



REVISED

BOARD MEETING AGENDA
Monday, February 8, 2016
Regular Meeting - 7:00 P.M.

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Union Sanitary District
Administration Building
5072 Benson Road
Union City, CA 94587

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

Karen W. Murphy
Attorney

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

- Motion 4. Approve Minutes of the Meeting of January 25, 2016.

5. Monthly Operations Report for November and December 2015 *(to be reviewed by the Budget & Finance Committee)*.

6. Written Communications.

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

- Motion 8. Approve New Collection Services Trainer – Job Description and Salary *(to be reviewed by the Personnel Committee)*.

- Motion 9. Consider Participation in the Annual “Science in the Park” Event to be Held October 1, 2016 *(to be reviewed by the Budget & Finance Committee)*.

- Motion 10. Consider a Resolution to Accept the Construction of the Miscellaneous Sanitary Sewer Spot Repairs Project – Phase VI from Cratus, Inc. and Authorize Recordation of a Notice of Completion *(to be reviewed by the Construction Committee)*.

- Motion 11. Consider a Resolution to Accept the Construction of the Newark Backyard Sanitary Sewer Relocation Project – Phase 2 from Ranger Pipelines, Inc. and Authorize Recordation of a Notice of Completion *(to be reviewed by the Construction Committee)*.

- Motion 12. Consider a Resolution to Quitclaim Portions of Sanitary Sewer Easements Located in Tract 1188, Tract 1276, and Tract 1296 in the City of Newark in Conjunction with the Newark Backyard Sanitary Sewer Relocation Project – Phase 2 *(to be reviewed by the Legal/Community Affairs Committee)*.

REVISED

- Motion 13. Consider Confirming and Declaring the Need to Continue the Emergency Action to Repair the 33 Inch Sewer on Alvarado Boulevard and Update on the Repairs *(to be reviewed by the Construction Committee)*.
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- Motion 14. Discuss and Provide Direction Regarding Request for Social Media Strategy from Director Lathi.
-
- Motion 15. Discuss and Provide Direction Regarding Request for General Manager Mid-Year Check-Ins from Director Lathi.
-
- Information 16. Information Items:
- a. Check Register.
 - b. Status Report on Computer and Student Loan Program *(to be reviewed by the Budget & Finance Committee)*.
 - c. Update of the Subsurface Investigation at the Alvarado Wastewater Treatment Plant *(to be reviewed by the Construction Committee)*.
 - d. Board Expenditures for the 2nd Quarter of 2016 *(to be reviewed by the Budget & Finance Committee)*.
 - e. Report on the EBDA Commission Meeting of January 14, 2016.
-
- Information 17. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*
- a. Construction Committee – scheduled for Wednesday, February 3, 2016, at 10:30 a.m.
 - b. Budget & Finance Committee – scheduled for Thursday, February 4, 2016, at 8:30 a.m.
 - c. Legal/Community Affairs Committee – scheduled for Friday, February 5, 2016, at 9:15a.m.
 - d. Personnel Committee – scheduled for Friday, February 5, 2016, at 11:00 a.m.
-
- Information 18. General Manager’s Report. *(Information on recent issues of interest to the Board)*.
-
19. Other Business:
- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
-
20. Adjournment – The Board will adjourn to the next scheduled Regular Meeting to be held in the Boardroom on Monday, February **8th**, 2016, at 7:00 p.m.

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

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

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager’s office at (510) 477-7503 at least 24 hours in advance of the meeting.

THE PUBLIC IS INVITED TO ATTEND

**NOTICE OF
COMMITTEE MEETING**

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



BOARD MEETING OF FEBRUARY 8, 2016

Committee Membership:

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

Construction Committee, Wednesday, February 3, 2016, at 10:30 a.m.

10. Consider a Resolution to Accept the Construction of the Miscellaneous Sanitary Sewer Spot Repairs Project – Phase VI from Cratus, Inc. and Authorize Recordation of a Notice of Completion.
 11. Consider a Resolution to Accept the Construction of the Newark Backyard Sanitary Sewer Relocation Project – Phase 2 from Ranger Pipelines, Inc. and Authorize Recordation of a Notice of Completion.
 13. Consider Confirming and Declaring the Need to Continue the Emergency Action to Repair the 33 Inch Sewer on Alvarado Boulevard and Update on the Repairs.
 - 16c. Update on the Subsurface Investigation at the Alvarado Wastewater Treatment Plant.
-

Budget & Finance Committee, Thursday, February 4, 2016, at 8:30 a.m.

5. Monthly Operations Report for November and December 2015.
 9. Consider Participation in the Annual “Science in the Park” Event to be held October 1, 2016.
 - 16b. Status Report on Computer and Student Loan Program.
 - 16d. Board Expenditures for the 2nd Quarter of FY16.
-

Legal/Community Affairs Committee, Friday, February 5, 2016, at 9:15 a.m.

12. Consider a Resolution to Quitclaim Portions of Sanitary Sewer Easements Located in Tract 1188, Tract 1276, and Tract 1296 in the City of Newark in Conjunction with the Newark Backyard Sanitary Sewer Relocation Project – Phase 2.
-

Personnel Committee, Friday, February 5, 2016, at 11:00 a.m.

8. Approve New Collection Services Trainer – Job Description and Salary.
-

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

Committee Meetings are open to the public. Only written comments will be considered. No action will be taken.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
January 25, 2016**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Pat Kite, Secretary

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
James Schofield, Collection Services Manager
Armando Lopez, Treatment & Disposal Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction (FMC) Manager
Sami Ghossain, Technical Services Manager
Pamela Arends-King, Business Services Manager/CFO
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Assistant to the General Manager/Board Secretary

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 11, 2016

It was moved by Director Lathi, seconded by Director Fernandez, to Approve the Minutes of the Meeting of January 11, 2016. Motion carried with the following vote:

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

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

CONSIDERATION OF SEWER SERVICE CHARGE RATES FOR FISCAL YEARS 2017 TO 2021

- a) **HOLD PUBLIC HEARING ON SEWER SERVICE CHARGES FOR FISCAL YEARS 2017 TO 2021, CONSIDER PROTESTS AND COST OF SERVICE STUDY ON SEWER SERVICE CHARGE RATES FOR FISCAL YEARS 2017 THROUGH 2021; AND**
- b) **CONSIDER ADOPTING ORDINANCE NO. 31.39, AMENDING ORDINANCE NO. 31.38, SETTING THE SEWER SERVICE CHARGES SPECIFIED THEREIN FOR FISCAL YEARS 2017 THROUGH 2021**

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge provided a presentation which included an overview of the District, the services it provides, and the proposed sewer service charges to be considered for adoption by the Board of Directors.

Director Lathi asked how much additional revenue would be generated if the proposed rates were approved.

General Manager Eldredge stated that if the proposed rates were to be adopted, the total revenue generated would be approximately \$25.3 million over the five year period.

Director Lathi asked what the total projected salary increase would be over the five year period.

General Manager Eldredge stated that over the same period of time, the difference between total salaries for FY16 and FY21 would be approximately \$3.5 million based upon the annual escalator assumption in the Cost of Service Analysis (model) of 4%.

Director Lathi inquired about the impact on rates if the salary assumptions in the model were reduced from 4% to 2%.

General Manager Eldredge stated that every 1% reduction of the salary assumption equates to an approximately 0.3% reduction in rates. If the salary assumption were changed to 2%, the proposed rates in the model would be adjusted to 0.4% from 1% the first year and to 2.9% from 3.5% for the next four years. This assumption reduction from 4% to 2% would equate to a reduction of the total cost increase over the five years by \$12.74, an average of \$2.55 per year.

Director Lathi asked how much the District is projecting to spend on capital projects over the next five years.

General Manager Eldredge stated that over the five years, the model shows approximately \$113.7 million will be spent on capital projects.

Vice President Handley requested confirmation that the proposed rates represent the maximum the District may charge.

General Manager Eldredge concurred with Vice President Handley's statement and added that a new rate study would need to be completed and the 218 process would again be initiated prior to Board consideration of an increase in rates beyond those currently proposed. General Manager Eldredge further stated the Board has the ability to review rates annually if there are changes in assumptions (e.g. change in the economy, reduction in costs, grant funding).

Vice President Handley called attention to a PowerPoint slide which showed a map of the Bay Area with sanitary sewer overflows indicated as pinpoints. Vice President Handley noted the area served by Union Sanitary District showed the fewest overflows in the Bay Area. Vice President Handley stated the District works to prevent sanitary sewer overflows by televising its pipes every six years. Vice President Handley further stated the District maintains an aggressive tree root monitoring and removal program which has been so successful it has been used as a model for agencies throughout the state.

Director Fernandez asked about the reserve and stated the District's goal of a \$5 million reserve is typical of public agencies. Director Fernandez further stated the City of Union City maintains a 7% reserve, and the District's goal of a \$5 million reserve would be approaching 8%.

General Manager Eldredge stated many public agencies maintain an emergency operating reserve of 10 – 15%. General Manager Eldredge stated that if the District were to experience a major natural disaster event (e.g. earthquake), the \$5 million reserve would be spent quickly to prevent raw sewage from flowing into neighborhoods and into the Bay.

General Manager Eldredge stated hard copies of the Union Sanitary District Wastewater Rate and Cost of Service Study, commonly referred to as the "COSA" or "cost of service analysis", were previously provided to the Board and available to all in attendance at the table located in the back of the room and a PDF of the COSA is available on the District's website.

President Toy opened the public hearing.

The following individuals spoke in opposition to the proposed changes to sewer service charges:

- Michael Eugene Frasier noted concerns regarding the rate increases with relation to health care costs, and stated he was pleased to hear District employees do pay a portion of their health care costs.

- Laura Jackson requested clarification regarding charges for industrial customers.
- Felton Jackson expressed concern regarding increased rates for seniors on a fixed income.
- Rafael Pantoja complimented staff on their efforts in treating wastewater and expressed concern regarding that continued increased rates would lead to USD's rates being higher than neighboring agencies.
- Joseph Uehling thanked Director Lathi for her questions regarding salary projections, and suggested the increase should be based on the 1.3% National increase to civilian wages.

President Toy closed the public hearing.

President Toy recessed the meeting at approximately 7:58 p.m. to allow protests to be tabulated by the Assistant to the General Manager/Board Secretary in an adjacent conference room open to the public.

President Toy reconvened the meeting at approximately 8:10 p.m.

Assistant to the General Manager/Board Secretary McEvoy stated the District received a total of 194 un-validated written protests and five speaker protests, which was fewer than the approximately 47,709 required to constitute a majority. Since the number received was insufficient to constitute a majority protest, Assistant to the General Manager/Board Secretary McEvoy determined the absence of a majority protest without validating the protests received.

District Counsel Murphy stated as it had been determined that the number of un-validated protests was insufficient to constitute a majority protest, the Board may then consider the proposed ordinance included in the Board meeting packet. District Counsel Murphy stated the effective date of the Ordinance would be February 19, 2016, if adopted.

It was moved by Vice President Handley, seconded by Director Fernandez, to Adopt Ordinance No. 31.39 Establishing Sewer Service Charges for Fiscal Years 2017 – 2021 for Services and Facilities Furnished by the District's Wastewater System, Collection Procedures, Penalties for Delinquency, and Restriction on Use of Funds Derived. Motion carried with the following vote:

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

CONSIDER CONFIRMING AND DECLARING THE NEED TO CONTINUE THE EMERGENCY ACTION TO REPAIR THE 33-INCH SEWER ON ALVARADO BOULEVARD AND UPDATE ON THE REPAIRS

This item was reviewed by the Construction Committee. Technical Services Manager Ghossain stated a detailed description of the five phases envisioned for the repair work was included in the Board meeting packet. Technical Services Manager Ghossain stated phase 1, removal of the gas line, had been completed. Technical Services Manager Ghossain stated phase 2 was in progress. Installation of sheet piles around the excavation area was completed January 8, 2016, and jet grouting the soils surrounding the sheet piles began January 12, 2016. Excavation of the site will begin following completion of the jet grouting.

Pursuant to Public Contract Code section 22050, the Board is required to review the status of the emergency action at each subsequent meeting until the emergency action is terminated. Authorization to continue the emergency action must be approved by a four-fifths vote of the Board. Staff recommended the Board approve a motion to confirm and declare the need to continue the emergency action to repair the 33-inch sewer on Alvarado Boulevard.

The Board requested staff change the construction sign located on west bound Alvarado Boulevard prior to Dyer Street to indicate the road closure and detour ahead.

It was moved by Director Fernandez, seconded by Vice President Handley, to Confirm and Declare the Need to Continue the Emergency Action to Repair the 33 Inch Sewer on Alvarado Boulevard. Motion carried with the following vote:

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

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Solar and Cogeneration Facilities Operational Update

This item was reviewed by the Budget & Finance Committee. Technical Services Manager Ghossain stated the District has three power producing facilities. Technical Services Manager Ghossain stated the Alvarado Wastewater Treatment Plant Solar Carport cost \$884,000 to build and began operation in September 2011. The total benefit of the Solar Carport is \$411,265, which represents 46.5% of simple payback for the initial construction cost. The Irvington Pump Station Solar Facility began operation in April 2012, with a construction cost of \$2.85 million. The total benefit of the solar facility is \$1,581,147, which represents 55.5% of simple payback for the initial construction cost.

The District completed construction of the Cogeneration Facility located at the Alvarado Wastewater Treatment Plant at a construction cost of \$11.8 million, and the facility was fully operational in late November 2014. The total benefit of the facility is \$3,324,324, which represents 28.2% of simple payback for the initial construction cost.

Technical Services Manager Ghossain stated the Budget & Finance Committee asked if the costs provided include maintenance cost. Technical Services Manager Ghossain stated the costs detailed in the staff report did not include maintenance costs.

Vice President Handley stated an additional column to include maintenance costs would be helpful.

General Manager Eldredge stated the Budget & Finance Committee requested an additional column be added to show the estimated years for payback.

COMMITTEE MEETING REPORTS:

The Budget & Finance and Construction Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Introduced Pamela Arends-King as the District's new Business Services Manager/CFO. Pamela joined the District January 13, 2016.
- The December rains did not have significant impact on flows to the Plant. The peak flow was 46 MGD. One reason flows have not affected the Plant is because most of the large storms have been overnight when other flows are considerably lower.
- District staff hope to accomplish testing of the emergency outfall during the next rainstorm.
- General Manager Eldredge will present at the Fremont Chamber of Commerce Government Affairs Committee meeting at 7:45 a.m. on January 27, 2016.
- General Manager Eldredge will present at the Tri-City Marketing Council meeting at 9:00 a.m. on February 25, 2016.
- The District recently passed its Regional Board inspection, all permit requirements were met, and there were no other issues.

OTHER BUSINESS:

Vice President Handley stated he attended the California Association of Sanitation Agencies (CASA) Winter Conference January 20-22, 2016. Vice President Handley stated CASA is working with lawmakers regarding draft legislation SB 163 which would prohibit the discharge of treated wastewater through ocean outfalls and would require a wastewater treatment facility to achieve 100% reuse of treated wastewater by 2036.

President Toy thanked those members of the public in attendance for their participation in the public process and encouraged all to continue to participate in the District's public meetings.

ADJOURNMENT:

The meeting was adjourned at 8:29 p.m. to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, February 8, 2016, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
SECRETARY TO THE BOARD

PAT KITE
SECRETARY

APPROVED:

JENNIFER TOY
PRESIDENT

Adopted this 8th day of February, 2016



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: October 14, 2015

TO: Board of Directors - Union Sanitary District

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

SUBJECT: Agenda Item No. 5 - Meeting of February 8, 2016
Information Item: **Monthly Operations Report for November and December 2015**

Background

Attached is the November and December 2015 Operations Report. Staff is available to answer questions regarding information contained in the report.

Work Group Managers

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

General Manager's Summary

Below is a summary of major activities that occurred at the District during November and December 2015.

ODOR COMPLAINTS:

There was one odor complaint received from a Union City resident on Santa Catalina Way during the month of November 2015. District crews inspected the mains and manholes in the area. Standing water was found in the manholes and a strong sewer odor was detected. Staff explained to the reporting party that the sinkhole by-pass had not allowed the line to drain properly. As of December 3, 2015, the lines impacted by the sink hole have been put on a modified cleaning schedule and are being chemically dosed regularly to control odors.

There was one odor complaint received from a City of Union City employee during the month of December 2015. On December 1, 2015, the City employee sent an email to the District stating an

odor had been emanating from the sink hole area nearest the Holly Community Center located on Alvarado Boulevard. As of December 3, 2015, the lines impacted by the sink hole have been put on a modified cleaning schedule. The lines will be dosed every three weeks to help control odors until repairs are completed.

SAFETY:

November

- We had an incident where an employee twisted his knee when exiting a truck. The employee declined medical treatment and was feeling fine after a little rest.
- We received injury paperwork for an employee from their attorney. The injury claimed repetitive stress starting from their date of hire in 2003.
- We identified errors with the injury reports from York, our workers' compensation third party administrator. CSRMA and the York staff are working to correct the computer errors.
- I met with the Fremont Deputy Fire Chief to review plans for possible Heavy Weather incidents. Fremont City Council is concerned about landslides.
- We identified that we have identify theft insurance for all employees through our policies with CSRMA.

December

- We had an incident where an employee strained his hip. We had a crew working nights to service pipe along Cedar Boulevard in Newark. The employee stepped on an uneven surface in the dark and almost fell. At the time he declined medical treatment and thought being cautious and allowing it to rest he would be OK. When he returned to work after the holidays, he still had pain and asked to see a doctor.
- CSRMA changed providers for our Medical Provider Network (MPN). All of our employees with future medical from past injuries have been accommodated or placed with a new doctor.
- We are reviewing the impact of a new law put in place by Federal OSHA changing responsibilities and procedures for contractors performing confined space entries. It appears the District will have more responsibility for the work being done by contractors on our facilities.
- CSRMA provided a free ergonomics class for some of our employees. This was a new instructor and we may use him in the future.
- The Emergency Preparedness committee has developed a work plan which includes a couple emergency drills during the remainder of this fiscal year.

STAFFING & PERSONNEL:

Recruitments Opened:

- Business Services Coach opened on November 9, 2015
- Maintenance Assistant opened on November 19, 2015

G.M. ACTIVITIES: For the months of November and December, the GM was involved in the following:

- Participated in 218 Ad Hoc Committee Meetings.
- Participated in Business Services Manager/CFO interviews.
- Provided a “USD 101” presentation for the Tri-City Democratic Club.
- Attended the Holiday Pot-luck for staff.
- Attended the Audit Committee Meeting.
- Met with Union City, City Manager Tony Acosta to discuss the Alvarado-Niles Lining Project and repair of the damaged sewer beneath Alvarado Boulevard.

Attachments: Odor Report and Map
Hours Worked and Leave Time by Work Group
Business Services
Technical Services
Collection Services
Fabrication, Maintenance, and Construction
Treatment and Disposal Services



ODOR REPORT November 2015

During the recording period from November 01, 2015 through November 30, 2015, there was one odor related service request received by the District.

City: Union City

1. Complaint Details:

Date: 11/23/2015

Location: SANTA CATALINA WY

Wind (from): N/A

Temperature: 65 Degrees F

Time: 10:12 am

Reported By: Reiner Glausch

Wind Speed: N/A mph

Weather: Cloudy

Response and Follow-up:

We inspected USD sewer mains and manholes in the area. We found standing water in the manholes and detected a strong sewer odor. We explained to the reporting party that due to the sink hole by-pass, the line will not drain properly until the line is repaired. Note, as of 12/03/15 the lines impacted by the Alvarado Sink Hole have been put on a modified cleaning schedule and are being chemically dosed regularly to help control odors.



