

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
October 26, 2015**

CALL TO ORDER

President Toy called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Rich Cortés, Business Services Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Armando Lopez, Treatment & Disposal Services Manager
Sheila Tolbert, Human Resources Manager
Kathleen King, Human Resources Analyst
Maria Scott, Principal Financial Analyst
Paul Johnson, Storekeeper II
Regina McEvoy, Assistant to the General Manager/Board Secretary

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 28, 2015

It was moved by Secretary Kite, seconded by Director Fernandez, to Approve the Minutes of the Meeting of September 28, 2015. Motion carried with the following vote:

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

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 30, 2015

It was moved by Secretary Kite, seconded by Vice President Handley, to Approve the Minutes of the Special Meeting of September 30, 2015. Motion carried with the following vote:

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

MONTHLY OPERATIONS REPORT FOR SEPTEMBER 2015

General Manager Eldredge reported the following:

- Odor Complaints: There were two odor complaints received during the month of September. The first complaint was received from a Newark resident regarding an odor emanating from a manhole. District staff inspected the manhole and detected an odor. The edges of the manhole cover were cleaned to allow the lid to fit better. On September 25, 2015, USD crews used plastic to seal the manhole lid to prevent future odors. The second complaint was received from a Union City resident. Staff inspected nearby USD manholes, mains, storm drains, and surrounding streets with no odor detected. District staff relayed their findings to the reporting party.
- Safety: General Manager Eldredge stated a summary of safety related matters was included in the Board meeting packet.
- Hours Worked and Leave Time by Work Group:
 - At-work hours exceeded the target of 34 hours per employee per week for all work groups.

Business Service Manager Cortes reported the following:

- Revenues:
 - Received \$119,000 in capacity fees during September 2015, most was received from the Standard Pacific Homes development in Fremont.
 - Received \$10,000 in rebates for the Chevy Volts.
- Expenses:
 - The majority of the \$1.3 million in Capital Improvement Project expenses for the month of September were for the Thickener Project and the Newark Backyard Project.
 - The District is at or under budget for the current period.

General Manager Eldredge reported the following:

- Technical Services:
 - Customer Service:
 - 13 trouble calls dispatched
 - 31 new lateral permit issued
 - Environmental Compliance

- Completed 94 Stormwater (Urban Runoff) inspections, of which 23 resulted in enforcement action.
- Completed 48 FOG (fats, oils, and grease for restaurants) inspections, of which 7 resulted in enforcement action.
- Collection Services:
 - Completed over 8 miles of cleaning sewer lines
 - Completed over 14 miles of televising sewer lines
 - Responded to 20 service request calls
 - Completed 37 main repairs
 - There was one Category 3 spill (53 gallons) in September, and 100% was captured.
- Fabrication, Maintenance, and Construction:
 - Completed 95% of preventative maintenance activities for the month of September
 - Completed 110 corrective maintenance work orders for the month of September
- Treatment & Disposal:
 - Completed 95% of preventative maintenance activities for the month of September.
 - Presented results of the Hayward Marsh Rehabilitation Options Study to the Regional Board Staff and discussed the operational status of the Marsh and next steps.
 - Cogen produced 54% of power consumed for the plant during the month of September.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CAROLLO ENGINEERS FOR PROVIDING ENGINEERING SERVICES DURING CONSTRUCTION OF THE FREMONT AND PASEO PADRE LIFT STATIONS IMPROVEMENTS PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the purpose of the project is to install and replace equipment at the Fremont and Paseo Padre Lift Stations. The Board previously awarded the design contract to Carollo Engineers and the construction contract to Mountain Cascade, Inc. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with Carollo Engineers in the amount of \$82,740 for providing engineering services during construction of the Fremont and Paseo Padre Lift Stations Improvements Project.

It was moved by Vice President Handley, seconded by Director Fernandez, to Authorize the General Manager to Execute Task Order No. 2 with Carollo Engineers for Providing Engineering Services During Construction of the Fremont and Paseo Padre Lift Stations Improvements Project. Motion carried with the following vote:

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

APPROVE THE PUBLICLY AVAILABLE PAY SCHEDULE

This item was reviewed by the Personnel Committee. Human Resources Manager Tolbert stated the updated Publicly Available Pay Schedule (PAPS) reflects the recent increase to the General Manager's salary which was approved by the Board at the regular meeting held September 28, 2015. The PAPS is mandated by CalPERS and is designed to ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation.

