

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
March 25, 2024**

**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  
Robert Simonich, Fabrication, Maintenance, and Construction Manager  
Alisa Gordon, Human Resources Manager  
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager  
Tim Grillo, Research and Support Coach  
Richard Thow, Customer Service Coach  
Trieu Nguyen, IT Administrator  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters

**APPOINT A BOARDMEMBER TO SERVE AS SECRETARY PRO TEM**

District Counsel Murphy stated the purpose of the item was for the Board to appoint a Boardmember to serve as Secretary Pro Tem in the event the Secretary were to be absent. District Policy No. 3070, Board Officers and Committee Membership, designates the offices of President, Vice President, and Secretary. The Policy provides that the Vice President serves as President in the absence of the President. However, the Policy does not address who serves as Secretary in the event the secretary is absent. Staff

recommended the Board appoint a Boardmember to serve as Secretary Pro Tem in the event the Secretary is absent.

It was moved by Director Lathi, seconded by Vice President Toy, to Appoint Director Kite to Serve as Secretary Pro Tem. 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 BOARD MEETING OF MARCH 11, 2024**

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Board Meeting of March 11, 2024. 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 1, 2024**

It was moved by Director Kite, seconded by Director Lathi, to Approve the Minutes of the Special Board Meeting of March 13, 2024. Motion carried with the following vote:

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

**FEBRUARY 2024 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 CLASSIFIED PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE MARCH 1, 2024**

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated the publicly available pay schedule was mandated by CalPERS and was designed to ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation. Staff recommended the Board approve the Classified Publicly Available Pay Schedule effective March 1, 2024.

It was moved by Director Kite, seconded by Vice President Toy, to Approve the Classified Publicly Available Pay Schedule Effective March 1, 2024. Motion carried with the following vote:

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

**####**

**Union Sanitary District**  
**Classified Employees Salary Schedule**  
**Effective March 1, 2024**

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Technical Specialist		52.7899	55.4294	58.2009	61.1109	64.1664
Accounting Technician I	1	42.6587	44.7917	47.0313	49.3828	51.8520
Accounting Technician II	2	46.9243	49.2705	51.7340	54.3208	57.0368
Administrative Specialist I	1	41.6967	43.7816	45.9706	48.2692	50.6826
Administrative Specialist II	2	43.8912	46.0858	48.3900	50.8095	53.3500
Assistant Storekeeper		40.5452	42.5725	44.7011	46.9362	49.2830
Chemist I	1	57.3720	60.2406	63.2526	66.4152	69.7360
Chemist II	2	60.2407	63.2527	66.4154	69.7361	73.2229
Collection System Trainer		57.1238	59.9800	62.9790	66.1279	69.4343
Collection System Worker I	1	44.9614	47.2095	49.5700	52.0485	54.6509
Collection System Worker II	2	49.4578	51.9307	54.5273	57.2536	60.1163
Communications & Intergovernmental Relations Coordinator		61.8978	64.9925	68.2422	71.6543	75.2370
Construction Inspector I	1	51.6287	54.2102	56.9207	59.7667	62.7551
Construction Inspector II	2	56.7915	59.6311	62.6126	65.7432	69.0304
Construction Inspector III	3	59.0633	62.0164	65.1173	68.3731	71.7918
Control Systems Specialist		61.7768	64.8656	68.1088	71.5143	75.0915
Customer Service Fee Analyst		47.6473	50.0297	52.5312	55.1577	57.9156
Engineering Assistant/Plan Checker		61.4769	64.5508	67.7783	71.1672	74.7256
Engineering Technician I	1	48.3644	50.7826	53.3217	55.9878	58.7872
Engineering Technician II	2	53.2008	55.8608	58.6539	61.5866	64.6659
Engineering Technician III	3	58.5210	61.4470	64.5194	67.7453	71.1326
Environmental Compliance Inspector I	1	47.3526	49.7202	52.2062	54.8165	57.5573
Environmental Compliance Inspector II	2	53.2727	55.9364	58.7332	61.6699	64.7533
Environmental Compliance Inspector III	3	59.1328	62.0894	65.1939	68.4536	71.8762
Environmental Compliance Inspector IV	4	63.2720	66.4356	69.7574	73.2453	76.9075
Environmental Outreach Representative		59.1328	62.0894	65.1939	68.4536	71.8762
Environmental Compliance Specialist/Outreach		63.2720	66.4356	69.7574	73.2453	76.9075
Fleet Mechanic I	1	47.7637	50.1519	52.6595	55.2925	58.0571
Fleet Mechanic II	2	53.4954	56.1702	58.9787	61.9276	65.0240
Instrument Tech/Electrician		58.8350	61.7767	64.8655	68.1088	71.5143
Janitor		32.4313	34.0528	35.7555	37.5433	39.4204

