



**UNION SANITARY DISTRICT BOARD MEETING/
UNION SANITARY DISTRICT FINANCING AUTHORITY
AGENDA**

**Monday, March 28, 2022
Regular Meeting - 4:00 P.M.**

**Union Sanitary District
Administration Building
5072 Benson Road
Union City, CA 94587**

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

CORONAVIRUS (COVID-19) ADVISORY NOTICE

This meeting will be held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. **To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by following the steps listed below, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov before or during the meeting or via voicemail by calling 510-477-7599 before 3:00 p.m. on the date of the meeting.** Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Board President's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call the Board Clerk, assistanttogm@unionsanitary.ca.gov or 510-477-7503, who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Union Sanitary District procedure for resolving reasonable accommodation requests.

To listen to this Regular Board Meeting:

Call: 1-888-788-0099 or 1-877-853-5247

Meeting ID: 868 2954 1752 #

Participant ID: #

Click the Zoom link below to watch and listen:

<https://us02web.zoom.us/j/86829541752>

	1.	Call to Order.
	2.	Salute to the Flag. (This item has been suspended due to the COVID-19 pandemic.)
	3.	Roll Call.
Motion	4.	Approve Minutes of the Union Sanitary District Board Meeting of March 14, 2022.
Information	5.	February 2022 Monthly Operations Report <i>(to be reviewed by the Budget & Finance and Legal/Community Affairs Committees)</i> .
	6.	Written Communications.
	7.	Public Comment. Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available in the Boardroom and are requested to be completed prior to the start of the meeting.
Motion	8.	Consider a Resolution to Accept a Sanitary Sewer Easement for Tract 8078 – Mission Villas, Located at 38569 Mission Boulevard, in the City of Fremont <i>(to be reviewed by the Legal/Community Affairs Committee)</i> .
Motion	9.	Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Black & Veatch for the Energy Resiliency Study <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Motion	10.	Authorize the General Manager to Execute an Amendment No. 1 to Task Order No. 1 with Carollo Engineers, Inc. for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY 21 Gravity Sewer Rehabilitation/Replacement Project (Phase VII) <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Motion	11.	Review and Consider Approval of Policy No. 2030, Investment Policy <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	12.	Consider Adoption of a Resolution Authorizing the Use of Teleconference Meetings in Compliance with AB 361 and Discussion Regarding the Transition to In-Person Meetings.
Direction	13.	Provide Direction Regarding District Rebranding Initiative.
Information	14.	Publication of Allogene Therapeutics, Inc. as Significant Violator in 2021 <i>(to be reviewed by the Legal/Community Affairs Committee)</i> .
Information	15.	COVID-19 Update.
Information	16.	Check Register.

- Information
17. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*
- a. Budget & Finance Committee – Wednesday, March 23, 2022, at 10:30 a.m.
 - Director Lathi and Director Toy
 - b. Engineering and Information Technology Committee – Friday, March 25, 2022, at 10:00 a.m.
 - Director Kite and Director Fernandez
 - c. Legal/Community Affairs Committee – Friday, March 25, 2022, at 11:00 a.m.
 - Director Lathi and Director Handley
 - d. Legislative Committee – will not meet.
 - e. Personnel Committee – will not meet.
-
- Information
18. General Manager’s Report. *(Information on recent issues of interest to the Board).*
-
19. Other Business:
- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
-
20. Adjournment – The Board will adjourn to the next Regular Board Meeting to be held in the Boardroom on Monday, April 11, 2022, at 4:00 p.m.
-

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager’s office at (510) 477-7503 at least 24 hours in advance of the meeting.



BUDGET & FINANCE COMMITTEE MEETING
Committee Members: Director Lathi and Director Toy

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Wednesday, March 23, 2022
10:30 A.M.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

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1. Call to Order

2. Roll Call

3. Public Comment

Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of March 28, 2022:

- February 2022 Monthly Operations Report – Financial Reports
- Review and Consider Approval of Policy No. 2030, Investment Policy

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.

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ENGINEERING AND INFORMATION TECHNOLOGY COMMITTEE MEETING

Committee Members: Director Kite and Director Fernandez

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Friday, March 25, 2022

10:00 A.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

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4. Items to be reviewed for the Regular Board meeting of March 28, 2022:

- Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Black & Veatch for the Energy Resiliency Study
 - Authorize the General Manager to Execute an Amendment No. 1 to Task Order No. 1 with Carollo Engineers, Inc. for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY 21 Gravity Sewer Rehabilitation/Replacement Project (Phase VII)
-

5. Adjournment

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**LEGAL/COMMUNITY AFFAIRS
COMMITTEE MEETING**

Committee Members: Director Handley and Director Lathi

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Friday, March 25, 2022
11:00 A.M.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

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4. Items to be reviewed for the Regular Board meeting of March 28, 2022:

- February 2022 Monthly Operations Report – Odor and Work Group Reports
 - Consider a Resolution to Accept a Sanitary Sewer Easement for Tract 8078 – Mission Villas, Located at 38569 Mission Boulevard, in the City of Fremont
 - Publication of Allogene Therapeutics, Inc. as Significant Violator in 2021
-

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
March 14, 2022**

This meeting was held pursuant to Government Code Section 54953 (as amended by AB 361), which authorizes teleconferenced meetings under the Brown Act during a proclaimed state of emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. Consistent with Government Code Section 54953, this 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 observe the Board Meeting and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

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

ABSENT: Jennifer Toy, Director (Arrived at 4:08 p.m.)

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, Interim Technical Services Manager
Gene Boucher, Human Resources Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Chris Pachmayer, Fabrication, Maintenance, and Construction Manager
Rollie Arbolante, Customer Service Team Coach
Allan Briggs, Interim Capital Improvements Projects Team Coach
Jason Yeates, Organizational Performance Coordinator
May Bautista, Administrative Specialist
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Monique Spyke, PFM Asset Management

APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF FEBRUARY 28, 2022

It was moved by Vice President Lathi, seconded by Director Handley, to Approve the Minutes of the Board Meeting of February 28, 2022. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF MARCH 7, 2022

It was moved by Director Fernandez, seconded by Vice President Lathi, to Approve the Minutes of the Special Board Meeting of March 7, 2022. Motion carried with the following vote:

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

FISCAL YEAR 2022 2ND QUARTER MANAGED INVESTMENT PORTFOLIO REPORT

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson introduced Monique Spyke, Managing Director of PFM Asset Management, who presented an overview of the 2nd quarter report included in the Board meeting packet.

FISCAL YEAR 2022 2ND QUARTER DISTRICT-WIDE BALANCED SCORECARD

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Coordinator Yeates provided an overview of the Balanced Scorecard included in the Board meeting packet and responded to Board member questions.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 3060, COMMUNICATION BY MEMBERS OF THE BOARD OF DIRECTORS

This item was reviewed by the Legal/Community Affairs Committee. Executive Assistant to the General Manager/Board Clerk McEvoy stated staff reviewed the policy and proposed minor edits. Staff recommended the Board approve Policy 3060, Communication by Members of the Board of Directors.

It was moved by Vice President Lathi, seconded by Director Toy, to Approve Policy No. 3060, Communication by Members of the Board of Directors. Motion carried with the following vote:

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

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2030, INVESTMENT POLICY

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated staff prepared a desk item at the request of the Budget & Finance Committee. The desk item added text that stated the District may invest up to the limit allowed by California Code Section 53601. Staff collaborated with PFM Asset Management to update the Investment Policy to accurately reflect current language in the government code. Proposed substantive updates to the policy were detailed in the Board meeting packet.

The Board directed staff to further edit the policy to state that with the exception of investment in United States Treasury Obligations, no single investment category shall constitute more than 70% of the District's overall portfolio without prior Board approval. Staff will add the requested language and bring Policy No. 2030 to a future meeting for Board consideration.

CONSIDER A MOTION TO CANCEL THE NOVEMBER 28 AND DECEMBER 26, 2022, BOARD OF DIRECTORS MEETINGS

Executive Assistant to the General Manager/Board Clerk McEvoy stated the second regularly scheduled Board meeting in November falls on the Monday after Thanksgiving, which would impact Committee Meetings the week of the holiday, and the second regularly scheduled Board meeting in December falls on the week between the Christmas and New Year holidays. Staff recommended the Board consider rescheduling or canceling the second Board meeting in November and December.

It was moved by Vice President Lathi, seconded by Secretary Fernandez, to Cancel the November 28, 2022, and December 26, 2022, Board Meetings and Direct Staff to Schedule Special Board Meetings for November 21, 2022, and December 19, 2022, if Needed. Motion carried with the following vote:

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

REVIEW AND CONSIDER APPROVAL OF CLASSIFIED PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE MARCH 1, 2022

This item was reviewed by the Personnel Committee. Human Resources Manager Boucher stated the publicly available pay schedule has been required by CalPERS since August 2011 to ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation. The Classified Publicly Available Pay Schedule included in the Board meeting packet will be effective March 1, 2022, per the Memorandum of Understanding between the District and the Service Employees International Union, Local 1021. Staff recommended the Board approve the March 1, 2022, Classified Employees Pay Schedule.

It was moved by Director Handley, seconded by Director Toy, Approve the Classified Employees Publicly Available Pay Schedule Effective March 1, 2022. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE FIRST AMENDMENT TO ENCROACHMENT AGREEMENT WITH TURK ISLAND VENTURES, LLC FOR TRACT 7728 – TURK ISLAND IN THE CITY OF UNION CITY

This item was reviewed by the Engineering and Information Technology Committee. Interim Technical Services Manager Chau stated the Board previously authorized the General Manager to execute an encroachment agreement with Turk Island Ventures, LLC. The encroachment agreement allowed the developer to perform work within an easement containing the District's twin force mains. The developer was unable to obtain the necessary construction resources and postponed the work until Spring 2022. The developer has requested an amendment to the encroachment agreement to allow work this year. Staff recommended the Board authorize the General Manager to execute First Amendment to Encroachment Agreement with Turk Island Ventures, LLC for Tract 7728 – Turk Island located in the City of Union City.

It was moved by Secretary Fernandez, seconded by Director Handley, to Authorize the General Manager to Execute First Amendment to Encroachment Agreement with Turk Island Ventures, LLC for Tract 7728 – Turk Island, Located in the City of Union City. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 3 WITH WOODARD & CURRAN, INC. FOR THE IRVINGTON BASIN REINFORCED CONCRETE PIPE REHABILITATION PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Interim Technical Services Manager Chau stated the proposed Task Order would authorize engineering services during construction of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project. The scope of services and fee for Task Order No. 3 were summarized in the Board meeting packet. Staff recommended the Board authorize the General Manager to execute Task Order No. 3 with Woodard & Curran, Inc. in the amount of \$79,510 to provide engineering services during construction of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project.

It was moved by Director Toy, seconded by Secretary Fernandez, to Authorize the General Manager to Execute Task Order No. 3 with Woodard & Curran, Inc. in the Amount of \$79,510 to Provide Engineering Services During Construction of the Irvington Basin Reinforced Concrete Pipe Rehabilitation Project. Motion carried with the following vote:

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

CONSIDER ADOPTION OF A RESOLUTION AUTHORIZING THE USE OF TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361

District Counsel Murphy stated AB 361 requires public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing. The District is continuing to hold teleconferenced meetings as allowed under AB 361 due to the ongoing public health threat of COVID-19. The proposed resolution includes findings required by AB 361 to allow the District to hold teleconferenced meetings. Staff provided an update on the status of the COVID-19 Emergency Order and will forward additional information to the Board as it becomes available. Staff recommended the Board adopt a resolution authorizing the use of teleconference meetings in compliance with AB 361.

It was moved by Director Toy, seconded by Director Handley, to Adopt Resolution No. 2958 Authorizing the Use of Teleconference Meetings in Compliance with AB 361. Motion carried with the following vote:

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

INFORMATION ITEMS:

Report on the East Bay Dischargers Authority Meeting of February 17, 2022

Director Toy provided an overview of the EBDA Meeting minutes included in the Board meeting packet.

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

GENERAL MANAGER'S REPORT:

- General Manager Eldredge stated renderings for the Enhanced Treatment and Site Upgrade (ETSU) Campus Building were shared with staff via email. ETSU personnel conducted two meetings with staff to review the renderings and received positive feedback.
- The District's contractor for the ETSU Program Phase 1A Aeration Basins Modifications Project, W.M. Lyles Co., purchased a property near the District on Veasy Street to be used for equipment storage and off-site parking during the Project.
- District Counsel Murphy stated it had been a year since the Board requested bi-monthly reminders regarding AB 992 which pertains to Board member social media use in relation to the Brown Act. District Counsel Murphy asked if the Board would like the email reminders to continue. The Board directed District Counsel Murphy to continue sending the bi-monthly AB 992 emails.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 4:56 p.m. to a Board Workshop to be held virtually on Wednesday, January 12, 2022, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

MANNY FERNANDEZ
SECRETARY

APPROVED:

PAT KITE



Union Sanitary District

Monthly Operations Report February 2022



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2022 MONTHLY OPERATIONS REPORT

The February 2022 Monthly Operations Reports highlights the District's performance in the following areas:

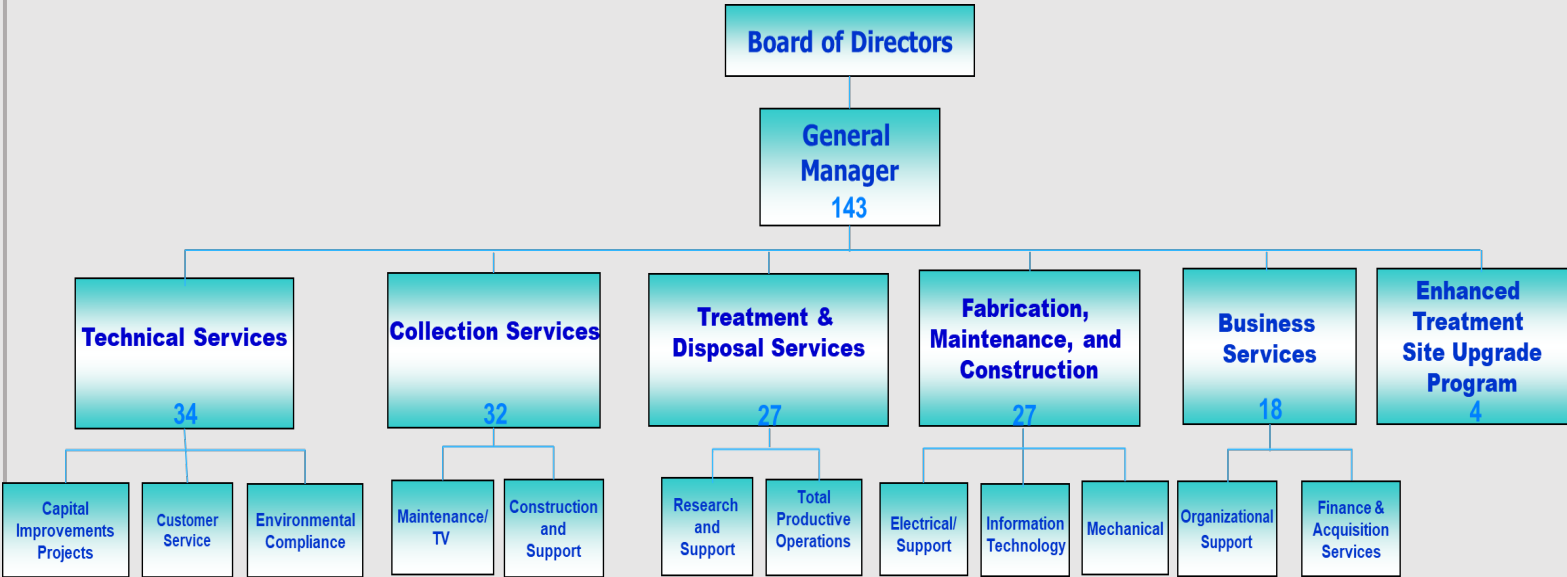
- **Organizational Overview**
- **Financial Reports**
 - Budget and Finance Report
 - Investment Portfolio
 - Portfolio Holdings by Asset Class and by Maturity Range
- **Customer Relations**
 - Odor Investigations and Response
 - Service Request and Response
 - Communication and Outreach
- **Plant Operations**
- **Maintenance Report**
 - Collection System
 - Plant and Pump Stations
 - Information Technology
- **Capital Improvement Projects (CIP) Report**
 - Current Construction Projects
 - Studies and Designs
- **Permitting and Inspections**
- **Staffing and Personnel**



Organizational Overview

2022 MONTHLY OPERATIONS REPORT

Union Sanitary District operates a 33-acre wastewater treatment facility in Union City and provides collection, treatment, and disposal services to a total population of over 356,000 in Fremont, Newark and Union City, California. The District maintains over 839 miles of underground pipeline in its service area.



Executive Team

Paul Eldredge	General Manager/District Engineer	Oversees District operations and liaison to the Board of Directors
Mark Carlson	Business Services/CFO	Includes Finance, Purchasing, Human Resources, and Safety
Jose Rodrigues	Collection Services	Maintains, and repairs the sewer lines and manholes throughout the service area
Raymond Chau	Technical Services	Permits and inspections, pretreatment program, and capital improvements
Armando Lopez	Treatment and Disposal Services	Operates the treatment plant, process and analyze wastewater samples
Robert Simonich	Fabrication, Maintenance, and Construction	Information technology, equipment installation, service, repair for the plant and pump stations



Financial Report

2022 MONTHLY OPERATIONS REPORT

Total Revenues and Expenditures

FY 2022

Year-to-date as of 02/28/22

67% of year elapsed

Revenues

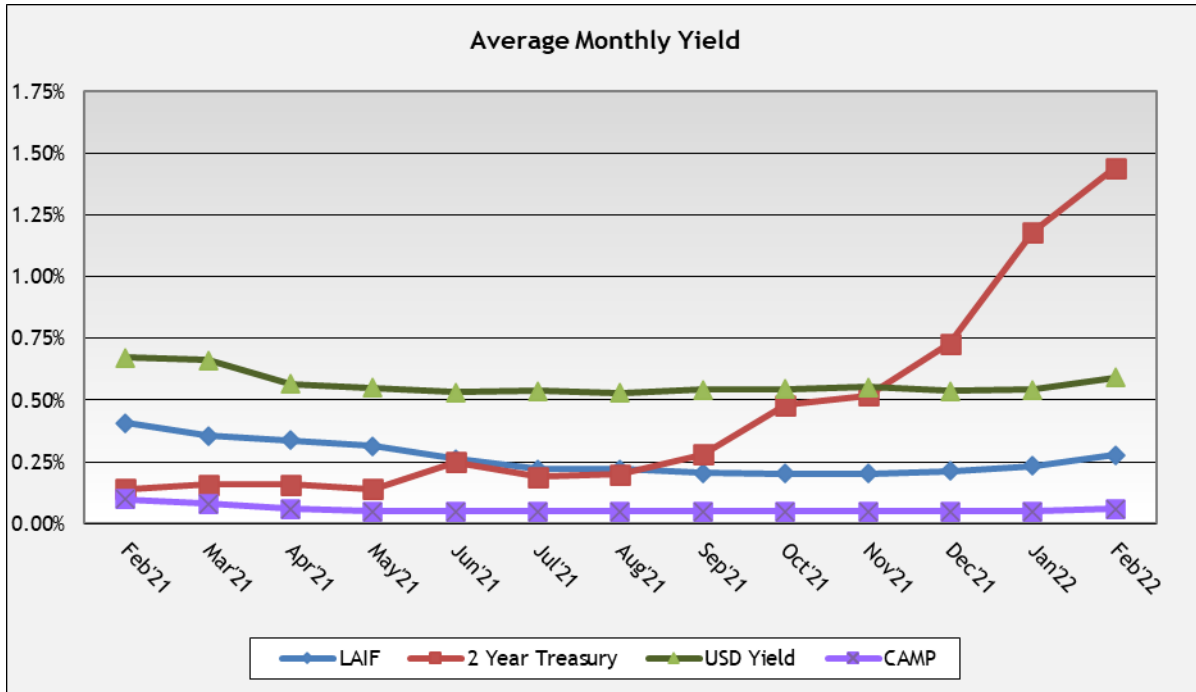
	Budget	Actual	% of Budget Rec'd	Audited Last Year Actuals 6/30/21
Capacity Fees	\$ 4,949,820	\$ 3,247,584	66%	\$ 9,358,209
Sewer Service Charges	74,716,000	37,343,810	50%	62,142,806
Operating (Includes work groups and fund 85)	1,260,900	798,842	63%	1,315,019
Interest	1,085,000	595,925	55%	1,438,294
Misc. (Annex fees, forfeited deposits)	50,000	1,583,906	3168%	17,720
Subtotal Revenues	<u>\$ 82,061,720</u>	<u>\$ 43,570,066</u>	<u>53%</u>	<u>\$ 74,272,049</u>
Bond Proceeds	110,000,000	110,626,705	100.6%	-
Total Revenues + Bond Proceeds	\$ 192,061,720	\$ 154,196,771	80%	\$ 74,272,049

Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Proj.	\$ 14,949,000	\$ 6,610,883	44%	\$ 21,520,168
Renewal & Repl. Proj.	28,240,200	7,932,411	28%	11,598,759
Operating (includes fund 85)	46,905,403	28,047,616	60%	45,515,755
Special Projects	3,960,104	164,377	4%	714,462
Retiree Medical (ADC)	1,421,401	1,156,912	81%	133,279
115 Pension Trust	3,000,000	-	0%	-
Vehicle & Equipment	125,000	-	0%	144,181
Information Systems	940,000	214,868	23%	502,358
Plant & Pump Stat. R&R	400,000	224,697	56%	162,400
Emerg. Fund	-	-	0%	-
Cty Fee for SSC Admin.	115,000	55,863	49%	111,142
Debt Servicing:				
SRF Loans	-	7,712	0%	-
Bonds	12,019,092	4,336,534	36%	4,287,915
WIFIA	-	362,228	0%	100,000
Total Expenses	<u>\$ 112,075,200</u>	<u>\$ 49,114,101</u>	<u>44%</u>	<u>\$ 84,790,419</u>
Total Revenue & Proceeds less Expenses	\$ 79,986,520	\$ 105,082,670		(10,518,370)

Investment Portfolio

Performance Measures for the USD Investment Portfolio



	Oct'21	Nov'21	Dec'21	Jan'22	Feb'22
LAIF	0.20%	0.20%	0.21%	0.23%	0.28%
2 Year Treasury	0.48%	0.52%	0.73%	1.18%	1.44%
USD Yield	0.55%	0.55%	0.54%	0.54%	0.59%
CAMP	0.05%	0.05%	0.05%	0.05%	0.06%

LAIF: Local Agency Investment Fund Yield

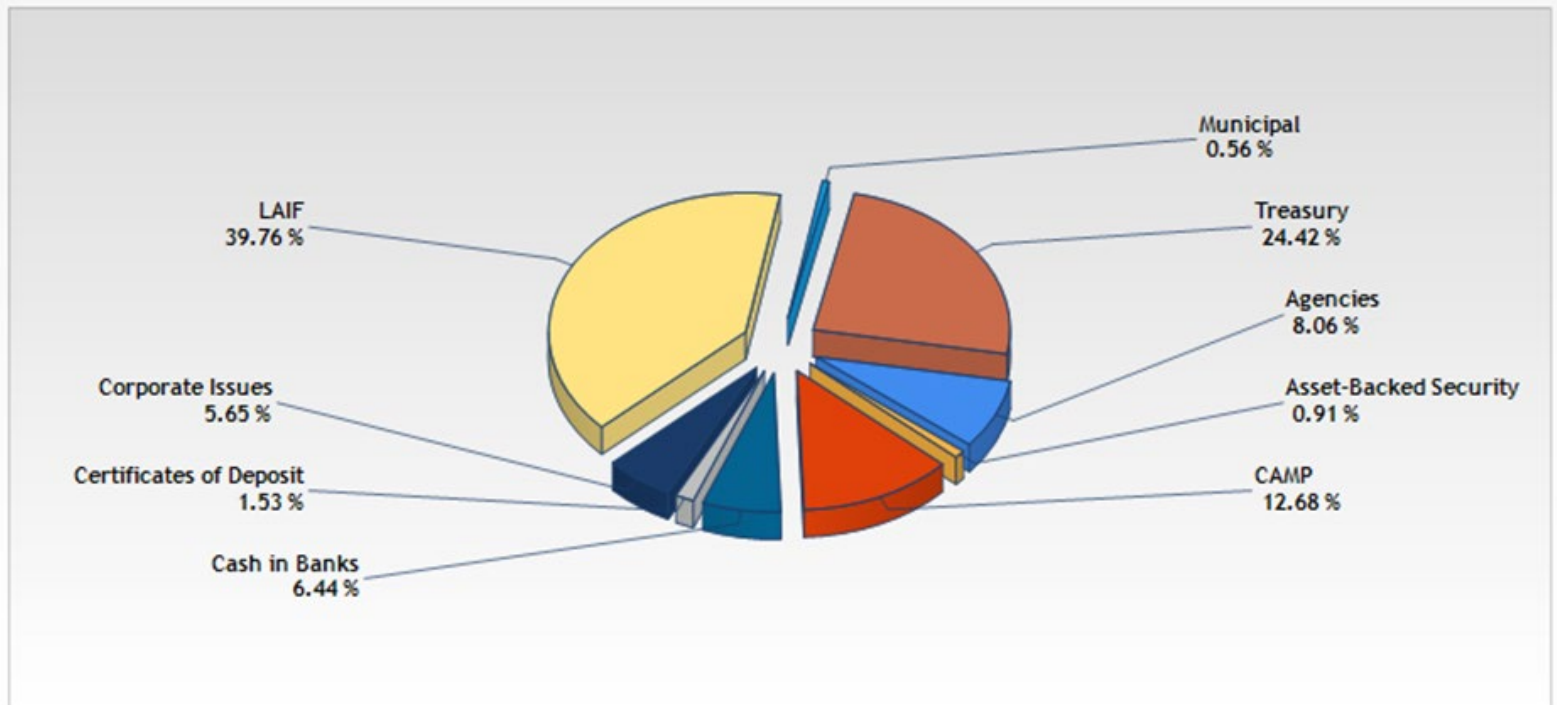
2 Year Treasury: Yield for investing in 2-Year U.S. Treasury security

USD Yield: Summarizes USD portfolio's yield

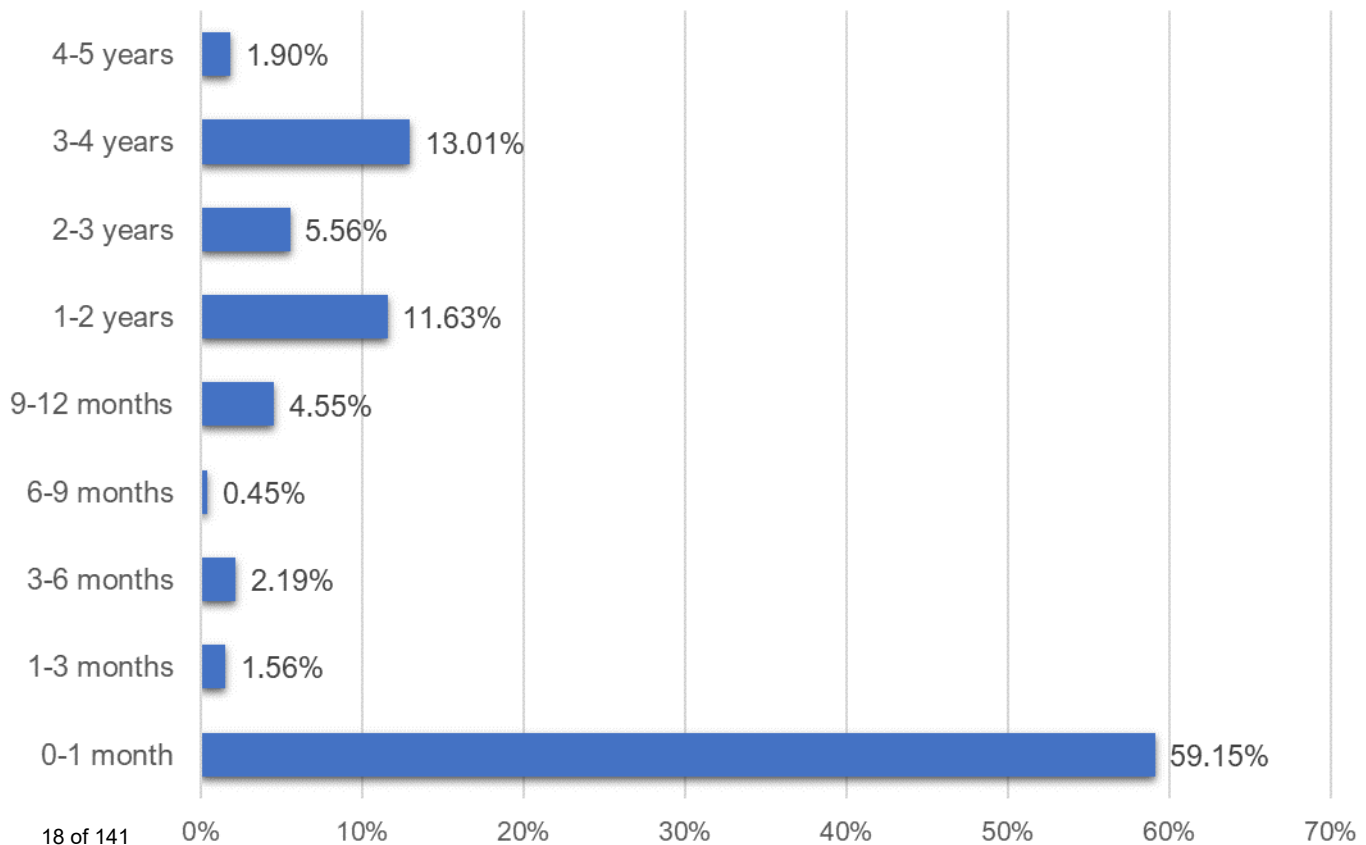
CAMP: California Asset Management Program Yield

Portfolio Holdings by Asset Class and by Maturity Range

Portfolio Holdings Distribution by Asset Class



Portfolio Holdings Distribution by Maturity Range



Union Sanitary District Odor Map and Report

During the recording period between February 1, 2022, through February 28, 2022, there were no odor related service request(s) received by the District.

