



BOARD MEETING AGENDA
Monday, October 28, 2013
Regular Meeting - 7:00 P.M.

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

- Motion 4. Minutes of the October 14, 2013 Regular Board Meeting.
Motion approving the Minutes of October 14, 2013 as submitted.

5. Written Communications.

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

- Information 7. Monthly Operations Report for September, 2013 (to be reviewed by the Budget & Finance Committee).

- Information 8. Final June, 2013 Internal Financial Report (to be reviewed by the Budget & Finance Committee).

- Information 9. Certificate of Achievement for Excellence in Financial Reporting for FY12 (to be reviewed by the Budget & Finance Committee).

- Motion 10. Resolution No. 2717, Accepting the Construction of the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc. and Authorizing the Attorney for the District to Record a Notice Of Completion (Elliott) to be reviewed by the Construction Committee).

- Motion 11. Considering the Claim of Victor Beckum for Vehicle Damage (to be reviewed by the Legal/Community Affairs Committee).

- Motion 12. Reviewing and Approving Board Policy No. 3030, Board Member Business Expense (to be reviewed by the Personnel Committee).

INFORMATION ITEMS

13. FY2014 - FY2016 Strategic Plan (to be reviewed by the Budget & Finance Committee).

14. Cal-Card Quarterly Activity Report (to be reviewed by the Budget & Finance Committee).

15. Check Register.

16. EBDA Commission Report of October 17, 2013 Meeting.

17. Committee Meeting Reports (*No Board action is taken at Committee meetings*):
 - ✓ *Personnel, Tuesday, 10/22/13, 4:30 p.m.*
 - ✓ *Legal/Community Affairs, Wednesday, 10/23/13, 4:00 p.m.*
 - ✓ *Budget & Finance, Wednesday, 10/23/13, 4:30 p.m.*
 - ✓ *Construction, Thursday, 10/24/13, 4:00 p.m.*

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

19. Other Business:
 - ✓ *Comments and questions. Directors can share information relating to District business and are welcome to request information from staff.*
 - ✓ *Scheduling matters for future consideration.*

20. Adjournment - The Board will adjourn to the next Regular Board Meeting on Monday, November 11, 2013 in the Boardroom at 7:00 p.m.

The Public is welcome to provide oral comments at Regular and Special Board meetings. Whenever possible, we request that written statements be provided to the 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 scheduled. Oral Communications is limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards are available in the Boardroom and should be completed prior to discussion of the agenda item and handed to the Clerk. The facilities at the District Offices are wheelchair accessible. Any attendee requiring other special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least one working day ahead of the meeting.

THE PUBLIC IS WELCOME TO ATTEND.



5072 Benson Road
Union City, CA 94587
(510) 477-7500

NOTICE OF COMMITTEE MEETING

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

**BOARD MEETING
October 14, 2013**

Committee Membership:

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

Personnel, Tuesday, 10/22/13, 4:30 p.m.

12. Reviewing and Approving Board Policy No. 3030, Board Member Business Expense
-

Legal/Community Affairs, Wednesday, 10/23/13, 4:00 p.m.

11. Considering the Claim of Victor Beckum for Vehicle Damage
-

Budget & Finance, Wednesday, 10/23/13, 4:30 p.m.

7. Monthly Operations Report for September, 2013
 8. Final June, 2013 Internal Financial Report
 9. Certificate of Achievement for Excellence in Financial Reporting for FY12
 13. FY2014 - FY2016 Strategic Plan
 14. Cal-Card Quarterly Activity Report
-

Construction, Thursday, 10/24/13, 4:00 p.m.

10. Resolution No. 2717, Accepting the Construction of the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc. and Authorizing the Attorney for the District to Record a Notice Of Completion

Committee meetings may include teleconference participation by one or more Directors .
(Gov. Code Section 11123)

Committee Meeting 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
OCTOBER 14, 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, Treasurer

ABSENT: None

STAFF: Rich Currie, General Manager
Rich Cortes, Manager, Business Services
Roslyn Fuller, Purchasing Agent
Sami Ghossain, Coach, CIP
Jesse Gill, Manager, Technical Support & Customer Service
Tim Grillo, Coach, Research & Support
Dave Livingston, Manager, Treatment & Disposal Services
Ed McCormick, Deputy General Manager
Andy Morrison, Manager, Collection Services
David O'Hara, Legal Counsel
Robert Simonich, Manager, Fabrication, Maintenance & Construction
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: None

VISITORS: None

4. **APPROVAL OF THE MINUTES OF SEPTEMBER 23, 2013**

Action

On a motion made by Director Kite and seconded by Director Handley, the Minutes of the Board of Directors Meeting of September 23, 2013 were approved. The motion carried unanimously.

5. **WRITTEN COMMUNICATIONS**

There were no official written communications.

6. **ORAL COMMUNICATIONS**

There were no oral communications.

Presentation

7. **AWARD FOR ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT**

Roz Fuller explained the significance of the award to the Board. The Board congratulated Roz and the Team on receiving the award.

8. **THIS ITEM WAS PULLED BY STAFF.**

9. **AUTHORIZING THE GENERAL MANAGER TO APPROVE CONTRACT CHANGE ORDER NO. 10 WITH D. W. NICHOLSON CORPORATION FOR THE COGENERATION PROJECT**

Manager Jesse Gill gave a brief overview of the project to date, and the reason why Change Order 10 is being requested now. Carollo did not know PG&E's requirements during the design phase, and therefore did not include protective devices for the main utility breaker in the electrical switchgear. The change order amount of \$88,342 is .08% of the construction contract amount, and includes markups by DWN and its subcontractor. The installation of the closure, conduits and wiring will be covered under a separate contract change order with DWN.

Action

On a motion made by Director Handley and seconded by Director Fernandez, the Board authorized the General Manager to approve Contract Change Order No. 19 with D.W. Nicholson Corporation for the Cogeneration Project. The motion carried unanimously.

10. RESOLUTION NO. 2718, DEDICATING AND PLEDGING THE NET REVENUES FOR THE REPAYMENT OF ANY AND ALL STATE REVOLVING FUND FINANCIAL ASSISTANCE ON THE THICKENER CONTROL BUILDING IMPROVEMENTS PROJECT

Jesse Gill presented the staff report. The Board had no questions.

Action

On a motion by Director Toy and seconded by Director Handley, the Board approved Resolution No. 2718, dedicating and pledging the net revenues for the repayment of any and all State Revolving Fund financial assistance on the Thickener Control Building Improvements Project. The motion carried unanimously.

Information

11. ALTERNATE COMPENSATION PROGRAM, FY 2013

CIP Coach Sami Ghossain presented an overview of the program, and elaborated on the staff report.

Directors Kite and Lathi expressed appreciation for the program.

Director Fernandez inquired on the screening process, and Sami replied that applications go first to the Coach, and then to the Committee. On another question by Director Fernandez about compensation, Sami explained that compensation is not necessarily based on the value of the idea, but on a number of things, e.g., the number of hours spent, the cost savings benefit, etc. Director Fernandez also expressed appreciation to all concerned.

Director Lathi offered her congratulations to Coach Ghossain as well for his promotion to Manager of Technical Services effective October 21, 2013.

12. REVIEWING AND APPROVING BOARD POLICY 3030, BOARD MEMBER BUSINESS EXPENSE

The Board, by consensus, asked the GM to adjust this policy for clarity about when hotel rooms are booked at the last minute which may cost more than the approved convention hotel amount. Mr. Currie said the policy would be placed on the October 28, 2013 Board agenda for approval.

13. REVIEWING AND APPROVING POLICY NO. 2075, REVISED SURPLUS PROPERTY DISPOSAL

Purchasing Agent Fuller presented the staff report. She said the aim in revising this policy was for clarity, and to automate the process to make approvals easier. There were also grey areas about what was considered surplus, and what wasn't, and those grey areas have been defined now.

Action

On a motion by Director Handley and seconded by Director Toy, the Board approved Policy No. 2075, Revised Surplus Property Disposal. The motion carried unanimously.

14. REVIEWING AND APPROVING BOARD POLICY 3070, BOARD OFFICERS AND COMMITTEE MEMBERSHIP

GM Currie pointed out the few changes to the policy, including the addition of the Audit Committee as a Standing Committee of the Board.

Action

On a motion by Director Kite and seconded by Director Toy, the Board approved Policy No. 3070, Board Officers and Committee Membership. The motion carried unanimously.

INFORMATION ITEMS

15. ANNUAL REPORT TO THE CITY OF UNION CITY, FISCAL YEAR 2013

Coach Tim Grillo updated the Board, saying that there were no significant changes to the report.

16. LEGISLATIVE UPDATE FOR OCTOBER

GM Currie presented the staff report, pointing out that NPDES permit fees will once again go up 4.1% this year.

17. CHECK REGISTER

Director Handley asked about biosolids on Page 1. Dave Livingston pointed out that was for two months of charges.

Director Fernandez asked about the reimbursement for the Golf Tournament on Page 9, and asked if the Board could be invited to play next year.

17. CHECK REGISTER (continued)

Director Lathi inquired about the RMC Water and Environment change on Page 8. Jesse Gill replied that these are fees associated with a proposed midtown development slated for the City of Hayward. USD wanted to see what pipe flows would be downstream of this site, and so these charges represent costs for the mini-study we conducted.

18. COMMITTEE MEETING REPORTS

19. GENERAL MANAGER'S REPORT

Director Fernandez passed along a request from former Director Gacoscos about the Union City Chamber of Commerce, and how they have requested USD representation on their board. Communications Coordinator Michelle Powell will take on this responsibility.

A District vehicle was involved in a minor vehicle accident which caused minor damage to the vehicle, and no injuries.

There are no spills and no accidents to report.

The Newark Fire Department conducted an inspection of the Newark Pump Station.

The small leak at the Hayward Marsh reported earlier to the Board has now been repaired.

We have submitted our annual salary and benefits report to the State Controller's Office.

We are recruiting for a CIP Coach to replace Sami Ghossain, who has been promoted to Manager of Technical services.

We participated in the Newark Days Parade, with Director Kite. The after-parade event was well-attended, and our outreach component received 125 pledges not to pollute.

20. OTHER BUSINESS

Director Fernandez will cover the November EBDA meeting for Director Handley, who will be out of town.

21. ADJOURNMENT

At 7:54 p.m., the Board adjourned to a Closed Litigation Session to Discuss Settlement of the Carter vs. EBDA Lawsuit (California Code Section 54956.9).

22. RECONVENTION

The Board reconvened at 8:09 p.m.

23. AUTHORIZING USD'S EBDA REPRESENTATIVE TO PROPOSE A SETTLEMENT AGREEMENT ASSOCIATED WITH LEGAL ACTION IN CARTER VS. EBDA

Action

On a motion by Director Kite and seconded by Director Fernandez, the Board authorized its EBDA representative, Director Handley, to settle the lawsuit. The motion carried unanimously.

24. ADJOURNMENT

The Board will adjourn to a Workshop on Monday, October 21, 2013 at 6:30 p.m. in the Alvarado Conference Room, to discuss Management and Unclassified Employee Benefits.

25. ADJOURNMENT

The Board will then adjourn to the next Regular Board Meeting on Monday, October 28, 2013 in the Boardroom at 7:00 p.m.

SUBMITTED:

ATTEST:

TOM GRAVES
SECRETARY TO THE BOARD

JENNIFER TOY
SECRETARY

APPROVED:

ANJALI LATHI
PRESIDENT

Adopted this 28th day of October, 2013.

GENERAL MANAGER'S SUMMARY

Below is a summary of major activities occurring at the District during September 2013.

ODOR COMPLAINTS: We received 6 odor complaints during the month. Three of the incidents related to the collection system and only 1 was related to USD, where we were conducting sewer cleaning in front of a house. Three complaints were associated with the plant, but two were likely due to bay pond odors. A third may have been associated with USD operations but no odors were detected by staff. A new odor neutralizing mist system was installed along the east perimeter of the plant.

SAFETY: There were no accidents or injuries during the month. Mike Marzano presented Confined Space Entry and Fall Protection Training.

FINANCIAL: At the end of the first quarter, USD has received 60% of our budgeted capacity fees. Auditors completed their on-site work for the FY13 Audit.

COLLECTION SYSTEM: The group completed the month of September with no spills. Collections is testing various nozzles and pressures for a pilot to test efficiency of rinsing the pipes before televising in lieu of full cleaning.

PLANT OPERATIONS: We received a congratulatory letter from Assemblyman Bill Quirk on achieving the NACWA gold award. A tour was given to a resident of Ponderosa Homes who had contacted USD on several occasions regarding odors. ACWD maintenance staff visited USD to observe our planning work in FMC.

PROJECTS: The Sabercat tunnel crossing of Interstate 680 was successfully completed. The Cast Iron Lining Phase IV project was completed as well. Good progress is being made on the Cogeneration project.

STAFFING & PERSONNEL: The TSCS Manager recruitment was completed with the selection of Sami Ghossain. Elliott Johnson, formerly with Castro Valley SD, started work as a new construction inspector. USD is recruiting a new technical training program manager and has selected four finalists for interview.

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

- Conducting performance evaluations for Work Group Managers
- Recruitment and interviews for the Technical Services Manager
- Various off-site meetings including CSDA, EBDA, CSRMA Liability Committee and the South Bay Salt Pond Restoration project annual meeting.
- Working with the AGM on development of upgrades to the USD web site.
- Internal Committees and Task Forces including the Safety Committee and Alternate Compensation Task Force.

UPCOMING EVENTS: Next month USD will kickoff efforts for review and update of our records management program. Our annual newsletter will be distributed to customers.

HOURS WORKED AND LEAVE TIME BY WORK GROUP
June 29,2013 to September 20, 2013

DIVISION	Reg. Hours	Lt Duty	O/T	Total				Historical FY13			Average Number of Employees
				Leaves*	Sick	STD	WC	Sick	STD	WC	
General Manager Staff	1,506			294 16%	26 1.4%			110 1.7%			132
Business Service	9,302		1	1,258 12%	85 0.8%			713 1.6%	211 0.5%		Current Number of Vacant Positions (1)
Technical Service	13,098		36	1,822 12%	335 2.2%	9 0.1%		2,190 3.4%	499 0.8%		[]
Collection System	11,768		650	3,082 21%	509 3.4%	222 1.5%	1 0.0%	1,565 2.5%	235 0.4%	124 0.2%	Hours Worked Per Week Per Employee (2)
Treatment & Disposal	9,434		281	2,051 18%	341 3.0%	285 2.5%		971 2.0%	144 0.3%		34.68
FMC	8,346		590	1,494 15%	194 2.0%			1,265 3.1%	74 0.2%	33 0.1%	Projected Average Annual Sick Leave Per Employee (3)
Totals	53,454		1,558	10,002	1,488	516	1	6,814	1,163	157	48.79
%	84.2%		2.5%	15.8%	2.3%	0.8%	0.0%	2.4%	0.5%	1.3%	

(1) Current vacancies include: Business Services (0), Collections (0), FMC (0), T&D (0), TSCS (0)

(2) An employee using 3 weeks vacation, 11 holidays, 2 HEC days and 40 hours of sick leave will work an average of 34.9 hours per week over the course of a year. With four weeks vacation, 34.2 hours per week.

(3) Target goal for sick leave incentive program is 47 hours per employee per year.



ODOR REPORT September 2013

During the recording period from September 01, 2013 through September 30, 2013, there were six odor related service requests received by the District.

City: Fremont

1. Complaint Details:

Date: 9/4/2013

Location: LEMOS LN

Wind (from): Northwest

Temperature:

Time: 2:18 pm

Reported By: Terry James

Wind Speed: 10 mph

76 Degrees F Weather: Sunny

Response and Follow-up:

Plumbing company, Mr. Rooter, working across the street and odor traveled into caller's home. No odor was detected. Odor was likely caused by plumbing company working on lateral.

2. Complaint Details:

Date: 9/24/2013

Location: WASHINGTON AV

Wind (from): Northwest

Temperature:

Time: 8:45 am

Reported By: Mr. Robles

Wind Speed: 5 mph

68 Degrees F Weather: Clear

Response and Follow-up:

Inspected manholes and did not detect an odor. Inspected storm drains and detected an odor. Sample was taken from the standing water in the drain and tested. Sample showed ammonia was present. Referred to EC Team for Urban Run-off issue. EC investigated and found that Casa Robles restaurant interceptor was leaking to the storm drain due to a plugged lateral. Casa Robles removed sand from the lateral and fixed the problem.

City: Newark

3. Complaint Details:

Date: 9/16/2013

Location: INDIAN WELLS DR

Wind (from): Southwest

Temperature:

Time: 9:35 am

Reported By: Carlos

Wind Speed: 5 mph

68 Degrees F Weather: Clear

Response and Follow-up:

Resident reported raw sewage smell after USD truck was parked in front of home. Hydro truck had been there to clean structure in front of home.

City: Union City

4. Complaint Details:

Date: 9/17/2013

Location: NANCY CT

Wind (from): Northwest

Temperature:

Time: 1:50 pm

Reported By: Sharon Silva

Wind Speed: 20 mph

*67 Degrees F Weather:*Sunny

Response and Follow-up:

Resident reported she had left home leaving a window open, and upon return detected an odor. Inspected sewer manholes and did not detect an odor. Possible low tide odor due to high winds.

5. Complaint Details:

Date: 9/18/2013

Location: ALVARADO BL

Wind (from): West

Temperature:

Time: 12:45 am

Reported By: Kishore Nandipati

Wind Speed: 0 mph

*57 Degrees F Weather:*Clear

Response and Follow-up:

Inspected manholes and toured the area, but no odor was detected. Additionally, no odors were detected at the Plant.

6. Complaint Details:

Date: 9/20/2013

Location: ALVARADO BL

Wind (from): Northwest

Temperature:

Time: 4:00 pm

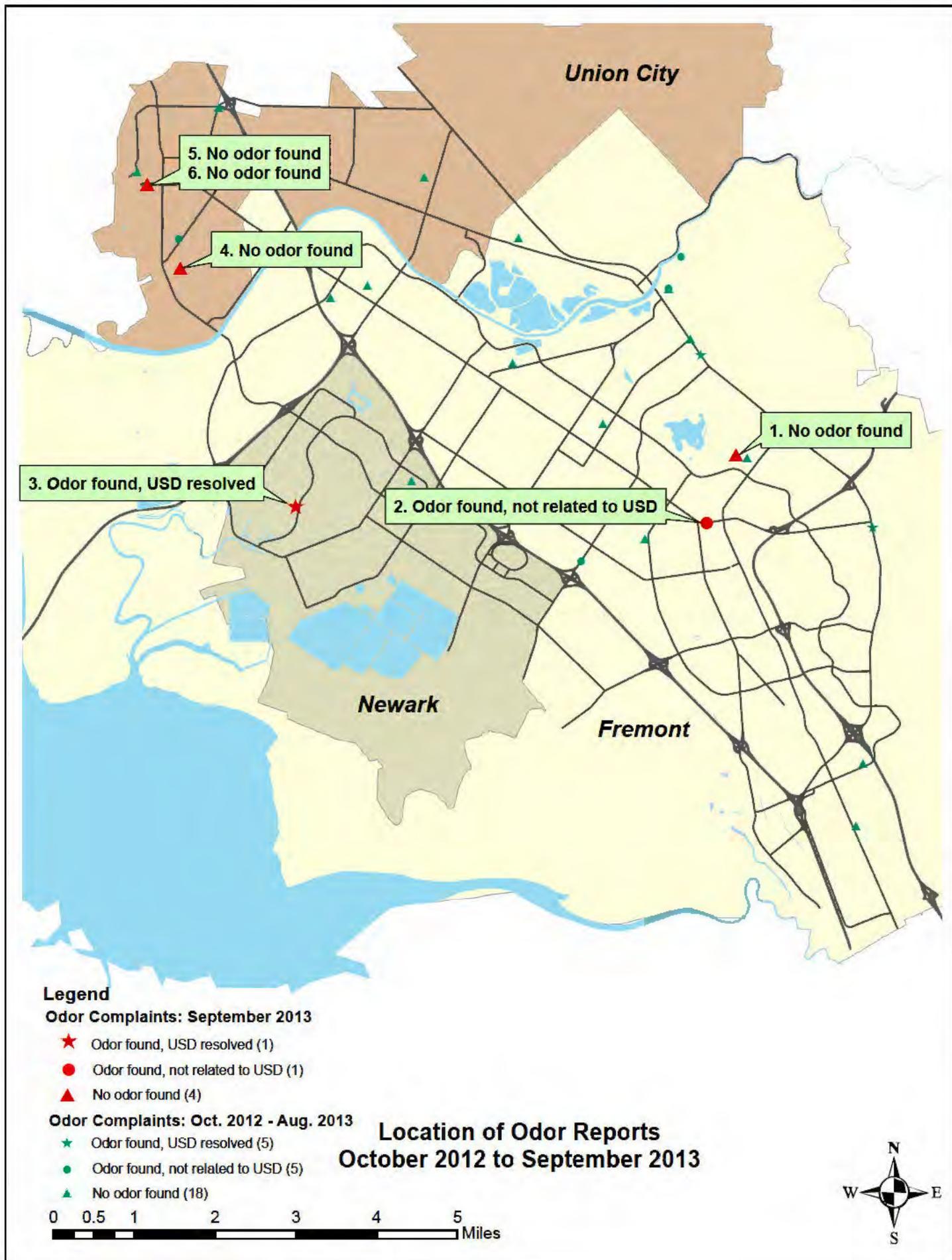
Reported By: Kishore Nandipati

Wind Speed: 12 mph

*70 Degrees F Weather:*Cloudy

Response and Follow-up:

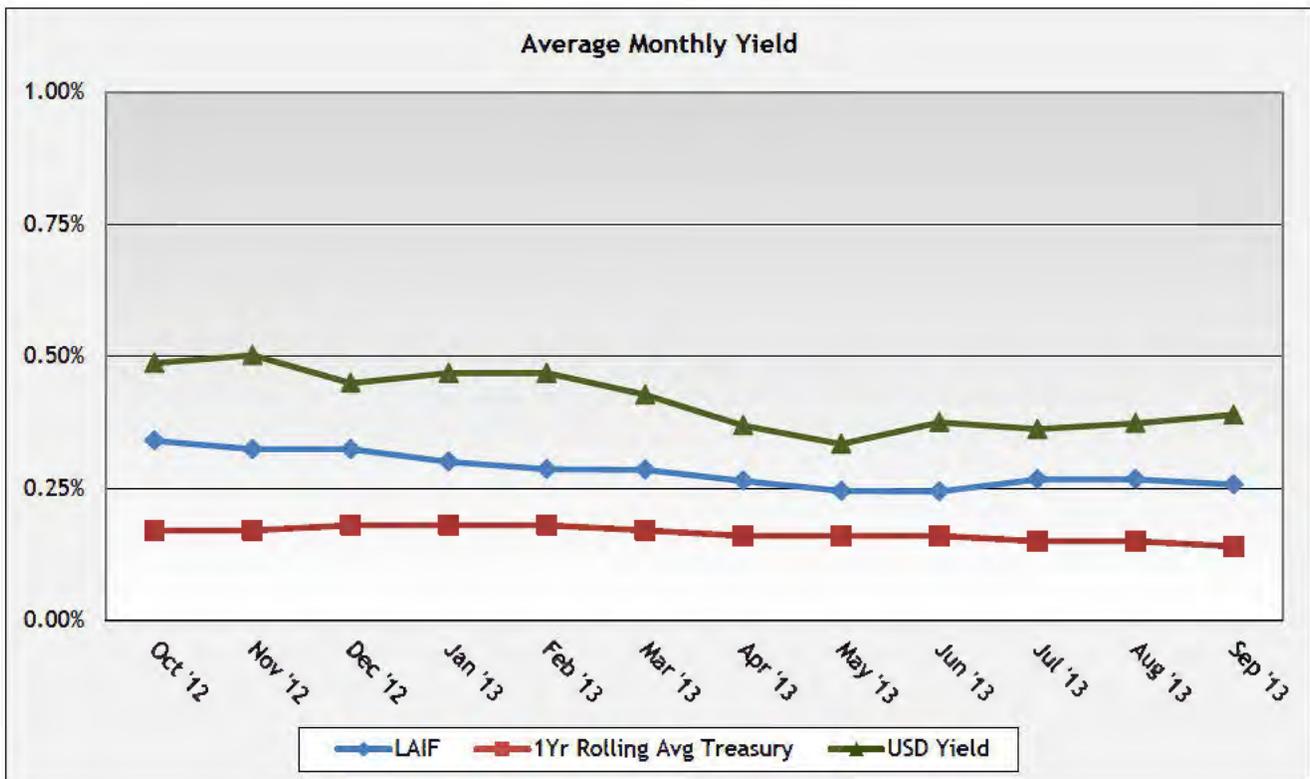
Inspected manholes and storm drains in the area, including the park next door to the residence. Only a slight bleach odor was detected, but no sewage smell was detected.



