

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
October 9, 2023**

**CALL TO ORDER**

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

**SALUTE TO THE FLAG**

President Fernandez led the salute to the flag.

**ROLL CALL**

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

STAFF: Paul Eldredge, General Manager/District Engineer  
Karen Murphy, District Counsel  
Mark Carlson, Business Services Manager/CFO  
Armando Lopez, Treatment and Disposal Services Manager  
Jose Rodrigues, Collection Services Manager  
Raymond Chau, Technical Services Manager  
Robert Simonich, Fabrication Maintenance and Construction Manager  
Alisa Gordon, Human Resources Manager  
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager  
Marcus Lee, Treatment and Disposal Services Coach  
Chris Pachmayer, Fabrication Maintenance and Construction Coach  
Curtis Bosick, Capital Improvements Projects Coach  
Karoline Terrazas, Organizational Performance Manager  
Sharon Anderson, Administrative Specialist  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Jack Alcom, Tri-City Voice  
Chris Davenport, Psomas

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD  
MEETING OF SEPTEMBER 19, 2023**

It was moved by Director Kite, seconded by Director Lathi, to Approve the Minutes of the Special Board Meeting of September 19, 2023. Motion carried unanimously.

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF SEPTEMBER 25, 2023**

It was moved by Vice President Toy, seconded by Secretary Handley, to Approve the Minutes of the Board Meeting of September 25, 2023. Motion carried unanimously.

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF SEPTEMBER 25, 2023**

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Special Board Meeting of September 25, 2023. Motion carried unanimously.

**FOURTH QUARTER DISTRICT-WIDE BALANCED SCORECARD**

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas provided an overview of the Fiscal Year 2023 4<sup>th</sup> Quarter District-wide Balanced Scorecard.

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**CONSIDER SEVENTH AMENDED AND RESTATED EMPLOYMENT AGREEMENT BETWEEN UNION SANITARY DISTRICT AND PAUL R. ELDRIDGE**

District Counsel Murphy stated the Board appointed an ad hoc subcommittee of President Fernandez and Vice President Toy to negotiate any contract amendments with Mr. Eldredge. The Board conducted Mr. Eldredge's 2023 annual performance evaluation, and the Board met with its designated ad hoc subcommittee, on September 19, 2023. The following amendments were agreed upon: an increase in the General Manager's salary to \$339,765.37, or approximately 5.9 percent; a one-time payment of \$5,000, which will not be subject to PERS. Staff recommended the Board approve the Seventh Amended and Restated Employment Agreement between Union Sanitary District and Paul R. Eldredge.

It was moved by Secretary Handley, seconded by Director Kite, to Approve the Seventh Amended and Restated Employment Agreement Between Union Sanitary District and Paul R. Eldredge. Motion carried unanimously.

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH PSOMAS FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1B PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade (ETSU) Program Manager Pipkin stated staff developed an ETSU Phase 1B Project scope which includes construction of new secondary clarifiers and effluent facilities. The scope of construction management

services proposed for the Project would include day-to-day construction management and inspection services, pre-bid constructability, and ETSU Program support services. The District issued a Request for Proposals and received two responses; both firms were invited to present their project team, related experience, and project approach during interviews held August 30, 2023. Staff believe Psomas would be the best overall team for the Project, a notice of staff's intention to recommend Psomas as Construction Manager for the Project was posted September 22, 2023. Completion of the design of the Project is anticipated by Spring 2024 and award of the construction contract is anticipated in Summer 2024; construction is expected to take approximately 48 months. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with Psomas for construction management services for the Enhanced Treatment and Site Upgrade Phase 1B Project in the amount of \$12,263,927.

It was moved by Director Kite, seconded by Secretary Handley, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Psomas for Construction Management Services for the Enhanced Treatment and Site Upgrade Phase 1B Project in the Amount of \$12,263,927. Motion carried unanimously.

**REVIEW AND CONSIDER APPROVAL OF CLASSIFIED PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE SEPTEMBER 25, 2023**

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated the Publicly Available Pay Schedule has been designed to ensure consistency between CalPERS employers and enhance the disclosure and transparency of public employee compensation. A summary of salary changes within the proposed pay schedule was outlined in the Board meeting packet. Staff recommended the Board consider and approve the September 25, 2023, Classified Employee Pay Schedule.