Union Sanitary District Odor Map and Report

Union Sanitary
District-
Alvarado
Treatment Plant



Legend

Odor Complaints: February 2022

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (0)
- ▲ No odor found (0)

Odor Complaints: Mar. 2021 to Jan. 2022

- ★ Odor found, USD resolved (2)
- Odor found, not related to USD (4)
- ▲ No odor found (13)

Location of Odor Reports March 2021 to February 2022

0 0.5 1 2 3 4 5 Miles





Customer Relations

2022 MONTHLY OPERATIONS REPORT

Customer Service Response

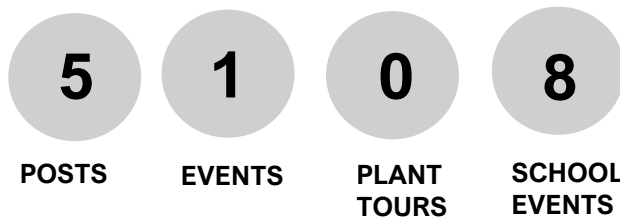
Front Desk Trouble Calls

Service calls that require immediate attention to support customer needs. Dispatched from the Front Desk during business hours.

Total Calls	Fremont	Newark	Union City	Total
Feb-22	9	7	3	19
Jan-22	8	5	3	16
Dec-21	11	2	2	15
Nov-21	8	4	5	17
Oct-21	6	1	4	11
Sep-21	17	2	1	20
6 Month Total				98
Feb-21	5	3	2	10

Communication and Outreach

Includes participation in local events, social media communication, plant tours, and school outreach events.



Social Media Posts:

- Don't flush pet waste
- Keep starches out of your drains
- Presidents' Day office closure
- Assistant Storekeeper/Storekeeper 1 recruitment
- Lateral information video

Events:

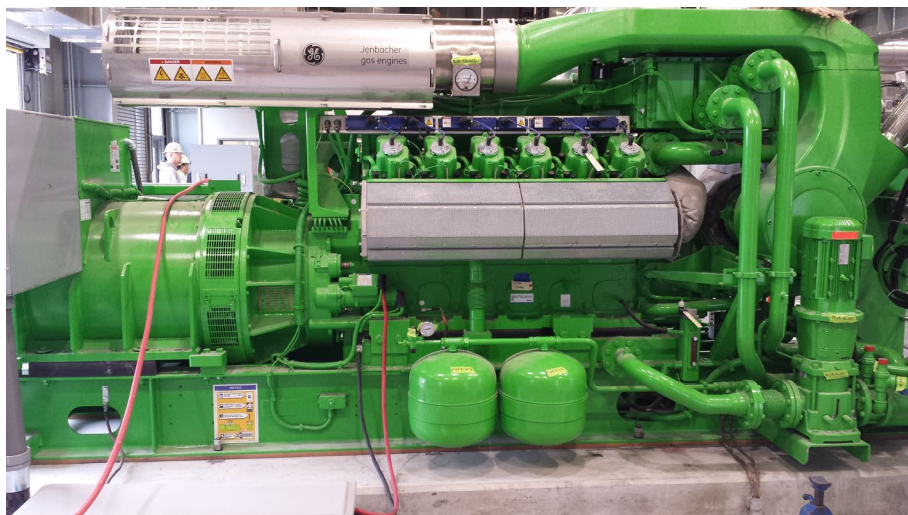
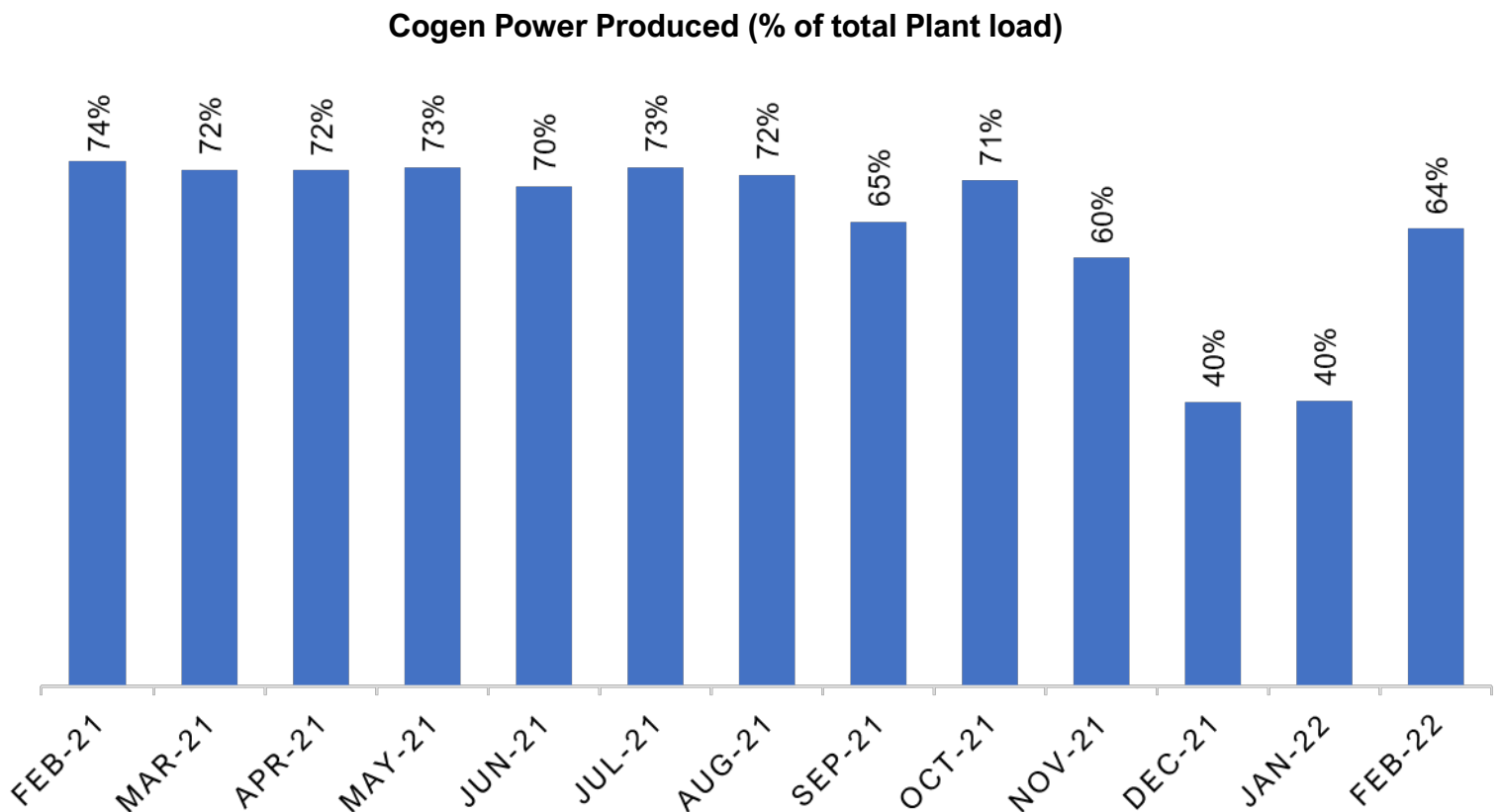
- GM presentation to Mission San Jose Rotary Club Feb. 11

Other Activities:

- School Presentations (Virtual)

Cogeneration Engines at USD’s Wastewater Treatment Plant

The chart below shows the percentage of Plant power usage generated by the District’s cogeneration (cogen) engines monthly. The engines use biogas produced by the wastewater treatment process to generate power for the District’s treatment plant and lower energy costs.





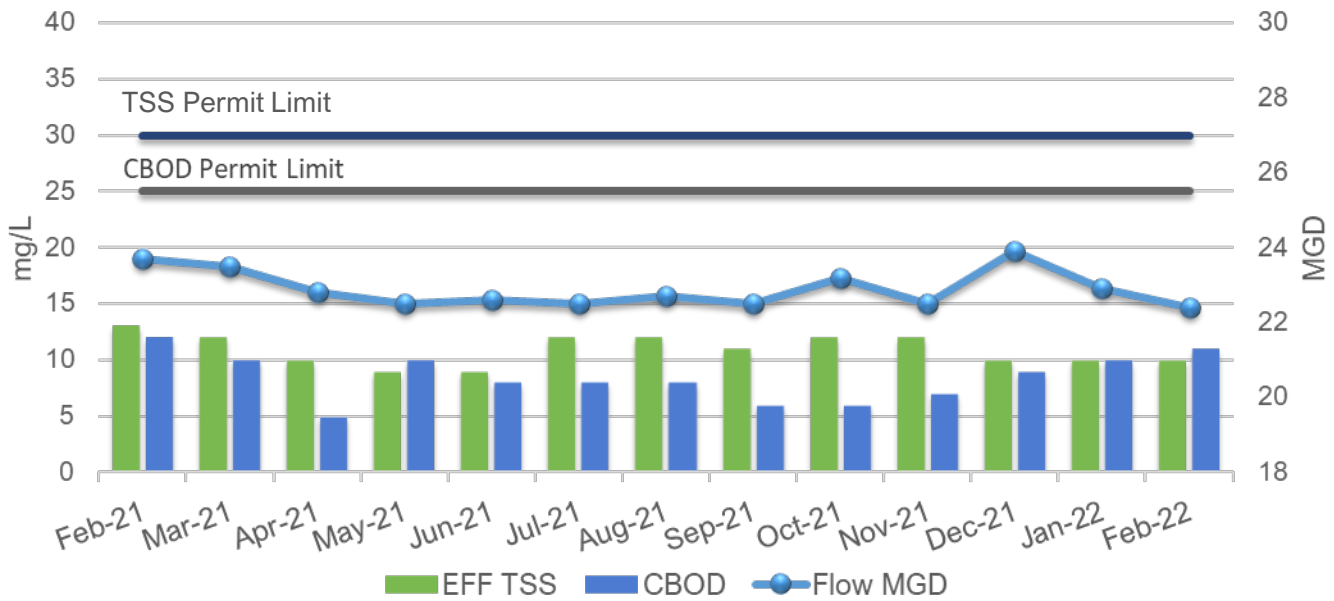
Plant Operations

2022 MONTHLY OPERATIONS REPORT

Lab Monitoring Results

USD's laboratory staff process over 6,200 samples and perform about 17,000 analyses every year to ensure discharges from the plant meet necessary standards.

Lab Results and Effluent Flow



EFF SS: Effluent Suspended Solids **CBOD:** Carbonaceous Biochemical Oxygen Demand **MGD:** Million Gallons per Day

USD's Final Effluent Monthly Monitoring Results

Parameter	Permit Limit	Dec-21	Jan-22	Feb-22
Copper, µg/l	78	5.3	6.1	6.0
Mercury, µg/l	0.066	0.0022	N/A	0.0031
Cyanide, µg/l	42	ND 3	E 1.6	E 1.0
Ammonia- N, mg/L (Range)	130	35.6 – 49.0	43 – 46.4	41.2 – 45.0
Fecal Coliform, MPN/100ml (Range)				
• 5-Day Geometric Mean	500	32 - 38	36 - 46	34 - 45
• 11-Sample 90th Percentile	1100	93 – 228	60 - 69	54 - 60
Enterococci				
• Monthly Geometric Mean	240	16.9	19.9	20.3

E = Estimated value, concentration outside calibration range. For SIP, E = DNQ, estimated concentration.



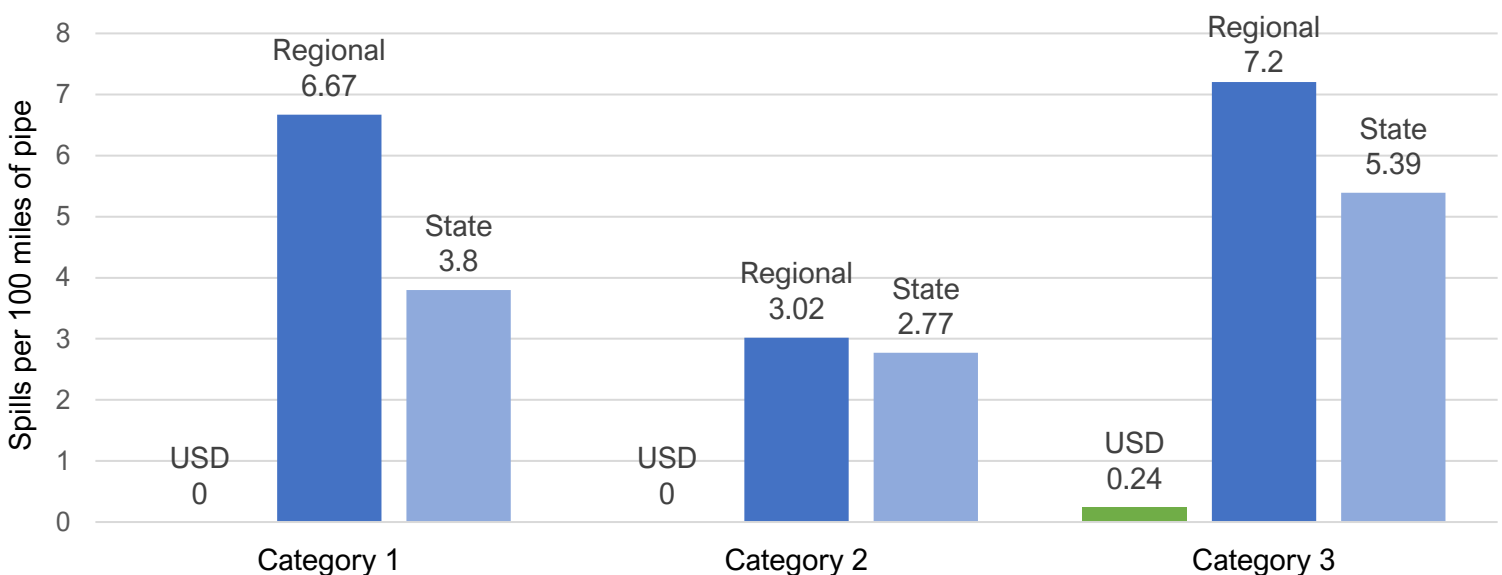
Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Collection System Maintenance Work Completed

The Collection Services Workgroup maintains over 839 miles of gravity sewer through cleaning and televised inspection. They also service 63 District vehicles and maintain 3 buildings. Maintenance of equipment is completed by staff through sewer line repairs and work orders.

**Average Spills per 100 Miles of Sewer Over the Last 12 Months
USD vs. Regional vs. State**



Definition of Spill Categories

- Category 1: 1,000 gallons or more. Discharges to surface water, not fully captured.
- Category 2: 1,000 gallons or more. Does not reach surface water, not fully captured.
- Category 3: 1,000 gallons or less. Does not reach surface water, fully captured.

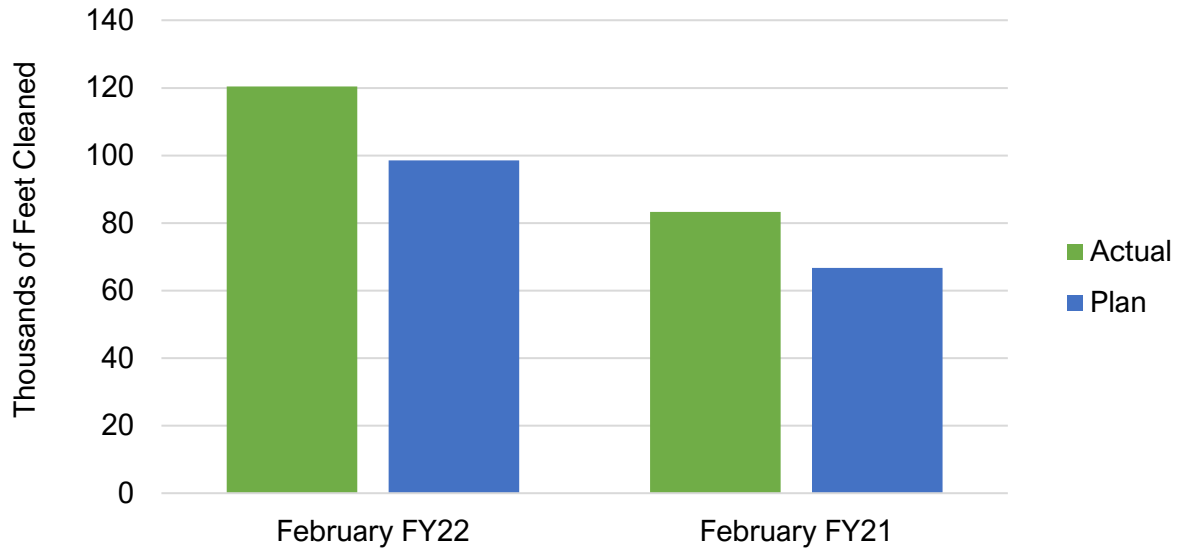
	This Month	Fiscal Year to Date	Historical Monthly Average
Sewer Line Repairs- # of Open Trench	0	7	2
Sewer Line Repairs- # of Trenchless	11	146	14
Work Orders Completed on Vehicles and Buildings	281	1533	171



Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Sewer Line Cleaning



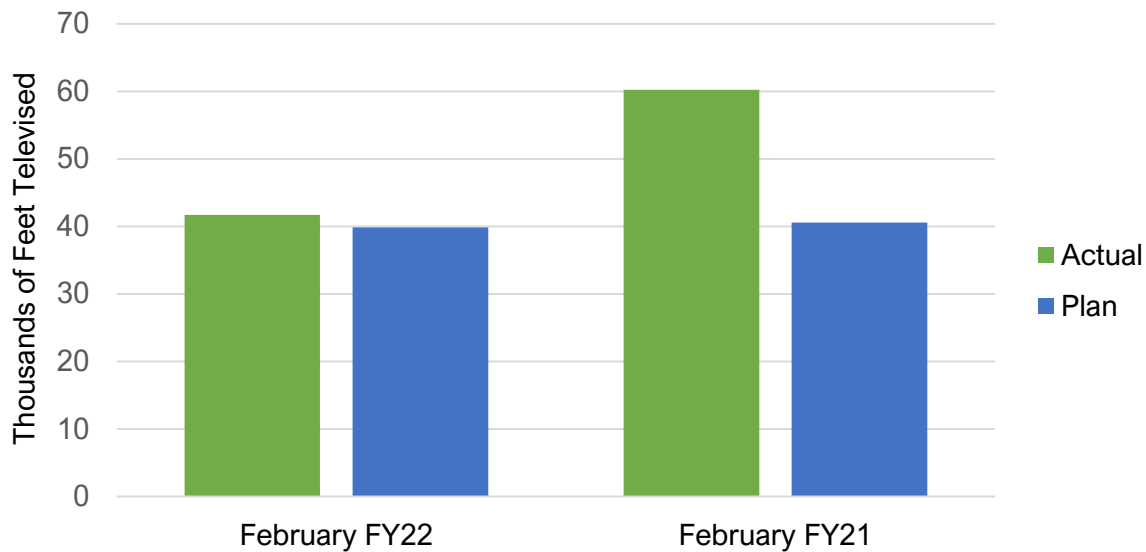
Cleaning Cost per Foot=\$1.02							
Description	FY22 Qtr 2 Footage	Jan-22 Footage	Feb-22 Footage	FY22 Footage	Historical FY21 Footage	FY22 Goal	% Completed to Plan
84 Month Hydro-Jet Clean	145,468	51,338	74,875	385,803	537,616	634,499	60.8%
Selective Line Cleaning	49,758	18,636	17,542	146,335	200,764	193,168	75.8%
Special Condition Clean (not in total)	3,108	7,052	2,381	18,157	23,622	24,124	75.3%
Root Control/Chemical Clean	58,217	25,288	28,013	240,911	338,555	354,820	67.9%
Totals	253,443	95,262	120,430	773,049	1,081,602	1,182,487	65.4%



Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Sewer Line Inspection and Televising



Televising Cost per Footage=\$1.74							
Description	FY22 Qtr 2 Footage	Jan-22 Footage	Feb-22 Footage	FY22 Footage/ Count	Historical FY21 Footage/ Count	FY22 Goal	% Complete to Plan
84 Month TV Inspection	96,938	20,229	41,712	278,175	481,639	423,311	65.7%
84 Month Manhole Inspection Count	608	381	353	1,784	1,163	2,351	75.9%
Visual/Condition, Pre/Post Cnst TV (not in total)	3,515	-	-	3,697	1,793	17,347	21.3%
Visual Manhole Inspection Count (not in total)	163	-	48	349	329	-	-
New Development, CIP, Misc (not in total)	3,863	6,710	684	16,498	33,140	39,736	41.5%
QA/QC Line Condition	18,196	898	-	19,094	19,201	19,317	98.8%
QA/QC Root Control	8,268	-	-	35,577	22,270	35,482	100.3%
Totals	123,402	21,127	41,712	332,846	523,110	478,110	69.6%

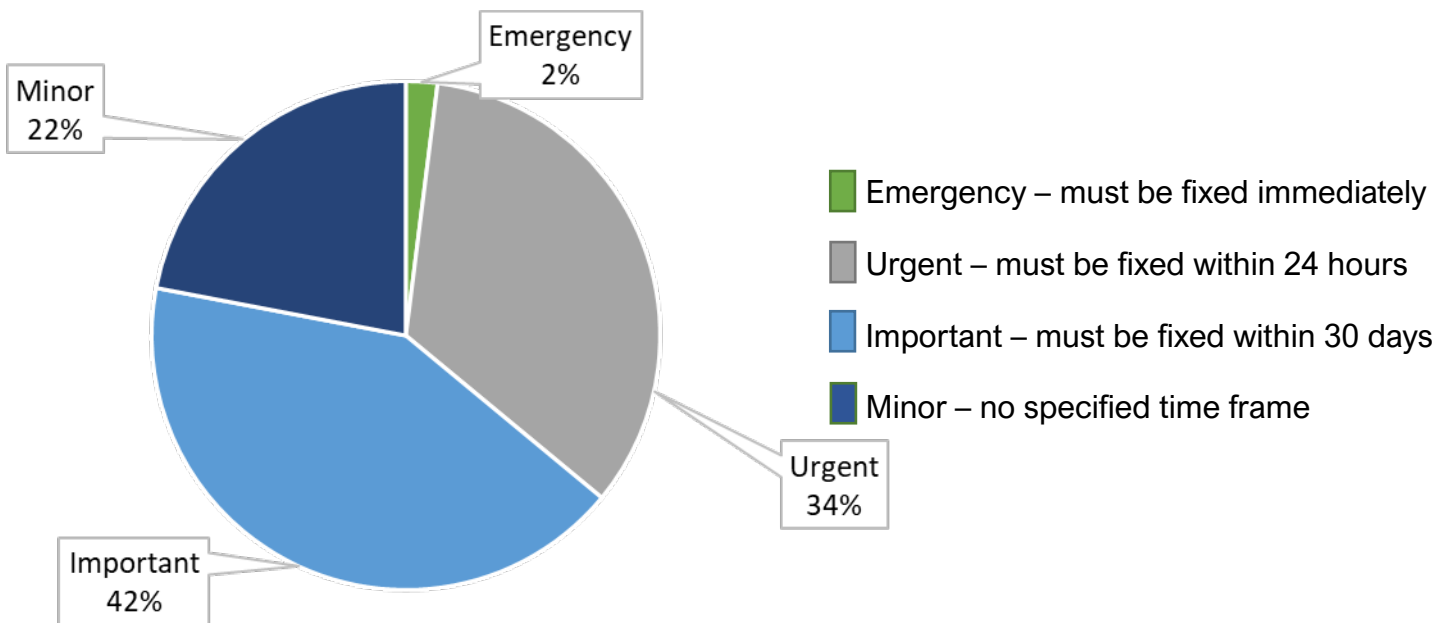


Maintenance Report

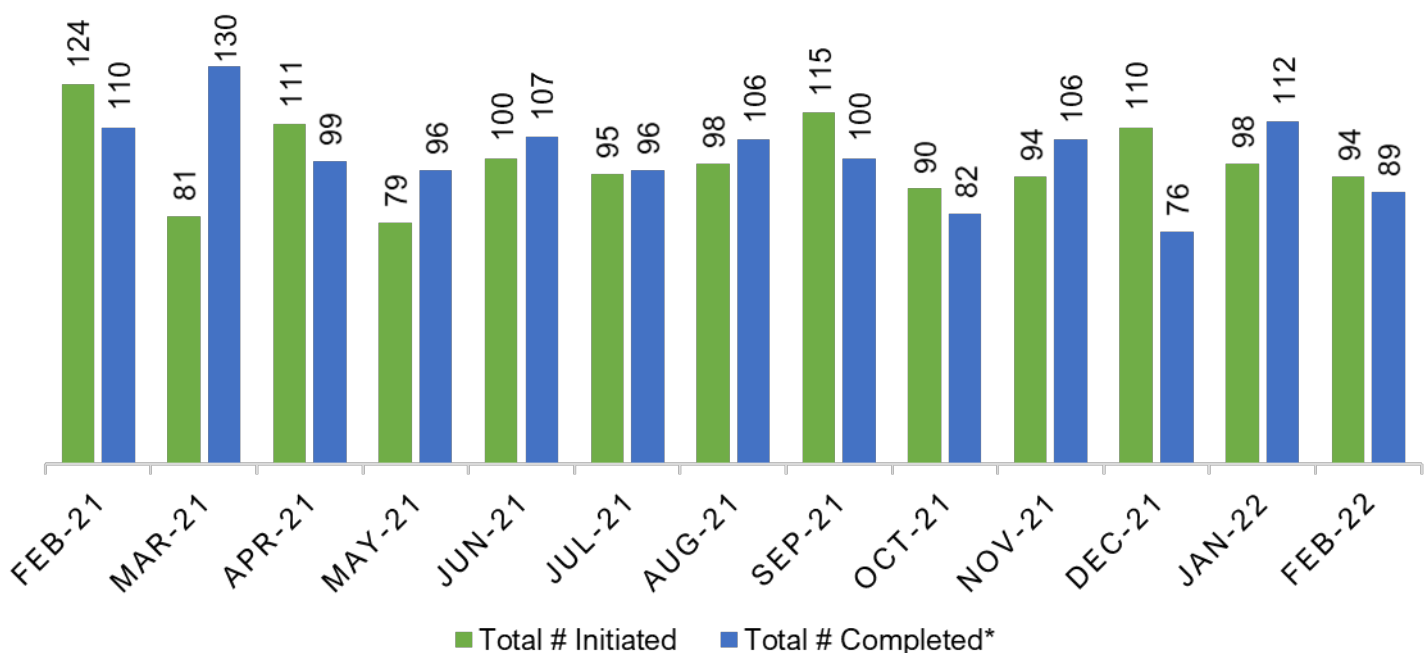
2022 MONTHLY OPERATIONS REPORT

Plant and Pump Stations Maintenance Work Completed

Equipment at our Plant and Pump/Lift stations is maintained by mechanics and other staff through completion of work orders. Staff completed 98.3% of preventative maintenance activities for the month in addition to the following shown below.



Work Orders Initiated and Completed



*The number of work orders completed in a month is dependent upon several factors including the availability of necessary parts and the amount of time required by staff to accomplish a given task.



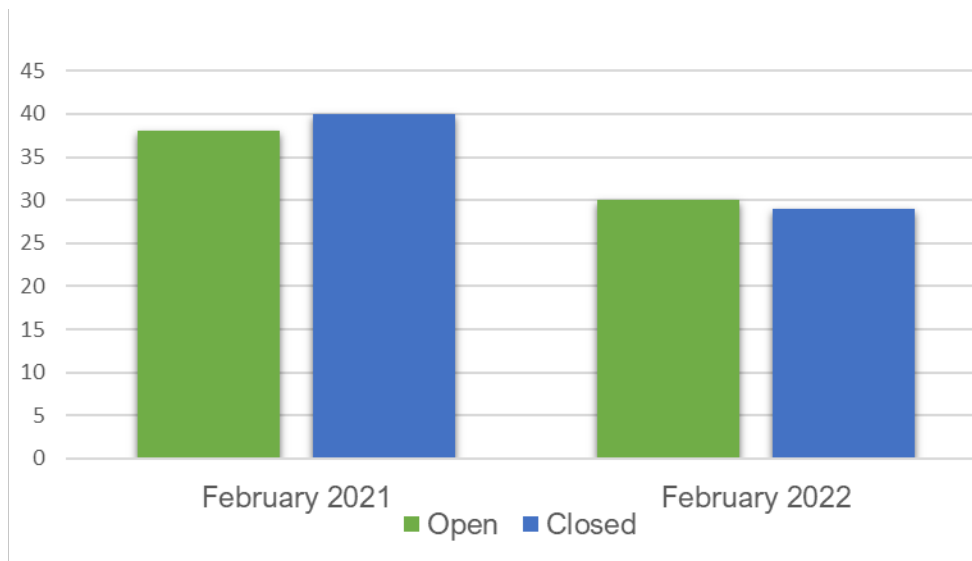
Maintenance Report

2022 MONTHLY OPERATIONS REPORT

Information Technology

USD's Information Technology (IT) staff install, upgrade, and maintain District computers and software systems. IT staff responsibilities include ongoing maintenance of systems critical to operation of our wastewater treatment plant and pump stations.

IT Help Desk Tickets



Managed and Hosted IT Asset Uptime

Asset Name	USD Managed or Hosted by Third Party	% Up time
USD Website	Hosted	99.98%
Email Server	Hosted	100%
Newark Pump Station	USD Managed	99.99%
Boyce Pump Station	USD Managed	99.99%
Irvington Pump Station	USD Managed	99.97%
SCADA	USD Managed	100%
Total Average of All USD Servers	USD Managed	99.98%

The majority of our IT network assets are maintained onsite by IT staff with an uptime target of 99.90%. Additional assets, such as the USD website, are hosted externally by a third party.



Capital Improvement Projects

2022 MONTHLY OPERATIONS REPORT

Capital Improvement Project (CIP) Activities

Our engineers manage and coordinate project activities including completion of studies, designing of future projects, and project management of construction work at our Plant, Pump Stations, gravity sewer network, and Force Mains.

