

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
September 9, 2019**

CALL TO ORDER

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

SALUTE TO THE FLAG

ROLL CALL

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

ABSENT: Tom Handley, Vice President

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
Armando Lopez, Treatment and Disposal Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Gene Boucher, Human Resources Manager
Laurie Brenner, Business Services Coach
Mike Marzano, Environmental Health and Safety Program Manager
Karoline Terrazas, Organizational Performance Manager
Jason Yeates, Organizational Performance Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVE MINUTES OF THE BOARD MEETING OF AUGUST 26, 2019

It was moved by Secretary Kite, seconded by Director Lathi, to Approve the Minutes of the Board Meeting of August 26, 2019. Motion carried with the following vote:

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

BALANCED SCORECARD

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

- a. Fourth Quarter FY19 District-Wide Balanced Scorecard Measures and Annual Strategic Report – Organizational Performance Manager Terrazas provided an overview of the fourth quarter and annual Fiscal Year 2019 Balanced Scorecard included in the Board meeting packet.
- b. Balanced Scorecard for the Business Services Work Group – Business Services Coach Brenner introduced the item and stated the Business Services Work Group chose to highlight Human Resources for this report. Human Resources Manager Boucher presented information regarding recruitments at the District since 2013 which were included as charts in the Board meeting packet. Business Services Coach Brenner provided an overview of the Finance and Acquisition Services Team scorecard included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH HF&H, LLC TO PERFORM A NEW COST OF SERVICE ANALYSIS (COSA)

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner stated the District recently entered year four of five from the last adopted Cost of Service Analysis (COSA). Upcoming projects have led staff to discuss the possibility of developing a new COSA sooner than previously scheduled. The Board discussed financing during recent Board Workshops and directed staff to issue a Request for Proposals (RFP). The District initiated a competitive RFP process and received one proposal from HF&H, LLC. The proposal met the criteria established, included the required scope of work, and staff believe the fee to be reasonable based upon the level of effort requested. Staff recommended the Board authorize the General Manager to Execute a Contract with HF&H to perform a financial analysis and propose options for a multi-year rate structure for the District.

It was moved by Secretary Kite, seconded by Director Fernandez, to Authorize the General Manager to Execute a Contract with HF&H, LLC to Perform a Financial Analysis and Propose Options for a Multi-Year Rate Structure for the District. Motion carried with the following vote:

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

**AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH
FIELDMAN, ROLAPP & ASSOCIATES FOR FINANCIAL ADVISORY SERVICES**

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner stated the Board approved the Enhanced Treatment and Site Upgrade (ETSU) program as the strategic roadmap for implementation of the District's long-term capital improvement program at the treatment plant. During the development of the ETSU program, the need for a comprehensive financing and debt strategy became apparent. Staff issued an RFP for a Financial Advisory firm and selected Fieldman, Rolapp & Associates after reviewing the bids received and interviewing the top two firms. During the current fiscal year, staff proposed these services be charged to the ETSU program budget. The expense will be moved to a special project fund to allow easier tracking of expenses in the future. Staff recommended the Board authorize the General Manager to execute a multi-year agreement not to exceed \$197,000 with Fieldman, Rolapp & Associates to provide financial advisory services to the District.

It was moved by Director Lathi, seconded by Secretary Kite, to Authorize the General Manager to Execute a Contract with Fieldman, Rolapp & Associates to Provide Financial Advisory Services Associated with the Development of a Long-Term Debt Management Strategy for the District. Motion carried with the following vote:

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

INFORMATION ITEMS:

Check Register

Staff responded to Boardmember questions regarding the Check Register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated:

- General Manager Eldredge invited the Board to attend the Employee Recognition BBQ to be held at the District on September 18, 2019.
- General Manager Eldredge congratulated Ric Pipkin on his promotion to ETSU Manager and Curtis Bosick on his promotion to ETSU Coordinator.
- General Manager Eldredge will be out of the office September 10-16, 2019. Fabrication, Maintenance, and Construction Manager Simonich will be acting General Manager during this time.

OTHER BUSINESS:

Director Lathi announced that Vice President Handley would be attending East Bay Dischargers Authority meetings on her behalf due to a personal conflict.

ADJOURNMENT:

The meeting was adjourned at 7:17 p.m. to the next Regular Meeting in the Boardroom on Monday, September 23, 2019, at 7:00 p.m.

SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD CLERK


PAT KITE
SECRETARY

APPROVED:


JENNIFER TOY
PRESIDENT

Adopted this 23rd day of September 2019