

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
June 12, 2023**

**CALL TO ORDER**

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

**SALUTE TO THE FLAG**

President Fernandez led the salute to the flag.

**ROLL CALL**

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

ABSENT: Tom Handley, Secretary

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  
Mitchell Costello, Treatment and Disposal Services Coach  
Curtis Bosick, Capital Improvements Projects Coach  
Michelle Powell, Communications and Intergovernmental Relations Coordinator  
Trieu Nguyen, IT Administrator  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Lela Huenergardt, KBM Hogue  
Leonard Ancona, resident

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF  
MAY 22, 2023**

It was moved by Director Lathi, seconded by Director Kite, to Approve the Minutes of the Board Meeting of May 22, 2023. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy  
NOES: None

ABSTAIN: None  
ABSENT: Handley

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MAY 23, 2023**

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Special Board Meeting of May 22, 2023. Motion carried with the following vote:

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

The Board agreed by consensus to move the General Manager's Report to this point in the meeting to allow a guest to address the Board.

**GENERAL MANAGER'S REPORT**

General Manager Eldredge introduced resident Leonard Ancona. Mr. Ancona stated he was appearing before the Board on behalf of his 93-year-old mother, Mrs. Bonhellita Ancona, who had accidentally dropped her wedding ring into her toilet. Mrs. Ancona contacted District staff in the hope they would be able to locate her 74-year-old wedding ring. Mr. Ancona expressed his gratitude to USD Collections Services staff for successfully retrieving the ring.

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2970, SOCIAL MEDIA COMMUNICATIONS POLICY**

This item was reviewed by the Legal/Community Affairs Committee. Communications and Intergovernmental Relations Coordinator Powell stated the District's Social Media Communications Policy, No. 2970, was last approved February 10, 2020. Staff reviewed the Policy and have proposed minor grammatical and clarification edits. Staff recommended the Board review and consider approval of updated Policy No. 2970, Social Media Communications Policy.

Director Lathi requested, and Vice President Toy agreed, the Board revisit the District's social media strategy. General Manager Eldredge stated the topic would be added to a future Board meeting agenda.

It was moved by Director Lathi, seconded by Vice President Toy, to Approve Policy No. 2970, Social Media Communications Policy. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None  
ABSTAIN: None  
ABSENT: Handley

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH HAZEN AND SAWYER FOR THE PRIMARY DIGESTER NO. 6 REHABILITATION PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated Primary Digester No. 6, originally constructed in 1993, was last taken out of service for cleaning and inspection in 2006. While digesters are typically cleaned every eight to ten years, due to capacity constraints, Primary Digester No. 6 could not be taken out of service until Primary Digester No. 7 was constructed and in operation. Task Order No. 1 would authorize Hazen to provide conditional assessment and preliminary design services for the Project, the scope of services was included in the Board meeting packet. Hazen should complete the condition assessment and preliminary design services by Winter 2023, and staff anticipate final design will begin in Winter 2023 to be completed in 2024. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with Hazen and Sawyer for the Primary Digester No. 6 Rehabilitation Project.

It was moved by Director Lathi, seconded by Director Kite, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Hazen and Sawyer for the Primary Digester No. 6 Rehabilitation Project. Motion carried with the following vote:

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

**AWARD A CONTRACT FOR FURNITURE PLANNING, SELECTION, PROCUREMENT, AND INSTALLATION SERVICES TO KBM OFFICE EQUIPMENT FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1A CAMPUS BUILDING PROJECT**

This item was reviewed by the Budget & Finance Committee. Enhanced Treatment and Site Upgrade Program Manager Pipkin stated the Enhanced Treatment and Site Upgrade Phase 1A will include construction of a new combined Campus Building that will replace current Administration, Control, and Fabrication, Maintenance, and Construction (FMC) buildings. The construction contract for the new building includes furniture that will be permanently installed; remaining furniture needs will be addressed by a combination of reusing existing furniture and purchasing new as needed. A Request for Proposals was issued to seek a qualified consultant to provide furniture planning, selection, procurement, and installation services for the Project. KBM demonstrated effective communication skills and that they have the resources and experience to meet the Project needs. While staff recommended the Board award the contract for the entire scope of work, staff would only proceed with the design portion of the scope at this time. The total not to exceed fee for authorization to commence design services would be \$89,301. The actual costs of procurement, installation, and storage will be determined based on furnishings chosen

for the Project. Staff recommended the Board award a contract to and authorize the General Manager to execute an Agreement with KBM Office Equipment, DBA KBM Hogue, for furniture planning, selection, procurement, and installation services for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project and further authorize the General Manager or designee to execute any other documents and take actions necessary to effectuate the terms of the agreement.

