



**UNION SANITARY DISTRICT BOARD MEETING/
UNION SANITARY DISTRICT FINANCING AUTHORITY
AGENDA**

**Monday, June 14, 2021
Regular Meeting - 4:00 P.M.**

**Union Sanitary District
Administration Building
5072 Benson Road
Union City, CA 94587**

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

CORONAVIRUS (COVID-19) ADVISORY NOTICE

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 31, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, June 14, 2021, Regular Board Meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. **To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by following the steps listed below to listen to the Board Meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 before 3:00 p.m. on the date of the meeting.** Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Board President's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call the Board Clerk who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Union Sanitary District procedure for resolving reasonable accommodation requests.

To listen to this Regular Board Meeting:

Call: 1-888-788-0099 or 1-877-853-5247

Meeting ID: 874 2101 0700 #

Participant ID: #

Click the Zoom link below to watch and listen:

<https://us02web.zoom.us/j/87421010700>

	1.	Call to Order.
	2.	Salute to the Flag. (This item has been suspended due to the COVID-19 pandemic.)
	3.	Roll Call.
Motion	4.	Approve Minutes of the Union Sanitary District Board Meeting of May 24, 2021.
Information	5.	Third Quarter Fiscal Year 2021 District-Wide Balanced Scorecard Measures <i>(to be reviewed by the Legal/Community Affairs Committee)</i> .
	6.	Written Communications.
	7.	Public Comment. Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available in the Boardroom and are requested to be completed prior to the start of the meeting.
Motion	8.	Select Boardmembers to Represent Union Sanitary District on External Committees for Fiscal Year 2022.
Motion	9.	Review and Consider Approval of Policy No. 2015, Budget Policy <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	10.	Authorize the General Manager to Execute Amendment No. 1 to Task Order No. 1 with Tanner Pacific, Inc. for the Twin Force Main Relocation – Phase 2 Project <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Motion	11.	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 <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Direction	12.	Provide Direction Regarding the Start Time for Regular Meetings of the Board of Directors.
Information	13.	Board of Directors Internal Committee Assignments 2021-2022.
Information	14.	Report on the East Bay Dischargers Authority Meeting of May 20, 2021.
Information	15.	COVID-19 Update.
Information	16.	Check Register.
Information	17.	Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i> <ol style="list-style-type: none"> Legal/Community Affairs Committee – Thursday, June 10, 2021, at 1:00 p.m. <ul style="list-style-type: none"> Director Toy and Director Fernandez Budget & Finance Committee – Friday, June 11, 2021, at 10:00 a.m.

- Director Kite and Director Toy
- c. Engineering and Information Technology Committee – Friday, June 11, 2021, at 11:00 a.m.
 - Director Lathi and Director Handley
- d. Legislative Committee – will not meet.
- e. Personnel Committee – will not meet.

Information

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18. General Manager’s Report. *(Information on recent issues of interest to the Board).*
-
19. Other Business:
- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
-
20. Adjournment – The Board will adjourn to the next Regular Board Meeting to be held virtually on Monday, June 28, 2021, at 4:00 p.m.
-

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager’s office at (510) 477-7503 at least 24 hours in advance of the meeting.



LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Toy and Director Fernandez

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Thursday, June 10, 2021

1:00 P.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

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 May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

1. Call to Order
2. Roll Call
3. Public Comment
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.
4. Items to be reviewed for the Regular Board meeting of June 14, 2021:
 - Third Quarter Fiscal Year 2021 District-Wide Balanced Scorecard Measures
5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting.
No action will be taken at committee meetings.

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BUDGET & FINANCE COMMITTEE MEETING
Committee Members: Director Kite and Director Toy

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Friday, June 11, 2021
10:00 A.M.

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Karen W. Murphy
Attorney

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1. Call to Order

2. Roll Call

3. Public Comment

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4. Items to be reviewed for the Regular Board meeting of June 14, 2021:

- Review and Consider Approval of Policy No. 2015, Budget Policy
-

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.
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**ENGINEERING AND INFORMATION TECHNOLOGY
COMMITTEE MEETING**

Committee Members: Director Lathi and Director Handley

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**AGENDA
Friday, June 11, 2021
11:00 A.M.**

**Alvarado Conference Room
5072 Benson Road
Union City, CA 94587**

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 May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call. To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

1. Call to Order

2. Roll Call

3. Public Comment
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of June 14, 2021:
 - Authorize the General Manager to Execute Amendment No. 1 to Task Order No. 1 with Tanner Pacific, Inc. for the Twin Force Main Relocation – Phase 2 Project
 - 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

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.
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**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
May 24, 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, May 24, 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 Handley 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: Tom Handley, President
Pat Kite, Vice President
Anjali Lathi, Secretary
Manny Fernandez, Director
Jennifer Toy, Director

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
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Shawn Nesgis, Collection Services Coach
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

GUEST: Monique Spyke, PFM Asset Management LLC, Managing Director

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
MAY 10, 2021**

It was moved by Vice President Kite, seconded by Director Fernandez, to Approve the Minutes of the Board Meeting of May 10, 2021. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MAY 11, 2021

It was moved by Secretary Lathi, seconded by Director Toy, to Approve the Minutes of the Special Board Meeting of May 11, 2021. Motion carried with the following vote:

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

APRIL 2021 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Odor Report and Work Group Reports, and Business Services Manager Carlson reviewed the financial reports included in the Board meeting packet.

FISCAL YEAR 2021 3RD QUARTER MANAGED INVESTMENT PORTFOLIO REPORT

This item was reviewed by the Budget & Finance Committee. Business Services Manager Carlson introduced PFM Asset Management Managing Director Spyke who summarized the Investment Portfolio Report included in the Board meeting packet and responded to Boardmember questions.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF ORDINANCE NO. 35.23 UPDATING CAPACITY CHARGES FOR CONNECTION TO THE MAIN SEWERS OF UNION SANITARY DISTRICT

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated staff prepared a desk item that contained clarifying information for the attachments included with this item; the desk item was added to the Board meeting packet. Capacity charges for connection to the main sewers of Union Sanitary District were last evaluated in 2016. The calculations supporting the currently proposed capacity charges were presented in the "Union Sanitary District Capacity Fee Update" included in the Board

meeting packet. Under California law, capacity fees cannot exceed the reasonable cost of providing capacity to new development in the District's sanitary sewer system. The costs to preserve or increase the capacity for new development continue to increase thereby necessitating adjustment of these fees. The proposed fees would be phased in over a 5-year period and would include construction cost escalations. The public hearing notice was published in the Tri-City Voice and The Argus newspapers. Staff outreach activities for this item were outlined in the Board meeting packet, no comments were received. Staff recommended the Board conduct a public hearing and adopt Ordinance No. 35.23 updating capacity charges for connection to the main sewers of Union Sanitary District.

President Handley opened the public hearing at 4:16 p.m. and directed staff to allow five minutes for comments to be received from the public through email and voicemail.

At 4:21 p.m., Board Clerk McEvoy stated no comments had been received. President Handley closed the public hearing.

It was moved by Vice President Kite, seconded by Director Fernandez, to Adopt Ordinance No. 35.23 Providing for the Collection of Capacity Charges for Connection to the Main Sewers of Union Sanitary District. Motion carried with the following vote:

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

SCHEDULING PUBLIC HEARING TO CONSIDER COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL FOR FISCAL YEAR 2022

This item was reviewed by the Legal/Community Affairs Committee. Business Services Manager/CFO Carlson stated the Board should set the date for the public hearing to consider authorizing the collection of sewer service charges for Fiscal Year 2022 on the tax rolls, and further stated the public hearing will be held during a virtual Board meeting and the Boardroom will not be used for said meeting. After the Board sets the hearing date, staff will prepare the report to be considered at the public hearing and will publish the required Notice included in the Board meeting packet in the Tri-City Voice and The Argus newspapers. Staff recommended the Board set the time for holding the public hearing to consider collection of sewer services charges on the tax roll for fiscal year 2022, at 4:00 p.m. or as soon thereafter as the matter may be heard, during the virtual Board meeting to be held June 28, 2021.

It was moved by Secretary Lathi, seconded by Director Fernandez, to Set the Time for Holding the Public Hearing to Consider Collection of Sewer Service Charges on the Tax Roll for Fiscal Year 2022, at 4:00 p.m. or as soon thereafter as the matter may be heard, on June 28, 2021, during the Union Sanitary District Virtual Board Meeting. Motion carried with the following vote:

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

ABSTAIN: None
ABSENT: None

CONSIDER AUTHORIZING THE PURCHASE OF A SECOND ROBOTIC CUTTER FOR COLLECTION SYSTEM REPAIRS

This item was reviewed by the Budget & Finance Committee. Collection Services Coach Nesgis stated the Board approved the purchase of the Collections Workgroup's first robotic cutter in January 2020. The robotic cutter allowed staff to complete trenchless spot repairs and reinstate laterals within the repairs. Purchasing a second robotic cutter will further expand repair capabilities for Collections staff and provide redundancy for critical repairs. The Schwalm Talpa 2060 Cutter Robotic unit will enable staff to reinstate laterals in sewer lines up to 24 inches in diameter and will also allow staff to use multiple heads and attachments for a variety of uses. Staff recommended the Board authorize purchase of a second robotic cutter, a Schwalm Talpa 2060 Cutter Robotic unit, to support and expand the District's Inversion Lining Process for Collection System repairs at an estimated purchase price of \$106,900.

It was moved by Vice President Kite, seconded by Director Toy, to Authorize Purchase of a Schwalm Talpa 2060 Cutter Robotic Unit for Collection System Repairs. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 3 WITH BROWN AND CALDWELL FOR THE EMERGENCY OUTFALL IMPROVEMENTS PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the proposed Task Order will authorize engineering services during construction including submittal review, response to requests for information, preparation of design clarification memoranda, and geotechnical testing. The scope of services and fee for Task Order No. 3 were outlined in the Board meeting packet. The Board awarded the construction contract for the Project to Garney Pacific, Inc. in May 2020, staff expect to issue the Notice to Proceed in May 2021, and construction completion is anticipated by December 2021. The purpose of the Project is to make improvements to the District's Emergency Outfall to reduce maintenance activities associated with the flap gate and increase reliability of operation during wet weather events. Staff recommended the Board authorize the General Manager to execute Task Order No. 3 with Brown and Caldwell in the amount of \$69,440 to provide engineering services during construction of the Emergency Outfall Improvements Project.

It was moved by Director Fernandez, seconded by Secretary Lathi, to Authorize the General Manager to Execute Task Order No. 3 with Brown and Caldwell in the Amount of \$69,440 to Provide Engineering Services During Construction of the Emergency Outfall Improvements Project. Motion carried with the following vote:

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

ELECTION OF OFFICERS FOR THE BOARD OF DIRECTORS

General Manager Eldredge stated Policy No. 3070, Boardmember Officers and Committee Membership, states the Board shall annually elect by majority vote the President, Vice President, and Secretary. Staff recommended the Board appoint and elect by motion the officers to serve as President, Vice President, and Secretary, in accordance with District Policy No. 3070.

It was moved by President Handley, seconded by Secretary Lathi, to Elect Director Kite to serve as President, Director Lathi to serve as Vice President, and Director Fernandez to serve as Secretary for approximately one-year terms. Motion carried with the following vote:

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

PROPOSED OPERATING AND CIP BUDGET FOR FISCAL YEAR 2022

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge and Business Services Manager Carlson presented an overview of the Proposed Operating and Capital Improvement Program (CIP) Budget for Fiscal Year 2022. The Board directed staff to present the final Operating and CIP Budget for Fiscal Year 2022 at the June 28, 2021, Board meeting.

INFORMATION ITEMS:

Status of Priority 1 Capital Improvements Program Projects

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board approved the Capital Improvement Program (CIP) budget of \$42.68 million for design and construction of 27 CIP projects in June 2020. The Projects were ranked Priority 1, 2, or 3 based upon criteria prepared by staff and approved by the Executive Team. There were 17 projects ranked as Priority 1 for Fiscal Year 2021. The status of Priority 1 CIP Projects is reviewed by the Executive Team at the end of each quarter and a copy of the status report was included in the Board meeting packet.

Third Quarterly Report on the Capital Improvement Program for Fiscal Year 2021

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated third quarter expenditures for Fiscal Year 2021 were presented in graphs included in the Board meeting packet. The graphs depicted actual expenditures versus approved budget for Capacity Fund 900, the Renewal and Replacement Fund 800, and for both funds combined. Total CIP

expenditures up to March 31, 2021, were under projections for the third quarter by approximately \$4,348,000. Projects that had significant variances from projected expenditures were presented in a table included in the Board meeting packet.

Report on the East Bay Dischargers Authority (EBDA) Meeting of April 15, 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

Staff responded to Boardmember 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 he will be out of the office beginning May 26 and will return June 7, 2021.

OTHER BUSINESS:

There was no other business

ADJOURNMENT:

The meeting was adjourned at 4:50 p.m. to the next Regular Board Meeting to be held virtually at 4:00 p.m. on Monday, June 14, 2021.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 14th day of June 2021

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 5**

TITLE: Third Quarter FY 21 District-Wide Balanced Scorecard Measures (*This is an Information Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO/ Business Services Work Group Manager
Gene Boucher, Organizational Support Team Coach
Karoline Terrazas, Organizational Performance Manager

Recommendation

Information only.

Discussion

This report summarizes progress meeting the District's strategic objectives and safety measures for the third quarter of fiscal year 2021 to date (July 1 – March 30, 2021).

Safety

Safety of our employees continues to be a District priority. As shared in previous quarters we have focused our efforts to the evolving response of the pandemic. We continue to respond to COVID-19 safety protocols and align with the guidance of the Alameda County Health Department, CDC, and Cal OSHA. Our District management team has provided over 8 email communications to employees relating to COVID, during the 3rd quarter.

Pleased to report that all employees that were out on long term leaves have returned to work. The outcomes in the 3rd quarter reflect the % of time lost wages and time that had accrued.

We received the annual Experience Modification Factor (ex-mod) calculation from the California Sanitation Risk Management Authority. This year, our ex-mod is .82; which is a decrease of -.12.

Operational Excellence

In the 3rd quarter we demonstrated our ongoing commitment to our customers with a positive response time to 100% of our inquiries. No critical assets were reported in the 3rd quarter.

11 of 17 Priority CIP projects are meeting the planned milestones, and updates from the Technical Services workgroup were shared in a previous Board Meeting.

Training milestone completion continues to have some challenges due to COVID and the ability to have groups of employees together for in person training. CalOSHA mandated safety training is the priority and getting completed.

Measure Outcome Color Key

Green: meeting or exceeding target or projected to meet target by the end of the fiscal year

Yellow: Will not meet target if trend continues, and/or not meeting target by <10%- needs attention

Red: Will not meet FY target by >10%- corrective action needed

Background

District-Wide Balanced Scorecard Measures are presented quarterly.

Previous Board Action

None

Attachment:

Table 1: Safety Objectives and Measures

Table 2: Operational Excellence Objectives and Measures

Table 1: Safety Objectives and Measures

Objectives	Measurements	1st Qtr	2nd Qtr	3rd Qtr	YTD Actual	Comments	Target	FY20	FY19	FY18
Reduce the number of accidents	Total accidents with lost days	2	0	0	2		0	0	1	2
	Other OSHA recordable accidents	1	0	0	1		≤4	1	0	0
	# Incidents of vehicle or equipment accidents/damage	0	1	0	1		≤2	6	2	2
Reduce the impact of accidents on employees and the District	Cost associated with vehicle/equipment accidents	\$0.00	\$8,025.32	\$0.00	\$8,025.32		≤\$5000	\$ -	\$ 646.00	\$0
	Ave FTE lost time	1.44	0.96	0.70	1.03		<0.5	0.66	0.09	0.33
	Total Costs: Lost time Wages only	\$40,910.02	\$32,822.81	\$22,654.59	\$96,387.42		≤\$46,883	\$ 70,759.00	\$ 2,164.50	\$32,052.64
	Ave FTE limited duty time	0	0	0	0		≤0.5	0	0	.08
	Total costs: Limited duty/Other 1/2 wages	\$0.00	\$0.00	\$0.00	\$0.00		≤\$23,441	\$0.00	\$0.00	\$2,930.91
	X-Mod				0.82		≤1.0	0.94	0.82	0.78
Identify and correct poor practices and potential hazards	# Facility inspections completed (SIT)					On hold due to COVID	0	1	4	4
	% of areas of concern identified during internal facility inspections that are resolved within 45 days of report						0	100%	93%	94.59%
	# work site inspections completed	81	80	80	241		278	335	335	373

Table 1: Safety Objectives and Measures (continued)

Implement industry best practices	# site visits (for potential BMPS) completed and discussed by ET					On hold due to COVID	0	0	1	1
Communicate our commitment to safety	# GM communications on status of safety program and performance	7	12	8	27		≥4	19	7	7
	# safety strategy reviews conducted by ET and EHSPM	12	12	12	36		4	12	4	8
Educate employees in safe work practices	# of major safety training events offered	2	2	4	8		9	9	11	11
	Ave % of targeted employees trained vs. plan	96.40%	95.00%	97.68%	96.36%		≥90%	89.77%	90.73%	94.02%
Create a positive safety culture	% Positive responses on the employees safety survey (aver)					Postponed at this time	≥75%	POSTPONED	N/A	94.08%

Table 2: Operational Excellence Objectives and Measures

	Objectives	Measures	1st	2nd	3rd	YTD Actual	Comments	Target	FY20	FY19	FY18
Customer Objectives	Stewardship: Demonstrate responsible stewardship of District assets and the environment	Progress implementing outreach plan milestones	20.83%	20.83%	20.83%	62.49%		≥90%	87%	88%	91.80%
	Service: Provide reliable, high quality service	Response time to calls for service: % under 1hr	100.00%	98.00%	100.00%	99.33%	Q1- 48/48, Q2- 44/45, Q3-40/40	≥95%	98.780%	96.9%	96.83%
		Response time to contact USD inquiries: % within 3 business days	98.00%	100.00%	100.00%	99.33%	Q1- 61/62, Q2- 42/42, Q3- 50/50	≥90%	98.50%	100%	94.08%
		# Total adverse impacts on customers	1	0	0	1		≤10	3	3	4
	Be prepared for emergencies	# emergency preparedness events (drills, trainings)	1	1	0	2		3	4	4	5
Financial Objectives	Fiscal responsibility: Ensure funding for critical programs and projects, while maintaining comparable rates	Residential SSC compared to other agencies				5.8th		≤33rd percentile	5.8th	5.8th	11.5
	Accurately project and control costs	% Budget expended, Operating Expenditures				Annual Report		95-103%	N/A	94%	105%
		% expended Priority 1 Special Projects				Annual Report		80-110%	N/A	72.2%	107.00%
		# regional projects/initiatives with financial benefit	3	3	3	3		≥3	3	3	3

Table 2: Operational Excellence Objectives and Measures (continued)

	Objectives	Measures	1st	2nd	3rd	YTD Actual	Comments	Target	FY20	FY19	FY18
Internal Process Objectives	Asset Management: Manage and maintain assets and infrastructure	# Critical asset failures w/o negative impacts	1	1	0	2		≤2	0	2	0
		# critical asset failures with negative impacts	0	0	0	0		0	0	0	0
		% asset renewal/year: Plant				Annual Report		Track & Report	N/A	2.32%	1.74%
		% asset renewal/year: Collection System				Annual Report		Track & Report	N/A	0.08%	0.18%
		Priority CIP Project milestones met vs. planned	100%	82%	65%	82%	11 of 17 projects on schedule	85%	84%	83%	85%
	Environmental Protection: Maintain our ability to meet current and future regulations Implement projects and programs that benefit the environment	# adverse impacts on environment (Cat 1 SSO)	0	0	0	0		0	0	0	0
		Category 2/3 SSOs	1	0	0	1		≤10	1	2	2
		# regional projects/initiatives with environmental benefit	3	3	3	3		≥3	3	3	3
Employee Growth & Development Objectives	Employees: Maintain a highly competent, flexible workforce	Employee Turnover Rate- total				Annual Report		Track and report	5.11%	5.11%	6.11%
		Employee Turnover Rate- nonretirement				Annual Report		Track and report	2.19%	2.0%	2.29%
		% Training System Milestones Completed (accumulative)	18%	36%	50%	50.0%		90%	50%	105%	100%
		# competency assessments completed	3	1	2	6		7	30	48	73
	Safety: Work safely; reduce accidents and injuries	See safety scorecard									
	Culture: Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement	Ave % non-mgmt. employees participating in District committees and taskforce activities		36%		36%	Limited committee and taskforce activities.	45-55%	44%	43%	45.00%
		% non-mgmt. employees participating in alternative compensation program (accumulative total)				Annual Report		Track & Report	66%	42%	43.00%

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 8**

TITLE: Select Boardmembers to Represent Union Sanitary District on External Committees for Fiscal Year 2021 *(This is a Motion Item)*

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer

Recommendation

Select Board Members to serve the FY21 term as USD representatives on the Alameda County Water District Finance Authority (ACWDFA), East Bay Dischargers Authority (EBDA) Commission, Alameda County Chapter of California Special District Association (ACSDA), and the Southern Alameda County Geographic Information System (SACGIS) Joint Powers Authority.

