

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
NOVEMBER 25, 2013**

**1. CALL TO ORDER**

President Lathi called the Board to Order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**ABSENT:** None

**STAFF:** Rich Cortes, Acting General Manager  
Sol Cooper, Mechanic  
Jesse Gill, Manager, Technical Support & Customer Service  
Sami Ghossain, Manager, Technical Services  
Dave Livingston, Manager, Treatment & Disposal Services  
Ed McCormick, Deputy General Manager  
Andy Morrison, Manager, Collection Services  
Shawn Nesgis, Coach, Maintenance/TV Team  
David O'Hara, Legal Counsel  
Jose Rodrigues, Collections Services Worker  
Maria Scott, Principal Financial Analyst  
Donna Wies, Quality Coordinator  
Tom Graves, Assistant to the General Manager/Board Secretary

**CONSULTANTS:** Ahmad Alwawi, Vavrinek Trine & Day, Llp.

**VISITORS:** None

4. **APPROVAL OF THE MINUTES OF NOVEMBER 11, 2013**

Action

On a motion made by Director Toy and seconded by Director Handley, the Minutes of the Board of Directors Meeting of November 11, 2013 were approved. The motion carried unanimously.

5. **WRITTEN COMMUNICATIONS**

There were no official written communications.

6. **ORAL COMMUNICATIONS**

There were no oral communications.

Information

7. **MONTHLY OPERATIONS REPORT**

a. **Districtwide Balanced Scorecard Measures**

Quality Coordinator Donna Wies presented an overview of the report. The District experienced no accidents or injuries during the first quarter of FY 14. There were no employees on lost- or limited-duty time during the quarter. Employees were recognized in November for achieving 270 days without an OSHA-reportable accident or injury. All safety measures are meeting targets, except the percentage of employees trained vs. planned. Make-up sessions for Confined Space Entry and Fall Protection will bring us up to target in the second quarter. Operational targets are also on track, as well as financials.

b. **Collection Services Process Scorecard**

Collection Services Manager Andy Morrison and Maintenance/TV Team Coach Shawn Negis presented the Collection Services Process Scorecard. Andy emphasized that this is the 13th year of using the Process Scorecard, and that the tool continues to be very useful in keeping the focus on the prevention and reduction of sanitary sewer overflows. He also presented a map of spills reported in the region which illustrates USD's low spill rate.

This year we are on course to have another successful year, including the past sixteen months with only 2 SSOs, maintaining our place as a leader in CA, in Wastewater Collection System Operations and Maintenance.

Director Handley asked what drives costs on the crews? Why is there a cost rate between .66 to 1.05/foot? Shawn replied that travel time affects costs, as well as set-up time. If crews can work in one area, costs are lower than if crews are dispersed throughout the day.

Director Fernandez suggested that this information would be useful in the annual report to the cities that we do.

Director Lathi remarked that the information from the web on SSO's might be something that the District would want to link to on the public website.

**c. General Manager's Monthly Operations & Investment Report**

Acting General Manager Cortes reported that there were five odor complaints in October, three of which were sewer-related. There were no complaints about the treatment plant. Mr. Cortes asked Manager Morrison to discuss the odor complaint investigation at Hometown Buffet, and Andy recapped the investigation for the Board.

Hours Worked through October, 2013 are on target, and Sick Leave Usage is slightly above target.

Principal Financial Analyst Maria Scott reported on the financials, and said that all workgroups are at or below targets for this time of year. The Board had no questions or comments on the financials.

Motion

**8. APPROVING A MOTION TO CANCEL THE BOARD OF DIRECTORS MEETING OF DECEMBER 23, 2013.**

After some discussion about whether to replace the scheduled meeting with a workshop, by consensus the Board decided not to act on this item but to defer to the General Manager about whether or not to have a workshop or a regular meeting, or a combination of both. Since the board will meet again on December 9, 2013, this item is continued to that meeting.

9. **ACCEPTING FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Maria Scott introduced Ahmad Alwawi of Vavrinek Trine Day, LLP. Mr. Alwawi stated that the auditors found no control issues to report, and that the final financial and single audit will reflect an unqualified opinion of a clean audit.

Action

On a motion made by Director Fernandez and seconded by Director Handley, the Board accepted the Financial Statements for the Fiscal Year Ended June 30, 2013. The motion carried unanimously.

10. **BOARD OF DIRECTORS COMPENSATION FOR 2014**

Action

On a motion by Director Handley and seconded by Director Kite, the Board recommended no change in its compensation for CY14. The motion carried unanimously.

11. **AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH THE COVELLO GROUP FOR PROVIDING CONSTRUCTION MANAGEMENT SERVICES FOR THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT**

TS Manager Ghossain presented this item. There were no questions from the Board.

Action

On a motion by Director Fernandez and seconded by Director Toy, the Board authorized the General Manager to Execute Task Order No. 2 with the Covelo Group for Providing Construction Management Services for the Thickener Control Building Improvements Project. The motion carried unanimously.

