

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Tim Grillo, Research and Support Team Coach
Maria Buckley, Principle Financial Analyst
Laurie Brenner, Operational Performance Program Manager
Regina McEvoy, Assistant to the General Manager/Board Secretary

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

It was moved by Vice President Kite, seconded by Director Fernandez, to approve the Minutes of the Meeting of July 11, 2016. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF JULY 12, 2016

It was moved by Secretary Lathi, seconded by Vice President Kite, to approve the Minutes of the Special Meeting of July 12, 2016. Motion carried unanimously.

MONTHLY OPERATIONS REPORT FOR JUNE 2016

This item was reviewed by the Legal/Community Affairs and Budget & Finance Committees. General Manager Eldredge reported the following:

- Odor Complaints: The Legal/Community Affairs Committee asked if District staff visually confirmed the presence of a dead animal when responding to an odor

complaint in Newark. General Manager Eldredge stated staff identified the presence of a dead animal by smell alone.

Principle Financial Analyst Buckley reported the following:

- The District's auditors completed the interim audit, and the final audit is expected to be completed the last week of August.
- Revenues:
 - Capacity fees received during FY16 were over budget at 165%.
 - The District received \$482,000 in Capacity fees during the month of June 2016 which included fees from Rich Products and Western Digital.
- Expenses:
 - Expenses for FY16 are expected to be below budget.
- Investment report:
 - The average monthly yield for June was on par with the May rate.

General Manager Eldredge reported the following:

- The Technical Services group report included a chart which showed sewer permits issued with a column for new laterals. While there were 69 such permits issued in May, there were only three issued in June.

WRITTEN COMMUNICATIONS

Secretary Lathi stated she received a brochure for a seminar offered through the Legal and Professional Education Seminar Group to be held in Los Angeles, October 25 and 26, 2016, titled *California Water: Current Challenges and Future Solutions*. Secretary Lathi requested staff scan and email the brochure to the Board for consideration.

ORAL COMMUNICATIONS

There were no oral communications.

CONSIDER PROPOSED CHANGES TO THE DISTRICT MISSION STATEMENT

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated proposed edits to the District's mission statement were presented to the Board in September of 2015 when it was discovered staff should have reviewed the item prior to Board consideration. The proposed edits have since been sent to staff for review. General Manager Eldredge stated staff prepared a desk item presenting the mission statement approved in 2006, redline draft of currently proposed edits, and an alternate mission statement draft submitted by Vice President Kite following review at the Legal/Community Affairs Committee meeting.

Secretary Lathi suggested the item be sent back to the Legal/Community Affairs Committee for further review, to which Vice President Kite and Director Fernandez agreed.

General Manager Eldredge stated the item would be sent back to the Legal/Community Affairs Committee and would be reagendaized on a date uncertain for Board consideration.

CONSIDER A RESOLUTION TO ACCEPT THE ASSIGNMENT OF RIGHTS TO INSTALL SEWERS FOR TRACTS 8106 AND 8126 – MISSION CREEK, LOCATED ALONG SAN FRANCISCO PUBLIC UTILITIES COMMISSION (SFPUC) PROPERTY AT TANGELO COURT IN THE CITY OF FREMONT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated 42186 Palm Avenue Developers, LLC will construct residential units for Tracts 8106 and 8126 in the City of Fremont. The two tracts are separated by a strip of land owned by SFPUC, however, the parcels retain the right to install sewers across the property. On June 12, 2016, 42186 Palm Avenue Developers, LLC assigned Union Sanitary District the right to construct, maintain, use, repair, replace, and renew sewers. Staff requested the Board consider a resolution to accept the assignment of rights to install sewers for tracts 8106 and 8126 – Mission Creek, located along SFPUC property at Tangelo Court in the City of Fremont.

It was moved by Vice President Kite, seconded by Director Toy, to Adopt Resolution No. 2784 Accepting the Assignment of Rights to Install Sewers for Tracts 8106 and 8126 – Mission Creek Located Along San Francisco Public Utilities Commission (SFPUC) Property at Tangelo Court in the City of Fremont, California. Motion carried unanimously.

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RESOLUTION NO. 2784

ACCEPT THE ASSIGNMENT OF RIGHT TO INSTALL SEWERS
FOR TRACTS 8106 AND 8126 – MISSION CREEK
LOCATED ALONG SAN FRANCISCO PUBLIC UTILITIES COMMISSION
(SFPUC) PROPERTY AT TANGELO COURT
IN THE CITY OF FREMONT, CALIFORNIA

RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby accepts the Assignment of Right to Install Sewers from 42186 Palm Avenue Developers, LLC executed on June 12, 2015, as described in the Assignment of Right to Install Sewers and by attached Deed.

FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and attend to the recordation thereof.

On motion duly made and seconded, this resolution was adopted by the following vote on July 25, 2016:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:



ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District

Assignment of Right to Install Sewers

Vicinity Map, Tracts 8106 & 8126 - Mission Creek



Site

Legend

- Streets
- Railroads
- Parcels
- 2014 Aerial Photo



Printed: 7/18/2016 8:42:

For USD use only

Disclaimer:
The information on this map is provided by Union Sanitary District (USD) for internal use only. Such information is derived from multiple sources which may not be current, be outside the control of USD, and may be of indeterminate accuracy. The information provided herein may be inaccurate or out of date, and any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk.



CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE AERATION BASINS 5-7 DIFFUSER MEMBRANES REPLACEMENT PROJECT FROM GSE CONSTRUCTION COMPANY, INC. AND AUTHORIZE RECORDATION OF A NOTICE OF COMPLETION

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District operates a fine bubble aeration system in Aeration Basins 5 through 7 which distributes air to promote growth of microorganisms that feed on organic matter in wastewater. The system consists of a network of pipes and 9-inch diameter rubber disc diffuser membranes. The membranes have an anticipated life of five to seven years, and the membranes in Aeration Basins 5 through 7 were installed in 2004 and 2005. On March 28, 2016, the Board awarded a construction contract to replace 6,981 diffuser membranes to GSE Construction Company, Inc. GSE substantially completed the project on July 11, 2016. Staff recommended the Board accept the construction of the Aeration Basins 5-7 Diffuser Membranes Replacement Project from GSE Construction Company, Inc. and authorize the recordation of a Notice of Completion.

It was moved by Secretary Lathi, seconded by Director Fernandez, to Adopt Resolution No. 2785 Accepting Construction of the Aeration Basins 5-7 Diffuser Membranes Replacement Project Located in the City of Union City, California from GSE Construction Company, Inc.

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RESOLUTION NO. 2785

ACCEPT CONSTRUCTION OF THE
AERATION BASINS 5-7 DIFFUSER MEMBRANES REPLACEMENT
PROJECT LOCATED IN THE CITY OF UNION CITY, CALIFORNIA
FROM GSE CONSTRUCTION COMPANY, INC.

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Aeration Basins 5-7 Diffuser Membranes Replacement Project from GSE Construction Company, Inc. effective July 25, 2016.

FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and record a "Notice of Completion" for the Project.

On motion duly made and seconded, this resolution was adopted by the following vote on July 25, 2016:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:



ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District



2016194397

08/03/2016 08:57 AM

OFFICIAL RECORDS OF ALAMEDA COUNTY
STEVE MANNING
RECORDING FEE: 0.00

1 PG

**RECORDING REQUESTED BY
AND WHEN RECORDED
RETURN TO:**

**Regina McEvoy
Union Sanitary District
5072 Benson Road
Union City, CA 94587**

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the **UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on March 28, 2016, by said District and **GSE Construction Company, Inc.**, 6950 Preston Avenue, Livermore, CA 94551, Contractor for the Project, "Aeration Basins 5-7 Diffuser Membranes Replacement Project", was substantially completed on July 11, 2016 and accepted by said District on July 25, 2016.

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

The estate or interest of the owner is: FEE SIMPLE ABSOLUTE

The description of the site where said work was performed and completed is Union Sanitary District's Alvarado Wastewater Treatment Plant, located at 5072 Benson Road, Union City, CA 94587, County of Alameda, State of California.

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

Executed on July 27, 2016 at UNION CITY, CALIFORNIA.

PAUL R. ELDREDGE, P.E.
GENERAL MANAGER/DISTRICT ENGINEER
UNION SANITARY DISTRICT

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Cal-Card Quarterly Activity Report

Principle Financial Analyst Buckley stated there were 293 Cal-Card transactions totaling \$106,726.16 during the fourth quarter of FY 2016. The majority of expenses were for supplies, small equipment, training, and webinars. Per previous Board direction, vendor names were added to PayPal charges.

Solar and Cogeneration Facilities Operational Update

Technical Services Manager Ghossain stated the Alvarado Wastewater Treatment Plant Solar Carport, constructed in 2011, generated \$463,240 for a 52.3% simple payback to date. The Irvington Pump Station Solar Facility, constructed in 2012, generated \$1,792,668 for a 62.9% simple payback to date. The Cogeneration Facility, constructed in 2014, generated \$3,762,426 for a 31.4% simple payback to date. The table included in the Board meeting packet included maintenance costs and payback period to date, per previous Board direction.

Board of Directors Internal Committee Assignments for Fiscal Year 2017

President Handley noted the committee assignments for Fiscal Year 2017 and asked if there were any requests to trade Committee assignments. There were no requests from the Board.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology, Budget & Finance, and Legal/Community Affairs Committees met.

GENERAL MANAGER'S REPORT:

District Counsel Murphy stated she had received an inquiry from the Board requesting clarification regarding what would constitute a quorum for committee meetings. She stated both committee members would need to participate in order for a committee meeting to be held, as more than 50 percent is required to constitute a quorum. If for any reason only one Boardmember were available staff would be able to conduct a briefing, but it would not be an official committee meeting.

General Manager Eldredge reported the following:

- Environmental Compliance Outreach Representative Dattawalker will conduct a presentation at the Newark Rotary Club on Tuesday, July 26, 2016. General Manager Eldredge stated he would attend the presentation, and invited the Board to attend as well.
- The Oro Loma Levee tour will be held Friday, July 29, 2016, beginning at 10:00 a.m. at the Oro Loma Administrative Office.

- The California Association of Sanitation Agencies (CASA) Conference will be held in Monterey, August 10-12, 2016. The deadline to register for the conference is August 3, 2016.

OTHER BUSINESS:

Director Fernandez stated he was recently approached by the City Manager for the City of Union City who stated he was pleased with the District's work on Alvarado-Niles Road, complimented District staff, and stated the City had no complaints.

ADJOURNMENT:


The meeting was adjourned at 7:33 p.m. to the General Manager Evaluation Format Board Workshop to be held in the Alvarado Conference Room on Monday, August 1, 2016, at 6:30 p.m.

The Board will then adjourn to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, August 8, 2016, at 7:00 p.m.


SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD SECRETARY


ANJALI LATHI
SECRETARY

APPROVED:


TOM HANDLEY
PRESIDENT

Adopted this 8th day of August, 2016