



REVISED

BOARD MEETING AGENDA
Monday, August 24, 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*

Karen Murphy
Attorney

THIS MEETING WILL BE TELECONFERENCED WITH DIRECTOR LATHI FROM THE GUEST PARKING AREA ON OCASO CAMINO, WEST OF THE INTERSECTION OF PASEO PADRE PARKWAY IN FREMONT, CALIFORNIA. THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

- Motion 4. Approve Minutes of the Meeting of August 10, 2015.

5. Monthly Operations Report *(to be reviewed by the Budget & Finance Committee)*.
 - a. Monthly Odor Report & Financial Reports.
 - b. Annual Performance Report for District-wide Balanced Scorecard Measures.
 - c. Balanced Scorecard Report for the Business Services Workgroup.

6. Written Communications.

7. 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 8. Approve the Publicly Available Pay Schedule *(to be reviewed by the Personnel Committee)*.

- Motion 9. Discuss and Provide Direction (as necessary) Regarding Public Outreach, Scheduling, and Procedures for Sewer Service Rates *(to be reviewed by the Legal/Community Affairs Committee)*.

Motion 10. Authorize the General Manager to Execute an Agreement and Task Order No. 1 with West Yost Associates for the Design of the Sludge Degritter System Project *(to be reviewed by the Construction Committee)*.

Motion 11. Designate and Appoint Two Board Representatives to Ad Hoc Subcommittee on General Manager Contract Negotiations.

Information 12. Information Items:

- a. Check Register.
- b. PG&E Net Metering Annual True-up for FY15 *(to be reviewed by the Budget & Finance Committee)*.
- c. National Association of Clean Water Agencies (NACWA) Peak Performance Award for Calendar Year 2014.
- d. The National Association of Clean Water Agencies (NACWA) Excellence in Management (EIM) Gold Award.
- e. Report from the East Bay Dischargers Authority (EBDA) Commission Meeting held August 13, 2015.

Information 13. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*

- a. Construction Committee – scheduled for Wednesday, August 19, 2015, at 10:30 a.m.
- b. Budget & Finance Committee – scheduled for Thursday, August 20, 2015, at 8:30 a.m.
- c. Legal/Community Affairs Committee – scheduled for Friday, August 21, 2015, at 9:15 a.m.
- d. Personnel Committee – scheduled for Friday, August 21, 2015, at 11:00 a.m.

Information 14. General Manager's Report. *(Information on recent issues of interest to the Board)*.

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 General Manager Performance Review Closed Session in the Boardroom on Thursday, August 27, 2015, at 11:30 a.m. The next scheduled Regular Meeting will be in the Boardroom on Monday, September 14, 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.

**NOTICE OF
COMMITTEE MEETING**

All meetings will be held in
the General Manager's Office
5072 Benson Road, Union City, CA 94587



BOARD MEETING OF AUGUST 24, 2015

Committee Membership:

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

Construction Committee, Wednesday, August 19, 2015, at 10:30 a.m.

10. Authorize the General Manager to Execute an Agreement and Task Order No. 1 with West Yost Associates for the Design of the Sludge Degritter System Project.
-

Budget & Finance Committee, Thursday, August 20, 2015, at 8:30 a.m.

5. Monthly Operations Report.
 - a. Monthly Odor Report & Financial Reports.
 - b. Annual Performance Report for District-wide Balanced Scorecard Measures.
 - c. Balanced Scorecard Report for the Business Services Workgroup.

 - 12b. PG&E Net Metering Annual True-up FY15.
-

Legal/Community Affairs Committee, Friday, August 21, 2015, at 9:15 a.m.

9. Discuss and Provide Direction (as necessary) Regarding Public Outreach, Scheduling, and Procedures for Sewer Service Rates.
-

Personnel Committee, Friday, August 21, 2015, at 11:00 a.m.

8. Approve the Publicly Available Pay Schedule
-

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
August 10, 2015**

CALL TO ORDER

Vice President Handley called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Jennifer Toy, President

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Dave O'Hara, Special District Counsel
Rich Cortés, Business Services Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Mohammad Ghoury, Engineering Technician II
Regina McEvoy, Assistant to the GM/Board Secretary

GUESTS: Alice Johnson, League of Women Voters

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 27, 2015

It was moved by Secretary Kite, seconded by Director Fernandez, to Approve the Minutes of the Regular Meeting held July 27, 2015. Motion carried with the following vote:

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

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

RESOLUTION NO. 2766, ACCEPT A SANITARY SEWER EASEMENT FOR TRACT 8119 LOCATED BETWEEN ALICE STREET AND WASHINGTON BOULEVARD IN THE CITY OF FREMONT

This item was reviewed by the Legal/Community Affairs Committee. Technical Services Manager Ghossain stated Lennar Homes of California is constructing a housing tract between Alice Street and Washington Boulevard in the City of Fremont. Sanitary sewer service to the residential development will be provided by a new 8-inch main in a private street, named Casa Bella Common, which does not meet the City of Fremont street dimension requirements and structure setbacks. A sanitary sewer easement is required due to the sewer main not being built within a dedicated public street. The new sewer main has been constructed and Lennar Homes has granted a sanitary sewer easement for the District to access and maintain the sewer. The easement was granted at no cost to the District. Staff recommended the Board accept the sanitary sewer easement for tract 8119 located between Alice Street and Washington Boulevard in the City of Fremont.

It was moved by Director Lathi, seconded by Director Fernandez, to approve Resolution No. 2766, Accept a Sanitary Sewer Easement for Tract 8119 Located Between Alice Street and Washington Boulevard in the City of Fremont. Motion carried by the following vote:

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

REVIEW AND APPROVE NEW FACT SHEET REGARDING RECENTLY ADOPTED SEWER SERVICE CHARGES

A desk item was presented for this item, and was attached to the Board meeting packet.

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated that following adoption of FY16 sewer service charges, staff generated a new fact sheet regarding said charges. General Manager Eldredge presented a desk item which included suggested edits to the fact sheet submitted by the Legal/Community Affairs Committee.

It was moved by Director Fernandez, seconded by Secretary Kite, to Approve the New Fact Sheet Regarding Recently Adopted Sewer Service Charges, Accepting the Revisions Presented as a Desk Item. Motion carried with the following vote:

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

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

CalPERS Replacement Benefit Plan

This item was reviewed by the Budget & Finance Committee. Business Services Manager Cortes stated Internal Revenue Code Section 415(b) is a federal provision which limits the annual retirement benefit a retiree can be paid from a tax qualified defined benefit pension plan such as CalPERS. CalPERS established a Replacement Benefit Plan (RBP), in accordance with Government Code Section 21750. CalPERS invoices employers for the amount above the annually calculated limit based on the amount of service credit earned by the member with that employer. CalPERS factors these payments into future actuarial reports and will reduce the employer contribution accordingly, thereby ensuring the District will not be paying twice for the benefit. The District first became affected by the RBP with the retirement of two managers late last year. The District has been invoiced and paid a total of \$46,335 to CalPERS for both individuals. The District hired an actuary to project payments for future budgets. A total of \$88,000 has been budgeted for FY16. Future costs will primarily depend upon when employees retire, age of retiree, and federal limit changes. Staff will provide an update regarding this matter during the spring Board Budget Workshop.

Vice President Handley requested staff present the next actuarial report upon receipt.

Fourth Quarterly Report on the Capital Improvement Plan

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the FY 15 Capital Improvement Plan (CIP) budget was \$14.87 million for design and construction of 21 projects. Total FY15 CIP expenditures up to June 30, 2015, were over projections for the fourth quarter by about \$1 million.

Status of Priority 1 Capital Improvement Plan

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated the FY 15 CIP budget was \$14.87 million for design and completion of 21 projects. The 21 projects were ranked as Priority 1 and 2 projects based upon approved criteria. For FY 15, nine projects were ranked as Priority 1 and the remaining 12 were ranked as Priority 2.

Report on the East Bay Dischargers Authority (EBDA) Commission meeting of July 16, 2015

Vice President Handley stated EBDA will be working with a new firm for assistance with NPDES (National Pollutant Discharge Elimination System) permit reissuance. EBDA approved a resolution authorizing a personal services agreement with Eisenberg, Olivieri, and Associates, Inc. for said assistance.

Vice President Handley stated Castro Valley Sanitary District did not approve proposed amendments to the EBDA JPA. The Authority's legal counsel met with the Ad Hoc Committee to discuss options for extending, modifying, or terminating the long-term EBDA JPA. The Ad Hoc Committee directed EBDA's General Manager to schedule a workshop for member agencies to begin to develop a new long-term vision for the Authority.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Staff continue to work on the Co-digestion pilot project, commonly known as the cheese waste project. The material had initially been injected into digester four at a rate of 1 gallon/minute, which increased gas production by approximately 5%. In an effort to further increase gas production, the flow rate was increased to 1.5 gallons/minute on August 7, 2015.
- Fabrication, Maintenance, and Construction (FMC) Electrical Team Coach David Leath will be retiring. David's last day at the District will be August 14, 2015.
- Christopher Pachmayer, former Associate Engineer for the CIP team, began his new position as FMC Electrical Team Coach on August 10, 2015.
- General Manager Eldredge will attend the California Association of Sanitation Agencies (CASA) Conference August 18 – 21, 2015.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:34 p.m. to the Special Meeting to be held in the Boardroom on Monday, August 17, 2015, at 4:00 p.m.

The Board will then adjourn to the next Regular Board Meeting in the Boardroom on Monday, August 24, 2015, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
SECRETARY TO THE BOARD

PAT KITE
SECRETARY

APPROVED:

JENNIFER TOY
PRESIDENT

Adopted this 24th day of August, 2015



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: August 17, 2015

TO: Board of Directors - Union Sanitary District

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

SUBJECT: Agenda Item No. 5.a - Meeting of August 24, 2015
Information Item: **Monthly Odor Report & Financial Reports**

Background

Attached are the July 2015 Odor Report, Hours Worked and Leave Time by Work Group Reports, and Financial Reports. Staff is available to answer questions regarding information contained in the report.

Work Group Managers

General Manager/Administration	Paul Eldredge	GM
Business Services	Rich Cortés	BS
Collection Services	James Schofield	CS
Technical Support	Sami Ghossain	TS
Treatment and Disposal Services	Armando Lopez	T&D
Fabrication, Maintenance, and Construction	Robert Simonich	FMC

ODOR COMPLAINTS:

There was one odor reported during the month of July 2015. The odor was reported by a resident located on Bret Harte Court in Fremont. District staff inspected the USD mains and city storm drain inlets in the area, and no odor was detected. Staff followed up with the resident by providing information regarding how District lines are cleaned, and advised the individual to run water in their sinks to fill the P-Traps within the home.

G.M. ACTIVITIES: For the month of July, the GM was involved in the following:

- Participated in Strategic Planning with the Executive Team
- Participated in the SCADA Master Plan Workshop
- Participated in FMC Electrical Team Coach Interviews
- Continued Attorney Orientation and Knowledge Transfer
- Attended the Safety Committee Meeting

Attachments: Odor Report and Map
Hours Worked and Leave Time by Work Group
Financial Reports



ODOR REPORT July 2015

During the recording period from July 01, 2015 through July 31, 2015, there was one odor related service request received by the District.

City: Fremont

1. Complaint Details:

Date: 7/7/2015

Location: BRET HARTE CT

Wind (from): N/A

Temperature: 70 Degrees F

Time: 1:30 pm

Reported By: Vijay Bhusri

Wind Speed: 0 mph

Weather: Humid

Response and Follow-up:

We inspected our USD mains and the city storm drain inlets in the area. We detected no odor and everything appeared normal. We told the reporting party to run water in the sink to fill the P-Traps. We also informed them how we clean our lines.



Legend

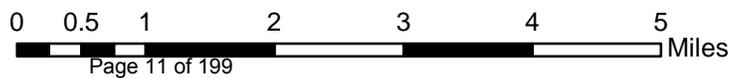
Odor Complaints: July 2015

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

Odor Complaints: Aug. 2014 to Jun. 2015

- ★ Odor found, USD resolved (5)
- Odor found, not related to USD (5)
- ▲ No odor found (18)

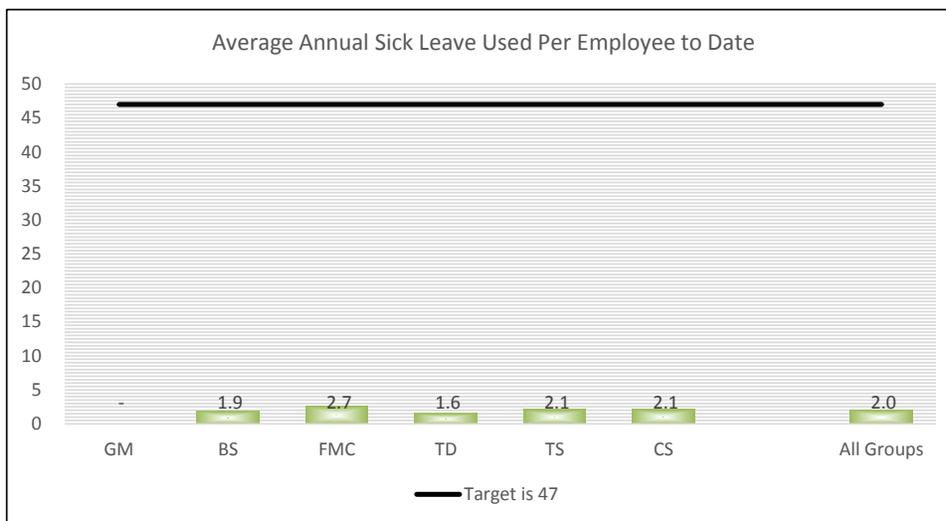
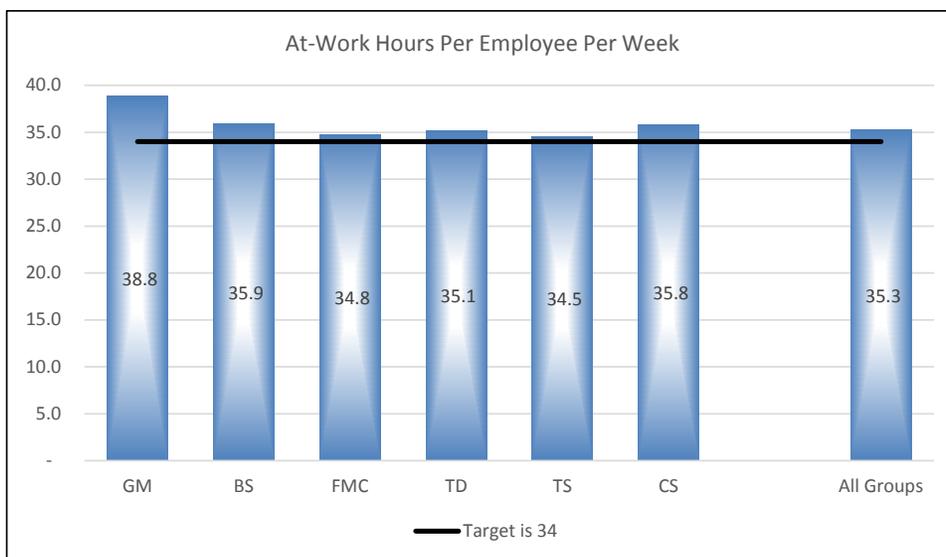
**Location of Odor Reports
August 2014 to July 2015**



HOURS WORKED AND LEAVE TIME BY WORK GROUP

July 2, 2015 through July 29, 2015

Weeks to Date: 4 out of 52 (8.0%)



NOTES

- (1) Regular hours does not include hours worked by part-time or temporary employees.
- (2) Overtime hours includes call outs.
- (3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.
- (4) Sick Leave includes sick and catastrophic sick leaves as well as protected time off, which the District has no discretion.

An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of **34.9** hours per week over the course of a year; with 20 vacation days, **34.2** hours per week.

HOURS WORKED AND LEAVE TIME BY WORK GROUP

July 2, 2015 through July 29, 2015

Weeks to Date: 4 out of 52 (8.0%)

Group	Average Number of Employees	AT-WORK HOURS		At-Work Hours Per Employee Per Week	LEAVE HOURS				Average Annual Sick Leave Used Per Employee To Date	FY14		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	296.00	3.50	38.8	24.00	-	-	-	0.0	3	34.0	26.4
BS	24	3,256.75	70.99	35.9	417.75	-	-	45.50	1.9	22	35.1	27.3
FMC	23	3,028.00	55.77	34.8	555.00	-	-	61.00	2.7	21	36.2	49.0
TD	25	3,316.17	69.91	35.1	660.33	-	-	39.50	1.6	24	34.4	56.9
TS	30	3,969.42	27.92	34.5	686.83	-	-	63.75	2.1	30	35.2	34.4
CS	29	3,817.67	185.70	35.8	736.83	-	23.50	62.00	2.1	31	35.4	58.6
All Groups	133	17,684.01	413.79	35.3	3,080.74	-	23.50	271.75	2.0	131	35.2	45.1

SICK LEAVE INCENTIVE PROGRAM TARGETS

≥34

≤47

The Sick Leave Incentive Program target goals are 47 or less hours of sick leave per employee annually, and 34 or more hours of at-work time per week per employee.

NOTES

(1) Regular hours does not include hours worked by part-time or temporary employees.

(2) Overtime hours includes call outs.

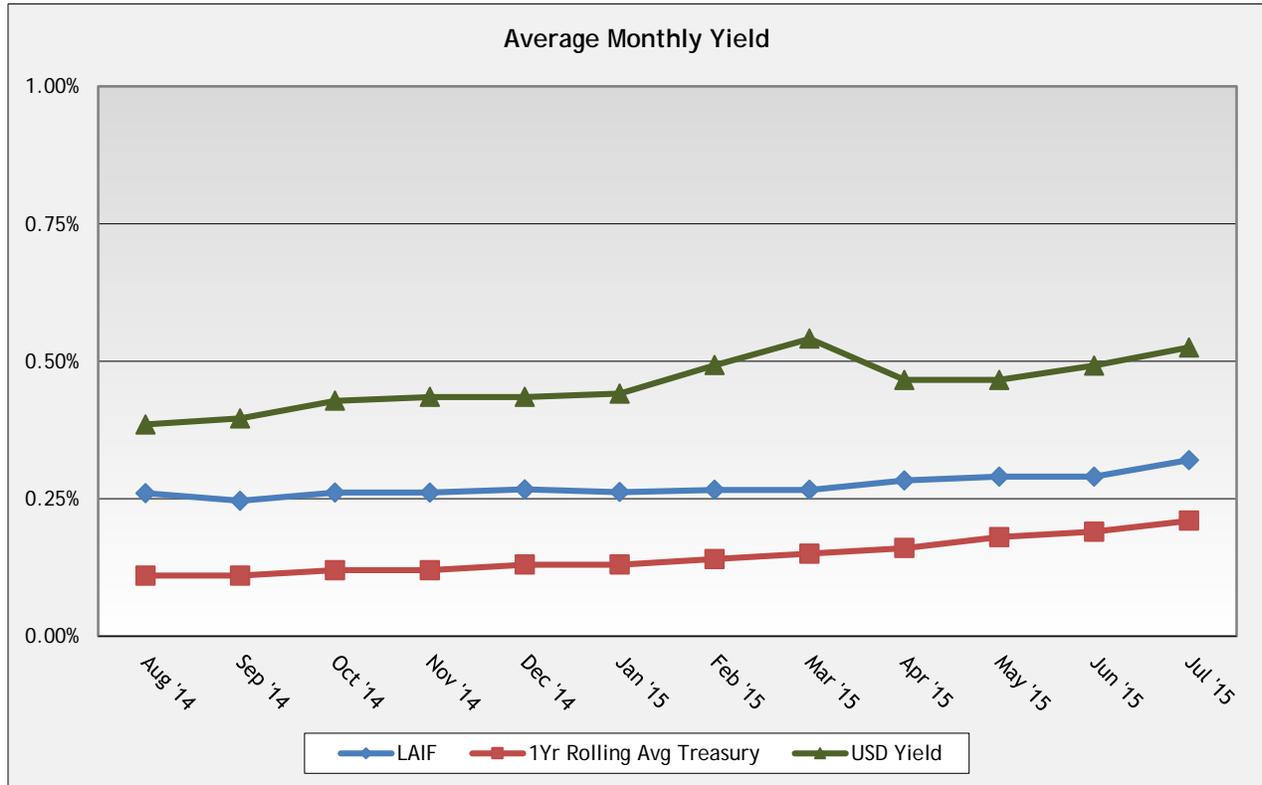
(3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.

(4) Sick Leave includes sick and catastrophic sick leaves, as well as protected time off, of which the District has no discretion.

An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of 34.9 hours per week over the course of a year; with 20 vacation days, 34.2 hours per week.

Business Services Group
Activities Report
July 2015

AVERAGE MONTHLY YIELD



BUDGET AND FINANCE REPORT

FY 2016

Year-to-date as of 7/31/15

8% of year elapsed

Preliminary

**Unaudited
Last Year**

Revenues

	Budget	Actual	% of Budget Rec'd	Actuals 6/30/15
Capacity Fees	\$4,372,000	\$694,333	16%	\$4,820,637
Sewer Service Charges	48,430,260	316	0%	48,377,747
Operating	1,080,000	31,666	3%	1,016,858
Interest	345,000	61,510	18%	309,600
Misc. (incl. LAVWMA pymnt, solar, Cogen rebates)	493,000	100,538	20%	2,127,593
Subtotal Revenues	\$54,720,260	\$888,363	2%	\$56,652,435
SRF Loan Proceeds (Thickener)	5,500,000	328,670	6%	4,501,122
Total Revenues + SRF Proceeds	\$60,220,260	\$1,217,033	2%	\$61,153,557

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Prog.				
Capacity Projects	\$4,523,000	\$0	0%	\$3,704,378
Renewal & Repl. Projects	10,553,000	240	0%	12,166,265
Operating	33,827,303	2,225,355	7%	30,823,887
Special Projects	1,522,970	(65,383)	-4%	905,679
Retiree Medical (Annual Required Contribution)	561,205	0	0%	543,540
Vehicle & Equipment	379,500	0	0%	786,059
Information Systems	1,036,700	24,913	2%	611,437
Plant & Pump Station R&R	250,000	76,377	31%	168,089
Pretreatment Fund	12,000	0	0%	109,499
County Fee for Sewer Service Charge Admin.	106,000	0	0%	105,559
Debt Servicing:				
SRF Loans (Irv., Wilw, LHH, Cdr, NPS, Sub1, Boyc, Prim Cl)	3,127,110	411,064	13%	3,127,110
Total Expenses	\$55,898,788	\$2,672,566	5%	\$53,051,502
Total Revenue & Proceeds less Expenses	\$4,321,472	(\$1,455,533)		\$8,102,055

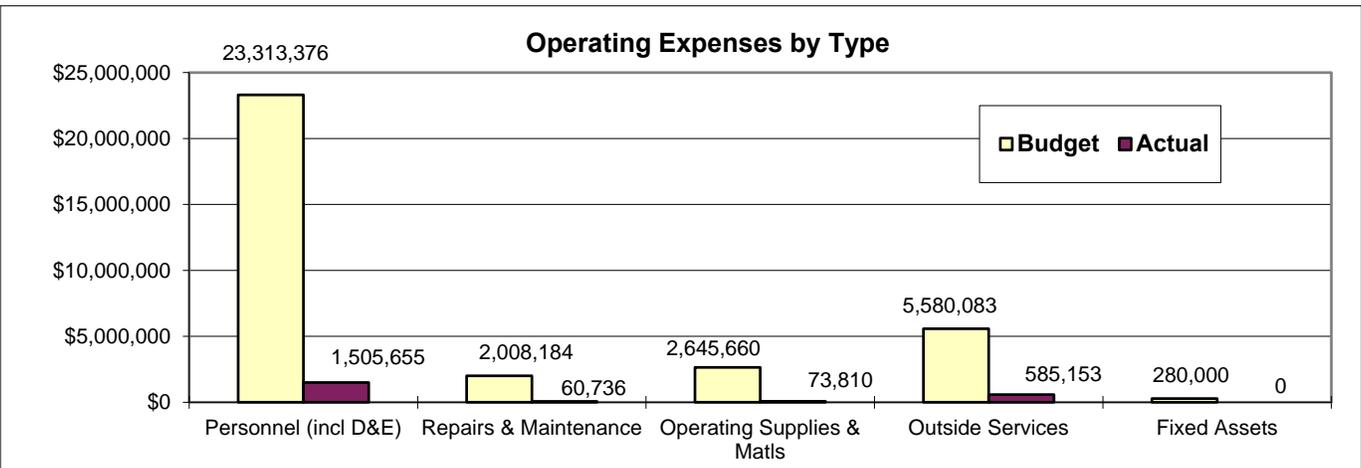
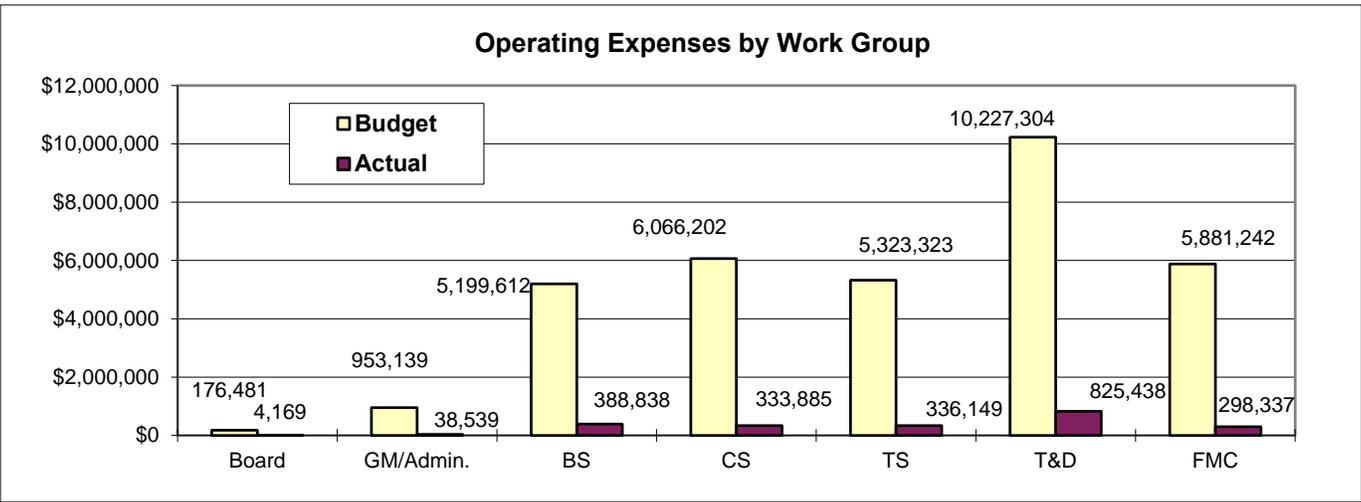
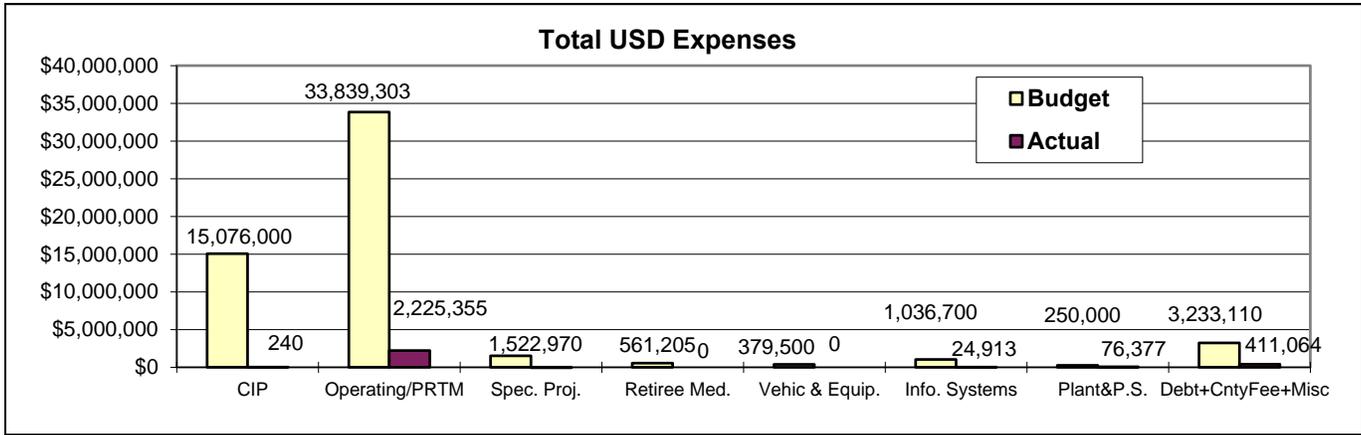
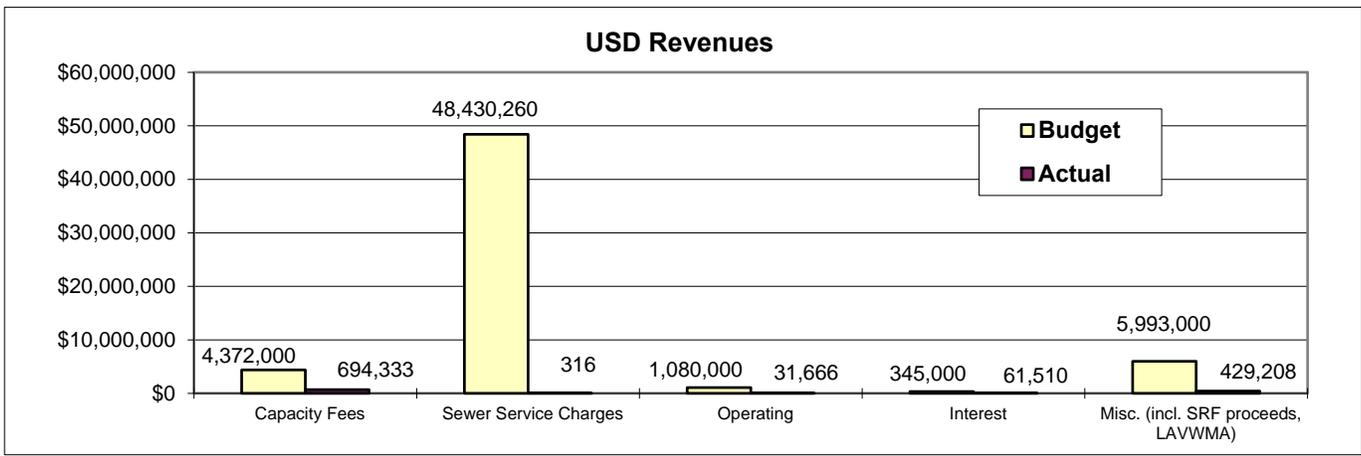
Gross Operating Expenses by Work Group

	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$176,481	\$4,169	2%	\$136,765
General Manager/Admin.	953,139	38,539	4%	1,013,881
Business Services	5,199,612	388,838	7%	4,633,636
Collection Services	6,066,202	333,885	6%	5,569,504
Technical Services	5,323,323	336,149	6%	4,905,178
Treatment & Disposal Services	10,227,304	825,438	8%	9,253,823
Fabrication, Maint. & Construction	5,881,242	298,337	5%	5,311,100
Total	\$33,827,303	\$2,225,355	7%	\$30,823,887

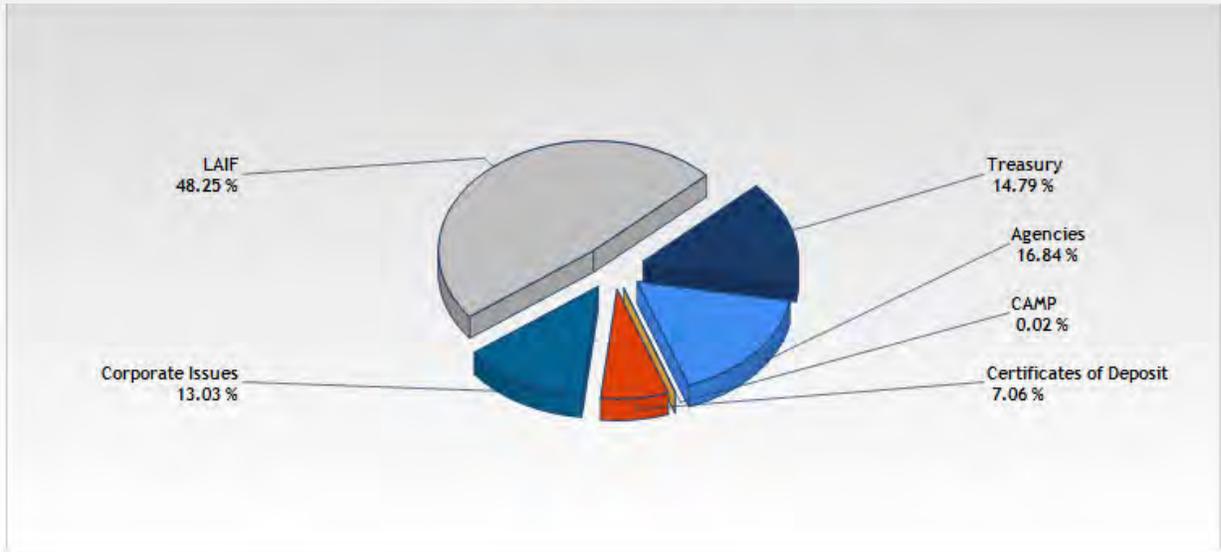
Operating Expenses by Type

	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$23,313,376	\$1,505,655	6% (11%)*	\$21,812,889
Repairs & Maintenance	2,008,184	60,736	3%	1,755,412
Supplies & Matls (chemicals, small tools)	2,645,660	73,810	3%	2,273,934
Outside Services (utilities, biosolids, legal)	5,580,083	585,153	10%	4,844,630
Fixed Assets	280,000	0	0%	137,021
Total	\$33,827,303	\$2,225,355	7%	\$30,823,887

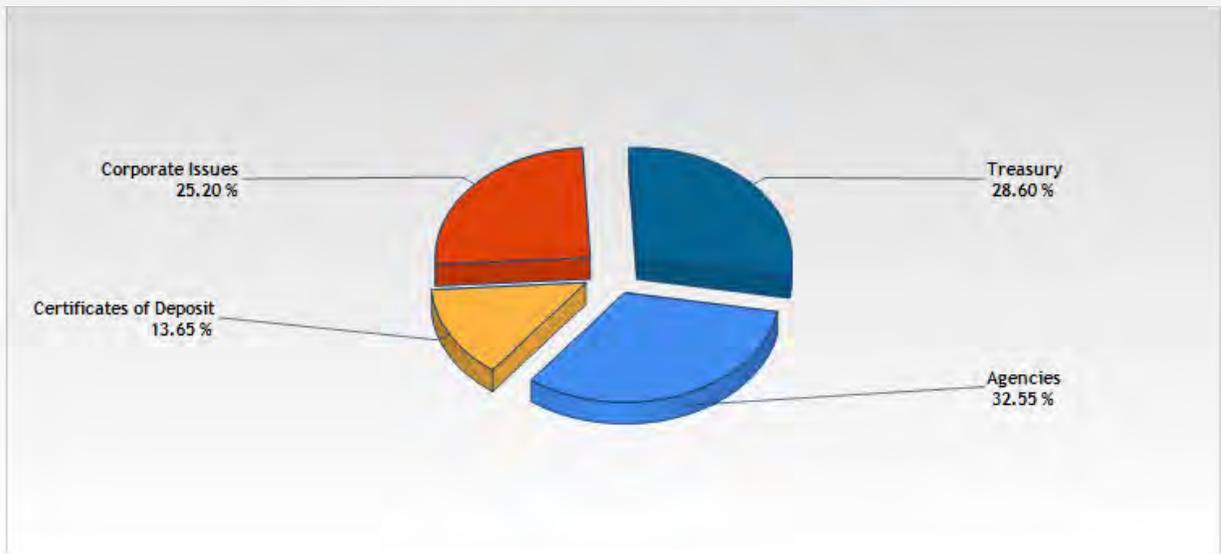
* Personnel Budget Target



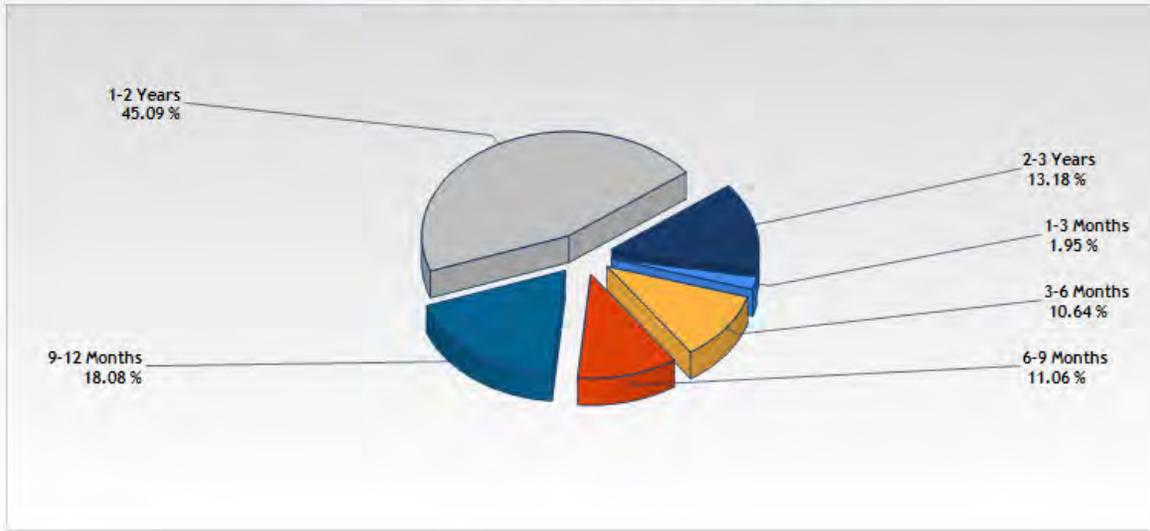
All Portfolio Holdings Distribution by Asset Class



Operating Fund Holdings Distribution by Asset Class



Operating Fund Maturity Distribution



Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
1-3 Months	480,000.00	0.400	480,000.00	34	1.95	480,098.87	480,000.00	0.09
3-6 Months	2,566,000.00	0.428	2,617,998.10	132	10.64	2,578,478.18	2,577,675.33	0.36
6-9 Months	2,720,000.00	0.454	2,720,040.00	216	11.06	2,722,062.56	2,720,028.28	0.59
9-12 Months	4,430,000.00	0.624	4,448,210.50	316	18.08	4,448,456.84	4,443,802.16	0.86
1-2 Years	10,978,000.00	0.862	11,093,651.92	606	45.09	11,070,074.12	11,070,545.67	1.64
2-3 Years	3,240,000.00	0.848	3,243,280.00	840	13.18	3,244,986.55	3,243,175.24	2.27
Total / Average	24,414,000.00	0.717	24,603,180.52	480	100	24,544,157.12	24,535,226.68	1.30

**Union Sanitary District
Board Report - Holdings**
Report Format: By Transaction
Group By: Asset Class
Portfolio/Report Group: All Portfolios
As of 7/31/2015

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Agencies											
FHLB 0.75 7/28/2017-16	3130A4ZV7	Moodys-Aaa	4/28/2015	1,000,000.00	1,000,000.00	0.750	999,500.00	0.750	4/28/2016	7/28/2017	2.10
FHLB 0.8 3/17/2017-16	3130A4GT3	Moodys-Aaa	3/17/2015	1,000,000.00	1,000,000.00	0.800	1,001,760.00	0.800	3/17/2016	3/17/2017	2.10
FHLB 0.8 5/17/2017	3130A4Q54	Moodys-Aaa	3/27/2015	1,000,000.00	1,001,690.00	0.800	998,960.00	0.720		5/17/2017	2.11
FHLB 0.85 6/16/2017-16	3130A4GU0	Moodys-Aaa	3/16/2015	1,000,000.00	1,000,000.00	0.850	1,002,070.00	0.850	3/16/2016	6/16/2017	2.10
FHLB 0.9 9/28/2017	3130A5KH1	Moodys-Aaa	7/22/2015	1,000,000.00	1,001,140.00	0.900	1,001,330.00	0.847		9/28/2017	2.10
FHLMC 0.75 2/13/2017	3134G6BQ5	Moodys-Aaa	2/13/2015	1,000,000.00	1,000,000.00	0.750	1,000,140.00	0.750		2/13/2017	2.10
FHLMC 1 7/25/2017	3134G3ZH6	Moodys-Aaa	6/24/2015	1,000,000.00	1,004,540.00	1.000	1,003,670.00	0.780		7/25/2017	2.11
FNMA 0.5 3/30/2016	3135GOVA8	Moodys-Aaa	1/24/2014	1,000,000.00	1,000,750.00	0.500	1,000,990.00	0.465		3/30/2016	2.10
Sub Total / Average				8,000,000.00	8,008,120.00	0.794	8,008,420.00	0.745			16.84
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	9,795.82	9,795.82	0.100	9,795.82	0.100	N/A	N/A	0.02
Sub Total / Average				9,795.82	9,795.82	0.100	9,795.82	0.100			0.02
Certificates of Deposit											
Ally Bank 1 10/24/2016	02006LKM4	None	10/23/2014	240,000.00	240,000.00	1.000	240,742.72	1.000		10/24/2016	0.50
	02587CBZ2	None	10/23/2014	240,000.00	240,000.00	1.100	241,041.36	1.100		10/24/2016	0.50

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
American Express Bank 1.1 10/24/2016											
American Express Centurian 1.05 6/5/2017	02587DYJ1	None	6/5/2015	240,000.00	240,000.00	1.050	240,773.79	1.050		6/5/2017	0.50
Bank of China NY 0.5 2/4/2016	06426TCH0	None	2/4/2015	240,000.00	240,000.00	0.500	240,061.14	0.500		2/4/2016	0.50
Bar Harbor Bank 0.7 1/30/2017	066851TT3	None	6/30/2015	240,000.00	240,000.00	0.700	239,643.61	0.700		1/30/2017	0.50
Beal Bank USA 0.45 9/2/2015	07370WLQ7	None	12/3/2014	240,000.00	240,000.00	0.450	240,059.27	0.450		9/2/2015	0.50
BMW Bank North America 0.5 3/14/2016	05568P6V4	None	3/31/2014	240,000.00	239,760.00	0.500	240,010.28	0.552		3/14/2016	0.50
Capital One Bank 1 10/24/2016	140420QG8	None	10/22/2014	240,000.00	240,000.00	1.000	240,742.72	1.000		10/24/2016	0.50
Compass Bank 0.95 6/5/2017	20451PLE4	None	6/5/2015	240,000.00	240,000.00	0.950	240,328.50	0.950		6/5/2017	0.50
Discover Bank 0.75 1/3/2017	254672QZ4	None	7/1/2015	240,000.00	240,000.00	0.750	239,833.76	0.750		1/3/2017	0.50
Goldman Sachs Bank 1 10/16/2017	38148JQX2	None	4/27/2015	240,000.00	239,520.00	1.000	240,216.55	1.069		10/16/2017	0.50
Great Midwest Bank 0.75 7/27/2016	39083PCK6	None	10/27/2014	240,000.00	240,000.00	0.750	240,185.14	0.750		7/27/2016	0.50
Mizuho Bank USA 0.35 9/4/2015	60688MKK9	None	3/4/2015	240,000.00	240,000.00	0.350	240,039.60	0.350		9/4/2015	0.50
Santander Bank 0.5 2/4/2016	80280JDH1	None	2/4/2015	240,000.00	240,000.00	0.500	240,061.14	0.500		2/4/2016	0.50
Sub Total / Average				3,360,000.00	3,359,280.00	0.757	3,363,739.58	0.766			7.06

Corporate Issues

	14912L5Z0		12/23/2014	1,313,000.00	1,307,603.57	1.000	1,311,975.86	1.190		3/3/2017	2.75
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Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Caterpillar Financial 1 3/3/2017		Moodys-A2									
General Electric Capital Corp 5.4 2/15/2017	36962G2G8	Moodys-A1	3/2/2015	1,085,000.00	1,179,514.35	5.400	1,154,743.80	0.890		2/15/2017	2.48
Internaltional Business Machs 0.45 5/6/2016	459200HL8	Moodys-Aa3	11/26/2013	1,000,000.00	996,840.00	0.450	999,460.00	0.580		5/6/2016	2.10
JP Morgan Chase 2.6 1/15/2016	46625HHW3	Moodys-A3	12/1/2014	566,000.00	577,518.10	2.600	570,658.18	0.775		1/15/2016	1.21
Royal Bank of Canada 2.3 7/20/2016	78008TLB8	Moodys-Aa3	12/23/2014	1,190,000.00	1,217,310.50	2.300	1,207,171.70	0.830		7/20/2016	2.56
US Bankcorp 2.2 11/15/2016	91159HHB9	Moodys-A1	3/31/2015	900,000.00	920,304.00	2.200	914,148.00	0.797		11/15/2016	1.93
Sub Total / Average				6,054,000.00	6,199,090.52	2.331	6,158,157.54	0.867			13.03
LAIF											
LAIF LGIP	LGIP1002	None	4/30/2011	22,950,864.25	22,950,864.25	0.320	22,950,864.25	0.320	N/A	N/A	48.25
Sub Total / Average				22,950,864.25	22,950,864.25	0.320	22,950,864.25	0.320			48.25
Treasury											
T-Bond 0.25 5/16/2016	912828VC1	Moodys-Aaa	1/24/2014	1,000,000.00	994,530.00	0.250	999,840.00	0.488		5/16/2016	2.09
T-Note 0.375 2/15/2016	912828UM0	Moodys-Aaa	1/24/2014	1,000,000.00	999,530.00	0.375	1,000,940.00	0.398		2/15/2016	2.10
T-Note 0.5 6/15/2016	912828VG2	Moodys-Aaa	3/27/2014	1,000,000.00	999,530.00	0.500	1,001,800.00	0.521		6/15/2016	2.10
T-Note 0.875 1/15/2018	912828H37	Moodys-Aaa	6/1/2015	1,000,000.00	1,001,560.00	0.875	1,001,020.00	0.815		1/15/2018	2.11
T-Note 0.875 11/15/2017	912828G20	Moodys-Aaa	6/24/2015	1,000,000.00	1,001,060.00	0.875	1,002,420.00	0.830		11/15/2017	2.10
T-Note 1.375 11/30/2015	912828PJ3	Moodys-Aaa	12/20/2013	2,000,000.00	2,040,480.00	1.375	2,007,820.00	0.330		11/30/2015	4.29

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Sub Total / Average				7,000,000.00	7,036,690.00	0.807	7,013,840.00	0.529			14.79
Total / Average				47,374,660.07	47,563,840.59	0.765	47,504,817.19	0.525			100

All investment actions executed since the last report have been made in full compliance with the District's Investment Policy. The District will meet its expenditure obligations for the next six months. Market value sources are the LAIF, CAMP, and BNY Mellon monthly statements.

