

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
March 27, 2023**

CALL TO ORDER

President Lathi called the meeting to order at 4:00 p.m.

SALUTE TO THE FLAG

President Lathi led the salute to the flag.

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Armando Lopez, Treatment and Disposal Services Manager
Jose Rodrigues, Collection Services Manager
Raymond Chau, Technical Services Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Chris Pachmayer, Fabrication, Maintenance, and Construction Coach
Alisa Gordon, Human Resources Manager
Michael Dunning, Environmental Compliance Coach
Trieu Nguyen, IT Administrator
Karoline Terrazas, Organizational Performance Manager
Chris Ybarra-Martinez, Collection Service Worker
Jerry Ruiz, Instrument Technician
Megan Hicks, Environmental Health & Safety Specialist
Caleb Merriam, Assistant Engineer
Gus Carrillo, Enhanced Treatment and Site Upgrade Assistant Program Manager
Negin Tootian, Plant Operator III
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
MARCH 13, 2023**

It was moved by Vice President Fernandez, seconded by Director Kite, to Approve the Minutes of the Board Meeting of March 13, 2023. Motion carried unanimously.

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MARCH 16, 2023

It was moved by Secretary Toy, seconded by Director Kite, to Approve the Minutes of the Special Board Meeting of March 16, 2023. Motion carried unanimously.

FEBRUARY 2023 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Monthly Report, and Business Services Manager/CFO Carlson provided an overview of the financial reports.

FISCAL YEAR 2023 2ND QUARTER DISTRICT-WIDE BALANCED SCORECARD

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas provided an overview of the FY 2023 2nd Quarter District-Wide Balanced Scorecard 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 THE QUALITY ASSURANCE CHEMIST POSITION DESCRIPTION AND SALARY RANGE

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated the Environmental Protection Agency and State Water Resources Control Board revised the Environmental Laboratory Accreditation Program (ELAP). The revision included the addition of a "Quality Manager" position to the National Environmental Laboratories Accreditation Conference Institute (TNI) standard. To keep laboratory certification under ELAP, agencies must identify a Quality Manager position before January 1, 2024. The function of the Quality Assurance Chemist will be to assist in the application of the TNI standards; the Quality Assurance Chemist will also review performance of current lab analytical methods and monitor data to ensure all meet requirements of the environmental monitoring agencies. Staff recommended the Board consider and approve the Quality Assurance Chemist position description and salary range.

It was moved by Secretary Toy, seconded by Vice President Fernandez, to Approve the Quality Assurance Chemist Position Description and Salary Range. Motion carried unanimously.

BOARD MEMBER COMPENSATION FOR FISCAL YEAR 2023/2024

This item was reviewed by the Budget & Finance Committee. Human Resources Manager Gordon stated the Board annually reviews their compensation and receives a recommendation from the Budget & Finance Committee regarding compensation for the

upcoming fiscal year. Staff recommended the Board consider the recommendation from the Budget & Finance Committee for this item.

The Budget & Finance Committee recommended no changes be made to Board Member compensation for Fiscal Year 2024.

The Board directed staff to drop the high and low from the Board Member Compensation survey for Fiscal Year 2024/2025.

It was moved by Director Kite, seconded by Vice President Fernandez, to Make No Changes to Board Member Compensation for Fiscal Year 2024. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE CONTRACT CHANGE ORDER NO. 11 WITH CLARK CONSTRUCTION GROUP – CALIFORNIA, LP FOR THE STANDBY POWER GENERATION SYSTEM UPGRADE PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated due to the large volume of construction work within the plant, staff began requiring all contractors accessing the site to utilize the secondary vehicle gate located on Veasy Street. The scope for the Enhanced Treatment and Site Upgrade Phase 1A – Aeration Basin Modifications (AB Mods) Project included requirements for providing a full-time, onsite security guard to monitor the Veasy Gate during working hours. When the bid prices for the AB Mods Project were higher than the engineer's estimate, staff was uncertain when the project would proceed. Staff believed it was prudent to add similar requirements for providing a security guard at the Veasy Gate to the scope of the Standby Power Project. The AB Mods Project was awarded January 10, 2022. Contract Change Order No. 11 will be a credit change order for the deletion of the contract requirements associated with providing a security guard at the Veasy Gate. Staff recommended the Board authorize the General Manager to execute Contract Change Order No. 11 with Clark Construction Group – California, LP for a credit of \$169,050 for the Standby Power Generation System Upgrade Project.

It was moved by Director Handley, seconded by Secretary Toy, to Authorize the General Manager to Execute Contract Change Order No. 11 with Clark Construction Group – California, LP for a Credit of \$169,050 for the Standby Power Generation System Upgrade Project. Motion carried unanimously.

