specialist Ashley Carter.

"They were booked up a week in advance before," Carter said. "And now it's about three weeks."

The Contra Costa Water District also offers a free home water audit service. The East Bay Municipal Utility District offers free home survey kits for residents to audit their water themselves.

Chris Dundon, a water conservation officer with the Contra Costa Water District, said that automated outdoor watering systems are a good place to squeeze extra water savings. He points out that while a consistent schedule might seem effective for a season at a time, rain showers and drops in temperature drastically reduce the amount of water plants need.

"The biggest problem with controllers is people will set it and forget it," Dundon said.

Concord science teacher and rock musician Randy Monroe took advantage of the water district's home survey offer, even though he already had slashed hundreds of gallons off his daily water use since 2013. When he moved into his neighborhood five years ago, his sunny bungalow came with a lush green lawn, rosebushes, lemon trees and five sprinkler circuits hooked up to a timer. He hadn't changed his water timer settings in half a decade and wanted help optimizing his water use for the drought.

District water conservation technician Dennis Vigil was happy to bring Monroe up to speed. He audited Monroe's outdoor water use, checking for leaks and noting busted sprinkler heads before zeroing in on the timer. With the garage door open, the earthy smell of wet grass wafting in, he walked Monroe through the various functions of the little black controller on the wall. He set it to water Monroe's lawn twice a week, three times a morning in four-minute bursts.

"We recommend less frequent watering ... but deeper watering," says Vigil. "So, shortening the cycle and allowing some time in between."

In California, feeding thirsty lawns accounts for about half of home water use. For many residents, cutting outdoor watering back to two mornings per week could be sufficient to meet the governor's goals of 25 percent water use reduction. For others, it'll take a better managed watering schedule.

"If someone actively manages their timer and every few weeks adjusts it, it can be really good," says Dundon. "Most do not."

East Bay Municipal Utility District spokeswoman Nelsy Rodriguez points to the district's rebates for overhauling lawns with drought-tolerant landscaping.

"Lawns are a high-maintenance option all around," she said.

The city of Santa Cruz, its water sources more constrained than most, restricted outdoor watering to twice a week back in 2009. At the time, said Toby Goddard with the city water district, residents inundated the city with requests to reprogram their timers and inspect their sprinklers. Now, despite the drought, he receives fewer calls because Santa Cruz residents have already done so much to conserve.

Another option is to upgrade controllers to "smart" timers, which calculate how thirsty plants are on the basis of conditions like temperature and soil moisture.

But even then, says Peter Brostrom, water efficiency expert with the Santa Cruz Department of Water Resources, automated programs can still over-water.

"The grass will turn brown," he said, "but the roots will be alive."

For customers who have problems using irrigation timers, Brostrom recommends searching for user's manuals online. The Department of Water Resources provides links to manuals for over 50 models at <http://saveourwater.com>.

Even though Monroe never adjusted his timer in five years, technician Vigil says Monroe did something right by turning the timer off and on as weather dictated.

"The schedule that I saw so far is a pretty good schedule," says Vigil, looking over the readout from the water meter. "So if you keep to more or less last year's watering schedule, you're going to make it."

Schedule a home water audit

Santa Clara Valley Water District: Water Wise House Calls are available weekdays, evenings during daylight hours and Saturdays. Call 800-548-1882 to set up an appointment, and please have your water bill account number available. San Jose Water Co. customers should call 408-279-7900 to schedule a water audit. Water conservation hotline: 408-630-2554.

Contra Costa Water District: Sign up for a free home water-use survey at www.ccwater.com/conservesinglefamily.asp#. Water conservation department: 925-688-8320.

East Bay Municipal Utility District: Order a WaterSmart Home Survey Kit:
<http://bit.ly/1Epcw31>. Water conservation department: 866-403-2683.



(<http://www.prnewswire.com/>)

 PRINT THIS

Oro Loma Sanitary District Appoints Local Business Owner and Community Leader to the Board

SAN LORENZO, Calif., April 23, 2015 /PRNewswire/ -- At its April 21, 2015 public meeting, the Oro Loma Sanitary District Board unanimously voted to appoint Mr. Dan Walters to the vacant seat. Director Walters, who took the oath of office and assumed his responsibilities at the meeting, fills the vacancy generated by a recent retirement on the Board. His term in office will expire in December 2016, after the general election.

Director Walters has over 30 years of engineering, innovation and business management experience in the community. He is the owner and founder of Copper Harbor Company, Inc., located in San Leandro. He has dedicated thousands of hours to organizations like the East Bay Regional Park District Public Advisory Committee, the Boy Scouts, various City committees in San Leandro, the Chamber of Commerce, LINKS, and the Alameda County Workforce Investment Board. Director Walters possesses a Bachelor's of Science degree in Chemical Engineering from Michigan Technological University and a Master's degree in Business Administration from Pepperdine University.

"I want to be part of this Board because I would enjoy the work, and I have a strong desire to give back to the community," Director Walters said in his speech to the Board and to the public.

"Our recruitment process brought out several talented community leaders and experienced business people. We ultimately selected Dan Walters because of his community involvement, technical expertise, and proven success in the industry while operating his own local business. His background and professional attributes align well with our philosophy and the challenges we face in the coming years," said President Becker.

About Oro Loma Sanitary District

Oro Loma Sanitary District provides wastewater collection and treatment services, as well as residential and commercial solid waste and recycling services to its customers.

SOURCE Oro Loma Sanitary District

Tiered water rates under fire

Roseville's system effective, but court ruling adds doubt

By Christopher Cadelago
Sacramento Bee

Roseville, the sun-splashed suburb of about 125,000 residents, has been among the statewide leaders in saving water. Relying on a tiered pricing plan that charges heavier water users more, the city in recent months has outclassed the region in residential water conservation.

Now, leaders there are taking stock after a state appellate court ruled Monday that San Juan Capistrano's four-tiered system is unconstitutional. In a unanimous decision, the three-justice 4th District Court of Appeal ruled that the Orange County city's method violated Proposition 218, a 1996 ballot measure establishing that municipalities cannot impose fees for services that exceed the actual cost.

"We will be evaluating our own rate-setting structure to ensure that we are in compliance," Roseville spokesman Maurice Chaney said Tuesday. "Without equivocation, we feel our system is adequate and complies with Proposition 218. But it's an opportunity to look at it given the recent court ruling."

Other water providers, however, are far less certain.

Chris McKenzie, executive director of the League of California Cities, said the opinion demonstrates how

the ballot initiative could prevent government from responding to a crisis such as the current drought, now in its fourth year and showing no signs of abating.

The measure was sold to voters as a way "to protect the people from their government," he said. "It is now being used to prevent government from protecting the people's water resources."

When it passed, the Right to Vote on Taxes Act generated far less public attention than its tax-limiting predecessor Proposition 13. Although it has been cited over the years in dozens of cases brought against cities, California's drought conditions are generating more attention for the nearly 2-decade-old initiative. With about two-thirds of water providers relying on tiered-rate structures, McKenzie said he's worried the case could spawn additional lawsuits.

"Here we now have a court, as happens from time to time, very clearly saying, 'Yeah, you can have tiered rates, but only for the purpose of allocating higher costs to the higher consumer, not for the purpose of conservation,'" he said. "That's a really dramatic pronouncement."

The decision came after Gov. Jerry Brown this month ordered the State Water Resources Control Board to direct urban water suppliers to develop rate structures that maximize conservation. In response, the state board is requiring

"We will be evaluating our own rate-setting structure to ensure that we are in compliance."

— Maurice Chaney,
spokesman, Roseville

districts to significantly curtail their use, in some cases by as much as 36 percent. Brown has said the ruling puts a "straitjacket" on local government's conservation efforts.

