

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
September 13, 2021**

**Consistent with Executive Orders No. N-08-21 from the Executive Department of the State of California, and Alameda County Health Officer Order No. 21-01a, the Monday, September 13, 2021, 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 observe the Board Meeting and provide public comment by sending comments to the Board Clerk.**

**CALL TO ORDER**

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

STAFF: Paul Eldredge, General Manager/District Engineer  
Karen Murphy, District Counsel  
Mark Carlson, Business Services Manager/CFO  
Sami Ghossain, Technical Services Manager  
Armando Lopez, Treatment and Disposal Services Manager  
James Schofield, Collection Services Manager  
Robert Simonich, Fabrication, Maintenance, and Construction Manager  
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager  
Jose Rodrigues, Collection Services Coach  
Marcus Lee, Treatment and Disposal Services Coach  
Karoline Terrazas, Organizational Support Manager  
Jason Yeates, Organizational Support Coordinator  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Monique Spyke, PFM Asset Management  
Grace Chow, Brown and Caldwell  
Mary Lou Romero, Brown and Caldwell

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF AUGUST 23, 2021**

It was moved by Secretary Fernandez, seconded by Vice President Lathi, to Approve the Minutes of the Board Meeting of August 23, 2021. Motion carried with the following vote:

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

**FISCAL YEAR 2021 4<sup>TH</sup> QUARTER MANAGED INVESTMENT PORTFOLIO REPORT**

This item was reviewed by the Budget & Finance Committee. Business Services Manager Carlson introduced PFM Asset Management Managing Director Spyke who summarized the Investment Portfolio Report included in the Board meeting packet and responded to Boardmember questions.

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**REVIEW AND CONSIDER APPROVAL OF PUBLICLY AVAILABLE PAY SCHEDULE FOR UNCLASSIFIED STAFF**

This item was reviewed by the Personnel Committee. General Manager Eldredge stated details of salary changes were outlined in the Board meeting packet. The raise given to Unclassified Staff was consistent with the raise previously given to Classified Staff. Staff recommended the Board approve the Publicly Available Pay Schedule for Unclassified Staff effective September 1, 2021

It was moved by Director Toy, seconded by Director Handley, to Approve the Publicly Available Pay Schedule for Unclassified Staff Effective September 1, 2021. Motion carried with the following vote:

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

**####**



**Union Sanitary District**  
**Unclassified Employees Salary Schedule**  
**Effective September 1, 2021**

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting and Financial Analyst I	\$3,540.33	\$4,646.68
Accounting and Financial Analyst II	\$3,997.89	\$5,247.22
Assistant Engineer	\$4,278.72	\$5,615.82
Assistant Engineer - Limited Term	\$4,278.72	\$5,615.82
Associate Engineer	\$4,800.50	\$6,300.65
Buyer I	\$3,286.79	\$4,313.92
Buyer II	\$3,651.99	\$4,793.24
Coach, Capital Improvement Projects	\$6,332.30	\$8,311.14
Coach, Collection Services	\$5,014.56	\$6,581.61
Coach, Customer Service	\$6,332.30	\$8,311.14
Coach, Electrical & Technology	\$5,966.76	\$7,831.37
Coach, Environmental Compliance	\$5,441.38	\$7,141.82
Coach, Finance & Acquisition Services	\$5,863.69	\$7,696.09
Coach, Mechanical Maintenance	\$5,080.38	\$6,668.00
Coach, Research & Support/Sr. Process Engineer	\$5,638.62	\$7,400.68
Coach, Wastewater Plant Operations	\$5,130.45	\$6,733.72
Coach, Wastewater Plant Operations - Limited Term	\$5,130.45	\$6,733.72
Enhanced Treatment Site Upgrade Assistant Program Manager - Limited Term	\$5,367.50	\$7,044.84
Enhanced Treatment Site Upgrade Program Manager - Limited Term	\$6,166.97	\$8,094.14
Environmental Health and Safety Specialist	\$3,928.46	\$5,156.10
Environmental Program Coordinator	\$4,923.16	\$6,461.64
Executive Assistant to the General Manager/Board Secretary	\$3,855.75	\$5,060.67
Human Resources Analyst II	\$4,149.52	\$5,446.25
Human Resources Manager	\$5,853.62	\$7,682.88
Information Technology Administrator	\$5,682.63	\$7,458.45



