

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
NOVEMBER 11, 2013**

**1. CALL TO ORDER**

President Lathi called the Board to Order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

**ABSENT:** None

**STAFF:** Rich Currie, General Manager  
Rich Cortes, Manager, Business Services  
Sol Cooper, Mechanic  
Michael Dunning, Coach, Environmental Compliance  
Jesse Gill, Manager, Technical Support & Customer Service  
Sami Ghossain, Manager, Technical Services  
Dave Livingston, Manager, Treatment & Disposal Services  
Ed McCormick, Deputy General Manager  
Andy Morrison, Manager, Collection Services  
David O'Hara, Legal Counsel  
Maria Scott, Principal Financial Analyst  
Robert Simonich, Manager, Fabrication, Maintenance & Construction  
Tom Graves, Assistant to the General Manager/Board Secretary

**CONSULTANTS:** None

**VISITORS:** Grace Chow, Vice President, Brown and Caldwell

4. **APPROVAL OF THE MINUTES OF OCTOBER 28, 2013**

Action

On a motion made by Director Fernandez and seconded by Director Handley, the Minutes of the Board of Directors Meeting of October 28, 2013 were approved. The motion carried unanimously.

5. **WRITTEN COMMUNICATIONS**

There were no official written communications.

6. **ORAL COMMUNICATIONS**

There were no oral communications.

Information

7. **FIRST QUARTERLY REPORT ON CAPITAL IMPROVEMENT PROGRAM FOR FY 14**

Sami Ghossain, Technical Services Manager, said that in June, 2013, the Board approved the Capital Improvement Program (CIP) budget for FY'14 in the amount of \$17.5 million for the design and construction of 24 projects. The total CIP expenditure up to September 30, 2013 was above the projections for the first quarter by approximately \$480,000, mostly due to 3 large projects being ahead of schedule. In addition, fourteen other smaller projects will be either in design or in construction during FY'14.

Information

8. **STATUS OF PRIORITY 1 CIP PROJECTS**

Technical Services Manager Sami Ghossain reported that in June, 2013, the Board approved the Capital Improvement Program budget for FY 14 in the amount of \$17.5 million for the design and construction of 24 projects. These 24 projects are further ranked as Priority 1 and 2 projects based on criteria prepared by staff and approved by the Executive Team. For FY 14, eleven projects are ranked as Priority 1 projects and the remaining thirteen projects are ranked as Priority 2 projects.

9. **AUTHORIZING THE GENERAL MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 1 TO TASK ORDER NO. 1 WITH BROWN & CALDWELL FOR PROVIDING ADDITIONAL CONSTRUCTION MANAGEMENT SERVICES FOR THE I-680 AT SABERCAT ROAD SANITARY SEWER RELOCATION PROJECT**

Technical Services Manager Sami Ghossain stated that on May 13, 2013, the General Manager executed Task Order No. 1 with Brown & Caldwell in the amount of \$168,186 to provide construction management services for the I-680 at Sabercat Road Sanitary Sewer Relocation Project. As Project construction proceeded, several issues arose requiring additional construction management services beyond the original scope defined in Task Order No. 1. This amendment is in the amount of \$83,768, to address these additional issues.

Action

On a motion made by Director Kite and seconded by Director Fernandez, the Board authorized the General Manager to execute Contract Amendment No. 1 to Task Order No. 1 with Brown & Caldwell for providing additional construction management services for the I-680 at Sabercat Road Sanitary Sewer Relocation Project. The motion carried unanimously.

10. **RESOLUTION NO. 2719, ACCEPTING THE CONSTRUCTION OF THE THICKENER CONTROL BUILDING INTERIM IMPROVEMENTS PROJECT FROM ANDERSON PACIFIC ENGINEERING CONSTRUCTION, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION**

Technical Services Manager Sami Ghossain reported that on January 28, 2013, the Board awarded the Project's construction contract to Anderson Pacific Engineering Construction, Inc. in the amount of \$633,001. Staff issued the Notice to Proceed on February 27, 2013 with a scheduled completion date of October 25, 2013. Anderson Pacific Engineering Construction, Inc. substantially completed all contract work on October 21, 2013. Staff provided construction management services and The Covello Group provided general inspection services for the project. The District has assumed beneficial use of the Project. Some punchlist and administrative requirements remain to be done.

Staff recommends the Board accept the construction of the Thickener Control Building Interim Improvements Project from Anderson Pacific Engineering Construction, Inc. by Resolution, and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

GM Currie said that a tour of the Building will be set up for the Board soon, before construction of the next phase begins.

Action

On a motion by Director Toy and seconded by Director Handley, the Board approved Resolution No. 2719, accept the construction of the Thickener Control Building Interim Improvements Project from Anderson Pacific Engineering Construction, Inc., and authorizing the attorney for the district to record a Notice of Completion. The motion carried unanimously.

**RESOLUTION NO. 2719**

**ACCEPTING CONSTRUCTION OF THE  
THICKENER CONTROL BUILDING INTERIM IMPROVEMENTS PROJECT  
FROM ANDERSON PACIFIC ENGINEERING CONSTRUCTION, INC.  
LOCATED IN UNION CITY, CALIFORNIA**

RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT hereby accepts the Thickener Control Building Interim Improvements Project from Anderson Pacific Engineering Construction, Inc., effective November 11, 2013; and be it

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

On motion duly made and seconded, this resolution was adopted by the following vote on November 11, 2013:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: ----

ABSENT: ----

ABSTAIN: ----



ANJALI LATHI  
President, Board of Directors  
Union Sanitary District

Attest:



JENNIFER TOY  
Secretary, Board of Directors  
Union Sanitary District

11. **REVIEWING AND APPROVING POLICY NO. 2165, REVISED PAPERLESS BOARD AGENDA PACKET AND USE OF ELECTRONIC EQUIPMENT**

Business Services Manager Rich Cortes briefed the Board that staff is implementing a Wi-Fi network that is connected to the District's network. In order to securely implement connections to the network, IT will work with each Board member to configure one device compatible with Good Reader and Drop Box.