Discussion

Currently, the representatives and alternates for the external committees are:

Organization	Representative	1 st Alternate	2 nd Alternate
ACWDFA	Pat Kite	Anjali Lathi	Jennifer Toy
EBDA Commission	Jennifer Toy	Anjali Lathi	Tom Handley
ACSDA	Jennifer Toy	Pat Kite	Manny Fernandez
SACGIS	Tom Handley	Manny Fernandez	Anjali Lathi

Pursuant to the Policy, members completed an external committee interest form and indicated the external committees they wished to serve on in order of preference.

Below is a table showing the preferences indicated by the Board with 1 being the committee in which they are most interested in serving and 4 being the committee in which they are least interested in serving:

Board Member	ACWDFA	EBDA	ACSDA	SACGIS
Manny Fernandez	3	2	4	1
Tom Handley		2		1*
Pat Kite	2	4	1	3
Anjali Lathi	1	3**		2
Jennifer Toy	4	2	1	3

*Director Handley was appointed to serve as the President of SACGISA for FY2022

**Director Lathi stated a preference for serving as an alternate representative to EBDA

Background

Policy No. 3070 calls for the Board to select representatives and alternates for four External Committees.

Previous Board Action

The Board considers this item annually, the history of the past 10 years of Board action is included in the History of External Committee Assignments 2011 to Present attached.

Attachments: Board Policy 3070, Boardmember Officers and Committee Membership
History of External Committee Assignments 2011 to Present

Union Sanitary District
Policy and Procedure Manual

Effective: 4/26/2021	Boardmember Officers and Committee Membership	Policy Number 3070 Page 1 of 4
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Policy

Selection of Board Officers will be held annually at the first regular meeting following the certification of Board election results in election years or approximately one year after the election of Board Officers in non-election years. Internal Board committee memberships and Board representation for External Committees shall be established following the selection of the Board Officers.

Purpose

To provide a written record of the procedure approved by the Board for electing its Officers and establishing its committee memberships.

Procedure

Board Officers

1. The Officers are President, Vice President, and Secretary and the term of office shall be for approximately one year, allowing for flexibility depending on the date of the election for Boardmembers. In election years, which occur every two years, the term shall run until after certification of election results. In non-election years, the term shall end and begin on such date as determined by the Board to allow for approximate one-year terms, with the understanding that terms may be either longer or shorter than one year depending on the date of the next District election.
2. The Board may, by motion, amend the titles of President and Vice President to Chair and Vice Chair, respectively, provided that the Chair, regardless of title, shall act as the "president" pursuant to California Health & Safety Code Section 6486. Throughout this Policy, the titles President and Vice President shall be used interchangeably with Chair and Vice Chair.
3. The President shall preside over the meetings of the Board of Directors and be responsible for the following:
 - a. maintaining order and following the published agenda
 - b. ensuring Boardmembers are allowed to participate in discussions
 - c. allowing the public to speak on agenda items
 - d. facilitating dialog among the public, staff, and Boardmembers
 - e. appointment of members of the Board of Directors to Internal Committee assignments
 - f. signing resolutions, ordinances, and construction contracts on behalf of the District

- g. representing the Board of Directors on issues or at events as designated by the full Board

The Vice President shall fulfill the duties of the President when the President is absent or otherwise unavailable.

The Secretary shall ensure the recording of the minutes of the Board of Directors meetings and sign the adopted Minutes, shall sign all Resolutions and Ordinances passed by the District, and shall serve as Vice President when the Vice President is absent or otherwise unavailable. If the President and Vice President are both absent, and a quorum is present, the Secretary shall preside over the meetings of the Board of Directors as the Board President.

4. During election years, the newly elected Boardmembers shall be sworn in as the first item of business on the agenda followed immediately by the selection of the Board Officers. During non-election years, the selection of the Board Officers shall be considered after the last motion item on the agenda. The Board shall elect the President, Vice-President, and Secretary for terms as set forth in Section 1 above. The election or removal of the President, Vice-President, or Secretary shall require a majority vote of the Board. The Board may choose to follow a rotation of officers.

The Board officers in office at the beginning of the meeting shall retain their positions until the adjournment of the meeting and the newly selected Board Officers shall assume their duties immediately following this meeting.

Internal Board Committee Memberships

1. Internal committees are: Budget and Finance; Engineering and Information Technology; Legal/Community Affairs; Legislative; Personnel; and Audit Committee. There is no fixed schedule for meetings set by this policy and appointments are made by the President, as set forth below. Notwithstanding the above, meetings are noticed and open to the public.
2. Annually, following the election of Board officers, and at the same meeting as the election of the officers, Directors shall be provided a list of the internal committees along with an internal committee interest form. The internal committee interest form shall be completed in order of preference and provided to the General Manager, or designee, no later than 11 calendar days in advance of the next Board meeting.
3. The President is delegated the authority to appoint Directors to the internal committees. The President shall make every effort to rotate committee assignments and ensure a similar number of committee assignments for each Board member. Notice of internal committee membership appointments will be contained in an information item to the Board at the next regularly scheduled meeting following the selection of the Board Officers. The determination of the Board President on committee assignments shall be

considered final.

4. Ad Hoc committees are called as needed by a majority vote of the Board of Directors.

External Commissions / Committee Representatives (CCR)

1. External commissions/committees include: the EBDA Commission; the Joint Powers Authority for Geographic Information Systems; the Alameda County Water District Finance Authority (ACWDFA); and the Alameda County Chapter of the California Special Districts Association.
2. Membership on the EBDA Commission shall be a maximum of two consecutive years, with a possible three years in exceptional circumstances if approved by the Board.
3. The Board of Directors will elect representatives for External Committees annually. At the same meeting as the election of officers, Directors shall be provided a list of external committees along with an external committee interest form. The external committee interest form shall be completed in order of preference and provided to the General Manager, or designee, no later than 11 calendar days in advance of the meeting. The external committee interests shall be compiled in a motion item staff report by the General Manager, or designee, and provided to the Board for consideration. The Board shall elect the external committee representatives for one-year terms to start on July 1 of each year, or as otherwise decided by the Board majority, unless the assignment is vacant, in which case the term shall begin immediately upon election. The Board may choose to follow a rotation for representatives. The election or removal of external committee representatives shall require a majority vote of the Board.

Management Responsibility

The General Manager will be responsible for scheduling on the Board agenda, the election or appointment of Board officers and external commissions, pursuant to the schedule shown above. The General Manager, or designee, will provide the following to the new President, with copies to the Board: (1) a list of the last ten years and current committee memberships; (2) a copy of this policy; and (3) a list of internal committee interests. In consultation with the Board President, the General Manager will also be responsible for scheduling on the Board agenda the announcement of internal committee appointments.

Supersedes Policy Dated: July 2004, September 2005, January 2008, September 2010, October 2013, December 2016, December 2019

Approved by:	Board of Directors, April 2021
Reviewers:	General Manager, Board of Directors, District's attorney
Notify Person:	General Manager
Review frequency:	Every 3 years
Next Review:	April 2024

**Union Sanitary District
BOARDMEMBER EXTERNAL COMMITTEE ASSIGNMENTS
2011 – Present**

Date	EBDA	CSDA	GIS	ACWDFA
7/20-7/21	Jennifer Toy Alt: Anjali Lathi	Jennifer Toy Alt: Pat Kite	Tom Handley Alt: Manny Fernandez	Pat Kite Alt: Anjali Lathi
8/19-7/20	Anjali Lathi** Alt: Tom Handley	Jennifer Toy Alt: Tom Handley	Manny Fernandez Alt: Jennifer Toy	Pat Kite Alt: Jennifer Toy
7/18-7/19	Tom Handley Alt: Jennifer Toy	Pat Kite Alt: Manny Fernandez	Manny Fernandez Alt: Jennifer Toy	Anjali Lathi Alt: Jennifer Toy
7/17-7/18	Jennifer Toy Alt: Tom Handley	Pat Kite Alt: Jennifer Toy	Tom Handley Alt: Manny Fernandez	Anjali Lathi Alt: Manny Fernandez
7/16-7/17	Jennifer Toy Alt: Tom Handley	Pat Kite Alt: Manny Fernandez	Manny Fernandez Alt: Anjali Lathi	Anjali Lathi Alt: Pat Kite
6/15-7/16	Tom Handley Alt: Manny Fernandez	Pat Kite Alt: Manny Fernandez	Jennifer Toy Alt: Anjali Lathi	Jennifer Toy Alt: None
6/14-6/15	Tom Handley Alt: Manny Fernandez	Pat Kite Alt: Manny Fernandez	Jennifer Toy Alt: Anjali Lathi	Jennifer Toy Alt: None
6/13-6/14	Tom Handley Alt: Manny Fernandez	Pat Kite Alt: Manny Fernandez	Jennifer Toy Alt: Anjali Lathi	Jennifer Toy Alt: None
6/12-6/13	Anjali Lathi Alt: Tom Handley	Pat Kite Alt: Manny Fernandez	Jennifer Toy Alt: Tom Handley	Jennifer Toy Alt: None
7/11–6/12	Anjali Lathi Alt: Tom Handley	Pat Kite Alt: Manny Fernandez	Jennifer Toy Alt: Tom Handley	

** Due to unforeseen conflicts, Director Handley attended the majority of EBDA meetings during FY20

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: **Review and Consider Approval of Policy 2015, Budget Policy (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Mark Carlson, CFO/Work Group Manager

Recommendation

Review and Consider Approval of Policy 2015, Budget Policy

Discussion

There are no recommended changes to this policy other than minor administrative updates and clarifications.

Background

Policy No. 2015, Budget Policy, requires review and approval by the Board of Directors every three years.

Previous Board Action

May 14, 2018 Board Meeting – Policy Approved

Attachments

Policy 2015, Budget Policy – Red Line Version
Policy 2015, Budget Policy – Clean Version

Effective Date: June 7, 2021 <u>May 7, 2021</u>	Budget Policy	Policy #2015 Page 1 of 4
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Policy

It is the policy of Union Sanitary District to adhere to and comply with the budgeting process and conventions described herein, to adopt a budget whose revenues are sufficient to support operating and capital expenditures, and to maintain the continued financial viability of the District, thereby ensuring that the level of services identified in the strategic plan can be provided to ratepayers.

Purpose

To provide employees with the procedures for the budget process.

Definitions

<i>Amendment</i>	A change to the budget once it has been approved/adopted by the Board of Directors.
<i>Appropriation</i>	A funding authorization made by the Board which permits the District to incur obligations and to make expenditures of resources. This typically occurs in June with the approval of the final operating and capital budgets. Adoption of the budget authorizes appropriations to the various funds, Work Groups and accounts according to the adopted budget document.
<i>Budget</i>	A balanced financial plan for a given period, which includes revenues, allocations and may include allocations from reserves which finance various funds and programs. The budget is not only a financial plan; it also serves as a policy guide, operations guide, and communications medium. It is the foundation of the District's financial planning and control.
<i>Capital Budget</i>	A plan of proposed capital expenditures and the means of financing them. The capital budget is approved as part of the District's consolidated budget which includes both operating and capital outlays and is based on a capital improvement program (CIP). The District currently designates the Structural Renewal and Replacement fund as 80 and the Capacity fund as 90.

<i>Financial Plan</i>	Establishes management policies, goals, and objectives for all programs within the District over a stated year period(s). The District uses a financial model and cost of service analysis (COSA) to aid in determining appropriate revenues and expenditures. Assumptions for the financial model are agreed upon by the Executive Team.
<i>Fiscal Year</i>	The beginning and ending period for recording financial transactions. The District has specified July 1 st to June 30 th as its fiscal year.
<i>Line Item Budget</i>	The operating portion of the budget is detailed to the account number by Work Group or Team whereby each account pertinent to a Work Group or Team is allotted a certain dollar amount. Line item budgets are prepared by the Executive Team and entered into the accounting system by the beginning of the fiscal year.
<i>Operating Budget</i>	<p>The normal ongoing operating costs incurred to operate the District including salaries/benefits, supplies/materials, repairs/maintenance, professional/outside services, and other operating expenses.</p> <p>The operating budget is intended to be a budgetary process to which the District must adhere. It requires managers to focus on the most efficient expenditure of funds to support their service levels. There is a budget expenditure target established in the Balanced Scorecard, and any savings are rolled over into the Sewer Service Fund for the next year.</p>
<i>Special Projects</i>	Board-approved studies and projects outside of normal everyday operating expenses.

Procedure

The District prepares an annual budget that is approved by the Board and is adopted at a public Board meeting.

A) Timelines

- Staff informs Board of budget issues via a series of budget workshops and Board meetings.
- Vacancies are analyzed annually by the Executive Team, and adjustments made where necessary.
- The budget is normally approved at the last Board meeting in June.

B) Budget Assumptions

- Classified salaries are budgeted at one step above current step.

- Changes to the CIP, ~~o~~Operating, or renewal & replacement fund budgets may be based on economic condition (e.g. inflation), changes in operations, other extraordinary circumstances, or regulatory requirements.
- Because certain revenues, such as connection fees, are subject to local and economic conditions, estimates will be conservative.
- User fees such as sewer service charges will be adjusted as necessary to recover the full cost of services provided.
- CIP is budgeted at 90% of estimated expenditures from the 20-year CIP plan. Changes to this percentage are approved by the Board of Directors.
- The goal of the operating budget is to be within 95-103% of actual operating expenditures.
- The goal of the capital budget is to be within 90-110% of actual expenditures.
- The goal of the special projects budget is to be within 80-110% of the actual expenditures for priority one special projects.
- Vacancy factor is based on a percentage of the salary budget that is projected to account for differences between budget and actual expenditures.

C) Amendments to the Approved Budget

- Operating budget line item changes are permitted within a work group by the Work Group Manager.
- Operating budget line item changes are permitted between work groups with agreement by the Executive Team.
- Fund allocation changes must be approved by the Board of Directors.
- Changes to the budget, other than those mentioned above are not permitted without the approval of the General Manager and the Board of Directors.
- Variances of the approved budget – ~~m~~Management must be able to explain budget variances (favorable or unfavorable).
- Unbudgeted items – e.g. an emergency project, must be approved in accordance with Purchasing Policy No. 2755.
- Items must be charged to the correct account, whether or not there are adequate budget dollars allocated, in the interest of proper accounting for charges.
- Special Projects – 15% beyond allocated amount or any new project requires Board approval.
- Documentation of amendments (e.g. approved Board item) must be forwarded to Accounting so that records can be properly updated.

D) Reporting

- Budget-to-actual results are available on a monthly basis by line item to staff, and by fund and major program to the Board of Directors and the Executive Team.
- A Budget document is produced and available annually in the first month of the fiscal year (July). In addition, the budget is posted on the District's portal.

- Annual financial summary information is posted on the District's internet site.
- A Comprehensive Annual Financial Report is posted on the District's portal.

Business Services Responsibility

Business Services will record and process accounting transactions in accordance with the District's Budget Policy.

Business Services must file a copy of the adopted budget with the Alameda County Auditor within 60 days after the beginning of the fiscal year, pursuant to CA Government Code Section 53901.

Business Services must provide monthly budget vs. actual reports to staff in a timely manner. Target is no later than the tenth business day of the month.

Management Responsibility

Management is responsible for monitoring the budget and adhering to the District's Budget Policy.

Board of Directors Responsibility

The Board is responsible for reviewing and approving the budget annually.

~~This revision supersedes the versions listed below, which are no longer effective.~~

Title	Policy #	Effective Date
Budget Policy	2015	January 8, 2007
Budget Policy	2015	February 22, 2010
Budget Policy	2015	March 26, 2013

Approved by: Board of Directors
 Author/Owner: Business Services Manager
 Reviewers: Executive Team
 Notify Person: Business Services Manager
 Revision Frequency: Every 3 years
 Next Revision: ~~June~~ May 2024~~1~~

Effective Date: June 2021	Budget Policy	Policy #2015 Page 1 of 4
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Policy

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<i>Special Projects</i>	Board-approved studies and projects outside of normal everyday operating expenses.

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B) Budget Assumptions

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- User fees such as sewer service charges will be adjusted as necessary to recover the full cost of services provided.
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C) Amendments to the Approved Budget

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- Changes to the budget, other than those mentioned above are not permitted without the approval of the General Manager and the Board of Directors.
- Variances of the approved budget – management must be able to explain budget variances (favorable or unfavorable).
- Unbudgeted items – e.g. an emergency project, must be approved in accordance with Purchasing Policy No. 2755.
- Items must be charged to the correct account, whether or not there are adequate budget dollars allocated, in the interest of proper accounting for charges.
- Special Projects – 15% beyond allocated amount or any new project requires Board approval.
- Documentation of amendments (e.g. approved Board item) must be forwarded to Accounting so that records can be properly updated.

D) Reporting

- Budget-to-actual results are available on a monthly basis by line item to staff, and by fund and major program to the Board of Directors and the Executive Team.
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Business Services must provide monthly budget vs. actual reports to staff in a timely manner. Target is no later than the tenth business day of the month.

Management Responsibility

Management is responsible for monitoring the budget and adhering to the District's Budget Policy.

Board of Directors Responsibility

The Board is responsible for reviewing and approving the budget annually.

Approved by: Board of Directors

Author/Owner: Business Services Manager

Reviewers: Executive Team

Notify Person: Business Services Manager

Revision Frequency: Every 3 years

Next Revision: June 2024



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: **Authorize the General Manager to Execute Amendment No. 1 to Task Order No 1 with Tanner Pacific, Inc. for the Twin Force Main Relocation – Phase 2 Project (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Technical Services Work Group Manager
Rollie Arbolante, Customer Service Team Coach

Recommendation

Staff recommends 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 (Project). The Project is funded by the developer, Taylor Morrison Homes (TMH).

Discussion

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. See attached project location map.

At the time of execution of Task Order No. 1, the anticipated level of effort by Tanner Pacific 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 TMH extended the completion date of the Phase II work to December 31, 2021. Therefore, Amendment No. 1 to Task Order No. 1 with Tanner Pacific is needed to provide for the additional construction management and inspection services.

Funds available under Task Order No. 1 are being used towards construction management and inspection services provided in the months of January through May 2021. Amendment No. 1

provides for additional services from June 2021 through January 2022. In accordance with the Pipeline Relocation Agreement, TMH is ultimately responsible for the cost of construction management and will reimburse the District for the costs incurred under this task order and amendment. TMH has been notified of the proposed Amendment and had no objections to it.

