



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

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

**Monday, June 12, 2023
Regular Meeting - 4:00 P.M.**

Karen W. Murphy
Attorney

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

- | | |
|-------------|---|
| | 1. Call to Order. |
| | 2. Salute to the Flag. |
| | 3. Roll Call. |
| Motion | 4. Approve Minutes of the Union Sanitary District Board Meeting of May 22, 2023. |
| Motion | 5. Approve Minutes of the Union Sanitary District Special Board Meeting of May 23, 2023. |
| | 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. Review and Consider Approval of Policy No. 2970, Social Media Communications Policy <i>(to be reviewed by the Legal/Community Affairs Committee)</i> . |
| Motion | 9. Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Hazen and Sawyer for the Primary Digester No. 6 Rehabilitation Project <i>(to be reviewed by the Engineering and Information Technology Committee)</i> . |
| Motion | 10. Award a Contract for Furniture Planning, Selection, Procurement, and Installation Services to KBM Office Equipment for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project <i>(to be reviewed by the Budget & Finance Committee)</i> . |
| Information | 11. Report on the East Bay Dischargers Authority Commission Meeting of May 18, 2023. |
| Information | 12. Check Register. |

Information

13. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*
 - a. Budget & Finance Committee – Wednesday, June 7, 2023, at 12:30 p.m.
 - Director Kite and Director Toy
 - b. Engineering and Information Technology Committee – Thursday, June 8, 2023, at 11:30 a.m.
 - Director Handley and Director Lathi
 - c. Legal/Community Affairs Committee – Friday, June 9, 2023, at 10:30 a.m.
 - Director Kite and Director Lathi
 - d. Legislative Committee – will not meet.
 - e. Personnel Committee – will not meet.

Information

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14. General Manager’s Report. *(Information on recent issues of interest to the Board).*
-
15. Other Business:
 - a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
-
16. Adjournment – The Board will adjourn to the next Regular Board Meeting to be held in the Boardroom on Monday, June 26, 2023, at 4:00 p.m.
-

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.



USD TREAT
PROTECT
PRESERVE
est.1918
TRI-CITY WASTEWATER

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

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

AGENDA
Wednesday, June 7, 2023
12:30 P.M.

Karen W. Murphy
Attorney

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

**THIS MEETING WILL BE TELECONFERENCED WITH DIRECTOR KITE FROM THE EXTERIOR
OF 35040 NEWARK BOULEVARD, NEWARK, CALIFORNIA.
THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.**

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.

- Alvarado Conference Room
 - Teleconference Location
-

4. Items to be reviewed for the Regular Board meeting of June 12, 2023:

- Award a Contract for Furniture Planning, Selection, Procurement, and Installation Services to KBM Office Equipment for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project Proposed Operating and CIP Budget for Fiscal Year 2024
-

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.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

**ENGINEERING AND INFORMATION TECHNOLOGY
COMMITTEE MEETING**
Committee Members: Director Handley and Director Lathi

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

AGENDA
Thursday, June 8, 2023
11:30 A.M.

Karen W. Murphy
Attorney

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

THIS MEETING WILL BE TELECONFERENCED WITH DIRECTOR LATHI FROM THE GUEST PARKING AREA LOCATED ON OCASO CAMINO, WEST OF AND CLOSEST TO THE INTERSECTION OF PASEO PADRE PARKWAY IN FREMONT, CALIFORNIA. THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.

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.
 - [Alvarado Conference Room](#)
 - [Teleconference Location](#)

4. Items to be reviewed for the Regular Board meeting of June 12, 2023:
 - Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Hazen and Sawyer for the Primary Digester No. 6 Rehabilitation Project

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.



REVISED

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Kite and Director Lathi

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

AGENDA

Friday, June 9, 2023

10:30 A.M.

Karen W. Murphy
Attorney

**Alvarado Conference Room
5072 Benson Road
Union City, CA 94587**

THIS MEETING WILL BE TELECONFERCED WITH DIRECTOR KITE FROM THE EXTERIOR OF 35040 NEWARK BOULEVARD, NEWARK, CALIFORNIA.

THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.

THIS MEETING SHALL BE TELECONFERCED WITH DIRECTOR LATHI FROM THE GUEST PARKING AREA LOCATED ON OCASO CAMINO, WEST OF AND CLOSEST TO THE INTERSECTION OF PASEO PADRE PARKWAY IN FREMONT, CALIFORNIA. THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.

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.

- Alvarado Conference Room
 - Teleconference Location
-

4. Items to be reviewed for the Regular Board meeting of June 12, 2023:

- Review and Consider Approval of Policy No. 2970, Social Media Communications 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
May 22, 2023**

CALL TO ORDER

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

SALUTE TO THE FLAG

President Fernandez led the salute to the flag.

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Armando Lopez, Treatment and Disposal Services Manager
Jose Rodrigues, Collection Services Manager
Raymond Chau, Technical Services Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Chris Pachmayer, Fabrication, Maintenance, and Construction Coach
Alisa Gordon, Human Resources Manager
Marcus Lee, Treatment and Disposal Services Coach
Shawn Negis, Collection Services Coach
Richard Thow, Customer Service Team Coach
Trieu Nguyen, IT Administrator
Gus Carrillo, Enhanced Treatment and Site Upgrade Program Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters
Jack Alcom, Tri-City Voice Newspaper

APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF MAY 8, 2023

It was moved by Secretary Handley, seconded by Director Kite, to Approve the Minutes of the Board Meeting of May 8, 2023. Motion carried unanimously.

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MAY 9, 2023

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Board Meeting of May 9, 2023. Motion carried unanimously.

APRIL 2023 MONTHLY OPERATIONS REPORT

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

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

SELECT BOARDMEMBERS TO REPRESENT UNION SANITARY DISTRICT ON EXTERNAL COMMITTEES FOR FISCAL YEAR 2024

General Manager Eldredge stated Policy No. 3070 calls for the Board to annually select representatives and alternates for the four following External Committees: Alameda County Water District Finance Authority (ACWDFFA), East Bay Dischargers Authority Commission (EBDA), Alameda County Special Districts Association (ACSDA), and Southern Alameda County Geographic Information System Joint Powers Authority (SACGISA). Current Board representatives and alternates for external committees and a table showing Boardmember preferences for external committee assignments were included in the Board meeting packet. Staff recommended the Board select members to serve the Fiscal Year 2024 term as USD representatives to the Alameda County Water District Finance Authority, East Bay Dischargers Authority Commission, Alameda County Chapter of the California Special Districts Association, and the Southern Alameda County Geographic Information System Joint Powers Authority.

It was moved by Secretary Handley, seconded by Director Lathi, to Accept the Following External Committee Assignments for Fiscal Year 2024:

External Committee	Board Representative	1st Alternate	2nd Alternate
ACWDFA	Jennifer Toy	Manny Fernandez	Tom Handley
EBDA	Anjali Lathi	Tom Handley	Jennifer Toy
ACSDA	Manny Fernandez	Pat Kite	Tom Handley
SACGISA	Tom Handley	Manny Fernandez	Anjali Lathi

Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF LAB DIRECTOR POSITION DESCRIPTION AND REVISION TO SALARY RANGE

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated, following the recent addition of the Quality Assurance Chemist to the Research and Support Team, the District reviewed the team structure and job descriptions of laboratory staff to ensure continued compliance with new regulations. The Laboratory Director position previously held duties since transitioned to the Quality Assurance Chemist. The Laboratory Director job description has been updated to remove those duties and reflect the role of the Laboratory Director as Technical Manager in the application of National Environmental Laboratories Accreditation Conference (NELAC) Institute (TNI) standards. As the Technical Manager, the Laboratory Director will oversee operations of the Laboratory Information Management System (LIMS), oversee analytical and standard operating procedures, and work with the Quality Assurance Chemist to ensure the lab’s quality assurance program will continue to meet appropriate accreditation standards. While the Laboratory Director position was represented by SEIU Local 1021, an agreement was reached between the Union and District to remove the Laboratory Director from Union representation following addition of the Quality Assurance Chemist to the Union. Staff recommended the Board consider and approve the Laboratory Director position description and subsequent salary range.

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Laboratory Director Position and Subsequent Salary Range. Motion carried unanimously.

CONSENT TO THE SUBCONTRACTOR SUBSTITUTION OF NATIONAL GLASS SYSTEMS WITH ALUMAWALL, INC. AND AAC GLASS INC. AS REQUESTED BY ZOVICH CONSTRUCTION FOR THE ENHANCED TREATMENT AND SITE UPGRADE PROGRAM PHASE 1A CAMPUS BUILDING PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade Program Manager Pipkin stated the Board awarded the construction contract for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building to Zovich Construction on June 13, 2022. National Glass Systems was the listed subcontractor for Metal Wall and Roof Panels as well as Aluminum Windows and Glazing. Zovich Construction requested National Glass Systems be replaced with Alumawall, Inc. and AAA Glass Inc as the subcontractor for the two aforementioned scopes of work due to National Glass Systems’ continued failure to

provide required contract submittals. Public Contract Code (PCC) Section 4107(a) allows a subcontractor to be substituted with the consent of the governing authority in certain circumstances. Zovich requested the District's consent pursuant to PCC 4107(a)(3) due to National Glass Systems' failure to perform its subcontract. Zovich submitted documentation to support the request and indicated National Glass Systems failed to perform under its contract. As required by PCC 4107(a), the District sent a notice via certified mail to National Glass Systems' last known address on April 19, 2023. Pursuant to PCC 4107(a), National Glass Systems had five days to submit written objections. As of May 9, 2023, the District had not received any objection from National Glass Systems. Staff recommended the Board authorize the General Manager to consent to the subcontractor substitution request from Zovich construction for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project in consultation with General Counsel.

It was moved by Vice President Toy, seconded by Director Kite, to Authorize the General Manager to Consent to the Subcontractor Substitution Request from Zovich Construction for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project in Consultation with General Counsel. Motion carried unanimously.

PROPOSED OPERATING AND CIP BUDGET FOR FISCAL YEAR 2024

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson presented the proposed operating and CIP budget for Fiscal Year 2024 and responded to Boardmember questions. The Board directed staff to present the final budget at the June 26, 2023, Board meeting.

INFORMATION ITEMS:

Board of Directors Internal Committee Assignments 2023-2024

Board Clerk McEvoy stated Board Policy No. 3070 states the President of the Board of Directors is responsible for assigning members and alternates for internal committees. Internal committee assignments received from President Fernandez were included in the Board meeting packet.

Status of Priority 1 Capital Improvement Program Projects

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the Board approved the Capital Improvement Program (CIP) budget of \$68,830,000 million for design and construction of 37 CIP projects in June 2022. The Projects were ranked Priority 1, 2, or 3 based upon criteria prepared by staff and approved by the Executive Team. There were 18 projects ranked as Priority 1 for Fiscal Year 2023. The status of Priority 1 CIP Projects is reviewed by the Executive Team at the end of each quarter and a copy of the status report was included in the Board meeting packet.

Third Quarterly Report on the Capital Improvement Program for Fiscal Year 2023

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated third quarter expenditures for Fiscal Year 2023 were presented in graphs included in the Board meeting packet. The graphs depicted actual expenditures versus approved budget for Capacity Fund 90, Renewal and Replacement Fund 80, and projected expenditures for each. Total CIP expenditures up to March 31, 2023, were under projections for the third quarter by approximately \$1.2 million, or 3.1 percent. Based upon current projections, staff anticipate project expenditures will be below budgeted amounts by approximately \$1.8 million, or 2.6 percent, at the end of the fiscal year.

Third Quarterly Report on the Enhanced Treatment and Site Upgrade Program for Fiscal Year 2023

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade Program Manager Pipkin stated the Enhanced Treatment and Site Upgrade (ETSU) Quarterly Program Management Report for the third quarter of Fiscal Year 2023 was included in the Board meeting packet. Part 1 of the report provides an executive summary of the ETSU Program status and the Program Dashboard as shown on the District website.

Report on the East Bay Dischargers Authority Meeting of April 20, 2023

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

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology and Legal/Community Affairs committees met. The Budget & Finance and Personnel Committee meetings were canceled, and briefings were held with committee members.

GENERAL MANAGER'S REPORT:

- The Certificates of Merit Award Ceremony will be held in the Boardroom on Thursday, May 25, 2023, at 3:00 pm
- District staff recently received a notification from the National Association of Clean Water Agencies (NACWA) that USD will receive NACWA's Platinum Peak Performance Award for 14 years of 100% compliance with our EBDA National Pollutant Discharge Elimination System (NPDES) permit.
- State Revolving Fund (SRF) staff recommended projects with a score of 14 or higher receive \$50 million each for the next funding cycle; the ETSU project received a score of 13 which was the highest possible score for the project based upon SRF criteria. The District will continue to communicate with SRF staff to request \$50 million for the ETSU Phase 1A Project.
- The Fats, Oils, and Grease (FOG) Advertisement Board Workshop will be held in the Boardroom Tuesday, May 23, 2023, at 4:00 p.m.

- District offices will be closed in observance of Memorial Day on Monday, May 29, 2023.
- General Manager Eldredge will be out of the office June 5 – 9, 2023.

OTHER BUSINESS:

Director Lathi and Secretary Handley stated they attended the recent Alameda County Water District (ACWD) Board meeting which included recognition of Alameda County Science and Engineering Fair winners from USD and ACWD’s service area.

ADJOURNMENT:

The meeting was adjourned at 4:41 p.m. to the FOG (Fats, Oils, and Grease) Advertisement Board Workshop to be held in the Boardroom on Tuesday, May 23, 2023, at 4:00 p.m.

The Board will then adjourn to the next Regular Board Meeting to be held in the Boardroom on Monday, June 12, 2023, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT

Adopted this 12th day of June 2023

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
May 23, 2023**

CALL TO ORDER

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

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Michael Dunning, Environmental Compliance Coach
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Alicia Dutrow, Environmental Programs Outreach Representative

PUBLIC COMMENT

There was no public comment.

BOARD WORKSHOP

General Manager Eldredge and Communications and Intergovernmental Relations Coordinator Powell presented preliminary Fats, Oils, and Grease (FOG) Advertisement concepts and responded to questions from Boardmembers.

ADJOURNMENT:

The special meeting was adjourned at approximately 4:55 p.m. to the next Regular Board Meeting to be held in the Boardroom on Monday, June 12, 2023, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT



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Attorney

**JUNE 12, 2023
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 8**

TITLE: Review and Consider Approval of Updated Policy No. 2970, Social Media Communications Policy (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Karen W. Murphy, General Counsel
Raymond Chau, Technical Services Work Group Manager
Richard Thow, Customer Service Team Coach
Michelle Powell, Communications & Intergovernmental Relations Coordinator

Recommendation

Staff recommends the Board review and consider approval of updated Policy 2970, Social Media Communications Policy.

Discussion

On February 10, 2020, the Board approved Policy 2970, Social Media Communications Policy. The policy was created to provide general guidelines on the establishment, use, and maintenance of social media sites such as Facebook, Twitter, and LinkedIn by the District. The policy clarifies that such sites, although maintained by the District as a public agency, create a limited public forum, subject to terms of the policy. The policy is scheduled for review every three years.

Staff recommends that the Board adopt the updated Policy 2970, with the changes shown in the attached redline. The only recommended changes to this policy are minor language clarifications.

Background

In February 2016, the Board of Directors formed an ad-hoc committee for USD's Communications Strategy to discuss and provide direction to staff regarding development of a comprehensive communication strategy that includes social media. A draft Strategic Communication Plan was developed with input and review by the committee over a 12-month period and was presented to the full Board at a workshop on January 31, 2017. On March 13, 2017, the Board approved the Strategic Communication Plan that included a recommendation to develop a social media policy to define District support for its use.

Previous Board Action

February 8, 2016 – The Board formed an ad-hoc committee to discuss and provide direction to staff regarding development of a comprehensive communication strategy that includes social media.

March 13, 2017 – The Board approved the Strategic Communication Plan

February 10, 2020 – The Board approved Policy 2970, Social Media Communications Policy

Attachments

Policy 2970, Social Media Communications Policy – Redline version

Policy 2970, Social Media Communications Policy – Clean version

Union Sanitary District Policy

Effective: 02/10/ 2020 2023	Social Media Communications Policy	Policy Number 2970 Page 1 of 5
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Policy

The Union Sanitary District (the “District”) has an overriding interest and expectation in protecting the integrity, security, and accuracy of information posted on any official District Social Media Pages, as well as content that is attributed to the District and its officials. All District Social Media Pages ~~must~~shall comply with this Policy.

Purpose

The District recognizes that Social Media plays an increasingly important role in society and communication. While Social Media presents many benefits such as community engagement, it also presents potential liability to the District. This Social Media Communications Policy (“Policy”) establishes general guidelines on the establishment, use and maintenance of Social Media sites.

Although Social Media provides an interactive platform, the District intends to create only a limited public forum subject to the restrictions set forth in this Policy.

Definitions

- A. “Social Media” refers to interactive online platforms which enable users to create and share content, and which may allow two-way communication between the District and the public. Examples of Social Media platforms include, but are not limited to: Twitter, Facebook, Nextdoor, ~~Youtube~~YouTube, Instagram, and LinkedIn. These platforms can be accessed either through a web browser, a mobile application, or both.
- B. “District Social Media Pages” means Social Media sites, pages, mobile applications, services, or feeds established and maintained by a District Social Media Lead on behalf of the District, and through which information is provided to the general public.
- C. “District Social Media Lead” or “Social Media Lead” refers to those District Employees specifically authorized by the General Manager to create content or to Post or Comment on a District Social Media Page on behalf of the District.
- D. “Employee,” for the purposes of this Policy, includes District Employees and District contractors.
- E. “Posts” or “~~Postings~~Posts” or “Comment” or “Comments” means information, articles, pictures, videos or any other form of content or communication displayed on a District Social Media Page, including by members of the public.