The previously adopted Paperless Board Agenda and Use of Electronic Equipment Policy was based on a mi-fi infrastructure that did not connect to the District's network. The Wi-Fi implementation requires the policy to be updated.

District Attorney Dave O'Hara gave a brief overview of the public records act and how it would affect board members' usage.

Board Member Lathi inquired about the life of personal electronic devices, and Mr. Cortes said the District had determined that to be four years.

Action

On a motion by Director Toy and seconded by Director Handley, the Board approved Policy 2165. The motion carried unanimously.

**INFORMATION ITEMS**

12. **SCHOOL OUTREACH PRESENTATION VIDEO**

This video was presented to the Board at the request of Board Member Kite, who believes the video needs updating and a better focus on wastewater. Coach Michael Dunning said the EC Team is working on a video that is more USD-specific, and that the Board will be notified when it is completed.

**13. ANNUAL REPORT ON BIOSOLIDS**

Deputy GM Ed McCormick presented this report. USD did an excellent job in FY13 of cost-effectively reusing 100% of our biosolids in the form of non-food crop fertilizer (land application - 74%), compost (21%), and landfill alternative daily cover (5%). For FY13 (July 2012 through June 2013), USD produced and beneficially reused 20,091 wet tons of biosolids, which is 2% more than that produced in FY12. Biosolids dewatering performance improved to 24.0% solids in FY13, from 23.2% solids in FY12.

USD biosolids quality continued in FY13 to meet all USEPA 503 Regulations, as it has done since these regulations went into effect in 1994. For the first time since 2010, USD biosolids management costs topped \$600,000 (at \$622,000). However, at an average of ~\$31/wet ton, USD continues to benefit from very low biosolids management costs. In fact, our costs have only increased 25% over the past eight years, an average of approximately 3% per year.

Director Fernandez asked if the District was being paid for its biosolids, or if we were paying to have them disposed of. DGM McCormick said the District is paying to have them disposed of at this time.

Director Kite inquired what large cities like New York or Chicago do with biosolids. And DGM McCormick said he would inquire.

**14. HIGHLIGHTS OF THE JUNE 2012 CALPERS RETIREMENT VALUATION**

Principal Financial Analyst Scott reviewed this item with the Board. There were no questions.

**15. SUCCESSION PLANNING UPDATE**

GM Currie presented this item. USD has been working on succession planning since 2000 in anticipation of the potential loss of key employees due to the age of our workforce and pending retirement of the "Baby Boom" era employees. While many retirements were delayed by the recession, we have begun see a large number of employees retire or announce dates for their retirement.

The District has implemented many programs for knowledge capture and knowledge transfer for those employees who have unique information about their jobs and facilities at USD. We have also been documenting our knowledge and skills for future employees.

Director Handley asked about the GM's blog and what comments the GM had received. Mr. Currie said he had not had a chance to check the blog yet.

**16. CHECK REGISTER**

Director Handley inquired about flu shots, saying that it appears only 50% of employees received them. He suggested we might want to think of ways to increase that number in the future.

Director Fernandez asked about pigeon abatement. Manager Simonich said netting will be installed soon as the latest attempt to discourage the pigeons.

**17. COMMITTEE MEETING REPORTS**

The following committees met: Budget & Finance; Construction; Legislative; and Personnel.

**18. GENERAL MANAGER'S REPORT**

Mr. Currie reported the following:

1. Steve Bowman has been hired as the new Technical Training Coordinator.
2. Interviews were held last week for Larry Simmers' old position, and hiring interviews will be held this week.
3. There were again no spills for the month of October.
4. There was 1 one-gallon spill last weekend.
5. The Safety recognition Breakfast will be held on 11/19/13 from 6:30 to 8:15 a.m. So far, the District has worked over 270 days without an OSHA-reportable incident.
6. There will be a District-wide meeting of all employees on November 19<sup>th</sup> at 3:00 p.m.
7. On November 13<sup>th</sup>, the Alameda County Special Districts Association will meet here for a breakfast business meeting. USD hosts this event once every two years.
8. The student and her father here at the last Board meeting have since returned and taken a tour of the facility.

**19. OTHER BUSINESS**

Director Kite inquired about the USD presence on Jarvis Road. Manager Ghossain explained why the crews were there, and said he would follow-up with an email tomorrow.

Director Lathi announced that Item 22 had been pulled from the agenda.

**23. ADJOURNMENT**

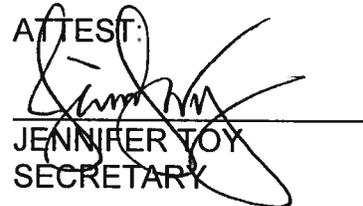
At 8:26 p.m., the Board adjourned to the next Regular Board Meeting on Monday, November 25, 2013 in the Boardroom at 7:00 p.m.

SUBMITTED:



TOM GRAVES  
SECRETARY TO THE BOARD

ATTEST:



JENNIFER TOY  
SECRETARY

APPROVED:



ANJALI LATHI  
PRESIDENT

Adopted this 25th day of November, 2013.