



BOARD MEETING AGENDA
Monday, October 23, 2017
Regular Meeting - 7:00 P.M.

Union Sanitary District
Administration Building
5072 Benson Road
Union City, CA 94587

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

- | | | | |
|-------------|-----|---|--|
| | 1. | Call to Order. | |
| | 2. | Pledge of Allegiance. | |
| | 3. | Roll Call. | |
| Motion | 4. | Approve Minutes of the Meeting of October 9, 2017. | |
| Motion | 5. | Approve Minutes of the Special Meeting of October 16, 2017. | |
| Information | 6. | September 2017 Monthly Operations Report <i>(to be reviewed by the Budget & Finance and Legal/Community Affairs Committee).</i> | |
| | 7. | Written Communications. | |
| | 8. | Oral Communications.
<small><i>The public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District office at least one working day prior to the meeting). This portion of the agenda is where a member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction that is not on the agenda. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. Oral comments are limited to three minutes per individuals, with a maximum of 30 minutes per subject. Speaker's cards will be available in the Boardroom and are to be completed prior to discussion.</i></small> | |
| Motion | 9. | Review and Consider Approval of Financial Audit Policy #2020 <i>(to be reviewed by the Audit Committee).</i> | |
| Motion | 10. | Consider Amended and Restated Employment Agreement Between Union Sanitary District and Paul Eldredge. | |
| Motion | 11. | Review and Approve Proposed Changes to Policy No. 3030, Boardmember Business and Travel Expense <i>(to be reviewed by the Legal/Community Affairs Committee).</i> | |
| Information | 12. | Cal-Card Quarterly Activity Report <i>(to be reviewed by the Budget & Finance Committee).</i> | |
| Information | 13. | Check Register. | |
| Information | 14. | Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i>
a. Legal/Community Affairs Committee – Thursday, October 19, 2017, at 1:30 p.m. | |

- Director Handley and Director Lathi
- b. Budget & Finance Committee – Friday, October 20, 2017, at 11:00 a.m.
 - Director Handley and Director Toy
- c. Audit Committee – Friday, October 20, 2017, at 12:00 p.m.
 - Director Fernandez and Director Lathi
- d. Legislative Committee – will not meet.
- e. Engineering and Information Technology Committee – will not meet.

Information

-
15. General Manager’s Report. *(Information on recent issues of interest to the Board).*
-
16. Other Business:
- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
-
17. Adjournment – The Board will adjourn to the next Regular Meeting in the Boardroom on Monday, November 13, 2017, at 7:00 p.m.

The Public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District at least one working day prior to the meeting).
 If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board’s jurisdiction but not on the agenda, the speaker will be heard at the time “Oral Communications” is calendared. Oral comments are limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker’s cards will be available in the Boardroom and are to be completed prior to discussion of the agenda item.

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager’s office at (510) 477-7503 at least 24 hours in advance of the meeting. THE PUBLIC IS INVITED TO ATTEND



LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING
Committee Members: Director Handley and Director Lathi

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Thursday, October 19, 2017
1:30 p.m.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

1. Call to Order

2. Roll Call

3. Public Comment

4. Items to be reviewed for the Board meeting of October 23, 2017:
 - September 2017 Monthly Operations Report – Odor Report and Work Group Reports
 - Review and Approve Proposed Changes to Policy No. 3030, Boardmember Business and Travel Expense

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.

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If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board's jurisdiction but not on the agenda, the speaker will be heard at the time "Public Comment" is calendared. Oral comments are limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards will be available and are to be completed prior to discussion of the agenda item.

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THE PUBLIC IS INVITED TO ATTEND



BUDGET & FINANCE COMMITTEE MEETING
Committee Members: Director Handley and Director Toy

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Friday, October 20, 2017
11:00 a.m.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

1. Call to Order

2. Roll Call

3. Public Comment

4. Items to be reviewed for the Board meeting of October 23, 2017:

- September 2017 Monthly Operations Report - Financial Reports
- Cal-Card Quarterly Activity Report

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.

The Public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District at least one working day prior to the meeting).

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THE PUBLIC IS INVITED TO ATTEND



AUDIT COMMITTEE MEETING

Committee Members: Director Fernandez and Director Lathi

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Friday, October 20, 2017
12:00 P.M.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

1. Call to Order
2. Roll Call
3. Public Comment
4. Introduction to New Audit Form and Auditor Representative, Mr. Brandon Young of LSL
5. Union Sanitary District Audit Schedule Review
6. Preliminary Findings for the Current Financial Audit
7. Review Financial Audit Policy #2020
8. Communication to the Board
9. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.

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If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board's jurisdiction but not on the agenda, the speaker will be heard at the time "Public Comment" is calendared. Oral comments are limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards will be available and are to be completed prior to discussion of the agenda item.

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THE PUBLIC IS INVITED TO ATTEND

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
October 9, 2017**

CALL TO ORDER

President Kite called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Armando Lopez, Treatment and Disposal Services Manager
Sami Ghossain, Technical Services Manager
Laurie Brenner, Business Services Team Coach
Gene Boucher, Human Resources Manager
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 25, 2017

It was moved by Secretary Fernandez, seconded by Director Toy, to approve the Minutes of the Meeting of September 25, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 26, 2017

It was moved by Secretary Fernandez, seconded by Director Toy, to approve the Minutes of the Special Meeting of September 26, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF OCTOBER 2, 2017

It was moved by Vice President Lathi, seconded by Director Handley, to approve the Minutes of the Special Meeting of October 2, 2017. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

REVIEW AND PROVIDE DIRECTION ON THE TOILET REBATE PROGRAM PARTNERSHIP WITH ALAMEDA COUNTY WATER DISTRICT

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated Union Sanitary District and Alameda County Water District have been partnering to offer rebate programs for high efficiency toilets and clothes washers. Since the program's inception, flows coming to USD's Plant have steadily declined. Staff recommended the Board review the details presented, and provide direction regarding the future of the program.

It was moved by Director Handley, seconded by Vice President Lathi, to direct staff to Discontinue Participation in the Toilet Rebate Program with Alameda County Water District. Motion carried unanimously.

CONSIDER A MOTION TO CANCEL THE NOVEMBER 27, 2017, DECEMBER 11, 2017, AND DECEMBER 25, 2017, BOARD OF DIRECTORS MEETINGS

Executive Assistant to the General Manager/Board Clerk McEvoy stated this item was prepared for the Board to consider the impact the upcoming holiday season will have on regularly scheduled Board meetings. The second regularly scheduled Board meeting in November falls on the Monday after Thanksgiving, and the second regularly scheduled Board meeting in December falls on Christmas Day when District offices will be closed. Staff recommended the Board consider options for the second meeting in November, and cancel the second meeting in December.

It was moved by Director Handley, seconded by Vice President Lathi, to Cancel the Regular Board Meetings of November 27, December 11, and December 25, 2017, and Schedule Special Meetings for December 4 and December 18, 2017. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF CAPITAL ASSETS POLICY #2070

This item was reviewed by the Budget & Finance Committee. Business Services Team Coach Brenner stated Capital Assets Policy No. 2070 requires review and approval by the Board every three years. The proposed edits to the Policy included minor verbiage changes outlined in the Board meeting packet. Staff recommended the Board review and consider approval of Policy No. 2070, Capital Assets Policy.

It was moved by Director Toy, seconded by Director Handley, to Accept the Proposed Changes to Capital Assets Policy No. 2070. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF SURPLUS PROPERTY DISPOSAL POLICY #2075

This item was reviewed by the Budget & Finance Committee. Business Services Team Coach Brenner stated Surplus Property Disposal Policy No. 2075 requires review and approval by the Board every three years. The Budget & Finance Committee requested an edit to section 3.c of the Policy to state that the Budget & Finance Committee may recommend disposal of surplus property valued over \$100,000 per item, and require the Board to approve of disposal. Staff recommended the Board review and consider approval of Surplus Property Disposal Policy No. 2075.

It was moved by Director Handley, seconded by Director Toy, to Accept the Proposed Change to Surplus Property Disposal Policy No. 2075. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 4 WITH WEST YOST ASSOCIATES FOR THE FORCE MAIN CORROSION REPAIRS PROJECT – PHASE 2

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated recent testing reviewed by Carollo Engineers resulted in a recommendation that all corroded elements within the District's 78 force main manholes be rehabilitated or replaced. Phase 2 of the Project will address corrosion repairs for manholes on the western force main between Newark Pump Station and Alvarado Wastewater Treatment Plant. The scope of services for Task Order No. 4 includes project management, detailed final design including plans and specifications, bid period services, agency coordination, permitting, and biological services. Design of the Force Main Corrosion Repairs Project – Phase 2 is scheduled for completion in the Winter of 2018, with construction to follow in the Spring of 2018. Staff recommended the Board authorize the General Manager to execute Task Order No. 4 with West Yost Associates in the amount of \$62,248 to provide design services for the Force Main Corrosion Repairs Project – Phase 2.

It was moved by Director Handley, seconded by Vice President Lathi, to Authorize the General Manager to Execute Task Order No. 4 with West Yost Associates for the Force Main Corrosion Repairs Project – Phase 2. Motion carried unanimously.

REJECT THE SOLE BID RECEIVED FOR THE PRIMARY DIGESTER NO. 3 REHABILITATION PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District has six primary and two secondary digesters at the Alvarado Wastewater Treatment Plant. Staff removed Primary Digester No. 3 from service in Spring 2017 for cleaning and to assess its condition. The

District plans to rehabilitate the Digester before placing it back in service. V&A Consulting Engineers completed a condition assessment of the structure in July 2017, and Carollo Engineers completed design in August 2017. Staff advertised the Project for bids, and the only bid received exceeded the Engineer's Estimate by 15%. Staff will re-evaluate the experience qualifications and project scope to determine if any modifications should be made. Staff recommended the Board reject the sole bid received from D.W. Nicholson Corporation for the Primary Digester No. 3 Rehabilitation Project.

It was moved by Secretary Fernandez, seconded by Director Handley, to Reject the Sole Bid Received for the Primary Digester No. 3 Rehabilitation Project. Motion carried unanimously.

INFORMATION ITEMS:

Update on Fats, Oils, and Grease (FOG) Public Outreach Campaign Image Modifications

Communications and Intergovernmental Relations Coordinator Powell stated the Board had expressed concern that the images contained in the District's current FOG campaign could be misleading. While staff will continue to develop a new FOG campaign concept, current materials were slightly modified per Board feedback. The Board reviewed the modified FOG images, and provided feedback to staff.

Agreement with Carollo Engineers for General Engineering Services

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated staff have previously executed four agreements with Carollo Engineers to provide general engineering services to the District. The agreements enable staff to obtain engineering services without having to negotiate separate agreements for small projects. On July 6, 2015, staff executed the most recent agreement for a total not-to-exceed amount of \$50,000 for a two-year period. The agreement expired on July 6, 2017. On September 1, 2017, staff executed Amendment No. 1 to the agreement with Carollo to extend the term by one additional year to July 6, 2018. The total agreement not-to-exceed amount was increased by \$12,000 to provide a budget of up to \$25,000 for the third year of the agreement.

Report on the East Bay Dischargers Authority (EBDA) Meeting of September 21, 2017

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

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology and Budget & Finance Committees met. The Legal/Community Affairs Committee meeting was canceled due to a lack of quorum, and individual briefings were held with Committee members.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Union City State of the City Luncheon will be hosted by the Union City Chamber of Commerce at the Masonic Home on Tuesday, October 24, 2017.
- Governor Brown recently signed SB 568 which will move the California Presidential Primary election from June to March, beginning in 2019. This change will also move the Union Sanitary District Board of Directors election to March as well. Staff will keep the Board updated as information becomes available.
- CalPERS sent the District a form letter regarding outstanding items from the District's most recent CalPERS audit, and staff will continue to update the Board as necessary.
- General Manager Eldredge shared a drone video from the District's recent all staff centennial photo.

OTHER BUSINESS

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:47 p.m. to a Special Meeting in the Alvarado Conference Room on Monday, October 16, 2017, at 6:30 p.m.

The Board will then adjourn to the next Regular Board Meeting in the Boardroom on Monday, October 23, 2017, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

MANNY FERNANDEZ
SECRETARY

APPROVED:

PAT KITE
PRESIDENT

Adopted this 23rd day of October 2017

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
October 16, 2017**

CALL TO ORDER

President Kite called the special meeting to order at 6:00 p.m.

ROLL CALL

PRESENT: Pat Kite, President
Anjali Lathi, Vice President
Manny Fernandez, Secretary
Tom Handley, Director
Jennifer Toy, Director (arrived at 6:03 p.m.)

STAFF: Paul Eldredge, General Manager
Sami Ghossain, Technical Services Manager
Rollie Arbolante, Customer Service Team Coach
Karen Murphy, District Counsel
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

ORAL COMMUNICATIONS

There were no oral communications.

FORCE MAIN RELOCATION AT THE TORIAN PROPERTY DEVELOPMENT IN NEWARK:

- a. **Informational Update**
- b. **Consider a Resolution to Approve Pipeline Relocation Agreement with William Lyon Homes**

General Manager Eldredge stated the City of Newark approved the Dumbarton Transit-Oriented Development Specific Plan in September of 2011. The Plan includes construction of residential units, a retail center, transit station, and necessary infrastructure to support these uses. William Lyon Homes (WLH) is the developer proposing to begin construction of 553 residential units for a portion of the development known as the Torian property.

The District owns and operates twin 33-inch diameter reinforced concrete force mains that convey wastewater flows from the Irvington Pump Station to the Alvarado Treatment Plant in Union City. The force mains traverse the development, and a portion of the force mains run beneath a proposed Wetland Reserve. The Regional Water Quality Control Board's 401 permit condition requires the developer to obtain authorization from the District Board. District staff required WLH to submit a feasibility report to investigate the impacts of the development on the existing force mains. The report was reviewed and presented to the Board at a Workshop held March 9, 2015, and a Board resolution was adopted on April 13, 2015.

Much of the pipeline alignment has since been finalized, and the project was split into two phases. Phase II includes remediation efforts being performed by FMC and its consultants consistent with a Site Cleanup Requirements Order of the California Regional Water Quality Control Board. A new alignment and easement was proposed to avoid certain areas of contamination. Remediation is expected to be completed to allow Phase II completion by

October 15, 2018, though this may be extended to October 15, 2019 depending upon remediation. The existing easement will be utilized for Phase II work, and developers adjacent to the easement have agreed to provide a 10-foot setback from the District's existing easement. Staff recommended the Board adopt a resolution authorizing execution of a pipeline relocation agreement with William Lyon Homes.

Scott Hilk spoke on behalf of William Lyon Homes, and thanked District staff for their efforts to move the project forward.

It was moved by Director Handley, seconded by Vice President Lathi, to Adopt Resolution 2819, Authorizing Execution of a Pipeline Relocation Agreement with William Lyon Homes. Motion carried unanimously.

CLOSED SESSION

The Board adjourned to Closed Session at 6:25 p.m. to confer with legal counsel as follows:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One potential case

The Board reconvened to Open Session at 7:30 p.m. President Kite reported there was no reportable action.

ADJOURNMENT:

The special meeting was adjourned at approximately 7:31 p.m. to the next Regular Board Meeting in the Boardroom on Monday, October 23, 2017, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

MANNY FERNANDEZ
SECRETARY

APPROVED:

PAT KITE
PRESIDENT

Adopted this 23rd day of October, 2017

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: October 17, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer

SUBJECT: Agenda Item No. 6 - Meeting of October 23, 2017
Information Item: **Monthly Operations Report for September 2017**

Background

Attached are Monthly Operations Reports for September 2017. Staff is available to answer questions regarding information contained in the report.

Work Group Managers

General Manager/Administration	Paul Eldredge	GM
Collection Services	James Schofield	CS
Technical Support	Sami Ghossain	TS
Treatment and Disposal Services	Armando Lopez	T&D
Fabrication, Maintenance, and Construction	Robert Simonich	FMC

ODOR COMPLAINTS:

There were no odor complaints received by the collection system or the treatment plant in September 2017.

SAFETY:

- We had a garbage dumpster fire next to the solar panels. The fire department responded and extinguished the fire. The cause is unknown. The only damage was the paint burned off the dumpster.
- Five employees declined medical attention after having minor injuries. One was exposure to the smoke from the dumpster fire. One received a bruised hip when a

jackhammer fell against him. One twisted his ankle and another strained his knee. The last one was a wasp sting while in the treatment plant.

- All employees are back on full duty.
- We had a Vactor truck hit a parked car when pulling away from the curb. Minor damage to the car.
- The State Water Resources Control Board completed an inspection of our underground tanks. A couple minor items need to be corrected but we were complimented for the condition of our records and facility.

G.M. ACTIVITIES: For the month of September, the General Manager was involved in the following:

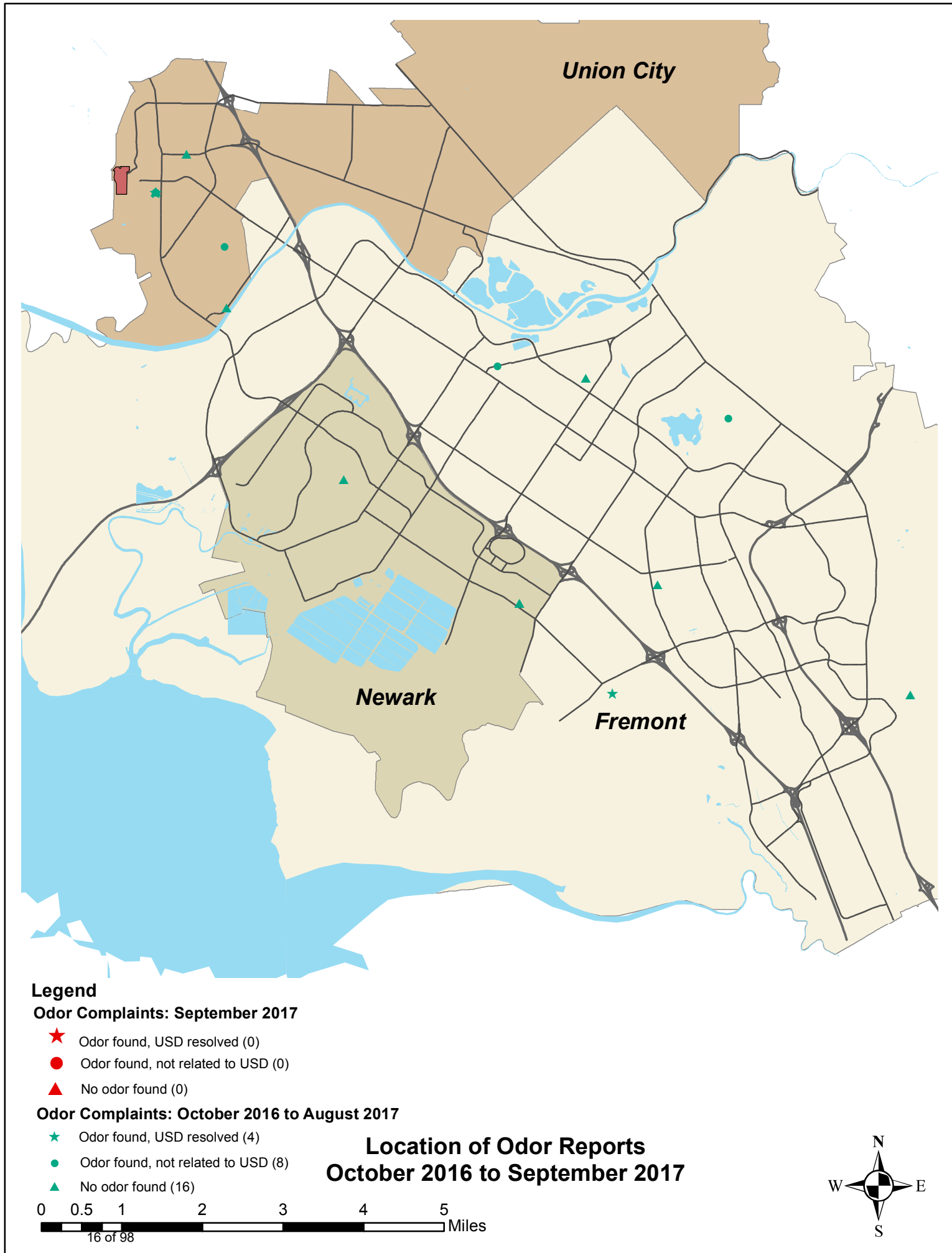
- Attended the East Bay Dischargers Authority (EBDA) meeting
- Attended the EBDA Managers Advisory Committee (MAC) meeting
- Provided a presentation and Plant tour for Assemblymember Chu
- Provided a presentation for the Newark Rotary meeting
- Provided a presentation and Plant tour for Mission/San Jose Rotary of Fremont
- Attended a General Manager's Performance Evaluation Closed Session

Attachments: Odor Report and Map
Hours Worked and Leave Time by Work Group
Financial Reports
Technical Services
Collection Services
Fabrication, Maintenance, and Construction
Treatment and Disposal Services



ODOR REPORT September 2017

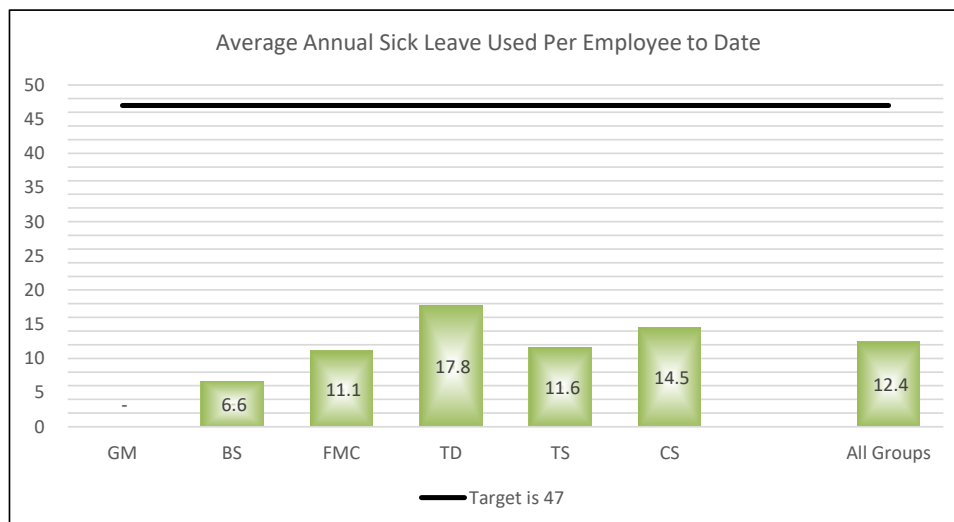
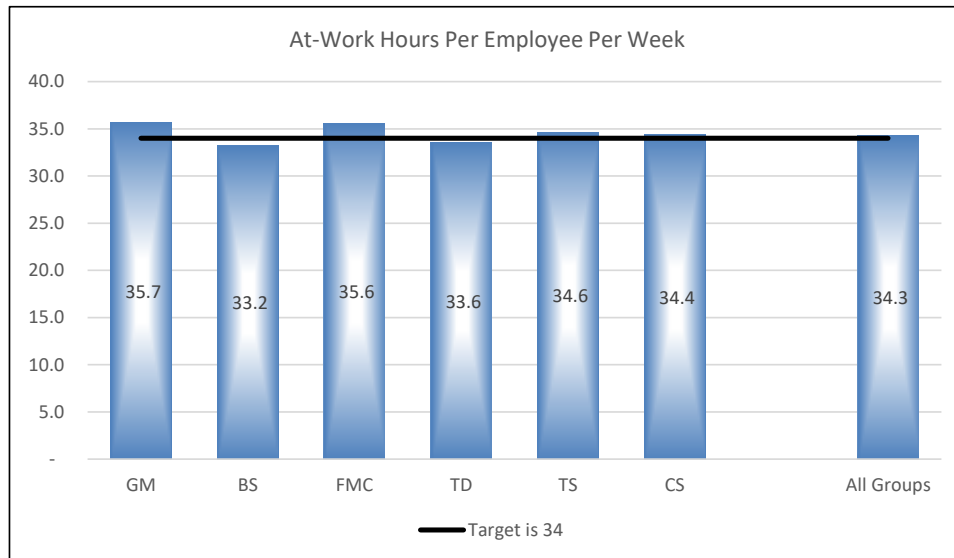
During the recording period from September 01, 2017 through September 30, 2017, there were no odor related service requests received by the District.



HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 29, 2017 through September 20, 2017

Weeks to Date: 12 out of 52 (23.08%)



NOTES

- (1) Regular hours does not include hours worked by part-time or temporary employees.
- (2) Overtime hours includes call outs.
- (3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.
- (4) Sick Leave includes sick and catastrophic sick leaves as well as protected time off, of which the District has no discretion.

An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of 34.9 hours per week over the course of a year; with 20 vacation days, 34.2 hours per week.

HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 29, 2017 through September 20, 2017

Weeks to Date: 12 out of 52 (23.08%)

Group	Average Number of Employees	AT-WORK HOURS		At-Work Hours Per Employee Per Week	LEAVE HOURS				Average Annual Sick Leave Used Per Employee To Date	FY17		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	835.00	21.50	35.7	125.00	-	-	-	0.0	2	35.7	34.6
BS	21	8,361.00	6.83	33.2	1,183.88	-	-	139.50	6.6	21	34.2	33.5
FMC	22	9,153.25	237.42	35.6	1,321.58	-	-	244.00	11.1	23	34.2	48.4
TD	26	10,090.83	383.92	33.6	1,696.90	416.01	-	462.26	17.8	27	34.7	39.1
TS	31	12,796.95	92.58	34.6	1,876.30	126.25	-	360.50	11.6	32	34.9	47.3
CS	30	11,619.08	751.07	34.4	2,242.75	5.93	-	435.07	14.5	31	34.1	77.6
All Groups	132	52,856.11	1,493.32	34.3	8,446.41	548.19	-	1,641.33	12.4	136	35.1	44.5

SICK LEAVE INCENTIVE PROGRAM TARGETS

≥34

≤47

The Sick Leave Incentive Program target goals are 47 or less hours of sick leave per employee annually, and 34 or more hours of at-work time per week per employee.

NOTES

(1) Regular hours does not include hours worked by part-time or temporary employees.

(2) Overtime hours includes call outs.

(3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.

(4) Sick Leave includes sick and catastrophic sick leaves, as well as protected time off, of which the District has no discretion.

An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of **34.9** hours per week over the course of a year;

with 20 vacation days, **34.2** hours per week.