Legend

Odor Complaints: November 2015

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

Odor Complaints: Dec. 2014 to Oct. 2015

- ★ Odor found, USD resolved (6)
- Odor found, not related to USD (4)
- ▲ No odor found (15)

**Location of Odor Reports
December 2014 to November 2015**





ODOR REPORT December 2015

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

City: Union City

1. Complaint Details:

Date: 12/1/2015

Location: ALVARADO BL

Wind (from): North West

Temperature: 65 Degrees F

Time: 6:04 pm

Reported By: Thomas Ruark from City of Union City

Wind Speed: 5 mph

Weather: Clear

Response and Follow-up:

We received an email from Tom Ruark about the Holly Community Center regarding an odor coming from the sink hole area adjacent to the community center. We relayed that the odor is possibly coming from the sink hole area due to the by-pass of our USD mains. We told him that once the repair is done on the sink hole, the odor should go away. On 12/03/15 we began a dosing program on lines impacted by the sink hole to control H₂S gas. These lines will be dosed every three weeks to help control odors until the project is finished.



Legend

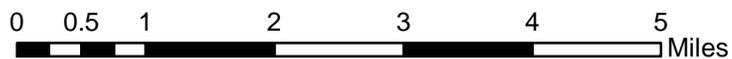
Odor Complaints: December 2015

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

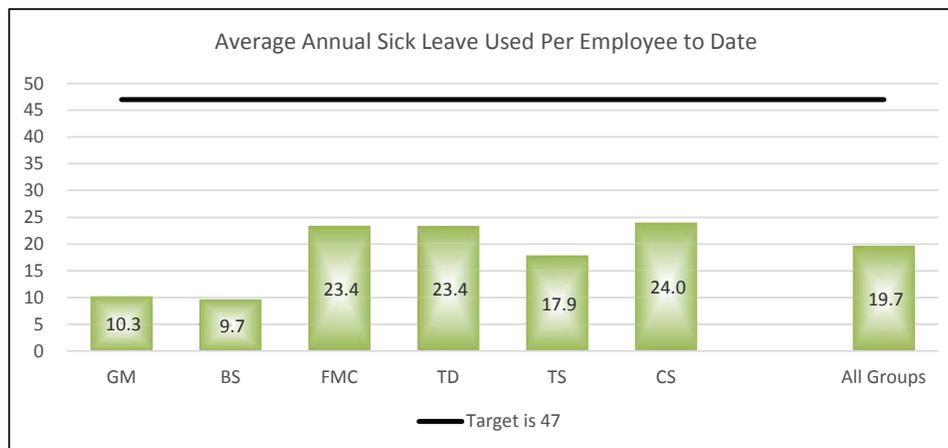
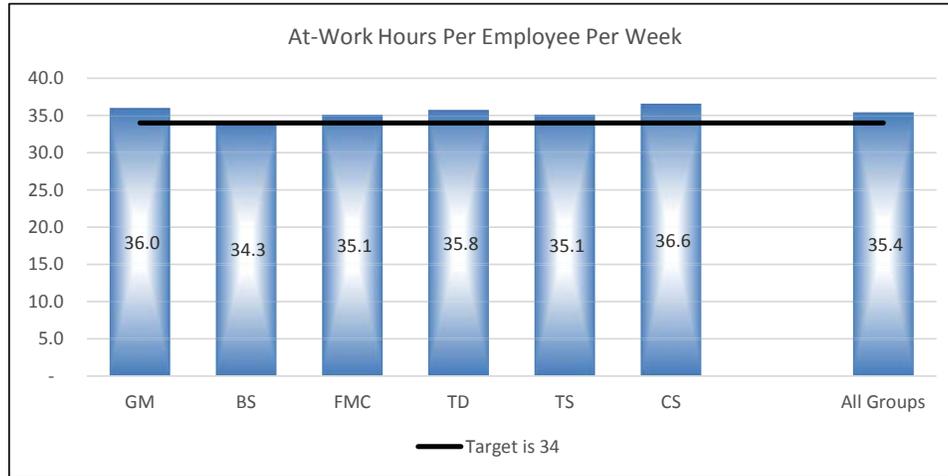
Odor Complaints: Jan. 2015 to Nov. 2015

- ★ Odor found, USD resolved (7)
- Odor found, not related to USD (3)
- ▲ No odor found (12)

**Location of Odor Reports
January to December 2015**



HOURS WORKED AND LEAVE TIME BY WORK GROUP
July 2, 2015 through December 16, 2015
Weeks to Date: 24 out of 52 (46.2%)



NOTES

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

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

HOURS WORKED AND LEAVE TIME BY WORK GROUP
July 2, 2015 through December 16, 2015
Weeks to Date: 24 out of 52 (46.2%)

Group	Average Number of Employees	AT-WORK HOURS		At-Work Hours Per Employee Per Week	LEAVE HOURS				Average Annual Sick Leave Used Per Employee To Date	FY15		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	1,694.50	25.25	36.0	205.00	-	-	20.50	10.3	3	34.4	28.8
BS	23	18,517.49	277.17	34.3	2,807.17	-	-	222.34	9.7	22	35.3	30.2
FMC	22	18,102.75	322.48	35.1	2,288.00	57.82	-	515.43	23.4	23	34.2	52.4
TD	25	20,740.42	605.66	35.8	2,483.83	226.81	-	584.94	23.4	25	35.3	24.1
TS	31	25,759.72	221.43	35.1	3,032.83	-	-	554.92	17.9	30	35.0	28.1
CS	30	24,610.18	1,581.02	36.6	3,219.55	102.87	27.00	720.40	24.0	29	36.8	68.4
All Groups	133	109,425.06	3,033.01	35.4	14,036.38	387.50	27.00	2,618.53	19.7	132	35.3	40.8

SICK LEAVE INCENTIVE PROGRAM TARGETS
 ≥34

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

≤47

NOTES

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

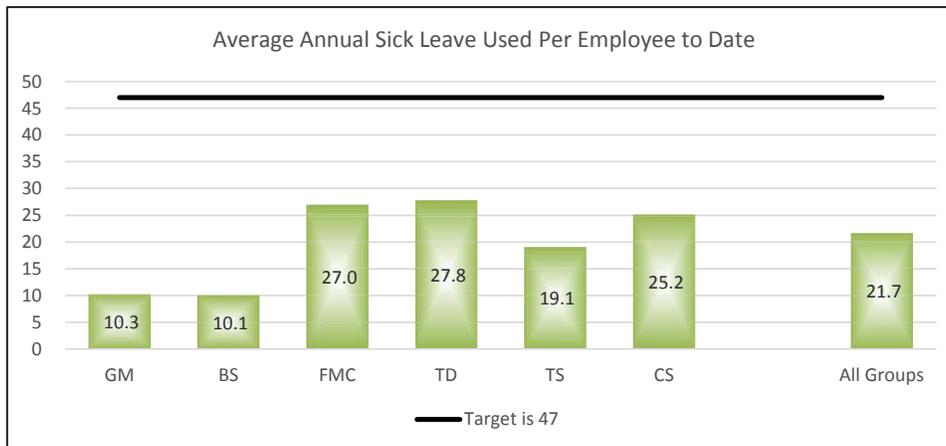
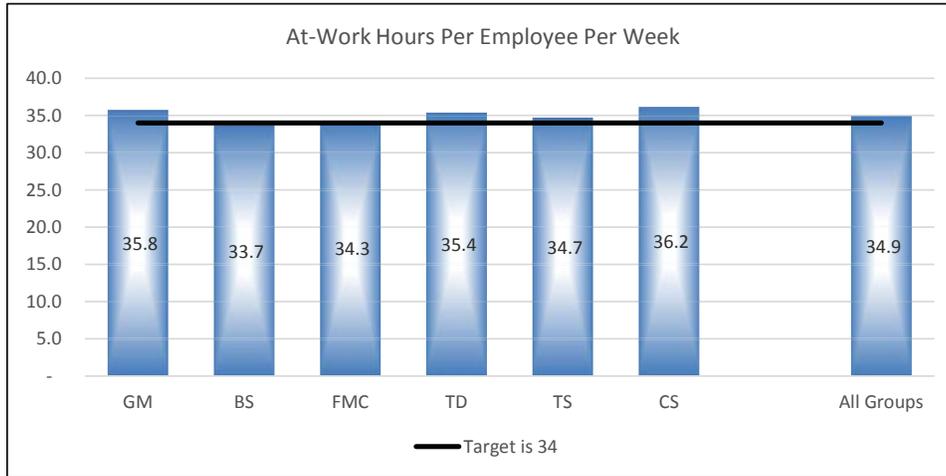
(2) Overtime hours includes call outs.

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

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

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

HOURS WORKED AND LEAVE TIME BY WORK GROUP
July 2, 2015 through December 30, 2015
Weeks to Date: 26 out of 52 (50.0%)



NOTES

- (1) Regular hours does not include hours worked by part-time or temporary employees.
- (2) Overtime hours includes call outs.
- (3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.
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An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of **34.9** hours per week over the course of a year; with 20 vacation days, **34.2** hours per week.

HOURS WORKED AND LEAVE TIME BY WORK GROUP
July 2, 2015 through December 30, 2015
Weeks to Date: 26 out of 52 (50.0%)

Group	Average Number of Employees	AT-WORK HOURS		At-Work Hours Per Employee Per Week	LEAVE HOURS				Average Annual Sick Leave Used Per Employee To Date	FY15		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	1,822.50	27.75	35.8	237.00	-	-	20.50	10.3	3	34.4	28.8
BS	23	19,765.49	290.84	33.7	3,310.17	-	-	231.34	10.1	22	35.3	30.2
FMC	22	19,157.75	364.48	34.3	2,878.00	94.24	-	594.01	27.0	23	34.2	52.4
TD	25	22,238.67	637.16	35.4	2,834.58	266.72	-	696.03	27.8	25	35.3	24.1
TS	31	27,598.55	236.68	34.7	3,694.58	18.67	-	592.50	19.1	30	35.0	28.1
CS	30	26,361.43	1,684.52	36.2	3,888.43	102.87	27.00	754.97	25.2	29	36.8	68.4
All Groups	133	116,944.39	3,241.43	34.9	16,842.76	482.50	27.00	2,889.35	21.7	132	35.3	40.8

SICK LEAVE INCENTIVE PROGRAM TARGETS
 ≥34

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

≤47

NOTES

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

(2) Overtime hours includes call outs.

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

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

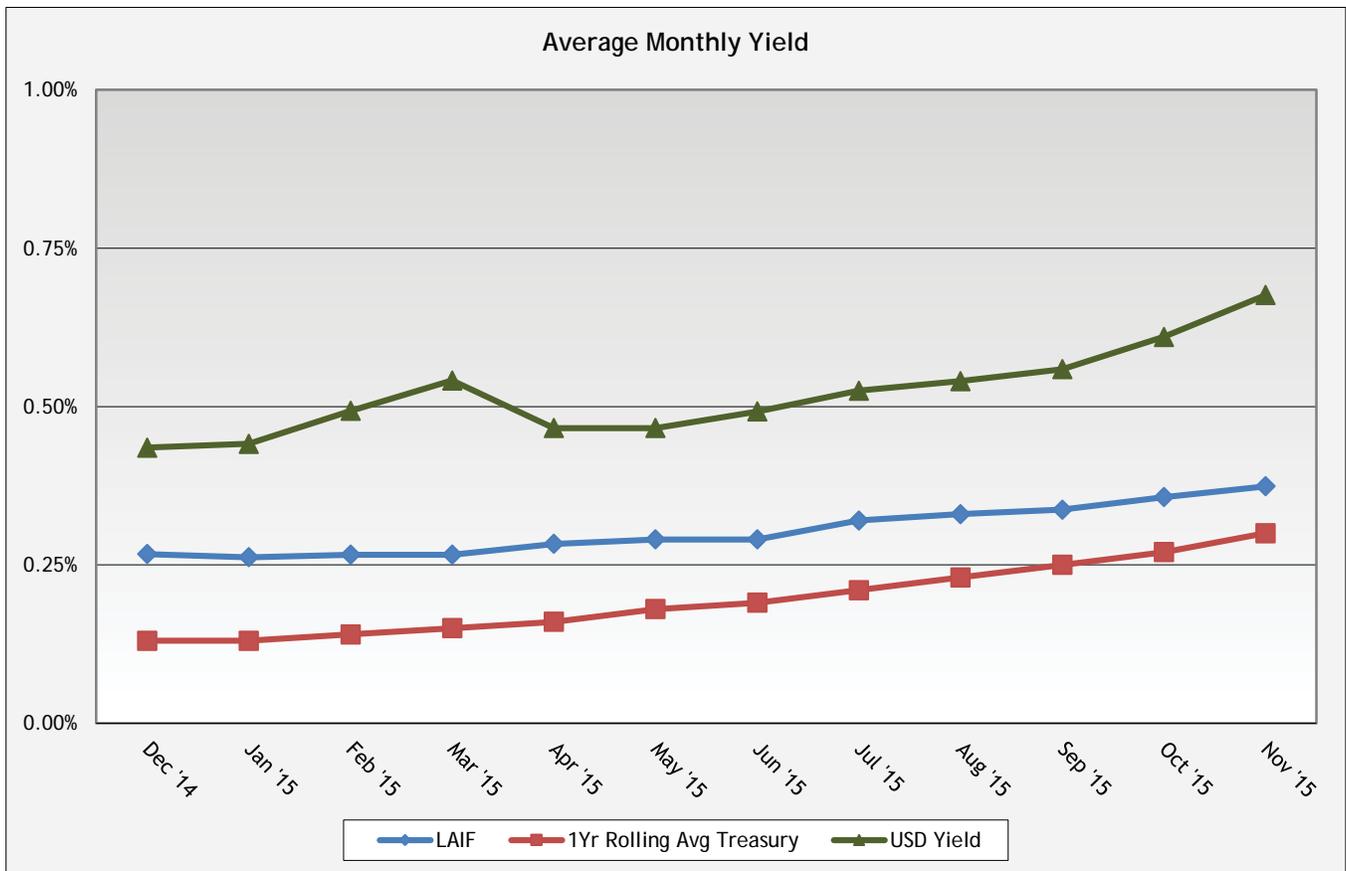
An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of 34.9 hours per week over the course of a year; with 20 vacation days, 34.2 hours per week.

**Business Services Group
Activities Report
November 2015**

Accomplishments

- Kronos Timekeeping System went live.
- Board approved new District internet website design.
- The Organizational Performance Program Manager (OPPM) met with multiple teams to discuss proposed changes to District Vision/Mission statements.
- The OPPM defined District-wide Team balanced scorecard after meetings with T&D, FMC and CS Work Group Managers; updated targets and measures to drive toward continual improvement.
- The OPPM hosted and presented at half day seminar for San Francisco Bay chapter of the CWEA. (“Work Smarter...”)
- The OPPM represented the District in Water Environment Federation (WEF) Committee Manual Review.

Performance Measures for the USD Investment Portfolio

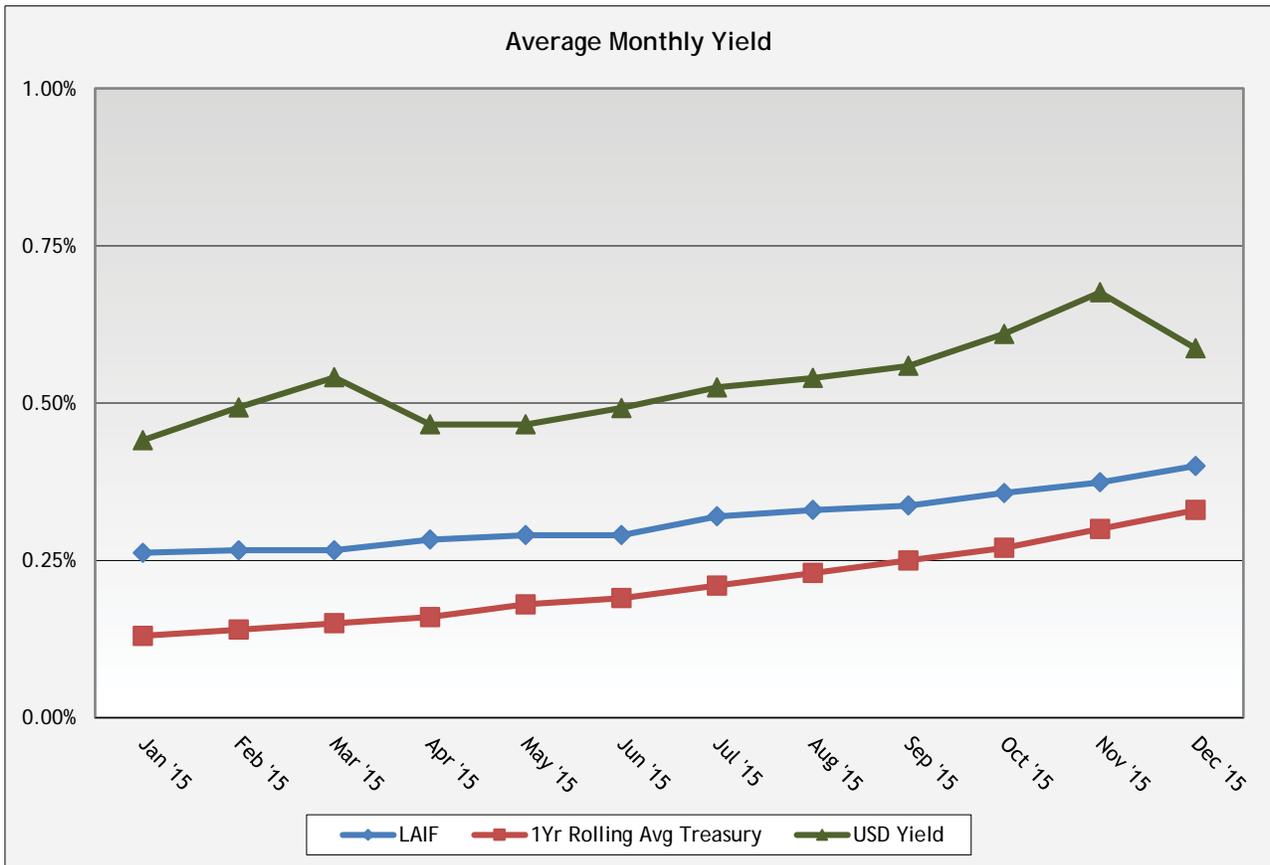


**Business Services Group
Activities Report
December 2015**

Accomplishments

- Access control server was upgraded from Bosch to Lenel.
- HR and the Organizational Performance Program Manager (OPPM) developed and presented District-wide Customer Service Training
- The OPPM participated at the WEF Committee Manual Review.
- The OPPM conducted the Portal Governance audit
- Annual financial audit for fiscal year ending June 2015 was completed.