**Business Services Group
Activities Report
September 2013**

- The Quality Coordinator arranged for Jeremy Lowe of ESA PWA Environmental Hydrology to make a presentation to the Board of Directors on the USD Sea Level Rise Vulnerability and Adaptation Study.
- The Quality Coordinator presented three sessions of Hazardous Waste Handler Training to USD employees.
- With the Lean & Green TF, the Quality Coordinator toured the recycling center to identify practices that would improve USD's recycling/composting program.
- The Quality Coordinator presented a course on strategic planning and balanced scorecard to the Leadership School participants.
- HR notified employees of ACA Health Care Exchange (met compliance requirement).
- HR coordinated the first Informal Grievance Procedure (involving GM and Union President) under the new contract, with a successful outcome. This procedure was commended by both the Union and Management at the most recent JLMC meeting.
- The recruitment for Construction Inspector II was completed; Elliott Johnson was hired on 9/16/2013.
- IT upgraded Alchemy to version 9

Performance Measures
AVERAGE MONTHLY YIELD



BUDGET AND FINANCE REPORT

FY 2014

Year-to-date as of 9/30/13

25% of year elapsed

Prelim.
Unaudited
Last Year
Actuals 6/30/13

Revenues

	Budget	Actual	% of Budget Rec'd	
Capacity Fees	\$2,300,000	\$1,371,431	60%	\$2,864,810
Sewer Service Charges	44,887,853	640,025	1%	42,389,872
ECB Revenues	765,000	111,701	15%	820,386
Interest	321,000	121,327	38%	618,348
Misc. (incl. ann. LAVWMA pymnt, PG&E rebates)	289,500	143,356	50%	343,415
Subtotal Revenues	\$48,563,353	\$2,387,839	5%	\$47,036,831
SRF Loan Proceeds (Prim Clarif. Boyce)	1,000,000	1,049,409	105%	4,118,084
Total Revenues + SRF Proceeds	\$49,563,353	\$3,437,248	7%	\$51,154,915

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Projects	\$5,220,000	\$368,162	7%	\$2,738,698
Renewal & Repl. Projects (incl. escrow)	12,285,000	2,612,219	21%	11,696,467
Expenditure Control Budget (ECB)	32,100,356	7,242,911	23%	29,414,193
Non-ECB	759,500	65,052	9%	701,075
Retiree Medical (Annual Required Contribution)	462,852	118,574	26%	445,724
Vehicle & Equipment	1,089,734	263,288	24%	589,238
Information Systems	1,101,990	165,615	15%	657,050
Plant & Pump Station R&R	250,000	47,477	19%	174,553
Pretreatment Fund	7,000	1,360	19%	6,137
County Fee for Sewer Service Charge Admin.	106,000	0	0%	105,251
Debt Servicing:				
SRF Loans (Irv., Wilw, LHH, Plant, Cedar, NPS, Sub1)	4,678,000	908,164	19%	4,086,647
Total Expenses	\$58,060,432	\$11,792,823	20%	\$50,615,034
Total Revenue & Proceeds less Expenses	(\$8,497,079)	(\$8,355,575)		\$539,882

Gross ECB Expenses by Work Group

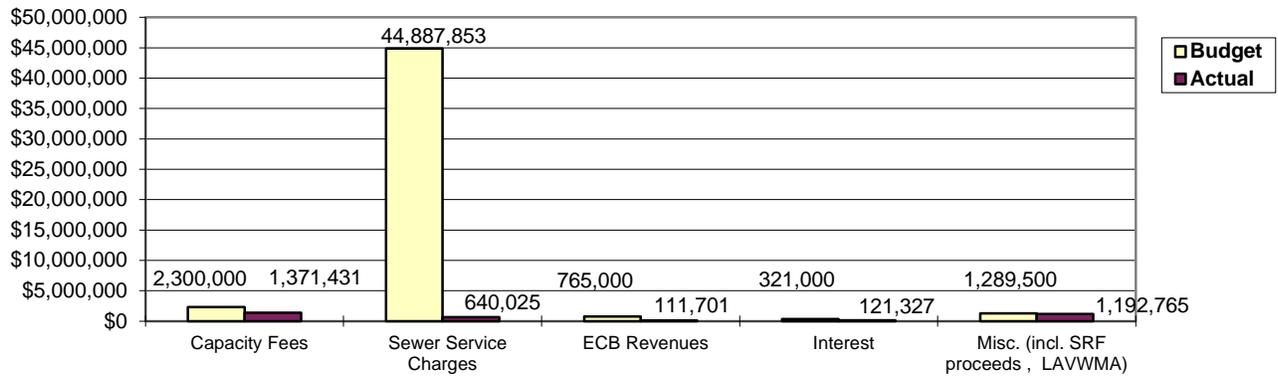
	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$190,063	\$27,703	15%	\$156,099
General Manager/Admin.	1,182,404	274,641	23%	835,685
Business Services	4,501,787	1,047,704	23%	4,171,426
Collection Services	5,587,778	1,271,917	23%	5,304,088
Tech Support & Cust. Services	5,251,559	1,183,599	23%	4,908,778
Treatment & Disposal Services	9,889,975	2,221,629	22%	9,168,756
Fabrication, Maint. & Construction	5,496,790	1,215,719	22%	4,869,362
Total	\$32,100,356	\$7,242,911	23%	\$29,414,193

ECB Expenses by Type

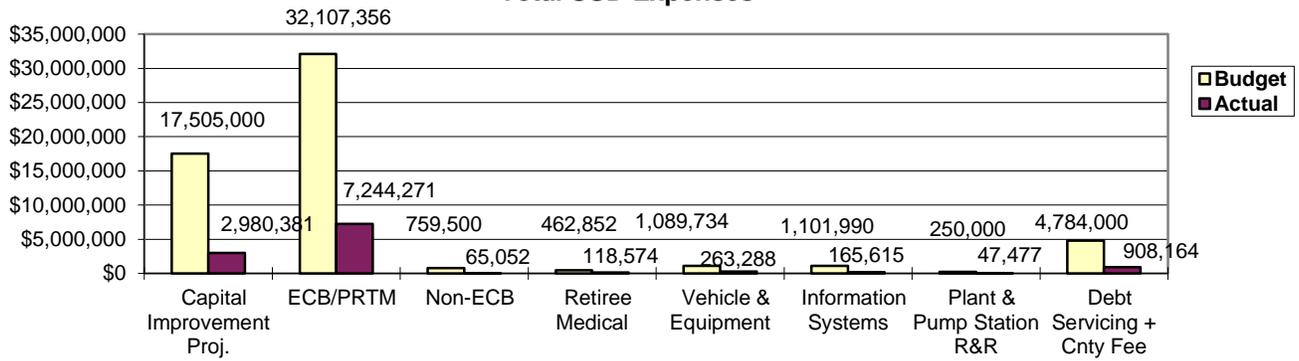
	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$21,948,372	\$5,037,476	23% (27%)*	\$20,190,171
Repairs & Maintenance	2,000,012	390,058	20%	1,826,148
Supplies & Mats (chemicals, small tools)	2,314,095	477,311	21%	2,304,201
Outside Services (utilities, biosolids, legal)	5,644,877	1,293,681	23%	5,091,924
Fixed Assets	193,000	44,386	23%	1,750
Total	\$32,100,356	\$7,242,911	23%	\$29,414,193

* Personnel Budget Target

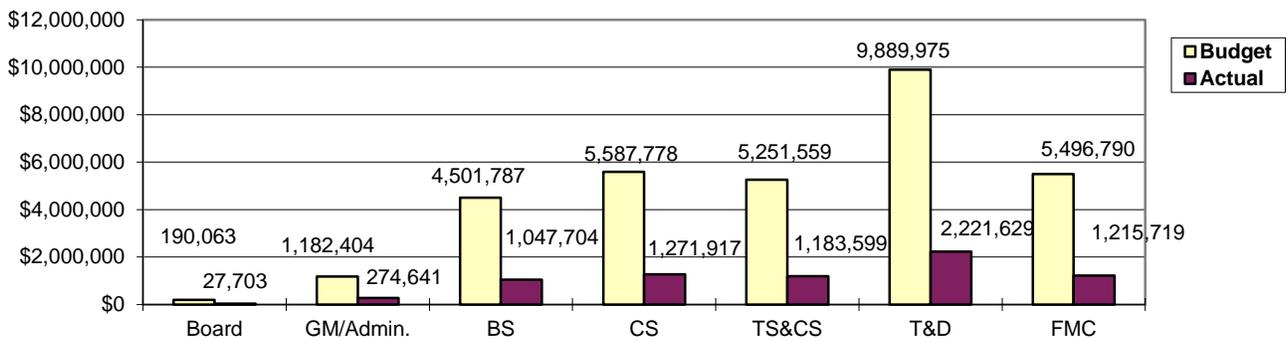
USD Revenues



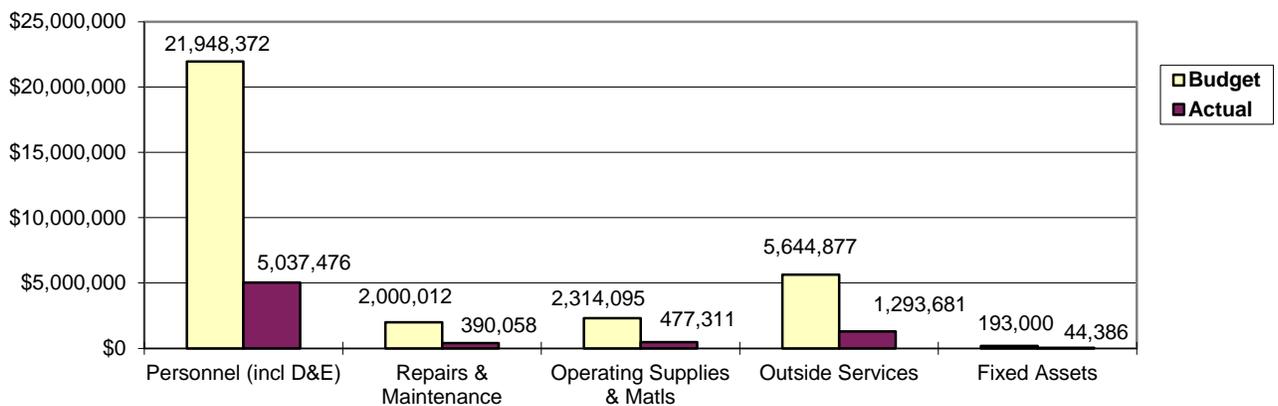
Total USD Expenses



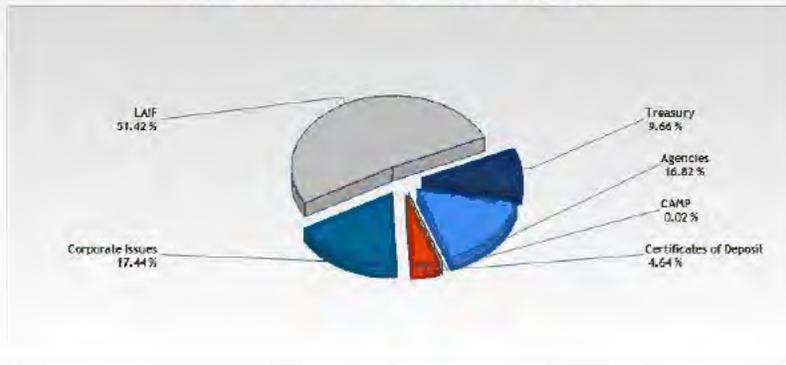
ECB Expenses by Work Group



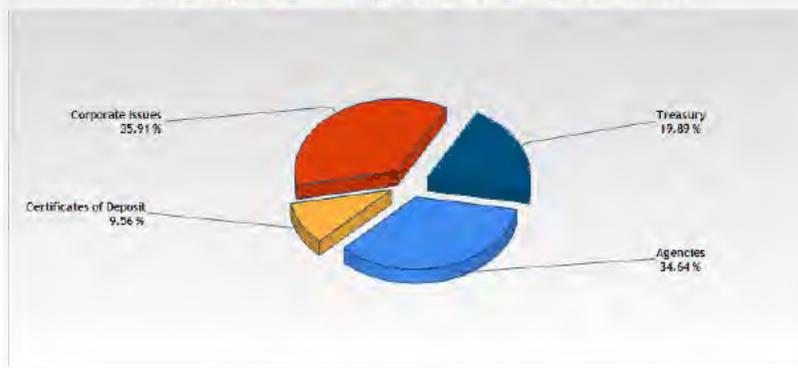
ECB Expenses by Type



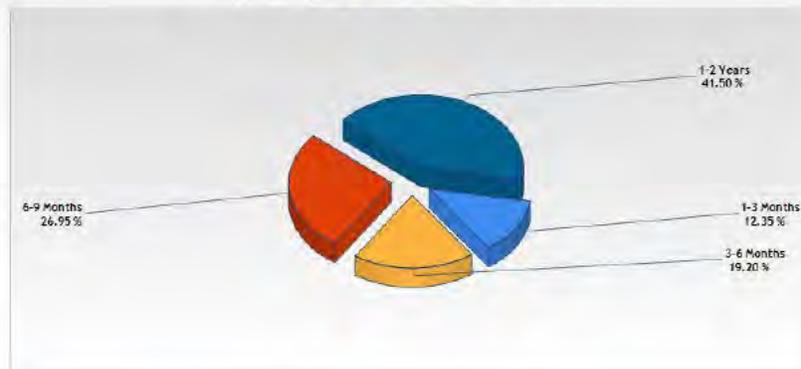
All Portfolio Holdings Distribution by Asset Class



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	2,500,000.00	0.457	2,499,671.90	41	12.35	2,500,538.77	2,499,954.21	0.03
3-6 Months	3,740,000.00	0.512	3,885,660.00	140	19.20	3,781,231.82	3,777,072.84	0.39
6-9 Months	5,420,000.00	0.447	5,454,755.64	244	26.95	5,441,713.65	5,430,057.81	0.67
1-2 Years	8,220,000.00	0.613	8,399,669.00	511	41.50	8,374,621.41	8,362,900.30	1.38
Total / Average	19,880,000.00	0.530	20,239,756.54	310	100	20,098,105.65	20,069,985.16	0.83

**Union Sanitary District
Board Report - Holdings**
Report Format: By Transaction
Group By: Asset Class
Portfolio/Report Group: All Portfolios
As of 9/30/2013

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 0.4 6/27/2014	313379N47	Moodys-Aaa	6/6/2012	2,000,000.00	1,999,980.00	0.400	2,003,860.00	0.401		6/27/2014	4.80
FHLB 2.375 3/14/2014	3133XWKV0	Moodys-Aaa	3/21/2012	2,000,000.00	2,075,820.00	2.375	2,020,740.00	0.450		3/14/2014	4.98
FNMA 0.42 6/5/2015-13	3135G0SE4	Moodys-Aaa	12/5/2012	2,000,000.00	2,000,000.00	0.420	2,000,680.00	0.420		6/5/2015	4.80
FNMA 1 5/16/2014-11	31398A6A5	Moodys-Aaa	3/21/2012	925,000.00	934,795.64	1.000	930,577.75	0.505		5/16/2014	2.24
Sub Total / Average				6,925,000.00	7,010,595.64	1.071	6,955,857.75	0.435			16.82
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	9,783.94	9,783.94	0.070	9,783.94	0.070	N/A	N/A	0.02
Sub Total / Average				9,783.94	9,783.94	0.070	9,783.94	0.070			0.02
Certificates of Deposit											
Ally Bank 0.75 5/16/2014	02005QF24	None	5/16/2012	245,000.00	245,000.00	0.750	245,645.60	0.750		5/16/2014	0.59
Apple Bank 0.55 6/6/2014	037830LH7	None	6/6/2012	250,000.00	250,000.00	0.550	250,310.30	0.550		6/6/2014	0.60
BMW Bank 0.35 11/14/2013	05568P2D8	None	12/26/2012	240,000.00	239,676.00	0.350	240,047.81	0.503		11/14/2013	0.58
Discover Bank 0.5 11/21/2013	254671JE1	None	12/26/2012	240,000.00	239,995.90	0.500	240,107.16	0.502		11/21/2013	0.58
Fifth Third Bank 0.4 2/20/2014	316777GL9	None	2/20/2013	240,000.00	240,000.00	0.400	240,151.82	0.400		2/20/2014	0.58
GE Capital Retail											

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
Bank 0.95 3/16/2015	36157PAU3	None	1/2/2013	240,000.00	240,000.00	0.950	241,836.31	0.950		3/16/2015	0.58
Goldman Sachs Bank 0.75 11/14/2014	38143AU78	None	11/30/2012	240,000.00	240,000.00	0.750	240,945.05	0.750		11/14/2014	0.58
Sallie Mae Bank 0.75 11/14/2014	795450QK4	None	11/30/2012	240,000.00	240,000.00	0.750	240,945.05	0.750		11/14/2014	0.58
Sub Total / Average				1,935,000.00	1,934,671.90	0.625	1,939,989.10	0.644			4.64

Corporate Issues

Credit Suisse USA Inc 5.125 1/15/2014	22541LAM5	Moodys- A1	1/2/2013	1,500,000.00	1,569,840.00	5.125	1,520,340.00	0.610		1/15/2014	3.77
GECC 4.875 3/4/2015	36962GP65	Moodys- A1	9/18/2013	1,000,000.00	1,059,830.00	4.875	1,058,210.00	0.750		3/4/2015	2.54
General Electric Capital 2.375 6/30/2015	36962G5F7	Moodys- A1	11/30/2012	500,000.00	517,745.00	2.375	512,675.00	0.980		6/30/2015	1.24
General Electric Capital Corp 2.15 1/9/2015	36962G5M2	Moodys- A1	8/16/2013	1,000,000.00	1,021,670.00	2.150	1,020,750.00	0.590		1/9/2015	2.45
JP Morgan Chase 4.75 3/1/2015	46625HCE8	Moodys- A2	1/2/2013	1,000,000.00	1,079,800.00	4.750	1,053,500.00	1.012		3/1/2015	2.59
Principal Life Income Fund Var. Corp 11/8/2013	74254PPF3	Moodys- AA3	5/21/2012	2,020,000.00	2,020,000.00	0.446	2,020,383.80	0.446		11/8/2013	4.85
Sub Total / Average				7,020,000.00	7,268,885.00	3.119	7,185,858.80	0.668			17.44

LAIF

LAIF LGIP	LGIP1002	None	4/30/2011	21,430,833.78	21,430,833.78	0.257	21,430,833.78	0.257	N/A	N/A	51.42
Sub Total / Average				21,430,833.78	21,430,833.78	0.257	21,430,833.78	0.257			51.42

Treasury

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
T-Note 0.375 11/15/2014	912828RQ5	Moody's-Aaa	5/25/2012	2,000,000.00	2,000,624.00	0.375	2,005,080.00	0.362		11/15/2014	4.80
T-Note 1 5/15/2014	912828QM5	Moody's-Aaa	3/21/2012	2,000,000.00	2,024,980.00	1.000	2,011,320.00	0.416		5/15/2014	4.86
Sub Total / Average				4,000,000.00	4,025,604.00	0.689	4,016,400.00	0.389			9.66
Total / Average				41,320,617.72	41,680,374.26	0.952	41,538,723.37	0.389			100

**Union Sanitary District
Board Report - Activity
Portfolio/Report Group: All Portfolios
From 9/1/2013 To 9/30/2013**

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
BUY								
GECC 4.875 3/4/2015	36962GP65	1,000,000.00	1,059,830.00	1,895.83	4.875	0.750	9/18/2013	1,061,725.83
Sub Total / Average		1,000,000.00	1,059,830.00	1,895.83				1,061,725.83
DEPOSIT								
CAMP LGIP	LGIP4000	0.57	0.57	0.00		0.000	9/30/2013	0.57
Sub Total / Average		0.57	0.57	0.00				0.57
INTEREST								
CAMP LGIP	LGIP4000	0.00	0.00	0.57		0.000	9/30/2013	0.57
FHLB 2.375 3/14/2014	3133XWKV0	0.00	0.00	23,750.00	2.375	0.000	9/14/2013	23,750.00
GE Capital Retail Bank 0.95 3/16/2015	36157PAU3	0.00	0.00	1,149.37	0.950	0.000	9/16/2013	1,149.37
JP Morgan Chase 4.75 3/1/2015	46625HCE8	0.00	0.00	23,750.00	4.750	0.000	9/1/2013	23,750.00
Sub Total / Average		0.00	0.00	48,649.94				48,649.94
WITHDRAW								
LAIF LGIP	LGIP1002	900,000.00	900,000.00	0.00		0.000	9/6/2013	900,000.00
LAIF LGIP	LGIP1002	1,000,000.00	1,000,000.00	0.00		0.000	9/11/2013	1,000,000.00
LAIF LGIP	LGIP1002	1,000,000.00	1,000,000.00	0.00		0.000	9/17/2013	1,000,000.00
LAIF LGIP	LGIP1002	500,000.00	500,000.00	0.00		0.000	9/19/2013	500,000.00
LAIF LGIP	LGIP1002	1,300,000.00	1,300,000.00	0.00		0.000	9/25/2013	1,300,000.00
Sub Total / Average		4,700,000.00	4,700,000.00	0.00				4,700,000.00

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

For Period Ended 9/30/13

Fund Balance 6/30/13:		\$1,860.27
Revenues:		
Budget allocation for FY'14 to cover ARC		462,852.00
Medicare Part D reimbursement		7,923.00
Expenses:		
Net Medical Reimbursments		(2,860.87)
Transfers Out:		
8/16/13 CalPERS OPEB Trust Annual Required Contrib. (ARC) (payment #1 of 4)		(115,713.00)
Ending Fund Balance 9/30/13:		\$354,061.40



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$3,377,622.99	\$3,377,622.99
Contribution	115,713.00	115,713.00
Distribution	(68,106.56)	(68,106.56)
Transfer IN	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	161,222.18	161,222.18
Admin Expense	(1,343.44)	(1,343.44)
Other	0.00	0.00
Ending Balance	\$3,585,108.17	\$3,585,108.17
YTD Accrual	68,106.56	68,106.56
Grand Total	\$3,653,214.73	\$3,653,214.73

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	288,343.115	288,343.115
Unit Purchases from Contributions	9,494.211	9,494.211
Unit Sales for Withdrawals	(5,512.052)	(5,512.052)
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	292,325.274	292,325.274
Period Beginning Unit Value	11.950102	11.950102
Period Ending Unit Value	12.497088	12.497088

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 09/30/2013



Union Sanitary District

Entity #: SKB7-6011550262

Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
07/01/2013	YE Accrual Distribution Reversal	\$68,106.56				
08/06/2013	Distribution	(\$68,106.56)	\$12.355936	(5,512.052)		
08/16/2013	Contribution	\$115,713.00	\$12.187743	9,494.211	WIRE 2013081600117 379	

Client Contact:
CERBT4U@CalPERS.ca.gov

If you have any questions or comments regarding the new statement format please contact at CERBT4U@CalPERS.ca.gov

COLLECTION SERVICES ACTIVITIES REPORT September 2013

Progress/Accomplishments

- Completed 178,186 feet of cleaning of sewer lines in September
- Completed 178,186 feet of televising of sewer lines in September
- Responded to 25 service request calls in September
- Completed a total of 8 in September
- Marked and located all sewer lines (Underground Service Alerts)
- Provided support on the following projects: Cast Iron Phase IV and V, I-680 Crossing, Hansen 8, Lateral Condition Assessment, and Plant Shut Downs
- Participated in a CASSE benchmarking meeting
- Participated in a BACWA meeting
- Continued training of 2 new Collection System Workers
- Continued to make progress on catching up on 72 Month Cleaning and Inspection PMP
- Participated in Strategic Planning
- Updated the SSMP
- Completed 304 days in a row with no injuries

Training for Collections included;

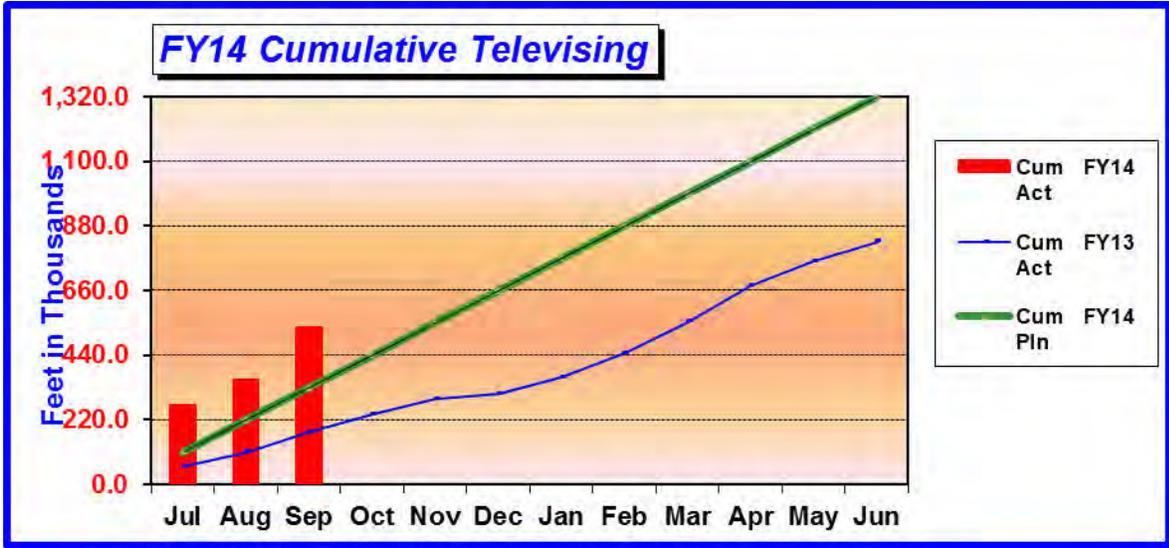
SOP CS110-10 SSL – Pallet Fork, SOP CS110-11 SSL – Over The Tire Tracks, SOP CS110-12 SSL – Auger, SOP CS110-13 SSL – Sweeper SOP CS110-14 SSL – Brush Cutter, SOP CS110-15 SSL – Breaker, SOP CS110-16, SSL – Skid Hitch, SOP CS110-17 SSL – Tree Sheer, District Policy 2050 Reimbursement & Travel, hands-on demonstration of Cues camera head removal, cleaning, and installation, hands-on demonstration of hydraulic breaker installation and use, and Safety Star Points shared and discussed topics from Safety meeting.

Future Planning

- Provide training on By-Pass Pumping
- Continue effort of to catch up on 72 Month Cleaning and Inspection PMP
- Develop and Implement Phase II of 72 Month Pilot TV after rinsing
- Migrate CMMS to Hansen 8

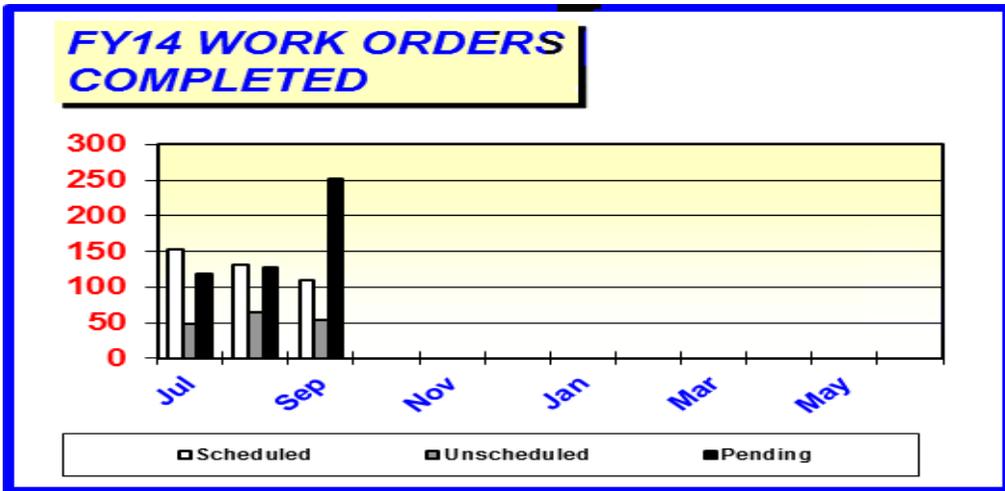
Performance Measures



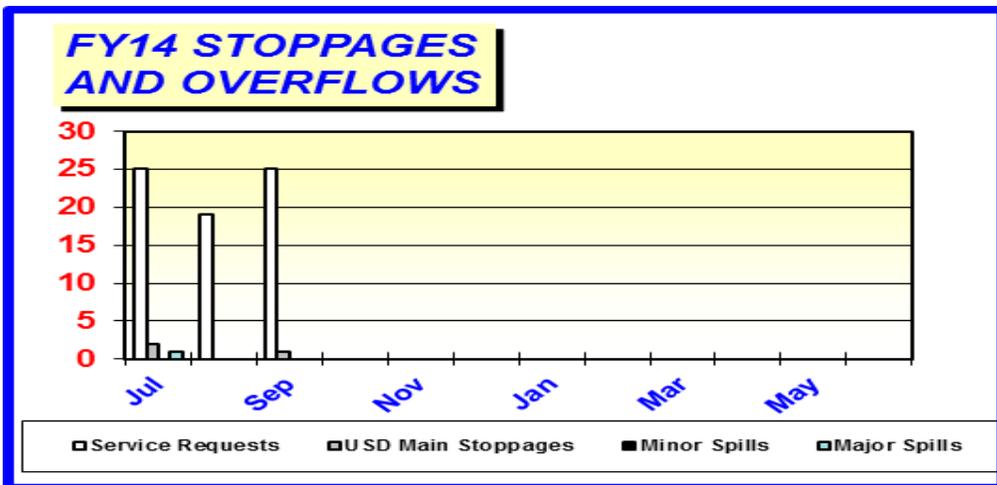


Other Collection Services Status Data:

Support Team Work Order Status:



C/S Maintenance Status:



**Treatment & Disposal
Activities Report
September 2013**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits.
- Completed 98% preventive maintenance activities for the month of September.
- Tested the new emergency outfall for regrowth issues based on the new flushing schedule.
- Attended the Pyrethroid study presentation and discussion.
- Attended South Bay Salt Pond Restoration Project Stakeholder meeting.
- Reviewed energy audit findings with USD Staff.

