

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
January 8, 2018**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Leah Castella, District Counsel
James Schofield, Collection Services Manager
Sami Ghossain, Technical Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Mitchell Costello, Treatment and Disposal Services Coach
Laurie Brenner, Business Services Team Coach
Curtis Bosick, Associate Engineer
Danielle Lemos, Administrative Specialist
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 12, 2017

It was moved by Vice President Lathi, seconded by Secretary Fernandez, to approve the Minutes of the Special Meeting of December 12, 2017. Motion carried with the following vote:

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

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 18, 2017

It was moved by Vice President Lathi, seconded by Secretary Fernandez, to approve the Minutes of the Special Meeting of December 18, 2017. Motion carried with the following vote:

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

NOVEMBER 2017 MONTHLY OPERATIONS REPORT

This item was reviewed by the Legal/Community Affairs and Budget & Finance Committees. General Manager Eldredge stated the District received two odor complaints during November 2017. Business Services Coach Brenner provided an overview of the financial reports included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

CONSIDER A RESOLUTION TO APPROVE REVISED POLICY NO. 2760, STANDARDIZED EQUIPMENT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated District staff have standardized certain equipment to single manufacturers for specific reasons. Staff developed the Standardized Equipment Guidelines to provide selection criteria and a process for evaluating equipment for the Standardized Equipment List every three years. Proposed edits to Standardized Equipment Policy No. 2760 were outlined in the Board meeting packet. Staff recommended the Board adopt the proposed resolution to approve revisions to Policy No. 2760, Standardized Equipment, amending procedures for designating standardized equipment, approving the new Standardized Equipment List, and designating the General Manager (or his or her designee) to modify the Standardized Equipment List and approve standardized equipment for projects.

It was moved by Secretary Fernandez, seconded by Vice President Lathi, to Adopt Resolution No. 2822 Approving Revised Policy No. 2760 – Standardized Equipment, Amending Procedures for Designating Standardized Equipment, Approving the New Standardized Equipment List, and Designating the General Manager (or his or her designee) to Modify the Standardized Equipment List and Approve Standardized Equipment for Projects. Motion carried unanimously.

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RESOLUTION NO. 2822
APPROVE REVISED POLICY NO. 2760 – STANDARDIZED EQUIPMENT

WHEREAS, the Union Sanitary District approved Policy No. 2760 – Standardized Equipment Policy and Attachments A through C on December 8, 2014, and the policy is established to provide the guidelines for maintaining and approving a Standardized Equipment List and the procedures for evaluating mechanical, electrical, and instrumentation equipment for inclusion in the List; and

WHEREAS, Section 3400 of the California Public Contract Code allows exceptions to the requirement to include “or equal” in the specifications for bids in connection with public work projects; and

WHEREAS, the formal bidding procedures would be unavailing for the acquisition of the products in the Standardized Equipment List since the equipment is either proprietary or is intended to match existing assets, for reasons including that maintenance costs associated with multiple suppliers of equipment would exceed the benefit of competitive bidding; and

WHEREAS, the Union Sanitary District adopted, by Resolution No. 2744, the updated 2014 Standardized Equipment List for use on projects at Union Sanitary District facilities on December 8, 2014 for a period of three years; and

WHEREAS, the Union Sanitary District revised Policy No. 2760 – Standardized Equipment and Attachments A through C, including the updated Standardized Equipment List; and

WHEREAS, the Board of Directors desires to designate the General Manager, or his or her designee, to modify the Standardized Equipment List and to approve sole source equipment for projects, as set forth in the proposed Policy No. 2760.

NOW, THEREFORE, BE IT RESOLVED that the UNION SANITARY DISTRICT hereby approves the revised Policy No. 2760 – Standardized Equipment Policy and Attachments A through C. The policy and Standardized Equipment List shall be effective for a period of three years, and shall expire on January 8, 2021.

On motion duly made and seconded, this resolution was adopted by the following vote on January 8, 2018:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



PAT KITE
President, Board of Directors
Union Sanitary District

Attest:



MANNY FERNANDEZ
Secretary, Board of Directors
Union Sanitary District

Union Sanitary District Policy

Effective date: January 8, 2018	Standardized Equipment Policy	Policy Number 2760 Page 1 of 4
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Policy

This policy is established to provide the guidelines for maintaining and approving a Standardized Equipment List and the procedures for evaluating mechanical, electrical, and instrumentation equipment for inclusion in the list.