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the September 25, 2023, Classified Employee Pay Schedule. Motion carried unanimously.

**####**

**Union Sanitary District**  
**Classified Employees Salary Schedule**  
**Effective September 25, 2023**

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Technical Specialist		51.1282	53.6846	56.3689	59.1873	62.1467
Accounting Technician I	1	41.3160	43.3818	45.5509	47.8284	50.2198
Accounting Technician II	2	45.4473	47.7196	50.1056	52.6109	55.2414
Administrative Specialist I	1	40.3842	42.4035	44.5236	46.7498	49.0873
Administrative Specialist II	2	42.5096	44.6351	46.8669	49.2102	51.6707
Assistant Storekeeper		39.2690	41.2324	43.2941	45.4588	47.7317
Chemist I	1	55.5661	58.3444	61.2616	64.3247	67.5409
Chemist II	2	58.3445	61.2617	64.3248	67.5410	70.9181
Collection System Trainer		55.3257	58.0920	60.9966	64.0464	67.2487
Collection System Worker I	1	43.5462	45.7235	48.0097	50.4102	52.9306
Collection System Worker II	2	47.9010	50.2961	52.8109	55.4514	58.2240
Communications & Intergovernmental Relations Coordinator		59.9494	62.9467	66.0942	69.3988	72.8687
Construction Inspector I	1	50.0036	52.5038	55.1290	57.8855	60.7797
Construction Inspector II	2	55.0039	57.7541	60.6418	63.6738	66.8575
Construction Inspector III	3	57.2041	60.0643	63.0676	66.2209	69.5320
Control Systems Specialist		59.8322	62.8238	65.9650	69.2632	72.7278
Customer Service Fee Analyst		46.1475	48.4549	50.8776	53.4215	56.0926
Engineering Assistant/Plan Checker		59.5418	62.5189	65.6449	68.9271	72.3735
Engineering Technician I	1	46.8420	49.1841	51.6433	54.2255	56.9367
Engineering Technician II	2	51.5262	54.1025	56.8076	59.6480	62.6304
Engineering Technician III	3	56.6789	59.5128	62.4885	65.6129	68.8936
Environmental Compliance Inspector I	1	45.8620	48.1551	50.5629	53.0910	55.7456
Environmental Compliance Inspector II	2	51.5959	54.1757	56.8845	59.7287	62.7151
Environmental Compliance Inspector III	3	57.2714	60.1350	63.1418	66.2988	69.6138
Environmental Compliance Inspector IV	4	61.2804	64.3444	67.5617	70.9397	74.4867
Environmental Compliance Specialist/Outreach		61.2804	64.3444	67.5617	70.9397	74.4867
Environmental Outreach Representative		57.2714	60.1350	63.1418	66.2988	69.6138
Fleet Mechanic I	1	46.2603	48.5733	51.0019	53.5520	56.2296
Fleet Mechanic II	2	51.8115	54.4021	57.1222	59.9783	62.9773
Instrument Tech/Electrician		56.9830	59.8322	62.8238	65.9650	69.2632
Janitor		31.4104	32.9810	34.6300	36.3615	38.1796

**Union Sanitary District**  
**Classified Employees Salary Schedule**  
**Effective September 25, 2023**

Position Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Lead Collection System Worker		52.6911	55.3257	58.0920	60.9966	64.0464
Maintenance Assistant		19.8794	20.8734	21.9171	23.0129	24.1636
Mechanic I	1	47.5113	49.8868	52.3812	55.0002	57.7503
Mechanic II	2	53.2128	55.8735	58.6671	61.6005	64.6805
Painter		48.8294	51.2709	53.8344	56.5262	59.3525
Planner/Scheduler I	1	54.5483	57.2757	60.1395	63.1465	66.3038
Planner/Scheduler II	2	58.6579	61.5908	64.6704	67.9039	71.2992
Plant Operations Trainer		65.8093	69.0998	72.5548	76.1825	79.9916
Plant Operator I	1	44.6484	46.8808	49.2249	51.6861	54.2704
Plant Operator II	2	50.3331	52.8497	55.4922	58.2668	61.1801
Plant Operator III	3	58.7583	61.6962	64.7810	68.0201	71.4211
Quality Assurance Chemist		67.4300	70.8000	74.3400	78.0500	81.9600
Receptionist		35.3119	37.0775	38.9314	40.8779	42.9218
Storekeeper I	1	49.6541	52.1369	54.7437	57.4809	60.3549
Storekeeper II	2	52.1367	54.7436	57.4808	60.3549	63.3725
Utility Worker		38.6969	40.6318	42.6634	44.7965	47.0363

