

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
March 13, 2023**

CALL TO ORDER

President Lathi called the meeting to order at 4:00 p.m.

SALUTE TO THE FLAG

President Lathi led the salute to the flag.

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Armando Lopez, Treatment and Disposal Services Manager
Jose Rodrigues, Collection Services Manager
Raymond Chau, Technical Services Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Chris Pachmayer, Fabrication, Maintenance, and Construction Team Coach
Alisa Gordon, Human Resources Manager
Trieu Nguyen, IT Administrator
Regina McEvoy, Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
FEBRUARY 27, 2023**

It was moved by Secretary Toy, seconded by Vice President Fernandez, to Approve the Minutes of the Board Meeting of January 23, 2023. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

AWARD THE CONSTRUCTION CONTRACT FOR THE PLANT MISCELLANEOUS IMPROVEMENTS PROJECT TO W. M. LYLES CO.

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated staff identified various equipment and facilities in need of rehabilitation, replacement, and/or repairs to improve operation and maintenance of the treatment plant. The Plant Miscellaneous Improvements Project was advertised for bids December 6, 2022; the District received and opened two bids January 26, 2023. The bid results and a detailed breakdown of the bids were included in the Board meeting packet. Bid Alternate A provides Builder's Risk Insurance, a special type of property insurance that indemnifies against the loss of or damage to a building and equipment under construction. The contractor will have 550 calendar days to complete the Project from the Notice to Proceed, staff estimates completion in September 2024. Staff recommended the Board award the construction contract, including Bid Alternate A, for the Plan Miscellaneous Improvements Project to W.M. Lyles Co. in the amount of \$5,544,390.

It was moved by Director Handley, seconded by Director Kite, to Award the Construction Contract, Including Bid Alternate A, for the Plant Miscellaneous Improvements Project to W.M. Lyles Co. in the Amount of \$5,544,390. Motion carried unanimously.

REJECT ALL BIDS RECEIVED FOR THE CHERRY STREET PUMP STATION IMPROVEMENTS PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the Project was initially advertised for bids on August 30, 2022. The apparent low bidder was deemed non-responsive, and the second low bidder exceeded the Engineer's Estimate by 61%. Therefore, the Board directed staff to reject all bids and re-bid the Project. The Project was re-advertised for bids November 1, 2022; the four bids received were opened December 6, 2022 and the results showing all bids exceeded the Engineer's Estimate were included in the Board meeting packet. The future Stevenson Boulevard Lift Station will replace Cherry Street Pump Station and will be designed to handle wastewater flows of future development in the area. The proposed schedule would place the new Lift Station into operation within the next four to five years. Due to all bids exceeding the Engineer's Estimate by a large percentage and the relatively short duration until the Cherry Street Pump Station will be replaced, staff recommended the Board reject all bids for this Project. Staff will continue to look at making lesser but critical improvements to the existing pump station to improve its reliability until the new lift station becomes operational. Staff recommended the Board reject all bids received for the Cherry Street Pump Station Improvements Project.

It was moved by Secretary Toy, seconded by Vice President Fernandez, to Reject all Bids Received for the Cherry Street Pump Station Improvements Project. Motion carried unanimously.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NOS. 1 AND 2 WITH WOODARD & CURRAN, INC. FOR THE ALVARADO BASIN CAPACITY AND CONDITION ASSESSMENT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated staff regularly assess both the capacity and condition of the gravity sewers within the District's collection system. The goal of the assessments is to develop a long-term capital improvement program that will provide for adequate hydraulic capacity in the sewer system as well as address maintenance and structural problems. Assessments typically coincide with the completion of the closed-circuit television (CCTV) inspections for each of the three drainage basins. Staff completed the planned CCTV inspections for the Alvarado Basin in 2022. The purpose of Task Order No. 1 would be to authorize Woodard & Curran, Inc. to perform a condition assessment of the Alvarado Basin's gravity sewer collection system based on the latest CCTV inspection data and other data relating to sewer pipeline assets, maintenance frequency, and service area characteristics. A description of tasks to be included in the assessment and the scope of services and fee for Task Order No. 1 were summarized in the Board meeting packet. All work under Task Order No. 1 would be expected to be completed by Winter 2023. The purpose of Task Order No. 2 would be to authorize Woodard & Curran to perform the balance of the scope for the Alvarado Basin Capacity and Condition Assessment. A description of tasks to be included and the scope of services and fee for Task Order No. 2 were summarized in the Board meeting packet. Task Order No. 2 would be executed on the condition the Board adopts the FY 24 Special Projects budget, all work under Task Order No. 2 would be expected to be completed by Winter 2024. Staff recommended the Board Authorize the General Manager to execute an agreement and Task Order No. 1 in the amount of \$69,890 with Woodard & Curran, Inc. to conduct the condition assessment Portion of the Alvarado Basin Capacity and Condition Assessment; and authorize the General Manger to execute Task Order No. 2 in the Amount of \$329,450 with Woodard & Curran, Inc. to conduct the balance of the scope for the Alvarado Basin capacity and condition assessment contingent upon the Board's Adoption of the FY 24 special projects budget.