Performance Measures for the USD Investment Portfolio



BUDGET AND FINANCE REPORT

FY 2016

Year-to-date as of 11/30/15

42% of year elapsed

Revenues

	Budget	Actual	% of Budget Rec'd	Audited Last Year Actuals 6/30/15
Capacity Fees	\$4,372,000	\$2,186,528	50%	\$4,820,637
Sewer Service Charges	48,430,260	676,465	1%	48,379,254
Operating	1,080,000	362,926	34%	1,143,435
Interest	345,000	178,122	52%	309,600
Misc. (incl. LAVWMA pymnt, solar, Cogen rebates)	493,000	287,840	58%	2,127,594
Subtotal Revenues	\$54,720,260	\$3,691,881	7%	\$56,780,521
SRF Loan Proceeds (Thickener)	5,500,000	1,097,421	20%	4,501,122
Total Revenues + SRF Proceeds	\$60,220,260	\$4,789,302	8%	\$61,281,643

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Prog.				
Capacity Projects	\$4,523,000	\$1,124,739	25%	\$3,755,472
Renewal & Repl. Projects	10,553,000	2,360,103	22%	12,194,927
Operating	33,827,303	11,820,814	35%	30,058,848
Special Projects	1,522,970	127,269	8%	1,065,653
Retiree Medical (Annual Required Contribution)	561,205	280,603	50%	543,540
Vehicle & Equipment	379,500	99,732	26%	787,159
Information Systems	1,036,700	472,654	46%	616,117
Plant & Pump Station R&R	250,000	109,896	44%	168,089
Pretreatment Fund	12,000	22,222	185%	109,499
County Fee for Sewer Service Charge Admin.	106,000	0	0%	105,559
Debt Servicing:				
SRF Loans (Irv., Wilw, LHH, Cdr, NPS, Sub1, Boyc, Prim Cl)	3,127,110	1,567,246	50%	3,127,110
Total Expenses	\$55,898,788	\$17,985,278	32%	\$52,531,974
Total Revenue & Proceeds less Expenses	\$4,321,472	(\$13,195,976)		\$8,749,669

Gross Operating Expenses by Work Group

	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$176,481	\$48,391	27%	\$135,699
General Manager/Admin.	953,139	297,946	31%	987,502
Business Services	5,199,612	1,888,044	36%	4,460,485
Collection Services	6,066,202	2,112,954	35%	5,447,126
Technical Services	5,323,323	1,888,324	35%	4,693,517
Treatment & Disposal Services	10,227,304	3,638,521	36%	9,172,622
Fabrication, Maint. & Construction	5,881,242	1,944,883	33%	5,161,897
Total	\$33,827,303	\$11,819,064	35%	\$30,058,848

Operating Expenses by Type

	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$23,313,376	\$8,306,839	36% (41%)*	\$20,901,890
Repairs & Maintenance	2,008,184	661,216	33%	1,772,819
Supplies & Matls (chemicals, small tools)	2,645,660	753,951	28%	2,285,558
Outside Services (utilities, biosolids, legal)	5,580,083	2,072,530	37%	4,961,560
Fixed Assets	280,000	24,527	9%	137,021
Total	\$33,827,303	\$11,819,064	35%	\$30,058,848

* Personnel Budget Target

BUDGET AND FINANCE REPORT

FY 2016

Year-to-date as of 12/31/15

50% of year elapsed

Revenues

	Budget	Actual	% of Budget Rec'd	Audited Last Year Actuals 6/30/15
Capacity Fees	\$4,372,000	\$3,587,135	82%	\$4,820,637
Sewer Service Charges	48,430,260	25,135,229	52%	48,379,254
Operating	1,080,000	525,570	49%	1,143,435
Interest	345,000	183,726	53%	309,600
Misc. (incl. LAVWMA pymnt, solar, Cogen rebates)	493,000	299,272	61%	2,127,594
Subtotal Revenues	\$54,720,260	\$29,730,932	54%	\$56,780,521
SRF Loan Proceeds (Thickener)	5,500,000	1,578,609	29%	4,501,122
Total Revenues + SRF Proceeds	\$60,220,260	\$31,309,541	52%	\$61,281,643

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Prog.				
Capacity Projects	\$4,523,000	\$1,398,749	31%	\$3,755,472
Renewal & Repl. Projects	10,553,000	2,987,194	28%	12,194,927
Operating	33,827,303	14,909,885	44%	30,058,848
Special Projects	1,522,970	218,593	14%	1,065,653
Retiree Medical (Annual Required Contribution)	561,205	280,603	50%	543,540
Vehicle & Equipment	379,500	99,732	26%	787,159
Information Systems	1,036,700	648,530	63%	616,117
Plant & Pump Station R&R	250,000	109,896	44%	168,089
Pretreatment Fund	12,000	22,635	189%	109,499
County Fee for Sewer Service Charge Admin.	106,000	52,933	50%	105,559
Debt Servicing:				
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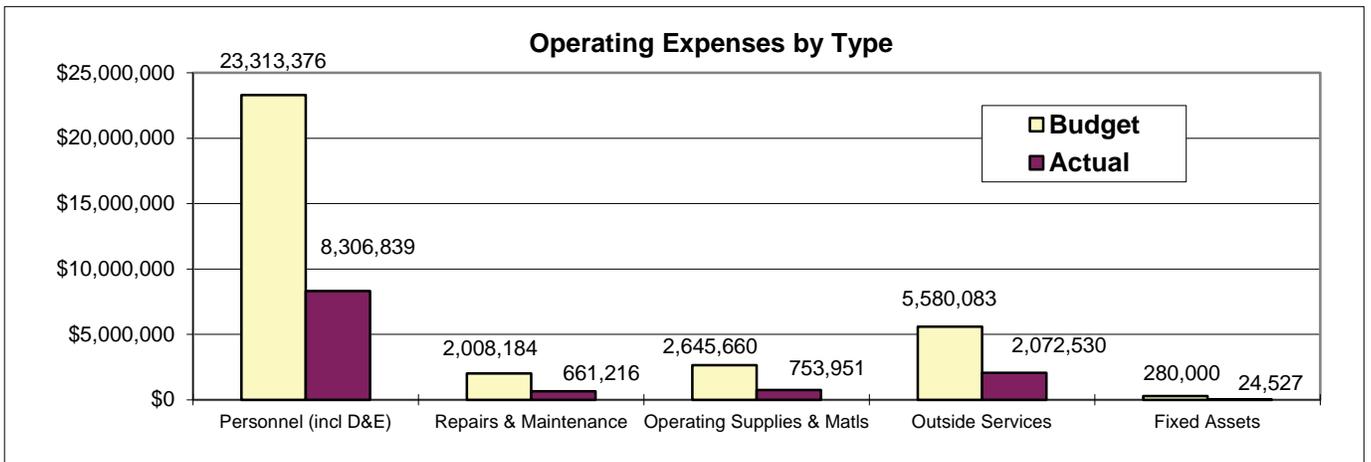
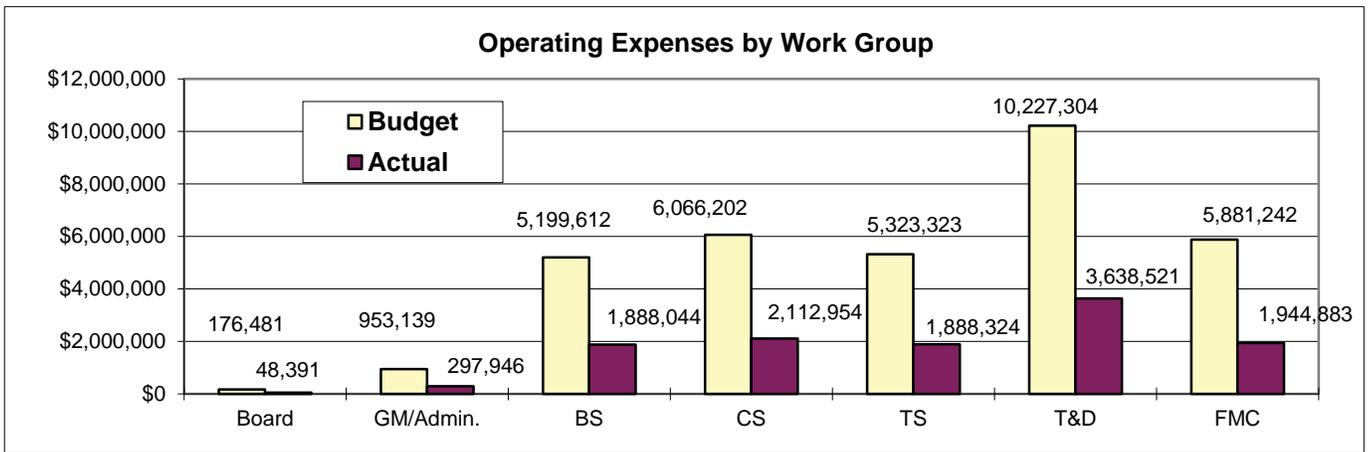
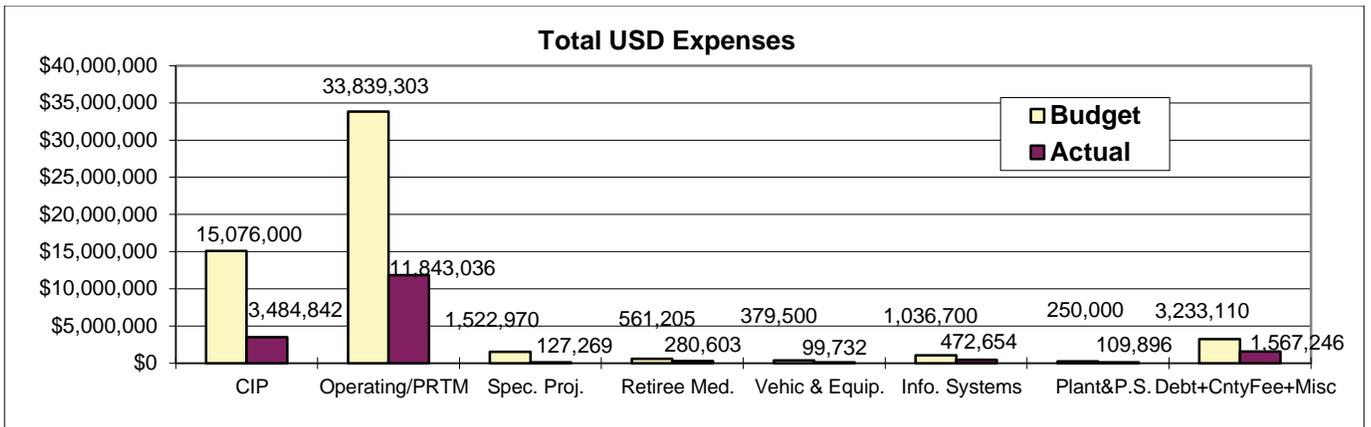
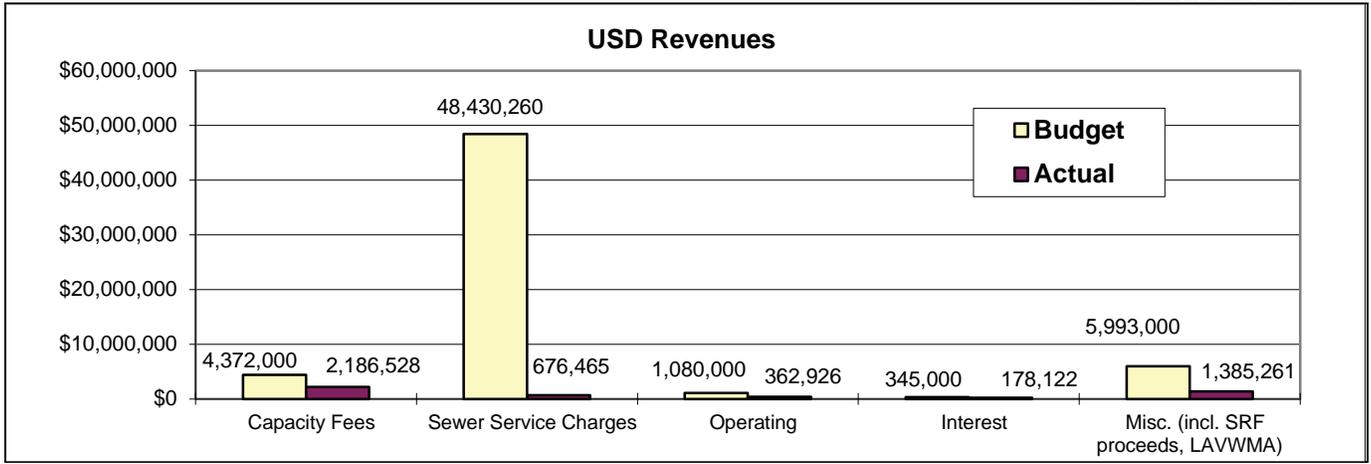
Gross Operating Expenses by Work Group

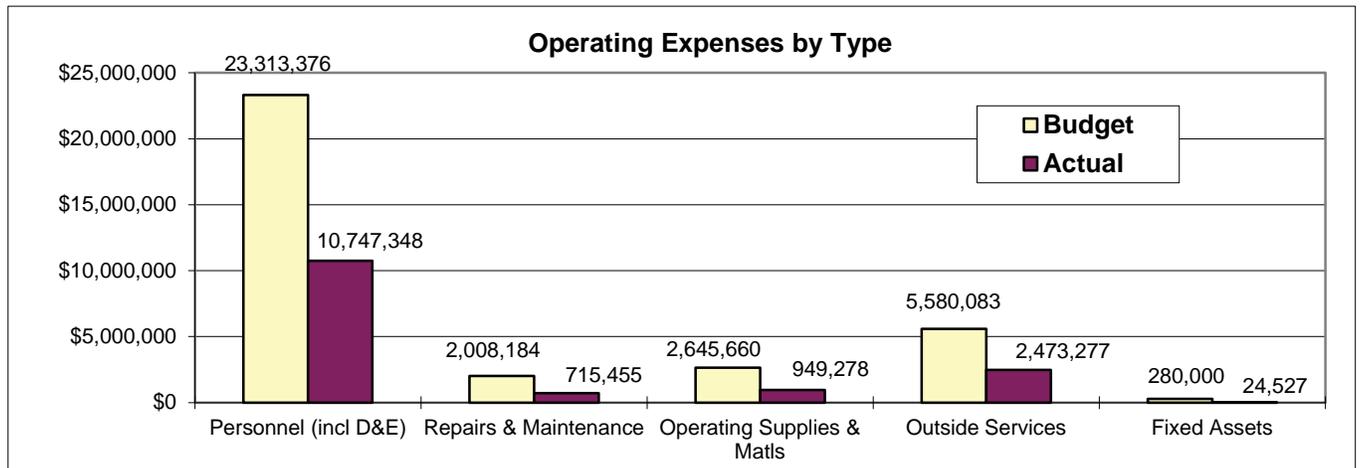
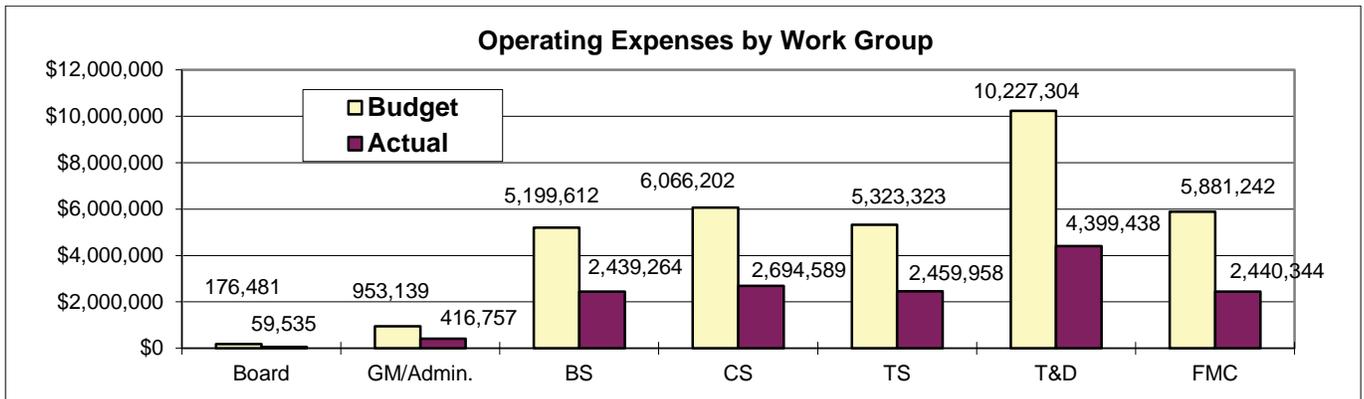
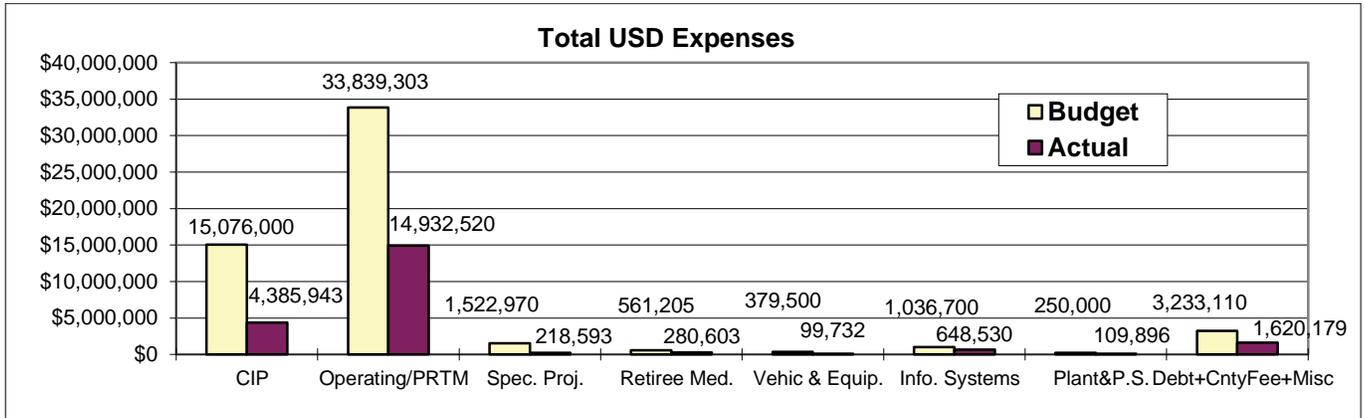
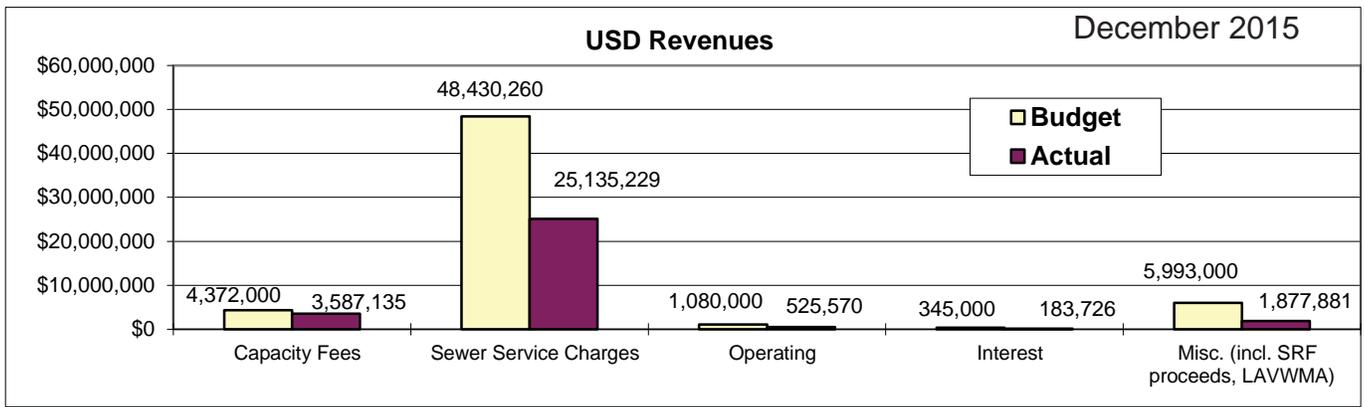
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Treatment & Disposal Services	10,227,304	4,399,438	43%	9,172,622
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Total	\$33,827,303	\$14,909,885	44%	\$30,058,848

