MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING AUTHORITY October 23, 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

Pat Kite, Director Anjali Lathi, Director

ABSENT: Tom Handley, Secretary

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

Robert Simonich, Fabrication Maintenance and Construction Manager

Alisa Gordon, Human Resources Manager

Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager Chris Pachmayer, Fabrication Maintenance and Construction Coach

Matt Lubina Collection Services Coach Tim Grillo, Research and Support Coach

Curtis Bosick, Capital Improvement Projects Coach

Gus Carrillo, Enhanced Treatment and Site Upgrade Program Coordinator

Trieu Nguyen, IT Administrator

Rebecca Ingalls, Administrative Specialist

Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITOR: Jack Alcom, Tri-City Voice

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF OCTOBER 3, 2023

It was moved by Director Kite, seconded by Vice President Toy, to Approve the Minutes of the Special Board Meeting of October 3, 2023. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

<u>APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF OCTOBER 9, 2023</u>

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Special Board Meeting of October 9, 2023. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

SEPTEMBER 2023 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Monthly Report, and Business Services Manager/CFO Carlson provided an overview of the financial reports.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

GENERAL DISTRICT ELECTION

- A. CONSIDER A RESOLUTION ORDERING, CALLING, PROVIDING FOR, AND GIVING NOTICE OF GENERAL ELECTION TO BE HELD IN UNION SANITARY DISTRICT, ALAMEDA COUNTY, CALIFORNIA, ON TUESDAY, MARCH 5, 2024, FOR THE PUROSE OF ELECTING THREE DIRECTORS; AND
- B. CONSIDER A RESOLUTION ORDERING THE CONSOLIDATION OF THE UNION SANITARY DISTRICT GENERAL ELECTION ON MARCH 5, 2024, WITH THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON MARCH 5, 2024, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA TO CONSOLIDATE THE GENERAL DISTRICT ELECTION WITH THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON MARCH 5, 2024

This item was reviewed by the Personnel Committee. District Counsel Murphy stated Alameda County will conduct its statewide direct primary election on March 5, 2024. The filing period for candidates for three District Board of Directors positions will run from November 13, 2024, up to and including December 8, 2024. Staff prepared two resolutions for the Board's consideration. Once the resolutions have been adopted, a notice of consolidation must be filed with the Registrar of Voters. Staff recommended the Board adopt a resolution ordering, calling, providing for, and giving notice of a general election to be held in Union Sanitary District, Alameda County, California on Tuesday, March 5, 2024, for the purpose of electing three Directors; and adopt a resolution ordering the consolidation of the Union Sanitary District general election on March 5, 2024, with the statewide direct primary election to be held on March 5, 2024, and requesting the Board of Supervisors of the County of Alameda to consolidate the General District Election with the statewide direct primary election to be held on March 5, 2024; and authorize staff to notify the Registrar of Voters of the District's invention to consolidate election.

It was moved by Director Kite, seconded by Director Lathi, to Adopt Resolution No. 2999 Ordering, Calling, Providing for, and Giving Notice of a General Election to be Held in Union Sanitary District, Alameda County, California, on March 5, 2024, for the Purpose of Electing Three Directors; and Adopt Resolution No. 3000 Ordering the Consolidation of the Union Sanitary District Primary Election to be Held on March 5, 2024, and Requesting the Board of Supervisors of the County of Alameda to Consolidate the General District Election with the Statewide Direct Primary Election to be Held on March 5, 2024. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

####

RESOLUTION NO. 2999

RESOLUTION ORDERING, CALLING, PROVIDING FOR, AND GIVING NOTICE OF A GENERAL ELECTION TO BE HELD IN UNION SANITARY DISTRICT, ALAMEDA COUNTY, CALIFORNIA, ON MARCH 5, 2024 FOR THE PURPOSE OF ELECTING THREE DIRECTORS

BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF UNION SANITARY DISTRICT, Alameda County, California, as follows:

SECTION 1: That an election be, is hereby ordered and called to be held; and,

NOTICE IS HEREBY GIVEN

that the election will be held in UNION SANITARY DISTRICT, Alameda County, California, on Tuesday, March 5, 2024, at the time for the holding of the Statewide Direct Primary Election provided for by Elections Code Sections 1000(a) and 1201, State of California, for the purpose of electing

ONE DIRECTOR, WARD 1; UNION CITY ONE DIRECTOR, WARD 2; NEWARK ONE DIRECTOR, WARD 3; FREMONT

to hold office for the term prescribed by law and until the election and qualifications of their successors. Terms of office are for four years.

