



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, February 26, 2024
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 Special Board Meeting of February 6, 2024. |
| Motion | 5. | Approve Minutes of the Union Sanitary District Board Meeting of February 12, 2024. |
| Motion | 6. | Approve Minutes of the Union Sanitary District Special Board Meeting of February 13, 2024. |
| Information | 7. | January 2024 Monthly Operations Report <i>(to be reviewed by the Budget & Finance and Legal/Community Affairs Committees)</i> . |
| | 8. | Written Communications. |
| | 9. | 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 | 10. | Review and Consider Approval of Policy No. 2075, Surplus Property Disposal <i>(to be reviewed by the Budget & Finance Committee)</i> . |
| Motion | 11. | Review and Consider Approval of Policy No. 2025, Fraud in the Workplace <i>(to be reviewed by the Audit Committee)</i> . |
| Motion | 12. | Review and Consider Approval of Policy No. 2010, Internal Controls <i>(to be reviewed by the Audit Committee)</i> . |

- Motion 13. Reject the Sole Bid Received for the Fiscal Year 2023 Cast Iron/Pipe Lining Project and Authorize Staff to Re-bid the Project *(to be reviewed by the Engineering and Information Technology Committee)*.
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- Motion 14. Consider a Resolution to Accept a Sanitary Sewer Easement for Tract 8512 – Roberts Avenue Townhomes, Located at Cliffwood Common and Roberts Avenue in the City of Fremont *(to be reviewed by the Legal/Community Affairs Committee)*.
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- Motion 15. Consider Confirming and Declaring the Need to Continue the Emergency Action to Repair a Sinkhole on Cushing Parkway in the City of Fremont *(to be reviewed by the Engineering and Information Technology Committee)*.
-
- Information 16. Solar and Cogeneration Facilities Operational Update *(to be reviewed by the Budget & Finance Committee)*.
-
- Information 17. Report on the East Bay Dischargers Authority Meeting of January 18, 2024.
-
- Information 18. Check Register.
-
- Information 19. Committee Meeting Reports. *(No Board action is taken at Committee meetings)*:
- a. Audit Committee – Wednesday, February 21, 2024, at 2:30 p.m.
 - Director Handley and Director Fernandez
 - b. Budget & Finance Committee – Thursday, February 22, 2024, at 10:30 a.m.
 - Director Handley and Director Kite
 - c. Engineering and Information Technology Committee – Friday, February 23, 2024, at 10:00 a.m.
 - Director Fernandez and Director Toy
 - d. Legal/Community Affairs Committee – Friday, February 23, 2024, at 11:30 a.m.
 - Director Kite and Director Lathi
 - e. Legislative Committee – will not meet.
 - f. Personnel Committee – will not meet.
-
- Information 20. General Manager’s Report *(Information on recent issues of interest to the Board)*.
-
21. 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.
-
22. Adjournment – The Board will adjourn to the next Regular Board Meeting to be held in the Boardroom on Monday, March 11, 2024, 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

AUDIT COMMITTEE MEETING
Committee Members: Director Fernandez and Director Handley

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

AGENDA
Wednesday, February 21, 2024
2:30 P.M.

Karen W. Murphy
Attorney

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

**THIS MEETING WILL BE TELECONFERENCED FROM 851 UINTA COURT,
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 February 26, 2024:

- Review and Consider Approval of Policy No. 2025, Fraud in the Workplace
 - Review and Consider Approval of Policy No. 2010, Internal Controls
-

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

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

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

AGENDA
Thursday, February 22, 2024
10:30 A.M.

Karen W. Murphy
Attorney

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

THIS MEETING WILL BE TELECONFERENCED FROM STIRLING COURT NEAREST LAKE BOULEVARD, NEWARK, CALIFORNIA AND 851 UINTA COURT, FREMONT, CALIFORNIA.

THE TELECONFERENCE LOCATIONS SHALL BE ACCESSIBLE TO THE PUBLIC.

1. Call to Order

2. Roll Call

3. Public Comment

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- Alvarado Conference Room
 - Teleconference Locations
-

4. Items to be reviewed for the Regular Board meeting of February 26, 2024:

- January 2024 Monthly Operations Report – Financial Reports
 - Review and Consider Approval of Policy No. 2075, Surplus Property Disposal
 - Solar and Cogeneration Facilities Operational Update
-

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 Fernandez and Director Toy

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

AGENDA
Friday, February 23, 2024
10:00 A.M.

Karen W. Murphy
Attorney

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

THIS MEETING WILL BE TELECONFERENCED FROM 4834 RICHMOND AVENUE, 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 February 26, 2024:
 - Reject the Sole Bid Received for the Fiscal Year 2023 Cast Iron/Pipe Lining Project and Authorize Staff to Re-bid the Project
 - Consider Confirming and Declaring the Need to Continue the Emergency Action to Repair a Sinkhole on Cushing Parkway in the City of Fremont

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

LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Kite and Director Lathi

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

AGENDA

Friday, February 23, 2024

11:30 A.M.

Karen W. Murphy
Attorney

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

**THIS MEETING WILL BE TELECONFERENCED FROM THE FOLLOWING LOCATIONS:
STIRLING COURT NEAREST LAKE BOULEVARD, NEWARK, CALIFORNIA; THE GUEST
PARKING AREA LOCATED ON OCASO CAMINO, WEST OF AND CLOSEST TO THE
INTERSECTION OF PASEO PADRE PARKWAY IN FREMONT, CALIFORNIA.**

THE TELECONFERENCE LOCATIONS 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 Locations
-

4. Items to be reviewed for the Regular Board meeting of February 26, 2024:

- January 2024 Monthly Operations Report – Odor and Work Group Reports
 - Consider a Resolution to Accept a Sanitary Sewer Easement for Tract 8512 – Roberts Avenue Townhomes, Located at Cliffwood Common and Roberts Avenue in the City of Fremont
-

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 SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
February 6, 2024**

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
Raymond Chau, Technical Services Manager
Alisa Gordon, Human Resources Manager
Curtis Bosick, Capital Improvement Projects Coach
Karoline Terrazas, Organizational Performance Manager

PUBLIC COMMENT

There was no public comment.

BOARD WORKSHOP

Staff presented information regarding Strategic Planning and the Sea Level Rise Study.

ADJOURNMENT:

The special meeting was adjourned at approximately 5:00 p.m. to the next Regular Board Meeting to be held in the Boardroom on Monday, February 12, 2024, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT

Adopted this 26th day of February, 2024

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
February 12, 2024**

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
Anjali Lathi, Director
Pat Kite, 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
Chris Pachmayer, Fabrication, Maintenance, and Construction Coach
Alisa Gordon, Human Resources Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Curtis Bosick, Capital Improvement Projects Coach
Tim Grillo, Research and Support Services Coach
Shawn Nescis, Collection Services Coach
Richard Thow, Customer Service Coach
Trieu Nguyen, IT Administrator
Jose Rivas, Assistant Engineer
Lupita Leon, Junior Engineer
Andrew Majsce, Assistant Engineer
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
JANUARY 22, 2024**

It was moved by Director Kite, seconded by Director Lathi, to Approve the Minutes of the Board Meeting of January 22, 2024. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2000, ACCOUNTING STANDARDS

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated the Policy was last reviewed and approved by the Board in January 2021; staff recommended no changes to the Policy other than minor administrative updates and clarifications. Staff recommended the Board review and consider approval of Policy No. 2000, Accounting Standards.

It was moved by Vice President Toy, seconded by Director Kite, to Approve Policy No. 2000, Accounting Standards. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2070, CAPITAL ASSETS

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated the Policy was last reviewed and approved by the Board in January 2021; staff recommended no changes to the Policy other than minor administrative updates and clarifications. Staff recommended the Board review and consider approval of Policy No. 2070, Capital Assets.

It was moved by Director Kite, seconded by Vice President Toy, to Approve Policy No. 2070, Capital Assets. Motion carried unanimously.

CONSIDER APPROVAL OF A FOUR YEAR \$50 MILLION INTERFUND LOAN FROM CAPACITY FUND 90

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated the Enhanced Treatment and Site Upgrade Program has a complex multifaceted funding strategy necessary to complete the estimated \$509 million program. Since the State Revolving Fund (SRF) and Water Infrastructure Finance and Innovation Act (WIFIA) loans will be accessible in 2025 and 2028 respectively, the District will need \$164 million in short term financing to bridge the funding gap. Staff estimate borrowing from the Capacity Fund would save the District \$6.4 million in interest expense that would have otherwise been paid to outside lenders. The funds would be borrowed for four years and then repaid to the Capacity Fund with interest once WIFIA funds become available in 2028. During the loan period, the District would pay the Capacity Fund interest based on the average District investment earning rate as determined on a monthly basis. Staff recommended the Board consider approval of a four-year \$50 million interfund loan from Capacity Fund 90.

It was moved by Secretary Handley, seconded by Director Lathi, to Approve a Four-Year \$50 Million Interfund Loan from Capacity Fund 90. Motion carried unanimously.

CONSIDER A RESOLUTION DECLARING AN EMERGENCY AND AUTHORIZING THE EMERGENCY EXPENDITURE OF FUNDS FOR REPAIRING A SINKHOLE ON CUSHING PARKWAY IN THE CITY OF FREMONT

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvement Projects Coach Bosick stated the District has an existing trunk sewer main at the intersection of Cushing Parkway and Auto Mall Parkway in the City of Fremont. A depression in the asphalt adjacent to the pipeline due to ground subsidence progressed into a sinkhole. Staff have been working with the City of Fremont and USD's geotechnical consultant to determine the best approach for making necessary repairs. The consultant recommended excavation and replacement of impacted soils within the area. Due to the wet weather season and unknown extent of underground soil conditions, repair of the sinkhole must be done as soon as possible and will not allow time for competitive bidding. The proposed resolution would address the requirements of the Public Contract Code to declare an emergency and authorize additional expenditures without the need for competitive bidding. As required by the Public Contract Code, staff will bring an agenda item to the Board to continue the emergency until it has been terminated. Staff recommended the Board adopt a resolution declaring an emergency and authorizing the emergency expenditure of funds for repairing a sinkhole on Cushing Parkway in the City of Fremont.

It was moved by Director Lathi, seconded by Vice President Toy, to Adopt Resolution No. 3007, Declaring an Emergency and Authorizing the Emergency Expenditure of Funds for Repairing a Sinkhole on Cushing Parkway in the City of Fremont. Motion carried unanimously.

AWARD THE CONSTRUCTION CONTRACT FOR THE ALVARADO INFLUENT VALVE BOX REHABILITATION PROJECT TO GATEWAY PACIFIC CONTRACTORS, INC.

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvement Projects Coach Bosick stated the Board initially awarded the construction contract for the Project in January 2020. In March 2020, COVID-19 shelter in place orders halted the project and the construction contract was terminated by the Board in January 2021. The Project will require numerous nighttime plant shutdowns and confined space entries by both staff and the contractor to remove grit from Control Box No. 1 and construct the necessary modifications. The Project was re-advertised for bids and two bids were received. The Engineer's Estimate for the total Base Bid plus Bid Alternates A through C was \$873,040. Gateway Pacific Contractors was the apparent low bidder with a total price of \$1,297,000, which was 48% above the Engineer's Estimate. Staff does not anticipate the bidding environment or market conditions to improve significantly in the near future to warrant rebidding the project, a detailed description of the bidding environment and market conditions was included in the Board meeting packet. Staff reviewed Gateway's bid and no irregularities were found and no bid protests were received. Staff recommended the Board award the construction contract, including Bid Alternates A, B, and C, for the Alvarado Influent Valve Box Rehabilitation Project to Gateway Pacific Contractors, Inc. in the amount of \$1,297,000.

It was moved by Vice President Toy, seconded by Director Lathi, to Award the Construction Contract, Including Bid Alternates A, B, and C, for the Alvarado Influent Valve Box Rehabilitation Project to Gateway Pacific Contractors, Inc. in the Amount of \$1,297,000. Motion carried unanimously.

RECEIVE INFORMATION AND PROVIDE DIRECTION REGARDING PARS 115 PENSION TRUST INVESTMENT PORTFOLIO

Business Services Manager/CFO Carlson stated the Board adopted Policy No. 2095, Pension and OPEB Funding, in May 2021. The Policy provided direction to District staff in managing its Pension and Other Post Employment Benefit (OPEB) liabilities and recommended an annual budget consideration by the Board of an amount that may be set aside toward achieving that funding goal. The Board previously directed staff to budget \$3,000,000 per year in the PARS 115 Trust. Due to market conditions, the Investment and Portfolio ad-hoc committee recommended, and the Board concurred, not to transfer the funds each year to the Trust, but rather hold the funds in District investments until such time that market conditions improved. The Investment and Portfolio ad-hoc developed three options for the Board to consider, which were described in detail and included in the Board meeting packet. The Investment and Portfolio ad-hoc also evaluated several options for the 115 Trust investment strategy which were included in the Board meeting packet. Staff recommended the Board receive information and provide direction regarding PARS 115 Pension Trust Investments.

The Board directed staff to move the funds to the Trust over the coming five months in equal monthly instalments and change the investment strategy to 1/3 low yield and 2/3 medium yield investments.

INFORMATION ITEMS:

Consultant Shortlists for Capital Improvement Projects

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvement Projects Coach Bosick stated the District utilizes shortlists to assist with selection of consultants for future Capital Improvement Projects. Consultants on the shortlists have been pre-qualified based on their firm's qualifications, experience, and project team personnel; the shortlists are reviewed and updated every three years. In October 2023, staff invited 17 consultant firms to submit their statements of qualifications (SOQs) in any category for which they would like to be considered. Staff received a total of 10 SOQ's from five different firms. After evaluating each firm's SOQ, staff finalized the 2024-2026 shortlists summarized in the Board meeting packet. Staff will utilize the new shortlists through 2026 and re-evaluate the lists prior to their expiration at the end of 2026.

Update on the Subsurface Investigation at the Alvarado Wastewater Treatment Plant

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvement Projects Coach Bosick stated staff hired Brown and Caldwell to collect groundwater samples from the seven groundwater monitoring wells at the Plant, analyze the test results, and prepare a report. The conclusions from the 2023 groundwater monitoring event were outlined in the Board meeting packet. Overall, the 2023 sampling results were similar to the 2022 results. The sampling results from the

2023 groundwater monitoring event do not support the case for closure of the monitoring wells. Staff will continue the monthly purging of monitoring well 1 (MW-1) and will perform the next sampling during the 2024 groundwater monitoring event.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Budget & Finance and Engineering and Information Technology Committees met.

GENERAL MANAGER'S REPORT:

- General Manager Eldredge provided a COVID update.
- Staff will be working on a concept to show some of the work performed by Collections Services crews and will share a draft with the Board.
- There will be a Special Board Meeting at 4:00 p.m. on February 13, 2024, in the Alvarado Conference Room.
- District offices will be closed in honor of President's Day, Monday, February 19, 2024.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 4:45 p.m. to a Special Board Meeting to be held Tuesday, February 13, 2024, at 4:00 p.m.

The Board will then adjourn to the next Regular Meeting to be held in the Boardroom on Monday, February 26, 2024, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT

Adopted this 26th day of February 2024

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
February 13, 2024**

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
Anjali Lathi, Director
Pat Kite, Director

STAFF: Paul Eldredge, General Manager/District Engineer
Armando Lopez, Treatment and Disposal Services Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Karen Murphy, District Counsel

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

The Union Sanitary District Board of Directors will adjourn to the following closed session:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (Potential Claims on Phase 1A Aeration Basin Modification)

There was no reportable action.

ADJOURNMENT:

The special meeting was adjourned at approximately 5:00 p.m. to the next Regular Board Meeting to be held in the Boardroom on Monday, February 26, 2024, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT

Adopted this 26th day of February, 2024



Union Sanitary District

Monthly Operations Report January 2024



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2024 MONTHLY OPERATIONS REPORT

The January 2024 Monthly Operations Reports highlights the District's performance in the following areas:

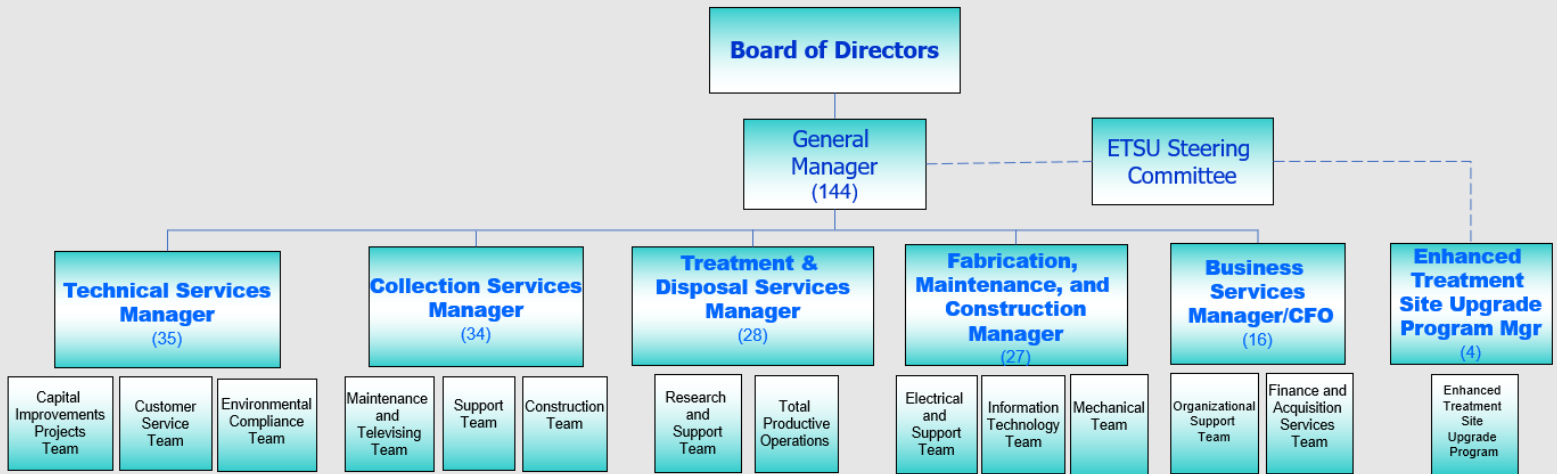
- **Organizational Overview**
- **Financial Reports**
 - Budget and Finance Report
 - Investment Portfolio
 - Portfolio Holdings by Asset Class and by Maturity Range
- **Customer Relations**
 - Odor Investigations and Response
 - Service Request and Response
 - Communication and Outreach
- **Plant Operations**
- **Maintenance Report**
 - Collection System
 - Plant and Pump Stations
 - Information Technology
- **Capital Improvement Projects (CIP) Report**
 - Current Construction Projects
 - Studies and Designs
- **Permitting and Inspections**
- **Staffing and Personnel**



Organizational Overview

2024 MONTHLY OPERATIONS REPORT

Union Sanitary District operates a 33-acre wastewater treatment facility in Union City and provides collection, treatment, and disposal services to a total population of over 356,000 in Fremont, Newark and Union City, California. The District maintains over 839 miles of underground pipeline in its service area.



Executive Team

Paul Eldredge	General Manager/District Engineer	Oversees District operations and liaison to the Board of Directors
Mark Carlson	Business Services/CFO	Includes Finance, Purchasing, Human Resources, and Safety
Jose Rodrigues	Collection Services	Maintains, and repairs the sewer lines and manholes throughout the service area
Raymond Chau	Technical Services	Permits and inspections, pretreatment program, and capital improvements
Armando Lopez	Treatment and Disposal Services	Operates the treatment plant, process and analyze wastewater samples
Robert Simonich	Fabrication, Maintenance, and Construction	Information technology, equipment installation, service, repair for the plant and pump stations



Financial Report

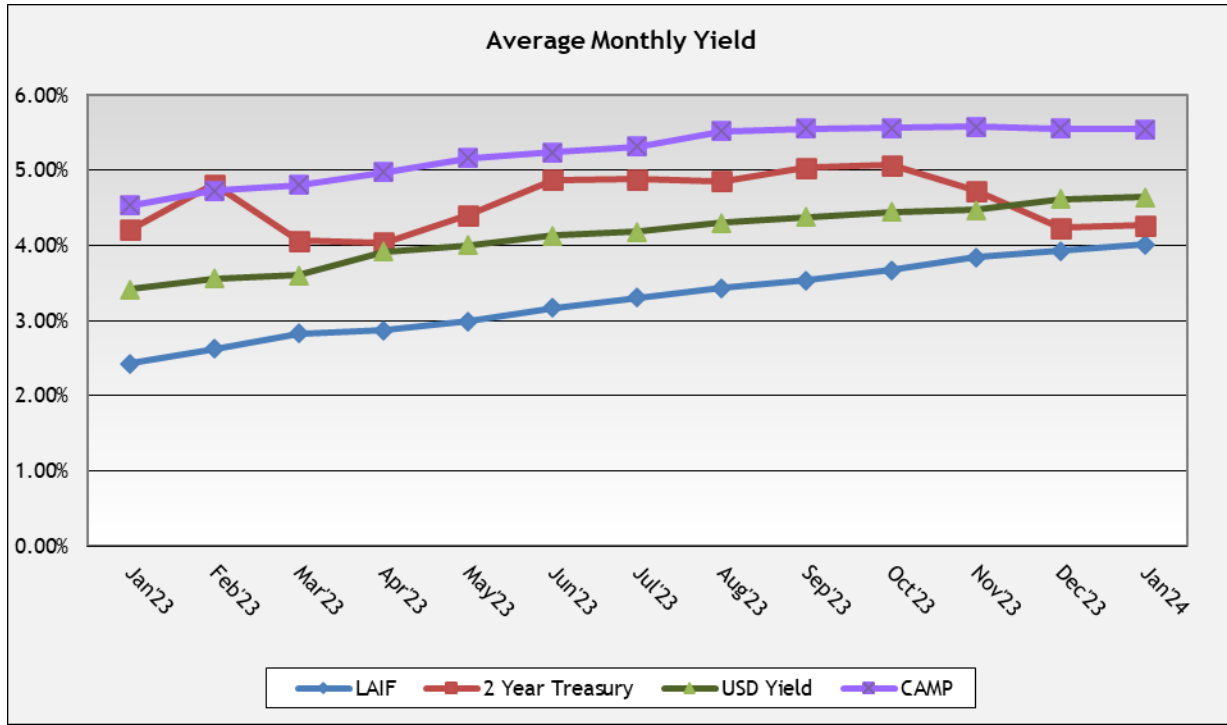
2024 MONTHLY OPERATIONS REPORT

Total Revenues and Expenditures

FY 2024	Year-to-date as of 1/31/2024		58% of year elapsed	Audited Last Year Actuals 6/30/23
Revenues				
	Budget	Actual	% of Budget Rec'd	
Capacity Fees	\$ 8,420,000	\$ 1,818,215	22%	\$ 7,371,192
Sewer Service Charges	84,200,000	43,039,269	51%	77,986,322
Operating (Includes work groups and fund 85)	1,353,500	758,274	56%	1,372,027
Interest	3,850,000	5,451,530	142%	5,736,464
Misc. (Annex fees, forfeited deposits)	11,276	2,345	21%	654,626
Subtotal Revenues	\$ 97,834,776	\$ 51,069,633	52%	\$ 93,120,631
SRF Funds Draw Down (Standby Power)	12,296,700	20,552,430	167.1%	-
Total Revenues + Bond Proceeds	\$ 110,131,476	\$ 71,622,063	65%	\$ 93,120,631
Expenses				
	Budget	Actual	% of Budget Used	Audited Last Year Actuals 6/30/23
Capital Improvement Program:				
Capacity Proj.	\$ 13,948,200	\$ 10,066,836	72%	\$ 10,249,515
Renewal & Repl. Proj.	70,605,900	32,963,868	47%	56,652,197
Operating (includes fund 85)	55,246,877	30,815,153	56%	49,798,555
Special Projects	4,154,384	261,364	6%	855,302
Retiree Medical (ADC)	1,475,000	268,120	18%	404,259
115 Pension Trust	6,400,000	-	0%	-
Vehicle & Equipment	187,300	72,135	39%	176,662
Information Systems	1,199,800	596,326	50%	542,449
Plant & Pump Stat. R&R	400,000	280,192	70%	308,301
Emerg. Fund	-	-	0%	-
Cty Fee for SSC Admin.	124,000	56,612	46%	112,512
Debt Servicing:				
SRF Loans	-	-	0%	-
Bonds	9,017,080	7,245,869	80%	8,964,016
WIFIA	17,000	18,100	106%	17,000
Debt Issuance	100,000	-	0%	-
Total Expenses	\$ 162,875,541	\$ 82,644,574	51%	\$ 128,080,768
Total Revenue & Proceeds less Expenses	\$ (52,744,065)	\$ (11,022,511)		(34,960,137)