12. **RESOLUTION NO. 2720, ACCEPTING THE CONSTRUCTION OF THE HEADWORKS IMPROVEMENTS PROJECT FROM ANDERSON PACIFIC ENGINEERING CONSTRUCTION, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION**

This item was pulled by staff.

13. **AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH DEGENKOLB ENGINEERS FOR THE SEISMIC VULNERABILITY ASSESSMENT**

TS Manager Ghossain presented this item. There were no questions from the Board.

Action

On a motion by Director Handley and seconded by Director Fernandez, the Board Authorized the General Manager to Execute an Agreement and Task Order No. 1 with Degenkolb Engineers for the Seismic Vulnerability Assessment. The motion carried unanimously.

**INFORMATION ITEMS**

14. **UPCOMING WORKSHOPS CALENDAR**

As detailed in the agenda report, Workshops are planned for February 3, 2014 (Mid-Year Budget Workshop), and for April 21, 2014 (Main FY15 Budget Workshop). Mr. Cortes reminded the Board that GM Currie is also planning workshops on Lateral Insurance and Newsletter & Outreach Materials.

15. **EBDA COMMISSION REPORT**

Director Fernandez recapped the November 21, 2013 EBDA Commission meeting. Director Lathi inquired about the EBDA GM moving to part time. Director Fernandez stated that the EBDA Board has agreed to a part time work agreement with the current GM.

16. **CHECK REGISTER**

Director Toy asked about a payment to City of Newark for Overlay Project #1040. Manager Morrison replied that it was for a paving project that City of Newark had planned which was subcontracted out by Newark. The payment was USD's share of the project cost.

Director Handley asked about Check No. 152237 to Alfa Laval Ashbrook Simon-Hart. Acting GM Cortes replied the payment was for rehabilitation of two gravity belt thickeners. Director Handley also inquired about a charge for 30 orange beanies on page 5 of 15. Manager Morrison replied that as temperatures cool down, outside workers will need protective gear, including hats or beanies.

**17. HOLIDAY POLLUTION PREVENTION MESSAGE**

Manager Ghossain presented this item. Ads will run in Tri-City Voice for two weeks, beginning on 11/19/13. The ads will encourage residents to take their used cooking oil to the Allied Waste location on Boyce Road in Fremont, at no cost to the resident, for disposal.

Director Kite asked how much oil is actually collected at Boyce Road. Sami said he would make inquiries and report back.

Director Toy asked that we include the Boyce Road address in the ad, so residents don't have to look it up.

Director Handley noted that Allied Waste is now Recovery Services.

Director Lathi asked about stand-up posters in stores, etc. as additional means for advertising the program.

Director Handley suggested we may want to talk to other agencies about the program, or contact television stations in San Francisco for a partnership message, since San Francisco has similar problems with FOG.

Director Lathi also asked that the wording of the message, specifically the word "Disastrous", may require another workshop. She expressed concern that residents who are not fluent in English may interpret the message in the opposite way from which it is intended. She suggested we may need to find a different way of depicting the message.

**18. COMMITTEE MEETING REPORTS**

The following committees met: Personnel; Construction; Budget & Finance; and Audit.

Director Toy briefed the Board on the Audit Committee meeting of 11/22/13. She reported that both audits were clean, and that the Audit Committee has decided to continue with VTD for the next fiscal year audit, but noted that it is generally accepted that it is good policy to change audit firms approximately every 6 years. The next Audit Committee meeting will take place in May or June of 2014. The committee also reviewed its Charter, and will add policy numbers to the Charter that are assigned to be reviewed by the Audit Committee.

**19. GENERAL MANAGER'S REPORT**

Mr. Cortes reported the following:

- 1) Mike Auer made a presentation to the Lions Club last week about USD, which was very well received.
- 2) The District responded to Bay Area News Group with questions about board member benefits.
- 3) We were saddened to learn that Bill McInerney, Sr. passed away last week. Mr. McInerney was hired in the late 80's to defend USD in a legal action, and his son, Bill McInerney, Jr. has represented USD in construction matters since the 90's.
- 4) We were interviewed by a committee from CWEA following the District's application for Collection System of the Year. We expect the results in December or January.
- 5) Earlier last week, we went live with Hansen 8, and we continue to work through some issues there.
- 6) We received an acknowledgement from the City of Atlanta for participating in their benchmarking survey on energy use. They were most interested in our succession planning and training efforts, stating that USD is a top agency for best practices in these matters.

**20. OTHER BUSINESS**

Director Lathi reminded members about the Boyce Road tour scheduled for December 19<sup>th</sup>, 2013 at 4:00 p.m.

Director Kite commented on the ACSDA meeting held here on November 13<sup>th</sup>, saying the meeting was very well-received by members.

**21. ADJOURNMENT**

At 7:55 p.m., the Board adjourned to the next Regular Board Meeting on Monday, December 9, 2013 in the Boardroom at 7:00 p.m.

SUBMITTED:

  
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TOM GRAVES  
SECRETARY TO THE BOARD

ATTEST:

  
\_\_\_\_\_  
JENNIFER TOY  
SECRETARY

APPROVED:

  
\_\_\_\_\_  
ANJALI LATHI  
PRESIDENT

Adopted this 9th day of December, 2013.