



**UNION SANITARY DISTRICT BOARD MEETING/
UNION SANITARY DISTRICT FINANCING AUTHORITY
AGENDA**

**Monday, April 12, 2021
Regular Meeting - 4:00 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

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 31, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, April 12, 2021, Regular Board Meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. **To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by following the steps listed below to listen to the Board Meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 before 3:00 p.m. on the date of the meeting.** Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Board President's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call the Board Clerk who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Union Sanitary District procedure for resolving reasonable accommodation requests.

To listen to this Regular Board Meeting:

Call: 1-888-788-0099 or 1-877-853-5247

Meeting ID: 848 0920 0033#

Participant ID: #

Click the Zoom link below to watch and listen:

<https://us02web.zoom.us/j/84809200033>

	1.	Call to Order.
	2.	Salute to the Flag. (This item has been suspended due to the COVID-19 pandemic.)
	3.	Roll Call.
Motion	4.	Approve Minutes of the Union Sanitary District Board Meeting of March 22, 2021.
Motion	5.	Approve Minutes of the Union Sanitary District Special Board Meeting of March 31, 2021.
	6.	Written Communications.
	7.	Public Comment. Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available in the Boardroom and are requested to be completed prior to the start of the meeting.
Motion	8.	Boardmember Compensation for Fiscal Year 2022 <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	9.	Consider a Resolution to Approve Revised Policy No. 2760, Standardized Equipment Policy <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Motion	10.	Review and Consider Approval of Policy 2920, Computer Purchase and Student Loan Program <i>(to be reviewed by the (Personnel Committee)</i> .
Motion	11.	Election of Officers for the Board of Directors.
Information	12.	COVID-19 Update.
Information	13.	Check Register.
Information	14.	Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i> <ol style="list-style-type: none"> Personnel Committee – Thursday, April 8, 2021, at 1:30 p.m. <ul style="list-style-type: none"> Director Kite and Director Handley Budget & Finance Committee – Friday, April 9, 2021, at 10:00 a.m. <ul style="list-style-type: none"> Director Kite and Director Toy Engineering and Information Technology Committee – Friday, April 9, 2021, at 11:00 a.m. <ul style="list-style-type: none"> Director Lathi and Director Handley Legislative Committee – will not meet. Legal/Community Affairs Committee – will not meet.
Information	15.	General Manager’s Report. <i>(Information on recent issues of interest to the Board)</i> .
	16.	Other Business: <ol style="list-style-type: none"> Comments and questions. <i>Directors can share information relating to District business and are welcome to request information from staff.</i> Scheduling matters for future consideration.

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17. Adjournment – The Board will adjourn to the next Regular Board Meeting to be held virtually on Monday, April 26, 2021, at 4:00 p.m.
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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.



PERSONNEL COMMITTEE MEETING
Committee Members: Director Kite and Director Handley

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Thursday, April 8, 2021
1:30 P.M.

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

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Karen W. Murphy
Attorney

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

1. Call to Order

2. Roll Call

3. Public Comment
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of April 12, 2021:
 - Review and Consider Approval of Policy 2920, Computer Purchase and Student Loan Program

5. Adjournment

<p>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.</p>
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BUDGET & FINANCE COMMITTEE MEETING
Committee Members: Director Kite and Director Toy

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Friday, April 9, 2021
10:00 A.M.

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

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Karen W. Murphy
Attorney

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

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1. Call to Order
2. Roll Call
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4. Items to be reviewed for the Regular Board meeting of April 12, 2021:
 - Boardmember Compensation for Fiscal Year 2022
5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.
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ENGINEERING AND INFORMATION TECHNOLOGY COMMITTEE MEETING

Committee Members: Director Lathi and Director Handley

AGENDA

Friday, April 9, 2021

11:00 A.M.

**Alvarado Conference Room
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

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Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of April 12, 2021:
 - Consider a Resolution to Approve Revised Policy No. 2760, Standardized Equipment Policy

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting.

No action will be taken at committee meetings.

The 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.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
March 22, 2021**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, March 22, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

President Handley called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

SALUTE TO THE FLAG

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication Construction and Maintenance Manager
Armando Lopez, Treatment and Disposal Services Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Michael Dunning, Environmental Compliance Team Coach
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
MARCH 8, 2021**

It was moved by Vice President Kite, seconded by Director Fernandez, to Approve the Minutes of the Board Meeting of March 8, 2021. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MARCH 9, 2021

It was moved by Secretary Lathi, seconded by Director Toy, to Approve the Minutes of the Special Board Meeting of March 9, 2021. Motion carried with the following vote:

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

FEBRUARY 2021 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Odor Report and Work Group Reports, and Business Services Manager Carlson reviewed the financial reports included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

CONDUCT A PUBLIC HEARING TO RECEIVE COMMENTS ON THE INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1 PROGRAM

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade Program Manager Pipkin stated the California Environmental Quality Act (CEQA) requires an environmental review process for the Enhanced Treatment and Site Upgrade (ETSU) Phase 1 Program. Hazen and Sawyer, designer for the ETSU Phase 1 Program, and their subconsultant Scheidegger and Associates, conducted the environmental review and prepared an Initial Study/Mitigated Negative Declaration (IS/MND) for the ETSU Phase 1 Program. While a public hearing was not required under CEQA for an IS/MND, the District wanted to provide an additional opportunity for public comment. Staff circulated the IS/MND to local and state agencies for review on March 8, 2021, for the March 9, 2021 through April 8, 2021 review period. The Notice of Document Availability and Intent to Adopt a Mitigated Negative Declaration was published in the Tri-City Voice on March 9, 2021 and in The Argus on March 12, 2021. Staff recommended the Board open the public hearing and receive comments

regarding the Initial Study and Mitigated Negative Declaration for the ETSU Phase 1 Program.

President Handley opened the public hearing at 4:10 p.m. and directed staff to allow five minutes for comments to be received from the public through email and voicemail.

At 4:15 p.m., Board Clerk McEvoy stated no comments had been received.

It was moved by Vice President Kite, seconded by Director Fernandez, to close the public hearing. Motion carried with the following vote:

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

REVIEW AND CONSIDER APPROVAL OF PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE MARCH 1, 2021

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the Publicly Available Pay Schedule is mandated by CalPERS to ensure consistency between California Public Employees' Retirement System (CalPERS) employers and enhance disclosure and transparency of public employee compensation. The updated pay scheduled included in the Board meeting packet incorporates the new pay ranges for Classified Employees represented by Service Employees International Union, Local 1021. Staff recommended the Board approve, and the Board President sign, the March 1, 2021 Classified Employees Pay Schedule which will be posted and retained in accordance with CalPERS requirements.

It was moved by Director Toy, seconded by Secretary Lathi, to Approve and for the Board President to sign the Classified Employees Salary Schedule Effective March 1, 2021. Motion carried with the following vote:

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

REVIEW AND CONSIDER APPROVAL OF SIDE LETTER AGREEMENT BETWEEN SEIU LOCAL 1021 AND THE DISTRICT MODIFYING SECTION 7.6 OF THE CURRENT MEMORANDUM OF UNDERSTANDING

This item was reviewed by the Personnel Committee. General Manager Eldredge stated, during the wet weather season, the District may need to schedule Research and Support (R&S) Chemists and the Lab Director on short notice to conduct sampling on an on-call basis depending upon weather events. Previously, there were no provisions in the Service Employees International Union (SEIU) 1021 Memorandum of Understanding (MOU) that would allow District management to have R&S staff on-call during wet weather periods to conduct necessary testing. The District and SEIU met to negotiate an On-Call

Duty pay that would be the same as on-call pay for other employees at the District. The new section created by the side letter would allow staff to hold on-call periods and be available to the District when needed. Details of the side letter were included in the Board meeting packet. Staff recommended the Board approve the side letter agreement between SEIU Local 1021 and the District to section 7.6(e) of the current MOU.

It was moved by Secretary Lathi, seconded by Director Toy, to Approve the Side Letter Agreement Between SEIU Local 1021 and Union Sanitary District to Section 7.6(e) of the current Memorandum of Understanding. Motion carried with the following vote:

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

INFORMATION ITEMS:

Publication of Kaiser Permanente Hospital of Fremont as Significant Violator in 2020

Environmental Compliance Team Coach Dunning stated the District is required to publish the names of all dischargers to the District's wastewater treatment plant that were in Significant Noncompliance (SNC) with Environmental Protection Agency (EPA) Pretreatment Regulations and/or the District's Sewer Ordinance No. 36.04 any time during the previous calendar year. The details of the administrative penalty issued to Kaiser Permanent Hospital of Fremont, and the publication that will appear in the Argus and Tri-City Voice during the fourth week of March 2021, were included in the Board meeting packet.

Report on the East Bay Dischargers Authority Meeting of February 18, 2021

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

COVID-19 Update

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

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated the following:

- NBC Bay Area reached out to the District requesting information for a follow-up story on sea level rise.
- Staff will send the Board an email regarding design of the Boardroom in the campus building.
- The EBDA Ad Hoc will meet this week.
- General Manager Eldredge will email the Board regarding financing options for the Enhanced Treatment and Site Upgrade Program.

OTHER BUSINESS:

Director Toy stated she attended the Alameda County Special Districts Association meeting held March 10, 2021.

ADJOURNMENT:

The meeting was adjourned at 4:41 p.m. to a Combined Board Workshop to be held virtually at 4:00 p.m. on Tuesday, April 12, 2021.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 12th day of April 2021

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
March 31, 2021**

Consistent with Executive Order No. N-25-20 from the Executive Department of the State of California and the Alameda County Public Health Department's March 16, 2020 Shelter in Place Order, the District's March 31, 2021, Special Meeting was not physically open to the public. In order to maximize public safety while still maintaining transparency, members of the public were able to attend the public portion of the meeting telephonically.

CALL TO ORDER

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

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Gene Boucher, Human Resources Manager
Karen Murphy, District Counsel
Leah Castella, Assistant District Counsel

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

The Union Sanitary District Board of Directors adjourned to closed session for the following:

Conference with Legal Counsel – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)
SEIU v. Union Sanitary District

There was no reportable action.

ADJOURNMENT:

The special meeting was adjourned at approximately 5:15 p.m. to the next Regular Meeting on Monday, April 12, 2021, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 12th day of April, 2021

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**APRIL 12, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 8**

TITLE: Board Member Compensation for Fiscal Year 2021/2022 (*This is a Motion Item*)

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

Recommendation

The Budget & Finance Committee will present their recommendation to the Board.

Discussion

Periodically, the Board reviews their compensation and votes on whether to increase their compensation per meeting.

Background

California Health and Safety Code section 6489 allows for an increase in Board Member compensation of up to 5% per year. In 2000, the Board adopted Ordinance #44 stating that on January 1 of each year, Board Member compensation shall be increased by the amount of increase of the classified employees' wages for the year. The Ordinance also provided for the Board to review the compensation increase prior to it going into effect on January 1.

In March of 2018, the Board reviewed and revised Ordinance #44 and Board Policy 3040 to modify the effective date of any increase in Board Member compensation from January 1 of each year to July 1 (or at a later date as may be stipulated by the Board) to better correspond with the District's fiscal year budget cycle. The policy also provides that Board Member compensation will be reviewed annually and stipulates that "for purposes of scheduling, review of the Director Compensation shall be conducted at a regularly scheduled Board meeting in April or May, so any changes can be included in the annual operating budget".

The classified employee contract provided for a cost-of-living increase in 2021 of 3.25% to the base salaries. Classified staffs cost of living adjustments are set to the Bay Area Consumer Price Index (CPI) from December to December each year with a floor of 3.25% and a ceiling of 4.5%. CPI increased by approximately 2.2% from December 2019 to December 2020.

A Board compensation survey was completed by District Staff in March 2021 and is being shared with the USD Board. That survey is attached as a reference guide along with Ordinance #44.01, Policy 3040, and a summary of Board actions on this matter since 2000.

Previous Board Action

April 13, 2020 - Board voted unanimously to not increase Board member compensation for the 2020/2021 Fiscal Year.

Attachments:

History of Board Compensation Since 2000

Board Compensation Survey

Policy 3040, Board Member Compensation

Ordinance 44.01

History of Board Member Compensation 2000 – Present

Calendar Year or Fiscal Year	Board Meeting Compensation (per day of service, maximum 6/month)	Notes/Background
2000	\$100	Per State Law, Health and Safety Code 4933, 6489
2001	\$198 See Note 1 for calculation.	Per amended Health and Safety Code with Reference to Water Code, USD passed Ordinance 44 (4-1 vote on 10/23/2000) establishing new baseline of \$198/day of service using allowable escalator from Water Code. Established annual increase equal to classified employee increase per USD/Union employee contract, with provision for Board to discuss annually.
2002	\$205.92	Increase per Ordinance 44 based on 4% increase for classified employees in 2001. No action taken by Board of Directors.
2003	\$212.10	Increase per Ordinance 44 based on 3% increase for classified employees in 2002. Board agreed to take no action on Ordinance 44 (11/11/2002)
2004	\$212.10	Board voted 5-0 not to increase compensation for 2004. (11/24/2003)
2005	\$212.10	Board voted 5-0 not to increase compensation for 2005. (11/22/2004)
2006	\$212.10	Board agreed by consensus not to increase compensation for 2006. (1/9/2006)
2007	\$212.10	Board agreed by consensus not to increase compensation for 2007. (12/11/2006)
2008	\$212.10	Board agreed by consensus not to increase compensation for 2008. (12/10/2007)

Note 1: H&S and Water Codes established a method for calculating new baseline as a maximum of 5% per year since the last adjustment. The \$100 per meeting was established in 1986. Ordinance 44 was adopted in 2000. The time period for adjustment was 1986-2000, or 14 years. The new meeting fee was calculated as $\$100 \times 1.05^{14} = \198.00 .

Note 2: Changes to Policy 3040, Boardmember Compensation Limits, and Ordinance 44.01 were adopted by the Board March 23, 2018, to reflect the Board will review their own compensation annually at a regularly scheduled Board meeting in April or May, and any changes to Board compensation will be effective at the beginning of the fiscal year, or at a later date as may be stipulated by the Board.

Calendar Year or Fiscal Year	Board Meeting Compensation (per day of service, maximum 6/month)	Notes/Background
2009	\$212.10	Board voted unanimously not to increase compensation for 2009. (11/24/08)
2010	\$212.10	Board voted unanimously not to increase compensation for 2010. (11/23/2009)
2011	\$212.10	Board voted unanimously not to increase compensation for 2011. (11/22/2010)
2012	\$212.10	Board voted unanimously not to increase compensation for 2012. (11/27/2011)
2013	\$212.10	Board voted unanimously not to increase compensation for 2013. (11/26/2012)
2014	\$212.10	Board voted unanimously not to increase compensation for 2014. (11/23/2013)
2015	\$212.10	Board voted unanimously not to increase compensation for 2015. (11/10/2014)
2016	\$212.10	Board voted unanimously not to increase compensation for 2016. (12/14/2015)
2017	\$212.10	Board voted unanimously not to increase compensation for 2017. (11/14/2016)
2018	\$212.10	Board voted unanimously not to increase compensation for FY 2018/2019. (3/23/2018) See Note 2 for edits to Policy 3040 and Ordinance 44.01
2019	\$212.10	Board voted unanimously not to increase compensation for FY 2019/2020. (6/3/2019)
2020	\$212.10	Board voted unanimously not to increase compensation for FY 2020/2021. (4/13/2020)

Note 1: H&S and Water Codes established a method for calculating new baseline as a maximum of 5% per year since the last adjustment. The \$100 per meeting was established in 1986. Ordinance 44 was adopted in 2000. The time period for adjustment was 1986-2000, or 14 years. The new meeting fee was calculated as $\$100 \times 1.05^{14} = \198.00 .

Note 2: Changes to Policy 3040, Boardmember Compensation Limits, and Ordinance 44.01 were adopted by the Board March 23, 2018, to reflect the Board will review their own compensation annually at a regularly scheduled Board meeting in April or May, and any changes to Board compensation will be effective at the beginning of the fiscal year, or at a later date as may be stipulated by the Board.

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
Union Sanitary District	\$212.10 per meeting/ max of one meeting per day and six meetings per month.	District pays up to \$1,165.45 per month for Board Member only; \$2,294.23 per month for Board Member +1; \$2,821.28 per month for Family for medical, dental, vision; allocated as follows: 100% dental, 100% vision, and balance to medical plans		District pays for coverage of \$10,000 for Board Member; \$5,000 for spouse and dependents	No	\$50/month	Mileage reimbursement for travel related to trainings / conferences	No	District provides iPads to directors	Yes, but one member serves on EBDA and is compensated by the EBDA Commission for meetings attended.
Castro Valley Sanitary District	\$230 per meeting/ 6 meetings per month	Active Members of the Board of Directors may participate in the health benefits plan provided by the District as a non-PERS member through the CalPERS System, and/or Dental plan provided member pays 100% of premium cost less the amount listed in Section 4035.5 in Senate Bill 1464, Chapter 896, Chapter Date September 26, 2002.	Board member pays entire cost	No	No	No District contribution	No	No	District provides four Board Members with tablets	No

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
Central San	\$185 per meeting / 6 meetings per month (max \$1,110 per month)	Central San pays premium for up to family coverage for CalPERS core plans. Kaiser or Health New Smartcare. Maximum District contribution of \$2912.55.	Central San pays premium for up to family coverage for Delta Dental PPO (maximum premium - \$188.00/month)	Central San pays premium for \$50,000/\$1,500 policy	No	No Central San contribution	As of 3/17/16, eligible for mileage reimbursement ONLY as related to conferences	No	Central San provides iPads for Directors	Yes

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
Contra Costa Water District	\$100 per meeting / 10 meetings per month (one meeting fee maximum paid per day)	District pays premium up to the Kaiser family coverage for CalPERS Kaiser, Health Net SmartCare or PERS Choice.	District pays premium for Delta Dental for family	District pays for \$10,000 policy	Yes	No District contribution	Yes	No	No	Yes
Delta Diablo	\$170 per meeting/ Approx. 20 meetings per year (One Board meeting per month plus approx. 8 Committee meetings per year.)	District pays premium for CalPERS Medical (HMO or PPO) up to the greater of either the Blue Shield or Kaiser HMO family rate	District pays premium for up to family coverage; Self-insured Plan	District pays premium for \$125,000/ \$2,000 policy	No	No District contribution		No	No	Yes. By Administrative Policy 4030, Board Members cannot collect benefits from another public agency, and do not. All Board Members elect to receive coverage only from the District.

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
Dublin San Ramon Services District	\$195 per day for each day of service to the District, up to a maximum of 10 days per month	District pays for premium up to \$797 (Board Member only), \$1,594 (Member + 1 Dependent), \$2,072 (Member + 2 Dependents); rates set by resolution annually	District pays premium for up to Board Member and eligible dependents	District pays for up to \$50,000 basic life insurance	No – Board members Directors are not eligible to participate in the District's CalPERS retirement program, or retiree benefits, unless they were first elected or appointed to the Board prior to July 1, 1994, in accordance with California Government Code Section 20322 (c).	The District matches Board Member contributions to 457 Plan by 25%, up to \$10 per calendar month - provided that a director voluntarily contributes at least \$20 per month, the District matches that contribution up to \$10 per month or 25% of the monthly contribution, whichever is less.	Travel to and from a destination using private automobiles is allowable at the IRS mileage rate. This applies so long as the amount so calculated does not exceed the cost of pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip.	No	Yes	Yes

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
East Bay Municipal Utility District	\$1,367 per month (effective February 1, 2020). Max. number of compensable meetings may vary but could be up to 11 per month based on committee or JPA assignments.	The District offers various plans and pays for premiums as follows: Board Member only – up to \$1,027.38 Member + 1 Dep – up to \$2,054.72 Member + 2 Dep – up to \$2,722.55 *rates set by resolution annually		No	Directors contribute 8.75% of their salary on a pre-tax basis and the District contributes 37.86% (as of January 2020). Directors are eligible to retire at age 54 with minimum of five years of service.	No District contribution	No – car. Yes - mileage	Yes	District provides iPads for Directors that want them (currently 4). For those that use their personal iPads, the District pays a \$50 stipend.	Yes
Fairfield-Suisun Sewer District	\$152.77 per meeting/6 meetings per month. Can be increased any year by Board action.	District pays health expense reimbursement of \$6,880 per calendar year (increased every January by CPI-W for SF-Oakland Metropolitan area 12 months ending in October of each year)	District pay for director and eligible dependents	No	No	No District contribution	Pay mileage and parking when attending conferences for District business	No	Yes, if participating in the paperless agenda and request a loaner iPad	No. The City provides primary benefits as the Board Members serve as the City Council.
Inland Empire Utilities Agency	\$260.00 per meeting/ 10 meetings per month	Medical, dental, vision	Agency pays highest premium amount for Medical, Delta Dental PPO and Vision	Agency pays premium for \$40,000 policy for Member only	No	Not eligible to contribute	Yes, mileage	Yes	Yes	Yes

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
Ironhouse Sanitary District	\$170 per meeting/ 6 meetings per month	Existing Board Members are frozen at 2012 rate of District paid premium for up to Kaiser Family; Board Member is responsible for any increase above that rate going forward for medical, dental and vision. New Board Members are covered for self only at Kaiser rate. Any increase above the rate of medical coverage, dental or vision during the first year of service or family coverage shall be paid by the Director.		No	No	Optional, if chosen to enroll, cost to District \$10/mo.	Pay mileage and parking when attending conferences for District business	No	Yes, laptops but will be providing tablets shortly	Yes
Mt. View Sanitary District	\$235.00 per meeting/ 6 meetings per month. At 2/11/2021 Board meeting, the Board requested a 3rd party review to increase compensation.	District pays up to \$1,281.21 for Board Member and family. Coverage is through PERS. (PERS requires participation in a District-sponsored retirement plan. See Deferred Comp)	No	No	No	No District contribution		No	No	Yes
Napa Sanitation District	\$218 per meeting/ 6 meetings per month	No	No	District pays premium for \$28,000 policy	No	No District contribution	Reimburse mileage for conferences and trainings	N/A	\$20 allowance for iPad fees	No. Two Members serve on the City Council, and one serves on the Board of Supervisors. Those entities provide primary benefits.

