

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
October 9, 2017**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Armando Lopez, Treatment and Disposal Services Manager
Sami Ghossain, Technical Services Manager
Laurie Brenner, Business Services Team Coach
Gene Boucher, Human Resources Manager
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 25, 2017

It was moved by Secretary Fernandez, seconded by Director Toy, to approve the Minutes of the Meeting of September 25, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 26, 2017

It was moved by Secretary Fernandez, seconded by Director Toy, to approve the Minutes of the Special Meeting of September 26, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF OCTOBER 2, 2017

It was moved by Vice President Lathi, seconded by Director Handley, to approve the Minutes of the Special Meeting of October 2, 2017. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

REVIEW AND PROVIDE DIRECTION ON THE TOILET REBATE PROGRAM PARTNERSHIP WITH ALAMEDA COUNTY WATER DISTRICT

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated Union Sanitary District and Alameda County Water District have been partnering to offer rebate programs for high efficiency toilets and clothes washers. Since the program's inception, flows coming to USD's Plant have steadily declined. Staff recommended the Board review the details presented, and provide direction regarding the future of the program.

It was moved by Director Handley, seconded by Vice President Lathi, to direct staff to Discontinue Participation in the Toilet Rebate Program with Alameda County Water District. Motion carried unanimously.

CONSIDER A MOTION TO CANCEL THE NOVEMBER 27, 2017, DECEMBER 11, 2017, AND DECEMBER 25, 2017, BOARD OF DIRECTORS MEETINGS

Executive Assistant to the General Manager/Board Clerk McEvoy stated this item was prepared for the Board to consider the impact the upcoming holiday season will have on regularly scheduled Board meetings. The second regularly scheduled Board meeting in November falls on the Monday after Thanksgiving, and the second regularly scheduled Board meeting in December falls on Christmas Day when District offices will be closed. Staff recommended the Board consider options for the second meeting in November, and cancel the second meeting in December.

It was moved by Director Handley, seconded by Vice President Lathi, to Cancel the Regular Board Meetings of November 27, December 11, and December 25, 2017, and Schedule Special Meetings for December 4 and December 18, 2017. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF CAPITAL ASSETS POLICY #2070

This item was reviewed by the Budget & Finance Committee. Business Services Team Coach Brenner stated Capital Assets Policy No. 2070 requires review and approval by the Board every three years. The proposed edits to the Policy included minor verbiage changes outlined in the Board meeting packet. Staff recommended the Board review and consider approval of Policy No. 2070, Capital Assets Policy.

It was moved by Director Toy, seconded by Director Handley, to Accept the Proposed Changes to Capital Assets Policy No. 2070. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF SURPLUS PROPERTY DISPOSAL POLICY #2075

This item was reviewed by the Budget & Finance Committee. Business Services Team Coach Brenner stated Surplus Property Disposal Policy No. 2075 requires review and approval by the Board every three years. The Budget & Finance Committee requested an edit to section 3.c of the Policy to state that the Budget & Finance Committee may recommend disposal of surplus property valued over \$100,000 per item, and require the Board to approve of disposal. Staff recommended the Board review and consider approval of Surplus Property Disposal Policy No. 2075.

It was moved by Director Handley, seconded by Director Toy, to Accept the Proposed Change to Surplus Property Disposal Policy No. 2075. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 4 WITH WEST YOST ASSOCIATES FOR THE FORCE MAIN CORROSION REPAIRS PROJECT – PHASE 2

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated recent testing reviewed by Carollo Engineers resulted in a recommendation that all corroded elements within the District's 78 force main manholes be rehabilitated or replaced. Phase 2 of the Project will address corrosion repairs for manholes on the western force main between Newark Pump Station and Alvarado Wastewater Treatment Plant. The scope of services for Task Order No. 4 includes project management, detailed final design including plans and specifications, bid period services, agency coordination, permitting, and biological services. Design of the Force Main Corrosion Repairs Project – Phase 2 is scheduled for completion in the Winter of 2018, with construction to follow in the Spring of 2018. Staff recommended the Board authorize the General Manager to execute Task Order No. 4 with West Yost Associates in the amount of \$62,248 to provide design services for the Force Main Corrosion Repairs Project – Phase 2.