Operating Expenses by Type

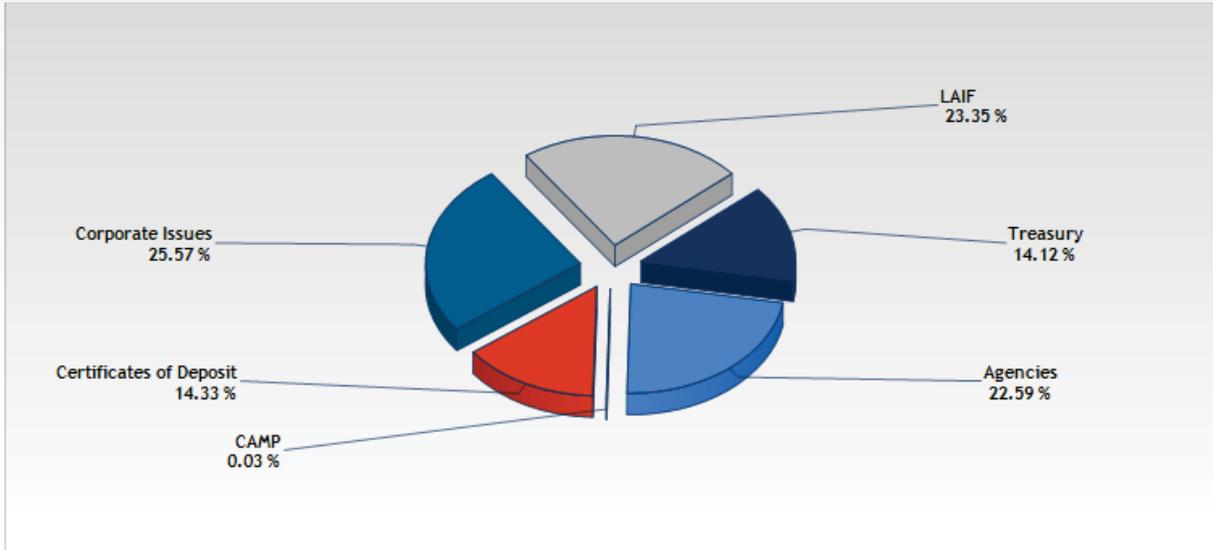
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Outside Services (utilities, biosolids, legal)	5,580,083	2,473,277	44%	4,961,560
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* Personnel Budget Target

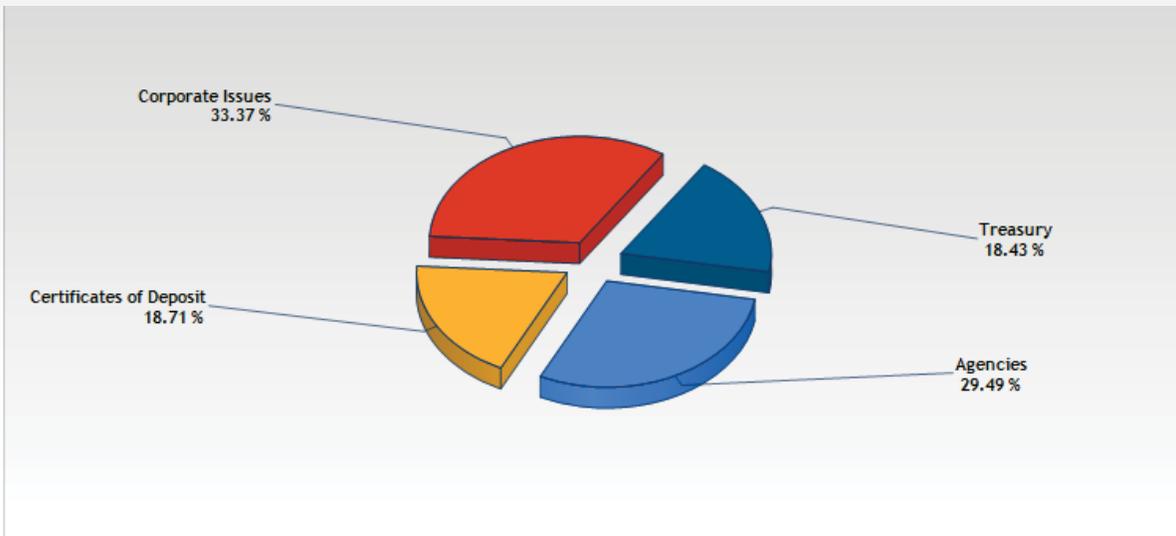




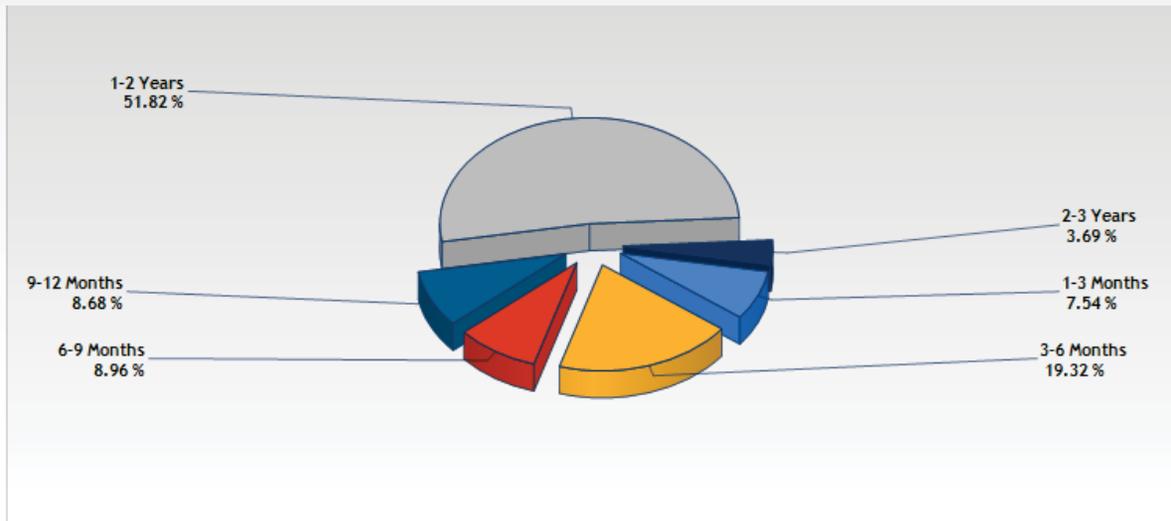
All Portfolio Holdings Distribution by Asset Class



Operating Fund Holdings Distribution by Asset Class

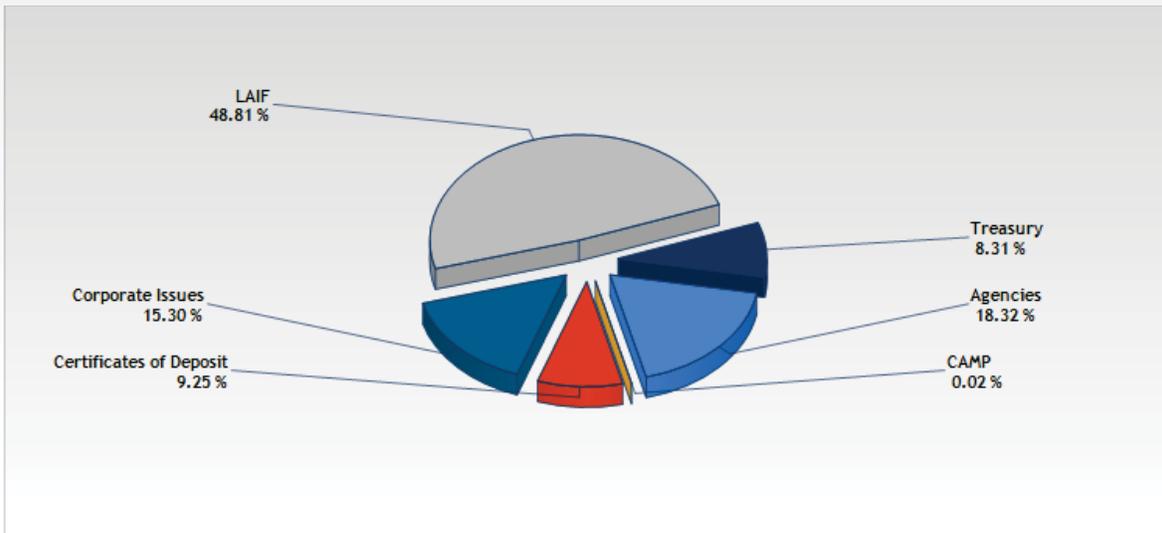


Operating Fund Maturity Distribution

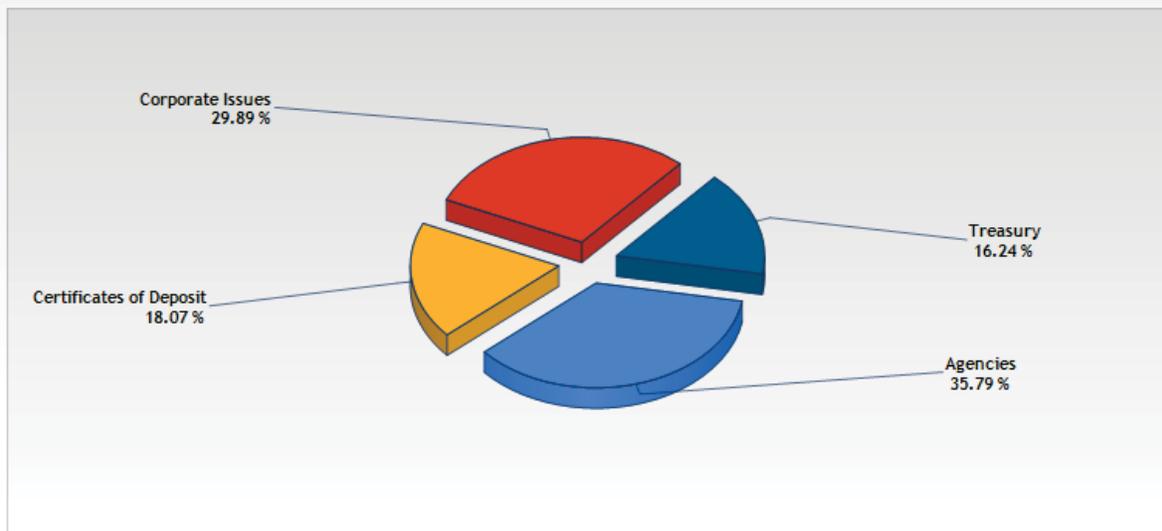


Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
1-3 Months	2,046,000.00	0.526	2,057,048.10	66	7.54	2,047,882.44	2,047,244.15	0.18
3-6 Months	5,240,000.00	0.528	5,225,318.89	142	19.32	5,235,694.89	5,234,163.33	0.39
6-9 Months	2,430,000.00	0.695	2,456,840.50	219	8.96	2,442,001.34	2,440,951.94	0.60
9-12 Months	2,355,000.00	0.829	2,375,304.00	342	8.68	2,365,088.87	2,366,977.65	0.93
1-2 Years	14,058,000.00	0.891	14,158,727.92	562	51.82	14,116,827.59	14,122,764.81	1.53
2-3 Years	1,000,000.00	0.815	1,001,560.00	777	3.69	997,030.00	1,001,263.94	2.10
Total / Average	27,129,000.00	0.768	27,274,799.41	402	100	27,204,525.13	27,213,365.82	1.09

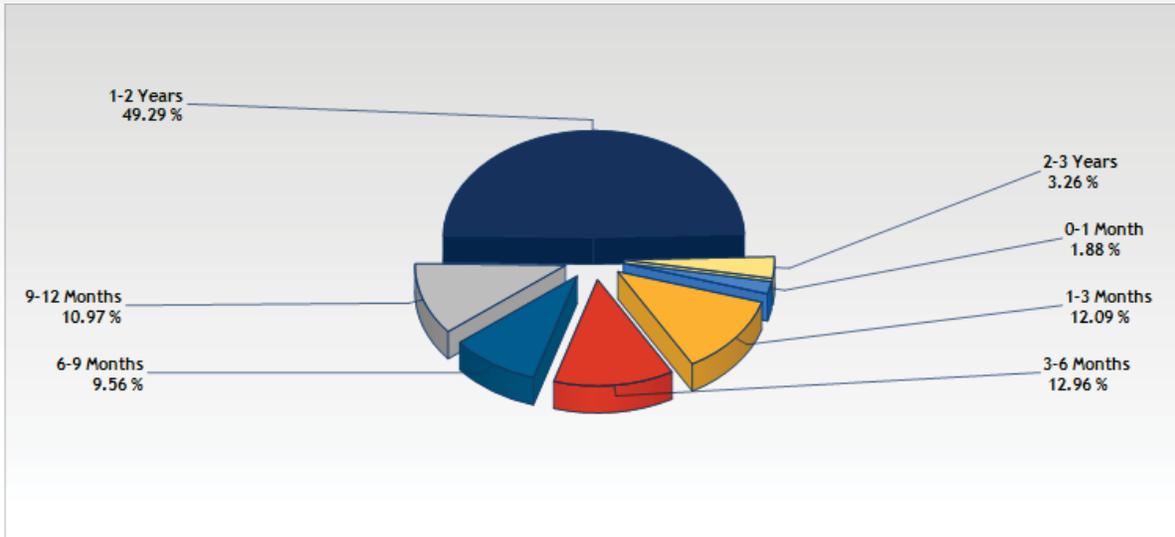
All Portfolio Holdings Distribution by Asset Class



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
0-1 Month	566,000.00	0.775	577,518.10	15	1.88	566,237.72	566,421.39	0.04
1-3 Months	3,720,000.00	0.453	3,718,243.33	67	12.09	3,718,882.37	3,719,077.84	0.18
3-6 Months	4,000,000.00	0.561	3,986,135.56	141	12.96	3,995,666.33	3,996,182.13	0.39
6-9 Months	2,915,000.00	0.751	2,941,666.75	218	9.56	2,922,032.41	2,923,986.50	0.59
9-12 Months	3,355,000.00	0.800	3,374,304.00	316	10.97	3,360,479.39	3,364,963.53	0.86
1-2 Years	15,058,000.00	0.886	15,163,517.92	521	49.29	15,082,460.42	15,122,936.21	1.41
2-3 Years	1,000,000.00	0.815	1,001,560.00	746	3.26	995,470.00	1,001,213.51	2.02
Total / Average	30,614,000.00	0.765	30,762,945.66	364	100	30,641,228.64	30,694,781.11	0.99

Union Sanitary District
Board Report - Holdings
 Report Format: By Transaction
 Group By: Asset Class
Portfolio/Report Group: All Portfolios
As of 11/30/2015

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Agencies											
FFCB 0.93 11/17/2017	3133EFPH4	Moody's- Aaa	11/18/2015	1,000,000.00	999,700.00	0.930	998,380.00	0.945		11/17/2017	2.81
FHLB 0.75 7/28/2017-16	3130A4ZV7	Moody's- Aaa	4/28/2015	1,000,000.00	1,000,000.00	0.750	1,000,670.00	0.750	4/28/2016	7/28/2017	2.81
FHLB 0.8 3/17/2017-16	3130A4GT3	Moody's- Aaa	3/17/2015	1,000,000.00	1,000,000.00	0.800	1,000,780.00	0.800	3/17/2016	3/17/2017	2.81
FHLB 0.8 5/17/2017	3130A4Q54	Moody's- Aaa	3/27/2015	1,000,000.00	1,001,690.00	0.800	999,410.00	0.720		5/17/2017	2.82
FHLB 0.85 6/16/2017-16	3130A4GU0	Moody's- Aaa	3/16/2015	1,000,000.00	1,000,000.00	0.850	1,001,050.00	0.850	3/16/2016	6/16/2017	2.81
FHLB 0.9 9/28/2017	3130A5KH1	Moody's- Aaa	7/22/2015	1,000,000.00	1,001,140.00	0.900	998,510.00	0.847		9/28/2017	2.82
FHLMC 1 7/25/2017	3134G3ZH6	Moody's- Aaa	6/24/2015	1,000,000.00	1,004,540.00	1.000	1,001,800.00	0.780		7/25/2017	2.83
FNMA 0.5 3/30/2016	3135GOVA8	Moody's- Aaa	1/24/2014	1,000,000.00	1,000,750.00	0.500	1,000,590.00	0.465		3/30/2016	2.81
Sub Total / Average				8,000,000.00	8,007,820.00	0.816	8,001,190.00	0.770			22.52
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	9,800.15	9,800.15	0.150	9,800.15	0.150	N/A	N/A	0.03
Sub Total / Average				9,800.15	9,800.15	0.150	9,800.15	0.150			0.03
Certificates of Deposit											
Ally Bank 1 10/24/2016	02006LKM4	None	10/23/2014	240,000.00	240,000.00	1.000	240,367.74	1.000		10/24/2016	0.68
	02587CBZ2	None	10/23/2014	240,000.00	240,000.00	1.100	240,585.74	1.100		10/24/2016	0.68

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
American Express Bank 1.1 10/24/2016											
American Express Centurian 1.05 6/5/2017	02587DYJ1	None	6/5/2015	240,000.00	240,000.00	1.050	240,237.08	1.050	6/5/2017		0.68
Bank of Baroda NY 0.65 10/27/2016	06062QCS1	None	10/27/2015	245,000.00	245,000.00	0.650	244,593.01	0.650	10/27/2016		0.69
Bank of China NY 0.5 2/4/2016	06426TCH0	None	2/4/2015	240,000.00	240,000.00	0.500	240,087.40	0.500	2/4/2016		0.68
Bank of India NY 0.65 10/26/2016	06279HBX0	None	10/30/2015	245,000.00	245,000.00	0.650	244,594.32	0.650	10/26/2016		0.69
BankUnited NA 0.9 5/24/2017	066519BE8	None	11/24/2015	240,000.00	240,000.00	0.900	239,703.40	0.900	5/24/2017		0.68
Bar Harbor Bank 0.7 1/30/2017	06685ITT3	None	6/30/2015	240,000.00	240,000.00	0.700	239,216.35	0.700	1/30/2017		0.68
BMW Bank North America 0.5 3/14/2016	05568P6V4	None	3/31/2014	240,000.00	239,760.00	0.500	240,076.62	0.552	3/14/2016		0.67
Capital One Bank 1 10/24/2016	140420QG8	None	10/22/2014	240,000.00	240,000.00	1.000	240,367.74	1.000	10/24/2016		0.68
Capital One National Asso Bank 1.25 8/28/2017	14042E6B1	None	8/26/2015	245,000.00	245,000.00	1.250	246,121.38	1.250	8/28/2017		0.69
Compass Bank 0.95 6/5/2017	20451PLE4	None	6/5/2015	240,000.00	240,000.00	0.950	239,872.10	0.950	6/5/2017		0.68
Discover Bank 0.75 1/3/2017	254672QZ4	None	7/1/2015	240,000.00	240,000.00	0.750	239,401.27	0.750	1/3/2017		0.68
First Niagara Bank 1.1 10/30/2017	33583CSV2	None	10/30/2015	245,000.00	245,000.00	1.100	245,497.96	1.100	10/30/2017		0.69
Goldman Sachs Bank 1 10/16/2017	381481QX2	None	4/27/2015	240,000.00	239,520.00	1.000	240,035.02	1.069	10/16/2017		0.67
	39083PCK6	None	10/27/2014	240,000.00	240,000.00	0.750	240,143.64	0.750	7/27/2016		0.68