USD Survey of District Board Members Compensation and Benefits, March 2021

Agency	Stipend/Max. Compensable Mtgs	Medical Board Member/ Spouse/Family	Dental Board Member/ Spouse/Family	Life Insurance Board Member/Spouse	Pension	Deferred Comp	Car / Mileage	Cell Phone	Computers /iPads	Agency Provides Primary Benefits or Compensation
Oro Loma Sanitary District	\$260 per meeting/ 6 meetings per month	District pays premium for up to two-party highest CalPERS plan for 2021 - \$2615.72.	District pays premium for up to family coverage - Delta Dental (\$138.17/mo.)	No	No	6.32% of salary - District contribution	Mileage reimbursed per IRS rate	No, but reimbursement up to \$40/mo.	Yes, if requested by Board Member; value not to exceed \$800.	Yes, but one Member serves on East Bay Dischargers Authority (EBDA), and another serves on the Alameda County Waste Management Authority (Stop Waste Board).
Vallejo Flood and Wastewater District	City Appointees (7) \$100 per month (regardless of number of meetings held or attended) – County Appointee (1) \$100 per meeting attended max of 3 per month	No	No	No	No	No District contribution	Mileage reimbursement for travel related to trainings / conferences	No	No	No. 7 members serve on the City Council and 1 serves as a County Supervisor, whose entities provide primary benefits.
West County Wastewater District	Up to \$265.35 per meeting/ 6 meetings per month	District pays flat rate of up to \$2115.46/month for family medical; dental premium is shared 90% District/10% director.		District pays premium for \$85,000 policy for Board Member only. (Age reduction schedule applies.)	No	No District contribution	\$32/month	Yes	District provides tablets to directors	Yes

Union Sanitary District
Policy and Procedure Manual

Effective: 4/17/18	Boardmember Compensation Limits	Policy Number 3040 Page 1 of 2
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Policy

Boardmembers will be compensated in accordance with Union Sanitary District Ordinance No. 44 as adopted October 23, 2000, and amended on March 26, 2018. Compensation is based upon Section 6489 of the Health and Safety Code of the State of California, effective January 1, 1987, as amended in 2000.

Purpose

To publicly state the amount of compensation received for meeting attendance by Boardmembers and to provide for future changes in compensation limits.

Definitions

Allowable meetings Defined in the "Boardmember Meetings Compensated" Policy No. 3050.1

Procedure

In accordance with Union Sanitary District Ordinance 44, as may be amended, beginning January 1, 2003, the basis for compensation will be \$212.10 for each day of service, up to six days per month maximum.

The Board will review Director Compensation on an annual basis during a regularly scheduled public meeting of the Board of Directors. Any annual increase will go into effect on July 1, or at a later date as may be stipulated by the Board. For purposes of scheduling, review of the Director Compensation shall be conducted at a regularly scheduled Board meeting in April or May so any changes can be included in the annual operating budget.

Director Compensation may be increased by no more than the lesser of: (a) the same percentage as the increase in the salaries of the classified employees as agreed to in the current union/management Memorandum of Understanding; or (b) an amount equal to five percent for each calendar year following the operative date of the last adjustment, or such other amount as may be permitted pursuant to Health and Safety Section 6489.

Management Responsibility

The General Manager will be responsible for reviewing and approving Boardmembers' time sheets for consistency with this policy, and for scheduling an annual review of the Boardmember compensation for meetings prior to July 1 each year.

Board of Directors Responsibility

The Board of Directors will annually review Ordinance 44 and Director Compensation during a regular Board meeting, in open session, and determine if any action will be taken.

Administrative Information

Supersedes Policy Dated October 1995, and previous versions and revisions dated August 7, 1992, November 26, 1990, and September 8, 1986 (Resolution 1807) November 26, 1990.

Ordinance 44 Adopted by Board of Directors October 23, 2000, and amended on March 26, 2018.

Approved by:	Board of Directors
Author/Owner:	General Manager/Human Resources Manager
Notify Person:	General Manager
Revision Frequency:	Every 3 Years
Next Review:	April 2021

ORDINANCE #44.01

Directors' Compensation

The Board of Directors of the Union Sanitary District hereby ordains as follows:

I. Effective January 1, 2003, Directors of the Union Sanitary District shall receive a stipend in the amount of \$212.10 for each day of service to Union Sanitary District as authorized by Health and Safety Code Section 6489. This compensation will be paid for no more than six (6) days of service per calendar month.

II. The Board of Directors of Union Sanitary District shall review compensation of Directors on an annual basis pursuant to Policy 3040 before July 1 of each year. Any annual increase will go into effect on July 1, or at a later date as may be stipulated by the Board.

III. Director compensation shall increase by no more than the lesser of: (a) the same percentage as any increase in the salaries of Union Sanitary District Classified Employees; or (b) an amount equal to five percent for each calendar year following the operative date of the last adjustment, or such other amount as may be permitted pursuant to Health and Safety Section 6489.

IV. The compensation of Directors set forth above will be in addition to any benefits currently provided to Directors or to be authorized and approved for sanitary district directors in the future.

Adopted by the following vote on March 26, 2018:

AYES: Fernandez, Handley, Kite, Lathi, Toy


NOES: None

ABSTAINED: None

ABSENT: None

ATTEST:


Secretary, Board of Directors
UNION SANITARY DISTRICT


President, Board of Directors
UNION SANITARY DISTRICT



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**APRIL 12, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: Consider a Resolution to Approve Revised Policy No. 2760, Standardized Equipment Policy (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Technical Services Work Group Manager
Raymond Chau, CIP Team Coach

Recommendation

Staff recommends the Board consider a resolution to approve revised Policy No. 2760, Standardized Equipment Policy, which among other things, incorporates the FMC Standardized Equipment List, selection criteria, and procedures, and updates the CIP Standardized Equipment List.

Discussion

Staff has updated the District's Standardized Equipment policy as part of our ongoing efforts to review and update all policies. The policy was scheduled for review in January 2021 and required staff's review prior to the Board's consideration.

Staff reviewed the policy and proposes the following changes:

1. Policy No. 2760, Standardized Equipment Policy
 - a. The definitions of FMC Staff, FMC Standardized Equipment List, and FMC Standardized Equipment Selection Criteria were added.
 - b. New FMC Procedures were added to provide guidelines the FMC Staff will utilize for evaluating the equipment to be included in the FMC Standardized Equipment List.

- c. Attachment D – FMC Standardized Equipment List is a new attachment to the policy.
 - d. There were other minor edits made throughout the document.
- 2. Attachment A – CIP Standardized Equipment List
 - a. The attachment title and Board Approval Date were updated.
 - b. The average unit costs of some equipment were updated.
 - c. The comments for the Gas Monitoring Systems were updated to reflect the updated equipment options.
 - d. New equipment was added to the List:
 - i. Aeration Blowers
 - ii. Ultrasonic Level Sensors and Controllers
 - iii. Dissolved Oxygen Sensors and Controllers
 - iv. Chlorine Analyzers and Controllers
 - v. Magnetic Flow Meters and Flow Meter Transmitters
 - vi. Pressure Transmitters
 - e. The effective date was updated.
- 3. Attachment B – California Public Contract Code Section 3400
 - a. The Board Approval date was updated.
- 4. Attachment C – CIP Standardized Equipment Selection Criteria
 - a. The attachment title and Board Approval date were updated.
- 5. Attachment D – FMC Standardized Equipment List
 - a. This is a new attachment to the policy.

The red line and clean versions of the policy and attachments are attached for the Board's reference. If approved by the Board, the revised policy will be reviewed again in April 2024. A discussion of the major changes to the policy follows below.

CIP Standardized Equipment List

The equipment from the 2018 CIP Standardized Equipment List will remain on the 2021 CIP Standardized Equipment List. Staff evaluated new equipment using the CIP Standardized Equipment Selection Criteria and recommends including the following on the 2021 CIP Standardized Equipment List.

Aeration Blowers – The aeration blowers provide oxygen to the Plant's activated sludge process and require a significant amount of energy to operate. In 2016, the District's High Speed Aeration Blower Project installed the first Neuros turbo (or high speed) blower, and in 2018, staff confirmed the turbo blower was more energy efficient than the existing centrifugal blowers. Based on this success, in 2020, the Executive Team approved standardizing the Neuros NX600 Turbo Blower for the Aeration Blower No. 11 Project and the Neuros NX Series

Turbo Blower to include on the 2021 Standardized Equipment List. The upcoming Aeration Basin Modifications Project, part of Phase 1A of the Enhanced Treatment and Site Upgrade Program, will standardize to the Neuros NX Series Turbo Blower to replace all the existing centrifugal blowers in the West Aeration Blower Building. Standardizing the Neuros Turbo Blower will reduce the complexity of the aeration system controls and reduce the operation and maintenance costs.

Ultrasonic Level Sensors and Controllers, Dissolved Oxygen Sensors and Controllers, Chlorine Analyzers and Controllers, Magnetic Flow Meters and Flow Meter Transmitters, and Pressure Transmitters – These devices measure critical data of various plant and pump station processes to control process equipment such as pumps and aeration blowers and to provide the Plant staff information on the status of multiple processes and facilities via the SCADA system. Based on years of experience with the listed manufacturers for these devices, staff found the devices reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.

FMC Standardized Equipment List

The FMC Workgroup has been maintaining a separate Standardized Equipment List to purchase equipment and parts that are required to perform routine preventive maintenance, repairs, and replacement of existing equipment. The Executive Team had previously reviewed FMC's requests and approved equipment to include on the list. To formalize FMC's standardized equipment process, staff recommends incorporating it into the policy.

The FMC Standardized Equipment Selection Criteria was developed by the FMC Staff to evaluate equipment for the FMC Standardized Equipment List. The Selection Criteria consists of review to determine if equipment meets one of the following: (a) proprietary in nature, (b) restricted to one vendor in the service area assigned by the manufacturer, (c) determined that certain manufacturers' parts have a better cost-to-service life ratio, (d) parts already identified as part of the CIP Standardized Equipment List, or (e) supported by a vendor that provides quicker turnaround where time is an important factor.

The FMC Procedures will provide guidelines the FMC Staff will utilize to evaluate equipment to be included in the FMC Standardized Equipment List. These procedures are similar to the CIP Procedures that were previously approved by the Board, although the FMC Procedures are not subject to the Public Contract Code requirements as the CIP Procedures.

The FMC Standardized Equipment List includes equipment that met one of the five selection criteria and was previously approved by the Executive Team. The need for the FMC Workgroup to standardize this equipment still exists so staff recommends approving this list with the policy.

Staff recommends the Board consider a resolution to approve revised Policy No. 2760, Standardized Equipment Policy, which among other things, incorporates the FMC Standardized Equipment List, selection criteria, and procedures, and updates the CIP Standardized Equipment List.

Background

California Public Contract Code Section 3400 stipulates that public agencies drafting specifications for bids in connection with public works projects shall include the words “or equal” when calling for a designated product by specific brand name so that bidders may furnish any equal product. If the agency is aware of an equal product, the Public Contract Code requires that the product be named in the specification.

The above requirement is not applicable if the agency’s awarding authority, or its designee, finds that a particular product is designated by a specific brand name for any of the following purposes:

- (1) Make a field test or experiment to determine the product's suitability for future use.
- (2) Match other products in use at a particular public improvement either completed or in the course of completion.
- (3) Obtain a necessary item that is only available from one source.
- (4) (A) Respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.

(B) Respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.

Staff has standardized certain mechanical, electrical, and instrumentation equipment to single manufacturers for a variety of reasons. These include proven equipment reliability and quality; equipment capability to address specific operational or maintenance issues; substantial training costs invested by staff to operate and maintain the specialized equipment; matching existing equipment to reduce spare parts inventory and training on multiple equipment types; and availability of affordable parts.

Prior to 2008, staff requested the Board approve standardized equipment as needed for each project. The same equipment is often standardized for multiple projects at the treatment plant and pump stations.

In 2008, staff developed the Standardized Equipment Guidelines and established a Standardized Equipment List to be utilized for all District projects. The Guidelines included the selection criteria for evaluating equipment to be considered for the Standardized Equipment List and the process for reviewing and approving the List every three years. In August 2008, the Board approved the Standardized Equipment Guidelines and the Standardized Equipment List for District projects for a period of three years. In September 2011, the Board renewed its approval of the Guidelines and approved the updated Standardized Equipment List for another three years.

In 2014, due to an update of the Purchasing Policy, staff created new Policy No. 2760 that incorporated the Standardized Equipment Guidelines and the process to update the Standardized Equipment List. In December 2014, the Board approved new Policy No. 2760 and the updated 2014 Standardized Equipment List. In January 2018, the Board approved revised Policy No. 2760 and the updated 2018 Standardized Equipment List.

Previous Board Action

August 25, 2008, the Board approved the Standardized Equipment Guidelines and the Standardized Equipment List for District projects for a period of three years.

September 26, 2011, the Board renewed its approval of the Standardized Equipment Guidelines and the Standardized Equipment List.

December 8, 2014, the Board adopted a resolution to approve new Policy No. 2760 and the Standardized Equipment List.

January 8, 2018, the Board adopted a resolution to approve new Policy No. 2760 and the Standardized Equipment List.

PRE/SEG/RC;mb

Attachments: Policy 2760, Standardized Equipment Policy – Red Line Version
 Policy 2760, Standardized Equipment Policy – Clean Version
 Resolution

Union Sanitary District Policy

Effective date: January 8, 2018 <u>April 12, 2021</u>	Standardized Equipment Policy <u>(CIP and FMC)</u>	Policy Number 2760 Page 1 of 4
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Policy

This policy is established to provide the guidelines for maintaining and approving a separate Standardized Equipment Lists for CIP and FMC and the procedures for evaluating ~~mechanical, electrical, and instrumentation~~ equipment for inclusion in the list.

Purpose

The District's operating and maintenance staff has standardized certain ~~mechanical, electrical, and instrumentation~~ equipment to single manufacturers to include proven equipment reliability and quality; equipment capability to address specific operational or maintenance issues; substantial training costs invested by staff to operate and maintain the specialized equipment; matching existing equipment to reduce spare parts inventory and training on multiple equipment types; and availability of affordable parts.

The purpose of this policy is to:

- Set the guidelines for evaluating the ~~mechanical, electrical, and instrumentation~~ equipment to be included in the Standardized Equipment Lists.
- Provide a process for the District to review the current Standardized Equipment Lists and to update the lists every three (3) years ("Three_Year Review") and approve the new Standardized Equipment Lists.
- Provide an approval process for the District's General Manager, or his or her designee, to review staff's recommendation for changes to the guidelines and the Standardized Equipment Lists prior to the next Three_Year Review.

Definitions

California Public Contract Code (PCC)

The Public Contract Code enacted by the California State Legislature, which consists of all public contract law, to achieve the following objectives:

- (a) To clarify the law with respect to competitive bidding requirements.
- (b) To ensure full compliance with competitive bidding statutes as a means of protecting the public from misuse of public funds.

- (c) To provide all qualified bidders with a fair opportunity to enter the bidding process, thereby stimulating competition in a manner conducive to sound fiscal practices.
- (d) To eliminate favoritism, fraud, and corruption in the awarding of public contracts.

Project

Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District owned ~~sewer~~ facilities or property.

Sole Source

A company contracted, without competition, to be the sole supplier of a product or service.

CIP Staff

The District's Engineering ~~and Operations and Maintenance~~ Staff.

FMC Staff

The District's Plant and Pump Station Maintenance Staff.

CIP Standardized Equipment List

The list of equipment approved by the Union Sanitary District pursuant to this policy that can be identified in a project's technical specifications to a single manufacturer and/or equipment model or model family. This is sometimes referred to as "sole sourcing" equipment. The District can, but is not obligated to, specify the equipment from the Standardized Equipment List in a project's technical specifications.

CIP Standardized Equipment Selection Criteria

~~Two~~s Selection criteria developed by CIP Staff to evaluate equipment that either (a) matches existing equipment already used on District facilities or (b) is only available from one manufacturer source, as set forth in Public Contract Code 3400. Selection criteria are set forth in Attachment C.

FMC Standardized Equipment List

The list of equipment approved by the Union Sanitary District pursuant to this policy that can be identified in a purchase order's technical requirements to a single manufacturer and/or equipment model or model family. This is sometimes referred to as "sole sourcing" equipment. The District can, but is not obligated to, purchase the equipment from the FMC Standardized Equipment List.

FMC Standardized Equipment Selection Criteria

Selection criteria developed by FMC Staff to evaluate equipment. The Selection Criteria consists of review to determine if the equipment meets one of the following: (a) proprietary in nature, (b) restricted to one vendor in the service area assigned by the

manufacturer, (c) determined that certain manufacturers' parts have a better cost-to-service life ratio, (d) parts already identified as part of the CIP Standardized Equipment List, or (e) supported by a vendor that provides a quicker turnaround where time is an important factor.

CIP Procedures

~~CIP~~ Staff shall utilize the following guidelines for evaluating the equipment to be included in the CIP Standardized Equipment List:

1. The Standardized Equipment List was initially developed by Staff through evaluating the District's equipment that met the ~~CIP~~ Standardized Equipment Selection Criteria.
2. Every three years, Staff shall review the Standardized Equipment List and determine whether the equipment on the list continues to meet the standards set forth in the ~~CIP~~ Standardized Equipment Selection Criteria and whether new equipment shall be considered to be included on the list.
3. If the evaluation determines that the equipment on the Standardized Equipment List no longer meets the standards in the ~~CIP~~ Standardized Equipment Selection Criteria, Staff shall recommend the equipment be deleted from the list. If Staff determines that the equipment on the list still meets the standards in the ~~CIP~~ Standardized Equipment Selection Criteria, no changes to the list shall be recommended.
4. At the Three-Year Review, if a Staff member requests to include new equipment on the Standardized Equipment List, he or she shall notify the Capital Improvement Project (CIP) Coach. The CIP Coach will evaluate the request to ensure compliance with Section 3400 of the California Public Contract Code and the ~~CIP~~ Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the CIP Coach shall recommend to the Executive Team to standardize the equipment and amend the Standardized Equipment List to include the new equipment. If the Executive Team approves the recommendation, staff shall proceed with a final recommendation to the Board of Directors for approval consideration.
 - b. If the evaluation determines the request to be not viable, the CIP Coach will report back to the requester(s) with the reason(s) the request was denied. The CIP Coach will discuss with the requester feasible options that meet the equipment and requester's needs.
5. Staff has recommended the Standardized Equipment List in Attachment A for this Three-Year Review, which is approved together with this policy. Staff shall utilize the List for three years, after which these guidelines shall be repeated.
6. Prior to the next Three-Year Review, Staff may request new equipment to be sole sourced to accommodate project needs. The CIP Coach shall evaluate the request to ensure

compliance with Section 3400 of the California Public Contract Code and the [CIP Standardized Equipment Selection Criteria](#).