**Union Sanitary District
Board Report - Activity
Portfolio/Report Group: All Portfolios
From 6/30/2015 To 7/31/2015**

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
BUY								
Discover Bank 0.75 1/3/2017	254672QZ4	240,000.00	240,000.00	0.00	0.750	0.750	7/1/2015	240,000.00
FHLB 0.9 9/28/2017	3130A5KH1	1,000,000.00	1,001,140.00	1,000.00	0.900	0.847	7/22/2015	1,002,140.00
Sub Total / Average		1,240,000.00	1,241,140.00	1,000.00				1,242,140.00
DEPOSIT								
CAMP LGIP	LGIP4000	0.81	0.81	0.00		0.000	7/31/2015	0.81
LAIF LGIP	LGIP1002	800,000.00	800,000.00	0.00		0.000	7/1/2015	800,000.00
LAIF LGIP	LGIP1002	18,686.13	18,686.13	0.00		0.000	7/15/2015	18,686.13
Sub Total / Average		818,686.94	818,686.94	0.00				818,686.94
INTEREST								
Bar Harbor Bank 0.7 1/30/2017	066851TT3	0.00	0.00	138.08	0.700	0.000	7/30/2015	138.08
CAMP LGIP	LGIP4000	0.00	0.00	0.81		0.000	7/31/2015	0.81
FHLB 0.75 7/28/2017-16	3130A4ZV7	0.00	0.00	1,875.00	0.750	0.000	7/28/2015	1,875.00
FHLMC 1 7/25/2017	3134G3ZH6	0.00	0.00	5,000.00	1.000	0.000	7/25/2015	5,000.00
General Electric Capital Corp 1.625 7/2/2015	36962G5Z3	0.00	0.00	8,125.00	1.625	0.000	7/2/2015	8,125.00
Great Midwest Bank 0.75 7/27/2016	39083PCK6	0.00	0.00	147.95	0.750	0.000	7/27/2015	147.95
JP Morgan Chase 2.6 1/15/2016	46625HHW3	0.00	0.00	7,358.00	2.600	0.000	7/15/2015	7,358.00
LAIF LGIP	LGIP1002	0.00	0.00	18,686.13		0.000	7/15/2015	18,686.13
Royal Bank of Canada 2.3 7/20/2016	78008TLB8	0.00	0.00	13,685.00	2.300	0.000	7/20/2015	13,685.00
T-Note 0.875 1/15/2018	912828H37	0.00	0.00	4,375.00	0.875	0.000	7/15/2015	4,375.00
Well Fargo Bank 0.75 7/20/2015	94985H5F7	0.00	0.00	2,118.75	0.750	0.000	7/20/2015	2,118.75

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
Sub Total / Average		0.00	0.00	61,509.72				61,509.72
MATURED								
General Electric Capital Corp 1.625 7/2/2015	36962G5Z3	1,000,000.00	1,000,000.00	0.00	1.625	0.000	7/2/2015	1,000,000.00
Well Fargo Bank 0.75 7/20/2015	94985H5F7	565,000.00	565,000.00	0.00	0.750	0.000	7/20/2015	565,000.00
Sub Total / Average		1,565,000.00	1,565,000.00	0.00				1,565,000.00
WITHDRAW								
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	7/15/2015	300,000.00
LAIF LGIP	LGIP1002	2,300,000.00	2,300,000.00	0.00		0.000	7/24/2015	2,300,000.00
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	7/29/2015	300,000.00
Sub Total / Average		2,900,000.00	2,900,000.00	0.00				2,900,000.00

**Union Sanitary District's Internal Retiree Medical Fund
Quarterly Report**

For Period Ended 6/30/15

Fund Balance 3/31/15:		\$136,056.15
Revenues:		
		0.00
Expenses:		
	Net Medical Reimbursements	16,581.87
Transfers Out:		
	5/8/15 CalPERS OPEB Trust Annual Required Contrib. (ARC) (payment #4 of 4)	(135,885.00)
Ending Fund Balance 6/30/15:		\$16,753.02



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$4,396,833.18	\$4,092,910.26
Contribution	135,885.00	543,540.00
Distribution	(84,092.84)	(313,367.79)
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	(68,238.48)	(12,776.37)
Admin Expense	(941.64)	(4,282.84)
Other	0.00	0.00
Ending Balance	\$4,379,445.22	\$4,306,023.26
YTD Accrual	(67,510.97)	5,910.99
Grand Total	\$4,311,934.25	\$4,311,934.25

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	315,214.762	302,056.697
Unit Purchases from Contributions	9,652.449	39,512.335
Unit Sales for Withdrawals	(6,003.221)	(22,705.042)
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	318,863.990	318,863.990
Period Beginning Unit Value	13.948691	13.793213
Period Ending Unit Value	13.734525	13.734525

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 06/30/2015



Union Sanitary District

Entity #: SKB7-6011550262

Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
05/05/2015	Distribution	(\$84,092.84)	\$14.007954	(6,003.221)		
05/08/2015	Contribution	\$135,885.00	\$14.077775	9,652.449	wire 2015050800092 745	
06/30/2015	YE Accrual Distribution	(\$67,510.97)				

Client Contact:
CERBT4U@CalPERS.ca.gov



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 24, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Laurie Brenner, Organizational Performance Program Manager

SUBJECT: Agenda Item No. 5b - Meeting of August 24, 2015
July Monthly Operations Report
District-Wide Balanced Scorecard Measures

Recommendation:
Information only

Background:

The 2015 USD Strategic Performance Report is attached. The Report summarizes the District's progress meeting operational and safety objectives and targets for the fiscal year 2014-15.

Staff will be present to answer questions regarding the Strategic Performance Report and the District's balanced scorecard objectives, measures and results.



USD Strategic Performance Report

Fiscal year 2014-2015

Presented August 24, 2015

Prepared by Laurie Brenner,

Organizational Performance Program Manager

USD FY15 Performance Measures Report

Table of Contents

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I. Discussion of Operational Excellence Objectives and Measures	1
II. Discussion of Safety Objectives and Measures	9
Appendixes:	
A. Operational Excellence Scorecard	13
B. Safety Scorecard	15
C. Public Outreach Activities	17
D. Strategic Initiatives Timeline	18

USD FY 15 Strategic Performance Report

This report summarizes the performance of the District in the areas of safety and operational excellence for fiscal year 2014-2015.

During strategic planning, the Executive Team agrees on District-wide objectives and measures in the areas of customer service, financial performance, internal business processes, employee growth & development, and safety. Objectives, measures, and targets are reviewed and updated annually.

The balanced scorecard is reviewed and discussed by the Executive Team quarterly, and continues to be a valuable tool in monitoring the District's progress against strategic plan initiatives. The District-level operational and safety scorecards, along with the team scorecards, measure our success in serving our customers' needs; being good stewards of the environment and the public's money; doing our jobs safely, effectively and efficiently; and ensuring employee growth and development.

Operational Excellence Strategy

The District met most targets on the Operational Excellence Scorecard in FY 15, with just three measures not meeting established targets.

The District was responsible for two category one sanitary sewer overflows (SSO's) in FY 15. The first occurred on 10/28/14 in Fremont (Palm Avenue). In this event, 445 of 495 gallons spilled were captured, with five gallons estimated to have made it to a waterway (remainder was lost to evaporation). The second was on 4/23/15, also in Fremont (Mission Blvd). In this more significant event, 300 gallons of 3,911 spilled were captured.

There were two incidents of critical asset failure with impacts recorded in FY 15 (against a target of zero), associated with the rapid regrowth of roots in the sewer main related to a pilot line cleaning process (previously implemented). The original process has been restored to prevent similar failures in the future.

Operational expenses consistently come in slightly under the approved annual budget. In FY 15, expenditures were **93%** of budget, within the target of 95%-103%. Although technically a "miss," this is not considered to be a material concern related to overall District financial performance.

Corrective and preventive actions were developed and implemented as necessary and lessons learned from each missed target were discussed to prevent recurrence where possible in all affected teams.

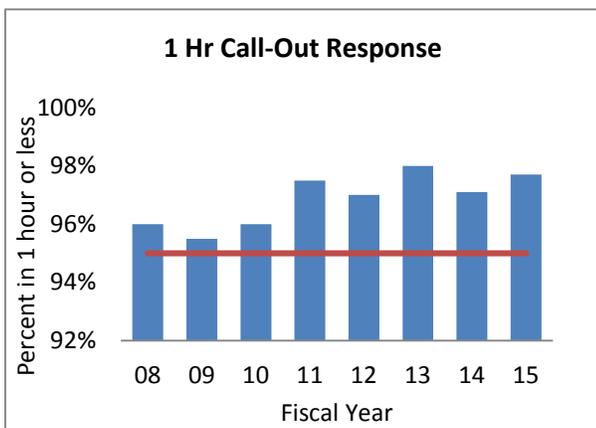
Customer Objectives and Measures

Customer objectives focus on customer service and stewardship of public assets and the environment.

Service: Provide reliable high quality service; be prepared for emergencies

Measures:

- Response time to customer calls for service
- Adverse impacts USD activities have on external customers
- Emergency drills or exercises



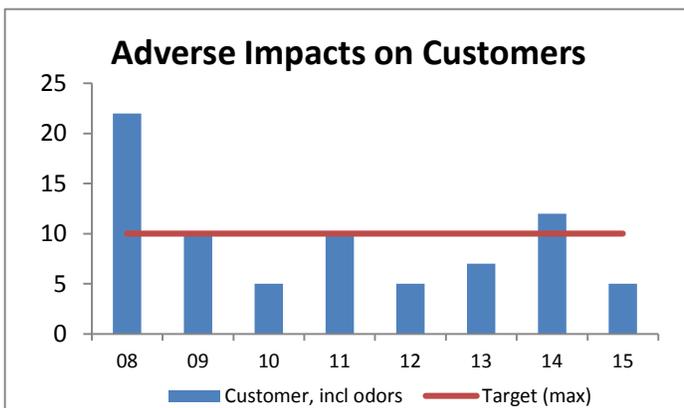
Calls for Service:

Responding to service calls from customers requires coordination between three teams: Customer Service, which takes the initial call and routes it to the proper staff person, the Maintenance-TV Team, which contacts the customer and takes appropriate action to resolve the problem, and the Total Productive Operations Team, which handles after-hour and weekend calls. The target to respond to a call, by either arriving on site or resolving the problem by phone, is 95% within one hour. In FY 15,

District staff responded to **97.7%** of all calls within one hour, with an average response time of fewer than 42 minutes, while handling 338 recorded service call outs.

Customer Satisfaction:

In FY 15, the format of the USD customer newsletter changed and there was no customer awareness survey issued (as had been done in past years). Alternatives for capturing the voice of the customer will be explored in FY 16.



Adverse Impacts on Customers:

The total number of customer adverse impacts was well below the target of ≤ 10 . **Five** adverse impacts were reported in FY 15; all of which were attributed to new customer claims throughout the year (one lateral connection issue surfaced, two claims from misinformation provided by USD resulting in financial loss, and two complaints generated due to problems caused by roots in the sewer main).

USD FY 15 Strategic Performance Report

Emergency Preparedness:

The goal for FY 15 was to participate in three emergency preparedness drills, exercises or events; and that goal was exceeded. The District hosted or participated in five such events in FY15, including two fire or evacuation drills at the plant, staff training on earthquake preparedness (all teams), and participation in two Alameda County emergency preparedness exercises.

Stewardship: Demonstrate responsible stewardship of District assets and the environment

Measure:

-Progress implementing the public outreach plan milestones: planned activities completed

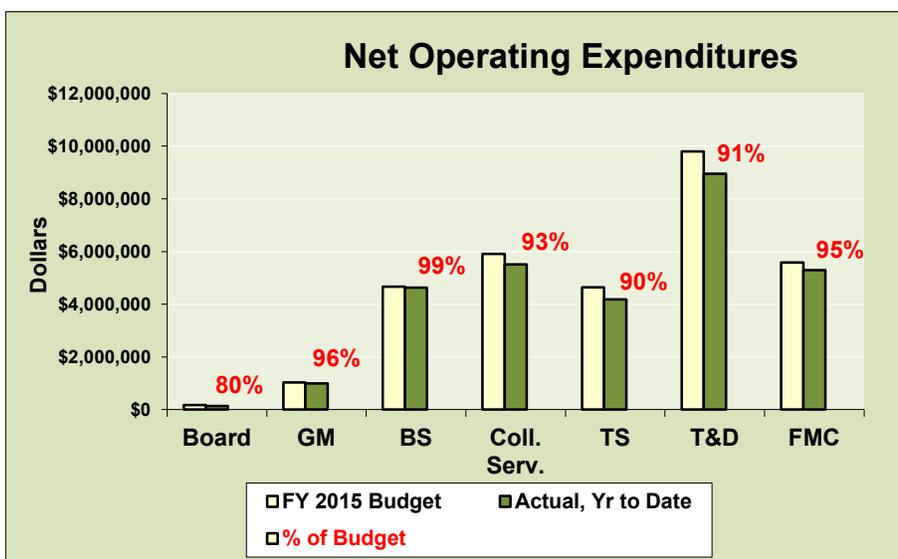
Annually, staff identifies specific events, activities and programs designed to educate public officials, potential employees, and the public about USD and our Mission. 94% of planned outreach activities were completed in FY 15, as well as additional unplanned activities, including the first-ever Open House hosted by the District for the public. The response was overwhelmingly positive and the District received positive validation of the event, from concept and planning through execution, from the California Association of Sanitation Agencies (CASA) via their FY 15 Achievement Awards in the Outstanding Public Outreach and Education category.

See Attachment C for a complete list of outreach activities.

Financial Objectives and Measures

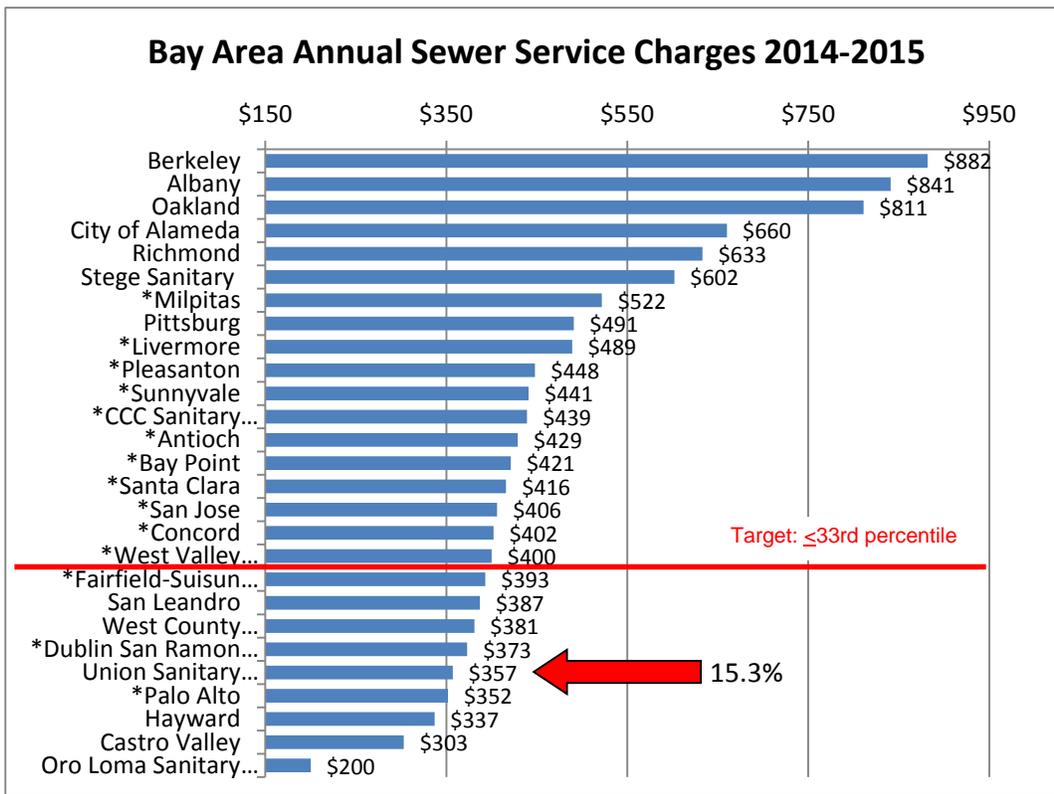
Financial objectives focus on responsible management of public funds.

Fiscal responsibility: Ensure funding for critical programs and projects, while maintaining comparable rates; accurately project and control costs.



Measures:

- Regional projects with financial benefit
- Operational expenditures, % of Board approved budget



-Residential sewer service charge compared to surrounding areas
 * = Tertiary treatment methods employed

Through accurate planning and attention to operational efficiency, the District provides a high level of service at a cost to residents significantly lower than in most surrounding service areas. During FY 15, the residential Sewer Service Charge was \$357, at the 15.3rd percentile compared to other SF Bay Area agencies, per our January, 2015 survey report.

Regional projects with financial benefit:

The District seeks out opportunities to work with other agencies and organizations in ways that benefit the District. For FY 15, the goal was to participate in at least three regional projects with financial benefit (increased from two the prior year). This goal was met through continued participation in the Bay Area Consortium of Water and Wastewater Education (BACWWE) operator training program, the Bay Area Chemical Consortium (BACC), and BAYWORK, a regional workforce development initiative focused on the water and wastewater industry.

Internal Process Objectives and Measures

Internal process objectives focus on business processes critical to achieving the District’s mission.

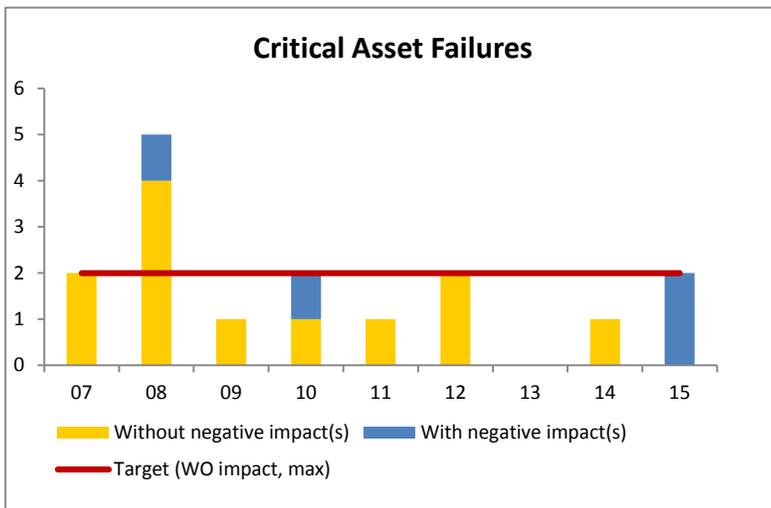
Efficiency: Optimize processes and use technology effectively

Projects and initiatives to increase efficiency can be found on the Strategic Initiatives Timeline (Appendix D) and on team and workgroup scorecards. For example, the current IT Master Plan initiatives will result in improved productivity, collaboration, customer service, and decision-making.

Asset management: Manage and maintain assets and infrastructure

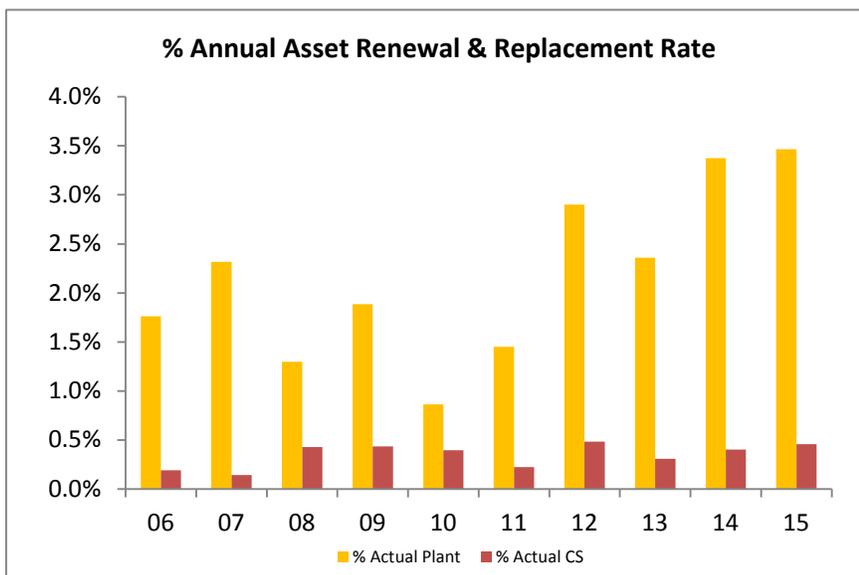
Measures:

- Critical asset failures
- Annual asset renewal rate
- Priority capital improvement projects, completed vs. planned



Critical asset failures:

The District experienced two critical asset failures with negative impacts in FY 15. Per the definition of this measure, any preventable deficiency in a sewer main that results in a category 1 sanitary sewer overflow (SSO) counts as a negative impact. In both cases, a new preventive maintenance (PM) process previously piloted proved inadequate and roots grew back in the sewer very quickly, causing claims against the District. The PM process has been restored to the prior (more effective) method as a result.



Asset Renewal:

For FY 15, capital renewal and replacement expenditures was 3.46% of our total asset value for the treatment plant and 0.46% for the collection system and pump stations. There is currently no target for this measure.

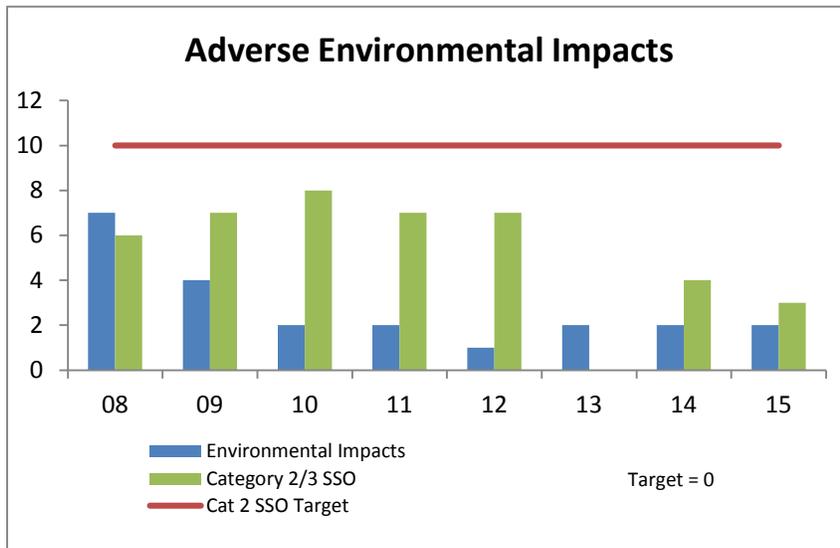
Priority Capital Improvement Program Projects (CIP) completed:

The Executive Team designates certain CIP projects as Priority 1 projects each year. The number of planned Priority 1 CIP projects completed is a companion measure to percent asset renewal. Nine of the eleven CIP milestones designated as priority and targeted for completion in FY 15 were completed. The Co-gen project has now been completed (as of this report), but finished approximately 3 months behind schedule, primarily due to difficulty in coordinating critical activities with external entities, including PG& E. The Front Gate Modification project has been postponed and is targeted for completion in FY 16.

Environmental protection: Maintain our ability to meet current and future regulations; implement projects & programs that benefit the environment.

Measures:

- Adverse impacts on the environment, including Category 1 sanitary sewer overflows
- Category 2 sanitary sewer overflows
- Regional projects with environmental benefit



Adverse impacts on the environment: In FY 15, there were two recordable incidents of adverse impacts on the environment as a result of USD activities, namely, previously mentioned category one sanitary sewer overflows.

There were also four category two or three overflows recorded in FY 15.

Regional projects with environmental benefit:

As part of the strategic plan, the District seeks out opportunities to work with other agencies and organizations in ways that benefit the environment. For FY 15, the goal was to participate in at least three regional projects with environmental benefit. In addition to participation in the Bay Area Pollution Prevention Group (BAPPG) and a variety of other regional pollution prevention and storm water activities managed by the Environmental Compliance Team, the District participated in a water conservation project with the Alameda County Water District and continued efforts to certify partner organizations as “Green Businesses.”

Planning: Plan for long-term financial, project, and staffing needs

There are no measures for this objective. Progress planning and implementing strategic initiatives is tracked on the Strategic Initiatives Timeline. See Appendix D.

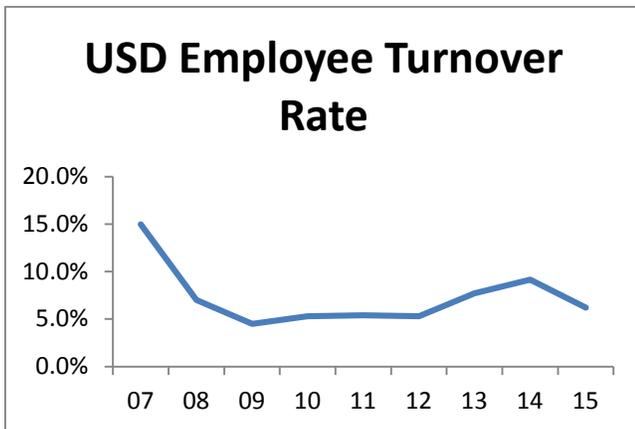
Employee Growth & Development Objectives

Employee growth and development objectives focus on employee training and participation.

Employees: Maintain a highly competent, flexible workforce

Measures:

- Employee Turnover Rate
- Training modules completed/updated
- Competency assessments completed



Turnover: The employee turnover rate in FY 15 was 6.20%, down from previous years. The non-retirement turnover rate was 1.56%, also lower than in prior years. Eight employees separated from the District last year, six due to planned retirements and the remaining two were resignations (The EC Outreach Coordinator and an Engineering Technician).

The 3 deep coverage initiative and other Long Term Staffing Task Force recommendations that have been implemented continue to reduce the impacts typically associated with loss of key personnel.

Training modules:

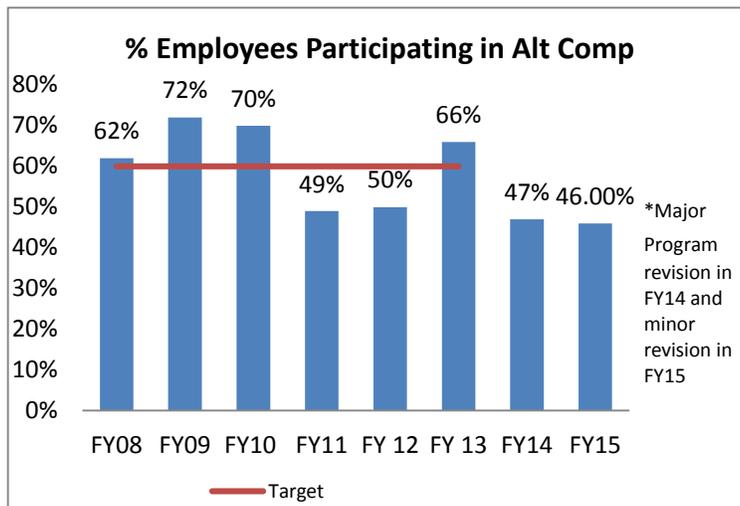
USD staff set goals for development of the training module program at the beginning of the year, which included updating thirteen training modules (across the Total Productive Operations, Fabrication, Maintenance & Construction, and Collection Services teams), and 52 functional assessments of Collection Services workers. In FY 15, the training module updates were accomplished as planned. Despite assessments not being completed as planned through Q3, the Collection Services group rallied in Q4 and ended up exceeding the annual target by over 15% (completed 60 assessments against the goal of 52).

Labor Relations: Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement

Measures:

- Non-management employees participating in District Committees and Taskforces
- Non-management employees participating in the Alternate Compensation Program

District employees are encouraged to contribute ideas for continuous improvement in a variety of ways. In addition to participating in the business of their work teams, employees have the opportunity to participate in standing committees and taskforces. 53.48% of non-management employees participated in at least one committee or taskforce in FY 15, which is higher than last year’s performance by approximately 2.5%.



The Alternate Compensation Program recognizes individual non-management employees and groups for efforts above and beyond their regular duties that result in benefits to the District, including completing process improvement projects or increasing professional certification. In FY 15, based on continued employee feedback, minor program revisions were made and criteria for awards were more clearly defined.

A rotating Committee comprised of classified staff from each Work group reviews program submissions and ensures that program criteria are followed in all applications.

Due to the recent program revisions, the target value for program participation has not been decided, but will likely be established in FY16.

A complete report of operational performance is available in Appendix A.

Safety Strategy

The Executive Team works with the Environmental Health and Safety Program Manager (EHSPM) to implement the District's safety strategy and reduce the number and severity of accidents and injuries. The effectiveness of the safety strategy is reviewed bi-monthly by the Executive Team and the EHSPM.



The Safety Strategy is updated annually and communicated to all employees. As part of the strategy, District work teams identify hazards specific to their work and develop their own team safety strategies to increase awareness and improve work practices.

Safety Objectives and Measures

The District missed the targets on six measures in safety performance in FY 15.

The target of zero lost time accidents was not met. There were a total of three lost time injuries in FY 15, driving the total costs of lost-time above the targeted values for both the wages only and other ½ time limited duty wages measures. Additionally, the related limited duty FTE measure exceeded target.

There were three incidents of vehicle or equipment damage in FY 15, against a goal of ≤ 2 ; however, the associated costs for the incidents were extremely low as not all potential claims for damages were filed against the District.

The percentage of employees trained on mandatory safety subjects as planned was only 80% in FY 15. Make up sessions were held throughout the year. At year end, 87% had received the necessary training; still missing the goal of $\geq 90\%$ being trained as planned.

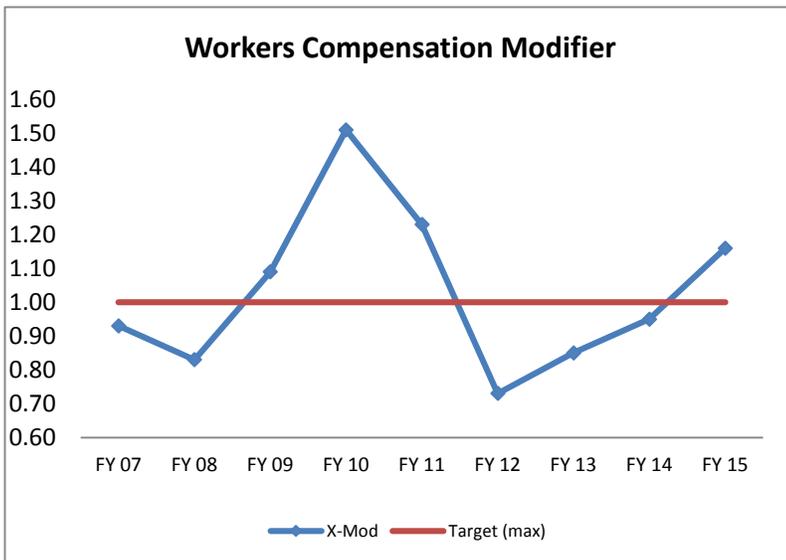
In order to keep striving for additional improvements in the District's safety record and associated measures, we continue to discuss near misses, debrief each accident and develop resolutions to help avoid recurrence in the future. Resolutions are shared with all teams as lessons learned. The District safety strategy is carefully maintained and monitored for improvement opportunities, including monthly Safety Committee meetings, inspection of field work-sites by Coaches, best practices visits to other agencies, and cycling inspection of District facilities.

All teams annually review their work for potential hazards and identify ways to minimize risks. These team "safety strategies" have been very effective at engaging employees and increasing employee ownership in the safety program. The Safety Recognition Program was re-evaluated by a joint union-management taskforce during FY 14 to assess its continued suitability and effectiveness. This evaluation consisted of a full review of both individual and team recognition activities throughout the District. As a result of this evaluation process, teams were charged with choosing and developing their own group specific recognition activities. All teams completed this exercise in FY 15.

Accidents: Reduce the number of accidents and the impact on employees and the District

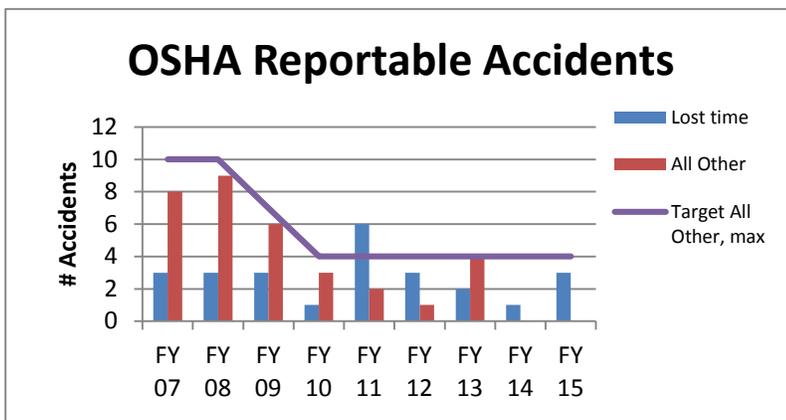
Measures:

- OSHA reportable accidents; total accidents with lost time
- Average full-time equivalent lost time due to accidents; cost of lost time
- Incidents of vehicle/equipment damage; cost of vehicle/equipment damage
- CSRMA workers compensation experience modifier (X-Mod)



X-Mod:

In May 2015, the Workers Compensation Experience Modifier (X-Mod) decreased to **1.01 (for FY16)**, down from 1.16 this year, but still not quite meeting the target of <1.0. The X-Mod is based on average performance during the prior three years. USD's X-Mod has been less than 1.0 for 5 of the last 9 years. The increase this year is due to medical expenses resulting from prior year injuries.



Accidents:

There were three lost-time injuries and no other injuries in FY 15. The target for lost-time injuries is zero and the target for total reportable injuries is ≤4.

Lost Time:

Total lost time, expressed as full-time staff equivalent, increased to 0.4875 FTE in FY 15, but met the target of ≤0.5. Limited duty time exceeded the target of < 0.50 FTE, coming in at 0.53. The cost of lost wages and limited duty both exceeded targeted values in FY 15. Total wages for lost time was \$48,903.84, against a goal of ≤ \$46,883 and the total costs for limited duty wages was \$26,545.28 against a goal of ≤ \$23,441.

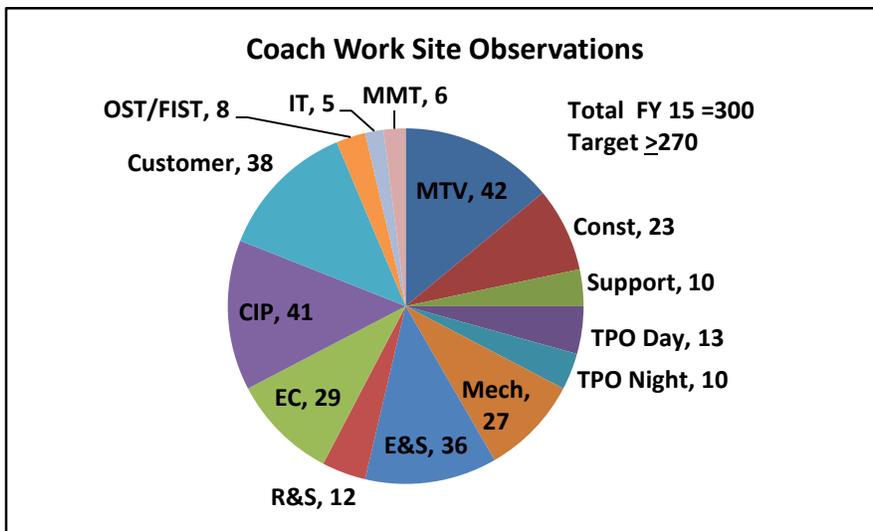
Vehicle/Equipment damage:

During FY 15, there were three instances of equipment or vehicle damage, only one of which resulted in a claim against the District. One issue was a Labor only issue related to damage to the Headworks. Although relatively minor in nature, USD conducted investigations of all incidents and counseled employees on proper driving habits and techniques. The costs for all incidents were recorded as only \$444.18, which is well below target; however, additional claims associated with Q4 incidents could come in at a later date.

Hazards: Identify and correct poor practices and potential hazards; implement industry best practices

Measures:

- Management work site observations
- Facility safety inspections; areas of concern resolved within 45 days
- Agency best practice exchange events; best practices identified and adopted



Management worksite observations:
All coaches and workgroup managers periodically observe employees performing their jobs, give positive reinforcement of safe behaviors and identify areas for improvement. **300** separate worksite inspections were performed by the coaches or managers in FY 15.

Facility Inspections:

In FY 15, four internal safety site inspections were performed by the Environmental Health and Safety Program Manager (EHSPM) and members of the Safety Committee. After each inspection, the District planned how to address areas of concern and tracked progress in order to ensure all concerns were addressed and corrected in a timely manner. An average of 93% of all areas of concern identified during site inspections were addressed within 45 days in FY 15, exceeding the target of ≥90%.

Best Practices: Identify and implement industry best practices

Measures:

- Number of best practices identified and implemented

Since FY 10, District staff have participated in best practices exchanges with other agencies. In FY 15, District staff visited and reviewed fleet renewal and asset management strategies at the Hertz Rent-A-Car hub in Oakland, California, and invited a variety of staff representatives from the Monterey Regional Water Pollution Control Authority to visit our plant in an all-day mutual informational exchange process.

Neither of these activities resulted in any practical changes at the District. However, some resulting ideas may be explored further in FY 16, and we hope to establish long-term, mutually beneficial information sharing relationships with at least two organizations, inside or outside our own industry. A target list has been developed and contacts are being made at prospective partner organizations.

Employees: Communicate our commitment to safety; increase employee awareness; educate employees in safe work practices

Measures:

- Major safety training events offered; targeted employees receiving training
- Messages on status of safety program and performance from the General Manager
- Safety program reviews at the Joint Labor-Management Committee
- Safety strategy reviews conducted by the Executive Team and the EHSPM

Safety Training:

In addition to team specific training completed as part of the teams' safety strategies, eight major safety training events were offered during FY 15, but as previously indicated, only 80% of targeted employees received planned safety training quarter over quarter.

Communication:

A key component of the safety strategy is keeping employees aware of and engaged in the efforts to improve our safety record. The General Manager communicates the District's commitment to safety and the status of the safety strategy in a variety of ways, including District-wide meetings, visits to team meetings, recognition events, and e-mail messages. The safety strategy is reviewed regularly by the Executive Team and the Environmental Health and Safety Program Manager. The safety scorecard is also reviewed quarterly by the District Executive Team and the Safety Committee. In FY 15, there were nine recorded qualifying communications to staff, more than doubling the goal of > 4 program updates.

A complete report of safety performance is available in Appendix B.

USD FY 15 Strategic Performance Report

Appendix A: Operational Excellence Objectives and Measures

Objectives	Measures	FY 15	Target	FY 14	FY 13	Comments
Stewardship: Demonstrate responsible stewardship of District assets and the environment	Progress implementing outreach plan milestones	94%	≥90%	98%	98%	
	% Positive Responses on Newsletter Survey	NA	A >75% S >90% E >90%	A 66% S 94% E 96%	NA	No survey done in FY 15
		NA				
NA						
Service: Provide reliable, high quality service	Response time to calls for service: % under 1 hour	97.7%	≥95%	97.1%	98%	
	# Total adverse impacts on customers	5	≤10	12	7	
Be prepared for emergencies	# USD or local drills or debriefs	5	3	3	2	
Fiscal responsibility: Ensure funding for critical programs and projects, while maintaining comparable rates Accurately project and control costs	Residential SSC compared to surrounding areas	15.3rd	<33rd percentile	11.5th	12th	
	% Budget expended, ECB	93%	95-103%	95%	97%	
	% expended Priority 1 Non-ECB	80%	80-110%	84%	95%	
	# regional projects/initiatives with financial benefit	3	≥3	2	4	Goal increased to three in FY 15
Asset Management: Manage and maintain assets and infrastructure	# Critical asset failures wo negative impacts	0	≤2	1	0	Rapid root regrowth in sewer main due to pilot line cleaning process
	# critical asset failures with negative impacts	2	0	0	0	
	% asset renewal/year: Plant	3.46%	Track & Report	3.38%	2.36%	
	% asset renewal/year: Collection System	0.46%	Track & Report	0.40%	0.31%	
	Priority CIP Projects completed vs planned	7	9	9	11	7/9 = 92%

USD FY 15 Strategic Performance Report

Objectives	Measures	FY 15	Target	FY 14	FY 13	Comments
Efficiency: Optimize processes; Use technology effectively	See Timeline and Team/Process scorecards					
Environmental protection: Maintain our ability to meet current and future regulations	# adverse impacts on environment	2	0	1	0	Rapid root regrowth in sewer mains
	# regional projects/initiatives with environmental benefit	3	≥3	2	2	Goal increased to three in FY 15
Employees: Maintain a highly competent, flexible workforce	Employee Turnover Rate	6.2%	Track and report	9.2%	7.7%	1.56% non-retirement related
	% Planned training milestones competed	100%	100%	66%	155%	
	Individual Training assessments completed (CS only)	60	52	22	38	Concerted effort in Q4 resulted in exceeding goal
	Ave % non-mgmt employees participating in District committees and taskforces	52.2%	45-55%	51%	52%	
Labor relations: Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement	Total % non-mgmt employees participating in alternative compensation program	46%	Track and report	66%	50%	Goal not established after program revision

Green: Met or exceeded target

Yellow: Did not meet target ≤10%- needs attention

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

Appendix B: Safety Objectives and Measures

Objectives	Measures	FY 15	Target	FY 14	FY13	Comments
Reduce the number of accidents	# OSHA reportable accidents with lost days	3	0	1	2	
	Other accidents	0	≤4	0	4	
Reduce the impact of accidents on employees and the District	Ave FTE lost time	0.4875	≤0.5	0.05	0.25	
	Cost lost time	\$48,904	≤\$44,623	\$4,897	\$19,611	
	Ave FTE limited duty	0.53	≤0.5	0	0.15	
	Cost limited duty	\$26,545	≤\$22,312	0	\$6,404	
	Total incidents of USD vehicle/equipment damage	3	≤2	4	2	
	Cost of claims associated with vehicle/equipment damage	\$444.18	≤\$5,000	\$7,265	\$0	
	Workers Compensation Rate Modifier (X-Mod)	1.16	≤1.0	0.95	0.85	As of May, 2015, value at 1.01 (for FY16)
Identify and correct poor practices and potential hazards	# Facility Safety Inspections	4	4	4	4	As planned
	% of areas of concern identified during inspections resolved within 45 days	93%	≥90%	92%	93%	Q4 inspection done June 25, 2015
	# management work site observations	300	≥270 /yr	323	332	
Implement industry best practices	# best practice site visits and/or practices adopted	2*	≥2	2*	2	No practices adopted*

USD FY 15 Strategic Performance Report

Objectives	Measures	FY 15	Target	FY 14	FY 13	Comments
Communicate our commitment to safety	# GM communications on status of safety program and performance	9	≥4	6	7	Strategy update in Q1; 10/8/14- Boyce hydrocarbon incident update, 10/23/14- Viruses in wastewater update; 10/27/14- Reset of Injury Board, 12/22/14- Blood borne Pathogens update; Q3- 2/10/15 new injury update; 3/23/15 CSRMA Award for Workers Comp announced; Q4- 4/15/15 update on MPN (Medical Provider Network) and 6/11/15 District status update and safety recognition meeting for all staff
	# safety strategy reviews conducted by ET and EHSPM	6	≥6	6	6	Standing agenda item at ET
Increase employee awareness Educate employees in safe work practices	# of major safety training events offered	8	≥7	7	5	Hazmat Handler, Forklift, Excavation, Construction Flagger, Earthquake Hazards, CPR, Confined Space, Defensive Driving
	% of targeted employees trained	80%	≥90%	91.8%	97%	

Green = Met or exceeded target

Yellow = Did not meet annual target by ≤10%; needs attention

Red = Did not meet annual target by >10%; corrective action needed

Appendix C: Public Relations/Outreach Activities

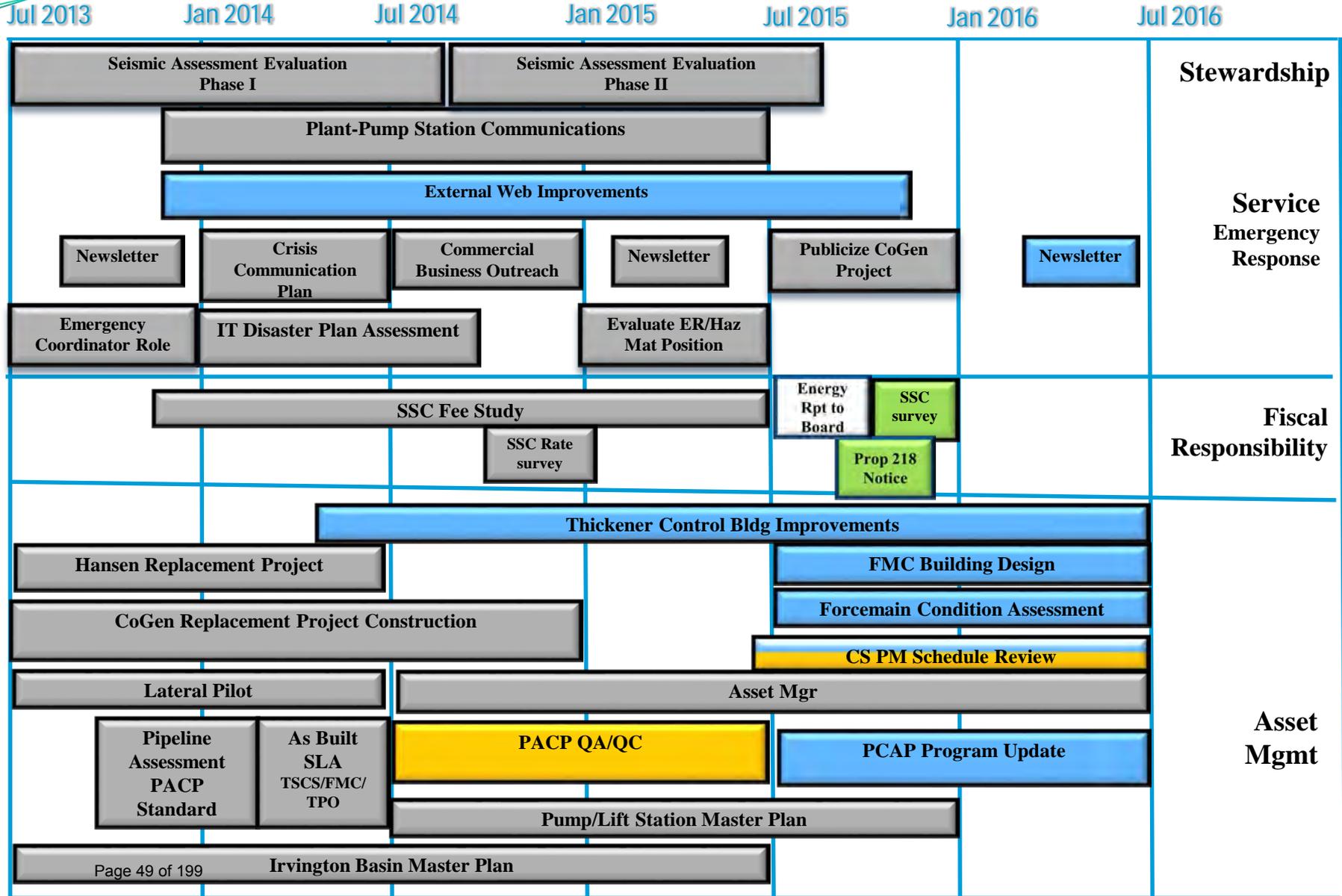
Category	FY 15 Activities
USD website	<ul style="list-style-type: none"> • Multiple page content updates; site update in progress • FOG messaging • Project info updates • Award information (to District and from District)
Press Releases, articles and Ads	<ul style="list-style-type: none"> • Newsletter reformatted and distributed • FOG articles published and shared with City and Chamber of Commerce contacts for publication • District Open House • Co-Gen ribbon cutting event • Argus and TCV Press activities • Certificates of Merit advertisements
Civic Outreach	<ul style="list-style-type: none"> • Presentation at League of Women Voters • Presentation at Lions Club
Community Outreach	<ul style="list-style-type: none"> • Newark Days • Earth Day events (two events) • Permitted industries activities • Open House and subsequent plant tours
School Outreach	<ul style="list-style-type: none"> • Outreach letters to teachers (Fremont, Newark and Union City; including separate reminder letters to all) • Partnership with ACWD- letters to Science teachers
Career Outreach/Fairs	<ul style="list-style-type: none"> • Alameda County Science & Engineering Fair; Chemist Alex Hernandez judged event • Chabot College Engineering class- Treatment & Disposal Coaches conducted training • Bay Area Clean Water Agencies (BACWA) job fair
Business Outreach	<ul style="list-style-type: none"> • Multiple Industrial Advisory Council Meetings • Certificate of Merit Presentations- May , 2015 • Alameda County Green Business Outreach- 3 inspections • Informational flyers on various topics distributed to City Halls

Appendix D: Strategic Initiatives Timeline

Strategic initiatives are developed as an integral part of the District's strategic planning process and are currently documented via the Strategic Initiatives Timeline. Progress against milestones established is discussed during Executive Team meetings.