Purpose

The District’s operating and maintenance Staff has standardized certain mechanical, electrical, and instrumentation equipment to single manufacturers include proven equipment reliability and quality; equipment capability to address specific operational or maintenance issues; substantial training costs invested by Staff to operate and maintain the specialized equipment; matching existing equipment to reduce spare parts inventory and training on multiple equipment types; and availability of affordable parts.

The purpose of this policy is to:

- Set the guidelines for evaluating the mechanical, electrical, and instrumentation equipment to be included in the Standardized Equipment List.
- Provide a process for the District to review the current Standardized Equipment List and to update the list every three (3) years (“Three Year Review”) and approve the new Standardized Equipment List.
- Provide an approval process for the District’s General Manager, or his or her designee, to review Staff’s recommendation for changes to the guidelines and the Standardized Equipment List prior to the next Three-Year Review.

Definitions

California Public Contract Code (PCC)

The Public Contract Code enacted by the California State Legislature, which consists of all public contract law, to achieve the following objectives:

- (a) To clarify the law with respect to competitive bidding requirements.
- (b) To ensure full compliance with competitive bidding statutes as a means of protecting the public from misuse of public funds.

- (c) To provide all qualified bidders with a fair opportunity to enter the bidding process, thereby stimulating competition in a manner conducive to sound fiscal practices.
- (d) To eliminate favoritism, fraud, and corruption in the awarding of public contracts.

Project

Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District owned sewer facilities or property.

Sole Source

A company contracted, without competition, to be the sole supplier of a product or service.

Staff

The District's Engineering and Operations and Maintenance Staff.

Standardized Equipment List

The list of equipment approved by the Union Sanitary District pursuant to this policy that can be identified in a project's technical specifications to a single manufacturer and/or equipment model or model family. This is sometimes referred to as "sole sourcing" equipment. The District can, but is not obligated to, specify the equipment from the Standardized Equipment List in a project's technical specifications.

Standardized Equipment Selection Criteria

Two selection criteria developed by Staff to evaluate equipment that either (a) matches existing equipment already used on District facilities or (b) is only available from one manufacturer source, as set forth in Public Contract Code 3400.

Procedure

Staff shall utilize the following guidelines for evaluating the equipment to be included in the Standardized Equipment List:

1. The Standardized Equipment List was initially developed by Staff through evaluating the District's equipment that met the Standardized Equipment Selection Criteria.
2. Every three years, Staff shall review the Standardized Equipment List and determine whether the equipment on the list continues to meet the standards set forth in the Standardized Equipment Selection Criteria and whether new equipment shall be considered to be included on the list.
3. If the evaluation determines that the equipment on the Standardized Equipment List no longer meets the standards in the Standardized Equipment Selection Criteria, Staff shall recommend the equipment be deleted from the list. If Staff determines that the

equipment on the list still meets the standards in the Standardized Equipment Selection Criteria, no changes to the list shall be recommended.

4. At the Three Year Review, if a Staff member requests to include new equipment on the Standardized Equipment List, he or she shall notify the Capital Improvement Project (CIP) Coach. The CIP Coach will evaluate the request to ensure compliance with Section 3400 of the California Public Contract Code and the Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the CIP Coach shall recommend to the Executive Team to standardize the equipment and amend the Standardized Equipment List to include the new equipment. If the Executive Team approves the recommendation, staff shall proceed with a final recommendation to the Board of Directors for approval consideration.
 - b. If the evaluation determines the request to be not viable, the CIP Coach will report back to the requester(s) with the reason(s) the request was denied. The CIP Coach will discuss with the requester feasible options that meet the equipment and requester's needs.
5. Staff has recommended the Standardized Equipment List in Attachment A for this Three Year Review, which is approved together with this policy. Staff shall utilize the List for three years, after which these guidelines shall be repeated.
6. Prior to the next Three Year Review, Staff may request new equipment to be sole sourced to accommodate project needs. The CIP Coach shall evaluate the request to ensure compliance with Section 3400 of the California Public Contract Code and the Standardized Equipment Selection Criteria.
 - a. If the evaluation determines the request is viable, the CIP Coach shall recommend to the Executive Team whether to sole source the equipment for the current project only or to amend the Standardized Equipment List to include the new equipment. If the Executive Team agrees with the recommendation, the CIP Coach shall proceed with a recommendation to the General Manager or his or her designee for approval consideration. If the General Manager or his or her designee, in consultation with District Legal Counsel, approves the request, the project specifications and/or the Standardized Equipment List shall be amended to include the new equipment. If the General Manager or his or her designee denies the request, the CIP Coach will proceed with 6(b) below.
 - b. If the evaluation determines the request to be not viable, the CIP Coach will report back to the requester(s) with the reason(s) the request was denied. The CIP Coach will discuss with the requester possible options that meet the equipment and requester's needs. After the discussion, the CIP Coach shall coordinate with the design consultant to ensure the specification is drafted with performance requirements that will meet the District's needs and to include "or equal" in the specification. The CIP Coach will also ensure the specification is not proprietary in nature that could exclude all but one manufacturer.

