



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

**Monday, August 22, 2022
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

This meeting will be held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, this meeting will not be physically open to the public and 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, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov before or during the meeting 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, assistanttogm@unionsanitary.ca.gov or 510-477-7503, 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: 863 0309 5264 #

Participant ID: #

Click the Zoom link below to watch and listen:

<https://us02web.zoom.us/j/86303095264>

	1.	Call to Order.
	2.	Salute to the Flag. (This item has been suspended until in-person meetings resume.)
	3.	Roll Call.
Motion	4.	Approve Minutes of the Union Sanitary District Board Meeting of August 8, 2022.
Information	5.	July 2022 Monthly Operations Report <i>(to be reviewed by the Budget & Finance and Legal/Community Affairs Committees)</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.	Review and Consider Approval of Policy 2090 Reserves, Allocations and Fund Balance <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	9.	Authorize the General Manager to Execute Task Order No. 4 with Hazen and Sawyer to provide Engineering Services During Construction for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Motion	10.	Authorize the General Manager to Execute Contract Change Order No. 1 with Zovich Construction for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Motion	11.	COVID-19 Update and Consider Adoption of a Resolution Authorizing the Use of Teleconference Meetings in Compliance with AB 361.
Direction	12.	Receive Information and Provide Direction Regarding Reimbursement for Meals While Traveling for District Business <i>(to be reviewed by the Budget & Finance Committee)</i> .
Information	13.	Check Register.
Information	14.	Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i> <ol style="list-style-type: none"> Budget & Finance Committee – Wednesday, August 17, 2022, at 9:00 a.m. <ul style="list-style-type: none"> Director Kite and Director Toy Engineering and Information Technology Committee – Thursday, August 18, 2022, at 11:30 a.m. <ul style="list-style-type: none"> Director Handley and Director Lathi Legal/Community Affairs Committee – Friday, August 19, 2022, at 10:30 a.m. <ul style="list-style-type: none"> Director Kite and Director Lathi Legislative Committee – will not meet. Personnel Committee – will not meet. Investment & Portfolio Committee – will not meet.

Information

15. General Manager's Report. *(Information on recent issues of interest to the Board).*

16. 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.

17. Adjournment – The Board will adjourn to a Board Workshop to be held virtually on Tuesday, August 23, 2022, at 4:00 p.m.

18. Adjournment – The Board will adjourn to the next Regular Board Meeting to be held virtually on Monday, September 12, 2022, 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.



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

BUDGET & FINANCE COMMITTEE MEETING

Committee Members: Director Kite and Director Toy

AGENDA

Wednesday, August 17, 2022

9:00 A.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

This meeting will be held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, 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 anytime during the meeting 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 August 22, 2022:

- July 2022 Monthly Operations Report – Financial Reports
- Review and Consider Approval of Policy 2090 Reserves, Allocations and Fund Balance
- Receive Information and Provide Direction Regarding Reimbursement for Meals While Traveling for District Business

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.

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.

**Directors**

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Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**ENGINEERING AND INFORMATION TECHNOLOGY
COMMITTEE MEETING**
Committee Members: Director Handley and Director Lathi

AGENDA
Thursday, August 18, 2022
11:30 A.M.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

This meeting will be held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, 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 anytime during the meeting 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 August 22, 2022:
 - Authorize the General Manager to Execute Task Order No. 4 with Hazen and Sawyer to provide Engineering Services During Construction for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project
 - Authorize the General Manager to Execute Contract Change Order No. 1 with Zovich Construction for the Enhanced Treatment and Site Upgrade Phase 1A Campus Building Project
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.

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.



Directors

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Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Kite and Director Lathi

AGENDA

Friday, August 19, 2022

10:30 A.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

This meeting will be held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, 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 anytime during the meeting 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 August 22, 2022:**

- **July 2022 Monthly Operations Report – Odor and Workgroup Reports**

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.

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.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
August 8, 2022**

This meeting was held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, this 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 observe the Board Meeting and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

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

STAFF: Paul Eldredge, General Manager/District Engineer
Megan Burke, Assistant District Counsel
Mark Carlson, Business Services Manager/CFO
Armando Lopez, Treatment and Disposal Services Manager
Jose Rodrigues, Collection Services Manager
Raymond Chau, Interim Technical Services Manager
Gene Boucher, Human Resources Manager
Scott Martin, Fabrication, Maintenance, and Construction Coach
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Allan Briggs, Interim Capital Improvements Projects Team Coach
Alisa Gordon, Human Resources Manager
May Bautista, Administrative Specialist
Trieu Nguyen, IT Administrator
Sharon Anderson, Administrative Specialist
Michelle Powell, Communications and Intergovernmental Relations Coordinator

VISITORS: Monique Spyke, PFM Asset Management

ADOPT A RESOLUTION ANNOUNCING AND DECLARING RESULTS OF THE STATEWIDE DIRECT PRIMARY ELECTION HELD JUNE 7, 2022, AND SWEARING IN OF REAPPOINTED BOARDMEMBERS TOM HANDLEY AND JENNIFER TOY

General Manager Eldredge introduced Human Resources Manager Boucher who led the swearing-in for Reappointed Boardmember Handley and Reappointed Boardmember Toy. Staff recommended the Board adopt a resolution announcing and declaring the results of the Statewide Direct Primary Election held June 7, 2022.

It was moved by Vice President Fernandez, seconded by Director Kite, to Approve Resolution No. 2978 Announcing and Declaring the Results of the Statewide Direct Primary Election Held June 7, 2022. 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 BOARD MEETING OF JULY 25, 2022

It was moved by Secretary Toy, seconded by Director Handley, to Approve the Minutes of the Board Meeting of July 25, 2022. 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 JULY 26, 2022

It was moved by Director Kite, seconded by Director Handley, to Approve the Minutes of the Special Board Meeting of July 26, 2022. Motion carried with the following vote:

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

DISTRICT INVESTMENT QUARTERLY REPORT FROM PFM

This item was reviewed by the Investment & Portfolio Committee. Business Services Manager/CFO Carlson introduced Monique Spyke, Managing Director of PFM Asset Management, who presented an overview of the District Investment Quarterly Report included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

REVIEW AND CONSIDER APPROVAL OF UPDATED OVERHEAD RATES

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO stated occasionally the District is engaged by its customers (contractors, businesses or governmental agencies) to perform work on their behalf, which is ultimately billed back to the customer. In addition to the base wage costs, the District adds a factor to recoup benefits and other indirect costs incurred by the District. The purpose of applying indirect costs is designed to cover benefits and general and administrative costs which are necessary to operate the District. Staff recommended amending the overhead factors to the updated rates included in the Board meeting packet.

It was moved by Director Handley, seconded by Vice President Fernandez, to Approve Updated Overhead Rates. Motion carried with the following vote:

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

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE CENTRIFUGE BUILDING IMPROVEMENTS PROJECT FROM WESTERN WATER CONSTRUCTORS, INC.

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated on November 9, 2020, the Board awarded the construction contract for the Project to Western Water in the amount of \$688,000. Staff issued the Notice to Proceed to Western Water on December 21, 2020. Staff recommended the Board consider a resolution to accept the construction of the Centrifuge Building Improvements Project (Project) from Western Water Constructors, Inc. (Western Water) and authorize recordation of a Notice of Completion.

It was moved by Vice President Fernandez, seconded by Secretary Toy, to Adopt Resolution No. 2979 to Accept the Construction of the Centrifuge Building Improvements Project (Project) from Western Water Constructors, Inc. (Western Water) and Authorize Recordation of a Notice of Completion. Motion carried with the following vote:

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

COVID-19 UPDATE AND CONSIDER ADOPTION OF A RESOLUTION AUTHORIZING THE USE OF TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and associated coordination efforts, and stated AB 361 requires public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing. The District is continuing to hold teleconferenced meetings as allowed under AB 361 due to the ongoing public health threat of COVID-19. The proposed resolution includes findings required by AB 361 to allow the District to hold teleconferenced meetings. Staff provided an update on the status of the COVID-19 Emergency Order and will forward additional information to the Board as it becomes available. Staff recommended the Board adopt a resolution authorizing the use of teleconference meetings in compliance with AB 361.

It was moved by Director Kite, seconded by Secretary Toy, to Adopt Resolution No. 2980 Authorizing the Use of Teleconference Meetings in Compliance with AB 361. Motion carried with the following vote:

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

INFORMATION ITEMS:

Board Expenses for 4th Quarter of Fiscal Year 2022

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson provided an overview of the Board Expenses for the 4th quarter of Fiscal Year 2022 included in the Board meeting packet.

Report on the East Bay Dischargers Authority Meeting of July 21, 2022

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

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

- The CASA Conference is being held this week. General Manager Eldredge will report out at the next Board meeting.
- All staff reports and agendas will display the new District logo by the next Board meeting.

- A Verizon contractor drilled fiber optic lines through two USD sewer lines. Repairs must be completed before the rainy season to avoid possible public health safety issues.

OTHER BUSINESS:

The Board would like a summary of Cyber Security and PFAS information from the CASA Conference.

ADJOURNMENT:

The meeting was adjourned at 4:51 p.m. to the next Regular Board Meeting to be held virtually on Monday, August 22, 2022, at 4:00 p.m.

SUBMITTED:

ATTEST:

SHARON ANDERSON
ADMINISTRATIVE SPECIALIST

JENNIFER TOY
SECRETARY

APPROVED:

ANJALI LATHI
PRESIDENT

Adopted this 22nd day of August 2022



Union Sanitary District

Monthly Operations Report July 2022



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2022 MONTHLY OPERATIONS REPORT

The July 2022 Monthly Operations Reports highlights the District's performance in the following areas:

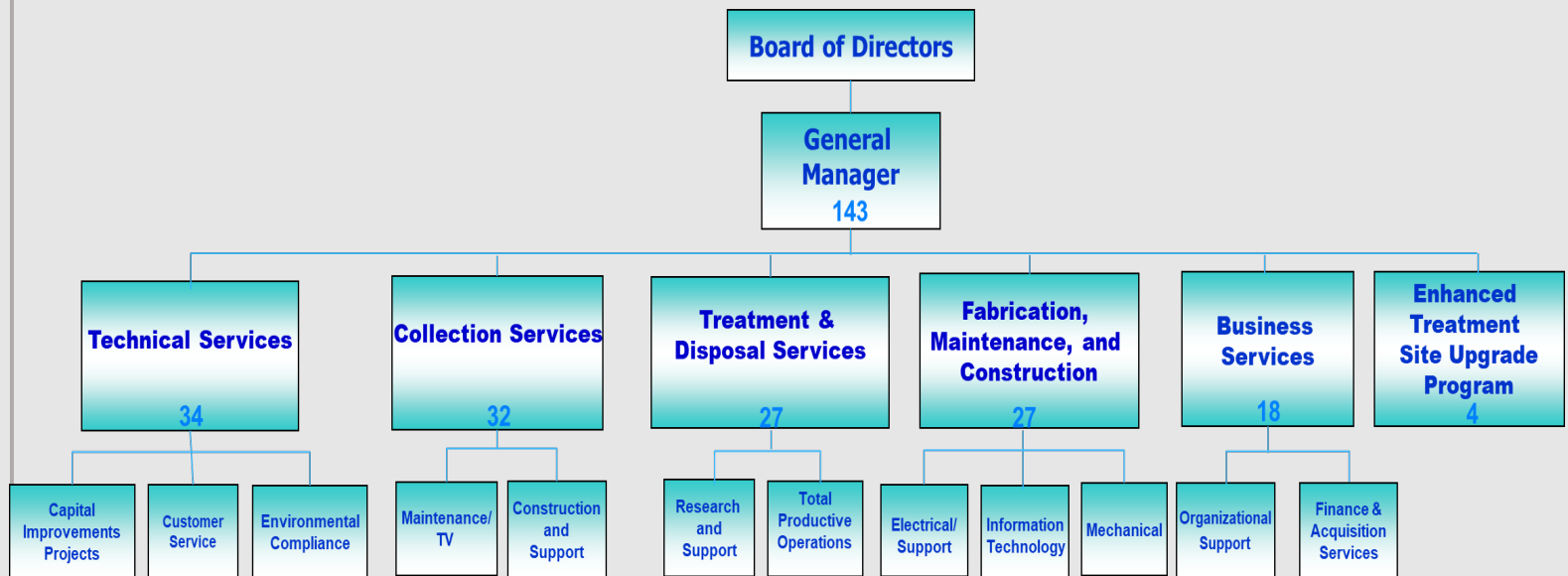
- **Organizational Overview**
- **Financial Reports**
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 - Current Construction Projects
 - Studies and Designs
- **Permitting and Inspections**
- **Staffing and Personnel**



Organizational Overview

2022 MONTHLY OPERATIONS REPORT

Union Sanitary District operates a 33-acre wastewater treatment facility in Union City and provides collection, treatment, and disposal services to a total population of over 356,000 in Fremont, Newark and Union City, California. The District maintains over 839 miles of underground pipeline in its service area.



Executive Team

Paul Eldredge	General Manager/District Engineer	Oversees District operations and liaison to the Board of Directors
Mark Carlson	Business Services/CFO	Includes Finance, Purchasing, Human Resources, and Safety
Jose Rodrigues	Collection Services	Maintains, and repairs the sewer lines and manholes throughout the service area
Raymond Chau	Technical Services	Permits and inspections, pretreatment program, and capital improvements
Armando Lopez	Treatment and Disposal Services	Operates the treatment plant, process and analyze wastewater samples
Robert Simonich	Fabrication, Maintenance, and Construction	Information technology, equipment installation, service, repair for the plant and pump stations



Financial Report

2022 MONTHLY OPERATIONS REPORT

Total Revenues and Expenditures

FY 2023

Year-to-date as of 7/31/22

8.33% of year elapsed

Revenues

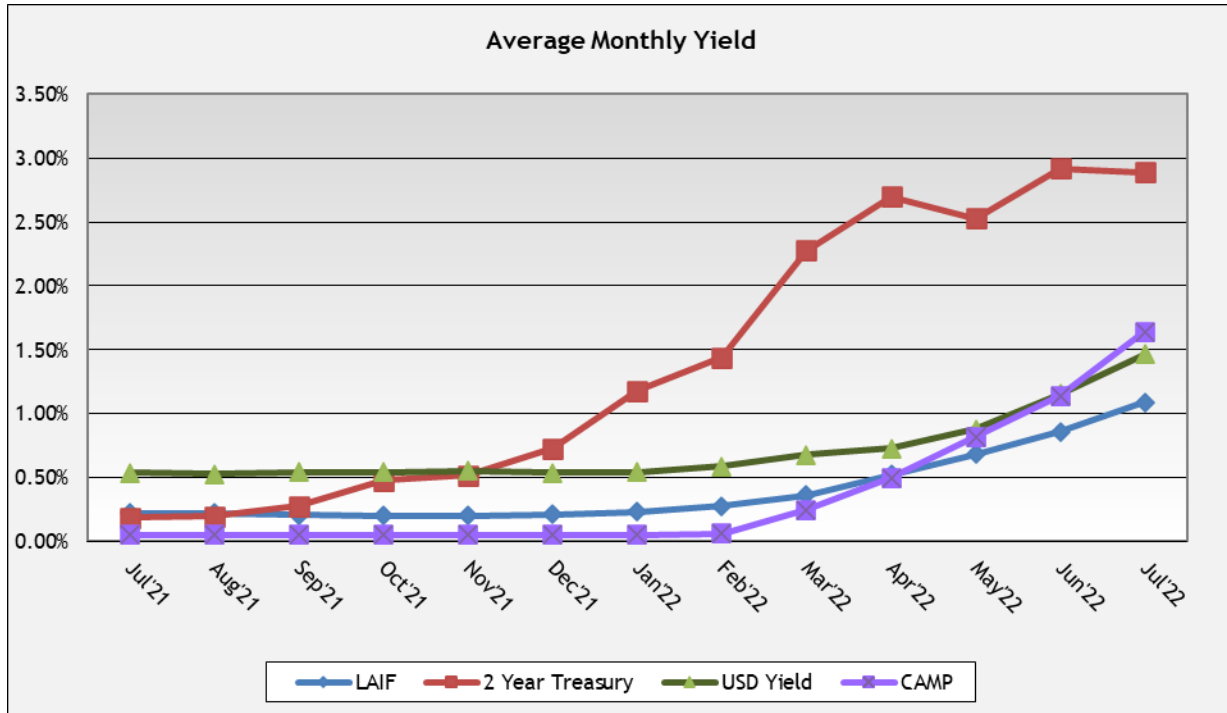
	Budget	Actual	% of Budget Rec'd	Unaudited Last Year Actuals 6/30/22
Capacity Fees	\$ 7,467,000	\$ 203,779	3%	\$ 11,145,152
Sewer Service Charges	76,965,000	-	0%	70,114,046
Operating (Includes work groups and fund 85)	1,234,500	40,631	3%	1,176,817
Interest	1,385,000	240,807	17%	1,110,617
Misc. (Annex fees, forfeited deposits, Heliovaas)	-	286	0%	1,597,278
Subtotal Revenues	<u>\$ 87,051,500</u>	<u>\$ 485,504</u>	<u>1%</u>	<u>\$ 85,143,911</u>
Bond Proceeds	-	-	0.0%	110,626,705
Total Revenues + Bond Proceeds	\$ 87,051,500	\$ 485,504	1%	\$ 195,770,615

Expenses

	Budget	Actual	% of Budget Used	Unaudited Last Year Actuals
Capital Improvement Program:				
Capacity Proj.	\$ 15,624,000	\$ 37,085	0%	\$ 10,044,400
Renewal & Repl. Proj.	53,206,200	-	0%	12,017,217
Operating (includes fund 85)	50,509,850	4,318,272	9%	43,110,942
Special Projects	3,238,000	-	0%	710,841
Retiree Medical (ADC)	1,400,000	900,000	64%	1,430,142
115 Pension Trust	3,000,000	-	0%	3,000,000
Vehicle & Equipment	171,000	-	0%	-
Information Systems	1,207,500	27,808	2%	311,868
Plant & Pump Stat. R&R	400,000	-	0%	224,697
Emerg. Fund	-	-	0%	-
Cty Fee for SSC Admin.	113,000	-	0%	111,726
Debt Servicing:				
SRF Loans	-	-	0%	7,712
Bonds	9,017,480	-	0%	7,120,147
WIFIA	-	-	0%	362,228
Total Expenses	<u>\$ 137,887,030</u>	<u>\$ 5,246,729</u>	<u>4%</u>	<u>\$ 78,451,919</u>
Total Revenue & Proceeds less Expenses	\$ (50,835,530)	\$ (4,761,224)		117,318,696

Investment Portfolio

Performance Measures for the USD Investment Portfolio



	Mar'22	Apr'22	May'22	Jun'22	Jul'22
LAIF	0.37%	0.52%	0.68%	0.86%	1.09%
2 Year Treasury	2.28%	2.70%	2.53%	2.92%	2.89%
USD Yield	0.68%	0.73%	0.88%	1.16%	1.47%
CAMP	0.25%	0.50%	0.82%	1.14%	1.64%

LAIF: Local Agency Investment Fund Yield

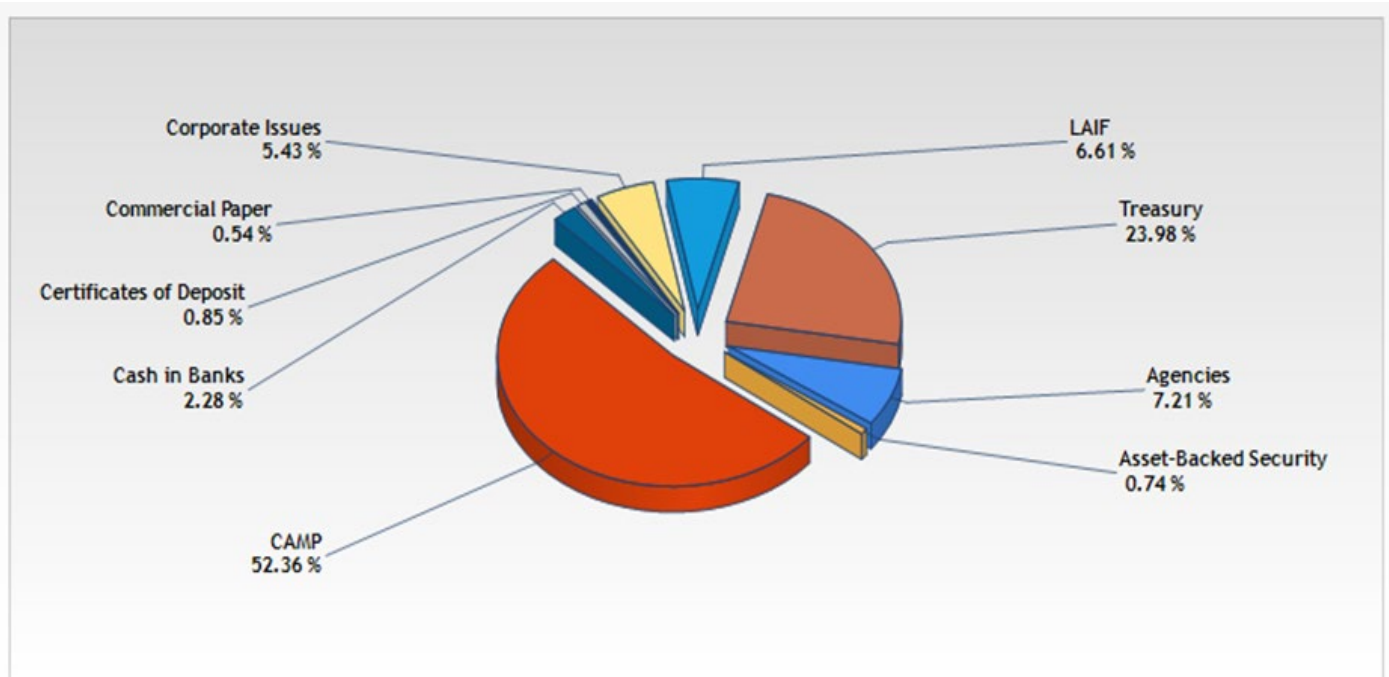
2 Year Treasury: Yield for investing in 2-Year U.S. Treasury security

USD Yield: Summarizes USD portfolio's yield

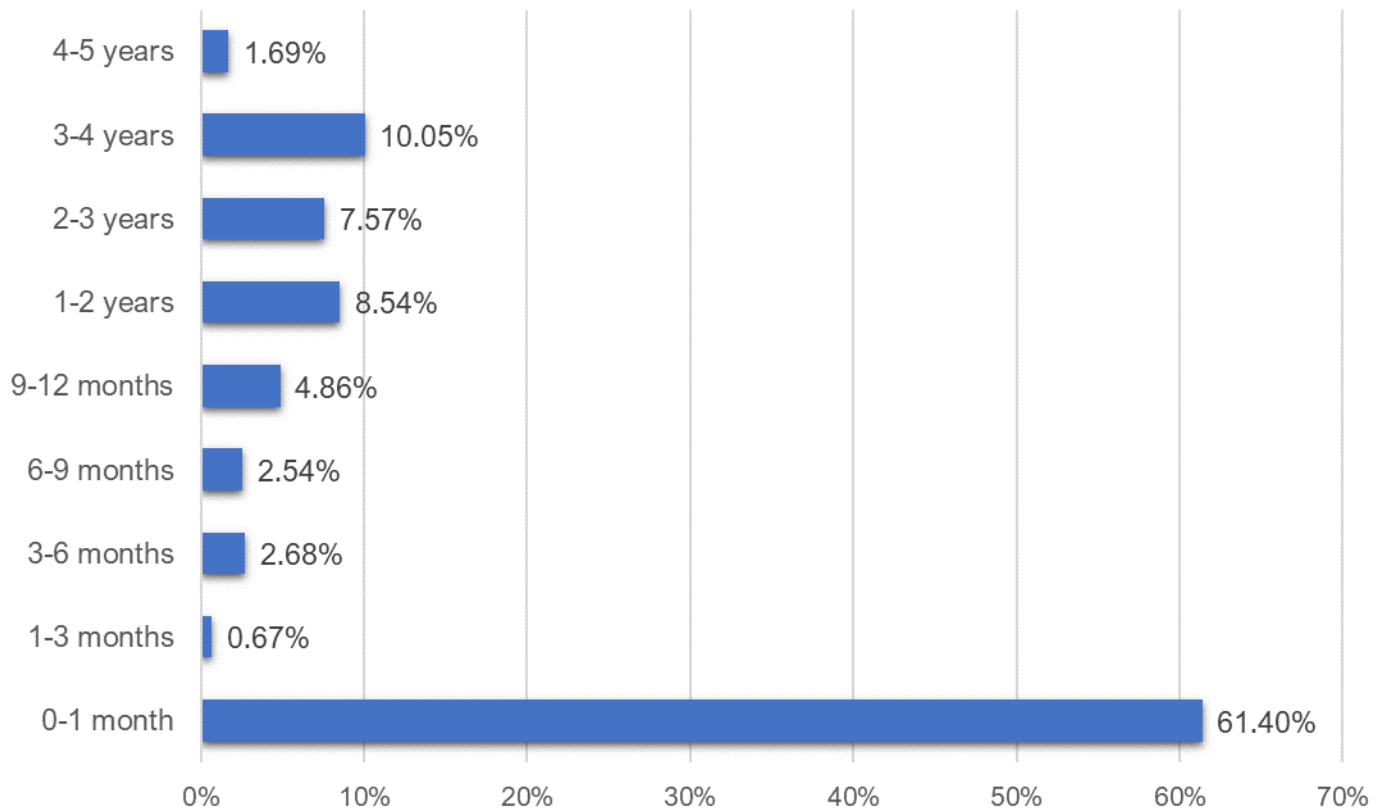
CAMP: California Asset Management Program Yield

Portfolio Holdings by Asset Class and by Maturity Range

Portfolio Holdings Distribution by Asset Class



Portfolio Holdings Distribution by Maturity Range



Union Sanitary District Odor Map and Report

During the recording period between July 1, 2022, through July 31, 2022, there were 3 odor related service request(s) received by the District.