Investment Portfolio

Performance Measures for the USD Investment Portfolio



	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24
LAIF	3.53%	3.67%	3.84%	3.93%	4.01%
2 Year Treasury	5.03%	5.07%	4.73%	4.23%	4.27%
USD Yield	4.38%	4.45%	4.47%	4.61%	4.64%
CAMP	5.55%	5.56%	5.58%	5.55%	5.54%

LAIF: Local Agency Investment Fund Yield

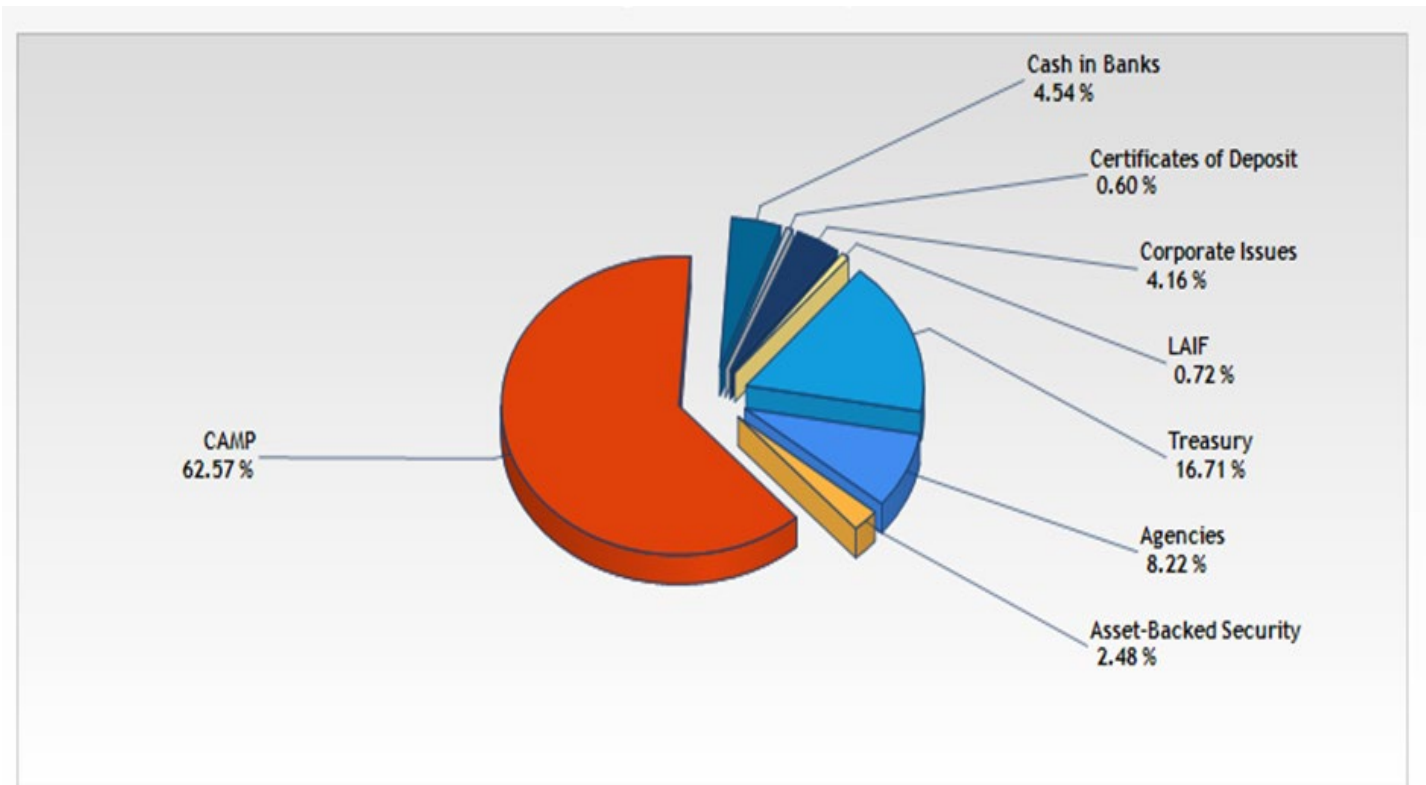
2 Year Treasury: Yield for investing in 2-Year U.S. Treasury security

USD Yield: Summarizes USD portfolio's yield

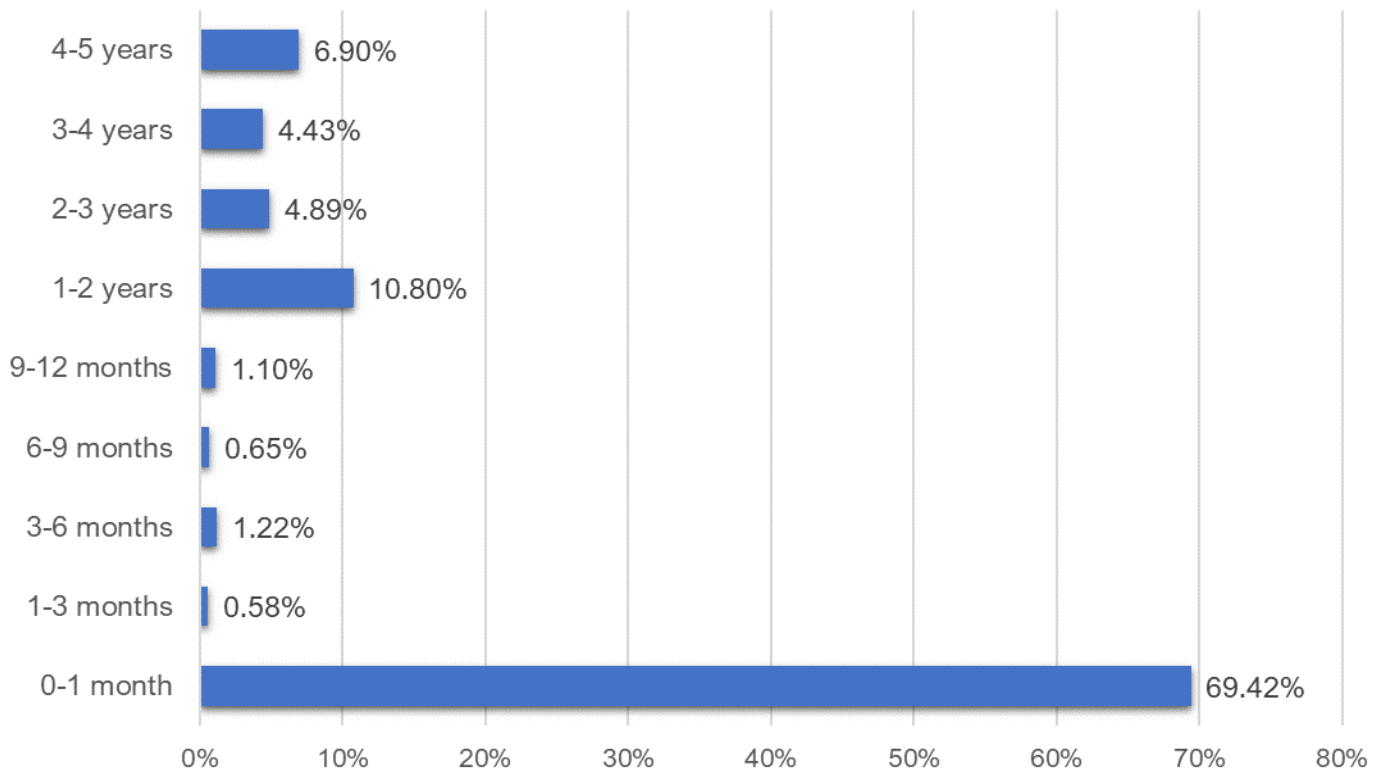
CAMP: California Asset Management Program Yield

Portfolio Holdings by Asset Class and by Maturity Range

Portfolio Holdings Distribution by Asset Class



Portfolio Holdings Distribution by Maturity Range



Union Sanitary District Odor Map and Report

During the recording period between January 1, 2024 through January 31, 2024, there was 1 odor related service request(s) received by the District.

City	Newark		
District Related:	No	Date/Time:	1/11/2024 2:35PM
Location:	Thornton Avenue	Reported by:	Kathy
Weather/Temp:	Mostly Clear/ 53°F	Wind:	West / 4 mph

Response and Follow-up: Received a call of a sewer smell inside a commercial building. A trouble call inspector responded to the location. No odors were present at that time. The inspector proceed to check the sewer mains and storm drains in the area; flow was normal and no obstructions were observed. There were no abnormal readings detected with the gas detection monitor. The building owner asked that the inspector return the next day at 8am, when odor was the strongest. The inspector returned the following day and the findings were consistent with the day before. No odors were found.

Union Sanitary District Odor Map and Report



Legend

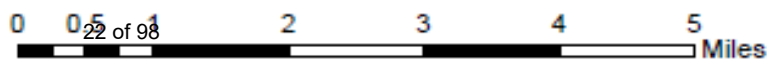
Odor Complaints: January 2024

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

Odor Complaints: Feb. to Dec. 2023

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (6)
- ▲ No odor found (12)

Location of Odor Reports February 2023 to January 2024





Customer Relations

2024 MONTHLY OPERATIONS REPORT

Customer Service Response

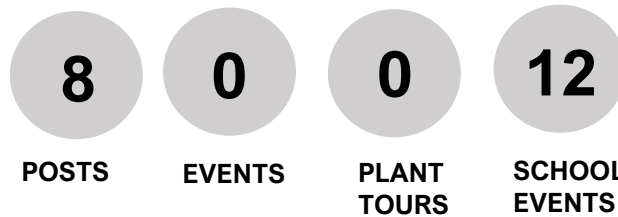
Front Desk Trouble Calls

Service calls that require immediate attention to support customer needs. Dispatched from the Front Desk during business hours.

Total Calls	Fremont	Newark	Union City	Total
Jan-24	9	3	0	12
Dec-23	8	0	1	9
Nov-23	7	3	1	11
Oct-23	9	1	1	11
Sep-23	6	1	1	8
Aug-23	9	1	2	12
6 Month Total				63
Jan-23	15	3	2	20

Communication and Outreach

Includes participation in local events, social media communication, plant tours, and school outreach events.



Social Media Posts:

- Junior/Assistant/Associate Engineer recruitment
- Collection System Worker I recruitment
- Assistant/Associate/Senior Process Engineer recruitment
- MLK Holiday office closure
- Wipes info – Do Not Flush labeling
- Mechanic I/II recruitment
- Homeowner Lateral video
- Keep coffee grounds out of drains

Events:

- None

Other Activities:

- Website update: ADU FAQ document



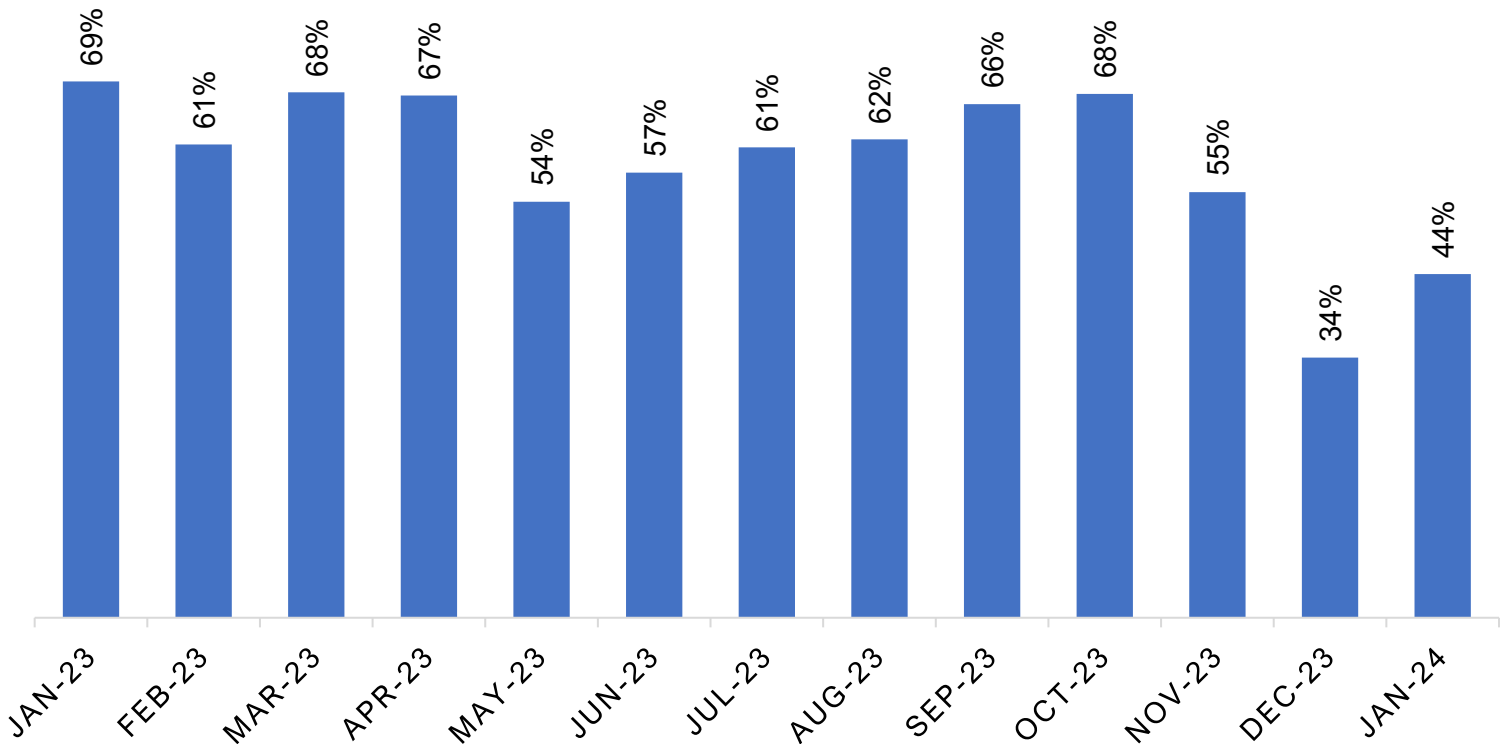
Plant Operations

2024 MONTHLY OPERATIONS REPORT

Cogeneration Engines at USD's Wastewater Treatment Plant

The chart below shows the percentage of Plant power usage generated by the District's cogeneration (cogen) engines monthly. The engines use biogas produced by the wastewater treatment process as the primary fuel to generate the majority of the plant's power needs, reducing operating costs.

Cogen Power Produced (% of total Plant load)



Mechanics working on the cogeneration engine



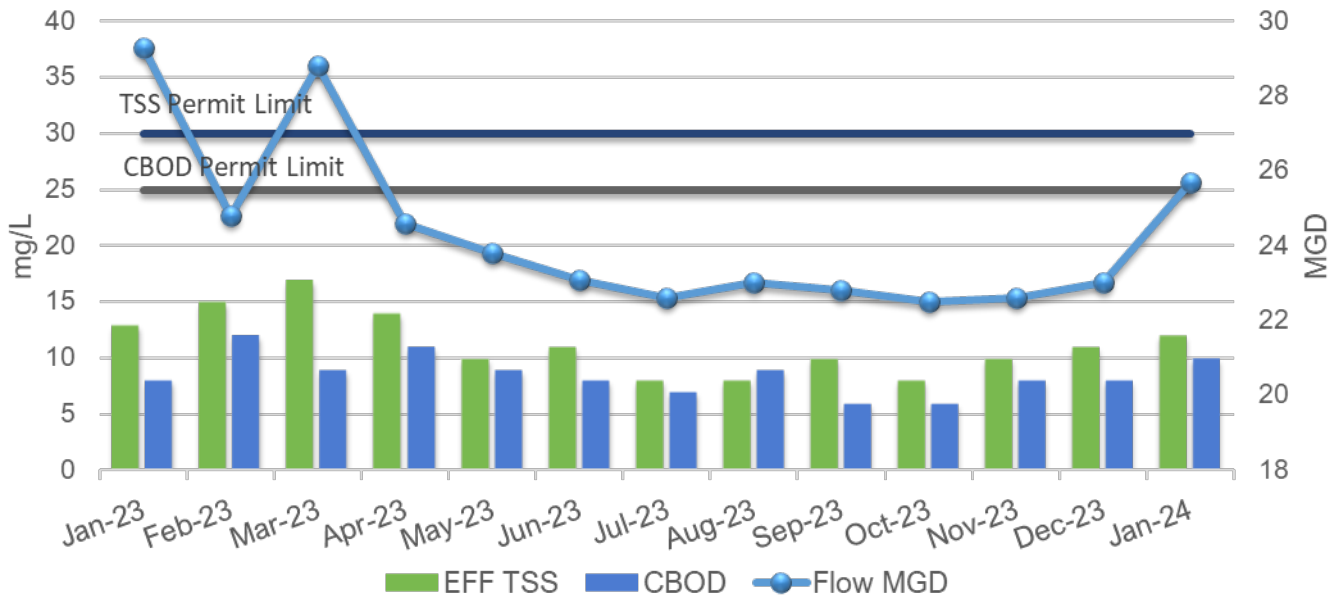
Plant Operations

2024 MONTHLY OPERATIONS REPORT

Lab Monitoring Results

USD's laboratory staff process over 6,200 samples and perform about 17,000 analyses every year to ensure discharges from the plant meet necessary standards.

Lab Results and Effluent Flow



EFF SS: Effluent Suspended Solids **CBOD:** Carbonaceous Biochemical Oxygen Demand **MGD:** Million Gallons per Day

USD's Final Effluent Monthly Monitoring Results

Parameter	Permit Limit	Nov-23	Dec-23	Jan-24
Copper, µg/l	53	4.4	2.6	3.6
Mercury, µg/l	0.066	0.029	NA	NA
Cyanide, µg/l	20	ND 1.1	ND 1.1	ND 1.1
Ammonia- N, mg/L (Range)	86	40.6 - 46.4	46.4 - 52.60	32 - 40
Fecal Coliform, MPN/100ml (Range)				
• 5-Day Geometric Mean	500	43 - 64	35 - 44	31 - 48
• 11-Sample 90th Percentile	1100	59 - 61	61 - 61	61 - 111
Enterococci				
• 6-Week Geometric Mean	280	26	28	53

E = Estimated Value, concentration outside Calibration Range. ND = Not Detected, result is below Detection Limit.



Maintenance Report

2024 MONTHLY OPERATIONS REPORT

Collection System Performance Report

Average Spills per 100 Miles of Sewer Over the Last 12 Months USD vs. Regional vs. State

NO DATA AVAILABLE FOR JANUARY

NOTE: At the time of publication, the California State Water Resources Control Board spill reporting tool that is used to compile spill comparison data was not available. The state has been contacted and responded that the reporting tool has been taken down temporarily to update the report to include data from the new SSO General Order.

Definition of Spill Categories

- Category 1: Any spill of any volume that results on a discharge to surface water.
- Category 2: 1,000 gallons or more. Does not discharge to a surface water.
- Category 3: Greater than 50 gallons and less than 1,000 gallons. Does not discharge to a surface water.
- Category 4: Less than 50 gallons. Does not discharge to a surface water.

Collection System Maintenance Work Completed

The Collection Services Workgroup maintains over 839 miles of gravity sewer through cleaning and televised inspection. They also service 63 District vehicles and maintain 3 buildings. Maintenance of equipment is completed by staff through sewer line repairs and work orders.