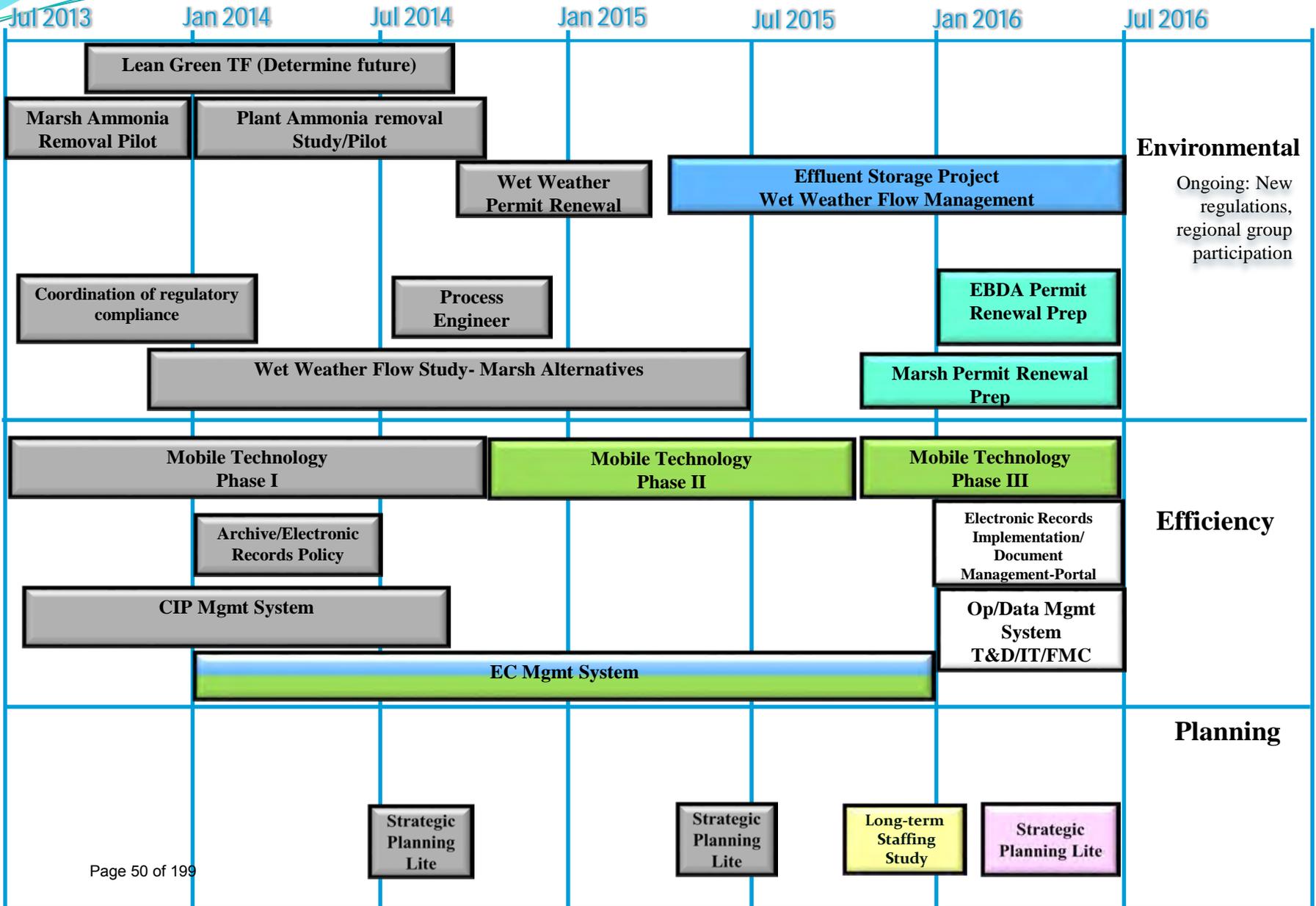
Completed initiatives in the following Strategic Initiatives Timeline are changed from the color legend reflecting the affected work group(s) to grey.

Operational Excellence Timeline



Operational Excellence Timeline

FMC	TS/CS
Business Services	T&D
Collections System	Executive Team
Other Groups	JLMC



Environmental

Ongoing: New regulations, regional group participation

Efficiency

Planning

Operational Excellence Timeline

Jul 2013

Jan 2014

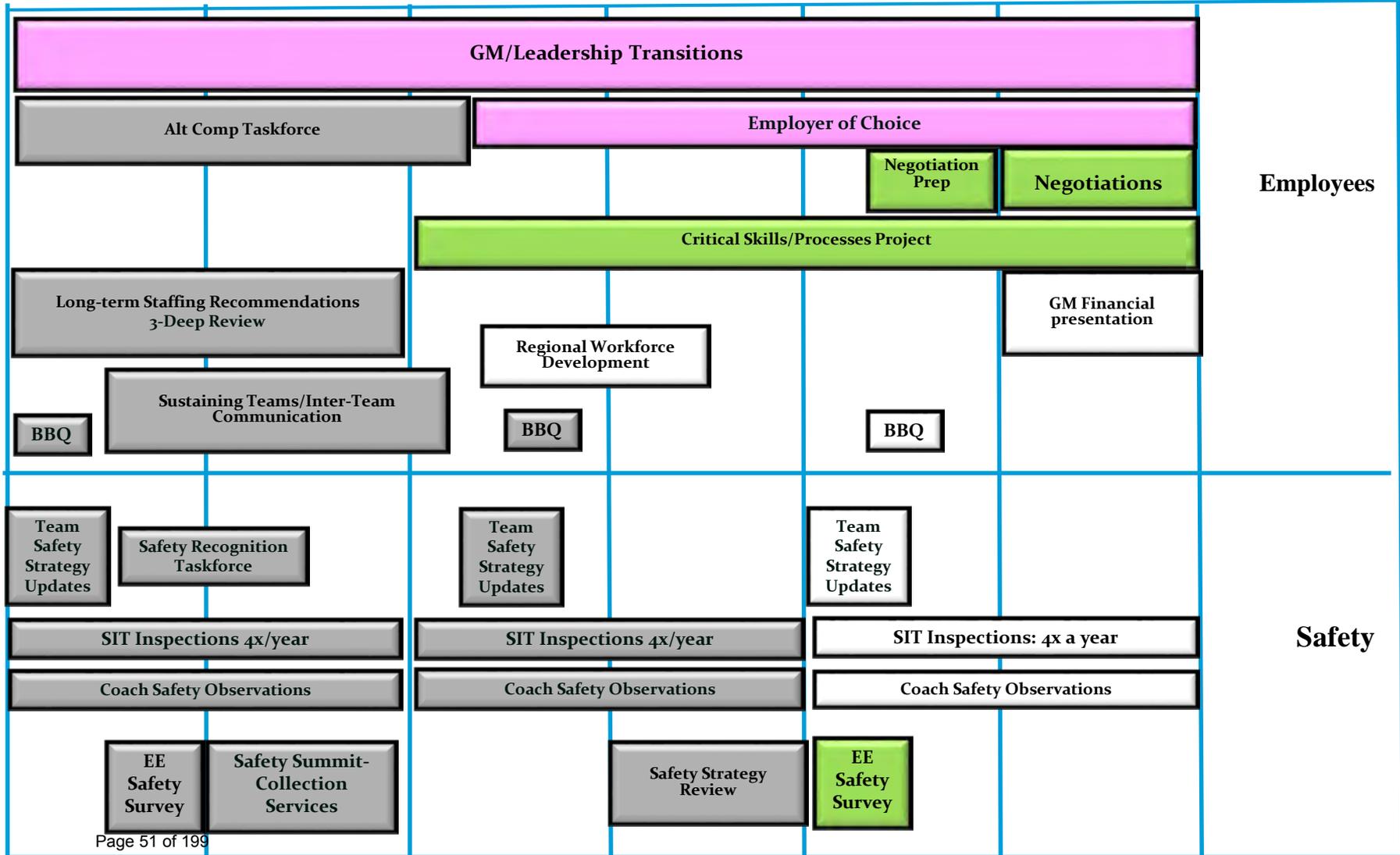
Jul 2014

Jan 2015

Jul 2015

Jan 2016

Jul 2016





Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 12, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Rich Cortes, Business Services Work Group Manager

SUBJECT: Agenda Item No. 5c - Meeting of August 24, 2015
Information Item: **Balanced Scorecard Card Report for the Business Services Workgroup**

Recommendation

Information Only.

Background

During the last fiscal year, the Board received reports from the Technical Services, Collection Services, Facilities Maintenance, and Treatment and Disposal Services Workgroups. The final report in this series is from the Business Services Work Group.

The Business Services Work Group is comprised of four teams: Organizational Support Team (OST), Financial Internal Support Team (FIST), Materials Management Team (MMT), and the Information Technology Team (IT²). The common focus of all four teams is to provide district-wide services to assist operational teams in fulfilling their core functions. The first graphic is an organizational chart of the Business Services Work Group. The subsequent attached graphics present one or two key BSC measures from each team. Following these are the team's entire score card.

This fiscal year the Business Services Workgroup completed 3,536 days (9.68 years) without an injury.

Below is a short summary of each of the team's functional areas:

OST – This team provides services related to human resources, quality improvement, training and occupational health and safety. While the team incorporates a wide variety of functions, the team members have in common the delivery of services and consultation with all district staff. As such, a key performance measure is customer satisfaction with service levels.

FIST – This team is responsible for financial accounting, which includes financial statements, investments, budgeting, payroll, benefits, accounts payable, and accounts receivable. Their key measures are performance of the investment portfolio and timely processing of invoices.

MMT – This team purchases material and services, manages inventory in the warehouse, and processes liability claims. Their key BSC measures are related to maintaining stock for inventory items and timely delivery of requested materials.

IT – The Information Technology team maintains and replaces information infrastructure (desktops, switches, router, firewall, etc.) responds to help desk requests and manages IT Master Plan projects.

Staff will be available at the committee and Board meeting to answer questions concerning team scorecards.

Business Services Work Group



* Member of two teams.

FY15 Balanced Scorecard
Team: Organizational Support Team
Report Date: June 30, 2015

Objectives	Measures	FY 15	Target	Comments/ Progress Toward Target	FY 14	FY 13
Customer Perspective: Provide accurate, timely products, services and information specific to our customers' needs.	% of service level commitments met (recruitments, EE relations, BSC)	100%	≥95%	Recruitments: See below BSC/SP:	100%	100%
Provide OH&S Services Investigation, Inspection, Consultation Including minimizing organizational risk	See Safety Scorecard					
Provide HR services Recruitment, EE Relations, Labor Relations Including minimizing organizational risk	% of recruitments completed by the agreed upon timelines	100%	100%	Q1-Asst to GM/Board Secretary, Painter, PO III Trainee (1 position), Construction Inspector,; Q2- T&D WGM, CS WGM, PO III Trainee, CS Worker I, Engineering Tech.; Q3- Wastewater Operations Coach, Mechanical Maintenance Coach, Admin Specialist- EC, Environmental Outreach Representative, CSW Acting Lead, CS Planner/Scheduler, HR Analyst	100%	100%
Provide OD Services Strategic Planning, BSC, Continuous Improvement, Team effectiveness	% BSC Usefulness (from survey of Quality SPs and mgmt)	NA	≥60%	x responses; every other year	63%	NA
	% BSC Awareness	NA	≥60%	x responses; every other year	65%	NA
Provide Training Services Development, Delivery, Assessment	Employee satisfaction with on-site training	3.87	≥3.6		4.1	3.8
See Safety scorecard for: # safety training events delivered, % affected employees trained						
Financial Perspective: Maintain team expenses within budget	% Team budget spent	86.5%	<100%	Basing color display on equal allocation of budget funds	1	84%
Employee Development: Maintain or enhance our professional expertise	Team training plan milestones met/qtr	100%	≥ 90%		95%	100%

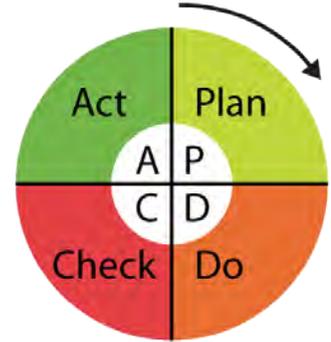
Business Services Organizational Support Team

Mission Statement:

In meeting the needs of our internal and external customers, the Organizational Support Team (OST) will strive to understand the customers' needs and develop systems and processes to help the customers accomplish their goals.

The OST will provide direct customer service, consultation, and collaboration in the following technical areas:

- Employee development and training
- Employee recruitment, orientation and retention
- Employee benefits administration
- Continuous improvement and performance measurement
- Safety and occupational health
- Employee and labor relations
- Organizational development
- Emergency preparedness
- Strategic planning



Human Resources Recruiting Fiscal Year 2015

21 Recruitments: 21/130 = 16% of District Employees

Technical Services	Collection Services	Treatment & Disposal Services	Fabrication, Maintenance, and Construction	Business Services
Assistant to the General Manager / Board Secretary	Collection Services Work Group Manager	Treatment and Disposal Services Work Group Manager	Mechanical Maintenance Coach	Human Resources Analyst II
Administrative Specialist EC Team	Collection Services Coach	Wastewater Operations (TPO) Coach	Planner / Scheduler for FMC	
Construction Inspector	Planner / Scheduler for Collection Services	Interim Technical Coach for Total Productive Operation	Painter	
EC Outreach Representative	Acting Lead Collection System Worker	Plant Operator Trainee and Plant Operator III (2 positions)		
Engineering Technician I/II	Lead Collection System Worker			
Receptionist	Collection System Worker I			

16 USD Leadership School Graduates

7 Graduates Promoted

Armando Lopez → to TPO Coach → to TDS WG Manager
 Raymond Chau → to CIP Coach
 Rich Czapkay → to CS Planner Scheduler → to CS Coach
 Scott Martin → to FMC Planner Scheduler → to FMC Coach

Chris Pachmayer → to Electrical & Instrumentation Coach
 Ric Pipkin → to TPO Coach
 Mike Hovey → to FMC Planner Scheduler

FY15 Balanced Scorecard
Team: Financial Internal Support Team
Report Date: June 30, 2015

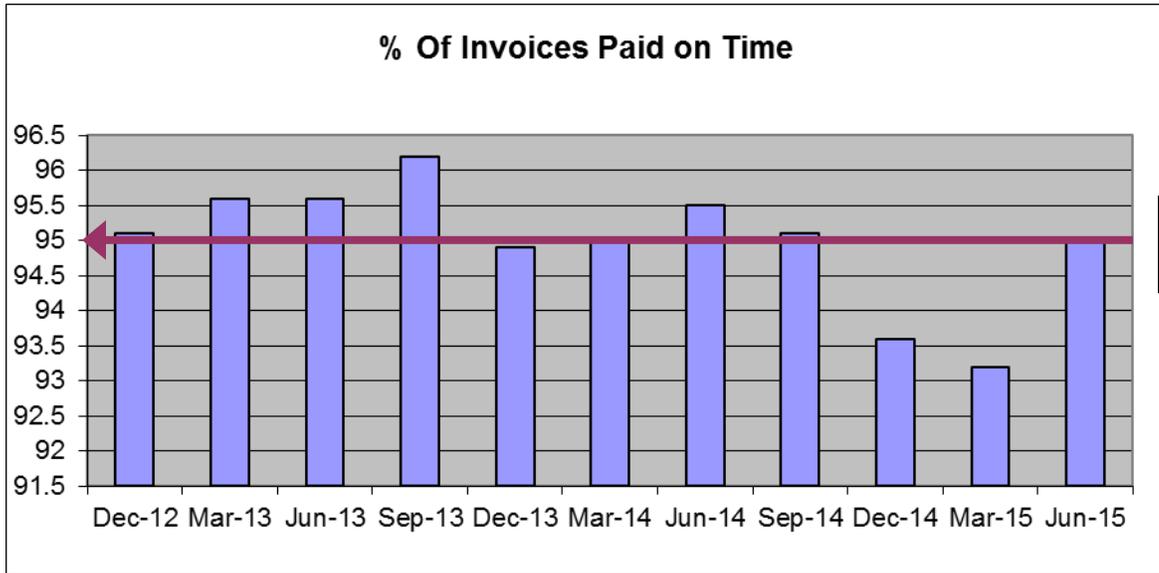
Objectives	Measures	FY 15		Target	Comments/ Progress Toward Target	FY14	FY13
Customer Perspective: Customer Satisfaction Survey	Positive Customer Responses	N/A	%	90%	Completed in FY14 received 50 employees' responses. Due again in FY17	92	NA
Internal Process Perspective: Processing of Invoices	Percent of invoices paid on time	94.2	%	95%	The target was met in the 1st and 4th quarters, but was not met in the 2nd and 3rd quarters due to instances of invoices not being received in the mail or not forwarded directly to AP.	95.5	95.5%
Efficient Payroll Processing	Number of preventable adjustments per quarter	21	Total	20/qtr	Based on the number of user issues reported for each payroll. The target was met in the 3rd and 4th quarters, but not met in the 1st and 2nd quarters due to user errors on timecards.	18	16
Month End Close Done on Time	Number of days to close beyond SLA (5th working day of next month)	0	Days	0	Target met for all quarters	0	0
Accurate Account Coding	Number of journal entries per month to correct	3	Avg. Entry per Mo.	10/mo.	Target met for all quarters	5	5
Financial Perspective: Maintain Fiscal Responsibility	Benchmark of Portfolio	0.20	Diff.	within -1% of LAIF	The District continues to meet the target in investment yield-to-maturity comparison with LAIF.	0.14	0.13
Maintain Fiscal Responsibility	Audit Opinion	FY15 audit is complete - no comments		Umodified Opinion	FY15 inal financial audit and Thickener Single Audit scheduled for 8/17/15.	Unqual. Opinion	Unqual. Opinion

**Financial & Internal Support Team
Balanced Scorecard Report
Reporting Period: July 1, 2014 to June 30, 2015**

Mission statement: We satisfy our internal and external customers with efficient processing of payroll and benefits, timely payment of vendors, coordinating budget and investment activities, ensuring fiscal and legal accountability, and supporting the District's core functions.

Percentage of Invoices Paid On Time

Objective:
Ensure that invoices are paid in a timely manner.

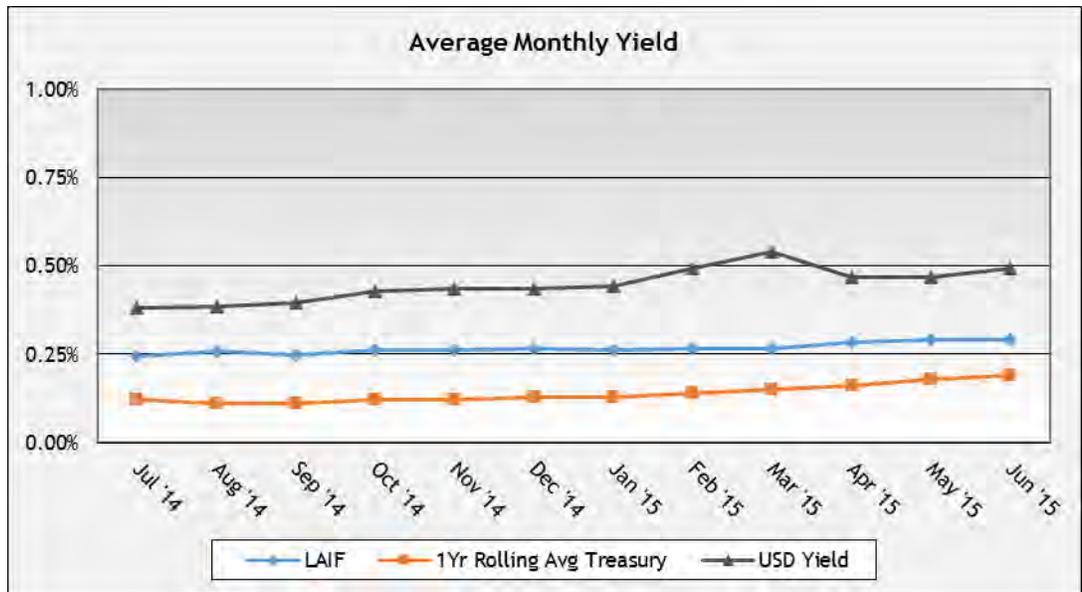


**Target
95%**

Comments: During two of the four quarters in FY15, the target was met.

Benchmark Investment Portfolio

Objective:
Maintain fiscal responsibility and monitor investment performance.



Comments: The comparison between USD Yield, Local Agency Investment Fund (LAIF), and the Rolling Average Treasury is tracked to monitor USD's investment performance. Our target is to stay within 1% of the LAIF rate.

FY15 Balanced Scorecard
Team: Materials Management Team
Report Team: June 30, 2015

Objectives	Measures	FY15	Target	Comments/ Progress Toward Target	FY14	FY13
Customer Perspective: Provide goods and services to all employees	See internal process measures					
Financial Perspective: Keep team operational costs within team budget	% of team budget spent	100.30%	<=100%	This year MMT was over budget by \$ 23.99. Our Education and training budget was higher than normal due to tuition reimbursement	128.09%	85.46%
Internal Process Perspective: Maintain stock for all inventory items	% of requisitioned line items filled from stock	100.00%	98.00%		100.00%	100.00%
Early or On-Time Deliveries Monitor supplier item delivery performance	% early or on-time deliveries	97.98%	95%		94.43%	94.70%
Learning and Growth: Enhance employee skills	Completion of Scheduled Training Classes	100.00%	100%		100.00%	100.00%

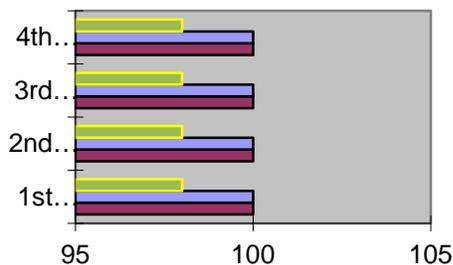
Materials Management Team

Balanced Scorecard – Reporting on Time Period of 6/30/14 to 6/30/15

Mission Statement: The purchasing mission of Union Sanitary District is to provide internal customers with value-added procurement services through the acquisition, storage and issuance of materials in a consistent, cost-effective, safe and timely fashion. This is accomplished by promoting accountability, innovation and continuous improvement through the solicitation of materials and service requirements to the supplier community in an open and equitable manner that promotes and maintains the public trust.

Measurements: The Materials Management Team (MMT) measures its performance objectives in two important areas: 1) the percent of requisitioned line items filled from stock (*Fill Rate*) to support the goal of maintaining warehouse stock items that are available at least 98% of the time; and, 2) the percent of purchase order line items delivered early or on time (*Early or On Time Deliveries*) to support the goal of measuring supplier performance. This measure tracks the number of requisitioned line items received on or before suppliers' promised delivery dates.

Fill Rate



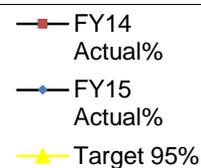
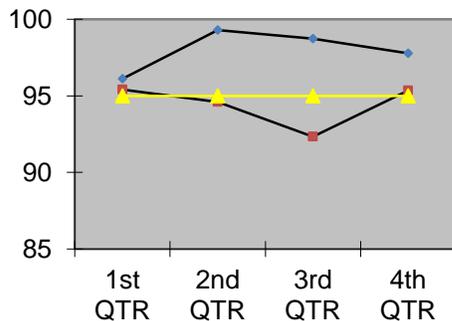
Objective: Maintain stock for all inventory items.

Measure: Percent of requisitioned line items filled from stock (Fill Rate).

Comments

- During FY15, the MMT Warehouse processed 7,415 requisition lines. While our requisition line quantity decreased slightly (3.68%) from FY14, our fill rate remained steady at 100% and continues to exceed our annual goal of 98%.
- The MMT immediately expedites any required out-of-stock items to end-users.

Early or On-Time Deliveries



Objective: Ensure on-time or early delivery of goods and services purchased for stock and internal

Measure: Percent of requisition line items delivered early or on-time.

Comments

- During FY15, early or on time deliveries averaged 97.98% for the year, exceeding our target of 95%. This is an improvement over FY14, which had a total average of 94.43%. We were consistently over our target of 95% during each quarter.
- Our significantly improved vendor performance metrics in FY15 are a result of the reporting methods and corrective procedures we implemented in FY14.

FY15 Balanced Scorecard
Team: Information Technology Team
Report Date: June 30, 2015

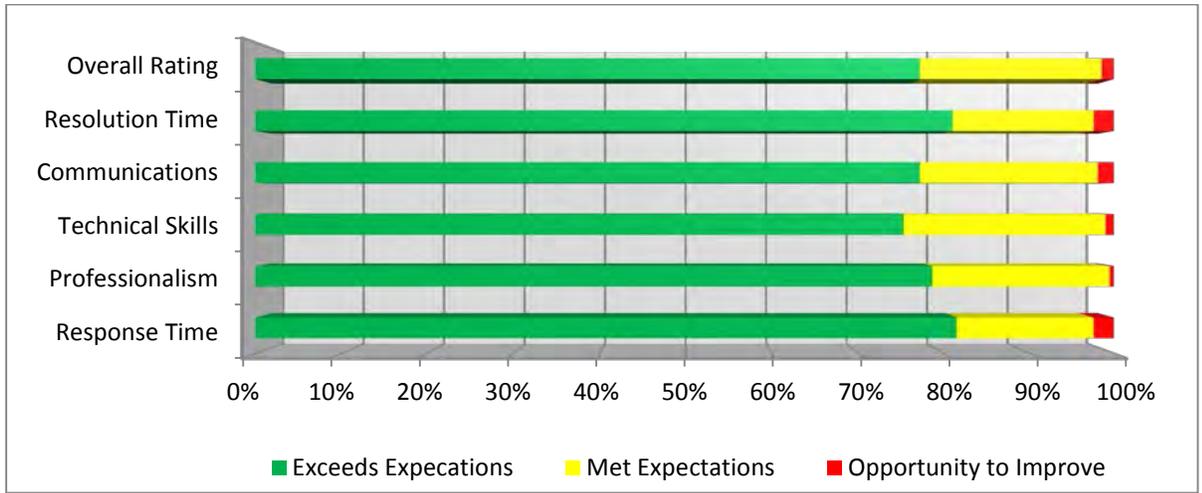
Objectives	Measures	FY15	Target	Comments	FY 14	FY13
Customer Perspective: Provide timely solutions to requests for assistance	Percent of surveys responding that IT met or exceeded customer expectations.	98.58%	>= 97%	Q4 - 97 tickets closed, 41 surveys received	99.58%	99.23%
	Percent of surveys responding that IT exceeded customer expectations.	77.25%	>=65%		81.36%	68.38%
Internal Process Perspective: Maintain servers consistent with uptime specifications within IT Service Level Agreements	Average Percent Up Time for servers	99.80%	>= 99.9%	Q1-Multiple plant shutdowns July'14. One shutdown went longer than planned requiring emergency server shutdowns. Q2-District remote sites comm runs on aged AT&T copper with unreliable 3G cellular backup. When there are storms, the conditions of both get worse. Q4-GIS has stricter application level monitoring but slower application response time causes monitor to timeout and falsely report downtime. USD-D has to be regularly restarted. We plan on replacing it FY17	99.80%	99.91%
Complete project tasks as scheduled	External Website Improvement	3 of 5	Evaluate proposals received (complete in September, 2014/Q1) Wrap up selection of provider in October, 2014/Q2 Kick off activities completed in Q2 Present preliminary design to Board of Directors in Q3 "Go live" activities completed by end of Q4	Asked teams for additional feedback on website designs before going to Board of Directors.	4 of 5	38%
	Hansen 8	In progress	Pilot Hansen 8 Mobile Solution- October 2014 Evaluate Infor's new Mobile App for Droid tablets - August 2015	Only have a tablet and laptop for pilot so it will take time to circulate each device form factor through CS and FMC for evaluation.	1 of 2	65%
	EC Mgmt System	In progress	3.a. Complete User Acceptance Testing (UAT) - by October 2014 3.b. Complete feedback loop on user testing and re-test/updated functionality by December 1, 2014 4. Production ready system and final data migration - late December 2014 5. System Go-Live and begin 120 day go-live support -January 2015 All milestones to be completed by June 30, 2015; quarterly measures are suggested	User acceptance testing delayed due to significant data migration issues. Go live scheduled for early FY16	3 of 4	
	Time Keeping Replacement Project	3 of 6	1. Issue RFP- Q1 2. Select Preferred Vendor- Q1 3. Accept project plan and begin implementation- Q2 4. Training- Q4 5. UAT- Q4 6. Final Acceptance- Q1 FY16 (placeholder here only)	Training and UAT in progress.	3 of 6	
	Mobile Tech Phase I	In progress	Mobile Access to Proficy Portal and iFIX Implement remote access solution by September 2014	Only have a tablet and laptop for pilot so it will take time to circulate each device form factor through TPO for evaluation.	1 of 2	
	SCADA Master Plan and SCADA Standards	3 of 4	1. Issue RFP- Q2 2. Select Contractor - Q2 3. Complete SCADA Standards Report - Q4 4. Complete SCADA Master Plan report - Q4	Completed SCADA Master Plan and 5 of 6 SCADA Standard modules.	3 of 4	
	ODMS	2 of 8	1 Complete requirement gathering FY15 Q2 2 Issue RFP FY15 Q3 3 Select Preferred Vendor FY15 Q3 4 Hardware purchase FY15 Q4 5 Accept project plan and begin implementation FY15 Q4 6 Training FY16 Q1 7 UAT FY16 Q1 8 Final Acceptance FY16 Q2	RFP was ready but not yet issued , and project was put on hold by ET		
Learning and Growth: Build and enhance technical and business skills.	Each team member will take job related classes based on the IT Training schedule and available funds.	67.00%	100%= 60 Hours Each		526.5	86.50%

Information Technology Team Balanced Scorecard Report Reporting Period: July 1, 2014 to June 30, 2015

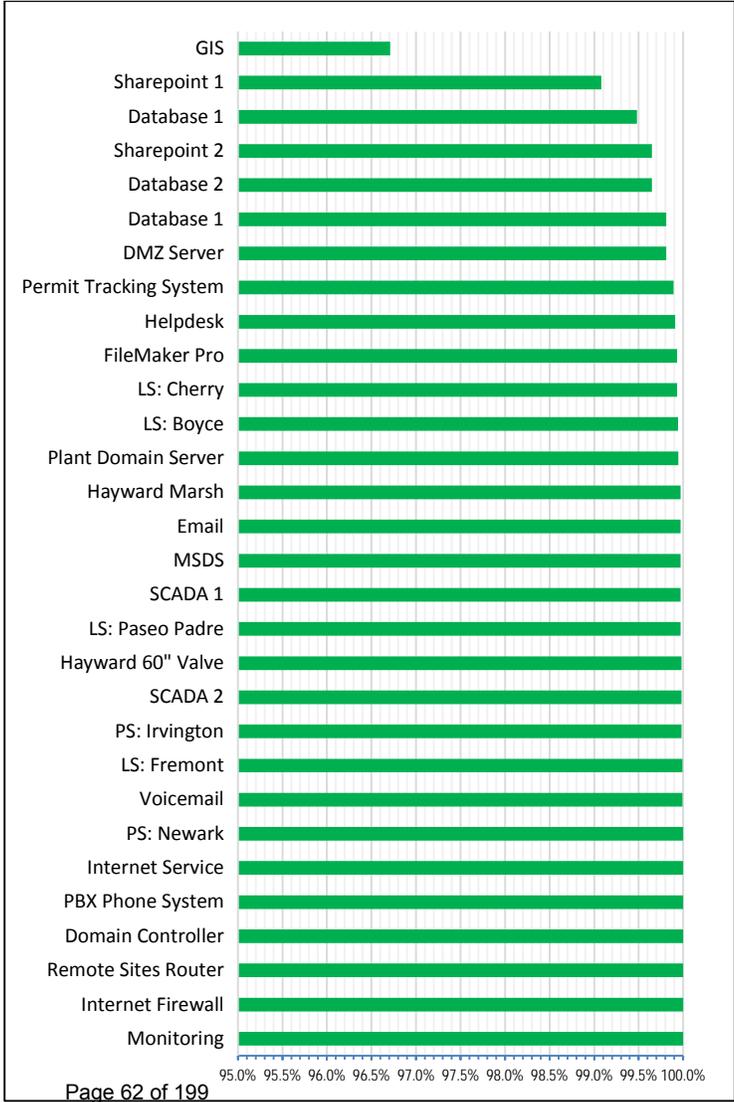
Mission statement: The Mission of the Information Technology Team is to maintain and improve the District's information technology infrastructure by providing reliable, secure systems, technical support, advice and leadership in the creation and management of electronic information to the organization, its employees and customers, contributing to the District's ongoing pursuit of excellence in wastewater management and pollution prevention.

Objective: Provide timely solutions to requests for assistance.

Helpdesk Tickets Closed / Surveys Sent: 395
Survey Responses: 211
Response Rate: 53.42%



Targets for exceeding expectations (60%-70%) and Meeting or Exceeding expectations (97% - 100%) were met.



Average Device Uptime: 99.8%

- Total uptime for all servers and devices for FY15 was 99.8%, which did not meet the 99.9% IT Team SLA.
- The servers/devices with the lowest uptimes and the reasons for these low uptimes are listed below:
 - GIS – Implemented stricter application level monitoring but slower application response time causes monitor to timeout and falsely report downtime
 - Sharepoint Portal Server – Installation of Microsoft SharePoint Service Pack 2 caused higher downtime.
 - Database Sever 1 – Installation of Microsoft SQL Service Pack 3 caused higher downtime.
 - Database Sever 2 – Installation of Microsoft SQL Service Pack 3 caused higher downtime.
 - Sharepoint Workflow Server – Installation of Microsoft SharePoint Service Pack 2 caused higher downtime.

- IT Accomplishments**
- Upgraded District IT infrastructure:
 - Administrative domain controller
 - Remote site routers
 - Firewall
 - VMWare Horizon View
 - Security information and event management system
 - Represented USD at the BAYWORK Career Fair
 - Closed 8,000th helpdesk ticket
 - Conducted brown bag on IT Security
 - Setup Skype for District interviews
 - Upgraded all client PCs to Internet Explorer 11 and Office 2013
 - Implemented a new version of Plant GIS
 - Implemented the Eden-to-Hansen interface
 - CIP project management system went live
 - Completed communication to the new Cogen building
 - Replaced Email SPAM filter
 - Replaced Microsoft Forefront with Sophos SharePoint Protection

Projects Reported to the Executive Team

Project	Planned	Actual
External Website Improvement	5 milestones	3 milestones
Hansen 8	1 milestones	1 milestones
EC/UR FileMaker Pro Replacement	4 milestones	0 milestones
Time Keeping Replacement	5 milestones	3 milestones
Mobile Projects	3 milestones	2 milestones
SCADA Master Plan and Standard	4 milestones	3 milestones

External Website Improvement: Ask teams for additional feedback on website designs.

Hansen 8: Completed pilot of the Hansen web application on mobile devices.

EC/UR Filemaker Pro Replacement: User acceptance testing delayed due to significant data migration issues. Go live scheduled for early FY16

Time Keeping Replacement: Super user training completed, implementation team is going through implementation and making changes for more user friendly configuration.

Mobile Projects: Completed mobile infrastructure and mobile device pilot.

SCADA Master Plan and Standard: Completed SCADA Master Plan and 5 of 6 SCADA Standard modules.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 17, 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 August 24, 2015
Approve the Publicly Available Pay Schedule

Recommendation:

The President, USD Board of Directors, sign the August 22, 2015 Pay Schedule which will be posted and retained in accordance with CalPERS requirements.

Background:

The Publicly Available Pay Schedule, mandated by CalPERS in August 2011, is designed to: 1) ensure consistency between CalPERS employers; and, 2) enhance the disclosure and transparency of public employee compensation.

The "Publicly Available Pay Schedule" (CCR 570.5) must:

- be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- identify the position title for every employee position;
- show the pay rate for each identified position as a single amount or as multiple amounts within a range;
- indicate the time base (i.e., bi-weekly, monthly, etc.);

- be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- indicate an effective date and date of any revisions;
- be retained by the employer and available for public inspection for not less than 5 years.

The salary changes contained in this document reflect:

- the salary for the newly created Communications and Intergovernmental Communications Coordinator (formerly Communications Coordinator) which reflects additional duties and a 5.77% increase in salary; and
- the adjustment to the Buyer I salary based on increased education and experience requirements recently added to this position. The salary of the Buyer I will now be 10% lower than that of the Buyer II classification.
- the adjustments made to the Unclassified employee pay ranges as the result of the July, 2014 Unclassified salary survey.

Attachment: Union Sanitary District Pay Schedule Effective August 22, 2015

UNION SANITARY DISTRICT PAY SCHEDULE

Effective August 22, 2015		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accounting Tech Specialist	\$3,041.23	\$3,696.63
Accounting Technician II	\$2,703.31	\$3,285.90
Administrative Specialist I	\$2,402.15	\$2,919.83
Administrative Specialist II	\$2,528.58	\$3,073.50
Assistant Engineer	\$3,596.80	\$4,720.80
Assistant to the General Manager	\$3,088.87	\$4,054.14
Assistant Storekeeper	\$2,335.82	\$2,839.19
Associate Engineer	\$4,022.80	\$5,279.92
Buyer I	\$2,726.87	\$3,579.02
Buyer II	\$3,029.86	\$3,976.69
Chemist I	\$3,305.21	\$4,017.50
Chemist II	\$3,470.47	\$4,218.38
Coach, Business Services	\$4,641.14	\$6,091.50
Coach, Capital Improvement Projects	\$5,355.22	\$7,028.73
Coach, Collection Services	\$4,291.62	\$5,632.75
Coach, Customer Service	\$5,355.22	\$7,028.73
Coach, Electrical & Instrumentation	\$4,368.06	\$5,733.08
Coach, Environmental Compliance	\$4,386.22	\$5,756.92
Coach - Mechanical Maintenance	\$4,289.80	\$5,630.36
Coach, Research & Support/Sr. Process Engineer	\$4,765.42	\$6,254.62
Coach, Total Plant Operations	\$4,330.69	\$5,684.03
Collection System Worker I	\$2,481.78	\$3,016.62
Collection System Worker II	\$2,729.97	\$3,318.30
Communications & Intergovernmental Relations Coordinator	\$3,565.94	\$4,334.41
Construction Inspector I	\$2,887.70	\$3,510.02
Construction Inspector II	\$3,176.47	\$3,861.02
Construction Inspector III	\$3,303.54	\$4,015.46
Customer Service Fee Analyst	\$2,744.97	\$3,336.52
Engineering Technician I	\$2,786.27	\$3,386.74
Engineering Technician II	\$3,064.90	\$3,725.41
Engineering Technician III	\$3,371.40	\$4,097.95
Environmental Compliance (EC) Inspector I	\$2,727.98	\$3,315.88
Environmental Compliance (EC) Inspector II	\$3,069.05	\$3,730.45
Environmental Compliance (EC) Inspector III	\$3,406.64	\$4,140.79
Environmental Compliance (EC) Inspector IV	\$3,645.10	\$4,430.65

Effective August 22, 2015

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Control (EC) Outreach Representative	\$3,406.64	\$4,140.79
Environmental Health and Safety Program Manager	\$3,945.26	\$5,178.15
Environmental Program Coordinator	\$3,968.49	\$5,208.64
Fleet Mechanic I	\$2,751.67	\$3,344.67
Fleet Mechanic II	\$3,081.87	\$3,746.04
General Manager	\$7,074.72	\$9,285.56
Human Resources Manager	\$4,832.03	\$6,342.04
Human Resources Analyst II	\$3,350.31	\$4,397.29
InformationTechnology Administrator	\$4,635.89	\$6,084.60
Information Technology Analyst	\$3,237.58	\$4,249.32
Instrument Tech/Electrician	\$3,389.49	\$4,119.94
Janitor	\$1,840.39	\$2,237.01
Junior Engineer	\$3,237.12	\$4,248.72
Laboratory Director	\$4,111.05	\$4,997.00
Lead Collection System Worker	\$3,002.96	\$3,650.05
Maintenance Assistant	\$1,182.47	\$1,437.30
Manager, Business Services	\$6,598.22	\$8,660.17
Manager, Collection Services	\$5,819.59	\$7,638.22
Manager, Maintenance	\$5,819.59	\$7,638.22
Manager, Technical Services	\$6,401.55	\$8,402.03
Manager, Treatment & Disposal Services	\$5,819.59	\$7,638.22
Mechanic I	\$2,783.77	\$3,383.69
Mechanic II	\$3,117.83	\$3,789.75
Mechanic XL	\$3,714.66	\$3,979.24
Organizational Performance Program Manager	\$4,197.08	\$5,508.67
Painter	\$2,861.01	\$3,477.57
Planner/Scheduler I	\$3,196.08	\$3,884.86
Planner/Scheduler II	\$3,436.87	\$4,177.54
Plant Operations Trainer	\$3,775.57	\$4,589.22
Plant Operator I	\$2,655.79	\$3,228.14
Plant Operator II	\$2,947.94	\$3,583.24
Plant Operator III	\$3,371.03	\$4,097.51
Plant Operator XL	\$4,016.32	\$4,302.38
Principal Engineer	\$4,845.20	\$6,359.32
Principal Financial Analyst	\$3,850.64	\$5,053.97
Purchasing Agent	\$3,378.49	\$4,434.26
Receptionist	\$2,100.44	\$2,553.10
Senior Accountant	\$3,488.23	\$4,578.30
Senior Database Administrator / Developer	\$4,071.23	\$5,343.49

Effective August 22, 2015

Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Engineer	\$4,311.57	\$5,658.94
Senior Geographic Information System (GIS)/Database Administrator	\$4,071.23	\$5,343.49
Senior Information Technology Analyst	\$3,597.31	\$4,721.47
Senior Network Administrator	\$3,943.39	\$5,175.70
Senior Planner/Scheduler	\$3,881.24	\$5,094.13
Senior Process Engineer	\$4,311.57	\$5,658.94
Storekeeper I	\$2,953.54	\$3,590.06
Storekeeper II	\$3,101.22	\$3,769.55
Technical Training Program Coordinator	\$3,781.44	\$4,963.14
Utility Worker	\$2,267.32	\$2,755.94

Board of Directors: Directors meet or serve in their official capacity 3 – 12 times per month with a maximum of six paid meetings/month at a rate of \$212.10 per meeting and are paid for a maximum of one meeting per day.

Approved by: _____
 President, Board of Directors

Date: _____



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 18, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Michelle Powell, Communications and Intergovernmental Relations Coordinator

SUBJECT: Agenda Item No. 9 - Meeting of August 24, 2015
Discuss and Provide Direction (as necessary) Regarding Public Outreach, Scheduling, and Procedures for Sewer Service Rates

Recommendation

Board to review, discuss and provide feedback to staff regarding public outreach, scheduling and procedures for sewer service rates.

Background

At a previous meeting, Director Handley requested scheduling of a Board discussion regarding public outreach for annual rate hearings and Proposition 218 rate notification letters. The discussion includes review and clarification of legal requirements for public notification, and deciding whether additional outreach beyond the legal requirements is desired. This agenda item also includes consideration of options for scheduling a Proposition 218 public hearing regarding FY17, FY18, and FY19 rates, as well as discussion and direction to staff regarding District response to protest emails and other customer communications.

Public Outreach - annual rate hearings

Prior to the rate hearing for USD's FY 2016 proposed rates, the District followed legal requirements by publishing a legal notice in one newspaper. For FY 2016, USD's legal notice was published in two newspapers and on the District's public website. A fact sheet was also published on USD's website. The cities of Fremont, Newark and Union City were notified via email with the pertinent details and general information on USD. Staff recommends continuing these current practices for future annual rate hearings. A summary of this outreach is listed

below, with some suggestions and opportunities for additional outreach activities for future annual rate hearings:

Annual Sewer Service Rate Hearing
<p>USD outreach for FY 2016 Rate Hearing:</p> <ul style="list-style-type: none"> • Published legal notice in 2 newspapers • Published legal notice and rate fact sheet on USD website • Notified cities via email
<p>Examples of Opportunities for additional outreach:</p> <ul style="list-style-type: none"> • Press release • Notify cities via email as an FYI. Offer to present information to cities at City Council meetings. • Include information as part of annual District newsletter

Public Outreach - Proposition 218 Rate notification letters

The District’s last Proposition 218 Rate notification letter was sent to all property owners in USD’s service area in April 2013, as is legally required. It included proposed rates for Fiscal Years 2014, 2015 and 2016 and requirements for submitting protest letters prior to the public hearing. In addition to the mailed notification, a press release was issued to the Argus newspaper. Staff recommends outreach efforts for the upcoming Proposition 218 notification that mirror the District’s actions regarding FY 2016’s annual rate public hearing, and can incorporate additional outreach activities if the Board desires. Following is a table detailing outreach for the previous notification, and suggested opportunities for additional outreach regarding the next notification:

Prop 218 Public Hearing
<p>2013 Outreach for FY14, FY 15, FY 16 Rates:</p> <ul style="list-style-type: none"> • Mailed notification to property owners • Issued press release to Argus newspaper
<p>Additional outreach opportunities for next notification:</p> <ul style="list-style-type: none"> • Incorporate notification into annual District newsletter • Issue Press releases to all local newspapers • Notify cities via email as an FYI. Offer to present information to cities at City Council meetings. • Identify and notify other stakeholders (e.g. League of Women Voters) • Hold neighborhood or other public meetings

Scheduling of a Proposition 218 rate notification and public hearing regarding proposed rates for Fiscal Years 2017, 2018 and 2019:

Below is a table listing several possible dates for a public hearing regarding USD’s proposed rates for Fiscal Years 2017, 2018, and 2019. Staff did not consider the December 28, 2015 Board meeting, as the second meeting of December is usually cancelled due to the holiday season. If the Board chooses a hearing date in January or February of 2016, an annual notification matter may require further Board discussion.

There are several preparatory elements to the Proposition 218 notification process that affect scheduling the date of the Public Hearing. Each element has its own timeframe for development, review, and finalization that affects the scheduling of subsequent activities. Preparatory activities include selection of the mailer format, content development, graphic layout and design, and the Board review process, including a workshop and incorporation of Board edits. These activities take approximately five weeks to fulfill before finalized 218 notice can be delivered to the printer. After delivery of finalized 218 notice, the printing and mail preparation process requires at least 15 business days to complete. The notice must be mailed 45 days before the date of the public hearing. The table below shows options for public hearing dates, and the activity timeline for each option:

Proposition 218 Public notification timelines:				
Timeline Options:	*Preparation activities begin:	Finalized 218 Notice to Printer:	**Mailing Date deadline: (printer delivers to post office)	Public Hearing Date:
Option 1	August 31, 2015	October 7, 2015	October 30, 2015	December 14, 2015
Option 2	September 28, 2015	November 2, 2015	November 24, 2015	January 11, 2016
Option 3	October 12, 2015	November 16, 2015	December 11, 2015	January 25, 2016
Option 4	October 26, 2015	December 2, 2015	December 23, 2015	February 8, 2016

*If a second Board Workshop is needed, an additional week will be required to prepare the notification mailer.

