

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
October 23, 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

VISITORS: Alice Johnson, League of Women Voters
Roelle Balan, Tri-City Voice Newspaper

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 9, 2017

It was moved by Director Handley, seconded by Vice President Lathi, to approve the Minutes of the Meeting of October 9, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF OCTOBER 16, 2017

It was moved by Vice President Lathi, seconded by Director Toy, to approve the Minutes of the Special Meeting of October 16, 2017. Motion carried unanimously.

SEPTEMBER 2017 MONTHLY OPERATIONS REPORT

This item was reviewed by the Legal/Community Affairs and Budget & Finance Committees. General Manager Eldredge stated there were no odor complaints in September 2017. Business Services Coach Brenner provided an overview of the September Budget and Finance Report. The General Manager added that the District

received a \$2.06 million deposit pursuant to the Cherry Street Pump Station funding agreement.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

REVIEW AND CONSIDER APPROVAL OF FINANCIAL AUDIT POLICY NO. 2020

This item was reviewed by the Audit Committee. Business Services Coach Brenner stated that suggested policy revisions were due to changes in requirements by the Government Accounting Standards Board (GASB) and new rules from the Office of Management and Budget (OMB) that went into effect after the date of the last review. Staff recommended the Board review and consider approval of Financial Audit Policy No. 2020.

It was moved by Secretary Fernandez, seconded by Vice President Lathi, to Approve Financial Audit Policy No. 2020. Motion carried unanimously.

CONSIDER AMENDED AND RESTATED EMPLOYMENT AGREEMENT BETWEEN UNION SANITARY DISTRICT AND PAUL ELDREDGE

District Counsel Murphy noted that the General Manager's performance evaluation took place on September 26, 2017 and October 2, 2017. District Counsel Murphy explained the new agreement includes an increase in salary effective September 1, 2017, and conforms this latest amendment and two prior amendments from September 2015 and November 2016 into one amended and restated agreement for ease of reference. In conformance with new revisions to the government code, Counsel orally stated for the record the previous salary of \$261,697.25 and the new salary of \$275,436.09. Staff recommended the Board Consider the Amended and Restated Employment Agreement Between Union Sanitary District and Paul Eldredge.

It was moved by Director Handley, seconded by Secretary Fernandez, to Approve the Amended and Restated Employment Agreement Between Union Sanitary District and Paul Eldredge. Motion carried unanimously.

REVIEW AND APPROVE PROPOSED CHANGES TO POLICY NO. 3030, BOARDMEMBER BUSINESS AND TRAVEL EXPENSE

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated that Policy 3030 was reviewed and updated last year; subsequently, the staff Reimbursement and Travel Policy No. 2050 was reviewed and updated to include a change to use of a daily per diem rate for meal reimbursement, based on averages calculated using the Federal General Services Administration (GSA) Meals and Incidental

Expenses (M&IE) rates for the applicable year. The proposed changes to the Board policy incorporate the same language from policy 2050 and updates the “tips” portion of the policy to be consistent with staff Reimbursement and Travel policy 2050. Staff recommended the Board review and approve changes to Board Policy No. 3030, Boardmember Business and Travel Expense.

District Counsel noted that, after discussion at the committee meeting, staff will research whether state requirements or restrictions exist for elected officials regarding the amount they may spend on lodging while traveling on District business. Counsel stated that when Policy 3030 was previously reviewed it was in compliance with state law.

It was moved by Vice President Lathi, seconded by Director Toy, to Approve Proposed Changes to Policy No. 3030. Motion carried unanimously.

INFORMATION ITEMS:

Cal-Card Quarterly Activity Report

Business Services Coach Brenner presented the July through September 23, 2017 Activity Report. All questions were answered to the Board’s satisfaction.

Check Register

All questions were answered to the Board’s satisfaction.

COMMITTEE MEETING REPORTS:

The Legal/Community Affairs, Budget & Finance, and Audit Committees met.

Audit Committee – The General Manager reported out on the committee meeting and gave an overview of the District’s audit. He noted this was the District’s first year using the new auditor, as well as a first audit for many of the District’s Business Services staff. A draft audit is anticipated to be received November 8, 2017, and final filing date is planned for November 27, 2017. The CAFR is anticipated to be presented to the Board at its December 4, 2017 special meeting.

GENERAL MANAGER’S REPORT:

General Manager Eldredge reported the following:

- Union City’s State of the City Luncheon will be held Tuesday, October 24, 2017.
- A new staff report category has been developed. “Direction” will be noted to the left of items in this category on Board meeting agendas.
- The General Manager will provide an email update to the Board regarding the Business Services Manager recruitment.
- The Board will be updated on the August 2017 CASA conference at a future meeting.

OTHER BUSINESS:

Director Handley suggested that in the next two or three months, the Board should hold a closed session to discuss EBDA. The General Manager and District Counsel will discuss options regarding scheduling.

ADJOURNMENT:


The meeting was adjourned at 7:29 p.m. to the next Regular Board Meeting in the Boardroom on Monday, November 13, 2017, at 7:00 p.m.

SUBMITTED:

ATTEST:



MICHELLE POWELL
COMMUNICATIONS & INTERGOVERNMENTAL
RELATIONS COORDINATOR



MANNY FERNANDEZ
SECRETARY

APPROVED:



PAT KITE
PRESIDENT

Adopted this 13th day of November 2017