Current CIP Projects – Budget and % complete

Current (FY22) CIP Projects	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Aeration Blower No. 11 Project	\$1,652	\$1,005	12/21	55%
2 – Alvarado Influent Pump Station Improvements Project	\$8,986	\$7,143	10/21	85%
3 – Cathodic Protection System Improvements Project	\$483	\$360	1/22	90%
4 – Centrifuge Building Improvements Project	\$688	\$13	10/21	70%
5 – Emergency Outfall Improvements Project	\$1,399	\$1,198	1/22	100%
6 – FY21 Cast Iron/Pipe Lining Project	\$307	\$220	5/21	100%
7 – FY21 Gravity Sewer Rehabilitation/ Replacement Project – Phase VII	\$595	\$595	10/21	100%
8 – Headworks Screens Replacement Project	\$1,870	\$1,870	7/21	100%
9 - Irvington Basin Reinforced Concrete Pipe Rehabilitation Project	\$5,291	\$0	12/22	0%
10 – Primary Digester No. 7 Project	\$23,758	\$22,724	4/22	96%
11 – Standby Power Generation System Upgrade Project	\$21,135	\$0	4/24	0%
12 – Wet Weather Flow Management – Calcium Thiosulfate Chemical Feed System	\$624	\$570	6/21	95%



Digester #7 Project



Capital Improvement Projects

2022 MONTHLY OPERATIONS REPORT

Design Phase – Budget and % of Completed Scope

Current (FY22) Design Phase	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Cherry Street Pump Station Improvements Project	\$72	\$71	6/21	100%
2 – Force Main Corrosion Repairs Project Phase 3	\$60	\$20	12/21	100%
3 – Plant Miscellaneous Improvements Project	\$185	\$153	3/22	70%
4 – Pump Stations Chemical System Improvements Project	\$738	\$634	10/21	95%
5 – Sodium Hypochlorite Loop Improvements Project	\$280	\$23	5/22	45%
6 – Switchboard No. 3 and MCC No. 25 Replacement Project	\$95	\$4	7/22	8%
7 – WAS Thickener Replacement Project	\$807	\$801	6/21	100%

Study Phase – Budget and % of Completed Scope

Current (FY22) Study Phase	Budget (\$1,000)	Spent to Date (\$1,000)	Scheduled Completion	Completed Scope
1 – Cogeneration Replacement and Ventilation Study	\$142	\$10	7/22	25%
2 – Force Main Condition Assessment	\$121	\$32	10/22	60%
3 – Headworks Degritting Study	\$200	\$26	10/22	10%
4 – Irvington Basin Masterplan Update	\$378	\$377	11/21	100%
5 – Odor Control Alternatives Study	\$493	\$465	12/20	99%
6 – Primary Digester No. 8 Feasibility Study	\$111	\$0	9/22	3%
7 – Pump Stations Condition Assessment Study	\$250	\$0	8/22	15%
8 – Sea Level Rise Study	\$162	\$0	11/22	0%
9 – Thermal Dryer Feasibility Study	\$128	\$14	7/22	30%



Permitting and Inspections

2022 MONTHLY OPERATIONS REPORT

Sewer Permits Issued

Permits issued upon approved completed plans.

Month	Repairs	Mains	New Laterals*	ADUs	Restaurants	Other**	Total
Feb-22	21	2	28	7	0	1	59
Jan-22	20	1	41	3	0	4	69
Dec-21	22	0	39	2	1	1	65

*New Laterals- New residential lateral connections

**Other- Non-residential construction (except restaurants)

Storm Water Inspections (City of Fremont)

Under contract with City of Fremont's Environmental Services Group, our inspectors conduct routine inspections and document enforcement actions.

Total Inspections		Total Monthly Enforcements						
Current Month	Fiscal Year to Date	Verbal Warning	Warning Letter	Notice of Violation	Admin Fine	Legal Action	Notice of Deficiency	Total
82	582	3	0	3	11	0	0	17

Pollution Prevention Inspections

Environmental Compliance conducts pollution prevention inspections at restaurants, car wash businesses, and other commercial facilities.

Total Inspections		Total Monthly Enforcements						
Current Month	Fiscal Year to Date	Verbal Warning	Warning Letter	Notice of Violation	Admin Fine	Legal Action	Notice of Deficiency	Total
32	293	2	4	0	0	0	0	6

Permitted Industrial Businesses

City	Industrial Permits
Fremont	62
Newark	18
Union City	12

31 of 141

Examples of Permitted Industrial Businesses:

- Tesla
- Washington Hospital
- US Pipe
- Western Digital
- Lam Research



Staffing and Personnel

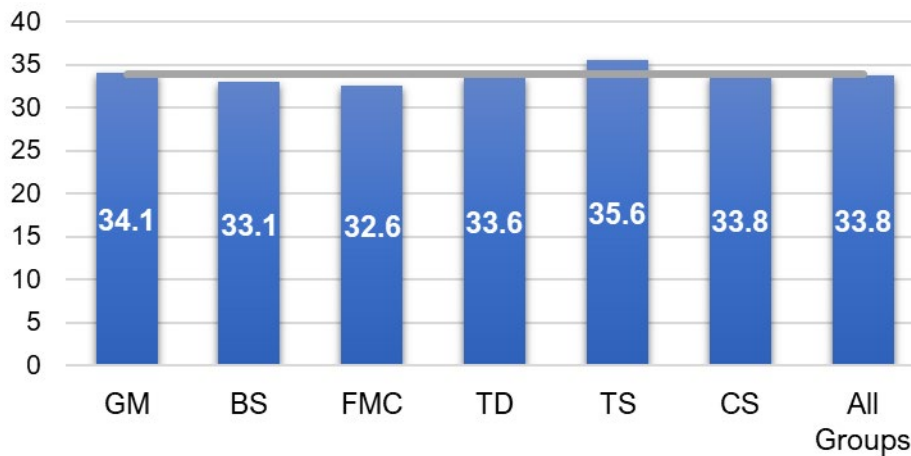
2022 MONTHLY OPERATIONS REPORT

Hours Worked and Leave Time by Work Group

June 24, 2021 through February 16, 2022

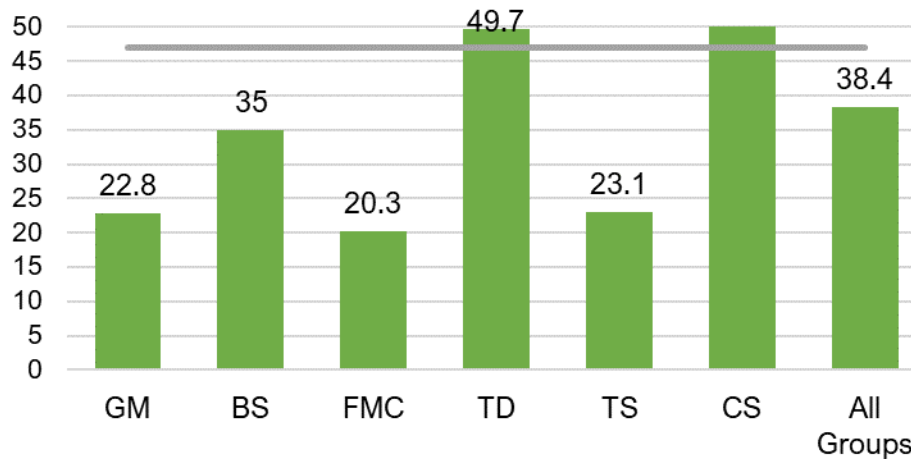
Weeks to Date 34 out of 52 (65.4%)

At-Work Hours Per Employee Per Week



Target is 34

Average Annual Sick Leave Used Per Employee Per Date



Target is 47



Staffing and Personnel

2022 MONTHLY OPERATIONS REPORT

Recruitments

Position	Position Posted	Status
Information Technology Analyst	10/1/2021	Luis Sebastian, DOH 2/28/2022.
Collection Services Worker I	10/28/2021	Rick Lebon, transfer effective date 2/14/2022.
Technical Services Workgroup Manager	1/27/2022 – Open until filled.	Recruitment in progress.
Instrument Technician/Electrician	1/5/2022	Offer made 3/14/2022. Candidate in background process.
Environmental Outreach Representative	1/27/2022	Posting closed 2/27/2022. Recruitment in progress.
Collection Services Worker I	2/17/2022	Usable List. Tyler Mello, DOH 3/21/2022.
Assistant Storekeeper	2/23/2022	Posting closes 3/17/2022.
Collection Services Planner/Scheduler I	3/4/2022	Posting closes 3/20/2022.
Administrative Specialist – Treatment & Disposal Services	TBD	TBD

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 8**

TITLE: Consider a Resolution to Accept a Sanitary Sewer Easement for Tract 8078 – Mission Villas, Located at 38569 Mission Boulevard, in the City of Fremont
(This is a Motion Item)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Raymond Chau, Interim Technical Services Work Group Manager
Rollie Arbolante, Customer Service Team Coach
Rod Schurman, Associate Engineer

Recommendation

Staff recommends the Board consider a resolution to accept a sanitary sewer easement for Tract 8078 – Mission Villas, located at 38569 Mission Boulevard, in the City of Fremont.

Discussion

The developer, Nuvera Homes, is constructing a residential development consisting of sixteen single-family dwellings paired in eight separate buildings, at 38569 Mission Boulevard, in the city of Fremont. A vicinity map is attached.

Sanitary sewer service for the residential development will be provided by new 8-inch sewer mains in the development's roadways that discharge to a new 8-inch sewer main in Mission Boulevard. The roadway within Tract 8078 does not meet the City of Fremont's street dimensions and structure setback requirements for public streets and was, therefore, designated as private. Nuvera Homes has constructed new 8-inch sewer mains within the private roadway, and the property owner, North Lane Ventures, LLC, has granted the District a sanitary sewer easement that provides for access and maintenance of the new sewer mains in the private roadway.

A legal description and plat map has been prepared for the grant of easement. District staff has reviewed the documents and recommends approval.

Background

None.

Previous Board Action

None.

PRE/RC/RA/RS:mb

Attachments: Vicinity Map

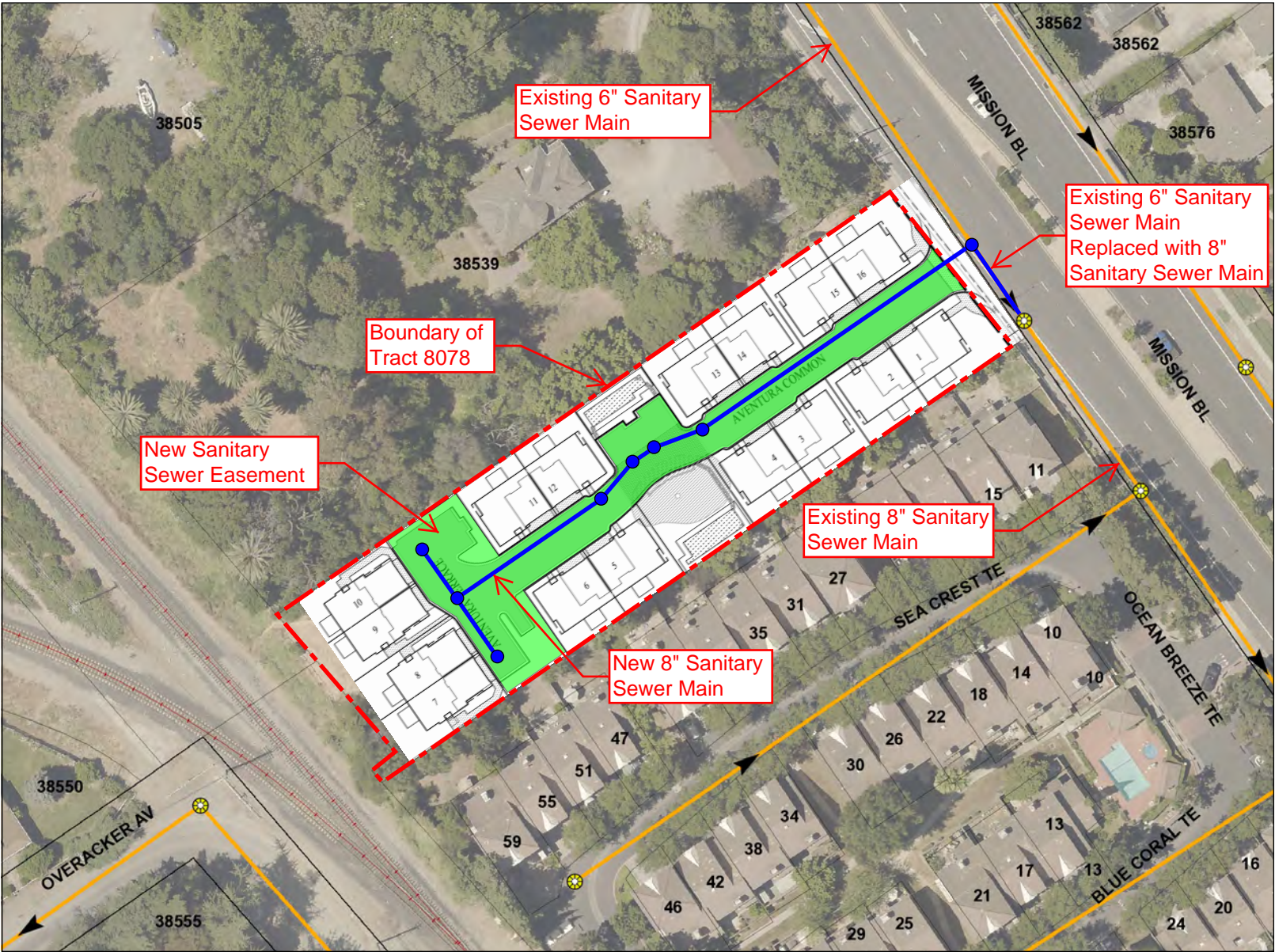
Resolution Accepting Grant of Easement

Grant of Easement Recording Request with Certificate of Acceptance

Grant of Easement for Sanitary Sewer Purposes with Exhibits A & B



Vicinity Map: Grant of SSE, Tract 8078 - Mission Villas,
38569 Mission Boulevard, Fremont



Legend

- Sewer Manholes**
- Drop manhole
 - End Cap
 - Junction structure
 - Lamp hole
 - Lift station
 - Manhole
 - New Manhole
 - Riser
- Sewer Mains**
- New Gravity Main
 - EBDA outfall
 - Force main
 - Gravity main
 - Overflow main
 - Siphons
 - Trunk Main
- Public Right of Way**
- Public Right of Way
 - Private Right of Way
- New Sewer Easement**
- Parcels**
- Parcel (typical)
 - ACFC&WCD

83.3 0 41.67 83.3 Feet



1: 1,000



Printed: 3/14/2020 10:40 AM

For USD use only

The information on this map is provided by Union Sanitary District (USD) for internal use only. Such information is derived from multiple sources which may not be current, be outside the control of USD, and may be of indeterminate accuracy. The information provided hereon may be inaccurate or out of date and any person or entity who relies on said information for any purpose whatsoever does so solely at their own risk.

Notes

RESOLUTION NO. _____

**ACCEPT A SANITARY SEWER EASEMENT FOR
TRACT 8078 – MISSION VILLAS, LOCATED AT
38569 MISSION BOULEVARD, IN THE CITY OF FREMONT, CALIFORNIA**

RESOLVED by the Board of Directors of UNION SANITARY DISTRICT, that it hereby accepts the Grant of Easement from NORTH LANE VENTURES, LLC, executed on July 10, 2019, as described in the Grant of Sanitary Sewer Easement, and by the legal description and plat map, attached as Exhibits A and B, respectively.

FURTHER RESOLVED by the Board of Directors of UNION SANITARY DISTRICT that it hereby authorizes the General Manager/District Engineer, or his designee, to attend to the recordation thereof.

On motion duly made and seconded, this resolution was adopted by the following vote on March 28, 2022:

AYES:

NOES:

ABSENT:

ABSTAIN:

PAT KITE
President, Board of Directors
Union Sanitary District

Attest:

MANNY FERNANDEZ
Secretary, Board of Directors
Union Sanitary District

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:
Union Sanitary District
Attn: Regina McEvoy
5072 Benson Road
Union City, CA 94587

Record Without Fee
*Pursuant to Government Code
Section 27383*

Space Above Reserved for Recorder's Use Only

Documentary Transfer Tax \$0.00, consideration less than \$100 (R&T Code 11911)
This instrument is exempt from recording fees (Govt. Code 27383)

GRANT OF EASEMENT

BY AND BETWEEN

NORTH LANE VENTURES, LLC

AND

UNION SANITARY DISTRICT

Effective Date: March 28, 2022

CERTIFICATE OF ACCEPTANCE

(Grant of Easement)

This is to certify that the interest in real property conveyed by the Grant of Easement for Sanitary Sewer Purposes, dated July 10, 2019, from NORTH LANE VENTURES, LLC to UNION SANITARY DISTRICT, an independent special district ("**District**"), is hereby accepted by the undersigned officer or agent on behalf of the District pursuant to authority conferred by Resolution No. _____, dated March 28, 2022, and the District consents to recordation thereof by its duly authorized officer.

Date: _____, 2022

District

UNION SANITARY DISTRICT

Paul R. Eldredge, P.E.
General Manager/District Engineer

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss
County of Alameda)

On _____, 2022, before me, Regina Dyan McEvoy,
(Name of Notary)

notary public, personally appeared _____
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
 subscribed to the within instrument and acknowledged to me that he/she/they executed the same
 in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
 the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Notary Signature)

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Union Sanitary District
5072 Benson Road
Union City, CA 94587-2508
Attention: Board Clerk

(ABOVE LINE FOR RECORDER'S USE ONLY)

Exempt from Recording Fee
Per Gov't Code section 27383

GRANT OF SANITARY SEWER EASEMENT

This Grant of Sanitary Sewer Easement (the "**Agreement**") is made and entered into as of _____, 20__ ("**Effective Date**"), by and between NORTH LANE VENTURES, LLC, a limited liability company, ("**Grantor**") and UNION SANITARY DISTRICT, a sanitary district organized under the laws of the State of California ("**Grantee**"). Grantor and Grantee may each be referred to as a "**Party**" or collectively as the "**Parties.**"

RECITALS

A. Grantor is the fee owner of that certain real property located at 3859 Mission Boulevard in the City of Fremont, County of Alameda, State of California, identified as Tract 8078, Alameda County Assessor Parcel Number 507 052704002, and more particularly described and depicted in Exhibit A attached hereto and incorporated herein by this reference ("**Grantor Property**").

B. Union Sanitary District ("**USD**") desires to obtain an easement over a portion of the Grantor Property for a sanitary sewer pipe and related appurtenances in order to effectuate the development of townhomes, apartments and retail space.

C. The Parties enter into this Agreement to provide USD with a recorded easement for a sanitary sewer pipe and any related appurtenances and for ingress to and egress from the easement area and over Grantor Property.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the Parties agree as follows:

1. Grant of Sanitary Sewer Easement. Grantor hereby grants and dedicates to Grantee a non-exclusive perpetual easement in, over, under, and upon that certain real property described and depicted in Exhibit B ("**Easement Area**"), together with the perpetual right of ingress to and egress from the Easement Area, for sanitary sewer purposes, including the rights to access, excavate, install, replace, repair, reconstruct, upgrade, and maintain sanitary sewer pipes and facilities located within the Easement Area.

2. Limitation on Improvements; Landscaping. Grantee covenants and agree to keep the Easement Area free and clear of buildings, trees, or structures of any kind, except for low level landscaping, legal fences, and ground surfacing such as gravel, brick, unreinforced concrete, stone and asphalt.

3. Entire Agreement. This Agreement contains the entire understanding and agreement of the Parties relating to the rights herein granted and the obligations herein set forth. Any prior, contemporaneous, or subsequent written or oral representations and modifications concerning this Agreement shall be of no force or effect. This Agreement may be amended only by a written instrument signed by both Grantor and Grantee.

4. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall, for all purposes, be deemed an original and all such counterparts, taken together, shall constitute one and the same instrument.

5. Recitals; Exhibits. The Recitals above and Exhibits attached hereto are incorporated herein by reference.

6. Covenants Running with the Land. Grantor Property is to be burdened by, and Grantee is to be benefited by, the provisions of this Agreement, and such property is to be benefited and burdened, as applicable by the covenants in this Agreement and is to be held, conveyed, hypothecated, encumbered, leased, rented, used, occupied, and improved subject to the foregoing limitations, restrictions, easements, covenants, obligations and conditions. All provisions of this Agreement shall run with the land and be binding upon and inure to the benefit of Grantor Property and all parties having or acquiring any right, title, or interest in Grantor Property and shall be binding upon and inure to the benefit of the Grantee and its successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed as of the day and year first above written.

GRANTOR:

NORTH LANE VENTURES, LLC

By: _____

Name: _____

Its: _____

(signature must be notarized)

GRANTEE:

UNION SANITARY DISTRICT

By: _____

Name: Paul R. Eldredge

Its: General Manager

(signature must be notarized)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California)SS
COUNTY OF Alameda)

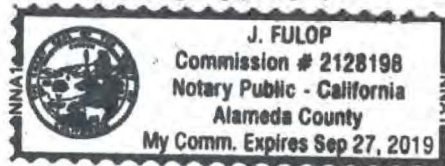
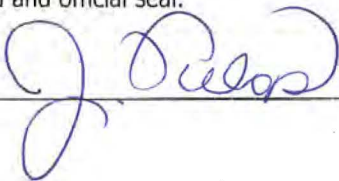
On July 10, 2019 before me, J. Fulop, Notary Public, personally appeared Ngai Ming Wang

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



This area for official notarial seal.

OPTIONAL SECTION - NOT PART OF NOTARY ACKNOWLEDGEMENT CAPACITY CLAIMED BY SIGNER

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the documents.

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER(S) TITLE(S)
☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER

SIGNER IS REPRESENTING:

Name of Person or Entity

Name of Person or Entity

OPTIONAL SECTION - NOT PART OF NOTARY ACKNOWLEDGEMENT

Though the data requested here is not required by law, it could prevent fraudulent reattachment of this form.

THIS CERTIFICATE MUST BE ATTACHED TO THE DOCUMENT DESCRIBED BELOW

TITLE OR TYPE OF DOCUMENT: _____

NUMBER OF PAGES _____ DATE OF DOCUMENT _____

SIGNER(S) OTHER THAN NAMED ABOVE _____

Reproduced by First American Title Company 11/2007

EXHIBIT A
LEGAL DESCRIPTION
SANITARY SEWER EASEMENT CONVEYED TO UNION SANITARY DISTRICT
PARCEL A, TRACT 8078,
FREMONT, CALIFORNIA

ALL THAT REAL PROPERTY SITUATE IN THE INCORPORATED TERRITORY OF THE CITY OF FREMONT, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING ALL OF PARCEL A, AS SAID PARCEL A IS SHOWN AND SO DESIGNATED ON THE OFFICIAL MAP FOR TRACT 8078, FILED JULY 26, 2019, ~~2018~~ IN BOOK 361 OF MAPS AT PAGES 23-27, ALAMEDA COUNTY RECORDS AND SHOWN ON EXHIBIT B - PLAT MAP OF SANITARY SEWER EASEMENT GRANTED TO UNION SANITARY DISTRICT.

CONTAINING 0.29 ACRES OF LAND, MORE OR LESS.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

END OF DESCRIPTION



JOEL A. GARCIA, P.L.S.
L.S. NO. 5285

07-09-2019



BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS DETERMINED BY FOUND MONUMENTS IN MISSION BOULEVARD, THE BEARING BEING N34°47'15"W PER PARCEL MAP 8257 (296 PM 26) SHOWN HEREON.

LEGEND

—	SUBDIVISION BOUNDARY
—	RIGHT OF WAY LINE
—	LOT LINE
—	ADJONER LOT LINE/RIGHT OF WAY LINE
---	EASEMENT LINE
---	CENTERLINE
---	MONUMENT LINE
(T)	TOTAL
(R)	RADIAL
M	MEASURED
(M-M)	MONUMENT TO MONUMENT
(M-PL)	MONUMENT TO PROPERTY LINE
(LL)	LOT LINE
(#)	INDICATES REFERENCE NUMBER
SET	SET STANDARD STREET MONUMENT STAMPED LS 7960
FOUND	FOUND STANDARD STREET MONUMENT AS NOTED
FOUND MONUMENT	FOUND MONUMENT AS NOTED
PSE	PUBLIC SERVICE EASEMENT
PUE	PUBLIC UTILITY EASEMENT
PVAV	PRIVATE VEHICLE ACCESS WAY
SSE	SANITARY SEWER EASEMENT
SDE	STORM DRAIN EASEMENT
EVAE	EMERGENCY VEHICLE ACCESS EASEMENT
PSDE	PRIVATE STORM DRAIN EASEMENT
PSDR	PRIVATE STORM DRAIN RELEASE EASEMENT
PWLE	PRIVATE WATER LINE EASEMENT
SWE	SIDEWALK EASEMENT
WLE	WATER LINE EASEMENT, TO BE GRANTED TO ALAMEDA COUNTY WATER DISTRICT BY SEPARATE INSTRUMENT
PAE	PRIVATE ACCESS EASEMENT

REFERENCES

- (#) INDICATES REFERENCE NUMBER.
- (1) RECORD OF SURVEY (28 RS 69)
- (2) PARCEL MAP 8257 (296 PM 26)
- (3) AMENDED TRACT 5279 (158 M 51)
- (4) MAP ENTITLED "ELLSWORTH PROPERTY, NEAR MILES, AND ADJACENT PROPERTIES BETWEEN WESTERN PACIFIC RAILROAD-MORRISON AVENUE- AND SOUTHERN PACIFIC RAILROAD, COMPILED BY ALAMEDA COUNTY-EAST BAY TITLE INSURANCE COMPANY, MAY 1946" (UNRECORDED)
- (5) TRACT 3339 (74 M 90)
- (6) RECORD OF SURVEY (36 RS 9)

EASEMENT NOTE

THE EXACT LOCATION OF THE FOLLOWING EASEMENTS ARE NOT PLOTTABLE FROM RECORDED INFORMATION:

1. SPRINT COMMUNICATIONS COMPANY LP: A PERPETUAL EASEMENT AND RIGHT OF WAY FOR TELECOMMUNICATIONS CABLE SYSTEM AND INCIDENTAL PURPOSES, RECORDED DECEMBER 19, 2013 AS INSTRUMENT NO. 2013387559 OF OFFICIAL RECORDS.

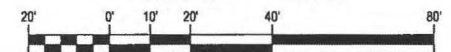
TRACT 8078

BEING A SUBDIVISION OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN THAT CERTAIN DEED RECORDED FEBRUARY 25, 2019 AS INSTRUMENT NO. 2019-034203, ALAMEDA COUNTY RECORDS CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

Carlson, Barbee & Gibson, Inc.

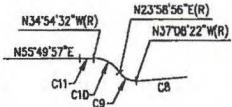
CIVIL ENGINEERS • SURVEYORS • PLANNERS
SAN RAMON, CALIFORNIA

SCALE: 1" = 20'

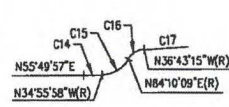


GRAPHIC SCALE

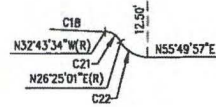
SHEET 1 OF 2



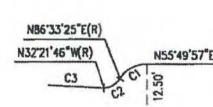
DETAIL D
NOT TO SCALE



DETAIL E
NOT TO SCALE



DETAIL F
NOT TO SCALE



DETAIL G
NOT TO SCALE

SPELLMAN
1996-161998

FOUND 1" IRON PIPE
LS 3820, NO REFERENCE

0.16'

71.19'

10 2,076 SF±

10' SDE

N55°49'59"E 67.37'

9 1,785 SF±

N55°49'57"E 68.45'

8 1,837 SF±

N55°49'58"E 67.37'

7 2,163 SF±

PSDE, PSORE

33.00'(4)

SEE DETAIL C
SHEET 3

LOT 43

AMENDED TRACT 5279

158 M 51

12 11 10 9 8 7 6 5

N34°09'04"W 16.83'(M-PL)

4' UNDERGROUND CABLES EASEMENT IN
FAVOR OF PACIFIC TELEPHONE AND
TELEGRAPH COMPANY PER 3448 OR 475

SEE DETAIL F
THIS SHEET

SEE DETAIL G
THIS SHEET

SEE DETAIL H
THIS SHEET

SEE DETAIL I
THIS SHEET

SEE DETAIL J
THIS SHEET

SEE DETAIL K
THIS SHEET

SEE DETAIL L
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SEE DETAIL M
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SEE DETAIL N
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SEE DETAIL O
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SEE DETAIL P
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SEE DETAIL Q
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SEE DETAIL R
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SEE DETAIL S
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SEE DETAIL T
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SEE DETAIL U
THIS SHEET

SEE DETAIL V
THIS SHEET



EXHIBIT B

PLAT MAP OF SANITARY SEWER EASEMENT GRANTED TO
UNION SANITARY DISTRICT
CITY OF FREMONT, ALAMEDA COUNTY, CALIFORNIA

NO.	BEARING	LENGTH
L1	N56°04'37"E	12.15'
L2	N41°25'23"W	12.60'
L3	N55°49'57"E	19.00'
L4	N34°10'03"W	3.00'
L5	N55°49'57"E	7.00'
L6	N34°10'03"W	4.00'
L7	N55°49'57"E	18.00'
L8	N56°59'12"W	13.45'
L9	N55°49'57"E	1.76'

NO.	RADIUS	DELTA	LENGTH
C1	2.50'	59°16'32"	2.59'
C2	1.50'	61°04'49"	1.60'
C3	89.50'	04°37'26"	7.22'
C4	3.50'	83°34'17"	5.11'
C5	3.50'	80°48'48"	4.94'
C6	122.50'	01°49'49"	3.81'
C7	110.50'	04°08'35"	7.99'
C8	89.50'	08°02'42"	12.57'
C9	1.50'	61°07'18"	1.60'
C10	2.50'	56°53'28"	2.57'

NO.	RADIUS	DELTA	LENGTH
C11	87.50'	00°44'29"	1.13'
C12	10.50'	22°49'09"	4.18'
C13	9.50'	22°49'09"	3.78'
C14	112.50'	00°45'55"	1.50'
C15	2.50'	60°53'53"	2.66'
C16	1.50'	59°06'36"	1.55'
C17	110.50'	13°28'43"	25.99'
C18	110.50'	04°35'58"	8.87'
C19	80.50'	11°38'18"	16.35'
C20	39.50'	33°42'40"	23.24'

NO.	RADIUS	DELTA	LENGTH
C21	1.50'	59°06'35"	1.55'
C22	2.50'	60°35'04"	2.64'
C23	110.50'	09°20'08"	18.00'
C24	5.00'	89°58'47"	7.85'
C25	20.52'	67°26'19"	24.15'

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: **Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Black and Veatch for the Energy Resiliency Study (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Raymond Chau, Interim Technical Services Work Group Manager
Allan Briggs, Interim CIP Team Coach
Somporn Boonsalat, Associate Engineer

Recommendation

Staff recommends the Board authorize the General Manager to execute an agreement and Task Order No. 1 with Black and Veatch (B&V) in the amount of \$255,640 for the Energy Resiliency Study (Study).