The total amounts for the Project's agreement with Tanner Pacific are summarized in the table below:

Description	Amount
Task Order No. 1 – Construction Management and Inspection Services	\$276,325
Amendment No. 1 to Task Order No. 1 – Additional Construction Management and Inspection Services	\$373,920
Total for this Agreement	\$650,245

Background

In September 2011, the City of Newark approved the Dumbarton Transit-Oriented Development Specific Plan. The plan includes the construction of up to 2,500 residential units, a neighborhood retail center, future transit station, and necessary infrastructure to support these uses. William Lyon Homes (acquired by Taylor Morrison Homes) was the developer who constructed 553 residential units for a portion of the development known as the Torian property.

The District owns and operates twin 33-inch diameter reinforced concrete force mains that convey wastewater flows from the Irvington Pump Station to the Alvarado Treatment Plant in Union City. The force mains traverse the development from south to north where it crosses an Alameda County Flood Control channel. The force mains continue within an easement on a proposed wetlands parcel and within the Hickory Street right-of-way, then within an easement over two private properties, and finally across the City and County of San Francisco (CCSF) right-of-way and the San Mateo County Transit right-of-way before connecting to the Newark Pump Station.

Part of the Torian property development involved creation of a wetland preserve at the southwestern corner of the property to partially mitigate wetlands fill over areas. A portion of the USD force main runs beneath the proposed Wetland Reserve, and, as part of William Lyon Home's permitting for the Torian Project, the Regional Water Quality Control Board's 401 permit condition required the developer to obtain authorization from the District Board.

Force Main Relocation and Agreement

District staff required WLH to submit a feasibility report to investigate the impacts of the development on the existing force mains. The feasibility report was extensively reviewed, and a presentation was provided at a special Board workshop held March 9, 2015, with a follow-up

staff report and resolution that was approved by the Board at the Board Meeting of April 13, 2015. Subsequently, the Board approved Resolution No. 2819, authorizing execution of a pipeline relocation agreement with WLH on October 16, 2017.

In addition to defining the phasing and the scope of work, the agreement, among other things, included the following:

- Construction Management selection and cost responsibility (USD selection; WLH cost);
- Construction work plan detailing protection of the existing force mains during construction
- Limits of the force main relocation, phasing of the work;
- Demolition of the old Newark Treatment Plant as part of Phase I, at no cost to the District;
- Details for a concrete cap, as an interim measure, to allow the construction of Hickory Street to take place while existing force mains are in operation.

Construction of Phase 1 included the relocation of a portion of the District's twin force mains as well as the construction of a concrete cap, to allow the construction of Hickory Street by William Lyon Homes, and the demolition of the old Newark Treatment Plant.

There were two amendments to the Pipeline Relocation Agreement with William Lyon Homes/Taylor Morrison Homes that extended the project construction term due to various delays. The first amendment extended the original completion date of the relocation project from October 15, 2018, to December 15, 2020. The second amendment extended the completion date of the relocation project further to December 31, 2021.

Previous Board Action

April 13, 2015, the Board adopted Resolution No. 2755 Making Responsible Agency Findings Pursuant to the California Environmental Quality Act (CEQA) for the City of Newark Dumbarton Transit-Oriented Development Specific Plan Area, and Approve Abandonment of the Force Mains Within the Wetlands Parcel For The Development.

October 16, 2017, the Board adopted Resolution 2819 Authorizing Execution of a Pipeline Relocation Agreement with William Lyon Homes.

November 13, 2017, the Board authorized the General Manager to execute an Agreement and Task Order No. 1 with Tanner Pacific, Inc for the Twin Force Main Relocation – Phase 1 Project.

March 3, 2020, the Board authorized the General Manager to execute the First Amendment to the Pipeline Relocation Agreement with Taylor Morrison Homes.

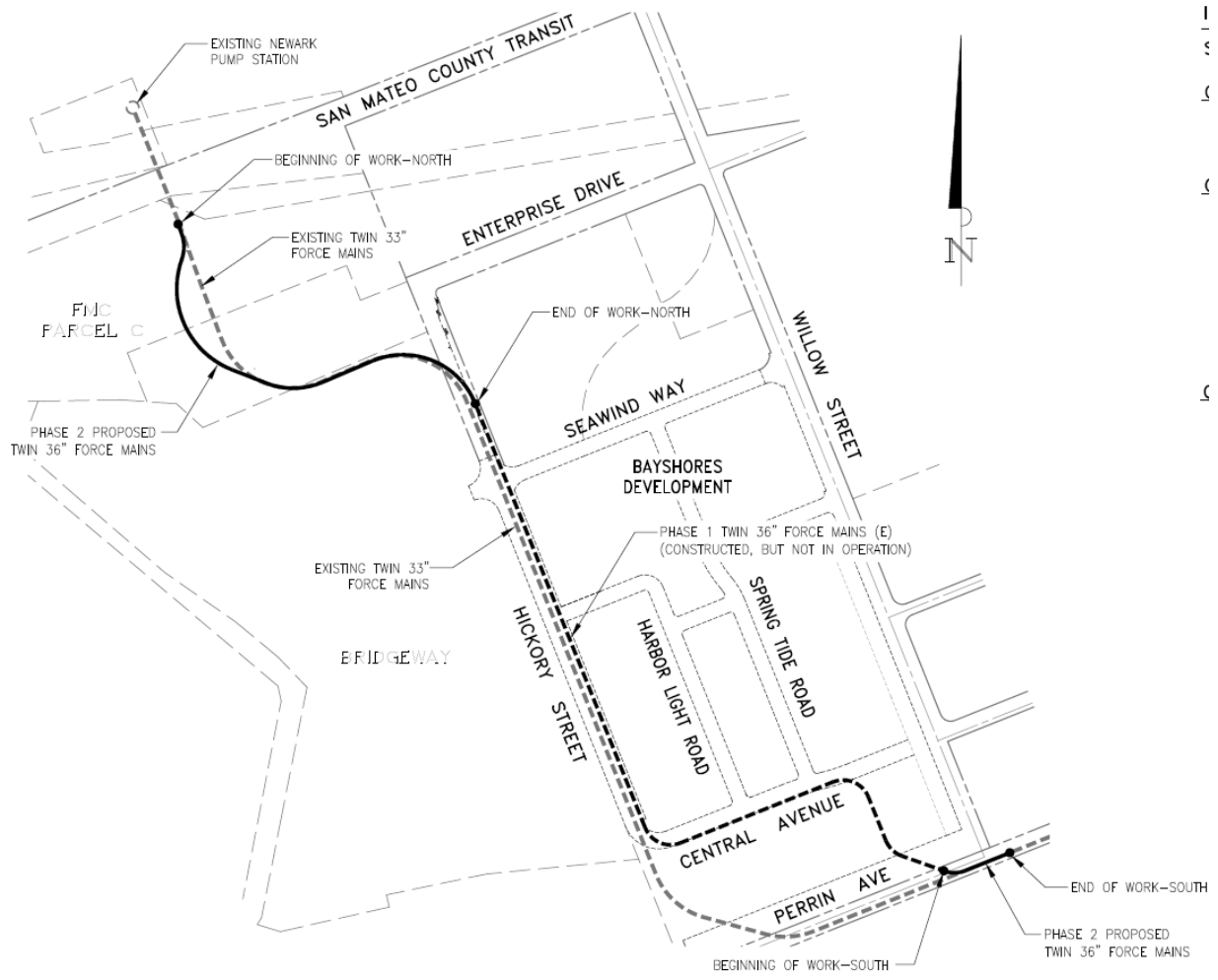
August 24, 2020, the Board authorized the General Manager to Execute Agreement and Task Order No. 1 with Tanner Pacific, Inc. for the Twin Force Main Relocation – Phase 2 Project.

November 9, 2020, the Board adopted Resolution No. 2916 Approving a Second Amendment to the Pipeline Relocation Agreement with William Lyon Homes, Inc., a wholly owned subsidiary of Taylor Morrison Home Corporation, and Authorized Execution of Documents to Effectuate the Terms of the Pipeline Relocation Agreement.

PRE/SEG/RA;mb

Attachments - Project Location Map
Amendment No. 1

Project Location Map



TWIN FORCE MAIN RELOCATION PROJECT

AMENDMENT No. 1
TO
TASK ORDER NO. 1
TO
AGREEMENT
BETWEEN
UNION SANITARY DISTRICT
AND
TANNER PACIFIC, INC.
FOR
PROFESSIONAL SERVICES
Dated _____

1. PURPOSE

The purpose of this Amendment is to extend the Task Order Construction Management and Inspection services for the Twin Force Main Relocation Project through the delayed Project completion. It is currently anticipated that work under this Amendment will be completed by January 31, 2022.

2. PROJECT COORDINATION

All work related to this task order shall be coordinated through the District's Project Manager, Rollie Arbolante, P.E.

3. SCOPE OF SERVICES

The Scope of Services associated with this Amendment are as described in the Task Order No. 1, Exhibit A

4. DELIVERABLES

Engineer shall provide the deliverables as defined in the Task Order No. 1, Exhibit A.

5. PAYMENT TO THE ENGINEER

Payment to the Engineer shall be as called for in Article 2 of the Agreement. The cost ceiling shall be increased by \$373,920 to a total amount of \$650,245. A summary of the anticipated distribution of cost and manpower is shown in Attachment A.

The following table summarizes all previously executed and proposed task orders and amendments under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required?	District Staff Approval
Task Order No. 1 – Construction Management and Inspection Services	\$276,325	Yes	Paul Eldredge
Amendment No. 1 to TO1 - Construction Management and Inspection Services	\$373,920	Yes	Paul Eldredge
Total	\$650,245		

6. TIME OF COMPLETION

It is currently anticipated that the work under this Amendment will be completed by January 31, 2022.

7. KEY PERSONNEL

Engineering personnel assigned to this Task Order No. 1 are as follows:

<u>Role</u>	<u>Key Person to be Assigned</u>
Principal In Charge	Michael K. Jaeger, P.E.
CM	Michael Yeraka, P.E.
OE	Sarah Adams, P.E.
Inspector	Thomas (TJ) Hanson

Key personnel shall not be changed except in accordance with Article 8 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 to Task Order No. 1 as of _____ and therewith incorporate it as part of the Agreement.

DISTRICT

ENGINEER

Union Sanitary District

Tanner Pacific, Inc.

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
William Tanner, P.E.
CEO

Date: _____

Date: _____

By: _____
Michael K. Jaeger, P.E.
C55691
Principal/Chief Marketing Officer
(CMO)

Date: _____

EXHIBIT B

Union Sanitary District Twin Force Main Relocation - Phase 2: Amendment No. 1 Tanner Pacific, Inc. - Staff Effort and Budget Estimate for Construction Management Services May 27, 2021

		Budget											Close Out
		Hours	Rate	Amount	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21		Jan-22
Construction Management Team													
Project Manager	M. Jaeger (Allowance)			\$ 5,000									
Constructon Manager	M. Yeraka	280	\$ 200	\$ 56,000	40	40	40	40	40	40	20		20
Office Engineer	S. Adams	440	\$ 130	\$ 57,200	60	60	60	60	60	60	40		40
Inspector	TJ Hanson	1,120	\$ 185	\$ 207,200	160	160	160	160	160	120	120		80
CM Subtotal				\$ 325,400									
Other Direct Costs													
	2nd Inspector	160	\$ 185	\$ 29,600	40	40	40	40					
	Inspector Vehicle	7.5	\$ 1,200	\$ 9,000	1	1	1	1	1	1	1		0.5
Contruction Trailer													
	Monthly Rental (See Note 1)	8.0	\$ 975	\$ 7,800	1	1	1	1	1	1	1		1.0
	Trailer Furniture	8.0	\$ 206	\$ 1,648	1	1	1	1	1	1	1		1.0
	Sub-Total			\$ 9,448									
	Mark Up (5%)			\$ 472									
	Trailer Subtotal			\$ 9,920									
ODC Subtotal				\$ 48,520									
TOTAL		1,840		\$ 373,920	300	300	300	300	260	220	180		140

NOTES:

1. The Monthly Rental Rate for the construction trailer includes the following: \$588/mo trailer rental; \$387/mo amortized cost of one time fees for install and removal. If the project sooner than the 8 month time frame shown, TPI will provide an invoice for any remaining costs for trailer rental and removal.

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: 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 is a motion item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Technical Services Work Group Manager
Raymond Chau, CIP Team Coach
Thomas Lam, Associate Engineer
Andrew Baile, Assistant Engineer

Recommendation

Staff recommends the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Carollo Engineers, Inc. (Carollo) in the amount of \$306,453 to provide construction management services for the Emergency Outfall Improvements Project (Outfall Project), Cathodic Protection System Improvements Project (Cathodic Project), and FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII (GSRR7 Project).

Discussion

The purpose of this task order is to authorize construction management and inspection services during construction of the Outfall Project, Cathodic Project, and GSRR7 Project.

Staff selected Carollo through a Request for Proposal process. The scope of services and fees of Task Order No. 1 with Carollo are summarized below:

Task Description	Fee
Construction Management and Inspection Services (7-month duration) <ul style="list-style-type: none">• Construction Oversight• Project Communication• Project Reporting / Records Review	\$262,500
Other Direct Costs	\$43,953
Task Order No. 1 Not to Exceed Fee	\$306,453

The total not to exceed fee of \$306,453 is 12.4 percent of the total construction amount of \$2,478,551 for all three projects. For projects of this size and scope, staff expects the fee to be in the range of 10 to 13 percent. As a comparison, staff executed an agreement and task order with another consultant for providing construction management services for the Aeration Blower No. 11 Project and the Centrifuge Building Improvements Project, both of which are currently under construction, in the amount of \$258,800, or 11.1 percent of the total construction cost of \$2,340,000.

Staff has reviewed this price proposal and found it to be reasonable considering the scope of the three projects. All work under this task order, including project close out phase services, is expected to be completed by December 31, 2021.

Background

On May 10, 2021, the Board awarded the construction contract for the Outfall Project to Garney Pacific, Inc. Staff expects the Notice to Proceed (NTP) to issue for the Outfall Project in June 2021.

On April 26, 2021, the Board awarded the construction contract for the Cathodic Project to Corpro Companies, Inc. Staff expects to issue the NTP for the Cathodic Project in June 2021.

On April 26, 2021, the Board awarded the construction contract for the GSRR7 Project to Casey Construction, Inc. Staff expects to issue the NTP for the GSRR7 Project in June 2021.

The Outfall and Cathodic projects will have a 7-months construction duration while the GSRR7 project will have a 5-months construction duration, and all projects will be constructed concurrently. The Outfall Project will take place at the Alvarado Wastewater Treatment Plant (Plant), the Cathodic Project will take place at the Plant and the Newark Pump Station (PS), and the GSRR7 Project will take place at multiple locations within public right-of-way and on private property throughout the cities of Union City and Fremont.

Emergency Outfall Improvements Project

The District's Alvarado Effluent Pump Station normally pumps the final effluent from the Plant to the East Bay Dischargers Authority (EBDA) system where the combined effluent from the EBDA

agencies is dechlorinated and discharged from the EBDA Common Outfall to Lower San Francisco Bay. The District has an NPDES permit to discharge final effluent to Old Alameda Creek through the Emergency Outfall pipeline and flap gate during wet weather and when the capacity of the EBDA system is maximized. The District doses calcium thiosulfate to dechlorinate the final effluent prior to discharging to the creek.

The Emergency Outfall pipeline exits the Plant at the northwest corner of the property and crosses the levee road owned by the Alameda County Flood Control & Water Conservation District (ACFC&WCD) before extending into the Old Alameda Creek. The creek is influenced by the tidal cycle, and the Emergency Outfall flap gate is normally submerged below the water during high tides and is exposed during low tides. This presents a maintenance challenge as water brings in sediment that routinely buries the flap gate and promotes vegetation growth, which then impedes the operation of the flap gate. The District currently inspects the flap gate every month and schedules staff to clear the vegetation growth.

The purpose of the Project is to make improvements to the Emergency Outfall to reduce the maintenance activities associated with the Emergency Outfall flap gate and increase the reliability of its operation during wet weather events.

Brown and Caldwell completed the Project's design in January 2021. The Project's scope includes:

- Replacement of 48-inch diameter pipeline that extends into Old Alameda Creek.
- Rehabilitation of the existing 48-inch diameter pipeline under the ACFC&WCD levee road by slip-lining.
- Construction of a redundant, parallel, 48-inch diameter pipeline from the Old Alameda Creek to inside the Plant property line.
- Construction of a new riser pipe and cap on the new redundant pipeline to allow access for inspection and cleaning.
- Installation of a temporary sheet pile cofferdam in Old Alameda Creek to allow construction of the new concrete outlet structure.
- Construction of a concrete outlet structure consisting of a slab, headwalls, and wing walls.
- Construction of an access vault and drainage piping system on the existing outfall pipeline located in the Plant property.
- Implementation of all mitigation measures in the Project's Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan.
- Bypass contingency allowance, when directed by the District, will provide a bypass piping system to discharge final effluent to the Old Alameda Creek if construction impacts the availability of the emergency outfall during wet weather.

Cathodic Protection System Improvements Project

The District operates cathodic protection systems to protect its underground steel and iron pipelines and appurtenances from corrosion. These systems are located at the Plant, Newark PS, Irvington PS, and sites where the twin force main pipelines and steel casings cross under major roadways and railroads. The cathodic protection systems are a combination of sacrificial anodes installed in shallow excavations and anodes installed in a deep well and energized using a rectifier. The type of system is dependent on the quantity and proximity of steel and iron pipelines within an area. The cathodic protection systems are designed to sacrificially degrade the anodes and impede corrosion of the pipelines.

Staff annually tests and measures the cathodic protection systems to monitor the effectiveness of the anodes and rectifiers. In 2018, the District hired JDH to review the data and evaluate the condition of the cathodic protection systems. JDH presented its findings and recommendations in the 2018 Annual Survey and Cathodic Protection Condition Assessment Report (Report). The Report provided a plan to repair, replace, or upgrade the existing cathodic protection systems during the next 10 years.

Newark Pump Station

The cathodic protection system improvements at the Newark PS were one of the recommendations in the Report. The Newark PS system, which consists entirely of sacrificial anodes in shallow excavations, was installed in 2004 as part of the Pump Station Force Main Corrosion Repairs Project. JDH found that most of the sacrificial anodes are nearly depleted. New anodes were recommended to be installed for corrosion protection of the underground steel pipelines which range in diameters between 24-inches and 48-inches. The cathodic protection pipeline test station terminal boards were also recommended to be replaced.

The improvements for the Newark Pump Station Cathodic Protection System Upgrade Project were subsequently included in the current Cathodic Protection System Improvements Project. Staff had anticipated more favorable bids for a larger project that combined cathodic protection system improvements at the Plant and Newark PS.

Plant

One of the Report's recommendations was to replace seven oil-cooled rectifiers with air-cooled rectifiers. The oil-cooled rectifiers are in poor condition, and they tend to overheat and are hard to maintain due to the difficulty in replacing the oil. The seven oil-cooled rectifiers are located near the following structures in the Plant:

- Headworks Building
- Primary Clarifiers 1-4 Building
- West Blower Building
- Control Box No. 3
- Alvarado Effluent Pump Station

- Thickener No. 3
- Thickener No. 4

The Report also recommended replacing the deep anode well located at the Heating and Mixing Building No. 3 because the anodes are nearly depleted. A new deep anode well will be installed, and the existing deep anode well will be “destroyed” pursuant to the California Well Standards issued by the California Department of Water Resources. Additionally, the Report also recommended an inactive deep anode well located at the West Blower Building be “destroyed” as it was replaced with a new deep anode well several years ago.

Project Scope

JDH provided design services for the Newark Pump Station Cathodic Protection System Project when it was previously bid. V&A Consulting Engineers completed the design of improvements to the Plant’s cathodic protection system. The Project’s scope includes:

- Plant
 - Replacement of seven existing oil-cooled rectifiers with air-cooled rectifiers located throughout the Plant.
 - Installation of one new 250-foot-deep anode well located east of the Heating and Mixing Building No. 3.
 - Destruction of two existing deep anode wells located near the Heating and Mixing Building No. 3 and the West Blower Building pursuant to the California Well Standards issued by the California Department of Water Resources.
- Newark PS
 - Installation of new buried (shallow depth) sacrificial anodes at 10 locations to protect the underground steel pipelines which range in diameters from 24 to 48 inches.
 - Replacement of 10 existing cathodic protection test station terminal boards.

FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII

The District’s routine television inspection and Basin Master Plan Updates of the collection system identifies pipelines with maintenance challenges and structural defects such as cracks, sags, breaks, and offset joints. Several sewers have been identified as having structural defects in need of open-cut repair. Due to their locations, difficult soil conditions, or depth of these sewers, staff determined the repair work to be done by a contractor.

West Yost Associates completed the Project’s design in March 2020. Staff deferred bidding the Project for one year due to the uncertainty of the State and County Health Orders in response to the COVID-19 Pandemic.

The current FY21 Project is the seventh phase of the miscellaneous spot repair projects, and the scope will include:

1. Replacing the sewer mains to address sags at three locations in the city of Fremont on Greenwood Drive, Hansen Street, and Gurdwara Road.
2. Relocating a sewer main that crosses a fault zone on Appian Way in the city of Union City. The fault zone relocation includes installation of a high-density polyethylene pipe (HDPE), that will allow the pipe to have some degree of flexibility as the fault shifts.
3. Installing cured-in-place-pipe (CIPP) in a sewer main located within a backyard easement at Gurdwara Road in the city of Fremont.
4. Rehabilitating the retaining wall supporting a sewer main and a portion of the access road within the Pine Street easement in the city of Fremont. The rehabilitation will include replacing some of the wood lagging boards that are in poor condition, improving to the access road drainage, and re-grading the access road along the retaining wall.
5. Repairing three offset laterals at the sewer main on Omar Street in the city of Fremont.

Previous Board Action

Emergency Outfall Improvements Project

November 13, 2017, the Board authorized the General Manager to execute Task Order No. 2 with Brown and Caldwell to provide design services for the Outfall Project.

June 25, 2018, the Board conducted a public hearing to receive comments regarding the Initial Study and Mitigated Negative Declaration (MND) for the Outfall Project. No comments were received at the public hearing.

December 10, 2018, the Board adopted the MND and Mitigation Monitoring and Reporting Plan for the Outfall Project for the purpose of filing the Notice of Determination.

July 22, 2019, the Board authorized the General Manager to execute a lease agreement with the California State Lands Commission for the use, operation, and maintenance of an existing 48-inch diameter reinforced concrete emergency outfall pipeline, concrete outlet structure, access stairway, riprap chute, and temporary sheet pile cofferdam located along the Old Alameda Creek Flood Control Channel in the City of Union City.

April 13, 2020, the Board authorized the General Manager to execute Amendment No. 3 to Task Order No. 2 with Brown and Caldwell to provide additional design services for the Outfall Project.

May 10, 2021, the Board awarded the construction contract for the Outfall Project to Ganey Pacific, Inc. in the amount of \$1,399,700.

May 24, 2021, the Board authorized the General Manager to execute Task Order No. 3 with Brown and Caldwell to provide engineering services during construction for the Outfall Project.

Cathodic Protection System Improvements Project

April 22, 2019, the Board rejected all bids received for the Newark Pump Station Cathodic Protection System Upgrade Project and authorized staff to re-bid the project.

June 24, 2019, the Board rejected the sole bid received for the Newark Pump Station Cathodic Protection System Upgrade Project.

November 9, 2020, the Board rejected all bids received for the Cathodic Protection System Improvements Project and authorized staff to re-bid the project.

April 26, 2021, the Board awarded the construction contract for the Cathodic Protection System Improvements Project to Corpro Companies, inc. in the amount of \$483,800.

May 10, 2021, the Board authorized the General Manager to execute Task Order No. 2 with V&A Consulting Engineers, Inc. to provide engineering services during the construction of the Cathodic Project.

FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII

October 28, 2019, the Board authorized the General Manager to execute an agreement and Task Order No. 1 with West Yost Associates to provide design services for the Gravity Sewer Rehabilitation/Replacement Project - Phase VII.

April 26, 2021, the Board awarded the construction contract for the FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII to Casey Construction, Inc. in the amount of \$595,051.

PRE/SEG/RC/TL/AB;mb

Attachments: Agreement
Task Order No. 1

**EMERGENCY OUTFALL IMPROVEMENTS PROJECT
CATHODIC PROTECTION SYSTEM IMPROVEMENTS PROJECT
FY 21 GRAVITY SEWER REHABILITATION/REPLACEMENT PROJECT – PHASE VII**

AGREEMENT
BETWEEN
UNION SANITARY DISTRICT
AND
CAROLLO ENGINEERS, INC.
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT MADE AS OF _____, BETWEEN UNION SANITARY DISTRICT (hereinafter referred to as District), and CAROLLO ENGINEERS, INC. (hereinafter referred to as Engineer).

WITNESSETH:

WHEREAS, District intends to construct the Emergency Outfall Improvements Project, Cathodic Protection System Improvement Project, and FY 21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII (hereinafter referred to as Projects), and,

WHEREAS, District requires certain professional services in connection with the Project (hereinafter referred as Services); and

WHEREAS, Engineer is qualified and prepared to provide such Services;

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

ARTICLE 1 - SERVICES TO BE PERFORMED BY ENGINEER

- 1.1 Specific Services and the associated scope of services, payment, schedule, and personnel will be defined in specific Task Order as mutually agreed by District and Engineer.
- 1.2 All Task Orders will by reference incorporate the terms and conditions of this Agreement, and become formal amendments hereto.

ARTICLE 2 - COMPENSATION

2.1 Compensation for consulting services performed under this Agreement shall include:

- (1) Direct labor costs, multiplied by an agreed upon fixed factor (the Multiplier), to compensate for fringe benefits, indirect costs, and profit.
- (2) Non-labor direct project charge not included in the fixed factor and acceptable, without any markup.
- (3) Subconsultant costs, with a maximum markup of 5%.

Definitions are as follows:

- (a) Direct labor is salaries and wages paid to personnel for time directly chargeable to the project. Direct labor does not include the cost of Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, and medical and retirement benefits nor the cost of the time of executive and administrative personnel and others whose time is not identifiable to the project.
- (b) Fringe benefits include Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, medical and retirement benefits, incentive pay, tuition, and other costs classified as employee benefits.
- (c) Indirect costs are allocations of costs that are not directly chargeable to a specific engagement and are commonly referred to as Engineer's overhead. Indirect costs include provisions for such things as clerical support, office space, light and heat, insurance, statutory and customary employee benefits, and the time of executive and administrative personnel and others whose time is not identifiable to the Project or to any other project. Under no circumstances can the same labor costs be charged as direct labor and also appear at the same time as indirect costs, and vice versa.
- (d) The Multiplier is a multiplicative factor which is applied to direct labor costs, and compensates Engineer for fringe benefits and indirect costs (overhead) and profit.
- (e) Other non-labor direct project charges shall be included in the overhead and these charges include typical expenses as cost of transportation and subsistence, printing and reproduction,

computer time and programming costs, identifiable supplies, outside consultant's charges, subcontracts, and charges by reviewing authorities."

Alternatively, the District and the Engineer may agree to utilize the fully-encumbered hourly rates and fees for Services performed by the Engineer. These hourly rates and fees shall be based on the Engineer's rate schedule published at the time this Agreement or Task Order is executed and shall be attached to each applicable Task Order.

- 2.2 Reimbursement for mileage shall not exceed the prevailing Internal Revenue Service's standard mileage rate.
- 2.3 A *Cost Ceiling* will be established for each Task Order which is based upon estimated labor-hours and cost estimates. Costs as described above, comprising direct labor, overhead cost, and other direct costs, shall be payable up to a Cost Ceiling as specified in the Task Order. A *Maximum Fee Ceiling*, or *Task Order Firm Ceiling*, will also be established for each Task Order which includes the Cost Ceiling plus the Professional Fee.
- 2.4 Engineer shall invoice District monthly for the actual costs incurred, and a pro-rated portion of the Professional Fee for work performed during the previous month. If the Maximum Fee Ceiling is reached, the Engineer will complete the agreed-upon work for the Maximum Fee Ceiling. With District staff approval, labor hours may be reallocated within the tasks without renegotiation in such a manner so as not to exceed the Maximum Fee Ceiling.
- 2.5 The Engineer shall provide the District with a review of the budget amounts when 75 percent of the Cost Ceiling for any task has been expended. Engineer may request a revision in the Cost Ceiling for performance of this Agreement, and will relate the rationale for the revision to the specific basis of estimate as defined in the Scope of Services. Such notification will be submitted to the District at the earliest possible date. The authorized Cost Ceiling shall not be exceeded without written approval of the District.
- 2.6 The Professional Fee will not be changed except in the case of a written amendment to the Agreement which alters the Scope of Services. District and Engineer agree to negotiate an increase or decrease in Cost Ceiling and Professional Fee for any change in Scope of Services required at any time during the term of this Agreement. Engineer will not commence work on the altered Scope of Services until authorized by District.

- 2.7 Direct labor rates are subject to revision to coincide with Engineer's normal salary review schedule. Adjustments in direct labor rates shall not affect the firm ceiling without prior written authorization of the District.
- 2.8 District shall pay Engineer in accordance with each Task Order for Services.
- 2.9 Engineer shall submit monthly statements for Services rendered. District will make prompt monthly payments in response to Engineer's monthly statements.

ARTICLE 3 - PERIOD OF SERVICE

- 3.1 Engineer's services will be performed and the specified services rendered and deliverables submitted within the time period or by the date stipulated in each Task Order.
- 3.2 Engineer's services under this Agreement will be considered complete when the services are rendered and/or final deliverable is submitted and accepted by District.
- 3.3 If any time period within or date by which any of the Engineer's services are to be completed is exceeded through no fault of Engineer, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

ARTICLE 4 - DISTRICT'S RESPONSIBILITIES

District will do the following in a timely manner so as not to delay the services of Engineer.

- 4.1 Provide all criteria and full information as to District's requirements for the services assignment and designate in writing a person with authority to act on District's behalf on all matters concerning the Engineer's services.
- 4.2 Furnish to Engineer all existing studies, reports and other available data pertinent to the Engineer's services, obtain or authorize Engineer to obtain or provide additional reports and data as required, and furnish to Engineer services of others required for the performance of Engineer's services hereunder, and Engineer shall be entitled to use and rely upon all such information and services provided by District or others in performing Engineer's services under this Agreement.

- 4.3 Arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services hereunder.
- 4.4 Perform such other functions as are indicated in each Task Order related to duties of District.
- 4.5 Bear all costs incident to compliance with the requirements of this Section.

ARTICLE 5 - STANDARD OF CARE

- 5.1 Engineer shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional Engineer under similar circumstance and Engineer shall, at no cost to District, re-perform services which fail to satisfy the foregoing standard of care.

ARTICLE 6 - OPINIONS OF COST AND SCHEDULE

- 6.1 Since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over contractors', subcontractors', or vendors' methods of determining prices, or over competitive bidding or market conditions or economic conditions, Engineer's cost estimate and economic analysis shall be made on the basis of qualification and experience as a professional engineer.
- 6.2 Since Engineer has no control over the resources provided by others to meet contract schedules, Engineer's forecast schedules shall be made on the basis of qualification and experience as a professional Engineer.
- 6.3 Engineer cannot and does not guarantee that proposals, bids or actual project costs will not vary from his cost estimates or that actual schedules will not vary from his forecast schedules.

ARTICLE 7 - SUBCONTRACTING

- 7.1 No subcontract shall be awarded by Engineer until prior written approval is obtained from the District.

ARTICLE 8 - ENGINEER-ASSIGNED PERSONNEL

- 8.1 Engineer shall designate in writing an individual to have immediate responsibility for the performance of the services and for all matters relating to performance under this Agreement. Key personnel to be assigned by Engineer will be stipulated in each Task Order. Substitution of any assigned person shall require the prior written approval of the District, which shall not be unreasonably withheld. If the District determines that a proposed substitution is not responsible or qualified to perform the services then, at the request of the District, Engineer shall substitute a qualified and responsible person.

ARTICLE 9 - OWNERSHIP OF DOCUMENTS

- 9.1 All work products, drawings, data, reports, files, estimate and other such information and materials (except proprietary computer programs, including source codes purchased or developed with Engineer monies) as may be accumulated by Engineer to complete services under this Agreement shall be owned by the District.
- 9.2 Engineer shall retain custody of all project data and documents other than deliverables specified in each Task Order, but shall make access thereto available to the District at all reasonable times the District may request. District may make and retain copies for information and reference.
- 9.3 All deliverables and other information prepared by Engineer pursuant to this Agreement are instruments of service in respect to this project. They are not intended or represented to be suitable for reuse by District or others on extensions of this Project or on any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at District's sole risk and without liability or legal exposure to Engineer; and District shall indemnify and hold harmless Engineer against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by District and Engineer.

ARTICLE 10 - RECORDS OF LABOR AND COSTS

- 10.1 Engineer shall maintain for all Task Orders, records of all labor and costs used in claims for compensation under this Agreement. Records shall mean a contemporaneous record of time for personnel; a methodology and calculation of the Multiplier for fringe benefits and indirect costs; and invoices, time sheets, or other factors used as a basis for determining

other non-labor Project charges. These records must be made available to the District upon reasonable notice of no more than 48 hours during the period of the performance of this Agreement.

- 10.2 After delivery of Services (completion of Task Orders) under this Agreement, the Engineer's records of all costs used in claims for compensation under this Agreement shall be available to District's accountants and auditors for inspection and verification. These records will be maintained by Engineer and made reasonably accessible to the District for a period of three (3) years after completion of Task Orders under this Agreement.
- 10.3 Engineer agrees to cooperate and provide any and all information concerning the Project costs which are a factor in determining compensation under this Agreement as requested by the District or any public agency which has any part in providing financing for, or authority over, the Services which are provided under the Agreement.
- 10.4 Failure to provide documentation or substantiation of all Project costs used as a factor in compensation paid under Article 2 hereof will be grounds for District to refuse payment of any statement submitted by the Engineer and for a back charge for any District funds, including interest from payment; or grant, matching, or other funds from agencies assisting District in financing the Services specified in this Agreement.

ARTICLE 11 - INSURANCE

Engineer shall provide and maintain at all times during the performance of the Agreement the following insurances:

- 11.1 Workers' Compensation and Employer's Liability Insurance for protection of Engineer's employees as required by law and as will protect Engineer from loss or damage because of personal injuries, including death to any of his employees.
- 11.2 Comprehensive Automobile Liability Insurance. Engineer agrees to carry a Comprehensive Automobile Liability Policy providing bodily injury liability. This policy shall protect Engineer against all liability arising out of the use of owned or leased automobiles both passenger and commercial. Automobiles, trucks, and other vehicles and equipment (owned, not owned, or hired, licensed or unlicensed for road use) shall be covered under this policy. Limits of liability for Comprehensive Automobile Liability Insurance shall not be less than \$1,000,000 Combined Single Limit.

- 11.3 Comprehensive General Liability Insurance as will protect Engineer and District from any and all claims for damages or personal injuries, including death, which may be suffered by persons, or for damages to or destruction to the property of others, which may arise from the Engineer's operations under this Agreement, which insurance shall name the District as additional insured. Said insurance shall provide a minimum of \$1,000,000 Combined Single Limit coverage for personal injury, bodily injury, and property damage for each occurrence and aggregate. Such insurance will insure Engineer and District from any and all claims arising from the following:
1. Personal injury;
 2. Bodily injury;
 3. Property damage;
 4. Broad form property damage;
 5. Independent contractors;
 6. Blanket contractual liability.
- 11.4 Engineer shall maintain a policy of professional liability insurance, protecting it against claims arising out of negligent acts, errors, or omissions of Engineer pursuant to this Agreement, in an amount of not less than \$1,000,000. The said policy shall cover the indemnity provisions under this Agreement.
- 11.5 Engineer agrees to maintain such insurance at Engineer's expense in full force and effect in a company or companies satisfactory to the District. All coverage shall remain in effect until completion of the Project.
- 11.6 Engineer will furnish the District with certificates of insurance and endorsements issued by Engineer's insurance carrier and countersigned by an authorized agent or representative of the insurance company. The certificates shall show that the insurance will not be cancelled without at least thirty (30) days' prior written notice to the District. The certificates for liability insurance will show that liability assumed under this Agreement is included. The endorsements will show the District as an additional insured on Engineer's insurance policies for the coverage required in Article 11 for services performed under this Agreement, except for workers' compensation and professional liability insurance.
- 11.7 Waiver of Subrogation: Engineer hereby agrees to waive subrogation which any insurer of Engineer may acquire from Engineer by virtue of the payment of any loss. Engineer agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Engineer, its employees, agents and subconsultants.

ARTICLE 12 - LIABILITY AND INDEMNIFICATION

- 12.1 Having considered the risks and potential liabilities that may exist during the performance of the Services, and in consideration of the promises included herein, District and Engineer agree to allocate such liabilities in accordance with this Article 12. Words and phrases used in this Article shall be interpreted in accordance with customary insurance industry usage and practice.
- 12.2 Engineer shall indemnify and save harmless the District and all of their agents, officers, and employees from and against all claims, demands, or causes of action of every name or nature to the extent caused by the negligent error, omission, or act of Engineer, its agents, servants, or employees in the performance of its services under this Agreement. In no event shall Engineer's costs to defend the District exceed the Engineer's proportionate percentage of negligence or fault, based upon a final judicial determination, except that if one or more defendants in an action are unable to pay its share of defense costs due to bankruptcy or dissolution, Engineer shall meet and confer with the other defendant parties regarding defense costs.
- 12.3 In the event an action for damages is filed in which negligence is alleged on the part of District and Engineer, Engineer agrees to defend District. In the event District accepts Engineer's defense, District agrees to indemnify and reimburse Engineer on a pro rata basis for all expenses of defense and any judgment or amount paid by Engineer in resolution of such claim. Such pro rata share shall be based upon a final judicial determination of proportionate negligence or, in the absence of such determination, by mutual agreement.
- 12.4 Engineer shall indemnify District against legal liability for damages arising out of claims by Engineer's employees. District shall indemnify Engineer against legal liability for damages arising out of claims by District's employees.
- 12.5 Indemnity provisions will be incorporated into all Project contractual arrangements entered into by District and will protect District and Engineer to the same extent.

- 12.6 Upon completion of all services, obligations and duties provided for in the Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.
- 12.7 To the maximum extent permitted by law, Engineer's liability for District's damage will not exceed the aggregate compensation received by Engineer under this Agreement or the maximum amount of professional liability insurance available at the time of any settlement or judgment, which ever is greater.

ARTICLE 13 - INDEPENDENT CONTRACTOR

Engineer undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. District will have no right to supervise the methods used, but District will have the right to observe such performance. Engineer shall work closely with District in performing Services under this Agreement.

ARTICLE 14 - COMPLIANCE WITH LAWS

In performance of the Services, Engineer will comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. Engineer shall procure the permits, certificates, and licenses necessary to allow Engineer to perform the Services. Engineer shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Task Order.

ARTICLE 15 - NONDISCLOSURE OF PROPRIETARY INFORMATION

Engineer shall consider all information provided by District and all drawings, reports, studies, design calculations, specifications, and other documents resulting from the Engineer's performance of the Services to be proprietary unless such information is available from public sources. Engineer shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of District or in response to legal process.

ARTICLE 16 - TERMINATION OF CONTRACT

- 16.1 The obligation to continue Services under this Agreement may be terminated by either party upon seven days written notice in the event of

substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

- 16.2 District shall have the right to terminate this Agreement or suspend performance thereof for District's convenience upon written notice to Engineer, and Engineer shall terminate or suspend performance of Services on a schedule acceptable to District. In the event of termination or suspension for District's convenience, District will pay Engineer for all services performed and costs incurred including termination or suspension expenses. Upon restart of a suspended project, equitable adjustment shall be made to Engineer's compensation.

