

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
December 18, 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

ABSENT: Tom Handley, Director

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

VISITORS: Alice Johnson, League of Women Voters
Roelle Balan, Tri-City Voice Newspaper
Grace Chow, Brown and Caldwell Vice President
Mallika Ramanathan, Brown and Caldwell Managing Engineer

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 4, 2017

It was moved by Secretary Fernandez, seconded by Vice President Lathi, to approve the Minutes of the Special Meeting of December 4, 2017. Motion carried with the following vote:

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

BALANCED SCORECARD

This item was reviewed by the Legal/Community Affairs Committee.

- a. First Quarter Fiscal Year 18 District-wide Balanced Scorecard Measures
 - Business Services Coach Brenner presented the report that summarized the District's progress toward strategic objectives for the first quarter of fiscal year 2017-18, which ran from July 1 through September 30, 2017.
- b. Collection Services Work Group Process Scorecard
 - Collection Services Work Group Manager Schofield presented the Collection Services Process Scorecard.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH BROWN AND CALDWELL FOR THE PRIMARY DIGESTER NO. 7 PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board authorized execution of an Agreement and Task Order No. 1 with Brown and Caldwell for predesign services on November 14, 2016. The Preliminary Design Report that summarized findings and recommendations was submitted October 9, 2017. Based on the results of the Report, staff identified major scope items to be included in the Project's final design including construction of Primary Digester No. 7. Staff anticipate Brown and Caldwell will complete design of the Project by July 2018, and estimate the Project will be bid in September 2018 with construction to begin November 2018. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with Brown and Caldwell in the amount of \$1,476,301 for providing final design services for the Primary Digester No. 7 Project.

It was moved by Secretary Fernandez, seconded by Director Toy, to Authorize the General Manager to Execute Task Order No. 2 with Brown and Caldwell in the amount of \$1,476,301 for Providing Final Design Services for the Primary Digester No. 7 Project. Motion carried with the following vote:

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

REVIEW AND APPROVE PUBLICLY AVAILABLE PAY SCHEDULE

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the Publicly Available Pay Schedule, revised September 1, 2017, reflects the General Manager's new salary. Staff recommended the Board review and approve the Publicly Available Pay Schedule revised September 1, 2017.

It was moved by Vice President Lathi, seconded by Director Toy, to Approve the Publicly Available Pay Schedule Revised September 1, 2017. Motion carried with the following vote:

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

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Union Sanitary District Pay Schedule

