

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
April 12, 2021**

**Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, April 12, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.**

**CALL TO ORDER**

President Handley called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

**SALUTE TO THE FLAG**

**ROLL CALL**

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

STAFF: Paul Eldredge, General Manager/District Engineer  
Karen Murphy, District Counsel  
Mark Carlson, Business Services Manager/CFO  
Sami Ghossain, Technical Services Manager  
James Schofield, Collection Services Manager  
Robert Simonich, Fabrication Construction and Maintenance Manager  
Armando Lopez, Treatment and Disposal Services Manager  
Gene Boucher, Human Resources Manager  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF MARCH 22, 2021**

It was moved by Vice President Kite, seconded by Director Fernandez, to Approve the Minutes of the Board Meeting of March 22, 2021. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None  
ABSTAIN: None  
ABSENT: None

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MARCH 31, 2021**

It was moved by Secretary Lathi, seconded by Director Toy, to Approve the Minutes of the Special Board Meeting of March 31, 2021. Motion carried with the following vote:

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

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**BOARDMEMBER COMPENSATION FOR FISCAL YEAR 2022**

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the Board Compensation Survey included in the Board meeting packet inadvertently excluded the high, median, and low compensation information at the bottom of the table; staff prepared and distributed a desk item containing the additional information. Staff recommended the Board receive a recommendation from the Budget & Finance Committee for this item.

The Budget & Finance Committee recommended no changes be made to Boardmember compensation for Fiscal Year 2022.

It was moved by Vice President Kite, seconded by Director Toy, to Make no Changes to Boardmember Compensation for Fiscal Year 2022. Motion carried with the following vote:

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

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

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated staff updated the District's Standardized

Equipment Policy; proposed revisions to the Policy were outlined in the Board meeting packet. In the past, the District's Standardized Equipment Policy was used for Capital Improvements Projects while the Fabrication, Maintenance, and Construction (FMC) Work Group maintained a separate standardized equipment list. The Executive Team reviewed FMC requests and approved equipment to be included on the FMC list. Staff recommended incorporating FMC's standardized equipment process into Policy 2760; proposed revisions to the Policy included the addition of FMC's standardized equipment process. Staff recommended the Board consider a resolution to approve revised Policy No. 2760, Standardized Equipment Policy, which will incorporate the FMC Standardized Equipment List, selection criteria, and procedures, and update the CIP Standardized Equipment List.

It was moved by Secretary Lathi, seconded by Vice President Kite, to Adopt Resolution No. 2920, Approving Revised Policy No. 2760, Standardized Equipment Policy. Motion carried with the following vote:

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

####

## **RESOLUTION NO. 2920**

### **APPROVE REVISED POLICY NO. 2760, STANDARDIZED EQUIPMENT POLICY**

WHEREAS, the Union Sanitary District approved Policy No. 2760, Standardized Equipment Policy and Attachments A through C on January 8, 2018, 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 Union Sanitary District revised Policy No. 2760, Standardized Equipment Policy and Attachments A through C, including the updated CIP Standardized Equipment List, and new Attachment D that includes the new FMC Standardized Equipment List; and

WHEREAS, the formal bidding procedures would be unavailing for the acquisition of the products in the CIP Standardized Equipment Lists since the equipment matches existing equipment already used on District facilities or is only available from one manufacturer source, as set forth in Public Contract Code 3400, and for reasons including that maintenance costs associated with multiple suppliers of equipment would exceed the benefit of competitive bidding; and

WHEREAS, the formal purchasing procedures would be unavailing for the acquisition of the products in the FMC Standardized Equipment Lists since the equipment a) is proprietary in nature, (b) is restricted to one vendor in the District's service area, (c) is determined that certain manufacturers' parts have a better cost-to-service life ratio, (d) requires parts already identified as part of the CIP Standardized Equipment List, or (e) is supported by a vendor that provides a quicker turnaround where time is an important factor.

THEREFORE, BE IT RESOLVED, that the UNION SANITARY DISTRICT hereby approves the revised Policy No. 2760 – Standardized Equipment Policy and Attachments A through D. The policy and the CIP and FMC Standardized Equipment Lists shall be effective for a period of three years and shall be reviewed on April 12, 2024. The Board of Directors further designates the General Manager, or his or her designee, to modify the CIP and FMC Standardized Equipment Lists, approve standardized equipment for projects and purchase orders, as set forth in Policy No. 2760.