Discussion

Due to rising power costs, the growing need for more diverse energy generation sources to support critical loads, and the increasing frequency and severity of natural disasters, energy resiliency has become an important topic for many water and wastewater utilities. This Study will evaluate and assess opportunities and system vulnerabilities to identify solutions to mitigate against increasingly intense weather events, reduce dependence on utility electricity service, and look to reduce to the District's overall power costs.

The purpose of Task Order No. 1 is to authorize B&V to evaluate currently available technologies that could be implemented to reduce energy cost, maximize energy production, and reduce overall dependence on outside energy sources at the District's facilities including the Alvarado Wastewater Treatment Plant (WWTP), Irvington Pump Station, Newark Pump Station, Paseo Padre Lift Station, Boyce Lift Station, Fremont Lift Station, and three District-owned vacant properties. An example of the technologies to be evaluated include, but are not limited to:

- Solar generation
- Wind generation
- Battery storage
- Fuel Cells
- Microgrid

The evaluation will also include three facilities operated by the East Bay Dischargers Authority (EBDA): Oro Loma Effluent Pump Station, Marina Dechlorination Facility, and Hayward Effluent Pump Station. Evaluation of the three EBDA facilities will be limited to solar and battery technologies. USD agreed to include these EBDA facilities in this study at EBDA's request. EBDA had been interested in issuing its own RFP for a similar evaluation but was finding it challenging due to the number of facilities and the size and scope of the evaluation. Since USD had already selected a consultant for the Study, it was relatively straightforward for USD to include EBDA's facilities in the scope.

In total, 12 sites are included in the Study. Figure 1 shows the locations of the nine District owned properties to be included in the evaluation. Figure 2 shows the three EBDA facilities to be included in the evaluation for solar and batteries.

B&V's scope of services and fee for Task Order No. 1 are summarized below:

Task No.	Task Description Fee	Fee
1	Project Management and TAC	\$24,879
2	Assess Baseline Conditions	\$64,688
3	Document and Analyze Risk	\$31,690
4	Define Evaluation Criteria	\$21,290
5	Identify Constraints and Opportunities	\$13,920
6	Recommend Energy Resiliency Measures	\$52,342
7	Create Energy Resiliency Action Plan	\$46,831
	Task Order No-to-Exceed Fee	\$255,640

Costs for the evaluation of the solar and battery technologies at the three EBDA facilities will be tracked separately and are estimated at \$27,846. The District will submit to EBDA for reimbursement of the actual cost for the evaluation.

Staff believes the proposed fee is reasonable based on the level of effort required to review historical information from multiple sites, evaluate multiple technologies for each site, and conduct multiple workshops to solicit staff input.

Staff anticipates B&V will complete the Study by December 2022.

Background

The District serves the wastewater needs of the cities of Fremont, Newark, and Union City in southern Alameda County. The service area is divided into three drainage basins: Alvarado, Irvington, and Newark. The wastewater is collected in the drainage basins and flows directly to a major pump station located on the western end of each basin. The Newark and Irvington pump stations pump wastewater through the twin force mains to the Alvarado WWTP. The Alvarado Influent Pump Station is located within the Alvarado WWTP and pumps wastewater to the WWTP influent facilities through a separate pipeline.

The District has three smaller lift stations (Boyce, Fremont, and Paseo Padre) that are located within the collection system to provide intermediate lift of wastewater prior to draining into one of the major pump stations.

Existing Alternative Energy Systems

At the Alvarado WWTP, the District operates the cogeneration system that utilizes the biogas produced by the digestion process to generate electricity and heat, both of which are used on site. The District also operates two solar facilities at the Alvarado WWTP and Irvington Pump Station to generate electricity used at both sites.

Potential Alternative Energy System Considerations

During design of the Standby Power Generation System Upgrade Project, an area near the new Standby Power Building was identified for a potential battery electrical storage facility.

The Campus Building design includes an alternate bid item for installation of solar panels over portions of the new parking lot.

On January 10, 2022, the Board authorized a resolution to approve land leases with a developer for the purpose of developing utility-scale battery electrical storage projects at the Irvington Pump Station site and the Old Newark Treatment Plant site. The battery facilities would interconnect to the PG&E grid and supply energy to energy service providers in the region such as East Bay Community Energy and PG&E. The developer will require approximately two years to determine if a full-scale project is feasible at each site.

Previous Board Action

None.

PRE/RC/AB/SB/mb

Attachments: Figure 1 – District Owned Properties

Figure 2 – EBDA Facilities

Agreement and Task Order No. 1

Figure 1 - District Owned Properties

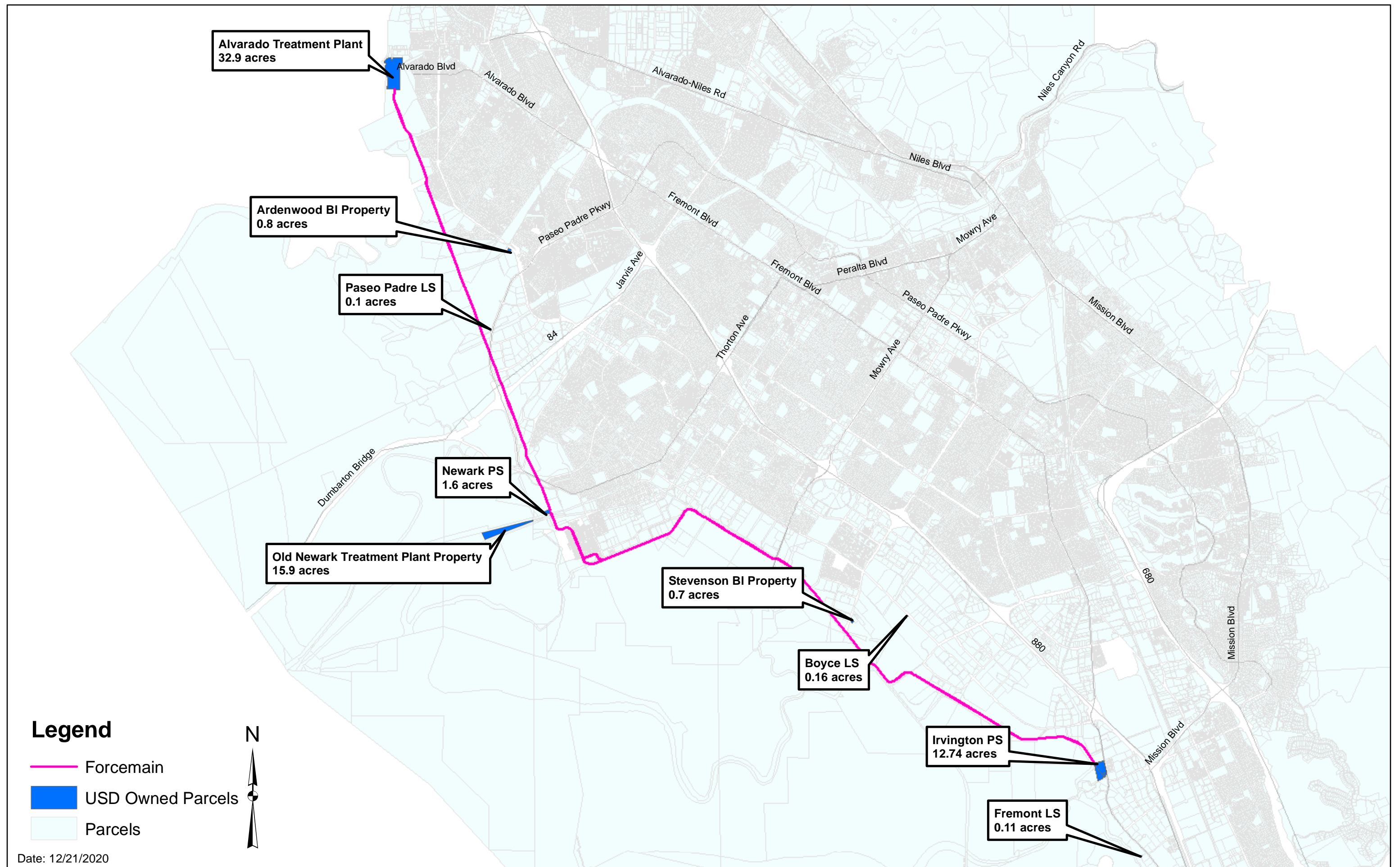
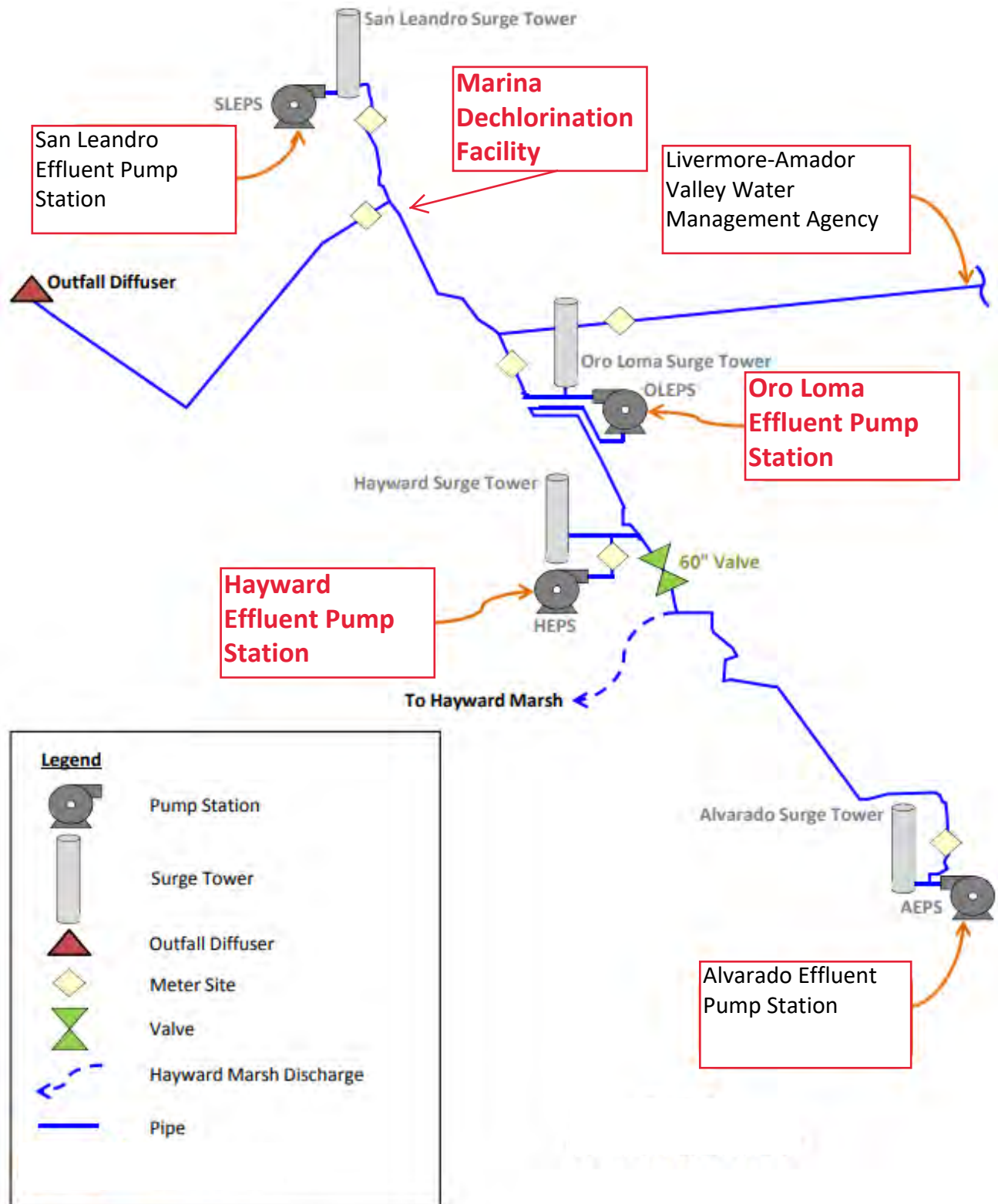


Figure 2 - EBDA Facilities



ENERGY RESILIENCY STUDY
AGREEMENT
BETWEEN
UNION SANITARY DISTRICT
AND
BLACK AND VEATCH CORPORATION
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT MADE AS OF _____, BETWEEN UNION SANITARY DISTRICT (hereinafter referred to as District), and BLACK AND VEATCH CORPORATION (hereinafter referred to as Engineer).

WITNESSETH:

WHEREAS, District intends to conduct an Energy Resiliency Study (hereinafter referred to as Study), and,

WHEREAS, District requires certain professional services in connection with the Study (hereinafter referred as Services); and

WHEREAS, Engineer is qualified and prepared to provide such Services;

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

ARTICLE 1 - SERVICES TO BE PERFORMED BY ENGINEER

- 1.1 Specific Services and the associated scope of services, payment, schedule, and personnel will be defined in specific Task Order as mutually agreed by District and Engineer.
- 1.2 All Task Orders will by reference incorporate the terms and conditions of this Agreement, and become formal amendments hereto.

ARTICLE 2 - COMPENSATION

2.1 Compensation for consulting services performed under this Agreement shall include:

- (1) Direct labor costs, multiplied by an agreed upon fixed factor (the Multiplier), to compensate for fringe benefits, indirect costs, and profit.
- (2) Non-labor direct project charge not included in the fixed factor and acceptable, without any markup.
- (3) Subconsultant costs, with a maximum markup of 5%.

Definitions are as follows:

- (a) Direct labor is salaries and wages paid to personnel for time directly chargeable to the project. Direct labor does not include the cost of Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, and medical and retirement benefits nor the cost of the time of executive and administrative personnel and others whose time is not identifiable to the project.
- (b) Fringe benefits include Engineer's statutory and customary benefits, such as sick leave, holidays, vacations, medical and retirement benefits, incentive pay, tuition, and other costs classified as employee benefits.
- (c) Indirect costs are allocations of costs that are not directly chargeable to a specific engagement and are commonly referred to as Engineer's overhead. Indirect costs include provisions for such things as clerical support, office space, light and heat, insurance, statutory and customary employee benefits, and the time of executive and administrative personnel and others whose time is not identifiable to the Study or to any other project. Under no circumstances can the same labor costs be charged as direct labor and also appear at the same time as indirect costs, and vice versa.
- (d) The Multiplier is a multiplicative factor which is applied to direct labor costs, and compensates Engineer for fringe benefits and indirect costs (overhead) and profit.
- (e) Other non-labor direct project charges shall be included in the overhead and these charges include typical expenses as cost of

transportation and subsistence, printing and reproduction, computer time and programming costs, identifiable supplies, outside consultant's charges, subcontracts, and charges by reviewing authorities."

Alternatively, the District and the Engineer may agree to utilize the fully-encumbered hourly rates and fees for Services performed by the Engineer. These hourly rates and fees shall be based on the Engineer's rate schedule published at the time this Agreement or Task Order is executed and shall be attached to each applicable Task Order.

- 2.2 Reimbursement for mileage shall not exceed the prevailing Internal Revenue Service's standard mileage rate.
- 2.3 A *Cost Ceiling* will be established for each Task Order which is based upon estimated labor-hours and cost estimates. Costs as described above, comprising direct labor, overhead cost, and other direct costs, shall be payable up to a Cost Ceiling as specified in the Task Order. A *Maximum Fee Ceiling*, or *Task Order Firm Ceiling*, will also be established for each Task Order which includes the Cost Ceiling plus the Professional Fee.
- 2.4 Engineer shall invoice District monthly for the actual costs incurred, and a pro-rated portion of the Professional Fee for work performed during the previous month. If the Maximum Fee Ceiling is reached, the Engineer will complete the agreed-upon work for the Maximum Fee Ceiling. With District staff approval, labor hours may be reallocated within the tasks without renegotiation in such a manner so as not to exceed the Maximum Fee Ceiling.
- 2.5 The Engineer shall provide the District with a review of the budget amounts when 75 percent of the Cost Ceiling for any task has been expended. Engineer may request a revision in the Cost Ceiling for performance of this Agreement, and will relate the rationale for the revision to the specific basis of estimate as defined in the Scope of Services. Such notification will be submitted to the District at the earliest possible date. The authorized Cost Ceiling shall not be exceeded without written approval of the District.
- 2.6 The Professional Fee will not be changed except in the case of a written amendment to the Agreement which alters the Scope of Services. District and Engineer agree to negotiate an increase or decrease in Cost Ceiling and Professional Fee for any change in Scope of Services required at any time during the term of this Agreement. Engineer will not commence work on the altered Scope of Services until authorized by District.

- 2.7 Direct labor rates are subject to revision to coincide with Engineer's normal salary review schedule. Adjustments in direct labor rates shall not affect the firm ceiling without prior written authorization of the District.
- 2.8 District shall pay Engineer in accordance with each Task Order for Services.
- 2.9 Engineer shall submit monthly statements for Services rendered. District will make prompt monthly payments in response to Engineer's monthly statements.

ARTICLE 3 - PERIOD OF SERVICE

- 3.1 Engineer's services will be performed and the specified services rendered and deliverables submitted within the time period or by the date stipulated in each Task Order.
- 3.2 Engineer's services under this Agreement will be considered complete when the services are rendered and/or final deliverable is submitted and accepted by District.
- 3.3 If any time period within or date by which any of the Engineer's services are to be completed is exceeded through no fault of Engineer, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

ARTICLE 4 - DISTRICT'S RESPONSIBILITIES

District will do the following in a timely manner so as not to delay the services of Engineer.

- 4.1 Provide all criteria and full information as to District's requirements for the services assignment and designate in writing a person with authority to act on District's behalf on all matters concerning the Engineer's services.
- 4.2 Furnish to Engineer all existing studies, reports and other available data pertinent to the Engineer's services, obtain or authorize Engineer to obtain or provide additional reports and data as required, and furnish to Engineer services of others required for the performance of Engineer's services hereunder, and Engineer shall be entitled to use and rely upon all such information and services provided by District or others in performing Engineer's services under this Agreement.

- 4.3 Arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services hereunder.
- 4.4 Perform such other functions as are indicated in each Task Order related to duties of District.
- 4.5 Bear all costs incident to compliance with the requirements of this Section.

ARTICLE 5 - STANDARD OF CARE

- 5.1 Engineer shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided by a professional Engineer under similar circumstance and Engineer shall, at no cost to District, re-perform services which fail to satisfy the foregoing standard of care.

ARTICLE 6 - OPINIONS OF COST AND SCHEDULE

- 6.1 Since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over contractors', subcontractors', or vendors' methods of determining prices, or over competitive bidding or market conditions or economic conditions, Engineer's cost estimate and economic analysis shall be made on the basis of qualification and experience as a professional engineer.
- 6.2 Since Engineer has no control over the resources provided by others to meet contract schedules, Engineer's forecast schedules shall be made on the basis of qualification and experience as a professional Engineer.
- 6.3 Engineer cannot and does not guarantee that proposals, bids or actual project costs will not vary from his cost estimates or that actual schedules will not vary from his forecast schedules.

ARTICLE 7 - SUBCONTRACTING

- 7.1 No subcontract shall be awarded by Engineer until prior written approval is obtained from the District.

ARTICLE 8 - ENGINEER-ASSIGNED PERSONNEL

- 8.1 Engineer shall designate in writing an individual to have immediate responsibility for the performance of the services and for all matters relating to performance under this Agreement. Key personnel to be assigned by Engineer will be stipulated in each Task Order. Substitution of any assigned person shall require the prior written approval of the District, which shall not be unreasonably withheld. If the District determines that a proposed substitution is not responsible or qualified to perform the services then, at the request of the District, Engineer shall substitute a qualified and responsible person.

ARTICLE 9 - OWNERSHIP OF DOCUMENTS

- 9.1 All work products, drawings, data, reports, files, estimate and other such information and materials (except proprietary computer programs, including source codes purchased or developed with Engineer monies) as may be accumulated by Engineer to complete services under this Agreement shall be owned by the District.
- 9.2 Engineer shall retain custody of all project data and documents other than deliverables specified in each Task Order, but shall make access thereto available to the District at all reasonable times the District may request. District may make and retain copies for information and reference.
- 9.3 All deliverables and other information prepared by Engineer pursuant to this Agreement are instruments of service in respect to this project. They are not intended or represented to be suitable for reuse by District or others on extensions of this Study or on any other project. Any reuse without written verification or adaptation by Engineer for the specific purpose intended will be at District's sole risk and without liability or legal exposure to Engineer; and District shall indemnify and hold harmless Engineer against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by District and Engineer.

ARTICLE 10 - RECORDS OF LABOR AND COSTS

- 10.1 Engineer shall maintain for all Task Orders, records of all labor and costs used in claims for compensation under this Agreement. Records shall mean a contemporaneous record of time for personnel; a methodology and

calculation of the Multiplier for fringe benefits and indirect costs; and invoices, time sheets, or other factors used as a basis for determining other non-labor Study charges. These records must be made available to the District upon reasonable notice of no more than 48 hours during the period of the performance of this Agreement.

- 10.2 After delivery of Services (completion of Task Orders) under this Agreement, the Engineer's records of all costs used in claims for compensation under this Agreement shall be available to District's accountants and auditors for inspection and verification. These records will be maintained by Engineer and made reasonably accessible to the District for a period of three (3) years after completion of Task Orders under this Agreement.
- 10.3 Engineer agrees to cooperate and provide any and all information concerning the Study costs which are a factor in determining compensation under this Agreement as requested by the District or any public agency which has any part in providing financing for, or authority over, the Services which are provided under the Agreement.
- 10.4 Failure to provide documentation or substantiation of all Study costs used as a factor in compensation paid under Article 2 hereof will be grounds for District to refuse payment of any statement submitted by the Engineer and for a back charge for any District funds, including interest from payment; or grant, matching, or other funds from agencies assisting District in financing the Services specified in this Agreement.

ARTICLE 11 - INSURANCE

Engineer shall provide and maintain at all times during the performance of the Agreement the following insurances:

- 11.1 Workers' Compensation and Employer's Liability Insurance for protection of Engineer's employees as required by law and as will protect Engineer from loss or damage because of personal injuries, including death to any of his employees.
- 11.2 Comprehensive Automobile Liability Insurance. Engineer agrees to carry a Comprehensive Automobile Liability Policy providing bodily injury liability. This policy shall protect Engineer against all liability arising out of the use of owned or leased automobiles both passenger and commercial. Automobiles, trucks, and other vehicles and equipment (owned, not owned, or hired, licensed or unlicensed for road use) shall be covered under this policy. Limits

of liability for Comprehensive Automobile Liability Insurance shall not be less than \$1,000,000 Combined Single Limit.

11.3 Comprehensive General Liability Insurance as will protect Engineer and District from any and all claims for damages or personal injuries, including death, which may be suffered by persons, or for damages to or destruction to the property of others, which may arise from the Engineer's operations under this Agreement, which insurance shall name the District as additional insured. Said insurance shall provide a minimum of \$1,000,000 Combined Single Limit coverage for personal injury, bodily injury, and property damage for each occurrence and aggregate. Such insurance will insure Engineer and District from any and all claims arising from the following:

1. Personal injury;
2. Bodily injury;
3. Property damage;
4. Broad form property damage;
5. Independent contractors;
6. Blanket contractual liability.

11.4 Engineer shall maintain a policy of professional liability insurance, protecting it against claims arising out of negligent acts, errors, or omissions of Engineer pursuant to this Agreement, in an amount of not less than \$1,000,000. The said policy shall cover the indemnity provisions under this Agreement.

11.5 Engineer agrees to maintain such insurance at Engineer's expense in full force and effect in a company or companies satisfactory to the District. All coverage shall remain in effect until completion of the Study.

11.6 Engineer will furnish the District with certificates of insurance and endorsements issued by Engineer's insurance carrier and countersigned by an authorized agent or representative of the insurance company. The certificates shall show that the insurance will not be cancelled without at least thirty (30) days' prior written notice to the District. The certificates for liability insurance will show that liability assumed under this Agreement is included. The endorsements will show the District as an additional insured on Engineer's insurance policies for the coverage required in Article 11 for services performed under this Agreement, except for workers' compensation and professional liability insurance.

11.7 Waiver of Subrogation: Engineer hereby agrees to waive subrogation which any insurer of Engineer may acquire from Engineer by virtue of the payment of any loss. Engineer agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Engineer, its employees, agents and subconsultants.

ARTICLE 12 - LIABILITY AND INDEMNIFICATION

- 12.1 Having considered the risks and potential liabilities that may exist during the performance of the Services, and in consideration of the promises included herein, District and Engineer agree to allocate such liabilities in accordance with this Article 12. Words and phrases used in this Article shall be interpreted in accordance with customary insurance industry usage and practice.
- 12.2 Engineer shall indemnify and save harmless the District and all of their agents, officers, and employees from and against all claims, demands, or causes of action of every name or nature to the extent caused by the negligent error, omission, or act of Engineer, its agents, servants, or employees in the performance of its services under this Agreement. In no event shall Engineer's costs to defend the District exceed the Engineer's proportionate percentage of negligence or fault, based upon a final judicial determination, except that if one or more defendants in an action are unable to pay its share of defense costs due to bankruptcy or dissolution, Engineer shall meet and confer with the other defendant parties regarding defense costs.
- 12.3 In the event an action for damages is filed in which negligence is alleged on the part of District and Engineer, Engineer agrees to defend District. In the event District accepts Engineer's defense, District agrees to indemnify and reimburse Engineer on a pro rata basis for all expenses of defense and any judgment or amount paid by Engineer in resolution of such claim. Such pro rata share shall be based upon a final judicial determination of proportionate negligence or, in the absence of such determination, by mutual agreement.
- 12.4 Engineer shall indemnify District against legal liability for damages arising out of claims by Engineer's employees. District shall indemnify Engineer against legal liability for damages arising out of claims by District's employees.
- 12.5 Indemnity provisions will be incorporated into all Study contractual arrangements entered into by District and will protect District and Engineer to the same extent.
- 12.6 Upon completion of all services, obligations and duties provided for in the Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.

- 12.7 To the maximum extent permitted by law, Engineer's liability for District's damage will not exceed the aggregate compensation received by Engineer under this Agreement or the maximum amount of professional liability insurance available at the time of any settlement or judgment, which ever is greater.

ARTICLE 13 - INDEPENDENT CONTRACTOR

Engineer undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. District will have no right to supervise the methods used, but District will have the right to observe such performance. Engineer shall work closely with District in performing Services under this Agreement.

ARTICLE 14 - COMPLIANCE WITH LAWS

In performance of the Services, Engineer will comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. Engineer shall procure the permits, certificates, and licenses necessary to allow Engineer to perform the Services. Engineer shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Task Order.

ARTICLE 15 - NONDISCLOSURE OF PROPRIETARY INFORMATION

Engineer shall consider all information provided by District and all drawings, reports, studies, design calculations, specifications, and other documents resulting from the Engineer's performance of the Services to be proprietary unless such information is available from public sources. Engineer shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of District or in response to legal process.

ARTICLE 16 - TERMINATION OF CONTRACT

- 16.1 The obligation to continue Services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 16.2 District shall have the right to terminate this Agreement or suspend performance thereof for District's convenience upon written notice to

Engineer, and Engineer shall terminate or suspend performance of Services on a schedule acceptable to District. In the event of termination or suspension for District's convenience, District will pay Engineer for all services performed and costs incurred including termination or suspension expenses. Upon restart of a suspended project, equitable adjustment shall be made to Engineer's compensation.

ARTICLE 17 - UNCONTROLLABLE FORCES

- 17.1 Neither District nor Engineer shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the nonperforming party. It includes, but is not limited to, fire, flood, earthquake, storms, lightening, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either District or Engineer under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint.
- 17.2 Neither party shall, however, be excused from performance if nonperformance is due to uncontrollable forces which are removable or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, removed or remedied with reasonable dispatch. The provisions of this Article shall not be interpreted or construed to require Engineer or District to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement. The Engineer will be allowed reasonable negotiated extension of time or adjustments for District initiated temporary stoppage of services.

ARTICLE 18 - MISCELLANEOUS

- 18.1 A waiver by either District or Engineer of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the

event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

- 18.2 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

ARTICLE 19 - INTEGRATION AND MODIFICATION

- 19.1 This Agreement (consisting of pages 1 to 14), together with all Task Orders executed by the undersigned, is adopted by District and Engineer as a complete and exclusive statement of the terms of the Agreement between District and Engineer. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and Engineer pertaining to the Services, whether written or oral.
- 19.2 The Agreement may not be modified unless such modifications are evidenced in writing signed by both District and Engineer.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

- 20.1 District and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.
- 20.2 Neither District nor Engineer shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Engineer from employing such independent engineers, associates, and subcontractors as he may deem appropriate to assist him/her in the performance of the Services hereunder and in accordance with Article 7.

- 20.3 Nothing herein shall be construed to give any rights or benefits to anyone other than District and Engineer.

