



BOARD MEETING AGENDA
Monday, February 9, 2015
Regular Meeting - 7:00 P.M.

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

David M. O'Hara
Attorney

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

- Motion 4. Approve Minutes of the Meeting of January 26, 2015.

5. Written Communications.

6. Oral Communications.
The public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District office at least one working day prior to the meeting). This portion of the agenda is where a member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction that is not on the agenda. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. Oral comments are limited to three minutes per individuals, with a maximum of 30 minutes per subject. Speaker's cards will be available in the Boardroom and are to be completed prior to discussion.

- Motion 7. Resolution No. _____, Accept Construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction and Authorize the Attorney for the District to Record a Notice of Completion *(to be reviewed by the Construction Committee)*.

- Motion 8. Approve the Human Resources Staffing Plan *(to be reviewed by the Personnel Committee)*.

- Motion 9. Approve Reduction in New Work Group Manager Management & Administrative Leave (MAL) Effective January 1, 2016, and Unclassified Employees Rules and Regulations *(to be reviewed by the Personnel Committee)*.

- Information 12. Information Items:
 - a. Check Register.
 - b. Debrief for the December Wet Weather Outfall Exercise *(to be reviewed by the Legal/Community Affairs Committee)*.

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- Information 13. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*
- a. Construction Committee – scheduled for Thursday, 2/5/15 at 8:45 a.m.
 - b. Legal/Community Affairs Committee – scheduled for Thursday, 2/5/15 at 4:00 p.m.
 - c. Personnel Committee – scheduled for Friday, 2/6/15 at 9:30 a.m.
 - d. Budget & Finance Committee – will not meet.
-
- Information 14. General Manager's Report. *(Information on recent issues of interest to the Board).*
-
- Information 15. 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.
-
16. Adjournment – The Board will adjourn to the Newsletter Draft Review Workshop in the Boardroom on February 19, 2015 at 5:00 p.m.
-
17. Adjournment – The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, February 23, 2015, at 7:00 p.m.
-

The Public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District at least one working day prior to the meeting).

If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board's jurisdiction but not on the agenda, the speaker will be heard at the time "Oral Communications" is calendared. Oral comments are limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards will be available in the Boardroom and are to be completed prior to discussion of the agenda item.

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.

THE PUBLIC IS INVITED TO ATTEND

**NOTICE OF
COMMITTEE MEETING**

All meetings will be held in
the General Manager's Office



BOARD MEETING OF FEBRUARY 9, 2015

Committee Membership:

| | |
|-------------------------|--|
| Budget and Finance | Directors Anjali Lathi and Tom Handley (Alt. – Pat Kite) |
| Construction Committee | Directors Pat Kite and Jennifer Toy (Alt. – Manny Fernandez) |
| Legal/Community Affairs | Directors Pat Kite and Tom Handley (Alt. –Anjali Lathi) |
| Legislative Committee | Directors Manny Fernandez and Jennifer Toy (Alt–Tom Handley) |
| Personnel Committee | Directors Manny Fernandez and Anjali Lathi (Alt. – Jennifer Toy) |
| Audit Committee | Directors Manny Fernandez and Tom Handley (Alt. Jennifer Toy) |

Construction Committee, Thursday, February 5, 2015 at 8:45 a.m.

7. Resolution No. _____, Accept Construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction and Authorize the Attorney for the District to Record a Notice of Completion.

Legal/Community Affairs Committee, Thursday, February 5, 2015 at 4:00 p.m.

- 12b. Debrief for the December Wet Weather Outfall Exercise.

Personnel Committee, Friday, February 6, 2015 at 9:30 a.m.

8. Approve the Human Resources Staffing Plan.
9. Approve Reduction in New Work Group Manager Management & Administrative Leave (MAL) Effective January 1, 2016, and Unclassified Employees Rules and Regulations

Committee meetings may include teleconference participation by one or more Directors.
(Gov. Code Section 11123)
Committee Meetings are open to the public. Only written comments will be considered. No action will be taken.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
January 26, 2015**

CALL TO ORDER.

President Fernandez called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

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

ABSENT: Jennifer Toy, Vice President

STAFF: Paul Eldredge, General Manager/District Engineer
Dave O'Hara, District Counsel
Rich Cortés, Business Services Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Armando Lopez, Treatment & Disposal Services Manager
Maria Scott, Principal Financial Analyst
Jose Rodrigues, Lead Collection Service Worker
Regina McEvoy, Assistant to the GM/Board Secretary

APPROVAL OF THE MINUTES OF JANUARY 12, 2015.

It was moved by Director Lathi, seconded by Secretary Handley, to Approve the Minutes of the Board of Director's Meeting held January 12, 2015. Motion carried by the following vote:

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

MONTHLY OPERATIONS REPORT FOR DECEMBER, 2014.

Paul Eldredge reported the following:

- Three odor complaints were received in December, two in Fremont and one in Newark. Both of the Fremont complaints were investigated with no odor found. The Newark complaint resulted in odors detected within the home of the reporting party. Staff relayed the findings to the resident, and advised they seek alternate causes for the odor.
- The Monthly Operations Report Summary includes additional information regarding recent Fabrication, Maintenance, and Construction (FMC) projects.

- Plant operations – An information item will be presented to the Board in February to provide a debriefing on the December wet weather outfall exercise.
- Staff continues to work with the Regional Board to discuss renewal of our outfall permit.
- The Co-gen system generated 68.8% of power during the month of December, which is expected to increase as staff continues to make adjustments.
- Armando Lopez was promoted to Treatment & Disposal Services Manager, and James Schofield was promoted to Collection Services Manager.
- The Unclassified Staff Benefits and Check-in with the General Manager (Mini-Retreat) Combined Workshop was held in December.
- The General Manager attended a special East Bay Dischargers Authority (EBDA) Managers Advisory Committee meeting to discuss the succession plan for the retiring EBDA General Manager.

Maria Scott reported the following:

- Revenues – The District received \$326,000 in capacity fees for The Crossings at 880 project, and the first installment of sewer service charge fees from Alameda County.
- Expenditures – All expenses by type are under budget.

WRITTEN COMMUNICATIONS.

There were no written communications.

ORAL COMMUNICATIONS.

There were no oral communications.

APPROVE THE PUBLICLY AVAILABLE PAY SCHEDULE.

The Personnel Committee reviewed this item. The Publicly Available Pay Schedule effective January 1, 2015, reflects the retirements of Collection Services Manager Andy Morrison and Treatment and Disposal Services Manager David Livingston in addition to the starting salaries for the new Work Group Managers.

It was moved by Director Kite, seconded by Director Lathi, to Approve the Publicly Available Pay Schedule. Motion carried by the following vote:

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

RESOLUTION NO. 2748, APPROVING THE FOURTH AMENDED JOINT EXERCISE OF POWERS AGREEMENT (JPA) OF THE EAST BAY DISCHARGERS AUTHORITY (EBDA).

The Legal/Community Affairs Committee reviewed this item. Paul Eldredge stated the EBDA JPA was formed in 1974, and amended in 1978, 1986, and 2007. The JPA Commission has once again identified the need to update and revise the JPA, and has elected to do so in a two-step process. This first phase includes deletion of outdated references, updated division of responsibilities, and updated minor provisions to ensure conformity with current state law.

It was moved by Secretary Handley, seconded by President Fernandez, to Adopt Resolution No. 2748, Approving the Fourth Amended Joint Exercise of Powers Agreement of the East Bay Dischargers Authority. Motion carried by the following vote:

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

APPROVE MINUTES OF THE JOINT MEETING OF THE UNION SANITARY DISTRICT BOARD AND THE ALAMEDA COUNTY WATER DISTRICT BOARD HELD SEPTEMBER 25, 2014.

It was moved by Director Kite, seconded by Secretary Handley, to Approve the Minutes of the Joint Meeting of the Union Sanitary District and the Alameda County Water District Board Held September 25, 2014. Motion carried by the following vote:

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

RESOLUTION NO. 2749, ACCEPTING A SANITARY SEWER EASEMENT LOCATED NEAR THE INTERSECTION OF FREMONT BOULEVARD AND LANDING PARKWAY IN THE CITY OF FREMONT.

The Legal/Community Affairs Committee reviewed this item. Sami Ghossain stated in order to meet the District's minimum requirements for gravity sewers, the lateral serving the aforementioned new development must cross an adjacent private property. The purpose of this resolution is to accept the necessary sanitary sewer easement.

It was moved by Director Lathi, seconded by Secretary Handley, to Adopt Resolution No. 2749, Accepting a Sanitary Sewer Easement Located Near the Intersection of Fremont Boulevard and Landing Parkway in the City of Fremont. Motion carried by the following vote:

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

RESOLUTION NO. 2750, QUITCLAIM A SANITARY SEWER EASEMENT LOCATED AT 47315 AND 47320 MISSION FALLS COURT IN THE CITY OF FREMONT.

The Legal/Community Affairs Committee reviewed this item. Sami Ghossain stated the Western Pacific Railroad Company granted the aforementioned sanitary sewer easement to the District in 1972. Said easement contains a provision that stipulates the easement shall be extinguished if it ceases to be used for sanitary sewer purposes. The District has not utilized said easement for a sanitary sewer and does not anticipate a need to do so.

It was moved by Secretary Handley, seconded by President Fernandez, to Adopt Resolution No. 2750, Quitclaim a Sanitary Sewer Easement Located at 47315 and 47320 Mission Falls Court in the City of Fremont. Motion carried by the following vote:

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

RESOLUTION NO. 2751, QUITCLAIM ONE SANITARY SEWER EASEMENT AT 5347, 5335, 5323, AND 5311 JARVIS AVENUE IN THE CITY OF NEWARK.

The Legal/Community Affairs Committee reviewed this item. Sami Ghossain stated the Jarvis Avenue Sanitary Sewer Relocation Project, accepted by the Board on November 24, 2014, replaced a 10-inch sanitary sewer and manholes along Jarvis Avenue. The old 10-inch sanitary sewer and manhole lying within the easement were abandoned in place, and the District no longer has a need for said easement.

It was moved by Director Kite, seconded by Director Lathi, to Adopt Resolution No. 2751, Quitclaim One Sanitary Sewer Easement at 5347, 5335, 5323, and 5311 Jarvis Avenue in the City of Newark. Motion carried by the following vote:

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

INFORMATION ITEMS:

Check Register. All questions were answered to the Board's satisfaction.

Cal-Card Quarterly Activity Report.

The Budget & Finance Committee reviewed this item. Rich Cortés stated the CAL-Card Merchant Spend Analysis details CAL-Card activity for the second quarter of FY 2015, and covers transactions for the billing period September 23 – December 22, 2014.

Status Report on Computer Purchase and Student Loan Program.

The Budget & Finance Committee reviewed this item. Rich Cortés stated \$33,602 is currently available for the computer purchase and student loan program.

Solar Facilities Operational Update.

The Budget & Finance Committee reviewed this item. Sami Ghossain stated that through November 30, 2014, the Alvarado Wastewater Treatment Plant Solar Carport facility generated a total of 861,719 kWh of power which is equal to \$139,671 in energy savings at the Plant. Through December 4, 2014, the Irvington Pump Station solar facility generated a total of 2,597,924 kWh of power which is equal to \$751,501 in energy savings at the Pump Station.

Update on the Subsurface Investigation at the Alvarado Wastewater Treatment Plant.

The Construction Committee reviewed this item. Sami Ghossain stated Alameda County Water District (ACWD) is responsible for regulating the groundwater supply within our service area. In 1999, at ACWD's request, the District initiated environmental investigation activities in three areas of our Plant. Ten groundwater monitoring wells were installed and initially monitored quarterly, but upon approval from ACWD the frequency was reduced to semi-annual and annual in subsequent years. Based on the analytical results, ACWD approved the removal of three wells in 2008. In June 2014, ACWD provided a "Path to Closure Plan" for the remaining

wells. Staff will hire Brown and Caldwell to review this plan and assess how the District can resolve impediments to the well closure.

Report on the EBDA Commission Meeting of January 15, 2015.

Secretary Handley reported the following:

- The General Managers Report included a review of EBDA's asset management plan mid-year recap for FY 14/15. The projected equipment/refurbishment schedule is approximately \$2,500,000. Commissioner Handley suggested EBDA consider setting aside additional reserves for repairs to the ageing infrastructure.
- The Managers Advisory Committee discussed storm response in December, in addition to considering revision topics that may be addressed in the JPA amendment.
- The Financial Management Committee approved the December List of Disbursements and Treasurer's Report, reviewed the schedule for the FY 14/15 budget process, and reviewed EBDA's insurance costs.
- The Regulatory Affairs Committee reviewed the informational status report for the NPDES permit, and discussed December permit compliance. The General Manager advised the Committee that while EBDA remained within permit limits during the December storm events, they came very close to some permit concerns for fecal coliform and TSS.
- The Operations & Maintenance Committee and the General Manager reviewed recent wet weather events. Diversion to the Hayward Ponds was required due to the high flows throughout the system. A meeting will be scheduled in February to further a discussion regarding potential design and construction of a new Hayward pump station to accommodate EBDA's use of the Hayward ponds.
- The Personnel Committee recommended not to increase EBDA commissioner compensation for calendar year 2015. The General Manager will provide an update on his possible retirement at the Committee's next meeting in February.
- The JPA Ad-Hoc Committee reported the City of Hayward approved non-controversial language changes to the Fourth JPA Amendment, and other Member Agencies are scheduled to review the Amendment in the coming weeks.
- The EBDA Commission unanimously approved a Resolution Authorizing a Purchase Order to Royal Wholesale Electric for the Purchase of Two Variable Frequency Drives for the Alvarado Effluent Pump Station VFD Replacement Project No. 14-001. Commissioner Dias moved to approve the resolution authorizing the General Manager to issue a purchase order to Royal Wholesale Electric for the purchase of two, (1) 150hp and (1) 250hp, variable frequency drives, not to exceed \$88,861, for the Alvarado Effluent Pump Station.

Board Expenditures, 2nd Quarter, FY 15.

The Budget & Finance Committee reviewed this item. Rich Cortés stated there were two expenditures, both to the Fremont Chamber of Commerce.

COMMITTEE MEETING REPORTS:

The Construction, Budget & Finance, Personnel, and Legal/Community Affairs Committees met.

GENERAL MANAGER'S REPORT:

Paul Eldredge reported the following:

- Bay Area Clean Water Agencies (BACWA) will host its annual members meeting January 30, 2015. The primary theme of the all-day meeting will be nutrients and anticipated regulations. The meeting will be held in Oakland and USD staff plan to attend.
- Second interviews have been conducted for Collection Services Coach, and second interviews for Treatment and Disposal Services Coach will be held next week.
- Recruitment has begun for FMC Mechanical Maintenance Coach.
- The General Manager met with Union City's Interim City Manager who expressed concern regarding the upcoming Alvarado-Niles pipeline project. District staff will provide a presentation regarding said project at an upcoming City Council meeting, and will notify the Board in advance.
- The General Manager and Secretary Handley attended the CASA Winter Conference January 21-23, 2015, in Palm Springs, and the General Manager will provide more information at a later date via presentation materials and a brief conference overview.
- A broken hydraulic line on a vactor truck caused a leak of approximately 30 gallons of hydraulic oil in Newark last week. USD staff contained the spill and the gutter was steam cleaned.

OTHER BUSINESS:

Director Kite stated she participated in the Annual Employment Law Update webinar, provided by CSDA, on January 21, 2015.

Director Kite stated the Alameda County Chapter of the California Special Districts Association Annual Dinner will be held at the Pleasanton Marriott on March 26, 2015.

Secretary Handley stated he attended the CASA Board meeting, and reported the CASA Board had expressed concern regarding EBDA's decision to not renew its annual membership.

ADJOURNMENT:

The meeting was adjourned at 7:58 p.m. to the Mid-year Budget Workshop in the Boardroom on February 5, 2015 at 11:00 a.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, February 9, 2015 at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
SECRETARY TO THE BOARD

TOM HANDLEY
SECRETARY

APPROVED:

MANNY FERNANDEZ
PRESIDENT

Adopted this 9th day of February, 2015



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul Eldredge
General Manager
District Engineer

David M. O'Hara
Attorney

DATE: February 2, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Manager of Technical Services
Raymond Chau, CIP Coach
Chris Elliott, Associate Engineer

SUBJECT: Agenda Item No.7 - Meeting of February 9, 2015
Resolution No. _____, Accept the Construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction and Authorize the Attorney for the District to Record a Notice of Completion

Recommendation

Staff recommends the Board accept the construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction by resolution, and authorize the Attorney for the District to file a "Notice of Completion" with the Alameda County Recorder's Office.

Background

On May 12, 2014, the Board awarded a construction contract to SAK Construction for the construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project in the amount of \$3,015,965. The project's purpose was to rehabilitate the existing 24-inch and 27-inch diameter reinforced concrete trunk sewer which runs from Sacramento Avenue and Argonaut Way (adjacent to the Fremont Hub) to the vicinity of Selma Avenue and Granville Drive (near Interstate 880), in Fremont. The project included 4,070 linear feet of 24-inch gravity sewer and 4,382 linear feet of 27-inch gravity sewer. Additionally, the project rehabilitated 194 linear feet of 30-inch reinforced concrete trunk sewer on Willow Street between Cedar Boulevard. and Mayhews Landing Road in Newark, and 253 linear feet of 48-inch reinforced concrete trunk sewer at the Newark Pump Station. Please see the location maps provided in Exhibits A1 and A2. The project scope of work also included sewage flow control, lateral reinstatement,

manhole rehabilitation, construction of various access improvements, and surface restoration. The project was designed by West Yost & Associates.

Construction Contract

Staff issued the Notice to Proceed to SAK Construction on June 2, 2014. The 266-day project was scheduled to be completed on February 22, 2015, and SAK Construction substantially completed the project on January 23, 2015. Brown & Caldwell provided construction management services for the project.

Change Orders

The project includes two (2) Change Orders at a total credit of (\$44,649.49), which is approximately -1.5% of the original contract amount. All negotiations have been finalized and the Change Orders are under final review before final execution. A description of these Change Orders follows.

Change Order No. 1

Contract Change Order No. 1 is in the amount of \$5,188.51 and is for revising the sewer bypass system and contractor staging area at Site C. The Change Order includes costs to acquire additional insurance and meet additional permit requirements to work on private properties, as well as the cost to assemble / remove a slightly elongated sewer bypass system.

Change Order No. 2

Contract Change Order No. 2 is estimated to be in the credit amount of (\$49,838.00) and is for balancing the final pay item quantities. This amount is primarily attributed to not exercising the full quantity of bid items associated with pavement grinding and overlay, pavement slurry sealing, new cleanout installation, and disposal of hazardous material.

A summary of the change orders is shown in Table 1:

**Table 1
Change Order Summary**

| No. | Description | Amount |
|--|---|----------------------|
| 1 | Site C Revised Sewer Bypass and Staging | \$5,188.51 |
| 2 | Balancing Change Order | (\$49,838.00) |
| Change Order Total (Approx. -1.5% of Contract Amount) | | (\$44,649.49) |

Agenda Item No. 7
Meeting of February 9, 2015
Page 3

Punchlist work is currently in progress and the District has assumed beneficial use of the Project.

Staff recommends the Board accept the construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction by resolution, and authorize the Attorney for the District to file a "Notice of Completion" with the Alameda County Recorder's Office.