**Some deadlines have been adjusted due to holiday closures of printer and post office.

Staff is currently exploring formats, sizes and associated costs for the mailer. The mailers must be individually addressed to each property owner, which affects layout and design requirements. Staff has received examples of notifications that other agencies have produced, and will assess their efficacy as USD’s mailer is developed.

Regarding content of the mailer, staff is considering additions to the required legal noticing concerning rates. Proposed additions include USD’s Budget in Brief (pie charts of revenues and expenditures accompanied by a short explanation), information explaining how funds are spent, and excerpts from the Board-approved talking points developed prior to the FY 2016 rate hearing, subject to legal review.

Board direction regarding District response to protest emails and customer communications:

Prior to the annual rate hearing in July 2015, the District received emails regarding the proposed rates. Some of the emails contained statements in protest of the proposed rates, while some also asked about the District's budgeting processes or other subjects. Director Kite requested that staff research the procedures of other agencies regarding responses to emailed protest letters or other customer communications.

While some agencies do not accept emails as official protest letters, USD staff recommends that the District consider accepting emails as valid protest letters and will work with our attorneys to develop guidelines to validate e-mailed protests, such as requiring inclusion of the property owner's name and address. It is believed that allowing this convenient form of communication demonstrates good customer service. Past experience has shown that acceptance of this form of protest letter leads to an overall increase in letters received.

Regarding responding to customer communication, agency guidelines vary, with the preponderance of organizations relying on staff to develop responses where warranted. Following are some examples of what other agencies do:

- No response to protest letters or emails, but their content is summarized as part of the public hearing presentation and factual inaccuracies are pointed out at that time. (Daly City)
- Acknowledge communication and respond with factual information if there is misrepresentation in the original communication. (several agencies)
- Staff maintains a "Fact Checker" page on the agency's website that addresses rumors and misinformation. If there is communication containing an unfounded concern, staff responds directly to the citizen, and addresses it on the "Fact Checker" page, if appropriate. (Las Virgenes Municipal Water District)
- No acknowledgement of simple protest letters. If a protest includes questions, requests for information, or misinformed statements, staff responds with either a phone call, email, or a letter, and provides fact sheets as appropriate. Proposition 218 information on LACSD's website is invaluable in helping people to find information. (Los Angeles County Sanitation Districts)
- The California Association of Sanitation Agencies' (CASA) Director of Government Affairs recommends not responding to individual emails with individual responses, but addressing the issues more globally as part of the full rate adoption process. USD's attorney agrees that all comments received regarding rate adoption should be incorporated in the record for the Board's consideration as part of, and addressed during, the rate adoption process.

Most of the communications received at the District in response to rates are either 1.) Protest letters with no additional comment, or 2.) Protest letters that contain a question or request for more information.

Staff recommends that at a minimum, in the case of protest letters, the District respond by acknowledging receipt and stating that the communication will be incorporated into the public

record and advise them of the public hearing date. When protest letters also contain a question or request for explanation, the District can acknowledge receipt, confirm it will be incorporated into the public record, and attach a fact sheet, and/or a link to information on our website. When protest emails are directly sent to individual Board members, staff recommends they be forwarded to staff for incorporation into the public record. Staff requests feedback and direction on responding to the above types of communication.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
General Manager
District Engineer

Karen W. Murphy
Attorney

DATE: August 17, 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
Thomas Lam, Associate Engineer

SUBJECT: Agenda Item No. 10 – Meeting of August 24, 2015
Authorize the General Manager to Execute an Agreement and Task Order No. 1 with West Yost Associates for the Design of the Sludge Degritter System Project

Recommendation

Staff recommends the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with West Yost Associates in the amount of \$180,629 for the design of the Sludge Degritter System Project.

Background

The Degritter Building (formerly called the Solids Handling Building) was constructed in 1985 and used to house five belt filter presses to dewater biosolids prior to disposal. In 2000, the District replaced the belt filter presses with centrifuges. The District also replaced the original grit removal equipment with two Eutek Grit Snail and SlurryCup degritter units to remove grit from the primary clarifier sludge. Removal of the grit materials is important to maintain the process capacity, reduce grit accumulation in digesters, and reduce wear and maintenance on downstream pumps and pipes. Figure 1 is a plant site map that shows the location of the Degritter Building.

The two existing sludge degritters, located on the second floor of the Degritter Building, receive sludge flow from Primary Clarifiers 1 through 6. The degritter equipment removes grit through a two-stage system. It first separates the grit from the primary clarifier sludge using the Eutek SlurryCup and then dewateres the grit by utilizing the Eutek Grit Snail. The dewatered grit is discharged into a hopper for removal by truck to landfill for disposal, while the sludge is conveyed to the Thickener Building for further treatment. Figures 2 through 5 include photos of the existing

sludge degritter equipment and room, and Attachment 1 includes technical information on the Eutek SlurryCup and Grit Snail equipment.

Both degritters are required to operate concurrently in order to handle the sludge flow from the primary clarifiers. When one of the degritters is out of service due to regular backwash cycle of the SlurryCup or preventive maintenance, the other unit does not have the capacity to process all of the primary sludge flow. This results in additional sludge to accumulate in the primary clarifiers and the lower sludge flow rate could affect the ability of the thickeners to efficiently settle the solids. Therefore, operation staff determined that an additional degritter is needed to provide redundancy to the system and to increase the sludge flow rate to improve the thickening process.

In addition, staff identified a need to install a new chemical tank and pump system in order to dose ferrous chloride into the degrittled sludge pipeline to reduce the generation of hydrogen sulfides in the downstream solids process.

The Project will construct a third degritter in the Degritter Building along with the installation of new sludge piping, instrumentation, grit conveyor, chemical tank, and chemical metering pumps.

Request for Proposal

Staff prepared a Request for Proposal (RFP) for design services for the Project and contacted five firms from the District's consultant short list to gauge their interest. Brown and Caldwell declined the RFP due to their busy schedule. Staff sent the RFP to Carollo Engineers, RMC Water and Environment (RMC), Water Works Engineers (WWE), and West Yost Associates. After reviewing the project scope in detail, RMC and WWE declined to submit a proposal due to the lack of requisite experience of their likely project teams.

Staff received proposals from Carollo and West Yost in early July. A panel consisting of engineering, operations, and maintenance staff reviewed the proposals and selected West Yost for the project. The reasons for the selection of West Yost were the project manager's relevant experience and the firm's strong understanding of the project scope.

Task Order No. 1

The scope of services for Task Order No. 1 includes project management, preliminary design, detailed design, and bid period services. During preliminary design, West Yost will evaluate the improvements necessary to increase sludge flow to the thickeners and to balance the sludge flow when two or three degritter units are in operation. West Yost will also develop a probable construction cost estimate to relocate the existing two degritters to the south side of the building to provide more space for maintenance of the equipment.

The estimated Project construction cost is between \$1.5 million and \$2 million. The negotiated cost proposal for design services is \$180,629. This fee represents approximately 9% to 12% of the estimated construction cost, which is appropriate for a project with this scope.

The scope of services and their respective fees are summarized as follows:

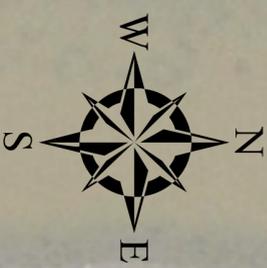
Task	Description of Work	Amount
1	Pre-Design	\$8,356
2	Design Development (Degritter)	\$120,110
3	Design Development (Ferrous Tank)	\$29,958
4	Bid Period Services	9,669
5	Project Management	\$12,536
	Task Order No. 1 Total Not-to-Exceed Fee	\$180,629

Design of the Sludge Degritter Project is scheduled for completion in summer 2016, with construction to follow in fall 2016.

Staff recommends the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with West Yost Associates in the amount of \$180,629 for the design of the Sludge Degritter System Project.

PRE/SEG/RC/TL:ks

- Attachments: Figure 1 - Site Map
 Figures 2 through 5 – Photos of Existing Degritter Equipment
 Attachment 1 – Manufacturer’s Technical Sheets of the SlurryCup and Grit Snail Equipment
 Agreement
 Task Order No. 1



SITE MAP
SLUDGE DEGRITTER SYSTEM PROJECT

New sludge degritter on 2nd floor of Degritter Building

New ferrous chloride tank and pumps

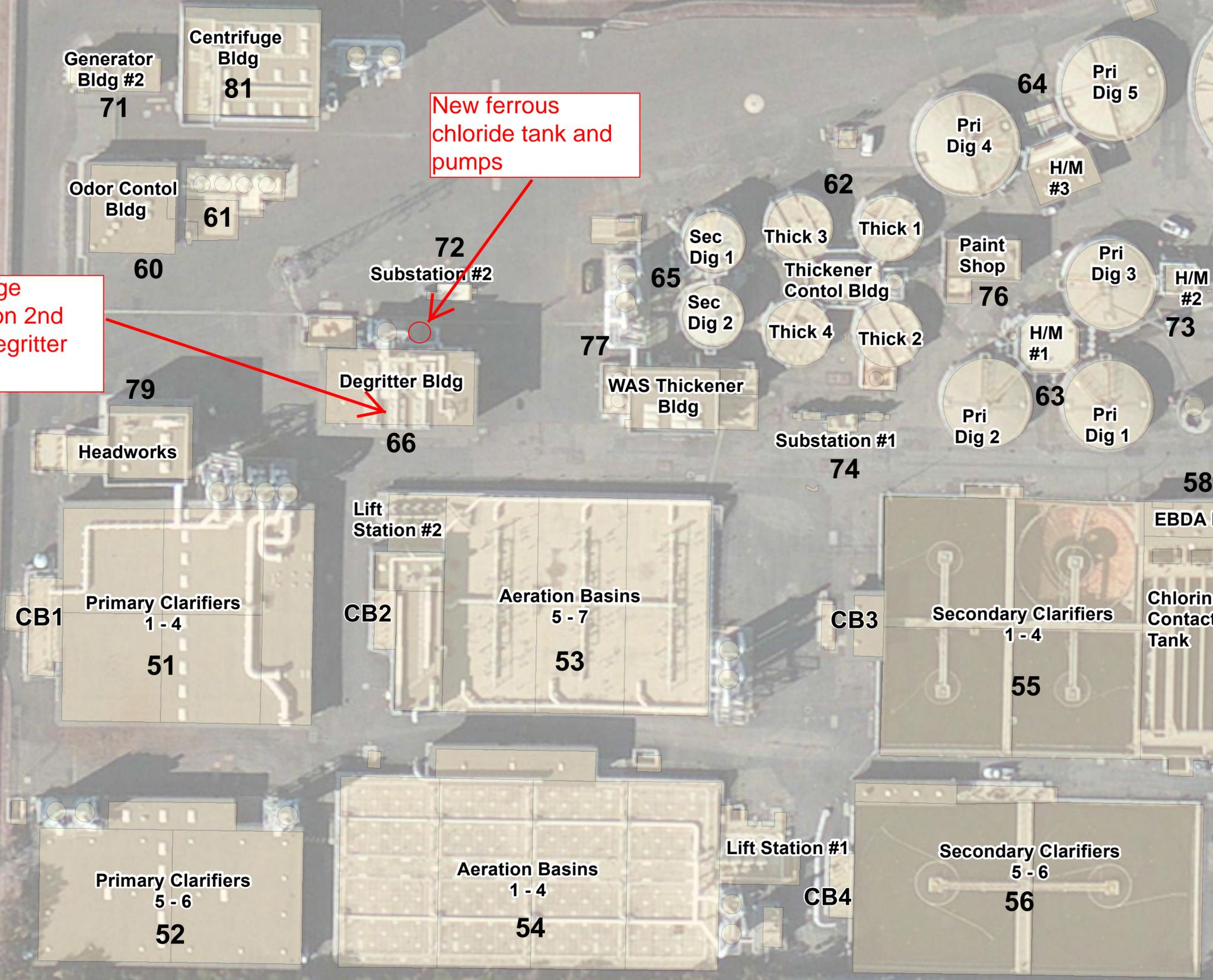


Figure 1

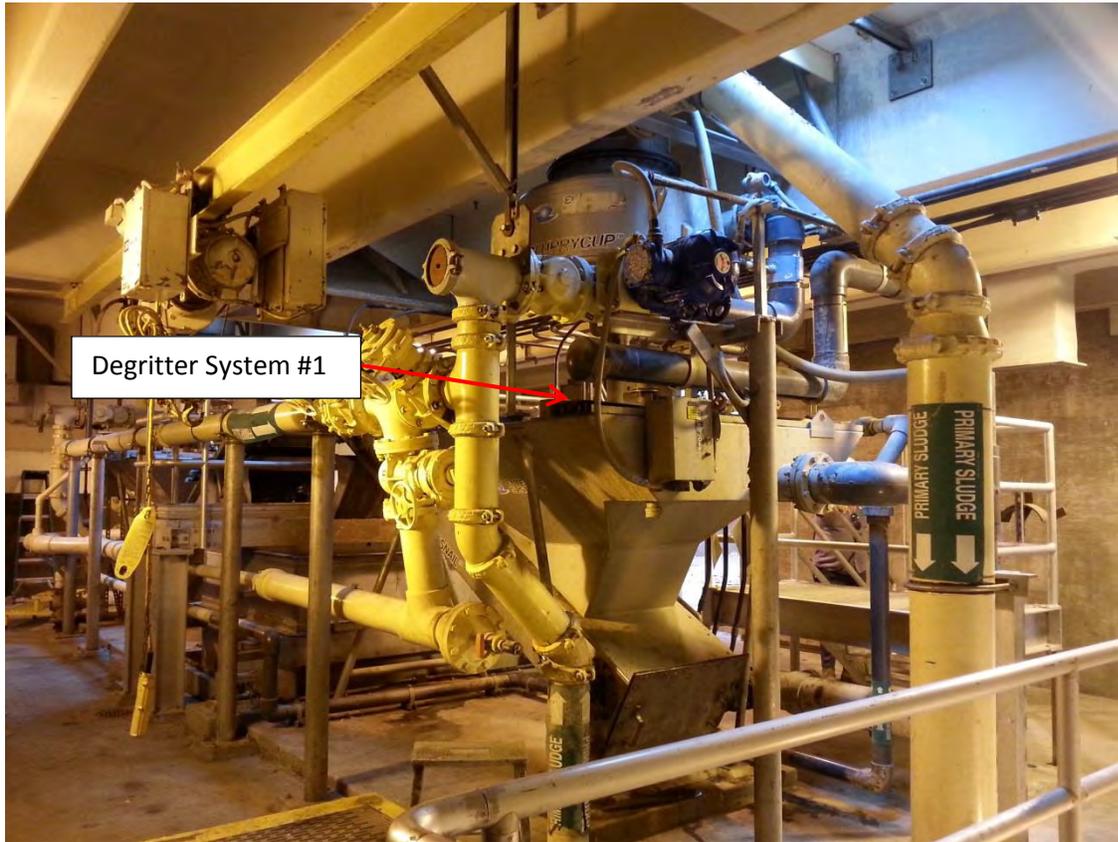


Figure 2 – Degritter System #1

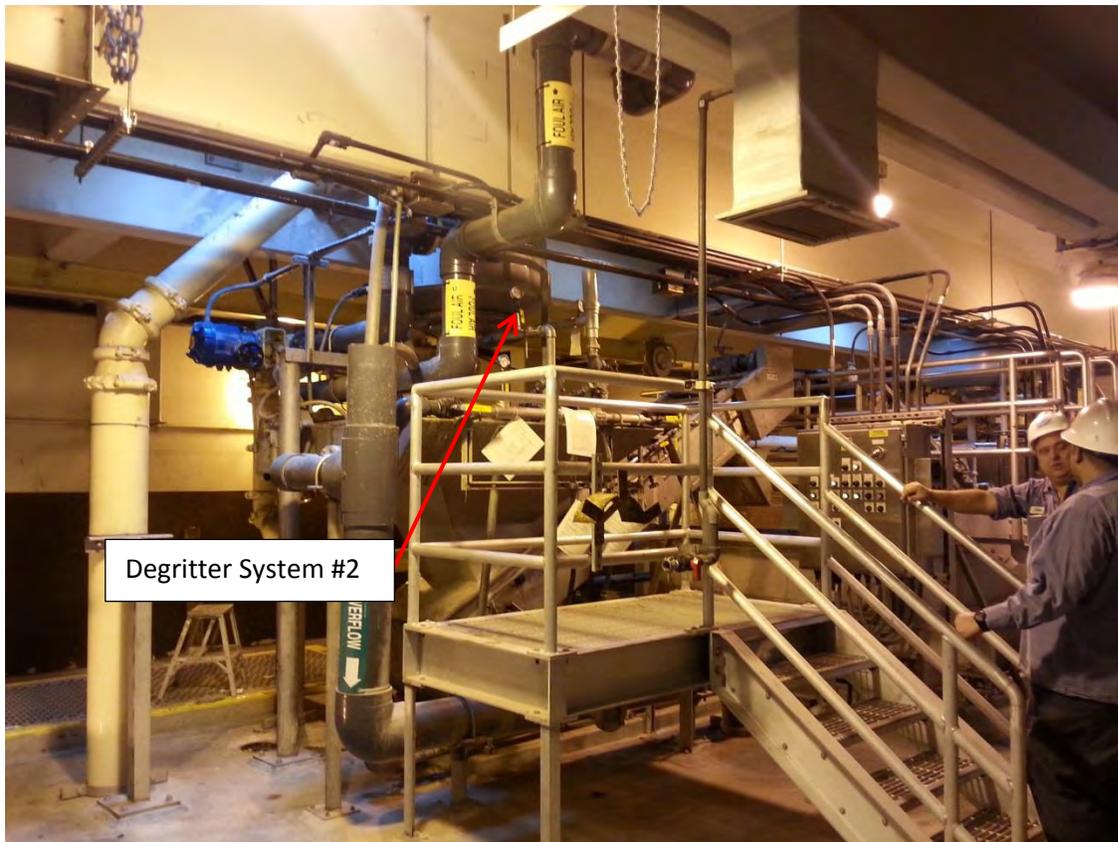


Figure 3 – Degritter System #2

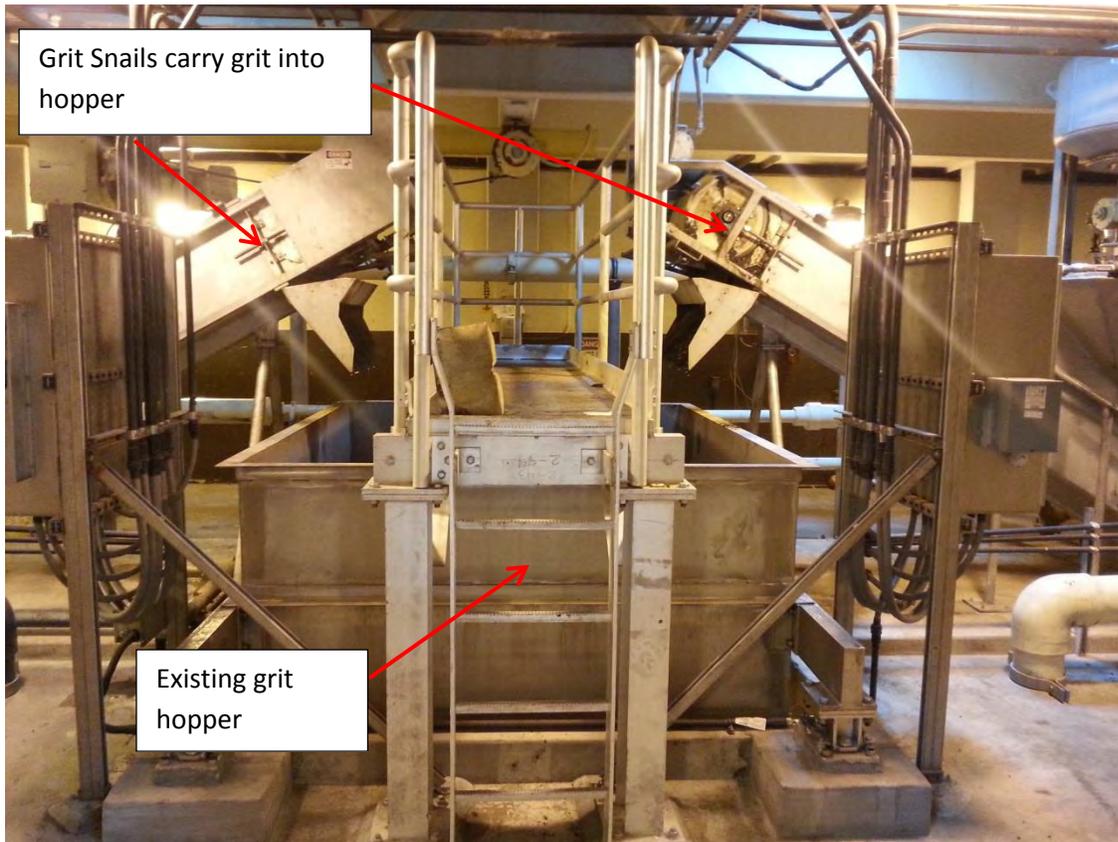


Figure 4 – Existing Grit Hopper & Grit Snails



Figure 5 – New Sludge Degritter Location



Eutek SlurryCup™

Grit Washing and Sludge Degritting

Product Profile

The Eutek SlurryCup™ system is a highly efficient process used to capture, classify, and remove fine grit, sugar sand, high density fixed solids from grit slurries, and both primary and secondary sludge.

Applications

- Grit washing at WWTP headworks
- Primary and secondary sludge degritting
- Continuous grit discharge
- Pumped flow operation

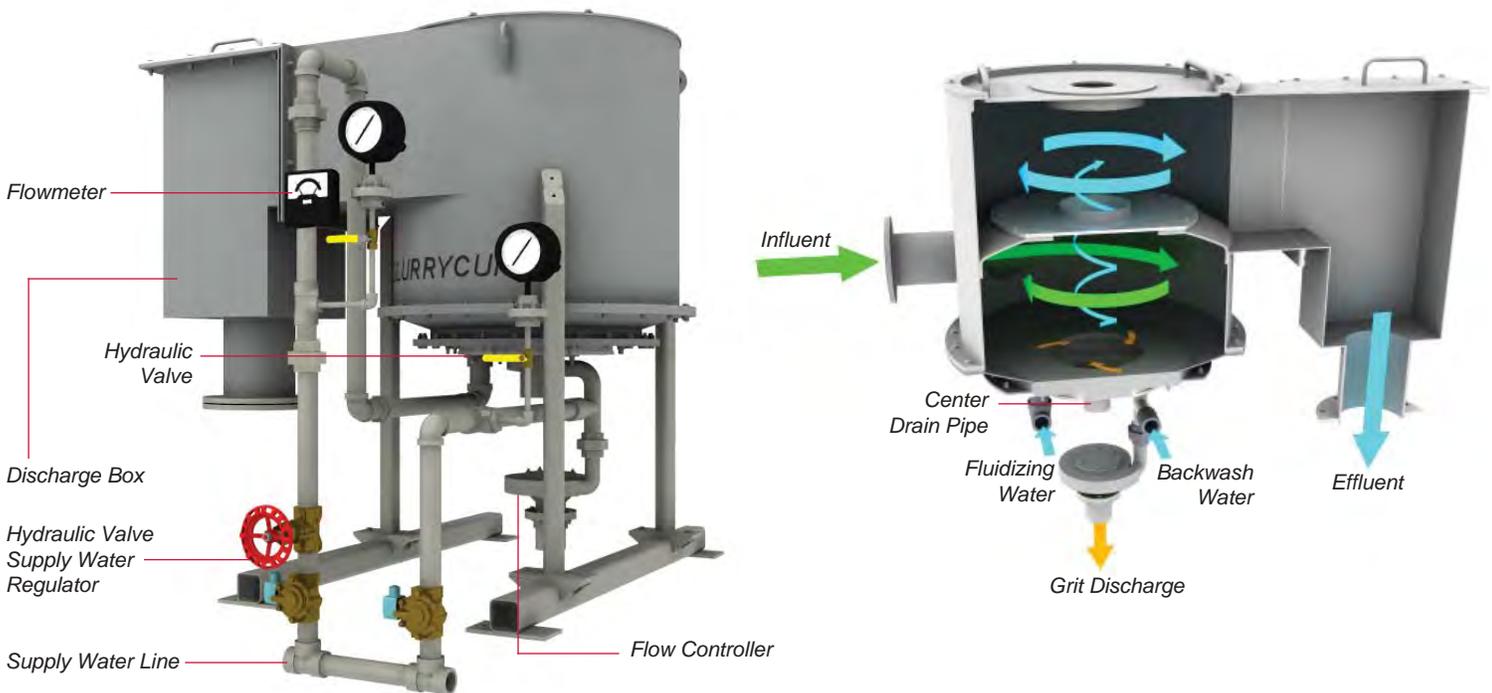
Advantages

- Increasing performance as flows increase
- Boundary layer grit washing can retain grit as small as 75 micron
- No moving parts and no power needs
- Durable 304 or 316 stainless steel construction

How it Works

Flow enters the stainless steel vessel tangentially at a controlled rate and velocity. The flow regime established in the device forms an open free vortex which results in high centrifugal forces and a thin predictable boundary layer. Grit is forced to the outside perimeter or held in suspension until it falls by gravity into the boundary layer which sweeps the grit, but not volatile solids, into the collection chamber at the bottom of the unit.

The concentrated slurry exits the vessel through a hydraulic valve where a secondary wash occurs prior to discharge. Two levels of washing produces clean grit ready for dewatering. The water containing the volatile solids exits from the overflow through the discharge box for additional treatment by downstream processes.



Configurations



- Inlet and outlet can be oriented to accommodate many piping configurations.
- The system can be provided with an optional maintenance access platform

Eutek SlurryCup™ Performance



- Removes 95% of particles equal to or greater than 75 microns at the design flow rate
- Less than 15% volatile solids and greater than 60% total solids when used with a Hydro dewatering system



Eutek SlurryCup™ / Grit Snai® with optional access platform



Design Notes



- Reduces downstream deposits and mechanical wear
- Increasing performance as flows increase
- All hydraulic design with no internal moving parts is simple to operate and ensures long component life
- Large diameter easily handles peak flow grit volumes
- Final grit slurry typically contains 60% total solids with less than 15% organic solids
- Hydraulic valve provides secondary grit washing

Capacity



- Handles flow of 150 to 1,000 GPM in a single unit
- Two Eutek SlurryCup™ units can be mounted on a single grit clarifier to increase capacity
- Solids concentrations up to 1.5%
- Sizes from 24"-56" diameter



Overhead View of SlurryCup™ Vortex



Eutek Grit Snail®

High Performance Grit Dewatering Escalator

Product Profile

The Eutek Grit Snail® uses a slow moving cleated belt to gently escalate grit from the clarifier pool without re-suspending fine grit particles which will cause them to escape with the clarifier overflow.

Applications

- Grit dewatering for municipal WWTPs
- Dewateres grit output from a Eutek SlurryCup™, Eutek TeaCup®, or Grit King® unit
- Sludge dewatering or headworks dewatering applications
- Agricultural and industrial applications

Advantages

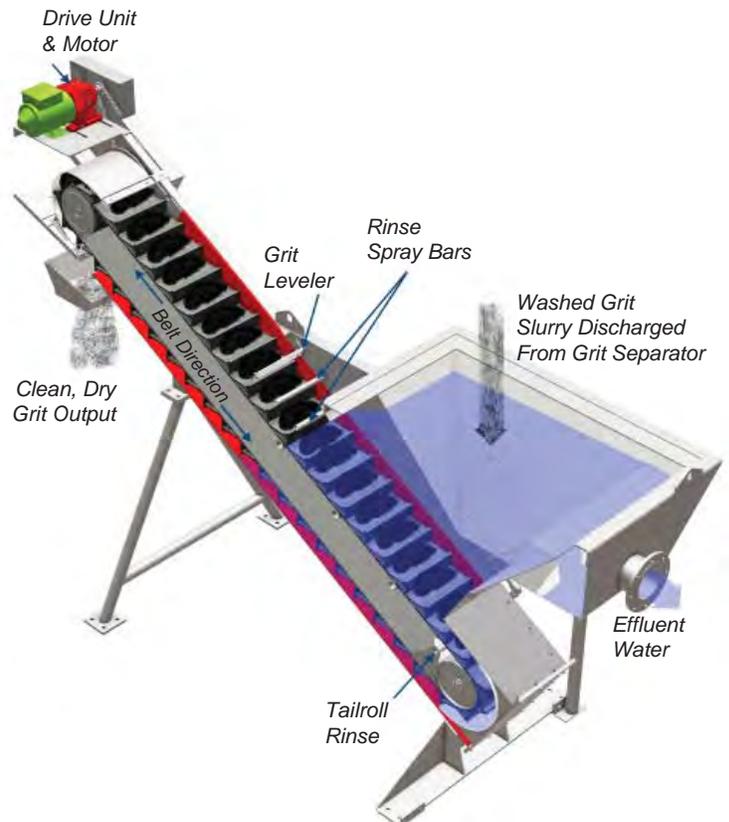
- Non-turbulent process retains the smallest grit particles
- Durable 304 or 316 stainless steel construction ensures a long product life
- Large clarifier with a low overflow rate provides sufficient time for grit to settle

How it Works

A washed grit slurry is discharged into the Eutek Grit Snail® clarifier. The clarifier is sized to provide sufficient area for particles as small as 75 micron to settle. Degritted effluent overflows a weir and goes on to the next process. The captured grit settles to the bottom of the clarifier and onto the belt. The slowly moving belt gently lifts accumulated grit from the clarifier bottom without re-suspending it, eliminating the potential for carry-over. The belt typically moves at 1-2 feet / minute which creates quiescent dewatering conditions. The grit settles onto the stepped cleats and is gently lifted out of the clarifier. Dewatering begins as the grit and fine abrasives are quiescently raised from the clarifier pool. The dewatered abrasives are carried to the top of the Eutek Grit Snail®, where they are discharged into a container for disposal. The lined belt housing, stepped rubber belt cleats, and no metal-to-metal contact ensures long component life and minimal wear. The variable frequency drive adjusts belt speed to match changing grit loads.



Eutek SlurryCup™ / Grit Snail® with optional access platform



Configurations



- The Eutek SlurryCup™ (or TeaCup®) / Grit Snail® system can either be used for headworks degritting or to degrit concentrated slurry captured from a Eutek HeadCell® or a Grit King® separation system
- Multiple inlet and outlet arrangements are available to accommodate plant piping conditions
- The system can be provided with an optional maintenance access platform

Grit Snail® Performance



- Removes 95% of particles 75 microns and larger at the design flow rate when used with a Hydro washing system
- 60% total solids and less than 15% volatile solids when used with a Eutek SlurryCup™ or Eutek TeaCup®

Design Notes



- Large clarifier area allows even very fine grit to settle
- Slow moving belt eliminates grit carry over
- Belt housing is lined with abrasion resistant urethane for long service life

Capacity



- Dewatering capacity from 1-10 yd³/hr of grit
- Clarifier sizes from 48" to 96" diameter square
- Belt widths from 6" to 57.5"
- The Grit Snail® can be configured to match most applications as the clarifier is sized for flow while the belt is sized for grit load



SLUDGE DEGRITTER SYSTEM PROJECT

AGREEMENT

BETWEEN

UNION SANITARY DISTRICT

AND

WEST YOST ASSOCIATES

FOR

PROFESSIONAL SERVICES

THIS IS AN AGREEMENT MADE AS OF _____, 2015, BETWEEN UNION SANITARY DISTRICT (hereinafter referred to as District), and West Yost Associates (hereinafter referred to as Engineer).

WITNESSETH:

WHEREAS, District intends to evaluate alternatives, design, bid and construct the Sludge Degritter System Project, USD Project No. 900-468 (hereinafter referred to as Project), and,

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

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

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

ARTICLE 1 - SERVICES TO BE PERFORMED BY ENGINEER

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

ARTICLE 2 - COMPENSATION

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

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

Definitions are as follows:

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

outside consultant's charges, subcontracts, and charges by reviewing authorities."

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

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

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

ARTICLE 3 - PERIOD OF SERVICE

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

ARTICLE 4 - DISTRICT'S RESPONSIBILITIES

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

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

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

ARTICLE 5 - STANDARD OF CARE

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

ARTICLE 6 - OPINIONS OF COST AND SCHEDULE

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

ARTICLE 7 - SUBCONTRACTING

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

ARTICLE 8 - ENGINEER-ASSIGNED PERSONNEL

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

ARTICLE 9 - OWNERSHIP OF DOCUMENTS

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

ARTICLE 10 - RECORDS OF LABOR AND COSTS

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

to the District upon reasonable notice of no more than 48 hours during the period of the performance of this Agreement.

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

ARTICLE 11 - INSURANCE

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

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

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

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

ARTICLE 12 - LIABILITY AND INDEMNIFICATION

- 12.1 Having considered the risks and potential liabilities that may exist during the performance of the Services, and in consideration of the promises included herein, District and Engineer agree to allocate such liabilities in accordance with this Article 12. Words and phrases used in this Article shall be interpreted in accordance with customary insurance industry usage and practice.
- 12.2 Engineer shall indemnify and save harmless the District and all of their agents, officers, and employees from and against all claims, demands, or causes of action of every name or nature to the extent caused by the negligent error, omission, or act of Engineer, its agents, servants, or employees in the performance of its services under this Agreement.
- 12.3 In the event an action for damages is filed in which negligence is alleged on the part of District and Engineer, Engineer agrees to defend District. In the event District accepts Engineer's defense, District agrees to indemnify and reimburse Engineer on a pro rata basis for all expenses of defense and any judgment or amount paid by Engineer in resolution of such claim. Such pro rata share shall be based upon a final judicial determination of negligence or, in the absence of such determination, by mutual agreement.
- 12.4 Engineer shall indemnify District against legal liability for damages arising out of claims by Engineer's employees. District shall indemnify Engineer against legal liability for damages arising out of claims by District's employees.
- 12.5 Indemnity provisions will be incorporated into all Project contractual arrangements entered into by District and will protect District and Engineer to the same extent.
- 12.6 Upon completion of all services, obligations and duties provided for in the Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.
- 12.7 To the maximum extent permitted by law, Engineer's liability for District's damage will not exceed the aggregate compensation received by Engineer under this Agreement or the maximum amount of professional

liability insurance available at the time of any settlement or judgment, which ever is greater.

ARTICLE 13 - INDEPENDENT CONTRACTOR

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

ARTICLE 14 - COMPLIANCE WITH LAWS

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

ARTICLE 15 - NONDISCLOSURE OF PROPRIETARY INFORMATION

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

ARTICLE 16 - TERMINATION OF CONTRACT

- 16.1 The obligation to continue Services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 16.2 District shall have the right to terminate this Agreement or suspend performance thereof for District's convenience upon written notice to Engineer, and Engineer shall terminate or suspend performance of Services on a schedule acceptable to District. In the event of termination or suspension for District's convenience, District will pay Engineer for all

services performed and costs incurred including termination or suspension expenses. Upon restart of a suspended project, equitable adjustment shall be made to Engineer's compensation.

ARTICLE 17 - UNCONTROLLABLE FORCES

17.1 Neither District nor Engineer shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either District or Engineer under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.

17.2 Neither party shall, however, be excused from performance if nonperformance is due to uncontrollable forces which are removable or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, removed or remedied with reasonable dispatch. The provisions of this Article shall not be interpreted or construed to require Engineer or District to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement. The Engineer will be allowed reasonable negotiated extension of time or adjustments for District initiated temporary stoppage of services.

ARTICLE 18 - MISCELLANEOUS

18.1 A waiver by either District or Engineer of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

18.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or

provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

ARTICLE 19 - INTEGRATION AND MODIFICATION

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

ARTICLE 20 - SUCCESSORS AND ASSIGNS

- 20.1 District and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.
- 20.2 Neither District nor Engineer shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Engineer from employing such independent engineers, associates, and subcontractors as he may deem appropriate to assist him/her in the performance of the Services hereunder and in accordance with Article 7.
- 20.3 Nothing herein shall be construed to give any rights or benefits to anyone other than District and Engineer.

ARTICLE 21 – INFORMATION SYSTEM SECURITY

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

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

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

ARTICLE 22 – EMPLOYEE BACKGROUND CHECK

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

1. Criminal felony and misdemeanor records search of the employee's county and state of residence, and
2. Federal criminal records search of the National Criminal Database.

The background check shall be conducted and the results submitted to the District prior to initial access by Engineer Employees. If at any time it is discovered that any Engineer Employee has a criminal record that includes a felony or misdemeanor, the Engineer is required to inform the District immediately and the District will assess the

circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties, to determine whether the Engineer Employee will be placed on a District assignment. The District may withhold consent at its sole discretion. The District may also conduct its own criminal background check of the Engineer Employees. Failure of the Engineer to comply with the terms of this paragraph may result in the termination of its contract with the District.

ARTICLE 23 - EXCEPTIONS

No exceptions.

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

UNION SANITARY DISTRICT

WEST YOST ASSOCIATES

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

By: _____
John D. Goodwin
Vice President

Date: _____

Date: _____

SLUDGE DEGRITTER SYSTEM PROJECT

(USD Project No. 900-468)

TASK ORDER NO. 1

TO

AGREEMENT DATED _____, 2015 BETWEEN UNION SNAITARY DISTRICT AND WEST YOST ASSOCIATED FOR PROFESSIONAL SERVICES

1. PURPOSE

The purpose of Task Order No. 1 is to authorize the final design for the addition of the following to the Alvarado Wastewater Treatment Plant:

1. Design a new ferrous chloride storage tank on the existing scrubber pad along the West side of the Degritter Building. The tank would have a volume of 6,000 to 8,000 gallons and be a double wall type to eliminate the need for a separate containment structure. Two chemical metering pumps would be provided to pump the tank contents into the primary sludge line located in the Northwest corner of the Degritter Building.
2. Design for a new degritter and for primary sludge degritting to be located in the Degritter building in the area that formerly housed belt filter presses. The new degritter system would be similar to the two existing degritting systems currently installed. Improvements to accommodate the new degritter include, sludge piping modifications, plant water system improvements, access platform modifications, roof hatch improvements, ventilation modifications, and improvements to electrical and instrumentation systems to allow for connection of the new degritter.

The project elements described above will be incorporated into one set of bidding and contract documents as described in the SCOPE OF SERVICES.

2. SCOPE OF SERVICES

Task 1 Pre-Design

Task 1-1: Kick-off Workshop and Site Visit

The predesign effort will begin with a kick off meeting and site visit. The purpose of this meeting will be to understand the needs of the Operations and Maintenance staff and to identify and discuss potential methods for addressing issues before conducting preliminary evaluations and entering into detailed design. The meeting and site visit will be documented in meeting notes and will be provided to the USD Project Manager for review and comment.

Deliverables:

- Kickoff meeting agenda
- Kickoff meeting notes

Task 1-2: Pre-Design

The primary objective of this project is to increase grit removal capacity at the treatment plant. This additional capacity is needed so that the facility has adequate grit processing capacity when one degritter unit is taken out of service. To accomplish this objective, the following items will be investigated in the Pre-Design phase:

- Increase sludge flow to thickeners and operating 3 units or 2 units on a regular basis
 - Primary sludge feed flow balancing: evaluate how to balance sludge flow to when 2 or 3 units are in operation.
 - Headloss in sludge piping system may need to be reduced to allow for increased sludge flow without replacement of existing primary sludge pumps. This could be accomplished by modifying existing degritter inlet piping
- Develop preliminary opinion of probable construction cost for option to re-locate existing degritters to the former BFP area.

Information from the Pre-Design will be summarized in a memorandum to the District.

Deliverables:

- Pre-Design memorandum

Task 2 Design Development (Degritter)

This task includes the development of construction documents for competitive contractor bidding consistent with a design-bid-build project delivery method. District’s latest Design Standards shall be incorporated into the contract documents, plans, and specification as appropriate. It is anticipated that there will be a total of three design submittals (50%, 90%, and Final). A submittal review meeting will be conducted to discuss and obtain District feedback at the 50% and 90% submittal milestones.

Task 2-1: 50 Percent Design Submittal (Degritter)

The first submittal following the authorization to proceed with final design will be the complete package of bidding documents, including all front end documents, technical specifications of major sections, and drawings for review by district personnel. An updated cost estimate for the construction of the project will also be submitted. The information will be presented at a 50 Percent Design Submittal workshop.

Deliverables:

- Draft table of contents, front end documents, and technical specifications of major items. [2 hard copies and PDF file]
- Preliminary cover sheet, general sheets, typical details, and plan view drawings developed to a 50% completion level. [5 hard copies (1/2 size) and PDF file]
- Design review meeting agendas and minutes.
- An updated 50 % opinion of probable construction cost (OPCC).

Task 2-2: 90 Percent Design Submittal (Degritter)

Following receipt of District comments on the 50 Percent Design submittal, the design will be further developed. The 90 Percent Design Submittal will consist of the complete package of bidding documents, including all front end documents, technical specifications, and drawings for review by district personnel. An updated cost estimate for the construction of the project will also be submitted. The information will be presented at a 90 Percent Design Submittal workshop.

Deliverables:

- Complete front end documents, technical specifications, and appendices. [2 hard copies and PDF file]
- Drawings developed to a 90% completion level. [5 hard copies (1/2 size) and PDF file]
- Design review meeting agendas and minutes.
- An updated OPCC.
- Written responses to comments made by District staff on 50 Percent Submittal.

Task 2-3: Final Design Submittal (Degritter)

Following receipt of comments on the 90 Percent Design Submittal package, Engineer will revise and finalize, and sign the documents for use in soliciting competitive construction bids for the project.

Deliverables:

- Final stamped and signed front end documents and technical specifications. [1 hard copy and PDF file]
- Final stamped and signed drawings. [1 hard copy (1/2 size) and PDF file]
- CAD files of final drawings.
- Final OPCC.

Task 3 Design Development (Ferrous Storage Tank)

Task 3-1: 50 Percent Design Submittal (Ferrous Storage Tank)

The first submittal following the authorization to proceed with final design will be the complete package of bidding documents, including all front end documents, technical specifications of major sections, and drawings for review by district personnel. An updated cost estimate for the construction of the project will also be submitted. The information will be presented at a 50 Percent Design Submittal workshop.

Deliverables:

- Draft table of contents, front end documents, and technical specifications of major items. [2 hard copies and PDF file]
- Preliminary cover sheet, general sheets, typical details, and plan view drawings developed to a 50% completion level. [5 hard copies (1/2 size) and PDF file]
- Design review meeting agendas and minutes.
- An updated 50 % opinion of probable construction cost (OPCC).

Task 3-2: 90 Percent Design Submittal (Ferrous Storage Tank)

Following receipt of District comments on the 50 Percent Design submittal, the design will be further developed. The 90 Percent Design Submittal will consist of the complete package of bidding documents, including all front end documents, technical specifications, and drawings for review by district personnel. An updated cost estimate for the construction of the project will also be submitted. The information will be presented at a 90 Percent Design Submittal workshop.

Deliverables:

- Complete front end documents, technical specifications, and appendices. [2 hard copies and PDF file]
- Drawings developed to a 90% completion level. [5 hard copies (1/2 size) and PDF file]
- Design review meeting agendas and minutes.
- An updated OPCC.
- Written responses to comments made by District staff on 50 Percent Submittal.

Task 3-3: Final Design Submittal (Ferrous Storage Tank)

Following receipt of comments on the 90 Percent Design Submittal package, Engineer will revise and finalize, and sign the documents for use in soliciting competitive construction bids for the project.

Deliverables:

- Final stamped and signed front end documents and technical specifications. [1 hard copy and PDF file]
- Final stamped and signed drawings. [1 hard copy (1/2 size) and PDF file]
- CAD files of final drawings.

- Final OPCC.

Task 4 Bid Period Services

The following services will be performed under this task during the bidding of the Sodium Hypochlorite Tanks and Piping Replacement Project

- Attendance at a pre-bid meeting for each project.
- Review of comments and/or information requests from bidders and preparation of addenda documentation, if required.

Deliverables:

- Written addenda items for issuance during the bidding of the work.
- Pre-bid meeting notes, email documentation of phone conversations with bidders

Task 5 Project Management and QA/QC

The District will be provided with monthly status reports that indicate percent expended and percent complete to ensure that the project is effectively managed. Before submitting of deliverables to the District, they will receive a complete QA/QC review by West Yost staff not directly involved in the project.

3. PROJECT COORDINATION

All work related to this task order shall be coordinated through the District’s Project Manager, Thomas Lam.

4. PAYMENT TO THE ENGINEER

Compensation shall be on a time and materials cost basis for services provided under Article 2 of this Agreement in accordance with the Billing Rate Schedule contained in Exhibit A (updated annually) except that subconsultants will be billed at actual cost plus 5%, outside services will be billed at actual cost, and mileage will be billed at prevailing IRS standard mileage rate. The billing rate schedule is generally comparable to a labor multiplier of approximately 3.22.

The estimated costs for Tasks 1 through 6 are presented in Exhibit B. Total charges to the District shall not exceed \$180,629.

The following table summarizes all task orders and amendments, if any, including those previously executed under the Agreement, ending with this Task Order:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required? (Yes/No)	District Staff Approval
Task Order No. 1	\$180,629	YES	Paul Eldredge
Total	\$180,629		

5. TIME OF COMPLETION

The estimated time of completion is as follows:

Milestone	Schedule
Request for detailed background information	1 week from authorization to proceed
Kickoff meeting and site visit	1 week from receipt of background information
Pre-Design Review Meeting	6 weeks from kickoff meeting
50% Design Submittal	11 weeks following Pre-Design review meeting
90% Design Submittal	7 weeks following receipt of District comments on the 50% Design Submittal
Final Design Submittal	3 weeks following receipt of District comments on the 90% Design Submittal

6. KEY PERSONNEL

Key engineering personnel or subconsultants assigned to Task Order No. 1 are as follows:

Role	Personnel/Subconsultant
Principal-in-Charge Project Manager/Engineer	John D. Goodwin Greg Chung
Project Engineers Structural Engineer Architect	Gary Rice, Whitney Sandelin Brad Friederichs Dan Wright
Electrical Engineer	Todd Beecher (Beecher Engineering, Inc.)

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

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 1 as of _____, 2015 and therewith incorporated it as part of the Agreement.

