

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
August 22, 2016**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

ABSENT: Pat Kite, Vice President

STAFF: Paul Eldredge, General Manager  
Leah Castella, District Counsel  
Robert Simonich, Fabrication, Maintenance, and Construction Manager  
Sami Ghossain, Technical Services Manager  
James Schofield, Collection Services Manager  
Armando Lopez, Treatment and Disposal Services Manager  
Pamela Arends-King, Business Services Manager/CFO  
Laurie Brenner, Organizational Performance Program Manager  
Mike Marzano, Environmental Health and Safety Program Manager  
Michelle Powell, Communications and Intergovernmental Relations Coordinator  
Regina McEvoy, Assistant to the General Manager/Board Secretary

VISITOR: Alice Johnson, League of Women Voters

**APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 8, 2016**

It was moved by Director Toy, seconded by Secretary Lathi, to approve the Minutes of the Meeting of August 8, 2016. Motion carried unanimously.

**MONTHLY OPERATIONS REPORT**

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees.

- a. July 2016 Monthly Odor Report & Financial Reports – General Manager Eldredge presented the following:

- Odor Complaints: The District received one complaint from a Union City resident on Mackinaw Street. The same individual has previously lodged a number of odor complaints regarding the Plant, and staff have been diligent and thorough in responding to each complaint.

Business Services Manager/CFO Arends-King reported the following:

- Revenues:
    - The District received \$595,000 in capacity fees in July 2016.
  - Expenses:
    - Operating expenses were on track through the end of July 2016.
- b. Annual Performance Report for District-Wide Balanced Scorecard Measures – Operational Performance Program Manager Brenner reported the following:
- Eight of the 22 goals in the operational excellence scorecard were missed. A number of the goals were missed due in part to the absence of a Training and Emergency Response Manager.
  - There were three critical asset failures including the Alvarado Sinkhole and failure of the Co-generation engines.
  - Two OSHA reportable accidents with lost days occurred during the FY 2016, both were minor injuries with limited fiscal impact.
- c. Balanced Scorecard for the Business Services Workgroup – Business Services Manager/CFO Arends-King reported the following:
- Organizational Support Team
    - 22 recruitments closed in FY16
    - Met 100% of recruitments in timely basis
    - Met training goal of 90%
  - Financial Internal Support Team
    - No reportable issues during recent interim audit
    - Met goal of processing 95% of invoices on time
    - Did not meet goal of less than 20 preventable payroll adjustments per quarter due to implementation of new Kronos timekeeping system.
  - Materials Management Team
    - Early or on-time deliveries goal of 95% was met
    - Exceeded team budget for FY 16
  - Information Technology Team
    - Preparing to go live with the new District website
    - Tablets have been rolled out to Treatment & Disposal Services and Fabrication, Maintenance, and Construction Work Groups, pending rollout to Collection Services Work Group
    - Met 100% training goal

## **WRITTEN COMMUNICATIONS**

There were no written communications.

## **ORAL COMMUNICATIONS**

There were no oral communications.

### **AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 4 WITH WEST YOST ASSOCIATES TO PROVIDE ENGINEERING SERVICES DURING CONSTRUCTION OF THE CHEMICAL TANKS AND PIPING REPLACEMENT PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the sodium hypochlorite storage and pumping system provides sodium hypochlorite for the Plant's final effluent disinfection process. The Project will include replacement of four sodium hypochlorite tanks, replacement of six chemical metering pumps, concrete trench installation, and a new chemical pipe to transport sodium hypochlorite for final effluent disinfection. West Yost Associates completed design of the Project in June 2016, and the Board awarded the construction contract to D.W. Nicholson Corporation on August 8, 2016. Staff recommended the Board authorize the General Manager to execute Task Order No. 4 with West Yost Associates in the amount of \$82,919 to provide engineering services during construction of the Chemical Tanks and Piping Replacement Project.

It was moved by Director Fernandez, seconded by Director Toy, to Authorize the General Manager to Execute Task Order No. 4 with West Yost Associates to Provide Engineering Services During Construction of the Chemical Tanks and Piping Replacement Project. Motion carried unanimously.

## **INFORMATION ITEMS:**

### **Check Register**

All questions were answered to the Board's satisfaction.