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
Great Midwest Bank 0.75 7/27/2016											
Medallion Bank 1.15 10/30/2017	58403B2L9	None	10/28/2015	245,000.00	245,000.00	1.150	245,735.73	1.150	10/30/2017	10/30/2017	0.69
Merrick Bank 0.9 5/19/2017	59013JLK3	None	11/19/2015	240,000.00	240,000.00	0.900	239,705.66	0.900	5/19/2017	5/19/2017	0.68
Safra National Bank 0.7 11/29/2016	78658QSF1	None	11/30/2015	245,000.00	245,000.00	0.700	244,500.32	0.700	11/29/2016	11/29/2016	0.69
Santander Bank 0.5 2/4/2016	80280JDH1	None	2/4/2015	240,000.00	240,000.00	0.500	240,087.40	0.500	2/4/2016	2/4/2016	0.68
Wex Bank 0.85 5/19/2017	92937CDE5	None	11/20/2015	245,000.00	245,000.00	0.850	244,519.27	0.850	5/19/2017	5/19/2017	0.69
Sub Total / Average				5,075,000.00	5,074,280.00	0.855	5,075,449.15	0.861			14.27

Corporate Issues

Caterpillar Financial 1 3/3/2017	14912L5Z0	Moody's-A2	12/23/2014	1,313,000.00	1,307,603.57	1.000	1,312,461.67	1.190	3/3/2017	3/3/2017	3.68
General Electric Capital Corp 5.4 2/15/2017	36962G2G8	Moody's-A1	3/2/2015	1,085,000.00	1,179,514.35	5.400	1,142,960.70	0.890	2/15/2017	2/15/2017	3.32
Internatlional Business Machs 0.45 5/6/2016	459200HL8	Moody's-Aa3	11/26/2013	1,000,000.00	996,840.00	0.450	999,730.00	0.580	5/6/2016	5/6/2016	2.80
JP Morgan Chase 2.6 1/15/2016	46625HHW3	Moody's-A3	12/1/2014	566,000.00	577,518.10	2.600	567,437.64	0.775	1/15/2016	1/15/2016	1.62
JP Morgan Securities 0 5/13/2016	46640PED1	Moody's-P1	8/19/2015	1,000,000.00	995,235.56	0.000	997,433.33	0.653	5/13/2016	5/13/2016	2.80
Natixis NY 0 3/18/2016	63873JCJ7	Moody's-P1	10/23/2015	1,000,000.00	998,203.33	0.000	998,684.94	0.448	3/18/2016	3/18/2016	2.81
Royal Bank of Canada 1.2 1/23/2017	78010UNX1	Moody's-Aa3	10/2/2015	1,000,000.00	1,003,960.00	1.200	1,002,210.00	0.895	1/23/2017	1/23/2017	2.82
	78008TLB8		12/23/2014	1,190,000.00	1,217,310.50	2.300	1,201,697.70	0.830	7/20/2016	7/20/2016	3.42

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
Royal Bank of Canada 2.3 7/20/2016		Moody's-Aa3									
US Bankcorp 2.2 11/15/2016	91159HHB9	Moody's-A1	3/31/2015	900,000.00	920,304.00	2.200	910,080.00	0.797		11/15/2016	2.59
Sub Total / Average				9,054,000.00	9,196,489.41	1.702	9,132,695.98	0.802			25.87
LAIF											
LAIF LGIP	LGIP1002	None	4/30/2011	8,268,885.45	8,268,885.45	0.374	8,268,885.45	0.374	N/A	N/A	23.26
Sub Total / Average				8,268,885.45	8,268,885.45	0.374	8,268,885.45	0.374			23.26
Treasury											
T-Bond 0.25 5/16/2016	912828VC1	Moody's-Aaa	1/24/2014	1,000,000.00	994,530.00	0.250	999,180.00	0.488		5/16/2016	2.80
T-Note 0.375 2/15/2016	912828UM0	Moody's-Aaa	1/24/2014	1,000,000.00	999,530.00	0.375	1,000,270.00	0.398		2/15/2016	2.81
T-Note 0.5 6/15/2016	912828VG2	Moody's-Aaa	3/27/2014	1,000,000.00	999,530.00	0.500	1,000,160.00	0.521		6/15/2016	2.81
T-Note 0.875 1/15/2018	912828H37	Moody's-Aaa	6/1/2015	1,000,000.00	1,001,560.00	0.875	997,030.00	0.815		1/15/2018	2.82
T-Note 0.875 11/15/2017	912828G20	Moody's-Aaa	6/24/2015	1,000,000.00	1,001,060.00	0.875	998,550.00	0.830		11/15/2017	2.82
Sub Total / Average				5,000,000.00	4,996,210.00	0.576	4,995,190.00	0.611			14.05
Total / Average				35,407,685.60	35,553,485.01	0.914	35,483,210.73	0.676			100

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

**Union Sanitary District
Board Report - Holdings**
Report Format: By Transaction
Group By: Asset Class
**Portfolio/Report Group: All Portfolios
As of 12/31/2015**

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Agencies											
FFCB 0.93 11/17/2017	3133EFP4	Moody's- Aaa	11/18/2015	1,000,000.00	999,700.00	0.930	996,350.00	0.945	11/17/2017		1.66
FHLB 0.625 11/23/2016	3130A3J70	Moody's- Aaa	12/16/2015	1,000,000.00	999,000.00	0.625	998,040.00	0.732	11/23/2016		1.66
FHLB 0.75 7/28/2017-16	3130A4ZV7	Moody's- Aaa	4/28/2015	1,000,000.00	1,000,000.00	0.750	995,810.00	0.750	4/28/2016	7/28/2017	1.66
FHLB 0.8 3/17/2017-16	3130A4GT3	Moody's- Aaa	3/17/2015	1,000,000.00	1,000,000.00	0.800	997,440.00	0.800	3/17/2016	3/17/2017	1.66
FHLB 0.8 5/17/2017	3130A4Q54	Moody's- Aaa	3/27/2015	1,000,000.00	1,001,690.00	0.800	998,220.00	0.720		5/17/2017	1.67
FHLB 0.85 6/16/2017-16	3130A4GU0	Moody's- Aaa	3/16/2015	1,000,000.00	1,000,000.00	0.850	1,000,530.00	0.850	3/16/2016	6/16/2017	1.66
FHLB 0.9 9/28/2017	3130A5KH1	Moody's- Aaa	7/22/2015	1,000,000.00	1,001,140.00	0.900	997,000.00	0.847		9/28/2017	1.67
FHLMC 1 7/25/2017	3134G3ZH6	Moody's- Aaa	6/24/2015	1,000,000.00	1,004,540.00	1.000	1,000,300.00	0.780		7/25/2017	1.67
FNMA 0.5 3/30/2016	3135GOVA8	Moody's- Aaa	1/24/2014	1,000,000.00	1,000,750.00	0.500	1,000,080.00	0.465		3/30/2016	1.66
FNMA 0.625 8/26/2016	3135G0YE7	Moody's- Aaa	12/16/2015	1,000,000.00	999,540.00	0.625	1,000,050.00	0.691		8/26/2016	1.66
FNMA 1.25 1/30/2017	3135G0GV3	Moody's- Aaa	12/16/2015	1,000,000.00	1,004,790.00	1.250	1,003,750.00	0.820		1/30/2017	1.67
Sub Total / Average				11,000,000.00	11,011,150.00	0.821	10,987,570.00	0.764			18.32
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	9,802.09	9,802.09	0.230	9,802.09	0.230	N/A	N/A	0.02
Sub Total / Average				9,802.09	9,802.09	0.230	9,802.09	0.230			0.02

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
Certificates of Deposit											
1st Source Bank 0.6 9/15/2016	33646CGK4	None	12/18/2015	245,000.00	244,816.25	0.600	244,496.92	0.701	9/15/2016		0.41
Ally Bank 1 10/24/2016	02006LKM4	None	10/23/2014	240,000.00	240,000.00	1.000	240,136.91	1.000	10/24/2016		0.40
American Express Bank 1.1 10/24/2016	02587CBZ2	None	10/23/2014	240,000.00	240,000.00	1.100	240,334.28	1.100	10/24/2016		0.40
American Express Centurian 1.05 6/5/2017	02587DYJ1	None	6/5/2015	240,000.00	240,000.00	1.050	239,582.72	1.050	6/5/2017		0.40
Bank of Baroda Ny 0.65 10/27/2016	06062QCS1	None	10/27/2015	245,000.00	245,000.00	0.650	244,428.64	0.650	10/27/2016		0.41
Bank of China NY 0.5 2/4/2016	06426TCH0	None	2/4/2015	240,000.00	240,000.00	0.500	240,022.90	0.500	2/4/2016		0.40
Bank of India NY 0.65 10/26/2016	06279HBX0	None	10/30/2015	245,000.00	245,000.00	0.650	244,430.62	0.650	10/26/2016		0.41
BankUnited NA 0.9 5/24/2017	066519BE8	None	11/24/2015	240,000.00	240,000.00	0.900	239,084.33	0.900	5/24/2017		0.40
Bar Harbor Bank 0.7 1/30/2017	06685ITT3	None	6/30/2015	240,000.00	240,000.00	0.700	238,754.68	0.700	1/30/2017		0.40
BMW Bank North America 0.5 3/14/2016	05568P6V4	None	3/31/2014	240,000.00	239,760.00	0.500	240,004.57	0.552	3/14/2016		0.40
Capital One Bank 1 10/24/2016	140420QG8	None	10/22/2014	240,000.00	240,000.00	1.000	240,136.91	1.000	10/24/2016		0.40
Capital One National Asso Bank 1.25 8/28/2017	14042E6B1	None	8/26/2015	245,000.00	245,000.00	1.250	245,323.78	1.250	8/28/2017		0.41
Compass Bank 0.95 6/5/2017	20451PLE4	None	6/5/2015	240,000.00	240,000.00	0.950	239,238.72	0.950	6/5/2017		0.40
Discover Bank 0.75 1/3/2017	254672QZ4	None	7/1/2015	240,000.00	240,000.00	0.750	238,963.73	0.750	1/3/2017		0.40
	33583CSV2	None	10/30/2015	245,000.00	245,000.00	1.100	244,692.76	1.100	10/30/2017		0.41

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
First Niagara Bank 1.1 10/30/2017											
Goldman Sachs Bank 1 10/16/2017	381481QX2	None	4/27/2015	240,000.00	239,520.00	1.000	239,274.36	1.069	10/16/2017		0.40
Great Midwest Bank 0.75 7/27/2016	39083PCK6	None	10/27/2014	240,000.00	240,000.00	0.750	239,930.51	0.750	7/27/2016		0.40
Medallion Bank 1.15 10/30/2017	58403B2L9	None	10/28/2015	245,000.00	245,000.00	1.150	244,918.96	1.150	10/30/2017		0.41
Merrick Bank 0.9 5/19/2017	59013JLK3	None	11/19/2015	240,000.00	240,000.00	0.900	239,092.15	0.900	5/19/2017		0.40
Patriot Bank 0.65 6/30/2016	70337MAH1	None	12/30/2015	240,000.00	240,000.00	0.650	239,903.28	0.650	6/30/2016		0.40
Safra National Bank 0.7 11/29/2016	78658QSF1	None	11/30/2015	245,000.00	245,000.00	0.700	244,296.03	0.700	11/29/2016		0.41
Santander Bank 0.5 2/4/2016	80280JDH1	None	2/4/2015	240,000.00	240,000.00	0.500	240,022.90	0.500	2/4/2016		0.40
Wex Bank 0.85 5/19/2017	92937CDE5	None	11/20/2015	245,000.00	245,000.00	0.850	243,904.33	0.850	5/19/2017		0.41
Sub Total / Average				5,560,000.00	5,559,096.25	0.835	5,550,974.99	0.845			9.25
Corporate Issues											
Caterpillar Financial 1 3/3/2017	14912L5Z0	Moody's-A2	12/23/2014	1,313,000.00	1,307,603.57	1.000	1,309,717.50	1.190	3/3/2017		2.18
General Electric Capital Corp 5.4 2/15/2017	36962G2G8	Moody's-A1	3/2/2015	1,085,000.00	1,179,514.35	5.400	1,134,302.40	0.890	2/15/2017		1.96
Internaltional Business Machs 0.45 5/6/2016	459200HL8	Moody's-Aa3	11/26/2013	1,000,000.00	996,840.00	0.450	998,970.00	0.580	5/6/2016		1.66
JP Morgan Chase 2.6 1/15/2016	46625HHW3	Moody's-A3	12/1/2014	566,000.00	577,518.10	2.600	566,237.72	0.775	1/15/2016		0.96
	46640PED1		8/19/2015	1,000,000.00	995,235.56	0.000	997,476.33	0.653	5/13/2016		1.66

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
JP Morgan Securities 0 5/13/2016		Moody's-P1									
Natixis NY 0 3/18/2016	63873JCJ7	Moody's-P1	10/23/2015	1,000,000.00	998,203.33	0.000	998,752.00	0.448	3/18/2016		1.66
Royal Bank of Canada 1.2 1/23/2017	78010UNX1	Moody's-Aa3	10/2/2015	1,000,000.00	1,003,960.00	1.200	999,690.00	0.895	1/23/2017		1.67
Royal Bank of Canada 2.3 7/20/2016	78008TLB8	Moody's-Aa3	12/23/2014	1,190,000.00	1,217,310.50	2.300	1,197,651.70	0.830	7/20/2016		2.02
US Bankcorp 2.2 11/15/2016	91159HHB9	Moody's-A1	3/31/2015	900,000.00	920,304.00	2.200	908,676.00	0.797	11/15/2016		1.53
Sub Total / Average				9,054,000.00	9,196,489.41	1.702	9,111,473.65	0.802			15.30
LAIF											
LAIF LGIP	LGIP1002	None	4/30/2011	29,343,885.45	29,343,885.45	0.400	29,343,885.45	0.400	N/A	N/A	48.81
Sub Total / Average				29,343,885.45	29,343,885.45	0.400	29,343,885.45	0.400			48.81
Treasury											
T-Bond 0.25 5/16/2016	912828VC1	Moody's-Aaa	1/24/2014	1,000,000.00	994,530.00	0.250	999,300.00	0.488	5/16/2016		1.65
T-Note 0.375 2/15/2016	912828UM0	Moody's-Aaa	1/24/2014	1,000,000.00	999,530.00	0.375	1,000,000.00	0.398	2/15/2016		1.66
T-Note 0.5 6/15/2016	912828VG2	Moody's-Aaa	3/27/2014	1,000,000.00	999,530.00	0.500	999,920.00	0.521	6/15/2016		1.66
T-Note 0.875 1/15/2018	912828H37	Moody's-Aaa	6/1/2015	1,000,000.00	1,001,560.00	0.875	995,470.00	0.815	1/15/2018		1.67
T-Note 0.875 11/15/2017	912828G20	Moody's-Aaa	6/24/2015	1,000,000.00	1,001,060.00	0.875	996,520.00	0.830	11/15/2017		1.67
Sub Total / Average				5,000,000.00	4,996,210.00	0.576	4,991,210.00	0.611			8.31
Total / Average				59,967,687.54	60,116,633.20	0.731	59,994,916.18	0.587			100

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

Union Sanitary District
Board Report - Activity
Portfolio/Report Group: All Portfolios
From 11/1/2015 To 11/30/2015

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
BUY								
BankUnited NA 0.9 5/24/2017	066519BE8	240,000.00	240,000.00	0.00	0.900	0.900	11/24/2015	240,000.00
FFCB 0.93 11/17/2017	3133EFPH4	1,000,000.00	999,700.00	25.83	0.930	0.945	11/18/2015	999,725.83
Merrick Bank 0.9 5/19/2017	59013JLK3	240,000.00	240,000.00	0.00	0.900	0.900	11/19/2015	240,000.00
Safra National Bank 0.7 11/29/2016	78658QSF1	245,000.00	245,000.00	0.00	0.700	0.700	11/30/2015	245,000.00
Wex Bank 0.85 5/19/2017	92937CDE5	245,000.00	245,000.00	0.00	0.850	0.850	11/20/2015	245,000.00
Sub Total / Average		1,970,000.00	1,969,700.00	25.83				1,969,725.83
DEPOSIT								
CAMP LGIP	LGIP4000	1.22	1.22	0.00	0.000	0.000	11/30/2015	1.22
Sub Total / Average		1.22	1.22	0.00				1.22
INTEREST								
Bar Harbor Bank 0.7 1/30/2017	066851TT3	0.00	0.00	142.68	0.700	0.000	11/30/2015	142.68
CAMP LGIP	LGIP4000	0.00	0.00	1.22	0.000	0.000	11/30/2015	1.22
FHLB 0.8 5/17/2017	3130A4Q54	0.00	0.00	4,000.00	0.800	0.000	11/17/2015	4,000.00
Great Midwest Bank 0.75 7/27/2016	39083PCK6	0.00	0.00	152.88	0.750	0.000	11/27/2015	152.88
International Business Machs 0.45 5/6/2016	459200HL8	0.00	0.00	2,250.00	0.450	0.000	11/6/2015	2,250.00
Medallion Bank 1.15 10/30/2017	58403B2L9	0.00	0.00	239.29	1.150	0.000	11/30/2015	239.29
T-Bond 0.25 5/16/2016	912828VC1	0.00	0.00	1,250.00	0.250	0.000	11/15/2015	1,250.00
T-Note 0.875 11/15/2017	912828G20	0.00	0.00	4,375.00	0.875	0.000	11/15/2015	4,375.00
T-Note 1.375 11/30/2015	912828PJ3	0.00	0.00	13,750.00	1.375	0.000	11/30/2015	13,750.00
US Bankcorp 2.2 11/15/2016	91159HHB9	0.00	0.00	9,900.00	2.200	0.000	11/15/2015	9,900.00

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
Sub Total / Average		0.00	0.00	36,061.07				36,061.07
MATURED								
T-Note 1.375 11/30/2015	912828PJ3	2,000,000.00	2,000,000.00	0.00	1.375	0.000	11/30/2015	2,000,000.00
Sub Total / Average		2,000,000.00	2,000,000.00	0.00				2,000,000.00
WITHDRAW								
LAIF LGIP	LGIP1002	400,000.00	400,000.00	0.00		0.000	11/4/2015	400,000.00
LAIF LGIP	LGIP1002	400,000.00	400,000.00	0.00		0.000	11/6/2015	400,000.00
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	11/13/2015	300,000.00
LAIF LGIP	LGIP1002	1,800,000.00	1,800,000.00	0.00		0.000	11/17/2015	1,800,000.00
LAIF LGIP	LGIP1002	500,000.00	500,000.00	0.00		0.000	11/20/2015	500,000.00
LAIF LGIP	LGIP1002	900,000.00	900,000.00	0.00		0.000	11/25/2015	900,000.00
Sub Total / Average		4,300,000.00	4,300,000.00	0.00				4,300,000.00

Union Sanitary District
Board Report - Activity
Portfolio/Report Group: All Portfolios
From 12/1/2015 To 12/31/2015

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
BUY								
1st Source Bank 0.6 9/15/2016	33646CGK4	245,000.00	244,816.25	12.08	0.600	0.701	12/18/2015	244,828.33
FHLB 0.625 11/23/2016	3130A3J70	1,000,000.00	999,000.00	399.31	0.625	0.732	12/16/2015	999,399.31
FNMA 0.625 8/26/2016	3135G0YE7	1,000,000.00	999,540.00	1,909.72	0.625	0.691	12/16/2015	1,001,449.72
FNMA 1.25 1/30/2017	3135G0GY3	1,000,000.00	1,004,790.00	4,722.22	1.250	0.820	12/16/2015	1,009,512.22
Patriot Bank 0.65 6/30/2016	70337MAH1	240,000.00	240,000.00	0.00	0.650	0.650	12/30/2015	240,000.00
Sub Total / Average		3,485,000.00	3,488,146.25	7,043.33				3,495,189.58
DEPOSIT								
CAMP LGIP	LGIP4000	1.94	1.94	0.00		0.000	12/31/2015	1.94
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	12/9/2015	300,000.00
LAIF LGIP	LGIP1002	20,000,000.00	20,000,000.00	0.00		0.000	12/15/2015	20,000,000.00
LAIF LGIP	LGIP1002	650,000.00	650,000.00	0.00		0.000	12/24/2015	650,000.00
Sub Total / Average		20,950,001.94	20,950,001.94	0.00				20,950,001.94
INTEREST								
American Express Centurian 1.05 6/5/2017	02587DYJ1	0.00	0.00	1,263.45	1.050	0.000	12/5/2015	1,263.45
Bar Harbor Bank 0.7 1/30/2017	066851TT3	0.00	0.00	138.08	0.700	0.000	12/30/2015	138.08
CAMP LGIP	LGIP4000	0.00	0.00	1.94		0.000	12/31/2015	1.94
Compass Bank 0.95 6/5/2017	20451PLE4	0.00	0.00	1,143.12	0.950	0.000	12/5/2015	1,143.12
Great Midwest Bank 0.75 7/27/2016	39083PCK6	0.00	0.00	147.95	0.750	0.000	12/27/2015	147.95
Medallion Bank 1.15 10/30/2017	58403B2L9	0.00	0.00	231.58	1.150	0.000	12/30/2015	231.58
Merrick Bank 0.9 5/19/2017	59013JLK3	0.00	0.00	177.53	0.900	0.000	12/19/2015	177.53
T-Note 0.5 6/15/2016	912828VG2	0.00	0.00	2,500.00	0.500	0.000	12/15/2015	2,500.00

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
Sub Total / Average		0.00	0.00	5,603.65				5,603.65
WITHDRAW								
LAIF LGIP	LGIP1002	875,000.00	875,000.00	0.00		0.000	12/30/2015	875,000.00
Sub Total / Average		875,000.00	875,000.00	0.00				875,000.00

MONTHLY OPERATIONS REPORT FOR THE MONTH OF NOVEMBER 2015
TECHNICAL SUPPORT WORK GROUP SUMMARY

Capital Improvement Program

Miscellaneous Spot Repairs, Phase 6 – All paving and site restoration has been completed. Completion of punch list items is scheduled for December.

