

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
June 11, 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  
Anjali Lathi, Vice President  
Jennifer Toy, Director  
Tom Handley, Director

**ABSENT:** Manny Fernandez, Secretary

**STAFF:** Paul Eldredge, General Manager  
Karen Murphy, District Counsel  
Sami Ghossain, Technical Services Manager  
Armando Lopez, Treatment and Disposal Services Manager  
Robert Simonich, Fabrication, Maintenance, and Construction Manager  
James Schofield, Collection Services Manager  
Gene Boucher, Human Resources Manager  
Laurie Brenner, Business Services Coach  
Karoline Terrazas, Training and Emergency Response Programs Manager  
Michelle Powell, Communications and Intergovernmental Relations Coordinator  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**VISITORS:** Alice Johnson, League of Women Voters  
Roelle Balan, Tri-City Voice Newspaper

The Board agreed by consensus to present the Leadership School Graduation Certificates before proceeding with other items on the Board meeting agenda.

**PRESENTATION OF LEADERSHIP SCHOOL GRADUATION CERTIFICATES**

General Manager Eldredge stated the District's Leadership School is intended to support strategic transition plans related to recruitments, hiring, and training at the District. The Union Sanitary District Leadership School is a two-year program that included 15 in-house courses covering management related topics. Participants were required to meet with two different mentors, and complete college courses throughout the program.

Leadership School Graduation Certificates were distributed to the following District employees who successfully completed the program:

Curtis Bosick, Associate Engineer  
Douglas Dattawalker, Environmental Outreach Representative  
Mohammad Ghoury, Engineering Technician III  
Theresa Rodriguez, Customer Service Fee Analyst  
Edward Tatola, Mechanic II

President Kite recessed the meeting at 7:12 p.m. for a reception in honor of the District's Leadership School graduates.

President Kite reconvened the meeting at 7:30 p.m.

### **APRIL 2018 MONTHLY OPERATIONS REPORT**

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided details regarding one odor report, and an overview of the April 2018 Monthly Operations Report included in the Board meeting packet. Business Services Coach Brenner provided an overview of the April 2018 financial reports.

### **WRITTEN COMMUNICATIONS**

There were no written communications.

### **ORAL COMMUNICATIONS**

There were no oral communications.

### **AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH WOODARD AND CURRAN, INC. FOR THE HEADWORKS SCREEN NO. 3 PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated wastewater enters the District's treatment Plant through the Headworks Building. The Headworks Building has three screening channels, two of which have been equipped with mechanically raked climber-type bar screens. The third channel has a manual bar rack and is used to bypass the wastewater when one or both mechanical screens are out of service and requires an operator to continuously monitor the rack and manually remove the debris it captures. Staff decided to pursue installation of a new mechanical screen in the third channel to provide redundancy that will allow staff to take the screens out of service during peak flow conditions. An agreement and Task Order No. 1 was executed October 31, 2017, for predesign services for the Headworks Screen No. 3 Project. Task Order No. 2 will cover final design services for the Project, and staff anticipate design will be completed by Fall 2018. Staff recommended the Board authorize the General Manager to execute Task

Order No. 2 with Woodard and Curran, Inc. in the amount of \$108,552 for the Headworks Screen No. 3 Project.

It was moved by Vice President Lathi, seconded by Director Handley, to Authorize the General Manager to Execute Task Order No. 2 with Woodard and Curran, Inc. in the Amount of \$108,552 for the Headworks Screen No. 3 Project. Motion carried with the following vote:

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

### **REVIEW AND CONSIDER APPROVAL OF POLICY #5340, GRATUITIES**

This item was reviewed by the Legal/Community Affairs Committee. Human Resources Manager Boucher stated Policy #5340, Gratuities is reviewed by the Executive Team and approved by the Board of Directors every five years. Policy #5340 provides guidelines on how to treat gifts from outside sources. Staff reviewed the Policy, and recommended minor changes. Staff recommended the Board review and consider approval of District Policy #5340, Gratuities.

It was moved by Vice President Lathi, seconded by Director Toy, to Approve Policy #5340, Gratuities Motion carried with the following vote:

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

### **INFORMATION ITEMS:**

#### **Legislative Update on State and National Issues of Interest to the Board**

This item was reviewed by the Legislative Committee. General Manager Eldredge provided an overview of the State and National Legislative Update included in the Board meeting packet, and responded to Boardmember questions.

#### **Check Register**

There were no comments or questions regarding the check register included in the Board meeting packet.

### **COMMITTEE MEETING REPORTS:**

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

**GENERAL MANAGER'S REPORT:**

General Manager Eldredge reported the following:

- The July 9, 2018, Regular Board meeting has been canceled. A Special Board meeting will be held July 16, 2018, and a Regular Board meeting will be held July 23, 2018.
- General Manager Eldredge thanked staff for their efforts in preparing for and conducting the District's Open House held May 19, 2018.

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

The meeting was adjourned at 8:02 p.m. to a Regular Meeting in the Boardroom on Monday, June 25, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:



REGINA McEVOY  
BOARD CLERK



MANNY FERNANDEZ  
SECRETARY

APPROVED:



PAT KITE  
PRESIDENT

Adopted this 25<sup>th</sup> day of June 2018