**Union Sanitary District**  
**Unclassified Employees Salary Schedule**  
**Effective September 1, 2021**

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Information Technology Analyst	\$3,778.16	\$4,958.83
Junior Engineer	\$3,850.85	\$5,054.24
Manager, Business Services / Chief Financial Officer	\$7,940.95	\$10,422.49
Manager, Collection Services	\$6,943.58	\$9,113.45
Manager, Maintenance and Technology Services	\$7,290.76	\$9,569.12
Manager, Technical Services	\$7,616.53	\$9,996.69
Manager, Treatment & Disposal Services	\$6,943.58	\$9,113.45
Organizational Performance Coordinator I	\$3,577.40	\$4,695.34
Organizational Performance Coordinator II	\$4,131.90	\$5,423.12
Organizational Performance Manager	\$4,772.34	\$6,263.70
Principal Engineer	\$5,729.22	\$7,519.61
Purchasing Agent	\$4,439.11	\$5,826.34
Senior Accounting and Financial Analyst	\$4,226.62	\$5,547.44
Senior Database Administrator / Developer	\$4,727.46	\$6,204.79
Senior GIS/Database Administrator/Developer	\$4,820.83	\$6,327.34
Senior Human Resources Analyst	\$4,695.20	\$6,162.45
Senior Information Technology Analyst	\$4,197.95	\$5,509.81
Senior Network Administrator	\$4,696.36	\$6,163.97
Senior Engineer/Senior Process Engineer	\$5,101.61	\$6,695.86

**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:  DocuSigned by:  
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 President, Board of Directors

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Regina McEvoy

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Pat Kite

pkite@unionsanitary.ca.gov

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Jennifer Sio-Kwok

jennifers@unionsanitary.ca.gov

Administrative Specialist II

Union Sanitary District

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**APPROVE THE ADDITIONAL EXPENDITURE OF \$35,451 FOR THE FMC WATER TRUCK**

This item was reviewed by the Budget & Finance Committee. Collection Services Manager Schofield stated the Board initially authorized staff to spend up to \$125,000 for a new Water Truck as part of the Board's approval of the Fiscal Year 2022 (FY22) budget. The most recent estimate was \$160,451 for the total cost of the vehicle. The cost increase was due to the need for a larger pump and drive system to remove impacted grease more efficiently from the Fremont basin as well as the new sales tax rate in the City of Union City. Staff recommended the Board authorize the General Manager to execute a purchase order in the amount of \$160,451 with Davidson Enterprises, Inc. for the purchase of a new Water Truck.

Director Handley requested staff provide additional information regarding wastewater characteristics changing in the Fremont basin between the Irvington and Newark Pump Stations.

It was moved by Secretary Fernandez, seconded by Director Handley, to Authorize the General Manager to Execute a Purchase Order in the Amount of \$160,451 with Davidson Enterprises, Inc. for the Purchase of a New Water Truck. Motion carried with the following vote:

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

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 3 TO TASK ORDER NO. 2 WITH BROWN AND CALDWELL FOR THE STANDBY POWER GENERATION SYSTEM UPGRADE PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the purpose of Amendment No. 3 would be to authorize Brown and Caldwell to provide additional design services. Additional services will include revising the project plans and specifications to: change the connection of the new standby generators to the Plant's power system at the new service entrance switchgear, increase elevation of the new Standby Power Building's finished floor elevation to match the Campus Building design, and add provisions for future standby generator Tier 4 emissions abatement equipment. The scope of services and fee for Amendment No. 3 to Task Order No. 2 were also included in the Board meeting packet. The Project's major scope items will include installation of three new 2.5-MW standby engine generators, construction of a new prefabricated metal building sized to house the three new standby engine generators, and construction of exterior pad-mounted equipment such as transformers and aboveground diesel fuel storage tank. Staff anticipate Brown and Caldwell will complete design of the Project by October 2021 with construction to begin by the first quarter of 2022. Staff recommended the Board

authorize the General Manager to execute Amendment No. 3 to Task Order No. 2 with Brown and Caldwell in the amount of \$176,176 for the Standby Power Generation System Upgrade Project.

