



**BOARD MEETING AGENDA**  
**Monday, March 12, 2018**  
**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.  |
| <hr/>        |   |
| 2.           | Pledge of Allegiance.   |
| <hr/>        |   |
| 3.           | Roll Call.  |
| <hr/>        |   |
| Presentation | 4. Introduce East Bay Dischargers Authority General Manager Zipkin.   |
| <hr/>        |   |
| Motion       | 5. Approve Minutes of the Regular Meeting of February 26, 2018.   |
| <hr/>        |   |
| Information  | 6. January 2018 Monthly Operations Report <i>(to be reviewed by the Budget &amp; Finance and Legal/Community Affairs Committees).</i>   |
| <hr/>        |   |
| 7.           | Written Communications.   |
| <hr/>        |   |
| 8.           | Oral Communications.<br><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> |
| <hr/>        |   |
| Motion       | 9. Review and Approve Publicly Available Pay Schedule Changes Effective March 1, 2018 <i>(to be reviewed by the Personnel Committee).</i>   |
| <hr/>        |   |
| Motion       | 10. Review and Consider Approval of Budget Policy #2015 <i>(to be reviewed by the Budget &amp; Finance Committee).</i>  |
| <hr/>        |   |
| Information  | 11. Report on the East Bay Dischargers Authority (EBDA) Meeting of January 15, 2018.  |
| <hr/>        |   |
| Information  | 12. Check Register.   |
| <hr/>        |   |
| Information  | 13. Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i>   |
|              | a. Personnel Committee – Wednesday, March 7, 2018, at 10:00 a.m.  |
|              | • Director Kite and Director Toy  |
|              | b. Legal/Community Affairs Committee – Thursday, March 8, 2018, at 1:30 p.m.  |
|              | • Director Handley and Director Lathi   |

- c. Budget & Finance Committee – Friday, March 9, 2018, at 11:00 a.m.
  - Director Handley and Director Toy
- d. Audit Committee – will not meet.
- e. Legislative Committee – will not meet.
- f. Engineering and Information Technology Committee – will not meet.

Information

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- 14. General Manager’s Report. (*Information on recent issues of interest to the Board*).
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- 15. 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.
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- 16. Adjournment – The Board will adjourn to a Special Meeting Plant Master Plan #2 Board Workshop in the Boardroom on Monday, March 19, 2018, at 5:30 p.m.
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- 17. Adjournment – The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, March 26, 2018, 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



**PERSONNEL COMMITTEE MEETING**  
Committee Members: Director Kite and Director Toy

**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**AGENDA**  
**Wednesday, March 7, 2018**  
**10:00 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

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2. Roll Call

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3. Public Comment

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4. Items to be reviewed for the Special Board meeting of March 12, 2018:

- Review and Approve Publicly Available Pay Schedule Effective March 1, 2018

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5. Adjournment

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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



**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, March 8, 2018**  
**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

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2. Roll Call

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3. Public Comment

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4. Items to be reviewed for the Regular Board meeting of March 12, 2018:
  - January 2018 Monthly Operations Report – Odor and Work Group Reports

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5. Adjournment

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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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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, March 9, 2018**  
**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

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2. Roll Call

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3. Public Comment

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4. Items to be reviewed for the Regular Board meeting of March 12, 2018:

- January 2018 Monthly Operations Report – Financial Reports
- Review and Consider Approval of Budget Policy #2015

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5. Adjournment

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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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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

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
February 26, 2018**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

PRESENT: Anjali Lathi, Vice President  
Jennifer Toy, Director  
Tom Handley, Director

ABSENT: Pat Kite, President  
Manny Fernandez, Secretary

STAFF: Paul Eldredge, General Manager  
Karen Murphy, District Counsel  
James Schofield, Collection Services Manager  
Sami Ghossain, Technical Services Manager  
Armando Lopez, Treatment and Disposal Services Manager  
Laurie Brenner, Business Services Team Coach  
Chris Pachmayer, Electrical Team Coach  
Scott Martin, Mechanical Team Coach  
Gene Boucher, Human Resources Manager  
Tim Grillo, Research and Support Team Coach  
Karoline Terrazas, Training and Emergency Response Program Manager  
Sol Cooper, Mechanic  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters  
Roelle Balan, Tri-City Voice Newspaper

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2018**

It was moved by Director Handley, seconded by Director Toy, to approve the Minutes of the Regular Meeting of February 12, 2018. Motion carried with the following vote:

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

## **BALANCED SCORECARD**

- a. Second Quarter Fiscal Year 2018 District-wide Balanced Scorecard Measures
  - Business Services Coach Brenner presented the report that summarized the District's progress toward strategic objectives for the second quarter of Fiscal Year 2017-2018, which ran from October 1, 2017 through December 31, 2017.
- b. Balanced Scorecard for the Treatment and Disposal Services Work Group
  - Treatment and Disposal Services Manager Lopez presented the Treatment and Disposal Services Work Group scorecard for the first two quarters of Fiscal Year 2018 and included a recap of Fiscal Year 2017.
- c. Balanced Scorecard for the Fabrication, Maintenance, and Construction Work Group
  - Electrical Team Coach Pachmayer presented the Fabrication, Maintenance, and Construction Work Group scorecard for the first two quarters of Fiscal Year 2018 and included a recap of Fiscal Year 2017.

## **WRITTEN COMMUNICATIONS**

There were no written communications.

## **ORAL COMMUNICATIONS**

There were no oral communications.

## **CALPERS ACTUARIAL VALUATION AS OF JUNE 30, 2016**

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner presented the actuarial report on the District's pension plan that is received annually from the California Public Employees' Retirement System (CalPERS).

The Budget & Finance Committee discussed the Projected Future Employer Contributions table included in the Board meeting packet. General Manager Eldredge proposed the table be revised in the future to include the percentage and dollar amount for the Employers Normal Cost, Employer Contribution, Employee Contribution, Total Employer Contribution, and Projected Payroll. The Board agreed the proposed changes would provide greater clarity to the table.

## **AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CH2M HILL ENGINEERS, INC. FOR THE ODOR CONTROL ALTERNATIVES STUDY**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board authorized execution of Task Order No. 1 with CH2M HILL for the Odor Control Alternatives Study on January 9, 2017. Task Order No. 1 included review of findings from previous odor control and sampling records, air sampling at and in the general vicinity of the wastewater treatment plant (WWTP), and a dispersion model of the WWTP facilities under different weather conditions. During air sampling events, CH2M and District staff identified vapor phase odors at the WWTP seemed

to be significantly reduced with the occasional dosing of various chemicals in the collection system. The objective of Task Order No. 2 will be to authorize CH2M to conduct sampling and evaluation of the collection system and force main odors, and to conduct bench tests of various chemicals to determine chemical dosing rates and odor reduction in wastewater before it reaches the WWTP. CH2M will also assist in developing a strategy to meet the Bay Area Air Quality Management District's Regulation 11, Rule 18. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with CH2M HILL Engineers, Inc. in the amount of \$190,033 for the Odor Control Alternatives Study.

It was moved by Director Handley, seconded by Director Toy, to Authorize the General Manager to Execute Task Order No. 2 with CH2M HILL Engineers, Inc. in the Amount of \$190,033 for the Odor Control Alternatives Study. Motion carried with the following vote:

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

**CONSIDER A RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES FOR FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND STATE OFFICE OF EMERGENCY SERVICES (OES) DISASTER ASSISTANCE**

This item was reviewed by the Legal/Community Affairs Committee. Training and Emergency Response Program Manager Terrazas stated FEMA administers the federal disaster assistance programs, and the State OES administers state disaster assistance programs. To be eligible for funding, OES requires the District to complete and submit the Cal OES 130 "Designation of Applicant's Agent Resolution" every three years. Staff recommended the Board adopt a resolution designating the General Manager, Collection Services Manager, and Technical Services Manager as authorized representatives for FEMA and State OES disaster assistance.

It was moved by Director Toy, seconded by Director Handley, to Adopt Resolution No. 2826 Designating Authorized Representatives for FEMA and State OES Disaster Assistance, and Direct Staff to Complete and Submit the Cal OES 130 Form, Resolution, and Cover Letter. Motion carried with the following vote:

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

**INFORMATION ITEMS:**

**Bay Area Air Quality Management District (BAAQMD) Regulation 11, Rule 18**

This item was reviewed by the Legal/Community Affairs Committee. Research and Support Team Coach Grillo stated the Bay Area Air Quality Management District adopted Regulation

11, Rule 18 (Rule 11-18) November 15, 2017. The intent of the Rule is to protect public health from toxic air pollution from existing facilities. The Rule is applicable to facilities ranging in size from large-scale plants such as factories, oil refineries, and WWTP's to smaller operators including back-up generators and gas stations. Rule 11-18 requires the air board to conduct a Health Risk Assessment (HRA) for high priority facilities. The Rule requires BAAQMD to prepare the HRA and allow a 30-day public comment period. If the HRA results are determined to exceed the Risk Action Level (RAL) established in the Rule, the facility will have 180 days to submit a risk reduction plan. BAAQMD will review the risk reduction plan, and if the plan is accepted, the facility will have five years to implement or up to 10 years if the facility demonstrates unreasonable economic burden or technical feasibility issues. BAAQMD will work with agencies as needed to achieve the lowest achievable risk if risk cannot be reduced below the RAL. The Rule requires annual progress reports until emission reductions are achieved, and enforcement actions for non-compliance. Union Sanitary District was selected by BAAQMD as one of 11 publicly owned treatment works to collect additional data on existing emission points and demographic data for BAAQMD as part of a pilot study. BAAQMD has scheduled HRA for all publicly owned treatment works to be prepared between 2019 and 2020. Staff will provide additional information as we learn more about the process.

### **Check Register**

All questions were answered to the Board's satisfaction.

### **COMMITTEE MEETING REPORTS:**

The Engineering and Information Technology Committee meeting was canceled, and staff conducted individual briefings with Directors. The Budget & Finance and Legal/Community Affairs Committees met.

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

General Manager Eldredge reported the following:

- General Manager Eldredge reviewed the scheduled and proposed Special Meetings for the Board, and stated staff will be reaching out to schedule future dates.
- General Manager Eldredge will be out of the office March 2 – 9, 2018.

### **OTHER BUSINESS:**

Vice President Lathi stated she attended the Alameda County Water District Financing Authority meeting held February 22, 2018.

### **ADJOURNMENT:**

The meeting was adjourned at 7:43 p.m. to a Special Meeting Closed Session in the Alvarado Conference Room on Tuesday, February 27, 2018, at 6:00 p.m.

The Board will then adjourn to a Special Meeting Mid-Year Budget Board Workshop in the Boardroom on Thursday, March 1, 2018, at 5:30 p.m.

The Board will then adjourn to the next Board Meeting in the Boardroom on Monday, March 12, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:

\_\_\_\_\_  
REGINA McEVOY  
BOARD CLERK

\_\_\_\_\_  
MANNY FERNANDEZ  
SECRETARY

APPROVED:

\_\_\_\_\_  
PAT KITE  
PRESIDENT

Adopted this 12<sup>th</sup> day of March 2018



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

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

Karen W. Murphy  
*Attorney*

**DATE:** March 5, 2018

**MEMO TO:** Board of Directors - Union Sanitary District

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

**SUBJECT:** Agenda Item No. 6 - Meeting of March 12, 2018  
Information Item: **Monthly Operations Report for January 2018**

### **Background**

Attached are Monthly Operations Reports for January 2018. 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:**

During the month of January 2018, there was one odor complaint received by the Collection System. Details regarding the odor complaint were included in the January 2018 Odor Report.

### **SAFETY:**

- We had one near miss reported. A roof leak in the Lab dropped water into a chemical hood. It was identified that the electrical outlets in the hood were not GFI protected. The electricians added GFIs for electric shock protection in the hoods and the roof was repaired.
- We have started using Access OmniCare for medical clinic services. The new clinic is a trial for one year.

- The 2017 Cal-OSHA form 300A injury list was posted for employee review. No comments or questions have been received.

**STAFFING & PERSONNEL:**

**Completed Recruitments Resulting in Promotions:**

- Treatment Plant Operator Trainer – Wade Coggins, January 18, 2018

**Other Completed Recruitments:**

- Plant Operator Trainee III Trainee(s) – Sam Soth, January 22, 2018 and Austin Farsai, January 23, 2018
- Receptionist Brienne Estrada, January 29, 2018

**Recruitments Opened:**

- No new recruitments were opened.

**Continuing Recruitments:**

- Business Services Work Group Manager/Chief Financial Officer
- Engineering Technician I/II
- Organizational Performance Program Manager
- Purchasing Agent

**Other Accomplishments:**

- Contract negotiations on-going
- Human Resources Policy Orientation held for new employees
- Organizational Support Team toured new medical clinic, Access Omnicare
- Human Resources attended Public Sector Labor and Employment Law Update
- Human Resources attended quarterly meeting for Human Resources Special Districts Forum held at Oro Loma
- Assisted recruitment for East Bay Dischargers Authority General Manager

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

- Attended the East Bay Dischargers Authority (EBDA) Managers Advisory Committee meeting
- Attended the East Bay Dischargers Authority meeting
- Participated in interviews for EBDA General Manager recruitment
- Attended the California Association of Sanitation Agencies Winter Conference

**Attachments:** Odor Report and Map  
 Hours Worked and Leave Time by Work Group  
 Business Services  
 Technical Services  
 Collection Services

Fabrication, Maintenance, and Construction  
Treatment and Disposal Services



## ODOR REPORT January 2018

During the recording period from January 01, 2018 through January 31, 2018, there was one odor related service request received by the District.

### **City: Newark**

#### **1. Complaint Details:**

*Date:* 1/17/2018

*Location:* CHANNEL DR

*Wind (from):* N/A

*Temperature:* 58 Degrees F

*Time:* 11:57 am

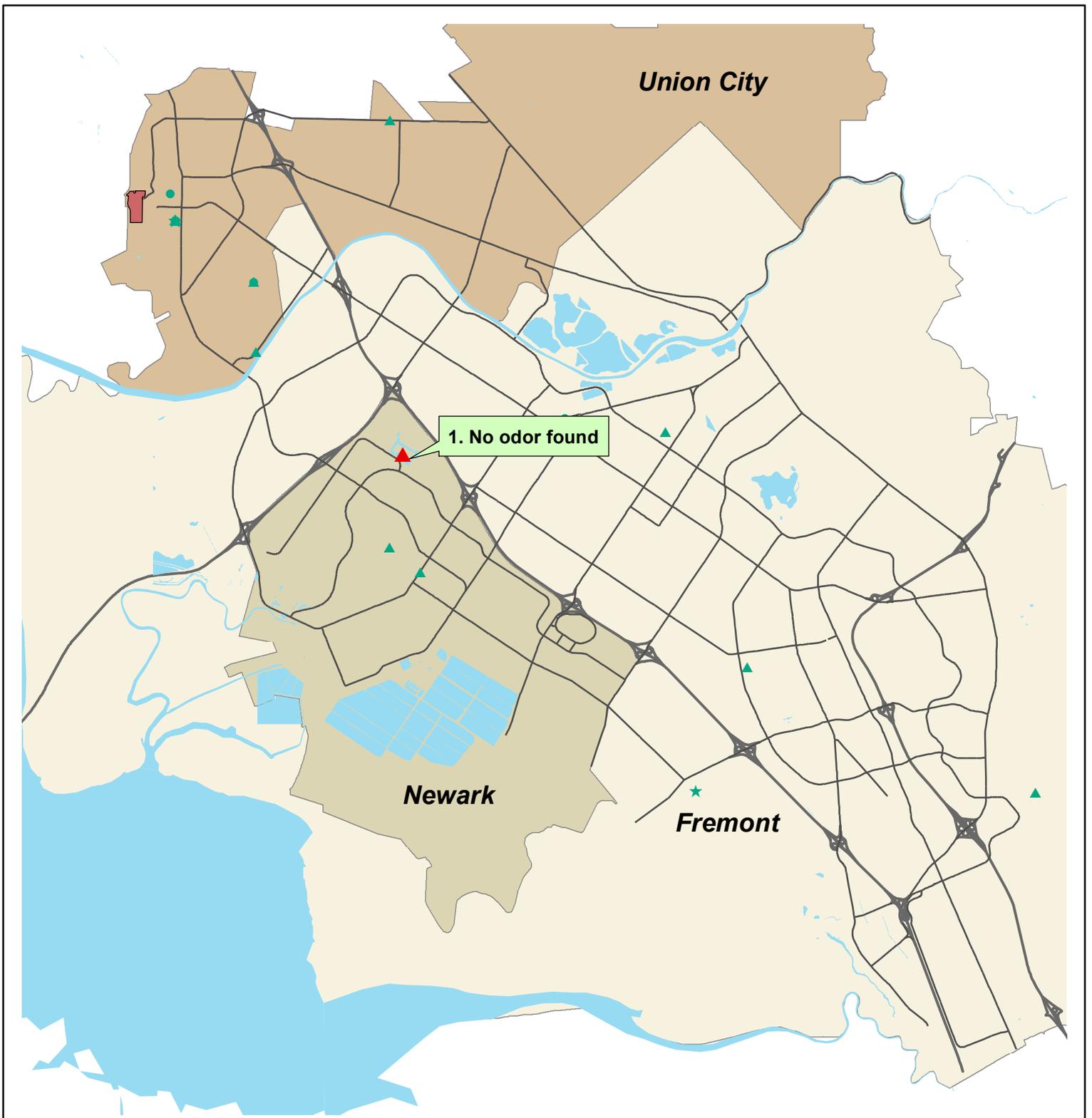
*Reported By:* Cheryl Goldfarb-Greenwood

*Wind Speed:* N/A mph

*Weather:* Clear

#### ***Response and Follow-up:***

We inspected the adjacent manholes and storm drain inlets around the residence. We detected no odors. The reporting party said she noticed an odor under the house in a corner crawl space. We suggested that they have someone check the crawl space for standing water or a plumbing leak.