It was moved by Director Fernandez, seconded by Vice President Handley, to Approve the Publicly Available Pay Schedule. Motion carried with the following vote:

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

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UNION SANITARY DISTRICT PAY SCHEDULE

Effective September 1, 2015		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting Tech Specialist	\$3,041.23	\$3,696.63
Accounting Technician II	\$2,703.31	\$3,285.90
Administrative Specialist I	\$2,402.15	\$2,919.83
Administrative Specialist II	\$2,528.58	\$3,073.50
Assistant Engineer	\$3,596.80	\$4,720.80
Assistant to the General Manager	\$3,088.87	\$4,054.14
Assistant Storekeeper	\$2,335.82	\$2,839.19
Associate Engineer	\$4,022.80	\$5,279.92
Buyer I	\$2,726.87	\$3,579.02
Buyer II	\$3,029.86	\$3,976.69
Chemist I	\$3,305.21	\$4,017.50
Chemist II	\$3,470.47	\$4,218.38
Coach, Business Services	\$4,641.14	\$6,091.50
Coach, Capital Improvement Projects	\$5,355.22	\$7,028.73
Coach, Collection Services	\$4,291.62	\$5,632.75
Coach, Customer Service	\$5,355.22	\$7,028.73
Coach, Electrical & Instrumentation	\$4,368.06	\$5,733.08
Coach, Environmental Compliance	\$4,386.22	\$5,756.92
Coach - Mechanical Maintenance	\$4,289.80	\$5,630.36
Coach, Research & Support/Sr. Process Engineer	\$4,765.42	\$6,254.62
Coach, Total Plant Operations	\$4,330.69	\$5,684.03
Collection System Worker I	\$2,481.78	\$3,016.62
Collection System Worker II	\$2,729.97	\$3,318.30
Communications & Intergovernmental Relations Coordinator	\$3,565.94	\$4,334.41
Construction Inspector I	\$2,887.70	\$3,510.02
Construction Inspector II	\$3,176.47	\$3,861.02
Construction Inspector III	\$3,303.54	\$4,015.46
Customer Service Fee Analyst	\$2,744.97	\$3,336.52
Engineering Technician I	\$2,786.27	\$3,386.74
Engineering Technician II	\$3,064.90	\$3,725.41
Engineering Technician III	\$3,371.40	\$4,097.95
Environmental Compliance (EC) Inspector I	\$2,727.98	\$3,315.88
Environmental Compliance (EC) Inspector II	\$3,069.05	\$3,730.45
Environmental Compliance (EC) Inspector III	\$3,406.64	\$4,140.79
Environmental Compliance (EC) Inspector IV	\$3,645.10	\$4,430.65
Environmental Control (EC) Outreach Representative	\$3,406.64	\$4,140.79
Environmental Health and Safety Program Manager	\$3,945.26	\$5,178.15
Environmental Program Coordinator	\$3,968.49	\$5,208.64

Effective September 1, 2015		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Fleet Mechanic I	\$2,751.67	\$3,344.67
Fleet Mechanic II	\$3,081.87	\$3,746.04
General Manager	\$7,446.35	\$9,772.11
Human Resources Manager	\$4,832.03	\$6,342.04
Human Resources Analyst II	\$3,350.31	\$4,397.29
Information Technology Administrator	\$4,635.89	\$6,084.60
Information Technology Analyst	\$3,237.58	\$4,249.32
Instrument Tech/Electrician	\$3,389.49	\$4,119.94
Janitor	\$1,840.39	\$2,237.01
Junior Engineer	\$3,237.12	\$4,248.72
Laboratory Director	\$4,111.05	\$4,997.00
Lead Collection System Worker	\$3,002.96	\$3,650.05
Maintenance Assistant	\$1,182.47	\$1,437.30
Manager, Business Services	\$6,598.22	\$8,660.17
Manager, Collection Services	\$5,819.59	\$7,638.22
Manager, Maintenance	\$5,819.59	\$7,638.22
Manager, Technical Services	\$6,401.55	\$8,402.03
Manager, Treatment & Disposal Services	\$5,819.59	\$7,638.22
Mechanic I	\$2,783.77	\$3,383.69
Mechanic II	\$3,117.83	\$3,789.75
Mechanic XL	\$3,714.66	\$3,979.24
Organizational Performance Program Manager	\$4,197.08	\$5,508.67
Painter	\$2,861.01	\$3,477.57
Planner/Scheduler I	\$3,196.08	\$3,884.86
Planner/Scheduler II	\$3,436.87	\$4,177.54
Plant Operations Trainer	\$3,775.57	\$4,589.22
Plant Operator I	\$2,655.79	\$3,228.14
Plant Operator II	\$2,947.94	\$3,583.24
Plant Operator III	\$3,371.03	\$4,097.51
Plant Operator XL	\$4,016.32	\$4,302.38
Principal Engineer	\$4,845.20	\$6,359.32
Principal Financial Analyst	\$3,850.64	\$5,053.97
Purchasing Agent	\$3,378.49	\$4,434.26
Receptionist	\$2,100.44	\$2,553.10
Senior Accountant	\$3,488.23	\$4,578.30
Senior Database Administrator / Developer	\$4,071.23	\$5,343.49
Senior Engineer	\$4,311.57	\$5,658.94
Senior Geographic Information System (GIS)/Database Administrator	\$4,071.23	\$5,343.49
Senior Information Technology Analyst	\$3,597.31	\$4,721.47
Senior Network Administrator	\$3,943.39	\$5,175.70