City	Union City		
District Related:	No	Date/Time:	7/7/2022 8:20PM
Location:	MACKINAW ST	Reported by:	Sam Dua
Weather/Temp:	Clear with Periodic Clouds / 63°F	Wind:	West / 14 mph
Response and Follow-up: Caller reported a bad odor they believed to be coming from the treatment plant. USD staff was dispatched to the location and a slight secondary odor was detected. A more powerful odor was described as burnt chocolate. An on-site investigation was conducted and no odor was detected at the treatment plant. The odor control system was working properly. At the time of the initial odor report, the tide level was high. Odor was found, not related to USD.			

City	Union City		
District Related:	No	Date/Time:	7/8/2022 10:40PM
Location:	MACKINAW ST	Reported by:	Sam Dua
Weather/Temp:	Overcast / 60°F	Wind:	Northwest / 6.4 mph
Response and Follow-up: Caller reported a pungent smell at their residence. USD staff was dispatched to the location and no odor was found. An on-site investigation was conducted and no odor was detected at the treatment plant. The odor control system was working properly. At the time of the initial odor report, the tide level was low. No odor was found.			

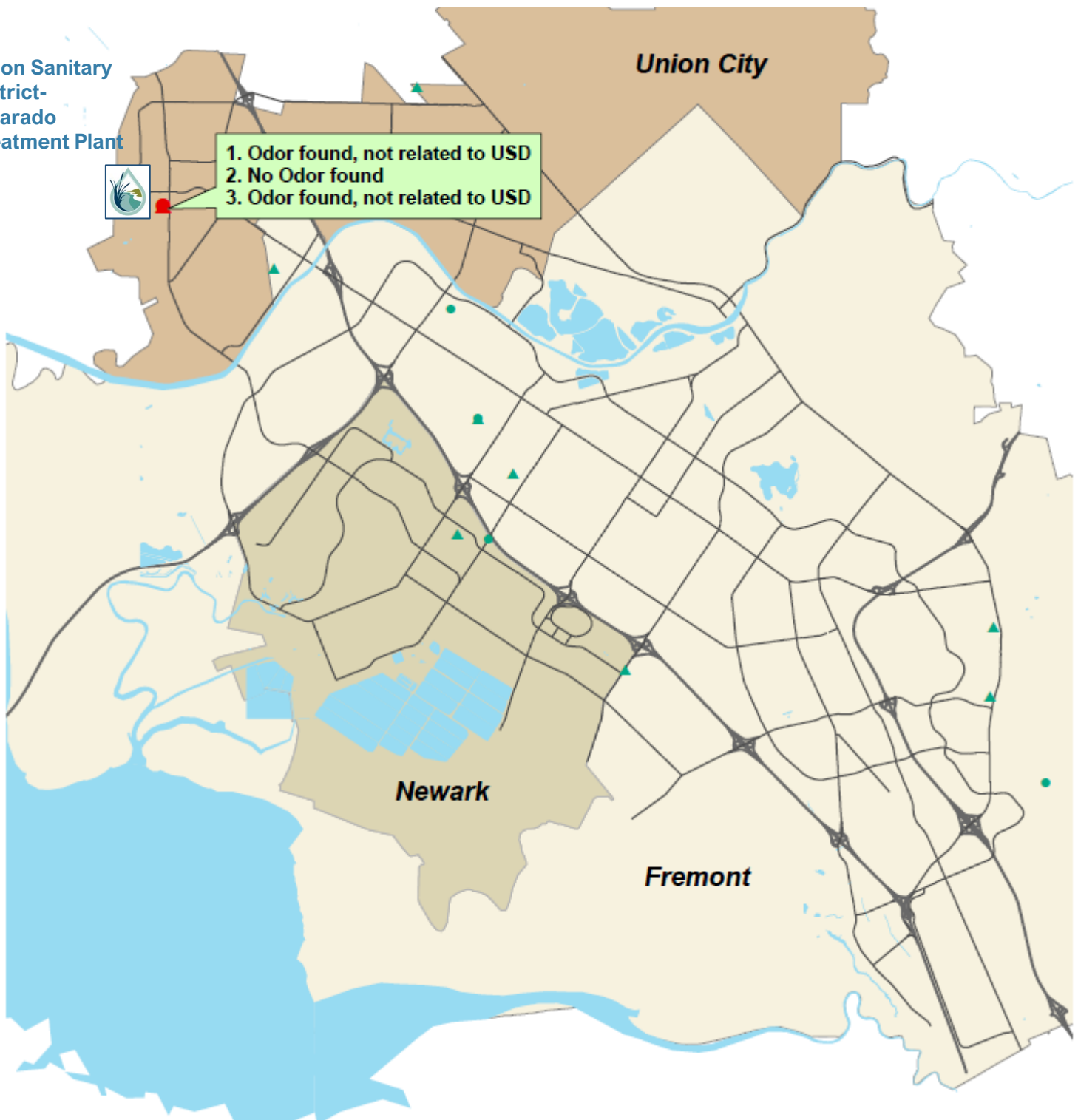
City	Union City		
District Related:	No	Date/Time:	7/9/2022 9:36PM
Location:	MACKINAW ST	Reported by:	Sam Dua
Weather/Temp:	Overcast / 62°F	Wind:	West / 12.4 mph
Response and Follow-up: Caller reported a pungent smell at their residence. USD staff was dispatched to the location and an odor was detected and not USD related. There was a dusty smell that was coming from the Tidal Marsh/Bay. It was noted that the winds were at 12 mph (it was 6 mph the day before). USD staff informed customer that all the plant equipment would be checked. An on-site investigation was conducted and no odor was detected at the treatment plant. The odor control system was working properly. At the time of the initial odor report, the tide level was high. Odor was found, not related to USD.			

Union Sanitary District Odor Map and Report

Union Sanitary District-
Alvarado
Treatment Plant



- 1. Odor found, not related to USD
- 2. No Odor found
- 3. Odor found, not related to USD



Legend

Odor Complaints: July 2022

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (2)
- ▲ No odor found (1)

Odor Complaints: Aug. 2021 to Jun. 2022

- ★ Odor found, USD resolved (1)
- Odor found, not related to USD (4)
- ▲ No odor found (14)

Location of Odor Reports August 2021 to July 2022

0 0.5 1 2 3 4 5 Miles





Customer Relations

2022 MONTHLY OPERATIONS REPORT

Customer Service Response

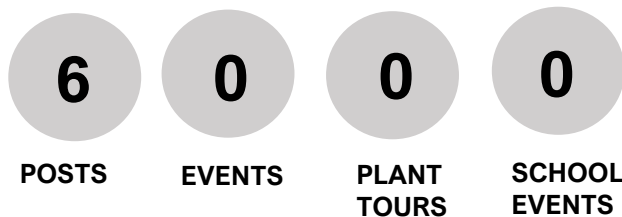
Front Desk Trouble Calls

Service calls that require immediate attention to support customer needs. Dispatched from the Front Desk during business hours.

Total Calls	Fremont	Newark	Union City	Total
Jul-22	5	1	3	9
Jun-22	9	3	1	13
May-22	10	1	1	12
Apr-22	11	0	0	11
Mar-22	10	1	1	12
Feb-22	9	7	3	19
6 Month Total				76
Jul-21	9	4	4	17

Communication and Outreach

Includes participation in local events, social media communication, plant tours, and school outreach events.



Social Media Posts:

- Office Closure July 4
- Customer Service Coach recruitment
- Surge Tower photo and explanation
- ETSU Assistant PM recruitment
- Don't Flush Pet Waste
- Accounting/Financial Analyst I/II recruitment

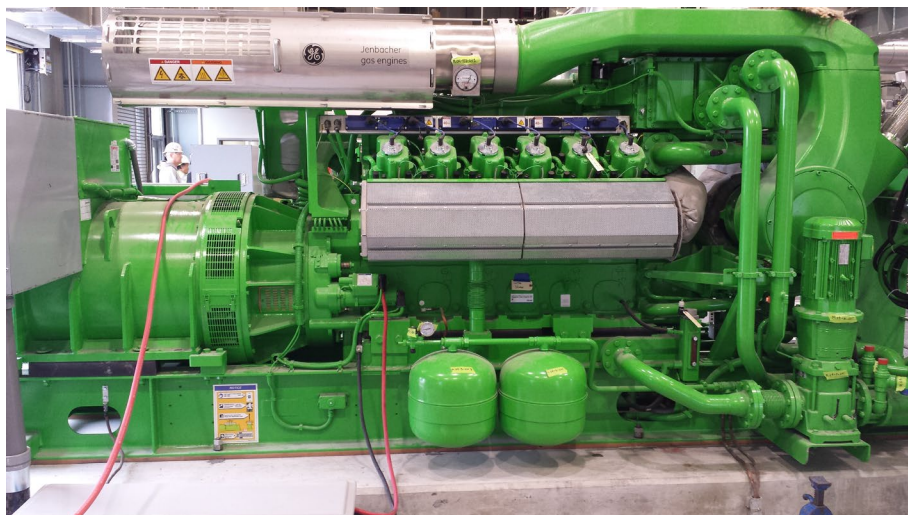
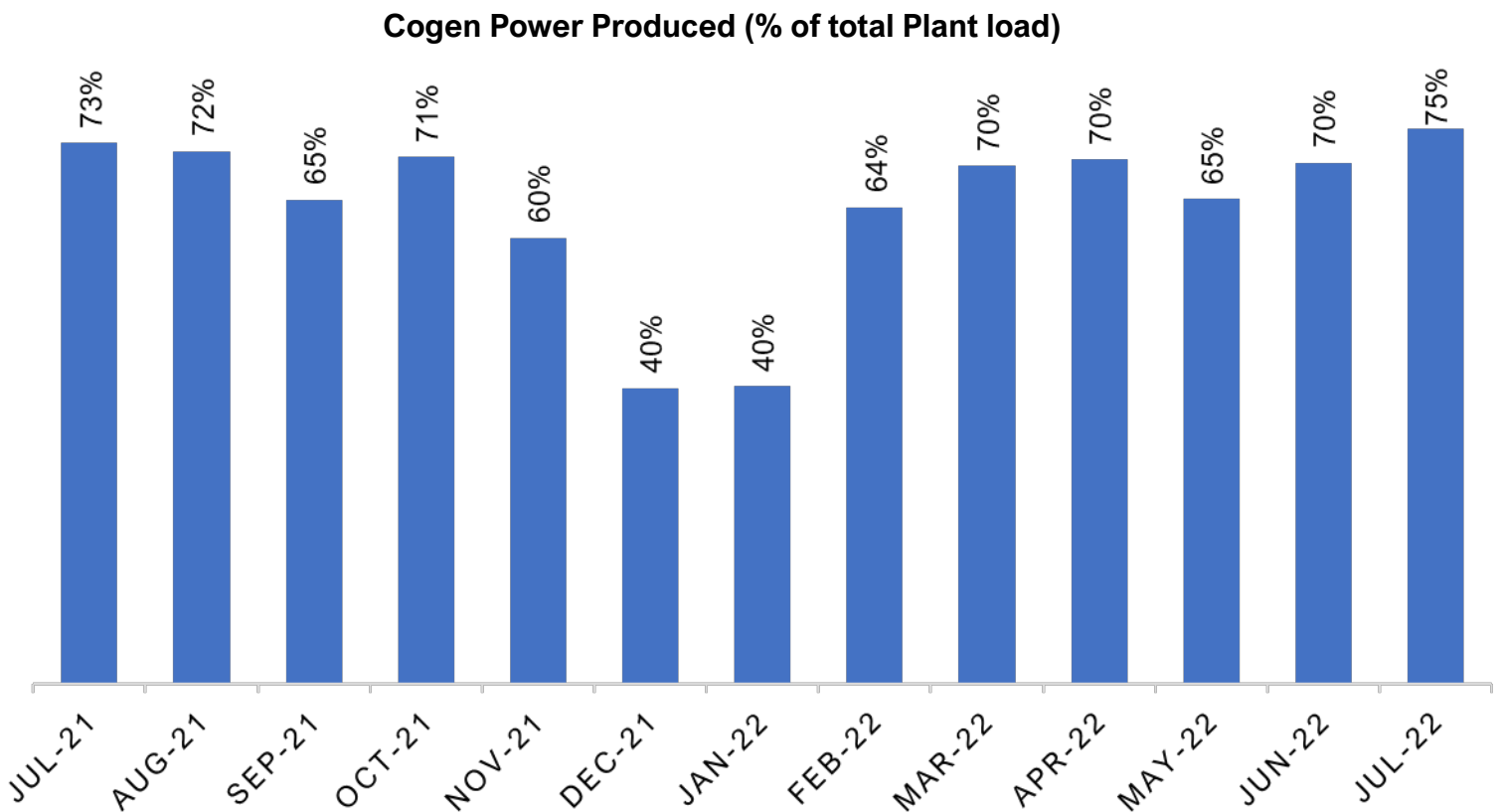
Events:

Other Activities:

- Passed out grease scrapers/door hangers to 132 residents
- Worked with web consultant to upload accessibility web page and links
- Worked with web consultant to update District branding on website

Cogeneration Engines at USD’s Wastewater Treatment Plant

The chart below shows the percentage of Plant power usage generated by the District’s cogeneration (cogen) engines monthly. The engines use biogas produced by the wastewater treatment process to generate power for the District’s treatment plant and lower energy costs.





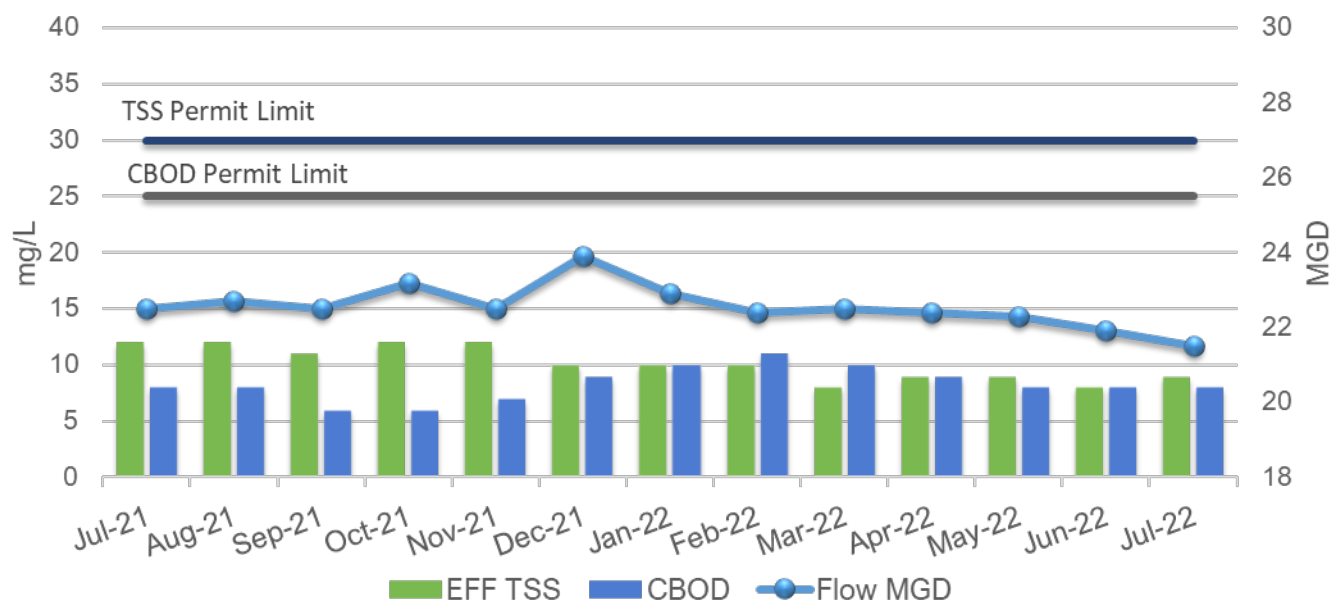
Plant Operations

2022 MONTHLY OPERATIONS REPORT

Lab Monitoring Results

USD's laboratory staff process over 6,200 samples and perform about 17,000 analyses every year to ensure discharges from the plant meet necessary standards.

Lab Results and Effluent Flow



EFF SS: Effluent Suspended Solids

CBOD: Carbonaceous Biochemical Oxygen Demand

MGD: Million Gallons per Day

USD's Final Effluent Monthly Monitoring Results

Parameter	Permit Limit	May-21	Jun-21	Jul-21
Copper, µg/l	78	4.9	6.4	3.2
Mercury, µg/l	0.066	0.0026	N/A	N/A
Cyanide, µg/l	42	ND 0.9	E 2.5	E 1.3
Ammonia- N, mg/L (Range)	130	41.6 - 45.1	41 - 44.5	43 - 50.6
Fecal Coliform, MPN/100ml (Range)				
• 5-Day Geometric Mean	500	23 - 34	17 - 21	16 - 24
• 11-Sample 90th Percentile	1100	138 - 138	71 - 138	71 - 71
Enterococci				
• Monthly Geometric Mean	240	22.4	12.2	10

E = Estimated Value, concentration outside Calibration Range. ND = Not Detected, result is below Detection Limit.



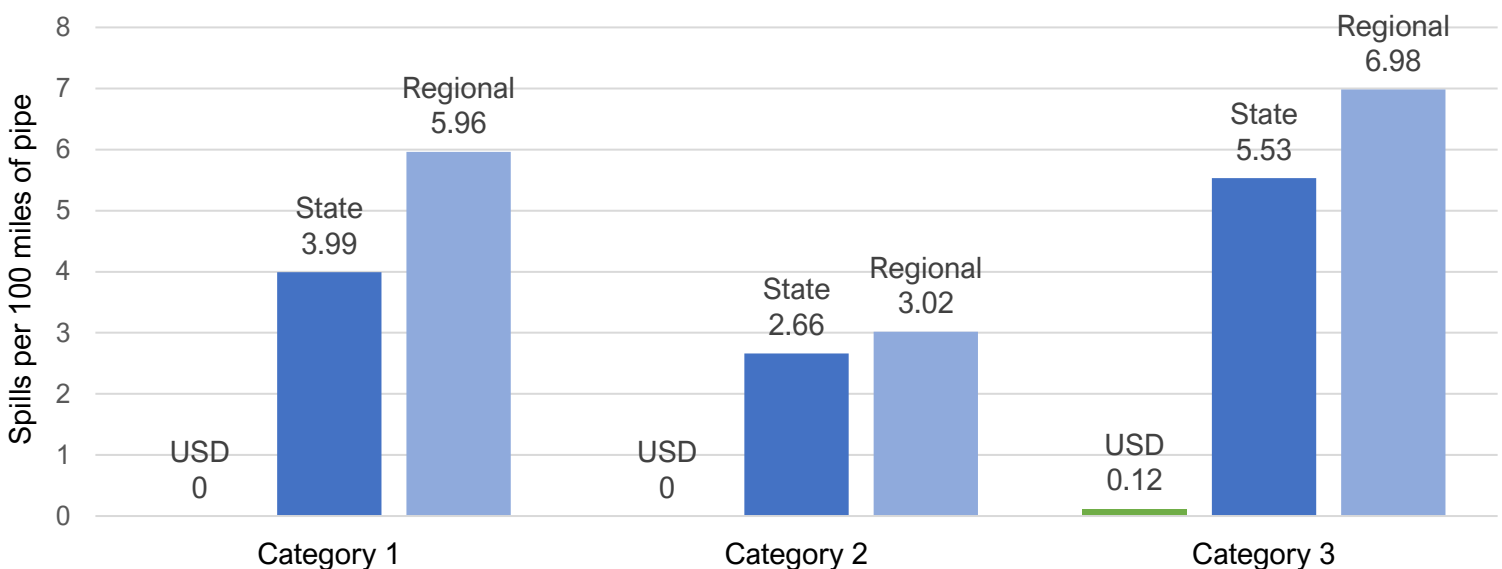
Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Collection System Maintenance Work Completed

The Collection Services Workgroup maintains over 839 miles of gravity sewer through cleaning and televised inspection. They also service 63 District vehicles and maintain 3 buildings. Maintenance of equipment is completed by staff through sewer line repairs and work orders.

**Average Spills per 100 Miles of Sewer Over the Last 12 Months
USD vs. Regional vs. State**



Definition of Spill Categories

- Category 1: 1,000 gallons or more. Discharges to surface water, not fully captured.
- Category 2: 1,000 gallons or more. Does not reach surface water, not fully captured.
- Category 3: 1,000 gallons or less. Does not reach surface water, fully captured.

