

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
May 28, 2013**

1. CALL TO ORDER

President Kite called the Board to Order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

ABSENT: None

STAFF: Rich Currie, General Manager/District Engineer
Judi Berzon, Human Resources Administrator (arrived 7:33 p.m.)
Richard Cortes, Manager, Business Services
Sami Ghossain, Coach, Capital Improvements Projects
Jesse Gill, Manager, Technical Support & Customer Services
Dave Livingston, Manager, Treatment & Disposal Services
Andy Morrison, Manager, Collection Services
David O'Hara, Legal Counsel
Maria Scott, Principal Financial Analyst
Robert Simonich, Manager, Fabrication, Maintenance & Construction
Donna Wies, Quality Coordinator
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: None

VISITORS: None

4. APPROVAL OF THE MINUTES OF MAY 13, 2013

Action

On a motion made by Director Lathi and seconded by Director Fernandez, the Minutes of the Board of Directors Meeting of May 13, 2013 were approved. The motion carried 4/0/1 (Director Handley abstaining).

5. **WRITTEN COMMUNICATIONS**

There were no official written communications.

6. **ORAL COMMUNICATIONS**

There were no oral communications.

7. **MONTHLY OPERATIONS REPORT**

a. **Districtwide Balanced Scorecard Measures**

Safety

Donna Wies stated that performance on all safety measures is meeting targets, with the exception of accidents with lost time. A minor accident in the third quarter resulted in an employee being away from work for two days. There was also one other OSHA reportable accident during the third quarter of FY 13, for a total of four year-to-date.

USD staff have visited West Valley Sanitation District and Monterey Regional Water Pollution Control Agency in order to learn about their safety program and identify best practices that could be implemented at USD. The Collection Services Workgroup has implemented two improvements to their safety program as a result of these visits.

Operational Excellence

The District is meeting targets for all operational excellence measures, except those related to training system development. While to date only one FY 13 training system milestone has been completed, progress is being made developing and updating training modules in the operating groups. Individual assessments are scheduled to begin soon in the Collection Service Workgroup.

Residential Sewer Service fees are currently in the 12th percentile when compared to other sewer agencies in the SF Bay Area, down from 15th percentile in previous years.

There have been five instances of "adverse impacts"; two were capacity fee appeals, and three were claims. All three claims together total less than \$2,800. Director Fernandez inquired about claims for previous years, and Donna responded that claims are always very low, averaging less than \$1,000.

Regarding Community Outreach goals, all are on target with the exception of "Sewer Science", the week-long high school classroom program, which has not been requested by schools teaching staff this year.

a. Districtwide Balanced Scorecard Measures (continued)

Director Kite inquired about charity events mentioned on Page 6 of the report. Donna Wies mentioned some of the charities that staff contributes to in this quarterly program. The GM clarified that these are employee contributions and no District funds are used. Director Lathi also asked that Boardmembers be kept informed about upcoming events, in case they wanted to participate. Director Lathi also inquired about the Fremont 4th of July parade, and Rich Currie said he would report back.

b. Technical Support & Customer Service Process Scorecard

Jesse Gill reported that the TSCS Workgroup is composed of three teams, all having a discrete focus. He briefly described the core work of each group and reviewed some of their performance measures.

Capital Projects Team (CIP Team): Team measures are focused on internal and external customer satisfaction, management of District funds and successful quality control of capital projects.

Customer Service Team (CS Team): Team measures are focused on timely completion of plan reviews, dispatching trouble calls and collection of fees, providing quality construction inspection of new sewer facilities and providing high-quality customer service to both external and internal customers.

Environmental Compliance Team (EC Team): The EC Team's measures are related to the protection of the collection system and treatment plant workers, protection of District 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. The team also tracks progress on our contract for the City of Fremont Clean Water Program.

