

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
February 10, 2020**

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
Tom Handley, Vice President
Pat Kite, Secretary
Anjali Lathi, Director
Manny Fernandez, Director

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
Laurie Brenner, Business Services Coach
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Roelle Balan, Tri-City Voice Newspaper
Alice Johnson, League of Women Voters
Joan Malloy, City Manager, City of Union City
Mike Marzano

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
JANUARY 27, 2020**

It was moved by Secretary Kite, seconded by Vice President Handley, to Approve Minutes of the Union Sanitary District Board Meeting of January 27, 2020. Motion carried unanimously.

**APPROVE MINUTES OF THE SPECIAL UNION SANITARY DISTRICT BOARD
MEETING OF JANUARY 29, 2020**

It was moved by Director Fernandez, seconded by Vice President Handley, to Approve Minutes of the Special Union Sanitary District Board Meeting of January 29, 2020. Motion carried unanimously.

UNION CITY'S RECENTLY ADOPTED FIVE-YEAR STRATEGIC PLAN, TO BE PRESENTED BY CITY MANAGER MALLOY

City Manager Malloy presented Union City's five-year strategic plan and responded to Boardmember questions.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

Alice Johnson invited all to attend the League of Women Voters Centennial Open House will be held February 23, 2020, at the Artist's Walk Community Center in Fremont.

CONSIDER A RESOLUTION TO OPEN LAIF ACCOUNT FOR INVESTMENT BOND PROCEEDS

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner stated the District recently formed the Union Sanitary District Financing Authority (USDFA) and approved the issuance of not to exceed \$70,000,000 revenue bonds by the USDFA. The USDFA elected to authorize US Bank to disburse the proceeds from the issuance directly to Union Sanitary District for investment and management. The District utilized LAIF for investment of other monies with historically positive returns. Staff members believe it would be in the best interest of the District to open a separate bonds proceeds investment account per the LAIF guidelines to maximize returns on the proceeds from this revenue bond issuance. Staff recommended the Board consider and adopt a resolution authorizing staff to open a new account for the investment of bond proceeds in the LAIF; identifying and authorizing incumbents holding appropriate job titles within the District for the withdrawal of monies in the LAIF, pursuant to Government Code section 16429.1.

It was moved by Director Lathi, seconded by Secretary Kite, to Adopt Resolution No. 2882, Resolution of the Board of Directors of Union Sanitary District Authorizing Investment of Bond Proceeds in the Local Agency Investment Fund (LAIF). Motion carried unanimously.

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UNION SANITARY DISTRICT

RESOLUTION NO. 2882

**RESOLUTION OF THE BOARD OF DIRECTORS
OF UNION SANITARY DISTRICT
AUTHORIZING INVESTMENT OF BOND PROCEEDS IN THE LOCAL AGENCY
INVESTMENT FUND (LAIF)**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq for the purpose of investment as provided therein is in the best interests of the Union Sanitary District; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes the deposit and withdrawal of Union Sanitary District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein; and

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Union Sanitary District officers holding the title(s) specified below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Paul R. Eldredge
General Manager/District Engineer

Business Services Manager/Chief Financial Officer

Laurie Brenner
Finance & Acquisition Services Coach (aka Business Services Coach)

Virginia Holslag, Accounting & Financial Analyst II

Section 2. This resolution shall; remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of the UNION SANITARY DISTRICT, Alameda County, California, at a meeting thereof held on the 10th day of February 2020.

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



Jennifer Toy
President, Board of Directors
Union Sanitary District

Attest:



Pat Kite
Secretary, Board of Directors
Union Sanitary District

UNION SANITARY DISTRICT FINANCING AUTHORITY

CONSIDER A RESOLUTION TO OPEN LAIF ACCOUNT FOR INVESTMENT BOND PROCEEDS

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner stated the District recently formed the Union Sanitary District Financing Authority (USDFA) and approved the issuance of not to exceed \$70,000,000 revenue bonds by the USDFA. The USDFA elected to authorize US Bank to disburse the proceeds from the issuance directly to Union Sanitary District for investment and management. The District utilized LAIF for investment of other monies with historically positive returns. Staff members believe it would be in the best interest of the District to open a separate bonds proceeds investment account per the LAIF guidelines to maximize returns on the proceeds from this revenue bond issuance. Staff recommended the Board consider and adopt a resolution authorizing staff to open a new account for the investment of bond proceeds in the LAIF; identifying and authorizing incumbents holding appropriate job titles within the District for the withdrawal of monies in the LAIF, pursuant to Government Code section 16429.1.