Approved By:

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Manny Fernandez, President  
 Board of Directors

**Certificate Of Completion**

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Certificate Pages: 4	Initials: 0
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Envelope Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26


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**Signer Events**

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

**Signature**

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 Signature Adoption: Pre-selected Style  
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**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

**REVIEW AND CONSIDER APPROVAL OF UPDATED POLICY NO. 5310, CRIMINAL BACKGROUND CHECK POLICY**

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated proposed amendments to the Policy were reviewed by the District's Executive Team; a summary of proposed changes was included in the Board meeting packet. Staff recommended the Board review and approve proposed changes to Policy No. 5310, Criminal Background Check Policy.

It was moved by Director Lathi, seconded by Secretary Handley, to Approve Proposed Changes to Policy No. 5310, Criminal Background Check Policy. Motion carried unanimously.

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH CONSOR NORTH AMERICA, INC. FOR THE FORCE MAIN CORROSION REPAIRS PROJECT – PHASE 4**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the purpose of Task Order No. 1 is to authorize construction management and inspection services for the Project. The scope of services for Task Order No. 1 was summarized in the Board meeting packet. The Board awarded the construction contract for the Project to Cratus Inc. on September 25, 2023; staff expects to issue the Notice to Proceed in October 2023 and anticipates construction to be completed by October 2024. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with Consor North America, Inc. in the amount of \$290,434 to provide construction management and inspection services for the Force Main Corrosion Repairs Project – Phase 4.

It was moved by Vice President Toy, seconded by Secretary Handley, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Consor North America, Inc. in the Amount of \$290,434 to Provide Construction Management and Inspection Services for the Force Main Corrosion Repairs Project – Phase 4. Motion carried unanimously.

**INFORMATION ITEMS:**

**Annual Report to Union City Fiscal Year 2023**

This item was reviewed by the Legislative Committee. Treatment and Disposal Services Manager Lopez stated Union City Use Permit UP-4-95 requires the District to annually submit a report to the City Manager. The purpose of the report is to provide an update on the District's operational statistics, and other District activities, per the Union City Conditional Use Permit.

**Check Register**

Staff responded to Board questions regarding the check register.

**COMMITTEE MEETING REPORTS:**

The Personnel, Engineering and Information Technology, and Legal/Community Affairs Committees met. The Legislative Committee meeting was cancelled, and briefings were held with committee members.

**GENERAL MANAGER'S REPORT:**

- General Manager Eldredge invited the Board to attend the District's Annual Employee Recognition BBQ to be held on-site Wednesday, October 11, 2023, at 12:00 p.m.
- General Manager Eldredge provided a COVID update.
- General Manager Eldredge stated the Board Workshop scheduled for October 26, 2023, will include a discussion of potential financing options for the Enhanced Treatment and Site Upgrade Project.
- General Manager Eldredge shared photos of the Sodium Bisulfite (SBS) temporary pumping/monitoring/storage unit to be used to dechlorinate wastewater to be discharged to Alameda Creek; the unit was designed and constructed by staff using a converted storage container.
- General Manager Eldredge shared a mimecast info graphic which illustrated the effectiveness of the system at rejecting nefarious email attempts. The Board requested staff share these reports annually.
- Collection Services Manager Rodrigues provided an update on pipes under structures. While the District once had 64 pipes under structures, staff confirmed there were seven at the time of the Board meeting.


**OTHER BUSINESS:**

There was no other business.


**ADJOURNMENT:**

The meeting was adjourned at 4:41 p.m. to the next Regular Board Meeting to be held in the Boardroom on Monday, October 23, 2023.


**SUBMITTED:**

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REGINA McEVOY  
BOARD CLERK

**ATTEST:**

DocuSigned by:  
  
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TOM HANDLEY  
SECRETARY

**APPROVED:**

DocuSigned by:  
  
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MANNY FERNANDEZ  
PRESIDENT

Adopted this 23<sup>rd</sup> day of October 2023



**Certificate Of Completion**

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

**Signature**

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

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 Not Offered via DocuSign

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

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