Director Fernandez commented on the color photographs, saying they made the presentation more interesting.

c. General Manager's Monthly Operations & Investment Report

Rich Currie said there was one odor complaint, but it did not have to do with our system, although we did assist the customer in identifying the source; there were no accidents or injuries during the month of April; Collections has completed 11 consecutive months without a spill and has also begun working 10 hour days, as in previous years, for the duration of Daylight Savings Time; and Hours Worked per Week has gone up to 34.8, and Sick Leave Usage has gone down to 55.

Maria Scott reported on the Business Services Report. District revenues are at 93% of budget, and expenses are at 73%. USD recently received the second payment from Alameda County for Sewer Service Charges totaling over \$18.5 million. There were no questions from the Board.

8. APPROVING REVISIONS TO THE PUBLICLY AVAILABLE PAY SCHEDULE

Rich Cortes made a brief presentation about this item, noting that these changes are for the revised GM salary scale, the new Deputy GM, and the new Environmental Program Coordinator salary. In response to a question from the Budget and Finance Committee, Mr. Cortes also said that our HR reps have been advised by PERS staff that any change to the Salary Schedule will necessitate the adoption of a revised schedule by the Board.

Action

On a motion made by Director Toy and seconded by Director Fernandez, the Board approved revisions to the Publicly Available Pay Schedule. The motion carried unanimously.

9. SELECTING BOARD MEMBERS TO REPRESENT THE DISTRICT ON EXTERNAL COMMITTEES, INCLUDING THE EBDA COMMISSION, CSDA AND GIS COMMITTEES, FOR FY14.

Director Lathi nominated Director Handley for EBDA, with Director Fernandez as the Alternate.

Director Handley nominated Director Kite for CSDA, with Director Fernandez as the Alternate.

Director Fernandez nominated Director Toy for the GIS Committee, with Director Lathi as the Alternate.

Action

On motions and seconds as above, the Board unanimously approved the nominations.

10. **AWARDING THE CONSTRUCTION CONTRACT FOR THE CAST IRON LINING PROJECT PHASE V TO SOUTHWEST PIPELINE & TRENCHLESS CORP**

Jesse Gill presented this item to the Board. Director Kite inquired about the effectiveness of concrete versus cast iron pipe, and Director Fernandez inquired about the lifespan of cast iron lining. Mr. Gill replied that both are susceptible to corrosion, and both have to ultimately be lined to extend their useful life, but for purposes of building for earthquake safety, PVC is probably the best material. On a question from Director Fernandez on lifespan, Mr. Gill stated that the lifespan of this lining is probably 50 years.

Action

On a motion made by Director Handley and seconded by Director Fernandez, the Board Awarded the Construction Contract for the Cast Iron Lining Project Phase V to Southwest Pipeline & Trenchless Corp. The motion carried unanimously.

INFORMATION ITEMS

11. **REPORT ON THE EBDA COMMISSION MEETING OF MAY 16, 2013.**

Director Lathi presented the report.

On a question from Director Handley on ammonia and nitrate removal, Mr. Currie replied that if permit limits were lowered significantly, the District would need to build more tanks and add additional clarifiers. At one time in the late 90's, during another project, Carollo had estimated the cost at about \$64M. Sacramento Regional County Sanitation District will be spending more than \$1 billion for ammonia and nitrate removal before discharge to the Delta.

12. **CHECK REGISTER**

Director Handley inquired about an expense for WIN 911 Pro Software Package, and Mr. Simonich replied that it is the software that runs radio communications. He also inquired about an expense for "Indura Bomber Jacket", and Mr. Morrison told him it's a style of reflective safety jacket worn by Collection System workers.

Director Lathi inquired about an expense for Alpha Omega Wireless for a Line of Sight feasibility Study. Mr. Cortes replied that the expense is the next step in information gathering for a proposed microwave communications project, measuring how tall transmission towers need to be.

13. COMMITTEE MEETING REPORTS

The following committees met: Personnel, Legal/Community Affairs, Construction and Budget & Finance.