- a. If the evaluation determines the request is viable, the CIP Coach shall recommend to the Executive Team whether to sole source the equipment for the current project only or to amend the Standardized Equipment List to include the new equipment. If the Executive Team agrees with the recommendation, the CIP Coach shall proceed with a recommendation to the General Manager or his or her designee for approval consideration. If the General Manager or his or her designee, in consultation with District Legal Counsel, approves the request, the project specifications and/or the Standardized Equipment List shall be amended to include the new equipment. If the General Manager or his or her designee denies the request, the CIP Coach will proceed with 6(b) below.
 - b. If the evaluation determines the request to be not viable, the CIP Coach will report back to the requester(s) with the reason(s) the request was denied. The CIP Coach will discuss with the requester possible options that meet the equipment and requester's needs. After the discussion, the CIP Coach shall coordinate with the design consultant to ensure the specification is drafted with performance requirements that will meet the District's needs and to include "or equal" in the specification. The CIP Coach will also ensure the specification is not proprietary in nature that could exclude all but one manufacturer.
7. When an invitation for bids or request for proposals is issued with sole sourced or standardized equipment, the General Manager or his or her designee shall include the finding required by Public Contract Code 3400(c) that the material, product, service or thing is designated for one of the following purposes: (a) in order to match other products in use on a particular public improvement either completed or in the course of completion; or (b) in order to obtain a necessary item that is only available from one source.
 8. If concerns emerge over approved sole sourced or standardized equipment, the General Manager or his or her designee is authorized under Public Contract Code Section 3400 to issue an invitation for bids or request for proposals that a particular material, product, thing, or service designated by specific brand or trade name in order that a field test or experiment may be made to determine the product's suitability for future use.
 9. [The Technical Services Workgroup will be responsible in its entirety for the maintenance and upkeep of the CIP Standardized Equipment List.](#)

[FMC Procedures](#)

[Staff shall utilize the following guidelines for evaluating the equipment to be included in the FMC Standardized Equipment List:](#)

1. The FMC Standardized Equipment List was initially developed by Staff through evaluating the District's equipment that met the FMC Standardized Equipment Selection Criteria.
2. Every three years, Staff shall review the FMC Standardized Equipment List and determine whether the equipment on the list continues to meet the standards set forth in the FMC Standardized Equipment Selection Criteria and whether new equipment shall be considered to be included on the list.
3. If the evaluation determines that the equipment on the FMC Standardized Equipment List no longer meets the standards in the FMC Standardized Equipment Selection Criteria, Staff shall recommend the equipment be deleted from the list. If Staff determines that the equipment on the list still meets the standards in the FMC Standardized Equipment Selection Criteria, no changes to the list shall be recommended.
4. At the Three-Year Review, if a Staff member requests to include new equipment on the FMC Standardized Equipment List, he or she shall notify the FMC Coach. The FMC Coach will evaluate the request to ensure compliance with FMC Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the FMC Coach shall recommend to the Executive Team to standardize the equipment and amend the FMC Standardized Equipment List to include the new equipment. If the Executive Team approves the recommendation, staff shall proceed with a final recommendation to the Board of Directors for approval consideration.
 - b. If the evaluation determines the request to be not viable, the FMC Coach will report back to the requester(s) with the reason(s) the request was denied. The FMC Coach will discuss with the requester feasible options that meet the equipment and requester's needs.
5. Staff has recommended the FMC Standardized Equipment List in Attachment D for this Three-Year Review, which is approved together with this policy. Staff shall utilize the List for three years, after which these guidelines shall be repeated.
6. Prior to the next Three-Year Review, Staff may request new equipment to be sole sourced to accommodate project needs. The FMC Coach shall evaluate the request to ensure compliance with the FMC Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the FMC Coach shall recommend to the Executive Team whether to sole source the equipment for the current project only or to amend the FMC Standardized Equipment List to include the new equipment. If the Executive Team agrees with the recommendation, the FMC Coach shall proceed with a recommendation to the General Manager or his or her designee for approval consideration. If the General Manager or his or her designee, in consultation with District Legal Counsel, approves the request, the purchase order's technical requirements and/or the FMC Standardized Equipment List shall be amended to include the new equipment. If the General Manager or his or her designee denies the request, the FMC Coach will proceed with 6(b) below.

b. If the evaluation determines the request to be not viable, the FMC Coach will report back to the requester(s) with the reason(s) the request was denied. The FMC Coach will discuss with the requester possible options that meet the equipment and requester's needs.

10. The FMC Workgroup will be responsible in its entirety for the maintenance and upkeep of the FMC Standardized Equipment List.

Employee Responsibility

Employees are responsible for adhering to the procedures established by this policy and requesting Management approval whenever they have recommendations for changes to the guidelines and the Standardized Equipment Lists.

Management Responsibility

Management is responsible for ensuring that this policy is followed and that the Standardized Equipment Lists ~~is~~ are reviewed and approved by the Board of Directors every three years.

References and Notes

Attachment A – CIP ~~2018~~ 2021 Standardized Equipment List

Attachment B – California Public Contract Code Section 3400

Attachment C – CIP Standardized Equipment Selection Criteria

Attachment D – FMC 2021 Standardized Equipment List

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

Title	Policy #	Effective Date
Standardized Equipment	2760	December 8, 2014

Approved by: Board of Directors, ~~January 8, 2018~~ April 12, 2021

Author/owner: CIP Coach and FMC Coach

Reviewers: Executive Team

Notify Person: CIP Coach and FMC Coach

Revision frequency: Every three years

Next Review: ~~January 2021~~ April 12, 2024

Attachment A – CIP 2018 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Plug Valves (4-inch diameter and greater)	Dezurik	Eccentric Plug Valves (PEC)	640+	\$3,000	<p>Plug valves are used to isolate the flow of water, wastewater, sludge, and grit at District facilities. They have a simple operation and are typically more economical than other types of valves.</p> <p>Staff has previously used plug valves by other manufacturers but found the Dezurik plug valves to be more reliable and durable. Maintenance staff has also received very good customer support from the local sales representative.</p>
Air / Vacuum Relief Valves	Vent-O-Mat	RGX Series	36	\$5,500 <u>\$6,000</u>	<p>The air / vacuum relief valves are important components in the operation and maintenance of the twin force main pipelines. Along with the surge towers located at Newark and Irvington Pump Stations, the air / vacuum relief valves reduce the effects of water hammer (sudden changes in the flow rate of wastewater) in the twin force main pipelines.</p> <p>Staff has previously used air / vacuum relief valves by other manufacturers but found the Vent-O-Mat units to function more reliably and are easier to maintain.</p>

Attachment A – ~~CIP 2018~~ 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Wastewater Centrifugal Pumps and Motors	Wemco	Wemco-Hidrostal Submersible Screw-Centrifugal Impeller Pump	20	<u>\$60,000 to \$110,000 depending on the pump size</u>	<p>In 1998, staff conducted an in-depth analysis of the dry-pit submersible pumps and motors prior to the Alvarado Influent Pump Station Expansion Project to address problems, such as clogging, high vibrations, and limited operating range associated with the old line-shaft pumps. The analysis included a comparison of pumps from other manufacturers.</p> <p>Based on the results of the analysis, staff selected Wemco as the sole-source supplier for the raw wastewater pumps and motors for the Alvarado Influent Pump Station. Staff has subsequently standardized to the Wemco pumps at the Irvington Pump Station, Newark Pump Station, and Boyce Road Lift Station.</p>

Attachment A – [CIP 2018](#) [2021](#) STANDARDIZED EQUIPMENT LIST
Board Approval Date – [January 8, 2018](#) [April 12, 2021](#)

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Centrifugal Pumps and Motors (sludge mixing pumps)	Wemco	Wemco-Hidrostal Screw-Centrifugal Impeller Pump	7	\$90,000	<p>The original sludge mixing pumps did not perform well due to its inability to pass large clumps of rags. This resulted in a limited mixing operation, which increased the risk of a large mat formation in the digester and created operational problems with mixing and generation of methane gas. This also caused operations staff to frequently take the pumps out of service in order to remove the rags that are caught in the pumps.</p> <p>Based on the success with the non-clog capabilities of the Wemco-Hidrostal submersible screw-centrifugal impeller pumps at the wastewater pump stations, staff decided to replace the existing sludge mixing pump at Primary Digester No. 2 with the Wemco-Hidrostal Screw Centrifugal Impeller Pump in 2003. Due to this success, staff has standardized the sludge mixing pumps to the Wemco units.</p>

Attachment A – CIP 2018 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018 April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Recessed Impeller Pumps (sludge pumping)	Wemco Pump	Model C	16	\$50,000	The Wemco Model C recessed impeller pumps were first installed at the District during the 1991 Interim Improvements Project to pump primary sludge from the primary clarifiers. These pumps are still in operation. Due to the Wemco Model C's ability to pass fibrous and stringy materials with the sludge, good operational reliability, and ease of maintenance, staff also installed them as sludge recirculation pumps at the primary digesters.

Attachment A – CIP 2018 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018 April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Chemical Metering Pumps	Milton Roy	Milroyal B High Performance Diaphragm Pump	16	\$18,000	<p>Metering pumps are used to deliver chemicals for various plant treatment processes such as effluent disinfection and odor control at the plant and remote pump stations. The District has been using Milton Roy metering pumps for dispensing chemicals since the late 1980s.</p> <p>Based on the historical success of these pumps and to match the other metering pumps at the District, on November 23, 2015, the Board approved staff to specify Milton Roy as the sole-source manufacturer/supplier for the six replacement chemical metering pumps at the Odor Control Building and Maintenance Building Shop for the Chemical Tanks and Piping Replacement Project. Staff selected the Milton Roy units as the pumps continue to have very few maintenance and operational issues.</p>

Attachment A – CIP 2018 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Motorized Valve Operators	Rotork	IQ Series	230+	\$8,000 <u>\$10,000</u>	<p>Typically, staff has installed motorized valve operators on all valves and gates that require many turns of the stem to fully open or close, are inaccessible, and / or require automatic control. The motorized valve operators allow staff to actuate the valves and gates much quicker and in a safe manner.</p> <p>Staff has previously used motorized valve operators by other manufacturers but found the Rotork units to be more reliable and the customer service more responsive and dependable.</p>

Attachment A – ~~CIP 2018~~ 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Gas Monitoring Systems	Mining Safety Appliances Company (MSA)	Ultima Series	19	\$2,500 to \$8,500 <u>\$13,000 to \$23,000</u>	<p>Gas monitoring systems are required by the National Fire Protection Association and the National Electrical Code to be installed in areas where combustible gases may be present. Additionally, gas monitoring systems are installed in areas where staff may have exposure to hydrogen sulfide gases. The gas monitoring systems typically measure levels of combustible gases, hydrogen sulfide, <u>ammonia</u>, and / or oxygen. The systems are critical to maintaining a safe environment for staff, equipment, and processes.</p> <p>Staff has found the MSA units more reliable and the gas sensors easier to calibrate.</p> <p><u>The average unit cost ranges from a unit with one controller and one sensor to a unit with one controller and four sensors.</u></p>

Attachment A – ~~CIP 2018~~ 2021 STANDARDIZED EQUIPMENT LIST

Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Programmable Logic Controllers (PLC)	Allen Bradley	Logix Series of Controllers, and Associated Support Hardware and Software	34	\$10,000 to \$20,000 <u>\$15,000 to \$25,000</u> (hardware cost only; does not include enclosures, installation, wire terminations, and programming)	<p>PLCs are located at every plant process building and the remote pump and lift stations and are critical to the operation of the District's facilities. They provide automatic controls of the equipment by continuously monitoring and adjusting the equipment's operating parameters as flow or process conditions vary.</p> <p>The Allen Bradley PLC has advanced communication and networking technologies and is easier to program and troubleshoot. Staff has been extremely pleased with the Allen Bradley PLC.</p> <p>The Allen Bradley Logix series of controllers has seven models depending on the complexity of the system being monitored and controlled. The ControlLogix controller is the most robust and staff will utilize this controller in most of the District's applications. However, there will be some small to mid-size applications where the CompactLogix controller system would serve the need and is more cost effective.</p> <p>PLCs from other manufacturers would require different programming and configuration software than those for the Allen Bradley units. It is important that the PLC's are standardized to Allen Bradley since staff has already invested many training hours to learn the programming of the units.</p>

Attachment A – [CIP 2018](#) [2021](#) STANDARDIZED EQUIPMENT LIST
Board Approval Date – [January 8, 2018](#) [April 12, 2021](#)

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Aeration Blowers	APG-Neuros	NX Series Turbo Blower	1	\$500,000	<p>The secondary treatment process consumes the most energy of any plant process because large aeration blowers continuously deliver air to the aeration basins.</p> <p>In 2016, the High Speed Aeration Blower Project installed the plant's first Neuros turbo blower and in 2018, an evaluation of it confirmed it was more energy efficient than the existing centrifugal blowers. Based on this success, staff would like to replace the remaining centrifugal blowers with turbo blowers to realize additional energy savings. Standardizing the turbo blowers will reduce the complexity of the aeration system controls and reduce O&M costs.</p>
Ultrasonic Level Sensors and Controllers	Pulsar Measurement	Sensor: dB Series Transducer Controller: Blackbox 130 Controller	7	\$2,500	<p>Ultrasonic level sensors and controllers are used to measure the liquid levels inside chemical tanks. Accurate tank level readings are important to allow staff to efficiently manage the chemical inventory at the plant.</p> <p>Staff found the ultrasonic level sensors and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.</p>

Attachment A – ~~CIP 2018~~ 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
<u>Dissolved Oxygen Sensors and Controllers</u>	<u>Hach Company</u>	<u>Sensor: LDO sc Luminescent Dissolved Oxygen Sensor</u> <u>Controller: SC200 Controller</u>	<u>13</u>	<u>\$5,000</u>	<u>The dissolved oxygen sensors and controllers are important instruments to monitor the oxygen levels in the aeration tanks.</u> <u>Staff found the dissolved oxygen sensors and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.</u>
<u>Chlorine Analyzers and Controllers</u>	<u>Hach Company</u>	<u>Analyzer: CLT10sc Total Chlorine Analyzer or CLF10sc Free Chlorine Analyzer</u> <u>Controller: SC200 Controller</u>	<u>3</u>	<u>\$5,000</u>	<u>Chlorine analyzers and controllers are used at the chlorine contact basin to monitor the level of the chlorine disinfectant in the final effluent. This is important as it ensures that the plant is meeting its National Pollutant Discharge Elimination System (NPDES) permit requirements.</u> <u>Staff found the chlorine analyzers and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.</u>

Attachment A – ~~CIP 2018~~ 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – ~~January 8, 2018~~ April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Magnetic Flow Meters and Flow Meter Transmitters	Emerson Electric Co.	Flow Meter: Rosemount 8705 Series Flanged Magnetic Flow Meter Flow Meter Transmitter: Rosemount 8712 Series Magnetic Flow Meter Transmitter	4	\$15,000	The magnetic flow meters and transmitters are used at the secondary clarifiers to measure the flow of return activated sludge. Staff found the magnetic flow meters and transmitters reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.
Pressure Transmitters	Emerson Electric Co.	Rosemount 3051 Series Pressure Transmitter	6	\$5,000	Pressure transmitters are used to record the sludge level inside the plant's primary digesters. Staff found the pressure transmitters reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.

Attachment B

Section 3400 California Public Contract Code

(a) The Legislature finds and declares that it is the intent of this section to encourage contractors and manufacturers to develop and implement new and ingenious materials, products, and services that function as well, in all essential respects, as materials, products, and services that are required by a contract, but at a lower cost to taxpayers.

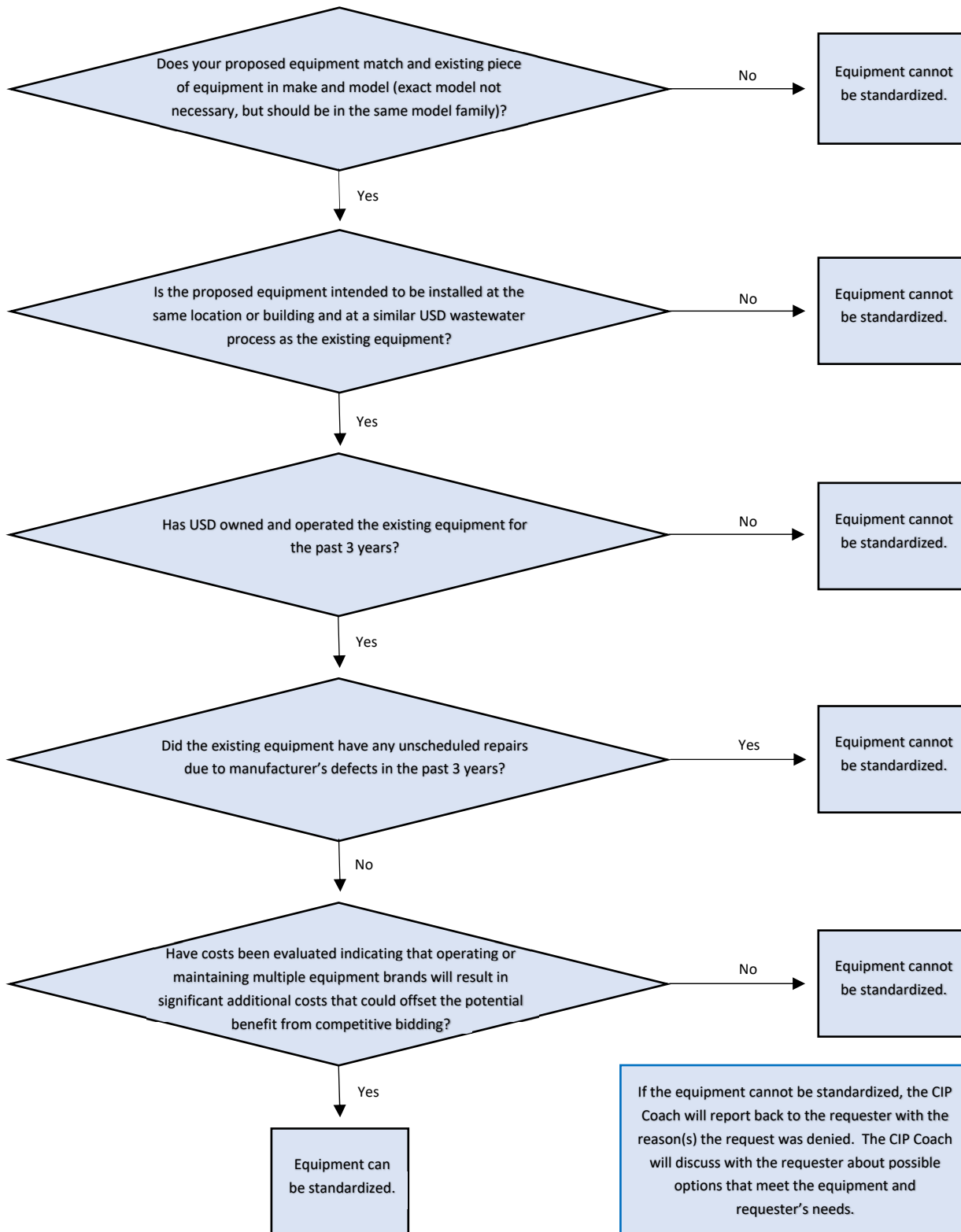
(b) No agency of the state, nor any political subdivision, municipal corporation, or district, nor any public officer or person charged with the letting of contracts for the construction, alteration, or repair of public works, shall draft or cause to be drafted specifications for bids, in connection with the construction, alteration, or repair of public works, (1) in a manner that limits the bidding, directly or indirectly, to any one specific concern, or (2) calling for a designated material, product, thing, or service by specific brand or trade name unless the specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In applying this section, the specifying agency shall, if aware of an equal product manufactured in this state, name that product in the specification. Specifications shall provide a period of time prior to or after, or prior to and after, the award of the contract for submission of data substantiating a request for a substitution of "an equal" item. If no time period is specified, data may be submitted any time within 35 days after the award of the contract.