	This Month	Fiscal Year to Date	Historical Monthly Average
Sewer Line Repairs- # of Open Trench	0	0	2
Sewer Line Repairs- # of Trenchless	13	13	14
Work Orders Completed on Vehicles and Buildings	209	209	171



Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Sewer Line Cleaning



Cleaning Cost per Foot=\$1.92

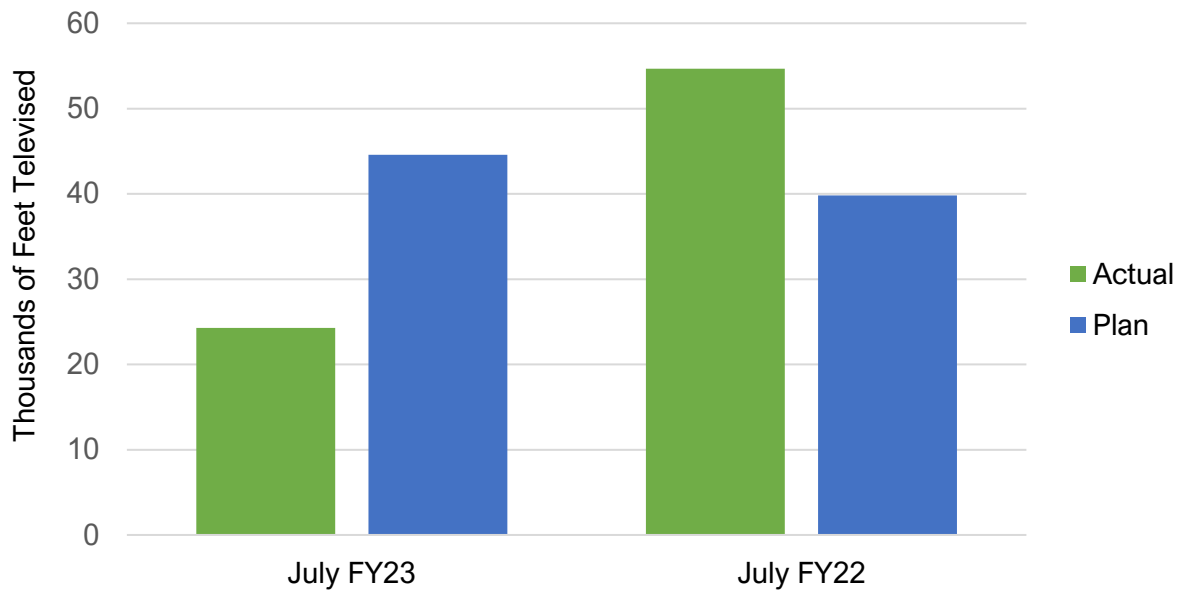
Description	June-22 Footage	FY22 Qtr 4 Footage	July-22 Footage	FY23 YTD Footage	Historical FY22 Footage	FY23 YE Goal	% Completed to Plan
84 Month Hydro-Jet Clean	48,217	203,897	43,285	43,285	654,851	579,314	7.5%
Selective Line Cleaning	20,377	40,608	12,798	12,798	196,114	221,641	5.8%
Special Condition Clean (not in total)	2,041	8,754	-	-	32,029	28,940	0.0%
Root Control/Chemical Clean	10,597	57,220	-	-	320,841	410,502	0.0%
Cast Iron Cleaning	-	-	-	-	-	6,293	
Totals	79,191	301,815	56,083	56,083	1,171,806	1,217,750	4.6%



Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Sewer Line Inspection and Televising



Televising Cost per Footage=\$1.15							
Description	Jun-22 Footage	FY22 Qtr 4 Footage	July-22 Footage	FY23 Footage/Count	Historical FY22 Footage/Count	FY23 Goal	% Completed to Plan
84 Month TV Inspection	95,284	137,864	24,300	24,300	481,639	477,964	5.1%
84 Month Manhole Inspection Count	100	374	243	243	1,163	2,468	9.8%
Visual/Condition, Pre/Post Cnst TV (not in total)	-	1,117	-	-	1,793	11,704	0.0%
Visual Manhole Inspection Count (not in total)	22	80	22	22	329	-	-
New Development, CIP, Misc (not in total)	887	9,563	311	311	33,140	34,056	0.9%
QA/QC Line Condition	-	-	-	-	19,201	16,074	0.0%
QA/QC Root Control	-	-	-	-	22,270	41,108	0.0%
Totals	95,284	137,864	24,300	24,300	523,110	535,146	4.5%

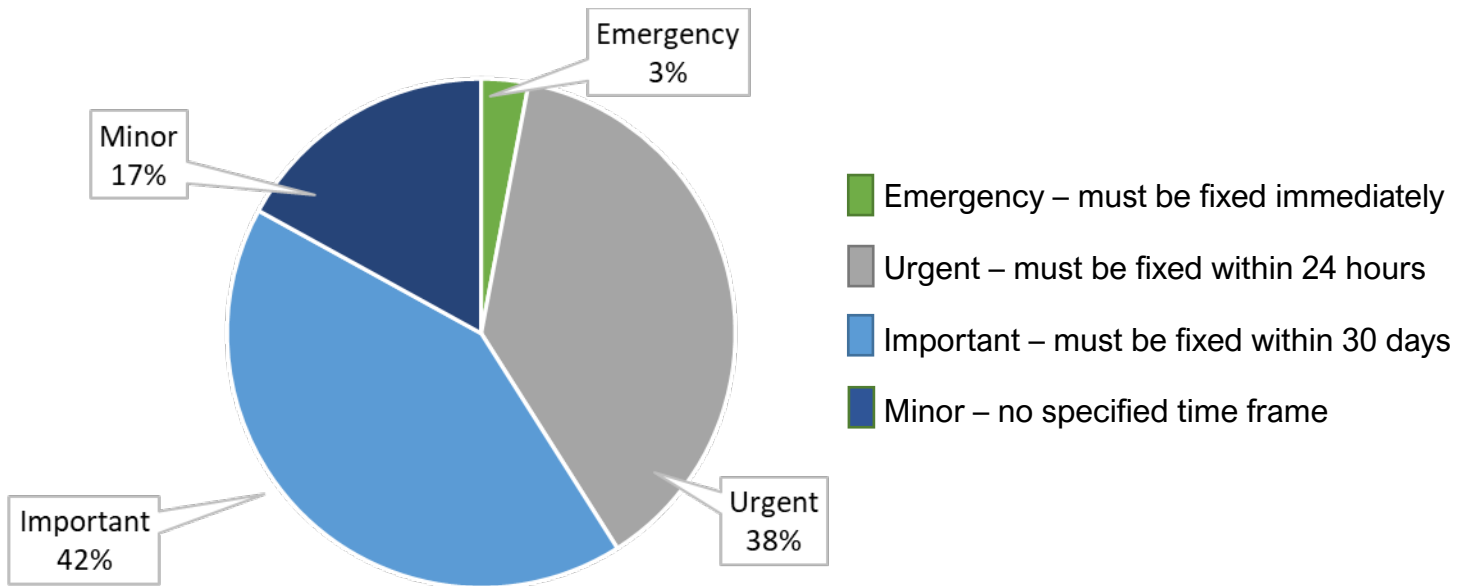


Maintenance Report

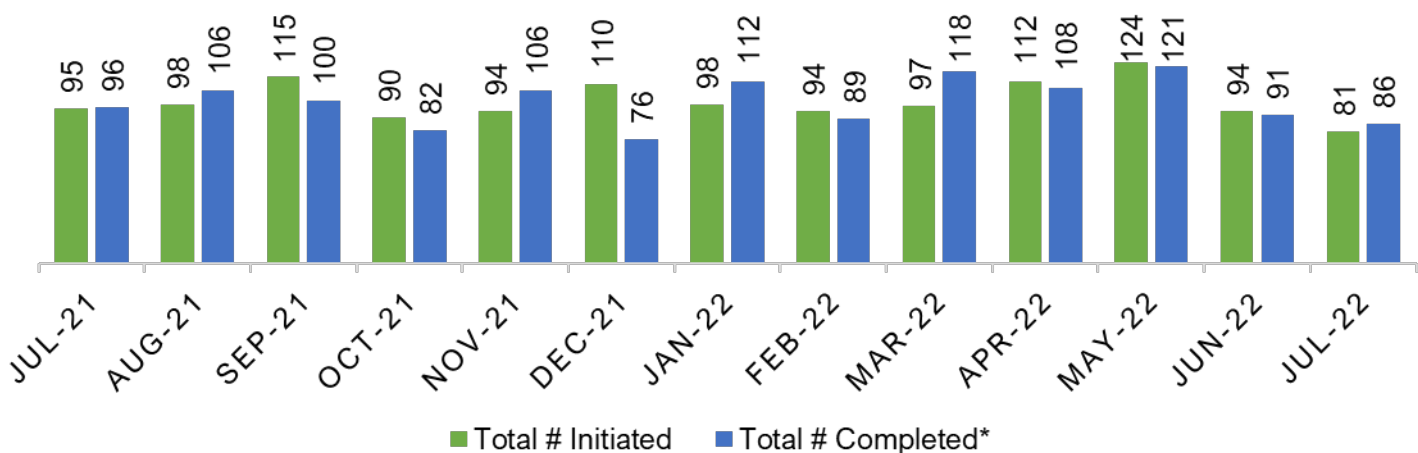
2022 MONTHLY OPERATIONS REPORT

Plant and Pump Stations Maintenance Work Completed

Equipment at our Plant and Pump/Lift stations is maintained by mechanics and other staff through completion of work orders. Staff completed **98.7%** of preventative maintenance activities for the month in addition to the following shown below.



Work Orders Initiated and Completed



*The number of work orders completed in a month is dependent upon several factors including the availability of necessary parts and the amount of time required by staff to accomplish a given task.



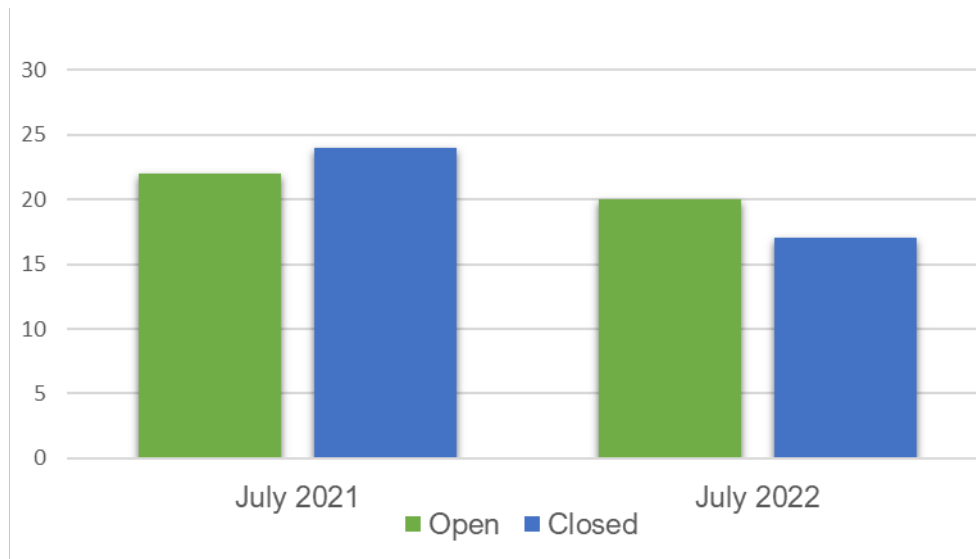
Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Information Technology

USD's Information Technology (IT) staff install, upgrade, and maintain District computers and software systems. IT staff responsibilities include ongoing maintenance of systems critical to operation of our wastewater treatment plant and pump stations.

IT Help Desk Tickets



Managed and Hosted IT Asset Uptime

Asset Name	USD Managed or Hosted by Third Party	% Up time
USD Website	Hosted	99.97%
Email Server	Hosted	100%
Newark Pump Station	USD Managed	100%
Boyce Pump Station	USD Managed	100%
Irvington Pump Station	USD Managed	100%
SCADA	USD Managed	100%
Total Average of All USD Servers	USD Managed	99.86%

The majority of our IT network assets are maintained onsite by IT staff with an uptime target of 99.90%. Additional assets, such as the USD website, are hosted externally by a third party.



Capital Improvement Projects

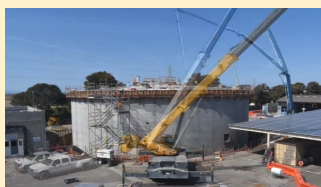
2022 MONTHLY OPERATIONS REPORT

Capital Improvement Project (CIP) Activities

Our engineers manage and coordinate project activities including completion of studies, designing of future projects, and project management of construction work at our Plant, Pump Stations, gravity sewer network, and Force Mains.

Current CIP Projects – Budget and % complete

Current (FY22) CIP Projects	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Aeration Blower No. 11 Project	\$1,652	\$1,601	12/21	98%
2 – Alvarado Influent Pump Station Improvements Project	\$9,028	\$8,088	11/21	94%
3 – Cathodic Protection System Improvements Project	\$483	\$428	1/22	100%
4 – Centrifuge Building Improvements Project	\$654	\$584	7/22	100%
5 – Force Main Corrosion Repairs Project – Phase 3	\$1,064	\$191	10/22	18%
6 – FY21 Cast Iron/Pipe Lining Project	\$307	\$220	5/21	100%
7 - Irvington Basin Reinforced Concrete Pipe Rehabilitation Project	\$5,291	\$0	12/22	0%
8– Primary Digester No. 7 Project	\$23,783	\$22,901	5/22	99%
9 – Standby Power Generation System Upgrade Project	\$21,135	\$565	4/24	3%



Digester #7 Project



Capital Improvement Projects

2022 MONTHLY OPERATIONS REPORT

Design Phase – Budget and % of Completed Scope

Current (FY22) Design Phase	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Cherry Street Pump Station Improvements Project	\$72	\$71	6/21	100%
2 – Plant Miscellaneous Improvements Project	\$199	\$185	3/22	90%
3 – Pump Stations Chemical System Improvements Project	\$738	\$634	10/21	95%
4 – Sodium Hypochlorite Loop Improvements Project	\$280	\$205	5/22	90%
5 – Switchboard No. 3 and MCC No. 25 Replacement Project	\$95	\$49	7/22	52%
6 – WAS Thickener Replacement Project	\$807	\$801	6/21	100%

Study Phase – Budget and % of Completed Scope

Current (FY22) Study Phase	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Cogeneration Replacement and Ventilation Study	\$142	\$102	9/22	75%
2 – Energy Resiliency Study	\$256	\$82	12/22	32%
3 – Force Main Condition Assessment	\$121	\$32	10/22	60%
4 – Headworks Degritting Study	\$200	\$89	10/22	50%
5 – Odor Control Alternatives Study	\$504	\$474	9/22	99%
6 – Primary Digester No. 8 Feasibility Study	\$111	\$39	9/22	35%
7 – Pump Stations Condition Assessment Study	\$250	\$143	8/22	57%
8 – Sea Level Rise Study	\$162	\$63	11/22	40%
9 – Thermal Dryer Feasibility Study	\$128	\$93	9/22	73%
10 – 2022 Local Limits Study	\$44	\$0	12/22	10%



Permitting and Inspections

2022 MONTHLY OPERATIONS REPORT

Sewer Permits Issued

Permits issued upon approved completed plans.

Month	Repairs	Mains	New Laterals*	ADUs	Restaurants	Other**	Total
Jul-22	16	1	29	8	1	0	55
Jun-22	16	0	22	5	0	6	49
May-22	21	0	12	5	0	3	41

*New Laterals- New residential lateral connections

**Other- Non-residential construction (except restaurants)

Storm Water Inspections (City of Fremont)

Under contract with City of Fremont's Environmental Services Group, our inspectors conduct routine inspections and document enforcement actions.

Total Inspections		Total Monthly Enforcements						
Current Month	Fiscal Year to Date	Verbal Warning	Warning Letter	Notice of Violation	Admin Fine	Legal Action	Notice of Deficiency	Total
96	96	5	0	8	8	0	0	21

Pollution Prevention Inspections

Environmental Compliance conducts pollution prevention inspections at restaurants, car wash businesses, and other commercial facilities.

Total Inspections		Total Monthly Enforcements						
Current Month	Fiscal Year to Date	Verbal Warning	Warning Letter	Notice of Violation	Admin Fine	Legal Action	Notice of Deficiency	Total
43	43	6	6	0	0	0	1	13

Permitted Industrial Businesses

City	Industrial Permits
Fremont	59
Newark	13
Union City	11

Examples of Permitted Industrial Businesses:

- Tesla
- Washington Hospital
- US Pipe
- Western Digital
- Lam Research



Staffing and Personnel

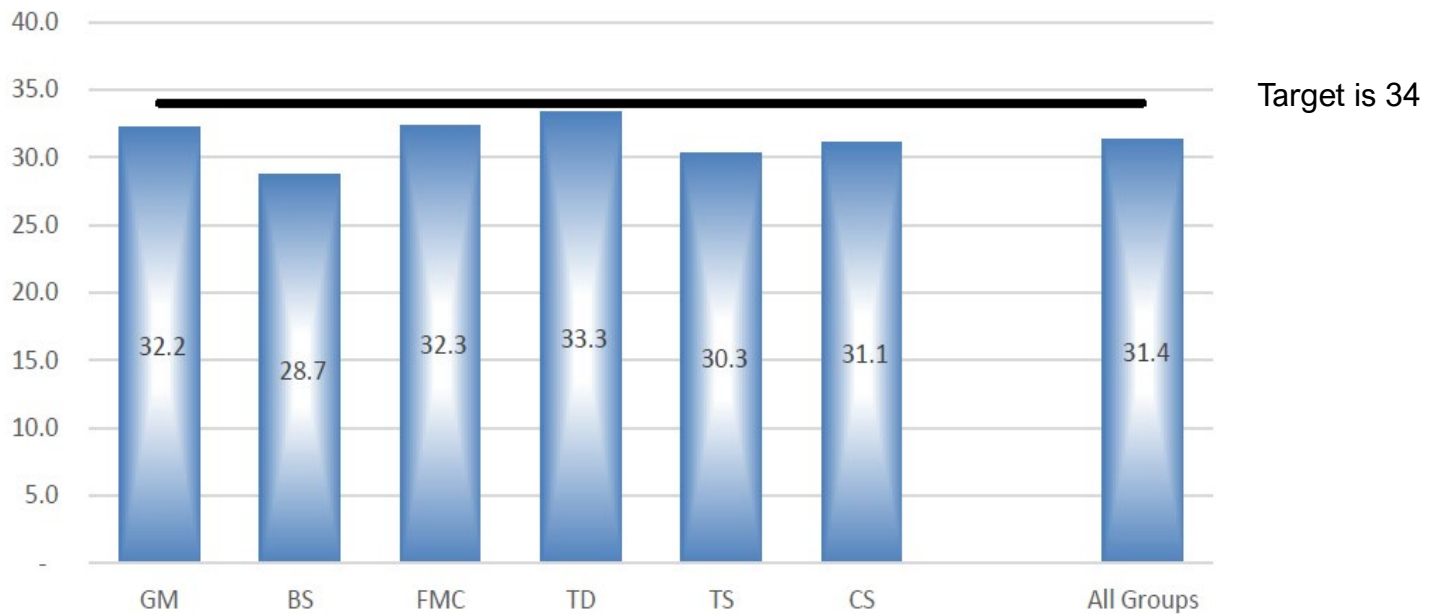
2022 MONTHLY OPERATIONS REPORT

Hours Worked and Leave Time by Work Group

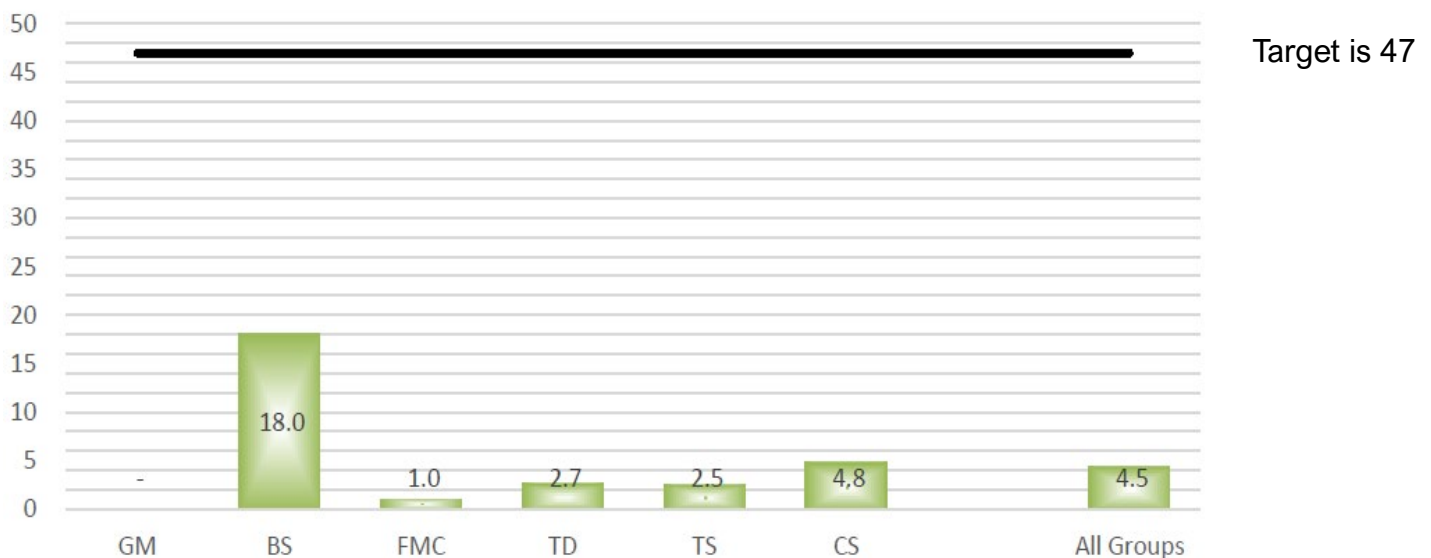
June 23, 2022 through July 20, 2022

Weeks to Date 4 out of 52 (7.7%)

At-Work Hours Per Employee Per Week



Average Annual Sick Leave Used Per Employee Per Date



Recruitments

Position	Position Posted	Status
Assistant Storekeeper	2/23/2022	Kelly Pean, DOH 7/5/2022.
Coach, Capital Improvement Projects	4/2/2022	Curtis Bosick, Promotion 7/3/2022.
Human Resources Manager	4/20/2022	Alisa Gordon, DOH 8/1/2022.
Mechanic I/II	6/1/2022	Recruitment in process.
Senior Financial & Accounting Analyst	6/2/2022	Virginia Holslag, Promotion 7/3/2022.
Administrative Specialist I - CIP	6/16/2022	Final candidate in background process.
Plant Operator III Trainee – Limited Duration (2)	6/23/2022	Recruitment in process.
Coach, Customer Service	7/6/2022	Recruitment in process.
Collection Services Trainer	7/8/2022	Frank Couto, Promotion 8/13/2022.
Enhanced Treatment & Site Upgrade Assistant Manager	7/8/2022	Recruitment in process.
Accounting and Financial Analyst I/II	7/26/2022	Recruitment in process.



USD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
General Manager/
District Engineer

Karen W. Murphy
Attorney

**AUGUST 22, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 8**

TITLE: Review and Consider Approval of Policy 2090 Reserves, Allocations and Fund Balance (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO/Business Services Workgroup Manager

Recommendation

Review and Consider Approval of Policy 2090 Reserves, Allocations and Fund Balance.

Discussion

Other than minor administrative updates and clarifications, the following substantive updates to the policy are proposed:

- Update the Districts reserve policy to reflect the EBDA Emergency Reserves Policy passed by EBDA on 11/18/2021. The EBDA policy asks member agencies to set aside their respective share of the \$1,250,000 emergency reserve requirement in a reserved account. The District share of this reserve is \$388,899. This reserve balance would go into effect on 07/01/2023 and will be incorporated into the Districts FY 24 budget process. The proposed policy language is as follows:

EBDA Emergency Reserve – In order to help mitigate the financial impacts of an emergency or catastrophic event, the East Bay Discharge Authority (EBDA) has established a policy to set aside \$1,250,000. The policy further stipulates that each member agency will set aside their proportionate share of the reserve in their financial statements. The Districts share of the reserve is \$388,899 and has an effective set aside date of 07/01/2023.

- Update the Plant and Pump Station Renewal and Replacement Fund allocation from \$250,000 to \$400,000. This was increased \$150,000 in FY 21 to set aside additional funds for unplanned maintenance at the EBDA pump station.

For your reference, attached to this staff report is a copy of the EBDA reserve policy and a list of District budgeted reserve balances at 07/01/22.

Background.

Policy 2090, Reserves, Allocations and Fund Balance requires review and approval by the Board of Directors every three years.

Previous Board Action

06/03/2019 Board Meeting – Approval of Policy 2090, Reserves, Allocations and Fund Balance

Attachments

Policy 2090, Reserves, Allocations and Fund Balance – Red line version.

Policy 2090, Reserves, Allocations and Fund Balance – Clean line version.

Reserve Balances as of 07/01/2022

EBDA Policy 1.8 Finance - Emergency Reserves

Union Sanitary District Policy

Effective: 8/19/19-August 2022	Reserves, Allocations and Fund Balance	Policy Number 2090 Page 1 of 5
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Policy

This policy establishes reserves, reviews allocations, and discusses fund balances. The policy is intended to guide responsible planning for funding of the long-term capital improvement program and ongoing operating budgets while meeting legal and contractual obligations. Prudent financial management of the District requires the development and maintenance of various reserves and allocations. Maintaining an appropriate level of reserves is an important component of financial management. Adequate reserves and allocations:

- Provides a financial cushion for dealing with unanticipated financial needs and emergencies.
- Enables the District to accrue adequate funds to meet future financing needs.
- Provides working capital to help stabilize rates.
- Are a component of achieving favorable credit ratings which can help minimize costs of issuing debt.

Purpose

Funds, reserves, and allocations are needed at the District to fund planned and unplanned events. Planned events include, but are not limited to, accumulating balances to fund the expected twenty-year capital improvement program, setting aside funds to account for cash flow variances throughout the fiscal year, segregating funds for State Revolving Fund (SRF) loan reserves, and other covenants required as a result of debt obligations. Unplanned events include revenue short falls (e.g. significant industrial users closing or scaling back operations), unanticipated expenses, and emergency events.

Reserve Levels

All District reserves are designated or restricted for specific purposes. The matrix attached to the end of this policy summarizes restricted and designated reserves, allocations, and fund balances. District staff will review its actual and recommended reserve and allocations levels annually to ensure appropriate financial positioning.

Definitions of common terms referred to in this policy and attached matrix are as follows:

Restricted Reserves

- Fund amounts that are restricted to specific purposes with constraints placed on the use of resources are either:

- Externally imposed by creditors (such as through debt covenants), grantors, contributors, laws, or regulations of other governments.
- Imposed by law through constitutional provisions or enabling legislation.
- Fund amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Directors level of decision-making authority.

Designated Reserves

- Amounts that are constrained by the Board of Directors intent to be used for specific purposes, should be reported as designated fund balances. Those designated amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the appropriate type of action (e.g., legislation, resolution, ordinance) it employed to previously commit those amounts.

Allocations

- Amounts that are constrained by the Board of Directors intent to be used for specific purposes but are neither restricted nor designated. Allocations amounts are generally established during the budgeting process and approved by the Board of Directors.

Achieving Reserve Targets

For financial planning purposes, it is acceptable for reserves to drop below their target level on a temporary basis provided the District acts to achieve the target over the planning period.

Order of Use for Reserve Funds

Financial best practices recommend that District policies should specify the order in which funds are spent when more than one amount is available for a specific purpose. In general, the order of use of funds, upon consumption of other available fund balances and allocations, should be:

1. Designated funds are used first
2. Operating Cashflow Reserve
3. Special Projects
4. Vehicle and Equipment Renewal & Replacement
5. Information Systems Renewal & Replacement
6. Industrial Customer Stabilization
7. Emergency

Under certain circumstances, the District may elect to access the Emergency or other funds outside this general guideline for access/use.