PRE/SEG/RC/CE;ks

Attachments: Exhibit A1 – Site A Location Map
Exhibit A2 – Sites B & C Location Map
Exhibit B - TV Inspection Photos
Resolution
Notice of Completion





WEST YOST ASSOCIATES



**EXHIBIT A2
SEWER REHABILITATION PROJECT
PROJECT LOCATION**

EXHIBIT B - PHOTOS

Photo 1A – Argonaut Way at Sacramento Ave. (Entrance to Fremont Hub): Pre-Lining



Photo 1B – Argonaut Way at Sacramento Ave. (Entrance to Fremont Hub): Post-Lining



EXHIBIT B - PHOTOS

Photo 2A – Mowry Ave. near I-880: Pre-Lining

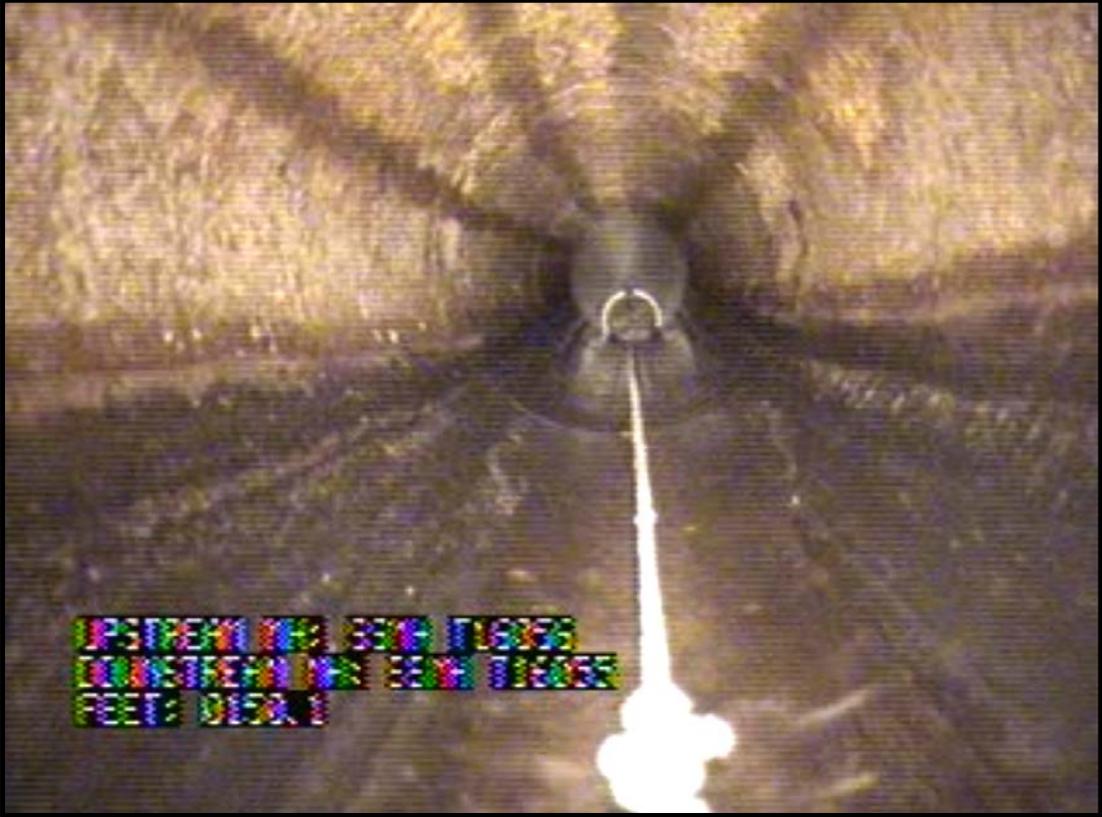


Photo 2B – Mowry Ave. near I-880: Post-Lining



RESOLUTION NO. _____

**ACCEPT THE CONTRUCTION OF THE
UPPER HETCH HETCHY CORRIDOR
SANITARY SEWER REHABILITATION PROJECT
LOCATED IN THE CITIES OF FREMONT AND NEWARK, CALIFORNIA
FROM SAK CONSTRUCTION**

RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction, effective February 9, 2015; and be it

FURTHER RESOLVED: That the attorney for the District is authorized to file a "Notice of Completion" for the project.

On motion duly made and seconded, this resolution was adopted by the following vote on February 9, 2015:

AYES:

NOES:

ABSENT:

ABSTAIN:

MANNY FERNANDEZ
President, Board of Directors
Union Sanitary District

Attest:

TOM HANDLEY
Secretary, Board of Directors
Union Sanitary District



**RECORDING REQUESTED BY
AND WHEN RECORDED
RETURN TO:**

**DAVID M. O'HARA
Attorney At Law
975 Centennial Drive
Brentwood, CA 94513**

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the **UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on May 12, 2014, by said District and **SAK CONSTRUCTION**, 864 Hoff Rd., O'Fallon, MO 63366, Contractor for the Project, "**UPPER HETCH HETCHY CORRIDOR SANITARY SEWER REHABILITATION PROJECT**," was substantially completed on January 23, 2015, and accepted by said District on February 9, 2015.

The name and address of the owner is the **UNION SANITARY DISTRICT**, at 5072 Benson Road, Union City, CA 94587.

The estate or interest of the owner is: beneficiary of recorded public utility easements.

The description of the site where said work was performed and completed is near Argonaut Way, Sacramento Ave., Logan Dr., Calaveras Ave., Blacow Rd., Mowry Ave., Farwell Dr., Brophy Dr., and York Dr. in the City of Fremont, County of Alameda, State of California; and near Cedar Blvd., Willow St., and Hickory St. in the City of Newark, County of Alameda, State of California.

The undersigned declares under penalty of perjury that the foregoing is true and correct.

Executed on _____ at UNION CITY, CALIFORNIA.

DAVID M. O'HARA, Agent of the
UNION SANITARY DISTRICT



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge, P.E.
General Manager/
District Engineer

David M. O'Hara
Attorney

DATE: February 9, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Rich Cortes, Business Services Work Group Manager
Judi Berzon, Human Resources Administrator

**SUBJECT: Agenda Item No. 8 - Meeting of February 9, 2015
APPROVE HUAMN RESOURCES STAFFING PLAN**

Recommendation: Approve the position of a Human Resources Analyst and add the position to the organization chart and budget.

Background: With the retirement of the Business Services Workgroup Manager, Business Services Coach, Human Resources Administrator, and Human Resources Analyst, the Business Services Workgroup has undertaken an analysis of the Workgroup structure and staffing needed to continue to provide the highest level of service to both our internal and external customers.

During the December 15, 2014 Board workshop, some reorganizing of the Business Services Workgroup was discussed with a preferred concept shared. This concept included adding supervisory responsibilities to the Human Resources Administrator position in order to attract a high-quality pool of candidates. The authority to hire an additional HR Analyst will be confirmed with the new HR Administrator and new Business Services Manager to ensure maximum support for the new organizational structure. Staff will then share the new management members' assessment of the organizational structure with the Board before hiring a second HR Analyst or a different position that best meets the needs of the District at that time.

In preparation for the analysis of the Business Services Workgroup structure and staffing, a survey of HR staffing at several agencies was undertaken. In addition to identifying the total number of employees served and the number of HR staff providing these services, the ratio of employees to Human Resources staff was looked at as well.

USD has among the highest number of employees to HR staff of all the agencies surveyed, i.e., one HR staff member per every 46.67 employees. At USD three staff members provide HR services: the Human Resources Administrator and HR Analyst, who are dedicated full time to providing HR services, and two employees who perform HR work part time, the Business Services Coach and the BS Administrative Specialist II.

Only Central Contra Costa Sanitary District has a higher ratio of employees to HR staff at 51.20 employees to every HR staff member. Contra Costa Water District is the next highest, with 42.14 employees to HR staff. In following up with the HR Managers of both Districts, we found that a similar level of customer service is provided by the HR staff with the exception that the Human Resources Administrator at USD has significant involvement in District-wide training. In order to maintain this level of service, the District needs a *minimum* of three FTE's (full time equivalents) in Human Resources.

In the current organizational structure, the Business Services Coach is required to have a Human Resources background. However, as discussed during the aforementioned workshop, the current structure is not optimal. The Human Resources Administrator is a member of the Organization Support Team. However, the HR Administrator actually works most closely with the General Manager; and the proposed reporting structure is intended to reflect that, while still maintaining the current organizational structure in that the Human Resources Administrator and the Organization Support Team (OST) will continue to be part of the Business Services Workgroup.

If this structure were adopted, the Business Services Coach and the Business Services Manager would supervise the other three teams in Business Services—the Materials Management Team (MMT), Financial and Internal Support Team (FIST), and the Information Technology Team (IT Team). Since the Business Services Coach would no longer work with the HR Administrator and HR Analyst who are part of the OST, another HR Analyst is needed to maintain the minimum of three FTE's in Human Resources.

Additionally, we strongly recommend a change to the current structure because the current workload of the Business Services Coach is not sustainable. The BS Coach supervises more employees than any other coach at the District--16 employees on the OST, FIST, and MMT. The next highest coach/employee ratio is 1/13, and most coaches supervise 8 – 12 employees. In addition, the BS Coach supervises employees working in several different disciplines as well as performs a significant amount of Human Resources work, all of which results in a job that typically requires a 55-60 hour work week.

The retirement of the BS Manager, BS Coach, HR Administrator, and HR Analyst provide an opportunity to create a more logically structured Business Services Workgroup that will continue to provide the highest level of customer service. To achieve this goal, we

need to reduce the number of employees the BS Coach supervises; change the reporting structure for the Human Resources Administrator; reassign some or all of the OST staff to be supervised by the HR Administrator; and have the flexibility to select the best-qualified BS Manager and BS Coach who meet the needs of the MMT, FIST, and IT.

Attachment: HR Staffing Survey
Business Services Workgroup Staffing Concept

HR STAFFING SURVEY

December 30, 2014

| Agency Name | # Employees | # HR Staff | Ratio EE's to HR Staff | HR Staffing | Functions Contracted Out | HRA (or equivalent) Reports to: |
|--|-------------|------------------------|------------------------|--|--|---|
| ACWD | 239 | 7 | 34.14 | HR/Risk Manager; 2 HR Analyst I/II/III or Supervising HR Analyst; 1 HR Analyst I/II; 2 HR Assistant I/II or HR Tech I/II; Admin Analyst I/II/III | Update class descriptions | General Manager |
| Central Contra Costa Sanitary District | 256 | 5 | 51.20 | HR Manager, 3 HR Analysts, 1 Sr. Admin. Technician | Compensation surveys during Labor Negotiations | Director of Administration |
| Contra Costa Water District | 295 | 7 | 42.14 | HR Mgr, HR Supervisor, 3 HR Analysts, 2 HR Assistants | Labor Negotiations Chief Spokesperson (outside labor counsel) | Assistant General Manager of Administration |
| DSRSD | 109 | 4.5 + 1 part time temp | 21.80 | Organizational Services Mgr/HR Supervisor, HR Analyst, HR Technician, Confidential Admin Assistant | Some recruitments due to workload; some investigations conducted by external investigator (some in-house); Labor Negotiations prep surveys including compensation | Administrative Services Manager |
| Las Gallinas Valley Sanitary District | 20 | 1 | 20.00 | Administrative Services Mgr, Administration/Finance Specialist I/II | Salary/benefit/total compensation surveys; investigations and investigations reports for higher level staff issues or sensitive matters; many recruitments for mgmnt positions | General Manager |

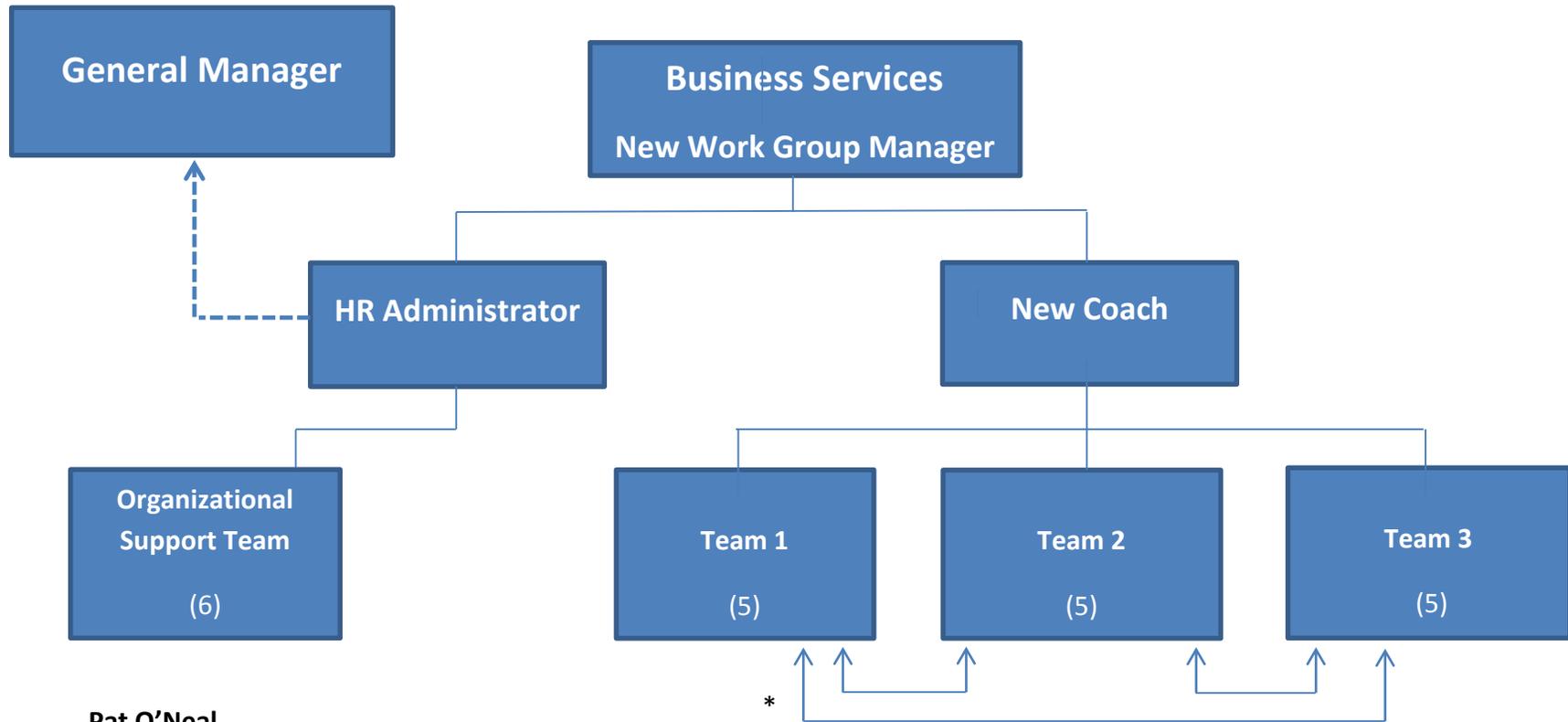
HR STAFFING SURVEY

December 30, 2014

| Agency Name | # Employees | # HR Staff | Ratio EE's to HR Staff | HR Staffing | Functions Contracted Out | HRA (or equivalent) Reports to: |
|---------------------------------|--|--|------------------------|--|--|---------------------------------|
| West County Wastewater District | 57 | 1 (+ Bus. Svcs Mgr involved in some aspects) | 38.00 | HR Analyst | Salary/compensation surveys; Labor Negotiations; investigations regarding employee misconduct; recruitments (at times) | Business Services Manager |
| USD | 140 | 3 | 46.67 | HR Administrator, HR Analyst, BS Coach (part time), FIST/OST Admin. Specialist (part time) | Executive recruitments only; job analysis (physical reqmts) | Business Services Manager |
| Other Agencies: | Average # HR staff to # of Employees | | 34.55 | | | |
| USD | Current Average # HR staff to # of Employees: | | 46.67 | | | |
| USD | <i>Future, with loss of part-time BS Coach (50%) and loss of HRA (25%) due to Supervisory duties</i> | | 62.22 | | | |

Business Services Workgroup Staffing Concept

Proposed December 2014



Pat O'Neal

HR Analyst

New Position

HR Analyst

Jennifer Sio-Kwok

Administrative Specialist

Steve Bowman

Technical Training Program
Manager

Laurie Brenner

Organizational Performance
Program Manager

Mike Marzano

Environmental Health and
Safety Program Manager

* Teams 1, 2, and 3 reporting structure are interchangeable depending upon the specific skill set and expertise of the new Work Group Manager



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge, P.E.
General Manager/
District Engineer

David M. O'Hara
Attorney

DATE: February 9, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Rich Cortes, Business Services Work Group Manager
Judi Berzon, Human Resources Administrator

**SUBJECT: Agenda Item No. 9 - Meeting of February 9, 2015
APPROVE REDUCTION IN NEW WORK GROUP MANAGER
MANAGEMENT AND ADMINISTRATIVE LEAVE (MAL) EFFECTIVE
JANUARY 1, 2016, AND UNCLASSIFIED EMPLOYEES RULES AND
REGULATIONS**

Recommendation: Approve the reduction in annual Work Group Manager MAL to 64 hours (time off only) effective for Work Group Managers hired after January 1, 2016, and approve modification of the Unclassified Employees Rules and Regulations to document this change.

Background: At the Board of Directors' workshop on December 15, 2014, the amount of MAL currently provided to Work Group Managers was reviewed and a survey of other agencies' MAL was presented. Based on the Board's review of the data and discussion of this matter, the Board indicated that Work Group Managers hired after January 1, 2016 will receive 64 hours of MAL (time off only) per year rather than the current 40 hours of MAL leave and 40 hours of paid MAL.

This change in MAL has been documented in the Unclassified Employees Rules and Regulations, which must be signed by the President of the Board of Directors.

Attachments: P. 10 & 19 of Unclassified Employees Rules & Regulations – redline
Complete copy of Unclassified Employees Rules & Regulations with
changes incorporated

**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
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7.3 Carry-Over

Vacation leave will be permitted to be carried over from one year to the next, with the maximum vacation leave accruable equal to the employee's current yearly accrual rate plus twenty (20) days.

Notwithstanding the provisions above, employees may submit a request for additional carry-over. The Executive Team will consider these requests and render a decision thereon within ten (10) working days. The decision of the Executive Team will be final.

7.4 Vacation Sell-Back

Employees accruing vacation at a rate of fifteen (15) or more days per year may sell back to the District a maximum of eighty (80) hours of accrued vacation (using whole hour increments only) per fiscal year. Reimbursement shall be made by multiplying the employee's current hourly rate times the number of hours to be sold.

SECTION 8 MANAGEMENT & ADMINISTRATIVE LEAVE

8.1 Eligibility

All exempt employees will be granted Management & Administrative Leave (MAL) in consideration of the many extra, uncompensated hours they work to get the job done. Unclassified employees other than the Work Group Managers will receive 40 hours of MAL for each fiscal year of service. Work Group Managers hired prior to January 1, 2016 will receive 40 hours of MAL and 40 hours of paid MAL for each full fiscal year of service. Work Group Managers hired after January 1, 2016 will receive 64 hours of MAL (time off only).

MAL will be credited to the employee's account on July 1 for the preceding fiscal year's service. Employees with less than 12 months' unclassified service in the preceding fiscal year will have such leave prorated. All leave must be recorded to the nearest one-tenth of an hour increment. MAL cannot be carried over on a yearly basis, but it may be cashed back during the year it is credited or deferred to the employee's 457b Plan at the end of the fiscal year.

8.2 Accrual

Accrual amounts are shown on the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

SECTION 9 SICK LEAVE

9.1 Accrual

Sick leave will be allocated in a lump sum at the beginning of the fiscal year. For employees hired after July 1, sick leave will be prorated based on the employee's date of hire.

The annual ninety-six (96) hours of sick leave will be divided into two portions: sixty-four (64) hours will be placed in the employee's sick leave account and thirty-two (32) hours will be placed in the employee's Catastrophic Leave Bank.

**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
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written request for time off to take the examination, including the date, place, and time of the examination, at least thirty (30) days in advance.

The District will reimburse examination, registration, and renewal fees for all other employees who desire CWEA or State Operator Certification, State Professional Licensing, and any other professional or paraprofessional certification, as approved by management.

Filing fees are reimbursed by the District unless the employee is determined not to be qualified to take the examination or does not pass the examination after three attempts.

19.3 Professional Associations

The District will pay the membership fees for relevant professional associations for those wishing to participate.