**Legend**

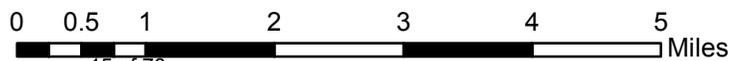
**Odor Complaints: January 2018**

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (0)
- ▲ No odor found (1)

**Odor Complaints: February to December 2017**

- ★ Odor found, USD resolved (5)
- Odor found, not related to USD (6)
- ▲ No odor found (12)

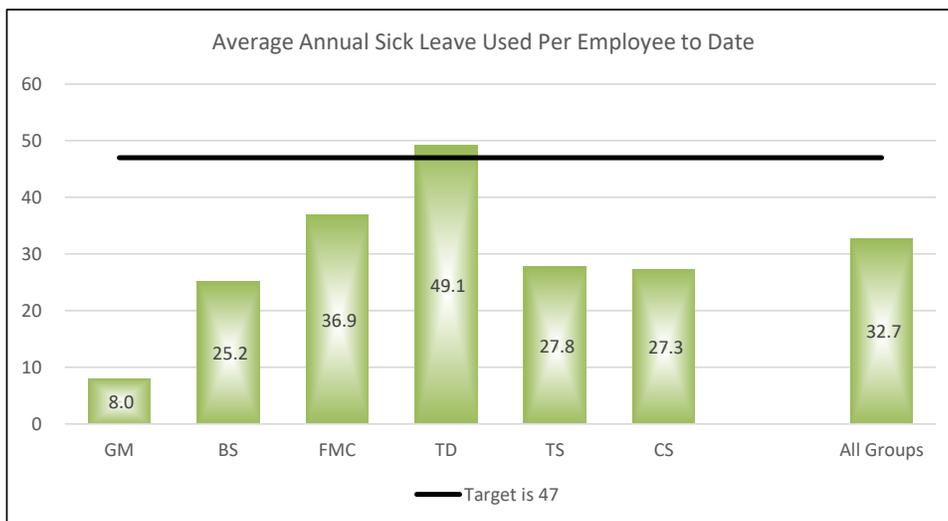
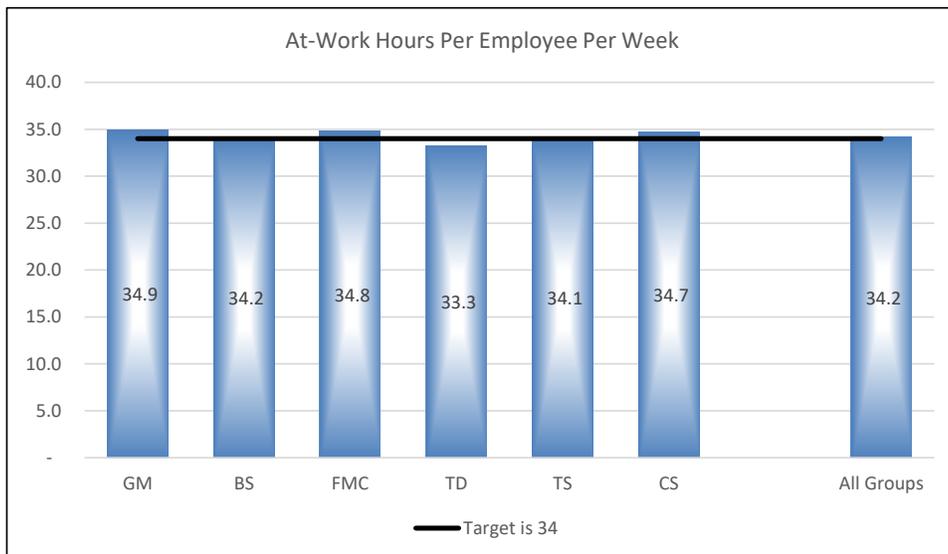
**Location of Odor Reports  
February 2017 to January 2018**



**HOURS WORKED AND LEAVE TIME BY WORK GROUP**

**June 29, 2017 through January 19, 2018**

**Weeks to Date: 30 out of 52 (57.69%)**



**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 January 19, 2018

Weeks to Date: 30 out of 52 (57.69%)

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	2,051.00	35.25	34.9	333.00	-	-	16.00	8.0	2	35.7	34.6
BS	20	20,372.33	41.24	34.2	3,421.85	-	-	503.75	25.2	21	34.2	33.5
FMC	22	22,381.25	465.42	34.8	3,511.08	251.53	-	810.72	36.9	23	34.2	48.4
TD	26	24,906.41	916.10	33.3	4,029.07	909.20	12.00	1,277.32	49.1	27	34.7	39.1
TS	31	31,362.19	164.57	34.1	5,007.23	168.25	-	862.33	27.8	32	34.9	47.3
CS	30	29,627.99	1,461.83	34.7	5,748.72	5.93	-	819.83	27.3	31	34.1	77.6
<b>All Groups</b>	<b>131</b>	<b>130,701.17</b>	<b>3,084.41</b>	<b>34.2</b>	<b>22,050.95</b>	<b>1,334.91</b>	<b>12.00</b>	<b>4,289.95</b>	<b>32.7</b>	<b>136</b>	<b>35.1</b>	<b>44.5</b>

**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 1/31/18**

58% of year elapsed

**Revenues**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Rec'd</b>	<b>Audited Last Year Actuals 6/30/17</b>
Capacity Fees	\$7,910,000	\$16,935,967	214%	\$12,595,637
Sewer Service Charges	54,913,920	27,707,378	50%	52,384,710
Operating (Work Groups)	1,300,000	818,175	63%	1,575,480
Interest	625,000	862,299	138%	482,342
Misc. (LAVWMA pymnt, solar, Cogen rebates)	242,000	95,657	40%	561,734
<b>Subtotal Revenues</b>	<b>\$64,990,920</b>	<b>\$46,419,476</b>	<b>71%</b>	<b>\$67,599,903</b>
SRF Loan Proceeds (Thickener Proj.)	0	\$103,241	#DIV/0!	3,433,448
<b>Total Revenues + SRF Proceeds</b>	<b>\$64,990,920</b>	<b>\$46,522,717</b>	<b>72%</b>	<b>\$71,033,351</b>

**Expenses**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Last Year Actuals</b>
Capital Improvement Program:				
Capacity Proj.	\$3,420,000	\$1,117,234	33%	\$3,608,815
Renewal & Repl. Proj.	6,660,000	2,745,087	41%	10,185,023
Operating	36,816,878	19,300,761	52%	33,866,972
Special Projects	1,873,523	317,137	17%	945,496
Retiree Medical (ARC)	602,009	301,005	50%	585,832
Vehicle & Equipment	1,139,555	484,877	43%	116,986
Information Systems	600,100	155,767	26%	492,639
Plant & Pump Stat. R&R	250,000	166,196	66%	247,329
Emerg. Fund	0	0	0%	286
Pretreatment Fund	5,000	2,076	42%	11,611
Cty Fee for SSC Admin.	107,000	53,791	50%	106,643
Debt Servicing:				
SRF Loans	3,880,441	2,842,433	73%	3,127,110
<b>Total Expenses</b>	<b>\$55,354,506</b>	<b>\$27,486,364</b>	<b>50%</b>	<b>\$53,294,740</b>
<b>Total Revenue &amp; Proceeds less Expenses</b>	<b>\$9,636,414</b>	<b>\$19,036,354</b>		<b>\$17,738,611</b>

**Operating (Work Group) Expenses**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Last Year Actuals</b>
Board of Directors	\$176,093	\$73,205	42%	\$139,285
General Manager/Admin.	1,082,884	464,278	43%	786,134
Business Services	5,023,943	2,593,406	52%	5,091,870
Collection Services	6,551,768	3,292,835	50%	6,290,826
Technical Services	5,995,655	3,172,252	53%	5,840,942
Treatment & Disposal Services	11,122,285	6,161,630	55%	9,888,969
Fabrication, Maint. & Construction	6,277,170	3,136,661	50%	5,828,946
Non-Departmental	587,080	406,493	69%	
<b>Total</b>	<b>\$36,816,878</b>	<b>\$19,300,761</b>	<b>52%</b>	<b>\$33,866,972</b>

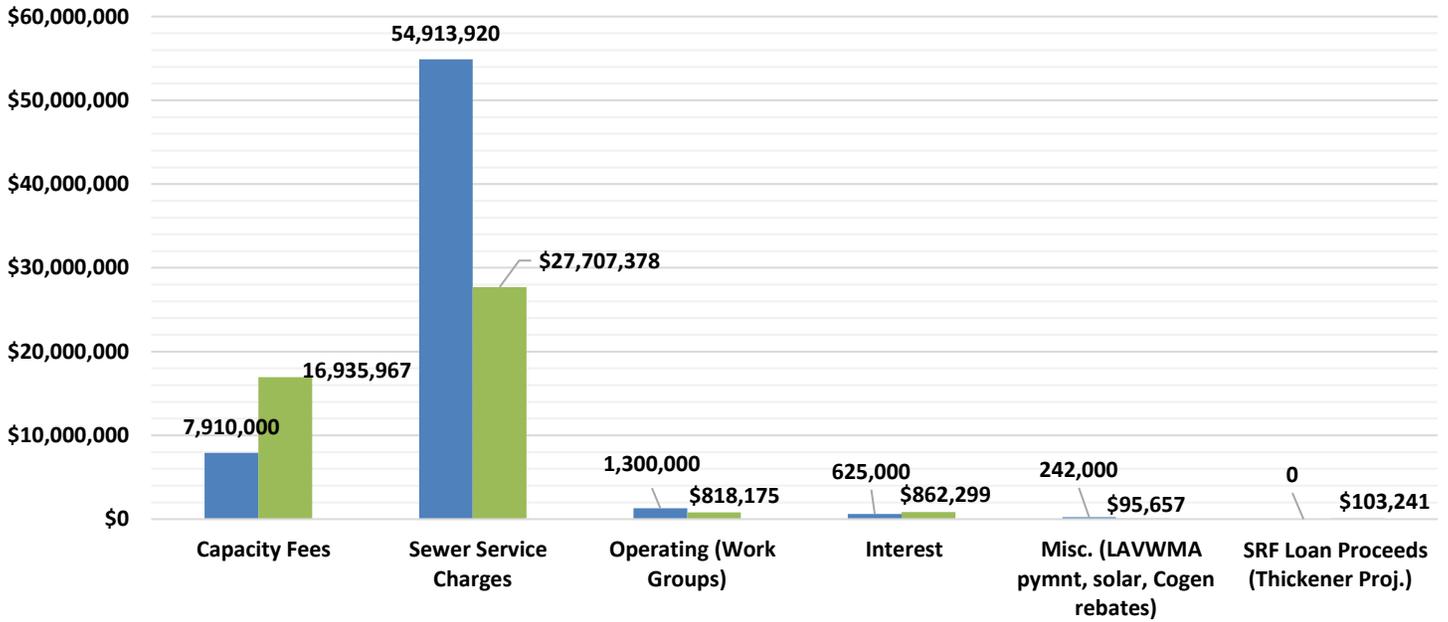
**Operating (Work Group) Expenses by Type**

	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Last Year Actuals</b>
Personnel (incl D&E)	\$25,359,529	\$13,436,781	53%	\$24,278,885
Repairs & Maintenance	2,147,050	914,207	43%	1,998,086
Supplies & Mats (chemicals, small tools)	2,622,250	1,245,380	47%	2,093,989
Outside Services (utilities, biosolids, legal)	6,353,189	3,692,255	58%	5,417,173
Fixed Assets	334,860	12,138	4%	78,839
<b>Total</b>	<b>\$36,816,878</b>	<b>\$19,300,761</b>	<b>52%</b>	<b>\$33,866,972</b>

**REVENUES AND EXPENSES REPORT**  
as of 1/31/18

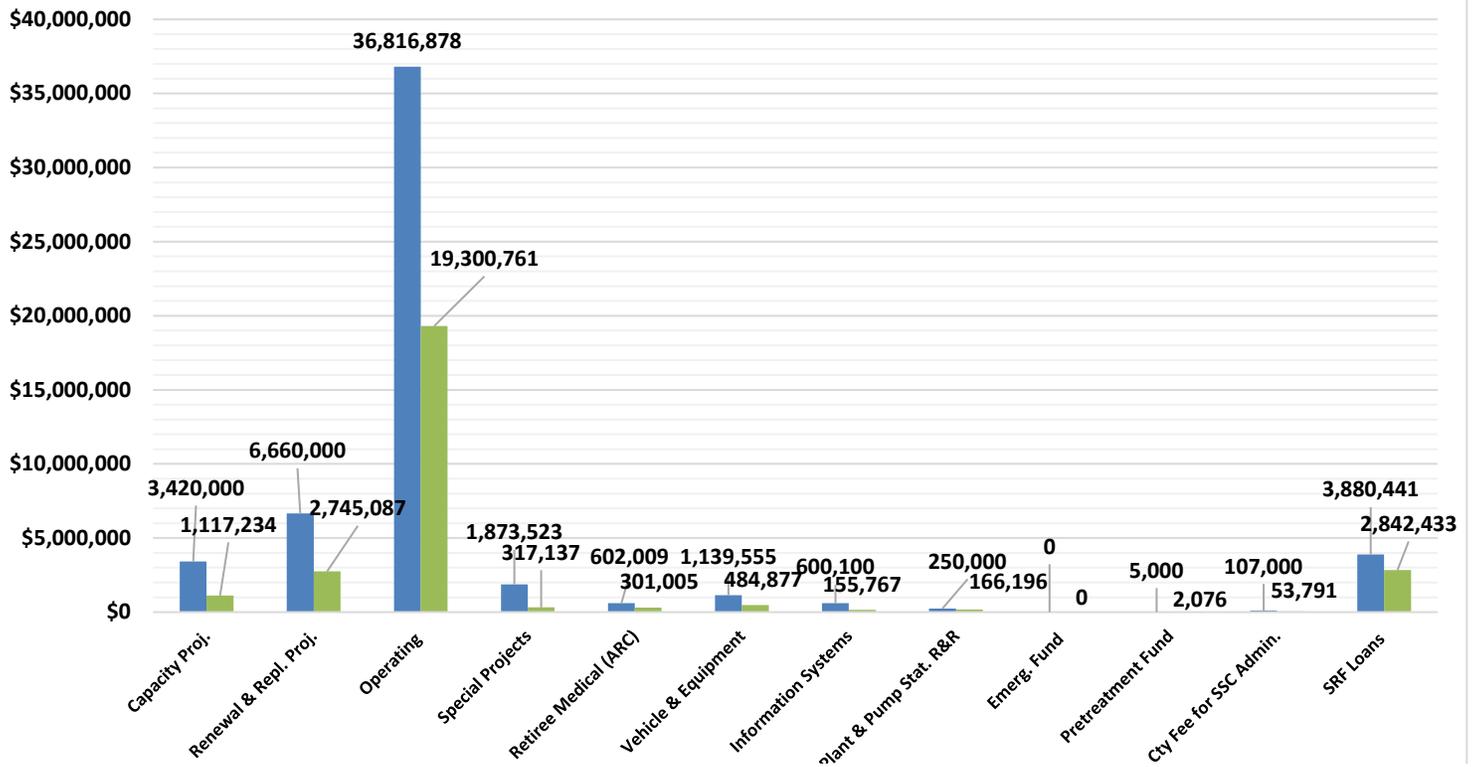
### Total Revenues

■ Budget ■ Actual



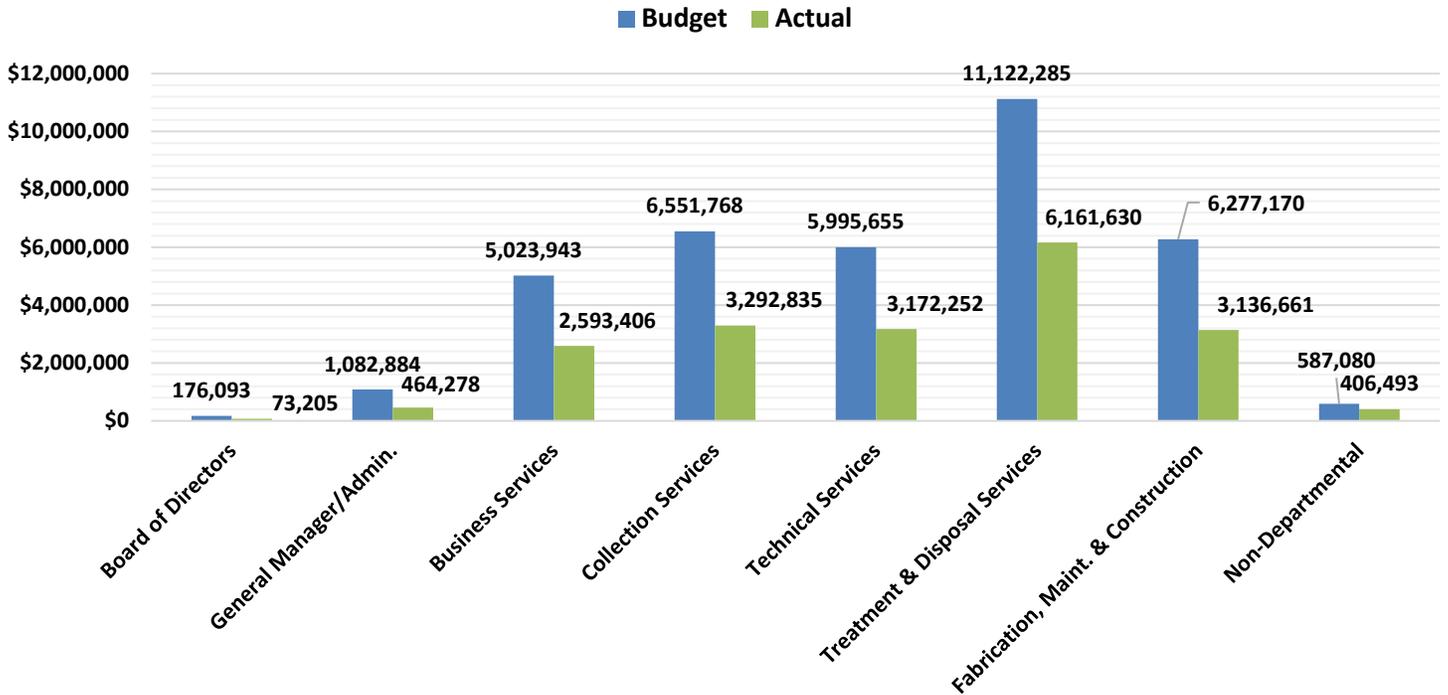
### Total Expenses

■ Budget ■ Actual

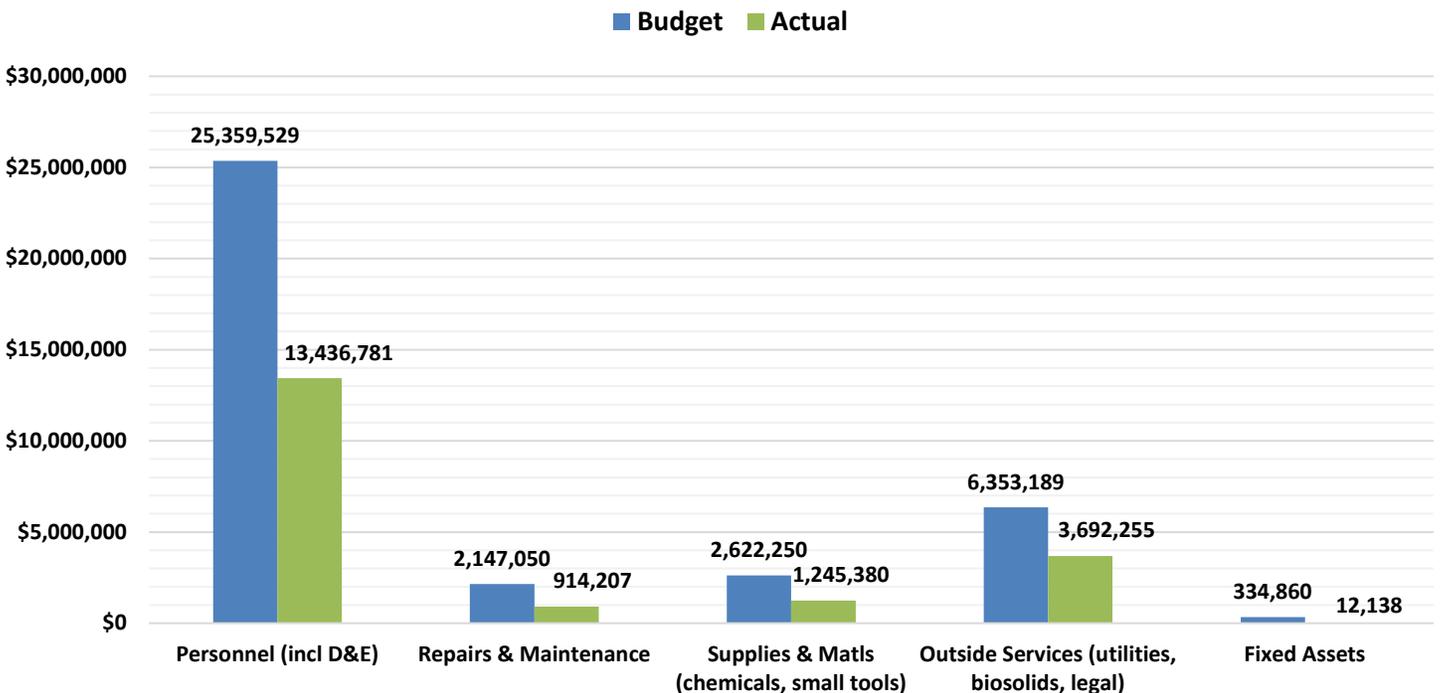


**REVENUES AND EXPENSES REPORT**  
as of 1/31/18

### Operating Expenses by Work Group



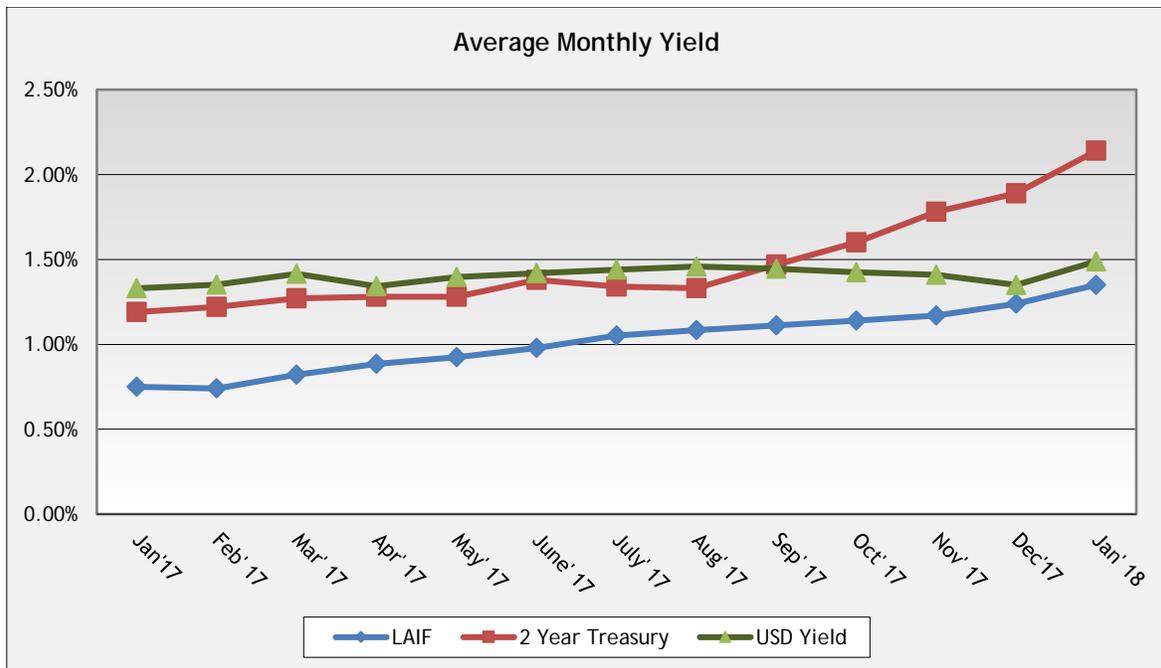
### Operating Expenses by Type



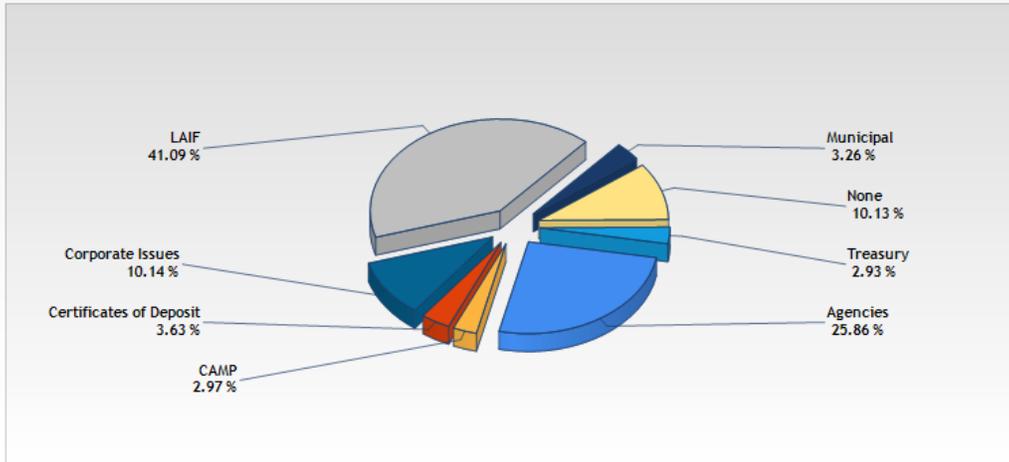
**Business Services Group  
January 2018**

- Recruitment for Plant Operator III Trainee was completed; Sam Soth was hired on 1/22/2018 and Austin Farsai was hired on 1/23/2018.
- Recruitment for Receptionist was completed; Brienne Estrada was hired on 1/29/2018.
- Organizational Performance Program Manager (OPPM) facilitated Strategic Planning sessions with the Executive Team.
- OPPM facilitated Collection Services Manhole Issues Incident Debrief session.
- OPPM facilitated Collections Services Preventive Maintenance Evaluation Task Force sessions.
- Finance & Acquisition Services Team (FAST) participated in Purchasing Agent recruitment process (QAI and hiring interviews).
- FAST completed GFOA Budgeting Training (Webinar).
- FAST completed GFOA Generally Accepted Accounting Practices (GAAP) Training (Webinar).

