

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
December 12, 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
Pat Kite, Vice President
Anjali Lathi, Secretary
Manny Fernandez, Director
Jennifer Toy, Director (arrived at 7:11 p.m.)

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Armando Lopez, Treatment and Disposal Services Manager
Pamela Arends-King, Business Services Manager/CFO
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Laurie Brenner, Business Services Coach
Raymond Chau, Capital Improvement Programs Coach
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Assistant to the General Manager/Board Secretary

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 14, 2016

Secretary Lathi noted she was present at the beginning of the November 14, 2016 Board meeting, which began at 7:04 p.m. The Board agreed by consensus to amend the meeting minutes accordingly.

It was moved by Vice President Kite, seconded by Director Fernandez, to approve the Minutes of the Meeting of November 14, 2016 as amended. Motion carried with the following vote:

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

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF NOVEMBER 28, 2016

It was moved by Director Fernandez, seconded by Secretary Lathi, to approve the Minutes of the Meeting of November 28, 2016. Motion carried with the following vote:

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

MONTHLY OPERATIONS REPORT

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

- a. October 2016 Monthly Odor Report & Financial Reports – General Manager Eldredge presented the following:
- Odor Complaints: There was one odor complaint received during the month of October 2016 from a Newark resident. District staff responded to the complaint and found no sewer related odor. Staff noted it was trash day, and there was a dumpster within 70 feet of the residence. The homeowner was provided an explanation of the findings along with District Odor and Lateral informational brochures.

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

- Revenues:
 - The District anticipates it will soon receive the first Sewer Service Charge payment of the year.
 - Capacity fees for the month of October were approximately \$893,000:
 - \$412,000 was received from East Bay Regional Park District
 - \$241,000 was received from KB Homes
- b. First Quarter FY 17 District-wide Balanced Scorecard Measures – Business Services Coach/Acting Operational Performance Program Manager Brenner reported the following for the period July 1 through September 30, 2016:
- There was a safety incident which resulted in lost time for one employee. This incident will count against the Balanced Scorecard Measure for “Total accidents with lost days” and made the annual goal of zero impossible to achieve for the year.
 - Two measures missed published targets for Operational Excellence in the first quarter of FY 17. The measure for “# of emergency preparedness events” will be addressed during the second quarter. Staff anticipate the Collection Services measure for “# of competency assessments” will be corrected as the year progresses.
- c. Balanced Scorecard for the Collection Services Workgroup – Collection Services Manager Schofield reported the following:
- There were no spills in the first quarter of FY 17.

- There were no asset failures in the first quarter of FY 17.
- It was noted that root control activities have been greatly increased over the past six years due to drought conditions.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

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 this would be the final update for the past legislative session, and noted the report for this item included the November 8, 2016 election results.

The swearing in for reelected and newly elected Alameda County Water District (ACWD) Board members was held the first week of December. After publication of the Board meeting packet, ACWD held a financial workshop where they considered a payment assistance program, late fees for water bills, and potential meter and usage rate increases for the next two years. The ACWD Board decided to consider a payment assistance program to be funded by new late fees. Staff responded to Board questions. District Counsel Murphy stated more information will be compiled and shared with the Board following publication of the upcoming ACWD Board meeting packet.

General Manager Eldredge provided an overview of the legislative update report included in the Board meeting packet.

Vice President Kite commended Communications and Intergovernmental Relations Coordinator Powell on the formatting of the report and attachments.

General Manager Eldredge stated the next legislative update would likely be presented to the Board in March 2017.

CONSIDER A RESOLUTION CONFIRMING THE 2016 CONFLICT OF INTEREST CODE

This item was reviewed by the Personnel Committee. District Counsel Murphy stated the Political Reform Act requires the District review its Conflict of Interest Code every two years. The code was last reviewed in 2014, and the proposed update did not include any substantive changes. If adopted, staff will submit to the County for review and approval.

It was moved by Director Fernandez, seconded by Vice President Kite, to Adopt Resolution 2792, Approving a Revised Conflict of Interest Code. Motion carried unanimously.

