

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
July 27, 2020**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, July 27, 2020, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

President Handley called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

SALUTE TO THE FLAG

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
James Schofield, Collection Services Manager
Robert Simonich, Fabrication Construction and Maintenance Manager
Laurie Brenner, Business Services Coach
Raymond Chau, Capital Improvements Projects Team Coach
Rollie Arbolante, Customer Service Team Coach
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
JULY 13, 2020**

It was moved by Vice President Kite, seconded by Secretary Lathi, to Approve the Minutes of the Board Meeting of July 13, 2020. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF JULY 20, 2020

It was moved by Director Toy, seconded by Vice President Kite, to Approve the Minutes of the Special Board Meeting of July 20, 2020. Motion carried with the following vote:

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

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

MONTHLY OPERATIONS REPORT FOR JUNE 2020

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Odor Report, Work Group Reports, and financial reports included in the Board meeting packet.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH JACOBS ENGINEERING GROUP INC. FOR THE PUMP STATIONS CHEMICAL SYSTEM IMPROVEMENTS PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvements Projects Team Coach Chau stated the existing odor control and chemical systems at the Newark Pump Station (PS) and Irvington PS were constructed in 1994 and 2003, respectively. The major components of each system consist of a chemical storage tank, chemical metering pumps, and chemical distribution piping. The Pump Station Odor Control Study, previously completed by Jacobs, evaluated viable odor control technologies that could effectively treat odors from the pump stations. The Study concluded the preferred technology would be a biofilter with bio-trickling filter as the next option. The purpose of Task Order No. 1 will be for Jacobs to conduct predesign phase services for the Project which will include evaluation of improvements outlined in the staff report and preparation of the Basis of Design technical memorandum that will serve as the guiding document for final design. Predesign is scheduled to be completed by November 2020 with final design expected to begin by Spring 2021 and construction to begin by Fall 2021. Staff recommended the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Jacobs Engineering Group Inc. in the amount of \$98,675 to provide predesign services for the Pump Stations Chemical System Improvements Project.

It was moved by Secretary Lathi, seconded by Director Fernandez, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Jacobs Engineering Group Inc. in the Amount of \$98,675 to Provide Predesign Services for the

Pump Stations Chemical System Improvements Project. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH WOODARD & CURRAN, INC. FOR THE IRVINGTON BASIN SEWER MASTER PLAN UPDATE

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvements Projects Team Coach Chau stated the Irvington Basin Sewer Master Plan was developed in 1995 and updated in 2004 and 2015. Woodard & Curran completed the condition assessment of the Irvington Basin gravity sewer collection system in June 2020. The findings and recommendations from the assessment will be included in the Sewer Master Plan Update Report to be prepared under Task Order No. 2. The scope of services and fees of Task Order No. 2 were summarized in the staff report. Staff anticipates the Irvington Basin Sewer Master Plan Update to be completed by Fall 2021. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 in the amount of \$327,410 with Woodard & Curran, Inc. for the Irvington Basin Sewer Master Plan Update.

It was moved by Director Toy, seconded by Director Fernandez, to Authorize the General Manager to Execute Task Order No. 2 in the Amount of \$327,410 with Woodard & Curran, Inc. for the Irvington Basin Sewer Master Plan Update. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH WOODARD & CURRAN, INC. FOR THE IRVINGTON BASIN REINFORCED CONCRETE PIPE REHABILITATION PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvements Projects Team Coach Chau stated the Irvington drainage basin covers the southern end of the District's service area, collecting wastewater primarily from the City of Fremont and an eastern section of the City of Newark. There are approximately 6.25 miles of trunk sewers in the Irvington Basin that were installed between the late 1950's and mid-1960's using reinforced concrete pipe (RCP). An inspection revealed some of the RCP has sustained corrosion and structural deterioration. Concurrent with the Project's predesign, staff will conduct the capacity assessment of the Irvington Basin Sewer Master Plan Update. Following the RFP process, staff selected Woodard & Curran (WC) for the Project. The purpose of Task Order No. 1 will be for WC to conduct the predesign phase services for the Project. During the predesign phase, WC will assess the extent of the corrosion and structural deterioration, prioritize the scope of work, and determine the pipelines requiring immediate attention for final design. WC is scheduled to complete the predesign by

February 2021. Staff recommended the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Woodard & Curran, Inc. in the amount of \$104,815 for the predesign services of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project.