ENGINEER:

WEST YOST ASSOCIATES

DISTRICT:

UNION SANITARY DISTRICT

By: _____
John D. Goodwin
Vice President

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



2015 Billing Rate Schedule

(Effective January 1, 2015 through December 31, 2015)*

ENGINEERING

Position	Labor Charges (dollars per hour)
Principal/Vice President	253
Engineering/Scientist/Geologist Manager II	242
Engineering/Scientist/Geologist Manager I	232
Principal Engineer/Scientist/Geologist II	224
Principal Engineer/Scientist/Geologist I	211
Senior Engineer/Scientist/Geologist II	198
Senior Engineer/Scientist/Geologist I	189
Associate Engineer/Scientist/Geologist II	179
Associate Engineer/Scientist/Geologist I	167
Engineer/Scientist/Geologist II	157
Engineer/Scientist/Geologist I	136
Senior GIS Analyst	184
GIS Analyst	174
CAD Supervisor	146
Senior CAD Designer	127
CAD Designer	113
Engineering Aide	76
Technical Specialist IV	143
Technical Specialist III	127
Technical Specialist II	110
Technical Specialist I	92
Administrative IV	116
Administrative III	105
Administrative II	87
Administrative I	69

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

Continues on following page

2015 Billing Rate Schedule (Effective January 1, 2015 through December 31, 2015)*

CONSTRUCTION MANAGEMENT

Position	Labor Charges (dollars per hour)
Senior Construction Manager	244
Construction Manager IV	212
Construction Manager III	170
Construction Manager II	159
Construction Manager I	148
Resident Inspector (Prevailing Wage – Group 1)	165
Resident Inspector (Prevailing Wage – Group 2)	159
Resident Inspector (Prevailing Wage – Group 3)	142
Resident Inspector (Prevailing Wage – Group 4)	127
Apprentice Inspector	117
CM Administrative II	85
CM Administrative I	64

SURVEYING

Position	Labor Charges (dollars per hour)
GPS, 3-Person	387
GPS, 2-Person	336
GPS, 1-Person	261
Survey Crew, 2-Person	284
Survey Crew, 1-Person	214

EQUIPMENT CHARGES

Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	17	83
pH Meter	5	26
Automatic Sampler	130	712
Transducer/Data Logger	41	206
Hydrant Pressure Gage	12	50
Hydrant Pressure Recorder (HPR)	—	206
Hydrant Wrench	5	33
Well Sounder	29	134
Ultrasonic Flow Meter	—	269
Vehicle	88	445
Velocity Meter	12	65
Water Quality Multimeter	176	964

Exhibit B

West Yost Associates	Principal/Vice President	Principal/Vice President	Principal Engineer/Scientist/Geologist	Principal Engineer/Scientist/Geologist	Principal Engineer/Scientist/Geologist	Principal Engineer/Scientist/Geologist	Engineer/Scientist I	Senior CAD Designer	Administrative III	Labor		Sub. BEI	Costs		
	P/VP \$253 Goodwin (PIC)	P/VP \$253 Chung (PM)	PE/PS/PG II \$224 Waters (QC)	PE/PS/PG II \$224 Rice (PE)	PE/PS/PG II \$224 Freidrichs (str)	PE/PS/PG II \$224 Wright (Arch)	ESG I \$136 Sandelin	SCADD \$127 CAD	ADM III \$105	Hours	Fee		Sub. w/ markup 5%	Other Direct	Total Costs
PROJECT: USD Sludge Degritter System Project															
Task 1 Pre-Design															
1.01 Kickoff Workshop and Site Visit		6								6	\$ 1,518				\$ 1,518
1.02 Pre-Design Memorandum		6		20					8	34	\$ 6,838				\$ 6,838
Subtotal, Task 1 (hours)	0	12	0	20	0	0	0	0	8	40					
Subtotal, Task 1 (\$)		\$ 3,036		\$ 4,480					\$ 840		\$ 8,356				\$ 8,356
Task 2 Design Development (Degritter)															
2.01 50% Design		8		50	12	24	40	110	24	268	\$ 43,218	\$ 18,000	\$ 18,900		\$ 62,118
2.02 50% Review Meeting		8								8	\$ 2,024				\$ 2,024
2.03 90% Design		8		40	8	10	36	80	16	198	\$ 31,752	\$ 13,500	\$ 14,175		\$ 45,927
2.04 90% Review Meeting		8								8	\$ 2,024				\$ 2,024
2.05 Final Design		4		6			8	16	8	42	\$ 6,316	\$ 1,620	\$ 1,701		\$ 8,017
Subtotal, Task 2 (hours)	0	36	0	96	20	34	84	206	48	524					
Subtotal, Task 2 (\$)		\$ 9,108		\$ 21,504	\$ 4,480	\$ 7,616	\$ 11,424	\$ 26,162	\$ 5,040		\$ 85,334	\$ 33,120	\$ 34,776		\$ 120,110
Task 3 Design Development (Ferrous Tank)															
3.01 50% Design		2		20	6			18	16	62	\$ 10,296				\$ 10,296
3.02 90% Design		2		12	2			14	8	38	\$ 6,260	\$ 11,000	\$ 11,550		\$ 17,810
3.03 Final Design				4	2			4		10	\$ 1,852				\$ 1,852
Subtotal, Task 3 (hours)	0	4	0	36	10	0	0	36	24	110					
Subtotal, Task 3 (\$)		\$ 1,012		\$ 8,064	\$ 2,240			\$ 4,572	\$ 2,520		\$ 18,408	\$ 11,000	\$ 11,550		\$ 29,958
Task 4 Bid Period Services															
4.01 Pre-Bid Conference		6								6	\$ 1,518				\$ 1,518
4.02 Bidder questions and addenda		2		12	6	4		8		32	\$ 6,450	\$ 1,620	\$ 1,701		\$ 8,151
Subtotal, Task 4 (hours)	0	8	0	12	6	4	0	8	0	38					
Subtotal, Task 4 (\$)		\$ 2,024		\$ 2,688	\$ 1,344	\$ 896		\$ 1,016			\$ 7,968	\$ 1,620	\$ 1,701		\$ 9,669
Task 5 Project Management and QC															
5.01 Project Management	4	16							20	40	\$ 7,160				\$ 7,160
5.02 QA/QC			24							24	\$ 5,376				\$ 5,376
Subtotal, Task 5 (hours)	4	16	24	0	0	0	0	0	20	64					
Subtotal, Task 5 (\$)	\$ 1,012	\$ 4,048	\$ 5,376						\$ 2,100		\$ 12,536				\$ 12,536
TOTAL (hours)	4	76	24	164	36	38	84	250	100	776					
TOTAL (\$)	\$ 1,012	\$ 19,228	\$ 5,376	\$ 36,736	\$ 8,064	\$ 8,512	\$ 11,424	\$ 31,750	\$ 10,500		\$ 132,602	\$ 45,740	\$ 48,027		\$ 180,629





Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 18, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Karen W. Murphy, General Counsel

SUBJECT: Agenda Item No. 11 - Meeting of August 24, 2015
Designate and Appoint Two Board Representatives to Ad Hoc Subcommittee on General Manager Contract Negotiations

Recommendation

It is recommended that the Board designate and appoint two representatives to an ad hoc subcommittee on the General Manager's contract negotiations.

Background

The Employment Agreement between the Union Sanitary District and Paul R. Eldredge to serve as General Manager and District Engineer, dated June 25, 2014, provides that the Board will review the General Manager's salary annually. This agenda item requests that the Board designate two Board members to serve as the Board's representatives for contract review and compensation negotiations with the General Manager.

**UNION SANITARY DISTRICT
CHECK REGISTER
8/1/2015-8/13/2015**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158414	8/6/2015	142743	CAROLLO ENGINEERS	THICKENER CONROL BUILDING IMPROVEMENTS PHASE II	\$25,567.58	\$93,947.65
	8/6/2015	142794		PUMP STATION MASTER PLAN	\$13,689.70	
	8/6/2015	142697		HIGH SPEED AERATION BLOWER	\$10,708.81	
	8/6/2015	142707		ON-CALL SERVICES	\$1,000.00	
	8/6/2015	142695		FREMONT & PASEO PADRE LS IMPROVEMENTS	\$42,981.56	
158484	8/13/2015	233603	FRANK A OLSEN COMPANY	3 ACTUATORS FOR BUILDINGS 80, 66, 51	\$22,845.25	\$76,377.47
	8/13/2015	233604		6 RAS SPLITTER BOX ACUATORS	\$53,532.22	
158500	8/13/2015	983363	POLYDYNE INC	44,980 LBS CLARIFLOC C-6267	\$39,483.44	\$39,483.44
158476	8/13/2015	146770	BROWN & CALDWELL CONSULTANTS	ODOR CONTROL STUDY UPDATE	\$20,493.59	\$20,493.59
158417	8/6/2015	1281120C	DELTA DENTAL SERVICE	JULY 2015 DENTAL	\$16,549.50	\$18,667.84
	8/6/2015	1281120A		JULY 2015 DENTAL	\$2,118.34	
158458	8/6/2015	20152246	CITY OF UNION CITY	20 MANHOLE COVER ADJUSTMENTS	\$13,650.00	\$13,650.00
158413	8/6/2015	27640	CALIFORNIA WATER TECHNOLOGIES	44,380 LBS FERROUS CHLORIDE	\$4,585.77	\$13,329.63
	8/6/2015	27639		43,340 LBS FERROUS CHLORIDE	\$4,288.14	
	8/6/2015	27638		42,980 LBS FERROUS CHLORIDE	\$4,455.72	
158433	8/6/2015	9713424	HILTON FARNKOPF & HOBSON LLC	SEWER SERVICE CHARGE PEER REVIEW, 6/1-6/30/15	\$4,205.00	\$12,068.75
	8/6/2015	9713425		SEWER SERVICE CHARGE PEER REVIEW	\$7,863.75	

**UNION SANITARY DISTRICT
CHECK REGISTER
8/1/2015-8/13/2015**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158452	8/6/2015	20185	RMC WATER AND ENVIRONMENT	HAYWARD MARSH REHABILITATION OPTIONS	\$3,851.78	\$11,233.76
	8/6/2015	20204		ALVARADO TREATMENT PLANT SITE USE STUDY	\$5,573.48	
	8/6/2015	20192		AS NEEDED SUPPORT FOR PRETREATMENT PROGRAM	\$1,808.50	
158428	8/6/2015	9779695015	GRAINGER INC	2 EA CONTACT KITS	\$547.91	\$10,390.17
	8/6/2015	9779695023		1 EA TUBING, WELDED	\$25.01	
	8/6/2015	9779308098		1 EA SUBMERSIBLE SUMP PUMP	\$1,336.57	
	8/6/2015	9775495584		1 EA PORTABLE AIR COMPRESSOR	\$8,480.68	
158403	8/6/2015	4071038120150720	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 07/20/15-BENSON ROAD	\$65.54	\$8,831.62
	8/6/2015	4071036120150720		SERV TO: 07/20/15-BENSON ROAD	\$8,382.76	
	8/6/2015	4071037120150720		SERV TO: 07/20/15-BENSON ROAD	\$383.32	
158415	8/6/2015	WN97418	CDW GOVERNMENT LLC	VMWARE SOFTWARE UPDATES AND SUPPORT RENEWAL	\$8,454.64	\$8,454.64
158412	8/6/2015	191004	BURKE, WILLIAMS & SORENSON LLP	SPECIAL COUNSEL SERVICES - JUNE 2015	\$7,804.31	\$7,804.31
158439	8/6/2015	37432220150801	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - AUG 2015	\$7,590.84	\$7,590.84
158467	8/13/2015	5120031	ALL INDUSTRIAL ELECTRIC SUPPLY	CHEESE PROJECT ELECTRICAL	\$2,322.15	\$7,414.45
	8/13/2015	5120094		7 RAB 52W WALLPACK WPLED	\$3,320.63	
	8/13/2015	5121230		ODOR SCRUBBER 11 STARTER	\$1,733.95	
	8/13/2015	5120030		1 CH3 H2022-3 RELAY HEATER	\$37.72	
158447	8/6/2015	980920	POLYDYNE INC	41,040 LBS CLARIFLOC WE-539	\$7,223.04	\$7,223.04

**UNION SANITARY DISTRICT
CHECK REGISTER
8/1/2015-8/13/2015**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158464	8/6/2015	3489101	WESTERN ENERGY SYSTEMS	4 THERMOCOUPLES, 4 MODULES & 4 KNOCK SENSORS	\$5,817.41	\$7,094.81
	8/6/2015	3489102		1 IGNITION COIL & 1 SPARK PLUG CONNECTOR	\$539.86	
	8/6/2015	3488467		1 SPARK PLUG CONNECTOR & 2 IGNITION COIL	\$737.54	
158499	8/13/2015	7132	OMP-I&G CREEKSIDE INVESTORS	REFUND # 18317	\$3,300.00	\$6,600.00
	8/13/2015	7135		REFUND # 18323	\$3,300.00	
158516	8/13/2015	1069331	WATER HEATERS ONLY INC	INSTALL 100 GAL WATER HEATER COLLECTIONS BUILDING	\$5,525.00	\$5,525.00
158477	8/13/2015	27666	CALIFORNIA WATER TECHNOLOGIES	44,660 LBS FERROUS CHLORIDE	\$4,708.54	\$4,708.54
158466	8/13/2015	4105756020150731	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 07/31/15-MTR HYD 33481982	\$623.97	\$4,643.79
	8/13/2015	4105755720150731		SERV TO: 07/31/15-MTR HYD 19866542	\$570.31	
	8/13/2015	4105755320150731		SERV TO: 07/31/15-MTR HYD 19866546	\$604.81	
	8/13/2015	4105755620150731		SERV TO: 07/31/15-MTR HYD 18486436	\$482.15	
	8/13/2015	4105755520150731		SERV TO: 07/31/15-MTR HYD 19866544	\$861.62	
	8/13/2015	4105755820150731		SERV TO: 07/31/15-MTR HYD 15210655	\$1,099.27	
	8/13/2015	4105755420150731		SERV TO: 07/31/15-MTR HYD 29389785	\$401.66	
158513	8/13/2015	695408	UNIVAR USA INC	5,030 GALS SODIUM HYPOCHLORITE	\$2,274.62	\$4,549.24
	8/13/2015	696807		5,030 GALS SODIUM HYPOCHLORITE	\$2,274.62	
158459	8/6/2015	694926	UNIVAR USA INC	4,961 GALS SODIUM HYPOCHLORITE	\$2,243.42	\$4,518.49
	8/6/2015	695223		5,031 GALS SODIUM HYPOCHLORITE	\$2,275.07	

**UNION SANITARY DISTRICT
CHECK REGISTER
8/1/2015-8/13/2015**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158481	8/13/2015	257225	CURTIS & TOMPKINS LTD	18 LAB SAMPLE ANALYSIS	\$1,860.00	\$4,115.00
	8/13/2015	257224		17 LAB SAMPLE ANALYSIS	\$1,880.00	
	8/13/2015	257337		3 LAB SAMPLE ANALYSIS	\$180.00	
	8/13/2015	257232		15 LAB SAMPLE ANALYSIS	\$195.00	
158479	8/13/2015	21566	CLI METRICS SERVICE COMPANY	SERVICE REQUEST: BLDG 82 AC2 UNIT TRIPPED HEATING	\$2,593.85	\$3,702.24
	8/13/2015	21635		SERVICE REQUEST: TRAINING CENTER TRAILER AC UNIT	\$312.50	
	8/13/2015	21602		SERVICE REQUEST: BLDG 83 WATER HEATER	\$450.89	
	8/13/2015	21632		SERVICE REQUEST: BLDG 82 INCREASE EXHAUST VOLUME	\$345.00	
158434	8/6/2015	7765	RAYMOND KIN P HO	REFUND # 18298	\$3,300.00	\$3,300.00
158511	8/13/2015	230355301	STEVEN ENGINEERING INC	4 PHOENIX UPS 120VAC 500VA	\$3,187.78	\$3,187.78
158460	8/6/2015	20150801	VISION SERVICE PLAN - CA	AUGUST 2015 VISION STMT	\$3,159.47	\$3,159.47
158461	8/6/2015	32616	VOX NETWORK SOLUTIONS INC	PHONE SYS MAINT AUG 15 - OCT 15	\$2,931.90	\$2,931.90
158410	8/6/2015	84528	BIGGE CRANE & RIGGING CO	1 BLOWER	\$2,930.00	\$2,930.00
158517	8/13/2015	34525	WECO INDUSTRIES LLC	REPAIR CUES CCTV CAMERA	\$678.34	\$2,919.82
	8/13/2015	34506		6 LEADER HOSES & 6 TIGER TAILS	\$2,423.78	
	8/13/2015	34549		REPAIR CUES CCTV CAMERA	\$-182.30	
158456	8/6/2015	20150804	JOSE SOTO	COMPUTER NOTE	\$2,837.39	\$2,837.39
158502	8/13/2015	916002485051	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - JULY 2015	\$2,835.97	\$2,835.97

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158454	8/6/2015	1662501003	SAN LEANDRO ELECTRIC SUPPLY	6 1-IN OT KO SEAL	\$74.16	\$2,771.74
	8/6/2015	1662501001		ASTD PARTS & MATERIALS	\$964.83	
	8/6/2015	1662501002		ASTD PARTS & MATERIALS	\$848.11	
	8/6/2015	1662501004		1 SOLENOID REBUILD KIT	\$304.94	
	8/6/2015	1665563003		ASTD PARTS & MATERIALS	\$280.48	
	8/6/2015	1665563001		ASTD PARTS & MATERIALS	\$299.22	
158437	8/6/2015	15030047	KNOWLEDGELAKE	KNOWLEDGELAKE ANNUAL SOFTWARE SUPPORT	\$2,767.60	\$2,767.60
158418	8/6/2015	293746	DLT SOLUTIONS	AUTOCAD SOFTWARE ANNUAL SUPPORT	\$2,638.25	\$2,638.25
158480	8/13/2015	17513019006	CORIX WATER PRODUCTS INC	12 MANHOLE CASTINGS	\$2,601.72	\$2,601.72
158498	8/13/2015	30207155	OLDCASTLE ENCLOSURE SYSTEMS	NEWARK OVERLAY PROJECT	\$2,577.31	\$2,577.31
158471	8/13/2015	6834272	AT&T	SERV: 06/20/15 - 07/19/15	\$2,356.60	\$2,373.73
	8/13/2015	6839984		SERV: 06/20/15 - 07/19/15	\$17.13	
158425	8/6/2015	20150804	MICHAEL GILL	EXP REIMB: RENEW "WHATS UP GOLD" UPDATES & SUPPORT FOI	\$2,336.00	\$2,336.00

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158440	8/6/2015	36036457	MCMaster SUPPLY INC	ASTD PARTS & MATERIALS	\$130.31	\$2,311.95
	8/6/2015	35451450		1 LENGTH ANTISLIP ALUMINUM PLANK GRATING	\$279.80	
	8/6/2015	35490283		ASTD PARTS & MATERIALS	\$84.90	
	8/6/2015	35702342		ASTD PARTS & MATERIALS	\$149.10	
	8/6/2015	35597598		ASTD PARTS & MATERIALS	\$145.42	
	8/6/2015	36059030		ASTD PARTS & MATERIALS	\$955.68	
	8/6/2015	35507415		2 EA EXTENDED-LIFE SEALED LEAD-ACID BATTERIES	\$106.30	
	8/6/2015	35907226		4 EA EXTENDED-LIFE SEALED LEAD-ACID BATTERIES	\$206.64	
	8/6/2015	35822245		1 EA ABUSE-RESISTANCE LAMINATED STEEL-BODY PADLOCK	\$16.34	
	8/6/2015	35922045		20 PACKS DISPOSABLE LITHIUM BATTERIES	\$237.46	
158449	8/6/2015	45043803	RAIN FOR RENT	100 PIPESTAXS GREEN	\$2,240.76	\$2,240.76
158404	8/6/2015	275034499	ALFA LAVAL INC	16 HEAT EXCHANGER HOOKBOLTS, 1X8" SA193B7	\$1,997.26	\$1,997.26
158506	8/13/2015	2664	SIGNET TESTING LABS INC	NEWARK BACKYARD SS RELOCATION - PHASE 2	\$1,522.00	\$1,522.00
158424	8/6/2015	20150805	MOHAMMAD GHOURY	EXP REIMB: ESRI USER CONF LODGING & MEALS	\$1,362.89	\$1,362.89
158495	8/13/2015	20150731	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - JULY 2015	\$1,079.83	\$1,079.83
158510	8/13/2015	3273078279	STAPLES CONTRACT & COMMERCIAL	ASTD JANITORIAL & BREAKROOM SUPPLIES - INVENTORY	\$173.51	\$1,063.55
	8/13/2015	3273078276		ASTD JANITORIAL & BREAKROOM SUPPLIES - INVENTORY	\$890.04	
158435	8/6/2015	116766901	HOFFMEYER COMPANY INC	Cut and recouple 6" hose with female	\$1,058.20	\$1,058.20
158405	8/6/2015	13711451	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-QUINTANA, D., WK END 07/11/15	\$1,045.17	\$1,045.17

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158432	8/6/2015	315648	HARRINGTON INDUSTRIAL PLASTICS	ASTD FLEXIBLE HOSE	\$147.94	\$1,045.15
	8/6/2015	315647		ASTD PARTS & MATERIALS	\$897.21	
158470	8/13/2015	515768	A-PRO PEST CONTROL INC	JUL PEST CONTROL	\$1,005.00	\$1,005.00
158512	8/13/2015	7979.2	STREAMLINE PLUMBING & DRAIN	REFUND # 18310	\$500.00	\$1,000.00
	8/13/2015	7979.1		REFUND # 18311	\$500.00	
158488	8/13/2015	97811038/91	GRAINGER INC	1 EA THREADED ROD	\$27.39	\$828.40
	8/13/2015	9781337085		ASTD PARTS & MATERIALS	\$51.17	
	8/13/2015	9783598031		ASTD PARTS & MATERIALS	\$643.03	
	8/13/2015	9783645063		5 PR INSOLES	\$106.81	
158468	8/13/2015	7295	AMERICAN DISCOUNT SECURITY	JULY SECURITY GUARD SERVICES	\$828.00	\$828.00
158408	8/6/2015	6817662	AT&T	SERV: 06/13/15 - 07/12/15	\$41.93	\$817.40
	8/6/2015	6813567		SERV: 06/13/15 - 07/12/15	\$96.27	
	8/6/2015	6817533		SERV: 06/13/15 - 07/12/15	\$41.93	
	8/6/2015	6804396		SERV: 06/13/15 - 07/12/15	\$637.27	
158402	8/6/2015	4118947	ADLER TANK RENTALS	TANK RENTAL	\$792.00	\$792.00
158429	8/6/2015	20150803	TIMOTHY GRILLO	EXP REIMB: WEF NUTRIENT SPECIALTY CONF - SAN JOSE	\$783.00	\$783.00

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158485	8/13/2015	1083710644	G&K SERVICES CO	UNIFORM LAUNDERING SERVICE	\$122.52	\$767.70
	8/13/2015	1083710646		UNIFORM LAUNDERING SERVICE	\$90.49	
	8/13/2015	1083710649		UNIFORMS AND MATS	\$59.22	
	8/13/2015	1083710645		UNIFORM LAUNDERING SERVICE	\$100.87	
	8/13/2015	1083710648		UNIFORM LAUNDERING SERVICE	\$15.16	
	8/13/2015	1083710651		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$26.44	
	8/13/2015	93617469		RECOGNITION HATS FOR TPO	\$314.63	
	8/13/2015	1083710647		UNIFORM LAUNDERING SERVICE	\$27.17	
	8/13/2015	1083710650		UNIFORM LAUNDERING SERVICE	\$11.20	
158438	8/6/2015	20150803	CONGNA LI	EXP REIMB: WEF NUTRIENT SYMPOSIUM - SAN JOSE	\$745.00	\$745.00
158491	8/13/2015	944720150728	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - JULY 2015	\$705.63	\$705.63
158503	8/13/2015	1197833	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$689.03	\$689.03
158469	8/13/2015	13719241	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-QUINTANA, D., WK END 07/18/15	\$677.37	\$677.37
158407	8/6/2015	87896581207252015	AT&T	SERV: 06/18/15 - 07/17/15	\$677.25	\$677.25
158423	8/6/2015	20150803	SAMI GHOSAIN	EXP REIMB: ANNUAL TS WORKGROUP RECOGNITION BBQ	\$648.26	\$648.26
158431	8/6/2015	15841052	HANSON AGGREGATES INC	8.07 TONS 1/2 MED TYPE A AC-R	\$609.10	\$609.10
158463	8/6/2015	34447	WECO INDUSTRIES LLC	2 CABLE TOWS & 2 CABLE ASSY	\$606.04	\$606.04
158446	8/6/2015	20150805	PETTY CASH	PETTY CASH REPLENISHMENT	\$589.36	\$589.36
158419	8/6/2015	8599	EAST BAY MUNI UTILITY DISTRICT	12 LAB SAMPLE ANALYSIS	\$570.70	\$570.70

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158421	8/6/2015	6232	EUROFINS AIR TOXICS INC	2 LAB SAMPLE ANALYSIS	\$550.00	\$550.00
158462	8/6/2015	8041865209	VWR INTERNATIONAL LLC	1 CS SULFURIC ACID REAG INSTRA 2.5L	\$469.62	\$520.10
	8/6/2015	8041852684		1 BRUCINE-SULFANILIC ACID 16OZ	\$50.48	
158514	8/13/2015	9749338765	VERIZON WIRELESS	WIRELESS SERV 06/21/15-07/20/15	\$512.65	\$512.65
158474	8/13/2015	7980	BEN FRANKLIN PLUMBING SOUTHBAY	REFUND # 18309	\$500.00	\$500.00
158482	8/13/2015	7975	DRAIN DOCTOR	REFUND # 18308	\$500.00	\$500.00
158492	8/13/2015	7900	JOSE M GARCIA CONSTRUCTION	REFUND # 18307	\$500.00	\$500.00
158494	8/13/2015	36546628	MCMASTER SUPPLY INC	10 EA UNTHREADED PIPE FITTINGS	\$101.21	\$499.33
	8/13/2015	36566789		2 EA EXTENDED-LIFE LEAD-ACID BATTERIES	\$106.30	
	8/13/2015	36566788		6 EA STAMPED 304 STAINLESS STEEL PULL HANDLES	\$96.81	
	8/13/2015	36213200		1 EA MULTIPURPOSE HOLE SAW KIT	\$94.17	
	8/13/2015	36527346		4 EA COUPLINGS	\$67.37	
	8/13/2015	36231700		ASTD BATTERY FILLER SUPPLIES	\$33.47	
158486	8/13/2015	1841071965	GOODYEAR COMM TIRE & SERV CTRS	1 EA TIRE	\$489.90	\$489.90
158430	8/6/2015	1103023	GROENIGER AND COMPANY	ASTD PARTS & MATERIALS	\$145.15	\$482.76
	8/6/2015	1103660		ASTD PARTS & MATERIALS	\$283.11	
	8/6/2015	1105372		2 EA 20 NEOP 1/8 150# FF GSMT	\$54.50	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158489	8/13/2015	2117749	HACH COMPANY	CREDIT FOR MEMBRANE KITS INV 9449800 & 9456909		
					\$-331.98	\$464.07
	8/13/2015	9456909		3 MEMBRANE KITS	\$248.99	
	8/13/2015	9449800		1 EA MEMBRANE KIT	\$82.99	
	8/13/2015	9486047		3 EA STABLCAL STD, 20 NTU 1000ML	\$464.07	
158422	8/6/2015	1083708738	G&K SERVICES CO	UNIFORM LAUNDERING SERVICE	\$11.20	\$462.41
	8/6/2015	1083708734		UNIFORM LAUNDERING SERVICE	\$90.49	
	8/6/2015	1083708736		UNIFORM LAUNDERING SERVICE	\$15.16	
	8/6/2015	1083708737		UNIFORMS AND MATS	\$59.22	
	8/6/2015	1083708732		UNIFORM LAUNDERING SERVICE	\$124.52	
	8/6/2015	1083708735		UNIFORM LAUNDERING SERVICE	\$27.17	
	8/6/2015	1083708733		UNIFORM LAUNDERING SERVICE	\$100.87	
	8/6/2015	1083708739		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$33.78	
158426	8/6/2015	1841071865	GOODYEAR COMM TIRE & SERV CTRS	1 EA TIRE	\$455.49	\$455.49
158515	8/13/2015	8041926872	VWR INTERNATIONAL LLC	1 TORCH SLOT 0-3 QUARTZ F/OPTIMA 3000 XL	\$368.36	\$434.36
	8/13/2015	8041965997		2 BDH BUFFER REF STD PH7 YELLOW 4L	\$66.00	
158472	8/13/2015	68986	BARNETT MEDICAL SERVICES LLC	50 LBS PHARMACEUTICAL WASTE REMOVAL	\$85.00	\$419.00
	8/13/2015	800398		80 LBS PHARMACEUTICAL WASTE REMOVAL	\$85.00	
	8/13/2015	68603		80 LBS PHARMACEUTICAL WASTE REMOVAL	\$85.00	
	8/13/2015	800267		100 LBS PHARMACEUTICAL WASTE REMOVAL	\$164.00	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158490	8/13/2015	601695543	HILLYARD/SAN FRANCISCO	3 CS ASTD PAPER PLATES	\$386.86	\$386.86
158501	8/13/2015	8200000008577	RED WING SHOE STORE	SAFETY SHOES - RIVERA & DEL TORO	\$367.63	\$367.63
158473	8/13/2015	16437	BAY COUNTIES DIESEL SERVICE	TEST AND CLEAN 6 DPF UNITS	\$312.64	\$312.64
158409	8/6/2015	234072	AUTO BODY TOOLMART	ASTD PARTS & MATERIALS	\$295.09	\$295.09
158416	8/6/2015	201507.10	DALE HARDWARE INC	07/15 - ASTD PARTS & MATERIALS	\$259.91	\$259.91
158441	8/6/2015	24847695	MOTION INDUSTRIES INC	2 EA FUEL FILTERS	\$102.49	\$255.67
	8/6/2015	24847724		2 EA BEARINGS	\$153.18	
158444	8/6/2015	20150803	CITY OF NEWARK	REGIS FEE - NEWAK DAYS CELEBRATION	\$250.00	\$250.00
158504	8/13/2015	20150810	THERESA RODRIGUEZ	EXP REIMB: DAVID LEATH'S RETIREMENT GIFT	\$240.00	\$240.00
158475	8/13/2015	10834390	BLAISDELL'S	2 RPT COVER	\$9.22	\$237.16
	8/13/2015	10832840		ASTD OFFICE SUPPLIES	\$91.05	
	8/13/2015	10833980		ASTD OFFICE SUPPLIES	\$111.03	
	8/13/2015	10834370		1 BX LSR MAIL LABELS	\$25.86	
158509	8/13/2015	20150801	SPOK INC	AUGUST 2015 PAGER SERVICE	\$217.66	\$217.66
158507	8/13/2015	20150811.1	JENNIFER SIO-KWOK	EXP REIMB: LUNCH ENGINEERING TECH QAI	\$59.72	\$195.72
	8/13/2015	20150811.2		EXP REIMB: LUNCH BS MANAGER QAI PANEL	\$136.00	
158420	8/6/2015	90067720776	ENTERPRISE GOV 43-1514861	RENTAL: W. WONG, SAN DIEGO, CA	\$194.08	\$194.08
158518	8/13/2015	3489682	WESTERN ENERGY SYSTEMS	200 SEALING RINGS	\$186.22	\$186.22
158453	8/6/2015	2630100002	S & S SUPPLIES & SOLUTIONS	60 PRS SAFETY GLASSES & 30 BXS BANDAGES	\$171.27	\$171.27

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158450	8/6/2015	1690000009965	RED WING SHOE STORE	SAFETY SHOES - CARDENAS	\$168.28	\$168.28
158411	8/6/2015	10814150	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$63.27	\$165.41
	8/6/2015	10822620		3 USB 4GB DRIVES	\$21.85	
	8/6/2015	10823460		1 CT 56 GAL CAN LINER	\$80.29	
158455	8/6/2015	20150805	JAMES SCHOFIELD	EXP REIMB: 180 DAY SAFETY RECOGNITION BREAKFAST	\$164.42	\$164.42
158442	8/6/2015	20150805	SHAWN NESGIS	EXP REIMB: MSA WORKSHOP FEES - 8 CS EMPLOYEES	\$160.00	\$160.00
158519	8/13/2015	2137372	WHAT'S HAPPENING INC	AD NAME: PUBLIC NOTICE SEWER SERVICE CHARGES	\$126.00	\$126.00
158406	8/6/2015	20150804	ROLLIE ARBOLANTE	REIMB EXPS: CA PROF. ENGINEER LICENSE	\$116.00	\$116.00
158505	8/13/2015	872837541	SHARP BUSINESS SYSTEMS	MTHLY MAINTENANCE BASED ON USE	\$115.88	\$115.88
158443	8/6/2015	1600011	NEWARK UNIFIED SCHOOL DISTRICT	ROOM RENTAL FEE FOR 6/2/15 @ GRAHAM ELEMENTARY	\$111.31	\$111.31
158448	8/6/2015	7925867	R & S ERECTION OF S ALAMEDA	SERVICE CALL SOUTH SIDE PED GATE KEYPAD NOT WORKING	\$111.00	\$111.00
158436	8/6/2015	523745	HULBERT LUMBER SUPPLY	ASTD LUMBER SUPPLIES	\$31.48	\$104.78
	8/6/2015	523765		ASTD LUMBER SUPPLIES	\$57.56	
	8/6/2015	524054		ASTD LUMBER SUPPLIES	\$15.74	
158493	8/13/2015	6050000301267	KELLY-MOORE PAINT COMPANY	ASTD PAINT SUPPLIES	\$100.19	\$100.19
158508	8/13/2015	4651	SKIL-PAINTING INC	SANDBLAST STEEL PIPE REMOVE RUST & PAINT	\$100.00	\$100.00
158451	8/6/2015	74433	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE AUGUST 2015	\$97.90	\$97.90
158496	8/13/2015	20150810.1	SHAWN NESGIS	EXP REIMB: FOOD FOR CS SAFETY RECOG BREAKFAST	\$11.58	\$86.58
	8/13/2015	20150810		EXP REIMB: SAFETY RECOG GIFT CARDS - CS TEAMS	\$75.00	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
158478	8/13/2015	445863	CENTERVILLE SAW AND TOOL	1 CARBURETOR	\$70.26	\$70.26
158457	8/6/2015	20150803	ARIEL TEIXEIRA	EXP REIMB: TS ANNUAL RECOGNITION BBQ	\$67.78	\$67.78
158487	8/13/2015	78527	GORILLA METALS	ASTD METAL, STEEL, STAINLESS, AND ALUMINUM	\$58.20	\$58.20
158497	8/13/2015	20150807	STEVEN NOEGEL	EXP REIMB: MILEAGE FOR CALLOUT	\$54.98	\$54.98
158483	8/13/2015	1112233	FASTENAL	50 S/S TRUBOLT	\$50.61	\$50.61
158465	8/13/2015	1340	ALAMEDA COUNTY TREASURER	15 ASSESSOR'S MAPS	\$45.00	\$45.00
158445	8/6/2015	224720150723	PACIFIC GAS AND ELECTRIC	SERV TO 07/22/15 CS TRAINING TRAILER	\$41.37	\$41.37
158427	8/6/2015	78468	GORILLA METALS	ASTD METAL, STEEL, STAINLESS, AND ALUMINUM	\$27.38	\$27.38
158520	8/13/2015	80454371	XEROX CORPORATION	MTHLY MAINTENANCE BASED ON USE	\$16.65	\$16.65

Invoices:

Credit Memos :	2	-514.28
\$0 - \$1,000 :	155	41,438.85
\$1,000 - \$10,000 :	54	184,746.73
\$10,000 - \$100,000 :	10	259,501.65
Over \$100,000 :	0	
Total:	221	485,172.95

Checks:

\$0 - \$1,000 :	68	24,854.20
\$1,000 - \$10,000 :	41	150,676.45
\$10,000 - \$100,000 :	10	309,642.30
Over \$100,000 :		
Total:	119	485,172.95



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 14, 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
Tim Grillo, R&S Team Coach

SUBJECT: Agenda Item No. 12b - Meeting of August 24, 2015
Information Item: **PG&E Net Metering Annual True-up for FY 15**

Recommendation

Information Only.

Background

The District's electrical service for the wastewater treatment plant was converted to a Net Energy Metering (NEM) tariff with the installation of the solar carport project in August 2011. PG&E issues monthly bills for energy demand and other service charges for NEM accounts. However, the cost of electrical generation and related non-generation charges are billed at the end of a 12-month period to allow for seasonal variations in energy production. The large bill at the end of the 12-month period is known as the "true-up" bill.

Staff has reviewed PG&E billing details monthly and accrued the cost of unbilled generation and non-generation charges throughout the 2015 fiscal year so that the generation charges are accounted for in the month that the power was consumed. A total of \$702,643.81 was accrued for the period between July 2014 and June 2015. A true-up bill in the amount of \$770,152.28 was received in August that includes the previously unbilled charges that accumulated between July 2014 and June 2015, and the monthly charges for July 2015. This payment appears on the current check register. The total FY15 cost for electricity at the treatment plant was \$1,361,495.54.

Staff will be present to answer any questions.



Directors
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Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: August 14, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul Eldredge, General Manager/District Engineer
Armando Lopez, T&D Work Group Manager
Tim Grillo, Coach R&S Team

SUBJECT: Agenda Item No. 12c - Meeting of August 24, 2015
**The National Association of Clean Water Agencies (NACWA) Platinum Award
for Calendar Year 2014**

Recommendation

Present award to Treatment & Disposal Services Workgroup.

Background

Union Sanitary District has received a Platinum Peak Performance Award from the National Association of Clean Water Agencies (NACWA) for the 2014 calendar year. The NACWA Peak Performance Awards recognize member agency facilities for outstanding compliance with their National Pollutant Discharge Elimination System (NPDES) permit limits.

Platinum Awards recognize facilities that have achieved 100% compliance with their National Pollutant Discharge elimination System (NPDES) permits for five consecutive calendar years.

Union Sanitary District has been recognized through the Peak Performance Award Program for the past 22 years and has been presented with 2 Silver Awards, 16 Gold Awards, and 4 Platinum Awards representing five consecutive years of perfect NPDES permit compliance. This is first time that we have received a platinum award for two consecutive years. The Peak Performance Award reflects Union Sanitary District's commitment to excellence in environmental protection. It is through the combined efforts of all District employees, particularly Operations, Maintenance, Laboratory and Environmental Compliance staff, that this achievement is possible.



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Officers
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*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: August 24, 2015

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Laurie Brenner, Organizational Performance Program Manager

SUBJECT: Agenda Item No. 12d - Meeting of August 24, 2015
Information Item: **National Association of Clean Water Agencies (NACWA)
Excellence in Management Gold Award**

Recommendation

Information Only.

Background

Based on a comprehensive submission describing our management practices, performance measures and results, USD has been selected to receive an Excellence in Management Gold recognition award from the National Association of Clean Water Agencies (NACWA).

The notification letter and complete District submission is attached. This award is valid for three years from receipt.

Staff will be present to answer questions regarding the award program.

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Paul Eldredge
General Manager
Union Sanitary District
5072 Benson Rd.
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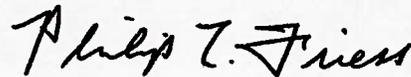
Dear Paul:

Congratulations! On behalf of the National Association of Clean Water Agencies (NACWA), I am pleased to inform you that Union Sanitary District has been selected to receive an *Excellence in Management Gold Recognition*. This honor celebrates your utility's commitment to sustainable, successful programs that exemplify the attributes of an effectively managed utility.

As an *Excellence in Management* honoree, your utility will be recognized during an evening Awards Ceremony on July 14, 2015 at 5:00 pm in the *Waterplace Ballroom* at the Omni Providence Hotel which will be held in conjunction with NACWA's Utility Leadership Conference & 45th Anniversary Annual Meeting, in Providence, Rhode Island. Additional information regarding the ceremony is enclosed along with a response form confirming your attendance.

We look forward to recognizing your utility for your dedication to excellence in utility management. Again, congratulations on this prestigious honor.

Sincerely,



Philip L. Friess
Chair, NACWA Award Committee
Department Head, Technical Services
Sanitation Districts of Los Angeles County, CA

CC: Laurie Brenner, Organizational Performance Program Manager

Product Quality

The Union Sanitary District’s Mission is, “To safely and responsibly collect and treat wastewater for the Tri-Cities while protecting human health and improving the environment in a way that benefits our customers, employees and the community.”

At the Union Sanitary District (hereinafter referred to as USD or the District), we are proud of the many awards that our treatment plant, collection system, staff members and organizational programs have received. We work hard to fulfill our mission, and we appreciate the recognition of our industry peers, governing agencies and the communities we serve, which validate our success in that mission.

The facility discharges effluent into the San Francisco Bay as a member agency of the East Bay Discharge Authority (EBDA), and holds additional NPDES permits for discharges at the Hayward Marsh (a partnership with the East Bay Regional Parks District) and Old Alameda Creek (for emergency wet weather discharges). USD has not received a Notice of Violation, and has subsequently been recognized for twenty-one consecutive years (1993-2014) with Peak Performance Awards from NACWA (and its predecessor, AMSA) for excellence in permit compliance.

100% of the biosolids generated at USD meet Class B standards (per 40CFR part 503) and a percentage of that material is additionally treated through composting in an offsite location to meet Class A standards (targeted percentage is 25% annually; actual performance is currently 42%).

Additionally, USD has received the following awards related to our collection system, treatment plant processes and safety program over the years (not an inclusive listing):

California Water Environment Association Awards

1. Collection System Of The Year
 - Statewide Award: 2009, 2005, 1999
 - Regional Award: 2011, 2009, 2005, 2003, 1999, 1987
2. Treatment Plant Of The Year
 - Statewide Award: 2009
 - Regional Award: 2009, 1998, 1990
3. Treatment Plant Safety Award
 - San Francisco Bay Section Award: 2010

USD Operators update our internal Plant Health Index (PHI) on a daily basis with key data points. This index tracks and trends data on all treatment process parameters, and values out of established ranges result in automatic emails to operations staff. This information is used to develop immediate containment and corrective actions in a collaborative way to ensure continued compliance. PHI is reported to the Board quarterly with 85% overall compliance as the target.

The District utilizes a formal, 7-step problem solving methodology to address improvement opportunities and performance issues (against published scorecard measures). USD’s awareness of the “voice of the process” promotes comprehensive root-cause analysis and helps ensure that product quality continues to meet or exceed stakeholder expectations.

NACWA 2015 Excellence in Management Recognition Program

Union Sanitary District

Financial Viability

USD is a complex collection of facilities that includes more than 780 miles of sewer lines, seven pump stations, and the buildings and equipment at our Alvarado Wastewater Treatment Plant. Through careful fiscal planning, USD safeguards these public assets and efficiently uses its resources to provide outstanding service at low rates. A few of financial measures tracked and reported to the Board include the following:

	Objectives	Measures	1st	2nd	3rd	4th	YTD Actual	Target	FY 14	FY 13	FY 12
Financial Objectives	Fiscal responsibility: Ensure funding for critical programs and projects, while maintaining comparable rates	Residential SSC compared to surrounding areas	NA	15.3%			15.3%	≤33rd percentile	11.5th	12th	15th
	Accurately project and control costs	% Budget expended, Operating Expenditures	21%	47%			47%	95-103%	95%	97%	97%
		% expended Priority 1 Special Projects	4%	17%			17%	80-110%	84%	95%	82%

The Union Sanitary District (The District) is an independent Special District, and is accounted for as an enterprise fund type (proprietary fund category). District financial records are maintained on the accrual basis of accounting as required by the Government Accounting Standards Board (GASB) Section 1600.125. All financial activities for the fiscal year are included in the annual budget, along with a ten-year financial plan. The Board of Directors receives budget updates monthly. Corrective actions are established for variance beyond 10%.

USD has adopted financial policies, covering the following activities: Accounting Standards, Internal Controls, Budget, Financial Audit, Fraud in the Workplace, Investment, Reimbursement and Travel, Credit Card Security Procedures, Debt Management, Capital Assets, Surplus Property Disposal, Project Expenditures, Grants, and Reserves.

Sewer service charges are used to pay for operating and maintenance costs and construction related to renewal or replacement of sewers, buildings and equipment. USD works to control rate increases by generating a large portion of our own electricity, using alternative chemicals, deferring some construction projects and using energy-efficient equipment.

The District charges a flat rate sewer connection fee for all new customers. The charges for commercial, industrial, and office use are based on factors such as square footage, flow and type of business or industry. Revenues from capacity fees are used to fund capital projects and upgrades that increase capacity or that are closely related to the system's capacity.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), a joint powers authority established for the operation of common risk management and loss prevention programs. CSRMA provides the District with coverage for workers compensation, general liability and property loss insurance. USD received the award for Worker’s Compensation Excellence (Large Agency category) for 2013/2014.

USD has received the Government Finance Officers Association “Certificate of Achievement for Excellence in Financial Reporting” every fiscal year since 2004. Additionally, USD has won the National Purchasing Institute's “Award for Achievement of Excellence in Procurement” since 2007.

USD boasts the highest credit rating from Dunn & Bradstreet and does not issue bonds.

NACWA 2015 Excellence in Management Recognition Program
 Union Sanitary District
Customer Satisfaction

USD has made customer service the highest priority perspective in our Balanced Scorecard. Both the internal and external customers are considered in decision-making and planning throughout the District. Two-way communication and transparency are key elements in the customer service strategy at the District. These critical elements are built into USD’s Vision, Mission and Core Values. As indicated in our (partial) performance measures table below, USD responsiveness to customer inquiries is critical to our overarching strategy for service delivery.

Teams generate Service Level Agreements with others they interact with in a collaborative way to ensure that internal customer expectations are met. Mandatory customer service training for all staff on an annual basis, is adapted for each team to reflect their specific performance measures and what “service” looks like within each group. This recent, team-based customization of the training was in response to employee survey feedback that the prior curriculum was too generic and not meaningful.

Regularly planned communications to external customers include ratepayer newsletters, District open houses, ratepayer surveys, invitations to tour the plant, open Board meetings and periodic advertisements covering District events. Customer feedback is an integral part of all planning efforts at the District. The USD website is in the process of a major upgrade, resulting from survey feedback of internal and external users.

USD received the “Award of Distinction in Photography” for our “Customer Focus” newsletter in 2008 from the California Association of Public Information Officials and has recently revised our format to enable multiple annual mailings with a new, fresher look.

As shown in the Financial Viability attribute, the percentile ranking of USD’s sewer service charges against other local agencies is a key performance measure, ensuring that affordability remains a focal point. The target is to remain below the 33rd percentile and in FY14 USD was well under that mark, ranking in the 15th percentile.

Vendor/supplier partners are regularly surveyed to determine their changing expectations and requirements, including questions on their satisfaction level in interactions with USD. Their responses are tracked, reported and acted on by the Materials Management team.

Performance Measures related to Customer Service include:

	Objectives	Measures	1st	2nd	3rd	4th	YTD Actual	Target	FY 14	FY 13	FY 12	
Customer Objectives	Stewardship: Demonstrate responsible stewardship of District assets and the environment	Progress implementing outreach plan milestones: % planned events completed	100%	100%			35%	≥90%	98%	98%	100%	
	Service: Provide reliable, high quality service	Response time to calls for service: % under 1 hour	98.6%	97%			97.8%	≥95%	97.10%	98.0%	97%	
		New: Response time to contact USD inquiries: % within 3 business days	96%	95.6%			95.8%	≥90%	95.00%			
		Newsletter survey responses		NA	NA				75	A= 68%	A= 66%	
				NA	NA				90	S= 95%	S= 94%	NA
				NA	NA				90	E=99%	E= 96%	
		# Total adverse impacts on customers	1	1			2	≤10	12	7	5	
	Be prepared for emergencies	# emergency preparedness events (drills, training, debriefs, table top exercises, etc.)	2	1			3	3	3	2	2	

NACWA 2015 Excellence in Management Recognition Program

Union Sanitary District

Employee and Leadership Development

USD has been a team-based organization for over a decade. Teams create and follow their own unique charters and create education and development plans themselves, in addition to District provided, mandatory training. USD utilizes a voluntary “Star Point” (SP) system in each team. Roles for Budget, Training, Safety, Quality and Team Coordination SP’s are rotated among team members annually. This program exposes staff to developmental opportunities via performing functions that they would not perform in the course of their normal job duties (ex. budget monitoring and reporting, driving/documenting continual improvement projects, serving on the District Safety Committee, assisting in coordinating team events and training, etc.).

In the year prior to our cycling 3-year, comprehensive Strategic Planning efforts, USD assembles a multi-disciplinary, Long-Term Staffing Task Force to review the existing employee demographics and skills (average age, tenure, potential for retirement, critical skills coverage, future positional needs, knowledge gaps, etc.) and devise strategies and recommendations that are fed to the Executive Team for inclusion in framing short and long-term strategic initiatives.