SECTION 20 SEPARATION PAYMENT ALLOWANCES

20.1 Vacation and HEC

20.1(a) An employee who separates from District employment will be paid for accumulated vacation time and earned HEC at the rate of pay in effect at time of separation.

20.1(b) Upon separation from District employment, unclassified employees are entitled to payment of all unused HEC leave associated with the current fiscal year.

20.2 MAL

20.2(a) An employee who separates from District employment will be paid for:

Any unused MAL, at the rate of pay in effect at the time of separation. The prorated portion of MAL they would have earned at the end of the current fiscal year.

~~Work Group Managers are not eligible to receive the 40 hours of paid MAL unless they are employed on the first day of the following fiscal year.~~

Work Group Managers hired prior to January 1, 2016 whose benefit includes 40 hours of paid MAL may not receive this benefit unless they are employed on the first day of the following fiscal year. Work Group Managers hired on January 1, 2016 and thereafter are eligible for only 64 hours of MAL (time off only) and do not receive 40 hours of paid MAL.

20.3 Overtime Payout

A non-exempt employee who separates from employment or whose employment is terminated will be paid for overtime already worked pursuant to the appropriate provision.



UNCLASSIFIED EMPLOYEES RULES AND REGULATIONS

**UNCLASSIFIED RULES & REGULATIONS
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**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
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SECTION 1 PURPOSE

The purpose of this document is to convey in writing to unclassified employees information regarding certain of the District's rules and regulations that affect their terms and conditions of employment.

SECTION 2 UNCLASSIFIED EMPLOYEES DEFINED

These Rules and Regulations apply to all full-time, part-time, and casual unclassified employees, including Management employees (Work Group Managers, Coaches, and the Human Resources Administrator), and professional and confidential employees (see Attachment A for list).

The terms and conditions of employment of the General Manager are defined in a separate contract with the Board of Directors, which may reference these Unclassified Employee Rules and Regulations.

SECTION 3 COMPENSATION

3.1 Performance Compensation

All unclassified employees participate in a performance merit-based compensation program as described in the Unclassified Staff Compensation Plan (Policy #6560).

The Compensation Year is September 1 through August 31 (for the previous evaluation year).

Compensation available through this Plan is the total of base pay and a one-time lump sum pay. Base pay is available from 80% to 105% of the Market Survey Average (MSA). A one-time lump sum amount will be paid for compensation earned in excess of 105% of MSA.

A Market Survey will be conducted on all unclassified positions a minimum of every two years. If employment market conditions warrant, surveys may be conducted more frequently. For years in which no survey is done, the MSA adjustment will be determined by the Equity Review Panel.

Coach Compensation is additional compensation determined by the Equity Review Panel (ERP) based on each Coach's success in meeting the annual performance goals assigned by the Executive Team.

Annually, the Executive Team, convening as the unclassified compensation ERP, will establish the range of compensation increases available for each performance category. After considering District budget, employment market conditions, and input from the Board of Directors, the ERP will determine the allocation of compensation increases between base pay and lump sum amounts.

3.2 Deferred Compensation

Employees will have the option of participating in up to two deferred compensation plans. A 401(a) and 457 plan are available and administered by ICMA. All broker

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processing costs will be absorbed by the employee as part of their investment portfolio. All administrative costs for maintaining the plan will be paid by the District.

Annual District contributions for Work Group Managers and all other unclassified employees are described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

3.3 Alternate Compensation

Unclassified employees (except management) may participate in the Alternate Compensation Program as part of a team or group recognition only, not for individual accomplishments. An additional amount of money will be allocated independent of the classified employee program. The method for distribution of this money will be determined by the Alternate Compensation Committee.

3.4 Retention Incentive Program

The purpose of the retention incentive program is to provide additional compensation or benefits to encourage high-performing employees to remain at the District. Effective September 10, 2007, employees who have completed 5, 7, and 10 years of service may be eligible for an incentive award, as described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

3.5 Salary on Promotion

The salary will be set at no less than 80% of the MSA. If this amount is lower than the employee's existing salary, he/she will receive an increase of at least five percent (5%) above his/her existing salary, but not greater than 105% of the new MSA at the time of promotion.

3.6 Salary on Demotion

When an employee is demoted to a position from which he/she was previously promoted, he/she will be paid at the rate of pay held in the lower classification at the time of the promotion.

When an employee is involuntarily demoted, the General Manager will determine where in the range the salary will be set.

3.7 Temporary Out of Class Compensation

See [Policy #6060](#).

SECTION 4 HOURS OF WORK

4.1 Employment Designation

4.1(a) Full-Time

All full-time employees shall be scheduled to work a forty (40) hour workweek within a seven (7) day work period. Full-time employees may work an alternate work schedule. Due to changes in the alternate work schedules, full-time

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employees may, on occasion, work less than a 40-hour workweek with the approval of management.

4.1(b) Part-Time

Part-time employees shall be scheduled to work a minimum of twenty (20) hours per week. Part-time employees' benefits (medical, dental, vision, life insurance, and short-term disability) shall be prorated based on their hours worked during the pay period. (All benefits provisions and accumulations provided in these Rules and Regulations are based on full-time employment.) Employees working less than thirty (30) hours per week are not eligible for long-term disability insurance. All vacation, holiday, MAL, HEC, sick, and other leaves shall be accrued on a prorated basis.

4.1(c) Casual

A casual employee shall be scheduled to work less than twenty (20) hours per week or is scheduled to work on an as-needed basis which does not exceed an average of twenty (20) hours per week in any six (6) month period. Casual employees shall not be eligible for benefits or accrued leaves.

4.1(d) Temporary

A temporary employee shall be scheduled to work on a full-time or part-time basis for a temporary period which typically will not exceed six months. Temporary employees are not eligible for benefits or accrued leaves.

4.1(e) Limited Term

A limited term employee shall be scheduled to work on a full-time basis for a temporary period that is greater than six (6) months but does not exceed three (3) years. A limited term assigned may be extended once for up to two additional years. A limited term employee shall receive the same salary and benefits provided to a permanent employee in the same classification.

4.1(f) At-Will Employees

Any individual appointed to the position of Work Group Manager after July 1, 2013 is an at-will employee who serves at the pleasure of the General Manager. "At-will employment" means either the individual or the District can terminate the employment relationship at any time, with or without cause or reason, without advance notice, and without the opportunity to appeal.

4.1(g) Original Date of Hire

The date the employee begins work for the District. All accrued benefits, such as sick leave, vacation leave, etc. are based on this date.

4.1(h) Anniversary

The date the employee begins work in a particular position. This is subject to change by personnel action such as a promotion or demotion.

4.1(i) Probationary Period

A six-month probationary period is required of newly-hired unclassified employees appointed during which time they can be terminated for any reason. Work Group Managers appointed after July 1, 2013 are at-will employees and will not serve a probationary period.

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4.2 Alternate Work Hour Schedules

- 4.2(a)** Alternate work schedules are defined as daily or weekly schedules which are different from the standard eight (8) hour workday or five (5) day workweek. Unclassified employees assigned to teams may participate in developing alternate work hour schedules in accordance with the process agreed to by management and teams.
- 4.2(b)** Proposed alternate schedules must address safety, productivity, minimal staffing, adequate supervision, customer input and a description of how the work will get done, including staffing for holidays, vacations, sick leave, and overtime; and schedules must comply with the Fair Labor Standards Act (FLSA).
- 4.2(c)** Management and the Teams will agree on Performance Measures and/or Service Levels, including unscheduled leave usage and overtime. Alternate schedules shall not increase the use of overtime or sick leave.
- 4.2(d)** Alternate schedules which are developed by the team will be reviewed by the Executive Team prior to the trial period. In the event that Management and team members cannot agree upon an alternate schedule, the decision to work an alternate schedule will be made by management.

 - 4.2(d).1** Any new schedules will be done on a trial basis. Criteria will be developed which will be used to evaluate the schedule at the end of the trial period.
- 4.2(e)** Management will notify the Team when service levels and/or Service Level Agreements (SLA's) are not being met and the timeframe in which the team must respond. Examples include an increase in leave usage, incomplete work assignments, customer complaints, or jobsite safety violations. Response times required to correct deficiencies and/or to meet the service levels and/or SLA's can vary from one workday for safety and customer complaints, up to six (6) workdays to develop an action plan which addresses leave usage, staff coverage, and SLA's.
- 4.2(f)** If the Team does not address management's concerns within six (6) workdays, the team will revert to an 8-hour schedule or another mutually agreeable work schedule.
- 4.2(g)** Teams will be required to do an annual review of their Alternate Work Schedules until the schedule has been in place for a period of two (2) years. After two (2) years on an alternate schedule during which the SLA's, performance expectations and other criteria have been met, the schedule will not require annual review and will only be addressed if service levels and/or SLA's and/or performance standards are not being met.
- 4.2(h)** If a non-exempt employee is required to work on his/her alternate day off, the supervisor and employee will work to revise the employee's schedule or the employee will be paid overtime.
- 4.2(i)** Exempt employees may be required to work different schedules to meet specific customer needs or to conform to project work hours.

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4.2(j) Coaches may participate in an alternate work hours schedule subject to approval of their Work Group Manager.

4.2(k) Work Group Managers may participate in an alternate work hours schedule subject to approval of the General Manager.

4.2(l) Overtime will be assigned as necessary to meet District needs.

4.3 Call-Back Emergency Situations

Exempt employees may be called back to work during normal off hours to respond to emergencies or critical project needs. Compensation for these events are included in the Management Administrative Leave (MAL) program. Extended call-back for multiple events/days may be compensated under Special Project Pay, except for Work Group Managers, subject to approval by the Executive Team. Those employees who do not receive a vehicle allowance and are called back to work shall be reimbursed at the current IRS car rate per mile.

4.4 Special Project Pay

Exempt employees who work extended hours to meet special project, emergency, declared disaster or program needs may be eligible to receive Special Project Pay as described in the [Unclassified Employee Time Reporting Policy \(#5850\)](#), subject to approval of the Executive Team. Authorization for such hours to be reimbursed as Special Project Pay must be submitted by the employee's Work Group Manager to Business Services (Payroll).

4.5 Scheduling and Shift Assignment

4.5(a) Management will determine minimum daily work force requirements, including qualification/skills and staffing components. Decisions about how to meet daily work force requirements including vacation, holidays, other reasons away from work, overtime and shift assignments, will be made by the teams in accordance with each team's decision-making process.

4.5(b) The team's procedure must ensure that the District's operational needs are met and may incorporate seniority. The team's schedule will not be modified more often than once a year.

4.5(c) Coaches and Work Group Managers requesting vacation or other leave must indicate how coverage will be provided in their absence.

SECTION 5 OVERTIME

5.1 Overtime

Non-exempt employees who work overtime will receive overtime pay and/or compensatory time off at one and one-half times their current hourly rate for all overtime worked.

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Non-exempt employees may elect to receive compensatory time off at the rate of one and one-half hours for up to 26.7 hours (40 hours of time off) of overtime worked in a fiscal year. This is recorded and taken as Overtime Banked.

5.2 Meal Allowance

Non-exempt employees will be eligible for a meal allowance after completion of the first two (2) hours of overtime worked immediately prior to or after the scheduled shift of the employee. Employees will be eligible for the meal allowance for each subsequent continuous four (4) hours of overtime worked after completion of the first two (2) hours of overtime described above.

All scheduled overtime shifts on the employee's day off will be based on eight (8) hour days. An employee will be eligible for a meal allowance after completion of the first two (2) hours of overtime prior to or after the scheduled eight (8) hour overtime shift.

Employees called out on unscheduled overtime will be eligible for a meal allowance after completion of four (4) hours of overtime worked and for each subsequent continuous four (4) hours thereafter.

SECTION 6 HOLIDAYS

6.1 Schedule for Unclassified Employees (Except Work Group Managers)

If a holiday falls on a Saturday, the previous Friday will be the observed holiday. If a holiday falls on a Sunday, the following Monday will be the observed holiday. When the Christmas and New Year's holidays (Christmas Eve, Christmas Day, New Year's Eve, New Year's Day) fall on Friday and Saturday, Thursday and Friday will be the observed holidays. When Christmas and New Year's holidays fall on Sunday and Monday, Monday and Tuesday will be the observed holidays. The following holidays will be observed.

Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
M.L. King's Birthday
President's Day
Memorial Day
Independence Day

6.1(a) Holiday of Employee's Choice (HEC)

In addition to the above holidays, each employee covered by this section shall be entitled to 16 hours of Holiday of Employee's Choice (HEC) per fiscal year, subject to the approval of management.

- The 16 hours of HEC is credited at the start of each fiscal year.
- HEC must be taken during the fiscal year and may not be carried over from one fiscal year to the next.

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- The employee's unused HEC will be transferred to the employee's Catastrophic Leave Bank at the end of the fiscal year.

6.2 Holiday Schedule for Work Group Managers

If a holiday falls on a Saturday, the previous Friday will be the observed holiday. If a holiday falls on a Sunday, the following Monday will be the observed holiday. The following holidays will be observed for Work Group Managers.

Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day
New Year's Day
President's Day
Memorial Day
Independence Day

6.2(a) Holiday of Employee's Choice (HEC)

In addition to the above holidays, each Work Group Manager shall be entitled to 40 hours of Holiday of Employee's Choice (HEC) per fiscal year.

- HEC must be taken during the fiscal year and may not be carried over from one fiscal year to the next.
- Unused HEC will be transferred to the employee's Catastrophic Leave Bank.

SECTION 7 VACATION LEAVE

7.1 Vacation

Vacation leave will be accrued per pay period by all full-time employees at the following rates.

| Years of Service | Accrual Rate | Days Accrued Per Year | Hours Accrued Per Year | Maximum Vacation Hrs. |
|------------------|--------------|-----------------------|------------------------|-----------------------|
| 0 – 3 Years | 3.0800 | 10 | 80 | 240 |
| 4 – 9 Years | 4.6160 | 15 | 120 | 280 |
| 10 Years | 4.9280 | 16 | 128 | 288 |
| 11 Years | 5.2320 | 17 | 136 | 296 |
| 12 Years | 5.5440 | 18 | 144 | 304 |
| 13 Years | 5.8480 | 19 | 152 | 312 |
| 14 Years | 6.1600 | 20 | 160 | 320 |
| 15 Years | 6.4640 | 21 | 168 | 328 |
| 16 Years | 6.7680 | 22 | 176 | 336 |
| 17 Years | 7.0800 | 23 | 184 | 344 |
| 18 Years | 7.3840 | 24 | 192 | 352 |
| 19+ Years | 7.6960 | 25 | 200 | 360 |

7.2 Accrual/Use

Vacation leave earned may be taken as it is accrued by the employee.

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7.3 Carry-Over

Vacation leave will be permitted to be carried over from one year to the next, with the maximum vacation leave accruable equal to the employee's current yearly accrual rate plus twenty (20) days.

Notwithstanding the provisions above, employees may submit a request for additional carry-over. The Executive Team will consider these requests and render a decision thereon within ten (10) working days. The decision of the Executive Team will be final.

7.4 Vacation Sell-Back

Employees accruing vacation at a rate of fifteen (15) or more days per year may sell back to the District a maximum of eighty (80) hours of accrued vacation (using whole hour increments only) per fiscal year. Reimbursement shall be made by multiplying the employee's current hourly rate times the number of hours to be sold.

SECTION 8 MANAGEMENT & ADMINISTRATIVE LEAVE

8.1 Eligibility

All exempt employees will be granted Management & Administrative Leave (MAL) in consideration of the many extra, uncompensated hours they work to get the job done. Unclassified employees other than the Work Group Managers will receive 40 hours of MAL for each fiscal year of service. Work Group Managers hired prior to January 1, 2016 will receive 40 hours of MAL and 40 hours of paid MAL for each full fiscal year of service. Work Group Managers hired after January 1, 2016 will receive 64 hours of MAL (time off only).

MAL will be credited to the employee's account on July 1 for the preceding fiscal year's service. Employees with less than 12 months' unclassified service in the preceding fiscal year will have such leave prorated. All leave must be recorded to the nearest one-tenth of an hour increment. MAL cannot be carried over on a yearly basis, but it may be cashed back during the year it is credited or deferred to the employee's 457b Plan at the end of the fiscal year.

8.2 Accrual

Accrual amounts are shown on the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

SECTION 9 SICK LEAVE

9.1 Accrual

Sick leave will be allocated in a lump sum at the beginning of the fiscal year. For employees hired after July 1, sick leave will be prorated based on the employee's date of hire.

The annual ninety-six (96) hours of sick leave will be divided into two portions: sixty-four (64) hours will be placed in the employee's sick leave account and thirty-two (32) hours will be placed in the employee's Catastrophic Leave Bank.

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The leave hours that accumulate in this account may be converted to additional service credit upon retirement with PERS.

Sick leave time shall accrue during absences for which the employee is paid, including sick leave.

At the end of each fiscal year, any remaining sick leave from that fiscal year will be placed in the employee's Catastrophic Leave Bank.

9.2 Use of Sick Leave

9.2(a) Employees can use up to sixty-four (64) hours of sick leave annually for their own sick leave needs or for the sick leave needs of their immediate family. These sixty-four (64) hours will be the first sixty-four (64) hours of sick leave used each year except as provided herein. When an employee has twenty-seven (27) or fewer hours in his/her sick leave bank and the employee has time off due to a Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) qualifying event due to his/her own illness or the illness of a family member, the employee may use Catastrophic Leave and retain any remaining sick leave in his/her sick leave bank. Sick leave taken in excess of sixty-four (64) hours that does not meet the criteria for Catastrophic Leave will be deducted from the employee's earned leave balances (vacation, HEC, or MAL) or will be without pay at the discretion of the employee. Sick leave without pay in excess of thirty-two (32) hours annually is subject to the Leave without Pay section of this Policy.

9.2(b) Whenever possible, employees should schedule routine appointments outside of normal working hours.

9.3 Use of Catastrophic Leave for Employee Illness/Injury

Use of Catastrophic Leave for Employee Illness/Injury is subject to the following requirements:

9.3(a) Must be for an employee's serious health condition which qualifies under the FMLA/CFRA.

9.3(b) A physician must complete the FMLA/CFRA paperwork and excuse the employee from work. However, if an employee has greater than five hundred (500) hours in their Catastrophic Leave Bank and has an acute injury or illness for which the employee has verification by a licensed medical professional that the injury or illness required constant documented medical supervision but the employee cannot obtain FMLA/CFRA authorization, the employee will be permitted to use Catastrophic Leave.

9.4 Use of Catastrophic Leave for the Serious Illness of a Family Member:

9.4(a) Must be a qualifying event under FMLA/CFRA.

9.4(b) Physician must complete FMLA/CFRA paperwork and excuse the employee from work.

9.4(c) Employee must match leave from his/her Catastrophic Leave Bank with earned leave or leave without pay hour for hour for the first eighty (80) hours used. For the next one hundred sixty (160) hours used, the employee must match

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Catastrophic Leave on the basis of two (2) hours of Catastrophic Leave for every hour of earned leave or leave without pay. For any additional hours used, the employee must match Catastrophic Sick Leave on the basis of one (1) hour of Catastrophic Leave for every hour of earned leave or leave without pay.

9.4(d) Family member is defined as follows:

- A spouse is a partner in marriage as defined in the Family Code Section 300.
- A domestic partner is a registered domestic partner as defined in California Family Code 297.
- A child is a biological, adopted, foster, stepchild, legal ward or child of a domestic partner who is either under the age of 18 or is an adult dependent child. An adult dependent child is one who is incapable of self-care because of a mental or physical disability. The child must meet the Internal Revenue Service standard for dependent children.
- A parent includes a biological, foster, adoptive, stepparent, legal guardian, or person who stood *in loco parentis* to the employee when the employee was a child.

9.5 Use of Catastrophic Leave for Bonding

An employee may take up to a total of 160 hours paid time off for bonding leave. The employee must match leave from their Catastrophic Leave Bank with earned leave or leave without pay on an hour-for-hour basis. (See FMLA/CFRA Policy for maximum number of hours available for bonding leave.)