It was moved by Vice President Toy, seconded by Director Kite, to Award a Contract to and Authorize the General Manager to Execute an Agreement with KBM Office Equipment, DBA KBM Hogue, for Furniture Planning, Selection, Procurement, and Installation Services for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project and Further Authorize the General Manager or Designee to Execute Any Other Documents and Take Actions Necessary to Effectuate the Terms of the Agreement. Motion carried with the following vote:

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

#### **INFORMATION ITEMS:**

##### **Report on the East Bay Dischargers Authority Meeting of May 18, 2023**

Director Lathi provided an overview of the EBDA meeting summary included in the Board meeting packet.

##### **Check Register**

There were no questions regarding the check register.

#### **COMMITTEE MEETING REPORTS:**

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

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

- The recent Alameda Local Agency Formation Commission meeting included a presentation about multi-agency water reuse programs which included a discussion regarding potential regional opportunities to share resources and open communication.
- Washington Hospital will host a family health fair 10:00 a.m. – 2:00 p.m. on Saturday, July 29, 2023. USD will bring two trucks for the “touch a truck” section of the fair.
- District offices will be closed in observance of the Juneteenth holiday on Monday, June 19, 2023.
- General Manager Eldredge stated a significant number of blue plastic bags have been causing damage at the District’s Boyce Pump Station. Environmental Compliance staff have been conducting extensive outreach in the area to find the source of the blue plastic bags.


**OTHER BUSINESS:**

There was no other business.


**ADJOURNMENT:**

The meeting was adjourned at 4:36 p.m. to the next Regular Board Meeting to be held in the Boardroom on Monday, June 26, 2023, at 4:00 p.m.

**SUBMITTED:**

DocuSigned by:  
  
E550CBB143D4D7...  
REGINA McEVOY  
BOARD CLERK

**ATTEST:**

DocuSigned by:  
  
C0CC5EF393E9442...  
TOM HANDLEY  
SECRETARY

**APPROVED:**

DocuSigned by:  
  
77BEF9EB02EB471...  
MANNY FERNANDEZ  
PRESIDENT

Adopted this 26<sup>th</sup> day of June 2023

**Certificate Of Completion**

Envelope Id: 41E2565007EB4952AC6FCEAA6FD148EE	Status: Completed
Subject: Complete with DocuSign: 06122023 Minutes.pdf	
Source Envelope:	
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**

Status: Original	Holder: Regina McEvoy	Location: DocuSign
6/28/2023 11:13:00 AM	Reginam@unionsanitary.ca.gov	

**Signer Events**

Manny Fernandez  
 mfernandez@unionsanitary.ca.gov  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 77BEF9EB02EB471...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.249.151.155

**Timestamp**

Sent: 6/28/2023 11:14:01 AM  
 Viewed: 6/28/2023 4:06:11 PM  
 Signed: 6/28/2023 4:06:25 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/26/2022 9:26:24 AM  
 ID: e4140941-90d6-45cc-8907-105cc2a7d5cd

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

DocuSigned by:  
  
 E550CBBC143D4D7...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.227.238.26

Sent: 6/28/2023 11:14:02 AM  
 Viewed: 6/28/2023 11:14:08 AM  
 Signed: 6/28/2023 11:14:12 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Tom Handley  
 thandley@unionsanitary.ca.gov  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 C0CC5EF393E9442...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 104.129.198.55  
 Signed using mobile

Sent: 6/28/2023 11:14:01 AM  
 Viewed: 6/28/2023 4:44:16 PM  
 Signed: 6/28/2023 4:44:24 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/13/2022 7:41:57 PM  
 ID: 4ae6b5bb-38a4-455f-804c-3e3f6079cc08

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

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	6/28/2023 11:14:02 AM
Certified Delivered	Security Checked	6/28/2023 4:44:16 PM
Signing Complete	Security Checked	6/28/2023 4:44:24 PM
Completed	Security Checked	6/28/2023 4:44:24 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---