

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
February 26, 2018**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Pat Kite, President
Manny Fernandez, Secretary

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
James Schofield, Collection Services Manager
Sami Ghossain, Technical Services Manager
Armando Lopez, Treatment and Disposal Services Manager
Laurie Brenner, Business Services Team Coach
Chris Pachmayer, Electrical Team Coach
Scott Martin, Mechanical Team Coach
Gene Boucher, Human Resources Manager
Tim Grillo, Research and Support Team Coach
Karoline Terrazas, Training and Emergency Response Program Manager
Sol Cooper, Mechanic
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters
Roelle Balan, Tri-City Voice Newspaper

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2018

It was moved by Director Handley, seconded by Director Toy, to approve the Minutes of the Regular Meeting of February 12, 2018. Motion carried with the following vote:

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

BALANCED SCORECARD

- a. Second Quarter Fiscal Year 2018 District-wide Balanced Scorecard Measures
 - Business Services Coach Brenner presented the report that summarized the District's progress toward strategic objectives for the second quarter of Fiscal Year 2017-2018, which ran from October 1, 2017 through December 31, 2017.
- b. Balanced Scorecard for the Treatment and Disposal Services Work Group
 - Treatment and Disposal Services Manager Lopez presented the Treatment and Disposal Services Work Group scorecard for the first two quarters of Fiscal Year 2018 and included a recap of Fiscal Year 2017.
- c. Balanced Scorecard for the Fabrication, Maintenance, and Construction Work Group
 - Electrical Team Coach Pachmayer presented the Fabrication, Maintenance, and Construction Work Group scorecard for the first two quarters of Fiscal Year 2018 and included a recap of Fiscal Year 2017.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

CALPERS ACTUARIAL VALUATION AS OF JUNE 30, 2016

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner presented the actuarial report on the District's pension plan that is received annually from the California Public Employees' Retirement System (CalPERS).

The Budget & Finance Committee discussed the Projected Future Employer Contributions table included in the Board meeting packet. General Manager Eldredge proposed the table be revised in the future to include the percentage and dollar amount for the Employers Normal Cost, Employer Contribution, Employee Contribution, Total Employer Contribution, and Projected Payroll. The Board agreed the proposed changes would provide greater clarity to the table.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CH2M HILL ENGINEERS, INC. FOR THE ODOR CONTROL ALTERNATIVES STUDY

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board authorized execution of Task Order No. 1 with CH2M HILL for the Odor Control Alternatives Study on January 9, 2017. Task Order No. 1 included review of findings from previous odor control and sampling records, air sampling at and in the general vicinity of the wastewater treatment plant (WWTP), and a dispersion model of the WWTP facilities under different weather conditions. During air sampling events, CH2M and District staff identified vapor phase odors at the WWTP seemed

to be significantly reduced with the occasional dosing of various chemicals in the collection system. The objective of Task Order No. 2 will be to authorize CH2M to conduct sampling and evaluation of the collection system and force main odors, and to conduct bench tests of various chemicals to determine chemical dosing rates and odor reduction in wastewater before it reaches the WWTP. CH2M will also assist in developing a strategy to meet the Bay Area Air Quality Management District's Regulation 11, Rule 18. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with CH2M HILL Engineers, Inc. in the amount of \$190,033 for the Odor Control Alternatives Study.

It was moved by Director Handley, seconded by Director Toy, to Authorize the General Manager to Execute Task Order No. 2 with CH2M HILL Engineers, Inc. in the Amount of \$190,033 for the Odor Control Alternatives Study. Motion carried with the following vote:

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

CONSIDER A RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES FOR FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND STATE OFFICE OF EMERGENCY SERVICES (OES) DISASTER ASSISTANCE

This item was reviewed by the Legal/Community Affairs Committee. Training and Emergency Response Program Manager Terrazas stated FEMA administers the federal disaster assistance programs, and the State OES administers state disaster assistance programs. To be eligible for funding, OES requires the District to complete and submit the Cal OES 130 "Designation of Applicant's Agent Resolution" every three years. Staff recommended the Board adopt a resolution designating the General Manager, Collection Services Manager, and Technical Services Manager as authorized representatives for FEMA and State OES disaster assistance.