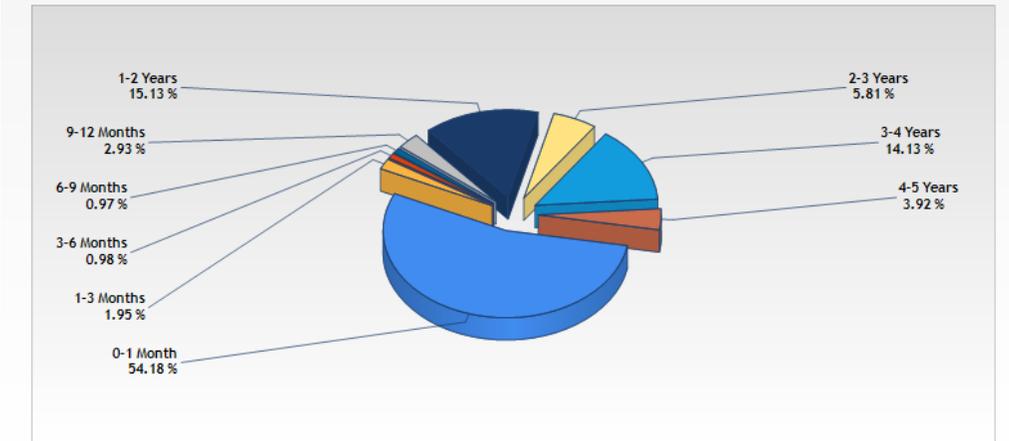
**Performance Measures for the USD Investment Portfolio**



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	55,498,182.90	1.268	55,498,182.90	1	54.18	55,498,182.90	55,498,182.90	0.00
1-3 Months	2,000,000.00	1.255	1,999,070.00	65	1.95	1,998,280.00	1,999,804.58	0.18
3-6 Months	1,000,000.00	1.440	1,002,490.00	163	0.98	998,200.00	1,000,478.06	0.45
6-9 Months	1,000,000.00	1.087	998,700.00	196	0.97	996,350.00	999,545.81	0.54
9-12 Months	3,000,000.00	1.285	2,999,100.00	335	2.93	2,980,850.00	2,999,553.75	0.91
1-2 Years	15,484,000.00	1.399	15,502,886.57	533	15.13	15,327,694.30	15,493,813.34	1.44
2-3 Years	5,746,000.00	2.013	5,947,787.56	940	5.81	5,789,207.51	5,871,329.45	2.48
3-4 Years	14,491,000.00	2.063	14,475,150.00	1,264	14.13	14,184,345.10	14,479,384.65	3.36
4-5 Years	3,989,000.00	2.424	4,012,279.67	1,516	3.92	3,949,230.95	4,008,752.49	3.94
<b>TOTAL / AVERAGE</b>	<b>102,208,182.90</b>	<b>1.489</b>	<b>102,435,646.70</b>	<b>388</b>	<b>100</b>	<b>101,722,340.76</b>	<b>102,350,845.03</b>	<b>1.03</b>

Union Sanitary District  
 Portfolio Holdings  
 Board Report - Holdings  
 Report Format: By Transaction  
 Group By: Asset Class  
 Average By: Cost Value  
 Portfolio / Report Group: All Portfolios  
 As of 1/31/2018

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
<b>Agencies</b>											
FFCB 1.17 5/16/2019-17	3133EF7L5	Moodys-Aaa	5/16/2016	1,000,000.00	1,000,000.00	1.170	989,050.00	1.170		5/16/2019	0.98
FFCB 1.3 11/25/2019-16	3133EGBK0	Moodys-Aaa	5/25/2016	1,000,000.00	997,950.00	1.300	982,840.00	1.360		11/25/2019	0.97
FFCB 1.35 6/24/2019	3133EEZ60	Moodys-Aaa	5/24/2017	1,000,000.00	1,003,480.00	1.350	991,900.00	1.180		6/24/2019	0.98
FFCB 1.37 12/27/2018-17	3133EGZ24	None	12/27/2016	1,000,000.00	1,000,000.00	1.370	995,330.00	1.370	2/1/2018	12/27/2018	0.98
FFCB 1.59 3/23/2020-17	3133EFR25	Moodys-Aaa	3/23/2016	1,000,000.00	1,000,000.00	1.590	983,740.00	1.590		3/23/2020	0.98
FFCB 1.7 5/3/2021-17	3133EF5T0	Moodys-Aaa	5/3/2016	1,000,000.00	1,000,000.00	1.700	973,160.00	1.700		5/3/2021	0.98
FHLB 1.24 1/23/2019-18	3130AAN20	Moodys-Aaa	2/2/2017	1,000,000.00	999,100.00	1.240	992,690.00	1.286		1/23/2019	0.98
FHLB 1.375 2/28/2019-17	3130ABEH5	Moodys-Aaa	5/30/2017	1,000,000.00	1,000,000.00	1.375	993,240.00	1.375		2/28/2019	0.98
FHLB 1.93 12/21/2020-17	3130AADQ8	None	12/21/2016	1,000,000.00	1,000,000.00	1.930	983,000.00	1.930		12/21/2020	0.98
FHLB 2 10/26/2021-19	3130AB3D6	None	4/26/2017	1,000,000.00	1,000,000.00	2.000	977,910.00	2.000	4/26/2019	10/26/2021	0.98
FHLB 2.05 12/29/2021-17	3130AAET1	Moodys-Aaa	12/29/2016	1,000,000.00	1,000,000.00	2.050	978,680.00	2.050	3/29/2018	12/29/2021	0.98
FHLB 2.4 12/22/2021-17	3130AAHC5	None	12/22/2016	1,000,000.00	1,000,000.00	2.400	986,970.00	2.400		12/22/2021	0.98
FHLB Step 4/28/2021-16	3130A7PR0	Moodys-Aaa	4/28/2016	1,000,000.00	1,000,000.00	1.250	987,400.00	2.114	4/28/2018	4/28/2021	0.98
FHLB Step 4/28/2021-16	3130A7QX6	Moodys-Aaa	4/28/2016	1,000,000.00	1,000,000.00	1.250	982,490.00	2.021		4/28/2021	0.98
FHLMC 1 8/15/2018-17	3134GABQ6	Moodys-Aaa	1/31/2017	1,000,000.00	998,700.00	1.000	996,350.00	1.087		8/15/2018	0.97
FHLMC 1.2 12/14/2018-17	3134GAZU1	None	12/14/2016	1,000,000.00	1,000,000.00	1.200	992,830.00	1.200	3/14/2018	12/14/2018	0.98

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
FHLMC 1.25 10/28/2019-17	3134G8XQ7	Moodys-Aaa	4/28/2016	1,000,000.00	1,000,000.00	1.250	984,730.00	1.250		10/28/2019	0.98
FHLMC 1.4 6/14/2019-17	3134GBRH7	Moodys-Aaa	6/14/2017	1,000,000.00	1,000,000.00	1.400	991,130.00	1.400		6/14/2019	0.98
FHLMC 1.41 4/26/2019-18	3134GBEG3	None	4/26/2017	1,000,000.00	1,000,000.00	1.410	991,010.00	1.410	4/26/2018	4/26/2019	0.98
FHLMC 1.5 12/30/2019-17	3134GAYY4	S&P-AA+	12/30/2016	1,000,000.00	1,000,000.00	1.500	985,510.00	1.500	3/30/2018	12/30/2019	0.98
FHLMC 1.5 9/9/2019-18	3134GA7A6	Moodys-Aaa	5/10/2017	1,000,000.00	1,000,000.00	1.500	989,290.00	1.500	3/19/2018	9/9/2019	0.98
FHLMC 2 12/30/2021-17	3134GAYV0	None	12/30/2016	1,000,000.00	1,000,000.00	2.000	973,890.00	2.000	3/30/2018	12/30/2021	0.98
FHLMC Step 4/28/2021-16	3134G8VZ9	Moodys-Aaa	4/28/2016	2,500,000.00	2,500,000.00	1.375	2,442,950.00	2.116		4/28/2021	2.44
FHLMC Step 4/28/2021-16	3134G8Z28	Moodys-Aaa	5/10/2016	1,000,000.00	999,500.00	1.125	980,670.00	2.044	4/28/2018	4/28/2021	0.98
FNMA 1.5 6/16/2021-16	3136G3QX6	Moodys-Aaa	6/16/2016	1,000,000.00	995,000.00	1.500	964,290.00	1.604	3/16/2018	6/16/2021	0.97
<b>Sub Total / Average</b>				<b>26,500,000.00</b>	<b>26,493,730.00</b>	<b>1.483</b>	<b>26,091,050.00</b>	<b>1.654</b>			<b>25.86</b>
<b>CAMP</b>											
CAMP LGIP	LGIP4000	None	5/31/2011	3,037,453.91	3,037,453.91	1.430	3,037,453.91	1.430	N/A	N/A	2.97
<b>Sub Total / Average</b>				<b>3,037,453.91</b>	<b>3,037,453.91</b>	<b>1.430</b>	<b>3,037,453.91</b>	<b>1.430</b>			<b>2.97</b>
<b>Certificates of Deposit</b>											
Ally Bank 1.35 10/28/2019	02006LQ48	None	10/27/2016	248,000.00	248,000.00	1.350	243,946.22	1.350		10/28/2019	0.24
American Expr Centurion 2.45 4/5/2022	02587DN38	None	4/5/2017	247,000.00	247,000.00	2.450	246,142.34	2.450		4/5/2022	0.24
Belmont Savings Bank 2.15 3/22/2022	080515BV0	None	3/20/2017	248,000.00	248,000.00	2.150	244,252.89	2.150		3/22/2022	0.24
BMW Bank 2.15 3/10/2022	05580AGR9	None	3/10/2017	247,000.00	247,000.00	2.150	243,294.83	2.150		3/10/2022	0.24
Capital One Bank 1.5 10/26/2020	140420L99	None	10/26/2016	248,000.00	248,000.00	1.500	242,003.83	1.500		10/26/2020	0.24
Comenity Capital 1.25 4/11/2019	20033ASR8	None	10/25/2016	248,000.00	248,000.00	1.250	244,974.90	1.250		4/11/2019	0.24
Discover Bank 2.25 12/29/2021	254672Y36	None	12/29/2016	247,000.00	247,000.00	2.250	244,545.98	2.250		12/29/2021	0.24
JP Morgan Chase Bank 1.1 7/15/2019	48125Y5L4	None	7/15/2016	249,000.00	249,000.00	1.100	244,731.62	1.100		7/15/2019	0.24

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	245,577.52	1.750		5/29/2020	0.24
Landmark Bank 2.1 3/29/2021-17	51506VCA9	None	3/29/2017	248,000.00	248,000.00	2.100	245,299.73	2.100	3/27/2018	3/29/2021	0.24
Ponce De Leon Federal Bank 1.85 5/28/2021	732333AJ8	None	5/31/2017	249,000.00	249,000.00	1.850	244,025.75	1.850		5/28/2021	0.24
State Bank of India 2.25 1/26/2022	8562846A7	None	1/26/2017	247,000.00	247,000.00	2.250	244,448.64	2.250		1/26/2022	0.24
Summit Community Bank 1.65 5/29/2020	86604XLT1	None	5/31/2017	249,000.00	249,000.00	1.650	245,006.16	1.650		5/29/2020	0.24
Synchrony Bank 2.3 2/24/2022	87165ELT2	None	2/28/2017	247,000.00	247,000.00	2.300	244,810.89	2.300		2/24/2022	0.24
Wells Fargo Bank 1.15 7/22/2019	9497486R3	None	7/20/2016	249,000.00	249,000.00	1.150	244,851.56	1.150		7/22/2019	0.24
<b>Sub Total / Average</b>				<b>3,720,000.00</b>	<b>3,720,000.00</b>	<b>1.816</b>	<b>3,667,912.86</b>	<b>1.816</b>			<b>3.63</b>

#### Corporate Issues

American Express Credit 2.7 3/3/2022	0258M0EG0	Moodys-A2	5/15/2017	1,000,000.00	1,013,279.67	2.700	992,190.00	2.406		3/3/2022	0.99
Barclays Bank PLC Step 4/26/2022-17	06741VR95	Moodys-A1	4/26/2017	1,000,000.00	1,000,000.00	2.250	989,650.00	3.093	4/26/2018	4/26/2022	0.98
Chevron Corp 2.1 5/16/2021	166764BG4	Moodys- Aa2	5/10/2017	1,000,000.00	999,500.00	2.100	983,640.00	2.113		5/16/2021	0.98
Chevron Corp 2.193 11/15/2019	166764AN0	Moodys- Aa2	2/26/2016	1,160,000.00	1,167,806.57	2.193	1,157,610.40	2.004		11/15/2019	1.14
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	986,120.00	1.738		11/15/2020	0.99
HSBC 4.875 8/24/2020	4042Q1AE7	Moodys-A1	5/17/2016	2,000,000.00	2,191,145.28	4.875	2,103,760.00	2.500		8/24/2020	2.14
Toyota Motor Credit 1.55 7/13/2018	89236TCP8	Moodys- Aa3	3/16/2016	1,000,000.00	1,002,490.00	1.550	998,200.00	1.440		7/13/2018	0.98
Toyota Motor Credit Corp 1.2 4/6/2018	89236TCX1	Moodys- Aa3	5/24/2016	1,000,000.00	1,000,360.00	1.200	999,140.00	1.180		4/6/2018	0.98
Toyota Motor Credit Corp 1.2 4/6/2018	89236TCX1	Moodys- Aa3	4/6/2017	1,000,000.00	998,710.00	1.200	999,140.00	1.330		4/6/2018	0.97
<b>Sub Total / Average</b>				<b>10,160,000.00</b>	<b>10,383,933.80</b>	<b>2.537</b>	<b>10,209,450.40</b>	<b>2.039</b>			<b>10.14</b>

#### LAIF

LAIF LGIP	LGIP1002	None	4/30/2011	42,088,201.29	42,088,201.29	1.350	42,088,201.29	1.350	N/A	N/A	41.09
<b>Sub Total / Average</b>				<b>42,088,201.29</b>	<b>42,088,201.29</b>	<b>1.350</b>	<b>42,088,201.29</b>	<b>1.350</b>			<b>41.09</b>

#### Municipal

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
City of Riverside CA 2.125 6/1/2021	769036BA1	S&P-AA-	6/1/2017	500,000.00	500,000.00	2.125	487,315.00	2.125		6/1/2021	0.49
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	1,318,189.60	1.843		9/1/2019	1.30
State of California 2.152 4/1/2022	13063DAD0	Moodys-Aa3	4/27/2017	1,000,000.00	1,010,000.00	2.152	988,890.00	1.938		4/1/2022	0.99
Victor Valley College General Obligation Bond 2.35	92603PER9	Moodys-Aa2	12/28/2016	500,000.00	490,150.00	2.350	486,660.00	2.811		8/1/2021	0.48
<b>Sub Total / Average</b>				<b>3,330,000.00</b>	<b>3,336,800.00</b>	<b>2.130</b>	<b>3,281,054.60</b>	<b>2.056</b>			<b>3.26</b>
<b>None</b>											
Union Bank Cash	LGIPUNIONBANK	None	12/31/2016	10,372,527.70	10,372,527.70	0.890	10,372,527.70	0.890	N/A	N/A	10.13
<b>Sub Total / Average</b>				<b>10,372,527.70</b>	<b>10,372,527.70</b>	<b>0.890</b>	<b>10,372,527.70</b>	<b>0.890</b>			<b>10.13</b>
<b>Treasury</b>											
T-Note 0.875 5/15/2019	912828R44	None	4/26/2017	1,000,000.00	993,080.00	0.875	985,470.00	1.217		5/15/2019	0.97
T-Note 1.283 3/31/2019	912828SN1	None	2/22/2017	1,000,000.00	1,004,480.00	1.283	994,340.00	1.067		3/31/2019	0.98
T-Note 1.5 2/28/2019	912828C24	None	1/9/2017	1,000,000.00	1,005,440.00	1.500	994,880.00	1.241		2/28/2019	0.98
<b>Sub Total / Average</b>				<b>3,000,000.00</b>	<b>3,003,000.00</b>	<b>1.221</b>	<b>2,974,690.00</b>	<b>1.175</b>			<b>2.93</b>
<b>Total / Average</b>				<b>102,208,182.90</b>	<b>102,435,646.70</b>	<b>1.499</b>	<b>101,722,340.76</b>	<b>1.489</b>			<b>100</b>

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: BOSCO, Inc.; Cantella & Co.; First Empire Securities; Ladenburg, Thalman & Co, Inc.; UBS Financial Services; Wells Fargo Securities.