BUDGET AND FINANCE REPORT

FY 2018

Year-to-date as of 09/30/17

25% of year elapsed

Revenues

	Budget	Actual	% of Budget Rec'd	Unaudited Last Year Actuals 6/30/17
Capacity Fees	\$7,910,000	\$5,476,331	69%	\$12,595,637
Sewer Service Charges	54,913,920	8,544	0%	49,789,143
Operating (Work Groups)	1,300,000	244,810	19%	1,461,240
Interest	625,000	486,462	78%	699,081
Misc. (LAVWMA pymnt, solar, Cogen rebates)	361,500	88,119	24%	577,014
Subtotal Revenues	<u>\$65,110,420</u>	<u>\$6,304,266</u>	<u>10%</u>	<u>\$65,122,115</u>
SRF Loan Proceeds (Thickener Proj.)	0		#DIV/0!	3,433,448
Total Revenues + SRF Proceeds	\$65,110,420	\$6,304,266	10%	\$68,555,563

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Proj.	\$3,420,000	\$481,348	14%	\$3,582,361
Renewal & Repl. Proj.	6,660,000	1,479,201	22%	10,121,672
Operating	36,816,878	7,388,613	20%	32,086,557
Special Projects	1,873,523	163,945	9%	899,694
Retiree Medical (ARC)	602,009	150,502	25%	583,771
Vehicle & Equipment	1,139,555	0	0%	116,986
Information Systems	600,100	54,734	9%	448,764
Plant & Pump Stat. R&R	250,000	0	0%	247,329
Emerg. Fund	0	0	0%	286
Pretreatment Fund	5,000	0	0%	11,611
Cty Fee for SSC Admin.	107,000	0	0%	106,643
Debt Servicing:				
SRF Loans	3,880,441	1,319,228	34%	3,127,110
Total Expenses	<u>\$55,354,506</u>	<u>\$11,037,572</u>	<u>20%</u>	<u>\$51,332,784</u>
Total Revenue & Proceeds less Expenses	\$9,755,914	(\$4,733,305)		\$17,222,779

Operating (Work Group) Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$176,093	\$29,392	17%	\$131,021
General Manager/Admin.	1,082,884	164,231	15%	744,954
Business Services	5,023,943	898,052	18%	4,766,077
Collection Services	6,551,768	1,296,603	20%	5,959,126
Technical Services	5,995,655	1,262,677	21%	5,473,916
Treatment & Disposal Services	11,122,285	2,348,138	21%	9,439,596
Fabrication, Maint. & Construction	6,277,170	1,255,104	20%	5,571,868
Non-Departmental	587,080	134,416	23%	
Total	<u>\$36,816,878</u>	<u>\$7,388,613</u>	<u>20%</u>	<u>\$32,086,558</u>

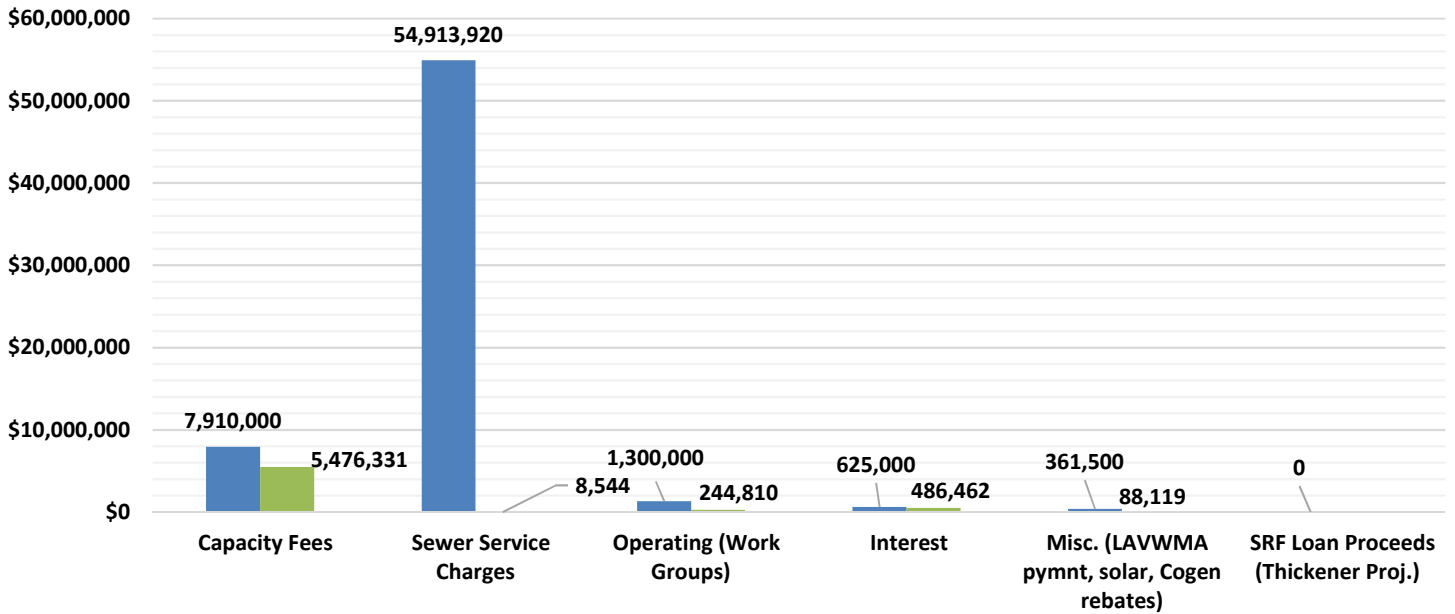
Operating (Work Group) Expenses by Type

	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$25,359,529	\$5,233,599	21%	\$22,821,078
Repairs & Maintenance	2,147,050	346,891	16%	1,902,488
Supplies & Matls (chemicals, small tools)	2,622,250	551,417	21%	1,998,885
Outside Services (utilities, biosolids, legal)	6,353,189	1,244,568	20%	5,285,268
Fixed Assets	334,860	12,138	4%	78,838
Total	<u>\$36,816,878</u>	<u>\$7,388,613</u>	<u>20%</u>	<u>\$32,086,557</u>

REVENUES AND EXPENSES REPORT
as of 9/30/17

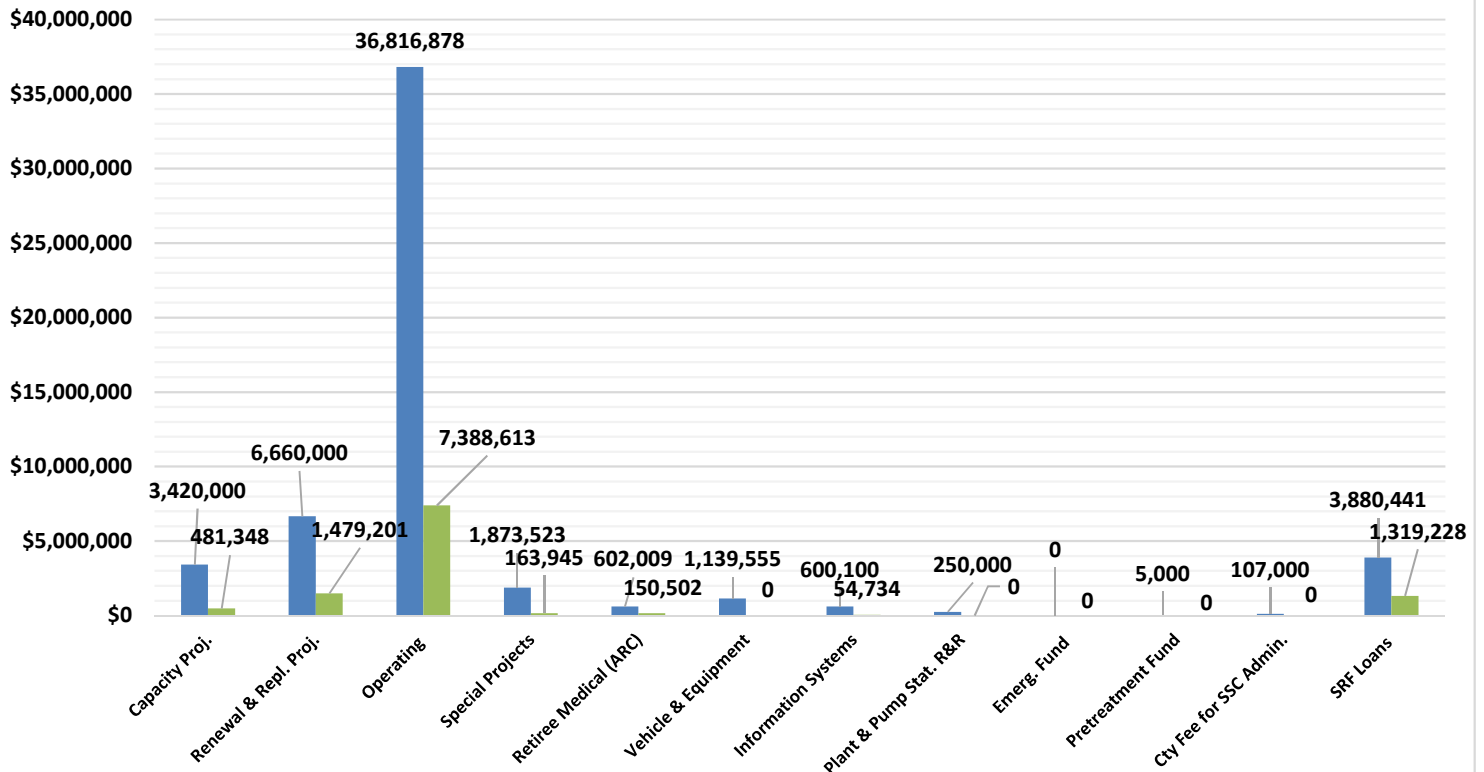
Total Revenues

■ Budget ■ Actual



Total Expenses

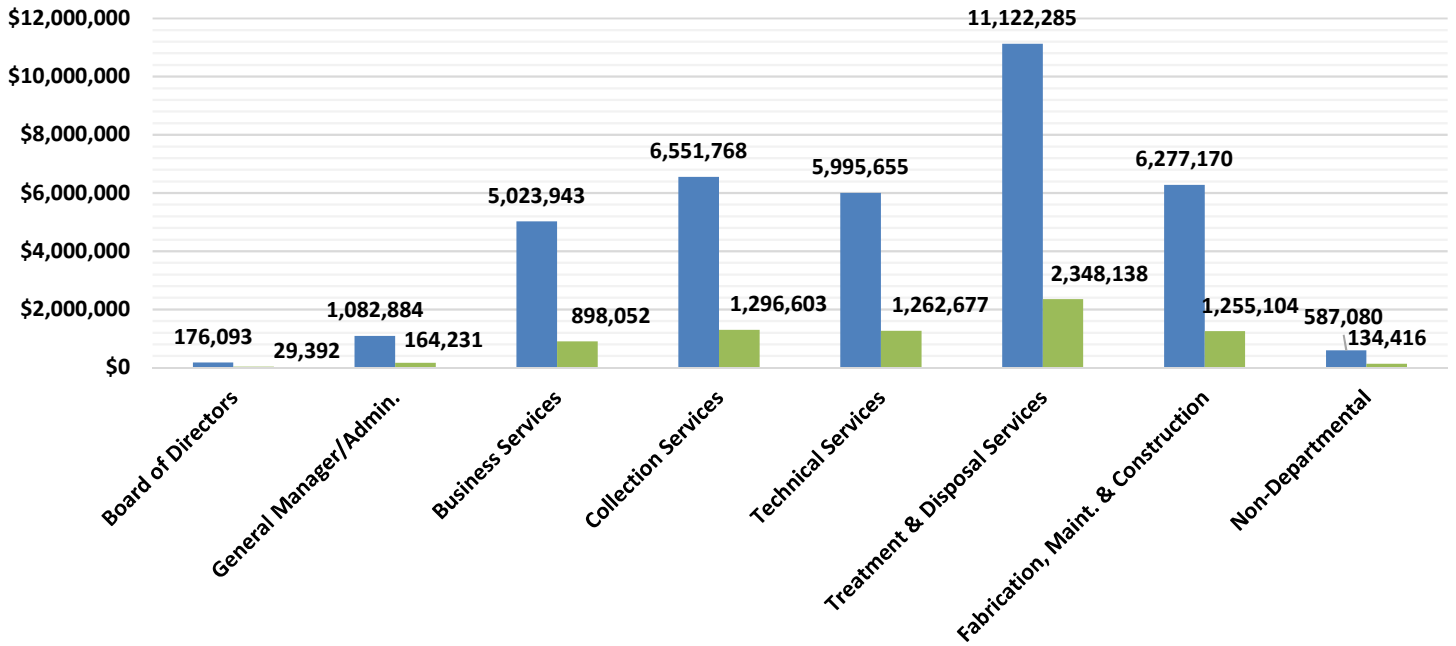
■ Budget ■ Actual



REVENUES AND EXPENSES REPORT
as of 9/30/17

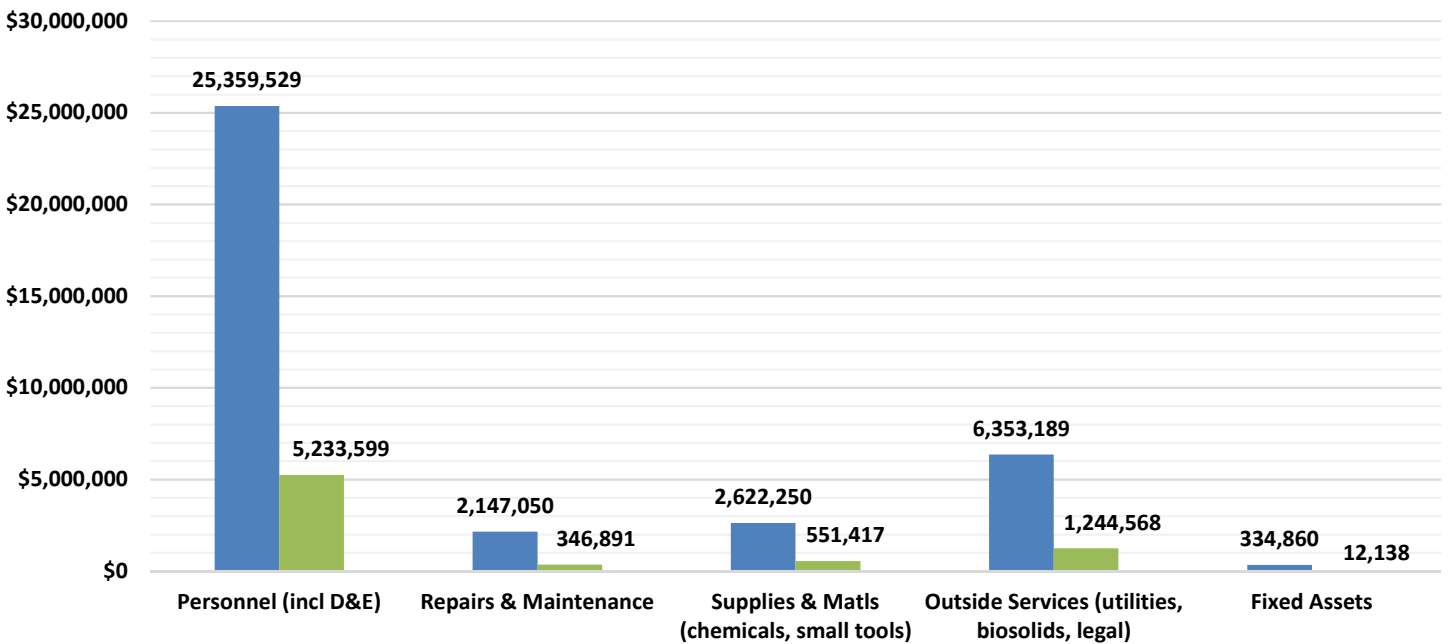
Operating Expenses by Work Group

■ Budget ■ Actual



Operating Expenses by Type

■ Budget ■ Actual

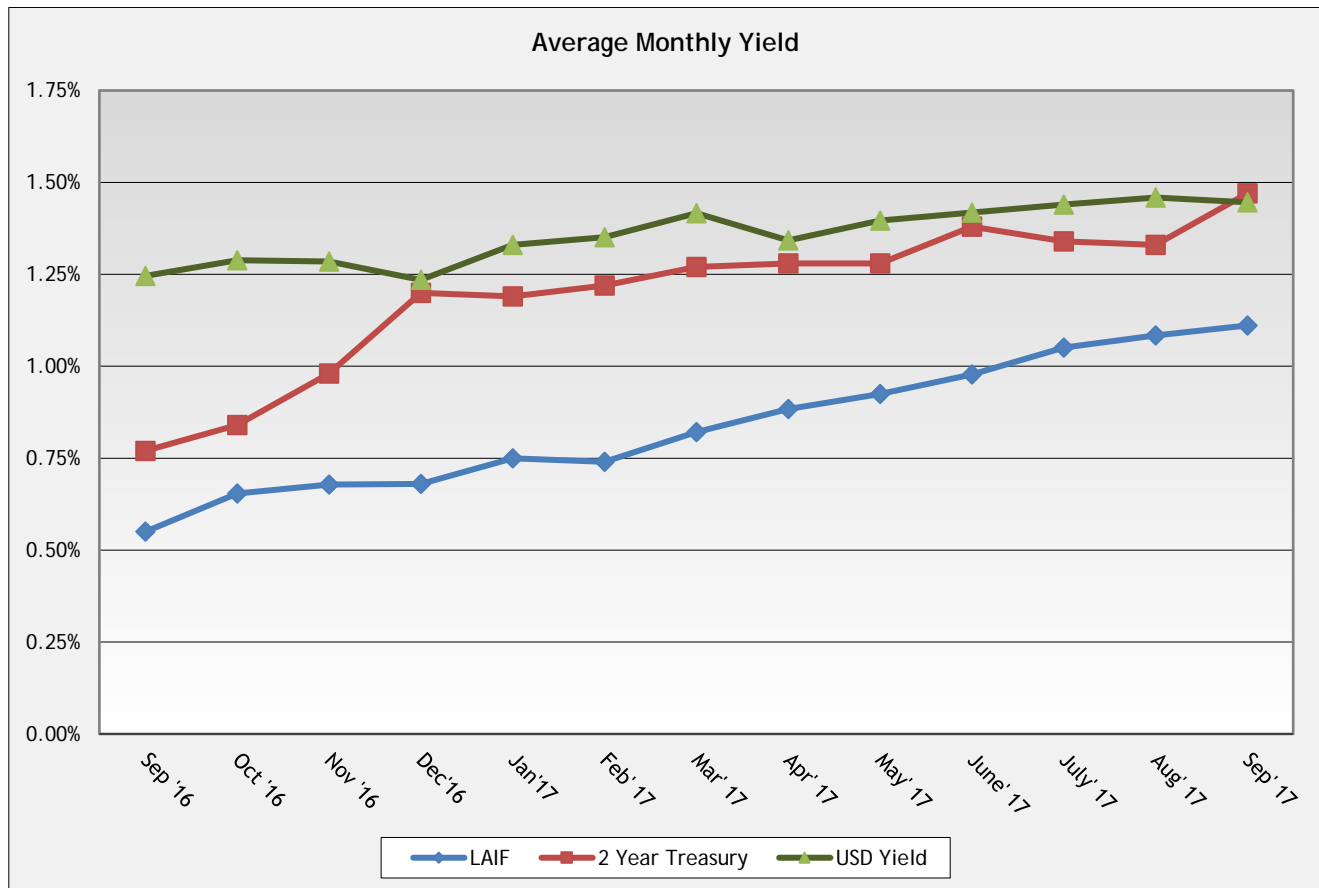


**Business Services Group
September 2017**

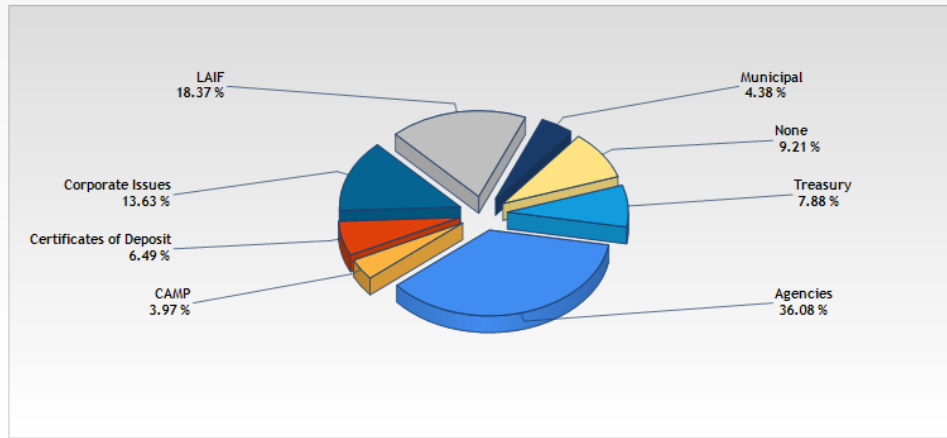
Accomplishments:

- Recruitment for Janitor was completed. Michael Luna was hired on September 18, 2017.

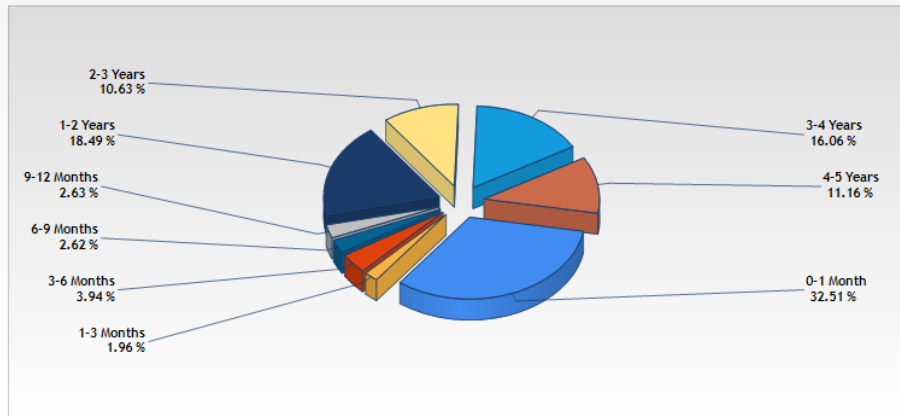
Performance Measures for the USD Investment Portfolio



Portfolio Holdings Distribution by Asset Class



Portfolio Holdings Distribution by Maturity Range



Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
0-1 Month	24,775,364.22	0.977	24,774,884.22	2	32.51	970,356.64	24,775,355.72	0.00
1-3 Months	1,496,000.00	0.845	1,497,060.00	54	1.96	1,495,353.40	1,496,055.73	0.15
3-6 Months	3,000,000.00	0.875	3,001,180.00	113	3.94	2,997,560.00	3,000,053.28	0.31
6-9 Months	2,000,000.00	1.255	1,999,070.00	188	2.62	1,997,400.00	1,999,434.80	0.51
9-12 Months	2,000,000.00	1.264	2,001,190.00	302	2.63	1,997,790.00	2,000,099.58	0.83
1-2 Years	14,076,000.00	1.331	14,088,230.00	573	18.49	14,031,984.31	14,084,356.64	1.57
2-3 Years	7,906,000.00	1.814	8,102,901.85	885	10.63	8,038,066.10	8,038,959.33	2.35
3-4 Years	12,245,000.00	1.990	12,239,792.28	1,289	16.06	12,165,767.71	12,242,891.85	3.42
4-5 Years	8,483,000.00	2.268	8,506,279.67	1,585	11.16	8,493,778.55	8,504,367.60	4.13
Total / Average	75,981,364.22	1.446	76,210,588.02	603	100	52,188,056.71	76,141,574.53	1.60

Union Sanitary District
Board Report - Holdings
 Report Format: By Transaction
 Group By: Asset Class
 Average By: Cost Value
Portfolio / Report Group: All Portfolios
As of 9/30/2017

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Agencies											
FFCB 0.9 1/16/2018-16	3133ECCZ5	Moody's-Aaa	12/23/2016	1,000,000.00	1,000,000.00	0.900	999,350.00	0.900		1/16/2018	1.31
FFCB 1.17 5/16/2019-17	3133EF7L5	Moody's-Aaa	5/16/2016	1,000,000.00	1,000,000.00	1.170	994,050.00	1.170		5/16/2019	1.31
FFCB 1.3 11/25/2019-16	3133EGBK0	Moody's-Aaa	5/25/2016	1,000,000.00	997,950.00	1.300	991,580.00	1.360		11/25/2019	1.31
FFCB 1.35 6/24/2019	3133EEZ60	Moody's-Aaa	5/24/2017	1,000,000.00	1,003,480.00	1.350	999,390.00	1.180		6/24/2019	1.32
FFCB 1.37 12/27/2018-17	3133EGZ24	None	12/27/2016	1,000,000.00	1,000,000.00	1.370	997,250.00	1.370	12/27/2017	12/27/2018	1.31
FFCB 1.59 3/23/2020-17	3133EFR25	Moody's-Aaa	3/23/2016	1,000,000.00	1,000,000.00	1.590	994,640.00	1.590		3/23/2020	1.31
FFCB 1.7 5/3/2021-17	3133EF5T0	Moody's-Aaa	5/3/2016	1,000,000.00	1,000,000.00	1.700	990,610.00	1.700		5/3/2021	1.31
FHLB 1.24 1/23/2019-18	3130AAN20	Moody's-Aaa	2/2/2017	1,000,000.00	999,100.00	1.240	996,400.00	1.286	1/23/2018	1/23/2019	1.31
FHLB 1.375 2/28/2019-17	3130ABEH5	Moody's-Aaa	5/30/2017	1,000,000.00	1,000,000.00	1.375	998,060.00	1.375	11/28/2017	2/28/2019	1.31
FHLB 1.93 12/21/2020-17	3130AADQ8	None	12/21/2016	1,000,000.00	1,000,000.00	1.930	999,670.00	1.930		12/21/2020	1.31
FHLB 2 10/26/2021-19	3130AB3D6	None	4/26/2017	1,000,000.00	1,000,000.00	2.000	997,640.00	2.000	4/26/2019	10/26/2021	1.31
FHLB 2.05 12/29/2021-17	3130AAET1	Moody's-Aaa	12/29/2016	1,000,000.00	1,000,000.00	2.050	993,670.00	2.050	12/29/2017	12/29/2021	1.31
FHLB 2.4 12/22/2021-17	3130AAHC5	None	12/22/2016	1,000,000.00	1,000,000.00	2.400	1,000,010.00	2.400	10/1/2017	12/22/2021	1.31
FHLB Step 4/28/2021-16	3130A7PR0	Moody's-Aaa	4/28/2016	1,000,000.00	1,000,000.00	1.250	995,010.00	2.114	10/28/2017	4/28/2021	1.31
FHLB Step 4/28/2021-16	3130A7QX6	Moody's-Aaa	4/28/2016	1,000,000.00	1,000,000.00	1.250	993,200.00	2.021		4/28/2021	1.31
FHLMC 1 8/15/2018-17	3134GABQ6	Moody's-Aaa	1/31/2017	1,000,000.00	998,700.00	1.000	997,230.00	1.087		8/15/2018	1.31
FHLMC 1.2 12/14/2018-17	3134GAZU1	None	12/14/2016	1,000,000.00	1,000,000.00	1.200	993,570.00	1.200	12/14/2017	12/14/2018	1.31
FHLMC 1.25 10/28/2019-17	3134G8XQ7	Moody's-Aaa	4/28/2016	1,000,000.00	1,000,000.00	1.250	992,710.00	1.250		10/28/2019	1.31
FHLMC 1.4 6/14/2019-17	3134GBRH7		6/14/2017	1,000,000.00	1,000,000.00	1.400	996,920.00	1.400	12/14/2017	6/14/2019	1.31