Procedure

1. Social Media Leads

- A. District Social Media Leads will be responsible for creating District Social Media Pages, posting content on the District Social Media Pages on behalf of the District, monitoring content, responding to Posts and Comments where appropriate, and ensuring adherence to this Policy.
- B. District Social Media Leads shall not post on any other person's or entity's Social Media site, but may share content, or repost or like content or posts, from another person's or entity's Social Media site, provided such content or posts meets the criteria in Procedure, Section 2(B) below.

2. Social Media Pages

- A. District Social Media Pages shall be created by the District after taking the following factors into account: (1) the objectives, goals, and intended audience of the new Social Media site; (2) the ability of Social Media Leads to update and maintain the Social Media site in a timely manner; and (3) the number of people likely to participate on the Social Media site.
- B. District Social Media Pages are to be used for informational purposes and all content ~~must-shall~~ pertain to or raise awareness of the District and/or District business, programs, services, interests, mission statement, purpose or events. Confidential, proprietary, privileged, private, personnel, or other non-public information is not to be posted or discussed on any District Social Media Page.
- C. The District's official website is the District's primary source and means of internet communication. Information posted by the District on Social Media Pages will supplement and not replace required notices and standard methods of communication.
- D. District Social Media Pages ~~should-shall~~ make clear that they are maintained by the District, state that they follow the terms of this Policy, and include a summary of this Policy.
- E. District Social Media Pages and all content are District property and are not intended for the personal use or benefit of any person or entity other than the District.
- F. Any content by the District or third parties on a District Social Media Page, including, but not limited to Comments, deleted Posts, private messages, chats, and "likes" may be subject to the California Public Records Act. Any content maintained in a Social Media format that is related to District business, posted communication, communication submitted for posting, and removed content, may be a public record subject to public disclosure.

- G. Any opinion expressed on behalf of the District, on any District Social Media Page, is not a substitute for a formal statement in a public hearing process.
- H. The District reserves the right to have any content restricted or removed if deemed to be in violation of this Policy or any applicable federal, state, or local law. Any such removed content must be retained consistent with the Public Records Act, where applicable, and/or the District's document retention policy, including the date, time and identity of the poster, when available.
- I. The District shall have full ~~permission-content ownership~~ and rights to ~~any-all~~ content created and posted by or on behalf of the District, including all articles, photographs and videos.
- J. The District is not responsible for any third-party content, including promoted content, which is placed on its District Social Media Pages.
- K. No individual photos or videos of any District Board member shall be used on a District Social Media Page.
- L. District Social Media Pages may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.
- M. District Social Media Pages may not be used for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: (1) statements in support or opposition to any candidate or ballot measure; (2) requests for campaign funds or references to any solicitations of campaign funds; or (3) references to the campaign schedule or activities of any candidate. Further, no District Social Media Page shall be linked to any private web site related to a candidate's campaign for elective office but may be linked directly to the District website's election-related pages where general election information may be found.

3. Comment and Response

- A. Many Social Media sites permit and invite Posts and Comments by site users. By permitting use of this feature, the District does not intend to create a general public forum on the District Social Media Pages, and all Comments and Posts must comply with this Policy and any host site user guidelines.
- B. The District shall include a commenting notice on any District Social Media Page, which shall outline the requirements of this Policy.
- C. All Posts or Comments on District Social Media sites shall be monitored by District Social Media Leads during normal business hours.
- D. The following Posts or Comments are inappropriate and are subject to removal or restriction by the District. The list is not necessarily exhaustive, and the District

reserves the right to remove, restrict or hide any Post or Comment that violates the purpose or spirit of this policy:

1. Comments not related to District ~~posts~~Posts, business, information, announcements, and events, or Comments not related to the original topic, including random or unintelligible Posts;
2. Profane, obscene, violent, sexual, or pornographic content and/or language;
3. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of race, color, national origin, religious creed, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical condition, age, sexual orientation, sex, gender identity, gender expression, genetic information, military or veteran status, marital status, or any other basis protected by applicable state or federal law;
4. Defamatory content and/or language;
5. Threats to any person or organization, or hate speech;
6. Content that engages in or encourages illegal activity;
7. Information that tends to compromise the safety or security of District Employees, the public, public systems, or the District's technology resources;
8. Content that violates any legal ownership interest, such as a copyright or trademark;
9. Content that violates another person's right to privacy, including content containing personal information, such as home addresses, phone numbers, social security numbers, dates of birth or driver's license numbers;
10. Content that contains confidential or proprietary information;
11. Content containing false, vicious or malicious statements concerning any employee, the District, or its operations;
12. Any political, campaign or election content, including Comments in support of or opposition to any political campaigns or ballot measures;
13. Solicitation of commerce, including any advertising or business services or products for sale;
14. Content that violates any federal, state or local laws; and
15. Information that may compromise the safety or security of the public, District facilities, or employees.

Notwithstanding the foregoing, the District is not obligated to take such actions, and

- the District disclaims any and all responsibility and liability for content or materials that cannot be removed in a timely and expeditious manner.
- E. The District reserves the right to report a user directly to the host site if a Post, Comment or other content by the user violates the host site's terms of use.
 - F. The District reserves the right to deny access to District Social Media Pages without notice for to any individual who ~~repeatedly~~ violates the terms of this Policy ~~without notice~~.
 - G. A Post or Comment by a member of the public on any District Social Media Page is the opinion of the commenter and poster only and does not imply endorsement of, agreement with, or reflect the opinions or policies of the District.
 - H. The District is not liable for any loss or damage resulting from any Posts or Comments on a District Social Media Page.
 - I. Any District Social Media Lead authorized to Post-post on the District's Social Media Pages shall use his or her their best judgment in deciding whether or not to respond to a Post or Comment and shall not engage any user in an argumentative or offensive manner. Any response shall be limited to objective, factual information, such as a link to the District's website to provide information. Any District Social Media Lead who encounters an inappropriate situation or abuse by a user of the Social Media site shall immediately report the situation to the General Manager.

Employee Responsibility

Employees are responsible for adhering to the District's policy regarding Social Media communications. It is each employee's responsibility to know, understand and abide by this Policy.

Management Responsibility

Management is responsible for implementing this Policy. Management is also responsible for informing employees of this Policy and for initiating appropriate and prompt action relative to employees who appear to fall within the guidelines of this policy and follow up on any reports of violations.

Approved by: Board of Directors

Author/owner: General Manager

Reviewers: Board of Directors, General Manager, General Counsel, Executive Team, Communications and Intergovernmental Relations Coordinator

Notify Person: Communications and Intergovernmental Relations Coordinator

Review Frequency: 3 years

Next Review: February ~~2023~~2026

Union Sanitary District Policy

Effective: 02/10/2023	Social Media Communications Policy	Policy Number 2970 Page 1 of 5
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Policy

The Union Sanitary District (the “District”) has an overriding interest and expectation in protecting the integrity, security, and accuracy of information posted on any official District Social Media Pages, as well as content that is attributed to the District and its officials. All District Social Media Pages shall comply with this Policy.

Purpose

The District recognizes that Social Media plays an increasingly important role in society and communication. While Social Media presents many benefits such as community engagement, it also presents potential liability to the District. This Social Media Communications Policy (“Policy”) establishes general guidelines on the establishment, use and maintenance of Social Media sites.

Although Social Media provides an interactive platform, the District intends to create only a limited public forum subject to the restrictions set forth in this Policy.

Definitions

- A. “Social Media” refers to interactive online platforms which enable users to create and share content, and which may allow two-way communication between the District and the public. Examples of Social Media platforms include, but are not limited to: Twitter, Facebook, Nextdoor, YouTube, Instagram, and LinkedIn. These platforms can be accessed either through a web browser, a mobile application, or both.
- B. “District Social Media Pages” means Social Media sites, pages, mobile applications, services, or feeds established and maintained by a District Social Media Lead on behalf of the District, and through which information is provided to the general public.
- C. “District Social Media Lead” or “Social Media Lead” refers to those District Employees specifically authorized by the General Manager to create content or to Post or Comment on a District Social Media Page on behalf of the District.
- D. “Employee,” for the purposes of this Policy, includes District Employees and District contractors.
- E. “Post” or “Posts” or “Comment” or “Comments” means information, articles, pictures, videos or any other form of content or communication displayed on a District Social Media Page, including by members of the public.

Procedure

1. Social Media Leads

- A. District Social Media Leads will be responsible for creating District Social Media Pages, posting content on the District Social Media Pages on behalf of the District, monitoring content, responding to Posts and Comments where appropriate, and ensuring adherence to this Policy.
- B. District Social Media Leads shall not post on any other person's or entity's Social Media site, but may share content, or repost or like content or posts, from another person's or entity's Social Media site, provided such content or posts meets the criteria in Procedure, Section 2(B) below.

2. Social Media Pages

- A. District Social Media Pages shall be created by the District after taking the following factors into account: (1) the objectives, goals, and intended audience of the new Social Media site; (2) the ability of Social Media Leads to update and maintain the Social Media site in a timely manner; and (3) the number of people likely to participate on the Social Media site.
- B. District Social Media Pages are to be used for informational purposes and all content shall pertain to or raise awareness of the District and/or District business, programs, services, interests, mission statement, purpose or events. Confidential, proprietary, privileged, private, personnel, or other non-public information is not to be posted or discussed on any District Social Media Page.
- C. The District's official website is the District's primary source and means of internet communication. Information posted by the District on Social Media Pages will supplement and not replace required notices and standard methods of communication.
- D. District Social Media Pages shall make clear that they are maintained by the District, state that they follow the terms of this Policy, and include a summary of this Policy.
- E. District Social Media Pages and all content are District property and are not intended for the personal use or benefit of any person or entity other than the District.
- F. Any content by the District or third parties on a District Social Media Page, including, but not limited to Comments, deleted Posts, private messages, chats, and "likes" may be subject to the California Public Records Act. Any content maintained in a Social Media format that is related to District business, posted communication, communication submitted for posting, and removed content, may be a public record subject to public disclosure.
- G. Any opinion expressed on behalf of the District, on any District Social Media Page, is not a substitute for a formal statement in a public hearing process.

- H. The District reserves the right to have any content restricted or removed if deemed to be in violation of this Policy or any applicable federal, state, or local law. Any such removed content must be retained consistent with the Public Records Act, where applicable, and/or the District's document retention policy, including the date, time and identity of the poster, when available.
- I. The District shall have full content ownership and rights to all content created and posted by or on behalf of the District, including all articles, photographs and videos.
- J. The District is not responsible for any third-party content, including promoted content, which is placed on its District Social Media Pages.
- K. No individual photos or videos of any District Board member shall be used on a District Social Media Page.
- L. District Social Media Pages may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.
- M. District Social Media Pages may not be used for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: (1) statements in support or opposition to any candidate or ballot measure; (2) requests for campaign funds or references to any solicitations of campaign funds; or (3) references to the campaign schedule or activities of any candidate. Further, no District Social Media Page shall be linked to any private web site related to a candidate's campaign for elective office but may be linked directly to the District website's election-related pages where general election information may be found.

3. Comment and Response

- A. Many Social Media sites permit and invite Posts and Comments by site users. By permitting use of this feature, the District does not intend to create a general public forum on the District Social Media Pages, and all Comments and Posts must comply with this Policy and any host site user guidelines.
- B. The District shall include a commenting notice on any District Social Media Page, which shall outline the requirements of this Policy.
- C. All Posts or Comments on District Social Media sites shall be monitored by District Social Media Leads during normal business hours.
- D. The following Posts or Comments are inappropriate and are subject to removal or restriction by the District. The list is not necessarily exhaustive, and the District reserves the right to remove, restrict or hide any Post or Comment that violates the purpose or spirit of this policy:

1. Comments not related to District Posts, business, information, announcements, and events, or Comments not related to the original topic, including random or unintelligible Posts;
2. Profane, obscene, violent, sexual, or pornographic content and/or language;
3. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of race, color, national origin, religious creed, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical condition, age, sexual orientation, sex, gender identity, gender expression, genetic information, military or veteran status, marital status, or any other basis protected by applicable state or federal law;
4. Defamatory content and/or language;
5. Threats to any person or organization, or hate speech;
6. Content that engages in or encourages illegal activity;
7. Information that tends to compromise the safety or security of District Employees, the public, public systems, or the District's technology resources;
8. Content that violates any legal ownership interest, such as a copyright or trademark;
9. Content that violates another person's right to privacy, including content containing personal information, such as home addresses, phone numbers, social security numbers, dates of birth or driver's license numbers;
10. Content that contains confidential or proprietary information;
11. Content containing false, vicious or malicious statements concerning any employee, the District, or its operations;
12. Any political, campaign or election content, including Comments in support of or opposition to any political campaigns or ballot measures;
13. Solicitation of commerce, including any advertising or business services or products for sale;
14. Content that violates any federal, state or local laws; and
15. Information that may compromise the safety or security of the public, District facilities, or employees.

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Approved by: Board of Directors

Author/owner: General Manager

Reviewers: Board of Directors, General Manager, General Counsel, Executive Team, Communications and Intergovernmental Relations Coordinator

Notify Person: Communications and Intergovernmental Relations Coordinator

Review Frequency: 3 years

Next Review: February 2026



USD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JUNE 12, 2023
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: **Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Hazen and Sawyer for the Primary Digester No. 6 Rehabilitation Project**
(This is a Motion Item)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Raymond Chau, Technical Services Work Group Manager
Curtis Bosick, CIP Team Coach
Derek Chiu, Assistant Engineer

Recommendation

Staff recommends the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with Hazen and Sawyer (Hazen) in the amount of \$344,044 to provide condition assessment and preliminary design services for the Primary Digester No. 6 Rehabilitation Project (Project).

Discussion

Primary Digester No. 6 was originally constructed in 1993 and was last taken out of service for cleaning/inspection in 2006. Typically, digesters are cleaned approximately every 8 to 10 years; however, due to digestion capacity constraints, Primary Digester No. 6 could not be taken out of service until Primary Digester No. 7 was constructed and in operation. Primary Digester No. 7 was commissioned in May 2022.

The purpose of Task Order No. 1 is to authorize Hazen to provide condition assessment and preliminary design services for the Project. The scope of services will include the following:

- Condition assessment of Primary Digester No. 6 and associated scaffolding installation.
- Cleaning and condition assessment of the interior of the two 24-inch diameter sludge mixing pipes routed underneath Primary Digester No. 6.

- Preparation of a condition assessment report detailing the current condition of Primary Digester No. 6 and recommendations for rehabilitation or repair.
- Evaluation of options for mixing technologies (gas lance versus pump mixing), surface wasting, mechanical equipment, sludge piping replacement, and improvements to electrical/instrumentation equipment at Primary Digester No. 6 and Heating and Mixing Building No. 4.
- Completion of an Evaluations Technical Memorandum (TM) and cost estimate that will establish the design criteria for the final design of the Project.

Hazen’s scope of services and fees for Task Order No. 1 are summarized below:

Task No.	Task Description	Fee
1	Review Background Data	\$5,940
2	Evaluations	\$44,540
3	Condition Assessment	\$203,134
4	Evaluation TM	\$68,500
5	Project Management	\$21,930
Task Order No. 1 Not-to-Exceed Fee		\$344,044

Due to size of Primary Digester No. 6, the level of effort to perform the condition assessment is greater when compared to assessments on other digesters. As shown in Figures 2 and 3, the structure is larger and taller than Primary Digester Nos. 1 through 5. Additionally, the coned bottom of Primary Digester No. 6 is more steeply sloped. Previous condition assessments were able to utilize a single rolling scaffolding tower which is not feasible inside Primary Digester No. 6. Instead, a fixed perimeter wall scaffolding system with diagonal bracing and a scaffolding platform is required to fully assess the structure which is more expensive than the rolling scaffolding.

In 2015, during the construction phase of the Primary Digester No. 5 Rehabilitation Project, the contractor installed a fixed scaffolding platform system inside the digester to access the interior of the dome for repairs. Accounting for inflation and the capacity of Primary Digester No. 5, the cost of the scaffolding system was approximately \$60 per 1,000 gallons. The proposed cost for a fixed scaffolding platform system for the larger Primary Digester No. 6 is approximately \$70 per 1,000 gallons.

Refer to attached Figure 5 for a photo of the rolling scaffolding tower used for the condition assessment of Primary Digester No. 5 in 2014 and Figure 6 for photos of the fixed scaffolding platform system installed during the construction phase of the Primary Digester No. 5 Rehabilitation Project.

Two mixing technologies are currently being considered for Primary Digester No. 6, which are mechanical pump mixing (existing) and gas lance mixing (Digester 7). In parallel with the condition assessment, Brown and Caldwell was hired to perform the Digester Efficiency Evaluation, which among other things includes assessing the feasibility of implementing gas lance mixing at Primary Digester No. 6. As part of the preliminary design services, Hazen will be incorporating the results of this evaluation along with the results from the condition assessment to make recommendations for the preferred mixing technology. This effort will also include assessing both the capital and life cycles costs for each mixing option.

Staff believes the total not-to-exceed fee of \$344,044 is reasonable given the level of effort required. Hazen will complete the condition assessment and preliminary design services by winter 2023. Staff anticipates the final design will begin in winter 2023 and be completed in 2024.

Background

The District has seven primary and two secondary digesters at the Alvarado Wastewater Treatment Plant that require periodic cleaning to remove accumulated debris and to maintain treatment capacity. Primary Digester No. 6 was taken out of service recently and cleaning is anticipated to be completed in summer 2023. A condition assessment will be performed after the cleaning is completed. The District plans to rehabilitate Primary Digester No. 6 before placing the digester back into service. A condition assessment of the digester has not been performed since the digester was constructed in 1993.

Primary Digester No. 7 was recently constructed and put into operation utilizing a new gas lance mixing system. Staff is satisfied with this new system to date and is interested in converting Primary Digester No. 6 to gas lance mixing. Primary Digester No. 6 is currently utilizing a mechanical pump mixing system.

