

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
September 12, 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
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Armando Lopez, Treatment and Disposal Services Manager
Pamela Arends-King, Business Services Manager/CFO
Chris Pachmayer, Electrical/Support Team Coach
Michael Dunning, Environmental Compliance Coach
Regina McEvoy, Assistant to the General Manager/Board Secretary

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF AUGUST 16, 2016

It was moved by Vice President Kite, seconded by Director Fernandez, to approve the Minutes of the Special Meeting of August 16, 2016. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 22, 2016

It was moved by Secretary Lathi, seconded by Director Toy, to approve the Minutes of the Meeting of August 22, 2016. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2010, INTERNAL CONTROLS

This item was reviewed by the Audit Committee. Business Services Manager/CFO Arends-King stated one procedural change to the policy had been proposed. In the past, journal entries greater than \$10,000 were reviewed and approved by a second member of finance staff and the approval was verified and documented monthly by the Business Services Workgroup Manager. The proposed change would require all journal entries prepared by accounting staff to be reviewed by the Business Services Workgroup Manager/CFO. A redline showing proposed edits to the policy was included in the Board meeting packet. Staff recommended the Board approve proposed edits to Policy No. 2010, Internal Controls.

It was moved by Director Fernandez, seconded by Director Toy, to Approve Policy No. 2010, Internal Controls. Motion carried unanimously.

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2025, FRAUD IN THE WORKPLACE

This item was reviewed by the Audit Committee. Business Services Manager/CFO Arends-King stated the only changes proposed to the policy were to eliminate redundant wording. A redline showing proposed edits to the policy was included in the Board meeting packet. Staff recommended the Board approve proposed edits to Policy No. 2025, Fraud in the Workplace.

It was moved by Director Toy, seconded by Secretary Lathi, to Approve Policy No. 2025, Fraud in the Workplace. Motion carried unanimously.

AWARD THE CONSTRUCTION CONTRACT FOR THE SLUDGE DEGRITTER SYSTEM PROJECT TO KIEWIT INFRASTRUCTURE WEST COMPANY

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the two existing sludge degritters receive flow from Primary Clarifiers 1 through 6. When one of the degritters is out of service, the other unit does not have the capacity to process all of the primary sludge flow. Staff determined an additional degritter was needed to provide redundancy to the system. Sole sourcing of the new Hydro International Eutek Sludge Degritting System was authorized by the Board on May 9, 2016. There were four bids received for the Project, and Kiewit Infrastructure West Company submitted the lowest responsive and responsible bid. Staff recommended the Board award the construction contract, including Bid Alternate A, for the Sludge Degritter System Project to Kiewit Infrastructure West Company.

It was moved by Vice President Kite, seconded by Director Fernandez, to Award the Construction Contract, including Bid Alternate A, for the Sludge Degritter System Project to Kiewit Infrastructure West Company. Motion carried unanimously.

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

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the goal of the sewer master plan is to develop a long-term, capital improvement program for the Alvarado Basin that will provide adequate hydraulic capacity in the sewer system as well as address maintenance and structural problems in sewers within the basin. The Alvarado Basin master plan was last updated in 2008. On December 14, 2015, the Board authorized the General Manager to execute an Agreement and Task Order No. 1 with RMC in an amount not to exceed \$89,800, for the condition assessment and wet weather monitoring portion of the master plan update. Task Order No. 1 was completed in August 2016, and Task Order No. 2 is now needed to conduct the capacity assessment portion of the Master Plan Update. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with RMC for an amount not to exceed \$167,880 for the Alvarado Basin Master Plan Update – Capacity Assessment.

It was moved by Secretary Lathi, seconded by Director Toy, to Authorize the General Manager to execute Task Order No. 2 with RMC Water and Environment for the Alvarado Basin Master Plan Update. Motion carried unanimously.

CONSIDER A RESOLUTION TO ACCEPT A SANITARY SEWER EASEMENT AND QUITCLAIM A PORTION OF ONE EXISTING SANITARY SEWER EASEMENT FOR TRACT 8035 – PATTERSON RANCH, LOCATED ALONG HALF HITCH STREET BETWEEN PASEO PADRE PARKWAY AND RANCHO DEL NORTE DRIVE IN THE CITY OF FREMONT

This item was reviewed by the Legal/Community Affairs Committee. Technical Services Manager Ghossain stated Fremont Pat Ranch, LLC, is constructing 266 residential units for Tract 8035. The alignment of the existing sanitary sewer and corresponding easement conflicts with the proposed streets and parcel layout of the development, and Fremont Pat Ranch, LLC was required to relocate the existing sewer main and grant a new easement to the District. Construction of the relocated sewer main has been completed and Fremont Pat Ranch, LLC has granted the District a new easement. Staff recommended the Board adopt a resolution to accept a sanitary sewer easement and quitclaim a portion of one existing sanitary sewer easement for Tract 8035 – Patterson Ranch located along Half Hitch Street between Paseo Padre Parkway and Rancho Del Norte Drive in the City of Fremont.