ARTICLE 21 – INFORMATION SYSTEM SECURITY

When the District determines this article is applicable, the Engineer shall obtain written approval from the District representative prior to accessing District internal systems through real-time computer connections. Upon approval, the Engineer will use only in-bound connections to accomplish a legitimate business need and a previously defined and approved task. As a condition of approval, the Engineer shall:

- a) Be running a current operating system supported by the District with up-to-date security patches applied as defined in the District COE/Non-COE document.
- b) Have anti-virus software installed on his/her personal computer with up-to-date virus signatures.
- c) Have personal firewall software installed and enabled on their computer.
- d) Understand and sign the District's Electronic Equipment Use Policy, number 2160.

The District reserves the right to audit the security measures in effect on Engineer's connected systems without prior notice. The District also reserves the right to terminate network connections immediately with all Engineer's systems not meeting the above requirements.

ARTICLE 22 – EMPLOYEE BACKGROUND CHECK

Engineer, at no additional expense to the District, shall conduct a background check for each of its employees, as well as for the employees of its subconsultants (collectively "Consultant Employees") who will have access to District's computer systems, either through on-site or remote access, or whose contract work requires an extended presence on the District's premises. The minimum background check process for any District consultant shall include, but not be limited to

- 1. California residents: Criminal Records (County and State Criminal Felony and Misdemeanor
- 2. Out of State residents: Federal criminal search of the National Criminal Database,

The background check shall be conducted and the results submitted to the District prior to initial access by Consultant Employees. If at any time, it is discovered that a Consultant Employee has a criminal record that includes a felony or misdemeanor, the Engineer is

required to inform the District immediately and the District will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties, to determine whether the Consultant Employee will be placed or remain on a District assignment. The District may withhold consent at its sole discretion. The District may also conduct its own criminal background check of the Consultant Employees. Failure of the Engineer to comply with the terms of this paragraph may result in the termination of its contract with the District.

ARTICLE 23 - EXCEPTIONS

No exceptions.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

UNION SANITARY DISTRICT

BLACK AND VEATCH CORPORATION

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
Craig Lichty
Vice President

Date: _____

Date: _____

ENERGY RESILIENCY STUDY

TASK ORDER NO. 1

to

AGREEMENT

BETWEEN

UNION SANITARY DISTRICT

AND

BLACK AND VEATCH CORPORATION

FOR

PROFESSIONAL SERVICES

Dated _____

1. PURPOSE

The objective of this energy resiliency study is to evaluate currently available technologies that could be implemented to reduce energy cost, maximize energy production, decrease emergency backup generation needs, and reduce overall dependence on outside energy sources at District-owned facilities including the Alvarado Wastewater Treatment Plant (AWTP), Irvington Pump Station (IPS), Newark Pump Station (NPS), Paseo Padre Lift Station, Boyce Lift Station, Fremont Lift Station, three District-owned vacant properties, and three parcels owned by the East Bay Dischargers Authority (EBDA) located on the Oro Loma Sanitary District's site, the Marina Dechlorination Facility (MDF), and the City of Hayward's wastewater treatment plant site. Evaluation of the three EBDA facilities shall be limited to solar and batteries, and no resiliency analysis is required, unless directed by EBDA in writing. In total, twelve sites are included in the study.

2. PROJECT COORDINATION

All work related to this task order shall be coordinated through the District's Project Manager, Somporn Boonsalat.

3. SCOPE OF SERVICES

The task numbers in this Scope of Services are associated with the costs presented in Exhibit A, and schedule as outlined in section 8.

Task 1. Project Management and TAC

Engineer shall manage, coordinate, and communicate activities closely with District's Project Manager. Engineer shall provide the following:

- 1.1. Kick off Meeting** – Engineer shall coordinate and schedule the project kick-off meeting to confirm the scope and objectives of the project and communicate the project plan and proposed schedule. Kickoff meeting will be up to 2 hours. The preliminary evaluation criteria will be developed during the kickoff meeting. Two weeks prior to the meeting, Engineer shall submit a data request for information, project plan, project schedule, and a meeting agenda for the District's review. Engineer shall facilitate the creation of a Technical Advisory Committee (TAC). The TAC will guide the process and work collaboratively with the team during the project development.
- 1.2. Project Work Plan** – Engineer shall establish a project work plan stating the project objectives and establishing the project workflow. The plan will include a list of Engineer and District personnel, roles, and contact information with communication protocols for coordination. The plan will also include the quality control guidelines to be implemented during the project.
- 1.3. Project Schedule** – Engineer shall complete a project schedule in Microsoft Project that reflects the scope and that is based on business days for activity durations. The schedule shall include required constraints, sequences, and milestones.
- 1.4. Monthly Invoices and Progress Reports** – Engineer shall track project financial information and submit invoices on a monthly basis. The invoices shall be accompanied by a monthly progress report with a bulleted list describing the work completed during the invoice's billing period, budget status, and forecast of upcoming activities.
- 1.5. Weekly Meetings** – It is anticipated that meetings will be held on a weekly basis to discuss program technical topics and managerial briefings

Task 2. Assess Baseline Conditions

Engineer shall review and develop the baseline energy demand that will be utilized for the evaluations and recommendations.

- 2.1. Data Request** – Engineer shall review available information and prepare a data request for missing information.
- 2.2. Compile Existing Energy Usage Data** –The Engineer shall compile the data to develop a spreadsheet of current energy sources and demand. The data provided to Engineer is expected to be in tabular or spreadsheet format. The data will be compiled into hourly and daily energy usage.
- 2.3. Create Baseline Energy Profile** – The Engineer shall create a baseline energy profile using the existing data for each site. The baseline energy profile shall include existing energy demands based on the last three years of historical data and project future energy demands based on existing studies/reports and planned capital improvement projects.
- 2.4. Perform Site Visits** – Engineer shall perform two days of site visits by two staff with District personnel. The purpose of the site visits will be to document the major sources of energy use and identify critical electrical loads. The Engineer shall document the physical attributes and general characteristics of the facilities at each location. The Engineer shall be accompanied by District staff to help understand operations and the major maintenance activities. The Engineer shall also inquire of District staff the upcoming schedule for rehabilitation or replacement of energy equipment. All facilities will be visited.

Engineer shall review and update the Solar Photovoltaic Array Installation Project – Preliminary Design Report prepared in 2009 for current structural code requirements and review structural systems for viability of solar panel installations and compare to a new covered storage to the north of the existing covered storage.

- 2.5. Meeting - Existing Energy Profile** – Engineer shall hold a two-hour meeting to review existing energy profiles for all facilities. The energy profile presented in the meeting will be used as a basis for the technology, Triple Bottom Line, and Financial Analysis in subsequent tasks.

Task 3. Document and Analyze Risk

A risk analysis will be performed to help define the District’s energy resiliency objectives. The Engineer shall lead workshops with the District to characterize hazards, determine thresholds of disruption, and evaluate the consequences of the identified disruptions.

- 3.1. List Hazards and Vulnerabilities** – The Engineer shall prepare a list of hazards and vulnerabilities and present this information to the District during the Risk Analysis Workshop.
- 3.2. Meeting - Risk Analysis**– Consequence scores will be assigned to vulnerabilities and likelihood scores will be assigned to the hazards by the District during a 2-

hour meeting. The results will be used to develop the risk model and presented in the Risk Model and Scenario Results Meeting materials and minutes.

3.3. Risk Analysis Model – The Engineer shall develop a risk model that incorporates the hazards and vulnerabilities and the scores assigned. Development of the Risk Model will be presented and documented in the Risk Model and Scenario Results Workshop materials and minutes.

3.4. Evaluate Consequences of Disruption – The Engineer shall evaluate the potential vulnerabilities against the range of identified hazards. Up to three disruption scenarios will be evaluated to aid in the development of the risk model.

3.5. Workshop - Risk Model and Scenario Results – The Risk Model and Scenario Results Workshop will be up to 2 hours. The results of the Risk Model presented in the workshop shall be used in subsequent tasks. The findings and decisions from the workshop shall be documented in workshop materials and minutes.

Task 4. Define Evaluation Criteria

The District goals for resiliency will be defined such that a standard set of evaluation criteria can be developed that will serve to measure proposed alternatives to achieve future objectives. The evaluation criteria will be the metric to compare alternatives against the baseline conditions.

4.1. Workshop - Energy Resiliency Goals – In a collaborative setting, the TAC will facilitate a workshop to define the District’s energy resiliency goals. The goals will be succinctly described with measurable criteria and time-bound. The Energy Resiliency Goals Workshop will be up to four hours with findings and decisions documented in workshop minutes.

4.2. Develop Evaluation Criteria – Engineer shall review and develop the criteria that will be utilized for the evaluations and recommendations. The selected criteria will be weighted based on the District’s input. Evaluation criteria will be based on resiliency goals agreed upon during the Energy Resiliency Goals Workshop.

4.3. Workshop – Evaluation Criteria Weighting– Engineer shall facilitate a workshop with the District to finalize the evaluation criteria. The Engineer shall send evaluation criteria to the District for review and comment before including into the Evaluation Criteria Weighting Workshop. The Evaluation Criteria Weighting Workshop will be up to two hours. Findings and decisions from the Evaluation Criteria Weighting Workshop shall be documented in workshop materials and minutes.

Task 5. Identify Constraints and Opportunities

The Engineer shall identify existing relevant regulations, and forecast potential regulatory changes, constraints, and opportunities. These inputs will be used to refine recommendations for energy resiliency measures.

- 5.1. Regulatory Constraints** – The Engineer shall identify regulatory factors that may constrain the District’s ability to utilize certain types of energy generation technologies. This effort includes up to 16 hours of research into regulatory constraints of energy generation technologies.
- 5.2. Evaluate Microgrid Opportunities** – Engineer shall evaluate the potential for establishing a microgrid system across District-owned facilities and/or potential nearby partners. This effort includes up to 16 hours for evaluating a microgrid system.
- 5.3. Incentives and Grant Funding Opportunities** – A list of federal, state, and local incentives, grants and loan programs will be identified. The programs will be ranked according to their potential benefit and likelihood of receipt by the District. This effort includes up to 16 hours to create a ranked list of incentives and grant funding opportunities.

Task 6. Recommend Energy Resiliency Measures

The culmination of the study will be to develop a specific set of discrete short and long-term actions to meet the District’s energy resiliency goals. A draft Energy Resiliency Report will be developed in consultation with the TAC and the District. Input from the TAC and District will be incorporated to finalize the report and submit it to the District.

- 6.1. Workshop - Technology Options** – The Engineer shall facilitate a brainstorming session to identify all energy technologies and potential projects. In preparation for the workshop, Engineer will compile the information from Task 2 to help identify potential sites for projects. The Technology Options Workshop will be up to four hours with findings and decisions documented in workshop minutes.
- 6.2. List of Technologies per Site** – Up to three technologies at each site shall be considered and up to five technologies total shall be considered for the Triple Bottom Line Analysis. Single technologies for each site shall be selected based on the Triple Bottom Line Analysis for inclusion in the Financial Analysis of up to six alternatives.
- 6.3. Triple Bottom Line Analysis of Site Options** – The Engineer shall follow a triple bottom line (TBL) approach for screening of options. The Triple Bottom Line Analysis shall be used to select single technologies for each site for inclusion in the Financial Analysis.
- 6.4. Financial Analysis** – Using the short-list of preferred alternatives, the Engineer shall perform a financial analysis of up to six agreed upon alternatives, including the calculation of a payback period in years. The economic comparison will be based on an American Association of Cost Engineers (AACE) Class 5, order of magnitude capital cost estimate and an operation & maintenance (O&M) cost estimate. Alternatives are defined as specific scenarios of implementing the

single selected technology at each site with planned future District projects. Each scenario may modify one or more assumptions or potential technologies implemented.

6.5. Memorandum – Energy Resiliency Measures and Analysis Summary – The Energy Resiliency Measures and Analysis Summary Memorandum will document the findings from the Triple Bottom Line Analysis and Financial Analysis.

6.6. Workshop – Findings and Recommendations – The Initial Findings and Recommendations Workshop will include discussion of the Energy Resiliency Measures and Analysis Summary Memorandum. This workshop will be up to two hours and shall be documented in workshop materials and minutes.

Task 7. Create Energy Resiliency Action Plan

The energy resiliency plan will include an actionable strategy resulting from the previous tasks. The plan will describe the technologies, operations, and project locations that provide the most cost effective, long-term, energy resiliency solutions to the District. The Engineer shall also provide a suggested timeline for implementation of project elements within the plan.

7.1. Draft – Energy Resiliency Report – A Draft Action Plan and Draft Energy Resiliency Report will be discussed and reviewed during the Energy Resiliency Workshop.

7.2. Workshop - Energy Resiliency Draft Report – The Draft Energy Resiliency Report will be discussed and reviewed during the Energy Resiliency Workshop. The Energy Resiliency Workshop will be one workshop up to two hours. Findings and decisions shall be documented in workshop materials and minutes, and the Final Energy Resiliency Report.

7.3. Final – Energy Resiliency Report – The Engineer shall prepare a Final Energy Resiliency Report which will incorporate all District comments from the workshop.

7.4. Meeting - Energy Resiliency Final Report – The Final Energy Resiliency Meeting will present the final findings and recommendations to District staff and the Meeting will be approximately one hour.

4. DELIVERABLES

In general, the Engineer shall provide the following documents to the District's Project Manager. Unless otherwise specified, the Engineer shall allow the District ten (10) business days to review, compile, and provide comments on any major deliverables. All documents shall be submitted to the District's Project Manager electronically in MS Word and Acrobat Adobe PDF format.

Task 1 Deliverables:

- Kick-off Meeting agenda, presentation slides, and meeting minutes.
- Draft Project Work Plan (PWP) shall be provided in an electronic editable Microsoft Word file format within fifteen (15) business days from the issuance of the notice to proceed for this Agreement.
- Final PWP addressing District comments provided in electronic PDF file format within five (5) business days after receipt of District comments.
- Project Schedules
- Action and Decision Logs
- Monthly Progress Reports and Invoices

Task 2 Deliverables:

- Data request(s) in PDF and Excel format. It is anticipated that the information will be made available to the Engineer within 10 business days after receipt of request.
- Site Visit Summary Memorandum in PDF format.
- Updates to the Solar Photovoltaic Array Installation Project – Preliminary Design Report
- Existing Energy Profile Review Meeting agenda, presentation slides, and meeting minutes.

Task 3 Deliverables:

- List of hazards and vulnerabilities in PDF format.
- Risk Analysis Workshop agenda, presentation slides, and meeting minutes.
- Risk analysis model and consequences of disruption evaluation findings.
- Risk Model and Scenario Results Workshop agenda, presentation slides, and meeting minutes.

Task 4 Deliverables:

- Preliminary criteria from kick-off meeting.
- Final evaluation criteria and preliminary criteria weighting.
- Energy Resiliency Goals Workshop agenda, presentation slides, and meeting minutes.

Task 5 Deliverables:

- Findings will be incorporated into the Recommend Energy Resiliency Measures and shared as part of Task 6.1.

Task 6 Deliverables:

- Technology Options Workshop agenda, presentation slides, and meeting minutes.

- Preliminary list of technologies to consider.
- Draft & Final Triple Bottom Line Analysis Spreadsheets in PDF or Excel.
- Draft & Final Financial Analysis Spreadsheets in PDF or Excel.
- Draft & Final Energy Resiliency Measures and Analysis Summary Memorandum.

Task 7 Deliverables:

- Initial Findings and Recommendations Workshop agenda, presentation slides, and meeting minutes.
- Energy Resiliency Workshop agenda, presentation slides, and meeting minutes.
- Draft & Final Energy Resiliency Report.
- Energy Resiliency Final Report Workshop agenda, presentation slides, and meeting minutes.

5. NOT USED

6. NOT USED

7. PAYMENT TO THE ENGINEER

Payment to the Engineer shall be as called for in Article 2 of the Agreement. The Multiplier for this work shall be 3.15, and the not-to-exceed amount shall be as shown in the table below. A summary of the anticipated distribution of cost and manpower between tasks is shown in Exhibit A.

The following table summarizes the previously executed and proposed task orders and amendments under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required?	District Staff Approval
Task Order No. 1 – Energy Resiliency Study	\$255,640	Yes	Paul Eldredge
Total	\$255,640		

8. TIME OF COMPLETION

All work defined in this Task Order shall be complete by December 2022 and subject to the conditions of Article 3 of this Agreement. A summary of the anticipated schedule of work is shown below.

Est. Date	Activity
April 2022	Notice to proceed
April 2022	Kickoff Meeting
May 2022	Site Visits
May 2022	Meeting – Existing Energy Profile
June 2022	Meeting – Risk Analysis
July 2022	Workshop – Risk Model and Scenario Results
July 2022	Workshop – Energy Resiliency Goals
August 2022	Workshop – Evaluating Weighting Criteria
September 2022	Workshop – Technology Options
September 2022	Memorandum – Energy Resiliency Measures - Analysis Summary
October 2022	Workshop – Findings and Recommendations
November 2022	Workshop -Energy Resiliency Draft Report
December 2022	Meeting – Energy Resiliency Final Report

9. KEY PERSONNEL

Engineering personnel assigned to this Task Order No. 1 are as follows:

<u>Role</u>	<u>Key Person to be Assigned</u>
Principal-in-Charge	Craig Lichty
Project Manager	Daniel Lopez
Contract Manager	Derek Wurst

Key personnel shall not be changed except in accordance with Article 8 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 1 as of _____ and therewith incorporate it as part of the Agreement.

DISTRICT

ENGINEER

Union Sanitary District

Black and Veatch Corporation

By: _____
 Paul R. Eldredge, P.E.
 General Manager/District Engineer

By: _____
 Craig Lichty
 Vice President

Date: _____

Date: _____



Owner: Union Sanitary District

Project: Energy Resiliency Study

Task Description (Billing Rate, \$\$,Hr.)	Client Director	Integrated Solutions Leader	Project Manager	Project Controls	Distributed Energy Lead	Renewable Energy Lead	Structural Engineer	Project Engineer	QA/QC	EBDA ¹	SUBTOTAL, Hours	SUBTOTAL, Billings \$	ODC Travel/Per Diem Expenses ²	SUBCONTRACT Beecher Engineering ³	TOTAL Billings
	\$330.00	\$325.00	\$295.00	\$144.00	\$290.00	\$225.00	\$205.00	\$190.00	\$281.00	\$221.00					
Task 1. Project Management and TAC															\$ 24,879
1.1 - Kick Off Meeting	2	4	2	-	4	4	-	2	-	-	18	\$ 4,990	\$ 2,130	\$ 2,625	\$ 9,745
1.2 - Project Work Plan	-	-	-	-	-	-	-	2	16	-	18	\$ 4,876	\$ -	\$ -	\$ 4,876
1.3 - Project Schedule	-	-	2	-	-	-	-	2	-	-	4	\$ 970	\$ -	\$ -	\$ 970
1.4 - Monthly Invoices & Progress Reports	-	-	8	12	-	-	-	-	-	-	20	\$ 4,088	\$ -	\$ -	\$ 4,088
1.5 - Weekly Meetings	-	-	12	-	-	4	-	4	-	-	20	\$ 5,200	\$ -	\$ -	\$ 5,200
Task 2. Assess Baseline Conditions															\$ 64,688
2.1 - Data Request	-	2	-	-	2	4	4	8	-	4	24	\$ 5,354	\$ -	\$ -	\$ 5,354
2.2 - Compile Existing Energy Usage Data	-	4	-	-	4	8	-	8	-	4	28	\$ 6,664	\$ -	\$ -	\$ 6,664
2.3 - Create Baseline Energy Profile	-	-	-	-	-	16	-	16	-	8	40	\$ 8,408	\$ -	\$ 7,875	\$ 16,283
2.4 - Perform Site Visits	-	20	-	-	24	24	16	16	-	8	108	\$ 26,948	\$ 1,185	\$ -	\$ 28,133
2.5 - Meeting - Existing Energy Profile	2	6	4	-	4	4	-	8	-	4	32	\$ 8,254	\$ -	\$ -	\$ 8,254
Task 3. Document and Analyze Risk															\$ 31,690
3.1 - List of Hazards and Vulnerabilities	-	4	-	-	4	8	-	8	-	-	24	\$ 5,780	\$ -	\$ -	\$ 5,780
3.2 - Meeting - Risk Analysis	2	6	2	-	6	6	-	2	-	-	24	\$ 6,670	\$ 2,130	\$ -	\$ 8,800
Compile Scores for Hazards and Vulnerabilities	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
3.3 - Risk Analysis Model	-	-	-	-	-	16	-	24	-	-	40	\$ 8,160	\$ -	\$ -	\$ 8,160
3.4 - Evaluate Consequences of Disruption	-	2	-	-	2	12	-	12	-	-	28	\$ 6,210	\$ -	\$ -	\$ 6,210
3.5 - Workshop - Risk Model and Scenario Results	-	2	2	-	2	2	-	2	-	-	10	\$ 2,650	\$ 90	\$ -	\$ 2,740
Task 4. Define Evaluation Criteria															\$ 21,290
4.1 - Workshop - Energy Resiliency Goals	4	8	4	-	8	8	-	4	-	-	36	\$ 9,980	\$ 2,130	\$ -	\$ 12,110
4.2 - Develop Evaluation Criteria	-	4	-	-	4	8	-	8	-	-	24	\$ 5,780	\$ -	\$ -	\$ 5,780
Input Criteria Into Spreadsheet	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
4.3 - Workshop - Evaluation Criteria Weighting	2	2	2	-	2	2	-	2	-	-	12	\$ 3,310	\$ 90	\$ -	\$ 3,400
Task 5. Identify Constraints and Opportunities															\$ 13,920
5.1 - Regulatory Constraints	-	8	-	-	-	4	-	4	-	-	16	\$ 4,260	\$ -	\$ -	\$ 4,260
5.2 - Evaluate Microgrid Opportunities	-	-	-	-	8	8	-	8	-	-	24	\$ 5,640	\$ -	\$ -	\$ 5,640
5.3 - Incentives and Grant Funding Opportunities	-	-	8	-	-	4	-	4	-	-	16	\$ 4,020	\$ -	\$ -	\$ 4,020
Task 6. Recommend Energy Resiliency Measures															\$ 52,342
6.1 - Workshop - Technology Options	4	4	4	-	4	8	2	4	-	-	30	\$ 7,930	\$ 850	\$ -	\$ 8,780
6.2 - List of Technologies Options per Site	-	2	-	-	2	4	2	4	-	8	22	\$ 5,068	\$ -	\$ -	\$ 5,068
6.3 - Triple Bottom Line Analysis of Site Options	-	-	8	-	-	16	-	24	-	16	64	\$ 14,056	\$ -	\$ -	\$ 14,056
6.4 - Financial Analysis	-	-	-	-	-	16	-	16	-	16	48	\$ 10,176	\$ -	\$ -	\$ 10,176
Calculate Payback Period (up to 6 alternatives)	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
6.5 - Memorandum - Energy Resiliency Measures and Analysis Summary	-	2	4	-	4	10	8	10	-	12	50	\$ 11,432	\$ 90	\$ -	\$ 11,522
6.6 - Workshop - Findings and Recommendations	-	2	2	-	2	2		2	-		10	\$ 2,650	\$ 90	\$ -	\$ 2,740
Task 7. Create Energy Resiliency Action Plan															\$ 46,831
7.1 - Draft - Energy Resiliency Report	2	8	4	-	8	24	8	24	-	24	102	\$ 23,664	\$ -	\$ -	\$ 23,664
7.2 - Workshop - Energy Resiliency Draft Report	2	2	2	-	2	2	-	2	-	-	12	\$ 3,310	\$ 90	\$ -	\$ 3,400
7.3 - Final Energy Resiliency Report	-	4	2	-	4	16	8	16	-	22	72	\$ 16,192	\$ -	\$ -	\$ 16,192
7.4 - Meeting - Energy Resiliency Final Report	1	1	2	-	2	4	-	4	-	-	14	\$ 3,485	\$ 90	\$ -	\$ 3,575
Total, Hours	21	97	74	12	102	244	48	250	16	126	990				
Total, Billings	\$ 6,930	\$ 31,525	\$ 21,830	\$ 1,728	\$ 29,580	\$ 54,900	\$ 9,840	\$ 47,500	\$ 4,496	\$ 27,846		\$ 236,175	\$ 8,965	\$ 10,500	\$ 255,640

1. **EBDA Billing Rate:** This rate is a composite weighted average of professional staff time (excluding Project Management and Administration).
Only hours spent on EBDA properties will be charged to this category based on the level of effort. Charges to the EBDA properties will be tracked seperately per the actual individual billing rates.

2. **Travel/Per Diem Expenses:** Includes expenses for airfare and transportation billed at cost. Expenses for lodging and meals are billed per diem equal to the federal standard CONUS rate for Alameda county.

3. **Subconsultants:** Billed at cost plus a 5% mark up.

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: Authorize the General Manager to Execute Amendment No. 1 to Task Order No. 1 with Carollo Engineers, Inc. for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII (*This is a motion item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Raymond Chau, Interim Technical Services Work Group Manager
Allan Briggs, Interim CIP Team Coach
Thomas Lam, Associate Engineer
Andrew Baile, Assistant Engineer

Recommendation

Staff recommends the Board authorize the General Manager to execute Amendment No. 1 to Task Order No. 1 with Carollo Engineers, Inc. (Carollo) in the amount of \$49,499 to provide additional construction management services for the Emergency Outfall Improvements Project (Outfall Project), Cathodic Protection System Improvements Project (Cathodic Project), and FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII (GSRR7 Project).

Discussion

The purpose of this amendment is to authorize additional construction management and inspection services for the Outfall Project, Cathodic Project, and GSRR7 Project through February 2022. The scope of services and fees of Amendment No. 1 with Carollo are summarized below:

Task Description	Fee
Construction Management and Inspection Services: <ul style="list-style-type: none"> • Construction Oversight • Project Communication • Project Reporting / Records Review 	\$49,499
Amendment No. 1 Not to Exceed Fee	\$49,499

During construction of the Outfall Project, it was discovered that the portion of the existing outfall pipeline under the Alameda County Flood Control & Water Conservation District's levee road was constructed entirely of corrugated metal pipe (CMP), and that the CMP was no longer round but oval. Staff and the design consultant, Brown and Caldwell, recommended replacing the CMP between the reinforced concrete pipe section of the outfall and the new concrete outlet structure with a new pipe. On November 8, 2021, the Board authorized the General Manager to execute Contract Change Order No. 2 with Garney Pacific, Inc. (Garney) to remove or abandon the CMP and install 116 feet of new 48-inch pipe under the levee road and connect it to the existing outfall pipeline located on the District's property.

The Outfall Project was originally scheduled to be completed on January 3, 2022. Due to the additional time needed for field investigation of the existing outfall pipeline, design of the new pipeline, manufacture of the new pipe segments, and installation of the new pipeline alignment, Garney substantially completed the project on January 28, 2022.

Carollo's construction management and inspection services extended into February 2022 to oversee the remaining field and administrative scope of work for the three projects. Staff will manage the closeout process for the three projects.

The task order amounts for the Projects' agreement with Carollo are summarized in the table below:

Description	Not to Exceed Amount	Board Authorization Required?	District Staff Approval
Task Order No. 1 – Construction Management Services	\$306,453	Yes	Paul Eldredge
Amendment No. 1 to Task Order No. 1 – Construction Management Services	\$49,499	Yes	Paul Eldredge
Total for this Agreement	\$355,952		

Background

Emergency Outfall Improvements Project

The District's Alvarado Effluent Pump Station normally pumps the final effluent from the Plant to the East Bay Dischargers Authority (EBDA) system where the combined effluent from the EBDA agencies is dechlorinated and discharged from the EBDA Common Outfall to Lower San Francisco Bay. The District has an NPDES permit to discharge final effluent to Old Alameda Creek through the Emergency Outfall pipeline and flap gate during wet weather and when the capacity of the EBDA system is maximized. The District doses calcium thiosulfate to dechlorinate the final effluent prior to discharging to the creek.

The Emergency Outfall pipeline exits the Plant at the northwest corner of the property and crosses the levee road owned by the Alameda County Flood Control & Water Conservation District (ACFC&WCD) before extending into the Old Alameda Creek. The creek is influenced by the tidal cycle, and the original Emergency Outfall flap gate was normally submerged below the water during high tides and was exposed during low tides. This presented a maintenance challenge as water brought in sediment that routinely buried the flap gate and promoted vegetation growth, which then impeded the operation of the flap gate. The District had inspected the original flap gate every month and scheduled staff to clear the vegetation growth.

The purpose of the Outfall Project was to make improvements to the Emergency Outfall to reduce the maintenance activities associated with the Emergency Outfall flap gate and increase the reliability of its operation during wet weather events.

The Outfall Project's scope included:

- Replacement of 48-inch diameter pipeline that extends into Old Alameda Creek.
- Construction of a redundant, parallel, 48-inch diameter pipeline from the Old Alameda Creek to inside the Plant property line.
- Construction of a new riser pipe and cap on the new redundant pipeline to allow access for inspection and cleaning.
- Installation of a temporary sheet pile cofferdam in Old Alameda Creek to allow construction of the new concrete outlet structure.
- Construction of a concrete outlet structure consisting of a slab, headwalls, and wing walls.
- Construction of an access vault and drainage piping system on the existing outfall pipeline located in the Plant property.
- Implementation of all mitigation measures in the Project's Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan.
- Installation of a bypass piping system to discharge final effluent to the Old Alameda Creek, if necessary, during wet weather.

On May 10, 2021, the Board awarded the construction contract for the Outfall Project to Garney Pacific, Inc. Staff issued the Notice to Proceed (NTP) on June 8, 2021 with an original substantial completion date of January 3, 2022.

Cathodic Protection System Improvements Project

The District operates cathodic protection systems to protect its underground steel and iron pipelines and appurtenances from corrosion. These systems are located at the Plant, Newark PS, Irvington PS, and sites where the twin force main pipelines and steel casings cross under major roadways and railroads. The cathodic protection systems are a combination of sacrificial anodes installed in shallow excavations and anodes installed in a deep well and energized using a rectifier. The type of system is dependent on the quantity and proximity of steel and iron pipelines within an area. The cathodic protection systems are designed to sacrificially degrade the anodes and impede corrosion of the pipelines.

