

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
May 27, 2014**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

STAFF: Richard Currie, General Manager  
Richard Cortes, Business Services Manager  
Sami Ghossain, Technical Services Manager  
Andy Morrison, Collection Services Manager  
Donna Wies, Quality Coordinator  
Tim Grillo, Treatment & Disposal Services Coach  
Rollie Arbolante, Technical Services Coach  
Laurie Brenner, Plant Operator III  
David O'Hara, Legal Counsel  
Carol Rice, Assistant to the GM/Board Secretary

**APPROVAL OF THE MINUTES OF MAY 12, 2014.**

On a motion made by Director Kite and seconded by Director Fernandez, the minutes of the Board of Directors' Meeting of May 12, 2014 were unanimously approved.

**QUARTERLY BALANCED SCORECARD PERIOD ENDING MARCH 31, 2014.**

Richard Currie introduced Laurie Brenner, Plant Operator III, who was recently promoted to Organizational Performance Program Manager, replacing Donna Wies, Quality Coordinator, effective June 16, 2014. He noted this is Donna's last time to present the Districtwide Balanced Scorecard and welcomed Laurie to her first Board Meeting.

- a. Districtwide Balanced Scorecard Measures: Donna Wies stated that all safety measures are meeting target except for number of vehicle incidents. There were three vehicle accidents, one which resulted in a claim against the District, and one which involved equipment damage to the head works. All inspections were on target. Under Operational Excellence, total number of adverse impacts, priority Non-ECB expenditures, and number of priority CIP projects completed are below target. There was one category one Sanitary Sewer Overflow. All public relations activities were completed, including a career outreach day, an Earth Day Fair, and the Certificates of Merit presentation.
  
- b. Technical Services Balanced Scorecard: Sami Ghossain explained that the Technical Services Workgroup consists of three teams. The Capital Improvements Project team is responsible for the implementation of the 10-year CIP. There were six projects that exceeded the targets for consulting costs, mainly due to construction projects that exceeded their schedule. The Customer Service team measures timely completion of plan reviews (within 10 working days). The target is 90%. In the 4<sup>th</sup> quarter of FY13, there were six incidences out of 55 where the plans took more than 10 days to review, with the longest review taking 17 days. The team is responsible for timely dispatch of trouble calls and managed 90% or more of all trouble calls within the first 10 minutes. The Environmental Compliance Team is responsible for implementing the District's Industrial Pretreatment Pollution Prevention, and Public Outreach Programs required as part of our NPDES Permit, as well as the contract with the City of Fremont for the Clean Water Program. The team met all their measures.
  
- c. General Manager's Monthly Operations and Investment Report: Rich Currie reported the following: there were no odor complaints, no accidents or injuries, and no spills for April; a kick-off meeting was held for the Sewer Service Charge study; and there were 160 applicants for the Utility Worker position.

Rich Cortes presented the financial report. Capacity fees are at 101%, which includes credit for Old Castle. Sewer Service Charge fee is up to 95% with the final payment expected in late August. CIP expenses included \$900K for the Cogeneration Project and almost \$200K was spent on MCC Replacement. Under non-ECB, \$92,000 was spent for the Hayward Marsh Rehabilitation Study, and under investments, we are up to \$52M in holdings with the recent semi-annual payment from Alameda County. LAIF is at .233%, down from .236% the previous month. There were no maturities or purchases in April.

**WRITTEN COMMUNICATIONS.**

The Board received a thank you letter from the New Haven Unified School District dated May 6, 2014 for the donation of eight HP printers and two Dell servers to the school district.

**ORAL COMMUNICATIONS.**

There were no oral communications.

**REPORT ON THE EBDA COMMISSION MEETING OF MAY 15, 2014.**

Director Handley reported the following: the General Manager presented an overview of the nutrient watershed permit that becomes effective July 1; EBDA will participate in the BACWA regional effort; the development of design standards for EBDA pump stations and the design documents for replacement of the Variable Frequency Drives at the Alvarado Effluent Pump Station was discussed along with revising the policy to include language about incidental personal use of the telephone and voicemail systems. Director Handley stated he will be the Commission Chair in FY15 and there was discussion about forming an Ad Hoc Committee to start opening the JPA for discussion.