(c) Subdivision (b) is not applicable if the awarding authority, or its designee, makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

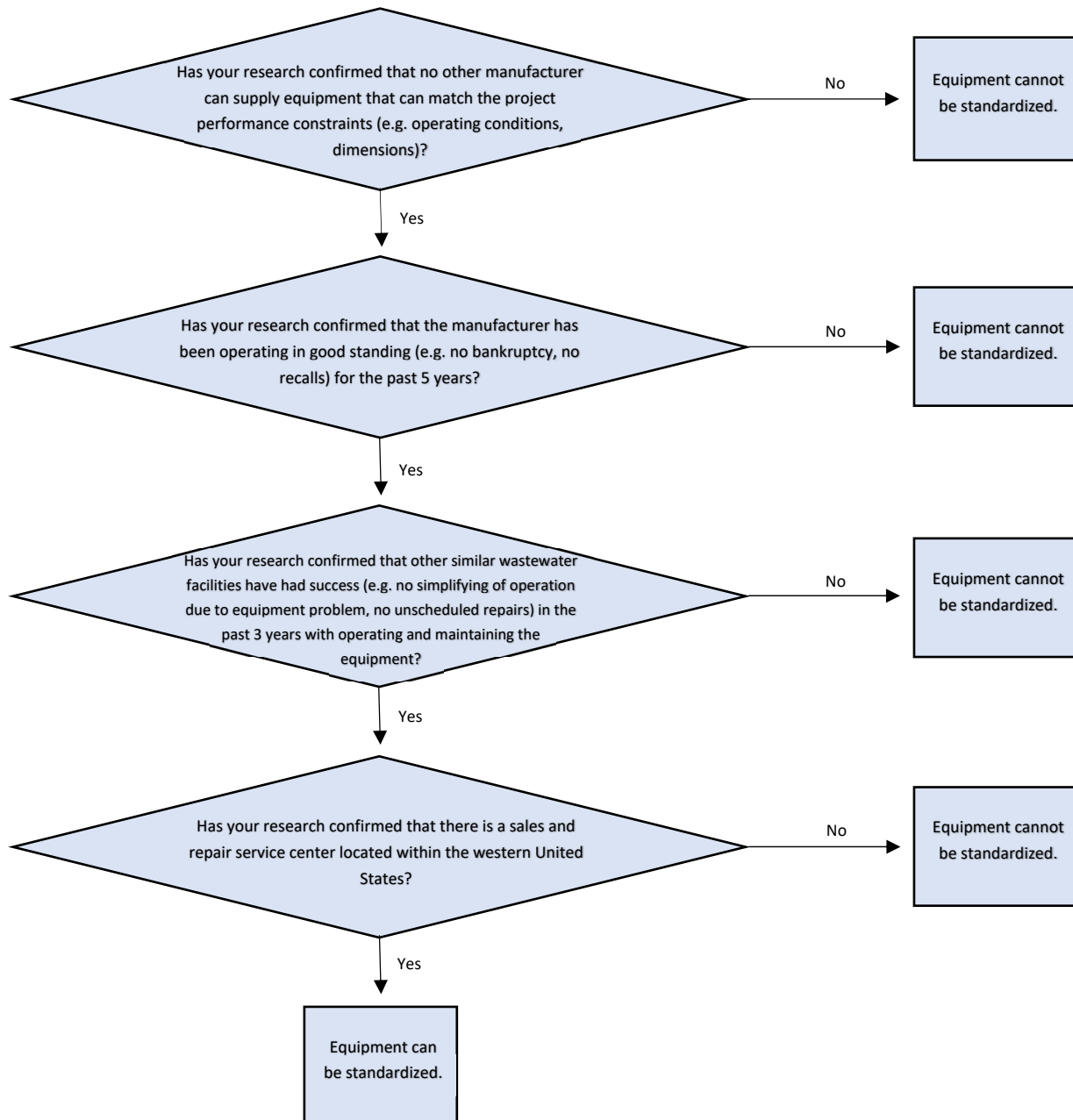
- (1) In order that a field test or experiment may be made to determine the product's suitability for future use.
- (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.
- (3) In order to obtain a necessary item that is only available from one source.
- (4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.
(B) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.

Attachment C – [CIP](#) Standardized Equipment Selection Criteria

“Match Existing Equipment”



"Equipment Available From One Source"



If the equipment cannot be standardized, the CIP Coach will report back to the requester with the reason(s) the request was denied. The CIP Coach will discuss with the requester about possible options that meet the equipment and requester's needs.

Attachment D – FMC 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – April 12, 2021

<u>Equipment Description</u>	<u>Manufacturer</u>	<u>Comments</u>
<u>Plug Valves</u>	<u>Dezurik</u>	<u>Dezurik is USD's standard equipment on the CIP Standardized Equipment list.</u>
<u>Wastewater and Sludge Pumps</u>	<u>Wemco</u>	<u>Muniquip is the distributor of OEM Wemco Pump parts.</u>
<u>Motorized Valve Operators</u>	<u>Rotork</u>	<u>Rotork is USD's standard equipment on the CIP Standardized Equipment list. F.A. Olsen is their sole authorized municipal representative for Northern California.</u>
<u>Sludge Pumps</u>	<u>Moyno</u>	<u>R-2 is the distributor of OEM Moyno Pump parts</u>
<u>Centrifuges</u>	<u>Andritz</u>	<u>Andritz is the manufacture/distributor of OEM parts. Proprietary.</u>
<u>Gravity Belt Thickeners</u>	<u>Ashbrook</u>	<u>Ashbrook is the distributor of OEM GBT parts and the company who installed them. Proprietary.</u>
<u>Grinders</u>	<u>JWC</u>	<u>JWC is the manufacturer of Muffin Monsters grinders, and no other vendor exists for replacement parts.</u>
<u>Sludge Degritters and Grit Washing / Dewatering</u>	<u>Hydro International</u>	<u>The Eutek SlurryCup and Grit Snail are proprietary equipment manufactured by Hydro International.</u>

Union Sanitary District Policy

Effective date: April 12, 2021	Standardized Equipment Policy (CIP and FMC)	Policy Number 2760 Page 1 of 4
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Policy

This policy is established to provide the guidelines for maintaining and approving separate Standardized Equipment Lists for CIP and FMC and the procedures for evaluating equipment for inclusion in the list.

Purpose

The District's operating and maintenance staff has standardized certain equipment to single manufacturers to include proven equipment reliability and quality; equipment capability to address specific operational or maintenance issues; substantial training costs invested by staff to operate and maintain the specialized equipment; matching existing equipment to reduce spare parts inventory and training on multiple equipment types; and availability of affordable parts.

The purpose of this policy is to:

- Set the guidelines for evaluating the equipment to be included in the Standardized Equipment Lists.
- Provide a process for the District to review the current Standardized Equipment Lists and to update the lists every three (3) years ("Three-Year Review") and approve the new Standardized Equipment Lists.
- Provide an approval process for the District's General Manager, or his or her designee, to review staff's recommendation for changes to the guidelines and the Standardized Equipment Lists prior to the next Three-Year Review.

Definitions

California Public Contract Code (PCC)

The Public Contract Code enacted by the California State Legislature, which consists of all public contract law, to achieve the following objectives:

- (a) To clarify the law with respect to competitive bidding requirements.
- (b) To ensure full compliance with competitive bidding statutes as a means of protecting the public from misuse of public funds.

- (c) To provide all qualified bidders with a fair opportunity to enter the bidding process, thereby stimulating competition in a manner conducive to sound fiscal practices.
- (d) To eliminate favoritism, fraud, and corruption in the awarding of public contracts.

<i>Project</i>	Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District owned facilities or property.
<i>Sole Source</i>	A company contracted, without competition, to be the sole supplier of a product or service.
<i>CIP Staff</i>	The District's Engineering Staff.
<i>FMC Staff</i>	The District's Plant and Pump Station Maintenance Staff.
<i>CIP Standardized Equipment List</i>	The list of equipment approved by the Union Sanitary District pursuant to this policy that can be identified in a project's technical specifications to a single manufacturer and/or equipment model or model family. This is sometimes referred to as "sole sourcing" equipment. The District can, but is not obligated to, specify the equipment from the Standardized Equipment List in a project's technical specifications.
<i>CIP Standardized Equipment Selection Criteria</i>	Selection criteria developed by CIP Staff to evaluate equipment that either (a) matches existing equipment already used on District facilities or (b) is only available from one manufacturer source, as set forth in Public Contract Code 3400. Selection criteria are set forth in Attachment C.
<i>FMC Standardized Equipment List</i>	The list of equipment approved by the Union Sanitary District pursuant to this policy that can be identified in a purchase order's technical requirements to a single manufacturer and/or equipment model or model family. This is sometimes referred to as "sole sourcing" equipment. The District can, but is not obligated to, purchase the equipment from the FMC Standardized Equipment List.
<i>FMC Standardized Equipment Selection Criteria</i>	Selection criteria developed by FMC Staff to evaluate equipment. The Selection Criteria consists of review to determine if the equipment meets one of the following: (a) proprietary in nature, (b) restricted to one vendor in the service area assigned by the manufacturer, (c) determined that certain manufacturers' parts

have a better cost-to-service life ratio, (d) parts already identified as part of the CIP Standardized Equipment List, or (e) supported by a vendor that provides a quicker turnaround where time is an important factor.

CIP Procedures

Staff shall utilize the following guidelines for evaluating the equipment to be included in the CIP Standardized Equipment List:

1. The Standardized Equipment List was initially developed by Staff through evaluating the District's equipment that met the Standardized Equipment Selection Criteria.
2. Every three years, Staff shall review the Standardized Equipment List and determine whether the equipment on the list continues to meet the standards set forth in the Standardized Equipment Selection Criteria and whether new equipment shall be considered to be included on the list.
3. If the evaluation determines that the equipment on the Standardized Equipment List no longer meets the standards in the Standardized Equipment Selection Criteria, Staff shall recommend the equipment be deleted from the list. If Staff determines that the equipment on the list still meets the standards in the Standardized Equipment Selection Criteria, no changes to the list shall be recommended.
4. At the Three-Year Review, if a Staff member requests to include new equipment on the Standardized Equipment List, he or she shall notify the Capital Improvement Project (CIP) Coach. The CIP Coach will evaluate the request to ensure compliance with Section 3400 of the California Public Contract Code and the Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the CIP Coach shall recommend to the Executive Team to standardize the equipment and amend the Standardized Equipment List to include the new equipment. If the Executive Team approves the recommendation, staff shall proceed with a final recommendation to the Board of Directors for approval consideration.
 - b. If the evaluation determines the request to be not viable, the CIP Coach will report back to the requester(s) with the reason(s) the request was denied. The CIP Coach will discuss with the requester feasible options that meet the equipment and requester's needs.
5. Staff has recommended the Standardized Equipment List in Attachment A for this Three-Year Review, which is approved together with this policy. Staff shall utilize the List for three years, after which these guidelines shall be repeated.
6. Prior to the next Three-Year Review, Staff may request new equipment to be sole sourced to accommodate project needs. The CIP Coach shall evaluate the request to ensure compliance with Section 3400 of the California Public Contract Code and the Standardized Equipment Selection Criteria.

- a. If the evaluation determines the request is viable, the CIP Coach shall recommend to the Executive Team whether to sole source the equipment for the current project only or to amend the Standardized Equipment List to include the new equipment. If the Executive Team agrees with the recommendation, the CIP Coach shall proceed with a recommendation to the General Manager or his or her designee for approval consideration. If the General Manager or his or her designee, in consultation with District Legal Counsel, approves the request, the project specifications and/or the Standardized Equipment List shall be amended to include the new equipment. If the General Manager or his or her designee denies the request, the CIP Coach will proceed with 6(b) below.
 - b. If the evaluation determines the request to be not viable, the CIP Coach will report back to the requester(s) with the reason(s) the request was denied. The CIP Coach will discuss with the requester possible options that meet the equipment and requester's needs. After the discussion, the CIP Coach shall coordinate with the design consultant to ensure the specification is drafted with performance requirements that will meet the District's needs and to include "or equal" in the specification. The CIP Coach will also ensure the specification is not proprietary in nature that could exclude all but one manufacturer.
7. When an invitation for bids or request for proposals is issued with sole sourced or standardized equipment, the General Manager or his or her designee shall include the finding required by Public Contract Code 3400(c) that the material, product, service or thing is designated for one of the following purposes: (a) in order to match other products in use on a particular public improvement either completed or in the course of completion; or (b) in order to obtain a necessary item that is only available from one source.
8. If concerns emerge over approved sole sourced or standardized equipment, the General Manager or his or her designee is authorized under Public Contract Code Section 3400 to issue an invitation for bids or request for proposals that a particular material, product, thing, or service designated by specific brand or trade name in order that a field test or experiment may be made to determine the product's suitability for future use.
9. The Technical Services Workgroup will be responsible in its entirety for the maintenance and upkeep of the CIP Standardized Equipment List.

FMC Procedures

Staff shall utilize the following guidelines for evaluating the equipment to be included in the FMC Standardized Equipment List:

1. The FMC Standardized Equipment List was initially developed by Staff through evaluating the District's equipment that met the FMC Standardized Equipment Selection Criteria.

2. Every three years, Staff shall review the FMC Standardized Equipment List and determine whether the equipment on the list continues to meet the standards set forth in the FMC Standardized Equipment Selection Criteria and whether new equipment shall be considered to be included on the list.
3. If the evaluation determines that the equipment on the FMC Standardized Equipment List no longer meets the standards in the FMC Standardized Equipment Selection Criteria, Staff shall recommend the equipment be deleted from the list. If Staff determines that the equipment on the list still meets the standards in the FMC Standardized Equipment Selection Criteria, no changes to the list shall be recommended.
4. At the Three-Year Review, if a Staff member requests to include new equipment on the FMC Standardized Equipment List, he or she shall notify the FMC Coach. The FMC Coach will evaluate the request to ensure compliance with FMC Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the FMC Coach shall recommend to the Executive Team to standardize the equipment and amend the FMC Standardized Equipment List to include the new equipment. If the Executive Team approves the recommendation, staff shall proceed with a final recommendation to the Board of Directors for approval consideration.
 - b. If the evaluation determines the request to be not viable, the FMC Coach will report back to the requester(s) with the reason(s) the request was denied. The FMC Coach will discuss with the requester feasible options that meet the equipment and requester's needs.
5. Staff has recommended the FMC Standardized Equipment List in Attachment D for this Three-Year Review, which is approved together with this policy. Staff shall utilize the List for three years, after which these guidelines shall be repeated.
6. Prior to the next Three-Year Review, Staff may request new equipment to be sole sourced to accommodate project needs. The FMC Coach shall evaluate the request to ensure compliance with the FMC Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the FMC Coach shall recommend to the Executive Team whether to sole source the equipment for the current project only or to amend the FMC Standardized Equipment List to include the new equipment. If the Executive Team agrees with the recommendation, the FMC Coach shall proceed with a recommendation to the General Manager or his or her designee for approval consideration. If the General Manager or his or her designee, in consultation with District Legal Counsel, approves the request, the purchase order's technical requirements and/or the FMC Standardized Equipment List shall be amended to include the new equipment. If the General Manager or his or her designee denies the request, the FMC Coach will proceed with 6(b) below.
 - b. If the evaluation determines the request to be not viable, the FMC Coach will report back to the requester(s) with the reason(s) the request was denied. The FMC Coach

will discuss with the requester possible options that meet the equipment and requester's needs.

10. The FMC Workgroup will be responsible in its entirety for the maintenance and upkeep of the FMC Standardized Equipment List.

Employee Responsibility

Employees are responsible for adhering to the procedures established by this policy and requesting Management approval whenever they have recommendations for changes to the guidelines and the Standardized Equipment Lists.

Management Responsibility

Management is responsible for ensuring that this policy is followed and that the Standardized Equipment Lists are reviewed and approved by the Board of Directors every three years.

References and Notes

Attachment A – CIP 2021 Standardized Equipment List

Attachment B – California Public Contract Code Section 3400

Attachment C – CIP Standardized Equipment Selection Criteria

Attachment D – FMC 2021 Standardized Equipment List

Approved by: Board of Directors, April 12, 2021

Author/owner: CIP Coach and FMC Coach

Reviewers: Executive Team

Notify Person: CIP Coach and FMC Coach

Revision frequency: Every three years

Next Review: April 12, 2024

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST

Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Plug Valves (4-inch diameter and greater)	Dezurik	Eccentric Plug Valves (PEC)	640+	\$3,000	<p>Plug valves are used to isolate the flow of water, wastewater, sludge, and grit at District facilities. They have a simple operation and are typically more economical than other types of valves.</p> <p>Staff has previously used plug valves by other manufacturers but found the Dezurik plug valves to be more reliable and durable. Maintenance staff has also received very good customer support from the local sales representative.</p>
Air / Vacuum Relief Valves	Vent-O-Mat	RGX Series	36	\$6,000	<p>The air / vacuum relief valves are important components in the operation and maintenance of the twin force main pipelines. Along with the surge towers located at Newark and Irvington Pump Stations, the air / vacuum relief valves reduce the effects of water hammer (sudden changes in the flow rate of wastewater) in the twin force main pipelines.</p> <p>Staff has previously used air / vacuum relief valves by other manufacturers but found the Vent-O-Mat units to function more reliably and are easier to maintain.</p>

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Board Approval Date – April 12, 2021

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Wastewater Centrifugal Pumps and Motors	Wemco	Wemco-Hidrostal Submersible Screw-Centrifugal Impeller Pump	20	\$60,000 to \$110,000 depending on the pump size	<p>In 1998, staff conducted an in-depth analysis of the dry-pit submersible pumps and motors prior to the Alvarado Influent Pump Station Expansion Project to address problems, such as clogging, high vibrations, and limited operating range associated with the old line-shaft pumps. The analysis included a comparison of pumps from other manufacturers.</p> <p>Based on the results of the analysis, staff selected Wemco as the sole-source supplier for the raw wastewater pumps and motors for the Alvarado Influent Pump Station. Staff has subsequently standardized to the Wemco pumps at the Irvington Pump Station, Newark Pump Station, and Boyce Road Lift Station.</p>

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Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Centrifugal Pumps and Motors (sludge mixing pumps)	Wemco	Wemco-Hidrostal Screw-Centrifugal Impeller Pump	7	\$90,000	<p>The original sludge mixing pumps did not perform well due to its inability to pass large clumps of rags. This resulted in a limited mixing operation, which increased the risk of a large mat formation in the digester and created operational problems with mixing and generation of methane gas. This also caused operations staff to frequently take the pumps out of service in order to remove the rags that are caught in the pumps.</p> <p>Based on the success with the non-clog capabilities of the Wemco-Hidrostal submersible screw-centrifugal impeller pumps at the wastewater pump stations, staff decided to replace the existing sludge mixing pump at Primary Digester No. 2 with the Wemco-Hidrostal Screw Centrifugal Impeller Pump in 2003. Due to this success, staff has standardized the sludge mixing pumps to the Wemco units.</p>

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Recessed Impeller Pumps (sludge pumping)	Wemco Pump	Model C	16	\$50,000	The Wemco Model C recessed impeller pumps were first installed at the District during the 1991 Interim Improvements Project to pump primary sludge from the primary clarifiers. These pumps are still in operation. Due to the Wemco Model C's ability to pass fibrous and stringy materials with the sludge, good operational reliability, and ease of maintenance, staff also installed them as sludge recirculation pumps at the primary digesters.