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
		Moody's-Aaa									
FHLMC 1.41 4/26/2019-18	3134GBEG3	None	4/26/2017	1,000,000.00	1,000,000.00	1.410	998,020.00	1.410	4/26/2018	4/26/2019	1.31
FHLMC 1.5 12/30/2019-17	3134GAYY4	S&P-AA+	12/30/2016	1,000,000.00	1,000,000.00	1.500	994,500.00	1.500	12/30/2017	12/30/2019	1.31
FHLMC 1.5 9/9/2019-18	3134GA7A6	Moody's-Aaa	5/10/2017	1,000,000.00	1,000,000.00	1.500	997,320.00	1.500	3/19/2018	9/9/2019	1.31
FHLMC 2 12/30/2021-17	3134GAYV0	None	12/30/2016	1,000,000.00	1,000,000.00	2.000	994,180.00	2.000	12/30/2017	12/30/2021	1.31
FHLMC Step 4/28/2021-16	3134G8VZ9	Moody's-Aaa	4/28/2016	2,500,000.00	2,500,000.00	1.250	2,470,925.00	2.116		4/28/2021	3.28
FHLMC Step 4/28/2021-16	3134G8Z28	Moody's-Aaa	5/10/2016	1,000,000.00	999,500.00	1.125	990,810.00	2.044	10/28/2017	4/28/2021	1.31
FNMA 1.5 6/16/2021-16	3136G3QX6	Moody's-Aaa	6/16/2016	1,000,000.00	995,000.00	1.500	979,680.00	1.604	12/16/2017	6/16/2021	1.31
Sub Total / Average				27,500,000.00	27,493,730.00	1.450	27,346,395.00	1.627			36.08
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	3,024,473.22	3,024,473.22	1.150	30,244.73	1.150	N/A	N/A	3.97
Sub Total / Average				3,024,473.22	3,024,473.22	1.150	30,244.73	1.150			3.97
Certificates of Deposit											
Ally Bank 1.35 10/28/2019	02006LQ48	None	10/27/2016	248,000.00	248,000.00	1.350	246,103.40	1.350		10/28/2019	0.33
American Expr Centurion 2.45 4/5/2022	02587DN38	None	4/5/2017	247,000.00	247,000.00	2.450	252,508.47	2.450		4/5/2022	0.32
Belmont Savings Bank 2.15 3/22/2022	080515BV0	None	3/20/2017	248,000.00	248,000.00	2.150	250,338.91	2.150		3/22/2022	0.33
BMW Bank 2.15 3/10/2022	05580AGR9	None	3/10/2017	247,000.00	247,000.00	2.150	249,313.18	2.150		3/10/2022	0.32
Capital One Bank 1.5 10/26/2020	140420L99	None	10/26/2016	248,000.00	248,000.00	1.500	245,629.37	1.500		10/26/2020	0.33
Comenity Capital 1.25 4/11/2019	20033ASR8	None	10/25/2016	248,000.00	248,000.00	1.250	246,102.18	1.250		4/11/2019	0.33
Discover Bank 2.25 12/29/2021	254672Y36	None	12/29/2016	247,000.00	247,000.00	2.250	250,290.93	2.250		12/29/2021	0.32
First Niagara Bank 1.1 10/30/2017	33583CSV2	None	10/30/2015	245,000.00	245,000.00	1.100	244,959.55	1.100		10/30/2017	0.32
Franklin Synergy Bank 0.85 12/11/2017	35471TCH3	None	6/10/2016	248,000.00	248,000.00	0.850	247,781.14	0.850		12/11/2017	0.33
Goldman Sachs Bank 1 10/16/2017	38148JQX2	None	4/27/2015	240,000.00	239,520.00	1.000	239,971.75	1.069		10/16/2017	0.31
JP Morgan Chase Bank 1.1 7/15/2019	48125Y5L4	None	7/15/2016	249,000.00	249,000.00	1.100	246,195.74	1.100		7/15/2019	0.33

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Lakeside Bank 1.75 5/29/2020	51210SMU8	None	5/30/2017	249,000.00	249,000.00	1.750	248,737.13	1.750		5/29/2020	0.33
Landmark Bank 2.1 3/29/2021-17	51506VCA9	None	3/29/2017	248,000.00	248,000.00	2.100	249,988.79	2.100	12/27/2017	3/29/2021	0.33
Medallion Bank 1.15 10/30/2017	58403B2L9	None	10/28/2015	245,000.00	245,000.00	1.150	244,971.70	1.150		10/30/2017	0.32
Pacific Premier Bank 0.9 12/5/2017	69478QDG2	None	6/3/2016	248,000.00	248,000.00	0.900	247,822.26	0.900		12/5/2017	0.33
Ponce De Leon Federal Bank 1.85 5/28/2021	732333AJ8	None	5/31/2017	249,000.00	249,000.00	1.850	248,794.55	1.850		5/28/2021	0.33
State Bank of India 2.25 1/26/2022	8562846A7	None	1/26/2017	247,000.00	247,000.00	2.250	250,411.09	2.250		1/26/2022	0.32
Summit Community Bank 1.65 5/29/2020	86604XLT1	None	5/31/2017	249,000.00	249,000.00	1.650	248,079.97	1.650		5/29/2020	0.33
Synchrony Bank 2.3 2/24/2022	87165ELT2	None	2/28/2017	247,000.00	247,000.00	2.300	250,935.97	2.300		2/24/2022	0.32
Wells Fargo Bank 1.15 7/22/2019	9497486R3	None	7/20/2016	249,000.00	249,000.00	1.150	246,387.89	1.150		7/22/2019	0.33
Sub Total / Average				4,946,000.00	4,945,520.00	1.613	4,955,323.97	1.617			6.49

Corporate Issues

American Express Credit 2.7 3/3/2022	0258M0EG0	Moody's-A2	5/15/2017	1,000,000.00	1,013,279.67	2.700	1,011,900.00	2.406		3/3/2022	1.33
Barclays Bank PLC Step 4/26/2022-17	06741VR95	Moody's-A1	4/26/2017	1,000,000.00	1,000,000.00	2.000	983,090.00	3.093	10/26/2017	4/26/2022	1.31
Chevron Corp 2.1 5/16/2021	166764BG4	Moody's-Aa2	5/10/2017	1,000,000.00	999,500.00	2.100	1,000,490.00	2.113		5/16/2021	1.31
Chevron Corp 2.193 11/15/2019	166764AN0	Moody's-Aa2	2/26/2016	1,160,000.00	1,167,806.57	2.193	1,170,915.60	2.004		11/15/2019	1.53
GE Capital International 2.04 11/15/2020	36164QMS4	S&P-AA	3/10/2017	1,000,000.00	1,010,642.28	2.040	1,010,530.00	1.738		11/15/2020	1.33
HSBC 4.875 8/24/2020	4042Q1AE7	Moody's-A1	5/17/2016	2,000,000.00	2,191,145.28	4.875	2,150,800.00	2.500		8/24/2020	2.88
Toyota Motor Credit 1.55 7/13/2018	89236TCP8	Moody's-Aa3	3/16/2016	1,000,000.00	1,002,490.00	1.550	1,000,560.00	1.440		7/13/2018	1.32
Toyota Motor Credit Corp 1.2 4/6/2018	89236TCX1	Moody's-Aa3	4/6/2017	1,000,000.00	998,710.00	1.200	998,700.00	1.330		4/6/2018	1.31
Toyota Motor Credit Corp 1.2 4/6/2018	89236TCX1	Moody's-Aa3	5/24/2016	1,000,000.00	1,000,360.00	1.200	998,700.00	1.180		4/6/2018	1.31
Sub Total / Average				10,160,000.00	10,383,933.80	2.513	10,325,685.60	2.039			13.63

LAIF

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
LAIF LGIP	LGIP1002	None	4/30/2011	14,001,456.84	14,001,456.84	1.111	140,014.57	1.111	N/A	N/A	18.37
Sub Total / Average				14,001,456.84	14,001,456.84	1.111	140,014.57	1.111			18.37
Municipal											
City of Riverside CA 2.125 6/1/2021	769036BA1	S&P-AA-	6/1/2017	500,000.00	500,000.00	2.125	494,935.00	2.125		6/1/2021	0.66
La Qunita Redev Agency 2.034 9/1/2019	50420BCH3	S&P-AA-	12/22/2016	1,330,000.00	1,336,650.00	2.034	1,329,268.50	1.843		9/1/2019	1.75
State of California 2.152 4/1/2022	13063DAD0	Moody's-Aa3	4/27/2017	1,000,000.00	1,010,000.00	2.152	1,009,490.00	1.938		4/1/2022	1.33
Victor Valley College General Obligation Bond 2.35	92603PER9	Moody's-Aa2	12/28/2016	500,000.00	490,150.00	2.350	495,495.00	2.811		8/1/2021	0.64
Sub Total / Average				3,330,000.00	3,336,800.00	2.130	3,329,188.50	2.056			4.38
None											
Union Bank Cash	LGIPUNIONBANK	None	12/31/2016	7,019,434.16	7,019,434.16	0.620	70,194.34	0.620	N/A	N/A	9.21
Sub Total / Average				7,019,434.16	7,019,434.16	0.620	70,194.34	0.620			9.21
Treasury											
T-Note 0.875 1/15/2018	912828H37	Moody's-Aaa	6/1/2015	1,000,000.00	1,001,560.00	0.875	999,180.00	0.815		1/15/2018	1.31
T-Note 0.875 1/31/2018	912828UJ7	None	1/9/2017	1,000,000.00	999,620.00	0.875	999,030.00	0.911		1/31/2018	1.31
T-Note 0.875 11/15/2017	912828G20	Moody's-Aaa	6/24/2015	1,000,000.00	1,001,060.00	0.875	999,750.00	0.830		11/15/2017	1.31
T-Note 0.875 5/15/2019	912828R44	None	4/26/2017	1,000,000.00	993,080.00	0.875	990,940.00	1.217		5/15/2019	1.30
T-Note 1.283 3/31/2019	912828SN1	None	2/22/2017	1,000,000.00	1,004,480.00	1.283	1,001,170.00	1.067		3/31/2019	1.32
T-Note 1.5 2/28/2019	912828C24	None	1/9/2017	1,000,000.00	1,005,440.00	1.500	1,000,940.00	1.241		2/28/2019	1.32
Sub Total / Average				6,000,000.00	6,005,240.00	1.048	5,991,010.00	1.013			7.88
Total / Average				75,981,364.22	76,210,588.02	1.453	52,188,056.71	1.446			100

All investment actions executed since the last report have been made in full compliance with the District's Investment Policy. The District will meet its expenditure obligations for the next six months. Market value sources are the LAIF, CAMP, and BNY Mellon monthly statements. Broker/Dealers: BOSC, Inc.; Cantella & Co.; First Empire Securities; Ladenburg, Thalman & Co, Inc.; UBS Financial Services; Wells Fargo Securities.

Reviewer:

Approver:
27 of 98

Union Sanitary District
Transactions Summary
Monthly Activity - by Action
Group By: Action
Portfolio / Report Group: All Portfolios
Begin Date: 08/31/2017, End Date: 09/30/2017

Description	CUSIP/Ticker	Coupon Rate	YTM @ Cost	Settlement Date	Face Amount/Shares	Principal	Interest/Dividends	Total	Custodian	Portfolio Name
Called										
FHLB Step 3/15/2021-16	3130A7EG6	1.000	0.000	09/15/2017	1,000,000.00	1,000,000.00	0.00	1,000,000.00	Bank of New York 7537	Operating Fund
FHLMC 2.3 3/29/2022-17	3134GA6Y5	2.300	0.000	09/29/2017	500,000.00	500,000.00	0.00	500,000.00	Bank of New York 7537	Operating Fund
Sub Total / Average					1,500,000.00	1,500,000.00	0.00	1,500,000.00		
Deposit										
CAMP LGIP	LGIP4000	N/A	0.000	09/29/2017	2,850.08	2,850.08	0.00	2,850.08	None	Liquid Fund
Union Bank Cash	LGIPUNIONBANK	N/A	0.000	09/30/2017	7,019,434.16	7,019,434.16	0.00	7,019,434.16	None	Liquid Fund
Sub Total / Average					7,022,284.24	7,022,284.24	0.00	7,022,284.24		
Interest										
American Express Credit 2.7 3/3/2022	0258M0EG0	2.700	0.000	09/05/2017	0.00	0.00	13,500.00	13,500.00	None	Operating Fund
Belmont Savings Bank 2.15 3/22/2022	080515BV0	2.150	0.000	09/20/2017	0.00	0.00	2,687.91	2,687.91	None	Operating Fund
BMW Bank 2.15 3/10/2022	05580AGR9	2.150	0.000	09/11/2017	0.00	0.00	2,677.07	2,677.07	None	Operating Fund
CAMP LGIP	LGIP4000	N/A	0.000	09/29/2017	0.00	0.00	2,850.08	2,850.08	None	Liquid Fund
Comenity Capital 1.25 4/11/2019	20033ASR8	1.250	0.000	09/11/2017	0.00	0.00	263.29	263.29	None	Operating Fund
FFCB 1.59 3/23/2020-17	3133EFR25	1.590	0.000	09/25/2017	0.00	0.00	7,950.00	7,950.00	None	Operating Fund
FHLB 0.9 9/28/2017	3130A5KH1	0.900	0.000	09/28/2017	0.00	0.00	4,500.00	4,500.00	Bank of New York 7537	Operating Fund
FHLB Step 3/15/2021-16	3130A7EG6	1.000	0.000	09/15/2017	0.00	0.00	6,250.00	6,250.00	Bank of New York 7537	Operating Fund
FHLMC 1.5 9/9/2019-18	3134GA7A6	1.500	0.000	09/11/2017	0.00	0.00	7,500.00	7,500.00	None	Operating Fund
FHLMC 2.3 3/29/2022-17	3134GA6Y5	2.300	0.000	09/29/2017	0.00	0.00	5,750.00	5,750.00	Bank of New York 7537	Operating Fund
Franklin Synergy Bank 0.85 12/11/2017	35471TCH3	0.850	0.000	09/11/2017	0.00	0.00	179.04	179.04	None	Operating Fund
La Qunita Redev Agency 2.034 9/1/2019	50420BCH3	2.034	0.000	09/01/2017	0.00	0.00	13,526.10	13,526.10	None	Operating Fund
Landmark Bank 2.1 3/29/2021-17	51506VCA9	2.100	0.000	09/29/2017	0.00	0.00	1,312.70	1,312.70	None	Operating Fund
Medallion Bank 1.15 10/30/2017	58403B2L9	1.150	0.000	09/28/2017	0.00	0.00	239.29	239.29	None	Operating Fund
Pacific Premier Bank 0.9 12/5/2017	69478QDG2	0.900	0.000	09/05/2017	0.00	0.00	189.57	189.57	None	Operating Fund
Wells Fargo Bank 1.15 7/22/2019	9497486R3	1.150	0.000	09/20/2017	0.00	0.00	243.20	243.20	None	Operating Fund
Sub Total / Average					0.00	0.00	69,618.25	69,618.25		
Matured										
FHLB 0.9 9/28/2017	3130A5KH1	0.900	0.000	09/28/2017	1,000,000.00	1,000,000.00	0.00	1,000,000.00	Bank of New York 7537	Operating Fund
Sub Total / Average					1,000,000.00	1,000,000.00	0.00	1,000,000.00		
Withdraw										
Union Bank Cash	LGIPUNIONBANK	N/A	0.000	09/29/2017	5,984,245.34	5,984,245.34	0.00	5,984,245.34	None	Liquid Fund
Sub Total / Average					5,984,245.34	5,984,245.34	0.00	5,984,245.34		

<p>MONTHLY OPERATIONS REPORT FOR THE MONTH OF SEPTEMBER 2017</p> <p>TECHNICAL SUPPORT WORK GROUP SUMMARY</p>
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Capital Improvement Program

Thickener Control Building Improvements Project – Project closeout and punchlist work are in progress.

Fremont and Paseo Padre Lift Stations Improvements Project – The contractor proposed replacing Lift Pump No. 1 at Fremont Lift Station that did not pass its performance test. The replacement pump is estimated to be delivered in November 2017.

Chemical Tanks and Piping Replacement Project – The contractor commenced with the replacement of the first of two chemical metering pumps located at the Maintenance Shop Building.

Sludge Degritter System Project – All new piping connections for the sludge pipelines for the degritter equipment have been completed. Programming and testing will be scheduled in October.

Headworks Knife Gate Valves 1-3 Replacement Project – Certificate of substantial completion was issued and punch list work is in progress.

Force Main Corrosion Repairs Project, Phase 1 – The manhole repairs are nearly complete. Force main start-up is planned for early October.

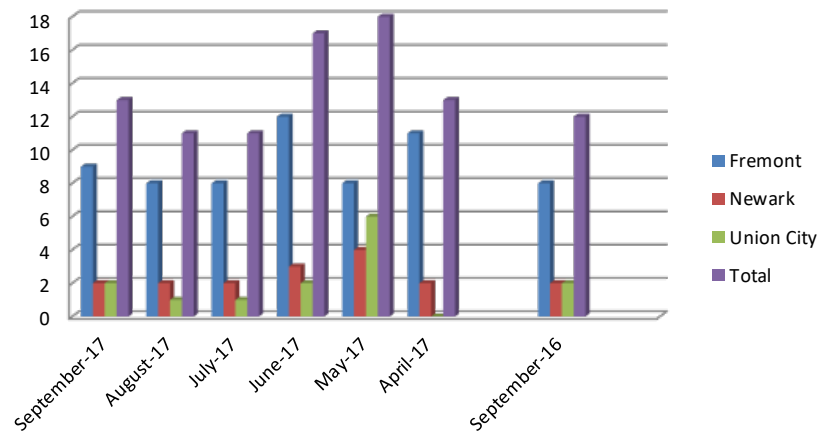
Newark Pump Station Wet Well Improvements – Submittals review is in progress.

Cast Iron/Piping Lining Phase VI – Submittals review is in progress. Review of the coordinated traffic control plans submittal and sewer flow control plans submittal is ongoing by the City of Fremont.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

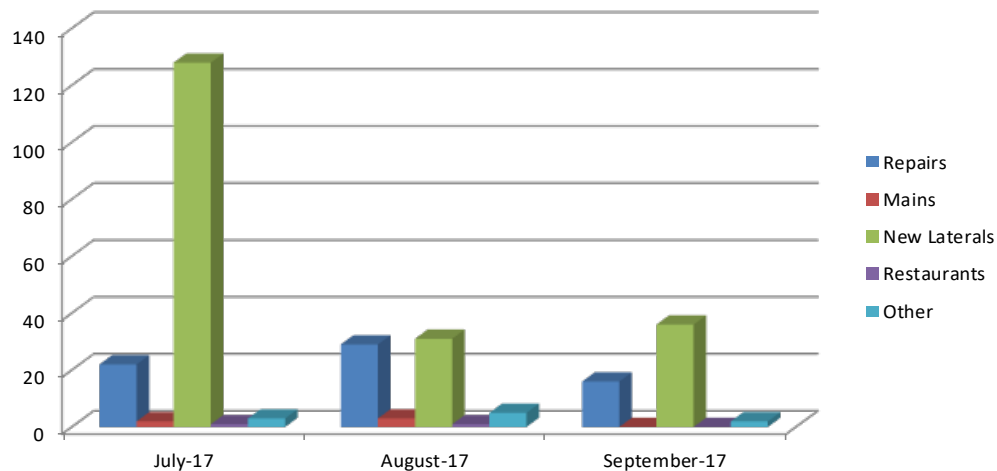
Month	Fremont	Newark	Union City	Total
September-17	9	2	2	13
August-17	8	2	1	11
July-17	8	2	1	11
June-17	12	3	2	17
May-17	8	4	6	18
April-17	11	2	0	13
September-16	8	2	2	12
6-Month Total				83



Sewer Permits Issued

Month	Repairs	Mains	New Laterals	Restaurants	Other
September-17	16	0	36	0	2
August-17	29	3	31	1	5
July-17	22	2	128	1	3

New Laterals - New residential lateral connections
Other - Non-residential construction (except restaurants)



Communication

- Developed presentations for General Manager: Assembly member Kansen Chu, Newark Rotary, Fremont Rotary
- Completed project activities for Fall 2017 newsletter; responded to customer questions
- Developed RFP for District Branding initiative
- Participated in CASA Program Committee meeting – January 2018 conference planning
- Participated in Chamber of Commerce Board activities as Director and Past-President: Ariat Health Fair
- Social Media Posts: Newark Days, London Fatberg, Kansen Chu plant tour
- Website updates: Mission, Facts, and History page; Forms, Documents, Ordinances page

Environmental Compliance

Pollution Prevention/Stormwater Programs

USD's Environmental Compliance team conducts pollution prevention inspections at restaurants, car wash businesses, and other commercial facilities. EC also conducts inspections and enforcement for the City of Fremont's Environmental Services group. We conduct over 600 Stormwater compliance inspections every year to ensure that commercial facilities, including restaurants and auto shops, comply with City Ordinance requirements, and do not discharge pollutants to the creeks and bay.

During the past month, the EC team conducted 65 Stormwater (Urban Runoff), and 37 FOG (restaurant) inspections. During this reporting period, Inspectors identified 19 Stormwater and 8 FOG enforcement actions. Thirteen (13) of the Stormwater enforcements resulted in administrative fines ranging from \$100 to \$500. Two (2) administrative fines was for illicit discharges and 12 were for repeated violations.

Urban Runoff Inspections and Enforcements

September 2017	No. of UR Inspections	VW	WL	NOV	AF	LA	Total Enforcements	No. of Illicit Discharge/s	
	65	1	0	5	13	0	19	% enforcement	29%

FOG Inspections and Enforcements

September 2017	No. of FOG Inspections	VW	WL	NOV	AF	LA	Total Enforcements	% enforcement	22%
	37	4	3	1	0	0	8		

Enforcements:

VW – Verbal Warning

WL – Warning Letter

NOV – Notices of Violation

AF – Administrative Fine

LA – Legal Action

NOD – Notice of Deficiency

AO – Administrative Order

C&D – Cease & Desist Order

SNC – Significant Non-Compliance

Dental Inspections, School Outreach, and Plant Tours

# of Dental Inspections	# of School Outreach Events including Sewer Science	# of Plant Tours
None	None	5

Industrial Pretreatment

The Industrial Pretreatment program has a number of pending permits as shown in the table below. USD inspectors are working with each of these companies to establish permitted industrial discharges.

Pending Permits

New Industrial/Groundwater Permits	Groundwater/Temporary
TE Connectivity	None

Permits Issued

Company Name	Date Permit Issued
Mission Linen	9/18/17

Industrial Closures

Company Name	Date of Closure
None	

Reports (Annual & Semi-Annual Pretreatment Report, Union City Report, etc.)

Report Name	Date Report Completed and Submitted
None	

Enforcement Action

IU Name & Nature of Business	Comments	City	Parameters Violated	Discharge concentration (mg/L)	USD/Fed Limit Violated (mg/L)	Enforcement (1)
Ceramic Tech, Machining of ceramic and quartz	N17-007	Fremont	Copper	2.7 mg/L	USD Limit=2.0 mg/L	NOV
Kerry Ingredients & Flavour, manufacture chocolate products	N17-008 Self-reported after request of COC	Union City	Total Oil and Grease	2,760 mg/L	USD Limit = 300 mg/L	NOV
Sanmina, Inc., manufacture metal enclosures	N17-009	Fremont	Zinc	1.66 mg/L Metal Finishing Monthly Average	Metal Finishing Monthly Average = 1.48 mg/L	NOV

(1) WL – Warning Letter

C&D – Cease and Desist Order

NOV – Notices of Violation

SNC – Significant Non-Compliance

AO – Administrative Order

EM – Enforcement Meeting

Other - Training, Special Meetings, Conferences, IAC (topics)

Activity	Date of Event	Attendees
MEDs Coalition meeting	9/18/17	Doug Dattawalker
BAPPG Steering Committee	9/13/17	Doug Dattawalker
Tri-State Seminar	9/25/17-9/28/17	Aaron Robles, Marian Gonzalez
IAC Meeting	9/21/2017	IAC members and EC inspectors

Engineering/ConstructionNo. of projects under construction: **8**

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Sept. 2017 Activities
1.	Thickener Control Building Improvements Project – Curtis	\$9,990	12/16	100%	100%	Project closeout and punchlist work are in progress.
2.	Fremont and Paseo Padre LS Improvement - Derek	\$2,801	10/16	99%	100%	Replacement Fremont Lift Station Lift Pump No. 1 is scheduled to be delivered in November 2017.
3.	Chemical Tanks and Piping Replacement Project – Thomas	\$2,102	10/17	93%	96%	Replacement of the first chemical metering pump commenced at the Maintenance Shop Building.
4.	Sludge Degritter System Project – Kevin	\$1,436	11/17	85%	90%	All sludge piping connections for the new degritter equipment is completed.
5.	Headworks Knife Gate Valves 1-3 Replacement – Kevin	\$478	9/17	100%	100%	Punchlist work in progress.
6.	Force Main Corrosion Repairs Phase 1 – Chris	\$843	10/17	88%	88%	Manhole repairs nearly complete. Force main start up in early October.
7.	Newark Pump Station Wet Well Improvements - Thomas	\$674	3/18	0%	30%	Submittals review is in progress.
8.	Cast Iron/Piping Lining Phase VI – Andrew	\$243	11/17	0%	0%	Submittals review is in progress. Review of the coordinated traffic control plans submittal by the City of Fremont.