####

RESOLUTION NO. 2792

A RESOLUTION APPROVING A REVISED CONFLICT OF INTEREST CODE

WHEREAS, Government Code Section 87200, et seq. requires a biennial review of the District's Conflict of Interest Code; and

WHEREAS, the Conflict of Interest Code of the Union Sanitary District approved on September 12, 2014 ("2014 Conflict of Interest Code"), has been reviewed and found to require modification to update the code references and include all information required by the Fair Political Practices Commission in the recommended format; and

WHEREAS, the designated positions and disclosure categories will remain substantially similar to those incorporated in the 2014 Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UNION SANITARY DISTRICT, AS FOLLOWS:

1. The revised Conflict of Interest Code is hereby approved in substantially similar form to that attached hereto and incorporated herein by reference.
2. District staff are authorized to submit the revised Conflict of Interest Code to Alameda County, the code reviewing body, for review and approval, and to make minor or technical revisions required by Alameda County.


The foregoing Resolution was duly and regularly adopted and passed by the Board of Directors of Union Sanitary District, Alameda County, California, at a meeting held on the 12th day of December, 2016.

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None


TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:


ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District

CONFLICT OF INTEREST CODE

UNION SANITARY DISTRICT

Updated December 12, 2016

A. PURPOSE

The purposes of this Code are to provide for the disclosure of assets, investments, interests in real property, income, and business positions of designated District employees which may be materially affected by their official actions and to provide for the disqualification of designated employees from participation in District decisions in which they may have a financial interest.

B. BACKGROUND

The Political Reform Act of 1974, Government Code Sections 81000 *et seq.*, requires state and local agencies to adopt and promulgate Conflict of Interest Codes.

The California Fair Political Practices Commission has, pursuant to its authority under Section 83112 of the Government Code, adopted a regulation which contains the terms of a standard Conflict of Interest Code. This regulation is codified at Title 2 California Code of Regulations Section 18730. This regulation may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

C. ADOPTION OF CONFLICT OF INTEREST CODE

1. The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, together with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of Union Sanitary District ("District").

2. Designated positions are set forth in the attached Appendix and are those positions whose duties entail the making or participating in the making of decisions which may foreseeably have a material impact on financial interests. Each person filling a designated

position, and any person filling a designated position on a temporary or acting basis, shall disclose all of the information required under Section 3 of this Code, on forms provided by the District.

3. No person holding a position listed in section 2, immediately above, shall make or participate in the making of a decision when he or she has a financial interest, as defined in Section 87103 of the California Government Code, when it is reasonably foreseeable that the interest may be affected materially by the decision.

4. Designated employees shall file their Statements of Economic Interests with the District, which will make the statements available for public inspection and reproduction (Government Code Section 81800). Statements of designated employees will be retained by the District. Elected officials and the General Manager/District Engineer shall file their Statements of Economic Interests with the District, however the District shall then transmit the statements to Alameda County.

5. As provided in Government Code Section 82011, the code reviewing body is the Alameda County Board of Supervisors. Pursuant to Title 2 California Code of Regulations Section 18227, the Alameda County Clerk shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

6. The General Manager/District Engineer shall have the power to designate positions for disclosure required by this code on an interim basis pending Board review. Such designations shall be made if the General Manager/District Engineer determines that the position entails the making or participating in the making of decisions which may foreseeably have a material effect on financial interests.

7. Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also hereby incorporated by reference unless the Board of Directors of the District, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

8. This Conflict of Interest Code supersedes any Conflict of Interest Code previously adopted by the District.

9. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code section 81000, *et seq.*). The provisions of this code are in addition to Government Code Section 87100 and other laws pertaining to conflicts of interest, including, but not limited to, Government Code Section 1090, *et seq.*

APPENDIX

EXHIBIT 1 UNION SANITARY DISTRICT LIST OF DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES FOR CONFLICT OF INTEREST CODE

Each person holding any position listed below must file statements disclosing the kinds of financial interests shown for the employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties, including but not limited to late fines.

<u>Designated Positions</u>	<u>Disclosure Category</u>
Work Group Manager – Technical Services	1,2,3,4
Work Group Manager – Collection Services	1,2,3,4
Work Group Manager – Treatment & Disposal Services	1,2,3,4
Work Group Manager – Fabrication, Maintenance & Construction	1,2,3,4
Purchasing Agent	1,2,3,4
Consultants**	1,2,3,4

It has been determined that the positions listed below must automatically file a statement of economic interests pursuant to Government Code Section 87200:

Directors
General Manager/District Engineer
General Counsel
Work Group Manager – Business Services

** 2 California Code of Regulations Section 18701(b) defines "consultant" as an individual who, pursuant to a contract with a state or local government agency:

- (1) Makes a Governmental decision whether to:
 - (i) Approve a rate, rule, or regulation;
 - (ii) Adopt or enforce a law;
 - (iii) Issue, deny, suspend, or revoke any permit license, application, certificate, approval, order, or similar authorization or entitlement;
 - (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - (v) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - (vi) Grant agency approval to a plan, design, report, study, or similar item;
 - (vii) Adopt, or grant agency approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; OR

- (2) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager/District Engineer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. (See Government Code § 82019 and FPPC Regulations § 18219 and 18734.) Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/District Engineer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (See Government Code § 81008.)

Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code, specifically those dealing with disqualification.

EXHIBIT 2
DESCRIPTION OF DISCLOSURE CATEGORIES

An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may likely be affected materially by any decision made or participated in by the designated person because of his or her position.

Category 1. Investments

A designated employee assigned to Category 1 is required to disclose investments that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for investments.

Category 2. Interests in Real Property

A designated employee assigned to Category 2 is required to disclose interests in real property that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for interests in real property.

Category 3. Income

A designated employee assigned to Category 3 is required to disclose income that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for income.

Category 4. Business Positions

A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management that may be materially affected by any decision made or participated in by the designated employee. The employee should complete the appropriate schedules of Form 700 for business positions.

CONSIDER PROPOSED CHANGES TO POLICY NO. 3070, BOARD MEMBER OFFICERS AND COMMITTEE MEMBERSHIP, TO MODIFY THE TITLES OF BOARD OFFICERS FROM PRESIDENT AND VICE-PRESIDENT TO CHAIR AND VICE-CHAIR

District Counsel Murphy stated Vice President Kite requested the Board consider changing Board officer titles from President and Vice President to Chair and Vice Chair. At the Board meeting held October 24, 2016, the Board voted to amend the titles as requested. The purpose of this item was for the Board to consider amendments to Policy 3070, Officers and Committee Membership, to allow for modification of Board officer titles.

Secretary Lathi suggested the edits to Policy 3070 be simplified to state at the beginning of the policy that the terms Chair/President and Vice Chair/Vice President would be used interchangeably throughout, and the Board agreed by consensus.

The Board directed staff to present the item at a July meeting to formally change Board officer titles for the following fiscal year.

It was moved by Vice President Kite, seconded by Director Fernandez, to Approve Changes, as amended, to Policy No. 3070, Board Member Officers and Committee Membership, Modifying the Titles of Board Officers from President and Vice-President to Chair and Vice-Chair. Motion carried unanimously.

CONSIDER OPTIONS FOR REVIEW OF GENERAL MANAGER EXPENSE REPORTS

This item was reviewed by the Budget & Finance Committee. District Counsel Murphy stated a question had been raised regarding the process for review and approval of General Manager expense reports. While staff were unable to locate a policy which addressed the issue, it was discovered that such reports have been reviewed by the Budget & Finance Committee in the past. Most recently, expense reports have been reviewed and approved by the Business Services Manager/CFO with an informational report to the entire Board. District Counsel Murphy outlined the options provided in the Board meeting packet. The Budget & Finance Committee recommended the Board proceed with the option which would require General Manager expense reports be reviewed and approved by the Budget & Finance Committee, with an informational report to the entire Board to be presented in conjunction with the monthly operations report. If the Board were to proceed with said option, amendments would need to be made to the committee job descriptions accordingly.

It was moved by Secretary Lathi, seconded by Vice President Kite, to direct staff to prepare the necessary edits to the Budget & Finance Committee description to state that the Budget & Finance Committee will review and approve General Manager Expense Reports and said reports are to be presented to the entire Board as an informational report in conjunction with the monthly operations report. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH RMC WATER AND ENVIRONMENT FOR THE PLANT MASTER PLAN

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District has completed several studies and predesigns identifying the need to construct, replace, and rehabilitate multiple facilities within the Alvarado Wastewater Treatment Plant (WWTP) site. The Plant Master Plan will include review and assessment of District projects, and summarize what is intended to be a road map for the WWTP for the next 20 to 40 years. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with RMC Water and Environment in the amount of \$265,217 for the Plant Master Plan.

