

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

ABSENT: None

STAFF: Rich Currie, General Manager
Rich Cortes, Manager, Business Services
Jesse Gill, Manager, Technical Support & Customer Service
Tim Grillo, Coach, Research & Support
Andy Morrison, Manager, Collection Services
David O'Hara, Legal Counsel
Robert Simonich, Manager, Fabrication, Maintenance & Construction
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: None

VISITORS: Sophia Huang, Student, Santa Clara University
Li Piao

4. APPROVAL OF THE MINUTES OF OCTOBER 14, 2013

Action

On a motion made by Director Kite and seconded by Director Fernandez, the Minutes of the Board of Directors Meeting of October 14, 2013 were approved. The motion carried unanimously.

5. WRITTEN COMMUNICATIONS

There were no official written communications.

6. ORAL COMMUNICATIONS

There were no oral communications.

Information

7. MONTHLY OPERATIONS REPORT FOR SEPTEMBER

GM Currie stated there were six odor complaints in September, an unusually high number. Of the six total complaints, three were related to collections activities, and three were plant-related. On the Collections side, two were determined not to have any connection to USD, and one was directly related to a cleaning crews performed in front of the house. On the Plant side, two complaints had to do with the bay and not the plant, and the third complaint is probably due to the plant. We are continuing to assess the situation.

Once again, there were no spills and no accidents during the month of September.

The Sabercat @ I-880 tunnel is now complete, which is a major milestone for the project.

The Hours Worked and Sick Leave Reports are similar to last months' reports, with numbers trending positively.

Principal Financial Analyst Maria Scott elaborated briefly on the financial report. There were no questions from the Board.

Information

8. FINAL JUNE, 2013 INTERNAL FINANCIAL REPORT

Principal Financial Analyst Scott reviewed the Final Internal Financial Report, and pointed out where the internal report is expected to differ with the auditor's financial statement. She noted that the Final Audit is close to completion. There were no questions from the Board.

Information 9. **CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR FY12**

Business Services Manager Rich Cortes joined Boardmembers in congratulating Maria Scott and staff for being awarded the Certificate of Achievement for Excellence in Financial Reporting for FY12. This is the 10th consecutive time the District has received the Award. Director Kite requested that a press release be prepared.

10. **RESOLUTION NO. 2717, ACCEPTING THE CONSTRUCTION OF THE CAST IRON LINING PROJECT PHASE IV FROM NOR-CAL PIPELINE SERVICES, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION**

Jesse Gill presented the staff report.

Director Toy asked how many phases are planned until the project is complete. Mr. Gill replied that Phase V has just been completed, which consisted of about 125 locations, so that there are roughly another 100 locations still to be done, with 25 locations typically in each phase.

Action

On a motion by Director Kite and seconded by Director Handley, the Board approved Resolution No. 2717, accepting the construction of the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc. and authorizing the attorney for the district to record a Notice of Completion. The motion carried unanimously.

####

RESOLUTION NO. 2717

**ACCEPTING PROJECT FROM
NOR-CAL PIPELINE SERVICES, INC.
FOR THE
CAST IRON LINING PROJECT PHASE IV
IN THE CITIES OF FREMONT AND NEWARK, CALIFORNIA**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc., effective October 28, 2013.

Legal Counsel is hereby authorized to record a "Notice of Completion" for the project.

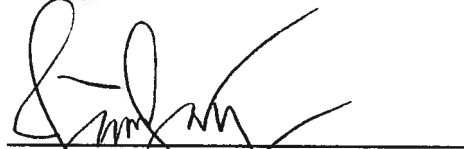
On motion duly made and seconded, this resolution was adopted by the following vote on October 28, 2013:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: ----
ABSENT: ----
ABSTAIN: ----



ANJALI LATHI
President, Board of Directors
Union Sanitary District

Attest:



JENNIFER TOY
Secretary, Board of Directors
Union Sanitary District

11. **CONSIDERING THE CLAIM OF VICTOR BECKUM FOR VEHICLE DAMAGE**

Rich Cortes briefed the Board on the claim.

Action

On a motion by Director Handley and seconded by Director Fernandez, the Board denied the claim. The motion carried unanimously.