On motion duly made and seconded, this resolution was adopted by the following vote on April 12, 2021:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None

DocuSigned by:

*Tom Handley*  
C0CC5EF393E9442...

---

**TOM HANDLEY**  
President, Board of Directors  
Union Sanitary District

Attest:

DocuSigned by:

*Anjali Lathi*  
3397E6A1ED28476...

---

**ANJALI LATHI**  
Secretary, Board of Directors  
Union Sanitary District

## Union Sanitary District Policy

Effective date: April 12, 2021	<b>Standardized Equipment Policy (CIP and FMC)</b>	Policy Number 2760  Page 1 of 6
-----------------------------------	--	---------------------------------------

**Policy**

This policy is established to provide the guidelines for maintaining and approving separate Standardized Equipment Lists for CIP and FMC and the procedures for evaluating equipment for inclusion in the list.

**Purpose**

The District's operating and maintenance staff has standardized certain equipment to single manufacturers to 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 equipment to be included in the Standardized Equipment Lists.
- Provide a process for the District to review the current Standardized Equipment Lists and to update the lists every three (3) years ("Three-Year Review") and approve the new Standardized Equipment Lists.
- 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 Lists 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.

## Standardized Equipment Policy

Policy Number 2760

Page 2 of 6

- (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.

<i>Project</i>	Any construction, reconstruction, alteration, enlargement, renewal, or replacement of District owned facilities or property.
<i>Sole Source</i>	A company contracted, without competition, to be the sole supplier of a product or service.
<i>CIP Staff</i>	The District's Engineering Staff.
<i>FMC Staff</i>	The District's Plant and Pump Station Maintenance Staff.
<i>CIP Standardized Equipment List</i>	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.
<i>CIP Standardized Equipment Selection Criteria</i>	Selection criteria developed by CIP 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. Selection criteria are set forth in Attachment C.
<i>FMC Standardized Equipment List</i>	The list of equipment approved by the Union Sanitary District pursuant to this policy that can be identified in a purchase order's technical requirements 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, purchase the equipment from the FMC Standardized Equipment List.
<i>FMC Standardized Equipment Selection Criteria</i>	Selection criteria developed by FMC Staff to evaluate equipment. The Selection Criteria consists of review to determine if the equipment meets one of the following: (a) proprietary in nature, (b) restricted to one vendor in the service area assigned by the manufacturer, (c) determined that certain manufacturers' parts

have a better cost-to-service life ratio, (d) parts already identified as part of the CIP Standardized Equipment List, or (e) supported by a vendor that provides a quicker turnaround where time is an important factor.

### **CIP Procedures**

Staff shall utilize the following guidelines for evaluating the equipment to be included in the CIP 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.



## Standardized Equipment Policy

Policy Number 2760

Page 4 of 6

- 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.
9. The Technical Services Workgroup will be responsible in its entirety for the maintenance and upkeep of the CIP Standardized Equipment List.

**FMC Procedures**

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

1. The FMC Standardized Equipment List was initially developed by Staff through evaluating the District's equipment that met the FMC Standardized Equipment Selection Criteria.

## Standardized Equipment Policy

Policy Number 2760

Page 5 of 6

2. Every three years, Staff shall review the FMC Standardized Equipment List and determine whether the equipment on the list continues to meet the standards set forth in the FMC 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 FMC Standardized Equipment List no longer meets the standards in the FMC 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 FMC 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 FMC Standardized Equipment List, he or she shall notify the FMC Coach. The FMC Coach will evaluate the request to ensure compliance with FMC Standardized Equipment Selection Criteria.
  - a. If the evaluation determines the request is viable, the FMC Coach shall recommend to the Executive Team to standardize the equipment and amend the FMC 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 FMC Coach will report back to the requester(s) with the reason(s) the request was denied. The FMC Coach will discuss with the requester feasible options that meet the equipment and requester's needs.
5. Staff has recommended the FMC Standardized Equipment List in Attachment D 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 FMC Coach shall evaluate the request to ensure compliance with the FMC Standardized Equipment Selection Criteria.
  - a. If the evaluation determines the request is viable, the FMC Coach shall recommend to the Executive Team whether to sole source the equipment for the current project only or to amend the FMC Standardized Equipment List to include the new equipment. If the Executive Team agrees with the recommendation, the FMC 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 purchase order's technical requirements and/or the FMC Standardized Equipment List shall be amended to include the new equipment. If the General Manager or his or her designee denies the request, the FMC Coach will proceed with 6(b) below.
  - b. If the evaluation determines the request to be not viable, the FMC Coach will report back to the requester(s) with the reason(s) the request was denied. The FMC Coach

will discuss with the requester possible options that meet the equipment and requester's needs.