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Chemical Metering Pumps	Milton Roy	Milroyal B High Performance Diaphragm Pump	16	\$18,000	<p>Metering pumps are used to deliver chemicals for various plant treatment processes such as effluent disinfection and odor control at the plant and remote pump stations. The District has been using Milton Roy metering pumps for dispensing chemicals since the late 1980s.</p> <p>Based on the historical success of these pumps and to match the other metering pumps at the District, on November 23, 2015, the Board approved staff to specify Milton Roy as the sole-source manufacturer/supplier for the six replacement chemical metering pumps at the Odor Control Building and Maintenance Building Shop for the Chemical Tanks and Piping Replacement Project. Staff selected the Milton Roy units as the pumps continue to have very few maintenance and operational issues.</p>

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Motorized Valve Operators	Rotork	IQ Series	230+	\$10,000	<p>Typically, staff has installed motorized valve operators on all valves and gates that require many turns of the stem to fully open or close, are inaccessible, and / or require automatic control. The motorized valve operators allow staff to actuate the valves and gates much quicker and in a safe manner.</p> <p>Staff has previously used motorized valve operators by other manufacturers but found the Rotork units to be more reliable and the customer service more responsive and dependable.</p>

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Gas Monitoring Systems	Mining Safety Appliances Company (MSA)	Ultima Series	19	\$13,000 to \$23,000	<p>Gas monitoring systems are required by the National Fire Protection Association and the National Electrical Code to be installed in areas where combustible gases may be present. Additionally, gas monitoring systems are installed in areas where staff may have exposure to hydrogen sulfide gases. The gas monitoring systems typically measure levels of combustible gases, hydrogen sulfide, ammonia, and / or oxygen. The systems are critical to maintaining a safe environment for staff, equipment, and processes.</p> <p>Staff has found the MSA units more reliable and the gas sensors easier to calibrate.</p> <p>The average unit cost ranges from a unit with one controller and one sensor to a unit with one controller and four sensors.</p>

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST

Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Programmable Logic Controllers (PLC)	Allen Bradley	Logix Series of Controllers, and Associated Support Hardware and Software	34	\$15,000 to \$25,000 (hardware cost only; does not include enclosures, installation, wire terminations, and programming)	<p>PLCs are located at every plant process building and the remote pump and lift stations and are critical to the operation of the District's facilities. They provide automatic controls of the equipment by continuously monitoring and adjusting the equipment's operating parameters as flow or process conditions vary.</p> <p>The Allen Bradley PLC has advanced communication and networking technologies and is easier to program and troubleshoot. Staff has been extremely pleased with the Allen Bradley PLC.</p> <p>The Allen Bradley Logix series of controllers has seven models depending on the complexity of the system being monitored and controlled. The ControlLogix controller is the most robust and staff will utilize this controller in most of the District's applications. However, there will be some small to mid-size applications where the CompactLogix controller system would serve the need and is more cost effective.</p> <p>PLCs from other manufacturers would require different programming and configuration software than those for the Allen Bradley units. It is important that the PLC's are standardized to Allen Bradley since staff has already invested many training hours to learn the programming of the units.</p>

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST

Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Aeration Blowers	APG-Neuros	NX Series Turbo Blower	1	\$500,000	<p>The secondary treatment process consumes the most energy of any plant process because large aeration blowers continuously deliver air to the aeration basins.</p> <p>In 2016, the High Speed Aeration Blower Project installed the plant's first Neuros turbo blower and in 2018, an evaluation of it confirmed it was more energy efficient than the existing centrifugal blowers. Based on this success, staff would like to replace the remaining centrifugal blowers with turbo blowers to realize additional energy savings. Standardizing the turbo blowers will reduce the complexity of the aeration system controls and reduce O&M costs.</p>
Ultrasonic Level Sensors and Controllers	Pulsar Measurement	<p>Sensor: dB Series Transducer</p> <p>Controller: Blackbox 130 Controller</p>	7	\$2,500	<p>Ultrasonic level sensors and controllers are used to measure the liquid levels inside chemical tanks. Accurate tank level readings are important to allow staff to efficiently manage the chemical inventory at the plant.</p> <p>Staff found the ultrasonic level sensors and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.</p>

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST

Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Dissolved Oxygen Sensors and Controllers	Hach Company	Sensor: LDO sc Luminescent Dissolved Oxygen Sensor Controller: SC200 Controller	13	\$5,000	The dissolved oxygen sensors and controllers are important instruments to monitor the oxygen levels in the aeration tanks. Staff found the dissolved oxygen sensors and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.
Chlorine Analyzers and Controllers	Hach Company	Analyzer: CLT10sc Total Chlorine Analyzer or CLF10sc Free Chlorine Analyzer Controller: SC200 Controller	3	\$5,000	Chlorine analyzers and controllers are used at the chlorine contact basin to monitor the level of the chlorine disinfectant in the final effluent. This is important as it ensures that the plant is meeting its National Pollutant Discharge Elimination System (NPDES) permit requirements. Staff found the chlorine analyzers and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.

Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST

Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Magnetic Flow Meters and Flow Meter Transmitters	Emerson Electric Co.	Flow Meter: Rosemount 8705 Series Flanged Magnetic Flow Meter Flow Meter Transmitter: Rosemount 8712 Series Magnetic Flow Meter Transmitter	4	\$15,000	The magnetic flow meters and transmitters are used at the secondary clarifiers to measure the flow of return activated sludge. Staff found the magnetic flow meters and transmitters reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.
Pressure Transmitters	Emerson Electric Co.	Rosemount 3051 Series Pressure Transmitter	6	\$5,000	Pressure transmitters are used to record the sludge level inside the plant's primary digesters. Staff found the pressure transmitters reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.

Attachment B

Section 3400 California Public Contract Code

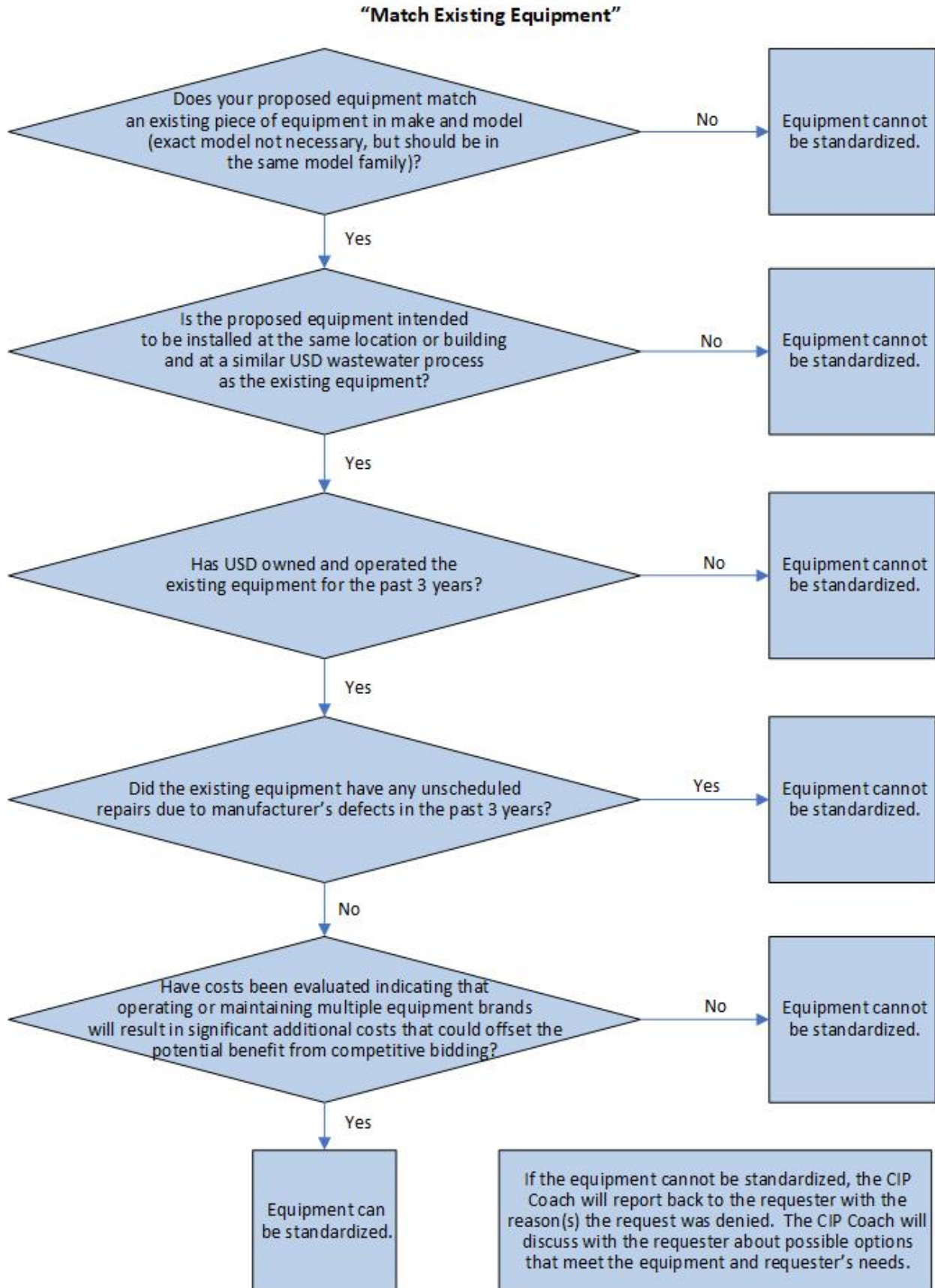
(a) The Legislature finds and declares that it is the intent of this section to encourage contractors and manufacturers to develop and implement new and ingenious materials, products, and services that function as well, in all essential respects, as materials, products, and services that are required by a contract, but at a lower cost to taxpayers.

(b) No agency of the state, nor any political subdivision, municipal corporation, or district, nor any public officer or person charged with the letting of contracts for the construction, alteration, or repair of public works, shall draft or cause to be drafted specifications for bids, in connection with the construction, alteration, or repair of public works, (1) in a manner that limits the bidding, directly or indirectly, to any one specific concern, or (2) calling for a designated material, product, thing, or service by specific brand or trade name unless the specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In applying this section, the specifying agency shall, if aware of an equal product manufactured in this state, name that product in the specification. Specifications shall provide a period of time prior to or after, or prior to and after, the award of the contract for submission of data substantiating a request for a substitution of "an equal" item. If no time period is specified, data may be submitted any time within 35 days after the award of the contract.

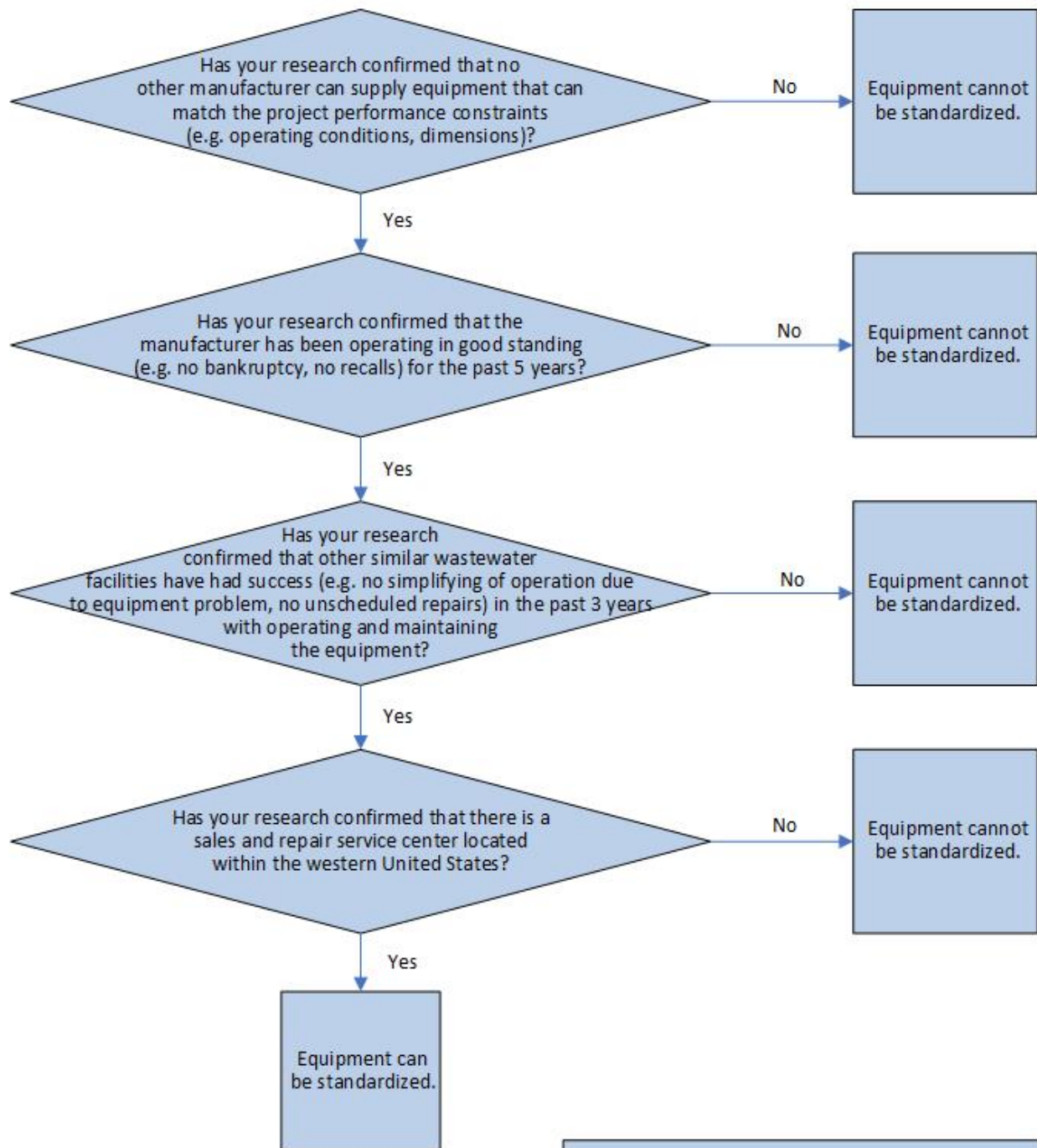
(c) Subdivision (b) is not applicable if the awarding authority, or its designee, makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- (1) In order that a field test or experiment may be made to determine the product's suitability for future use.
- (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.
- (3) In order to obtain a necessary item that is only available from one source.
- (4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.
(B) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.

Attachment C – CIP Standardized Equipment Selection Criteria



"Equipment Available From One Source"



If the equipment cannot be standardized, the CIP Coach will report back to the requester with the reason(s) the request was denied. The CIP Coach will discuss with the requester about possible options that meet the equipment and requester's needs.

Attachment D – FMC 2021 STANDARDIZED EQUIPMENT LIST
Board Approval Date – April 12, 2021

Equipment Description	Manufacturer	Comments
Plug Valves	Dezurik	Dezurik is USD's standard equipment on the CIP Standardized Equipment list.
Wastewater and Sludge Pumps	Wemco	Muniquip is the distributor of OEM Wemco Pump parts.
Motorized Valve Operators	Rotork	Rotork is USD's standard equipment on the CIP Standardized Equipment list. F.A. Olsen is their sole authorized municipal representative for Northern California.
Sludge Pumps	Moyno	R-2 is the distributor of OEM Moyno Pump parts
Centrifuges	Andritz	Andritz is the manufacture/distributor of OEM parts. Proprietary.
Gravity Belt Thickeners	Ashbrook	Ashbrook is the distributor of OEM GBT parts and the company who installed them. Proprietary.
Grinders	JWC	JWC is the manufacturer of Muffin Monsters grinders, and no other vendor exists for replacement parts.
Sludge Degritters and Grit Washing / Dewatering	Hydro International	The Eutek SlurryCup and Grit Snail are proprietary equipment manufactured by Hydro International.

RESOLUTION NO. _____
APPROVE REVISED POLICY NO. 2760, STANDARDIZED EQUIPMENT POLICY

WHEREAS, the Union Sanitary District approved Policy No. 2760, Standardized Equipment Policy and Attachments A through C on January 8, 2018, and the policy is established to provide the guidelines for maintaining and approving a Standardized Equipment List and the procedures for evaluating mechanical, electrical, and instrumentation equipment for inclusion in the List; and

WHEREAS, Section 3400 of the California Public Contract Code allows exceptions to the requirement to include “or equal” in the specifications for bids in connection with public work projects; and

WHEREAS, the Union Sanitary District revised Policy No. 2760, Standardized Equipment Policy and Attachments A through C, including the updated CIP Standardized Equipment List, and new Attachment D that includes the new FMC Standardized Equipment List; and

WHEREAS, the formal bidding procedures would be unavailing for the acquisition of the products in the CIP Standardized Equipment Lists since the equipment matches existing equipment already used on District facilities or is only available from one manufacturer source, as set forth in Public Contract Code 3400, and for reasons including that maintenance costs associated with multiple suppliers of equipment would exceed the benefit of competitive bidding; and

WHEREAS, the formal purchasing procedures would be unavailing for the acquisition of the products in the FMC Standardized Equipment Lists since the equipment a) is proprietary in nature, (b) is restricted to one vendor in the District’s service area, (c) is determined that certain manufacturers’ parts have a better cost-to-service life ratio, (d) requires parts already identified as part of the CIP Standardized Equipment List, or (e) is supported by a vendor that provides a quicker turnaround where time is an important factor.

THEREFORE BE IT RESOLVED, that the UNION SANITARY DISTRICT hereby approves the revised Policy No. 2760 – Standardized Equipment Policy and Attachments A through D. The policy and the CIP and FMC Standardized Equipment Lists shall be effective for a period of three years and shall be reviewed on April 12, 2024. The Board of Directors further designates the General Manager, or his or her designee, to modify the CIP and FMC Standardized Equipment Lists, approve standardized equipment for projects and purchase orders, as set forth in Policy No. 2760.

On motion duly made and seconded, this resolution was adopted by the following vote on April 12, 2021:

AYES:

NOES:

ABSENT:

ABSTAIN:

TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:

ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**APRIL 12, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM 10**

TITLE: Review and Consider Approval of Policy 2920 Computer Purchase and Student Loan Program *(This is a Motion Item)*

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO Work Group Manager

Recommendation

Review and Consider Approval of Policy 2920 Computer Purchase and Student Loan Program.

Discussion

Other than minor administrative updates and clarifications, the following changes are proposed:

- Allowing for the purchase and installation of cloud based software with a subscription period of no more than 3 years.
- Allowing for the purchase of ancillary equipment.

Background

Policy 2920, Computer Purchase and Student Loan Program requires review and approval by the Board of Directors every three years. Additionally, every September a report is presented to the Board detailing activity for these two programs for the fiscal year just ended.

Previous Board Action

03/14/16 Board Meeting – Policy Approved

Attachments

Policy 2920, Computer Purchase and Student Loan Program – Red Line Version
Policy 2920, Computer Purchase and Student Loan Program – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective: 3/14/16 April 2021	Computer Purchase and Student Loan Program	Policy Number 2920 Page 1 of 8 7
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Policy

Union Sanitary District's Board of Directors encourages employee development.

This policy is composed of two parts: (1) a Computer Purchase Loan Program ("Computer Loan"), which provides for interest-free loans for eligible computer related purchases, and (2) a Student Loan Program ("Student Loan"), which generally provides for interest-free student loans for educational expenses exceeding the maximum reimbursement available under the Employee Education Policy (Policy 5330).

It is intended that both loan programs meet the requirements for qualification under Section 127 of the Internal Revenue Code, and that benefits paid to employees under such programs be excludable from gross income to the maximum extent allowed under that Section. In accordance with Section 127, the District will provide reasonable notice of the terms and availability of this program to eligible employees.

In addition, it is intended that the foregone interest on loans under both programs be excluded from gross income under the de minimis exception set out under Section 7872(c) (3) of the Internal Revenue Code for compensation-related loans not exceeding \$10,000.

Purpose

The Computer Purchase and Student Loan Programs were established to assist employees in the development of enhanced computer skills applicable to the District's computing environment, and to allow employees to improve their work- and career-related knowledge, skills, and abilities by providing an economic incentive to improve such skills and knowledge.

Computer Purchase Loan Program

Definitions

Employee Refers to all full time, part-time employees and current Board members.

<i>Conditions</i>	<ul style="list-style-type: none">a) All participating employees are required to sign a Computer Purchase and Student Loan Program Installment Note ("Installment Note").b) Loans are for new material acquisition only. This may be for a complete system, additions to an existing system or eligible software.c) Loans must be paid back through after-tax payroll deductions.d) No interest will be assessed on the loan.e) Employees may not apply for a new loan for 24 months from the start of their first loan unless the previous loan is paid in full. No more than two loans may be outstanding at any one time with a combined maximum of \$3,300.
<i>Eligibility</i>	All full-time, non-probationary employees who have completed a new hire probation and who are not on a Plan of Improvement, part-time employees who have completed probation and an additional year of employment with the District and are not on a Plan of Improvement, and current members of the Board of Directors are eligible to participate in the Computer Purchase Loan Program. All employees must have a minimum of six months employment with the District. Board member eligibility begins once they are sworn in.
<i>Ineligibility</i>	Full-time employees who are on probation as a new hire or on a Plan of Improvement for any reason, or part-time employees who have not passed probation and have not been employed by the District for an additional year or are on a Plan of Improvement for any reason are not eligible to participate in the Computer Purchase Loan Program.
<i>Loan Terms</i>	The no-interest loan must be repaid within 78 pay periods.
<i>Minimum Loan Amount</i>	\$500 is the minimum amount for a loan to be opened.
<i>Maximum Loan Amount</i>	\$3,300 total per employee, up to two loans at any time. The total loan program shall not exceed \$50,000 in maximum program liability.

Priorities

Should the maximum program liability be approached, Business Services Workgroup Manager will institute the following priority schedule:

1. First priority: employees/Board Members who have not participated in the program;
2. Second priority: employees/Board Members who have paid off their entire loan balance;
3. Third priority: employees/Board Members who have completed 24 months of payments and have a remaining balance.