9.6 Notice

An employee requesting sick leave shall inform management of the fact no later than the beginning of the shift on the first day of an illness. The employee will also inform management of the length of the anticipated absence. Management will specify how often the employee must call in.

If serious illness or injury prevents the employee from calling in, notice may be given by the employee's spokesperson (e.g.; spouse, adult family member, or other responsible party).

9.7 Verification

Absence due to routine doctor, dentist and medical appointments may require evidence satisfactory to the District. A doctor's certificate or other proof of illness may be required after the third consecutive day of absence on paid sick leave.

9.8 Sick Leave Incentive Program

9.7(a) As described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#), all unclassified non-exempt and exempt employees (excluding Coaches, Work Group Managers, and the HRA) employed as of the first pay period of the payroll fiscal year are eligible to receive sick leave incentive awards based on SL hours used each fiscal year. Time off must be used within 12 months or will be forfeited.

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9.9 Sick Leave Conversion

9.8(a) The leave hours that accumulate in the Catastrophic Leave Bank will be converted to additional service credit on retirement with PERS.

9.8(b) For purposes of determining the amount of sick leave used during the payroll fiscal year, the following definitions apply:

SL = leave designated as sick leave in the pay code.

SL (A) = leave designated as sick leave in the attendance code (includes vacation or HEC used as sick leave).

NOTE: Short-term disability will not be considered as part of either SL or SL(A).

SECTION 10 FAMILY MEDICAL LEAVE ACT (FMLA), CALIFORNIA FAMILY RIGHTS ACT (CFRA), PREGNANCY DISABILITY LEAVE (PDL)

See Policy #5640.

SECTION 11 URGENT PERSONAL BUSINESS

11.1 For non-exempt, unclassified employees, time off for urgent personal business, when approved by management, will be deducted from accrued vacation leave, MAL, Holiday of Employees' Choice, or Vacation Retention Incentive Program (VRIP) balances at the employee's option.

11.2 For exempt employees, any time taken off for urgent personal business constituting less than four hours during a given business day does not require the use of leave, nor should the absence be recorded on the timecard unless directed otherwise by the employee's coach or manager. Excessive use of Urgent Personal Business will be considered in the employee's annual performance evaluation and may result in restrictions on use of this leave or in disciplinary action.

SECTION 12 HEALTH AND WELFARE

12.1 Medical Insurance

The District will provide a group health insurance program through the PERS Public Employees' Medical and Hospital Care Act to all eligible employees whose work schedules are at least 20 hours per week.

12.2 Group Dental Plan

The District will provide a group dental plan for all employees and their dependents where the employees' work schedule is at least 20 hours per week. The plan will be as described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

12.3 Group Vision Plan

The District will provide a group vision plan for employees and their dependents (whose work schedules are at least 20 hours per week). The plan will be as described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

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12.4 Life Insurance

Each District employee whose work schedule is at least 30 hours per week will receive life insurance coverage equal to the employee's annual salary, to the nearest \$5,000. The employee's life insurance coverage for dependents is described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#). The District will pay the life insurance premiums for employee and dependents.

12.5 Employee Benefits Account

12.5(a) The District will establish a benefits account for each active employee eligible for medical coverage who has enrolled in one of the PERS medical insurance plans offered by the District. Monthly contributions are based on the number of eligible dependents and are prorated by the employee's scheduled hours of work (40 hours per week = 100%; 20 hours per week = 50%). The contributions may only be used for medical insurance, dental insurance, and vision care premiums. These amounts include the Minimum Employer Contribution per month as defined by PERS, and are described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

12.5(b) The District shall not treat this payment as compensation subject to income tax withholding or reporting unless the Internal Revenue Service or Franchise Tax Board indicates that such contributions are income subject to taxation. Each employee shall be solely responsible for any federal, state, or local tax liability arising out of the implementation of this section.

12.5(c) Employees may not elect to take this benefit as cash. If any employee chooses a medical plan that is more expensive than the total amount available as provided for in this section, the employee must pay the difference via a payroll deduction.

12.5(d) If an employee has proof of coverage under a spouse's or registered domestic partner's health plan or a United States military plan, the employee may opt to waive medical coverage. In such case, the employee will be paid a monthly amount based on the plan level for which the employee is qualified, as described in the Employee Benefits Summaries from the [Benefits Page on the Portal](#).

12.5(e) Medical plan payments for employees in an unpaid leave status will be made by the District in conformance with the PERS medical plan guidelines and the provisions of the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

12.5(f) Employees on an unpaid leave of absence for less than ten (10) working days (80 hours), or employees on a disciplinary suspension for less than ten (10) working days (80 hours), shall not be subject to a pro-rata reduction for the period of said absence.

12.6 Preventive Medical Treatment

The District will arrange and pay for any preventive medical treatment that it requires the employee to have, including inoculations for tetanus and typhoid, as well as booster shots, as needed. The District will also pay for employee inoculations for influenza upon request of the employee.

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12.7 Section 125 Plan

The District has established Section 125 Plan accounts, in which employees may contribute pre-tax dollars for dependent care and unreimbursed medical expenses. This Plan follows the regulations outlined by the IRS.

12.8 Workers' Compensation

Workers' Compensation Insurance is carried by the District at no expense to the employee.

12.8(a) Each employee who suffers an injury or illness during working hours must notify management at once, unless the employee is physically unable to do so. If the injury is undetected, the employee will immediately notify management upon detection of injury.

12.8(b) Each employee who is unable to work as a result of what is believed to be a job-connected injury or illness must visit a doctor for examination. Necessary forms will be prepared and submitted by the District to the District's Workers' Compensation Insurance claims administrator. If it is determined that the injury or illness is job-connected, no deduction will be made from the employee's sick leave and he/she will be paid his/her rate of pay.

12.8(c) When an injury/illness is certified by the District's Workers' Compensation Insurance claims administrator as arising out of and in the course of employment by Union Sanitary District, the employee shall be paid an amount which, together with Workers' Compensation benefits, shall equal his/her rate of pay. In no case shall the employee receive an amount greater than his/her rate of pay. These District payments will be continued for a period up to three (3) months (480 hours) for any one (1) injury or illness. The employee's regular rate of pay will be provided by the District during any waiting period before disability compensation is payable.

Note: Examinations (during the first thirty [30] days after a job-connected injury) by a District-selected doctor will in no way interfere with an employee's right to be seen by his/her doctor if the employee, prior to injury, has provided the District with a completed Predesignation of Personal Physician form. Examinations by a District-selected doctor will be in addition to examination by the employee-designated physician.

12.8(d) After 360 hours of job-connected injury or illness leave time off, any additional time off will run concurrently with FMLA/CFRA leave.

12.8(e) After 90 days of incapacity, the employee's accumulated sick leave time shall be charged until exhausted as based proportionately upon the difference between his/her rate of pay and the Workers' Compensation benefits to which he/she is entitled.

12.8(f) The District reserves the right to have the employee examined by District doctors at any time(s) following a reported job-connected injury or illness for determination of the employee's ability to return to work. The decision of the District doctor(s) will be final.

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- 12.8(g)** Notwithstanding the foregoing provisions, such payments shall not be made to any employee
- who does not apply for or who does not receive temporary disability benefits under the Workers' Compensation law
 - whose injury or illness has become permanent
 - who is retired on a permanent disability or pension
 - who refuses to accept other District employment for which he/she is not substantially disabled.
- 12.8(h)** Any employee bringing action against a third party to recover for injuries or disabilities for which Union Sanitary District has made payments of salary compensation shall forthwith give the District notice of such action, and thereafter Union Sanitary District shall be entitled to reimbursement arising out of any recovery made by the employee in such action or amounts paid for salary or compensation during the employee's disability.

12.9 Disability Insurance Programs

12.9(a) Long-Term Disability

The District will provide a long-term disability insurance program for each employee.

- Coverage begins ninety (90) calendar days from the onset of disability for disabilities covered under the District's long-term disability insurance program.
- Maximum insured monthly salary is \$9500 with a maximum benefit of \$6,333 per month.
- The District will pay the premiums for employee and dependent health and welfare benefits for the period during which the employee receives long-term disability insurance payments. The period of time for District payment of benefits will not exceed six (6) calendar months from the date of onset of long-term disability payments.

12.9(b) Short-Term Disability

- The District will provide a self-funded short-term disability insurance program for each employee, structured along the same guidelines as California State Disability Insurance Fund. Unclassified employees who have a non work-related, short-term disability as certified by a licensed medical practitioner are eligible to receive benefits after the seventh consecutive day of disability. Coverage for pregnancy-related disability shall be the same as covered under State Disability Insurance Fund.
- Coverage will be for two-thirds (2/3) of salary to the maximum per week allowed by the State Disability Insurance Fund. The employee must use leave balances to supplement the short-term disability payments. Sick leave shall be used first, in accordance with the Sick Leave Section above, then all other available leaves.
- The maximum duration of benefits shall not exceed the waiting period per the District's Long-Term Disability policy.

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- Between the 61st and 90th day of disability, in the event the employee has exhausted all leaves, the District will supplement the short-term disability payments up to a total of 2/3 of salary.
- The District will pay the premiums for employee and dependent health and welfare benefits for the period during which the employee receives short-term disability insurance payments.

12.10 Employee Assistance Program

The District will provide a qualified Employee Assistance Program to assist employees and dependents in successfully handling various normal life stresses, including problems related to work, personal relationships, and major life changes. If the current contractor's service is terminated, the District shall provide the service through another contractor.

SECTION 13 MILITARY DUTY

An employee will be allowed military service leave for active duty, in accordance with the provisions of the Military and Veterans Code of the State of California. Leave of absence with pay will be granted to an employee required to report for Selective Service Physical Examination. The District will make whole employees who are required to participate in regular (annual) military reserve duty, but no employee shall receive more than his/her regular pay.

SECTION 14 JURY OR SUBPOENAED WITNESS DUTY

The District will grant employees time off work without loss of pay for Jury or Subpoenaed Witness Duty unless it involves personal business. See [Policy #5360](#).

SECTION 15 FUNERAL LEAVE

15.1 The District will grant a paid leave of absence to employees in case of death in the immediate family to prepare for and attend funeral services. Immediate family is defined as parent, spouse, registered domestic partner, child, child of a registered domestic partner, brother, sister, grandparent, or parent-in-law, except that a relative residing in the same household may, for the purpose of this section, be considered immediate family. The employee will be allowed a leave of absence not to exceed twenty-four (24) hours without charge to employee's accrued leave. This amount will be pro-rated for employees working less than full-time.

15.2 Absences for the purpose of attending funerals as set forth above, in excess of the allowed twenty-four (24) hours, will be charged against the employee's Catastrophic Leave Bank, accrued vacation, MAL, HEC, or VRIP at the option of the employee, with the approval of management.

SECTION 16 LEAVE WITHOUT PAY AND BENEFITS

Employees requesting leave without pay shall do so in accordance with established District policy. The decision to approve or disapprove said leave shall rest solely with the District. Those employees who receive approval of their requests must take said leave in one-hour increments (using whole hours only). There will be no leave accruals during said leave without pay. Employees shall reimburse the District for the pro rata

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share of all employee benefit costs paid by the District during any absence greater than eighty (80) hours within the same calendar month. See [Policy #5660](#).

SECTION 17 EMPLOYMENT DEVELOPMENT

Professional and career development for each individual employee will be discussed during the annual evaluation process and appropriate goals will be established.

SECTION 18 MILEAGE REIMBURSEMENT AND VEHICLE ALLOWANCE

18.1 Mileage Reimbursement

Employees who use their own vehicles in the conduct of approved District business shall be reimbursed per mile at the current IRS mileage rate. Also, employees who are called back to work, not in conjunction with their assigned shift, shall be reimbursed at the same rate. Anyone receiving a vehicle allowance is not eligible for mileage reimbursement.

18.2 Vehicle Allowance—Managers and Coaches

18.2(a) Managers shall receive a monthly sum in lieu of the exclusive use of a District vehicle. The amount is stated in the Employee Benefits Summaries from the [Benefits Page on the Portal](#). Only those Coaches appointed prior to December 1, 2013 shall receive this allowance.

18.2(b) Verification of proof of business insurance must be provided in order to receive this vehicle allowance. The District does not reimburse employees for the portion of the vehicle insurance associated with District business.

SECTION 19 EDUCATIONAL IMPROVEMENT

19.1 Reimbursement

To encourage District employees to improve their knowledge, the District will reimburse employees for tuition and book expenses incurred for educational meetings and courses which are approved by the District, upon evidence of successful completion of the course work, up to the maximum specified by the District. All District-paid books, equipment, and/or reference materials become the property of the District. Details of the program are in the [Employee Education Policy \(#5330\)](#).

19.2 Certification Fee Reimbursement

The District will reimburse employees whose positions require them to be certified by the California Water Environment Association (CWEA) or the State of California under the Mandatory Wastewater Treatment Plant Supervisors and Operators Law to include

- all examination fees for taking and successfully passing certification examinations and renewal fees
- filing fees for the first through the third filing, provided the employee is determined to be qualified to take a particular examination.

When a certification examination is to be administered during an eligible employee's regularly scheduled work hours, said employee will be allowed sufficient time off with pay to take said examination, provided that said employee has given management a

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written request for time off to take the examination, including the date, place, and time of the examination, at least thirty (30) days in advance.

The District will reimburse examination, registration, and renewal fees for all other employees who desire CWEA or State Operator Certification, State Professional Licensing, and any other professional or paraprofessional certification, as approved by management.

Filing fees are reimbursed by the District unless the employee is determined not to be qualified to take the examination or does not pass the examination after three attempts.

19.3 Professional Associations

The District will pay the membership fees for relevant professional associations for those wishing to participate.

SECTION 20 SEPARATION PAYMENT ALLOWANCES

20.1 Vacation and HEC

20.1(a) An employee who separates from District employment will be paid for accumulated vacation time and earned HEC at the rate of pay in effect at time of separation.

20.1(b) Upon separation from District employment, unclassified employees are entitled to payment of all unused HEC leave associated with the current fiscal year.

20.2 MAL

20.2(a) An employee who separates from District employment will be paid for:

Any unused MAL, at the rate of pay in effect at the time of separation. The prorated portion of MAL they would have earned at the end of the current fiscal year.

Work Group Managers hired prior to January 1, 2016 whose benefit includes 40 hours of paid MAL may not receive this benefit unless they are employed on the first day of the following fiscal year. Work Group Managers hired on January 1, 2016 and thereafter are eligible for only 64 hours of MAL (time off only) and do not receive 40 hours of paid MAL.

20.3 Overtime Payout

A non-exempt employee who separates from employment or whose employment is terminated will be paid for overtime already worked pursuant to the appropriate provision.

20.4 Death/Sick Leave Payout

Upon the death of an employee, the stipulated beneficiary will be paid an amount equal to one-half (1/2) the employee's accumulated sick leave at the salary in effect at the time of the employee's death.

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Accrued vacation, MAL, and HEC due an employee who passes away while employed with the District will be paid to the employee's stipulated beneficiary. If there is no stipulated beneficiary, it will be paid to the estate of the employee.

SECTION 21 RETIREMENT

21.1 Public Employees' Retirement System (PERS)

21.1.(a) PERS "Classic" Employees

In accordance with the employee deduction schedule specified in the Public Employee's Retirement System Unmodified Formula Plan, for employees who meet the definition of "Classic Members" under the Pension Reform Act of 2013, the District shall pay six percent (6%) of the employee's contribution to PERS to the employee's account. The employee shall pay, on a pre-tax basis, the remaining two percent (2%) of the employee contribution to PERS.

In addition to the 2% payment above, the employees will contribute the following amounts to PERS for pension:

- Effective 6/6/13, employees will pay additional contribution of 1.5% for pension (this contribution will be a portion of the employer contribution in order to maintain the current EPMC for highest salary year purposes).
- Effective 3/1/14, employees will pay additional contribution of 1.5% for pension for a total contribution of 3.0% (this contribution will be portion of employer contribution in order to maintain current EPMC for highest salary year purposes).
- Effective 3/1/15, employees will pay additional contribution of 1.5% for pension for a total contribution of 4.5% (this contribution will be portion of employer contribution in order to maintain current EPMC for highest salary year purposes).
- Effective 3/1/16, employees will pay additional contribution of 1.5% for pension for a total contribution of 6% (this contribution will be portion of employer contribution in order to maintain current EPMC for highest salary year purposes).

Total employee contribution for employees shall not exceed 8%.

21.1.(b) PERS "New Members"

Employees who meet the definition of a "New Member" under the Pension Reform Act of 2013 will have pension contributions as specified in Government Code Section (GCS) 7522.30 and benefits consistent with GCS 7522 et al.

21.2 PERS Options

21.2.(a) PERS Options for "Classic" Employees

The District's existing PERS Retirement Contract:

- provides the 2.5% @ 55 retirement formula
- allows employees to retire with benefits under the PERS system based up the highest year of compensation

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- allows the 6% Employer Paid Member Contributions (EPMC) to be included by PERS in the employee's pay rate for the highest compensation year
- converts unused sick leave at the time of retirement to additional service credit at the rate of 0.004 year of service credit for each eight (8) hours of unused sick leave (approximately 2080 hours of sick leave equals one [1] additional year of service credit).
- provides the option for employees to buy back military service and apply it to their retirement credit
- provides 4th level PERS 1959 Survivor Benefits. A deduction of two dollars (\$2.00) per month, per employee, is required.

21.2.(b) PERS Options for "New Members"

The PERS Retirement Contract for employees categorized as "New Members":

- provides the 2% @ 62 retirement formula as specified in Government Code Section (GCS) 7522.30
- allows employees to retire with benefits under the PERS system based upon the average of the highest three (3) years of compensation
- converts unused sick leave at the time of retirement to additional service credit at the rate of 0.004 year of service credit for each eight (8) hours of unused sick leave (approximately 2080 hours of sick leave equals one [1] additional year of service credit).
- provides the option for employees to buy back military service and apply it to their retirement credit
- provides 4th level PERS 1959 Survivor Benefits. A deduction of two dollars (\$2.00) per month, per employee, is required.

21.3 Retiree Medical Reimbursement

21.3(a) The Retiree Medical Reimbursement shall include any contribution made by the District directly to PERS, including the Minimum Employer Contribution (MEC) for retiree or spouse or registered domestic partner. In the event of the death of the retiree, the MEC will be made on behalf of the surviving spouse or registered domestic partner. For married couples who both retire from USD and receive medical reimbursement, in the event of the death of one of the retirees, the Retiree Medical Reimbursement will continue for only the surviving retiree.

21.3(b) Monthly Reimbursement Amounts:

- For employees who retired from the District after February 28, 2001, a monthly reimbursement, up to Three Hundred Dollars (\$300), will be provided for medical coverage.
- For employees who retire from the District after February 28, 2008, a monthly reimbursement will be provided for medical coverage as specified in the Retiree Medical Reimbursement Summary, Attachment C.

21.3(c) The District shall not treat the District reimbursement to the medical retirement plan as compensation subject to income tax withholding unless the Internal Revenue Service or the Franchise Tax Board indicates that such reimbursements are taxable income subject to withholding. Each retired employee shall be solely and personally responsible for any federal, state, or local tax liability or penalty that may arise out of the implementation of this section.

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21.4 Eligibility for Retiree Reimbursement

21.4(a) To be eligible for the benefit described above, the employee must retire under a regular or disability PERS retirement, must be at least 50 years of age, and must have been employed by the District for at least ten (10) years.

21.4(b) The employee may remain enrolled in a PERS medical plan, elect an insurance plan outside of PERS, or provide proof of coverage under the spouse's or domestic partner's health insurance plan in order to receive reimbursement from the District in an amount not to exceed \$300, minus an administrative fee. If covered under spouse or domestic partner's plan, reimbursement will be made for the portion of the premium associated with coverage for the employee. The retiree must notify the District within thirty (30) days of the retiree's and/or spouse's eligibility for Medicare. The surviving spouse or domestic partner of an eligible retiree shall remain eligible until his/her death or remarriage, or entrance into a new domestic partnership, and the spouse or domestic partner must maintain enrollment in a medical insurance plan as described in this paragraph.