Thickener Control Building Improvements Project – Bypass system tie-ins at Thickeners No. 1 and 3 have been completed. Demolition of the existing Thickener Control Building is scheduled to begin in December.

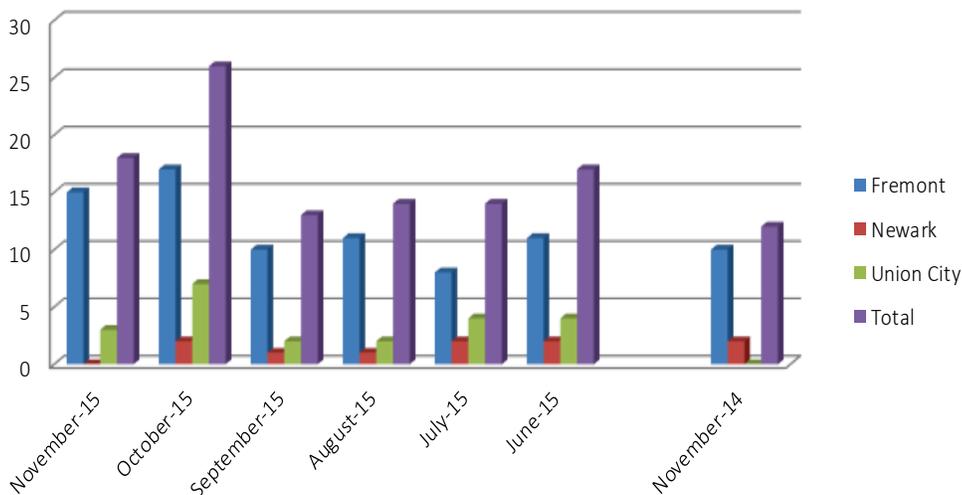
Newark Backyard Sanitary Sewer Relocation Project Phase 2 – All construction work has been completed.

Fremont and Paseo Padre Lift Stations Improvements Project - The partnering workshop and pre-construction meeting were held on November 10.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

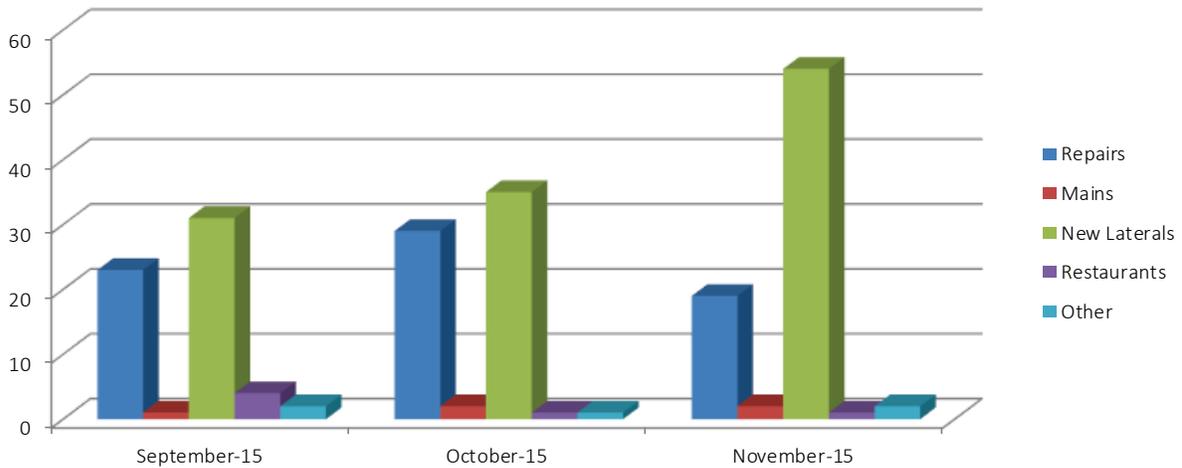
Month	Fremont	Newark	Union City	Total
November-15	15	0	3	18
October-15	17	2	7	26
September-15	10	1	2	13
August-15	11	1	2	14
July-15	8	2	4	14
June-15	11	2	4	17
<i>November-14</i>	<i>10</i>	<i>2</i>	<i>0</i>	<i>12</i>
6-Month Total				102



Sewer Permits Issued

Month	Repairs	Mains	New Laterals	Restaurants	Other
November-15	19	2	54	1	2
October-15	29	2	35	1	1
September-15	23	1	31	4	2

New Laterals - New residential lateral connections
 Other - Non-residential construction (except restaurants)



Communication & Graphics

- Managed the development of Prop 218 notification design and content layout, managed printing project
- Researched and arranged for a room at Fremont Main Library for Community Informational meeting regarding Prop 218 notification
- Drafted Fact Sheet updates; worked with graphic designer to obtain exhibits
- Edited PowerPoint presentation for printing, and attended Tri-City Democratic club meeting (GM presentation with handouts). Assisted GM and answered audience questions.
- Website Updates: Continued development of new District website design; met with teams to discuss content migration
- Union City Chamber of Commerce: Continued to fulfill duties as Board President; stayed in contact with City of Union City Economic Development staff; participated in ribbon-cutting at Nakamura clinic; planned for December Chamber events
- Continued participation in CASA Communications Workgroup

Environmental Compliance

Pollution Prevention Program

USD’s Environmental Compliance team conducts pollution prevention inspections to restaurants, car wash businesses, and other commercial facilities. EC also conducts inspections and enforcement for the City of Fremont’s Environmental Services group. We conduct over 600 Stormwater compliance inspections every year to ensure that commercial facilities, including restaurants and auto shops, comply with City Ordinance requirements, and do not discharge pollutants to the creeks and bay.

For the past month, the EC team conducted 144 Stormwater (Urban Runoff), and 40 FOG (restaurant) inspections. During this reporting period, Inspectors identified 31 Stormwater and 5 FOG enforcement actions. Ten of the

Stormwater enforcements resulted in administrative fines ranging from \$100 to \$500. All of the administrative fines were for repeated violations.

Urban Runoff Inspections and Enforcements

November 2015	No. of UR Inspections	VW	WL	NOV	AF	LA	Total Enforcements	No. of Illicit Discharge/s	31
	144	16	0	5	10	0	31	% enforcement	21.5%

FOG Inspections and Enforcements

November 2015	No. of FOG Inspections	VW	WL	NOV	AF	NOD	Total Enforcements	% enforcement	12.5%
	40	0	4	1	0	0	5		

Enforcements:

VW – Verbal Warning

WL – Warning Letter

NOV – Notices of Violation

AF – Administrative Fine

LA – Legal Action

NOD – Notice of Deficiency

AO – Administrative Order

C&D – Cease & Desist Order

SNC – Significant Non Compliance

Dental Inspections, School Outreach, and Plant Tours

# of Dental Inspections	# of School Outreach Events including Sewer Science	# of Plant Tours
13	2	2

Industrial Pretreatment

The Industrial Pretreatment program has a number of pending permits as shown in the table below. USD inspectors are working with each of these companies to establish permitted industrial discharges.

Pending Permits

New Industrial/Groundwater Permits	Groundwater/Temporary
Gooch and Housego (Palo Alto), LLC	

Permits Issued

Company Name	Date Permit Issued
None	

Industrial Closures

Company Name	Date of Closure
None	

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

Report Name	Date Report Completed and Submitted
None	

Design/Study

No. of projects in design/study phase: 18

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Nov. 2015 Activities
1.	Alvarado Basin Master Plan Wet Weather and Condition Assessment - Rollie	\$90	6/16	0%	0%	RFP sent to qualified consultants
2.	Seismic Study - Raymond	\$210	6/15	95%	100%	Board workshop to be scheduled.
3.	Cast Iron Lining Phase VI – Andrew	In-House	10/15	95%	95%	Final design under review.
4.	Alvarado-Niles Road SS Rehabilitation – Chris E.	\$248	2/16	95%	95%	Project on hold; pending schedules of other construction activities on Alv.-Niles Rd.
5.	Pine St. Easement Improvements – Chris E.	\$87	2/16	75%	35%	75% design received and under review.
6.	Plant Site Use Study – Curtis	\$238	1/16	87%	88%	Workshop to discuss land acquisition strategy and life cycle cost analysis scheduled to take place in December.
7.	MCC and PLC Replacement Project, Phase 3 – Thomas	\$78	9/15	95%	95%	Project was awarded to D. W. Nicholson on 11/23.
8.	Generator Controls Upgrade Project – Raymond	\$72	6/15	90%	100%	Final predesign report in progress.
9.	Plant Facilities Improvements Project – Thomas	\$158	10/15	80%	80%	Project was advertised in November. Bid opening is scheduled on 12/8.
10.	Hypo Tank and PVC Pipe Replacement at OCB and NPS - Thomas	\$160	12/15	50%	50%	Final design submittal anticipated in December.
11.	Pump Station Master Plan – Raymond	\$175	7/15	90%	95%	Final report is due in December. Board to consider approving final report in December.
12.	Aeration Blower Project – Curtis	\$96	12/15	95%	95%	Project awarded to D. W. Nicholson on 11/23.

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Nov. 2015 Activities
13.	Newark Backyard SS Relocation Phase 3 – Al/Rollie	\$160	02/16	85%	85%	Received 90% plans and specs for review. Lateral plans was sent out to property owners for approval.
14.	Recycled Water Feasibility Study Update – Chris E.	\$130	03/16	57%	57%	Progress meeting scheduled for 12/3.
15.	NPS Boost Mode Contingency Study – Chris E.	\$15	12/15	94%	94%	Final report in progress.
16.	FM Manways Corrosion – Chris E.	\$14	3/16	17%	17%	Draft report expected in early December.
17.	FMC Building – Chris E.	\$72	01/16	66%	66%	Draft reports under review. Final workshop schedule for 12/14.
18.	Sludge Degritter System Project – Kevin	\$180	05/16	20%	20%	Final predesign report in progress

**MONTHLY OPERATIONS REPORT FOR THE MONTH OF DECEMBER 2015
TECHNICAL SUPPORT WORK GROUP SUMMARY**

Capital Improvement Program

Miscellaneous Spot Repairs, Phase 6 – All construction work has been completed. Staff began project close out process.

Thickener Control Building Improvements Project – Equipment and piping demolition inside the existing Thickener Control Building has been completed. Structure demolition is scheduled for January.

Newark Backyard Sanitary Sewer Relocation Project Phase 2 – All construction work has been completed. Staff will be finalizing change order negotiations with contractor.

Fremont and Paseo Padre Lift Stations Improvements Project – Contractor installed temporary fencing around Fremont Lift Station and has completed the demolition and removal of the existing block wall.

MCC and PLC Replacement Project, Phase 3 - Pre-construction meeting was held on December 15th. Staff issued Notice to Proceed on December 16th.

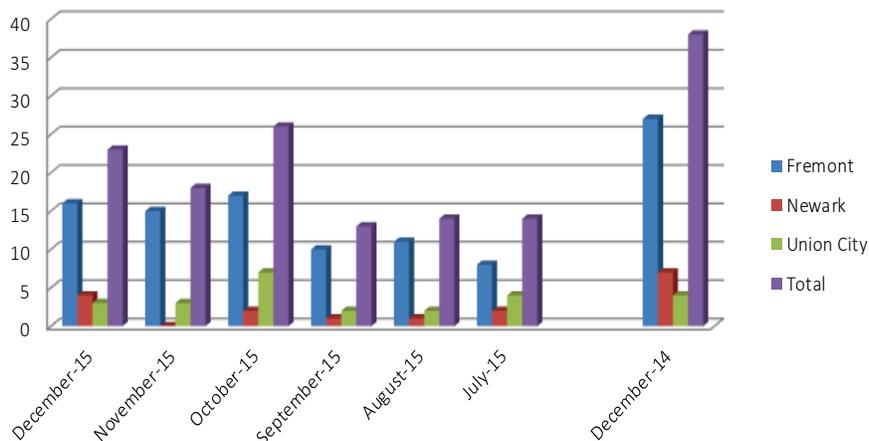
Plant Facilities Improvements Project - Pre-construction meeting was held on December 15th.

Aeration Blower Project – Pre-construction meeting was held on December 15th. Staff issued Notice to Proceed on December 16th.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

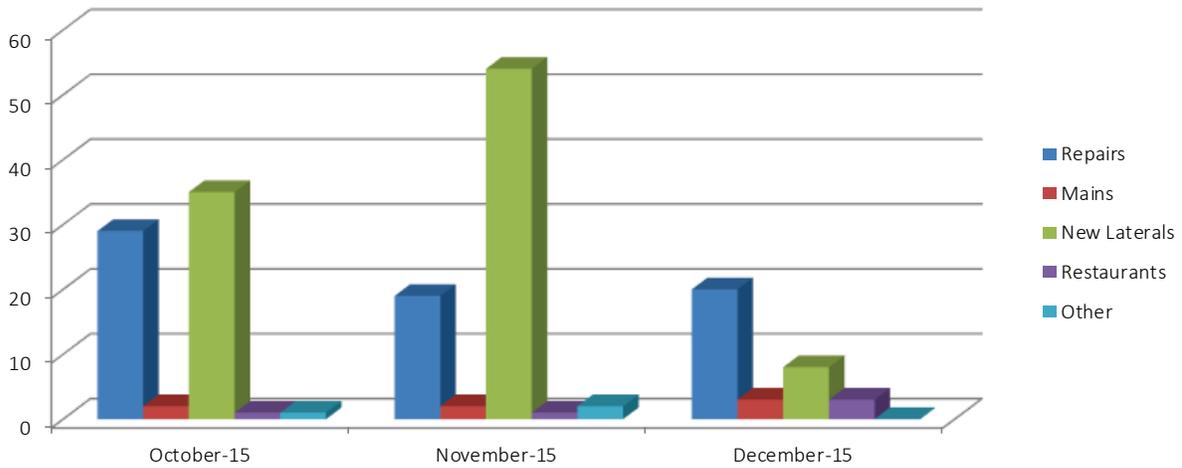
Month	Fremont	Newark	Union City	Total
December-15	16	4	3	23
November-15	15	0	3	18
October-15	17	2	7	26
September-15	10	1	2	13
August-15	11	1	2	14
July-15	8	2	4	14
<i>December-14</i>	<i>27</i>	<i>7</i>	<i>4</i>	<i>38</i>
6-Month Total				108



Sewer Permits Issued

Month	Repairs	Mains	New Laterals	Restaurants	Other
December-15	20	3	8	3	0
November-15	19	2	54	1	2
October-15	29	2	35	1	1

New Laterals - New residential lateral connections
 Other - Non-residential construction (except restaurants)



Communication & Graphics

- Continued oversight of Prop 218 Notification
- Planning for January 12 Informational Meeting: Ordered poster production, developed Fact Sheet update, PowerPoint presentation, and Statistics sheet update
- Developed and distributed press releases: Mobile Technologies, Rate Info
- Prepared communications regarding Prop 218 notification: Emails to City Managers, School Districts, Chambers of Commerce and other stakeholders, Community calendar entries to Tri City Voice and Fremont Bulletin
- Participated in multi-agency after-action debrief regarding sinkhole (City of Union City, ALCO fire, UCPD, ACWD)
- Worked with Collection Services to develop wet weather contact list with external agencies
- Uploaded information to website, Facebook, and Twitter regarding Christmas FOG video, Prop 218 notification, Informational meeting
- Website Updates: Continued development of new District website design; met with teams to discuss content migration
- Union City Chamber of Commerce: Continued to fulfill duties as Board President; stayed in contact with City of Union City Economic Development staff; facilitated Board meeting, promoted, participated and spoke at Chamber events: Xfinity Ribbon cutting, Tree of Angels lighting, Holiday with the Cops at Fremont Bank Alvarado Branch.
- Continued participation in CASA Communications Workgroup

Environmental Compliance

Pollution Prevention Program

USD’s Environmental Compliance team conducts pollution prevention inspections to restaurants, car wash businesses, and other commercial facilities. EC also conducts inspections and enforcement for the City of Fremont’s Environmental Services group. We conduct over 600 Stormwater compliance inspections every year to ensure that commercial facilities, including restaurants and auto shops, comply with City Ordinance requirements, and do not discharge pollutants to the creeks and bay.

For the past month, the EC team conducted 88 Stormwater (Urban Runoff), and 52 FOG (restaurant) inspections. During this reporting period, Inspectors identified 12 Stormwater and 18 FOG enforcement actions. Three of the Stormwater enforcements resulted in administrative fines ranging from \$100 to \$500. All of the administrative fines were for repeated violations.

Urban Runoff Inspections and Enforcements

December 2015	No. of UR Inspections	VW	WL	NOV	AF	LA	Total Enforcements	No. of Illicit Discharge/s	1
	88	6	0	3	3	0	12	% enforcement	13.6

FOG Inspections and Enforcements

December 2015	No. of FOG Inspections	VW	WL	NOV	AF	NOD	Total Enforcements	% enforcement	34.6
	52	10	8	0	0	0	18		

Enforcements:

VW – Verbal Warning

WL – Warning Letter

NOV – Notices of Violation

AF – Administrative Fine

LA – Legal Action

NOD – Notice of Deficiency

AO – Administrative Order

C&D – Cease & Desist Order

SNC – Significant Non Compliance

Dental Inspections, School Outreach, and Plant Tours

# of Dental Inspections	# of School Outreach Events including Sewer Science	# of Plant Tours
4	5	None

Industrial Pretreatment

The Industrial Pretreatment program has a number of pending permits as shown in the table below. USD inspectors are working with each of these companies to establish permitted industrial discharges.

One permit was issued to Gooch and Housego. This facility manufactures optical communications equipment. It will be a Class II permit.