It was moved by Secretary Fernandez, seconded by Vice President Lathi, to Authorize the General Manager to Execute Amendment No. 3 to Task Order No. 2 with Brown and Caldwell in the Amount of \$176,176 for the Standby Power Generation System Upgrade 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 AN AGREEMENT AND TASK ORDER NO. 1 WITH BROWN AND CALDWELL FOR THE COGENERATION REPLACEMENT AND VENTILATION STUDY**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the purpose of Task Order No. 1 would be to authorize Brown and Caldwell to conduct a study of the existing cogeneration system at the Alvarado Wastewater Treatment Plant (AWTP). The study will review the operational and maintenance history of the cogeneration system, evaluate its cost effectiveness, develop short-term and long-term strategies to maximize use of the existing system, and recommend replacement engine-generator brands and their respective replacement phasing plans. The study will also review and evaluate the existing Cogeneration Building's ventilation system and recommend improvements to cool the engines and their electronics as well as reduce effects of the surrounding marine environment. Lastly, the study will evaluate fuel cell technology and provide a detailed review of its suitability as a cogeneration system at the AWTP. Staff recommended the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Brown and Caldwell in the amount of \$141,987 for the Cogeneration Replacement and Ventilation Study.

It was moved by Secretary Fernandez, seconded by Director Handley, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Brown and Caldwell in the Amount of \$141,987 for the Cogeneration Replacement and Ventilation Study. Motion carried with the following vote:

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



## **RECEIVE INFORMATION AND PROVIDE DIRECTION REGARDING REVISED AND UPDATED OPERATIONAL EXCELLENCE BALANCED SCORECARD**

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas and Organizational Performance Coordinator Yeates stated the District has used the Balanced Scorecard as a strategic management tool to track performance of operational activities since 2007. Operational Excellence Balanced Scorecard metrics were updated to provide an improved representation of the District's performance and enhance transparency. An overview of improvements to the metrics was included in the Board meeting packet. Staff recommended the Board provide direction regarding the revised and updated Operational Excellence Balanced Scorecard.

The Board stated they were pleased with the new report and directed staff to implement for the next Balanced Scorecard presentation.

### **INFORMATION ITEMS:**

#### **Annual Report to Union City Fiscal Year 2021**

This item was reviewed by the Legislative Committee. Treatment and Disposal Services Manager Lopez stated Union City Use Permit UP-4-95 requires the District to annually submit a report to the City Manager's office. The purpose of the report is to document existing wastewater treatment plant flow, provide a projection of plant flow for the upcoming year, review compliance with effluent discharge limits, and provide a status report on progress made in development of any new treatment facilities outside Union City limits.

#### **Report on the East Bay Dischargers Authority Meeting of July 15, 2021**

Director Toy provided an overview of the EBDA Commission meeting minutes included in the Board meeting packet.

#### **COVID-19 Update**

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

#### **Check Register**

Staff responded to Boardmember questions regarding the check register.

### **COMMITTEE MEETING REPORTS:**

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

### **GENERAL MANAGER'S REPORT:**

- Assemblymember Lee visited the District and toured the Plant with General Manager Eldredge.
- The General Manager's Check-in Board Workshop will be held at 4:00 p.m. on Wednesday, September 15, 2021.


**OTHER BUSINESS:**

Director Toy stated she attended the Alameda County Special Districts Association meeting held September 8, 2021.


**ADJOURNMENT:**

The meeting was adjourned at 5:00 p.m. to the General Manager's Check-in Board Workshop to be held virtually on Wednesday, September 15, 2021, at 4:00 p.m.


**SUBMITTED:**

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REGINA McEVOY  
BOARD CLERK

**ATTEST:**

DocuSigned by:  
  
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MANNY FERNANDEZ  
SECRETARY

**APPROVED:**

DocuSigned by:  
  
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PAT KITE  
PRESIDENT

Adopted this 27<sup>th</sup> day of September 2021

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pkite@unionsanitary.ca.gov

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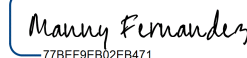
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Manny Fernandez

mfernandez@unionsanitary.ca.gov

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Regina McEvoy

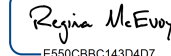
reginam@unionsanitary.ca.gov

Assistant to GM

Union Sanitary District

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