SECTION 2: The election hereby called and ordered to be held in the District, including the nomination of candidates and the election of Directors and all matters pertaining thereto, shall be held and conducted and the results ascertained, determined, and declared in accordance with the applicable provisions of the Health and Safety Code and Elections Code and substantially as herein prescribed and in all other respects as nearly as practicable in conformity with the general election laws of the State of California.

SECTION 3: One Director shall be elected from Ward One, one Director shall be elected from Ward Two, and one Director shall be elected from Ward Three, as defined in Union Sanitary District Ordinance No. 33, at the election, for the term prescribed by law. The Directors shall be residents and registered voters of UNION SANITARY DISTRICT and from the geographical area of the respective Ward each candidate seeks to represent. The ballot shall contain the names of the persons nominated for the office of Director of UNION SANITARY DISTRICT. Candidates shall declare their candidacy; election returns shall be canvassed; the election shall be held and conducted; the results shall be declared; and the certificates of election shall be issued in the same manner as the Declaration of Candidacy, election, canvassing of returns, declaration of results, and issuance of Certificates of Election for County Officers are made, declared, held, conducted, and issued consistent with the provisions of the Elections Code of California and California Health and Safety Code Section 6580.1.

SECTION 4: The election provided for herein is ordered consolidated in accordance with law, with the Statewide Direct Primary Election provided for by Elections Code Sections 1000(a) and 1201 to be held in the County of Alameda and in the territory of the UNION SANITARY DISTRICT on March 5, 2024; and the Board of Supervisors of Alameda County is authorized to cause the canvass of the returns of the District election and certify the results of the canvass to the Board of Directors of UNION SANITARY DISTRICT; and such election within the area

of the District shall be held in all respects as if there were only one election; and only one form of ballot shall be used thereat; and the election precincts, polling places, and voting booths shall in every case be the same; and there shall be only one set of election officers in each of the precincts, and they shall be those selected and designated by the Board of Supervisors of Alameda County, California, for the Statewide Direct Primary Election.

SECTION 5: Official petitions for eligible candidates desiring to file for each office may be obtained from the office of the Registrar of Voters. Appointment to each elective office will be made as prescribed by California Elections Code Section 10515 in the event there are no nominees for any specific seat or seats and a petition for an election is not filed within the time prescribed by Elections Code Section 10515. In the event of a tie vote, the tie shall be resolved by lot.

SECTION 6: At the next regular meeting of the Board of Directors of UNION SANITARY DISTRICT held after the receipt of the returns of the canvass by the Board of Supervisors of Alameda County, California, the Board of Directors shall determine the results of the election and shall provide a statement of the results of the election as ascertained by the canvass, giving the total votes cast for each candidate for office of Director voted upon at the election.

On motion duly made and seconded, this resolution was adopted by the following vote on October 23, 2023:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

-DocuSigned by:

Manny Fernandez

MANNY FERNANDEZ President, Board of Directors Union Sanitary District

Attest:

DocuSigned by:

Tom Handley __cocc5EE5393E9442__ TOM HANDLEY

Secretary, Board of Directors Union Sanitary District

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Signer Events

Manny Fernandez

mfernandez@unionsanitary.ca.gov

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— Docusigned by:

Marry Fernander

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Tom Handley

Certified Delivered

thandley@unionsanitary.ca.gov

Security Level: Email, Account Authentication

(None)

tom Handley

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RESOLUTION NO. 3000

RESOLUTION ORDERING THE CONSOLIDATION OF THE UNION SANITARY
DISTRICT GENERAL ELECTION ON MARCH 5, 2024, WITH THE STATEWIDE DIRECT
PRIMARY ELECTION TO BE HELD ON MARCH 5, 2024, AND REQUESTING THE
BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA TO
CONSOLIDATE THE GENERAL DISTRICT ELECTION WITH THE
STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON MARCH 5, 2024