Staff annually tests and measures the cathodic protection systems to monitor the effectiveness of the anodes and rectifiers. In 2018, the District hired JDH Corrosion to review the data and evaluate the condition of the cathodic protection systems. JDH presented its findings and recommendations in the 2018 Annual Survey and Cathodic Protection Condition Assessment Report (Report). The Report provided a plan to repair, replace, or upgrade the existing cathodic protection systems during the next 10 years.

The Cathodic Project's scope included:

- Plant
 - Replacement of seven existing oil-cooled rectifiers with air-cooled rectifiers located near the Headworks Building, Primary Clarifiers 1-4 Building, West Blower Building, Control Box No. 3, Alvarado Effluent Pump Station, Thickener No. 3, and Thickener No. 4.
 - Installation of one new 250-foot-deep anode well located east of the Heating and Mixing Building No. 3.
 - Destruction of two existing deep anode wells located near the Heating and Mixing Building No. 3 and the West Blower Building pursuant to the California Well Standards issued by the California Department of Water Resources.
- Newark Pump Station
 - Installation of new buried (shallow depth) sacrificial anodes at 10 locations to protect the underground steel pipelines which range in diameters from 24 to 48 inches.
 - Replacement of 10 existing cathodic protection test station terminal boards.

On April 26, 2021, the Board awarded the construction contract for the Cathodic Project to Corpro Companies, Inc. Staff issued the NTP on June 8, 2021 with an original substantial completion date of January 3, 2022.

FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII

The District's routine television inspection and Basin Master Plan Updates of the collection system identifies pipelines with maintenance challenges and structural defects such as cracks, sags, breaks, and offset joints. Several sewers were identified as having structural defects in need of open-cut repair. Due to their locations, difficult soil conditions, or depth of these sewers, staff determined the repair work to be done by a contractor.

West Yost Associates completed the Project's design in March 2020. Staff deferred bidding the Project for one year due to the uncertainty of the State and County Health Orders in response to the COVID-19 Pandemic.

The GSRR7 Project is the seventh phase of the miscellaneous spot repair projects, and the scope included:

1. Replacement of the sewer mains to address sags at three locations in the city of Fremont on Greenwood Drive, Hansen Street, and Gurdwara Road.
2. Relocation of a sewer main that crosses a fault zone on Appian Way in the city of Union City. The fault zone relocation included installation of a high-density polyethylene pipe (HDPE), that will allow the pipe to have some degree of flexibility as the fault shifts.
3. Installation of cured-in-place-pipe (CIPP) in a sewer main located within a backyard easement at Gurdwara Road in the city of Fremont.
4. Rehabilitation of the retaining wall supporting a sewer main and a portion of the access road within the Pine Street easement in the city of Fremont. The rehabilitation included replacing some of the wood lagging boards that were in poor condition, improving to the access road drainage, and re-grading the access road along the retaining wall.
5. Repair of three offset laterals at the sewer main on Omar Street in the city of Fremont.

April 26, 2021, the Board awarded the construction contract for the GSRR7 Project to Casey Construction, Inc. Staff issued the NTP for the GSRR7 Project on June 8, 2021 with an original substantial completion date of October 25, 2021.

Previous Board Action

Emergency Outfall Improvements Project

November 13, 2017, the Board authorized the General Manager to execute Task Order No. 2 in the amount of \$225,812 with Brown and Caldwell to provide design services for the Project.

June 25, 2018, the Board conducted a public hearing to receive comments regarding the Initial Study and Mitigated Negative Declaration (MND) for the Project. No comments were received at the public hearing.

December 10, 2018, the Board adopted the MND and Mitigation Monitoring and Reporting Plan for the Project for the purpose of filing the Notice of Determination.

July 22, 2019, the Board authorized the General Manager to execute a lease agreement with the California State Lands Commission for the use, operation, and maintenance of an existing 48-inch diameter reinforced concrete emergency outfall pipeline, concrete outlet structure, access stairway, riprap chute, and temporary sheet pile cofferdam located along the Old Alameda Creek Flood Control Channel in the City of Union City.

April 13, 2020, the Board authorized the General Manager to execute Amendment No. 3 to Task Order No. 2 in the amount of \$32,894 with Brown and Caldwell to provide additional design services for the Project.

May 10, 2021, the Board awarded the construction contract for the Project to Garney Pacific, Inc. in the amount of \$1,399,700.

May 24, 2021, the Board authorized the General Manager to execute Task Order No. 3 in the amount of \$69,440 with Brown and Caldwell to provide engineering services during construction for the Project.

June 14, 2021, the Board authorized the General Manager to execute an agreement and Task Order No. 1 with Carollo Engineers, Inc. in the amount of \$306,453 to provide construction management services for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII

November 8, 2021, the Board authorized the General Manager to execute Contract Change Order No. 2 with Garney Pacific, Inc. in the amount of \$235,164 for the Emergency Outfall Improvements Project. The contract change order included installation of new outfall pipeline alignment.

Cathodic Protection System Improvements Project

April 22, 2019, the Board rejected all bids received for the Newark Pump Station Cathodic Protection System Upgrade Project and authorized staff to re-bid the project.

June 24, 2019, the Board rejected the sole bid received for the Newark Pump Station Cathodic Protection System Upgrade Project.

November 9, 2020, the Board rejected all bids received for the Cathodic Protection System Improvements Project and authorized staff to re-bid the project.

April 26, 2021, the Board awarded the construction contract for the Cathodic Protection System Improvements Project to Corpro Companies, inc. in the amount of \$483,800.

May 10, 2021, the Board authorized the General Manager to execute Task Order No. 2 with V&A Consulting Engineers, Inc. in the amount of \$30,854 to provide engineering services during the construction of the Project.

June 14, 2021, the Board authorized the General Manager to execute an agreement and Task Order No. 1 with Carollo Engineers, Inc. in the amount of \$306,453 to provide construction management services for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII

FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII

October 28, 2019, the Board authorized the General Manager to execute an agreement and Task Order No. 1 with West Yost Associates in the amount of \$176,582 to provide design services for the Gravity Sewer Rehabilitation/Replacement Project - Phase VII.

April 26, 2021, the Board awarded the construction contract for the FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII to Casey Construction, Inc. in the amount of \$595,051.

June 14, 2021, the Board authorized the General Manager to execute an agreement and Task Order No. 1 with Carollo Engineers, Inc. in the amount of \$306,453 to provide construction management services for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII

PRE/RC/AB/TL/AB;mb

Attachment: Amendment No. 1 to Task Order No. 1

**EMERGENCY OUTFALL IMPROVEMENTS PROJECT
CATHODIC PROTECTION SYSTEM IMPROVEMENTS PROJECT
FY21 GRAVITY SEWER REHABILITATION/REPLACEMENT PROJECT – PHASE VII**

**AMENDMENT NO. 1
TO
TASK ORDER NO. 1
TO
AGREEMENT
BETWEEN
UNION SANITARY DISTRICT
AND
CAROLLO ENGINEERS, INC.
FOR
PROFESSIONAL SERVICES
Dated June 15, 2021**

1. PURPOSE

The purpose of this amendment is to extend the Task Order No. 1 Construction Management and Inspection services for the Emergency Outfall Improvements Project, Cathodic Protection System Improvements Project, and FY21 Gravity Sewer Rehabilitation/Replacement Project – Phase VII through the delayed Project completion. It is currently anticipated that work under this amendment will be completed by February 28, 2022.

2. PROJECT COORDINATION

All work related to this amendment shall be coordinated through the District's Project Managers Andrew Baile (Emergency Outfall and Gravity Sewer) and Thomas Lam (Cathodic).

3. SCOPE OF SERVICES

The Scope of Services associated with this amendment are as described in Task Order No. 1.

4. DELIVERABLES

Engineer shall provide the deliverables as defined in the Task Order No. 1.

5. PAYMENT TO THE CONSTRUCTION MANAGER

Payment to the Engineer shall be as called for in Article 2 of the Agreement. The billing rate schedule is equivalent to an overall labor multiplier of 3.21 for office staff, and 2.90 for field staff, including profit. Subconsultants and outside services will be billed at actual cost plus 5%; other direct costs will be billed at actual cost; and mileage will be billed at prevailing IRS standard rate.

The not-to-exceed amount for Amendment No. 1 to Task Order No. 1 shall be \$49,499. A summary of the anticipated distribution of cost and manpower between tasks is shown in Exhibit A.

The following table summarizes the previously executed and proposed task orders and amendments under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required?	District Staff Approval
Task Order No. 1 – Construction Management Services	\$306,453	Yes	Paul Eldredge
Amendment No. 1 to Task Order No. 1 – Construction Management Services	\$49,499	Yes	Paul Eldredge
Total	\$355,952		

6. TIME OF COMPLETION

It is currently anticipated that work under this amendment will be completed by February 28, 2022.

7. KEY PERSONNEL

Engineering personnel assigned to this Task Order No. 1 are as follows:

<u>Role</u>	<u>Key Person to be Assigned</u>
Principal	Samuel J. Hawkins, CCM
Construction Manager	Jon Gudjohnsen
Inspector	Brad Munson

Key Personnel shall not be changed except in accordance with Article 8 of the Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 to Task Order No. 1 as of _____ and therewith incorporate it as part of the Agreement.

DISTRICT

ENGINEER

Union Sanitary District

Carollo Engineers, Inc.

By: _____
Paul R. Eldredge, P.E.
General Manager/District Engineer

By: _____
Samuel J. Hawkins, CCM
Associate Vice President

Date: _____

Date: _____

By: _____
Scott E. Parker, P.E.
Senior Vice President

Date: _____

Exhibit A - Amendment No. 1 to Task Order No. 1

Fee Table

Construction Management and Inspection Services Emergency Outfall

Improvements Project

Cathodic Protection System Improvements Project

FY 21 Gravity Sewer Rehabilitation/Replacement Project - Phase VII

		2022				
STAFF	ROLE	Jan	Feb	Total Hours	Hourly Rate	Cost
Construction Project						
Jon Gudjohnson	CM Support	76	66	142	\$206	\$29,252
Brad Munson	Inspection	85		85	\$174	\$14,790
	Subtotal Carollo Labor Hours	161	66	227		\$44,042
Mileage				11703	\$0.575	\$6,729
PECE					\$13.00/labor hr	\$2,951
Inspector Housing						\$1,073
				CM Subtotal		\$54,795
Subconsultants						
				Sub Expenses		\$0

Assumptions:

1. Remaining project expected to complete by February 28, 2022
2. Budget is based upon an estimated level of effort
3. Construction trailers, utilities and field equipment not included.
4. Billings will be on a time and materials basis.
5. Assumes quality control testing for geotech, concrete and coating provided by contractor.



TOTAL BUDGET: \$54,795

Less Remaining Budget	-\$5,296
Estimated need for completion	\$49,499



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: **Review and Consider Approval of Policy No. 2030 - Investment Policy (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Mark Carlson, CFO/Business Services Work Group Manager

Recommendation

Review and consider approval of the District's Investment Policy (No. 2030) and renewal of delegation of authority of Treasurer to the Business Services Manager for a one-year period, per CA Govt. Code Section 53607 as amended by Stats. 1996, Ch. 749, Sec. 6.

The authority of the Board to invest funds of the District, may be delegated for a one-year period to the Treasurer, who shall thereafter assume responsibility and make a monthly report to the Board. Subject to review, the Board may renew the delegation of authority pursuant to this section each year.

Discussion

Staff and PFM Asset Management, LLC have been collaborating on updating the Investment Policy to accurately reflect language in current government code. Other than minor administrative updates, substantive changes to the Policy since the last update are:

- With regards to investing in the Local Agency Investment Fund (LAIF), the current policy language allows the District to invest up to 70% of the District portfolio or the maximum dollar amount allowed by the state, which is currently \$75 million. Staff is proposing to remove the 70% limit and adjust the policy to reflect the language in the State's policy which currently allows up to 100%. The proposed policy language change is shown below:

8. State of California's Local Agency Investment Fund ("LAIF"), pursuant to California Code Section 16429.1. ~~The maximum~~ ~~A maximum of seventy percent (70%) of USD's funds or the~~ limit permitted by the State may be invested in LAIF; ~~whichever is less;~~

- With regards to Municipal Obligations, the current policy language allows the District to invest up to 30% of the District portfolio in this category. Staff is proposing to adjust the policy to reflect the language in the State's policy which currently allows up to 100%. The proposed policy language change is shown below:

With the exception of obligations issued by USD, purchases of municipal obligations are limited to securities rated at least in the "A" (long-term) or "A-1" (short-term), or their equivalents, by a NRSRO. Obligations shall have a maximum maturity of five years. ~~There is no limitation as to the percentage of the portfolio that may be invested in this category.~~ USD may invest in this category up to the limit allowed by California Code Section 53601. ~~A maximum of thirty percent (30%) of the portfolio may be invested in this category.~~

- With regards to shares of beneficial interest issued by a Joint Powers Authority, the current policy language allows the District to invest up to 50% of the District portfolio in this category. Staff is proposing to adjust the policy to reflect the language in the State's policy which currently allows up to 100%. The proposed policy language change is shown below:

12. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Code Section 53601 subdivisions (a) to (r) inclusive as provided, provided that

~~a. A maximum of fifty percent (50%) of USD's funds may be invested in the shares of any one investment pool;~~

- At the March 14, 2022 Board meeting, there was a discussion regarding credit risk and the maximum amount of the District's portfolio that may be invested in any one investment category. To address the concerns, the proposed policy language is shown below:

1. The diversification requirements included in Section III (A) are designed to mitigate credit risk in the portfolio. With the exception of investments in United States Treasury Obligations, no single investment category shall constitute more than 70% of the District's overall portfolio without prior Board approval. Should United States Treasury Obligations ever exceed 70% of the District's portfolio, the District's General Manager, in consultation with the District's investment advisors, shall report to the Board at the next possible Board meeting advising the Board the reasons for the exceedance and seeking Board input and direction.

Adjusting the District's language to mirror the states, allows the District to have the maximum flexibility in its investment strategy. It's important to note, that regardless of the limits set by the policy, the District's number one focus is to choose that mix of investments that will produce the best possible returns within the risk tolerances of the District.

Staff and PFM representatives will be available to answer questions.

Background

The District Investment Policy (No. 2030) requires review and approval by the Board of Directors on an annual basis. The Policy was last presented in December 2020.

At the March 14, 2022 Board meeting, the investment policy was presented for review. During that meeting, the Board asked for additional clarification on the maximum amount that may be invested in any one investment category. Proposed language was developed and is included above and in the attached documents.

In December 2018, the District retained the services of PFM Asset Management LLC to serve as the District's investment advisory agent.

Previous Board Action

12/14/2020 Board Meeting – Approval of Investment Policy

Attachments

Union Sanitary District Investment Policy – Red Line Version
Union Sanitary District Investment Policy – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Investment Policy	Policy Number 2030
<u>March</u> 2022 4		Page 1 of 14

I. INVESTMENT POLICY

A. Purpose

The purpose of the Union Sanitary District's ("USD") Investment Policy is to establish clear guidelines, objectives, policies and understanding for the Board of Directors, USD management, responsible employees, citizens and third parties for the investment of certain USD funds. USD funds invested shall provide sufficient cash flow to meet current and expected operating expenses and to fund capital requirements as described in USD's Capital Improvement Program and Financial Plan USD shall review this policy as least once annually and may change its policies as investment objectives change.

B. Objectives

The objectives of this investment policy are, in order of priority:

1. To assure ongoing compliance with all Federal, State and local laws governing the investment of public funds;
2. To ensure safety of invested funds;
3. To maintain sufficient liquidity to meet cash flow needs for all operating requirements which might be reasonably anticipated without requiring a sale of securities;
4. Maintain a diversified investment portfolio to avoid incurring unreasonable risks regarding specific security types or individual financial institutes; and to maximize the average rate of return consistent with the primary objectives of safety and liquidity.

C. Prudence

The Prudent Investor Standard shall be used by investment officials and shall be applied in the context of managing an overall portfolio. The prudent investor standard states:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Staff acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.

D. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

II. OPERATIONS AND PROCEDURAL MATTERS

A. Scope

This investment policy applies to all financial assets and investment activities of USD except proceeds of debt issued under an indenture and USD's Deferred Compensation Plan managed by a third-party administrator and invested by individual participants; and USD's retiree medical trust held with CalPERS (the CERBT Trust) and pension assets held with CalPERS since the assets of both plans are managed by CalPERS.

Proceeds of debt issuance shall be invested in accordance with the general investment philosophy of USD as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

B. Delegation of Authority

1. Authority to manage USD's investment program is derived from the California Government Code Sections 53600 et seq., and USD's Charter.
2. With the approval of the Board of Directors, USD may engage the services of an external investment advisor to assist in the management of USD's investment portfolio in a manner consistent with USD's objectives. Such external investment advisors may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such discretion will be subject to oversight and other restrictions which are to be described in a written agreement. Such advisor must be registered under the Investment Advisers Act of 1940.
3. In accordance with Government Code Section 53607, the Board of Directors delegates to the General Manager/Treasurer, or their designee, the authority to invest, sell or exchange securities. This delegation of authority must be reviewed, and if still applicable, renewed on an annual basis. The Board shall receive a monthly report of the transactions conducted on its behalf.

C. Internal Controls

The General Manager/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the annual financial audit, USD's external auditor will perform a review of investment transactions to verify compliance with policies and procedures.

D. Delivery vs. Payment

All investment transactions of USD shall be conducted using standard delivery- vs.- payment procedures.

E. Safekeeping of Securities

To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by USD shall be held in safekeeping by a third-party bank trust department, acting as agent for USD under the terms of a custody agreement executed by the bank and by USD. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and (iii) money market mutual funds since the purchased securities are not deliverable. Evidence of each of these investments will be held by USD.

F. Qualifications and Selection of Broker/Dealers

USD shall purchase investments with security broker/dealers based on their reliability; trustworthiness; and their expertise in public cash management. Brokers/dealers must be registered with the state and provide upon request other information to determine their creditworthiness and trustworthiness such as proof of Financial Industry Regulatory Authority (FINRA) registration. A list of security brokers/dealers USD is doing business with will be provided to the Board of Directors with the monthly investment report. A copy of the current USD investment policy will be provided to all security broker/dealers doing business with USD. It shall be the policy of USD to purchase securities only from authorized institutions or firms.

For transactions initiated through an external investment advisor, the investment advisor may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

III. PERMITTED INVESTMENT AND PORTFOLIO RISK MANAGEMENT

A. Authorized Investments

All investments shall be made in accordance with Sections 53600 et seq. of the Government Code of California and as described within this Investment Policy. Within the investments permitted by the Government Code, USD seeks to further restrict eligible investment to the investments listed below. In the event an apparent discrepancy is found between this Investment Policy and the Government Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this section apply at the time the security is purchased.

1. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. With the exception of federal agency mortgage-backed securities which are limited to twenty percent (20%) of the total portfolio there is no limitation as to the percentage of the portfolio that may be invested in this category.
3. Bankers' acceptances, otherwise known as bills of exchange or time drafts, that are drawn on and accepted by a commercial bank with a final maturity not exceeding 180 days from the date of trade settlement, rated at least "A-1" or the equivalent by a nationally recognized statistical- rating organization (NRSRO). The aggregate investment in banker's acceptances shall not exceed forty percent (40%) of USD's total portfolio.
4. Federally insured or collateralized time deposits (Non-negotiable certificates of deposit) provided that the certificates of deposit meet the conditions in either paragraph (a) or paragraph (b):
 - a) Certificates of deposits shall meet the requirements for deposit under Government Code Section 53630 et. seq. To be eligible to receive USD deposits, the financial institution must have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided in Government Code Section 53635.2. Deposits are required to be collateralized as specified under Government Code Section 53630 et. seq. The General Manager/Treasurer, at his or her discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. USD shall have a signed agreement with all depositories receiving USD deposits per Government

Code Section 53649. The maturity of time deposits may not exceed five years.

- b) Certificates of deposit placed through a deposit placement service shall meet the requirements under Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance. The maximum term for placement service certificates of deposit shall be five years.

The combined amount invested in placement service certificates of deposit and negotiable certificates of deposit shall not exceed twenty percent (20%) of the portfolio.

5. Negotiable certificates of deposit (NCD) issued by a nationally or state- chartered bank, a savings association or a federal association (as defined by Section 5102 by the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of NCDs shall not exceed thirty percent (30%) of the total portfolio.
6. Repurchase agreements with a final termination date not exceeding 90 days from the date of trade settlement collateralized solely by United States Treasury, federal agency, or United States government sponsored enterprises permitted by this Investment Policy. The purchased securities (the "collateral") shall have a minimum market value of one hundred and two percent (102%) of the dollar value of the funds invested. The market value of the collateral securities shall be marked-to-the-market daily and the value shall be adjusted no less frequently than weekly. No substitution of collateral shall be allowed without the prior approval of the General Manager/Treasurer. All collateral securing repurchase agreements must be delivered to USD's custodian bank or handled under a tri-party repurchase agreement. USD or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement.

Approved repurchase agreement counterparties shall have a repurchase agreement counterparty credit rating of at least "A-1" or the equivalent and a long-term credit rating of at least "A" or the equivalent by a NRSRO. Repurchase agreement counterparties shall execute a USD approved master repurchase agreement with USD. No more than ten percent (10%) of USD's total portfolio shall be invested in repurchase agreements.

7. Commercial Paper with the highest letter and numerical rating as provided for by a NRSRO. Eligible commercial paper shall have a final maturity not exceeding 270 days from the date of trade settlement. The aggregate investment in commercial paper shall not exceed twenty five percent (25%) of USD's total

portfolio. Furthermore, USD may invest no more than 5% of its total investment assets in the commercial paper and medium-term notes of any single issuer. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph 1 or paragraph 2 below:

(1) The entity meets the following criteria:

- is organized and operating in the United States as a general corporation;
- has total assets in excess of five hundred million dollars (\$500,000,000); and
- has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.

(2) The entity meets the following criteria:

- is organized within the United States as a special purpose corporation, trust, or limited liability company;
- has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond; and
- has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

8. State of California's Local Agency Investment Fund ("LAIF"), pursuant to California Code Section 16429.1. ~~The maximum A maximum of seventy percent (70%) of USD's funds or the~~ limit permitted by the State may be invested in LAIF, ~~whichever is less;~~
9. Corporate medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases may not exceed thirty percent (30%) of invested funds. USD may invest no more than 5% of its total investment assets in the commercial paper and medium-term notes of any single issuer.
10. Municipal Obligations. USD may purchase municipal obligations in the following categories.
 - a. USD Bonds – Bonds issued by USD, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by USD or by a department, board, agency, or authority of USD.
 - b. California State Obligations – Registered state warrants or treasury notes or bonds of the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of

the State.

- c. Local Agency Bonds – Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Obligations of Other 49 States - Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

With the exception of obligations issued by USD, purchases of municipal obligations are limited to securities rated at least in the “A” (long-term) or “A-1” (short-term), or their equivalents, by a NRSRO. Obligations shall have a maximum maturity of five years. ~~There is no limitation as to the percentage of the portfolio that may be invested in this category.~~ USD may invest in this category up to the limit allowed by California Code Section 53601. ~~A maximum of thirty percent (30%) of the portfolio may be invested in this category.~~

11. Money market mutual funds, provided that such funds

- a. Are registered with the Securities and Exchange Commission and are rated “AAAm” or its equivalent by not less than two NRSROs; or have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); and
- b. The purchase price of shares shall not exceed twenty percent (20%) of USD’s portfolio; and
- c. If USD has funds invested in a money market fund, a copy of fund’s information statement shall be maintained on file for due diligence. In addition, the General Manager/Treasurer should review the fund’s summary holdings on a quarterly basis.

12. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Code Section 53601 subdivisions (a) to (r) inclusive as provided, provided that

- ~~a. A maximum of fifty percent (50%) of USD’s funds may be invested in the shares of any one investment pool;~~

~~b.a.~~ The pool's investment advisor meets the requirements of 53601(p);

~~c.b.~~ The pool seeks to maintain a stable Net Asset Value ("NAV");

~~d.c.~~ The pool is rated "AAAm" or its equivalent by a NRSRO; and

~~e.d.~~ If USD has funds invested in a pool, a copy of pool's information statement shall be maintained on file for due diligence. In addition, the General Manager/Treasurer should review the pool's summary holdings on a quarterly basis.

13. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less. Purchases may not exceed twenty percent (20%) of invested funds.
14. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or the Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AA" or better by an NRSRO and shall not exceed thirty percent (30%) of the agency's total portfolio that may be invested pursuant to this section.

B. Prohibited Investment Vehicles and Practices

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to, mutual funds.
2. In accordance with Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. In accordance with Government Code Section 53601.6, investment in any security that could result in a zero-interest accrual if held to maturity is prohibited, except as provided in the subsequent paragraph.

Notwithstanding the prohibitions stated in the above paragraph, effective January 1, 2021, USD may invest in securities issued by, or backed by, the United States government that could result in zero- or negative-interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market

interest rates. USD may hold these instruments until their maturity dates. Securities described in this paragraph shall remain in effect only until January 1, 2026, and as of that date is repealed.

4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
7. USD is not permitted to deposit funds into any state or federal credit union, if a member of the Board of Directors, or any person with investment decision making authority also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee, of the state or federal credit union.

C. Mitigating Credit Risk in the Portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. USD shall mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section III (A) are designed to mitigate credit risk in the portfolio. With the exception of investments in United States Treasury Obligations, no single investment category shall constitute more than 70% of the District's overall portfolio without prior Board approval. Should United States Treasury Obligations ever exceed 70% of the District's portfolio, the District's General Manager, in consultation with the District's investment advisors, shall report to the Board at the next possible Board meeting advising the Board the reasons for the exceedance and seeking Board input and direction.
2. No more than five percent (5%) of the total portfolio may be invested in securities of any single issuer, other than LAIF, local government investment pools, all U.S. Government, its agencies and instrumentalities.
3. USD may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, return, or yield of the portfolio in response to market conditions or USD's risk preferences.
4. If securities owned by USD are downgraded by a NRSRO to a level below the quality required by this Investment Policy, it shall be USD's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported to USD's Board of Directors. USD will use discretion in determining whether to sell or hold the security based on its current maturity, the loss in value, the economic outlook for the issuer, and other relevant factors.

IV. INVESTMENT PERFORMANCE OBJECTIVES

To maximize the average rate of return consistent with the primary objectives of safety and liquidity. USD staff will establish a performance benchmark for its portfolio consistent with agency needs and will periodically review the benchmark for continued applicability.

V. INVESTMENT GUIDELINES

A. Liquidity

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities to ensure adequate cash reserves to pay current expenses.

If USD uses an investment advisor, USD's General Manager/Treasurer, or designee, shall communicate periodically with the investment adviser in order to keep the adviser informed as to USD's specific short-term liquidity requirements.

B. Maximum Maturities

USD will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the Board of Directors has by resolution granted authority to make such an investment at least three months prior to the date of investment.

VI. REPORTING, DISCLOSURE AND PROGRAM EVALUATION

A. Monthly Reports

Monthly investment reports shall be submitted by USD finance staff to USD's Board of Directors and the General Manager. These reports shall disclose, at a minimum, the following information about the risk characteristics of USD's portfolio:

1. As asset listing showing par value, cost and market value of each security, type of investment, issuer name, credit quality, coupon rate and yield to maturity at cost;
2. A one or two-page summary report which shows:
 - a. Weighted average maturity of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. A list of portfolio transactions;
3. A statement of compliance with the investment policy, including a schedule of

any transactions or holdings which do not comply with this policy or with the California Government Code, if any, including a justification for their presence in the portfolio and a timetable for resolution; and

4. A statement that USD has adequate funds to meet its cash flow requirements for the next six months.
5. A list of broker/dealers the District is currently using.

B. Annual Reports

1. The investment policy shall be reviewed at least two months before the published “next review date” reflected on the current investment policy and adopted before the current investment policy expires to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.
2. The investment program shall be included in the scope of USD’s annual audit.

C. Periodic Investment Program Review

USD shall retain the services of an expert investment manager/consultant to perform a thorough review of the investment program a minimum of once every four years.

Approved by:	Board of Directors
Author/owner:	Business Services Manager/Chief Financial Officer
Reviewers:	General Manager, Finance and Acquisition Services Coach
Notify Person:	Business Services Manager/Chief Financial Officer
Revision frequency:	Annually
Next Review:	March 202 3 ² (review typically begins 2 months prior to this date)

GLOSSARY OF INVESTMENT TERMS

Asset-backed security. A security supported by assets such as automobile loans or other consumer receivables which are placed with a trustee for the benefit of the owners of the security.

Banker's acceptance. A high quality, short term money market instrument used to finance international trade. There has never been an instance of a failure to pay a banker's acceptance in full at its maturity date.

Benchmark. A segment of the securities market with characteristics similar to the subject portfolio. It is used to compare portfolio performance to the performance of the appropriate segment of the market.

Callable Security. Callable securities are those which contain an option allowing the issuer to retire the security prior to its final maturity date. If the level of interest rates falls sufficiently, the issuer of the bond will exercise the option and call the bond away from the investor. The issuer can save money by issuing new bonds at lower rates. Types of callable bonds can range from "one-time" to "quarterly" to "continuous" calls.

California Asset Management Program (CAMP). A pooled investment vehicle and Joint Powers Authority for local agencies in California which manages the California Asset Management Trust.

Commercial paper. Short term, negotiable unsecured promissory notes of corporations.

Delivery vs. payment. A securities industry procedure in which payment for a security is not released until the security is delivered to the customer's bank custodial account.

Inverse floaters. A security with an interest rate which changes periodically in the opposite direction to the change in the general level of interest rates.

Investment Official. An individual who is authorized to make investment decisions and execute investments of funds on behalf of USD.

Leverage. An investment practice in which the investor borrows money in order to increase the amount invested.

Local Agency Investment Fund (LAIF). A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

Market cycle. A market cycle is defined as a period of time which includes a minimum of two consecutive quarters of falling interest rates followed by a minimum of two consecutive quarters of rising interest rates.

Money market mutual fund. A mutual fund which invests in short term money market instruments only, and which has as an investment objective.

Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating agency which issues credit ratings that the US Securities and Exchange Commission (SEC) permits other financial firms to use for certain regulatory purposes. Commonly used NRSROs are Moody's Investor Service, Standard & Poor's, and Fitch Ratings.

Negotiable certificate of deposit. A large denomination certificate of deposit which can be sold in the open market prior to maturity.

Range notes. Fixed income securities which pay interest only under certain conditions which are defined in the bond's indenture.

Repurchase agreement. An investment transaction wherein an investor agrees to purchase securities at an agreed upon price, and simultaneously agrees to sell the securities back to the counterparty on an agreed upon future date at an agreed upon price.

Time certificate of deposit. A non-negotiable certificate of deposit which cannot be sold prior to maturity.

Total rate of return. Annual return on an investment including appreciation and dividends or interest. For bonds held to maturity, total return is yield to maturity.

Weighted Average Maturity. The weighted average of the remaining terms of the underlying securities, using the current balance of each security as the weighting factor.

Appendix A – Credit Ratings for Corporate Notes

Credit Risk	Equivalent Credit Ratings			
	Moody's*	Standard & Poor's*	Fitch IBCA**	Duff & Phelps**
INVESTMENT GRADE				
Highest quality	Aaa	AAA	AAA	AAA
High quality (very strong)	Aa	AA	AA	AA
Upper medium grade (strong)	A	A	A	A
Medium grade	Baa	BBB	BBB	BBB
NOT INVESTMENT GRADE				
Lower medium grade (somewhat speculative)	Ba	BB	BB	BB
Low grade (speculative)	B	B	B	B
Poor quality (may default)	Caa	CCC	CCC	CCC
Most speculative	Ca	CC	CC	CC
No interest being paid or bankruptcy petition filed	C	C	C	C
In default	C	D	D	D

Source: The Bond Market Association

* The ratings from Aa to Ca by Moody's may be modified by the addition of a 1, 2 or 3 to show relative standing within the category.

**The ratings from AA to CC by Standard & Poor's, Fitch IBCA and Duff & Phelps may be modified by the addition of a plus or minus sign to show relative standing within the category.

Union Sanitary District
Policy and Procedure Manual

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March 2022		Page 1 of 14

I. INVESTMENT POLICY

A. Purpose

The purpose of the Union Sanitary District's ("USD") Investment Policy is to establish clear guidelines, objectives, policies and understanding for the Board of Directors, USD management, responsible employees, citizens and third parties for the investment of certain USD funds. USD funds invested shall provide sufficient cash flow to meet current and expected operating expenses and to fund capital requirements as described in USD's Capital Improvement Program and Financial Plan. USD shall review this policy at least once annually and may change its policies as investment objectives change.

B. Objectives

The objectives of this investment policy are, in order of priority:

1. To assure ongoing compliance with all Federal, State and local laws governing the investment of public funds;
2. To ensure safety of invested funds;
3. To maintain sufficient liquidity to meet cash flow needs for all operating requirements which might be reasonably anticipated without requiring a sale of securities;
4. Maintain a diversified investment portfolio to avoid incurring unreasonable risks regarding specific security types or individual financial institutes; and to maximize the average rate of return consistent with the primary objectives of safety and liquidity.

C. Prudence

The Prudent Investor Standard shall be used by investment officials and shall be applied in the context of managing an overall portfolio. The prudent investor standard states:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Staff acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.

D. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

II. OPERATIONS AND PROCEDURAL MATTERS

A. Scope

This investment policy applies to all financial assets and investment activities of USD except proceeds of debt issued under an indenture and USD's Deferred Compensation Plan managed by a third-party administrator and invested by individual participants; and USD's retiree medical trust held with CalPERS (the CERBT Trust) and pension assets held with CalPERS since the assets of both plans are managed by CalPERS.

Proceeds of debt issuance shall be invested in accordance with the general investment philosophy of USD as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

B. Delegation of Authority

1. Authority to manage USD's investment program is derived from the California Government Code Sections 53600 et seq., and USD's Charter.
2. With the approval of the Board of Directors, USD may engage the services of an external investment advisor to assist in the management of USD's investment portfolio in a manner consistent with USD's objectives. Such external investment advisors may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such discretion will be subject to oversight and other restrictions which are to be described in a written agreement. Such advisor must be registered under the Investment Advisers Act of 1940.
3. In accordance with Government Code Section 53607, the Board of Directors delegates to the General Manager/Treasurer, or their designee, the authority to invest, sell or exchange securities. This delegation of authority must be reviewed, and if still applicable, renewed on an annual basis. The Board shall receive a monthly report of the transactions conducted on its behalf.

C. Internal Controls

The General Manager/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the annual financial audit, USD's external auditor will perform a review of investment transactions to verify compliance with policies and procedures.

D. Delivery vs. Payment

All investment transactions of USD shall be conducted using standard delivery- vs.- payment procedures.

E. Safekeeping of Securities

To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by USD shall be held in safekeeping by a third-party bank trust department, acting as agent for USD under the terms of a custody agreement executed by the bank and by USD. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and (iii) money market mutual funds since the purchased securities are not deliverable. Evidence of each of these investments will be held by USD.

F. Qualifications and Selection of Broker/Dealers

USD shall purchase investments with security broker/dealers based on their reliability; trustworthiness; and their expertise in public cash management. Brokers/dealers must be registered with the state and provide upon request other information to determine their creditworthiness and trustworthiness such as proof of Financial Industry Regulatory Authority (FINRA) registration. A list of security brokers/dealers USD is doing business with will be provided to the Board of Directors with the monthly investment report. A copy of the current USD investment policy will be provided to all security broker/dealers doing business with USD. It shall be the policy of USD to purchase securities only from authorized institutions or firms.

For transactions initiated through an external investment advisor, the investment advisor may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

III. PERMITTED INVESTMENT AND PORTFOLIO RISK MANAGEMENT

A. Authorized Investments

All investments shall be made in accordance with Sections 53600 et seq. of the Government Code of California and as described within this Investment Policy. Within the investments permitted by the Government Code, USD seeks to further restrict eligible investment to the investments listed below. In the event an apparent discrepancy is found between this Investment Policy and the Government Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this section apply at the time the security is purchased.

1. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that may be invested in this category.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. With the exception of federal agency mortgage-backed securities which are limited to twenty percent (20%) of the total portfolio there is no limitation as to the percentage of the portfolio that may be invested in this category.
3. Bankers' acceptances, otherwise known as bills of exchange or time drafts, that are drawn on and accepted by a commercial bank with a final maturity not exceeding 180 days from the date of trade settlement, rated at least "A-1" or the equivalent by a nationally recognized statistical- rating organization (NRSRO). The aggregate investment in banker's acceptances shall not exceed forty percent (40%) of USD's total portfolio.
4. Federally insured or collateralized time deposits (Non-negotiable certificates of deposit) provided that the certificates of deposit meet the conditions in either paragraph (a) or paragraph (b):
 - a) Certificates of deposits shall meet the requirements for deposit under Government Code Section 53630 et. seq. To be eligible to receive USD deposits, the financial institution must have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation, as provided in Government Code Section 53635.2. Deposits are required to be collateralized as specified under Government Code Section 53630 et. seq. The General Manager/Treasurer, at his or her discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. USD shall have a signed agreement with all depositories receiving USD deposits per Government

Code Section 53649. The maturity of time deposits may not exceed five years.

- b) Certificates of deposit placed through a deposit placement service shall meet the requirements under Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each certificate of deposit shall at all times be insured by federal deposit insurance. The maximum term for placement service certificates of deposit shall be five years.

The combined amount invested in placement service certificates of deposit and negotiable certificates of deposit shall not exceed twenty percent (20%) of the portfolio.

- 5. Negotiable certificates of deposit (NCD) issued by a nationally or state- chartered bank, a savings association or a federal association (as defined by Section 5102 by the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of NCDs shall not exceed thirty percent (30%) of the total portfolio.
- 6. Repurchase agreements with a final termination date not exceeding 90 days from the date of trade settlement collateralized solely by United States Treasury, federal agency, or United States government sponsored enterprises permitted by this Investment Policy. The purchased securities (the "collateral") shall have a minimum market value of one hundred and two percent (102%) of the dollar value of the funds invested. The market value of the collateral securities shall be marked-to-the-market daily and the value shall be adjusted no less frequently than weekly. No substitution of collateral shall be allowed without the prior approval of the General Manager/Treasurer. All collateral securing repurchase agreements must be delivered to USD's custodian bank or handled under a tri-party repurchase agreement. USD or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement.

Approved repurchase agreement counterparties shall have a repurchase agreement counterparty credit rating of at least "A-1" or the equivalent and a long-term credit rating of at least "A" or the equivalent by a NRSRO. Repurchase agreement counterparties shall execute a USD approved master repurchase agreement with USD. No more than ten percent (10%) of USD's total portfolio shall be invested in repurchase agreements.

- 7. Commercial Paper with the highest letter and numerical rating as provided for by a NRSRO. Eligible commercial paper shall have a final maturity not exceeding 270 days from the date of trade settlement. The aggregate investment in commercial paper shall not exceed twenty five percent (25%) of USD's total

portfolio. Furthermore, USD may invest no more than 5% of its total investment assets in the commercial paper and medium-term notes of any single issuer. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph 1 or paragraph 2 below:

(1) The entity meets the following criteria:

- is organized and operating in the United States as a general corporation;
- has total assets in excess of five hundred million dollars (\$500,000,000); and
- has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.

(2) The entity meets the following criteria:

- is organized within the United States as a special purpose corporation, trust, or limited liability company;
- has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond; and
- has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

8. State of California's Local Agency Investment Fund ("LAIF"), pursuant to California Code Section 16429.1. The maximum limit permitted by the State may be invested in LAIF. -
9. Corporate medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases may not exceed thirty percent (30%) of invested funds. USD may invest no more than 5% of its total investment assets in the commercial paper and medium-term notes of any single issuer.
10. Municipal Obligations. USD may purchase municipal obligations in the following categories.
 - a. USD Bonds – Bonds issued by USD, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by USD or by a department, board, agency, or authority of USD.
 - b. California State Obligations – Registered state warrants or treasury notes or bonds of the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the State or by a department, board, agency, or authority of

the State.

- c. Local Agency Bonds – Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Obligations of Other 49 States - Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

With the exception of obligations issued by USD, purchases of municipal obligations are limited to securities rated at least in the “A” (long-term) or “A-1” (short-term), or their equivalents, by a NRSRO. Obligations shall have a maximum maturity of five years. USD may invest in this category up to the limit allowed by California Code Section 53601.

11. Money market mutual funds, provided that such funds

- a. Are registered with the Securities and Exchange Commission and are rated “AAAm” or its equivalent by not less than two NRSROs; or have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); and
- b. The purchase price of shares shall not exceed twenty percent (20%) of USD’s portfolio; and
- c. If USD has funds invested in a money market fund, a copy of fund’s information statement shall be maintained on file for due diligence. In addition, the General Manager/Treasurer should review the fund’s summary holdings on a quarterly basis.

12. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Code Section 53601 subdivisions (a) to (r) inclusive as provided, provided that

- a. The pool’s investment advisor meets the requirements of 53601(p);
- b. The pool seeks to maintain a stable Net Asset Value (“NAV”);

- c. The pool is rated “AAAm” or its equivalent by a NRSRO; and
 - d. If USD has funds invested in a pool, a copy of pool’s information statement shall be maintained on file for due diligence. In addition, the General Manager/Treasurer should review the pool’s summary holdings on a quarterly basis.
13. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond. Securities eligible for investment under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less. Purchases may not exceed twenty percent (20%) of invested funds.
 14. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or the Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated “AA” or better by an NRSRO and shall not exceed thirty percent (30%) of the agency’s total portfolio that may be invested pursuant to this section.

B. Prohibited Investment Vehicles and Practices

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to, mutual funds.
2. In accordance with Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. In accordance with Government Code Section 53601.6, investment in any security that could result in a zero-interest accrual if held to maturity is prohibited, except as provided in the subsequent paragraph.

Notwithstanding the prohibitions stated in the above paragraph, effective January 1, 2021, USD may invest in securities issued by, or backed by, the United States government that could result in zero- or negative-interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market interest rates. USD may hold these instruments until their maturity dates. Securities described in this paragraph shall remain in effect only until January 1, 2026, and as of that date is repealed.

4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
7. USD is not permitted to deposit funds into any state or federal credit union, if a member of the Board of Directors, or any person with investment decision making authority also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee, of the state or federal credit union.

C. Mitigating Credit Risk in the Portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. USD shall mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section III (A) are designed to mitigate credit risk in the portfolio. With the exception of investments in United States Treasury Obligations, no single investment category shall constitute more than 70% of the District's overall portfolio without prior Board approval. Should United States Treasury Obligations ever exceed 70% of the District's portfolio, the District's General Manager, in consultation with the District's investment advisors, shall report to the Board at the next possible Board meeting advising the Board the reasons for the exceedance and seeking Board input and direction.
2. No more than five percent (5%) of the total portfolio may be invested in securities of any single issuer, other than LAIF, local government investment pools, all U.S. Government, its agencies and instrumentalities.
3. USD may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, return, or yield of the portfolio in response to market conditions or USD's risk preferences.
4. If securities owned by USD are downgraded by a NRSRO to a level below the quality required by this Investment Policy, it shall be USD's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported to USD's Board of Directors. USD will use discretion in determining whether to sell or hold the

security based on its current maturity, the loss in value, the economic outlook for the issuer, and other relevant factors.

IV. INVESTMENT PERFORMANCE OBJECTIVES

To maximize the average rate of return consistent with the primary objectives of safety and liquidity. USD staff will establish a performance benchmark for its portfolio consistent with agency needs and will periodically review the benchmark for continued applicability.

V. INVESTMENT GUIDELINES

A. Liquidity

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities to ensure adequate cash reserves to pay current expenses.

If USD uses an investment advisor, USD's General Manager/Treasurer, or designee, shall communicate periodically with the investment adviser in order to keep the adviser informed as to USD's specific short-term liquidity requirements.

B. Maximum Maturities

USD will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the Board of Directors has by resolution granted authority to make such an investment at least three months prior to the date of investment.

VI. REPORTING, DISCLOSURE AND PROGRAM EVALUATION

A. Monthly Reports

Monthly investment reports shall be submitted by USD finance staff to USD's Board of Directors and the General Manager. These reports shall disclose, at a minimum, the following information about the risk characteristics of USD's portfolio:

1. As asset listing showing par value, cost and market value of each security, type of investment, issuer name, credit quality, coupon rate and yield to maturity at cost;
2. A one or two-page summary report which shows:
 - a. Weighted average maturity of the portfolio;
 - b. Maturity distribution of the portfolio;
 - c. A list of portfolio transactions;
3. A statement of compliance with the investment policy, including a schedule of

any transactions or holdings which do not comply with this policy or with the California Government Code, if any, including a justification for their presence in the portfolio and a timetable for resolution; and

4. A statement that USD has adequate funds to meet its cash flow requirements for the next six months.
5. A list of broker/dealers the District is currently using.

B. Annual Reports

1. The investment policy shall be reviewed at least two months before the published “next review date” reflected on the current investment policy and adopted before the current investment policy expires to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.
2. The investment program shall be included in the scope of USD’s annual audit.

C. Periodic Investment Program Review

USD shall retain the services of an expert investment manager/consultant to perform a thorough review of the investment program a minimum of once every four years.

Approved by:	Board of Directors
Author/owner:	Business Services Manager/Chief Financial Officer
Reviewers:	General Manager, Finance and Acquisition Services Coach
Notify Person:	Business Services Manager/Chief Financial Officer
Revision frequency:	Annually
Next Review:	March 2023 (review typically begins 2 months prior to this date)

GLOSSARY OF INVESTMENT TERMS

Asset-backed security. A security supported by assets such as automobile loans or other consumer receivables which are placed with a trustee for the benefit of the owners of the security.

Banker's acceptance. A high quality, short term money market instrument used to finance international trade. There has never been an instance of a failure to pay a banker's acceptance in full at its maturity date.

Benchmark. A segment of the securities market with characteristics similar to the subject portfolio. It is used to compare portfolio performance to the performance of the appropriate segment of the market.

Callable Security. Callable securities are those which contain an option allowing the issuer to retire the security prior to its final maturity date. If the level of interest rates falls sufficiently, the issuer of the bond will exercise the option and call the bond away from the investor. The issuer can save money by issuing new bonds at lower rates. Types of callable bonds can range from "one-time" to "quarterly" to "continuous" calls.

California Asset Management Program (CAMP). A pooled investment vehicle and Joint Powers Authority for local agencies in California which manages the California Asset Management Trust.

Commercial paper. Short term, negotiable unsecured promissory notes of corporations.

Delivery vs. payment. A securities industry procedure in which payment for a security is not released until the security is delivered to the customer's bank custodial account.

Inverse floaters. A security with an interest rate which changes periodically in the opposite direction to the change in the general level of interest rates.

Investment Official. An individual who is authorized to make investment decisions and execute investments of funds on behalf of USD.

Leverage. An investment practice in which the investor borrows money in order to increase the amount invested.

Local Agency Investment Fund (LAIF). A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

Market cycle. A market cycle is defined as a period of time which includes a minimum of two consecutive quarters of falling interest rates followed by a minimum of two consecutive quarters of rising interest rates.

Money market mutual fund. A mutual fund which invests in short term money market instruments only, and which has as an investment objective.

Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating agency which issues credit ratings that the US Securities and Exchange Commission (SEC) permits other financial firms to use for certain regulatory purposes. Commonly used NRSROs are Moody's Investor Service, Standard & Poor's, and Fitch Ratings.

Negotiable certificate of deposit. A large denomination certificate of deposit which can be sold in the open market prior to maturity.

Range notes. Fixed income securities which pay interest only under certain conditions which are defined in the bond's indenture.

Repurchase agreement. An investment transaction wherein an investor agrees to purchase securities at an agreed upon price, and simultaneously agrees to sell the securities back to the counterparty on an agreed upon future date at an agreed upon price.

Time certificate of deposit. A non-negotiable certificate of deposit which cannot be sold prior to maturity.

Total rate of return. Annual return on an investment including appreciation and dividends or interest. For bonds held to maturity, total return is yield to maturity.

Weighted Average Maturity. The weighted average of the remaining terms of the underlying securities, using the current balance of each security as the weighting factor.

Appendix A – Credit Ratings for Corporate Notes

Equivalent Credit Ratings				
Credit Risk	Moody's*	Standard & Poor's*	Fitch IBCA**	Duff & Phelps**
INVESTMENT GRADE				
Highest quality	Aaa	AAA	AAA	AAA
High quality (very strong)	Aa	AA	AA	AA
Upper medium grade (strong)	A	A	A	A
Medium grade	Baa	BBB	BBB	BBB
NOT INVESTMENT GRADE				
Lower medium grade (somewhat speculative)	Ba	BB	BB	BB
Low grade (speculative)	B	B	B	B
Poor quality (may default)	Caa	CCC	CCC	CCC
Most speculative	Ca	CC	CC	CC
No interest being paid or bankruptcy petition filed	C	C	C	C
In default	C	D	D	D

Source: The Bond Market Association

* The ratings from Aa to Ca by Moody's may be modified by the addition of a 1, 2 or 3 to show relative standing within the category.

**The ratings from AA to CC by Standard & Poor's, Fitch IBCA and Duff & Phelps may be modified by the addition of a plus or minus sign to show relative standing within the category.

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM #12**

TITLE: Consider Adoption of a Resolution Authorizing the Use of Teleconference Meetings in Compliance with AB 361 and Discussion Regarding the Transition to In-Person Meetings (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Karen W. Murphy, General Counsel
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

Adopt the attached resolution authorizing the use of teleconference meetings in compliance with AB 361 and discuss the transition to in-person meetings.

Discussion

AB 361 requires public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing. As directed by the Board on September 27, 2021, the District is continuing to hold teleconferenced meetings as allowed under AB 361 due to the ongoing public health threat of COVID-19. The Board adopted resolutions on October 25, 2021, November 8, 2021, November 15, 2021, December 13, 2021, January 10, 2022, January 24, 2022, February 14, 2022, February 28, 2022, and March 14, 2022, authorizing the use of teleconference meetings. The attached resolution includes and reaffirms the findings required by AB 361 to allow the District to continue to hold teleconferenced meetings.

In addition, as noted at the Board meeting of March 14, 2022, there are continued questions regarding the transition to in-person meetings. Since the March 14 meeting, the legislature met and did not rescind the State of Emergency. Further, there have been health updates on a

new COVID subvariant. Staff will continue to monitor the situation and provide an update at the Board meeting about the ability to continue to hold teleconferenced meetings. At this point, there are three options for the Board to consider:

1. In-Person Board and Committee Meetings – The Board can move back to in-person Board and Committee meetings in April. As of the publishing of this staff report, it is staff's understanding that a number of agencies have already moved back to in-person meetings or are intending to do so in early April given the recent decrease in COVID cases and relaxation of the State's emergency orders. The Board can legally hold in-person meetings, so the only concern would be increased COVID exposure.
2. In-Person Board Meetings and Virtual Committee Meetings – The Board can move back to in-person meetings for Board meetings and continue to hold virtual Committee meetings. As noted in Option 1, the Board is clearly able to move back to in-person meetings. However, the Board could continue to make AB 361 findings to hold virtual committee meetings. Holding one type of meeting in-person and one type virtually could create questions about why we are distinguishing the two types of meetings. One explanation could be that holding virtual committee meetings would decrease COVID exposure to the Board, staff and the public to only two meetings a month. Further, no action is taken at committee meetings, as all the items are brought to Board meetings for formal consideration and action. Therefore, this option could be considered with little risk while COVID remains a concern.
3. Virtual Board and Committee Meetings – Although the State's executive orders will be relaxed as of March 31, 2022, the Board can continue holding both Board and Committee meetings virtually. In order to hold virtual meetings, the Board must find that COVID continues to directly impact the ability of the members to meet safely in person or that State or County officials continue to impose or recommend measures to promote social distancing. Given the increased health concerns regarding a new subvariant of omicron, the Board could determine to make the finding that COVID continues to impact the ability to meet in-person. Continuing to hold virtual meetings would, however, contrast with a number of other agencies that have or are moving toward in-person meetings. As noted above, we will provide an update on this option at the meeting.

Background

AB 361 was signed into law by the Governor on September 16, 2021, and amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology as long as there is a “proclaimed state of emergency” by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk.

AB 361 prohibits councils and boards from limiting public comments to those submitted in advance of the meeting and specifies that the legislative body “must provide an opportunity for the public to ... offer comment in real time.” (Government Code 54953(e)(2)(E). Additionally, the body must allow a reasonable time for public comment during the comment periods. The District allows for email comments to be submitted throughout Board meeting and the Board Clerk checks for emails continuously, including during the public comment portion for each agenda item.

The agenda must include information on the manner in which the public may access the meeting and provide comments remotely. AB 361 provides that if technical problems arise that result in the public’s access being disrupted, the legislative body may not take any vote or other official action until the technical disruption is corrected and public access is restored.

In addition, as noted in the Discussion section above, AB 361 requires public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing. AB 361 will sunset on January 1, 2024.

Previous Board Action

3/14/22 Board Meeting – The Board adopted Resolution No. 2958, authorizing the use of teleconference meetings in compliance with AB 361

2/28/22 Board Meeting – The Board adopted Resolution No. 2957, authorizing the use of teleconference meetings in compliance with AB 361.

2/14/22 Board Meeting – The Board adopted Resolution No. 2954, authorizing the use of teleconference meetings in compliance with AB 361.

1/24/22 Board Meeting – The Board adopted Resolution No. 2953, authorizing the use of teleconference meetings in compliance with AB 361.

1/10/22 Board Meeting – The Board adopted Resolution No. 2948, authorizing the use of teleconference meetings in compliance with AB 361.

12/13/21 Board Meeting – The Board adopted Resolution No. 2945, authorizing the use of teleconference meetings in compliance with AB 361.

11/15/21 Special Board Meeting – The Board adopted Resolution No. 2942, authorizing the use of teleconference meetings in compliance with AB 361.

11/8/21 Board Meeting – The Board adopted Resolution No. 2941, authorizing the use of teleconference meetings in compliance with AB 361.

10/25/21 Board Meeting – The Board adopted Resolution No. 2937, authorizing the use of teleconference meetings in compliance with AB 361.

9/27/21 Board Meeting – The Board directed staff to continue with teleconferenced meetings under AB 361.

RESOLUTION NO. ____

**A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING THE
USE OF TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361**

WHEREAS, the Union Sanitary District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Union Sanitary District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, Government Code 54953(e) permits teleconferencing in the event that a state of emergency is declared by the Governor pursuant to Government Code section 8625, and that either state or local officials have imposed or recommended measures to promote social distancing, or that the legislative body finds that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency in response to the rapid spread of the highly contagious disease known as COVID-19; and

WHEREAS, on August 3, 2021, the Health Officer of the County of Alameda adopted Order No. 21-03 stating that the Delta variant has been circulating in the County, is highly transmissible in indoor settings and requires multi-component prevention strategies to prevent spread, and that hospitalizations are increasing; and

WHEREAS, despite ongoing efforts to promote masking and vaccinations, COVID-19 continues to threaten the health and lives of the public, especially with the existence of the Delta variant, which is highly transmissible in indoor settings, and the Omicron variant, which is even more transmissible than the Delta variant; and

WHEREAS, the increased risk of contracting COVID-19 associated with being indoors with others has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

WHEREAS, on October 25, 2021, the Board adopted Resolution No. 2937, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on November 8, 2021, the Board adopted Resolution No. 2941, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on November 15, 2021, the Board adopted Resolution No. 2942, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on December 13, 2021, the Board adopted Resolution No. 2945, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on January 10, 2022, the Board adopted Resolution No. 2948, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on January 24, 2022, the Board adopted Resolution No. 2953, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on February 14, 2022, the Board adopted Resolution No. 2954, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on February 28, 2022, the Board adopted Resolution No. 2957, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, on March 14, 2022, the Board adopted Resolution No. 2958, authorizing the use of teleconference meetings in compliance with AB 361; and

WHEREAS, the Board now desires to reaffirm and make the findings required to continue holding teleconference meetings in compliance with AB 361 due to the continuing public health threat of COVID-19.

NOW, THEREFORE, BE IT RESOLVD, BY THE UNION SANITARY DISTRICT BOARD OF DIRECTORS, AS FOLLOWS:

1. The above recitals are true and correct and are material to this Resolution and are incorporated into this Resolution as findings of the District Board.

2. The Union Sanitary District Board finds and declares that the circumstances set forth in Government Code section 54953(e)(1), exist because the State of Emergency continues to exist and meeting in person would present imminent risks to the health and safety of attendees.

3. Pursuant to the requirements of Government Code Section 54953(e)(3), the District Board makes the following findings:

(a) The District Board has considered the circumstances of the continuing state of emergency;

(b) The state of emergency continues to directly impact the ability of the members and the public to meet safely in person;

(c) Due to COVID-19, holding meetings in person will present imminent risks to the health and safety to attendees; and

(d) The District Board will continue to meet by teleconference in accordance with Government Code section 54953(e).

4. The aforementioned findings apply to all committees and subcommittees of the District which are classified as legislative bodies pursuant to Government Code Section 54952.

5. The District Board will reconsider every 30 days, the circumstances of the emergency and review whether it continues to directly impact the ability of the members to meet safely in person.

6. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

7. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors on this 28th day of March, 2022.

AYES:

NOES:

ABSENT:

Manny Fernandez, Secretary

Pat Kite, President



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 13

TITLE: **Provide Direction Regarding District Rebranding Initiative (*This is a Direction Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Michelle Powell, Communications & Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

Provide direction regarding the timeline for the District Rebranding Initiative.

Discussion

Staff last provided an update to the Board regarding the District's Rebranding Initiative in April 2021. The Board previously expressed a preference to begin the name change process in the late Summer of 2022. This item provides the Board an opportunity to reaffirm previous direction or consider moving forward with the Rebranding Initiative at an earlier date.

The first step to effectuate the name change will be for the Board to formally adopt the new name by resolution. A certified copy of the resolution will be recorded with the Office of the County Recorder as required by Section 6501 of the Health and Safety Code. The new name will be filed with Alameda County and the California Secretary of State. Based upon feedback received from other agencies, the entire process will take several months to complete and possibly longer. Staff believes it would be best to wait until the majority of administrative tasks have been accomplished before announcing the new name and logo to the public. Administrative tasks will consist of coordinating with a variety of agencies and a series of necessary actions, including the following:

- The District's insurers
- ICMA 457 Program
- CalPERS
- County Assessor's Office
- County Auditor
- County Treasurer
- County Counsel
- Local Agency Formation Commission (Alameda LAFCo)
- Bond Counsel

- Property Deeds
- Financial Institutions
- District website
- District social media accounts
- State Controller's Office
- California Special Districts Association (CSDA)
- East Bay Dischargers Authority (EBDA)
- California Association of Sanitation Agencies (CASA)
- National Association of Clean Water Agencies (NACWA)
- California Water Environment Association (CWEA)
- Various Agreements and Licenses
- Ordinances and resolutions

Following adoption of the resolution, staff will be able to explore possible domain names for the new District website and email addresses. In conjunction with the actions above, work will begin for the new name and logo implementation plan which will be brought to the Board for consideration. Staff estimates it will be several months before the name change and logo will be announced to the public.

Background

Staff has worked with Pier 2 Marketing since January 2018 to develop branding concepts. The Board provided feedback to options developed by Pier 2 during a series of workshops where several rounds of edits and additional options were requested. The Board narrowed options and directed the internal branding task force to make the final selection. District staff participated in a survey to select the final branding concept and the following was overwhelmingly preferred:



Previous Board Action

3/13/2017 Board Meeting – Board directed staff to pursue a Branding Initiative

1/12/2018 Board Meeting – Board received informational update following staff selection of branding consultant

12/16/2019 Board Workshop – Board directed staff to present the rebranding logo options to the District's Internal Task Force to select the final branding concept

2/24/2020 Board Meeting – Board approved amendment to contract with Pier 2 Marketing for District Branding Initiative

2/8/2021 Board Meeting – Board directed staff to research actions required for the Board to consider a potential name change and present findings at a future Board meeting

4/26/2021 Board Meeting – Board received informational update regarding the status of the Rebranding Initiative



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 14**

TITLE: **Publication of Allogene Therapeutics, Inc. as Significant Violator in 2021 (*This is an Information Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Raymond Chau, Interim Technical Service Work Group Manager
Michael Dunning, Environmental Compliance Team Coach
Alex Paredes, Pretreatment Coordinator

Recommendation
Information only.

