



**BOARD MEETING AGENDA**  
**Monday, April 22, 2013**  
**Regular Meeting - 7:00 P.M.**

**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Motion

4. Minutes of the April 8, 2013 Board Meeting  
*Motion approving the Minutes of April 8, 2013 as submitted.*

5. Written Communications

6. Oral Communications

*The public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District office at least one working day prior to the meeting). This portion of the agenda is where a member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction that is not on the agenda. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. Oral comments are limited to three minutes per individuals, with a maximum of 30 minutes per subject. Speaker's cards will be available in the Boardroom and are to be completed prior to discussion.*

Information

7. Monthly Operations Report for March, 2013 (to be reviewed by the Budget & Finance Committee).

Motion

8. Approving the Publicly Available Pay Schedule (to be reviewed by the Personnel Committee).

Motion

9. Approving Changes to Policy No. 3060 – Letters to the Media (to be reviewed by the Personnel Committee).

Motion

10. Reviewing and Approving Changes to Policy No. 3100 – Public Input at Board and Committee Meetings (to be reviewed by the Personnel Committee).

Motion

11. Resolution No. 2703, Initial Resolution for Annexation No. U-290, Creekside Landing, Located in the Northwest Quadrant of Interstate I-880 and Dixon Landing Road (to be reviewed by the Legal/Community Affairs Committee).

- Motion 12. Authorizing the General Manager to Execute Task Order No. 3 with Carollo Engineers for Providing Engineering Services During Construction of the Cogeneration Project (to be reviewed by the Construction Committee).
- 
- Motion 13. Approving Change Order No. 1 to the Agreement with enfoTech & Consulting, Inc. for Implementation of an Environmental Compliance Management System (to be reviewed by the Budget & Finance Committee).
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- Motion 14. Authorizing the General Manager to Execute Task Order No. 2 with West Yost and Associates for the Design of Phase 1 of the Newark Backyard Sanitary Sewer Relocation Project (to be reviewed by the Construction Committee).
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- Motion 15. Resolution No. 2704, Accepting the Construction of the Thickener Nos. 3 and 4 Rehabilitation Project from Anderson Pacific Engineering Construction, Inc. and Authorizing the Attorney for the District to Record a Notice of Completion (to be reviewed by the Construction Committee).
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- Late Addition 26. Awarding the Construction Contract for The I-680 At Sabercat Road Sanitary Sewer Relocation Project To Ranger Pipelines, Inc.
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#### INFORMATION ITEMS

16. Third Quarterly Report on Capital Improvement Program for FY 13 (to be reviewed by the Construction Committee).
- 
17. Status of Priority I Projects (to be reviewed by the Construction Committee).
- 
18. Cal-Card Quarterly Activity Report (to be reviewed by the Budget & Finance Committee).
- 
19. Board of Directors Quarterly Expenditures, 3<sup>rd</sup> Quarter FY13 (to be reviewed by the Budget & Finance Committee).
- 
20. Check Register.
- 
21. Report on EBDA Commission Meeting of April 18, 2013.  
*There were no written materials for this item on the date this packet was produced.*
-

22. Committee Meeting Reports *(No Board action is taken at Committee meetings)*:
- Construction Committee, Wednesday, April 17, 2013 at 4:00 p.m.
  - Legal/Community Affairs Committee, Wednesday, April 17, 2013 at 4:30 p.m.
  - Personnel Committee, Wednesday, April 17, 2013 at 5:00 p.m.
  - Budget & Finance Committee, Friday, April 19, 2013 at 4:45 p.m.

- 
23. General Manager's Report *(information on recent issues of interest to the Board)*.
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Recess

24. Recess – the Board will recess for 5 minutes, and reconvene in Open Session.
- 

Motion

25. Approving the General Manager's Employment Contract (to be reviewed by the Personnel Committee).
- 

27. Other Business:

- Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
  - Scheduling matters for future consideration.
- 

Adjourn

28. The Board will adjourn to a Closed Session to discuss Contract Negotiations with SEIU Local 1021 (Calif. Govt. Code Section 54957.6). Negotiating Team Members Richard Currie, Judi Berzon, Andy Morrison and/or Glenn Berkheimer of IEDA may attend this session.

The Board will then adjourn to the next Regular Board Meeting on May 13, 2013 at 7:00 p.m. in the Boardroom.

The Public is welcome to provide oral comments at Regular and Special Board meetings. Whenever possible, we request that written statements be provided to the District at least one working day prior to the meeting. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board's jurisdiction but not on the agenda, the speaker will be heard at the time "Oral Communications" is scheduled. Oral Communications is limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards are available in the Boardroom and should be completed prior to discussion of the agenda item and handed to the Clerk. The facilities at the District Offices are wheelchair accessible. Any attendee requiring other special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least one working day ahead of the meeting.

THE PUBLIC IS WELCOME TO ATTEND.



5072 Benson Road  
Union City, CA 94587  
(510) 477-7500

## NOTICE OF COMMITTEE MEETING

All meetings will be held in the  
General Manager's Office

**BOARD MEETING**  
**April 22, 2013**

### **Committee Membership:**

Budget and Finance	Directors Anjali Lathi and Jennifer Toy
Construction Committee	Directors Tom Handley and Manny Fernandez
Legal/Community Affairs	Directors Anjali Lathi and Pat Kite
Legislative Committee	Directors Pat Kite and Tom Handley
Personnel Committee	Directors Jennifer Toy and Manny Fernandez
Audit Committee	Directors Jennifer Toy and Tom Handley

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### **Construction Committee, Wednesday, April 17, 2013 at 4:00 p.m.**

12. Authorizing the General Manager to Execute Task Order No. 3 with Carollo Engineers for Providing Engineering Services During Construction of the Cogeneration Project
14. Authorizing the General Manager to Execute Task Order No. 2 with West Yost and Associates for the Design of Phase 1 of the Newark Backyard Sanitary Sewer Relocation Project
15. Resolution No. 2704, Accepting the Construction of the Thickener Nos. 3 and 4 Rehabilitation Project from Anderson Pacific Engineering Construction, Inc. and Authorizing the Attorney for the District to Record a Notice of Completion
16. Third Quarterly Report on Capital Improvement Program for FY 13
17. Status of Priority I Projects
26. Awarding the Construction Contract for The I-680 At Sabercat Road Sanitary Sewer Relocation Project To Ranger Pipelines, Inc.

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### **Legal/Community Affairs Committee, Wednesday, April 17, 2013 at 4:30 p.m.**

11. Resolution No. 2703, Initial Resolution for Annexation No. U-290, Creekside Landing, Located in the Northwest Quadrant of Interstate I-880 and Dixon Landing Road

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### **Personnel Committee, Wednesday, April 17, 2013 at 5:00 p.m.**

8. Approving the Publicly Available Pay Schedule
9. Approving Changes to Policy No. 3060 – Letters to the Media
10. Reviewing and Approving Changes to Policy No. 3100 – Public Input at Board and Committee Meetings
25. Approving the General Manager's Employment Contract

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### **Budget & Finance Committee, Friday, April 19, 2013 at 4:45 p.m.**

7. Monthly Operations Report for March, 2013 (to be reviewed by the Budget & Finance Committee).
13. Approving Change Order No. 1 to the Agreement with enfoTech & Consulting, Inc. for Implementation of an Environmental Compliance Management System
18. Cal-Card Quarterly Activity Report
19. Board of Directors Quarterly Expenditures, 3<sup>rd</sup> Quarter FY13

**Committee meetings may include teleconference participation by one or more Directors  
(Gov. Code Section 11123).**

<p><i>Committee meetings are open to the public; however, only written comments from the public will be considered. No Board action will be taken.</i></p>
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**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
April 8, 2013**

**1. CALL TO ORDER**

President Kite called the Board to Order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

ABSENT: None

STAFF: Richard Currie, General Manager/District Engineer  
Richard Cortes, Business Services Manager  
Jesse Gill, Technical Support & Customer Services Manager  
Sami Ghossain, Capital Improvements Projects Coach  
Dave Livingston, Treatment & Disposal Services Manager  
Andy Morrison, Collection Services Manager  
David O'Hara, Legal Counsel  
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: None

VISITORS: None

**4. APPROVAL OF THE MINUTES OF MARCH 23, 2013**

Action

On a motion made by Director Handley and seconded by Director Lathi, the Minutes of the Board of Directors Meeting of March 23, 2013 were approved. The motion carried unanimously.

**5. WRITTEN COMMUNICATIONS**

There were no official written communications.

**6. ORAL COMMUNICATIONS**

There were no oral communications.

7. **This item was withdrawn.**

8. **NOMINATION OF REPRESENTATIVE TO CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS.**

Action On a motion made by Director Handley and seconded by Director Fernandez, the Board voted to support the candidacy of Sherry Sterrett for Region 3, Seat B. The motion carried unanimously.

**INFORMATION ITEMS**

9. **CONSTRUCTION CONTRACT FOR THE I-680 AT SABERCAT ROAD SANITARY SEWER RELOCATION PROJECT.**

Jesse Gill reported that there are some bid irregularities that are being examined and reviewed by legal counsel. He expects to be able to come to the Board at the next regularly scheduled meeting with a recommendation for awarding the contract.

10. **EARTH DAY 2013 UPDATE.**

Jesse Gill said that teams of Environmental Compliance (EC) employees will be at public outreach events on April 20<sup>th</sup> with Washington Hospital and the City of Fremont, and on April 23<sup>rd</sup> at Ohlone College. Staff will share info on pollution prevention, toxic products in the home, unused medications disposal, Integrated Pest Management (IPM), etc., and will also be handing out informational pamphlets and items for younger children. The District will be placing an ad in the Tri-City Voice on April 16<sup>th</sup> to advertise the events. Mr. Currie indicated that materials on IPM were requested by Director Lathi and are available to any of the Board members.

11. **JANUARY CASA CONFERENCE SUMMARY**

Legal Counsel Dave O'Hara presented an update on the conference. On the conference schedule itself, he said a survey by CASA members indicated that 70% would prefer 2 conferences per year instead of 3, but that firm dates and schedules have yet to be determined. He also discussed the CSRMA presentation on workers' comp, potential changes in the SRF loan program, and items from the attorney's committee.

**12. CHECK REGISTER**

Director Handley inquired about the percentage of employees who are qualified in CPR training. Rich Currie replied approximately 66% of full time employees are CPR-trained.

Mr. Handley also inquired about a cost difference in business cards for employees, and Rich Cortes said he would check into it and let him know via email.

Director Kite inquired about a payment for “Local Limits and Wastewater Treatability.” Jesse Gill replied that the charge was in connection with the NPDES permit and a requirement for a local limits study that establishes discharge limits for industries. He said RMC Water & Environment had been hired as consultants to perform the study.

Director Kite also inquired about payment to Nelson Staffing Solutions. Mr. Currie replied this was for a temporary employee serving as receptionist after he retirement of a full-time employee.

**13. COMMITTEE MEETING REPORTS**

The following Committees met: Legislative, Construction, and Legal/Community Affairs.

**14. GENERAL MANAGER’S REPORT.**

Rich Currie reported that the District has successfully completed another month with no spills.

The power was out for several hours today at the Newark Pump Station, reinforcing the need for more reliable communications between the pump station and the plant. We are evaluating switching to microwave data transmission.

The District issued a Notice to Proceed last Friday on the Cogeneration project. “

PG&E approved our grant application for the Cogeneration Project in the amount of \$3.38M, instead of the \$4M we had applied for. We are looking into the reason for the difference.

Randy Ryuto, longtime Environmental Compliance Inspector, is retiring from the District on April 19<sup>th</sup>.

The monitoring and recovery of the chlorine leak is going very well. There has been no detection of chlorine along the perimeter of the plant. Concentrations of chlorine are also dropping quickly from the two holes that were dug near the leak. We foresee a wrap up in the near future.

**14. GENERAL MANAGER'S REPORT (continued)**

A group of employees is going to the Monterey Water Pollution Control Plant, which was recommended to us as an agency that has good safety procedures. We will go and share experiences with them as a part of our ongoing effort.

CSRMA, our insurance carrier, will be onsite for appraisals next week.

The proposition 218 press release is going out next week. Mr. Currie distributed a copy of the draft for the Board's review.

**15. OTHER BUSINESS:**

Director Kite asked Legal Counsel to address the recent Santa Clara Superior Court case regarding electronic communications and public employees and officials. Dave O'Hara responded that although the case has no bearing upon any other case, it is an interesting issue, and one that he will continue to follow and advise the Board on as circumstances warrant. Essentially, a Santa Clara County Superior Court judge has ruled that electronic communications on private electronic devices may be discoverable in cases where a request for public information has been made. Mr. O'Hara believes the ruling is impractical on its face, and poses great technical difficulties. It remains to be seen if the City of San Jose will appeal the decision.

**16. ADJOURNMENT:**

At 7:27 p.m., the Board adjourned to a Special Meeting on Monday, April 15, 2013 at 6:30 p.m. in the Boardroom to conduct a Workshop on the FY2014 Budget,

And then to the next Regular Meeting on April 22, 2013 at 7:00 p.m. in the Boardroom.

SUBMITTED:

ATTEST:

\_\_\_\_\_  
TOM GRAVES  
SECRETARY TO THE BOARD

\_\_\_\_\_  
MANNY FERNANDEZ  
SECRETARY

APPROVED:

\_\_\_\_\_  
PAT KITE  
PRESIDENT

Adopted this 22nd day of April, 2013.

# Monthly Operations Report

For the Month of

March, 2013

Presented at the April 22, 2013 Board Meeting

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## GENERAL MANAGER'S SUMMARY

Below is a summary of major activities that occurred at the District during March 2013.

**ODOR COMPLAINTS:** During the period, the District received one odor complaint in the City of Fremont. The crew investigating the incident believes the odor was coming from a nearby storm drain.

**SAFETY:** There were no accidents or incidents involving USD staff during the month of March. USD's Experience Modification Factor will rise to 0.95 for FY14. A contractor at the Boyce Road Pump Station had an employee fall from a ladder and break an ankle during construction work.

**FINANCIAL:** Staff is preparing the FY14 budget. Staff evaluated potential rate increase scenarios for the Board to review at the Prop 218 workshop. USD received a public records request to identify unclaimed checks (refunds).

**COLLECTION SYSTEM:** There were no spills during the month of March. Collection System Worker Jose Rodrigues was named Collection System Maintenance Person of the Year for the State of California by CWEA.

**PLANT OPERATIONS:** The hypochlorite solution levels continue to dissipate from the broken underground pipe. Samples taken near the plant perimeter show no chlorine present.

**PROJECTS:** The Cogeneration Project was awarded to D.W. Nicholson. Bids were opened for the pipeline project crossing I-680 near Sabercat Road, and are being evaluated.

**STAFFING & PERSONNEL:** USD received 127 applicants for the assistant storekeeper position. The recruitment for the position of Deputy General Manager has reopened and will close at the end of April.

**G.M. ACTIVITIES:** For the month of March, the GM was involved in the following:

- Attended a Hayward Marsh stakeholders meeting at East Bay Regional Park District to discuss the upcoming dredging project and other improvements needed at the Marsh.
- GM participated in the CASA legislative committee meeting in Sacramento.
- GM worked on preparation of rate notification, FY14 budget, and Board of Directors retreat.
- GM on vacation for one week at end of month.

### UPCOMING EVENTS:

- Proposition 218 Notice of rates to property owners to be mailed in Mid-April.
- Staff working on implementation of e-mail change to [unionsanitarydistrict.ca.gov](mailto:unionsanitarydistrict.ca.gov).
- Union and Management negotiating teams will meet to discuss next steps on the employment contract.

GM-1



# **HOURS WORKED AND LEAVE TIME BY WORK GROUP**

June 30, 2012 to March 22, 2013

DIVISION	Reg. Hours	Lt Duty	O/T	Total Leaves*			Historical FY12			Average Number of Employees <div>130</div>
				Sick	STD	WC	Sick	STD	WC	
General Manager Staff	3,792		37	848 18%	70 1.5%		66 0.9%			
Business Service	27,778		47	4,962 15%	599 1.8%	211 0.6%	974 2.1%	203 0.4%		
Technical Service	39,203		136	8,270 17%	1,742 3.7%	367 0.8%	1,448 2.1%	382 0.6%	17 0.0%	Current Number of Vacant Positions (1) <div>2</div>
Collection System	38,358		3,188	7,592 17%	1,183 2.6%	235 0.5%	2,133 3.4%	274 0.4%	3,617 5.8%	
Treatment & Disposal	31,375		585	4,985 14%	811 2.2%	144 0.4%	759 1.5%	238 0.5%		Hours Worked Per Week Per Employee (2) <div>34.50</div>
FMC	24,104		1,614	6,091 20%	995 3.3%	63 0.2%	1,266 2.9%	236 0.6%	31 0.1%	Projected Average Annual Sick Leave Per Employee (3) <div>56.90</div>
<b>Totals</b>	<b>164,610</b>		<b>5,606</b>	<b>32,749</b>	<b>5,399</b>	<b>1,020</b>	<b>6,646</b>	<b>1,333</b>	<b>3,665</b>	
%	83.4%		2.8%	16.6%	2.7%	0.5%	2.4%	0.5%	1.3%	

(1) Current vacancies include: Business Services (1), Collections (0), FMC (0), T&D (0), TSCS (1)

(2) An employee using 3 weeks vacation, 11 holidays, 2 HEC days and 40 hours of sick leave will work an average of 34.9 hours per week over the course of a year.  
With four weeks vacation, 34.2 hours per week.

(3) Target goal for sick leave incentive program is 47 hours per employee per year.



## **ODOR REPORT March 2013**

During the recording period from March 01, 2013 through March 31, 2013, there was one odor related service request received by the District.

**City: Fremont**

### **1. Complaint Details:**

*Date:* 3/18/2013

*Location:* BARTON DR

*Wind (from):* West

*Temperature:* 60 Degrees F

*Time:* 9:45 am

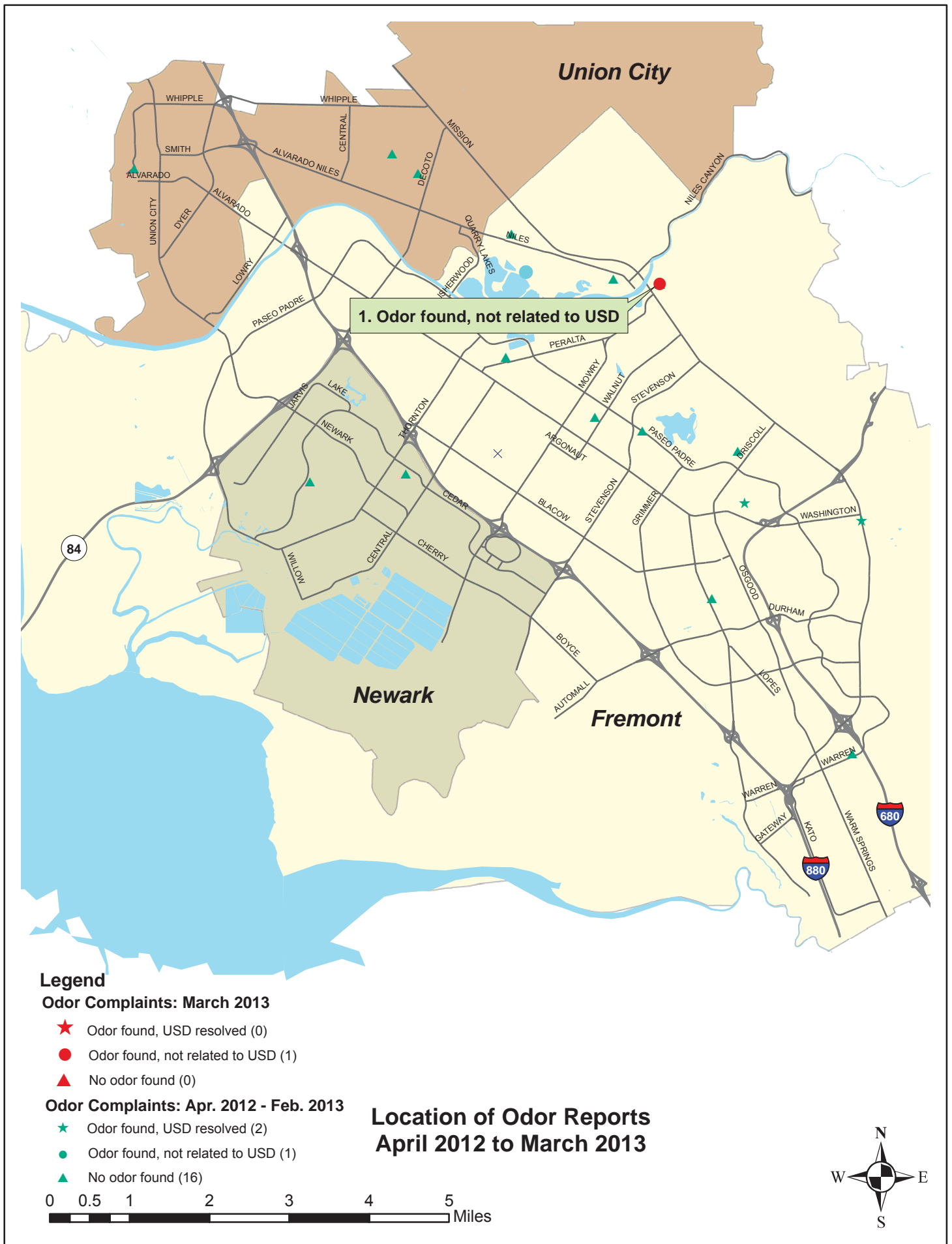
*Reported By:* Herb Cartwright

*Wind Speed:* 3 mph

*Weather:* Cloudy

### ***Response and Follow-up:***

We inspected the mains, storm drain inlet and surrounding area. No odor was picked up by the Gas Tech. There was a very faint odor which smelled like stagnant water by the storm drain inlet. We relayed our findings, told him to contact the City of Fremont and provided the contact information.

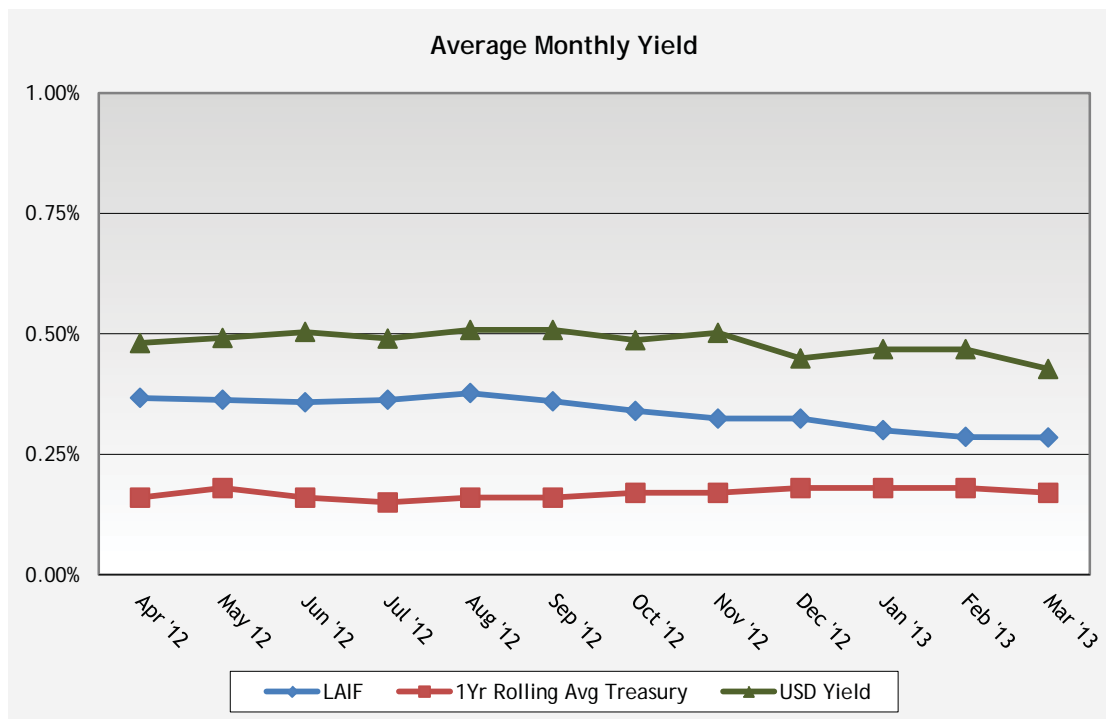


## Business Services Group Activities Report March 2013

- The Quality Coordinator completed organization of BS library and updating of the library database (with OST Administrative Specialist and Training Coordinator). Next steps: Todd will convert the database to a searchable SharePoint list and post on the Portal.
- The Quality Coordinator coordinated and facilitated two focus groups for the Long-term Staffing Taskforce. Continued to facilitate TF meetings and advise the group.
- The Quality Coordinator met with two new employees and their Coaches to discuss teams at USD as part of new employee orientations.
- The Quality Coordinator helped to plan and facilitated a leadership planning meeting for the CWEA Board.
- The Quality Coordinator, with Human Resources Administrator and TPO Day Coach, presented a Leadership School session on Team Development.
- The Quality Coordinator worked with a USD employee on desk organization and workflow.
- IT moved Eden deployment services to a new server.
- The Deferred Compensation Committee coordinated a session for employees with the ICMA Senior Financial Planner to answer employee questions about financial preparedness.
- The Human Resources Administrator prepared two resolutions for the Board of Directors' approval on PERS cost-sharing and the pre-taxability of PERS contributions made by employees.
- The Human Resources Administrator participated in a Closed Session on negotiations with the General Manager and the District's labor relations consultant.
- Recruitment for Maintenance Assistant was completed; Nilash Charan was hired on March 4.
- Recruitment for EC Inspector I was completed; Andy Eggleston was hired on March 11.

### Performance Measures

#### AVERAGE MONTHLY YIELD



# FY 2013 BUDGET AND FINANCE REPORT

Year-to-date as of 3/31/13

75% of year elapsed

Audited  
Last Year  
Actuals 6/30/12

## REVENUES

	Budget	Actual	% of Budget Rec'd	
Capacity Fees	\$1,750,000	\$2,045,918	117%	\$2,848,488
Sewer Service Charges	42,387,000	21,412,349	51%	40,630,578
ECB Revenues	725,000	504,872	70%	830,990
Interest	700,000	516,512	74%	631,940
Misc. (incl. annual LAVWMA payment, PG&E rebates)	295,000	253,145	86%	196,367
<b>Subtotal Revenues</b>	<b>\$45,857,000</b>	<b>\$24,732,796</b>	<b>54%</b>	<b>\$45,138,363</b>
SRF Loan Proceeds (Boyce, Prim Clarif, Subst 1)	5,200,000	3,622,448	70%	10,755,247
<b>Total Revenues + SRF Proceeds</b>	<b>\$51,057,000</b>	<b>\$28,355,244</b>	<b>56%</b>	<b>\$55,893,610</b>

## EXPENSES

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Projects	\$2,565,000	\$1,619,919	63%	\$3,032,556
Renewal & Repl. Projects	11,048,000	8,115,312	73%	15,580,736
Expenditure Control Budget (ECB)	30,279,646	21,350,649	71%	28,332,356
Non-ECB	927,600	436,314	47%	653,213
Retiree Medical (ARC* + balance transfers)	448,284	335,935	75%	369,269
Vehicle & Equipment	1,279,000	588,783	46%	301,390
Information Systems	1,349,000	442,049	33%	434,297
Plant & Pump Station R&R	250,000	44,719	18%	189,272
Pretreatment Fund	7,000	4,107	59%	9,530
County Fee for SSC Admin.	105,000	52,625	50%	104,948
Debt Servicing:				
State Revolving Fund Loans	4,105,419	2,126,263	52%	3,929,320
Union City Use Permit	0	0	0%	500,000
<b>Total Expenses</b>	<b>\$52,363,949</b>	<b>\$35,116,675</b>	<b>67%</b>	<b>\$53,436,888</b>
<b>Total Revenue &amp; Proceeds less Expenses</b>	<b>(\$1,306,949)</b>	<b>(\$6,761,431)</b>		<b>\$2,456,722</b>

## Gross ECB Expenses by Work Group

	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$187,300	\$107,038	57%	\$153,717
General Manager/Admin.	904,500	626,603	69%	848,498
Business Services	4,306,237	3,151,520	73%	4,002,736
Collection Services	5,321,029	3,848,291	72%	4,798,992
Tech Support & Cust. Services	5,005,136	3,547,480	71%	4,708,242
Treatment & Disposal Services	9,349,644	6,577,801	70%	8,974,904
Fabrication, Maint. & Construction	5,205,800	3,491,918	67%	4,845,266
<b>Total</b>	<b>\$30,279,646</b>	<b>\$21,350,649</b>	<b>71%</b>	<b>\$28,332,356</b>

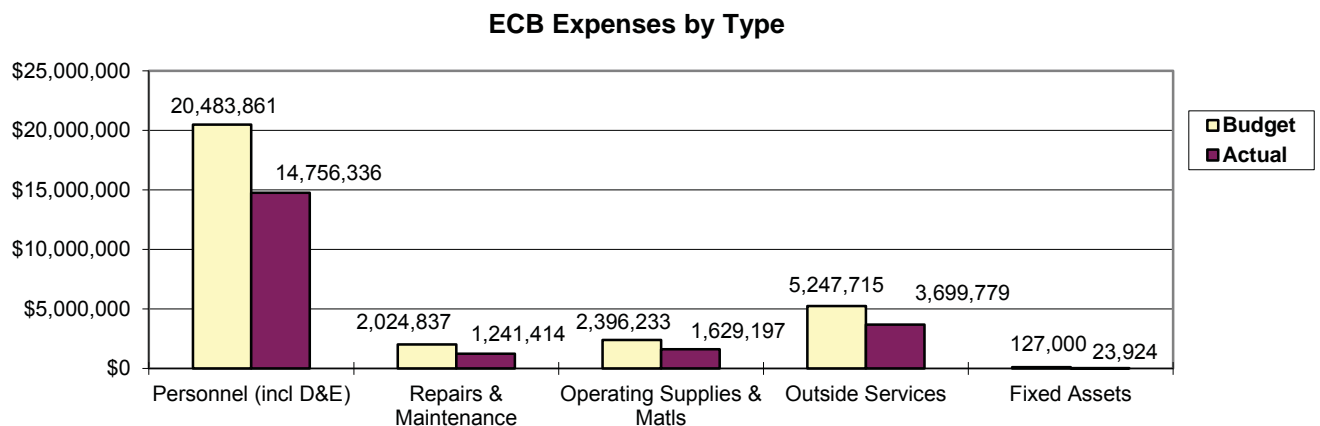
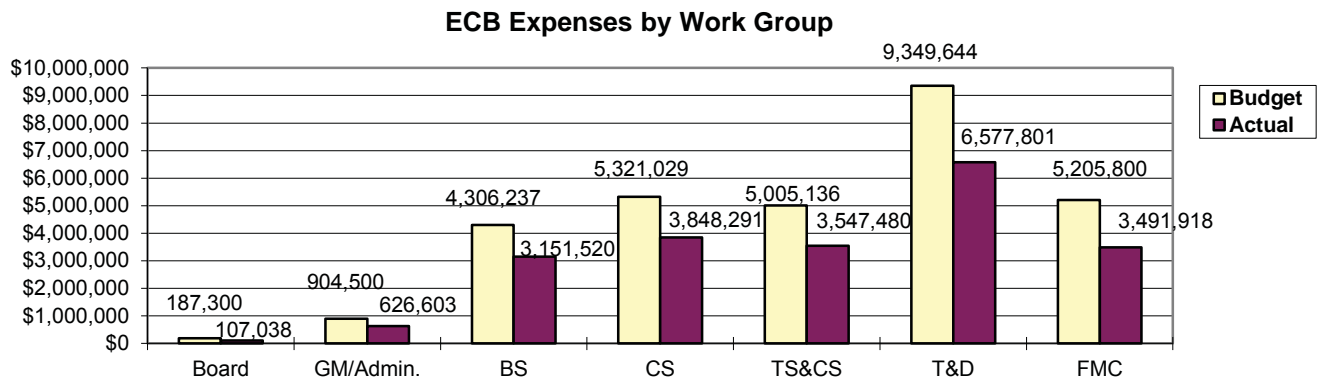
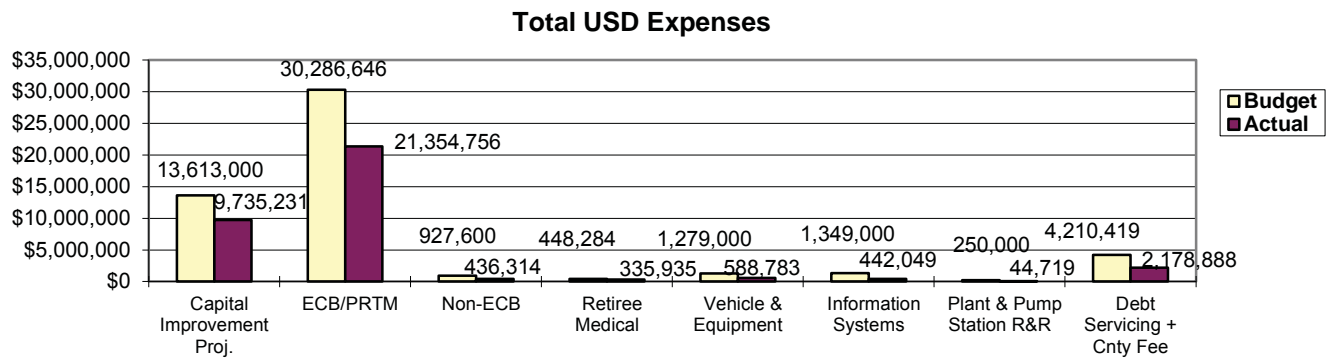
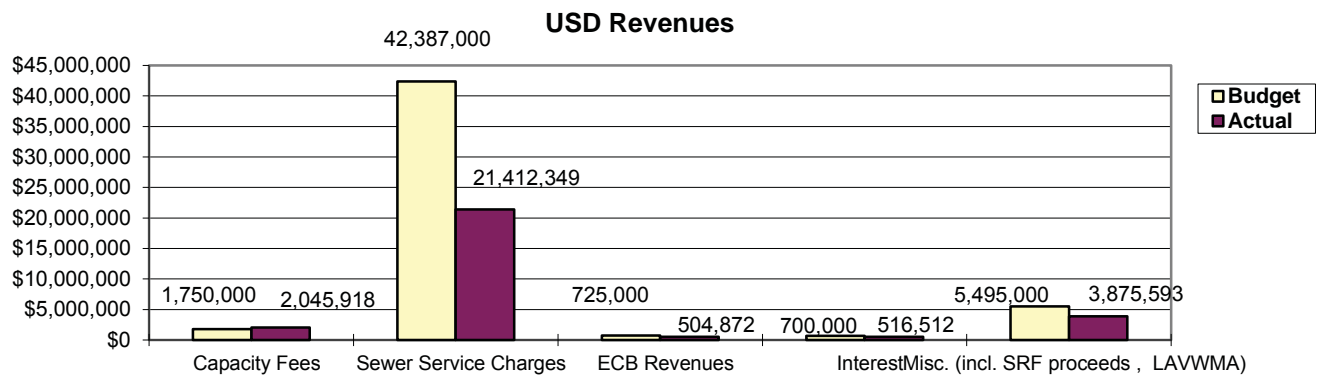
## ECB Expenses by Type

	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$20,483,861	\$14,756,336	72% (77%)**	\$18,900,153
Repairs & Maintenance	2,024,837	1,241,414	61%	1,960,647
Operating Supplies & Matls	2,396,233	1,629,197	68%	2,215,039
Outside Services	5,247,715	3,699,779	71%	5,215,149
Fixed Assets	127,000	23,924	19%	41,367
<b>Total</b>	<b>\$30,279,646</b>	<b>\$21,350,649</b>	<b>71%</b>	<b>\$28,332,356</b>

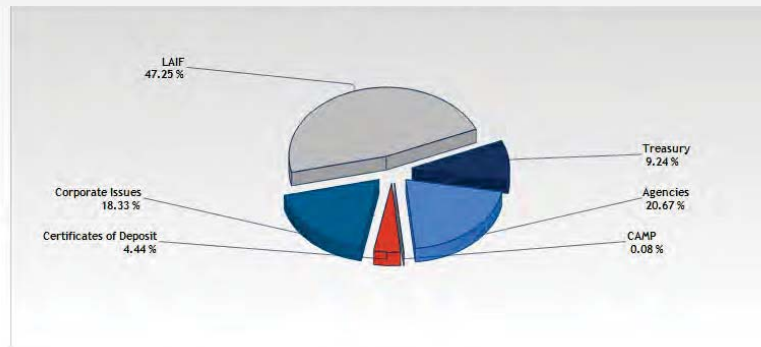
Some totals are on a cash basis, except for June YTD which is all on a full accrual basis, and consistent with Generally Accepted Accounting Principles (GAAP).