Design/StudyNo. of projects in design/study phase: **11**

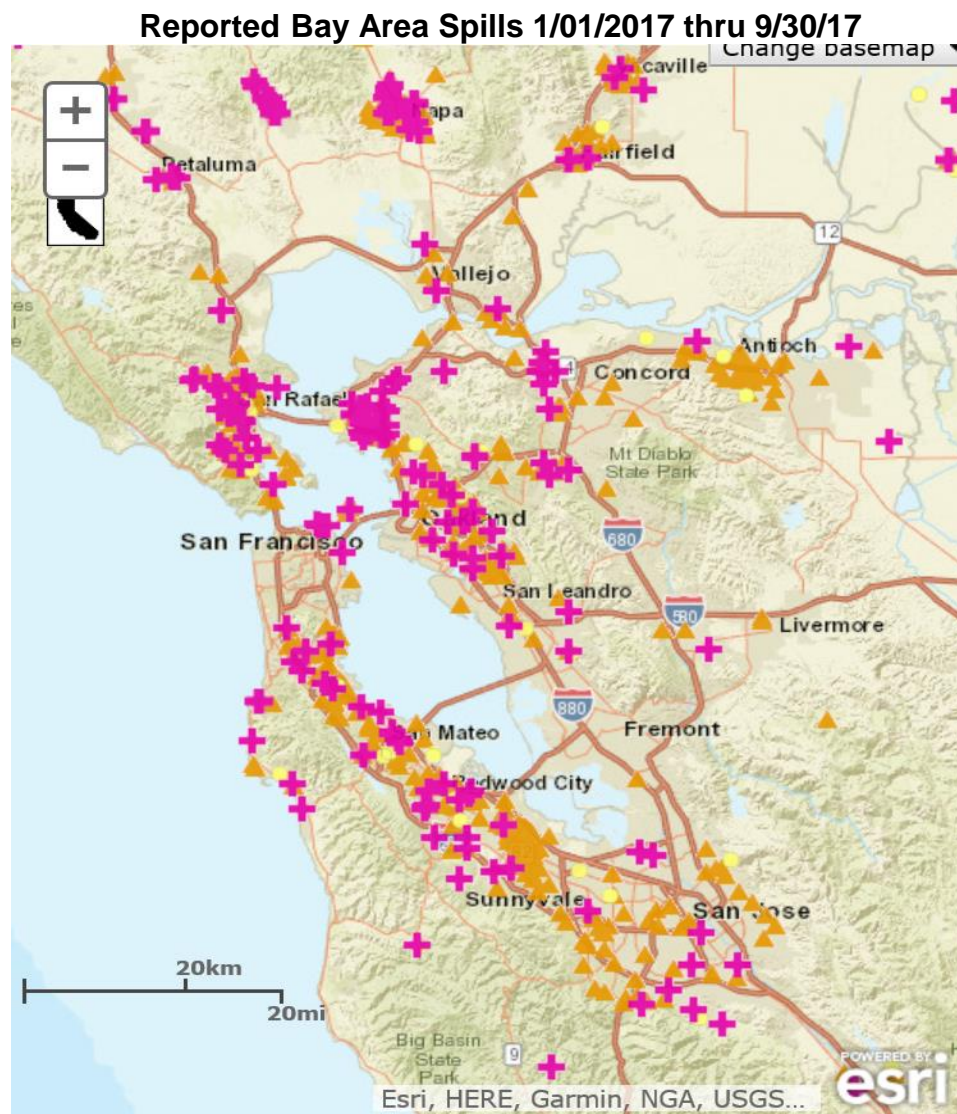
	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Sept. 2017 Activities
1.	Plant Solids System / Capacity Assessment Phase 2 – Curtis	\$279	11/17	82%	89%	Study is in progress. Workshop No. 3 took place on September 27 th .
2.	Local Limits Study – Chris	\$77	10/17	82%	82%	Study is in progress. Workshop complete. Revised report completed and under review.
3.	Seismic Vulnerability Assessment, Phase 3 - Thomas	\$14	09/17	90%	100%	The draft revised seismic report is under review.
4.	Standby Power Generation System Upgrade Project – Raymond/Kevin	\$175	05/17	95%	100%	Revisions to preliminary construction cost estimates for alternatives in progress.
5.	Force Main Condition Assessment – Andrew	\$121	10/20	15%	25%	Continue to coordinate the assessment with the Force Main Relocation Project. Consultant will provide letter of observation for completed CCTV at two locations.
6.	Emergency Outfall Improvements Project – Andrew	\$92	8/17	71%	100%	Staff provided comments for the draft technical memorandum to consultant. Began negotiations of design scope and fee.
7.	Primary Digester No. 7 Project – Curtis	\$127	7/17	90%	100%	Draft preliminary design report is in progress. Finalized report to be submitted in October.

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Sept. 2017 Activities
8.	Plant Master Plan – Raymond	\$304	11/17	55%	86%	Consultant attended a workshop for the Plant Solids System/Capacity Assessment Phase 2 to receive preliminary recommendations on potential plant process upgrades. Consultant will prepare a draft Real Estate Acquisition Plan for staff's review.
9.	Effluent Management Study – Curtis	\$70	6/17	70%	100%	Effluent management options analysis is in progress. Interagency meeting with the Army Corps of Engineers took place on September 14 th .
10.	Odor Control Alternatives Study - Kevin	\$140	11/17	70%	70%	Consultant and Staff assessing the benefits of evaluating the collections and force main system.
11.	Primary Digester No. 3 Rehabilitation - Derek	\$159	7/17	100%	100%	A single bid was opened on 9/12. Staff plans to reject the bid and re-advertise the project.

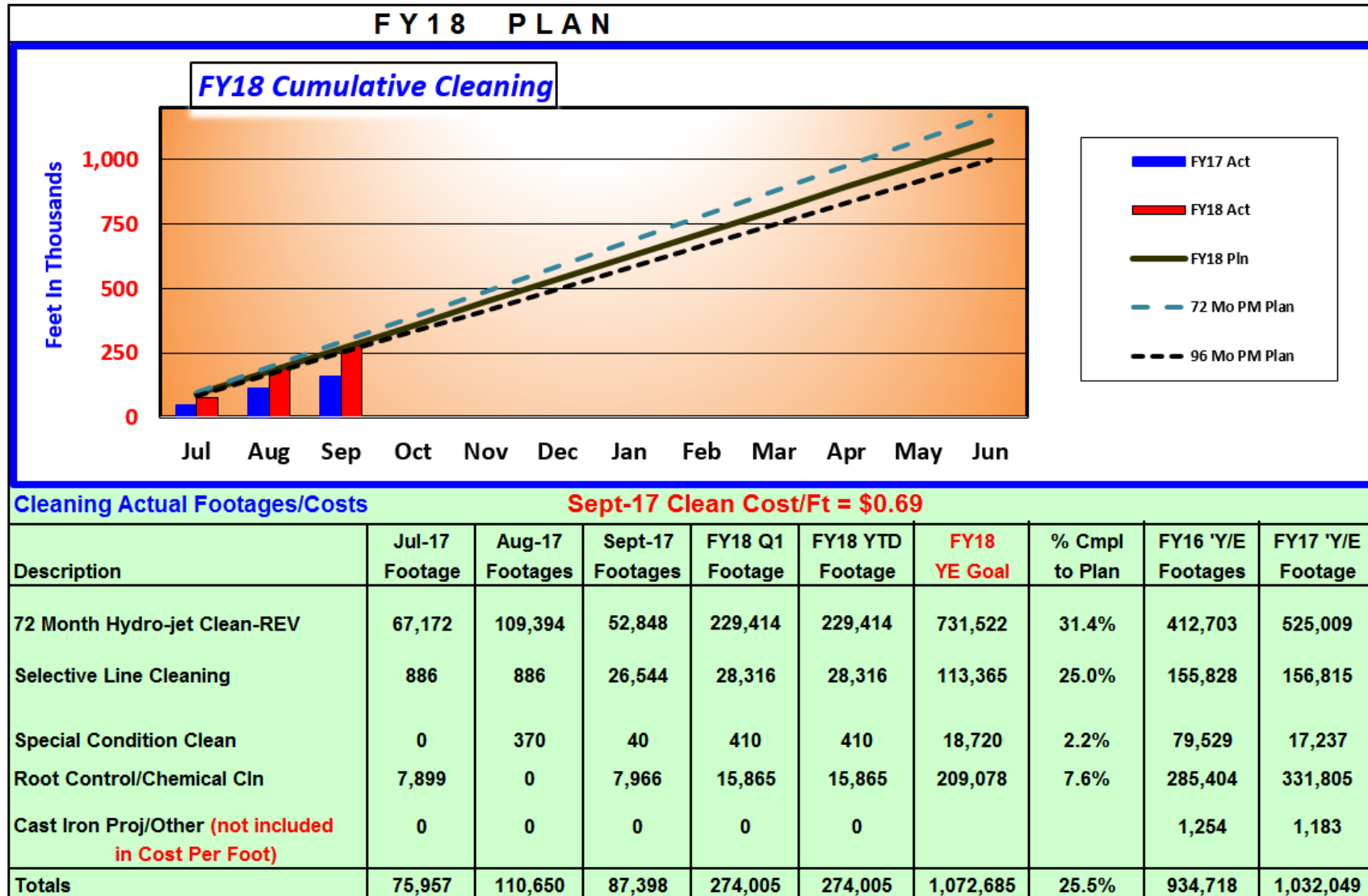
**COLLECTION SERVICES
ACTIVITIES REPORT
September 2017**

Progress/Accomplishments

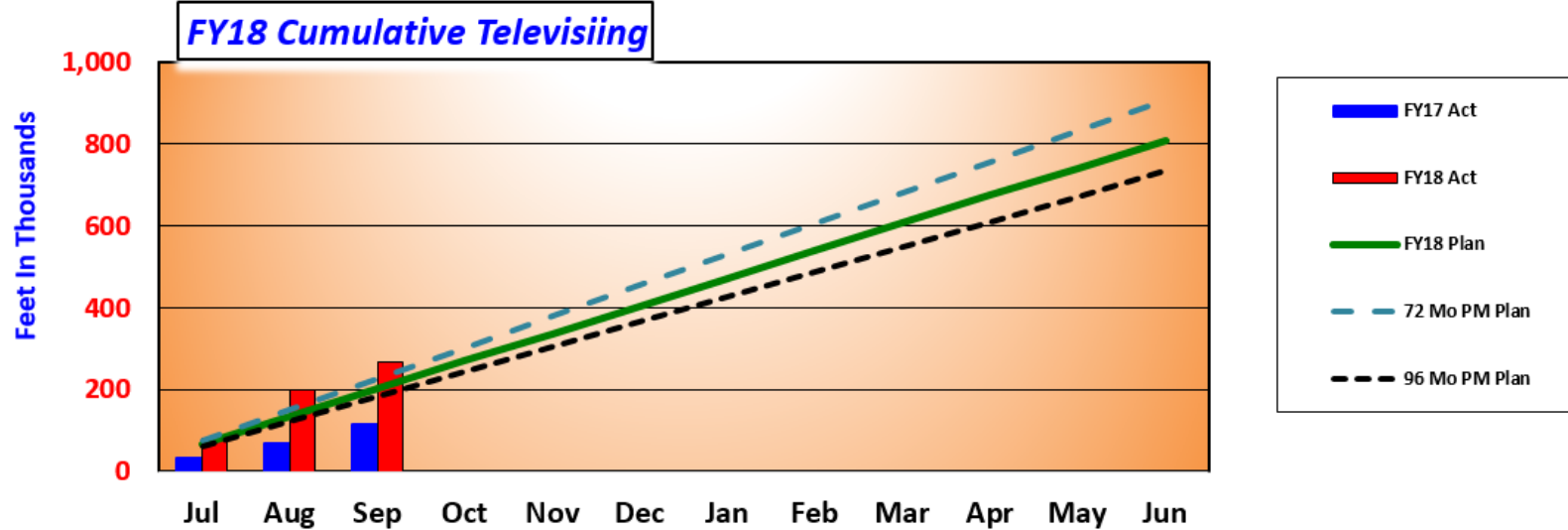
- No Spills in September
- No Spill Report filed with State Waterboard for the month of June.
- Completed 16.6 miles of cleaning of sewer lines in September
- Completed 13.0 miles of televising of sewer lines in September
- Responded to 13 service request calls in September
- Completed a total of 23 main repairs September
- Trainings
 - N/A



Performance Measures



FY18 PLAN



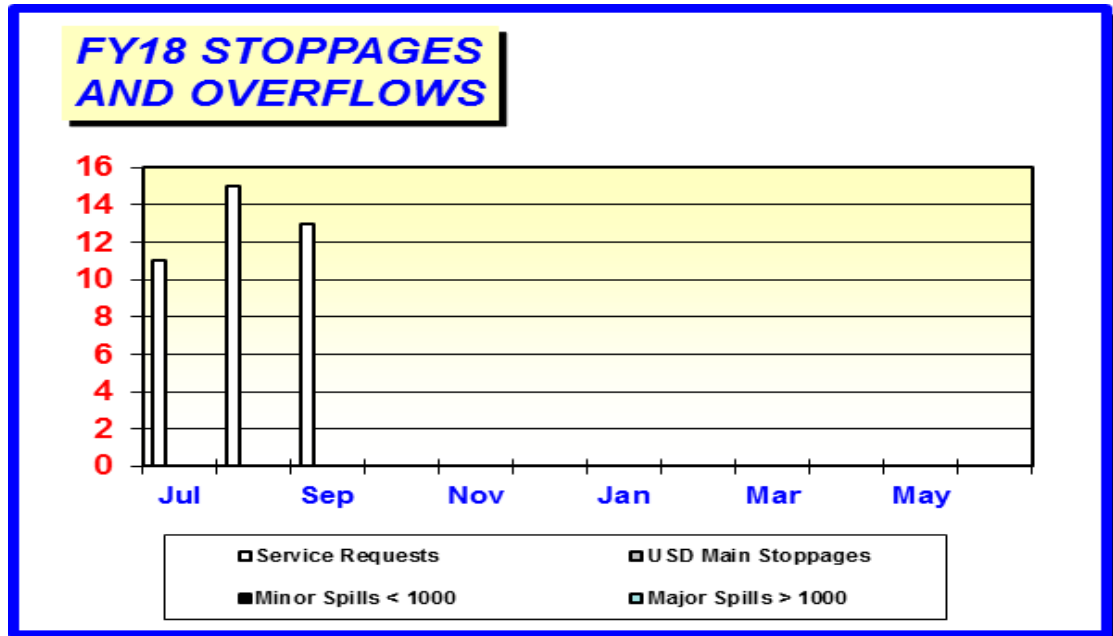
Televising Actual Footages/Costs

Sept-17 TV Cost/Ft = \$1.36

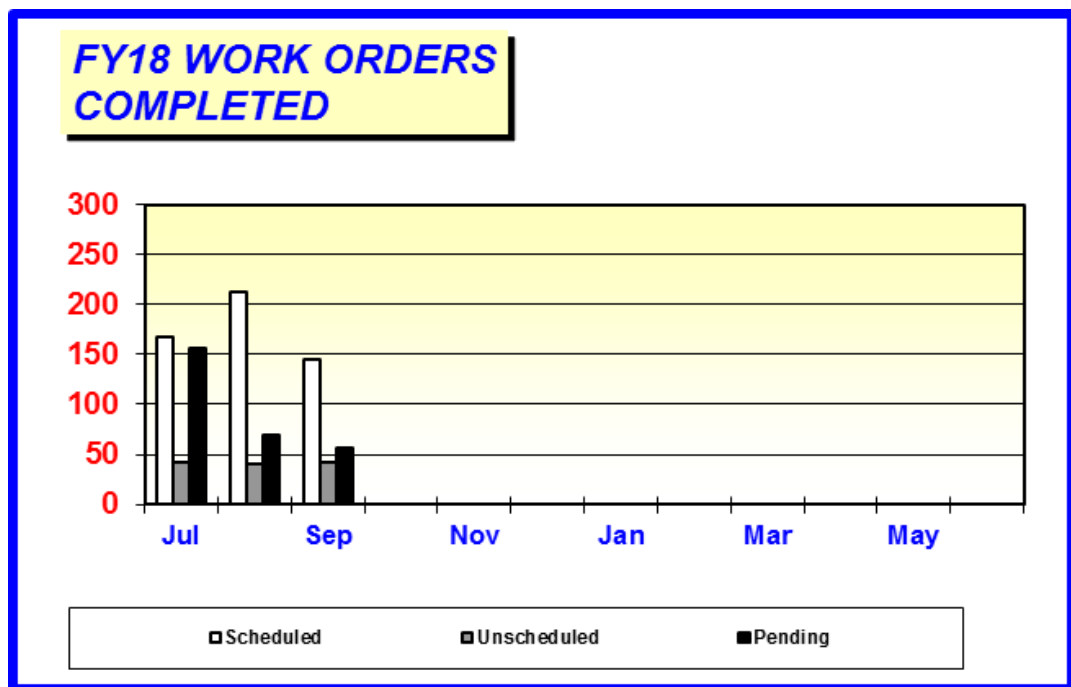
Description	Jul-17 Footage	Aug-17 Footages	Sept-17 Footages	FY18 Q1 Footage	FY18 YTD Footage	FY18 YE Goal	% Cmpl to Plan	FY16 'Y/E Footages	FY17 'Y/E Footage
72 Month TV Inspection	80,145	102,003	62,711	244,859	244,859	710,910	34.4%	463,024	541,780
Visual/Condition,Pre/Post Cnst TV	0	315	0	315	315	18,540	1.7%	33,805	21,742
New Development, CIP, Misc.	1,387	13,250	6,032	20,669	20,669	45,900	45.0%	28,471	43,099
Condition Assessments	0		0	0	0	32,245	0.0%	17,789	12,409
Totals	81,532	115,568	68,743	265,843	265,843	807,595	32.9%	543,089	619,030

Other Collection Services Status Data:

Support Team Work Order Status:



C/S Maintenance Status:



**Fabrication, Maintenance and Construction
Activities Report
September 2017**

Progress/Accomplishments

- Completed 95% of preventive maintenance activities for the month of September
- Completed 113 corrective maintenance work orders for the month of September
- Irvington Pump Station Pump No. 4 overhaul
- Volute Thickener Pilot Project
- Alvarado Pump Station Diversion Gate inspection and repair
- Thickener No. 3 coating inspection and repair
- CoGen No. 1 4K service and conversion to Federal Mogul spark plugs

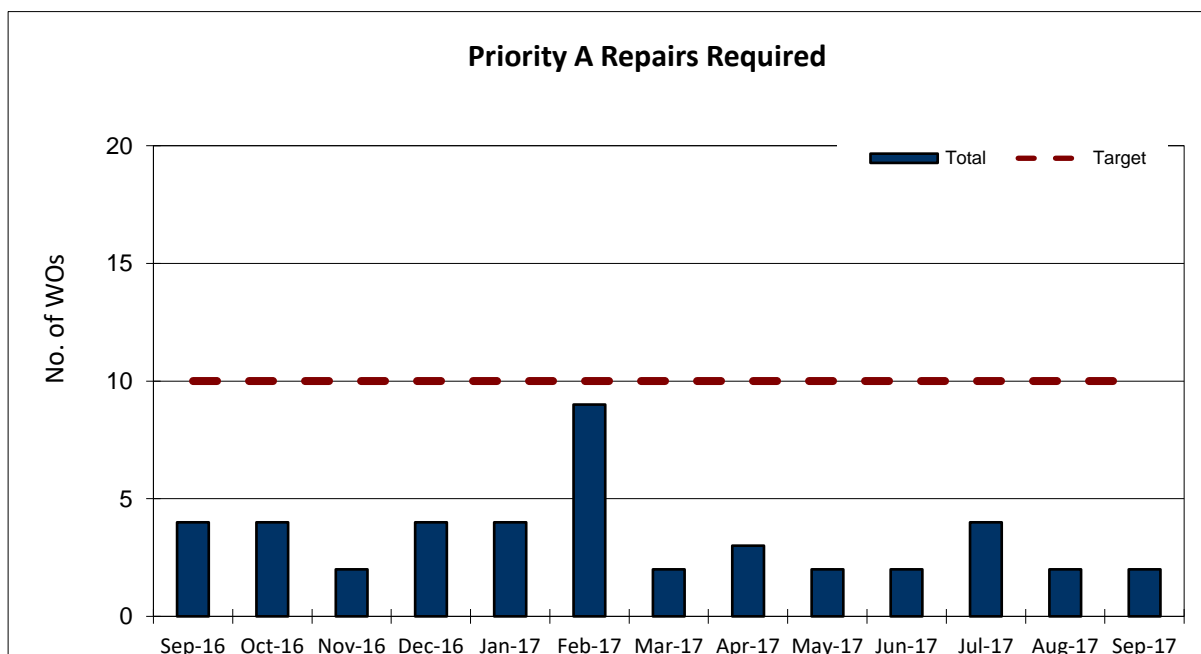
Future Planning

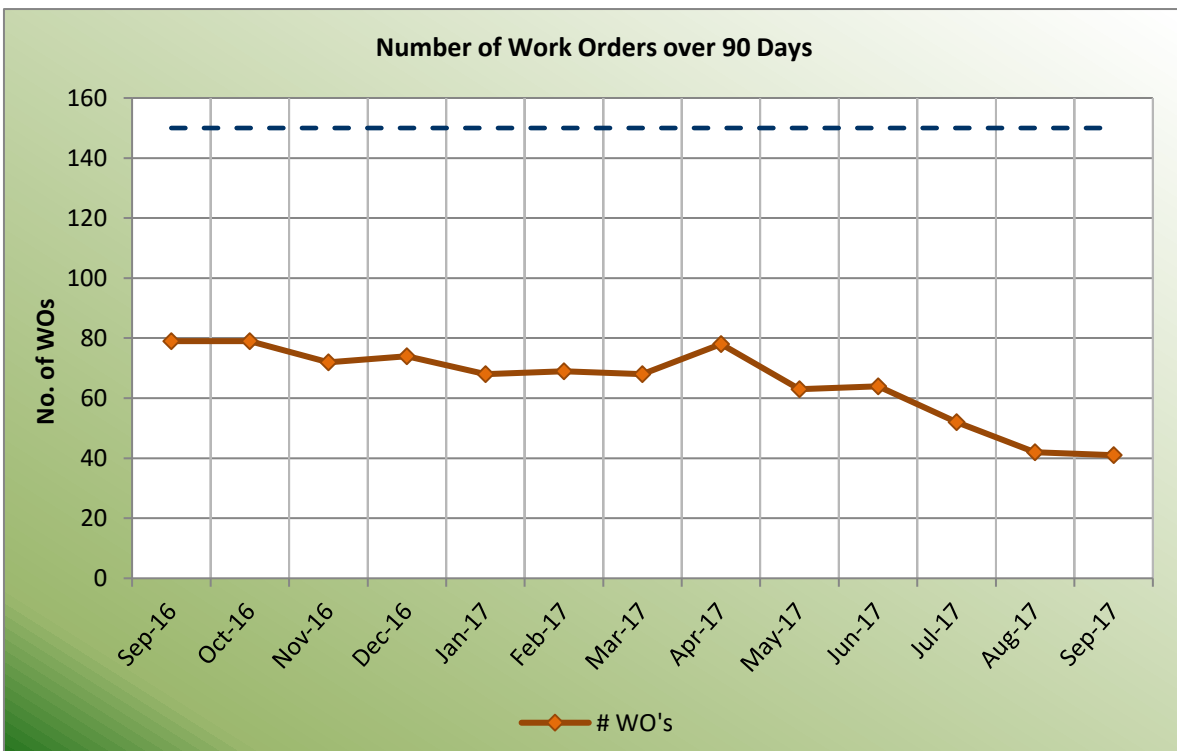
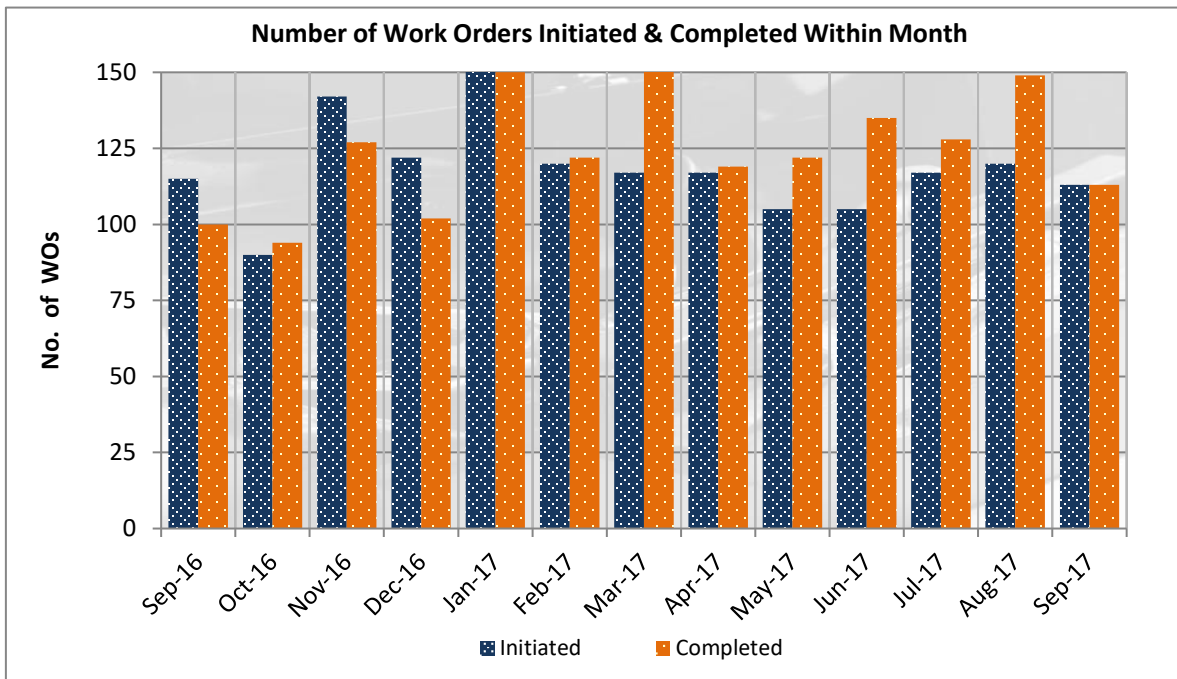
- Secondary Clarifier No. 2 RAS line inspection
- Start piping for 4th GBT poly skid
- Centrifuge No. 2 air ducting for ammonia removal
- Put the East Force Main back into service from Newark Pump Station to the Plant
- Fremont Lift Station hydraulic unit piping reconfiguration

Other

- Six FMC staff members attended the annual Tri-State Conference

Performance Measurements





**Treatment & Disposal
Activities Report
September 2017**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits.
- Completed 84% preventive maintenance activities for the month of September.
- Supported the CIP solids capacity study. Staff met, discussed, reviewed and provided comments on chapter 7 describing options for improving our liquid treatment processes.
- Worked with EBDA to support their Peracetic Acid Pilot test to look at disinfection/dechlorination alternatives for the EBDA agencies.
- Continue to provide initial 30-day training to our new Plant Operator III trainee.
- Performed multiple shutdowns of the solids treatment system in support of the CIP 3rd Degritter project.
- Facilitated shutdowns for the construction of the Chemical Piping, Tank, and Pump Replacement CIP Project at the maintenance building.
- Conducted the Volute thickener pilot study with PW technician.
- Conducted QAI as part of the Lab Director recruitment.
- Participated in SSCAR Workshop No. 3 for plant liquid system assessment.
- Attended the BACWA air permits committee.

