

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
August 11, 2014**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Jennifer Toy, Vice President

STAFF: Richard Currie, General Manager/District Engineer
Paul Eldredge, Newly Hired General Manager
Richard Cortes, Business Services Manager
Andy Morrison, Collection Services Manager
Dave Livingston, Treatment & Disposal Services Manager
Sami Ghossain, Technical Services Manager
Robert Simonich, FMC Manager
Michelle Powell, Communications Coordinator
Mohammad Ghoury, Engineering Tech II
Tim Teale, Painter
David O'Hara, Legal Counsel
Carol Rice, Assistant to the General Manager/Board Secretary

APPROVAL OF THE MINUTES OF JULY 28, 2014.

On a motion made by Director Kite and seconded by Director Lathi, the minutes of the Board of Directors' Meeting of July 28, 2014 were unanimously approved (Director Toy was absent).

WRITTEN COMMUNICATIONS.

The Board received the following: A letter from the Laborers' International Union of North America and a notice regarding the 2014 Union City State of the City Luncheon scheduled for September 30, 2014.

ORAL COMMUNICATIONS.

There were no oral communications.

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH RMC WATER AND ENVIRONMENT FOR THE ALVARADO WASTEWATER TREATMENT PLANT SITE USE STUDY.

The Construction Committee reviewed this item. Sami Ghossain stated that over the next ten years, the District has planned the construction of several process, electrical, maintenance, storage, and green-energy facilities. In addition, staff anticipates that future environmental regulations will reduce the ammonia discharge limits in the Wastewater Treatment Plants (WWTP) final effluent that will require new process facilities.

Prior to proceeding with the design of these facilities, staff deemed it important to evaluate and properly plan for the long-term site layout of the WWTP. On June 24, 2014, staff selected RMC Water and Environment because of their experience working on similar studies for other wastewater utilities. The purpose of the Project is to develop the most logical site use plan that integrates both the District's existing and planned facilities. The study includes the following: assessing the layout of the WWTP's existing facilities; evaluating the necessary land area needs and land areas available for planned facilities; coordinating the implementation of new facilities along with the findings from other USD studies; and proposing site use layouts that are beneficial to both the District's operational and maintenance needs.

On a motion made by Director Kite and seconded by Director Handley, the Board unanimously authorized the General Manager to execute an Agreement and Task Order No. 1 with RMC Water and Environment for the Alvarado Wastewater Treatment Plant Site Use Study in the amount of \$199,681 (Director Toy was absent).

AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH RMC WATER AND ENVIRONMENT FOR THE IRVINGTON BASIN SEWER MASTER PLAN UPDATE.

The Construction Committee reviewed this item. Sami Ghossain stated that the goal of the sewer master plan is to develop a long-term capital improvement program for the Irvington Basin that will provide for adequate hydraulic capacity in the sewer system and address maintenance and structural problems in sewers within the basin. The first Irvington Basin Sewer Master Plan was completed in 1995, followed by an update in 2004. An Agreement and Task Order No. 1 with RMC was signed on July 1, 2013 to provide for a condition

assessment of the Irvington basin sewers. Work under this Task Order will focus on the capacity assessment of the Irvington basin's sewer system.

On a motion made by Director Kite and seconded by Director Lathi, the Board unanimously authorized the General Manager to execute Task Order No. 2 with RMC Water and Environment for the Irvington Basin Sewer Master Plan update in the amount of \$231,410 (Director Toy was absent).

INFORMATION ITEMS:

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

Employee Turnover Rate for FY14. The Personnel Committee reviewed this item. Rich Currie reported that the District's turnover rate for FY14 was higher this year at 9.2% (compared to 7.7% last year). Twelve employees left this year while 10 employees left last year. The biggest reasons employees left was for retirement, with seven of the 12 employees retiring. Of the remaining separated employees, one left to return to school, one left for a promotion at another public agency, and three for other reasons. The percentage of employees leaving for non-retirement reasons was 3.8%. The Executive Team will continue to monitor turnover and discuss exit interview comments with Human Resources.