On February 3, 2023, staff issued a Request for Proposals seeking condition assessment services for the Project. Staff invited a total of three prequalified consultants to participate in the consultant selection process. All three consultants submitted proposals for this project on February 28, 2023. Staff selected V&A Consulting Engineers (V&A) due to their staff's relevant experience completing condition assessments of similar digesters. V&A previously completed the condition assessment of Secondary Digester No. 1 in 2021, Secondary Digester No. 2 in 2018, Primary Digester No. 3 in 2017, and Primary Digester No. 5 in 2014.

On February 2, 2023, staff issued a Request for Proposals seeking engineering design services for the Project. Staff invited a total of ten prequalified consultants to participate in the consultant selection process. Many of the invited consultants cited a lack of available staff when declining the invitation but the District received two proposals for this project on March 3, 2023. Staff

selected Hazen due to their approach to the project and their relevant experience completing digester rehabilitation and improvement projects.

After selecting the two consultants, staff decided to combine the condition assessment services and engineering design services under one contract with V&A as a subconsultant to Hazen. By combining it into a single contract, Hazen will be able to coordinate the condition assessment directly with V&A to ensure that they have the necessary information to design the rehabilitation items that will be identified from the condition assessment. V&A has agreed to be a subconsultant to Hazen and has collaborated with them successfully on previous projects.

Previous Board Action

January 23, 2023 – The Board awarded the contract for the cleaning of Primary Digester No. 6 to Wastewater Solids Management.

February 27, 2023 – The Board authorized the General Manager to execute an agreement and Task Order No. 1 with Brown and Caldwell in the amount of \$353,491 for the Digester Efficiency Evaluation.

Attachments: Figure 1 – Site Plan

Figure 2 – Comparison of Primary Digester No. 6 to Primary Digester No. 1-3

Figure 3 – Comparison of Primary Digester No. 6 to Primary Digester No. 4 & 5

Figure 4 – Comparison of Primary Digester No. 6 to Primary Digester No. 7

Figure 5 – Rolling Scaffolding Tower Inside Primary Digester No. 5

Figure 6 – Scaffolding Platform Inside Primary Digester No. 5

Agreement

Task Order No. 1

UNION SANITARY DISTRICT ALVARADO WASTEWATER TREATMENT PLANT

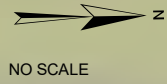
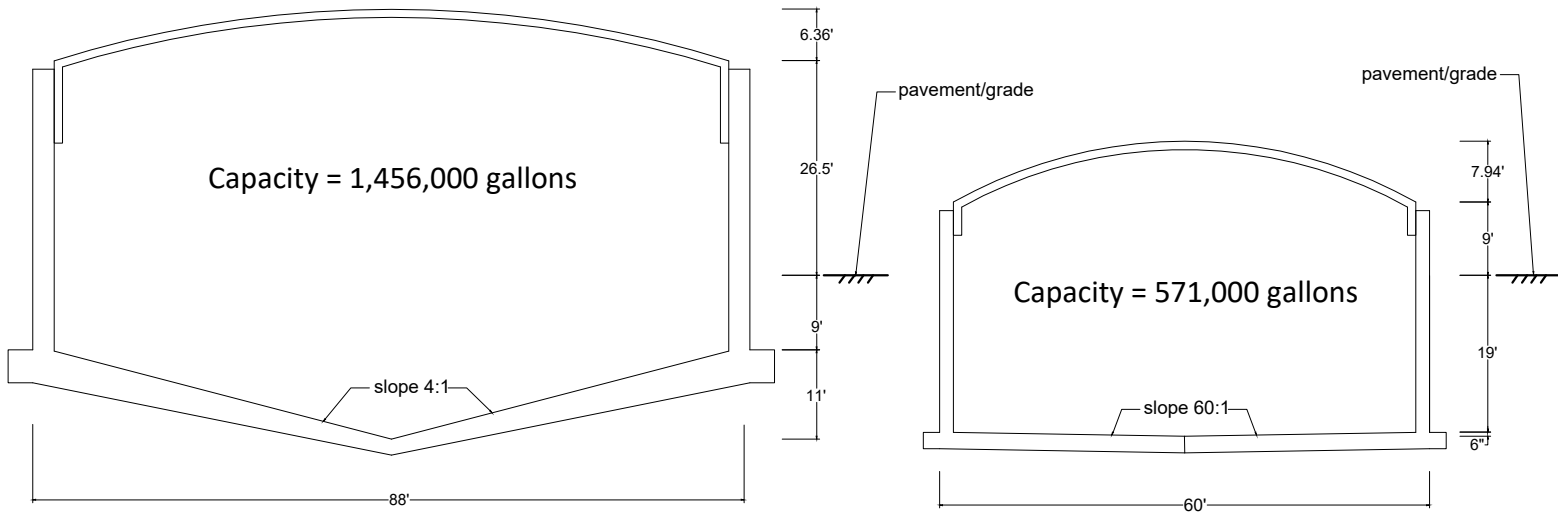


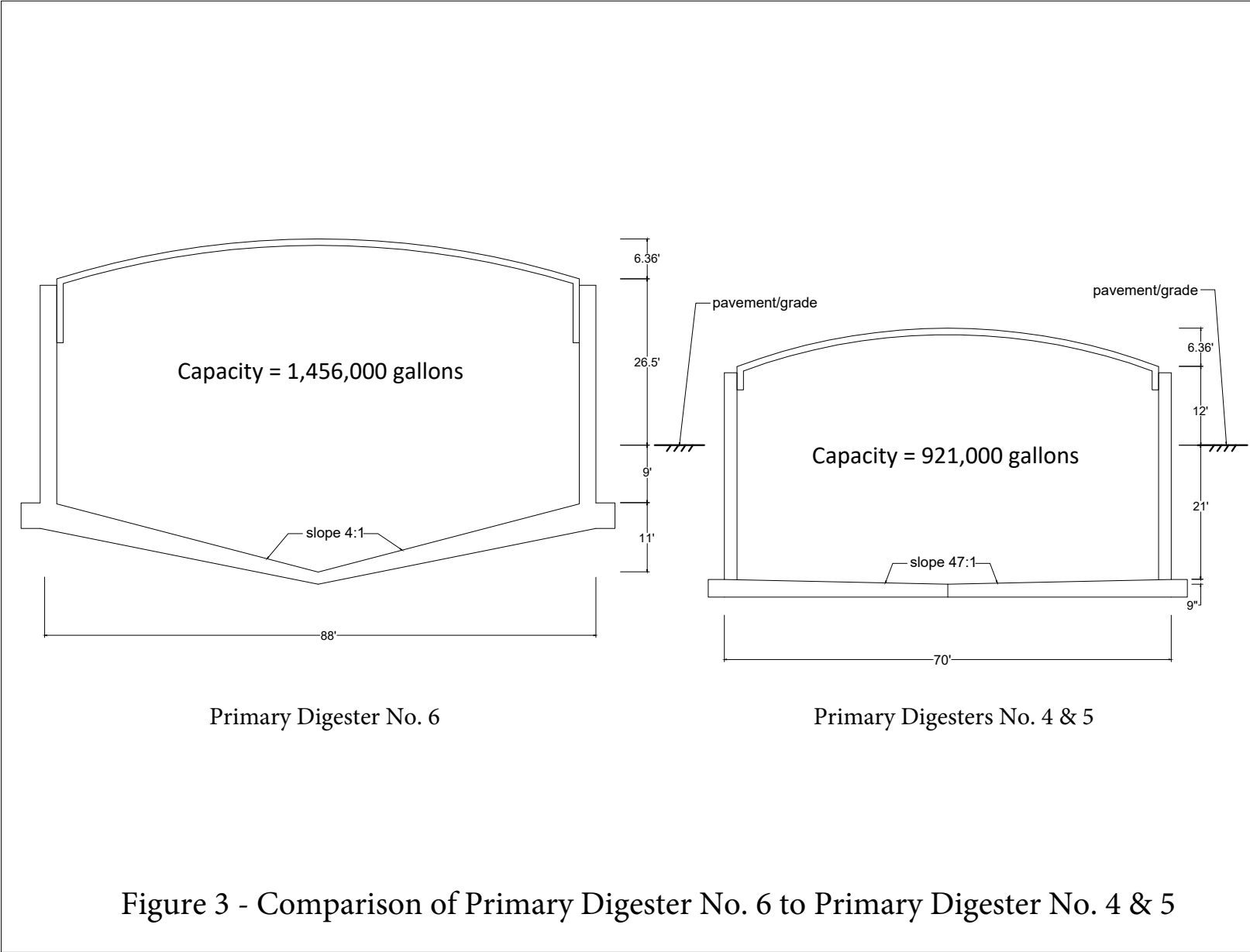
Figure 1 - Primary Digester No. 6 Rehabilitation Project Site Plan



Primary Digester No. 6

Primary Digesters No. 1-3

Figure 2 - Comparison of Primary Digester No. 6 to Primary Digester No. 1-3



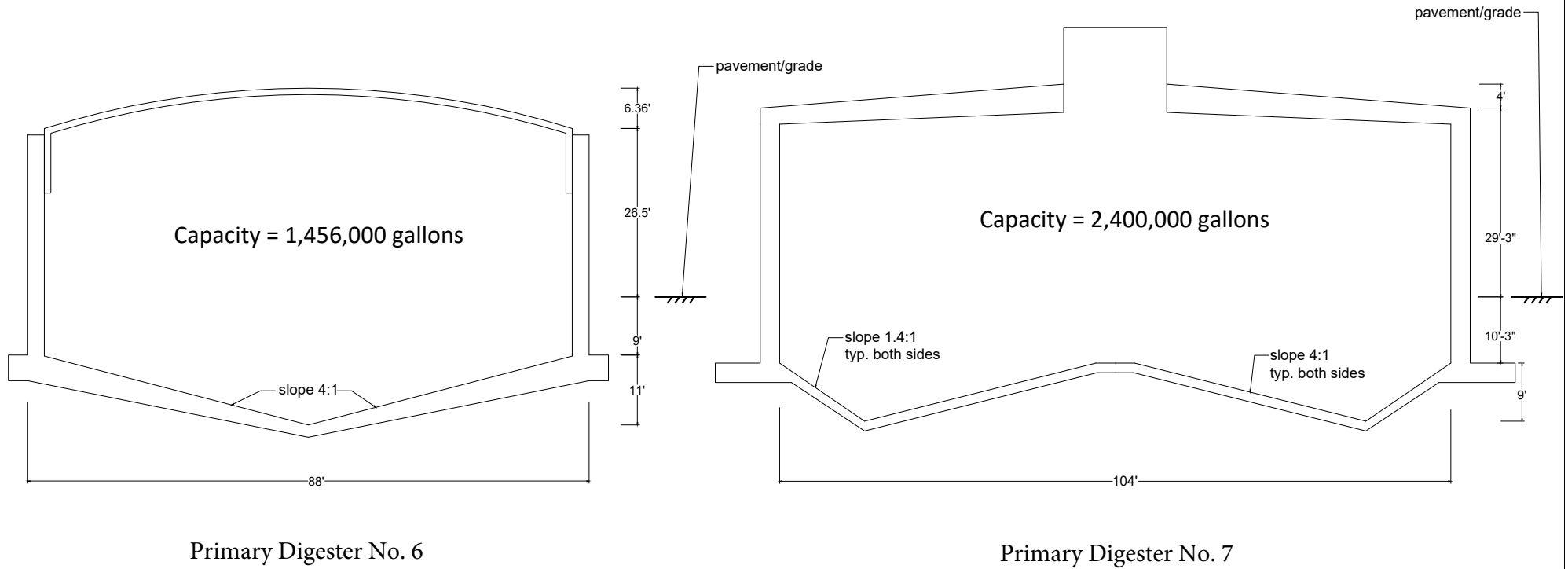


Figure 4 - Comparison of Primary Digester No. 6 to Primary Digester No. 7

Primary Digester No. 5 - Previously
Completed Condition Assessment in 2014

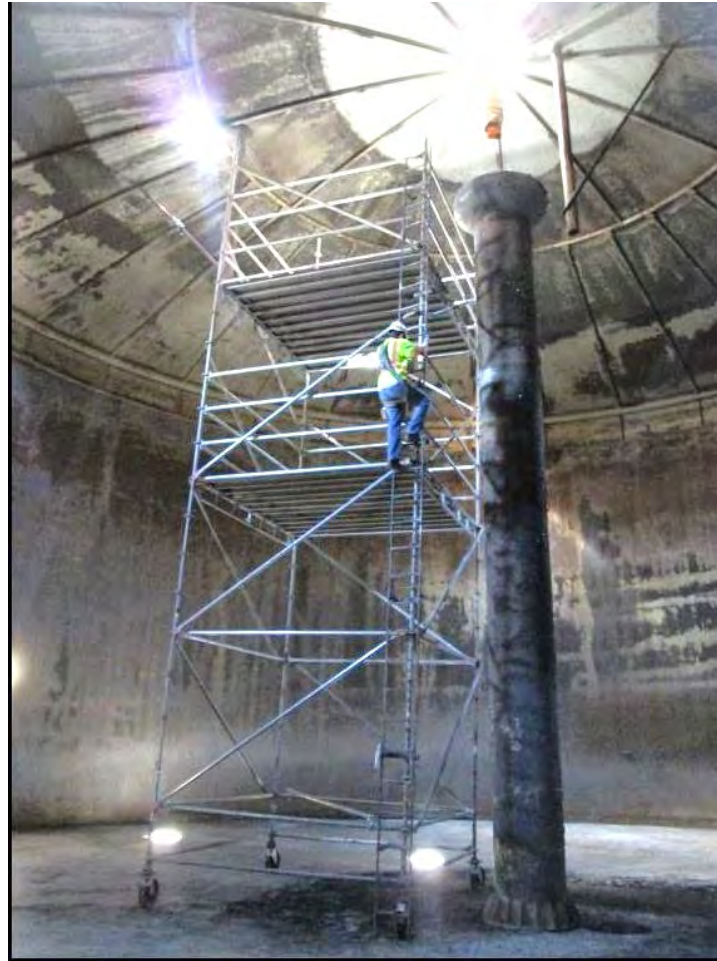


Figure 5 – Rolling Scaffolding Tower Inside Primary Digester No. 5

Primary Digester No. 5 - Previously Completed
Rehabilitation Project in 2015



View of Top of Platform

View of Platform
from the Bottom

Figure 6 – Scaffolding Platform Inside Primary Digester No. 5

PRIMARY DIGESTER NO. 6 REHABILITATION PROJECT

AGREEMENT

BETWEEN

UNION SANITARY DISTRICT

AND

HAZEN AND SAWYER

FOR

PROFESSIONAL SERVICES

THIS IS AN AGREEMENT MADE AS OF JUNE 12, 2023, BETWEEN UNION SANITARY DISTRICT (hereinafter referred to as District), and HAZEN AND SAWYER (hereinafter referred to as Engineer).

WITNESSETH:

WHEREAS, District intends to construct the Primary Digester No. 6 Rehabilitation Project (hereinafter referred to as Project), and,

WHEREAS, District requires certain professional services in connection with the Project (hereinafter referred as Services); and

WHEREAS, Engineer is qualified and prepared to provide such Services;

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

ARTICLE 1 - SERVICES TO BE PERFORMED BY ENGINEER

- 1.1 Specific Services and the associated scope of services, payment, schedule, and personnel will be defined in specific Task Order as mutually agreed by District and Engineer.
- 1.2 All Task Orders will by reference incorporate the terms and conditions of this Agreement, and become formal amendments hereto.

ARTICLE 2 - COMPENSATION

2.1 Compensation for consulting services performed under this Agreement shall include:

- (1) Direct labor costs, multiplied by an agreed upon fixed factor (the Multiplier), to compensate for fringe benefits, indirect costs, and profit.
- (2) Non-labor direct project charge not included in the fixed factor and acceptable, without any markup.
- (3) Subconsultant costs, with a maximum markup of 5%.

Definitions are as follows:

- (a) Direct labor is salaries and wages paid to personnel for time directly chargeable to the project. Direct labor does not include the cost of Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, and medical and retirement benefits nor the cost of the time of executive and administrative personnel and others whose time is not identifiable to the project.
- (b) Fringe benefits include Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, medical and retirement benefits, incentive pay, tuition, and other costs classified as employee benefits.
- (c) Indirect costs are allocations of costs that are not directly chargeable to a specific engagement and are commonly referred to as Engineer's overhead. Indirect costs include provisions for such things as clerical support, office space, light and heat, insurance, statutory and customary employee benefits, and the time of executive and administrative personnel and others whose time is not identifiable to the Project or to any other project. Under no circumstances can the same labor costs be charged as direct labor and also appear at the same time as indirect costs, and vice versa.
- (d) The Multiplier is a multiplicative factor which is applied to direct labor costs, and compensates Engineer for fringe benefits and indirect costs (overhead) and profit.
- (e) Other non-labor direct project charges shall be included in the overhead and these charges include typical expenses as cost of

transportation and subsistence, printing and reproduction, computer time and programming costs, identifiable supplies, outside consultant's charges, subcontracts, and charges by reviewing authorities."

Alternatively, the District and the Engineer may agree to utilize the fully-encumbered hourly rates and fees for Services performed by the Engineer. These hourly rates and fees shall be based on the Engineer's rate schedule published at the time this Agreement or Task Order is executed and shall be attached to each applicable Task Order.