WHEREAS, the Board of Directors of the UNION SANITARY DISTRICT of Alameda County, State of California, has called a General District Election to be held in said District on March 5, 2024, for the purpose of electing a successor for each of the three (3) members whose terms are about to expire; and

WHEREAS, the Board of Directors of UNION SANITARY DISTRICT has declared its intention that all General District Elections for the election of Directors be consolidated with and held on the same date as the Statewide Direct Primary Election is to be held in accordance with Section 6580.1 of the Health and Safety Code of the State of California.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Union Sanitary District as follows:

- 1. That the General District Election to be held on March 5, 2024, in the UNION SANITARY DISTRICT, of Alameda County, shall be and the same hereby is consolidated with the Statewide Direct Primary Election to be held on that date.
- 2. Pursuant to the provisions of Elections Code Section 10400 *et seq.* of the State of California, the Board of Directors of the UNION SANITARY DISTRICT hereby requests the Board of Supervisors of Alameda County, California, to consolidate, in accordance with the law, the General District Election ordered and called to be held on March 5, 2024, with the Statewide Direct Primary Election to be held on March 5, 2024, as provided by Elections Code, Sections 1000(a) and 1201 and Section 6580.1 of the Health and Safety Code of California.
- 3. Any candidate filing a candidate's statement of qualifications pursuant to California Elections Code Section 13307 shall pay the actual prorated costs of printing and handling said candidate's statement as provided therein. Such payment is to be made in advance to the Registrar of Voters. The candidate's statement shall contain no more than 200 words. Candidates will not be permitted to submit other materials to be sent with the sample ballot and voter's pamphlet.

On motion duly made and seconded, this resolution was adopted by the following vote on October 23, 2023:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

DocuSigned by:

Manny Firnandez

MANNY FERNANDEZ
President, Board of Directors
Union Sanitary District

Attest:

—DocuSigned by:

TOM HANDLEY

Secretary, Board of Directors Union Sanitary District

DocuSign[®]

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Signer Events

Manny Fernandez

mfernandez@unionsanitary.ca.gov

Security Level: Email, Account Authentication

(None)

Signature DocuSigned by:

Manny Fernandez -77BEF9EB02EB471...

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Signed: 10/25/2023 10:03:11 AM

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Tom Handley

thandley@unionsanitary.ca.gov

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Security Level: Email, Account Authentication

(None)

tom Handley

Signature Adoption: Pre-selected Style Using IP Address: 107.3.183.199

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CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE PRIMARY DIGESTER NO. 7 PROJECT FROM C. OVERAA & CO.

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvement Projects Coach Bosick stated the Board awarded the construction contract for the Project to Overaa on January 13, 2020. The Notice to Proceed was issued February 10, 2020, and the Project was initially scheduled to be completed October 11, 2021. Primary Digester No. 7 was successfully commissioned, and the Project was substantially completed May 26, 2022. Staff awaited completion of outstanding punchlist work and various administrative items before recommending Project acceptance by the Board. Staff recommended the Board consider a resolution to accept the construction of the Primary Digester No. 7 Project from C. Overaa & Co.

It was moved by Vice President Toy, seconded by Director Lathi, to Adopt Resolution No. 3001 Accepting Construction of the Primary Digester No. 7 Project Located in the City of Union City, California from C. Overaa & Co. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

####

RESOLUTION NO. 3001

ACCEPT CONSTRUCTION OF THE PRIMARY DIGESTER NO. 7 PROJECT LOCATED IN THE CITY OF UNION CITY, CALIFORNIA FROM C. OVERAA & CO.

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Primary Digester No. 7 Project from C. Overaa & Co., effective October 23, 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 October 23, 2023:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None

ABSTAIN: None

ABSENT: Handley

DocuSigned by:

MANNY FERNANDEZ President, Board of Directors

Union Sanitary District

Manny Fernander

Attest:

Tom Handley C0CC5EF393E9442.

DocuSigned by:

TOM HANDLEY Secretary, Board of Directors

Union Sanitary District

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Manny Fernandez mfernandez@unionsanitary.ca.gov

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Manny Fernandez 77BEF9EB02EB471..