Michael Lauffer, chief counsel at the state water board, said rate structures designed for conservation send the right message to consumers by rewarding good behavior and providing a strong disincentive for them to waste water. Although water districts have other ways to cut back on their use, he said the tiered systems are "the most effective single tool to promote conservation."

"It may make it more difficult for some agencies to meet their targets," Lauffer said.

A study by researchers at UC Riverside's School of Public Policy found that that between July 2011 and April 2014, household usage was 10 to 15 percent lower under a tiered structure than it would have been under uniform rates. Kenneth A. Baerenklau, one of the authors, said the largest reductions came from households that were less efficient users be-

fore the pricing changes.

In the Sacramento region, at least 11 agencies, including Sacramento Suburban, Placer County and Elk Grove, have some form of tiered pricing.

Lauffer said the most frustrating thing about the court decision is it didn't provide clear goal posts for local agencies. "They are going to need to be much more careful about how they show their work," he warned.

The state appellate court opinion, written by Justice William Bedsworth, cites a prior case involving the Antelope Valley city of Palmdale, which successfully invoked Proposition 218 to challenge the rates it was paying to the Palmdale Water District. The measure has been at the center of several predrought lawsuits, including cases where cities illegally diverted utility money to cover general fund expenses.

Jon Coupal, president of the Howard Jarvis Taxpayers Association, said the original purpose of Proposition 218 was to close loopholes in Proposition 13. It does not apply to electrical providers, which Coupal said the authors considered "a bridge too far." They are regulated by the Public Utilities Commission.

Since 1996, Coupal said, water and other agencies have continued to "gouge" customers and pass off the charges "as the cost of doing business."

"This has been an endemic problem for a long time," he said.

Environmental group sues to drain Hetch Hetchy Reservoir

By Paul Rogers progers@mercurynews.com
 Updated: 04/24/2015 07:48:24 AM PDT

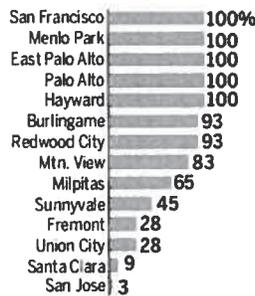
InsideBayArea.com

Spurned at the ballot box three years ago and facing an even more uphill battle now because of California's historic drought, an environmental group has filed a lawsuit attempting to drain Hetch Hetchy Reservoir, a linchpin of the water supply for 2.6 million Bay Area residents from San Francisco to San Jose to southern Alameda County.

The reservoir in Yosemite National Park, built in 1923, violates California's constitution, according to the suit from the nonprofit Restore Hetch Hetchy, based in Oakland.

Serving the Bay Area

The Hetch Hetchy water system serves 2.6 million people in the Bay Area. Percentage of selected cities' water supplies from Hetch Hetchy:



Source: BAWSCA Annual Survey
 BAY AREA NEWS GROUP

Water that flows from the Sierra Nevada, through the Tuolumne River and into the reservoir can be stored in other reservoirs in the Sierra and downstream, the group argues. As a result, it contends, San Francisco, which owns the system, is not following a key provision of the state constitution requiring that water in California "be put to beneficial use to the fullest extent possible" and be used in "reasonable" ways.

"Hetch Hetchy Valley in Yosemite National Park was once one of our nation's most treasured landscapes. Its destruction, allowed a hundred years ago, is widely regarded as a mistake," said Spreck Rosekrans, executive director of Restore Hetch Hetchy. "The time has come to have a conversation about the merits of restoration in a court of law."

The lawsuit, filed Tuesday in Tuolumne County Superior Court, was blasted by business and city leaders in San Francisco.

"Who needs a historic drought when there's a group that wants to tear down one of California's critical water storage and clean energy systems?" said Jim Wunderman, president and CEO of the Bay Area Council, which represents 275 of the Bay Area's largest companies.

"The court should quickly dismiss this."

Hetch Hetchy Valley is a spectacular landscape that rivaled nearby Yosemite Valley before Congress approved construction of O'Shaughnessy Dam in 1913, submerging the valley under 300 feet of water.

The fight to save the valley was the final battle of Sierra Club founder John Muir's life. And the valley's submersion has haunted many environmentalists ever since.

For years, supporters of restoring the valley have said the water could be stored in Don Pedro Reservoir, Cherry Reservoir and other lakes. But Wunderman and other opponents

say the issue is far more complex, involving technical problems and controversies with other water agencies that also have rights to the reservoirs.

In 2012, Restore Hetch Hetchy placed a measure on the San Francisco ballot which would have required the city to conduct an \$8 million study of draining the reservoir. It was endorsed by three former Yosemite superintendents. But it was opposed by U.S. Sen. Dianne Feinstein, San Francisco Mayor Ed Lee and Silicon Valley business leaders. It failed in a landslide, 77-23 percent.

"This new lawsuit, like the 2012 initiative, is an unfortunate distraction from our core mission of delivering reliable drinking water to 2.6 million people in the Bay Area," said Tyrone Jue, a spokesman for the San Francisco Public Utilities Commission.

Paul Rogers covers resources and environmental issues. Contact him at 408-920-5045. Follow him at [Twitter.com/PaulRogersSJM](https://twitter.com/PaulRogersSJM)

San Jose, Santa Clara mayors drink recycled sewage to push expanding reclaimed water

By Paul Rogers

ED. 04 27 2015 04:42:19 PT PDT 19 COMMENTS UPDATED: 55 MIN. AGO



Santa Clara Valley Water District Board chair Gary Kremen, San Jose Mayor Sam Liccardo and Santa Clara Jamie Matthews, drink purified wastewater at a press event at the Silicon Valley Advanced Water Purification Center Monday, April 27, 2015, in Alviso, Calif. (Karl Mondon/Bay Area News Group)

SAN JOSE -- San Jose Mayor Sam Liccardo, Santa Clara Mayor Jamie Matthews and other Silicon Valley leaders on Monday took big gulps of recycled water -- filtered, cleaned and disinfected sewage -- to show that it is safe and should be a growing part of Silicon Valley's drinking water future.

"Delicious," said Liccardo, as cameras clicked.

"Good stuff!" said Matthews, as video rolled.

Capitalizing on public interest in water supply issues during California's historic drought, the pair appeared at a public water treatment plant in Alviso to unveil plans for an \$800 million expansion of recycled water in Santa Clara County over the next 10 years.

Once derided as "toilet to tap," recycled water has been used in San Jose and other cities in Santa Clara County since 1997, but only for irrigating golf courses, landscaping and other nondrinking uses, such as in industrial cooling.

Under the new proposal, San Jose and the Santa Clara Valley Water District are calling for expanding that use from 20,000 acre-feet a year now to about 55,000 acre-feet a year -- or 20 percent of the county's total water demand -- by 2025. An acre-foot is about 325,851 gallons of water, or the amount that two Bay Area families of five use in a year. And rather than using it only for landscaping, they hope to mix it with existing groundwater and serve it to back the public to drink. That's not commonly done in California, although Orange County residents have been consuming purified wastewater for the past seven years.

To speed along the project, the two mayors said Monday, Sacramento political leaders should allow them to suspend the state's landmark environmental law, the California Environmental Quality Act, which requires builders of large projects to draw up detailed studies of how new construction will affect smog, traffic, noise, wildlife and water quality. Doing an environmental impact report would add two years and \$3 million to the project's costs, they said.

"We need the state of California to get the regulations out of the way," said Liccardo.

Exactly how, or whether, the law can be suspended for the project, however, was unclear Monday.

Liccardo and other leaders said they are hoping state Sen. Jim Beall, D-San Jose, can help them. But Beall has not introduced a bill, and the deadline for introducing new bills has already passed for this year.