- 7. When an invitation for bids or request for proposals is issued with sole sourced or standardized equipment, the General Manager or his or her designee shall include the finding required by Public Contract Code 3400(c) that the material, product, service or thing is designated for one of the following purposes: (a) in order to match other products in use on a particular public improvement either completed or in the course of completion; or (b) in order to obtain a necessary item that is only available from one source.
- 8. If concerns emerge over approved sole sourced or standardized equipment, the General Manager or his or her designee is authorized under Public Contract Code Section 3400 to issue an invitation for bids or request for proposals that a particular material, product, thing, or service designated by specific brand or trade name in order that a field test or experiment may be made to determine the product’s suitability for future use.

Employee Responsibility

Employees are responsible for adhering to the procedures established by this policy and requesting Management approval whenever they have recommendations for changes to the guidelines and the Standardized Equipment List.

Management Responsibility

Management is responsible for ensuring that this policy is followed and that the Standardized Equipment List is reviewed and approved by the Board of Directors every three years.

References and Notes

- Attachment A – 2018 Standardized Equipment List
- Attachment B – California Public Contract Code Section 3400
- Attachment C – Standardized Equipment Selection Criteria

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Standardized Equipment	2760	December 8, 2014

Approved by: Board of Directors, January 8, 2018
 Author/owner: CIP Coach
 Reviewers: Executive Team
 Notify Person: CIP Coach
 Revision frequency: Every three years
 Next Review: January 2021

**Attachment A – 2018 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018**

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Plug Valves (4-inch diameter and greater)	Dezurik	Eccentric Plug Valves (PEC)	640+	\$3,000	<p>Plug valves are used to isolate the flow of water, wastewater, sludge, and grit at District facilities. They have a simple operation and are typically more economical than other types of valves.</p> <p>Staff has previously used plug valves by other manufacturers but found the Dezurik plug valves to be more reliable and durable. Maintenance staff has also received very good customer support from the local sales representative.</p>
Air / Vacuum Relief Valves	Vent-O-Mat	RGX Series	36	\$5,500	<p>The air / vacuum relief valves are important components in the operation and maintenance of the twin force main pipelines. Along with the surge towers located at Newark and Irvington Pump Stations, the air / vacuum relief valves reduce the effects of water hammer (sudden changes in the flow rate of wastewater) in the twin force main pipelines.</p> <p>Staff has previously used air / vacuum relief valves by other manufacturers but found the Vent-O-Mat units to function more reliably and are easier to maintain.</p>

**Attachment A – 2018 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018**

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Wastewater Centrifugal Pumps and Motors	Wemco	Wemco-Hidrostal Submersible Screw-Centrifugal Impeller Pump	20	\$110,000	<p>In 1998, staff conducted an in-depth analysis of the dry-pit submersible pumps and motors prior to the Alvarado Influent Pump Station Expansion Project to address problems, such as clogging, high vibrations, and limited operating range associated with the old line-shaft pumps. The analysis included a comparison of pumps from other manufacturers.</p> <p>Based on the results of the analysis, staff selected Wemco as the sole-source supplier for the raw wastewater pumps and motors for the Alvarado Influent Pump Station. Staff has subsequently standardized to the Wemco pumps at the Irvington Pump Station, Newark Pump Station, and Boyce Road Lift Station.</p>
Centrifugal Pumps and Motors (sludge mixing pumps)	Wemco	Wemco-Hidrostal Screw-Centrifugal Impeller Pump	7	\$90,000	<p>The original sludge mixing pumps did not perform well due to its inability to pass large clumps of rags. This resulted in a limited mixing operation, which increased the risk of a large mat formation in the digester and created operational problems with mixing and generation of methane gas. This also caused operations staff to frequently take the pumps out of service in order to remove the rags that are caught in the pumps.</p> <p>Based on the success with the non-clog capabilities of the Wemco-Hidrostal submersible screw-centrifugal impeller pumps at the wastewater pump stations, staff decided to replace the existing sludge mixing pump at Primary Digester No. 2 with the Wemco-Hidrostal Screw Centrifugal Impeller Pump in 2003. Due to this success, staff has standardized the sludge mixing pumps to the Wemco units.</p>

