

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
September 11, 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
Laurie Brenner, Business Services Team Coach
Gene Boucher, Human Resources Manager
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 28, 2017

It was moved by Director Handley, seconded by Secretary Fernandez, to approve the Minutes of the Meeting of August 28, 2017. Motion carried unanimously.

FOURTH QUARTER FISCAL YEAR 2017 DISTRICT-WIDE BALANCED SCORECARD MEASURES

This item was reviewed by the Legal/Community Affairs Committee. Business Services Coach Brenner presented the FY 2017 Strategic Performance Report as a desk item, and stated the report would be added to the Board meeting packet. The report summarizes the performance of the District in the areas of operational excellence and safety for fiscal year 2016 – 2017 (July 1, 2016 – June 30, 2017).

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

REVIEW AND APPROVE PUBLICLY AVAILABLE PAY SCHEDULES

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the publicly available pay schedule is mandated by CalPERS to ensure consistency between CalPERS employers, and enhance disclosure and transparency of public employee compensation. The proposed publicly available pay schedule included adjustments made to Unclassified employee pay ranges due to MSA adjustments and performance appraisals, as well as a correction to the top stop of the pay range for the Lab Director position. Staff recommended the Board review and consider approval of the Publicly Available Pay Schedule effective September 1, 2017.

It was moved by Director Toy, seconded by Vice President Lathi, to Approve the Publicly Available Pay Schedule Effective September 1, 2017. Motion carried unanimously.

INFORMATION ITEMS:

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 Board last received a legislative update at its meeting held May 8, 2017. General Manager Eldredge provided an overview of the legislative update report included in the Board meeting packet.

Report on the East Bay Dischargers Authority (EBDA) Meeting of August 17, 2017

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

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Board was invited to attend the annual employee recognition event to be held at the District on October 4, 2017. The event will include an aerial photo of staff in commemoration of the District's centennial.
- General Manager Eldredge will provide a District presentation and tour for Assemblymember Chu at 10:00 a.m. on September 18, 2017. Staff will post a notice for the tour to enable Boardmembers to attend.

Union Sanitary District Pay Schedule
UNION SANITARY DISTRICT PAY SCHEDULE

Effective September 1, 2017		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting and Financial Analyst I	\$3,473.60	\$4,559.10
Accounting and Financial Analyst II	\$3,832.00	\$5,029.50
Accounting Tech Specialist	\$3,257.84	\$3,959.93
Accounting Technician I	\$2,632.62	\$3,199.96
Accounting Technician II	\$2,895.86	\$3,519.93
Administrative Specialist I	\$2,573.25	\$3,127.79
Administrative Specialist II	\$2,708.67	\$3,292.41
Assistant Engineer	\$3,883.94	\$5,097.67
Executive Assistant to the General Manager/Board Secretary	\$3,463.02	\$4,545.22
Assistant Storekeeper	\$2,502.18	\$3,041.42
Associate Engineer	\$4,363.61	\$5,727.24
Buyer I	\$2,944.00	\$3,864.00
Buyer II	\$3,271.11	\$4,293.33
Chemist I	\$3,540.62	\$4,303.64
Chemist II	\$3,717.66	\$4,518.83
Coach, Business Services	\$5,045.44	\$6,622.14
Coach, Capital Improvement Projects	\$5,813.37	\$7,630.05
Coach, Collection Services	\$4,677.97	\$6,139.84
Coach, Customer Service	\$5,813.37	\$7,630.05
Coach, Electrical & Instrumentation	\$4,687.25	\$6,152.01
Coach, Environmental Compliance	\$4,764.66	\$6,253.62
Coach - Mechanical Maintenance	\$4,627.80	\$6,073.98
Coach, Research & Support/Sr. Process Engineer	\$5,169.15	\$6,784.51
Coach, Wastewater Plant Operations	\$4,673.26	\$6,133.66
Collection System Worker I	\$2,658.54	\$3,231.47
Collection System Worker II	\$2,924.41	\$3,554.64
Collection System Trainer	\$3,377.70	\$4,105.61
Communications & Intergovernmental Relations Coordinator	\$3,819.92	\$4,643.13
Construction Inspector I	\$3,093.38	\$3,760.02
Construction Inspector II	\$3,402.71	\$4,136.02
Construction Inspector III	\$3,538.82	\$4,301.46
Customer Service Fee Analyst	\$2,940.47	\$3,574.17
Engineering Assistant/Plan Checker	\$3,793.94	\$4,611.57
Engineering Technician I	\$2,984.73	\$3,627.95
Engineering Technician II	\$3,283.20	\$3,990.75
Engineering Technician III	\$3,611.53	\$4,389.83
Environmental Compliance (EC) Inspector I	\$2,922.29	\$3,552.06
Environmental Compliance (EC) Inspector II	\$3,287.64	\$3,996.14
Environmental Compliance (EC) Inspector III	\$3,649.28	\$4,435.72
Environmental Compliance (EC) Inspector IV	\$3,904.73	\$4,746.22
Environmental Control (EC) Outreach Representative	\$3,649.28	\$4,435.72
Environmental Health and Safety Program Manager	\$4,280.73	\$5,618.46
Environmental Program Coordinator	\$4,310.88	\$5,658.04