**AWARDING THE CONSTRUCTION CONTRACT FOR THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT TO GSE CONSTRUCTION COMPANY, INC.**

The Construction Committee reviewed this item. Sami Ghossain stated that the Thickener Control Building and Thickener Tank Nos. 1 and 2 were originally constructed during the 1978 Plant Construction Project. Thickener Tank Nos. 3 and 4 were constructed during the 1985 Plant Expansion Project with modifications to the control building made in 1985 and 1993. The scum and sludge pumps, valves, weir gates, and various electrical components inside the control building were installed at various times in the 1970s, 1980s and 1990s and need to be replaced due to age, and/or maintenance problems. The power and control systems for the Thickener Control Building and Heating and Mixing Buildings Nos. 1-3 are antiquated and no longer meet current building codes.

Staff advertised the project for bids on January 15, 2014 and received three bids with GSE Construction Company being the lowest at \$10,065,050. The project's bid schedule included four bid alternates. Bid Alternate A provides the cost for the contractor to procure builder's risk insurance coverage. Staff recommends including this bid alternate of \$18,000 in the construction contract.

Bid Alternate D provides the cost for the contractor to replace the existing thickener primary sludge pipes and fittings with glass-lined ductile iron pipes and

fittings at a bid amount of \$217,000. Staff recommends including this bid in the construction contract.

On a motion made by Director Fernandez, seconded by Director Handley, and unanimously approved, the Board awarded the construction contract for the Thickener Control Building Improvements Project to GSE Construction Company, Inc.

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 3 WITH CAROLLO ENGINEERS FOR PROVIDING ENGINEERING SERVICES DURING CONSTRUCTION OF THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT.**

The Construction Committee reviewed this item. Sami Ghossain reported that on September 24, 2012, the Board authorized the General Manager to execute Task Order No. 2 with Carollo Engineers for the final design of the Thickener Control Building Improvements Project. Carollo Engineers completed the project's final design in January 2014. The bid opening for the project took place on April 22, 2014 and GSE Construction Company was the low bidder at \$9,990,050. Task Order No. 3 will have a substantial number of equipment and materials submittals that will require Carollo to review for conformance with the design elements. The submittals for the Thickener Control Building and its components are expected to be complicated and will require more time to review than a typical submittal. The project will require the contractor to demolish and construct a new Thickener Control Structure.

On a motion made by Director Kite, seconded by Director Fernandez, and unanimously approved, the Board authorized the General Manager to execute Task Order No. 3 with Carollo Engineers for providing Engineering Services during construction of the Thickener Control Building Improvements Project.

**RESOLUTION NO. 2732, ACCEPTING THE CONSTRUCTION OF THE LIFT STATION NO. 1 IMPROVEMENTS PROJECT FROM D. W. NICHOLSON CORPORATION AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION.**

The Construction Committee reviewed this item. Sami Ghossain stated that on June 24, 2013, the Board awarded the construction contract for the Lift Station No. 1 Improvements Project to D. W. Nicholson Corporation. The purpose of the project was to replace four primary effluent lift pumps at Lift Station No. 1 located at the Alvarado Wastewater Treatment Plant. The Plant has two primary effluent lift stations consisting of eight total pumps. Staff conducted a condition assessment of both lift stations in May 2009. The assessment revealed that the carbon steel lift pumps were corroding and in need of replacement. Carollo Engineers completed the design of the Project in May 2013 and D. W. Nicholson completed the Project on May 9, 2014

It was moved by Director Handley, seconded by Director Toy, and unanimously approved to adopt Resolution No. 2732, accepting the construction of the Lift Station No. 1 Improvements Project from D. W. Nicholson Corporation and authorizing the Attorney for the District to Record a Notice of Completion.