It was moved by Director Fernandez, seconded by Director Toy, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with RMC Water and Environment in the amount of \$265,217 for the Plant Master Plan. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO TASK ORDER NO. 2 WITH THE COVELLO GROUP, INC. FOR THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the purpose of this item was to provide an extension for The Covello Group to continue providing construction management services for the Thickener Control Building Improvements Project. The Project's completion date was delayed due to a number of previously unforeseen factors. Staff recommended the Board authorize the General Manager to execute Amendment No.1 to Task Order No. 2 with the Covello Group, Inc. in the amount of \$174,193 for providing extended construction management services for the Thickener Control Building Improvements Project.

It was moved by Vice President Kite, seconded by Director Fernandez, to Authorize the General Manager to execute Amendment No. 1 to Task Order No. 2 with The Covello Group, Inc. for the Thickener Control Building Improvements Project in the amount of \$174,193. Motion carried unanimously.

AWARD THE CONSTRUCTION CONTRACT FOR THE HEADWORKS KNIFE GATE VALVES 1-3 REPLACEMENT PROJECT

This item was reviewed by the Engineering & Information Technology Committee. Technical Services Manager Ghossain stated the Headworks Building was constructed during the 1993 Plant Upgrade Project. The Knife gate valves are housed within the Headworks Building. The valves are over 20 years old and are at or near the end of their useful life. Staff recommended the Board award the construction contract, including Bid

Alternate A, for the Knife Gate Valves 1-3 Replacement Project to D.W. Nicholson Corporation in the amount of \$478,800.

It was moved by Director Fernandez, seconded by Directory Toy, to Award the Construction Contract, including Bid Alternate A, for the Headworks Knife Gate Valves 1-3 Replacement Project to D.W. Nicholson Corporation in the amount of \$478,800. Motion carried unanimously.

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE PINE STREET EASEMENT IMPROVEMENTS PROJECT FROM VALENTINE CORPORATION AND AUTHORIZE RECORDATION OF A NOTICE OF COMPLETION

This item was reviewed by the Engineering & Information Technology Committee. Technical Services Manager Ghossain stated the Pine Street Easement Improvements Project addressed erosion of the eastern foundation for the sewer main which parallels Mammoth Creek in Fremont. The Project eliminated structural dependence on the eastern pier and included modification to the existing bridge span. Staff recommended the Board consider a resolution to accept the construction of the Pine Street Easement Improvements Project from Valentine Corporation, and authorize recordation of a Notice of Completion.

It was moved by Vice President Kite, seconded by Secretary Lathi, to Adopt Resolution No. 2793, Accepting Construction of the Pine Street Easement Improvements Project Located in the City of Fremont, California from Valentine Corporation. Motion carried unanimously.

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RESOLUTION NO. 2793

**ACCEPT CONSTRUCTION OF THE
PINE STREET EASEMENT IMPROVEMENTS PROJECT
LOCATED IN THE CITY OF FREMONT, CALIFORNIA
FROM VALENTINE CORPORATION**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Pine Street Easement Improvements Project from Valentine Corporation, effective December 12, 2016.

FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and record a "Notice of Completion" for the Project.


On motion duly made and seconded, this resolution was adopted by the following vote on December 12, 2016:

AYES: Fernandez, Handley, Kite, Lathi, Toy


NOES: None

ABSENT: None

ABSTAIN: None


TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:


ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District



**RECORDING REQUESTED BY
AND WHEN RECORDED
RETURN TO:**

Regina McEvoy
Union Sanitary District
5072 Benson Road
Union City, CA 94587

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283 (R&T Code 11911)

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the **UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on June 13, 2016, by said District and **VALENTINE CORPORATION**, 111 Pelican Way, San Rafael, CA 94901, Contractor for the Project, "Pine Street Easement Improvements Project," was substantially completed on October 2, 2016, and accepted by said District on December 12, 2016.


The name and address of the owner is the **UNION SANITARY DISTRICT**, at 5072 Benson Road, Union City, CA 94587.

The estate or interest of the owner is: FEE SIMPLE ABSOLUTE.

The description of the site where said work was performed and completed is near Sabercat Place, Ocaso Camino, and Southland Way, in the City of Fremont, County of Alameda, State of California.

The undersigned declares under penalty of perjury that the foregoing is true and correct.

Executed on December ¹⁶12, 2016, at UNION CITY, CALIFORNIA.