Procedure

- Employee/Board Member completes the [Request for Computer Purchase Loan Financing](#) form and submits it to IT.
- IT verifies equipment eligibility, including comparing it with the Computer Loan Equipment Standards included as appendix A to this policy, and forwards the form to the Business Services Manager and/or the General Manager, who verifies employee eligibility, availability of funds in the program and approves/disapproves expenditure of funds.
- If at any step of the verification process the employee fails to meet the criteria for a loan, the [Request for Computer Purchase Loan Financing](#) form will be returned to the employee with an explanation of the reason for the loan denial.
- After receiving approval from the Business Services Manager, the employee/Board Member purchases hardware/software.
- The employee/Board Member submits the ~~original~~-paid invoice along with any other supporting documentation -to the Business Services Manager, who notifies Payroll to prepare a reimbursement check.
- Business Services (Payroll) prepares the reimbursement check and the [Installment Note](#) to be signed by the employee/Board Member prior to the release of the reimbursement check.
- If employment with Union Sanitary District ends prior to loan pay-off, the remaining balance must be paid within 30 days from the date of separation from the District or end of a Board Member's term and maybe deducted from any monies due the employee.
- Business Services (~~Finance/FAST Accounting/FIST~~) issues a paid note after the last payment is received.
- Failure to repay the remaining balance will result in the District taking action, up to and including legal recourse, to collect all funds owed.

Student Loan Program**Definitions**

<i>Conditions</i>	<p>a) All employees are required to sign a Computer Purchase and Student Loan Program Installment Note.</p> <p>b) Loans must be paid back through after-tax payroll deductions.</p> <p>c) No interest will be assessed on the loan.</p>
<i>Eligibility</i>	<hr/> <p>All full-time and part-time employees who have completed a new hire probation and are not on a Plan of Improvement. Part-time employees must also complete an additional one (1) year of employment after completing probation.</p>
<i>Ineligibility</i>	<p>Full-time employees who are on probation as a new hire or on a Plan of Improvement for any reason, or part-time employees who have not passed probation and have not been employed by the District for an additional year or are on a Plan of Improvement for any reason are not eligible to participate in this program.</p>
<i>Loan Term</i>	<p>The no-interest loan must be repaid within 78 pay periods.</p>
<i>Maximum Loan Amount</i>	<p>\$3,000 per employee with a \$15,000 maximum program liability.</p>
<i>Priority</i>	<p>Should the aggregate loan cap be approached, Business Services will institute the following priority schedule:</p> <ol style="list-style-type: none">1. First priority: employees that have not participated in the program;2. Second priority: employees who have paid off their entire loan balance;3. Third priority: employees who have completed 24 months of payments and have a remaining balance.
<i>Refinancing</i>	<p>Employees are eligible for refinancing, up to a maximum total loan amount of \$3,000</p>

Procedure

- Employee must have already completed the Tuition Reimbursement Request form under the Employee Education Policy (Policy Number 5330) and received Coach and HR approval.
- Employee must state, in the Student Loan section of the [Tuition Reimbursement Request](#) form that their educational reimbursement exceeds the maximum reimbursement of the

maximum amount available per the Employee Education Policy and they are requesting a student loan for up to a maximum of \$3000.

- After Human Resources approves the [Tuition Reimbursement Request](#) form requesting a loan, HR forwards the request to Business Services (Payroll).
- Payroll prepares an Installment Note for the employee's signature.
- Payroll prepares a check to reimburse the employee.
- Payroll establishes payroll deductions for a maximum of 78 pay periods.
- If employment with Union Sanitary District ends prior to loan pay-off, the remaining balance must be paid within 30 days of separation.
- Business Services (~~Finance/FASTAccounting/FIST~~) issues a paid note after last payment is received.
- Failure to repay all of the remaining balance will result in the District taking action, up to and including legal recourse, to collect all funds owed.

Management Responsibility

Authorization for the employee to purchase computer hardware/software under this program comes from the Business Services Manager and/ or General Manager. Authorization for a student loan under this program comes from the employee's Coach and/or Work Group Manager and the Human Resources Manager. Business Services Management has the responsibility to ensure that the aggregate student loans do not exceed \$15,000 and the total aggregate loans do not exceed \$50,000.

Related Forms

Request for Computer Loan Financing

Computer Purchase and Student Loan Program Installment Note

Attachments

Appendix A – Computer Loan Equipment Standards

Author/Owner: Business Services Workgroup Manager, Executive Team

Reviewers: Executive Team

Approved by: Board of Directors

Review Frequency: 3 years

Next Review Date: ~~April 2024~~ ~~3-14-2019~~

APPENDIX A

Computer Loan Equipment Standards

Technology is rapidly evolving and this equipment standards list may need to be reviewed and updated more frequently than the 3 year cycle of the policy. The Maintenance and Technology~~Business Services~~ Manager, in consultation with the General Manager, may update the equipment standards list periodically as changes in technology dictate without requiring the Board to consider and approve the entire policy.

Eligible Hardware:

- Microsoft Windows Operating System compatible desktop or laptop computer purchased with the current selling Microsoft Windows Operating System or proof of a transferable license ownership of a currently supported Microsoft Windows Operating System
- Apple desktop or laptop computer purchased with the current selling Microsoft Windows Operating System or proof of a transferable license ownership of a currently supported Microsoft Windows Operating System
- Monitor up to 32" with the primary purpose of the device to serve as a computer monitor and not a TV (IT will make this judgment and factor in if the screen is integrated with the computer)
- Printer
- Scanner
- Router
- Print server
- Mouse and or keyboard
- Standard speakers
- Laptop or tablet carrying or protective cases
- Tablets with Microsoft Windows, Google Android, Apple iOS, ~~Blackberry operating~~ system or equivalent as determined by IT (hardware only, no service or use plans).
- Smartphone with Microsoft Windows, Google Android, Apple iOS, ~~Blackberry operating~~ system or equivalent as determined by IT that is compatible with the District's server, email and calendaring systems (hardware only, no service or use plans).

Eligible Software:

- Microsoft Windows Operating System
- Microsoft Office
- Adobe Acrobat
- Firewall
- Anti-virus
- Anti-spyware
- Virtualization software or dual boot to run the Microsoft Windows Operating System or Microsoft office as part of an Apple computer purchase

Eligible Warranty:

- Up to a 3 year warranty
- Coverage for accidental damage protection for mobile devices only (i.e., laptops)
- Shipping

Not Eligible:

- ~~Services (i.e., installation of software, Operating System or similar, Cloud based services, Microsoft Office 365, etc.)~~
- ~~Ancillary equipment not essential to running the system (e.g., cameras, headsets, virtual or 3D equipment)~~
- Contracts/subscriptions for cloud based services for eligible programs that extend beyond 3 years.

Union Sanitary District
Policy and Procedure Manual

Effective: April 2021	Computer Purchase and Student Loan Program	Policy Number 2920 Page 1 of 7
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Policy

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It is intended that both loan programs meet the requirements for qualification under Section 127 of the Internal Revenue Code, and that benefits paid to employees under such programs be excludable from gross income to the maximum extent allowed under that Section. In accordance with Section 127, the District will provide reasonable notice of the terms and availability of this program to eligible employees.

In addition, it is intended that the foregone interest on loans under both programs be excluded from gross income under the de minimis exception set out under Section 7872(c) (3) of the Internal Revenue Code for compensation-related loans not exceeding \$10,000.

Purpose

The Computer Purchase and Student Loan Programs were established to assist employees in the development of enhanced computer skills applicable to the District's computing environment, and to allow employees to improve their work- and career-related knowledge, skills, and abilities by providing an economic incentive to improve such skills and knowledge.

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Employee Refers to all full time, part-time employees and current Board members.

Conditions

- a) All participating employees are required to sign a Computer Purchase and Student Loan Program Installment Note ("Installment Note").
- b) Loans are for new material acquisition only. This may be for a complete system, additions to an existing system or eligible software.
- c) Loans must be paid back through after-tax payroll deductions.
- d) No interest will be assessed on the loan.
- e) Employees may not apply for a new loan for 24 months from the start of their first loan unless the previous loan is paid in full. No more than two loans may be outstanding at any one time with a combined maximum of \$3,300.

Eligibility

All full-time, non-probationary employees who have completed a new hire probation and who are not on a Plan of Improvement, part-time employees who have completed probation and an additional year of employment with the District and are not on a Plan of Improvement, and current members of the Board of Directors are eligible to participate in the Computer Purchase Loan Program. All employees must have a minimum of six months employment with the District. Board member eligibility begins once they are sworn in.

Ineligibility

Full-time employees who are on probation as a new hire or on a Plan of Improvement for any reason, or part-time employees who have not passed probation and have not been employed by the District for an additional year or are on a Plan of Improvement for any reason are not eligible to participate in the Computer Purchase Loan Program.

Loan Terms

The no-interest loan must be repaid within 78 pay periods.

Minimum Loan Amount

\$500 is the minimum amount for a loan to be opened.

Maximum Loan Amount

\$3,300 total per employee, up to two loans at any time. The total loan program shall not exceed \$50,000 in maximum program liability.

Priorities

Should the maximum program liability be approached, Business Services Workgroup Manager will institute the following priority schedule:

1. First priority: employees/Board Members who have not participated in the program;
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Procedure

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- IT verifies equipment eligibility, including comparing it with the Computer Loan Equipment Standards included as appendix A to this policy, and forwards the form to the Business Services Manager and/or the General Manager, who verifies employee eligibility, availability of funds in the program and approves/disapproves expenditure of funds.
- If at any step of the verification process the employee fails to meet the criteria for a loan, the [Request for Computer Purchase Loan Financing](#) form will be returned to the employee with an explanation of the reason for the loan denial.
- After receiving approval from the Business Services Manager, the employee/Board Member purchases hardware/software.
- The employee/Board Member submits the paid invoice along with any other supporting documentation to the Business Services Manager, who notifies Payroll to prepare a reimbursement check.
- Business Services (Payroll) prepares the reimbursement check and the [Installment Note](#) to be signed by the employee/Board Member prior to the release of the reimbursement check.
- If employment with Union Sanitary District ends prior to loan pay-off, the remaining balance must be paid within 30 days from the date of separation from the District or end of a Board Member's term and maybe deducted from any monies due the employee.
- Business Services (Finance/FAST) issues a paid note after the last payment is received.
- Failure to repay the remaining balance will result in the District taking action, up to and including legal recourse, to collect all funds owed.

Student Loan Program**Definitions**

<i>Conditions</i>	a) All employees are required to sign a Computer Purchase and Student Loan Program Installment Note . b) Loans must be paid back through after-tax payroll deductions. c) No interest will be assessed on the loan.
<i>Eligibility</i>	All full-time and part-time employees who have completed a new hire probation and are not on a Plan of Improvement. Part-time employees must also complete an additional one (1) year of employment after completing probation.
<i>Ineligibility</i>	Full-time employees who are on probation as a new hire or on a Plan of Improvement for any reason, or part-time employees who have not passed probation and have not been employed by the District for an additional year or are on a Plan of Improvement for any reason are not eligible to participate in this program.
<i>Loan Term</i>	The no-interest loan must be repaid within 78 pay periods.
<i>Maximum Loan Amount</i>	\$3,000 per employee with a \$15,000 maximum program liability.
<i>Priority</i>	Should the aggregate loan cap be approached, Business Services will institute the following priority schedule: <ol style="list-style-type: none">1. First priority: employees that have not participated in the program;2. Second priority: employees who have paid off their entire loan balance;3. Third priority: employees who have completed 24 months of payments and have a remaining balance.
<i>Refinancing</i>	Employees are eligible for refinancing, up to a maximum total loan amount of \$3,000

Procedure

- Employee must have already completed the Tuition Reimbursement Request form under the Employee Education Policy (Policy Number 5330) and received Coach and HR approval.
- Employee must state, in the Student Loan section of the [Tuition Reimbursement Request](#) form that their educational reimbursement exceeds the maximum reimbursement of the maximum amount available per the Employee Education Policy and they are requesting a student loan for up to a maximum of \$3000.

- After Human Resources approves the [Tuition Reimbursement Request](#) form requesting a loan, HR forwards the request to Business Services (Payroll).
- Payroll prepares an Installment Note for the employee's signature.
- Payroll prepares a check to reimburse the employee.
- Payroll establishes payroll deductions for a maximum of 78 pay periods.
- If employment with Union Sanitary District ends prior to loan pay-off, the remaining balance must be paid within 30 days of separation.
- Business Services (Finance/FAST) issues a paid note after last payment is received.
- Failure to repay all of the remaining balance will result in the District taking action, up to and including legal recourse, to collect all funds owed.

Management Responsibility

Authorization for the employee to purchase computer hardware/software under this program comes from the Business Services Manager and/ or General Manager. Authorization for a student loan under this program comes from the employee's Coach and/or Work Group Manager and the Human Resources Manager. Business Services Management has the responsibility to ensure that the aggregate student loans do not exceed \$15,000 and the total aggregate loans do not exceed \$50,000.

Related Forms

Request for Computer Loan Financing

Computer Purchase and Student Loan Program Installment Note

Attachments

Appendix A – Computer Loan Equipment Standards

Author/Owner: Business Services Workgroup Manager, Executive Team

Reviewers: Executive Team

Approved by: Board of Directors

Review Frequency: 3 years

Next Review Date: April 2024

APPENDIX A

Computer Loan Equipment Standards

Technology is rapidly evolving and this equipment standards list may need to be reviewed and updated more frequently than the 3 year cycle of the policy. The Maintenance and Technology Manager, in consultation with the General Manager, may update the equipment standards list periodically as changes in technology dictate without requiring the Board to consider and approve the entire policy.

Eligible Hardware:

- Microsoft Windows Operating System compatible desktop or laptop computer purchased with the current selling Microsoft Windows Operating System or proof of a transferable license ownership of a currently supported Microsoft Windows Operating System
- Apple desktop or laptop computer purchased with the current selling Microsoft Windows Operating System or proof of a transferable license ownership of a currently supported Microsoft Windows Operating System
- Monitor up to 32" with the primary purpose of the device to serve as a computer monitor and not a TV (IT will make this judgment and factor in if the screen is integrated with the computer)
- Printer
- Scanner
- Router
- Print server
- Mouse and or keyboard
- Standard speakers
- Laptop or tablet carrying or protective cases
- Tablets with Microsoft Windows, Google Android, Apple iOS system or equivalent as determined by IT (hardware only, no service or use plans).
- Smartphone with Microsoft Windows, Google Android, Apple iOS system or equivalent as determined by IT that is compatible with the District's server, email and calendaring systems (hardware only, no service or use plans).

Eligible Software:

- Microsoft Windows Operating System
- Microsoft Office
- Adobe Acrobat
- Firewall
- Anti-virus
- Anti-spyware
- Virtualization software or dual boot to run the Microsoft Windows Operating System or Microsoft office as part of an Apple computer purchase

Eligible Warranty:

- Up to a 3 year warranty
- Coverage for accidental damage protection for mobile devices only (i.e., laptops)
- Shipping

Not Eligible:

- Contracts/subscriptions for cloud based services for eligible programs that extend beyond 3 years.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**APRIL 12, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: Election of Officers for the Board of Directors (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Karen Murphy, General Counsel
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

It is recommended the Board appoint and elect by motion the officers to serve as President, Vice President, and Secretary, in accordance with the attached policy.

Previous Board Action

The Board considers this item annually.

Background

The current policy was approved by the Board in December of 2019, and designates the offices of President, Vice President, and Secretary. The policy states the Board shall annually elect by majority vote the President, Vice-President, and Secretary at the first regular meeting following certification in election years; or one year after the prior election in non-election years. Officers were last elected at the April 13, 2020, Board meeting.

The 2022 Primary Election has been moved from March to June 7, 2022, due to census data delays brought on by the COVID-19 pandemic. Therefore, pursuant to the prior revisions to Policy 3070 to address election date changes, the new officers will serve until after the certification of the June 2022 election.

Historically, the Board has followed a rotation of officers where Vice President becomes President, Secretary becomes Vice President, and the 4th member in rotation becomes Secretary. At present, Director Kite is Vice President, Director Lathi is Secretary, and Director Fernandez is the 4th member in the rotation.

In accordance with Policy 3070, Board officers in office at the beginning of the meeting shall retain their positions until the adjournment of the meeting and newly elected Board officers will assume their duties immediately following the meeting.

Attachment: Board Policy 3070, Boardmember Officers and Committee Membership

Union Sanitary District
Policy and Procedure Manual

Effective: 12/9/2019	Boardmember Officers and Committee Membership	Policy Number 3070 Page 1 of 3
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Policy

Selection of Board Officers will be held annually at the first regular meeting following the certification of Board election results in election years or approximately one year after the election of Board Officers in non-election years. Internal Board committee memberships and Board representation for External Committees shall be established following the selection of the Board Officers.

Purpose

To provide a written record of the procedure approved by the Board for electing its Officers and establishing its committee memberships.

Procedure

Board Officers

1. The Officers are President, Vice President, and Secretary and the term of office shall be for one year, except that in election years, if the month in which the election of Board members is changed, the term shall run until after certification of election results. The Board may, by motion, amend the titles of President and Vice President to Chair and Vice Chair, respectively, provided that the Chair, regardless of title, shall act as the “president” pursuant to California Health & Safety Code Section 6486. Throughout this Policy, the titles President and Vice President shall be used interchangeably with Chair and Vice Chair.
2. The President shall preside over the meetings of the Board of Directors and be responsible for the following:
 - a. maintaining order and following the published agenda
 - b. ensuring Boardmembers are allowed to participate in discussions
 - c. allowing the public to speak on agenda items
 - d. facilitating dialog among the public, staff, and Boardmembers
 - e. appointment of members of the Board of Directors to Internal Committee assignments
 - f. signing resolutions, ordinances, and construction contracts on behalf of the District
 - g. representing the Board of Directors on issues or at events as designated by the full Board

The Vice President shall fulfill the duties of the President when the President is absent or otherwise unavailable.

The Secretary shall ensure the recording of the minutes of the Board of Directors meetings and sign the adopted Minutes, shall sign all Resolutions and Ordinances passed by the District, and shall serve as Vice President when the Vice President is absent or otherwise unavailable. If the President and Vice President are both absent, and a quorum is present, the Secretary shall preside over the meetings of the Board of Directors as the Board President.

3. At the first regular meeting following the certification of Board election results in election years, or approximately one year after the election of Board Officers in non-election years, the Board shall appoint its Board Officers. During election years, the newly elected Boardmembers shall be sworn in as the first item of business on the agenda followed immediately by the selection of the Board Officers. During non-election years, the selection of the Board Officers shall be considered after the last motion item on the agenda. The Board shall elect the President, Vice-President and Secretary for terms as set forth in Section 1 above. The election or removal of the President, Vice-President, or Secretary shall require a majority vote of the Board. The Board may choose to follow a rotation of officers.

The Board officers in office at the beginning of the meeting shall retain their positions until the adjournment of the meeting and the newly selected Board Officers shall assume their duties immediately following this meeting.

Internal Board Committee Memberships

1. Internal committees are: Budget and Finance; Engineering and Information Technology; Legal/Community Affairs; Legislative; Personnel; and Audit Committee. There is no fixed schedule for meetings set by this policy and appointments are made by the President, as set forth below. Notwithstanding the above, meetings are noticed and open to the public.
2. Annually, following the election of Board officers, and at the same meeting as the election of the officers, Directors shall be provided a list of the internal committees along with an internal committee interest form. The internal committee interest form shall be completed in order of preference and provided to the General Manager, or designee, no later than 11 calendar days in advance of the next Board meeting.
3. The President is delegated the authority to appoint Directors to the internal committees. The President shall make every effort to rotate committee assignments and ensure a similar number of committee assignments for each Board member. Notice of internal committee membership appointments will be contained in an information item to the Board at the next regularly scheduled meeting following the selection of the Board Officers. The determination of the Board President on committee assignments shall be considered final.

4. Ad Hoc committees are called as needed by a majority vote of the Board of Directors.

External Commissions / Committee Representatives (CCR)

1. External commissions/committees include: the EBDA Commission; the Joint Powers Authority for Geographic Information Systems; the Alameda County Water District Finance Authority (ACWDFA); and the Alameda County Chapter of the California Special Districts Association.
2. Membership on the EBDA Commission shall be a maximum of two consecutive years, with a possible three years in exceptional circumstances if approved by the Board.
3. The Board of Directors will elect representatives for External Committees annually. At the same meeting as the election of officers, Directors shall be provided a list of external committees along with an external committee interest form.. The external committee interest form shall be completed in order of preference and provided to the General Manager, or designee, no later than 11 calendar days in advance of the meeting. The external committee interests shall be compiled in a motion item staff report by the General Manager, or designee, and provided to the Board for consideration. The Board shall elect the external committee representatives for one year terms to start on July 1 of each year, or as otherwise decided by the Board majority, unless the assignment is vacant, in which case the term shall begin immediately upon election. The Board may choose to follow a rotation for representatives. The election or removal of external committee representatives shall require a majority vote of the Board.