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RESOLUTION NO. 2732

ACCEPTING THE CONSTRUCTION OF  
LIFT STATION NO. 1 IMPROVEMENTS PROJECT FROM  
D.W. NICHOLSON CORPORATION  
IN THE CITY OF UNION CITY, CALIFORNIA

RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Lift Station No. 1 Improvements Project from D.W. Nicholson Corporation effective May 27, 2014.

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

On motion duly made and seconded, this resolution was adopted by the following vote on May 27, 2014:

AYES: Lathi, Fernandez, Toy, Kite, Handley

NOES: ----

ABSENT: ----

ABSTAIN: ----



ANJALI LATHI  
President, Board of Directors  
Union Sanitary District

Attest:



JENNIFER TOY  
Secretary, Board of Directors  
Union Sanitary District

Adopted May 27, 2014

**APPROVE NEW BOARD POLICY ON CONTRIBUTIONS AND ENDORSEMENTS BY UNION SANITARY DISTRICT.**

The Personnel Committee reviewed this item. Rich Currie stated this policy will address those times when the District receives requests from various charities or requests for endorsements that do not directly relate to the business of the District. The Policy will document the District's acceptable practices for consistency. The Board discussed the policy and made several suggestions for changes. No action was taken on this item. Staff will make the recommended changes and return the policy to the next Board meeting for review and approval.

**INFORMATION ITEMS:**

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

**GENERAL MANAGER'S REPORT:**

Rich Currie reported the following:

- The recruitment opened for the position of Assistant to the General Manager/Board Secretary. It closes on June 17, 2014.
- The GM held a districtwide meeting on May 20, 2014 and kicked off a new effort to re-commit the District to the team-based structure.
- There were a couple of grease interceptor issues that surfaced recently and it appears that a restaurant and care home with a large cooking facility will be required to have a grease interceptor installed.
- The IT Department will make the official switch from unionsanitary.com to unionsanitary.ca.gov this week.
- There was filming at the District last week for a joint video with the City of Fremont.
- The Chairman for the committee sponsoring the Fremont 4<sup>th</sup> of July Parade informed staff that we will not be able to use a District truck in the parade. They suggested we create a float or sponsor a balloon. The cost; however, would be anywhere from \$2,500 to \$4,000. Given those figures, staff is leaning towards not participating in the Parade.
- The GM recently had a phone conversation with a ratepayer to address a number of issues. The ratepayer would like the Board to consider that the District be transparent and republish the rate increase notice for this year with the amount of the increase. The Board agreed to include the amount of the increase in the Public Notice scheduled for publication in June.

**OTHER BUSINESS:**

Director Kite reported on her attendance at the Alameda County Special Districts Association meeting on May 14<sup>th</sup>. There was discussion about the water shortage and limits being placed on watering for landscaping, and she noted there are reports of neighbors reporting their neighbors for over watering.

Director Toy reported on her attendance at the GIS JPA meeting on May 21<sup>st</sup>. She noted there were no major changes to report; however, they are doing upgrades to the systems and there was a presentation of GIS technology being used with the City of Fremont. She stated Al Nagy will chair the GIS JPA next year and she will be vice chair.

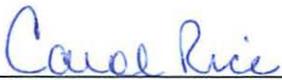
**ADJOURNMENT:**

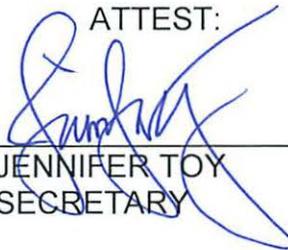
The Board adjourned the meeting at 7:59 p.m. to a Special Meeting on Wednesday, May 28, 2014 at 6:00 p.m. to discuss applicants for the General Manager position.

Following the Board Workshop, the Board will adjourn to a Special Meeting on Saturday, June 7, 2014 at 11:00 a.m. for the purpose of interviewing candidates for the General Manager position.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, June 9, 2014 at 7:00 p.m.

SUBMITTED:

  
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CAROL RICE  
SECRETARY TO THE BOARD

ATTEST:  
  
\_\_\_\_\_  
JENNIFER TOY  
SECRETARY

APPROVED:

  
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ANJALI LATHI  
PRESIDENT

Adopted this 9th day of June, 2014