RECEIVE INFORMATION AND PROVIDE DIRECTION REGARDING ORDINANCE 36.04 RELATING TO ENVIRONMENTAL COMPLIANCE ADMINISTRATIVE FINES UNDER CERTAIN CIRCUMSTANCES

This item was reviewed by the Legal/Community Affairs Committee. Environmental Compliance Coach Dunning stated staff previously presented proposed changes to Ordinance 36.04 related to Environmental Compliance Administrative Fines that would give the General Manager flexibility to waive or reduce fines under certain circumstances. The Board directed staff to submit the revised ordinance to the San Francisco Bay Regional Water Quality Control Board for their input. The Regional Board reviewed the proposed changes and determined them to be a substantial modification to Ordinance 36.04. The steps that would be required for USD to implement the proposed changes

were outlined in the Board meeting packet. Staff recommended the Board receive information and provide direction regarding Ordinance 36.04 relating to Environmental Compliance Notice of Violation Administrative Fines under certain circumstances.

The Board directed staff not to proceed with the process to implement proposed changes to Ordinance 36.04 at this time.

INFORMATION ITEMS:

Publication of Electrochem Solutions Inc., Global Plating, Inc., and Safety-Kleen of California Inc. as Significant Violators in 2022

This item was reviewed by the Legal/Community Affairs Committee. Environmental Compliance Coach Dunning stated the District is required to publish the names of all dischargers to the District's wastewater treatment plant that were in Significant Noncompliance with Environmental Protection Agency Pretreatment Regulations and/or the District's Sewer Ordinance No. 36.04 any time during the 2022 calendar year. Electrochem Solutions, Inc. was issued a Notice of Violation N23-001 along with an administrative penalty, which has been paid. Global Plating, Inc. was issued a Notice of Violation N22-004 along with an administrative penalty, which has been paid. Safety-Kleen of California, Inc. was issued a Notice of Violation N22-007 along with an administrative penalty, which has been paid. A copy of the publication that will appear in The Argus and Tri-City Voice newspapers was included in the Board meeting packet.

Information Technology Software & Hardware Agreement Summary

This item was reviewed by the Engineering and Information Technology Committee. Fabrication, Maintenance, and Construction Coach Pachmayer stated the District's information technology (IT) team procures and maintains licenses for 80 separate IT systems. The systems are a combination of hardware and software that support all IT functions for the District. A table summarizing the name of the software or hardware, description of what each respective software or hardware does, and the annual cost for 2023 was included in the Board meeting packet. The Board requested IT security be included in the site security portion of the Combined Board Workshop to be held April 3, 2023.

COVID-19 Update

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

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Budget & Finance, Engineering and Information Technology, Personnel, and Legal/Community Affairs Committees met. The FOG (Fats, Oils, and Grease) Ad Hoc also met.

GENERAL MANAGER'S REPORT:

- The Spring BBQ will be held at the District April 12, 2023.

- The practice of reserving the first and third Mondays of each month for potential Board workshops was discontinued due to changing availability. Going forward, staff will send Doodle polls to schedule Board workshops as needed. The Board agreed to respond to the polls within 24 hours.
- General Manager Eldredge shared information regarding the recent Alameda County Science and Engineering Fair. Winners from the District's service area will be honored at the Alameda County Water District Board meeting to be held May 17, 2023, members of the USD Board were invited to attend.
- General Manager Eldredge stated staff will include an update on PERS/OPEB at the Board Budget Workshop to be held April 27, 2023.


OTHER BUSINESS:

President Lathi and Director Handley requested development of the District's annual holiday FOG advertisement be discussed at a future Board meeting as a direction item.


ADJOURNMENT:

The meeting was adjourned at 5:09 p.m. to a Combined Board Workshop to be held in the Boardroom on Monday, April 3, 2023, at 4:00 p.m.


SUBMITTED:

DocuSigned by:

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REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

C5C35C4369914D9
JENNIFER TOY
SECRETARY

APPROVED:

DocuSigned by:

3307E6A1ED28476...
ANJALI LATHI
PRESIDENT

Adopted this 10th day of April 2023

Certificate Of Completion

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Document Pages: 5	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26

Record Tracking

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Signer Events

Anjali Lathi
 alathi@unionsanitary.ca.gov
 Union Sanitary District
 Security Level: Email, Account Authentication (None)

Signature

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Jennifer Toy
 jtoy@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

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Regina McEvoy
 reginam@unionsanitary.ca.gov
 Assistant to GM
 Union Sanitary District
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	4/16/2023 7:07:03 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