A similar bill last year, AB 2417, by Assemblyman Adrin Nazarian, D-Van Nuys, that would have allowed recycled water pipelines less than 8 miles long to be built without the required environmental, or CEQA, review died in the state Senate over environmental opposition.



Beau Goldie, CEO of the Santa Clara Valley Water District, speaks at a press conference calling for greater reuse of purified wastewater, Monday, April 27, 2015, at the Silicon Valley Advanced Water Purification Center in Alviso, Calif. (Karl Mondon/Bay Area News Group)

Environmental groups said Monday that even though they support recycled water, they will probably oppose efforts by Silicon Valley leaders to skirt a thorough review.

"While the project is likely to be very environmentally beneficial, the impacts need to be considered so construction can occur in ways that plan for the protection of air, water quality and human health," said Miriam Gordon, state director of Clean Water Action, an Oakland-based group.

CEQA forces government to share details of projects before they are built, said Kathryn Phillips, director of Sierra Club California.

"The purpose of CEQA is to make sure the public has access to information about large projects that are going into their community so they can feel comfortable that any environmental impacts that might result from that can be mitigated," she said. "It seems like an environmental impact review would be in order here."

The project may be eligible for an exemption from CEQA under an executive order that Gov. Jerry Brown issued April 1. Among its 31 drought actions was one suspending CEQA for some water projects. But Brown's exemption expires May 31, 2016, and because the expanded recycled water project is in its early stages, the board of the water district won't vote on the final project for up to two years, said Jim Fiedler, chief operating officer of the district, so it might not qualify.

On the board's agenda Tuesday is a measure to suspend competitive bidding for engineering studies on the project, in an amount up to \$10 million. That could fast track the process, but also raised concerns.

"I'm very interested in expanding our purified water program. However, these single-source agreements are for a large sum of money, and I would like more information before I can authorize our CEO to move forward with them," said water district board member Barbara Keegan.

The full \$800 million to expand the plant and pipe its water to percolation ponds in Los Gatos, South San Jose and other locations could be funded with state bond money, federal funds and higher water rates, district officials said. The cost of the water would be about \$1,100 to \$1,500 an acre-foot, compared to about \$400 now for increasingly limited

supplies of water from the Sacramento-San Joaquin River Delta and \$2,000 to \$3,000 for desalination.

In July, San Jose and the water district opened the new \$72 million Silicon Valley Advanced Water Purification Center in Alviso, where the mayors and local leaders, including Silicon Valley Leadership Group CEO Carl Guardino, guzzled recycled water from glass beakers on Monday. The facility takes sewage treated to secondary levels at San Jose's wastewater treatment plant and further cleans it with microfilters, reverse osmosis and ultraviolet light. The final product is basically distilled water.

On Monday, water district officials said the water that political leaders drank for Monday's photo op cannot yet be legally served to the public unless it has more state approval. But they said it meets all state health standards to drink.

"It's excellent quality," said Gary Kremen, chairman of the water district's board, who called recycled water "drought proof."

"We've got to consider all of the options on the table, and this is one of them."

Paul Rogers covers resources and environmental issues. Contact him at 408-920-5045. Follow him at [Twitter.com/PaulRogersSJM](https://twitter.com/PaulRogersSJM).

http://www.mercurynews.com/drought/ci_27999661/california-drought-san-jose-mayor-drinks-recycled-sewage

Big water buys to ease East Bay drought shortages

By Denis Cuff dcuff@bayareanewsgroup.com

OAKLAND -- With one emergency water supply already flowing in, the East Bay's largest water district plans to buy three others to bolster its drought defenses.

The East Bay Municipal Utility District board on Tuesday will consider authorizing the purchase of up to 21,000 acre feet of water from three Northern California suppliers with water to spare. The purchase would amount to about a one-month to two-month supply for EBMUD's 1.3 million customers in Alameda and Contra Costa counties.

The three purchases before the board Tuesday would cost about \$25 million to buy and deliver from a pumping plant on the Sacramento River at Freeport south of Sacramento. "These purchases will help us stretch our supplies," EBMUD spokeswoman Abby Figueroa said. "If we have another dry year (for winter of 2015-2016), we will be facing a dire supply situation."

EBMUD plans to buy 10,000 acre feet from the Glenn-Colusa Irrigation District in Willows, 5,000 acre feet from the Sycamore Mutual Water Co. in Colusa and 6,000 acre feet from Reclamation District 1004 in Colusa.

The three suppliers along the Upper Sacramento River are in a farming area with so-called senior water rights, a legal designation that makes them less vulnerable to water cuts than most places in California.

The Glenn-Colusa Irrigation District has water available to sell to the East Bay because its rice farmers are fallowing some fields this year, said Thad Bettner, the district's general manager.

The irrigation district will share a portion of the water sales revenues with farmers who idle their fields, freeing up the water to sell to urban residents, he said.

EBMUD officials say water purchases from outside and conservation from within are cornerstones of the district's strategy to weather this drought year. They hope to line up a total of some 65,000 acre feet of emergency water supplies this year for \$55.8 million to provide a four-month supply as drought insurance.

The cost of the extra water would be covered by proposed higher drought water rates that EBMUD directors will discuss in a public hearing at 1:15 p.m. June 9 at district headquarters in Oakland.

Meanwhile, one emergency water supply already has begun flowing into the district's San Pablo Reservoir in Orinda and Upper San Leandro Reservoir near Moraga.

The district plans this year to take up to 33,250 acre feet of Sacramento River water that it has a federal contract to use in dry years.

Even with several emergency supplies, EBMUD officials said they still need to get customers to meet a district goal to cut overall water use by 20 percent from 2013 levels.

On Tuesday, the water board also will hold a public hearing on a proposal to charge excess use penalties to residential customers who consume more than 984 gallons a day.

Tuesday's meeting begins at 1:15 p.m. at EBMUD headquarters, 375 11th St., Oakland.

Contact Denis Cuff at 925-943-8267. Follow him at [Twitter.com/deniscuff](https://twitter.com/deniscuff)

if you go

What: East Bay Municipal Utility District board meeting

When: 1:15 p.m. Tuesday

Where: District headquarters, 375 11th St., Oakland

On the scent of a story in the city's most pungent place



Sophia Germer / The Chronicle

Jonathan Smith is the tour guide who helps curious, if somewhat wary, visitors get to the bottom of how everything works at the San Francisco Southeast Treatment sewage plant.

If you're preparing to take a tour of San Francisco's largest sewage treatment plant, you should probably spend some time considering your footwear.

Tour officials said sandals and open-toed shoes were out, which seemed like an unnecessary warning. If there were even a chance that we might step in something — and there was, we were assured — it was definitely an enclosed-shoe kind of tour. But which shoes do you want to subject to the sewer?

It was kind of a metaphor for the whole experience, which is a series of cheerfully blunt replies to icky questions.

Would there be an odor? Oh yeah, an eye-watering, breath-stopping stench.

Would we actually be up close and personal with San Francisco's poop? You bet. Inches away from locally

C.W. NEVIUS

On San Francisco



sourced, 100 percent natural San Francisco-created solid product. More than you ever imagined you'd see in one place.

And finally, would it be fun? Absolutely. Each year 2,000 to 3,000 folks sign up for the free, once-a-month walk through the Southeast Sewage Treatment Plant in the Bayview, where 80 percent of the city's ... byproduct ... is processed. (You

Nevius continues on C4

BAY AREA

Go with the flow: a smelly sojourn

Nevius from page C1

can sign up at the website www.sfwater.org.)

"We limit it to 50 people, and the tours always fill up," said plant communications manager Jean Walsh. "We've had birthday parties. We had one on Valentine's Day and it was all couples."

