

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
July 27, 2015**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Jennifer Toy, President

STAFF: Paul Eldredge, General Manager
Dave O'Hara, District Counsel
Karen Murphy, Special District Counsel
Rich Cortés, Business Services Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Michelle Powell, Communications Coordinator
Maria Scott, Principal Financial Analyst
Regina McEvoy, Assistant to the GM/Board Secretary

GUESTS: Alice Johnson, League of Women Voters

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 13, 2015

It was moved by Director Fernandez, seconded by Secretary Kite, to Approve the Minutes of the Regular Meeting held July 13, 2015. Motion carried with the following vote:

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

MONTHLY OPERATIONS REPORT FOR JUNE 2015

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

- Odor Complaints: There were no odor complaints in June 2015.

- Safety:
 - A forklift was driving in the Co-Gen building and the floor grating began to collapse. Staff has identified the floor grating as not being rated for vehicle traffic, and the area is being marked to warn vehicles from driving over the grating.
- Hours Worked and Leave Time by Work Group:
 - At-work hours per employee per week is above the target of 34.
 - While the District met the goal of less than 47 hours of average annual sick leave per employee, not all work groups met the same goal. Currently, the sick leave chart includes time off through FMLA (Family and Medical Leave Act). Staff will be working on a new chart which will separate FMLA hours from standard sick leave.

Principal Financial Analyst Scott reported the following on behalf of Business Services:

- Revenues:
 - \$609,647 received in capacity fees in June
 - The final Sewer Service Charge payment is expected to be received in August.
- Expenses:
 - All Work Groups were under budget at the end of the fiscal year.
 - Operating expenses were under budget at the end of the fiscal year.

General Manager Eldredge reported the following:

- Technical Services:
 - Customer Service:
 - 18 trouble calls dispatched
 - 2 new lateral permits issued
 - Assisted with outreach for the recent public hearing
 - Environmental Compliance
 - Completed 73 Stormwater (Urban Runoff) inspections, of which 23 resulted in enforcement action.
 - Completed 86 FOG (fats, oils, and grease for restaurants) inspections, of which 33 resulted in enforcement action.
- Collection Services:
 - Completed over 21 miles of cleaning
 - Completed over 15 miles of televising sewer lines
 - Provided support for the following projects: Fremont and Union City overlay projects, Mobile Technologies' Study, and Newark Lateral Relocation
- Fabrication, Maintenance, and Construction:
 - Completed 98% of preventative maintenance activities for the month of June
 - Completed 103 corrective maintenance work orders for the month of June
 - Completed work on the cheese waste project
- Treatment & Disposal:
 - Completed process of going down to one forcemain, due to lower flows and materials sitting in the forcemain too long. The District has seen a \$500/day savings in chemicals.
 - Cogen produced 73% of power consumed for the plant during the month of June.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

RESOLUTION NO. 2765, HONORING DISTRICT GENERAL COUNSEL DAVID M. O'HARA UPON HIS RETIREMENT

General Manager Eldredge thanked General Counsel O'Hara for his service to the District and read the resolution aloud.

It was moved by Director Fernandez, seconded by Secretary Kite, to approve Resolution No. 2765, Honoring District General Counsel Davis M. O'Hara Upon His Retirement. Motion carried by the following vote:

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

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Resolution Number 2765

*Honoring District General Counsel David M. O'Hara
Upon His Retirement*

WHEREAS, David M. O'Hara has served as District General Counsel for over 37 years since beginning his tenure in October 1977, following Marvin Haun; and

WHEREAS, David M. O'Hara served the District during the Union City Waste Water Treatment Plant construction and expansion circa 1987; and

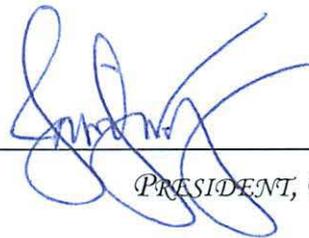
WHEREAS, David M. O'Hara served as Chair of the California Association of Sanitation Agencies Attorneys Committee from 1998-2000; and

WHEREAS, David M. O'Hara has served as General Counsel for five Union Sanitary District General Managers: Boege, Daniels, Hayashi, Currie, and Eldredge; and

WHEREAS, David M. O'Hara has exhausted (the patience of) 23 Board Members.