21.4(c) The reimbursement amount shall provide for the actual medical premium cost for the retiree and dependent(s). At no time shall the retiree receive in excess of the premium amount.

21.4(d) In the event of the death of an employee prior to retirement who would be qualified for benefits, the surviving spouse or registered domestic partner shall remain eligible until his/her death or remarriage, or entrance into a new domestic partnership, and the spouse must maintain enrollment in a medical insurance plan as described in Section 21.4(b).

21.4(e) The retiree is responsible for maintaining eligibility requirements and for notifying the District of any change in eligibility status. If the retiree fails to report any change in status within thirty (30) days of the change, the retiree shall refund any excess amounts received.

21.4(f) Checks will be issued quarterly to the retiree or surviving spouse or registered domestic partner. The District may require verification of medical plan enrollment and costs.

21.4(g) Employees who separate from the District and do not retire under PERS are not eligible to receive any of the retiree health benefits.

21.5 Retiree Medical Benefits Actuarial Study

The District will make available any reports on the status of funds in the established by the District under the California Employers' Retiree Benefit Trust Fund to be used toward the payment of retiree medical benefits.

SECTION 22 SAFETY

22.1 The District is committed to having a safe and healthful work environment; complying with all federal, state, and District safety regulations; and creating an atmosphere that promotes safety and employee health.

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No employee will be expected to, nor shall any employee be permitted to, perform work in an area or manner deemed to be unsafe according to the applicable standards established by state and federal law and District Policies and Procedures.

- 22.2** In accordance with the Injury and Illness Prevention Program, the Safety Committee shall be composed of classified, unclassified, and management representatives from throughout the District.
- 22.3** This Committee will meet on a regular basis to promote safe work practices, investigate safety hazards and recommend remedial action in a timely manner, and promote communication about safety matters.
- 22.4** Consistent with the District's Injury and Illness Prevention Program, any violation of safety policies, procedures, or safe work practices will result in appropriate disciplinary action, up to and including the possibility of termination of employment.

SECTION 23 SAFETY RECOGNITION PROGRAM

Unclassified employees, except management, may participate in the District's Safety Recognition Program. Management may participate in non-monetary portions of the program or in any elements involving additional funds authorized by the Board.

SECTION 24 PROTECTIVE CLOTHING AND EQUIPMENT

24.1 Responsibility

It is the responsibility of each employee to make every reasonable effort to maintain the clothing and equipment provided in good working order. In every case, management and/or the District Safety Committee will determine the need for protective clothing and equipment.

No District-provided clothing or equipment may be taken home without the express prior approval of management. Those employees who come in contact with sewage or other contaminated materials shall not take such contaminated clothing and equipment home under any circumstances.

24.2 Uniforms

The District will furnish, at no expense to the employee, all safety equipment required, including hard hats, safety shields, goggles, gloves, rain gear, rubber boots, work jackets, work shirts, and trousers to all employees whenever their work requires such items to be worn.

All employees issued uniforms, protective clothing, and equipment are required to wear all items when performing assignments in a work area requiring this clothing. Uniforms are defined as all clothing assigned to an employee for specific work assignments.

24.3 Safety Glasses

Whenever the work requires safety glasses to be worn, they will be furnished by the District, from a current prescription furnished by the employee, to those employees regularly wearing corrective glasses. Employees will be responsible for any costs incurred above the price limits set by the Safety Shoe and Glasses Task Force.

**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
UNION SANITARY DISTRICT**

24.4 Safety Shoes

When safety shoes are determined to be necessary by the District, employees will purchase said shoes and may purchase one pair of insoles per pair of shoes as required. Employees will be responsible for any costs incurred above the price limits set by the Safety Committee.

SECTION 25 PERSONNEL FILES

25.1 The District shall maintain only one (1) official personnel file. Employees are entitled to review and make copies of contents, subject to the State Government Code.

The District will furnish one copy of any item placed in an employee's personnel file at the time of placement, at no cost to the employee. Additional copies may be obtained at a later date; employees may be charged a small copy per page fee for additional copies.

24.2 Documents of employee disciplinary action will be retained in the employee personnel file for the time period specified below. In the event that the employee has had no further disciplinary action during the time period in which the document is in the personnel file, the document will then be moved to a separate historic disciplinary file. In the case of written reprimands, the records will be destroyed five (5) years from the date the document was issued, provided that no further disciplinary action has occurred during that five (5) year period.

A Human Resources representative will notify the employee when the employee's historic disciplinary file is reviewed. It is the employee's responsibility to review his/her files and request documents be moved (or destroyed) in accordance with the agreed upon schedule.

| Type of Disciplinary Action | Years to be retained in Personnel File |
|--|---|
| Written Reprimand | 3 years |
| Suspension of less than 3 days | 5 years |
| Suspension of 3 to 10 days | 7 years |
| Suspension of more than 10 days | 10 years |
| Suspension of any length for violence in the workplace, sexual harassment, or protected class discrimination | 10 years |

Historic disciplinary files can only be reviewed under the following conditions:

- Subpoena or request by an administrative agency
- In the event future disciplinary action is being considered
- By the employee or the employee's authorized representative

**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
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SECTION 26 PERIODIC REVIEW

- 26.1** These Unclassified Employee Rules and Regulations will be reviewed periodically to ensure they remain accurate and reflect current practices at the District. Management will review proposed changes with the affected employees prior to revising this document.
- 26.2** The Unclassified Employee Group may request a meeting with management to propose changes to these Rules and Regulations.

SECTION 27 APPEAL OF DISCIPLINARY ACTION OR OTHER MATTERS

- 27.1** The following appeal process is available to any unclassified employee who may disagree with a disciplinary action taken or disagree with a management decision made related to these Unclassified Employee Rules and Regulations.

27.1(a) Step 1: Appeal. An unclassified employee may appeal a disciplinary action or decision to the District's Human Resources Administrator within six (6) working days of the action. The Human Resources Administrator (HRA) will review the specific circumstances of the action or decision for consistency with these rules and regulations and District policy. The HRA will present his/her findings to the employee and employee's coach and make a recommendation to the employee's work group manager on any suggested changes in the disciplinary action or decision being appealed within ten (10) working days from date of receipt of appeal. The work group manager will inform the employee of his/her decision.

27.1(b) Step 2: Appeal. Within six (6) working days from receipt of decision, an unclassified employee may appeal to the General Manager the decision made in the Step 1 appeal. The employee will meet with the General Manager to present his/her appeal and answer questions regarding the specifics of the incident. The General Manager may consult with Human Resources staff, management staff and other outside resources to address issues of the appeal. The General Manager will inform the employee of his/her decision on the appeal within twenty (20) working days of the meeting with the employee.

27.1(c) Step 3: Appeal. Within six (6) working days from receipt of decision, an unclassified employee may appeal the decision made in the Step 2 appeal to the District's Board of Directors. At the Board's discretion they will hear the employee's appeal through one of the following:

- A meeting of the Personnel Committee or other Ad Hoc Committee established by the Board
- A meeting of the full Board
- A meeting with an independent Hearing Officer engaged by the Board who will report findings and recommendations to the Board

After hearing the appeal, the Board will inform the employee of their decision directly or through the General Manager. The decision of the Board will be final.

**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
UNION SANITARY DISTRICT**

Approved by: Board of Directors and General Manager
Author/Owner: Human Resources Administrator
Reviewers: Executive Team
Notify Person: Human Resources Administrator
Review Frequency: Every 3 Years
Revision Due: 2/2017

Manny Fernandez
President, Board of Directors

Paul Eldredge
General Manager

**UNCLASSIFIED EMPLOYEES RULES & REGULATIONS
UNION SANITARY DISTRICT**

ATTACHMENT A

Unclassified Non-Exempt Professional and Confidential Employees

Assistant Engineer
Assistant to the General Manager
Buyer I/II
Information Systems Analyst
Junior Engineer
Senior Accountant

Unclassified Exempt Professional and Confidential Employees

Associate Engineer
Environmental Health and Safety Program Manager
Environmental Programs Coordinator
Human Resources Analyst
Information Technology Administrator
Organizational Performance Program Manager
Principal Engineer
Principal Financial Analyst
Purchasing Agent
Senior Database Administrator/Developer
Senior Engineer
Senior GIS /Database Administrator
Senior Information Technology Analyst
Senior Network Administrator
Senior Process Engineer
Technical Training Program Manager

Unclassified Exempt Management Employees

Coach

Human Resources Administrator
Work Group Manager

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|-----------|-----------|--------------|--------------------------------|---|--------------|--------------|
| 156512 | 1/29/2015 | 2920 | EAST BAY DISCHARGERS AUTHORITY | O&M ASSESSMENT, JAN-MAR 2015 | \$280,383.25 | \$280,383.25 |
| 156432 | 1/22/2015 | 3015 | CAL SAN RISK MNGT AUTH | 12/31/14-12/31/15 PLP PROGRAM | \$152,975.00 | \$152,975.00 |
| 156445 | 1/22/2015 | 800394.5 | GSE CONSTRUCTION CO INC | THICKENER CONTROL BLDG IMPROV PHASE II | \$139,175.00 | \$139,175.00 |
| 156559 | 1/29/2015 | 2026572 | WEST YOST & ASSOCIATES | NEWARK BACKYARD SS RELOCATION - PHASE 2 | \$19,496.03 | \$77,973.62 |
| | 1/29/2015 | 2026573 | | MISC SS SPOT REPAIRS PHASE V | \$207.00 | |
| | 1/29/2015 | 2026576 | | ALVARADO-NILES ROAD SS REHABILITATION | \$47,176.09 | |
| | 1/29/2015 | 2026577 | | PLANT FACILITIES IMPROVEMENTS | \$6,233.00 | |
| | 1/29/2015 | 2026578 | | UPPER HETCH HECTCHY SS REHABILITATION | \$2,101.50 | |
| | 1/29/2015 | 2026574 | | REVIEW FM RELOCATION NEAR HICKORY STREET | \$2,760.00 | |
| 156548 | 1/29/2015 | 13640 | SAK CONSTRUCTION LLC | UPPER HETCH HETCHY SS REHABILITATION | \$70,718.00 | \$70,718.00 |
| 156473 | 1/22/2015 | 938149 | POLYDYNE INC | 44,990 LBS CLARIFLOC C-6267 | \$49,264.05 | \$49,264.05 |
| 156456 | 1/22/2015 | 63752 | JOHNSON MANUFACTURING | 3 EA COLUMBIA ELECTRIC CARTS | \$44,094.93 | \$44,094.93 |
| 156553 | 1/29/2015 | 30103044A | SYNAGRO WEST LLC | NOVEMBER 2014 BIOSOLIDS DISPOSAL | \$43,380.00 | \$43,380.00 |
| 156508 | 1/29/2015 | 201300822 | COVELLO GROUP INC | COGENERATION PROJECT | \$16,610.00 | \$42,786.18 |
| | 1/29/2015 | 20130358 | | THICKENER CONROL BUILDING IMPROVEMENTS PHASE II | \$26,176.18 | |
| 156469 | 1/22/2015 | 10965 | PACIFIC INFRASTRUCTURE CORP | BOYCE ROAD LIFT STATION | \$41,702.00 | \$41,702.00 |
| 156468 | 1/22/2015 | 170120150108 | PACIFIC GAS AND ELECTRIC | SERV TO 12/21/14 PLANT | \$38,783.39 | \$38,783.39 |
| 156540 | 1/29/2015 | 201501 | NICHOLAS J PEROS | SCADA MASTER PLAN & SCADA STANDARDS | \$36,125.05 | \$36,125.05 |

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|-----------|-----------|------------------|-------------------------------|---|-------------|-------------|
| 156453 | 1/22/2015 | 34110 | INFOR PUBLIC SECTOR, INC | HANSEN ANNUAL SUPPORT AND MAINT. | \$35,380.68 | \$35,380.68 |
| 156457 | 1/22/2015 | 9017427836 | KEMIRA WATER SOLUTIONS, INC. | CANCEL INVOICE 9017427418 | \$-5,179.68 | \$15,506.34 |
| | 1/22/2015 | 9017428202 | | 7.95 DRY TONS FERROUS CHLORIDE | \$5,199.30 | |
| | 1/22/2015 | 9017428481 | | 8.23 DRY TONS FERROUS CHLORIDE | \$5,382.42 | |
| | 1/22/2015 | 9017428410 | | 7.53 DRY TONS FERROUS CHLORIDE | \$4,924.62 | |
| | 1/22/2015 | 9017427418 | | 7.92 DRY TONS FERROUS CHLORIDE | \$5,179.68 | |
| 156513 | 1/29/2015 | 902002858 | EVOQUA WATER TECHNOLOGIES | DI WATER SYSTEM | \$330.00 | \$14,281.61 |
| | 1/29/2015 | 901998550 | | 3,005 GALS HYDROGEN PEROXIDE | \$13,951.61 | |
| 156425 | 1/22/2015 | 62999 | 3T EQUIPMENT COMPANY INC | 20 PIPEPATCH KIT - WINTER | \$12,483.00 | \$12,483.00 |
| 156467 | 1/22/2015 | 86420141231 | DAVID M O'HARA ATTY AT LAW | GENERAL LEGAL - DEC 2014 | \$7,969.50 | \$9,093.00 |
| | 1/22/2015 | 97720141231 | | CIP LEGAL - DEC 2014 | \$1,123.50 | |
| 156491 | 1/29/2015 | 63014 | 3T EQUIPMENT COMPANY INC | 20 PIPEPATCH KIT - WINTER | \$8,738.10 | \$8,738.10 |
| 156557 | 1/29/2015 | 20141231 | WATEREUSE ASSOCIATION | 2015 MEMBERSHIP DUES | \$8,624.00 | \$8,624.00 |
| 156492 | 1/29/2015 | 4071037120150115 | ALAMEDA COUNTY WATER DISTRICT | SERV TO: 01/15/15-BENSON ROAD | \$181.23 | \$7,946.53 |
| | 1/29/2015 | 4071038120150115 | | SERV TO: 01/15/15-BENSON ROAD | \$55.95 | |
| | 1/29/2015 | 4071036120150115 | | SERV TO: 01/15/15-BENSON ROAD | \$7,709.35 | |
| 156446 | 1/22/2015 | 800394.5E | GSE CONSTRUCTION CO INC | THICKENER CONTROL BLDG IMPROV PHASE II - ESCROW | \$7,325.00 | \$7,325.00 |
| 156486 | 1/22/2015 | 15105 | V&A CONSULTING ENGINEERS INC | PRIMARY DIGESTER #5 REHABILITATION | \$7,299.86 | \$7,299.86 |

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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
|-----------|-----------|-------------|----------------------------|--|-------------|------------|
| 156485 | 1/22/2015 | 661188 | UNIVAR USA INC | 5,021 GALS SODIUM HYPOCHLORITE | \$2,320.70 | \$6,957.94 |
| | 1/22/2015 | 661317 | | 5,010 GALS SODIUM HYPOCHLORITE | \$2,315.62 | |
| | 1/22/2015 | 661608 | | 5,023 GALS SODIUM HYPOCHLORITE | \$2,321.62 | |
| 156441 | 1/22/2015 | 144 | FORMULA DESIGN | PUBLIC WEBSITE IMPROVEMENTS | \$6,000.00 | \$6,000.00 |
| 156542 | 1/29/2015 | 937403 | POLYDYNE INC | 43,980 LBS CLARIFLOC WE-539 | \$5,778.97 | \$5,778.97 |
| 156525 | 1/29/2015 | 20008 | IEDA INC | LABOR RELATIONS CONSULTING 01/01/15 - 03/31/15 | \$5,460.00 | \$5,460.00 |
| 156429 | 1/22/2015 | 739 | AUTOMATED NETWORK CONTROLS | SCADA / PLC PROGRAMMING SERVICES | \$3,000.00 | \$5,082.28 |
| | 1/22/2015 | 738 | | BOYCE ROAD LIFT STATION | \$250.00 | |
| | 1/22/2015 | 729.1 | | COGENERATION PROJECT | \$541.14 | |
| | 1/22/2015 | 739.1 | | COGENERATION PROJECT | \$750.00 | |
| | 1/22/2015 | 729 | | SCADA / PLC PROGRAMMING SERVICES | \$541.14 | |
| 156554 | 1/29/2015 | 2742 | CITY OF UNION CITY | 2015 HAZ MAT FEES, PERMIT FEES | \$5,055.00 | \$5,055.00 |

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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
|-----------|-----------|-------------|--------------------|---|-------------|------------|
| 156433 | 1/22/2015 | 54391347 | CINTAS CORPORATION | 1 TUNDRA SYSTEM JACKET - FULKERSON | \$158.00 | \$4,799.96 |
| | 1/22/2015 | 54393618 | | 1 TUNDRA SYSTEM JACKET - FULKERSON | \$158.00 | |
| | 1/22/2015 | 54393616 | | 1 RED KAP SLASH POCKET JACKET - FULKERSON | \$127.30 | |
| | 1/22/2015 | 54393617 | | 1 TUNDRA SYSTEM JACKET - CHRISTOPHER | \$158.00 | |
| | 1/22/2015 | 54395862 | | UNIFORM LAUNDERING SERVICE | \$324.25 | |
| | 1/22/2015 | 54391345 | | 1 SAFETY ORANGE WINDBREAKER - HWANG | \$69.15 | |
| | 1/22/2015 | 54391346 | | 1 TUNDRA SYSTEM JACKET - CHRISTOPHER | \$158.00 | |
| | 1/22/2015 | 54393624 | | UNIFORM LAUNDERING SERVICE | \$306.01 | |
| | 1/22/2015 | 54395863 | | UNIFORM LAUNDERING SERVICE | \$305.30 | |
| | 1/22/2015 | 54389093 | | 1 TUNDRA SYSTEM JACKET - HWANG | \$158.00 | |
| | 1/22/2015 | 54386830 | | UNIFORM LAUNDERING SERVICE | \$417.55 | |
| | 1/22/2015 | 54395864 | | ASTD DUST MOPS, WET MOPS & TERRY TOWELS | \$88.00 | |
| | 1/22/2015 | 54391344 | | ASTD DUST MOPS, WET MOPS & TERRY TOWELS | \$88.00 | |
| | 1/22/2015 | 54393623 | | UNIFORM LAUNDERING SERVICE | \$346.26 | |
| | 1/22/2015 | 54389098 | | UNIFORM LAUNDERING SERVICE | \$340.41 | |
| | 1/22/2015 | 54389099 | | UNIFORM LAUNDERING SERVICE | \$314.33 | |
| | 1/22/2015 | 54386831 | | UNIFORM LAUNDERING SERVICE | \$499.14 | |
| | 1/22/2015 | 54386832 | | ASTD DUST MOPS, WET MOPS & TERRY TOWELS | \$88.00 | |
| | 1/22/2015 | 54391342 | | UNIFORM LAUNDERING SERVICE | \$363.31 | |