14. GENERAL MANAGER'S REPORT

Mr. Currie reported that we received the draft study on rising tides. The projection goes to a 55' rise in the 2100's, which would mean most of our facilities would be underwater. We commented on the study and the final study will arrive in a few weeks.

There was a public records request from Bay Area news Group asking for more information about retirement costs, employer/employee contributions, etc. We responded in a timely manner.

Flow was diverted to the new Boyce Road Pump Station this past weekend, and it ran all weekend with no problems.

We will undergo an annual inspection by the Bay Area Air Quality Management Board this coming Thursday.

We have had 76 applicants for the Senior/Associate Engineer position.

Following up on the Niles Pie Company issue, Mr. Gill has met with Fremont and Newark City staff to make sure permit applicants are being referred to us in a timely fashion, and especially restaurant/food service permits.

Director Kite inquired about Niles Pie Company, and Mr. Currie gave a brief overview of the permit process and how it had affected the new business. The Niles Pie Co. found out the day before they opened that they needed a permit from us. It was a difficult issue, involving Fremont and Union City City Councils, but eventually it was resolved satisfactorily. Mr. Gill will also meet with Union City soon.

15. OTHER BUSINESS

Director Toy reported on the GIS/JPA meeting held here on May 15, 2013. She said one issue the JPA is working on is switching from the current map provider to Google Maps, which will result in an approximate savings of \$30k/year. The maps would also be updated more often.

Director Handley reported on his attendance at the CASA conference. He commented on a presentation he attended on PERS retirement system changes and noted that the presenter didn't seem to understand the intent of the reforms. In response to Director Handley's question, the presenter did not know how bankruptcy/default by an agency in PERS would impact the costs to other agencies.

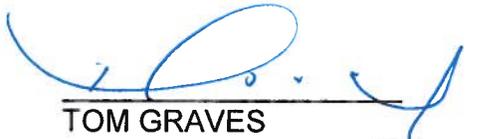
16. ADJOURNMENT

At 7:53 p.m., the Board adjourned to a Closed Session to discuss Contract Negotiations with SEIU Local 1021 (Calif. Govt. Code Section 54957.6).

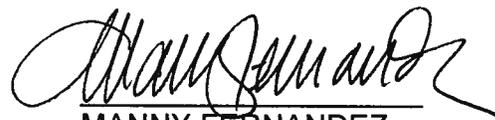
The Board then adjourned to a Closed Session to discuss and possibly determine the selection of a Deputy General Manager (Calif. Govt. Code Section 54957(b)).

The Board then adjourned to a Special Meeting Workshop on June 6, 2013 at 6:30 p.m., and then

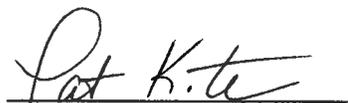
SUBMITTED:


TOM GRAVES
SECRETARY TO THE BOARD

ATTEST:


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 10th day of June, 2013.

