

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
June 14, 2021**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, June 14, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

President Kite called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

SALUTE TO THE FLAG

ROLL CALL

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

ABSENT: Manny Fernandez, Secretary (arrived at 4:02 p.m.)

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication Construction and Maintenance Manager
Armando Lopez, Treatment and Disposal Services Manager
Karoline Terrazas, Organizational Performance Manager
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
MAY 24, 2021**

It was moved by Secretary Fernandez, seconded by Director Handley, to Approve the Minutes of the Board Meeting of May 24, 2021. Motion carried with the following vote:

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

ABSTAIN: None
 ABSENT: None

THIRD QUARTER FISCAL YEAR 2021 DISTRICT-WIDE BALANCED SCORECARD MEASURES

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas provided an overview of the Balanced Scorecard included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

SELECT BOARDMEMBERS TO REPRESENT UNION SANITARY DISTRICT ON EXTERNAL COMMITTEES FOR FISCAL YEAR 2022

General Manager Eldredge stated staff prepared a desk item as requested by Vice President Lathi to clarify her preferences for External Committee assignments. The Desk Item was added to the Board meeting packet posted on the District's website. Policy No. 3070 calls for the Board to annually select representatives and alternates for the four following External Committees: Alameda County Water District Finance Authority (ACWDFA), East Bay Dischargers Authority Commission (EBDA), Alameda County California Special Districts Association (ACSDA), and Southern Alameda County Geographic Information System Joint Powers Authority (SACGISA). Current Board representatives and alternates for external committees and a table showing Boardmember preferences for external committee assignments were included in the Board meeting packet. Staff recommended the Board select members to serve the Fiscal Year 2022 term as USD representatives to the Alameda County Water District Finance Authority, East Bay Dischargers Authority Commission, Alameda County Chapter of the California Special Districts Association, and the Southern Alameda County Geographic Information System Joint Powers Authority.

It was moved by Director Toy, seconded by Vice President Lathi, to Accept the Following External Committee Assignments for Fiscal Year 2022:

External Committee	Board Representative	1st Alternate	2nd Alternate
ACWDFA	Anjali Lathi	Tom Handley	Jennifer Toy
EBDA	Jennifer Toy	Anjali Lathi	Tom Handley
ACSDA	Jennifer Toy	Pat Kite	Manny Fernandez
SACGISA	Tom Handley	Manny Fernandez	Anjali Lathi

Motion carried with the following vote:

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

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2015, BUDGET POLICY

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated Budget Policy No. 2015 requires review and approval by the Board of Directors every three years. Staff incorporated non-substantive updates and no significant edits were required. Staff recommended the Board consider approval of Policy No. 2015, Budget Policy.

It was moved by Director Handley, seconded by Director Toy, to Approve Policy No. 2015, Budget Policy. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO TASK ORDER NO. 1 WITH TANNER PACIFIC, INC. FOR THE TWIN FORCE MAIN RELOCATION

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the purpose of the Agreement and Task Order No. 1 was to authorize construction management and inspection services to Tanner Pacific, Inc. for the construction of Phase 2 of the Twin Force Main Relocation Project. When Task Order No. 1 was executed, it was anticipated the work would begin in July 2020 and conclude by December 2020. However, the project was delayed and the Second Amendment to the Pipeline Relocation Agreement with Taylor Morrison Homes (TMH) extended the completion date of the Phase 2 work to December 31, 2021. Amendment No. 1 to Task Order No. 1 with Tanner Pacific will be needed to provide additional construction management and inspection services. In accordance with the Pipeline Relocation Agreement, TMH is ultimately responsible for the cost of construction management and will reimburse the District for costs incurred under this task order and amendment. Staff recommended the Board authorize the General Manager to execute Amendment No. 1 to Task Order No. 1 with Tanner Pacific, Inc. in the amount of \$373,920 to provide additional construction management and inspection services for the Twin Force Main Relocation – Phase 2 Project.