Loving sewage

Or as plant superintendent George Engel put it: "Who needs Disneyland when you have a sewer tour?"

I'm going to go out on a limb and say Engel is the most enthusiastic sewer worker you will ever meet. Our tour was Saturday morning, and Engel showed up, even though it was technically his day off. He just loves to talk sewage.

"Did you think that last place had a bad smell?" he asked gleefully at one point. "That's nothing compared to where we are going now."

And honestly, once you

get past the smell, the "ewwww" views and the random God-only-knows-what-that-is puddles that we were carefully routed around, it is fascinating.

The numbers alone catch your attention. The plant creates 200 tons of treated solid waste a day. There are 1,000 miles of pipe under the city, enough to stretch from Portland, Ore., to San Diego. The plant can handle 250 million gallons of liquid a day, depending on rainfall.

That's because San Francisco is one of the rare cities that combines its storm drains and sewer lines, so it's all processed. The liquid is skimmed and treated until it is safe to release into the bay or into the sea off of Ocean Beach.

Using gravity

Much of the design of the system is the result of San Francisco's topography. Because of hills like Twin Peaks and

Mount Davidson, most of the flow is gravity-driven. The majority of sewage flows east to the Bayview plant, and the rest, on the west side of the hills, goes to the Oceanside Treatment Plant near the zoo.

But of course the big reveal of the tour is the solid waste. The joke is that the plant uses everything except the stink, but that's not completely true. In the course of the processing of the solids, the sludge gives off



Photos by Sophia Germer / The Chronicle

Waste time, visitors: Tour guide Jonathan Smith shows observers a compressed cake of treated sewage.

smelly methane gas, which is captured and provides half of the power needed to run the plant.

The solids are separated and thickened, and then run down a conveyor belt. That's where we tour members — there were 34 of us Saturday — were "allowed" to stand on a catwalk a couple of feet away from the flow.

"Once you get a look at the sludge," said tour director Jonathan Smith,

"you can step outside and get some air."

Oh yeah. The smell was strong enough that some people pulled their jackets up to cover their faces. An interesting olfactory experience — once.

Which makes it all the more remarkable that once the waste is placed in huge "digesters," heated to 95 degrees and allowed to ferment with bacteria that break it down for 15 to 30 days, it

comes out odorless, solid and harmless enough to be used as compost, though not for crops humans will eat.

At the end of the tour, Smith brought out a baseball-size sample of "cake," as it is called, although he said he forgot "to bring any spoons." By that time the tour group had gotten into the spirit.

Marketing opportunity

"You should have a gift shop," suggested 11-year-old Travis Baldwin.

Good idea. The San Francisco Public Utilities Commission has already capitalized on the inevitable puns with ads that say, "No one deals with more crap than I do," or "Your #2 is our #1." But a tour member came up with a great new idea for a product.

"My parents took me to the sewage treatment plant," she suggested. "And all I got was this crappy T-shirt."

Financial Analyst Claims Alameda Co. Water District Rate Hikes Aren't Adding Up

April 29, 2015 12:27 AM

Betty Yu

FREMONT (KPIX 5) – Bay Area residents are facing steep water rate hikes as California's drought stretches into a fourth year. In one small East Bay water district, a resident said it's the lavish spending habits of an old boy's network that is making their bill go up.

Sixteen years of water rate hikes have made Eric Tsai a suspicious man. "I feel like they've been misleading us," he said.

A financial analyst by profession, he decided to take a look at the books of the Alameda County Water District, which supplies water to his city of Fremont, along with Newark and Union City. The numbers he said just don't add up.

The district said it will bring in \$6 million extra needed to cover increased water supply related costs. But when Tsai did the math, he found most of the money isn't going to water costs, it's going to labor costs.

"It's completely different from what they have been telling the public," he said.

It turns out that district employees have it pretty good. More than 200 people on staff, even meter readers and customer service reps, make six-figures if you include benefits, which are very generous, even by Silicon Valley standards.

Topping the list at more than \$377,000 is General Manager Robert Shaver. "We are competing for quality individuals with the likes of Google," Shaver told KPIX 5.

"How many years have employees received raises?" KPIX 5 asked him.

"They have received raises since I can remember," Shaver said.

Shaver said the latest rate hike has nothing to do with labor costs. "Actual labor costs will be significantly lower than budget," he said.

Even water supply costs are projected to go down. KPIX 5 asked Shaver, "How do you explain a rate increase if you pay less?"

"I would have to talk to my finance manager about this," Shaver responded. Later he confirmed water purchase costs will be lower this year than last.

What's not expected to change are the perks, especially for board members. Two of them in particular have a habit of attending multiple annual conferences held at expensive resorts at Disneyland and Monterey.

"So basically employees participate in the American Water Works Association Conference. So what employees learn is about new advances in water treatment technologies," said Shaver.

We asked him about one of the board members, John Weed.

KPIX 5: "He has gone to a number of these conferences, stayed at pricey hotels, nice steak dinners, that just doesn't sit well with ratepayers."

Shaver: "So John Weed is a director at ACWD, he does attend a number of conferences."

KPIX 5: "But more than \$2,000 for one of these trips? That seems over the top."

Shaver: "Does it?"

KPIX 5: "Yes, to a ratepayer like myself."

Shaver: "I believe that our customers receive value out of that."

Customers like Eric Tsai beg to differ. "I think the process makes it very easy for them to raise rates. And it doesn't put pressure on them to cut costs, because why cut costs when you can just raise rates," he said.

The Alameda County Water District's board has never voted down a rate hike in 16 years, and just approved the latest hike this month.

Last year, the board did vote to spend \$280,000 on a book about the agency's history, in honor of its 100 year anniversary. The author will be paid \$60,000, and he's a former general manager.

Water-wasting fines of \$10,000 proposed by Gov. Jerry Brown

By Jessica Calefati and Paul Rogers Staff writers
Updated: 04/29/2015 07:20:15 AM PDT

InsideBayArea.com

SACRAMENTO -- Waste California's water, risk a \$10,000 fine.

Residents and businesses could soon face that threat after Gov. Jerry Brown on Tuesday unveiled legislation that would increase potential penalties on the most flagrant water scofflaws and allow cities, counties and water districts to issue fines without having to go to court.

"As this drought stretches on, we'll continue to do whatever is necessary to help communities save more water," Brown said after meeting with California mayors, including San Jose's Sam Liccardo and Oakland's Libby Schaaf.

But whether the proposal -- which would boost maximum fines 20-fold from the current \$500 -- will ever take effect was unclear Tuesday.

It must first be approved by the state Legislature, and some top lawmakers, especially Republicans, said Tuesday they oppose the tough fines.

And although local governments have had the power under emergency state rules issued last summer to impose fines for wasting water, almost none have done so.

"The issue is not the size of the fine, but how localities are going to enforce it," said water attorney Leon Szeptycki, director of Stanford University's Water in the West program. "It is a PR move. But it will get people's attention. This is part of a broad effort to get people to reduce their water use. They are trying everything."

Meanwhile, the Brown administration late Tuesday refused to back down from strict conservation mandates it plans to approve May 5 that will force cities and water districts to cut water use from 8 percent to 36 percent this summer, depending on their per capita use, or face fines of \$10,000 a day.

Representatives in some cities, particularly in the Sacramento area and Inland Empire of Southern California, where hot summers and large lawns have led to high per-capita use, have said in recent weeks the targets are unfair and should be relaxed to account for differences in weather.

"We understand this is a big deal and a challenge for everyone, but the drought we are in is serious and it calls upon us to rise to the occasion," said Felicia Marcus, chairwoman of the State Water Resources Control Board.

The drought may last for many years, she said, and communities need to dramatically reduce the amount of drinking water that people are putting on lawns to head off severe shortages.