	This Month	Fiscal Year to Date	Historical Monthly Average
Sewer Line Repairs - # of Open Trench	0	5	0
Sewer Line Repairs - # of Trenchless	22	85	11
Work Orders Completed on Vehicles and Buildings	208	1242	172



Maintenance Report

2024 MONTHLY OPERATIONS REPORT

Sewer Line Cleaning



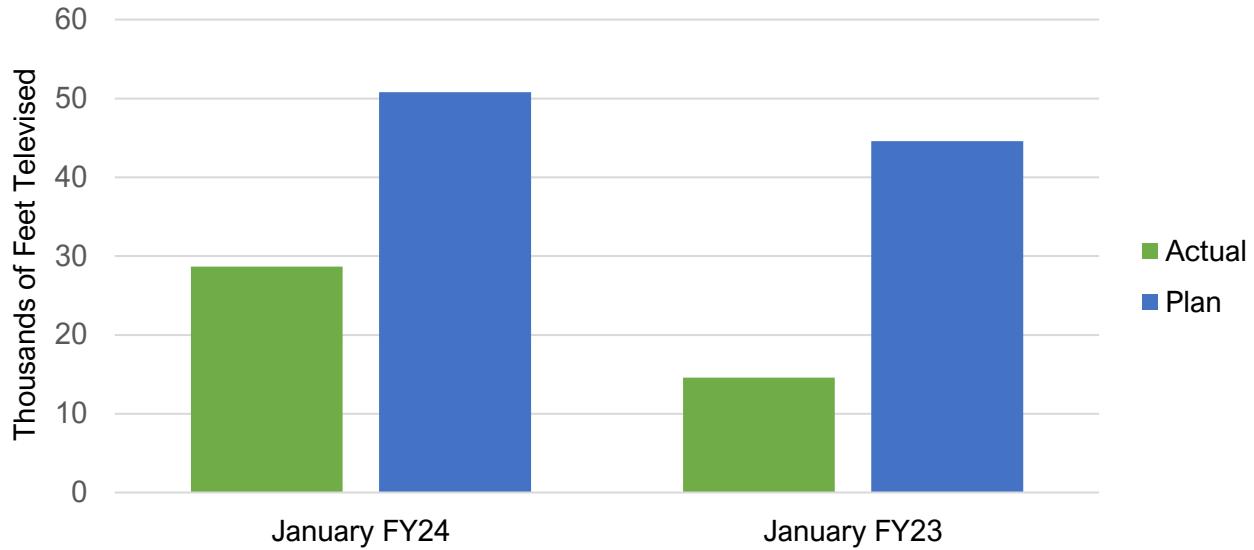
Cleaning Cost per Foot=\$0.82							
Description	FY24 Qtr 1 Footage	FY24 Qtr 2 Footage	Jan-24 Footage	FY24 YTD	Historical FY23	FY24 YE Goal	% Completed to Plan
84 Month Hydro-Jet Clean	162,988	112,694	52,006	327,688	589,507	680,354	48.2%
Selective Line Cleaning	63,183	42,725	30,997	136,905	211,253	216,307	63.3%
Special Condition Clean (not in total)	9,383	8,652	2,072	20,107	36,554	28,940	69.5%
Root Control/Chemical Clean	12,073	110,643	39,408	162,124	420,273	277,200	58.5%
Cast Iron Cleaning	-	-	-	-	7,498	-	0.0%
Totals	238,244	266,062	122,411	626,717	1,228,528	1,173,861	53.4%



Maintenance Report

2024 MONTHLY OPERATIONS REPORT

Sewer Line Inspection and Televising



Televising Cost per Foot=\$0.98

Description	FY24 Qtr 1 Footage/Count	FY24 Qtr2 Footage/Count	Jan-24 Footage/Count	FY24 YTD	Historical FY23	FY24 Goal	% Completed to Plan
84 Month TV Inspection	92,765	106,435	28,638	227,883	478,376	530,567	43.0%
84 Month Manhole Inspection Count	629	587	235	1,451	2,563	2,676	54.2%
Visual/Condition, Pre/Post Cnst TV (not in total)	64	753	398	1,215	10,483	11,704	10.4%
Visual Manhole Inspection Count (not in total)	42	124	94	260	247	-	-
New Development, CIP, Misc (not in total)	1,318	3,649	398	5,365	25,583	27,744	19.3%
QA/QC Line Condition	-	-	-	-	16,436	52,843	0.0%
QA/QC Root Control	28,335	-	-	28,335	41,050	27,744	102.1%
Totals	121,100	106,435	28,683	256,218	535,862	611,154	41.9%

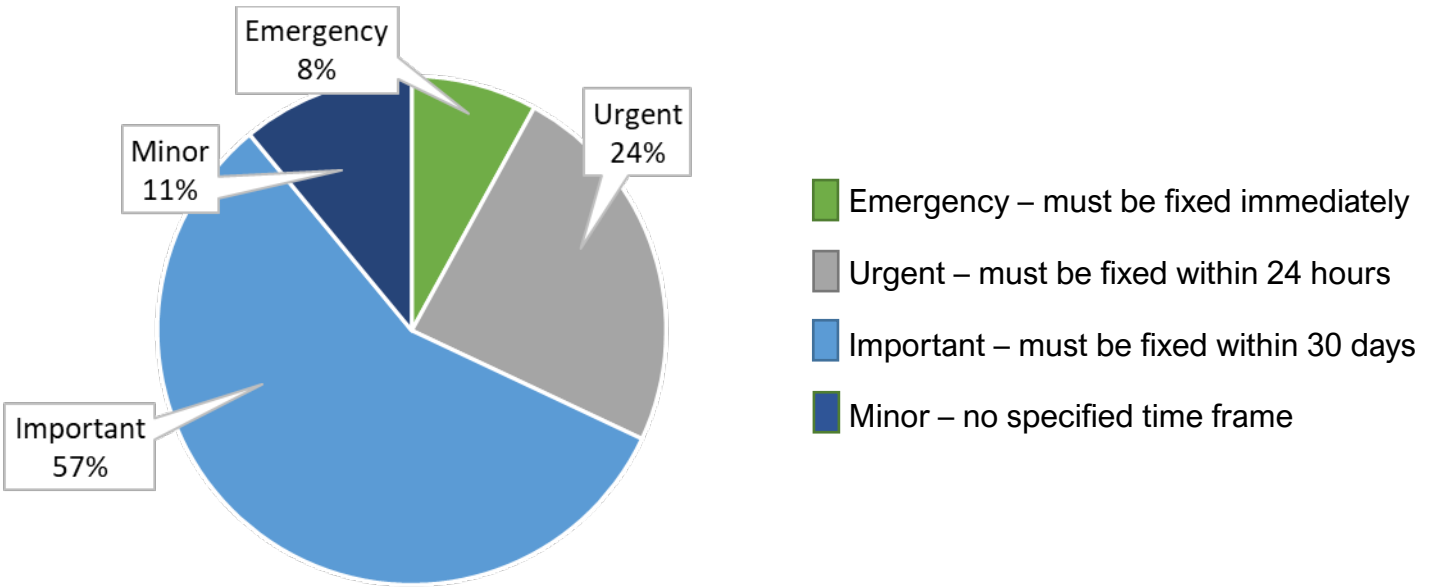


Maintenance Report

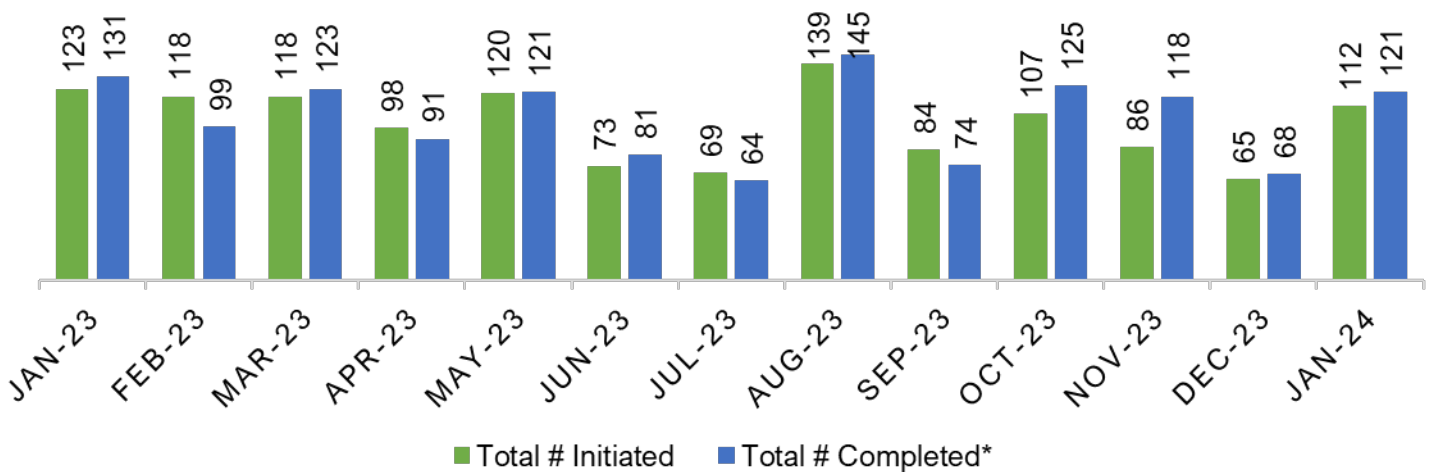
2024 MONTHLY OPERATIONS REPORT

Plant and Pump Stations Maintenance Work Completed

Equipment at our Plant and Pump/Lift stations is maintained by mechanics and other staff through completion of work orders. Staff completed 99.2% of preventative maintenance activities for the month in addition to the following shown below.



Work Orders Initiated and Completed



*The number of work orders completed in a month is dependent upon several factors including the availability of necessary parts and the amount of time required by staff to accomplish a given task.



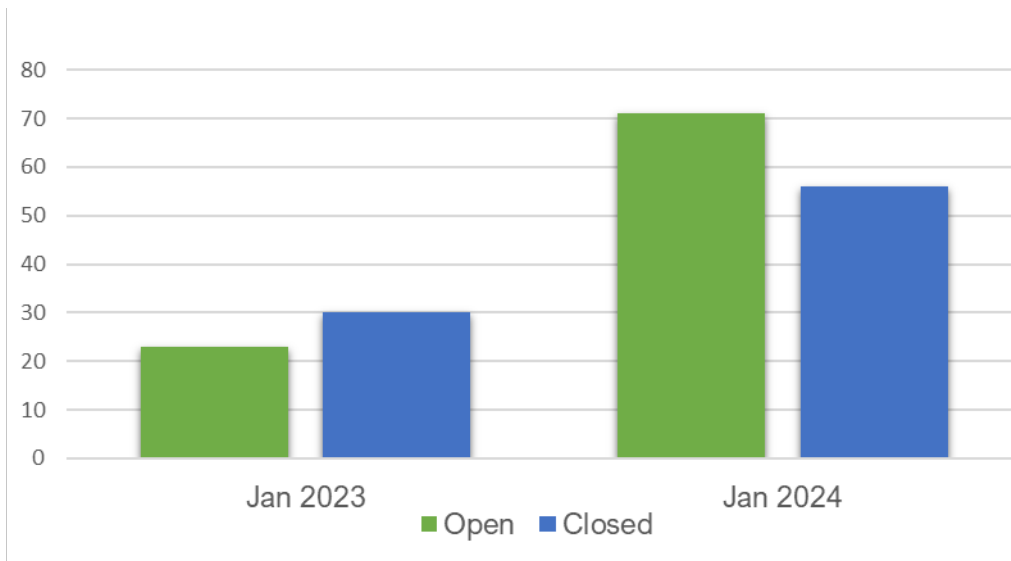
Maintenance Report

2024 MONTHLY OPERATIONS REPORT

Information Technology

USD’s Information Technology (IT) staff install, upgrade, and maintain District computers and software systems. IT staff responsibilities include ongoing maintenance of systems critical to operation of our wastewater treatment plant and pump stations.

IT Help Desk Tickets



Managed and Hosted IT Asset Uptime

Asset Name	USD Managed or Hosted by Third Party	% Up time
USD Website	Hosted	99.99%
Email Server	Hosted	100%
Newark Pump Station	USD Managed	99.99%
Boyce Pump Station	USD Managed	99.99%
Irvington Pump Station	USD Managed	100%
SCADA	USD Managed	100%
Total Average of All USD Servers	USD Managed	99.98%

The majority of our IT network assets are maintained onsite by IT staff with an uptime target of 99.90%. Additional assets, such as the USD website, are hosted externally by a third party.



Capital Improvement Projects

2024 MONTHLY OPERATIONS REPORT

Capital Improvement Project (CIP) Activities

Our engineers manage and coordinate project activities including completion of studies, designing of future projects, and project management of construction work at our Plant, Pump Stations, gravity sewer network, and Force Mains.

Current CIP Projects – Budget and % complete

Current (FY24) CIP Projects	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Force Main Corrosion Repairs Project – Phase 4	\$2,042	\$0	10/24	0%
2 – Irvington Basin Reinforced Concrete Pipe Rehabilitation Project	\$5,291	\$5,291	12/22	100%
3 – Plant Miscellaneous Improvements Project	\$5,544	\$777	9/24	15%
4 – Standby Power Generation System Upgrade Project	\$21,135	\$17,100	6/24	81%



Standby Power Generation System Upgrade Project



Capital Improvement Projects

2024 MONTHLY OPERATIONS REPORT

Design Phase – Budget and % of Completed Scope

Current (FY24) Design Phase	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Pump Stations Chemical System Improvements Project	\$943	\$815	12/23	90%
2 – Switchboard No. 3 and MCC No. 25 Replacement Project	\$95	\$72	7/22	79%
3 – WAS Thickener Replacement Project	\$1,017	\$958	6/23	95%

Study Phase – Budget and % of Completed Scope

Current (FY24) Study Phase	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Alvarado Basin Capacity and Condition Assessment	\$399	\$97	11/24	24%
2 – Co-Digestion Feasibility Study	\$125	\$42	3/24	30%
3 – Cogeneration Replacement and Ventilation Study	\$142	\$137	7/22	98%
4 – Digester Efficiency Study	\$353	\$179	11/23	80%
5 – Energy Resiliency Study	\$256	\$271	12/22	98%
6 – Force Main Condition Assessment	\$121	\$60	10/22	70%
7 – Headworks Degritting Study	\$200	\$191	10/22	99%
8 – Primary Digester No. 8 Feasibility Study	\$111	\$137	9/22	90%
9 – Sea Level Rise Study	\$162	\$162	11/22	100%



Permitting and Inspections

2024 MONTHLY OPERATIONS REPORT

Sewer Permits Issued

Permits issued upon approved completed plans.

Month	Repairs	Mains	New Laterals*	Secondary Units	Other**	Total
Jan-24	15	0	12	6	1	34
Dec-23	14	0	12	4	2	32
Nov-23	16	0	28	6	0	50

*New residential lateral connections

**Non-residential construction

Storm Water Inspections (City of Fremont)

Under contract with City of Fremont’s Environmental Services Group, our inspectors conduct routine inspections and document enforcement actions.

Total Inspections		Total Monthly Enforcements						
Current Month	Fiscal Year to Date	Verbal Warning	Warning Letter	Notice of Violation	Admin Fine	Legal Action	Notice of Deficiency	Total
69	674	1	0	2	3	0	0	6

Pollution Prevention Inspections

Environmental Compliance conducts pollution prevention inspections at restaurants, car wash businesses, and other commercial facilities.

Total Inspections		Total Monthly Enforcements						
Current Month	Fiscal Year to Date	Verbal Warning	Warning Letter	Notice of Violation	Admin Fine	Legal Action	Notice of Deficiency	Total
57	431	9	10	0	0	0	3	22

Permitted Industrial Businesses

City	Industrial Permits
Fremont	58
Newark	11
Union City	11

Examples of Permitted Industrial Businesses:

- Tesla
- Washington Hospital
- US Pipe
- Western Digital
- Lam Research



Staffing and Personnel

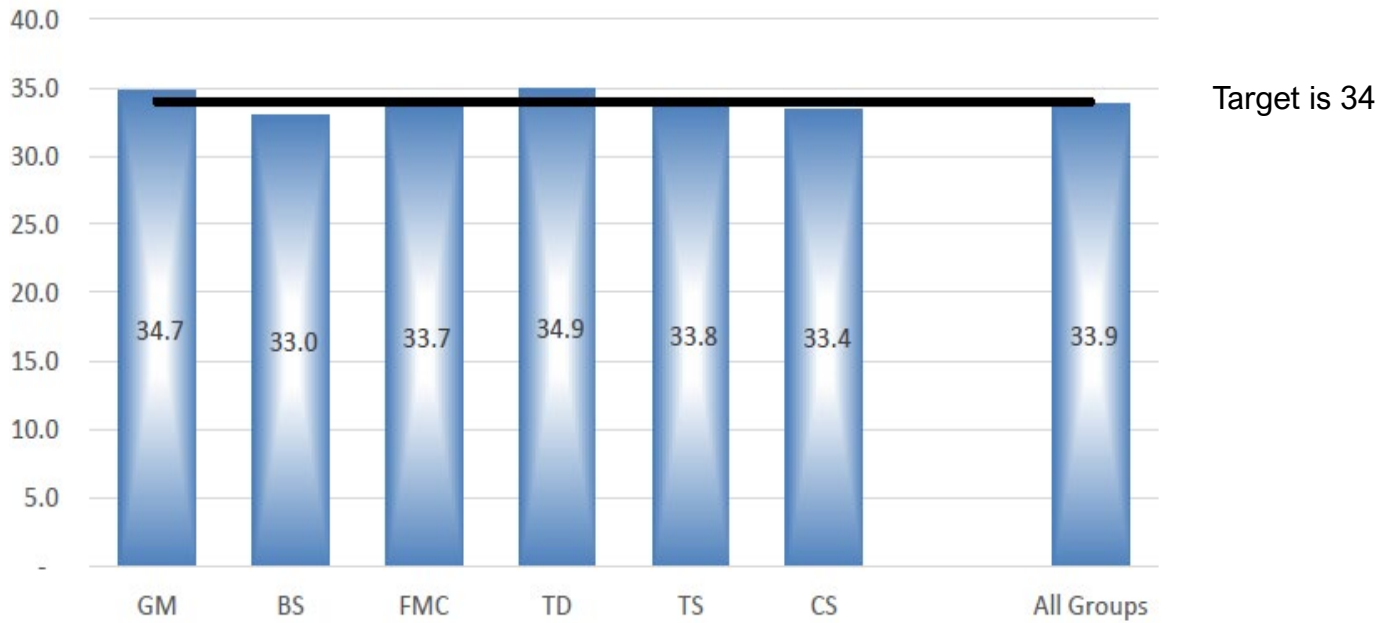
2024 MONTHLY OPERATIONS REPORT

Hours Worked and Leave Time by Work Group

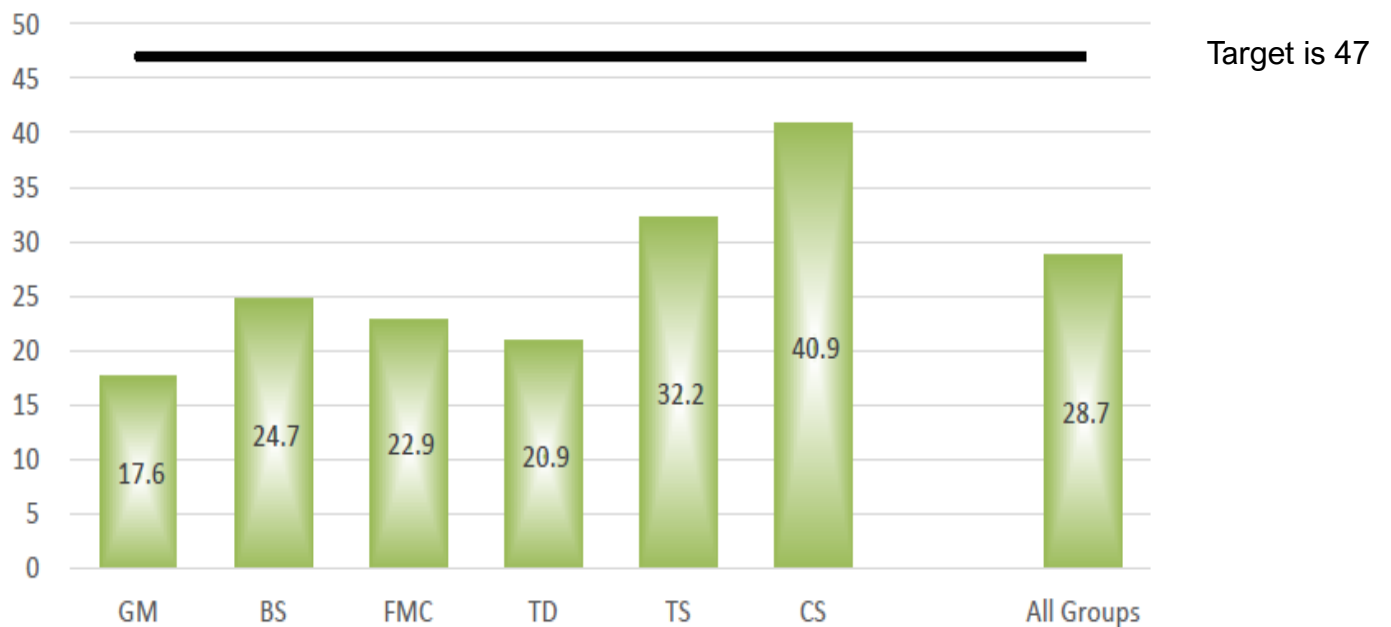
June 22, 2023 through January 31, 2024

Weeks to Date 32 out of 52 (62%)

At-Work Hours Per Employee Per Week



Average Annual Sick Leave Used Per Employee Per Date





Staffing and Personnel

2024 MONTHLY OPERATIONS REPORT

Recruitments

Position	Position Posted	Status
Construction Inspector I/II – (2 positions)	9/29/2023	Jason Atherton, DOH 1/29/2024; Sonny Quach, DOH 1/29/2024.
Assistant/Associate/Sr. Process Engineer	11/1/2023	In progress.
FMC Mechanic I/II – Limited Duration	Useable List	Javier Hernandez, DOH 2/12/2024.
Environmental Compliance Inspector I/II	11/28/2023	Candidate in pre-employment background process.
ETSU Junior/Assistant/Associate Engineer – Limited Duration (2 positions)	1/5/2024	In progress.
Collection Systems Worker I	1/9/2024	In progress.
Mechanic I	1/19/2024	In progress.



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

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: **Review and Consider Approval of Policy 2075 Surplus Property Disposal (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager, District Engineer
Mark Carlson, CFO, Business Services Workgroup Manager

Recommendation

Review and Consider Approval of Policy 2075 Surplus Property Disposal.

Discussion

Other than some minor administrative updates, the only change to this policy is to update the language to reflect the proper accounting for recognizing gains and losses on disposal of assets.

Background

Policy 2075 Surplus Property Disposal requires review and approval by the Board of Directors every three years.

Previous Board Action

02/08/2021 Board Meeting – Policy Approved

Policy 2075 Surplus Property Disposal – Red Line Version
Policy 2075 Surplus Property Disposal – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Surplus Property Disposal Policy	Policy Number 2075
February 2024 4		Page 1 of 3

Policy

It is the policy of Union Sanitary District to dispose of surplus property and equipment in a manner most clearly advantageous to the public. District employees may only obtain surplus items by bidding with the general public for surplus property.

Purpose

To provide an efficient method of disposing of the District's surplus property, without creating any conflict of interest.

Definitions

Surplus Property District Surplus Property refers to tangible items including, without limitations, furniture, specialized equipment, scientific devices, heavy machinery and vehicles which has reached the end of its useful life due to:

- Excessive repair/operation costs.
- End of useful life
- Technically obsolete
- Changes in technology or popular usage.

Note: Surplus property that is disposed of as part of a capital improvement project is not subject to this policy or the procedure below. Contractors are responsible for disposal of surplus property associated with their projects.

Procedure

- 1) District-owned property must be declared surplus if it has a Hansen fixed asset ID number or if the original purchase price is \$2,500 or more as determined by the requesting Workg Group. Surplus items less than \$2,500 may be disposed of, preferably by ~~recycle~~recycling, at Coach/Workg-Group Manager discretion.
- 2) The Surplus Property Declaration Form must be filled out by the user and authorized by your Coach/Workg-Group Manager:
 - a) The Business Services Workgroup Manager, or their designee, may authorize disposal of surplus property valued at less than \$50,000 per item.
 - b) The General Manager may authorize disposal of surplus property ~~value~~valued at less than \$100,000 per item.
 - c) The Budget & Finance Committee may review and recommend disposal of surplus property valued at over \$100,000 per item to the Board for subsequent approval.

- 3) The value of the surplus property shall be determined by the Business Services Workgroup manager or their designee. The method used to establish value may be one or more of the following:
 - a) Market research performed by the user ~~work-Work~~Workgroup/Purchasing Agent.
 - b) Salvage value determined at the time of purchase.
 - c) Appraisal performed by an independent appraisal firm.

