

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
January 8, 2024**

CALL TO ORDER

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

SALUTE TO THE FLAG

Vice President Toy led the salute to the flag.

ROLL CALL

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

ABSENT: Manny Fernandez, President
Pat Kite, 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
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Alisa Gordon, Human Resources Manager
Gus Carrillo, Enhanced Treatment and Site Upgrade Assistant Program Manager
Mitchell Costello, Treatment and Disposal Services Coach
Ed Tatola, Fabrication, Maintenance, and Construction Coach
Trieu Nguyen, IT Administrator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD
MEETING OF DECEMBER 5, 2023**

It was moved by Director Lathi, seconded by Secretary Handley, to Approve the Minutes of the Special Board Meeting of December 5, 2023. Motion carried with the following vote:

AYES: Handley, Lathi, Toy
NOES: None
ABSTAIN: None

ABSENT: Fernandez, Kite

APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF DECEMBER 11, 2023

It was moved by Director Lathi, seconded by Secretary Handley, to Approve the Minutes of the Board Meeting of December 11, 2023. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF DECEMBER 18, 2023

It was moved by Secretary Handley, seconded by Director Lathi, to Approve the Minutes of the Special Board Meeting of December 18, 2023. Motion carried with the following vote:

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

NOVEMBER 2023 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Monthly Report and Business Services Manager/CFO Carlson provided an overview of the financial reports.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

REVIEW AND CONSIDER APPROVAL OF THE ASSISTANT PROCESS ENGINEER AND ASSOCIATE PROCESS ENGINEER POSITION DESCRIPTIONS AND SALARY RANGES

Human Resources Manager Gordon stated following the departure of the previous Senior Process Engineer, the District reviewed the classification and identified growth pathways for the Process Engineer series. The District previously created the Senior Process Engineer classification but did not develop the classification as part of a series to include the Assistant and Associate level classifications. The addition of the Assistant and Associate levels to the Process Engineer series will allow for the learning and

development of incumbents at lower levels. Staff recommended the Board consider and approve the Assistant Process Engineer and Associate Process Engineer position descriptions and salary ranges.

It was moved by Director Lathi, seconded by Secretary Handley, to Approve the Assistant Process Engineer and Associate Process Engineer Position Descriptions and Salary Ranges. Motion carried with the following vote:

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

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE IRVINGTON BASIN REINFORCED CONCRETE PIPE REHABILITATION PROJECT FROM INSITUFORM TECHNOLOGIES, LLC

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the Board awarded the construction contract for the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project to Insituform on February 14, 2022, and the Project was substantially completed February 10, 2023. Staff awaited receipt of all outstanding administrative items and completion of punchlist/remediation work required by the City of Fremont before recommending project acceptance by the Board. Staff recommended the Board consider a resolution to accept the construction of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project from Insituform Technologies, LLC.

It was moved by Secretary Handley, seconded by Director Lathi, to Adopt Resolution No. 3005 to Accept Construction of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project Located in the City of Fremont, California from Insituform Technologies, LLC. Motion carried with the following vote:

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

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RESOLUTION NO. 3006

**ACCEPT CONSTRUCTION OF THE
EAST WARREN AVENUE SANITARY SEWER REPLACEMENT PROJECT
LOCATED IN THE CITY OF FREMONT, CALIFORNIA
FROM MCGUIRE AND HESTER**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the East Warren Avenue Sanitary Sewer Replacement Project from McGuire and Hester, effective January 22, 2024.

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 22, 2024:

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

DocuSigned by:

Manny Fernandez

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MANNY FERNANDEZ
President, Board of Directors
Union Sanitary District

Attest:

DocuSigned by:

Pat Kite

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PAT KITE
Secretary Pro Tem, Board of Directors
Union Sanitary District

Certificate Of Completion

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Source Envelope:	
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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

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1/24/2024 12:00:39 PM	Reginam@unionsanitary.ca.gov	

Signer Events

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

Signature

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 Signature Adoption: Pre-selected Style
 Using IP Address: 174.195.80.11

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Electronic Record and Signature Disclosure:

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Pat Kite
 pkite@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 162.226.175.223

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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
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

INFORMATION ITEMS:

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology and Budget & Finance Committees met. The Legal/Community Affairs Committee was changed to a briefing.

GENERAL MANAGER'S REPORT:

- General Manager Eldredge provided a COVID update.
- General Manager Eldredge introduced recently promoted Fabrication, Maintenance, and Construction Coach Ed Tatola.
- General Manager Eldredge stated discounted rooms for the California Association of Sanitation Agencies (CASA) Winter Conference were sold out and staff were not planning to attend.
- The District's Bay Area Air Quality Management District (BAAQMD) grant application for electric vehicle chargers and supporting infrastructure was successful.
- Collection Services Manager Rodrigues provided an update regarding a spill in the City of Fremont.


OTHER BUSINESS:

There was no other business.


ADJOURNMENT:

The meeting was adjourned at 4:22 p.m. to the next Regular Meeting to be held in the Boardroom on Monday, January 22, 2024, at 4:00 p.m.


SUBMITTED:

DocuSigned by:

F550CBBC143D4D7
REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

7EEF0DB9E7E0480
PAT KITE
SECRETARY PRO TEM

APPROVED:

DocuSigned by:

77BEF9EB02EB471...
MANNY FERNANDEZ
PRESIDENT

Adopted this 22nd day of January 2024

Certificate Of Completion

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Certificate Pages: 5	Initials: 0
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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

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Signer Events

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

Signature

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Pat Kite
 pkite@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

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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
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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
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