"It's better to be safer than sorrier in the face of uncertainty," she said.

Tuesday's developments represent the state's latest efforts to reduce water use as California heads into the long, hot summer in its fourth year of drought -- the worst in the state's 164-year history.

Under existing state rules, residents and businesses can be fined if they water lawns so much that the water runs into the street, sidewalk or neighboring property. It is also illegal to wash cars without nozzles on the hose, for restaurants to serve water unless upon request and for anyone to irrigate lawns within 48 hours of measurable rain. But enforcement is up to local government.

Speaking Tuesday at a Sacramento news conference, Brown also said he will direct state agencies to streamline environmental review of local water supply projects -- like expanding San Jose's water recycling plant -- that Liccardo has been fighting for.

The \$10,000 fines won't be doled out liberally, Brown said, noting that "only the worst offenders" will be penalized this way.

"Fines are a tool, and they're the last tool you use," Marcus said.

Brown's goal with the city-by-city water targets is to cut statewide water use 25 percent this year, compared with 2013.

"We think they're reasonable," he said. "We think they're enforceable."

The threat of steep fines should help cities enforce Brown's order to cut urban water use after a state appeals court last week rejected San Juan Capistrano's policy of charging punitively higher rates to consumers who use the most water.

Under Brown's rules, cities that use little water per capita, such as San Francisco, Hayward and Santa Cruz, must cut water use by only 8 percent. Cities that use much more, like Beverly Hills, Bakersfield, Hillsborough and Atherton, must reduce by up to 36 percent.

Fresno must slash water use by 28 percent, but Mayor Ashley Swearengin said she's confident the city will be able to meet the tough target because it cut 17 percent last year.

"Most everyone has already gotten into compliance," she said. "We have just a few people who are well over the limit. As we work with them to get their water use down, we'll be able to close that gap."

San Jose's three water suppliers will be required to cut water use 20 percent.

When it comes to fines, many water districts so far have not been willing to pull the trigger on offenders.

"We've focused more on education and outreach rather than hitting people on the head with a hefty fine," said Abby Figueroa, spokeswoman for the East Bay Municipal Utility District, which has 1.3 million customers in Alameda and Contra Costa counties, and must cut water use by 16 percent.

"But the drought is getting worse so we may need to do more sticks than carrots for some of the more egregious water wasters."

Contact Jessica Calefati at 916-441-2101. Follow her at [Twitter.com/Calefati](https://twitter.com/Calefati).

Union City: Sanitation agency to hold open house at headquarters

By Chris De Benedetti cdebenedetti@bayareanewsgroup.com

Updated: 04/29/2015 03:56:49 PM PDT

ContraCostaTimes.com

UNION CITY -- A wastewater treatment agency is inviting southern Alameda County customers to learn more about its services next weekend.

The Union Sanitary District will hold an open house for customers at its headquarters and treatment plant, offering facility tours, equipment demonstrations and refreshments. The free event will run from 10 a.m. to 2 p.m. Saturday, May 9, at 5072 Benson Road, Union City.

The district will have chemists, engineers and other employees available at the open house to answer visitors' questions.

"Many of our customers aren't aware of the work we do to protect public health and the environment," said district General Manager Paul Eldredge. "The event is a fun way for people to find out about the district ... and we invite everyone to drop by -- no reservations necessary."

The district treats millions of gallons of wastewater and offers collection and disposal services to customers in Fremont, Newark and Union City.

Call the agency at 510-477-7500 for more information.

Contact Chris De Benedetti at 510-293-2480. Follow him at [Twitter.com/cdebenedetti](https://twitter.com/cdebenedetti).



COME HAVE SOME FUN at UNION SANITARY DISTRICT'S TREATMENT PLANT OPEN HOUSE

SATURDAY, MAY 9, 2015

10 A.M. – 2 P.M.

KID-FRIENDLY ACTIVITIES

DISPLAYS

GIVEAWAYS

What Happens to Wastewater?

Tour the Plant to find out

No RSVP necessary – just drop by!

5072 Benson Road
Union City, CA
(510) 477-7500
www.unionsanitary.ca.gov

Interactive Demonstrations of the specialized vehicles and equipment used to maintain the plant, pump stations and over 800 miles of sewer lines in the Tri-Cities

Talk to USD's Engineers, Plant Operators, Chemists, Mechanics, and more. Get to know the people who provide award-winning service to our community

DEMONSTRATIONS

PLANT TOURS

FREE REFRESHMENTS



If you'd like to tour the Plant, wear closed-toed, low-heeled shoes. Be prepared for walking and stairs. Display areas are wheelchair accessible, Plant buildings are not.

EBMUD

Penalties approved for excess water use

Utility's stiff fines for homes will go into effect July 1

By Denis Cuff

dcuff@bayareanewsgroup.com

OAKLAND — Shoring up its drought defenses, the East Bay's largest water agency approved penalties for excess water users Tuesday and stiff fines for water thieves.

Effective July 1, the penalties for East Bay Municipal Utility District households using more than 984 gallons per day will have the biggest impact in hot areas with big yards such as Walnut Creek and Danville.

A household using 1,476 gallons a day would pay \$40 extra per month in penalties.

Homes will pay a penalty of \$2 per each unit (748 gallons) of use in excess of the 984-gallon unit.

The penalties were approved on a 6-1 vote. Water officials said the penalties will help EBMUD meet a districtwide goal of cutting water use 20 percent. The 984-gallon limit is about four times the use for the average district household.

John Coleman, the one board member opposed, said the penalties are unfair because they fail to recognize geographical differences in water use. People in hot Contra Costa areas with larger lots are more apt to be punished than residents of cool bayside communities with small yards and little landscaping, he said.

"I believe we need to take into account geography and square footage," said Coleman, who represents Central Contra Costa areas and the San Ramon Valley. "We are in a serious drought. The is-

sue is how the penalty is applied."

To encourage saving, EBMUD also has proposed a 25 percent surcharge on water bills for its 1.3 million customers in Contra Costa and Alameda counties.

The district recently mailed out notices telling customers that EBMUD intends to adopt the surcharge unless more than 50 percent of customers protest in writing by 1:15 p.m. June 9 — the time of a public hearing at district headquarters.

In a related move Tuesday, the board unanimously approved its first fines for water thieves who will be charged \$1,000 for the first offense, \$2,000 for the second and \$3,000 for the third.

In the past, the district has given verbal warnings to people who took water from fire hydrants or pipes without paying for it.

District officials said most of the water theft occurs in low-income areas where residents are turned off for lack of payment, but then take it into their own hands to turn the service back on.

EBMUD officials said customers who remove plugs in meters will be assessed the theft penalties plus an additional \$2,667 fee to restore water service.

In another conservation move Tuesday, district officials said they are looking at offering cash rebates for customers to convert lawns to artificial turf.

The district is planning a pilot rebate program to pay 50 cents per square foot of lawn converted to artificial turf, up to a maximum of \$1,500.

Contact Denis Cuff at 925-943-8267. Follow him at [Twitter.com/deniscuff](https://twitter.com/deniscuff).



COME HAVE SOME FUN at UNION SANITARY DISTRICT'S

TREATMENT PLANT OPEN HOUSE

SATURDAY, MAY 9, 2015 10 A.M. – 2 P.M.

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FREE REFRESHMENTS



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Sanitary District hosts Open House

**SUBMITTED BY
MICHELLE POWELL**

Union Sanitary District (USD) operates a 33 million gallon per day wastewater treatment facility in Union City and provides collection, treatment and disposal services to the Tri-City area. The District has been recognized for 21 consecutive years of outstanding performance by the National Association of Clean Water Agencies. On Saturday, May 9, 2015, the District will offer family-friendly activities, plant tours, interactive demonstrations, refreshments and more at its Union City treatment plant and headquarters; everyone is invited.