UNION SANITARY DISTRICT PAY SCHEDULE

| Effective September 1, 2017 | | |
|--|-------------------------------|-------------------------------|
| Position Title | Minimum Bi-Weekly Pay Rate | Maximum Bi-Weekly Pay Rate |
| Accounting and Financial Analyst I | \$3,473.60 | \$4,559.10 |
| Accounting and Financial Analyst II | \$3,832.00 | \$5,029.50 |
| Accounting Tech Specialist | \$3,257.84 | \$3,959.93 |
| Accounting Technician I | \$2,632.62 | \$3,199.96 |
| Accounting Technician II | \$2,895.86 | \$3,519.93 |
| Administrative Specialist I | \$2,573.25 | \$3,127.79 |
| Administrative Specialist II | \$2,708.67 | \$3,292.41 |
| Assistant Engineer | \$3,883.94 | \$5,097.67 |
| Executive Assistant to the General Manager/Board Secretary | \$3,463.02 | \$4,545.22 |
| Assistant Storekeeper | \$2,502.18 | \$3,041.42 |
| Associate Engineer | \$4,363.61 | \$5,727.24 |
| Buyer I | \$2,944.00 | \$3,864.00 |
| Buyer II | \$3,271.11 | \$4,293.33 |
| Chemist I | \$3,540.62 | \$4,303.64 |
| Chemist II | \$3,717.66 | \$4,518.83 |
| Coach, Business Services | \$5,045.44 | \$6,622.14 |
| Coach, Capital Improvement Projects | \$5,813.37 | \$7,630.05 |
| Coach, Collection Services | \$4,677.97 | \$6,139.84 |
| Coach, Customer Service | \$5,813.37 | \$7,630.05 |
| Coach, Electrical & Instrumentation | \$4,687.25 | \$6,152.01 |
| Coach, Environmental Compliance | \$4,764.66 | \$6,253.62 |
| Coach - Mechanical Maintenance | \$4,627.80 | \$6,073.98 |
| Coach, Research & Support/Sr. Process Engineer | \$5,169.15 | \$6,784.51 |
| Coach, Wastewater Plant Operations | \$4,673.26 | \$6,133.66 |
| Collection System Worker I | \$2,658.54 | \$3,231.47 |
| Collection System Worker II | \$2,924.41 | \$3,554.64 |
| Collection System Trainer | \$3,377.70 | \$4,105.61 |
| Communications & Intergovernmental Relations Coordinator | \$3,819.92 | \$4,643.13 |
| Construction Inspector I | \$3,093.38 | \$3,760.02 |
| Construction Inspector II | \$3,402.71 | \$4,136.02 |
| Construction Inspector III | \$3,538.82 | \$4,301.46 |
| Customer Service Fee Analyst | \$2,940.47 | \$3,574.17 |
| Engineering Assistant/Plan Checker | \$3,793.94 | \$4,611.57 |
| Engineering Technician I | \$2,984.73 | \$3,627.95 |
| Engineering Technician II | \$3,283.20 | \$3,990.75 |
| Engineering Technician III | \$3,611.53 | \$4,389.83 |
| Environmental Compliance (EC) Inspector I | \$2,922.29 | \$3,552.06 |
| Environmental Compliance (EC) Inspector II | \$3,287.64 | \$3,996.14 |
| Environmental Compliance (EC) Inspector III | \$3,649.28 | \$4,435.72 |
| Environmental Compliance (EC) Inspector IV | \$3,904.73 | \$4,746.22 |
| Environmental Control (EC) Outreach Representative | \$3,649.28 | \$4,435.72 |

Union Sanitary District Pay Schedule

UNION SANITARY DISTRICT PAY SCHEDULE

| Effective September 1, 2017 | | |
|---|-------------------------------|-------------------------------|
| Position Title | Minimum Bi-Weekly Pay Rate | Maximum Bi-Weekly Pay Rate |
| Environmental Health and Safety Program Manager | \$4,280.73 | \$5,618.46 |
| Environmental Program Coordinator | \$4,310.88 | \$5,658.04 |
| Fleet Mechanic I | \$2,947.66 | \$3,582.90 |
| Fleet Mechanic II | \$3,301.38 | \$4,012.85 |
| General Manager | \$8,071.39 | \$10,593.70 |
| Human Resources Manager | \$5,307.05 | \$6,965.50 |
| Human Resources Analyst II | \$3,622.62 | \$4,754.69 |
| Information Technology Administrator | \$5,024.78 | \$6,595.02 |
| Information Technology Analyst | \$3,488.30 | \$4,578.39 |
| Instrument Tech/Electrician | \$3,630.90 | \$4,413.38 |
| Janitor | \$1,971.62 | \$2,396.34 |
| Junior Engineer | \$3,495.55 | \$4,587.91 |
| Laboratory Director | \$4,403.86 | \$5,352.91 |
| Lead Collection System Worker | \$3,216.85 | \$3,910.10 |
| Maintenance Assistant | \$1,266.70 | \$1,539.68 |
| Manager, Business Services | \$6,763.14 | \$8,881.73 |
| Manager, Collection Services | \$6,282.37 | \$8,245.61 |
| Manager, Maintenance | \$6,282.37 | \$8,245.61 |
| Manager, Technical Services | \$6,975.85 | \$9,155.79 |
| Manager, Treatment & Disposal Services | \$6,282.37 | \$8,245.61 |
| Mechanic I | \$2,982.05 | \$3,624.70 |
| Mechanic II | \$3,339.90 | \$4,059.67 |
| Organizational Performance Program Manager | \$4,501.59 | \$5,908.34 |
| Painter | \$3,064.78 | \$3,725.26 |
| Planner/Scheduler I | \$3,423.72 | \$4,161.56 |
| Planner/Scheduler II | \$3,681.66 | \$4,475.09 |
| Plant Operations Trainer | \$4,044.48 | \$4,916.09 |
| Plant Operator I | \$2,844.95 | \$3,458.06 |
| Plant Operator II | \$3,157.91 | \$3,838.46 |
| Plant Operator III | \$3,611.14 | \$4,389.36 |
| Principal Engineer | \$5,259.71 | \$6,903.38 |
| Purchasing Agent | \$4,127.65 | \$5,417.53 |
| Receptionist | \$2,250.04 | \$2,734.94 |
| Senior Accounting and Financial Analyst | \$4,175.27 | \$5,480.04 |
| Senior Database Administrator / Developer | \$4,466.53 | \$5,862.32 |
| Senior Engineer | \$4,676.85 | \$6,138.36 |
| Senior Geographic Information System (GIS)/Database Administrator | \$4,466.53 | \$5,862.32 |
| Senior Information Technology Analyst | \$3,875.89 | \$5,087.10 |
| Senior Network Administrator | \$4,277.47 | \$5,614.18 |
| Senior Planner/Scheduler | \$4,187.06 | \$5,495.51 |
| Senior Process Engineer | \$4,676.85 | \$6,138.36 |
| Storekeeper I | \$3,163.91 | \$3,845.76 |
| Storekeeper II | \$3,322.10 | \$4,038.04 |