Pending Permits

New Industrial/Groundwater Permits	Groundwater/Temporary
None	Groundwater Permit
	Preston Pipelines
	Ghillotti Construction

Permits Issued

Company Name	Date Permit Issued
Gooch and Housego	12/11/15

Industrial Closures

Company Name	Date of Closure
None	

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

Report Name	Date Report Completed and Submitted
None	

Enforcement Action

IU Name & Nature of Business	Comments	City	Parameters Violated	Discharge concentration (mg/L)	USD/Fed Limit Violated (mg/L)	Enforcement (1)
None						

(1) *WL – Warning Letter* *NOV – Notices of Violation* *AO – Administrative Order*
C&D – Cease and Desist Order *SNC – Significant Non Compliance* *EM – Enforcement Meeting*

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

Activity	Date of Event	Attendees
Industrial Ergonomics Class	12/8/15	Marian Gonzalez

Engineering/Construction

No. of projects under construction: 7

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Dec. 2015 Activities
1.	Thickener Control Building Improvements Project – Curtis	\$9,990	11/16	61%	62%	Equipment and piping demolition has been completed.
2.	Newark Backyard SS Relocation – Phase 2 – Rollie/Al B.	\$2,100	10/15	100%	100%	All construction work has been completed. Staff will be finalizing change order negotiations with contractor.
3.	Miscellaneous Spot Repairs Phase VI – Andrew	\$324	10/15	100%	100%	Received final punch list items from the cities. Began project close out process.

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Dec. 2015 Activities
4.	Fremont and Paseo Padre LSs Improvement - Derek	\$2,801	10/16	0%	22%	Temporary fencing has been installed at Fremont LS. Existing block wall has been demolished and removed.
5.	MCC and PLC Replacement Project, Phase 3 – Thomas	\$869	12/16	0%	4%	Pre-construction meeting was held on December 15 th . Notice to Proceed issued on December 16 th .
6.	Plant Facilities Improvements Project – Thomas	\$1,570	1/17	0%	0%	Pre-construction meeting was held on December 15 th .
7.	Aeration Blower Project – Curtis	\$1,065	8/16	0%	7%	Preconstruction meeting was held on December 15 th . Notice to Proceed issued to D.W. Nicholson on December 16 th .

Design/Study

No. of projects in design/study phase: 15

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Dec. 2015 Activities
1.	Alvarado Basin Master Plan Wet Weather and Condition Assessment - Rollie	\$90	6/16	0%	0%	Board awarded study to RMC.
2.	Seismic Study - Raymond	\$210	6/15	95%	100%	Report to be finalized.
3.	Cast Iron Lining Phase VI – Andrew	In-House	10/15	95%	95%	Final design review completed.
4.	Alvarado-Niles Road SS Rehabilitation – Chris E.	\$248	2/16	95%	95%	100% design in progress. Presentation to City Council of Union City in January. Project to bid in February.
5.	Pine St. Easement Improvements – Chris E.	\$87	2/16	80%	65%	90% design in progress. Project to bid in February.
6.	Plant Site Use Study – Curtis	\$238	1/16	89%	96%	Workshop to discuss land acquisition strategy and life cycle cost analysis took place on December 7 th .

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Dec. 2015 Activities
7.	Generator Controls Upgrade Project – Raymond	\$72	1/16	95%	100%	Final pre-design report in progress.
8.	Hypo Tank and PVC Pipe Replacement at OCB and NPS - Thomas	\$160	12/15	100%	100%	Final design completed. Project to bid in Spring 2016.
9.	Pump Station Master Plan – Raymond	\$175	7/15	100%	100%	Board accepted the final report on December 14 th .
10.	Newark Backyard SS Relocation Phase 3 – Al/Rollie	\$160	02/16	90%	90%	90% design is under review by District. Secured 55 out of 73 Property Owner approval for lateral relocation plan.
11.	Recycled Water Feasibility Study Update – Chris E.	\$130	03/16	69%	69%	Study in progress. Next progress meeting in February.
12.	NPS Boost Mode Contingency Study – Chris E.	\$15	12/15	100%	100%	Final report received and under review.
13.	FM Manways Corrosion – Chris E.	\$14	3/16	38%	38%	Pre-design report received and under review.
14.	FMC Building – Chris E.	\$72	01/16	94%	89%	Progress meeting held on Dec. 14 th . Final reports in progress.
15.	Sludge Degritter System Project – Kevin	\$180	06/16	30%	30%	50% design submittal in progress.

**COLLECTION SERVICES
ACTIVITIES REPORT
November and December 2015**

Progress/Accomplishments

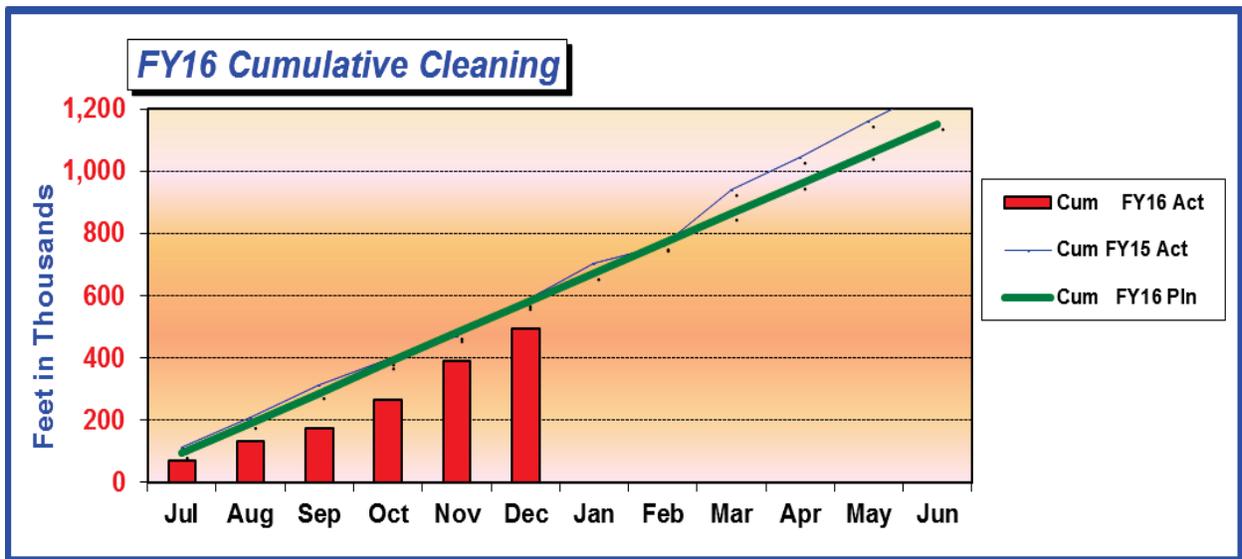
- Completed 23.4 miles of cleaning and 17.3 miles of televising of sewer lines in November
- Completed 20.0 miles of cleaning and 14.0 miles of televising of sewer lines in December
- Responded to 28 service request calls in November and 24 in December
- Completed a total of 27 main repairs in November and 36 in December
- Marked and located all sewer lines (Underground Service Alerts)
- Provided support on the following projects: Newark Slurry Seal, Miscellaneous Spot Repair, Alvarado Sink Hole
- Safety Breakfast for going 90 days without a reportable injury

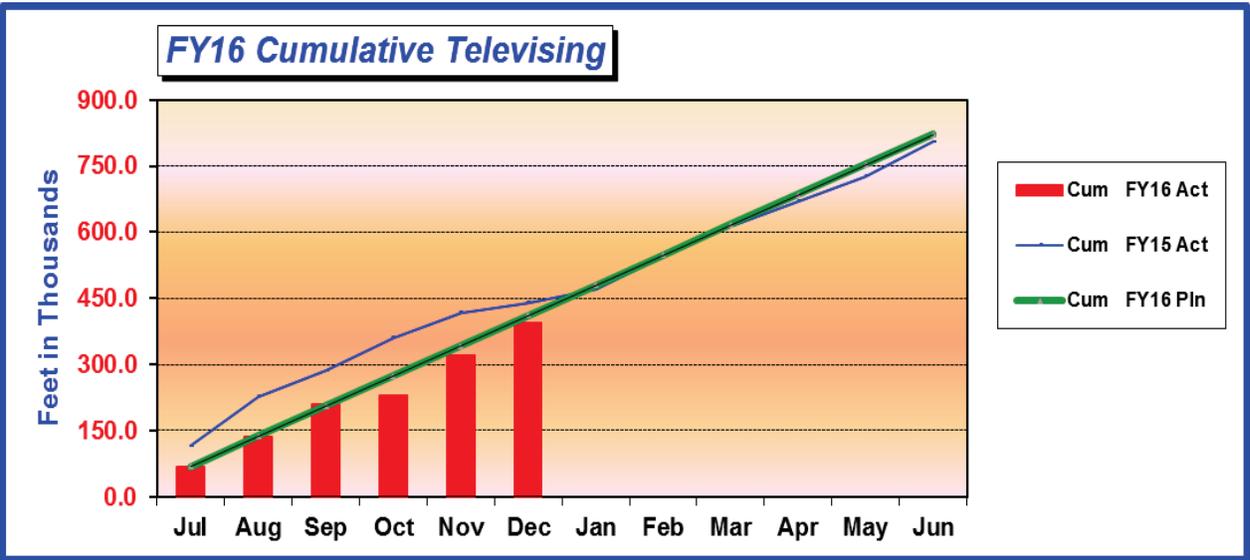
Training for Collections included; SOP's on the operation of the Sewer Snake, Air Grinder and Arrow Board and Signs. Additional training included, CWEA training on Hydro and Rodding operation, Haz Waste Handling, NASSCO and 2 new employees were certified in Confined Space Entry, Fall Protection and Fork Lift operation.

Future Planning

- Evaluation of our Collection System Preventative Maintenance Program
- Gain Board app

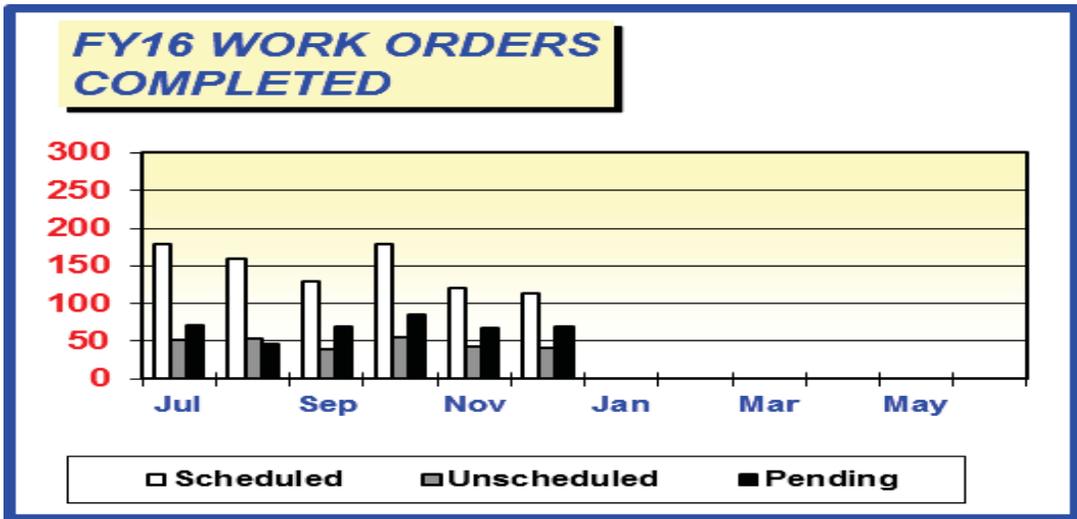
Performance Measures



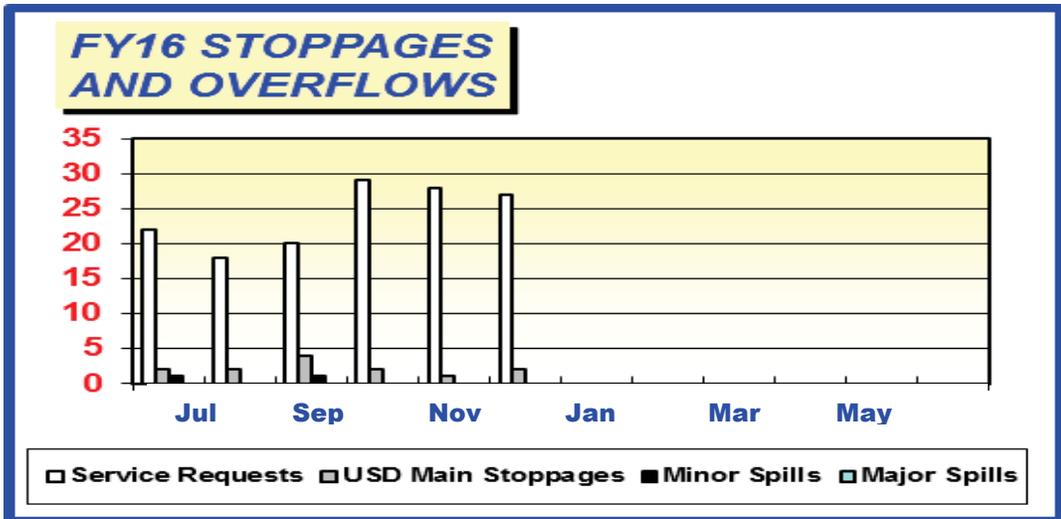


Other Collection Services Status Data:

Support Team Work Order Status:



C/S Maintenance Status:



**FMC
Activities Report
November 2015**

Progress/Accomplishments

- Completed 95% of preventive maintenance activities for the month of November
- Completed 81 corrective maintenance work orders for the month of November
- Replaced both hot water pump motors in the Cogen building
- Completed Primary Clarifier No. 2 and No. 3 annual servicing
- Completed Centrifuge No. 3 bearing housing modification/installation
- Completed centrifuge building pneumatic system repairs

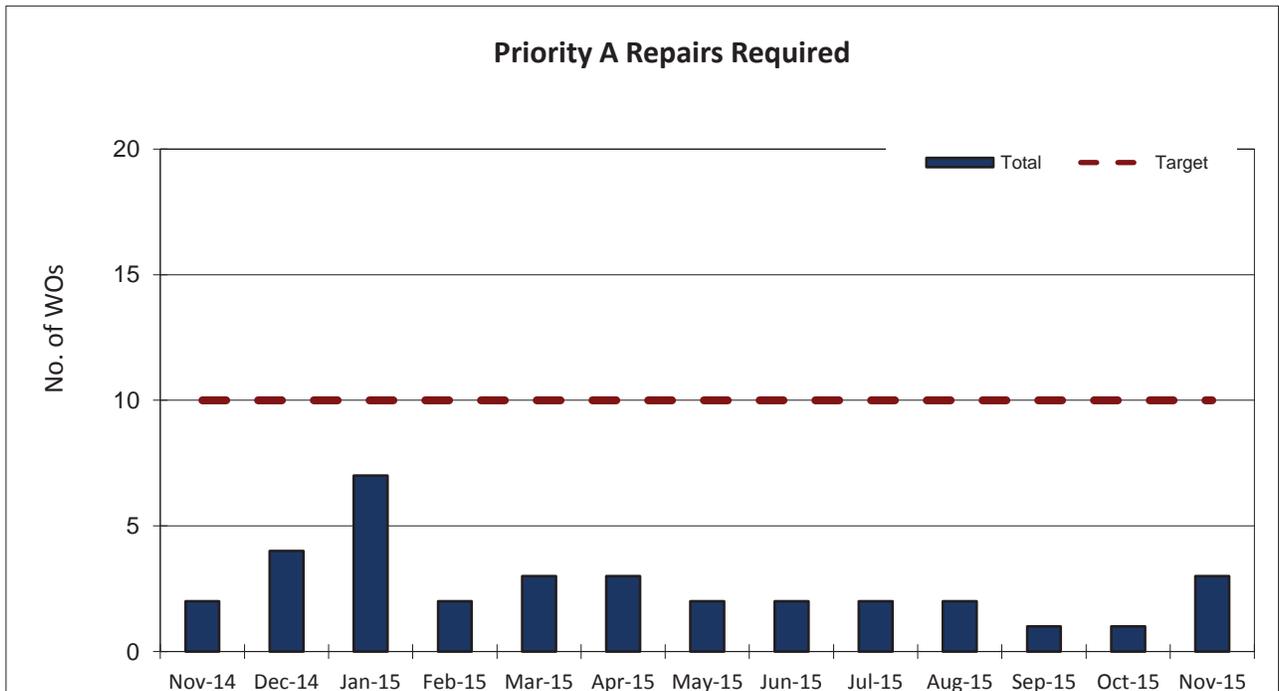
Future Planning

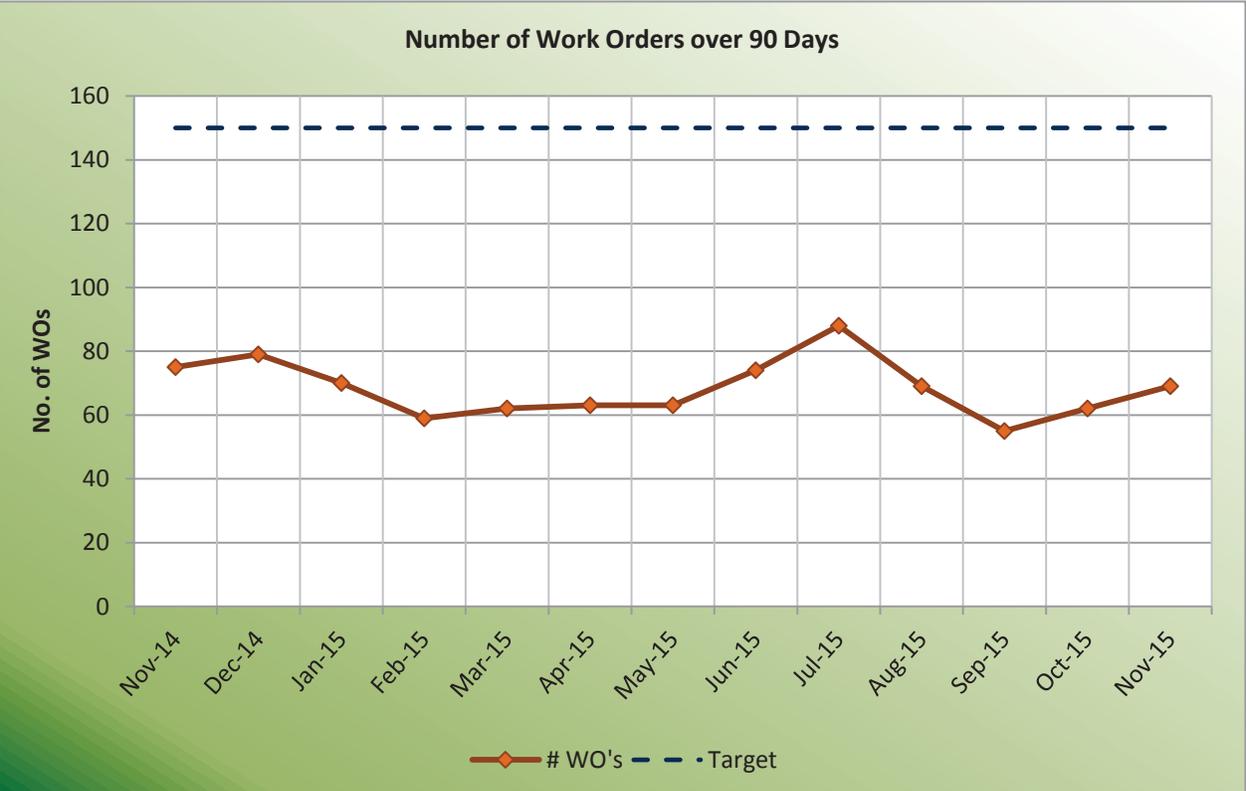
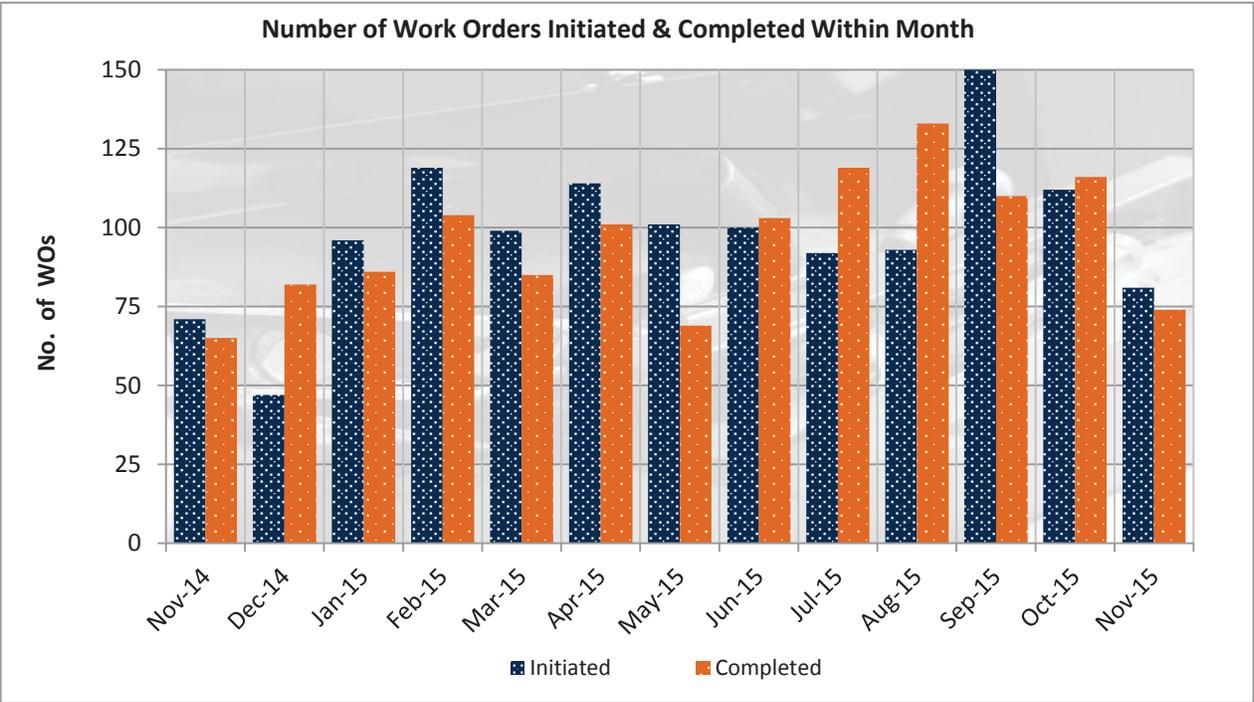
- Replacement of three PWAS flow meters at the GBT building
- Provide power to the security guard building at the front gate
- Installation of privacy fence at IPS
- Rebuild of Odor Scrubber No. 6