- 2.2 Reimbursement for mileage shall not exceed the prevailing Internal Revenue Service's standard mileage rate.
- 2.3 A *Cost Ceiling* will be established for each Task Order which is based upon estimated labor-hours and cost estimates. Costs as described above, comprising direct labor, overhead cost, and other direct costs, shall be payable up to a Cost Ceiling as specified in the Task Order. A *Maximum Fee Ceiling*, or *Task Order Firm Ceiling*, will also be established for each Task Order which includes the Cost Ceiling plus the Professional Fee.
- 2.4 Engineer shall invoice District monthly for the actual costs incurred, and a pro-rated portion of the Professional Fee for work performed during the previous month. If the Maximum Fee Ceiling is reached, the Engineer will complete the agreed-upon work for the Maximum Fee Ceiling. With District staff approval, labor hours may be reallocated within the tasks without renegotiation in such a manner so as not to exceed the Maximum Fee Ceiling.
- 2.5 The Engineer shall provide the District with a review of the budget amounts when 75 percent of the Cost Ceiling for any task has been expended. Engineer may request a revision in the Cost Ceiling for performance of this Agreement, and will relate the rationale for the revision to the specific basis of estimate as defined in the Scope of Services. Such notification will be submitted to the District at the earliest possible date. The authorized Cost Ceiling shall not be exceeded without written approval of the District.
- 2.6 The Professional Fee will not be changed except in the case of a written amendment to the Agreement which alters the Scope of Services. District and Engineer agree to negotiate an increase or decrease in Cost Ceiling and Professional Fee for any change in Scope of Services required at any time during the term of this Agreement. Engineer will not commence work on the altered Scope of Services until authorized by District.

- 2.7 Direct labor rates are subject to revision to coincide with Engineer's normal salary review schedule. Adjustments in direct labor rates shall not affect the firm ceiling without prior written authorization of the District.
- 2.8 District shall pay Engineer in accordance with each Task Order for Services.
- 2.9 Engineer shall submit monthly statements for Services rendered. District will make prompt monthly payments in response to Engineer's monthly statements.

ARTICLE 3 - PERIOD OF SERVICE

- 3.1 Engineer's services will be performed and the specified services rendered and deliverables submitted within the time period or by the date stipulated in each Task Order.
- 3.2 Engineer's services under this Agreement will be considered complete when the services are rendered and/or final deliverable is submitted and accepted by District.
- 3.3 If any time period within or date by which any of the Engineer's services are to be completed is exceeded through no fault of Engineer, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

ARTICLE 4 - DISTRICT'S RESPONSIBILITIES

District will do the following in a timely manner so as not to delay the services of Engineer.

- 4.1 Provide all criteria and full information as to District's requirements for the services assignment and designate in writing a person with authority to act on District's behalf on all matters concerning the Engineer's services.
- 4.2 Furnish to Engineer all existing studies, reports and other available data pertinent to the Engineer's services, obtain or authorize Engineer to obtain or provide additional reports and data as required, and furnish to Engineer services of others required for the performance of Engineer's services hereunder, and Engineer shall be entitled to use and rely upon all such information and services provided by District or others in performing Engineer's services under this Agreement.

- 4.3 Arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services hereunder.
- 4.4 Perform such other functions as are indicated in each Task Order related to duties of District.
- 4.5 Bear all costs incident to compliance with the requirements of this Section.

ARTICLE 5 - STANDARD OF CARE

- 5.1 Engineer shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional Engineer under similar circumstance and Engineer shall, at no cost to District, re-perform services which fail to satisfy the foregoing standard of care.

ARTICLE 6 - OPINIONS OF COST AND SCHEDULE

- 6.1 Since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over contractors', subcontractors' , or vendors' methods of determining prices, or over competitive bidding or market conditions or economic conditions, Engineer's cost estimate and economic analysis shall be made on the basis of qualification and experience as a professional engineer.
- 6.2 Since Engineer has no control over the resources provided by others to meet contract schedules, Engineer's forecast schedules shall be made on the basis of qualification and experience as a professional Engineer.
- 6.3 Engineer cannot and does not guarantee that proposals, bids or actual project costs will not vary from his cost estimates or that actual schedules will not vary from his forecast schedules.

ARTICLE 7 - SUBCONTRACTING

- 7.1 No subcontract shall be awarded by Engineer until prior written approval is obtained from the District.

ARTICLE 8 - ENGINEER-ASSIGNED PERSONNEL

- 8.1 Engineer shall designate in writing an individual to have immediate responsibility for the performance of the services and for all matters relating to performance under this Agreement. Key personnel to be assigned by Engineer will be stipulated in each Task Order. Substitution of any assigned person shall require the prior written approval of the District, which shall not be unreasonably withheld. If the District determines that a proposed substitution is not responsible or qualified to perform the services then, at the request of the District, Engineer shall substitute a qualified and responsible person.

ARTICLE 9 - OWNERSHIP OF DOCUMENTS

- 9.1 All work products, drawings, data, reports, files, estimate and other such information and materials (except proprietary computer programs, including source codes purchased or developed with Engineer monies) as may be accumulated by Engineer to complete services under this Agreement shall be owned by the District.
- 9.2 Engineer shall retain custody of all project data and documents other than deliverables specified in each Task Order, but shall make access thereto available to the District at all reasonable times the District may request. District may make and retain copies for information and reference.
- 9.3 All deliverables and other information prepared by Engineer pursuant to this Agreement are instruments of service in respect to this project. They are not intended or represented to be suitable for reuse by District or others on extensions of this Project or on any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at District's sole risk and without liability or legal exposure to Engineer; and District shall indemnify and hold harmless Engineer against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by District and Engineer.

ARTICLE 10 - RECORDS OF LABOR AND COSTS

- 10.1 Engineer shall maintain for all Task Orders, records of all labor and costs used in claims for compensation under this Agreement. Records shall mean a contemporaneous record of time for personnel; a methodology and

calculation of the Multiplier for fringe benefits and indirect costs; and invoices, time sheets, or other factors used as a basis for determining other non-labor Project charges. These records must be made available to the District upon reasonable notice of no more than 48 hours during the period of the performance of this Agreement.

- 10.2 After delivery of Services (completion of Task Orders) under this Agreement, the Engineer's records of all costs used in claims for compensation under this Agreement shall be available to District's accountants and auditors for inspection and verification. These records will be maintained by Engineer and made reasonably accessible to the District for a period of three (3) years after completion of Task Orders under this Agreement.
- 10.3 Engineer agrees to cooperate and provide any and all information concerning the Project costs which are a factor in determining compensation under this Agreement as requested by the District or any public agency which has any part in providing financing for, or authority over, the Services which are provided under the Agreement.
- 10.4 Failure to provide documentation or substantiation of all Project costs used as a factor in compensation paid under Article 2 hereof will be grounds for District to refuse payment of any statement submitted by the Engineer and for a back charge for any District funds, including interest from payment; or grant, matching, or other funds from agencies assisting District in financing the Services specified in this Agreement.

ARTICLE 11 - INSURANCE

Engineer shall provide and maintain at all times during the performance of the Agreement the following insurances:

- 11.1 Workers' Compensation and Employer's Liability Insurance for protection of Engineer's employees as required by law and as will protect Engineer from loss or damage because of personal injuries, including death to any of his employees.
- 11.2 Comprehensive Automobile Liability Insurance. Engineer agrees to carry a Comprehensive Automobile Liability Policy providing bodily injury liability. This policy shall protect Engineer against all liability arising out of the use of owned or leased automobiles both passenger and commercial. Automobiles, trucks, and other vehicles and equipment (owned, not owned, or hired, licensed or unlicensed for road use) shall be covered under this policy. Limits

of liability for Comprehensive Automobile Liability Insurance shall not be less than \$1,000,000 Combined Single Limit.

11.3 Comprehensive General Liability Insurance as will protect Engineer and District from any and all claims for damages or personal injuries, including death, which may be suffered by persons, or for damages to or destruction to the property of others, which may arise from the Engineer's operations under this Agreement, which insurance shall name the District as additional insured. Said insurance shall provide a minimum of \$1,000,000 Combined Single Limit coverage for personal injury, bodily injury, and property damage for each occurrence and aggregate. Such insurance will insure Engineer and District from any and all claims arising from the following:

1. Personal injury;
2. Bodily injury;
3. Property damage;
4. Broad form property damage;
5. Independent contractors;
6. Blanket contractual liability.

11.4 Engineer shall maintain a policy of professional liability insurance, protecting it against claims arising out of negligent acts, errors, or omissions of Engineer pursuant to this Agreement, in an amount of not less than \$1,000,000. The said policy shall cover the indemnity provisions under this Agreement.

11.5 Engineer agrees to maintain such insurance at Engineer's expense in full force and effect in a company or companies satisfactory to the District. All coverage shall remain in effect until completion of the Project.

11.6 Engineer will furnish the District with certificates of insurance and endorsements issued by Engineer's insurance carrier and countersigned by an authorized agent or representative of the insurance company. The certificates shall show that the insurance will not be cancelled without at least thirty (30) days' prior written notice to the District. The certificates for liability insurance will show that liability assumed under this Agreement is included. The endorsements will show the District as an additional insured on Engineer's insurance policies for the coverage required in Article 11 for services performed under this Agreement, except for workers' compensation and professional liability insurance.

11.7 Waiver of Subrogation: Engineer hereby agrees to waive subrogation which any insurer of Engineer may acquire from Engineer by virtue of the payment of any loss. Engineer agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Engineer, its employees, agents and subconsultants.

ARTICLE 12 - LIABILITY AND INDEMNIFICATION

- 12.1 Having considered the risks and potential liabilities that may exist during the performance of the Services, and in consideration of the promises included herein, District and Engineer agree to allocate such liabilities in accordance with this Article 12. Words and phrases used in this Article shall be interpreted in accordance with customary insurance industry usage and practice.
- 12.2 Engineer shall indemnify and save harmless the District and all of their agents, officers, and employees from and against all claims, demands, or causes of action of every name or nature to the extent caused by the negligent error, omission, or act of Engineer, its agents, servants, or employees in the performance of its services under this Agreement. In no event shall Engineer's costs to defend the District exceed the Engineer's proportionate percentage of negligence or fault, based upon a final judicial determination, except that if one or more defendants in an action are unable to pay its share of defense costs due to bankruptcy or dissolution, Engineer shall meet and confer with the other defendant parties regarding defense costs.
- 12.3 In the event an action for damages is filed in which negligence is alleged on the part of District and Engineer, Engineer agrees to defend District. In the event District accepts Engineer's defense, District agrees to indemnify and reimburse Engineer on a pro rata basis for all expenses of defense and any judgment or amount paid by Engineer in resolution of such claim. Such pro rata share shall be based upon a final judicial determination of proportionate negligence or, in the absence of such determination, by mutual agreement.
- 12.4 Engineer shall indemnify District against legal liability for damages arising out of claims by Engineer's employees. District shall indemnify Engineer against legal liability for damages arising out of claims by District's employees.
- 12.5 Indemnity provisions will be incorporated into all Project contractual arrangements entered into by District and will protect District and Engineer to the same extent.

- 12.6 Upon completion of all services, obligations and duties provided for in the Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.
- 12.7 To the maximum extent permitted by law, Engineer's liability for District's damage will not exceed the aggregate compensation received by Engineer under this Agreement or the maximum amount of professional liability insurance available at the time of any settlement or judgment, which ever is greater.

ARTICLE 13 - INDEPENDENT CONTRACTOR

Engineer undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. District will have no right to supervise the methods used, but District will have the right to observe such performance. Engineer shall work closely with District in performing Services under this Agreement.

ARTICLE 14 - COMPLIANCE WITH LAWS

In performance of the Services, Engineer will comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. Engineer shall procure the permits, certificates, and licenses necessary to allow Engineer to perform the Services. Engineer shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Task Order.

ARTICLE 15 - NONDISCLOSURE OF PROPRIETARY INFORMATION

Engineer shall consider all information provided by District and all drawings, reports, studies, design calculations, specifications, and other documents resulting from the Engineer's performance of the Services to be proprietary unless such information is available from public sources. Engineer shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of District or in response to legal process.

ARTICLE 16 - TERMINATION OF CONTRACT

- 16.1 The obligation to continue Services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial

failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

- 16.2 District shall have the right to terminate this Agreement or suspend performance thereof for District's convenience upon written notice to Engineer, and Engineer shall terminate or suspend performance of Services on a schedule acceptable to District. In the event of termination or suspension for District's convenience, District will pay Engineer for all services performed and costs incurred including termination or suspension expenses. Upon restart of a suspended project, equitable adjustment shall be made to Engineer's compensation.

ARTICLE 17 - UNCONTROLLABLE FORCES

- 17.1 Neither District nor Engineer shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storms, lightening, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either District or Engineer under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.
- 17.2 Neither party shall, however, be excused from performance if nonperformance is due to uncontrollable forces which are removable or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, removed or remedied with reasonable dispatch. The provisions of this Article shall not be interpreted or construed to require Engineer or District to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement. The Engineer will be allowed reasonable negotiated extension of time or adjustments for District initiated temporary stoppage of services.

ARTICLE 18 - MISCELLANEOUS

- 18.1 A waiver by either District or Engineer of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- 18.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

ARTICLE 19 - INTEGRATION AND MODIFICATION

- 19.1 This Agreement (consisting of pages 1 to 14), together with all Task Orders executed by the undersigned, is adopted by District and Engineer as a complete and exclusive statement of the terms of the Agreement between District and Engineer. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Engineer pertaining to the Services, whether written or oral.
- 19.2 The Agreement may not be modified unless such modifications are evidenced in writing signed by both District and Engineer.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

- 20.1 District and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.
- 20.2 Neither District nor Engineer shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this

paragraph shall prevent Engineer from employing such independent engineers, associates, and subcontractors as he may deem appropriate to assist him/her in the performance of the Services hereunder and in accordance with Article 7.

20.3 Nothing herein shall be construed to give any rights or benefits to anyone other than District and Engineer.

ARTICLE 21 – INFORMATION SYSTEM SECURITY

When the District determines this article is applicable, the Engineer shall obtain written approval from the District representative prior to accessing District internal systems through real-time computer connections. Upon approval, the Engineer will use only in-bound connections to accomplish a legitimate business need and a previously defined and approved task. As a condition of approval, the Engineer shall:

- a) Be running a current operating system supported by the District with up-to-date security patches applied as defined in the District COE/Non-COE document.
- b) Have anti-virus software installed on his/her personal computer with up-to-date virus signatures.
- c) Have personal firewall software installed and enabled on their computer.
- d) Understand and sign the District's Electronic Equipment Use Policy, number 2160.

The District reserves the right to audit the security measures in effect on Engineer's connected systems without prior notice. The District also reserves the right to terminate network connections immediately with all Engineer's systems not meeting the above requirements.

ARTICLE 22 – EMPLOYEE BACKGROUND CHECK

Engineer, at no additional expense to the District, shall conduct a background check for each of its employees, as well as for the employees of its subconsultants (collectively "Consultant Employees") who will have access to District's computer systems, either through on-site or remote access, or whose contract work requires an extended presence on the District's premises. The minimum background check process for any District consultant shall include, but not be limited to

1. California residents: Criminal Records (County and State Criminal Felony and Misdemeanor

2. Out of State residents: Federal criminal search of the National Criminal Database,

The background check shall be conducted and the results submitted to the District prior to initial access by Consultant Employees. If at any time, it is discovered that a Consultant Employee has a criminal record that includes a felony or misdemeanor, the Engineer is required to inform the District immediately and the District will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties, to determine whether the Consultant Employee will be placed or remain on a District assignment. The District may withhold consent at its sole discretion. The District may also conduct its own criminal background check of the Consultant Employees. Failure of the Engineer to comply with the terms of this paragraph may result in the termination of its contract with the District.

ARTICLE 23 - EXCEPTIONS

No exceptions.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

DISTRICT

ENGINEER

UNION SANITARY DISTRICT

HAZEN AND SAWYER

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
Marc S. Solomon, P.E.
Vice President

Date: _____

Date: _____

PRIMARY DIGESTER NO. 6 REHABILITATION PROJECT

TASK ORDER NO. 1

TO

AGREEMENT

BETWEEN

UNION SANITARY DISTRICT

AND

HAZEN AND SAWYER

FOR

PROFESSIONAL SERVICES

Dated _____

1. PURPOSE

The purpose of Task Order No. 1 is for Hazen and Sawyer (Engineer) to provide the condition assessment and preliminary design services associated with the Primary Digester No. 6 Rehabilitation Project (Project).

2. PROJECT COORDINATION

All work related to this task order shall be coordinated through the District's Project Manager, Derek Chiu.

3. ENGINEER'S SCOPE OF SERVICES

The task numbers in this Scope of Services are associated with the cost data presented in Exhibit A.

Task 1.0 – Review Background Data

Engineer shall review background data. This task shall include the following subtasks as listed below.

Subtask 1.1 - Review of Record Drawings and Plant Data

Engineer shall review available record documents and prepare a data request for missing information. Engineer shall also review available background materials including operational data, drawings, reports, and other pertinent information provided by the District.

Subtask 1.2 - Site Visit

Working with District staff, Engineer shall coordinate a site visit. This subtask assumes that one site visit shall be needed to confirm existing site conditions and dimensions and evaluate the existing Primary Digester No. 6 (PD6) infrastructure.

Task 1 Deliverables

- Findings from this task shall be included in the Evaluation Technical Memorandum.

Task 2.0 – Evaluations

Under this Task, Engineer shall conduct various evaluations. This task shall include the following subtasks as listed below.

Subtask 2.1 – Surface Wasting Evaluation

Engineer shall evaluate PD6 and make recommendations for implementing surface wasting to minimize foam buildup and grease accumulation on the surface.

Subtask 2.2 - Mechanical Equipment Evaluation

Engineer shall evaluate the mechanical equipment at PD6 and Heating and Mixing Building No. 4 (HMB4) for replacement, including the plant hot water loop pumps, sludge recirculation pumps and the mixing pumps. For the mixing pumps, Engineer shall evaluate the feasibility of adding a third mixing pump to achieve N+1 redundancy.

Subtask 2.3 - Sludge Piping Replacement Evaluation

Engineer shall evaluate replacement of the PD6 sludge piping with glass-lined piping as well as evaluate improvements to the sludge piping system at PD6, HMB4, and Primary Digester No. 7 to facilitate acid cleaning of glass-lined piping.

Subtask 2.4 - Instrumentation Replacement Evaluation

Engineer shall evaluate replacement of instrumentation at PD6 and HMB4 such as pressure sensors, temperature sensors, sludge flow meters, digester gas flow meters, and level sensors and make recommendations for any instruments that are identified to be replaced.