Investing Reserve Funds

Reserves and fund balances will generally be invested according to the District's Investment Policy.

Policy Updates

This policy and the District's reserves, allocations, and fund balances will be periodically reviewed and amended as needed to ensure they remain up-to-date and support the District's future financial objectives.

Reserves

Reserves are cash, or assets readily convertible into cash, held aside, as by a corporation, bank, state or national government or enterprise, etc., to meet expected or unexpected demands. Reserves currently utilized at the District include:

SRF Loan Contingency Reserve (Restricted) – The District is eligible to utilize low interest rate loans through the State of California to finance capital projects. A requirement of the loan is the establishment and maintenance of a contingency reserve that is defined in the loan documents. The fund balance will be set at the amount required in the loan documents, typically one annual payment per loan.

Risk Management (Liability Insurance) Reserve (Designated) – The District purchases liability insurance from a pooled insurance provider. The selected deductible reduces the amount of premiums incurred by the District, thereby keeping the insurance rates low. In order to account for an event that is either not covered by insurance or under the deductible amount, the District reserves two times the annual deductible, which is based on claim history.

Operating Cashflow Reserve (Designated) – Sewer Service Charge (SSC) revenues are collected by the Alameda County Tax Assessor's Office and remitted to the District in two major installments in April and December of each year. This designated reserve is to ensure adequate funds are available for the District to pay its on-going expenses throughout the year.

It is the goal of the District to have six months (50%) of gross operating expenditures in reserve at the beginning of each fiscal year. However, the range of this reserve can fluctuate between a minimum of three months (25%) and a maximum reserve level of six months (50%) of the annual operating expense. If the reserve is drawn down to the minimum level, funds will be added to ensure the maximum level is achieved within four fiscal ~~years, but~~ years but will be evaluated on an annual basis during the budgeting process.

Industrial Customer Stabilization Reserve (Designated) – The District has several Significant Industrial Users (SIU). If one or more of these SIU's significantly scaled back operations, or went out of business, the District could experience a significant loss of revenue quickly. This reserve would allow the District to implement appropriate

responses and actions over a reasonable time frame. The reserve level represents two years of averages for the top three SIU's and is recalculated annually.

Emergency Reserve (Designated) – In order to help mitigate the financial impacts of an emergency or catastrophic event, the District has initiated an Emergency Reserve. The reserve in the year 2019 is \$5,000,000 and will increase by \$750,000 annually until reaching 25% of the operating budget or approximately \$9,500,000 in 2025. This target will be re-evaluated annually.

[EBDA Emergency Reserve – In order to help mitigate the financial impacts of an emergency or catastrophic event, the East Bay Discharge Authority \(EBDA\) has established a policy to set aside \\$1,250,000. The policy further stipulates that each member agency will set aside their proportionate share of the reserve in their financial statements. The Districts share of the reserve is \\$388,899 and has an effective set aside date of 07/01/2023.](#)

Allocations

Allocated funds are those budgeted and directed for specific purposes. These funds may be re-allocated or shifted based on demonstrated need and appropriate District approvals.

The following allocations are made through the annual budget process and are reviewed and approved by the Board of Directors:

Information Systems Renewal and Replacement Fund – The District maintains a five-year schedule for replacement of hardware and software assets. The allocation is the actual amount projected for replacement, renewal, or acquisition of hardware and software assets plus any approved carryover items from the previous year.

Vehicle and Equipment Renewal and Replacement Fund – The District maintains a five-year schedule for the replacement of fleet and major equipment assets. The allocation is the actual amount projected for replacement, repair, or acquisition of vehicles and equipment based upon conditional assessments that include, but are not limited to age, mileage, repair history, and any additional influencing factors plus approved carryover items from the previous year.

Plant and Pump Station Renewal and Replacement Fund – This fund was established to fund high cost plant and pump station equipment purchases, and to minimize large annual fluctuations in the Operating budget. Historically, there has been an annual allocation of ~~\$400,000~~\$250,000. Requested items are approved by the Board of Directors as part of the District's Operating Budget. Board approval for additional funds may be obtained during the budgeting process.

Retiree Medical Benefit Plan Fund – The District has a retiree medical benefit for employees. The District updates funding requirements needed to provide these benefits by conducting an actuarial study every two years and adjusting funding as evidenced

and recommended per the Actuarially Determined Contribution (ADC) from that study and additional scenarios. The District may allocate additional funds to reduce current and future liability associated with this benefit. The Trust is reviewed and funded each fiscal year.

Special Projects/Programs Fund – This allocation is divided into three major parts: Administrative/Regulatory, Studies, and Pilot Projects. It includes non-routine expenses where long-term financial impact is not known and might include land acquisitions for future infrastructure expansion. The projects and related funding are approved on an annual basis by the Board of Directors. The intent is to reduce volatility in operating budgets from one-time expenditures. The allocation is the approved budget for the following year's projects plus the unspent budget carry-over from the previous year's ongoing, multi-year projects.

Short Term Liquidity – The District maintains a minimum amount in immediately available funds to cover the rolling 6-month average monthly payroll, plus a rolling 6-month average monthly accounts payable, held in a local bank account in cash deposits.

Fund Balance

Fund balance is the difference between assets and liabilities in a given fund at the close of a specific financial reporting period (e.g. monthly, quarterly, annually). These funds are generally reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Capacity Fund – The District projects capacity revenues derived from new connections or increased discharges in permitted, commercial, and industrial users. Eligible capital project expenditures must be related to expanded capacity or maintenance of capacity in the collection or treatment systems, which includes capacity related debt. The capacity fund balance is comprised of the amount of funds (cash and investments) the District is projecting at the end of each fiscal year to be available to fund the capacity portion of the CIP and Special Projects, including related debt, for the following year. Connection fees cannot be used for any operational expenses.

Structural Renewal and Replacement Fund – The District projects revenues derived from sewer service charges and other revenues. The Structural Renewal and Replacement Fund balance is comprised of the amount of funds (cash and investments) the District is projecting are required to fund approved capital projects, including debt.

Management Responsibility

Management will ensure the reserves, allocations and fund balances are reviewed during the annual budget cycle and are adjusted as necessary to remain within the guidelines outlined in this document and per Board direction.

Approved by: Board of Directors
Author/owner: General Manager/District Engineer and Business Services Manager/CFO
Reviewers: Executive Team and Board of Directors
Notify Person: Business Services Manager/CFO
Review frequency: 3 years
Next Review: August 2025²

Reserves, Allocations and Fund Balance Targets

Reserve, Allocation, Fund Balance	Purpose	Reserve / Allocation Level	Reserves <u>06/30/18</u>
RESERVES			
SRF Loan Contingency (Restricted)	Required by SRF	Equivalent to one year's principal and interest payment for each outstanding SRF loan. Requirement may vary based on each loan agreement	\$3,902,080 <u>Determined annually</u>
Risk Management (Liability Insurance) (Designated)	For CSRMA liability insurance deductible and for non-covered events	2 X annual deductible	\$1,000,000
Operating Cashflow (Designated)	For operating & maintenance expenses, particularly between semi-annual receipt of service charges on property tax rolls	Minimum of 3 months (25%) and a maximum of 6 months (50%) of budgeted operating expenditures should be in this reserve fund on July 1 of each fiscal year	\$18,762,944 <u>Determined annually</u>
Industrial Customer Stabilization (Designated)	To minimize the impact on other customers from the loss of revenues from a significant industrial user (SIU)	The average revenue generated over a two-year period from the top three incoming producing SIU's.	\$1,400,000 <u>Determined annually</u>
Emergency (Designated)	To help mitigate the financial impacts of an emergency or catastrophic event	FY 2019 balance is \$5,000,000. Accrue \$750,000 annually until the reserve reaches 25% of the operating budget. Projected to reach \$9,500,000 by 2024.	\$5,000,000 <u>Determined annually</u>
<u>EBDA Emergency Reserve</u>	<u>To help mitigate the financial impacts of an emergency or catastrophic event</u>	Beginning <u>Beginning in FY 24, the set</u> side will be the Districts representative share of \$1,250,000 <u>reserve amount-</u> <u>24</u>	Determined <u>per EBDA agreement</u> <u>\$388,899</u>

ALLOCATIONS			
Information Systems Renewal & Replacement	Replacement of computer hardware and software	The actual amount projected for replacement, renewal, or acquisition of hardware and software assets, plus any approved carryover items from the previous year. Typically, this allocation has been set at \$250,000 maximum per year.	<u>Determined annually</u> \$250,000
Vehicle & Equipment Renewal & Replacement	Replacement of District fleet and major equipment	The actual amount projected for replacement, renewal, or acquisition of vehicles and equipment based upon conditional assessments that include, but are not limited to age, mileage, repair history, and any additional influencing factors, plus approved carryover items from the previous year. Typically, this allocation has been set at \$500,000 per year.	<u>Determined annually</u> \$500,000
Plant & Pump Station Renewal & Replacement	Replacement of plant & pump station equipment (limited-term fund)	There is an annual allocation of \$400,000 <u>\$250,000</u> , which may be increased or decreased with Board approval during the budget process based on demonstrated need.	\$400,000 <u>\$250,000</u>
Retiree Medical Benefit Plan	Clearing account for Retiree Medical fund transactions. Funds are currently held in CalPERS OPEB Trust.	Allocation amount equal to the level recommended in actuarial study to maintain the best discount trust rate.	<u>Determined annually</u>
Special Projects	Non-routine expenses, studies, and programs	Approved budget plus unspent budget carry-over from prior year.	\$1,000,000 <u>Determined annually</u>
Pretreatment	Ord. 36, Enforcement revenue and expenses	Approved budget plus unspent budget carry-over from prior year	\$200,000 <u>Determined annually</u>
Short Term Liquidity	To cover normal operating costs	6-month rolling averages of payroll and accounts	\$5,000,000

		payable as minimum	Determined annually
FUND BALANCE			
Structural Renewal & Replacement	Renewal and replacement of infrastructure	Sufficient fund balance to fund Structural Renewal & Replacement CIP projects	Determined annually
Capacity (Restricted)	Activities related to collection and treatment system capacity increases	Sufficient fund balance to fund Capacity CIP Projects	Determined annually

Union Sanitary District Policy

Effective: August 2022	Reserves, Allocations and Fund Balance	Policy Number 2090 Page 1 of 5
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Policy

This policy establishes reserves, reviews allocations, and discusses fund balances. The policy is intended to guide responsible planning for funding of the long-term capital improvement program and ongoing operating budgets while meeting legal and contractual obligations. Prudent financial management of the District requires the development and maintenance of various reserves and allocations. Maintaining an appropriate level of reserves is an important component of financial management. Adequate reserves and allocations:

- Provides a financial cushion for dealing with unanticipated financial needs and emergencies.
- Enables the District to accrue adequate funds to meet future financing needs.
- Provides working capital to help stabilize rates.
- Are a component of achieving favorable credit ratings which can help minimize costs of issuing debt.

Purpose

Funds, reserves, and allocations are needed at the District to fund planned and unplanned events. Planned events include, but are not limited to, accumulating balances to fund the expected twenty-year capital improvement program, setting aside funds to account for cash flow variances throughout the fiscal year, segregating funds for State Revolving Fund (SRF) loan reserves, and other covenants required as a result of debt obligations. Unplanned events include revenue short falls (e.g. significant industrial users closing or scaling back operations), unanticipated expenses, and emergency events.

Reserve Levels

All District reserves are designated or restricted for specific purposes. The matrix attached to the end of this policy summarizes restricted and designated reserves, allocations, and fund balances. District staff will review its actual and recommended reserve and allocations levels annually to ensure appropriate financial positioning.

Definitions of common terms referred to in this policy and attached matrix are as follows:

Restricted Reserves

- Fund amounts that are restricted to specific purposes with constraints placed on the use of resources are either:
 - Externally imposed by creditors (such as through debt covenants), grantors, contributors, laws, or regulations of other governments.

- Imposed by law through constitutional provisions or enabling legislation.
- Fund amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Directors level of decision-making authority.

Designated Reserves

- Amounts that are constrained by the Board of Directors intent to be used for specific purposes, should be reported as designated fund balances. Those designated amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the appropriate type of action (e.g., legislation, resolution, ordinance) it employed to previously commit those amounts.

Allocations

- Amounts that are constrained by the Board of Directors intent to be used for specific purposes but are neither restricted nor designated. Allocations amounts are generally established during the budgeting process and approved by the Board of Directors.

Achieving Reserve Targets

For financial planning purposes, it is acceptable for reserves to drop below their target level on a temporary basis provided the District acts to achieve the target over the planning period.

Order of Use for Reserve Funds

Financial best practices recommend that District policies should specify the order in which funds are spent when more than one amount is available for a specific purpose. In general, the order of use of funds, upon consumption of other available fund balances and allocations, should be:

1. Designated funds are used first
2. Operating Cashflow Reserve
3. Special Projects
4. Vehicle and Equipment Renewal & Replacement
5. Information Systems Renewal & Replacement
6. Industrial Customer Stabilization
7. Emergency

Under certain circumstances, the District may elect to access the Emergency or other funds outside this general guideline for access/use.

Investing Reserve Funds

Reserves and fund balances will generally be invested according to the District's Investment Policy.

Policy Updates

This policy and the District's reserves, allocations, and fund balances will be periodically reviewed and amended as needed to ensure they remain up-to-date and support the District's future financial objectives.

Reserves

Reserves are cash, or assets readily convertible into cash, held aside, as by a corporation, bank, state or national government or enterprise, etc., to meet expected or unexpected demands. Reserves currently utilized at the District include:

SRF Loan Contingency Reserve (Restricted) – The District is eligible to utilize low interest rate loans through the State of California to finance capital projects. A requirement of the loan is the establishment and maintenance of a contingency reserve that is defined in the loan documents. The fund balance will be set at the amount required in the loan documents, typically one annual payment per loan.

Risk Management (Liability Insurance) Reserve (Designated) – The District purchases liability insurance from a pooled insurance provider. The selected deductible reduces the amount of premiums incurred by the District, thereby keeping the insurance rates low. In order to account for an event that is either not covered by insurance or under the deductible amount, the District reserves two times the annual deductible, which is based on claim history.

Operating Cashflow Reserve (Designated) – Sewer Service Charge (SSC) revenues are collected by the Alameda County Tax Assessor's Office and remitted to the District in two major installments in April and December of each year. This designated reserve is to ensure adequate funds are available for the District to pay its on-going expenses throughout the year.

It is the goal of the District to have six months (50%) of gross operating expenditures in reserve at the beginning of each fiscal year. However, the range of this reserve can fluctuate between a minimum of three months (25%) and a maximum reserve level of six months (50%) of the annual operating expense. If the reserve is drawn down to the minimum level, funds will be added to ensure the maximum level is achieved within four fiscal years but will be evaluated on an annual basis during the budgeting process.

Industrial Customer Stabilization Reserve (Designated) – The District has several Significant Industrial Users (SIU). If one or more of these SIU's significantly scaled back operations, or went out of business, the District could experience a significant loss of revenue quickly. This reserve would allow the District to implement appropriate responses and actions over a reasonable time frame. The reserve level represents two years of averages for the top three SIU's and is recalculated annually.

Emergency Reserve (Designated) – In order to help mitigate the financial impacts of an emergency or catastrophic event, the District has initiated an Emergency Reserve. The reserve in the year 2019 is \$5,000,000 and will increase by \$750,000 annually until reaching 25% of the operating budget or approximately \$9,500,000 in 2025. This target will be re-evaluated annually.

EBDA Emergency Reserve – In order to help mitigate the financial impacts of an emergency or catastrophic event, the East Bay Discharge Authority (EBDA) has established a policy to set aside \$1,250,000. The policy further stipulates that each member agency will set aside their proportionate share of the reserve in their financial statements. The Districts share of the reserve is \$388,899 and has an effective set aside date of 07/01/2023.

Allocations

Allocated funds are those budgeted and directed for specific purposes. These funds may be re-allocated or shifted based on demonstrated need and appropriate District approvals.

The following allocations are made through the annual budget process and are reviewed and approved by the Board of Directors:

Information Systems Renewal and Replacement Fund – The District maintains a five-year schedule for replacement of hardware and software assets. The allocation is the actual amount projected for replacement, renewal, or acquisition of hardware and software assets plus any approved carryover items from the previous year.

Vehicle and Equipment Renewal and Replacement Fund – The District maintains a five-year schedule for the replacement of fleet and major equipment assets. The allocation is the actual amount projected for replacement, repair, or acquisition of vehicles and equipment based upon conditional assessments that include, but are not limited to age, mileage, repair history, and any additional influencing factors plus approved carryover items from the previous year.

Plant and Pump Station Renewal and Replacement Fund – This fund was established to fund high cost plant and pump station equipment purchases, and to minimize large annual fluctuations in the Operating budget. Historically, there has been an annual allocation of \$400,000. Requested items are approved by the Board of Directors as part of the District's Operating Budget. Board approval for additional funds may be obtained during the budgeting process.

Retiree Medical Benefit Plan Fund – The District has a retiree medical benefit for employees. The District updates funding requirements needed to provide these benefits by conducting an actuarial study every two years and adjusting funding as evidenced and recommended per the Actuarially Determined Contribution (ADC) from that study and additional scenarios. The District may allocate additional funds to reduce current

and future liability associated with this benefit. The Trust is reviewed and funded each fiscal year.

Special Projects/Programs Fund – This allocation is divided into three major parts: Administrative/Regulatory, Studies, and Pilot Projects. It includes non-routine expenses where long-term financial impact is not known and might include land acquisitions for future infrastructure expansion. The projects and related funding are approved on an annual basis by the Board of Directors. The intent is to reduce volatility in operating budgets from one-time expenditures. The allocation is the approved budget for the following year's projects plus the unspent budget carry-over from the previous year's ongoing, multi-year projects.

Short Term Liquidity – The District maintains a minimum amount in immediately available funds to cover the rolling 6-month average monthly payroll, plus a rolling 6-month average monthly accounts payable, held in a local bank account in cash deposits.

Fund Balance

Fund balance is the difference between assets and liabilities in a given fund at the close of a specific financial reporting period (e.g. monthly, quarterly, annually). These funds are generally reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Capacity Fund – The District projects capacity revenues derived from new connections or increased discharges in permitted, commercial, and industrial users. Eligible capital project expenditures must be related to expanded capacity or maintenance of capacity in the collection or treatment systems, which includes capacity related debt. The capacity fund balance is comprised of the amount of funds (cash and investments) the District is projecting at the end of each fiscal year to be available to fund the capacity portion of the CIP and Special Projects, including related debt, for the following year. Connection fees cannot be used for any operational expenses.

Structural Renewal and Replacement Fund – The District projects revenues derived from sewer service charges and other revenues. The Structural Renewal and Replacement Fund balance is comprised of the amount of funds (cash and investments) the District is projecting are required to fund approved capital projects, including debt.

Management Responsibility

Management will ensure the reserves, allocations and fund balances are reviewed during the annual budget cycle and are adjusted as necessary to remain within the guidelines outlined in this document and per Board direction.

Approved by:	Board of Directors
Author/owner:	General Manager/District Engineer and Business Services Manager/CFO
Reviewers:	Executive Team and Board of Directors
Notify Person:	Business Services Manager/CFO
Review frequency:	3 years
Next Review:	August 2025

Reserves, Allocations and Fund Balance Targets

Reserve, Allocation, Fund Balance	Purpose	Reserve / Allocation Level	Reserves
RESERVES			
SRF Loan Contingency (Restricted)	Required by SRF	Equivalent to one year's principal and interest payment for each outstanding SRF loan. Requirement may vary based on each loan agreement	Determined annually
Risk Management (Liability Insurance) (Designated)	For CSRMA liability insurance deductible and for non-covered events	2 X annual deductible	\$1,000,000
Operating Cashflow (Designated)	For operating & maintenance expenses, particularly between semi-annual receipt of service charges on property tax rolls	Minimum of 3 months (25%) and a maximum of 6 months (50%) of budgeted operating expenditures should be in this reserve fund on July 1 of each fiscal year	Determined annually
Industrial Customer Stabilization (Designated)	To minimize the impact on other customers from the loss of revenues from a significant industrial user (SIU)	The average revenue generated over a two-year period from the top three incoming producing SIU's.	Determined annually
Emergency (Designated)	To help mitigate the financial impacts of an emergency or catastrophic event	FY 2019 balance is \$5,000,000. Accrue \$750,000 annually until the reserve reaches 25% of the operating budget. Projected to reach \$9,500,000 by 2024.	Determined annually
EBDA Emergency Reserve	To help mitigate the financial impacts of an emergency or catastrophic event	Beginning in FY 24, the reserve amount will be the Districts representative share of \$1,250,000	\$388,899
ALLOCATIONS			

Information Systems Renewal & Replacement	Replacement of computer hardware and software	The actual amount projected for replacement, renewal, or acquisition of hardware and software assets, plus any approved carryover items from the previous year.	Determined annually
Vehicle & Equipment Renewal & Replacement	Replacement of District fleet and major equipment	The actual amount projected for replacement, renewal, or acquisition of vehicles and equipment based upon conditional assessments that include, but are not limited to age, mileage, repair history, and any additional influencing factors, plus approved carryover items from the previous year.	Determined annually
Plant & Pump Station Renewal & Replacement	Replacement of plant & pump station equipment (limited-term fund)	There is an annual allocation of \$400,000, which may be increased or decreased with Board approval during the budget process based on demonstrated need.	\$400,000
Retiree Medical Benefit Plan	Clearing account for Retiree Medical fund transactions. Funds are currently held in CalPERS OPEB Trust.	Allocation amount equal to the level recommended in actuarial study to maintain the best discount trust rate.	Determined annually
Special Projects	Non-routine expenses, studies, and programs	Approved budget plus unspent budget carry-over from prior year.	Determined annually
Pretreatment	Ord. 36, Enforcement revenue and expenses	Approved budget plus unspent budget carry-over from prior year	Determined annually
Short Term Liquidity	To cover normal operating costs	6-month rolling averages of payroll and accounts payable as minimum	Determined annually
FUND BALANCE			
Structural Renewal & Replacement	Renewal and replacement of infrastructure	Sufficient fund balance to fund Structural Renewal & Replacement CIP projects	Determined annually

Capacity (Restricted)	Activities related to collection and treatment system capacity increases	Sufficient fund balance to fund Capacity CIP Projects	Determined annually
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Union Sanitary District
Reserve, Allocation and Fund Balances at 07/01/22

RESERVES	Budget at 07/01/22
SRF Loan Contingency - Restricted	\$ -
Risk Management (Liability Insurance) - Designated	\$ 1,000,000
Operating Cashflow - Designated	\$ 25,311,425
Industrial Customer Stabilization - Designated	\$ 1,400,000
Emergency - Designated	\$ 8,000,000
EBDA Emergency Reserve - Designated	\$ -
ALLOCATIONS	
Information Systems Renewal & Replacement	\$ 1,207,500
Vehicle & Equipment Renewal & Replacement	\$ 171,000
Plant & Pump Station Renewal & Replacement	\$ 400,000
Retiree Medical Benefit Plan	\$ 1,400,000
Special Projects	\$ 3,238,000
Pretreatment	\$ 226,329
Short Term Liquidity	\$ 5,000,000
FUND BALANCE	
Structural Renewal & Replacement	\$ 60,924,000
Capacity (Restricted)	\$ 84,189,629

POLICY NUMBER: 1.8

NAME OF POLICY: Finance – Emergency Reserves

LAST REVISED: November 18, 2021

PREVIOUSLY REVISED: NA

PURPOSE: The purpose of the Finance – Emergency Reserves Policy is to ensure that EBDA will reliably and expeditiously be able to access funds in the event of an emergency.

POLICY: Each member of the EBDA Joint Powers Authority is financially responsible for its share of EBDA's expenses and liabilities, as laid out in EBDA's Amended and Restated Joint Exercise of Powers Agreement (JPA). As such, the Member Agencies serve as a financial backstop for EBDA, and it is key to EBDA's continued efficacy that EBDA be able to efficiently access Member Agency funds in the event of an emergency.

It is the policy of the Authority that each Member Agency and LAVWMA shall retain in its reserves sufficient assets to provide emergency funding to EBDA in the event that the Authority's required expenditures exceed available funds. Such a request may be made, for example, if significant emergency repairs to Authority infrastructure are required as a result of an unforeseen event such as an earthquake.

Section 10(c)(5) of EBDA's Amended and Restated JPA governs "Allocation of Costs of Repairing Failure of the Transport System," and states:

"Depending on the extent of the Failure, it is likely that the Authority will not have sufficient funds in its reserve to pay for the repairs or abandonment and will require funds from the financially responsible Agencies, based on the allocations set forth above, in advance of performing any repair or abandonment. The Authority need not exhaust its reserve before requiring advance payment as described in this subsection."

Similarly, the Amended and Restated Master Agreement with LAVWMA states:

"LAVWMA is responsible for its share of costs for any capital project that is intended to replace or repair any EBDA facility, except those costs

specifically associated with UEPS, HEPS and their associated force main sections, as well as facilities owned by the City of San Leandro.”

