

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
FEBRUARY 9, 2015**

CALL TO ORDER.

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

PLEDGE OF ALLEGIANCE.

ROLL CALL.

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

STAFF: Paul Eldredge, General Manager/District Engineer
Dave O'Hara, District Counsel
Rich Cortés, Business Services Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Armando Lopez, Treatment & Disposal Services Manager
Robert Simonich, Fabrication, Maintenance, & Construction Manager
Kathy Destafney, Business Services Coach
Judi Berzon, Human Resources Administrator
Mohammad Ghoury, Engineering Technician II
Regina McEvoy, Assistant to the GM/Board Secretary

APPROVAL OF THE MINUTES OF JANUARY 26, 2015.

It was moved by Secretary Handley, seconded by Director Kite, to Approve the Minutes of the Board of Director's Meeting held January 26, 2015. Motion carried unanimously.

WRITTEN COMMUNICATIONS.

There were no written communications.

ORAL COMMUNICATIONS.

There were no oral communications.

RESOLUTION NO. 2752, ACCEPTING CONSTRUCTION OF THE UPPER HETCH HETCHY CORRIDOR SANITARY SEWER REHABILITATION PROJECT FROM SAK CONSTRUCTION AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION.

The Construction Committee reviewed this item. Sami Ghossain stated the Board awarded a construction contract to SAK Construction for the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project on May 12, 2014. The purpose of the project was to rehabilitate an existing reinforced concrete trunk sewer which runs from Sacramento Avenue and Argonaut Way to the vicinity of Selma Avenue and Granville Drive in Fremont. SAK Construction substantially completed the project on January 23, 2015, and the District has assumed beneficial use.

It was moved by Director Kite, seconded by Director Lathi, to Adopt Resolution No. 2752, Accepting Construction of the Upper Hetch Hetchy Corridor Sanitary Sewer Rehabilitation Project from SAK Construction and Authorizing the Attorney for the District to Record a Notice of Completion. Motion carried unanimously.

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RESOLUTION NO. 2752

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

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

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

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

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: ----

ABSENT: ----

ABSTAIN: ----



MANNY FERNANDEZ
President, Board of Directors
Union Sanitary District

Attest:



TOM HANDLEY
Secretary, Board of Directors
Union Sanitary District

APPROVE THE HUMAN RESOURCES STAFFING PLAN.

The Personnel Committee reviewed this item. Rich Cortés stated, due to upcoming retirements, the Business Services Workgroup has undertaken an analysis of the structure and staffing needed to continue providing the highest level of service to all customers. There are currently three FTE's (Full Time Employees) in Human Resources (HR), and the ratio of HR staff to employees is 1:46.67. The proposed structure would acknowledge that the HR Administrator works most closely with the General Manager thereby removing the current requirement for the Business Services Coach to have an HR background. The HR Administrator would supervise the Organizational Support Team, which includes HR staff. If the proposed structure is approved, an additional HR Analyst would be needed to maintain a minimum of three FTE's in Human Resources.

It was moved by Vice President Toy, seconded by President Fernandez, to Approve the Human Resources Staffing Plan and Add an Additional Human Resources Analyst Position to the Organization Chart and Budget. Motion carried unanimously.

APPROVE REDUCTION IN NEW WORK GROUP MANAGER MANGEMENT & ADMINISTRATION LEAVE (MAL) EFFECTIVE JANUARY 1, 2016, AND UNCLASSIFIED EMPLOYEES RULES AND REGULATIONS.

The Personnel Committee reviewed this item. Judi Berzon stated this item is a result of direction received from the Board at the Unclassified Staff Benefits Workshop held December 15, 2014. If approved, Work Group Managers hired after January 1, 2016 will receive 64 hours of MAL per year rather than the current 40 hours of MAL leave and 40 hours of paid MAL.

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Reduction in New Work Group Manager Management & Administration Leave Effective January 1, 2016, and Unclassified Employees Rules and Regulations. Motion carried unanimously.

INFORMATION ITEMS:

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

Debrief for the December Wet Weather Outfall Exercise.

The Legal/Community Affairs Committee reviewed this item. Armando Lopez stated that during the large storm event on December 11, 2014, Plant Operations staff exercised the wet weather bypass valve to Old Alameda Creek. The exercise lasted 11 minutes, during which time approximately 56,500 gallons of treated effluent were discharged to the creek. Though the chlorine residual was confirmed to be zero at the start of the exercise, staff detected a low chlorine residual during the exercise. Steps were taken to address the issue as soon as it was identified, and programming changes were made. The residual chlorine limit in the NPDES permit is zero and this exceedance was reported to the Regional Water Quality Control Board on December 16, 2014. Staff addressed the issue by adjusting the disinfection system control. The Regional Board was notified of the adjustment on January 13, 2015. The Regional Board may levy the mandatory minimum penalty of \$3,000 for this violation.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

Paul Eldredge reported the following:

- The Plant performed well during the recent series of storms and saw peak flows of 39mgd on Friday, 42mgd on Saturday, and 48mgd on Sunday.
- Proposals for District legal counsel are due this week. Finalists are scheduled to be interviewed by the Board next month. Paul and Dave O'Hara will review the proposals, and generate a short list of firms to be interviewed.
- Rich Czapkay was selected as the new Collection Services Coach.
- Interviews for Treatment & Disposal Services Coach were held last week, and a decision may be made as early as this week.
- Recruitment for Fabrication, Maintenance, and Construction Coach was scheduled to close February 20, 2015, but will be extended to March 12, 2015.
- Former USD employee Lee Doty passed away recently. Mr. Doty was an employee of the District from 1966 to 1997.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:30 p.m. to the Newsletter Draft Review Workshop in the Boardroom on Thursday, February 19, 2015 at 5:00 p.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, February 23, 2015 at 7:00 p.m.

SUBMITTED:



REGINA McEVROY
SECRETARY TO THE BOARD

ATTEST:



TOM HANDLEY
SECRETARY

APPROVED:



MANNY FERNANDEZ
PRESIDENT

Adopted this 23rd day of February, 2015