ARTICLE 17 - UNCONTROLLABLE FORCES

- 17.1 Neither District nor Engineer shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storms, lightening, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either District or Engineer under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.
- 17.2 Neither party shall, however, be excused from performance if nonperformance is due to uncontrollable forces which are removable or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, removed or remedied with reasonable dispatch. The provisions of this Article shall not be interpreted or construed to require Engineer or District to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement. The Engineer will be allowed reasonable negotiated extension of time or adjustments for District initiated temporary stoppage of services.

ARTICLE 18 - MISCELLANEOUS

- 18.1 A waiver by either District or Engineer of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- 18.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

ARTICLE 19 - INTEGRATION AND MODIFICATION

- 19.1 This Agreement (consisting of pages 1 to 14), together with all Task Orders executed by the undersigned, is adopted by District and Engineer as a complete and exclusive statement of the terms of the Agreement between District and Engineer. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Engineer pertaining to the Services, whether written or oral.
- 19.2 The Agreement may not be modified unless such modifications are evidenced in writing signed by both District and Engineer.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

- 20.1 District and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.
- 20.2 Neither District nor Engineer shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge

the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Engineer from employing such independent engineers, associates, and subcontractors as he may deem appropriate to assist him/her in the performance of the Services hereunder and in accordance with Article 7.

- 20.3 Nothing herein shall be construed to give any rights or benefits to anyone other than District and Engineer.

ARTICLE 21 – INFORMATION SYSTEM SECURITY

When the District determines this article is applicable, the Engineer shall obtain written approval from the District representative prior to accessing District internal systems through real-time computer connections. Upon approval, the Engineer will use only in-bound connections to accomplish a legitimate business need and a previously defined and approved task. As a condition of approval, the Engineer shall:

- a) Be running a current operating system supported by the District with up-to-date security patches applied as defined in the District COE/Non-COE document.
- b) Have anti-virus software installed on his/her personal computer with up-to-date virus signatures.
- c) Have personal firewall software installed and enabled on their computer.
- d) Understand and sign the District's Electronic Equipment Use Policy, number 2160.

The District reserves the right to audit the security measures in effect on Engineer's connected systems without prior notice. The District also reserves the right to terminate network connections immediately with all Engineer's systems not meeting the above requirements.

ARTICLE 22 – EMPLOYEE BACKGROUND CHECK

Engineer, at no additional expense to the District, shall conduct a background check for each of its employees, as well as for the employees of its subconsultants (collectively "Consultant Employees") who will have access to District's computer systems, either through on-site or remote access, or whose contract work requires an extended presence on the District's premises. The minimum background check process for any District consultant shall include, but not be limited to:

1. California residents: Criminal Records (County and State Criminal Felony and Misdemeanor

2. Out of State residents: Federal criminal search of the National Criminal Database,

The background check shall be conducted and the results submitted to the District prior to initial access by Consultant Employees. If at any time, it is discovered that a Consultant Employee has a criminal record that includes a felony or misdemeanor, the Engineer is required to inform the District immediately and the District will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties, to determine whether the Consultant Employee will be placed or remain on a District assignment. The District may withhold consent at its sole discretion. The District may also conduct its own criminal background check of the Consultant Employees. Failure of the Engineer to comply with the terms of this paragraph may result in the termination of its contract with the District.

ARTICLE 23 - EXCEPTIONS

No exceptions.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

UNION SANITARY DISTRICT

CAROLLO ENGINEERS, INC.

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
Beverly Hann, P.E.
Senior Vice President

Date: _____

Date: _____

By: _____
Rick Chan, P.E.
Senior Vice President

Date: _____

EMERGENCY OUTFALL IMPROVEMENTS PROJECT
CATHODIC PROTECTION SYSTEM IMPROVEMENTS PROJECT
FY21 GRAVITY SEWER REHABILITATION/REPLACEMENT PROJECT – PHASE VII

TASK ORDER NO. 1
to
AGREEMENT
BETWEEN
UNION SANITARY DISTRICT
AND
CAROLLO ENGINEERS, INC.
FOR
PROFESSIONAL SERVICES

This Task Order No. 1 is issued by the Union Sanitary District (District) and accepted by Carollo Engineers, Inc. (Construction Manager), pursuant to the mutual promises, covenants, and conditions contained in the Agreement between the above-named parties dated _____, associated with the three projects: Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY 21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII, and (Projects).

1. PURPOSE

The purpose of this Task Order is to provide construction management services associated with the Projects. Each project will have its own contractor and design consultant.

2. PROJECT UNDERSTANDING

- a. The Emergency Outfall Improvements Project will include the following scope:
 - Demolition and disposal of approximately 40 linear feet of 48-inch diameter pipeline.
 - Replacement of approximately 20 linear feet of 48-inch diameter reinforced concrete pipe, RCP with centrifugally cast, fiberglass-reinforced, polymer mortar pipe, CCFRPM by open cut.
 - Rehabilitation of approximately 61 linear feet of 48-inch diameter RCP by slip-lining.

- Construction of approximately 93 linear feet of 48-inch diameter CCFRPM by open cut.
- Construction of a concrete outlet structure consisting of a slab, headwalls, and wing walls.
- Placement of approximately 90 cubic yards of stone riprap for bank and channel protection.
- Removal and disposal of approximately 250 cubic yards of sediment to facilitate placement of the rip rap.
- Installation and removal of a temporary sheet pile cofferdam.
- Construction of an access vault and blow-off piping system on the existing outfall pipeline.
- Construction of a new riser pipe and cap on the new redundant pipeline.
- Dewatering of project excavations.
- Site restoration including final grading, paving, planting, and fencing.
- Survey of newly constructed facilities.
- Implementation of all mitigation measures in the Project's Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan.
- Bypass Contingency Allowance.

b. Cathodic Protection System Improvements Project will include the following scope:

- Replacement of seven existing oil-cooled rectifiers with air-cooled rectifiers
- Abandonment of two existing deep anode wells
- Installation of one new deep anode well
- Installation of new galvanic cathodic protection anodes
- Replacement of all existing cathodic protection test station terminal boards

c. The FY21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII will include the following scope:

- Removal and replacement of approximately 831 linear feet of existing VCP sewer line ranging in diameters from 6 inches to 10 inches with SDR-26 PVC or HDPE by open cut method.
- Reconnection of sanitary sewer laterals for 18 residences.
- Rehabilitation of approximately 826 linear feet of existing 6-inch diameter VCP sanitary sewer by CIPP.
- Construction of two (2) standard sanitary sewer manholes.

- Connection to and modification of five (5) existing sanitary sewer manholes.
- Repair of three (3) offset lateral connections.
- Abandonment of approximately 221 linear feet of existing sanitary sewer.
- Removal and disposal of one (1) sanitary sewer manhole in place.
- Retaining wall repairs along the Pine Street access road.
- Sewage flow control.
- Site restoration.
- Traffic control.
- Implementation of biological control measures/BMPs.
- All other ancillary work required to complete the improvements included in the project plans and specifications.

3. PROJECT COORDINATION

All work related to this Task Order shall be coordinated through the District's Project Managers, Thomas Lam and Andrew Baile.

4. CONSTRUCTION MANAGER'S SCOPE OF SERVICES

Construction Manager shall provide the following specific services.

Task 1.0 - PRECONSTRUCTION PHASE:

Task 1.1 - Preconstruction Conference: Construction Manager shall prepare the agenda for the meeting, facilitate the meeting, address administrative and non-design issues, and prepare meeting minutes of the meeting for distribution.

Task 1.2 - Administration & Office set-up: Construction Manager shall setup the files for the project prior to commencement of construction.

Task 2.0 -CONSTRUCTION PHASE

Task 2.1 - Construction Administration

Task 2.1.1 - Project Coordination: Construction Manager shall act as the project coordinator and the point of contact for all communications with the Contractors. Construction Manager shall coordinate the activities of the District, Design Consultants and Contractors.

Task 2.1.2 - Document Tracking System: Construction Manager shall utilize the District's Project Management Software, Projectmates, to implement and maintain a system for tracking all correspondence and documents on the project.

Task 2.1.3 -Construction Administration Services: Carollo shall provide construction administrative and management services. Carollo shall receive all correspondence from the Contractors and shall address all inquiries from the Contractors and all construction related correspondence. The Design Consultants will be responsible for providing any design input.

Task 2.2 – Meetings

Task 2.2.1 - Construction Manager shall prepare the agenda for the progress meetings and other construction meetings required during the project.

Task 2.2.2 - Construction Manager shall facilitate and prepare the meeting minutes for the progress meetings and other construction meetings.

Task 2.3 – Submittals

Task 2.3.1 – Submittal Administration: Construction Manager shall establish, implement, and coordinate the submittal processing. Construction Manager shall receive the submittals from the Contractors and check the submittals for general conformity with the Contract requirements. If obvious deficiencies are apparent in the submittal, Construction Manager shall send the submittal back to the Contractors for correction. Construction Manager shall route the submittal to the Design Consultants for review and shall route the reviewed submittal back to the Contractors. Construction Manager shall review comments on submittals to determine if additional follow-up with the contractors is warranted and to identify prospective scope changes.

Task 2.3.2 – Submittal Tracking: Construction Manager shall maintain a log and tracking system for submittals. Construction Manager shall track the status of submittal review with the Design Consultants and the status of shop drawing resubmittals with the Contractors.

Task 2.3 Assumptions:

- The Design Consultants will review all design related submittals. The Design Consultants will review all submittals for temporary facilities.

Task 2.4 - Clarification Processing

Task 2.4.1 – Clarification Administration: Construction Manager shall establish, implement, and coordinate the system for processing clarifications. Construction Manager shall receive all requests for information (RFIs) from the Contractors and determine if the request is a valid RFI; if not, Construction Manager shall return the RFI to the Contractors.

- Construction Manager shall provide a response to the Contractors for any administrative and general RFIs.

- Construction Manager shall route all other RFIs to the Design Consultants at their home office.
- The Design Consultants will review RFIs and provide design response.
- Construction Manager shall review the Design Consultants' response, verify acceptability of response and transmit the Clarification Response to the Contractors. If the response materially affects the design, it will be reviewed with the District and/or the Design Consultants, as necessary, to verify that it is required. If it is required, Construction Manager shall issue a change request.
- The Design Consultants will prepare Design Clarifications where design issues are identified by Construction Manager, the Design Consultants, or the District. Construction Manager shall prepare the Clarification Letter for transmittal to the Contractors of the Design Consultant's Design Clarification and other clarifications

Task 2.4.2 – Clarification Tracking: Construction Manager shall maintain a system for logging and tracking RFIs. Construction Manager shall track the status of RFI review with the Design Consultants.

Task 2.5 - Change Order Preparation, Negotiation, Processing and Tracking

Task 2.5.1 – Change Request Preparation: The Design Consultants shall prepare design details for change requests. Construction Manager shall prepare and issue the change request to the Contractors with the appropriate design documents. Construction Manager shall prepare an independent cost estimate and/or verify the acceptability of the Contractors' cost proposal for each change request. The Design Consultants' input may be requested for specific equipment and material costs.

Task 2.5.2 – Change Order Negotiation: In the event the Contractors encounter a time sensitive problem where time is not available to negotiate a settlement, Construction Manager shall issue a field order. All work done under a field order will be completed on a time and material basis. Construction Manager shall have authority for issuing field orders up to one day of time-and-material cost or \$2,500, whichever is greater, without prior notice or approval from the District only if Construction Manager can't reach the District's project managers. As soon as practical dependent on field conditions, Construction Manager shall advise the District of the issuance of such field order, and the District will execute the field order. Field orders with an allowance greater than \$2,500 will be reviewed and approved with the District prior to issuance.

Task 2.5.3 – Change Order Processing: Construction Manager shall review change orders with the District prior to initial and final negotiations with the Contractors. Construction Manager shall prepare change orders for execution by the District and Contractors.

Task 2.5.4 – Change Order Tracking: Construction Manager shall implement and maintain a system for logging and tracking changes. Construction Manager shall establish and maintain Potential Change Order Log. The Potential Change Order Log will compile all data related to specific items that arise that may have cost or time impacts.

Task 2.6 - Progress Payment Administration

Construction Manager shall review the initial cost breakdown prepared by the Contractors. Construction Manager shall review and process the progress payment requests as required in the Contract Documents and by the California Public Contract Code. Construction Manager shall verify the quantity and acceptability of stored materials. Construction Manager shall verify the Contractors' construction progress as it relates to the progress billing procedure. Construction Manager shall perform the administration, preparation and processing of the monthly progress payments. Construction Manager shall prepare the summary cover sheet for the progress payments which will be executed by Construction Manager, the Contractors, and the District. When and if requested by the District, State or other agency or public inquiry, Construction Manager shall collect but not review the certified payroll from the Contractors.

Task 2.7 - Schedule Review

Construction Manager shall review and work with the Contractors in the development of the initial Baseline schedule. Construction Manager shall review and work with the Contractors in their review and preparation of the schedule updates. Construction Manager shall provide written comments to the Contractors on the Baseline and update schedules.

Task 2.8 - Field Quality Control

Task 2.8.1 – Construction Observation: Construction Manager's Inspector shall monitor the contractor's compliance with the Contract Documents, and prepare a daily report documenting field activities, field crews, Contractor equipment, and field problems. Construction Manager shall maintain a Corrective Work Item List. The list will provide a current inventory of required corrections to aid in timely completion of such items. Construction Manager shall provide photographic documentation of the project prior to construction. Construction Manager shall provide and maintain photographs of field activities for status monitoring of the project. Construction Manager shall monitor the record documents on a monthly basis to determine if they are being maintained by the Contractors.

Task 2.8.2 – Specialty Inspections and Materials Testing: Construction Manager shall contract with a separate firm to furnish the material testing and special inspections specified in the Contract Documents to be furnished by the District for the Project. Construction Manager shall schedule and coordinate the specialty inspections and material testing. Construction Manager shall have oversight responsibility for the specialty inspections and testing services.

Task 2.8 Assumptions:

1. No provision has been included in the scope of work or budget for observation, testing and handling of hazardous material.
2. No time is currently included in the budget for overtime monitoring of construction operations.
3. Contractors for all Projects are responsible for hiring a 3rd party or to self-perform the required tests as required in the specifications. Construction Manager shall be present during testing and may be required to accept testing results that meet the requirements as specified in the Project Documents.

Task 2.9 - Corrective Work Item List

Construction Manager shall prepare the Corrective Work Item list with input from the District and Design Consultant. Construction Manager shall confirm that the items identified in the Corrective Work Item list are completed in preparation for issuance of the Substantial Completion Certificates. Construction Manager shall prepare the Substantial Completion Certificates for execution by the District and Contractors when the Corrective Work Items are completed to the District's and Construction Manager's satisfaction.

Task 2.10 - Final Inspection and Punchlist

Construction Manager shall have primary responsibility for conducting the final inspection. The District will participate and provide input on the final inspection. Design Consultants will provide input on final inspection items if determined necessary by the District. Construction Manager shall have oversight and final review responsibility for the final inspection. Construction Manager shall prepare the list of outstanding deficiencies. Construction Manager shall prepare and issue the punchlist(s) from the list of deficiencies. Construction Manager shall have primary responsibility for verifying that punchlist work is complete.

Task 2.11 - Warranty Coordination

Construction Manager shall maintain a warranty file throughout the duration of the contract. Coordination of warranty work after the Contract Period is not included in this Scope of Work or budget. If the District determines at a later date that it desires Construction Manager to provide this service and an amendment is issued for additional budget, Construction Manager shall coordinate warranty work with the District and Contractors during the warranty period.

Task 2.12 - Project Closeout

Construction Manager shall prepare necessary District documentation recommending acceptance of the completed work by the Board. Construction Manager shall have full and complete access available to all files created by Construction Manager during the

Project for up to ten (10) years after the completion of the Project. Such access shall include the right to copy any and/or all such files at Construction Manager's expense.

Task 2.13 - Dispute Resolution

Resolution, when possible, of routine disagreements through the normal efforts of the day-to-day project site staff will be performed. Dispute resolution services using third parties or special processes (e.g. Mediation, Arbitration, Mini-Trials. Dispute Consultants), or those requiring extraordinary efforts by Construction Manager are not included in this Scope of Work. If such non-routine dispute resolution services are required, either an amendment or a separate task order will be executed.

General Assumptions

- District will provide Construction Manager with Bid Documents, Addenda and Conformed Documents (when available). Contract Documents shall be provided in native format (Word, AutoCAD) as well as PDF to facilitate the contract administration.
- Means and methods: Construction Manager shall not have responsibility for directing the means and methods of construction. The Contractors shall be solely responsible for the means and methods of construction.
- Safety: Construction Manager shall comply with appropriate regulatory, project and District regulations regarding necessary safety equipment or procedures used during performance of Construction Manager's work and shall take necessary precautions for safe operation of Construction Manager's work, and the protection of Construction Manager's personnel from injury and damage from such work. Neither the professional activities of Construction Manager, nor the presence of Construction Manager's employees or sub-consultants at the construction/project site, shall relieve the Contractors and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending, or coordinating their work in accordance with the Contract Documents, District regulations, and any health or safety precautions required by any regulatory agencies. Construction Manager and its personnel have no authority to exercise any control over any Contractors or other entity or their employees in connection with their work or any health or safety precautions. Construction Manager shall follow the District's confined space procedures for entry into any existing District confined spaces and will follow these procedures at its own risk. Construction Manager's reliance on the District's fixed gas detection system will be at its own risk.

5. PAYMENT TO THE CONSTRUCTION MANAGER

Payment to the Construction Manager shall be as called for in Article 2 of the Agreement. The billing rate schedule is equivalent to an overall labor multiplier of 3.21 for office staff, and 2.90 for field staff, including profit. Subconsultants and outside services will be billed

at actual cost plus 5%; other direct costs will be billed at actual cost; and mileage will be billed at prevailing IRS standard rate.

Total charges to the DISTRICT for Task Order No. 1 not-to-exceed amount shall be \$306,453. A summary of the anticipated distribution of cost and manpower over the project duration is shown in Exhibit A.

The following table summarizes the task orders and amendments under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required?	District Staff Approval
Task Order No. 1 - Construction Management Services	\$306,453	Yes	Paul Eldredge
Total	\$306,453		

6. TIME OF COMPLETION

Anticipated schedule for completion of Engineer's scope of services is summarized as follows:

- Notice to Proceed (NTP): June 15, 2021.
- Complete Construction Closeout Activities: December 31, 2021.

7. KEY PERSONNEL

Engineer's personnel assigned for this Task Order No. 1 are as follows:

<u>Key Person to be Assigned</u>	<u>Role</u>
Sam Hawkins	Principal in Charge
Jon Gudjohnsen	Construction Manager
Brad Munson	Inspector

Key personnel shall not be changed except in accordance with Article 8 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 1 as of _____ and therewith incorporate it as part of the Agreement.

DISTRICT

ENGINEER

UNION SANITARY DISTRICT

CAROLLO ENGINEERS, INC.

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
Beverly Hann, P.E.
Senior Vice President

Date: _____

Date: _____

By: _____
Rick Chan, P.E.
Senior Vice President

Date: _____

Exhibit A

Distribution of Cost and Personnel
Construction Management and Inspection Services
Emergency Outfall Improvements Project
FY21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII
Cathodic Protection System Improvements Project

		2021									
STAFF	ROLE	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours	Hourly Rate	Cost
Construction Project											
Sam Hawkins	Principal in Charge - oversight	4	4	4	4	4	4	4	28	\$229	\$6,412
Jon Gudjohnson	CM Support	34	34	34	34	34	34	34	238	\$206	\$49,028
Brad Munson	Inspector	170	170	170	170	170	170	170	1190	\$174	\$207,060
	Subtotal B/C & Bid Period Carollo Labor Hours	208	208	208	208	208	208	208	1456		\$262,500
Mileage	Mileage								7000	\$0.575	\$4,025
PECE										\$13.00/labor hr	\$18,928
Inspector Housing	Temp Housing								140	\$150/Day	\$21,000
									CM Subtotal		\$306,453
Subconsultants											
									Sub Expenses		\$0

Assumptions:

1. Estimated construction duration is 7 months, commencing in June 2021
2. Budget is based upon an estimated level of effort
3. Construction trailers, utilities and field equipment not included.
4. Billings will be on a time and materials basis.
5. Assumes quality control testing for geotech, concrete and coating provided by contractor.