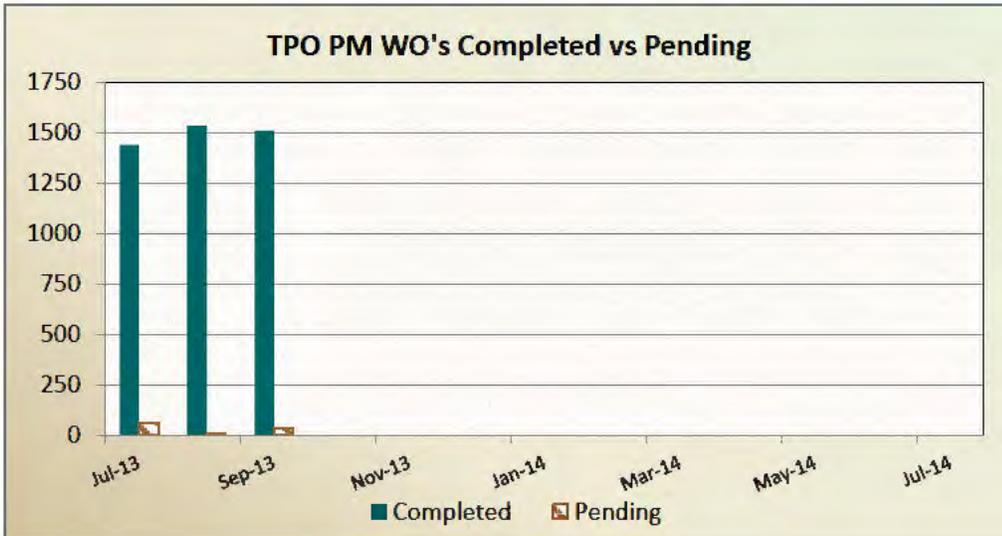
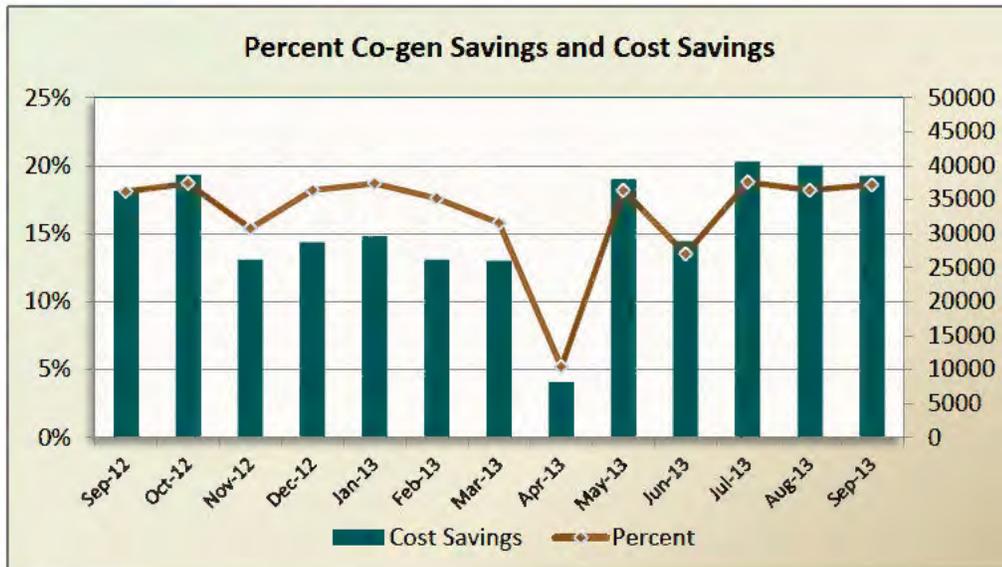
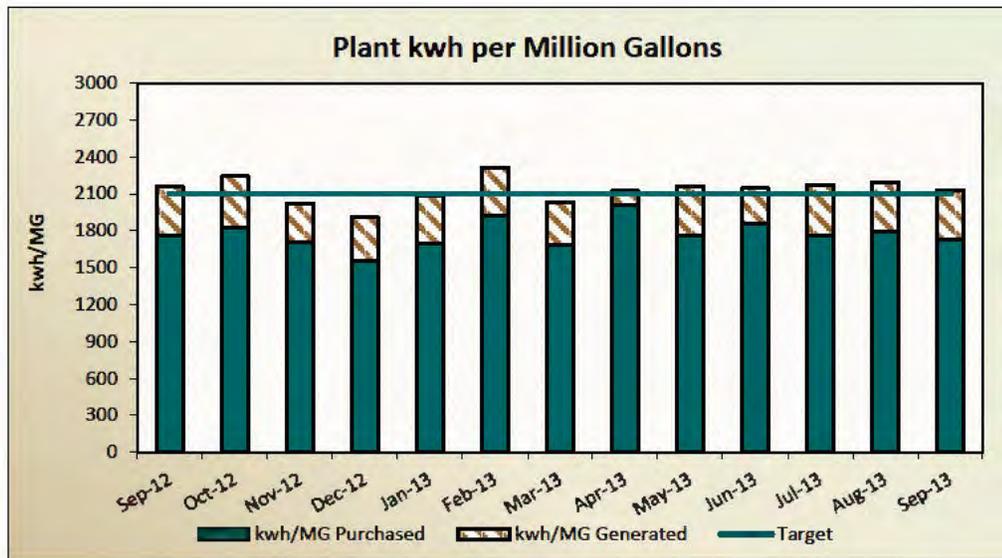
Future Planning

- Solicit and award the Hayward Marsh Dredging alternatives project.
- Attend the RMP annual meeting.
- Attend BACWA Nutrient Symposium.

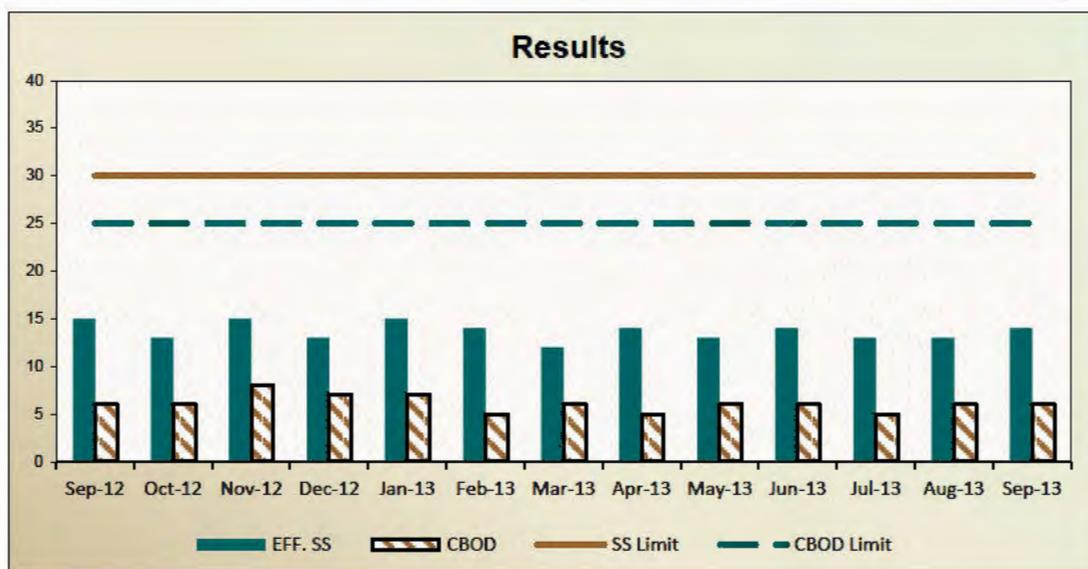
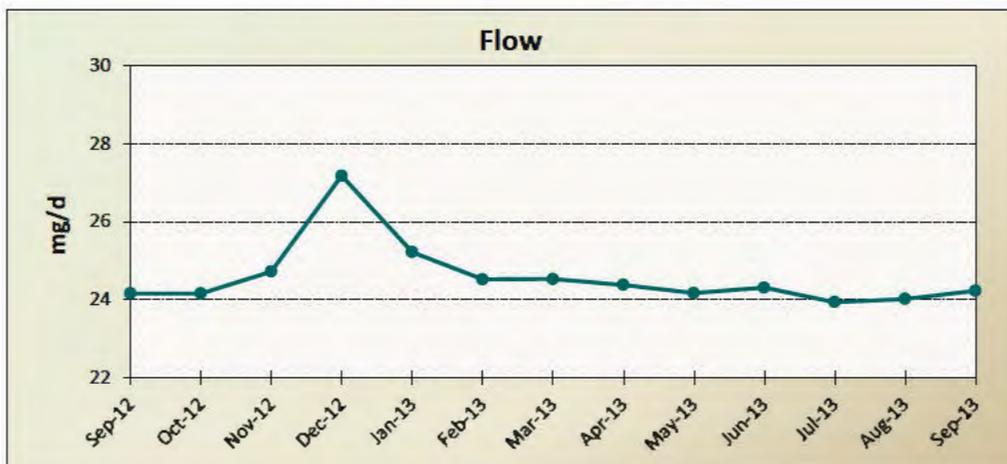
Other

- Co-gen system produced 18.6% of power consumed for the month of September.

Performance Measurements



Operational/NPDES Performance



<u>Parameter</u>	<u>Monthly Average</u>	<u>NPDES Permit Limits</u>
SS	14	30 mg/l
BOD	6	25 mg/l
F. Coliform	20 - 33	500, 5-Day Log Mean
	38 - 79	1100, 90th Percentile
Copper	4.4	78 µg/l
Nickel	3.5	79 µg/l
Mercury	0.00313	0.066 µg/l
Cyanide	< 3.0	42 µg/l

**FMC
Activities Report
September 2013**

Progress/Accomplishments

- Completed 97% preventive maintenance activities for the month of September.
- Completed 66 corrective maintenance work orders for the month of September.
- Overhauled NPS pump #4.
- Installed motorized louvers on IPS generator set.
- Replaced bearings in sludge pump #4 motor.

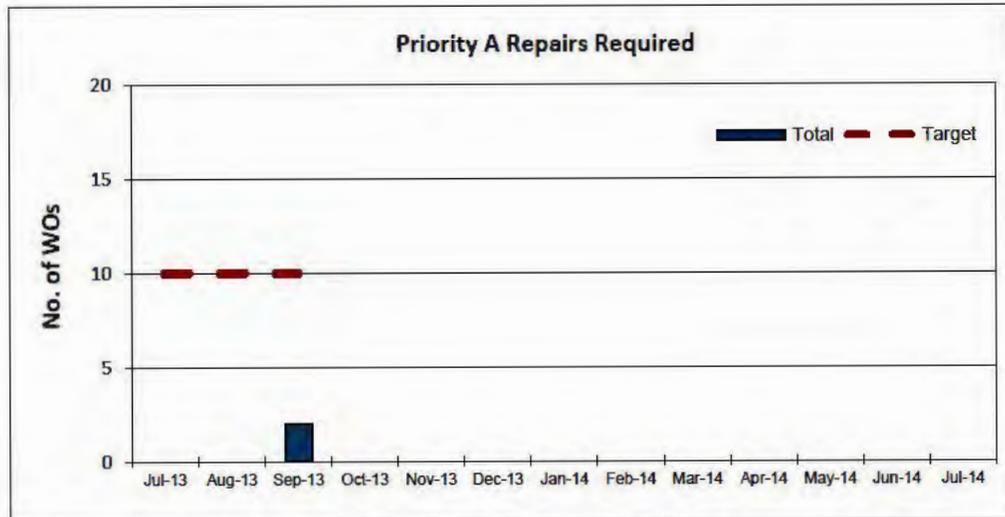
Future Planning

- Replace check valves at Cherry St. Pump Station.
- Install local control stations for roof fans at IPS and NPS.
- Refurbish two portable cranes for Degritter Building.

Other

- Repair #9 Blower Motor.
- Bypass Pump Training.
- Paint East Primary Pump Room.

Performance Measurements



**MONTHLY OPERATIONS REPORT FOR THE MONTH OF SEPTEMBER 2013
TECHNICAL SUPPORT AND CUSTOMER SERVICE WORK GROUP SUMMARY**

Capital Improvement Program

Cast Iron Lining Phase IV – Project closeout is proceeding. Board acceptance will be on October 28th.

Cast Iron Lining Phase V – Work is complete at 22 of the 24 sites.

I-680 @ Sabercat Rd. SS Relocation – Tunneling and contact grouting is completed. Carrier pipe installation is next followed by cellular concrete installation.

Thickener Control Building Interim Improvements Project – installation of new mechanical equipment completed, testing commenced.

Headworks Improvements Project – Installation of new conveyor and washer compactor equipment at Headworks commenced.

Hayward Marsh Pipeline Improvements Project – Rehabilitation of the 30-inch outfall forcemain is in progress and is scheduled to be completed in October 2013.

RAS Pump Station Piping Improvements Project – Contractor began operation of the temporary bypass of the RAS pump station. RAS Pumps 1 and 2 are pumping through the bypass piping while contractor works on the piping modifications for RAS Pumps 3, 4, and 5.

Cogeneration Project – Contractor continued with the installation of the utility concrete trenches underneath the future Cogeneration Building pad. Contractor also installed the bypass pipeline for the digester gas from Digester No. 6 in preparation for making connections to existing digester gas pipeline. Manufacturing of the new engine generators is complete and is scheduled to ship from Austria in October with arrival in the Port of Oakland by the middle of November.

Lift Station No. 1 Improvements Project – DW Nicholson completed concrete walkway repair work inside of Primary Clarifier No. 6. Coating work to be completed in October. The District has received refurbished rollers and upper bearing assemblies from Siemens.

MCC Replacement Project – Phase 2 – DW Nicholson started demolition of wire feeds and junction boxes for the 6 positive displacement blowers in the East Aeration Blower room. Demolition and replacement of MCC 13 will begin in October.

PLC Processor Upgrade Project – Armond Rist of ANC and Chris Pachmayer have replaced 8 PLC processors including 5 lift/pump stations (all except Boyce as it is still under warranty), the two centrifuge PLCs and the PLC at OCB. The remainder of the PLCs should be replaced by the end of October.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

Fremont	Newark	Union City	Total
11	3	4	18

Graphics and Communications

- NACWA Gold Award press release to papers, Patch online news and Chambers of Commerce (and on What's New page)
- "Wipes clog pipes" info on What's New page for Pollution Prevention Week
- Updated USD profile on Newark Chamber of Commerce website

Environmental Compliance

Pollution Prevention Program

# of Dental Inspections	# of School Outreach Events including Sewer Science	# of Plant Tours
12	0	0

Misc. Pollution Prevention (Dental trainings, Plumbing Contractor training, etc.)

Name of Event	Date
None	

Reports (Annual Pollution Prevention, City of Fremont reports, etc.)

Report Name	Date Report Completed and Submitted
None	

Pollution and Prevention

Business Inspected			Illicit Discharge Complaints	Type	Enforcement Actions	
UR	FOG	Total			UR	FOG
75	26	101	2	Verbal Warning	15	4
				Notice of Deficiency	0	0
				Warning Letter	0	6
				Notices of Violation	9	0
				Admin Fine	3	0
				Legal Action		

Industrial

Reports (Annual & Semi-Annual Pretreatment Report, Union City Report, etc.)

Report Name	Date Report Completed and Submitted
None	None

Pending Permits

New Industrial/Groundwater Permits	Groundwater/Temporary
Mountain Cascade	Groundwater

Permits Issued

Company Name	Date Permit Issued
JMB Construction	9/30/12

Industrial Closures

Company Name	Date of Closure
None	

Enforcement Action

Violation	IU Name & Nature of Business	City (F, N, UC)	Parameters Violated	Discharge concentration (mg/L)	USD/Fed Limit (mg/L)	Comments
NOV N13-010	Hayward Quartz #2	F	Oil & Grease (Petroleum)	241 mg/L	100 mg/L	In the process of completing violation requirements.
NOV N13-011	Western States Glass	F	Copper Zinc	4.3 mg/L 3.4 mg/L	2.0 mg/L 3.0 mg/L	In the process of completing violation requirements.
NOV N13-012	American Licorice	U	Accidental discharge of food coloring	NA	NA	In the process of completing violation requirements.
NOV N13-013	Sterling Foods	U	pH	5.1	6.0	In the process of completing violation requirements.
NOV N13-014	La Terra Fina	U	Self-reported pH	4-5	7.0	In the process of completing violation requirements.

- (1) Warning Letter (WL), Notice of Violation (NOV), Administrative Order (AO), Cease & Desist Order (C&D), Significant Non Compliance (SNC), (EM) Enforcement Meeting
- (2) Fremont (F) Newark (N) Union City (UC)
- (3) Daily Max (DM) Monthly Average (MA)

Other - Team training, Special Meetings, Conferences, Special Recognition, IAC (topics)

Activity	Date of Event
None	

Engineering/Construction

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for SEP 2013 Activity
1.	Cast Iron Lining Phase IV – Chris E.	\$381	8/13	100%	100%	Closeout continues. Board acceptance on Oct. 28 th .
2.	Cast Iron Lining Phase V – Curtis	\$385	10/13	90%	94%	22 of 24 sites are complete.
3.	Headworks Improvements Project – Ric	\$1,739	11/13	67%	90%	Conveyer and washer compactor installation commenced.
4.	Hayward Marsh Pipeline Rehabilitation – Curtis	\$115	10/13	0%	93%	Rehab. of forcemain is in progress.
5.	I-680 @ Sabercat Rd. SS Relocation– Chris E.	\$1,804	11/13	79%	97%	Tunneling and contact grouting

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for SEP 2013 Activity
						completed. Carrier pipe installation next.
6.	Thickener Control Building Interim Improvements Project – Ric	\$633	10/13	95%	90%	Equipment installation completed, testing commenced.
7.	RAS Pump Station Piping Improvements – Curtis	\$506	11/13	55%	82%	Began bypass of the RAS pump station by operating Pumps 1 and 2 on the temporary bypass piping
8.	Cogeneration Project – Raymond	\$10,566	9/14	15%	35%	Contractor continued with underground utility concrete trench installation and preparation for existing piping connections.
9.	MCC Replacement Project - Phase 2 – Chris P.	\$798	4/14	6%	32%	Mobilized and demo'd wire leads and j-boxes for the 6 PD blowers.
10	Internal Lift Station No. 1 Improvements Project – Chris P.	\$747	4/14	32%	28%	Completed concrete repair work in PC 6 walkway.

Design/Study

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for SEP 2013 Activity
1	Irvington Basin Master Plan Update – Condition Assessment - Sami	\$30	11/13	50%	80%	District staff and consultant worked on resolving issues with the electronic data transfer
2	Local Limits and Wastewater Treatability Study - Ric	\$107	12/12	75%	100%	Development of potential ammonia limit in progress
3	Jarvis Ave. SS Replacement – Chris E.	\$103	2/14	19%	19%	50% design by West Yost in process.
4	Pine St. Easement Improvements – Chris E.	\$15	3/14	17%	17%	50% design complete. Permitting process begun.
5	Thickener Control Building Improvements Project – Ric	\$706	6/13	90%	100%	100% design submittal under review.
6	Upper Hetch Hetchy SS Rehabilitation – Chris E.	\$233	1/14	40%	40%	50% design by West Yost due in early Oct.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: October 18, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Rich Cortes, Business Services Manager
Maria Scott, Principal Financial Analyst

SUBJECT: Agenda Item No. 8 - Meeting of October 28, 2013
Information Item: **Final June, 2013 Internal Financial Report**

Recommendation

Information only.

Background

Staff presented preliminary June financials with the June Monthly Operations Report. These were preliminary because we keep the June books open through August for audit and adjustment purposes. The next time the Board sees the June financials is typically in the form of the formal audited financial statements, which are in a different format than the Monthly Operations report.

Most of the differences between preliminary and final are due to accruals for both revenues and expenses. These accruals are accounting entries made to ensure that all activity for Fiscal Year 2013 is accounted for on the books.

There are substantial differences between Monthly Operations and final audited financial statements (e.g. naming conventions and categories, depreciation expense). Staff wants the Board to see the final numbers in the familiar format as well as the audited financial report format.

The final FY 2013 audit is still in progress.

BUDGET AND FINANCE REPORT

FY 2013

Year-to-date as of 6/30/13

100% of year elapsed

Revenues

	Budget	Actual	% of Budget Rec'd	Audited Last Year Actuals 6/30/12
Capacity Fees	\$1,750,000	\$2,864,810	164%	\$2,848,488
Sewer Service Charges	42,387,000	42,339,312	100%	40,630,578
ECB Revenues	725,000	820,386	113%	830,990
Interest	700,000	618,348	88%	631,940
Misc. (incl. ann LAVWMA pymnt, PG&E rebates)	295,000	343,415	116%	196,367
Subtotal Revenues	\$45,857,000	\$46,986,271	102%	\$45,138,363
SRF Loan Proceeds (Prim Clarif. Boyce, Subst.1)	5,200,000	4,118,084	79%	10,755,247
Total Revenues + SRF Proceeds	\$51,057,000	\$51,104,355	100%	\$55,893,610

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program.				
Capacity Projects	\$2,565,000	\$2,738,698	107%	\$3,032,556
Renewal & Repl. Projects (incl. escrow)	11,048,000	11,809,762	107%	15,580,736
Expenditure Control Budget (ECB)	30,279,646	29,454,668	97%	28,332,356
Non-ECB	927,600	701,077	76%	653,213
Retiree Medical (Annual Required Contribution)	448,284	445,724	99%	369,269
Vehicle & Equipment	1,279,000	589,238	46%	301,390
Information Systems	1,349,000	657,050	49%	434,297
Plant & Pump Station R&R	250,000	174,553	70%	189,272
Pretreatment Fund	7,000	6,137	88%	9,530
County Fee for Sewer Service Charge Admin.	105,000	105,251	100%	104,948
Debt Servicing:				
SRF Loans (Irv, Wilw, LHM Plant, Cedar, NPS, Sub1)	4,105,419	4,086,647	100%	3,929,320
Union City Use Permit	0	0	0%	500,000
Total Expenses	\$52,363,949	\$50,768,805	97%	\$53,436,888
Total Revenue & Proceeds less Expenses	(\$1,306,949)	\$335,551		\$2,456,722

Gross ECB Expenses by Work Group

	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$187,300	\$156,099	83%	\$153,717
General Manager/Admin	904,500	835,685	92%	848,498
Business Services	4,306,237	4,171,926	97%	4,002,736
Collection Services	5,321,029	5,307,149	100%	4,798,992
Tech Support & Cust Services	5,005,136	4,908,778	98%	4,708,242
Treatment & Disposal Services	9,349,644	9,205,669	98%	8,974,904
Fabrication, Maint. & Construction	5,205,800	4,869,362	94%	4,845,266
Total	\$30,279,646	\$29,454,668	97%	\$28,332,356

ECB Expenses by Type

	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$20,483,861	\$20,190,171	99% (100%)*	\$18,900,153
Repairs & Maintenance	2,024,837	1,829,210	90%	1,960,647
Supplies & Matls (chemicals, small tools)	2,396,233	2,305,951	96%	2,215,039
Outside Services (utilities, biosolids, legal)	5,247,715	5,127,587	98%	5,215,149
Fixed Assets	127,000	1,750	1%	41,367
Total	\$30,279,646	\$29,454,668	97%	\$28,332,356

* Personnel Budget Target

Reconciliation of Monthly Report to Audited Financial Statement (Income Statement) for FY13

	Monthly Report	Financial Stmt (IS*)	Diff.	Explanation
Capacity Fees	2,864,810	2,864,810	0	
SSC	42,339,312	42,339,312	0	
ECB Revenues + Misc Income	1,163,802	1,163,802	0	
Interest	618,348	178,689	439,659	Monthly report shows actual cash vs. accrued & market adj.
SRF Proceeds	4,118,084	0	4,118,084	Recorded as increase in liability on BS** and cash on Cashflow Stmt
Contributed Capital (donated assets)	0	4,208,011	(4,208,011)	Not reported on monthly report (non-cash); recorded in June
Subtotal Revenues & SRF Proceeds	51,104,355	50,754,623	349,732	
CPTY Project Cost	2,738,698	65,525	2,673,173	Non capital is on IS (Capital or asset cost is on BS) Reclaimed Water
RNWL Project Cost (incl escrow)	11,809,762	3,146,277	8,663,485	Non capital is on IS (Capital or asset cost is on BS) F-Main, INKA
ECB	29,454,668	29,452,918	1,750	Non capital is on IS (Capital or asset cost is on Balance Sheet)
Non-ECB	701,077	600,252	100,825	Non capital is on IS (Capital or asset cost is on Balance Sheet)
Retiree Medical	445,724	438,130	7,594	Non capital is on IS (Capital or asset cost is on Balance Sheet)
Vehicle & Equip	589,238	23,323	565,915	Non capital is on IS (Capital or asset cost is on Balance Sheet)
ISRR	657,050	142,371	514,679	Non capital is on IS (Capital or asset cost is on Balance Sheet)
PPSR	174,553	174,553	0	
Pretreatment	6,137	6,137	0	
County Fee	105,251	105,251	0	
Debt Servicing	4,086,647	1,138,677	2,947,970	Principal reduction is on Balance Sheet; only interest expense (also Svc chg & Grant chg) is on IS
Depreciation	0	16,776,307	(16,776,307)	Not reported on monthly report; recorded in June
Loss on Ret. of Cap Assets	0	1,479,254	(1,479,254)	Not reported on monthly report; recorded in June
Loss on Equity Invstmt in EBDA	0	89,170	(89,170)	Not reported on monthly report; recorded in June
Subtotal Expenses	50,768,804	53,638,143	(2,869,339)	
Change in Net Position	335,551	(2,883,520)	3,219,070	Financial Statement amount is official number.

*IS = Income Statement = Statement of Revenues, Expenses, and Changes in Net Assets

**BS = Balance Sheet = Statement of Net Assets



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: October 21, 2013

MEMO TO: Board of Directors – Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Rich Cortes, Business Services Manager

SUBJECT: Agenda Item No. 9. – Meeting of October 28, 2013
Information Item: **CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING**

Recommendation:

Receive the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association (GFOA). Acknowledge Maria Scott's initiative and contribution for the District receiving national recognition.