Subtask 2.5 - Evaluations Workshop

Engineer shall conduct a workshop to review the findings and recommendations from the evaluations performed under this task and get input from the District.

Task 2 Deliverables

- Evaluation Workshop agenda, presentation slides, and meeting minutes (PDF).

Task 3 – Condition Assessment

Under this Task, Engineer shall conduct a condition assessment of PD6. This task shall include the following subtasks as listed below.

Subtask 3.1 - Condition Assessment Coordination

Engineer shall develop a condition assessment plan. This Task includes time for the Condition Assessment Consultant as well as fourteen (14) hours for Hazen staff to coordinate on the Condition Assessment Plan.

Subtask 3.2 - Site Visit for Condition Assessment

Engineer shall conduct a site visit to coordinate with the Condition Assessment Consultant as required during the field condition assessment. One day for one Hazen staff member to be onsite to observe the condition assessment field work has been assumed.

Subtask 3.3 - Field Condition Assessment

Engineer shall conduct a condition assessment of PD6 that shall include the following work:

3.3.1 Confined Space Entry Work Plan

Engineer shall develop a confined space entry work plan that complies with Cal/OSHA and District confined space entry and safety requirements for accessing the structures. The work plan shall be submitted to the District prior to commencement of field activities. Engineer shall incorporate comments from the draft work plan and provide the District with the final work plan.

3.3.2 Scaffolding Coordination and Scissor Lift

Engineer shall retain a scaffolding contractor and shall provide up to two team members for confined space entry support during the set up and tear down of the interior scaffolding for PD6. Scaffolding can be left in place for the duration of the rental period (28 days) with optional monthly or daily extensions at the District's

discretion. The scaffolding contractor shall require a minimum of one week lead time prior to scaffolding erection/dismantling. Engineer shall also provide a scissor lift to access the outside of PD6.

3.3.3 Field Assessment

Engineer shall conduct a confined space entry condition assessment of PD6 during one site visit with a four (4) person confined space crew and necessary confined space and condition assessment equipment as required to enter the structure. Locations and quantity of tests shall be determined at the discretion of the Engineer. The assessment shall consist of the following tasks:

- Visual Assessment/Digital Photos: Engineer shall visually examine and document the condition of the structure with digital still photographs over the limits of the assessment. Visual assessment data is subjective and based upon the evaluator's expertise.
- Coating Assessment: Engineer shall conduct a visual assessment of the interior and exterior structure coatings with notations of defect areas and severity. Major mechanical equipment, such as piping and appurtenances, shall also be included in the coatings assessment. Measure the coating dry film thickness (DFT) at up to forty (40) locations on the interior dome and exterior piping.
- Concrete pH Tests: Engineer shall perform in-situ pH testing on concrete surfaces of the structure at three (3) accessible locations. The pH of concrete can substantiate the loss of alkalinity and levels of concrete corrosion attack prevalent within the structure.
- Penetration Measurements: Engineer shall perform concrete penetration measurements at three (3) accessible locations to find depth to sound concrete.
- Sounding: Engineer shall conduct sounding tests on accessible concrete surfaces of the structure. Sounding a surface refers to tapping the structure surfaces with a chipping hammer and listening for discontinuities within the surface.
- Surface Penetrating Radar: Engineer shall scan concrete surfaces with surface penetrating radar, which uses a non-destructive radar beam to evaluate the subsurface of concrete. This testing shall be used to determine the location and depth of reinforcing steel embedded within the concrete substrate at up to six (6) approximate 4'x4' areas.

- Ultrasonic Thickness Testing: Engineer shall conduct A-scan ultrasonic thickness (UT) testing of the metallic components of the structure to determine baseline thicknesses. Up to thirty-two (32) measurements shall be taken on accessible portions of the dome shell, dome skirt, and piping. Engineer shall obtain pit depth readings at locations exhibiting excessive corrosion on the surface.
- Engineer shall provide access and confined space support to the condition assessment of the interior of the digesters. The entrants shall be confined space entry operations certified (typically an 8- hour or more training course).

3.3.4 Cleaning and Assessment of PD6 Mixing Pipes

Engineer shall retain the services of Pacific Sewer Maintenance (PSM) to perform pressure washing on the interior of the two 24-inch diameter mixing pipes to remove struvite deposits. It is anticipated that this work may take up to five (5) days to complete. Engineer shall assume that the District will shut down, clean, and dewater the primary digester as well as assist with coordinating this work with PSM, including onsite coordination, disposal, and transport of removed material, as required. After the struvite removal is complete, Engineer shall retain a closed-circuit television (CCTV) contractor to perform a CCTV assessment of the interior of the mixing pipes.

Subtask 3.4 - Condition Assessment Report

Engineer shall prepare a report that describes field assessment methods, activities, results, and conclusions. The report shall include photographs of the existing conditions, data tables, and graphical and illustrative figures, as required, to present the information gathered during this assessment. The locations and severity of defects shall be noted, and the current condition of the structure regarding its state of degradation shall be described. Recommendations for rehabilitation or repair shall be presented in the report, as needed, along with the associated opinion of probable cost. A draft electronic copy of the report shall be submitted for review. Comments shall be incorporated, and a final electronic copy shall be provided. Engineer shall also incorporate into the design any recommendations selected by the District.

Task 3 Deliverables

- Draft Condition Assessment Report (word and PDF)
- Final Condition Assessment Report (word and PDF)
- Preliminary estimate of PD6 rehabilitation costs

Task 4 – Evaluation Technical Memorandum (TM)

Under this Task, Engineer shall develop an Evaluation TM. This task shall include the following subtasks as listed below.

Subtask 4.1 - TM Development

Engineer shall prepare a draft and final Evaluation TM that will focus on establishing the design criteria for the recommended mixing technology, surface wasting, and other mechanical equipment and piping for the PD6 rehabilitation. This effort shall include providing sketches of layouts on existing as-built drawing backgrounds as well as preliminary P&IDs. This task shall also incorporate the results from the condition assessment under Task 3 and any outcomes from the District's ongoing Digester Efficiency Study. Engineer shall provide one electronic copy in pdf format for the District's review. The draft report shall be submitted five (5) days prior to the Evaluation TM review workshop. Comments received from the District on the draft document shall be incorporated into the final document.

Subtask 4.2 - Cost Estimate (Class 5 OPCC)

Engineer shall provide a conceptual level 10% cost estimate for the Project. This shall be a Class 5 OPCC that will include construction cost and annual O&M cost for the recommended project. Comments received from the District on the draft 10% cost estimate shall be incorporated into the final 10% cost estimate.

Subtask 4.3 – Evaluation TM Review Workshop

Engineer shall hold a workshop to review the pre-design report deliverables and get input from the District.

Task 4 Deliverables

- Draft Evaluation TM (PDF)
- Evaluation TM Workshop agenda, presentation slides and minutes (PDF)
- Response to Evaluation TM comments (PDF)
- Final Evaluation TM (PDF, MS Word)
- Draft 10% Cost Estimate (PDF)
- Final 10% Cost Estimate

Task 5 – Project Management

Under this Task, Engineer shall perform project management tasks associated with this project. These project management tasks include development of a Project Management Plan and Quality Assurance/Quality Control Program, project management meetings and monthly reporting and invoicing. This Project Management task shall include the following subtasks as listed below.

Subtask 5.1 - Project Management Plan and QA/QC Program Memorandum

Engineer shall develop a Project Management Plan (PMP) for the project as well as a QA/QC memorandum, both of which shall be submitted to the District for review.

Subtask 5.2 - Project Management Meetings

Working with District Project Manager, Engineer shall coordinate and schedule project progress meetings. The purpose of these meetings will be to review project issues, schedule, budget, and action items with the District.

Subtask 5.3 - Monthly Reporting

Engineer shall provide monthly invoices and reports to the District, including information on work performed the previous month, work expected for the next month, any outstanding issues or requests as well as budget information. Monthly reports shall be submitted with monthly invoices.

Task 5 Deliverables

- Project Management Plan (PDF).
- Monthly Reports (PDF).
- Monthly Invoices (PDF)

4. PAYMENT TO THE ENGINEER

Payment to the Engineer shall be as called for in Article 2 of the Agreement. The billing rate schedule is equivalent to an overall labor multiplier of 3.10 for office staff, including profit. Subconsultants and outside services will be billed at actual cost plus 5 percent; other direct costs will be billed at actual cost; and mileage will be billed at prevailing IRS standard rate.

The not-to-exceed amount for Task Order No. 1 is \$344,044. A summary of the anticipated distribution of cost and manpower between tasks are shown in Exhibit A.

The following table summarizes the previously-executed and proposed task orders and amendments under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required?	District Staff Approval
Task Order No. 1 – Condition Assessment and Preliminary Design Services	\$344,044	Yes	Paul Eldredge
Total	\$344,044		

5. TIME OF COMPLETION

All work defined in this Task Order shall be completed in 191 calendar days after execution of this Task Order and subject to the conditions of Article 3 of this Agreement. The anticipated project schedule is attached below:

	Start date	End Date	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
Anticipated NTP - June 19th, 2023	6/19/2023	6/19/2023		●						
Technology Evaluation and Selection (Estimated 2 months)	6/19/2023	8/18/2023		■						
Condition Assessment (Estimated 1 month)	7/3/2023	7/31/2023			■					
Hazen QA/QC and Presentation Submittal (Estimated 2 weeks)	8/18/2023	9/1/2023				■				
USD Review and Workshop (Estimated 2 weeks)	9/1/2023	9/15/2023					■			
Draft Evaluation TM (Estimated 2.5 months)	9/15/2023	11/29/2023					■			
USD Reveiw and Workshop (Estimated 2 weeks)	11/29/2023	12/13/2023							■	
Final Evaluation TM (Estimated 2 weeks)	12/13/2023	12/23/2023								■

Legend
 ● NTP
 ■ Workshop
 ■ Task Duration

6. KEY PERSONNEL

Engineer’s personnel assigned to Task Order No. 1 are as follows:

<u>Role</u>	<u>Key Person to be Assigned</u>
Project Manager	Allan Briggs
Principal-in-Charge	Marc Solomon
QA/QC	Jared Hartwig
Technical Lead	Derya Dursun
Design Manager	Anthony Tartaglione
Structural	Amy Thurston
Electrical	Jack Yao
I&C	Alan Mlakar
Cost Estimating	Chris Portner

Key Personnel shall not be changed except in accordance with Article 8 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 1 as of _____ and therewith incorporate it as part of the Agreement.

DISTRICT

ENGINEER

UNION SANITARY DISTRICT

HAZEN AND SAWYER

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
Marc S. Solomon, P.E.
Vice President

Date: _____

Date: _____



EXHIBIT A - COST BREAKDOWN

Union Sanitary District		HAZEN																							H&S Labor Cost	Subconsultants	Subcontractor Fee (5%)	Other Direct Costs (ODCs)	Total Fee				
		Principal-In-Charge	Senior Project Manager	Technical Advisor	QA/QC	Technical Lead	Design Manager	Project Engineer	Assistant Project Engineer	Constructability	Structural	Electrical	I&C	Cost Estimating	Structural Support Engineer	I&C Support Engineer	Electrical Support Engineer	Structural QA/QC	Electrical QA/QC	I&C QA/QC	CAD Lead	CAD Designer	Project Coordinator										
Primary Digester No. 6 Rehabilitation Project - Task Order 1		Marc Solomon	Allan Briggs	Mike Bullard	Jared Hartwig	Derya Dursun	Anthony Tartaglione	Yifan Zhang	Kaitlin McGovern	Tony Greinier	Amy Thurston	Jack Yao	Alan Miakar	Chris Portner	TBD	Michael Burba	Sandy Dao	Sean DuPuis	Jerry Ratasky	Dan Edwards	Joshua Coppola	David Turner	Vanessa Avila		V&A								
Billing Rate		\$330.00	\$310.00	\$300.00	\$260.00	\$270.00	\$280.00	\$230.00	\$160.00	\$320.00	\$260.00	\$310.00	\$250.00	\$250.00	\$150.00	\$170.00	\$165.00	\$260.00	\$300.00	\$250.00	\$250.00	\$150.00	\$160.00										
1	REVIEW BACKGROUND DATA	0	2	0	0	4	4	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 5,940	\$ -	\$ -	\$ -	\$ 5,940
1.1	Review of Record Drawings and Plant Data					4	4	4	4																				\$ 3,760				
1.2	Site Visit		2					4	4																				\$ 2,180				
2	EVALUATIONS	0	12	8	0	44	16	10	72	0	0	4	16	12	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 44,540	\$ -	\$ -	\$ -	\$ 44,540	
2.1	Surface Wasting Evaluation		2	2		8	2	2	16					2															\$ 7,460				
2.2	Mechanical Equipment Evaluation		2	2		12	4	2	24					4															\$ 10,880				
2.3	Sludge Piping Replacement Evaluation		2	2		8	4	2	16					4															\$ 8,520				
2.4	Instrumentation Replacement Evaluation		2	2		8	4	2	8			4	16	2															\$ 11,980				
2.5	Evaluations Workshop		4			8	2	2	8																				\$ 5,700				
3	CONDITION ASSESSMENT	0	4	0	0	0	4	14	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 8,700	\$ 191,500	\$ 2,934	\$ -	\$ 203,134	
3.1	Condition Assessment Coordination		4				2	4			4																		\$ 3,760				
3.2	Site Visit for Condition Assessment (assumes 1 day on site)							8																					\$ 1,840				
3.3	Field Condition Assessment																												\$ -	\$ 181,508			
3.4	Condition Assessment Report						2	2			8																		\$ 3,100	\$ 9,992			
4	EVALUATION TM	0	6	8	4	20	30	50	88	0	8	8	20	16	0	40	8	0	0	6	0	0	0	4	4	4	\$ 68,500	\$ -	\$ -	\$ -	\$ 68,500		
4.1	TM Development		2	8	4	16	24	40	80		8	8	20			40	8			6			4	4	4				\$ 56,920				
4.2	Cost Estimate (Class 5 OPCC)		2			2	4	4	4				16																\$ 7,840				
4.3	Evaluation TM Review Workshop		2			2	2	6	4																				\$ 3,740				
5	PROJECT MANAGEMENT	2	33	0	0	8	12	14	6	0	2	0	0	2	0	0	0	0	0	0	0	0	2	2	2	\$ 21,930	\$ -	\$ -	\$ -	\$ 21,930			
5.1	Project Management Plan and Quality Assurance/Quality Control Program Memorandums	2	4	0	0	2	6	12	4	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	\$ 7,840							
5.2	Project Management Meetings	0	20	0	0	6	6	2	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	\$ 11,300							
5.3	Monthly Reporting	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 2,790							
TOTAL with all Tasks		2	57	16	4	76	66	96	174	0	22	12	36	30	0	40	8	0	0	6	0	0	6	6	6	\$ 149,610	\$ 191,500	\$ 2,934	\$ 0	\$ 344,044			
TOTAL COST																																	\$ 344,044

V&A's fee includes the following subcontracts for the digester condition assessment scope:

1. Interior scaffolding installation and rental (one month) - \$102,270
2. Scissor lift rental for external inspection - \$997
3. Cleaning of two 24" digester mixing pipelines - \$23,625
4. CCTV inspection of two 24" digester mixing pipelines = \$3,360

Hazen's 5% subconsultant markup applies only to V&A's labor costs.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JUNE 12, 2023
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: Award a Contract for Furniture Planning, Selection, Procurement and Installation Services to KBM Office Equipment for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Gus Carrillo, Enhanced Treatment and Site Upgrade Assistant Engineer
ETSU Steering Committee (Armando Lopez, Raymond Chau, Robert Simonich)

Recommendation

Staff recommends the Board award a Contract to and authorize the General Manager to execute an Agreement with KBM Office Equipment, DBA KBM Hogue for Furniture Planning, Selection, Procurement and Installation Services for the Enhanced Treatment and Site Upgrade (ETSU) Phase 1A Campus Building Project (Project) and further authorize the General Manager or designee to execute any other documents and take actions necessary to effectuate the terms of the Agreement.

Discussion

The Project includes construction of a new combined Campus Building, that will replace the current Administration, Control, and FMC buildings. The construction contract for the new building includes the furniture that is permanently installed in the building. The remaining furniture needs will be addressed by a combination of reusing existing furniture and purchasing new as needed.

Consultant Selection Process

On April 3, 2023, staff issued a Request for Proposals seeking a qualified consultant to provide furniture planning, selection, procurement, and installation services for the Project. Staff

received four proposals on April 27, 2023. Staff interviewed three of the four firms on May 1, 2023. The preliminary cost estimate from each proposer for all services is summarized in the table below. The actual cost of the services will not be determined until after the design services have been completed.

Proposer	Total Furniture Estimate
Ibex Enterprise	\$ 2,051,350.00
Inside Source	\$ 1,395,405.00
KBM Hogue	\$ 2,127,431.28
One Workplace	\$ 2,034,566.00

The furniture procurement and installation services will be priced based on a cooperative pricing agreement to ensure that the District is getting a competitive price for the furniture the District selects. A more detailed description of a cooperative agreement is included in the background section of the report.

KBM demonstrated effective communication skills and that they have the resources and experience to meet the project needs. KBM’s references included the furnishing of the new City of Newark Civic Center. On May 16, 2023, staff informed the proposers of its recommendation to award the contract to KBM and the protest period has since elapsed.

Agreement

KBM’s total cost estimate for all services is summarized in the table below.

Proposer	Amount
Design	\$ 89,301.00
Procurement	\$ 1,252,458.20
Installation	\$ 785,672.08
Storage	\$ 18,569.32 (Monthly Rate)

Staff recommends the Board award the contract for the entire scope of work, however, staff would only proceed with the design portion of this scope at this time. The total not to exceed fee for authorization to commence design services is \$89,301.00. A detailed summary of the scope of the design services is included in the background section of this report. As noted above, the actual costs of the procurement, installation and storage will be determined based on the furnishings chosen for the project, the numbers above are only an estimate and the final amount of the contract will be based upon the final Board approved furniture and services.