\*ARC = Annual Required Contribution

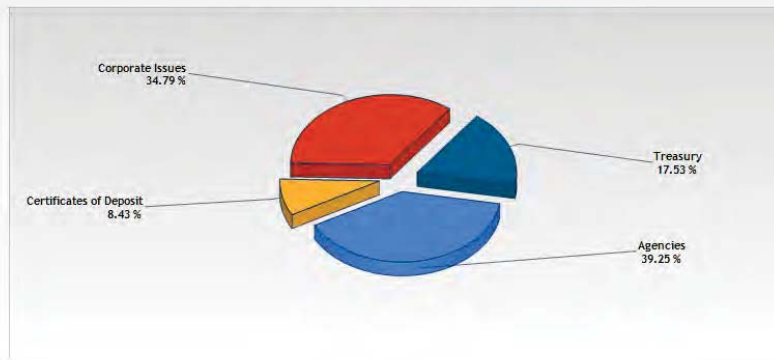
\*\* Personnel Budget Target



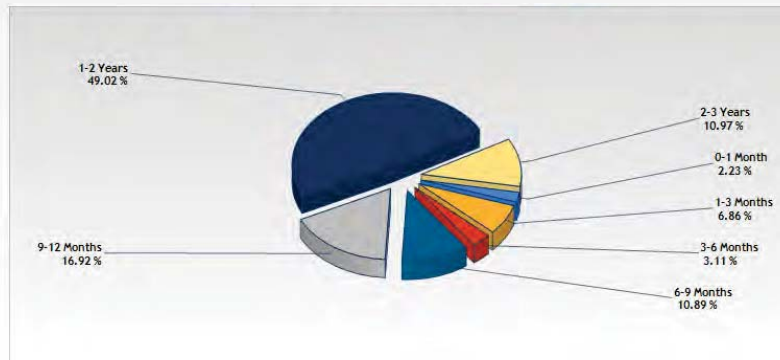
All Portfolio Holdings Distribution by Asset Class



Operating Fund Holdings Distribution by Asset Class



Operating Fund Maturity Distribution



Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
0-1 Month	485,000.00	0.562	510,981.45	24	2.23	486,382.25	486,502.54	0.06
1-3 Months	1,500,000.00	1.121	1,574,175.00	31	6.86	1,505,505.00	1,504,635.94	0.08
3-6 Months	705,000.00	0.418	714,778.35	134	3.11	707,932.80	707,467.61	0.36
6-9 Months	2,500,000.00	0.479	2,499,671.90	224	10.89	2,501,006.77	2,499,768.37	0.12
9-12 Months	3,740,000.00	0.512	3,885,660.00	323	16.92	3,835,426.27	3,830,075.22	0.87
1-2 Years	11,140,000.00	0.519	11,255,179.64	523	49.02	11,255,215.91	11,229,455.31	1.42
2-3 Years	2,500,000.00	0.535	2,517,745.00	801	10.97	2,516,975.00	2,515,465.65	2.17
<b>Total / Average</b>	<b>22,570,000.00</b>	<b>0.554</b>	<b>22,958,191.34</b>	<b>430</b>	<b>100</b>	<b>22,808,444.00</b>	<b>22,773,370.64</b>	<b>1.11</b>



**Union Sanitary District**  
**Board Report - Holdings**  
 Report Format: By Transaction  
 Group By: Asset Class  
**Portfolio/Report Group: All Portfolios**  
**As of 3/31/2013**

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
<b>Agencies</b>											
FHLB 0.4 6/27/2014	313379N47	Moody's- Aaa	6/6/2012	2,000,000.00	1,999,980.00	0.400	2,004,360.00	0.401		6/27/2014	4.59
FHLB 2.375 3/14/2014	3133XWKV0	Moody's- Aaa	3/21/2012	2,000,000.00	2,075,820.00	2.375	2,041,920.00	0.450		3/14/2014	4.76
FNMA 0.42 6/5/2015-13	3135G0SE4	Moody's- Aaa	12/5/2012	2,000,000.00	2,000,000.00	0.420	1,999,700.00	0.420	6/5/2013	6/5/2015	4.59
FNMA 0.5 10/30/2014-13	3135G0KL6	Moody's- Aaa	5/25/2012	2,000,000.00	2,000,000.00	0.500	2,000,340.00	0.500	4/30/2013	10/30/2014	4.59
FNMA 1 5/16/2014-11	31398AGA5	Moody's- Aaa	3/21/2012	925,000.00	934,795.64	1.000	934,105.42	0.505		5/16/2014	2.14
<b>Sub Total / Average</b>				<b>8,925,000.00</b>	<b>9,010,595.64</b>	<b>0.944</b>	<b>8,980,425.42</b>	<b>0.449</b>			<b>20.67</b>
<b>CAMP</b>											
CAMP LGIP	LGIP4000	None	5/31/2011	33,633.15	33,633.15	0.140	33,633.15	0.140	N/A	N/A	0.08
<b>Sub Total / Average</b>				<b>33,633.15</b>	<b>33,633.15</b>	<b>0.140</b>	<b>33,633.15</b>	<b>0.140</b>			<b>0.08</b>
<b>Certificates of Deposit</b>											
Ally Bank 0.75 5/16/2014	02005QF24	None	5/16/2012	245,000.00	245,000.00	0.750	245,318.21	0.750		5/16/2014	0.56
Apple Bank 0.55 6/6/2014	037830LH7	None	6/6/2012	250,000.00	250,000.00	0.550	249,807.58	0.550		6/6/2014	0.57
BMW Bank 0.35 11/14/2013	05568P2D8	None	12/26/2012	240,000.00	239,676.00	0.350	239,872.22	0.503		11/14/2013	0.55
Discover Bank 0.5 11/21/2013	254671JE1	None	12/26/2012	240,000.00	239,995.90	0.500	240,104.35	0.502		11/21/2013	0.55
Fifth Third Bank 0.4 2/20/2014	316777GL9	None	2/20/2013	240,000.00	240,000.00	0.400	239,536.27	0.400		2/20/2014	0.55

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
GE Capital Retail Bank 0.95 3/16/2015	36157PAU3	None	1/2/2013	240,000.00	240,000.00	0.950	242,534.40	0.950		3/16/2015	0.55
Goldman Sachs Bank 0.75 11/14/2014	38143AU78	None	11/30/2012	240,000.00	240,000.00	0.750	240,970.15	0.750		11/14/2014	0.55
Sallie Mae Bank 0.75 11/14/2014	795450QK4	None	11/30/2012	240,000.00	240,000.00	0.750	240,970.15	0.750		11/14/2014	0.55
<b>Sub Total / Average</b>				<b>1,935,000.00</b>	<b>1,934,671.90</b>	<b>0.625</b>	<b>1,939,113.33</b>	<b>0.644</b>			<b>4.44</b>
<b>Corporate Issues</b>											
Credit Suisse USA Inc 5.125 1/15/2014	22541LAM5	Moody-A1	1/2/2013	1,500,000.00	1,569,840.00	5.125	1,553,970.00	0.610		1/15/2014	3.60
General Electric Capital 2.375 6/30/2015	36962G5F7	Moody-A1	11/30/2012	500,000.00	517,745.00	2.375	517,275.00	0.980		6/30/2015	1.19
General Electric Capital 4.8 5/1/2013	36962G3T9	Moody-A1	12/22/2011	1,500,000.00	1,574,175.00	4.800	1,505,505.00	1.121		5/1/2013	3.61
JP Morgan Chase 4.75 3/1/2015	46625HCE8	Moody-A2	1/2/2013	1,000,000.00	1,079,800.00	4.750	1,073,850.00	1.012		3/1/2015	2.48
Principal Life 5.3 4/24/2013	74254PYE6	Moody-AA3	3/5/2012	485,000.00	510,981.45	5.300	486,382.25	0.562		4/24/2013	1.17
Principal Life Income Fund Var. Corp 11/8/2013	74254PPF3	Moody-AA3	5/21/2012	2,020,000.00	2,020,000.00	0.473	2,021,030.20	0.473		11/8/2013	4.63
Toyota Motor Credit 1.375 8/12/2013	89233P4H6	Moody-AA3	2/28/2012	705,000.00	714,778.35	1.375	707,932.80	0.418		8/12/2013	1.64
<b>Sub Total / Average</b>				<b>7,710,000.00</b>	<b>7,987,319.80</b>	<b>3.331</b>	<b>7,865,945.25</b>	<b>0.734</b>			<b>18.33</b>
<b>LAIF</b>											
LAIF LGIP	LGIP1002	None	4/30/2011	20,594,280.03	20,594,280.03	0.285	20,594,280.03	0.285	N/A	N/A	47.25
<b>Sub Total /</b>											

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
<b>Average</b>				<b>20,594,280.03</b>	<b>20,594,280.03</b>	<b>0.285</b>	<b>20,594,280.03</b>	<b>0.285</b>			<b>47.25</b>
<b>Treasury</b>											
T-Note 0.375 11/15/2014	912828RQ5	Moody's- Aaa	5/25/2012	2,000,000.00	2,000,624.00	0.375	2,004,760.00	0.362		11/15/2014	4.59
T-Note 1 5/15/2014	912828QM5	Moody's- Aaa	3/21/2012	2,000,000.00	2,024,980.00	1.000	2,018,200.00	0.416		5/15/2014	4.65
<b>Sub Total / Average</b>				<b>4,000,000.00</b>	<b>4,025,604.00</b>	<b>0.689</b>	<b>4,022,960.00</b>	<b>0.389</b>			<b>9.24</b>
<b>Total / Average</b>				<b>43,197,913.18</b>	<b>43,586,104.52</b>	<b>1.032</b>	<b>43,436,357.18</b>	<b>0.427</b>			<b>100</b>

Union Sanitary District  
Board Report - Activity  
Portfolio/Report Group: All Portfolios  
From 3/1/2013 To 3/31/2013

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
<b>DEPOSIT</b>								
CAMP LGIP	LGIP4000	4.10	4.10	0.00		0.000	3/31/2013	4.10
LAIF LGIP	LGIP1002	1,800,000.00	1,800,000.00	0.00		0.000	3/19/2013	1,800,000.00
<b>Sub Total / Average</b>		<b>1,800,004.10</b>	<b>1,800,004.10</b>	<b>0.00</b>				<b>1,800,004.10</b>
<b>INTEREST</b>								
CAMP LGIP	LGIP4000	0.00	0.00	4.10		0.000	3/31/2013	4.10
FHLB 2.375 3/14/2014	3133XWKV0	0.00	0.00	23,750.00	2.375	0.000	3/14/2013	23,750.00
GE Capital Retail Bank 0.95 3/16/2015	36157PAU3	0.00	0.00	1,130.63	0.950	0.000	3/16/2013	1,130.63
JP Morgan Chase 4.75 3/1/2015	46625HCE8	0.00	0.00	23,750.00	4.750	0.000	3/1/2013	23,750.00
Royal Bank of Canada 2.25 3/15/2013	78009JVK8	0.00	0.00	22,500.00	2.250	0.000	3/15/2013	22,500.00
<b>Sub Total / Average</b>		<b>0.00</b>	<b>0.00</b>	<b>71,134.73</b>				<b>71,134.73</b>
<b>MATURED</b>								
Royal Bank of Canada 2.25 3/15/2013	78009JVK8	2,000,000.00	2,000,000.00	0.00	2.250	0.000	3/15/2013	2,000,000.00
<b>Sub Total / Average</b>		<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>0.00</b>				<b>2,000,000.00</b>
<b>WITHDRAW</b>								
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	3/1/2013	300,000.00
LAIF LGIP	LGIP1002	300,000.00	300,000.00	0.00		0.000	3/8/2013	300,000.00
LAIF LGIP	LGIP1002	500,000.00	500,000.00	0.00		0.000	3/12/2013	500,000.00
LAIF LGIP	LGIP1002	400,000.00	400,000.00	0.00		0.000	3/27/2013	400,000.00
LAIF LGIP	LGIP1002	800,000.00	800,000.00	0.00		0.000	3/29/2013	800,000.00
<b>Sub Total / Average</b>		<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>0.00</b>				<b>2,300,000.00</b>

**Union Sanitary District's Internal Retiree Medical Fund  
Quarterly Report**

**For Period Ended 3/31/13**

<b>Fund Balance 12/31/12:</b>	<b>\$221,279.40</b>
<b>Revenues:</b>	0.00
<b>Expenses:</b>	
Net Medical Reimbursements	2,441.67
<b>Transfers Out:</b>	
2/15/13    CalPERS OPEB Trust Annual Required Contrib. (ARC) (payment #3 of 4)	(112,071.00)
<b>Ending Fund Balance 3/31/13:</b>	<b>\$111,650.07</b>



**Market Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$3,338,288.01	\$2,944,422.35
Contribution	112,071.00	336,213.00
Distribution	(72,829.43)	(212,119.97)
Transfer IN	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	124,217.01	364,968.08
Admin Expense	(1,266.97)	(3,669.97)
Other	0.00	0.00
Ending Balance	\$3,500,479.62	\$3,429,813.49
YTD Accrual	0.00	70,666.13
Grand Total	\$3,500,479.62	\$3,500,479.62

**Unit Value Summary:**

	QTD Current Period	Fiscal Year to Date
Beginning Units	281,859.468	274,276.623
Unit Purchases from Contributions	9,249.673	28,997.756
Unit Sales for Withdrawals	(6,008.769)	(18,174.007)
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	285,100.372	285,100.372
Period Beginning Unit Value	11.843803	10.992875
Period Ending Unit Value	12.278060	12.278060

Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

# Statement of Transaction Detail for the Quarter Ending 03/31/2013

Union Sanitary District

Entity #: SKB7-6011550262



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
02/06/2013	Distribution	(\$72,829.43)	\$12.120525	(6,008.769)		
02/15/2013	Contribution	\$112,071.00	\$12.116212	9,249.673	wire 2013021500068 650	

Client Contact:  
CERBT4U@CalPERS.ca.gov

If you have any questions or comments regarding the new statement format please contact at CERBT4U@CalPERS.ca.gov



## COLLECTION SERVICES ACTIVITIES REPORT March 2013

### Progress/Accomplishments

- Completed 187,958 feet of cleaning in and 82,690 feet of televising of sewer lines in March
- Responded to 27 service request calls in March
- Completed a total of 20 main repairs in March
- Marked and located all sewer lines (Underground Service Alerts)
- Provided support on the following projects: Boyce Pump Station, I-680 Crossing, Newark Basin Master Plan Update, Hansen 8, Pine St Easement and Plant Shut Downs
- Participated in a CASSE benchmarking meeting
- Continued training of 2 new Collection System Workers
- Reviewed results of 72 Month Pilot to TV before cleaning, including QAQC of TV work
- Provided panel members for Planner Scheduler Training
- Started preparing FY14 Budgets

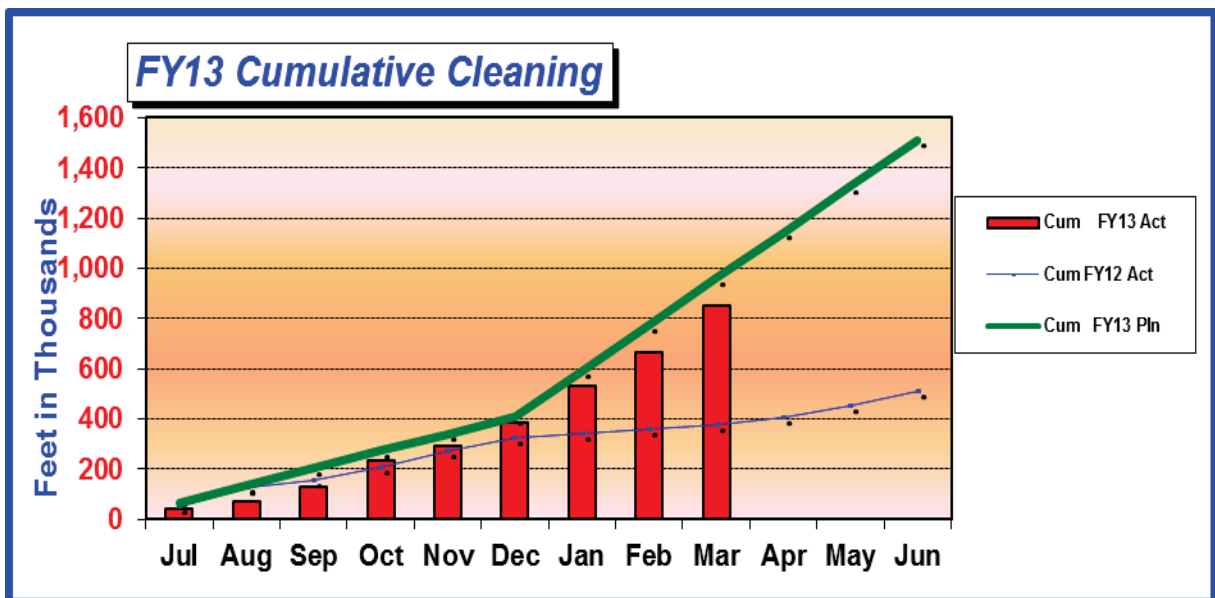
Training for Collections included;

FA/CPR, Competent Person Excavation and Confined Space, Employee Education Policy #5330 review, attended PAPA Seminar and Safety Star Points shared and discussed topics from Safety meeting.

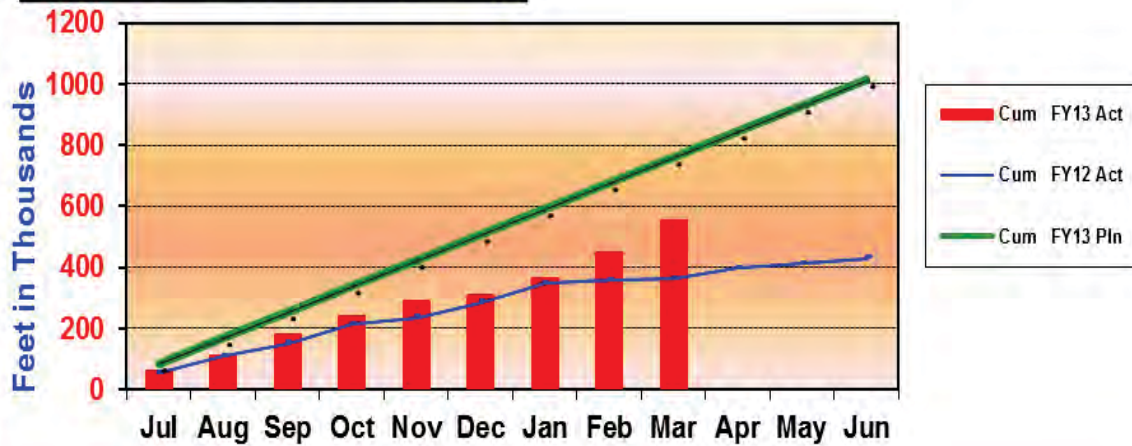
### Future Planning

- Continue developing the By-Pass Training Module
- Continue effort of to catch up on 72 Month Cleaning and Inspection PMP
- Develop Phase II of 72 Month Pilot TV after rinsing

### Performance Measures

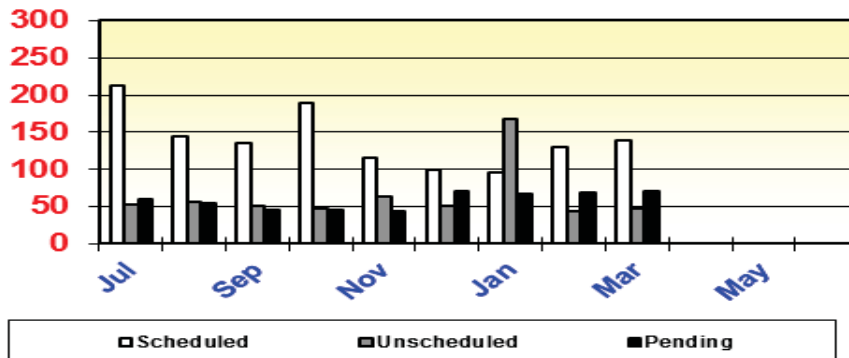


### FY13 Cumulative Televising



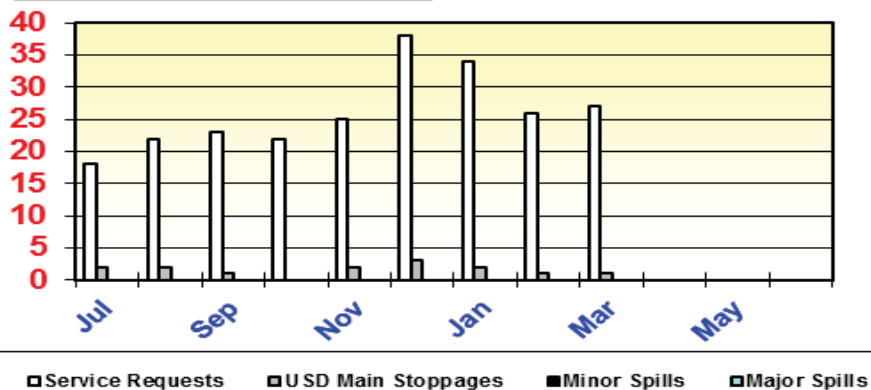
### Other Collection Services Status Data: Support Team Work Order Status:

#### FY13 WORK ORDERS COMPLETED



### C/S Maintenance Status:

#### FY13 STOPPAGES AND OVERFLOWS



**T&D/FMC  
Activities Report  
March 2013**

**Progress/Accomplishments**

- Maintained 100% compliance with NPDES permits.
- Completed 98% preventive maintenance activities for the month of March.
- Completed 65 corrective maintenance work orders for the month of March.
- Refurbished scrubber fan #15.
- Overhauled Irvington Pump Station pump #2.
- Replaced centrifuge feed pump #2.
- Attended BAAQMD training on National Emissions Standards for Hazardous Air Pollutant and new air regulations for reciprocating engines.
- Continued supporting the negotiation of permit details and an authority to construct for the new cogeneration system with the District's consultant and BAAQMD.
- Submitted NACWA Peak Performance Award application (gold) for 2012.
- Provided additional technical data in follow up to the USEPA ssponsored energy Audit performed by the IAC in February 2012.
- Attended a stakeholder meeting for the Hayward Marsh Dredging Project.

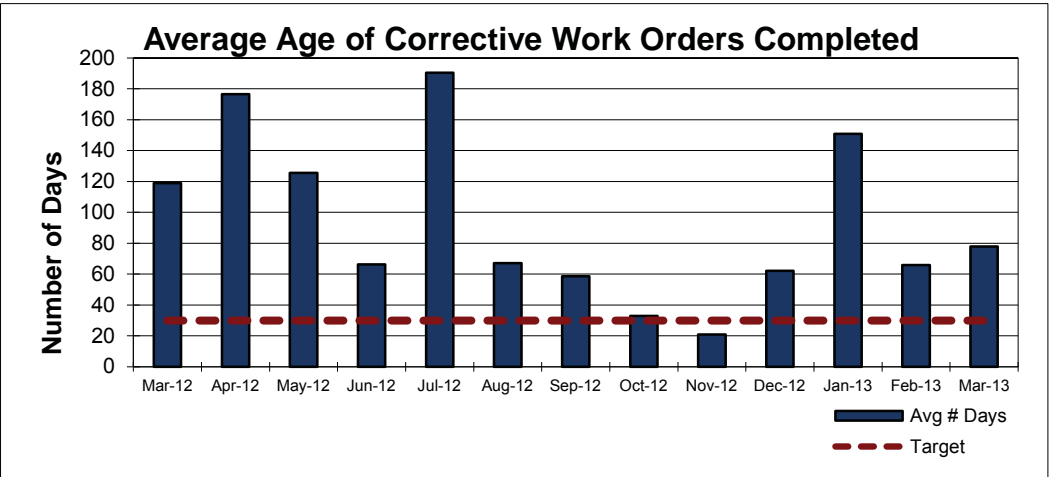
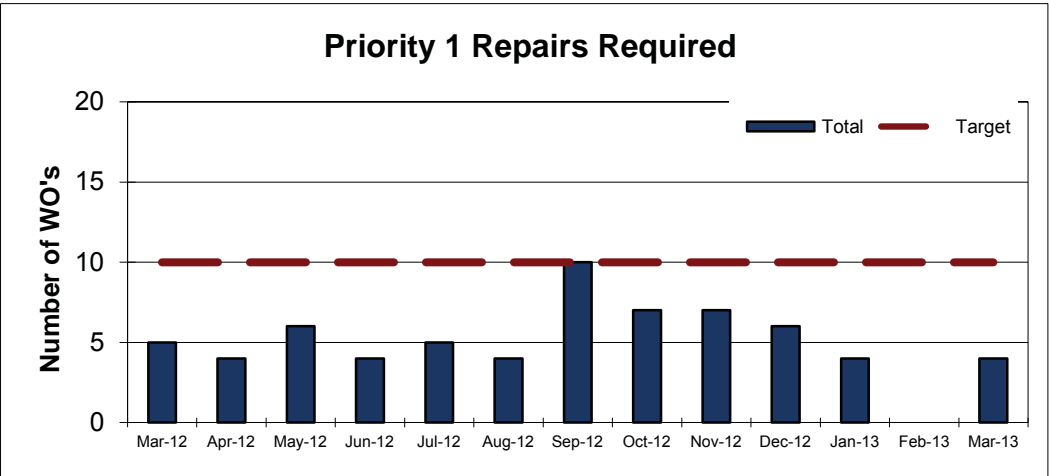
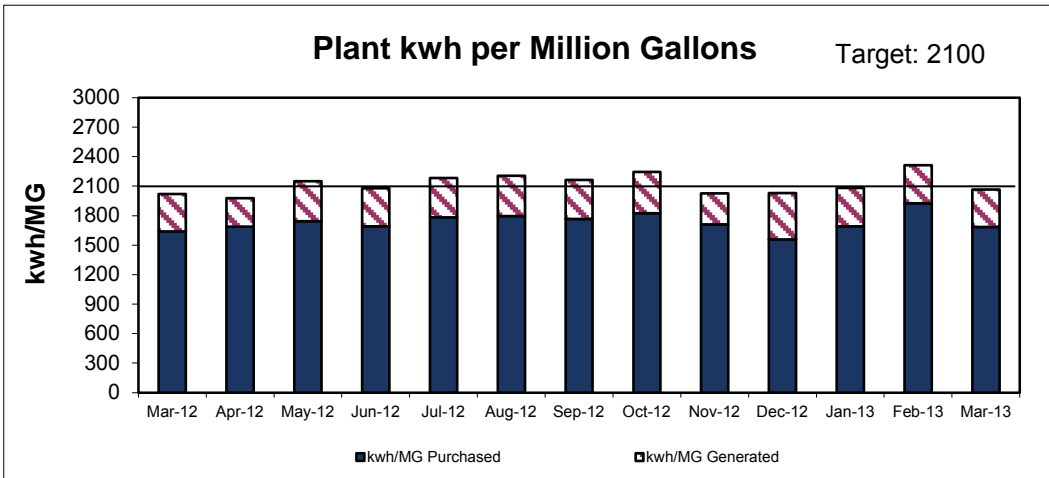
**Future Planning**

- Assemble and install return activated sludge pump #5.
- Repair heat exchanger #4.
- Repair sludge mixing pump #4 motor base plate.
- Discuss plant energy audit report and recommendations.
- Attend energy conservation and aeration technology seminar.
- Participate in safety site visit to Monterey Regional Water Pollution Control Agency.
- Research acid cleaning system for aerartion basin membrane diffusers.
- Attend BAAQMD training on Airborne Toxic Control Measures for stationary engines.

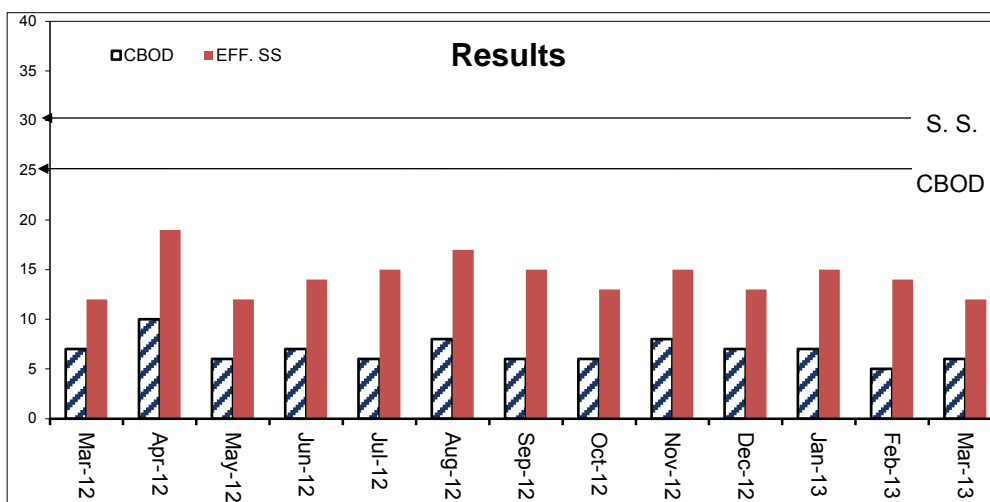
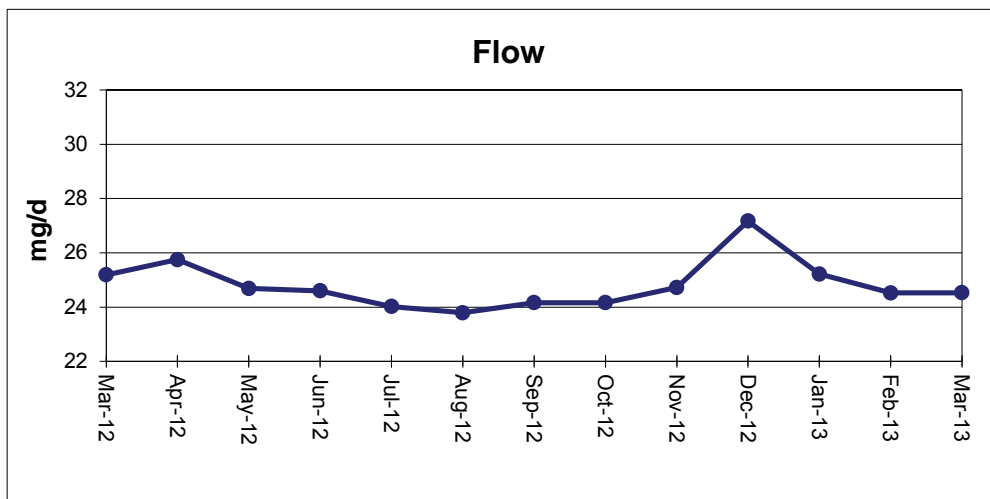
**Other**

- Co-gen system produced 15.8% of power consumed for the month of March.

Performance Measurements



## Operational/NPDES Performance



<u>Parameter</u>	<u>Monthly Average</u>	<u>NPDES Permit Limits</u>
SS	12	30 mg/l
BOD	6	25 mg/l
F. Coliform	6 - 48	500, 5-Day Log Mean
	30 - 74	1100, 90th Percentile
Copper	7.1	78 µg/l
Nickel	4.8	79 µg/l
Mercury	0.00243	0.066 µg/l
Cyanide	< 3.0	42 µg/l

<p align="center"><b>MONTHLY OPERATIONS REPORT FOR THE MONTH OF MARCH 2013</b>  <b>TECHNICAL SUPPORT AND CUSTOMER SERVICE WORK GROUP SUMMARY</b></p>
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### Capital Improvement Program

**Boyce Road Lift Station** – Approximately 80% of wire pulls and terminations have been completed. Loop testing scheduled to start in early April 2013.

**Cast Iron Lining Phase IV** – Insurance documents review is in progress. NTP to Nor-Cal Pipeline will follow once approved.

**I-680 @ Sabercat Rd. SS Relocation** – Bids were opened on Mar. 27<sup>th</sup>. Bid reviews are now in progress. Contract award is planned for April 22<sup>nd</sup> and NTP for early May.

**Misc. SS Spot Repairs Phase IV** – Field work will be complete in the first week of April. The last site is under construction this week. CCO's resolution and project closeout to follow.

**Thickener Nos. 3 and 4 Rehabilitation Project** – Completed Operational testing of Thickener No. 3.

**Thickener Control Building Interim Improvements Project** – Project submittals in progress

**Headworks Improvements Project** – Project submittals in progress. Constructing improvements at hydrogen peroxide containment area.

**RAS Pump Station Piping Improvements Project** – Project submittals in progress.

**Cogeneration Project** – Awarded construction contract to D. W. Nicholson on March 11<sup>th</sup>. PG&E is reviewing the Project Advancement Milestone submittal as part of the Self Generation Incentive Program. Staff reviewed bonds and insurance documentation submitted by contractor. Upon PG&E's approval of the submittal, staff will issue the Notice to Proceed to the contractor.

### Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

Fremont	Newark	Union City	Total
13	4	3	<u>20</u>

### Environmental Compliance

#### **Pollution Prevention Program**

# of Dental Inspections	# of School Outreach Events including Sewer Science	# of Plant Tours
	14	8

#### **Misc. Pollution Prevention (Dental trainings, Plumbing Contractor training, etc.)**

Name of Event	Date
None	NA

**Reports (Annual Pollution Prevention, City of Fremont reports, etc.)****Report Name****Date Report Completed and Submitted**

None	
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**Pollution and Prevention****Business Inspected****Illicit Discharge Complaints****Enforcement Actions**

UR	FOG	Total		Type	UR	FOG
96	45	141		Verbal Warning	16	12
				Notice of Deficiency	0	0
				Warning Letter	0	13
				Notices of Violation	11	0
				Admin Fine	4	0
				Legal Action	0	0

**Industrial****Reports (Annual & Semi-Annual Pretreatment Report, Union City Report, etc.)**

Report Name	Date Report Completed and Submitted
None	

**Pending Permits**

New Industrial/Groundwater Permits	Groundwater/Temporary
Compugraphics, Bay Area Circuits, Sanmina SCI	

**Permits Issued****Company Name****Date Permit Issued**

None	
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**Industrial Closures**

Company Name	Date of Closure
None	

**Enforcement Action**

Violation	IU Name & Nature of Business	City (F, N, UC)	Parameters Violated	Discharge conc. or mass	USD/Fed Limit Violated	Comments
WL-13-004	Britech	N	pH	7-11	11.2 Local	USD has received required response and corrective action.
WL-13-005	Clean Sciences	F	pH	7-11	6.4 Local	USD has received required response and



Violation	IU Name & Nature of Business	City (F, N, UC)	Parameters Violated	Discharge conc. or mass	USD/Fed Limit Violated	Comments
	Tech					corrective action.
N-13-003	Sogo Bakery	N	Oil & Grease	405	300 mg/L Local	IU is in the process of completing required actions.

- (1) Warning Letter (WL), Notice of Violation (NOV), Administrative Order (AO), Cease & Desist Order (C&D), Significant Non Compliance (SNC), (EM) Enforcement Meeting  
(2) Fremont (F) Newark (N) Union City (UC)

### Other - Team training, Special Meetings, Conferences, Special Recognition, IAC (topics)

Activity	Date of Event	
Industrial Advisory Committee	3/27/2013	

### Engineering/Construction

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Mar 2013 Activity
1.	Boyce Road Lift Station – Curtis/Raymond	\$4,591	4/13	93%	96%	Wire terminations are 80% complete.
2.	Cast Iron Lining Phase IV – Chris E.	\$436	7/13	0%	0%	NTP is pending approval of insurance docs (in progress).
3.	Cathodic Protection Improvements – Chris P.	\$236	8/12	100%	100%	Project was accepted by the Board of Directors
4.	Headworks Improvements Project – Todd	\$1,739	11/13	10%	35%	Project submittals in progress. Constructing improvements at Hydrogen Peroxide containment area.
5.	I-680 @ Sabercat Rd. SS Relocation – Chris E.	\$TBD	10/13	0%	0%	Bids opened on March 27 <sup>th</sup> . Bid reviews in progress. Award on April 22 <sup>nd</sup> .
6.	Misc. SS Spot Repairs Phase IV – Chris E.	\$631	4/13	97%	99%	Field work complete by first week of April.
7.	Mission Blvd. @ I-680 (Southern Interchange) SS Relocation – Chris E.	\$1,304	8/12	98%	100%	\$25k withholding to be released in April.
8.	Thickener Control Building Interim Improvements Project – Ric	\$633	10/13	0%	13%	Project submittals in Progress

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Mar 2013 Activity
9.	RAS Pump Station Piping Improvements – Todd	\$506	11/13	0%	11%	Project submittals in progress.
10	Thickener Nos. 3 and 4 Rehabilitation – Ric	\$1,489	4/13	95%	94%	Thickener No. 3 testing completed
11	Cogeneration Project – Raymond	\$10,566	9/14	0%	0%	Awarded project to DW Nicholson on March 11 <sup>th</sup> . Awaiting PG&E's approval of SGIP milestone prior to issuance of Notice to Proceed.

### **Design/Study**

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Mar 2013 Activity
1	Flow Equalization Study Update - Sami	\$183	12/12	95%	120%	Additional data analysis was requested by USD
2	Local Limits and Wastewater Treatability Study - Ric	\$107	12/12	67%	90%	Additional ammonia sampling ongoing
3	MCC Replacement Project Phase 2 – Chris P.	\$69	2/13	85%	100%	Conducted a MCC shutdown planning meeting with TPO
4	Internal Lift Station No. 1 Rehabilitation Project – Chris P.	\$50	5/13	65%	75%	Had 50% design review meeting with Carollo and District Staff.
5	Thickener Control Building Improvements Project – Ric	\$706	6/13	50%	70%	50% Design submittal due on 4/2/13

**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Work Group Manager  
Kathy Destafney, Business Services Coach

**SUBJECT: Agenda Item No. 8 - Meeting of April 22, 2013  
APPROVING THE PUBLICLY AVAILABLE PAY SCHEDULE**

**Recommendation:** That the Board adopt the May 1, 2013 Pay Schedule, which will be posted and retained in accordance with CalPERS requirements.

**Background:** The "Publicly Available Pay Schedule", mandated by CalPERS in August 2011, is designed to: 1) ensure consistency between CalPERS employers; and, 2) enhance the disclosure and transparency of public employee compensation.

- The "Publicly Available Pay Schedule" (CCR 570.5) must:
  - be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
  - identify the position title for every employee position;
  - show the payrate for each identified position as a single amount or as multiple amounts within a range;
  - indicate the time base (i.e., bi-weekly, monthly, etc.);
  - be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
  - indicate an effective date and date of any revisions;
  - be retained by the employer and available for public inspection for not less than 5 years;

The salary changes contained in this document reflect the adjustments made due to the November 2012 unclassified salary survey.

Attachment: Union Sanitary District Pay Schedule Effective May 1, 2013

## **UNION SANITARY DISTRICT PAY SCHEDULE**

Effective May 1, 2013		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Accountant I	\$2,644.38	\$3,091.50
Accountant II	\$2,908.81	\$3,400.66
Accounting Tech Specialist	\$2,850.79	\$3,334.15
Accounting Technician I	\$2,303.68	\$2,694.28
Accounting Technician II	\$2,534.06	\$2,963.69
Administrative Specialist I	\$2,145.02	\$2,633.52
Administrative Specialist II	\$2,257.91	\$2,772.12
Assistant Engineer	\$3,071.74	\$4,031.66
Assistant to the General Manager	\$2,659.77	\$3,490.95
Assistant Storekeeper	\$2,105.94	\$2,560.79
Associate Engineer	\$3,519.89	\$4,619.86
Buyer I	\$2,292.95	\$3,009.49
Buyer II	\$2,697.58	\$3,540.58
Chemist I	\$3,195.50	\$3,623.55
Chemist II	\$3,355.29	\$3,804.74
Coach, Business Services	\$4,092.83	\$5,371.84
Coach, Capital Improvement Projects, Technical Support & Customer Service	\$4,587.79	\$6,021.48
Coach, Collection Services	\$3,656.17	\$4,798.72
Coach, Customer Service, Technical Support & Customer Service	\$4,165.65	\$5,467.42
Coach, Environmental Compliance	\$3,372.17	\$4,425.98
Coach - Fabrication, Maintenance & Construction (FMC)	\$3,665.39	\$4,810.83
Coach, Research & Support/Process Engineer, Treatment & Disposal Services	\$3,694.06	\$4,848.45
Coach, Total Productive Operations (TPO) - Day, Treatment & Disposal Services	\$3,699.50	\$4,855.60
Coach, Total Productive Operations (TPO) - Night, Treatment & Disposal Services	\$3,879.20	\$5,091.45
Collection System Worker I	\$2,411.23	\$2,720.82
Collection System Worker II	\$2,652.36	\$2,992.91
Communications Coordinator	\$3,041.15	\$3,696.12
Construction Inspector I	\$2,603.11	\$3,165.84
Construction Inspector II	\$2,863.40	\$3,482.42
Construction Inspector III	\$2,977.95	\$3,621.72
Customer Service Fee Analyst	\$2,475.54	\$3,009.35
Engineering Assistant/Plan Checker	\$3,197.41	\$3,882.82
Engineering Technician I	\$2,513.35	\$3,054.64
Engineering Technician II	\$2,764.69	\$3,360.10
Engineering Technician III	\$3,041.15	\$3,696.12
Environmental Control (EC) Inspector I	\$2,460.19	\$2,990.74

Effective May 1, 2013		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Control (EC)Inspector II	\$2,767.77	\$3,364.65
Environmental Control (EC) Inspector III	\$3,072.24	\$3,734.76
Environmental Control (EC) Inspector IV	\$3,287.29	\$3,996.19
Environmental Control (EC) Outreach Representative	\$3,072.24	\$3,734.76
Environmental Health and Safety Program Manager	\$3,495.56	\$4,587.93
Environmental Program Coordinator	\$3,051.02	\$4,004.46
Fleet Mechanic I	\$2,656.25	\$3,016.70
Fleet Mechanic II	\$2,975.01	\$3,378.71
General Manager	\$6,572.17	\$8,625.98
Human Resources Administrator	\$4,168.30	\$5,470.89
Human Resources Analyst	\$2,953.93	\$3,877.03
InformationTechnology Administrator	\$3,760.29	\$4,935.38
Information Technology Analyst	\$2,826.50	\$3,709.78
Instrument Tech/Electrician	\$3,257.86	\$3,715.95
Janitor	\$1,661.18	\$2,017.66
Laborator Analyst	\$3,043.18	\$3,450.84
Laboratory Director	\$3,670.98	\$4,507.01
Lead Collection System Worker	\$2,917.59	\$3,292.20
Maintenance Assistant	\$1,066.53	\$1,296.37
Manager, Business Services	\$5,749.52	\$7,546.25
Manager, Collection Services	\$5,461.21	\$7,167.84
Manager, Fabrication, Maintenance & Construction	\$5,461.21	\$7,167.84
Manager, Technical Support/Customer Services	\$5,461.21	\$7,167.84
Manager, Treatment & Disposal Services	\$5,461.21	\$7,167.84
Mechanic I	\$2,687.23	\$3,051.90
Mechanic II	\$3,009.71	\$3,418.14
Mechanic XL	\$3,589.05	\$3,589.05
Office Assistant I	\$1,735.04	\$2,132.18
Office Assistant II	\$1,977.94	\$2,430.66
Office Assistant III	\$2,175.74	\$2,673.75
Painter	\$2,510.14	\$3,136.57
Planner/Scheduler I	\$2,883.46	\$3,503.92
Planner/Scheduler II	\$3,100.66	\$3,767.90
Plant Operations Trainer	\$3,659.72	\$4,139.22
Plant Operator I	\$2,574.32	\$2,911.59
Plant Operator II	\$2,857.49	\$3,231.88
Plant Operator III	\$3,267.61	\$3,695.72
Plant Operator XL	\$3,880.50	\$3,880.50
Principal Engineer	\$4,150.86	\$5,448.00
Principal Financial Analyst	\$3,545.42	\$4,653.37
Purchasing Agent	\$3,378.49	\$4,434.26
Quality Coordinator	\$3,733.96	\$4,900.83
Receptionist	\$1,894.58	\$2,302.74
Senior Accountant	\$3,039.22	\$3,988.97

Effective May 1, 2013		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Database Administrator/Developer	\$3,467.99	\$4,551.74
Senior Engineer	\$3,768.92	\$4,946.71
Senior Geographic Information System (GIS)/Database Administrator	\$3,467.99	\$4,551.74
Senior Information Technology Analyst	\$3,140.55	\$4,121.97
Senior Network Administrator	\$3,343.71	\$4,388.61
Storekeeper I	\$2,663.92	\$3,238.02
Storekeeper II	\$2,797.13	\$3,399.92
Technical Training Coordinator	\$2,958.98	\$3,883.65
Utility Worker	\$2,208.51	\$2,485.70

Approved by: \_\_\_\_\_  
President, Board of Directors

Date: \_\_\_\_\_

**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard Currie  
*General Manager/District  
Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer

**SUBJECT:** Agenda Item No 9. - Meeting of April 22, 2013  
**REVIEW AND APPROVE POLICY #3060: COMMUNICATION  
WITH THE MEDIA AND PUBLICLY-ELECTED OFFICIALS BY  
MEMBERS OF THE BOARD OF DIRECTORS**

**Recommendation**

Review the policy and proposed changes, provide additional recommendations for revisions and approve Board Policy #3060

**Background**

Board Policy 3060 addresses how individual Board members may communicate with the media depending on whether they are representing the Board of Directors or acting as an individual. The policy requires Board members to obtain approval from a majority of the Board when communicating a position as a representative of the Board.

Staff is proposing changes to the policy to reflect that much of today's correspondence is through electronic media. This item has been modified since it was originally presented to the Board on March 8, 2013. A paragraph has been added to address the endorsement of political candidates or ballot measures by members of the Board.

Staff recommends the Board adopt the changes shown in red on the attached policy and establish the next review for 2018.

Union Sanitary District  
Policy and Procedure Manual

Effective:  02/08-04/2013	<b><del>Letters to</del> Communication with the Media and Publicly-Elected Officials by Members of the Board of Directors</b>	Policy Number 3060  Page 1 of 2
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## Policy

Boardmembers are to seek prior approval from a majority of the Board of Directors when wishing to express a point of view that is representative of the Board.

When Boardmembers want to express their own personal opinions on matters pertaining to USD, they are to use caution ~~to ensure~~ that letters ~~to~~, ~~electronic correspondence~~, or other ~~contact communication~~ with the media or publicly-elected officials are not construed to represent the “Board” or “Union Sanitary District” when written or communicated as an “individual.”

## Purpose

The Board ~~Recognizing~~ recognizes that ~~individual~~ Boardmembers are also members of the public and may want to express their own personal opinions on issues pertaining to USD, ~~with the right to~~ or correspond with ~~newspaper editors or reporters~~ media representatives or publicly-elected officials. The intent of this policy is to clarify the procedure for “individual” contact so that it is not mistaken as representing the view of the entire Board.

