

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
August 27, 2018**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**STAFF:** Paul Eldredge, General Manager  
Karen Murphy, District Counsel  
Armando Lopez, Treatment and Disposal Services Manager  
James Schofield, Collection Services Manager  
Laurie Brenner, Business Services Coach  
Raymond Chau, Capital Improvement Projects Coach  
Michael Dunning, Environmental Compliance Coach  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**VISITOR:** Roelle Balan, Tri-City Voice Newspaper

**APPROVE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2018**

It was moved by Director Kite, seconded by Director Handley, to Approve the Minutes of the Regular Meeting of August 13, 2018. Motion carried unanimously.

**WRITTEN COMMUNICATIONS**

There were no written communications.

**ORAL COMMUNICATIONS**

There were no oral communications.

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CAROLLO ENGINEERS, INC. FOR THE ALVARADO INFLUENT PUMP STATION IMPROVEMENTS PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Capital Improvement Projects Coach Chau stated the Alvarado Influent Pump Station (AIPS), constructed in 1985, is located within the Plant and transports wastewater from the Alvarado drainage basin to the Headworks. The 2018 Plant Asset Condition Assessment Update Study recommended replacement of the head and diversion gates along with their hydraulic power units, the head and diversion box access hatch doors, the wet well channel slide gates, and the wet and dry well fans. In addition, staff identified other necessary AIPS improvements. Staff executed Task Order No. 1 with Carollo for predesign services to evaluate pump types, manufacturers, and configurations. Task Order No. 2 will cover final design services for a not-to-exceed fee of \$478,499. Staff anticipates Carollo will complete design of the Project by Spring 2019 and construction is estimated to begin by Summer 2019. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with Carollo Engineers, Inc. for the AIPS Improvements Project.

It was moved by Director Handley, seconded by Director Kite, to Authorize the General Manager to Execute Task Order No. 2 with Carollo Engineers, Inc. in the Amount of \$478,499 for the Alvarado Influent Pump Station Improvements Project. Motion carried unanimously.

**CONSIDER A SPONSORSHIP AND PARTICIPATION IN THE ANNUAL “SCIENCE IN THE PARK” EVENT TO BE HELD OCTOBER 6, 2018**

This item was reviewed by the Legal/Community Affairs Committee. Environmental Compliance Coach Dunning stated Science in the Park attracts over 5,000 attendees and features a variety of science related presentations and activities. Science in the Park is presented by Alameda County Supervisor Richard Valle's office and benefits the Hayward Area Recreation and Park District Children's Programs, the New Haven Schools Foundation, the Fremont Education Foundation, the Newark Educational Foundation, and the Hayward Education Foundation. Staff recommended the Board consider sponsorship and participation in the “Science in the Park” event to be held October 6, 2018.

It was moved by Vice President Fernandez, seconded by Director Kite, to sponsor at the \$1,000 level and participate in the event. Motion carried with the following vote:

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

## **PORTFOLIO MANAGEMENT SERVICES UPDATE**

This item was reviewed by the Budget & Finance Committee. Business Services Coach Brenner stated the District's investment portfolio consists of a variety of holdings, and the District has not purchased any investments since June of 2017 when the Chief Financial Officer resigned. Staff believe it is prudent for the District to explore an active management strategy that typically involves a professional portfolio manager. Staff recently issued a request for proposals (RFP) to obtain information on portfolio management services. An overview of the RFP and responses received was included in the Board meeting packet. Staff recommended the Board provide direction regarding the District's Portfolio Management Services Request for Proposal process.

The Board directed staff to proceed with hiring a portfolio manager.

### **INFORMATION ITEMS:**

#### **Board Expenses for the 4<sup>th</sup> Quarter of Fiscal Year 2018**

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated a summary of Board expenses for the 4<sup>th</sup> quarter of fiscal year 2018 was included in the Board meeting packet.

#### **Check Register**

Staff answered Board questions regarding the Check Register.

### **COMMITTEE MEETING REPORTS:**

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

#### **GENERAL MANAGER'S REPORT:**

General Manager Eldredge reported the following:

- District offices will be closed September 3, 2018, in observance of Labor Day.
- General Manager Eldredge will be out of the office September 4-17, 2018.
- District Counsel Murphy will facilitate the September 10, 2018, Board meeting.
- John Bourgeois, Executive Manager for the South Bay Salt Marsh Restoration, has announced he will be leaving the organization.

#### **OTHER BUSINESS:**

There was no other business.

### **ADJOURNMENT:**

The meeting was adjourned at 7:22 p.m. to a Special Meeting in the Alvarado Conference Room on Thursday, August 30, 2018, at 6:00 p.m.


SUBMITTED:

  
REGINA McEVOY  
BOARD CLERK

ATTEST:

  
JENNIFER TOY  
SECRETARY

APPROVED:

  
ANJALI LATHI  
PRESIDENT

Adopted this 10<sup>th</sup> day of September 2018