TOTAL BUDGET: **\$306,453**



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 12**

TITLE: Provide Direction Regarding the Start Time for Regular Meetings of the Board of Directors *(This is a Direction Item)*

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

Provide direction regarding the start time for Regular Board meetings.

Discussion

Regular meetings of the Union Sanitary District Board of Directors have been held the second and fourth Monday of the month beginning at 4:00 p.m. since the onset of the COVID-19 pandemic. Staff prepared this item at the Board's request to provide an opportunity for the Board to discuss the start time for Regular Board meetings going forward.

Staff reached out to a representative from the League of Women Voters to seek their input on the scheduled start time for regular meetings of the Board of Directors. While the League has no formal position on public agencies meeting times, the League's primary concern is that meetings be open and transparent, properly noticed, and comply with the rules of the Brown Act. Meeting start times for neighboring agencies vary from 1:30 p.m. to 7:30 p.m. with the majority favoring evening start times.

Background

Government Code section 54954(a) provides that "each legislative body of a local agency ... shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business of that body, the time and place for holding regular meetings."

Resolution No. 2888 confirmed that Regular Meetings of the Board of Directors would take place on the second and fourth Monday of each month at 7:00 p.m. The Resolution further stated that in the event of an emergency, as declared by the federal, state, or local government, the General Manager may adjust the time of a regular meeting to earlier in the day.

Previous Board Action

March 23, 2020, Board Meeting – Adopted Resolution No. 2888 Setting the Time and Place for Holding Regular Meetings of the Union Sanitary District Board of Directors



Directors
 Manny Fernandez
 Tom Handley
 Pat Kite
 Anjali Lathi
 Jennifer Toy

Officers
 Paul R. Eldredge
*General Manager/
 District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
 BOARD OF DIRECTORS MEETING
 AGENDA ITEM # 13**

TITLE: **Board of Directors Internal Committee Assignments for 2021 - 2022 (*This is an Information Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

Although this is typically presented as an information only item, the option to review and discuss is at the discretion of the Board President.

Discussion

Per Board Policy 3070, the President of the Board of Directors is responsible for assigning members and alternates for internal committees, and the determination of the Board President on committee assignments shall be considered final. The assignments received from President Kite are as follows:

Committee	Board Members	Alternate #1	Alternate #2	Alternate #3
Audit	Director Handley Director Kite	Director Toy	Director Fernandez	Director Lathi
Budget & Finance	Director Lathi Director Toy	Director Handley	Director Kite	Director Fernandez
Engineering & Information Technology	Director Kite Director Fernandez	Director Toy	Director Handley	Director Lathi
Legal/Community Affairs	Director Lathi Director Handley	Director Kite	Director Fernandez	Director Toy
Legislative	Director Toy Director Fernandez	Director Lathi	Director Handley	Director Kite
Personnel	Director Kite Director Toy	Director Fernandez	Director Lathi	Director Handley
ETSU Ad Hoc	Director Handley Director Fernandez	Director Kite	Director Lathi	Director Toy

Previous Board Action

The Board receives this Information Item on an annual basis. When the ETUS Ad Hoc was formed, the Board directed staff to include it along with Internal Committee assignments annually as required.

Background

Directors provided their preferences for internal committee assignments following the May 24, 2021, Board of Directors meeting.

Attachments: Policy 3070, Board Officers and Committee Membership
Internal Committee Assignments 2011-Present
Internal Committee Preferences and Fiscal Year 2022 Assignments

Union Sanitary District
Policy and Procedure Manual

Effective: 4/26/2021	Boardmember Officers and Committee Membership	Policy Number 3070 Page 1 of 4
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Policy

Selection of Board Officers will be held annually at the first regular meeting following the certification of Board election results in election years or approximately one year after the election of Board Officers in non-election years. Internal Board committee memberships and Board representation for External Committees shall be established following the selection of the Board Officers.

Purpose

To provide a written record of the procedure approved by the Board for electing its Officers and establishing its committee memberships.

Procedure

Board Officers

1. The Officers are President, Vice President, and Secretary and the term of office shall be for approximately one year, allowing for flexibility depending on the date of the election for Boardmembers. In election years, which occur every two years, the term shall run until after certification of election results. In non-election years, the term shall end and begin on such date as determined by the Board to allow for approximate one-year terms, with the understanding that terms may be either longer or shorter than one year depending on the date of the next District election.
2. The Board may, by motion, amend the titles of President and Vice President to Chair and Vice Chair, respectively, provided that the Chair, regardless of title, shall act as the "president" pursuant to California Health & Safety Code Section 6486. Throughout this Policy, the titles President and Vice President shall be used interchangeably with Chair and Vice Chair.
3. The President shall preside over the meetings of the Board of Directors and be responsible for the following:
 - a. maintaining order and following the published agenda
 - b. ensuring Boardmembers are allowed to participate in discussions
 - c. allowing the public to speak on agenda items
 - d. facilitating dialog among the public, staff, and Boardmembers
 - e. appointment of members of the Board of Directors to Internal Committee assignments
 - f. signing resolutions, ordinances, and construction contracts on behalf of the District

- g. representing the Board of Directors on issues or at events as designated by the full Board

The Vice President shall fulfill the duties of the President when the President is absent or otherwise unavailable.

The Secretary shall ensure the recording of the minutes of the Board of Directors meetings and sign the adopted Minutes, shall sign all Resolutions and Ordinances passed by the District, and shall serve as Vice President when the Vice President is absent or otherwise unavailable. If the President and Vice President are both absent, and a quorum is present, the Secretary shall preside over the meetings of the Board of Directors as the Board President.

4. During election years, the newly elected Boardmembers shall be sworn in as the first item of business on the agenda followed immediately by the selection of the Board Officers. During non-election years, the selection of the Board Officers shall be considered after the last motion item on the agenda. The Board shall elect the President, Vice-President, and Secretary for terms as set forth in Section 1 above. The election or removal of the President, Vice-President, or Secretary shall require a majority vote of the Board. The Board may choose to follow a rotation of officers.

The Board officers in office at the beginning of the meeting shall retain their positions until the adjournment of the meeting and the newly selected Board Officers shall assume their duties immediately following this meeting.

Internal Board Committee Memberships

1. Internal committees are: Budget and Finance; Engineering and Information Technology; Legal/Community Affairs; Legislative; Personnel; and Audit Committee. There is no fixed schedule for meetings set by this policy and appointments are made by the President, as set forth below. Notwithstanding the above, meetings are noticed and open to the public.
2. Annually, following the election of Board officers, and at the same meeting as the election of the officers, Directors shall be provided a list of the internal committees along with an internal committee interest form. The internal committee interest form shall be completed in order of preference and provided to the General Manager, or designee, no later than 11 calendar days in advance of the next Board meeting.
3. The President is delegated the authority to appoint Directors to the internal committees. The President shall make every effort to rotate committee assignments and ensure a similar number of committee assignments for each Board member. Notice of internal committee membership appointments will be contained in an information item to the Board at the next regularly scheduled meeting following the selection of the Board Officers. The determination of the Board President on committee assignments shall be

considered final.

4. Ad Hoc committees are called as needed by a majority vote of the Board of Directors.

External Commissions / Committee Representatives (CCR)

1. External commissions/committees include: the EBDA Commission; the Joint Powers Authority for Geographic Information Systems; the Alameda County Water District Finance Authority (ACWDFA); and the Alameda County Chapter of the California Special Districts Association.
2. Membership on the EBDA Commission shall be a maximum of two consecutive years, with a possible three years in exceptional circumstances if approved by the Board.
3. The Board of Directors will elect representatives for External Committees annually. At the same meeting as the election of officers, Directors shall be provided a list of external committees along with an external committee interest form. The external committee interest form shall be completed in order of preference and provided to the General Manager, or designee, no later than 11 calendar days in advance of the meeting. The external committee interests shall be compiled in a motion item staff report by the General Manager, or designee, and provided to the Board for consideration. The Board shall elect the external committee representatives for one-year terms to start on July 1 of each year, or as otherwise decided by the Board majority, unless the assignment is vacant, in which case the term shall begin immediately upon election. The Board may choose to follow a rotation for representatives. The election or removal of external committee representatives shall require a majority vote of the Board.

Management Responsibility

The General Manager will be responsible for scheduling on the Board agenda, the election or appointment of Board officers and external commissions, pursuant to the schedule shown above. The General Manager, or designee, will provide the following to the new President, with copies to the Board: (1) a list of the last ten years and current committee memberships; (2) a copy of this policy; and (3) a list of internal committee interests. In consultation with the Board President, the General Manager will also be responsible for scheduling on the Board agenda the announcement of internal committee appointments.

Supersedes Policy Dated: July 2004, September 2005, January 2008, September 2010, October 2013, December 2016, December 2019

Approved by:	Board of Directors, April 2021
Reviewers:	General Manager, Board of Directors, District's attorney
Notify Person:	General Manager
Review frequency:	Every 3 years
Next Review:	April 2024

Union Sanitary District

BOARDMEMBER INTERNAL COMMITTEE ASSIGNMENTS 2011 - Present

Date	Budget & Finance	Engineering & Information Technology (formerly Construction)	Legal/Community Affairs	Legislative	Personnel	Audit Committee
5/20-6/21	Pat Kite Jennifer Toy	Anjali Lathi Tom Handley	Jennifer Toy Manny Fernandez	Anjali Lathi Manny Fernandez	Pat Kite Tom Handley	Pat Kite Jennifer Toy
8/18-7/19	Pat Kite Jennifer Toy	Tom Handley Anjali Lathi	Manny Fernandez Tom Handley	Manny Fernandez Anjali Lathi	Manny Fernandez Pat Kite	Pat Kite Jennifer Toy
7/17-8/18	Tom Handley Jennifer Toy	Manny Fernandez Pat Kite	Tom Handley Anjali Lathi	Anjali Lathi Jennifer Toy	Pat Kite Jennifer Toy	Manny Fernandez Anjali Lathi
7/16-7/17	Tom Handley Anjali Lathi	Pat Kite Jennifer Toy	Tom Handley Anjali Lathi	Manny Fernandez Pat Kite	Manny Fernandez Jennifer Toy	Manny Fernandez Jennifer Toy
7/15-7/16	Manny Fernandez Pat Kite	Tom Handley Jennifer Toy	Pat Kite Anjali Lathi	Manny Fernandez Tom Handley	Manny Fernandez Jennifer Toy	Anjali Lathi Jennifer Toy
7/14-7/15	Anjali Lathi Tom Handley	Pat Kite Jennifer Toy	Pat Kite Tom Handley	Manny Fernandez Jennifer Toy	Manny Fernandez Anjali Lathi	Manny Fernandez Tom Handley
7/13-7/14	Jennifer Toy Pat Kite	Tom Handley Manny Fernandez	Anjali Lathi Tom Handley	Pat Kite Anjali Lathi	Jennifer Toy Manny Fernandez	Jennifer Toy Tom Handley
7/12-7/13	Anjali Lathi Jennifer Toy	Manny Fernandez Tom Handley	Anjali Lathi Pat Kite	Pat Kite Tom Handley	Jennifer Toy Manny Fernandez	Jennifer Toy Tom Handley
7/11-7/12	Anjali Lathi Jennifer Toy	Manny Fernandez Tom Handley	Anjali Lathi Pat Kite	Pat Kite Tom Handley	Jennifer Toy Manny Fernandez	Jennifer Toy Tom Handley
7/10-7/11	Tom Handley Anjali Lathi	Pat Gacoscos* Manny Fernandez Jennifer Toy	Pat Kite Tom Handley	Pat Kite Anjali Lathi	Pat Gacoscos* Manny Fernandez Jennifer Toy	Pat Gacoscos* Jennifer Toy

*Pat Gacoscos resigned from her position, and Manny Fernandez was appointed as her replacement during FY11

Preferences							
Board Member	Budget & Finance	Engineering & IT	Legal & Community Affairs	Legislative	Personnel	Audit	ETSU Ad Hoc
Anjali	3	1	2	6	5	7	4
Jennifer	1	3	4	5	2	6	7
Manny	7	1	4	3	5	6	2
Pat	5	1	4	7	2	6	3
Tom	4	1	3	5	6	7	2

Internal Committee Assignments							
Board Member	Budget & Finance	Engineering & IT	Legal & Community Affairs	Legislative	Personnel	Audit	ETSU Ad Hoc
Member	Anjali	Pat	Anjali	Jenn	Pat	Tom	Tom
Member	Jenn	Manny	Tom	Manny	Jenn	Pat	Manny
Alternate #1	Tom	Jenn	Pat	Anjali	Manny	Jenn	Pat
Alternate #2	Pat	Tom	Manny	Tom	Anjali	Manny	Anjali
Alternate #3	Manny	Anjali	Jenn	Pat	Tom	Anjali	Jenn



Summary of the EBDA Commission Meeting
Thursday, May 20, 2021, at 9:30 a.m.

- Commissioners Cutter, Duncan, Johnson, Lamnin, and Toy were present. This meeting was conducted telephonically and the dial-in information for the meeting was provided in the agenda.
- Commissioner Toy moved to approve the Commission Meeting Minutes of April 15, 2021; List of Disbursements for April 2021; Treasurer's Report for April 2021; and Third Quarter Expense Summary, Fiscal Year 2020/2021. The motion was seconded by Commissioner Duncan and carried 5-0.
- The Commission unanimously approved the reports from the Managers Advisory, Financial Management, Operations & Maintenance, and Personnel Committees. The following items were discussed:
- **General Managers Report**
The General Manager (GM) reported on a recent support letter for the City of San Leandro to appeal for federal funding of stormwater trash capture devices. The GM expressed EBDA's willingness to collaborate with member agencies and provide support where appropriate. The GM advised of statewide efforts for proposed funding in water and climate adaptation in the state budget. The GM then advised that the State is moving forward with its climate goal of transitioning to zero-emission vehicles. The GM noted that, while the electrification of vehicles is beneficial for the environment, it is impractical for heavy duty fleet vehicles. Wastewater associations including CASA are raising this issue to the attention of California Air Resources Board staff. Lastly, the GM suggested that the Commission discuss the FY 2021/2022 Calendar and in-person meetings under the Committee Preference Form for Fiscal year 2021/2022 item.
- **Managers Advisory Committee (MAC)**
The GM reported that the MAC continued the discussion on biosolids management with a focus on land acquisition.
- **LAVWMA Ad Hoc Committee**
The GM reported that the LAVWMA Board unanimously approved the Amended and Restated Master Agreement on May 18. Staff noted a correction to the last paragraph of Exhibit B of the Agreement. The word "*quarterly*" will be removed from the final sentence.
- **Resolution to Approve the Amended and Restated Master Agreement to Provide Sewer System Discharge Services Between East Bay Dischargers Authority and Livermore-Amador Valley Water Management Agency**
Commissioner Lamnin moved to adopt the resolution with the noted edit to the last paragraph of Exhibit B. The resolution was seconded by Commissioner Cutter and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Resolution to Approve the Agreement Between EBDA and the Dublin San Ramon Services District Regarding the Discharge of Brine from the Zone 7 Water Agency**

Commissioner Cutter moved to adopt the resolution. The resolution was seconded by Commissioner Toy and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Financial Management Committee**

The GM reported on the Financial Management Committee, which met on May 18, 2021, noting the Committee's review of the List of Disbursements, Treasurer's Report, and Third Quarter Expense report. The Committee discussed reserve policy options and recommends a hybrid approach. Staff will develop policy language for the Commission to review. The Committee reviewed the proposed recycled water rate and the Fiscal Year 2021/2022 Budget and recommended approval.

- **Motion Authorizing the General Manager to Bill the City of Hayward \$9000 per Quarter for Recycled Water Use from October 2020 through June 2021 and Setting the City of Hayward Recycled Water Fee for FY 2021/2022 at \$9000 per Quarter**

Commissioner Toy moved to approve the item. The motion was seconded by Commissioner Cutter and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Resolution Adopting the East Bay Dischargers Authority's Fiscal Year 2021/2022 Budget**

Commissioner Cutter moved to adopt the resolution. The resolution was seconded by Commissioner Duncan and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Operations and Maintenance Committee**

The O&M Manager reported on the Operations and Maintenance Committee, which met on May 18, 2021, and discussed the status of EBDA facilities. The O&M Manager reviewed NPDES compliance data and provided an overview of current projects. A PG&E shutdown is scheduled for the OLEPS Electrical System Upgrade Project on June 3. The O&M Manager thanked the City of Hayward Utilities Division for their work on a Skywest pond valve and USD staff for facilitating a shutdown for the Cargill project.

The GM provided updates on COVID-19 operations, including growing interest in wastewater-based epidemiology for public health beyond COVID-19, and on the Advanced Quantitative Precipitation Information (AQPI) Project, which will begin construction on the East Bay radar in July. The GM then provided updates on the Cargill brine project, including the recent core sampling inspection and the corrosion mitigation alternatives evaluation. The O&M Manager reviewed the draft list of Renewal and Replacement Fund projects for FY 2021/2022.

- **Regulatory Affairs Committee**

The GM reported on the Regulatory Affairs Committee, which met on May 19, 2021, and discussed the reporting checklist and Nutrients Watershed Permit.

- **Resolution Adopting the Authority's Fiscal Year 2021/2022 Compensation Plan**

Commissioner Cutter moved to adopt the resolution. The resolution was seconded by Commissioner Duncan and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson

Noes: None

Absent: None

Abstain: None

- **Committee Preference Form for Fiscal Year 2021/2022**

The GM asked Commissioners to complete the Committee Preference form for the upcoming fiscal year. The Commission will be on hiatus for the month of August. Additionally, the Commission agreed to resume in-person meetings in September. If permissible, the Committees will continue to meet via video-conference.

- **Memorial for Bruce Wolfe**

The GM advised the Commission that Mr. Bruce Wolfe supported advancing females in STEM (Science, Technology, Engineering and Mathematics), and his family suggested a memorial related to that cause. The Commission discussed funding a scholarship in his name that stipulates the recipient must be a female resident of the EBDA service area. Staff was directed to explore funding opportunities of the following programs: CASA Education Fund, Housing Authority of Alameda County, and American Association of University Women.

- **Items from Commission and Staff**

Commissioner Duncan thanked staff for their work. Commissioner Lamnin asked that EBDA collaborate with regional agencies when considering land acquisition.

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JUNE 14, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 15**

TITLE: COVID-19 Update (*This is an Information Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer

Recommendation

Information only.

Discussion

None.

Background

General Manager Eldredge will provide an update on the District's COVID-19 response and staffing levels.

Previous Board Action

None.