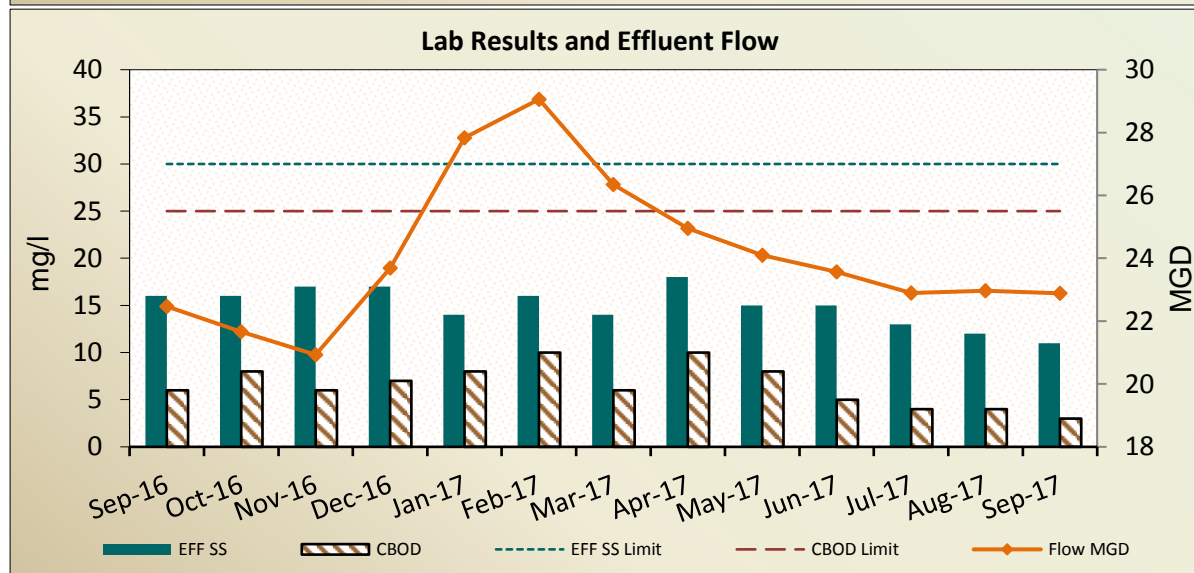
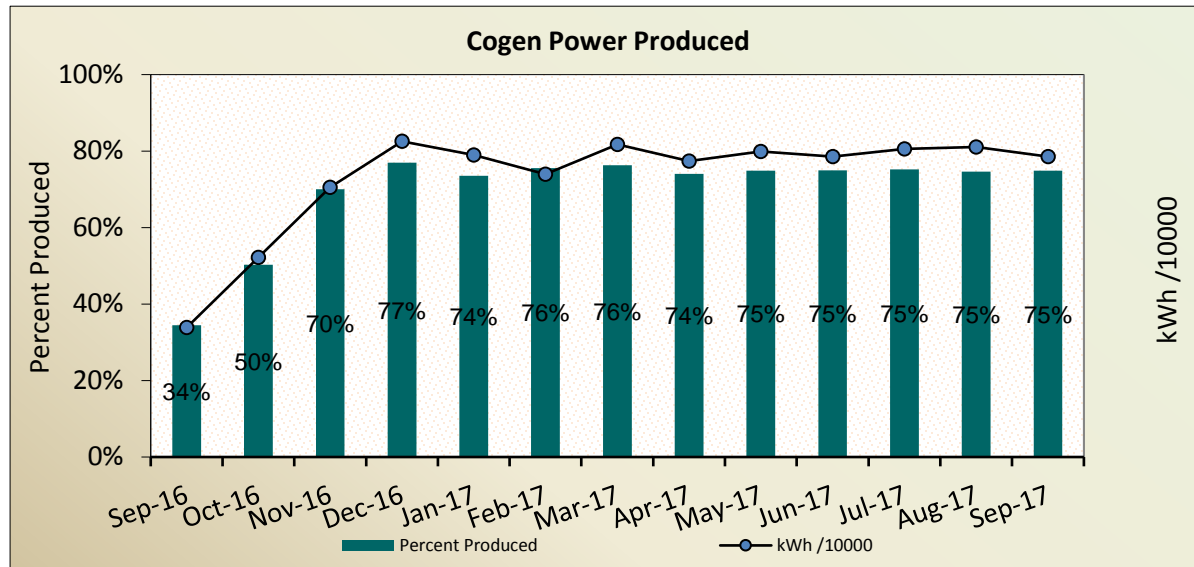
Future Planning

- Conduct multiple full Treatment Plant Flow Shutdowns and Diversions to facilitate RAS Control Box gate repairs and to support EBDA's efforts in inspecting the EBDA discharge line.
- Prepare recruitment materials to conduct QAIs for Plant Operator IIIs and Plant Operator III trainees.
- Provide staff wet weather training in advance of the wet weather season.
- Prepare a response to a request for information for the Digester 7 design project.
- Conduct the membrane cleaning demonstration project. Analyze results and prepare a project report.
- Conduct operational testing of Degritter No. 3 and associated equipment for the 3rd Degritter Project.
- Complete the Lab Director recruitment process.
- Conduct a study of procurement alternatives for natural gas for the treatment plant.

Other

- Cogen system produced 75% of power consumed for the month of September.

Performance Measurements



USD's Final Effluent Monthly Monitoring Results				
Parameter	EBDA Limit	Jul-17	Aug-17	Sep-17
Copper, µg/l	78	4.3	4.5	3.2
Mercury, µg/l	0.066	0.00214	0.00233	0.00178
Cyanide, µg/l	42	< 3.9	< 3.9	< 3.9
Ammonia- N, mg/L (Range)	130	39.6 - 42.8	33.4 - 43.2	38.2 - 44.2
Fecal Coliform, MPN/100ml (Range)				
• 5-Sample Geometric Mean	500	18 - 75	46 - 125	17 - 301
• 11-Sample 90th Percentile	1100	43 - 197	197 - 345	230 - 866
Enterococci				
• 5-Sample Geometric Mean	242	< 10 - 11	< 11 - 13	18 - 20
E = Estimated value, concentration outside calibration range. For SIP, E = DNQ, estimated concentration.				

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: October 23, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Laurie Brenner, Business Services Coach

SUBJECT: Agenda Item No. 9 - Meeting of October 23, 2017
Review and Consider Approval of Policy No. 2020, Financial Audit Policy

Recommendation

Review and consider approval of Policy No. 2020, Financial Audit Policy.

Background

Policy No. 2020, the Financial Audit Policy, requires review and approval by the Board of Directors every five years.

The Business Services Coach has suggested changes in the policy as a result of Governmental Accounting Standards Board (GASB) Statement No. 63 (effective for financial statements beginning after December 15, 2011), requiring that the statement of financial position for state and local governments will focus on net position rather than on net assets, a terminology change. The updated policy reflects this change on page 1 of 3 in the "Annual Financial Statements" definition.

Additionally, the Office of Management and Budget (OMB) raised the threshold for OMB A-133 compliance audits of entities that receive federal award money from \$500,000 per fiscal year to \$750,000 per fiscal year. These audits, commonly referred to as "Single Audits" require comprehensive testing of compliance and internal controls over compliance of federal programs. The new rules went into effect for single audits of fiscal years beginning on or after Jan. 1, 2015. The updated policy reflects this change on page 3 of 3 in the "Single audit" definition.

The Executive Team reviewed the policy and agrees with the proposed language updates.

The Audit Committee also reviewed this policy on 10/20/17.

Attachments:

Financial Audit Policy – Redline of Proposed Changes

Financial Audit Policy – Proposed Changes Accepted

Union Sanitary District
Policy and Procedure Manual

Effective: 8/22/2014 <u>October 23, 2017</u>	Financial Audit Policy	Policy Number 2020 Page 1 of 3
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Policy

It is the policy of the District to obtain the most qualified accounting firm to audit the District's annual financial statements at the most competitive price. The District's financial books, records, internal control, and annual financial statements are to be maintained accurately and prepared in accordance with generally accepted accounting principles so that the accounting firm is able to express an "unqualified opinion" in its Independent Auditor's Report.

Purpose

The purpose is to establish District guidelines for the selection of the accounting firm- and for the conduct of the annual financial audit.

Definitions

<i>Annual Financial Statements</i>	The District's annual financial statements are based on the financial activities of its fiscal year, which commences July 1 and ends on June 30 of the succeeding year. The financial statements are presented on a comparable basis—current year vs. last year—consisting of a Statement of Net Assets <u>Position (Balance Sheet)</u> , Statement of Revenues, Expenses & Changes in Net Assets <u>Position</u> , and Statement of Cash Flows. It is supported by the financial books and records of the District.
<i>Audit Committee</i>	<p>The Audit Committee represents the Board of the Directors with the auditor and forwards to the Board of Directors recommendations related to:</p> <ul style="list-style-type: none">• Selection of, termination of, an accounting firm.• Establishing or amending the audit scope.• Receiving and reviewing the final audit report and audit findings.

<i>Audit or Examination</i>	<p>The auditor conducts the audit in accordance with generally accepted auditing standards (GAAS), performing the audit to obtain reasonable assurance that the financial statements are free of material misstatement. Those standards include:</p> <ul style="list-style-type: none"> • Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. • Assessing the accounting principles used. • Assessing the significant estimates made by management. • Evaluating the overall financial statement presentation. <p>The audit is to provide a reasonable basis for the auditor to express an opinion on the financial statements.</p>
<i>Audit Scope</i>	<p>The scope of the audit defines the books, records, and financial activities covered by the audit. Generally, the audit scope for the District covers its annual financial statements and their supporting activities.</p>
<i>Auditor</i>	<p>A public accounting firm that is certified by the State of California to audit and who is able to provide an independent opinion on the annual financial statements of the District.</p>
<i>Engagement Letter</i>	<p>A letter of understanding submitted by the auditor covering the audit scope, parties' responsibilities, and fees.</p>
<i>Independent Auditor's Report</i>	<p>A report by the auditor stating what financial statements are being audited, that they were audited in accordance with GAAS, that they present fairly—in the opinion of the auditor—the financial position of the District, and that they were in conformity with generally accepted accounting principles (GAAP). The auditor may express several opinions, depending on the compliance's with GAAS and GAAP:</p> <p>Unqualified: Auditor was able to conduct the audit in accordance with GAAS, and the financial statements were in compliance with GAAP.</p> <p>Qualified: Certain financial activities could not be audited in accordance with GAAS, or they were not in compliance with GAAP. The auditor identified those activities in the body of the report and, if measurable, indicates the effect on the financial statements.</p>

	Adverse: The financial statements could not be audited in accordance with GAAS, or were substantially out of compliance with GAAP, or both. In this situation, the auditor is unable to form a basis for an opinion.
<i>Single Audit</i>	A rigorous audit of an entity that expends \$ 500 750,000 or more of Federal assistance (e.g. certain State Revolving Fund loan proceeds or other Federal Awards) received for its operations.

Procedure

In the event the District desires, or finds it necessary, to change accounting firms, selection is to be made by requesting proposals from qualified firms. A sufficient number of requests for proposals should be distributed in order to provide a qualified pool for selection. The District reserves the right to reject any or all proposals. Staff will follow a selection process defined in the request for proposals and make a recommendation to the Audit Committee. If the Audit Committee concurs, the recommendation will go to the full Board for approval.

The initial proposal will be for three years. Providing services are satisfactory, the firm may be retained on an annual basis thereafter, subject to the District's approval of the auditor's engagement letter.

Management Responsibility

It is management's responsibility to understand the scope of the audit and ensure that the financial records are complete, accurate, and available. It is the responsibility of the Business Services Workgroup Manager to coordinate the audit with the auditor's audit Manager, ensuring that the financial records are available and that the audit is completed, with the reports submitted to the Audit Committee and the Board of Directors on a timely basis.

Staff Responsibility

It is staff's responsibility to be prepared for the annual audit and to follow up on outstanding audit items in a timely manner. Staff is responsible for submitting annual Single Audit exemption letters to the State Controller's Office, when applicable.

Approved by: ~~Budget and Finance Committee~~Board of Directors
 Author/owner: ~~Principal Financial Analyst~~Business Services Coach
 Reviewers: Executive Team and Audit Committee
 Notify Person: ~~Principal Financial Analyst~~Business Service Coach
 Revision frequency: Every 5 years
 Next revision: ~~August~~October, ~~2016~~2022

Union Sanitary District
Policy and Procedure Manual

Effective: October 23, 2017	Financial Audit Policy	Policy Number 2020 Page 1 of 3
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Policy

It is the policy of the District to obtain the most qualified accounting firm to audit the District's annual financial statements at the most competitive price. The District's financial books, records, internal control, and annual financial statements are to be maintained accurately and prepared in accordance with generally accepted accounting principles so that the accounting firm is able to express an "unqualified opinion" in its Independent Auditor's Report.

Purpose

The purpose is to establish District guidelines for the selection of the accounting firm- and for the conduct of the annual financial audit.

Definitions

<i>Annual Financial Statements</i>	The District's annual financial statements are based on the financial activities of its fiscal year, which commences July 1 and ends on June 30 of the succeeding year. The financial statements are presented on a comparable basis—current year vs. last year—consisting of a Statement of Net Position (Balance Sheet), Statement of Revenues, Expenses & Changes in Net Position, and Statement of Cash Flows. It is supported by the financial books and records of the District.
<i>Audit Committee</i>	<p>The Audit Committee represents the Board of the Directors with the auditor and forwards to the Board of Directors recommendations related to:</p> <ul style="list-style-type: none">• Selection of, termination of, an accounting firm.• Establishing or amending the audit scope.• Receiving and reviewing the final audit report and audit findings.

<i>Audit or Examination</i>	<p>The auditor conducts the audit in accordance with generally accepted auditing standards (GAAS), performing the audit to obtain reasonable assurance that the financial statements are free of material misstatement. Those standards include:</p> <ul style="list-style-type: none"> • Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. • Assessing the accounting principles used. • Assessing the significant estimates made by management. • Evaluating the overall financial statement presentation. <p>The audit is to provide a reasonable basis for the auditor to express an opinion on the financial statements.</p>
<i>Audit Scope</i>	<p>The scope of the audit defines the books, records, and financial activities covered by the audit. Generally, the audit scope for the District covers its annual financial statements and their supporting activities.</p>
<i>Auditor</i>	<p>A public accounting firm that is certified by the State of California to audit and who is able to provide an independent opinion on the annual financial statements of the District.</p>
<i>Engagement Letter</i>	<p>A letter of understanding submitted by the auditor covering the audit scope, parties' responsibilities, and fees.</p>
<i>Independent Auditor's Report</i>	<p>A report by the auditor stating what financial statements are being audited, that they were audited in accordance with GAAS, that they present fairly—in the opinion of the auditor—the financial position of the District, and that they were in conformity with generally accepted accounting principles (GAAP). The auditor may express several opinions, depending on the compliance's with GAAS and GAAP:</p> <p>Unqualified: Auditor was able to conduct the audit in accordance with GAAS, and the financial statements were in compliance with GAAP.</p> <p>Qualified: Certain financial activities could not be audited in accordance with GAAS, or they were not in compliance with GAAP. The auditor identified those activities in the body of the report and, if measurable, indicates the effect on the financial statements.</p>

	Adverse: The financial statements could not be audited in accordance with GAAS, or were substantially out of compliance with GAAP, or both. In this situation, the auditor is unable to form a basis for an opinion.
<i>Single Audit</i>	A rigorous audit of an entity that expends \$750,000 or more of Federal assistance (e.g. certain State Revolving Fund loan proceeds or other Federal Awards) received for its operations.

Procedure

In the event the District desires, or finds it necessary, to change accounting firms, selection is to be made by requesting proposals from qualified firms. A sufficient number of requests for proposals should be distributed in order to provide a qualified pool for selection. The District reserves the right to reject any or all proposals. Staff will follow a selection process defined in the request for proposals and make a recommendation to the Audit Committee. If the Audit Committee concurs, the recommendation will go to the full Board for approval.

The initial proposal will be for three years. Providing services are satisfactory, the firm may be retained on an annual basis thereafter, subject to the District's approval of the auditor's engagement letter.

Management Responsibility

It is management's responsibility to understand the scope of the audit and ensure that the financial records are complete, accurate, and available. It is the responsibility of the Business Services Workgroup Manager to coordinate the audit with the auditor's audit Manager, ensuring that the financial records are available and that the audit is completed, with the reports submitted to the Audit Committee and the Board of Directors on a timely basis.

Staff Responsibility

It is staff's responsibility to be prepared for the annual audit and to follow up on outstanding audit items in a timely manner. Staff is responsible for submitting annual Single Audit exemption letters to the State Controller's Office, when applicable.

Approved by: Board of Directors
 Author/owner: Business Services Coach
 Reviewers: Executive Team and Audit Committee
 Notify Person: Business Service Coach
 Revision frequency: Every 5 years
 Next revision: October, 2022

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: October 17, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Karen Murphy, General Counsel
Gene Boucher, Human Resources Manager

SUBJECT: Agenda Item No. 10 - Meeting of October 23, 2017
Consider Amended and Restated Employment Agreement between Union Sanitary District and Paul Eldredge

Recommendation

Approve Amended and Restated Employment Agreement.

Background

The Union Sanitary District entered into an Employment Agreement with Paul Eldredge to serve as General Manager/District Engineer on June 25, 2014. Section 4 of the Employment Agreement provides that the General Manager's base salary may be annually adjusted following his annual performance evaluation.

The Employment Agreement was amended on September 28, 2015, to remove the automobile allowance and incorporate such amount into Mr. Eldredge's base salary, and to increase Mr. Eldredge's salary by \$7,250.00, or approximately three percent.

The Employment Agreement was amended a second time on November 14, 2016, to: (1) removal of the termination date; (2) salary increase to \$261,697.25, or approximately three percent; and (3) deferred compensation increase from \$4,200.00 to \$14,363.00 annually.

The Board of Directors conducted Mr. Eldredge's 2017 annual performance evaluation on September 26, 2017, and October 2, 2017. On September 25, 2017, the Board appointed an ad

hoc subcommittee of President Kite and Secretary Fernandez to negotiate any contract amendments with Mr. Eldredge. The following amendments were agreed upon: (1) salary increase to \$275,436.09, effective as of September 1, 2017; and (2) conform this amendment and prior amendments into one amended and restated agreement.

The attached Amended and Restated Employment Agreement incorporates these revisions and includes and conforms the prior revisions in one comprehensive agreement for ease of reference.

Attachment

AMENDED AND RESTATED EMPLOYMENT AGREEMENT

THIS AMENDED AND RESTATED EMPLOYMENT AGREEMENT (the “**Agreement**”) is made and entered into on _____, 2017, by and between the UNION SANITARY DISTRICT, a public sanitary district (“**USD**” or “**District**”) and PAUL R. ELDREDGE (the “**Manager**”).

Recitals

A. USD desires to employ the services of Manager as General Manager and District Engineer of USD.

B. It is the desire of the Board of Directors of Union Sanitary District (the “**Board**”), to provide certain benefits, establish certain conditions of employment and to set working conditions of said Manager.

C. It is the desire of USD to (1) retain the services of Manager and to provide inducement for him to remain in such employment; (2) make possible full work productivity by assuring Manager’s morale and peace of mind with respect to future security; and, (3) provide a means of USD terminating Manager’s employment if so desired.

D. Manager desires to accept employment as General Manager and District Engineer of Union Sanitary District.

E. District and Manager entered into that certain Employment Agreement dated June 25, 2014, wherein District hired Manager and Manager accepted employment as General Manager and District Engineer of Union Sanitary District (the “**Employment Agreement**”).

F. The Employment Agreement was amended by that certain First Amendment to Employment Agreement between USD and Manager dated as of September 28, 2015 (the “**First Amendment**”). The First Amendment removed Manager’s automobile allowance and incorporated such amount into Manager’s base salary, and increased Manager’s salary by \$7,250.00, or approximately three percent.

G. The Employment Agreement as amended by the First Amendment was thereafter amended by that certain Second Amendment to Employment Agreement between USD and Manager dated as of November 14, 2016 (the “**Second Amendment**”). The Second Amendment (1) removed the termination date; (2) increased Manager’s salary to \$261,697.25, or approximately three percent; and (3) increased Manager’s deferred compensation from \$4,200.00 to \$14,363.00 annually. The Employment Agreement, as amended by the First Amendment and the Second Amendment, shall be referred to as the “**Original Agreement**.”

H. Section 4 of the Original Agreement provides that Manager’s base salary may be annually adjusted following the Manager’s annual performance evaluation.

I. District and Manager now desire to increase Manager's salary to \$275,436.09, or approximately five and a quarter percent, and enter into an Amended and Restated Employment Agreement to incorporate all prior amendments and the current amendment in one complete and conforming Amended and Restated Employment Agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties.

USD hereby agrees to employ Manager as General Manager and District Engineer of Union Sanitary District to perform the functions and duties of the chief executive officer at the District as specified in the regulations of USD, the Health and Safety Code and the Government Code of the State of California, and to perform other legally permissible and proper duties and functions as the Board shall from time and time assign.

Section 2. Term.

This Agreement is for a term commencing on August 11, 2014, and shall continue and remain in full force and effect until terminated by either party in the manner provided herein. Nothing in this Agreement shall prevent, limit or otherwise interfere with (a) Manager's at-will status; (b) the right of the Board to terminate the services of Manager as provided herein; and (c) the right of Manager to resign from his position as provided herein.

Section 3. Termination and Severance Pay.

A. In the event that Manager is terminated by a majority vote of the Board while Manager continues to be willing and able to perform his duties under the Agreement, USD agrees to pay Manager equal payments over an agreed upon period of time equal to Manager's monthly salary multiplied by nine (9). Manager shall also be compensated for all accrued vacation time. The District agrees to continue medical, dental and vision benefits for six (6) months. Such severance pay and benefits shall not be due or payable if the Manager is terminated for willful misconduct, dishonesty, or fraud in office; willing destruction, theft, misappropriation or misuse of District property; or after being convicted of a felony; or any action involving moral turpitude. However, if Manager is terminated by a majority vote of the Board because of his commission of a felony, an act or action which constitutes moral turpitude for personal gain to him, is not in good standing due to acts which bring potential civil liability to the District or is unwilling or unable to adequately perform the duties of a General Manager, then in any of these events, USD shall have no obligation to pay the aggregate severance sum designated in this paragraph. It is specifically agreed that Manager serves at the pleasure of the Board as an at-will employee, subject

to the termination and severance provisions contained herein.

B. Except for a termination involving the commission of any illegal act, or falling to remain in good standing as set forth in Section 3 A, above, the Manager may not be terminated by the USD within the three' (3) months preceding or following a General Election where one or more Board seats are contested on the ballot of such election (the "**election cool-off period**").

C. In the event the District terminates Manager for cause, the District and the Manager agree that neither Party shall make any written or oral statements to members of the public or press concerning the Manager's termination which are not factual, or which are of a slanderous nature.

D. If Manager is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period in excess of 6 months, the District shall have the option to terminate this agreement without further payment of compensation and benefits (except as required by State or Federal Law). Disability will preclude severance benefits.

Section 4. Salary.

USD agrees to pay Manager for his services rendered pursuant hereto an annual base salary of \$241,425.00 annually, payable in installments at the same time as other employees of USD are paid. Effective as of September 1, 2015, Manager's base salary is increased to \$254,075.00. Effective as of September 1, 2016, Manager's base salary is increased to \$261,697.25. Effective as of September 1, 2017, Manager's base salary is increased to \$275,436.09. Base salary is subject to adjustment annually following the Manager's annual performance evaluation. Manager may distribute his Base Salary between salary and his contributions to approved deferred compensation plan as he chooses, so long as such distribution conforms to all applicable State and Federal laws and regulations.

Section 5. Automobile.

USD agrees to pay to the Manager a Four Hundred Fifty Dollars (\$450.00) per month automobile allowance. The Manager shall provide USD with proof of insurance demonstrating coverage in an amount acceptable to the USD. Manager shall not receive any automobile allowance as of September 1, 2015.

Section 6. Holiday Benefits.

Manager shall be entitled to the same holidays as Work Group Managers of USD.

Section 7. Medical, Vision and Dental Benefits.

The Manager shall be entitled to all medical, dental, vision, life and disability insurance benefits provided non-represented employees of USD. Qualifying dependents will be eligible for medical, dental, vision and life insurance benefits.

Section 8. Deferred Compensation.

USD will match Manager's contributions to Deferred Compensation Plans up to a maximum of \$4,200 per year on a dollar-for-dollar basis. Effective as of September 1, 2016, USD will match Manager's contributions to Deferred Compensation Plans up to a maximum of \$14,363.00 per year on a dollar-for-dollar basis. This amount may be increased following the Manager's annual performance evaluation.

Section 9. Comprehensive Leave.

Manager's sick leave and administrative leave shall be the same as Work Group Managers of USD. The Manager shall earn four (4) weeks of vacation leave annually.

Section 10. Retirement.

Manager shall be eligible to participate, in the Public Employees' Retirement System (PERS) under the 2.5% at age 55 formula and the Fourth Level 1959 survivor benefit. The terms of the contract between the District and CalPERS shall govern the eligibility for and level of benefits to which Manager is entitled.

Section 11. Dues and Subscriptions.

USD agrees to pay for the professional dues, licenses and subscriptions of Manager necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the District.

Section 12. Professional Development/Employee Recognition.

A. USD hereby agrees to pay the travel and subsistence expenses of Manager for professional and official travel, meetings and occasions adequate to continue the professional development of Manager and adequate to pursue necessary official and other functions for USD, including but not limited to, California Association of Sanitation Agencies, National Association of Clean Water Agencies and other professional associations. Travel related advances and reimbursement shall be on the same basis as other District employees.

B. USD also agrees to pay for the travel and subsistence expenses of Manager for short courses, institutes and seminars that are necessary for his professional development in the best interest of USD.

Section 13. Performance Evaluation.

A. The Board shall review and evaluate the performance of Manager once annually, in September. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Board and Manager. Said criteria may be modified as the Board may from time to time determine after consultation with Manager. The Board agrees to review the Manager's total compensation in September of each year.

B. During the annual evaluation, the Board and Manager shall define such goals and performance objectives which they jointly determine necessary for the proper operation of the District and attainment of the Board's policy objectives; they shall also establish a relative priority among those various goals and objectives, and reduce said goals and objectives to writing. These goals and objectives shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

Section 14. Indemnification.

A. Pursuant to the requirements of the California Government Code, including but not limited to sections 825, 995, 995.2, 995.8 and 996.4, as amended from time to time, and any other relevant Government Code sections pertaining to such matters, the District shall defend save harmless and indemnify Manager against any tort, professional liability claim and demand or other claim or legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of duties as General Manager. Said defense shall be provided by the District until such time as all legal action on the matter is concluded.

B. Should Manager be named as a defendant for any tort, professional liability claim and demand or other claim or legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of duties as General Manager, District shall solicit and consider Manager's preference for legal representation, but District shall retain full discretion in the selection of counsel to the extent permitted by law.

Section 15. Other Terms and Conditions of Employment.

A. The Board, in consultation with the Manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the

performance of Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or State or Federal law. Any terms or conditions changed shall be jointly agreed upon and in writing as provided by Section 16C, *infra*.

B. All provisions of the ordinances, regulations, policies and rules of the District relating to vacation and sick leave, retirement and pension system contributions, life insurance, holidays and other fringe benefits and working conditions as they now exist or thereafter may be amended, which apply to work group manager level District employees, except as otherwise set forth herein, also shall apply to Manager.

C. District agrees to pay Manager's reasonable consulting fees and travel expenses after employment concludes to serve as a material or expert witness, advisor or consultant to District for litigation or other disputes arising from Manager's service to the District.

Section 16. General Provisions.

A. The text herein shall constitute the entire Agreement between the parties.

B. The Agreement is effective as of August 11, 2014.

C. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing by USD and the Manager. No waiver of either party at any time of the breach of, or lack of compliance with, any condition or provision of this Agreement shall be deemed a waiver of any other provision or condition hereof.

D. This Agreement shall be binding upon, or shall inure to the benefit of the respective heirs, executors, administrators, successors and assigns of the parties provided, however, that Manager may not assign Manager's obligations hereunder.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

F. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion

thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

Section 17. Criminal Background Check.

A. This Agreement is conditioned upon the District's receipt, within four (4) weeks of the date upon which this Agreement is signed by both parties, a criminal background check regarding Manager showing no criminal convictions. If the District does not receive within four (4) weeks a criminal background check regarding Manager showing no criminal convictions, and/or if the criminal background check of Manager contains criminal convictions, this Agreement shall be, null and void.