### **Participation with the City of Newark and City of Union City Hazardous Mitigation Plan**

This item was reviewed by the Legal/Community Affairs Committee. Business Services Manager/CFO Arends-King stated the Federal Disaster Mitigation Act of 2000 (DMA) requires cities to prepare a Local Hazard Mitigation Plan. Environmental Health and Safety Program Manager Marzano will attend the Hazardous Mitigation Plan meetings as the District's representative. The completed plan will be submitted to the Board for review and approval.

Environmental Health and Safety Program Manager Marzano stated agencies with a completed plan reviewed by the State and approved by FEMA will be eligible for hazard mitigation grant programs, pre-disaster mitigation programs, flood mitigation assistance, and 6.25 – 20% of local match public assistance money for disaster mitigation and recovery.

### **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 staff prepared a desk item to provide updated information presented at the Annual California Association of Sanitation Agencies (CASA) Conference held August 10-12, 2016. General Manager Eldredge provided a brief overview of the desk item. A detailed legislative update was included in the desk item which was added to the Board meeting packet.

### **Status Report on Computer Purchase and Student Loan Program**

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Arends-King stated there were 19 computer loans outstanding in January 2016, ten new loans were issued through June 2016, ten loans were paid off by June 2016, which left 19 computer loans at the end of June 2016 for a total of \$29,096.

### **Status of Priority 1 Capital Improvement Program Projects**

This item was reviewed by the Engineering & Information Technology Committee. Technical Services Manager Ghossain stated the CIP budget for FY16 consisted of 27 projects, of which ten were categorized as Priority 1 projects. Technical Services Manager Ghossain provided a brief overview of Priority 1 projects, and stated a detailed summary was included in the Board meeting packet.

### **Fourth Quarterly Report on the Capital Improvement Program for FY 16**

This item was reviewed by the Engineering & Information Technology Committee. Technical Services Manager Ghossain stated Capital Improvement Program (CIP) expenditures were below projections for the fourth quarter of FY 16 by approximately \$1,363,000. The main projects that incurred less than projected expenditures were the Fremont & Paseo Padre Lift Station Improvements, Thickener Control Building, Equalization Storage at Alvarado, and the Cogen – Phase II. Alvarado Boulevard Sewer Main Repair expenditures were charged to the CIP budget, but will be transferred to the Emergency Fund. A detailed account of Priority I projects and Alvarado Boulevard Sewer Main Repair expenditures was included in the Board meeting packet.

### **COMMITTEE MEETING REPORTS:**

The Legal/Community Affairs, Budget & Finance, Legislative, and Engineering and Information Technology Committees met.

### **GENERAL MANAGER'S REPORT:**

General Manager Eldredge reported the following:

- The District received the California Association of Sanitation Agencies 2016 Award of Organizational Excellence in recognition of the USD Leadership School Program.
- The District will organize a team of volunteers to participate in Coastal Clean-up Day on September 17, 2016. T-shirts will be provided for volunteers who sign-up by August 31, 2016.

- Vice President Kite will participate in the annual Newark Days Parade to be held September 17, 2016.
- The District's Annual Employee Recognition Event will be held on site, Wednesday, September 21, 2016.
- Per Board direction, the District will participate in the annual Science in the Park Event to be held in Hayward on Saturday, October 1, 2016.
- General Manager Eldredge will meet with Union City's City Manager Tony Acosta to discuss several topics including the City's General Plan Update.
- General Manager Eldredge stated that while attending the CASA Annual Conference, he was approached by several individuals who requested he consider assuming the role of chairman for the Federal Legislative Committee. General Manager Eldredge requested Board input regarding the potential position.

**OTHER BUSINESS:**

There was no other business.

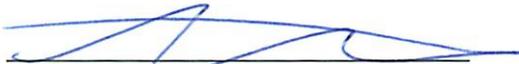
**ADJOURNMENT:**

The meeting was adjourned at 8:09 p.m. to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, September 12, 2016, at 7:00 p.m.

SUBMITTED:

  
REGINA McEVOY  
BOARD SECRETARY

ATTEST:

  
ANJALI LATHI  
SECRETARY

APPROVED:

  
TOM HANDLEY  
PRESIDENT

Adopted this 12<sup>th</sup> day of September, 2016