Background

The ETSU Program is the culmination of the District’s planning efforts and is based on the outcomes and findings of the Plant Solids System/Capacity Assessment – Phases 1 and 2, Administration/Control/FMC Buildings Evaluation, the Effluent Management Study and the Secondary Treatment Process Improvements evaluation. The Program includes projects recommended for implementation that will be phased to address both immediate drivers (poor sludge settleability, treatment capacity, effluent disposal and aging infrastructure), while preparing for future requirements such as nutrient regulations for discharge in the Bay that are currently being considered by the Regional Water Quality Control Board.

The Phase 1 and 2 projects included in this program were presented to the Board during the workshop held on May 8, 2019 and are summarized in the Final Report which was approved by the Board on August 26, 2019. A third phase of projects was briefly outlined that covered the timeframe from 2040 to 2058 and included potentially stricter nutrient limits in the more distant future. The projects identified in the ETSU Program and modified by the 30% design report to be implemented in the near-term (the next seven to ten years) are included in Phase 1 and are summarized in the table below.

Phase 1A	Aeration Basin Modifications	Retrofitting existing Aeration Basins 1 through 7 and construction of an 8 th aeration basin with the flexibility to operate initially with an anaerobic selector during the implementation phase and transitioning to a biological nutrient removal (BNR) process following completion.
Phase 1A	Campus Building (Admin, FMC, Ops)	Construction of a new combined Campus Building, including associated site and utility improvements.
Phase 1B	Secondary Clarifiers	Construction of four new 160-foot diameter secondary clarifiers, mixed liquor control box, and centralized RAS pump station.
Phase 1B	Effluent Facilities	Construction of new chlorination/dechlorination contact basins, effluent pump stations, and relocation of existing effluent force main.
Phase 1C	Plant Equalization Storage	Retrofitting existing Secondary Clarifiers 1 through 4 to operate as primary effluent equalization basins.

The full version of the ETSU Program report, including appendices, can be found at the following link: <https://unionsanitary.ca.gov/ETSU>.

ETSU Phase 1A Campus Project Scope

Staff developed a Phase 1A Project scope which includes the Aeration Basin Modifications project and the Campus Building project. These two projects were being designed together for the initial construction because they are the first two concurrent projects that must be constructed to facilitate the construction of the remainder of Phase 1 program. However, due to a number of factors including the Covid 19 pandemic the design of the Aeration Basins Modifications Project was able to be completed prior to the Campus Building Project.

The major scope items for the Campus Building Project are as follows:

- Construction of the new 65,000 SF Campus Building which includes administrative, laboratory, machine shop, painting booth, treatment plant operations control room, and other support areas.
- Construction of a new Storm Drain Pump Station
- Construction of Electric Vehicle Charging Stations including EV Chargers for USD’s vehicle fleet and public parking areas.
- Construction of 435+ kW Photovoltaic systems including PV systems over the building main entrance (canopy), parking lot-based (carport), and rooftop-based systems.

ETSU Phase 1A Campus Furniture, Fixtures, and Equipment Scope

The following table summarizes the breakdown of costs for the design services for the furniture, fixtures, and equipment scope for the project.

Task Description	Cost
Project Management	\$700.40
Review Design Documents & Relevant Project Information	\$700.40
Conduct Existing Furniture Assessment	\$3,502.00
Meetings & Workshops:	\$33,269.00
Prepare Furniture Layout Options	\$30,467.40
Prepare Validation Packages and final report	\$20,136.50
Final FF&E Presentation & Recommendation	\$350.20
Additional Meetings, As Requested (2 Staff, 1 HR each per Meeting)	\$175.10
Total	\$89,301.00

Cooperative Agreement

At the December 19, 2022 Board Workshop, staff described the proposed process for furniture planning, selection, procurement and installation services. Staff proposed the use of a cooperative contract to acquire this combination of services and goods.

A cooperative agreement is an alternative to a formal bidding procedure that is consistent with the District's procurement policy. By piggybacking onto another agency's contract, the District would save the cost and time associated with an additional formal bid process but would still be assured of a competitive public purchase process as established by another agency's completed formal bidding process.

The pricing is established through an existing public sector cooperative purchasing organization established through a collaborative effort of public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume. All master agreements used are publicly solicited, awarded, and held by a principal procurement agency.

Previous Board Action

August 26, 2019, the Board Adopted Resolution 2864 Approving the District's Final Report for the Enhanced Treatment & Site Upgrade Program.

January 13, 2020, the Board authorized the General Manager to execute an Agreement and Task Order No. 1 with Hazen and Sawyer in the amount of \$6,752,860 for the Enhanced Treatment and Site Upgrade Phase 1A Project to provide the 30% design services for all projects in Phase 1 of the ETSU Program (excluding the Campus Building project) and final design services associated with the Aeration Basin Modifications Project.

March 9, 2020, the Board authorized the General Manager to execute Task Order No. 2 with Hazen and Sawyer in the amount of \$3,737,412 for the Enhanced Treatment and Site Upgrade Phase 1A Project to complete the design of the Campus Building Project.

June 13, 2022, the Board awarded the construction contract for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project to Zovich Construction in the amount of \$76,375,000.00.

PRE/RP/GC



Summary of the EBDA Commission Meeting Thursday, May 18, 2023, at 4:00 p.m.

- Commissioners Andrews, Azevedo, Johnson, Lathi, and Simon, were present. This meeting was conducted at the Oro Loma Sanitary District, 2655 Grant Avenue, San Lorenzo, CA 94580.
- Commissioner Lathi requested removal of the Treasurer’s Report for April 2023 from the Consent Calendar. Commissioner Johnson moved to approve the Commission Meeting Minutes of April 20, 2023, the List of Disbursements for April 2023, and the Third Quarter Expense Summary, Fiscal Year 2022/2023. The motion was seconded by Commissioner Lathi and carried 5-0, by roll call vote.

Ayes: Commissioners Andrews, Azevedo, Lathi, Simon, Johnson
Noes: None
Absent: None
Abstain: None

- The Commission discussed the Authority’s Investment Policy and Investment Strategy. The Commission asked staff to review the Investment Strategy and consider additional investment options. After this discussion, Commissioner Lathi moved to approve the Treasurer’s Report for April 2023. The motion was seconded by Commissioner Simon and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Andrews, Azevedo, Lathi, Simon, Johnson
Noes: None
Absent: None
Abstain: None

- The Commission unanimously approved the reports from the Management Advisory, Financial Management, Operations & Maintenance, and Personnel Committees. The following items were discussed:

- **General Managers Report**

The General Manager (GM) and Commissioner Johnson discussed efforts by the Alameda Local Agency Formation Commission (LAFCO) on recycled water planning and collaboration, including a presentation at the May 11 LAFCO Meeting. LAFCO’s work complements the Bay Area Clean Water Agencies (BACWA)’s water reuse efforts, including a water collaboration workshop planned for Fall 2023. The GM raised the question of changing the meeting time of the monthly Commission Meeting. The Commission agreed to meet at noon on June 15. They will further discuss a suitable time for future meetings in June.

- **Manager’s Advisory Committee**

The GM reported the MAC discussed the Cargill draft contract and allocation of Cargill revenues to Member Agencies. The GM anticipates bringing the Cargill Project Environmental Impact Report to the Commission for approval in June.

- **Financial Management Committee**

The GM reported on the May 15 meeting of the Financial Management Committee. The Committee reviewed the List of Disbursements, Treasurer’s Report, and 3rd Quarter Expense report and recommended approval. The Committee then discussed the status of the Draft 2023/2024 Budget, which will be brought to the Commission for consideration in June.

- **Operations and Maintenance Committee**

The Operations and Maintenance (O&M) Manager and GM reported on the May 15 meeting of the Operations and Maintenance Committee. The O&M Manager updated the Commission on EBDA’s facilities and the status of current projects and compliance data. The O&M Manager also discussed the draft List of FY 2023/2024 Renewal and Replacement Fund Projects. The Committee reviewed the list and supports bringing it to the Commission for consideration next month.

- **Personnel Committee**

The GM reported on the May 17 meeting of the Personnel Committee. The Committee discussed the Committee preference form for the next fiscal year and reviewed updates to the Rules of the Commission pertaining primarily to remote participation in meetings. The Committee did not recommend any changes, so the Rules will be brought to the Commission for consideration in June. Next, the Committee reviewed and supports the proposed revisions to the Personnel Policy, which will also be brought to the Commission for approval. The Committee then reviewed the resolutions adopting the FY 2023/2024 Compensation Plan and the updated Commissioner Compensation Policy and recommended adoption. Finally, the Committee recommended approval of the motion to appoint the FY 2023/2024 Commission Chairperson from Union Sanitary District and Vice Chairperson from Oro Loma Sanitary District.

- **Resolution Adopting the Authority’s Fiscal Year 2023/2024 Compensation Plan**

Commissioner Lathi moved to approve the item. The motion was seconded by Commissioner Johnson and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Johnson, Lathi, Simon, Azevedo, Andrews

Noes: None

Absent: None

Abstain: None

- **Resolution Adopting the Updated Commissioner Compensation Policy**

Commissioner Azevedo moved to approve the item. The motion was seconded by Commissioner Simon and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Johnson, Lathi, Simon, Azevedo, Andrews

Noes: None

Absent: None

Abstain: None

- **Motion to Approve Fiscal Year 2023/2024 Commission Chairperson and Vice Chairperson**

Chair Andrews moved to approve the item. The motion was seconded by Commissioner Lathi and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Johnson, Lathi, Simon, Azevedo, Andrews

Noes: None
Absent: None
Abstain: None

- **Items from Commission and Staff**

The Commission and staff congratulated staff member Bert “Bubba” Manzo on the birth of his daughter, Emma Manzo.

- **Adjournment**

Chair Andrews adjourned the meeting at 4:49 p.m.

**UNION SANITARY DISTRICT
CHECK REGISTER
05/13/2023-06/02/2023**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184265	5/25/2023	114	800545.6	ZOVICH CONSTRUCTION	CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$4,247,061.98	\$4,247,061.98
184261	5/25/2023	114	800532.11	W.M. LYLES CO	MP - AERATION BASIN MODIFICATIONS	\$1,439,758.44	\$1,439,758.44
184281	6/1/2023	143	800452.12	CLARK CONSTRUCTION GROUP CA LP	STANDBY POWER SYSTEM UPGRADE	\$773,467.84	\$773,467.84
184175	5/18/2023	143	800576.1	MCGUIRE & HESTER	EMERGENCY SEWER MAIN REPAIRS IN FREMONT	\$439,743.26	\$439,743.26
184266	5/25/2023	114	800545.6E	ZOVICH CONSTRUCTION	CAMPUS BUILDINGS (ADMIN, FMC, OPS) - ESCROW PYMT	\$223,529.58	\$223,529.58
184257	5/25/2023	110	37469	SYNAGRO WEST LLC	MAR 2023 BIOSOLIDS DISPOSAL	\$109,735.91	\$205,991.09
	5/25/2023	110	38157		APR 2023 BIOSOLIDS DISPOSAL	\$96,255.18	
184151	5/18/2023	170	56105	CARBON ACTIVATED CORPORATION	GAS SKID MEDIA EXCHANGE	\$66,356.00	\$95,338.00
	5/18/2023	170	56106		GAS SKID MEDIA EXCHANGE	\$28,982.00	
184262	5/25/2023	114	800532.11E	W.M. LYLES CO	MP - AERATION BASIN MODIFICATIONS - ESCROW	\$75,776.76	\$75,776.76
184200	5/18/2023	170	4474694	WESTERN ENERGY SYSTEMS	1 STAMFORD GENERATOR	\$63,564.92	\$63,564.92
184146	5/18/2023	143	11479016	BROWN & CALDWELL CONSULTANTS	STANDBY POWER SYSTEM UPGRADE	\$38,236.24	\$62,489.96
	5/18/2023	143	11479018		DIGESTER EFFICIENCY EVALUATION	\$24,253.72	
184308	6/1/2023	143	195976	PSOMAS CORP	STANDBY POWER SYSTEM UPGRADE	\$48,491.60	\$48,491.60
184199	5/18/2023	123	51478	WECO INDUSTRIES LLC	480 GAL SANAFOAM VAPOROOTER	\$47,926.91	\$47,926.91
184194	5/18/2023		533620230424	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL-CARD REPORT - APRIL 2023	\$45,804.37	\$45,804.37

**UNION SANITARY DISTRICT
CHECK REGISTER
05/13/2023-06/02/2023**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184165	5/18/2023	143	2011800616	HAZEN AND SAWYER	THERMAL DRYER FEASIBILITY STUDY	\$4,605.00	\$39,691.25
	5/18/2023	143	2011800716		PUMP STATION ASSET CONDITION ASSESSMENT	\$17,661.25	
	5/18/2023	150	2011800816		INTERIM CIP COACH SERVICES - MAR 23	\$1,260.00	
	5/18/2023	143	2011800915		HEADWORKS DEGRITTING STUDY	\$16,165.00	
184152	5/18/2023	173	54508	CDW GOVERNMENT LLC	STANDBY BLDG SWITCHES	\$7,960.64	\$37,242.12
	5/18/2023	173	57258		1 SWITCH	\$2,685.00	
	5/18/2023	143	64776		1 SWITCH IE	\$251.84	
	5/18/2023	173	75765		SCADA THIN CLIENTS	\$4,515.00	
	5/18/2023	173	88249		2 APC UPS	\$1,861.76	
	5/18/2023	173	99473		SCADA THIN CLIENTS	\$19,967.88	
184323	6/1/2023	110	51133839	UNIVAR SOLUTIONS USA INC	4893.9 GALS SODIUM HYPOCHLORITE	\$7,762.56	\$35,742.86
	6/1/2023	110	51133840		4893 GALS SODIUM HYPOCHLORITE	\$7,761.13	
	6/1/2023	110	51137407		4896.6 GALS SODIUM HYPOCHLORITE	\$7,766.83	
	6/1/2023	111	51137408		5500 LBS HYDROCHLORIC ACID	\$4,690.26	
	6/1/2023	110	51148476		4893.6 GALS SODIUM HYPOCHLORITE	\$7,762.08	
184288	6/1/2023	113	319280	EVIDENT SCIENTIFIC INC	1 BX-43 MICROSCOPE	\$23,967.10	\$23,967.10
184259	5/25/2023	110	51116843	UNIVAR SOLUTIONS USA INC	4903.2 GALS SODIUM HYPOCHLORITE	\$7,777.30	\$23,330.32
	5/25/2023	110	51120073		4903.4 GALS SODIUM HYPOCHLORITE	\$7,777.62	
	5/25/2023	110	51130604		4902 GALS SODIUM HYPOCHLORITE	\$7,775.40	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184192	5/18/2023	110	51097167	UNIVAR SOLUTIONS USA INC	4899.8 GALS SODIUM HYPOCHLORITE	\$7,771.91	\$23,324.29
	5/18/2023	110	51104275		4902.1 GALS SODIUM HYPOCHLORITE	\$7,775.56	
	5/18/2023	110	51104276		4902.9 GALS SODIUM HYPOCHLORITE	\$7,776.82	
184290	6/1/2023	120	328516	CITY OF FREMONT	PAVEMENT PWC 8234-U	\$22,000.00	\$22,000.00
184195	5/18/2023	110	470011816	USP TECHNOLOGIES	2948 GALS HYDROGEN PEROXIDE	\$13,590.28	\$21,049.26
	5/18/2023	110	470011829		1618 GALS HYDROGEN PEROXIDE	\$7,458.98	
184166	5/18/2023	110	3624	HYDRO INTERNATIONAL WASTEWATER	1 DECANTER & ACCESSORIES	\$20,931.75	\$20,931.75
184284	6/1/2023		791316	CORE & MAIN LP	13 BALL VALVES	\$20,444.45	\$20,444.45
184186	5/18/2023	170	3083	ROCKWELL SOLUTIONS INC	SPARE PWAS OVERHAUL PARTS	\$20,276.82	\$20,276.82
184178	5/18/2023	113	2365387812	MIELE PROFESSIONAL PRODUCTS	LABORATORY DISHWASHER	\$20,056.20	\$20,056.20
184158	5/18/2023	110	1424968	DEPARTMENT OF GENERAL SERVICES	SERV: MAR 2023 PLANT	\$19,490.70	\$19,490.70
184169	5/18/2023	110	9017789296	KEMIRA WATER SOLUTIONS INC	47,420 LBS FERROUS CHLORIDE	\$8,127.98	\$15,768.91
	5/18/2023	110	9017789795		44,240 LBS FERROUS CHLORIDE	\$7,640.93	
184250	5/25/2023		73805	R.D. KINCAIDE INC	9 PATCH KITS	\$7,638.43	\$15,718.75
	5/25/2023		73806		16 PATCH KITS	\$8,080.32	
184263	5/25/2023	114	218568	WOODARD & CURRAN INC	ETSU PHASE 1B PROJECT DESIGN - W&C TO 1	\$10,886.25	\$14,942.50
	5/25/2023	143	218608		CENTRAL AVENUE SANITARY SEWER RELOCATION	\$2,456.25	
	5/25/2023	143	218693		IRVINGTON BASIN RCP REHABILITATION	\$1,600.00	
184225	5/25/2023	120	194052023	FISCHER COMPLIANCE LLC	SEWER SYSTEM MANAGEMENT PLAN AUDIT	\$12,350.00	\$12,350.00