USD has developed a multi-faceted Leadership School for high performing internal staff that wish to explore management roles. The program combines in-house and external college level coursework with a formal mentoring program. Several past participants have now transitioned to management. Plant internships in collaboration with local colleges are also in place at USD and have led to hires. USD is a signatory agency of BAYWORK, an entity dedicated to highlighting industry careers and providing training and networking opportunities for potential job seekers.

USD has very robust, competency-based training programs in most teams. The USD Plant Operator III Trainee program won the California Association of Sanitation Agencies “Innovation Award” in 2004, and has been benchmarked by several peer agencies since that time. USD was named on Training Magazine’s “Top 125 Global Training Organizations” list in 2011. USD and our staff members have won additional awards over the years, including, but not limited to:

1. CWEA Supporting Collection System Worker Skill Enhancement 2007, 2008, 2010
2. CWEA Collection System Worker of the Year- Jose Rodriguez, 2013
 - Regional and Statewide awards
3. CWEA Al Ditman Professional Development Award- Larry Simmers, 2013
 - San Francisco Bay Section Special Award
4. CWEA Treatment Plant Safety Award, 2010
 - San Francisco Bay Section Award
5. Water Environment Federation- George W. Burke, Jr. Facility Safety Award: 2011

Related Balanced Scorecard Measures:

Objectives		Measures	1st	2nd	3rd	4th	YTD Actual	Target	FY 14	FY 13	FY 12
Employee Growth & Development Objectives	Employees: Maintain a highly competent, flexible workforce	Employee Turnover Rate- total	NA	NA			NA	Track and report	9.20%	7.7%	5.4%
		Employee Turnover Rate- nonretirement	NA	NA			NA	Track and report	3.82%	2.3%	3.9%
		% Training System Milestones Completed (accumulative total)	39%	53.85%			53.85%	100%	66%	155%	
		# competency assessments completed	4	6			10	52	22	38	42
		Safety: Work safely; reduce accidents and injuries	See safety scorecard								
		Labor relations: Foster a collaborative employee-management relationship that encourages new ideas and continuous improvement	Ave % non-mgmt employees participating in District committees and taskforces	NA	54.78%	NA		55%	45-55%	51%	52%
		% non-mgmt employees participating in alternative compensation program (accumulative total)	NA	47%			47%	Track & Report	NA	66%	50%

Operational Optimization

The District utilizes a Balanced Scorecard approach to track and report performance throughout the District, including a variety of customer service, financial, internal process and employee development/safety measures. Performance measures and process data are incorporated into long-term planning via the District's formal strategic planning process. Balanced scorecards measure our success in serving our customers' needs; being good stewards of the environment and the public's money; doing our jobs safely, effectively and efficiently; and ensuring employee growth and development. Any measure 10% or more off target requires formal corrective action.

USD continually monitors performance and seeks to optimize operations in all work groups. Project milestones are measured as % complete. Optimization projects that have been completed or are substantially complete from the 2014-2016 Strategic Plan include, but are not limited to:

- Plant to Pump Station Communication Integration (full SCADA integration for optimal control and remote monitoring)
- Thickener Control Building Improvements (reducing manual manipulation of sludge pumps and establishing flow based pumping parameters, including auto-flushing lines)
- Hansen Replacement Project (upgrade to version with more features available)
- Cogen Replacement Project (upgrade to more efficient and productive engines)
- Hayward Marsh and Plant Ammonia Removal Pilot Projects
- Mobile Technology- Phase I (enabling remote access to SCADA via mobile devices)
- Capital Improvements Project Management System (CPMS provides end-to-end life cycle capabilities for capital projects)
- Environmental Compliance Management System (integrates several older systems into one source for compliance data and information)
- Operations Data Management System (for improved data utilization and analytics to support decision-making)

USD participates in pilot studies and tests new technologies that may prove beneficial on a regular basis, often partnering with local companies. Recent pilots include the Hayward Marsh and Plant ammonia removal studies listed above; utilizing Annamox and Anitamox respectively. These studies aim to support the hypothesis that these materials have the potential to reduce ammonia levels in final effluent and in the centrate waste stream within the Plant. If proven viable, this affords USD known options for treatment, prior to anticipated regulatory changes being imposed on effluent ammonia limits.

PD Place software was demonstrated and selected for use at USD. The installation will be completed in July 2015. This comprehensive solution will enable District-wide tracking of all training (mandatory, team based competency, etc.) and includes built in participant testing to verify understanding during and after training events. USD had been utilizing a series of team based MS Excel workbooks previously.

USD is member of the Bay Area Chemical Consortium (BACC) – a group of peer agencies that leverage collective buying power to reduce chemical costs and perishable and/or hazardous material and waste stored at each member facility.

New Kronos payroll software is in beta test now; once the “go live” roll out is completed later this fiscal year, the software will significantly reduce time spent entering and processing payroll at the District.

NACWA 2015 Excellence in Management Recognition Program

Union Sanitary District

Infrastructure Stability

USD has an award-winning engineering group that works with contractors, equipment vendors and internal operational staff to efficiently design, upgrade, maintain and maximize the critical infrastructure assets of the District. Current initiatives and CIP specific timelines and budget workbooks are used to track performance against both cost and activity projections. CIP project variance to planned budget is a key measure tracked on a monthly basis, and performance over the last several years has been exceptional, as evidenced in the team scorecard measures below:

Objectives	Measures	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY 15 To Date	FY 15 Targ	Comments/ Progress Toward Target	FY 14	FY 13	FY12
Control cost through effective management of consultants and construction projects	Percent of design and construction management costs (final amount) to construction cost (base bid + change orders + claims), Target: 20% (Construction tab)	33.2 %	8.1 %	N/A %	N/A %	14.4 %	20%	1st Quarter: For a project of this small size, design consultants costs tend to be higher overall. Additionally, this project require extensive public outreach resulting in an even higher design cost.	20%	15.9	15.43%
Control cost through effective management of consultants and construction projects	Percent of total contract change order amount to construction cost (base bid) New #5 (USED FOR DISTRICT WIDE SCORECARD)	N/A %	1.3 %	N/A %	N/A %	1.3 %	5%		5% new	2.0	3.55%
Control cost through effective management of consultants and construction projects	Percent of total contract change order amount to construction cost (base bid) attributable to errors and omissions 5a	0.0 %	0.9 %	N/A %	N/A %	0.7 %	1%		1%	0.1	1.30%
Control cost through effective management of consultants and construction projects	Percent of total contract change order amount to construction cost (base bid) attributable to unforeseen field conditions, New 5b	N/A %	0.5 %	N/A %	N/A %	0.5 %	3%		3%	0.5	1.61%
Control cost through effective management of consultants and construction projects	Percent of total contract change order amount to construction cost (base bid) attributable to owner requested changes, New 5c	N/A %	0.5 %	N/A %	N/A %	0.5 %	1% New		1% Pft New	1.5	0.00%

Plant and collection system testing, maintenance and associated shutdowns are carefully planned and coordinated among affected teams during very early morning hours to prevent service disruptions from impacting ratepayers or the communities served by USD. CIP hosts community meetings on large construction projects and notices are given (door to door) by Collection Service workers when ratepayers will be affected by District work.

Master plans of drainage basins are established in conjunction with Collection Services line cleaning findings; condition assessments of the sewer system for capacity and structural deficiencies are reviewed during development of master plans. USD representatives liaise with cities within our service area to determine future land use and plan District infrastructure needs accordingly.

Collection Services host public information meetings prior to construction and require that contractors selected by the District do the same in the first phase of construction projects.

A requisition for a newly created Asset Manager has been approved by the Board of Directors and the complete job description is currently being developed. This position will be responsible for managing, maintaining and establishing end of life, performance and condition testing, corrective and preventive maintenance and replacement protocols for critical assets, including liaising with affected USD work groups.

Additional performance measures from the Operational Excellence scorecard include:

Objectives	Measures	1st	2nd	3rd	4th	YTD Actual	Target	FY 14	FY 13	FY 12
Internal/Process Objectives	Asset Management: Manage and maintain assets and infrastructure									
	# Critical asset failures wo negative impacts	0	0			0	≤2	1	0	2
	# critical asset failures with negative impacts	0	0			0	0	0	0	0
	% asset renewal/year: Plant	NA	NA			NA	Track & Report	3.38%	2.36%	2.90%
	% asset renewal/year: Collection System	NA	NA			NA	Track & Report	0.40%	0.31%	0.48%
	Priority CIP Project milestones met vs. planned	100%	88.88%			94%	85%	9	11	6

Operational Resiliency

USD has adopted a proactive, direct approach to avoiding and dealing with problems. Risk management in various areas is included in the strategic planning efforts (SWOT analysis) every year. The executive team meets and evaluates all initiatives on the current strategic timeline and determines the need for additions, priority changes or removal based on analyses of internal and external influences and projections.

USD has fostered a unique culture, which includes a Joint Labor Management Committee (JLMC). This Committee is comprised of a combination of union representatives and District managers. Their Mission is to “provide a forum for collaboration between labor and management to discuss and resolve issues, improve communication, and foster trust for the benefit of the District and its customers.”

Financial risk is carefully monitored by the Principal Financial Analyst, Senior Accountant and Purchasing Agent, in addition to the executive team process “owners.” Financial measures are reported, at minimum, to the Budget & Finance Committee and the Board of Directors on a monthly, quarterly and annual basis. USD also relies on a 10 year master financial plan. Information Technology (IT), Capital Improvement Projects (CIP) and Plant master plans are also integral to our overall risk management and resiliency strategy.

Many other employee/management blended Task Force groups and Committees are involved in the District’s global risk strategy; including, but not limited to:

- Emergency Preparedness Committee- drives improvements and drills in the Emergency Operations Center (EOC)
- Safety Committee- monthly review of all safety related data and communications back to all teams, including changing OSHA regulations and injury “near miss” information
- IT Steering Committee- brokers software/hardware requests at the District, monitors system and user performance and suggests and controls new program roll outs
- Site Security Task Force- ensures that all staff, facilities and assets are adequately protected to reduce threats and mitigate risks to health, human safety and the environment
- Training Module Task Force- ensures training plans effectively meet District objectives and that USD has sufficient “bench strength” to achieve targeted performance levels
- Records Management Advisory Committee (RMAC)- ensures that all records are identified and maintained per legal and District policy

USD maintains a dedicated Attorney on staff to ensure that legal implications and risk are always considered in policy and other District activities. Every work group at the District is charged with scanning the external horizon via involvement with industry groups* in their respective disciplines (ie. EPA, SWRCB, GFOA, CASA, BACWA, EBDA, NACWA, WEF, CWEA, etc.).

USD performs both formal and informal comparisons to local and nationwide peer agencies (best management practice (BMPs) visits and benchmarking) to maintain understanding about industry trends and how others mitigate risk and demonstrate resiliency. The number of BMPs is a performance measure tracked on the Operational Excellence scorecard.

*The list is not inclusive and is too lengthy to spell out completely in this application.

NACWA 2015 Excellence in Management Recognition Program

Union Sanitary District

Energy Management/Efficiency Activity

USD tracks and acts upon measures indicating performance related to energy usage in the balanced scorecard (partial view below), including average kilowatt hours (kWh) used at the treatment plant on a daily basis, average kWh produced via cogeneration daily and annually, and kWh produced daily and annually via solar installations. Chemical and water usage and costs are also tracked.

Objectives	Measures	Fiscal Year-to-Date	Target	Fiscal Year 2014	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2011	Fiscal Year 2010	Fiscal Year 2009	Fiscal Year 2008	Fiscal Year 2007
Optimize operating costs. Minimize energy, chemical, and water use.	Energy Usage										
	Average Day kWh/MG - Alvarado Site	2,178 Ave per Month	< 2,100	2,248 Ave per Month	2,138 Ave per Month	2,058 Ave/Month	2,027 Ave/Month	2,078 Ave/Month	2,214 Ave/Month	2,001 Ave/Month	1,902 Ave/Month
	Cogeneration - kWh/Day	17,617 Ave per Day	8,500	9,404 Ave per Day	8,637 Ave per Day	7,438 Ave/Day	11,776 Ave/Day	13,036 Ave/Day	14,075 Ave/Day	14,825 Ave/Day	14,459 Ave/Day
	Cogeneration - kWh/year	3,236,223 Total	3,300,000	3,433,672 Total	3,156,932 Total	2,721,516 Total	4,299,353 Total	4,782,374 Total	5,156,083 Total	5,432,255 Total	5,296,801 Total
Solar Production - kWh/Day	519 Ave per Day	Track & Report	592 Ave per Day	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Solar Production - kWh/year	124,730 Total		216,580 Total								

USD employs internal and external consulting resources on a periodic basis to assess current energy usage and help project reductions based on proposed new equipment or technology implementation projects or process changes. In response to these studies, USD has implemented policies, projects and processes to benefit the environment, including adoption of an Environmental Stewardship Policy, increased use of methane gas for cogeneration, use of biodiesel in District vehicles, adding hybrid and electric vehicles to our fleet, LED lighting pilot studies, and compostable waste diversion. The District has also installed solar panels to reduce electricity use and participates in the efficiency, rebate, and incentive programs offered by Pacific Gas & Electric, the local provider we purchase electricity from (as needed) to offset construction costs when available. The complete list of energy saving activities is too long to list here.

As one example, in April 2010, USD entered an agreement with Brown & Caldwell to perform a Green Energy Feasibility Study to evaluate the potential for solar power at the Irvington Pump Station (PS) and wind power for the Newark Pump Station. Although the wind power option was ultimately not selected after cost/benefit analyses were completed, the Irvington PS solar array went “live” in April, 2012. The system consists of 1,680 solar panels and is rated at 408 kW. Through December 4, 2014, the solar facility has generated a total of 2,597,924 kWh of power, which equates to \$751,501 in energy savings at the Irvington Pump Station.

The District also completed a solar car port within the Alvarado Treatment Plant in September of 2011. The system consists of 637 solar panels and is rated at 125 kW. Through November 30, 2014, the solar carport facility has generated a total of 861,719 kWh of power, which equates to \$139,671 in energy savings at the Plant.

USD has utilized cogeneration to reduce reliance on purchased electricity and heat the plant hot water loop (heat from the generator jacket is captured and used to maintain set temperatures in the closed plant hot water loop, maintaining digester temperatures) for many years. Between 2011 and 2012, the two small engines previously in use were beyond their planned end of life and performance was degrading, as evidenced in the performance data above.

A new USD cogeneration system was designed, and constructed as a result. The more efficient and capable system (two 850-kW engine generators) is now fully functional with optional upgrades available (ie. addition of a third engine, etc.). The new generators are currently producing some 65% of the electricity necessary to run the Plant and there is a pilot project underway to enhance Plant methane production.

NACWA 2015 Excellence in Management Recognition Program

Union Sanitary District

Pretreatment Activity

The USD Environmental Compliance Department’s goal is to “effectively and efficiently implement environmental protection and compliance programs; to protect District personnel and facilities, public safety, and the environment from deleterious discharges; to preserve resources for beneficial use and reuse; to be responsive to the needs of the District, business community, and the general public; and to provide innovation and leadership in the areas of pollution prevention and industrial and commercial environmental compliance.”

USD has 90 permitted Industrial Users in the FY 2015 Pretreatment Program, with a year to date performance record of 97% compliance overall. During the last three years (2013-2015), USD has issued twenty one Notice of Violations, twenty one Warning Notices, one Cease and Desist Order and one Administrative Order to permitted and non-permitted users. Twenty one total fines/penalties of varying dollar amounts have been assessed against users in the last 3 years. Our external sampling program is reviewed and adjusted accordingly.

USD developed and maintains a “Certificate of Merit” program for local Class 1 industrial dischargers, honoring those organizations that are 100% compliant with water quality requirements with a ceremony at the District, a framed certificate for display, and having their names published as honorees in the local Tri-Cities newspapers and on the District website.

USD received the US Environmental Protection Agency National Clean Water Act Recognition Award for Outstanding Pretreatment Programs in 2008, and the Regional Administrator’s Environmental Award for Pharmaceutical Pollution Prevention in 2007.

USD is actively involved in the “Our Water, Our World” program (serving the SF Bay Area) that aims to raise public awareness about the effects that pesticide use has on human health and local water quality. The program is a partnership between water quality agencies, hardware stores and nurseries that gives consumers information about controlling home and garden pests without toxins. USD also collaborates with Washington Hospital Healthcare System and Haller’s pharmacies to provide a program that allows residents to safely and responsibly dispose of expired or unwanted medications at their convenience.

USD offers free outreach presentations to fifth grade classrooms explaining ways to prevent pollutants from entering both the sanitary sewer system and the storm drain system (which leads directly to our creeks, streams and the Bay). USD representatives have taught over 3,000 school children that there is a big difference between the sanitary sewer and the storm drain system.

Some of the performance measures for the pretreatment program include the following:

Objectives	Measures	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr		FY 15 To Date	FY 15 Target	Comments/Progress Toward Target	FY14	FY13	FY12
Customer Perspective															
Deliver Public Outreach Programs	Achieve the P2 Report Goal (40% of 119 classrooms=48 presentations)	0	percent	27.08	percent						48 100%	Q1: No classes Q2: 13 classes Q3: Q4:	144%	144% 69	104% 50
	% of positive comments from teachers	N.A.	percent	100	percent						100%	Q1: No classes Q2: 9 evaluations	100%	100% 30	100% 10
Financial Perspective															
Invoice appropriate fees for recovery of cost from enforcement actions. (for facilities not using fees for supplemental environmental project)	% of violating IUs invoiced	100	percent	none	percent						100%	Q1: 3 of 3 NOVs invoiced Q2: No Issued NOVs Q3: Q4:	100%	100% 6	100% 16
Internal Processes															
Ensure Industrial violations are appropriately addressed	% of violations addressed with corrective measures to achieve compliance with all ordinances	100	percent	100	percent						100%	Q1: 3 NOVs, 3 WL, and 1 C&D all addressed with corrective measures Q2: 1 AO, 4 WL	100%	100% 17	100% 27
Monitor compliance of industrial and commercial businesses	% Actual scheduled sampling completed	28.28	percent	51.14	percent						100% 923est	Q1: 261 samples (246 scheduled) Q2: 211 samples (169 scheduled)	115%	804 98% 823 101% 19 2%	114% 928

Climate Change Adaptation or Mitigation Activity

The Union Sanitary District (USD) is committed to secure and protect its wastewater infrastructure assets. This commitment involves long-term protection from the impacts of sea-level rise. Along with communities around the San Francisco Bay Area, USD is working to address impending sea level rise and other climate change impacts, and develop adaptation strategies and actions that will reduce vulnerability to the effects of rising sea levels. USD has participated in some of the significant efforts made in the San Francisco Bay Area to coordinate response, preparation, and adaptation to sea level rise impacts, including the Adapting to Rising Tides (ART) project.

In September 2013, USD hired ESA PWA Environmental Hydrology to assess the vulnerability of the District's infrastructure to sea level rise, including its raw wastewater twin force mains, lift stations and pump stations, and the District Administration Building and Alvarado Wastewater Treatment Plant. Findings from that preliminary assessment have been incorporated into the District's climate change adaptation strategy.

First, a comprehensive asset inventory and criticality ranking strategy was developed for District assets. This was accomplished by physical a site reconnaissance, including USD subject matter experts. Access to key infrastructure was also assessed. Inundation mapping was prepared for both low and high sea-level rise estimates for the study area. A numerical hydrodynamic model was then used to interpolate local sea level rise estimates at different locations around the Bay. Different scenarios were created and impacts considered during the assessment. Each infrastructure category was assessed in terms of its location, type of hazard, proximity to hazard, mode of failure, severity of damage, risk of damage, and vulnerability.

Based on the results of the vulnerability assessment, potential adaptation measures were developed and incorporated into capital project planning checklists at the District. Adaptation measures on new construction (as necessary) include raising access roads, raising manholes, raising of levees, relocation of assets, or combination measures. Current Site studies are taking the preliminary assessment to the next level. USD builds all new facilities at least 14" higher to accommodate the potential for rising tides and will build a levee road around the existing Alvarado Treatment Plant as a countermeasure in the future.

Additionally, there is currently a Board approved pilot underway to generate more biogas via codigestion of acquired waste organic products to offset the use of purchased natural gas as part of the Districts climate change mitigation strategy. Electricity production is measured on scorecards.

Lastly, since 1988, USD has provided effluent water to the Hayward Marsh (in partnership with the East Bay Regional Parks Department) in support of studies on the potential impacts of mercury levels evidenced on the flora and fauna in the area, which hosts endangered bird species. This arrangement is key in habitat creation supported by a proven natural nutrient removal process.

The District measures the number of projects and programs benefitting the environment on scorecards as a mechanism for verifying the effectiveness of the climate change strategy.



Summary of the EBDA Commission Meeting

Thursday, August 13, 2015 at 9:30 a.m.

Prepared by: P. Eldredge

- Commissioners Handley, Dias, Johnson, Mendall, and Reed were present.
- The Consent Calendar was approved unanimously and included the Commission Meeting Minutes, List of Disbursements, and Treasurer's Report.
- The Commission unanimously approved the reports from the General Manager, Managers Advisory, Financial Management, and Operations & Maintenance committees. The following items were discussed:
- **General Managers Report** discussed the status of the BACWA report on nutrient reduction (see attached PowerPoint). The annual report is due to the Water Board in October and will be presented to the Regulatory Committee. The draft report from the consultants for each facility will be shared with the facility in the late fall.
- **Managers Advisory Committee (MAC)** met with the General Manager on August 12, 2015. The City of Sunnyvale presented their master plan for recycled water. The Committee was updated on the Authority's recycled water strategies. The MAC reviewed the submitted proposals for the Hayward Effluent Pump Station and discussed the selection process.
- **Financial Management Committee** approved the July list of disbursements and Preliminary Treasurer's Reports. The Committee reviewed historic trends of the Repair and Replacement Fund (RRF). The Committee requested staff provide RRF and CIP projected costs over the next 15 years.
- **Operations and Maintenance (O&M) Committee** met with the General Manager on August 10, 2015 and was updated on EBDA performance. The Committee discussed the status of the AEPS (Alvarado Effluent Pump Station) No. 1 Final Effluent Pump Refurbishment which is expected to be operational in August 2015. The Oro Loma Effluent Pump Station PLC replacement project is on schedule to be completed in early September. Underwater Resources, Inc. (URI) was selected to be the contractor for the Outfall Pipe Inspection Project. Staff is currently negotiating a contract with URI for the MAC and Commission to review at a future Commission meeting.



Potential Nutrient Reduction by Treatment Optimization and Treatment Upgrades – An Update

BACWA Board Meeting
San Francisco
14 August 2015

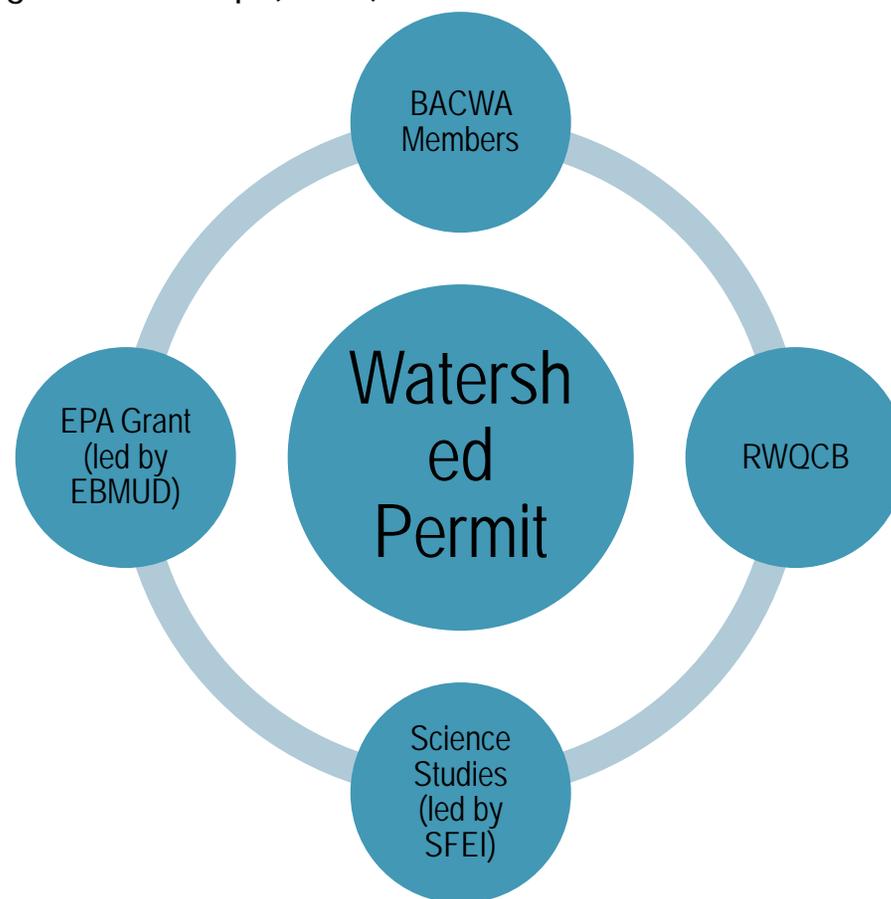


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Regional Watershed Permit Acknowledgements

BACWA Consultant Management Group (CMG)

- Greg Baatrup
- Mike Connor
- Vince De Lange
- Joanna De Sa
- Lorien Fono
- Stefani Harrison
- Teresa Herrera
- Jean-Marc Petit
- Amanda Roa
- Jason Warner
- Dave Williams
- Bhavani Yerrapotu



HDR/BC Site Visit Teams:

- Ken Abraham
- Mike Falk
- Amelia Holmes
- Scott Joslyn
- Holly Kennedy
- Dennis Livingston
- Rion Merlo
- JB Neethling
- Mallika Ramanathan
- Linda Sawyer
- Eric Wahlberg

Outline

- Upcoming Milestones
- Background
- Group Annual Report Update
- Optimization and Upgrade Update
 - Optimization/Sidestream
 - Upgrades
 - Sample Report Highlights
- Next Steps
- Observations



Upcoming Key Milestones



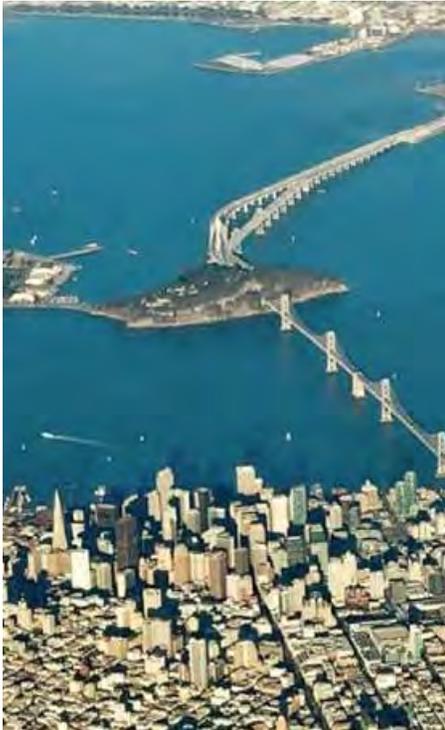
- Sept 2015: Conclude Site Visits

- October 1, 2015: Group Annual Report Submittal

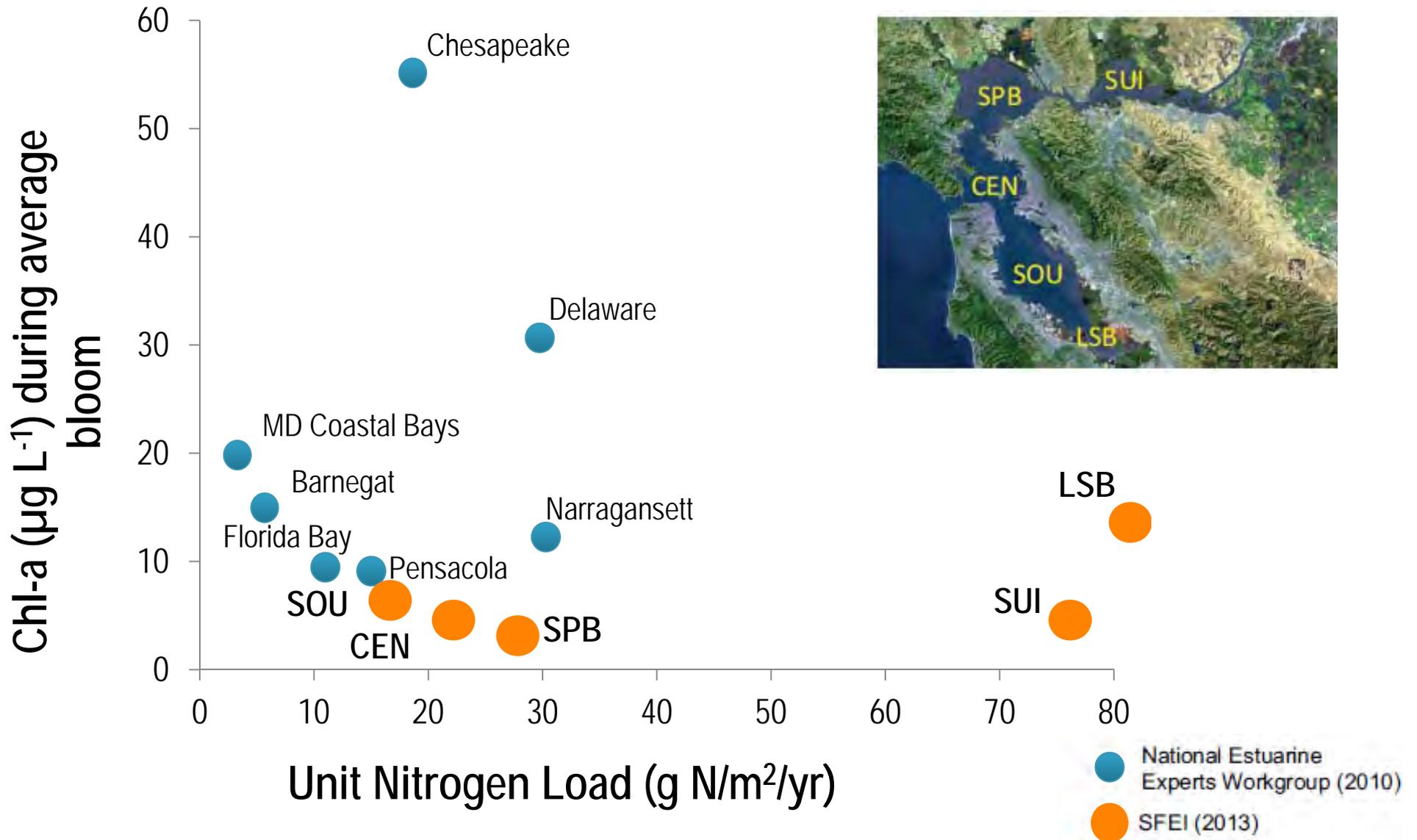
- Winter 2016: Watershed Permit Draft Report

- July 1, 2018: Watershed Permit Report Submittal

Background



How Do SF Bay Loadings Compare



Watershed Permit



EDMUND G. BROWN JR.
GOVERNOR



MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

San Francisco Bay Regional Water Quality Control Board

ORDER No. R2-2014-0014
NPDES No. CA0038873

WASTE DISCHARGE REQUIREMENTS FOR NUTRIENTS FROM MUNICIPAL WASTEWATER DISCHARGES TO SAN FRANCISCO BAY

The following dischargers are subject to waste discharge requirements (WDRs) set forth in this Order, for the purpose of regulating nutrient discharges to San Francisco Bay and its contiguous bay segments:

Table 1. Discharger Information

Discharger	Facility Name	Facility Address	Minor/ Major
		151 Menlo Park Blvd	

37 Participating Plants



- SUI – Suisun Bay
- SPB – San Pablo Bay
- CEN – Central Bay
- SOU – South Bay
- LSB – Lower South Bay

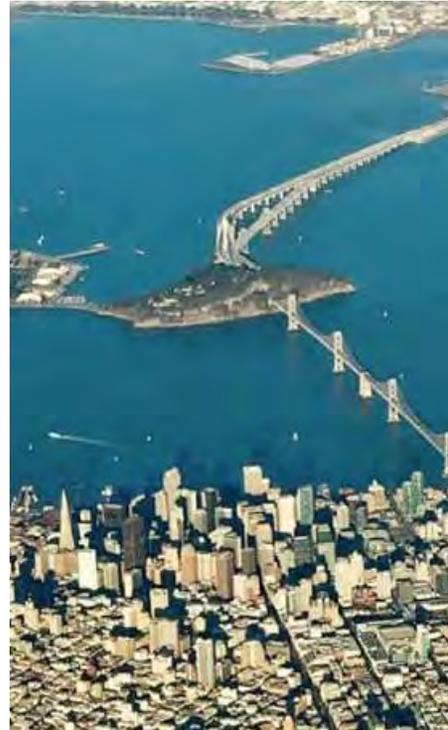
Nutrient Targets

Level	Study	Ammonia	Total Nitrogen (TN)	Total Phosphorus (TP)
Level 1 *	Optimization	--	--	--
Level 2 *	Upgrades	2 mg N/L	15 mg N/L	1.0 mg P/L
Level 3 *	Upgrades	2 mg N/L	6 mg N/L	0.3 mg P/L

* Seasonal impacts will be considered for each level:

- Dry Season – May 1 to September 30
- Wet Season – October 1 to April 30

Group Annual Report Update



Group Annual Report – Due October 1, 2015

- Data Collection/Review
 - 13267 Letter Data (2011-2014)
 - CIWQS (2014-2015)
- Data Analysis and Reporting
 - Data trending by plant type and sub-embayment



Table 2-4. Annual Nutrient Loads Discharged from WRRFs – Total Phosphorus

Facility Name	Subembayment	2012/13	2013/14	2014/15	Trend
American Canyon, City of					
Benicia, City of					
Burlingame, City of					
Central Contra Costa Sanitary District					
Central Marin Sanitation Agency					
Delta Diablo					
American Canyon, City of					
Benicia, City of					
Burlingame, City of					
ETC					

Table 2-5. Annual Flows Discharged to Subembayments

Facility Name	2012/13	2013/14	2014/15	Trend
Central Bay				
Lower South Bay				
San Pablo Bay				
South Bay				
Suisun Bay				
Total				

Table 2-6. Annual Nutrient Loads Discharged to Subembayments – Ammonia

Facility Name	2012/13	2013/14	2014/15	Trend
Central Bay				
Lower South Bay				
San Pablo Bay				
South Bay				
Suisun Bay				
Total				

Need to update for Vallejo in
San Pablo

Preliminary Flows Analysis (MGD)

Sub-Embayment	2012/2013	2013/2014	2014/2015	Trend
Suisun Bay	59	56	53	↓
San Pablo Bay	38	32	39	→
Central Bay	82	80	78	↓
South Bay	161	159	144	↓
Lower South Bay	124	116	119	→
Total	464	443	433	↓

Preliminary NH3 Loading (KG/Day)

Sub-Embayment	2012/2013	2013/2014	2014/2015	Trend
Suisun Bay	3,700	4,300	4,200	↑
San Pablo Bay	610	490	500	↓
Central Bay	9,300	9,900	9,800	→
South Bay	18,600	21,200	18,000	→
Lower South Bay	630	320	430	→
Total	32,840	36,210	32,930	→

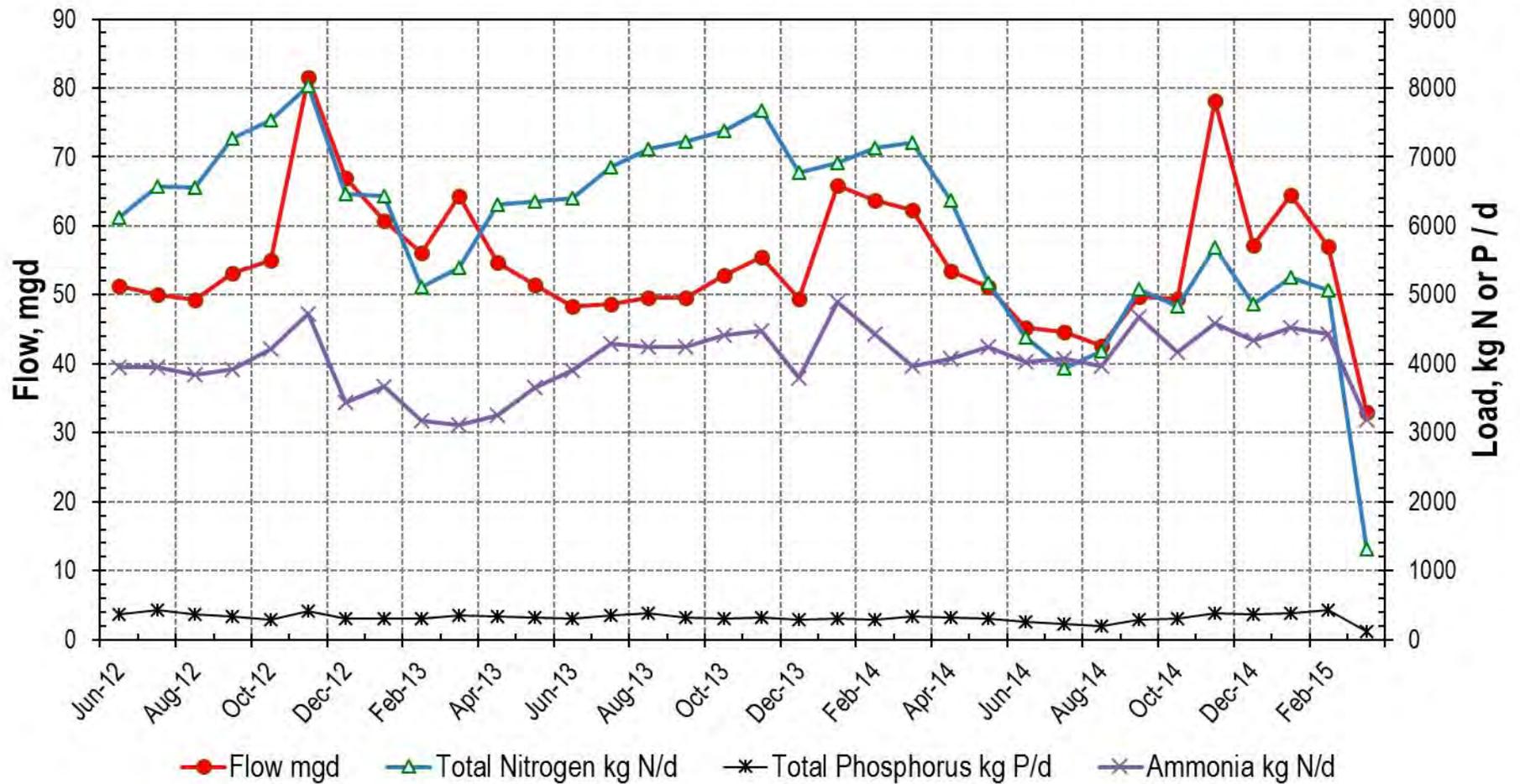
Preliminary Total N Loading (KG/Day)

Sub-Embayment	2012/2013	2013/2014	2014/2015	Trend
Suisun Bay	6,500	6,900	4,700	↓
San Pablo Bay	2,000	1,600	1,900	→
Central Bay	12,400	13,400	12,300	→
South Bay	22,700	24,700	18,300	↓
Lower South Bay	8,700	8,000	7,900	↓
Total	52,300	54,600	45,100	↓

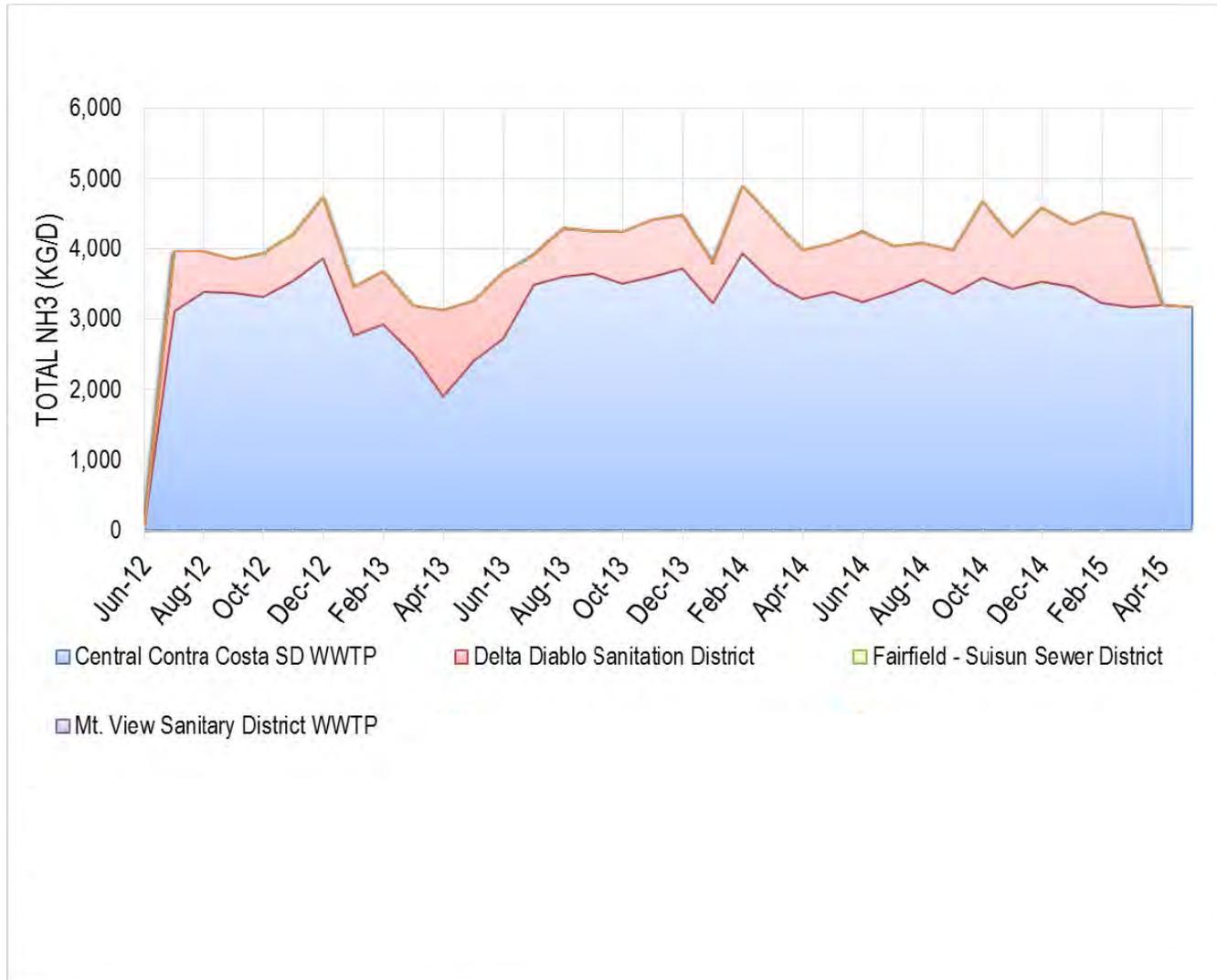
Preliminary Total P Loading (KG/Day)

Sub-Embayment	2012/2013	2013/2014	2014/2015	Trend
Suisun Bay	340	320	320	→
San Pablo Bay	310	250	280	→
Central Bay	1,200	1,100	1,000	↓
South Bay	1,200	1,300	750	↓
Lower South Bay	880	800	800	↓
Total	3,930	3,770	3,150	↓