- 4) Surplus property declarations will be approved by and the property stored and disposed of at the direction of the Business Services Workgroup Manager or their designee. The Purchasing Agent should make every effort to ensure that the best value is obtained for disposing of approved surplus property using one of the following means:
 - a) Commercial auction house solicitation for sealed-bid offers, or by posting at a public auction or sale Website such as [GovDealsPublic-Surplus](#). District employees may participate with the general public in bidding for property offered through the above disposal means.
 - b) Trade-in for purchase of replacement items.
 - c) Donation or transfer to a public agency or non-profit within the local service area (includes offering by e-mail solicitation). Other non-profits may be considered after first right of refusal from local service area. (Donations may also be considered if the District is unsuccessful with disposing of item(s) through a public sale).
 - d) Lawful disposal by delivery to an authorized recycler or at an appropriate landfill site.

- 5) Proceeds and costs associated with the sale and disposal of an item will be credited and/or charged to the ~~budget account from which the item was initially purchased. If the budget account cannot be determined, the proceeds and costs will be posted to the Sewer Service ChargeDistrict's~~ Main Fund.

- 6) In addition, after the sale of surplus vehicles and [trailered](#) equipment, the Purchasing Agent or designee shall file a release of liability form with the California Department of Motor Vehicles (DMV) if the vehicle or equipment item is sold by the District.

Exceptions include:

- a) Vehicles and [trailered](#) equipment sold on behalf of the District by a licensed vehicle dealer, such as a commercial auction company. The auction company is responsible for recording the transfer of title and release of liability with the DMV for the vehicle or equipment item.
- b) Vehicles or equipment not initially registered with the DMV (forklifts, utility carts, scissor lifts, etc.)

Auto Shop personnel shall:

- a) Remove license plates from surplus vehicles and mobile equipment.
- b) Destroy and dispose of exempt license plates properly.

Employee Responsibility

Employees are responsible for identifying surplus property and initiating the completion of the Surplus Property Declaration form in accordance with this policy.

Management Responsibility

As space is limited and surplus items tend to be a safety hazard, management should make every effort to identify surplus items and expedite their removal.

Further, management should make every effort to ensure that the best value is received in return for their disposal.

Approved by: Board of Directors ~~February 2021~~
Author/Owner: Business Services Workgroup Manager
Reviewers: Executive Team
Notify Person: Purchasing Agent
Revision Frequency: Every 3 years
Next Revision: February 20274

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Surplus Property Disposal Policy	Policy Number 2075
February 2024		Page 1 of 3

Policy

It is the policy of Union Sanitary District to dispose of surplus property and equipment in a manner most clearly advantageous to the public. District employees may only obtain surplus items by bidding with the general public for surplus property.

Purpose

To provide an efficient method of disposing of the District's surplus property, without creating any conflict of interest.

Definitions

Surplus Property District Surplus Property refers to tangible items including, without limitations, furniture, specialized equipment, scientific devices, heavy machinery and vehicles which has reached the end of its useful life due to:

- Excessive repair/operation costs.
- End of useful life
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- Changes in technology or popular usage.

Note: Surplus property that is disposed of as part of a capital improvement project is not subject to this policy or the procedure below. Contractors are responsible for disposal of surplus property associated with their projects.

Procedure

- 1) District-owned property must be declared surplus if it has a Hansen fixed asset ID number or if the original purchase price is \$2,500 or more as determined by the requesting Workgroup. Surplus items less than \$2,500 may be disposed of, preferably by recycling, at Coach/Workgroup Manager discretion.
- 2) The Surplus Property Declaration Form must be filled out by the user and authorized by your Coach/Workgroup Manager:
 - a) The Business Services Workgroup Manager, or their designee, may authorize disposal of surplus property valued at less than \$50,000 per item.
 - b) The General Manager may authorize disposal of surplus property valued at less than \$100,000 per item.
 - c) The Budget & Finance Committee may review and recommend disposal of surplus property valued at over \$100,000 per item to the Board for subsequent approval.

- 3) The value of the surplus property shall be determined by the Business Services Workgroup manager or their designee. The method used to establish value may be one or more of the following:
 - a) Market research performed by the user Workgroup/Purchasing Agent.
 - b) Salvage value determined at the time of purchase.
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- 4) Surplus property declarations will be approved by and the property stored and disposed of at the direction of the Business Services Workgroup Manager or their designee. The Purchasing Agent should make every effort to ensure that the best value is obtained for disposing of approved surplus property using one of the following means:
 - a) Commercial auction house solicitation for sealed-bid offers, or by posting at a public auction or sale Website such as GovDeals. District employees may participate with the general public in bidding for property offered through the above disposal means.
 - b) Trade-in for purchase of replacement items.
 - c) Donation or transfer to a public agency or non-profit within the local service area (includes offering by e-mail solicitation). Other non-profits may be considered after first right of refusal from local service area. (Donations may also be considered if the District is unsuccessful with disposing of item(s) through a public sale).
 - d) Lawful disposal by delivery to an authorized recycler or at an appropriate landfill site.

- 5) Proceeds and costs associated with the sale and disposal of an item will be credited and/or charged to the District's Main Fund.

- 6) In addition, after the sale of surplus vehicles and trailered equipment, the Purchasing Agent or designee shall file a release of liability form with the California Department of Motor Vehicles (DMV) if the vehicle or equipment item is sold by the District.

Exceptions include:

- a) Vehicles and trailered equipment sold on behalf of the District by a licensed vehicle dealer, such as a commercial auction company. The auction company is responsible for recording the transfer of title and release of liability with the DMV for the vehicle or equipment item.
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Auto Shop personnel shall:

- a) Remove license plates from surplus vehicles and mobile equipment.
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Employee Responsibility

Employees are responsible for identifying surplus property and initiating the completion of the Surplus Property Declaration form in accordance with this policy.

Management Responsibility

As space is limited and surplus items tend to be a safety hazard, management should make every effort to identify surplus items and expedite their removal.

Further, management should make every effort to ensure that the best value is received in return for their disposal.

Approved by: Board of Directors

Author/Owner: Business Services Workgroup Manager

Reviewers: Executive Team

Notify Person: Purchasing Agent

Revision Frequency: Every 3 years

Next Revision: February 2027



USD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER

Directors
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Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: **Review and Consider Approval of Policy 2025 Fraud in the Workplace (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager, District Engineer
Mark Carlson, CFO, Business Services Workgroup Manager

Recommendation

Review and consider approval of Policy 2025 Fraud in the Workplace.

Discussion

There are no recommended changes to this policy other than minor administrative updates.

Background

Policy 2025, Fraud in the Workplace requires review and approval by the Board of Directors every three years.

Previous Board Action

12/14/2020 Board Meeting – Policy Approved

Attachments

Policy 2025 Fraud in the Workplace – Red Line Version
Policy 2025 Fraud in the Workplace – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Fraud in the Workplace	Policy Number 2025
February 202412/18/2020		Page 1 of 3

Policy

It is the policy of Union Sanitary District that all District employees must, at all times, comply with all applicable laws and regulations. It is the policy of the District to identify and promptly investigate any possibility of fraudulent activity against the District and take appropriate action, including the pursuit of legal remedies.

Purpose

The purpose of this policy is to ensure employees are aware of the following:

1. The types of acts considered to be fraudulent.
2. Procedures for reporting suspected fraudulent acts.
3. Steps to be taken when fraud or other related dishonest activities are suspected.
4. Consequences to expect when a dishonest act is reported.

Further, this policy (along with Internal Controls Policy No. 2010) delineates management's responsibility for instituting and maintaining a system of internal controls to prevent and detect fraud, misappropriations and other irregularities, and to be alert for any indications of such misconduct.

Definitions

Fraud and similar irregularities include but are not limited to:

1. Claim for reimbursement of expenses that are not job-related or authorized by the current Purchasing Policy, Travel Policy, MOU, or other management approved policy or practice.
2. Forgery or unauthorized alteration or misrepresentation of documents (including but not limited to records, checks, credit card numbers, promissory notes, timecards, independent contractor agreements, purchase orders, budgets).
3. Misappropriation of District assets (including but not limited to stealing funds, securities, supplies, furniture, equipment, tools, vehicles, inventory).
4. Accepting and keeping payment from a customer and not recording the transaction.
5. Improprieties in the handling or reporting of money, checks and credit card transactions.
6. Knowingly authorizing or receiving payment for goods not received or services not performed.
7. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
8. Any violation of Federal, State, or local laws related to dishonest activities or fraud.

9. Seeking or accepting anything of material value (please refer to Gratuities Policy No. 5340) from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees in violation of District policy.

Procedures for reporting workplace fraud

Employees can report wrongdoing in a safe and confidential manner, without fear of retaliation, as follows:

1. If aware of any acts of wrongdoing, employees are required to discuss this information with their Coach or Work Group Manager.
2. If neither of the above alternatives is appropriate, the employee should contact the Business Services Work Group Manager or General Manager.
3. To make an anonymous report call the District's Fraud Hotline.
4. The Fraud hotline representative will be instructed to contact the District's attorney, Board Audit Committee member, Human Resources, or Management, depending on the content of the complaint, when any credible call is received.
5. For safety reasons, do not confront the person who is involved in the complaint.

Employees will be granted whistle-blower protection, per Non-Discrimination Against Whistleblowers Policy No. 6980, when acting in good faith and in accordance with this policy. When informed of a suspected impropriety, the District shall not a) dismiss or threaten to dismiss the employee reporting the impropriety, b) discipline, suspend, or threaten to suspend that employee, c) impose any penalty upon that employee, or d) intimidate or coerce an employee for that employee's role in reporting the suspected impropriety. If the reporting employee is found culpable or complicit in suspected impropriety (collusion) as the result of an investigation of the matter, appropriate action will be taken, including discipline up to and including termination.

Investigation and Action

1. The Work Group Manager or Coach informed of any wrongdoing shall inform the BS Work Group Manager or the HR Manager of suspected activity involving fraud or related dishonest activity.
2. Work Group Manager and BS Work Group Manager will confer with HR and the General Manager to~~and~~ determine how best to investigate the suspected activity.
3. At the conclusion of the investigation, the investigator will report to the Work Group Manager, ~~or~~ BS Work Group Manager, General Manager and the HR Manager. ~~The BS Work Group Manager will inform the General Manager.~~
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Work Group Manager or BS Work Group Manager will proceed as follows:

- a. Inform the Executive Team. If the case involves staff members, meet with the HR Manager (or his/her designated representative) to determine if disciplinary actions should be taken.
 - b. Coordinate with the District's Risk Manager regarding notification to insurers and filing of insurance claims.
 - c. Take immediate action, in consultation with the General Manager, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - i. Removing the records and placing them in a secure location or limiting access to the location where the records currently exist.
 - ii. Preventing the individual suspected of committing the fraud from having access to the records
 - d. Consult with the General Manager and District Board for possible referral of the case to the Alameda County District Attorney's Office for prosecution.
5. The BS Work Group Manager, following review of investigation results, will ensure that appropriate action is taken regarding employee misconduct.
 6. The District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender or other appropriate sources.

Business Services Responsibility

The Business Services Manager is responsible for initiating fraud investigations, notifying Executive Team, and external auditors.

Employee Responsibility

Employees are responsible for refraining from fraudulent behavior and reporting any fraudulent behavior to management.

Management Responsibility

Management is responsible for being alert to and reporting fraudulent or related dishonest activities in their areas of responsibility.

Approved by: Board of Directors

Author/owner: Business Services Manager/CFO

Reviewers: Executive Team and Audit Committee

Notify Person: Business Services Manager/CFO

Revision frequency: Every 3 years

Next revision: ~~December 18, 2023~~ [February 2027](#)

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Fraud in the Workplace	Policy Number 2025
February 2024		Page 1 of 3

Policy

It is the policy of Union Sanitary District that all District employees must, at all times, comply with all applicable laws and regulations. It is the policy of the District to identify and promptly investigate any possibility of fraudulent activity against the District and take appropriate action, including the pursuit of legal remedies.

Purpose

The purpose of this policy is to ensure employees are aware of the following:

1. The types of acts considered to be fraudulent.
2. Procedures for reporting suspected fraudulent acts.
3. Steps to be taken when fraud or other related dishonest activities are suspected.
4. Consequences to expect when a dishonest act is reported.

Further, this policy (along with Internal Controls Policy No. 2010) delineates management’s responsibility for instituting and maintaining a system of internal controls to prevent and detect fraud, misappropriations and other irregularities, and to be alert for any indications of such misconduct.

Definitions

Fraud and similar irregularities include but are not limited to:

1. Claim for reimbursement of expenses that are not job-related or authorized by the current Purchasing Policy, Travel Policy, MOU, or other management approved policy or practice.
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3. Misappropriation of District assets (including but not limited to stealing funds, securities, supplies, furniture, equipment, tools, vehicles, inventory).
4. Accepting and keeping payment from a customer and not recording the transaction.
5. Improprieties in the handling or reporting of money, checks and credit card transactions.
6. Knowingly authorizing or receiving payment for goods not received or services not performed.
7. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
8. Any violation of Federal, State, or local laws related to dishonest activities or fraud.
9. Seeking or accepting anything of material value (please refer to Gratuities Policy No. 5340) from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees in violation of District policy.

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2. Work Group Manager and BS Work Group Manager will confer with HR and the General Manager to determine how best to investigate the suspected activity.
3. At the conclusion of the investigation, the investigator will report to the Work Group Manager, BS Work Group Manager, General Manager and the HR Manager.
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Work Group Manager or BS Work Group Manager will proceed as follows:
 - a. Inform the Executive Team. If the case involves staff members, meet with the HR Manager (or his/her designated representative) to determine if disciplinary actions should be taken.
 - b. Coordinate with the District's Risk Manager regarding notification to insurers and filing of insurance claims.
 - c. Take immediate action, in consultation with the General Manager, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
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- ii. Preventing the individual suspected of committing the fraud from having access to the records
- d. Consult with the General Manager and District Board for possible referral of the case to the Alameda County District Attorney's Office for prosecution.
- 5. The BS Work Group Manager, following review of investigation results, will ensure that appropriate action is taken regarding employee misconduct.
- 6. The District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender or other appropriate sources.

Business Services Responsibility

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Approved by: Board of Directors

Author/owner: Business Services Manager/CFO

Reviewers: Executive Team and Audit Committee

Notify Person: Business Services Manager/CFO

Revision frequency: Every 3 years

Next revision: February 2027



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Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 12**

TITLE: **Review and Consider Approval of Policy 2010, Internal Controls (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager, District Engineer
Mark Carlson, CFO. Business Services, Workgroup Manager

Recommendation

Review and consider approval of Policy 2010, Internal Controls.

Discussion

There are no recommended changes to this policy other than minor administrative updates.

Background

Policy 2010, Internal Controls, requires review and approval by the Board of Directors every three years.

Previous Board Action

01/25/2021 Board Meeting – Policy Approved

Attachments

Policy 2010 Internal Controls – Red Line Version
Policy 2010 Internal Controls – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Internal Controls Policy	Policy Number 2010
January 202 4 ⁴¹		Page 1 of 2

Policy

It is the policy of Union Sanitary District to adhere to internal controls in order to safeguard the District's assets.

Purpose

To provide employees with the procedures for internal controls at Union Sanitary District.

Procedure

Union Sanitary District has an obligation to safeguard the District's assets, both financial and physical (infrastructure and other property). In order to protect these assets, a series of checks and balances have been put into place. These checks and balances serve to mitigate fraud, loss, and other misuse of the District's resources. Listed below are procedures currently in place:

- Signing authority – Only certain individuals are permitted to ~~sign on~~sign certain invoices and/or accounts in accordance with the Purchasing Policy. Signing authority is updated at least annually, or when there is a change.
- An annual financial audit is performed by an independent external auditing firm.
- Employees with procurement cards are given dollar limits which they cannot exceed and restrictions on types of goods they may purchase.
- Security access to financial system – employees have access to the District's financial system, based on their authority/security level, to view specific information. They may inquire on accounts and run reports. Employees responsible for processing transactions have limited access, in that no one person (without collusion) could produce checks or commit theft of funds without the awareness of other staff. There are audit trails for any entries made to the general ledger.
- Review and release of Accounts Payable batches by other than batch preparer prior to checks being issued.
- Finance staff documents their review of the payroll check register each pay period.
- Positive Pay – This is a system set up with the bank whereby checks not issued by the District will not be paid by the bank without the District's approval.
- Use of multiple security features on accounts payable and payroll check stock.
- Rapid (daily) deposit of checks received by the District, and deposit of cash at least once per month, or when amount reaches \$500.
- Dual signatures for wires and transfers – Wire transfers for investments and other transactions require two staff members to successfully complete the transaction.
- Board review of monthly investment transactions and check register.
- Securities purchased from any bank or dealer are placed with an independent third party for custodial safekeeping.
- All telephone transactions for banking and securities are supported by written confirmations.

- All investment trades, where applicable, will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution before the release of District funds.
- Timely reconciliation of general ledger accounts and bank statements to ensure proper handling of all transactions.
- Passwords – Staff is required to periodically change system passwords.
- Remote access of online banking is accomplished through a dedicated virtual machine.
- There is segregation of duties, to the extent possible, throughout the accounting and related functions including Accounts Payable, Payroll, Human Resources, ~~and~~ General Ledger, Investments and cash handling. These controls are reviewed annually by our independent Financial Auditors.
- Accounting staff is encouraged to take periodic normal vacation periods, ensuring that no one person guards a particular function for an extended period of time without some oversight.
- The same individual that makes deposits does not reconcile the bank accounts.
- Review of non-standard journal entries by Senior Accounting and Financial Analyst(s) or Accounting & Financial Analyst I/II(s). The Business Services [Workgroup](#) Manager/CFO or their designee shall review and approve all journal entries prepared by the accounting staff.
- The Technical Services group documents its review of bidders on the debarment list maintained by the California Department of Industrial Relations.
- The District’s Audit Committee provides an independent forum for internal control oversight and reporting of fraud. In accordance with Fraud in the Workplace Policy No. 2025 a third-party hotline has been instituted for anonymous reporting.
- Continue to identify and implement new controls to address changes in technology or District practices.
- Bank signatories will include all Board members and the General Manager.
- System generated check signatures will be the Board President and the General Manager.

The District balances internal controls with the value they provide.

Business Services Responsibility

Business Services is responsible for following the internal controls identified in the Policy.

Management Responsibility

Management is responsible for ensuring adherence to the District’s Internal Controls policy.

Approved by: Board of Directors

Author/owner: Business Services [Workgroup](#) Manager/CFO

Reviewers: Executive Team, Audit Committee

Notify Person: Business Services [Workgroup](#) Manager/CFO

Revision frequency: Every 3 years

Next Revision: January 2027⁴

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Internal Controls Policy	Policy Number 2010
January 2024		Page 1 of 2

Policy

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Purpose

To provide employees with the procedures for internal controls at Union Sanitary District.

Procedure

Union Sanitary District has an obligation to safeguard the District’s assets, both financial and physical (infrastructure and other property). In order to protect these assets, a series of checks and balances have been put into place. These checks and balances serve to mitigate fraud, loss, and other misuse of the District’s resources. Listed below are procedures currently in place:

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- Review and release of Accounts Payable batches by other than batch preparer prior to checks being issued.
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- Use of multiple security features on accounts payable and payroll check stock.
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- Dual signatures for wires and transfers – Wire transfers for investments and other transactions require two staff members to successfully complete the transaction.
- Board review of monthly investment transactions and check register.
- Securities purchased from any bank or dealer are placed with an independent third party for custodial safekeeping.
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- Remote access of online banking is accomplished through a dedicated virtual machine.
- There is segregation of duties, to the extent possible, throughout the accounting and related functions including Accounts Payable, Payroll, Human Resources, General Ledger, Investments and cash handling. These controls are reviewed annually by our independent Financial Auditors.
- Accounting staff is encouraged to take periodic normal vacation periods, ensuring that no one person guards a particular function for an extended period of time without some oversight.
- The same individual that makes deposits does not reconcile the bank accounts.
- Review of non-standard journal entries by Senior Accounting and Financial Analyst(s) or Accounting & Financial Analyst I/II(s). The Business Services Workgroup Manager/CFO or their designee shall review and approve all journal entries prepared by the accounting staff.
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- Continue to identify and implement new controls to address changes in technology or District practices.
- Bank signatories will include all Board members and the General Manager.
- System generated check signatures will be the Board President and the General Manager.

The District balances internal controls with the value they provide.

Business Services Responsibility

Business Services is responsible for following the internal controls identified in the Policy.

Management Responsibility

Management is responsible for ensuring adherence to the District's Internal Controls policy.

Approved by: Board of Directors

Author/owner: Business Services Workgroup Manager/CFO

Reviewers: Executive Team, Audit Committee

Notify Person: Business Services Workgroup Manager/CFO

Revision frequency: Every 3 years

Next Revision: January 2027



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Karen W. Murphy
Attorney

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 13**

TITLE: **Reject the Sole Bid Received for the FY23 Cast Iron/Pipe Lining Project and Authorize Staff to Re-Bid the 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
Lupita Leon, Junior Engineer

Recommendation

Staff recommends the Board reject the sole bid received for the FY23 Cast Iron/Pipe Lining Project (Project) and authorize staff to re-bid the project.

Discussion

The Project was advertised for bids on December 5, 2023. Staff received and opened one bid on January 29, 2024. The bid results are summarized in the table below and shown in further detail in the attached Table 1.

Contractor	Total Contract Price
Kerex Engineering, Inc. Martinez, CA	\$877,000

The Engineer’s Estimate for the Total Contract Price is \$594,000. Kerex Engineering, Inc. (Kerex) was the sole bidder with a total bid amount of \$877,000 or 47.6% above the Engineer’s Estimate.

Staff reviewed Kerex’s bid and found it to be non-responsive based on the following:

- The bid schedule submitted by Kerex was incomplete and did not include prices for Bid Item Nos. 20 and 21.
- Kerex does not meet the minimum experience requirements set forth in the bid documents.

- Kerex listed one subcontractor with their bid, Christian Brothers Lining Co., whose portion of the work equates to \$510,750 or 58% of the total bid amount. The bid documents require that the primary bidder's portion of the work shall equate to at least 70% of the total bid.

Based on the information above, staff is recommending that the Board reject Kerex's bid and authorize staff to re-bid the project. Staff notified Kerex of its intent to reject its bid, and Kerex did not file a protest. Public Contract Code Section 20805 allows the District to reject bids at its discretion.

Staff conducted an extensive outreach effort prior to bidding this project; however, the number of potential bidders is limited due to the relatively small contract price and its specialized scope of work. Furthermore, staff reached out to contractors who initially demonstrated interest in bidding the Project but ultimately did not submit a bid. Feedback received was that the timing conflicted with some other bidding opportunities and that some of the heavy traffic control and permitting requirements made this project less desirable.

Prior to re-bidding the Project, staff will review any potential schedule conflicts with other projects out to bid during the same period. Staff will also engage agencies and consultants to inquire about other projects out to bid so that we can select a bid opening date with limited conflicts.

Background

The District's routine television inspection of the collection system identifies pipelines with maintenance problems and structural defects. Many of these sewers were observed by staff to have cast iron pipe segments which are susceptible to corrosion build-up called tuberculation due to presence of hydrogen sulfide gas inside the sewers. Sewer mains with cast iron pipe segments are placed on a more frequent maintenance program, since the corrosion must be closely monitored and cleaned before it becomes problematic. Severe tuberculation can reduce pipe capacity and cause a blockage in the line. These sewers are scattered throughout the District and previously used in the construction of sewer mains specifically for crossings with other utilities, such as storm drains and water pipes. Upon evaluation of remedial alternatives, it was determined that rehabilitation of these sewers, by CIPP trenchless method, was the most feasible option.