**Union Sanitary District**  
**Classified Employees Salary Schedule**  
**Effective March 1, 2024**

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Lead Collection System Worker		54.4036	57.1238	59.9800	62.9790	66.1279
Maintenance Assistant		20.5255	21.5518	22.6294	23.7608	24.9489
Mechanic I	1	49.0554	51.5082	54.0836	56.7877	59.6271
Mechanic II	2	54.9422	57.6893	60.5738	63.6025	66.7826
Painter		50.4164	52.9372	55.5841	58.3633	61.2814
Planner/Scheduler I	1	56.3211	59.1372	62.0940	65.1987	68.4587
Planner/Scheduler II	2	60.5643	63.5925	66.7722	70.1108	73.6164
Plant Operations Trainer		67.9481	71.3455	74.9128	78.6584	82.5914
Plant Operator I	1	46.0995	48.4044	50.8247	53.3659	56.0342
Plant Operator II	2	51.9689	54.5673	57.2957	60.1605	63.1685
Plant Operator III	3	60.6680	63.7014	66.8864	70.2308	73.7423
Quality Assurance Chemist		69.6215	73.1010	76.7561	80.5866	84.6237
Receptionist		36.4595	38.2825	40.1966	42.2065	44.3168
Storekeeper I	1	51.2679	53.8313	56.5229	59.3491	62.3164
Storekeeper II	2	53.8312	56.5228	59.3489	62.3164	65.4321
Utility Worker		39.9546	41.9523	44.0499	46.2524	48.5650

Approved By:

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Manny Fernandez, President  
 Board of Directors

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Envelope Stamping: Enabled	Regina McEvoy
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	Reginam@unionsanitary.ca.gov
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Manny Fernandez  
 mfernandez@unionsanitary.ca.gov  
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 Signature Adoption: Pre-selected Style  
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Kathleen King  
 kathleenk@unionsanitary.ca.gov  
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**Timestamps**

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**BOARDMEMBER COMPENSATION FOR FISCAL YEAR 2024/2025**

This item was reviewed by the Budget & Finance Committee. Human Resources Manager Gordon stated the California Health and Safety Code allows for an increase to Boardmember compensation of up to 5% per year. Union Sanitary District Ordinance #44 states Boardmember compensation shall be increased by the amount of increase to classified employees' wages for the year. The classified employee contract provided for a cost-of-living increase in 2024 of 3.25% to the base salaries. Staff recommended the Board receive and consider the recommendation from the Budget & Finance Committee.

Secretary Handley stated the recommendation from the Budget and Finance Committee was to increase Boardmember salaries by 3.25% to \$218.99 per meeting.

It was moved by Director Lathi, seconded by Vice President Toy, to Increase Boardmember Compensation by 3.25% to \$218.99 Per Meeting. Motion carried with the following vote:

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

**AWARD THE CONTRACT FOR THE SUPPLY OF MEDIUM-VOLTAGE TRANSFORMERS FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1B PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade Program Manager Pipkin stated the Project will include construction of new secondary clarifiers and effluent facilities to be served by a new electrical distribution facility which will require two new medium-voltage transformers. In an attempt to minimize schedule disruptions to the Project due to extensive procurement times, staff pursued pre-procuring the transformers prior to bidding and award of the construction contract. Staff recommended the Board award a contract in the amount of \$524,917 to Consolidated Parts Inc. for the supply of medium-voltage transformers for the Enhanced Treatment and Site Upgrade Phase 1B Project and further authorize the General Manager, or designee, to execute the contract and any other documents and take actions necessary to effectuate the terms of the contract.