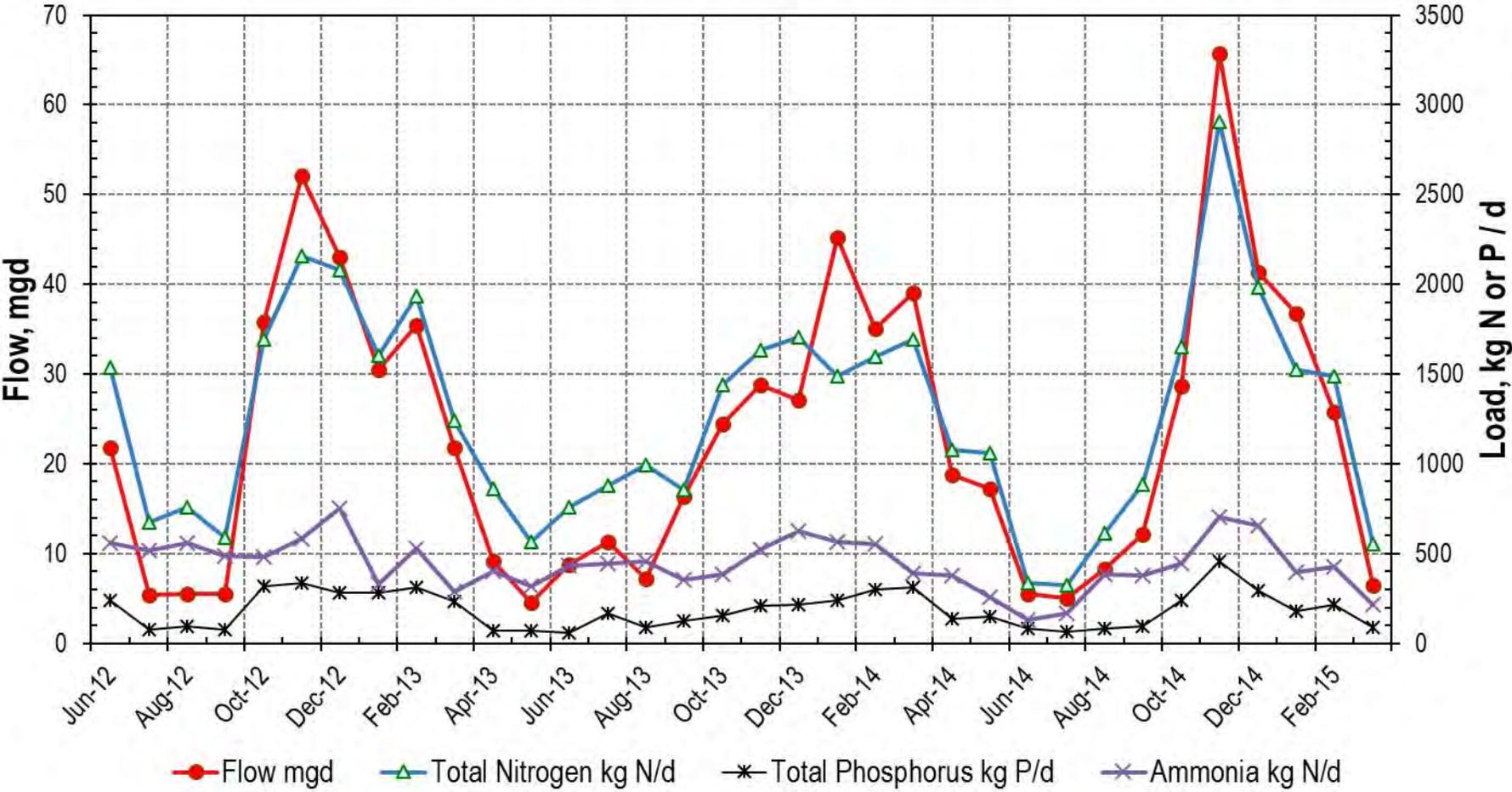
Preliminary Suisun Bay Results



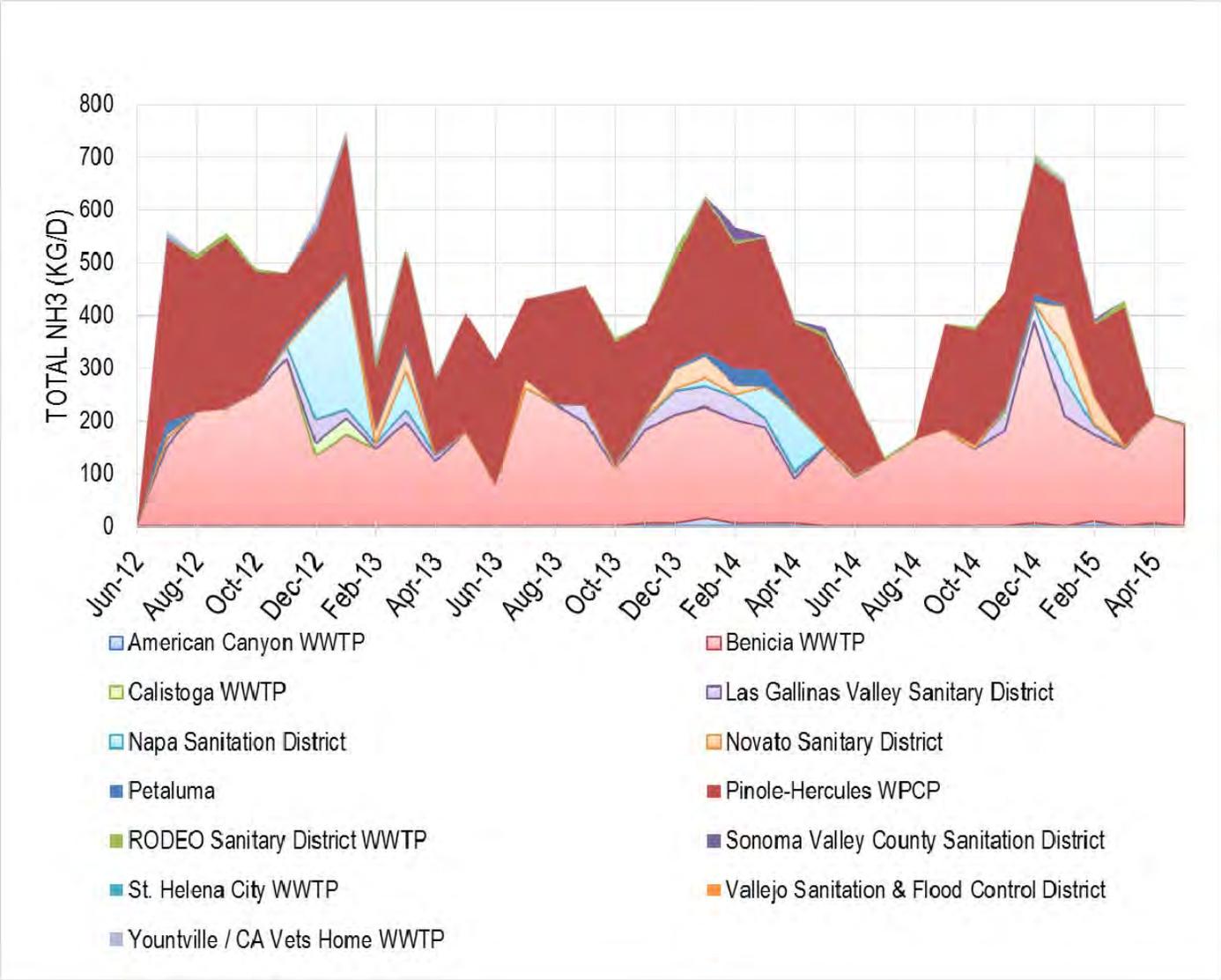
Preliminary Suisun Bay Results



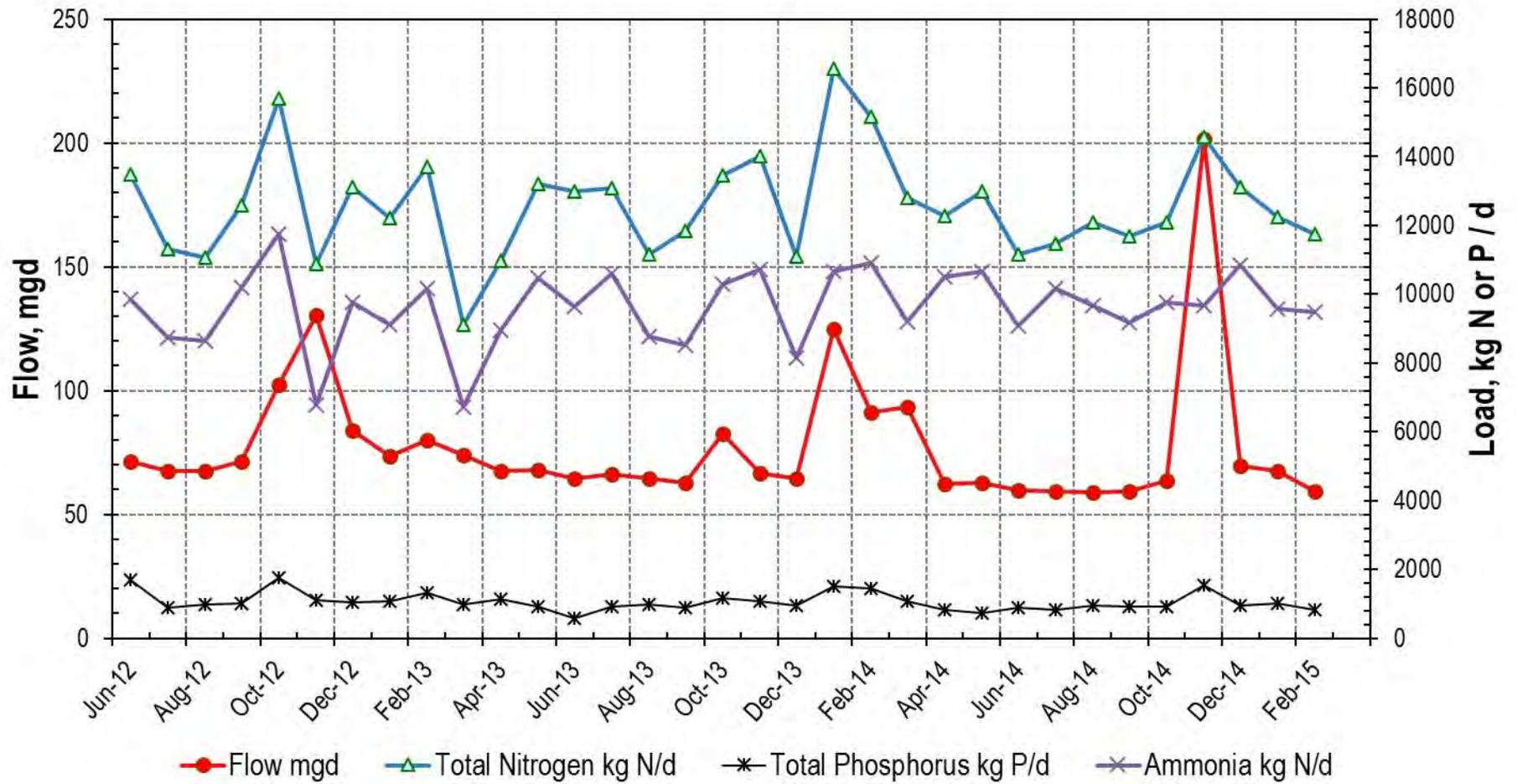
Preliminary San Pablo Bay Results



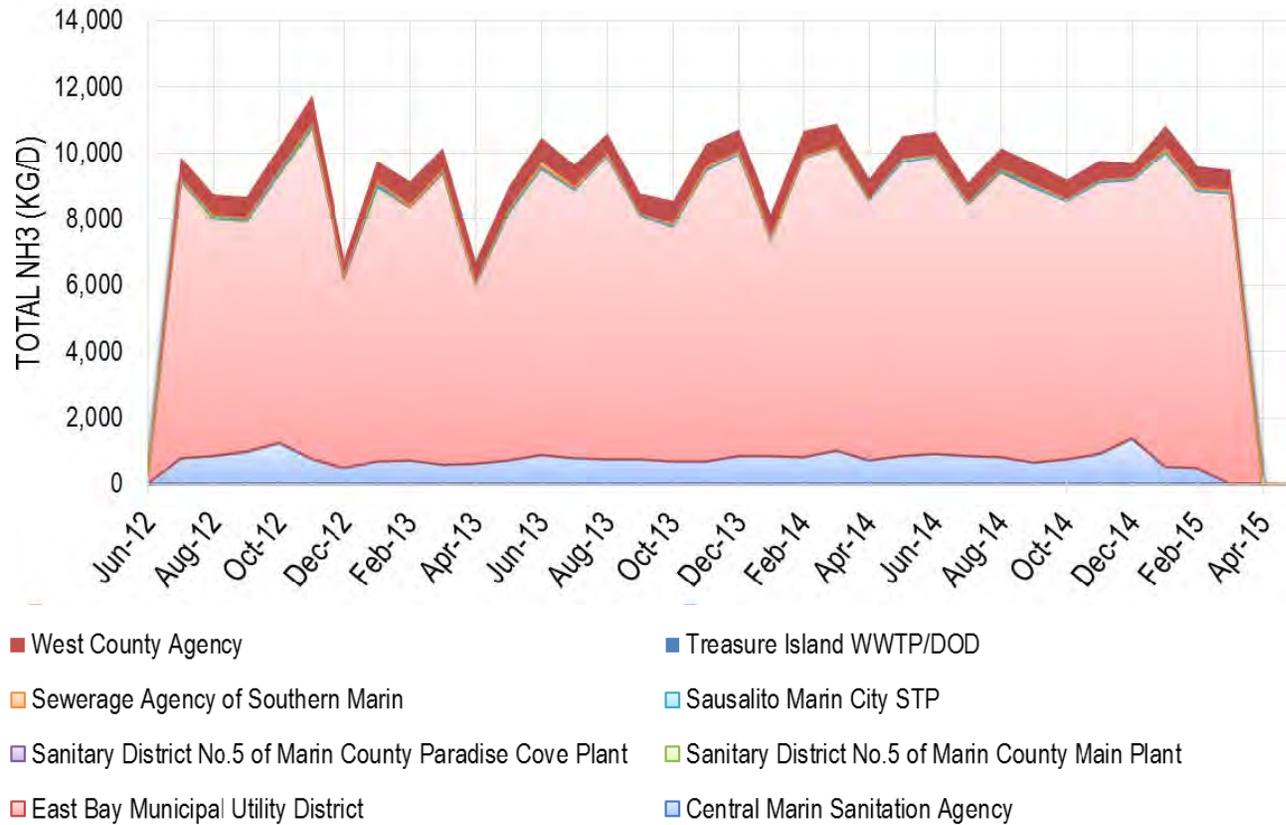
Preliminary San Pablo Bay Results



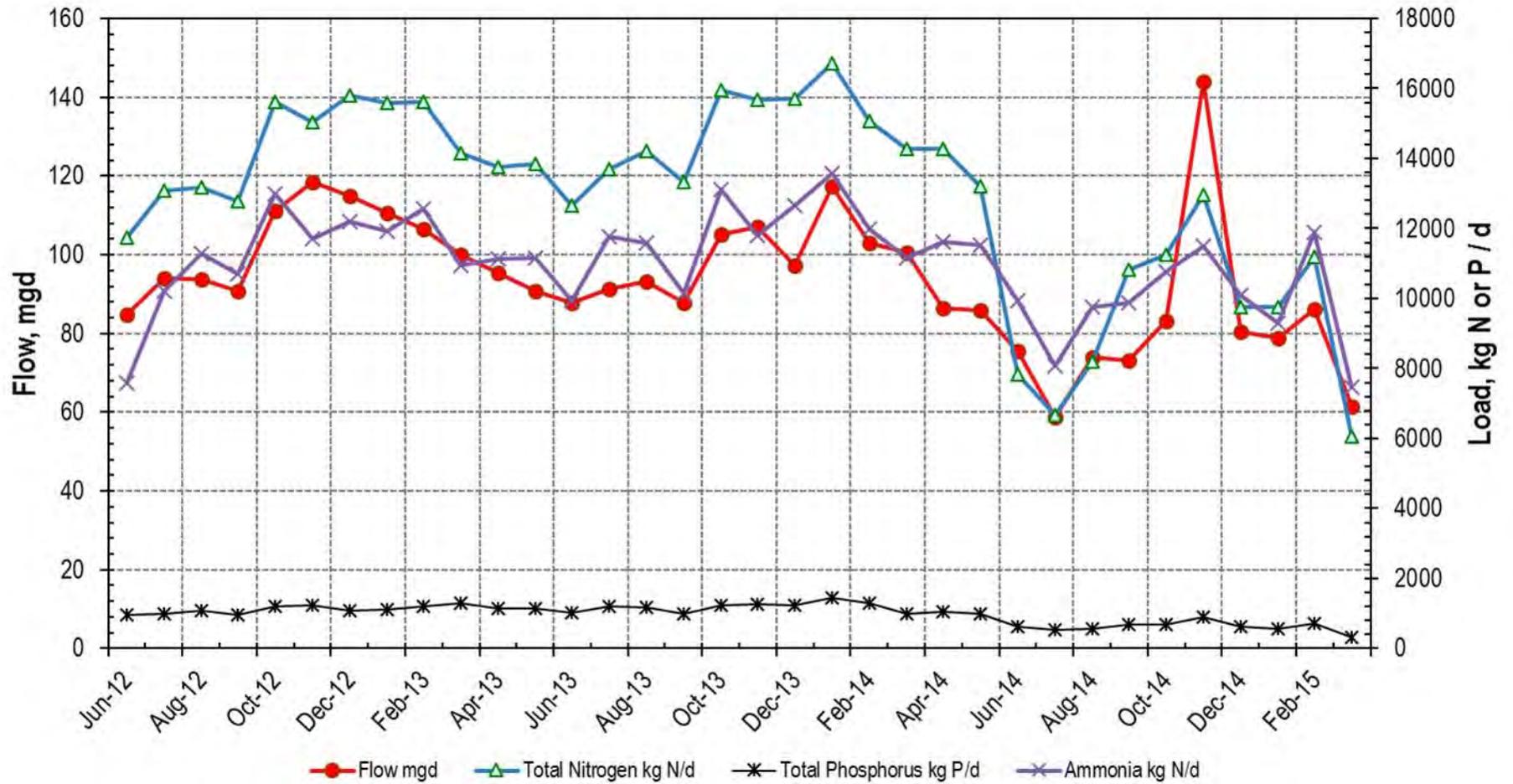
Preliminary Central Bay Results



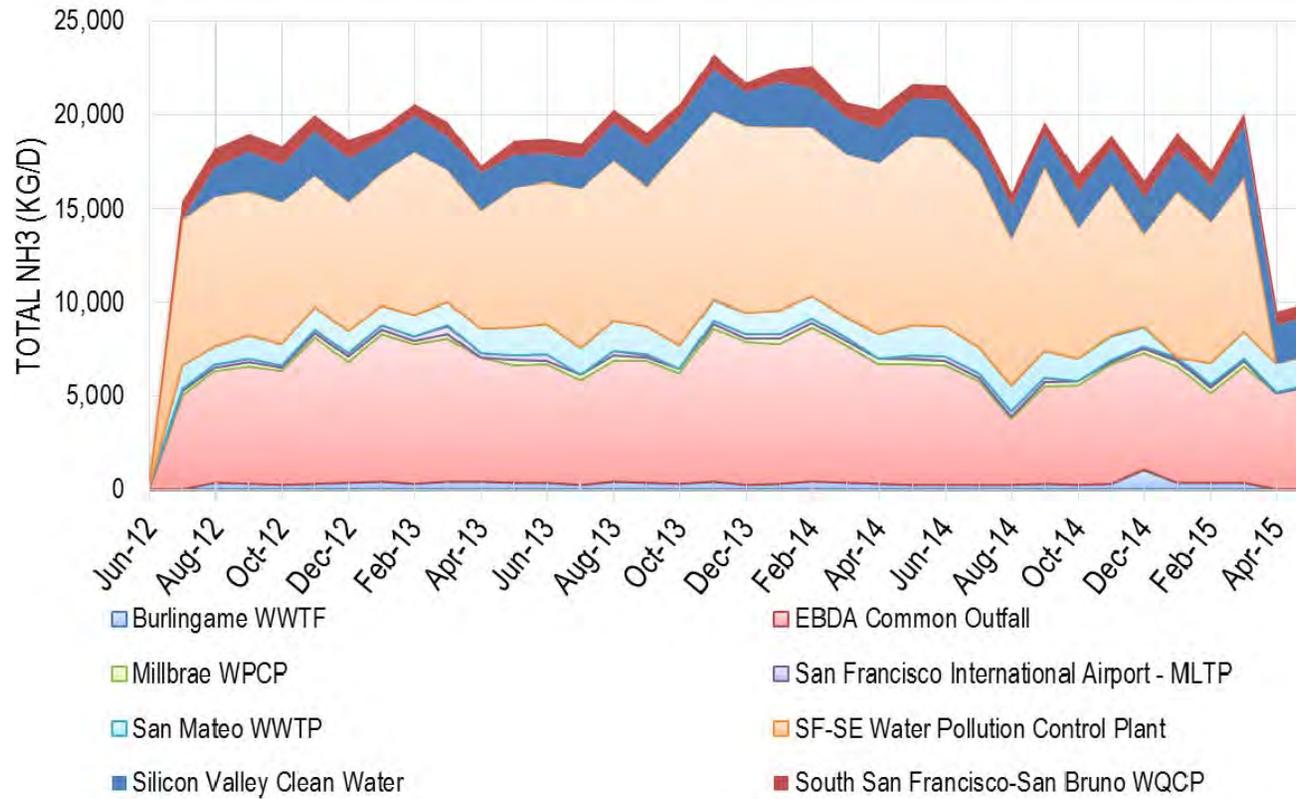
Preliminary Central Bay Results



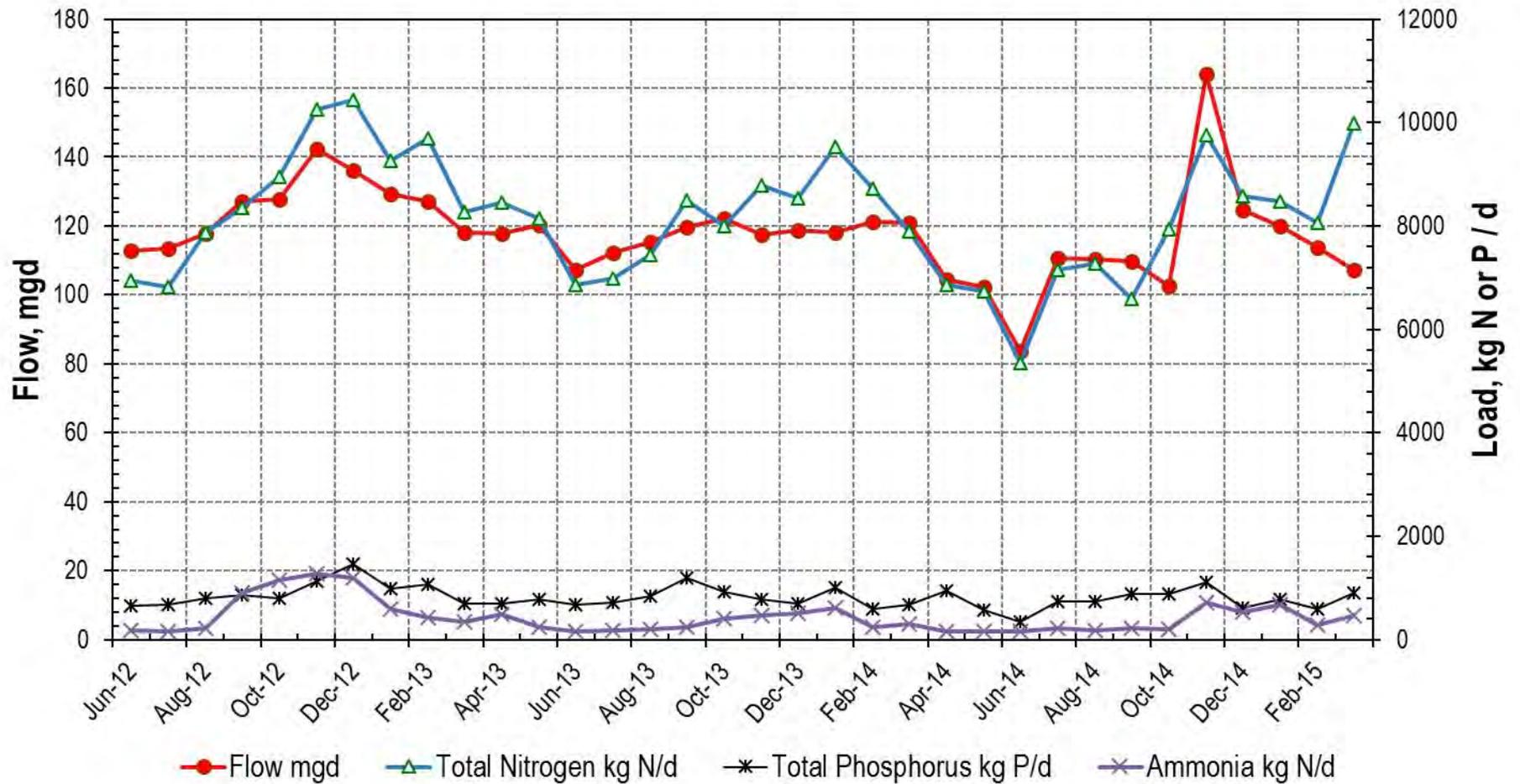
Preliminary South Bay Results



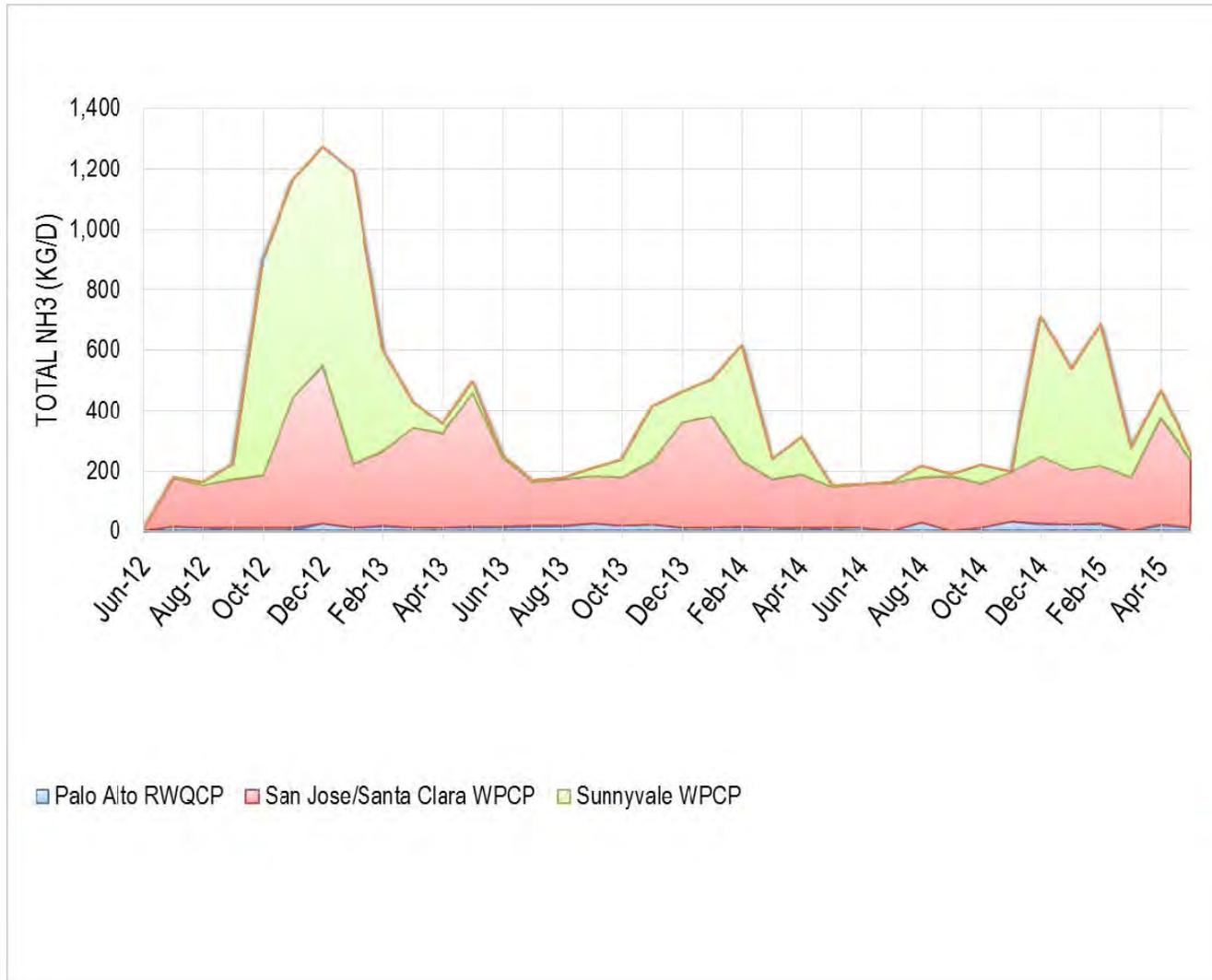
Preliminary South Bay Results



Preliminary Lower South Bay Results



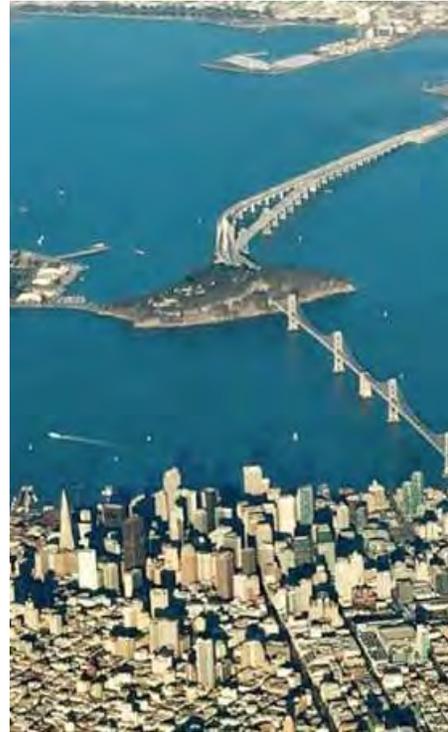
Preliminary Lower South Bay Results



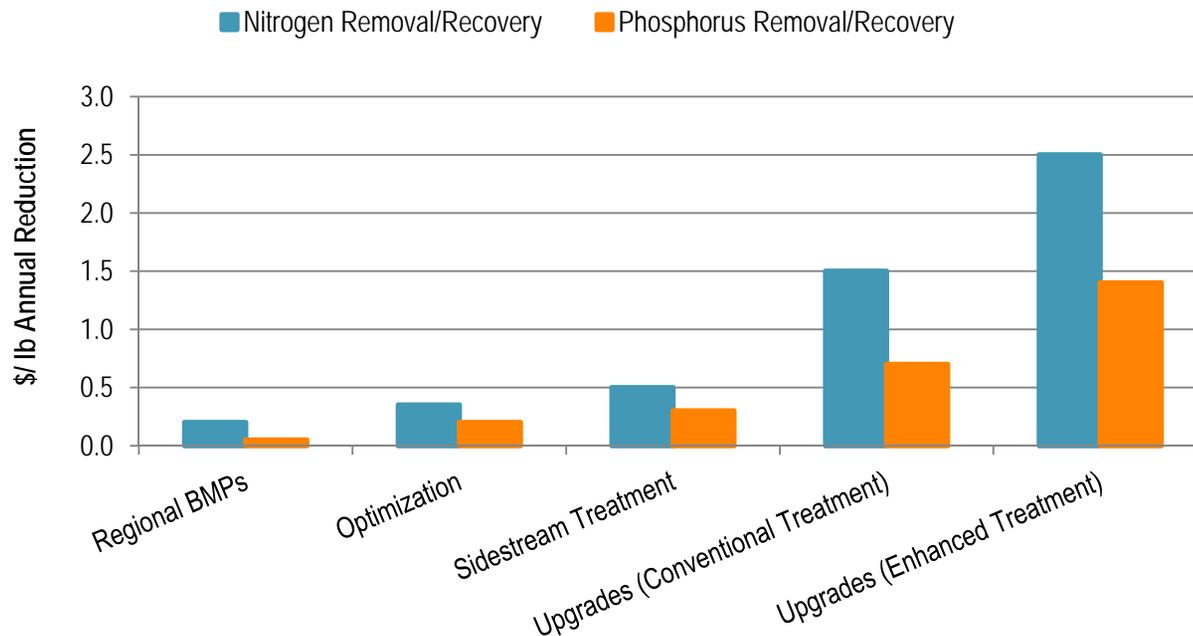
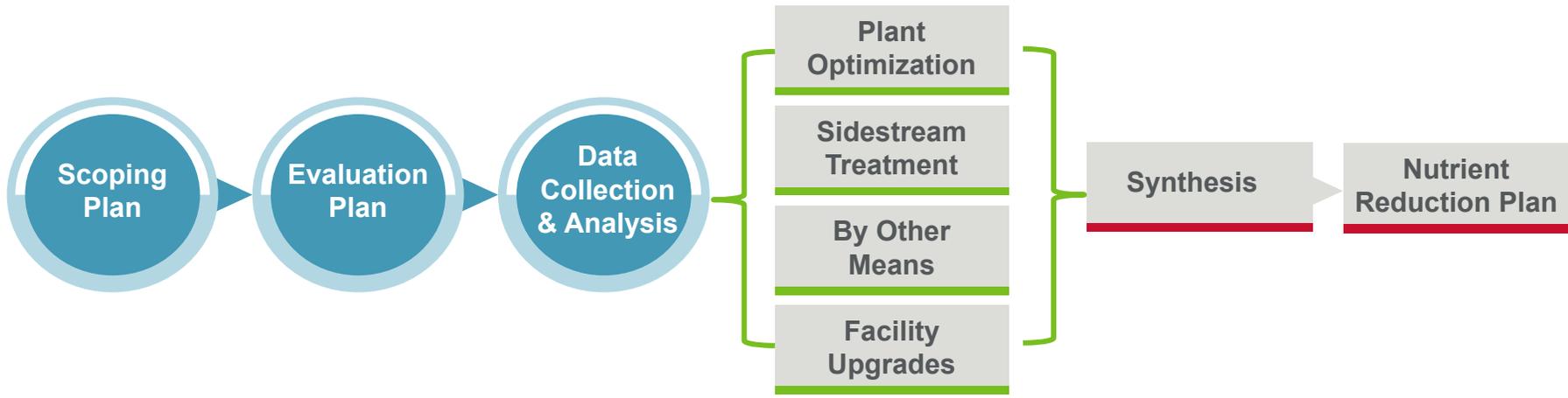
Summary

- Issue with data availability from March 2015 forward
 - Very limited data in June 2015
- Some data gaps / concerns
 - Ortho Phosphate data in 2014/15 seems too low compared to earlier years
 - In general, the 2014/15 data has errors and outliers that still need to be addressed
- Trends in existing data need further analysis due to data issues
- Additional data analysis is required before conclusions can be drawn

Optimization and Upgrades Update



Watershed Permit Approach



Site Visits



Potential Nutrient Reduction by Treatment Optimization and Treatment Upgrades

Facility Information	
Facility Name	
Address	
Facility Contact	
Date of Visit	
Facility Attendees	
Consultant Mgmt Group Attendees	
Consultant Process Engineer	
Consultant Operations Expert	
Describe Existing Nutrient Limits (if any)	Ammonia = 170 mg N/L AMEL and 220 mg N/L MDEL
Permitted Capacity	19.5 mgd ADWF; 31.1 mgd PWWF

Current Conditions		
Flow	Summer	Winter
Annual Average Flow, mgd	13.0	13.1
Peak Month, mgd	13.3	13.7
Max Day, mgd	14.3	17.0
Peak Hour Flow, mgd	19	31.5
TSS Loads (Marginal seasonal impacts)		
Annual Average, lb/d	38,500	38,900
Peak Month, lb/d	42,500	43,400
Max Day, lb/d	58,500	60,500
BOD Loads (Marginal seasonal impacts)		
Annual Average, lb/d	35,700	37,400
Peak Month, lb/d	38,700	41,700
Max Day, lb/d	42,300	54,300
Ammonia Loads (Marginal seasonal impacts)		
	Summer	Winter



Current Conditions		
Annual Average, lb/d	3,500	3,800
Peak Month, lb/d	3,800	4,100
Max Day, lb/d	3,800	4,400
TKN Loads (Marginal seasonal impacts)		
Annual Average, lb/d	5,400	5,700
Peak Month, lb/d	6,000	6,200
Max Day, lb/d	6,500	6,300
Ortho-P Loads (Marginal seasonal impacts)		
Annual Average, lb/d	360	370
Peak Month, lb/d	420	490
Max Day, lb/d	430	610
Total P Loads (Marginal seasonal impacts except for Max Day)		
Annual Average, lb/d	690	700
Peak Month, lb/d	760	780
Max Day, lb/d	2,100	900

- The current flows and loads are in-line with the Master Plan historical and projected flows and loads. The current flows and loads show marginal seasonal impacts on flows and loads.
- The max day summer total P loads are high due to phosphorus in the solids return stream from the Recycled Water Facility (RWF). Delta Diablo adds ferrous chloride (FeCl₂) to their sewer at the Pittsburg and Antioch pump stations (PS) and alum at the ActiFlo® process located at the RWF.

Documentation (check all available documents)	
<input checked="" type="checkbox"/>	Current Master Plan
<input checked="" type="checkbox"/>	PFD
<input type="checkbox"/>	Facility Plan
<input type="checkbox"/>	Sea Level Rise Report

Optimization



Optimization Concepts

- Use offline tankage
- Operate in split treatment mode
- Modify operational mode (e.g., raise SRT)
- Modify blower set points
- Add chemicals
 - P removal
 - To unlock downstream capacity
- Shut down aeration to create anoxic zones
- Process control instrumentation
- Add internal recycle for denitrification



Optimization Findings

- Site visits have tracked fairly well with original list of options
- Large portion of facilities can do CEPT
- Several facilities can remove ammonia in trickling filters
- Examples from site visits:
 - Unused tankage
 - CEPT
 - Nitrification in trickling filters



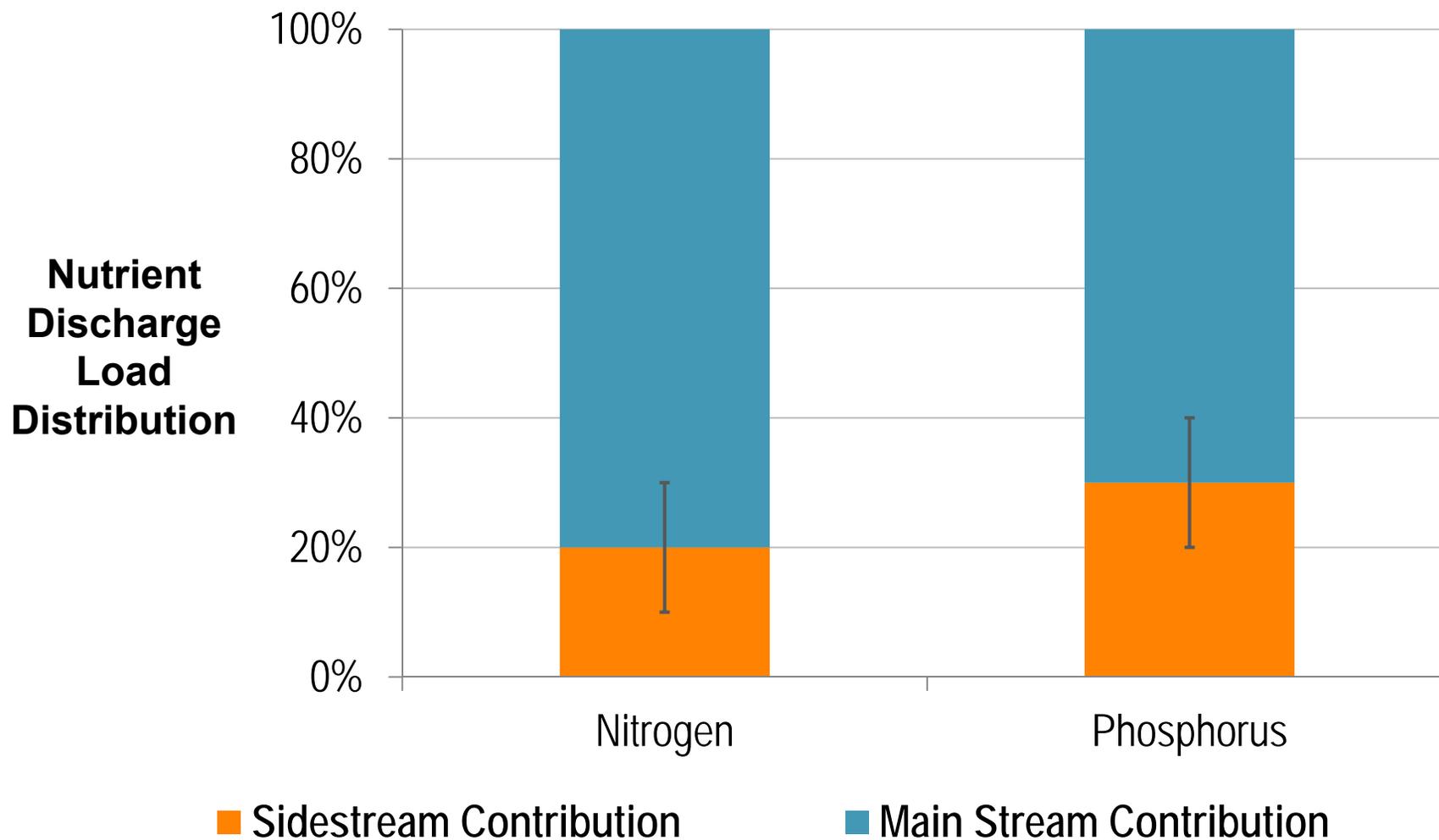
Optimization Potential

Concept	Nutrient	Removal Percentage, %	Comment
CEPT	Total P	65 to 85	<ul style="list-style-type: none"> • Limited to ortho-P Removal • Removal a function of chemical dose
Bio-P	Total P	65 to 85	<ul style="list-style-type: none"> • Limited to ortho-P Removal • Struvite concerns
Nitrify in Tricking Filters	Ammonia	5 to 50	<ul style="list-style-type: none"> • Needs >1 TF • Limited by loading (10 versus 150 lb/c/cf) • Ability to control loading between TFs
Seasonal Nitrification	Ammonia	25 to 85	<ul style="list-style-type: none"> • Difficulty going in/out nit • Depends on whether split or all basins treated (85 if all) • Reduced biosolids/biogas • Foam concerns
Seasonal Nit/Denite	Total N	25 to 50	<ul style="list-style-type: none"> • Requires anoxic selector (basin mods) • Limited to RAS recycle • Difficulty going in/out nit • Reduced biosolids/biogas • Foam concerns

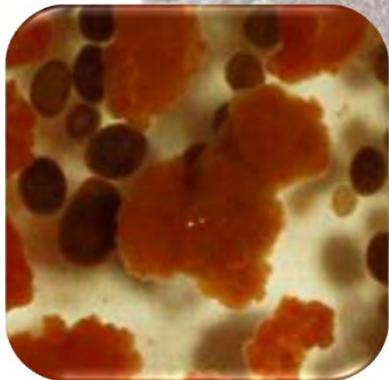
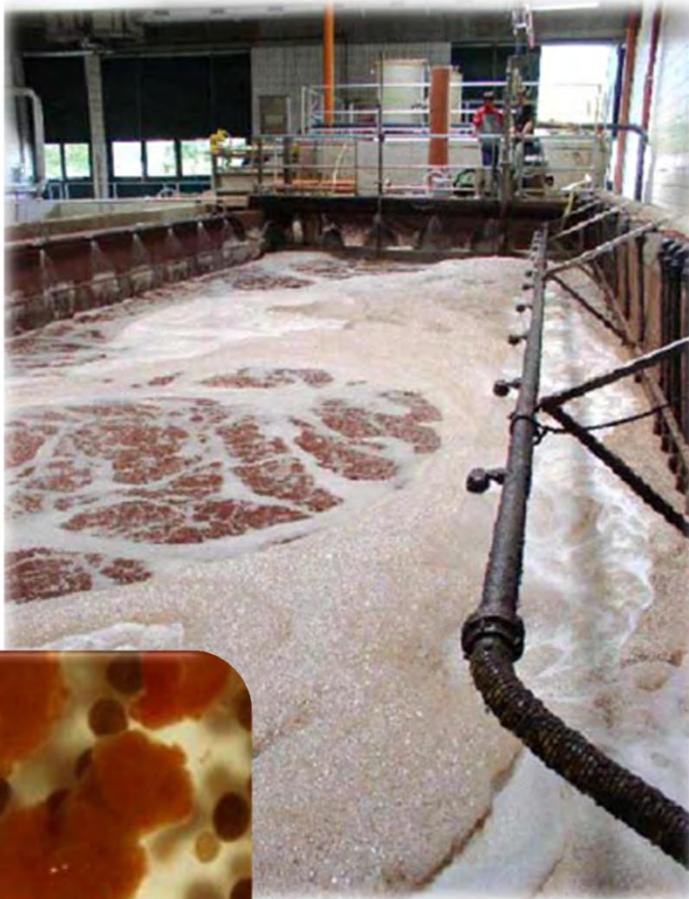
Sidestream Treatment



Typical Sidestream Load Contributions



Sidestream Treatment - Deammonification Technologies



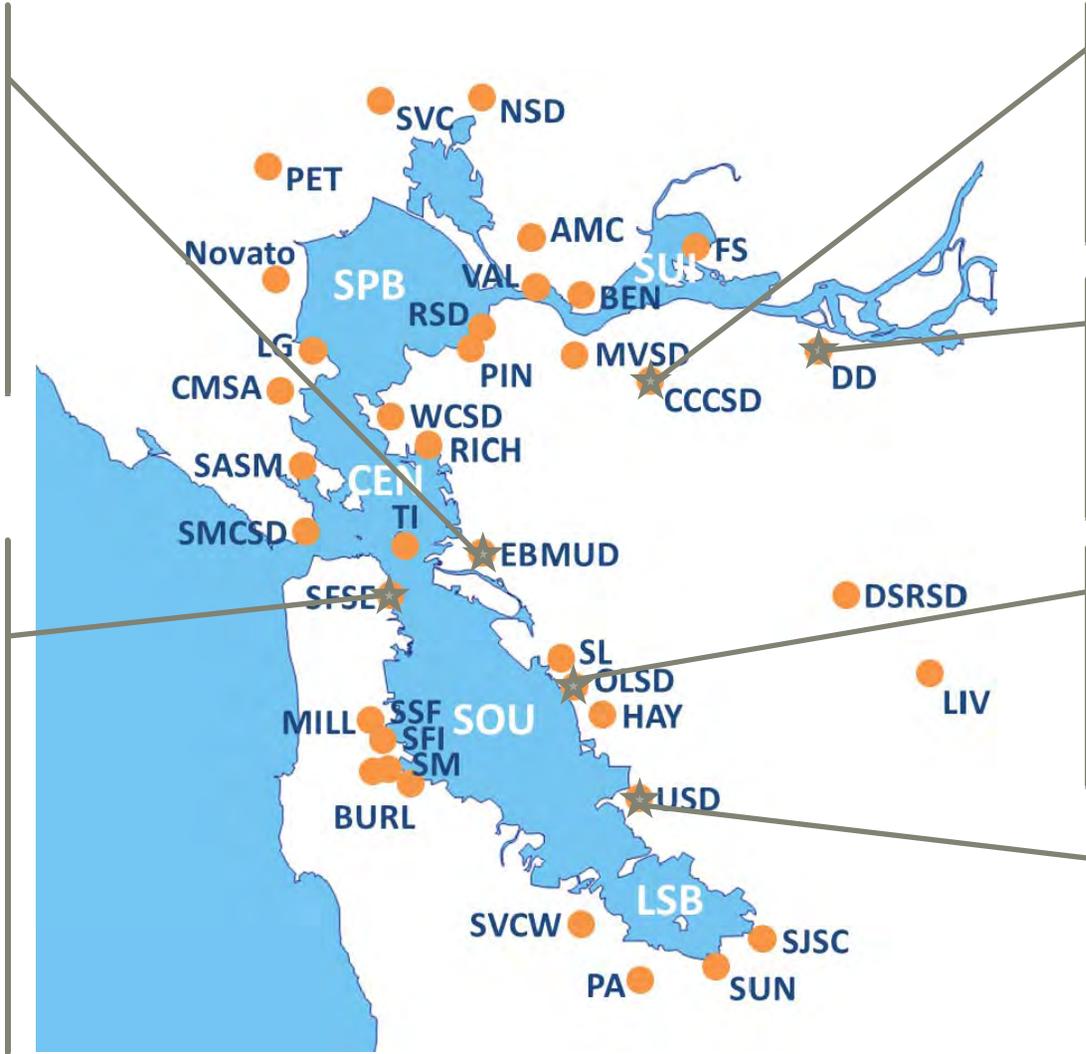
■ Benefits

- Anaerobic Environ. (low energy)
- Oxygen savings (60%)
- Alkalinity savings (60%)
- No external carbon source
- Compact footprint

EPA Grant – Piloting Efforts

EBMUD:
 Deammonification
 • Suspended growth
 • Attached growth
Completed

SFPUC:
 Deammonification
 • Suspended growth
 • Attached growth
 • Biozeolite
On-going



CCCSD:
 Zeolite/
 Anammox
On-going

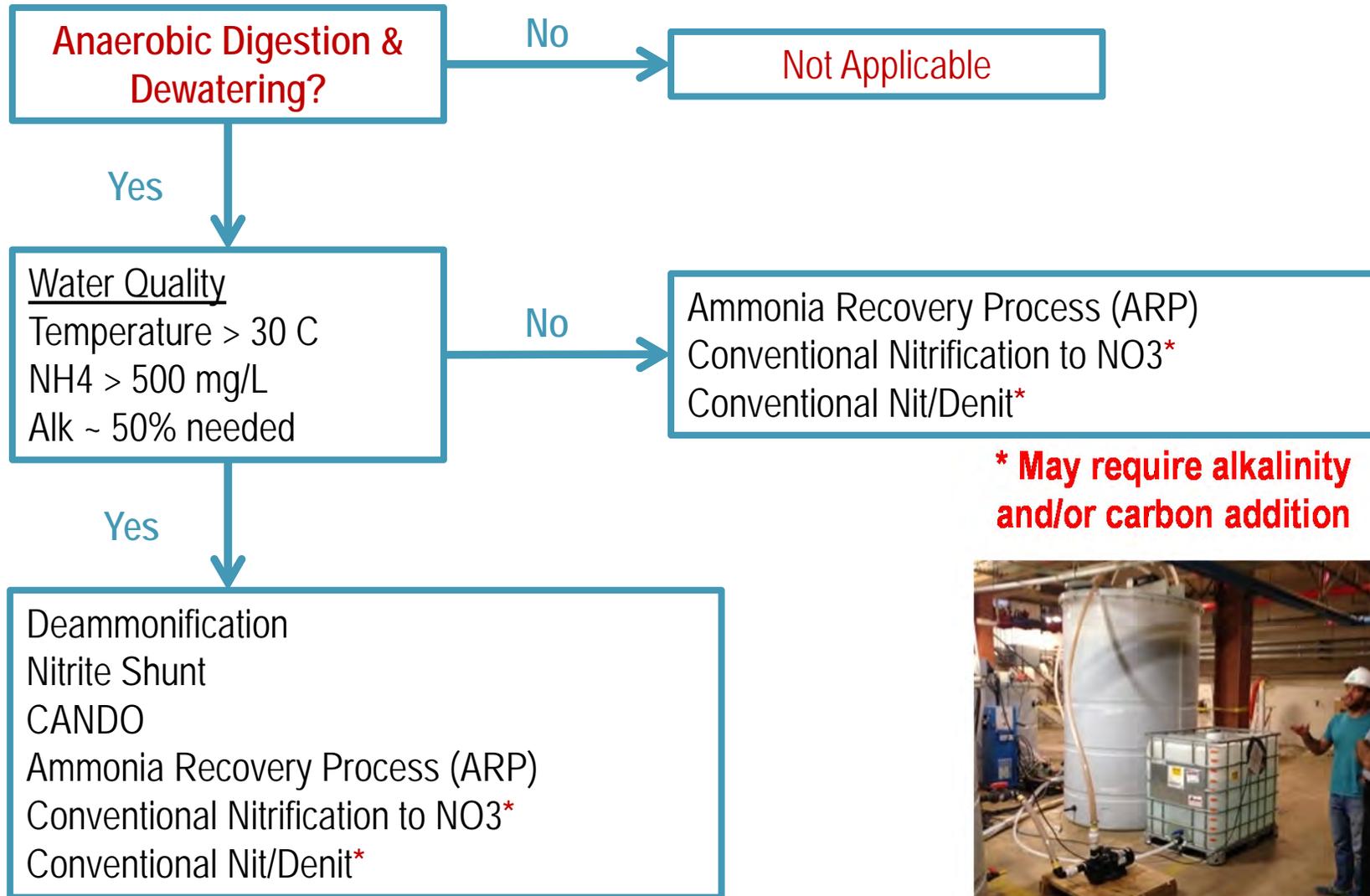
DD:
 CANDO
Completed

OLSD:
 Zeolite/
 Anammox
On-going

USD:
 Krüger
 AnitaMox™
Completed

CANDO = Coupled Aerobic-anoxic Nitrous Decomposition Operation process, DD = Delta Diablo, OLSD = Oro Loma Sanitary District
 USD = Union Sanitary District; SFPUC = San Francisco Public Utilities Commission