The previous projects to rehabilitate cast iron and clay pipes using the CIPP method are summarized as follows:

Project	Number of Repairs	Cost
Project 1	23	\$237,500
Project 2	27	\$252,050
Project 3	22	\$145,500
Project 4	23	\$436,448
Project 5	24	\$385,424
Project 6	10	\$242,109
Project 7	13	\$290,389
Project 8 (FY21 Project)	15	\$307,015
Total	157	\$2,296,435

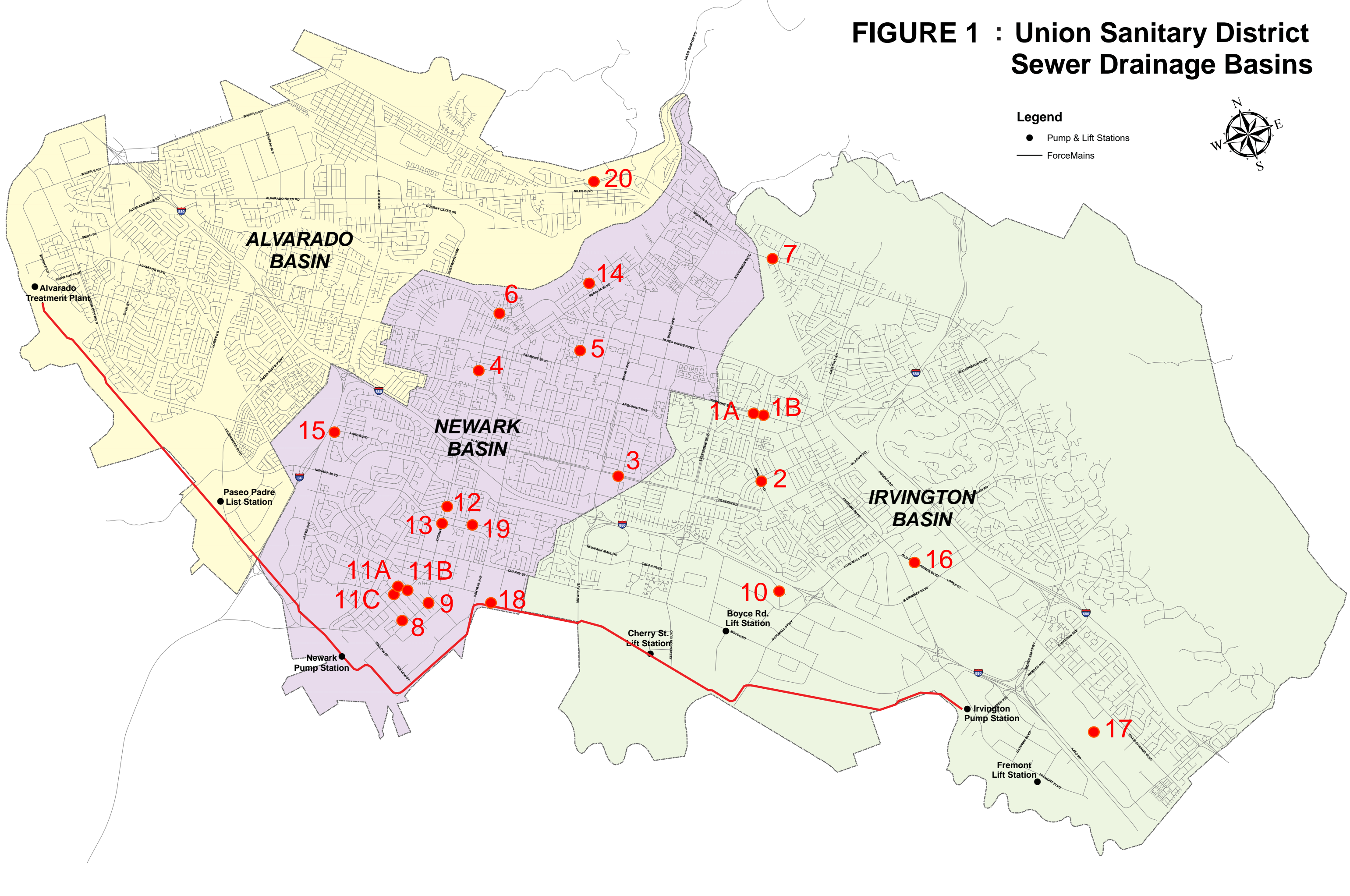
The FY23 Cast Iron/Pipe Lining Project, which will be the ninth project of this type, identifies 23 sewer mains in need of rehabilitation. Please see Figure 1 for the site locations.

Previous Board Action

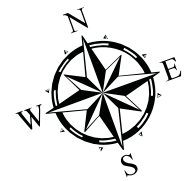
None.

Attachment: Figure 1 – Site Locations
Table 1 – Bid Tabulation Sheet

FIGURE 1 : Union Sanitary District Sewer Drainage Basins



Legend
 ● Pump & Lift Stations
 — ForceMains



**FY23 Cast Iron/Pipe Lining Project
Table 1 - Bid Tabulation Sheet**

FY23 Cast Iron/Pipe Lining Project, Project No. 800-578
Bid Tabulation
Bid Opening: 2:30 pm, January 29, 2024
Engineer's Estimate: \$594,000

Item	Description	Quantity	Unit	Kerex Engineering, Inc. Martinez, CA	
					Total
1A	Site No. 1A - Fremont Blvd & Grimmer Blvd	1	LS	\$	35,500.00
1B	Site No. 1B - Grimmer Blvd & Fremont Blvd	1	LS	\$	33,500.00
2	Site No. 2 - Grimmer Blvd & Carol Blvd	1	LS	\$	33,500.00
3	Site No. 3 - Blacow Rd & Royal Palm Dr	1	LS	\$	35,500.00
4	Site No. 4 - Holly St & Thornton Ave	1	LS	\$	35,500.00
5	Site No. 5 - Dalton Cm & Eggers Dr	1	LS	\$	35,500.00
6	Site No. 6 - Paseo Padre Pw & Collin Ct	1	LS	\$	38,500.00
7	Site No. 7 - Mission Blvd & Las Palmas Ave	1	LS	\$	36,500.00
8	Site No. 8 - Spruce St & Wells Ave	1	LS	\$	23,000.00
9	Site No. 9 - Oak St & Wells Ave	1	LS	\$	38,500.00
10	Site No. 10 - Albrae St & Lawrence Pl	1	LS	\$	30,500.00
11A	Site No. 11A - Elm St & Thornton Ave	1	LS	\$	39,500.00
11B	Site No. 11B - Thornton Ave & Elm St	1	LS	\$	41,000.00
11C	Site No. 11C - Locus St & Thornton Ave	1	LS	\$	40,000.00
12	Site No. 12 - Thornton Ave & Mayhews Landing Rd	1	LS	\$	40,000.00
13	Site No. 13 - Thornton Ave & Newark Blvd	1	LS	\$	58,000.00
14	Site No. 14 - Nunes Ln & Utah Wy	1	LS	\$	36,000.00
15	Site No. 15 - Lake Blvd & Jarvis Ave	1	LS	\$	74,000.00
16	Site No. 16 - Old Warm Springs Blvd	1	LS	\$	43,000.00
17	Site No. 17 - Kato Rd Easement & UPRR Crossing	1	LS	\$	58,000.00
18	Site No. 18 - Central Ave & UPRR/Amtrak Crossing	1	LS	\$	35,500.00
19	Site No. 19 - Birch St & Ezra Dr	1	LS	\$	36,000.00
20	Site No. 20 - Mission Blvd & Niles Blvd	1	LS	\$	-
21	Mobilization and Demobilization	1	LS	\$	-
Total Base Bid				\$	877,000
Percent Under/Over Engineer's Estimate					47.6%



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Paul R. Eldredge
*General Manager/
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Karen W. Murphy
Attorney

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 14**

TITLE: Consider a Resolution to Accept a Sanitary Sewer Easement for Tract 8512 – Roberts Avenue Townhomes, Located at Cliffwood Common and Roberts Avenue, in the City of Fremont (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Raymond Chau, Technical Services Work Group Manager
Richard Thow, Customer Service Team Coach
Andrew Baile, Assistant Engineer

Recommendation

Staff recommends the Board consider a resolution to accept a sanitary sewer easement for Tract 8512 – Roberts Avenue Townhomes, located at Cliffwood Common and Roberts Avenue, in the City of Fremont.

Discussion

The developer, Roberts Fremont, LP, has constructed a residential development consisting of 36 condominium units in 9 buildings, located at Cliffwood Common and Roberts Avenue, in the City of Fremont. Figure 1 includes a vicinity map of the development.

The roadways of the development do not meet the City of Fremont’s street dimensions and structure setback requirements for public streets and were, therefore, designated as private. Roberts Fremont, LP, has constructed new 8-inch sewer mains within the private roadways, and has granted the District a sanitary sewer easement that provides for access and maintenance of the new public sewer mains in the private roadways.

A legal description and plat map have been prepared for the grant of easement. District staff has reviewed the documents and recommends approval.

Background

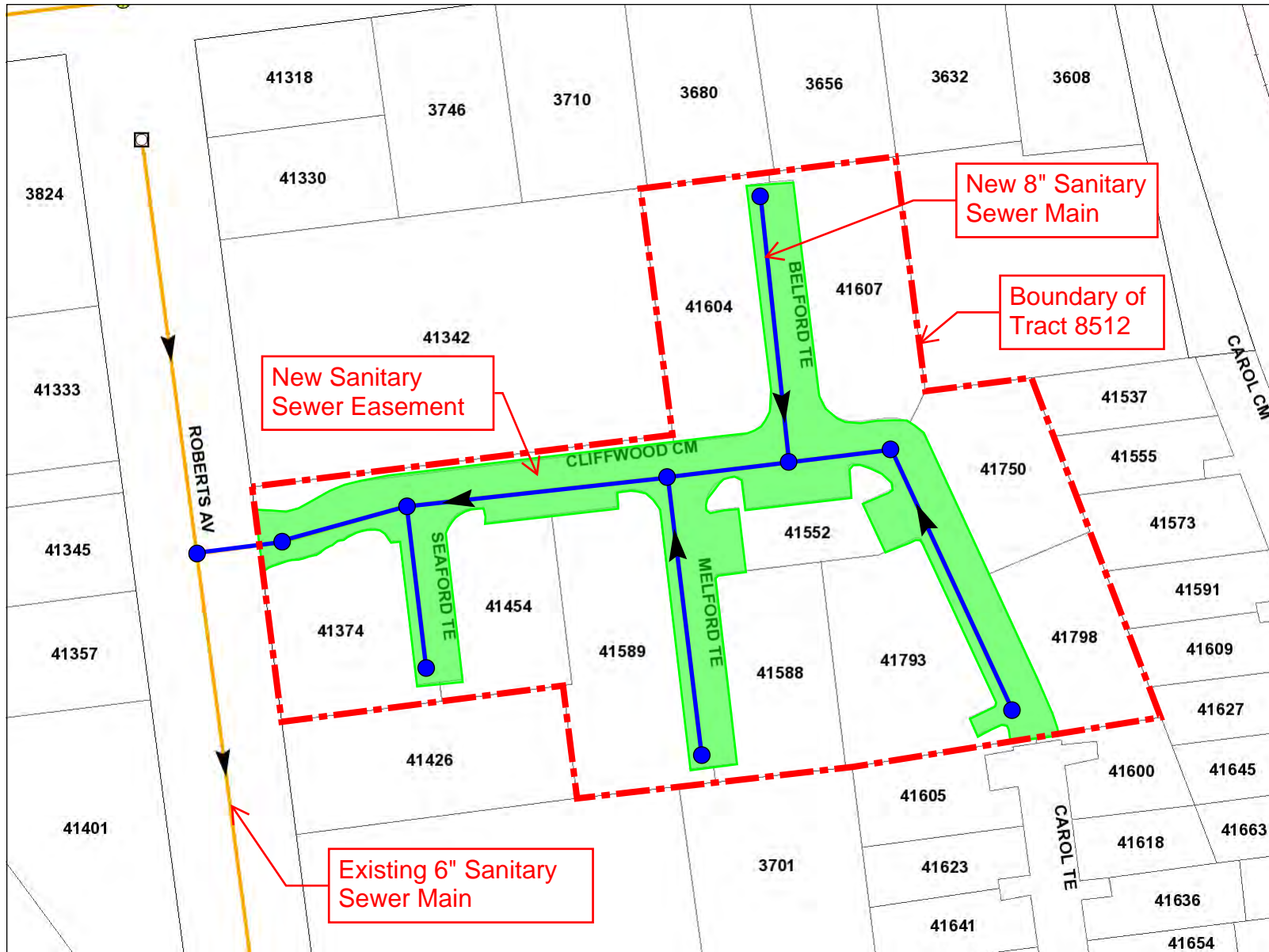
None.

Previous Board Action

None.

Attachments: Figure 1 - Vicinity Map
Resolution Accepting Grant of Easement
Grant of Easement Recording Request with Certificate of Acceptance
Grant of Easement for Sanitary Sewer Purposes with Exhibits A & B

Figure 1 - Vicinity Map: Grant of SSE, Tract 8512 - Roberts Avenue Townhomes, Fremont



Legend

- Sewer Sheet Pile History
- Sewer Manholes**
 - Weir
 - Drop manhole
 - End Cap
 - Forcemain access
 - Forcemain air release
 - Forcemain blow off
 - Junction structure
 - Lamp hole
 - Lift station
 - Manhole
 - Pump Station
 - Riser
- Sewer Mains**
 - <all other values>
 - EBDA outfall
 - Forcemain
 - Gravity main
 - Overflow main
 - Siphons
 - Trunk Main
 - New Sewer Easement
- Public Right of Way

78.9 0 39.44 78.9 Feet



1: 947



Printed: 10/26/2018 10:04 PM

For USD use only

The information on this map is provided by Union Sanitary District (USD) for internal use only. Such information is derived from multiple sources which may not be current, be outside the control of USD, and may be of indeterminate accuracy. The information provided hereon may be inaccurate or out of date and any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk.

Notes

RESOLUTION NO. _____

**ACCEPT A SANITARY SEWER EASEMENT FOR
TRACT 8512 – ROBERTS AVENUE TOWNHOMES, LOCATED AT
CLIFFWOOD COMMON AND ROBERTS AVENUE,
IN THE CITY OF FREMONT, CALIFORNIA**

RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby accepts the Grant of Easement from ROBERTS FREMONT, LP, executed on October 12, 2021, as described in the Grant of Sanitary Sewer Easement, and by the legal description and plat map, attached as Exhibits A and B, respectively.

FURTHER RESOLVED by the Board of Directors of UNION SANITARY DISTRICT that it hereby authorizes the General Manager/District Engineer, or his designee, to attend to the recordation thereof.

On motion duly made and seconded, this resolution was adopted by the following vote on February 26, 2024:

AYES:

NOES:

ABSENT:

ABSTAIN:

Manny Fernandez
President, Board of Directors
Union Sanitary District

Attest:

Tom Handley
Secretary, Board of Directors
Union Sanitary District

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:
Union Sanitary District
Attn: Regina McEvoy
5072 Benson Road
Union City, CA 94587

Record Without Fee
*Pursuant to Government Code
Section 27383*

Space Above Reserved for Recorder's Use Only

Documentary Transfer Tax \$0.00, consideration less than \$100 (R&T Code 11911)
This instrument is exempt from recording fees (Govt. Code 27383)

GRANT OF EASEMENT

BY AND BETWEEN

ROBERTS FREMONT, LP

AND

UNION SANITARY DISTRICT

Effective Date: February 26, 2024

CERTIFICATE OF ACCEPTANCE
(Grant of Easement)

This is to certify that the interest in real property conveyed by the Grant of Easement for Sanitary Sewer Purposes, dated October 12, 2021, from ROBERTS FREMONT, LP to UNION SANITARY DISTRICT, an independent special district ("**District**"), is hereby accepted by the undersigned officer or agent on behalf of the District pursuant to authority conferred by Resolution No. _____, dated February 26, 2024, and the District consents to recordation thereof by its duly authorized officer.

Date: _____, 2024

District

UNION SANITARY DISTRICT

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

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss
County of Alameda)

On _____, 2024, before me, Regina Dyan McEvoy ,
(Name of Notary)

notary public, personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Notary Signature)

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Union Sanitary District
5072 Benson Road
Union City, CA 94587-2508
Attention: Board Clerk

(ABOVE LINE FOR RECORDER'S USE ONLY)

Exempt from Recording Fee
Per Gov't Code section 27383

GRANT OF SANITARY SEWER EASEMENT

This Grant of Sanitary Sewer Easement (the "**Agreement**") is made and entered into as of OCT, 12th, 2021 ("**Effective Date**"), by and between ROBERTS FREMONT, LP, a California Limited Partnership ("**Grantor**") and UNION SANITARY DISTRICT, a sanitary district organized under the laws of the State of California ("**Grantee**"). Grantor and Grantee may each be referred to as a "**Party**" or collectively as the "**Parties**."

RECITALS

A. Grantor is the fee owner of that certain real property located at 41354 Roberts Avenue in the City of Fremont, County of Alameda, State of California, identified as Alameda County Assessor Parcel Number 525-605-27, and more particularly described and depicted in Exhibit A attached hereto and incorporated herein by this reference ("**Grantor Property**").

B. Union Sanitary District ("**USD**") desires to obtain an easement over a portion of the Grantor Property for sanitary sewer pipe and related appurtenances in order to effectuate the development of nine residential condominium units for Tract 8512.

C. The Parties enter into this Agreement to provide USD with a recorded easement for a sanitary sewer pipe and any related appurtenances and for ingress to and egress from the easement area and over Grantor Property.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

1. Grant of Sanitary Sewer Easement. Grantor hereby grants and dedicates to Grantee a non-exclusive perpetual easement in, over, under, and upon that certain real property described and depicted in Exhibit B ("**Easement Area**"), together with the perpetual right of ingress to and egress from the Easement Area, for sanitary sewer purposes, including the rights to access, excavate, install, replace, repair, reconstruct, upgrade, and maintain sanitary sewer pipes and facilities located within the Easement Area.

2. Limitation on Improvements; Landscaping. Grantor covenants and agrees to keep the Easement Area free and clear of buildings, trees, or structures of any kind, except for low level landscaping, legal fences, and ground surfacing such as gravel, brick, unreinforced concrete, stone and asphalt.

3. Entire Agreement. This Agreement contains the entire understanding and agreement of the Parties relating to the rights herein granted and the obligations herein set forth. Any prior, contemporaneous, or subsequent written or oral representations and modifications concerning this Agreement shall be of no force or effect. This Agreement may be amended only by a written instrument signed by both Grantor and Grantee.

4. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall, for all purposes, be deemed an original and all such counterparts, taken together, shall constitute one and the same instrument.

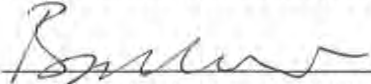
5. Recitals; Exhibits. The Recitals above and Exhibits attached hereto are incorporated herein by reference.

6. Covenants Running with the Land. Grantor Property is to be burdened by, and Grantee is to be benefited by, the provisions of this Agreement, and such property is to be benefited and burdened, as applicable by the covenants in this Agreement and is to be held, conveyed, hypothecated, encumbered, leased, rented, used, occupied, and improved subject to the foregoing limitations, restrictions, easements, covenants, obligations and conditions. All provisions of this Agreement shall run with the land and be binding upon and inure to the benefit of Grantor Property and all parties having or acquiring any right, title, or interest in Grantor Property and shall be binding upon and inure to the benefit of the Grantee and its successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed as of the day and year first above written.

GRANTOR:

ROBERTS FREMONT, LP
By: PAN CAL CORPORATION, ITS GP

By: 
Name: BENJAMIN CHUI
Its: VICE-PRESIDENT
(signature must be notarized)

GRANTEE:

UNION SANITARY DISTRICT

By: _____
Name: Paul R. Eldredge
Its: General Manager
(signature must be notarized)

All-purpose Acknowledgment California only

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

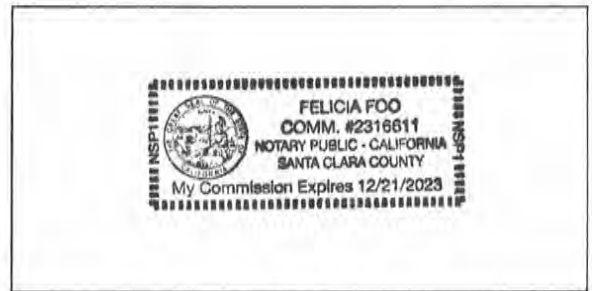
County of Santa Clara

On Oct 12th, 2021 before me, FELICIA FOO, Notary Public (here insert name and title of the officer),

personally appeared BENJAMIN CHUI

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



Notary Seal

WITNESS my hand
and official seal.

Signature [Handwritten Signature]

For Bank Purposes Only

Description of Attached Document

Type or Title of Document GRANT OF SANITARY SEWER EASEMENT

Document Date 10/12/21 Number of Pages (2)

Signer(s) Other Than Named Above PAUL R. EL DREDGE

EXHIBIT A
LEGAL DESCRIPTION
SANITARY SEWER EASEMENT CONVEYED TO UNION SANITARY DISTRICT
TRACT 8512 (367 M 6)
FREMONT, CALIFORNIA

ALL THAT REAL PROPERTY SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF FREMONT, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING PARCEL A, LABELED AS PUE - PUBLIC UTILITY EASEMENT, OF TRACT 8512 FILED SEPTEMBER 24, 2021 IN BOOK 367 OF MAPS AT PAGES 6-12, ALAMEDA COUNTY RECORDS AND SHOWN ON EXHIBIT B - PLAT MAP OF SANITARY SEWER EASEMENT GRANTED TO UNION SANITARY DISTRICT.

CONTAINING 23,360 SQUARE FEET OF LAND, MORE OR LESS.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

END OF DESCRIPTION

 10/12/2021

MARK H. WEHBER, P.L.S.
L.S. NO. 7960



EXHIBIT B

PLAT MAP OF SANITARY SEWER EASEMENT GRANTED TO
UNION SANITARY DISTRICT
CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

INST. NO.
2019027895



10/12/2021

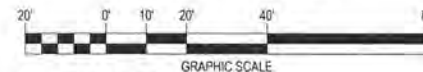
LINE TABLE		
NO.	BEARING	LENGTH
L1	N86°44'39"E	7.90'
L2	N82°02'07"E	4.09'
L3	N07°59'59"W	7.50'
L4	N82°02'07"E	4.63'
L5	N07°57'53"W	5.50'
L6	N07°57'53"W	5.50'
L7	N82°02'07"E	4.63'
L8	N88°54'19"W	10.53'
L9	N07°57'53"W	6.00'
L10	N07°59'34"W	7.50'
L11	N82°02'07"E	12.00'
L12	N82°02'07"E	24.00'
L13	N82°02'07"E	14.50'
L14	N82°01'54"E	15.96'
L15	N07°57'53"W	7.78'
L16	N86°44'39"E	1.68'
L17	N07°58'06"W	7.79'
L18	N82°02'07"E	49.46'
L19	N07°57'53"W	1.82'
L20	N82°02'07"E	12.00'
L21	N82°02'07"E	12.00'
L22	N07°59'22"W	6.50'
L23	N07°57'53"W	6.00'

TRACT 8512

FOR CONDOMINIUM PURPOSES
36 RESIDENTIAL UNITS
CONSISTING OF 7 SHEETS
BEING A SUBDIVISION OF LOT 1 OF PARCEL MAP 6154,
RECORDED IN BOOK 198 OF MAPS, AT PAGES 88 AND 89
OFFICIAL RECORDS OF ALAMEDA COUNTY
CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA



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SCALE: 1" = 30' JULY 2021



BASIS OF BEARINGS:

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF ROBERTS AVENUE AS DETERMINED BY FOUND IRON PINS IN CONCRETE SHOWN HEREON, THE BEARING BEING N07°57'53"W PER PARCEL MAP 6154 (198 M 88).