UNION SANITARY DISTRICT PAY SCHEDULE

Effective June 6, 2013		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accountant I	\$2,632.40	\$3,199.70
Accountant II	\$2,895.65	\$3,519.68
Accounting Tech Specialist	\$2,839.02	\$3,450.85
Accounting Technician I	\$2,294.17	\$2,788.58
Accounting Technician II	\$2,523.57	\$3,067.42
Administrative Specialist I	\$2,220.09	\$2,725.70
Administrative Specialist II	\$2,360.46	\$2,869.14
Assistant Engineer	\$3,071.74	\$4,031.66
Assistant to the General Manager	\$2,659.77	\$3,490.95
Assistant Storekeeper	\$2,179.64	\$2,650.42
Associate Engineer	\$3,519.89	\$4,619.86
Buyer I	\$2,292.95	\$3,009.49
Buyer II	\$2,697.58	\$3,540.58
Chemist I	\$3,085.44	\$3,750.38
Chemist II	\$3,239.72	\$3,937.90
Coach, Business Services	\$4,092.83	\$5,371.84
Coach, Capital Improvement Projects, Technical Support & Customer Service	\$4,587.79	\$6,021.48
Coach, Collection Services	\$3,656.17	\$4,798.72
Coach, Customer Service, Technical Support & Customer Service	\$4,165.65	\$5,467.42
Coach, Environmental Compliance	\$3,372.17	\$4,425.98
Coach - Fabrication, Maintenance & Construction (FMC)	\$3,665.39	\$4,810.83
Coach, Research & Support/Process Engineer, Treatment & Disposal Services	\$3,694.06	\$4,848.45
Coach, Total Productive Operations (TPO) - Day, Treatment & Disposal Services	\$3,699.50	\$4,855.60
Coach, Total Productive Operations (TPO) - Night, Treatment & Disposal Services	\$3,879.20	\$5,091.45
Collection System Worker I	\$2,495.62	\$2,816.05
Collection System Worker II	\$2,548.46	\$3,097.66
Communications Coordinator	\$3,147.23	\$3,825.49
Construction Inspector I	\$2,695.70	\$3,276.65
Construction Inspector II	\$2,965.26	\$3,604.30
Construction Inspector III	\$3,083.88	\$3,748.48
Customer Service Fee Analyst	\$2,562.46	\$3,114.68
Deputy General Manager	\$5,869.77	\$7,704.08
Engineering Assistant/Plan Checker	\$3,306.21	\$4,018.71
Engineering Technician I	\$2,601.32	\$3,161.55
Engineering Technician II	\$2,861.12	\$3,477.70
Engineering Technician III	\$3,147.23	\$3,825.49

Effective June 6, 2013

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Control (EC) Inspector I	\$2,546.30	\$3,095.41
Environmental Control (EC) Inspector II	\$2,864.64	\$3,482.41
Environmental Control (EC) Inspector III	\$3,180.14	\$3,865.48
Environmental Control (EC) Inspector IV	\$3,402.74	\$4,136.06
Environmental Control (EC) Outreach Representative	\$3,180.14	\$3,865.48
Environmental Health and Safety Program Manager	\$3,495.56	\$4,587.93
Environmental Program Coordinator	\$3,356.80	\$4,405.80
Fleet Mechanic I	\$2,568.71	\$3,122.29
Fleet Mechanic II	\$3,079.14	\$3,496.97
General Manager	\$6,987.58	\$9,171.19
Human Resources Administrator	\$4,168.30	\$5,470.89
Human Resources Analyst	\$2,953.93	\$3,877.03
Information Technology Administrator	\$3,760.29	\$4,935.38
Information Technology Analyst	\$2,826.50	\$3,709.78
Instrument Tech/Electrician	\$3,371.88	\$3,846.01
Janitor	\$1,718.03	\$2,088.27
Junior Engineer	\$2,925.46	\$3,839.67
Laborator Analyst	\$2,938.38	\$3,571.62
Laboratory Director	\$3,837.70	\$4,664.75
Lead Collection System Worker	\$2,803.30	\$3,407.42
Maintenance Assistant	\$1,103.86	\$1,341.74
Manager, Business Services	\$5,749.52	\$7,546.25
Manager, Collection Services	\$5,461.21	\$7,167.84
Manager, Fabrication, Maintenance & Construction	\$5,461.21	\$7,167.84
Manager, Technical Support/Customer Services	\$5,461.21	\$7,167.84
Manager, Treatment & Disposal Services	\$5,461.21	\$7,167.84
Mechanic I	\$2,781.29	\$3,158.71
Mechanic II	\$3,115.05	\$3,537.77
Mechanic XL	\$3,714.66	\$3,714.66
Office Assistant I	\$1,815.54	\$2,206.80
Office Assistant II	\$2,069.70	\$2,515.74
Office Assistant III	\$2,276.69	\$2,767.34
Painter	\$2,598.00	\$3,246.34
Planner/Scheduler I	\$2,983.58	\$3,626.56
Planner/Scheduler II	\$3,208.36	\$3,899.78
Plant Operations Trainer	\$3,524.53	\$4,284.09
Plant Operator I	\$2,664.42	\$3,013.50
Plant Operator II	\$2,957.50	\$3,344.99
Plant Operator III	\$3,381.98	\$3,825.07
Plant Operator XL	\$4,016.32	\$4,016.32
Principal Engineer	\$4,150.86	\$5,448.00
Principal Financial Analyst	\$3,545.42	\$4,653.37
Purchasing Agent	\$3,378.49	\$4,434.26
Quality Coordinator	\$3,733.96	\$4,900.83