10. The FMC Workgroup will be responsible in its entirety for the maintenance and upkeep of the FMC Standardized Equipment List.

### **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 Lists.

### **Management Responsibility**

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

### **References and Notes**

Attachment A – CIP 2021 Standardized Equipment List  
Attachment B – California Public Contract Code Section 3400  
Attachment C – CIP Standardized Equipment Selection Criteria  
Attachment D – FMC 2021 Standardized Equipment List

Approved by: Board of Directors, April 12, 2021  
Author/owner: CIP Coach and FMC Coach  
Reviewers: Executive Team  
Notify Person: CIP Coach and FMC Coach  
Revision frequency: Every three years  
Next Review: April 12, 2024

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
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	\$6,000	<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 – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Wastewater Centrifugal Pumps and Motors	Wemco	Wemco-Hidrostal Submersible Screw-Centrifugal Impeller Pump	20	\$60,000 to \$110,000 depending on the pump size	<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>

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
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 – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
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.

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Chemical Metering Pumps	Milton Roy	Milroyal B High Performance Diaphragm Pump	16	\$18,000	<p>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.</p> <p>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.</p>



**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Motorized Valve Operators	Rotork	IQ Series	230+	\$10,000	<p>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.</p> <p>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.</p>

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Gas Monitoring Systems	Mining Safety Appliances Company (MSA)	Ultima Series	19	\$13,000 to \$23,000	<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, ammonia, 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> <p>The average unit cost ranges from a unit with one controller and one sensor to a unit with one controller and four sensors.</p>

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Programmable Logic Controllers (PLC)	Allen Bradley	Logix Series of Controllers, and Associated Support Hardware and Software	34	\$15,000 to \$25,000 (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 A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Aeration Blowers	APG-Neuros	NX Series Turbo Blower	1	\$500,000	<p>The secondary treatment process consumes the most energy of any plant process because large aeration blowers continuously deliver air to the aeration basins.</p> <p>In 2016, the High Speed Aeration Blower Project installed the plant's first Neuros turbo blower and in 2018, an evaluation of it confirmed it was more energy efficient than the existing centrifugal blowers. Based on this success, staff would like to replace the remaining centrifugal blowers with turbo blowers to realize additional energy savings. Standardizing the turbo blowers will reduce the complexity of the aeration system controls and reduce O&amp;M costs.</p>
Ultrasonic Level Sensors and Controllers	Pulsar Measurement	Sensor: dB Series Transducer  Controller: Blackbox 130 Controller	7	\$2,500	<p>Ultrasonic level sensors and controllers are used to measure the liquid levels inside chemical tanks. Accurate tank level readings are important to allow staff to efficiently manage the chemical inventory at the plant.</p> <p>Staff found the ultrasonic level sensors and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.</p>

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Dissolved Oxygen Sensors and Controllers	Hach Company	Sensor: LDO sc Luminescent Dissolved Oxygen Sensor  Controller: SC200 Controller	13	\$5,000	The dissolved oxygen sensors and controllers are important instruments to monitor the oxygen levels in the aeration tanks.  Staff found the dissolved oxygen sensors and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.
Chlorine Analyzers and Controllers	Hach Company	Analyzer: CLT10sc Total Chlorine Analyzer or CLF10sc Free Chlorine Analyzer  Controller: SC200 Controller	3	\$5,000	Chlorine analyzers and controllers are used at the chlorine contact basin to monitor the level of the chlorine disinfectant in the final effluent. This is important as it ensures that the plant is meeting its National Pollutant Discharge Elimination System (NPDES) permit requirements.  Staff found the chlorine analyzers and controllers reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.