To ensure that EBDA can rapidly and effectively address a Failure of the Transport System or any other emergency affecting EBDA infrastructure for which expenses exceed available funds, each Member Agency and LAVWMA commits to providing EBDA with access to the Agency’s share of \$1,250,000 within 30 days of the Authority’s request.

Agencies’ shares of the emergency funding shall be derived based on JPA Schedule B (Fixed Costs) as follows:

Agency Allocations					
San Leandro	O.L.S.D.	C.V.S.D.	Hayward	U.S.D.	LAVWMA
13.74%	19.14%	10.30%	14.72%	42.10%	26.10%
\$ 126,923	\$ 176,806	\$ 95,146	\$ 135,976	\$ 388,899	\$ 326,250

The above allocations govern reserve requirements. Actual costs will be allocated per the appropriate schedule, depending on the asset(s) affected. Revenues from federal or state sources, when available, will also be used to offset Member Agencies’ obligations during an actual emergency.

Each Member Agency shall have the option to:

- a) deposit its share of funds with EBDA to be managed in an Authority reserve fund, or
- b) to clearly identify within their Agency’s capital reserves, a line item for EBDA that is equal to the Agency’s allocation.

The Member Agencies and LAVWMA commit to complying with this Policy on an ongoing basis beginning July 1, 2022. On or by August 1 of each year, each Agency retaining funds in its own accounts shall provide EBDA with a statement confirming that an EBDA line item remains allocated in their reserves.

Agencies that do not comply with this Policy are subject to the conflict resolution remedies identified in the JPA and LAVWMA Master Agreement.

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**AUGUST 22, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: Authorize the General Manager to Execute Task Order No. 4 with Hazen and Sawyer to provide Engineering Services During Construction for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project.
(This is a Motion Item)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Gus Carrillo, Enhanced Treatment and Site Upgrade Assistant Engineer
ETSU Steering Committee (Armando Lopez, Raymond Chau, Robert Simonich)

Recommendation

Staff recommends the Board authorize the General Manager to execute Task Order No. 4 with Hazen and Sawyer (Hazen) in the amount of \$4,649,745 to provide engineering services during construction of the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project (Project).

Discussion

The Project consists of the construction of a new combined administration, laboratory, and shop building and related site improvements. A more detailed description of the Campus Building Project is included in the background section of this report. The Board awarded the construction contract for the Campus Building Project to Zovich Construction on June 13, 2022.

Task Order No. 4

Staff has negotiated the scope and fee for the engineering services during construction of the Campus Building Project with Hazen the Design Engineer and Burks Toma Architects the Campus Building Architect. The scope of services and fee for Task Order No. 4 are summarized below:

Task	Task Description	Amount
1	Requests for Information	\$689,713
2	Submittal Review	\$1,051,250
3	Design Clarification Memoranda	\$344,434
4	Meetings and Site Visits	\$977,331
5	Project Management	\$462,207
6	Air Permitting Support	\$40,800
7	Geotechnical Support Services	\$36,750
8	Commissioning Support Services	\$368,694
9	SCADA/PLC Programming and Network Support Services	\$158,095
10	Existing Network Support Services	\$176,613
11	Environmental Support Services	\$77,115
12	Record Drawings	\$143,126
13	Furniture, Fixture and Equipment Support Services	\$123,617
Task Order Not to Exceed Amount		\$4,649,745

The total not to exceed fee of \$4,649,745 is 6.0 percent of the construction contract amount of \$76,375,000.00. For a project of this size and scope, staff expects the fee to be in the range of 4 to 6 percent. This proposed task order is at the high end of this range because staff included the third-party commissioning service and services to assist with the procurement of furnishings within this scope. Staff believes including this scope in this task order will provide the best method of managing these services. Staff believes the proposed fee to be reasonable.

The total amounts for the Phase 1A Project's agreement with Hazen are summarized in the table below:

Description	Fee
Task Order No. 1 – Aeration Basin Modifications Design Services and ETSU Phase 1 30% Design Services	\$6,752,860
Amendment No. 1 to Task Order No. 1 - Inclusion of the construction of a new Aeration Basin into the Aeration Basin Modifications Project up to the 30% Design submittal	\$98,335

Amendment No. 2 to Task Order No. 1 – Complete the design of Aeration Basin No. 8, include Geotechnical Field Investigation work and other additions to the design for the Aeration Basin Modifications Project	\$750,760
Task Order No. 2 – Campus Building Design Services	\$3,737,412
Task Order No. 3 - Aeration Basin Modifications Engineering Services during Construction	\$3,924,756
Task Order No. 4 – Campus Building Engineering Services During Construction	\$4,649,745
Total Proposed Not-to-Exceed Fee for this Agreement	\$19,913,868

The total not to exceed fee of \$19,913,868 is 10.1 percent of the total construction cost for the ETSU Phase 1A project amount of \$197,415,200.90 (Campus Building and Aeration basins). Industry standard is to budget 30% for all project soft costs (e.g. design, construction management, inspection, engineering services during construction).

Background

The ETSU Program is the culmination of the District’s planning efforts and is based on the outcomes and findings of the Plant Solids System/Capacity Assessment – Phases 1 and 2, Administration/Control/FMC Buildings Evaluation, the Effluent Management Study and the Secondary Treatment Process Improvements evaluation. The Program includes projects recommended for implementation that will be phased to address both immediate drivers (poor sludge settleability, treatment capacity, effluent disposal and aging infrastructure), while preparing for future requirements such as nutrient regulations for discharge in the Bay that are currently being considered by the Regional Water Quality Control Board.

The Phase 1 and 2 projects included in this program were presented to the Board during the workshop held on May 8, 2019 and are summarized in the Final Report which was approved by the Board on August 26, 2019. A third phase of projects was briefly outlined that covered the timeframe from 2040 to 2058 and included potentially stricter nutrient limits in the more distant future. The projects identified in the ETSU Program and modified by the 30% design report to be implemented in the near-term (the next seven to ten years) are included in Phase 1 and are summarized in the table below.

Phase 1A	Aeration Basin Modifications	Retrofitting existing Aeration Basins 1 through 7 and construction of an 8 th aeration basin with the flexibility to operate initially with an anaerobic selector during the
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		implementation phase and transitioning to a biological nutrient removal (BNR) process following completion.
Phase 1A	Campus Building (Admin, FMC, Ops)	Construction of a new combined Campus Building, including associated site and utility improvements.
Phase 1B	Secondary Clarifiers	Construction of four new 160-foot diameter secondary clarifiers, mixed liquor control box, and centralized RAS pump station.
Phase 1B	Effluent Facilities	Construction of new chlorination/dechlorination contact basins, effluent pump stations, and relocation of existing effluent force main.
Phase 1C	Plant Equalization Storage	Retrofitting existing Secondary Clarifiers 1 through 4 to operate as primary effluent equalization basins.

The full version of the ETSU Program report, including appendices, can be found at the following link: <https://unionsanitary.ca.gov/ETSU>.

ETSU Phase 1A Project

Staff developed a Phase 1A Project scope which includes the Aeration Basin Modifications project and the Campus Building project. These two projects were being designed together for the initial construction because they are the first two concurrent projects that must be constructed to facilitate the construction of the remainder of Phase 1 program. However, due to a number of factors including the Covid 19 pandemic the design of the Aeration Basins Modifications Project was able to be completed prior to the Campus Building Project.

The major scope items for the Campus Building Project are as follows:

- Construction of the new 65,000 SF Campus Building which includes administrative, laboratory, machine shop, painting booth, treatment plant operations control room, and other support areas.
- Construction of a new Storm Drain Pump Station
- Construction of Electric Vehicle Charging Stations including EV Chargers for USD's vehicle fleet and public parking areas.
- Construction of a 435 kW Photovoltaic system including PV systems over the building main entrance (canopy), parking lot-based (carport), and rooftop based systems.

Previous Board Action

August 26, 2019, the Board Adopted Resolution 2864 Approving the District's Final Report for the Enhanced Treatment & Site Upgrade Program.

January 13, 2020, the Board authorized the General Manager to execute an Agreement and Task Order No. 1 with Hazen and Sawyer in the amount of \$6,752,860 for the Enhanced Treatment and Site Upgrade Phase 1A Project to provide the 30% design services for all projects in Phase 1 of the ETSU Program (excluding the Campus Building project) and final design services associated with the Aeration Basin Modifications Project.

March 9, 2020, the Board authorized the General Manager to execute Task Order No. 2 with Hazen and Sawyer in the amount of \$3,737,412 for the Enhanced Treatment and Site Upgrade Phase 1A Project to complete the design of the Campus Building Project.

July 13, 2020, the Board authorized the General Manager to execute Amendment No. 1 to Task Order No. 1 with Hazen and Sawyer in the amount of \$98,335 for the Enhanced Treatment and Site Upgrade Phase 1A Project to include Aeration Basin No. 8 in the 30% Design of the Aeration Basin Modifications Project.

November 11, 2020, the Board authorized the General Manager to execute Amendment No. 2 to Task Order No. 1 with Hazen and Sawyer in the amount of \$750,760 for the Enhanced Treatment and Site Upgrade Phase 1A Project to include Aeration Basin No. 8 in the Final Design of the Aeration Basin Modifications Project.

January 10, 2022, the Board awarded the construction contract, including Bid Alternates A, B, and E, for the Enhanced Treatment and Site Upgrade Program Phase 1A Aeration Basins Modifications Project to W. M. Lyles Co. in the amount of \$121,040,200.90.

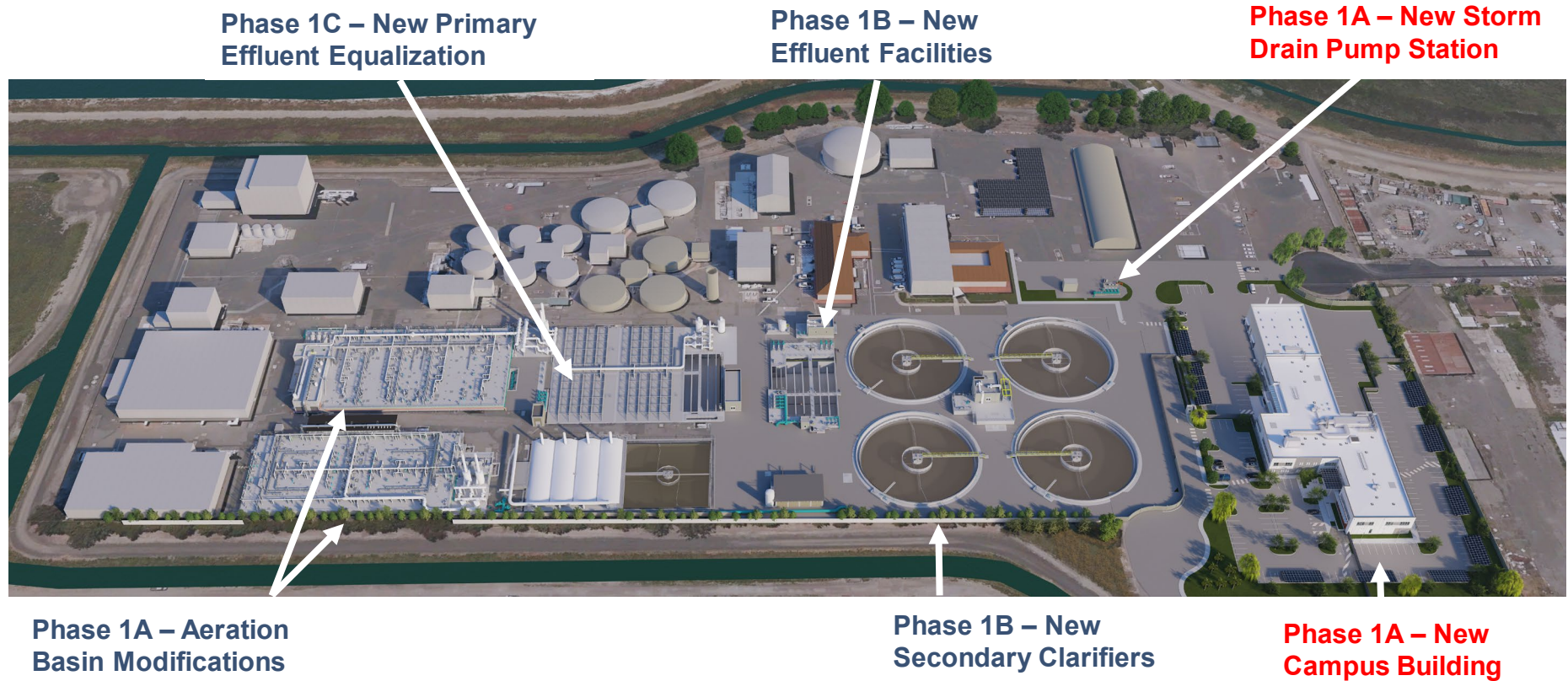
February 28, 2022 the Board authorized the General Manager to execute Task Order No. 3 with Hazen and Sawyer in the amount of \$3,924,756 for the Enhanced Treatment and Site Upgrade Phase 1A Project to provide engineering services during construction for the Phase 1A Aeration Basins Modifications Project.

June 13, 2022, the Board awarded the construction contract for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project to Zovich Construction in the amount of \$76,375,000.00.

PRE/RP/GC

Attachments: Figure 1 – Site Plan
Task Order No. 4

Figure 1: ETSU Program – Phase 1 Project Locations



ENHANCED TREATMENT & SITE UPGRADE – PHASE 1A PROJECT

TASK ORDER NO. 4

TO

AGREEMENT

BETWEEN

UNION SANITARY DISTRICT

AND

HAZEN AND SAWYER

FOR

PROFESSIONAL SERVICES

Dated January 13, 2020

1. PURPOSE

The purpose of Task Order No. 4 is for Hazen and Sawyer (Engineer) to provide design services during construction for the Enhanced Treatment and Site Upgrade Phase 1A – Campus Building Project (Project). Design services to be provided during construction include architectural and engineering support, attendance at meetings, submittal review, responses to requests for information (RFI), design clarification memoranda (DCM), meetings and site visits, project management, coordination of furniture selection, geotechnical support, commissioning and startup support services, SCADA/PLC programmer support, California Environmental Quality Act (CEQA) Support Services, and record drawing preparation.

2. PROJECT COORDINATION

All work related to this task order will be coordinated through the Union Sanitary District's (District's) Enhanced Treatment & Site Upgrade Program Manager, Ric Pipkin.

3. SCOPE OF SERVICES

The task numbers in this Scope of Services are associated with the fee estimate presented in Exhibit A1 and A2. Engineer shall provide the following design support services during the construction of the project:

Task 1.0 – Requests for Information

Engineer shall respond to RFIs on an as requested basis. Engineer shall provide a written response on a response sheet and return the response sheet to the Construction Manager. Engineer shall complete review of the RFI, provide response, and return response within 10 calendar days after Engineer's receipt of RFI. If for any reason the response cannot be completed within this period, Engineer shall notify Construction Manager and provide reason for delay prior to the end of the specified period. All RFI documentation transmitted to the Engineer and responses transmitted back to the Construction Manager will be electronic through the District's web-based document management system.

The Construction Manager will screen all RFIs for form, completeness, and general content conforming to that specified in the Contract Documents before transmitting them to Engineer.

Engineer's budget allowance for this task is based on reviewing:

- 350 RFIs at an average effort of 4 hours per RFI related to design of the Campus Building (Architects)
- 365 RFIs (excluding Architect RFIs) at an average effort of 1.35 hours per RFI related to management of the RFI process (Architects)
- 350 RFIs at an average effort of 2.5 hours per RFI related to design of the Campus Building (Building Team Subconsultants)
- 120 RFIs at an average effort of 4 hours per RFI related to the design of utilities, electrical, structural, and the Storm Drain Pump Station (Hazen)
- 30 RFIs at an average effort of 3 hours per RFI related to the civil design (Woodard and Curran)
- 8 RFIs at an average effort of 5 hours per RFI related to the I&C design

Task 2.0 – Submittal Review

Engineer shall respond to requests for submittal review on an as requested basis. Engineer shall provide written review comments on a review comment sheet and return the review comment sheet to the Construction

Manager. All submittal documentation transmitted to the Engineer and responses transmitted back to the Construction Manager will be electronic through the District's web-based document management system. Submittal review does not include marking up or returning hard copies of submittals.

Engineer shall complete review of submittal, provide comments, and return review comment sheet within 21 calendar days for normal submittals, after Engineer's receipt of submittal. Review comments for critical path or expedited submittals will be returned within 10 calendar days, after Engineer's receipt of submittal. If for any reason the review cannot be completed within this period, Engineer shall notify Construction Manager and provide reason for delay prior to the end of the specified period.

The Construction Manager will screen all submittals for form, completeness, and general content conforming to that specified in the Contract Documents before transmitting them to Engineer. Examples of submittals to be reviewed by the Engineer include technical product data, shop drawings, temporary construction submittals, samples, test results, and operations and maintenance manuals. Engineer's submittal review is to determine compliance with the Contract Documents. Submittal review is not intended as acceptance of the work. The review is not intended to relieve the Contractor of their full responsibility for performance as required by the Contract Documents.

Engineer's budget allowance for this task is based on reviewing:

- 224 submittals (including resubmittals, shop drawings and product data) requiring an average effort of 6 hours per submittal related to design of the Campus Building (Architects)
- 348 submittals (excluding Architect Submittals) (including resubmittals, shop drawings and product data) requiring an average effort of 2.5 hours per submittal related management of the Submittal process (Architects)
- Submittal Color coordination, color boards and renderings in support of task 4.6 – 80 hours total
- 328 submittals (including resubmittals, shop drawings and product data) requiring an average effort of 3.8 hours per submittal related to design of the Campus Building (Building Team Subconsultants)
- 242 submittals requiring an average effort of 6 hours per submittal related to the design of utilities, electrical, structural, and the Storm Drain Pump Station (Hazen)

- 40 submittals requiring an average effort of 6 hours per submittal related to the civil design (Woodard and Curran)
- 6 submittals requiring an average effort of 8 hours per submittal related to the I&C design

Task 3.0 – Design Clarification Memoranda

Engineer shall issue Design Clarification Memoranda (DCM) where deemed necessary by the Engineer and on an as requested basis. Engineer shall provide a written clarification on a DCM (including specifications, sketches, or other information as necessary) and issue the DCM to the Construction Manager.

DCM will be issued to 1) clarify Contract Documents when necessary, 2) in the event that modifications to the Contract Documents are desired by the District, or 3) to assist the Construction Manager with the preparation of contract change order requests.

Engineer's budget allowance for this task is based on preparing:

- 135 DCMs at an average of 4 hours per DCM related to design of the Campus Building (Architects)
- 152 DCMs (excluding Architect DCMs) at an average of 1.1 hours per DCM related to management of the DCM process (Architects)
- 145 DCMs at an average of 4 hours per DCM related to design of the Campus Building (Building Team Subconsultants)
- 24 DCMs at an average of 8 hours per DCM related to the design of utilities, electrical, structural, and the Storm Drain Pump Station (Hazen)
- 12 DCMs at an average of 4 hours per DCM related to the civil design (Woodard and Curran)
- 3 DCMs at an average of 8 hours per DCM related to the I&C design

Task 4.0 – Meetings and Site Visits

Task 4.1 Engineer shall attend and prepare for the preconstruction meeting and initial partnering sessions. Engineer shall have attendance as follows:

Partnering Meeting – attendees:

Project Manager-1

Architect – 2 staff in attendance

Preconstruction Meeting – attendees:

Project Manager-1

Architect – 3 staff in attendance

Task 4.2 Engineer shall have personnel attend weekly recurring construction meetings with the contractor via teleconference. Engineer shall have attendance as follows:

Project Manager – 104 meetings

Construction Advisor-104 meetings

Administrative Assistant – 104 meetings

Civil – 4 meetings

Structural – 8 meetings

Electrical – 12 meetings

Architect – 104 meetings, 2 staff in attendance at each meeting

Structural - 10 meetings

MEPT - 50 meetings

Shop Consultant – 25 meetings

Landscape – 60 meetings

Acoustic – 7 meetings

Specifications – 2 meetings

Assumed duration for each weekly recurring construction meeting is 2 Hrs

Task 4.3 Engineer shall periodically visit the Project site to monitor the progress and quality of the Contractor's work effort, including specialty site visits (architectural, civil, structural, mechanical, electrical, maintenance shop, laboratory, landscape architecture, and security, instrumentation) and for preparation of a final punch list. Engineer will provide observations to the Construction Manager and/or District regarding general compliance with the Contract Documents for improvements that are observed by the Engineer at the time of Engineer's site visits.

Engineer shall have attendance as follows:

Project Manager – 8

Civil - 4

Structural – 4
Electrical – 4
Construction Advisor – 12, 2 staff in attendance at each visit
Architect – 30, 2 staff in attendance at each meeting
Structural – 10
MEP – 12
Shop Consultant – 3
Lab – 1
Landscape – 12
Envelope – 30
Acoustic – 3
Elevator – 3

Assumed duration per site visit is 5 Hrs

Task 4.4 Engineer shall attend a site visit at the substantial completion project milestone identified by the Construction Manager (CM) and/or District. CM will prepare a list of items to be completed or corrected. Engineer shall review the list for concurrence. Engineer shall take photographs and prepare a site visit report that documents the purpose of the site visit, the outcome and results of the site visit, a punch list of outstanding issues or items for correction, and ultimately a recommendation as to the pass/failure of the system/equipment based on the criteria outlined during the site visit. Engineer shall have attendance as follows:

Project Manager – 1 staff in attendance
Civil -2 staff in attendance
Electrical – 1 staff in attendance
Structural – 1 staff in attendance
Construction Advisor – 1 staff in attendance
Architect – 3 staff in attendance
Structural – 1 staff in attendance
MEP – 3 staff in attendance
Shop Consultant – 2 staff in attendance
Lab – 1 staff in attendance
Landscape – 2 staff in attendance
Acoustic - 1 staff in attendance
Elevator - 1 staff in attendance

Task 4.5 Engineer shall attend a final site visit to review the final work, assist CM and/or District with preparing a final punch list, and

reviewing and recommending final inspection. Engineer shall take photographs and prepare a site visit report that documents the purpose of the site visit, the outcome and results of the site visit, a punch list of outstanding issues or items for correction, and ultimately a recommendation as to the pass/failure of the system/equipment based on the criteria outlined during the site visit.

Engineer shall have attendance as follows:

Project Manager – 1 staff in attendance
Civil - 2 staff in attendance
Electrical – 1 staff in attendance
Structural – 1 staff in attendance
Construction Advisor – 1 staff in attendance
Architect – 3 staff in attendance
Structural - 1 staff in attendance
MEPT – 3 staff in attendance
Shop Consultant – 2 staff in attendance
Landscape – 2 staff in attendance
Elevator – 1 staff in attendance

- Task 4.6 Engineer shall attend up to three (3) Board Meetings or Workshops. The purpose of the Meetings will be to review interior color and furniture selections developed in Task 2, Submittals, and Task 13, Furniture, Fixture & Equipment selection.

Engineer shall prepare interior color and finish boards and up to 8 interior renderings as part of Task 2, Submittals. See Task 13 for Furniture, Fixture and Equipment selection. It is assumed that the attendees will be the architect's team.

Project Manager assumes 4 hours per meeting
Architect assumes a total of 116 hours for this effort.

- Task 4.7 Engineer shall attend Project Management meetings with the District and Construction Manager. Engineer shall have attendance as follows:

Project Manager - 104 meetings, 2 staff in attendance
Architect – 104, 2.5 staff in attendance
MEPT – 10, 3 staff in attendance

Assumed duration per each project management and construction coordination meeting is 1 Hr

Task 5.0 – Project Management

This task will include the following project management activities.

Task 5.1 Engineer shall provide day-to-day project administration. Engineer's budget assumes:

Project Manager assumes 2 hours per month for this work. A total of 48 hours is estimated for this effort.

Architect assumes 11.5 hours per month for this work. A total of 278 hours is estimated for this effort.

Task 5.2 Engineer shall monitor task budgets and provide invoices.

Project Manager assumes 2 hours per month for this work. A total of 48 hours is estimated for this effort.

Architect assumes 6.5 hours per month for this work. A total of 156 hours is estimated for this effort.

Task 5.3 Engineer shall monitor project schedules.

Project Manager assumes 1 hour per month for this work. A total of 24 hours is estimated for this effort.

Architect assumes 1 hours per month for this work. A total of 24 hours is estimated for this effort.

Task 5.4 Engineer shall conduct QA/QC for the services provided.

Project Manager assumes 2 hours per month for this work. A total of 48 hours is estimated for this effort.

Architect assumes 2 hours per month for this work. A total of 48 hours is estimated for this effort.

Task 5.5 Engineer shall manage project staff.

Project Manager assumes 6 hours per month for this work. A total of 144 hours is estimated for this effort.