LEGEND

	SUBDIVISION BOUNDARY LINE
	LOT LINE / PARCEL LINE
	EASEMENT LINE
	MONUMENT LINE
	CENTERLINE
	TOTAL
	RADIAL
	CENTERLINE TO CENTERLINE
	MONUMENT TO MONUMENT
	MONUMENT TO CENTERLINE
	MONUMENT TO PROPERTY LINE
	FOUND 1" x 1" IRON PIN IN CONCRETE IN WELL
	FOUND 2 1/2" BRASS DISK IN CONCRETE, RE 30799
	FOUND MONUMENT AS NOTED
	SET STANDARD STREET MONUMENT, LS 7960
	EMERGENCY VEHICLE ACCESS EASEMENT
	PRIVATE STORM DRAIN EASEMENT
	PUBLIC UTILITY EASEMENT
	PRIVATE VEHICLE ACCESSWAY
	SANITARY SEWER EASEMENT AREA

REFERENCES:

- (#) INDICATES REFERENCE NUMBER
- (1) PARCEL MAP 6154 (198 M 88)
- (2) TRACT MAP 6477 (199 M 80)
- (3) RECORD OF SURVEY 1992 (30 RS 29)
- (4) TRACT 1593 (36 M 31)

NOTES:

- ALL DISTANCES SHOWN ARE FEET AND DECIMALS THEREOF AND ARE GROUND LEVEL DISTANCES.
- MONUMENT TIES ARE PERPENDICULAR TO THE MONUMENT LINES UNLESS OTHERWISE NOTED.
- MEASURED COURSE DATA SHOWN HEREON MATCHES RECORD DATA PER THE REFERENCES NOTED UNLESS OTHERWISE SHOWN IN PARENTHESES.

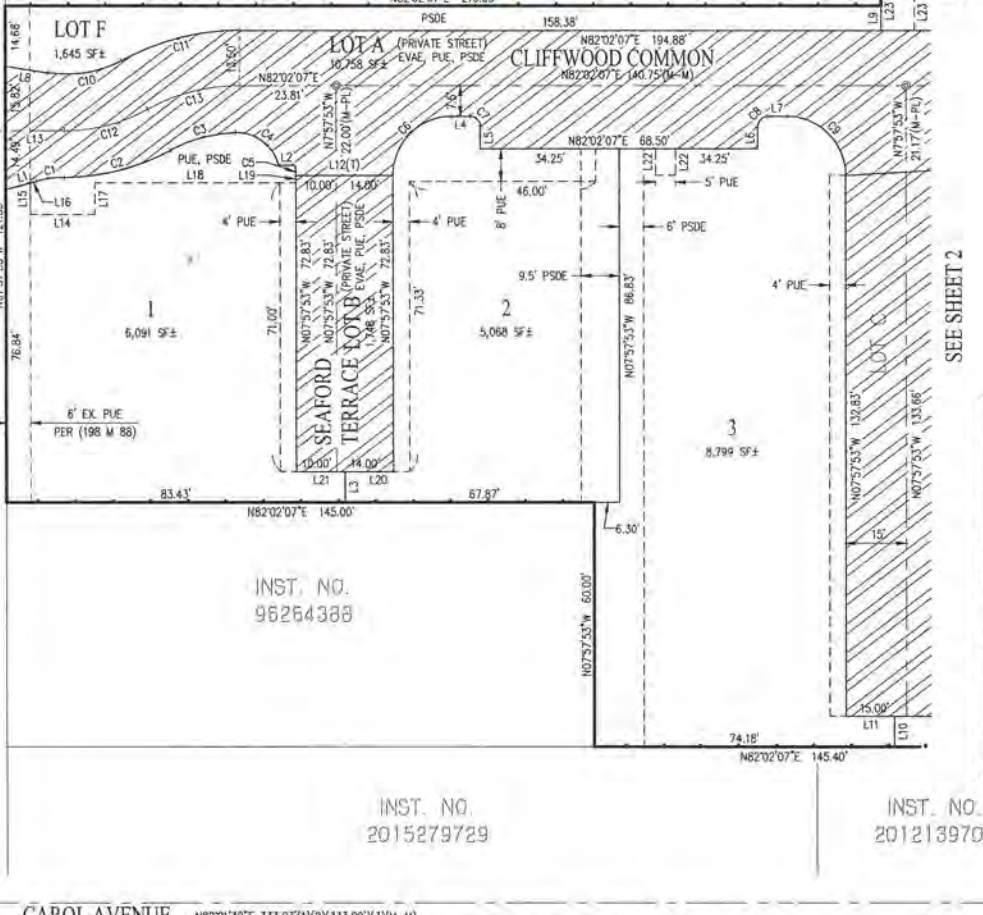
(1)(X3)

N07°57'53"W 282.12'(CL-M)

ROBERTS AVENUE

N07°57'53"W 332.09'(M-M)
N07°57'53"W 199.73'(CL-CL)

(1)(X2)(4)



INST. NO.
96264388

INST. NO.
2015279729

INST. NO.
2012139702

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C1	25.50'	152°4'09"	6.85'
C2	54.50'	28°44'09"	27.33'
C3	35.50'	27°01'58"	16.75'
C4	10.50'	77°49'57"	14.26'
C5	14.50'	95°2'44"	2.50'
C6	14.50'	90°00'00"	22.78'
C7	2.50'	90°00'00"	3.93'
C8	2.50'	90°00'00"	3.93'
C9	14.50'	90°00'00"	22.78'
C10	29.54'	36°26'12"	18.79'
C11	60.50'	28°37'28"	30.23'
C12	43.00'	28°37'28"	21.48'
C13	47.00'	28°37'28"	23.48'

SEE SHEET 2

EXHIBIT B

PLAT MAP OF SANITARY SEWER EASEMENT GRANTED TO
UNION SANITARY DISTRICT
CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

TRACT 8512

FOR CONDOMINIUM PURPOSES
36 RESIDENTIAL UNITS
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CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

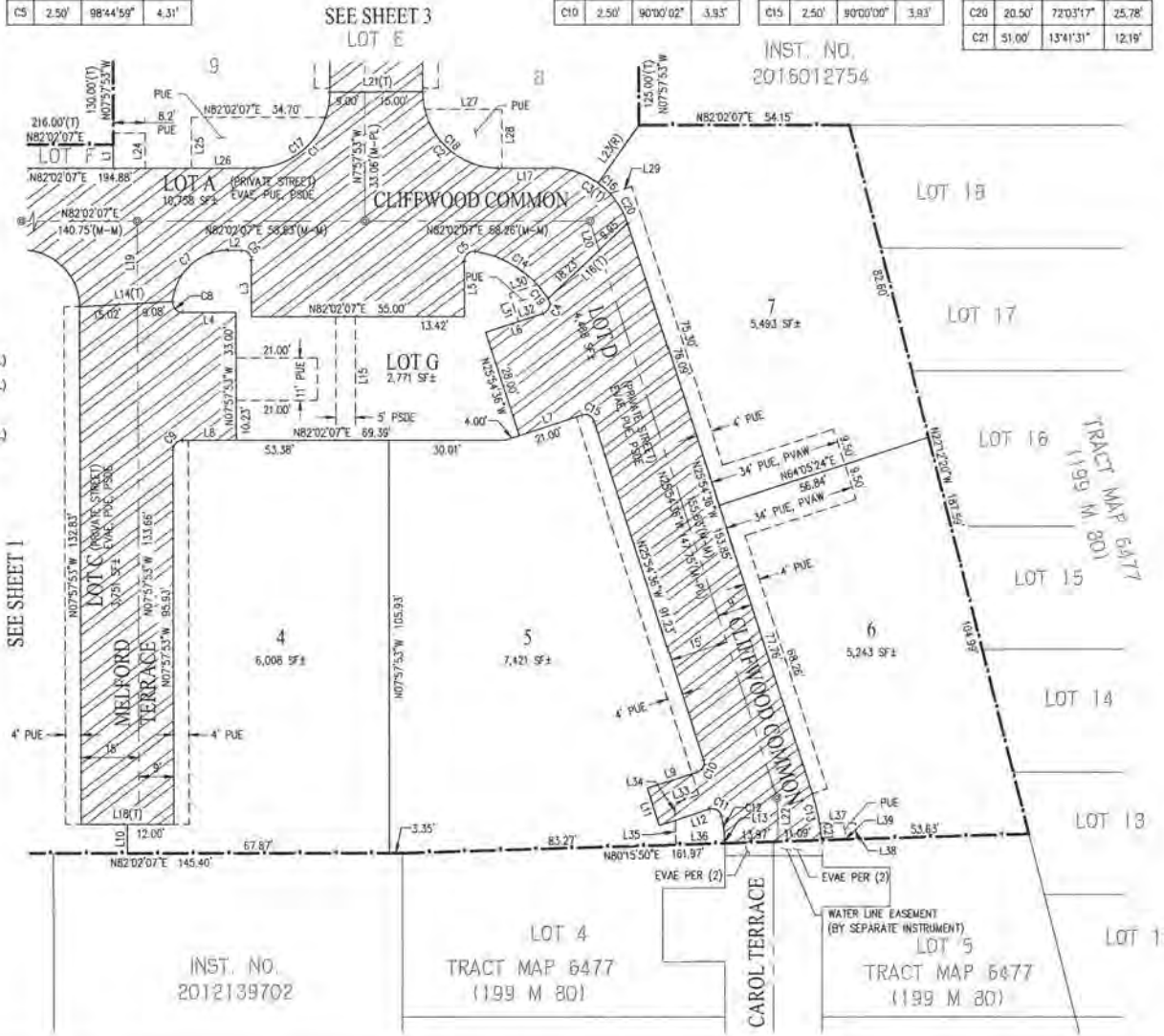
LINE TABLE		
NO	BEARING	LENGTH
L1	N07°57'53"W	6.00'
L2	N82°02'07"E	3.50'
L3	N07°57'53"W	14.50'
L4	N82°02'07"E	13.95'
L5	N07°57'53"W	14.21'
L6	N64°05'24"E	15.60'
L7	N64°05'24"E	17.00'
L8	N82°02'07"E	14.00'
L9	N64°05'24"E	13.50'
L10	N07°59'34"W	7.50'
L11	N25°54'36"W	10.00'
L12	N64°05'24"E	13.42'
L13	N08°17'44"W	0.85'
L14	N78°52'07"E	24.10'
L15	N07°57'53"W	31.90'
L16	N38°49'42"E	28.18'
L17	N82°02'07"E	13.94'
L18	N82°02'07"E	24.00'
L19	N07°57'53"W	21.17'
L20	N25°54'36"W	7.88'
L21	N82°01'10"E	24.00'
L22	N09°56'08"W	11.28'
L23	N27°36'43"E	18.25'
L24	N07°59'22"W	8.91'
L25	N07°57'53"W	13.00'
L26	N82°02'07"E	16.32'
L27	N82°02'07"E	19.43'
L28	N07°57'53"W	15.00'
L29	N64°05'24"E	5.94'
L30	N64°05'24"E	7.54'
L31	N25°54'36"W	7.50'
L32	N64°05'24"E	15.80'
L33	N64°05'24"E	6.57'
L34	N09°44'10"W	4.45'
L35	N09°44'10"W	6.29'
L36	N80°15'50"E	12.54'
L37	N82°02'07"E	9.28'
L38	N09°44'10"W	4.12'
L39	N80°15'49"E	8.90'

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C1	19.50'	90°09'22"	30.68'
C2	19.50'	90°10'28"	30.69'
C3	20.50'	72°03'17"	25.78'
C4	2.50'	105°10'05"	4.59'
C5	2.50'	98°44'59"	4.31'

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C6	2.50'	90°00'00"	3.93'
C7	14.50'	84°43'58"	21.44'
C8	2.50'	95°16'03"	4.16'
C9	2.50'	90°00'00"	3.93'
C10	2.50'	90°00'02"	3.93'

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C11	2.50'	94°34'05"	4.13'
C12	27.00'	130°2'47"	6.15'
C13	51.00'	134°1'31"	12.19'
C14	27.50'	48°08'13"	23.10'
C15	2.50'	90°00'00"	3.93'

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C16	20.50'	36°26'41"	13.04'
C17	19.50'	70°31'45"	24.00'
C18	19.50'	90°10'28"	30.69'
C19	27.50'	48°08'13"	23.10'
C20	20.50'	72°03'17"	25.78'
C21	51.00'	134°1'31"	12.19'



BASIS OF BEARINGS:
THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF ROBERTS AVENUE AS DETERMINED BY FOUND IRON PINS IN CONCRETE SHOWN HEREON, THE BEARING BEING N07°57'53"W PER PARCEL MAP 6154 (198 M 56).

- LEGEND**
- SUBDIVISION BOUNDARY LINE
 - - - LOT LINE / PARCEL LINE
 - - - EASEMENT LINE
 - - - MONUMENT LINE
 - - - CENTERLINE
 - (T) TOTAL
 - (R) RADIAL
 - (CL-CL) CENTERLINE TO CENTERLINE
 - (M-M) MONUMENT TO MONUMENT
 - (M-CL) MONUMENT TO CENTERLINE
 - (M-PL) MONUMENT TO PROPERTY LINE
 - * FOUND 1" x 1" IRON PIN IN CONCRETE IN WELL
 - ⊙ FOUND 2 1/2" BRASS DISK IN CONCRETE, RE 30799
 - ⊙ FOUND MONUMENT AS NOTED
 - ⊙ SET STANDARD STREET MONUMENT, 45 7980
 - EVAE EMERGENCY VEHICLE ACCESS EASEMENT
 - PSDE PRIVATE STORM DRAIN EASEMENT
 - PUE PUBLIC UTILITY EASEMENT
 - PVAW PRIVATE VEHICLE ACCESSWAY
 - ▨ SANITARY SEWER EASEMENT AREA

- REFERENCES:**
- (#) INDICATES REFERENCE NUMBER
 - (1) PARCEL MAP 6154 (198 M 88)
 - (2) TRACT MAP 6477 (199 M 80)
 - (3) RECORD OF SURVEY 1992 (30 RS 29)
 - (4) TRACT 1593 (56 M 31)

- NOTES:**
1. ALL DISTANCES SHOWN ARE FEET AND DECIMALS THEREOF AND ARE GROUND LEVEL DISTANCES.
 2. MONUMENT TIES ARE PERPENDICULAR TO THE MONUMENT LINES UNLESS OTHERWISE NOTED.
 3. MEASURED COURSE DATA SHOWN HEREON MATCHES RECORD DATA PER THE REFERENCES NOTED UNLESS OTHERWISE SHOWN IN PARENTHESES.

EXHIBIT B

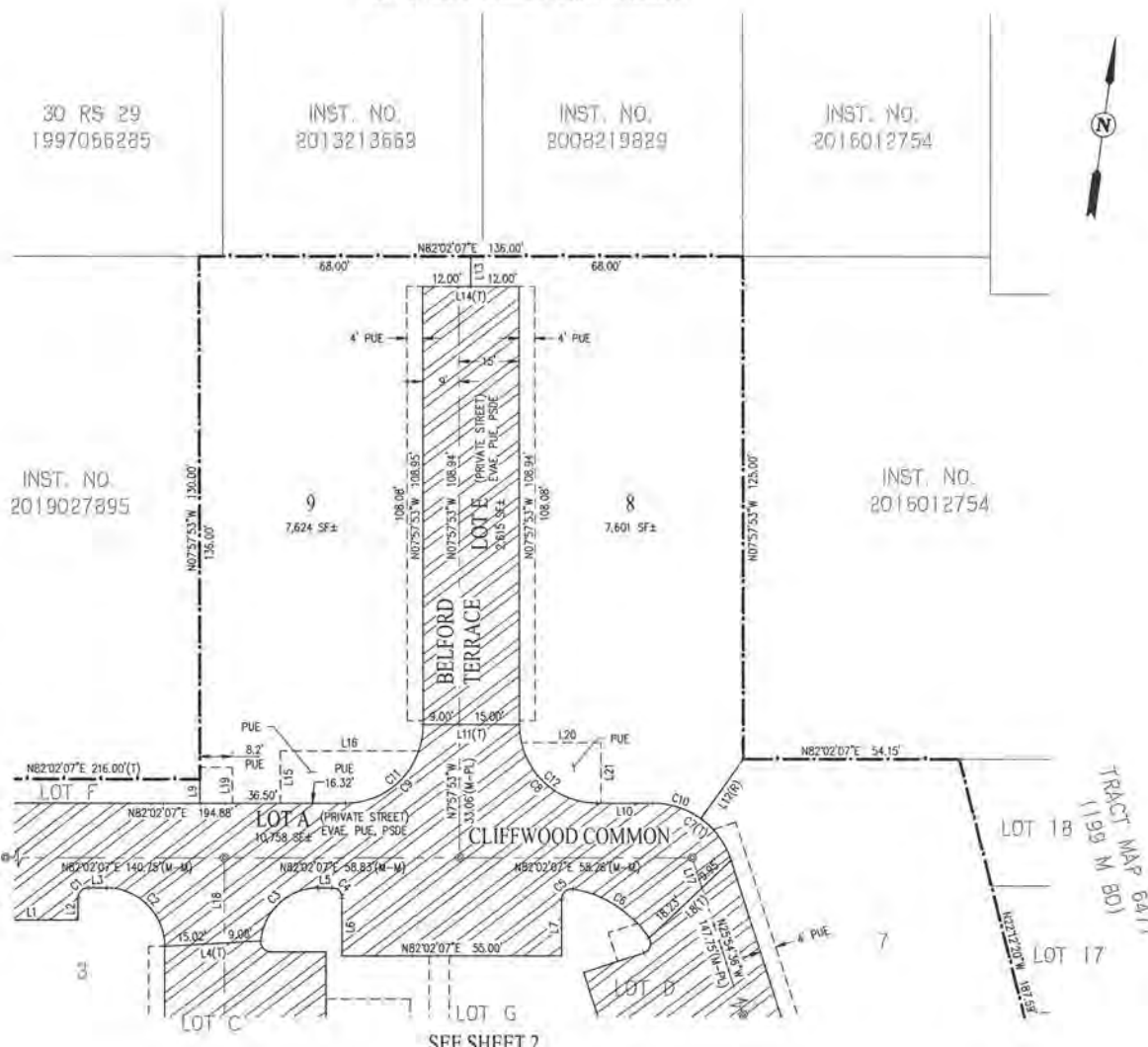
PLAT MAP OF SANITARY SEWER EASEMENT GRANTED TO
UNION SANITARY DISTRICT
CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

TRACT 8512

FOR CONDOMINIUM PURPOSES
36 RESIDENTIAL UNITS
CONSISTING OF 7 SHEETS
BEING A SUBDIVISION OF LOT 1 OF PARCEL MAP 6154,
RECORDED IN BOOK 198 OF MAPS, AT PAGES 88 AND 89
OFFICIAL RECORDS OF ALAMEDA COUNTY
CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

NO.	BEARING	LENGTH
L1	N82°02'07"E	68.50'
L2	N07°57'53"W	5.50'
L3	N82°02'07"E	4.63'
L4	N78°52'07"E	24.10'
L5	N82°02'07"E	3.50'
L6	N07°57'53"W	14.50'
L7	N07°57'53"W	14.20'
L8	N58°49'42"E	28.18'
L9	N07°57'53"W	6.00'
L10	N82°02'07"E	13.94'
L11	N82°01'10"E	24.00'
L12	N27°38'43"E	18.25'
L13	N07°57'53"W	7.50'
L14	N82°02'07"E	24.00'
L15	N07°57'53"W	13.00'
L16	N82°02'07"E	34.70'
L17	N25°54'36"W	7.88'
L18	N07°57'53"W	21.17'
L19	N07°59'22"W	8.91'
L20	N82°02'07"E	19.43'
L21	N07°57'53"W	15.00'

NO.	RADIUS	DELTA	LENGTH
C1	2.50'	90°00'00"	3.93'
C2	14.50'	90°00'00"	22.78'
C3	14.50'	84°43'58"	21.44'
C4	2.50'	90°00'00"	3.93'
C5	2.50'	98°44'58"	4.31'
C6	27.50'	48°08'13"	23.10'
C7	20.50'	72°03'17"	25.78'
C8	19.50'	90°10'28"	30.69'
C9	19.50'	90°09'22"	30.68'
C10	20.50'	35°36'36"	12.74'
C11	19.50'	70°31'45"	24.00'
C12	19.50'	90°10'28"	30.69'



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CIVIL ENGINEERS • SURVEYORS • PLANNERS
SCALE: 1" = 20'
JULY 2021

GRAPHIC SCALE: 0' 10' 20' 40' 80'

BASIS OF BEARINGS:
THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF ROBERTS AVENUE AS DETERMINED BY FOUND IRON PINS IN CONCRETE SHOWN HEREON, THE BEARING BEING N07°57'53"W PER PARCEL MAP 6154 (198 M 88).

- LEGEND**
- SUBDIVISION BOUNDARY LINE
 - LOT LINE / PARCEL LINE
 - EASEMENT LINE
 - MONUMENT LINE
 - CENTERLINE
 - (T) TOTAL
 - (R) RADIAL
 - (CL-CL) CENTERLINE TO CENTERLINE
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 - (M-PL) MONUMENT TO PROPERTY LINE
 - FOUND 1" x 1" IRON PIN IN CONCRETE IN WELL
 - ⊗ FOUND 2 1/2" BRASS DISK IN CONCRETE, RE 30799
 - FOUND MONUMENT AS NOTED
 - ⊙ SET STANDARD STREET MONUMENT, JS 7980
 - EVAE EMERGENCY VEHICLE ACCESS EASEMENT
 - PSDE PRIVATE STORM DRAIN EASEMENT
 - PUE PUBLIC UTILITY EASEMENT
 - PVAW PRIVATE VEHICLE ACCESSWAY
 - ▨ SANITARY SEWER EASEMENT AREA

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 3. MEASURED COURSE DATA SHOWN HEREON MATCHES RECORD DATA PER THE REFERENCES NOTED UNLESS OTHERWISE SHOWN IN PARENTHESES.



