

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
September 11, 2023**

**CALL TO ORDER**

President Fernandez called the meeting to order at 4:00 p.m.

**SALUTE TO THE FLAG**

President Fernandez led the salute to the flag.

**ROLL CALL**

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

STAFF: Paul Eldredge, General Manager/District Engineer  
Karen Murphy, District Counsel  
Mark Carlson, Business Services Manager/CFO  
Armando Lopez, Treatment and Disposal Services Manager  
Jose Rodrigues, Collection Services Manager  
Raymond Chau, Technical Services Manager  
Alisa Gordon, Human Resources Manager  
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager  
Chris Pachmayer, Fabrication Maintenance and Construction Coach  
Michael Dunning, Environmental Compliance Coach  
Marcus Lee, Treatment and Disposal Services Coach  
Trieu Nguyen, IT Administrator  
Alicia Dutrow, Environmental Outreach Representative  
Michelle Powell, Communications and Intergovernmental Relations Coordinator  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF  
AUGUST 28, 2023**

It was moved by Director Kite, seconded by Director Lathi, to Approve the Minutes of the Board Meeting of August 28, 2023. Motion carried unanimously.

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**AWARD THE CONSTRUCTION CONTRACT FOR THE EAST WARREN AVENUE SANITARY SEWER REPLACEMENT PROJECT TO MCGUIRE AND HESTER**

This item was reviewed by the Engineering and Information Technology Committee. Customer Service Team Coach Thow stated development of a single-family home and attached accessory dwelling unit on the parcel at 800 East Warren Avenue will include a driveway to be constructed directly over property encumbered by a USD sewer easement. The terms of the easement allow the property owner to construct the driveway. The Board directed staff to replace the pipe at the July 31, 2023, Board meeting. At the August 14, 2023 meeting, the Board authorized expenditure of up to \$267,046 from the CIP reserves for the Project. The District received two bids for the Project, and McGuire and Hester was the apparent low bidder with a Total Contract Price of \$224,150. There were two bid irregularities in McGuire and Hester's bid; a detailed description of the irregularities was included in the Board meeting packet. Staff, in consultation with District legal counsel, recommended both irregularities be waived. Staff recommended the Board waive the bid irregularities and award the construction contract for the East Warren Avenue Sanitary Sewer Replacement Project to McGuire and Hester in the amount of \$224,150.

It was moved by Secretary Handley, seconded by Vice President Toy, to Waive the Bid Irregularities and Award the Construction Contract for the East Warren Avenue Sanitary Sewer Replacement Project to McGuire and Hester in the Amount of \$224,150. Motion carried unanimously.

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AMENDMENT NO. 2 TO TASK ORDER NO. 1 WITH MARK THOMAS & COMPANY, INC. FOR CONSTRUCTION INSPECTOR STAFF AUGMENTATION**

This item was reviewed by the Budget & Finance Committee. Customer Service Coach Thow stated the Customer Service Team employs two full-time construction inspectors whose primary responsibility is to inspect sewer lateral repairs and new sewer main and lateral installation for large housing tract projects, businesses, and secondary units. While the permanent positions are under evaluation and until the recruitment process has been completed, staff selected Mark Thomas to provide temporary construction inspectors. The purpose of Amendment No. 2 to Task Order No. 1 is to extend the services of the two temporary construction inspectors through February 2, 2024. Staff recommended the Board authorize the General Manager to execute Amendment No. 2 to Task Order No. 1 with Mark Thomas & Company, Inc. in the amount of \$212,301 for extending the services of the temporary construction inspectors.

It was moved by Vice President Toy, seconded by Director Lathi, to Authorize the General Manager to Execute Amendment No. 1 to Task Order No. 1 with Mark Thomas & Company, Inc. in the Amount of \$212,301 for Extending the Services of the Temporary Construction Inspectors. Motion carried unanimously.

**REVIEW AND CONSIDER APPROVAL OF UPDATED POLICY NO. 6560, UNCLASSIFIED STAFF COMPENSATION PLAN**

Human Resources Manager Gordon stated two special meetings were held with the Board to discuss the Policy and to receive Board input and direction. The Policy was updated based upon Board direction; a summary of the changes was included in the Board meeting packet. Proposed amendments were presented to Unclassified Staff for review and were well received. Staff recommended the Board review and approve proposed changes to Policy No. 6560, Unclassified Staff Compensation Plan.