Architect assumes 6 hours per month for this work. A total of 144 hours is estimated for this effort.

Task 5.6 Engineer shall manage project subconsultants.

Project Manager assumes 4 hours per month for this work. A total of 96 hours is estimated for this effort.

Architect assumes 6 hours per month for this work. A total of 144 hours is estimated for this effort.

Task 6.0 – Air Permitting Support

Engineer shall provide air permitting support services. Engineer's fee estimate assumes 32 hours for Engineer's air permitting subconsultant, Yorke Engineering, LLC. Consultant shall provide assistance as needed/requested related to Campus Building paint shop or standby generator.

Task 7.0 – Geotechnical Support Services

Submittals. Engineer and Engineer's geotechnical subconsultant, Cal Engineering, shall review and provide response to the Contractor's dewatering plan, shoring, excavation, earthwork/backfill material, and drilled displacement column submittals.

Meetings and Site Visits. Engineer's budget allowance assumes that the Engineer's geotechnical subconsultant, Cal Engineering, will perform up to four site visits to observe construction. Engineer's geotechnical subconsultant shall attend four (4) construction meetings at four hours each. Total meetings/site visits assumed are sixteen (16).

Design Clarification Memoranda (DCM). It is assumed that there will be four (4) DCMs related to geotechnical. Engineer assumes 4 hours are required for each DCM.

Request for Information (RFI). It is assumed that there will be four (4) RFIs related to geotechnical. Engineer assumes 4 hours are required for each RFI.

Task 8.0 – Startup / Commissioning Assistance Support Services

Engineer shall provide start-up services to assist the District in transferring finished work from a construction status to operating, functional system(s).

Task 8.1 Startup Training. Engineer's fee assumes providing 50 training sessions at 4 hours per session for a total of 200 hours of training as set forth in specification section 01 78 23, Operation and Maintenance Data.

Task 8.2 O&M Manuals. Engineer shall assist with the review of Contractor-supplied O&M manuals for the Project.

Task 8.3 Engineer shall contract with MEP, Lighting and Commissioning subconsultants to support and assist during the commissioning of the Campus Building systems as required for compliance with Title 24, CalGreen, and as noted in specifications. Engineer shall coordinate all commissioning activities with the subconsultant team for the Project.

Task 9.0 – SCADA/PLC Programmer Support Services

Engineer shall provide SCADA/PLC programming and network support services as described below. The following portion of the effort will be the responsibility of the Engineer's instrumentation and controls subconsultant, Woodard and Curran. This task includes the following activities:

1. Develop Control Strategy Narratives for Campus Building and SDPS
2. Develop PLC and HMI screen programming for Campus Building and SDPS
3. Review for compliance with pre-existing design standards
4. Provide QC services to review that programming and methods are up to general quality standards
5. Install, test, and commission the Campus Building and SDPS programming
6. Project supervision, administration, and training services during startup
7. Provide as-built documentation and O&M Manuals

Assumptions:

- PLC hardware will be provided by the Contractor.

Deliverables:

- PLC and HMI Screen programming for Campus Building and SDPS
- Testing procedure documentation
- O&M Manual

Task 10.0 – Existing Network Support Services

Task 10.1 Task Coordination. Engineer shall provide task coordination and conduct regular progress review meetings. In addition, Engineer shall conduct a project kickoff meeting to discuss the following agenda:

- Project team introductions/roles
- Review the Scope of Services
- Identify site safety training and PPE requirements for the assessment team
- Identify site security and access requirements

Task 10.2 Existing Network Review. During the Phase 1A design process Engineer has become familiar with the network infrastructure supporting data communications on the liquid side of the treatment process. However, investigation on the solids side has been limited and at a high level.

Subtask 10.2 will include confirming assumptions made relating to the interface between the solids and liquids side of the plant, focusing mainly on the duct bank system down the center road of the plant, along with a detailed investigation of the network on the solids handling side of the plant. The investigation on the solids handling side of the plant will include duct bank research, which will include opening handholes and manholes to confirm exiting fiber routes.

In addition, a detailed inventory of network equipment in service in the plant will be conducted, which will include identifying and documenting the equipment that is connected to each switch. Note the existing administration building and the existing control building will be excluded from the inventory since they will be demolished in the near future.

Task 10.3 Preliminary Design Report. Following the site investigations and inventory development, Engineer shall develop a preliminary

design report that describes the new fiber optic network. The focus of the report will be on how the fiber will be physically routed, how turnouts into the various process buildings from the main fiber trunk(s) will be accomplished, and how those fibers will be terminated in the buildings.

The preliminary design report will also include a proposed naming scheme that will be used to label the handholes, manholes, and conduits (individual and within duct banks). In addition, the preliminary design report will describe the type of network equipment and modifications to existing network equipment that will be required to utilize the new single mode fiber and transition to the new dual-star network architecture. This information will enable the District to begin to plan and budget for network equipment purchases.

Task 10.4 Detailed Design. Engineer shall take the data gathered during the site investigations, as well as information and feedback provided by the District during the preliminary design report review and begin the detailed design. The detailed design will include conduit schedules that will include existing conduit runs and new conduit runs required to build out the fiber optic network. A site plan will be developed, utilizing the site plan developed as part of the ETSU project as a starting point, which will be focused on communications duct banks and individual conduit runs that support the conduit schedules. Specification sections required to support this work will also be developed.

Task 10.5 Develop Work Packages. At the 90% design level Engineer shall work with the District to segment the design into separate work packages. The individual work packages can then be incorporated into planned or ongoing CIP project, identified as a standalone project, or as a project that will be completed by District.

Assumptions:

- District will provide access to District facilities and information applicable to the scope of the project and assist Engineer during site visits and respond to requests for information pertinent to the project.
- District will provide qualified staff to attend meetings as scheduled by Engineer.
- District will provide timely feedback to requests for information.

- Engineer has included 12 drawings (2 sheets - Legends & Abbreviations, 8 sheets – Site Plans, 2 sheets – Installation Details) and up to ten specification sections.
- Divisions 0 and 1 specifications are excluded from this proposal because it is assumed work from this project will be incorporated into ongoing projects, larger process improvement projects or be completed in-house by the District.
- Up to four distinct work packages are assumed in this scope.

Deliverables:

- Detailed Equipment Inventory – Inventory of network equipment and equipment attached to the network.
- Fiber Segment Inventory – Inventory of fiber runs between patch panels.
- Preliminary Design Report
- Draft Site Plan showing existing duct banks
- 60% Design Plans and Specifications
- 90% Design Plans and Specifications
- Bid Specifications and Plans for individual project.
- General Direction and Plans for District in-house projects.

Task 11.0 – Environmental Support Services and compliance with California Environmental Quality Act (CEQA) provisions

Engineer shall provide the following services. A portion of the effort will be the responsibility of the Engineer's CEQA subconsultant, Scheidegger and Associates. It is assumed that the construction manager will maintain, follow, and report on necessary mitigation measures.

Engineer shall coordinate with the Contractor regarding environmental issues during construction work. Engineer shall provide archaeological services and biological services as described in the project CEQA documentation including preparation of an Alert Sheet for USD and the Contractor, Contractor training, spot monitoring of excavated soils on four occasions, and a written report. It is assumed no cultural resources will be encountered.

Engineer's fee estimate assumes 4.5 hours per month for one Hazen staff to support this effort. A total of 108 hours is estimated for this effort.

Task 12.0 – Record Drawings

Engineer shall produce record drawings based on markups provided by the Contractor and reviewed by the Construction Manager. Engineer's fee assumes:

- Campus Building: 276 hours (Architects)
- Utilities, Electrical, Structural, and SDPS: 140 hours (Hazen)
- Site Civil: 64 hours (Woodard and Curran)
- I&C: 16 hours

Task 13.0 – Furniture, Fixture & Equipment Support Services

Engineer will assist the District in the selection and procurement of Furniture, Fixtures and Equipment (FFE) for the Campus Building. Services are limited to office furniture, workstations and office equipment outlined in the FFE Allowance Worksheet dated January 22, 2021.

Task 13.1 Meetings with the District to confirm applicable design criteria – up to 10 meetings.

Task 13.2 Site visits to verify applicable field conditions to ensure proper layout of systems and freestanding furniture – up to 5 site visits. Note: this site visit is in addition to those included in Task 13.1 above.

Task 13.3 Prepare Preliminary and Final furniture space plan. Selection of new furniture finishes including panel fabric, paint, plastic laminate and base trim as provided by the District's FFE consultant. Engineer shall prepare up to 8 interior renderings as part of Task 13.3 to aid in the selection of furnishings.

Task 13.4 Review of furniture specifications and installation documents as provided by the District's FFE consultant.

ASSUMPTIONS

The number of hours and associated fees for each of the above services are estimates and may vary. For example, there may be more RFIs and fewer DCMs. The fee therefore is considered an estimate and may be adjusted between the various categories. It is also important to note that the level of effort for construction support services are driven by a number of factors, most of which the Design Consultant or the District have no control over.

4. DELIVERABLES

All deliverables will be provided electronically via the District's web-based document management system, Projectmates, in Word or PDF format.

Deliverables will include:

- Responses to RFIs
- Responses to submittals
- DCMs
- Record Drawings (Plans and Specifications)
- Correspondence and inspection notes to document status of the SCADA PLC Programmer's work
- Deliverables associated with SCADA/PLC Programmer Support Services (Task 9)
- Deliverables associated with Existing Network Support Services (Task 10)
- Presentations from Startup and Training Sessions
- MS Word tracked changes version of recommended edits to vendor O&M manuals
- Site visit notes
- Up to 8 interior renderings for FFE

5. PAYMENT TO THE ENGINEER

Payment to the Engineer will be as called for in Article 4 and 5 of the Agreement. The Multiplier for this work will be 3.15, the profit will be 13 percent, and the not-to-exceed amount will be \$4,649,745.00. A summary of the anticipated distribution of cost and manpower between tasks is shown in Exhibit A.

The following table summarizes the 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 – Aeration Basin Sub-Project Design Services	\$6,752,860	Yes	Paul Eldredge
Task Order No. 2 – Campus Building Sub-Project Design Services	\$3,737,412	Yes	Paul Eldredge
Amendment No. 1 to Task Order No. 1 – Aeration Basin No. 8 (30% Design)	\$98,335	No ¹	Paul Eldredge
Amendment No. 2 to Task Order No. 1 – Geotechnical Field Investigation, Aeration Basin No. 8 (Final Design), Lift Station No. 2, and Public Easement	\$750,760	Yes	Paul Eldredge
Task Order No. 3- Aeration Basin Sub-Project ESDC	\$3,924,756	Yes	Paul Eldredge
Task Order No. 4- Campus Building Sub-Project DSDC	\$4,649,745	Yes	Paul Eldredge
Total	\$19,913,868		

Note 1: Although Board Authorization was not required for Amendment No. 1 it was requested and authorized by the Board at the July 13, 2020, Board Meeting.

8. TIME OF COMPLETION

All work defined in this Task Order No. 4 will be completed during the construction period of this project, subject to the conditions of Article 2 of this Agreement. Notice to Proceed was issued on August 1, 2022, with a total project duration of 730 days.

<u>Milestone</u>	<u>Date</u>
Campus Contractor Notice to Proceed	August 2022
Campus Substantial Completion	August 2024
Campus Final Completion	October 2024

9. KEY PERSONNEL

Key engineering personnel assigned to this Task Order No. 4 are as follows:

<u>Role</u>	<u>Key Person to be Assigned</u>
Principal in Charge	Paul Pitt
Project Manager	Marc Solomon
Construction Technical Advisor	Tony Greiner
Principal in Charge – Building Team	Karen Burks
Deputy Project Manager – Building Team	Michael Hayden

Key personnel will not be changed except in accordance with Article 6 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 4 as of August ____, 2022 and therewith incorporate it as part of the Agreement.

DISTRICT

ENGINEER

Union Sanitary District

Hazen and Sawyer

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

By: _____
Marc Solomon, P.E.
Vice President

Date: _____

Date: _____

EXHIBIT A-1
CAMPUS BUILDING ESDC BREAKDOWN



UNION SANITARY DISTRICT Enhanced Treatment and Site Upgrade Phase 1A - Campus Project Engineering Services During Construction		Project Manager	QAQC	QAQC	Construction Advisor	Civil Lead	Civil Engineer	Process Mechanical	Structural Lead	Structural Engineer	Electrical Lead	Electrical Engineer	CAD	Project Engineer	Admin	H&S Labor Cost	Civil / I&C	Architectural	Geotech	CEQA	Air Permitting	Cultural Resources	Biologist	Subcontractor Fee (%5)	Other Direct Costs (ODCs)	Total Fee
		Marc Solomon	Allan Briggs	Irene Chu	Tony Greiner	Gregg Cummings	Pat DeLong	Michael McLamb	Amy Thurston		Jack Yao				Vanessa Avila		Woodard & Curran	BTA-S&S (See Exhibit A-2)	Cal Engineering	Paul Scheidegger	Yorke	Arche-Tec	Jim Martin			
		Billing Rate	\$330	\$300	\$240	\$240	\$330	\$165	\$150	\$240	\$165	\$300	\$165	\$190	\$165		\$150									
1	Requests for Information	12	0	0	0	24	72	96	24	72	24	72	0	60	24	\$ 88,380	\$ 40,220	\$ 532,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,635	\$ -	\$ 689,713
1.1	Requests for Information	12				24	72	96	24	72	24	72		60	24	\$ 88,380	\$ 40,220	\$ 532,478								
2	Submittal Review	46	0	0	0	82	200	200	82	220	82	220	0	220	100	\$ 273,420	\$ 47,368	\$ 693,422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,040	\$ -	\$ 1,051,250
2.1	Submittal Review	46				82	200	200	82	220	82	220		220	100	\$ 273,420	\$ 47,368	\$ 693,422								
3	Design Clarification Memoranda	12	0	0	0	12	18	26	12	26	12	26	18	18	12	\$ 38,040	\$ 35,128	\$ 256,676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,590	\$ -	\$ 344,434
3.1	Design Clarification Memoranda	12				12	18	26	12	26	12	26	18	18	12	\$ 38,040	\$ 35,128	\$ 256,676								
4	Meetings and Site Visits	316	0	0	216	40	12	0	56	0	60	0	0	112	216	\$ 253,620	\$ 141,956	\$ 527,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,453	\$ 21,200	\$ 977,331
4.1	Preconstruction and Partnering Meetings	16													8	\$ 6,480	\$ 141,956	\$ 11,348							\$ 500	
4.2	Weekly construction meetings (104 total)	104			104		4		8		12				104	\$ 81,060		\$ 164,405								
4.3	Site visits (48 total)	64			96	32			32		32			96		\$ 87,840		\$ 204,808						\$ 15,200		
4.4	Substantial Completion site visit	8			8	4	4		8		8			8		\$ 12,180		\$ 31,365							\$ 2,500	
4.5	Final site visit	8			8	4	4		8		8			8		\$ 12,180		\$ 24,276							\$ 2,500	
4.6	Board Meetings (3 total)	12														\$ 3,960		\$ 21,240							\$ 500	
4.7	Project Management meetings (104 total)	104													104	\$ 49,920		\$ 69,660								
5	Project Management	360	24	24	0	0	0	0	0	0	0	0	0	0	0	\$ 131,760	\$ 31,728	\$ 282,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,736	\$ -	\$ 462,207
5.1	Project administration	48														\$ 15,840	\$ 31,728	\$ 114,607								
5.2	Budgeting and invoices	48														\$ 15,840		\$ 46,285								
5.3	Project schedule	24														\$ 7,920		\$ 5,390								
5.4	QA/QC		24	24												\$ 12,960		\$ 10,780								
5.5	Project coordination	96														\$ 31,680		\$ 72,921								
5.6	Subconsultant coordination	144														\$ 47,520		\$ 33,000								
6	Air Permitting Support	40	0	0	0	0	0	0	0	0	0	0	0	40	0	\$ 19,800	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 40,800
6.1	Air permitting support	40												40		\$ 19,800					\$ 20,000					
7	Geotechnical Support Services	8	0	0	0	8	0	0	8	0	0	0	0	20	0	\$ 10,500	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 36,750
7.1	Geotechnical support	8				8			8					20		\$ 10,500			\$ 25,000							
8	Startup/Commissioning Assistance Support Services	16	0	0	40	0	0	20	0	0	60	64	0	40	8	\$ 54,240	\$ 52,004	\$ 243,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,784	\$ 4,000	\$ 368,694
8.1	Startup training							16			16	16		16		\$ 12,480	\$ 52,004	\$ 13,718						\$ 2,000		
8.2	O&M manuals							4			4	8		8	8	\$ 5,640		\$ 6,430								
8.3	Commissioning	16			40						40	40		16		\$ 36,120		\$ 223,518						\$ 2,000		
9	SCADA/PLC Programming and Network Support Services	0	0	0	0	0	0	0	0	0	16	24	0	0	0	\$ 8,760	\$ 142,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,111	\$ -	\$ 158,095
9.1	SCADA/PLC programming and network supports										16	24				\$ 8,760	\$ 142,224									
																\$ -										
10	Existing Network Support Services	90	0	0	0	0	0	0	0	0	0	0	0	94	0	\$ 45,210	\$ 125,146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,257	\$ -	\$ 176,613
10.1	Coordination	58												42		\$ 26,070	\$ 125,146									
10.2	Existing network review	8												16		\$ 5,280										
10.3	Preliminary design report	8												12		\$ 4,620										
10.4	Detailed design	8												12		\$ 4,620										
10.5	Develop work packages (4 total)	8												12		\$ 4,620										
11	Environmental Support Services and Compliance with CEQA Provisions	74	0	0	0	0	0	0	0	0	0	0	0	34	0	\$ 29,865	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 2,250	\$ -	\$ 77,115
11.1	Environmental and CEQA services	74												34		\$ 29,865				\$ 15,000		\$ 15,000	\$ 15,000			
12	Record Drawings	4	0	0	0	4	12	20	4	12	4	12	60	4	4	\$ 26,400	\$ 60,944	\$ 50,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,558	\$ -	\$ 143,126
12.1	Record drawings	4				4	12	20	4	12	4	12	60	4	4	\$ 26,400	\$ 60,944	\$ 50,224								
13	Furniture, Fixture and Equipment Support Services	48	0	0	0	0	0	0	0	0	0	0	0	40	0	\$ 22,440	\$ -	\$ 96,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,818	\$ -	\$ 123,618
13.1	District meetings (10 total)	20												16		\$ 9,240		\$ 19,350								
13.2	Site visits (5 total)	20												16		\$ 9,240		\$ 14,250								
13.3	Preliminary and final furniture space plan	4												4		\$ 1,980		\$ 46,300								
13.4	Furniture specification and installation documents	4												4		\$ 1,980		\$ 16,460								
TOTAL		1,026	24	24	256	170	314	362	186	330	258	418	78	682	364	\$1,002,435	\$676,718	\$2,682,911	\$25,000	\$15,000	\$20,000	\$15,000	\$15,000	\$172,481	\$25,200	4,649,745
TOTAL COST																									\$ 4,649,745	

EXHIBIT A-2
CAMPUS BUILDING ESDC BREAKDOWN

UNION SANITARY DISTRICT Enhanced Treatment & Site Upgrade - Phase 1A Project Campus Building Design Services During Construction	Burks Toma Architects / Siegel & Strain Architects							IDA	PAE	HDR	RFD	RHAA	MCA	-HTG	Wilson Ihrig	VVAS	VDA	Subconsultant Sub-Total	Subconsultant Mark-up (5%)	SubConsultants Sub Total w/ Markup Fee	ODCs	Total Fee
	Principal - BTA	Principal - SS	Project Manager	Project Architect	Project Staff	Arch Total Hours	Arch Totals by Task	Structural Engineer	Mech, Elec, Plumb, Tech, Fire	MTCE Shop Consultant	Lab Consultant	Landscape Architects		Commissioning Consultant	Acoustic Analysis	Specifications	Elevator					
	\$275	\$275	\$220	\$180	\$155														5%			
Design Services During Construction																						
Task 1 Requests for Information																						
1.1 RFI's & Clarifications (350@ 4 Hrs per TO. 4, rounded up)	72	17	212	649	452	1402	\$ 257,995	\$ 38,640	\$ 80,200	\$ 18,498	\$ 6,640	\$ 12,920	\$ 9,500	\$ -	\$ 5,850	\$ 1,740	\$ 600	\$ 174,588	\$ 8,730	\$ 183,318		\$ 441,313
1.2 RFI Management (365 excluding Architect's, 1.35 Hr each)	26	6	75	229	159	495	\$ 91,165															\$ 91,165
Task 1 - Total	98	23	287	878	611	1897	\$ 349,160	\$ 38,640	\$ 80,200	\$ 18,498	\$ 6,640	\$ 12,920	\$ 9,500	\$ -	\$ 5,850	\$ 1,740	\$ 600	\$ 174,588	\$ 8,730	\$ 183,318	\$ -	\$ 532,478
Task 2 Submittal Review																						
2.1 Submittal Review(s) (224 @ 6Hrs per TO 4, rounded up)	48	26	299	614	360	1347	\$ 252,450	\$ 44,360	\$ 61,100	\$ 13,009	\$ 10,140	\$ 68,680	\$ 36,000	\$ -	\$ 12,250	\$ 1,920	\$ 2,000	\$ 249,459	\$ 12,473	\$ 261,932		\$ 514,382
2.2 Submittal Management (348 excluding Architect's, 2.5 Hr each)	31	17	194	398	233	873	\$ 163,635															\$ 163,635
2.3 Color Coordination, Color Boards, and Renderings	3	2	18	37	22	82	\$ 15,405															\$ 15,405
Task 2 - Total	82	45	511	1049	615	2302	\$ 431,490	\$ 44,360	\$ 61,100	\$ 13,009	\$ 10,140	\$ 68,680	\$ 36,000	\$ -	\$ 12,250	\$ 1,920	\$ 2,000	\$ 249,459	\$ 12,473	\$ 261,932	\$ -	\$ 693,422
Task 3 Design Clarification Memoranda																						
3.1 Design Clarification Memoranda (135 @ 4 Hrs per TO 4, rounded up)	45	36	68	221	172	542	\$ 103,675	\$ 11,813	\$ 45,500	\$ 9,552	\$ 12,180	\$ 21,680	\$ 5,500	\$ -	\$ 5,000	\$ 3,480	\$ -	\$ 114,705	\$ 5,736	\$ 120,441		\$ 224,116
3.2 DCM Management (152 excluding Architect's, 1.1 Hr each)	14	12	21	69	54	170	\$ 32,560															\$ 32,560
Task 3 - Total	59	48	89	290	226	712	\$ 136,235	\$ 11,813	\$ 45,500	\$ 9,552	\$ 12,180	\$ 21,680	\$ 5,500	\$ -	\$ 5,000	\$ 3,480	\$ -	\$ 114,705	\$ 5,736	\$ 120,441	\$ -	\$ 256,676
Task 4 Meetings and Site Visits																						
4.1 Preconstruction and Partnering Meeting	4	4	8	4	0	20	\$ 4,680	\$ 1,600	\$ 1,240	\$ 2,830	\$ -	\$ 680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,350	\$ 318	\$ 6,668		\$ 11,348
4.2 Weekly Construction Meetings	104	0	104	208	0	416	\$ 88,920	\$ 9,000	\$ 31,000	\$ 15,725	\$ -	\$ 10,200	\$ -	\$ -	\$ 5,005	\$ 960	\$ -	\$ 71,890	\$ 3,595	\$ 75,485		\$ 164,405
4.3 Periodic Construction Site Visits	75	0	75	150	0	300	\$ 64,125	\$ 12,080	\$ 30,240	\$ 7,128	\$ 4,295	\$ 20,400	\$ 45,000	\$ -	\$ 6,360	\$ -	\$ 8,480	\$ 133,983	\$ 6,700	\$ 140,683		\$ 204,808
4.4 Substantial Completion Site Visit	8	0	16	24	16	64	\$ 12,520	\$ 900	\$ 2,520	\$ 4,752	\$ 4,295	\$ 1,360	\$ -	\$ -	\$ 2,120	\$ -	\$ 2,000	\$ 17,947	\$ 898	\$ 18,845		\$ 31,365
4.5 Final Site Visit	8	0	16	24	16	64	\$ 12,520	\$ 900	\$ 2,520	\$ 2,376	\$ -	\$ 3,400	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 11,196	\$ 560	\$ 11,756		\$ 24,276
4.6 Meetings/Workshops with District Board	8	4	18	26	60	116	\$ 21,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 21,240
4.7 Weekly Project Management Meetings	52	52	104	52	0	260	\$ 60,840	\$ -	\$ 8,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,400	\$ 420	\$ 8,820		\$ 69,660
Task 4 - Total	259	60	341	488	92	1240	\$ 264,845	\$ 24,480	\$ 75,920	\$ 32,811	\$ 8,590	\$ 36,040	\$ 45,000	\$ -	\$ 13,485	\$ 960	\$ 12,480	\$ 249,766	\$ 12,491	\$ 262,257	\$ -	\$ 527,102
Task 5 Project Management																						
5.1 Project Administration	53	13	212	0	0	278	\$ 64,790	\$ 1,850	\$ -	\$ 17,280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,130	\$ 957	\$ 20,087		\$ 84,877
5.2 Project Invoicing	96	12	48	0	0	156	\$ 40,260	\$ 650	\$ -	\$ 5,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,738	\$ 287	\$ 6,025		\$ 46,285
5.3 Project Scheduling	0	2	22	0	0	24	\$ 5,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 5,390
5.4 QA/QC Services during Construction	0	4	44	0	0	48	\$ 10,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 10,780
5.5 Project Management - Staff	0	24	120	0	0	144	\$ 33,000	\$ 7,500	\$ 28,520	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 38,020	\$ 1,901	\$ 39,921		\$ 72,921
5.6 Project Management - Subconsultants	0	24	120	0	0	144	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 33,000
Task 5 - Total	149	79	566	0	0	794	\$ 187,220	\$ 10,000	\$ 28,520	\$ 22,368	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 62,888	\$ 3,145	\$ 66,033	\$ 29,730	\$ 282,983
Task 6 Air Permitting Support																						
6.1 No Work this Task																						
Task 7 Geotechnical Support Services																						
7.1 No Work this Task																						
Task 8 Startup / Commissioning Assistance Support Services																						
8.1 Startup Training	4	4	8	8	16	40	\$ 7,880	\$ -	\$ 4,200	\$ -		\$ 1,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,560	\$ 278	\$ 5,838		\$ 13,718
8.2 Electronic O&M Manuals Review	2	0	8	16	8	34	\$ 6,430	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,430
8.3 Commissioning Assistance	10	20	60	125	0	215	\$ 43,950	\$ -	\$ 8,400	\$ 3,052		\$ -	\$ 23,000	\$ 136,565	\$ -	\$ -	\$ -	\$ 171,017	\$ 8,551	\$ 179,568		\$ 223,518
Task 8 - Total	16	24	76	149	24	289	\$ 58,260	\$ -	\$ 12,600	\$ 3,052	\$ -	\$ 1,360	\$ 23,000	\$ 136,565	\$ -	\$ -	\$ -	\$ 176,577	\$ 8,829	\$ 185,406	\$ -	\$ 243,666
Task 9 SCADA/PLC Programmer Support Services																						
9.1 No Work this Task																						
Task 10 Existing Network Support Services																						
10.1 No Work this Task																						
Task 11 Environmental Support Services and CEQA																						
11.1 No Work this Task																						
Task 12 Record Drawings																						
12.1 As-Built / Record Drawings	0	0	28	68	60	156	\$ 27,700	\$ 4,090	\$ 4,650	\$ 8,016	\$ 2,080	\$ 2,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,451	\$ 1,073	\$ 22,524	\$ -	\$ 50,224
Task 12 - Total	0	0	28	68	60	156	\$ 27,700	\$ 4,090	\$ 4,650	\$ 8,016	\$ 2,080	\$ 2,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,451	\$ 1,073	\$ 22,524	\$ -	\$ 50,224
Task 13 FF&E Support Services																						
13.1 Meetings	20	10	20	20	20	90	\$ 19,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 19,350
13.2 Site Visits	15	0	15	25	15	70	\$ 14,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,250
13.3 Furniture Space Plan & Product Selection	40	20	30	60	80	230	\$ 46,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 46,300
13.4 Furniture Specifications & Installation Documentation	16	0	8	40	20	84	\$ 16,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 16,460
Task 13 - Total	91	30	73	145	135	474	\$ 96,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 96,360
Total Hours and Fees	754	309	1,971	3,067	1,763	7,864	\$ 1,551,270	\$ 133,383	\$ 308,490	\$ 107,306	\$ 39,630	\$ 143,295	\$ 121,000	\$ 136,565	\$ 36,585	\$ 8,100	\$ 15,080	\$ 1,049,434	\$ 52,477	\$ 1,101,911	\$ 29,730	\$ 2,682,911