Section 18. Amendment and Restatement.

This Agreement amends and restates the Original Agreement in its entirety.

IN WITNESS WHEREOF, the District and Manager have signed and executed this Agreement as of the day and year first above written.

UNION SANITARY DISTRICT

MANAGER

By _____
Pat Kite, President

By _____
Paul R. Eldredge

Attest:

Approved:

By _____
Manny Fernandez, Secretary

By _____
Karen Murphy, District General Counsel

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: October 13, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer

SUBJECT: Agenda Item No. 11 - Meeting of October 23, 2017
Review and Approve Proposed Changes to Policy No. 3030, Boardmember Business and Travel Expense

Recommendation

Review and approve proposed changes to Board Policy No. 3030, Boardmember Business and Travel Expense.

Background

Board Policy No. 3030 sets forth guidelines for reimbursement of Boardmember business and travel expenses. The proposed revisions include but are not limited to:

- Revising language detailing the calculation used to determine a daily per diem rate while traveling to be consistent with staff Reimbursement and Travel Policy 2050
- Updating the "Tips" portion of the Policy to be consistent with staff Reimbursement and Travel Policy 2050

This policy was last reviewed and approved by the Board in June of 2016.

Staff recommends the Board adopt the changes shown in red on the attached and set the date for the next review for October of 2020.

Attachment: Redline of Policy No. 3030
Clean version of Policy No. 3030

**Union Sanitary District
Policy and Procedures Manual**

Effective 6/13/2016 <u>10/23/</u> <u>2017</u>	Boardmember Business and Travel Expense	Policy Number 3030 Page 1 of 4
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Policy

Boardmembers shall be compensated/reimbursed for actual and necessary expenses incurred in the performance of their official duties, subject to applicable Federal, State, and local laws and procedures established by the Board of Directors. Official expenses are limited to those which would be deductible business expenses under IRS regulations. If Boardmembers accept meals or gifts, the member must report them as gifts to elected officials in accordance with the state regulations Political Reform Act of 1974.

Purpose

To establish a uniform method for payment/reimbursement of business expenses incurred by Boardmembers in the performance of their duties.

Reimbursable occurrences

As indicated in Board Policy No. 3045, events qualifying for expense reimbursement include meetings, seminars, workshops, or conferences conducted by CASA, CSDA, CWEA, BACWA, California Water, APWA, East Bay Economic Development Alliance, EPA, NACWA, Special District and Local Government Institute, WEF, the Chamber of Commerce for each Tri-City (if the Board member is attending as a USD Boardmember not a chamber member) or WateReuse. In addition, attendance at State or Regional Water Quality Control Board meetings and ethics classes as required by the California Government Code are qualifying events. If the function is conducted by any other organization, attendance and qualification for reimbursement must be approved by the Board in open session. District Policy 3050 includes a list of what qualifies as a compensable meeting.

Costs which are reimbursable

Reimbursable business expenses include:

- a) **Lodging.** One night's lodging at the conference site or equal for each day's attendance at a meeting, provided the site is at least a 60-minute drive time from the District's Office. Lodging reimbursement will be based upon single occupancy rates. In instances where the conference room rate or the conference hotel is not available, Boardmembers should make every attempt to secure comparable rates at the nearest hotel and will be reimbursed no more than the standard rack rate at the

conference hotel plus 20 percent. Boardmembers are strongly encouraged to make every effort to secure travel arrangements far enough in advance to take advantage of conference room rates and to minimize staff time involved in facilitating last minute requests.

b) Meals for Seminars and Travel. Meals associated with seminars or while traveling, including normally scheduled meals missed due to travel, are eligible for reimbursement. Meal reimbursements will be based on averages calculated using the Federal General Services Administration (GSA) Meals & Incidental Expenses (M&IE) reimbursement rates for the applicable year. The information for GSA reimbursement amounts can be found on the www.gsa.gov homepage by clicking on the "Meals &IE" tab of the "Making Travel Easier" table (The table lists the six M&IE tiers in the lower 48 continental United States. The average rate is calculated by adding together the highest and lowest per diem rate and then dividing this total by the number 2). Meal reimbursements for overnight stays shall be the **average** of the GSA M&IE total daily allowance (see "Total" column of M&IE table). An allowance for lunches for non-overnight stays while attending a seminar or training shall be the **average** of the GSA lunch allowance for the applicable year. Alcoholic beverages are not eligible for reimbursement. Reimbursements for lunch not associated with an overnight stay are considered taxable income.

~~a) **Meals.** Meal reimbursement will be based on actual costs for which receipts are provided up to a maximum of \$75 per day with no individual meal exceeding \$40. Alcoholic beverages are not eligible for reimbursement.~~

b)c) Parking. Parking reimbursement for airport parking will be based on using the lowest available cost option. Valet parking at the conference venue will be reimbursed if no other parking option is available on site, or within one block of the hotel, or if there is a physical impediment requiring vehicle drop off at the hotel or conference site.

d) Rental Cars. Boardmembers will be reimbursed for all reasonable rental car expenses associated with travel to a conference or other qualifying event where personal vehicles are not used. Boardmembers will share rental car expenses wherever practical. Rental car expenses will be reimbursed for only the days of the conference and up to one additional day if required due to travel arrangements. The District has an account with Enterprise Rent-A-Car that should be used whenever possible when renting a car for District business. Rental car charges will be direct billed by Enterprise to the District. Boardmembers should not elect optional insurance coverages as they are included in the District's rental rates.

- If a different rental car company must be used due to unavailability of Enterprise, Vehicle Class Type (size) must be at the compact car rate or equivalent. The optional insurance coverages for Collision Damage Waiver and Supplemental Liability Protection should be elected. Instructions on renting a car

from Enterprise are located on the Accounting/Travel Page on the Portal under [“Rental Car Reservation Instructions/Booking State of California Business Travel Reservations Online”](#) and are attached hereto as Attachment A. Spouses or other non-District individuals may not drive rental cars that have been authorized for District business unless the Boardmember is incapacitated or there is an emergency rendering the Boardmember unable to drive.

~~d)~~e) **Vehicle usage.** Where a personal vehicle is used in lieu of air travel, Boardmembers will be reimbursed for actual mileage, or the sum of reasonable coach airfare + airport parking + shuttle, taxi or ride-sharing service (such as Uber or Lyft) to the event site + other transportation costs associated with air travel, whichever is less. Personal vehicle mileage will be reimbursed at the IRS standard mileage rate based on the mileage as determined by Google Maps, Map Quest, or similar web based mapping function, or a reasonable alternate route.

~~e)~~f) **Air Fare Costs.** Air fare reimbursement is restricted to reasonable, available “coach” class seating. Boardmembers are encouraged to make travel plans early to take advantage of lower air fares.

~~f)~~g) **Miscellaneous Costs.** Boardmembers will be reimbursed for tips (up to limits provided in this policy) in connection with reimbursable lodging, dining, parking or transportation services. Boardmembers will also be reimbursed the actual costs of other transportation services, such as BART or other public transit, taxis, shuttles or ride-sharing services (such as Uber or Lyft).

~~g)~~h) **Tips.**

- [Tips for housekeeping – limit of up to \\$2.00 per day](#)
- [Tips for Bellhops or skycaps – limit of \\$1.00 per bag](#)
- [Tips for ground transportation \(taxis, shuttles, uber or lyft\) shall be limited to 10% of the fare](#)
- [Tips for meals not associated with an overnight stay are limited to 15% before tax](#)
- ~~The maximum reimbursable tip for meals is 15% of the total cost of the meal, excluding tax.~~
- ~~Tips for housekeeping – limit of up to \$2.00 per day~~
- ~~Tips for Bellhops or skycaps – limit of \$1.00 per bag~~

~~h)~~i) **Non-Reimbursable Expenses.** The following items of a personal nature, even if they are incurred in conjunction with expenditures that are subject to reimbursement, are not reimbursable: movies, entertainment, premium television services, alcoholic beverages, dry-cleaning, spas, gyms, barber, magazines, shoe shines, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, golf related expenses, personal losses incurred while on District business, spouse

and/or guest expenses, meals or expenses for non-employees, valet parking (medical reasons excepted or if no other option exists), trip protection insurance, early boarding priority, repairs to personal vehicles, office equipment, and other items of a personal nature.

Procedure

1. Boardmembers, or the Assistant to the General Manager at the request of a Boardmember, are to make arrangements for attending events, including but not limited to meetings and conferences.
2. Boardmembers are encouraged to obtain the lowest commercial coach airfare whenever possible.
3. If prepayment is desired for travel, lodging, and/or conference registration, the Boardmember should check the "prepayment" box of the Expense Report form and forward it to the General Manager for review and authorization two weeks prior to the deadline to allow for check processing.
4. Reimbursement claims will be submitted on the Expense Report form, to be reviewed and approved by the General Manager. Forms will be submitted within 45 days after the expense was incurred and will include detailed receipts documenting each expense. These Expense Report forms will be reviewed by the Board quarterly. Form and related documents are public records.
5. Members of the Board will use government and group rates offered by a provider of transportation or lodging services when available. For rental cars, reservations should be made through Enterprise Car Rental where USD has obtained special reduced rates. The Assistant to the General Manager can make arrangements upon request.
6. Boardmembers are responsible for reimbursing any expenses incurred by the District for cancellations that are for their convenience and not beyond their control.
7. Boardmembers will provide a brief report on meetings attended (those paid for by the District) at the next regularly scheduled meeting of the Board.
8. A Boardmember may verbally request the Board of Directors to approve an exception to the provisions of this policy at a regular Board meeting under "Other Business".

Management Responsibility

The General Manager will be responsible for compliance with this policy, including reviewing expense/reimbursement forms for consistency with the policy. Any inconsistencies or irregularities in a Boardmember's implementation of this policy shall first be brought to the attention of the individual Boardmember and then, if necessary, to the entire Board.

Approved by Board of Directors:

Reviewers: Board of Directors, General Manager, District's General Counsel

Notify Person: General Manager

Review Frequency: Every 3 years

Next Review: ~~May 2019~~ October 2020

**Union Sanitary District
Policy and Procedures Manual**

Effective 10/23/2017	Boardmember Business and Travel Expense	Policy Number 3030 Page 1 of 4
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Policy

Boardmembers shall be compensated/reimbursed for actual and necessary expenses incurred in the performance of their official duties, subject to applicable Federal, State, and local laws and procedures established by the Board of Directors. Official expenses are limited to those which would be deductible business expenses under IRS regulations. If Boardmembers accept meals or gifts, the member must report them as gifts to elected officials in accordance with the state regulations Political Reform Act of 1974.

Purpose

To establish a uniform method for payment/reimbursement of business expenses incurred by Boardmembers in the performance of their duties.

Reimbursable occurrences

As indicated in Board Policy No. 3045, events qualifying for expense reimbursement include meetings, seminars, workshops, or conferences conducted by CASA, CSDA, CWEA, BACWA, California Water, APWA, East Bay Economic Development Alliance, EPA, NACWA, Special District and Local Government Institute, WEF, the Chamber of Commerce for each Tri-City (if the Board member is attending as a USD Boardmember not a chamber member) or WateReuse. In addition, attendance at State or Regional Water Quality Control Board meetings and ethics classes as required by the California Government Code are qualifying events. If the function is conducted by any other organization, attendance and qualification for reimbursement must be approved by the Board in open session. District Policy 3050 includes a list of what qualifies as a compensable meeting.

Costs which are reimbursable

Reimbursable business expenses include:

- a) **Lodging.** One night's lodging at the conference site or equal for each day's attendance at a meeting, provided the site is at least a 60-minute drive time from the District's Office. Lodging reimbursement will be based upon single occupancy rates. In instances where the conference room rate or the conference hotel is not available, Boardmembers should make every attempt to secure comparable rates at the nearest hotel and will be reimbursed no more than the standard rack rate at the conference hotel plus 20 percent. Boardmembers are strongly encouraged to make every effort to secure travel arrangements far enough in advance to take advantage

of conference room rates and to minimize staff time involved in facilitating last minute requests.

- b) **Meals for Seminars and Travel.** Meals associated with seminars or while traveling, including normally scheduled meals missed due to travel, are eligible for reimbursement. Meal reimbursements will be based on averages calculated using the Federal General Services Administration (GSA) Meals & Incidental Expenses (M&IE) reimbursement rates for the applicable year. The information for GSA reimbursement amounts can be found on the [www.gsa.gov homepage](http://www.gsa.gov/homepage) by clicking on the "Meals & IE" tab of the "Making Travel Easier" table (*The table lists the six M&IE tiers in the lower 48 continental United States. The average rate is calculated by adding together the highest and lowest per diem rate and then dividing this total by the number 2*). Meal reimbursements for overnight stays shall be the **average** of the GSA M&IE total daily allowance (*see "Total" column of M&IE table*). An allowance for lunches for non-overnight stays while attending a seminar or training shall be the **average** of the GSA lunch allowance for the applicable year. Alcoholic beverages are not eligible for reimbursement. Reimbursements for lunch not associated with an overnight stay are considered taxable income.
- c) **Parking.** Parking reimbursement for airport parking will be based on using the lowest available cost option. Valet parking at the conference venue will be reimbursed if no other parking option is available on site, or within one block of the hotel, or if there is a physical impediment requiring vehicle drop off at the hotel or conference site.
- d) **Rental Cars.** Boardmembers will be reimbursed for all reasonable rental car expenses associated with travel to a conference or other qualifying event where personal vehicles are not used. Boardmembers will share rental car expenses wherever practical. Rental car expenses will be reimbursed for only the days of the conference and up to one additional day if required due to travel arrangements. The District has an account with Enterprise Rent-A-Car that should be used whenever possible when renting a car for District business. Rental car charges will be direct billed by Enterprise to the District. Boardmembers should not elect optional insurance coverages as they are included in the District's rental rates.
- If a different rental car company must be used due to unavailability of Enterprise, Vehicle Class Type (size) must be at the compact car rate or equivalent. The optional insurance coverages for Collision Damage Waiver and Supplemental Liability Protection should be elected. Instructions on renting a car from Enterprise are located on the Accounting/Travel Page on the Portal under "[Rental Car Reservation Instructions/Booking State of California Business Travel Reservations Online](#)" and are attached hereto as Attachment A. Spouses or other non-District individuals may not drive rental cars that have been

authorized for District business unless the Boardmember is incapacitated or there is an emergency rendering the Boardmember unable to drive.

- e) **Vehicle usage.** Where a personal vehicle is used in lieu of air travel, Boardmembers will be reimbursed for actual mileage, or the sum of reasonable coach airfare + airport parking + shuttle, taxi or ride-sharing service (such as Uber or Lyft) to the event site + other transportation costs associated with air travel, whichever is less. Personal vehicle mileage will be reimbursed at the IRS standard mileage rate based on the mileage as determined by Google Maps, Map Quest, or similar web based mapping function, or a reasonable alternate route.
- f) **Air Fare Costs.** Air fare reimbursement is restricted to reasonable, available “coach” class seating. Boardmembers are encouraged to make travel plans early to take advantage of lower air fares.
- g) **Miscellaneous Costs.** Boardmembers will be reimbursed for tips (up to limits provided in this policy) in connection with reimbursable lodging, dining, parking or transportation services. Boardmembers will also be reimbursed the actual costs of other transportation services, such as BART or other public transit, taxis, shuttles or ride-sharing services (such as Uber or Lyft).
- h) **Tips.**
 - Tips for housekeeping – limit of up to \$2.00 per day
 - Tips for Bellhops or skycaps – limit of \$1.00 per bag
 - Tips for ground transportation (taxis, shuttles, uber or lyft) shall be limited to 10% of the fare
 - Tips for meals not associated with an overnight stay are limited to 15% before tax
- i) **Non-Reimbursable Expenses.** The following items of a personal nature, even if they are incurred in conjunction with expenditures that are subject to reimbursement, are not reimbursable: movies, entertainment, premium television services, alcoholic beverages, dry-cleaning, spas, gyms, barber, magazines, shoe shines, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, golf related expenses, personal losses incurred while on District business, spouse and/or guest expenses, meals or expenses for non-employees, valet parking (medical reasons excepted or if no other option exists), trip protection insurance, early boarding priority, repairs to personal vehicles, office equipment, and other items of a personal nature.

Procedure

1. Boardmembers, or the Assistant to the General Manager at the request of a Boardmember, are to make arrangements for attending events, including but not limited to meetings and conferences.

2. Boardmembers are encouraged to obtain the lowest commercial coach airfare whenever possible.
3. If prepayment is desired for travel, lodging, and/or conference registration, the Boardmember should check the “prepayment” box of the Expense Report form and forward it to the General Manager for review and authorization two weeks prior to the deadline to allow for check processing.
4. Reimbursement claims will be submitted on the Expense Report form, to be reviewed and approved by the General Manager. Forms will be submitted within 45 days after the expense was incurred and will include detailed receipts documenting each expense. These Expense Report forms will be reviewed by the Board quarterly. Form and related documents are public records.
5. Members of the Board will use government and group rates offered by a provider of transportation or lodging services when available. For rental cars, reservations should be made through Enterprise Car Rental where USD has obtained special reduced rates. The Assistant to the General Manager can make arrangements upon request.
6. Boardmembers are responsible for reimbursing any expenses incurred by the District for cancellations that are for their convenience and not beyond their control.
7. Boardmembers will provide a brief report on meetings attended (those paid for by the District) at the next regularly scheduled meeting of the Board.
8. A Boardmember may verbally request the Board of Directors to approve an exception to the provisions of this policy at a regular Board meeting under “Other Business”.

Management Responsibility

The General Manager will be responsible for compliance with this policy, including reviewing expense/reimbursement forms for consistency with the policy. Any inconsistencies or irregularities in a Boardmember’s implementation of this policy shall first be brought to the attention of the individual Boardmember and then, if necessary, to the entire Board.

Approved by Board of Directors:

Reviewers: Board of Directors, General Manager, District’s General Counsel

Notify Person: General Manager

Review Frequency: Every 3 years

Next Review: October 2020

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: October 12, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Laurie Brenner, Business Services Coach
Roslyn Fuller, Purchasing Agent
Nina Narvaez, Administrative Specialist

SUBJECT: Agenda Item No. 12 - Meeting of October 23, 2017
Information Item: **CAL-Card Quarterly Merchant Activity Report**

Background

The attached CAL-Card Merchant Spend Analysis details the CAL-Card activity for the first quarter of FY 2018. This covers transactions from the CAL-Card billing period July 23, 2017 through September 22, 2017. During this quarter, we had 276 transactions totaling \$68,612.90.

Attachments: Merchant Spend Analysis Report

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
137510	Rialto	9399	CITY OF FREMONT DEV SVCS	FREMONT	CA	\$ 6,480.00	3	\$ 2,160.00	\$ 0.00	0	\$ 6,480.00	9.44%	3	\$ 0.00
217413	Prohibited Tran	8699	CALIFORNIA WATER ENVIRONM	510-3827800	CA	2,348.00	15	156.53	0.00	0	2,348.00	3.42%	15	0.00
47971	OFFICE SUPPLIES	5942	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	2,225.19	8	278.15	0.00	0	2,225.19	3.24%	8	15.54
212656	SCCLD AUTO	7538	BAYCOUNTIESDIES ELSERVINC	FREMONT	CA	2,188.34	7	312.62	0.00	0	2,188.34	3.19%	7	3.31
47979	WHOLESALE TRADE	5085	GLOBALINDUST EQUIPMENT	800-645-2986	FL	2,177.65	3	725.88	0.00	0	2,177.65	3.17%	3	159.48
141822	Hardware Supply	5200	THE HOME DEPOT #0635	UNION CITY	CA	1,889.32	3	629.77	0.00	0	1,889.32	2.75%	3	167.85
217413	Prohibited Tran	8699	AMERICAN PAYROLL ASSOC	210-226-4600	TX	1,750.00	1	1,750.00	0.00	0	1,750.00	2.55%	1	0.00
47970	OFFICE SERVICES	7399	ACME SCALE	SAN LEANDRO	CA	1,628.52	1	1,628.52	0.00	0	1,628.52	2.37%	1	0.00
47979	WHOLESALE TRADE	5045	DMI* DELL HLTHCR/PTR	800-274-1550	TX	4,868.63	5	973.73	3,426.44	2	1,442.19	2.10%	7	636.78
47971	OFFICE SUPPLIES	5942	AMAZON.COM	AMZN.COM/BILL	WA	1,371.23	3	457.08	0.00	0	1,371.23	2.00%	3	99.55
47979	WHOLESALE TRADE	5044	DEW DRAFTING SUPP	480-858-0024	AZ	1,216.00	1	1,216.00	0.00	0	1,216.00	1.77%	1	87.99
47979	WHOLESALE TRADE	5046	HYDROTECHNOLO GYSYSTEM	HYDROTECHNOL O	LA	1,114.98	1	1,114.98	0.00	0	1,114.98	1.63%	1	82.59
217413	Prohibited Tran	8699	CASA	916-2470245	CA	1,100.00	1	1,100.00	0.00	0	1,100.00	1.60%	1	0.00
150085	MCC5969	5969	4IMPRINT	877-4467746	WI	1,020.51	2	510.26	0.00	0	1,020.51	1.49%	2	84.38
47970	OFFICE SERVICES	7394	PETERSON POWER	510-618-2294	CA	965.19	1	965.19	0.00	0	965.19	1.41%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	947.58	8	118.45	3.99	1	943.59	1.38%	9	12.91
47979	WHOLESALE TRADE	5045	CDW GOVT #JWG9532	800-808-4239	IL	932.76	1	932.76	0.00	0	932.76	1.36%	1	81.43
47978	VEHICLE	7531	GOLDEN GATE	OAKLAND	CA	890.29	1	890.29	0.00	0	890.29	1.30%	1	8.32

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47978	EXPENSE		TRUCK CENTER											
320956	Dues/Education	8299	NCCCO SERVICES, LLC	703-560-2391	VA	830.00	5	166.00	0.00	0	830.00	1.21%	5	0.00
217413	Prohibited Tran	8699	GOVERNMENT FINANCE	312-977-9700	IL	816.00	3	272.00	0.00	0	816.00	1.19%	3	0.00
320956	Dues/Education	8299	TRI-STATE SEMINAR	602-332-3174	CA	803.00	2	401.50	0.00	0	803.00	1.17%	2	0.00
150085	MCC5969	5969	AMERICAN PUBLIC WORKS	8164726100	MO	790.00	2	395.00	0.00	0	790.00	1.15%	2	0.00
47979	WHOLESALE TRADE	5039	OWEN EQUIPMENT COMPANY	503-2559055	OR	756.61	1	756.61	0.00	0	756.61	1.10%	1	63.57
212656	SCCLD AUTO	7549	BERRY BROS TOWING AND TRA	OAKLAND	CA	750.00	1	750.00	0.00	0	750.00	1.09%	1	0.00
47970	OFFICE SERVICES	7399	ZIPRECRUITER, INC.	855-747-5493	CA	747.00	3	249.00	0.00	0	747.00	1.09%	3	0.00
47979	WHOLESALE TRADE	5211	GRANITE ROCK 372	REDWOOD CITY	CA	706.88	1	706.88	0.00	0	706.88	1.03%	1	0.00
47972	OTHER	5999	THOMAS AND ASSOCIATES IN	415-884-4501	CA	672.59	1	672.59	0.00	0	672.59	0.98%	1	52.69
284298	VTA Catering	5812	TOGOS EATERY	UNION CITY	CA	615.04	5	123.01	0.00	0	615.04	0.90%	5	0.00
289498	IT SOFTWARE	5734	SHAREPOINT XPERTS LLC - E	703-964-2002	VA	602.00	1	602.00	0.00	0	602.00	0.88%	1	0.00
47963	BUSINESS EXPENS	8244	PAYPAL *PUBLICSECTO	402-935-7733	CA	600.00	2	300.00	0.00	0	600.00	0.87%	2	0.00
47979	WHOLESALE TRADE	5065	STEVEN ENGINEERING	650-588-9200	CA	590.78	1	590.78	0.00	0	590.78	0.86%	1	0.00
47972	OTHER	5999	PK SAFETY SUPPLY	800-829-9580	CA	589.85	2	294.93	0.00	0	589.85	0.86%	2	0.00
320956	Dues/Education	8641	CALIFORNIA SPECIAL DISTRI	916-4427887	CA	575.00	1	575.00	0.00	0	575.00	0.84%	1	0.00
47979	WHOLESALE TRADE	5251	1000BULBS.COM	800-624-4488	TX	572.23	1	572.23	0.00	0	572.23	0.83%	1	0.00
320956	Dues/Education	8398	PAYPAL *CWEA	402-935-7733	CA	570.00	2	285.00	0.00	0	570.00	0.83%	2	0.00
47972	OTHER	5732	METRO MOBILE COMMUNICATIO	650-3671992	CA	565.85	1	565.85	0.00	0	565.85	0.82%	1	48.95

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
320956	Dues/Education	8999	EXECUTIVE EVENTS AND M	530-345-8593	CA	\$ 550.00	1	\$ 550.00	\$ 0.00	0	\$ 550.00	0.80%	1	\$ 0.00
320956	Dues/Education	8299	WWW.LORMAN.CO M	800-678-3940	WI	537.01	1	537.01	0.00	0	537.01	0.78%	1	0.00
47979	WHOLESALE TRADE	5251	SOL*SNAP-ON INDUSTRIAL	877-740-1900	WI	528.77	2	264.39	0.00	0	528.77	0.77%	2	46.98
320956	Dues/Education	8299	PAYPAL *CCTC	402-935-7733	CA	500.00	1	500.00	0.00	0	500.00	0.73%	1	0.00
320956	Dues/Education	7392	TRAININGCENTER/ HRCERTIFI	678-366-3959	GA	499.00	1	499.00	0.00	0	499.00	0.73%	1	0.00
47979	WHOLESALE TRADE	5039	KLEENBLAST	HAYWARD	CA	486.94	2	243.47	0.00	0	486.94	0.71%	2	0.00
303856	Dept stores	5311	SEARS.COM 9300	800-349-4358	TX	468.50	2	234.25	0.00	0	468.50	0.68%	2	5.55
47970	OFFICE SERVICES	7394	PETERSON SAN LEANDRO	510-357-6200	CA	464.78	2	232.39	0.00	0	464.78	0.68%	2	0.00
281845	Food Exceptions	5814	CHIPOTLE 1529	UNION CITY	CA	459.30	1	459.30	0.00	0	459.30	0.67%	1	0.00
47960	AIRLINE	3066	SOUTHWES 5268535799666	800-435-9792	TX	451.96	1	451.96	0.00	0	451.96	0.66%	1	0.00
		3066	SOUTHWES 5268535799667	800-435-9792	TX	451.96	1	451.96	0.00	0	451.96	0.66%	1	0.00
		3066	SOUTHWES 5268535799668	800-435-9792	TX	451.96	1	451.96	0.00	0	451.96	0.66%	1	0.00
47979	WHOLESALE TRADE	5251	D & F LIQUIDATORS	510-785-9600	CA	449.98	2	224.99	0.00	0	449.98	0.66%	2	0.00
47960	AIRLINE	3000	UNITED 0162360853792	800-932-2732	TX	448.40	1	448.40	0.00	0	448.40	0.65%	1	0.00
47979	WHOLESALE TRADE	5085	OMEGA *ENGINEERING	203-359-1660	CT	445.52	1	445.52	0.00	0	445.52	0.65%	1	38.52
47979	WHOLESALE TRADE	5046	ROCK MILLS ENTERPRISES IN	ROCK VALLEY	IA	437.00	1	437.00	0.00	0	437.00	0.64%	1	0.00
320956	Dues/Education	8398	ISA	919-549-8411	NC	435.00	2	217.50	0.00	0	435.00	0.63%	2	0.00
281845	Food Exceptions	5814	TOGOS - UNION CITY	510-475-8641	CA	379.02	1	379.02	0.00	0	379.02	0.55%	1	0.00
47972	OTHER	5999	CELEBRATION PARTY EQUI	510-8870727	CA	377.50	1	377.50	0.00	0	377.50	0.55%	1	0.00