**Attachment A – 2018 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018**

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Recessed Impeller Pumps (sludge pumping)	Wemco Pump	Model C	16	\$50,000	The Wemco Model C recessed impeller pumps were first installed at the District during the 1991 Interim Improvements Project to pump primary sludge from the primary clarifiers. These pumps are still in operation. Due to the Wemco Model C's ability to pass fibrous and stringy materials with the sludge, good operational reliability, and ease of maintenance, staff also installed them as sludge recirculation pumps at the primary digesters.
Chemical Metering Pumps	Milton Roy	Milroyal B High Performance Diaphragm Pump	16	\$18,000	Metering pumps are used to deliver chemicals for various plant treatment processes such as effluent disinfection and odor control at the plant and remote pump stations. The District has been using Milton Roy metering pumps for dispensing chemicals since the late 1980s. Based on the historical success of these pumps and to match the other metering pumps at the District, on November 23, 2015, the Board approved staff to specify Milton Roy as the sole-source manufacturer/supplier for the six replacement chemical metering pumps at the Odor Control Building and Maintenance Building Shop for the Chemical Tanks and Piping Replacement Project. Staff selected the Milton Roy units as the pumps continue to have very few maintenance and operational issues.
Motorized Valve Operators	Rotork	IQ Series	230+	\$8,000	Typically, staff has installed motorized valve operators on all valves and gates that require many turns of the stem to fully open or close, are inaccessible, and / or require automatic control. The motorized valve operators allow staff to actuate the valves and gates much quicker and in a safe manner. Staff has previously used motorized valve operators by other manufacturers but found the Rotork units to be more reliable and the customer service more responsive and dependable.

**Attachment A – 2018 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018**

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Gas Monitoring Systems	Mining Safety Appliances Company (MSA)	Ultima Series	19	\$2,500 to \$8,500	<p>Gas monitoring systems are required by the National Fire Protection Association and the National Electrical Code to be installed in areas where combustible gases may be present. Additionally, gas monitoring systems are installed in areas where staff may have exposure to hydrogen sulfide gases. The gas monitoring systems typically measure levels of combustible gases, hydrogen sulfide, and / or oxygen. The systems are critical to maintaining a safe environment for staff, equipment and processes.</p> <p>Staff has found the MSA units more reliable and the gas sensors easier to calibrate.</p>

**Attachment A – 2018 STANDARDIZED EQUIPMENT LIST
Board Approval Date – January 8, 2018**

Equipment Description	Manufacturer	Type/Model/Series	Quantity of Units Installed at USD Facilities	Average Unit Cost, excludes sales tax	Comments
Programmable Logic Controllers (PLC)	Allen Bradley	Logix Series of Controllers, and Associated Support Hardware and Software	34	\$10,000 to \$20,000 (hardware cost only; does not include enclosures, installation, wire terminations, and programming)	<p>PLCs are located at every plant process building and the remote pump and lift stations and are critical to the operation of the District's facilities. They provide automatic controls of the equipment by continuously monitoring and adjusting the equipment's operating parameters as flow or process conditions vary.</p> <p>The Allen Bradley PLC has advanced communication and networking technologies and is easier to program and troubleshoot. Staff has been extremely pleased with the Allen Bradley PLC.</p> <p>The Allen Bradley Logix series of controllers has seven models depending on the complexity of the system being monitored and controlled. The ControlLogix controller is the most robust and staff will utilize this controller in most of the District's applications. However, there will be some small to mid-size applications where the CompactLogix controller system would serve the need and is more cost effective.</p> <p>PLCs from other manufacturers would require different programming and configuration software than those for the Allen Bradley units. It is important that the PLC's are standardized to Allen Bradley since staff has already invested many training hours to learn the programming of the units.</p>

Attachment B

Section 3400 California Public Contract Code

(a) The Legislature finds and declares that it is the intent of this section to encourage contractors and manufacturers to develop and implement new and ingenious materials, products, and services that function as well, in all essential respects, as materials, products, and services that are required by a contract, but at a lower cost to taxpayers.