**UNION SANITARY DISTRICT
CHECK REGISTER
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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184215	5/25/2023	143	35893	CAROLLO ENGINEERS	SODIUM HYPOCHLORITE LOOP IMPROVEMENTS	\$1,473.18	\$12,231.95
	5/25/2023	143	35894		PLANT MISCELLANEOUS IMPROVEMENTS	\$217.15	
	5/25/2023	143	36023		PRIMARY DIGESTER NO. 8 FEASIBILITY STUDY	\$2,759.70	
	5/25/2023	143	36036		WAS THICKENERS	\$7,781.92	
184268	6/1/2023	123	49135	ALLIED FLUID PRODUCTS CORP	5 HOSES	\$11,762.15	\$11,762.15
184161	5/18/2023		328819	CITY OF FREMONT	SACGISA	\$9,964.51	\$9,964.51
184211	5/25/2023	143	330919500	BUCKLES SMITH ELECTRIC	PLC REPLACEMENT	\$9,555.53	\$9,555.53
184245	5/25/2023	110	1736285	POLYDYNE INC	42,140 LBS CLARIFLOC WE-539	\$9,180.00	\$9,180.00
184144	5/18/2023	143	1395645	BLACK & VEATCH CORPORATION	ENERGY RESILIENCY STUDY	\$8,999.88	\$8,999.88
184216	5/25/2023	173	50333	CDW GOVERNMENT LLC	1 SWITCH	\$5,531.96	\$8,468.80
	5/25/2023	143	64774		SWITCHGEAR BLDG SWITCH IE	\$251.84	
	5/25/2023	173	79764		1 SWITCH	\$2,685.00	
184299	6/1/2023	110	9017790663	KEMIRA WATER SOLUTIONS INC	48,440 LBS FERROUS CHLORIDE	\$8,280.19	\$8,280.19
184148	5/18/2023		20230517	STATE OF CALIFORNIA	SALES & USE TAX 04/01/23 - 04/30/2023	\$8,249.32	\$8,249.32
184145	5/18/2023	170	78663	BRAND SAFWAY SERVICES LLC	RENTAL: SUSPENDED SCAFFOLDING	\$4,200.00	\$7,982.00
	5/18/2023	170	78664		RENTAL: SUSPENDED SCAFFOLDING	\$3,782.00	
184233	5/25/2023	110	9017790397	KEMIRA WATER SOLUTIONS INC	45,280 LBS FERROUS CHLORIDE	\$7,803.27	\$7,803.27

**UNION SANITARY DISTRICT
CHECK REGISTER
05/13/2023-06/02/2023**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184131	5/18/2023	170	4017274120230505	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 05/04/23 - FREMONT BLVD	\$5,846.69	\$7,101.84
	5/18/2023	170	4017275220230505		SERV TO: 05/04/23 - FREMONT BLVD	\$1,193.85	
	5/18/2023	170	4017420220230505		SERV TO: 05/04/23 - FREMONT BLVD	\$61.30	
184147	5/18/2023	150	300601	BURKE, WILLIAMS & SORENSON LLP	GENERAL LEGAL - MAR 2023	\$2,429.44	\$7,088.64
	5/18/2023	150	300603		ETSU - MAR 2023	\$3,095.04	
	5/18/2023	143	300604		CIP - MAR 2023	\$898.56	
	5/18/2023	150	300605		STANDBY POWER PROJECT - MAR 2023	\$665.60	
184309	6/1/2023	170	48178C	R & S ERECTION OF S ALAMEDA	INSTALL PAIR OF HOLLOW METAL DOORS	\$6,802.33	\$6,802.33
184183	5/18/2023	173	10909	OJO TECHNOLOGY INC	BOYCE CCTV CAMERA	\$6,612.04	\$6,612.04
184210	5/25/2023	121	328583	BRENNTAG PACIFIC INC	2552 LBS SODIUM HYDROXIDE	\$2,178.33	\$6,515.31
	5/25/2023	121	328584		5104 LBS SODIUM HYDROXIDE	\$4,336.98	
184201	5/18/2023	143	28046	WOODARD & CURRAN INC	FORCE MAIN CONDITION ASSESSMENT	\$6,033.00	\$6,033.00
184307	6/1/2023	170	013720230511	PACIFIC GAS AND ELECTRIC	SERV TO 05/04/23 BOYCE RD PS	\$2,674.12	\$5,877.17
	6/1/2023	170	140120230515		SERV TO 05/03/23 IRVINGTON PS	\$3,203.05	
184291	6/1/2023		10336	CITY OF FREMONT	REFUND # 57224	\$4,300.00	\$4,300.00

**UNION SANITARY DISTRICT
CHECK REGISTER
05/13/2023-06/02/2023**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184230	5/25/2023		9669218126	GRAINGER INC	ASTD PARTS & MATERIALS	\$885.59	\$4,038.49
	5/25/2023	122	9669354343		ASTD PARTS & MATERIALS	\$49.29	
	5/25/2023		9673838331		ASTD PARTS & MATERIALS	\$1,626.79	
	5/25/2023		9674150090		ASTD PARTS & MATERIALS	\$585.78	
	5/25/2023		9674753240		ASTD PARTS & MATERIALS	\$320.18	
	5/25/2023	172	9675083407		ASTD PARTS & MATERIALS	\$130.10	
	5/25/2023	170	9676545529		ASTD PARTS & MATERIALS	\$15.04	
	5/25/2023	122	9679534793		ASTD PARTS & MATERIALS	\$341.75	
	5/25/2023	111	9679534801		ASTD PARTS & MATERIALS	\$83.97	
184184	5/18/2023	120	916005277539	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - MAY 2023	\$3,983.68	\$3,983.68
184275	6/1/2023		B09476	BENEFIT COORDINATORS CORP	DELTA DENTAL AND VSP STMT - JUN 2023	\$3,779.30	\$3,779.30
184294	6/1/2023	170	9678036261	GRAINGER INC	ASTD PARTS & MATERIALS	\$210.63	\$3,544.01
	6/1/2023	122	9684857999		ASTD PARTS & MATERIALS	\$316.11	
	6/1/2023		9685122302		ASTD PARTS & MATERIALS	\$2,149.36	
	6/1/2023	122	9688103580		ASTD PARTS & MATERIALS	\$76.16	
	6/1/2023		9688185124		ASTD PARTS & MATERIALS	\$672.14	
	6/1/2023	122	9689474220		ASTD PARTS & MATERIALS	\$3.96	
	6/1/2023	170	9689474238		ASTD PARTS & MATERIALS	\$41.51	
	6/1/2023	170	9689744739		ASTD PARTS & MATERIALS	\$74.14	

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184280	6/1/2023		8317.2	CITY VENTURES	REFUND # 59369	\$3,542.50	\$3,542.50
184295	6/1/2023	170	97284363	H & E EQUIPMENT SERVICES INC	EQUIPMENT RENTAL 04/19/2023 - 05/16/2023	\$3,346.30	\$3,346.30
184286	6/1/2023		9104	ENERGY CHOICE INC	COGEN PARTS	\$3,273.45	\$3,273.45
184170	5/18/2023	170	86803	KROHNE INC	FLOW METER CALIBRATION	\$2,989.59	\$2,989.59
184305	6/1/2023	170	2401002576	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$1,358.34	\$2,839.11
	6/1/2023	170	2401002696		ASTD PARTS & MATERIALS	\$400.96	
	6/1/2023	170	2401003184		ASTD PARTS & MATERIALS	\$111.82	
	6/1/2023	170	2401003300		ASTD PARTS & MATERIALS	\$311.96	
	6/1/2023	170	2401003335		ASTD PARTS & MATERIALS	\$656.03	
184174	5/18/2023	113	2304911	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$1,058.00	\$2,585.00
	5/18/2023	113	2304D77		LAB SAMPLE ANALYSIS	\$72.00	
	5/18/2023	113	2304D78		LAB SAMPLE ANALYSIS	\$207.00	
	5/18/2023	113	2304D79		LAB SAMPLE ANALYSIS	\$833.00	
	5/18/2023	113	2304F78		ASTD PARTS & MATERIALS	\$415.00	
184232	5/25/2023	141	HLYT429	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - MAY 23	\$1,747.14	\$2,511.21
	5/25/2023	141	HLZZ368		OFF-SITE STORAGE AND SERVICE - MAY 23	\$764.07	
184285	6/1/2023		8317	DIRT MOVERS	REFUND # 59370	\$2,500.00	\$2,500.00
184292	6/1/2023		8317.1	GARNEY PACIFIC INC	REFUND # 59370.1	\$2,500.00	\$2,500.00
184306	6/1/2023		45140	NEW PIPES INC	REFUND # 59356	\$2,500.00	\$2,500.00

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184176	5/18/2023		96632747	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$869.60	\$2,475.19
	5/18/2023	170	97414422		ASTD PARTS & MATERIALS	\$514.46	
	5/18/2023	170	97418285		ASTD PARTS & MATERIALS	\$141.35	
	5/18/2023	170	97440495		ASTD PARTS & MATERIALS	\$71.57	
	5/18/2023		97533145		ASTD PARTS & MATERIALS	\$496.60	
	5/18/2023	170	97536564		ASTD PARTS & MATERIALS	\$63.78	
	5/18/2023	170	97610685		ASTD PARTS & MATERIALS	\$142.68	
	5/18/2023	170	97697349		ASTD PARTS & MATERIALS	\$32.15	
	5/18/2023	170	97831593		ASTD PARTS & MATERIALS	\$55.79	
	5/18/2023	170	97891835		ASTD PARTS & MATERIALS	\$87.21	
184220	5/25/2023	170	20230501	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$2,454.60	\$2,454.60
184240	5/25/2023		20230430	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - APRIL 2023	\$960.35	\$2,448.73
	5/25/2023	122	946703		AUTO PARTS	\$1,488.38	
184302	6/1/2023	113	2305071	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$1,297.00	\$2,429.00
	6/1/2023	113	2305319		LAB SAMPLE ANALYSIS	\$1,132.00	
184142	5/18/2023	143	42349	BEECHER ENGINEERING	ALVARADO INFLUENT PS PUMPS AND VFDS & CHERRY ST. PS	\$2,200.00	\$2,410.00
	5/18/2023	143	42364		SWITCHBOARD NO 3 & MCC NO 25 REPLACEMENT	\$210.00	

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184325	6/1/2023	113	8812882577	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$147.08	\$2,381.38
	6/1/2023		8812882578		LAB SUPPLIES	\$402.82	
	6/1/2023		8812892617		LAB SUPPLIES	\$1,298.27	
	6/1/2023		8812892618		LAB SUPPLIES	\$127.85	
	6/1/2023	113	8812896440		LAB SUPPLIES	\$405.36	
184289	6/1/2023	113	2839853	FISHER SCIENTIFIC	LAB SUPPLIES	\$817.84	\$2,326.52
	6/1/2023	113	2917082		LAB SUPPLIES	\$1,508.68	
184173	5/18/2023		5616998	MALLORY SAFETY AND SUPPLY LLC	CALIBRATION GAS	\$1,163.91	\$2,303.85
	5/18/2023		5620846		40 PR GLOVES	\$626.22	
	5/18/2023		5623717		CALIBRATION GAS	\$513.72	
184224	5/25/2023	173	2023263	FARALLON GEOGRAPHICS INC	ARCHES SSC SOFTWARE SUPPORT	\$2,250.00	\$2,250.00
184237	5/25/2023	113	2304F71	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$564.00	\$2,099.00
	5/25/2023	113	2304H79		LAB SAMPLE ANALYSIS	\$798.00	
	5/25/2023	113	2304K45		LAB SAMPLE ANALYSIS	\$535.00	
	5/25/2023	113	2304K46		LAB SAMPLE ANALYSIS	\$202.00	
184223	5/25/2023		20230425	DALE HARDWARE INC	04/23 - ASTD PARTS & MATERIALS	\$1,240.27	\$2,050.34
	5/25/2023	122	457256		MISC HARDWARE	\$810.07	
184282	6/1/2023		172315719	COLORADO WASHINGTON INC COMCAST OF	FIBER INTERNET BACKUP - MAY 2023	\$2,010.71	\$2,010.71
184205	5/25/2023	120	17112	AMERICAN DISCOUNT SECURITY	04/01/23 - 04/30/23 GUARD AT DISTRICT	\$1,971.00	\$1,971.00

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184315	6/1/2023	110	23050434	S&S TRUCKING	GRIT HAULING 05/03 AND 05/08/2023	\$1,887.61	\$1,887.61
184271	6/1/2023	130	16619837	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-LARIOS, WK END 05/06/23	\$1,753.75	\$1,753.75
184137	5/18/2023	130	16607261	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-LARIOS, WK END 04/22/23	\$1,721.60	\$1,721.60
184206	5/25/2023	130	16613055	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-LARIOS, WK END 04/29/23	\$1,721.60	\$1,721.60
184139	5/18/2023	136	2522547618	BANK OF NEW YORK	MAR 2023 SERVICE FEES	\$1,718.86	\$1,718.86
184180	5/18/2023		2401003411	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$301.70	\$1,541.78
	5/18/2023	170	2401004555		ASTD PARTS & MATERIALS	\$906.47	
	5/18/2023	170	2401004646		ASTD PARTS & MATERIALS	\$333.61	
184241	5/25/2023	170	239907	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$615.69	\$1,536.71
	5/25/2023	170	239953		ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$921.02	
184287	6/1/2023	170	118162	ENVIRONMENTAL LOGISTICS INC	HAZARDOUS WASTE DISPOSAL	\$1,513.80	\$1,513.80
184244	5/25/2023	170	096020230508	PACIFIC GAS AND ELECTRIC	SERV TO 05/01/23 CATHODIC PROJECT	\$38.64	\$1,507.74
	5/25/2023	170	380420230508		SERV TO 05/01/23 CHERRY ST PS	\$555.56	
	5/25/2023	170	666720230508		SERV TO 05/01/23 PASEO PADRE PS	\$555.54	
	5/25/2023	170	898220230508		SERV TO 05/01/23 FREMONT PS	\$358.00	
184258	5/25/2023	170	432851298	TERMINIX COMMERCIAL	PEST CONTROL	\$182.00	\$1,506.00
	5/25/2023	170	432853697		PEST CONTROL	\$148.00	
	5/25/2023	170	432853698		PEST CONTROL	\$1,176.00	
184304	6/1/2023	171	2418181	MOBILE MODULAR MANAGEMENT CORP	FMC TRAILER RENTAL - JUN 2023	\$1,492.89	\$1,492.89

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184187	5/18/2023	170	12550	ROTO-JET OF AMERICA CO INC	4 5-GAL PAILS WASHER DETERGENT POWDER	\$1,483.89	\$1,483.89
184156	5/18/2023	120	20230515	CWEA	2 CERT & 6 MEMBERSHIP RENEWALS - CS 8 EMPLOYEES	\$1,441.00	\$1,441.00
184296	6/1/2023	130	172029	HANIGAN COMPANY INC	BUSINESS CARDS - N. RAHMAN	\$56.04	\$1,367.33
	6/1/2023		172192		WINDOW ENVELOPES	\$599.16	
	6/1/2023		172193		WINDOW ENVELOPES	\$712.13	
184255	5/25/2023	170	271966500	STEVEN ENGINEERING INC	1 RED LION HMI	\$1,311.53	\$1,311.53
184138	5/18/2023		5110210831	ARAMARK	ASTD DUST MOPS, WET MOPS & TERRY	\$81.66	\$1,292.77
	5/18/2023		5110210832		UNIFORM LAUNDERING & RUGS	\$684.27	
	5/18/2023		5110210833		UNIFORM LAUNDERING SERVICE	\$526.84	
184136	5/18/2023		120114	AMERICAN TEXTILE & SUPPLY INC	40 RAGS	\$1,277.61	\$1,277.61
184164	5/18/2023	111	3S7196	HARRINGTON INDUSTRIAL PLASTICS	ASTD PARTS & MATERIALS	\$1,271.19	\$1,271.19
184235	5/25/2023	173	28193MSA	LOOKINGPOINT INC	NEXT CARE ON DEMAND RENEWAL - MAY	\$1,225.00	\$1,225.00
184207	5/25/2023		5110215133	ARAMARK	UNIFORM LAUNDERING & RUGS	\$436.06	\$1,185.20
	5/25/2023		5110215134		UNIFORM LAUNDERING SERVICE	\$749.14	
184172	5/18/2023	143	20230516	GUADALUPE LEON	EXP REIMB: LODGING, PER DIEM, SHUTTLE - NO DIG CONFERENCE	\$1,134.40	\$1,134.40
184191	5/18/2023		20599009	TELEDYNE ISCO INC	SAMPLING SUPPLIES	\$1,132.97	\$1,132.97
184203	5/25/2023	170	49090	ALLIED FLUID PRODUCTS CORP	1 RUBBER ROLL	\$1,076.09	\$1,076.09
184190	5/18/2023	173	396194	TABLETMEDIA INC	ANNUAL TABLET MEDIA SUPPORT	\$1,075.00	\$1,075.00
184252	5/25/2023	110	23050321	S&S TRUCKING	GRIT HAULING 04/28/2023	\$1,052.66	\$1,052.66

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184273	6/1/2023		19913385	AT&T	SERV: 04/10/23 - 05/09/23	\$1,050.74	\$1,050.74
184272	6/1/2023		5110219416	ARAMARK	ASTD DUST MOPS, WET MOPS & TERRY	\$81.66	\$1,030.55
	6/1/2023		5110219417		UNIFORM LAUNDERING & RUGS	\$448.49	
	6/1/2023		5110219418		UNIFORM LAUNDERING SERVICE	\$500.40	
184248	5/25/2023	170	104849	PRIME MECHANICAL SERVICE INC	PREVENTATIVE MAINT - AIR FILTERS BLDGS 90, 81, 54	\$992.00	\$992.00
184202	5/25/2023	170	9997003557	AIRGAS NCN	CYLINDER RENTAL	\$985.90	\$985.90
184303	6/1/2023	122	97597446	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$45.07	\$948.87
	6/1/2023	170	97617078		ASTD PARTS & MATERIALS	\$105.27	
	6/1/2023		98294614		ASTD PARTS & MATERIALS	\$356.43	
	6/1/2023		98378461		ASTD PARTS & MATERIALS	\$155.36	
	6/1/2023	170	98445615		ASTD PARTS & MATERIALS	\$120.22	
	6/1/2023		98447763		ASTD PARTS & MATERIALS	\$110.73	
	6/1/2023	170	98458393		ASTD PARTS & MATERIALS	\$55.79	
184150	5/18/2023	173	6004056273	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$585.06	\$948.36
	5/18/2023	173	6004057256		MTHLY MAINTENANCE BASED ON USE	\$363.30	
184149	5/18/2023		20230512	STATE OF CALIFORNIA	SALES & USE TAX 01/01/23 - 03/31/2023	\$944.96	\$944.96
184318	6/1/2023		2143795003	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$923.75	\$923.75
184274	6/1/2023	173	602016	AVERTIUM LLC	VULNERABILITY SCANNER	\$911.00	\$911.00