It was moved by Director Handley, seconded by Secretary Toy, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 in the Amount of \$69,890 with Woodard & Curran, Inc. to Conduct the Condition Assessment Portion of the Alvarado Basin Capacity and Condition Assessment; and Authorize the General Manger to Execute Task Order No. 2 in the Amount of \$329,450 with Woodard & Curran, Inc. to Conduct the Balance of the Scope for the Alvarado Basin Capacity and Condition Assessment Contingent Upon the Board's Adoption of the FY 24 Special Projects Budget. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF CLASSIFIED PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE MARCH 1, 2023

This item was reviewed by the Personnel Committee. General Manager Eldredge stated the Classified Publicly Available Pay Schedule reflects adjustments to classified staff pay ranges effective March 1, 2023, pursuant to the current Memorandum of Understanding. Staff recommended the Board consider and approve the Classified Employee Pay Schedule effective March 1, 2023.

It was moved by Vice President Fernandez, seconded by Director Handley, to Authorize Staff to Proceed with a Long Block Exchange For Cogeneration Engine No. 2. Motion carried with the following vote:

AYES: Handley, Fernandez, Kite, Lathi, Toy

NOES: None

ABSTAIN: None

ABSENT: None

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Union Sanitary District
Classified Employees Salary Schedule
Effective March 1, 2023

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Technical Specialist		51.1282	53.6846	56.3689	59.1873	62.1467
Accounting Technician I	1	41.3160	43.3818	45.5509	47.8284	50.2198
Accounting Technician II	2	45.4473	47.7196	50.1056	52.6109	55.2414
Administrative Specialist I	1	40.3842	42.4035	44.5236	46.7498	49.0873
Administrative Specialist II	2	42.5096	44.6351	46.8669	49.2102	51.6707
Assistant Storekeeper		39.2690	41.2324	43.2941	45.4588	47.7317
Chemist I	1	55.5661	58.3444	61.2616	64.3247	67.5409
Chemist II	2	58.3445	61.2617	64.3248	67.5410	70.9181
Collection System Trainer		55.3257	58.0920	60.9966	64.0464	67.2487
Collection System Worker I	1	43.5462	45.7235	48.0097	50.4102	52.9306
Collection System Worker II	2	47.9010	50.2961	52.8109	55.4514	58.2240
Communications & Intergovernmental Relations Coordinator		59.9494	62.9467	66.0942	69.3988	72.8687
Construction Inspector I	1	48.5472	50.9746	53.5233	56.1995	59.0094
Construction Inspector II	2	53.4018	56.0719	58.8755	61.8193	64.9102
Construction Inspector III	3	55.5380	58.3149	61.2306	64.2922	67.5068
Control Systems Specialist		59.8322	62.8238	65.9650	69.2632	72.7278
Customer Service Fee Analyst		46.1475	48.4549	50.8776	53.4215	56.0926
EC Outreach Representative		57.2714	60.1350	63.1418	66.2988	69.6138
EC Specialist/Outreach		61.2804	64.3444	67.5617	70.9397	74.4867
Engineering Assistant/Plan Checker		59.5418	62.5189	65.6449	68.9271	72.3735
Engineering Technician I	1	46.8420	49.1841	51.6433	54.2255	56.9367
Engineering Technician II	2	51.5262	54.1025	56.8076	59.6480	62.6304
Engineering Technician III	3	56.6789	59.5128	62.4885	65.6129	68.8936
Environmental Compliance Inspector I	1	45.8620	48.1551	50.5629	53.0910	55.7456
Environmental Compliance Inspector II	2	51.5959	54.1757	56.8845	59.7287	62.7151
Environmental Compliance Inspector III	3	57.2714	60.1350	63.1418	66.2988	69.6138
Environmental Compliance Inspector IV	4	61.2804	64.3444	67.5617	70.9397	74.4867
Fleet Mechanic I	1	46.2603	48.5733	51.0019	53.5520	56.2296
Fleet Mechanic II	2	51.8115	54.4021	57.1222	59.9783	62.9773
Instrument Tech/Electrician		56.9830	59.8322	62.8238	65.9650	69.2632
Janitor		31.4104	32.9810	34.6300	36.3615	38.1796