Future Newsletter Options and Costs. The Legal/Community Affairs Committee reviewed this item. Rich Currie noted as the result of a recent Board workshop, staff was asked to look at other less costly options mailed twice per year as alternatives to the four-page newsletter that is typically sent to USD service area residents annually. Last fall the cost to mail the Newsletter was \$32,000. The price for various size mailings ranged from \$50,000 to \$60,000 for two. Michelle Powell discussed the various options with the Board and showed samples of different size mailers. She suggested the possibility of taking out a full-page newspaper ad in The Argus and Tri-City Voice for additional coverage. She also noted that in talks with ACWD about the possibility of sharing space in their newsletter, they indicate they have space for no more than 200 words from USD. The suggested topics for the spring newsletter include: an Open House event in the spring; the new website revision; the NACWA Platinum award; a message from the new General Manager; and tips for helping the environment. The Board agreed we should not have a fall newsletter because of the large volume of election-related mail.

Report from the Regional Water Board on Sanitary Sewer Overflows. The Legal/Community Affairs Committee reviewed this item. Rich Currie reported that the Regional Water Quality Control Board staff presented a report to their Board of Directors summarizing improvements made since the implementation of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The report focuses on the reduction in number and volume of Sanitary Sewer Overflows (SSOs) in the Bay Area. He stated that spill rates are

down in the Bay Area due to the drought. The SSO rate for large systems in the SF Bay Region is 4.5; USD is at 0.4 per 100 miles of pipe and continues to be extremely low. The largest cause of SSO's in the region is roots and the largest cause of SSO's at USD is grease. The District's compliance rate has been 100%, versus 82% in the SF Bay Region.

On behalf of the Board of Directors, Director Handley asked Collection Services Manager Andy Morrison to thank his group for doing an outstanding job.

Schedule of Board Workshops/Special Meetings through October 2014.

Rich Currie pointed out that the time for the USD Forcemain Alignment workshop, scheduled for August 18, 2014, has been confirmed for 4:00 p.m. The Board accepted the workshop schedule.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

Rich Currie reported the following:

- Today is officially Paul Eldredge's first day of work at USD as the new General Manager.
- There was an interesting meeting with Alameda County Water District and their consultant, RMC, about a study they are doing on alternate water sources. They are interested in exploring various recycled water projects, and this will be a topic of discussion at the joint meeting on September 25, 2014.
- The District received a public records request to obtain the email address for all District employees. We checked with our attorney regarding whether the request was legal and were informed we must provide the email addresses.
- Hiring interviews are taking place this week for Plant Operator III and Plant Operator III Trainee.
- The Board and staff received letters from a couple of labor unions about our Thickener Control Building project being done by GSE Construction. GSE uses laborers for some of the carpentry work and, as required by law, they must pay carpenters wages. The carpenters union is unhappy and is picketing a number of jobs in Alameda County, and they may picket other jobs GSE is working on. This was a topic of discussion at the JLMC meeting. Mohammad Ghoury contacted SEIU to inquire about their position on the matter should they picket; SEIU does not endorse the picket.
- The Upper Hetch Hetchy Project has started.

- A new industry in Fremont, Mission Linen, a commercial laundry, has submitted an application for a permit. This is a large industry with discharge between 75,000 to 120,000 gallons per day.
- The Cogeneration Project started up the new gas conditioning system today.
- An RFP was issued last week for quotes to revise the District's external website.

OTHER BUSINESS:

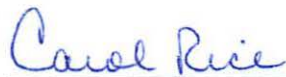
Director Kite indicated she recently saw ACWD Board member John Weed. He inquired about the new general manager and his engineering background. Director Handley also ran into Mr. Weed who also asked him questions about the new general manager.

ADJOURNMENT:

The meeting was adjourned at 7:51 p.m. to a Board Workshop on the USD Forcemain Alignment in the Boardroom on Monday, August 18, 2014 at 4:00 p.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, August 25, 2014 at 7:00 p.m.

SUBMITTED:



CAROL RICE
SECRETARY TO THE BOARD

ATTEST:



TOM HANDLEY
SECRETARY

APPROVED:



MANNY FERNANDEZ
PRESIDENT

Adopted this 25th day of August, 2014