Management Responsibility

The General Manager will be responsible for scheduling on the Board agenda, the election or appointment of Board officers and external commissions, pursuant to the schedule shown above. The General Manager, or designee, will provide the following to the new President, with copies to the Board: (1) a list of the last ten years and current committee memberships; (2) a copy of this policy; and (3) a list of internal committee interests. In consultation with the Board President, the General Manager will also be responsible for scheduling on the Board agenda the announcement of internal committee appointments.

Supersedes Policy Dated: July 2004, September 2005, January 2008, September 2010, October 2013, December 2016

Approved by:	Board of Directors, December 2019
Reviewers:	General Manager, Board of Directors, District's attorney
Notify Person:	General Manager
Review frequency:	Every 3 years
Next Review:	October 2022

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**APRIL 12, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 12**

TITLE: COVID-19 Update (*This is an Information Item*)

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

Recommendation

Information only.

Discussion

None.

Background

General Manager Eldredge will provide an update on the District's COVID-19 response and staffing levels.

Previous Board Action

None.

**UNION SANITARY DISTRICT
CHECK REGISTER
03/13/2021-04/02/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177036	3/18/2021	143	800501.7	KIEWIT INFRASTRUCTURE WEST CO	ALVARADO INFLUENT PS PUMPS AND VFDS	\$193,325.00	\$193,325.00
177123	3/25/2021	110	20612	SYNAGRO WEST LLC	FEBRUARY 2021 BIOSOLIDS DISPOSAL	\$125,720.12	\$125,720.12
177152	4/1/2021	143	196258	CAROLLO ENGINEERS	WAS THICKENERS	\$69,591.98	\$108,978.33
	4/1/2021	143	196423		ALVARADO INFLUENT PS PUMPS AND VFDS	\$31,985.05	
	4/1/2021	143	195467		AERATION BLOWER 11 (HIGH SPEED)	\$7,401.30	
177182	4/1/2021	143	221059	TANNER PACIFIC INC	AERATION BLOWER 11 & CENTRIFUGE BLDG IMPROV	\$2,790.00	\$54,382.50
	4/1/2021	143	221056		ALVARADO INFLUENT PS PUMPS AND VFDS	\$48,555.00	
	4/1/2021	143	221057		PRIMARY DIGESTER NO. 2 REHABILITATION	\$3,037.50	
177045	3/18/2021	110	1522922	POLYDYNE INC	46,380 LBS CLARIFLOC C-6267	\$51,629.94	\$51,629.94
177010	3/18/2021	150	265488	BURKE, WILLIAMS & SORENSON LLP	GENERAL LEGAL - JAN 2021	\$3,960.32	\$46,251.24
	3/18/2021		265489		CIP - JAN 2021	\$4,792.32	
	3/18/2021	132	265718		GENERAL PERSONNEL - JAN 2021	\$12,705.00	
	3/18/2021	150	265491		ETSU - JAN 2021	\$1,098.24	
	3/18/2021	150	265490		FORCE MAIN RELOCATION - JAN 2021	\$332.80	
	3/18/2021	150	265497		EMPLOYMENT LEGAL - JAN 2021	\$23,362.56	
177068	3/18/2021	171	23235	WESTERN TRUCK FABRICATION INC	1 ARV TRUCK BED	\$27,459.45	\$27,459.45

**UNION SANITARY DISTRICT
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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177052	3/18/2021	170	128071	SHAPE INCORPORATED	1 SITE WASTE PUMP REBUILD	\$23,057.51	\$25,553.51
	3/18/2021	170	128072		1 SITE WASTE PUMP REBUILD	\$2,496.00	
177064	3/18/2021		533620210222	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL-CARD REPORT - FEB 2021	\$23,060.55	\$23,060.55
177101	3/25/2021	123	948778	LMK TECHNOLOGIES LLC	22 LMK TRAILER PIPE KITS	\$20,960.46	\$20,960.46
177065	3/18/2021	110	101921	USP TECHNOLOGIES	4364 GALS HYDROGEN PEROXIDE	\$19,157.96	\$19,157.96
177022	3/18/2021	170	56046995	EATON CORP	1 BLOWER RELAY	\$15,804.65	\$15,804.65
177020	3/18/2021	110	1420165	DEPARTMENT OF GENERAL SERVICES	SERV: JAN 2021 PLANT	\$14,081.13	\$14,081.13
177035	3/18/2021	110	9017703910	KEMIRA WATER SOLUTIONS INC	47,400 LBS FERROUS CHLORIDE	\$6,868.79	\$14,078.09
	3/18/2021	110	9017703385		49,300 LBS FERROUS CHLORIDE	\$7,209.30	
177062	3/18/2021	110	48983839	UNIVAR SOLUTIONS USA INC	4798.1 GALS SODIUM HYPOCHLORITE	\$3,466.04	\$13,614.45
	3/18/2021	110	48970816		4799.7 GALS SODIUM HYPOCHLORITE	\$3,467.20	
	3/18/2021	110	48976999		4749.7 GALS SODIUM HYPOCHLORITE	\$3,431.08	
	3/18/2021	110	48970817		4499.2 GALS SODIUM HYPOCHLORITE	\$3,250.13	
177138	4/1/2021	110	4071038120210318	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 03/17/21-BENSON ROAD	\$80.61	\$12,192.14
	4/1/2021	110	4071037120210318		SERV TO: 03/17/21-BENSON ROAD	\$301.95	
	4/1/2021	110	4071036120210318		SERV TO: 03/17/21-BENSON ROAD	\$11,809.58	
177077	3/25/2021	171	323043500	BUCKLES SMITH ELECTRIC	1 ALLEN BRADLEY ANALOG INPUT	\$11,991.48	\$11,991.48
177098	3/25/2021		9400	LANDSEA LS-NEWARK LLC	REFUND # 36471	\$6,740.00	\$11,210.00
	3/25/2021		9399		REFUND # 36474	\$4,470.00	

**UNION SANITARY DISTRICT
CHECK REGISTER
03/13/2021-04/02/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177127	3/25/2021	110	48990621	UNIVAR SOLUTIONS USA INC	4749.7 GALS SODIUM HYPOCHLORITE	\$3,431.08	\$10,289.34
	3/25/2021	110	48993354		4744.7 GALS SODIUM HYPOCHLORITE	\$3,427.47	
	3/25/2021	110	48999138		4749.3 GALS SODIUM HYPOCHLORITE	\$3,430.79	
177172	4/1/2021	170	105512	MUNIQUEP, LLC	1 MIX PUMP 6A REBUILD KIT	\$9,774.49	\$9,774.49
177038	3/18/2021		37432220210301	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - MAR 2021	\$9,486.83	\$9,486.83
177025	3/18/2021	170	246438	FRANK A OLSEN COMPANY	1 IPS BYPASS VAULT PLUG VALVE R&R	\$8,703.18	\$8,703.18
177117	3/25/2021	130	112020980	PFM ASSET MANAGEMENT LLC	INVESTMENT MANAGEMENT / ADVISORY SERVICES	\$4,056.87	\$8,257.78
	3/25/2021	130	12122097		INVESTMENT MANAGEMENT / ADVISORY SERVICES	\$4,200.91	
177136	4/1/2021	170	2000470668	AECOM TECHNICAL SERVICES INC	HAZMAT CONSULTING SERVICES	\$6,924.87	\$8,228.52
	4/1/2021	143	2000470441		CENTRIFUGE BUILDING IMPROVEMENTS	\$1,303.65	
177091	3/25/2021	173	2019450	FARALLON GEOGRAPHICS INC	NRB (NON RESIDENTIAL BILLING) REPLACEMENT	\$8,000.00	\$8,000.00
177125	3/25/2021	170	34675	TRANSPORT PRODUCTS UNLIMITED	1 STORAGE CONTAINER	\$7,737.38	\$7,737.38
177074	3/25/2021	173	1944987	ATKINS NORTH AMERICA INC	COLLECTION SERVICES GIS	\$7,500.00	\$7,500.00
177100	3/25/2021	143	6600203	LEE & RO INC	CALCIUM THIOSULFATE CHEMICAL TANK	\$7,294.80	\$7,294.80
177146	4/1/2021	141	100320210303	BARTLE WELLS ASSOCIATES	CAPACITY FEE UPDATE	\$7,038.00	\$7,038.00
177166	4/1/2021	110	9017705420	KEMIRA WATER SOLUTIONS INC	46,360 LBS FERROUS CHLORIDE	\$6,823.23	\$6,823.23
177185	4/1/2021	110	49002475	UNIVAR SOLUTIONS USA INC	4495 GALS SODIUM HYPOCHLORITE	\$3,247.09	\$6,674.26
	4/1/2021	110	49008364		4744.3 GALS SODIUM HYPOCHLORITE	\$3,427.17	
177078	3/25/2021		3631	CAL SANITATION RISK MNGT AUTH	CLAIM: SALAZAR FILE# 3003357	\$6,611.52	\$6,611.52

**UNION SANITARY DISTRICT
CHECK REGISTER
03/13/2021-04/02/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177153	4/1/2021	173	7752075	CDW GOVERNMENT LLC	SIEM RENEW	\$6,545.00	\$6,545.00
177121	3/25/2021		24054	SAMIR SHARMA	REFUND # 36484	\$2,500.00	\$6,500.00
	3/25/2021		24056		REFUND # 36486	\$2,500.00	
	3/25/2021		24055		REFUND # 36485	\$1,500.00	
177157	4/1/2021	173	2019428	FARALLON GEOGRAPHICS INC	NRB (NON RESIDENTIAL BILLING) REPLACEMENT	\$6,450.00	\$6,450.00
177019	3/18/2021	143	21946	DANIEL MECHANICAL SERVICE CO	ODOR CONTROL PILOT STUDY - TRAILER MOUNTED SKID	\$6,417.00	\$6,417.00
177003	3/18/2021	170	2000464596	AECOM TECHNICAL SERVICES INC	HAZMAT CONSULTING SERVICES	\$6,019.84	\$6,019.84
177188	4/1/2021	170	20211449	VISION BUSINESS PRODUCTS	3 UPS BATTERIES	\$5,917.82	\$5,917.82
177004	3/18/2021	170	4017274120210304	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 03/03/21 - FREMONT BLVD	\$5,633.12	\$5,867.49
	3/18/2021	170	4017420220210304		SERV TO: 03/03/21 - FREMONT BLVD	\$70.40	
	3/18/2021	170	4017275220210305		SERV TO: 03/03/21 - FREMONT BLVD	\$163.97	
177135	4/1/2021	170	62930	ABC FIRE PROTECTION INC	ANNUAL FIRE EXTINGUISHER SERVICE 2021	\$5,730.44	\$5,730.44
177118	3/25/2021	110	1524116	POLYDYNE INC	41,960 LBS CLARIFLOC WE-539	\$5,719.54	\$5,719.54
177190	4/1/2021	121	47198	WECO INDUSTRIES LLC	CAMERA REPAIR	\$2,643.87	\$5,285.49
	4/1/2021	121	47197		CAMERA REPAIRS	\$509.99	
	4/1/2021		47256		CAMERA PARTS	\$2,131.63	
177090	3/25/2021	150	2813	ENS RESOURCES INC	PROFESSIONAL SERVICES - FEB 2021	\$5,000.00	\$5,000.00
177033	3/18/2021	143	W8Y07900003	JACOBS ENGINEERING GROUP, INC	PUMP STATIONS CHEMICAL SYSTEM IMPROVEMENTS	\$4,995.79	\$4,995.79
177158	4/1/2021	130	25965	FIELDMAN ROLAPP & ASSOCIATES	FINANCIAL ADVISORY SERVICES	\$4,837.00	\$4,837.00

**UNION SANITARY DISTRICT
CHECK REGISTER
03/13/2021-04/02/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177021	3/18/2021		10363	DOME CONSTRUCTION	REFUND # 35469	\$4,745.00	\$4,745.00
177116	3/25/2021	170	898220210309	PACIFIC GAS AND ELECTRIC	SERV TO 03/02/21 FREMONT PS	\$206.88	\$4,272.97
	3/25/2021	170	140120210312		SERV TO 03/04/21 IRVINGTON PS	\$24.65	
	3/25/2021	170	666720210309		SERV TO 03/02/2021 PASEO PADRE PS	\$356.21	
	3/25/2021	110	892820210309		SERV TO 03/02/21 HAYWARD MARSH	\$62.96	
	3/25/2021	170	013720210312		SERV TO 03/07/20 BOYCE RD PS	\$3,622.27	
177132	3/25/2021	170	3208	VISTAM INC	480V COGEN BREAKER TROUBLESHOOTING	\$4,170.40	\$4,170.40
177027	3/18/2021		201682101	GATEWAY PRODUCTS GROUP INC	12 SPARK PLUGS	\$4,143.12	\$4,143.12
177145	4/1/2021		16213648	AT&T	SERV: 02/20/21 - 03/19/21	\$239.20	\$3,812.92
	4/1/2021		16213626		SERV: 02/20/21 - 03/19/21	\$3,550.23	
	4/1/2021		16213624		SERV: 02/20/21 - 03/19/21	\$23.49	
177111	3/25/2021		105504	MUNIQUEIP, LLC	ASTD PUMP PARTS	\$3,703.50	\$3,703.50

**UNION SANITARY DISTRICT
CHECK REGISTER
03/13/2021-04/02/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177028	3/18/2021		9799097614	GRAINGER INC	ASTD PARTS & MATERIALS	\$638.34	\$3,672.50
	3/18/2021	122	9803884593		ASTD PARTS & MATERIALS	\$58.80	
	3/18/2021	122	9799316378		ASTD PARTS & MATERIALS	\$79.70	
	3/18/2021	122	9800497910		ASTD PARTS & MATERIALS	\$56.94	
	3/18/2021	172	9797852143		1 MULTI-BIT SCREWDRIVER	\$90.23	
	3/18/2021		9799316360		ASTD PARTS & MATERIALS	\$1,367.38	
	3/18/2021		9798600921		40 PACKS DISPOSABLE GLOVES	\$561.49	
	3/18/2021	170	9791533483		4 VALVES	\$136.53	
	3/18/2021	111	9799329942		ASTD PARTS & MATERIALS	\$20.30	
	3/18/2021		9797904126		20 LENS CLEANING TISSUES	\$158.70	
	3/18/2021	123	9799316352		10 PIPE PLUGS	\$504.09	
177046	3/18/2021	122	24882	PRIME MECHANICAL SERVICE INC	SERVICE CALL: BLDG 82	\$2,189.00	\$3,549.00
	3/18/2021	122	24740		SERVICE CALL: BLDG 82	\$445.00	
	3/18/2021	170	24622		MONTHLY MAINTENANCE - JAN 21	\$915.00	
177071	3/25/2021		18845	ALLOGENE THERAPEUTICS	REFUND # 36477	\$3,350.00	\$3,350.00
177023	3/18/2021		18837	FABER STREET FOODWORKS LLC	REFUND # 35460	\$3,302.50	\$3,302.50
177006	3/18/2021	122	21422	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - FEB 2021	\$3,215.00	\$3,215.00
177067	3/18/2021	143	2043840	WEST YOST ASSOCIATES	GRAVITY SEWER REHAB/REPLACEMENT	\$3,130.25	\$3,130.25
177041	3/18/2021	121	45155	METROMOBILE COMMUNICATIONS INC	3 PORTABLE RADIOS	\$3,059.96	\$3,059.96

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177131	3/25/2021	143	20084	V&A CONSULTING ENGINEERS	CATHODIC PROTECTION IMPROVEMENTS	\$3,030.00	\$3,030.00
177119	3/25/2021	141	20210322	QUADIENT INC	POSTAGE BY PHONE - TMS 8060344	\$3,000.00	\$3,000.00
177183	4/1/2021	130	162862	THE NYHART COMPANY	OPEB ACTUARIAL CONSULTING	\$3,000.00	\$3,000.00
177031	3/18/2021	132	7722635	JACKSON LEWIS PC	GENERAL LEGAL - JAN 2021	\$2,722.00	\$2,722.00
177050	3/18/2021	110	21021804	S&S TRUCKING	GRIT HAULING 02/09/2021	\$758.67	\$2,621.64
	3/18/2021	110	21022304		GRIT HAULING 02/16 & 02/19/2021	\$1,862.97	
177054	3/18/2021		19878	SOLCOM COMMUNICATIONS INC	REFUND # 35466	\$2,500.00	\$2,500.00
177108	3/25/2021		22973	MEARS GROUP INC	REFUND # 32325	\$2,500.00	\$2,500.00
177159	4/1/2021		25070	FITO PLUMBERS INC	REFUND # 36495	\$2,500.00	\$2,500.00
177089	3/25/2021	141	109A11	DCM CONSULTING INC	DUMBARTON TRANSIT-ORIENTED DEV & USD FORCE MAINS	\$2,475.00	\$2,475.00
177011	3/18/2021		20210310	STATE OF CALIFORNIA	SALES & USE TAX 02/01/21 - 02/28/2021	\$2,461.59	\$2,461.59
177097	3/25/2021	141	DKTD696	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - MAR 2021	\$1,346.26	\$2,421.00
	3/25/2021	173	202299531		OFF-SITE STORAGE AND SERVICE - FEB 2021	\$536.22	
	3/25/2021	141	DKGJ418		OFF-SITE STORAGE AND SERVICE - MAR 2021	\$538.52	
177150	4/1/2021	121	127625	BRENNTAG PACIFIC INC	2552 LBS SODIUM HYDROXIDE	\$743.14	\$2,222.64
	4/1/2021		127624		5104 LBS SODIUM HYDROXIDE	\$1,479.50	

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177056	3/18/2021		732324431941	STAPLES CONTRACT & COMMERCIAL	CREDIT: CREAMER	\$-5.49	\$2,181.06
	3/18/2021		732384834301		JANITORIAL & BREAKROOM SUPPLIES	\$416.65	
	3/18/2021		732324431921		CREDIT: COFFEE & CREAMER	\$-59.48	
	3/18/2021		732464762501		JANITORIAL & BREAKROOM SUPPLIES	\$140.92	
	3/18/2021		732464853701		JANITORIAL & BREAKROOM SUPPLIES	\$1,040.60	
	3/18/2021		732496499001		JANITORIAL & BREAKROOM SUPPLIES	\$89.97	
	3/18/2021		732324431901		JANITORIAL & BREAKROOM SUPPLIES	\$453.90	
	3/18/2021		732324431961		CREDIT: CREAMER	\$-5.49	
	3/18/2021		732324431951		CREDIT: CREAMER	\$-5.49	
	3/18/2021		732324431902		JANITORIAL & BREAKROOM SUPPLIES	\$89.97	
	3/18/2021		732324431911		CREDIT: COFFEE & CREAMER	\$-59.48	
	3/18/2021		732324431931		CREDIT: CREAMER	\$-5.49	
	3/18/2021		732464853702		JANITORIAL & BREAKROOM SUPPLIES	\$89.97	
177059	3/18/2021	122	6000497123	THYSSENKRUPP ELEVATOR CORP	ELEVATOR - GROUP III TESTING	\$2,130.88	\$2,130.88
177099	3/25/2021	132	20210304	LAW OFFICE OF LINDA L. DAUBE	LEGAL SERVICES - LABOR/EMPLOYMENT	\$2,093.50	\$2,093.50
177155	4/1/2021	143	3443233	DAILY JOURNAL CORPORATION	AD: GRAVITY SEWER REHAB/REPLACEMENT	\$1,510.08	\$2,047.68
	4/1/2021	114	3447680		AD: NOTICE OF HEARING	\$73.92	
	4/1/2021	143	3445049		AD: CATHODIC PROTECTION IMPROVEMENTS - PLANT	\$463.68	
177085	3/25/2021		118420604	COLORADO WASHINGTON INC COMCAST OF	FIBER INTERNET BACKUP - MAR 2021	\$2,010.36	\$2,010.36