## Definitions

*Individual* refers to a Boardmember acting as a “individual,” not as an official “District Representative.”

*District Representative* refers to a Boardmember acting in his/her role as a “member of the Board of Directors of Union Sanitary District”; i.e., the majority of the Board has formally authorized the Boardmember to speak on behalf of the Board of Directors.

*Media* refers to newspapers, magazines, television stations, or electronic news outlets, including on-line newspapers, blogs or social media sites.



## Procedure

1. Letters, e-mails or other electronic correspondence, or other ~~formal~~ communications to the media or publicly-elected officials representing the Board of Directors, must be approved by a majority of the Board before being sent.
2. As a courtesy to other Boardmembers, a Boardmember writing in his/her capacity as an individual, should let other Boardmembers know of the pending communication with the media or publicly-elected officials. In this way, other Boardmembers are aware of the action.
3. ~~Letters to~~ Correspondence with the media or publicly-elected officials written by an “individual,” should not ~~to~~ be signed as “Boardmember.”
4. Boardmembers may endorse a candidate for political office, or a ballot measure, and indicate their affiliation with the USD Board of Directors without obtaining prior approval of the Board. However, an individual may not make an endorsement on behalf of the entire Board or the District without prior approval.

## Management Responsibility

The General Manager will be responsible for keeping all Boardmembers informed of media contacts made by Boardmembers when they are acting as a “District Representative.”

Supersedes Policy Dated: 7/91, 12/00, 02/08

Approved by:	Reviewed and Approved by Board <del>February 25, 2008</del> April 22, 2013
Reviewers:	Board of Directors, General Manager
Notify Person:	General Manager
Review Frequency:	Every 5 years
Next Review:	<del>February 2013</del> April 2018

**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard Currie  
*General Manager/District  
Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 16, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer

**SUBJECT:** Agenda Item No. 10- Meeting of April 22, 2013  
**REVIEW AND APPROVE POLICY #3100.1 PUBLIC INPUT AT  
BOARD AND COMMITTEE MEETINGS**

**Recommendation**

Review the policy and proposed changes, provide additional recommendations for revisions and approve Board Policy #3100.1

**Background**

Policy 3100 establishes the rules and restrictions for public comment at meetings of the Board of Directors and Committees. No significant changes are proposed. Minor word additions are suggested to provide clarification, and review dates have been updated.

A marked up versions showing changes in red is attached.

Staff recommends the Board adopt the changes and establish the next review for 2018. Staff and legal counsel will be available to answer any questions.

Union Sanitary District  
Policy and Procedure Manual

Approved <del>1/08-04/2013</del>	<b>Public Input at Board and Committee Meetings</b>	Policy Number 3100.1 Page 1 of 2
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## Policy

It is the policy of Union Sanitary District to permit public comment at Board of Directors meetings, with speakers requested to complete a "public comment card" and limit their discussions to five minutes per individual or thirty minutes **total** per agenda item when there are several speakers. Public (oral) comment will not be permitted at Committee meetings. Written comments, received twenty-four hours (one working day) in advance of the meeting, will be permitted at Committee and Board meetings.

## Purpose

The purpose of this policy is to provide a written procedure governing public input at Board and Committee meetings.

## Procedure

### Board Meetings

**Regular** Board of Directors meetings are normally scheduled the second and fourth Monday of every month to conduct the business of the District in a public forum. Workshops and Special meetings of the Board of Directors will be scheduled periodically as needed and are also open meetings held in a public forum.

**Regular** Board meetings are to be noticed a minimum of 72 hours in advance through posting on the outside Union Sanitary District bulletin board and notifying the Argus newspaper.

Individuals wishing their opinion heard by the Board are to complete a "public comment card" which is given to the Chairperson via the Assistant to the General Manager. Individuals are limited to five minutes each, or thirty minutes **total** per agenda item when there are several speakers.

Comments are to be made on specific agenda topics during the time said topic is addressed by the Board. General comments not relating to a specific agenda topic may be made during the "Oral Communications" portion of the Agenda.

### Committee Meetings

The purpose of committee meetings is to provide Boardmembers an opportunity to work directly with staff and investigate and explore the information prepared on agenda items and related District business. Because of the working nature of committee meetings and because the full Board is not present to hear statements made, public comment is not permitted.

Committee meetings are to be noticed a minimum of 72 hours in advance through posting on the outside Union Sanitary District bulletin board and faxing an agenda to the Argus (local) newspaper. Committee meetings are held as needed and vary as to the date and time of the meeting. The public is invited to attend all Committee meetings; however, oral comments from the public will not be accepted.

Individuals wishing to express their opinion to the Committee should provide their comments in writing, to be received twenty-four hours (one working day) in advance of the meeting. Comments should be addressed to the Assistant to the General Manager at 5072 Benson Road, Union City, CA. 94587.

### **Management Responsibility**

The General Manager will be responsible for ensuring proper noticing of Committee and Board meetings.

Supersedes Policy Dated: May 1993, Reviewed ~~December~~ 2000, 2008

Approved by:	Board of Directors <del>January, 2008</del> April 22, 2013
Reviewers:	Board of Directors, General Manager, District's Attorney
Notify Person:	General Manager
Review frequency:	Every 5 years
Next review:	<del>January 2013</del> April 2018



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 10, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager  
Jesse Gill, TS/CS Work Group Manager/District Engineer  
Rollie Arbolante, TSCS Coach  
Al Bunyi, Associate Engineer

**SUBJECT:** Agenda Item No. 11 - Meeting of April 22, 2013  
**RESOLUTION NO. 2703, INITIAL RESOLUTION FOR  
ANNEXATION NO. U-290, CREEKSIDO LANDING LOCATED IN THE  
NORTHWEST QUADRANT OF INTERSTATE I-880 AND DIXON  
LANDING ROAD**

### **Recommendation**

Initiate Annexation No. U-290 by adoption of resolution.

### **Background**

Overton Moore Properties submitted a request to annex three parcels, Assessor Parcel Numbers 519-0820-002-22, 519-0820-002-24 and 519-0820-002-13, totaling approximately 150.35 acres located in the northwest quadrant of the intersection of Interstate I-880 and Dixon Landing Road. Parcel 519-0820-002-13, is approximately 4.26 acres in area, also known as Scott Creek is owned by the State of California. Scott Creek bisects the two parcels owned by Overton Moore and has been included in the annexation request in order to make the annexation contiguous with existing USD boundaries. Otherwise, the Overton Moore Property APN 519-0820-002-22 will form an unannexed island detached from USD boundaries. The State's permission to add Scott Creek to Annexation U-290 is being pursued by the Developer. The properties are within the Alameda County Water District's (ACWD) service area boundaries. Therefore, this annexation is not being processed jointly with ACWD. A vicinity map is attached.

The City of Fremont has approved the Creekside Landing Development formerly known as Bayside Business Park II to construct three new warehouse buildings totaling about 697,000 square feet on the 59 acres of developable portion of the two parcels owned by Overton Moore. Annexation of this development is needed to provide sewer service to the new buildings. Service will be provided by a new 12-inch diameter sanitary sewer main that will be constructed on Fremont Boulevard extension from Alameda County Flood Control Channel B to Dixon Landing Road at the boundary of the City of Fremont and City of Milpitas.

In accordance with the California Environmental Quality Act (CEQA), the City of Fremont, as a Lead Agency, has prepared and adopted an Environmental Impact Report (EIR) on December 2009 that was amended with an addendum on March 2013. The EIR was certified by the City as being complete with a Statement of Overriding Considerations for unavoidable impacts to traffic and air quality. USD is required to review the project as a Responsible Agency and use the environmental documents previously prepared by the City of Fremont to make its determination. Staff has reviewed these documents and finds that the environmental documents are adequate for consideration by the Board. Staff recommends that the Board concur with the City's determination and Statement of Overriding Considerations for unavoidable impacts to traffic and air quality.

The annexation is within the District's sphere of influence and existing sewers are available that will be extended to serve the annexation. The District has the necessary capacity in its existing system to provide service to the proposed development and there would be no adverse impact on the ratepayers by the proposed annexation. Therefore, staff is recommending that Annexation No. U-290 is initiated by the Board.

**RESOLUTION No. 2703**  
**A RESOLUTION OF APPLICATION BY UNION SANITARY DISTRICT**  
**REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO TAKE**  
**PROCEEDINGS FOR ANNEXATION NO. U 290**

**BE IT RESOLVED**, by the Board of UNION SANITARY DISTRICT that,

**WHEREAS**, UNION SANITARY DISTRICT desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the annexation of territory to District boundaries; and

**WHEREAS**, notice of intent to adopt this resolution of application has been given to each interested and each subject agency; and

**WHEREAS**, the territory proposed to be annexed is uninhabited, and a description of the boundaries of the territory is set forth in Exhibit A attached hereto and by this release incorporated herein; and

**WHEREAS**, this proposal is consistent with the Sphere of Influence of the District; and

**WHEREAS**, it is desired to provide that the proposed annexation be subject to the following terms and conditions:

1. Payment of Ordinance No. 25.6 Annex Fee of \$162 per acre.
2. The annexation of territory referred to herein does not guarantee capacity will be available in UNION SANITARY DISTRICT's sewer system to serve said territory at the time sewer construction permits are desired; and

**WHEREAS**, the reason for the proposed annexation is to provide sanitary sewer service to the proposed three new warehouse buildings on the Creekside Landing Project;

**NOW, THEREFORE, BE IT RESOLVED** that:

1. This Resolution of Application is hereby adopted and approved by the Board of Directors of the UNION SANITARY DISTRICT, and the Local Agency Formation Commission of Alameda County is hereby requested to take proceedings for the annexation of territory as described in Exhibit A according to the terms and conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
2. This annexation has been reviewed in accordance with the provisions of the California Environmental Quality Act. It is hereby resolved that the Board of Directors of UNION SANITARY DISTRICT concurs with the City of Fremont's

Statement of Overriding Considerations regarding the significant and unavoidable traffic and air quality impact that will result.

3. The UNION SANITARY DISTRICT Board of Directors does hereby request the Local Agency Formation Commission to waive the conducting authority for Annexation No. U-290.

Passed and adopted by the Board of Directors of UNION SANITARY DISTRICT at a regular meeting thereof held on April 22, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Pat Kite  
President, Board of Directors  
Union Sanitary District

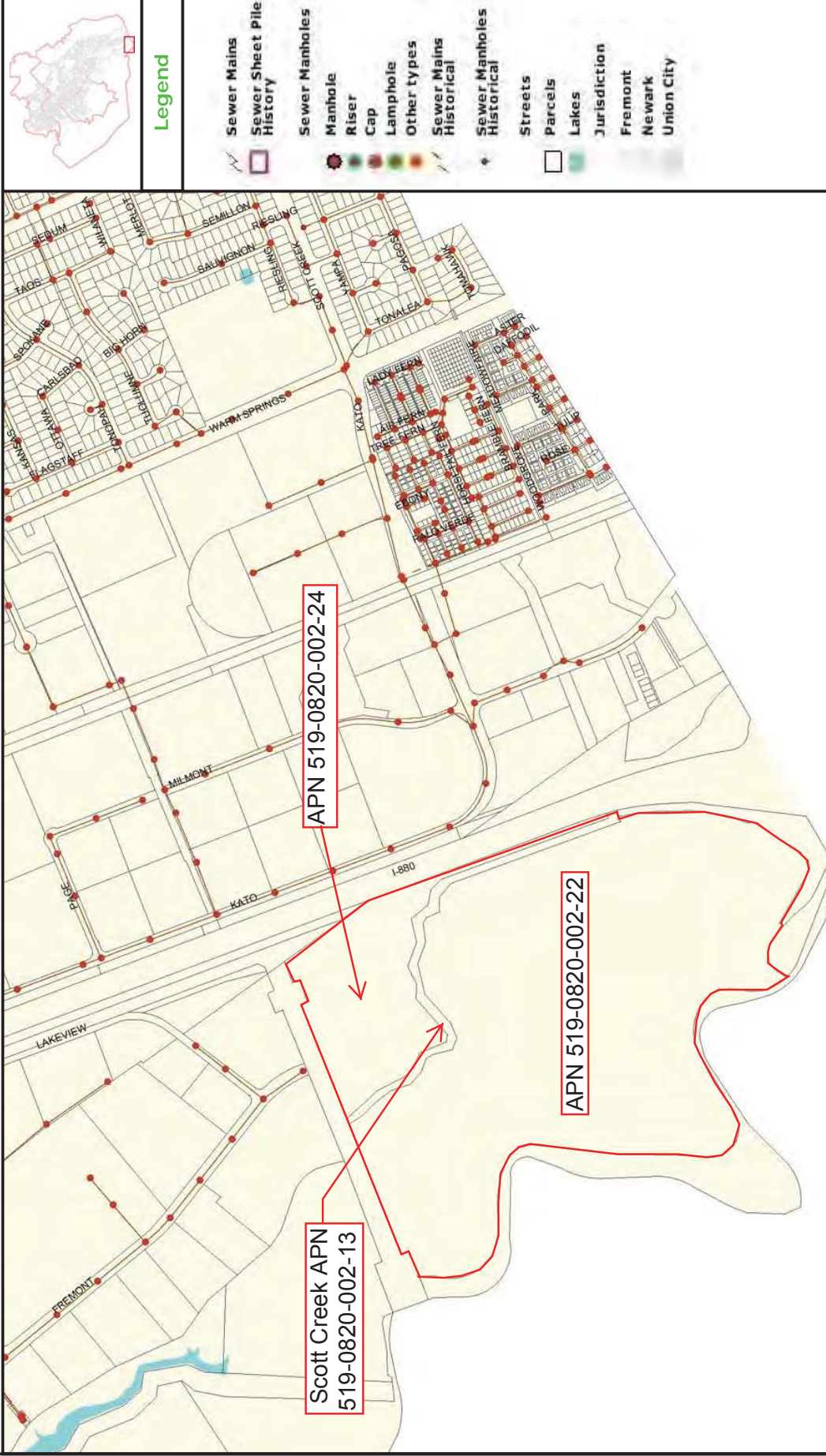
Attest:

\_\_\_\_\_  
Manny Fernandez  
Secretary, Board of Directors  
Union Sanitary District



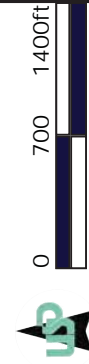
# Annexation U-290 Creekside Landing

## Vicinity Map



For USD use only

Disclaimer:  
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.



Printed: 4/10/2013 10:41:05 AM

## **DESCRIPTION**

### **ANNEX NO. U-290 TO THE UNION SANITARY DISTRICT**

All that certain real property situated in the City of Fremont, County of Alameda, State of California, described as follows:

Commencing at the most southerly intersection of the general southwesterly boundary of that certain territory known as Annex No. 98, annexed to the Union Sanitary District by District Resolution No. 1020, passed and adopted October 26, 1971, and recorded on Reel 3016 of Official Records, Image 446, Records of Alameda County, California and the general southerly line of that certain territory known as Annex No. 205, annexed to the Union Sanitary District by District Resolution No. 1735, passed and adopted May 28, 1985, and recorded June 25, 1985 as Document No. 85-125955, Official Records of Alameda County, California; thence continuing southerly along the westerly boundary line of Annex No. 98 to the most southerly point of the Relocation Agreement between King & Lyons, a partnership, and Pacific Gas & Electric Company, a California corporation, recorded March 1, 1990 as Document No. 90-058250, Official Records of Alameda County, California and the Point of Beginning of this description; thence continuing along the westerly boundary of Annex No. 98 to the southwesterly right-of-way of Interstate 880, the Nimitz Freeway; thence southerly along the southwesterly boundary of the Nimitz Freeway to the northerly boundary of Dixon Landing Road; thence generally westerly and northwesterly along the northerly right-of-way of Dixon Landing Road to the southerly boundary of Alameda County; thence generally westerly, northwesterly and northerly along the boundary of Alameda County to the southeasterly line of said Relocation Agreement parcel; thence northeasterly along the southeasterly boundary of said Relocation Agreement parcel to the Point of Beginning.

The parcel of land described above contains 150.35 acres.

This description conforms to the requirements of the Local Agency Formation Commission of Alameda County.

# **PRELIMINARY**

Prepared by D. Ian Wilson  
California PLS #7010

\_\_\_\_\_  
Date



Daniel Woldesenbet, PhD, PE  
Director of Public Works

By: \_\_\_\_\_  
Russell Reid Penland, County Surveyor  
PLS # 5726

\_\_\_\_\_  
Date

# EXHIBIT "A"

## ANNEXATION NO. U-290

### TO THE UNION SANITARY DISTRICT

### BY RESOLUTION NO. \_\_\_\_\_, 2013

DATE: \_\_\_\_\_

- NOTES:**
- 1) THE METHOD USED TO CALCULATE THIS AREA WAS BY COORDINATE GEOMETRY.
  - 2) PRIMARY CALLS ARE REFERENCES TO EXISTING BOUNDARIES, I.E. CITY/DISTRICT OF FREMONT, SUBDIVISION MAPS, ASSessor's PARCELS, BEARINGS AND DISTANCES SHOWN HEREON SHOULD BE CONSIDERED SECONDARY.
  - 3) AS A DRAFTING CONVENTION, THE SMALL SEPARATIONS BETWEEN PORTIONS OF THE LINE WORK AROUND THE BOUNDARY OF THE PROPOSED ANNEXATION ARE NOT TO BE CONSIDERED AS BOUNDARY, IF APPLICABLE, WERE PROVIDED TO ALLOW MULTIPLE DESCRIPTIONS TO BE PLACED ON WHAT WOULD OTHERWISE BE A SINGLE LINE. THESE LINKS ARE TO BE CONSIDERED CONCURRENT EXCEPT WHERE NOTED.

THIS MAP CONFORMS TO THE REQUIREMENTS OF THE LOCAL AGENCY FORMATION COMMISSION OF ALAMEDA COUNTY.

DANIEL WOLDESEHET, PH.D. P.E.  
DIRECTOR OF PUBLIC WORKS

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
RUSSELL REID PENLAND, JR.,  
COUNTY SURVEYOR  
L.S. 5726

THIS MAP, WHEN FILED, WAS ACCOMPANIED BY A CERTIFICATE OF COMPLETION AND CERTIFIED COPY OF THE BOUNDARY OF THE PROPOSED ANNEXATION, AS REQUIRED BY SECTION 57253 OF THE GOVERNMENT CODE.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
CRYSTAL HISHIDA GRAFF  
LAFCO EXECUTIVE OFFICER

THIS MAP PREPARED BY ME OR UNDER MY DIRECTION IS MARCH OF 2013.

D. IAN WILSON  
P.L.S. NO. 7010  
DATE: \_\_\_\_\_

FILED AT THE REQUEST OF THE UNION SANITARY DISTRICT OF ALAMEDA COUNTY, CALIFORNIA, ON \_\_\_\_\_ AT PAGE \_\_\_\_\_ UNDER SERIES NO. \_\_\_\_\_ 2013. MAP BOOK \_\_\_\_\_ RECORDS OF ALAMEDA COUNTY, CALIFORNIA.

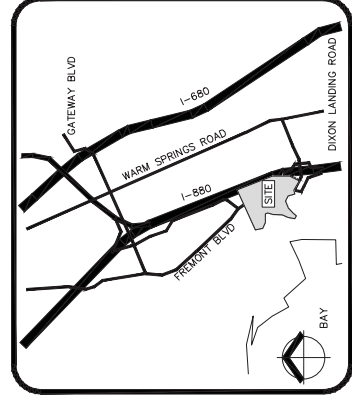
COUNTY RECORDER \_\_\_\_\_ BY: DEPUTY COUNTY RECORDER \_\_\_\_\_

5129960000  
SHEET 1 OF 2  
04/09/2013

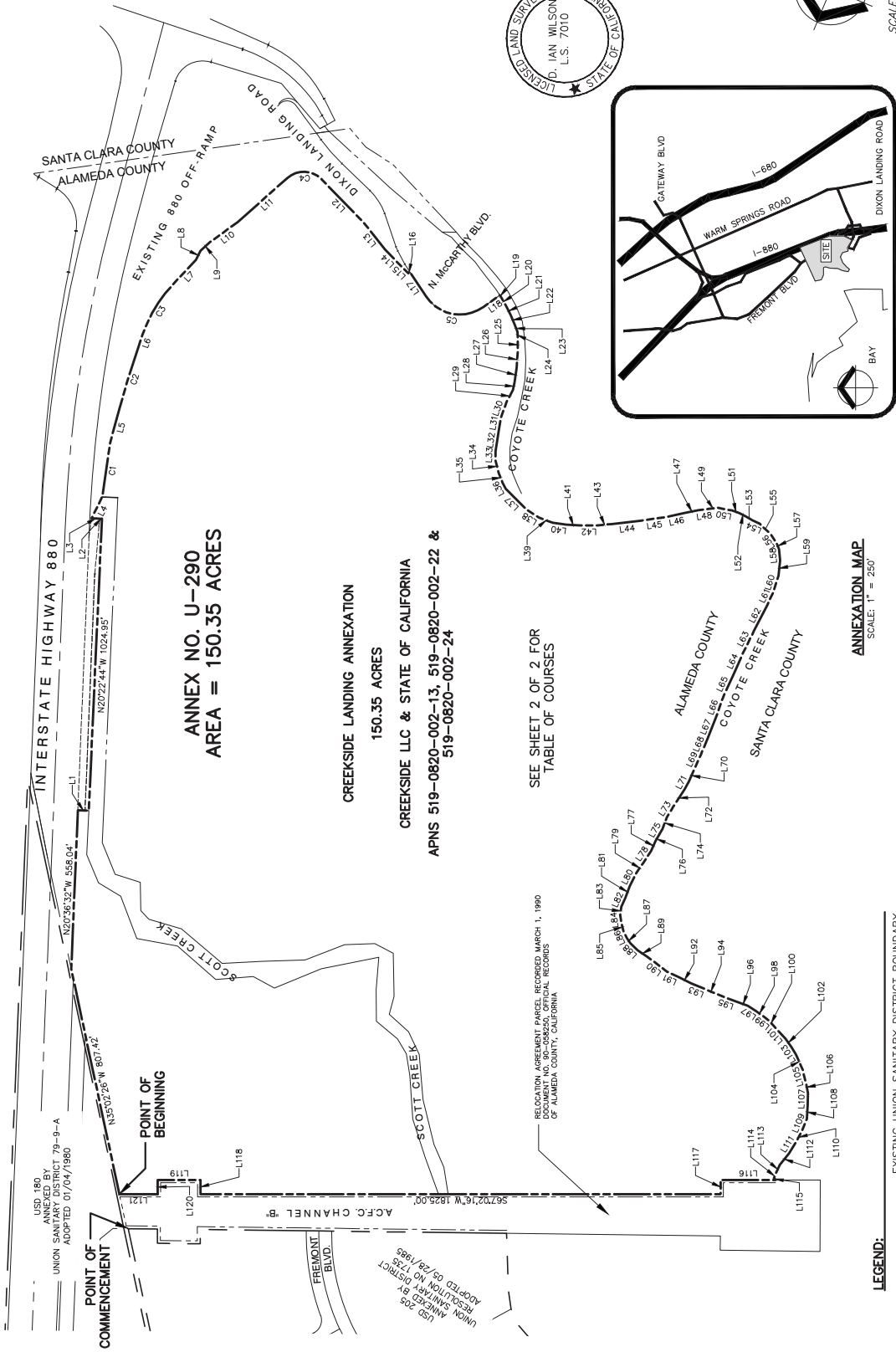
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SCALE: 1" = 250'  
250 125 0



VICINITY MAP  
NOT TO SCALE



ANNEXATION MAP  
SCALE: 1" = 250'

**LEGEND:**  
--- EXISTING UNION SANITARY DISTRICT BOUNDARY  
--- BOUNDARY LINE OF PROPOSED ANNEXATION

EXHIBIT "A"  
ANNEXATION NO. U-290  
TO THE UNION SANITARY DISTRICT  
BY RESOLUTION NO. \_\_\_\_\_, 2013

DATE: \_\_\_\_\_

Parcel Line and Curve Table			
Line #/Curve #	Length	Bearing/Delta	Radius
C1	189.00'	2.21"	4904.17'
C2	223.99'	3.91"	3280.82'
C3	207.70'	24.18"	492.13'
C4	132.44'	87.50"	86.72'
C5	228.24'	92.42"	141.50'
L1	36.53'	N69° 23' 30"E	
L2	7.87'	S69° 07' 29"W	
L3	28.92'	S69° 25' 00"W	
L4	84.04'	N3° 47' 58"E	
L5	129.30'	N7° 50' 45"W	
L6	45.47'	N3° 56' 03"W	
L7	118.80'	N20° 14' 50"E	
L8	35.51'	N2° 55' 36"E	
L9	45.77'	N25° 25' 11"E	
L10	118.70'	N31° 07' 48"E	
L11	233.54'	N29° 25' 10"E	
L12	214.11'	S67° 04' 47"E	
L13	118.27'	S61° 22' 37"E	
L14	68.88'	S67° 05' 15"E	
L15	47.97'	S67° 05' 15"E	
L16	7.93'	N22° 54' 45"E	
L17	104.31'	S56° 31' 30"E	
L18	70.25'	N31° 03' 26"E	
L19	7.15'	S56° 25' 56"E	
L20	38.75'	S52° 45' 35"E	
L21	33.32'	S49° 34' 09"E	
L22	37.46'	S45° 39' 29"E	
L23	28.82'	S42° 48' 10"E	
L24	21.31'	S25° 54' 53"E	
L25	47.08'	S23° 18' 11"E	
L26	55.87'	S18° 43' 29"E	
L27	53.01'	S15° 34' 56"E	
L28	27.08'	S10° 15' 34"E	
L29	47.36'	S5° 25' 57"W	
L30	61.30'	S3° 40' 53"E	
L31	43.57'	S13° 06' 41"E	
L32	72.86'	S14° 44' 04"E	
L33	28.16'	S20° 12' 25"E	
L34	50.11'	S36° 50' 01"E	
L35	35.58'	S44° 53' 54"E	

Parcel Line and Curve Table			
Line #/Curve #	Length	Bearing/Delta	Radius
L36	24.69'	S49° 41' 57"E	
L37	102.48'	S68° 00' 57"E	
L38	53.68'	S80° 00' 31"E	
L39	51.12'	N86° 55' 56"E	
L40	46.92'	N75° 22' 39"E	
L41	50.07'	N70° 11' 40"E	
L42	59.71'	N67° 07' 39"E	
L43	50.61'	N61° 17' 40"E	
L44	106.29'	N60° 22' 54"E	
L45	84.26'	N58° 51' 09"E	
L46	70.41'	N54° 28' 47"E	
L47	47.47'	N56° 35' 37"E	
L48	36.05'	N59° 33' 21"E	
L49	30.20'	N58° 43' 28"E	
L50	54.13'	N77° 33' 49"E	
L51	26.75'	N85° 59' 00"E	
L52	26.62'	S85° 08' 52"E	
L53	25.90'	S81° 51' 51"E	
L54	26.61'	S87° 19' 17"E	
L55	54.37'	S69° 02' 44"E	
L56	33.81'	S55° 56' 37"E	
L57	24.81'	S45° 41' 30"E	
L58	39.72'	S28° 17' 14"E	
L59	54.03'	S16° 45' 39"E	
L60	62.02'	S5° 11' 04"E	
L61	48.40'	S2° 21' 42"W	
L62	101.90'	S4° 00' 41"W	
L63	82.24'	S3° 40' 40"W	
L64	86.94'	S0° 57' 55"W	
L65	88.18'	S1° 38' 24"W	
L66	83.33'	S3° 48' 52"E	
L67	66.21'	S1° 05' 20"E	
L68	63.93'	S0° 02' 57"E	
L69	55.66'	S1° 13' 29"W	
L70	48.06'	S1° 04' 56"W	
L71	30.50'	S5° 01' 51"W	
L72	71.97'	S10° 11' 14"W	
L73	43.59'	S8° 57' 01"W	
L74	43.73'	S2° 46' 55"E	
L75	33.29'	S7° 10' 01"W	

Parcel Line and Curve Table			
Line #/Curve #	Length	Bearing/Delta	Radius
L76	15.09'	S6° 22' 47"W	
L77	38.99'	S07° 49' 12"W	
L78	51.43'	S10° 33' 54"W	
L79	41.70'	S11° 45' 17"W	
L80	52.51'	S3° 46' 46"W	
L81	43.05'	S2° 38' 39"E	
L82	33.92'	S1° 19' 41"W	
L83	31.34'	S15° 21' 04"E	
L84	24.06'	S31° 13' 15"E	
L85	34.27'	S38° 25' 00"E	
L86	25.62'	S48° 04' 04"E	
L87	21.69'	S58° 40' 16"E	
L88	34.87'	S69° 13' 53"E	
L89	41.97'	S79° 01' 39"E	
L90	87.12'	S75° 46' 40"E	
L91	39.97'	S88° 12' 52"E	
L92	54.47'	S86° 33' 34"E	
L93	50.84'	N89° 29' 38"E	
L94	45.79'	N89° 50' 28"E	
L95	81.88'	N88° 18' 53"E	
L96	32.88'	N86° 38' 26"E	
L97	34.62'	S80° 34' 57"E	
L98	31.45'	S77° 43' 52"E	
L99	24.19'	S75° 17' 27"E	
L100	25.31'	S65° 55' 41"E	
L101	61.82'	S65° 26' 56"E	
L102	35.00'	S58° 19' 08"E	
L103	31.65'	S54° 14' 33"E	
L104	55.41'	S47° 07' 20"E	
L105	44.25'	S37° 18' 17"E	
L106	42.50'	S34° 12' 26"E	
L107	41.47'	S21° 41' 49"E	
L108	49.22'	S19° 22' 14"E	
L109	49.13'	S1° 12' 57"E	
L110	42.01'	S5° 17' 08"W	
L111	45.75'	S9° 41' 12"W	
L112	50.39'	S15° 29' 56"W	
L113	37.08'	S3° 07' 12"W	
L114	14.32'	S2° 43' 35"E	
L115	9.11'	S65° 43' 05"E	

Parcel Line and Curve Table			
Line #/Curve #	Length	Bearing/Delta	Radius
L116	193.16'	S67° 02' 16"W	
L117	50.00'	S22° 36' 32"E	
L118	50.00'	N22° 36' 32"W	
L119	150.00'	S67° 02' 16"W	
L120	50.00'	S22° 36' 32"E	
L121	134.27'	N67° 02' 16"E	



March 22, 2013

Union Sanitary District- Board of Directors  
P.O. Box 5050  
Union City, CA 94587-8550

Subject: Request for Annexation Form

Dear Board:

We, the undersigned, Property owners request annexation of the property noted below into the Union Sanitary District.

We understand and agree that annexation of said property into the Union Sanitary District does not guarantee capacity will be available in the District's sewer system to serve said property to the time sewer construction permits are desired.

We agree to pay the following:

- The necessary District processing fee.
- The annexation fee (at the current rate of \$162.00 per acre), with this application.
- Processing fees for the Local Agency Formation Commission.
- All other annexation related fees that may be charged by other governmental or private entities.

Enclosed herewith is a copy of the preliminary plat and title report for the subject property.

Sincerely,

Signature: Timur Tecimer

Print Name: TIMUR TECIMER

Title: President  
Property Owner

Location of Property:  
Northwest Quadrant of I880 & Dixon Landing Road, Fremont, CA

Address: Fremont Boulevard, Fremont, CA (Address TBD)

Assessor's Parcel No.: 519-0820-002-13 (Scott Creek – State of California)

Assessor's Parcel No.: 519-0820-002-22

Assessor's Parcel No.: 519-0820-002-24

Enclosures:  
Title Reports (Title No.: 11-59038181-F-MK & 12-59045307-MK)  
Preliminary Plat of Property

19300 South Hamilton, Suite 200  
Gardena, California 90248  
Main: 310.323.9100  
Fax: 310.608.7997  
www.omprop.com





**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Jesse Gill, TSCS Work Group Manager  
Sami E. Ghossain, CIP Coach  
Raymond Chau, Principal Engineer

**SUBJECT:** Agenda Item No. 12 - Meeting of April 22, 2013  
**AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK  
ORDER NO. 3 WITH CAROLLO ENGINEERS FOR PROVIDING  
ENGINEERING SERVICES DURING CONSTRUCTION OF THE  
COGENERATION PROJECT**

### **Recommendation**

Staff recommends the Board authorize the General Manager to execute Task Order No. 3 with Carollo Engineers in the amount of \$475,677 for providing engineering services during construction of the Cogeneration Project (Project).

Funds for the Project have been budgeted in the Renewal and Replacement Fund and the Capacity Fund.

### **Background**

On March 11, 2013, the Board awarded the construction contract for the Cogeneration Project to D. W. Nicholson Corporation in the amount of \$10,566,358. The Project will include the following scope of work:

- Two 850-kilowatt engine generators manufactured by GE Jenbacher. The engine generators can operate entirely on biogas, natural gas, or a blend of the two depending on availability of biogas from the digesters.
- A new approximately 50-foot by 100-foot metal building that will house the new engine generators with provisions for a third unit should the District's biogas production increase in the future.

5072 Benson Road  
Union City, CA 94587  
(510) 477-7500 FAX (510) 477-7501  
*We are an equal opportunity, affirmative action employer*

- A new packaged gas conditioning system with redundant chillers, blowers, and pumps to provide reliable and quality biogas to the engine generators.
- Modifications to the existing biogas collection equipment and piping at the primary and secondary digesters.
- Modifications to the existing hot water system to utilize the waste heat from the new engine generators for the anaerobic digestion process in the primary digesters.

Staff issued the Notice to Proceed to D. W. Nicholson Corporation on April 5, 2013 after PG&E approved the Project Advancement Milestone submittal as part of the Self-Generation Incentive Program (SGIP).

The construction contract will require the new engine generator system to be commissioned by June 13, 2014 and overall project substantial completion by September 11, 2014.

### **Task Order No. 3 – Engineering Services during Construction**

The scope of services and cost of Task Order No. 3 are summarized below:

<b>Task</b>	<b>Task Description</b>	<b>Amount</b>
1	Submittal Review	\$231,706
2	Requests for Information (RFI)	\$ 74,632
3	Clarification Memoranda	\$ 59,595
4	Informal RFIs	\$ 66,586
5	Meetings	\$ 13,693
6	Site Visits	\$ 12,602
7	Project Management	\$ 16,863
<b>Task Order Not to Exceed Amount</b>		<b>\$475,677</b>

The Project will have a substantial number of equipment and materials submittals that will require Carollo to review for conformance with the design documents. The submittals for the new engine generator system and its components are expected to be very complicated and will require more time to review than would a typical submittal. Additionally, there will be a significant number of submittals associated with the new metal building construction including all of the interior systems such as ventilation, lighting, bridge crane, and electrical. The amount of Task 1 reflects Carollo's level of effort in reviewing the contractor's submittals.

The Project will require the contractor to coordinate installation of the new mechanical and electrical equipment of the engine generator system with the Plant's existing piping and electrical systems. Due to the complexity of the work, the contractor is expected to occasionally submit RFIs that would require Carollo to clarify the design documents or to interpret the design intent of particular project elements. Carollo could also initiate a

clarification of the design documents by issuing Clarification Memoranda to the contractor. The amounts of Tasks 2 through 4 reflect Carollo's estimated level of effort in responding to RFIs and issuing clarification memoranda.

The hours and amounts in Task Order No. 3 reflect the level of effort anticipated by staff and Carollo for the Cogeneration Project. The Task Order's total not-to-exceed amount is 4.5% of the construction contract amount. Staff believes this is a fair amount and percentage for a project of this scope and size. As a comparison, the table below summarizes the final fees and percentages of engineering services during construction of two recent projects.

<b>Project</b>	<b>Engineering Services During Construction Cost (A)</b>	<b>Construction Cost (B)</b>	<b>Percentage of A to B</b>
Newark Pump Station Upgrade Project	\$681,359	\$10,051,210	6.8%
Primary Clarifier Rehabilitation Project	\$340,000	\$7,748,468	4.4%

The total amounts for the Project's agreement with Carollo are summarized in the table below:

<b>Description</b>	<b>Amount</b>
Task Order No. 1 – Predesign Services	\$208,846
Task Order No. 2 – Final Design Services	\$1,162,100
Proposed Task Order No. 3 – Engineering Services During Construction	\$475,677
<b>Total for this Agreement</b>	<b>\$1, 1,846,623.</b>

Staff recommends the Board authorize the General Manager to execute Task Order No. 3 with Carollo Engineers in the amount of \$475,677 for providing engineering services during construction of the Cogeneration Project.

RBC/JG/SEG/RC;mp

Attachment: Task Order No. 3



**COGENERATION PROJECT  
800-359**

**TASK ORDER NO. 3**

**UNION SANITARY DISTRICT  
AND  
CAROLLO ENGINEERS, INC.**

**ENGINEERING SERVICES DURING CONSTRUCTION**

This Task Order No. 3 is issued by the Union Sanitary District (District) and accepted by Carollo Engineers, Inc. (Engineer), pursuant to the mutual promises, covenants, and conditions contained in the Agreement between the above named parties dated the 15th day of March 2011, associated with the Cogeneration Project (Project).

**PURPOSE**

The purpose of this Task Order is to provide engineering services during construction for the Project.

**PROJECT COORDINATION**

All work related to this Task Order shall be coordinated through the District's Project Manager, Raymond Chau.

**KEY PERSONNEL**

Engineer's personnel assigned for this Task Order shall consist of the following individuals:

Bob Hoffman	Vice President
Tom Mossinger	Project Manager

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

**ENGINEER'S SCOPE OF SERVICES**

Engineering support services during construction are based upon the District providing on-site third party construction management (Construction Manager) with full-time on-site personnel for contract administration, coordination, materials testing, inspection, and technical construction representation throughout the entire estimated construction period. Services are also based upon the Construction Manager's use of a web-based construction management database system with access available to Engineer to allow a singular location for documentation.

District shall retain Jacobs Associates (SF) for review of temporary shoring submittals.

Engineer will provide the following specific services.

**TASK 1.0 – SUBMITTAL REVIEW**

There will be the following division of submittal review responsibility between Construction Manager and Engineer.

Administrative Submittals: The Construction Manager shall review and provide response to all administrative submittals as generally listed in Section 01340-1.1 of the Contract Document. Copies of these submittals to the Engineer are for information purposes only.

Shop Drawing Submittals: Engineer will review and provide response to shop drawing submittals as described in the technical specifications of the Contract Documents on an as requested basis.

Quality Control Submittals: The Construction Manager shall review and provide response to all quality control submittals as described in the Contract Documents, except Engineer will review and provide response to mechanical and electrical testing procedures and testing results. Copies of all other quality control submittals to the Engineer are for information purposes only. Construction Manager shall also be responsible for all testing indicated in the Contract Documents to be performed by an entity other than the Contractor.

Temporary Construction Submittals: Construction Manager shall review and provide response to all temporary construction submittals including temporary piping, supports, electrical, and controls. Copies of these submittals to the Engineer are for information purposes only.

#### Submittals

Engineer will respond to requests for submittal review on an as requested basis. Engineer will provide written review comments on a review comment sheet and post the review comment sheet on the web-based construction management database system. Engineer will complete review of submittal, provide comments, and post review comment sheet typically within twenty-one (21) calendar days for normal submittals, after Engineer's receipt of submittal. If for any reason the review cannot be completed within this period, Engineer will notify Construction Manager and provide reason for delay prior to the end of the specified period.

The Construction Manager shall screen all submittals for form, completeness, and general content conforming to that specified in the Contract Documents before transmitting them to Engineer.

Engineer's submittal review is to determine general compliance with the Contract Documents. Submittal review is not intended as acceptance of the work. The review is not intended to relieve the Contractor of his full responsibility for performance as required by the Contract Documents.

Engineer's budget allowance is based on reviewing one hundred thirty-five (135) submittals at an average review time of eight (8) hours per submittal. In addition, Engineer's budget allowance includes five (5) days of factory switchgear test witnessing at eight (8) hours per day.

## **TASK 2.0 – REQUEST FOR INFORMATION**

Engineer will respond to formal requests for information (RFIs) on an as requested basis. Engineer will provide a written response on a response sheet and post the response sheet on the web-based construction management database system. Engineer will complete review of RFI, provide response, and post response within seven (7) calendar days after Engineer's receipt of RFI. If for any reason the response cannot be completed within this period, Engineer will notify Construction Manager and provide reason for delay prior to the end of the specified period.

The Construction Manager shall screen all RFIs for form, completeness, and general content conforming to that specified in the Contract Documents before transmitting them to Engineer.

Engineer's budget allowance is based on reviewing ninety (90) RFIs at an average review time of four (4) hours per RFI.

### **TASK 3.0 – CLARIFICATION MEMORANDA**

Engineer will issue Clarification Memoranda when deemed necessary by the Engineer and on an as requested basis. Engineer will provide a written clarification on a Clarification Memorandum (including specifications, sketches, or other information as necessary) and post the Clarification Memorandum on the web-based construction management database system.

Clarification Memoranda will be issued to clarify Contract Documents when necessary, or in the event that modifications to the Contract Documents are desired by the District. Clarification Memoranda will also be prepared to assist the Construction Manager with the preparation of Contract Change Order requests.

Engineer's budget allowance is based on preparing eighteen (18) Clarification Memoranda at an average of sixteen (16) hours per Clarification Memorandum.

### **TASK 4.0 – INFORMAL REQUESTS FOR INFORMATION**

Engineer will respond to Construction Manager's informal requests for information, including verbal, email, and telephone correspondence with Construction Manager.

Engineer's budget allowance is based on an average of eighteen (18) hours of informal correspondence per month for duration of eighteen (18) months.

### **TASK 5.0 – MEETINGS**

Engineer will have personnel attend construction meetings on a routine basis throughout the duration of the Project. The Construction Manager will facilitate all meetings and provide meeting minutes.

Engineer's budget allowance is based on the Engineer attending eighteen (14) construction meetings at an average of four (4) hours each.

