

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
July 24, 2017**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Mitchell Costello, Treatment and Disposal Services Coach
Laurie Brenner, Finance and Acquisition Services Team Coach
Sheila Tolbert, Outgoing Human Resources Manager
Gene Boucher, Human Resources Manager
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITOR: Alice Johnson, League of Women Voters

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF JUNE 29, 2017

It was moved by Vice President Lathi, seconded by Secretary Fernandez, to approve the Minutes of the Special Meeting of June 29, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 10, 2017

It was moved by Director Handley, seconded by Secretary Fernandez, to approve the Minutes of the Meeting of July 10, 2017. Motion carried unanimously.

MONTHLY OPERATIONS REPORT FOR JUNE 2017

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated that, due to the recent departure of the Business Services Manager/CFO and fiscal year-end closing procedures, the June 2017 Financial Reports

and Business Services Group Activities Report will be presented at the next Board meeting.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

AWARD THE CONSTRUCTION CONTRACT FOR THE CAST IRON/PIPING LINING PROJECT – PHASE VI TO SOUTHWEST PIPELINE & TRENCHLESS CORPORATION

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District's routine television inspection of the collection system identifies pipelines with maintenance problems and structural defects. Some of the sewers identified as having structural defects, scattered throughout the District's service area, will be rehabilitated by the cured-in-place pipe (CIPP) trenchless method. For this phase, the televised inspection of vitrified clay pipe (VCP) sewer mains revealed moderate to severe root infiltration which may cause blockages and sanitary sewer overflows. This Project will install CIPP liners over "cleaned" sewer mains to prevent blockages from occurring, and eliminate capacity and maintenance problems. Three bids were received and opened on June 29, 2017, and Southwest Pipeline & Trenchless Corp. submitted the apparent low bid. Southwest's bid documents included an irregularity; their Experience Modifications Rate (EMR) for the last three years did not match those provided by their worker's compensation insurance company. The updated three-year EMR provided by the insurance company was below the maximum threshold required in the bid documents. Staff reviewed the irregularity and determined it to be minor as it did not affect the responsiveness of the bid. The contractor will have 100 calendar days to complete the Project from Notice to Proceed with completion expected by the end of October 2017. Staff recommended the Board waive the bid irregularity, award the construction contract for the Cast Iron/Piping Lining Project – Phase VI to Southwest Pipeline and Trenchless Corporation in the amount of \$242,109, and authorize staff to issue the Notice of Award for the Project.

It was moved by Director Handley, seconded by Vice President Lathi, to Waive the Bid Irregularity, Award the Construction Contract for the Cast Iron/Piping Lining Project – Phase VI to Southwest Pipeline and Trenchless Corporation in the amount of \$242,109, and Authorize Staff to Issue the Notice of Award for the Project. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CAROLLO ENGINEERS FOR THE NEWARK PUMP STATION WET WELL IMPROVEMENTS PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated staff selected Carollo Engineers from the District's consultant short list to provide design services for the Project, completed in

May 2017. The Board awarded the construction contract for the Newark Pump Station Wet Well Improvements Project to D.W. Nicholson Corporation on July 10, 2017. Staff plan to issue the Notice to Proceed in August 2017, and anticipate construction completion in March 2018. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with Carollo Engineers in the amount of \$33,727 to provide engineering services during construction of the Newark Pump Station Wet Well Improvements Project.

It was moved by Director Toy, seconded by Secretary Fernandez, to Authorize the General Manager to Execute Task Order No. 2 with Carollo Engineers in the Amount of \$33,857 to Provide Engineering Services During Construction of the Newark Pump Station Wet Well Improvements Project. Motion carried unanimously.

AWARD THE MULTI-YEAR SERVICE CONTRACT FOR PRINTING AND MAILING OF THE DISTRICT'S ANNUAL NEWSLETTER

This item was reviewed by the Legal/Community Affairs Committee. Communications and Intergovernmental Relations Coordinator Powell stated staff recommended the Board explore a multi-year service contract for printing and mailing of the District's annual newsletter. The Board agreed, and staff issued an Invitation for Bid (IFB) on June 8, 2017. Four firms responded to the IFB; Fong and Fong Printers and Lithographers submitted the lowest, responsive, and responsible bid. Staff recommended the Board award a three-year contract to Fong and Fong Printers and Lithographers for printing and mailing of the District's Annual Newsletter in the amount of \$200,384.42.