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177082	3/25/2021	114	8786016	CDW GOVERNMENT LLC	1 SURFACE PRO	\$1,573.16	\$1,971.40
	3/25/2021	114	8711246		1 MOBILE DEVICE	\$398.24	
177034	3/18/2021	170	411061	KAMAN INDUSTRIAL TECHNOLOGIES	1 ODOR SCRUBBER MOTOR	\$1,815.92	\$1,815.92
177176	4/1/2021	122	820191343	RED WING BUS ADVANTAGE ACCT	SAFETY SHOES: D. RODRIGUEZ	\$207.52	\$1,797.49
	4/1/2021	123	820191421		SAFETY SHOES: S. BULLIS	\$204.27	
	4/1/2021	111	169190205		SAFETY SHOES: B. GALLEGO	\$186.56	
	4/1/2021	121	820191595		SAFETY SHOES: C. YBARRA	\$208.00	
	4/1/2021	123	820191422		SAFETY SHOES: M. MINCHACA	\$208.00	
	4/1/2021	171	820192087		SAFETY SHOES: C. GABRIEL	\$206.45	
	4/1/2021	121	820992250608		SAFETY SHOES: T. PORTEOUS	\$208.00	
	4/1/2021	111	820191790		SAFETY SHOES: A. BERLING	\$181.88	
	4/1/2021	111	82099696335		SAFETY SHOES: M. FORTNER	\$186.81	
177148	4/1/2021		15958381	BLAISDELL'S	10 RM PAPER	\$175.38	\$1,769.75
	4/1/2021	120	15968020		ASTD OFFICE SUPPLIES	\$488.09	
	4/1/2021	114	15941470		1 SIT/STAND STATION EXTENSION TALL USER	\$71.22	
	4/1/2021	141	15951190		ASTD OFFICE SUPPLIES	\$67.69	
	4/1/2021		15958380		22 BX PAPER	\$964.59	
	4/1/2021	141	15951192		1 PK RUBBER BANDS	\$2.78	
177014	3/18/2021	173	8594910	CDW GOVERNMENT LLC	SINGLEWIRE PAGING ANNUAL SUPPORT	\$1,749.00	\$1,749.00

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177165	4/1/2021		20210322	HP COMMUNICATIONS INC	REFUND: DUPLICATE PAYMENT OF INVOICE 2676	\$1,748.72	\$1,748.72
177156	4/1/2021	173	24202721	DOCUSIGN INC	4 ADDITIONAL LICENSES	\$1,721.55	\$1,721.55
177018	3/18/2021		20210225	DALE HARDWARE INC	02/21 - ASTD PARTS & MATERIALS	\$1,683.03	\$1,683.03
177075	3/25/2021	114	4JW21	BAY AREA AIR QUALITY MGMT DIST	PERMIT APPLICATION: MP - AERATION BASIN MODIFICATIONS	\$1,678.00	\$1,678.00
177151	4/1/2021	170	21828426	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$789.54	\$1,672.64
	4/1/2021	170	21827997		PAINT & RELATED PAINT SUPPLIES	\$883.10	
177107	3/25/2021	122	54947656	MCMaster SUPPLY INC	ASTD PARTS & MATERIALS	\$22.27	\$1,660.11
	3/25/2021		55271705		ASTD PARTS & MATERIALS	\$235.79	
	3/25/2021	170	55021103		1 FILTER FAN	\$407.74	
	3/25/2021	171	55135793		ASTD PARTS & MATERIALS	\$82.74	
	3/25/2021	170	53721428		ASTD PARTS & MATERIALS	\$44.72	
	3/25/2021	170	54289059		ASTD PARTS & MATERIALS	\$16.98	
	3/25/2021	170	54960883		ASTD PARTS & MATERIALS	\$76.22	
	3/25/2021	170	54367663		ASTD PARTS & MATERIALS	\$17.06	
	3/25/2021	170	55033182		ASTD PARTS & MATERIALS	\$756.59	
177072	3/25/2021	120	14389	AMERICAN DISCOUNT SECURITY	02/01/21 - 02/26/21 GUARD AT DISTRICT	\$1,596.00	\$1,596.00
177114	3/25/2021	173	6	AYHAN OZCAN	NON-RESIDENTIAL DATABASE DATA EXTRACTION	\$1,537.50	\$1,537.50
177113	3/25/2021	136	120000007	NBS	BOND DISCLOSURE SERVICES	\$1,516.50	\$1,516.50

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177189	4/1/2021		8804005211	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$42.91	\$1,462.29
	4/1/2021	113	8804026508		LAB SUPPLIES	\$76.99	
	4/1/2021	113	8803850718		LAB SUPPLIES	\$513.96	
	4/1/2021	113	8803856744		LAB SUPPLIES	\$206.04	
	4/1/2021	113	8804023429		LAB SUPPLIES	\$175.03	
	4/1/2021	113	8803974337		LAB SUPPLIES	\$154.94	
	4/1/2021		8804047742		LAB SUPPLIES	\$292.42	
177133	4/1/2021	123	69587	3T EQUIPMENT COMPANY INC	24 SEAL GUARDS	\$1,444.84	\$1,444.84
177094	3/25/2021		9805070274	GRAINGER INC	ASTD PARTS & MATERIALS	\$403.26	\$1,412.78
	3/25/2021		9811241414		ASTD PARTS & MATERIALS	\$651.91	
	3/25/2021	170	9808429386		1 MOTOR	\$249.57	
	3/25/2021		9805070282		2 RAIN JACKETS	\$108.04	
177096	3/25/2021	130	9717964	HF&H CONSULTANTS, LLC	SEWER RATE MODELING	\$1,372.00	\$1,372.00
177058	3/18/2021	170	404596550	TERMINIX COMMERCIAL	JANUARY PEST CONTROL	\$1,054.00	\$1,346.00
	3/18/2021	170	404596549		PEST CONTROL	\$132.00	
	3/18/2021	170	405476083		PEST CONTROL	\$160.00	
177092	3/25/2021	130	25824	FIELDMAN ROLAPP & ASSOCIATES	FINANCIAL ADVISORY SERVICES	\$1,330.50	\$1,330.50
177147	4/1/2021	143	7268	BAY AREA COATING CONSULTANT	COATINGS INSPECTION - PRIMARY DIGESTER NO. 2 REHAB	\$1,325.50	\$1,325.50
177012	3/18/2021	113	619100	CALTEST ANALYTICAL LABORATORY	16 LAB SAMPLE ANALYSIS	\$1,325.45	\$1,325.45

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177160	4/1/2021	132	128499	FOLGER GRAPHICS	PRINT AND MAIL 2000 POSTCARDS	\$1,302.39	\$1,302.39
177069	3/25/2021	143	21640708	ABC IMAGING, INC	GRAVITY SEWER REHAB/REPLACEMENT	\$1,286.76	\$1,286.76
177102	3/25/2021	173	22199	LOOKINGPOINT INC	ANNUAL PBX AND NETWORK SUPPORT (NEXT CARE)	\$1,225.00	\$1,225.00
177124	3/25/2021	170	405486036	TERMINIX COMMERCIAL	FEBRUARY PEST CONTROL	\$1,054.00	\$1,186.00
	3/25/2021	170	405486035		PEST CONTROL	\$132.00	
177086	3/25/2021	170	20210228	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$1,136.60	\$1,136.60
177130	3/25/2021		6045287	US BANK CORP PAYMENT SYSTEM	ADMINISTRATION FEES - 02/1/2021 - 01/31/2022	\$1,125.00	\$1,125.00
177126	3/25/2021	170	20210303	CITY OF UNION CITY	ANNUAL FIRE OPERATIONAL PERMIT	\$1,102.50	\$1,102.50
177141	4/1/2021		16149657	AT&T	SERV: 02/10/21 - 03/09/21	\$1,007.32	\$1,007.32
177044	3/18/2021	120	785730	PEOPLEREADY INC	TEMP LABOR-RODRIGUEZ, D. WK END 02/19/2021	\$1,005.84	\$1,005.84
177168	4/1/2021		27101	LIL ROOTER	REFUND # 36497	\$500.00	\$1,000.00
	4/1/2021		27102		REFUND # 36496	\$500.00	
177024	3/18/2021	143	728931236	FEDERAL EXPRESS CORPORATION	SHIPPING SERVICE - CIP PLANT ODOR CONTROL PILOT STUDY	\$942.68	\$942.68
177105	3/25/2021	113	2103919	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$883.00	\$883.00
177142	4/1/2021		2747960604	AT&T	SERV: 02/11/21 - 03/10/21	\$882.85	\$882.85
177144	4/1/2021		16187476	AT&T	SERV: 02/13/21 - 03/12/21	\$66.46	\$860.96
	4/1/2021		16187475		SERV: 02/13/21 - 03/12/21	\$43.20	
	4/1/2021		16187473		SERV: 02/13/21 - 03/12/21	\$751.30	
177180	4/1/2021	170	12390	ROTO-JET OF AMERICA CO INC	20 GALS PARTS WASHER DETERGENT	\$853.65	\$853.65

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177070	3/25/2021	170	9978124530	AIRGAS NCN	CYLINDER RENTAL	\$851.62	\$851.62
177013	3/18/2021	143	195567	CAROLLO ENGINEERS	CHERRY ST. PS	\$727.13	\$727.13
177179	4/1/2021	170	241390	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$690.75	\$690.75
177162	4/1/2021	122	1841093861	GOODYEAR COMM TIRE & SERV CTRS	4 TIRES	\$674.81	\$674.81
177112	3/25/2021	122	221432	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$20.15	\$673.94
	3/25/2021	170	221395		ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$653.79	
177084	3/25/2021	132	210414687	CLAREMONT BEHAVIORAL SERVICES	APR 2021 EAP PREMIUMS	\$671.60	\$671.60
177002	3/18/2021	143	21641647	ABC IMAGING, INC	CATHODIC PROTECTION IMPROVEMENTS - PLANT	\$671.18	\$671.18
177073	3/25/2021		1102503017	ARAMARK	UNIFORM LAUNDERING SERVICE	\$350.06	\$666.48
	3/25/2021		1102503002		UNIFORM LAUNDERING & RUGS	\$269.10	
	3/25/2021		1102503052		ASTD DUST MOPS, WET MOPS & TERRY	\$47.32	
177139	4/1/2021	170	5011960001	ALAMEDA ELECTRICAL DISTR. INC.	ASTD ELECTRICAL SUPPLIES	\$646.43	\$646.43
177081	3/25/2021	173	4035512175	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$314.40	\$645.26
	3/25/2021	173	4035511149		MTHLY MAINTENANCE BASED ON USE	\$330.86	
177005	3/18/2021		1102499476	ARAMARK	UNIFORM LAUNDERING & RUGS	\$267.10	\$620.88
	3/18/2021		1102499493		UNIFORM LAUNDERING SERVICE	\$353.78	
177140	4/1/2021		1102506697	ARAMARK	UNIFORM LAUNDERING SERVICE	\$350.06	\$613.36
	4/1/2021		1102506684		UNIFORM LAUNDERING & RUGS	\$263.30	
177063	3/18/2021	170	31670406	UPS - UNITED PARCEL SERVICE	FREIGHT CHARGES	\$601.68	\$601.68

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177109	3/25/2021	170	210350	METROMOBILE COMMUNICATIONS INC	RADIO SERVICE - MAR 2021	\$599.08	\$599.08
177057	3/18/2021		20450310	TELEDYNE ISCO INC	SAMPLING SUPPLIES	\$594.85	\$594.85
177120	3/25/2021	170	42299	R & S ERECTION OF S ALAMEDA	SERVICE: ROLL UP DOOR REPAIR	\$582.25	\$582.25
177167	4/1/2021	111	20210325	KEVIN LANDSBOROUGH	EXP REIMB: WASTEWATER GRADE IV REVIEW CLASS	\$550.00	\$550.00
177163	4/1/2021		9816970777	GRAINGER INC	ASTD PARTS & MATERIALS	\$324.27	\$531.78
	4/1/2021	170	9816970785		ASTD PARTS & MATERIALS	\$207.51	
177175	4/1/2021	120	01C0036018380	NESTLE WATERS NO. AMERICA READYREFR	WATER SERVICE 02/07/21 - 03/06/21	\$510.40	\$510.40
177040	3/18/2021	170	54713333	MCMASTER SUPPLY INC	1 EMERGENCY BACKUP LIGHT	\$457.59	\$500.05
	3/18/2021	170	54429968		ASTD PARTS & MATERIALS	\$42.46	
177030	3/18/2021		20925	IPERMIT	REFUND # 35435	\$500.00	\$500.00
177048	3/18/2021		20932	RESCUE ROOTER	REFUND # 35433	\$500.00	\$500.00
177051	3/18/2021		21963	MOHAMMAD SHAIQ	REFUND # 35430	\$500.00	\$500.00
177053	3/18/2021		20928	SILVA CONSTRUCTION	REFUND # 35470	\$500.00	\$500.00
177061	3/18/2021		22994	TRENCHFREE INC	REFUND # 35431	\$500.00	\$500.00
177083	3/25/2021		25059	DEVINDER CHANA	REFUND # 36488	\$500.00	\$500.00
177115	3/25/2021	170	2107	PACIFIC CRANE INSPECTION	QUARTERLY CRANE INSPECTION	\$500.00	\$500.00
177161	4/1/2021		22990	GOOD NEIGHBOR PLUMBING	REFUND # 32332	\$500.00	\$500.00
177170	4/1/2021		26078	MONARCH PLUMBING & ROOTER INC	REFUND # 36498	\$500.00	\$500.00
177017	3/18/2021	120	20210311	CWEA	3 CERT & 1 MEMBERSHIP RENEWALS - CS 3 EMPLOYEES	\$495.00	\$495.00

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177088	3/25/2021	143	3443234	DAILY JOURNAL CORPORATION	AD: GRAVITY SEWER REHAB/REPLACEMENT	\$470.40	\$470.40
177128	3/25/2021	170	31729454	UPS - UNITED PARCEL SERVICE	FREIGHT CHARGES	\$194.18	\$454.33
	3/25/2021	170	31687937		FREIGHT CHARGE	\$260.15	
177184	4/1/2021	122	142231	TRI-SIGNAL INTEGRATION INC	FIRE PROTECTION SERVICE - QUARTERLY INSPECTION	\$312.50	\$445.84
	4/1/2021	122	142230		FIRE PROTECTION SERVICE - MONTHLY CHARGE MONITORING AGREE	\$133.34	
177174	4/1/2021		165187	PREFERRED ALLIANCE INC	FEBRUARY 2021 SERVICE FEE	\$440.57	\$440.57
177039	3/18/2021	113	2102B55	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$122.00	\$438.00
	3/18/2021	113	2102B59		LAB SAMPLE ANALYSIS	\$42.00	
	3/18/2021	113	2102B63		LAB SAMPLE ANALYSIS	\$274.00	
177181	4/1/2021		2018755001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$122.67	\$425.80
	4/1/2021		2018755002		ASTD ELECTRICAL SUPPLIES	\$303.13	
177007	3/18/2021	130	15925001	BLAISDELL'S	1 CHAIR	\$366.88	\$420.39
	3/18/2021	110	15918700		1 TAPE CARTRIDGE	\$38.70	
	3/18/2021	144	15922551		1 CALCULATOR	\$14.81	
177009	3/18/2021	170	40022230	BUREAU VERITAS/ANALYSTS INC	16 LAB SAMPLE ANALYSIS	\$399.65	\$399.65
177095	3/25/2021	111	3P7644	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$171.99	\$379.57
	3/25/2021	170	3P7601		ASTD PVC PARTS & MATERIALS	\$207.58	
177076	3/25/2021	130	15940890	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$32.91	\$347.45
	3/25/2021	170	15938120		4 PRINTER CARTRIDGES	\$314.54	

**UNION SANITARY DISTRICT
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03/13/2021-04/02/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177008	3/18/2021	130	15925000	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$162.46	\$340.50
	3/18/2021	144	15922550		ASTD OFFICE SUPPLIES	\$178.04	
177173	4/1/2021	132	2101650	OPTIMUM TECHNOLOGIES LLC	AT HOME EMPLOYEE PORTAL	\$319.00	\$319.00
177104	3/25/2021	113	2102F11	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$268.00	\$318.00
	3/25/2021	113	2102B63A		LAB SAMPLE ANALYSIS	\$50.00	
177047	3/18/2021	170	42280	R & S ERECTION OF S ALAMEDA	SERVICE: ROLL UP DOOR REPAIR	\$295.00	\$295.00
177029	3/18/2021	173	6047027	INTRADO LIFE & SAFETY INC	E911 CLOUD SERVICE	\$250.00	\$250.00
177122	3/25/2021	170	101857	SILVERSON MACHINES INC	1 LAB HOMOGENIZER LONER	\$224.99	\$224.99
177079	3/25/2021	143	2222662	CALIFORNIA SURVEYING DRAFTING	PLOTTER REPAIR	\$220.00	\$220.00
177093	3/25/2021	144	4089106401	GLACIER ICE COMPANY INC	120 7-LB BAGS OF ICE	\$215.99	\$215.99
177178	4/1/2021	170	422907	RKI INSTRUMENTS INC	2 OXYGEN SENSORS	\$197.55	\$197.55
177087	3/25/2021	113	20210323	CWEA	MEMBERSHIP RENEWAL - A. HERNANDEZ	\$192.00	\$192.00
177169	4/1/2021	121	20210331	ANTHONY MARTINEZ	EXP REIMB: DEPT OF PESTICIDE EXAM FEES	\$190.00	\$190.00
177060	3/18/2021		2123207	TOTAL FILTRATION SERVICES INC	10 FILTERS	\$174.85	\$174.85
177055	3/18/2021	141	20210227	SPOK INC	MARCH 2021 PAGER SERVICE	\$173.42	\$173.42
177043	3/18/2021	170	221225	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$173.19	\$173.19
177106	3/25/2021	113	2103396	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$154.00	\$154.00
177187	4/1/2021		499811	VALLEY OIL COMPANY	30 TUBES GREASE	\$153.10	\$153.10
177154	4/1/2021	170	1205065	CH BULL COMPANY	4 CABLES	\$127.31	\$127.31

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177016	3/18/2021	132	70532254	CONCENTRA MEDICAL CENTERS	2 DOT PHYSICALS	\$126.00	\$126.00
177103	3/25/2021	170	771000097	MATHESON TRI-GAS INC	MONTHLY CYLINDER RENTAL - FEB 2021	\$122.92	\$122.92
177177	4/1/2021		111695	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE APRIL 2021	\$112.00	\$112.00
177049	3/18/2021	170	421838	RKI INSTRUMENTS INC	1 OXYGEN SENSOR	\$98.78	\$98.78
177137	4/1/2021	170	9110764453	AIRGAS NCN	ASTD PARTS & MATERIALS	\$90.00	\$90.00
177143	4/1/2021		16187477	AT&T	SERV: 02/13/21 - 03/12/21	\$88.14	\$88.14
177110	3/25/2021	170	24106473	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$75.21	\$75.21
177164	4/1/2021	110	2067578	HAYWARD WATER SYSTEM	WATER SERV 01/11/21 - 03/11/21	\$72.86	\$72.86
177037	3/18/2021	111	20210312	JUSTIN LAURENCE	EXP REIMB: TPO SAFETY RECOGNITION 1ST QTR	\$59.19	\$59.19
177015	3/18/2021	122	320516	CENTERVILLE LOCKSMITH	1 KEY	\$3.84	\$55.59
	3/18/2021	122	320536		ASTD KEYS & TAGS	\$51.75	
177186	4/1/2021	136	98XW53101	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 03/06/21	\$52.20	\$52.20
177134	4/1/2021	173	10985	A.S.I. CYBER CONCEPTS	E-WASTE RECYCLING	\$50.00	\$50.00
177026	3/18/2021	111	20210312	MICHAEL FULKERSON	EXP REIMB: TPO 2ND QTR SAFETY RECOGITION	\$47.63	\$47.63
177080	3/25/2021	132	498608	STATE OF CALIFORNIA	1 NEW HIRE FINGERPRINT	\$32.00	\$32.00
177042	3/18/2021	122	7853375	MOTION & FLOW CONTROL PRODUCTS	ASTD PARTS & MATERIALS	\$26.88	\$26.88
177032	3/18/2021	110	20210311	DANIEL JACKSON	EXP REIMB: PRINTING SERVICE	\$23.38	\$23.38
177066	3/18/2021		9874459310	VERIZON WIRELESS	WIRELESS SERV 02/02/21-03/01/21	\$21.12	\$21.12
177171	4/1/2021		24107120	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$18.68	\$18.68

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177149	4/1/2021	141	15951191	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$16.93	\$16.93
177129	3/25/2021	136	98XW53091	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 02/27/21	\$13.44	\$13.44

Invoices:

Credit Memos :	6	-140.92
\$0 - \$1,000 :	183	53,216.58
\$1,000 - \$10,000 :	105	367,367.03
\$10,000 - \$100,000 :	15	405,212.30
Over \$100,000 :	2	319,045.12
Total:	311	1,144,700.11

Checks:

\$0 - \$1,000 :	83	32,185.52
\$1,000 - \$10,000 :	87	312,774.25
\$10,000 - \$100,000 :	16	371,716.89
Over \$100,000 :	3	428,023.45
Total:	189	1,144,700.11