Reviewer:

Approver:

Union Sanitary District  
Transactions Summary  
Board Report - Activity  
Group By: Action  
Portfolio / Report Group: All Portfolios  
Begin Date: 12/31/2017, End Date: 01/31/2018

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
<b>Deposit</b>								
CAMP LGIP	LGIP4000	3,672.34	3,672.34	0.00	N/A	0.000	01/31/2018	3,672.34
LAIF LGIP	LGIP1002	20,000,000.00	20,000,000.00	0.00	N/A	0.000	01/26/2018	20,000,000.00
LAIF LGIP	LGIP1002	47,380.44	47,380.44	0.00	N/A	0.000	01/12/2018	47,380.44
Union Bank Cash	LGIPUNIONBANK	10,372,527.70	10,372,527.70	0.00	N/A	0.000	01/31/2018	10,372,527.70
<b>Sub Total / Average</b>		<b>30,423,580.48</b>	<b>30,423,580.48</b>	<b>0.00</b>				<b>30,423,580.48</b>
<b>Interest</b>								
CAMP LGIP	LGIP4000	0.00	0.00	3,672.34	N/A	0.000	01/31/2018	3,672.34
Comenity Capital 1.25 4/11/2019	20033ASR8	0.00	0.00	263.29	1.250	0.000	01/11/2018	263.29
FFCB 0.9 1/16/2018-16	3133ECCZ5	0.00	0.00	4,500.00	0.900	0.000	01/16/2018	4,500.00
FHLB 1.24 1/23/2019-18	3130AAN20	0.00	0.00	6,200.00	1.240	0.000	01/23/2018	6,200.00
FHLMC 1.5 12/30/2019-17	3134GAYY4	0.00	0.00	7,500.00	1.500	0.000	01/02/2018	7,500.00
FHLMC 2 12/30/2021-17	3134GAYV0	0.00	0.00	10,000.00	2.000	0.000	01/02/2018	10,000.00
JP Morgan Chase Bank 1.1 7/15/2019	48125Y5L4	0.00	0.00	690.38	1.100	0.000	01/16/2018	690.38
LAIF LGIP	LGIP1002	0.00	0.00	47,380.44	N/A	0.000	01/12/2018	47,380.44
Lakeside Bank 1.75 5/29/2020	51210SMU8	0.00	0.00	370.09	1.750	0.000	01/31/2018	370.09
Lakeside Bank 1.75 5/29/2020	51210SMU8	0.00	0.00	358.15	1.750	0.000	01/02/2018	358.15
Ponce De Leon Federal Bank 1.85 5/28/2021	732333AJ8	0.00	0.00	391.24	1.850	0.000	01/31/2018	391.24
Ponce De Leon Federal Bank 1.85 5/28/2021	732333AJ8	0.00	0.00	391.24	1.850	0.000	01/02/2018	391.24
State Bank of India 2.25 1/26/2022	8562846A7	0.00	0.00	2,801.59	2.250	0.000	01/29/2018	2,801.59
Summit Community Bank 1.65 5/29/2020	86604XLT1	0.00	0.00	348.94	1.650	0.000	01/31/2018	348.94
Summit Community Bank 1.65 5/29/2020	86604XLT1	0.00	0.00	348.94	1.650	0.000	01/02/2018	348.94
T-Note 0.875 1/15/2018	912828H37	0.00	0.00	4,375.00	0.875	0.000	01/15/2018	4,375.00
T-Note 0.875 1/31/2018	912828UJ7	0.00	0.00	4,375.00	0.875	0.000	01/31/2018	4,375.00
Toyota Motor Credit 1.55 7/13/2018	89236TCP8	0.00	0.00	7,750.00	1.550	0.000	01/16/2018	7,750.00
Wells Fargo Bank 1.15 7/22/2019	9497486R3	0.00	0.00	243.20	1.150	0.000	01/22/2018	243.20
<b>Sub Total / Average</b>		<b>0.00</b>	<b>0.00</b>	<b>101,959.84</b>				<b>101,959.84</b>
<b>Matured</b>								
FFCB 0.9 1/16/2018-16	3133ECCZ5	1,000,000.00	1,000,000.00	0.00	0.900	0.000	01/16/2018	1,000,000.00
T-Note 0.875 1/15/2018	912828H37	1,000,000.00	1,000,000.00	0.00	0.875	0.000	01/15/2018	1,000,000.00
T-Note 0.875 1/31/2018	912828UJ7	1,000,000.00	1,000,000.00	0.00	0.875	0.000	01/31/2018	1,000,000.00
<b>Sub Total / Average</b>		<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>				<b>3,000,000.00</b>
<b>Withdraw</b>								
Union Bank Cash	LGIPUNIONBANK	32,209,852.27	32,209,852.27	0.00	N/A	0.000	01/30/2018	32,209,852.27
<b>Sub Total / Average</b>		<b>32,209,852.27</b>	<b>32,209,852.27</b>	<b>0.00</b>				<b>32,209,852.27</b>

**MONTHLY OPERATIONS REPORT FOR THE MONTH OF JANUARY 2018**  
**TECHNICAL SUPPORT WORK GROUP SUMMARY**

**Capital Improvement Program**

**Thickener Control Building Improvements Project** – The project was accepted at the January 8<sup>th</sup> Board meeting. Retention will be released in February.

**Fremont and Paseo Padre Lift Stations Improvements Project** – Project closeout and punchlist work are in progress.

**Chemical Tanks and Piping Replacement Project** – The contractor continued to work on the Corrective Work and Punch List items.

**Sludge Degritter System Project** – The contractor conducted performance tests of the new degritter and is awaiting the test results.

**Newark Pump Station Wet Well Improvements** – The Contractor completed installation of the modulating valve actuator and modification of the boost pipeline.

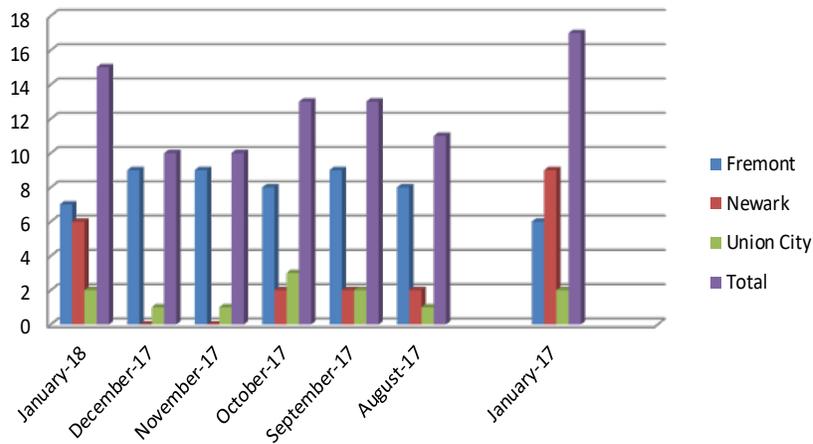
**Cast Iron/Piping Lining Phase 6** – All installations completed. Project closeout and punchlist work are in progress.

**Primary Digester No. 3 Rehabilitation Project** – Contractor mobilized to the site and began excavation and demolition activities around Primary Digester No. 3 and Heating and Mixing Building No. 2.

**Customer Service**

Trouble Calls dispatched from the Front Desk during business hours:

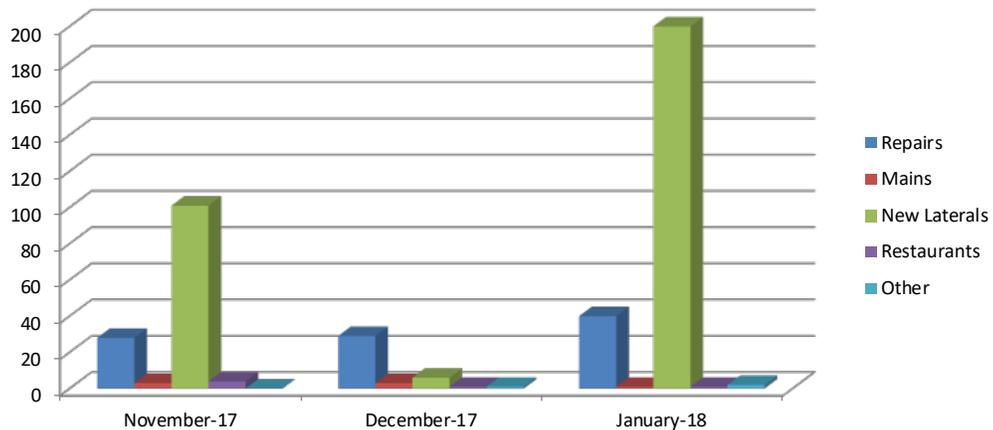
Month	Fremont	Newark	Union City	Total
January-18	7	6	2	15
December-17	9	0	1	10
November-17	9	0	1	10
October-17	8	2	3	13
September-17	9	2	2	13
August-17	8	2	1	11
January-17	6	9	2	17
6-Month Total				72



**Sewer Permits Issued**

Month	Repairs	Mains	New Laterals	Restaurants	Other
January-18	40	1	200	1	2
December-17	29	3	6	1	1
November-17	28	3	101	4	0

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



**Communication**

- Social Media posts: LAFCo commission opening, HR recruitment, USD Centennial
- Website: LAFCo commission opening
- Completed contract negotiations with Branding Initiative consultant
- Attended CASA conference as member of CASA’s Program and Communication committees; co-facilitated roundtable discussion: “Wastewater Assets: Reputation and Branding”
- Participated in Chamber of Commerce Board activities as Director and Past-President

**Environmental Compliance**

**Pollution Prevention/Stormwater Programs**

USD’s Environmental Compliance (EC) 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 99 Stormwater (Urban Runoff), and 56 FOG (restaurant) inspections. During this reporting period, Inspectors identified 23 Stormwater and 16 FOG enforcement actions. Thirteen (13) of the Stormwater enforcements resulted in administrative fines ranging from \$100 to \$500. Two (2) administrative fine was for illicit discharges and 11 were for repeated violations.

**Urban Runoff Inspections and Enforcements**

January 2018	No. of UR Inspections	VW	WL	NOV	AF	LA	Total Enforcements	No. of Illicit Discharge/s	
	99	2	0	8	13	0	23	% Enforcement	23%

**FOG Inspections and Enforcements**

January 2018	No. of FOG Inspections	VW	WL	NOV	AF	LA	Total Enforcements	% Enforcement	
	56	4	12	0	0	0	16		28.6%

*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	13	None

**Industrial Pretreatment**

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

**Pending Permits**

<b>New Industrial/Groundwater Permits</b>	<b>Groundwater/Temporary</b>
None	

**Permits Issued**

<b>Company Name</b>	<b>Date Permit Issued</b>
TE Connectivity	1/26/2018

**Industrial Closures**

<b>Company Name</b>	<b>Date of Closure</b>
None	

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

<b>Report Name</b>	<b>Date Report Completed and Submitted</b>
City of Fremont Quarterly Billing – FY 18 Q2	1/19/2018

**Enforcement Action**

<b>IU Name &amp; Nature of Business</b>	<b>Comments</b>	<b>City</b>	<b>Parameters Violated</b>	<b>Discharge concentration (mg/L)</b>	<b>USD/Fed Limit Violated (mg/L)</b>	<b>Enforcement (1)</b>
Hayward Quartz Machining #2	O&G Mineral result of 101mg/L, which is in excess of the 100 mg/L Local Limit	Fremont	Oil & Grease, Mineral	101	100 Local	NOV-N18-001

(1) WL – Warning Letter

NOV – Notices of Violation

AO – Administrative Order

C&D – Cease and Desist Order

SNC – Significant Non-Compliance

EM – Enforcement Meeting

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

<b>Activity</b>	<b>Date of Event</b>	<b>Attendees</b>
ADA Amalgam Recycling Rule Webinar	1/31/2018	Edda & Alex
BACWA Annual Meeting	1/19/2018	Doug Dattawalker

**Engineering/Construction**

No. of projects under construction: **7**

	<b>Construction Projects</b>	<b>Capital (\$1000)</b>	<b>Scheduled Completion</b>	<b>Completed Scope</b>	<b>Completed Time</b>	<b>Comments for Jan. 2018 Activities</b>
1.	Thickener Control Building Improvements Project – Curtis	\$9,990	03/17	100%	100%	The project was accepted at the January 8 <sup>th</sup> Board meeting.
2.	Fremont and Paseo Padre LS Improvement - Derek	\$2,801	10/16	100%	100%	Project closeout and punchlist work are in progress.

	<b>Construction Projects</b>	<b>Capital (\$1000)</b>	<b>Scheduled Completion</b>	<b>Completed Scope</b>	<b>Completed Time</b>	<b>Comments for Jan. 2018 Activities</b>
3.	Chemical Tanks and Piping Replacement Project – Thomas	\$2,102	10/17	99%	100%	Corrective work and punch list item work are in progress.
4.	Sludge Degritter System Project – Kevin	\$1,436	11/17	95%	100%	Conducted degritter performance tests and awaiting results.
5.	Newark Pump Station Wet Well Improvements - Thomas	\$674	03/18	53%	84%	Contractor installed the modulating valve actuator and modified the boost pipeline.
6.	Cast Iron/Piping Lining Phase VI – Andrew	\$243	11/17	95%	100%	Project closeout and corrective action items in progress.
7.	Primary Digester No. 3 Rehabilitation - Derek	\$1,956	08/18	7%	25%	Contractor mobilized to the site and began excavation and demolition activities.

**Design/Study**

No. of projects in design/study phase: **15**

	<b>Design/Study Projects</b>	<b>Capital (\$1000)</b>	<b>Scheduled Completion</b>	<b>Completed Scope</b>	<b>Completed Time</b>	<b>Comments for Jan. 2018 Activities</b>
1.	Plant Solids System / Capacity Assessment Phase 2 – Curtis	\$329	02/18	90%	94%	Study in progress. Draft executive summary was submitted on January 12 <sup>th</sup> . Final report should be submitted in February.
2.	Local Limits Study – Chris	\$77	06/18	75%	64%	Assistance with local limits implementation in progress.
3.	Force Main Corrosion Repairs Phase 2 – Chris	\$62	02/18	98%	98%	Final bid documents in progress. Project advertises February 6 <sup>th</sup> .
4.	Cathodic Protection System Project – Chris	\$79	08/18	10%	22%	Cathodic protection survey work began.
5.	Newark Basin Masterplan – Chris	\$70	07/18	5%	11%	Data request work in progress.
6.	Standby Power Generation System Upgrade Project (Predesign) – Raymond/Kevin	\$175	05/17	95%	100%	Final predesign report should be submitted in February. Negotiation of the final design task order in progress.
7.	Force Main Condition Assessment – Andrew	\$121	10/20	25%	30%	Assessment on hold until the next segment of force main can be taken out of service.
8.	Emergency Outfall Improvements Project – Andrew	\$226	10/18	5%	25%	50% design submittal will be due in February. Coordinating geotechnical investigation.
9.	Primary Digester No. 7 Project – Curtis	\$1,476	09/18	10%	17%	Final design in progress. 50% design submittal will be due in March.
10.	Plant Master Plan – Raymond	\$304	03/18	70%	89%	Conducted Workshop No. 3 on January 10 <sup>th</sup> . Workshop Nos. 4 and 5 are scheduled on February 14 <sup>th</sup> and 28 <sup>th</sup> , respectively. Board Workshop No. 2 is scheduled on March 19 <sup>th</sup> .

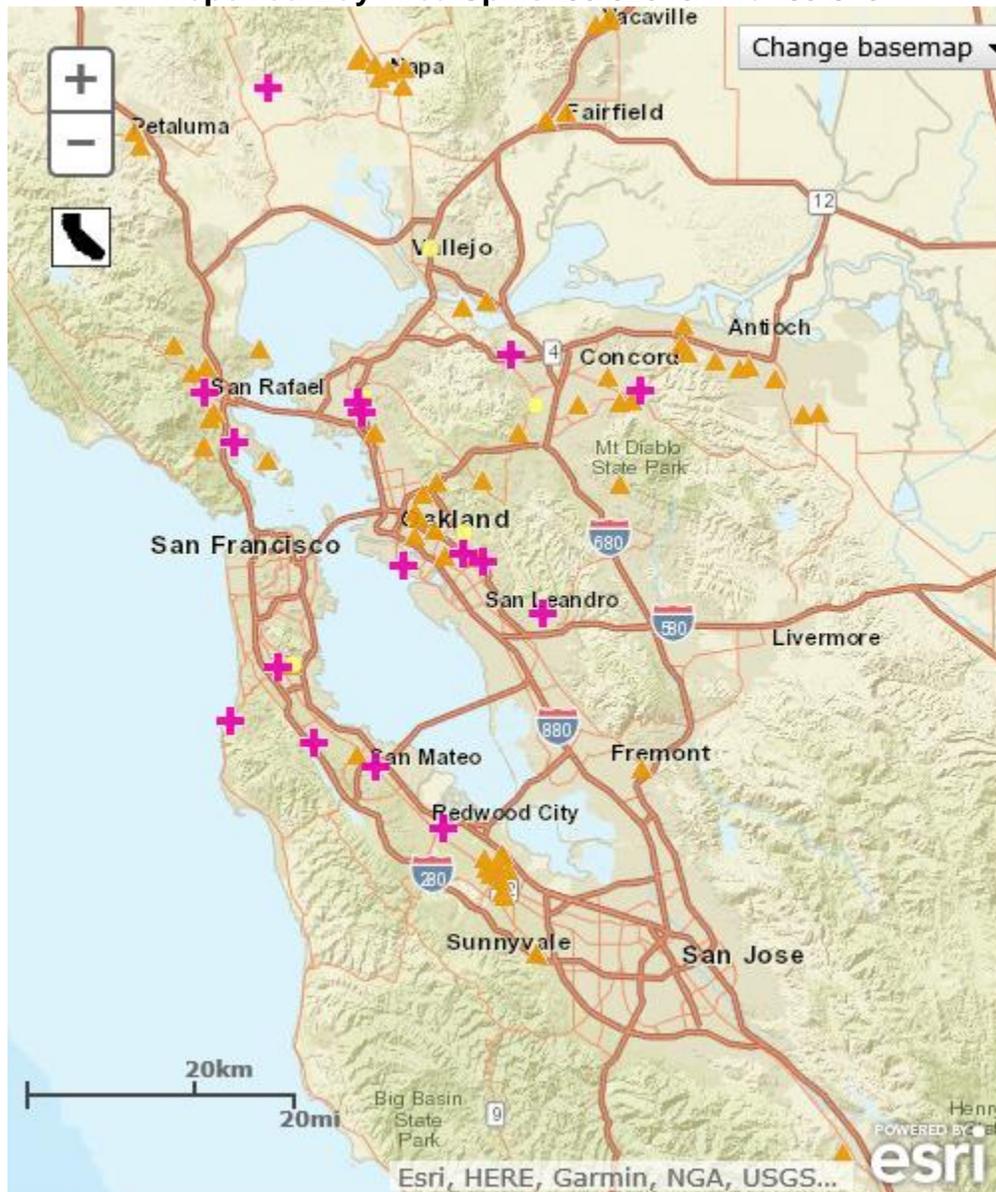
	<b>Design/Study Projects</b>	<b>Capital (\$1000)</b>	<b>Scheduled Completion</b>	<b>Completed Scope</b>	<b>Completed Time</b>	<b>Comments for Jan. 2018 Activities</b>
11.	Effluent Management Study – Curtis	\$155	03/18	60%	88%	Effluent management options analysis in progress. Amendment No. 2 was authorized by the Board at the January 22 <sup>nd</sup> meeting.
12.	Odor Control Alternatives Study – Kevin	\$140	11/17	80%	100%	Negotiation of the Odor Control Study Task Order No. 2 in progress.
13.	Plant Condition Assessment Study – Kevin	\$118	06/18	10%	15%	The Board authorized the study task order at the January 8 <sup>th</sup> meeting. Conducted kick-off meeting with the consultant and plant staff.
14.	Headwork Screen No. 3 Project – Thomas	\$50	01/18	80%	100%	Evaluation of different screen equipment in progress.
15.	Alvarado Influent Pump Station Improvements Project – Thomas	\$54	01/18	50%	100%	Evaluation of the pump type and configuration in progress.