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|-----------|-----------|-------------|----------------------------|---------------------------------------|-------------|------------|
| 156433 | 1/22/2015 | 54391343 | CINTAS CORPORATION | UNIFORM LAUNDERING SERVICE | \$332.95 | \$4,799.96 |
| 156555 | 1/29/2015 | 661603 | UNIVAR USA INC | 5,025 GALS SODIUM HYPOCHLORITE | \$2,322.55 | \$4,401.05 |
| | 1/29/2015 | 661715 | | 4,497 GALS SODIUM HYPOCHLORITE | \$2,078.50 | |
| 156501 | 1/29/2015 | 486108 | BRENNTAG PACIFIC, INC. | 5128 LBS SODIUM HYDROXIDE | \$2,833.89 | \$4,250.84 |
| | 1/29/2015 | 486107 | | 2564 LBS SODIUM HYDROXIDE | \$1,416.95 | |
| 156430 | 1/22/2015 | 121457 | BEECHER ENGINEERING | STANDBY POWER SYSTEM UPGRADE | \$2,380.00 | \$4,250.00 |
| | 1/22/2015 | 121456 | | MCC & PLC REPLACEMENT - PHASE 3 | \$1,870.00 | |
| 156475 | 1/22/2015 | 141229 | PROSAFE | 40 HRS INSPECTIONS & 2 HRS SPCC | \$4,200.00 | \$4,200.00 |
| 156514 | 1/29/2015 | 225990 | CITY OF FREMONT | UPPER HETCH HECTCHY SS REHABILITATION | \$4,054.47 | \$4,054.47 |
| 156496 | 1/29/2015 | 6048006 | AT&T | SERV: 11/13/14 - 12/12/14 | \$94.59 | \$3,437.29 |
| | 1/29/2015 | 6038833 | | SERV: 11/13/14 - 12/12/14 | \$719.09 | |
| | 1/29/2015 | 5946770 | | SERV: 10/13/14 - 11/12/14 | \$41.19 | |
| | 1/29/2015 | 6051974 | | SERV: 11/13/14 - 12/12/14 | \$41.19 | |
| | 1/29/2015 | 6063766 | | SERV: 11/20/14 - 12/19/14 | \$2,483.30 | |
| | 1/29/2015 | 6052103 | | SERV: 11/13/14 - 12/12/14 | \$41.19 | |
| | 1/29/2015 | 6069478 | | SERV: 11/20/14 - 12/19/14 | \$16.74 | |
| 156494 | 1/29/2015 | 7032 | APIC THE GLOBE LLC | REFUND # 17775 | \$3,300.00 | \$3,300.00 |
| 156531 | 1/29/2015 | 10831 | LOOKINGPOINT INC | FIREWALL MIGRATION | \$3,150.00 | \$3,150.00 |
| 156452 | 1/22/2015 | 12031404 | INDUSTRIAL VIDEO & CONTROL | 1 EA GBT CAMERA | \$3,132.00 | \$3,132.00 |

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| 156447 | 1/22/2015 | 20150115 | HASLER INC. | POSTAGE BY PHONE - TMS 35928 | \$3,000.00 | \$3,000.00 |
| 156480 | 1/22/2015 | 20141231 | STATE BOARD OF EQUALIZATION | SALES & USE TAX 10/14-12/14 | \$2,968.00 | \$2,968.00 |
| 156503 | 1/29/2015 | 34904 | CALCON SYSTEMS | ANNUAL FLOW METER AND LEVEL TRANSMITTER CALIBR/ | \$2,650.00 | \$2,650.00 |
| 156521 | 1/29/2015 | 9181627 | HACH COMPANY | ASTD SAMPLING SUPPLIES | \$151.52 | \$2,626.40 |
| | 1/29/2015 | 9162370 | | 1 EA PH PROBE SET FOR CHERRY STREET LIFT STATION | \$2,216.94 | |
| | 1/29/2015 | 9179432 | | ASTD SAMPLING SUPPLIES | \$82.62 | |
| | 1/29/2015 | 9177702 | | ASTD SAMPLING SUPPLIES | \$175.32 | |
| 156428 | 1/22/2015 | 4017274120150106 | ALAMEDA COUNTY WATER DISTRICT | SERV TO: 01/02/15 - FREMONT BLVD | \$2,509.91 | \$2,622.79 |
| | 1/22/2015 | 4017275220150106 | | SERV TO: 01/02/15 - FREMONT BLVD | \$80.93 | |
| | 1/22/2015 | 4017420220150107 | | SERV TO: 01/02/15 - FREMONT BLVD | \$31.95 | |
| 156519 | 1/29/2015 | 9621549196 | GRAINGER INC | 1 EA ABSORBENT SOCK | \$44.67 | \$2,537.37 |
| | 1/29/2015 | 9625561494 | | 2 EA FORK AND RING TERMINALS | \$34.59 | |
| | 1/29/2015 | 9622479153 | | 16 EA LAMP HOLDERS | \$56.77 | |
| | 1/29/2015 | 9625828554 | | 2 EA PAINTER CONBOX CABINETS | \$2,401.34 | |
| 156471 | 1/22/2015 | 29588617 | PAN PACIFIC SUPPLY COMPANY | 1 CHESTERTON 442 SEAL RSC/CB/FKM | \$2,481.47 | \$2,481.47 |
| 156497 | 1/29/2015 | 4964066207 | AT&T | SERV: 12/10/14 - 01/09/15 | \$1,178.56 | \$2,357.12 |
| | 1/29/2015 | 2369676209 | | SERV: 01/10/15 - 02/09/15 | \$1,178.56 | |
| 156539 | 1/29/2015 | XCTZ00E | PACHECO BROTHERS GARDENING INC | LANDSCAPE MAINTENANCE SERVICES JAN 2015 | \$1,365.00 | \$2,280.00 |
| | 1/29/2015 | XCTZ00F | | WEED ABATEMENT WORK JAN 2015 | \$915.00 | |

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|-----------|-----------|-------------|-----------------------------|--|-------------|------------|
| 156470 | 1/22/2015 | 10965E | PACIFIC INFRASTRUCTURE CORP | BOYCE ROAD LIFT STATION | \$2,195.00 | \$2,195.00 |
| 156451 | 1/22/2015 | 1011176 | INDUSTRIAL SAFETY SUPPLY | CONFINED SPACE ENTRY TRIPOD | \$1,997.81 | \$1,997.81 |
| 156435 | 1/22/2015 | 252617 | CURTIS & TOMPKINS LTD | 60 LAB SAMPLE ANALYSIS | \$990.00 | \$1,890.00 |
| | 1/22/2015 | 252616 | | 40 LAB SAMPLE ANALYSIS | \$660.00 | |
| | 1/22/2015 | 252624 | | 3 LAB SAMPLE ANALYSIS | \$120.00 | |
| | 1/22/2015 | 252679 | | 3 LAB SAMPLE ANALYSIS | \$120.00 | |
| 156464 | 1/22/2015 | 20755736 | MCMASTER SUPPLY INC | 2 EA PISTOL GRIP GREASE GUN | \$58.46 | \$1,698.80 |
| | 1/22/2015 | 20835455 | | 2 EA TOGGLE SWITCHES | \$19.86 | |
| | 1/22/2015 | 20958033 | | ASTD PARTS & MATERIALS | \$551.44 | |
| | 1/22/2015 | 20958032 | | 1 EA FACE-MOUNT AC MOTOR | \$287.76 | |
| | 1/22/2015 | 20668458 | | ASTD SCREWS, NUTS, AND GASKETS | \$781.28 | |
| 156534 | 1/29/2015 | 21271481 | MCMASTER SUPPLY INC | 20 EA ASTD PIPE FITTINGS | \$197.43 | \$1,582.94 |
| | 1/29/2015 | 20466510 | | CREDIT FOR 12 EZ ZINC NUTS | \$-74.11 | |
| | 1/29/2015 | 21335456 | | ASTD PARTS & MATERIALS | \$485.50 | |
| | 1/29/2015 | 21534918 | | 1 EA ANTISLIP ALUMINUM PLANK GRATING | \$279.28 | |
| | 1/29/2015 | 21512069 | | ASTD PARTS & MATERIALS | \$792.81 | |
| | 1/29/2015 | 20466517 | | CREDIT FOR 60 EA WIRE ROPE CLIPS | \$-97.97 | |
| 156524 | 1/29/2015 | 3159582266 | HILTON KNOXVILLE | PREPAY LODGING: HOVEY, RIVERA, SEPULVEDA | \$1,547.70 | \$1,547.70 |
| 156515 | 1/29/2015 | 20150128 | CITY OF FREMONT | JARVIS AVENUE SS REPLACEMENT (MISC. SS SPOT REPA | \$1,500.00 | \$1,500.00 |

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| 156436 | 1/22/2015 | 20150116 | CWEA-NRTC | CERT RENEWAL - COLL SERV 12 EMPLOYEES | \$1,476.00 | \$1,476.00 |
| 156438 | 1/22/2015 | XJM79PD39 | DELL MARKETING LP C/O DELL USA | 1 DELL TABLET | \$1,432.15 | \$1,432.15 |
| 156488 | 1/22/2015 | 8059958647 | VWR INTERNATIONAL LLC | ASTD LAB SUPPLIES | \$600.06 | \$1,372.72 |
| | 1/22/2015 | 8059942141 | | ASTD LAB SUPPLIES | \$731.74 | |
| | 1/22/2015 | 8059943816 | | 1 SULFURIC ACID 0.5N STD SOL 4L | \$40.92 | |
| 156558 | 1/29/2015 | 32837 | WECO INDUSTRIES LLC | REPAIR OF OZIII CAMERA | \$1,364.32 | \$1,364.32 |
| 156538 | 1/29/2015 | 3677 | OJO TECHNOLOGY INC | CAMERA SYSTEM AUDIT | \$1,200.00 | \$1,200.00 |
| 156462 | 1/22/2015 | 2129 | MATHESON ENVIRONMENTAL SERVICE | HAZARDOUS MATERIAL RECYCLING | \$1,188.28 | \$1,188.28 |
| 156509 | 1/29/2015 | 252798 | CURTIS & TOMPKINS LTD | 5 LAB SAMPLE ANALYSIS | \$761.25 | \$1,106.25 |
| | 1/29/2015 | 252828 | | 3 LAB SAMPLE ANALYSIS | \$105.00 | |
| | 1/29/2015 | 252797 | | 6 LAB SAMPLE ANALYSIS | \$240.00 | |
| 156490 | 1/22/2015 | 24557 | WILEY PRICE & RADULOVICH LLP | LABOR & EMPLOYMENT LAW FEES | \$1,105.00 | \$1,105.00 |
| 156516 | 1/29/2015 | 20150128 | SAMI GHOSAIN | EXP REIMB: AIRFARE/LODGING/MEALS/PARKING FOR CAS | \$1,027.19 | \$1,027.19 |
| 156533 | 1/29/2015 | 20150128 | MCGUIRE & HESTER | EMERGENCY STANDBY RETAINER, 2015 | \$1,000.00 | \$1,000.00 |
| 156437 | 1/22/2015 | 20141225.25 | DALE HARDWARE INC | 12/14 - ASTD PARTS & MATERIALS | \$969.04 | \$969.04 |
| 156482 | 1/22/2015 | 630719060 | TELEPACIFIC COMMUNICATIONS | WIRELESS INTERNET BACKUP - JANUARY | \$960.00 | \$960.00 |
| 156478 | 1/22/2015 | 20827 | SERVICEWRKX | SERVICE REQUEST: BLDG 70 LEAKING CONDENSATE LINE | \$927.00 | \$927.00 |
| 156454 | 1/22/2015 | 9165 | IRON MOUNTAIN | OFF-SITE STORAGE AND SERVICES - DEC 2014 | \$585.85 | \$878.40 |
| | 1/22/2015 | 6330 | | OFF-SITE STORAGE AND SERVICE - DEC 2014 | \$292.55 | |

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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
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| 156526 | 1/29/2015 | 1011494 | INDUSTRIAL SAFETY SUPPLY | ASTD CALIBRATION GAS FOR ELECTRICIANS | \$813.20 | \$813.20 |
| 156427 | 1/22/2015 | 9924016376 | AIRGAS NCN | CYLINDER RENTAL | \$750.98 | \$750.98 |
| 156483 | 1/22/2015 | 49767 | CITY OF UNION CITY | ANNUAL FIRE OPERATIONAL PERMIT | \$732.00 | \$732.00 |
| 156547 | 1/29/2015 | 1153828 | ROCHESTER MIDLAND CORPORATION | HOT WATER LOOP SERVICE | \$685.90 | \$685.90 |
| 156443 | 1/22/2015 | 1841069762 | GOODYEAR COMM TIRE & SERV CTRS | 4 EA TIRES | \$681.77 | \$681.77 |
| 156484 | 1/22/2015 | 96941 | UNITED CONTRACTORS | 2015 ASSOCIATE DUES | \$679.00 | \$679.00 |
| 156498 | 1/29/2015 | 87896581212252014 | AT&T | SERV: 11/18/14 - 12/17/14 | \$678.84 | \$678.84 |
| 156449 | 1/22/2015 | 901435900 | HILLYARD/SAN FRANCISCO | 3 CASES PAPER PLATES | \$512.46 | \$658.58 |
| | 1/22/2015 | 601438111 | | 6 GALLONS FOAM SOAP | \$146.12 | |
| 156459 | 1/22/2015 | 88968 | LIZARDTECH INC | SOFTWARE SUPPORT RENEWAL | \$655.00 | \$655.00 |
| 156505 | 1/29/2015 | 44078192 | CINTAS FIRE PROTECTION | INSPECTION, ANNUAL ALARM SYSTEM | \$650.00 | \$650.00 |
| 156529 | 1/29/2015 | 7660 | KING TRENCHLESS | REFUND # 17776 & 17777 | \$650.00 | \$650.00 |
| 156537 | 1/29/2015 | 7640 | KRISHLANI MULIA | REFUND # 17768 & 17769 | \$650.00 | \$650.00 |
| 156507 | 1/29/2015 | 34058 | CLAREMONT BEHAVIORAL SERVICES | FEB 2015 EAP PREMIUM | \$630.20 | \$630.20 |
| 156442 | 1/22/2015 | 9542 | FREMONT EXPRESS COURIER SVC | COURIER SERVICES: DEC 2014 | \$630.00 | \$630.00 |
| 156466 | 1/22/2015 | 42051631 | OFFICE TEAM | TEMP LABOR-BLANCHETTE, V., WKEND 12/26/14 | \$609.60 | \$609.60 |
| 156522 | 1/29/2015 | 1528966 | HANSON AGGREGATES INC | 8.05 TONS 1/2 MED TYPE A | \$604.84 | \$604.84 |
| 156460 | 1/22/2015 | 20150120 | ARMANDO LOPEZ | EXP REIMB: GIFT CARDS FOR TPO STAFF | \$600.00 | \$600.00 |
| 156535 | 1/29/2015 | 150150 | METROMOBILE COMMUNICATIONS INC | RADIO SERVICE AGREEMENT - JAN 2015 | \$582.75 | \$582.75 |

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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
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| 156500 | 1/29/2015 | 10550120 | BLAISDELL'S | 1 BX ZIPLOC QUART BAGS | \$9.76 | \$523.82 |
| | 1/29/2015 | 10548000 | | 1 ATOMIC CLOCK - BOARD ROOM | \$82.11 | |
| | 1/29/2015 | 10544890 | | 1 PK KEY RINGS | \$22.98 | |
| | 1/29/2015 | 10547770 | | 1 TONER | \$269.32 | |
| | 1/29/2015 | 10549860 | | 3 LBL TAPE | \$40.34 | |
| | 1/29/2015 | 10547980 | | 9 WALL CALENARS | \$99.31 | |
| 156426 | 1/22/2015 | 7685 | ADVIK INVESTMENTS LLC | REFUND # 17766 | \$500.00 | \$500.00 |
| 156440 | 1/22/2015 | 7601 | EVENFLOW PLUMBING CO. INC. | REFUND # 17765 | \$500.00 | \$500.00 |
| 156455 | 1/22/2015 | 7666 | JD PLUMBING | REFUND # 17764 | \$500.00 | \$500.00 |
| 156465 | 1/22/2015 | 7573 | MR. ROOTER PLUMBING | REFUND # 17761 | \$500.00 | \$500.00 |
| 156481 | 1/22/2015 | 7652 | STREAMLINE PLUMBING & DRAIN | REFUND # 17763 | \$500.00 | \$500.00 |
| 156499 | 1/29/2015 | 2521837833 | BANK OF NEW YORK | JULY 2014 SERVICE FEE | \$500.00 | \$500.00 |
| 156511 | 1/29/2015 | 7675 | E Z PLUMBING | REFUND # 17780 | \$500.00 | \$500.00 |
| 156518 | 1/29/2015 | 7673 | GLADIATOR ROOTER AND PLUMBING | REFUND # 17779 | \$500.00 | \$500.00 |
| 156532 | 1/29/2015 | 10888 | LOOKINGPOINT INC | MONTHLY PREMIER SERVICE - JAN 2015 | \$500.00 | \$500.00 |
| 156536 | 1/29/2015 | 7711 | HERBERT MOORE | REFUND # 17788 | \$500.00 | \$500.00 |
| 156541 | 1/29/2015 | 7687 | PLUMBING CONNECTION | REFUND # 17778 | \$500.00 | \$500.00 |
| 156506 | 1/29/2015 | 48081 | CITYLEAF INC | PLANT MAINTENANCE - JAN 2015 | \$429.65 | \$429.65 |

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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
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| 156431 | 1/22/2015 | 10538870 | BLAISDELL'S | ASTD BREAKROOM SUPPLIES | \$106.76 | \$410.55 |
| | 1/22/2015 | 10537060 | | 1 TONER | \$197.03 | |
| | 1/22/2015 | 10538871 | | 2 CT 6" SPOONS | \$106.76 | |
| 156546 | 1/29/2015 | 258280 | RKI INSTRUMENTS INC | LEVEL 2 INSTRUMENT INSPECT, SERVICE & CALIBRATE | \$395.53 | \$395.53 |
| 156530 | 1/29/2015 | 20150127.1 | DAVID LEATH | EXP REIMB: DINNER FOR FMC GATE VALVE REPAIR | \$91.24 | \$391.24 |
| | 1/29/2015 | 20150127 | | EXP REIMB: VIDEO DISPLAY GLASSES | \$300.00 | |
| 156560 | 1/29/2015 | 77629164 | XEROX CORPORATION | MTHLY MAINTENANCE BASED ON USE | \$229.26 | \$363.75 |
| | 1/29/2015 | 77629168 | | MTHLY MAINTENANCE BASED ON USE | \$102.47 | |
| | 1/29/2015 | 77629165 | | MTHLY MAINTENANCE BASED ON USE | \$16.47 | |
| | 1/29/2015 | 77629166 | | MTHLY MAINTENANCE BASED ON USE | \$15.55 | |
| 156489 | 1/22/2015 | 4310 | WATER WORKS ENGINEERS LLC | PRIMARY DIGESTER #5 REHABILITATION | \$339.90 | \$339.90 |
| 156476 | 1/22/2015 | 7550155401 | RS HUGHES CO INC | 4 PRS HIP BOOTS RUBBER WITH SAFETY TOE | \$339.24 | \$339.24 |
| 156502 | 1/29/2015 | 2990 | CAL SAN RISK MNGT AUTH | CLAIM: CSAA FILE #1867808 | \$338.55 | \$338.55 |
| 156504 | 1/29/2015 | 1879 | STATE OF CALIFORNIA | REFUND DUPLICATE PAYMENT - AR INV 1879 | \$315.25 | \$315.25 |
| 156552 | 1/29/2015 | 4565 | SKIL-PAINTING INC | SANDBLAST MANHOLE COVER | \$300.00 | \$300.00 |
| 156544 | 1/29/2015 | 235683 | PRESTIGE LENS LAB | SAFETY GLASSES - GINOCHIO | \$282.32 | \$282.32 |
| 156551 | 1/29/2015 | 20150127 | JENNIFER SIO-KWOK | EXP REIMB: LUNCH TPO COACH RECRUITMENT | \$95.30 | \$256.35 |
| | 1/29/2015 | 20150126 | | EXP REIMB: LUNCH CS COACH HIRING PANEL | \$83.85 | |
| | 1/29/2015 | 20150122 | | EXP REIMB: LUNCH CS COACH QAI PANEL | \$77.20 | |