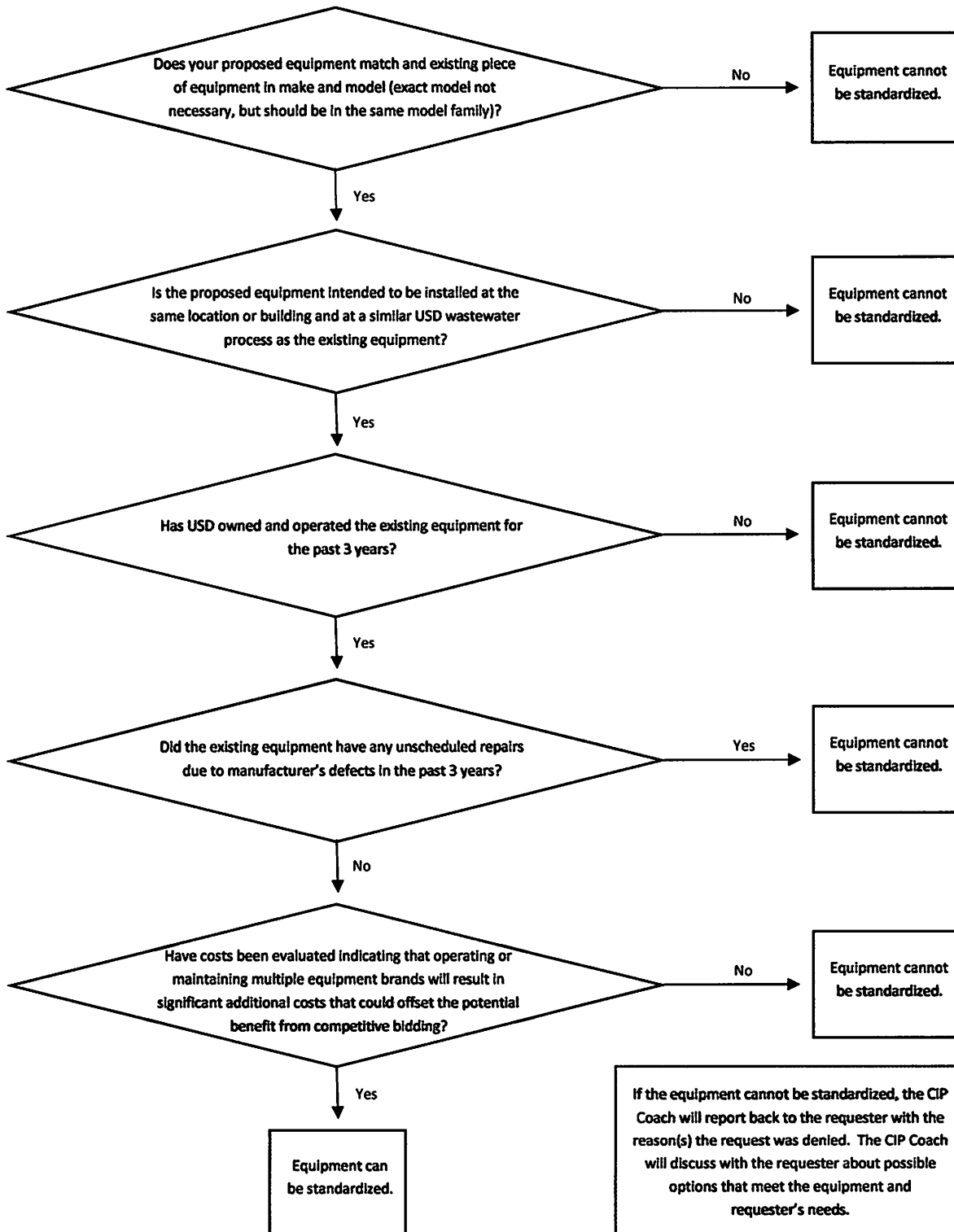
(b) No agency of the state, nor any political subdivision, municipal corporation, or district, nor any public officer or person charged with the letting of contracts for the construction, alteration, or repair of public works, shall draft or cause to be drafted specifications for bids, in connection with the construction, alteration, or repair of public works, (1) in a manner that limits the bidding, directly or indirectly, to any one specific concern, or (2) calling for a designated material, product, thing, or service by specific brand or trade name unless the specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In applying this section, the specifying agency shall, if aware of an equal product manufactured in this state, name that product in the specification. Specifications shall provide a period of time prior to or after, or prior to and after, the award of the contract for submission of data substantiating a request for a substitution of "an equal" item. If no time period is specified, data may be submitted any time within 35 days after the award of the contract.