Sidestream Treatment

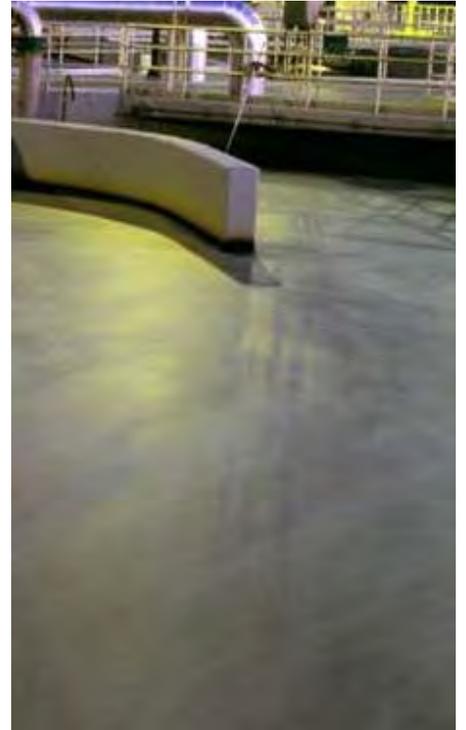


Sidestream Findings

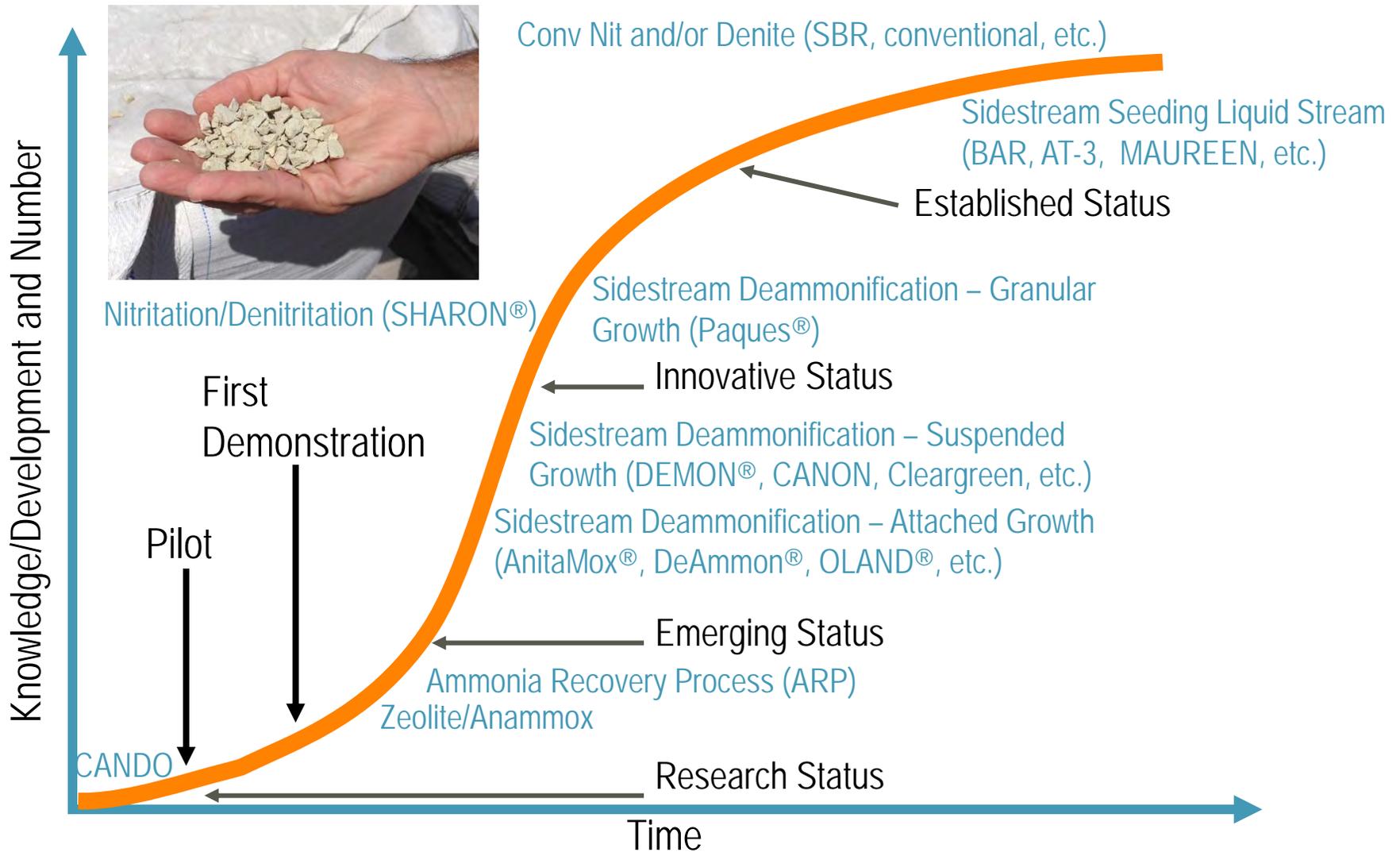
- 32 out of 37 plants are potential candidates for sidestream treatment
- Additional sampling:
 - 3 samples collected/analyzed in July 2015
- Most smaller plants were not aware of nutrient load contributions from sidestream treatment
- Most plants are candidates for deammonification technologies
- Examples from site visits:
 - Flow management
 - Conventional nitrification
 - Deammonification
 - Steam stripping



WRRF Upgrades



Utilize Established Technologies to Determine Cost and Footprint Sizing



Adapted from Tetra Tech (2013) and Parker et al. (2011)

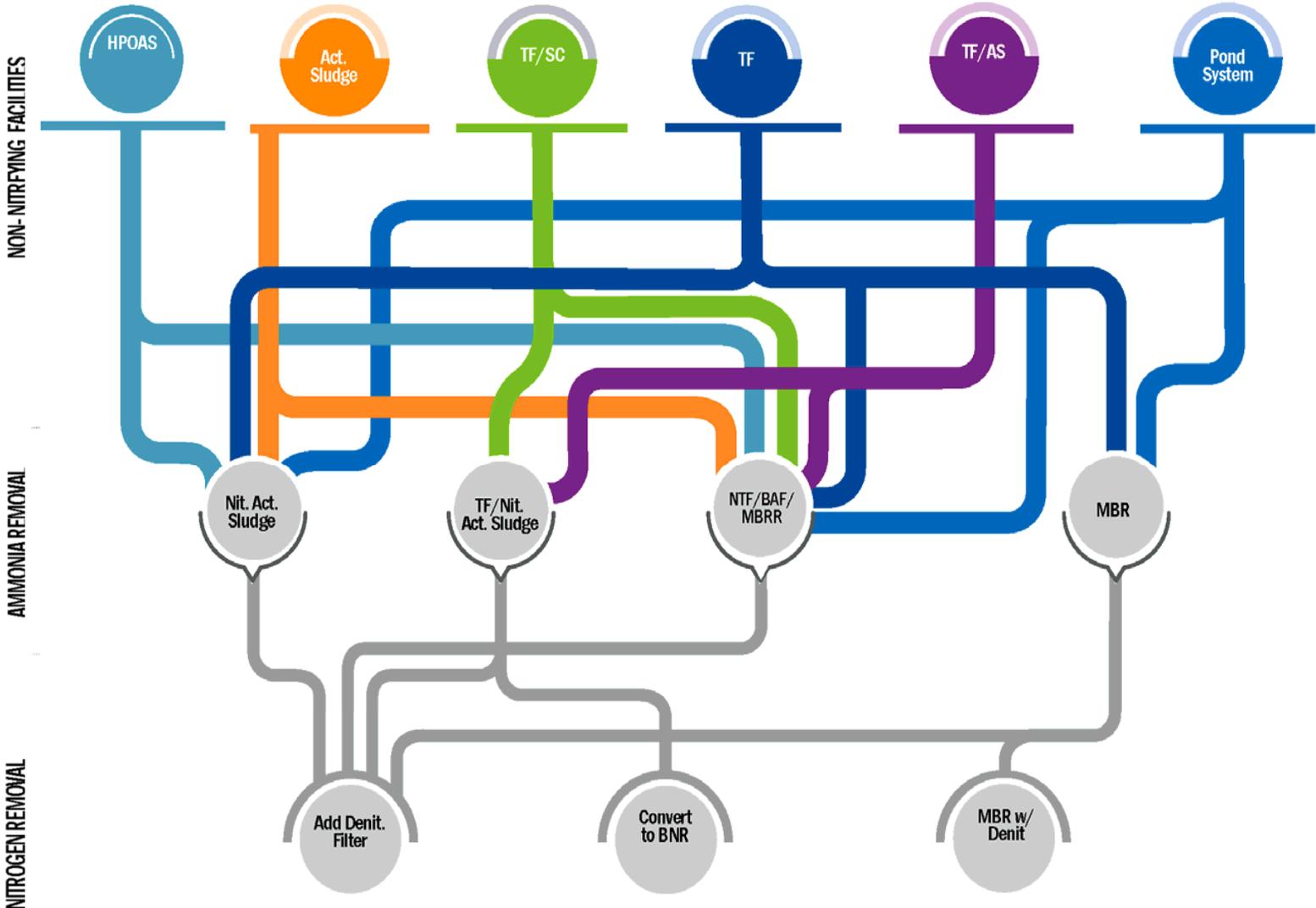
Distilling Complexity Down to Simplicity



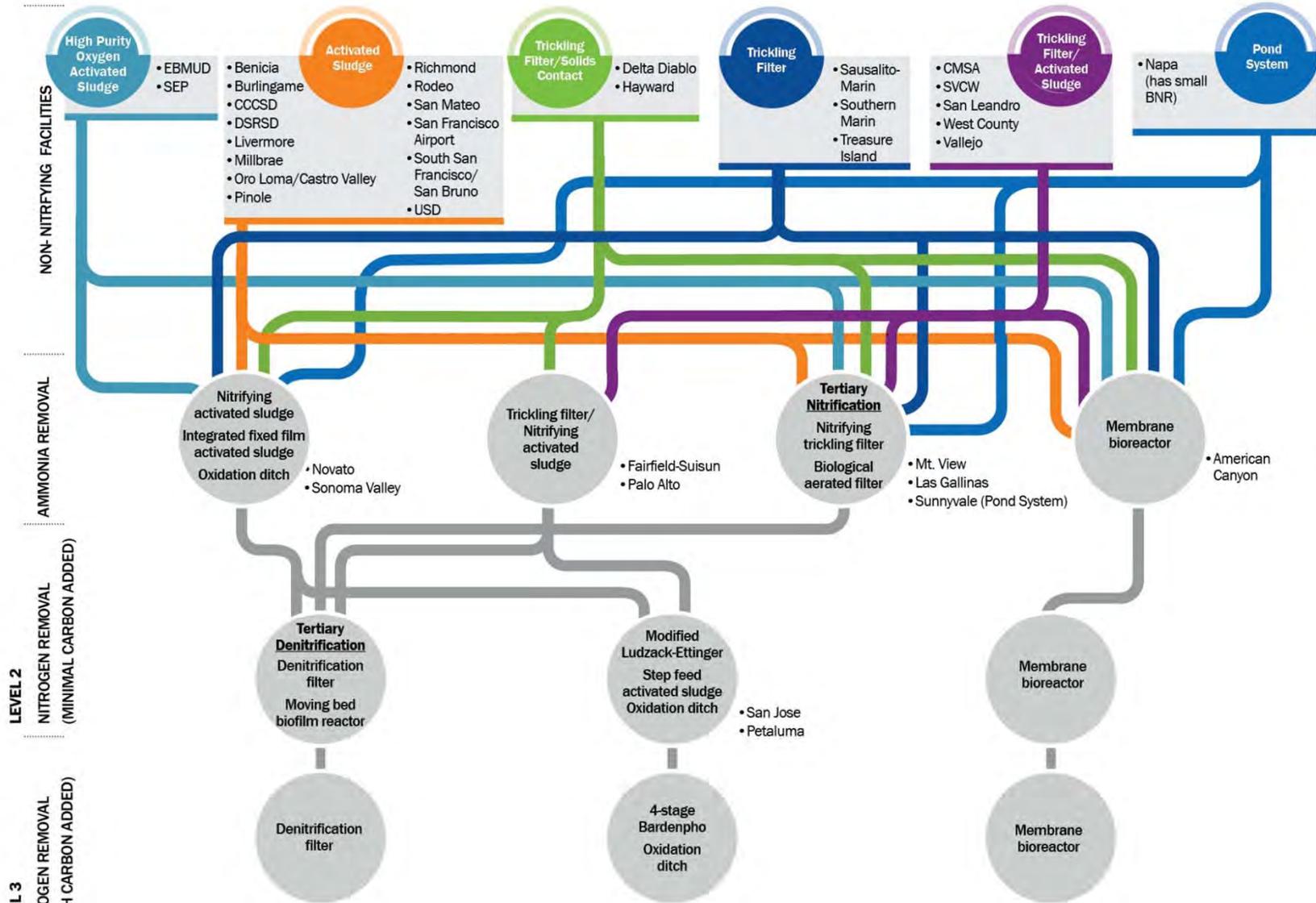
Distilling Complexity Down to Simplicity



Distilling Complexity Down to Simplicity



Distilling Complexity Down to Simplicity

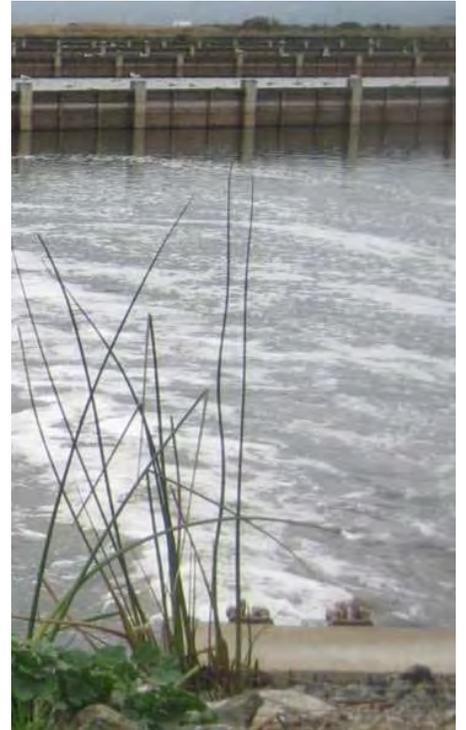


Upgrades Findings

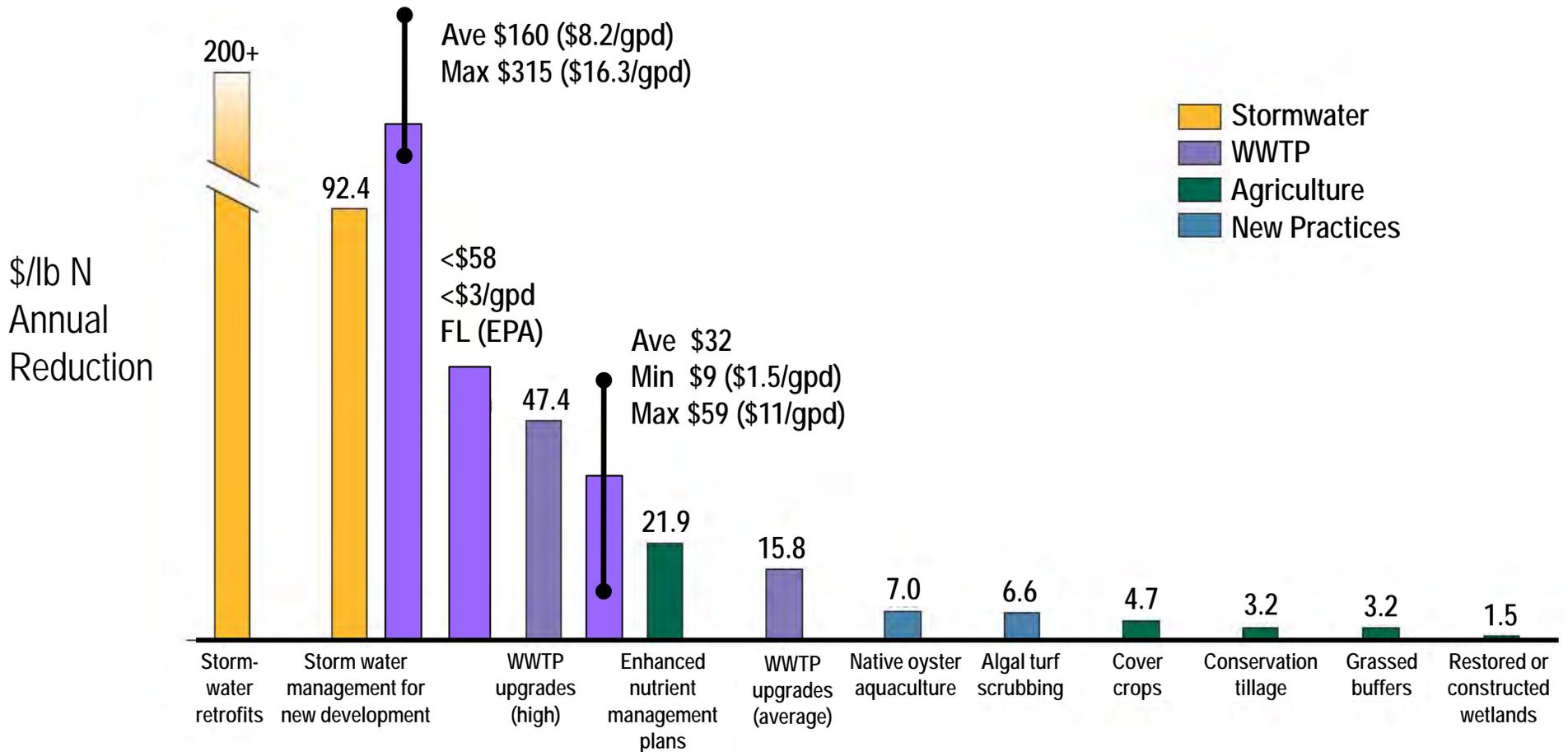
- In general, the upgrade recommendations followed the proposed approach
- Site constraints are a major issue
- Plant Staff Feedback:
 - Interest in selecting a technology for future recycled water, in particular IPR
 - Concern over selecting a technology that would be obsolete once implemented
 - Concern about nutrient targets during peak storm flows.
 - Concern regarding role of water conservation on reaching the nutrient targets.
 - Delaying upgrades until the nutrient picture is clearer.



Nutrient Removal By Other Means



Nutrient Removal By Other Means Example



Sources: USEPA and Abt Associates, 2009; Wieland et al., 2009; MDNR, 2008; Stewart, E.A., 2006; WRI analysis using WWTP upgrade costs from MDE and VDEQ; Carollo (2010); HDR (2011)

Regional Board Submittal

- Optimization and Sidestream: No Nutrient Targets
 - Optimization Strategies
 - Capital and O&M Costs
 - Adverse and Ancillary Benefits
 - Nutrient Reduction and Unit Costs
(e.g., \$/lb nutrient; lb GHG/lb nutrient)
- Upgrades: Select Technology for Levels 2 and 3
 - Same as Optimization plus Footprint Requirements
 - ID Emerging Technologies for the Future Consideration
- Nutrient Removal By Other Means:
 - Compile previous reports

Sample Report - Optimization

Strategy	Capital Elements	Operating Elements	Cost
1: Optimize CEPT for P removal	None	Increase ferric and alum dose (bench test results)	Low
2: Seasonal nitrification by increasing SRT	None	Decrease WAS pumping to achieve a long enough SRT	Low*
3: Split treatment with trickling filters (1 pair nitrifying; 1 pair BOD removal)	Modifications to the piping at the biotower pumping station	Decrease pumping to biotowers 1 and 2	Medium
4: Increase recycled water	None	Facilities and users are in place	Medium

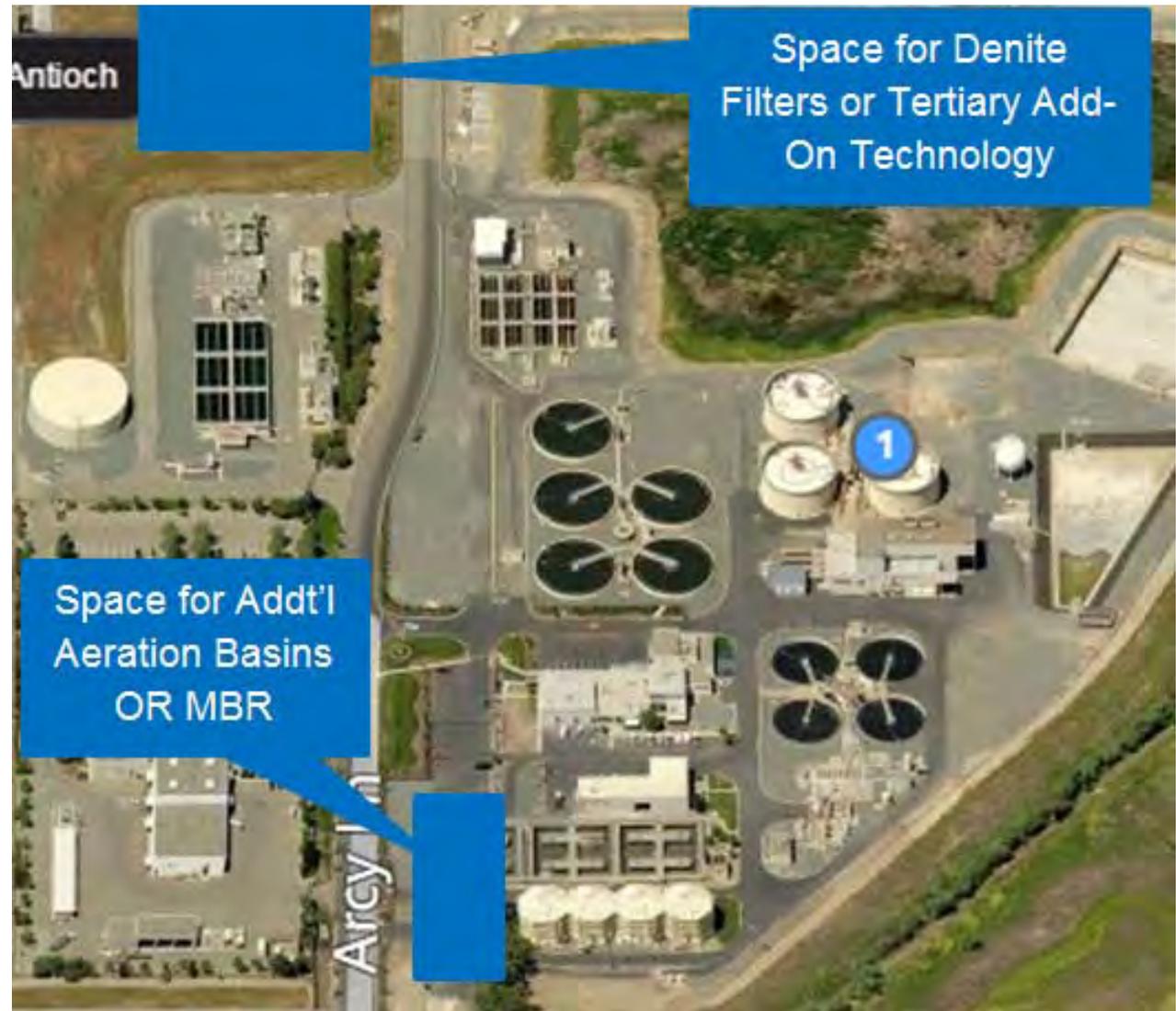
* Increasing the SRT will require using existing excess capacity and may not be feasible in the long term without significant investment.

Sample Report – Sidestream Treatment

Construction Elements	Units	Current Conditions	Permitted Capacity
Flows and Loads:			
Flow	mgd	0.10	0.20
BOD	lb/d	210	420
TSS	lb/d	290	580
Ammonia	lb N/d	630	1,260
Flow Equalization	MG	0.03	0.06
Influent Pumping	mgd	0.10	0.20
Deammonification Reactor			
Volume	MG	0.20	0.40
Oxygen Demand	lb O ₂ /hr	50	100
Blower Power	hp	30	60
Alkalinity	lb/hr as CaCO ₃	--	--

Plant Upgrades

- Level 2:
 - Parallel Membrane Bioreactor (MBR)
 - Use Biotowers/Act Sludge for nitrogen removal
- Level 3:
 - Same as Level 2
 - Add denite filters to polish N and P removal



Upcoming Key Milestones



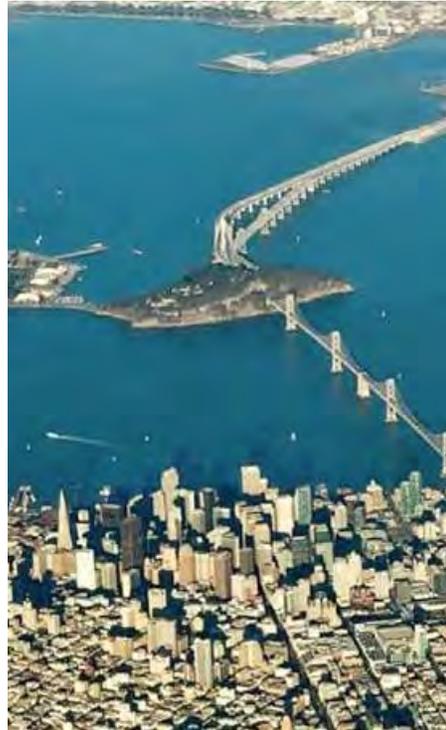
- Sept 2015: Conclude Site Visits

- October 1, 2015: Group Annual Report Submittal

- Winter 2016: Watershed Permit Draft Report

- July 1, 2018: Watershed Permit Report Submittal

Summary



Observations

- Each plant has done an exceptional job of working with our team
- Major surprises:
 - Every plant is unique (workbook filtered approach does not work)
 - Benefits of having process/ops experts on-site
- Unanticipated issues:
 - Amount of coordination
 - Level of outreach
- Plants are delaying upgrades and rehab work → may increase costs (similar to Chesapeake Bay)
- Plants concerned about PWWF and interested in relaxed discharge requirements
- Next Steps and a Decision Choices --is there anything we need to decide now to prevent you from going down a blind alley.



Construction starts on purple pipes in Dublin

DSRSD adding recycled water pipes for irrigation to save drinking water during drought

by Meredith Bauer / Pleasanton Weekly

Uploaded: Wed, Aug 12, 2015, 6:54 am



A construction crew works on installing purple pipes along Shannon Avenue by the Shannon Community Center in Dublin on Wednesday morning. Photo/Meredith Bauer

The Dublin San Ramon Services District has begun construction on a system of purple pipes to bring reclaimed water to areas of western Dublin, hoping to alleviate some symptoms of a four-year drought.

The water retailer, which provides wastewater services to parts of Pleasanton, will add the pipes so residents and agencies can use recycled water, rather than drinkable potable water, for irrigation.

The pipes will be installed at about 40 locations west of Interstate 680. When complete, the district hopes the project will save 49 million gallons of water a year. The pipes will provide irrigation for parks, schools, government facilities, and commercial and multi-family properties, not single-home families, DSRSD spokeswoman Renee Olsen said.

Construction will cost \$4.29 million and is part of a roughly \$7.9 million project to extend recycled water pipelines to Santa Rita Jail and other Alameda County properties, she said.

She said the project is funded in part by a \$2 million state grant from the California Department of Water Resources Integrated Regional Water Management Plan (IRWMP), funded through Proposition 84 -- legislation that authorized the state to sell bonds to fund water and flood control projects.

DSRSD will pay the remaining \$5.9 million mostly through developer fees to reserve capacity in district water systems, but it is also receiving some funding through ratepayer funds, Olsen said.

The city of Pleasanton is also breaking ground on recycled water pipes. The city recently announced it will install 10 miles of purple pipes to distribute recycled water to more than 130 irrigation meters, which the city hopes will save 450 million gallons of drinking water.

Pleasanton received a \$17 million low-interest loan to install the purple pipes, which will be repaid over the next 30 years by businesses that purchase the recycled water.

Pleasanton's construction is expected to last a year and could affect traffic in the short-term.

DSRSD will install 4.5 miles of purple pipes, including 3.1 miles in western Dublin, Olsen said. Construction in Dublin began in June and will continue through December.

While construction around schools was done during the summer to minimize impact to traffic, some roads will be impacted at some point over the next few months, including Amador Valley Boulevard from San Ramon Road to Penn Drive, San Ramon Road from Dublin Boulevard to Vomac Road, Dublin Boulevard from Silvergate Drive to San Ramon Road, Shannon Avenue, parts of Peppertree Road, parts of Juarez Lane, parts of Castilian Road and parts of Iglesia Drive.

Recycled water is treated wastewater that is safe for irrigation, but not for drinking. DSRSD has also provided recycled water for pick-up for individuals within its service area. Recycled water can be retrieved at the Pleasanton fill station at 7399 Johnson Drive and the Dublin fill station at Clark Ave. at the Dublin Safety Complex.

The city of Pleasanton will provide updates to its recycled water project at PleasantonRecycledWater.com.

Flushed wedding ring recovered by Union Sanitary District workers

By Fremont Bulletin Staff

POSTED: 08/13/2015 10:55:57 AM PDT



In July, Union Sanitary District workers recovered a lost wedding ring, accidentally flushed down the toilet, for Kathy Darling, of Fremont. Bob and Kathy Darling with Union Sanitary District's Rob Shenk and Rich Czapkay, from left. Photo courtesy of Union Sanitary District

For the second time in nine months, Union Sanitary District Collection Services workers have recovered a beloved ring thought to be lost in a sewer line.

On July 23, Fremont resident Kathy Darling removed her ring and set it on top of a tissue box for safekeeping while taking a break from housecleaning. She forgot about it long enough to use the tissues and flush them down the toilet. She then realized the ring was traveling with them.

http://www.contracostatimes.com/bay-area-news/ci_28634520/flushed-wedding-ring-recovered-by-union-sanitary-district

After a plumber was unable to locate the ring, Darling called district Collection Services Supervisor Rich Czapkay, who sent collection system workers Steve Bullis and Rob Shenk to inspect her street's sewer main.

As Bullis and Shenk flushed the line and examined the debris that washed back, neighbors gathered to watch.

"They were both very determined to find that ring. It was a miracle when they came to my front door and Rob took the ring from his pocket," Darling write in a thank you letter to the district. "I couldn't stop hugging them."

Shenk said Darling's emotional reaction to their find was almost to the point of unconsciousness.

"I thought she was going to faint when I showed her the ring," he said. "I wondered if I was going to have to open her screen door and catch her."

Darling and her husband, Bob Darling, offered the workers a reward, which they declined.

"Just seeing the looks on their faces was reward enough," Shenk said.

To thank the Collection Services crew, the Darlings delivered homemade cookies and cakes – one topped with a fake diamond ring – for the entire work group. Kathy Darling also read aloud her thank you letter.

"I never, ever thought they would find the ring," she said. "They brought a perfect conclusion to a traumatic situation."

The Union City-based district serves Fremont, Newark, and Union City.

L.A. Now

California: This just in

Latest forecast suggests 'Godzilla El Niño' may be coming to California

By **RONG-GONG LIN II**

AUGUST 13, 2015, 12:54 PM | REPORTING FROM SAN FRANCISCO

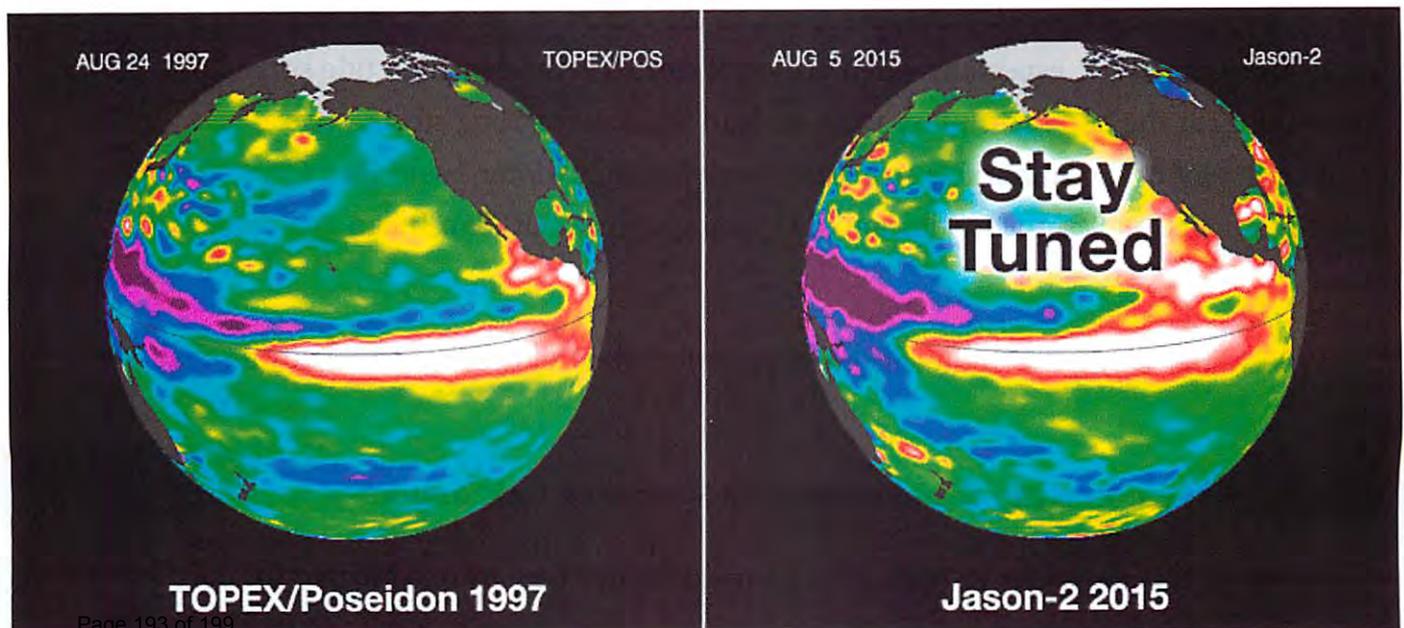
The strengthening El Niño in the Pacific Ocean has the potential to become one of the most powerful on record, as warming ocean waters surge toward the Americas, setting up a pattern that could bring once-in-a-generation storms this winter to drought-parched California.

The National Weather Service's Climate Prediction Center said Thursday that all computer models are predicting a strong El Niño to peak in the late fall or early winter. A host of observations have led scientists to conclude that "collectively, these atmospheric and oceanic features reflect a significant and strengthening El Niño."

[Read all about the California drought >>](#)

"This definitely has the potential of being the Godzilla El Niño," said Bill Patzert, a climatologist with NASA's Jet Propulsion Laboratory in La Cañada Flintridge.

El Nino: 1997 vs. 2015



At the moment, this year's El Niño is stronger than it was at this time of year in 1997. Areas in red and white represent the highest sea-surface heights above the average, which are a reflection of how warm sea-surface temperatures are above the average. (Source: NASA Jet Propulsion Laboratory climatologist Bill Patzert)

Patzert said El Niño's signal in the ocean "right now is stronger than it was in 1997," the summer in which the most powerful El Niño on record developed.

"Everything now is going to the right way for El Niño," Patzert said. "If this lives up to its potential, this thing can bring a lot of floods, mudslides and mayhem."

"This could be among the strongest El Niños in the historical record dating back to 1950," said Mike Halpert, deputy director of the Climate Prediction Center.

After the summer 1997 El Niño muscled up, the following winter gave Southern California double its annual rainfall and dumped double the snowpack in the Sierra Nevada, an essential source of precipitation for the state's water supply, Patzert said.

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A strong El Niño can shift a subtropical jet stream that normally pours rain over the jungles of southern Mexico and Central America toward California and the southern United States.

But so much rain all at once has proved devastating to California in the past. In early 1998, storms brought widespread flooding and mudslides, causing 17 deaths and more than half a billion dollars in damage in California. Downtown L.A. got nearly a year's worth of rain in February 1998.

During the second largest El Niño on record, in the winter of 1982-83, damage was particularly severe along the coast, especially when powerful storms arrived as high tide surged onto the coast. "Particularly at the end of January 1983, we had some very strong storm wave effects along the coast, and a lot of the vulnerable structures were lost that winter," said Dan Cayan, climate researcher with the Scripps Institution of Oceanography at UC San Diego and the U.S. Geological Survey.

"Many locations along the California coast recorded their highest sea levels during that winter," he said.

[Related: A huge El Niño could devastate Southern California >>](#)

The effects of this muscular El Niño – nicknamed "Bruce Lee" by one blogger for the National

Weather Service – are already being felt worldwide. While a strong El Niño can bring heavy winter rains to California and the southern United States, it can also bring dry weather elsewhere in the world.

Already, El Niño is being blamed for drought conditions in parts of the Philippines, Indonesia and Australia, as occurred in 1997-98.

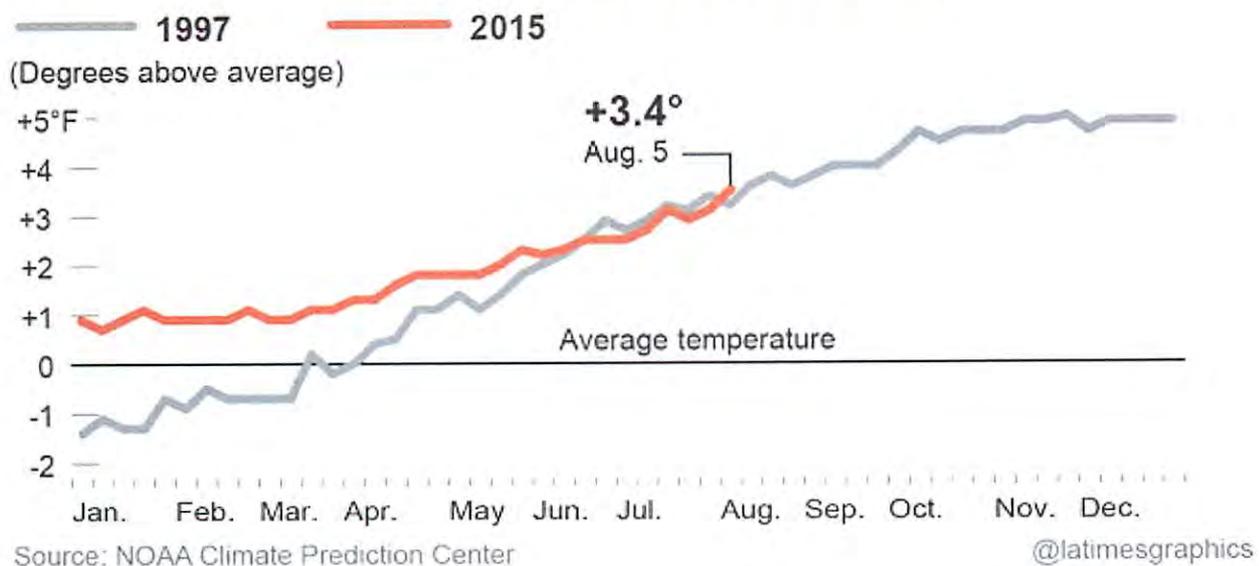
Drought is also persistent in Central America. Water levels are now so low in the waterways that make up the Panama Canal that officials recently announced limits on traffic through the passageway that links the Atlantic and Pacific oceans.

El Niño also influenced the heavy rainstorms that effectively ended drought conditions in Colorado, Texas and Oklahoma, and has brought floods and mudslides to Chile.

There are a couple of reasons why scientists say El Niño is gaining strength.

First, ocean temperatures west of Peru are continuing to climb, reaching their highest level so far this year. The temperatures in a benchmark location in that area of the Pacific Ocean were 3.4 degrees Fahrenheit above the average as of Aug. 5. That's slightly higher than it was on Aug. 6, 1997, when it was 3.2 degrees Fahrenheit above normal.

How recent increases in ocean temperatures compare to strongest El Niño on record



The mass of warm water in the Pacific Ocean is also bigger and deeper than it was at this point in 1997, Patzert said.

Second, the so-called trade winds that normally keep the ocean waters west of Peru cool -- by pushing warm water farther west toward Indonesia -- are weakening.

That's allowing warm water to flow eastward toward the Americas, giving El Niño more strength.

For this year's El Niño to truly rival its 1997 counterpart, there still needs to be "a major collapse in trade winds from August to November as we saw in 1997," Patzert said.

"We're waiting for the big trade wind collapse," Patzert said. "If it does, it could be stronger than 1997."

Related: Huge El Niño leaves parts of California vulnerable to flooding >>

There is a small chance such a collapse may not happen.

"There's always a possibility these trade winds could surprise us and come back," Patzert said.

Overall, the Climate Prediction Center forecast a greater-than-90% chance that El Niño will continue through this winter in the Northern Hemisphere, and about an 85% chance it will last into the early spring.

In California, officials have cautioned the public against imagining that El Niño will suddenly end the state's chronic water challenges.

In fact, it would take an astonishing 2.5 to three times the average annual precipitation to make up for the rain and snow lost in the central Sierra mountain range over the last four years of drought, said Kevin Werner, the National Oceanic and Atmospheric Administration's expert on climate in the western United States.

That amount far exceeds what happened in 1983, the wettest year on record for that region, when the area got 1.9 times the average annual precipitation, Werner said.

"A single El Niño year is very unlikely to erase four years of drought," Werner said.

"The drought is not ending any time soon," Halpert added.

California has been dry for much of the last 15 years. Even if California gets a wet winter this year, it could be followed by another severe multiyear drought.

Another problem is that the Pacific Ocean west of California is substantially warmer than it was in 1997. That could mean that though El Niño-enhanced precipitation fell as snow in early 1998, storms hitting the north could cause warm rain to fall this winter. Such a situation would not be good news "for long-term water storage in the snowpack," said Daniel Swain, a climate scientist at Stanford University.

Drought officials prefer snow in the mountains in the winter because it slowly melts during the

spring and summer and can trickle at a gentle speed into the state's largest reservoirs in Northern California. Too much rain all at once in the mountains in the winter can force officials to flush excess water to the ocean to keep dams from overflowing.

Swain said it's important to keep in mind that all El Niño events are different, and just because the current El Niño has the potential to be the strongest on record "doesn't necessarily mean that the effects in California will be the same."

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"A strong El Niño is very likely at this point, namely because we've essentially reached the threshold already, but a wet winter is never a guarantee in California," Swain said in an email.

"I think a good way to think about it is this: There is essentially no other piece of information that is more useful in predicting California winter precipitation several months in advance than the existence of a strong El Niño event," Swain said. "But it's still just one piece of the puzzle. So while the likelihood of a wet winter is increasing, we still can't rule out other outcomes."

UPDATES

12:54 p.m.: This article was updated with additional comments from Mike Halpert, deputy director of the National Weather Service's Climate Prediction Center; Dan Cayan, climate researcher with the Scripps Institution of Oceanography at UC San Diego and the U.S. Geological Survey; and Kevin Werner, the National Oceanic and Atmospheric Administration's expert on climate in the western United States.

9:29 a.m.: This article has been updated with comments from Halpert.

8:10 a.m.: This article has been updated with additional details and background.

This post was originally published at 6 a.m.

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Ironhouse Sanitary celebrates 70 years of cleaning up others' messes

By Rowena Coetsee August 14, 2015

OAKLEY -- If you've ever wondered where the water goes when you flush the toilet -- and even if you haven't -- now's your chance to find out first hand.

Ironhouse Sanitary District is celebrating its 70th anniversary this month with an open house featuring public tours of its water recycling facility. The event will be 10 a.m. to 2 p.m. Aug. 22.

To reach district headquarters, take Main Street in Oakley to District Way (opposite Rose Avenue), then follow the road underneath the railroad tracks.

Participants will receive a free lunch and there will be entertainment -- live music for adults as well as hay rides and play equipment for the agency's youngest customers.

A ceremony honoring those who established Ironhouse Sanitary District will feature keynote speaker Steven Moore, a member of California's Water Resources Control Board.

Also attending will be U.S. Rep. Jerry McNerney (D-Livermore) and Oakley Mayor Doug Hardcastle.

For more information, go to www.IronhouseSanitaryDistrict.com.

Created by the county Board of Supervisors on Aug. 21, 1945 to serve Oakley, the special district expanded its reach in the 1970s to treat the effluent of residents on Bethel Island and Hotchkiss Tract as well.

At first Ironhouse Sanitary used chemicals to turn raw sewage into water that's usable again. These days, however, ultraviolet light and bacteria clean it to the point that the finished product is not only "crystal clear" but doesn't require users to protect themselves with gloves, said ISD Outreach Coordinator Roni Gehlke.

Just over half the water the district processes goes to irrigate the hay it grows on Jersey Island to feed its 2,000-plus head of cattle. ISD sells the livestock and uses the proceeds to offset customers' sewer rates. ISD also makes money by selling whatever hay is left over to local ranchers.

But the district has started using recycled water in another way as well: It opened a fill station June 20 for customers who want free recycled water to irrigate their yards. ISD is giving away around 70,000 to 75,000 gallons per day, and has distributed nearly 1 million gallons since it began offering the resource, Gehlke said.

The fill station is open noon to 7 p.m. Mondays and Wednesdays, and 8 a.m. to noon Saturdays -- which means that any Oakley or Bethel Island resident who shows up for the anniversary celebration can take a very useful party favor home with them.

In addition, Ironhouse Sanitary became the only agency in East Contra Costa County to offer road contractors recycled water for dust control; two companies working on the Highway 4 widening project have started taking advantage of this option.

Reach Rowena Coetsee at 925-779-7141. Follow her at [Twitter.com/RowenaCoetsee](https://twitter.com/RowenaCoetsee)