Signature

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Tom Handley

thandley@unionsanitary.ca.gov

Security Level: Email, Account Authentication

(None)

Tom Handley C0CC5EF393E9442.

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Signed using mobile

Electronic Record and Signature Disclosure:

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REVIEW AND CONSIDER APPROVAL OF UNCLASSIFIED PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE SEPTEMBER 1, 2023

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated the Publicly Available Pay Schedule has been designed to ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation. A summary of salary changes within the proposed pay schedule was outlined in the Board meeting packet. Staff recommended the Board consider approval of the September 1, 2023, Unclassified Employees Pay Schedule which will be posted and retained in accordance with CalPERS requirements.

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the September 1, 2023, Unclassified Employees Pay Schedule. Motion carried with the following vote:

AYES: Fernandez, Kite, Lathi, Toy

NOES: None ABSENT: Handley ABSTAIN: None

####



Union Sanitary District Unclassified Employees Salary Schedule Effective September 1, 2023

Position Title	Minimum	Maximum
Position ritle	Bi-Weekly Pay Rate	Bi-Weekly Pay Rate
Accounting and Financial Analyst I	\$3,896.77	\$5,114.51
Accounting and Financial Analyst II	\$4,353.26	\$5,713.65
Assistant Engineer	\$4,659.06	\$6,115.01
Assistant Engineer - Limited Term	\$4,659.06	\$6,115.01
Associate Engineer	\$5,227.21	\$6,860.72
Buyer I	\$3,578.96	\$4,697.38
Buyer II	\$3,976.62	\$5,219.31
Coach, Capital Improvement Projects	\$6,895.18	\$9,049.92
Coach, Collection Services	\$5,569.51	\$7,309.98
Coach, Customer Service	\$6,895.18	\$9,049.92
Coach, Electrical & Technology	\$6,497.14	\$8,527.50
Coach, Environmental Compliance	\$5,925.07	\$7,776.65
Coach, Finance & Acquisition Services	\$6,384.91	\$8,380.19
Coach, Mechanical Maintenance	\$5,531.98	\$7,260.72
Coach, Research & Support/Senior Engineer	\$6,139.83	\$8,058.53
Coach, Research & Support/Principal Engineer	\$6,895.18	\$9,049.92
Coach, Wastewater Plant Operations	\$5,586.50	\$7,332.28
Coach, Wastewater Plant Operations - Limited Term	\$5,586.50	\$7,332.28
Enhanced Treatment Site Upgrade Assistant Program Manager - Limited Term	\$5,844.61	\$7,671.05
Enhanced Treatment Site Upgrade Program Manager - Limited Term	\$6,715.15	\$8,813.63
Environmental Health and Safety Program Manager	\$5,036.16	\$6,609.95
Environmental Health and Safety Specialist	\$4,277.66	\$5,614.42
Environmental Program Coordinator	\$5,360.78	\$7,036.02
Executive Assistant to the General Manager/Board Clerk	\$4,198.48	\$5,510.51
General Manager	\$9,956.50	\$13,067.90
Human Resources Analyst II	\$4,518.37	\$5,930.36



Union Sanitary District Unclassified Employees Salary Schedule Effective September 1, 2023