Effective September 1, 2015

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Planner/Scheduler	\$3,881.24	\$5,094.13
Senior Process Engineer	\$4,311.57	\$5,658.94
Storekeeper I	\$2,953.54	\$3,590.06
Storekeeper II	\$3,101.22	\$3,769.55
Technical Training Program Coordinator	\$3,781.44	\$4,963.14
Utility Worker	\$2,267.32	\$2,755.94

Board of Directors: Directors meet or serve in their official capacity 3 – 12 times per month with a maximum of six paid meetings/month at a rate of \$212.10 per meeting and are paid for a maximum of one meeting per day.

Approved by:  _____
 President, Board of Directors

Date: 10/26/15

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH WEST YOST ASSOCIATES FOR PROVIDING FINAL DESIGN SERVICES FOR THE PINE STREET EASEMENT IMPROVEMENTS PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the District owns and maintains a 12-inch diameter sewer main that aerially crosses a small tributary to Mammoth Creek. Since the last improvements to the foundation of the aerial crossing in 1997, the bank has eroded and the top of the eastern foundation is exposed. Following input from the Regional Water Quality Control Board, it was determined a structural design alternative implemented outside the stream channel's boundaries would be the best option. West Yost Associates was selected as the design engineer for the project. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with West Yost Associates in the amount of \$87,033 for providing design services for the Pine Street Easement Improvements Project.

It was moved by Secretary Kite, seconded by Director Lathi, to Authorize the General Manager to Execute Task Order No. 2 with West Yost Associates for Providing Final Design Services for the Pine Street Easement Improvements Project. Motion carried with the following vote:

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

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Final June 2015 Internal Financial Report

Principal Financial Analyst Scott stated staff presented preliminary financials in July as part of the the June Monthly Operations Report. Capacity Fees for FY2015 were over budget due to increased construction. Audited financial statements are expected to be presented to the Board in December.

Report on the East Bay Dischargers Authority (EBDA) Commission meeting of October 15, 2015

Vice President Handley stated the EBDA Commission meeting included a discussion regarding wet weather expected over the next few months. Divers will be sent to inspect and assess the condition of the EBDA outfall.

COMMITTEE MEETING REPORTS:

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

Director Lathi stated the Legal/Community Affairs Committee reviewed proposed revisions to the District Mission Statement, which had previously been presented at the Board meeting held September 14, 2015. The revised Mission Statement will be reviewed by stakeholders before being brought back to the Board for consideration.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Introduced Kathleen King, Human Resources Analyst.
- The co-digestion pilot project was restarted on October 15 after a temporary hiatus to address issues with the project.
- First round interviews were held for the Business Services Manager recruitment, and second round interviews will be scheduled.
- Technical Services Manager Ghossain provided an update on the repair of the 33 inch sewer on Alvarado Boulevard in Union City.

OTHER BUSINESS:

Secretary Kite stated she attended the recent Maintenance Superintendents Association Vendor Fair held at the District.

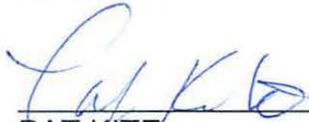
ADJOURNMENT:

The meeting was adjourned at 7:56 p.m. to the Special Meeting Capacity Charge Update Workshop to be held in the Boardroom on Tuesday, October 27, 2015, at 6:30 p.m. The next scheduled Regular Board Meeting is Monday, November 9, 2015, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
SECRETARY TO THE BOARD

ATTEST:


PAT KITE
SECRETARY

APPROVED:


JENNIFER TOY
PRESIDENT

Adopted this 9th day of November, 2015