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

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 15**

TITLE: Consider Confirming and Declaring the Need to Continue the Emergency Action to Repair a Sinkhole on Cushing Parkway in the City of Fremont (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Jose Rodrigues, Collection Services Work Group Manager
Raymond Chau, Technical Services Work Group Manager
Curtis Bosick, CIP Team Coach
Andrew Majsce, Assistant Engineer

Recommendation

Receive an update on repairs and adopt motion by a four-fifths vote determining that there is a need to continue the action and confirming and declaring the continuance of the emergency.

Discussion

On February 12, 2024, the Board adopted a resolution declaring the need to authorize an emergency and the expenditure of funds to allow staff to proceed with the expeditious repair of a sinkhole on Cushing Parkway in the City of Fremont. Since this meeting, staff has issued written notification to McGuire and Hester to commence services in accordance with our emergency services contract. Additionally, McGuire and Hester has developed and submitted the required traffic control plans/permit applications to the City of Fremont.

After the determination of an emergency pursuant to Public Contract Code Section 22050, the Board is required to review the status of the emergency action at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. This staff report seeks such determination as there is a need to complete the actions described above.

Background

The District has an existing 36-inch reinforced concrete pipe (RCP) trunk sewer main at the intersection of Cushing Parkway and Auto Mall Parkway in the City of Fremont. There is a depression in the asphalt pavement adjacent to the pipeline due to ground subsidence that has progressed into a sinkhole. Below is a summary of the timeline of events:

- November 19, 2022: USD's contractor completed installation of CIPP liner for the 36-inch trunk sewer.
- May 28, 2023: USD staff responded to a trouble call for a road depression located at the intersection of Cushing Parkway and Auto Mall Parkway in the City of Fremont. The District dispatched a crew to perform a due diligence investigation. This investigation included reviewing previous inspection documents and performing a CCTV inspection of the 36-inch trunk sewer. Moreover, this trunk sewer was in good condition as it was recently rehabilitated using cured-in-place pipe (CIPP) lining methods. Thus, staff could not identify any potential causes of the road depression and the City of Fremont was notified of their findings. The City's maintenance staff installed a steel plate over the depression with the intention of repairing the pavement at a future date.
- September 22, 2023: City of Fremont discovered that the road depression had developed into a sinkhole when removing the steel plate to repair the pavement. The District was notified of the sinkhole; however, circumstances had not changed, and staff still did not believe that the trunk sewer could have been a contributing source. Accordingly, the City's maintenance staff performed some work to stabilize the road surface and reinstalled the steel plate.
- November 22, 2023: USD staff received a CCTV video from the contractor that performed the CIPP lining work, which identified a hole in the side of the RCP trunk sewer pipe at the 8 o'clock position. The video was previously taken by a contractor during the CIPP lining process, immediately after the pipe was cleaned but prior to the liner being installed. Following receipt of this video, staff have been in continued discussions with the City of Fremont regarding the best course of action to facilitate the necessary repairs.

Staff have been working with the City of Fremont and USD's geotechnical consultant to determine the best approach for making the necessary repairs. The consultant's recommendation is to excavate and replace impacted soils located within an area of the intersection; approximately 15 feet wide by 22 feet long by 7 feet deep. Refer to Figure 1 for a site plan that depicts roughly the size/location of the excavation and Figure 2 for a photo of the sinkhole.

Given that the wet weather season is under way and that the full extent of underground soil conditions is unknown, the repair of the sinkhole must be done as soon as possible and does not allow the time required for competitive bidding. This approach means that the District would not be developing a formal design to repair the road surface, but instead would rely on engineering sketches and field inspections by the geotechnical consultant to define the scope of the repair. Additionally, field adjustments may need to be made based on site conditions encountered (e.g., groundwater elevation, soil behavior, utility conflicts, traffic control, etc.). The City of Fremont supports an expedited repair of the roadway and does not have any objections to this approach.

The District's Purchasing Policy and California Public Contract Code (PCC) Section 20806 allow for emergency contracting without competitive bidding in accordance with the requirements of PCC Section 22050. Section 22050(a) provides that the District, pursuant to a four-fifths vote of the Board, "may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts."

In addition, the work is exempt under the California Environmental Quality Act (CEQA). CEQA Guidelines section 15269 establishes a statutory exemption for emergency repairs to public service facilities necessary to maintain service, and section 15301 establishes an exemption for repair of existing facilities.

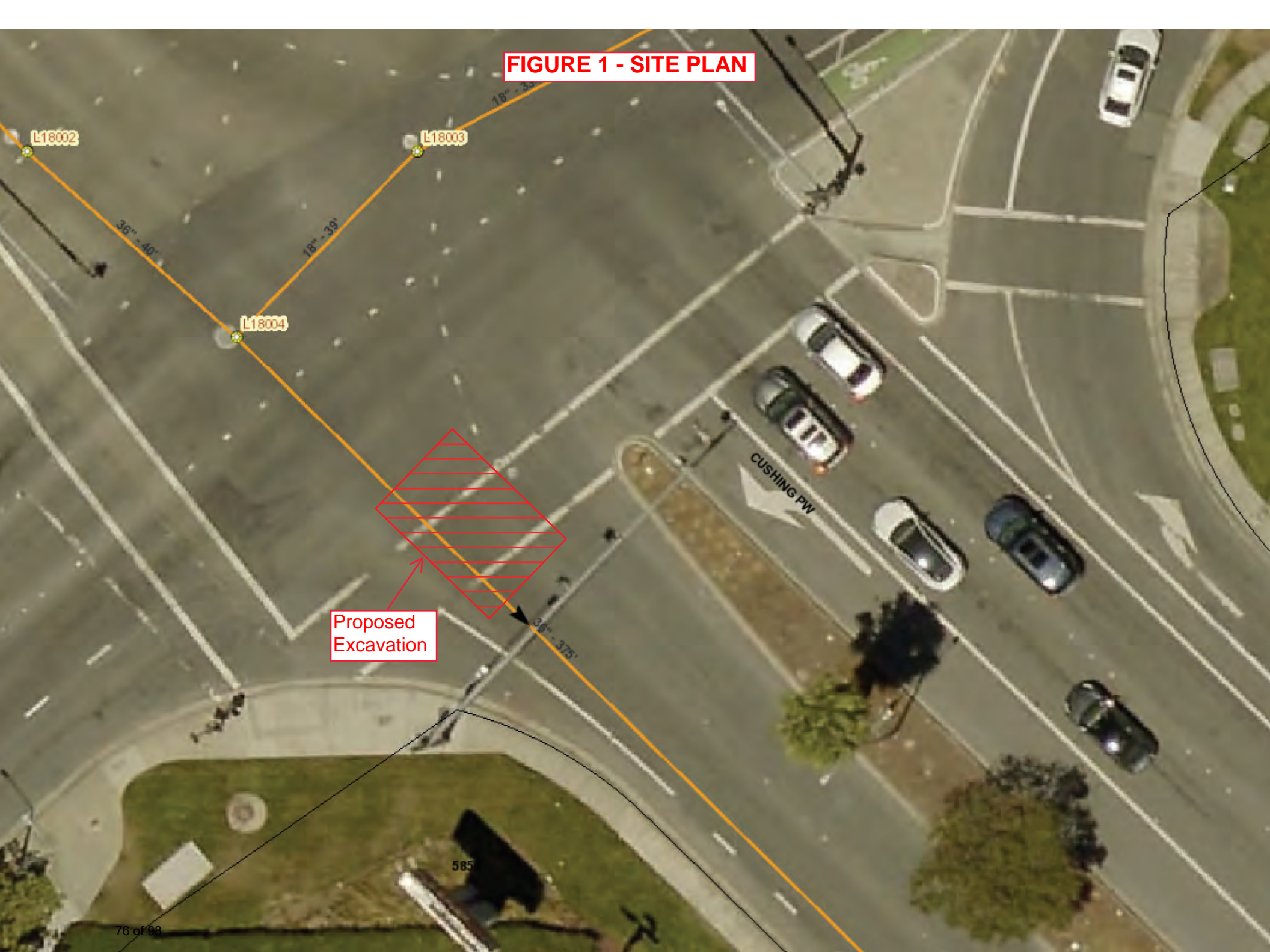
The attached Resolution No. 3007, adopted on February 12, 2024, addresses the requirements of the PCC to declare the emergency and authorize additional expenditures without the need for competitive bidding. As such the District has proceeded with the work under our emergency services contract with McGuire and Hester. Staff roughly estimates that the repairs could cost up to \$500,000.

Previous Board Action

February 12, 2024, the Board adopted a resolution declaring an emergency and authorizing the emergency expenditure of funds for repairing a sinkhole on Cushing Parkway in the City of Fremont.

Attachments: Figure 1 – Site Plan
Figure 2 – Photo
Resolution No. 3007

FIGURE 1 - SITE PLAN



Proposed
Excavation

585



Figure 2 – Sinkhole at Intersection of Cushing Parkway and Auto Mall Parkway

RESOLUTION NO. 3007

DECLARING AN EMERGENCY AND AUTHORIZING THE EMERGENCY EXPENDITURE OF FUNDS FOR REPAIRING A SINKHOLE ON CUSHING PARKWAY IN THE CITY OF FREMONT

WHEREAS, the road surface in the City of Fremont located at the intersection of Cushing Parkway and Auto Mall Parkway has been damaged by ground subsidence in the form of a sinkhole potentially due to a hole in the District's existing 36-inch RCP trunk sewer main; and

WHEREAS, given that wet weather season is under way and that the full extent of underground soil conditions is unknown, it is necessary for the District to expeditiously proceed with the repair; and

WHEREAS, compliance with competitive bidding procedures typically takes a number of months and would not allow prompt action to be taken to complete the repair, as required to safeguard the public and District facilities; and

WHEREAS, the District's Purchasing Policy and California Public Contract Code (PCC) Section 20806 allow for emergency contracting without competitive bidding in accordance with the requirements of PCC Section 22050; and

WHEREAS, California Environmental Quality Act (CEQA) Guidelines section 15269 establishes a statutory exemption for emergency repairs to public service facilities necessary to maintain service, and other specific actions necessary to prevent or mitigate an emergency and section 15301 establishes an exemption for repair of existing facilities; and

WHEREAS, the damage involves a clear and imminent threat, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, and essential public services.

NOW, THEREFORE, BE IT RESOLVED, BY THE UNION SANITARY DISTRICT BOARD OF DIRECTORS, BASED ON THE STAFF REPORT AND ORAL AND WRITTEN TESTIMONY, AS FOLLOWS:

1. The above recitals are true and correct and are material to this Resolution and are incorporated into this Resolution as findings of the District Board.
2. The Board finds that the repair is exempt under CEQA Guidelines sections 15269 and 15301 as the work is an emergency repair to an existing public facility necessary to maintain service.
3. The Board finds and declares, pursuant to Public Contract Code section 22050(a), that based on substantial evidence presented before the Board, the

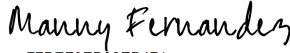
emergency will not permit a delay resulting from competitive solicitation for bids for the repair of the road surface over the District's sewer main, and that this action is necessary to respond to the emergency.

4. The Board authorizes staff to proceed with the repair of the road surface located at the intersection of Cushing Parkway and Auto Mall Parkway, and procurement of the necessary equipment, services, and supplies for that purpose without giving notice for bids to contracts.

5. The Board will review the status of the emergency at each subsequent meeting of the Board of Directors and vote to authorize continuation of this resolution until the emergency action is completed.


PASSED, APPROVED, AND ADOPTED by at least a four-fifths vote, at a regular meeting of the Board of Directors on this 12th day of February, 2024.

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

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MANNY FERNANDEZ
 President, Board of Directors
 Union Sanitary District

Attest:

DocuSigned by:

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TOM HANDLEY
 Secretary, Board of Directors
 Union Sanitary District



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

**FEBRUARY 26, 2024
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 16**

TITLE: **Solar and Cogeneration Facilities Operational Update (*This is an Information Item*)**

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

Recommendation

This is an information item.

Discussion

Alvarado Wastewater Treatment Plant Solar Carport

Since startup in September 2011 through December 31, 2023, the Solar Carport facility has generated a total of 2,442,899 kWh of power, which equates to \$504,497 in energy savings at the Plant. Additionally, the District received \$276,030 or approximately 109% of the estimated CSI incentive rebate from PG&E. The total benefit of the Solar Carport is \$780,527, which represents 87.7% of simple payback for the initial construction and ongoing maintenance costs of the facility.

Irvington Pump Station Solar Facility

Since startup in April 2012 through December 31, 2023, the solar facility has generated a total of 9,336,092 kWh of power, which equates to \$3,290,149 in energy savings at the Irvington Pump Station. Additionally, the District received \$680,632 or 109% of the estimated CSI incentive rebate from PG&E. The total benefit of the solar facility is \$3,970,781, which represents 138.5% of simple payback for the initial construction and ongoing maintenance costs of the facility.

Cogeneration Facility

Since startup in November 2014 through December 31, 2023, the facility has generated a total of 99,326,499 kWh of power, which equates to approximately \$10,655,480 in energy savings at the Plant. Additionally, the District received \$3,114,556 or 92.1% of the SGIP incentive rebate from PG&E. The total benefit of the cogeneration facility is \$13,770,035, which represents 87.1% of simple payback for the initial construction and maintenance costs of the facility.

USD labor and equipment costs have not been factored into the maintenance costs of these facilities. The rationale is that no personnel or equipment has been acquired specifically for the maintenance and the work has been accommodated to date with existing resources.

Staff will provide the Board with an operational update of the solar and cogeneration facilities on a semi-annual basis. The attached Table 1 summarizes the operational data that was discussed in this update.

Background

Alvarado Wastewater Treatment Plant Solar Carport

The District completed construction of the solar carport facility located at the Alvarado Wastewater Treatment Plant at a cost of \$884,000 and began operation in September 2011. The original system consisted of 637 solar panels and was rated at 125 kilowatt (kW). The system rating was based on the California Energy Commission's calculation that accounted for the number of panels, the rating of each panel, and the inverter efficiency.

In February 2020, as part of the construction of the Primary Digester No. 7 Project, the western portion of the solar carport facility was demolished to allow for the construction of the digester. This resulted in the removal of 195 solar panels from the solar carport facility. The current system consists of 442 solar panels and is rated at 86 kW.

The District applied for the California Solar Initiative (CSI) incentive that would rebate \$0.2568 per kilowatt-hour (kWh) of power generated by the system for a period of five years from September 2011 through August 2016. PG&E, the administrator of the CSI program, approved an estimated incentive amount of \$252,850. In September 2016, the District received its final CSI incentive disbursement.

Irvington Pump Station Solar Facility

The District completed construction of the solar facility located at the Irvington Pump Station at a cost of \$2.85 million and began operation in April 2012. The system consists of 1,680 solar panels and is rated at 408 kW.

The District applied for the CSI incentive that would rebate \$0.15 per kWh of power generated by the system for a period of five years from June 2012 through May 2017. PG&E approved an

estimated incentive amount of \$623,370. In February 2017, the District received its final CSI incentive disbursement.

Cogeneration Facility

The District completed construction of the Cogeneration Facility located at the Alvarado Wastewater Treatment Plant at a construction cost of \$11.8 million and the facility was fully operational in late November 2014. The facility consists of two 850-kW biogas-fueled engine generators and a packaged biogas conditioning system.

The District applied for the Self-Generation Incentive Program (SGIP) that provides financial incentives for the installation of new, qualifying self-generation equipment installed to meet all or a portion of the electric energy needs of a facility. PG&E, the administrator of the SGIP in Northern California, approved the District's application for a maximum rebate of \$3.38 million. The District received half of the total rebate from PG&E in 2015 upon successful operational testing of the facility. The other half was paid to the District annually over the next five years and was dependent on the actual electric energy generated by the facility and the actual amount of engine and exhaust heat recovered and utilized to heat the biosolids in the primary digesters. In June 2020, the District received its final SGIP incentive disbursement.

Previous Board Action

None.

Attachment: Table 1 – Solar and Cogeneration Facilities Operational Data

Union Sanitary District
Table 1 - Solar and Cogeneration Facilities Operational Data

Facility	System Rating ¹ (kW)	Energy Generated This Period ² (kWh)	Total Energy Generated To Date (kWh)	Value of Energy Generated To Date (\$)	Rebates Received To Date (\$)	Total Received or Generated (\$)	Construction Cost (\$)	Maintenance Costs To Date ⁴ (\$)	Total Costs Incurred To Date (\$)	Simple Payback To Date (%)	Simple Payback Term (Years)	Original Payback Term ⁵ (Years)	Comments
Alvarado WWTP Solar Carport ⁶	86	68,247	2,442,899	504,497	276,030	780,527	884,000	6,225	890,225	87.7%	14.7		System began operation in September 2011. Values are current through December 31, 2023.
Irvington Pump Station Solar Facility	408	279,056	9,336,092	3,290,149	680,632	3,970,781	2,850,000	17,234	2,867,234	138.5%	8.4	10.0	System began operation in April 2012. Values are current through December 31, 2023.
Cogeneration Facility ³	1,700	5,723,239	99,326,499	10,655,480	3,114,556	13,770,035	11,800,000	4,004,231	15,804,231	87.1%	12.0	8.9	System began operation in late November 2014. Values are current through December 31, 2023.

1) System Rating for the solar facilities is based on the number of panels, the rating of each panel, and the inverter efficiency.

2) Period is from July 2023 through December 2023.

3) The cogeneration equipment consists of two 850-kW engine generators.

4) Maintenance costs do not include USD labor or equipment costs.

5) Original payback terms for the Irvington Pump Station Solar Facility and Cogeneration Facility were calculated during the design phase. A payback period was not calculated for the Alvarado WWTP Solar Carport at the time the project was designed.

6) Due to the construction of Primary Digester No. 7, the number of panels at the Alvarado WWTP Solar Carport was reduced from 637 to 442, and the system rating was reduced from 125 kW to 86 kW in February 2020.



**Summary of the EBDA Commission Meeting
Thursday, January 18, 2024, at 4:00 p.m.**

- Commissioners Andrews (arrived at 4:40 p.m.), 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 Johnson moved to approve the Commission Meeting Minutes of December 21, 2023, the List of Disbursements for December 2023, and the Treasurer’s Report for December 2023. The motion was seconded by Commissioner Johnson and carried 4-0, by roll call vote.

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

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

- **General Managers Report**

The General Manager (GM) asked the Commission if the current schedule was suitable. The Commission prefer to keep the current meeting time. An updated Commission Handbook will be shared via Dropbox. A printed handbook will be provided as requested.

- **Managers Advisory Committee**

The GM deferred discussion to specific agenda items.

- **Motion Approving Revisions to the Authority’s Personnel Policy**

Commissioner Simon moved to approve the item. The motion was seconded by Commissioner Johnson and carried by the following roll call vote:

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

- **Report from the Regulatory Affairs Committee**

The Regulatory Affairs Committee met on January 12, 2024. The General Manager provided an update on negotiations of the Watershed Permit for nutrients. The Committee discussed direct potable reuse regulations and a White Paper on Regulatory Pathway Priorities for Nature-based Shoreline Adaptation Projects.

- **Financial Management Committee**

The Financial Management Committee meeting was cancelled due to a lack of quorum.

- **Motion Approving Revisions to the Authority’s Electronic Signature Policy**

Commissioner Azevedo moved to approve the item. The motion was seconded by Commissioner Simon and carried with the following roll call vote:

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

- **Operations and Maintenance Committee**

The Operations and Maintenance (O&M) Committee met with staff on January 16, 2024. The O&M Manager provided updates on current activities including the Hayward Effluent Pump Station (HEPS) Pump Replacement Project, the Oro Loma Effluent Pump Station (OLEPS) Automatic Transfer Switch Upgrade, and the implementation of the new chlorine effluent limit that went into effect on January 1. The O&M Manager reviewed the Renewal and Replacement Fund recap. Lastly, the Committee reviewed the draft Public Access Policy and recommended edits to the definition of Authority Official. The policy will be brought to the Commission for adoption in February.

- **Items from Commission and Staff**

Nothing to report from Commission and Staff.

- **Adjournment**

Chair Lathi adjourned the meeting at 4:46 p.m.