**Attachment A – CIP 2021 STANDARDIZED EQUIPMENT LIST****Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Type/Model/Series</b>	<b>Quantity of Units Installed at USD Facilities</b>	<b>Average Unit Cost, excludes sales tax</b>	<b>Comments</b>
Magnetic Flow Meters and Flow Meter Transmitters	Emerson Electric Co.	Flow Meter: Rosemount 8705 Series Flanged Magnetic Flow Meter  Flow Meter Transmitter: Rosemount 8712 Series Magnetic Flow Meter Transmitter	4	\$15,000	The magnetic flow meters and transmitters are used at the secondary clarifiers to measure the flow of return activated sludge.  Staff found the magnetic flow meters and transmitters reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.
Pressure Transmitters	Emerson Electric Co.	Rosemount 3051 Series Pressure Transmitter	6	\$5,000	Pressure transmitters are used to record the sludge level inside the plant's primary digesters.  Staff found the pressure transmitters reliable and easy to calibrate. Further, standardizing this equipment will reduce operation and maintenance costs.

## **Attachment B**

### **Section 3400 California Public Contract Code**

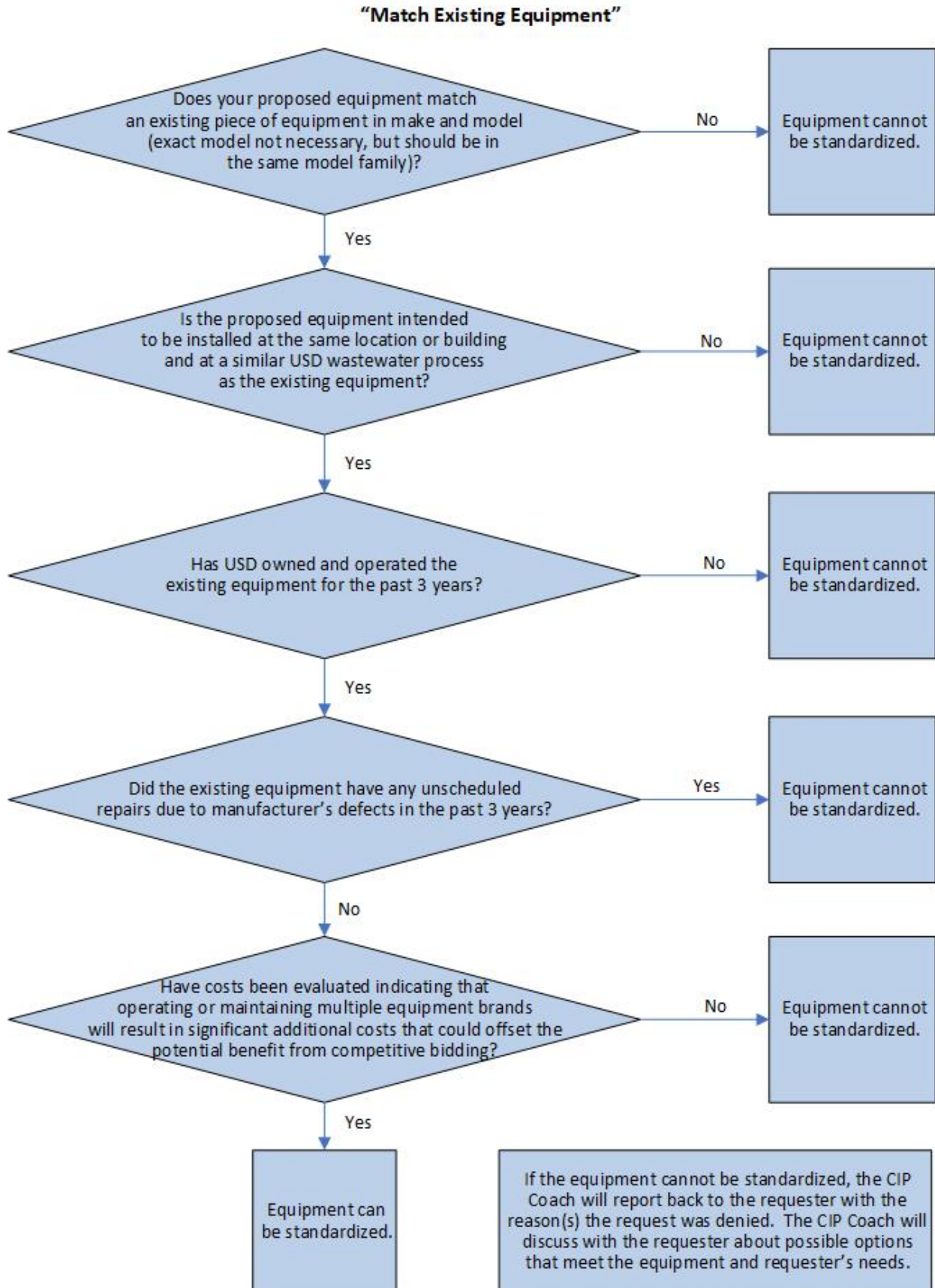
(a) The Legislature finds and declares that it is the intent of this section to encourage contractors and manufacturers to develop and implement new and ingenious materials, products, and services that function as well, in all essential respects, as materials, products, and services that are required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

