

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
May 9, 2016**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Leah Castella, Special Counsel
Armando Lopez, Treatment & Disposal Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Sami Ghossain, Technical Services Manager
Pamela Arends-King, Business Services Manager/CFO
Tim Grillo, Research and Support Team Coach
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Mariela Espinosa, Customer Service Fee Analyst
Sol Cooper, Mechanic
Regina McEvoy, Assistant to the General Manager/Board Secretary

VISITOR: Alice Johnson, League of Women Voters
Marty Koller, Alameda County Water District Boardmember
Pranshu Chaturvedi and family
Shreya Ramachandran and family
Gabriele Estabrook, Mission San Jose High School
Fe Marie Bustos, The Stratford School

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 19, 2016

It was moved by Secretary Kite, seconded by Vice President Handley, to approve the Minutes of the Special Meeting of April 19, 2016. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 25, 2016

It was moved by Director Lathi, seconded by Director Fernandez, to approve the Minutes of the Meeting of April 25, 2016. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

PRESENTATION OF ALAMEDA COUNTY SCIENCE AND ENGINEERING FAIR EXCELLENCE IN WATER RESEARCH AWARDS TO JUNIOR AND SENIOR DIVISION FIRST-PLACE WINNERS

Communications and Intergovernmental Relations Coordinator Powell stated the District is one of ten Alameda County water and wastewater agencies that collaborated to create and fund the annual Excellence in Water Research Awards for the annual Alameda County Science and Engineering Fair. The awards include cash prizes and are given to students whose projects are related to water or wastewater issues. A member of the District's laboratory staff has served as a judge for these awards since their inception four years ago. The Board presented awards to the following students and teachers:

| <u>Student</u> | <u>School</u> | <u>Teacher</u> | <u>Project Title</u> |
|---------------------|------------------------------|--------------------|--|
| Pranshu Chaturvedi | Mission San Jose High School | Gabriele Estabrook | A Novel Technique for Water Desalination Using the Diamagnetic Properties of Water |
| Shreya Ramachandran | The Stratford School | Fe Marie Bustos | Effect of Soap Nut Greywater on Soil and Plants |

President Toy recessed the meeting at 7:10 p.m. for a reception honoring the science fair winners and their projects.

President Toy reconvened the meeting at 7:30 p.m.

LEGISLATIVE UPDATE ON REGIONAL, STATE, AND NATIONAL ISSUES OF INTEREST TO THE BOARD

This item was reviewed by the Legislative Committee. General Manager Eldredge stated the informational report included in the Board meeting packet provided an overview of

legislation which may impact the District or be of interest to the Board. General Manager Eldredge provided a brief overview of the following proposed legislation: SB 163 – (Hertzberg D) Wastewater Treatment: Recycled Water; and SB 1069 – (Wieckowski D) An Act to Amend Sections 65582.1, 65583.1, 65589.1, 65852.150, 65852.2, and 66412.2 of the Government Code, Relating to Land Use. Staff responded to Boardmember questions.

Vice President Handley stated SB163 would require the District to discharge treated wastewater to the aquifer and asked who would take control of the aquifer.

General Manager Eldredge stated the aquifer is an adjudicated groundwater basin controlled by Alameda County Water District per State legislation.

Secretary Kite requested clarification regarding AB 2389 – (Ridley-Thomas D) Special Districts: District-Based Elections: Reapportionment. General Manager Eldredge stated staff would research the bill and provide more information to the Board.

Secretary Kite requested further information regarding AB 2511 – (Levine D) Fertilizing Materials: Auxiliary Soil and Plant Substances: Biochar. General Manager Eldredge stated biochar is produced by a certain biosolids treatment technology whereby biosolids are heated to a high temperature and biochar is the remaining material.

Director Lathi requested clarification regarding AB 2257 – (Mainenschein R) Local Agency Meetings: Agenda: Online Posting. General Manager Eldredge stated that while agendas have been posted on the Board of Directors page on the District website, the proposed bill would require a prominent direct link to the current agenda itself.

President Toy stated the format of the legislative update report was easy to follow.

Director Lathi requested future versions of the report indicate the current status of the proposed legislation.

REVIEW AND APPROVE PROPOSED CHANGES TO POLICY NO. 3060, COMMUNICATION BY MEMBERS OF THE BOARD OF DIRECTORS

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the Board previously considered a revised version of Policy No. 3060 at the April 11, 2016, Board meeting. The Board discussed proposed revisions at the meeting, and directed staff to incorporate further edits to the Policy. Special Counsel Castella stated the revisions to Policy No. 3060 were designed to clarify that the Policy was not intended to in any way limit the freedom of individual Boardmembers to communicate on their own behalf with the public, media representatives, or other publicly elected officials. Staff recommended the Board either approve the Policy as drafted or approve the Policy with amendments.