Vice President Lathi inquired about the process for notifying vendors when an IFB is sent out. Communications and Intergovernmental Relations Coordinator Powell stated vendors sign up through www.publicpurchase.com to receive email notifications when an IFB is released.

It was moved by Vice President Lathi, seconded by Director Handley, to Award a Three-Year Contract to Fong and Fong Printers and Lithographers for Printing and Mailing of the District's Annual Newsletter in the Amount of \$200,384.42. Motion carried unanimously.

CONSIDER MODIFICATION OF BOARD OFFICER TITLES FROM PRESIDENT AND VICE PRESIDENT TO CHAIR AND VICE CHAIR PURSUANT TO BOARD DIRECTION ON DECEMBER 12, 2016

District Counsel Murphy stated the Board considered an item to amend Board titles from President and Vice President to Chair and Vice Chair. The Board voted, at its regular meeting of October 24, 2016, to amend the titles and directed staff to prepare revisions to Board Policy 3070, Boardmember Officers and Committee Membership. Staff presented proposed revisions to Policy 3070 at the December 12, 2016, Board meeting. The Policy revisions enable the Board to change officer titles by motion. The Board approved the revisions and directed staff to bring back an item at a July meeting to formally change Board officer titles for the following fiscal year. Staff recommended the Board consider amendment of Board officer titles from President and Vice President to Chair and Vice Chair, pursuant to prior direction from the Board.

The Board agreed by consensus to make no changes to Board officer titles.

INFORMATION ITEMS:

Solar and Cogeneration Facilities Operational Update

This item was reviewed by the Budget & Finance Committee. Technical Services Manager Ghossain stated the total benefit to date for the Alvarado Wastewater Treatment Plant Solar Carport, constructed in 2011, was \$518,085 for a 58.5% simple payback. The total benefit to date for the Irvington Pump Station Solar Facility, constructed in 2012, was \$2,198,085 for a 77.1% simple payback. The total benefit to date for the Cogeneration Facility, constructed in 2014, was \$5,016,610 for a 41.2% simple payback. Technical Services Manager Ghossain stated a table showing the Solar and Cogeneration Facilities Operational Data was included in the Board meeting packet per direction received by the Budget & Finance Committee in February 2017.

Board of Directors Internal Committee Assignments for Fiscal Year 2018

President Kite stated Board of Directors Internal Committee Assignments for Fiscal Year 2018 were included in the Board meeting packet as an information item.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Introduced Gene Boucher, who began work as the District's Human Resources Manager on July 17, 2017.
- General Manager Eldredge stated the California Water Resources Control Board agreed that any nutrient limit for wastewater treatment plants in the Bay Area should be based upon sound science regarding the health of the San Francisco Bay. Bay Area Clean Water Agencies (BACWA) negotiates the watershed permit for all wastewater agencies that discharge to the Bay; the first watershed permit will expire in 2019. Discussions regarding the next permit have begun, and it has been proposed that the budget for science funding be increased from \$880,000 per year to \$2.2 million per year. The second watershed permit will expire in 2024, and the third permit (which will expire in 2034) may include a cap on existing loadings and may also include a nutrient limit. District staff will continue to monitor and update the Board regarding watershed permit negotiations.
- There will be a Strategic Planning Board Workshop held in the Boardroom at 6:00 p.m. on Tuesday, August 15, 2017.
- Staff distributed a draft of the District newsletter to the Board, and requested comments by July 28, 2017.

OTHER BUSINESS

Director Kite stated she attended the Alameda County Special Districts Association meeting on July 12, 2017.

ADJOURNMENT:

The meeting was adjourned at 7:41 p.m. to the next Regular Board Meeting in the Boardroom on Monday, August 14, 2017, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
BOARD CLERK

ATTEST:


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 14th day of August 2017