It was moved by Vice President Lathi, seconded by Secretary Fernandez, to Authorize the General Manager to Execute Amendment No. 1 to Task Order No. 1 with Tanner Pacific, Inc. in the Amount of \$373,920 to Provide Additional Construction Management and Inspection Services for the Twin Force Main Relocation – Phase 2 Project. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH CAROLLO ENGINEERS, INC. FOR THE EMERGENCY OUTFALL IMPROVEMENTS PROJECT, CATHODIC PROTECTION SYSTEM IMPROVEMENTS PROJECT, AND FY21 GRAVITY SEWER REHABILITATION/REPLACEMENT PROJECT – PHASE VII

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the purpose of the task order will be to authorize construction management and inspection services during construction of the Outfall Project, Cathodic Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII Project. Staff selected Carollo after following the Request for Proposals process. The scope of services and fees for Task Order No. 1 were included in the Board meeting packet. Work under this Task Order, including project close out phase services, is expected to be completed by December 31, 2021. Staff recommended the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Carollo Engineers, Inc. in the amount of \$306,453 to provide construction management services for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII.

It was moved by Director Handley, seconded by Director Toy, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Carollo Engineers, Inc. in the Amount of \$306,453 to Provide Construction Management Services for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, FY 21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII. Motion carried with the following vote:

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

PROVIDE DIRECTION REGARDING THE START TIME FOR REGULAR MEETINGS OF THE BOARD OF DIRECTORS

Executive Assistant to the General Manager/Board Clerk McEvoy stated regular Board meetings have been held the second and fourth Monday of the month beginning at 4:00 p.m. since the onset of the pandemic in March of 2020. Staff prepared the item at the Board's request to provide an opportunity to discuss the start time for regular Board meetings going forward. Resolution No. 2888 states regular Board meetings take place the second and fourth Monday of each month at 7:00 p.m. and further states that in the event of an emergency as declared by the federal, state, or local government, the General Manager may adjust the start time of regular meetings to be earlier. The Governor's office announced its intention to end the suspension of the Brown Act that enabled public

agencies to conduct meetings remotely during the pandemic in October of 2021. Staff requested the Board provide direction regarding the start time for regular Board meetings.

The Board directed staff to prepare and present a revised version of Resolution No. 2888 to reflect that, after the COVID-19 pandemic restrictions end, the Board will conduct regular meetings at 4:00 p.m. on the second and fourth Monday of each month for a trial period.

INFORMATION ITEMS:

Board of Directors Internal Committee Assignments

President Kite presented Board internal committee assignments for 2021-2022.

Report on the East Bay Dischargers Authority (EBDA) Meeting of May 20, 2021

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

COVID-19 Update

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and coordination efforts.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Budget & Finance, Engineering and Information Technology, and Legal/Community Affairs Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated the following:

- There will be a Special Board Meeting Closed Session held virtually at 4:00 p.m. on Wednesday, June 16, 2021.
- General Manager Eldredge reminded the Board to please provide staff their availability for committee meetings for the next year.
- As part of the bond proceedings District staff will present to rating agencies the week of July 12, 2021 and expect to present to the Board at the July 26, 2021 meeting.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 5:00 p.m. to a Special Board Meeting to be held virtually at 4:00 p.m. on Wednesday, June 16, 2021.

SUBMITTED:

DocuSigned by:
Regina McEvoy
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REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:
Manny Fernandez
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MANNY FERNANDEZ
SECRETARY

APPROVED:

DocuSigned by:
Pat Kite
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PAT KITE
PRESIDENT

Adopted this 28th day of June 2021

Certificate Of Completion

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Subject: USD Requests you Please DocuSign: 06142021 Minutes.pdf	
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Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26

Record Tracking

Status: Original	Holder: Regina McEvoy	Location: DocuSign
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Signer Events

Pat Kite
pkite@unionsanitary.ca.gov
Security Level: Email, Account Authentication (None)

Signature

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Pat Kite
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Timestamp

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Manny Fernandez
mfernandez@unionsanitary.ca.gov
Security Level: Email, Account Authentication (None)

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Manny Fernandez
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Electronic Record and Signature Disclosure:
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Regina McEvoy
Reginam@unionsanitary.ca.gov
Assistant to GM
Union Sanitary District
Security Level: Email, Account Authentication (None)

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Regina McEvoy
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	7/6/2021 8:38:19 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