**COLLECTION SERVICES  
ACTIVITIES REPORT  
January 2018**

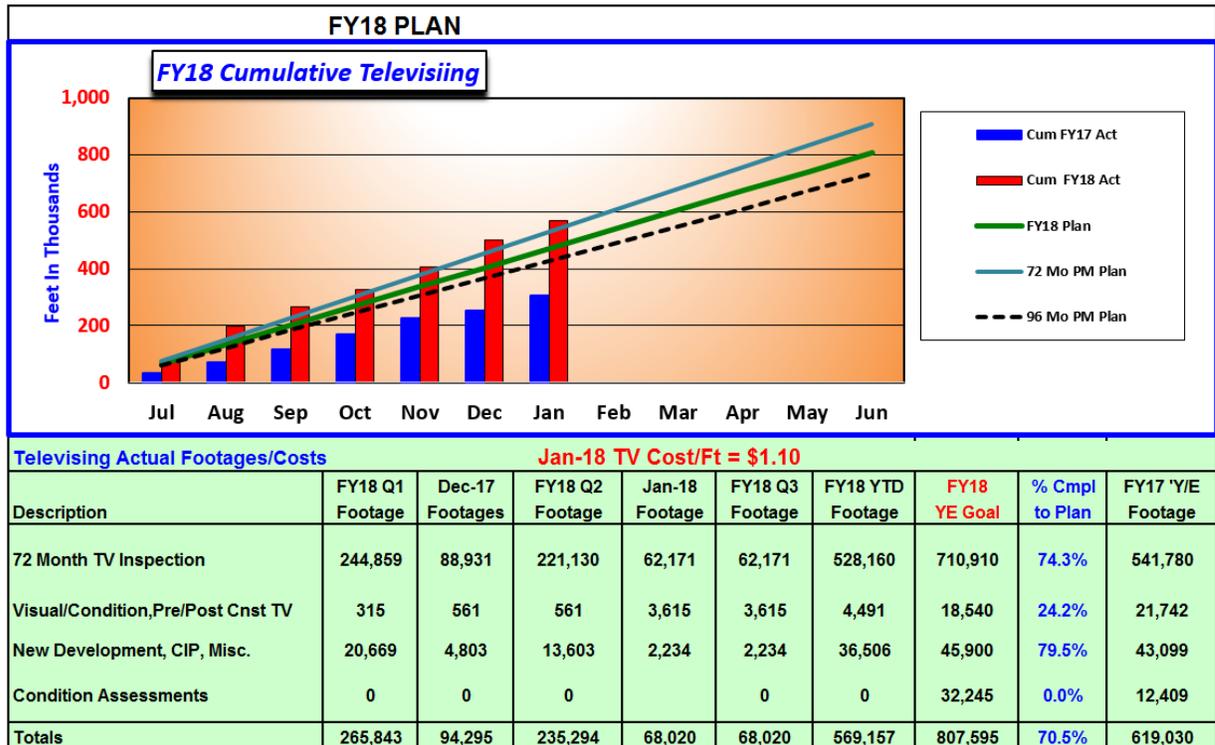
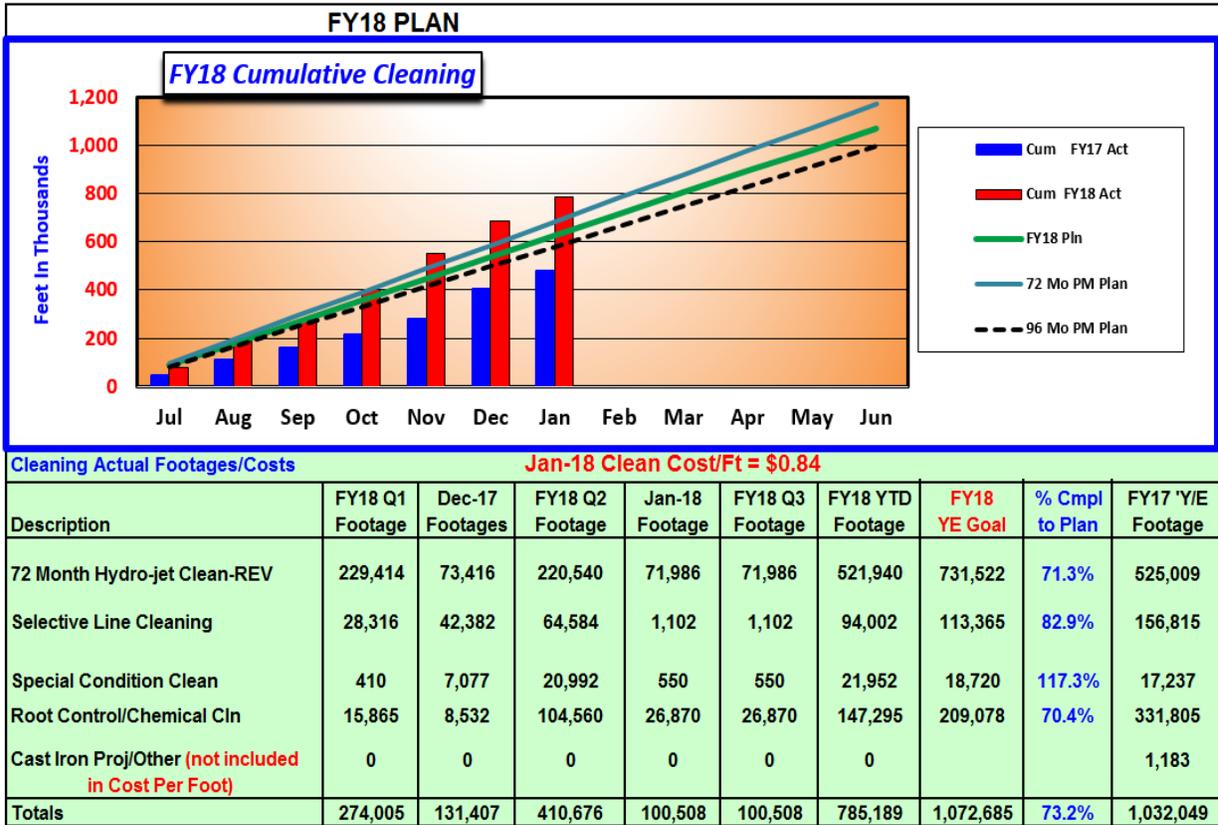
**Progress/Accomplishments**

- There was one Category 3 spill (5 gallons) in January
- Completed 19.0 miles of sewer main cleaning.
- Completed 12.9 miles of sewer main inspection.
- Responded to 18 service request calls.
- Completed a total of 5 sewer main repairs.
- Trainings
  - Vector operation (new employee)
  - Pipe Hunter hydro-jet (new equipment)
  - USA/Trouble Call

**Reported Bay Area Spills 1/01/2018 thru 1/31/18**

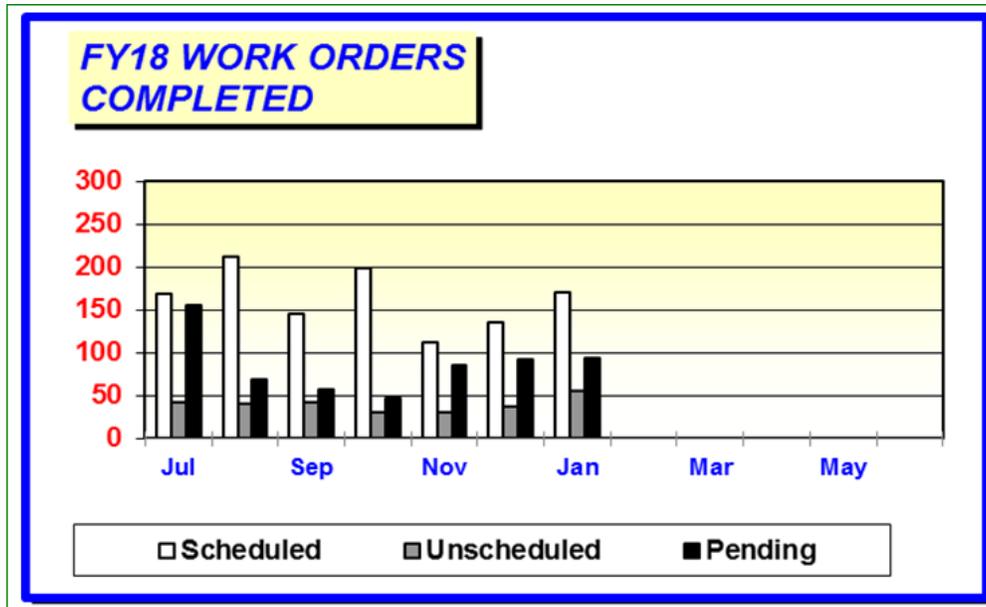


# Performance Measures

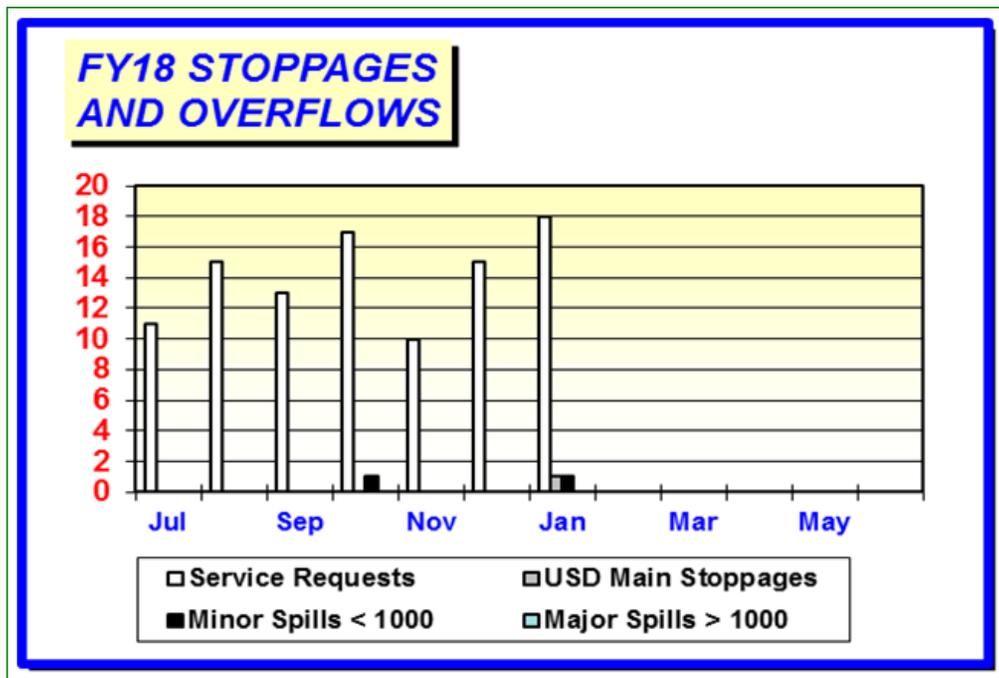


**Other Collection Services Status Data:**

**Support Team Work Order Status:**



**C/S Maintenance Status:**



**Fabrication, Maintenance and Construction  
Activities Report  
January 2018**

**Progress/Accomplishments**

- Completed 97.25% of preventive maintenance activities for the month of January
- Completed 104 corrective maintenance work orders for the month of January
- Start up of Chopper Pump at IPS
- RAS hypo injection piping for each pump
- Centrifuge 2 Overhaul, including scroll base and cover repair by painters
- Cogen 1 10K service
- Installation of 4th Poly Skid at GBT
- Electrical and painting work for new office configuration in Collections

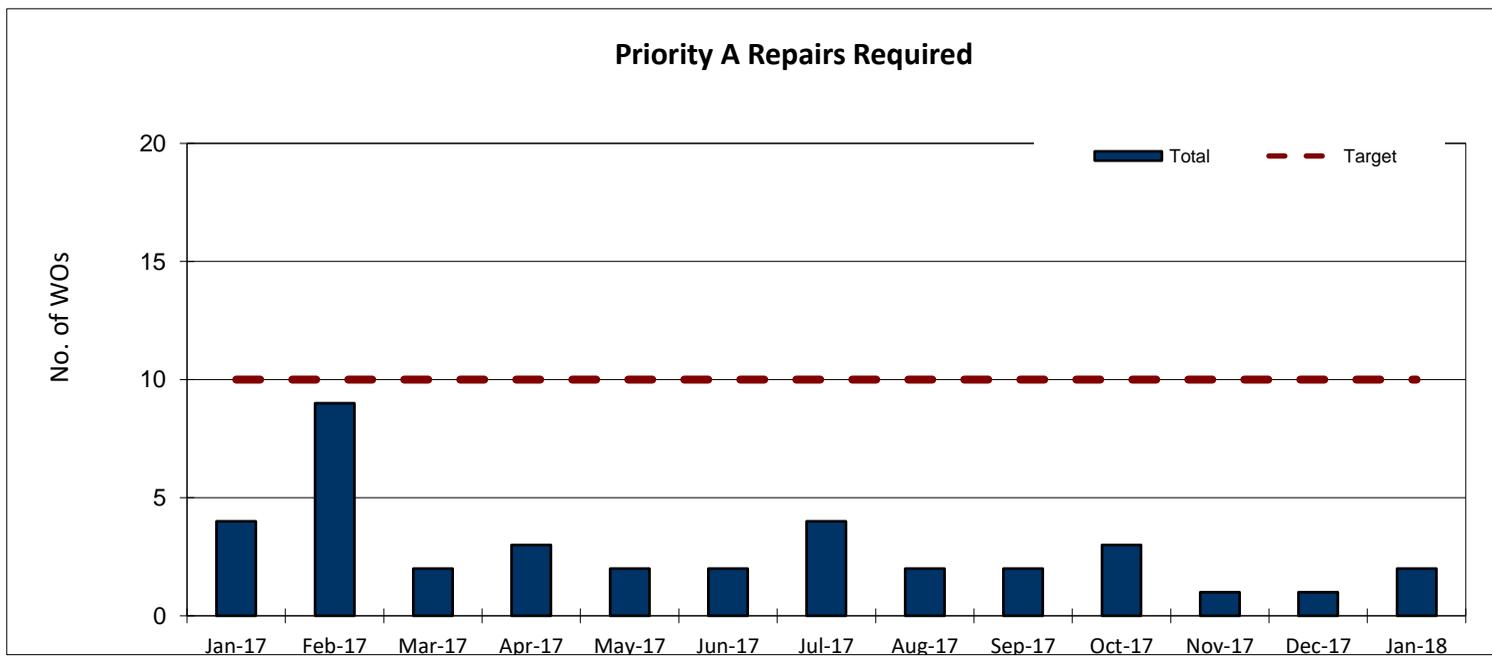
**Future Planning**

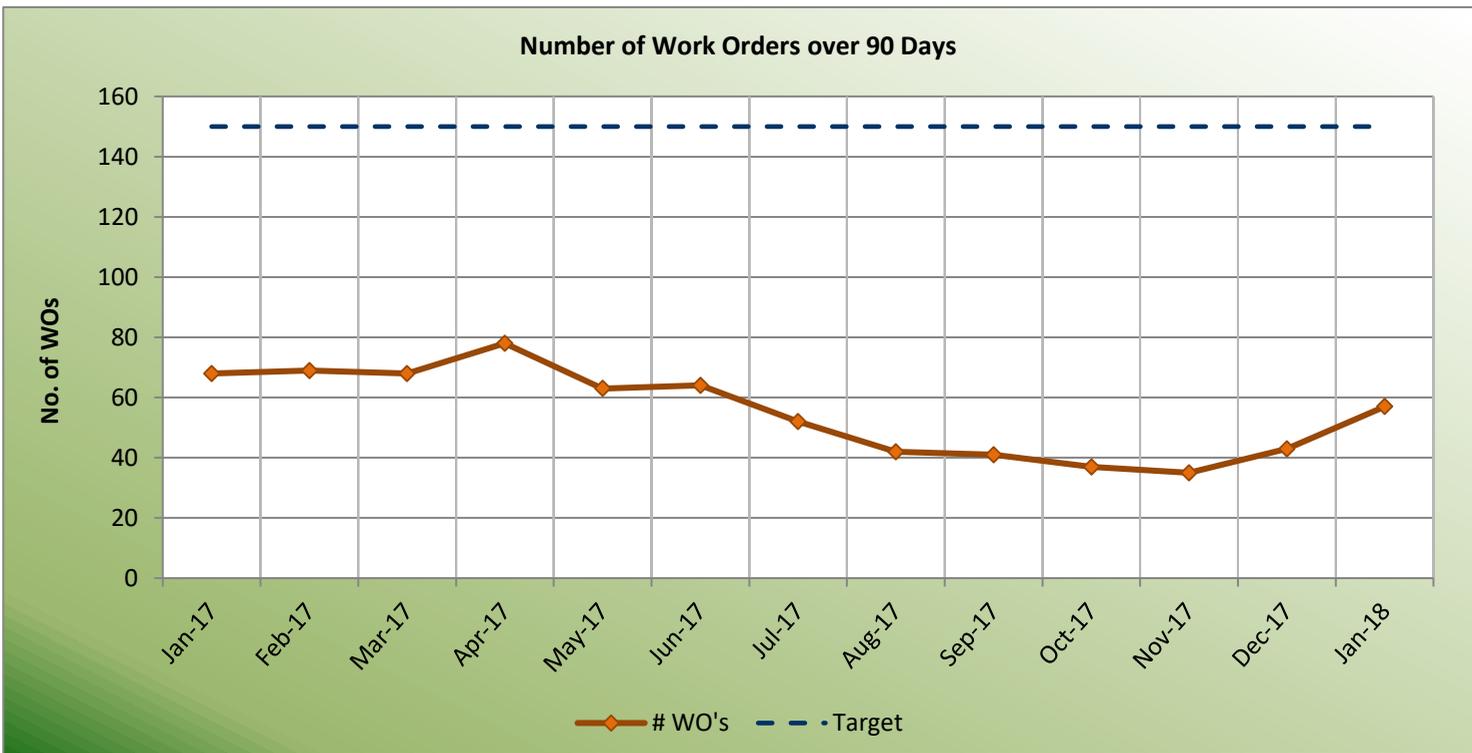
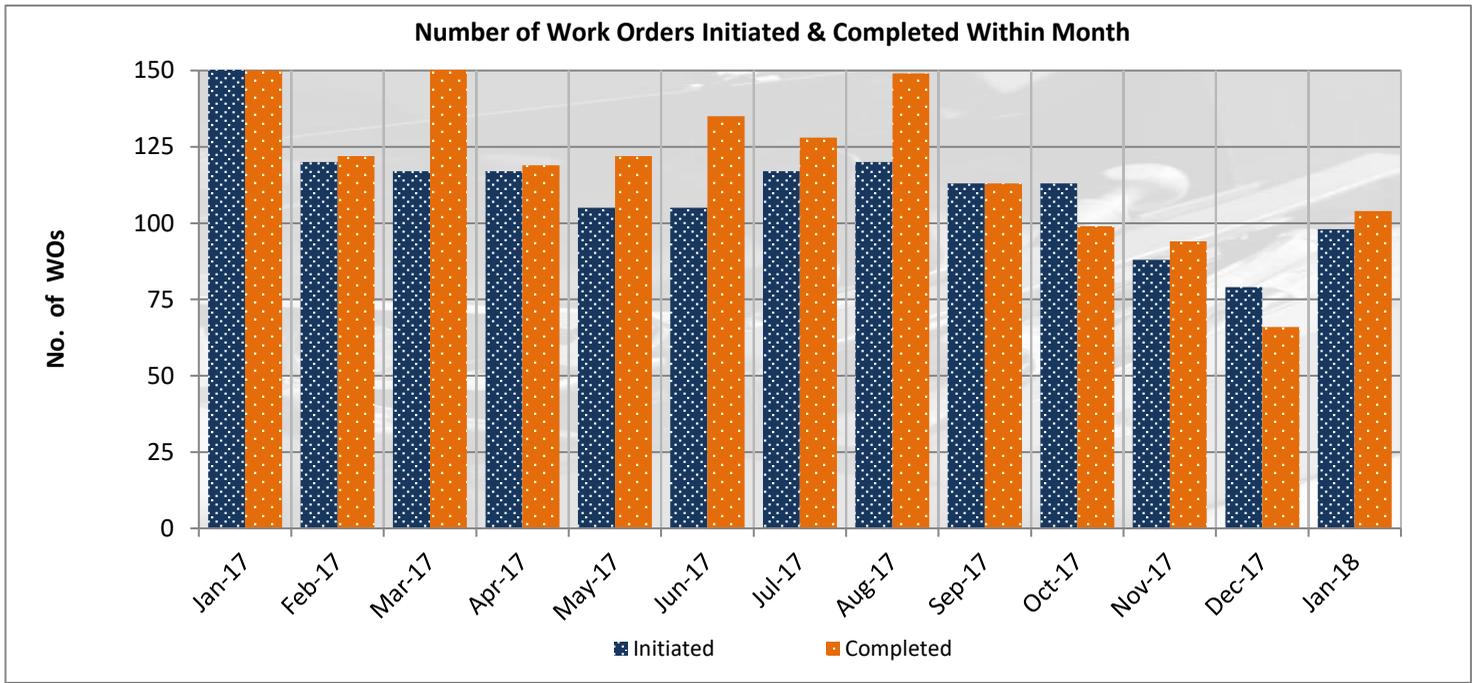
- Primary 5 Annual
- Centrifuge #1 2K service
- Poly piping from GBT building to east side of Aeration Basin 5-7
- Demo of old co-gen equipment in building 69
- IPS pump 2 overhaul with Hydrostal
- Shutdown of NPS for testing of new Rexa valve

**Other**

- We will be restarting the PM project and Ultra Sound route creation.

**Performance Measurements**





**Treatment & Disposal  
Activities Report  
January 2018**

**Progress/Accomplishments**

- Maintained 100% compliance with NPDES permits.
- Completed 99% preventive maintenance activities for the month of January.
- Began Initial training of two new Plant Operator III Trainees.
- Continued operational testing of the RAS flow paced control system installed as part of the RAS Interim Improvements Project.
- Continued monitoring of the Membrane Air Cleaning Project Phase II.
- Review executive summary and Chapter 7 response to comments for the Solids Capacity
- Attended the BACWA annual meeting.
- Attended Yorke Engineers webinar on Air Dispersion Modeling.
- Provided additional information to BACWA for Irvington Pump Station for the Regulation 11 Rule 18 implementation pilot study conducted by BAAQMD.
- Worked with EBDA agencies to select a new contract laboratory to replace EBMUD for regulatory compliance sampling for the treatment plant.
- Participated in Operations Supervisor selection process for the City of San Leandro.