**UNION SANITARY DISTRICT
CHECK REGISTER
05/15/2021-06/04/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177564	5/20/2021	143	800526.10	KIEWIT INFRASTRUCTURE WEST CO	PRIMARY DIGESTER NO. 2 REHABILITATION	\$23,750.00	\$1,260,431.16
	5/20/2021	143	800501.8		ALVARADO INFLUENT PS PUMPS AND VFDS	\$1,236,681.16	
177692	6/3/2021	143	800501.9	KIEWIT INFRASTRUCTURE WEST CO	ALVARADO INFLUENT PS PUMPS AND VFDS	\$1,106,674.00	\$1,106,674.00
177687	6/3/2021	114	201180043	HAZEN AND SAWYER	ETSU PHASE 1B PROJECT	\$96,417.53	\$976,021.30
	6/3/2021	114	2011800312		CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$295,370.36	
	6/3/2021	114	2011800216		MP - AERATION BASIN MODIFICATIONS	\$584,233.41	
177585	5/20/2021	143	9901	SOUTHWEST PIPE & TRENCHLESS CO	CAST IRON/PIPE LINING - PHASE VIII	\$219,416.75	\$219,416.75
177561	5/20/2021	121	125972	JACK DOHENY SUPPLIES INC	IBAK CAMERA SYSTEM	\$110,089.70	\$110,089.70
177648	5/27/2021	141	221111	TANNER PACIFIC INC	TWIN FORCE MAIN RELOCATION - PHASE 2	\$34,383.00	\$83,390.11
	5/27/2021	141	221095		TWIN FORCE MAIN RELOCATION - PHASE 2	\$46,307.11	
	5/27/2021	143	221110		PRIMARY DIGESTER NO. 2 REHABILITATION	\$2,700.00	
177618	5/27/2021	143	900468.9	KIEWIT INFRASTRUCTURE WEST CO	3RD SLUDGE DEGRITTER SYSTEM	\$75,146.12	\$75,146.12
177544	5/20/2021	143	11406232	BROWN & CALDWELL CONSULTANTS	PLANT GROUNDWATER WELLS MONITORING	\$1,490.46	\$67,235.55
	5/20/2021	143	11406274		STANDBY POWER SYSTEM UPGRADE	\$65,745.09	
177592	5/20/2021	143	188914	WOODARD & CURRAN INC	IRVINGTON BASIN RCP REHABILITATION	\$8,586.25	\$54,834.50
	5/20/2021	143	189138		IRVINGTON BASIN MASTER PLAN UPDATE	\$46,248.25	
177715	6/3/2021	143	221109	TANNER PACIFIC INC	ALVARADO INFLUENT PS PUMPS AND VFDS	\$49,445.00	\$49,445.00

**UNION SANITARY DISTRICT
CHECK REGISTER
05/15/2021-06/04/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177721	6/3/2021	143	189903	WOODARD & CURRAN INC	IRVINGTON BASIN RCP REHABILITATION	\$35,771.75	\$35,771.75
177649	5/27/2021	170	910220254	THE LINCOLN ELECTRIC COMPANY	1 TORCHMATE PLASMA TABLE	\$34,685.78	\$34,685.78
177682	6/3/2021	120	318666	CITY OF FREMONT	PAVEMENT PWC 8234-T	\$27,720.00	\$27,720.00
177616	5/27/2021	110	9017709875	KEMIRA WATER SOLUTIONS INC	48,900 LBS FERROUS CHLORIDE	\$7,123.86	\$21,608.43
	5/27/2021	110	9017710425		47,960 LBS FERROUS CHLORIDE	\$7,488.25	
	5/27/2021	110	9017711080		48,060 LBS FERROUS CHLORIDE	\$6,996.32	
177552	5/20/2021	110	1420531	DEPARTMENT OF GENERAL SERVICES	SERV: MAR 2021 PLANT	\$20,226.63	\$20,226.63
177707	6/3/2021	170	2100046	PSC INDUSTRIAL OUTSOURCING LP	CARBON MEDIA REPLACEMENT	\$19,588.23	\$19,588.23
177719	6/3/2021	110	103193	USP TECHNOLOGIES	4390 GALS HYDROGEN PEROXIDE	\$19,272.10	\$19,272.10
177581	5/20/2021	114	172510	PSOMAS CORP	AERATION BASIN MODIFICATIONS	\$19,123.40	\$19,123.40
177609	5/27/2021	143	92360EV001	GLENMOUNT GLOBAL SOLUTIONS LLC	ALVARADO INFLUENT PS PUMPS AND VFDS	\$14,408.00	\$14,408.00
177691	6/3/2021	110	9017712272	KEMIRA WATER SOLUTIONS INC	48,040 LBS FERROUS CHLORIDE	\$7,363.46	\$14,186.69
	6/3/2021	110	9017712170		47,300 LBS FERROUS CHLORIDE	\$6,823.23	
177718	6/3/2021	110	49144503	UNIVAR SOLUTIONS USA INC	4896.8 GALS SODIUM HYPOCHLORITE	\$3,537.34	\$14,113.03
	6/3/2021	110	49150605		4846.4 GALS SODIUM HYPOCHLORITE	\$3,500.93	
	6/3/2021	110	49147525		4897.3 GALS SODIUM HYPOCHLORITE	\$3,537.70	
	6/3/2021	110	49156859		4896.4 GALS SODIUM HYPOCHLORITE	\$3,537.06	

**UNION SANITARY DISTRICT
CHECK REGISTER
05/15/2021-06/04/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177589	5/20/2021	110	49110674	UNIVAR SOLUTIONS USA INC	4898.9 GALS SODIUM HYPOCHLORITE	\$3,538.86	\$14,008.14
	5/20/2021	110	49104539		4898 GALS SODIUM HYPOCHLORITE	\$3,538.21	
	5/20/2021	110	49110673		4696.2 GALS SODIUM HYPOCHLORITE	\$3,392.43	
	5/20/2021	110	49121840		4898.6 GALS SODIUM HYPOCHLORITE	\$3,538.64	
177563	5/20/2021	110	9017709359	KEMIRA WATER SOLUTIONS INC	48,080 LBS FERROUS CHLORIDE	\$7,014.55	\$13,743.23
	5/20/2021	110	9017710082		47,240 LBS FERROUS CHLORIDE	\$6,728.68	
177656	5/27/2021	143	188916	WOODARD & CURRAN INC	IRVINGTON BASIN RCP REHABILITATION	\$13,270.00	\$13,270.00
177620	5/27/2021		43602	LANCE, SOLL & LUNGARD LLP	2021 GOVERNMENT AUDIT	\$12,000.00	\$12,000.00
177662	6/3/2021	110	4071036120210519	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 05/18/21-BENSON ROAD	\$10,610.03	\$10,754.98
	6/3/2021	110	4071038120210520		SERV TO: 05/18/21-BENSON ROAD	\$144.95	
177652	5/27/2021	110	49138137	UNIVAR SOLUTIONS USA INC	4897.5 GALS SODIUM HYPOCHLORITE	\$3,537.85	\$10,631.75
	5/27/2021	110	49129375		4922.7 GALS SODIUM HYPOCHLORITE	\$3,556.05	
	5/27/2021	110	49135032		4897.5 GALS SODIUM HYPOCHLORITE	\$3,537.85	
177586	5/20/2021	110	189332	SWRCB - STATE WATER RESOURCES	FY21 ANNUAL WDR FEES - ALVARADO WWTP	\$10,000.00	\$10,000.00
177680	6/3/2021	143	21948	DANIEL MECHANICAL SERVICE CO	ODOR CONTROL PILOT STUDY - TRAILER MOUNTED SKID	\$9,999.00	\$9,999.00
177604	5/27/2021	173	725293	CDW GOVERNMENT LLC	BACKUP SOFTWARE RENEWAL	\$9,975.00	\$9,975.00

**UNION SANITARY DISTRICT
CHECK REGISTER
05/15/2021-06/04/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
177557	5/20/2021	170	9868057903	GRAINGER INC	1 COLD CHOP SAW	\$5,041.54	\$9,893.04
	5/20/2021		9869465303		ASTD PARTS & MATERIALS	\$192.73	
	5/20/2021	122	9866159511		ASTD PARTS & MATERIALS	\$497.44	
	5/20/2021		9868769010		100 PACKS DISPOSABLE GLOVES	\$1,419.07	
	5/20/2021		9864086773		ASTD PARTS & MATERIALS	\$845.90	
	5/20/2021		9869166067		5 LIGHT BULBS	\$211.76	
	5/20/2021		9869811324		CREDIT: ASTD PARTS & MATERIALS	\$-35.08	
	5/20/2021		9864550364		ASTD PARTS & MATERIALS	\$699.33	
	5/20/2021		9869465295		60 PR LEATHER GLOVES	\$447.78	
	5/20/2021		9860072553		ASTD PARTS & MATERIALS	\$240.57	
	5/20/2021		9869166075		ASTD PARTS & MATERIALS	\$332.00	
177720	6/3/2021	121	47524	WECO INDUSTRIES LLC	TV CABLE INSTALL/REPLACEMENT	\$8,871.04	\$8,915.04
	6/3/2021	121	47569		FREIGHT	\$44.00	
177546	5/20/2021		20210517	STATE OF CALIFORNIA	SALES & USE TAX 04/01/21 - 04/31/2021	\$8,620.23	\$8,620.23
177716	6/3/2021	122	35134	TRANSPORT PRODUCTS UNLIMITED	1 STORAGE CONTAINER	\$7,770.30	\$7,770.30
177607	5/27/2021	130	26130	FIELDMAN ROLAPP & ASSOCIATES	FINANCIAL ADVISORY SERVICES	\$7,613.57	\$7,613.57
177593	5/27/2021	143	2000491870	AECOM TECHNICAL SERVICES INC	CENTRIFUGE BUILDING IMPROVEMENTS	\$7,607.55	\$7,607.55
177702	6/3/2021	113	259285	OLYMPUS AMERICA INC	1 MICROSCOPE CAMERA	\$7,526.63	\$7,526.63

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177595	5/27/2021	170	4017420220210507	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 05/05/21 - FREMONT BLVD	\$148.53	\$7,378.19
	5/27/2021	170	4017274120210510		SERV TO: 05/07/21 - FREMONT BLVD	\$6,428.23	
	5/27/2021	170	4017275220210510		SERV TO: 05/07/21 - FREMONT BLVD	\$545.44	
	5/27/2021	110	4071037120210520		SERV TO: 05/18/21-BENSON ROAD	\$255.99	
177539	5/20/2021	170	8480105550	ANDRITZ SEPARATION INC	CENTRIFUGE REBUILD PARTS	\$7,316.75	\$7,316.75
177536	5/20/2021		69661	3T EQUIPMENT COMPANY INC	10 PIPE PATCH KITS WINTER	\$4,879.49	\$7,184.24
	5/20/2021	121	69655		1 SEWER HOSE	\$2,304.75	
177537	5/20/2021	170	2000487869	AECOM TECHNICAL SERVICES INC	HAZMAT CONSULTING SERVICES	\$7,141.22	\$7,141.22
177611	5/27/2021	136	46537	HSI WORKPLACE COMPLIANCE	SAFETY & LEADERSHIP CBT 4/26/2021 THROUGH 4/25/2022	\$6,000.10	\$6,000.10
177695	6/3/2021	173	22389	LOOKINGPOINT INC	ANNUAL PBX AND NETWORK SUPPORT	\$1,225.00	\$5,885.00
	6/3/2021	173	22665		2FA PRODUCTION	\$4,660.00	
177694	6/3/2021	143	6600204	LEE & RO INC	CALCIUM THIOSULFATE CHEMICAL TANK	\$5,807.39	\$5,807.39
177578	5/20/2021	110	1537633	POLYDYNE INC	41,760 LBS CLARIFLOC WE-539	\$5,692.28	\$5,692.28
177596	5/27/2021		39779	ALLIED FLUID PRODUCTS CORP	1 FLEX SPLIT SEAL	\$5,538.56	\$5,538.56
177676	6/3/2021	132	263005	BURKE, WILLIAMS & SORENSON LLP	GENERAL PERSONNEL - NOV 2020	\$5,258.24	\$5,258.24

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177629	5/27/2021	170	013720210512	PACIFIC GAS AND ELECTRIC	SERV TO 05/05/21 BOYCE RD PS	\$2,287.34	\$5,050.52
	5/27/2021	170	898220210507		SERV TO 05/02/21 FREMONT PS	\$212.91	
	5/27/2021	110	224720210429		SERV TO 04/22/21 CS TRAINING TRAILER	\$700.03	
	5/27/2021	170	380420210507		SERV TO 05/02/21 CHERRY ST PS	\$339.84	
	5/27/2021	170	096020210507		SERV TO 05/02/21 CATHODIC PROJECT	\$40.98	
	5/27/2021	170	140120210513		SERV TO 05/04/21 IRVINGTON PS	\$1,022.84	
	5/27/2021	110	892820210507		SERV TO 05/02/2021 HAYWARD MARSH	\$66.21	
	5/27/2021	170	666720210507		SERV TO 05/02/2021 PASEO PADRE PS	\$380.37	
177635	5/27/2021	170	167740	R&B COMPANY	1 IPS BYPASS HOSE/FITTING	\$4,966.19	\$4,966.19
177658	6/3/2021		69678	3T EQUIPMENT COMPANY INC	8 PIPE PATCH KITS WINTER	\$4,754.37	\$4,754.37
177675	6/3/2021		142587	BRENNTAG PACIFIC INC	2552 LBS SODIUM HYDROXIDE	\$791.00	\$4,729.76
	6/3/2021		144389		3828 LBS SODIUM HYDROXIDE	\$1,181.09	
	6/3/2021		142589		1276 LBS SODIUM HYDROXIDE	\$395.49	
	6/3/2021		142590		2552 LBS SODIUM HYDROXIDE	\$787.39	
	6/3/2021		142588		5104 LBS SODIUM HYDROXIDE	\$1,574.79	

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177684	6/3/2021	172	9884810657	GRAINGER INC	ASTD PARTS & MATERIALS	\$481.09	\$4,591.90
	6/3/2021		9877591371		ASTD PARTS & MATERIALS	\$599.21	
	6/3/2021	111	9881092382		ASTD PARTS & MATERIALS	\$34.97	
	6/3/2021	170	9877273236		2 DRUMS	\$448.62	
	6/3/2021	122	9881366869		ASTD PARTS & MATERIALS	\$52.89	
	6/3/2021	170	9877062043		4 FILTERS	\$138.64	
	6/3/2021	111	9878424267		ASTD PARTS & MATERIALS	\$27.12	
	6/3/2021		9877062068		ASTD PARTS & MATERIALS	\$42.81	
	6/3/2021	111	9886231027		ASTD PARTS & MATERIALS	\$70.65	
	6/3/2021		9885378795		CREDIT: ASTD PARTS & MATERIALS	\$-39.99	
	6/3/2021		9886212084		ASTD PARTS & MATERIALS	\$133.88	
	6/3/2021	170	9880649398		1 BALLAST KIT	\$172.86	
	6/3/2021		9883135502		ASTD PARTS & MATERIALS	\$308.11	
	6/3/2021	170	9876061103		ASTD PARTS & MATERIALS	\$184.69	
	6/3/2021	111	9881366877		ASTD PARTS & MATERIALS	\$6.40	
	6/3/2021	111	9881366885		ASTD PARTS & MATERIALS	\$23.85	
	6/3/2021		9882278618		ASTD PARTS & MATERIALS	\$39.99	
	6/3/2021	122	9879878818		1 AIR HOSE	\$68.87	
	6/3/2021		9877062035		ASTD PARTS & MATERIALS	\$53.85	

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177684	6/3/2021	132	9877273228	GRAINGER INC	ASTD PARTS & MATERIALS	\$1,089.00	\$4,591.90
	6/3/2021	170	9876170268		ASTD PARTS & MATERIALS	\$265.87	
	6/3/2021		9877062050		ASTD PARTS & MATERIALS	\$168.14	
	6/3/2021	121	9885378787		2 SWIVEL JACKS	\$220.38	
177621	5/27/2021		7782	LENNAR HOMES - BAY AREA	REFUND # 37624	\$4,200.00	\$4,200.00
177679	6/3/2021	173	657413	CDW GOVERNMENT LLC	1 SWITCH	\$1,661.71	\$4,056.71
	6/3/2021	173	737079		1 EAER SWITCH	\$2,395.00	
177641	5/27/2021	110	21042914	S&S TRUCKING	GRIT HAULING 04/20 & 04/23/2021	\$2,232.59	\$4,000.86
	5/27/2021	110	21042814		GRIT HAULING 04/12 & 04/16/2021	\$1,768.27	
177601	5/27/2021	143	268474	BURKE, WILLIAMS & SORENSON LLP	CIP - DEC 2020	\$3,394.56	\$3,394.56
177547	5/20/2021	173	238209	CDW GOVERNMENT LLC	1 SWITCH	\$399.00	\$3,380.79
	5/20/2021	173	576478		1 SWITCH	\$1,654.79	
	5/20/2021	173	277829		KEMP PROXY ANNUAL SUPPORT	\$1,327.00	
177714	6/3/2021	132	46242	SLOAN SAKAI YEUNG & WONG LLP	SPECIAL COUNSEL SERVICES	\$3,327.00	\$3,327.00
177681	6/3/2021		20210601	AUSTIN FARSAI	COMPUTER NOTE	\$3,300.00	\$3,300.00
177542	5/20/2021	122	21997	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - APR 2021	\$3,215.00	\$3,215.00
177602	5/27/2021		256718	CALIFORNIA DYNAMICS CO	24 ISOLATOR SPRINGS/RESTRAINTS	\$3,151.61	\$3,151.61
177587	5/20/2021	114	16656	SYSTEMATES INC	10 PROJECTMATE ADDITIONAL LICENSES	\$3,033.40	\$3,033.40

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177638	5/27/2021		14779	RESCUE ROOTER	REFUND # 37642	\$2,500.00	\$3,000.00
	5/27/2021		22982		REFUND # 37663	\$500.00	
177690	6/3/2021	143	W8Y02800011	JACOBS ENGINEERING GROUP, INC	PLANT ODOR CONTROL PILOT STUDY	\$2,995.00	\$2,995.00
177672	6/3/2021	173	2021106	BIND, LDA	WEBPARTS ANNUAL SUBSCRIPTION	\$2,850.00	\$2,850.00
177689	6/3/2021	173	90029947	IVANTI INC	MANAGEMENT SOFTWARE UPDATES 6/28/2021 - 6/27/2022	\$2,723.50	\$2,723.50
177660	6/3/2021	170	2000494514	AECOM TECHNICAL SERVICES INC	HAZMAT CONSULTING SERVICES	\$2,582.75	\$2,582.75
177706	6/3/2021	122	25008	PRIME MECHANICAL SERVICE INC	MONTHLY MAINTENANCE - MAR 21	\$1,646.25	\$2,561.25
	6/3/2021	170	25276		MONTHLY MAINTENANCE - APR 21	\$915.00	
177571	5/20/2021		27117	MEARS GROUP INC	REFUND # 37610	\$2,500.00	\$2,500.00
177612	5/27/2021		23006	IPERMIT	REFUND # 37637	\$500.00	\$2,500.00
	5/27/2021		24040		REFUND # 37652	\$500.00	
	5/27/2021		24032		REFUND # 37656	\$500.00	
	5/27/2021		25068		REFUND # 37648	\$500.00	
	5/27/2021		26075		REFUND # 37647	\$500.00	
177617	5/27/2021		10209	KEREX ENGINEERING INC	REFUND # 37665	\$2,500.00	\$2,500.00
177628	5/27/2021		11699	NUVERA HOMES	REFUND # 37667	\$2,500.00	\$2,500.00
177630	5/27/2021		10110	PACIFIC RIM PLUMBING INC	REFUND # 37670	\$2,500.00	\$2,500.00
177551	5/20/2021		20210425	DALE HARDWARE INC	04/21 - ASTD PARTS & MATERIALS	\$2,430.32	\$2,430.32