### **TASK 6.0 – SITE VISITS**

Engineer shall periodically visit the Project site to monitor the progress and quality of the Contractor's work effort, including specialty site visits (civil, structural, architectural, mechanical, electrical, and instrumentation). Engineer shall not, during such site visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work. Nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor or safety precautions and programs incident to the Work. Furthermore, Engineer shall not be held responsible for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractor furnishing and performing work. Engineer will provide opinions and observations to the Construction Manager and/or District regarding general compliance with the Contract Documents for improvements that are observed by the Engineer at the time of Engineer's site visits.

Engineer's budget allowance is based on twelve (12) site visits by the Engineer at an average of four (4) hours per site visit.

## **TASK 7.0 – PROJECT MANAGEMENT**

Engineer will manage the efforts of the project team members, coordinate with representatives of the District and Construction Manager, delegate responsibilities, and review work progress. Engineer will prepare and submit monthly invoices and progress summary reports. Monthly invoices will be broken down by major tasks only.

Engineer's budget allowance is based upon an average of four (4) hours per month for duration of 18 months.

## **TIME OF PERFORMANCE**

All services defined in this Task Order are based upon and will occur during the anticipated construction schedule listed below:

- Notice of Award (NOA) issued to Contractor: March 11, 2013
- Notice to Proceed (NTP) issued to Contractor: April 5, 2013
- Substantial Completion: June 2014
- Final Completion: September 2014

## **PAYMENT TO ENGINEER**

Payment to the Engineer for services shall be as provided for in Article 2 of the Agreement. A summary of the distribution of estimated cost and labor hours including other direct costs and outside services are shown in Exhibit A. Task Order No. 3 Firm Ceiling shall not exceed \$475,677.

The following table summarizes all task orders and amendments, if any, previously executed under the Agreement.

Task Order/Amendment	Not to Exceed Amount	Board Authorization Required? (Yes/No)	District Staff Approval
Task Order No.1- Predesign Services	\$208,846	Yes	Richard Currie
Task Order No.2-Final Design Services	\$1,162,100	Yes	Richard Currie
Total	\$1,370,946		

## EFFECTIVE DATE

This Task Order No. 3 is effective as of the \_\_\_\_\_ day of April 2013.

IN WITNESS THEREOF, duly authorized representatives of the District and the Engineer have executed this Task Order evidencing its issuance by the District and acceptance by the Engineer.

CAROLLO ENGINEERS, INC.

UNION SANITARY DISTRICT

Accepted this \_\_\_\_\_ day of April 2013

By: \_\_\_\_\_

Vice President

By: \_\_\_\_\_

Richard B. Currie  
General Manager/District Engineer

By: \_\_\_\_\_

Senior Vice President

**COGENERATION PROJECT**

800-359

Task Order No. 3

**Union Sanitary District and Carollo Engineers  
Engineering Services During Construction**

**Exhibit A**

Task No. Task Description		Vice President	Project Manager	Project Engineer	Structural Engineer	Mechanical Engineer	Electrical Engineer	Instrument Engineer	Total Hours	Labor Cost	Other Direct Costs (ODC)						Total Cost	
											Subconsultants		PECE		Mileage			ODC subtotal
											Name	Amount	Fac Travel	Amount	Trips			
1.0 Submittal Review		8	32	180	120	260	280	240	1120	\$204,366	Burks Toma	\$9,450	\$2,000	0	\$0	\$12,640	\$217,006	
									0	\$0	V&A	\$2,625	\$0	0	\$0	\$9,450	\$217,006	
									0	\$0	Mathy	\$2,625	\$0	0	\$0	\$2,625	\$217,006	
Task 1.0 Subtotal =		8	32	180	120	260	280	240	1,120	\$204,366		\$14,700	\$2,000	0	\$0	\$27,340	\$231,706	
2.0 Requests For Information																		
		0	12	60	40	88	80	80	360	\$65,227	Burks Toma	\$3,360	\$0	0	\$0	\$3,420	\$68,647	
									0	\$0	V&A	\$1,313	\$0	0	\$0	\$3,360	\$70,000	
									0	\$0	Mathy	\$1,313	\$0	0	\$0	\$1,313	\$71,313	
Task 2.0 Subtotal =		0	12	60	40	88	80	80	360	\$65,227		\$5,985	\$0	0	\$0	\$9,405	\$74,632	
3.0 Clarification Memoranda																		
		8	12	48	30	70	60	60	288	\$52,396	Burks Toma	\$3,150	\$0	0	\$0	\$2,736	\$55,132	
									0	\$0	Mathy	\$1,313	\$0	0	\$0	\$3,150	\$58,282	
Task 3.0 Subtotal =		8	12	48	30	70	60	60	288	\$52,396		\$4,463	\$0	0	\$0	\$7,199	\$59,595	
4.0 Informal RFIs																		
		8	80	44	40	32	80	40	324	\$63,508			\$0	0	\$0	\$3,078	\$66,586	
Task 4.0 Subtotal =		8	80	44	40	32	80	40	324	\$63,508		\$0	\$3,078	0	\$0	\$3,078	\$66,586	
5.0 Meetings																		
		0	16	16	0	0	12	12	56	\$10,850	Burks Toma	\$1,181	\$0	20	\$1,130	\$1,662	\$12,512	
Task 5.0 Subtotal =		0	16	16	0	0	12	12	56	\$10,850		\$1,181	\$532	20	\$1,130	\$2,843	\$13,693	
6.0 Site Visits																		
		0	16	16	0	4	12	0	48	\$8,924	Burks Toma	\$893	\$0	18	\$1,017	\$1,473	\$10,397	
									0	\$0	V&A	\$1,313	\$0	0	\$0	\$893	\$11,710	
Task 6.0 Subtotal =		0	16	16	0	4	12	0	48	\$8,924		\$2,205	\$456	18	\$1,017	\$3,678	\$12,602	
7.0 Project Management																		
		36	36	0	0	0	0	0	72	\$16,178			\$0	0	\$0	\$684	\$16,863	
Task 7.0 Subtotal =		36	36	0	0	0	0	0	72	\$16,178		\$0	\$684	0	\$0	\$684	\$16,863	
Totals		60	204	364	230	454	524	432	2,268	\$421,450	0	\$28,534	\$21,546	38	\$2,147	\$54,227	\$475,677	

Legend:

PECE Project Equipment and Communication Expense

Notes:

1. Mileage based on 100 miles per round-trip @ \$0.565/mile
2. Multiplier = 3.21
3. Subconsultant amount includes 5% markup

Date 4/15/2013



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager*  
*District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Work Group Manager  
Richard Scobee, GIS/Database Administrator

**SUBJECT:** Agenda Item No. 13 - Meeting of April 22nd, 2013  
**APPROVING CHANGE ORDER NO. 1 TO THE AGREEMENT WITH  
ENFOTECH & CONSULTING, INC. FOR IMPLEMENTATION OF AN  
ENVIRONMENTAL COMPLIANCE MANAGEMENT SYSTEM**

### **Recommendation**

Staff recommends the Board approving Change Order No. 1 in the amount of \$34,350 with Enfotech & Consulting, Inc. for the Implementation of an Environmental Compliance Management System.

### **Background**

The FY'12 IS R&R budget included funds through FY'13 for implementation of an Environmental Compliance Management System (ECMS) in order to replace the existing FileMaker Pro 5 database system. On May 14, 2012, the Board awarded the professional services agreement in the amount of \$161,313 to Enfotech & Consulting, Inc. to implement iPACS, a commercial off the shelf (COTS) solution.

During the course of reviewing the iPACS implementation design, a number of needed enhancements were identified. Change Order #1 will modify the agreement with enfoTech to include the implementation of the specified iPACS Enhancements.

### **Change Order Summary**

Change Order No. 1 includes the following iPACS Enhancements:

5072 Benson Road Union City, CA 94587-2508  
P. O. Box 5050 Union City, CA 94587-8550  
(510) 477-7500 FAX (510) 477-7501  
[www.unionsanitary.com](http://www.unionsanitary.com)

Make iPACS available to City of Fremont staff through a new USD hosted secure Internet website with both read and write access to Stormwater Inspection, Violation, and Inquiry records (item B-1a).

Auto-send an email to USD staff when a new Inquiry record has been entered into iPACS by City of Fremont staff (item A-1).

Add Capacity Fee and payment tracking to the Facility Management module (item A-2).

Add ability to insert sample result data in a batch fashion (item B-3).

Add ability to track Periodic Reports on Continued Compliance (PRCC) within Self-Monitoring Report (SMR) tasks (item B-4).

Item Number	Item	Cost
A-1	Auto-send an email to all USD IP and P2UR staff when a City of Fremont User enters an Inquiry record into iPACS.	\$4,950.00
A-2	Add Capacity Fee and Payment Tracking to the Facility Management module.	\$1,500.00
B-1(a)	Allow City of Fremont access to iPACS to create and review Inspections, Violations, and Inquiries.	\$16,200.00
B-3	Add ability to insert sample result data in a batch fashion.	\$9,450.00
B-4	Add ability to track PRCC data within SMR tasks.	\$2,250.00
	<b>Total</b>	<b>\$34,350.00</b>

The City of Fremont will reimburse USD for up to \$14,000 of the cost of the iPACS Internet website under the existing agreement for USD to provide Environmental Compliance Services to The City of Fremont. Currently a secure Internet website hosted by USD provides City of Fremont staff with read-only access to the Stormwater database in FileMaker Pro 5. The new iPACS secure Internet website will provide both read and write access to the Stormwater Inspection and Violation records as requested by the City of Fremont.

Change Order No. 1 will modify the project schedule. The anticipated iPACS Go-Live date will change from April 19<sup>th</sup>, 2013 to October 17<sup>th</sup>, 2013, and the anticipated project completion date will change from August 15<sup>th</sup>, 2013 to February 14<sup>th</sup>, 2014.

Change Order No. 1 will modify the value of the agreement with Enfotech & Consulting, Inc. by the amount of \$34,350, from \$161,313 to a not-to-exceed amount of \$195,663.

Staff recommends the Board approve Change Order No. 1 in the amount of \$34,350 with Enfotech & Consulting, Inc. for Implementation of an Environmental Compliance Management System.



Agenda Item No. 13  
Meeting of April 22, 2013  
Page 3

RBC/RC/RS

Attachments: Agreement Amendment No. 1

**AMENDMENT No. 1**  
**AGREEMENT BETWEEN**  
**ENFOTECH & CONSULTING, INC.**  
**AND**  
**UNION SANITARY DISTRICT**

This AMENDMENT NO. 1 shall amend and shall constitute a part of that AGREEMENT made on the 15<sup>th</sup> day of May, 2012, between ENFOTECH & CONSULTING, INC. (PROVIDER) AND UNION SANITARY DISTRICT (DISTRICT) and the terms hereof will for all purposes be deemed incorporated into the AGREEMENT. In the event of any conflict between the terms of this AGREEMENT and the terms of this AMENDMENT NO. 1, the terms of this AMENDMENT NO. 1 will control.

The purpose of AMENDMENT NO. 1 is to;

1. **Add;** additional scope to include services to provide iPACS Enhancements as set forth in **Exhibit C, iPACS Enhancements Proposal #1, dated April 10, 2013**, attached hereto and incorporated herein by this reference.
2. **Amend; Article-2- SCHEDULE of the Agreement and the Project Schedule, page 35 of proposal, dated April 11, 2012;** extend the performance period and deliverables of the AGREEMENT through **May 31, 2014**.
3. **Increase;** the total of the Agreement by \$34,350.00 for a new Agreement value of **\$195,663.00**, per **Exhibit C, iPACS Enhancements Proposal #1, dated April 10, 2013, "Proposal Cost Summary"**, attached hereto and incorporated herein by this reference.

As a result, PROVIDER and DISTRICT hereby mutually agree to the changes in the AGREEMENT. All other terms and conditions of the agreement remain the same.

ENFOTECH & CONSULTING, INC.	UNION SANITARY DISTRICT
By; _____ (Authorized Agent Signature) Print Name: _____ Title: _____	RICHARD CURRIE By; _____ Title: GENERAL MANAGER
Date: _____	Date: _____

## **EXHIBIT C**



April 10, 2013

Mr. Richard Scobee  
Project Manager  
Union Sanitary District  
5072 Benson Road  
Union City, CA 94587

**Subject: iPACS Enhancements Proposal #1**

Dear Mr. Scobee:

enfoTech is pleased to submit this proposal to the Union Sanitary District pertaining to the iPACS implementation project. enfoTech has been working with the District to implement the iPACS application for environmental compliance management. During recent project meetings, the Project Team has identified potential improvements to various application screens. enfoTech and USD have worked together to refine the enhancement details and filter the list to arrive at the list of iPACS application enhancements included in the document below. This proposal provides an estimate to the District for all application enhancements identified below to be implemented as a change request to the current project.

- **Application Enhancements:**

- Group A

1. Auto-send an email to all USD IP and P2UR staff when a City of Fremont User enters an Inquiry record into iPACS.
  - iPACS will auto send an email to all USD IP and P2UR staff whenever a Fremont user creates and Inquiry record in iPACS. This email will be sent to both the email account associated with the USD user as well as the cell phone associated to the USD users.
2. Add Capacity Fee and Payment Tracking to the Facility Management module through the use of a new Dynamic Form.
  - enfoTech will create a Facility Dynamic form that will contain a grid where Users can add Capacity Fee result information as well as payment information related to that capacity fee and statuses of the capacity fee.
  - Users will be able to create, edit, and delete payments and connection fees.

- Group B

1. (A) Allow City of Fremont and other municipalities access to iPACS to create and review Inspections, Violations, and Inquiries
  - iPACS will be enhanced to allow City of Fremont (and other municipalities potentially) access iPACS with the ability to create and review inspection, violation, and inquiry data pertaining to their municipality and other criteria (Storm water inspections only)
    - For users with certain security restrictions, the City, State, and Country fields will be locked from change in the inspection wizard and the default value will be set to the User's City, State, and Country. This guarantees that they can only see inspections, violations, and inquiries related to their

location. The list of available task templates will also be limited to prevent Fremont Users from creating bad tasks.

- On the Inspection search screen, an additional security of Task Template will be in place for these same users with certain security so that the values are limited as done in the New Inspection wizard to avoid Fremont Users from reviewing and editing IP Inspections, other municipalities' inspections, etc.
  - From within an Inspection record, Fremont Users will be able to create and review violation records. They will not be able to create or review violations without going within an Inspection record first. This stops Fremont Users from creating or viewing Violations for Industries not in the City of Fremont.
  - Fremont Users will be able to view summary Compliance and Inspection Reports in the Reports module. They will be limited to a subset of reports through the use of iPACS security on Report Folders. This will ensure that Fremont Users are unable to view USD Pretreatment information.
  - Fremont and other potential municipalities will have access to the Inquiry module so that they can create inquiries and review them later on. Certain Users will have location specific restrictions in place in this module so that they can only create inquiries in certain Cities.
  - Fremont and other municipalities will have security added so that they do not have access to the following modules:
    - Site, Permit, Work Order, Monitoring, SMR, Compliance, Data Analysis, Security, Configuration
3. Add ability to insert sample result data in a batch fashion.
- iPACS will add the feature of being able to add sample result data in a batch fashion on a search results page to avoid Users from having to enter a result record to enter a result. Instead, they can search for a number of result records and add results for each one in a grid and click one "Save" button to commit the updates. This is meant to save effort for the administrative staff on entering result data.
4. Add ability to track PRCC data within SMR tasks.
- iPACS will add a dynamic form sub-module to allow the tracking of PRCC data within an SMR task. This allows for any number of questions to be saved in a template. This also allows the Users to use the existing features of the SMR tasks to enter flow data and SMR data when needed.

- **Project Schedule**

- The Union Sanitation District has made it known that they would like to include these application enhancements in the first UAT phase of this project. In order to accomplish this, the project schedule will be extended to provide time for these application enhancements to be completed. Please see Appendix B for an updated project schedule incorporating the new application enhancements.

- **Support:**

Mr. Richard Scobee  
Union Sanitary District  
iPACS Enhancement Proposal #1

- The Training for these enhancements will be added onto the on-site training trip for this project. The amount of time to train for all of these enhancements is around 2 hours so it should be able to fit in the existing time frame for the Training trip.
- Technical support for these features would be provided under the existing project technical support services terms and conditions.

For more details on the application enhancements, please see Appendix A of this proposal.

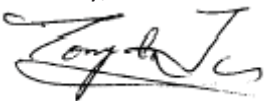
**Proposal Cost Summary**

Due to the interrelated nature of these features and services, the cost quoted encompasses all items above. The cost also reflects a reduction in price as a result of overlap between item B-1(a) and the original contract scope.

<b><u>Item Number</u></b>	<b><u>enfoTech ID</u></b>	<b><u>Item</u></b>	<b><u>Cost</u></b>
A-1	28636	iPACS Application Enhancements – Auto-send an email to all USD IP and P2UR staff when a City of Fremont User enters an Inquiry record into iPACS.	\$4,950.00
A-2	29419	iPACS Application Enhancements – Add Capacity Fee and Payment Tracking to the Facility Management module.	\$1,500.00
B-1(a)	28634, 29412, 29413, 29414	iPACS Application Enhancements – Allow City of Fremont and other municipalities access to iPACS to create and review Inspections, Violations, and Inquiries.	\$22,200.00
B-3	29933	iPACS Application Enhancements – Add ability to insert sample result data in a batch fashion.	\$9,450.00
B-4	29491	iPACS Application Enhancements – Add ability to track PRCC data within SMR tasks.	\$2,250.00
Sub-Total:			\$40,350.00
Price Reduction from overlap between item B-1(a) and the original contract scope:			-\$6,000.00
<b>Total:</b>			<b>\$34,350.00</b>

enfoTech thanks you for the opportunity to present this Proposal.

Sincerely,



Tony C. Jeng  
Executive Vice President

TCJ:dcl

Enclosure

cc: File – Union Sanitary District, Deric Long, Brian Smith

**Appendix A: Proposed iPACS Application Enhancements #1****A-1: Auto-send an email to all USD IP and P2UR staff when a City of Fremont User enters an Inquiry record into iPACS.****1. Inquiry Wizard Step 3**

- enfoTech will create an automatic process that will send emails to USD User email accounts and cell phones as long as they are configured in iPACS. These emails will be sent when a Fremont User clicks the “Finish” button in step 3 of the New Inquiry wizard. The email that is sent will be formatted as follows:
  - Email Subject: “New Fremont Inquiry Request: “+ Inquiry record’s “Subject” field value.
  - Email Content: “The Fremont User “+ Fremont User’s First and Last Name +” wrote:” + Inquiry record’s Incident Description

Source: INQUIRY

Subject: **Spill on Mission Road**

[Related Incidents Link](#)

Inquiry Manager: [Dropdown]

Reported To: [Dropdown]

Inquiry Type: SPILL - Commerical Source

Report Type: [Dropdown]

Incident Description: **A tracktor trailer tipped over on Mission Road at 10:15 AM on 1/1/2012. The truck has a small fracture in it and is spilling some liquid onto the road surface.**

Maximum length of Description textbox is 4000. The remaining length is 3840

Description of Material: [Text Area]

Maximum length of Comment textbox is 250. The remaining length is 250

Incident Date: [Calendar] 00 : 00

Date Reported: 1/1/2013 11 : 00

Priority: High

Status: Pending

**Correspondent**





Identify Contact by: ☒ By Contact ☐ By Facility ☐ Anonymous ☐ Undetermined

Contact Name: **A Cohen, Dr.**

To find the contact, start keying contact's last name followed by "," and first name.

Caller ID: [Text Box]

**Figure 1: Inquiry Wizard Step 1**

<input type="radio"/>	1129 Mission Street	Santa Cruz	CA	USA	95060				
<input type="radio"/>	1510 Mission Street	Santa Cruz	CA	USA	95060				
<input checked="" type="radio"/>	2227 Mission Street	Santa Cruz	CA	USA	95060				
<input type="radio"/>	1230 Mission Street	Santa Cruz	CA	USA	95060				

1 2 3 4 5 6

51 of 51

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**Figure 2: Inquiry Wizard Step 3**

In the example shown above, the email will look as follows:

**SUBJECT:** New Fremont Inquiry Request: Spill on Mission Road

**CONTENT:** The Fremont User John Smith wrote: A tractor trailer tipped over on Mission Road at 10:15 AM on 1/1/2012. The truck has a small fracture in it and is spilling some liquid on the road surface.

This email will be sent to every IP and P2UR USD iPACS User's email addresses and email addresses for cell phones as long as they are correctly configured in the iPACS system. Correct configuration means that the email address and cell phone numbers for each user are entered correctly on the User Basic Information page in iPACS.

## A-2: Add Capacity Fee and Payment Tracking to the Facility Management module.

## 1. Site Module

- enfoTech will utilize the existing Facility Dynamic form module to create a Capacity Fee and Payment tracking dynamic form.
  - This Dynamic Form will consist of a 2 gridviews to allow the creation of multiple records (connection fees and payments) throughout the history of the facility.
  - Each gridview will contain an “Add”, “Edit”, and “Delete” button for each row in the gridview.
    - The “Add” button will insert a new row to the gridview
    - The “Edit” button will select a row in order to change the data
    - The “Delete” button will remove a record from the gridview
  - The first gridview, designed to track Connection Fees, will contain the following columns for data input:
    - Fiscal Year (Dropdown)
    - Connection Fee Status (Projected and Established)
    - Connection Fee Rate (\$ rates for Flow, COD, and SS data)
    - Flow (GPD)
    - COD (PPD)
    - SS (PPD)
    - Sanitary Flow (GPD)
    - Sanitary COD (PPD)
    - Sanitary SS (PPD)
    - Capacity Fee \$



- The second gridview, designed to track Payments, will consist of the following columns for data input:
  - Legal Submission Date
  - Delivery Method (Certified Mail, Hand Delivery, Overnight, Other, etc.)
  - Received Amount
  - Payment Method (Check, Cash, Money Order, etc.)
  - Check or Money Order Number
  - Payment Received Date
  - Fiscal Year of Associated Connection Fee
  - Amount Allocated to this Connection Fee
- If one payment received is used to pay two connection fee bills, two records would be inserted into this gridview.

			Fiscal Year	Connection Fee Status
		Add		
1				

Figure 3: Add New Record in Dynamic Form Gridview

			Fiscal Year	Connection Fee Status
Edit	Delete	Add	2012-2013	Projected
1				

Figure 4: Edit and Delete Record in Dynamic Form Gridview

B-1(a): Allow City of Fremont and other municipalities access to iPACS to create and review Inspections, Violations, and Inquiries.

#### 1. Security Module – Limit Fremont to Certain Task Templates

- The Business Unit Task Template sub-module will be added to the Business Unit management page in the Security Module.
- Once in this sub-module, you will see a list of Task Templates that any User associated to this Business Unit can use in the Wizards of iPACS.
- This will function as a grid a checkbox column and a disassociate button to remove a relationship. The gridview will contain the following columns:
  - Task Template Name
  - Task Type
  - Task Template Description
  - Status
- There will also be a checkbox option below the grid that is titled “Allow searching for Tasks without Task Template Specified”. When this is checked, it allows all Users associated to this Business Unit to put in a blank value in Task Template dropdowns. This allows them to find any task in iPACS, not just specific ones. This should be set to checked for USD Internal staff and unchecked for Fremont and other external iPACS Users.

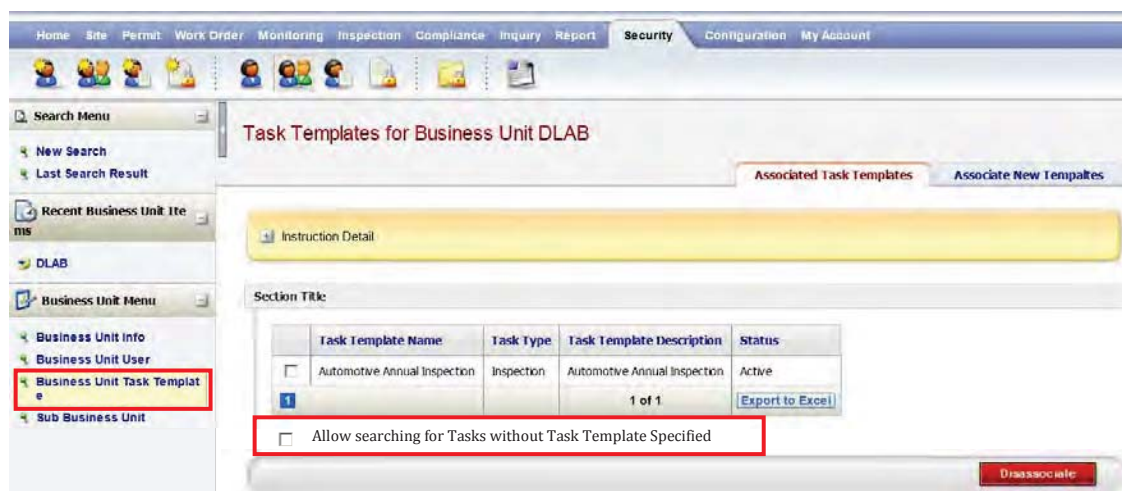


Figure 5: Security Module - Business Unit Task Template

- There will also be a tab at the top of the page titled “Associate New Templates” that takes the user to a page with a grid of all the task templates in iPACS so that they can choose which templates to associate to the current Business Unit. This page will also have a checkbox column and an “Associate” button to allow the User to associate multiple templates at once. The columns in this gridview are:
  - Task Template Name
  - Task Type
  - Task Template Description
  - Status

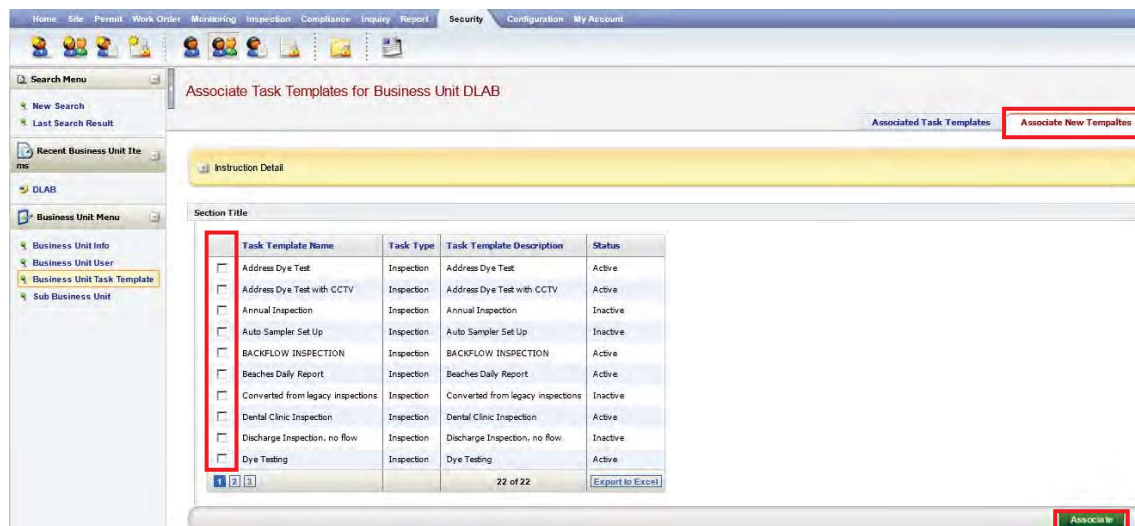


Figure 6: Security Module - Business Unit Task Template – Associate New

- With these Business Unit configurations, the following pages will be limited to only showing Task Templates assigned to the logged in User's Business Units:
  - Inspection
    - New Inspection (Task Template selection)

**New Inspection Wizard**

- Select Working Area
- Select Task**
- Select Date
- Select Users
- Review and Finish

**Step 2:** Select the task template for the new task to be generated. Search for the desired inspection/monitoring task template for Task Template Name, 'Internal Task' for Task Template Type, etc.) and then selecting the appropriate inspection/monitoring task template.

**Selected Values**  
Facility Name = #8 Hillcrest Avenue:  
(More information...)

**Select Inspection Type**

Inspection Type: [Dropdown]

**Select Task Template**

	Task Name	Description
<input checked="" type="checkbox"/>	On-Site Meeting	On-Site Meeting
<input type="checkbox"/>	Outfall Inspection	Outfall Inspection
<input type="checkbox"/>	Sewer Tracing Inspection	Sewer Tracing Inspection
<input type="checkbox"/>	Spill follow up	Spill follow up

1 4 of 4 [Export to Excel]

[Cancel]

Figure 7: New Inspection - Select Task Template

- Inspection
  - Inspection Management (Search for Existing Inspections)

**Search Inspections**

New Search  
Last Search Results

Recent Inspection Items

- Apex Sanitation Prod...
- MC145
- Highland Creek @ Mor...
- Don Trunk EA Project
- HCW69

**Inspection Search**

**Inspection Detail**

**Inspection General Search Criteria**

Facility ID: [Text Field]  
Facility Name: [Text Field]  
Inspection End Date Start: [Text Field]  
Inspection End Date End: [Text Field]  
Case Manager Area: [Dropdown]  
Inspector: [Dropdown]  
**Task Template: [Dropdown]**  
Task Status: [Dropdown]  
Sample Location: [Text Field]  
Category: [Text Field]

[More search options...](#)

[Search]

Figure 8: Inspection Management - Search Using Task Template

## 2. Inspection Module – Limit City, State, and Country values for Fremont Users

- In the Inspection module, we will lock the City, State, and Country fields to specific values if the logged in User is not in the Business Unit "INSPECTORS". There are two pages where this lock will be present; New Inspection and Inspection Search. When these fields are locked, the values in these fields will be the City, State, and Country linked to the mailing address of the User in the Security Module.
- Here is the page where the mailing address is linked to the User:

Search Menu  
New Search  
Recent User Items  
test  
AWoods  
dsalas  
User Menu  
User Info  
User Business Unit  
User Role  
User Password

iPACS Home > Security > User Search > User Information  
**User Info of test**

Instruction Detail  
The general information of the related User is displayed in the screen below. Click on the

**Basic Information**

Salutation:   
 First Name\*: Phil123  
 Last Name\*: Rose123  
 Email Address:   
 Approved\*: Yes   
 Status\*: Active  
 Hourly Rate\*: \$

**Contact Information**

Job Title:   
 Address 1\*: 1955 Workman Mill Road  
 Address 2:   
 City\*:   
 State\*: CA  
 Zip Code\*: 90807  
 Country\*: UNITED STATES  
 Phone Number\*: 562-699-7411  
 Phone Extension:

Figure 9: User Basic Information - Mailing Address

- Here is the page where the Business Units are linked to the User; This User does not have the required INSPECTORS Group:

Home Site Permit Work Order Monitoring Inspection SMR Compliance Inquiry Report Data Analysis Surcharge/Baseline Finance Security Config

Search Menu  
New Search  
Recent User Items  
test  
AWoods  
dsalas  
User Menu  
User Info  
User Business Unit  
User Role  
User Password

iPACS Home > Security > User Search > User Information > Business Unit  
**Business Unit Info of test**

Associated Groups Associate New Groups

Instruction Detail  
Associated groups with the related user are displayed in the screen below. Remove the associated groups by selecting the checkboxes of the corresponding groups and clicking on the Disassociate button. Click on the Associate Groups tab to associate new groups. [\(More information...\)](#)

	Group Name	Group Description
<input type="checkbox"/>	Monitoring Crew	Monitoring Crew

1 of 1 [Export to Excel](#)

[Disassociate](#)

Figure 10: User Business Units - INSPECTORS Group Not Present

- Here is the page in the New Inspection Wizard with the lock on the City, State, and Country fields:

**New Inspection Wizard**

**Select Working Area**

Step 1: To create a new inspection/monitoring task, first select the working area for the new task to be generated. Search for the desired facility by populating all desired search fields with the appropriate search criteria (e.g. 'Bond' for Facility Name, 'IC1A' for Sampling Location Name, etc.) and then selecting the appropriate facility for which the task will be created. (More information...)

**Search Working Area**

Facility ID  
Facility Name  
Facility Type  
Facility Group  
Permit Number  
Street Number  
Street Name  
Street Type  
City  
State  
Zip Code  
Country

Cancel Continue

Figure 11: New Inspection Wizard - Location Security

- Here is the Inspection Search page with the lock on the City and State fields:

**Inspection General Search Criteria**

Facility ID  
Facility Name  
Inspection End Date Start  
Inspection End Date End  
Case Manager Area  
Inspector  
Task Template  
Task Status

**Facility Search Criteria**

Facility Type  
Status  
Facility Group  
NAICS Code  
SIC Code  
Permit Number

**Physical Address**

Street Number  
Street Name  
Street Type  
City  
State  
Zip Code

Figure 12: Inspection Search - Location Security

### 3. Inquiry Module – Limit City, State, and Country values for Fremont Users

- In the Inquiry module, we will lock the City, State, and Country fields to specific values if the logged in User is not in the Business Unit "INSPECTORS". There are two pages where this lock will be present; New Inquiry and Inquiry Search. When these fields are locked, the values in these fields will be the City, State, and Country linked to the mailing address of the User in the Security Module.
- Also locked will be the option to not select a location in the New Inquiry wizard. Fremont Users creating an Inquiry will be required to specify a location for the spill/complaint.
- Here is the page in the New Inquiry Wizard with the restriction on the City, State, and Country fields.

**New Inquiry Wizard**

- 1 General Information
- 2 Related Information
- 3 Identify Incident Location

**Identify Incident Location**

**Instruction Detail**

**Step 2:** Locate the exact address of the incident location and enter the address or utilize the GIS locator to find the address on a map. Use the GIS locator for data integrity and accuracy of address. [More Information...](#)

**Incident Location Information**

Street Number

Street Direction

Street Name

Street Type

Street Sub Type

Street Sub Value

City

County

State

Zip Code

Country

**Figure 13: New Inquiry - Search for Incident Location**

- Here is the page in the New Inquiry Wizard with the restriction on the City, State, and Country fields as well as the option for "Do not use any address" being hidden.



**Incident Location Information**

Street Number

Street Direction

Street Name

Street Type

Street Sub Type

Street Sub Value

City

County

State

Zip Code

Country

**Select Address**

☒ Use existing address

☐ Create new address based on information above

Select	Street Address	City	State	Country	Zip	County	Map Page	Map Section	Map
<input type="radio"/>	10009 E ROSE HILLS Road	Whittier	CA	USA	90601	LAC			
<input type="radio"/>	10008 MILLS Avenue	Whittier	CA	USA	00000	LAC			
<input type="radio"/>	10113 WHITTIER Boulevard	Whittier	CA	USA	00000	LAC			
<input type="radio"/>	10025 COLIMA Road	Whittier	CA	USA	00000	LAC			
<input type="radio"/>	10025 COLIMA Road	Whittier	CA	USA	90603	LAC			
<input type="radio"/>	10025 COLIMA Road	Whittier	CA	USA	90605	LAC			
<input type="radio"/>	10025 COLIMA Road	Whittier	CA	USA	90604	LAC			
<input type="radio"/>	1965 Workman Hill Road	Whittier	CA	USA	90601	LAC			
<input type="radio"/>	2808 S Workman Hill Road	Whittier	CA	USA	90601		637	07	
<input type="radio"/>	1965 Workman Hill Road	Whittier	CA	USA	90601	LAC			

1 2 3 4 5 6 7 8 9 10 ...

256 of 1864

**Geo Location Detail**

Location Name

Enter the name of any geographical location (manhole, parcel number, district number, pump plant, ...)

Figure 14: New Inquiry – Search Results for Incident Location

- Here is the Inquiry Search page with the restriction on the City, State, and Country fields:

Inspector

**Inquiry Physical Location**

Street Number

Street Name

Street Type

Street Direction

Street Sub Number

Street Sub Type

City

State

Zip Code

Country

Parcel No

Map Page

Map Section

Geo Location Name

Geo Location Type

Figure 15: Inquiry Search - Location Security

#### 4. Inspection Module – Limit Creation of Violations and Enforcements to only through Inspections (Fremont Users)

- For Fremont Users, a restriction will be added that they can only create Violations in iPACS through the Inspection Module. Other Users (USD Internal staff) will be able to create violations in multiple Modules throughout iPACS.
- Fremont Users will only be able to search for Inspections and then see Violations related to an individual Inspection. They are not allowed to perform a general search for Violations.
- Once within a Violation record, Fremont Users are able to view any linked Enforcement as well as create a linked Enforcement.
- Fremont Users are also able to Escalate an Enforcement as long as they have access to the original Enforcement.
- Fremont Users will only be able to associate Violations to Enforcements or Enforcements to Violations if the Violation and Enforcement are both linked to an Inspection record that has a Task Template within the Business Unit setup for the City of Fremont as detailed earlier in this item.
- The restriction detailed above of limiting which Inspection records they can see also limits the Violations and Enforcements they can see and create by use of this method.

#### 5. General iPACS Security - Limit Fremont to Inspections, Inquiries, and Violations and Enforcements linked to Violations

- To accomplish this, the following modules will be hidden ONLY from Fremont Users:
  - Site
  - Permit
  - Work Order
  - Monitoring
  - SMR
  - Compliance
  - Data Analysis
  - Baseline
  - Security
  - Configuration
- Also, these general security items will be accomplished (ONLY for Fremont Users):



- Only show Fremont related Violations in the Associate New Violations tab so they are unable to see USD Pretreatment Violations.
- This security will rely on the Violations being associated to an Inspection record and that Inspection record having a Task Template that the City of Fremont Business has been granted access to.

[iPACS Home](#) > [Compliance](#) > [Enforcement Management](#) > Associate New Violation

Associate New Violations for 10 MINUTE OIL CHANGE (Facility ID= 941), Deficiency Letter ID = (64), Physical Location: 539 MARTIN Avenue, ROHNERT PARK, CA, 94928

[Associated Violations](#) [Associate New Violations](#)

Instruction Detail

Further Search by Violation Type and Date:

Violation Start Date:

Violation End Date:

Violation Type:

[Further Search](#)

Search Result

		Violation Date	Facility Name	Violation Type	Comment	Substance Name	Value	Limit Value	Unit
<input type="checkbox"/>		03/06/2013	10 MINUTE OIL CHANGE	Excessive Metals					
<input type="checkbox"/>		03/07/2013	10 MINUTE OIL CHANGE	Excessive Metals					

2 of 2 [Export to Excel](#)

[Associate](#)

Figure 16: Enforcement Related Violations – Update View of related Violations for Fremont Users

- Only show Fremont related Enforcements in the Associate New Enforcements tab so they are unable to see USD Pretreatment Enforcements.
- This security will rely on the Enforcements being associated to a Violation associated to an Inspection record and that Inspection record having a Task Template that the City of Fremont Business has been granted access to.

[iPACS Home](#) > [Compliance](#) > [Violation Management](#) > Associate New Enforcement

Associate New Enforcements for 10 MINUTE OIL CHANGE (Facility ID = 941), Excessive Metals, (ID = 314), Physical Location: 539 MARTIN Avenue, ROHNERT PARK, CA, 94928

[Associated Enforcements](#) [Associate New Enforcements](#)

Instruction Detail

		Case Name	Enforcement Type	Comments
<input type="checkbox"/>		23452345	Deficiency Letter	
<input type="checkbox"/>		243	Deficiency Letter	
<input type="checkbox"/>		3421431234	Deficiency Letter	
<input type="checkbox"/>		456	Deficiency Letter	
<input type="checkbox"/>		4567890-	Deficiency Letter	

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[Associate](#)

Figure 17: Enforcement Related Violations – Update View of related Violations for Fremont Users

- Remove the hyperlink of the Facility Name which would take the User to the Site module, from the following screens:
  - Violation Details

The screenshot shows the iPACS Violation Management interface. The breadcrumb trail is: [iPACS Home](#) > [Compliance](#) > [Violation Management](#) > Basic Information. The main heading is "Basic Information for RockTenn CP, LLC ( Facility ID = 9245828)". Below this is the address: "View Avenue, Cerritos, CA, 90703". The left sidebar contains a "Search Violation" section with a "New Search" button, and a "Recent Viewed Items" section listing "Nonpermitted Discharge: RockTenn CP, LLC". The "Violation Information" section on the left has a list of tabs: "Basic Information" (selected), "Related Enforcement", "Related Tasks", "Sample Detail", and "Comments & Findings". The main content area has a yellow instruction box: "Instruction Detail: Use this screen to edit Violation information. Fields marked with an asterisk are required. (More information...)" and a "Violation Information" form. The form fields are: "Violation Date" (11/22/2012), "Name" (RockTenn CP, LLC, highlighted with a red box), "Sampling Location" (empty dropdown), "Violation Category" (GEN), and "Violation Type" (Nonpermitted Discharge).

Figure 18: Violation Details - Remove Facility Hyperlink

- Inspection Details

The screenshot shows the iPACS Monitoring Inspection Search interface. The breadcrumb trail is: [iPACS Home](#) > [Monitoring](#) > [Inspection Search](#) > Inspection General Information. The main heading is "Basic Information for Inspection for 'A I' RADIATOR SERVICE". The left sidebar contains a "Search Inspections" section with "New Search" and "Last Search Results" buttons, and a "Recent Inspection Items" section listing several items including "A I' RADIATOR SERVICE". The "Inspection Information" section on the left has a list of tabs: "Inspection General Info" (selected), "Inspection Results", and "Inspectors". The main content area has a yellow instruction box: "Instruction Detail: Below is the general information of the related inspection. Click the Save button". Below this is the "Inspection General Information" form. The form fields are: "Facility Name" ("A I' RADIATOR SERVICE", highlighted with a red box), "Location" (6629 ATLANTIC Avenue, Long Beach, CA, 90805), "Sample Location" (empty dropdown), "Task" (empty dropdown), and "Template" (Combustible Gas Inspection).