12. **REVIEWING AND APPROVING BOARD POLICY 3030, BOARD MEMBER BUSINESS EXPENSE**

As requested by the board at the last meeting, Mr. Currie addressed a contingency regarding expenses incurred when hotel rooms are booked at the last minute which may cost more than the approved convention hotel amount. The policy now is revised to include that contingency.

Action

On a motion by Director Kite and seconded by Director Handley, the Board approved Policy 3030, Board Member Business Expense. The motion carried unanimously.

INFORMATION ITEMS

13. **FY2014 - FY2016 STRATEGIC PLAN**

GM Currie reminded Boardmembers that this was a finalized document, based upon the Board's input at the recent workshop. This document will be distributed, and will be posted to the web.

14. **CAL-CARD QUARTERLY ACTIVITY REPORT**

Rich Cortes reviewed this item briefly. Director Lathi asked about a charge for Art of Marketing on page 1. Mr. Cortes replied it was a charge for a recognition item purchased for staff.

15. **CHECK REGISTER**

Director Handley inquired about a refund on page 4. Mr. Cortes replied that it was a refund of a deposit. Director Handley also inquired pharmaceutical waste removal charges on page 10. He asked if the District should be marketing the fact that it takes back drugs every day, and not just on designated Drug Takeback days. Mr. Currie said originally the District did piggyback on the State program, but it was several years ago, and that now the District was promoting its own program and events.

Director Lathi asked how else it was publicized beside community events. Mr. Currie said it goes in the Newsletter each time it is planned, and that press releases had been done as well. There are also displays at the locations where we do the takebacks. Director Lathi suggested we might want to look at other opportunities as well.

Director Fernandez inquired about the cost sharing payment to City of Newark on page 4. Mr. Gill explained this was a remediation of a code enforcement action by City of Newark, and that the district entered into this agreement with the City because it would have done the work anyway, but at a later date.

16. EBDA COMMISSION REPORT OF OCTOBER 17, 2013 MEETING

Director Handley reported on the October 17, 2013 meeting. There were no questions from the Board.

17. COMMITTEE MEETING REPORTS

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

18. GENERAL MANAGER'S REPORT

Mr. Currie reported the following:

1. The District has now gone 265 days without an accident;
2. Raymond Chau has been selected to be the new CIP Coach;
3. Larry Simmers will be retiring in mid-November, and the District will conduct a recruitment for his position;
4. EBDA had its first violation since 2006 today. While doing a repair installing a new sodium bisulfate injector, they inadvertently closed a valve which caused a shut-off of the sodium bisulfite. This in turn caused a very small chlorine residual in the effluent for about 5 minutes;
5. The City of Newark conducted a training exercise at the old Newark treatment plant. They cleaned it up and expressed an interest in using it again as a training facility. This is in conflict with the City's request to us to demolish the facility, so we will await further developments;
6. There have been many responses from the newsletter survey so far, almost all of which have been positive;
7. Boardmembers are asked to arrive at 6:30 at the next board meeting of November 11, 2013 to enable I.T. staff to configure their device (1 per Director) for WiFi capability;
8. Both Directors Kite and Fernandez will be attending the CSDA event in November.

19. OTHER BUSINESS

Director Kite said that the video used at the Milani Elementary School presentation is very out of date and difficult to see. She suggested that the District could make a better video using a handheld camera. She said the current video comes from Petaluma, and has many flaws. She asked that the Board view the video, which is about 5 minutes long.

20. ADJOURNMENT

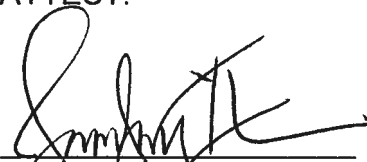
At 7:36 p.m., the Board adjourned to the next Regular Board Meeting on Monday, November 11, 2013 in the Boardroom at 7:00 p.m.

SUBMITTED:



TOM GRAVES
SECRETARY TO THE BOARD

ATTEST:



JENNIFER TOY
SECRETARY

APPROVED:



ANJALI LATHI
PRESIDENT

Adopted this 11th day of November, 2013.