

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
March 12, 2018**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
James Schofield, Collection Services Manager
Sami Ghossain, Technical Services Manager
Armando Lopez, Treatment and Disposal Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Laurie Brenner, Business Services Team Coach
Gene Boucher, Human Resources Manager
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Jacqueline Zipkin, EBDA General Manager
Roelle Balan, Tri-City Voice Newspaper

INTRODUCE EAST BAY DISCHARGERS AUTHORITY GENERAL MANAGER ZIPKIN

General Manager Eldredge introduced East Bay Dischargers Authority (EBDA) General Manager Zipkin. EBDA General Manager Zipkin stated she was looking forward to working with EBDA's member agencies.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 26, 2018

It was moved by Secretary Fernandez, seconded by Director Handley, to approve the Minutes of the Regular Meeting of February 26, 2018. Motion carried unanimously.

JANUARY 2018 MONTHLY OPERATIONS REPORT

General Manager Eldredge provided details regarding one odor report received by the Collection System, and an overview of the January 2018 Monthly Operations Report included in the Board meeting packet. Business Services Coach Brenner provided an overview of the January 2018 financial reports.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

REVIEW AND APPROVE PUBLICLY AVAILABLE PAY SCHEDULE CHANGES EFFECTIVE MARCH 1, 2018

This item was reviewed by the Personnel Committee. Human Resources Manager Boucher stated the updated pay schedule incorporates cost of living adjustments for Classified Employees which were effective March 1, 2018. Staff recommended the Board approve the Publicly Available Pay Schedule changes effective March 1, 2018.

It was moved by Vice President Lathi, seconded by Director Handley, to approve the Publicly Available Pay Schedule Changes Effective March 1, 2018. Motion carried unanimously.

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UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2018		
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	\$3,371.86	\$4,098.53
Accounting Technician I	\$2,724.76	\$3,311.96
Accounting Technician II	\$2,997.21	\$3,643.13
Administrative Specialist I	\$2,663.31	\$3,237.27
Administrative Specialist II	\$2,803.48	\$3,407.64
Assistant Engineer	\$3,883.94	\$5,097.67
Assistant Storekeeper	\$2,589.76	\$3,147.86
Associate Engineer	\$4,363.61	\$5,727.24
Buyer I	\$2,944.00	\$3,863.99
Buyer II	\$3,271.10	\$4,293.33
Chemist I	\$3,664.54	\$4,454.27
Chemist II	\$3,847.78	\$4,676.99
Coach, Capital Improvement Projects	\$5,813.37	\$7,630.05
Coach, Collection Services	\$4,677.97	\$6,139.83
Coach, Customer Service	\$5,813.37	\$7,630.05
Coach, Electrical & Instrumentation	\$4,687.24	\$6,152.01
Coach, Environmental Compliance	\$4,764.66	\$6,253.62
Coach, Finance & Acquisition Services	\$5,045.44	\$6,622.14
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	\$2,751.59	\$3,344.58
Collection System Worker II	\$3,026.77	\$3,679.06
Collection Services Trainer	\$3,495.91	\$4,249.30
Communications & Intergovernmental Relations Coordinator	\$3,953.62	\$4,805.63
Construction Inspector I	\$3,201.65	\$3,891.62
Construction Inspector II	\$3,521.81	\$4,280.78
Construction Inspector III	\$3,662.69	\$4,452.02
Customer Service Fee Analyst	\$3,043.39	\$3,699.26
Engineering Assistant/Plan Checker	\$3,926.74	\$4,772.98
Engineering Technician I	\$3,089.19	\$3,754.94
Engineering Technician II	\$3,398.11	\$4,130.42
Engineering Technician III	\$3,737.93	\$4,543.47
Environmental Compliance (EC) Inspector I	\$3,024.57	\$3,676.38
Environmental Compliance (EC) Inspector II	\$3,402.70	\$4,136.01
Environmental Compliance (EC) Inspector III	\$3,777.01	\$4,590.98

UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2018		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Compliance (EC) Inspector IV	\$4,041.39	\$4,912.34
EC Outreach Representative	\$3,777.01	\$4,590.98
Environmental Health and Safety Program Manager	\$4,280.73	\$5,618.46
Environmental Program Coordinator	\$4,310.89	\$5,658.04
Executive Assistant to the General Manager/Board Secretary	\$3,463.02	\$4,545.22
Fleet Mechanic I	\$3,050.82	\$3,708.30
Fleet Mechanic II	\$3,416.93	\$4,153.30
General Manager	\$8,071.39	\$10,593.70
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	\$3,757.98	\$4,567.86
Janitor	\$2,040.48	\$2,480.22
Junior Engineer	\$3,495.55	\$4,587.90
Laboratory Director	\$4,557.99	\$5,540.26
Lead Collection System Worker	\$3,329.44	\$4,046.95
Maintenance Assistant	\$1,311.03	\$1,593.57
Manager, Business Services / Chief Financial Officer	\$6,767.14	\$8,881.87
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	\$3,086.42	\$3,751.56
Mechanic II	\$3,456.80	\$4,201.76
Organizational Performance Program Manager	\$4,501.59	\$5,908.34
Painter	\$3,172.05	\$3,855.64
Planner/Scheduler I	\$3,543.55	\$4,307.22
Planner/Scheduler II	\$3,810.53	\$4,631.72
Plant Operations Trainer	\$4,186.04	\$5,088.15
Plant Operator I	\$2,944.53	\$3,579.09
Plant Operator II	\$3,268.44	\$3,972.81
Plant Operator III	\$3,737.52	\$4,542.98
Principal Engineer	\$5,259.72	\$6,903.38
Purchasing Agent	\$4,127.65	\$5,417.54
Receptionist	\$2,328.79	\$2,830.66
Senior Accounting and Financial Analyst	\$4,175.26	\$5,480.04
Senior Database Administrator / Developer	\$4,466.54	\$5,862.33

UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2018		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Engineer	\$4,676.85	\$6,138.37
Senior Geographic Information System (GIS)/Database Administrator	\$4,466.54	\$5,862.33
Senior Information Technology Analyst	\$3,875.89	\$5,087.10
Senior Network Administrator	\$4,277.47	\$5,614.18
Senior Process Engineer	\$4,676.85	\$6,138.37
Storekeeper I	\$3,274.65	\$3,980.36
Storekeeper II	\$3,438.38	\$4,179.37
Training and Emergency Response Program Manager	\$4,128.54	\$5,418.71
Utility Worker	\$2,513.82	\$3,055.57

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: _____



President, Board of Directors

REVIEW AND CONSIDER APPROVAL OF BUDGET POLICY #2015

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner provided an overview of proposed edits to Budget Policy #2015 included in the Board meeting packet. Staff recommended the Board approve proposed edits to Budget Policy #2015.

It was moved by Director Handley, seconded by Director Toy, to approve Budget Policy #2015. Motion carried unanimously.

INFORMATION ITEMS:

Report on the East Bay Dischargers Authority (EBDA) Meeting of February 15, 2018

Director Toy provided an overview of the EBDA meeting of February 15, 2018.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Board received a Board Handbook provided as a resource by the California Special Districts Association (CSDA)
- Fair Political Practices Commission Form 700 Statement of Economic Interests are due to staff by March 28, 2018
- Interviews have been scheduled for the District's Business Services Manager/Chief Financial Officer

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:20 p.m. to a Special Meeting Plant Master Plan #2 Board Workshop in the Boardroom on Monday, March 19, 2018, at 5:30 p.m.

The Board will then adjourn to the next Board Meeting in the Boardroom on Monday, March 26, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD CLERK


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 26th day of March 2018