Figure 19: Inspection Details - Remove Facility Hyperlink

- Enforcement Details

Search Enforcement

New Search

Recent Viewed Items

RockTenn CP, LLC: Delinquency Letter

Enforcement Information

Basic Information

Related Violation

Correspondence

Related Tasks

Attachment

Document

Enforcement Case

Reports

iPACS Home > Compliance > Enforcement Management > Basic Information

Basic Information for RockTenn CP, LLC (Facility ID= 924582 Avenue, Cerritos, CA, 90703)

Instruction Detail

View and edit details of the selected Enforcement in the screen below. To prioritize screen. [\(More information...\)](#)

Enforcement Details

Enforcement Number 0177836

Violator Name RockTenn CP, LLC

Enforcement Action Date 3/20/2012 00:00

Type Delinquency Letter

Ordinance

Figure 20: Enforcement Details - Remove Facility Hyperlink

- Remove the “Search Enforcement” left panel menu, which would allow access to the Compliance module, as well as the Breadcrumbs at the top of the page on the following page:
  - Enforcement Details

Search Enforcement

New Search

Recent Viewed Items

RockTenn CP, LLC: Delinquency Letter

Enforcement Information

Basic Information

Related Violation

Correspondence

Related Tasks

Attachment

Document

Enforcement Case

Reports

iPACS Home > Compliance > Enforcement Management > Basic Information

Basic Information for RockTenn CP, LLC (Facility ID= 924582 Avenue, Cerritos, CA, 90703)

Instruction Detail

View and edit details of the selected Enforcement in the screen below. To prioritize screen. [\(More information...\)](#)

Enforcement Details

Enforcement Number 0177836

Violator Name RockTenn CP, LLC

Enforcement Action Date 3/20/2012 00:00

Type Delinquency Letter

Ordinance

Figure 21: Enforcement Details - Left Panel and Breadcrumb Security



- Remove the “Search Violation” left panel menu, which would allow access to the Compliance module, as well as the Breadcrumbs at the top of the page on the following page:
  - Violation Details

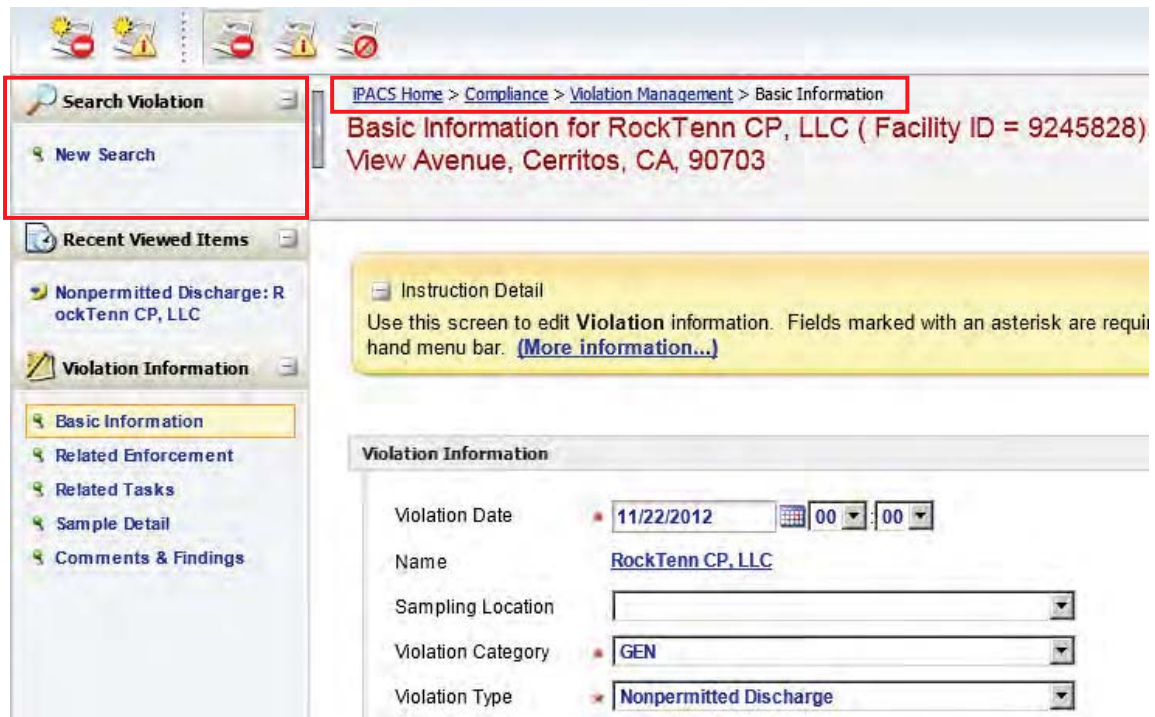


Figure 22: Violation Details - Left Panel and Breadcrumb Security

6. Allow City of Fremont Users to view certain Compliance and Inspection Summary reports in the iPACS Reports module
  - To accomplish this, enfoTech will setup a Report Folder titled “City of Fremont Summary Reports”
  - This folder will be the only folder visible to the Fremont Users in the Reports module in iPACS
  - USD staff will be able to see all other reports as well as the Fremont reports if they wish.
  - enfoTech will add security to the Reports module to restrict City of Fremont Users from Deleting, Editing, or Uploading New Reports by hiding the Manage Reports link for City of Fremont users.

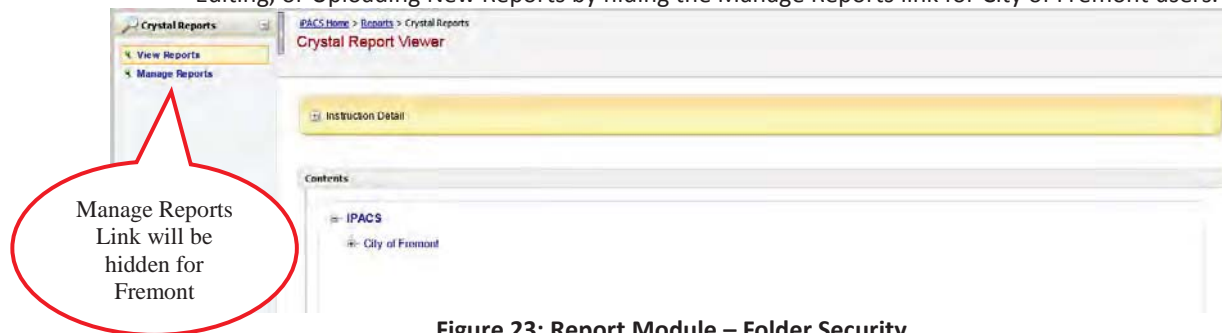


Figure 23: Report Module – Folder Security

**B-3: Add ability to insert sample result data in a batch fashion.****1. Monitoring Module**

- enfoTech will create a new Monitoring module sub-module, "LIMS Import", so that administrative staff can more easily enter sample results that come back from the lab. Once a Monitoring event is selected, the grid below will allow the "Prefix", "Result", and "Unit" columns to be editable by the User. We will also add a "Save Result Update" button at the bottom of the grid which will commit the changes to iPACS. If multiple pages of results are found (limit 10 substances per page) then when the second page is clicked, the first page's values are saved to the database. Also, when either the page is changed or the "Save Result Update" button is clicked, iPACS will run compliance on all of the results for this Monitoring event.
- enfoTech will add two date/time pickers next to the "Apply" button at the top of the grid. These date/time pickers will be labeled as "Monitoring Start Date Time" and "Monitoring End Date Time". There will also be a button next to these date/time pickers labeled "Update Sample Dates". When this button is clicked, the Monitoring record, its related sample records, and their related sample detail records will all have their sample start and end date times updated to the value entered on this page.
- enfoTech will add a new "Add Substance" button to the right of the new "Update Sample Dates" button. When the "Add Substance" button is clicked, the user is taken to a new page allowing them to create a new substance and result record. This result record will be linked by default to the first sample taken in this Monitoring event. When the "Create" button is clicked, the result is saved in the system and the user is brought back to the LIMS Import screen with the most recent Monitoring record visible and the related results displayed in the grid below.
- enfoTech will also add a New Comment section below the grid that will contain a Comment Type dropdown that will be filtered by default to only show Monitoring related comment types. Once a type is selected, the User will be able to select the "Create Comment" button and the page will reload showing them comment text boxes. Once they enter their comment and click the "Save" button, the page will reload showing the grid, the new comment section, and a grid below outlying the comment they just created.
- The Process for this will likely be to use the new Monitoring ID search field to find parameter/substance records within that sampling task. When the "Apply" button is clicked, the grid below is refreshed to show only parameters/substances related to the entered Monitoring ID. The User will not be able to enter a null Monitoring ID. Then the User will be able to go down the page entering sample results from the Lab's Analysis Report.

## LIMS Import

Instruction Detail

Monitoring ID  Apply

Sampling Start Date \* 10/25/2011  04:00 Update Sample Dates  
 Sampling End Date \* 10/25/2011  22:00 New Substance

	Facility Name	Facility ID	Sample End Date	Substance	Prefix	Result	Unit	Detection Limit	Report Limit	Sample Method	Sample ID	Sampler Name(s)	Monitoring Location Name
	3D International LLC	2110594	02/10/2009	Color, Apparent	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	Field pH	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	Lower Explosive Limit (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	Odor	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	pH	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	Solids, Total Dissolved	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	Sulfide, Total	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A
	3D International LLC	2110594	02/10/2009	Temperature	<input type="text"/>	<input type="text"/>	<input type="text"/>			Grab	9304359	TStahl	017194A

Export to Excel

Save Result Update

Select your comment type

Comments Type \* Monitoring Type Comment

☐ List All Comment Types

Comment Text

Top		Comment Type	Comment	Updated Date	Updated By	Created Date	Created By	
		Monitoring Type Comment	Test LIMS Import Comment	3/28/2013 4:18:34 PM	smithb	3/28/2013 4:18:34 PM	smithb	

1 of 1 Export to Excel

Write Your Comment

Figure 24: LIMS Import - Result and Unit Update

- When the “Save Result Update” button is clicked, the LIMS Import page will refresh showing the Results and Units updated as well as a message at the top of the page saying “Data Saved”.

The screenshot shows a web-based form titled "LIMS Import - New Sample Result Entry". The form is organized into a list of input fields on the left side, each with a corresponding input area on the right. The fields are: Substance (text input), Result (dropdown), Unit (dropdown), Data Qualifier (text input), Analysis Method (dropdown), Sample Duration (text input), Grab Time (two dropdowns, both showing "00"), Detection Limit (text input), Reporting Limit (text input), Result Received Date (text input with a calendar icon), Sample Method (dropdown), Lab (dropdown), Compliance Check Message (text area), and Comments (text area). At the bottom of the form are two buttons: "Cancel" and "Create".

**Figure 25: LIMS Import - New Sample Result Entry**

- When the “Add Substance” button is clicked, New Analysis Result page is shown. Once the user enters the required fields and clicks “Create” the data is saved and they are brought back to the LIMS Import screen with the same Monitoring ID selected.

#### B-4: Add ability to track PRCC data within SMR tasks

##### **1. SMR Module**

- enfoTech will add a “SMR Details” sub-module that will act as the other Dynamic Form sub-modules do in iPACS. This new “SMR Details” sub-module will allow USD or enfoTech to utilize XML to create custom data entry forms very efficiently. This sub-module also allows you to have a specific form for each task template. So there could be a set of questions if this is a PRCC or another if this is a SMR with a PRCC.
- This enhancement includes the development of the PRCC dynamic form to contain all the fields required for tracking. This set of questions is referred to as the PRCC Checklist.
- For PRCC’s, if Flow Data or Sample Result Data needs to be entered, the existing Flow Data sub-module in the SMR Module and the SMR Basic Information screen can be utilized for this.

**Recent SMR Items**

- Cirex Corp.
- Jennings Technology...
- Jennings Technology...
- Jennings Technology...
- Longe Drug Store #26...

**SMR Information**

- SMR Data Entry
- FlowData
- Attachments
- Reports
- Follow-up SMR
- SMR Details**

**Instruction Detail**

**SMR General Information**

Postmark Date: 08/08/2008

Task:

MONITORING PERIOD: 8/8/2008 ~ 8/9/2008

SMR Type:

PERMITTEE NAME: Cirex Corp.

MAILING ADDRESS: 791 Nutman Street,  
Santa Clara CA 95054

ENFORCEMENT NUMBER:

Authorized By:

Authorized Date:

Show Calendar

**SMR Data**

Order Selection: ☒ By substance name  
☐ By specific sort order

Update Lab for all SMR data? ☐ If the checkbox is not selected, the Lab will be updated ONLY for SMR data without a Lab.

Lab:

Substance(s)	08/08/2008	More...
Cyanide Total	mg/L	Edit

Add Substance:

[Change Sample Date](#)

Figure 26: SMR Module - SMR Details

### Sampling Contact

Sampling Contact (prints on inspection report)

### Treatment System

Operating?

☐ Yes ☐ No

Status

### Field Readings

pH Record Value (IU):

Influent FlowMeter Reading:

gallons

Effluent FlowMeter Reading:

gallons

Last Calibration Date of IU FlowMeter:

Figure 27: SMR Module - Example Dynamic Form



**Appendix B: Remaining iPACS Implementation Project Schedule**

ID	Task Name	Start	Finish	Predecessors
18	<b>Stage 3: System Configuration, Customization, and Data Migration</b>	<b>Mon 9/3/12</b>	<b>Tue 6/4/13</b>	
19	<b>3.1 iPACS System Configuration and Customization</b>	<b>Mon 10/1/12</b>	<b>Tue 6/4/13</b>	
20	3.1a iPACS - Customizations for USD (including Active Directory Integration)	Mon 10/1/12	Fri 2/1/13	
21	3.1b iPACS - 10 Configured Reports for USD (1 - 2 pages each)	Wed 5/1/13	Tue 5/28/13	
22	3.1c iPACS - 10 Configured Word Document Templates for USD (1 - 2 pages each)	Wed 5/1/13	Tue 5/28/13	
23	3.1d iPACS - 10 Configured Dynamic Template Configurations for USD (1 - 2 pages each)	Mon 4/15/13	Fri 5/3/13	
24	3.1e iPACS - 10 Configured Query Tool Queries for USD	Wed 5/29/13	Tue 6/4/13	22,23
25	3.2 Develop data migration scripts (including Word Documents and Excls)	Mon 4/1/13	Fri 4/26/13	
26	USD: Review and Provide Comments, Approve Data Migration	Mon 4/29/13	Fri 5/10/13	25
27	3.3 Application Test Plan	Mon 9/3/12	Fri 9/21/12	
28	USD Review and Provide Comments, Approve Test Plan	Mon 9/24/12	Fri 10/5/12	27
29	3.4 System Testing	Wed 4/10/13	Tue 5/7/13	
30	3.5 System Customizations from iPACS Enhancement Proposal #1	Mon 4/1/13	Tue 4/30/13	
31	<b>Stage 4: System Documentation, Training, and User Acceptance Testing (UAT)</b>	<b>Wed 6/5/13</b>	<b>Wed 10/2/13</b>	
32	4.1 Develop System Documentation	Wed 6/5/13	Tue 6/11/13	18
33	USD Review System Documentation, Provide Comments, and Approve	Wed 6/12/13	Tue 6/25/13	32
34	4.2 Develop Training Agenda	Wed 6/5/13	Tue 6/25/13	18
35	USD Review Training Agenda, Provide Comments, and Approve	Wed 6/26/13	Tue 7/9/13	34
36	4.3 Conduct Two 2-Day User Training Sessions with Materials	Mon 7/29/13	Thu 8/1/13	35FS+13 days
37	4.4 Conduct 1/2-Day Admin Training Sessions with Materials	Fri 8/2/13	Fri 8/2/13	36
38	4.5 Conduct 1/2-Day Technical Training Sessions with Materials	Fri 8/2/13	Fri 8/2/13	36
39	4.6 UAT Support (Period 1)	Fri 8/2/13	Mon 9/2/13	38
40	4.7 UAT Support (Period 2)	Mon 9/2/13	Wed 10/2/13	39
41	<b>Stage 5: Final Data Migration and Go-Live</b>	<b>Mon 9/2/13</b>	<b>Tue 2/14/14</b>	
42	5.1 Develop Transition Plan for Go-Live	Mon 9/2/13	Mon 9/9/13	39
43	USD Review Transition Plan, Provide Comments, and Approve	Mon 9/9/13	Mon 9/16/13	42
44	5.2 Deliver Production-ready System & Final data migration	Wed 10/2/13	Wed 10/9/13	43,40
45	USD verify the production deployment	Wed 10/9/13	Wed 10/16/13	44
46	5.3 System Go-Live	Wed 10/16/13	Thu 10/17/13	45
47	5.4 120-Day Go Live Support Period	Thu 10/17/13	Tue 2/14/14	46
48	<b>Stage 6: Maintenance &amp; Support</b>	<b>Tue 2/14/14</b>	<b>Wed 2/13/15</b>	
49	6.1 1-Year Technical support and maintenance	Tue 2/14/14	Wed 2/13/15	41



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 11, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager  
Jesse Gill, TSCS Work Group Manager  
Rollie Arbolante, TSCS Coach

**SUBJECT:** Agenda Item No. 14 - Meeting of April 22, 2013  
**AUTHORIZING THE GENERAL MANAGER TO EXECUTE TASK  
ORDER NO. 2 WITH WEST YOST AND ASSOCIATES FOR THE  
DESIGN OF THE NEWARK BACKYARD SANITARY SEWER  
RELOCATION PROJECT, PHASE 1**

### **Recommendation**

Authorize the General Manager to execute Task Order No. 2 with West Yost and Associates to provide design services in the amount of \$76,352 for the design of the Newark Backyard Sanitary Sewer Relocation Project, Phase 1. Funds for the project have been budgeted in the Replacement and Renewal Fund.

### **Background**

On July 13, 2012, the General Manager executed the Agreement and Task Order No. 1 with West Yost and Associates for the Preliminary Design and Evaluation of the Newark Backyard Sanitary Sewer Relocation Project. A location map is attached. Task Order No. 1 provided for the development of a preliminary layout of the new sewers within public streets, the evaluation of construction methods for installing new laterals from the backyard to the front of the house, and total project construction cost estimates.

The preliminary layout by West Yost proposed four phases for the project. Phase 1 will include the construction of new sewer laterals on 45 private properties that will reroute each home's wastewater from the backyard sewer mains to existing sewer mains in the street in front of the property. No new sewer mains will be constructed in the street as part of this phase and no backyard or side yard sewer mains will be abandoned as part

of this phase. Subsequent phases of the project will involve the construction of new sewer mains in the streets of the neighborhood and will involve the abandonment of existing backyard and side yard sewer mains.

To evaluate construction methods, a Pilot Project for Lateral Relocations was performed in January 2012. The pilot project called for the installation of two sewer laterals on private property via the Horizontal Directional Drilling (HDD) method. This is a trenchless method that minimizes the need for open cut construction. The project successfully installed sewer laterals from the backyard to the front yard for two properties on Cherry Street, between George Avenue and Dairy Avenue.

The construction cost estimate for Phase 1 is \$504,000. The construction cost estimate for the three remaining phases is \$4.0 million.

West Yost and Associates has submitted a scope of work for Task Order No. 2, which staff has reviewed and deemed appropriate. The cost proposal comes to \$76,352, which is about 15.2% of the construction cost estimate.

Typically, the design costs for a project of this size vary between 10-12%. However, since this project includes a significant public outreach effort, which accounts for 5.6% of the construction cost estimate, this cost proposal is appropriate for this project.

The scope of work for Task Order No. 2 includes project management, public outreach, design, and bid support services.

<b>Task</b>	<b>Description</b>	<b>Amount</b>
1	Project Management	\$2,872
2	Public Outreach	\$28,572
3	Design	\$39,708
4	Bid Support Services	\$6,200
	<b>Total</b>	<b>\$76,352</b>

Work under Task Order No. 2 is expected to begin in April 2013, and is expected to be completed by August 2013.

Staff recommends the Board authorize the General Manager to execute Task Order No. 2 with West Yost and Associates for \$76,352 to provide design services for the Newark Backyard Sanitary Sewer Relocation Project, Phase 1.

**NEWARK FLAT TOP AREA  
SEWER RELOCATION PROJECT**

**(USD Project No. 398)**

**TASK ORDER NO. 2  
TO**

**AGREEMENT DATED JULY 18, 2012  
BETWEEN  
UNION SANITARY DISTRICT  
AND  
WEST YOST ASSOCIATES, INC.  
FOR  
PROFESSIONAL SERVICES**

---

**1. PURPOSE**

The purpose of Task Order No. 2 is to authorize the final design of the Phase 1 Newark Flat Top Area Sewer Relocation Project (Project). The purpose of the overall Project is to relocate the existing backyard sewer mains to the public streets within the area shown on Exhibit A and includes the following streets: Jennifer, Deborah, Bonnie, and Leone Streets and Zulmida, Wilma, and Noel Avenues.

The Phase 1 project will relocate existing backyard sewer laterals to the front yards for approximately 45 homes bordering Cherry Street and Dairy Avenue. The scope of work includes project management, public outreach, design, and bid support services.

**2. SCOPE OF SERVICES**

The task numbers in this Scope of Services relate directly to the costs presented in Item 4, Compensation, and the schedule presented in Item 5, Time of Completion. Deliverables to be received by Union Sanitary District (District) are described under each task item, where applicable. Optional tasks shown shall not be performed without authorization from the District.

**TASK 1. PROJECT MANAGEMENT**

This task will include project management activities, including day-to-day administration, progress meetings and technical reviews.

**Subtask 1.1—Project Administration.** Monitor progress of individual tasks and coordinate completion of work products. Monitor task budgets and project schedule. Schedule changes, if required, will be provided.

**Subtask 1.2—Progress Meetings.** Attend up to two progress meetings with District staff to discuss and review progress and significant action items. Engineer will prepare and submit meeting agendas and minutes.

**Subtask 1.3—Technical Reviews.** Technical reviews will be conducted by the Principal-in-Charge, Project Manager, and a senior staff member not directly involved in the project.

***Deliverables:***

- *Meeting agendas, meeting minutes, and project schedule updates.*

## **TASK 2. PUBLIC OUTREACH**

**Subtask 2.1—Letter to Property Owners.** West Yost will assist the District with property owner notification by assisting with preparation of a District letter (District letterhead). The letter will identify the proposed design efforts including surveying and backyard data collection.

**Subtask 2.2—Backyard Investigations.** Working with District staff, West Yost will attempt to obtain approval of each resident prior to entering back yard to collect data. West Yost will provide a liaison to meet with each property owner/resident to document existing information, take photographic records of properties and identify the most likely alignment of the lateral relocation. West Yost will make up to three separate visits for each property. West Yost will not enter backyards without receiving the permission of the resident. A Spanish speaking interpreter will be provided during site visits. West Yost has assumed up to 40 hours of investigation time each for an engineer and Spanish interpreter.

**Subtask 2.3—Private Lateral Construction Figures.** West Yost will prepare a Proposed Construction Figure (8-1/2" x 11") for each property generally showing hardscape features (fences, driveways, sidewalks, patios) along the proposed private lateral alignment. The figure will include "hand-sketched" features, proposed lateral location, site photographs, and proposed lateral relocation. The figures will be included with the Bid Documents as an appendix.

**Subtask 2.4—Review Proposed Lateral Construction with Residents.** This second meeting with each resident will include review of the proposed construction for each owner/resident and will include attempting to obtain their written approval of a construction license (form provided by District) authorizing the work. West Yost will make up to three separate visits for each property. West Yost has assumed up to 40 hours of investigation time each for an engineer and Spanish interpreter.

**Subtask 2.5—Public Meeting.** West Yost will prepare a presentation and conduct one public meeting for local residents. The presentation will identify the project boundaries, purpose and reason for the project, description of the proposed construction, and impacts and benefits to the business, property owner, and resident. The meeting location and advertisement shall be coordinated by the District.

***Assumptions:*** *District will provide printing and mailing services for project flyers and letters.*

***Deliverables:***

- *Electronic copies (PDF or MS Word) of flyer and letters for printing.*
- *Lateral Construction Figures.*
- *Powerpoint presentation for public meeting.*

### TASK 3. DESIGN

This task will prepare a final design to relocate private laterals from the backyard to the front using a combination of open cut construction (for connections and where necessary) and horizontal directional drilling (HDD).

**Subtask 3.1—Review Existing Information.** Review existing information including block book information, record drawings, TV inspection logs and tapes, previous studies, and general site reconnaissance of the area.

**Subtask 3.2—Utility Coordination.** Provide utility coordination letters to the various public utility agencies at the 75% design completion level. Review responses from agencies and update drawings as required.

**Subtask 3.3—Permits and Agency Coordination.** Engineer will coordinate with City of Newark. Engineer will determine City requirements and complete an encroachment permit application form for District's signature. The District will pay for the permitting fees.

**Subtask 3.4—Surveying of Private Laterals.** This task provides up to 2-days of general field surveying to verify ground surface elevations, private lateral depths (if able to be located), finished floor elevation, and approximate ground profile along the proposed private lateral alignment. It is not intended to determine complete information for each private lateral, but rather to check a limited number of strategic or critical locations and various items of concern.

**Subtask 3.5—Design Drawings.** West Yost will develop design drawings based on existing aerial and GIS data provided by the District. The figures developed in Subtask 2.3 will be included in the Bid Documents as an appendix. Existing utility information will be plotted based on existing record drawings for the relatively recent sewer projects in Dairy Avenue and Cherry Street. Detailed surveying of the project alignment will not be necessary. Typical boring paths profiles will be prepared.

**Subtask 3.6—Specifications.** Specifications will be prepared in Microsoft Word format. Engineer will prepare technical specifications, notice inviting bids, instructions to bidders, bid schedule and supplementary general conditions in CSI format and based on District Standards. District will provide contract documents, general conditions and general requirements in Microsoft Word Format.

**Subtask 3.7—Construction Cost Estimate.** Engineer will develop a construction cost estimate at the 75 percent and 100 percent design completion levels.

#### ***Deliverables:***

- *Five sets of draft plans and specifications at 75 and 100 percent completion levels.*
- *One set of final plans and specifications in Word and PDF format for printing and bid advertisement.*
- *Cost estimate at 75 and 100 percent completion levels.*
- *Drawing files in AutoDesk Map format stored in disc.*

## **TASK 4. BID SUPPORT SERVICES**

The purpose of this task is to assist the District during the bidding of the Project. The District will advertise and distribute bid documents.

**Subtask 4.1—Meetings.** West Yost will attend the pre-bid meeting.

**Subtask 4.2—Bidder Inquiries, and Bid Evaluation.** West Yost will assist in answering bidders' technical questions during the bid period. Engineer will assist District in bid evaluation.

**Subtask 4.3—Addenda.** West Yost will prepare addenda during the bid period to be distributed by the District.

### **3. PROJECT COORDINATION**

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

### **4. COMPENSATION**

Compensation shall be on a time and materials cost basis for services provided under Article 2 of this Agreement in accordance with the Billing Rate Schedule contained in Exhibit B (updated annually) except that subconsultants will be billed at actual cost plus 5%, outside services will be billed at actual cost, and mileage will be billed at prevailing IRS standard mileage rate. The billing rate schedule is generally comparable to a labor multiplier of approximately 3.22.

The estimated costs for Tasks 1 through 4 are presented in Exhibit C. Total charges to the District shall not exceed the total cost, including optional tasks, of \$76,352 without written authorization from the District. The total cost shall be adjusted based on the optional tasks that are authorized by the District.

### **5. TIME OF COMPLETION**

Tasks 1-3 (through design completion) defined in Item 2 shall be completed within 90 calendar days of the receipt of the Notice to Proceed.

### **6. KEY PERSONNEL**

Key engineering personnel or subconsultants assigned to Task Order No. 2 are as follows:

<b>Role</b>	<b>Personnel/Subconsultant</b>
Principal-in-Charge	Bruce G. West
Project Manager/Engineer	John D. Goodwin
Project Engineer	Thea Durbin
Project Engineer	Matt Lemmon

Key personnel shall not change 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 incorporated it as part of the Agreement.

ENGINEER:

WEST YOST & ASSOCIATES

DISTRICT:

UNION SANITARY DISTRICT

By: \_\_\_\_\_  
John D. Goodwin  
Vice President

By: \_\_\_\_\_  
Richard B. Currie  
General Manager





**EXHIBIT A  
PROJECT LOCATION**



**PHASE 1 PROJECT AREA**

**NEWARK BACKYARD  
SANITARY SEWER  
RELOCATION PROJECT**

**WEST YOST ASSOCIATES, INC.**  
**2013 Billing Rate Schedule**

**EXHIBIT B**

(Effective January 1, 2013 through December 31, 2013)\*

Position	Labor Charges (dollars per hr)
Principal/Vice President	231
Engineering Manager	221
Principal Engineer/Scientist	200
Senior Engineer/Scientist/GIS Analyst	179
Associate Engineer/Scientist	163
GIS Analyst	158
Engineer II/Scientist II	142
Engineer I/Scientist I	121
Construction Manager III	179
Construction Manager II	163
Construction Manager I	152
Resident Inspector III	134
Resident Inspector II	124
Resident Inspector I	110
Sr. Designer/Sr. CAD Operator	116
Designer/CAD Operator	103
Technical Specialist II	100
Technical Specialist I	84
Engineering Aide	68
Administrative IV	105
Administrative III	95
Administrative II	79
Administrative I	63

Hourly labor rates include Direct Costs such as general computers, system charges, telephone, fax, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.

Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost.

Mileage will be billed at the current Federal Rate.

Subconsultants will be billed at actual cost plus 5%.

Computers are billed at \$25 per hour for specialty models and AutoCAD.

Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.

A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

---

\*This schedule will be updated annually.



# WEST YOST ASSOCIATES, INC.

## 201 Billing Rate Schedule

(Cont'd.)

(Effective January 1, 2013 through December 31, 2013)\*

### SURVEYING AND EQUIPMENT CHARGES

Position	Labor Charges (dollars per hr)
GPS, 3-Person	352
GPS, 2-Person	305
GPS, 1-Person	236
Survey Crew, 2-Person	257
Survey Crew, 1-Person	194

### EQUIPMENT CHARGES

Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	16	81
pH Meter	5	26
Automatic Sampler	128	698
Transducer/Data Logger	40	202
Hydrant Pressure Gage	11	49
Hydrant Pressure Recorder (HPR)	—	202
Hydrant Wrench	5	32
Pitot Diffuser	29	132
Well Sounder	29	132
Ultrasonic Flow Meter	—	264
Vehicle	87	437
Velocity Meter	11	64
Water Quality Multimeter	173	946
Thickness Gage	—	70

---

\* This schedule will be updated annually.

Union Sanitary District  
Phase 1--Design of Flat Top Sewer Relocation Project

Exhibit C  
1 of 1

Estimated Hours and Budget		PWP \$231 Goodwin	AE/AS \$163 Durbin	ESII \$142 Lemmon	ADMIV \$105	ADMII \$79	D/CAD \$103	GPS2 \$305	Hours	Fee	Drafting Hours	Fee \$25	Modeling Hours	Fee \$25	Routine ODC 0%	Sub. w/ markup 5%	Other Direct	Total Costs
PROJECT: Phase 1 Design--Flat Top Sewer Project																		

<b>Task 1.0 Project Management</b>																		
1.01	Project Administration	4							4	\$ 924								\$ 924
1.02	Progress Meetings	4							4	\$ 924							\$ 100	\$ 1,024
1.03	Technical Reviews	4							4	\$ 924								\$ 924
<b>Subtotal, Task 1 (hours)</b>		12	0	0	0	0	0	0	12		0		0					
<b>Subtotal, Task 1 (\$)</b>		\$ 2,772								\$ 2,772							\$ 100	\$ 2,872

<b>Task 2.0 Public Outreach</b>																		
2.01	Letter to Property Owners	2	2						4	\$ 788								\$ 788
2.02	Backyard Investigations	2	8	40		40			90	\$ 10,606							\$ 300	\$ 10,906
2.03	Private Lateral Figures	2	2	24					28	\$ 4,196							\$ 100	\$ 4,296
2.04	Review Lateral Construction with Resident	2	4	40		40			86	\$ 9,954							\$ 300	\$ 10,254
2.05	Public Meeting	4	8						12	\$ 2,228							\$ 100	\$ 2,328
<b>Subtotal, Task 2 (hours)</b>		12	24	104	0	80	0	0	220		0		0					
<b>Subtotal, Task 2 (\$)</b>		\$ 2,772	\$ 3,912	\$ 14,768		\$ 6,320				\$ 27,772							\$ 800	\$ 28,572

<b>Task 3.0 Design</b>																		
3.01	Review Existing Information		2	2					4	\$ 610								\$ 810
3.02	Utility Coordination			8					8	\$ 1,136								\$ 1,136
3.03	Permits and Agency Coordination	4	4						8	\$ 1,576							\$ 100	\$ 1,676
3.04	Surveying of Private Laterals		8	8				16	32	\$ 7,320								\$ 7,320
3.05	Design Drawings	12	32	32			24		100	\$ 15,004	24	\$ 600					\$ 500	\$ 16,104
3.06	Specifications	8	20	20					68	\$ 10,048							\$ 500	\$ 10,548
3.07	Construction Cost Estimate	2	4						6	\$ 1,114								\$ 1,114
<b>Subtotal, Task 3 (hours)</b>		26	70	70	20	0	24	16	226		24		0					
<b>Subtotal, Task 3 (\$)</b>		\$ 6,006	\$ 11,410	\$ 9,940	\$ 2,100		\$ 2,472	\$ 4,880		\$ 36,808		\$ 600					\$ 1,300	\$ 38,708

<b>Task 4.0 Bid Support Services</b>																		
4.01	Meetings	3	3						6	\$ 1,182							\$ 100	\$ 1,282
4.02	Bidder Inquiries and Evaluation	8	8						16	\$ 3,152								\$ 3,152
4.03	Addenda	2	8						10	\$ 1,766								\$ 1,766
<b>Subtotal, Task 4 (hours)</b>		13	19	0	0	0	0	0	32		0		0					
<b>Subtotal, Task 4 (\$)</b>		\$ 3,003	\$ 3,097							\$ 6,100							\$ 100	\$ 6,200

<b>TOTAL (hours)</b>																		
<b>TOTAL (\$)</b>		\$ 14,553	\$ 18,419	\$ 24,708	\$ 2,100	\$ 6,320	\$ 2,472	\$ 4,880		\$ 73,452	\$ 600		0				\$ 2,300	\$ 76,352



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager*  
*District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Jesse Gill, TSCS Work Group Manager  
Sami Ghossain, CIP Coach  
Raymond Chau, Principal Engineer  
Ric Pipkin, Senior Engineer

**SUBJECT:** Agenda Item No. 15 – Meeting of April 22, 2013  
**RESOLUTION NO. 2704, ACCEPTING THE CONSTRUCTION OF THE THICKENER NOS. 3 AND 4 REHABILITATION PROJECT FROM ANDERSON PACIFIC ENGINEERING CONSTRUCTION, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION**

### **Recommendation**

Staff recommends the Board accept the construction of the Thickener Nos. 3 and 4 Rehabilitation Project (Project) from Anderson Pacific Engineering Construction, Inc. by Resolution, and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

### **Background**

On November 28, 2011, the Board awarded the Project's construction contract to Anderson Pacific Engineering Construction, Inc. in the amount of \$1,489,100.

USD's wastewater treatment plant uses four Gravity Sludge Thickening tanks to increase the solids concentration of sludge. Thickener Nos. 3 and 4 are typically reserved for primary sludge, while Thickener Nos. 1 and 2 are typically reserved for thickening of Waste Activated Sludge (WAS) from the secondary clarifiers. Thickener Nos. 1 and 2 were rehabilitated in 2006.

Thickener Nos. 3 and 4 were originally constructed as part of the District's 1985 Plant Expansion Project and have been in service since. Brown and Caldwell, the design consultant, identified the following major elements to be included in this Project:

- Replacement of the two steel thickener mechanisms including drives, center columns, rake arms, inlet baffle, scum collector and scum trough.
- Rehabilitation of concrete and coating of areas inside and outside the thickener tanks.
- Replacement of foul air ducting on top of the thickener tanks to prevent leakage from the duct and the subsequent corrosion damage to the top of the thickener tanks.
- Installation of a center platform that will allow additional hatches to be installed for removing scum and rags from the surface of the Thickener tanks that are trapped within the inlet baffle.
- Relining of the Influent pipeline with a cured-in-place pipe (CIPP) lining.

### **Construction Contract**

Staff issued the Notice to Proceed to Anderson Pacific Engineering Construction, Inc. on December 27, 2011 with a scheduled completion date of April 30, 2013. Anderson Pacific Engineering Construction, Inc substantially completed all contract work on March 29, 2013. The Covello Group provided construction management and general inspection services for the project. Some photos of the completed project are attached.

### **Change Orders**

The Project included eleven (11) executed Change Orders at a total credit of \$36,220.00, which is -2.4% of the original contract amount. A summary of these Change Orders follows in Table 1:

**Table 1**  
**Change Order Summary**

<b>Nos.</b>	<b>Description</b>	<b>Amount</b>
1	Pre-thickened WAS Piping Modifications	\$6,948.00
2	Electrical Control Modifications	\$8,379.00
3	Thickener Deck concrete conduit penetration modification	\$767.00
4	Thickener Concrete deck modifications for Sludge blanket level indicator	\$1,183.00
5*	Delete CIPP lining of Thickener Influent lines	(\$48,431.00)



<b>Nos.</b>	<b>Description</b>	<b>Amount</b>
6*	Bid Item No. 2, 3, and 4 Reconciliation	(\$37,060.00)
7	Thickener Nos. 3 and 4 Disconnect Switch Controls	\$456.00
8	Thickener No. 3 Access Hatch Concrete Repairs	\$1,800.00
9	Existing Thickener No. 3 Round Aluminum Hatch Repair	\$379.00
10*	Sodium Hypochlorite Pipe Trench and Pipe Modifications	\$27,760.00
11	Pipe Penetration Detail Modifications	\$1,599.00
<b>Executed Change Order Total</b>		<b>(\$36,220.00)</b>

\* The major Change Orders are described below:

Change Order No. 5 was for deleting the CIPP relining of the existing thickener influent pipelines to Thickener 3 and 4. Once the existing mechanisms and center columns were removed, staff was able to inspect the pipelines. The inspection indicated that the existing pipelines were in good condition. Staff determined that the process of relining these pipelines introduced more risk than the value of relining the pipes warranted and negotiated the deletion of this work with the contractor.

Change Order No. 6 was for adjusting the final unit bid items quantities for the project to match the actual amount of each bid item that was performed. The actual bid item quantities for concrete repair by area, steel reinforcing repair by linear foot, and concrete crack repair by linear foot were all less than the estimated amount in the contract. The amount of these types of repairs required could not be determined until after the interior concrete surfaces were sandblasted to remove the old coating and the deteriorated concrete.

Change Order No. 10 was for work that staff directed the Contractor to do in response to the failure of existing underground sodium hypochlorite pipelines at the Odor Control Building on February 19, 2013. This Change Order compensated the Contractor for constructing a new chemical containment trench and new piping to convey the sodium hypochlorite from the existing tank containment structure into the Odor Control Building.

### **Outstanding Items**

The Contractor has currently not completed all work on the Punch List and has some administrative requirements remaining. If these items are not completed by the time Notice of Completion is filed, staff will withhold 125% of the value of the work until completion.

One Change Order for additional paving remains to be executed. The initial estimate for this final Change Order is \$3,500.

Agenda Item No. 15  
Meeting of April 22, 2013  
Page 4

The District has assumed beneficial use of the Project.

Staff recommends the Board accept the Thickener Nos. 3 and 4 Rehabilitation Project from Anderson Pacific Engineering Construction, Inc. and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

RBC/JG/SG/RC/RP;mp

Attachments:   Photos  
                      Resolution  
                      Notice of Completion







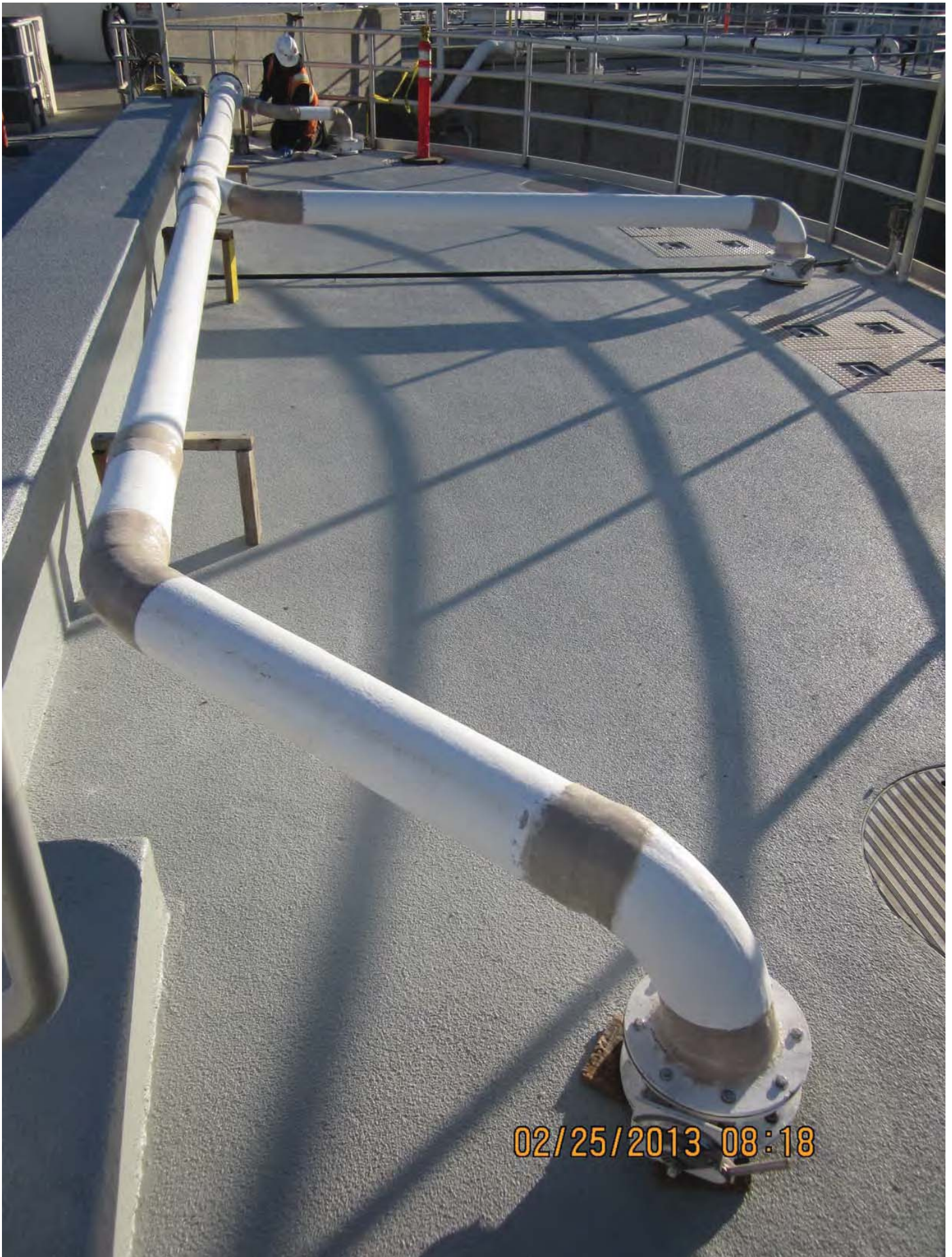


























**RESOLUTION NO. 2704**

**ACCEPTING CONSTRUCTION OF THE  
THICKENER NOS. 3 AND 4 REHABILITATION PROJECT FROM  
ANDERSON PACIFIC ENGINEERING CONSTRUCTION, INC.  
LOCATED IN UNION CITY, CALIFORNIA**

RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT hereby accepts the Thickener Nos. 3 and 4 Rehabilitation Project from Anderson Pacific Engineering Construction, Inc., effective April 22, 2013; and be it

FURTHER RESOLVED: That the attorney for the District is authorized to file a "Notice of Completion" for the project.