**UNION SANITARY DISTRICT
CHECK REGISTER
02/03/2024-02/16/2024**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
186582	2/8/2024	114	800532.20	W.M. LYLES CO	MP - AERATION BASIN MODIFICATIONS	\$2,893,708.26	\$2,893,708.26
186640	2/15/2024	114	800545.15	ZOVICH CONSTRUCTION	CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$1,680,269.28	\$1,680,269.28
186550	2/8/2024	110	3410	EAST BAY DISCHARGERS AUTHORITY	O&M ASSESSMENT, JAN-JUN 2024	\$579,376.69	\$579,376.69
186559	2/8/2024	114	2011800435	HAZEN AND SAWYER	ETSU PHASE 1B PROJECT	\$313,542.23	\$422,584.46
	2/8/2024	114	2011801022		MP - AERATION BASIN MODIFICATIONS	\$40,706.29	
	2/8/2024	114	2011801117		CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$68,335.94	
186583	2/8/2024	114	800532.20E	W.M. LYLES CO	MP - AERATION BASIN MODIFICATIONS - ESCROW	\$152,300.43	\$152,300.43
186626	2/15/2024	170	096020240206	PACIFIC GAS AND ELECTRIC	SERV TO 01/30/24 CATHODIC PROJECT	\$41.78	\$119,846.01
	2/15/2024	110	170120240206		SERV TO 01/21/2024 PLANT	\$91,784.22	
	2/15/2024	170	380420240206		SERV TO 01/30/24 CHERRY ST PS	\$697.54	
	2/15/2024	170	666720240206		SERV TO 01/30/24 PASEO PADRE PS	\$633.80	
	2/15/2024	170	761520240131		SERV TO 01/24/24 NEWARK PS	\$26,688.67	
186628	2/15/2024	143	204453	PSOMAS CORP	STANDBY POWER SYSTEM UPGRADE	\$89,901.15	\$116,337.40
	2/15/2024	143	204455		PLANT MISCELLANEOUS IMPROVEMENTS	\$26,436.25	
186601	2/15/2024	173	55611	CDW GOVERNMENT LLC	MICROSOFT M365 LICENSING AND SUPPORT RENEWAL	\$84,012.76	\$89,412.76
	2/15/2024	173	95770		HORIZON VIEW SUPPORT AND MAINTENANCE	\$5,400.00	
186641	2/15/2024	114	800545.15E	ZOVICH CONSTRUCTION	CAMPUS BUILDINGS (ADMIN, FMC, OPS) - ESCROW	\$88,435.23	\$88,435.23
186619	2/15/2024	141	50027	MARK THOMAS & CO INC	CONSTRUCTION INSPECTION SERVICES 11/27/23 -12/31/23	\$53,174.97	\$53,174.97

**UNION SANITARY DISTRICT
CHECK REGISTER
02/03/2024-02/16/2024**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
186613	2/15/2024	110	939479	HASA INC	4855 GALS SODIUM HYPOCHLORITE	\$15,286.04	\$44,560.94
	2/15/2024	110	939682		4447 GALS SODIUM HYPOCHLORITE	\$14,001.45	
	2/15/2024	110	939863		4851 GALS SODIUM HYPOCHLORITE	\$15,273.45	
186563	2/8/2024	173	8007	INFOR PUBLIC SECTOR, INC	HANSEN LICENSING AND SUPPORT RENEWAL	\$43,421.64	\$43,421.64
186617	2/15/2024	110	9017818444	KEMIRA WATER SOLUTIONS INC	48,100 LBS FERROUS CHLORIDE	\$11,607.28	\$34,481.29
	2/15/2024	110	9017818532		48,240 LBS FERROUS CHLORIDE	\$11,621.47	
	2/15/2024	110	9017818657		47,100 LBS FERROUS CHLORIDE	\$11,252.54	
186558	2/8/2024	110	938730	HASA INC	4854 GALS SODIUM HYPOCHLORITE	\$15,282.89	\$29,784.95
	2/8/2024	110	939369		4606 GALS SODIUM HYPOCHLORITE	\$14,502.06	
186635	2/15/2024		533620240122	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL-CARD REPORT - JAN 2024	\$24,662.83	\$24,662.83
186527	2/8/2024	173	2401021	ABTECH TECHNOLOGIES INC	INCREASE VIDEO BACKUPS STORAGE	\$24,301.99	\$24,301.99
186534	2/8/2024		2654747	BAKER TILLY US, LLP	IT ORGANIZATIONAL ASSESSMENT 2023	\$22,700.00	\$22,700.00
186549	2/8/2024	173	111100259066	DOCUSIGN INC	ANNUAL SUBSCRIPTION 01/10/24 - 01/09/25	\$19,032.00	\$19,032.00
186614	2/15/2024	150	201180134	HAZEN AND SAWYER	CO-DIGESTION FEASIBILITY STUDY DEC 2023	\$16,030.00	\$16,030.00
186536	2/8/2024		B0CJ6F	BENEFIT COORDINATORS CORP	DELTA DENTAL CLAIMS - JAN 2024	\$15,169.22	\$15,169.22
186538	2/8/2024	143	11506643	BROWN & CALDWELL CONSULTANTS	PLANT GROUNDWATER WELLS MONITORING	\$11,535.57	\$11,535.57
186598	2/15/2024	143	11507177	BROWN & CALDWELL CONSULTANTS	STANDBY POWER SYSTEM UPGRADE	\$11,319.65	\$11,319.65
186548	2/8/2024	110	1426578	DEPARTMENT OF GENERAL SERVICES	SERV: DEC 2023 PLANT	\$8,839.05	\$8,839.05

**UNION SANITARY DISTRICT
CHECK REGISTER
02/03/2024-02/16/2024**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
186528	2/8/2024	110	4071036120240124	ALAMEDA COUNTY WATER DISTRICT	SERV TO:01/19/24-BENSON ROAD	\$7,646.96	\$8,152.66
	2/8/2024	120	4071037120240124		SERV TO: 01/19/24-BENSON ROAD	\$342.49	
	2/8/2024	110	4071038120240124		SERV TO: 01/19/24-BENSON ROAD	\$163.21	
186603	2/15/2024	173	12248	CONVERGINT TECHNOLOGIES LLC	MILESTONE UPGRADE	\$8,125.00	\$8,125.00

**UNION SANITARY DISTRICT
CHECK REGISTER
02/03/2024-02/16/2024**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
186589	2/15/2024	170	4047286120240205	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 02/01/24 - PASEO PADRE	\$61.30	\$6,819.71
	2/15/2024	120	4111993720240118		SERV TO: 01/17/24-MTR HYD B34041339	\$656.66	
	2/15/2024	120	4111993720240201		SERV TO: 01/31/24-MTR HYD B18190916	\$151.10	
	2/15/2024	120	4111994020240117		SERV TO: 01/17/24-MTR HYD B15000283	\$507.25	
	2/15/2024	120	4111994020240201		SERV TO: 01/31/24-MTR HYD B32896070	\$161.89	
	2/15/2024	120	4111994120240119		SERV TO: 01/18/24-MTR HYD B16583493	\$1,350.99	
	2/15/2024	120	4111994120240201		SERV TO: 01/31/24-MTR HYD B18105183	\$140.30	
	2/15/2024	120	4111994220240118		SERV TO: 01/17/24-MTR HYD B16583492	\$532.38	
	2/15/2024	120	4111994220240201		SERV TO: 01/31/24-MTR HYD B19274848	\$151.10	
	2/15/2024	120	4111994320240119		SERV TO: 01/18/24-MTR HYD B15072357	\$524.05	
	2/15/2024	120	4111994320240201		SERV TO: 01/31/24-MTR HYD B18190921	\$140.30	
	2/15/2024	120	4111996820240119		SERV TO: 01/17/24-MTR HYD B19329007	\$570.62	
	2/15/2024	120	4111996820240201		SERV TO: 01/31/24-MTR HYD B16435273	\$151.10	
	2/15/2024	120	4111996920240119		SERV TO: 01/18/24-MTR HYD B29454468	\$911.23	
	2/15/2024	120	4111996920240201		SERV TO: 01/31/24-MTR HYD B16435274	\$140.30	
	2/15/2024	120	4112871220240117		SERV TO: 01/16/24-MTR HYD B18105181	\$507.25	
	2/15/2024	120	4112871220240201		SERV TO: 01/31/24-MTR HYD B33481985	\$161.89	
186597	2/15/2024	121	404476	BRENNTAG PACIFIC INC	2552 LBS SODIUM HYDROXIDE	\$2,160.90	\$6,463.19
	2/15/2024	121	404477		5104 LBS SODIUM HYDROXIDE	\$4,302.29	

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186554	2/8/2024	170	252879	FRANK A OLSEN COMPANY	6 - 6" PLUGS FOR DEZURIK PEC PLUG VALVES	\$4,890.72	\$4,890.72
186580	2/8/2024	122	146854	VEHICLE SAFETY SUPPLY LLC	2 ARROW BOARD	\$4,552.28	\$4,552.28
186581	2/8/2024		9954743374	VERIZON WIRELESS	WIRELESS SERV 12/21/23-01/20/24	\$1,044.44	\$3,835.28
	2/8/2024		9954743375		WIRELESS SERV 12/21/23-01/20/24	\$2,790.84	
186571	2/8/2024	120	916005537953	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - FEB 2024	\$3,598.46	\$3,598.46
186533	2/8/2024		21150030	AT&T	SERV: 12/20/23 - 01/19/24	\$29.36	\$3,559.92
	2/8/2024		21150032		SERV: 12/20/23 - 01/19/24	\$3,272.63	
	2/8/2024		21150054		SERV: 12/20/23 - 01/19/24	\$257.93	
186609	2/15/2024	170	331362	CITY OF FREMONT	RANGE 5 HAZMAT STORAGE PERMIT	\$2,039.58	\$3,534.30
	2/15/2024	170	331363		RANGE 3 HAZMAT STORAGE PERMIT	\$748.80	
	2/15/2024	170	331364		RANGE 2 HAZMAT STORAGE PERMIT	\$372.96	
	2/15/2024	170	331874		RANGE 2 HAZMAT STORAGE PERMIT	\$372.96	
186624	2/15/2024	170	106757	MUNIQUIP, LLC	1 SEAL	\$820.25	\$3,280.94
	2/15/2024	170	106763		3 PUMP SEALS	\$2,460.69	
186537	2/8/2024	121	402662	BRENNTAG PACIFIC INC	3828 LBS SODIUM HYDROXIDE	\$3,278.76	\$3,278.76
186588	2/15/2024		20240131	AFLAC GROUP	GROUP INSURANCE - JAN 2024	\$3,214.05	\$3,214.05
186535	2/8/2024	122	34342	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - JAN 2024	\$2,925.00	\$2,925.00
186637	2/15/2024	121	52953	WECO INDUSTRIES LLC	CCTV CAMERA REPAIRS	\$2,848.69	\$2,848.69
186570	2/8/2024	170	145672	NEW IMAGE LANDSCAPING CO	LANDSCAPE MAINTENANCE - FMC - JAN	\$2,645.04	\$2,645.04

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186627	2/15/2024		47242	PAN-CAL CORPORATION	REFUND # 60806	\$2,500.00	\$2,500.00
186553	2/8/2024	114	20240105	OSCAR FAJARDO	EXP REIMB: ONDEMAND FE CIVIL COURSE	\$1,147.74	\$2,246.74
	2/8/2024	114	20240112		EXP REIMB: FE-CBT CIVIL COURSE	\$1,099.00	
186605	2/15/2024		20240125	DALE HARDWARE INC	01/24 - ASTD PARTS & MATERIALS	\$2,147.92	\$2,147.92
186590	2/15/2024		543645	ALS TRIBOLOGY	28 SAMPLE BOTTLES	\$2,100.80	\$2,100.80
186636	2/15/2024	113	8814886862	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$868.52	\$2,086.24
	2/15/2024	113	8815061178		LAB SUPPLIES	\$509.18	
	2/15/2024	113	8815061179		LAB SUPPLIES	\$132.70	
	2/15/2024	113	8815064265		LAB SUPPLIES	\$156.14	
	2/15/2024		8815110407		LAB SUPPLIES	\$419.70	
186567	2/8/2024	132	213442	MEYERS NAVE	FIRST AMENDMENT AUDIT TRAINING	\$2,040.00	\$2,040.00
186630	2/15/2024	170	499515	RKI INSTRUMENTS INC	ASTD PARTS & MATERIALS	\$1,711.09	\$1,775.90
	2/15/2024	170	499682		ASTD PARTS & MATERIALS	\$64.81	
186607	2/15/2024	173	2023415	FARALLON GEOGRAPHICS INC	ARCHES SSC SOFTWARE SUPPORT	\$1,642.50	\$1,642.50
186573	2/8/2024	171	498799	RKI INSTRUMENTS INC	ASTD PARTS & MATERIALS	\$1,499.00	\$1,499.00
186621	2/15/2024	122	20956976	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$107.85	\$1,481.47
	2/15/2024		21617835		ASTD PARTS & MATERIALS	\$995.56	
	2/15/2024		21844332		ASTD PARTS & MATERIALS	\$378.06	

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186532	2/8/2024		5180296763	ARAMARK	UNIFORM LAUNDERING & RUGS	\$565.78	\$1,351.83
	2/8/2024		5180296764		UNIFORM LAUNDERING SERVICE	\$692.06	
	2/8/2024	122	5180296765		ASTD DUST MOPS, WET MOPS & TERRY	\$93.99	
186585	2/8/2024	143	2056644	WEST YOST ASSOCIATES	FORCE MAIN CORROSION REPAIRS PROJECT PHASE 4	\$1,232.75	\$1,232.75
186531	2/8/2024		161Q6W6DRRVK	AMAZON.COM LLC	ASTD PPE AND LAB SUPPLIES	\$165.07	\$1,229.27
	2/8/2024	110	17RG3Q6KFVDD		ASTD OFFICE SUPPLIES	\$75.56	
	2/8/2024	130	1DPHCJLCDRK9		ASTD OFFICE SUPPLIES	\$62.71	
	2/8/2024	143	1LR43YJM9TL		ASTD OFFICE SUPPLIES	\$54.65	
	2/8/2024	170	1NG71J6LRGQV		ASTD OFFICE SUPPLIES	\$800.29	
	2/8/2024	130	1XVH44YCJ1XQ		ASTD OFFICE SUPPLIES	\$70.99	
186545	2/8/2024	170	20240201	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$1,227.30	\$1,227.30
186632	2/15/2024		762258946101	STAPLES CONTRACT & COMMERCIAL	JANITORIAL & BREAKROOM SUPPLIES	\$886.97	\$1,133.87
	2/15/2024		762388113001		JANITORIAL & BREAKROOM SUPPLIES	\$73.27	
	2/15/2024		762388113002		JANITORIAL & BREAKROOM SUPPLIES	\$173.63	
186623	2/15/2024	170	2401051477	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$1,098.80	\$1,098.80
186618	2/15/2024	144	20240212	MICHAEL LOTHIAN	EXP REIMB: CWEA CONF - LODGING/TAXI/PER DIEM	\$1,085.20	\$1,085.20
186565	2/8/2024		5810544	MALLORY SAFETY AND SUPPLY LLC	CALIBRATION GAS	\$1,017.55	\$1,017.55
186608	2/15/2024	110	20240208	MOHAMMAD FARSAI	EXP REIMB: COMBINED TEAM MEETING FMC/TPO	\$1,005.62	\$1,005.62

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186566	2/8/2024		20439407	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$232.73	\$1,001.88
	2/8/2024	122	20500743		ASTD PARTS & MATERIALS	\$15.73	
	2/8/2024		20518024		ASTD PARTS & MATERIALS	\$99.23	
	2/8/2024	122	20639083		ASTD PARTS & MATERIALS	\$28.43	
	2/8/2024		21031214		CREDIT: ASTD PARTS & MATERIALS	\$-232.73	
	2/8/2024	171	21228808		ASTD PARTS & MATERIALS	\$60.82	
	2/8/2024		21275697		10 BELTS	\$645.34	
	2/8/2024	170	21542277		ASTD PARTS & MATERIALS	\$152.33	
186542	2/8/2024	170	10010137612	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$995.59	\$995.59
186587	2/8/2024	173	70784	WUNDERLICH-MALEC SYSTEMS INC	SCADA UPGRADE	\$962.50	\$962.50
186555	2/8/2024	170	9946454932	GRAINGER INC	ASTD PARTS & MATERIALS	\$63.13	\$954.04
	2/8/2024		9947742749		ASTD PARTS & MATERIALS	\$595.16	
	2/8/2024		9949962097		ASTD PARTS & MATERIALS	\$219.22	
	2/8/2024	122	9950618687		ASTD PARTS & MATERIALS	\$16.99	
	2/8/2024	111	9950895376		ASTD PARTS & MATERIALS	\$59.54	
186610	2/15/2024	122	1841100227	GOODYEAR COMM TIRE & SERV CTRS	2 TIRES	\$924.21	\$924.21
186592	2/15/2024		5180299276	ARAMARK	UNIFORM LAUNDERING & RUGS	\$424.34	\$906.60
	2/15/2024		5180299277		UNIFORM LAUNDERING SERVICE	\$482.26	

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186600	2/15/2024	173	6006625492	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$82.98	\$891.27
	2/15/2024	173	6006886293		MTHLY MAINTENANCE BASED ON USE	\$390.54	
	2/15/2024	173	6006887307		MTHLY MAINTENANCE BASED ON USE	\$417.75	
186599	2/15/2024	113	716078	CALTEST ANALYTICAL LABORATORY	11 LAB SAMPLE ANALYSIS	\$845.48	\$845.48
186586	2/8/2024	143	229351	WOODARD & CURRAN INC	ALVARADO INFLUENT VALVE BOX REHABILITATION	\$812.50	\$812.50
186595	2/15/2024	143	12496	BEECHER ENGINEERING	CHERRY ST. PS	\$800.00	\$800.00
186560	2/8/2024		605365850	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$772.41	\$772.41
186620	2/15/2024	113	2401625	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$497.50	\$718.50
	2/15/2024	113	2401853		LAB SAMPLE ANALYSIS	\$221.00	
186612	2/15/2024		13889486	HACH COMPANY	LABORATORY SUPPLIES	\$690.62	\$690.62
186551	2/8/2024	140	740182352	EMPLOYMENT DEVELOPMENT DEPT	UI 4TH QT 2023 - MENDOZA	\$675.00	\$675.00
186544	2/8/2024	132	285263	CLAREMONT BEHAVIORAL SERVICES	FEB 2024 EAP PREMIUMS	\$667.00	\$667.00
186606	2/15/2024	170	906288104	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$614.13	\$614.13
186625	2/15/2024	122	2797	PACIFIC CRANE INSPECTION	QUARTERLY CRANE INSPECTION	\$600.00	\$600.00
186552	2/8/2024	170	906256892	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$516.47	\$516.47
186526	2/8/2024		49581	#1 HONEST PLUMBER	REFUND # 60866	\$500.00	\$500.00
186572	2/8/2024		49578	RESCUE RESPONSE GROUP INC	REFUND # 60860	\$500.00	\$500.00
186593	2/15/2024		45139	ARS - RESCUE ROOTER BAY AREA E	REFUND # 60812	\$500.00	\$500.00
186622	2/15/2024		49550	MONARCH PLUMBING & ROOTER INC	REFUND # 60816	\$500.00	\$500.00

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186557	2/8/2024		3T6260	HARRINGTON INDUSTRIAL PLASTICS	ASTD PARTS & MATERIALS	\$452.65	\$452.65
186539	2/8/2024	150	314108	BURKE, WILLIAMS & SORENSON LLP	GENERAL PERSONNEL - DEC 2023	\$66.56	\$409.40
	2/8/2024	150	314109		CLAIMS - DEC 2023	\$342.84	
186540	2/8/2024		3878	CAL SANITATION RISK MNGT AUTH	CLAIM: CHEN FILE# 3056915	\$405.00	\$405.00
186569	2/8/2024		2401050521	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$388.10	\$388.10
186577	2/8/2024	141	20240207	RICHARD THOW	EXP REIMB: PE LICENSE RENEWAL	\$360.00	\$360.00
186546	2/8/2024	132	81739916	CONCENTRA MEDICAL CENTERS	1 NEW HIRE PHYSICAL	\$307.00	\$344.00
	2/8/2024	132	81880518		1 TEST	\$37.00	
186529	2/8/2024	150	16643	ALAMEDA COUNTY WATER DISTRICT	SPONSORSHIP FEE - SCIENCE & ENGINEERING FAIR	\$334.00	\$334.00
186562	2/8/2024		768520240128	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - JAN 2024	\$302.75	\$302.75
186596	2/15/2024	113	18589240	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$90.64	\$302.14
	2/15/2024	120	18602210		ASTD OFFICE SUPPLIES	\$204.91	
	2/15/2024	120	18602211		ASTD OFFICE SUPPLIES	\$6.59	
186639	2/15/2024	144	5650	ZELAYA DESIGNS	GRAPHIC DESIGN SVCS FOR PUBLIC OUTREACH - FOG PROGRAM	\$296.00	\$296.00
186616	2/15/2024	173	6082420	INTRADO LIFE & SAFETY INC	E911 ANNUAL SUBSCRIPTION	\$268.75	\$268.75
186575	2/8/2024	123	55381	SCHAA'S LAWNMOWER SALES & SERV	ASTD PARTS & MATERIALS	\$56.56	\$251.70
	2/8/2024	123	55382		ASTD PARTS & MATERIALS	\$195.14	

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186611	2/15/2024	122	9953644854	GRAINGER INC	ASTD PARTS & MATERIALS	\$5.82	\$249.03
	2/15/2024	170	9956787973		ASTD PARTS & MATERIALS	\$78.68	
	2/15/2024	172	9957017198		ASTD PARTS & MATERIALS	\$92.42	
	2/15/2024	111	9958489933		ASTD PARTS & MATERIALS	\$29.13	
	2/15/2024	172	9958890908		ASTD PARTS & MATERIALS	\$42.98	
186604	2/15/2024	144	3759339	DAILY JOURNAL CORPORATION	AD: CHRISTMAS FATS OILS AND GREASE	\$236.47	\$236.47
186594	2/15/2024	121	27476000	BECK'S SHOES	SAFETY SHOES: D. HOGUE	\$225.00	\$225.00
186615	2/15/2024	143	20240213	REBECCA INGALLS	EXP REIMB: TRAINING REGISTRATION FOR A. MUJSCE	\$185.00	\$185.00
186584	2/8/2024	121	52899	WECO INDUSTRIES LLC	FREIGHT FOR LOANER CAMERA	\$184.39	\$184.39
186543	2/8/2024	143	1904567140	CINTAS CORPORATION	1 JACKET FOR INGALLS	\$45.51	\$182.04
	2/8/2024	143	1904567376		1 JACKET FOR CHUN	\$45.51	
	2/8/2024	143	1904567540		1 JACKET FOR LEON	\$45.51	
	2/8/2024	143	1904573612		1 JACKET FOR RIVAS	\$45.51	
186564	2/8/2024	110	20240201	ARMANDO LOPEZ	EXP REIMB: ET LUNCH DISCUSS DIST BUSINESS MATTERS	\$176.58	\$176.58
186634	2/15/2024	136	98XW53034	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 01/20/24	\$175.12	\$175.12
186631	2/15/2024	141	20240131	SPOK INC	FEB 2024 PAGER SERVICE	\$169.41	\$169.41
186602	2/15/2024	113	1904580922	CINTAS CORPORATION	1 JACKET/1 PARKA G. CALANOG	\$159.69	\$159.69
186579	2/8/2024	136	98XW53024	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 01/13/24	\$133.59	\$133.59

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186591	2/15/2024	170	1T1N3J6LFLY4	AMAZON.COM LLC	ASTD OFFICE SUPPLIES	\$66.44	\$122.70
	2/15/2024	130	1X3WQ39MDM93		ASTD OFFICE SUPPLIES	\$56.26	
186530	2/8/2024	130	187	ALCO-EMA	2024 MEMBERSHIP DUES	\$100.00	\$100.00
186568	2/8/2024	122	8985265	MOTION & FLOW CONTROL PRODUCTS	ASTD PARTS & MATERIALS	\$93.19	\$93.19
186541	2/8/2024	132	707301	STATE OF CALIFORNIA	2 NEW HIRE FINGERPRINT	\$64.00	\$64.00
186638	2/15/2024	170	10927200	WESTERN TOOL & SUPPLY CO	ASTD PARTS & MATERIALS	\$61.21	\$61.21
186578	2/8/2024	141	442818	ULTRAEX LLC	COURIER SVCS: 1 BOARDMEMBER DELIVERY - 01/04/24	\$56.30	\$56.30
186556	2/8/2024	130	178809	HANIGAN COMPANY INC	BUSINESS CARDS - T. VASQUEZ	\$56.04	\$56.04
186547	2/8/2024	136	300013813	CSMFO - CALIF SOCIETY OF	MEMBERSHIP - B. BROSTARLO	\$55.00	\$55.00
186633	2/15/2024	170	20240208	EDWARD TATOLA	EXP REIMB: JANUARY BIRTHDAY RECOG	\$33.00	\$33.00
186629	2/15/2024		20240208	NASIHA RAHMAN	EXP REIMB: SNACKS FOR LEADERSHIP DEVELOPMENT PROGRAM	\$30.77	\$30.77
186574	2/8/2024	171	20240205	LISUARTE ROCHA	EXP REIMB: MILEAGE FOR CALL OUT	\$13.26	\$13.26
186576	2/8/2024	130	20240205	ARIEL TEIXEIRA	EXP REIMB: SNACKS FOR FAST MTG	\$13.17	\$13.17
186561	2/8/2024		20240205	DAMIEN HOGUE	REIMB: AFLAC PREMIUM	\$12.19	\$12.19

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Invoices:					Checks:			
Credit Memos :			1	-232.73				
\$0 - \$1,000 :			133	40,779.86	\$0 - \$1,000 :	57	22,247.96	
\$1,000 - \$10,000 :			35	99,941.64	\$1,000 - \$10,000 :	37	111,467.69	
\$10,000 - \$100,000 :			26	866,475.56	\$10,000 - \$100,000 :	15	528,023.04	
Over \$100,000 :			5	5,619,196.89	Over \$100,000 :	7	5,964,422.53	
Total:			200	6,626,161.22	Total:	116	6,626,161.22	