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137510	Rialto	9399	CALPERS CVENT	916-795-3433	CA	\$ 350.00	1	\$ 350.00	\$ 0.00	0	\$ 350.00	0.51%	1	\$ 0.00
320956	Dues/Education	8299	PAYPAL *PIPEUSERSGR	402-935-7733	CA	350.00	1	350.00	0.00	0	350.00	0.51%	1	0.00
320956	Dues/Education	8398	AWWA.ORG	303-347-6197	CO	349.00	1	349.00	0.00	0	349.00	0.51%	1	0.00
47970	OFFICE SERVICES	8911	CALIFORNIA SURVEY INET	916-344-0232	CA	346.83	2	173.42	0.00	0	346.83	0.51%	2	0.00
281845	Food Exceptions	5814	TOGOS - UNION CITY	510-475-8641	CA	340.33	2	170.17	0.00	0	340.33	0.50%	2	0.00
284298	VTA Catering	5812	VINCES CAFE	510-6573287	CA	340.00	1	340.00	0.00	0	340.00	0.50%	1	0.00
47960	AIRLINE	3066	SOUTHWES 5268765357364	800-435-9792	TX	315.96	1	315.96	0.00	0	315.96	0.46%	1	0.00
		3066	SOUTHWES 5268765357365	800-435-9792	TX	315.96	1	315.96	0.00	0	315.96	0.46%	1	0.00
217413	Prohibited Tran	8699	WEF MAIN	703-684-2400	VA	312.00	1	312.00	0.00	0	312.00	0.45%	1	0.00
47979	WHOLESALE TRADE	5111	IBUYOFFICESUPPLY.COM	866-5680524	MN	305.36	1	305.36	0.00	0	305.36	0.45%	1	20.64
47970	OFFICE SERVICES	7399	JD EVENTS LLC	203-371-6322	CT	299.00	1	299.00	0.00	0	299.00	0.44%	1	0.00
47979	WHOLESALE TRADE	5137	LANDS END BUS OUTFITTERS	800-587-1541	WI	297.91	2	148.96	0.00	0	297.91	0.43%	2	33.76
47979	WHOLESALE TRADE	5065	SCHNEIDER ELECTRIC IT C	401-398-8450N	RI	277.36	1	277.36	0.00	0	277.36	0.40%	1	0.00
47979	WHOLESALE TRADE	5085	CARPENTER RIGGING AND SUP	415-285-1954	CA	276.11	1	276.11	0.00	0	276.11	0.40%	1	13.81
320956	Dues/Education	8641	CALIFORNIA SOCIETY OF MUN	916-2312137	CA	275.00	1	275.00	0.00	0	275.00	0.40%	1	0.00
47979	WHOLESALE TRADE	5399	COMFORT FIRST PRODUCTS	714-5504971	CA	273.22	1	273.22	0.00	0	273.22	0.40%	1	18.60
47979	WHOLESALE TRADE	5085	SILVERSON MACHINES INC	413-5254825	MA	267.43	1	267.43	0.00	0	267.43	0.39%	1	0.00
47979	WHOLESALE TRADE	5045	CDW GOVT #KBD5320	800-808-4239	IL	258.25	1	258.25	0.00	0	258.25	0.38%	1	22.94
217413	Prohibited Tran	8699	AMERICAN PAYROLL ASSOC	210-226-4600	TX	254.00	1	254.00	0.00	0	254.00	0.37%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47970	OFFICE SERVICES	7399	BOXWOOD TECHNOLOGY	888-4918833	MD	\$ 250.00	1	\$ 250.00	\$ 0.00	0	\$ 250.00	0.36%	1	\$ 0.00
217413	Prohibited Tran	8699	CALIFORNIA MUNICIPAL TREASURY	916-2312144	CA	250.00	1	250.00	0.00	0	250.00	0.36%	1	0.00
320956	Dues/Education	8999	THE BUSINESS JOURNALS	800-486-3289	NC	250.00	1	250.00	0.00	0	250.00	0.36%	1	0.00
47960	AIRLINE	3066	SOUTHWEST 5268535803150	800-435-9792	TX	243.98	1	243.98	0.00	0	243.98	0.36%	1	0.00
320956	Dues/Education	8398	NACE INTERNATIONAL	800-797-6223	TX	240.00	1	240.00	0.00	0	240.00	0.35%	1	0.00
217413	Prohibited Tran	8699	CALIFORNIA ASSOCIATION OF	530-8225009	CA	237.00	2	118.50	0.00	0	237.00	0.35%	2	0.00
47960	AIRLINE	3066	SOUTHWEST 5268541348221	800-435-9792	TX	229.96	1	229.96	0.00	0	229.96	0.34%	1	0.00
47970	OFFICE SERVICES	7311	CAREERS IN GOVERNMENT	818-991-9653	CA	225.00	1	225.00	0.00	0	225.00	0.33%	1	0.00
47979	WHOLESALE TRADE	5065	NEWARK US 0007000000075	773-9075740	IL	223.46	1	223.46	0.00	0	223.46	0.33%	1	18.53
47962	BUILDING SERVIC	780	REED AND GRAHAM INC	SAN JOSE	CA	222.87	1	222.87	0.00	0	222.87	0.32%	1	0.00
281845	Food Exceptions	5814	MR PICKLES 325 - UNION	UNION CITY	CA	221.92	1	221.92	0.00	0	221.92	0.32%	1	0.00
281845	Food Exceptions	5411	LUCKY #782 UNION CI	UNION CITY	CA	219.77	5	43.95	0.00	0	219.77	0.32%	5	0.00
47970	OFFICE SERVICES	6300	STATE FARM INSURANCE	800-956-6310	IL	218.98	1	218.98	0.00	0	218.98	0.32%	1	0.00
284298	VTA Catering	5812	DOORDASH-KABILA CUISIN	STRIPE.COM	CA	207.08	1	207.08	0.00	0	207.08	0.30%	1	0.00
47960	AIRLINE	3000	UNITED 0162353501090	800-932-2732	TX	203.20	1	203.20	0.00	0	203.20	0.30%	1	0.00
141822	Hardware Supply	5200	THE HOME DEPOT #6964	NEWARK	CA	236.36	1	236.36	35.04	1	201.32	0.29%	2	24.11
47970	OFFICE SERVICES	8911	BROWN AND CALDWELL	925-2102277	CO	200.00	1	200.00	0.00	0	200.00	0.29%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47970	OFFICE SERVICES	8911	BROWN AND CALDWELL	925-2102277	CO	\$ 200.00	1	\$ 200.00	\$ 0.00	0	\$ 200.00	0.29%	1	\$ 0.00
289779	COMPUTER	4816	DRI*TECHSMITH	ORDERFIND.COM	MN	199.00	1	199.00	0.00	0	199.00	0.29%	1	0.00
47979	WHOLESALE TRADE	5039	TRI CITY ROCK	510-6517761	CA	182.82	1	182.82	0.00	0	182.82	0.27%	1	0.00
217413	Prohibited Tran	8699	UNION CITY CHAMBER OF	WWW.UNIONCITY	MN	180.00	1	180.00	0.00	0	180.00	0.26%	1	0.00
47979	WHOLESALE TRADE	5045	GOVERNMENTJOB S.COM, INC.	310-426-6304	CA	175.00	1	175.00	0.00	0	175.00	0.26%	1	0.00
47960	AIRLINE	3066	SOUTHWES 5268750329401	800-435-9792	TX	173.96	1	173.96	0.00	0	173.96	0.25%	1	0.00
47979	WHOLESALE TRADE	5399	WWW COSTCO COM	800-955-2292	WA	164.57	1	164.57	0.00	0	164.57	0.24%	1	0.00
47979	WHOLESALE TRADE	5072	BURLINGTON SAFETY LABORAT	925-8661412	CA	163.80	1	163.80	0.00	0	163.80	0.24%	1	0.00
47979	WHOLESALE TRADE	5300	COSTCO WHSE #1061	HAYWARD	CA	159.86	2	79.93	0.00	0	159.86	0.23%	2	0.00
281845	Food Exceptions	5462	ANDERSEN UNION LANDING	UNION CITY	CA	159.69	1	159.69	0.00	0	159.69	0.23%	1	0.00
47960	AIRLINE	3066	SOUTHWES 5268546470499	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES 5268548835178	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES 5268549813305	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES 5268549813306	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES 5268549813307	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES 5268549813308	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES 5268549813309	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00
		3066	SOUTHWES	800-435-9792	TX	149.96	1	149.96	0.00	0	149.96	0.22%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47960	AIRLINE		5268549813310											
47979	WHOLESALE TRADE	5045	THE SOFTWARE LABS, INC.	425-6532432	CA	149.75	1	149.75	0.00	0	149.75	0.22%	1	0.00
320956	Dues/Education	8299	SKILLPATH NATIONAL	913-3623900	KS	149.00	1	149.00	0.00	0	149.00	0.22%	1	0.00
47960	AIRLINE	3000	UNITED 0162358550500	800-932-2732	TX	146.40	1	146.40	0.00	0	146.40	0.21%	1	0.00
47978	VEHICLE EXPENSE	5533	PAYPAL *CARSHOEZ	402-935-7733	CA	143.13	1	143.13	0.00	0	143.13	0.21%	1	0.00
47978	VEHICLE EXPENSE	5533	WESTERN ENGINE DISTRBT	661-397-9155	CA	138.35	1	138.35	0.00	0	138.35	0.20%	1	0.00
284298	VTA Catering	5812	THAI BBQ	UNION CITY	CA	137.51	1	137.51	0.00	0	137.51	0.20%	1	0.00
284298	VTA Catering	5812	DOORDASH-BUCKHORN GRIL	STRIPE.COM	CA	134.98	2	67.49	0.00	0	134.98	0.20%	2	0.00
47979	WHOLESALE TRADE	5085	EPASALES	866-448-5547	TN	133.95	1	133.95	0.00	0	133.95	0.20%	1	0.00
47979	WHOLESALE TRADE	5169	MAR-LEN SUPPLY INC -CLV	510-782-3555	CA	132.90	1	132.90	0.00	0	132.90	0.19%	1	0.00
281845	Food Exceptions	5814	CHIPOTLE ONLINE	303-595-4000	CO	124.82	3	41.61	0.00	0	124.82	0.18%	3	0.00
47970	OFFICE SERVICES	7372	SIM TECH USA	940-455-2671	CA	120.00	1	120.00	0.00	0	120.00	0.17%	1	0.00
303856	Dept stores	5311	SEARS.COM 9301	847-286-1940	IL	112.57	2	56.28	0.00	0	112.57	0.16%	2	3.79
141822	Hardware Supply	5200	ORCHARD SUPPLY #100	FREMONT	CA	106.08	2	53.04	0.00	0	106.08	0.15%	2	0.00
47965	HOTELS	7011	SO PT HOTEL AND CASINO	LAS VEGAS	NV	101.70	1	101.70	0.00	0	101.70	0.15%	1	0.00
284298	VTA Catering	5812	SUSHI BOAT	510-4776777	CA	101.20	1	101.20	0.00	0	101.20	0.15%	1	0.00
47979	WHOLESALE TRADE	5046	V BELT GLOBAL SUPPLY	605-3359598	SD	100.96	1	100.96	0.00	0	100.96	0.15%	1	0.00
320956	Dues/Education	8299	TRI-STATE SEMINAR	602-332-3174	CA	99.00	1	99.00	0.00	0	99.00	0.14%	1	0.00
		8999	TWH*AMBIRONTRU STWAVE	800-363-1621	IL	99.00	1	99.00	0.00	0	99.00	0.14%	1	0.00
		8299	TRI-STATE	602-332-3174	CA	99.00	1	99.00	0.00	0	99.00	0.14%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
320956	Dues/Education		SEMINAR											
47960	AIRLINE	3066	SOUTHWES 5268766207908	800-435-9792	TX	97.95	1	97.95	0.00	0	97.95	0.14%	1	0.00
47979	WHOLESALE TRADE	5331	PAYPAL *SANVEN CORP	402-935-7733	CA	95.00	1	95.00	0.00	0	95.00	0.14%	1	0.00
281845	Food Exceptions	5814	MOUNTAIN MIKES PIZZA -	510-471-7171	CA	94.96	1	94.96	0.00	0	94.96	0.14%	1	0.00
141822	Hardware Supply	5200	LOWES #01132*	UNION CITY	CA	94.61	4	23.65	0.00	0	94.61	0.14%	4	8.40
281845	Food Exceptions	5462	ANDERSEN BAKERY INC.	510-429-7100	CA	87.06	2	43.53	0.00	0	87.06	0.13%	2	0.00
281845	Food Exceptions	5411	SMARTNFINAL5231 1005238	UNION CITY	CA	87.03	2	43.52	0.00	0	87.03	0.13%	2	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM AMZN.COM/BILL	AMZN.COM/BILL	WA	82.46	1	82.46	0.00	0	82.46	0.12%	1	0.00
320956	Dues/Education	8641	CAPCA	916-9281625	CA	70.00	1	70.00	0.00	0	70.00	0.10%	1	0.00
289498	IT SOFTWARE	5734	CBA*CLEVERBRIDG E AG	8007999570		69.95	1	69.95	0.00	0	69.95	0.10%	1	0.00
47972	OTHER	5713	FLOORCITY.COM	360-896-1152	WA	69.55	1	69.55	0.00	0	69.55	0.10%	1	0.00
281845	Food Exceptions	5814	CHICAGOS PIZZA W A TWIS	UNION CITY	CA	68.15	1	68.15	0.00	0	68.15	0.10%	1	6.05
281845	Food Exceptions	5814	TOGOS - UNION CITY - ECOM	510-396-0848	CA	67.12	1	67.12	0.00	0	67.12	0.10%	1	0.00
47969	MRO SUPPLIES	5983	KELLER HEART CO INC	773-247-7606	IL	65.00	1	65.00	0.00	0	65.00	0.09%	1	0.00
137510	Rialto	9399	CA DEPT PEST REGS LICENSI	916-4453891	CA	60.00	1	60.00	0.00	0	60.00	0.09%	1	0.00
		9399	CA DEPT PEST REGS LICENSI	916-4453891	CA	60.00	1	60.00	0.00	0	60.00	0.09%	1	0.00
47972	OTHER	5970	MICHAELS STORES 2076	UNION CITY	CA	50.44	1	50.44	0.00	0	50.44	0.07%	1	0.00
47970	OFFICE SERVICES	7333	STK*SHUTTERSTO CK, INC.	866-663-3954	NY	49.00	1	49.00	0.00	0	49.00	0.07%	1	0.00
47979	WHOLESALE TRADE	5085	WESTERN RIGGING SUPPLY	541-344-6249	OR	48.07	1	48.07	0.00	0	48.07	0.07%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47963	BUSINESS EXPENS	8249	CEDENGINEERING.COM	877-322-5800	NY	\$ 48.00	1	\$ 48.00	\$ 0.00	0	\$ 48.00	0.07%	1	\$ 0.00
320956	Dues/Education	8398	BAY NATURE	510-528-8550	CA	45.95	1	45.95	0.00	0	45.95	0.07%	1	0.00
47972	OTHER	5732	PAYPAL *D OEMRADIOS	402-935-7733	CA	42.00	1	42.00	0.00	0	42.00	0.06%	1	0.00
47970	OFFICE SERVICES	7399	YAHOO SMALL BUSINESS	866-438-1582	CA	41.82	3	13.94	0.00	0	41.82	0.06%	3	0.00
284298	VTA Catering	5812	DOORDASH-BUCKHORN GRIL	650-681-9470	CA	40.96	2	20.48	0.00	0	40.96	0.06%	2	0.00
47971	OFFICE SUPPLIES	5943	FRANKLINCOVEYPRODUCTS	800-819-1812	UT	40.94	1	40.94	0.00	0	40.94	0.06%	1	0.00
47970	OFFICE SERVICES	7399	VISION RECYCLING	510-3536030	CA	40.00	1	40.00	0.00	0	40.00	0.06%	1	0.00
47978	VEHICLE EXPENSE	5533	PEPBOYS STORE 816	UNION CITY	CA	37.30	1	37.30	0.00	0	37.30	0.05%	1	0.00
47963	BUSINESS EXPENS	4900	VALLEY OIL PT	800-4498012	CA	31.66	1	31.66	0.00	0	31.66	0.05%	1	2.77
47970	OFFICE SERVICES	7338	FEDEXOFFICE 00007393	UNION CITY	CA	30.66	1	30.66	0.00	0	30.66	0.04%	1	2.72
217413	Prohibited Tran	7216	GREEN LEAF CLEANERS	FREMONT	CA	30.00	1	30.00	0.00	0	30.00	0.04%	1	0.00
47979	WHOLESALE TRADE	5047	UNIMED GOVERNMENT SE	202-6703711	MN	26.27	1	26.27	0.00	0	26.27	0.04%	1	0.00
47978	VEHICLE EXPENSE	4784	FASTRAK CSC	415-486-8655	CA	25.00	1	25.00	0.00	0	25.00	0.04%	1	0.00
47979	WHOLESALE TRADE	5046	WPSG, INC	610-8578070	PA	23.98	1	23.98	0.00	0	23.98	0.03%	1	0.00
47960	AIRLINE	3000	UNITED 0162925855495	800-932-2732	TX	23.00	1	23.00	0.00	0	23.00	0.03%	1	0.00
		3000	UNITED 0162925855496	800-932-2732	TX	23.00	1	23.00	0.00	0	23.00	0.03%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM	AMZN.COM/BILL	WA	21.88	1	21.88	0.00	0	21.88	0.03%	1	1.94
47979	WHOLESALE	5111	IBUYOFFICESUPPL	866-5680524	MN	21.31	1	21.31	0.00	0	21.31	0.03%	1	0.84

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	TRADE		Y.COM											
47970	OFFICE SERVICES	7361	COLLEGEHELPERS.COM	877-256-5474	ME	20.00	1	20.00	0.00	0	20.00	0.03%	1	0.00
		7399	ACT*MSA SF BAY AREA.CH	877-551-5560	TX	20.00	1	20.00	0.00	0	20.00	0.03%	1	0.00
47960	AIRLINE	3066	SOUTHWES5268754625980	800-435-9792	TX	19.00	1	19.00	0.00	0	19.00	0.03%	1	0.00
47970	OFFICE SERVICES	5968	WWW.MINDTOOLS.COM	MINDTOOLS.COM		19.00	1	19.00	0.00	0	19.00	0.03%	1	0.00
47979	WHOLESALE TRADE	5085	MCMMASTER-CARR	630-834-9600	IL	18.51	1	18.51	0.00	0	18.51	0.03%	1	1.16
47979	WHOLESALE TRADE	5331	PAYPAL*JONPRURECOR	402-935-7733	CA	17.24	1	17.24	0.00	0	17.24	0.03%	1	0.00
281845	Food Exceptions	5411	SMARTNFINAL52311005238	UNION CITY	CA	16.68	1	16.68	0.00	0	16.68	0.02%	1	0.00
47978	VEHICLE EXPENSE	5533	AUTOZONE #4091	NEWARK	CA	15.34	1	15.34	0.00	0	15.34	0.02%	1	1.36
47972	OTHER	5732	FRY'S ELECTRONICS #21	FREMONT	CA	101.79	2	50.90	87.39	1	14.40	0.02%	3	8.62
47971	OFFICE SUPPLIES	5943	OFFICEMAX/OFFICEDEPOT6177	UNION CITY	CA	14.26	1	14.26	0.00	0	14.26	0.02%	1	1.27
150085	MCC5969	5969	INDEED	203-564-2400	CT	9.00	1	9.00	0.00	0	9.00	0.01%	1	0.00
303856	Dept stores	5311	SEARS.COM 9300	ROUND ROCK	TX	0.00	0	0.00	14.25	1	(14.25)	0.00%	1	1.26
47979	WHOLESALE TRADE	5085	GIH*GLOBALINDUSTRIAEQ	800-645-2986	FL	0.00	0	0.00	382.53	1	(382.53)	(0.56%)	1	0.00
47979	WHOLESALE TRADE	5169	PAYPAL*TIGERSUPPLI	4029357733	CA	0.00	0	0.00	679.96	1	(679.96)	(0.99%)	1	0.00

Total

\$73,242.50

\$4,629.60

\$68,612.90

276

\$ 1,888.96

Total Number of Records:

178

End of Report

Merchant Spend Analysis - Detail Output Parameter Page

Cycle Close Date Range: 07/2017 to 09/2017
Report Type: Detail
Merchant Profile Source: Association
Merchant Names: All
Merchant Category Code Group: All
Merchant States: All

Sort Report By: (1) Total Spend, (2) No Sort, (3) No Sort, (4) No Sort
Break/Subtotal Level: No Break/Subtotal

Processing Hierarchy Position:	<u>Bank</u>	<u>Agent</u>	<u>Company</u>	<u>Division</u>	<u>Department</u>
	1425	3135	51756	All	All

**UNION SANITARY DISTRICT
CHECK REGISTER
9/30/2017-10/13/2017**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
165752	10/12/2017	2.1	CRATUS INC	FORCE MAIN CORROSION REPAIRS - WEST	\$459,390.71	\$459,390.71
165695	10/5/2017	900468.4	KIEWIT INFRASTRUCTURE WEST CO	3RD SLUDGE DEGRITTER SYSTEM	\$156,773.75	\$156,773.75
165776	10/12/2017	140120171006	PACIFIC GAS AND ELECTRIC	SERV TO 10/03/17 IRVINGTON PS	\$24.89	\$83,796.72
	10/12/2017	380420171002		SERV TO 10/01/17 CHERRY ST PS	\$308.36	
	10/12/2017	013720171005		SERV TO 10/04/17 BOYCE RD PS	\$2,584.57	
	10/12/2017	096020171002		SERV TO 10/01/17 CATHODIC PROJECT	\$62.58	
	10/12/2017	892820171002		SERV TO 10/01/2017 HAYWARD MARSH	\$72.97	
	10/12/2017	666820171002		SERV TO 10/01/17 PASEO PADRE PS	\$336.49	
	10/12/2017	898220171002		SERV TO 10/01/17 FREMONT PS	\$295.21	
	10/12/2017	170120171006		SERV TO 09/23/17 PLANT	\$80,111.65	
165676	10/5/2017	903236361	EVOQUA WATER TECHNOLOGIES	3,855 GALS HYDROGEN PEROXIDE	\$18,488.87	\$40,456.71
	10/5/2017	903252061		4500 GALS HYDROGEN PEROXIDE	\$21,582.34	
	10/5/2017	903233371		DI WATER SYSTEM	\$385.50	
165710	10/5/2017	1169239	POLYDYNE INC	44,940 LBS CLARIFLOC C-6267	\$31,516.53	\$39,577.01
	10/5/2017	1163757		42,480 LBS CLARIFLOC WE-539	\$4,043.45	
	10/5/2017	1170201		42,560 LBS CLARIFLOC WE-539	\$4,017.03	
165709	10/5/2017	224720170922	PACIFIC GAS AND ELECTRIC	SERV TO 09/21/17 CS TRAINING TRAILER	\$37.51	\$28,457.33
	10/5/2017	761520170926		SERV TO 09/25/17 NEWARK PS	\$28,419.82	

**UNION SANITARY DISTRICT
CHECK REGISTER
9/30/2017-10/13/2017**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
165655	10/5/2017	11300120	BROWN & CALDWELL CONSULTANTS	EMERGENCY OUTFALL OUTLET IMPROVEMENTS	\$13,877.66	\$17,291.91
	10/5/2017	11300416		STANDBY POWER SYSTEM UPGRADE	\$3,414.25	
165726	10/5/2017	838091	UNIVAR USA INC	4698 GALS SODIUM HYPOCHLORITE	\$2,304.76	\$11,920.67
	10/5/2017	838809		4798 GALS SODIUM HYPOCHLORITE	\$2,353.82	
	10/5/2017	837654		4999 GALS SODIUM HYPOCHLORITE	\$2,452.41	
	10/5/2017	838311		5004 GALS SODIUM HYPOCHLORITE	\$2,454.88	
	10/5/2017	838322		4800 GALS SODIUM HYPOCHLORITE	\$2,354.80	
165669	10/5/2017	2447869A	DELTA DENTAL SERVICE	SEPTEMBER 2017 DENTAL	\$1,239.84	\$10,611.24
	10/5/2017	2447869C		SEPTEMBER 2017 DENTAL	\$9,371.40	
165789	10/12/2017	840029	UNIVAR USA INC	4997 GALS SODIUM HYPOCHLORITE	\$2,451.44	\$9,513.87
	10/12/2017	839552		4697 GALS SODIUM HYPOCHLORITE	\$2,304.26	
	10/12/2017	840136		5000 GALS SODIUM HYPOCHLORITE	\$2,452.92	
	10/12/2017	839553		4699 GALS SODIUM HYPOCHLORITE	\$2,305.25	
165657	10/5/2017	31725	CALIFORNIA WATER TECHNOLOGIES	42,960 LBS FERROUS CHLORIDE	\$4,381.13	\$8,860.53
	10/5/2017	31685		44,060 LBS FERROUS CHLORIDE	\$4,479.40	
165751	10/12/2017	357112	CPS HR CONSULTING	RECRUITING SERVICES-FEES/EXPENSES BS MGR/CFO	\$8,093.79	\$8,093.79
165748	10/12/2017	381118802	CH2M HILL INC	ODOR CONTROL ALTERNATIVES STUDY	\$8,009.20	\$8,009.20
165697	10/5/2017	37432220171001	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - OCT 2017	\$7,553.05	\$7,553.05
165725	10/5/2017	164755	UNISOURCE SOLUTIONS INC	OFFICE RECONFIGURATION IT/PURCHASING	\$6,689.82	\$6,689.82