"USD is a big part of daily life in the Tri-Cities, but many of our customers aren't aware of the work we do to protect public health and

the environment," says General Manager Paul Eldredge. "This event is a fun way for people to find out about the District. They'll have the opportunity to tour our plant, view our green energy projects, and get an up-close look at the specialized equipment and interactive demonstrations we'll have on display."

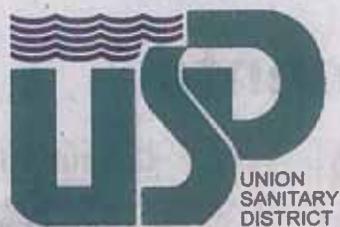
The event is a good opportunity for students to explore careers. "We encourage students of all ages to come and talk to our engineers, plant operators, chemists, collection systems workers, mechanics, electricians, business services staff and more to find out about careers in our industry," continues Eldredge. "We'll also have activities that are enjoyable for kids and kids-at-heart."

"I'm proud that our visitors will have the chance to meet the

people who work hard to provide award-winning service every day," says Eldredge. "We're honored to have our customers as our guests, and we invite everyone to drop by – no reservations necessary."

If you'd like to tour the plant during the Open House, wear closed-toed, low-heeled shoes and be prepared for walking and stairs. USD's Open House display areas are wheelchair-accessible; plant buildings are not.

**Union Sanitary District's
Open House
Saturday, May 9
10 a.m. – 2 p.m.
Tours, demonstrations
family activities
5072 Benson Rd., Union City
(510) 477-7500
www.unionsanitary.ca.gov**



COME HAVE SOME FUN at UNION SANITARY DISTRICT'S TREATMENT PLANT OPEN HOUSE

KID-FRIENDLY ACTIVITIES

SATURDAY, MAY 9, 2015

PLANT TOURS

10 A.M. – 2 P.M.

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Interactive Demonstrations of the
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Union Sanitary District

Manager of Business Services/Chief Financial Officer Class Description

DEFINITION

Reporting to the General Manager and under administrative direction, the Business Services Manager/Chief Financial Officer (BS Manager/CFO) manages the Business Services Work Group, including the development and implementation of work group and team goals, objectives, and priorities for each service area; and manages the District-wide administrative functions of finance, budgeting, accounting, internal audit, investments, and financial analyses; centralized purchasing, central stores, and inventory control; safety; risk management; organizational performance; training; and information technology. Human Resources resides within the Business Services Work Group; however, the Human Resources Administrator works directly with the General Manager to strategically manage the District's Human Resources Program.

The BS Manager/CFO works directly with the General Manager, Board of Directors, and Executive Team to develop, implement, and manage District-wide goals, objectives and strategic planning as well as financing plans set forth by policy, ordinance, and Board approval.

This position manages all accounting and finance functions, including but not limited to financial reporting, short- and long-range economic forecasts and analyses, budgets, management of unfunded liabilities, audits, investment management, contracts, long-term debt issuance, revenue, cash flow, and rate setting.

EXAMPLES OF DUTIES

Financial Operations

- This classification ensures compliance with regulatory and governmental accounting and financial reporting standards, including IRS, SCO, GASB, GAAP PERS, ICMA and other legal requirements relating to sound financial and administrative operations and consistency of financial operations with principles of good stewardship of public funds and the District's strategic objectives.
- Oversees and participates in preparation of the District's O & M and CIP budgets and forecasting of cash flows for the operating budget and capital expenditures and revenues; identifies impacts on the current and future rate structure; oversees establishment of financial ~~controls~~ and review of expenditures for conformance with approved budgets; and presents budget recommendations to the Board of Directors for their approval.
- Serves as the District's Board-appointed Treasurer; manages the District's investments and portfolio, maximizing income and safety through daily and long-range investment policies; administers bond programs and secures tax-exempt and other types of financing; coordinates, reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; and annually ~~review~~ reviews the District's investment policy and recommends revisions to the Board of Directors.
- Ensures conformance with Proposition 218 legal notification for rate changes.

- Directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, regulations, and prudent fiscal transparency.

Information Technology

- Oversees implementation of the IT Master Plan.
- Ensures that District employees receive timely and effective assistance through an automated Help Desk function; and periodically evaluates the cost effectiveness of existing software to meet user needs.
- Oversees and approves IT renewal and replacement expenditures and oversees periodic external security audit.
- Ensures that recommendations deemed appropriate by the Executive Team are implemented.

Purchasing and Risk Management

- Oversees the District's general liability, property damage, vehicular physical damage, catastrophe insurance, loss recovery, and crime insurance programs.
- Coordinates annual application to CSRMA for liability and property insurance. Periodically reviews District insurance coverage.
- Assists the Purchasing Agent to resolve contract law issues or interpretation of the District's purchasing policy with regard to specific situations and reviews recommended changes to the District's Purchasing policy.
- Oversees the administration of claims against the District to ensure timely response, appropriate referral to legal counsel, timely communication with the General Manager and Board of Directors, and resolution or settlement of claims consistent with the Mission and values of the District.

Organizational Performance

- Supports the Organizational Performance Program Manager in the development and implementation of quality initiatives at the team, work group, and District levels.
- Works with the OPPM and Executive Team to develop and implement Balanced Scorecard District-wide initiatives, goals, measures, and implementation plans.

Management Responsibilities

The Business Services Manager/Chief Financial Officer is a resource to the Board of Directors on technical and management issues.

The incumbent participates as a member of the USD Executive Team in District-wide policy and planning activities, including development of the District's Balanced Scorecard and other strategic planning activities; provides advice and counsel regarding strategic policy and problem solving issues related to the assigned workgroup and the District overall; develops performance measures and implements objectives to meet District goals; supports district-wide programs and initiatives; ensures that team plans are in alignment with District-wide and work group strategic plans.

The BS Manager/CFO develops and administers the annual budget; manages and carries out technical and administrative projects; and occasionally performs the duties of General Manager on an interim basis in the General Manager's absence.

The BS Manager/CFO develops, promotes, supports, and ensures compliance with District-wide, work group, and team safety policies, procedures, and safety initiatives and participates in investigations of serious accidents.

The BS Manager/CFO establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and works with staff to allocate resources accordingly.

This position oversees and participates in the development and administration of the Business Services Work Group; approves the forecast of funds needed for staffing, equipment, materials, and supplies; and approves expenditures and implements budgetary adjustments as needed.

This position monitors legal, economic, and business developments in finance and portfolio management, public purchasing, information technology, risk management, and human resources; and recommends and initiates improved work methods and procedures as appropriate.

The BS Manager/CFO serves as liaison with federal, state, regional, county, city, and other agencies as necessary.

Leadership

The Business Services Manager/Chief Financial Officer carries out recruitment and selection, employee relations, performance management, and recognition activities for the work group. The BS Manager/CFO supervises and mentors the BS Coach and provides general management and mentoring (as required) of the Human Resources Administrator in carrying out their responsibilities in each of the areas stated above and assists management staff to work effectively with individual employees and teams.

The Business Services Manager/Chief Financial Officer may directly supervise one of the BS teams depending on their knowledge, skills, and abilities.

The incumbent supports the Business Services Coach in working with the Organizational Performance Program Manager (OPPM) and BS teams to apply the principles of total quality to day-to-day operations, including the development and application of benchmarking data, other work group metrics, and process improvements; and supports the Star Point and Team Coordinator programs, and other District programs and initiatives.

Interpersonal Abilities

The Business Services Manager/Chief Financial Officer practices clear, timely, honest communication, promoting openness, mutual respect, and collaborative working relationships; helps create a strong performance ethic within the work group; encourages initiative and risk-taking; and mentors the Business Services Coach and Human Resources Administrator to help their teams work effectively, including managing conflict and change.