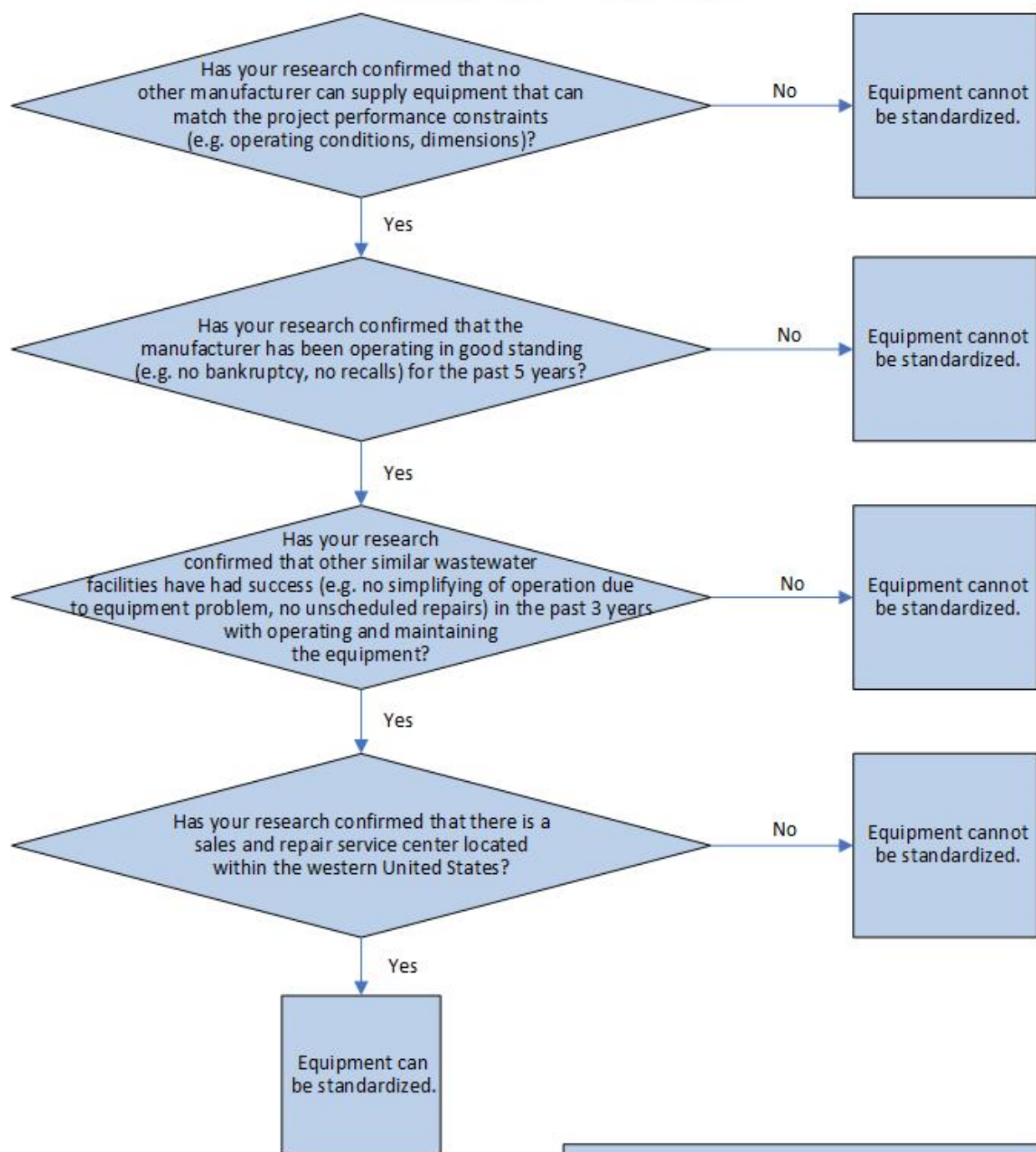
(c) Subdivision (b) is not applicable if the awarding authority, or its designee, makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- (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 – CIP Standardized Equipment Selection Criteria