It was moved by Secretary Lathi, seconded by Director Fernandez, to Adopt Resolution No. 2787, Accepting a Sanitary Sewer Easement and Quitclaim a Portion of One Existing Sanitary Sewer Easement for Tract 8035 – Patterson Ranch, Located along Half Hitch Street between Paseo Padre Parkway and Rancho Del Norte Drive in the City of Fremont. Motion carried unanimously.

####

RESOLUTION NO. 2787

**ACCEPT A SANITARY SEWER EASEMENT AND QUITCLAIM A PORTION
OF ONE EXISTING SANITARY SEWER EASEMENT FOR TRACT 8035 –
PATTERSON RANCH LOCATED ALONG HALF HITCH STREET BETWEEN
PASEO PADRE PARKWAY AND RANCHO DEL NORTE DRIVE
IN THE CITY OF FREMONT, CA**

RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby accepts the Grant of Easement from Fremont Pat Ranch, LLC, executed on March 16, 2015, as described in the Grant of Easement for Sanitary Sewer Purposes and by the legal description and plat map, attached as Exhibit A and Exhibit B, respectively.

FURTHER RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby quitclaims its interest in a portion of the 15-foot wide sanitary sewer easement in Tract 8035 located in the City of Fremont and as described in the Quitclaim Deed and by the legal description and plat map, attached as Exhibit C and Exhibit D, respectively.

FURTHER RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby authorizes the General Manager, or his designees, to attend to the recordation thereof.

On motion duly made and seconded, this resolution was adopted by the following vote on September 12, 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

CONSIDER A RESOLUTION TO ACCEPT A SANITARY SEWER EASEMENT FOR TRACT 8177 – TERRA BELLA, LOCATED NEAR THE INTERSECTION OF BEARD ROAD AND FREMONT BOULEVARD IN THE CITY OF FREMONT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated Standard Pacific Corporation is constructing 45 attached and detached single family residential units for Tract 8177. Sanitary sewer service to the development will be provided by a new sewer main connected to an existing sewer main. Standard Pacific Corporation has constructed the new sewer main and granted the District an easement to provide for access, maintenance, and service. Staff recommended the Board adopt a resolution to accept a sanitary sewer easement for Tract 8177 – Terra Bella, located near the intersection of Beard Road and Fremont Boulevard in the City of Fremont.

It was moved by Secretary Lathi, seconded by Director Toy, to Adopt Resolution No. 2788, Accepting a Sanitary Sewer Easement for Tract 8177 – Terra Bella, Located Near the Intersection of Beard Road and Fremont Boulevard in the City of Fremont. Motion carried unanimously.

####

RESOLUTION NO. 2788

**ACCEPT A SANITARY SEWER EASEMENT FOR
TRACT 8177 – TERRA BELLA
LOCATED NEAR BEARD ROAD AND FREMONT BOULEVARD
IN THE CITY OF FREMONT, CALIFORNIA**

RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby accepts the Grant of Easement from Standard Pacific Corporation, executed on February 27, 2015, as described in the Grant of Easement for Sanitary Sewer Purposes and by attached Exhibit A and Exhibit B.

FURTHER RESOLVED by the Board of Directors of UNION SANITARY DISTRICT that it hereby authorizes the General Manager/District Engineer, or his designee, to attend to the recordation thereof.


On motion duly made and seconded, this resolution was adopted by the following vote on September 12, 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

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

Report on the East Bay Dischargers Authority (EBDA) Meeting of August 18, 2016

Staff prepared a desk item for this report. Hard copies of the desk item were distributed at the meeting and will be added to the September 12, 2016, Board meeting packet. Director Toy provided an overview of the EBDA meeting notes included in the Board meeting packet.

California Association of Sanitation Agencies (CASA) 61st Annual Conference

General Manager Eldredge stated he attended the 61st Annual CASA Conference held in Monterey, August 10 – 12, 2016. General Manager Eldredge provided a verbal update regarding the sessions he attended during the conference.

Upcoming Environmental Outreach Events

Technical Services Manager Ghossain provided an overview of the following upcoming Environmental Compliance Team outreach events:

- Saturday, September 17, 2016 – California Coastal Cleanup Day
- Sunday, September 18, 2016 – Newark Days Community Information Faire
- Saturday, October 1, 2016 – Science in the Park

COMMITTEE MEETING REPORTS:

The Audit, Legal/Community Affairs, and Engineering and Information Technology Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- During the Open House in May of 2015, staff met an individual by the name of Ratinesh Prasad who expressed an interest in the District's team based culture. Ratinesh interviewed General Manager Eldredge and Organizational Performance Program Manager Brenner for a research project he completed for a Masters of Public Administration course. Mr. Prasad will provide a presentation based on his findings at a Board meeting in October.
- Staff recently discovered illegal dumping at a District owned property located on Stevenson Boulevard near the Fremont and Newark border. The material appears to be construction related and covers the entire one acre property. Staff will look into the matter and try to find out who is responsible. The property will soon be surrounded by a fence to prevent unauthorized access.
- The replacement Cogen Engine was delivered and will be installed.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 8:10 p.m. to the next scheduled Regular Board Meeting to be held in the Boardroom on Monday, September 26, 2016, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
BOARD SECRETARY

ATTEST:


ANJALI LATHI
SECRETARY

APPROVED:


TOM HANDLEY
PRESIDENT

Adopted this 26th day of September, 2016