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177699	6/3/2021	113	2105574	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$383.00	\$2,097.00
	6/3/2021	113	2105246		LAB SAMPLE ANALYSIS	\$532.00	
	6/3/2021	113	2104G62		LAB SAMPLE ANALYSIS	\$967.00	
	6/3/2021	113	2104D99A		LAB SAMPLE ANALYSIS	\$35.00	
	6/3/2021	113	2105234		LAB SAMPLE ANALYSIS	\$180.00	
177606	5/27/2021		122164758	COLORADO WASHINGTON INC COMCAST OF	FIBER INTERNET BACKUP - MAY 2021	\$2,010.36	\$2,010.36
177700	6/3/2021	170	58113288	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$72.10	\$1,940.35
	6/3/2021	121	57744363		ASTD PARTS & MATERIALS	\$1,074.47	
	6/3/2021	121	57746120		ASTD PARTS & MATERIALS	\$554.67	
	6/3/2021		58122764		ASTD PARTS & MATERIALS	\$239.11	
177579	5/20/2021	170	25009	PRIME MECHANICAL SERVICE INC	QUARTERLY MAINTENANCE - MAR 21	\$1,008.75	\$1,923.75
	5/20/2021	170	25007		MONTHLY MAINTENANCE - MAR 21	\$915.00	
177567	5/20/2021	113	2104B84	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$185.00	\$1,902.00
	5/20/2021	113	2104D99		LAB SAMPLE ANALYSIS	\$172.00	
	5/20/2021	113	2104965		LAB SAMPLE ANALYSIS	\$695.00	
	5/20/2021	113	2104B85		LAB SAMPLE ANALYSIS	\$124.00	
	5/20/2021	113	2104E45		LAB SAMPLE ANALYSIS	\$726.00	
177560	5/20/2021	141	DNWM733	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - MAY 2021	\$1,353.36	\$1,891.88
	5/20/2021	141	DNRZ990		OFF-SITE STORAGE AND SERVICE - MAY 2021	\$538.52	

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177664	6/3/2021	120	14585	AMERICAN DISCOUNT SECURITY	04/01/21 - 04/30/21 GUARD AT DISTRICT	\$1,848.00	\$1,848.00
177615	5/27/2021	170	312550	KAMAN INDUSTRIAL TECHNOLOGIES	ASTD PARTS & MATERIALS	\$1,552.80	\$1,753.28
	5/27/2021	170	852765		ASTD PARTS & MATERIALS	\$200.48	
177572	5/20/2021	170	45344R	METROMOBILE COMMUNICATIONS INC	1 PORTABLE RADIO	\$1,715.40	\$1,715.40
177569	5/20/2021		57516495	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$321.00	\$1,704.41
	5/20/2021		58305617		ASTD PARTS & MATERIALS	\$72.52	
	5/20/2021	170	57355188		10 BALLASTS	\$504.35	
	5/20/2021	170	40398584		3 V BELTS	\$223.20	
	5/20/2021		57339927		ASTD PARTS & MATERIALS	\$583.34	
177631	5/27/2021	120	26542047	PEOPLEREADY INC	TEMP LABOR-PERRY, R. WK END 05/02/2021	\$1,676.40	\$1,676.40
177605	5/27/2021	170	1205207	CH BULL COMPANY	2 LIFTING CABLES	\$1,632.08	\$1,632.08
177584	5/20/2021		2027123001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$1,436.47	\$1,592.74
	5/20/2021		2027123002		ASTD ELECTRICAL SUPPLIES	\$156.27	
177711	6/3/2021	110	21051235	S&S TRUCKING	GRIT HAULING 05/07/2021	\$759.29	\$1,538.26
	6/3/2021	110	21051120		GRIT HAULING 04/26/2021	\$778.97	
177559	5/20/2021		27163	IPERMIT	REFUND # 37616	\$500.00	\$1,500.00
	5/20/2021		22998		REFUND # 37618	\$500.00	
	5/20/2021		27166		REFUND # 37617	\$500.00	

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177608	5/27/2021		22984	FIX-IT PLUMBING INC	REFUND # 37646	\$500.00	\$1,500.00
	5/27/2021		25061		REFUND # 37659	\$500.00	
	5/27/2021		21953		REFUND # 37649	\$500.00	
177591	5/20/2021	113	8804539251	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$241.05	\$1,465.73
	5/20/2021		8804545122		LAB SUPPLIES	\$632.69	
	5/20/2021		8804566268		LAB SUPPLIES	\$94.30	
	5/20/2021	113	8804548336		LAB SUPPLIES	\$497.69	
177554	5/20/2021	173	1753	ETHOSOFT INC	LIMS IMPLEMENTATION - PHASE 2	\$1,400.00	\$1,400.00
177588	5/20/2021	170	407462708	TERMINIX COMMERCIAL	APRIL PEST CONTROL	\$1,054.00	\$1,346.00
	5/20/2021	170	407458137		PEST CONTROL	\$160.00	
	5/20/2021	170	407462707		PEST CONTROL	\$132.00	
177674	6/3/2021	144	333	SUZANNE BONTEMPO	OUR WATER OUR WORLD IPM	\$1,294.80	\$1,294.80
177623	5/27/2021	113	2104H81	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$946.00	\$1,259.00
	5/27/2021	113	2104H82		LAB SAMPLE ANALYSIS	\$313.00	
177659	6/3/2021	173	2103030	ABTECH TECHNOLOGIES INC	SERVICE: BACKUP CONSULTING	\$1,250.00	\$1,250.00
177622	5/27/2021	173	22570	LOOKINGPOINT INC	ANNUAL PBX AND NETWORK SUPPORT	\$1,225.00	\$1,225.00
177549	5/20/2021	170	20210428	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$1,136.60	\$1,136.60
177573	5/20/2021		20210430	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - APR 2021	\$1,118.17	\$1,118.17
177626	5/27/2021	114	2143897	MOBILE MODULAR MANAGEMENT CORP	ETSU TEMPORARY OFFICE SPACE	\$1,071.05	\$1,071.05

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177538	5/20/2021	170	9979597359	AIRGAS NCN	CYLINDER RENTAL	\$888.71	\$1,023.63
	5/20/2021	170	9112588510		1 CY ARGON	\$134.92	
177667	6/3/2021		16433454	AT&T	SERV: 04/10/21 - 05/09/21	\$1,011.79	\$1,011.79
177568	5/20/2021	143	20210506	MCGUIRE & HESTER	EMERGENCY STANDBY RETAINER	\$1,000.00	\$1,000.00
177639	5/27/2021		24026	ROOTER HERO	REFUND # 37653	\$500.00	\$1,000.00
	5/27/2021		27134		REFUND # 37660	\$500.00	
177550	5/20/2021	120	20210430	CWEA	5 MEMBERSHIP RENEWALS - CS 5 EMPLOYEES	\$984.00	\$984.00
177668	6/3/2021		16467671	AT&T	SERV: 04/13/21 - 05/12/21	\$43.20	\$949.10
	6/3/2021		16467669		SERV: 04/13/21 - 05/12/21	\$751.30	
	6/3/2021		16467672		SERV: 04/13/21 - 05/12/21	\$66.46	
	6/3/2021		16467673		SERV: 04/13/21 - 05/12/21	\$88.14	
177669	6/3/2021	170	153263	BABBITT BEARING CO INC	PC #3 GEAR BOX SHAFT REPAIR	\$931.94	\$931.94
177678	6/3/2021	113	620853	CALTEST ANALYTICAL LABORATORY	13 LAB SAMPLE ANALYSIS	\$899.75	\$899.75
177553	5/20/2021	173	517809	DLT SOLUTIONS, LLC	AWS CLOUD STORAGE - MAR 2021	\$885.09	\$885.09
177666	6/3/2021		9064832607	AT&T	SERV: 04/11/21 - 05/10/21	\$882.85	\$882.85
177575	5/20/2021	173	1351579	O'REILLY MEDIA INC	SAFARI BOOKS ONLINE SUBSCRIPTION RENEWAL	\$879.90	\$879.90

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177673	6/3/2021	110	16121082	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$18.65	\$859.30
	6/3/2021	141	16107052		1 TONER	\$300.99	
	6/3/2021	111	16126130		ASTD OFFICE SUPPLIES	\$14.21	
	6/3/2021	110	16121081		ASTD OFFICE SUPPLIES	\$31.49	
	6/3/2021	122	16123290		ASTD OFFICE SUPPLIES	\$170.61	
	6/3/2021	170	16113230		ASTD OFFICE SUPPLIES	\$27.49	
	6/3/2021	170	16126070		ASTD OFFICE SUPPLIES	\$27.40	
	6/3/2021	110	16121080		ASTD OFFICE SUPPLIES	\$257.51	
	6/3/2021	122	16123291		ASTD OFFICE SUPPLIES	\$10.95	
177548	5/20/2021		20210501	CHALLENGE ROOTER	REFUND # 27165 DUPLICATE PAYMENT	\$850.00	\$850.00
177717	6/3/2021		28190	TRENCHFREE INC	REFUND PTS 28190 - DUPLICATE PAYMENT	\$850.00	\$850.00
177661	6/3/2021		9112960847	AIRGAS NCN	ASTD PARTS & MATERIALS	\$830.57	\$830.57
177654	5/27/2021	113	8804626331	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$183.15	\$809.85
	5/27/2021		8804641578		LAB SUPPLIES	\$274.90	
	5/27/2021		8804645445		LAB SUPPLIES	\$101.24	
	5/27/2021	113	8804654667		LAB SUPPLIES	\$140.11	
	5/27/2021		8804652867		LAB SUPPLIES	\$110.45	
177558	5/20/2021		8065	HIGH TOWN DEVELOPMENT, LLC	REFUND # 37611	\$800.00	\$800.00
177670	6/3/2021		21987	BAY AREA BARRICADE SERVICE INC	ASTD MARKER POSTS & PAINT	\$757.06	\$757.06

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177646	5/27/2021	144	20210521	JOSE SOTO	EXP REIMB: TEAM RECOGNITION FY21	\$752.11	\$752.11
177710	6/3/2021	170	255147	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$711.47	\$711.47
177540	5/20/2021		1102532321	ARAMARK	UNIFORM LAUNDERING & RUGS	\$273.00	\$682.21
	5/20/2021		1102532374		ASTD DUST MOPS, WET MOPS & TERRY	\$47.32	
	5/20/2021		1102532333		UNIFORM LAUNDERING SERVICE	\$361.89	
177644	5/27/2021	132	16502	SHAW HR CONSULTING INC	SERVICE: FILE REVIEW	\$680.00	\$680.00
177603	5/27/2021	173	4036088686	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$358.57	\$672.97
	5/27/2021	173	4036089712		MTHLY MAINTENANCE BASED ON USE	\$314.40	
177577	5/20/2021	120	26518169	PEOPLEREADY INC	TEMP LABOR-PERRY, R. WK END 04/25/2021	\$670.56	\$670.56
177665	6/3/2021		1102539486	ARAMARK	UNIFORM LAUNDERING & RUGS	\$261.00	\$666.71
	6/3/2021		1102539549		ASTD DUST MOPS, WET MOPS & TERRY	\$47.32	
	6/3/2021		1102539507		UNIFORM LAUNDERING SERVICE	\$358.39	
177541	5/20/2021	173	515248	AVERTIUM LLC	VULNERABILITY SCAN SUBSCRIPTION - APR 2021	\$645.00	\$645.00
177624	5/27/2021	122	58674655	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$222.83	\$626.93
	5/27/2021	122	58683722		ASTD PARTS & MATERIALS	\$404.10	
177610	5/27/2021	111	9871851193	GRAINGER INC	ASTD PARTS & MATERIALS	\$102.20	\$623.19
	5/27/2021	122	9874546345		1 EYE WASH STATION	\$520.99	
177597	5/27/2021		1102535935	ARAMARK	UNIFORM LAUNDERING & RUGS	\$260.00	\$614.39
	5/27/2021		1102535953		UNIFORM LAUNDERING SERVICE	\$354.39	

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177650	5/27/2021	122	105525	TRI-SIGNAL INTEGRATION INC	SERVICE: REPLACE SMOKE DETECTOR	\$475.00	\$608.33
	5/27/2021	122	143229		FIRE PROTECTION SERVICE - MONTHLY CHARGE MONITORING AGREE	\$133.33	
177677	6/3/2021	170	5060410001	CALIFORNIA SERVICE TOOL INC	ASTD SHOP TOOLS	\$605.08	\$605.08
177637	5/27/2021	120	01E0036018380	NESTLE WATERS NO. AMERICA READYREFR	WATER SERVICE 04/07/21 - 05/06/21	\$543.72	\$543.72
177594	5/27/2021	170	9112693555	AIRGAS NCN	2 CY ARGON	\$500.27	\$500.27
177614	5/27/2021		23021	JERRY JONES	REFUND # 37636	\$500.00	\$500.00
177625	5/27/2021		24041	MIKE COUNSIL PLUMBING	REFUND # 37651	\$500.00	\$500.00
177627	5/27/2021		23010	MONARCH PLUMBING & ROOTER INC	REFUND # 37638	\$500.00	\$500.00
177632	5/27/2021		27149	PIPE-THRU PLUMBING	REFUND # 37655	\$500.00	\$500.00
177636	5/27/2021		17804	NEIL RAINA	REFUND # 37644	\$500.00	\$500.00
177640	5/27/2021		24033	ROTO-ROOTER SERVICES	REFUND # 37639	\$500.00	\$500.00
177645	5/27/2021		25071	SOMERA CONSTRUCTION CO INC	REFUND # 37650	\$500.00	\$500.00
177647	5/27/2021		24029	STAR ROOTER & PLUMBING INC	REFUND # 37643	\$500.00	\$500.00
177655	5/27/2021		23003	XINBO WANG	REFUND # 37635	\$500.00	\$500.00
177657	5/27/2021		18849	BENJAMIN YEE	REFUND # 37662	\$500.00	\$500.00
177697	6/3/2021		27150	YIJIA MAO	REFUND # 37654	\$500.00	\$500.00
177556	5/20/2021	122	1841094307	GOODYEAR COMM TIRE & SERV CTRS	1 TIRE	\$482.43	\$482.43
177705	6/3/2021	120	26547809	PEOPLEREADY INC	TEMP LABOR-PERRY, R. WK END 05/09/2021	\$461.01	\$461.01
177576	5/20/2021	173	8	AYHAN OZCAN	NON-RESIDENTIAL DATABASE DATA EXTRACTION	\$450.00	\$450.00

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177580	5/20/2021	170	30009	PRIME MECHANICAL SERVICE INC	SERVICE CALL: BLDG 90	\$445.00	\$445.00
177599	5/27/2021		24441300	BECK'S SHOES	SAFETY SHOES: M. FARSAI & M. LOTHIAN	\$413.20	\$413.20
177600	5/27/2021	141	16107050	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$40.85	\$412.04
	5/27/2021	120	16092580		1 TONER	\$329.14	
	5/27/2021	120	16091561		ASTD OFFICE SUPPLIES	\$40.04	
	5/27/2021	141	16107051		ASTD OFFICE SUPPLIES	\$2.01	
177642	5/27/2021		2029197001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$397.50	\$397.50
177582	5/20/2021	170	426722	RKI INSTRUMENTS INC	4 OXYGEN SENSORS	\$395.10	\$395.10
177704	6/3/2021	170	2244	PACIFIC CRANE INSPECTION	QUARTERLY CRANE INSPECTION	\$375.00	\$375.00
177555	5/20/2021	111	20210514	MOHAMMAD FARSAI	EXP REIMB: TPO SAFETY RECOGNITION 3RD & 4TH QTR	\$371.34	\$371.34
177543	5/20/2021	120	16091560	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$332.81	\$360.23
	5/20/2021	170	16086690		2 BINDERS	\$27.42	
177693	6/3/2021	170	47001	KLEEN INDUSTRIAL SERVICES	DISPOSAL OF KLEEN BLAST	\$359.00	\$359.00
177651	5/27/2021	122	143230	TRI-SIGNAL INTEGRATION INC	FIRE PROTECTION SERVICE - UL CERTIFICATE	\$350.00	\$350.00
177634	5/27/2021	170	42874	R & S ERECTION OF S ALAMEDA	SERVICE: ROLL UP DOOR REPAIR	\$337.00	\$337.00
177574	5/20/2021		44054	NIXON-EGLI EQUIP OF S CAL	3 ROOT SAWS	\$335.24	\$335.24
177703	6/3/2021	132	2101779	OPTIMUM TECHNOLOGIES LLC	AT HOME EMPLOYEE PORTAL	\$328.00	\$328.00
177633	5/27/2021		167180	PREFERRED ALLIANCE INC	APRIL 2021 SERVICE FEE	\$318.57	\$318.57
177613	5/27/2021	173	202348149	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - APR 2021	\$300.00	\$300.00

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177701	6/3/2021	120	1048180	MISSION COMMUNICATIONS LLC	ANNUAL MANHOLE MONITOR SERVICE PACKAGE RNWL	\$227.40	\$227.40
177619	5/27/2021	170	46708	KLEEN INDUSTRIAL SERVICES	DISPOSAL OF KLEEN BLAST	\$227.10	\$227.10
177671	6/3/2021	123	24462400	BECK'S SHOES	SAFETY SHOES: A. DEJESUS	\$208.00	\$208.00
177698	6/3/2021	170	20210602	SCOTT MARTIN	EXP REIMB: SAFETY BOOTS	\$208.00	\$208.00
177598	5/27/2021	170	461673	AUTO BODY TOOLMART	ASTD PARTS & MATERIALS	\$202.83	\$202.83
177708	6/3/2021	122	169194194	RED WING BUS ADVANTAGE ACCT	SAFETY SHOES: L. CARDENAS	\$195.88	\$195.88
177713	6/3/2021		2029197002	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$181.39	\$181.39
177683	6/3/2021	140	20210528	SAMI GHOSAIN	EXP REIMB: PE LICENSE RENEWAL	\$180.00	\$180.00
177565	5/20/2021		5080328	MALLORY SAFETY AND SUPPLY LLC	ASTD CAL GAS	\$163.88	\$163.88
177562	5/20/2021	170	322520	KAMAN INDUSTRIAL TECHNOLOGIES	3 BELTS	\$154.18	\$154.18
177566	5/20/2021	170	771006192	MATHESON TRI-GAS INC	MONTHLY CYLINDER RENTAL - APR 2021	\$130.92	\$130.92
177696	6/3/2021		5086023	MALLORY SAFETY AND SUPPLY LLC	36 PR GLOVES	\$122.08	\$122.08
177709	6/3/2021		112593	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE JUNE 2021	\$112.00	\$112.00
177583	5/20/2021	120	20210514	JOSE RODRIGUES JR	EXP REIMB: CS TEAM RECOGNITION	\$103.61	\$103.61
177545	5/20/2021	170	40026503	BUREAU VERITAS/ANALYSTS INC	4 LAB SAMPLE ANALYSIS	\$98.30	\$98.30
177685	6/3/2021		3Q0193	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$97.53	\$97.53
177712	6/3/2021	170	85340220210519	SAN FRANCISCO WATER DEPT	SERVICE 04/21/2021 - 05/19/21	\$93.58	\$93.58
177643	5/27/2021	113	20210520	JOHN SEO	EXP REIMB: CWEA CERTIFICATE RENEWAL	\$91.00	\$91.00
177653	5/27/2021	136	98XW53181	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 05/01/21	\$70.19	\$70.19

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177686	6/3/2021	110	2125399	HAYWARD WATER SYSTEM	WATER SERV 03/11/21 - 05/11/21	\$65.91	\$65.91
177688	6/3/2021	121	20210528	DAMIEN HOGUE	EXP REIMB: CWEA GRADE 2 CERTIFICATION TRAINING	\$50.00	\$50.00
177590	5/20/2021		9878749082	VERIZON WIRELESS	WIRELESS SERV 04/02/21-05/01/21	\$21.14	\$21.14
177570	5/20/2021	170	57168386	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$17.78	\$17.78
177663	6/3/2021	170	5062844001	ALAMEDA ELECTRICAL DISTR. INC.	ASTD ELECTRICAL SUPPLIES	\$16.54	\$16.54

Invoices:

Credit Memos :	2	-75.07
\$0 - \$1,000 :	204	72,337.96
\$1,000 - \$10,000 :	94	352,897.79
\$10,000 - \$100,000 :	19	664,118.02
Over \$100,000 :	6	3,552,465.38
Total:	325	4,641,744.08

Checks:

\$0 - \$1,000 :	84	39,202.25
\$1,000 - \$10,000 :	75	284,745.50
\$10,000 - \$100,000 :	22	645,163.42
Over \$100,000 :	5	3,672,632.91
Total:	186	4,641,744.08