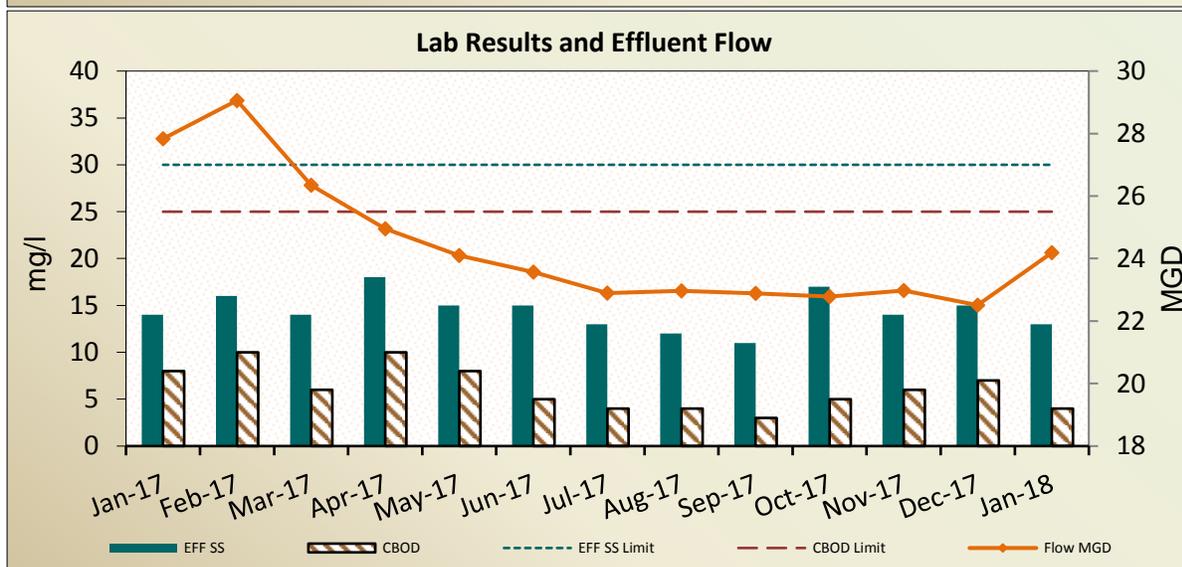
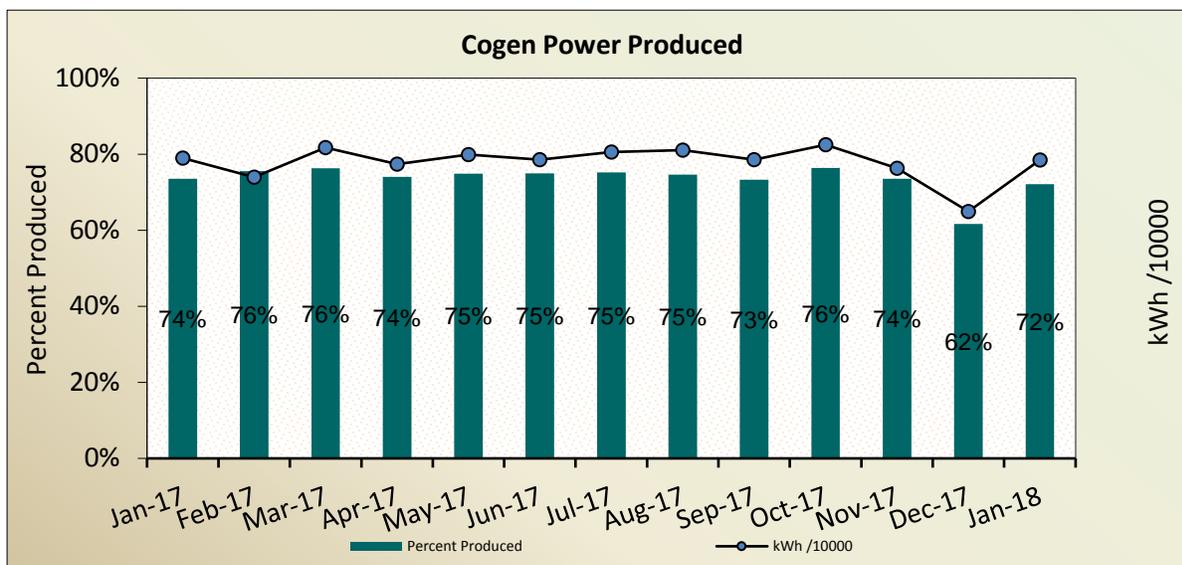
**Future Planning**

- Conduct operational testing of Degritter No. 3 and associated equipment for the 3rd Degritter Project.
- Conduct operational testing of new Chemical Facilities installed in the Chemical Tanks, Pumps, and Piping Project.
- Complete a study of natural gas alternatives with DMJ consultant.
- Meet with East Bay Community Energy regarding community aggregation for electrical service.
- Attend CWEA nutrient removal seminar in February.
- Conduct chemical testing of treatment plant influent RAS, WAS and digested sludge in support of the Digester No. 7 design project.
- Finalize internal report for Aeration Membrane Phase II Project.
- Investigate Bio Mag and actiflow filtration as interim treatment plant options to constructing secondary clarifiers.
- Attend NELAC Implementation Seminar Session No. 2.
- Exercise the Old Alameda Creek emergency wet weather outfall valve if weather permits.
- Review nutrient optimization and upgrade project report for USD as required under the Nutrient Watershed Permit.

**Other**

- Cogen system produced 72% of power consumed for the month of January.

## Performance Measurements



USD's Final Effluent Monthly Monitoring Results				
Parameter	EBDA Limit	Nov-17	Dec-17	Jan-18
Copper, µg/l	78	5.6	3.7	4.6
Mercury, µg/l	0.066	0.00280	0.00239	0.00233
Cyanide, µg/l	42	< 2.5	< 2.5	< 2.5
Ammonia- N, mg/L (Range)	130	38.1 - 42.0	34.8 - 43.1	28.7 - 39.4
Fecal Coliform, MPN/100ml (Range)				
• Monthly Geometric Mean	500	23 - 51	23 - 58	11 - 35
• 11-Sample 90th Percentile	1100	45 - 131	67 - 84	59 - 64
Enterococci				
• Monthly Geometric Mean	240	10 - 11	13 - 17	12 - 26
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:** March 1, 2018

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Paul R. Eldredge, General Manager/District Engineer  
Gene Boucher, Human Resources Manager

**SUBJECT:** Agenda Item No. 9 - Meeting of March 12, 2018  
**Review and consider approval of Publicly Available Pay Schedule**

### **Recommendation**

The President, USD Board of Directors, sign the March 1, 2018 Pay Schedule which will be posted and retained in accordance with CalPERS requirements.

### **Background**

The District negotiated a contract extension with Service Employees International Union (SEIU) extending the contract through August 31, 2018. The extended contract contained provisions for cost of living adjustments (COLA's). The updated pay schedule incorporates the new pay ranges for Classified Employees represented by SEIU. In addition, the Publicly Available Pay Schedule, mandated by CalPERS in August 2011, is designed to: 1) ensure consistency between CalPERS employers; and, 2) enhance the disclosure and transparency of public employee compensation.

The "Publicly Available Pay Schedule" (CCR 570.5) must:

- be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- identify the position title for every employee position;
- show the pay rate for each identified position as a single amount or as multiple amounts within a range;
- indicate the time base (i.e., bi-weekly, monthly, etc.);

- be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- indicate an effective date and date of any revisions;
- be retained by the employer and available for public inspection for not less than 5 years.

The salary changes contained in the March 1, 2018 document are:

1) The new classified salary ranges reflecting the March 1, 2018 COLA adjustment outlined in the SEIU MOU.

2) Laurie Brenner's position title was corrected to "Coach, Finance and Acquisition Services" from the previously listed title of "Coach, Business Services."

## UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2018		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting and Financial Analyst I	\$3,473.60	\$4,559.10
Accounting and Financial Analyst II	\$3,832.00	\$5,029.50
Accounting Tech Specialist	\$3,371.86	\$4,098.53
Accounting Technician I	\$2,724.76	\$3,311.96
Accounting Technician II	\$2,997.21	\$3,643.13
Administrative Specialist I	\$2,663.31	\$3,237.27
Administrative Specialist II	\$2,803.48	\$3,407.64
Assistant Engineer	\$3,883.94	\$5,097.67
Assistant Storekeeper	\$2,589.76	\$3,147.86
Associate Engineer	\$4,363.61	\$5,727.24
Buyer I	\$2,944.00	\$3,863.99
Buyer II	\$3,271.10	\$4,293.33
Chemist I	\$3,664.54	\$4,454.27
Chemist II	\$3,847.78	\$4,676.99
Coach, Capital Improvement Projects	\$5,813.37	\$7,630.05
Coach, Collection Services	\$4,677.97	\$6,139.83
Coach, Customer Service	\$5,813.37	\$7,630.05
Coach, Electrical & Instrumentation	\$4,687.24	\$6,152.01
Coach, Environmental Compliance	\$4,764.66	\$6,253.62
Coach, Finance & Acquisition Services	\$5,045.44	\$6,622.14
Coach - Mechanical Maintenance	\$4,627.80	\$6,073.98
Coach, Research & Support/Sr. Process Engineer	\$5,169.15	\$6,784.51
Coach, Wastewater Plant Operations	\$4,673.26	\$6,133.66
Collection System Worker I	\$2,751.59	\$3,344.58
Collection System Worker II	\$3,026.77	\$3,679.06
Collection Services Trainer	\$3,495.91	\$4,249.30
Communications & Intergovernmental Relations Coordinator	\$3,953.62	\$4,805.63
Construction Inspector I	\$3,201.65	\$3,891.62
Construction Inspector II	\$3,521.81	\$4,280.78
Construction Inspector III	\$3,662.69	\$4,452.02
Customer Service Fee Analyst	\$3,043.39	\$3,699.26
Engineering Assistant/Plan Checker	\$3,926.74	\$4,772.98
Engineering Technician I	\$3,089.19	\$3,754.94
Engineering Technician II	\$3,398.11	\$4,130.42
Engineering Technician III	\$3,737.93	\$4,543.47
Environmental Compliance (EC) Inspector I	\$3,024.57	\$3,676.38
Environmental Compliance (EC) Inspector II	\$3,402.70	\$4,136.01
Environmental Compliance (EC) Inspector III	\$3,777.01	\$4,590.98

## UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2018		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Compliance (EC) Inspector IV	\$4,041.39	\$4,912.34
EC Outreach Representative	\$3,777.01	\$4,590.98
Environmental Health and Safety Program Manager	\$4,280.73	\$5,618.46
Environmental Program Coordinator	\$4,310.89	\$5,658.04
Executive Assistant to the General Manager/Board Secretary	\$3,463.02	\$4,545.22
Fleet Mechanic I	\$3,050.82	\$3,708.30
Fleet Mechanic II	\$3,416.93	\$4,153.30
General Manager	\$8,071.39	\$10,593.70
Human Resources Manager	\$5,307.05	\$6,965.50
Human Resources Analyst II	\$3,622.62	\$4,754.69
Information Technology Administrator	\$5,024.78	\$6,595.02
Information Technology Analyst	\$3,488.30	\$4,578.39
Instrument Tech/Electrician	\$3,757.98	\$4,567.86
Janitor	\$2,040.48	\$2,480.22
Junior Engineer	\$3,495.55	\$4,587.90
Laboratory Director	\$4,557.99	\$5,540.26
Lead Collection System Worker	\$3,329.44	\$4,046.95
Maintenance Assistant	\$1,311.03	\$1,593.57
Manager, Business Services / Chief Financial Officer	\$6,767.14	\$8,881.87
Manager, Collection Services	\$6,282.37	\$8,245.61
Manager, Maintenance	\$6,282.37	\$8,245.61
Manager, Technical Services	\$6,975.85	\$9,155.79
Manager, Treatment & Disposal Services	\$6,282.37	\$8,245.61
Mechanic I	\$3,086.42	\$3,751.56
Mechanic II	\$3,456.80	\$4,201.76
Organizational Performance Program Manager	\$4,501.59	\$5,908.34
Painter	\$3,172.05	\$3,855.64
Planner/Scheduler I	\$3,543.55	\$4,307.22
Planner/Scheduler II	\$3,810.53	\$4,631.72
Plant Operations Trainer	\$4,186.04	\$5,088.15
Plant Operator I	\$2,944.53	\$3,579.09
Plant Operator II	\$3,268.44	\$3,972.81
Plant Operator III	\$3,737.52	\$4,542.98
Principal Engineer	\$5,259.72	\$6,903.38
Purchasing Agent	\$4,127.65	\$5,417.54
Receptionist	\$2,328.79	\$2,830.66
Senior Accounting and Financial Analyst	\$4,175.26	\$5,480.04
Senior Database Administrator / Developer	\$4,466.54	\$5,862.33

## UNION SANITARY DISTRICT PAY SCHEDULE

Effective March 1, 2018		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Engineer	\$4,676.85	\$6,138.37
Senior Geographic Information System (GIS)/Database Administrator	\$4,466.54	\$5,862.33
Senior Information Technology Analyst	\$3,875.89	\$5,087.10
Senior Network Administrator	\$4,277.47	\$5,614.18
Senior Process Engineer	\$4,676.85	\$6,138.37
Storekeeper I	\$3,274.65	\$3,980.36
Storekeeper II	\$3,438.38	\$4,179.37
Training and Emergency Response Program Manager	\$4,128.54	\$5,418.71
Utility Worker	\$2,513.82	\$3,055.57

**Board of Directors:** Directors meet or serve in their official capacity 3 – 12 times per month with a maximum of six paid meetings/month at a rate of \$212.10 per meeting and are paid for a maximum of one meeting per day.

Approved by: \_\_\_\_\_  
President, Board of Directors



**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Paul R. Eldredge  
*General Manager/  
District Engineer*

Karen W. Murphy  
*Attorney*

**DATE:** March 12, 2018

**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. 10 - Meeting of March 12, 2018  
**Review and Consider Approval of Policy No. 2015, Budget Policy**

**Recommendation**

Review and consider approval of Policy No. 2015, the Budget Policy.

**Background**

Policy No. 2015, the Budget Policy, requires review and approval by the Board of Directors every three years.

The Business Services Coach has suggested changes in the policy primarily reflecting name changes from the prior designations of “ECB” and “Non-ECB” to our current practice of designating those elements of the District budget as the Operating and Special Projects budgets for consistency.

Additional changes include merging and/or deleting redundant language in the “Definitions” section related to the ECB and Non-ECB changes, and updating the language in the “Financial Plan” definition to include reference to our financial model and cost of service analysis (COSA) as key elements in our financial planning process.

Lastly, the time afforded the Business Services group to review, update, and close the books monthly was increased to our actual practice of no later than 10 business days from 5 days as previously listed.

Other minor grammatical changes were made (evidenced in the “proposed changes reflected” version included with this Board item.

The font and font size have been changed in the “proposed changes accepted” version to standardize all policy documents moving forward.

Attachments:

Budget Policy #2015- Proposed changes reflected (redline)

Budget Policy #2015- Proposed changes accepted

Union Sanitary District Policy

Effective Date: <u>March 12, 2018</u>	<b>Budget Policy</b>	Policy #2015 Page 1 of 4
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**Deleted:** March 26, 2013

**Policy**

It is the policy of Union Sanitary District to adhere to and comply with the Budgeting process and conventions described herein, to adopt a budget whose revenues are sufficient to support operating and capital expenditures, and to maintain the continued financial viability of the District, thereby ensuring that the level of services identified in the strategic plan can be provided to ratepayers.

**Deleted:** a financially viable District that can maintain a level of services identified in the strategic plan.

**Purpose**

To provide employees with the procedures for the budget process.

**Definitions**

*Amendment* A change to the budget once it has been approved/adopted by the Board of Directors.

*Appropriation* A funding authorization made by the Board which permits the District to incur obligations and to make expenditures of resources. This typically occurs in June with the approval of the final operating and capital budgets. Adoption of the budget authorizes appropriations to the various funds, Work Groups and accounts according to the adopted budget document.

*Budget* A balanced financial plan for a given period, which includes revenues, allocations and may include allocations from reserves which finance various funds and programs. The budget is not only a financial plan; it also serves as a policy guide, operations guide, and communications medium. It is the foundation of the District's financial planning and control.

**Deleted:** of time

*Capital Budget* A plan of proposed capital expenditures and the means of financing them. The capital budget is approved as part of the District's consolidated budget which includes both operating and capital outlays and is based on a capital improvement program (CIP). The District currently designates the Structural Renewal and Replacement fund as 80 and the Capacity fund as 90.

Financial Plan Establishes management policies, goals, and objectives for all programs within the District over a stated year period(s). The District uses a financial model and cost of service analysis (COSA) to aid in determining appropriate revenues and expenditures. Assumptions for the financial model are agreed upon by the Executive Team.

Fiscal Year The beginning and ending period for recording financial transactions. The District has specified July 1<sup>st</sup> to June 30<sup>th</sup> as its fiscal year.

Line Item Budget The operating portion of the Budget is detailed to the account number by Work Group or Team whereby each account pertinent to a Work Group or Team is allotted a certain dollar amount. Line item budgets are prepared by the Executive Team and entered into the accounting system by the beginning of the fiscal year.

Operating Budget The normal ongoing operating costs incurred to operate the District including salaries/benefits, supplies/materials, repairs/maintenance, professional/outside services, and other operating expenses.

The Operating Budget is intended to be a budgetary process to which the District must adhere. It requires Managers to focus on the most efficient expenditure of funds to support their service levels. There is a budget expenditure target established in the Balanced Scorecard, and any savings are rolled over into the Sewer Service Fund for the next year.

Special Projects Board-approved studies and projects outside of normal everyday operating expenses.

**Deleted:** ECB . Expenditure Control Budget – also referred to as the Operating Budget. The ECB is intended to be a budgetary process to which the District must adhere. It requires Managers to focus on the most efficient expenditure of funds to support their service levels. The annual percent increase/decrease to the ECB includes factors such as: the previous calendar year change in the Bay Area Consumer Price Index (CPI-U – All Urban Consumers), District growth based on the increase/decrease in the number of equivalent dwelling units of the previous fiscal year, and projected fund balances. There is a budget expenditure target established in the Balanced Scorecard, and any savings are rolled over into the Sewer Service Fund for the next year.¶

**Deleted:** In conjunction with the long term financial plan, t

**Deleted:** 10-year cashflow plan

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**Deleted:** Also referred to as the Expenditure Control Budget, or ECB.¶

**Deleted:** Non-ECB

**Procedure**

The District prepares an annual budget that is approved by the Board and is adopted at a public Board meeting.

A) Timelines

- Staff informs Board of Budget issues via a series of Budget workshops and Board meetings.
- Vacancies are analyzed annually by the Executive Team, and adjustments made where necessary.
- The Budget is normally approved at the last Board meeting in June.

B) Budget Assumptions

- Classified salaries are budgeted at one step above current step.

- Changes to the CIP, Operating, or renewal & replacement fund budgets may be based on economic condition (e.g. inflation), changes in operations, other extraordinary circumstances, or regulatory requirements.
- Because certain revenues, such as connection fees, are subject to local and economic conditions, estimates will be conservative.
- User fees such as Sewer Service charges will be adjusted as necessary to recover the full cost of services provided.
- CIP is budgeted at 90% of estimated expenditures from the 20-year CIP plan. Changes to this percentage are approved by the Board of Directors.
- The goal of the Operating budget is to be within 95-103% of actual operating expenditures.
- The goal of the Capital budget is to be within 90-110% of actual expenditures.
- The goal of the Special Projects budget is to be within 80-110% of the actual expenditures for priority one special projects.
- Vacancy factor is based on a percentage of the salary budget that is projected to account for differences between budget and actual expenditures.

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C) Amendments to the Approved Budget

- Operating budget line item changes are permitted within a Work Group by the Work Group Manager.
- Operating budget line item changes are permitted between Work Groups with agreement by the Executive Team.
- Fund allocation changes must be approved by the Board of Directors.
- Changes to the Budget, other than those mentioned above are not permitted without the approval of the General Manager and the Board of Directors.
- Variances of the approved budget – Management must be able to explain budget variances (favorable or unfavorable).
- Unbudgeted items – e.g. an emergency project, must be approved in accordance with Purchasing Policy No. 2755.
- Items must be charged to the correct account, whether or not there are adequate budget dollars allocated, in the interest of proper accounting for charges.
- Special Projects – 15% beyond allocated amount or any new project requires Board approval.
- Documentation of amendments (e.g. approved Board item) must be forwarded to Accounting so that records can be properly updated.

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D) Reporting

- Budget-to-actual results are available on a monthly basis by line item to staff, and by fund and major program to the Board of Directors and the Executive Team.
- A Budget document is produced and available annually in the first month of the fiscal year (July). In addition, the budget is posted on the District's portal.
- Annual Financial Summary information is posted on the District's internet site.
- A Comprehensive Annual Financial Report is posted on the District's portal.

**Business Services Responsibility**

Business Services will record and process accounting transactions in accordance with the District’s Budget Policy.

Business Services must file a copy of the adopted budget with the Alameda County Auditor within 60 days after the beginning of the fiscal year, pursuant to CA Government Code Section 53901.

Business Services must provide monthly budget vs. actual reports to staff in a timely manner. Target is no later than the tenth business day of the month.

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**Management Responsibility**

Management is responsible for monitoring the budget and adhering to the District’s Budget Policy.