It was moved by Director Handley, seconded by Vice President Lathi, to Authorize the General Manager to Execute Task Order No. 4 with West Yost Associates for the Force Main Corrosion Repairs Project – Phase 2. Motion carried unanimously.

REJECT THE SOLE BID RECEIVED FOR THE PRIMARY DIGESTER NO. 3 REHABILITATION PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District has six primary and two secondary digesters at the Alvarado Wastewater Treatment Plant. Staff removed Primary Digester No. 3 from service in Spring 2017 for cleaning and to assess its condition. The

District plans to rehabilitate the Digester before placing it back in service. V&A Consulting Engineers completed a condition assessment of the structure in July 2017, and Carollo Engineers completed design in August 2017. Staff advertised the Project for bids, and the only bid received exceeded the Engineer's Estimate by 15%. Staff will re-evaluate the experience qualifications and project scope to determine if any modifications should be made. Staff recommended the Board reject the sole bid received from D.W. Nicholson Corporation for the Primary Digester No. 3 Rehabilitation Project.

It was moved by Secretary Fernandez, seconded by Director Handley, to Reject the Sole Bid Received for the Primary Digester No. 3 Rehabilitation Project. Motion carried unanimously.

INFORMATION ITEMS:

Update on Fats, Oils, and Grease (FOG) Public Outreach Campaign Image Modifications

Communications and Intergovernmental Relations Coordinator Powell stated the Board had expressed concern that the images contained in the District's current FOG campaign could be misleading. While staff will continue to develop a new FOG campaign concept, current materials were slightly modified per Board feedback. The Board reviewed the modified FOG images, and provided feedback to staff.

Agreement with Carollo Engineers for General Engineering Services

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated staff have previously executed four agreements with Carollo Engineers to provide general engineering services to the District. The agreements enable staff to obtain engineering services without having to negotiate separate agreements for small projects. On July 6, 2015, staff executed the most recent agreement for a total not-to-exceed amount of \$50,000 for a two-year period. The agreement expired on July 6, 2017. On September 1, 2017, staff executed Amendment No. 1 to the agreement with Carollo to extend the term by one additional year to July 6, 2018. The total agreement not-to-exceed amount was increased by \$12,000 to provide a budget of up to \$25,000 for the third year of the agreement.

Report on the East Bay Dischargers Authority (EBDA) Meeting of September 21, 2017

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

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology and Budget & Finance Committees met. The Legal/Community Affairs Committee meeting was canceled due to a lack of quorum, and individual briefings were held with Committee members.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Union City State of the City Luncheon will be hosted by the Union City Chamber of Commerce at the Masonic Home on Tuesday, October 24, 2017.
- Governor Brown recently signed SB 568 which will move the California Presidential Primary election from June to March, beginning in 2019. This change will also move the Union Sanitary District Board of Directors election to March as well. Staff will keep the Board updated as information becomes available.
- CalPERS sent the District a form letter regarding outstanding items from the District's most recent CalPERS audit, and staff will continue to update the Board as necessary.
- General Manager Eldredge shared a drone video from the District's recent all staff centennial photo.

OTHER BUSINESS

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:47 p.m. to a Special Meeting in the Alvarado Conference Room on Monday, October 16, 2017, at 6:30 p.m.

The Board will then adjourn to the next Regular Board Meeting in the Boardroom on Monday, October 23, 2017, at 7:00 p.m.

SUBMITTED:

ATTEST:



REGINA McEVOY
BOARD CLERK



MANNY FERNANDEZ
SECRETARY

APPROVED:



PAT KITE
PRESIDENT

Adopted this 23rd day of October 2017