It was moved by Director Toy, seconded by Director Handley, to Adopt Resolution No. 2826 Designating Authorized Representatives for FEMA and State OES Disaster Assistance, and Direct Staff to Complete and Submit the Cal OES 130 Form, Resolution, and Cover Letter. Motion carried with the following vote:

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

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RESOLUTION NO. 2826

**RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES
FOR FEMA AND STATE OES DISASTER ASSISTANCE**

WHEREAS, the Board of Directors of the UNION SANITARY DISTRICT, Alameda County, California, intends to designate authorized representatives for FEMA and the Governor's Office of Emergency Services Disaster Assistance; and

WHEREAS, the Board intends to be prepared to the best of its ability in the event of a disaster; and

WHEREAS, the Office of Emergency Services requires the Grantee to certify by Designation of Applicant's Agent Resolution (OES Form 130), Union Sanitary District Agents, by title, to be passed and approved by the Board of Directors with a certified copy to the Governor's Office of Emergency Services.

NOW, THEREFORE, BE IT RESOLVED that the General Manager, or the Collection Services Manager, or the Technical Services Manager is hereby authorized to execute for and on behalf of the Union Sanitary District, a public entity established under the laws of the State of California, this application and to file it in the Governor's Office of Emergency Services for the purpose of obtaining certain federal assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act; and

BE IT FURTHER RESOLVED that the Union Sanitary District, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance, the assurances and agreements required.

On motion duly made and seconded, this resolution was adopted by the Board of Directors of UNION SANITARY DISTRICT, Alameda County, California, by the following vote on February 26, 2018:

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



PAT KITE
President, Board of Directors
Union Sanitary District

Attest:



MANNY FERNANDEZ
Secretary, Board of Directors
Union Sanitary District

INFORMATION ITEMS:

Bay Area Air Quality Management District (BAAQMD) Regulation 11, Rule 18

This item was reviewed by the Legal/Community Affairs Committee. Research and Support Team Coach Grillo stated the Bay Area Air Quality Management District adopted Regulation 11, Rule 18 (Rule 11-18) November 15, 2017. The intent of the Rule is to protect public health from toxic air pollution from existing facilities. The Rule is applicable to facilities ranging in size from large-scale plants such as factories, oil refineries, and WWTP's to smaller operators including back-up generators and gas stations. Rule 11-18 requires the air board to conduct a Health Risk Assessment (HRA) for high priority facilities. The Rule requires BAAQMD to prepare the HRA and allow a 30-day public comment period. If the HRA results are determined to exceed the Risk Action Level (RAL) established in the Rule, the facility will have 180 days to submit a risk reduction plan. BAAQMD will review the risk reduction plan, and if the plan is accepted, the facility will have five years to implement or up to 10 years if the facility demonstrates unreasonable economic burden or technical feasibility issues. BAAQMD will work with agencies as needed to achieve the lowest achievable risk if risk cannot be reduced below the RAL. The Rule requires annual progress reports until emission reductions are achieved, and enforcement actions for non-compliance. Union Sanitary District was selected by BAAQMD as one of 11 publicly owned treatment works to collect additional data on existing emission points and demographic data for BAAQMD as part of a pilot study. BAAQMD has scheduled HRA for all publicly owned treatment works to be prepared between 2019 and 2020. Staff will provide additional information as we learn more about the process.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology Committee meeting was canceled, and staff conducted individual briefings with Directors. The Budget & Finance and Legal/Community Affairs Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- General Manager Eldredge reviewed the scheduled and proposed Special Meetings for the Board, and stated staff will be reaching out to schedule future dates.
- General Manager Eldredge will be out of the office March 2 – 9, 2018.

OTHER BUSINESS:

Vice President Lathi stated she attended the Alameda County Water District Financing Authority meeting held February 22, 2018.

ADJOURNMENT:

The meeting was adjourned at 7:43 p.m. to a Special Meeting Closed Session in the Alvarado Conference Room on Tuesday, February 27, 2018, at 6:00 p.m.

The Board will then adjourn to a Special Meeting Mid-Year Budget Board Workshop in the Boardroom on Thursday, March 1, 2018, at 5:30 p.m.

The Board will then adjourn to the next Board Meeting in the Boardroom on Monday, March 12, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:



REGINA McEVOY
BOARD CLERK



MANNY FERNANDEZ
SECRETARY

APPROVED:



PAT KITE
PRESIDENT

Adopted this 12th day of March 2018