Background:

The Government Finance Officers Association of the United States and Canada (GFOA) is the professional association of state/provincial and local finance officers in North America, and has served the public finance profession since 1906. GFOA has awarded its Certificate of Achievement for Excellence in Financial Reporting to Union Sanitary District for its fiscal year 2012 Comprehensive Annual Financial Report (CAFR). This award is the highest form of recognition in the area of government accounting and financial reporting. The Certificate Program, which was established in 1945, is designed to recognize and encourage excellence in financial reporting by state and local governments.

This is the tenth year running that Maria Scott, the District's Principal Financial Analyst, has developed a CAFR report that has been recognized at the national (GFOA) level. She has also served as a GFOA CAFR reviewer this past year for jurisdictions in Kansas, Maryland, South Carolina, and Texas.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
General Manager
District Engineer

David M. O'Hara
Attorney

DATE: October 21, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Jesse Gill, TSCS Work Group Manager
Sami Ghossain, CIP Coach
Chris Elliott, Assistant Engineer

SUBJECT: Agenda Item No. 10 - Meeting of October 28, 2013
RESOLUTION NO. 2717, ACCEPTING THE CONSTRUCTION OF THE CAST IRON LINING PROJECT PHASE IV FROM NOR-CAL PIPELINE SERVICES, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION

Recommendation

Accept the construction of the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc. by Resolution, and authorize the Attorney for the District to file a Notice of Completion with the Alameda County Recorder's Office.

Background

On February 25, 2013, the Board awarded a construction contract to Nor-Cal Pipeline Services, Inc. for the construction of the Cast Iron Lining Project Phase IV in the amount of \$436,448. The project's purpose was to rehabilitate cast iron sanitary sewer pipes by installing cured-in-place liners. The project included twenty three (23) of the most corroded cast iron segments. Please refer to the attached map for the locations of these spot repairs. The project was designed by in-house staff.

Construction Contract

Staff issued the Notice to Proceed to Nor-Cal Pipeline Services, Inc. on April 8, 2013. The 105-day project was scheduled to be completed on July 21, 2013. Staff granted a time extension of 34 additional days to complete Contract Change Order No. 1, and Nor-Cal Pipeline Services, Inc. substantially completed the project on August 24, 2013. Staff awaited the cured-in-place pipe laboratory test results, which were received on September 25, 2013, before recommending project acceptance by the Board. The Covello Group provided construction management services for the project.

Change Orders

The project includes seven (7) change orders at a total credit of -\$56,236.88, which is approximately -12.9% of the original contract amount. All negotiations have been finalized and the change orders have been executed. A description of some of these change orders follows.

Change Order No. 1

Contract Change Order No. 1 is in the amount of \$10,283.00 and is for rehabilitating the entire Site 11 structure rather than the originally specified cast iron sections. The structure was televised and found to have significant clay pipe cracking outside of the 35 foot and 14 foot cast iron sections; therefore, the District negotiated with the contractor to rehabilitate the entire 535 feet instead.

Change Order No. 3

Contract Change Order No. 3 is a credit of -\$8,640.00 for removing one of the three rehabilitations required at Site 8 from the contract and having the full bid amount credited back to the District. The cast iron pipe at Site 8B had been previously rehabilitated by others; therefore, no liner was installed.

Change Order No. 5

Contract Change Order No. 5 is a credit of -\$20,000.00 for removing Site 17 from the contract. During the District's second round of pre-cleaning and television inspection operations of the corroded cast iron pipe at Site 17, it was discovered that the cast iron pipe was severely damaged with large holes and significant soil voids behind. This pipe was excavated and replaced under a separate emergency contract.

Change Order No. 6

Contract Change Order No. 6 is a credit of -\$13,500.00 for removing the eight foot (8') liner at Site 12A from the contract. The Project plans called for the rehabilitation of an 8-foot section and an 18-foot section of the existing 6-inch sewer pipe at Site 12A. The eight foot (8') cast iron section was discovered to have small holes with sharp edges which posed significant risks to the contractor's lining installation method. This section will be rehabilitated by the District at a later time using a suitable lining method.

Change Order No. 7

Contract Change Order No. 7 is a credit of -\$19,651.00 for the Site 6 full-length liner installation which failed to meet the contract's minimum thickness specifications. The full bid item amount is credited back to the District. Although the installed thickness of 5.6 mm is less than the 7.2 mm required thickness, the liner is expected to provide the same corrosion protection of the cast iron pipe, with more than 75% of the liner strength.

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

**Table 1
 Change Order Summary**

No.	Description	Amount
1	Site #11 Full Length Liner	\$10,283.00
2	Sites #12A, B, & C Reduced Liner Thickness	-\$228.88
3	Site #8B Removed From Contract	-\$8,640.00
4	Site #1 Credit for 4' Liner Removed From Contract	-\$4,500.00
5	Site #17 Credit	-\$20,000.00
6	Site #12A Credit for 8' Liner	-\$13,500.00
7	Site #6 Liner Thickness	-\$19,651.00
Change Order Total (Approx. -12.9% of Contract Amount)		-\$56,236.88

All punchlist work is completed, the District has assumed beneficial use of the Cast Iron Lining Project Phase IV, and staff recommends accepting this project from Nor-Cal Pipeline Services, Inc. and filing the Notice of Completion.

RBC/RA/SG/CE;mp

Attachments: Resolution
 Notice of Completion
 Cast Iron Lining Phase IV Sites Map

RESOLUTION NO. 2717

**ACCEPTING PROJECT FROM
NOR-CAL PIPELINE SERVICES, INC.
FOR THE
CAST IRON LINING PROJECT PHASE IV
IN THE CITIES OF FREMONT AND NEWARK, CALIFORNIA**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc., effective October 28, 2013.

Legal Counsel is hereby authorized to record a "Notice of Completion" for the project.

On motion duly made and seconded, this resolution was adopted by the following vote on October 28, 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



**RECORDED AT REQUEST OF,
AND WHEN RECORDED RETURN TO:**

DAVID M. O'HARA
ATTORNEY AT LAW
975 CENTENNIAL DRIVE
BRENTWOOD, CA 94513

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the **UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on February 27, 2013, by said District and **Nor-Cal Pipeline Services, Inc.**, 1459 Market Street, Yuba City, CA 95992, Contractor for the Project, "**Cast Iron Lining Project Phase IV**," was substantially completed on August 24, 2013, and accepted by said District on October 28, 2013.

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

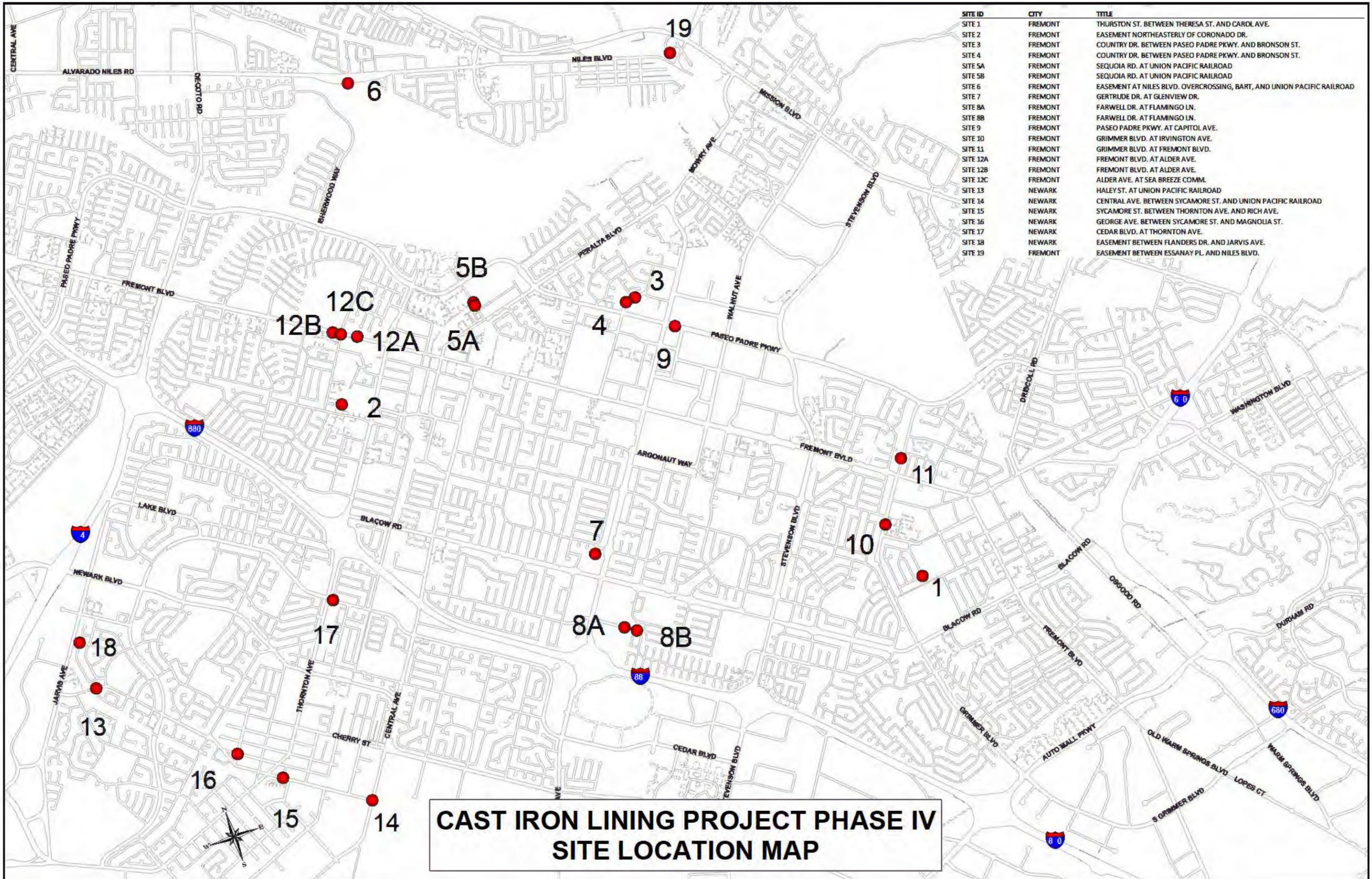
The estate or interest of the owner is: beneficiary of recorded public utility easements.

The description of the site where said work was performed and completed is at various locations in the Cities of Fremont and Newark, County of Alameda, State of California.

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

Executed on _____ at UNION CITY, CALIFORNIA.

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



**CAST IRON LINING PROJECT PHASE IV
SITE LOCATION MAP**



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard B. Currie
General Manager
District Engineer

David M. O'Hara
Attorney

DATE: October 28, 2013

MEMO TO: Board of Directors – Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Andy Morrison, Collection Services Manager
Roslyn Fuller, Purchasing Agent
David M. O'Hara, Legal Counsel

SUBJECT: Agenda Item No. 11 – Meeting of October 28, 2013
**CONSIDERING THE CLAIM OF VICTOR BECKUM
VEHICLE DAMAGE**

Recommendation:

Deny the claim in its entirety, as damage to vehicle appears not to be caused by the District.

Background:

The District received a claim from Mr. Victor Beckum on October 27, 2013. Mr. Beckum claims that his 1996 Chrysler van parked along the curb on Castille Court was struck by a District Hydro Jet vehicle driven by a District employee on September 3, 2013. Mr. Beckum claims he saw the District's truck in the area earlier in the day and later came outside to find the entire left side of his van damaged. Mr. Beckum didn't see the District's truck strike his vehicle and there are no known witnesses to confirm his claim.

Shawn Nesgis, Collection Coach, inspected Mr. Beckum's vehicle and the District's hydro truck and could not confirm the claim from Mr. Beckum, as there was no physical evidence of damage to the District's truck.

Agenda Item No. 11
Meeting of October 28, 2013
Page 2

Conclusion:

Based on the results of the investigation report from Carl Warren, and the lack of evidence from Mr. Beckum, there appears no evidence the District is liable for the cost of repairs to his vehicle. The Board should deny the claim in its entirety and direct legal counsel to inform the claimant of the Board's action.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: October 18, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer

SUBJECT: Agenda Item No. 12- Meeting of October 28, 2013
**REVIEW AND APPROVE BOARD POLICY #3030 BOARD
MEMBER BUSINESS EXPENSES**

Recommendation

Approve minor revisions to the policy as recommended by staff and the Personnel Committee.

Background

Policy #3030 summarizes Board travel and business expense reimbursement. Reference to EDAB (Economic Development Alliance for Business) has been deleted as previously requested by the Board. No other changes are proposed to the Policy at this time except changes to dates. Minor changes are shown in red and deletions in strike-through text.

The Policy was reviewed on October 14, 2013 by the Board and referred back to the Personnel Committee to discuss provisions for reimbursement for lodging and make a recommendation to the full Board.

Approval Process

The Board has several options for addressing approval of this policy including:

- Ø Approve policy with recommended changes.
- Ø Direct staff to make additional changes and return the policy for further Board review and approval.
- Ø Provide additional changes and approve as revised at the Board meeting.
- Ø Return the policy to Committee for further discussion.

**Union Sanitary District
Policy and Procedures Manual**

Effective 9/13/10 <u>10/28/13</u>	Boardmember Business Expense	Policy Number 3030.3 Page 1 of 3
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Policy

Boardmembers shall be compensated/reimbursed for actual and necessary expenses incurred in the performance of their official duties, subject to applicable Federal, State, and local laws and procedures established by the Board of Directors. Official expenses are limited to those which would be deductible business expenses under IRS regulations. If Boardmembers accept meals or gifts, the member must report them as gifts to elected officials in accordance with the state regulations Political Reform Act of 1974.

Purpose

To establish a uniform method for payment/reimbursement of business expenses incurred by Boardmembers in the performance of their duties.

Reimbursable occurrences

As indicated in Board Policy No. 3045, events qualifying for expense reimbursement include meetings, seminars, workshops, or conferences conducted by CASA, CSDA, ~~EDAB~~, NACWA, CWEA, WEF, WaterReuse, or EPA. In addition, attendance at State or Regional Water Quality Control Board meetings and ethics classes as required by Government Code § 53235 are qualifying events. Attending a USD sponsored school outreach event generally qualifies as a compensable meeting. If the function is conducted by any other organization, attendance and qualification for reimbursement must be approved by the Board in open session.

Costs which are reimbursable

Reimbursable business expenses include:

- a. **Lodging.** One night's lodging at the conference site or equal for each day's attendance at a meeting, provided the site is at least 60 miles from the District's Office. For alternate accommodations, if the conference room rate or the conference hotel is not available, Boardmembers will be reimbursed the normal room rate for the conference hotel or less, at another hotel site.
- b. **Meals.** Meal reimbursement will be based on actual costs for which receipts are provided up to a maximum of \$75 per day with no individual meal exceeding \$40. Alcoholic beverages are not eligible for reimbursement.

- c. **Parking.** Parking reimbursement for airport parking will be based on using the economy lot or off-site parking. Valet parking at the conference venue will be reimbursed if no other parking option is available on site, or within one block of the hotel, or if there is a physical impediment requiring vehicle drop off at the hotel or conference site.
- d. **Rental Cars.** Board members will be reimbursed for all reasonable rental car expenses associated with travel to a conference or other qualifying event where personal vehicles are not used. Board members will share rental car expenses wherever practical. Rental car expenses will be reimbursed for only the days of the conference and up to one additional day if required due to travel arrangements.
- e. **Personal Vehicle usage.** Where a personal vehicle is used in lieu of air travel, Board members will be reimbursed actual mileage, or the sum of reasonable coach airfare + airport parking + shuttle or taxi to the event site + other transportation costs associated with air travel, whichever is less. Personal vehicle mileage will be reimbursed based on “Map Quest” mileage or a reasonable alternate route.
- f. **Air Fare and Other Transportation Costs.** Air fare reimbursement is restricted to reasonable, available “coach” class seating. Board members are encouraged to make travel plans early to take advantage of lower air fares. Other transportation costs will be reimbursed in accordance with existing policies for District employees.

Procedure

1. Boardmembers or the Assistant to the General Manager are to make arrangements for attending events, including but not limited to meetings and conferences.
2. Directors are encouraged to obtain the lowest commercial coach airfare whenever possible.
3. If prepayment is desired for travel, lodging, and/or conference registration, the Boardmember should check the “prepayment” box of the Expense Report form and forward it to the General Manager for review and authorization two weeks prior to the deadline to allow for check processing.
4. Reimbursement claims will be submitted on the Expense Report form, to be reviewed and approved by the General Manager. Forms will be submitted within 45 days after the expense was incurred and will include detailed receipts documenting each expense. These Expense Report forms will be reviewed by the Board quarterly. Quarterly expenditure reports will be part of the public record.
5. Members of the Board will use government and group rates offered by a provider of transportation or lodging services when available. For rental cars, reservations should be made through Enterprise Car Rental where USD has obtained special reduced rates. The Assistant to the General Manager can make arrangements.

6. Board members will provide a brief report on meetings attended (those paid for by the District) at the next regularly scheduled meeting of the Board.

Management Responsibility

The General Manager will be responsible for reviewing expense/reimbursement forms for consistency with the above policy. Any inconsistencies or irregularities shall be brought to the attention of the entire Board.

Supersedes Policy #3030 dated: 7/26/04, #3030.1 dated 1/23/06, ~~and 3030.2 dated 1/28/08,~~
~~revised 9/13/10-~~

Approved by Board of Directors: ~~September 13, 2010~~October 28, 2013

Reviewers: Board of Directors, General Manager, District's Attorney

Notify Person: General Manager

Review Frequency: Every 3 years

Next Review: ~~September, 2013~~October 2016

**Union Sanitary District
Policy and Procedures Manual**

Effective 10/28/13	Boardmember Business Expense	Policy Number 3030.3 Page 1 of 3
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Supersedes Policy #3030 dated: 7/26/04, #3030.1 dated 1/23/06, 3030.2 dated 1/28/08, revised 9/13/10

Approved by Board of Directors: October 28, 2013

Reviewers: Board of Directors, General Manager, District's Attorney

Notify Person: General Manager

Review Frequency: Every 3 years

Next Review: October 2016



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General Manager/
District Engineer*

David M. O'Hara
Attorney

DATE: October 17, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard Currie, General Manager
Donna Wies, Quality Program Coordinator

SUBJECT: Agenda Item No. 13 - Meeting of October 28, 2013
Information Item: **2014-2016 Strategic Plan**

Recommendation

Information Only.

Background

Union Sanitary District's Strategic Plan (attached) was developed by the Executive Team with input from the Board of Directors and employees. Board input was received in a workshop held June 6, 2013.

Key strategic issues addressed in the Plan include:

- Maintaining wet weather capacity (Hayward Marsh)
- Long-term staffing, including knowledge capture/transfer and planning for retirements
- Balancing affordability of rates with adequate funds
- Maintaining improvement in health & safety programs
- External customer service and customer relations
- Emergency preparedness
- Addressing new and changing regulations
- Asset management
- Changing/emerging technology
- Data management and analysis

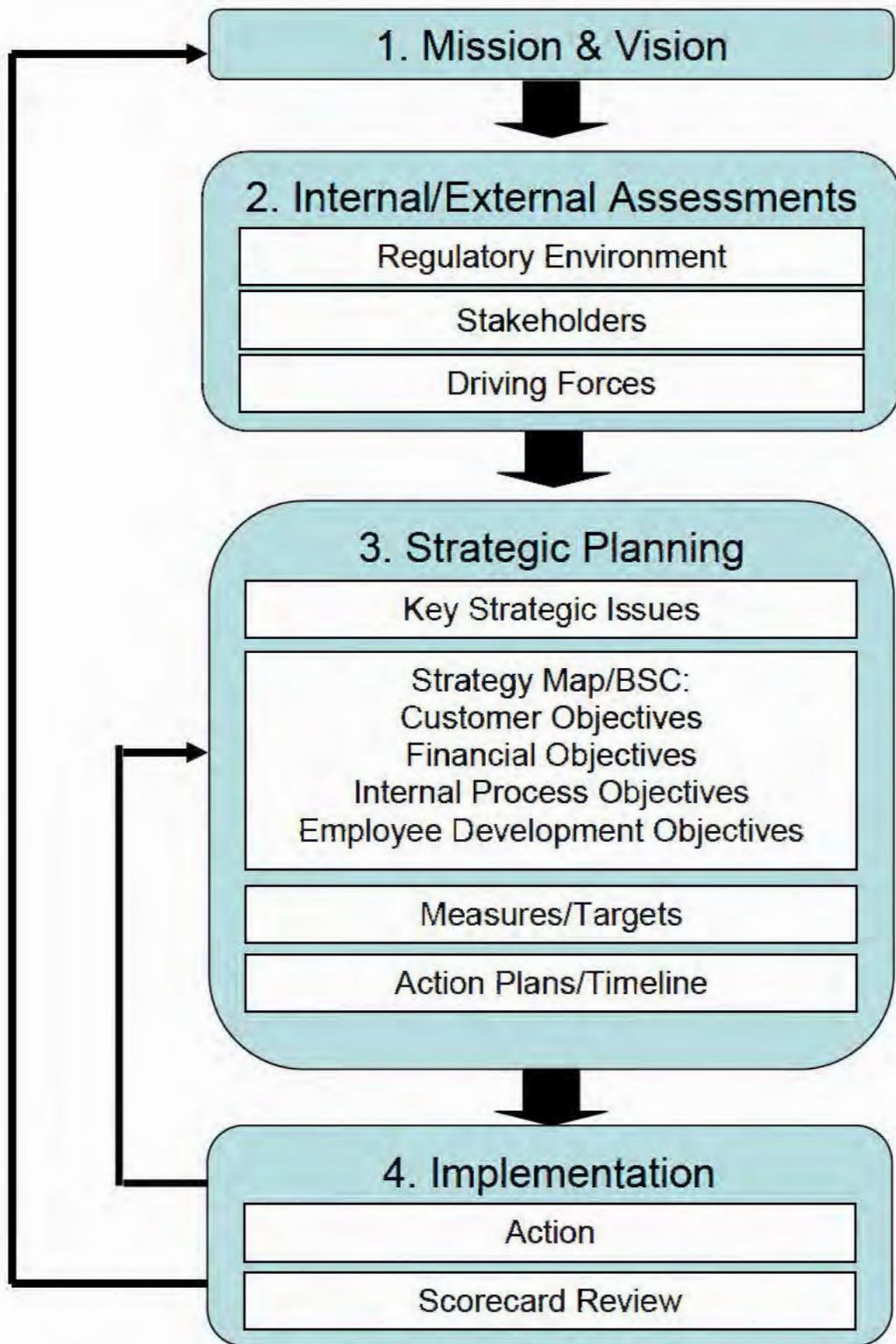
Staff will be available to answer questions.

***Union Sanitary
District
Strategic Plan
2014-2016***

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Union Sanitary District Strategic Planning Framework



Union Sanitary District Strategic Plan FY 2014-2016

Background

Union Sanitary District operates a 30 million gallon a day wastewater treatment plant on the east side of San Francisco Bay, and maintains over 750 miles of sanitary sewers (the collection system). The USD service area includes the cities of Fremont, Newark and Union City.

Products, services and customers:

The District provides services around 5 core processes:

Provide capacity: Manage capital improvement projects to increase or maintain capacity in the collections system and at the treatment plant.

Allow connections: Provide construction permits, inspect and approve connections.

Regulate connections: Provide wastewater discharge permits to industrial dischargers, regulate commercial discharges, and educate the general public about allowable wastewater discharges.

Collect wastewater: Maintain sewers by cleaning, televising and repairing. Maintain pump stations.

Treat wastewater: Operate and maintain the treatment plant in compliance with discharge regulations.

Dispose of residuals: Dispose of treated wastewater and bio-solids in compliance with regulations.

Organizational Structure

Union Sanitary District is an independent, enterprise special district, governed by an elected, five member Board of Directors. Day-to-day operations are managed by the Executive Team, consisting of the General Manager and five workgroup managers. Each manager oversees several teams, all of which are assigned a Coach who serves as the first-level supervisor. In addition, several cross-functional committees (including Steering, Safety, Coaches, and Joint Labor-Management Committees) share information and provide coordination across the District.

Strategic Planning Process

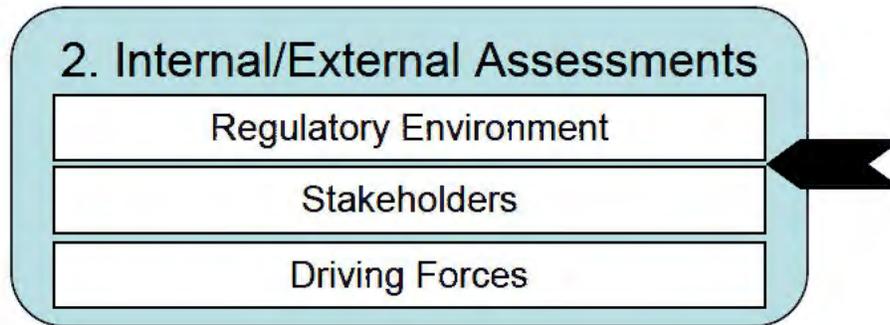
Formal strategic planning is done every three- four years; a compressed version of the process is used other years. Formal, comprehensive planning for FY 2014-2016 began in April 2013. During the first few meetings, the Executive Team reviewed input from stakeholders, past performance on strategic objectives, benchmarking data (where available), new/potential regulations and industry trends, economic projections, political climate and internal challenges. During subsequent meetings, the ET prioritized driving forces and internal challenges, and identified strategies, objectives and initiatives to address them. A strategy map of strategic objectives was developed, as well as measures and initiatives to support the objectives.

1. Mission & Vision

The mission Statement was last revised by a joint group of management and staff in early 2006. It is reviewed annually at the beginning of the strategic planning process.

MISSION STATEMENT: 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.

See Attachment A for details.



Regulatory Environment

The District holds three National Pollution Discharge Elimination System (NPDES) permits from the California Regional Water Quality Control Board (RWQCB), one for the main plant discharge through the East Bay Dischargers Authority (EBDA), one for discharge to the Hayward Marsh, a fresh water marsh restoration project, and one for peak wet weather discharges to Old Alameda Creek. The permits set limits for the amount of wastewater discharged and the contaminants that can be present in the discharge, operating conditions, and reporting requirements. The District is required to file quarterly and annual reports on the activities covered under the NPDES permits. Union Sanitary District recently received the Gold Award from the National Association of Clean Water Agencies (NACWA) for “Peak Performance” in the 2012 calendar year. This is the 20th consecutive year that USD was recognized by NACWA. District facilities are also regulated by the three city governments for hazardous material management and other local regulations.

Other applicable regulations include OSHA requirements, including regulations for entering confined spaces, Federal EPA and RWQCB regulations for controlling sewer overflows and discharges from industrial sources, air permits from the Bay Area Air Quality Management Board, and Government Accounting Standards for financial and asset management.

Regulatory issues facing the District during this planning cycle include the potential future requirement for nutrient removal, changing air quality regulations, and changes in sanitary sewer overflow reporting requirements, and benefits changes due to the Affordable Care Act.