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184163	5/18/2023	170	9672097681	GRAINGER INC	ASTD PARTS & MATERIALS	\$224.35	\$890.34
	5/18/2023	170	9673838323		ASTD PARTS & MATERIALS	\$665.99	
184188	5/18/2023	110	23042514	S&S TRUCKING	GRIT HAULING 04/24/2023	\$833.10	\$833.10
184162	5/18/2023	143	328737	CITY OF FREMONT	PERMIT: IRVINGTON BASIN RCP REHABILITATION	\$807.36	\$807.36
184251	5/25/2023	170	381088	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$799.86	\$799.86
184311	6/1/2023	144	8201141926	RED WING BUS ADVANTAGE ACCT	SAFETY SHOES: J. MENDOZA	\$154.60	\$788.04
	6/1/2023	144	8201141928		SAFETY SHOES: E. MARASIGAN	\$183.54	
	6/1/2023		8201142752		SAFETY SHOES: STE BULLIS	\$225.00	
	6/1/2023	111	8201142759		SAFETY SHOES: R. BAINS	\$224.90	
184204	5/25/2023	130	11FYGM7T6QVC	AMAZON.COM LLC	ASTD OFFICE SUPPLIES	\$39.84	\$787.15
	5/25/2023	120	14N6XQ7Y3JX9		ASTD OFFICE SUPPLIES	\$19.92	
	5/25/2023	130	19GM3CT314JJ		ASTD OFFICE SUPPLIES	\$121.48	
	5/25/2023		1GWXJQKN3RV4		ASTD OFFICE SUPPLIES	\$305.67	
	5/25/2023	170	1JXL9D4V33GL		ASTD OFFICE SUPPLIES	\$37.52	
	5/25/2023	141	1L3WPR74376J		ASTD OFFICE SUPPLIES	\$140.63	
	5/25/2023	130	1LN47R6GFYML		ASTD OFFICE SUPPLIES	\$28.10	
	5/25/2023	170	1PR7NXMFGK6G		ASTD OFFICE SUPPLIES	\$12.06	
	5/25/2023	130	1TG3RKCF67HD		ASTD OFFICE SUPPLIES	\$53.16	
	5/25/2023	144	1YJYJDNH7L49		ASTD OFFICE SUPPLIES	\$28.77	

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184239	5/25/2023	170	230550	METROMOBILE COMMUNICATIONS INC	RADIO SERVICE - MAY 2023	\$772.91	\$772.91
184182	5/18/2023	121	29018126	OFFICE RELIEF INC	WORKSTATION CHAIR - COUTO	\$756.87	\$756.87
184168	5/18/2023	122	258419	JACK JAMES TOWING INC	TOW SERVICE: T3252 STEVENSON BLVD TO BOYCE RD	\$742.50	\$742.50
184298	6/1/2023		605115242	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$661.01	\$661.01
184141	5/18/2023	122	30101	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - MAY 2023	\$660.00	\$660.00
184264	5/25/2023		5562	ZELAYA DESIGNS	GRAPHIC DEVELOPMENT FOR NAME BADGES	\$65.00	\$637.00
	5/25/2023		5568		GRAPHIC DESIGN SVCS FOR PUBLIC OUTREACH - FOG PROGRAM	\$572.00	
184243	5/25/2023	170	2703	PACIFIC CRANE INSPECTION	QUARTERLY CRANE INSPECTION	\$600.00	\$600.00
184209	5/25/2023	141	17992880	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$135.02	\$598.54
	5/25/2023	120	18010180		ASTD OFFICE SUPPLIES	\$463.52	
184196	5/18/2023	130	20230517	THERESA VASQUEZ	EXP REIMB: EOC CMTE TOUR - LUNCH FOR 2 DAY EVENT	\$592.52	\$592.52
184283	6/1/2023	132	78895868	CONCENTRA MEDICAL CENTERS	2 DOT PHYSICALS	\$414.00	\$589.00
	6/1/2023	132	79185226		5 TESTS	\$175.00	
184238	5/25/2023		98224813	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$574.54	\$574.54
184254	5/25/2023	132	51943	SLOAN SAKAI YEUNG & WONG LLP	SPECIAL COUNSEL SERVICES	\$528.00	\$528.00
184208	5/25/2023		44118	MUNISH ARORA	REFUND # 59344	\$500.00	\$500.00
184300	6/1/2023		37910	KMC CONSTRUCTION CORP	REFUND # 59358	\$500.00	\$500.00
184310	6/1/2023		35816	RAJ CONSTRUCTION INC	REFUND # 59357	\$500.00	\$500.00
184313	6/1/2023		47234	ROOTER HERO	REFUND # 59373	\$500.00	\$500.00

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184314	6/1/2023		46224	ROTO-ROOTER SERVICES	REFUND # 59359	\$500.00	\$500.00
184322	6/1/2023		30357	UNION CITY DEVELOPMENT, LLC	REFUND # 59366	\$500.00	\$500.00
184326	6/1/2023		32649	ZHAOWANG ZHEN	REFUND # 59368	\$500.00	\$500.00
184157	5/18/2023	144	3686362	DAILY JOURNAL CORPORATION	AD: PUBLIC NOTICE	\$488.24	\$488.24
184160	5/18/2023	170	905809585	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$461.13	\$461.13
184181	5/18/2023	170	239793	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$429.36	\$429.36
184279	6/1/2023	111	1903969947	CINTAS CORPORATION	3 JACKETS FOR BAINS	\$408.18	\$408.18
184234	5/25/2023	132	20230524	KATHLEEN KING	EXP REIMB: PSHRA MEMBERSHIP, CONF REG & AIRFARE	\$401.99	\$401.99
184293	6/1/2023	144	4095312901	GLACIER ICE COMPANY INC	176 5-LB CUBE OF ICE	\$391.89	\$391.89
184276	6/1/2023	120	18018520	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$486.69	\$381.06
	6/1/2023	144	18030030		ASTD OFFICE SUPPLIES	\$280.16	
	6/1/2023	120	C18018520		CREDIT: ASTD OFFICE SUPPLIES	\$-385.79	
184219	5/25/2023	150	13497	CITYLEAF INC	PLANT MAINTENANCE - MAY 2023	\$361.67	\$361.67
184226	5/25/2023	113	2763561	FISHER SCIENTIFIC	LAB SUPPLIES	\$359.33	\$359.33
184153	5/18/2023	170	20220906	COMPACTOR MANAGEMENT COMPANY	HEADWORKS RAG COMPACTOR MAINTENANCE	\$350.00	\$350.00
184249	5/25/2023	170	47985C	R & S ERECTION OF S ALAMEDA	ROLL UP DOOR REPAIRS	\$348.00	\$348.00
184247	5/25/2023		186611	PREFERRED ALLIANCE INC	APR 2023 SERVICE FEE	\$341.14	\$341.14
184229	5/25/2023	122	1841098800	GOODYEAR COMM TIRE & SERV CTRS	1 TIRE	\$310.81	\$310.81
184221	5/25/2023	173	30664198	CORELOGIC INFORMATION SOLUTION	REALQUEST SWM RENEWAL	\$309.00	\$309.00

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184167	5/18/2023	170	531746	I/D/E/A, INC	ASTD PARTS & MATERIALS	\$289.02	\$289.02
184177	5/18/2023	170	655149882	METTLER-TOLEDO INC	PREVENTIVE MAINTENANCE AND CALIBRATION OF BALANCES	\$288.84	\$288.84
184317	6/1/2023		2143795001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$5.42	\$285.83
	6/1/2023		2143795002		ASTD ELECTRICAL SUPPLIES	\$80.12	
	6/1/2023		2143795004		ASTD ELECTRICAL SUPPLIES	\$200.29	
184236	5/25/2023	170	771077070	MATHESON TRI-GAS INC	MONTHLY CYLINDER RENTAL - APR 2023	\$263.52	\$263.52
184132	5/18/2023	114	20230516	ALAMEDA COUNTY WATER DISTRICT	TEST FEE: CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$247.00	\$247.00
184133	5/18/2023	114	20230516.1	ALAMEDA COUNTY WATER DISTRICT	TEST FEE: CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$247.00	\$247.00
184253	5/25/2023	170	2304210S	SGS NORTH AMERICA INC	9 ANALYSIS	\$176.00	\$236.00
	5/25/2023	170	2304261S		1 ANALYSIS	\$20.00	
	5/25/2023	170	2305078S		2 ANALYSIS	\$40.00	
184214	5/25/2023	132	1114613	CAREERS IN GOVERNMENT INC	2 FEATURED JOB POSTINGS	\$230.00	\$230.00
184198	5/18/2023		664394	VIATRAN CORPORATION	8 DRYING TUBES	\$216.68	\$216.68
184297	6/1/2023		3S7714	HARRINGTON INDUSTRIAL PLASTICS	2 SEAL KITS	\$214.19	\$214.19
184319	6/1/2023	113	20230525	JOHN SEO	EXP REIMB: SAFETY BOOTS	\$209.42	\$209.42
184185	5/18/2023	170	479538	RKI INSTRUMENTS INC	ASTD PARTS & MATERIALS	\$182.74	\$182.74
184218	5/25/2023	172	1903949923	CINTAS CORPORATION	1 WINTER JACKET FOR HERNAN	\$170.65	\$170.65
184134	5/18/2023	170	5288485	ALL INDUSTRIAL ELECTRIC SUPPLY	ASTD PARTS & MATERIALS	\$166.82	\$166.82
184228	5/25/2023	141	20230313	GLEN GINOCHIO	RETIREMENT GIFT - 11 YEARS OF SERVICE	\$165.00	\$165.00

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184256	5/25/2023	110	20230523	SWRCB - STATE WATER RESOURCES	GRADE V OPERATOR CERTIFICATE RENEWAL - M. COSTELLO	\$150.00	\$150.00
184189	5/18/2023	141	20230430	SPOK INC	MAY 2023 PAGER SERVICE	\$148.89	\$148.89
184301	6/1/2023	120	20230531	MATTHEW LUBINA	EXP REIMB: CS STAFF - BENEFIT OF CONTINUE TO WORK	\$143.96	\$143.96
184312	6/1/2023		123133	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE JUN 2023	\$139.90	\$139.90
184213	5/25/2023	113	708170	CALTEST ANALYTICAL LABORATORY	3 LAB SAMPLE ANALYSIS	\$137.70	\$137.70
184154	5/18/2023	170	747433	CORE & MAIN LP	ASTD PARTS & MATERIALS	\$136.15	\$136.15
184277	6/1/2023	170	40044820	BUREAU VERITAS/ANALYSTS INC	2 LAB SAMPLE ANALYSIS	\$51.30	\$130.80
	6/1/2023	170	40047226		3 LAB SAMPLE ANALYSIS	\$79.50	
184227	5/25/2023	141	176578	FREMONT RUBBER STAMP CO INC	1 STAMP	\$122.24	\$122.24
184321	6/1/2023		20230530	KAROLINE TERRAZAS	EXP REIMB: MATERIALS FOR LEADERSHIP PROGRAM	\$62.45	\$111.80
	6/1/2023	130	20230530.1		EXP REIMB: MATERIALS FOR EOC	\$49.35	
184135	5/18/2023	113	1JKJ4HKF3W33	AMAZON.COM LLC	ASTD OFFICE SUPPLIES	\$28.77	\$111.71
	5/18/2023	122	1RCF7V7R3MVT		ASTD OFFICE SUPPLIES	\$63.02	
	5/18/2023		1W64C7DP1NWX		ASTD OFFICE SUPPLIES	\$19.92	
184278	6/1/2023	173	16152	CDW GOVERNMENT LLC	1 PC ADAPTER	\$110.75	\$110.75
184155	5/18/2023	110	20230515	MITCHELL COSTELLO	EXP REIMB: TPO RECOGNITION	\$109.87	\$109.87
184212	5/25/2023	170	40041166	BUREAU VERITAS/ANALYSTS INC	4 LAB SAMPLE ANALYSIS	\$100.45	\$100.45
184242	5/25/2023	132	523344	OCCU-MED LTD	EMPLOYMENT MEDICAL EVALUATIONS - BAINS	\$100.00	\$100.00
184267	6/1/2023	132	148	ALCO-EMA	MEMBERSHIP RENEWAL	\$100.00	\$100.00

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
184260	5/25/2023	136	98XW53173	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 04/29/23	\$90.87	\$90.87
184270	6/1/2023	130	11YMQ6HL1FHF	AMAZON.COM LLC	ASTD OFFICE SUPPLIES	\$33.18	\$85.97
	6/1/2023	120	1H1VVKTG7CG9		ASTD OFFICE SUPPLIES	\$30.88	
	6/1/2023	122	1NFPLH73NRX9		ASTD OFFICE SUPPLIES	\$21.91	
184143	5/18/2023	111	20230517	ALAN BERLING	EXP REIMB: SAFETY RECOGNITION MEAL	\$81.89	\$81.89
184324	6/1/2023	136	98XW53183	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 05/06/23	\$68.34	\$68.34
184316	6/1/2023	170	85340220230522	SAN FRANCISCO WATER DEPT	SERVICE 04/21/23 - 05/18/23	\$67.45	\$67.45
184197	5/18/2023		9933766074	VERIZON WIRELESS	WIRELESS SERV 04/02/23-05/01/23	\$62.67	\$62.67
184171	5/18/2023	141	20230512	ELIZABETH LEDOAN	EXP REIMB: TEAM MTG SNACKS	\$60.80	\$60.80
184246	5/25/2023	141	20230523	MICHELLE POWELL	EXP REIMB: MILEAGE	\$58.95	\$58.95
184159	5/18/2023	144	20230517	ALICIA DUTROW	EXP REIMB: TEACHER PRIZE, SCHOOL OUTREACH	\$50.00	\$50.00
184269	6/1/2023		6102732	ALPINE AWARDS INC	2 NAMEBADGES	\$47.07	\$47.07
184231	5/25/2023	170	3S7532	HARRINGTON INDUSTRIAL PLASTICS	ASTD PARTS & MATERIALS	\$39.36	\$39.36
184320	6/1/2023	170	2305156S	SGS NORTH AMERICA INC	2 ANALYSIS	\$38.00	\$38.00
184179	5/18/2023	170	8702140	MOTION & FLOW CONTROL PRODUCTS	ASTD PARTS & MATERIALS	\$37.71	\$37.71
184193	5/18/2023	136	98XW53163	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 04/22/23	\$30.00	\$30.00
184140	5/18/2023	110	20230510	MAY BAUTISTA	EXP REIMB: R&S BIRTHDAY RECOGNITION	\$15.07	\$15.07
184217	5/25/2023	122	333129	CENTERVILLE LOCKSMITH	1 KEY	\$3.88	\$3.88
184222	5/25/2023	130	241394	CTS LANGUAGELINK	INTERPRETATION SERVICES	\$3.72	\$3.72

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am	
Invoices:					Checks:			
Credit Memos :			1	-385.79				
\$0 - \$1,000 :			203	63,921.91	\$0 - \$1,000 :	93	34,224.06	
\$1,000 - \$10,000 :			96	371,126.55	\$1,000 - \$10,000 :	71	239,667.06	
\$10,000 - \$100,000 :			24	785,197.53	\$10,000 - \$100,000 :	26	849,713.90	
Over \$100,000 :			6	7,233,297.01	Over \$100,000 :	6	7,329,552.19	
Total:			330	8,453,157.21	Total:	196	8,453,157.21	

Regina McEvoy

From: Paul Eldredge
Sent: Friday, June 2, 2023 11:10 AM
Cc: Executive Team; Coaches; Regina McEvoy; Michelle Powell; kmurphy@bwslaw.com
Subject: Washington Hospital FY 19-20 Billings

Good morning Board Members,

At a previous Board meeting a question was asked about the annual billing differences for Washington Hospital, specifically between fiscal years 18 through 20. Sewer service charges for this type of customer are based upon three criteria:

- Flow
- Chemical Oxygen Demand (COD)
- Suspended Solids (SS)

For FY 2019-2020, Washington Hospital had increases of 9% for water use, 19% for COD loading, and 52% for SS loadings compared to the previous calendar year. At the time, Environmental Compliance (EC) had sent a letter notifying them of their higher-than-normal loadings. Washington Hospital did not dispute the information.

An EC inspector met with their contact at Washington Hospital last week for a regularly scheduled pretreatment inspection and inquired about the higher flows and loadings in 2018 (for FY 2019-20). The contact did not recall why their 2018 figures were higher than other years. Below is a table that provides more detail. We will include this information in an upcoming Board agenda packet for reference. Please let me know if you have any questions in the meantime.

FY	Total Annual Billing	Calendar Year	Chargeable Flow	% Change in Flow from Previous Year	COD (mg/L)	% Change in COD from Previous Year	SS (mg/L)	% Change in SS from Previous Year
2016-17	\$206,132	2015	29,661,977	13%	811	73%	469	4%
2017-18	\$173,057	2016	23,355,549	-21%	836	3%	492	5%
2018-19	\$221,799	2017	28,921,795	24%	835	-0.12%	496	1%
2019-20	\$314,394	2018	31,408,598	9%	992	19%	753	52%
2020-21	\$213,400	2019	26,683,768	-15%	642	-35%	416	-45%
2021-22	\$204,834	2020	22,828,399	-14%	634	-1%	417	0.24%

COD = Chemical Oxygen Demand

SS = Suspended Solids

mg/L = milligram per liter

Paul R. Eldredge, P.E.

General Manager

510-477-7502

www.unionsanitary.ca.gov