The Board agreed by consensus to add the following text to Section 3.a of the Policy: When a communication is sent on behalf of the entire Board, it will be signed by the individual Boardmember with the language, "on behalf of the Union Sanitary District Board."

It was moved by Vice President Handley, seconded by Secretary Kite, to Approve Proposed Changes to Policy No. 3060, Communication by Members of the Board of Directors as amended. Motion carried unanimously.

The following item was considered at this time: **Reclaimed Water Alternatives**. For information regarding said item, please see the Information Items section of the minutes.

REVIEW AND APPROVE PROPOSED CHANGES TO POLICY NO. 3030, BOARDMEMBER BUSINESS EXPENSE

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the recommended revisions to the Policy included the following: changing the distance requirement for overnight lodging, altering the parking reimbursement requirement, adding information pertaining to car rentals, and providing clarification regarding unauthorized expenses. Staff recommended the Board adopt the proposed changes to Policy No. 3030, Boardmember Business and Travel Expense.

The Board reviewed proposed edits to the Policy, and discussed additional edits.

Sol Cooper requested the Board keep in mind public perception in regard to loosening restrictions contained within the Policy.

General Manager Eldredge stated staff would redraft proposed revisions to Policy 3030 to be presented at a future Board meeting.

REVIEW AND APPROVE PROPOSED CHANGES TO POLICY NO. 3045, BOARD EDUCATION AND TRAINING BUDGET

This item was reviewed by the Personnel Committee. General Manager Eldredge stated minor edits to the Policy were proposed to add clarity and ensure consistency with other Board policies. Staff recommended the Board adopt the proposed changes to Policy No. 3045, Board Education and Training Budget.

It was moved by Director Lathi, seconded by Secretary Kite, to Approve Changes to Policy No. 3045, Board Education and Training Budget. Motion carried unanimously.

SELECT BOARD MEMBERS TO REPRESENT USD ON EXTERNAL COMMITTEES FOR FY17

This item was reviewed by the Personnel Committee. General Manager Eldredge stated Policy No. 3070, Boardmember Officers and Committee Membership, calls for the Board

to select representatives for four External Committees no later than the first meeting in May. A list of current external committee representatives and alternates was included in the Board meeting packet. The Board discussed external committee assignment preferences.

It was moved by Vice President Handley, seconded by Director Lathi, to accept the following external committee assignments for FY 2017:

| Organization | Representative | Alternate |
|--|-----------------------|------------------|
| Alameda County Water District Financing Authority (ACW DFA) | Anjali Lathi | Pat Kite |
| East Bay Dischargers Authority (EBDA) Commission | Jennifer Toy | Tom Handley |
| Alameda County Special Districts Association (ACSDA) | Pat Kite | Manny Fernandez |
| Southern Alameda County Geographic Information System (SACGIS) | Manny Fernandez | Anjali Lathi |

Motion carried unanimously.

CONSIDER A RESOLUTION TO AUTHORIZE STAFF TO SPECIFY HYDRO INTERNATIONAL AS A SOLE SOURCE EQUIPMENT MANUFACTURER FOR THE SLUDGE DEGRITTER SYSTEM PROJECT

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated degritters remove grit from the primary sludge process to minimize deposits in the anaerobic digesters and reduce wear on pumps, centrifuges, and other equipment. Grit removal extends the life of Plant equipment and results in cost savings for the District. The Board authorized the General Manager to execute Task Order No. 1 with West Yost Associates in the amount of \$180,629, to provide design services for the Sludge Degritter System Project. The District has been operating and maintaining the two existing degritters, manufactured by Hydro International, since 2001. Staff evaluated the new degritter pursuant to Policy No. 2760, Standardized Equipment Policy, and determined the equipment meets the "Match Existing Equipment" criteria which allows it to be sole sourced. Staff recommended the Board adopt a resolution authorizing staff to specify Hydro International as a sole source equipment manufacturer of the Eutek Slurry Cup grit separator and washing unit and the Eutek Grit Snail grit clarifier and dewatering escalator for the Sludge Degritter System Project.

Vice President Handley asked if staff explored alternate options before deciding to proceed with purchasing a new Hydro International degritter. Treatment & Disposal

Services Manager Lopez stated that given the layout of the Plant, this type of technology is the most advantageous to the District.

It was moved by Director Fernandez, seconded by Director Lathi, to Adopt Resolution No. 2780, to Authorize Staff to Specify Hydro International as a Sole Source Equipment Manufacturer of the Eutek Slurry Cup Grit Separator and Washing Unit and the Eutek Grit Snail Clarifier and Dewatering Escalator for the Sludge Degritter System Project. Motion carried unanimously.