Position Title	Minimum	Maximum
Position Title	Bi-Weekly Pay Rate	Bi-Weekly Pay Rate
Human Resources Manager	\$6,373.95	\$8,365.81
Information Technology Administrator	\$6,187.76	\$8,121.43
Information Technology Analyst	\$4,114.00	\$5,399.62
Junior Engineer	\$4,193.15	\$5,503.51
Junior Engineer - Limited Duration	\$4,193.15	\$5,503.51
Lab Director	\$5,618.46	\$7,374.22
Manager, Business Services / Chief Financial Officer	\$8,646.82	\$11,348.95
Manager, Collection Services	\$7,712.01	\$10,122.02
Manager, Maintenance and Technology Services	\$7,938.83	\$10,419.72
Manager, Technical Services	\$8,293.56	\$10,885.30
Manager, Treatment & Disposal Services	\$7,560.79	\$9,923.54
Organizational Support Coordinator I	\$3,895.39	\$5,112.70
Organizational Performance Coordinator II	\$4,499.19	\$5,905.18
Organizational Performance Manager	\$5,196.56	\$6,820.48
Principal Engineer	\$5,969.85	\$7,835.43
Purchasing Agent	\$4,833.71	\$6,344.24
Senior Accounting and Financial Analyst	\$4,602.33	\$6,040.56
Senior Database Administrator / Developer	\$5,147.68	\$6,756.34
Senior GIS/Database Administrator/Developer	\$5,249.36	\$6,889.78
Senior Human Resources Analyst	\$5,112.56	\$6,710.23
Senior Information Technology Analyst	\$4,571.11	\$5,999.58
Senior Network Administrator	\$5,113.82	\$6,711.89
Senior Engineer/Senior Process Engineer	\$5,555.09	\$7,291.05



Union Sanitary District Unclassified Employees Salary Schedule Effective September 1, 2023

Position Title	Minimum	Maximum
Position Title	Bi-Weekly Pay Rate	Bi-Weekly Pay Rate

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.

	DocuSigned by:	
Approved by:	Manny Fernandez	
	President, Board of Directors	

DocuSign^a

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Signed: 10/25/2023 10:06:06 AM

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mfernandez@unionsanitary.ca.gov

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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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INFORMATION ITEMS:

CAL-Card 1st Quarter Fiscal Year 2024 Activity Report

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the 1st Quarter CAL-Card Activity Report included transactions from June 21, 2023 through September 22, 2023. There were 290 transactions totaling \$87,313.83 during the 1st Quarter of the 2024 Fiscal Year. Staff responded to Boardmember questions regarding the CAL-Card report included in the Board meeting packet.

Board Expenses for the First Quarter of Fiscal Year 2024

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated there were no Board expenditures during the first quarter of Fiscal Year 2024.

Report on the East Bay Dischargers Authority Commission Meeting of September 21, 2023

Director Lathi provided an overview of the EBDA Commission meeting summary included in the Board meeting packet. Director Lathi requested District staff setup a Dropbox folder for EBDA reports on topics of regional interest, regulatory issues, or emerging trends.

Check Register

Staff responded to Boardmember questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Legal/Community Affairs Committee meeting was canceled. The Engineering and Information Technology, Personnel, and Budget & Finance Committees met.

GENERAL MANAGER'S REPORT:

- General Manager Eldredge stated the Enhanced Treatment and Site Upgrade Financing Update Board Workshop would be held at 4:00 p.m. on Thursday, October 26, 2023.
- Staff will provide a site tour for Alameda County Supervisor Marquez on October 25, 2023, at 2:00 p.m.
- General Manager Eldredge shared photos and videos from the two new cameras recently installed within the Plant.
- General Manager Eldredge stated anti-virus software for mobile devices will be made available for District staff.
- General Manager Eldredge provided a COVID update.
- General Manager Eldredge informed the Board that a member of the District's Information Technology team is a member of the Navy Reserves and has been called to active duty beginning January 2024.
- General Manager Eldredge stated he would be out of the office Friday, October 27, 2023.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 4:29 p.m. to a Special Board Meeting to be held in the Boardroom on Thursday, October 26, 2023, at 4:00 p.m.

The Board will then adjourn to the next Regular Meeting to be held in the Boardroom on Monday, November 13, 2023, at 4:00 p.m.

SUBMITTED:

Docusigned by:

Regina McEvoy

REGINA McEVOY BOARD CLERK

APPROVED:

Manny Fernandez

MANNY FERNANDEZ PRESIDENT ATTEST:

—Docusigned by: Tom Handley

TOM HANDLEY SECRETARY

Adopted this 13th day of November 2023

Certificate Of Completion

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Manny Fernandez

mfernandez@unionsanitary.ca.gov

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Regina McEvoy

reginam@unionsanitary.ca.gov

Assistant to GM

Union Sanitary District

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Regina McEvoy

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Tom Handley

thandley@unionsanitary.ca.gov

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Tom Handley C0CC5EF393E9442.

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Envelope Summary Events	Status	Timestamps
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