QUALIFICATIONS

Education and Experience: A typical way to have gained the qualifications to perform the duties of Business Services Manager/Chief Financial Officer is:

- Bachelor's degree with major coursework in finance, accounting, public or business administration, or a closely related field. Certification as a Certified Public Accountant (CPA) is highly desirable.
- Seven years' increasingly responsible experience in public financing and accounting; a working knowledge of the other functional areas is desired. Three years' experience must have been in a supervisory or management capacity.

Knowledge of: Local governmental financial management principles and practices, including financial planning, accounting, budgeting, investments, debt financing, purchasing, information technology, economic analysis, and forecasting procedures; principles and practices of general, fund, cost, governmental accounting, auditing, Generally Accepted Accounting Principles (GAAP) and financial control; pertinent federal, state, and local laws, codes, and regulations including those related to investments, purchasing; office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; training; safety; and risk management.

Ability to: Manage and direct a comprehensive public agency finance program; prepare and **administers administer** large and complex budgets; analyze financial data and prepare findings; analyze financial and accounting reports; prepare clear and concise administrative and financial reports; prepare complex short and long range economic forecasts and analyses; interpret complex statutory regulations and requirements; communicate clearly and concisely, both orally and in writing in English; be skilled at making presentations to the Board of Directors, professional and community groups, and other District staff; plan, organize, direct and coordinate the work of others; select, supervise, train, and evaluate staff; and interpret and apply applicable federal, state, and local policies, laws, and regulations.

The Business Services Manager/Chief Financial Officer must have a clear understanding of the District's goals and be able to communicate these goals; be able to conceptualize and translate concepts into programs; and use excellent judgment in carrying out both technical and management responsibilities, addressing issues with integrity, fairness, and flexibility. The incumbent must effectively delegate work; identify and mitigate potential problems; learn from mistakes and allow subordinates to do the same.

The BS Manager/CFO must also have outstanding verbal communication and interpersonal skills; understand the interests of others and ~~work~~ collaboratively; promote support by staff for his/her decisions; establish and maintain excellent working relationships with District staff, the Board of Directors, outside agencies, consultants, and the public; positively influence others; be a mentor, coach, and team player; and possess strong written communication skills.

Licenses, Certificates, or Credentials: Must possess a valid Class C California driver's license, have and maintain a satisfactory driving record, and be insurable by the District to operate District vehicles.

ADDITIONAL INFORMATION

Other Requirements: Must affirm a loyalty oath as a Disaster Service Worker under California Government Code Section 3100-3109, complete related training, and return to work as ordered in the event of an emergency. Must file a conflict of interest statement. Must possess the physical characteristics to perform the critical and important duties of the job.

Disaster Service Worker

Employees of Union Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local, or their own community.

Approved by the Board of Directors: 1997

Revised: October, 2008

Position status: Unclassified, Exempt (Adm/Mgr/Sup)

AGREEMENT FOR GENERAL COUNSEL SERVICES

This Agreement for General Counsel Services ("Agreement") is made and entered into as of the ____ day of _____, 2015, by and between the Union Sanitary District, an independent special district of the State of California ("District") and Burke, Williams & Sorensen, LLP, a California limited liability partnership ("Burke") (collectively, the "Parties").

RECITALS

A. District requires the professional legal services of attorneys to serve as the District's General Counsel.

B. Burke has the necessary experience and history in providing professional legal services and advice related to areas of law referenced above and is able and willing to provide General Counsel services to the District.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

1. Legal Services.

1.1 Burke's duties shall be that of General Counsel to the District, and Burke shall perform any and all basic General Counsel duties and functions entrusted to it by the District including, without limitation, those services described in Exhibit A ("Services"). In performing the Services, Burke's attorneys shall be available for advice or consultation as needed by phone or email, with follow-up written advice as requested by District. Burke shall not prepare any writing on District stationary without the consent of the District- General Manager, or their designee, and shall exercise good faith efforts to obtain consent of the General Manager prior to engaging with the media regarding any events, persons or policies of the District, or shall immediately notify the General Manager after any such engagement. Further, Burke shall keep informed of the operation, management, personnel and projects of the District, as well as the industry of sanitary agencies by attending CASA conferences, including the annual conferences and attorney sessions.

1.2 Karen W. Murphy shall be designated the General Counsel and J. Leah Castella shall be designated the Assistant General Counsel and they will be the coordinator of services provided to the District with other attorneys of the firm as necessary.

1.3 District and its members recognize that the firm of Burke provides legal representation to public entities throughout California. The Services will not include matters in which Burke has a conflict of interest that precludes Burke from representing the District, members of the District Board, or officers or employees of District. If Burke has a conflict of interest or lacks expertise to handle a particular assignment, Burke shall provide the District with a recommendation to hire outside counsel. District also agrees to exercise reasonable discretion in providing waivers for any potential or perceived conflicts that might

Desk Item
Item 10

arise out of representation of Burke's other clients, which representation does not directly involve Burke's representation of District.

2. Standard of Performance. While performing the Services, Burke will exercise the reasonable professional care and skill customarily exercised by reputable members of the California State Bar practicing in the Metropolitan Northern California Area, and will use reasonable diligence and best judgment while exercising its professional skill and expertise.

3. Term. Unless earlier terminated or extended, the term of this Agreement will be for a period of one year with automatic annual extensions.

4. Compensation. In consideration for the rendition of the Services, District shall compensate Burke as follows:

4.1 For basic General Counsel services which shall include attendance at two District Board meetings per month, committee meetings as requested, rendition of routine legal advice, preparation of ordinances, resolutions, contracts and other standard legal documents, and preparation of formal written opinions, and legal advice provided with respect to local government, enterprise funds, real estate matters, and construction matters ("Basic Services"), District shall pay to Burke on an hourly basis \$275 per hour for Basic Services. Compensation rates to be reviewed in January of odd numbered years for adjustment but shall not be greater than the Consumer Price Index (CPI-W) for the San Francisco-Oakland-San Jose area for the previous year.

4.2 For other additional services rendered in connection with legal advice provided on non-routine matters, including but not limited to, personnel matters, specialized construction issues (such as complex bid disputes or protests), preparation, prosecution and defense of litigation and/or adjudicative or investigative proceedings and complex transactional matters, District shall pay to Burke on an hourly basis \$315 per hour. Prior to applying this rate to any matter covered by this paragraph, Burke shall consult with the General Manager.

4.3 Travel time will not be compensated for Basic Services or those legal services specified in Section 4.1 herein.

5. Payment for Services.

5.1 Burke shall bill the District on a monthly basis. Each bill shall indicate the date of the work done, the specific and detailed work that was accomplished, the attorney or paralegal that performed the work, and the fee for the work. To each bill, Burke shall add an administrative charge of 4% of legal fees in lieu of separately itemizing general overhead costs, which are generally chargeable to a client, including long distance telephone service, facsimile charges, regular postage, and routine copying of documents. Burke shall regularly monitor its actual administrative expenses to ensure that the administrative charge is a fair and reasonable approximation of actual expenses.

5.2 The following out-of-pocket expenses will be separately itemized and included in bills to the District: (1) extraordinary operating expenses, including items such as messenger services, overnight mail charges, and extraordinary copying; (2) necessary travel and subsistence expenses, with the exception of CASA and other industry related sessions or conferences; (3) court costs, including filing fees, witness fees, and deposition and discovery costs not paid directly by the District. Any travel and subsistence expenses or reimbursement amounts shall be in accordance with District policy 2050, "Reimbursement and Travel" for the amounts reimbursed for such items, including but not limited to airfare, meals, parking and rental cars.