It was moved by Director Handley, seconded by Director Lathi, to Approve Proposed Changes to Policy No. 6560, Unclassified Staff Compensation Plan. Motion carried unanimously.

**REVIEW AND PROVIDE DIRECTION ON UPDATED FATS, OILS, AND GREASE (FOG) HOLIDAY ADVERTISEMENT**

Environmental Outreach Representative Dutrow presented the updated FOG Holiday Advertisement concepts and responded to Board questions. Staff requested the Board review options for an updated Fats, Oils, and Grease (FOG) Holiday advertisement and provide direction.

The Board directed staff to bring back two mock-ups reflecting Board comments.

**INFORMATION ITEMS:**

**Check Register**

Staff responded to Board questions regarding the check register.

**COMMITTEE MEETING REPORTS:**

The Budget & Finance and Engineering and Information Technology committees met.

**GENERAL MANAGER'S REPORT:**

- General Manager Eldredge summarized recent events which led to the District receiving Clean Water State Revolving Fund (SRF) financing.
- General Manager Eldredge provided a COVID update.
- A combined Board Workshop and Special Meeting will be held Thursday, September 14, 2023, at 4:00 p.m.
- A Special Meeting Closed Session will be held Tuesday, September 19, 2023, at 4:00 p.m.

**OTHER BUSINESS:**


There was no other business.

**ADJOURNMENT:**


The meeting was adjourned at 4:38 p.m. to a Board Workshop to be held in the Alvarado Conference Room on Tuesday, September 19, 2023.

The Board will then adjourn to the next Regular Board Meeting to be held in the Boardroom on Monday, September 25, 2023, at 4:00 p.m.


SUBMITTED:

DocuSigned by:  
  
F550CBBC143D4D7  
REGINA McEVOY  
BOARD CLERK

ATTEST:

DocuSigned by:  
  
C0CC5EE393E9442  
TOM HANDLEY  
SECRETARY

APPROVED:

DocuSigned by:  
  
77BEE9EB02EB471  
MANNY FERNANDEZ  
PRESIDENT

Adopted this 25<sup>th</sup> day of September 2023

**Certificate Of Completion**

Envelope Id: AC9C318845C146E59B58314E28344A92	Status: Completed
Subject: Complete with DocuSign: 09112023 Meeting Minutes.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope 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
9/26/2023 8:26:25 AM	Reginam@unionsanitary.ca.gov	

**Signer Events**

Manny Fernandez  
 mfernandez@unionsanitary.ca.gov  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 77BEF9EB02EB471...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.195.88.151

**Timestamp**

Sent: 9/26/2023 8:30:04 AM  
 Viewed: 9/28/2023 12:09:19 PM  
 Signed: 9/28/2023 12:09:22 PM

**Electronic Record and Signature Disclosure:**

Accepted: 1/26/2022 9:26:24 AM  
 ID: e4140941-90d6-45cc-8907-105cc2a7d5cd

Regina McEvoy  
 reginam@unionsanitary.ca.gov  
 Assistant to GM  
 Union Sanitary District  
 Security Level: Email, Account Authentication (None)


DocuSigned by:  
  
 E550CBBC143D4D7...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.227.238.26

Sent: 9/26/2023 8:30:05 AM  
 Viewed: 9/26/2023 8:31:49 AM  
 Signed: 9/26/2023 8:31:54 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Tom Handley  
 thandley@unionsanitary.ca.gov  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 C0CC5EF393E9442...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 107.3.183.199  
 Signed using mobile

Sent: 9/26/2023 8:30:04 AM  
 Viewed: 9/26/2023 9:10:38 AM  
 Signed: 9/26/2023 9:10:48 AM

**Electronic Record and Signature Disclosure:**

Accepted: 10/13/2022 7:41:57 PM  
 ID: 4ae6b5bb-38a4-455f-804c-3e3f6079cc08

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

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	9/26/2023 8:30:05 AM
Certified Delivered	Security Checked	9/26/2023 9:10:38 AM
Signing Complete	Security Checked	9/26/2023 9:10:48 AM
Completed	Security Checked	9/28/2023 12:09:22 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---