**UNION SANITARY DISTRICT
CHECK REGISTER
9/30/2017-10/13/2017**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
165648	10/5/2017	170801463	AIRTECH MECHANICAL INC	AUG 2017: FILTER CHANGE BLDGS 54, 63, 81, 90	\$915.00	\$6,540.26
	10/5/2017	170901499		SERVICE CALL: BLDG 90 REPAIR CHILLER #2 FLOW SWITCH	\$1,486.26	
	10/5/2017	170901472		SERVICE CALL: BLDG 54 FAN REPAIRS TO BEARING SUPPORT	\$4,139.00	
165696	10/5/2017	11227141	KRONOS INC	KRONOS ANNUAL SUPPORT	\$6,428.07	\$6,428.07
165662	10/5/2017	KCP2425	CDW GOVERNMENT LLC	FY2017 RANDR	\$149.00	\$5,839.54
	10/5/2017	KCT9518		17 WYSE THIN CLIENTS FOR SCADA VIEWNODES	\$5,690.54	
165646	10/5/2017	67294	3T EQUIPMENT COMPANY INC	12 SEAL GUARDS	\$723.49	\$5,540.42
	10/5/2017	67297		11 PIPE PATCH KITS	\$4,816.93	
165716	10/5/2017	24715	RMC WATER AND ENVIRONMENT	LOCAL LIMITS STUDY 2017	\$5,278.50	\$5,278.50
165694	10/5/2017	1692	KEN GRADY CO INC	1 MSA NH2 GAS DETECTOR	\$5,193.03	\$5,193.03
165682	10/5/2017	20170913	RITA GIACALONE	JLMC FACILITATION AND TRAINING	\$4,660.50	\$4,660.50

**UNION SANITARY DISTRICT
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
165781	10/12/2017	9140	ROOTER HERO	REFUND # 20349	\$500.00	\$4,500.00
	10/12/2017	9116		REFUND # 20350	\$500.00	
	10/12/2017	8935		REFUND # 20352	\$500.00	
	10/12/2017	9302		REFUND # 20346	\$500.00	
	10/12/2017	9281		REFUND # 20344	\$500.00	
	10/12/2017	9135		REFUND # 20348	\$500.00	
	10/12/2017	9233		REFUND # 20351	\$500.00	
	10/12/2017	9147		REFUND # 20345	\$500.00	
	10/12/2017	9023		REFUND # 20347	\$500.00	
165745	10/12/2017	31766	CALIFORNIA WATER TECHNOLOGIES	42,100 LBS FERROUS CHLORIDE	\$4,346.60	\$4,346.60
165714	10/5/2017	249268	RF MACDONALD CO	1 POLYMER PUMP	\$1,999.93	\$4,299.82
	10/5/2017	249150		1 PULSAFEEDER ECO GEARCHEM PUMP	\$2,299.89	
165702	10/5/2017	46742045	MCMaster SUPPLY INC	1 ELECTRIC CHAIN HOIST	\$3,006.95	\$4,008.44
	10/5/2017	46985824		5 ROLLS HIGH TEMP ALUMINUM FOIL TAPE	\$176.40	
	10/5/2017	47207452		ASTD PARTS & MATERIALS	\$825.09	
165654	10/5/2017	768135	BRENNTAG PACIFIC, INC.	2564 LBS SODIUM HYDROXIDE	\$1,335.58	\$3,994.56
	10/5/2017	767309		5128 LBS SODIUM HYDROXIDE	\$2,658.98	

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165741	10/12/2017	10270024	AT&T	SERV: 08/20/17 - 09/19/17	\$21.53	\$3,832.11
	10/12/2017	10270026		SERV: 08/20/17 - 09/19/17	\$3,602.03	
	10/12/2017	10270048		SERV: 08/20/17 - 09/19/17	\$208.55	
165698	10/5/2017	14907	LOOKINGPOINT INC	MIGRATE PLANT FIREWALL	\$3,693.75	\$3,693.75
165656	10/5/2017	8704	BRR ARCHITECTURE	REFUND # 20331	\$3,430.00	\$3,430.00
165711	10/5/2017	8838	PRECISION PLUMBING	REFUND # 20319	\$3,410.00	\$3,410.00
165729	10/5/2017	20171001	VISION SERVICE PLAN - CA	OCTOBER 2017 VISION STMT	\$3,340.80	\$3,340.80
165788	10/12/2017	9246	TAD MECHANICAL	REFUND # 20364	\$3,300.00	\$3,300.00
165675	10/5/2017	280294	ENTHALPY ANALYTICAL LLC	2 LAB SAMPLE ANALYSIS	\$80.00	\$3,165.00
	10/5/2017	280295		55 LAB SAMPLE ANALYSIS	\$2,175.00	
	10/5/2017	280293		20 LAB SAMPLE ANALYSIS	\$910.00	
165659	10/5/2017	17767353	CANON SOLUTIONS AMERICA INC	MONTHLY LEASE 6 CANON COLOR COPIERS	\$3,154.15	\$3,154.15
165774	10/12/2017	91700197	NBS	SEWER SERVICE CHARGE DATA SERV OCT - DEC 2017	\$3,051.90	\$3,051.90
165652	10/5/2017	10227893	AT&T	SERV: 08/13/17 - 09/12/17	\$65.69	\$2,999.63
	10/5/2017	10227894		SERV: 08/13/17 - 09/12/17	\$87.12	
	10/5/2017	10227892		SERV: 08/13/17 - 09/12/17	\$42.71	
	10/5/2017	10210179		SERV: 08/10/17 - 09/09/17	\$2,047.09	
	10/5/2017	10227890		SERV: 08/13/17 - 09/12/17	\$757.02	
165782	10/12/2017	20171009	JOHN SEO	EXP REIMB: AIRFARE, REG - ADVANCED ICP QTEGRA TRAINING	\$2,856.40	\$2,856.40

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165760	10/12/2017	20171005	MICHAEL GILL	EXP REIMB: AIRFARE-ICS CYBER SECURITY CONF	\$433.95	\$2,728.95
	10/12/2017	20171005.1		EXP REIMB: REG-ICS CYBER SECURITY CONF	\$2,295.00	
165779	10/12/2017	916003221363	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - OCT 2017	\$2,652.08	\$2,652.08
165790	10/12/2017	9793119335	VERIZON WIRELESS	WIRELESS SERV 08/21/17-09/20/2017	\$2,522.14	\$2,522.14
165723	10/5/2017	8927	TEALICIOUS INC	REFUND # 20341	\$2,500.00	\$2,500.00
165785	10/12/2017	9196	SKENDER CONSTRUCTION	REFUND # 20342	\$2,500.00	\$2,500.00
165688	10/5/2017	10627877	HACH COMPANY	1 SC200 CONTROLLER	\$2,222.98	\$2,222.98
165663	10/5/2017	381115475	CH2M HILL INC	ODOR CONTROL ALTERNATIVES STUDY	\$2,035.38	\$2,035.38
165744	10/12/2017	769511	BRENNTAG PACIFIC, INC.	1282 LBS SODIUM HYDROXIDE	\$667.78	\$1,997.28
	10/12/2017	769712		2564 LBS SODIUM HYDROXIDE	\$1,329.50	
165746	10/12/2017	KGD1321	CDW GOVERNMENT LLC	FY2017 RANDR	\$1,034.26	\$1,939.84
	10/12/2017	KGL2958		BACKUP ROUTER RENEW	\$905.58	
165687	10/5/2017	9543065669	GRAINGER INC	4 SAFETY GLASSES	\$60.62	\$1,615.01
	10/5/2017	9541074234		3 DIN MOUNTING TRACKS	\$26.44	
	10/5/2017	9544709398		HARDWARE TOOLS & EQUIPMENT	\$214.98	
	10/5/2017	9540824050		2 NARROW WIRE DUCT / 2 WIRE DUCT COVER	\$131.07	
	10/5/2017	9543503859		10 MINI PAINT ROLLERS	\$47.20	
	10/5/2017	9543065677		ASTD PARTS & MATERIALS	\$1,113.70	
	10/5/2017	9543503842		1 RESERVOIR BREATHER	\$21.00	

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165755	10/12/2017	280409	ENTHALPY ANALYTICAL LLC	1 LAB SAMPLE ANALYSIS	\$60.00	\$1,495.00
	10/12/2017	280633		5 LAB SAMPLE ANALYSIS	\$425.00	
	10/12/2017	280539		10 LAB SAMPLE ANALYSIS	\$1,010.00	
165690	10/5/2017	3L3234	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$341.99	\$1,433.51
	10/5/2017	3L3337		1-2" EXPANSION JOINT	\$294.26	
	10/5/2017	3L3336		ASTD PVC PARTS & MATERIALS	\$797.26	
165731	10/5/2017	65406	WEST-MARK	FURNISH AND INSTALL BAND ON TRUCK T3342	\$1,393.70	\$1,393.70
165668	10/5/2017	3040925	DAILY JOURNAL CORPORATION	AD: BIDS FOR PRIMARY DIGESTER #3 REHAB PROJECT	\$1,380.00	\$1,380.00
165708	10/5/2017	8472021	OVIVO USA LLC	2 TRANSMITTERS	\$1,369.99	\$1,369.99
165728	10/5/2017	39186	VALLEY OIL COMPANY	55 SHELL PELLA OIL DRUMS	\$1,352.80	\$1,352.80
165707	10/5/2017	9000159616	OPEN TEXT	RIGHTFAX MAINTENANCE RENEWAL	\$1,295.00	\$1,295.00
165661	10/5/2017	160825	CAROLLO ENGINEERS	NEWARK PS MOD VALVE & BOOST LINE MODS	\$1,259.97	\$1,259.97
165699	10/5/2017	14961	LOOKINGPOINT INC	ANNUAL SUPPORT FOR PHONE AND NETWORK	\$1,225.00	\$1,225.00
165665	10/5/2017	62019	CITYLEAF INC	2017 DEPOSIT HOLIDAY TREE FOR LOBBY	\$1,088.75	\$1,088.75
165720	10/5/2017	1807793001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$484.87	\$1,065.27
	10/5/2017	1807793002		ASTD ELECTRICAL SUPPLIES	\$580.40	
165767	10/12/2017	37023684	KELLY SERVICES INC	TEMP LABOR-LUU, A. WK END 9/17/2017	\$1,036.20	\$1,036.20
165740	10/12/2017	605561	A-PRO PEST CONTROL INC	SEPTEMBER PEST CONTROL	\$1,005.00	\$1,005.00

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165718	10/5/2017	9253	ROOTER HERO	REFUND # 20338	\$500.00	\$1,000.00
	10/5/2017	9290		REFUND # 20321	\$500.00	
165704	10/5/2017	24017582	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$452.43	\$995.66
	10/5/2017	24016640		ASTD PARTS & MATERIALS	\$151.94	
	10/5/2017	24017434		ASTD PARTS & MATERIALS	\$39.29	
	10/5/2017	24017143		4 AIR FILTER ELEMENTS	\$352.00	
165768	10/12/2017	20171011	ADIL ALI KHAN	THIRD PARTY CLAIM	\$995.44	\$995.44
165730	10/5/2017	8048937093	VWR INTERNATIONAL LLC	LAB EQUIPMENT & SUPPLIES	\$116.24	\$902.51
	10/5/2017	8049841173		LAB SUPPLIES	\$786.27	
165692	10/5/2017	1051692	INDUSTRIAL SAFETY SUPPLY	CALIBRATION GAS	\$895.85	\$895.85
165783	10/12/2017	20170918	SHERATON WESTPORT LAKESIDE	EXP REIMB: LODGING-CORROSION TRAINING: T. TEAL/G.OSEGUERA	\$859.08	\$859.08
165664	10/5/2017	9156	RAJIV CHUGH	REFUND # 20332 & 20333	\$850.00	\$850.00
165693	10/5/2017	36023822	KELLY SERVICES INC	TEMP LABOR-LUU, A. WK END 9/10/2017	\$828.96	\$828.96
165742	10/12/2017	613334	AUTOMATION PRODUCTS GROUP	1 APG LEVEL TRANSMITTER	\$824.97	\$824.97
165706	10/5/2017	20314	NIXON-EGLI EQUIP OF S. CAL	6 ROOT SAW BLADES	\$806.04	\$806.04

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165653	10/5/2017	12146790	BLAISDELL'S	1 HP LASER TONER	\$153.55	\$797.23
	10/5/2017	12151030		1 HP TONER / 1 FELT PAD	\$157.05	
	10/5/2017	12155490		1 BX FOLDERS	\$30.72	
	10/5/2017	12150290		4 BX FOLDERS	\$30.36	
	10/5/2017	12150150		3 STACK MESH TRAYS	\$41.45	
	10/5/2017	12134830		2 HP TONER CARTRIDGES	\$384.10	
165649	10/5/2017	5165834	ALL INDUSTRIAL ELECTRIC SUPPLY	FINANCE CHARGE	\$6.37	\$753.07
	10/5/2017	5169609		6 BATTERY PACKS	\$746.70	
165765	10/12/2017	944720170927	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - SEP 2017	\$741.58	\$741.58
165701	10/5/2017	103065	MCINERNEY & DILLON, P.C.	LEGAL SERVICES FREMONT & PASEO PADRE LS IMPROVEMENTS	\$712.50	\$712.50
165670	10/5/2017	8636	SURYA DHAMIJA	REFUND # 20329 & 20330	\$650.00	\$650.00
165787	10/12/2017	20171010	SWRCB - STATE WATER RESOURCES	GRADE V CERT RENEW-K. VONG	\$340.00	\$640.00
	10/12/2017	20171006		GRADE III CERT RENEW-B. GALLEGOS	\$300.00	
165749	10/12/2017	40719	CLAREMONT BEHAVIORAL SERVICES	OCT 2017 EAP PREMIUM	\$630.20	\$630.20
165763	10/12/2017	3L3724	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$616.31	\$616.31
165736	10/12/2017	67327	3T EQUIPMENT COMPANY INC	ASTD PARTS & MATERIALS	\$607.53	\$607.53

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165762	10/12/2017	9548970640	GRAINGER INC	1 TURBO ROTARY SPRAY NOZZLE	\$100.80	\$589.97
	10/12/2017	9550038187		1 1/4 IN QUICK COUPLER	\$7.29	
	10/12/2017	9548970657		1 EYE WASH CARTRIDGE	\$225.87	
	10/12/2017	9546123952		1 RATCHETING WRENCH SET	\$256.01	
165759	10/12/2017	6083153149	G&K SERVICES CO	UNIFORM LAUNDERING SERVICE	\$271.11	\$559.50
	10/12/2017	6083153150		ASTD DUST MOPS, WET MOPS & TERRY TOWEL	\$16.27	
	10/12/2017	6083153148		UNIFORM LAUNDERING & RUGS	\$272.12	
165717	10/5/2017	20171002	AARON ROBLES	TRAVEL REIMB: TRI-STATE CONF PER DIEM/LODGING	\$557.10	\$557.10
165680	10/5/2017	6083150545	G&K SERVICES CO	UNIFORM LAUNDERING SERVICE	\$271.11	\$539.84
	10/5/2017	6083150544		UNIFORM LAUNDERING & RUGS	\$252.46	
	10/5/2017	6083150546		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$16.27	
165756	10/12/2017	903259782	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$533.94	\$533.94
165705	10/5/2017	20170927	SHAWN NESGIS	EXP REIMB: SAFETY RECOG BREAKFAST CS TEAMS	\$504.69	\$504.69
165666	10/5/2017	9217	ARNULFO CORONADO	REFUND # 20335	\$500.00	\$500.00
165671	10/5/2017	9291	DRAIN DOCTOR	REFUND # 20334	\$500.00	\$500.00
165673	10/5/2017	9289	E Z PLUMBING	REFUND # 20322	\$500.00	\$500.00
165677	10/5/2017	9144	EDMUNDO FAGUNDAS	REFUND # 20328	\$500.00	\$500.00
165703	10/5/2017	9175	MK PIPELINES INC	REFUND # 20327	\$500.00	\$500.00
165713	10/5/2017	9263	RESCUE ROOTER	REFUND # 20326	\$500.00	\$500.00

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165732	10/5/2017	9134	PAT WILLIAMSON	REFUND # 20323	\$500.00	\$500.00
165733	10/5/2017	8476	CHRIS YOUNG	REFUND # 20337	\$500.00	\$500.00
165734	10/5/2017	8694	CHRIS YOUNG	REFUND # 20324	\$500.00	\$500.00
165737	10/12/2017	9136	ABOVE ALL PLUMBING, INC.	REFUND # 20359	\$500.00	\$500.00
165772	10/12/2017	9051	NAVDEP MEHTA	REFUND # 20356	\$500.00	\$500.00
165773	10/12/2017	9185	MONARCH PLUMBING & ROOTER INC	REFUND # 20360	\$500.00	\$500.00
165786	10/12/2017	9279	STAR ROOTER AND PLUMBING	REFUND # 20343	\$500.00	\$500.00
165735	10/5/2017	4626	ZELAYA DESIGNS	PUBLIC OUTREACH - SHOPPING CART SIGNAGE	\$498.00	\$498.00
165792	10/12/2017	20171010	SHARON WEST	TRAVEL REIMB: AIRFARE-APA ANNUAL CONGRESS	\$425.45	\$425.45
165791	10/12/2017	8049862761	VWR INTERNATIONAL LLC	2 PK VIAL COD DIGESTION	\$419.18	\$419.18
165722	10/5/2017	20171003	EDWARD TATOLA	EXP REIMB: PER DIEM FOR SMRP CONF	\$378.00	\$378.00
165780	10/12/2017	20171005	LOUIS RIVERA III	PER DIEM ADVANCE-SMRP CONF	\$378.00	\$378.00
165784	10/12/2017	20171010	ROBERT SIMONICH	PER DIEM ADVANCE-SMRP CONF	\$378.00	\$378.00
165715	10/5/2017	4441493	RICE LAKE WEIGHING SYSTEMS	AUTOClave THERMOMETER CALIBRATION	\$376.15	\$376.15
165685	10/5/2017	1841080746	GOODYEAR COMM TIRE & SERV CTRS	1 TIRE	\$371.81	\$371.81
165684	10/5/2017	20171002	MARIAN GONZALEZ	EXP REIMB: TRI STATE CONF PER DIEM & TRANS EXPS	\$361.33	\$361.33
165721	10/5/2017	20170929	SWRCB - STATE WATER RESOURCES	GRADE V OPERATOR CERTIFICATE RENEWAL - A. LULLO	\$340.00	\$340.00
165775	10/12/2017	20171009	CHRIS PACHMAYER	TRAVEL REIMB: AIRFARE, MILEAGE, CAR RENTAL-TRI STATE SEMINAR	\$330.09	\$330.09
165724	10/5/2017	17091101	TELOG INSTRUMENTS INC	3 BATTERY PACK, ALKALINE, 6V, 80AH, ASSY	\$329.60	\$329.60

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165750	10/12/2017	249909	CLARK'S HOME AND GARDEN INC	3300 LBS MOSS ROCK	\$311.11	\$311.11
165681	10/5/2017	20170927	MOHAMMAD GHOURY	TUITION REIMB - SPRING 2017	\$307.51	\$307.51
165764	10/12/2017	4610246487	HILTI INC	2 BOXES SADDLE NUTS	\$304.54	\$304.54
165719	10/5/2017	85340220170921	SAN FRANCISCO WATER DEPT	SERVICE 08/22/17 TO 09/21/2017	\$285.96	\$285.96
165758	10/12/2017	20171006	MICHAEL FULKERSON	TRAVEL REIMB: PER DIEM/TRANSPORTATION-WEFTEC CONF	\$280.00	\$280.00
165777	10/12/2017	251887	PRESTIGE LENS LAB	SAFETY GLASSES - CHAPARRO	\$273.28	\$273.28
165658	10/5/2017	577025	CALTEST ANALYTICAL LABORATORY	3 LAB SAMPLE ANALYSIS	\$262.00	\$262.00
165645	10/3/2017	20170928	ROBERT CULBERTSON	25 YR LENGTH OF SERVICE RECOGNITION AWARD	\$250.00	\$250.00
165769	10/12/2017	20171005	JUSTIN LAW	EXP REIMB: AIRFARE INTERVIEW LAB DIRECTOR	\$250.00	\$250.00
165650	10/5/2017	21489	ALLIED FLUID PRODUCTS CORP	ASTD PARTS & MATERIALS	\$239.75	\$239.75
165674	10/5/2017	90093492428	ENTERPRISE GOV 43-1514861	RENTAL: G. CALANOG, DENVER, CO	\$202.77	\$202.77
165660	10/5/2017	21491251	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$181.00	\$181.00
165770	10/12/2017	20171010	REGINA MCEVOY	EXP REIMB: NEGOTIATIONS LUNCH 10/3	\$171.25	\$171.25
165753	10/12/2017	4401632	DWYER INSTRUMENTS, INC.	3 GLASS FLOW METER REPAIRS	\$170.55	\$170.55
165757	10/12/2017	1305341	FERGUSON ENTERPRISES, INC.	1 SOUTHBAY FOUNDRY M/HOLE F&C	\$170.11	\$170.11
165778	10/12/2017	20171005	MARC QUIJANO	EXP REIMB: AIRFARE INTERVIEW LAB DIRECTOR	\$169.38	\$169.38

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165743	10/12/2017	12167900	BLAISDELL'S	2 BINDERS/1 DZ PENS	\$8.88	\$147.08
	10/12/2017	12151210		ASTD OFFICE SUPPLIES	\$7.67	
	10/12/2017	12169190		1 PK POST IT	\$13.16	
	10/12/2017	12173800		ASTD OFFICE SUPPLIES	\$69.22	
	10/12/2017	12134990		ASTD OFFICE SUPPLIES	\$35.42	
	10/12/2017	12164510		4 BINDERS	\$12.73	
165754	10/12/2017	8885	EAST BAY MUNI UTILITY DISTRICT	1 LAB SAMPLE ANALYSIS	\$143.00	\$143.00
165667	10/5/2017	20171003	CWEA	SEMINAR REG: CALANOG, G	\$70.00	\$140.00
	10/5/2017	20171003.1		SEMINAR REG: GRILLO, T	\$70.00	
165683	10/5/2017	2774725501	GLACIER ICE COMPANY INC	90 7-LB BAGS OF ICE	\$132.30	\$132.30
165771	10/12/2017	46468299	MCMASTER SUPPLY INC	6 LIQUID RESISTANT SHOP APRONS	\$128.53	\$128.53
165678	10/5/2017	134018	FITGUARD, INC.	GYM MAINTENANCE & REPAIRS	\$125.73	\$125.73
165679	10/5/2017	20170929	MICHAEL FULKERSON	EXP REIMB: TRAINING REG-NORTHERN SAFETY DAY	\$122.00	\$122.00
165647	10/5/2017	9067605026	AIRGAS NCN	1 CYL ARGON	\$101.58	\$101.58
165712	10/5/2017	90464	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE OCTOBER 2017	\$97.90	\$97.90
165700	10/5/2017	77865937	MATHESON TRI-GAS INC	MONTHLY CYLINDER RENTAL - AUGUST 2017	\$85.32	\$85.32
165686	10/5/2017	84083	GORILLA METALS	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$65.74	\$65.74
165651	10/5/2017	7091535	ALPHA ANALYTICAL LABORATORIES	2 LAB SAMPLE ANALYSIS	\$55.00	\$55.00
165739	10/12/2017	4047286120171004	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 10/04/17 - PASEO PADRE	\$53.89	\$53.89

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165672	10/5/2017	20171003	ARANCHIA DUCAUD	REIMB: LIVESCAN PRE-EMPLOYMENT	\$52.00	\$52.00
165761	10/12/2017	84128	GORILLA METALS	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$48.64	\$48.64
165689	10/5/2017	267279	HANIGAN COMPANY INC	1 LOT BUSINESS CARDS: NOVAK	\$38.68	\$38.68
165691	10/5/2017	1010576	HAYWARD WATER SYSTEM	WATER SERV 07/15/17 - 09/11/17	\$32.95	\$32.95
165766	10/12/2017	20171009	DANIEL JACKSON	EXP REIMB: PREEMPLOYMENT BACKGROUND FEE	\$20.00	\$20.00
165738	10/12/2017	1473	ALAMEDA COUNTY TREASURER	6 ASSESSOR MAPS	\$18.00	\$18.00
165747	10/12/2017	299520	CENTERVILLE LOCKSMITH	6 KEYS	\$12.91	\$12.91
165727	10/5/2017	98XW53377	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 09/16/17	\$10.11	\$10.11

Invoices:

Credit Memos :	0	
\$0 - \$1,000 :	158	51,415.66
\$1,000 - \$10,000 :	67	206,334.80
\$10,000 - \$100,000 :	6	193,996.87
Over \$100,000 :	2	616,164.46
Total:	233	1,067,911.79

Checks:

\$0 - \$1,000 :	87	34,938.15
\$1,000 - \$10,000 :	52	184,697.59
\$10,000 - \$100,000 :	7	232,111.59
Over \$100,000 :	2	616,164.46
Total:	148	1,067,911.79

City eyes sewer, water rate hikes for new development

Price for system connections may increase in San Bruno

By Austin Walsh Daily Journal staff

October 10, 2017

Development in San Bruno may soon become more expensive as officials examine a proposal to boost the rates faced by those making new connections to the city's sewer and water system.

The San Bruno City Council is slated to weigh Tuesday, Oct. 10, a proposal to increase the payments charged when water or wastewater services are installed or upgraded at new developments.

The proposed rate hikes are necessary to help officials offset the cost of additional demand on an aging infrastructure system brought by building new homes or commercial spaces, according to a city report.

"Updated sewer capacity charges are designed to recover the cost of existing water system facilities and assets ... as well as the cost of system upgrades and expansion needed to serve the city with projected growth," according to the report authored by consulting firm Bartle Wells Associates hired to study the proposed rate hikes.

Under the proposal, the typical water surcharge tied to construction of a new single-family home would jump from \$1,502 to \$6,440 and sewer capacity would increase from \$3,495 to \$5,624. Commercial developments would also see the baseline cost of new projects float to \$6,440 for water and \$5,624 for sewer, with a chance for rates to increase in instances when higher capacity connections are needed.

Should councilmembers approve the increased rates, existing system customers would stand to benefit as well, according to the report.

"By paying capacity fee charges, new development buys into the existing system and funds the proportional cost of system improvements required to serve new customers or increased loads of existing customers," according to the report.

The city's network of underground pipes are old and require maintenance or improvement which the surcharge will help address, according to the report. The rate increase proposed is separate from ongoing monthly services charges.

The rates are also overdue to be bumped up, according to the report, showing the city has not hiked such charges since 2001. If councilmembers approve the proposal, the fees would push San Bruno near the middle of the amounts charged by nearby communities. As it stands, the city is among the cheaper cities for such connections in San Mateo County.

A City Council subcommittee last month met and supported increasing the rates as proposed. Should councilmembers vote down the proposal, the existing surcharges would remain in place.

Over the past five years, the water capacity charge generated an average of \$45,000 annually while the wastewater capacity charged generated \$56,000, according to the report.

Projecting the amount of money to be brought in over the coming years, should the new rates be approved, is tough to estimate though, according to the report.

“Revenue is a high variable depending on development activity in any single year,” according to the report. “The proposed capacity charge rates will result in higher revenues at every level of development.”

In other business, councilmembers are slated to offer direction on hiring a new city clerk.

Voters approved in 2015 a ballot initiative allowing the position to be appointed rather than elected, as it has been in the past. City Clerk Carol Bonner's term is set to expire in December, and a consulting firm was hired to recruit her replacement. Bonner has said previously she will not seek appointment to the position.

During upcoming conversations, officials are expected to offer feedback on preferred characteristics and attributes of the new clerk, who is charged with recording the City Council's actions, creating meeting notices, preparing meeting packets, maintaining records and more.

The recruitment process is expected to span the next few months through the coming elections, according to the report.

The San Bruno City Council meets 7 p.m. Tuesday, Oct. 10, in the San Bruno Senior Center, 1555 Crystal Springs Road.

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