**"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.

**Attachment D – FMC 2021 STANDARDIZED EQUIPMENT LIST**  
**Board Approval Date – April 12, 2021**

<b>Equipment Description</b>	<b>Manufacturer</b>	<b>Comments</b>
Plug Valves	Dezurik	Dezurik is USD's standard equipment on the CIP Standardized Equipment list.
Wastewater and Sludge Pumps	Wemco	Muniquip is the distributor of OEM Wemco Pump parts.
Motorized Valve Operators	Rotork	Rotork is USD's standard equipment on the CIP Standardized Equipment list. F.A. Olsen is their sole authorized municipal representative for Northern California.
Sludge Pumps	Moyno	R-2 is the distributor of OEM Moyno Pump parts
Centrifuges	Andritz	Andritz is the manufacture/distributor of OEM parts. Proprietary.
Gravity Belt Thickeners	Ashbrook	Ashbrook is the distributor of OEM GBT parts and the company who installed them. Proprietary.
Grinders	JWC	JWC is the manufacturer of Muffin Monsters grinders, and no other vendor exists for replacement parts.
Sludge Degritters and Grit Washing / Dewatering	Hydro International	The Eutek SlurryCup and Grit Snail are proprietary equipment manufactured by Hydro International.

## Certificate Of Completion

Envelope Id: F35F169D71974531BB3B5190CEF0FE97

Status: Completed

Subject: USD Requests you Please DocuSign: Reso No. 2920.pdf

Source Envelope:

Document Pages: 23

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Regina McEvoy

AutoNav: Enabled

5072 Benson Road

Envelopeld Stamping: Enabled

Union City, CA 94587

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Reginam@unionsanitary.ca.gov

IP Address: 50.227.238.26

## Record Tracking

Status: Original

Holder: Regina McEvoy

Location: DocuSign

4/13/2021 11:06:11 AM

Reginam@unionsanitary.ca.gov

## Signer Events

Tom Handley

thandley@unionsanitary.ca.gov

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:



C0CC5EF393E9442...

Signature Adoption: Pre-selected Style

Using IP Address: 107.3.183.199

Signed using mobile

## Timestamp

Sent: 4/13/2021 11:07:36 AM

Viewed: 4/13/2021 2:18:06 PM

Signed: 4/13/2021 2:18:18 PM

## Electronic Record and Signature Disclosure:

Accepted: 10/29/2020 3:22:28 PM

ID: 96cab493-de11-462b-98b8-851bd2f945b4

Anjali Lathi

alathi@unionsanitary.ca.gov

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



3397E6A1ED28476...

Signature Adoption: Drawn on Device

Using IP Address: 108.195.185.4

Signed using mobile

Sent: 4/13/2021 2:18:20 PM

Viewed: 4/14/2021 12:02:45 AM

Signed: 4/14/2021 12:03:00 AM

## Electronic Record and Signature Disclosure:

Accepted: 10/30/2020 11:15:31 PM

ID: f001f527-25b1-4fc8-8a4a-7e058dfbba25

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

May Bautista

mayb@unionsanitary.ca.gov

Administrative Specialist 1

Union Sanitary District

Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 4/14/2021 12:03:01 AM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/13/2021 11:07:36 AM
Certified Delivered	Security Checked	4/14/2021 12:02:45 AM
Signing Complete	Security Checked	4/14/2021 12:03:00 AM
Completed	Security Checked	4/14/2021 12:03:01 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **REVIEW AND CONSIDER APPROVAL OF POLICY 2920, COMPUTER PURCHASE AND STUDENT LOAN PROGRAM**

This item was reviewed by the Personnel Committee. Business Services Manager/CFO Carlson stated Policy 2920, Computer Purchase and Student Loan Program was last reviewed and approved by the Board on March 14, 2016. Proposed revisions to the Policy included minor administrative updates and clarifications, allowing for the purchase and installation of cloud-based software with a subscription period of no more than three years, and allowing for the purchase of ancillary equipment. Staff recommended the Board review and consider approval of Policy No. 2920, Computer Purchase and Student Loan Program.