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**AUGUST 22, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: Authorize the General Manager to Execute Contract Change Order No. 1 with Zovich Construction for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project. *(This is a Motion Item)*

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Gus Carrillo, Enhanced Treatment and Site Upgrade Assistant Engineer
ETSU Steering Committee (Armando Lopez, Raymond Chau, Robert Simonich)

Recommendation

Staff recommends the Board authorize the General Manager to execute Contract Change Order No. 1 with Zovich Construction (Zovich) for a credit of \$326,655.75 for modifying the Builders Risk insurance requirements for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project (Project).

Discussion

The Board awarded the construction contract for the Project to Zovich Construction on June 13, 2022 in the amount of \$76,375,000.00. The award included the procurement of Bid Alternates for Builder's Risk and Act of God insurance totaling \$1,550,000.00.

Zovich submitted the insurance certifications for review. In their submission Zovich informed staff that they were unable to acquire a Builder's Risk policy that had a minimum coverage limit for flood of \$25,000,000.00. They were able to acquire a Builders Risk insurance policy that had a minimum coverage limit for flood of \$10,000,000.00 and met all other contract requirements.

Zovich reached out to over twenty different insurance providers to secure the required flood coverage limit and was unsuccessful due to current market conditions. Zovich proposed a \$326,655.75 credit to reduce the flood coverage limit to \$10,000,000. The credit amount is based on the difference between the bid amounts and their actual cost of the coverage provided of \$1,223,344.25.

After a review of the value of the components of the project that are most susceptible to flooding, staff believes these components are highly unlikely to suffer more than \$10,000,000.00 of damage in a major flood event, therefore staff concurs with the proposed limit.

The insurance certifications and Zovich's documented due-diligence efforts for procuring the required flood coverage limit were reviewed by the District's Risk Management Consultant (Alliant Insurance Services). Alliant confirmed the insurance market conditions are challenging at this time.

Historically, when the District has acquired Builder's risk insurance for projects, the limit of coverage for flood was equal to the value of the contract. Given the size of the ETSU Projects and the current insurance market conditions, staff will consult with our risk management consultants on a case-by-case basis for each project going forward to determine the most appropriate flood coverage limit for Builder's Risk policies.

Staff and the District Risk Management Consultant recommend accepting the proposed revision to the Builder's Risk Flood Insurance Coverage limit and accepting the credit from Zovich.

Background

The ETSU Program is the culmination of the District's planning efforts and is based on the outcomes and findings of the Plant Solids System/Capacity Assessment – Phases 1 and 2, Administration/Control/FMC Buildings Evaluation, the Effluent Management Study and the Secondary Treatment Process Improvements evaluation. The Program includes projects recommended for implementation that will be phased to address both immediate drivers (poor sludge settleability, treatment capacity, effluent disposal and aging infrastructure), while preparing for future requirements such as nutrient regulations for discharge in the Bay that are currently being considered by the Regional Water Quality Control Board.

The Phase 1 and 2 projects included in this program were presented to the Board during the workshop held on May 8, 2019 and are summarized in the Final Report which was approved by the Board on August 26, 2019. A third phase of projects was briefly outlined that covered the timeframe from 2040 to 2058 and included potentially stricter nutrient limits in the more distant future. The projects identified in the ETSU Program and modified by the 30% design report to be implemented in the near-term (the next seven to ten years) are included in Phase 1 and are summarized in the table below.

Phase 1A	Aeration Basin Modifications	Retrofitting existing Aeration Basins 1 through 7 and construction of an 8 th aeration basin with the flexibility to operate initially with an anaerobic selector during the implementation phase and transitioning to a biological nutrient removal (BNR) process following completion.
Phase 1A	Campus Building (Admin, FMC, Ops)	Construction of a new combined Campus Building, including associated site and utility improvements.
Phase 1B	Secondary Clarifiers	Construction of four new 160-foot diameter secondary clarifiers, mixed liquor control box, and centralized RAS pump station.
Phase 1B	Effluent Facilities	Construction of new chlorination/dechlorination contact basins, effluent pump stations, and relocation of existing effluent force main.
Phase 1C	Plant Equalization Storage	Retrofitting existing Secondary Clarifiers 1 through 4 to operate as primary effluent equalization basins.

The full version of the ETSU Program report, including appendices, can be found at the following link: <https://unionsanitary.ca.gov/ETSU>.

ETSU Phase 1A Project

Staff developed a Phase 1A Project scope which includes the Aeration Basin Modifications project and the Campus Building project. These two projects were being designed together for the initial construction because they are the first two concurrent projects that must be constructed to facilitate the construction of the remainder of Phase 1 program. However, due to a number of factors including the Covid 19 pandemic the design of the Aeration Basins Modifications Project was able to be completed prior to the Campus Building Project.

The major scope items for the Campus Building Project are as follows:

- Construction of the new 65,000 SF Campus Building which includes administrative, laboratory, machine shop, painting booth, treatment plant operations control room, and other support areas.
- Construction of a new Storm Drain Pump Station
- Construction of Electric Vehicle Charging Stations including EV Chargers for USD's vehicle fleet and public parking areas.
- Construction of a 435 kW Photovoltaic system including PV systems over the building main entrance (canopy), parking lot-based (carport), and rooftop based systems.

Previous Board Action

August 26, 2019, the Board Adopted Resolution 2864 Approving the District's Final Report for the Enhanced Treatment & Site Upgrade Program.

January 13, 2020, the Board authorized the General Manager to execute an Agreement and Task Order No. 1 with Hazen and Sawyer in the amount of \$6,752,860 for the Enhanced Treatment and Site Upgrade Phase 1A Project to provide the 30% design services for all projects in Phase 1 of the ETSU Program (excluding the Campus Building project) and final design services associated with the Aeration Basin Modifications Project.

March 9, 2020, the Board authorized the General Manager to execute Task Order No. 2 with Hazen and Sawyer in the amount of \$3,737,412 for the Enhanced Treatment and Site Upgrade Phase 1A Project to complete the design of the Campus Building Project.

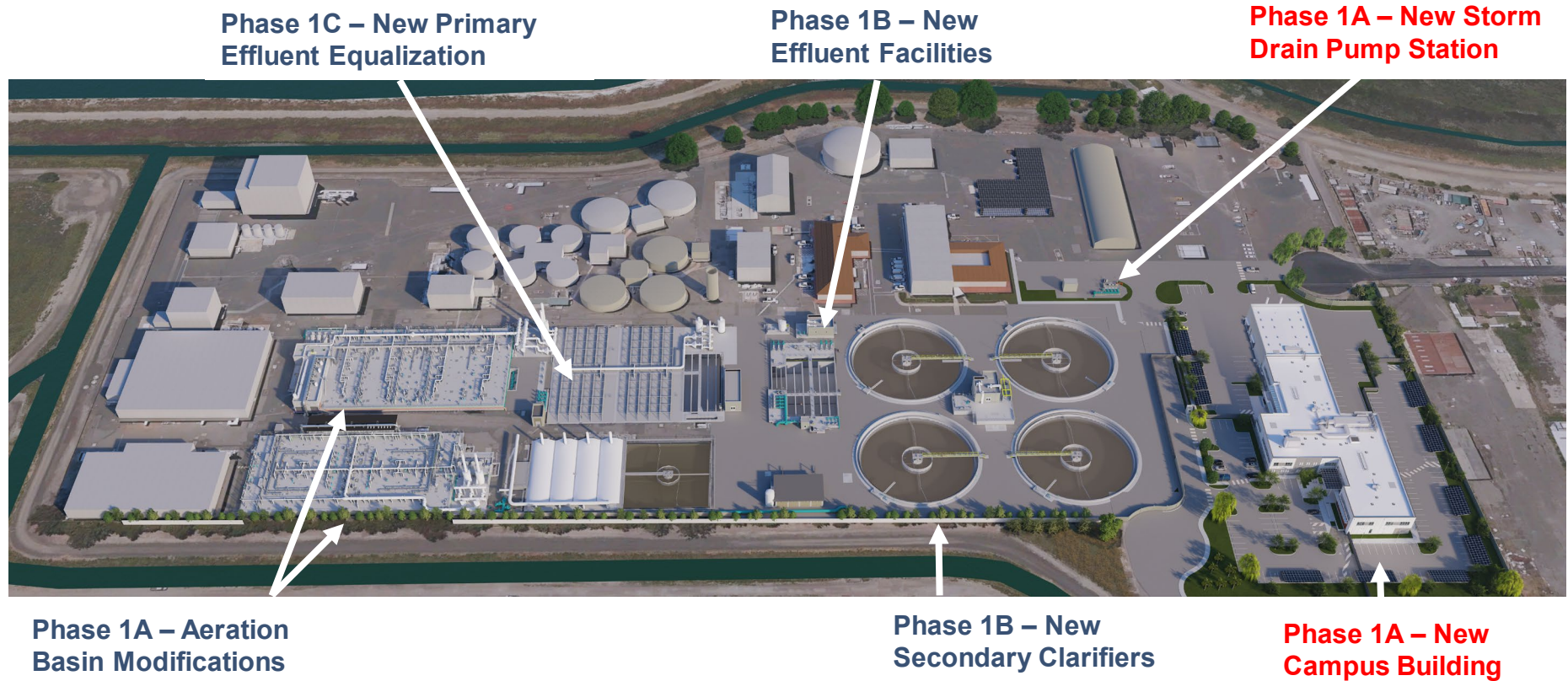
June 13, 2022, the Board awarded the construction contract for the Enhanced Treatment and Site Upgrade Program Phase 1A Campus Building Project to Zovich Construction in the amount of \$76,375,000.00.

PRE/RP/GC

Attachments: Figure 1 – Site Plan

Contract Change Order No. 001 – Flood Insurance Coverage Reduction

Figure 1: ETSU Program – Phase 1 Project Locations



CONTRACT CHANGE ORDER No. 001

ETSU Phase 1A – Campus Building Project

Item:

Contractor is hereby directed to make the herein described changes from the plans and specifications or do the following work not included in the plans and specifications of this contract. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this Contract Change Order.

DESCRIPTION OF CHANGE:

The Contractor shall provide the District with a credit for reducing the project's Builders Risk Insurance minimum required flood coverage limit from \$25,000,000 to \$10,000,000. This modifies specification 00 73 00, article 2.1.3 a.

All other project insurance requirements and limits shall remain per the contract documents

COST OF CHANGE: \$ (326,655.75) Credit

CONTRACT TIME AJUSTMENT: 0 Days

We, the undersigned Contractor, have given careful consideration to all aspects of the change proposed and hereby agree. This Contract Change Order constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs and time adjustment, including any delay and rescheduling, required to perform the above described change and will accept this Contract Change Order as full and final payment.

This document supplements the Contract Documents and all provisions of the Contract Documents will apply thereto. It is understood that the Contract Change Order shall be effective when fully executed by the District.

ACCEPTED:

Zovich Construction Co.
Contractor:

By: _____
Ante Zovich

Date: _____

RECOMMENDED FOR ACCEPTANCE:

Psomas / Vanir
Construction Manager:

By: _____
Mike Redig

Date: _____

Union Sanitary District
ETSU Program Manager:

By: _____
Ric Pipkin, P.E.

Date: _____

APPROVAL:

The Contractor shall not commence with the above-described work of this change order prior to the approval by the District's Authorized Representative.

Union Sanitary District
Authorized Representative:

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

Date: _____



USD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**AUGUST 22, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: **COVID-19 Update and Consider Adoption of a Resolution Authorizing the Use of Teleconference Meetings in Compliance with AB 361 (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Karen W. Murphy, General Counsel
Sharon Anderson, Administrative Specialist

Recommendation

1. Receive an update from the General Manager on the District's COVID-19 response and staffing levels.
2. Adopt the attached resolution authorizing the use of teleconference meetings in compliance with AB 361.

Discussion

AB 361 requires public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing. As directed by the Board on September 27, 2021, the District is continuing to hold teleconferenced meetings as allowed under AB 361 due to the ongoing public health threat of COVID-19 and its many variants and sub-variants.

The Board has adopted resolutions at least every 30 days starting on October 25, 2021, authorizing the use of teleconference meetings. Since the Board meeting of March 28, 2022, the Board has been scheduling teleconference meeting for committees and phasing-in in-person meetings for the Board.

The attached resolution includes and reaffirms the findings required by AB 361 to allow the District to continue to hold teleconferenced meetings. This agenda item also includes the COVID-19 Update from the General Manager.

Background

AB 361 was signed into law by the Governor on September 16, 2021, and amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency” by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk.

AB 361 prohibits councils and boards from limiting public comments to those submitted in advance of the meeting and specifies that the legislative body “must provide an opportunity for the public to ... offer comment in real time.” (Government Code 54953(e)(2)(E). Additionally, the body must allow a reasonable time for public comment during the comment periods. The District allows for email comments to be submitted throughout Board meeting and the Board Clerk checks for emails continuously, including during the public comment portion for each agenda item.

The agenda must include information on the manner in which the public may access the meeting and provide comments remotely. AB 361 provides that if technical problems arise that result in the public’s access being disrupted, the legislative body may not take any vote or other official action until the technical disruption is corrected and public access is restored.

In addition, as noted in the Discussion section above, AB 361 requires public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing. AB 361 will sunset on January 1, 2024.

Previous Board Action

8/8/22 Board Meeting – The Board adopted Resolution No. 2980, authorizing the use of teleconference meetings in compliance with AB 361.

7/25/22 Board Meeting – The Board directed staff to continue with meetings via teleconference in the same manner as they have been held during the past few months and not pursue a proposal for upgrading the Boardroom for hybrid meetings at this time.

7/11/22 Board Meeting – The Board adopted Resolution No. 2977, authorizing the use of teleconference meetings in compliance with AB 361.

6/27/22 Board Meeting – The Board adopted Resolution No. 2973, authorizing the use of teleconference meetings in compliance with AB 361.

6/13/22 Board Meeting – The Board adopted Resolution No. 2970, authorizing the use of teleconference meetings in compliance with AB 361, and directed staff to continue with meetings in the same manner as the past few months and to bring a proposal for upgrading the Boardroom for hybrid meetings to the July 25 Board meeting.

5/23/22 Board Meeting – The Board adopted Resolution No. 2968, authorizing the use of teleconference meetings in compliance with AB 361.

5/9/22 Board Meeting – The Board adopted Resolution No. 2965, authorizing the use of teleconference meetings in compliance with AB 361.

4/25/22 Board Meeting – The Board adopted Resolution No. 2964, authorizing the use of teleconference meetings in compliance with AB 361.

4/11/22 Board Meeting – The Board adopted Resolution No. 2962, authorizing the use of teleconference meetings in compliance with AB 361.

3/28/22 Board Meeting – The Board adopted Resolution No. 2960, authorizing the use of teleconference meetings in compliance with AB 361 and directed staff to continue scheduling teleconference meetings for committees and to phase in in-person Board meetings.

3/14/22 Board Meeting – The Board adopted Resolution No. 2958, authorizing the use of teleconference meetings in compliance with AB 361.

2/28/22 Board Meeting – The Board adopted Resolution No. 2957, authorizing the use of teleconference meetings in compliance with AB 361.

2/14/22 Board Meeting – The Board adopted Resolution No. 2954, authorizing the use of teleconference meetings in compliance with AB 361.

1/24/22 Board Meeting – The Board adopted Resolution No. 2953, authorizing the use of teleconference meetings in compliance with AB 361.

1/10/22 Board Meeting – The Board adopted Resolution No. 2948, authorizing the use of teleconference meetings in compliance with AB 361.

12/13/21 Board Meeting – The Board adopted Resolution No. 2945, authorizing the use of teleconference meetings in compliance with AB 361.

11/15/21 Special Board Meeting – The Board adopted Resolution No. 2942, authorizing the use of teleconference meetings in compliance with AB 361.

11/8/21 Board Meeting – The Board adopted Resolution No. 2941, authorizing the use of teleconference meetings in compliance with AB 361.

10/25/21 Board Meeting – The Board adopted Resolution No. 2937, authorizing the use of teleconference meetings in compliance with AB 361.

9/27/21 Board Meeting – The Board directed staff to continue with teleconferenced meetings under AB 361.

RESOLUTION NO. __

**A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING THE
USE OF TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361**

WHEREAS, the Union Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Union Sanitary District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, Government Code 54953(e) permits teleconferencing in the event that a state of emergency is declared by the Governor pursuant to Government Code section 8625, and that either state or local officials have imposed or recommended measures to promote social distancing, or that the legislative body finds that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency in response to the rapid spread of the highly contagious disease known as COVID-19, which remains in effect; and

WHEREAS, the County of Alameda remains subject to two ongoing Health Officer Orders related to COVID-19: Blanket Isolation Order (Order No. 20-05g – In effect 1/10/2022); and Blanket Quarantine Order (Order No. 20-06s - In effect 7/1/22); and

WHEREAS, despite ongoing efforts to promote masking and vaccinations, COVID-19 continues to threaten the health and lives of the public, especially with the existence of Omicron sub-variants and ongoing cases in Alameda County; and

WHEREAS, the increased risk of contracting COVID-19 associated with being indoors with others has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

WHEREAS, on October 25, 2021, the Board adopted Resolution No. 2937, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on November 8, 2021, the Board adopted Resolution No. 2941, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on November 15, 2021, the Board adopted Resolution No. 2942, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on December 13, 2021, the Board adopted Resolution No. 2945, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on January 10, 2022, the Board adopted Resolution No. 2948, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on January 24, 2022, the Board adopted Resolution No. 2953, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on February 14, 2022, the Board adopted Resolution No. 2954, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on February 28, 2022, the Board adopted Resolution No. 2957, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on March 14, 2022, the Board adopted Resolution No. 2958, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on March 28, 2022, the Board adopted Resolution No. 2960, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on April 11, 2022, the Board adopted Resolution No. 2962, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on April 25, 2022, the Board adopted Resolution No. 2964, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on May 9, 2022, the Board adopted Resolution No. 2965, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on May 23, 2022, the Board adopted Resolution No. 2968, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on June 13, 2022, the Board adopted Resolution No. 2970, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on June 27, 2022, the Board adopted Resolution No. 2973, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on July 11, 2022, the Board adopted Resolution No. 2977, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on August 8, 2022, the Board adopted Resolution No. 2980, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, the Board now desires to reaffirm and make the findings required to continue holding teleconference meetings in compliance with AB 361 due to the continuing public health threat of COVID-19.

NOW, THEREFORE, BE IT RESOLVED, BY THE UNION SANITARY DISTRICT BOARD OF DIRECTORS, AS FOLLOWS:

1. The above recitals are true and correct and are material to this Resolution and are incorporated into this Resolution as findings of the District Board.

2. The Union Sanitary District Board finds and declares that the circumstances set forth in Government Code section 54953(e)(1), exist because the State of Emergency continues to exist and meeting in person would present imminent risks to the health and safety of attendees.

3. Pursuant to the requirements of Government Code Section 54953(e)(3), the District Board makes the following findings:

(a) The District Board has considered the circumstances of the continuing state of emergency;

(b) The state of emergency continues to directly impact the ability of the members and the public to meet safely in person;

(c) Due to COVID-19, holding meetings in person will present imminent risks to the health and safety to attendees; and

(d) The District Board will continue to meet by teleconference in accordance with Government Code section 54953(e).

4. The aforementioned findings apply to all committees and subcommittees of the District which are classified as legislative bodies pursuant to Government Code Section 54952.

5. The District Board will reconsider at least every 30 days, the circumstances of the emergency and review whether it continues to directly impact the ability of the members to meet safely in person.

6. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

7. This Resolution shall take effect immediately upon its adoption.

[signatures follow on next page]

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors on this 22nd day of August 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

ANJALI LATHI
President, Board of Directors
UNION SANITARY DISTRICT

Attest:

JENNIFER TOY
Secretary, Board of Directors
UNION SANITARY DISTRICT



USD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**AUGUST 22, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 12**

TITLE: Receive Information and Provide Direction Regarding Reimbursement for Meals While Traveling for District Business. *(This is a Direction Item)*

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

Recommendation

Receive Information and Provide Direction Regarding Reimbursement for Meals While Traveling for District Business.

Discussion

In October 2017 the Board reviewed and approved an updated Policy 3030, Boardmember Business and Travel Expense. The main update was to change the policy from a receipt-based meals reimbursement method to a daily per diem rate based on the federal governments GSA travel rates and to align this policy with the District staff travel policy (policy 2050).

The primary reason for the switch to a per diem method was to reduce the administrative time required for the processing of travel receipts by staff, coaches and accounting. As part of this change, staff agreed to return to the Board when the policy was up for renewal to report how the per diem system compared to the previous receipt based methodology..