Stakeholders

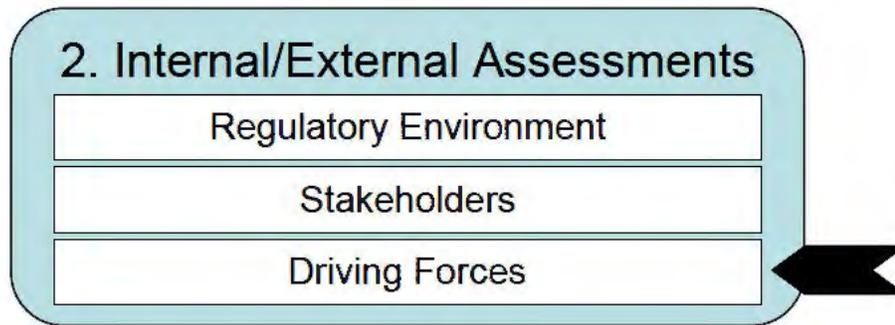
Input and feedback was solicited from employees throughout the planning process. Input was collected from the Coaches, Steering Committee and Board members. Focus groups were held to obtain input from teams and program coordinators. The Executive Team also reviewed the findings of the 2013 Long-term Staffing Taskforce.

Major employee concerns identified during the focus groups were:

- Planning for upcoming management changes due to retirements
- Maintaining District assets and infrastructure
- Maintaining gains in safety performance
- Effective use of new technology, including mobile technology
- Keeping up with pending regulatory changes
- Improving document control and data management
- Improving the external web site
- Maintaining successful initiatives such as the Training Module program and the Leadership School
- Repairing labor relations after recent difficult MOU negotiations
- Maintaining employee morale

- Managing employee workloads
- Improving communication & cooperation between teams
- Maintaining and improving training & knowledge transfer

The draft strategy map, scorecard and timeline were shared with the Joint Labor-Management Committee and Coaches during August 2013. Their comments were incorporated into the final documents.



The Executive Team performed a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) in order to identify driving forces with the potential to affect the District (see Attachment B). The input from stakeholders and the findings from the SWOT analysis were used to identify the Key Strategic Issues facing the District.

Strategic Issues

Criteria for an issue to be considered strategic:

1. Directly impacts ability to achieve Mission (eg: need to attract and retain ees)
2. More than one Workgroup must work together to address; opportunity to create synergy
3. High consequences if not addressed
4. High dollar impact
5. Related to the big 3 for costs: labor, chemicals, energy
6. Factors outside our control
7. Likely to get bigger, more urgent if not addressed
8. We need to do something differently to effectively address, requires change
9. Threatens USD's compliance record
10. Customer or stakeholder driven
11. Creates an opportunity for improvement that will have a long-term impact



Key strategic issues for the next 3-5 years:

- Maintaining Wet Weather Capacity (Hayward Marsh)
- Long-term staffing, including knowledge capture/transfer and planning for retirements
- Balancing affordability of rates with adequate funds
- Maintaining a positive team culture
- Maintaining improvement in health & safety programs
- Maintaining compliance
- Balancing employee workloads
- External Customer Service and customer relations
- Emergency preparedness
- Addressing new and changing regulations
- Asset management
- Changing technology
- Sustainability: environmental, financial, social (includes green projects)
- Data management and analysis (includes document mgmt.)
- Internal communication and coordination

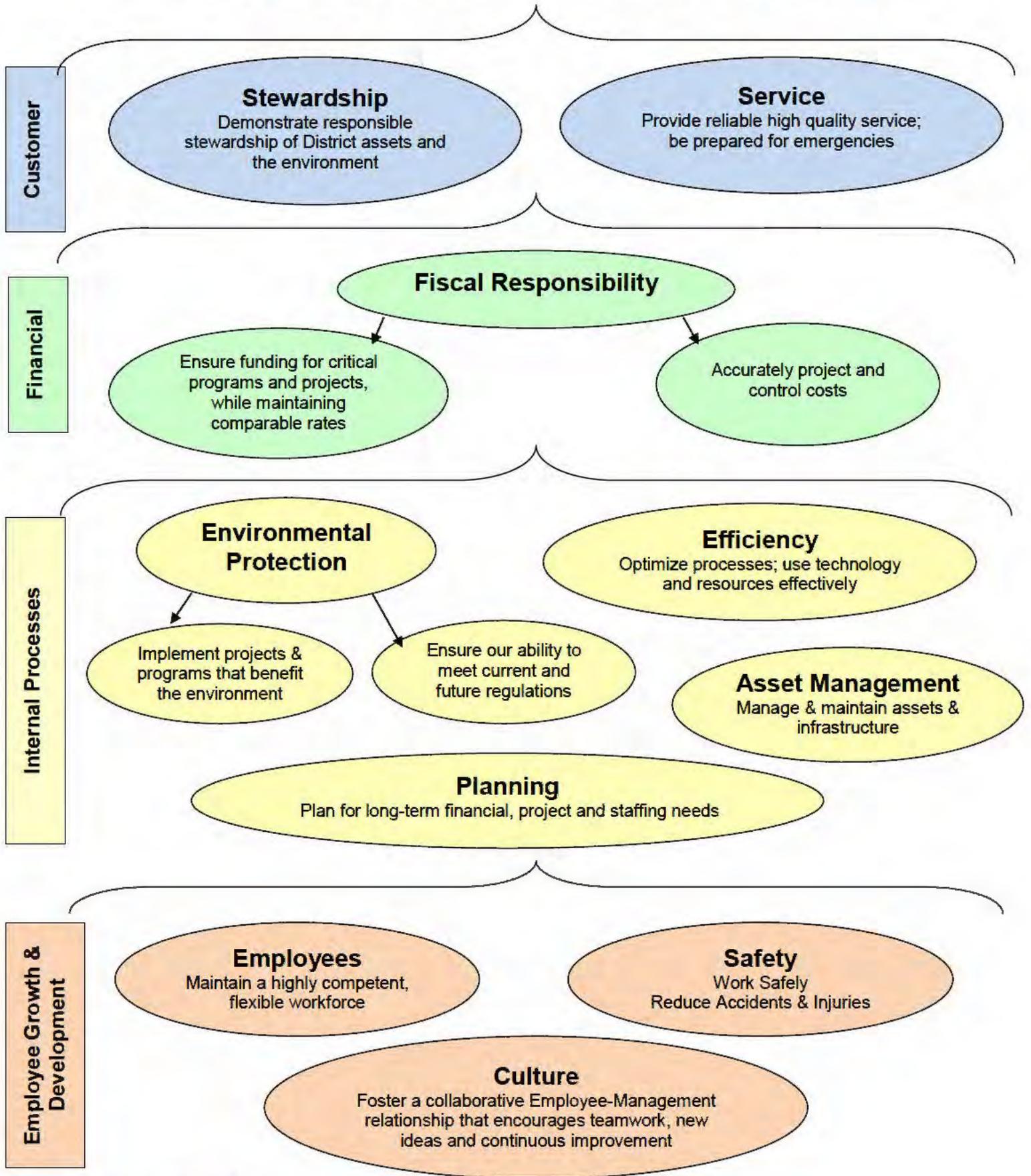
Strategies and approaches were developed and agreed on for each Key Strategic Issue (see Attachment C). The new strategies were incorporated into the objectives and timeline initiatives.

Strategy Map

A strategy map was created, incorporating the key issues. The strategy map is the expression of the District's strategic plan, showing the relationship between customer, financial, internal process and employee growth & development objectives. The map focuses on operational issues. The safety strategy, objectives and measures were reviewed in a separate process that included the Environmental Health and Safety Program Manager (see attachment D).

USD Strategy Map

USD Mission: 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



Goals and Measures

Detailed goal statements were developed for each objective:

Customer objectives:

Service:

Provide reliable high quality service

- Customers can easily contact the District and be connected to the correct person to receive the service they need in a timely manner (in person, by e-mail, through web site)
- We respond promptly to customer complaints, including odor reports
- Customers indicate their satisfaction with our service and value through positive feedback.
- Services are provided in manner that meets all regulatory requirements and minimizes adverse impacts of our activities on customers

Be prepared for emergencies

- Equipment and processes are in place and tested and employees are prepared to respond to emergencies (including activating the EOC).
- Adequate funds are maintained for emergency response

Stewardship:

Demonstrate responsible stewardship of District assets and the environment

- Assets are maintained in a manner that provides adequate capacity, prevents failures and minimizes disruption to service.
- USD's outreach/education activities deliver a consistent, positive message (branding) and targets the message to the audience
- Outreach activities differentiate USD from other government agencies and emphasize our role in environmental & health protection
- We conserve natural resources and protect the environment (see Environmental Protection objective)

Financial Objectives:

Fiscal responsibility:

Ensure funding for critical programs and projects, while maintaining comparable rates

- Sewer service charges are established to adequately fund operations and minimize negative impact on customers
- Sewer service charge rates are maintained at or below the 33rd percentile compared to surrounding agencies
- Capacity Fees are set appropriately to equitably cover costs of capacity enhancing projects
- Alternative sources of funding (grants, loans) are pursued.

Accurately project and control costs

- Master Plans are developed and special studies conducted to project future needs and avoid cost spikes
- We develop accurate budgets and control expenses to stay within the budget.
- Employees include financial and ethical considerations when making decisions
- Our ability to control costs is enhanced by participation in regional projects and committees.

Internal Business Process Objectives:

Asset Management:

Manage and maintain assets and infrastructure

- Master Plans are developed to project future needs and avoid cost spikes
- Assets are maintained in a manner that provides adequate capacity, prevents failures and minimizes disruption to service.
- We understand the condition and value of District assets and optimize life-cycle costs of maintenance and replacement.

Efficiency:

Optimize processes

- Processes are regularly evaluated and improved to reduce cost while maintaining or enhancing level of service.

Use technology and resources effectively

- Technology and computer automation are used appropriately to control costs while maintaining or enhancing level of service.
- Communication technology (GIS, mobile) is used appropriately to control costs while maintaining or enhancing level of service and providing data and operational security
- Data, documents and records are managed effectively to make decisions and enhance level of service.

Environmental Protection:

Maintain our ability to meet current and future regulations

- We are 100% compliant with permit and other regulatory requirements
- Wet weather capacity is adequate to meet demand
- We are aware of and prepared for developments with new regulations & emerging pollutants
- Our ability to meet current and future regulations is enhanced by participation in regional projects and committees.

Implement projects and programs that benefit the environment

- We conserve natural resources and reduce wastes and pollutants.
- Adverse environmental impacts are measurably reduced

Planning:

Plan for long-term financial, project and staffing needs

- The strategic plan is developed and implemented.
- Master Plans are developed to project future needs and avoid cost spikes
- Future workforce needs are met through long-term staffing and succession planning.
- Projects are planned taking into account the impact on operations and staff (avoid burn out)

Employee Growth & Development Objectives:

Employees:

Maintain a highly competent, flexible workforce

- We are an “employer of choice” in our industry
- We are planning for an increasing number of retirements
- Hiring practices are designed to grow-our-own; hire for abilities and train for skill
- Hiring, promotion and training processes are aligned with the competency-based model
- Appropriate Long-term Staffing (LTS) recommendations are implemented
- Job knowledge is captured and transferred
- Employees are increasingly competent to do their job and to train others
- Employees include financial and ethical considerations when making decisions.

Culture:

Foster a collaborative employee-management relationship that encourages teamwork, new ideas and continuous improvement

- Employee input is solicited and utilized.
- Employee are involved in projects, committees and taskforces
- Union –Management issues are collaboratively addressed through the JLMC and during MOU contract negotiations
- Employees are recognized for their contributions

Safety

- Employees work safely
- The number and severity of accidents & injuries are reduced



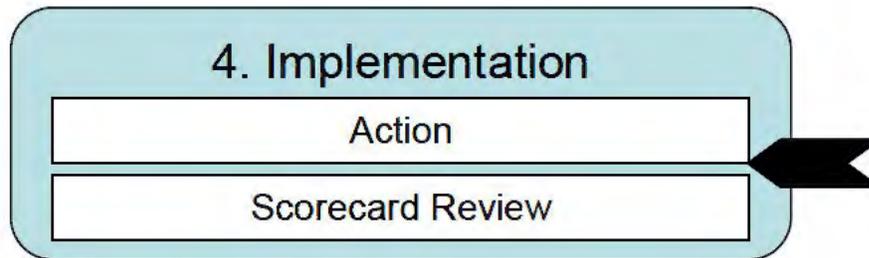
Measures and targets

In order to track progress and performance, measures were developed for each of the strategic objectives. Targets were developed for each measure. Targets are determined by looking at past performance, reviewing customer expectations and, where comparable data is available, comparing our performance to other agencies and organizations.

Operational strategic objectives, measures, and initiatives are summarized in Attachment E. See the Operational Excellence and Safety Balanced Scorecards for annual targets.

Strategic Timeline

Initiatives to support the strategic objectives are included in the Operational Excellence Timeline (see Attachment F). The timeline is reviewed quarterly by the Executive Team with the scorecard results, and modified if necessary.



Ongoing Performance Management

Through the District's Star Point Program, employees in each workgroup and team are assigned responsibility for collecting, summarizing and reporting performance measure data from their groups. The Quality Coordinator has overall responsibility for administering, evaluating and improving the performance measurement process. Once a quarter, the Quality Coordinator prepares a report ahead of the Executive Team meeting and indicates by color code whether the measure is on target (green), likely to be below target if trend continues (yellow) or not meeting target (pink). At the review meeting, progress on initiatives to support objectives and measures is also reviewed. If corrective action is needed, it is assigned to a Workgroup Manager and discussed at subsequent meetings.

The General Manager and Quality Program Coordinator present a quarterly report on District performance measures to the Board of Directors as part of the Operations Report.

Process scorecards have been developed for the Collection Services, Fabrication Maintenance and Construction, and Treatment and Disposal workgroups by groups of staff and management. Business Services and Technical Services teams develop scorecards focused on their particular functions.

Teams and process scorecard groups are empowered to change or adjust their measures to make them more representative, accurate, or useful. All process and team scorecards are reviewed once a year during team chartering to ensure they contain meaningful measures that are aligned with District-wide objectives.

Communication of the Strategic Plan, Scorecards and Timeline

Changes to the balanced scorecard and timeline were presented to employees by the General Manager and Workgroup Managers, focusing on how the District-wide objectives apply to each team's work and how team and process scorecards will be affected.

The final plan and all supporting documents are available to all employees through the Share Point Portal. The final Strategic Plan was presented to the USD Board of Directors and the public on October 28, 2013. Changes to the District-wide scorecard were communicated to the Board of Directors on November 25, 2013.

Attachments:

- A. District Mission Statement
- B. SWOT Analysis
- C. Key Issues and Strategies
- D. Safety Strategy and Scorecard
- E. Table of operational objectives, measures and initiatives
- F. Initiatives Timeline



Attachment A: MISSION STATEMENT April 25, 2006

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.

How we accomplish our Mission:

We demonstrate our commitment to safety by:

- Having an effective safety program
- Protecting employees and the community
- Committing resources (equipment, training, staff)
- Planning to work safely
- Looking out for each other while we work

We demonstrate responsibility by:

- Being fiscally responsible
- Being accountable for our actions and decisions
- Anticipating and meeting future needs and demonstrating stewardship
- Maintaining compliance with laws and regulations
- Effectively managing our assets
- Continuously improving our processes

We collect and treat wastewater, including:

- Maintaining our infrastructure
- Providing capacity in the collection system and plant
- Regulating connections
- Disposing of treated wastewater and biosolids
- Effectively using technology
- Having effective pretreatment and pollution prevention programs
- Testing for compliance

We protect human health by:

- Preventing sewer spills and back-ups
- Reducing health risks through treatment of wastewater
- Responding to emergencies

We improve the environment by:

- Enhancing the San Francisco Bay and Hayward Marsh ecosystems
- Maintaining compliance with effluent and air quality regulations
- Promoting pollution prevention
- Recycling biosolids
- Co-generating electric power



Attachment A: MISSION STATEMENT April 25, 2006

We benefit our customers by:

- Providing reliable service
- Being fiscally responsible and cost effective, and providing value
- Promptly responding to customers' needs
- Being professional and courteous
- Proactively and creatively meeting customer needs
- Supporting businesses through permitting, education and by providing capacity

We benefit our employees by:

- Providing competitive wages and benefits in a stable work environment
- Providing a safe work environment
- Demonstrating equality and fairness
- Valuing employee input, and offering opportunities for involvement and creativity
- Recognizing employee contributions
- Providing training and resources
- Communicating and sharing information openly and honestly
- Encouraging cooperation and collaboration

We benefit the community by:

- Protecting the environment and controlling odors
- Communicating with the public and educating them on wastewater issues
- Responding to emergencies and providing mutual aid
- Participating in community outreach activities and charity events
- Contributing to the wastewater treatment profession by participating in professional associations, partnering with other agencies and organizations, and sharing best practices
- Working cooperatively with cities and other government agencies

Attachment B: SWOT: Strengths/Weaknesses/Opportunities/Threats

Strengths
<p>Strong customer focus</p> <ul style="list-style-type: none"> External: Plan checking, inspections, call-out response time, few customer complaints Internal: Service Level Agreements, IT, HR, cooperative relationship between teams Impact: Better quality products/agreements, ownership of solutions, ee motivation, saves money (fewer change orders)
City of Fremont Contract- high level of customer satisfaction even after change in USD staff
We get planned work done- timeline, CIP projects
Co-gen project: Saves money, improves reliability and efficiency, green project
IT Master Plan
Leadership school, succession planning
<p>Safety, EHSPM</p> <ul style="list-style-type: none"> Have seen a positive culture change Performance is improving (BSC) Incorporates recognition of employees and teams Program used as positive model by other agencies Enhances morale Allows us to meet service levels Saves money Improves image of District Protects ee health Demonstrates that mgmt. values ees and are concerned for employees’ well-being
<p>Low ee turnover, mostly retirements</p> <ul style="list-style-type: none"> Able to plan Lowers recruitment/training cost Preserves service levels
<p>Preventative Maintenance Programs- CS, FMC, CIP</p> <p>Low adverse impacts, few asset failures</p>
Planning- CIP programs, budget
<p>Regional Partnerships- Chemical consortium, operator training, BAYWORK</p> <ul style="list-style-type: none"> Saves money, resources Increases influence
Hiring process
Training Module Program

Attachment B: SWOT: Strengths/Weaknesses/Opportunities/Threats

Weaknesses/OI's
Still having too many avoidable accidents Injured employees, cost, lower productivity
Coordination of regulatory requirements Some responsibilities unclear, duplication of effort, potential for violations
Difficult MOU negotiations Cost, distraction, low morale, loss of productivity
Pending retirements High cost to replace employees Loss of institutional knowledge Loss of productivity
Management retirements
Relationships, communication between teams EC/CST, EC/TPO, FMC/TPO
Outdated District web site
Keeping Training Module documents up to date
Communication between employees and management Upcoming changes in management Relationship after MOU Maintaining culture
Effectiveness of Teams Management commitment to the team structure
Concerns over workload in many teams Impact of CIP projects on workload
CS PM program needs evaluation
Data and document management
Asset management Spot repairs back log Master Plans (Plant, transport) Forcemain condition assessment

Attachment B: SWOT: Strengths/Weaknesses/Opportunities/Threats

Opportunities
Be employer of choice
Effective use of technology Increase effectiveness and efficiency Preventative maintenance program Mobile devices
Regional Partnerships Increased influence in regulations Potential to adapt BMPs from other agencies
SRF Loans Money more easily available
Recycled Water- Easing of some regulations
Green initiatives, alternative energy
“Wastewater as resource”

Threats/Barriers
Competition for employees from other agencies and private firms USD ees may leave for promotional opportunities elsewhere May have difficulty recruiting from outside USD
External Web site Content; Accessibility Poor public image Not attractive to potential employees
Future of Hayward Marsh Loss of wet weather capacity Expensive upgrade to remove nutrients and/or build equalization capacity
Possible Biosolids disposal limitations
Rising Sea Level issues
Increase in PERS employer contribution expected in FY 16 and beyond
Continuing negative focus on public employees Increased calls for transparency (salary, expense report) Public pressure on board
Changes to Wastewater Discharge Reporting (WDR) requirements
Potential for 3 rd party environmental lawsuits
Change in NPDES requirements forcing tertiary treatment, ammonia removal, nutrient recovery

Attachment C: Key Strategic Issues and Strategies

Customer Perspective

- External Customer Service/Relations
 - External web site
 - Doing business with USD
- Emergency preparedness

Financial perspective

- Balancing affordability of rates with adequate funds

Internal Process Perspective

- Maintaining compliance
- New, changing regulations
- Maintaining Wet Weather Capacity
 - Hayward marsh
- Asset mgmt.
 - CS PM Program
 - Project priorities
 - Condition assessments
 - Master Pans
 - Transport system
 - IT support
- Technology
- Sustainability: environmental, financial, social (includes green projects)
- Data management, analysis (includes document mgmt.)
 - Converting data to information
 - Document management
 - Access vs. security
 - QC, reliability

Employee Growth Perspective

- Long-term Staffing (succession planning, training, attracting/retaining ees, leadership development, etc.)
- Balancing employee workload
- Internal communication and coordination
- Maintaining healthy teams
 - Collaboration/communication between teams
- EE Health & Safety

External Customer Relations

Strategies:

- Look for ways to make doing business with USD easier: on-line permitting, etc.
- Continue to refine, communicate consistent message through public outreach
- Improve external web site: find out what customers are asking for, use to increase transparency and communicate key messages

Emergency Preparedness

Strategies:

- Schedule drills and exercises; continue to track in BSC
- Maintain emergency fund
- Clarify role of Emergency Response Coordinator (duties, expectations)
- Evaluate a future position for Emergency Response/Haz Mat Mgmt
- Perform an outside assessment of the IT disaster Recovery Plan
- Complete seismic assessment of assets
- Improve communication between Plant and Pump Stations

Issue: Balancing affordability (rates) with adequate funds

Strategies:

- Planning: understand and project costs accurately
 - Incremental rate increases; avoid spikes
- Apply for SRF loans when appropriate
- Efficiency:
 - Alternative energy
 - Chemical costs
 - Operational processes
- Educate public about value of service
- Prepare for changes in nutrient removal requirements
 - Understand impacts
 - Stay involved in political, regulatory process

Maintaining Compliance/New Regulations

Strategies:

- Continue to participate in outside groups and committees that give us access to information on new regs
- Take advantage of training (webinars and in-person)
- Maintain required employee certifications
 - Improve tracking process

Create and maintain a list of current regs and requirements and who's responsible for compliance

Maintaining wet weather capacity, options for disposal

Strategies:

- Continue to evaluate options, including costs (FY 14)
- Continue discussions with partners (RWQCB, EBRPD)
- Have an option in place by end of current Marsh Permit cycle (2016)
 - Identify some options that are independent of the EB Park District
 - Budget funds for options

Asset Management

Long-term goal: Using condition assessment data to assign risk scores, prioritize projects, analyze data and project needs.

Strategies:

- Populate Hansen 8 CMMS database (FY 14)
 - Asset Inventory
 - Condition assessment (including training and QC)
- Complete risk assessments
- Hire an Asset Manager (FY 15)
- Use data to generate reports, analyses, projections
- Collection System PM Program Assessment (consultant FY 14)
 - Frequency of TV, cleaning
 - Manhole inspection
 - Root control, easement maint., corrosion control, grease removal/prevention
 - Appropriate level of QC

Technology

Strategies

- Continue to have the ITSC evaluate proposed IT projects and new software
- Continue to evaluate new technology for fit with current systems and available resources
 - Cost effectiveness/ ROI
 - Right-sized for USD
- Continue to keep up with trends in technology with potential benefit to USD
- Assess priorities for funding IT projects and implementing mobile technology

Data/Document Management

Strategies:

- Develop archival standards; move away from microfiche
- Expand records management to include electronic documents
- Improve document management on the Portal; develop standards
- Address oversight of Hansen 8 data (security, QC)
- Implement IT Master Plan components (ODMS)

Sustainability

Strategies:

- Expand scope of Lean & Green TF to include identification of larger environmentally positive projects
- Continue to evaluate alternative energy projects where appropriate
- Re-evaluate opportunities to use recycled water
- Consider a nutrient removal pilot project

Long-term Staffing, maintaining a highly competent workforce

Strategies:

- Be the employer of choice
- Implement priority recommendations of the LTS Taskforce
 - Succession planning
 - Communication
 - Training/knowledge transfer
- Management succession planning, transition
- Maintain collaborative, customer focused culture

Balancing Employee Workload

Strategies:

- Retain CIP 10 Year Plan
- Adjust work plan every 6 months, considering:
 - CIP Projects Workload
 - Impact on operations (shut-downs, document changes, training, etc.)
 - Potential of project to reduce workload due to improvements
- Meet with Ops groups to discuss impacts before project goes to bid
- Incorporate operational impacts into 100% design submittals

Maintaining healthy work teams

Strategies:

- Tie team structure and processes to strategic plan. Include a review in each cycle of strategic planning.
- Initiate discussions of team boundaries and responsibilities (ex: TPO-FMC)
 - Use SLA process to frame conversations
- Evaluate effectiveness of team chartering
 - Periodically start from scratch (FY14/FY15)
 - Use an outside facilitator
 - Identify what's working/what needs improvement (strengths/ weaknesses)
 - Address team specific issues
 - Discuss with Coaches at Sept Management Meeting

Safety

Strategies:

- Maintain improvement
- Continue to improve safety record and processes
- Sustain changing culture
- Foster employee ownership of the safety program
 - Team safety strategies
 - Input into SOPs, equipment, etc.
 - Involvement of EHSPM at team level
 - Recognition
 - Identification of best practices and new ideas
 - Visits to other agencies
- Continue to hold employees accountable for violations of policy
- Continue to demonstrate commitment to training
- Streamline paperwork, improve reporting for accidents/incidents

Union Sanitary District Safety Strategy for FY2014

The following is a description of the key elements in the Districts Safety Strategy for Fiscal Year 2014.

Worksite Inspection Program. This program provides for coaches, managers to make visits to their employees work sites for the purpose of observing work practices relative to safety. It promotes more frequent contact between management and employees specifically related to safety. During inspections, coaches and managers identify good safety practices observed and areas for improvement by engaging employees in discussions at their work sites. The EHSPM will accompany those performing the inspections at least once per quarter. Each manager will evaluate whether it is appropriate to reduce the total number of inspections in their work group or teams for the new fiscal year, after which the Executive Team will set targets for the number of inspections to be conducted.

District Facilities Inspection Program. The Safety Inspection Team (SIT) is composed of members of the Districts Safety Committee. Each quarter, the SIT selects one physical area of the District (Collections Services, Treatment Plant, Shops, Pump Stations, or Office Buildings and Grounds) for an inspection. A list of safety deficiencies is developed, corrective action determined, and work is performed over the next 45 day period to complete all action items. Coaches are responsible for ensuring items in their team's jurisdiction are properly addressed.

Training. The District will continue to emphasize safety in all elements of training. Continue with new employee orientation safety training and refresher training per the 5 year training plan. For FY14, Confined Space Entry, Fall Protection and Hazard Communication will be emphasized.

Communication and Recognition. This strategy is meant to ensure employees receive important information about the District safety program and have discussions on avoiding accidents and injuries. The General Manager will address safety on a regular basis through meetings and electronic communications.