**Board of Directors Responsibility**

The Board is responsible for reviewing and approving the budget annually.

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Budget Policy	2015	January 8, 2007
Budget Policy	2015	February 22, 2010
<u>Budget Policy</u>	<u>2015</u>	<u>March 26, 2013</u>

Approved by: Board of Directors  
Author/Owner: Business Services Manager  
Reviewers: Executive Team  
Notify Person: Business Services Manager  
Revision Frequency: Every 3 years  
Next Revision: March 2021

Deleted: 2016

Effective Date: March 12, 2018	<b>Budget Policy</b>	Policy #2015 Page 1 of 4
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Approved by: Board of Directors  
 Author/Owner: Business Services Manager  
 Reviewers: Executive Team  
 Notify Person: Business Services Manager  
 Revision Frequency: Every 3 years  
 Next Revision: March 2021



**Summary of the EBDA Commission Meeting  
Thursday, February 15, 2018, at 9:30 a.m.**

Prepared by: P. Eldredge

- Commissioners Johnson, Cutter, Toy, Becker, and Peixoto were present.
- The Consent Calendar was approved unanimously and included the Commission Meeting Minutes, List of Disbursements, and Treasurer's Report.
- The Commission unanimously approved the reports from the Managers Advisory, Financial Management, Regulatory Affairs, Operations & Maintenance, and Personnel committees. The following items were discussed:
- **Closed Session** – The Commission recessed to closed session at 9:35 a.m. to discuss the new General Manager's employment agreement. The Commission returned from closed session at 9:45 a.m. Commission Chair Peixoto stated the General Manager's employment agreement would remain unchanged.
- **General Managers Report** - The General Manager thanked everyone for their efforts at completing a successful recruitment. The General Manager then deferred his comments to specific agenda items.
- **Managers Advisory Committee (MAC)** – The MAC met with the General Manager on February 14, 2018. Guest speakers Hank Ackerman and Sybil Hatch from the County of Alameda Flood Control discussed a partnership with waste water agencies. The MAC also discussed the draft JPA revisions proposed by Oro Loma Sanitary District. The MAC agreed to hold a workshop to continue the JPA renewal discussion.
- **Financial Management Committee** met with the General Manager on February 13, 2018, and reviewed the January List of Disbursements and Treasurer's Report, quarterly expenses, and State Controller financial reporting. The Committee was updated on the Authority's pooled liability insurance costs. Lastly, the Committee discussed a mid-year budget modification and recommends Commission approval of the resolution.
- **Regulatory Affairs Committee** met with the General Manager on February 13, 2018. The Committee reviewed permit compliance and the NPDES annual report. The Committee also discussed two funding resolutions: 1) a contract for laboratory services with Caltest Analytical

Laboratory; and 2) a purchase order to Azyura for reporting services. The Regulatory Affairs Committee recommends Commission adoption of both resolutions.

- **Operations and Maintenance (O&M) Committee** met with met on February 12, 2018 and discussed the status of EBDA facilities. The ongoing facility projects discussed included AEPS No. 1 and No. 6 effluent pumps; Hayward MCC replacement project, No. 2 effluent pump, and generator test; OLEPS fuel tank replacement and Pumps 1 and 4 replacement project; and the MDF water champ; and the SCADA system upgrade. The Committee was updated on the status of special projects including the Transport Pipe Condition Assessment and System Flow Master Plan Modeling.
- **The Ad Hoc Committee** met with the General Manager on February 14, 2018, and discussed Oro Loma Sanitary District's proposed JPA revisions.
- **The Personnel Committee** met February 12, 2108. The Committee discussed several personnel resolutions. The Committee recommends changing the proposed Assistant General Manager classification to Transitional General Manager. The Personnel Committee recommends Commission adoption of the following resolutions: 1) creating a new employee classification; 2) revisions to 17/18 Compensation Plan; and 3) appointing Dr. Connor to the new employee classification with the recommended change to the classification title. The Committee recessed to Closed Session to discuss the General Manager's agreement. The Committee returned from closed session and stated that there was no reportable action. Lastly, the Committee recommends approval of the employment agreement with Jacqueline Zipkin.

The Commission discussed the proposed new employee classification of Assistant General Manager and agreed that *Transitional General Manager* better represents Dr. Connor's role.

- **Resolution Approving FY 2017/2018 Budget Modification No. 1**

Commissioner Cutter moved to adopt the resolution approving FY 2017/2018 budget modifications. The motion was seconded by Commissioner Becker and carried unanimously, 5-0.

- **Resolution Approving an Agreement with Caltest Analytical Laboratory for Laboratory Analytical Services**

Commissioner Becker introduced the resolution approving an agreement with Caltest Analytical Laboratory for the period of March 1, 2018 through December 31, 2022. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0.

- **Resolution Authorizing the General Manager to Issue a Purchase Order for Calendar Year 2018 to Azyura in the Amount of \$20,000 for Waterbits Licensing and Reporting Services**

Commissioner Becker introduced the resolution approving a purchase order to Azyura for calendar year 2018 in the amount of \$20,000. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0.

- **Resolution Creating a New Employee Classification for Assistant General Manager and the Budget for the Classification**

Commissioner Becker introduced the resolution creating a new employee classification. The title of the new classification is changed to Transitional General Manager. The motion was seconded by Commissioner Cutter and carried unanimously, 5-0.

- **Resolution Approving Revisions to the FY 2017/2018 Compensation Plan**

Commissioner Cutter introduced the resolution approving revisions to the FY 2017/18 Compensation Plan. The new employee classification was changed to Transitional General Manager. The motion was seconded by Commissioner Becker and carried unanimously, 5-0.

- **Resolution Appointing Michael S. Connor to the Assistant General Manager Classification**

Commissioner Johnson introduced the resolution appointing Michael S. Connor to the newly created employee classification. As agreed to by the Commission, the title is amended to *Transitional General Manager*. The motion was seconded by Commissioner Toy and carried unanimously, 5-0.

- **Resolution Approving the General Manager's Employment Agreement**

Commissioner Cutter introduced the resolution approving an employment agreement with Jacqueline Zipkin for the position of General Manager effective February 28, 2018. The motion was seconded by Commissioner Becker and carried unanimously, 5-0.

- **Items from the Commission and Staff**

EBDA's member agencies will distribute the press release announcing the appointment of Jacqueline Zipkin to the position of General Manager.

**UNION SANITARY DISTRICT  
CHECK REGISTER  
02/17/2018-03/01/2018**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
166941	2/22/2018	69854	MNS ENGINEERS INC	12/2017 TEMP LABOR OSWALD, W. - ADDITIONAL FEES	\$8,716.50	\$45,462.00
	2/22/2018	69131R2B		08/2017 TEMP LABOR OSWALD, W. - BASE HOURS	\$5,956.50	
	2/22/2018	69310R1		09/2017 TEMP LABOR OSWALD, W. - BASE HOURS	\$7,039.50	
	2/22/2018	69615R1		11/2017 TEMP LABOR OSWALD, W. - BASE HOURS	\$3,790.50	
	2/22/2018	69851		10/2017 TEMP LABOR OSWALD, W. - BASE HOURS	\$7,581.00	
	2/22/2018	69614R1		11/2017 TEMP LABOR OSWALD, W. - ADDITIONAL FEES	\$7,504.50	
	2/22/2018	69853		12/2017 TEMP LABOR OSWALD, W. - BASE HOURS	\$4,873.50	
166957	2/22/2018	6	UGSI CHEMICAL FEED, INC	1 POLYMER MIXING UNIT	\$35,461.00	\$35,461.00
167013	3/1/2018	1211477	POLYDYNE INC	44,780 LBS CLARIFLOC C-6267	\$31,404.33	\$31,404.33
166903	2/22/2018	11309157	BROWN & CALDWELL CONSULTANTS	PRIMARY DIGESTER NO. 7	\$26,308.55	\$29,752.06
	2/22/2018	11308591		EMERGENCY OUTFALL OUTLET IMPROVEMENTS	\$3,443.51	
166986	3/1/2018	164528	CAROLLO ENGINEERS	RAS CONTROL INTERIM IMPROVEMENTS	\$1,215.87	\$29,418.78
	3/1/2018	164520		PLANT SOLIDS SYSTEM/CAPACITY ASSESSMENT	\$24,393.94	
	3/1/2018	164491		ALVARADO INFLUENT PS IMPROVEMENTS	\$3,808.97	
166996	3/1/2018	903430040	EVOQUA WATER TECHNOLOGIES	4606 GALS HYDROGEN PEROXIDE	\$22,090.71	\$22,090.71

**UNION SANITARY DISTRICT  
CHECK REGISTER  
02/17/2018-03/01/2018**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
166973	3/1/2018	180101750	AIRTECH MECHANICAL INC	SERVICE CALL: HVAC EMERGENCY REPAIRS BIDG. #70	\$7,369.34	\$20,843.59
	3/1/2018	180201762		SERVICE CALL: HVAC REPAIRS ON BLDG# 82 & 83	\$1,450.00	
	3/1/2018	180201720		SERVICE CALL: HVAC REPAIRS ON BLDG# 82 & 83	\$5,573.00	
	3/1/2018	180101718		SERVICE CALL: HVAC REPAIRS ON BLDG# 82 & 83	\$4,205.00	
	3/1/2018	180201753		SERVICE CALL: BLDG 82 CHECKED WALL SENSORS	\$600.00	
	3/1/2018	180101733		HVAC QUARTERLY MAINTENANCE BLDGS 70, 82, 83	\$1,646.25	
166921	2/22/2018	93412456	ESRI INC	ARCGIS SWM RENEWAL	\$19,500.00	\$19,500.00
166908	2/22/2018	164225	CAROLLO ENGINEERS	DIGESTER NO. 3 INSP & REHAB	\$5,093.00	\$15,774.17
	2/22/2018	164236		ALVARADO INFLUENT PS IMPROVEMENTS	\$10,681.17	
166984	3/1/2018	32600	CALIFORNIA WATER TECHNOLOGIES	42,500 LBS FERROUS CHLORIDE	\$4,508.66	\$13,314.21
	3/1/2018	32558		41,540 LBS FERROUS CHLORIDE	\$4,446.16	
	3/1/2018	32425		41,840 LBS FERROUS CHLORIDE	\$4,359.39	
166966	2/22/2018	2034257	WEST YOST ASSOCIATES	FORCE MAIN CORROSION REPAIRS - WEST	\$10,653.00	\$10,653.00
166895	2/22/2018	4071036120180121	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 01/19/18-BENSON ROAD	\$10,269.39	\$10,269.39
167025	3/1/2018	862613	UNIVAR USA INC	4798 GALS SODIUM HYPOCHLORITE	\$2,353.82	\$9,614.94
	3/1/2018	862614		4797 GALS SODIUM HYPOCHLORITE	\$2,353.33	
	3/1/2018	863453		5003 GALS SODIUM HYPOCHLORITE	\$2,454.38	
	3/1/2018	863221		5001 GALS SODIUM HYPOCHLORITE	\$2,453.41	
166946	2/22/2018	300069	RECOLOGY SONOMA MARIN	GRIT DISPOSAL - 2018 JANUARY	\$9,449.12	\$9,449.12

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167030	3/1/2018	40296	WECO INDUSTRIES LLC	120 GALS SANAFOAM VAPOROOTER II	\$8,261.68	\$9,274.32
	3/1/2018	40269		CAMERA REPAIRS	\$1,012.64	
167027	3/1/2018	40878	VALLEY OIL COMPANY	504 GALS MOBIL PEGASUS 805	\$8,617.92	\$8,617.92
166991	3/1/2018	304556	COMTEL SYSTEMS TECHNOLOGY	ADD KEYPAD TO FMC TOOL ROOM DOOR	\$7,997.41	\$7,997.41
166894	2/22/2018	180101748	AIRTECH MECHANICAL INC	SERVICE CALL: BLDG 82 SERVER ROOM	\$1,607.58	\$7,492.58
	2/22/2018	180101749		JAN 2018: FILTER CHANGE BLDGS 54, 63, 81, 90	\$915.00	
	2/22/2018	180101735		SERVICE CALL: BLDG 52 - NEW WALL MOUNTED EXHAUST FAN	\$4,970.00	
166923	2/22/2018	209601	FERGUSON WELDING SERVICE INC	DRIVE COVER PLATE FABRICATION	\$7,067.90	\$7,067.90
167031	3/1/2018	2034258	WEST YOST ASSOCIATES	3RD SLUDGE DEGRITTER SYSTEM	\$6,796.00	\$6,796.00
167001	3/1/2018	166714	HANSEN SUPPLY CO	ROLAND HX 129 ENGRAVER WITH SOFTWARE	\$5,979.92	\$5,979.92
166958	2/22/2018	861468	UNIVAR USA INC	4802 GALS SODIUM HYPOCHLORITE	\$2,355.77	\$4,709.59
	2/22/2018	862043		4798 GALS SODIUM HYPOCHLORITE	\$2,353.82	
166983	3/1/2018	222712	BURKE, WILLIAMS & SORENSON LLP	COGEN - DECEMBER 2017	\$2,325.96	\$4,666.54
	3/1/2018	222711		GENERAL LEGAL - DECEMBER 2017	\$1,652.62	
	3/1/2018	222710		LEGAL SERVICES INSURANCE CLAIM - DECEMBER 2017	\$131.04	
	3/1/2018	222950		COGEN - JANUARY 2018	\$556.92	
166905	2/22/2018	32515	CALIFORNIA WATER TECHNOLOGIES	41,700 LBS FERROUS CHLORIDE	\$4,344.80	\$4,344.80

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167010	3/1/2018	56027770	MCMaster SUPPLY INC	ASTD PARTS & MATERIALS	\$1,698.80	\$4,073.66
	3/1/2018	57063839		4 OIL DISPENSERS	\$235.69	
	3/1/2018	56917605		ASTD PARTS & MATERIALS	\$103.24	
	3/1/2018	57229731		ASTD PARTS & MATERIALS	\$72.79	
	3/1/2018	57392532		ASTD PARTS & MATERIALS	\$26.98	
	3/1/2018	55855245		ASTD PARTS & MATERIALS	\$1,024.46	
	3/1/2018	57348669		ASTD PARTS & MATERIALS	\$219.96	
	3/1/2018	57184828		ASTD PARTS & MATERIALS	\$243.19	
	3/1/2018	57281555		ASTD PARTS & MATERIALS	\$448.55	
166972	3/1/2018	174257	ADVANCED CHEMICAL TRANSPORT	HAZARDOUS MATERIAL MANAGEMENT	\$3,674.16	\$3,674.16
166970	3/1/2018	67753	3T EQUIPMENT COMPANY INC	3 PIPE PATCH KITS	\$2,056.85	\$3,373.85
	3/1/2018	67757		2 PIPE PATCH KITS	\$1,317.00	
166997	3/1/2018	7779	FREMONT PAIN TREATMENT CENTER	REFUND # 20786	\$3,300.00	\$3,300.00
166922	2/22/2018	2017198	FARALLON GEOGRAPHICS INC	PLANT GIS UPGRADE	\$3,195.00	\$3,195.00

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166981	3/1/2018	12453210	BLAISDELL'S	1 BX LABELS	\$27.65	\$2,955.25
	3/1/2018	12442730		ASTD OFFICE SUPPLIES	\$60.91	
	3/1/2018	12453430		1 HEADSET EARBUD	\$3.06	
	3/1/2018	12443260		ASTD OFFICE SUPPLIES	\$16.01	
	3/1/2018	12449510		ASTD OFFICE SUPPLIES	\$15.42	
	3/1/2018	12447930		ASTD OFFICE SUPPLIES	\$64.99	
	3/1/2018	12448140		1 PK MARKERS	\$8.22	
	3/1/2018	12417880		14 CONFERENCE ROOM CHAIRS FOR DECOTO	\$2,691.79	
	3/1/2018	12446000		3 BX CREAMER	\$22.17	
	3/1/2018	12454310		ASTD OFFICE SUPPLIES	\$45.03	
166967	2/22/2018	14714	WESTERN MACHINE & FAB INC	5 HALFDOME GUARDS	\$2,935.81	\$2,935.81
166892	2/22/2018	67738	3T EQUIPMENT COMPANY INC	6 LEADER HOSES & COUPLINGS	\$1,698.41	\$2,912.32
	2/22/2018	67740		1 PIRANHA HYDRAULIC SEWAGE MACHINE	\$1,213.91	
166960	2/22/2018	40883	VALLEY OIL COMPANY	ASTD LUBRICANTS	\$2,908.59	\$2,908.59
166955	2/22/2018	8366	TRI POINTE CONTRACTORS LP	REFUND # 20778	\$2,500.00	\$2,500.00
167006	3/1/2018	8772	JONES BOSCELL FREMONT RP LLC	REFUND # 20780	\$2,500.00	\$2,500.00
166949	2/22/2018	71214674	ROSEMOUNT MEASUREMENT INC	1 TEMPERATURE TRANSMITTER	\$2,436.49	\$2,436.49
166943	2/22/2018	XCTZ02I	PACHECO BROTHERS GARDENING INC	WEED ABATEMENT WORK FEBRUARY 2018	\$915.00	\$2,280.00
	2/22/2018	XCTZ02H		LANDSCAPE MAINTENANCE SERVICES FEBRUARY 2018	\$1,365.00	

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166913	2/22/2018	1218719	CLEAR EDGE FILTRATION INC	2 GBT BELTS	\$2,056.30	\$2,056.30
166992	3/1/2018	7616	CONTROLWORX LLC	WATERCHAMP CORD REPAIR AND NEW SEAL	\$1,670.01	\$1,670.01
166897	2/22/2018	10420	AMERICAN DISCOUNT SECURITY	01/01/18 - 01/31/18 GUARD AT DISTRICT GATE	\$1,621.50	\$1,621.50
166987	3/1/2018	LQG2686	CDW GOVERNMENT LLC	SINGLEWIRE PBX PAGING ANNUAL SUPPORT	\$1,562.50	\$1,562.50
166904	2/22/2018	222709	BURKE, WILLIAMS & SORENSON LLP	CIP - DECEMBER 2017	\$1,506.96	\$1,506.96
167017	3/1/2018	9395	ROOTER HERO	REFUND # 20799	\$500.00	\$1,500.00
	3/1/2018	9368		REFUND # 20798	\$500.00	
	3/1/2018	9319		REFUND # 20790	\$500.00	
166932	2/22/2018	PSS3881	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - JANUARY 2018	\$338.53	\$1,476.91
	2/22/2018	201522275		DATA/MEDIA OFF-SITE STORAGE - JANUARY 2018	\$284.22	
	2/22/2018	PTC9195		OFF-SITE STORAGE AND SERVICE - JANUARY 2018	\$854.16	
166937	2/22/2018	15637	LOOKINGPOINT INC	ANNUAL SUPPORT FOR PHONE AND NETWORK	\$1,225.00	\$1,475.00
	2/22/2018	15614		IT STORAGE CONSULTING	\$250.00	
166998	3/1/2018	9680611960	GRAINGER INC	ASTD PARTS & MATERIALS	\$57.77	\$1,387.34
	3/1/2018	9677932700		ASTD PARTS & MATERIALS	\$538.92	
	3/1/2018	9679290701		ASTD PARTS & MATERIALS	\$328.16	
	3/1/2018	9680740413		ASTD PARTS & MATERIALS	\$65.82	
	3/1/2018	9679112749		ASTD PARTS & MATERIALS	\$396.67	
166947	2/22/2018	20180215	THERESA RODRIGUEZ	1ST & 2ND QTR FY18 ALT COMP SPECIAL RECOGNITION	\$1,350.00	\$1,350.00

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166979	3/1/2018	4CT37	BAY AREA AIR QUALITY MGMT DIST	ANNUAL PERMIT RENEWAL - SITE A2884	\$1,277.00	\$1,277.00
166954	2/22/2018	3366998489	STAPLES CONTRACT & COMMERCIAL	JANITORIAL/BREAKROOM SUPPLIES	\$1,174.15	\$1,268.01
	2/22/2018	3366998490		JANITORIAL SUPPLIES	\$35.66	
	2/22/2018	3366998492		BREAKROOM SUPPLIES	\$58.20	
166928	2/22/2018	9672889707	GRAINGER INC	ASTD PARTS & MATERIALS	\$178.68	\$1,250.98
	2/22/2018	9671563063		2 INSULATED CONNECTORS	\$22.96	
	2/22/2018	9671563055		ASTD PARTS & MATERIALS	\$396.59	
	2/22/2018	9672677862		ASTD PARTS & MATERIALS	\$160.24	
	2/22/2018	9671563071		ASTD PARTS & MATERIALS	\$492.51	
166920	2/22/2018	1091938	ENTHALPY ANALYTICAL LLC	31 LAB SAMPLE ANALYSIS	\$515.00	\$1,200.00
	2/22/2018	1091698		5 LAB SAMPLE ANALYSIS	\$70.00	
	2/22/2018	1091262		32 LAB SAMPLE ANALYSIS	\$615.00	
166976	3/1/2018	20180110	AMAZON.COM LLC	01/18-ASTD OFFICE SUPPLIES	\$1,102.62	\$1,102.62
166974	3/1/2018	5178368	ALL INDUSTRIAL ELECTRIC SUPPLY	4 FLUKE-T6-1000 ELECTRICAL TESTER	\$957.51	\$1,060.79
	3/1/2018	5178711		ASTD PARTS & MATERIALS	\$65.72	
	3/1/2018	5178323		ASTD PARTS & MATERIALS	\$37.56	
166933	2/22/2018	4027484	KELLY SERVICES INC	TEMP LABOR-GONZALEZ, E. WK END 01/28/2018	\$1,036.20	\$1,036.20
166959	2/22/2018	17361	V&A CONSULTING ENGINEERS	DIGESTER NO. 3 INSP & REHAB	\$1,034.40	\$1,034.40
166939	2/22/2018	56450145	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$1,016.83	\$1,016.83