The per diem method has simplified the reporting process for the employees, coaches and accounting staff and has reduced the amount of administrative effort in preparing and processing reimbursements. Although an exact accounting is difficult to quantify, staff analyzed the extra time involved in submitting actual receipts versus using per diem and found it to be a savings of between \$2,000 and \$4,000 per year. As far as the difference in cost, staff analyzed a years' worth of reimbursement requests (pre-pandemic) comparing both methods, the results are as follows:

Actual Meal Costs Reimbursed	If Per Diem Had been Paid	Difference	Admin Costs Avoided	Difference (Cost)/Savings
\$3,832	\$7,182	\$3,350	\$2,000 - \$4,000	\$(1,350) - \$650

Staff is asking the Board to provide direction on the following:

1. Continue with the per diem process.
2. Return to the submission of actual receipts.

With the Boards recommendations, staff will return with the policy for approval in the near future.

Background

In 2017, the District changed the meal reimbursement methodology for both the Board and staff while on District travel, from submitting actual receipts to a per diem method.

Previous Board Action

10/13/2017 Board Meeting – Approved Proposed Changes to Policy No. 3030, Boardmember Business and Travel Expense

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CHECK REGISTER
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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181539	8/11/2022	114	800532.2	W.M. LYLES CO	MP - AERATION BASIN MODIFICATIONS	\$2,152,038.03	\$2,152,038.03
181448	8/4/2022	114	2011800230	HAZEN AND SAWYER	MP - AERATION BASIN MODIFICATIONS	\$18,736.64	\$184,456.25
	8/4/2022	143	201180077		PUMP STATION ASSET CONDITION ASSESSMENT	\$14,372.50	
	8/4/2022	143	201180069		THERMAL DRYER FEASIBILITY STUDY	\$3,495.00	
	8/4/2022	150	201180087		INTERIM CIP COACH SERVICES - JUN 22	\$16,020.00	
	8/4/2022	114	2011800326		CAMPUS BUILDINGS (ADMIN, FMC, OPS)	\$73,130.13	
	8/4/2022	114	201180104		MP - AERATION BASIN MODIFICATIONS	\$58,701.98	
181543	8/11/2022	143	900528.10	WESTERN WATER	AERATION BLOWER 11 (HIGH SPEED)	\$146,964.92	\$146,964.92
181540	8/11/2022	114	800532.2E	W.M. LYLES CO	MP - AERATION BASIN MODIFICATIONS	\$113,265.16	\$113,265.16
181512	8/11/2022	143	201180096	HAZEN AND SAWYER	HEADWORKS DEGRITTING STUDY	\$16,665.00	\$112,089.82
	8/11/2022	114	2011800417		ETSU PHASE 1B PROJECT	\$95,424.82	
181468	8/4/2022	114	185658	PSOMAS CORP	CM - CAMPUS BUILDING PRECONSTRUCTION	\$83,337.35	\$83,337.35
181435	8/4/2022	143	25089	CAROLLO ENGINEERS	ALVARADO INFLUENT PS PUMPS AND VFDS	\$3,405.80	\$82,803.17
	8/4/2022	143	25011		PRIMARY DIGESTER NO. 8 FEASIBILITY STUDY	\$9,718.22	
	8/4/2022	143	25164		AERATION BLOWER 11 (HIGH SPEED)	\$25,237.37	
	8/4/2022	143	25010		PLANT MISCELLANEOUS IMPROVEMENTS	\$9,973.34	
	8/4/2022	143	25116		SODIUM HYPOCHLORITE LOOP IMPROVEMENTS	\$34,468.44	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181431	8/4/2022		1375518	BLACK & VEATCH CORPORATION	ENERGY RESILIENCY STUDY	\$81,780.58	\$81,780.58
181526	8/11/2022	143	22346601.2	QUINCY ENGINEERING INC	FORCE MAIN CORROSION REPAIRS PROJECT PHASE 3 & IRVINGTON B	\$27,556.23	\$55,622.76
	8/11/2022	143	22346601.1		FORCE MAIN CORROSION REPAIRS PROJECT PHASE 3 & IRVINGTON B	\$28,066.53	
181433	8/4/2022	143	11448367	BROWN & CALDWELL CONSULTANTS	STANDBY POWER SYSTEM UPGRADE	\$46,096.09	\$46,096.09
181462	8/4/2022	173	9066	OJO TECHNOLOGY INC	CCTV AND SECURITY SYSTEM SUPPORT RENEWAL	\$38,568.01	\$38,568.01
181474	8/4/2022	170	1276	SHAPE INCORPORATED	PUMP IMPELLERS AND PARTS	\$33,344.86	\$33,344.86
181542	8/11/2022	122	829833	WESTERN STATES OIL CO	6000 GALS UNDYED CARB ULTRA LOW DIESEL	\$32,619.53	\$32,619.53
181480	8/4/2022	110	50388154	UNIVAR SOLUTIONS USA INC	4899.1 GALS SODIUM HYPOCHLORITE	\$7,770.80	\$30,929.96
	8/4/2022	110	50395090		4899.1 GALS SODIUM HYPOCHLORITE	\$7,770.80	
	8/4/2022	110	50395091		4800.3 GALS SODIUM HYPOCHLORITE	\$7,614.08	
	8/4/2022	110	50384409		4901.3 GALS SODIUM HYPOCHLORITE	\$7,774.28	
181524	8/11/2022	170	761520220802	PACIFIC GAS AND ELECTRIC	SERV TO 07/25/22 NEWARK PS	\$23,997.59	\$23,997.59
181426	8/4/2022	114	20220802	ALAMEDA COUNTY TREASURER	EASEMENTS: MP - AERATION BASIN MODIFICATIONS	\$17,800.00	\$17,800.00
181427	8/4/2022	110	4071037120220720	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 07/20/22-BENSON ROAD	\$1,660.62	\$16,000.21
	8/4/2022	110	4071036120220720		SERV TO: 07/19/22-BENSON ROAD	\$14,067.37	
	8/4/2022	110	4071038120220721		SERV TO: 07/19/22-BENSON ROAD	\$272.22	
181535	8/11/2022	110	50410830	UNIVAR SOLUTIONS USA INC	4897.1 GALS SODIUM HYPOCHLORITE	\$7,767.63	\$15,533.67
	8/11/2022	110	50403124		4896.12 GALS SODIUM HYPOCHLORITE	\$7,766.04	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181494	8/11/2022		B067RM	BENEFIT COORDINATORS CORP	DELTA DENTAL AND VSP STMT - AUG 2022	\$3,582.50	\$15,176.63
	8/11/2022		B069GT		DELTA DENTAL CLAIMS - JUL 2022	\$11,594.13	
181498	8/11/2022	173	51978	CDW GOVERNMENT LLC	VSAN ADMIN SWITCHES	\$7,990.00	\$11,308.00
	8/11/2022	173	99295		CISCO TRAINING	\$3,318.00	
181466	8/4/2022	110	1658882	POLYDYNE INC	42,060 LBS CLARIFLOC WE-539	\$9,162.57	\$9,162.57
181517	8/11/2022		374322220801	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - AUG 2022	\$9,022.47	\$9,022.47
181478	8/4/2022	170	9021246716	THERMO ELECTRON NORTH AMERICA	ICP SERVICE & MAINTENANCE PLAN 7/15/22 - 7/14/23	\$8,645.96	\$8,645.96
181458	8/4/2022	121	171791	MUNICIPAL MAINT EQUIPMENT INC	4 NOZZLES 1 ROTOJET	\$5,203.62	\$8,341.79
	8/4/2022	123	172070		10 DEBRI/SAND TRAPS	\$3,138.17	
181453	8/4/2022	110	9017758906	KEMIRA WATER SOLUTIONS INC	47,960 LBS FERROUS CHLORIDE	\$6,260.89	\$8,148.28
	8/4/2022	110	9017760876		47,960 LBS FERROUS CHLORIDE	\$8,148.28	
	8/4/2022	110	9017760875		CR: 47,960 LBS FERROUS CHLORIDE	\$-6,260.89	
181527	8/11/2022		73517	R.D. KINCAIDE INC	14 PATCH KITS	\$7,890.94	\$7,890.94
181443	8/4/2022	170	249347	FRANK A OLSEN COMPANY	3 PLUG VALVES	\$7,462.99	\$7,462.99
181484	8/11/2022	173	2207048	ABTECH TECHNOLOGIES INC	VIDEO STORAGE	\$1,176.79	\$7,176.79
	8/11/2022	173	19470		IMMUTABLE TEST RESTORE	\$6,000.00	
181503	8/11/2022		1849	ETHOSOFT INC	LABORATORY INFORMATION MGMT SYSTEM	\$5,360.00	\$5,360.00
181545	8/11/2022	143	206869	WOODARD & CURRAN INC	IRVINGTON BASIN RCP REHABILITATION	\$5,243.75	\$5,243.75
181469	8/4/2022	141	20220803	QUADIENT INC	POSTAGE BY PHONE - TMS 8060344	\$4,500.00	\$4,500.00

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181505	8/11/2022	173	2019731	FARALLON GEOGRAPHICS INC	ARCHES SSC SOFTWARE SUPPORT	\$4,230.00	\$4,230.00
181485	8/11/2022	170	5371337001	ALAMEDA ELECTRICAL DISTR. INC.	ASTD ELECTRICAL SUPPLIES	\$3,873.03	\$3,901.75
	8/11/2022	170	5371337002		ASTD ELECTRICAL SUPPLIES	\$28.72	
181488	8/11/2022		18520018	AT&T	SERV: 06/20/22 - 07/19/22	\$24.10	\$3,897.57
	8/11/2022		18520042		SERV: 06/20/22 - 07/19/22	\$244.89	
	8/11/2022		18520020		SERV: 06/20/22 - 07/19/22	\$3,628.58	
181491	8/11/2022	143	7737	BAY AREA COATING CONSULTANT	COATING INSPECTIONS - ALVARADO INFLUENT PS PUMPS AND VFDS	\$3,592.00	\$3,592.00
181541	8/11/2022	143	2049844	WEST YOST ASSOCIATES	FORCE MAIN CORROSION REPAIRS PROJECT PHASE 3	\$3,587.25	\$3,587.25
181532	8/11/2022	173	20220810	RUFUS TAI	EXP REIMB: MICROSOFT AZURE CONF REGISTRATION & AIRFARE & HC	\$3,481.67	\$3,481.67
181492	8/11/2022	121	26433	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - JUL 2022	\$3,410.00	\$3,410.00
181461	8/4/2022		30529	NOVO CONSTRUCTION	REFUND # 48683	\$3,300.00	\$3,300.00
181483	8/4/2022		9911633032	VERIZON WIRELESS	WIRELESS SERV 6/21/22-07/20/22	\$3,287.76	\$3,287.76
181496	8/11/2022	121	258954	BRENNTAG PACIFIC INC	2552 LBS SODIUM HYDROXIDE	\$2,188.15	\$3,287.18
	8/11/2022	121	258953		1276 LBS SODIUM HYDROXIDE	\$1,099.03	
181510	8/11/2022		9363913717	GRAINGER INC	ASTD PARTS & MATERIALS	\$1,477.26	\$3,203.20
	8/11/2022		9369545653		ASTD PARTS & MATERIALS	\$572.08	
	8/11/2022	170	9366090950		ASTD PARTS & MATERIALS	\$35.54	
	8/11/2022	122	9369545646		ASTD PARTS & MATERIALS	\$154.66	
	8/11/2022		9365151605		ASTD PARTS & MATERIALS	\$963.66	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181429	8/4/2022		20220710	AMAZON.COM LLC	07/22 - ASTD OFFICE SUPPLIES	\$2,968.31	\$2,968.31
181513	8/11/2022	130	9719429	HF&H CONSULTANTS, LLC	SEWER RATE MODELING	\$2,760.00	\$2,760.00
181460	8/4/2022	170	138898	NEW IMAGE LANDSCAPING CO	LANDSCAPE MAINTENANCE - FMC - JUL	\$2,555.59	\$2,555.59
181509	8/11/2022	122	1841097271	GOODYEAR COMM TIRE & SERV CTRS	2 TIRES	\$2,390.28	\$2,390.28
181506	8/11/2022	136	27377	FIELDMAN ROLAPP & ASSOCIATES	FINANCIAL ADVISORY SERVICES	\$2,244.00	\$2,244.00
181449	8/4/2022	143	20986685	INFOR PUBLIC SECTOR, INC	HANSEN CONSULTING SERVICES	\$2,040.00	\$2,040.00
181439	8/4/2022	173	Y822271	ENVIROSIM ASSOCIATES LTD	BIOWIN ANNUAL LICENSE RENEWAL	\$2,000.00	\$2,000.00
181430	8/4/2022		18488083	AT&T	SERV: 06/13/22 - 07/12/22	\$88.70	\$1,936.28
	8/4/2022		18453418		SERV: 06/10/22 - 07/09/22	\$983.66	
	8/4/2022		18488082		SERV: 06/13/22 - 07/12/22	\$66.83	
	8/4/2022		18488081		SERV: 06/13/22 - 07/12/22	\$43.43	
	8/4/2022		18488079		SERV: 06/13/22 - 07/12/22	\$753.66	
181515	8/11/2022	113	2801043722	KELLY SERVICES INC	TEMP LABOR-JANES, O. WK ENDING 07/17/22	\$1,732.50	\$1,732.50
181428	8/4/2022	111	45362	ALLIED FLUID PRODUCTS CORP	ASTD PARTS & MATERIALS	\$1,710.04	\$1,710.04
181487	8/11/2022	130	16371064	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-DZOAN.T , WK END 07/16/22	\$1,700.08	\$1,700.08
181473	8/4/2022	173	20220728	RICHARD SCOBEE	TRAVEL REIMB: LODGING/MEAL/AIRFARE ESRI USER CONF SAN DIEGO	\$1,690.01	\$1,690.01
181521	8/11/2022	170	11580	MILTON S. FRANK CO. INC	4 VANTON SUMP PUMP/ O-RINGS AND BOLTS	\$1,665.86	\$1,665.86
181479	8/4/2022	132	64072050	UC REGENTS	PREPAY: 8-WK ERGONOMICS COURSE UC SCHOOL OF PUBLIC HEALTH	\$1,650.00	\$1,650.00
181499	8/11/2022		328373	CENTERVILLE LOCKSMITH	40 PADLOCKS	\$1,616.95	\$1,616.95

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181445	8/4/2022		27129	JOHN GARDNER	REFUND # 48679	\$1,535.00	\$1,535.00
181530	8/11/2022	113	20220809	JOHN SEO	TRAVEL REIMB: AIRFARE/LODGING/PER DIEM - TNI CONFERENCE 2022	\$1,426.05	\$1,426.05
181452	8/4/2022	113	2701144622	KELLY SERVICES INC	TEMP LABOR-JANES, O. WK ENDING 07/10/22	\$1,386.00	\$1,386.00
181456	8/4/2022	171	2301731	MOBILE MODULAR MANAGEMENT CORP	FMC TRAILER RENTAL - AUG 2022	\$1,379.94	\$1,379.94
181522	8/11/2022	132	74800	NACWA	NACWA WOMENS ROUNDTABLE - TERRAZAS	\$1,300.00	\$1,300.00
181518	8/11/2022	173	25521	LOOKINGPOINT INC	LOOKINGPOINT NEXT CARE ON DEMAND RENEWAL	\$1,225.00	\$1,225.00
181501	8/11/2022	170	13187	CLIPPER CONTROLS	NPDES SAMPLER REPAIR	\$1,149.66	\$1,149.66
181495	8/11/2022	122	17264670	BLAISDELL'S	1 SIT/STAND STATION	\$875.12	\$1,145.16
	8/11/2022	141	17277920		ASTD OFFICE SUPPLIES	\$46.14	
	8/11/2022		17218350		10 RM PAPER	\$223.90	
181436	8/4/2022		10539	CASDEV 21 LLC	REFUND # 48685	\$1,050.00	\$1,050.00
181455	8/4/2022	170	82023559	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$119.31	\$933.26
	8/4/2022	170	82389237		ASTD PARTS & MATERIALS	\$43.11	
	8/4/2022		81937795		ASTD PARTS & MATERIALS	\$385.72	
	8/4/2022	170	82308929		ASTD PARTS & MATERIALS	\$385.12	
181489	8/11/2022		7776371707	AT&T	SERV: 06/11/22 - 07/10/22	\$872.58	\$872.58
181482	8/4/2022		9911633031	VERIZON WIRELESS	WIRELESS SERV 6/21/22-07/20/22	\$809.62	\$809.62
181528	8/11/2022	170	330245	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$785.03	\$785.03

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181514	8/11/2022		604807567	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$474.03	\$763.55
	8/11/2022	120	604807568		ASTD JANITORIAL SUPPLIES	\$115.61	
	8/11/2022		604811652		ASTD JANITORIAL SUPPLIES	\$173.91	
181437	8/4/2022	170	20221818	COMPACTOR MANAGEMENT COMPANY	HEADWORKS RAG COMPACTOR MAINTENANCE	\$700.00	\$700.00
181525	8/11/2022	123	281632	PRESTIGE LENS LAB	SAFETY GLASSES - COUTO	\$332.25	\$660.56
	8/11/2022	110	281656		SAFETY GLASSES - LOPEZ A	\$328.31	
181493	8/11/2022	123	25739400	BECK'S SHOES	SAFETY SHOES: R. LEBON	\$196.79	\$629.79
	8/11/2022	171	25386500		SAFETY SHOES: M. TATAKAMOTONGA	\$208.00	
	8/11/2022	122	25758500		SAFETY SHOES: K. PEAN	\$225.00	
181464	8/4/2022	144	20220728	ALEXANDER PAREDES	TRAVEL REIMB: CWEA P3S CONF-PER DIEM, AIRFARE, TAXI	\$614.32	\$614.32
181457	8/4/2022		2400144409	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$189.74	\$598.61
	8/4/2022		2400144410		ASTD PARTS & MATERIALS	\$48.50	
	8/4/2022		2400144354		ASTD PARTS & MATERIALS	\$236.08	
	8/4/2022		2400144295		ASTD PARTS & MATERIALS	\$124.29	
181523	8/11/2022	121	233659	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$550.43	\$550.43
181529	8/11/2022		2096469002	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$38.43	\$547.03
	8/11/2022		2096469001		ASTD ELECTRICAL SUPPLIES	\$508.60	
181490	8/11/2022		33104	BAY AREA BARRICADE SERVICE INC	4 MARKING PAINT	\$285.87	\$531.74
	8/11/2022		32932		4 MARKING PAINT & 5 SHOVELS	\$245.87	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181424	8/4/2022		35824	A2Z BAY BUILDERS & PLUMBING	REFUND # 48684	\$500.00	\$500.00
181425	8/4/2022		30569	AKD MANAGEMENT INC	REFUND # 48680	\$500.00	\$500.00
181477	8/4/2022		27129	THE SHED SHOP	REFUND # 48678	\$500.00	\$500.00
181486	8/11/2022		32666	GNANAMANI AMBUROSE	REFUND # 48690	\$500.00	\$500.00
181546	8/11/2022		30536	JOHN XU	REFUND # 48695	\$500.00	\$500.00
181502	8/11/2022		7206	ENERGY CHOICE INC	COGEN PARTS	\$479.28	\$479.28
181440	8/4/2022	170	905434609	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$461.13	\$461.13
181533	8/11/2022		37831	THE CONSTRUCTION ZONE LLC	4 TRAFFIC SIGNS	\$458.28	\$458.28
181447	8/4/2022		39799	HAYWARD PIPE AND SUPPLY	ASTD PARTS & MATERIALS	\$421.74	\$421.74
181465	8/4/2022	143	20220802	PIPE USERS GROUP	ANNUAL MEMBERSHIP 7/2022 - 06/2023	\$400.00	\$400.00
181504	8/11/2022	170	905452161	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$391.47	\$391.47
181519	8/11/2022	113	2207891	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$355.00	\$355.00
181507	8/11/2022	120	4095218901	GLACIER ICE COMPANY INC	168 7-LB BAGS OF ICE	\$352.29	\$352.29
181463	8/4/2022	173	10025826780	OPTIV SECURITY INC	KNOWBE4 RENEWAL	\$346.50	\$346.50
181451	8/4/2022	132	32090331090520220709	KAISER PERMANENTE	3 DOT PHYSICALS	\$345.00	\$345.00
181467	8/4/2022		175335	PREFERRED ALLIANCE INC	JUNE 2022 SERVICE FEE	\$311.85	\$311.85

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181446	8/4/2022	111	9362002132	GRAINGER INC	ASTD PARTS & MATERIALS	\$17.05	\$310.26
	8/4/2022	111	9361299226		ASTD PARTS & MATERIALS	\$17.05	
	8/4/2022	122	9363439564		ASTD PARTS & MATERIALS	\$77.44	
	8/4/2022	123	9359471696		ASTD PARTS & MATERIALS	\$198.72	
181459	8/4/2022	170	233608	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$258.18	\$258.18
181508	8/11/2022	120	4095220306	GLACIER ICE COMPANY INC	120 7-LB BAGS OF ICE	\$253.78	\$253.78
181454	8/4/2022		5395148	MALLORY SAFETY AND SUPPLY LLC	60 PR GLOVES	\$249.27	\$249.27
181450	8/4/2022	132	2851909	JOBELEPHANT.COM INC	JOB POSTING: TSCS COACH	\$224.00	\$224.00
181538	8/11/2022	113	8810177941	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$43.40	\$210.63
	8/11/2022		8810212518		LAB SUPPLIES	\$111.68	
	8/11/2022	113	8810163297		LAB SUPPLIES	\$55.55	
181500	8/11/2022	113	1048	CITY MICROSCOPE	LAB MICROSCOPE ANNUAL SERVICE	\$180.00	\$180.00
181516	8/11/2022	143	20220809	THOMAS LAM	EXP REIMB: PE LICENSE RENEWAL	\$180.00	\$180.00
181442	8/4/2022	113	3868543	FISHER SCIENTIFIC	LAB SUPPLIES	\$171.75	\$171.75
181475	8/4/2022	130	20220802	JENNIFER SIO-KWOK	EXP REIMB: SUPPLIES FOR RETIREMENT PARTY	\$171.75	\$171.75
181481	8/4/2022	136	98XW53282	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 07/09/22	\$154.86	\$154.86
181438	8/4/2022	141	193	DISTINGUISHED VETERAN LLC	BOARD DOCUMENT NOTARY SERVICES	\$145.00	\$145.00
181476	8/4/2022	130	20220803	KAROLINE TERRAZAS	EXP REIMB: SUPPLIES FOR RETIREMENT PARTY	\$136.86	\$136.86
181471	8/4/2022	120	20220801	JESSICA RODRIGUEZ	EXP REIMB: LUNCH FOR PANEL FOR CS TRAINER QAI	\$134.04	\$134.04

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
181531	8/11/2022	141	20220630	SPOK INC	JUL 2022 PAGER SERVICE	\$133.29	\$133.29
181434	8/4/2022	113	634672	CALTEST ANALYTICAL LABORATORY	2 LAB SAMPLE ANALYSIS	\$125.40	\$125.40
181444	8/4/2022	120	173983	FREMONT RUBBER STAMP CO INC	3 SELF INKING STAMPS	\$124.63	\$124.63
181472	8/4/2022	170	85340220220725	SAN FRANCISCO WATER DEPT	SERVICE 06/21/2022 - 07/21/22	\$106.28	\$106.28
181470	8/4/2022	170	457589	RKI INSTRUMENTS INC	ASTD PARTS & MATERIALS	\$99.68	\$99.68
181441	8/4/2022	170	782022297	FEDERAL EXPRESS CORPORATION	SHIPPING SERVICE - FMC	\$94.61	\$94.61
181520	8/11/2022	170	81628155	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$67.94	\$88.03
	8/11/2022	170	82561421		ASTD PARTS & MATERIALS	\$20.09	
181511	8/11/2022		3979902	HAYWARD PIPE AND SUPPLY	ASTD PARTS & MATERIALS	\$82.31	\$82.31
181536	8/11/2022	136	1589754539	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 07/22/22	\$78.45	\$78.45
181497	8/11/2022	113	634768	CALTEST ANALYTICAL LABORATORY	1 LAB SAMPLE ANALYSIS	\$74.70	\$74.70
181534	8/11/2022	141	434831	ULTRAEX LLC	COURIER SVCS: 1 BOARDMEMBER DELIVERY - 07/06/22	\$50.26	\$50.26
181544	8/11/2022	122	2749588001	WHCI PLUMBING SUPPLY CO	ASTD PARTS & MATERIALS	\$43.83	\$43.83
181537	8/11/2022	136	98XW53292	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 07/16/22	\$38.15	\$38.15
181432	8/4/2022	141	17239231	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$16.32	\$16.32

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
Invoices:					Checks:		
Credit Memos :			1	-6,260.89			
\$0 - \$1,000 :			92	25,132.69	\$0 - \$1,000 :	57	19,755.38
\$1,000 - \$10,000 :			62	253,153.54	\$1,000 - \$10,000 :	46	162,390.63
\$10,000 - \$100,000 :			21	791,585.15	\$10,000 - \$100,000 :	15	584,918.41
Over \$100,000 :			3	2,412,268.11	Over \$100,000 :	5	2,708,814.18
Total:			179	3,475,878.60	Total:	123	3,475,878.60