(c) Subdivision (b) is not applicable if the awarding authority, or its designee, makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

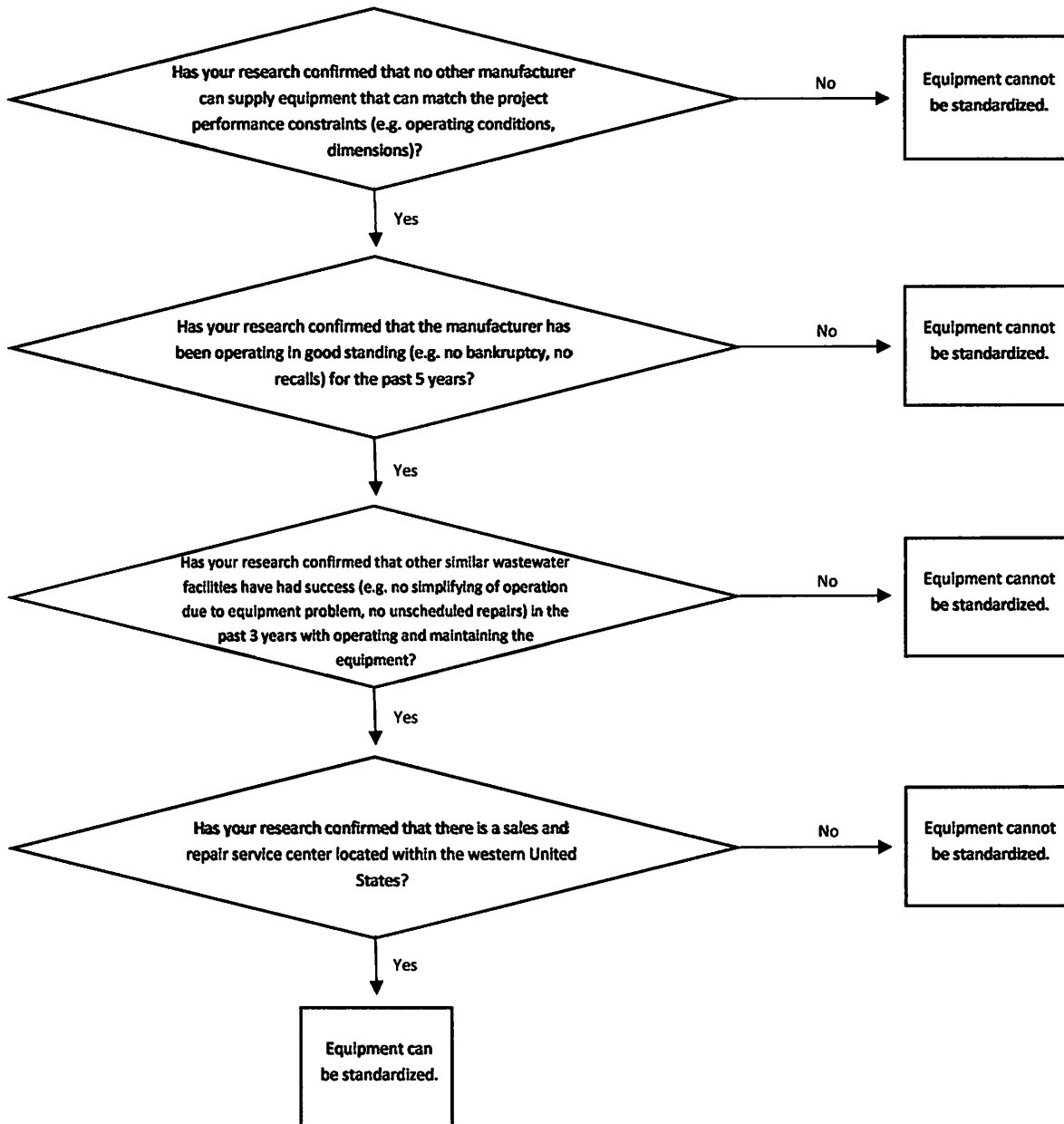
- (1) In order that a field test or experiment may be made to determine the product's suitability for future use.
- (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.
- (3) In order to obtain a necessary item that is only available from one source.
- (4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.
(B) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.