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166948	2/22/2018	9517	ROOTER HERO	REFUND # 20773	\$500.00	\$1,000.00
	2/22/2018	9516		REFUND # 20774	\$500.00	
166934	2/22/2018	1454619	LIEBERT CASSIDY WHITMORE	LEGAL SERVICES - GENERAL	\$995.00	\$995.00
166914	2/22/2018	20180129	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$975.20	\$975.20
167020	3/1/2018	1834670001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$568.24	\$967.10
	3/1/2018	1829569008		ASTD ELECTRICAL SUPPLIES	\$109.95	
	3/1/2018	1829569007		ASTD ELECTRICAL SUPPLIES	\$288.91	
166938	2/22/2018	26152	MAR-LEN SUPPLY INC	SERVICE CALL: REPAIR CAR WASH	\$905.14	\$905.14
167014	3/1/2018	08B0036018380	NESTLE WATERS NO. AMERICA READYWATER SERVICE 01/07/18 - 02/06/18		\$871.16	\$871.16
167000	3/1/2018	93654932	H & E EQUIPMENT SERVICES INC	EQUIPMENT RENTAL	\$840.03	\$840.03
167008	3/1/2018	5030096	KELLY SERVICES INC	TEMP LABOR-GONZALEZ, E. WK END 02/04/2018	\$828.96	\$828.96
167004	3/1/2018	1056707	INDUSTRIAL SAFETY SUPPLY	CALIBRATION GAS	\$815.11	\$815.11
166925	2/22/2018	10112	FREMONT EXPRESS COURIER SVC	COURIER SVCS: JAN 2018 DAILY MAIL/1 BOARDMEMBER DELIVERY	\$790.00	\$790.00
166915	2/22/2018	89269	COPYMAT NEW BAY	500 SETS FOR OPEN HOUSE	\$784.80	\$784.80
166995	3/1/2018	1092271	ENTHALPY ANALYTICAL LLC	16 LAB SAMPLE ANALYSIS	\$230.00	\$740.00
	3/1/2018	1092934		10 LAB SAMPLE ANALYSIS	\$510.00	
167003	3/1/2018	3L8444	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$133.72	\$715.57
	3/1/2018	3L8411		ASTD PVC PARTS & MATERIALS	\$44.78	
	3/1/2018	3L8443		ASTD PVC PARTS & MATERIALS	\$537.07	

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166936	2/22/2018	1029807	LIZARDTECH INC	GEOEXPRESS SUPPORT RENEWAL	\$710.00	\$710.00
166942	2/22/2018	1551077	MOBILE MODULAR MANAGEMENT CORFFMC TRAILER RENTAL - FEB 2018		\$693.63	\$693.63
167007	3/1/2018	81010580	KANO LABORATORIES INC	5 CS KROIL LUBRICANT	\$691.69	\$691.69
166935	2/22/2018	16298	LIGHTHOUSE SERVICES INC	ANNUAL FRAUD HOTLINE FEE 2/1/18 - 2/1/19	\$690.00	\$690.00
166990	3/1/2018	20180222	KEVIN COFFEE	TRAVEL REIMB: LODGING, PER DIEM, MILEAGE - CUES TRAINING	\$689.04	\$689.04
167016	3/1/2018	27751	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$687.46	\$687.46
167021	3/1/2018	1831365003	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$659.41	\$659.41
166993	3/1/2018	20180226	CWEA	3 CERT & 2 MEMBERSHIP RENEWALS - CS 5 EMPLOYEES	\$645.00	\$645.00
166912	2/22/2018	41789	CLAREMONT BEHAVIORAL SERVICES	MAR 2018 EAP PREMIUMS	\$644.00	\$644.00
166989	3/1/2018	54761280	CINTAS CORPORATION	NEW EMPLOYEE WINTER JACKETS - S. SOTH	\$642.17	\$642.17
166893	2/22/2018	9951243226	AIRGAS NCN	CYLINDER RENTAL	\$640.44	\$640.44
166952	2/22/2018	532675	SAFECHECKS	3000 AP CHECK STOCK	\$635.61	\$635.61
166956	2/22/2018	119461	TRI-SIGNAL INTEGRATION INC	FIRE PROTECTION SERVICE - MONTHLY CHARGE MONITORING AGREEMENT	\$266.67	\$616.67
	2/22/2018	119462		FIRE PROTECTION SERVICE - UL CERTIFICATE	\$350.00	
166940	2/22/2018	180247	METROMOBILE COMMUNICATIONS INC	ANNUAL RADIO SERVICE - FEBRUARY 2018	\$599.08	\$599.08
166929	2/22/2018	20180221.1	TIMOTHY GRILLO	EXP REIMB: R&S TEAM RECOGNITION MEAL	\$94.09	\$593.09
	2/22/2018	20180221		EXP REIMB: SEMINAR REG BAY AREA AIR QUALITY PERMITNG & REGS	\$499.00	
167022	3/1/2018	61685	STARLINE SUPPLY COMPANY	12 CS COMPOSTABLE UTENSILS	\$588.96	\$588.96
166906	2/22/2018	4024908339	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$568.85	\$568.85

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166917	2/22/2018	267915	DALE HARDWARE INC	ASTD PARTS & MATERIALS	\$565.87	\$565.87
166907	2/22/2018	21528573	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$466.30	\$552.45
	2/22/2018	21528572		PAINT & RELATED PAINT SUPPLIES	\$86.15	
166916	2/22/2018	201303545	COVELLO GROUP INC	THICKENER CONROL BUILDING IMPROVEMENTS PHASE II	\$544.00	\$544.00
166902	2/22/2018	12429740	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$80.82	\$535.81
	2/22/2018	12428600		1 TONER / 1 DZ PENS	\$100.58	
	2/22/2018	12433800		2 TONERS	\$354.41	
167028	3/1/2018	20180227	KAHOU VONG	EXP REIMB: REGISTRATION - CWEA ANNUAL CONF 2018	\$525.00	\$525.00
166944	2/22/2018	20180220	PETTY CASH	PETTY CASH REPLENISHMENT	\$510.15	\$510.15
167024	3/1/2018	1001181580	TPX COMMUNICATIONS	WIRELESS INTERNET BACKUP - FEBRUARY	\$505.97	\$505.97
166962	2/22/2018	9307	W.L. BUTLER CONSTRUCTION INC	REFUND # 20775	\$500.00	\$500.00
166978	3/1/2018	9207	ARCOS DEVELOPMENT	REFUND # 20785	\$500.00	\$500.00
166999	3/1/2018	8570	RAJESH GULANI	REFUND # 20800	\$500.00	\$500.00
167029	3/1/2018	8081246529	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$24.78	\$477.99
	3/1/2018	8081293815		LAB SUPPLIES	\$61.71	
	3/1/2018	8081297438		LAB SUPPLIES	\$123.23	
	3/1/2018	8081275278		LAB SUPPLIES	\$268.27	
167002	3/1/2018	1875819	HANSON AGGREGATES INC	6.28 TONS 1/2 MED TYPE A AC-R	\$474.73	\$474.73
166968	2/22/2018	28228	WILEY PRICE & RADULOVICH LLP	LABOR & EMPLOYMENT LAW FEES	\$442.50	\$442.50

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167032	3/1/2018	4707	ZELAYA DESIGNS	PUBLIC OUTREACH - FOG POSTCARDS	\$231.50	\$439.00
	3/1/2018	4706		GRAPHICS - USD CENTENNIAL TOTE BAGS	\$180.00	
	3/1/2018	4708		GRAPHICS - USD LOGO VECTOR VERSION	\$27.50	
166910	2/22/2018	65297	CITYLEAF INC	PLANT MAINTENANCE - FEB 2018	\$431.86	\$431.86
167018	3/1/2018	3168187001	S & S SUPPLIES & SOLUTIONS	SAFETY SUPPLIES	\$423.64	\$423.64
166985	3/1/2018	284625	STATE OF CALIFORNIA	13 NEW HIRE FINGERPRINTS	\$416.00	\$416.00
167011	3/1/2018	20180127	PACIFIC GAS AND ELECTRIC	REFUND DOUBLE PAYMENT OF AR INVOICE 2281	\$393.35	\$393.35
166924	2/22/2018	239545	FRANK A OLSEN COMPANY	1 NPS 20 INCH CHECK VALVE PACKING GLAND	\$386.31	\$386.31
166909	2/22/2018	54K106266	CINTAS CORPORATION NO. 2	ASTD DUST MOPS, WET MOPS & TERRY TOWEL	\$17.22	\$384.37
	2/22/2018	54K106265		UNIFORM LAUNDERING & RUGS	\$367.15	
166975	3/1/2018	23519	ALLIED FLUID PRODUCTS CORP	ASTD PARTS & MATERIALS	\$377.26	\$377.26
166900	2/22/2018	259355	BAY AREA AIR QUALITY MGMT DIST	PERMIT RENEWAL: BOYCE LS 4/1/2018 - 4/1/2019	\$356.00	\$356.00
167023	3/1/2018	9020751384	THERMO ELECTRON NORTH AMERICA	DUO TORCH (PARALLEL) FOR ICP	\$328.76	\$328.76
166963	2/22/2018	20180220	WEF-WATER ENVIRONMENT FEDERATI	WEF MEMBERSHIP S GHOSSAIN	\$320.00	\$320.00
166964	2/22/2018	20180220.1	WEF-WATER ENVIRONMENT FEDERATI	WEF MEMBERSHIP R CHAU	\$320.00	\$320.00
166971	3/1/2018	5882C13411	ACCESS OMNICARE	FIRST AID OFFICE VISIT	\$305.00	\$305.00
166945	2/22/2018	138686	PREFERRED ALLIANCE INC	JANUARY 2018 SERVICE FEE	\$290.88	\$290.88
166953	2/22/2018	20180221	JOHN SEO	EXP REIMB: CWEA MEMBERSHIP RENEWAL	\$265.00	\$265.00
166965	2/22/2018	6015063	WEST SAFETY SERVICES INC	E911 CLOUD SERVICE	\$250.00	\$250.00

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166980	3/1/2018	352406	BAY AREA BARRICADE SERVICE INC	5 CS GREEN MARKING PAINT	\$235.97	\$235.97
166919	2/22/2018	90098408906	ENTERPRISE GOV 43-1514861	RENTAL: K. TRUONG, ONTARIO, CA	\$211.34	\$211.34
166951	2/22/2018	3154543001	S & S SUPPLIES & SOLUTIONS	4 DZ LEATHER GLOVES	\$209.10	\$209.10
166927	2/22/2018	6700155341	G&K SERVICES CO	2 SLASH POCKET JACKETS - FARSAI/SOTH	\$203.46	\$203.46
166994	3/1/2018	20180226.1	CWEA	MEMBERSHIP RENEWAL - A HERNANDEZ	\$180.00	\$180.00
166911	2/22/2018	28400	CIWA, INC	E-WASTE REMOVAL & RECYCLING	\$175.00	\$175.00
167005	3/1/2018	20180227	PAULETTE JACOBS-ROBERSON	EXP REIMB: MEAL - CASSE MTG	\$158.61	\$158.61
166899	2/22/2018	20180220	ANDREW BAILE	TRAVEL REIMB: AIRFARE- NO DIG ANNUAL SHOW	\$149.96	\$149.96
166930	2/22/2018	602850008	HILLYARD/SAN FRANCISCO	JANITORIAL SUPPLIES	\$138.20	\$138.20
166901	2/22/2018	20977400	BECK'S SHOES	SAFETY SHOES: M MARZANO	\$130.00	\$130.00
166896	2/22/2018	5178288	ALL INDUSTRIAL ELECTRIC SUPPLY	ASTD PARTS & MATERIALS	\$115.40	\$115.40
167019	3/1/2018	113	SABRE BACKFLOW INC	BACKFLOW CALIBRATION ACCURACY SERVICE	\$115.00	\$115.00
166931	2/22/2018	5747869	HOSE & FITTINGS ETC	ASTD PARTS & MATERIALS	\$112.37	\$112.37
167015	3/1/2018	93126	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE MARCH 2018	\$112.00	\$112.00
166961	2/22/2018	8081228691	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$110.57	\$110.57
166969	2/22/2018	4695	ZELAYA DESIGNS	USD UTILITY SERVICE COMPARISON CHART	\$68.00	\$110.50
	2/22/2018	4696		PUBLIC OUTREACH	\$42.50	
166988	3/1/2018	20180227	RAYMOND CHAU	EXP REIMB: CIP TEAM QTLY SAFETY STRATEGY RECOGNITION	\$104.45	\$104.45
167012	3/1/2018	224720180221	PACIFIC GAS AND ELECTRIC	SERV TO 02/20/18 CS TRAINING TRAILER	\$101.67	\$101.67

**UNION SANITARY DISTRICT  
CHECK REGISTER  
02/17/2018-03/01/2018**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
166982	3/1/2018	27784	BRITECH ELECTROPOLISHING	CLEANING OF DISTRICT ALUMINUM SIGN	\$90.00	\$90.00
166950	2/22/2018	7702639602	RS HUGHES CO INC	ASTD SAFETY SUPPLIES	\$63.12	\$63.12
166918	2/22/2018	615320180220	DISH NETWORK	MAR 2018 - SERVICE FEE	\$60.90	\$60.90
166926	2/22/2018	20496	FREMONT RECYCLING & TRANSFER	.52 TON GREEN WASTE	\$52.13	\$52.13
166977	3/1/2018	1769434	ANALYSTS, INC.	2 LAB SAMPLE ANALYSIS	\$48.30	\$48.30
166898	2/22/2018	1768870	ANALYSTS, INC.	2 LAB SAMPLE ANALYSIS	\$44.00	\$44.00
167009	3/1/2018	20180227	ANJALI LATHI	EXP REIMB: MEAL - BOARD CLOSED SESSION & WORKSHOP	\$30.56	\$30.56
167026	3/1/2018	98XW53068	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 02/10/18	\$14.92	\$14.92

**Invoices:**

Credit Memos :	0	
\$0 - \$1,000 :	149	50,574.30
\$1,000 - \$10,000 :	67	231,138.97
\$10,000 - \$100,000 :	9	190,762.09
Over \$100,000 :	0	
<b>Total:</b>	<b>225</b>	<b>472,475.36</b>

**Checks:**

\$0 - \$1,000 :	85	37,622.60
\$1,000 - \$10,000 :	44	150,909.52
\$10,000 - \$100,000 :	12	283,943.24
Over \$100,000 :		
<b>Total:</b>	<b>141</b>	<b>472,475.36</b>

## On the Front Lines of Sea-Level Rise, Sewage Treatment Plants Adapt

Some coastal sewage treatment plants are beginning to experience challenges from climate change, such as backflow from seawater and potential discharge problems. Two experts explain how facilities in the San Francisco Bay Area are addressing these risks.

Written by Matt Weiser Published on Feb. 26, 2018



This so-called “horizontal levee” was built along the San Francisco Bay shoreline in a partnership with Oro Loma Sanitary District, Castro Valley Sanitary District and several environmental groups. It uses native plants to hold and filter treated wastewater while also serving as a buffer against sea-level rise. *Jack Hogan, Arup*

Rising sea levels are expected to cause all kinds of trouble in coastal communities, from eroded shorelines to flooded buildings and roads. One of the areas showing the most pressing vulnerability, however, is sewage treatment plants.

Most wastewater plants release treated sewage into a convenient river or bay. As a result, those in America’s coastal cities were built at or near sea level, so effluent can be discharged by gravity flow. But as sea level rises, gravity flow may not work any more. Seawater could also upset the delicate chemical process and cause corrosion that destroys plumbing and electrical systems.

In California, a draft study commissioned by the Bay Area Association of Clean Water Agencies examined the risk of sea-level rise to 37 sewage treatment facilities around the Bay. It estimates 2.2ft (67cm) of rise in the level in 50 years, and 6.2ft (189cm) in 100 years. It found 15

facilities are already vulnerable to sea-level rise, and 12 more will be at risk over the next century.

To learn more about how these facilities are adapting, Water Deeply talked to Jason Warner, general manager of Oro Loma Sanitary District in San Lorenzo; and Anna Roche, climate change and social projects manager at the San Francisco Public Utilities Commission.

## **Water Deeply: Is San Francisco experiencing wastewater problems now because of sea-level rise?**

Anna Roche: I wouldn't say this is something we are seeing on a regular basis. There have been one or two instances during the winter of 2016–17. We had a combination of a very large storm with a storm surge, during a high tide, and at that point we did see a higher level of saltwater intrusion into the system than we would normally expect.

I don't know if you can specifically point to sea-level rise in those cases. But we're just faced with this additional combination of events that create that perfect storm of things building on each other.

## **Water Deeply: Oro Loma built a 'horizontal levee' in response to sea-level rise. How did that come about?**

Jason Warner: Well, I can either drive sheet pile or build a concrete wall around our facility to protect it from rising water. And I can very quickly protect our facility. The problem is, a fair number of our customers would be underwater. So I don't think just protecting the expensive assets of the treatment plant solves the problem.

Out here on the Hayward shoreline, from San Leandro down to about Fremont, a bunch of people have been working together, talking about how to respond to sea rise: business owners, Audubon Society, Save the Bay, park districts, the Hayward City Council. This concept of the horizontal levee emerged out of that. It combines a FEMA-certified flood control levee with a long, broad slope in front of it.

The slope is vegetated and absorbs energy from wave action. The vegetated slope provides critical upland habitat along the bay edge. The elements work together to provide a lower-cost, resilient and habitat-friendly approach.



In 2015, staff and volunteers from Save the Bay planted native vegetation on a “horizontal levee” built at Oro Loma Sanitary District’s wastewater treatment plant in San Lorenzo, California. The project is designed to provide wildlife habitat while also protecting the treatment plant from sea-level rise. (Photo Courtesy Save the Bay)

## **Water Deeply: What happens to wastewater systems when seawater enters them?**

Roche: We’re trying to understand how influxes of salt water affect the biological process in our system. Will that have an impact? We’re not completely clear on that right now. We’re also concerned about water getting into places where it shouldn’t be, shutting down systems or not operating the way they’re supposed to.

The steps we’re taking now are to reduce the risks. We’re installing backflow preventers, for example, as a step to reduce the interim term risk of that.

Our combined sewer discharges sit at a level where they’re above the high-water line most of the time. Well, that high-water line is going to go up as sea level rises. We anticipate it will get to a point that our discharge will be not as effective as it is now. Because of the hydraulic head it’s coming out against, at some time we’ll have to start pumping. If things exist as they are today and we have 3ft (0.9m) of sea-level rise, more than likely we’ll be pumping. Because of the different sea level rise projections, it’s hard to really know when.

## **Water Deeply: Tell me about the seawall project San Francisco is planning.**

Roche: We are proposing a low-profile, buried seawall to protect wastewater infrastructure associated with our Oceanside Treatment Plant, which is close to Ocean Beach. It is an area that has been experiencing chronic erosion since the early '90s. So we've been trying to come up with an adaptive strategy to address it, which includes managed retreat, beach nourishment and hardscape to protect our infrastructure.

One of the strategies is a low-profile structure to protect the most seaward piece of equipment in this area, called the Lake Merced Tunnel, built in the late '80s as part of a clean water program. It's a 14ft (4.3m)-diameter tunnel that captures both sewage and stormwater, and transports it to the Oceanside Treatment Plant. The reason it's such a large tunnel is to address storms, to give the system enough time to hold that water and deliver it to Oceanside before it gets discharged out to the deepwater ocean outfall.

## **Water Deeply: Do you feel your industry is doing enough to prepare for sea level rise?**

Warner: The narrative that wastewater plants aren't doing enough doesn't give the industry enough credit. We're being very thoughtful about the new infrastructure we're installing, and making sure we're considering sea rise in all our programs.

An example is our overall capital investment program. We list all projects, maybe \$70 million over 10 years. We have a checklist for each project that asks, "Are there sea-rise concerns?" It's definitely front and center to make sure we don't create more trouble by building new facilities in vulnerable locations.