Discussion

In accordance with the requirements of 40 CFR Section 403.8(f)(2)(viii) of the General Pretreatment Regulations for new and existing Sources, the District is required to publish the names of all dischargers to the District's wastewater treatment plant that were in Significant Noncompliance (SNC) with Environmental Protection Agency (EPA) Pretreatment Regulations and/or the District's Sewer Ordinance No. 36.04 any time during the 2021 calendar year.

The following discharger to the District's wastewater treatment plant had a significant violation during the Calendar Year 2021 evaluation period:

Allogene Therapeutics, Inc. - Routine compliance sampling of Allogene Therapeutics, Inc. detected a Copper concentration of 2.71 milligram per liter (mg/L), which is in excess of the allowable USD local limit of 2.0 mg/L. Allogene was issued Notice of Violation N21-009, which required it to determine the cause of the violation, take immediate action to prevent a reoccurrence and to perform self-monitoring to confirm its compliance status. Allogene was issued an Administrative Penalty, which has been paid.

Attached is a copy of the publication that will appear in the Argus and Tri-City Voice during the fifth week of March 2022.

Background

None.

Previous Board Action

None.

PRE/RC/MD/AP:dp

Attachment: Public Notice: Notice of Significant Violator

Public Notice

FOR IMMEDIATE RELEASE: UNION SANITARY DISTRICT
5072 BENSON ROAD
UNION CITY, CA 94587
CONTACT: Raymond Chau
(510) 477-7606

NOTICE OF SIGNIFICANT VIOLATOR

Notice is hereby given that, pursuant to the requirements of 40 CFR Section 403.8 (f) (2)(viii) of the General Pretreatment Regulations for New and Existing Sources, the Union Sanitary District (USD) is required to publish the names of all dischargers to the District's wastewater treatment plant that were in Significant Non-Compliance (SNC) with EPA Pretreatment Regulations and/or the District's Sewer Ordinance No. 36.04 requirements at any time during the 2021 calendar year.

The following discharger to Union Sanitary District's treatment plant had significant violations during 2021:

Allogene Therapeutics, Inc.
46401 Landing Parkway,
Fremont, CA

Routine compliance sampling of Allogene Therapeutics, Inc. detected a Copper concentration of 2.71 mg/L, which is in excess of the allowable USD local limit of 2.0 mg/L. Allogene was issued Notice of Violation N21-009, which required it to determine the cause of the violation, take immediate action to prevent a reoccurrence and to perform self-monitoring to confirm its compliance status. Allogene was issued an Administrative Penalty, which has been paid.

Allogene was classified as Significant Non-Compliance (SNC) for exceeding the Technical Review Criteria (TRC) Local Limit for Copper during the April - September Evaluation Period of 2021, in accordance with 40 CFR 403.8(f)(2)(viii)(B), defined as those in which 33 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period equal or exceed the product of the numeric Pretreatment Standard or Requirement including instantaneous limits, as defined by 40 CFR 403.3(l) multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH).

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**MARCH 28, 2022
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 15**

TITLE: COVID-19 Update (*This is an Information Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer

Recommendation

Information only.

Discussion

None.

Background

General Manager Eldredge will provide an update on the District's COVID-19 response and staffing levels.

Previous Board Action

None.

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180225	3/17/2022		20220314.1	PARS	PARS PENSION TRUST		
						\$2,100,000.00	\$2,100,000.00
180226	3/17/2022		20220314	PARS	PARS PENSION TRUST		
						\$900,000.00	\$900,000.00
180246	3/17/2022	143	900528.6	WESTERN WATER	AERATION BLOWER 11 (HIGH SPEED)		
						\$511,423.31	\$511,423.31
180134	3/10/2022	114	2011800321	HAZEN AND SAWYER	CAMPUS BUILDINGS (ADMIN, FMC, OPS)		
						\$128,405.91	\$403,292.39
	3/10/2022	114	2011800412		ETSU PHASE 1B PROJECT		
						\$96,059.36	
	3/10/2022	150	201180082		INTERIM CIP COACH SERVICES - JAN 22		
						\$19,620.00	
	3/10/2022	143	201180064		THERMAL DRYER FEASIBILITY STUDY		
						\$17,377.50	
	3/10/2022	143	201180071		PUMP STATION ASSET CONDITION ASSESSMENT		
						\$7,990.00	
	3/10/2022	114	2011800225		MP - AERATION BASIN MODIFICATIONS		
						\$133,839.62	
180151	3/10/2022	143	220050	OVERAA	PRIMARY DIGESTER NO. 7		
						\$149,486.30	\$149,486.30
180149	3/10/2022	120	202200000001	CITY OF NEWARK	CITY OF NEWARK OVERLAY 2021 - PROJECT 1250		
						\$120,890.00	\$120,890.00
180207	3/17/2022	143	900502.12	KIEWIT INFRASTRUCTURE WEST CO	HEADWORKS SCREENS REPLACEMENT		
						\$93,524.21	\$95,899.21
	3/17/2022	143	900502.11		HEADWORKS SCREENS REPLACEMENT		
						\$2,375.00	

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180223	3/17/2022	110	170120220302	PACIFIC GAS AND ELECTRIC	SERV TO 02/17/2022 PLANT		
						\$65,535.77	\$86,656.04
	3/17/2022	170	898220220308		SERV TO 03/01/2022 FREMONT PS	\$241.13	
	3/17/2022	170	380420220308		SERV TO 03/01/22 CHERRY ST PS	\$364.44	
	3/17/2022	170	666720220308		SERV TO 03/01/22 PASEO PADRE PS	\$435.58	
	3/17/2022	170	096020220308		SERV TO 03/01/22 CATHODIC PROJECT	\$42.35	
	3/17/2022	170	761520220302		SERV TO 02/23/22 NEWARK PS	\$20,036.77	
180227	3/17/2022	114	181102	PSOMAS CORP	AERATION BASIN MODIFICATIONS	\$84,886.85	\$84,886.85
180200	3/17/2022	143	266740R	ENGEO INCORPORATED	ALAMEDA CREEK-FORCEMAIN CROSSING GEOTECH	\$66,161.63	\$66,161.63
180158	3/10/2022	110	1617141	POLYDYNE INC	45,360 LBS CLARIFLOC C-6267	\$55,114.14	\$55,114.14
180178	3/10/2022	143	197640	WOODARD & CURRAN INC	IRVINGTON BASIN MASTER PLAN UPDATE	\$53,087.75	\$53,087.75
180119	3/10/2022		507796	CDW GOVERNMENT LLC	NETWORK R AND R	\$19,020.00	\$29,535.99
	3/10/2022	173	159088		85 ADOBE ACROBAT RENEWALS	\$7,565.00	
	3/10/2022	173	793148		NETWORK R AND R	\$2,950.99	
180248	3/17/2022	143	197383	WOODARD & CURRAN INC	IRVINGTON BASIN RCP REHABILITATION	\$29,329.50	\$29,329.50
180118	3/10/2022	143	20058	CAROLLO ENGINEERS	ALVARADO INFLUENT PS PUMPS AND VFDS	\$28,653.59	\$28,653.59
180234	3/17/2022	143	222036	TANNER PACIFIC INC	AERATION BLOWER 11 & CENTRIFUGE BLDG IMPROV	\$27,850.00	\$27,850.00
180114	3/10/2022	143	11435001	BROWN & CALDWELL CONSULTANTS	STANDBY POWER SYSTEM UPGRADE	\$25,414.68	\$25,414.68
180240	3/17/2022		533620220222	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL-CARD REPORT - FEB 2022	\$24,519.57	\$24,519.57
180192	3/17/2022	143	11435630	BROWN & CALDWELL CONSULTANTS	PRIMARY DIGESTER NO. 7	\$22,070.06	\$22,070.06

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180245	3/17/2022	121	49176	WECO INDUSTRIES LLC	240 GAL SANAFOAM VAPOROOTER		
						\$21,615.17	\$21,895.17
	3/17/2022	121	49177		CAMERA REPAIRS		
						\$140.00	
	3/17/2022	121	49178		ELECTRIC LIFT REPAIR		
						\$140.00	
180171	3/10/2022	170	37531	TRANSPORT PRODUCTS UNLIMITED	1 STORAGE CONTAINER		
						\$19,381.25	\$19,381.25
180241	3/17/2022	110	470004032	USP TECHNOLOGIES	4242 GALS HYDROGEN PEROXIDE		
						\$18,961.74	\$18,961.74
180242	3/17/2022	110	470003983	USP TECHNOLOGIES	4158 GALS HYDROGEN PEROXIDE		
						\$18,586.26	\$18,586.26
180139	3/10/2022	110	9017742763	KEMIRA WATER SOLUTIONS INC	48,280 LBS FERROUS CHLORIDE		
						\$7,421.71	\$14,852.57
	3/10/2022	110	9017743207		48,240 LBS FERROUS CHLORIDE		
						\$7,430.86	
180135	3/10/2022	170	73992	HOTJET USA	1 PRESSURE WASHER		
						\$14,826.67	\$14,826.67
180155	3/10/2022	170	254842	PANKEY'S RADIATOR SHOP INC	SERVICE: RADIATOR		
						\$13,819.01	\$13,819.01
180212	3/17/2022	130	10239	MANAGEMENT PARTNERS INC	CONSULTING SERVICES		
						\$12,500.00	\$12,500.00
180156	3/10/2022		3902	PIER2 MARKETING LLC	DISTRICT BRANDING INITIATIVE		
						\$12,000.00	\$12,000.00
180189	3/17/2022	143	22245	BEECHER ENGINEERING	SWITHBOARD NO 3 & MCC NO 25 REPLACEMENT		
						\$7,350.00	\$11,350.00
	3/17/2022	143	22266		IRVINGTON PS PUMPS AND VFDS		
						\$4,000.00	
180221	3/17/2022	110	3000078314	OLIN CORPORATION	4898.367 GALS SODIUM HYPOCHLORITE		
						\$3,819.16	\$11,334.37
	3/17/2022	110	3000078310		4821.802 GALS SODIUM HYPOCHLORITE		
						\$3,759.46	
	3/17/2022	110	3000078321		4817.045 GALS SODIUM HYPOCHLORITE		
						\$3,755.75	
180203	3/17/2022	143	201180072	HAZEN AND SAWYER	PUMP STATION ASSET CONDITION ASSESSMENT		
						\$10,870.00	\$10,870.00
180197	3/17/2022	110	1422424	DEPARTMENT OF GENERAL SERVICES	SERV: JAN 2022 PLANT		
						\$9,787.85	\$9,787.85

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180141	3/10/2022		374322220301	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - MAR 2022		
						\$8,979.15	\$8,979.15
180164	3/10/2022	170	5457256	SEMITORR GROUP INC	1 WASTE GAS REGULATOR		
						\$8,087.71	\$8,087.71
180152	3/10/2022	143	220050E	OVERAA	PRIMARY DIGESTER NO. 7 - ESCROW PYMT		
						\$7,867.70	\$7,867.70
180209	3/17/2022	130	21822	MACLEOD WATTS INC	OPEB ACTUARIAL VALUATION		
						\$7,250.00	\$7,250.00
180215	3/17/2022	170	40675763	MICRO MOTION INC	1 FLOWMETER		
						\$7,191.48	\$7,191.48
180196	3/17/2022	170	16419	CRANE WORKS INC	2022 CRANE INSPECTIONS		
						\$6,680.00	\$6,680.00
180106	3/10/2022	143	20220303	ALAMEDA COUNTY TREASURER	EASEMENTS PURCHASE: EMERGENCY OUTFALL OUTLET IMPROVE		
						\$5,937.77	\$5,937.77
180182	3/17/2022	170	4017274120220304	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 03/03/22 - FREMONT BLVD		
						\$4,885.45	\$5,904.74
	3/17/2022	170	4017420220220304		SERV TO: 03/03/22 - FREMONT BLVD		
						\$61.37	
	3/17/2022	170	4017275220220304		SERV TO: 03/03/22 - FREMONT BLVD		
						\$957.92	
180224	3/17/2022	114	20220314	PACIFIC GAS AND ELECTRIC	DESIGN FEE: MP - AERATION BASIN MODIFICATIONS		
						\$5,000.00	\$5,000.00
180190	3/17/2022	170	21389	BLUE SKY ENVIRONMENTAL INC	COGEN EMISSIONS TESTING		
						\$4,385.00	\$4,385.00
180140	3/10/2022	170	270092192	KROHNE INC	1 FLOW CONVERTER		
						\$4,165.24	\$4,165.24
180186	3/17/2022		17796176	AT&T	SERV: 01/20/22 - 02/19/22		
						\$22.50	\$3,835.46
	3/17/2022		17796200		SERV: 01/20/22 - 02/19/22		
						\$230.36	
	3/17/2022		17796178		SERV: 01/20/22 - 02/19/22		
						\$3,582.60	
180193	3/17/2022		20220314	STATE OF CALIFORNIA	SALES & USE TAX 02/01/22 - 02/28/2022		
						\$3,828.77	\$3,828.77
180157	3/10/2022	110	106351	PIIAN SYSTEMS LLC	6 5-GAL ODOR NEUTRALIZERS		
						\$3,802.88	\$3,802.88
180150	3/10/2022	110	3000077295	OLIN CORPORATION	4810.629 GALS SODIUM HYPOCHLORITE		
						\$3,750.75	\$3,750.75

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180195	3/17/2022	110	1627	CHEMVAL CONSULTING INC	LABORATORY INTERNAL AUDITING CONSULTING	\$3,600.00	\$3,600.00
180133	3/10/2022	170	3R1063	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$3,548.06	\$3,548.06
180232	3/17/2022	150	48328	SLOAN SAKAI YEUNG & WONG LLP	SPECIAL COUNSEL SERVICES	\$3,460.50	\$3,460.50
180160	3/10/2022	120	916004836426	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - MAR 2022	\$3,423.03	\$3,423.03
180188	3/17/2022	122	24979	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - FEB 2022	\$3,310.00	\$3,310.00
180167	3/10/2022		20220310	SAM SOTH	COMPUTER NOTE	\$3,300.00	\$3,300.00
180198	3/17/2022		11702	DUKE REALTY FREMONT BLVD LP	REFUND # 44433	\$3,300.00	\$3,300.00
180166	3/10/2022	132	48329	SLOAN SAKAI YEUNG & WONG LLP	SPECIAL COUNSEL SERVICES	\$3,209.00	\$3,209.00
180175	3/10/2022		9900032715	VERIZON WIRELESS	WIRELESS SERV 01/21/22-02/20/22	\$3,087.69	\$3,087.69
180105	3/10/2022		30534	ABOVE ALL PLUMBING, INC.	REFUND # 44399	\$2,500.00	\$2,500.00
180124	3/10/2022		30314	DR HORTON BAY INC	REFUND # 44402	\$2,500.00	\$2,500.00
180154	3/10/2022		31597	PACIFIC PLUMBING & SEWER SERV	REFUND # 44392	\$2,500.00	\$2,500.00
180148	3/10/2022	170	137029	NEW IMAGE LANDSCAPING CO	LANDSCAPE MAINTENANCE - FMC - FEB	\$2,469.17	\$2,469.17
180113	3/10/2022	123	219258	BRENNTAG PACIFIC INC	5104 LBS SODIUM HYDROXIDE	\$1,568.86	\$2,356.85
	3/10/2022	123	219257		2252 LBS SODIUM HYDROXIDE	\$787.99	
180191	3/17/2022	121	221939	BRENNTAG PACIFIC INC	2552 LBS SODIUM HYDROXIDE	\$1,560.60	\$2,344.44
	3/17/2022	121	221938		1276 LBS SODIUM HYDROXIDE	\$783.84	
180177	3/10/2022	143	2048250	WEST YOST ASSOCIATES	FORCE MAIN CORROSION REPAIRS PROJECT PHASE 3	\$2,095.50	\$2,095.50

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180115	3/10/2022	113	630309	CALTEST ANALYTICAL LABORATORY	2 LAB SAMPLE ANALYSIS	\$50.00	\$2,077.45
	3/10/2022	113	630371		18 LAB SAMPLE ANALYSIS	\$2,027.45	
180202	3/17/2022	170	9203655528	GRAINGER INC	ASTD PARTS & MATERIALS	\$298.11	\$2,074.92
	3/17/2022		9205782122		ASTD PARTS & MATERIALS	\$439.13	
	3/17/2022		9205839336		ASTD PARTS & MATERIALS	\$123.05	
	3/17/2022	170	9207775298		ASTD PARTS & MATERIALS	\$890.04	
	3/17/2022	170	9202872132		4 V BELTS	\$230.05	
	3/17/2022	111	9205839328		ASTD PARTS & MATERIALS	\$72.94	
	3/17/2022	111	9207463184		ASTD PARTS & MATERIALS	\$21.60	
180229	3/17/2022	110	22021523	S&S TRUCKING	GRIT HAULING 02/07 & 02/09/2022	\$1,792.87	\$1,792.87
180107	3/10/2022	130	16205207	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-DZOAN.T, WK END 02/12/22	\$1,678.56	\$1,678.56
180180	3/17/2022	143	21879303	ABC IMAGING, INC	FORCE MAIN CORROSION REPAIRS PROJECT PHASE 3	\$1,640.32	\$1,640.32
180247	3/17/2022	173	526F9020211220	WIN-911 SOFTWARE	WIN911 ANNUAL SUPPORT RENEWAL	\$1,540.00	\$1,540.00
180187	3/17/2022		18523	BAY CITY BOILER & ENGINEERING	1 FILTER	\$1,524.39	\$1,524.39
180199	3/17/2022		6940	ENERGY CHOICE INC	ASTD COGEN PARTS	\$1,414.29	\$1,414.29
180214	3/17/2022		73504749	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$204.49	\$1,391.10
	3/17/2022	171	74155597		1 PUMP	\$1,186.61	
180184	3/17/2022	130	16213692	APPLEONE EMPLOYMENT SVCS	TEMP LABOR-DZOAN.T , WK END 02/19/22	\$1,269.68	\$1,269.68

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180235	3/17/2022	170	416714862	TERMINIX COMMERCIAL	PEST CONTROL		
	3/17/2022	170	416714863		JAN PEST CONTROL	\$140.00	\$1,253.00
						\$1,113.00	
180244	3/17/2022		8807669051	VWR INTERNATIONAL LLC	LAB SUPPLIES		
	3/17/2022	113	8807665707		LAB SUPPLIES	\$489.69	\$1,188.26
	3/17/2022	113	8807669050		LAB SUPPLIES	\$118.50	
						\$580.07	
180239	3/17/2022	136	6438123	US BANK CORP PAYMENT SYSTEM	ADMINISTRATION FEES - 02/1/2022 - 01/31/2023		
						\$1,125.00	\$1,125.00
180210	3/17/2022	123	5270549	MALLORY SAFETY AND SUPPLY LLC	SERVICE: ENTRY GEAR		
						\$1,116.72	\$1,116.72
180217	3/17/2022	114	2250926	MOBILE MODULAR MANAGEMENT CORP	ETSU TEMPORARY OFFICE SPACE		
						\$1,080.81	\$1,080.81
180172	3/10/2022	150	670	UNION CITY CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL MAR 2021 - MAR 2022		
						\$1,080.00	\$1,080.00
180147	3/10/2022		1221000754	NBS	BOND DISCLOSURE SERVICES		
						\$1,079.52	\$1,079.52
180194	3/17/2022	113	630464	CALTEST ANALYTICAL LABORATORY	13 LAB SAMPLE ANALYSIS		
						\$1,028.20	\$1,028.20
180137	3/10/2022		30573	J MORAGA CONSTRUCTION INC	REFUND # 44389		
	3/10/2022		30435		REFUND # 44391	\$500.00	\$1,000.00
						\$500.00	
180222	3/17/2022	173	1566779	O'REILLY MEDIA INC	SAFARI BOOKS ONLINE SUBSCRIPTION RENEWAL		
						\$998.00	\$998.00
180218	3/17/2022	170	240000132997	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS		
	3/17/2022		240000134316		4 FLOW METERS	\$487.69	\$979.42
						\$491.73	

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180110	3/10/2022		17766832	AT&T	SERV: 01/13/22 - 02/12/22	\$66.46	\$949.38
	3/10/2022		17766833		SERV: 01/13/22 - 02/12/22	\$88.21	
	3/10/2022		17766829		SERV: 01/13/22 - 02/12/22	\$751.51	
	3/10/2022		17766831		SERV: 01/13/22 - 02/12/22	\$43.20	
180143	3/10/2022	113	2201980	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$266.00	\$902.00
	3/10/2022	113	2202703		LAB SAMPLE ANALYSIS	\$251.00	
	3/10/2022	113	2202142		LAB SAMPLE ANALYSIS	\$385.00	
180109	3/10/2022		369597607	AT&T	SERV: 01/11/22 - 02/10/22	\$872.58	\$872.58
180211	3/17/2022	123	5279811	MALLORY SAFETY AND SUPPLY LLC	SERVICE: ENTRY GEAR	\$817.54	\$817.54
180116	3/10/2022	170	21921495	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$794.08	\$794.08
180233	3/17/2022		734944998101	STAPLES CONTRACT & COMMERCIAL	JANITORIAL & BREAKROOM SUPPLIES	\$364.32	\$784.51
	3/17/2022		735098344901		JANITORIAL & BREAKROOM SUPPLIES	\$199.32	
	3/17/2022		735098344902		JANITORIAL & BREAKROOM SUPPLIES	\$220.87	
180117	3/10/2022	132	1112727	CAREERS IN GOVERNMENT INC	SOCIAL MEDIA MARKETING SERVICES	\$750.00	\$750.00
180131	3/10/2022	170	9196675897	GRAINGER INC	ASTD PARTS & MATERIALS	\$64.53	\$726.10
	3/10/2022		9199933731		ASTD PARTS & MATERIALS	\$567.25	
	3/10/2022	122	9201552990		ASTD PARTS & MATERIALS	\$94.32	
180132	3/10/2022		12890264	HACH COMPANY	LABORATORY SUPPLIES	\$717.52	\$717.52

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180108	3/10/2022	122	259000089225	ARAMARK	ASTD DUST MOPS, WET MOPS & TERRY	\$56.00	\$714.78
	3/10/2022		259000089249		UNIFORM LAUNDERING & RUGS	\$306.74	
	3/10/2022		259000089265		UNIFORM LAUNDERING SERVICE	\$352.04	
180185	3/17/2022		259000092639	ARAMARK	UNIFORM LAUNDERING SERVICE	\$349.47	\$670.90
	3/17/2022		259000092624		UNIFORM LAUNDERING & RUGS	\$321.43	
180145	3/10/2022	170	220250	METROMOBILE COMMUNICATIONS INC	RADIO SERVICE - FEB 2022	\$599.08	\$599.08
180104	3/10/2022		30499	A2Z BAY BUILDERS & PLUMBING	REFUND # 44396	\$500.00	\$500.00
180111	3/10/2022		31607	BAY AREA TRENCHLESS	REFUND # 44393	\$500.00	\$500.00
180112	3/10/2022		30339	GREG BETTENCOURT	REFUND # 44395	\$500.00	\$500.00
180120	3/10/2022		31598	CHRISP COMPANY	REFUND # 44405	\$500.00	\$500.00
180123	3/10/2022		31582	DOWELL CONSTRUCTION DEVEL	REFUND # 44394	\$500.00	\$500.00
180125	3/10/2022		24031	DRAIN DOCTOR	REFUND # 44390	\$500.00	\$500.00
180128	3/10/2022		30544	FIX-IT PLUMBING INC	REFUND # 44401	\$500.00	\$500.00
180129	3/10/2022		30440	FUTURE VISION REMODELING INC	REFUND # 44408	\$500.00	\$500.00
180130	3/10/2022		26069	RALPH GONZALEZ	REFUND # 44385	\$500.00	\$500.00
180138	3/10/2022		26091	SUMAN KAUR	REFUND # 44387	\$500.00	\$500.00
180146	3/10/2022		30537	MONARCH PLUMBING & ROOTER INC	REFUND # 44400	\$500.00	\$500.00
180153	3/10/2022	122	2454	PACIFIC CRANE INSPECTION	QUARTERLY CRANE INSPECTION	\$500.00	\$500.00
180161	3/10/2022		30563	RESCUE ROOTER	REFUND # 44384	\$500.00	\$500.00

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
180162	3/10/2022		31580	ROOTER HERO	REFUND # 44388		
						\$500.00	\$500.00
180170	3/10/2022		30574	STREAMLINE PLUMBING & DRAIN	REFUND # 44386		
						\$500.00	\$500.00
180208	3/17/2022		31602	KHOI LE	REFUND # 44424		
						\$500.00	\$500.00
180216	3/17/2022		31614	MIKE COUNSIL PLUMBING	REFUND # 44427		
						\$500.00	\$500.00
180237	3/17/2022		31609	TRENCHFREE INC	REFUND # 44412		
						\$500.00	\$500.00
180179	3/17/2022	170	61338	ABC FIRE PROTECTION INC	ANNUAL FIRE PAINT BOOTH SERVICE 2022		
						\$473.60	\$473.60
180176	3/10/2022		8807618280	VWR INTERNATIONAL LLC	LAB SUPPLIES		
						\$432.04	\$432.04
180243	3/17/2022		9900032714	VERIZON WIRELESS	WIRELESS SERV 01/21/22-02/20/22		
						\$406.42	\$406.42
180126	3/10/2022	170	905202654	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM		
						\$404.50	\$404.50
180144	3/10/2022	170	73075892	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS		
						\$36.43	\$372.70
	3/10/2022	170	73739903		ASTD PARTS & MATERIALS		
						\$191.50	
	3/10/2022	122	73884627		ASTD PARTS & MATERIALS		
						\$23.58	
	3/10/2022		73180322		ASTD PARTS & MATERIALS		
						\$31.45	
	3/10/2022	170	73814268		ASTD PARTS & MATERIALS		
						\$89.74	
180159	3/10/2022		172424	PREFERRED ALLIANCE INC	JAN 2022 SERVICE FEE		
						\$320.76	\$320.76
180206	3/17/2022	173	6058129	INTRADO LIFE & SAFETY INC	E911 CLOUD SERVICE		
						\$250.00	\$250.00
180201	3/17/2022		183514	FITGUARD INC	PREVENTATIVE MAINTENANCE - EXERCISE CLUB EQUIPMENT		
						\$249.00	\$249.00
180205	3/17/2022	132	35571	ICE SAFETY SOLUTIONS INC	FIRST AID KIT & AED SERVICING		
						\$202.50	\$248.39
	3/17/2022	132	35572		FIRST AID & AED SUPPLIES		
						\$45.89	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
180183	3/17/2022		43459	ALLIED FLUID PRODUCTS CORP	ASTD PARTS & MATERIALS	\$234.99	\$234.99
180169	3/10/2022		1521729	STARLINE SUPPLY COMPANY	4 CS COMPOSTABLE UTENSILS	\$234.20	\$234.20
180163	3/10/2022		2073413001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$221.25	\$221.25
180121	3/10/2022	170	2156831	CISCO AIR SYSTEMS INC	1 CENTRIFUGE COMPRESSOR LIP SEAL	\$210.70	\$210.70
180219	3/17/2022	122	20220228	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - FEB 2022	\$177.28	\$177.28
180168	3/10/2022	141	20220131	SPOK INC	FEB 2022 PAGER SERVICE	\$172.28	\$172.28
180142	3/10/2022		5296536	MALLORY SAFETY AND SUPPLY LLC	36 PR GLOVES	\$140.42	\$140.42
180236	3/17/2022		16239	TRALIAN HOLDINGS, LLC	HARASSMENT PREVENTION CBT	\$125.00	\$125.00
180249	3/17/2022		2202080	ZALCO LABORATORIES INC	LAB ANALYSIS	\$125.00	\$125.00
180181	3/17/2022	113	9122857767	AIRGAS NCN	1 CY NITROGEN	\$111.61	\$111.61
180220	3/17/2022	170	230147	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$90.11	\$90.11
180213	3/17/2022	113	2202455	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$87.00	\$87.00
180230	3/17/2022	170	2202123	SGS NORTH AMERICA INC	4 ANALYSIS	\$76.00	\$76.00
180122	3/10/2022	132	74412905	CONCENTRA MEDICAL CENTERS	1 DOT PHYSICAL	\$67.00	\$67.00
180173	3/10/2022	136	98XW53072	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 02/12/22	\$60.63	\$60.63
180238	3/17/2022	136	98XW53092	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 02/26/22	\$48.68	\$48.68
180127	3/10/2022	143	767351948	FEDERAL EXPRESS CORPORATION	SHIPPING SERVICE - FORCE MAIN CORROSION REPAIRS PROJECT	\$39.52	\$39.52
180174	3/10/2022	136	98XW53082	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 02/19/22	\$38.15	\$38.15
180204	3/17/2022	170	768520220225	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - FEB 2022	\$38.15	\$38.15

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
180165	3/10/2022	170	2202018	SGS NORTH AMERICA INC	1 ANALYSIS	\$20.00	\$20.00
180231	3/17/2022	170	2202110	SGS NORTH AMERICA INC	1 ANALYSIS	\$20.00	\$20.00
180228	3/17/2022	122	20220314	JESSICA RODRIGUEZ	EXP REIMB: CS TEAM RECOGNITION	\$15.25	\$15.25

Invoices:

Credit Memos :	0	
\$0 - \$1,000 :	108	34,651.67
\$1,000 - \$10,000 :	59	220,730.11
\$10,000 - \$100,000 :	26	890,821.48
Over \$100,000 :	7	4,044,045.14
Total:	200	5,190,248.40

Checks:

\$0 - \$1,000 :	64	26,786.52
\$1,000 - \$10,000 :	50	168,813.83
\$10,000 - \$100,000 :	25	809,556.05
Over \$100,000 :	6	4,185,092.00
Total:	145	5,190,248.40