NOW, THEREFORE, BE IT RESOLVED that the Union Sanitary District Board of Directors hereby expresses congratulations and best wishes to David M. O'Hara on his retirement.

APPROVED THIS DATE: July 27, 2015



PRESIDENT, Board of Directors

ATTEST:



SECRETARY, Board of Directors

APPROVE THE SALARY FOR THE POSITION OF BUYER I

This item was reviewed by the Personnel Committee. Business Services Coach Destafney stated the District's Buyer II will be retiring in September, and the upcoming recruitment will be for the position of Buyer I/II. The District has not had a Buyer I in many years, and the job description has not been reviewed since 1993. Staff updated the job description to include current duties and terminology. Human Resources staff compared the salaries and job descriptions for Buyer I and II with other agencies, and recommended the education requirement for the Buyer I position be increased from a high school diploma to a 4-year degree. Human Resources staff further recommended the salary for Buyer I be increased to reflect the higher level of qualification and responsibility reflected in the updated job description. Staff recommended Board approval of the proposed changes to the salary for the position of Buyer I.

It was moved by Secretary Kite, seconded by Director Fernandez, to Approve the Salary for the Position of Buyer I. Motion carried with the following vote:

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

ACCEPT THE FINAL REPORT FOR THE HAYWARD MARSH REHABILITATION OPTIONS STUDY FROM RMC WATER AND ENVIRONMENT

This item was reviewed by the Legal/Community Affairs Committee. Research and Support Team Coach Grillo stated the Hayward Marsh has provided the District with 20 MGD (million gallons per day) of wet weather flow capacity not available via the EBDA (East Bay Discharge Authority) forcemain since 1988. Sedimentation caused by natural processes resulted in a blockage of the inlet to pond 3B in 2013. At the request of the East Bay Regional Parks District, Union Sanitary District conducted a planning level study to identify options for rehabilitation of the Marsh. The Hayward Marsh Rehabilitation Options Study presented conceptual level design and associated planning level cost for five rehabilitation options, and identified two alternatives to rehabilitation. Staff recommended the Board approve the Hayward Marsh Rehabilitation Options Study report prepared by RMC Water and Environment.

It was moved by Secretary Kite, seconded by Director Fernandez, to Accept the Final Report for the Hayward Marsh Rehabilitation Options Study From RMC Water and Environment. Motion carried with the following vote:

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

ACCEPT THE FINAL REPORT FOR THE ALVARADO WASTEWATER TREATMENT PLANT SITE STUDY FROM RMC WATER AND ENVIRONMENT

This item was reviewed by the Legal/Community Affairs Committee. Technical Services Manager Ghossain stated the purpose of the Alvarado Wastewater Treatment Plant Site Use Study was to develop a high-level planning tool to guide optimization of the Alvarado Wastewater Treatment Plant (WWTP) to meet future operational and maintenance needs. Staff presented the findings at the Board workshop held June 25, 2015, and received direction to bring the report to a future Board meeting for consideration and acceptance. The Board further directed staff to develop a property acquisition plan and a life cycle cost analysis, which staff expects to have completed by the Spring of 2016. The Alvarado WWTP treats approximately 23 MGD and contains a total of 53 facilities located within the existing 33-acre site. The City of Union City conducted a meeting regarding its General Plan on July 15, which included maps showing potential expansion areas for the District. Staff recommended the Board Accept the Final Report for the Alvarado Wastewater Treatment Plant Site Study from RMC Water and Environment.