On motion duly made and seconded, this resolution was adopted by the following vote on April 22, 2013:

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:**

**DAVID M. O'HARA  
Attorney at law  
975 Centennial Drive  
Brentwood, CA 94513**

NO RECORDING FEE - PER GOVERNMENT CODE SECTIONS 6103 & 27283

---

**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN BY UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on November 28, 2011, by said District and Anderson Pacific Engineering Construction, Inc., Contractor for the Project, "Thickener Nos. 3 and 4 Rehabilitation Project," was substantially completed on March 29, 2013 and accepted by said District on April 22, 2013.

The name and address of the owner is **UNION SANITARY DISTRICT**, at 5072 Benson Road, Union City, CA 94587.

The estate or interest of the owner is: FEE SIMPLE ABSOLUTE.

The description of the site where said work was performed and completed is the Union Sanitary District's Wastewater Treatment Plant, located at 5072 Benson Road, City of Union City, County of Alameda, State of California.

The undersigned declares under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at UNION CITY, CALIFORNIA.

\_\_\_\_\_  
DAVID M. O'HARA,  
Agent of UNION SANITARY DISTRICT

**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard B. Currie  
*General Manager*  
*District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors – Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Jesse Gill, TSCS Work Group Manager

**SUBJECT:** **Agenda Item No 16 - Meeting on April 22, 2013**  
Information Item: **Third Quarterly Report on Capital Improvement Program for FY 13**

**Recommendation:**

Information only

**Background:**

In June 2012, the Board approved the Capital Improvement Program (CIP) budget for FY 13 in the amount of \$13.61 million for the design and construction of 24 projects. The third quarter expenditures for FY 13 are shown on the attached budget projection graphs. These graphs depict actual expenditures versus approved budget for the Capacity Fund 900, the Renewal and Replacement Fund 800 as well as for both funds, combined.

The total CIP expenditure up to March 31, 2013 was below the projections for the third quarter by \$ 1,515,000. The projects that incurred less than the projected expenditures are the Cogeneration Project, the INKA Demolition Project, Boyce Road Lift Station, Primary Clarifiers 1-4, Thickeners 3 & 4 Rehab Project and the Thickener Control Building Improvements Project.

The primary variances during the third quarter include the following:

<b>Project</b>	<b>Variance at the end of 3rd Quarter (x \$1000)</b>	<b>Comments</b>
Boyce Road Lift Station	- 340	Substantial Completion delayed until May, 2013
Primary Clarifier 1-4 Rehab Project	- 285	Project is complete except for release of retention
Thickener Control Building Project	- 280	Design completion delayed until August, 2013
Cogeneration Project	- 280	Construction contract awarded. Design invoices pending
INKA Demolition	- 185	Project is complete. Final invoices/retention pending
Thickeners 3&4 Rehab Project	- 145	Project is complete. Final invoices/retention pending
<b>Total Variance for the 3rd Quarter</b>	<b>-1,515</b>	

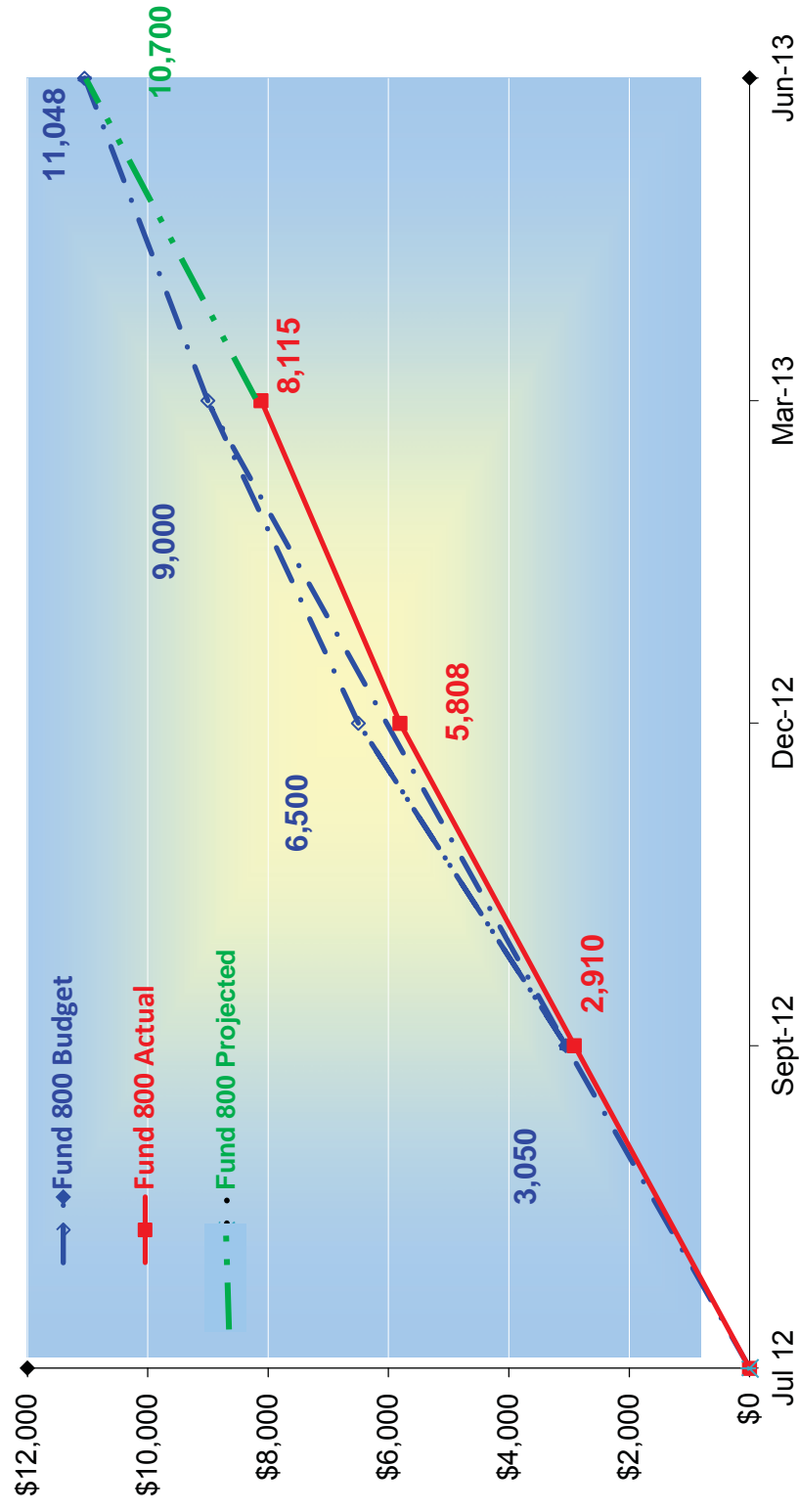
In addition to the six projects listed above, the following projects will be either in design or in construction during the last quarter of FY 13:

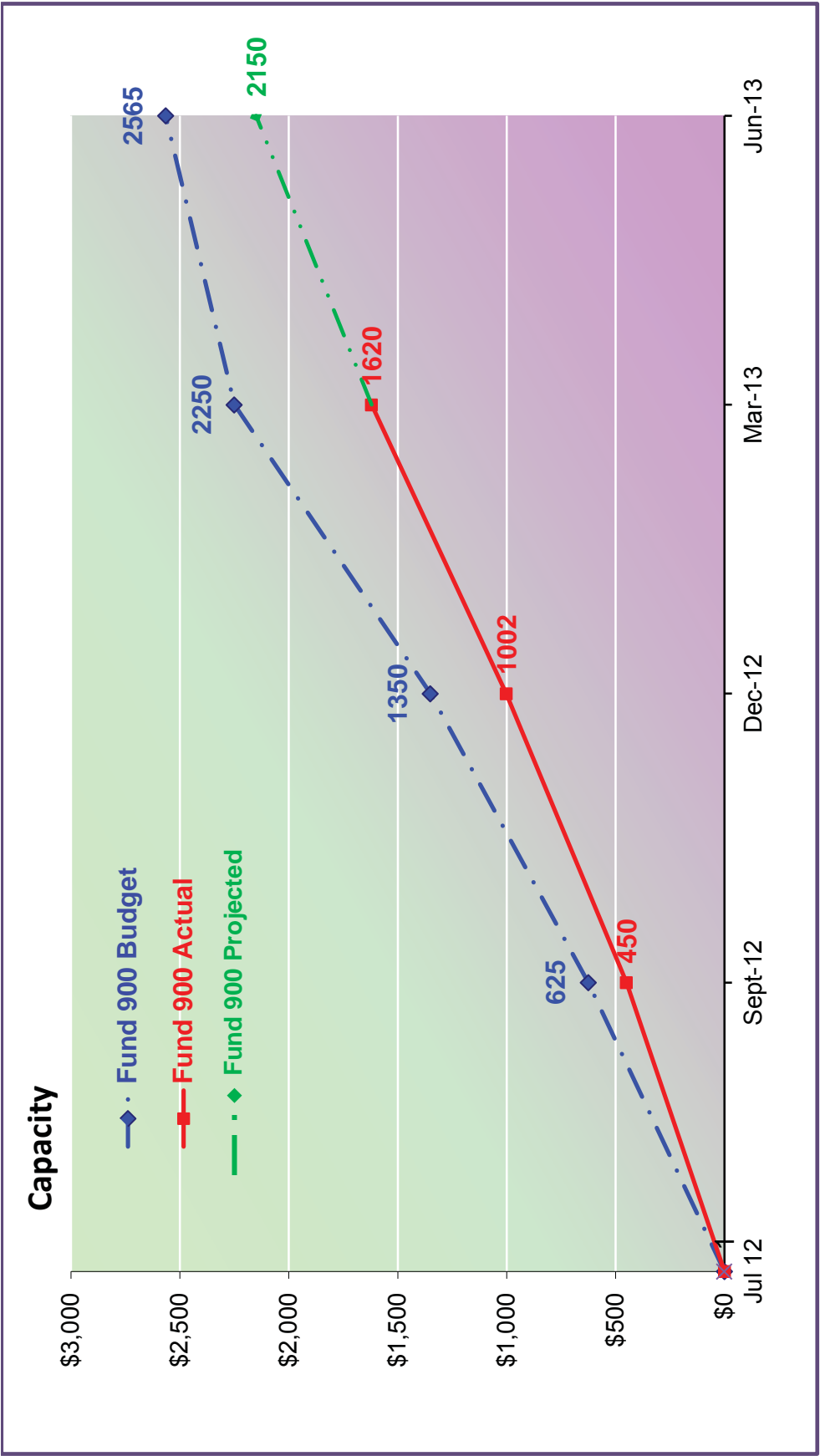
1. I680 Sewer Crossing at Sabercat
2. Headworks Conveyors and Compactor Project
3. MCC Replacement, Phase II Project
4. RAS Pump Station Rehab
5. Cast Iron Sewer Pipe Lining Project, Phase 4
6. Internal Lift Pump Replacement
7. Cast Iron Sewer Pipe Lining, Phase 5
8. Thickener Control Building Interim Improvements Project
9. Newark Backyard Sewer Relocation Project

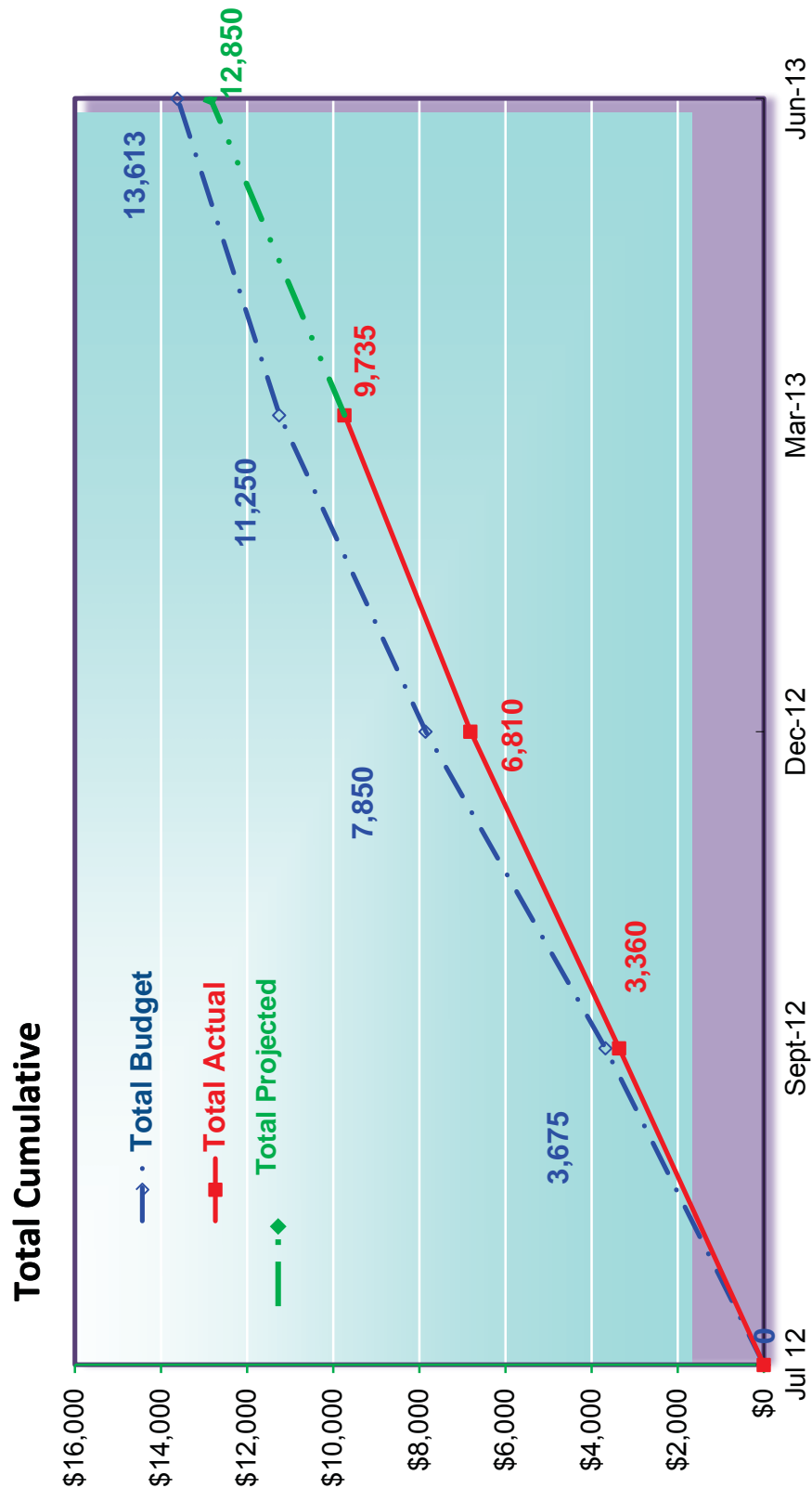
RBC/JG;mp

Attachments: Budget Projection Graphs

# Structural R&R









**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager*  
*District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors – Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Jesse Gill, TSCS Work Group Manager

**SUBJECT:** Agenda Item No. 17, Meeting of April 22, 2013.  
Information Only: **Status of Priority I Projects**

**Recommendation:**

Information only

**Background:**

In June 2012 the Board approved the Capital Improvement Program budget for FY 13 in the amount of \$13.61 million for the design and construction of 24 projects.

These 24 projects are further ranked as Priority I and II projects based on a criteria prepared by staff and approved by the Executive Team. A copy of the criteria used to prioritize the projects is attached for your reference.

The status of the Priority I CIP projects is reviewed by the Executive Team at the end of each quarter and a copy of the status report is attached for the Board's review. For FY 13, 11 projects are ranked as Priority I projects and the remaining 13 are ranked as Priority II projects.

Also attached is a tabular summary of the number and nature of the ongoing CIP projects at the District during FY 13.

RBC/JSG;mp

**Attachments:** Criteria for Prioritized Projects  
Status Report  
Summary of Projects  
Priority 2 & 3 Projects



Identification of Priority 1 CIP Projects for BSC tracking.

Suggested Criteria:

1. Project to repair or prevent an imminent critical infrastructure failure that could result in a threat to the public, or result in permit non-compliance.
2. A project designed to address public health and safety or employee health and safety.
3. Project to provide additional capacity in order to allow connection to the District system or to prevent a potential wet weather overflow from occurring.
4. Projects that have a deadline tied to receiving a loan or grant funding.
5. Projects where we have made a timeline commitment to a customer or other outside stakeholder.
6. A project in which the District may suffer financial losses or claims should the project be delayed.
7. A project which is part of a sequence of projects whose delay could result in delays to other projects at USD or other agencies.
8. A project in which an internal commitment has been made to provide a facility that significantly impacts another group from efficiently and effectively carrying out their core work. (Not a “nice to have” type project)

These criteria can apply to a study, design, or construction project.

## Priority I Projects for FY 13

Project	Planned Milestones	Status after 1 <sup>st</sup> Quarter	Status after 2 <sup>nd</sup> Quarter	Status after 3 <sup>rd</sup> Quarter
1 I680/Mission Blvd Sewer - SFPUC	Complete construction by September 30, 2012.	Project was completed August 2012	Project is complete.	Project is complete
2 I680 Sewer Crossing at Sabercat Rd	Complete design by March 31, 2013 Award construction contract by May 30, 2013.	50% Design is complete.	100% design submittal being reviewed by staff	Design was completed in February and bids were opened on March 27, 2013
3 Boyce Road Lift Station	Complete construction by January 31, 2013.	Project is on schedule	Construction is in progress. Substantial completion is delayed until March, 2013.	Substantial completion is delayed until May, 2013
4 Valve Box FCA Replacement Project	Complete construction by November 30, 2012.	Project is on schedule	Project was completed in November, 2012.	Project is complete
5 Cogeneration Project	Complete design by February, 2013 and award construction contract in March, 2013.	50% design submittal is being reviewed by staff	90% design submittal is being reviewed by staff	Contract awarded in March, 2013 All milestones were completed
6 Headworks Conveyors & Screenings Compactor	Complete design by Oct, 2012 Award contract by December, 2012 Issue NTP in March, 2013	Design was completed in September, 2012 and project has been advertised for bids	Construction contract was awarded to Anderson Pacific in November, 2012. Submittals are being reviewed.	All milestones were completed. Project is in construction
7 INKA Demolition	Complete demolition before December 31, 2012	Construction contract was awarded on August 13, 2012.	Project was completed in December, 2012.	Project is complete

Project		Planned Milestones	Status after 1 <sup>st</sup> Quarter	Status after 2 <sup>nd</sup> Quarter	Status after 3 <sup>rd</sup> Quarter
8	PLC Replacement Project	Complete construction by December 31, 2012	Project is on schedule	Project was substantially completed in December, 2012.	Project is complete
9	Primary Clarifier Rehab Project	Substantially complete all construction by January, 2013	Project is on schedule	Project is on schedule for completion in January, 2013.	Project is complete
10	Thickener Mechanism No. 3&4 Replacement	Complete Rehab of Thickener No 4 by November 30, 2012 Complete Rehab of Thickener No 3 by March, 2013	Project is on schedule	Project is on schedule for completion in March, 2013.	Project was substantially completed in March, 2013
11	Thickener Pumps Replacement	Complete design before Dec 31, 2012 Award contract before March, 2013 Complete construction in July, 2013.	50% design submittal is being reviewed by staff	Design was completed in December, 2012 and project was advertised for bids. Bid opening was on January 15, 2013.	Project was awarded in February, 2013. Submittals are being reviewed

## Summary of CIP Projects for FY 13

Type of Project	Number of Projects	Names of Projects
<b>Collection System</b>	<b>Six</b>	<ol style="list-style-type: none"> <li>1. Cast Iron Lining Project, Phase IV and V</li> <li>2. Deer Road Sewer Improvements Project (Niles)</li> <li>3. I680/Mission Blvd Sewer Relocation-SFPUC</li> <li>4. I680 Sewer Crossing at Sabercat Road</li> <li>5. Spot Repairs Project, Phase IV and V</li> <li>6. Newark Backyard Sewer Relocation Project</li> </ol>
<b>Transport System</b>	<b>Two</b>	<ol style="list-style-type: none"> <li>1. Boyce Road Lift Station</li> <li>2. Valve Box Flanged Coupling Adaptor Replacement Project (Irvington and Newark Pump Stations)</li> </ol>
<b>Treatment System</b>	<b>Sixteen</b>	<ol style="list-style-type: none"> <li>1. Paint Rehab at Alvarado PS and East Primary Clarifiers</li> <li>2. Cathodic Protection Rehab</li> <li>3. Cogeneration and Gas Treatment System Project</li> <li>4. East Aeration Basins Assessment and Rehab</li> <li>5. Headworks Conveyor and Compactor Project</li> <li>6. INKA Structure Demolition</li> <li>7. MCC Replacement, Phase II</li> <li>8. Odor Scrubber System Improvements</li> <li>9. PLC Replacement Project</li> <li>10. Primary Clarifier 1-4 Rehab Project</li> <li>11. Primary Digester No. 4 Rehab</li> <li>12. RAS PS Pumps, Valves &amp; Pipe Replacement Project</li> <li>13. Sludge Drying (BACWA)</li> <li>14. Thickener Control Building Improvements</li> <li>15. Thickener Mechanism No 3 &amp; 4 Replacement</li> <li>16. Thickener Pumps Replacement</li> </ol>

## Priority 2 Projects

### Criteria:

1. These are planned projects related to the replacement of electrical and mechanical equipment identified by the Plant Master Plan – this equipment is not in imminent danger of failure but needs to be replaced at a future date.
2. These are planned pipeline rehab/replacement projects that are identified either by the Master Plan or by the Maintenance staff and need to be completed to improve the condition of existing sewers to safeguard against potential maintenance problems – these pipelines are not in imminent danger of failure.
3. These projects do not have any immediate negative impacts on either other agencies or other projects.
4. Examples: Blacow Road Sewer Replacement, Cast Iron Pipe Replacement, Thickener Mechanism 3&4 Replacement, Rehab of Clarifiers 5&6.

## Priority 3 Projects

### Criteria:

1. These are capacity projects identified by the master plans that will address future capacity needs of the District.
2. These projects are place holders and need to be defined at a future date
3. The District will not suffer any financial loss or claim, if these projects are delayed.
4. Examples: Cedar Relief Sewer, Hetch Hetchy Relief Sewer, Digester No. 7, Secondary Clarifiers 7 & 8.



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard Currie  
*General  
Manager/District  
Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 12, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortés, Business Services Manager  
Roslyn Fuller, Purchasing Agent  
Kim Truong, Administrative Specialist I

**SUBJECT:** Agenda Item No. 18 – April 22, 2013  
Information item: **CAL-CARD QUARTERLY MERCHANT  
ACTIVITY REPORT**

### **Recommendation**

Information Only

### **Information**

The attached CalCard Merchant Spend Analysis details the CAL-Card activity for the third quarter of FY 2013. This covers transactions for the CAL-Card billing period December 25, 2012 through March 22, 2013. During this quarter, we had 234 transactions totaling \$52,500.64.

Merchant Spend Analysis - Detail

Merchant Category	Merchant Code Group	Merchant Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47963	BUSINESS EXPENSES	CA WATER ENV ASSN	8398	CA WATER ENV ASSN	510-382-7800	CA	\$10,173.00	30	\$ 339.10	\$ 0.00	0	\$10,173.00	19.83%	30	\$ 0.00
47972	OTHER	GIFTCARDMALL COM	5999	GIFTCARDMALL COM	877-4262551	CA	2,665.70	1	2,665.70	0.00	0	2,665.70	5.20%	1	0.00
47979	WHOLESALE TRADE	PETERSON TRUCKS INC	5046	PETERSON TRUCKS INC	SAN LEANDRO	CA	2,033.34	1	2,033.34	0.00	0	2,033.34	3.96%	1	0.00
47979	WHOLESALE TRADE	VULCAN CONSTRUCTION MATER	5211	VULCAN CONSTRUCTION MATER	818-5538854	CA	1,782.24	3	594.08	0.00	0	1,782.24	3.47%	3	0.00
47961	AUTO/RV DEALERS	FREMONT FORD MAZDA	5511	FREMONT FORD MAZDA	510-651-5600	CA	1,716.03	2	858.02	0.00	0	1,716.03	3.34%	2	0.00
47970	OFFICE SERVICES	TYLER USER CONFERENCE	7399	TYLER USER CONFERENCE	800-800-2581	OH	1,390.00	2	695.00	0.00	0	1,390.00	2.71%	2	0.00
137510	Riatto	UNION CITY CITY HALL	9399	UNION CITY CITY HALL	UNION CITY	CA	1,301.00	2	650.50	0.00	0	1,301.00	2.54%	2	0.00
47979	WHOLESALE TRADE	PRECOR COMMERCIAL FITNES	5072	PRECOR COMMERCIAL FITNES	425-338-2008	WA	1,117.65	1	1,117.65	0.00	0	1,117.65	2.18%	1	0.00
137510	Riatto	CITY OF FREMONT DEV SERVI	9399	CITY OF FREMONT DEV SERVI	FREMONT	CA	1,100.00	3	366.67	0.00	0	1,100.00	2.14%	3	0.00
47979	WHOLESALE TRADE	KEN GRADY COMPANY	5085	KEN GRADY COMPANY	415-8835924	CA	1,036.80	2	518.40	0.00	0	1,036.80	2.02%	2	0.00
47971	OFFICE SUPPLIES	AMAZON.COM	5942	AMAZON.COM	AMZN.COM/BILL	WA	779.19	10	77.92	23.89	1	755.30	1.47%	11	67.61
47979	WHOLESALE TRADE	AIRGAS WEST	5169	AIRGAS WEST	562-497-1991	CA	728.55	1	728.55	0.00	0	728.55	1.42%	1	60.16
212656	SCCLD AUTO	AMERICAS-TIRE-C O CAN-14	5532	AMERICAS-TIRE-C O CAN-14	UNION CITY	CA	716.56	1	716.56	0.00	0	716.56	1.40%	1	61.56
47979	WHOLESALE TRADE	BNP MEDIA-REG.	5192	BNP MEDIA-REG.	248-3623700	MI	695.00	1	695.00	0.00	0	695.00	1.35%	1	0.00
150085	MCC5969	GOVERNMENT FINANCE OFFIC	5969	GOVERNMENT FINANCE OFFIC	312-977-9700	IL	660.00	2	330.00	0.00	0	660.00	1.29%	2	0.00
47979	WHOLESALE TRADE	OWEN EQUIPMENT SALES	5039	OWEN EQUIPMENT SALES	800-9923656	CA	659.81	2	329.91	0.00	0	659.81	1.29%	2	49.90
47979	WHOLESALE TRADE	INSTRUMENT LABORATORY	5047	INSTRUMENT LABORATORY	408-434-0160	CA	646.18	1	646.18	0.00	0	646.18	1.26%	1	0.00
47967	MEDICAL	FIRSTAIDCORP	5912	FIRSTAIDCORP	760-944-1048	CA	622.13	1	622.13	0.00	0	622.13	1.21%	1	0.00
47979	WHOLESALE TRADE	WILSON REPEATER STORE	5065	WILSON REPEATER STORE	435-628-5984	UT	614.89	1	614.89	0.00	0	614.89	1.20%	1	0.00
47971	OFFICE SUPPLIES	AMAZON MKTPLACE PMTS	5942	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	644.46	14	46.03	38.31	1	606.15	1.18%	15	22.38
47979	WHOLESALE TRADE	APC DATA CENTER UNIVER	5065	APC DATA CENTER UNIVER	401-398-8450N	RI	565.83	2	282.92	0.00	0	565.83	1.10%	2	0.00

## Merchant Spend Analysis - Detail

Merchant Category	Merchant	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
MCCG	Code Group Description	MCC											
47963	BUSINESS EXPENS	8299	<a href="#">KESSLER GIS</a>	WA	556.20	2	278.10	0.00	0	556.20	1.08%	2	0.00
138763	SEMINAR/CONF.	8641	<a href="#">WATER ENVIRONMENT FEDTN</a>	VA	555.25	4	138.81	0.00	0	555.25	1.08%	4	0.00
137510	Riatto	9399	<a href="#">CITY OF FREMONT DEV SERVI</a>	CA	528.00	1	528.00	0.00	0	528.00	1.03%	1	0.00
47979	WHOLESALE TRADE	5099	<a href="#">GLR FASTENERS</a>	CA	527.24	1	527.24	0.00	0	527.24	1.03%	1	40.40
47979	WHOLESALE TRADE	5399	<a href="#">SQ *CON-FORM LUMBER INC</a>	CA	496.43	1	496.43	0.00	0	496.43	0.97%	1	0.00
141822	Hardware Supply	5200	<a href="#">HD SUPPLY/WHITECAP</a>	CA	495.85	1	495.85	0.00	0	495.85	0.97%	1	0.00
47979	WHOLESALE TRADE	5211	<a href="#">HUB CONSTRUCTION SPECIALT</a>	CA	494.75	1	494.75	0.00	0	494.75	0.96%	1	0.00
47971	OFFICE SUPPLIES	4812	<a href="#">D &amp; S COMMUNICATIONS</a>	IL	490.00	1	490.00	0.00	0	490.00	0.95%	1	0.00
47963	BUSINESS EXPENS	8249	<a href="#">ROCKHURST UNIVERS01 OF 01</a>	KS	478.00	2	239.00	0.00	0	478.00	0.93%	2	0.00
217413	Prohibited Tran	8699	<a href="#">NIGP.ORG</a>	VA	464.00	2	232.00	0.00	0	464.00	0.90%	2	0.00
137510	Riatto	3509	<a href="#">MARRIOTT HTL&amp;SPA NAPA VLY</a>	CA	459.78	1	459.78	0.00	0	459.78	0.90%	1	0.00
47966	MAIL/TELEPHON E	5964	<a href="#">CDW GOVERNMENT</a>	IL	450.00	1	450.00	0.00	0	450.00	0.88%	1	0.00
217413	Prohibited Tran	5719	<a href="#">THE ELEGANT OFFICE INC.</a>	FL	434.00	1	434.00	0.00	0	434.00	0.85%	1	0.00
47963	BUSINESS EXPENS	8398	<a href="#">CALIFORNIA ASSOC OF SAN MUNICI00 OF 00</a>	CA	425.00	1	425.00	0.00	0	425.00	0.83%	1	0.00
217413	Prohibited Tran	8699	<a href="#">CALIFORNIA MUNICI00 OF 00</a>	CA	405.00	1	405.00	0.00	0	405.00	0.79%	1	0.00
47970	OFFICE SERVICES	7399	<a href="#">CAPIO</a>	CA	400.00	1	400.00	0.00	0	400.00	0.78%	1	0.00
137510	Riatto	3066	<a href="#">SOUTHWES 5262499743096</a>	TX	397.60	1	397.60	0.00	0	397.60	0.77%	1	0.00
47970	OFFICE SERVICES	2741	<a href="#">TRENCHLESS TECHNOLOGY</a>	OH	375.00	1	375.00	0.00	0	375.00	0.73%	1	0.00
47979	WHOLESALE TRADE	5039	<a href="#">NORTHARE SUPPLY</a>	CA	353.03	1	353.03	0.00	0	353.03	0.69%	1	28.03
47979	WHOLESALE TRADE	5051	<a href="#">ALBANY STEEL</a>	CA	348.80	1	348.80	0.00	0	348.80	0.68%	1	0.00
137510	Riatto	5812	<a href="#">PASTA POMODORO2010</a>	CA	343.17	4	85.79	0.00	0	343.17	0.67%	4	0.00



## Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5039	BAY AREA BARRICADE SERVI	925-686-1089	CA	322.74	2	161.37	0.00	0	322.74	0.63%	2	26.00
47963	BUSINESS EXPENS	8398	NFPA NATL FIRE PROTECT	800-344-3555	MA	300.00	1	300.00	0.00	0	300.00	0.58%	1	0.00
141822	Hardware Supply	5200	THE HOME DEPOT 6636	FREMONT	CA	291.47	3	97.16	0.00	0	291.47	0.57%	3	24.07
47970	OFFICE SERVICES	8111	PAYPAL *LIEBERTCASS	402-935-7733	CA	275.00	5	55.00	0.00	0	275.00	0.54%	5	0.00
7392		7392	TURNER RISK CONSULTING IN	510-364-6010	CA	275.00	1	275.00	0.00	0	275.00	0.54%	1	0.00
47979	WHOLESALE TRADE	5085	CORIX WATER PRODUCTS	000-0000000	CA	267.22	1	267.22	0.00	0	267.22	0.52%	1	0.00
47970	OFFICE SERVICES	7399	CAPOO INC	209-835-3860	CA	260.00	1	260.00	0.00	0	260.00	0.51%	1	0.00
137510	Rialto	8999	IPINPAYMENTNET WORK	877-559-7866	CA	250.00	1	250.00	0.00	0	250.00	0.49%	1	0.00
47979	WHOLESALE TRADE	5251	CABLETIES AND MORE.COM	416-663-5554	WY	249.88	1	249.88	0.00	0	249.88	0.49%	1	0.00
47966	MAIL/TELEPHON E	5965	OFFICE MAX	800-283-7674	IL	249.81	2	124.91	0.00	0	249.81	0.49%	2	21.67
47979	WHOLESALE TRADE	5085	HACH COMPANY	9706631377	CO	243.77	1	243.77	0.00	0	243.77	0.48%	1	16.82
217413	Prohibited Tran	5992	FREMONT FLOWERS AND GI	510-797-1136	CA	233.92	3	77.97	0.00	0	233.92	0.46%	3	0.00
47979	WHOLESALE TRADE	5399	NATIONAL PEN	800-3477367	CA	232.95	1	232.95	0.00	0	232.95	0.45%	1	0.00
47979	WHOLESALE TRADE	5072	BURLINGTON SAFETY LABORAT	925-8661412	CA	229.91	2	114.96	0.00	0	229.91	0.45%	2	0.00
137510	Rialto	9399	BOE SPECIAL TAX	800-4874567	CA	225.05	1	225.05	0.00	0	225.05	0.44%	1	0.00
137510	Rialto	3066	SOUTHWES 5262495838992	800-435-9792	TX	219.80	1	219.80	0.00	0	219.80	0.43%	1	0.00
138753	SEMINAR/CONF.	8641	FREMONT CHAMBER OF CMMRC	FREMONT	CA	210.00	1	210.00	0.00	0	210.00	0.41%	1	0.00
47979	WHOLESALE TRADE	5046	TECO PNEUMATIC, INC.	PLEASANTON	CA	209.70	1	209.70	0.00	0	209.70	0.41%	1	18.20
137510	Rialto	3256	ALASKA AIR 0272122825097	SEATTLE	WA	207.80	1	207.80	0.00	0	207.80	0.40%	1	0.00
47966	MAIL/TELEPHON E	5964	CIMAWARE SOFTWARE	MADRID		204.66	1	204.66	0.00	0	204.66	0.40%	1	0.00
47970	OFFICE SERVICES	7399	UPPOC	800-367-6447	VA	200.00	1	200.00	0.00	0	200.00	0.39%	1	0.00
137510	Rialto	8999	PAYPAL *PIPEUSERSGR	402-935-7733	CA	200.00	1	200.00	0.00	0	200.00	0.39%	1	0.00

## Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
137510	Riatto	3256	ALASKA AIR <a href="#">0272120584078</a>	SEATTLE	WA	\$ 197.80	1	\$ 197.80	\$ 0.00	0	\$ 197.80	0.39%	1	\$ 0.00
		3000	UNITED <a href="#">0162353365107</a>	713-324-5000	TX	197.80	1	197.80	0.00	0	197.80	0.39%	1	0.00
		3000	UNITED <a href="#">0162353532285</a>	713-324-5000	TX	197.80	1	197.80	0.00	0	197.80	0.39%	1	0.00
141822	Hardware Supply	5200	LOWES #01132*	UNION CITY	CA	184.26	6	30.71	0.00	0	184.26	0.36%	6	15.97
47970	OFFICE SERVICES	7399	UNITED CONTRACTORS	925-855-7900	CA	180.00	1	180.00	0.00	0	180.00	0.35%	1	0.00
47979	WHOLESALE TRADE	5065	STEVEN ENGINEERING	650-7459147	CA	179.18	1	179.18	0.00	0	179.18	0.35%	1	0.00
137510	Riatto	3256	ALASKA AIR <a href="#">0272120609038</a>	SEATTLE	WA	177.80	1	177.80	0.00	0	177.80	0.35%	1	0.00
		3000	UNITED <a href="#">0162351861874</a>	713-324-5000	TX	177.80	1	177.80	0.00	0	177.80	0.35%	1	0.00
47971	OFFICE SUPPLIES	5943	OFFICE MAX	UNION CITY	CA	169.90	3	56.63	0.00	0	169.90	0.33%	3	14.75
47979	WHOLESALE TRADE	5085	<a href="#">TIFCO INDUSTRIES, INC.</a>	281-5716000	TX	167.46	1	167.46	0.00	0	167.46	0.33%	1	10.17
47970	OFFICE SERVICES	7311	<a href="#">CRAIGSLIST.ORG</a>	415-566-6394	CA	150.00	2	75.00	0.00	0	150.00	0.29%	2	0.00
		7372	<a href="#">PERISCOPE HOLDINGS, INC.</a>	512-472-9062	TX	150.00	1	150.00	0.00	0	150.00	0.29%	1	0.00
47963	BUSINESS EXPENS	8299	<a href="#">AMERICAN MGMT ASSOC</a>	877-5669441	NY	149.00	1	149.00	0.00	0	149.00	0.29%	1	0.00
137510	Riatto	5814	<a href="#">DRAGON HOUSE CHINESE REST</a>	UNION CITY	CA	147.97	1	147.97	0.00	0	147.97	0.29%	1	0.00
137510	Riatto	8999	<a href="#">PIERREPRECI</a>	402-935-7733	CA	146.93	1	146.93	0.00	0	146.93	0.29%	1	0.00
47979	WHOLESALE TRADE	5085	<a href="#">APC DATA CENTER UNIVER</a>	401-398-8450	RI	135.79	1	135.79	0.00	0	135.79	0.26%	1	0.00
47979	WHOLESALE TRADE	5039	CC-41 MAC ARTHUR CO.	OAKLAND	CA	135.16	1	135.16	0.00	0	135.16	0.26%	1	11.16
141822	Hardware Supply	5200	<a href="#">HOMEDEPOT.COM</a>	800-430-3376	CA	134.58	2	67.29	0.00	0	134.58	0.26%	2	10.62
137510	Riatto	3066	<a href="#">SOUTHWES 5262114526345</a>	800-435-9792	TX	127.80	1	127.80	0.00	0	127.80	0.25%	1	0.00
138753	SEMINAR/CONF.	8641	<a href="#">FREMONT CHAMBER OF COMMERCE</a>	510-7952244	CA	126.00	1	126.00	0.00	0	126.00	0.25%	1	0.00
137510	Riatto	8999	<a href="#">PAYPAL</a>	402-935-7733	CA	123.34	1	123.34	0.00	0	123.34	0.24%	1	8.34
47979	WHOLESALE TRADE	5072	<a href="#">M &amp; M DISTRIBUTION LLC</a>	316-7473296	KS	118.99	1	118.99	0.00	0	118.99	0.23%	1	0.00

## Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5172	VALLEY OIL	650-9672253	CA	114.11	1	114.11	0.00	0	114.11	0.22%	1	0.01
47970	OFFICE SERVICES	7399	GREAT ARRIVALS.COM	508-222-0925	MA	112.98	1	112.98	0.00	0	112.98	0.22%	1	0.00
47979	WHOLESALE TRADE	5199	TAP PLASTICS #20	510-8958249	CA	111.94	1	111.94	0.00	0	111.94	0.22%	1	9.18
47972	OTHER	4816	DRIFLOGITECH STORE	ORDERFIND.COM	MN	109.49	1	109.49	0.00	0	109.49	0.21%	1	9.50
47966	MAIL/TELEPHONE	5965	OFFICE DEPOT 1135	800-463-3768	CA	109.45	1	109.45	0.00	0	109.45	0.21%	1	9.50
47978	VEHICLE EXPENSE	5533	V BELT GLOBAL SUPPLY LLC	888-2915450	SD	105.33	1	105.33	0.00	0	105.33	0.21%	1	0.00
47971	OFFICE SUPPLIES	5943	DISCOUNTCLEANIN GPRO	888-233-0851	NJ	105.18	1	105.18	0.00	0	105.18	0.20%	1	0.00
217413	Prohibited Tran	8699	INTERNATIONAL PUBLIC MANA	703-5497100	VA	105.00	1	105.00	0.00	0	105.00	0.20%	1	0.00
212656	SCCLD AUTO	5532	WINGFOOT	HAYWARD	CA	97.21	1	97.21	0.00	0	97.21	0.19%	1	0.00
47979	WHOLESALE TRADE	5085	COMMERCIAL TI SANTA CLARA SYSTEMS INC	510-995-3390	CA	95.94	1	95.94	0.00	0	95.94	0.19%	1	7.21
47979	WHOLESALE TRADE	5085	VW GRAINGER	877-2022594	PA	94.51	1	94.51	0.00	0	94.51	0.18%	1	8.19
47971	OFFICE SUPPLIES	5734	ESRI INC	909-7932853	CA	92.63	1	92.63	0.00	0	92.63	0.18%	1	8.04
211845	MCC5733	5733	AUSTIN BAZAAR	800-511-1322	TX	89.99	1	89.99	0.00	0	89.99	0.18%	1	0.00
47972	OTHER	5732	APL/APPLE ONLINE STORE	800-676-2775	CA	128.83	3	42.94	41.61	1	87.22	0.17%	4	10.83
217413	Prohibited Tran	5992	FTD*FTD.COM	501-8336470	IL	79.88	1	79.88	0.00	0	79.88	0.16%	1	0.00
47979	WHOLESALE TRADE	5099	FINDTAPE.COM LLC	800-8067580	NJ	67.77	1	67.77	0.00	0	67.77	0.13%	1	0.00
47979	WHOLESALE TRADE	5193	ANGEL S 24 HOUR FLOWERS	510-794-6391	CA	60.88	1	60.88	0.00	0	60.88	0.12%	1	60.88
47966	MAIL/TELEPHONE	5964	HRDQ	800-6334533	PA	60.63	1	60.63	0.00	0	60.63	0.12%	1	0.00
137510	Rialto	9399	CA DEPT PEST REG PUBLICA	916-4453891	CA	60.00	1	60.00	0.00	0	60.00	0.12%	1	0.00
47963	BUSINESS EXPENS	8398	OWFSACSTATE	916-278-6142	CA	59.68	1	59.68	0.00	0	59.68	0.12%	1	3.68
137510	Rialto	8999	NATL NOTARY ASSN PHONE	800-876-6827	CA	52.00	1	52.00	0.00	0	52.00	0.10%	1	0.00
217413	Prohibited Tran	8699	NCCCO-SALT LAKE CITY	801-363-2893	UT	50.00	1	50.00	0.00	0	50.00	0.10%	1	0.00
47972	OTHER	5999	BATTERIESPLUS.C OM	BATTERIESPLUS	WI	45.06	1	45.06	0.00	0	45.06	0.09%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47971	OFFICE SUPPLIES	4812	<a href="#">ANTENNAGEAR</a>	513-770-1087	OH	\$ 43.90	1	\$ 43.90	\$ 0.00	0	\$ 43.90	0.09%	1	\$ 0.00
47979	WHOLESALE TRADE	5399	<a href="#">SIGN A RAMA</a>	UNION CITY	CA	43.90	1	43.90	0.00	0	43.90	0.09%	1	0.00
47979	WHOLESALE TRADE	5072	<a href="#">GENERAL TOOLS AND/OR OF 00</a>	212-4316100	NY	42.91	1	42.91	0.00	0	42.91	0.08%	1	0.00
47972	OTHER	7699	<a href="#">IMARC ENGRAVING SYS-VIS</a>	602-439-0600	AZ	42.48	1	42.48	0.00	0	42.48	0.08%	1	0.00
47972	OTHER	4816	<a href="#">YAHOO</a>	408-916-2149	CA	41.82	3	13.94	0.00	0	41.82	0.08%	3	0.00
141822	Hardware Supply	5200	<a href="#">BAYAREABIOSOLI THE HOME DEPOT 635</a>	UNION CITY	CA	38.63	1	38.63	0.00	0	38.63	0.08%	1	3.35
217413	Prohibited Tran	5542	<a href="#">QUIK STOP #0098 Q80</a>	FREMONT	CA	35.01	1	35.01	0.00	0	35.01	0.07%	1	1.86
47964	EATING/DRINKIN G	5462	<a href="#">AMIA BAKERY</a>	FREMONT	CA	33.00	1	33.00	0.00	0	33.00	0.06%	1	0.00
137510	Rlato	5814	<a href="#">MRS FIELDS COOKIES</a>	510-435-6855	CA	32.99	1	32.99	0.00	0	32.99	0.06%	1	0.00
150085	MCC5969	5969	<a href="#">MHP*ENGINEERIN G NEWS R</a>	877-876-8208	NJ	29.95	1	29.95	0.00	0	29.95	0.06%	1	0.00
47979	WHOLESALE TRADE	5065	<a href="#">MOUSER ELECTRONICS DIS</a>	800-346-6873	TX	28.16	1	28.16	0.00	0	28.16	0.05%	1	1.75
47970	OFFICE SERVICES	6300	<a href="#">TRAVEL INSURANCE POLICY</a>	800-729-6021	VA	21.00	1	21.00	0.00	0	21.00	0.04%	1	0.00
212656	SCCLD AUTO	7538	<a href="#">CUMMINS WEST INC</a>	5103476621	CA	18.70	1	18.70	0.00	0	18.70	0.04%	1	1.54
47979	WHOLESALE TRADE	5310	<a href="#">WAL-MART#2031</a>	UNION CITY	CA	18.55	1	18.55	0.00	0	18.55	0.04%	1	1.61
47979	WHOLESALE TRADE	5251	<a href="#">DEWALT FCTRY SERV #054</a>	HAYWARD	CA	17.47	1	17.47	0.00	0	17.47	0.03%	1	0.00
47979	WHOLESALE TRADE	5411	<a href="#">LUCKY #782 UNION CI</a>	UNION CITY	CA	14.99	1	14.99	0.00	0	14.99	0.03%	1	0.00
47979	WHOLESALE TRADE	5072	<a href="#">THE LIGHTHOUSE</a>	HAYWARD	CA	13.05	1	13.05	0.00	0	13.05	0.03%	1	0.00
137510	Rlato	5814	<a href="#">TOGOS EATERY</a>	UNION CITY	CA	5.50	1	5.50	0.00	0	5.50	0.01%	1	0.00
47972	OTHER	5732	<a href="#">RADIOSHACK 00132522</a>	UNION CITY	CA	5.46	1	5.46	0.00	0	5.46	0.01%	1	0.33
137510	Rlato	9399	<a href="#">OPC BOE SPECIAL TAX</a>	800-4874567	AL	5.18	1	5.18	0.00	0	5.18	0.01%	1	0.00
47979	WHOLESALE TRADE	5085	<a href="#">CORIX WATER PRODUCTS</a>	SANTA CLARA	CA	0.00	0	0.00	22.81	1	(22.81)	0.00%	1	0.00
47979	WHOLESALE TRADE	5172	<a href="#">VALLEY OIL</a>	MOUNTAIN VIEW	CA	0.00	0	0.00	114.11	1	(114.11)	0.00%	1	0.00

### Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5039	<a href="#">HD SUPPLY WHITE</a> <a href="#">CAP #22</a>	SAN LEANDRO	CA	0.00	0	0.00	147.45	1	(147.45)	0.00%	1	0.00
47979	WHOLESALE TRADE	5211	<a href="#">HUB CONSTRUCTION</a> <a href="#">SPECIALT</a>	510-568-5778	CA	0.00	0	0.00	183.12	1	(183.12)	0.00%	1	0.00
47963	BUSINESS EXPENS	8398	<a href="#">CA WATER ENV</a> <a href="#">ASSN</a>	5103827800	CA	0.00	0	0.00	618.00	3	(618.00)	-1.20%	3	0.00
Total						\$52,500.64			\$1,189.30		\$51,311.34		234	\$ 645.27
Total Number of Records:	134													
End of Report														

Merchant Spend Analysis - Detail Output Parameter Page

Cycle Close Date Range: 01/2013 to 03/2013  
Merchant Profile Source: Association  
Merchant Names: All  
Merchant Category Code Group: All  
Merchant States: All

Sort Report By: (1) Total Spend, (2) No Sort, (3) No Sort, (4) No Sort  
Break/Subtotal Level: No Break/Subtotal

Processing Hierarchy Position:	Bank	Agent	Company	Division	Department
	1425	3135	51756	All	All



**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Work Group Manager  
Maria Scott, Principal Financial Analyst

**SUBJECT:** Agenda Item No. 19 – Meeting of April 22, 2013  
BOARD OF DIRECTORS QUARTERLY EXPENDITURES, 3<sup>rd</sup> QTR FY13

Recommendation: That the Board review the Quarterly Expenditure Report.

Attachment: 3<sup>rd</sup> Quarter FY13 Board Expenditure Report

**BOARD OF DIRECTORS**  
**QUARTERLY EXPENDITURE REPORT**  
**3RD QTR, FISCAL YEAR 2013**

Board Members	Description	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Beginning Balance	Y-T-D Expense	Balance Available
FERNANDEZ, MANNY	State of the State Luncheon and Forum ACSDA Annual Banquet			42.00 59.00				
	<b>TOTAL</b>	0.00	0.00	101.00	0.00	5000.00	101.00	4899.00
HANDLEY, TOM	State of the State Luncheon and Forum ACSDA Annual Banquet			42.00 59.00				
	<b>TOTAL</b>	0.00	0.00	101.00	0.00	5000.00	101.00	4899.00
HARRISON, JENNIFER	State of the State Luncheon and Forum			42.00				
	<b>TOTAL</b>	0.00	0.00	42.00	0.00	5000.00	42.00	4958.00
KITE, PAT	State of the State Luncheon and Forum ACSDA Annual Banquet			42.00 59.00				
	<b>TOTAL</b>	0.00	0.00	101.00	0.00	5000.00	101.00	4899.00
LATHI, ANJALI	CWEA Conference, Napa: Mileage & Tips			93.36				
	<b>TOTAL</b>	0.00	0.00	93.36	0.00	5000.00	93.36	4906.64
	<b>GRAND TOTAL</b>	0.00	0.00	438.36	0.00	25000.00	438.36	24561.64

The Board of Directors' Quarterly Expenditure Report is attached as part of the check register in accordance with Board Member Business Expense policy adopted September 5, 1991





# EXPENSE/PAYMENT REQUEST FORM

1. Requested by: Tom Graves

Date Needed: ASAP

What type of payment are you requesting?

- ☒ **Prepayment** A payment that is made in advance (seminars, memberships, permits, etc). Attach supporting documents.  
☐ **Reimbursement** A payment that is for items already purchased. Receipts must be attached for all expenses.

2. Make check payable to: ACSDA

☐ Return Check to:

☒ Mail to Address: Roland Williams, ACSDA Treasurer

21040 Marshall St., Castro Valley CA 94546

3. Description of Expense: ACSDA Annual Dinner

Event Dates: From: 3/28/13

To: 3/28/13

Dinners @ \$59 X 3 for Annual ACSDA dinner at Pleasanton Marriott on 3/28/13 at 7:00 p.m. Attendees will be Pat Kite, Board President; Manny Fernandez, Director; and Tom Handley, Director.

## 4. Purpose of Expense

	Account to Charge	Amount
<input type="checkbox"/> Registration		
<input type="checkbox"/> Membership		
<input type="checkbox"/> Subscription		
<input type="checkbox"/> Permit		
<input type="checkbox"/> Award or Recognition (Complete Section 6 on back)	20-160-5220-106	59.00
<input type="checkbox"/> Meal for Group or Individual (Complete Section 7 on back)	20-160-5220-108	59.00
<input checked="" type="checkbox"/> Other (Describe above)	20-160-5220-000 110	59.00 <del>177.00</del>

## 5. Travel Related Expense

<input type="checkbox"/> Lodging		
<input type="checkbox"/> Travel Advance (Max of \$75 per day)	100-1460	
<input type="checkbox"/> Meals (Complete Section 8 on back)		
<input type="checkbox"/> Mileage (Complete Section 9 on back)		
<input type="checkbox"/> Airfare		
<input type="checkbox"/> Car Rental		
<input type="checkbox"/> Taxi/Shuttle		
<input type="checkbox"/> Misc. Travel Expenses (Describe above)		
Total Payment:		177.00

Requestor's Signature: Richard B. Quinn

Date: 3/12/2013

Approver's Signature: Richard B. Quinn

Date: 3/13/2013

# ACSDA Annual Dinner - Pleasanton Marriott

11950 Dublin Canyon Rd. Pleasanton, CA 94588



*Tuesday, March 28, 2013*

6:00pm Social Hour

7:00pm Dinner

7:45pm Program

*\$49 Before March 1st*

*\$59 After March 1st*

**~ RAFFLE ~  
EACH AGENCY IS  
BEING ASKED  
TO BRING A  
BASKET TO THE  
DINNER!**

Make checks payable to ACSDA & mail to:  
Roland Williams, ACSDA Treasurer  
c/o Castro Valley Sanitary District  
21040 Marshall Street  
Castro Valley, CA 94546

For additional info, contact Samira Hamid at [hams@haywardrec.org](mailto:hams@haywardrec.org) or at (510) 881-6731.





# EXPENSE/PAYMENT REQUEST FORM

1. Requested by: Tom Graves

Date Needed:

What type of payment are you requesting?

- ☐ **Prepayment** A payment that is made in advance (seminars, memberships, permits, etc). Attach supporting documents.  
☒ **Reimbursement** A payment that is for items already purchased. Receipts must be attached for all expenses.

2. Make check payable to: Anjali Lathi

☒ Return Check to: Tom Graves

☐ Mail to Address:

3. Description of Expense: CWEA Conference Expenses

Event Dates: From: 2/26/13

To: 2/28/13

Event @ Napa Marriott. Director Lathi drove her personal vehicle RT Fremont to Napa. Map is attached.

Director Lathi also paid \$5 toll. No receipt is available. A copy of the hotel bill is attached for info only, showing meals. Room service and hotel were on T. Graves' Cal Card. Misc. expenses = \$12. (incl. \$7 tips)

*A Registration.*

4. Purpose of Expense		Account to Charge	Amount
<input type="checkbox"/>	Registration		
<input type="checkbox"/>	Membership		
<input type="checkbox"/>	Subscription		
<input type="checkbox"/>	Permit		
<input type="checkbox"/>	Award or Recognition (Complete Section 6 on back)		
<input type="checkbox"/>	Meal for Group or Individual (Complete Section 7 on back)		
<input checked="" type="checkbox"/>	Other (Describe above)		
5. Travel Related Expense			
<input type="checkbox"/>	Lodging		
<input type="checkbox"/>	Travel Advance (Max of \$75 per day)	100-1460	
<input type="checkbox"/>	Meals (Complete Section 8 on back)		
<input checked="" type="checkbox"/>	Mileage $2 \times 72 \text{ mi} \times \$0.565/\text{mi}$ (Complete Section 9 on back)	20-160-5220-102	81.36
<input type="checkbox"/>	Airfare		
<input type="checkbox"/>	Car Rental		
<input type="checkbox"/>	Taxi/Shuttle		
<input checked="" type="checkbox"/>	Misc. Travel Expenses (Describe above)	20-160-5220-102	12.00
		<b>Total Payment:</b>	<b>93.36</b>

Requestor's Signature: \_\_\_\_\_

Date: 3-11-13

Approver's Signature: \_\_\_\_\_

Date: 3-12-13





Directions to 3425 Solano Ave, Napa,  
CA 94558

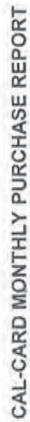
72.0 mi – about 1 hour 13 mins



- |  |   |        |                             |
|--|---|--------|-----------------------------|
|  | 1. Head <b>northeast</b> on   | toward | go 0.1 mi<br>total 0.1 mi   |
|  | 2. Take the 2nd left onto <b>Paseo Padre Pkwy</b><br>About 1 min  |        | go 0.4 mi<br>total 0.6 mi   |
|  | 3. Turn left onto <b>Washington Blvd</b><br>About 58 secs   |        | go 0.3 mi<br>total 0.9 mi   |
|  | 4. Turn right to merge onto <b>I-680 N</b> toward <b>Sacramento</b><br>Partial toll road<br>About 37 mins   |        | go 40.6 mi<br>total 41.4 mi |
|  | 5. Slight left onto <b>I-680</b>  |        | go 0.5 mi<br>total 42.0 mi  |
|  | 6. Merge onto <b>I-680 N</b><br>Partial toll road<br>About 12 mins  |        | go 13.9 mi<br>total 55.8 mi |
|  | 7. Take exit <b>71B</b> on the left to merge onto <b>CA-12 W/I-80 W</b> toward<br><b>Napa/San Francisco</b><br>About 1 min                            |        | go 1.1 mi<br>total 57.0 mi  |
|  | 8. Take exit <b>39B</b> to merge onto <b>CA-12 W/Jameson Canyon Rd</b> toward<br><b>Napa/Sonoma</b><br>About 8 mins                                   |        | go 6.2 mi<br>total 63.2 mi  |
|  | 9. Turn right onto <b>CA-12 W/CA-29 N/Napa Vallejo Hwy</b> (signs for <b>State Hwy 12/Napa/Sonoma</b> )<br>Continue to follow CA-29 N<br>About 9 mins |        | go 8.1 mi<br>total 71.4 mi  |
|  | 10. Take exit <b>19</b> for <b>Trancas St</b> toward <b>Redwood Rd</b>  |        | go 0.3 mi<br>total 71.7 mi  |
|  | 11. Turn left onto <b>Redwood Rd/Trancas St</b><br>Continue to follow Redwood Rd<br>About 1 min   |        | go 0.1 mi<br>total 71.8 mi  |
|  | 12. Turn right onto <b>Solano Ave</b><br>Destination will be on the left  |        | go 0.1 mi<br>total 72.0 mi  |
- 3425 Solano Ave, Napa, CA 94558

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route. Map data ©2013 Google

Directions weren't right? Please find your route on [maps.google.com](https://maps.google.com) and click "Report a problem" at the bottom left.



Name: Tom Graves  
WorkGroup: TSCS  
Team: Customer Se  
Report Cut-off Date: 2/5/2013

Date:

[illegible]

JAN 30 2013

Tax ✓

**ACCOUNTS PAYABLE**

I CERTIFY THAT ALL PURCHASES LISTED ON THIS STATEMENT, UNLESS NOTED IN DISPUTED ITEM COLUMN, ARE TRUE AND CORRECT AND WERE MADE FOR OFFICIAL USE PURPOSES. ALL GOODS OR SERVICES HAVE BEEN RECEIVED AND PAYMENT IS AUTHORIZED. R.M.B.C. SYSTEM HAS BEEN NOTIFIED OF ALL DISPUTED ITEMS.

CARDHOLDER SIGNATURE

APPROVING OFFICIAL SIGNATURE

DATE 1-29-13

DATE 1-29-15

20-160-5220-104	42.00
20-160-5220-106	42.00
20-160-5220-108	42.00
20-160-5220-110	42.00
20-160-5280-000	56.99
20-150-5280-000	18.55
20-150-7210-000	232.95
20-150-5540-000	<u>476.49</u>



# STATE OF THE STATE CALIFORNIA 2013

## State of the State Luncheon and Forum

co-hosted by the Fremont, Milpitas, Newark, Santa Clara, and Union City Chambers of Commerce

**Wednesday, January 30, 2013**

11:30 a.m. — Check in and networking

12:00 p.m. — 1:45 p.m. — Luncheon and Program

Marriott Fremont Silicon Valley

46100 Landing Parkway, Fremont



The Fremont Chamber of Commerce, in conjunction with the Milpitas, Newark, Santa Clara, and Union City Chambers of Commerce, is pleased to present our second annual State of the State luncheon forum, featuring Senate Majority Leader Ellen Corbett and State Assemblymembers Bob Wieckowski and Bill Quirk. Topics covered will include the state budget and budget challenges, economic growth, business support and job creation. A question & answer period will follow the speakers.

Lunch menu choices: grilled breast of chicken with merlot demi sauce or butternut ravioli (vegetarian).

----- clip and fax/mail back to reserve your seat(s) -----

Name \_\_\_\_\_  
 Company Name UNION SANITARY DISTRICT  
 Name(s) of Guest(s) RICH CURRIE, JENNIFER TOY, PAT NITE, TOM HANDLEY  
MANNY FERNANDEZ  
 Address 5072 BENSON ROAD City U.C. ZIP 94587  
 Phone (510) 749-7503 Fax (510) 477-7501 Email TOM\_GRAVES@UNIONSANITARY.COM  
 Vegetarian lunch available. Please indicate your luncheon choice: ☐ Chicken ☐ Ravioli  
 (For multiple guests, please put the total # of each type of lunch in the space next to each option.)

### Sponsorship opportunities

Table Sponsorship, \$700:	Includes table for ten, recognition as a table sponsor at the event and other sources (website, e-newsletter, etc.)
Event Sponsorship, \$1,200:	Includes table for ten, recognition as an event sponsor at the event and other sources (website, e-newsletter, etc.), space for company banner at the event
Presenting Sponsor, \$5,000: (limited to one per event)	Includes table for ten, opportunity to make welcome address at the Forum, recognition as Presenting Sponsor at event and other sources (website, e-newsletter, etc.), banner at event in premier location, logo in event program and advertising

All sponsorship funds support Chamber programs & services for the Fremont business community. For more information on sponsorship opportunities, contact Nina Moore at (510) 795-2244, ext. 107 or email [nmoore@fremontbusiness.com](mailto:nmoore@fremontbusiness.com)

### Payment Information:

Chamber members:

Non members:

☒ Fremont Chamber Member

\$42 per ticket: 5 tickets @ \$42 each = 210.00

\$65 per ticket: \_\_\_\_\_ tickets @ \$65 each = \_\_\_\_\_

☐ My check made payable to Fremont Chamber of Commerce is enclosed.

For ticket confirmation, please email me at: \_\_\_\_\_

☒ Please charge my: ☒ Visa ☐ Mastercard ☐ AMEX

Name on Card TOM GRAVES

Expiration Date 05/2015

Card Number \_\_\_\_\_

Signature \_\_\_\_\_

Cancellation Policy: No cancellations after Friday, January 11, 2013

Form should be faxed to (510) 795-2240 or mailed to 39488 Stevenson Pl., Ste. 100, Fremont, CA, 94539

**UNION SANITARY DISTRICT  
CHECK REGISTER  
03/30/2013-04/12/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
150102	4/4/2013	800347.2	ANDERSON PACIFIC ENG CONST INC	HEADWORKS AND EMERGENCY OUTFALL	\$28,424.00	\$265,013.09
	4/4/2013	800374.12		THICKENER 3 & 4 REHABILITATION	\$236,589.09	
150220	4/11/2013	34350	METROMOBILE COMMUNICATIONS INC	HANDHELD RADIO REPLACEMENT PROJECT	\$91,061.88	\$91,061.88
150113	4/4/2013	127330	CAROLLO ENGINEERS	COGENERATION PROJECT	\$65,080.33	\$65,080.33
150114	4/4/2013	127335	CAROLLO ENGINEERS	INKA DEMOLITION	\$4,420.69	\$60,356.63
	4/4/2013	127374		THICKENER CONTROL BUILDING IMPROVEMENTS	\$23,371.91	
	4/4/2013	127257		LIFT STATION #1 IMPROVEMENTS	\$9,181.66	
	4/4/2013	127333		COGENERATION PROJECT	\$330.75	
	4/4/2013	127372		THICKENER CONTROL BLDG INTERIM IMPROVEMENTS	\$12,171.05	
	4/4/2013	127334		2011-2012 ON-CALL SERVICES	\$515.00	
	4/4/2013	127331		PRIMARY CLARIFIERS 1 - 4 REHABILITATION	\$521.65	
	4/4/2013	127332		HEADWORKS AND EMERGENCY OUTFALL	\$9,843.92	
150158	4/4/2013	789064	POLYDYNE INC	45,680 LBS CLARIFLOC C-6267	\$57,522.54	\$57,522.54
150176	4/4/2013	380.4	W. R. FORDE ASSOCIATES	MISC SPOT REPAIRS PHASE IV	\$30,875.00	\$30,875.00
150199	4/11/2013	529488A	DELTA DENTAL SERVICE	MARCH 2013 DENTAL	\$2,128.31	\$18,755.71
	4/11/2013	529488C		MARCH 2013 DENTAL	\$16,627.40	



**UNION SANITARY DISTRICT  
CHECK REGISTER  
03/30/2013-04/12/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
150190	4/11/2013	78641	CDW GOVERNMENT LLC	FY13 NETWORK RANDR	\$14,726.78	\$15,478.12
	4/11/2013	79022		BOYCE NEW BLDG ROUTER	\$725.81	
	4/11/2013	38477		FY13 NETWORK RANDR	\$25.53	
150201	4/11/2013	864	DW NICHOLSON CORP	IPS ANTENNA MT POLE	\$13,945.00	\$13,945.00
150123	4/4/2013	XJ3D62W66	DELL MARKETING LP C/O DELL USA	BACKUP SERVER R&R	\$9,667.41	\$12,654.95
	4/4/2013	XH3D6D7F3		1 Q3 LAPTOPS	\$2,987.54	
150226	4/11/2013	380420130402	PACIFIC GAS AND ELECTRIC	SERV TO 03/29/13 CHERRY ST PS	\$151.02	\$12,162.81
	4/11/2013	761520130327		SERVICE TO 03/27/13 NEWARK PS	\$11,545.53	
	4/11/2013	096020130402		SERV TO 04/01/13 CATHODIC PROJECT	\$33.04	
	4/11/2013	898220130402		SERV TO 04/01/13 FREMONT PS	\$173.92	
	4/11/2013	666720130402		SERV TO 03/25/13 PASEO PADRE PS	\$161.49	
	4/11/2013	892820130402		SERV TO 04/01/13 HAYWARD MARSH	\$97.81	
150215	4/11/2013	9017325055	KEMIRA WATER SOLUTIONS, INC.	6.99 DRY TONS FERROUS CHLORIDE	\$5,280.03	\$11,028.39
	4/11/2013	9017324116		7.61 DRY TONS FERROUS CHLORIDE	\$5,748.36	
150118	4/4/2013	20120254	COVELLO GROUP INC	Headworks Improvements Project	\$10,557.00	\$10,557.00
150171	4/4/2013	539848	UNIVAR USA INC	5,004 GALS SODIUM HYPOCHLORITE	\$2,469.01	\$9,802.02
	4/4/2013	540621		4,992 GALS SODIUM HYPOCHLORITE	\$2,463.09	
	4/4/2013	540416		4,867 GALS SODIUM HYPOCHLORITE	\$2,401.41	
	4/4/2013	539566		5,003 GALS SODIUM HYPOCHLORITE	\$2,468.51	



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150155	4/4/2013	2471	PIPELOGIX INC	PIPELOGIX LICENSE KEY	\$8,485.21	\$8,485.21
150119	4/4/2013	11924	CRANE WORKS INC	ANNUAL CRANE INSPECTION	\$7,140.00	\$7,140.00
150204	4/11/2013	1079019	FLUID COMPONENTS INTERNATIONAL	FLOWMETER AERATION 5-7 BLOWER ROOM	\$6,486.33	\$6,486.33
150100	4/4/2013	130301200	AIRTECH MECHANICAL INC	NEW HEAT EXCHANGER - BOARD ROOM	\$3,798.00	\$6,412.00
	4/4/2013	130301194		REPLACE PAINT SHOP HEATER	\$2,614.00	
150180	4/11/2013	4103598320130329	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 03/25/13-MTR HYD B32896054	\$636.29	\$6,116.71
	4/11/2013	4103599420130329		SERV TO: 03/25/13-MTR HYD 19866540	\$951.49	
	4/11/2013	4103603820130329		SERV TO: 03/25/13-MTR HYD 19866544	\$1,301.36	
	4/11/2013	4103603420130329		SERV TO: 03/25/13-MTR HYD 29454468	\$390.43	
	4/11/2013	4103603920130329		SERV TO: 03/25/13-MTR HYD B32896058	\$393.58	
	4/11/2013	4103603520130329		SERV TO: 03/25/13-MTR HYD 34041345	\$2,443.56	
150142	4/4/2013	37432220130401	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE - APRIL 2013	\$6,084.11	\$6,084.11
150160	4/4/2013	116759	R-2 ENGINEERING INC	1 SHAFT CONNECTING ROD	\$588.33	\$5,799.93
	4/4/2013	116758		ASTD PARTS & MATERIALS	\$5,211.60	
150234	4/11/2013	901154974	SIEMENS INDUSTRY INC	1,260 GALS HYDROGEN PEROXIDE	\$5,518.80	\$5,518.80
150141	4/4/2013	9017323444	KEMIRA WATER SOLUTIONS, INC.	7.14 DRY TONS FERROUS CHLORIDE	\$5,393.34	\$5,393.34
150097	4/4/2013	59168	3T EQUIPMENT COMPANY INC	10 PIPEPATCH KIT - WINTER	\$5,242.86	\$5,242.86
150240	4/11/2013	130587	TOTAL WASTE SYSTEMS INC	MARCH 2013 GRIT DISPOSAL	\$5,027.41	\$5,027.41

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150242	4/11/2013	541101	UNIVAR USA INC	5,005 GALS SODIUM HYPOCHLORITE	\$2,469.50	\$4,939.49
	4/11/2013	541638		5,006 GALS SODIUM HYPOCHLORITE	\$2,469.99	
150127	4/4/2013	101948	ESA	SEA LEVEL RISE STUDY	\$4,938.03	\$4,938.03
150121	4/4/2013	14084	D & L SUPPLY	20 MANHOLE FRAME W/COVER NO BOLTS 24-IN PN	\$4,400.76	\$4,400.76
150163	4/4/2013	117	RGM & ASSOCIATES	PRIMARY CLARIFIERS 1 - 4 REHABILITATION	\$926.75	\$4,035.50
	4/4/2013	116		PRIMARY CLARIFIERS 1 - 4 REHABILITATION	\$1,410.50	
	4/4/2013	115		PRIMARY CLARIFIERS 1 - 4 REHABILITATION	\$1,698.25	
150116	4/4/2013	20130308	COLLISON ENGINEERING	HAYWARD MARSH PERMIT METAL STUDY	\$3,918.00	\$3,918.00
150177	4/4/2013	8778	WESTERN MACHINE & FAB INC	RAS PUMP #5 MACHINED PARTS	\$3,816.20	\$3,816.20
150178	4/11/2013	59189	3T EQUIPMENT COMPANY INC	6 PIPEPATCH KIT - WINTER	\$3,744.90	\$3,744.90
150126	4/4/2013	36682	ENERGY MANAGEMENT CORP	SUPPLIER TO PROVIDE 2 DAYS OF TRAINING	\$3,593.00	\$3,593.00
150192	4/11/2013	6204	CHANG INCOME PROP PARTNERSHIP	REFUND # 16379	\$3,300.00	\$3,300.00
150216	4/11/2013	6705	KINGS BBQ & GRILL	REFUND # 16387	\$3,300.00	\$3,300.00
150239	4/11/2013	3142	SUPPORT PRODUCT SERVICES	EMISSIONS ANALYZER BI-ANNUAL SERVICE	\$3,272.17	\$3,272.17
150174	4/4/2013	20130401	VISION SERVICE PLAN - CA	APRIL 2013 VISION STMT	\$3,141.48	\$3,141.48
150205	4/11/2013	14198	CITY OF FREMONT	RANGE 3 HAZMAT STORAGE PERMIT	\$689.80	\$3,065.92
	4/11/2013	13768		RANGE 2 HAZMAT STORAGE PERMIT	\$313.96	
	4/11/2013	13894		RANGE 2 HAZMAT STORAGE PERMIT	\$313.96	
	4/11/2013	13832		RANGE 5 HAZMAT STORAGE PERMIT	\$1,748.20	

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150164	4/4/2013	20130402	JOSE RODRIGUES JR	COMPUTER NOTE	\$3,000.00	\$3,000.00
150193	4/11/2013	54187554	CINTAS CORPORATION	UNIFORM LAUNDERING SERVICE	\$382.55	\$2,997.02
	4/11/2013	54183069		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$87.25	
	4/11/2013	54185286		UNIFORM LAUNDERING SERVICE	\$287.04	
	4/11/2013	54187556		ASTD DUST MOPS & TERRY TOWELS	\$64.56	
	4/11/2013	54183068		UNIFORM LAUNDERING SERVICE	\$336.54	
	4/11/2013	54187557		ASTD JACKETS - EGGLESTON	\$222.74	
	4/11/2013	54187555		UNIFORM LAUNDERING SERVICE	\$337.33	
	4/11/2013	54180844		UNIFORM LAUNDERING SERVICE	\$248.87	
	4/11/2013	54185275		PERMA LINED JACKET - CHARAN	\$56.00	
	4/11/2013	54185285		UNIFORM LAUNDERING SERVICE	\$374.63	
	4/11/2013	54183067		UNIFORM LAUNDERING SERVICE	\$316.46	
	4/11/2013	54180845		UNIFORM LAUNDERING SERVICE	\$283.05	
150109	4/4/2013	6838	BETO LIMON GRADING	REFUND # 16374	\$2,500.00	\$2,500.00
150154	4/4/2013	6842	ARMANDO CALMO PEREZ	REFUND # 16361	\$2,500.00	\$2,500.00
150099	4/4/2013	5919738	ABC IMAGING, INC.	I-680 AT SABERCAT RD SEWER REPLACEMENT	\$2,175.53	\$2,175.53
150243	4/11/2013	21483	VALLEY OIL COMPANY	20 CHEVRON ULTRA DUTY TUBES, 1 SHELL PELLA & 1 UNOCAL TURBINE	\$2,026.33	\$2,026.33
150203	4/11/2013	20130411	YIN FANG	EXP REIMB: PITTCOON CONF, PHILADELPHIA	\$1,965.28	\$1,965.28

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150168	4/4/2013	1504684001	SAN LEANDRO ELECTRIC SUPPLY	50 CONDUIT LOCKNUT 1/2 & 8 CONDUIT 3/4 INCH X 10 FEET PVC COATED	\$395.92	\$1,836.31
	4/4/2013	1507241006		100 LOCKING CABLE TIES	\$83.94	
	4/4/2013	1507241007		13 600V MIDGET FUSES	\$125.82	
	4/4/2013	1504684002		6 CTD SEALTIGHT CONN & 6 90D CTD SLT CONN	\$589.87	
	4/4/2013	1507241001		ASTD PARTS & MATERIALS	\$114.86	
	4/4/2013	1507241004		33 COND CLAMPS & 100 LOCKING CABLE TIES	\$233.60	
	4/4/2013	1507241003		6 600V MIDGET FUSES	\$67.75	
	4/4/2013	1504684003		2 CS LAMPS FLUORESCENT	\$140.61	
	4/4/2013	1507241005		100 LOCKING CABLE TIES	\$83.94	
150111	4/4/2013	286514	BRENNTAG PACIFIC, INC.	2884.5 GAL SODIUM HYDROXIDE	\$548.65	\$1,645.95
	4/4/2013	1286513		5769 GAL SODIUM HYDROXIDE	\$1,097.30	
150181	4/11/2013	916001643060	ALLIED WASTE SERVICES #916	RECYCLE & ROLL OFF - MARCH 2013	\$1,645.41	\$1,645.41
150143	4/4/2013	7443	LOOKINGPOINT INC	ROUTER AND FW CONFIG FOR SECURITY 2	\$1,575.00	\$1,575.00
150149	4/4/2013	121209.2	MONTEREY MECHANICAL CO	MONOPOLE INSTALL IRVINGTON PUMP STATION	\$1,435.25	\$1,435.25
150122	4/4/2013	20130325.10	DALE HARDWARE INC	03/13 - ASTD PARTS & MATERIALS	\$1,421.40	\$1,421.40
150227	4/11/2013	1075	PACIFIC INFRASTRUCTURE CORP	SECONDARY DIGESTER #1 DOME REPLACEMENT	\$1,352.36	\$1,352.36
150222	4/11/2013	20130331	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - MAR 2013	\$1,350.51	\$1,350.51
150221	4/11/2013	6549.1	MISSION SHOPPING CENTER	REFUND # 16377	\$1,335.00	\$1,335.00



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150137	4/4/2013	600607048	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$241.34	\$1,135.35
	4/4/2013	600613772		ASTD JANITORIAL SUPPLIES	\$894.01	
150236	4/11/2013	3196188151	STAPLES CONTRACT & COMMERCIAL	24 CREAMERS, 1 CS TOILET SEAT COVERS & 5 CS WATER	\$164.14	\$1,093.78
	4/11/2013	3196188156		15 CS FOLGERS COFFEE & 5 CS LINERS	\$634.80	
	4/11/2013	3196188150		1 PK FORKS COMPOSTABLE	\$67.64	
	4/11/2013	3196188157		ASTD OFFICE SUPPLIES - R&S	\$93.43	
	4/11/2013	3196188152		3 BXS EQUAL SWEETENER	\$56.61	
	4/11/2013	3196188158		ASTD OFFICE SUPPLIES - BS	\$77.16	
150150	4/4/2013	5336724	NELSON STAFFING SOLUTIONS	TEMP LABOR-GOYENA, L., WKEND 03/03/13	\$1,080.00	\$1,080.00
150223	4/11/2013	5337402	NELSON STAFFING SOLUTIONS	TEMP LABOR-GOYENA, L., WKEND 03/10/13	\$1,080.00	\$1,080.00
150112	4/4/2013	75452	BRUCE BARTON PUMP SERVICE INC	1 SUMP PUMP	\$1,044.30	\$1,044.30
150135	4/4/2013	3G0946	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PIPE & FITTINGS	\$747.00	\$1,005.05
	4/4/2013	3G0945		ASTD PARTS & MATERIALS	\$258.05	
150103	4/4/2013	437181	A-PRO PEST CONTROL INC	FEBRUARY PEST CONTROL	\$1,005.00	\$1,005.00
150182	4/11/2013	439265	A-PRO PEST CONTROL INC	MARCH PEST CONTROL	\$1,005.00	\$1,005.00
150214	4/11/2013	6824	JD PLUMBING	REFUND # 16385	\$500.00	\$1,000.00
	4/11/2013	6824.1		REFUND # 16386	\$500.00	
150235	4/11/2013	4868173032813	SIERRA SPRING WATER COMPANY	WATER SERVICE 03/01/13-03/28/13	\$693.62	\$997.09
	4/11/2013	8122768032813		BOTTLESS COOLERS RENTAL	\$303.47	

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150120	4/4/2013	237848	CURTIS & TOMPKINS LTD	7 LAB SAMPLE ANALYSIS	\$205.00	\$960.00
	4/4/2013	237850		30 LAB SAMPLE ANALYSIS	\$495.00	
	4/4/2013	237888		6 LAB SAMPLE ANALYSIS	\$260.00	
150146	4/4/2013	48994856	MCMMASTER SUPPLY INC	5 EA COUPLINGS	\$35.62	\$912.60
	4/4/2013	48794683		10 EA PVC FITTINGS	\$84.89	
	4/4/2013	48886308		1 EA RATCHETING WRENCH SET & TAP SOCKET	\$94.69	
	4/4/2013	48895379		1 EA CIRCUIT BREAKER	\$22.70	
	4/4/2013	49043381		ASTD BRISTLE BRUSHES	\$126.70	
	4/4/2013	48815738		2 EA FLOWMETERS & 1 EA PIPE CUTTER	\$461.48	
	4/4/2013	48997682		3 PACKS ENGRAVING PLATE	\$26.22	
	4/4/2013	48944294		10 EA DIN RAILS	\$60.30	
150104	4/4/2013	4183174	AT&T	SERV: 02/13/13-03/12/13	\$800.51	\$894.97
	4/4/2013	4192465		SERV: 02/13/13-03/12/13	\$94.46	

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150218	4/11/2013	49195210	MCMASER SUPPLY INC	1 EA TAPERED THREAD PIPE TAP	\$91.34	\$887.65
	4/11/2013	49346448		2 EA LOCTITE SUPER GLUE	\$65.93	
	4/11/2013	49515185		12 EA COUPLINGS	\$107.21	
	4/11/2013	49475302		ASTD GASKET ADHESIVES/SEALANTS	\$136.46	
	4/11/2013	49230304		ASTD PUNCHES	\$114.64	
	4/11/2013	49247693		ASTD PARTS & MATERIALS	\$604.52	
	4/11/2013	49452312		CREDIT FOR BRITISH PIPE THREAD TAP	\$-232.45	
150145	4/4/2013	91651	MCINERNEY & DILLON, P.C.	LEGAL SERVICES - IRVINGTON PS SOLAR	\$210.00	\$875.00
	4/4/2013	91650		LEGAL SERVICES - MISC SEWER SPOT REPAIRS	\$70.00	
	4/4/2013	91652		LEGAL SERVICES - PRIMARY CLARIFIER REHAB	\$595.00	
150219	4/11/2013	90659642	METAL SUPERMARKETS	ASTD METAL, STEEL, STAINLESS, & ALUMINUM	\$154.58	\$866.82
	4/11/2013	90659641		ASTD METAL, STEEL, STAINLESS, & ALUMINUM	\$712.24	
150134	4/4/2013	8191748	HACH COMPANY	1 EA PH PROBE FOR APS	\$837.30	\$837.30
150130	4/4/2013	107571.1	FLETCHER'S PLUMBING&CONTR INC	NEWARK BACKYARD SS RELOCATION PILOT STUDY	\$817.75	\$817.75
150140	4/4/2013	6625	KAASI, INC	REFUND # 16365	\$800.00	\$800.00
150189	4/11/2013	288831	BRENNTAG PACIFIC, INC.	2885 GAL SODIUM HYDROXIDE	\$548.73	\$792.58
	4/11/2013	288832		1282 GAL SODIUM HYDROXIDE	\$243.85	
150245	4/11/2013	307815	VULCAN CONSTRUCTION MATERIALS	10.05 TONS 1/2' HMA	\$792.00	\$792.00
150206	4/11/2013	113060	GENERAL FITNESS DISTRIBUTION	TREADMILL REPAIR	\$789.60	\$789.60