Union Sanitary District
Classified Employees Salary Schedule
Effective March 1, 2023

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Laboratory Director		69.1136	72.5693	76.1978	80.0077	84.0080
Lead Collection System Worker		52.6911	55.3257	58.0920	60.9966	64.0464
Maintenance Assistant		19.8794	20.8734	21.9171	23.0129	24.1636
Mechanic I	1	47.5113	49.8868	52.3812	55.0002	57.7503
Mechanic II	2	53.2128	55.8735	58.6671	61.6005	64.6805
Painter		48.8294	51.2709	53.8344	56.5262	59.3525
Planner/Scheduler I	1	54.5483	57.2757	60.1395	63.1465	66.3038
Planner/Scheduler II	2	58.6579	61.5908	64.6704	67.9039	71.2992
Plant Operations Trainer		65.8093	69.0998	72.5548	76.1825	79.9916
Plant Operator I	1	44.6484	46.8808	49.2249	51.6861	54.2704
Plant Operator II	2	50.3331	52.8497	55.4922	58.2668	61.1801
Plant Operator III	3	58.7583	61.6962	64.7810	68.0201	71.4211
Receptionist		35.3119	37.0775	38.9314	40.8779	42.9218
Storekeeper I	1	49.6541	52.1369	54.7437	57.4809	60.3549
Storekeeper II	2	52.1367	54.7436	57.4808	60.3549	63.3725
Utility Worker		38.6969	40.6318	42.6634	44.7965	47.0363

Approved By:

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Anjali Lathi, President
Board of Directors

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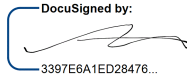
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Anjali Lathi
alathi@unionsanitary.ca.gov
Union Sanitary District
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Jennifer Sio-Kwok
jennifers@unionsanitary.ca.gov
Administrative Specialist II
Union Sanitary District
Security Level: Email, Account Authentication
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REVIEW AND CONSIDER APPROVAL OF INVESTMENT POLICY NO. 2030

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated District staff and PFM Asset Management, LLC, collaborated to update the Investment Policy to accurately reflect language in the current Government Code. Staff recommended the Board consider and approve the District's Investment Policy No. 2030 and renew delegation of authority of Treasurer to the Business Services Manager for a one-year period pursuant to California Government Code Section 53607 as amended by Stats. 1996, Ch. 749, Sec. 6.

It was moved by Director Kite, seconded by Secretary Toy, to Approve the District's Investment Policy No. 2030 and Renew Delegation of Authority of Treasurer to the Business Services Manager for a One-Year Period. Motion carried unanimously.

INFORMATION ITEMS:

COVID-19 Update

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and coordination efforts. General Manager Eldredge stated he will provide an overview of District activities that have changed due to COVID at an upcoming Board meeting.

Report on the East Bay Discharger's Authority Meeting of February 16, 2023

President Lathi provided an overview of the EBDA meeting minutes included in the Board meeting packet.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Budget & Finance, Engineering and Information Technology, and Personnel Committees met.

GENERAL MANAGER'S REPORT:

- General Manager Eldredge noted the Board last met in person three years ago.
- General Manager Eldredge stated the treatment plant peaked at almost 61 MGD during the recent wet weather event over the weekend.
- PFM Asset Management, LLC confirmed the District had no direct nor indirect exposure to the Silicon Valley Bank failure.
- The Mid-Year Budget Board Workshop will be held Thursday, March 16, 2023, at 4:00 p.m. in the Boardroom.
- General Manager Eldredge shared videos from the first concrete pour for the Campus foundation.
- Staff will be reaching out to the Board to schedule Board workshops.

OTHER BUSINESS:


Director Handley stated he will participate remotely in the next Engineering and Information Technology Committee meeting due to a surgical procedure as allowable

under AB 2449, and further stated he will also participate in the March 27 Board meeting remotely as allowed under the Brown Act.


ADJOURNMENT:

The meeting was adjourned at 4:36 p.m. The next Regular Board Meeting will be held virtually on Monday, March 27, 2023, at 4:00 p.m.


SUBMITTED:

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REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

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JENNIFER TOY
SECRETARY

APPROVED:

DocuSigned by:

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ANJALI LATHI
PRESIDENT

Adopted this 27th day of March 2023

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Anjali Lathi
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Jennifer Toy
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 Assistant to GM
 Union Sanitary District
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