Other

- Two electricians attended thermographic imager training
- One electrician attended PLC training
- Two mechanics worked on the pump station job competency requirement (JCR)

Performance Measurements





FMC
Activities Report
December 2015

Progress/Accomplishments

- Completed 96% of preventive maintenance activities for the month of December
- Completed 110 corrective maintenance work orders for the month of December
- Completed overhaul of odor scrubber No. 6
- Completed installation of 8 disconnect switches at Boyce Lift Station
- Completed Privacy fence installation at IPS
- Completed Cogen engine No. 1 8,000 hour service
- Complete PWAS flow meter installation
- Completed cheese waste project pump swap

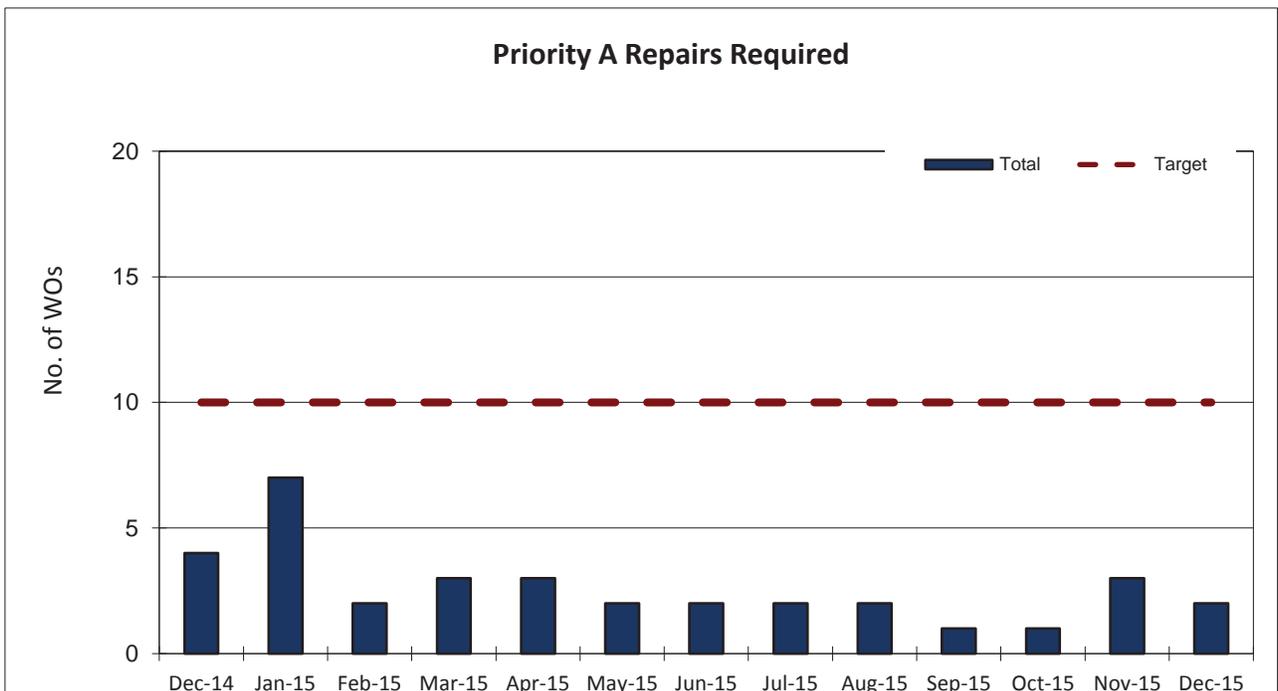
Future Planning

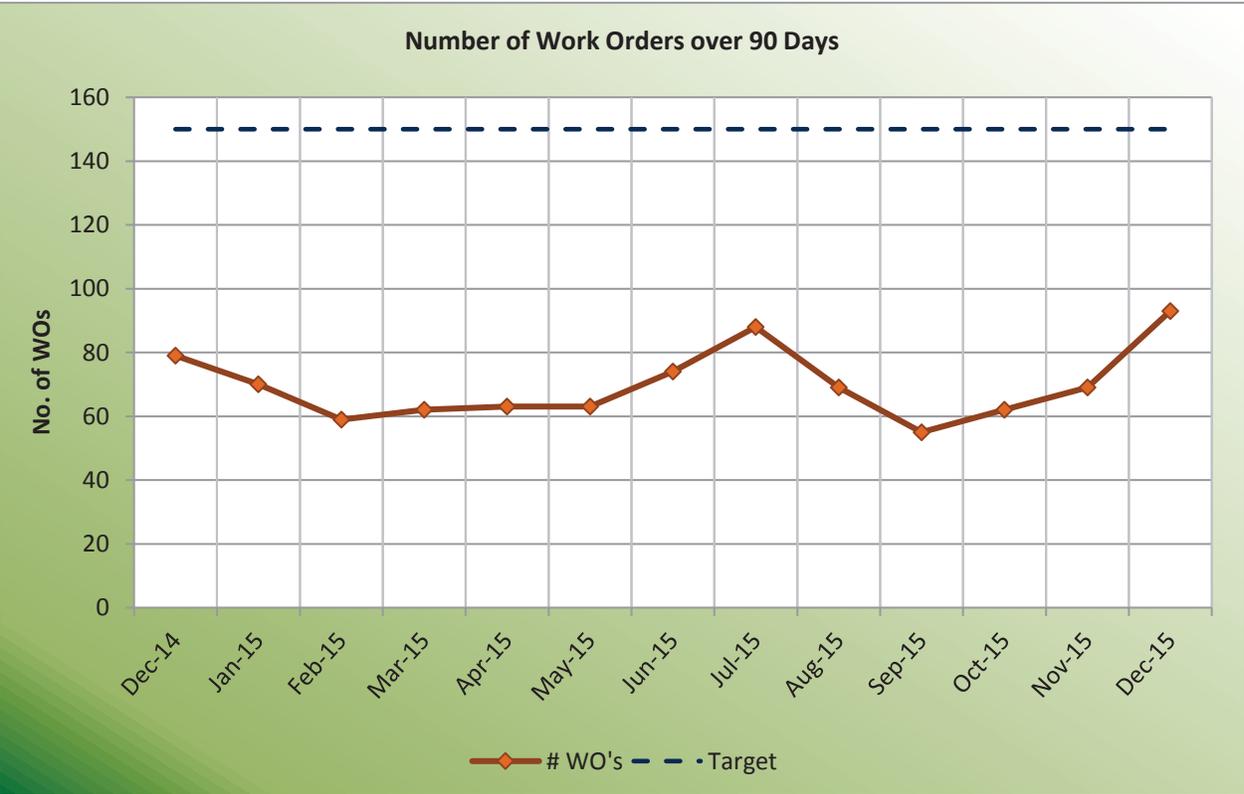
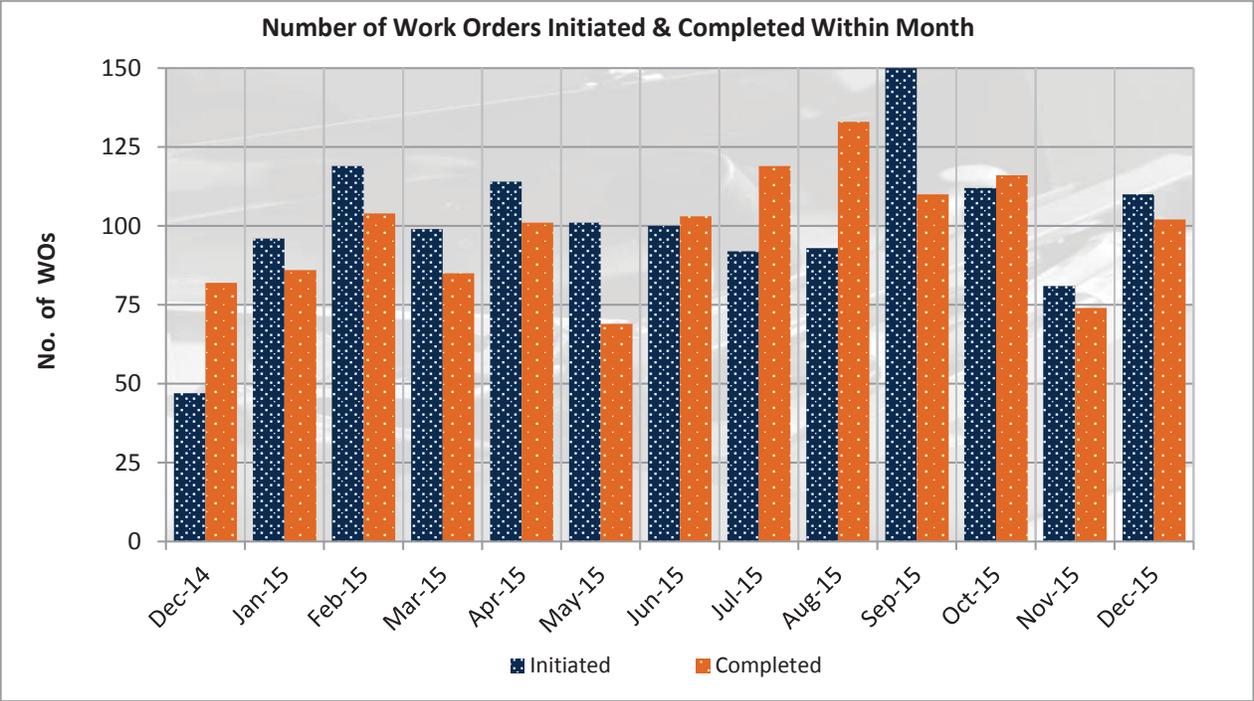
- Work with Andritz in San Leandro to rebuild Centrifuge No. 1 (two mechanics will be sent to their shop)
- Complete VOIP phone installation for IT in the Plant (Electricians to install CAT 6 network cables and
- Complete primary clarifier No. 5 and No. 6 annual servicing
- Prep and painted mission conference room and BS work group managers office
- Complete back up communication antenna installation for IT

Other

- Three mechanics visited another treatment plant to look at their hypo piping installation
- Completed customer service training (entire work group)

Performance Measurements





**Treatment & Disposal
Activities Report
November and December 2015**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits.
- Completed the following preventive maintenance activities: 79% for the month of November and 72% for the month of December.
- Met with EBRPD to discuss future planning for the Hayward Marsh.
- Revised the Mixing Zone Study Plan. Began sampling required in order to complete the study with the May NPDES permit application deadline for Hayward Marsh.
- Reviewed the tentative order and attended the November Regional Board meeting for the adoption of the Old Alameda Creek Permit.
- Continued collecting data for the organic codigestion study project.
- Hosted the quarterly meeting of the BACWA Air Permits committee and provided a tour of the new Cogeneration system.
- Attended a kickoff meeting for the EBDA permit renewal.
- Staff toured the Silicon Valley Advanced Water Treatment Facility as part of the recycled water feasibility study.
- Provided training on the modified DPD chlorine residual analysis to all treatment plant operators as part of preparation for wet weather.

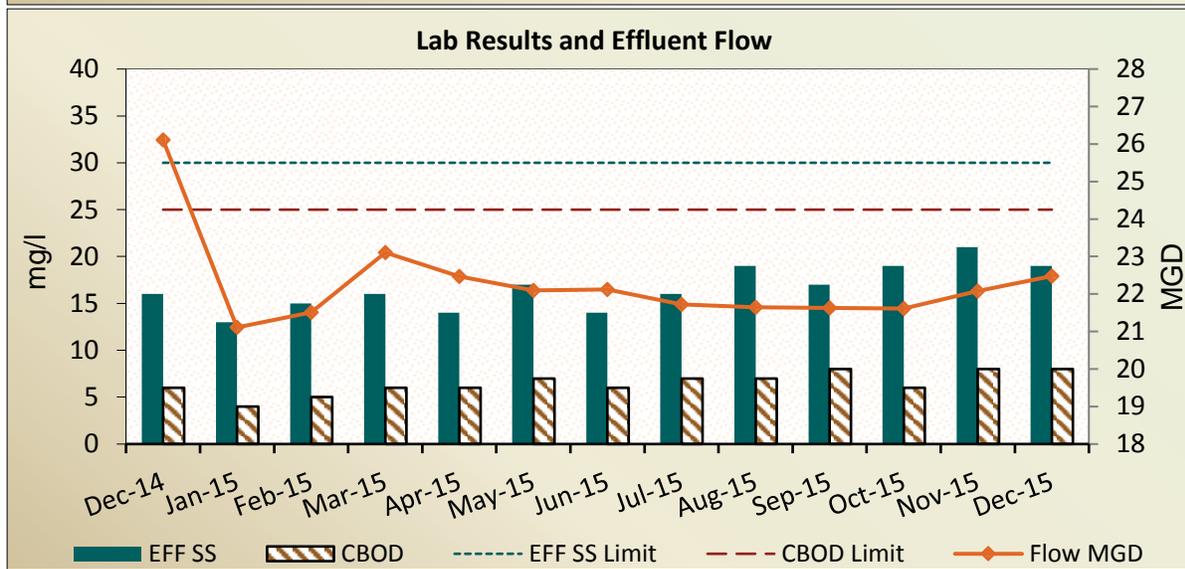
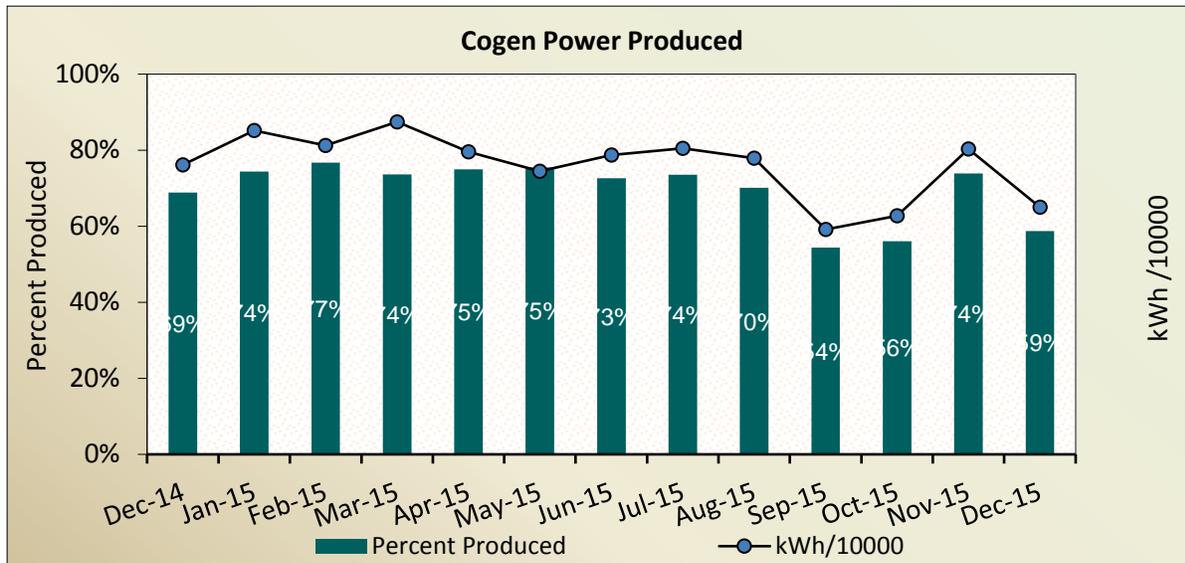
Future Planning

- Provide information and participate in the EBDA NPDES permit renewal.
- Scheduled a kickoff meeting for the Hayward Marsh Permit application process.
- Complete annual reports for the Old Alameda Creek Wet Weather Discharge Permit.
- Complete annual biosolids reporting as required under 40 CFR Part 503.
- Evaluate the economics of single force main operation and provide a recommendation for future planning.
- Complete the codigestions pilot study.

Other

- Cogen system produced the following power consumed: 74% for the month of November and 59% for the month of December.

Performance Measurements



USD's Final Effluent Monthly Monitoring Results				
Parameter	EBDA Limit	Oct-15	Nov-15	Dec-15
Copper, µg/l	78	4.5	6.3	4.5
Mercury, µg/l	0.066	0.00380	0.00452	0.00440
Cyanide, µg/l	42	< 3	< 3	< 3
Ammonia- N, mg/L (Range)	130	37 - 42	40 - 45	34 - 43
Dioxin-Toxicity Equivalent (TEQ), µg/l	2.8 x 10 ⁻⁸	not tested	not tested	not tested
Fecal Coliform, MPN/100ml (Range)				
• 5-Sample Geometric Mean	500	29 - 56	56 - 84	29 - 67
• 11-Sample 90th Percentile	1100	47 - 71	71 - 261	93 - 140
Enterococci *				
• 5-Sample Geometric Mean	242	31 - 52	Oct-52	31 - 85

E = Estimated value, concentration outside calibration range. For SIP, E = DNQ, estimated concentration.

* Enterococci values are the weekly concentration range not the 5-Sample Geometric Mean range.