It was moved by Secretary Lathi, seconded by Director Kite, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Woodard & Curran in the Amount of \$104,815 for the Predesign Services of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project. Motion carried with the following vote:

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

CONSIDER CREATING AN ENHANCED TREATMENT AND SITE UPGRADE (ETSU) PROGRAM AD HOC COMMITTEE AND APPOINTING TWO BOARDMEMBERS TO THE COMMITTEE

General Manager Eldredge stated the ETSU Program was developed to serve as a roadmap for the treatment plant's infrastructure, and design of Phase 1A of the Program has begun. Due to the size and scope of the ETSU Program, staff recommends the Board consider creation of an ad hoc committee to receive detailed updates regarding the Program. Staff would continue to present ETSU items at regular Board meetings and Board Workshops. Staff recommended the Board consider creating an ETSU Program ad hoc committee and appoint two Boardmembers to the ad hoc committee.

The Board agreed by consensus that President Handley would assign two Directors to serve a one-year term on the ETSU Ad Hoc Committee and directed staff to include the item on a future Board meeting agenda.

DISCUSS UNION CITY'S POTENTIAL BALLOT MEASURE TO AUTHORIZE A UTILITY USERS TAX

General Manager Eldredge presented information regarding a potential ballot measure to be considered by the Union City Council at its July 28, 2020, Council meeting.

The Board agreed by consensus to direct staff to draft and send a letter to the Union City Mayor and Council expressing support for City staff's recommendation to exclude sewer service charges from the City's proposed utilities user's tax.

CONSIDER DIRECTING STAFF TO PREPARE AN ELECTRONIC SIGNATURE POLICY

Executive Assistant to the General Manager/Board Clerk McEvoy stated staff previously received direction to research the District's ability to implement the use of electronic signatures. California Government Code section 16.5 authorizes public entities to accept "digital signatures" if they comply with certain verification procedures and security standards. California Civil Code section 1633.1 *et seq.*, known as the Uniform Electronic Transaction Act, allows for and sets forth standards that govern electronic records and electronic signatures. The District can implement use of electronic signatures for the execution of letters, permits, contracts, and other internal or contractual records. The

Board requested staff further research the potential use of electronic signatures vs the traditional use of “wet” signatures for legislative documents, such as ordinances, resolutions, and minutes.

The Board agreed by consensus to direct staff to draft an electronic signature policy for future Board consideration.

INFORMATION ITEMS:

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

General Manager Eldredge provided an overview of the legislative update included in the Board meeting packet.

Solar and Cogeneration Facilities Operational Update

This item was reviewed by the Budget & Finance Committee. Capital Improvements Projects Team Coach Chau stated the total benefit to date for the Alvarado Wastewater Treatment Plant Solar Carport, constructed in 2011, was \$644,678 for a 72.4% simple payback. The total benefit to date for the Irvington Pump Station Solar Facility, constructed in 2012, was \$3,014,187 for a 105.4% simple payback. The total benefit to date for the Cogeneration Facility, constructed in 2014, was \$9,037,935 for a 67% simple payback.

Agreement with Woodard & Curran, Inc. for Flow Model and Capacity Analysis Professional Services

This item was reviewed by the Engineering and Information Technology Committee. Customer Service Team Coach Arbolante stated the District entered into a Flow Model and Capacity Analysis agreement with Woodard & Curran, Inc. for the purpose of retaining the company for professional services on an on-call basis. The agreement provides a quick process for staff to obtain engineering services without having to negotiate separate agreements for small tasks associated with gravity sewer flow modeling and capacity analyses. The cost ceiling of the two-year agreement is \$50,000.

Boardmember Expenses, Fourth Quarter FY20

General Manager Eldredge stated there were no Boardmember expenses during the fourth quarter of Fiscal Year 2020.

Cal-Card 4th Quarter Activity Report

General Manager Eldredge provided an overview of the Report included in the Board meeting packet.

COVID-19 Update

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and associated coordination efforts.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated he had nothing further to report.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 4:58 p.m. to a Board Workshop at 4:00 p.m. on Tuesday, July 28, 2020.

SUBMITTED:

ATTEST:



REGINA McEVOY
BOARD CLERK



ANJALI LATHI
SECRETARY

APPROVED:



TOM HANDLEY
PRESIDENT

Adopted this 10th day of August 2020