

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
July 17, 2023**

CALL TO ORDER

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

SALUTE TO THE FLAG

President Fernandez led the salute to the flag.

ROLL CALL

PRESENT: Manny Fernandez, President
Jennifer Toy, Vice President
Tom Handley, Secretary (via teleconference)
Pat Kite, Director
Anjali Lathi, 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
Scott Martin, Fabrication, Maintenance, and Construction Coach
Marcus Lee, Treatment and Disposal Services Coach
Matt Lubina, Collection Services Coach
Richard Thow, Customer Services Coach
Trieu Nguyen, IT Administrator
Karoline Terrazas, Organizational Performance Manager
Nasiha Rahman, Organizational Support Coordinator
Sharon Anderson, Administrative Specialist
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters

APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF JUNE 26, 2023

It was moved by Director Kite, seconded by Director Lathi, to Approve the Minutes of the Board Meeting of June 26, 2023. Motion carried with the following vote:

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

FISCAL YEAR 2023 3RD QUARTER DISTRICT-WIDE BALANCED SCORECARD

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas provided an overview of the Fiscal Year 2023 3rd Quarter District-wide Balanced Scorecard.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 1 TO TASK ORDER NO. 1 WITH MARK THOMAS & COMPANY, INC. FOR CONSTRUCTION INSPECTOR STAFF AUGMENTATION

This item was reviewed by the Budget & Finance Committee. Customer Service Coach Thow stated the Customer Service Team employs two full-time construction inspectors. One of the construction inspectors retired in March. Due to anticipated construction activities, staff determined it would be necessary to fill the vacant position on a temporary basis until the District would be able to recruit a permanent replacement. In June 2023, staff executed an agreement and Task Order No 1 with Mark Thomas in the amount of \$73,879 to provide a temporary construction inspector for three months. In June, the second construction inspector submitted their resignation. While a permanent solution is under evaluation, and during the recruitment process, staff requested Mark Thomas provide a second temporary construction inspector. The purpose of Amendment No. 1 to Task Order No. 1 is to provide a second full-time temporary construction inspector for three months from July through October 5, 2023, and to extend the duration of the first full-time temporary construction inspector for an additional month through October 5, 2023. Staff recommended the Board authorize the General Manager to execute Amendment No. 1 to Task Order No. 1 with Mark Thomas & Company, Inc. in the amount of \$100,812 for providing temporary construction inspectors.

It was moved by Vice President Toy, seconded by Director Lathi, to Authorize the General Manager to Execute Amendment No. 1 to Task Order No. 1 with Mark Thomas &

Company, Inc. in the Amount of \$100,812 for Providing Temporary Construction Inspectors. Motion carried with the following vote:

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

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE ALVARADO INFLUENT PUMP STATION IMPROVEMENTS PROJECT FROM KIEWIT INFRASTRUCTURE WEST CO.

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the Board awarded the construction contract for the Alvarado Influent Pump Station Improvements Project to Kiewit Infrastructure West Co. on October 14, 2019; the Notice to Proceed was issued October 31, 2019. The Project experienced several delays, which were outlined in the Board meeting packet. Kiewit substantially completed the Project December 6, 2022, and all punch list work was successfully completed June 26, 2023. Staff recommended the Board consider a resolution to accept the construction of the Alvarado Influent Pump Station Improvements Project from Kiewit Infrastructure West Co. and authorize recordation of a Notice of Completion.

It was moved by Vice President Toy, seconded by Director Lathi, to Adopt Resolution No. 2998 Accepting Construction of the Alvarado Influent Pump Station Improvements Project Located in the City of Union City, California from Kiewit Infrastructure West Co., and Authorize Recordation of a Notice of Completion. Motion carried with the following vote:

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

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RESOLUTION NO. 2998

**ACCEPT CONSTRUCTION OF THE
ALVARADO INFLUENT PUMP STATION
IMPROVEMENTS PROJECT LOCATED IN THE CITY OF
UNION CITY, CALIFORNIA
FROM KIEWIT INFRASTRUCTURE WEST CO.**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Alvarado Influent Pump Station Improvements Project from Kiewit Infrastructure West Co., effective July 17, 2023.

FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and record a "Notice of Completion" for the Project.

On motion duly made and seconded, this resolution was adopted by the following vote on July 17, 2023:

AYES: Fernandez, Handley, Lathi, Kite, Toy

NOES: None

ABSENT: None

ABSTAIN: None

DocuSigned by:

Manny Fernandez

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MANNY FERNANDEZ
President, Board of Directors
Union Sanitary District

Attest:

DocuSigned by:

Tom Handley

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TOM HANDLEY
Secretary, Board of Directors
Union Sanitary District

Certificate Of Completion

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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: 99.184.55.22


Record Tracking

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Signer Events

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

Signature

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Tom Handley
 thandley@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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CONSIDER A MOTION TO MODIFY THE JANUARY 8, MAY 27, JULY 8, NOVEMBER 25, AND DECEMBER 23, 2024, BOARD MEETINGS DUE TO HOLIDAY IMPACTS

Executive Assistant to the General Manager/Board Clerk McEvoy outlined Board meetings that would be impacted by holidays during the 2024 calendar year and provided options for the Board's consideration.

It was moved by Director Lathi, seconded by Director Kite, to:

- Keep the January 8, 2024, Board Meeting as Scheduled. The Board Packet Will be Published Wednesday, January 3, 2024, and Committee Meetings Will be Held Thursday, January 4, and Friday, January 5, 2024.
- Cancel the May 27, 2024, Board Meeting, and Schedule a Special Meeting for Tuesday, May 28, 2024.
- Cancel the July 8 and July 22, 2024, Board Meetings and Schedule Special Board Meetings for July 15 and July 29, 2024.
- Cancel the November 25, 2024, Board Meeting and Authorize Staff to Schedule a Special Meeting for November 18, 2024, if needed.
- Cancel the December 23, 2024, Board Meeting and Authorize Staff to Schedule a Special Meeting for December 16, 2024, if needed.

Motion carried with the following vote:

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

INFORMATION ITEMS:

Report on the East Bay Dischargers Authority Commission Meeting of June 15, 2023

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

Check Register

Staff responded to Boardmember questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology and Legal/Community Affairs committees met. The Budget & Finance meeting was canceled, and briefings were held with committee members.

GENERAL MANAGER'S REPORT:

- General Manager Eldredge shared photos and a video of the interior of Digester No. 6 taken during the cleaning process.

- General Manager Eldredge provided an update regarding blue plastic bags that had caused issues at the Boyce Pump Station.
- District staff will attend the Family Health Fair at Washington Hospital on Saturday, July 29, 2024, from 10:00 a.m. to 2:00 p.m.


OTHER BUSINESS:

There was no other business.


ADJOURNMENT:

The meeting was adjourned at 4:44 p.m. to the Special Board Meeting to be held in the Boardroom on Monday, July 31, 2023, at 4:00 p.m.


SUBMITTED:

DocuSigned by:

E550CBBC143D4D7
REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

C0CC5FEF393E9442
TOM HANDLEY
SECRETARY

APPROVED:

DocuSigned by:

77BEF9EB02EB471...
MANNY FERNANDEZ
PRESIDENT

Adopted this 31st day of July 2023

Certificate Of Completion

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	Reginam@unionsanitary.ca.gov
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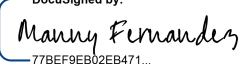
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Signer Events

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

Signature

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Regina McEvoy
 reginam@unionsanitary.ca.gov
 Assistant to GM
 Union Sanitary District
 Security Level: Email, Account Authentication (None)

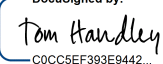
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Tom Handley
 thandley@unionsanitary.ca.gov
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Electronic Record and Signature Disclosure