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150108	4/4/2013	65582	BELILOVE COMPANY ENGINEERS	ASTD DIG #4 FLAME ARRESTOR PARTS	\$727.30	\$727.30
150117	4/4/2013	86701	COPYMAT OF NEWARK/FREMONT	3,000 POST CARD - MEDICAL DISPOSAL	\$718.31	\$718.31
150213	4/11/2013	26758	J & S EQUIPMENT	SERVICE AND REPAIR OF PRESSURE WASHER	\$684.93	\$684.93
150175	4/4/2013	302442	VULCAN CONSTRUCTION MATERIALS	8.01 TONS 1/2" HMA	\$631.89	\$631.89
150165	4/4/2013	20130401	JOSE RODRIGUES JR	EXP REIMB: WEF COLLECTION SYSTEMS 2013	\$620.00	\$620.00
150144	4/4/2013	3718747	MALLORY SAFETY AND SUPPLY LLC	ASTD GLOVES & JACKETS	\$561.68	\$614.84
	4/4/2013	3719157		1 DZ LEATHER GLOVES	\$53.16	
150228	4/11/2013	29582553	PAN PACIFIC SUPPLY COMPANY	1SEAL KIT SPLIT 221 2.125 INCH	\$608.42	\$608.42
150231	4/11/2013	326PQKJ	RENAISSANCE PALM SPRINGS HOTEL	PRE-PAY LODGING - R CZAPKAY, CWEA CONF	\$605.92	\$605.92
150133	4/4/2013	888429	GROENIGER AND COMPANY	ASTD PVC PIPE	\$565.06	\$565.06
150208	4/11/2013	9082415085	GRAINGER INC	1 EA ROLL BLACK/YELLOW TAPE	\$327.84	\$558.30
	4/11/2013	9079261534		ASTD SPACERS & STRAPS	\$66.14	
	4/11/2013	9081919087		1 EA HEAT GUN	\$143.22	
	4/11/2013	9093918952		4 EA RAISED INDICATOR LIGHTS, RED	\$21.10	
150202	4/11/2013	8262	EAST BAY MUNI UTILITY DISTRICT	6 LAB SAMPLE ANALYSIS	\$543.00	\$543.00
150185	4/11/2013	131890	BARNETT MEDICAL SERVICES LLC	130 LBS PHARMACEUTICAL WASTE REMOVAL	\$174.00	\$522.00
	4/11/2013	132722		70 LBS PHARMACEUTICAL WASTE REMOVAL	\$174.00	
	4/11/2013	132195		85 LBS PHARMACEUTICAL WASTE REMOVAL	\$174.00	
150106	4/4/2013	2521691936	BANK OF NEW YORK	FEBRUARY 2013 SERVICE FEE	\$511.91	\$511.91



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150124	4/4/2013	6779	JOHN DEMETRO	REFUND # 16372	\$500.00	\$500.00
150157	4/4/2013	6854	PLUMBING CONNECTION	REFUND # 16373	\$500.00	\$500.00
150170	4/4/2013	6842	THE PLUMBING MINISTRY	REFUND # 16362	\$500.00	\$500.00
150191	4/11/2013	6806	DEVINDER CHANA	REFUND # 16384	\$500.00	\$500.00
150238	4/11/2013	6860	STREAMLINE PLUMBING & DRAIN	REFUND # 16375	\$500.00	\$500.00
150148	4/4/2013	253049	MOBILE MODULAR MANAGEMENT CORP	FMC TRAILER RENTAL - MAR 2013	\$431.43	\$431.43
150138	4/4/2013	11493	HYDRO INTERNATIONAL WASTEWATER	EUTEK LINER	\$415.18	\$415.18
150188	4/11/2013	9759450	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$221.85	\$375.77
	4/11/2013	9758610		ASTD OFFICE SUPPLIES	\$153.92	
150098	4/4/2013	104378	ABC FIRE PROTECTION INC	SERVICE CALL - VEHICLES	\$359.70	\$359.70
150229	4/11/2013	20130410	PETTY CASH	PETTY CASH REPLENISHMENT	\$353.35	\$353.35
150105	4/4/2013	78576	ATS ELECTRO LUBE INC	10 BATTERY PACK FOR ATS AUTO LUBER	\$353.14	\$353.14
150153	4/4/2013	20130402	MARY PEDRO	COGENERATION PROJECT	\$219.53	\$324.23
	4/4/2013	20130403		THICKENER CONTROL BUILDING IMPROVEMENTS	\$104.70	
150101	4/4/2013	35463	ALLIED PACKING AND SUPPLY CO	2 PACKING RING SET	\$300.06	\$300.06
150110	4/4/2013	9733620	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$59.37	\$294.74
	4/4/2013	9750940		2 POWER STRIPS	\$111.67	
	4/4/2013	9753190		2 DESKTOP CALCULATORS	\$11.17	
	4/4/2013	9754910		ASTD OFFICE SUPPLIES	\$112.53	

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150232	4/11/2013	20130403	LOUIS RIVERA III	TRAVEL ADVANCE	\$290.00	\$290.00
150237	4/11/2013	20130403	DUSTIN STRASBURG	TRAVEL ADVANCE	\$290.00	\$290.00
150233	4/11/2013	2220225002	S & S SUPPLIES & SOLUTIONS	8 FACE SHIELD BIONIC	\$284.44	\$284.44
150210	4/11/2013	8107443	HACH COMPANY	1 EA HACH TSS METER 2 ITEMIZED	\$153.92	\$274.16
	4/11/2013	8203644		1 EA PEEK SALT BRIDGE	\$120.24	
150209	4/11/2013	887587.2	GROENIGER AND COMPANY	5 EA PIPE PVC SDR-26 HW TEE 6" X 4" TOTAL	\$268.54	\$268.54
150186	4/11/2013	149473	BAY CENTRAL PRINTING	BUSINESS CARDS: 5 EMPLOYEES	\$257.63	\$257.63
150241	4/11/2013	13472651	TRI DIM FILTER CORPORATION	100 TRI-DEK 15/40 2 PLY PADS	\$245.74	\$245.74
150244	4/11/2013	9701886812	VERIZON WIRELESS	WIRELESS SERV 02/21/13-03/20/13	\$233.28	\$233.28
150196	4/11/2013	238027	CURTIS & TOMPKINS LTD	5 LAB SAMPLE ANALYSIS	\$230.00	\$230.00
150139	4/4/2013	103876908	IRON MOUNTAIN	DATAMEDIA OFF-SITE STORAGE - FEB 2013	\$225.40	\$225.40
150198	4/11/2013	20130410	RICHARD CZAPKAY	TRAVEL ADVANCE - CWEA ANNUAL CONF	\$225.00	\$225.00
150207	4/11/2013	20130409	MOHAMMAD GHOURY	EXP REIMB: AIRFARE - ESRI CONVENTION	\$213.80	\$213.80
150169	4/4/2013	2511	SOUTHWEST VALVE, LLC	1 REDUCING VALVE REPAIR KIT	\$205.26	\$205.26
150194	4/11/2013	20130408	FRANK COUTO	EXP REIMB: CWEA ANNUAL CONF REGIS FEE	\$200.00	\$200.00
150132	4/4/2013	78401006427	GLIDDEN PROFESSIONAL	ASTD PAINTING SUPPLIES	\$196.67	\$196.67
150136	4/4/2013	11162	HAYWARD PIPE AND SUPPLY	ASTD PARTS & MATERIALS	\$190.07	\$190.07
150166	4/4/2013	2220225001	S & S SUPPLIES & SOLUTIONS	1 CS EAR MUFF PELTOR EXTREME	\$186.92	\$186.92
150107	4/4/2013	15731100	BECK'S SHOES	SAFETY SHOES - T. HERLIHY	\$185.00	\$185.00

**UNION SANITARY DISTRICT  
CHECK REGISTER  
03/30/2013-04/12/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
150187	4/11/2013	15711700	BECK'S SHOES	SAFETY SHOES - W. WONG	\$185.00	\$185.00
150225	4/11/2013	20130409	NORTHERN CALIFORNIA ETC	REGIS FEE: UNDERGROUND STOR TANK TRNG - L RIVERA	\$185.00	\$185.00
150161	4/4/2013	1690000007185	RED WING SHOE STORE	SAFETY SHOES - CHARAN	\$171.78	\$171.78
150172	4/4/2013	9853103	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 03/09/13	\$171.34	\$171.34
150131	4/4/2013	20130402	MICHAEL GILL	EXP REIMB: USB DRIVES & DVD ENVELOPES	\$164.50	\$164.50
150224	4/11/2013	20130418	SHAWN NESGIS	EXP REIMB: MSA BBQ & MEMBERSHIP MEETING	\$60.00	\$160.00
	4/11/2013	20130405		EXP REIMB: CS MARCH SFTY RECOG & SPEC REC FOR JANITORS	\$100.00	
150128	4/4/2013	117330	FASTENAL	ASTD PARTS & MATERIALS	\$152.68	\$152.68
150115	4/4/2013	368998	CHEMETRICS INC	5 TEST KITS	\$148.42	\$148.42
150183	4/11/2013	20130404	ROLLIE ARBOLANTE	EXP REIMB: MGMT MEETING LUNCH	\$130.20	\$130.20
150159	4/4/2013	4186	R & S ERECTION OF S ALAMEDA	PM SERVICE ON GATES	\$118.00	\$118.00
150129	4/4/2013	220875874	FEDERAL EXPRESS CORPORATION	SHIPPING SERVICE - GM/CIP	\$117.31	\$117.31
150195	4/11/2013	30396	CSDA CAL SPECIAL DIST ASSOC	2012 SALARY & BENEFITS SURVEY	\$112.66	\$112.66
150230	4/11/2013	116763	R-2 ENGINEERING INC	4 RETAINING RINGS	\$107.32	\$107.32
150151	4/4/2013	20130401	SHAWN NESGIS	EXP REIMB: INK CARTRIDGES FOR PRINTERS IN TV TRUCKS	\$105.08	\$105.08
150197	4/11/2013	20130408	CWEA-NRTC	CWEA TCP TRNG: J. POWELL & A. DEJESUS	\$100.00	\$100.00
150217	4/11/2013	3721595	MALLORY SAFETY AND SUPPLY LLC	2 PR BOOTS	\$90.90	\$90.90
150179	4/11/2013	104382	ABC FIRE PROTECTION INC	SERVICE CALL - CART	\$90.86	\$90.86
150156	4/4/2013	183587	PK SAFETY SUPPLY	10 BXS ALLEGRO 0350 LENS CLEANING WIPES	\$80.16	\$80.16

UNION SANITARY DISTRICT  
CHECK REGISTER  
03/30/2013-04/12/2013

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
150147	4/4/2013	20130402	JAMES MCPHERSON	EXP REIMB: FOOD/DRINKS FOR PLANNERS/SCHEDULER TRNG	\$74.15	\$74.15
150173	4/4/2013	9701471283	VERIZON WIRELESS	WIRELESS SERV 02/13/13-03/12/13	\$73.12	\$73.12
150167	4/4/2013	85340220130322	SAN FRANCISCO WATER DEPT	SERVICE 02/19/13 TO 03/20/13	\$60.62	\$60.62
150200	4/11/2013	20130410	KATHRYN DESTAFNEY	EXP REIMB: MMT RECOGNITION LUNCH	\$56.48	\$56.48
150125	4/4/2013	615320130318	DISH NETWORK	APR 2013 - SERVICE FEE	\$54.86	\$54.86
150162	4/4/2013	55513	REMOTE SATELLITE SYSTEMS INTL	IRIDIUM SVC FEE APRIL 2013	\$48.95	\$48.95
150246	4/11/2013	6204	WESTLAKE REALTY GROUP	REFUND # 16379	\$45.00	\$45.00
150212	4/11/2013	600615533	HILLYARD/SAN FRANCISCO	3 QTS TAKE DOWN CHERRY	\$31.18	\$31.18
150152	4/4/2013	224720130325	PACIFIC GAS AND ELECTRIC	SERV TO 03/24/13 CS TRAINING TRAILER	\$25.91	\$25.91
150211	4/11/2013	35569020020130325	HAYWARD WATER SYSTEM	WATER SERV 01/17/13-03/18/13	\$24.70	\$24.70
150184	4/11/2013	4211443	AT&T	SERV: 02/20/13 - 03/19/13	\$15.65	\$15.65

Invoices:

Credit Memos :	1	-232.45
\$0 - \$1,000 :	173	49,735.80
\$1,000 - \$10,000 :	59	201,621.17
\$10,000 - \$100,000 :	12	375,908.42
Over \$100,000 :	1	236,589.09
Total:	246	863,622.03

Checks:

\$0 - \$1,000 :	88	32,946.58
\$1,000 - \$10,000 :	49	166,184.00
\$10,000 - \$100,000 :	12	399,478.36
Over \$100,000 :	1	265,013.09
Total:	150	863,622.03





**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager*  
*District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** April 15, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Jesse Gill, Work Group Manager  
Sami Ghossain, CIP Coach  
Chris Elliott, Assistant Engineer

**SUBJECT:** Agenda Item No. 26 – Meeting of April 22, 2013  
**AWARDING THE CONSTRUCTION CONTRACT FOR THE I-680 AT  
SABERCAT ROAD SANITARY SEWER RELOCATION PROJECT TO  
RANGER PIPELINES, INC.**

### **Recommendation**

Reject the two lowest non-responsive bids and award the construction contract for the I-680 at Sabercat Road Sanitary Sewer Relocation Project to Ranger Pipelines, Inc. of San Francisco, California, for \$1,804,245, and authorize staff to issue the Notice of Award for the Project. Funds for the project have been budgeted in the Renewal and Replacement Fund.

### **Background**

The purpose of the Project is to replace the existing 12-inch diameter sewer crossing under Interstate 680 at Sabercat Road. The existing sewer crossing is 852 feet in length and crosses the Hayward Fault near the shoulder of southbound I-680. At that location, the pipeline has experienced severe offset joints due to the lateral movement associated with fault creep. Further lateral movement will critically compromise the pipe joints, allowing the erosion of soils outside the pipe, and thus undermining the I-680 freeway.

West Yost & Associates completed the project design in late February, 2013. The project consists of the construction of a new crossing, slightly north of the existing crossing, and includes 990 linear feet of 12-inch diameter sanitary sewer inside a 48-inch steel casing, which will be installed by a tunnel boring machine. The steel casing will help provide resistance to and protection from the lateral movement of fault creep. The project also includes construction of two (2) new manholes, and abandonment of

1,024 linear feet of 12-inch diameter sanitary sewer and three (3) manholes. See attached Exhibit A.

### **Bid Results**

The project was advertised for bids on March 2, 2013, and March 12, 2013, and bids were opened on March 27, 2013. Staff received seven (7) bids. The results are as follows:

<b>Contractor</b>	<b>Total Base Bid Amount</b>
Bay Pacific Pipelines	\$1,579,490
Steve P. Rados	\$1,800,240
Ranger Pipelines	\$1,804,245
Mountain Cascade	\$1,840,088
McGuire & Hester	\$2,086,740
RGW Construction	\$2,279,740
Super Excavators	\$4,395,525

Bay Pacific Pipelines (BPP) is the apparent low bidder with a total base bid amount of \$1,579,490. Staff reviewed the bid and found it to be non-responsive. Section 00470 required bidders to acknowledge five (5) insurance requirements. BPP failed to include two (2) of those acknowledgements. In addition, BPP's bid did not appear to meet the contractor experience requirements as specified in the bid documents. After consulting with legal counsel, staff notified BPP on April 4, 2013, of its intent to reject their bid. On April 11, 2013, BPP protested the District's position and contended, among other matters, that their bid was indeed responsive, and requested a hearing to discuss the experience qualifications. Staff responded on April 15, 2013, addressing their protest, maintaining the District's position that the bid was non-responsive, and advising that the bid rejection is based on non-responsiveness rather than non-responsibility, and therefore a hearing is not warranted.

Steve P. Rados (SPR) is the second-lowest bidder with a total base bid amount of \$1,800,240. Staff reviewed the bid and found it also to be non-responsive. Section 00420 required bidders to provide the average of their Worker's Compensation Experience Modification Rate (EMR or X-mod) for the last three complete years. SPR's average is 1.14, which exceeds the maximum allowable limit of 1.1. After consulting



with legal counsel, staff notified SPR on April 12, 2013, of its intent to reject their bid based on their failure to meet the minimum safety requirement. On April 15, 2013, SPR notified staff that it had accepted the District's position and communicated its intention not to pursue the matter further.

Ranger Pipelines (RP) is the third-lowest bidder with a total base bid amount of \$1,804,245. Staff reviewed the bid and found it to be responsive and responsible, with no irregularities. RP's bid is 7.25% above the Engineer's Estimate of \$1,682,260. Given the project's complexity and extensive requirements, the close nature of most of the bid results reflects a competitive bidding environment. No further bid protests were received by the District, and RP has confirmed that they will construct the project as bid.

Notice to Proceed for construction of the project is anticipated to be issued in May and construction completion is expected in early October, 2013. Construction management will be provided by Brown & Caldwell.

### **Contractor's Background**

Ranger Pipelines is a General Engineering Class A licensed contractor who has constructed numerous projects in the San Francisco Bay Area, including the Quito Basin #7 Sanitary Sewer Rehabilitation Project for West Valley Sanitation District, the Walnut Creek Sewer Renovations Phase 7 Project for Central Contra Costa Sanitary District, and the Victoria Canal Conveyance Pipeline Project for Contra Costa Water District. RP has also completed a number of successful projects for the District such as the Dairy Ave. Corridor Sewer Replacement, Wells Ave. Sewer Replacement, and the Peachtree Avenue Corridor Sanitary Sewer Replacement - Reach B Projects. Staff has checked references and received satisfactory responses.

Therefore, staff recommends the rejection of the two lowest non-responsive bids and the award of the construction contract for the I-680 at Sabercat Road Sanitary Sewer Relocation Project to Ranger Pipelines, Inc. for \$1,804,245.

RBC/JSG/SG/CE;mp

Attachments: Exhibit A - Location Map  
Bid Tabulation Sheet  
Agreement



**EXHIBIT A**  
**PROJECT LOCATION**



Item	Description	a		Super Excavators, Inc.		Statistics of Unit Price			
		Check Total	Unit Price	Total	Check Total	High	Low	Average	
1	Mobilization / Demolition	\$	113,987.78	\$	200,000.00	\$	200,000.00	\$	100,569.68
2	Contract Jacking Shaft	\$	298,000.00	\$	750,000.00	\$	750,000.00	\$	378,987.57
3	Contract Reexcavating Shaft	\$	50,000.00	\$	280,000.00	\$	280,000.00	\$	79,285.71
4	Contract the 4-inch Casing by Pipe Jacking	\$	1,158,000.00	\$	2,243,625.00	\$	2,243,625.00	\$	1,195.71
5	Contract 12-inch Carrier Pipe Inside Casing	\$	358,400.00	\$	100.00	\$	99,000.00	\$	118.57
6	Contract Standard Manhole	\$	7,000.00	\$	12,000.00	\$	12,000.00	\$	7,000.00
7	Contract Inside Drop Manhole	\$	40,000.00	\$	40,000.00	\$	40,000.00	\$	2,500.00
8	Abandon Existing Manhole	\$	7,500.00	\$	2,000.00	\$	6,000.00	\$	5,000.00
9	Abandon Existing 12-inch Sewers	\$	71,618.00	\$	25.00	\$	25,600.00	\$	7.00
10	Access Road Repairs	\$	4,200.00	\$	3,000	\$	1,800.00	\$	2,100.00
11	Seepage Pipe Control	\$	40,000.00	\$	20,000.00	\$	20,000.00	\$	60,000.00
12	Miscellaneous Pavement Restoration	\$	24,000.00	\$	5.00	\$	10,000.00	\$	12.00
13	Cleaning, Grubbing, Site Preparation, Site Restoration, and Environmental Protection	\$	60,000.00	\$	25,000.00	\$	25,000.00	\$	75,000.00
14	Wildlife Exclusion Fencing	\$	12,500.00	\$	5.00	\$	12,500.00	\$	5.00
15	Traffic Control	\$	15,000.00	\$	20,000.00	\$	20,000.00	\$	5,000.00
16	Project Liaison	\$	13,000.00	\$	50,000.00	\$	50,000.00	\$	10,000.00
17	Cost for providing all shoring and bracing on all Bid Items Shoring and bracing not limited to that as required by Sections 0709-0.05 of the Labor Code	\$	200,000.00	\$	500,000.00	\$	500,000.00	\$	48,000.00
18	Safety Engineer / Safety Representative Cathodic Protection of Steel Casing (DILETED)	\$	71,000.00	\$	100,000.00	\$	100,000.00	\$	30,000.00
	Fixed Totals:	\$	2,279,755.78			\$	4,395,525.00		\$
	Submitted Totals:	\$	2,279,755.78			\$	4,395,525.00		\$
	Submitted Variance:	\$	-			\$	-		\$

**AGREEMENT FOR THE CONSTRUCTION OF  
PROJECT NO. 800-371**

**I-680 AT SABERCAT ROAD  
SANITARY SEWER RELOCATION PROJECT**

THIS AGREEMENT, made and concluded, in duplicate, this \_\_\_\_\_ day of April, 2013,  
between the UNION SANITARY DISTRICT ("District"), Union City, California,

And **Ranger Pipelines Inc.** ("Contractor"), License No. 417996.

**W I T N E S S E T H:**

1. That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the District, and under the conditions expressed in the two bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the District, at his/her own proper cost and expense, to do all the work and furnish all the materials necessary to construct and complete in good workmanlike and substantial manner the project entitled: **Project No. 800-371, Union Sanitary District I-680 at Sabercat Road Sanitary Sewer Relocation Project** in strict conformity with the plans and specifications prepared therefor, which said plans and specifications are hereby specially referred to and by said reference made a part hereof.
2. Now, therefore, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the Contractor hereby agrees to complete the work in accordance with the terms and conditions stipulated in the Contract Documents for the sum of **One Million Eight Hundred Four Thousand Two Hundred Forty Five Dollars and Zero Cents (\$1,804,245.00)** computed in accordance with Contractor's accepted proposal dated March 27, 2013, which accepted proposal is incorporated herein by reference thereto as if herein fully set forth. Compensation shall be based upon any lump sum bid items plus the unit prices stated in the Bid Schedule times the actual quantities or units of work and materials performed or furnished. The further terms, conditions, and covenants of this Agreement are set forth in the Contract Documents, each of which is by this reference made a part hereof. Payments are to be made to the Contractor in accordance with the provisions of the Contract Documents and the Technical Specifications in legally executed and regularly issued warrants of the District, drawn on the appropriate fund or funds as required by law and order of the District thereof.



3. The District hereby promises and agrees with the said Contractor to employ, and does hereby employ, the said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
4. The Contractor and any subcontractor performing or contracting any work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but necessarily limited to the following:
  - a. The Contractor shall comply with all applicable provisions of Section 1810 to 1815, inclusive, of the California Labor Code relating to working hours. The Contractor shall, as a penalty to the District, forfeit the sum of twenty-five dollars (\$25) for each worker employed in the execution of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, unless such worker receives compensation for all hours worked in excess of eight (8) hours at not less than 1-1/2 times the basic rate of pay.
  - b. Pursuant to the provision of California Labor Code, Sections 1770 et. seq., the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District, which copies shall be made available to any interested party on request. The Contractor shall post a copy of said prevailing rate of per diem wages at each job site.
  - c. As required by Section 1773.1 of the California Labor Code, the Contractor shall pay travel and subsistence payments to each worker needed to execute the work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.
  - d. To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within 10 days after their execution and thereafter shall establish such travel and subsistence payments whenever filed 30 days prior to the call for bids.



- e. The Contractor shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to the District, forfeit up to fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the contract. The Contractor shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate.
- f. As required under the provisions of Section 1776 of the California Labor Code, Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Said payroll shall be certified and shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:
  - 1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.
  - 2) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available for inspection or furnished upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.
  - 3) A certified copy of all payroll records enumerated in Paragraph 4(f), herein, shall be made available upon request by the public for inspection or for copies thereof; provided, however, that a request by the public shall be made through the District, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to subparagraph 4(e) herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal offices of the Contractor.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

Each Contractor shall file a certified copy of the records, enumerated in Paragraph 4(f) with the entity that requested the records within 10 days after receipt of a written request. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards, or the Division of Labor

Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor awarded the contract or performing the contract shall not be marked or obliterated. The Contractor shall inform the District of the location of the records enumerated under Paragraph 4(f) including the street address, city and county, and shall, within 5 working days, provide a notice of change of location and address. The Contractor shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects the Contractor must comply with this Paragraph 4(f). In the event that the Contractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or the District, forfeit \$25.00 dollars for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. Responsibility for compliance with Paragraph 4(f) lies with the Contractor.

- g. The Contractor and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the construction site for a certificate approving the Contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this contract rests with the Contractor. Pursuant to California Labor Code Section 1777.7, in the event the Contractor willfully fails to comply with the provisions of California Labor Code Section 1777.5, the Contractor shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.
- h. In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, the Contractor is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance. If the Contractor, in the sole discretion of the District satisfies the District of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, the Contractor may so act, and in such case, the insurance required by this paragraph need not be provided.

The Contractor is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's Liability limits of \$1,000,000 per accident before commencing the performance of the work of this Contract.

The Notice to Proceed with the Work under this Contract will not be issued, and the Contractor shall not commence work, until the Contractor submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, the Contractor in signing this agreement certifies to the District as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract."

A subcontractor is not allowed to commence work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by the Contractor and submitted to the Construction Manager for the District's review and records.

- i. In accordance with the provisions of Section 1727 of the California Labor Code, the District, before making payment to the Contractor of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the District.
5. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this Agreement the instrument and the bid proposal of said Contractor, then this Agreement instrument shall control, and nothing herein contained shall be considered as an acceptance of the said terms of said proposal conflicting herewith.
6. The Contractor agrees to provide and maintain insurance coverage, and to indemnify and save harmless the parties named and in the manner set forth in Section 00800-2.0, **LIABILITY AND INSURANCE**, of the Supplementary General Conditions of the Specifications.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include a duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

7. The Contractor shall diligently prosecute the work so that it shall be substantially completed within the time specified in Section 00800-1.1, **Time Allowed for Completion.**
8. Except as otherwise may be provided herein, Contractor hereby expressly guarantees for one (1) full year from the date of the substantial completion of the work under this agreement and acceptance thereof by the District, to repair or replace any part of the work performed hereunder which constitutes a defect resulting from the use of inferior or defective materials, equipment or workmanship. If, within said period, any repairs or replacements in connection with the work are, in the opinion of the District, rendered necessary as the result of the use of inferior or defective materials, equipment or workmanship, Contractor agrees, upon receipt of notice from District, and without expense to District, to promptly repair or replace such material or workmanship and/or correct any and all defects therein. If Contractor, after such notice, fails to proceed promptly to comply with the terms of this guarantee, District may perform the work necessary to effectuate such correction and recover the cost thereof from the Contractor and/or its sureties.

In special circumstances where a particular item of work or equipment is placed in continuous service before substantial completion of the Work, the correction period for that item may start to run from an earlier date. This date shall be agreed upon in writing by the Contractor and District on or before the item is placed in continuous service.

Any and all other special guarantees which may be applicable to definite parts of the work under this agreement shall be considered as an additional guarantee and shall not reduce or limit the guarantee as provided by Contractor pursuant to this paragraph during the first year of the life of such guarantee.

9. The Contractor shall provide, on the execution of this Agreement, a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount bid, which bond shall be on the form provided by the District in Section 00610, **FORM OF PERFORMANCE BOND**, and be conditioned upon the faithful performance of all work required to be performed by the Contractor under this Agreement. Said bond shall be liable for any and all penalties and obligations which may be incurred by Contractor under this Agreement. The corporate surety bond shall be issued by a corporate surety that possesses a minimum rating from A. M. Best Company of A: VII and that is approved by the District. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the

State of California be submitted by the surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.

10. In addition to the bond required under Paragraph 9, hereof, Contractor shall furnish a good and sufficient corporate surety bond in the penal sum of one hundred percent (100%) of amount of bid, which bond shall be on the form provided by the District in Section 00620, **PAYMENT BOND**, and conform strictly with the provisions of Chapter 7, Title 15, Part 4, Division 3, of the Civil Code of the State of California, and all amendments thereto. The corporate surety bond shall be issued by a corporate surety that possesses a minimum rating from A. M. Best Company of A: VII and that is approved by the District. The corporate surety shall be authorized to conduct business in California. At its discretion, the District may request that a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California be submitted by the surety to the District. At its discretion, the District may also require the insurer to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the Insurance Code.
11. The Contractor may substitute securities for the amounts retained by the District to ensure performance of the work in accordance with the provisions of Section 22300 of the Public Contract Code.
12. The Contractor shall be provided the time period specified in Section 01340-2.0, **MATERIAL AND EQUIPMENT SUBSTITUTIONS**, for submission of data substantiating a request for a substitution of an "or equal" item.
13. As required by Section 6705 of the California Labor Code and in addition thereto, whenever work under the Contract involves the excavation of any trench or trenches five feet or more in depth, the Contractor shall submit in advance of excavations, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards established by the Construction Safety Orders of the Division of Industrial Safety in Title 8, Subchapter 4, Article 6, California Code of Regulations, the plan shall be prepared by a registered civil or structural engineer employed by the Contractor, and all costs therefore shall be included in the price named in the Contract for completion of the work as set forth in the Contract Documents. Nothing in this Section shall be deemed to allow the use of a shoring, sloping, or other protective system less effective than that required by the Construction Safety Orders. Nothing in this Section shall be construed to impose tort liability on the District, the Design Consultant, Construction Manager nor any of their agents, consultants, or employees. The District's review of the Contractor's excavation plan is only for general conformance to the California Construction Safety Orders.

Prior to commencing any excavation, the Contractor shall designate in writing to the Construction Manager the “competent person(s)” with the authority and responsibilities designated in the Construction Safety Orders.

14. In accordance with Section 7104 of the Public Contract Code, whenever any work involves digging trenches or other excavations that extend deeper than four feet below the surface, the provisions of Section 00700-7.2, **Differing Site Conditions**, shall apply.
15. In accordance with Section 7103.5 of the Public Contract Code, the Contractor and subcontractors shall conform to the following requirements. In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchases of goods, materials or services pursuant to this Contract or the subcontract. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.
16. In accordance with Section 4552 of the Government Code, the Contractor shall conform to the following requirements. In submitting a bid to the District, the Contractor offers and agrees that if the bid is accepted, it will assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act [Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code], arising from purchase of goods, materials, or services by the Contractor for sale to the District pursuant to the bid. Such assignment shall be made and become effective at the time the District tenders final payment to the Contractor.
17. Pursuant to Public Contract Code Section 7100, the acceptance by the Contractor of an undisputed payment made under the terms of the Contract shall operate as, and shall be, a release to the District, and their duly authorized agents, from all claim of and/or liability to the Contractor arising by virtue of the contract related to those amounts. Disputed contract claims in stated amounts may be specifically excluded by the Contractor from the operation of the release.
18. In accordance with California Business and Professions Code Section 7030, the Contractor is required by law to be licensed and regulated by the Contractors’ State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning the Contractor may be referred to the Registrar, Contractors’ State License Board, P.O. Box 26000, Sacramento, California 95826.



19. **INDEMNIFICATION.** To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the District from any claims, choses in action or lawsuits, whereby any subcontractor, material or equipment supplier, laborer or any person who supplies work or materials to said work of improvement may claim damages, losses and expenses thereto arising out of or resulting from any claim for performance of work, including the legal defense of any stop notice action as well as attorney fees and costs. District may be required to engage separate legal counsel from that of the Contractor should District and Contractor be both named as defendants, cross-defendants or other parties to any such stop notice action in District's sole discretion. Contractor shall be fully liable for any judgment or damages resulting from any claim for stop notice relief or other liability regarding payment for materials, supplies, labor or equipment under this contract. In claims against any person or entity indemnified under this paragraph by an employee of Contractor, a subcontractor, anyone directly or indirectly employed by them for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited in amount or type of damages, compensation or benefits payable by or for the Contractor or a subcontractor. In all cases, indemnification shall include attorney fees and court costs.

Unless arising solely out of the active negligence, gross negligence or willful misconduct of the District or the Design Consultant, the Contractor shall indemnify, defend and hold harmless: (1) the District and its Board of Directors, officers, employees, agents and representative; (ii) the Design Consultant and its consultants for the Work and their respective agents and employees; and (iii) if one is designated by the District for the work, the Construction Manager and its agents and employees (collectively "the Indemnified Parties"). The Contractor's obligations hereunder include indemnity, defense and hold harmless of the Indemnified Parties from and against any and all damages, losses, claims, demands or liabilities whether for damages, losses or other relief, including, without limitation attorney's fees and costs which arise, in whole or in part, from the Work, the Contract Documents or the acts, omissions or other conduct of the Contractor or any subcontractor or any person or entity engaged by them for the Work. The Contractor's obligations under the foregoing include without limitation: (i) injuries to or death of persons; (ii) damage to property; or (iii) theft or loss of property; (iv) stop notice claims asserted by any person or entity in connection with the Work; and (v) other losses, liabilities, damages or costs resulting from, in whole or part, any acts, omissions or other conduct of Contractor, any of Contractor's Subcontractors, of any tier, or any other person or entity employed directly or indirectly by Contractor in connection with the Work and their respective agents, officers or employees. If any action or proceeding, whether judicial, administrative, arbitration or otherwise, shall be commenced on account of any claim, demand or liability subject to Contractor's obligations hereunder, and such action or proceeding names any of the Indemnified Parties as a party thereto, the Contractor, at its sole cost and expense, shall defend the District and the Design Consultant in such action or proceeding with counsel reasonably satisfactory to the Indemnified Parties named in such action or proceeding. In the event that there shall be any

judgment, award, ruling, settlement, or other relief arising out of any such action or proceeding to which any of the Indemnified Parties are bound by, Contractor shall pay, satisfy or otherwise discharge any such judgment, award, ruling, settlement or relief. Contractor shall indemnify and hold harmless the Indemnified Parties from any and all liability or responsibility arising out of any such judgment, award, ruling, settlement or relief. The Contractor's obligations hereunder are binding upon Contractor's Performance Bond Surety and these obligations shall survive notwithstanding Contractor's completion of the Work or the termination of the Contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this \_\_\_\_\_ day of April, 2013.

CONTRACTOR

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

UNION SANITARY DISTRICT

By: \_\_\_\_\_

Manny Fernandez  
Board Secretary

Address: 5072 Benson Rd.

Union City, CA 94587

ATTEST:

\_\_\_\_\_

David M. O'Hara  
Attorney for Union Sanitary District

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## EDITORIAL

# Politicians cannot skirt public's right to know

In what may be a precedent-setting ruling, a Santa Clara County judge has stated that all of San Jose city officials' text messages, e-mails and voice mails that relate to city business must be disclosed to the public, even if said communications are from officials' private accounts.

With the advent of smart-phones and round-the-clock work schedules, it makes sense that officials might conduct some business on their private e-mail accounts. It also makes sense that the public deserves to know exactly what this business is.

Judge James Kleinberg's ruling makes it absolutely clear that no matter where it's conducted, public business belongs to the public. This is a condition of the Public Records Act, he writes in his ruling: "There appears to be no dispute that records sent from or received by city officials on private electronic devices using private accounts would constitute 'writings' within the (Public Records Act's) broad definition."

Furthermore, Kleinberg continues, exempting private accounts could lead to a lack of transparency, because "a public agency could easily shield information from public disclosure simply by storing it on equipment it does not technically own."

Twenty-six states have already decided that private communications about public business are public records, and California's lack of clear case law about this issue was a headache in the state courts. So it's a good thing that the judge has clarified the law.



Though it's technically only a ruling for San Jose, expert observers anticipate that it will be upheld in other jurisdictions as well.

But the ruling raises questions, too. How will it be applied in a way that protects officials' privacy? Who determines what equals official city business on a private account?

Answering these questions will take some trial and error. According to Peter Scheer, executive director of the First Amendment Coalition, one possible solution is for cities to create a policy similar to one in Auburn. Officials in that Placer County city carbon-copy all official e-mails they send from their private accounts to e-mail addresses that are linked to a government database.

"That way, it's very easy to respond to public records requests. And there's no danger of having to comb through officials' e-mail accounts, which would be an invasion of privacy," Scheer said.

Officials would still need to work out solutions for text messages and voice mail, but Auburn's example is a good one. There are ways to balance officials' privacy with the public's right to know. All it's going to take is the political will — or lacking that, this overdue nudge from the courts.

Paul Lachline / NewsArt



# Strategic Map and Scorecard Help USD Stay on Course

by Michelle Powell  
Union Sanitary District

Union Sanitary District, the wastewater utility serving the Tri-Cities, uses a strategy map and balanced scorecard of performance measures to reinforce and implement their strategic plan. Like many companies, the District develops a strategic plan every 3-4 years. The planning process includes a review of the District's Mission; an environmental scan of external opportunities and threats along with internal strengths and weaknesses; and identification of key strategic issues. It is after this that USD's process differs from traditional strategic planning.

The District has adapted the use of a strategy map, a concept

developed by Robert Kaplan and David Norton of Harvard Business School. After determining the key issues facing the District, the Executive Team creates a strategy map of strategic objectives. The map describes each objective and, more importantly, shows the cause and effect relationships between objectives related to customers, finances, business processes, and employees. The map is used to set priorities and communicate strategic concepts with employees.

"The strategy map is a great visual aid for seeing USD's Mission and strategic objectives and how they interrelate, all in one place," says Richard Currie, USD's General Manager. "It is a valuable tool to use when planning because, at a glance, you can see whether your

ideas, initiatives and performance measures fit into the organization's goals."

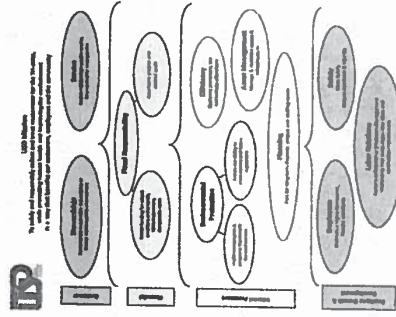
A balanced scorecard of measures tied to the strategic objectives is used to track progress. Measures and targets are developed for each objective and cascaded down the organization to the work teams. The tracking and reporting of measures is decentralized, with each work team responsible for their measures. Team measures either roll directly up into the district-wide measures or support a strategic objective. The teams review their performance and take corrective action if they are not meeting targets. The Executive Team does the same for the district-wide measures. Scorecard results are reported to the Board of Directors

each quarter at a public meeting.

The District has developed in-house expertise in strategic planning and performance measurement, so they do not need to rely on consultants. Donna Wiles, USD's Quality Program Coordinator, facilitates strategic planning and manages the collection and reporting of performance measures. Attention to each quarter's results ensures that the strategic plan doesn't just sit on a shelf, but is used to lead and manage the District.

"Union Sanitary District has used a strategy map and balanced scorecard to implement our strategic plan since 2000," says Currie. "This had helped us to keep our rates low, achieve our stewardship objectives, maintain

compliance and provide award-winning service to Tri-City residents and businesses. We look forward to using these planning tools for many years to come."



## ALAMEDA COUNTY

# Authority to pursue energy grants

Supervisors create council to tap into \$42 million program

By Angela Woodall

[awoodall@bayareanewsgroup.com](mailto:awoodall@bayareanewsgroup.com)

Alameda County supervisors have created a new joint powers authority to tap into a \$42 million program that promises to shower the Bay Area with sustainable energy projects and training.

So far, Albany, Berkeley, Emeryville, Hayward, Oakland, Piedmont, San Leandro and Union City, as well as Alameda County, have signed on to the Energy Council, as the new JPA is called. They will pursue sustainable energy grants, including \$42 million available through the Bay Area Regional Energy Network.

Coordinating the efforts and money for the council will be StopWaste, which a 2011 Alameda County grand jury criticized for high personnel costs and mission creep. The grand jury said the organization, made up of the Alameda County Source Reduction and Recycling and Alameda County Waste Management Authority boards, should be reduced in size because it has fulfilled its mandate to reduce refuse going into the county's landfills.

A 2012 grand jury called on the county to exercise stricter oversight of its numerous joint powers authorities.

On Tuesday, Supervisor Richard Valle, co-founder of Tri-CED Community Recycling in Union City, echoed the 2011 report. StopWaste has done a "phenomenal" job fulfilling its mission to reduce garbage in landfills, he said, before voting to approve the creation of the JPA during the regular supervisors' meeting. But, he added, "it's quite a bureaucracy and is about to get bigger."

StopWaste has no plans to hire additional staff but could in the future, depending on the grant, program manager Wendy Sommer said.

A representative from each jurisdiction will sit on the Energy Council JPA, which will meet monthly at the downtown Oakland StopWaste headquarters. Meeting notices will be issued by the Alameda County Waste Management Authority.

Decisions will be made by majority vote. Oakland has three votes; Hayward, Fremont and Alameda County each have two. The other members will each have one vote.

It might not be the ideal governance structure, Alameda County Community Development Agency Director Chris Bazaar said, "but it's worth taking advantage of the opportunity."

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## Bay Bridge series back

See a slideshow from tonight's A's-Giants game at AT&T Park.

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