Effective June 6, 2013

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Receptionist	\$1,960.89	\$2,383.34
Senior Accountant	\$3,039.22	\$3,988.97
Senior Database Administrator/Developer	\$3,467.99	\$4,551.74
Senior Engineer	\$3,768.92	\$4,946.71
Senior Geographic Information System (GIS)/Database Administrator	\$3,467.99	\$4,551.74
Senior Information Technology Analyst	\$3,140.55	\$4,121.97
Senior Network Administrator	\$3,343.71	\$4,388.61
Storekeeper I	\$2,757.17	\$3,351.35
Storekeeper II	\$2,895.02	\$3,518.92
Technical Training Coordinator	\$2,958.98	\$3,883.65
Utility Worker	\$2,116.57	\$2,572.70

Approved by: 
 President, Board of Directors

Date: 5/28/13

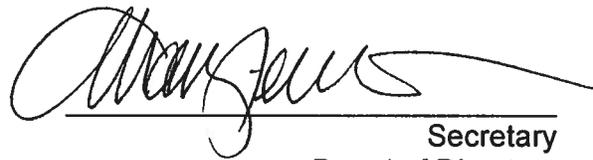
UNION SANITARY DISTRICT
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that pursuant to Sections 5471 and 5473, et seq. of the Health and Safety Code of the State of California and Union Sanitary District Ordinance No. 31, the Board of Directors of Union Sanitary District will hear public comments regarding the proposed sewer service charge rate increase for Fiscal Years ending June 30, 2014, 2015, and 2016. On April 18, 2013 a notice complying with Proposition 218 was sent to all property owners notifying them of the proposed rate increase and public hearing.

NOTICE IS FURTHER GIVEN that on Monday, the 10th day of June 2013, 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 and objections to said proposed rates.

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

UNION SANITARY DISTRICT


Secretary
Board of Directors

**UNION SANITARY DISTRICT
NOTICE OF CLOSED SESSION**

The Board of Directors of UNION SANITARY DISTRICT will adjourn the regular meeting of May 28, 2013 to meet in a closed, executive session to discuss the appointment, employment or evaluation of performance of a public employee or employees to wit: To discuss and possibly determine the selection of a Deputy General Manager

It is the opinion of legal counsel for the UNION SANITARY DISTRICT that a closed session for this discussion is authorized by Government Code § 54957, which allows closed sessions to meet privately to discuss these matters.

Dated: May 28, 2013

Respectfully submitted,



DAVID M. O'HARA
District Legal Counsel
UNION SANITARY DISTRICT

NOTICE OF CLOSED SESSION

The Board of Directors will now adjourn to a closed session to discuss ongoing labor negotiations among the District's negotiators and agents for the represented employees with SEIU Local 1021.

Agency negotiators: Richard B Currie, Glenn Berkheimer, Andy Morrison and Judi Berzon

It is the opinion of legal counsel for the Union Sanitary District that a closed session is authorized by Government Code Section 54957.6, allowing Directors to meet privately to discuss these labor negotiation matters.

May 28, 2013

Respectfully submitted,



David M. O'Hara

Attorney for Union Sanitary District