The Safety Recognition Program will be re-evaluated during FY14 to assess effectiveness and evaluate including both individual and team recognition. USD will continue to post a list of employees who have had 5 or more years without an accident and display the total number of days without an OSHA Reportable accident or injury.

Learning from Successful Programs. USD staff, including Managers, Coaches, the EHSPM, Employees and Union Leadership will identify other agencies, including sanitary districts, which have successful safety programs. Arrangements will be made to visit those agencies and discuss elements that contribute to their success. The group visiting those sites will develop recommendations for changes, if appropriate, in USD's

Attachment D: Safety Strategy

Safety Best Practices to present to the Safety Committee and Executive Team. For FY14, two site visits will be conducted. In lieu of visits to discuss safety programs in general, arrangements may be made to observe other agencies field operations, such as traffic set-up, confined space entry, or fall protection.

Team Safety Strategies. Teams will review the safety strategies from FY13 and any new accidents or near misses that occurred in the prior year. Strategies will be modified to address any new areas of concern. The continuing purpose of the team safety strategies will be to promote increased awareness of safety in day to day activities at the District. Safety strategies may include joint team meetings between different work groups to discuss how the teams interact or how they address similar safety issues. (Applies to both operations and admin teams) This can be done with 3-4 members of one team meeting with 3-4 members of another and reporting the results to the entire team.

Daily and Special Project Safety Preparation. Operating groups will review potential hazards and identify necessary PPE at the beginning of each shift when assignments are distributed. A daily check list will be developed. For special projects (one-time, non-routine), involved employees will meet to review unique and ordinary hazards of the job, discuss coordination efforts and identify PPE needed for the job.

Working with Contractors. In working with outside construction contractors, the responsible USD employees will:

- Ensure employees are aware of potential hazards associated with the projects on USD property
- Confirm that contractors have prepared appropriate site safety programs
- Ensure that contractors are made aware of hazards associated with USD facilities.

Safety Survey. Conduct a district-wide safety survey and compile results for comparison to prior year's surveys. Present results to the Executive Team for discussion of trends and identification of any action required to address concerns.

Debriefing Major Events. Upon conclusion of project events or high risk operations involving multiple teams or contractors, which includes a significant safety element, a debrief will be conducted. The EHSPM will facilitate the debrief and discuss what went well, what could be improved, lessons learned for future operations, and comments from individuals involved. The EHSPM will chose which events are debriefed or employees may suggest specific events that they feel warrant discussion.

In addition to the above elements, the District will continue to conduct monthly Safety Committee meetings. Safety Star Points representing each team will attend the Safety Committee and be the point person for safety communication on their team. The District Safety Scorecard will continue to be used as the Strategic Plan for safety and will include safety performance measures. The Scorecard will be reviewed at least quarterly by the Executive Team and the Board of Directors.

Attachment D: 2014- Safety Strategy and Scorecard Measures

Objective	Measures	Comments/Initiatives
Reduce the number of accidents	# Lost time accidents	
	#Other OSHA reportable accidents	
	# Incidents of vehicle/equipment damage	
Reduce the impact of accidents on employees and the District	Total cost of vehicle and equipment damage	Includes payments for claims when applicable. Track internal and third party costs of damage on the Work Order
	Ave FTE Lost time	
	Ave FTE Limited duty time	
	Cost of Lost time (salary)	
	Cost of Limited Duty time (1/2 salary)	
	X-Mod	
Identify and correct poor practices and potential hazards	# SIT Inspections completed % items corrected within 45 days of final report	SIT Inspection program
	Coach work site inspections completed	Worksite Inspection Program
Implement industry best practices	# Site visits with debrief	Site visits to successful programs Outside audits (CWEA)
Communicate our commitment to safety	# GM communication events	GM Communication Safety Committee
	# Safety Strategy reviews at ET	Also shared at Safety Committee.

Attachment D: 2014- Safety Strategy and Scorecard Measures

Objective	Measures	Comments/Initiatives
Recognize employees for working safely		Recognition Program Review Recognition at EE BBQ Team Recognition events
Increase employee awareness Educate employees in safe work practices		Team Safety Strategies Daily work and special project preparation Working with contractors Slogan Contest
	# major safety training events offer vs planned; % targeted employees trained	# major safety training events vs. planned % targeted employees trained
Create a positive safety culture	% Positive responses on survey	GM Communication Safety Committee Team Safety Strategies Near-miss reporting

Attachment E: Objectives, Measures and Initiatives

	Objectives Red font indicates an addition to FY 10 version	Measures New for FY 14	Activities/Initiatives Timeline projects in BOLD
Customers	<p>Service:</p> <p>Provide reliable high quality service</p> <ul style="list-style-type: none"> ○ Customers can easily contact the District and be connected to the correct person to receive the service they need in a timely manner (in person, e-mail, web site) ○ We respond promptly to customer complaints, including odor reports ○ Customers indicate their satisfaction with our service and value through positive feedback. ○ Services are provided in manner that meets all regulatory requirements and minimizes adverse impacts of our activities on customers <p>Be prepared for emergencies</p> <ul style="list-style-type: none"> ○ Equipment and processes are in place and tested and employees are prepared to respond to emergencies (including activating the EOC). ○ Adequate funds are maintained for emergency response 	<p>Response time to call-outs</p> <p>Response time to “Contact USD” e-mail inquiries</p> <p>Newsletter survey responses</p> <p>Adverse impacts</p> <p>Team measures:</p> <p>Team customer surveys</p> <p>Plan check turnaround time</p> <p>Number of events (drills, training, tabletop exercises)</p> <p>After-incident debriefs</p>	<p>Web site improvements</p> <p>Transparency</p> <p>Permitting</p> <p>Outreach to commercial businesses (city permit counters, chambers of commerce)</p> <p>Schedule drills and exercises</p> <p>Develop crisis communication plan</p> <p>Clarify role of Emergency Response Coordinator (duties, expectations)</p> <p>Evaluate a future position for Emergency Response/Haz Mat Mgmt</p> <p>Outside assessment of the IT Disaster Recovery Plan</p> <p>Complete seismic assessment of assets</p> <p>Improve communication between Plant and Pump Stations</p>

Attachment E: Objectives, Measures and Initiatives

	<p>Objectives</p> <p>Red font indicates an addition to FY 10 version</p>	<p>Measures</p> <p>New for FY 14</p>	<p>Activities/Initiatives</p> <p>Timeline projects in BOLD</p>
	<p><u>Stewardship:</u> Demonstrate responsible stewardship of District assets and the environment</p> <ul style="list-style-type: none"> ○ Assets are maintained in a manner that provides adequate capacity, prevents failures and minimizes disruption to service. ○ USD’s outreach/education activities deliver a consistent, positive message (branding) and targets the message to the audience ○ Outreach activities differentiate USD from other government agencies and emphasize our role in environmental & health protection ○ We conserve natural resources and protect the environment (see Environmental Protection objective) 	<p>Adverse Impacts</p> <p>Critical asset failures</p> <p>Public outreach milestones</p> <p>Alt energy production</p>	<p>Evaluate additional infrastructure to manage wet weather flows (study)</p> <p>Public outreach program; key messages</p> <p>Newsletter</p> <p>Highlight alt energy projects (Tours of co-gen, solar)</p> <p>Enhancement of web site: SSMP on web; opportunity to educate</p>

Attachment E: Objectives, Measures and Initiatives

	Objectives Red font indicates an addition to FY 10 version	Measures New for FY 14	Activities/Initiatives Timeline projects in BOLD
Financial	<p><u>Fiscal responsibility:</u> Ensure funding for critical programs and projects, while maintaining comparable rates</p> <ul style="list-style-type: none"> ○ Sewer service charges are established to adequately fund operations and minimize negative impact on customers ○ Sewer service charge rates are maintained at or below the 33rd percentile compared to surrounding agencies ○ Capacity Fees are set appropriately to equitably cover costs of capacity enhancing projects ○ Alternative sources of funding (grants, loans) are pursued. <p>Accurately project and control costs</p> <ul style="list-style-type: none"> ○ Master Plans are developed and special studies are conducted to project future needs and avoid cost spikes ○ We develop accurate budgets and control expenses to stay within the budget. ○ Employees include financial and ethical considerations when making decisions ○ Our ability to control costs is enhanced by participation in regional projects and committees. 	<p>Sewer service charges compared to surrounding areas</p> <p>Operating budget expenditures</p> <p>Priority 1 Non-ECB expenditures</p> <p>Number of regional projects with financial benefit</p>	<p>218 notification</p> <p>Annual rate surveys</p> <p>Sewer Service Charge fee study</p> <p>State Revolving Fund (SRF) applications</p> <p>Review PERS Actuarial Studies with Board</p> <p>Public outreach: communicating value</p> <p>Master Plans</p> <p>Participation in regional projects and committees</p> <p>BAWCA Nutrient Watershed Permit</p> <p>Ammonia removal study/pilot</p> <p>Ethics training</p>

Attachment E: Objectives, Measures and Initiatives

	Objectives Red font indicates an addition to FY 10 version	Measures New for FY 14	Activities/Initiatives Timeline projects in BOLD
Internal Business Processes	<p>Asset Management:</p> <p>Manage and maintain assets and infrastructure</p> <ul style="list-style-type: none"> ○ Master Plans are developed to project future needs and avoid cost spikes ○ Assets are maintained in a manner that provides adequate capacity, prevents failures and minimizes disruption to service. ○ We understand the condition and value of District assets and optimize life-cycle costs of maintenance and replacement. 	<p># asset failures</p> <p>% asset renewal</p> <p>CIP project milestones</p>	<p>Irvington Basin Master Plan</p> <p>Pump / Lift Station Master Plan</p> <p>Hansen 8 Implementation</p> <p>Review of process for obtaining accurate as-built drawings for new projects</p> <p>Asset Manager (FY15)</p> <p>Seismic Risk Assessments</p> <p>Force main Condition assessment</p> <p>Thickener Control Building Improvement Project</p> <p>Lateral Pilot Project</p>
	<p>Efficiency:</p> <p>Optimize processes</p> <ul style="list-style-type: none"> ○ Processes are evaluated and improved to reduce cost while maintaining or enhancing level of service. <p>Use technology and resources effectively</p> <ul style="list-style-type: none"> ○ Technology and computer automation are used appropriately to control costs while enhancing level of service. ○ Communication technology (GIS, mobile) is used appropriately to control costs while enhancing level of service and providing data and operational security. ○ Data, documents and records are managed effectively to make decisions and enhance level of service. 	<p>Rates compared to other agencies</p> <p>Consider an aggregate measure focused on Staff/Chemicals/Energy</p> <p>Team/Workgroup measures</p>	<p>CS PMP Study</p> <p>Benchmarking level of service and best practices with other agencies, where reliable data is available; Identify and adapt best practices where practical.</p> <p>Process Engineer (FY 14)</p> <p>ECMS, CPMS, ODMS, Hansen 8 (CMMS)</p> <p>Mobile Technology</p> <p>Records Mgmt/Archival Mgmt (including electronic records)/ Portal Utilization</p>

Attachment E: Objectives, Measures and Initiatives

	Objectives Red font indicates an addition to FY 10 version	Measures New for FY 14	Activities/Initiatives Timeline projects in BOLD
Internal business Processes	<p><u>Environmental Protection:</u></p> <p>Maintain our ability to meet current and future regulations</p> <ul style="list-style-type: none"> ○ We are 100% compliant with permit and other regulatory requirements ○ Wet weather capacity is adequate to meet demand <ul style="list-style-type: none"> ○ Have a wet weather flow management option in place by end of current Hayward Marsh Permit cycle (2016) ○ Identify some options that are independent of the EB Park District ○ Budget funds for options ○ We are aware of and prepared for developments with new regulations ○ Our ability to meet current and future regulations is enhanced by participation in regional projects and committees. <p>Implement projects and programs that benefit the environment</p> <ul style="list-style-type: none"> ○ We conserve natural resources and reduce wastes and pollutants. ○ Adverse environmental impacts are measurably reduced. 	<p>Energy production</p> <p>Incidents with adverse environmental impacts (incorporate new definitions)</p> <p>Initiatives and projects with environmental benefit (above what's required for compliance)</p>	<p>Equalization study</p> <p>Wet Weather Permit renewal</p> <p>Coordination of regulatory compliance Participation in regional groups</p> <p>Recycled water study, including Eden Landing</p> <p>Lean & Green Taskforce (expanding focus)</p> <p>Alt energy projects: Co-gen; solar</p> <p>Nutrient removal project</p> <p>Stormwater Diversion Study</p> <p>Marsh Permit Renewal</p> <p>Marsh Alternatives Study</p>
	<p><u>Planning:</u></p> <p>Plan for long-term needs: Financial, Project , Staffing</p> <ul style="list-style-type: none"> ○ The strategic plan is developed and implemented. ○ Master Plans are developed to project future needs and avoid cost spikes ○ Future workforce needs are met through long-term staffing and succession planning. ○ Projects are planned taking into account the impact on operations and staff (avoid burn out) 	<p>Timeline Milestones met</p>	<p>CIP project planning, prioritization (6 mo ET check-in, Mgmt Mtg check-ins)</p> <p>Strategic Planning</p> <p>Master Plans: Pump Stations, Irvington Basin, Alvarado Basin, Plant MP Update, Force main</p> <p>Leadership transition and succession planning</p> <p>FY 16 LTS Study</p>

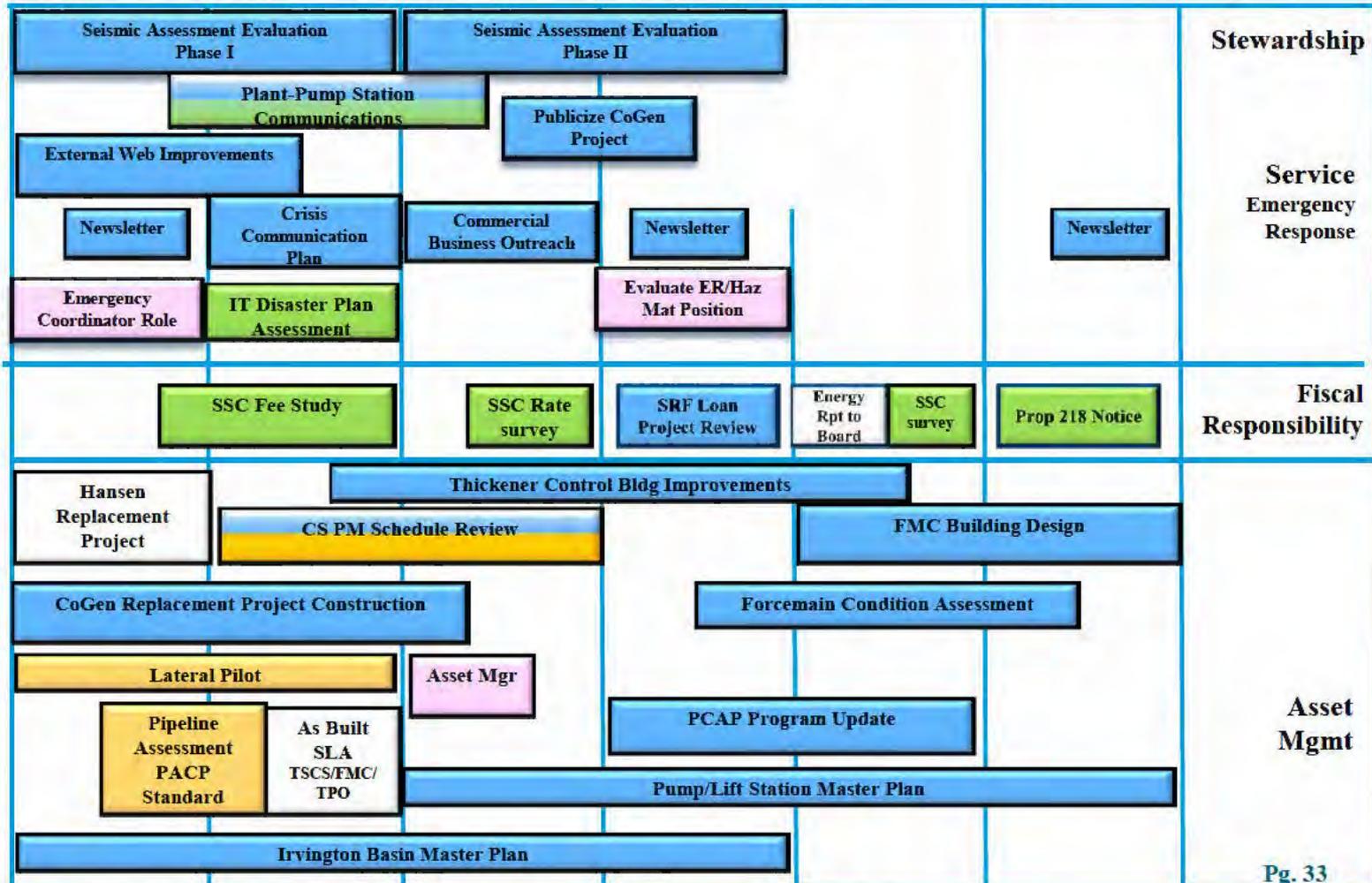
Attachment E: Objectives, Measures and Initiatives

	Objectives Red font indicates an addition to FY 10 version	Measures New for FY 14	Activities/Initiatives Timeline projects in BOLD
employee Growth & Development	<p>Employees: Maintain a highly competent, flexible workforce</p> <ul style="list-style-type: none"> ○ We are the “employer of choice” in our industry ○ We are planning for increased retirements ○ Hiring practices are designed to grow-our-own; hire for abilities and train for skill ○ Appropriate Long-term Staffing (LTS) recommendations are implemented ○ Job knowledge is captured and transferred ○ Employees are increasingly competent to do their job and to train others ○ Employees include financial and ethical considerations when making decisions. 	<p>% Turnover (Total and non-retirement)</p> <p>% of critical functions with back-up (3 deep and/or transition plan)</p> <p>% employees with certification</p> <p>% with certification over required for position</p>	<p>Effective management of new hires</p> <p>LTS recommendations</p> <p>Training module development/maintenance</p> <p>Define “employer of choice” for attracting ees</p> <p>Regional workforce development projects</p> <p>GM financial presentation to employees</p> <p>Ethics Training</p>
	<p>District Culture: Foster a collaborative Employee-Mgmt relationship that encourages teamwork, new ideas and continuous improvement</p> <ul style="list-style-type: none"> ○ Employee input is solicited ○ Employee are involved in projects, committees and taskforces ○ Union –Mgmt issues are collaboratively addressed through JLMC ○ Employees are recognized for their contributions ○ Employees involved in recruitment, hiring and training of new employees. 	<p>% non-mgt active in a District-wide Committee, Taskforce or hiring panel</p> <p>Possible team measure: % members involved in giving input though TF, Committee, other</p>	<p>Recommit to team structure (effectiveness, definition, boundaries, charters)</p> <p>Define “employer of choice” for retaining ees</p> <p>Mgmt/Leadership transition and succession planning</p> <p>GM Transition</p> <p>Critical Processes/Skills Inventory</p> <p>Re-commit to 3-Deep Coverage</p>
Safety	<p>Safety Work safely Reduce accidents and injuries</p>	<p>See Safety Scorecard</p>	<p>See Safety Strategy</p>

FMC	TB/CS
Business Services	T&D
Collections System	Executive Team
Other Groups	ILMC

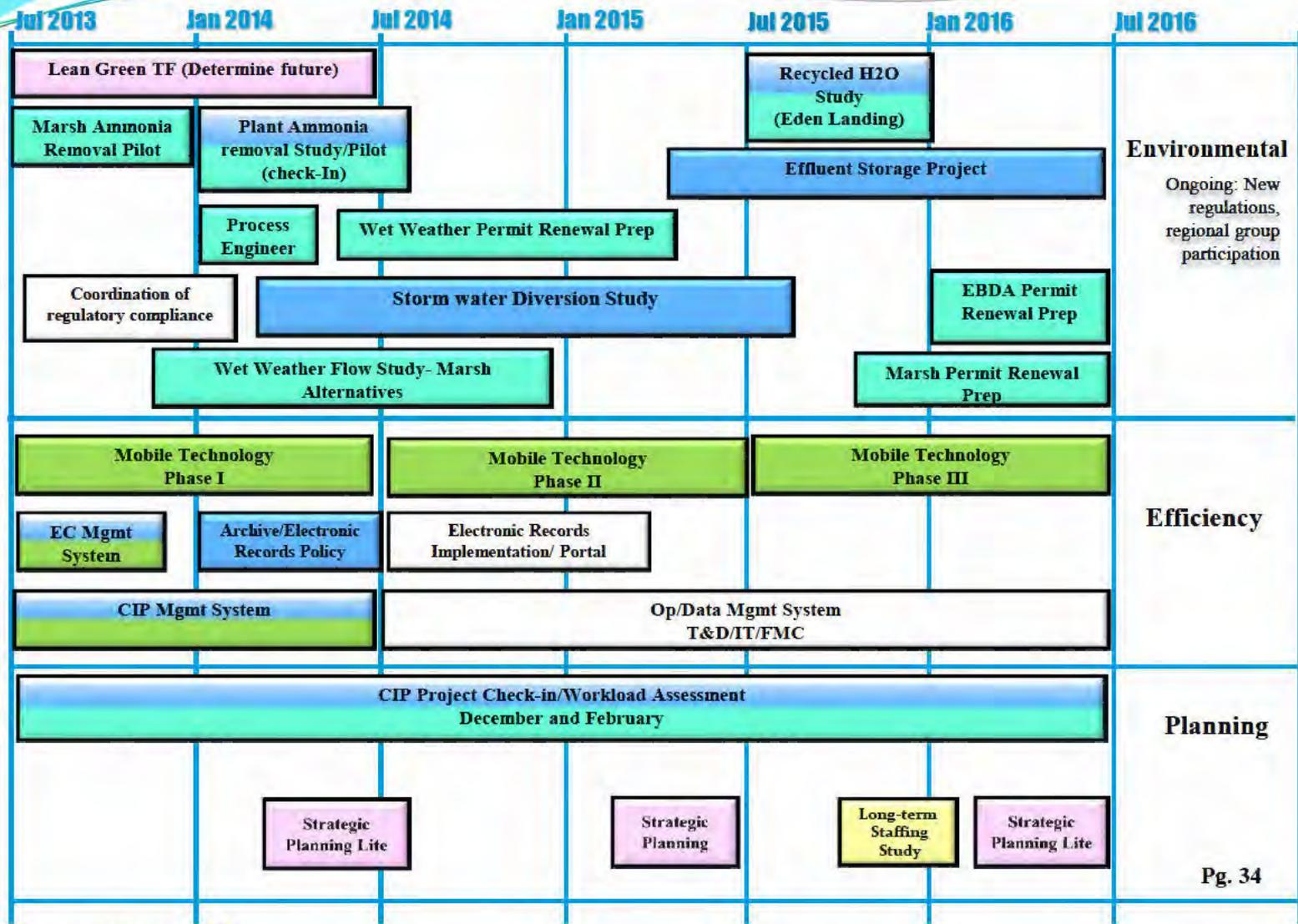
Operational Excellence Timeline

Jul 2013 Jan 2014 Jul 2014 Jan 2015 Jul 2015 Jan 2016 Jul 2016



Operational Excellence Timeline

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



Environmental
Ongoing: New regulations, regional group participation

Efficiency

Planning

FMC	TS/CS
Business Services	ToB
Collections System	Executive Team
Other Groups	ILMC

Operational Excellence Timeline

Jul 2013	Jan 2014	Jul 2014	Jan 2015	Jul 2015	Jan 2016	Jul 2016
GM/Leadership Transitions						Employees
Alt Comp Taskforce	Employer of Choice			Negotiation Prep	Negotiations	
Regional Workforce Development		Critical Skills/Processes Project		GM Financial presentation		
Long-term Staffing Recommendations 3-Deep Review				Ethics Training		
BBQ	Sustaining Teams/Inter-Team Communication	BBQ		BBQ		
Team Safety Strategy Updates	Safety Recognition Taskforce	Team Safety Strategy Updates		Team Safety Strategy Updates		
SIT Inspections 4x/year		SIT Inspections 4x/year		SIT Inspections: 4x a year		Safety
Coach Safety Observations		Coach Safety Observations		Coach Safety Observations		
EE Safety Survey	Safety Summit-Collection Services		Safety Strategy Review	EE Safety Survey		

Future Projects:

- Union contract expires: August 2016
- Marsh Permit expires: Oct 31, 2016
- EBDA/Plant Permit expires: Feb 2017
- Plant Master plan: FY 17
- IT Master Plan: FY 17
- Alvarado Basin Master Plan: FY 17-18
- USD Centennial: May 2018
- Plant Odor Control: FY 18



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Richard Currie
*General
Manager/District
Engineer*

David M. O'Hara
Attorney

DATE: October 27, 2013

MEMO TO: Board of Directors - Union Sanitary District

FROM: Richard B. Currie, General Manager/District Engineer
Rich Cortés, Business Services Manager
Roslyn Fuller, Purchasing Agent
Kim Truong, Administrative Specialist I

SUBJECT: Agenda Item No. 14 – October 28, 2013
Information item: **CAL-CARD QUARTERLY MERCHANT
ACTIVITY REPORT**

Recommendation

Information Only

Information

The attached CalCard Merchant Spend Analysis details the CAL-Card activity for the first quarter of FY 2014. This covers transactions for the CAL-Card billing period June 25, 2013 through September 23, 2013. During this quarter, we had 169 transactions totaling \$41,258.13.

