

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
February 27, 2017**

**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  
Karen Murphy, District Counsel  
Sami Ghossain, Technical Services Manager  
James Schofield, Collection Services Manager  
Pamela Arends-King, Business Services Manager/CFO  
Ric Pipkin, Treatment & Disposal Services Coach  
Scott Martin, Mechanical Team Coach  
Laurie Brenner, Finance and Acquisition Services Team Coach  
Sol Cooper, Mechanic  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 13, 2017**

It was moved by Secretary Lathi, seconded by Director Fernandez, to approve the Minutes of the Meeting of February 13, 2017. Motion carried with the following vote:

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

**BALANCED SCORECARD**

This item was reviewed by the Legal/Community Affairs Committee.

- a. Second Quarter FY 17 District-wide Balanced Scorecard Measures – Finance and Acquisition Services Team Coach Brenner reported the following:

- Safety
    - There were no new injuries in the second quarter of FY 17 (Q2).
    - The number of major safety training events offered has already exceeded the annual target with eight events to date against seven originally planned.
  
  - Operational Excellence
    - Only one measure in the scorecard missed its target in Q2 due to a Category 1 Sanitary Sewer Overflow (SSO) which occurred in Newark on November 18, 2016. Staff recovered 140/141 gallons of material spilled, but the one gallon not recovered had the potential to negatively impact the environment.
- b. Balanced Scorecard Report for the Treatment and Disposal Services and Fabrication, Maintenance, and Construction Work Groups:
- Treatment and Disposal Services Work Group – Treatment & Disposal Services Coach Pipkin reported the following: A desk item was prepared for this item to correct an oversight on page 18 of the Board meeting packet. The Treatment and Disposal Services Work Group balanced scorecard report covers the District's treatment operation, lab services, and regulatory monitoring. The Plant received 11 odor complaints for all of FY 16, and has received 10 in FY 17 to date. All 10 of the odor complaints received in FY 17 have been received from the same reporting party, with none of the reported odors attributed to the Plant. Total Kwh/MG has been below target due to improvements to the aeration system. Hydrogen Peroxide usage has been above target due to increases in solids loading and decrease in liquids intake.
  
  - Fabrication, Maintenance, and Construction Work Group – Mechanical Team Coach Martin reported the following: There were three priority A work orders (average per month), meeting the goal of less than 10. There have been no critical asset failures or negative impacts on the environment. The percentage of total work hours spent on maintenance work was 83.1%, exceeding the target of greater than 80%. The percent preventative maintenance work orders completed within the month scheduled is slightly below the target of 95% or more with 93% in FY 17 to date.

### **WRITTEN COMMUNICATIONS**

There were no written communications.

### **ORAL COMMUNICATIONS**

There were no oral communications.

### **INFORMATION ITEMS:**

#### **Check Register**

The Board did not have any questions regarding the check register.

### **California Association of Sanitation Agencies (CASA) Winter 2017 Conference**

General Manager Eldredge provided an overview of the CASA Winter 2017 Conference, and responded to questions from the Board.

### **Publication of Intematix Corporation as Significant Violator in 2016**

This item was reviewed by the Legal/Community Affairs Committee. Technical Services Manager Ghossain stated the District is required to publish the names of all dischargers to the District's wastewater treatment plant that were in Significant Noncompliance (SNC) with EPA Pretreatment Regulations and/or the District's Sewer Ordinance No. 36.03 any time during the 2016 calendar year. Routine compliance sampling of Intematix Corporation between April 12 and April 13, 2016, detected a Flouride concentration of 25 mg/L, which is in excess of the allowable Federal Monthly Average Limit of 18 mg/L at the designated Categorical Pretreatment sample location. Intematix Corporation was issued Notice of Violation N16-007, which required it to determine the cause of the violation, and take immediate action to prevent reoccurrence. Intematix Corporation was also required to perform additional self-monitoring to confirm its compliance status, and was issued an Administrative Penalty which has been paid. A copy of the publication that will appear in the East Bay Times Newspaper during the 2<sup>nd</sup> week of March was included in the Board meeting packet.

President Handley asked if Intematix Corporation would be given notice of the upcoming violation publication. Technical Services Manager Ghossain stated staff had provided notice to Intematix Corporation.

### **Receive and File the June 30, 2015 CalPERS Actuarial Report**

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Arends-King stated additional information requested by the Budget & Finance Committee had been presented as a desk item. The District receives an actuarial report on our pension plan annually from the California Public Employee's Retirement System (CalPERS). The most recent report was updated to provide a percentage contribution on current wages (Employer Normal Cost Rate), and a flat dollar contribution to be applied to the District's unfunded pension liability (UAL). The CalPERS Board of Directors lowered the assumed rate of return (discount rate) from 7.5% to 7.0% over the next three years. The lowering of the discount rate means the District will see increases in both the normal cost and the UAL. Staff will continue to explore options to manage the unfunded liabilities with actuarial assistance from CalPERS.

### **Report on the East Bay Dischargers Authority (EBDA) Meeting of February 16, 2017**

Director Toy provided an overview of the EBDA Commission minutes included in the Board meeting packet.

### **COMMITTEE MEETING REPORTS:**

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

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

General Manager Eldredge reported the following:

- Treatment & Disposal Services Manager Lopez has been out of the office at the 2017 Water and Wastewater Leadership Center program.
- The General Manager has begun reaching out to the District's three member cities to schedule a District overview presentation. The Board will be informed as presentations are scheduled at City Council meetings.
- The City of Fremont State of the City Luncheon will be held March 31, 2017. The City of Newark State of the City Luncheon will be held April 13, 2017. The Board was asked to notify staff if they wish to be registered to attend.
- The Alameda County Science and Engineering Fair will be held at the Alameda County Fairgrounds March 10-12, 2017. Staff will send further details to the Board via email.
- The District Update meeting will be held in the Boardroom at 1:30 p.m. on February 28, 2017.
- The Mid-Year Budget Board Workshop will be held in the Boardroom at 5:30p.m. on March 6, 2017.
- The District Messaging Board Workshop will be held in the Boardroom at 6:00 p.m. on March 14, 2017.

**OTHER BUSINESS:**

There was no other business

**ADJOURNMENT:**

The meeting was adjourned at 8:25 p.m. to the Mid-Year Budget Board Workshop in the Boardroom on Monday, March 6, 2017, at 5:30 p.m.

The Board will then adjourn to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, March 13, 2017, at 7:00 p.m.

SUBMITTED:

  
REGINA McEVOY  
BOARD CLERK

ATTEST:

  
ANJALI LATHI  
SECRETARY

APPROVED:

  
TOM HANDLEY  
PRESIDENT

Adopted this 13<sup>th</sup> day of March, 2017