It was moved by Director Toy, seconded by Director Fernandez, to Approve Policy No. 2920, Computer Purchase and Student Loan Program. Motion carried with the following vote:

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

## **ELECTION OF OFFICERS FOR THE BOARD OF DIRECTORS**

District Counsel Murphy stated Policy No. 3070, Boardmember Officers and Committee Membership, states the Board shall annually elect by majority vote the President, Vice President, and Secretary at the first regular meeting following certification in election years and one year after the prior election in non-election years. The Board last elected officers at the meeting held April 13, 2020.

Due to census data delays brought on by the COVID-19 pandemic, the 2022 Primary Election has been moved from March to June 7, 2022. Pursuant to Policy 3070, the new Board officers would serve until after certification of the June 2022 election unless the policy were amended.

The Board agreed by consensus that Policy No. 3070, Boardmember Officers and Committee Membership, should be revised to provide greater flexibility with regard to the timing of election of Board officers, directed staff to edit the Policy, and bring back for review and consideration at a future Board meeting.

## **INFORMATION ITEMS:**

### **COVID-19 Update**

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and coordination efforts.

### **Check Register**

There were no questions regarding the check register.

**COMMITTEE MEETING REPORTS:**

The Personnel, Budget & Finance, and Engineering and Information Technology Committees met.

**GENERAL MANAGER'S REPORT:**

General Manager Eldredge stated there was nothing additional to report.


**OTHER BUSINESS:**

Vice President Kite requested staff provide an update on the District's rebranding initiative. The Board directed staff to present the update as an information item at a future Board meeting.


**ADJOURNMENT:**

The meeting was adjourned at 4:27 p.m. to the next Regular Board Meeting to be held virtually at 4:00 p.m. on Monday, April 26, 2021.


SUBMITTED:

DocuSigned by:  
  
F550CBBC143D4D7  
REGINA McEVOY  
BOARD CLERK

ATTEST:

DocuSigned by:  
  
3397E6A1ED28476  
ANJALI LATHI  
SECRETARY

APPROVED:

DocuSigned by:  
  
C0CC5EF393E9442...  
TOM HANDLEY  
PRESIDENT

Adopted this 26<sup>th</sup> day of April 2021


## Certificate Of Completion

Envelope Id: D7F6DE0488964AFDBF4096E639D4D608	Status: Completed
Subject: USD Requests you Please DocuSign: 04122021 Minutes - for signature.pdf	
Source Envelope:	
Document Pages: 30	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26

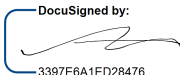
## Record Tracking

Status: Original	Holder: Regina McEvoy	Location: DocuSign
4/27/2021 9:33:52 AM	Reginam@unionsanitary.ca.gov	

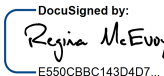
## Signer Events

Signer Events	Signature	Timestamp
Tom Handley thandley@unionsanitary.ca.gov Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Tom Handley C0CC5EF393E9442...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 107.3.183.199 Signed using mobile</p>	<p>Sent: 4/27/2021 9:35:10 AM Viewed: 4/27/2021 12:44:44 PM Signed: 4/27/2021 12:44:53 PM</p>

**Electronic Record and Signature Disclosure:**  
Accepted: 10/29/2020 3:22:28 PM  
ID: 96cab493-de11-462b-98b8-851bd2f945b4

Anjali Lathi alathi@unionsanitary.ca.gov Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Anjali Lathi 3397E6A1ED28476...</p> <p>Signature Adoption: Drawn on Device Using IP Address: 107.196.101.34 Signed using mobile</p>	<p>Sent: 4/27/2021 12:44:54 PM Viewed: 4/27/2021 1:52:50 PM Signed: 4/27/2021 1:53:01 PM</p>
---	---	--

**Electronic Record and Signature Disclosure:**  
Accepted: 10/30/2020 11:15:31 PM  
ID: f001f527-25b1-4fc8-8a4a-7e058dfbba25

Regina McEvoy reginam@unionsanitary.ca.gov Assistant to GM Union Sanitary District Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: Regina McEvoy E550CBBC143D4D7...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.227.238.26</p>	<p>Sent: 4/27/2021 1:53:02 PM Viewed: 4/27/2021 2:43:12 PM Signed: 4/27/2021 2:43:19 PM</p>
---	--	---

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/27/2021 9:35:10 AM
Certified Delivered	Security Checked	4/27/2021 2:43:12 PM
Signing Complete	Security Checked	4/27/2021 2:43:19 PM
Completed	Security Checked	4/27/2021 2:43:19 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		