PAUL R. ELDREDGE, P.E.
GENERAL MANAGER/DISTRICT ENGINEER
UNION SANITARY DISTRICT

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Alameda

On December 16, 2016 before me, Regina Dyan McEvoy, Notary Public
(insert name and title of the officer)

personally appeared Paul R. Eldredge
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Regina McEvoy (Seal)

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE HIGH SPEED AERATION BLOWER PROJECT FROM D.W. NICHOLSON CORPORATION AND AUTHORIZE RECORDATION OF A NOTICE OF COMPLETION

This item was reviewed by the Engineering & Information Technology Committee. Technical Services Manager Ghossain stated the High Speed Aeration Blower Project included installation of one 600-horsepower high speed aeration blower at the east aeration blower building. Staff recommended the Board consider a resolution to accept the construction of the High Speed Aeration Blower Project from D.W. Nicholson Corporation and authorize recordation of a Notice of Completion.

It was moved by Directory Toy, seconded by Secretary Lathi, to Adopt Resolution No. 2794, Accepting the Construction of the High Speed Aeration Blower Project Located in the City of Union City, California from D.W. Nicholson Corporation. Motion carried unanimously.

####

RESOLUTION NO. 2794

**ACCEPT CONSTRUCTION OF THE
HIGH SPEED AERATION BLOWER PROJECT
LOCATED IN THE CITY OF UNION CITY, CALIFORNIA
FROM D.W. NICHOLSON CORPORATION**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the High Speed Aeration Blower Project from D.W. Nicholson Corporation, effective December 12, 2016.

FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and record a "Notice of Completion" for the Project.

On motion duly made and seconded, this resolution was adopted by the following vote on December 12, 2016:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:



ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District



**RECORDING REQUESTED BY
AND WHEN RECORDED
RETURN TO:**

Regina McEvoy
Union Sanitary District
5072 Benson Road
Union City, CA 94587

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283 (R&T Code 11911)

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the UNION SANITARY DISTRICT, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on November 23, 2015, by said District and **D.W. NICHOLSON CORPORATION**, 24747 Clawiter Road, Hayward, CA 94545, Contractor for the Project, "High Speed Aeration Blower Project," was substantially completed on August 12, 2016 and accepted by said District on December 12, 2016.

The name and address of the owner is the UNION SANITARY DISTRICT, at 5072 Benson Road, Union City, CA 94587.

The estate or interest of the owner is: FEE SIMPLE ABSOLUTE.

The description of the site where said work was performed and completed is the Union Sanitary District's Wastewater Treatment Plant, located at 5072 Benson Road, City of Union City, County of Alameda, State of California.

The undersigned declares under penalty of perjury that the foregoing is true and correct.

Executed on December 16, 2016 at UNION CITY, CALIFORNIA.

PAUL R. ELDREDGE, P.E.
GENERAL MANAGER/DISTRICT ENGINEER
UNION SANITARY DISTRICT

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Alameda)

On December 16, 2016 before me, Regina Dyan McEvoy, Notary Public
(insert name and title of the officer)

personally appeared Paul R. Eldredge
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Regina McEvoy (Seal)

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Report on the East Bay Dischargers Authority (EBDA) Meeting of November 17, 2016

Director Toy provided an overview of the report included in the Board Meeting Packet.

COMMITTEE MEETING REPORTS:

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

The Ad Hoc Subcommittee for Communications Strategy recently reviewed a draft communications plan developed along with staff. The Subcommittee recommended the Board review the draft plan at a future Board Workshop. Staff will reach out to the Board to schedule a date for the workshop.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Attended the Bay Area Biosolids to Energy (BAB2E) meeting last week which included a discussion regarding approval of its budget and agency dues. It was decided that the draft strategic plan should be finalized before review of the budget and dues. It is hoped that the strategic plan will be approved next month with revised coalition goals. General Manager Eldredge will present the BAB2E strategic plan to the Board once it becomes available.
- The District's annual employee potluck will be held in the Boardroom from 1:00 – 3:00 p.m. on Thursday, December 15, 2016.
- The California Association of Sanitation Agencies (CASA) Winter Conference will be held January 18, 19, and 20, 2017. The Board should let staff know if they would like to be registered to attend before the January 3, 2017, registration deadline.
- District offices will be closed for the holidays on the following dates: December 23, December 26, December 30, and January 2.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 8:37 p.m. to a Board Workshop to be held in the Alvarado Conference Room on Monday, December 19, 2016, at 6:00 p.m.

The Board will then adjourn to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, January 9, 2017, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
BOARD SECRETARY

ATTEST:


ANJALI LATHI
SECRETARY

APPROVED:


TOM HANDLEY
PRESIDENT

Adopted this 9th day of January, 2017