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
150085	MCC5969	5969	STORED ENERGY SYSTEMS	303-6787500	CO	\$ 3,852.12	1	\$ 3,852.12	\$ 0.00	0	\$ 3,852.12	9.47%	1	\$ 0.00
47979	WHOLESALE TRADE	5039	OWEN EQUIPMENT SALES	800-9923656	CA	1,796.75	3	598.92	0.00	0	1,796.75	4.42%	3	142.09
47963	BUSINESS EXPENS	8398	CA WATER ENV ASSN	510-382-7800	CA	1,700.00	12	141.67	0.00	0	1,700.00	4.18%	12	0.00
47970	OFFICE SERVICES	7399	THE ART OF MARKETING	805-9274537	CA	1,675.22	2	837.61	0.00	0	1,675.22	4.12%	2	0.00
47979	WHOLESALE TRADE	5065	ONESOURCE DISTRIBUTORS-O	619-661-6511	CA	1,578.48	1	1,578.48	0.00	0	1,578.48	3.88%	1	133.48
47979	WHOLESALE TRADE	5211	CENTRAL CONCRETE SUPPLY	SAN JOSE	CA	1,480.09	1	1,480.09	0.00	0	1,480.09	3.64%	1	0.00
47979	WHOLESALE TRADE	5085	ALLIED PACKING & SUPPLY	510-654-3274	CA	1,477.22	2	738.61	0.00	0	1,477.22	3.63%	2	0.00
150085	MCC5969	5969	ZEMARC CORPORATION	510-721-5598	CA	1,284.13	1	1,284.13	0.00	0	1,284.13	3.16%	1	108.87
47970	OFFICE SERVICES	7399	NEW STANDARD INSTITUTE IN	203-7831582	CT	1,275.00	1	1,275.00	0.00	0	1,275.00	3.13%	1	0.00
47962	BUILDING SERVIC	1799	CLASSIC GRAPHICS	NEWARK	CA	1,118.34	1	1,118.34	0.00	0	1,118.34	2.75%	1	0.00
137510	Rialto	9399	CITY OF FREMONT DEV SVCS	FREMONT	CA	924.00	2	462.00	0.00	0	924.00	2.27%	2	0.00
47979	WHOLESALE TRADE	5399	SIGN A RAMA	UNION CITY	CA	919.80	1	919.80	0.00	0	919.80	2.26%	1	0.00
47979	WHOLESALE TRADE	5046	PETERSON TRUCKS INC	SAN LEANDRO	CA	744.29	1	744.29	0.00	0	744.29	1.83%	1	0.00
47979	WHOLESALE TRADE	5085	INDUSTRIAL SALES CO. INC.	503-925-8556	OR	724.00	2	362.00	0.00	0	724.00	1.78%	2	0.00
47963	BUSINESS EXPENS	8999	PAYPAL *VAISALA INC	402-935-7733	CA	722.70	1	722.70	0.00	0	722.70	1.78%	1	0.00
138753	SEMINAR/CONF.	8641	WATER ENVIRONMENT FEDTN	703-6842428	VA	689.25	4	172.31	0.00	0	689.25	1.69%	4	0.00
137510	Rialto	9399	TOXIC MAIN/US EPA FEES	916-324-3150	CA	660.00	1	660.00	0.00	0	660.00	1.62%	1	0.00
47979	WHOLESALE TRADE	5085	REED & GRAHAM, INC.	408-2871400	CA	616.04	1	616.04	0.00	0	616.04	1.51%	1	49.57
141822	Hardware Supply	5200	LOWES #01132*	UNION CITY	CA	574.03	6	95.67	0.00	0	574.03	1.41%	6	49.81
47970	OFFICE SERVICES	7311	JOBS AVAILABLE INC	209-576-1249	CA	574.00	2	287.00	0.00	0	574.00	1.41%	2	0.00
212656	SCCLD AUTO	7538	CUMMINS WEST INC	5103476621	CA	572.67	2	286.34	0.00	0	572.67	1.41%	2	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM	AMZN.COM/BILL	WA	642.73	5	128.55	78.77	1	563.96	1.39%	6	55.77

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5085	SIMPLIFIED SAF BLDG	8885272278	NY	\$ 477.86	1	\$ 477.86	\$ 0.00	0	\$ 477.86	1.17%	1	\$ 0.00
138753	SEMINAR/CONF.	8641	EXECUTIVE EVENTS AND MANA	530-3458593	CA	475.00	1	475.00	0.00	0	475.00	1.17%	1	0.00
47970	OFFICE SERVICES	7399	LEAGUE OF CALIFORNIA CITI	916-6588200	CA	450.00	1	450.00	0.00	0	450.00	1.11%	1	0.00
47979	WHOLESALE TRADE	5047	TFS*THERMOASHEVILLE	866-984-3766	NC	414.78	1	414.78	0.00	0	414.78	1.02%	1	0.00
217413	Prohibited Tran	8699	WWW.LINKEDIN.COM	650-6873555	CA	395.00	1	395.00	0.00	0	395.00	0.97%	1	0.00
47970	OFFICE SERVICES	7399	PUBLIC RISK MANAGEMENT	703-5287701	VA	385.00	1	385.00	0.00	0	385.00	0.95%	1	0.00
47970	OFFICE SERVICES	7399	PERKINELMER 7/30/13	123-456-7890	CT	377.54	1	377.54	0.00	0	377.54	0.93%	1	31.54
47979	WHOLESALE TRADE	5065	GEXPRO	800-262-3114	GA	802.65	2	401.33	433.62	1	369.03	0.91%	3	107.27
47979	WHOLESALE TRADE	5045	DMI* DELL K-12/GOVT	800-981-3355	TX	366.78	2	183.39	0.00	0	366.78	0.90%	2	31.48
47979	WHOLESALE TRADE	5065	ANIXTER INC	GLENVIEW	IL	361.35	1	361.35	0.00	0	361.35	0.89%	1	31.35
47979	WHOLESALE TRADE	5099	EMEDCO	800-442-3633	NY	355.69	1	355.69	0.00	0	355.69	0.87%	1	0.00
47979	WHOLESALE TRADE	5085	HACH COMPANY	9706631377	CO	350.00	1	350.00	0.00	0	350.00	0.86%	1	0.00
47979	WHOLESALE TRADE	5044	PTM DOCUMENT SYSTEMS INC	707-5766304	CA	349.74	2	174.87	0.00	0	349.74	0.86%	2	27.10
47979	WHOLESALE TRADE	5085	NW PUMP & EQUIP FREMONT	5032052198	OR	322.58	1	322.58	0.00	0	322.58	0.79%	1	26.64
47970	OFFICE SERVICES	7311	CRAIGSLIST.ORG	415-566-6394	CA	300.00	4	75.00	0.00	0	300.00	0.74%	4	0.00
137510	Rialto	9399	CALPERS	916-795-7757	CA	300.00	1	300.00	0.00	0	300.00	0.74%	1	0.00
141822	Hardware Supply	5200	THE HOME DEPOT 635	UNION CITY	CA	298.55	2	149.28	0.00	0	298.55	0.73%	2	25.91
150085	MCC5969	5969	AMERICAN PUBLIC WORKS	DAN.PAVLICH@C	MO	295.00	1	295.00	0.00	0	295.00	0.73%	1	0.00
47979	WHOLESALE TRADE	5251	SOL*SNAP-ON INDUSTRIAL	877-740-1900	GA	286.80	1	286.80	0.00	0	286.80	0.71%	1	24.88
47963	BUSINESS EXPENS	4814	ATT*WEB HOSTING	888-932-4678	TX	280.03	1	280.03	0.00	0	280.03	0.69%	1	0.00
47979	WHOLESALE TRADE	5085	WW GRAINGER	877-2022594	PA	277.14	1	277.14	0.00	0	277.14	0.68%	1	24.05
47979	WHOLESALE TRADE	5085	TIFCO INDUSTRIES INC	281-5716000	TX	276.85	1	276.85	0.00	0	276.85	0.68%	1	18.42

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47963	BUSINESS EXPENS	8398	CALIFORNIA ASSOC OF SAN	916-4460388	CA	275.00	1	275.00	0.00	0	275.00	0.68%	1	0.00
47966	MAIL/TELEPHONE	5964	USA BLUE BOOK	800-493-9876	IL	238.66	1	238.66	0.00	0	238.66	0.59%	1	0.00
47979	WHOLESALE TRADE	5021	ERGO IN DEMAND INC	541-7793763	OR	230.95	1	230.95	0.00	0	230.95	0.57%	1	0.00
47979	WHOLESALE TRADE	5085	REED & GRAHAM, INC.	SAN JOSE	CA	227.07	1	227.07	0.00	0	227.07	0.56%	1	18.27
47963	BUSINESS EXPENS	8299	WATER EDUCATION FOUNDA	916-444-6240	CA	219.88	1	219.88	0.00	0	219.88	0.54%	1	14.88
47961	AUTO/RV DEALERS	5511	AN TOYOTA SCION HYWARD	HAYWARD	CA	217.20	1	217.20	0.00	0	217.20	0.53%	1	0.00
47979	WHOLESALE TRADE	5072	THE LIGHTHOUSE	HAYWARD	CA	210.69	1	210.69	0.00	0	210.69	0.52%	1	0.00
47970	OFFICE SERVICES	8911	BROWN AND CALDWELL	925-2102277	CO	200.00	1	200.00	0.00	0	200.00	0.49%	1	0.00
47961	AUTO/RV DEALERS	5511	MISSION VALLEY FORD PARTS	408-933-2300	CA	195.37	2	97.69	0.00	0	195.37	0.48%	2	0.00
217413	Prohibited Tran	8699	INTERNATIONAL INSTITUTE O	909-9444162	CA	185.00	1	185.00	0.00	0	185.00	0.45%	1	0.00
47979	WHOLESALE TRADE	5065	GREEN ELECTRICAL SUPPLY	248-652-9640	MI	183.20	1	183.20	0.00	0	183.20	0.45%	1	0.00
47963	BUSINESS EXPENS	8999	GOVERNMENT FINANCE OFFIC	312-977-9700	IL	180.00	2	90.00	0.00	0	180.00	0.44%	2	0.00
47960	AIRLINE	3066	SOUTHWES 5262158580857	800-435-9792	TX	177.80	1	177.80	0.00	0	177.80	0.44%	1	0.00
47979	WHOLESALE TRADE	5411	TARGET 00014720	HAYWARD	CA	176.34	1	176.34	0.00	0	176.34	0.43%	1	14.54
47963	BUSINESS EXPENS	8299	LORMAN EDUCATION SERVICE	715-833-3940	WI	175.20	1	175.20	0.00	0	175.20	0.43%	1	0.00
47970	OFFICE SERVICES	7399	ATLAS FCC LINCENSE PREP	317-813-4865	IN	175.00	1	175.00	0.00	0	175.00	0.43%	1	0.00
47979	WHOLESALE TRADE	5192	SAN FRANCISCO BIZ TIMES	415-989-2522	CA	166.00	1	166.00	0.00	0	166.00	0.41%	1	0.00
47979	WHOLESALE TRADE	5065	MID WEST INSTRUMENT	586-2546500	MI	162.60	2	81.30	0.00	0	162.60	0.40%	2	11.34
47966	MAIL/TELEPHONE	5964	CDW GOVERNMENT	800-800-4239	IL	161.00	1	161.00	0.00	0	161.00	0.40%	1	0.00
47962	BUILDING SERVIC	1799	AMERICAN LEAK DETECTION	510-548-6816	CA	150.00	1	150.00	0.00	0	150.00	0.37%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47970	OFFICE SERVICES	7399	MANAGEASE INC.	714-378-0880	CA	145.00	1	145.00	0.00	0	145.00	0.36%	1	0.00
47972	OTHER	7299	AMERICAN TANK CO, INC	WATERTANKS.CO	CA	144.59	1	144.59	0.00	0	144.59	0.36%	1	12.54
47961	AUTO/RV DEALERS	5511	CABRAL CHRYSLER JEEP DODG	MANTECA	CA	133.58	1	133.58	0.00	0	133.58	0.33%	1	9.72
47962	BUILDING SERVIC	7623	AIR STAR SOLUTIONS INC	561-395-0019	FL	132.04	1	132.04	0.00	0	132.04	0.32%	1	0.00
47962	BUILDING SERVIC	7217	KING KOVERS OF FREMONT	FREMONT	CA	129.05	1	129.05	0.00	0	129.05	0.32%	1	0.00
47979	WHOLESALE TRADE	5411	TARGET 00014225	FREMONT	CA	119.38	1	119.38	0.00	0	119.38	0.29%	1	9.84
47966	MAIL/TELEPHONE	5965	OFFICE MAX	800-283-7674	IL	118.19	1	118.19	0.00	0	118.19	0.29%	1	10.25
47979	WHOLESALE TRADE	5074	CAL-STEAM 2504	510-512-7700	CA	117.71	2	58.86	0.00	0	117.71	0.29%	2	9.72
47979	WHOLESALE TRADE	5251	DALE HARDWARE INC	FREMONT	CA	102.44	1	102.44	0.00	0	102.44	0.25%	1	8.46
47970	OFFICE SERVICES	7361	JOBTARGET LLC	860-440-0635	CT	100.00	2	50.00	0.00	0	100.00	0.25%	2	0.00
47979	WHOLESALE TRADE	5111	STOCKLAYOUTS LLC	503-6418581	OR	99.00	1	99.00	0.00	0	99.00	0.24%	1	0.00
47979	WHOLESALE TRADE	5013	BEARING ENGINEERING CO	510-596-4154	CA	96.30	1	96.30	0.00	0	96.30	0.24%	1	0.00
47970	OFFICE SERVICES	7399	TRI STATE SEMINAR	510-3827800	CA	95.00	1	95.00	0.00	0	95.00	0.23%	1	0.00
47979	WHOLESALE TRADE	5111	STAPLS924366161000	800-3333330	CA	93.05	1	93.05	0.00	0	93.05	0.23%	1	8.07
47966	MAIL/TELEPHONE	5965	OFFICE DEPOT 1135	800-463-3768	CA	93.00	1	93.00	0.00	0	93.00	0.23%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	82.89	2	41.45	0.00	0	82.89	0.20%	2	4.17
47970	OFFICE SERVICES	7394	QUALITY RENTALS HAYWARD G	HAYWARD	CA	80.77	1	80.77	0.00	0	80.77	0.20%	1	0.00
217413	Prohibited Tran	8699	ARMA INTERNATIONAL	800-422-2762	KS	80.00	2	40.00	0.00	0	80.00	0.20%	2	0.00
47963	BUSINESS EXPENS	8999	PNEUMADYNE INC.	763-398-2515	MN	78.80	1	78.80	0.00	0	78.80	0.19%	1	0.00
47979	WHOLESALE TRADE	5065	ALAMEDA ELECTRIC DISTRIBU	510-7861400	CA	76.27	1	76.27	0.00	0	76.27	0.19%	1	6.30

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47972	OTHER	5732	LEDTRONICS INC.	800-5794875	CA	71.06	1	71.06	0.00	0	71.06	0.17%	1	0.00
47972	OTHER	4816	DRI*EASEUS DATA RECOVER	ORDERFIND.COM	MN	69.95	1	69.95	0.00	0	69.95	0.17%	1	0.00
217413	Proh bited Tran	5992	FREMONT FLOWERS AND GI	510-797-1136	CA	67.56	1	67.56	0.00	0	67.56	0.17%	1	0.00
47966	MAIL/TELEPHONE	5965	SUMMIT RACING MAIL ORDER	800-230-3030	OH	65.97	1	65.97	0.00	0	65.97	0.16%	1	0.00
141822	Hardware Supply	5200	LOWES #02508*	ANTIOCH	CA	64.23	1	64.23	0.00	0	64.23	0.16%	1	5.03
47970	OFFICE SERVICES	7333	SAFETYSIGN.COM	800-2746271	NJ	60.74	1	60.74	0.00	0	60.74	0.15%	1	0.00
137510	Rialto	9399	CA DEPT PEST REG PUBLICA BEARING ENGINEERING CO	916-4453891	CA	60.00	1	60.00	0.00	0	60.00	0.15%	1	0.00
47979	WHOLESALE TRADE	5013	D & F LIQUIDATORS	SAN LEANDRO	CA	57.36	1	57.36	0.00	0	57.36	0.14%	1	4.86
47979	WHOLESALE TRADE	5251	D & F LIQUIDATORS	510-785-9600	CA	56.68	1	56.68	0.00	0	56.68	0.14%	1	0.00
150085	MCC5969	5969	NETWORK SOLUTIONS, LLC	888-642-9675	VA	53.98	1	53.98	0.00	0	53.98	0.13%	1	0.00
217413	Proh bited Tran	5992	1-800-FLOWERS.COM, INC.	800-468-1141	NY	52.30	1	52.30	0.00	0	52.30	0.13%	1	4.32
47970	OFFICE SERVICES	7333	STK*BIGSTOCKPHOTO.COM	800-631-9809	NY	49.00	1	49.00	0.00	0	49.00	0.12%	1	0.00
217413	Proh bited Tran	5947	EDIBLE ARRANGEMENTS	877-363-7848	CT	47.00	1	47.00	0.00	0	47.00	0.12%	1	0.00
47972	OTHER	5999	CHIEF SUPPLY CORPORATION	704-7174300	NC	46.98	1	46.98	0.00	0	46.98	0.12%	1	0.00
141822	Hardware Supply	5200	HOMEDEPOT.COM	800-430-3376	CA	46.84	1	46.84	0.00	0	46.84	0.12%	1	3.87
47972	OTHER	5999	EGEARS	317-791-2904	IN	45.95	1	45.95	0.00	0	45.95	0.11%	1	0.00
47979	WHOLESALE TRADE	5039	CALIFORNIA SURVEYING DRAFT	SACRAMENTO	CA	44.56	1	44.56	0.00	0	44.56	0.11%	1	2.96
47961	AUTO/RV DEALERS	5511	MISSION VALLEY FORD PARTS	SAN JOSE	CA	43.34	1	43.34	0.00	0	43.34	0.11%	1	0.00
217413	Proh bited Tran	8699	CAL CHAMBER OF COMMERCE	800-331-8877	CA	42.00	1	42.00	0.00	0	42.00	0.10%	1	0.00
		8699	CAL CHAMBER OF COMMERCE	8003318877	CA	42.00	1	42.00	0.00	0	42.00	0.10%	1	0.00
47972	OTHER	4816	YAHOO *BAYAREABIOSOLI	408-916-2149	CA	41.82	3	13.94	0.00	0	41.82	0.10%	3	0.00
47972	OTHER	5970	MICHAELS STORES 2076	UNION CITY	CA	38.31	1	38.31	0.00	0	38.31	0.09%	1	0.00
47979	WHOLESALE TRADE	5169	SHAPE PRODUCTRS	510-534-1186	CA	31.63	1	31.63	0.00	0	31.63	0.08%	1	2.09
47971	OFFICE SUPPLIES	5734	CBI*WINZIP CLEVERBRDGE	866-522-6855	IL	29.95	1	29.95	0.00	0	29.95	0.07%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47970	OFFICE SERVICES	7338	ADS REPROGRAPHICS	925-4493486	CA	\$ 29.76	1	\$ 29.76	\$ 0.00	0	\$ 29.76	0.07%	1	\$ 1.69
212656	SCCLD AUTO	7538	CUMMINS WEST INC	510-347-6621	CA	28.02	1	28.02	0.00	0	28.02	0.07%	1	0.00
47979	WHOLESALE TRADE	5047	IDEXX DISTRIBUTION INC	800-814-1147	ME	25.40	1	25.40	0.00	0	25.40	0.06%	1	1.89
47979	WHOLESALE TRADE	5085	EREPLACEMENTPA RTS.COM	866-802-6383	UT	20.58	1	20.58	0.00	0	20.58	0.05%	1	0.00
141822	Hardware Supply	5200	THE HOME DEPOT #6964	NEWARK	CA	19.33	1	19.33	0.00	0	19.33	0.05%	1	1.60
47979	WHOLESALE TRADE	5399	ROGER'S CAMPING TRAILERS	510-657-5218	CA	18.41	1	18.41	0.00	0	18.41	0.05%	1	0.00
47971	OFFICE SUPPLIES	5943	OFFICE MAX	UNION CITY	CA	17.30	1	17.30	0.00	0	17.30	0.04%	1	1.51
47961	AUTO/RV DEALERS	5511	FREMONT CHEVROLET	FREMONT	CA	15.71	1	15.71	0.00	0	15.71	0.04%	1	0.00
47967	MEDICAL	8011	SAN RAMON VALLEY PHYSICAL	DANVILLE	CA	15.00	1	15.00	0.00	0	15.00	0.04%	1	0.00
47979	WHOLESALE TRADE	5411	LUCKY #714 FREMONT	FREMONT	CA	8.24	1	8.24	0.00	0	8.24	0.02%	1	0.00
47972	OTHER	5999	ISAVE/BATTERYMONSTER.C	866-537-7083	NY	7.95	1	7.95	0.00	0	7.95	0.02%	1	0.00
47972	OTHER	5732	LEDTRONICS INC.	TORRANCE	CA	0.00	0	0.00	71.06	1	(71.06)	0.00%	1	0.00
Total						\$41,258.13			\$ 583.45		\$40,674.68		169	\$ 1,056.15

Total Number of Records: 120

End of Report

Merchant Spend Analysis - Detail Output Parameter Page

Cycle Close Date Range: 07/2013 to 09/2013
Merchant Profile Source: Association
Merchant Names: All
Merchant Category Code Group: All
Merchant States: All

Sort Report By: (1) Total Spend, (2) No Sort, (3) No Sort, (4) No Sort
Break/Subtotal Level: No Break/Subtotal

Processing Hierarchy Position:	<u>Bank</u>	<u>Agent</u>	<u>Company</u>	<u>Division</u>	<u>Department</u>
	1425	3135	51756	All	All

**UNION SANITARY DISTRICT
CHECK REGISTER
10/04/2013-10/18/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151964	10/10/2013	130640	CAROLLO ENGINEERS	THICKENER CONROL BUILDING IMPROVEMENTS PHASE II	\$120,764.55	\$207,465.89
	10/10/2013	130642		LIFT STATION #1 IMPROVEMENTS	\$4,114.97	
	10/10/2013	130614		COGENERATION PROJECT	\$67,543.55	
	10/10/2013	130641		THICKENER CONTROL BLDG INTERIM INPROV	\$1,510.84	
	10/10/2013	130644		DEWATERING PERFORMANCE EVALUATION	\$4,706.52	
	10/10/2013	130643		COGENERATION PROJECT	\$2,795.92	
	10/10/2013	130615		HEADWORKS AND EMERGENCY OUTFALL IMPROV	\$6,029.54	
152056	10/17/2013	140120131004	PACIFIC GAS AND ELECTRIC	SERV TO 10/03/13 IRVINGTON PS	\$24.88	\$63,776.36
	10/17/2013	170120131008		SERV TO 09/23/13 PLANT	\$61,362.26	
	10/17/2013	013720131006		SERV TO 10/04/13 BOYCE RD PS	\$2,211.04	
	10/17/2013	892820131001		SERV TO 09/30/13 HAYWARD MARSH	\$115.69	
	10/17/2013	096020131001		SERV TO 09/30/13 CATHODIC PROJECT	\$62.49	
152028	10/17/2013	133096679	BASF CORPORATION	45,020 LB WATER TREATMENT POLYMER	\$52,254.71	\$52,254.71
152065	10/17/2013	901407811	SIEMENS WATER TECHNOLOGIES LLC	2,108 GALS HYDROGEN PEROXIDE	\$9,787.02	\$19,666.90
	10/17/2013	901407810		2,128 GALS HYDROGEN PEROXIDE	\$9,879.88	

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CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151999	10/10/2013	761520130925	PACIFIC GAS AND ELECTRIC	SERVICE TO 09/25/13 NEWARK PS	\$17,989.04	\$18,666.67
	10/10/2013	380420131001		SERV TO 09/27/13 CHERRY ST PS	\$178.50	
	10/10/2013	666720131001		SERV TO 09/30/13 PASEO PADRE PS	\$231.64	
	10/10/2013	898220131001		SERV TO 09/30/13 FREMONT PS	\$267.49	
151975	10/10/2013	79139	FOLGER GRAPHICS	115,165 COLOR BROCHURES	\$16,743.73	\$16,743.73
151987	10/10/2013	9017353653	KEMIRA WATER SOLUTIONS, INC.	7.59 DRY TONS FERROUS CHLORIDE	\$5,121.04	\$15,923.14
	10/10/2013	9017354242		8.23 DRY TONS FERROUS CHLORIDE	\$5,552.86	
	10/10/2013	9017354377		7.78 DRY TONS FERROUS CHLORIDE	\$5,249.24	
152072	10/17/2013	533620130923	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL CARD STMT - SEPT 2013	\$15,323.10	\$15,323.10
151971	10/10/2013	649485C	DELTA DENTAL SERVICE	SEPTEMBER 2013 DENTAL	\$12,274.50	\$13,845.64
	10/10/2013	649485A		SEPTEMBER 2013 DENTAL	\$1,571.14	
151995	10/10/2013	40428	NACWA	FY2014 MEMBERSHIP DUES (10/1/13 - 9/30/14)	\$13,640.00	\$13,640.00
152062	10/17/2013	16832	RMC WATER AND ENVIRONMENT	IRVINGTON BASIN SEWER MASTER PLAN UPDATE	\$11,240.00	\$11,240.00
151973	10/10/2013	20130913	ENFO TECH & CONSULTING INC	ECMS IMPLEMENTATION	\$11,046.00	\$11,046.00
152027	10/17/2013	4541751	AT&T	SERV: 06/20/13 - 07/19/13	\$2,597.78	\$10,714.35
	10/17/2013	4456625		SERV: 05/20/13 - 06/19/13	\$2,703.33	
	10/17/2013	4712650		SERV: 08/20/13 - 09/19/13	\$2,669.91	
	10/17/2013	4626996		SERV: 07/20/13 - 08/19/13	\$2,743.33	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152016	10/10/2013	576907	UNIVAR USA INC	4,900 GALS SODIUM HYPOCHLORITE	\$2,305.02	\$9,268.52
	10/10/2013	576137		4,896 GALS SODIUM HYPOCHLORITE	\$2,303.14	
	10/10/2013	576724		5,015 GALS SODIUM HYPOCHLORITE	\$2,359.11	
	10/10/2013	577996		4,892 GALS SODIUM HYPOCHLORITE	\$2,301.25	
152049	10/17/2013	1309020920	KELLCO SERVICES INC	HAZMAT TESTING AT TICKENER BUILDING	\$8,687.50	\$8,687.50
152031	10/17/2013	91357	BEECHER ENGINEERING	THICKENER CONTROL BLDG INTERIM IMPROV	\$825.00	\$8,235.00
	10/17/2013	91354		ARC FLASH STUDY	\$5,760.00	
	10/17/2013	91355		MCC REPLACEMENT - PHASE 2	\$1,650.00	
152033	10/17/2013	11200904	BROWN & CALDWELL CONSULTANTS	BOYCE ROAD LIFT STATION	\$7,999.56	\$7,999.56
152076	10/17/2013	536738	VINCENT ELECTRIC MOTOR CO	MEGGER, SURGE & HYPOTENTIAL TEST AC WINDINGS	\$6,658.64	\$6,658.64
152051	10/17/2013	9017355084	KEMIRA WATER SOLUTIONS, INC.	8.44 DRY TONS FERROUS CHLORIDE	\$5,694.55	\$5,694.55
152043	10/17/2013	75854	GHD INC	BOYCE ROAD LIFT STATION	\$5,571.51	\$5,571.51
152061	10/17/2013	116873	R-2 ENGINEERING INC	1 GEAR JOINT SHELL & 1 HEAD RING	\$1,632.60	\$5,470.72
	10/17/2013	116874		1 SLEEVE SHAFT KIT	\$3,838.12	
151984	10/10/2013	19094	IEDA INC	LABOR RELATIONS CONSULTING 10/1 - 12/31/2013	\$5,305.00	\$5,305.00
152059	10/17/2013	831470	POLYDYNE INC	41,480 LBS CLARIFLOC WE-539	\$4,723.74	\$4,723.74
152070	10/17/2013	577709	UNIVAR USA INC	5,011 GALS SODIUM HYPOCHLORITE	\$2,357.24	\$4,712.13
	10/17/2013	578335		5,006 GALS SODIUM HYPOCHLORITE	\$2,354.89	
152014	10/10/2013	130617	TOTAL WASTE SYSTEMS INC	SEPTEMBER 2013 GRIT DISPOSAL	\$4,710.10	\$4,710.10