5.3 The District shall review and approve Burke's monthly statements and pay Burke for services rendered and expenses incurred at the rates and in the amounts provided in this Agreement, in accordance with Section 4.1 of this agreement, on a monthly basis in accordance with the approved monthly statements.

6. General Compliance with Laws. Burke will keep informed of federal, state and local laws and ordinances and regulations which in any manner affect Burke, or in any way affect the performance of the Services by Burke. Burke will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of the Services with all applicable laws, ordinances and regulations.

7. Status of Burke. Burke will perform the Services in Burke's own way as an independent contractor and in pursuit of Burke's independent calling, and not as an employee of District. The persons used by Burke to provide the Services under this Agreement will not be considered employees of District for any purposes. The payment made to Burke pursuant to the Agreement will be the full and complete compensation to which Burke is entitled. District will not make any federal or state tax withholdings on behalf of Burke or its agents, employees or subcontractors. District will not be required to pay any Workers' Compensation insurance or unemployment contributions on behalf of Burke or its employees or subcontractors.

8. Indemnification. Burke will indemnify and hold harmless District and its officers, agents, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the Services to the extent they are caused by the willful misconduct or negligent act or omission of Burke, any subcontractor, anyone employed by any of them or anyone for whose acts any of them may be liable.

9. Insurance. Burke will obtain and maintain for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the Services by Burke or Burke's agents, representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. The insurance carrier is required to have a current Best's Key Rating of not less than "A:VII."

9.1 Coverages and Limits. Burke will maintain the types of coverages and minimum limits indicated below, unless General Manager approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on Burke's indemnification obligations under this Agreement. District, its officers, agents, volunteers and employees make no representation that the limits of the insurance specified to be carried by Burke pursuant to this Agreement are adequate to protect Burke. If Burke believes that any required insurance coverage is inadequate, Burke will obtain such additional insurance coverage, as Burke deems adequate, at Burke's sole expense.

9.1.1 Commercial General Liability Insurance. \$1,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

9.1.2 Automobile Liability. \$1,000,000 combined single-limit per accident for bodily injury and property damage.

9.1.3 Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of \$1,000,000 per accident for bodily injury.

9.1.4 Professional Liability. Errors and omissions liability appropriate to Burke's profession with limits of not less than \$1,000,000 per claim.

9.2 Additional Provisions. Burke will ensure that the policies of insurance required under this Agreement contain, or are endorsed to contain, the following provisions:

9.2.1 For Commercial General Liability Insurance and Automobile Liability Insurance, District and its officers, agents, volunteers and employees will be named as additional insureds.

9.2.2 Burke will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage.

9.2.3 This insurance will be in force during the life of the Agreement and any extensions of it and will not be canceled without thirty (30) days prior written notice to District sent pursuant to the notice provisions of this Agreement.

9.3 Providing Certificates of Insurance and Endorsements. Prior to District's execution of this Agreement, Burke will furnish certificates of insurance and endorsements to District.

9.4 Failure to Maintain Coverage. If Burke fails to maintain any of these insurance coverages, then District will have the option to declare Burke in breach, or may

purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. Burke is responsible for any payments made by District to obtain or maintain insurance and District may collect these payments from Burke or deduct the amount paid from any sums due Burke under this Agreement.

9.5 Primary Coverage. For any claims related to the Services and this Agreement, Burke's insurance coverage will be the primary insurance with respect to District and its officers, agents, volunteers and employees. Any insurance or self-insurance maintained by District, for itself or its officers, agents, volunteers and employees, will be in excess of Burke's insurance and not contributory with it.

9.6 Reduction in Coverage/Material Changes. Burke will notify District thirty (30) days prior to any reduction in any of the insurance coverage required pursuant to this Agreement or any material changes to the respective insurance policies.

10. Maintenance of Records. Burke will maintain complete and accurate records with respect to costs incurred under this Agreement. All such records will be clearly identifiable. Burke will allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other such documents created pursuant to this Agreement. Burke will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

11. Ownership of Documents. Upon termination of this Agreement, all reports, plans, documents, records, and data or certified copies of same prepared by Burke pursuant to this Agreement shall become the property of District, excluding Burke's internal accounting records and other documents not reasonably necessary to District's representation, subject to Burke's right to make copies of any files withdrawn by District. Once a matter is concluded, Burke will close the file and District will receive notice of any District materials that remain in Burke's possession. District will be invited to retrieve these District materials within a reasonable time as set forth in the notice or District may direct Burke to forward the District materials to District at District's expense. If District does not retrieve the materials or request that they be forwarded, District authorizes Burke to destroy the materials in accordance with applicable rules of professional conduct and document retention. Under Burke's document retention policy, Burke would normally destroy files five (5) years after a matter is closed, unless other arrangements are made with District. All District-supplied materials and all attorney end product (referred to generally as "District material") are the property of District. Attorney end product includes, for example, finalized contracts, pleadings, and trust documents. Attorney work product is the property of Burke. Attorney work product includes, for example, drafts, notes, internal memoranda and electronic files, and attorney representation and administration materials, including attorney-District correspondence and conflicts materials.

12. Notices. The name of the persons who are authorized to give written notices or to receive written notice on behalf of District and on behalf of Burke under this Agreement are:

For District:

Union Sanitary District
Attn: General Manager
5072 Benson Road
Union District, CA 94587
(510) 477-7503

For Burke:

Burke, Williams & Sorensen, LLP
Attn: Karen W. Murphy
1901 Harrison St., 9th Floor
Oakland, CA 94612
(510) 273-8780

Except as otherwise stated, all notices to be provided or that may be provided under this Agreement must be in writing and delivered by regular or certified mail. Each party will notify the other immediately of any changes of address that would require any notice or delivery to be directed to another address.

13. Termination of Services.

13.1 District may terminate Services at any time by written notice. After receiving such notice, Burke will cease providing the Services. Burke will cooperate with District in the orderly transfer of all related files and records to District's new counsel.

13.2 Burke may terminate the Services at any time upon sixty (60) days prior written notice. If Burke terminates the Services, District agrees to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

13.3 Termination of the Services, whether by District or by Burke, will not relieve the obligation to pay for the Services rendered and costs incurred before the Services formally ceased.

14. Entire Agreement. This Agreement embodies the entire Agreement and understanding between the Parties relating to the subject matter of it. In case of conflict, the terms of this Agreement supersede any and all prior written or oral agreement, order or understanding. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in writing signed by both Parties.

[signatures follow on next page]

IN WITNESS HEREOF, the Parties hereby execute this Agreement as of the date set forth above.

BURKE:

BURKE, WILLIAMS & SORENSEN, LLP

By: _____
John J. Welsh, Managing Partner

DISTRICT:

UNION SANITARY DISTRICT, an Independent
Special District of the State of California

By: _____
Manny Fernandez, President, Board of
Directors

APPROVED AS TO FORM:

By: _____
David M. O'Hara, Attorney

EXHIBIT A

SERVICES

- Attend all meetings of the Board of Directors and committee meetings as requested to, among other things, explain legal requirements and disclosure needs where necessary
- Review agenda materials of the Board of Directors and prepare agenda material and memoranda as necessary
- Participate in meetings at the District offices or other locations as requested
- Consult with Special Legal Counsel regarding employment issues or other issues requiring Special Counsel services
- Assist in drafting agreements, ordinances, resolutions, policies and other legal documents, including review of District's template agreements and updates as requested
- Review District's purchasing policies for conformance with law and regulations as requested and provide recommendations if necessary
- Keep informed of statutes, regulations, case decisions or other legal matters that affect the District and provide such information to District
- Provide service consistent with the District's adopted policies and standards for providing excellent customer service and transparency in governance