Union Sanitary District Pay Schedule

UNION SANITARY DISTRICT PAY SCHEDULE

Effective September 1, 2017

| Position Title | Minimum Bi-Weekly Pay Rate | Maximum Bi-Weekly Pay Rate |
|---|-------------------------------|-------------------------------|
| Training and Emergency Response Program Manager | \$4,128.54 | \$5,418.72 |
| Utility Worker | \$2,428.82 | \$2,952.24 |

Board of Directors: Directors meet or serve in their official capacity 3 – 12 times per month with a maximum of six paid meetings/month at a rate of \$212.10 per meeting and are paid for a maximum of one meeting per day.

Approved by: _____


President, Board of Directors

RECEIVE CENTENNIAL OPEN HOUSE PLANNING UPDATE AND PROVIDE DIRECTION

Executive Assistant to the General Manager/Board Clerk McEvoy provided an overview of Centennial Open House planning efforts outlined in the Board packet. Staff requested the Board consider options for involvement during the event, and provide direction.

The Board directed staff to plan for a Board of Directors table at the Centennial Open House.

INFORMATION ITEMS:

Legislative Update on Regional, State, and National Issues of Interest to the Board

This item was reviewed by the Legislative Committee. General Manager Eldredge stated the Board last received a legislative update at its meeting held May 8, 2017. General Manager Eldredge provided an overview of the legislative update report included in the Board meeting packet.

California Association of Sanitation Agencies (CASA) 2017 Annual Conference

General Manager Eldredge provided an overview of the sessions he attended at the CASA 2017 Annual Conference.

Consultant Shortlists for Capital Improvement Projects

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District utilizes consultant shortlists to assist with selection of consultants for future Capital Improvements Program projects. Consultants on the shortlists have been pre-qualified by the District, and the shortlists are reviewed and updated every three years. The shortlists were last updated December 2014.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Personnel, Engineering and Information Technology, and Legislative Committees met.

The Legal/Community Affairs Committee did not meet; staff conducted individual briefings with Boardmembers.

General Manager Eldredge asked if the Board would like to have CASA Conference updates reviewed by a Board Committee. The Board directed staff to present future CASA Conference updates for review by the Legislative Committee.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- District offices will be closed December 25 and 26, 2017, as well as January 1 and 2, 2018.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:50 p.m. to the next Board Meeting in the Boardroom on Monday, January 8, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD CLERK


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 8th day of January 2018