**UNION SANITARY DISTRICT
CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152007	10/10/2013	16793	RMC WATER AND ENVIRONMENT	HAYWARD MARSH REGULATORY COMPLIANCE	\$4,615.00	\$4,615.00
151950	10/10/2013	60239	3T EQUIPMENT COMPANY INC	ASTD PARTS & MATERIALS	\$104.94	\$4,508.94
	10/10/2013	60242		ASTD PARTS & MATERIALS	\$4,404.00	
152013	10/10/2013	6628	THE OLD FREMONT CORNER MARKET	REFUND # 16717	\$4,400.00	\$4,400.00
151998	10/10/2013	814457	PACHECO BROTHERS GARDENING	INOWEED ABATEMENT AT NPS, CATHODIC & JARVIS ARV	\$1,260.00	\$4,000.00
	10/10/2013	814442		WEED ABATEMENT AT IPS	\$2,740.00	
152064	10/17/2013	20131014	JUANA SANCHEZ	COST SHARING PYMT - NEWARK FLAT TOPS	\$4,000.00	\$4,000.00

**UNION SANITARY DISTRICT
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152034	10/17/2013	54247588	CINTAS CORPORATION	1 PERMA LINED JACKET - MCCORMICK	\$56.00	\$3,455.87
	10/17/2013	54243117		UNIFORM LAUNDERING SERVICE	\$286.27	
	10/17/2013	54245363		UNIFORM LAUNDERING SERVICE	\$328.15	
	10/17/2013	54240846		UNIFORM LAUNDERING SERVICE	\$292.59	
	10/17/2013	54247612		UNIFORM LAUNDERING SERVICE	\$299.78	
	10/17/2013	54238569		UNIFORM LAUNDERING SERVICE	\$298.90	
	10/17/2013	54245364		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$93.31	
	10/17/2013	54238568		UNIFORM LAUNDERING SERVICE	\$277.57	
	10/17/2013	54243116		UNIFORM LAUNDERING SERVICE	\$274.38	
	10/17/2013	54247611		UNIFORM LAUNDERING SERVICE	\$271.50	
	10/17/2013	54238545		11 POLO SHIRTS - S MARTIN	\$433.50	
	10/17/2013	54240845		UNIFORM LAUNDERING SERVICE	\$272.42	
	10/17/2013	54245362		UNIFORM LAUNDERING SERVICE	\$271.50	
152060	10/17/2013	130925	PROSAFE	32 HRS INSPECTIONS & 2 HRS SPCC	\$3,400.00	\$3,400.00
152074	10/17/2013	23634	VALLEY OIL COMPANY	4 DRS ASTD OIL	\$3,322.99	\$3,322.99
151989	10/10/2013	6947	TIEN-TING LIU	REFUND # 16708	\$3,300.00	\$3,300.00

**UNION SANITARY DISTRICT
CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152024	10/17/2013	4104550320130930	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 09/25/13-MTR HYD 29389772	\$449.01	\$3,079.38
	10/17/2013	4104560720130930		SERV TO: 09/25/13-MTR HYD B32896064	\$926.46	
	10/17/2013	4104560920130930		SERV TO: 09/25/13-MTR HYD 19866549	\$342.78	
	10/17/2013	4104550220130930		SERV TO: 09/25/13-MTR HYD 19866550	\$578.24	
	10/17/2013	4104550420130930		SERV TO: 09/25/13-MTR HYD 29389774	\$370.21	
	10/17/2013	4104560820130930		SERV TO: 09/25/13-MTR HYD B33476241	\$412.68	
152005	10/10/2013	916001840929	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - SEPT 2013	\$2,850.79	\$2,850.79
152055	10/17/2013	91300094	NBS	SEWER SERVICE CHARGE DATA SERV OCT - DEC 2013	\$2,719.58	\$2,719.58
151963	10/10/2013	504348	CALTEST ANALYTICAL LABORATORY	8 LAB SAMPLE ANALYSIS	\$2,346.50	\$2,346.50
151962	10/10/2013	346836	BRENNTAG PACIFIC, INC.	4231 LB SODIUM HYDROXIDE	\$2,282.85	\$2,282.85
152046	10/17/2013	8497875	HACH COMPANY	1 EA SENSOR TOTAL CHLORINE	\$1,681.57	\$1,681.57
151970	10/10/2013	20130925.10	DALE HARDWARE INC	09/13-ASTD PARTS & MATERIALS	\$1,640.47	\$1,640.47

**UNION SANITARY DISTRICT
CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152032	10/17/2013	9966520	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$351.78	\$1,476.47
	10/17/2013	9960780		ASTD OFFICE SUPPLIES	\$260.77	
	10/17/2013	9963100		ASTD OFFICE SUPPLIES	\$55.66	
	10/17/2013	9963101		2 PK INDEX CARDS	\$2.83	
	10/17/2013	9966870		ASTD OFFICE SUPPLIES	\$24.69	
	10/17/2013	9963830		ASTD OFFICE SUPPLIES	\$15.09	
	10/17/2013	9942360		ASTD JANITORIAL SUPPLIES - COFFEE/FORKS/SPOONS	\$517.35	
	10/17/2013	9951851		2 PPR CUTTER	\$13.56	
	10/17/2013	9961610		ASTD OFFICE SUPPLIES	\$193.61	
	10/17/2013	9963720		1 BX REPORT COVER	\$41.13	
151951	10/10/2013	21682	ABACUS PRODUCTS INC	33 USD CAPS FOR TSCS WORKGROUP	\$285.88	\$1,438.68
	10/10/2013	21756		120 BLUE/BLACK DUFFEL BAG ITEM KD2200	\$1,152.80	
151986	10/10/2013	37082971	KELLY SERVICES INC	TEMP LABOR-RODRIGUEZ, M., WK END 09/15/13	\$1,216.00	\$1,216.00
152052	10/17/2013	62123493	MCMaster SUPPLY INC	ASTD PARTS & MATERIALS	\$1,195.31	\$1,195.31
152077	10/17/2013	8055343447	VWR INTERNATIONAL LLC	1 CS SULFURIC ACID REAG INSTRA 2.5L	\$397.49	\$1,130.75
	10/17/2013	8055373078		2 SULFURIC ACID 0.5 NORMAL 4L	\$65.09	
	10/17/2013	8055373076		10 PKS FILTER GLASS FIBR 4.25CM	\$668.17	
152003	10/10/2013	8200000006851	RED WING SHOE STORE	SAFETY SHOES - FMC, TPO & CS	\$1,110.00	\$1,110.00

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152044	10/17/2013	9235040657	GRAINGER INC	12 EA GREASE	\$144.27	\$1,066.80
	10/17/2013	9234792530		2 EA ASTD HOOKS	\$37.28	
	10/17/2013	9237135356		1 EA GP MTR, CS, ODP, 1/2 HP, 1725 RPM, 48Z	\$179.75	
	10/17/2013	9239139901		3 EA CONTROL STATION, NEMA 4	\$529.12	
	10/17/2013	9239139893		1 EA CONTROL STATION, NEMA 4	\$176.38	
152026	10/17/2013	454250	A-PRO PEST CONTROL INC	SEP PEST CONTROL	\$1,005.00	\$1,005.00
151977	10/10/2013	1106677	HANSON BRIDGETT	LEGAL SERVICES - ACA	\$999.90	\$999.90
152050	10/17/2013	38089728	KELLY SERVICES INC	TEMP LABOR-RODRIGUEZ, M., WK END 09/22/13	\$972.80	\$972.80
151954	10/10/2013	3091577	ALPHA ANALYTICAL LABORATORIES	135 LAB SAMPLE ANALYSIS	\$939.00	\$939.00
152019	10/10/2013	8055275816	VWR INTERNATIONAL LLC	4 PH 10 BUFFER SOLUTION BLUE	\$179.58	\$861.56
	10/10/2013	8055297656		1 CS PIPETS TIPS & 1 PK TYGON TUBING	\$214.61	
	10/10/2013	8055279963		5 TENSETTE PIPET TIPS 1.0-10.0ML	\$61.21	
	10/10/2013	8055267190		6 BXS HYDROGEN SULFUR DETECTOR TUBES 0.5-40 PPM	\$406.16	
151997	10/10/2013	57273	PAC MACHINE COMPANY INC	GODWIN PUMP TECHNICAL SUPPORT	\$825.00	\$825.00
151953	10/10/2013	5083753	ALL INDUSTRIAL ELECTRIC SUPPLY	1 YASKAWA CIMR	\$605.38	\$793.34
	10/10/2013	5083696		ASTD PARTS & MATERIALS	\$187.96	
152029	10/17/2013	298381	BAY AREA BARRICADE SERVICE INC	20 FIBERGLASS POSTS/6 ROUND SHOVELS/6 SQUARE SHOVELS	\$769.79	\$769.79
152009	10/10/2013	2309754001	S & S SUPPLIES & SOLUTIONS	59 SAFETY GLASSES & 180 D BATTERIES	\$277.23	\$757.28
	10/10/2013	2308221001		40 BXS GLOVES & 10 TOWELS SCRUBS IN A BUCKET	\$480.05	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151996	10/10/2013	20130930	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - SEPT 2013	\$664.48	\$756.17
	10/10/2013	556894		4 EA NAPAGOLD AIR FILTERS	\$91.69	
151955	10/10/2013	3091401	ALPHA ANALYTICAL LABORATORIES	58 LAB SAMPLE ANALYSIS	\$456.00	\$756.00
	10/10/2013	3091445		41 LAB SAMPLE ANALYSIS	\$300.00	
152012	10/10/2013	3210705745	STAPLES CONTRACT & COMMERCIAL	2 BXS ZIPLOC QT STORAGE BAGS	\$93.05	\$744.22
	10/10/2013	3210705744		ASTD OFFICE SUPPLIES - INVENTORY	\$190.59	
	10/10/2013	3210705742		12 COFFEE CREAMERS	\$46.91	
	10/10/2013	3210705741		6 CS TOILET TISSUE ECO GRN 2PLY	\$302.02	
	10/10/2013	3210705743		4 POWER STRIP WITH CIRCUIT BREAKER	\$111.65	
152036	10/17/2013	20131014	RICHARD B CURRIE	EXP REIMB: RECOGNITION GIFT CARDS/PARKING	\$710.20	\$710.20
152018	10/10/2013	89323	VANDERLANS & SONS INC	1 FLOW THRU (ST PIPE 20") SPECIAL	\$674.05	\$674.05
152023	10/10/2013	20131009	DONNA WIES	EXP REIMB: WEFTEC LODGING, MEALS &	\$649.31	\$649.31
151992	10/10/2013	61700910	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$319.96	\$623.71
	10/10/2013	61085687		ASTD PARTS & MATERIALS	\$30.54	
	10/10/2013	61296838		3 EA TIRE INFLATOR GAUGES	\$163.50	
	10/10/2013	61326468		ASTD MULTIPURPOSE ALUMINUM	\$109.71	
151968	10/10/2013	44064911	CINTAS FIRE PROTECTION	REPLACE HORN STROBES BLDG 84	\$602.10	\$602.10
151993	10/10/2013	90662023	METAL SUPERMARKETS	ASTD METAL, STEEL, STAINLESS, AND ALUMINUM	\$469.33	\$556.97
	10/10/2013	90662071		ASTD METAL, STEEL, STAINLESS, AND ALUMINUM	\$87.64	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152058	10/17/2013	20131016	PETTY CASH	PETTY CASH REPLENISHMENT	\$539.35	\$539.35
152025	10/17/2013	7000960645	APPLIED INDUSTRIAL TECHNOLOGIE	1 BALDOR 702676001D	\$34.25	\$522.40
	10/17/2013	7000956132		2 SINGLE ROW BALL BRGS	\$488.15	
152057	10/17/2013	12003	PETERSON TRACTOR CO	DIAGNOSE ENGINE TRUCK T3252	\$508.73	\$508.73
151959	10/10/2013	42092	BARNETT MEDICAL SERVICES LLC	75 LBS PHARMACEUTICAL WASTE REMOVAL	\$174.00	\$506.00
	10/10/2013	138594		100 LBS PHARMACEUTICAL WASTE REMOVAL	\$332.00	
152002	10/10/2013	116869	R-2 ENGINEERING INC	1 SLINGER RING MOYNO PJ0771	\$40.28	\$502.47
	10/10/2013	116868		1 SEAL GREASE RADIAL 1J175 MOYNO PJ0611	\$462.19	
151965	10/10/2013	7069	JUSTIN CASH	REFUND # 16705	\$500.00	\$500.00
151982	10/10/2013	6951	HYDABREK CONSTRUCTION	REFUND # 16718	\$500.00	\$500.00
151988	10/10/2013	7082	SEAN LEE	REFUND # 16720	\$500.00	\$500.00
152000	10/10/2013	7093	PACIFIC PLUMBING & SEWER SERV	REFUND # 16721	\$500.00	\$500.00
152020	10/10/2013	6819	JOHN WALLEMAN	REFUND # 16719	\$500.00	\$500.00
152067	10/17/2013	7054	STREAMLINE PLUMBING & DRAIN	REFUND # 16733	\$500.00	\$500.00
151957	10/10/2013	20131009	API FUND FOR PAYROLL EDUCATION	SEMINAR REG: PREPARING FOR YEAR-END 2014	\$495.00	\$495.00
152069	10/17/2013	1112077	TOTAL FILTRATION SERVICES INC	21 FILTER OIL ELEMENTS	\$458.26	\$458.26
152022	10/10/2013	9390	WESTERN MACHINE & FAB INC	MACHINE SPROCKET & MODIFY SEAL	\$450.00	\$450.00
152053	10/17/2013	367393	MOBILE MODULAR MANAGEMENT CORPMC	TRAILER RENTAL - OCT 2013	\$431.43	\$431.43

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
152047	10/17/2013	8564838	HOME DEPOT CREDIT SERVICES	ASTD PARTS & MATERIALS - MISSING	\$22.64	\$427.94
	10/17/2013	9977201309272013		MONTHLY HARDWARE STMT, SEPT 2013	\$272.26	
	10/17/2013	6560080		ASTD PARTS & MATERIALS	\$133.04	
151974	10/10/2013	118432	FASTENAL	1 XOVERHARNES	\$411.77	\$411.77
152039	10/17/2013	899149	DALE HARDWARE INC	09/13 - ASTD PARTS & MATERIALS	\$22.68	\$405.87
	10/17/2013	899340		192 PAINT BRUSHES	\$383.19	
151976	10/10/2013	9230833866	GRAINGER INC	ASTD PARTS & MATERIALS	\$157.31	\$376.98
	10/10/2013	9230197197		ASTD WIRE MARKER SLEEVES & CORD GRIP CONNECTORS	\$209.80	
	10/10/2013	9230197189		1 EA ENCLOSURE INNER PANEL	\$9.87	
152075	10/17/2013	9711897769	VERIZON WIRELESS	WIRELESS SERV 08/21/13-09/20/13	\$370.91	\$370.91
152030	10/17/2013	2669	BAY POWER LLC	ASTD PARTS & MATERIALS	\$357.75	\$357.75
152048	10/17/2013	716220	INTERNATIONAL PAINT LLC	ASTD PAINT SUPPLIES	\$346.39	\$346.39
152035	10/17/2013	4373747	CORT	OCT 2013 FURNITURE RENTAL - DEPUTY GM OFFICE	\$343.50	\$343.50
152010	10/10/2013	20131008	JAMES SCHOFIELD	REIMB: 30 YR SVS AWD RICH CZAPKAY	\$332.43	\$332.43
152071	10/17/2013	22562234	UPS - UNITED PARCEL SERVICE	FREIGHT FOR WATER CHAMP	\$315.53	\$315.53
152008	10/10/2013	70472252	ROSEMOUNT INC	1 LCD METER W/O APPROVAL LABEL, LINEAR W/FILTER	\$315.44	\$315.44
152040	10/17/2013	42274	DATCO	OCT 2013 SERVICE FEE	\$309.40	\$309.40
152068	10/17/2013	20131008	SWRCB - CERTIFICATIONS	GRADE III OP CERT RENEW - BRENNER	\$300.00	\$300.00

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151956	10/10/2013	224986	ANALYSTS INC	200 4 OZ JARS - SAMPLING SUPPLIES	\$254.48	\$298.48
	10/10/2013	1700267		2 LAB SAMPLE ANALYSIS	\$44.00	
152063	10/17/2013	2308221002	S & S SUPPLIES & SOLUTIONS	2 CS GLOVE POWDER FREE EVOLUTION MICROFLEX	\$280.32	\$280.32
152073	10/17/2013	20131001	USA MOBILITY WIRELESS INC	OCTOBER 2013 PAGER SERVICE	\$277.74	\$277.74
151958	10/10/2013	204119	AUTO BODY TOOLMART	ASTD PARTS & MATERIALS	\$260.12	\$260.12
151978	10/10/2013	3G6811	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC FITTINGS	\$90.60	\$251.55
	10/10/2013	3G6767		ASTD PVC FITTINGS	\$160.95	
151990	10/10/2013	20131009	DAVID LIVINGSTON	EXP REIMB: MUGS FOR T&D - NACWA 20 YEARS RECOG	\$180.67	\$237.58
	10/10/2013	20131007		EXP REIMB: WATER & CHIPS FOR ANNUAL EE BBQ	\$56.91	
152011	10/10/2013	901400275	SIEMENS WATER TECHNOLOGIES LLC	DI WATER SYSTEM	\$231.00	\$231.00
152015	10/10/2013	180983613	TRENCH PLATE RENTAL COMPANY	28 DAYS TRENCH PLATE RENTAL	\$221.20	\$221.20
151969	10/10/2013	241638	CURTIS & TOMPKINS LTD	12 LAB SAMPLE ANALYSIS	\$220.00	\$220.00
151983	10/10/2013	271640825	IDEXX DISTRIBUTION INC	1 EA WQT2K QUANTI-TRAY 2000 DISPOSABLE	\$202.93	\$202.93
152004	10/10/2013	1690000007729	RED WING SHOE STORE	SAFETY SHOES - JOHNSON, E	\$185.00	\$185.00
152006	10/10/2013	223555	RKI INSTRUMENTS INC	2 OS-BM2 OXYGEN	\$180.68	\$180.68
151972	10/10/2013	20131007	ROGER DOLAN	EXP REIMB: TSCS WGM APPLICANT	\$167.21	\$167.21
152021	10/10/2013	30172	WECO INDUSTRIES LLC	INSPECT & REPAIR CAMERA TRANSPORT UNIT	\$162.87	\$162.87

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151961	10/10/2013	9951710	BLAISDELL'S	1 LTR PORTFOLIO	\$8.30	\$160.63
	10/10/2013	9957170		1 COPY HOLDER	\$12.58	
	10/10/2013	9951850		ASTD OFFICE SUPPLIES	\$139.75	
152001	10/10/2013	7319	R & S ERECTION OF S ALAMEDA	REPLACE GEAR BOX	\$159.00	\$159.00
151967	10/10/2013	20131003	CAROL CHURMA	EXP REIMB: EMPLOYEE RECOGNITION BBQ DECORATIONS	\$158.03	\$158.03
151960	10/10/2013	152916	BAY CENTRAL PRINTING	250 BUSNISS CARDS: CITY OF NEWARK	\$157.68	\$157.68
151985	10/10/2013	713560	INTERNATIONAL PAINT LLC	2 EA DEVTHANE 379H	\$141.11	\$141.11
152038	10/17/2013	20131015	CWEA-NRTC	SEMINAR REG: M. COSTELLO	\$70.00	\$140.00
	10/17/2013	20131015.1		SEMINAR REG: W. COGGINS	\$70.00	
152017	10/10/2013	9853373	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 09/14/13	\$85.09	\$85.09
152037	10/17/2013	241735	CURTIS & TOMPKINS LTD	1 LAB SAMPLE ANALYSIS	\$20.00	\$80.00
	10/17/2013	241764		1 LAB SAMPLE ANALYSIS	\$60.00	
152041	10/17/2013	20131010	YIN FANG	REG REIMB: CWEA SEMINAR - CONSTITUENTS OF EMERGING CONCERN	\$80.00	\$80.00
151966	10/10/2013	430724	CENTERVILLE SAW AND TOOL	SERVICE BLOWER-BRIGGS ENGINE	\$79.52	\$79.52
152054	10/17/2013	24809628	MOTION INDUSTRIES INC	7 EA POWER BELTS	\$79.32	\$79.32
151994	10/10/2013	20131008	STUART MORRISON	EXP REIMB: DRINKS & CAKE FOR CS RECOG - 1 YR NO SSO	\$75.32	\$75.32
151991	10/10/2013	119196	MCIVORS HARDWARE	ASTD HARDWARD SUPPLIES	\$58.78	\$58.78
152066	10/17/2013	20131011	KRISTINA SILVA	EXP REIMB: FINGERPRINTING FEE	\$57.00	\$57.00
152045	10/17/2013	20131010	THOMAS GRAVES	EXP REIMB: EE BBQ CMTE RECOGNITION GIFTS	\$52.45	\$52.45

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151980	10/10/2013	600849151	HILLYARD/SAN FRANCISCO	1 CS TOILET PAPER	\$36.92	\$36.92
151952	10/10/2013	4047286120130923	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 09/23/13- PASEO PADRE	\$29.86	\$29.86
151979	10/10/2013	35569020020130924	HAYWARD WATER SYSTEM	WATER SERV 07/18/13 - 09/16/13	\$24.70	\$24.70
151981	10/10/2013	511193	HULBERT LUMBER SUPPLY	1 BUNDLE STAKES	\$13.24	\$22.01
	10/10/2013	511194		1 BUNDLE STAKES	\$8.77	
152042	10/17/2013	118443	FASTENAL	ASTD PARTS & MATERIALS	\$20.04	\$20.04

Invoices:

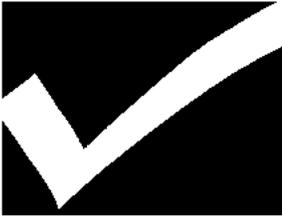
Credit Memos :	0	
\$0 - \$1,000 :	156	42,198.87
\$1,000 - \$10,000 :	54	196,099.19
\$10,000 - \$100,000 :	10	279,416.89
Over \$100,000 :	1	120,764.55
Total:	221	638,479.50

Checks:

\$0 - \$1,000 :	79	29,893.09
\$1,000 - \$10,000 :	36	138,279.92
\$10,000 - \$100,000 :	12	262,840.60
Over \$100,000 :	1	207,465.89
Total:	128	638,479.50

EBDA Commission Meeting
Thursday, October 17, 2013
9:30 a.m.

- Commissioners Handley, Diaz, Johnson, Peixoto and Prola were all present.
- **Public Forum:** Mike introduced Juanita Villasenor, who will be working with Linda Adams to transition to the new Administrative Assistant position when Linda retires in December. She comes to EBDA from the City of Livermore where she served as an administrative assistant in the Water Resources Division. Mike then introduced Jeff Schier, a mechanic from Oro Loma SD, and acknowledged him for the excellent work he performed in troubleshooting a problem with the recently purchased right angle gear drive for the Oro Loma Effluent Pump Station. The problem was quickly addressed and the unit was returned to service promptly thanks to Jeff.
- The Consent Calendar was approved unanimously and included the Commission Meeting Minutes from September 2013; the List of Disbursements and Treasurer's Report for September 2013; and the final Treasurers Report for June, July and August 2013.
- For the General Manager's report, Dave Stoops showed a video of the installation of the new check valve in the Alvarado Effluent Pump Station.
- The Commission unanimously approved the reports from the Regulatory Affairs, Operation & Maintenance, Financial Management, Personnel and Management Advisory Committees. The following items were discussed:
 - The **Managers Advisory Committee** discussed the results of a recent physical assessment of the condition of external structures on the force main.
 - The **Financial Management Committee** reviewed the proposed budget amendment to allow for a two month training overlap for the administrative assistant.
 - The **Regulatory Affairs Committee** discussed the nutrient watershed permit. BACWA is pursuing a proposal to implement non-numerical limits for nutrients. The Regional Water Board and EPA are supportive of an Action Level reporting system that would trigger the initiation of multiple studies and reports to evaluate excessive discharges of nutrients. It was also noted that Baykeeper has recently published a spreadsheet showing the largest contributors to nutrients in SF Bay. EBDA and EBMUD are at the top of the list.
 - The **O&M Committee** reviewed recent work at the Oro Loma and Alvarado pump stations and the status of pump repairs at the Hayward Effluent Pump Station.
 - The **Personnel Committee** discussed Mike's travel schedule for the next 6 months and the resolution to modify the retiree medical benefit.
- The Commission unanimously passed the following resolutions:
 - A budget amendment for \$18,000 for salary of the new administrative assistant to overlap with Linda Adams for training until her retirement at the end of the year.
 - Establishing the Employers Contribution to Retiree medical at \$447 per month.
- The Commission met in Closed Session to discuss GM performance.



Personnel Committee

Thursday

10-22-13

4:30 p.m.

Type of meeting: Personnel Committee

Attendees: Manny Fernandez, Jennifer Toy, Rich Currie

----- **Agenda Topics** -----

12. Reviewing and Approving Board Policy 3030, Board Member Business Expense

Other Information

Special notes:

M. Fernandez has confirmed.

J. Toy has confirmed.

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).



Legal/Community Affairs Committee

Wednesday

10-23-13

4:00 p.m.

Type of meeting: LCA Committee

Attendees: Anjali Lathi, Tom Handley, Rich Currie, Roz Fuller

----- **Agenda Topics** -----

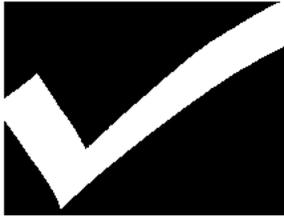
11. Considering the Claim of Victor Beckum for Vehicle Damage

Other Information

Special notes:

- A. Lathi has confirmed.
- T. Handley has confirmed.

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).



Budget & Finance Committee

Wednesday

10-23-13

4:30 p.m.

Type of meeting: Budget & Finance Committee

Attendees: Pat Kite, Jennifer Toy, Rich Currie, Rich Cortes, Maria Scott, Donna Wies

----- Agenda Topics -----

7. Monthly Operations Report for September, 2013
8. Final June, 2013 Internal Financial Report
9. Certificate of Achievement for Excellence in Financial Reporting for FY12
13. FY2014 - FY2016 Strategic Plan
14. Cal-Card Quarterly Activity Report

Other Information

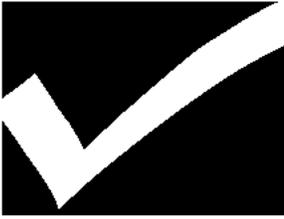
Special notes:

P. Kite has confirmed.

J. Toy has confirmed.

Rich Cortes, Maria Scott, Donna Wies have been notified

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).



Construction Committee

Thursday

10-24-13

4:00 p.m.

Type of meeting: Construction Committee

Attendees: Manny Fernandez, Tom Handley, Rich Currie, Jesse Gill, Sami Ghossain

----- **Agenda Topics** -----

10. Resolution No. 2717, Accepting the Construction of the Cast Iron Lining Project Phase IV from Nor-Cal Pipeline Services, Inc. and Authorizing the Attorney for the District to Record a Notice Of Completion

Other Information

Special notes:

M. Fernandez has confirmed.

T. Handley has confirmed.

Jesse Gill and Sami Ghossain have been notified.

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).