Attachment C – Standardized Equipment Selection Criteria

“Match Existing Equipment”



“Equipment Available From One Source”



If the equipment cannot be standardized, the CIP Coach will report back to the requester with the reason(s) the request was denied. The CIP Coach will discuss with the requester about possible options that meet the equipment and requester's needs.

CONSIDER APPROVAL OF UPDATED POLICY NO. 2080, PROJECT EXPENDITURES

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District's Project Expenditures policy was updated by the Manager of Technical Services and reviewed by the Executive Team. Proposed edits to Policy No. 2080, Project Expenditures, were outlined in the Board meeting packet. Staff recommended the Board approve updates to Policy No. 2080, Project Expenditures.

It was moved by Director Handley, seconded by Vice President Lathi, to Approve Updates to Policy No. 2080, Project Expenditures. Motion carried unanimously.

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE THICKENER CONTROL BUILDING IMPROVEMENTS 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 Board awarded the Thickener Control Building Improvements Project to GSE Construction Company on May 27, 2014. Carollo Engineers completed design of the Project in January 2014, and The Covello Group provided construction management and general inspection services during construction. GSE substantially completed all contract work March 3, 2017, and staff awaited completion of field punchlist items and contract change order negotiations before recommending project acceptance. Staff recommended the Board consider a resolution to accept construction of the Thickener Control Building Improvements Project from GSE Construction Company, Inc., and authorize recordation of a Notice of Completion.

It was moved by Director Handley, seconded by Secretary Fernandez, to Adopt Resolution No. 2823 Accepting Construction of the Thickener Control Building Improvements Project Located in the City of Union City, California, from GSE Construction Company, Inc. and Authorize Recordation of a Notice of Completion. Motion carried unanimously.

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RESOLUTION NO. 2823

**ACCEPT CONSTRUCTION OF THE
THICKENER CONTROL BUILDING IMPROVEMENTS 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 Thickener Control Building Improvements Project from GSE Construction Company, Inc., effective January 8, 2018.

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 January 8, 2018:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



PAT KITE
President, Board of Directors
Union Sanitary District

Attest:



MANNY FERNANDEZ
Secretary, Board of Directors
Union Sanitary District

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH CAROLLO ENGINEERS FOR THE PLANT ASSET CONDITION ASSESSMENT UPDATE STUDY

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated District staff prepare for renewal and replacement of Alvarado Wastewater Treatment Plant (WWTP) facilities by conducting regular condition assessments and life cycle evaluations of the WWTP facilities. The goal of the Condition Assessment Study is to update the long-term Capital Improvement Program for the WWTP to address maintenance, economic, and high-risk conditions in assets within the plant. Staff prepared a Request for Proposal for the Plant Asset Condition Assessment Update Study, and it was published in September 2017. Following a review of proposals received, Carollo Engineers was selected for the Study. Staff estimate Carollo will complete the condition assessment task in Spring 2018, and submit the report by June 2018. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 in the amount of \$118,881 with Carollo Engineers for the Plant Asset Condition Assessment Update Study.

It was moved by Secretary Fernandez, seconded by Director Handley, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 in the Amount of \$118,881 with Carollo Engineers for the Plant Asset Condition Assessment Update Study. Motion carried unanimously.

INFORMATION ITEMS:

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Introduced Danielle Lemos as the new Capital Improvements Projects Team Administrative Specialist.
- The deadline to register for the California Association of Sanitation Agencies Winter Conference is January 9, 2018.
- The District will consider purchasing tote bags to distribute at the 2018 Centennial Open House.
- Recruitment interviews for the East Bay Dischargers Authority (EBDA) General Manager will be held at USD on January 12, 2018.
- General Manager Eldredge shared photos from the recent EBDA pipeline inspection.

OTHER BUSINESS:

There was no other business.


ADJOURNMENT:

The meeting was adjourned at 7:30 p.m. to the next Board Meeting in the Boardroom on Monday, January 22, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD CLERK


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 22nd day of January 2018