It was moved by Vice President Handley, seconded by Director Fernandez, to Adopt Resolution No. 2883, Resolution of the Board of Directors of Union Sanitary District Financing Authority Authorizing Investment of Bond Proceeds in the Local Agency Investment Fund (LAIF). Motion carried unanimously.

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UNION SANITARY DISTRICT FINANCING AUTHORITY

RESOLUTION NO. 2883

**RESOLUTION OF THE BOARD OF DIRECTORS
OF UNION SANITARY DISTRICT FINANCING AUTHORITY
AUTHORIZING INVESTMENT OF BOND PROCEEDS IN THE LOCAL AGENCY
INVESTMENT FUND (LAIF)**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq for the purpose of investment as provided therein is in the best interests of the Union Sanitary District Financing Authority; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes the deposit and withdrawal of Union Sanitary District Financing Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein; and

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Union Sanitary District officers holding the title(s) specified below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Paul R. Eldredge
General Manager/District Engineer

Business Services Manager/Chief Financial Officer

Laurie Brenner
Finance & Acquisition Services Coach (aka Business Services Coach)

Virginia Holslag, Accounting & Financial Analyst II

Section 2. This resolution shall; remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

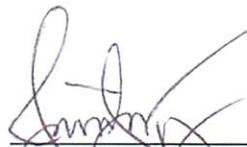
I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of the UNION SANITARY DISTRICT FINANCING AUTHORITY, Alameda County, California, at a meeting thereof held on the 10th day of February 2020.

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



Jennifer Toy, President
Union Sanitary District Financing Authority

Attest:



Regina McEvoy, Secretary
Union Sanitary District Financing Authority

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE CALCIUM THIOSUFATE CHEMICAL TANK PROJECT FROM D.W. NICHOLSON CORPORATION

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District's primary method of final effluent discharge is through the East Bay Dischargers Authority (EBDA) outfall system. During peak wet weather flow events, the District's ability to send effluent to the EBDA system is dependent on discharge flows from other EBDA member agencies and the District's contracted capacity in the system. The District also has the option to discharge effluent to the Hayward Marsh and Old Alameda Creek under certain conditions. The Hayward Marsh has been unavailable due to East Bay Regional Park District maintenance activities. The National Pollutant Discharge Elimination System permit requires the District to dechlorinate the final effluent prior to discharge to Old Alameda Creek. The purpose of the Project was to construct a dechlorination chemical storage and dosing system that could handle higher and more frequent final effluent discharges to Old Alameda Creek. The Board awarded Phase 1 of the Project's construction contract to D.W. Nicholson Corporation on October 14, 2019, and staff issued the Notice to Proceed on November 4, 2019. D.W. Nicholson Corporation substantially completed all contract work on January 16, 2020. Staff recommended the Board consider a resolution to accept the construction of the Calcium Thiosulfate Chemical Tank Project from D.W. Nicholson Corporation and authorize recordation of a Notice of Completion.

It was moved by Director Fernandez, seconded by Vice President Handley, to Adopt Resolution No. 2884 to Accept Construction of the Calcium Thiosulfate Chemical Tank Project Located in the City of Union City, California From D.W. Nicholson Corporation and Authorize Recordation of a Notice of Completion. Motion carried unanimously.

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RESOLUTION NO. 2884

ACCEPT CONSTRUCTION OF THE
CALCIUM THIOSULFATE CHEMICAL TANK PROJECT
LOCATED IN THE CITY OF UNION CITY, CALIFORNIA
FROM D.W. NICHOLSON CORPORATION

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Calcium Thiosulfate Chemical Tank Project from D.W. Nicholson Corporation, effective February 10, 2020.

FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and record a "Notice of Completion" for the Project.

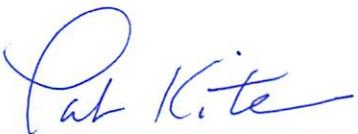
On motion duly made and seconded, this resolution was adopted by the following vote on February 10, 2020:

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



JENNIFER TOY
President, Board of Directors
Union Sanitary District

Attest:



PAT KITE
Secretary, Board of Directors
Union Sanitary District

REVIEW AND CONSIDER APPROVAL OF REVISIONS TO POLICY 3080, BOARD AGENDA SUBJECTS REQUESTED BY BOARDMEMBERS

This item was reviewed by the Legal/Community Affairs Committee. Executive Assistant to the General Manager/Board Clerk McEvoy stated Policy No. 3080 was last reviewed and approved by the Board at the regular meeting held February 22, 2016. The Policy outlines the process for members of the Board to request an item be included on a future Board meeting agenda. Staff reviewed the Policy and proposed minor revisions to further clarify the intent of the Policy. Staff recommended the Board review and consider approval of revisions to Policy No. 3080, Board Agenda Subjects Requested by Boardmembers.

It was moved by Vice President Handley, seconded by Director Fernandez, to Approve Proposed Revisions to Policy No. 3080, Board Agenda Subjects Requested by Boardmembers. Motion carried unanimously.

INCREASE FY20 VEHICLE AND EQUIPMENT REPLACEMENT BUDGET

This item was reviewed by the Budget & Finance Committee. Collection Services Manager Schofield stated the Board approved \$28,050 for the purchase of a 2020 F-150 Crewcab Pickup Truck to replace a vehicle that had come to the end of its useful life. After completing specifications for the Truck the total purchase price came to \$33,021.83, which exceeded the approved amount by \$4,971.83. The District's Purchasing Policy No. 2755 requires Board approval for purchases that exceed 15% of the approved purchase price, the additional cost would be 18% over the originally approved amount. Staff recommended the Board approve the \$4,791.83 increased purchase price.

It was moved by Director Lathi, seconded by Secretary Kite, to Approve a \$4,971.83 Increase to the FY20 Vehicle and Equipment Replacement Budget. Motion carried unanimously.

CONSIDER APPROVAL OF POLICY NO. 2970, SOCIAL MEDIA COMMUNICATIONS POLICY

District Counsel Murphy stated District staff prepared a proposed Social Media Communications Policy to provide general guidelines on establishment, use, and maintenance of Social Media sites by the District. The Policy clarifies that such sites, although maintained by the District as a public agency, create a limited public forum subject to the terms of the Policy. The District's proposed Policy was based upon review of numerous policies from jurisdictions throughout the Bay Area and was tailored to the District. The District's Social Media Ad Hoc Committee met in December 2019, reviewed the proposed Policy, and did not recommend any changes to the Policy. The Ad Hoc did ask if the Policy should address Boardmember communications or social media accounts. Policy 3060, Communications by Members of the Board of Directors, governs Boardmember communications. The District's Social Media Lead will include an informational notice on the District's social media sites to notify the general public of the District's guidelines. Staff recommended the Board consider approval of Policy No. 2970, Social Media Communications Policy.

It was moved by Director Lathi, seconded by Vice President Handley, to Approve Policy No. 2970, Social Media Communications Policy. Motion carried unanimously.

INFORMATION ITEMS:

Check Register

Staff responded to Boardmember questions regarding the Check Register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- A Board Workshop has been scheduled for February 12, 2020.
- The District will not have a Board representative at the February East Bay Dischargers Authority meeting, General Manager Eldredge will be in attendance.
- District offices will be closed in observance of President's Day, February 17, 2020.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:44 p.m. to a Board Workshop in the Centerville Conference Room on Wednesday, February 12, 2020, at 5:30 p.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, March 9, 2020, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
BOARD CLERK

ATTEST:


PAT KITE
SECRETARY

APPROVED:


JENNIFER TOY
PRESIDENT

Adopted this 24th day of February 2020