**UNION SANITARY DISTRICT
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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
|-----------|-----------|---------------|--------------------------------|--|-------------|-----------|
| 156493 | 1/29/2015 | 303080 | ALLIANT INSURANCE SERVICES INC | PHYSICAL DAMAGE PREMIUM, 1 NEW CHEVY SILVERADO | \$253.00 | \$253.00 |
| 156495 | 1/29/2015 | 20150128 | ROLLIE ARBOLANTE | EXP REIMB: CUSTOMER SERVICE TEAM 3RD Q SAFETY RE | \$250.00 | \$250.00 |
| 156474 | 1/22/2015 | 107439 | PREFERRED ALLIANCE INC | DECEMBER 2014 SERVICE FEE | \$249.60 | \$249.60 |
| 156477 | 1/22/2015 | 2531682002 | S & S SUPPLIES & SOLUTIONS | 60 PRS G-TEK MAXIFLEX II GLOVES | \$238.49 | \$238.49 |
| 156472 | 1/22/2015 | 7955918 | PILLSBURY WINTHROP SHAW PITTM | LABOR & EMPLOYMENT LAW FEES | \$227.50 | \$227.50 |
| 156528 | 1/29/2015 | 200509723 | IRON MOUNTAIN | DATA/MEDIA OFF-SITE STORAGE DEC 2014 | \$222.40 | \$222.40 |
| 156523 | 1/29/2015 | 601441752 | HILLYARD/SAN FRANCISCO | 8 GAL EXPLORER | \$216.90 | \$216.90 |
| 156545 | 1/29/2015 | 8200000007996 | RED WING SHOE STORE | SAFETY SHOES - BULLIS | \$204.90 | \$204.90 |
| 156527 | 1/29/2015 | 849931 | INTERNATIONAL PAINT LLC | ASTD PAINTS AND THINNERS | \$196.17 | \$196.17 |
| 156543 | 1/29/2015 | 235670 | PRESTIGE LENS LAB | SAFETY GLASSES - PADILLA | \$192.94 | \$192.94 |
| 156517 | 1/29/2015 | 1175435201 | GLACIER ICE COMPANY INC | 132 7-POUND BAGS OF ICE | \$174.24 | \$174.24 |
| 156461 | 1/22/2015 | 20150120 | EDDA MARASIGAN | EXP REIMB: CWEA MEMBERSHIP RENEWAL | \$156.00 | \$156.00 |
| 156550 | 1/29/2015 | 20150121 | JOHN SEO | EXP REIMB: CWEA ASSOCIATION MEMBERSHIP | \$156.00 | \$156.00 |
| 156450 | 1/22/2015 | 284397244 | IDEXX DISTRIBUTION INC | 1 CASE IDEXX STERILE BOTTLES | \$145.78 | \$145.78 |
| 156479 | 1/22/2015 | 20150120 | KRISTINA SILVA | PROJ 438 LUNCH MEETING | \$135.23 | \$135.23 |
| 156434 | 1/22/2015 | 818913 | CUMMINS PACIFIC LLC | ASTD GEN 5 & 6 COLLANT TUBES AND GASKETS | \$126.03 | \$126.03 |
| 156444 | 1/22/2015 | 9616822640 | GRAINGER INC | 1 EA HAND WINCH & CABLE | \$114.27 | \$114.27 |
| | 1/22/2015 | 9615650265 | | 1 EA MOBILE COMPUTER CABINET | \$647.34 | |
| | 1/22/2015 | 9624909728 | | CREDIT FOR 1 EA MOBILE COMPUTER CABINET | \$-647.34 | |

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| Check No. | Date | Invoice No. | Vendor | Description | Invoice Amt | Check Amt |
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| 156556 | 1/29/2015 | 28772 | VALLEY OIL COMPANY | 10 TUBES MOBIL POLYREX EM GREASE | \$87.05 | \$87.05 |
| 156448 | 1/22/2015 | 198838 | HAYWARD WATER SYSTEM | WATER SERV 09/17/14 - 11/17/14 | \$81.53 | \$81.53 |
| 156520 | 1/29/2015 | 84267 | GREEN LEAF CLEANERS | DRY CLEANING: 7 JACKETS & 1 JUMPSUIT | \$64.00 | \$64.00 |
| 156549 | 1/29/2015 | 20150127 | JAMES SCHOFIELD | EXP REIMB: LUNCH CS COACH RECRUITMENT PANEL | \$62.76 | \$62.76 |
| 156458 | 1/22/2015 | 20150122 | LIEBERT CASSIDY WHITMORE | 2015 LEGISLATIVE UPDATE WEBINAR - CORTES | \$55.00 | \$55.00 |
| 156510 | 1/29/2015 | 615320150118 | DISH NETWORK | FEB 2015 - SERVICE FEE | \$50.85 | \$50.85 |
| 156439 | 1/22/2015 | 900063024035 | ENTERPRISE GOV 43-1514861 | RENTAL: F. COUTO, LAX | \$48.93 | \$48.93 |
| 156463 | 1/22/2015 | 77750373 | MATHESON TRI-GAS INC | MONTHLY CYLINDER RENTAL - DEC 2014 | \$35.08 | \$35.08 |
| 156487 | 1/22/2015 | 9738039454 | VERIZON WIRELESS | WIRELESS SERV 12/02/14-01/01/15 | \$14.04 | \$14.04 |

Invoices:

| | | |
|------------------------|------------|---------------------|
| Credit Memos : | 4 | -5,999.10 |
| \$0 - \$1,000 : | 151 | 49,275.85 |
| \$1,000 - \$10,000 : | 55 | 184,026.63 |
| \$10,000 - \$100,000 : | 14 | 495,341.01 |
| Over \$100,000 : | 3 | 572,533.25 |
| Total: | 227 | 1,295,177.64 |

Checks:

| | | |
|------------------------|------------|---------------------|
| \$0 - \$1,000 : | 73 | 30,621.94 |
| \$1,000 - \$10,000 : | 47 | 169,543.60 |
| \$10,000 - \$100,000 : | 13 | 522,478.85 |
| Over \$100,000 : | 3 | 572,533.25 |
| Total: | 136 | 1,295,177.64 |



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge, P.E.
General Manager
District Engineer

David M. O'Hara
Attorney

DATE: January 29, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Armando Lopez, Operations Manager, T&D Work Group

SUBJECT: Agenda Item 12b - Meeting of February 9, 2015
Information Item: **Debrief for the December Wet Weather Outfall Exercise**

Recommendation:

Information only.

Background:

During the large storm event on December 11, 2014, Plant Operations staff exercised the wet weather bypass valve to Old Alameda Creek. The NPDES permit for Old Alameda Creek allows the District to exercise this outfall up to twice annually during the wet weather season with a requirement that the District first remove all chlorine from the flow to be discharged. This exercise lasted only 11 minutes, during which time approximately 56,500 gallons of treated effluent were discharged to the creek. The chlorine residual was confirmed to be zero at the start of the exercise, however, the automatic controls for the dechlorination system were not responsive enough to keep pace with the rate of change in the flow. During the exercise and staff detected a low chlorine residual, less than 0.5 parts per million. . The residual chlorine limit in the permit is zero and this exceedance was reported to the Regional Water Quality Control Board (RWQCB) and our Board on December 16, 2014.

Steps were taken to address the problem as soon as it was realized.. Programming changes were made in the control logic to create greater conservatism in the chemical dosage calculation and to increase responsiveness to changing conditions. These program changes were implemented and tested successfully and Operations Staff are confident that this issue will not happen again (or something like that). . Correspondence containing this follow-up information was sent to the RWQCB on January 13, 2015.

5072 Benson Road Union City, CA 94587-2508
P.O. Box 5050 Union City, CA 94587-8550
(510) 477-7500 FAX (510) 477-7505
www.unionsanitary.com

In addition, the chlorine residual exceedance was included as required in the Annual Self-Monitoring Report for Old Alameda Creek that was submitted on January 30, 2015.

This exceedance will likely trigger a mandatory minimum penalty. Mandatory penalty provisions are required by California Water Code Section 13385(h) and (l) for specified violations of NPDES permits. For violations that are subject to mandatory minimum penalties, the RWQCB must either assess an Administrative Civil Liability (ACL) for the mandatory minimum penalty or assess an ACL for a greater amount. California Water Code Section 13385(h) requires that a mandatory minimum penalty of \$3,000 be assessed by the RWQCB for each violation. A serious violation is any waste discharge that exceeds the effluent limitation for a Group I pollutant by 40 percent or more, or a Group II pollutant by 20 percent or more. Chlorine residual is a Group II pollutant, and since the permitted limit is zero, any measureable amount of chlorine detected will constitute an exceedance of more than 40%. Assessment of an ACL shields the District from any third-party lawsuit alleging a violation of the Clean Water Act.

Railroad track relocation approved in Fremont

Posted: 01/21/2015 04:50:41 PM PST

MercuryNews.com

Fremont officials this month unanimously approved a railroad track relocation agreement between the city and Union Pacific Railroad Co. to allow construction of the first phase of the Warm Springs west side access bridge and plaza project for the future Warm Springs-South Fremont Bay Area Rapid Transit station.

Relocation of the existing railroad spur track on the west side of Lopes Court, also known as the Lopes Spur, is considered a vital step in opening up potential redevelopment in the Warm Springs Innovation District, according to the city.

The formal agreement appeared on Fremont City Council's Jan. 13 consent calendar, in which items were considered as a group and approved by the panel in one motion.

Estimated costs associated with design and construction and installation are estimated at \$2.5 million, the city said. Later this year, the new BART station is expected to open within walking distance of Tesla Motors and the railroad company property.

The access bridge and plaza project is meant to connect the BART station to properties to the west. BART planned the station to ultimately have access from both the east and the west side of the concourse, however, the agency only designed and funded access from the east where a parking lot and bus access are being built, the city said.

Union Pacific railroad tracks are immediately west of the BART station.

To provide access to the west, a new pedestrian access bridge from the BART concourse over the railroad tracks must be built along with stairs and elevators to a ground-level entrance plaza, the city said.

The initial phase of the project includes the Lopes Spur relocation to a compatible location within the Warm Springs Community Plan and the bridge and plaza conceptual design, the city said.

The city council approved the conceptual plan for the access bridge and plaza project last October.

The 110-acre property, immediately west of the future access structure into the BART station, owned by the railroad is currently in escrow to be sold to Lennar Properties, according to the city. The access structure would land just east of Lopes Court within a future entry plaza. As a result, the Lopes Spur, which runs the entire length of Lopes Court, would need to be relocated, the city said.

Important to the operation of the rail yards adjacent to Tesla Motors, the Lopes Spur facilitates train switching movements to a portion of the Warm Springs Yard tracks just south of the BART station area.

In addition, existing railroad company track layouts indicate that the spur provides additional storage capacity while granting access to the north end of the railroad track configuration's 13 additional storage tracks. The spur and its two branches at the south end allow trains to maneuver at the north end of the Warm Springs Yard and access the mainline.

The Lopes Spur relocation allows for the Warm Springs-South Fremont Community Plan proposed land use configurations to be realized as currently the spur line bisects the area where Innovation Way is proposed to connect to the Warm Springs west side access bridge and plaza, the city said.

Removal of the Lopes Spur is considered "essential to the creation of an iconic entry from the BART station into the Warm Springs Innovation District," the city said.

Fremont City Councilman Vinnie Bacon said it is less costly for the city to pay for the relocation of the spur track than building a "bigger bridge."

"Doing this relocation also gives us more room at the foot of the bridge for a small plaza area," Bacon said this week. "The extra room also gives us more flexibility as to where to put the start of Innovation Way."

Over the past year, city staff and railroad company representatives have worked to identify the best relocation options for the Lopes Spur. It was significant to the railroad company to not obstruct or put operation of the rail lines at risk.

However, it was critical for the city to keep costs associated with the relocation low and to ensure that existing utilities would be minimally impacted while providing sufficient space for the west side access bridge and plaza to function and meet design expectations, the city said.

The track relocation project is still in the design phase, the city said. The agreement has a procedure for the city to complete project design and submit the plans for the railroad company to review and approve.

Most of the track improvements will be built by the city. Utility adjustments and relocation of the termination of Lopes Court will be done by the city or by utility agencies at cost to the city. The final tie into the railroad's siding line within its main rail right-of-way will be performed by the railroad company.

Under the agreement, construction is to be completed within a year of approval of the final plans.

After construction and completion of a 30-day test period, the new track, which shortens the length of Lopes Court, will become railroad property. All property southeast of the new track right-of-way will be granted to the railroad as it will no longer be accessible without crossing an active rail line.

To accomplish this, the city will abandon a portion of existing Lopes Court and grant it to the railroad company while reserving utility easements for the utilities that will continue to cross the tracks. Additionally, Lopes Court, the portion of the city property southeast of the track right of way, will be granted to the railroad company.

The property is almost 2 acres.

Toll from spill rising



ARIC CRABB/STAFF PHOTOS

California State Park biologist Amber Transou holds onto a captured surf scoter Tuesday along the San Francisco Bay shoreline in San Leandro. A mystery substance has killed and injured hundreds of birds in the East Bay over the past several days.



Officials: At least 100 birds killed by goo, 300 rescued

By Denis Cuff
dcuff@bayareanewsgroup.com

The environmental toll from the mystery goo in San Francisco Bay climbed Tuesday to 100 dead seabirds and 300 that were saved as wildlife officials tried to zero in on identifying the toxic stuff and who may have spilled it.

The death count doubled from the previous day while volunteers continued to comb the shoreline.

The 50 birds rescued Tuesday was

20 percent higher than the previous day — an indication that odds of finding coated birds still alive is waning.

The sticky goop, which hasn't yet been identified, is preventing seabirds from flying and keeping themselves warm, leaving them vulnerable to freezing.

"Every day that goes by makes it harder for them to survive hypother-

mia," said Andrew Hughan, a spokesman for the California Department of Fish and Wildlife.

Coated birds have been found along the shoreline near the San Leandro marina, the Hayward Regional Shoreline and parts of Alameda.

Hughan said state wildlife workers hope to soon identify the material by analyzing the substance in a lab and performing necropsies on the birds. Petroleum, however, has been ruled out.

"The labs are going full-bore" after being closed for the long holiday weekend, Hughan said. "We hope for the results soon, but you can't rush science."

If the responsible party is identified, state officials and perhaps other branches

of government would consider criminal fines and civil penalties if the material was illegally dumped. The penalty for polluting the bay varies with the volume spilled and its effect. Owners of the cargo ship Cosco Busan paid \$44 million in damages and cleanup costs for a 53,000-gallon bunker oil spill in 2007 that killed an estimated 6,849 birds and fouled miles of shoreline.

Rescue center workers have suggested a polymer used in ship's fuel is a possible culprit, but state officials say it's premature to speculate.

Meanwhile, volunteers from the International Bird Rescue Center in Fairfield continued walking along the shoreline Tuesday in search of dead or ailing ducks and other seabirds.

Mark Russell, a center wildlife biologist, said it has become harder to find coated birds still alive and

HOW TO REPORT COATED BIRDS

Wildlife officials advise the public not to capture birds coated with the goo but to report them to the International Bird Rescue Center near Fairfield.

Either call the center at 707-207-0380 or file an online report at <http://bit.ly/1yHIENE>.

To donate money to pay for bird rescue and care costs, visit <http://bit.ly/1yHm7Q3>.

many have died.

There also were fewer volunteers available Tuesday to look for ailing birds because many had to return to jobs after the long holiday weekend, Russell said. Eight volunteers were in the field Tuesday morning.

State fish and wildlife workers responded to the goo Friday and Saturday but devoted less resources

when it was determined the material was not an oil spill, which would have automatically triggered funding for cleanup and rescue.

"The rescue is falling mainly to the center and its volunteers," Russell said.

Hughan confirmed there are less government resources for the search and rescue because the goo is not oil.

Complicating the effort, volunteers need to be trained because untrained searchers can harm coated birds or drive them back into the water where they cannot be helped, he said.

On Tuesday, volunteers were checking out a report of a few birds acting abnormally near the Foster City shoreline, but there was no confirmation they were victims of the goo, state officials and volunteer rescue workers said

Contact Denis Cuff at 925-943-8267.

RENEWABLE POWER

4/27/15

Landfill an energy gold mine

Facility to generate enough electricity for 14,500 homes

By Gillian Flaccus
Associated Press

SANTA ANA — When most Californians think about the source of renewable energy flowing into their homes, they picture wind turbines and solar panels — not garbage.

The little-known source of electricity has flowed into California's power grid for decades, but a groundbreaking Thursday for yet another trash-driven power project at a massive Orange County landfill could be one of the last on the books. With the evaporation of tax credits and grants and dropping natural gas prices, the waste pit near Irvine is one of the last in the nation that's large enough to generate enough power to be profitable.

"A lot of the good sites have been picked through and are under contract or have projects already. California still has landfills out there, but the economies of scale aren't there," said Chris Davis, vice president of development at Pittsburgh, Pennsylvania-based Montauk Energy, which is building the project. "This one is one of the last of the large sites in California, and



GILLIAN FLACCUS/ASSOCIATED PRESS

Officials attend the groundbreaking ceremony for a renewable energy plant at an Orange County landfill.

one of the last of the large sites in the nation."

The \$60 million plant is expected to generate 20 megawatts of electricity when it opens in a year — enough to power 14,500 homes — and will be about four or five times bigger than most garbage-to-power projects. There are currently 62 landfills in California that produce electricity using the methane that comes from naturally decomposing organic waste, three under construction and five in the planning process.

The U.S. Environmental Protection Agency has identified 371 landfills around the nation that could be used for similar projects, but advo-

cates in the renewable-gas industry believe 5 percent of those will be built.

The project being announced Thursday comes amid ambitious new goals from California Gov. Jerry Brown, who said last week he wants half of the state's electricity to be generated by renewable resources by 2030.

Montauk began the planning for the project in 2008, but it was sidelined by falling natural gas prices and other hurdles. But the final closure of the San Onofre nuclear power plant in 2013 left a void in regional power sources, and the landfill project was "shovel ready," Davis said.

DAM EXPANSION

Shasta project springs a leak

Federal biologists withholding support over wildlife concerns

By Paul Rogers

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Less than three months after California voters approved a water bond that contains \$2.7 billion for new water storage, one of the leading projects under consideration has suffered a potentially fatal setback.

Biologists at the main federal agency that oversees the Endangered Species Act have concluded they cannot endorse a \$1.1 billion plan to raise the height of the dam at California's largest reservoir, Shasta Lake, because of its impact on endangered salmon.

In a 349-page draft report completed in late November, the U.S. Fish and Wildlife Service concluded that it is "unable to support" any of the project's five options being considered.

The study has been shared with other federal agencies but not made public — and only came to light after envi-

Shasta

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ronmentalists filed a Freedom of Information Act request.

"This is a huge setback. It shows they need to go back to the drawing board," said Tom Stokely, a spokesman for the California Water Impact Network, a non-profit group based in Santa Barbara that obtained the documents.

Supporters of raising the dam said they are concerned about the report.

"People are going to be frustrated," said Mike Wade, executive director of the California Farm Water Coalition. "The voters made their point. They want to see investment in water storage projects, along with conservation and ecosystem investment. By 2-1, people voted in favor of all of it."

18.5 feet higher?

Located 10 miles north of Redding, Shasta Dam is a linchpin of California's water supply. Built by the Roosevelt administration from 1935 to 1945, it holds back a vast reservoir that when full contains enough water for the yearly needs of 20 million Californians.

Much of the water from Shasta is used to irrigate Central Valley farms, but some also goes to Bay Area cities via the Santa Clara Valley Water District and the East Bay Municipal Utility District.

Although Shasta Lake is only 42 percent full now because of the state's severe drought, farmers, some city leaders and government engineers have for more than 20 years embraced the idea of raising the dam to store more water in wet years.