It was moved by Director Fernandez, seconded by Secretary Kite, to Accept the Final Report for the Alvarado Wastewater Treatment Plant Site Study from RMC Water and Environment. Motion carried with the following vote:

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

APPROVE MODIFICATION OF JOB TITLE FROM COMMUNICATIONS COORDINATOR TO COMMUNICATIONS AND INTERGOVERNMENTAL RELATIONS COORDINATOR, AND REVISIONS TO JOB DESCRIPTION AND SALARY SCHEDULE

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the Board directed staff to provide legislative updates, and approved the concept of adding said task to the job description of the District's Communications Coordinator. General Manager Eldredge stated the Communications Coordinator class description had been modified to include tracking, summarizing, and reporting on state, local, and federal ordinances, regulations, and legislation. Staff recommended the Board Approve Modification of Job Title from Communications Coordinator to Communications and Intergovernmental Relations Coordinator, and Revisions to Job Description and Salary Schedule.

It was moved by Secretary Kite, seconded by Director Fernandez, to Approve Modification of Job Title from Communications Coordinator to Communications and Intergovernmental Relations Coordinator, and Revisions to Job Description and Salary Schedule. Motion carried with the following vote:

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

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 Budget & Finance Committee had requested information regarding the Celebrations Party Equipment expense found on page 281 of the Board packet. Business Services Manager Cortes stated the expense was due to equipment rented for the Cogeneration Ribbon Cutting event held in March and the District Open House held in May.

Status Report on Computer and Student Loan Program

This item was reviewed by the Budget & Finance Committee. Business Services Manager Cortes stated there were no student loans, and outstanding computer loans totaled \$16,398. At the time of publication, available funds for computer and student loans were \$33,883.

Board of Directors Internal Committee Assignments for FY16

General Manager Eldredge stated Board Policy No. 3070.2 states the President of the Board of Directors is responsible for assigning members and alternates for internal committees. The FY16 assignments received from President Toy were as follows:

Committee	Board Member	Alternate
Audit	Anjali Lathi Jennifer Toy	Manny Fernandez
Budget & Finance	Manny Fernandez Pat Kite	Jennifer Toy
Construction	Tom Handley Jennifer Toy	Pat Kite
Legal/Community Affairs	Pat Kite Anjali Lathi	Tom Handley
Legislative	Manny Fernandez Tom Handley	Pat Kite
Personnel	Manny Fernandez Jennifer Toy	Anjali Lathi

Discuss and Provide Direction to Staff Regarding Additional Communications on District Hearings and Website Information on Email Addresses

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated this item was the result of communications received from constituents prior to the recent sewer service charge public hearing. Said emails were entered into the record and attached to the July 13, 2015, Board meeting packet. General Manager Eldredge requested Board direction regarding responding to said emails, and a potential disclaimer to be added to the District website regarding communicating with the Board via email.

The Board directed staff to develop a disclaimer for the District website to state email communications with the Board of Directors are also received by staff, General Manager Eldredge to work with the Board President to develop a response to emails received prior to the recent public hearing, and directed staff not to respond to the recent letter to the editor.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The co-digestion pilot (also known as the cheese waste project) started on July 23, 2015. The material has been injected into digester four at a rate of 1gallon/minute, and gas production has increased by approximately 5% in the short time since the pilot began.
- Collection Services staff was successful in assisting a District customer in finding her wedding ring which had been accidentally flushed. The customer and her husband expressed their gratitude by brining baked goods to Collections staff on the morning of July 27, 2015.
- Environmental Compliance staff will provide an information table at the annual Newark Days to be held September 19 and 20, and Secretary Kite will participate in the parade.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 8:02 p.m. to the next Regular Board Meeting in the Boardroom on Monday, August 10, 2015, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
SECRETARY TO THE BOARD

ATTEST:


PAT KITE
SECRETARY

APPROVED:


JENNIFER TOY
PRESIDENT

Adopted this 10th day of August, 2015