It was moved by Vice President Toy, seconded by Director Lathi, to Award a Contract in the Amount of \$524,917 to Consolidated Parts Inc. for the Suply of Medium-Voltage Transformers for the Enhanced Treatment and Site Upgrade Phase 1B Project and Further Authorize the General Manager, or Designee, to execute the Contract and any Other Documents and Take Action Necessary to Effectuate the Terms of the Contract. Motion carried with the following vote:

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



ABSENT: None

**CONSIDER CONFIRMING AND DECLARING THE NEED TO CONTINUE THE EMERGENCY ACTION TO REPAIR A SINKHOLE ON CUSHING PARKWAY IN THE CITY OF FREMONT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated, on February 12, 2024, the Board adopted a resolution declaring the need to authorize an emergency and the expenditure of funds to allow staff to proceed with the expeditious repair of a sinkhole on Cushing Parkway in the City of Fremont. Following adoption of the resolution, staff issued written notification to McGuire and Hester to commence services in accordance with the District's emergency services contract. McGuire and Hester developed and submitted required traffic control plans/permit applications to the City of Fremont. The public contract code requires the Board review the status of the emergency action at every regularly scheduled Board meeting following adoption of the resolution until the action has been terminated. Staff recommended the Board declare the continuance of the emergency action to repair a sinkhole on Cushing Parkway in the City of Fremont.

It was moved by Vice President Toy, seconded by Director Lathi, to Reaffirm the February 26, 2024, Continuance of the Emergency, and to Declare the Continuance of the Emergency Action to Repair a Sinkhole on Cushing Parkway in the City of Fremont. Motion carried with the following vote:

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

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH DEGENKOLB ENGINEERS FOR THE FORCE MAIN STABILIZATION AT ALAMEDA CREEK PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau previous studies concluded that a major earthquake (magnitude larger than 6.0) could result in large-scale ground deformations that impact the District's twin force mains at the Alameda Creek undercrossing. The purpose of the Project will be to continue building upon previous work and construct improvements that minimize the amount of damage the twin force mains could experience due to a major earthquake. After inviting 11 qualified engineering firms to participate in a Request for Proposals, staff received one proposal from Degenkolb Engineers. The remaining firms declined to submit proposals due to a lack of personnel for the Project. Staff recommended the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Degenkolb Engineers in the amount of \$113,717 for the Force Main Stabilization at Alameda Creek Project.

It was moved by Director Kite, seconded by Director Lathi, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Degenkolb Engineers in

the Amount of \$113,717 for the Force Main Stabilization at Alameda Creek Project. Motion carried with the following vote:

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

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH WOODARD & CURRAN, INC. FOR THE FISCAL YEAR 2024 GRAVITY SEWER REHABILITATION/REPLACEMENT PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the District's routine television inspection of the collection system identifies gravity sewers with maintenance problems and structural defects that need replacement or rehabilitation. Some deficiencies require staff to obtain the services of qualified engineering firms and contractors to facilitate the repairs. The scope of the Project will include 12 sewers with deficiencies such as capacity, offset joints, sags, cracks, and inflow infiltration. The purpose of Task Order No. 1 is to authorize Woodard & Curran to provide engineering predesign services for the Project. Staff recommended the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Woodard & Curran, Inc. in the amount of \$153,196 for the Fiscal Year 2024 Gravity Sewer Rehabilitation/Replacement Project.

It was moved by Vice President Toy, seconded by Director Lathi, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Woodard & Curran, Inc. in the Amount of \$153,196 for the Fiscal Year 2024 Gravity Sewer Rehabilitation/Replacement Project. Motion carried with the following vote:

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

**INFORMATION ITEMS:**

**Check Register**

Staff responded to Boardmember questions regarding the check register.

**COMMITTEE MEETING REPORTS:**

The Legal/Community Affairs Committee met; the Budget & Finance and Engineering and Information Technology Committees were changed to briefings.

**GENERAL MANAGER'S REPORT:**

- General Manager Eldredge provided a COVID update.
- General Manager Eldredge stated the District was unable to meet the terms and conditions of the Bay Area Air Quality Management District's (BAAQMD) grant for electric vehicle charging stations due to lack of availability of necessary equipment.

BAAQMD was unwilling to grant a variance and the District plans to re-apply for the grant in the future.

- General Manager Eldredge will present to the Niles Rotary Club on March 28, 2024, all Boardmembers were invited to attend.


**OTHER BUSINESS:**

There was no other business.


**ADJOURNMENT:**

The meeting was adjourned at 4:29 p.m. to the next Regular Meeting to be held in the Boardroom on Monday, April 8, 2024, at 4:00 p.m.

**SUBMITTED:**

DocuSigned by:  
  
E550CBBC143DAD7  
REGINA McEVOY  
BOARD CLERK

**ATTEST:**

DocuSigned by:  
  
C0CC5EE393E9442  
TOM HANDLEY  
SECRETARY

**APPROVED:**

DocuSigned by:  
  
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MANNY FERNANDEZ  
PRESIDENT

Adopted this 8<sup>th</sup> day of April 2024

**Certificate Of Completion**

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


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Tom Handley  
 thandley@unionsanitary.ca.gov  
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