Union Sanitary District Pay Schedule
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Effective September 1, 2017		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Fleet Mechanic I	\$2,947.66	\$3,582.90
Fleet Mechanic II	\$3,301.38	\$4,012.85
General Manager	\$7,668.45	\$10,065.27
Human Resources Manager	\$5,307.05	\$6,965.50
Human Resources Analyst II	\$3,622.62	\$4,754.69
Information Technology Administrator	\$5,024.78	\$6,595.02
Information Technology Analyst	\$3,488.30	\$4,578.39
Instrument Tech/Electrician	\$3,630.90	\$4,413.38
Janitor	\$1,971.62	\$2,396.34
Junior Engineer	\$3,495.55	\$4,587.91
Laboratory Director	\$4,403.86	\$5,352.91
Lead Collection System Worker	\$3,216.85	\$3,910.10
Maintenance Assistant	\$1,266.70	\$1,539.68
Manager, Business Services	\$7,242.32	\$9,505.54
Manager, Collection Services	\$6,282.37	\$8,245.61
Manager, Maintenance	\$6,282.37	\$8,245.61
Manager, Technical Services	\$6,975.85	\$9,155.79
Manager, Treatment & Disposal Services	\$6,282.37	\$8,245.61
Mechanic I	\$2,982.05	\$3,624.70
Mechanic II	\$3,339.90	\$4,059.67
Organizational Performance Program Manager	\$4,501.59	\$5,908.34
Painter	\$3,064.78	\$3,725.26
Planner/Scheduler I	\$3,423.72	\$4,161.56
Planner/Scheduler II	\$3,681.66	\$4,475.09
Plant Operations Trainer	\$4,044.48	\$4,916.09
Plant Operator I	\$2,844.95	\$3,458.06
Plant Operator II	\$3,157.91	\$3,838.46
Plant Operator III	\$3,611.14	\$4,389.36
Principal Engineer	\$5,259.71	\$6,903.38
Purchasing Agent	\$4,127.65	\$5,417.53
Receptionist	\$2,250.04	\$2,734.94
Senior Accounting and Financial Analyst	\$4,014.68	\$5,480.04
Senior Database Administrator / Developer	\$4,466.53	\$5,862.32
Senior Engineer	\$4,676.85	\$6,138.36
Senior Geographic Information System (GIS)/Database Administrator	\$4,466.53	\$5,862.32
Senior Information Technology Analyst	\$3,875.89	\$5,087.10
Senior Network Administrator	\$4,277.47	\$5,614.18
Senior Planner/Scheduler	\$4,187.06	\$5,495.51
Senior Process Engineer	\$4,676.85	\$6,138.36
Storekeeper I	\$3,163.91	\$3,845.76
Storekeeper II	\$3,322.10	\$4,038.04
Training and Emergency Response Program Manager	\$4,128.54	\$5,418.72
Utility Worker	\$2,428.82	\$2,952.24

Union Sanitary District Pay Schedule

UNION SANITARY DISTRICT PAY SCHEDULE

Effective September 1, 2017		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Board of Directors: Directors meet or serve in their official capacity 3 – 12 times per month with a maximum of six paid meetings/month at a rate of \$212.10 per meeting and are paid for a maximum of one meeting per day.		

Approved by: Pat Kite
President, Board of Directors

- The District will welcome the Mission San Jose Rotary of Fremont for a presentation and tour on September 22, 2017. Staff will post a special meeting notice to enable Boardmembers to attend.
- General Manager Eldredge will present at the Newark Rotary meeting on September 19, 2017.
- A Board Closed Session has been scheduled for 6:30 p.m. on September 26, 2017.
- The recruitment for Business Services Manager/Certified Financial Officer closed September 8, 2017, and staff will be scheduling interviews.

OTHER BUSINESS

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:51 p.m. to the next Regular Board Meeting in the Boardroom on Monday, September 25, 2017, at 7:00 p.m.

SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD CLERK


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 25th day of September 2017