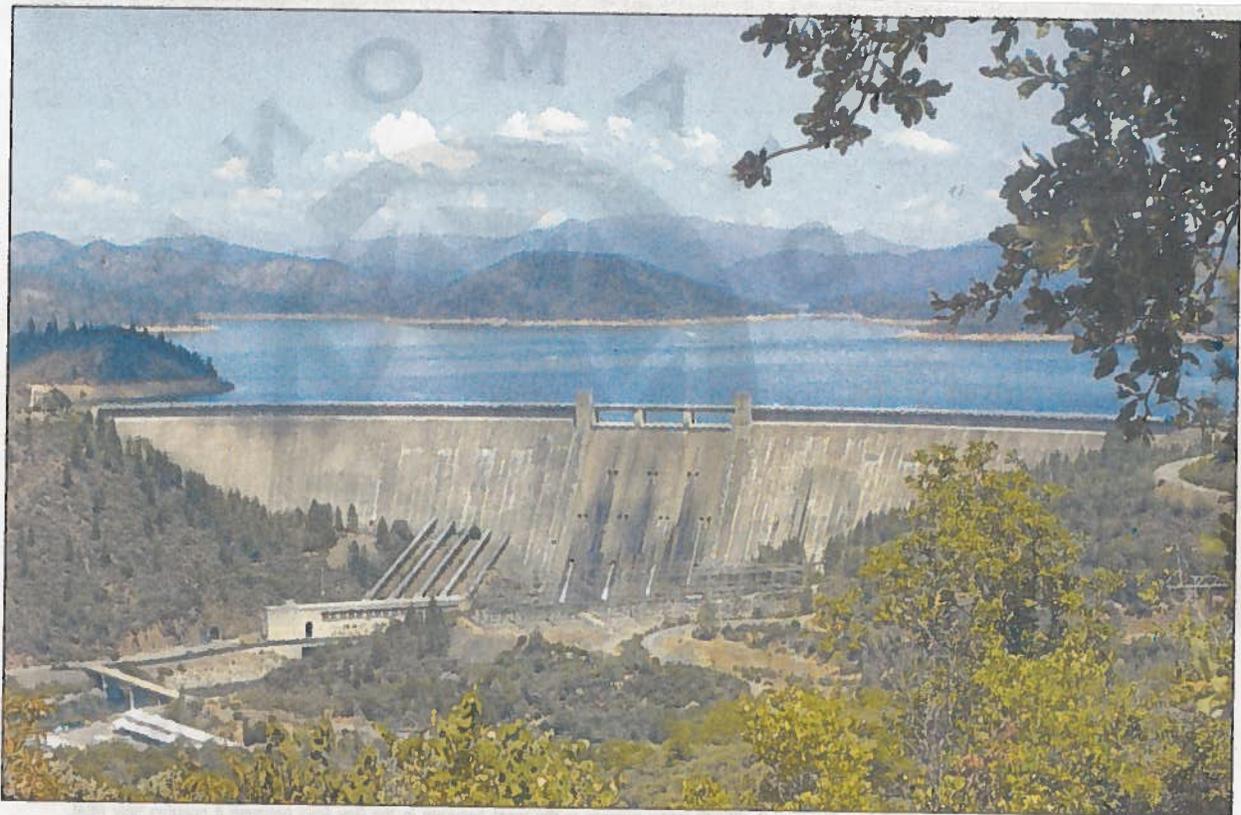
The most recent plan by the U.S. Bureau of Reclamation, which owns the 521-foot-high dam, would in-



crease its height by 18.5 feet and require the relocation of roads, bridges, utilities and railroad lines. Bureau officials have justified the project's \$1.1 billion cost by saying that it would allow the lake to store 14 percent more water — for an increased average annual yield of up to 113,000 acre feet, enough water for about 550,000 people a year. It also would help boost the number of endangered chinook salmon on the Sacramento River, bureau officials say, by allowing for the regular release of more cold water behind the dam into the river, particularly during dry years.

Under that justification, they have proposed that federal taxpayers pay 61 percent of the cost of the project while California farms and cities that use the extra water and hydroelectric power would pay the other 39 percent.

But in their evaluation, biologists at the U.S. Fish and Wildlife Service's Bay-Delta office in Sacramento concluded that raising Shasta Dam would flood salmon habitat and that any benefits would be offset by the degradation of salmon habitat downstream in the



RICH PEDRONCELLI/ASSOCIATED PRESS ARCHIVES

Shasta Dam is the site of one of three proposed projects that would bolster the state's water storage and supply.

Sacramento-San Joaquin River Delta. That had not been considered in the Shasta Dam studies so far.

Further, the biologists said, looking at historic rainfall patterns, "in about 90 percent of the years, there would be no benefit" to salmon.

Obtaining the support of the U.S. Fish and Wildlife Service is key. Unless the project receives permits under the Endangered Species Act from the service, it cannot be built. In addition, environmental groups who oppose the project, claiming nearly all of its benefits would go to large farm operations in the Central Valley while taxpayers would pay the majority of the costs, could use the report as a basis for a lawsuit to block the dam expansion.

"This isn't just an environmental and fisheries issue. It's about the squandering of taxpayer dollars," said Bill Jennings of the California Sportfishing Protection Alliance, an opponent of the project. "It's about pork-barrel politics, about public money flowing from the public coffers to the handful of corporate farmers in the San Joaquin Valley."

Opponents say more water can be obtained at a cheaper cost through water recycling, conservation, underground storage and stormwater capture.

Raising Shasta Dam is one of three major new storage projects that could be funded with money from the November water bond. The others are Sites Reservoir in Colusa County and Temperance Flat, near Sequoia-Kings Canyon National Park.

Bureau of Reclamation officials said Tuesday they will take the biologists' concerns on the Shasta project under consideration. The bureau released a draft environmental impact statement in 2013 and is still finishing the final document, which is needed before Congress can consider whether to fund the project.

"It's too early at this stage to say how these particular comments might impact the final report," said Louis Moore, a spokesman for the bureau.

Meanwhile, officials at the Fish and Wildlife Service indicated they may be altering some language in the report.

"It is a draft so it is subject to change," said Steve Martarano, a spokesman for the service.

A federal government source familiar with the report said that Bureau of Reclamation officials were unhappy with it and have pressured the service to rewrite it.

Politics a concern

Environmentalists say they are worried that top leaders in the Fish and Wildlife Service, particularly its regional director, Ren Lohofener, who was appointed by former President George W. Bush, will overrule the biologists for political reasons.

They cited the case of Julie MacDonald, a former deputy assistant secretary in the service who resigned in 2007 after an investigation found she had reversed several decisions by the agency's biologists to weaken protections for endangered species in California. The investigation also found that she had given internal documents to the oil industry and property rights groups.

When asked about those concerns, Martarano said: "It's going through the typical process of a draft."

Paul Rogers covers resources and environmental issues. Contact him at 408-920-5045. Follow him at Twitter.com/PaulRogersSJMN.

CALIFORNIA DROUGHT

Snow survey: Beyond the dipstick

Sensors, satellites, flyovers augment manual gauge of critical water source

By Kim Smuga-Otto and James Urton
Staff writers

As California caps what may be its driest January on record, Frank Gehrke will lead a bevy of surveyors on Thursday to a predetermined spot on Echo Summit in an exercise that has become a monthly downer in the documentation of the state's historic drought. As a thirsty state anxiously stands by for the results, the crew will drive some aluminum rods into the snow to measure how deep it is, then weigh the white powder to calculate its water content.

At least that's how the monthly winter ritual will play out on the nightly news. But the photo-op belies the complexity of the coordinated effort to size up the state's snowpack around the clock.

Today, snow sensors scattered through the Sierra, satellite imagery and aerial flybys augment the 106-year-old "manual survey." The technology helps to provide a clearer update of California's water conditions that water agencies depend on to perform the increasingly crucial job of managing our diminishing water supply for the rest of the year.

"I think they'd be amazed," Gehrke, chief of California's Cooperative Snow Surveys Program, said of his predecessors. "The capabilities are much greater than anyone could have imagined back then."

What won't amaze Gehrke this year is the predictability of Thursday's results. This year, the Sierra snowpack — which usually provides 30 percent of California's water — is critically low, less than 30 percent of normal for this time of year, the snow sensors show. December's storms began filling up reservoirs, but they were too warm to turn rain into an abundance of snow.



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Frank Gehrke, of the Department of Water Resources, says the manual surveys are still the "backbone" of forecasting the water supply.

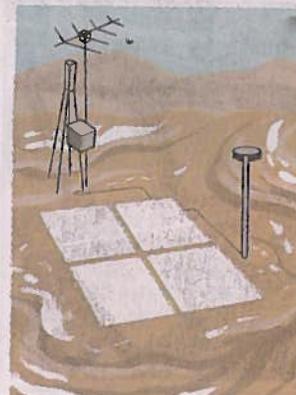
Sizing up the snowpack

State water officials use a three-pronged approach to measuring the Sierra Nevada snowpack. More than 200 manual surveys are done monthly each winter. Data from snow sensors are posted on state Department of Water Resources websites several times a week. And laser-equipped airplanes began surveying the Sierra in 2012.



Snow core procedure

Surveyors drive hollow aluminum rods into the white powder to measure how deep it is. Then they weigh the snow to calculate its water content.



Snow pillows

Flat-panel sensors weigh the overlying snow as it accumulates, broadcasting the data to National Oceanic and Atmospheric Administration satellites.



Aerial survey

Using the laser technology Lidar, flyovers can accurately determine snow depth and, by measuring energy reflection, also predict when snow will begin to melt.

Source: State Department of Water Resources, California Cooperative Snow Surveys Program

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The public sees only one of the many manual surveys done last week and this week, when a small army is fanning out to more than 200 sites across the Sierra range to extract "snow cores." The teams are part of a cooperative of 53 municipalities, public utilities, federal agencies, water districts, irrigation districts and private companies with vested interests in predicting the spring melt of mountain snow into California rivers and reservoirs.

The snow cores the teams collect and weigh will reveal the amount of frozen water held in the mountains. Their main tool, a hollow metal cylinder, differs little from what their predecessors used over a century ago to sample the snow. "The manual snow surveys program are still the backbone of our water supply forecasting," Gehrke said.

Like dozens of other water providers, the San Francisco Public Utilities Commission, the Bay Area's primary water supplier, relies on the snowpack data to predict the amount of snow melt that will flow into Hetch Hetchy Reservoir.

In years when the snowpack is robust, the agency will pump water from Hetch Hetchy to other reservoirs or directly to Bay Area customers in anticipation of the aquatic glut, said Steve Ritchie, the agency's assistant general manager for water. In a normal year, Hetch Hetchy fills three times. But after three years of drought, Hetch Hetchy is down to 55 percent full. And it would have been a lot more empty if Bay Area residents hadn't done such a good job conserving, Ritchie said.

Snowpack records stretch back to 1909, when the snow surveys began near Lake Tahoe. The first surveyors used snow-sampling techniques pioneered by James E. Church, a humanities professor at the University of Nevada at Reno. California agencies and utilities quickly recognized the value of a yearly snowpack record and immediately pooled their efforts to sample the Sierra each winter.

Early in the 20th century, most snowpack surveys occurred only in April, as winter snowfalls subsided and the spring melt began. But the large dam and reservoir projects of postwar California necessitated more frequent samplings.

Reservoir operators found it difficult to balance the competing demands of flood control and water supply as they decided just how much water to keep behind high dam walls.

"Operators wanted more than just one number a year," Gehrke said.

By 1955, there was interest in automating at least parts of the snowpack survey. But it took nearly two decades for accurate snow sensors to roll off the factory floor. These flat-panel sensors, known as "snow pillows," weigh snow as it accumulates over the winter months.

A NOAA satellite monitoring station in Virginia compiles snow pillow data for the California Department of Water Resources, which puts it all online.

There are currently more than 130 snow pillows spread across hundreds of miles — which Gehrke calls "pretty sparse."

The automated stations require continual maintenance. Indeed, only 103 were fully functional as of Monday.

"The Sierra Nevada can be pretty harsh," said Dave Rizzardo, chief of the department's snow surveys section. "You stand in a meadow at 9,000 feet every day for a year, and let's see how you look."

In addition to the punishing climate causing electronic malfunctions, snow pillows have been incapacitated by avalanches and fallen trees. Bears have torn them out of the ground, and "mice like to chew on our cords," Rizzardo said.

But help has also come from the heavens above. The cooperative, in partnership with NASA and the Jet Propulsion Laboratory in Pasadena, began limited aerial surveys of snowpacks in the central and southern Sierra in 2012.

The cooperative currently uses a Beechcraft King Air 90 twin-engine turboprop outfitted with laser-emitting sensors to map snowpacks near Hetch Hetchy Reservoir. By comparing the data collected by flyovers to baseline contours mapped the previous summer, scientists can calculate the height of the snowpack.

"You can determine snow depth very, very accurately" from the air, Gehrke said.

The aerial survey uses the same technology, called Lidar, that Apollo astronauts used to map the moon and the California Highway Patrol uses to zero in on the one speeding car in a group of vehicles and clock how fast it's going.

Lidar helps predict when the snow will begin to melt by measuring the energy it reflects. The fresher the snow, the smaller the crystals and the more of the sun's energy they'll reflect. By reflecting, instead of absorbing the light, the crystals stay colder and melt more slowly.

"How the snowpack melts is very important to our supply," said Ritchie of

San Francisco's PUC.

If the data show that the snow will be melting quickly, reservoir operators can pre-release water from

the dam to capture as much runoff as possible. But this year, that scenario is unlikely because of the huge water deficit.

CALIFORNIA WATER WOES

Little rain or snow, little hope



Frank Gehrke of the Department of Water Resources prepares to take the snow survey at Echo Summit. The results: 12 percent of normal, with 2.3 inches of water content.

RICH PEDRONCELLI/ASSOCIATED PRESS

Driest January ever, meager snowpack point to a 4th year of drought

By Julia Prodis Sulek and Kimberly Smuga-Otto
Staff writers

For the first time ever, San Francisco, Oakland and Sacramento have recorded no rainfall for the month of January — *nada* drop.

San Jose has received a record-low 0.02 inches, and no rain is forecast for at least a week.

Adding more ominous news to California's historic drought,

ONLINE EXTRA

For more on the drought, go to www.cadrought.com

the Bay Area's rainy season has swung from boom to bust, with the month of January wrapping up as the driest on record.

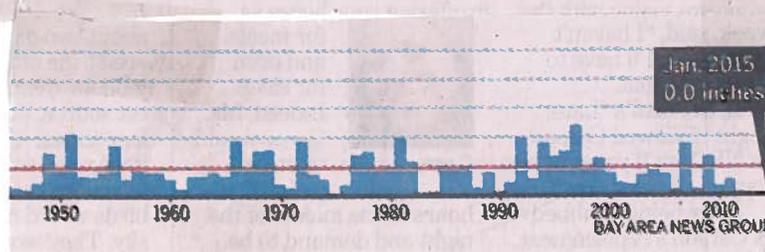
"Dismally meager," is how the state Department of Water Resources on Thursday described the precious Sierra snowpack,

which has plummeted statewide to 25 percent of its average for this time of year.

This comes after one of the wettest Decembers in history.

"If anything, it's reminded me about the drought," said Scott Brendel, who watched the creek behind his home in San Jose go from a gusher in December to a trickle in January. "We're not

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Dry

Continued from Page 1

even watering. You see the hills turning brown and it's always a reminder that we're not out of the woods."

The only silver lining of the dry month is that because December was so wet, the rainfall total for the rainy season so far remains slightly above average.

"It's very hard to feel comfortable," said Jan Null, the meteorologist who runs Golden Gate Weather Services. "The pattern we're seeing is reminiscent of last year."

Last year, the so-called "Ridiculously Resilient Ridge" of high pressure off the West Coast diverted rainfall to the north for months and plunged California into its third year of drought. That same kind of ridge has been parked off the coast all of January, but just how ridiculous or resilient it proves to be remains to be seen.

"There aren't any hints now that the ridge will move, keeping it pretty locked in for 10 days plus," Null said. "Beyond that we don't know."

The impact it has had so far, however, is clear, both in little or no rain and dismal snow totals.

The state's monthly snowpack survey Thursday near Lake Tahoe's Echo Summit summed up the bad news: 12 percent of normal, with the equivalent of 2.3 inches of water content in the "meager" snowpack. Other spots around the state were worse, some slightly better — but the outlook is equally dire.



DOUG DURAN/STAFF

Water levels at Shadow Cliffs Regional Recreation Area in Pleasanton, seen Jan. 9, remain at historically low levels, about 10 feet below normal for the season, exposing a couple of piers at the man-made lake.

"Unfortunately, today's manual snow survey makes it likely that California's drought will run through a fourth consecutive year," according to a news release from the Department of Water Resources.

The winter snowpack's water content typically supplies about 30 percent of California's water needs and is considered water in the bank to melt through the dry summer months. Reservoirs rely on ample runoff from snowmelt to meet demand from summer through fall. After three years of drought and dwindling reservoir levels, the demand is growing.

And drought-weary Californians show signs of conservation fatigue. A poll from the Public Policy Institute of California, released this week, showed 59 percent of residents say the water supply is a big problem in their region, but that's down from 68 percent in October. How-

ever, the poll, conducted Jan. 11-20, may have had different results if December's rains weren't so fresh in our minds.

Lauren Pham, of Milpitas, says she's still conserving, turning off the water while she's brushing her teeth and taking shorter showers. Her 14-year-old son is another story.

"My son takes long showers," she said, "and I keep saying, 'Are you done yet?'"

As dry as this January is, it's only a bit drier than last January, when Bay Area cities were breaking records for lack of rain.

Last January, San Francisco received just .06 inches of rain, the lowest amount since records were first kept in 1850. That record is being broken this January — providing there's no freak rainfall through Saturday — without any measurable rain falling since the new year.

San Jose's records date back to 1893, and the second-driest January was in 1920, when .10 inches were measured. The third-driest year was last year, when just .12 inches fell.

The dryness plagued the northern and central parts of California — from Eureka, which endured its fourth-driest January on record with 1.36 inches, to Sacramento, which had no rain, down to Fresno, which marked its second-driest January on record.

Southern California has had better luck, enjoying a couple of significant weather systems this month that

came up from the south. January doesn't even rank in its top 15 driest.

As dismal as the rain picture looks for the Bay Area, however, meteorologist Null points out that the region is still well ahead of last year's rain season, which runs from July 1 through June 30.

With most of the rain coming in December, San Jose has received 10.33 inches so far this season, which is 134 percent of normal, up from 6.35 inches the previous year. Oakland has received 11.67 inches so far this season, which is 103 percent of normal, compared with the 10.5 inches received the previous year.

San Francisco has received 15.09 inches, or 115 percent of normal, up from 12.54 inches last year.

"Even if we don't get another drop of rainfall in San Francisco for the year," Null said, "we'll have had more than we had for the entire last year."

To emerge from the drought, however, 10 good storms were needed this season — or rainfall of about 150 to 200 percent of normal, he said. And that's a lot, considering half of the rainy season is already over.

Still, Null added, "I'm always an optimist. You can look historically and we've had wet late winters."

Look at the "Miracle March" in 1991, he said, when four huge storms barreled into California, producing rain and snow 250 percent of normal for the month. It made a big dent into what was then a four-year drought. But it wasn't until 1993 — when total rainfall was 155 percent of normal — that the drought ended.

Still ahead despite a dry January

The heavy rainfall in December has allowed most of the Bay Area to be still above normal for the season. Figures as of 4:30 p.m. Thursday.

| Airport | Season to date (July 1 - Thursday) | | Normal to date | % from normal | Season normal (July 1 - June 30) |
|-----------------------------|---------------------------------------|----------|-------------------|------------------|---|
| | 2015 | 2014 | | | |
| Moffett Field | 10.41 in. | 1.29 in. | 7.62 in. | 137% | 14.68 in. |
| Oakland | 11.67 | 2.08 | 11.38 | 103% | 20.81 |
| Salinas | 8.11 | 0.95 | 6.53 | 124% | 12.83 |
| San Francisco (downtown) | 15.09 | 2.11 | 13.3 | 113% | 23.65 |
| SFO | 13.38 | 1.5 | 11.48 | 117% | 20.65 |
| San Jose | 10.33 | 1.58 | 7.82 | 132% | 14.9 |
| Sonoma | 19.51 | 2.11 | 20.88 | 93% | 36.28 |