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RESOLUTION NO. 2780

**AUTHORIZE STAFF TO SPECIFY HYDRO INTERNATIONAL
AS A SOLE SOURCE EQUIPMENT MANUFACTURER OF
THE EUTEK SLURRY CUP GRIT SEPARATOR AND WASHING UNIT AND
THE EUTEK GRIT SNAIL GRIT CLARIFIER AND DEWATERING ESCALATOR
FOR THE SLUDGE DEGRITTER SYSTEM PROJECT**

WHEREAS, the UNION SANITARY DISTRICT staff has developed the scope of the Sludge Degritter System Project, which will install one new primary sludge degritter, which consists of a grit separator and washing unit and a grit clarifier and dewatering escalator; and

WHEREAS, staff has identified certain equipment which must be acquired from an identified manufacturer or vendor in order to match existing equipment, which is only available from one manufacturer; and

WHEREAS, District legal counsel has rendered an opinion regarding circumstances where specification of a single manufacturer for procurement or directly negotiated purchases may be utilized when formal, competitive bidding would be unavailing; and

WHEREAS, District Policy 2760 provides that equipment may be standardized for a project if it either (a) matches existing equipment already used on District facilities or (b) is only available from one manufacturer source.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Union Sanitary District that:

RESOLVED that formal bidding procedures would be unavailing for the acquisition of the items set forth below, which items match existing equipment that is only available from one manufacturer; and

RESOLVED that District staff will pre-negotiate the equipment cost with the manufacturer.

BE IT FURTHER RESOLVED, that the UNION SANITARY DISTRICT hereby authorizes staff to specify Hydro International as a sole source equipment manufacturer for the Eutek Slurry Cup grit separator and washing unit and the Eutek Grit Snail grit clarifier and dewatering escalator for the Sludge Degritter System Project; and


On motion duly made and seconded, this resolution was adopted by the following vote on May 9, 2016.

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None


ABSTAIN: None

ABSENT: None



JENNIFER TOY
President, Board of Directors
UNION SANITARY DISTRICT

Attest:



PAT KITE
Secretary, Board of Directors
UNION SANITARY DISTRICT

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Reclaimed Water Alternatives

This item was reviewed by the Legal/Community Affairs Committee. Research and Support Team Coach Grillo stated the Board directed staff to develop alternatives, including approximate implementation and operation costs, for producing a small volume of reclaimed water and a corresponding residential fill station. Research and Support Team Coach Grillo provided an overview of the reclaimed water alternatives detailed in the Board meeting packet, and responded to Boardmember questions.

General Manager Eldredge stated the Alameda County Water District Board will consider a similar item at its meeting to be held May 26, 2016.

Status of Priority 1 Capital Improvement Program Projects

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the Executive Team quarterly reviews the status of Priority 1 Capital Improvement Program (CIP) Projects. For FY 2016, ten projects were ranked as Priority 1 projects. A summary of Priority 1 projects was included in the Board meeting packet.

Third Quarterly Report on the Capital Improvement Program

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated total CIP expenditures up to March 31, 2016, were below projections for the third quarter. This was due in part to delays with the following projects: Thickener Control Building, Fremont & Paseo Padre Lift Station Internal Lift Pumps, and Equalization Storage at Alvarado. Information regarding delayed projects was included in the Board meeting packet.

Report on the East Bay Dischargers Authority (EBDA) Commission Meeting of April 21, 2016

Vice President Handley stated General Manager Eldredge will schedule a knowledge transfer meeting for Vice President Handley and President Toy before the July EBDA meeting.

COMMITTEE MEETING REPORTS:

The Construction, Legislative, Legal/Community Affairs, and Personnel Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Environmental Compliance staff recently participated in an Earth Day event and collected 184 pollution prevention pledges, distributed 200 USD tote bags, collected approximately 200 pounds of expired medication, and exchanged 14 mercury thermometers.

- The District's Annual Certificates of Merit Ceremony will be held in the Boardroom from 3:00 – 4:00 p.m. on Wednesday, May 25, 2016.
- The SinkMod Recognition BBQ will be held at the District beginning at 11:30 a.m. on Wednesday, June 8, 2016.
- The Executive Team will be out of the office May 10 & 11, 2016, for a scheduled retreat.

OTHER BUSINESS:

Secretary Kite expressed interest in visiting Oro Loma Sanitary District's levy project. General Manager Eldredge stated a tour would be arranged.

Director Lathi stated she recently attended the California Water Environment Association conference in Santa Clara.

ADJOURNMENT:

The meeting was adjourned at 9:28 p.m. to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, May 23, 2016, at 7:00 p.m.

SUBMITTED:



REGINA McEVOY
SECRETARY TO THE BOARD

ATTEST:



PAT KITE
SECRETARY

APPROVED:



JENNIFER TOY
PRESIDENT

Adopted this 23rd day of May, 2016