

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
August 12, 2013**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

ABSENT: None

STAFF: Rich Currie, General Manager
Rollie Arbolante, Coach, Customer Service Team
Rich Cortes, Manager, Business Services
Jesse Gill, Manager, Technical Support & Customer Service
Dave Livingston, Manager, Treatment & Disposal Services
Andy Morrison, Manager, Collection Services
David O'Hara, Legal Counsel (arrived 7:03 p.m.)
Michelle Powell, Communications Coordinator
Robert Simonich, Manager, Fabrication, Maintenance & Construction
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: None

VISITORS: Sharon O'Hara

4. APPROVAL OF THE MINUTES OF JULY 22, 2013

Action

On a motion made by Director Kite and seconded by Director Fernandez, the Minutes of the Board of Directors Meeting of July 22, 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. **APPROVING CONTENT CHANGES TO THE DISTRICT WEBSITE**

Rich Currie said that the Legal/Community Affairs Committee had asked that both the line item budget and the CAFR be presented to the Board for discussion about which would be most beneficial for the public on the District website. After discussion, the Board asked Mr. Currie to return with a report for the August 26, 2013 Board Meeting on how other agencies present their financial information on their websites.

Action

On a motion made by Director Handley and seconded by Director Fernandez, the Board moved to include the CAFR on our website, as well as current Board packets going back twelve months; to put up a link to the Committee Meetings page, and to post the Publicly Available Pay Schedule and the current organizational chart with Work Group Managers names. The motion carried unanimously.

Director Handley requested that staff track the number of visits to the web financial pages after this is implemented and report to the Board in one year.

After more discussion, and by consensus, the Board also agreed to list individual Board Member email addresses on the website, as well as one email address for contacting the entire Board, and to also place information about elections, appointments to the Board, the ward map and a list of awards received by the District.

INFORMATION ITEMS

8. **BOARD OF DIRECTORS QUARTERLY EXPENDITURES, 4TH QUARTER FY13.**

Rich Cortes presented briefly on this topic. Director Handley asked if lodging expenses could be broken out from the current "Lodging, Meals, Mileage & Airfare" line item, and Rich Currie agreed that it would be done in the future.

9. **ANNUAL REPORTING OF EXPENSE REIMBURSEMENTS OVER \$100.**

Rich Cortes pointed out that instead of redacting information from Michael Gill's expenses regarding computer malware, the line items were changed to make no mention of the name of the software instead.

Director Handley asked why this report was being presented now, and Mr. Currie said it had recently been brought to our attention that this was a requirement in the California Code, and that the District would be making an annual report to the Board from now on.

10. **LEGISLATIVE UPDATE FOR AUGUST.**

Rich Currie updated the Board on the latest local, state and federal legislative issues. There were no questions from the Board.

11. **EMPLOYEE TURNOVER RATE FOR 2013**

Rich Currie reported that actual non-retirement employee turnover for FY13 was at 2.3%. there were 7 retirements this year which boosted the overall rate to 7.7%.

12. **CHECK REGISTER.**

There were no questions from the Board.

13. **COMMITTEE MEETING REPORTS**

The following committees met: Personnel, Legal/Community Affairs, Budget & Finance, and Legislative.

By consensus, on a recommendation from the personnel Committee, the Board decided to send congratulatory cards to employees on their 10th and 20th anniversaries with the District, and every 5 years thereafter.

14. GENERAL MANAGER'S REPORT

Rich Currie reported that USD crews were able to clean a large polymer tank that was clogged, saving the District about \$25K in costs if it had been done by an independent contractor.

The new Administrative Specialist has now been hired for FMC, and has begun to work, and the newly-hired Construction Inspector is going through the last phases of his background check and physical.

Ed McCormick is absent tonight, due to a family illness. He will return shortly.

The Technical Services Manager recruitment began today, which is the recruitment to replace the current TSCS Workgroup Manager.

The Private Lateral Inspection committee has kicked-off its work.

Mr. Currie will be presenting on developing future leaders at this month's CASA Conference in San Diego.

Evergreen Oil has declared bankruptcy, though as far as we can determine, all of their payments to the District are current.

15. OTHER BUSINESS

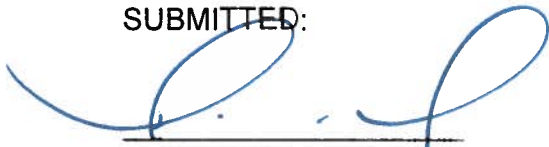
There was no other business.

16. **ADJOURNMENT**

At 7:47 p.m., the Board adjourned to a Closed Session to discuss Real Property Negotiations regarding expanding the current sanitary sewer easement across 37266 Niles Boulevard, Fremont. (California Government Code section 54956.8). Negotiating parties for Union Sanitary District were Richard B. Currie, Jesse Gill and Rollie Arbolante.

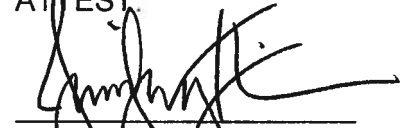
At 8:13 p.m., the Board adjourned to the next Regular Board Meeting on Monday, August 26, 2013 at 7:00 p.m. in the Boardroom.

SUBMITTED:



TOM GRAVES
SECRETARY TO THE BOARD

ATTEST:



JENNIFER TOY
SECRETARY

APPROVED:



ANJALI LATHI
PRESIDENT

Adopted this 26th day of August, 2013.

NOTICE OF CLOSED SESSION

The Board of Directors will now adjourn to a closed session to discuss Real Property Negotiations

Property: 37266 Niles Boulevard, Fremont – expansion of existing easement

Agency negotiators: Richard B Currie, Jesse Gill and Rollie Arbolante

Topic: Price to be offered for the expansion of the easement

It is the opinion of legal counsel for the Union Sanitary District that a closed session is authorized by Government Code Section 54956.8, allowing Directors to meet privately to discuss these real property negotiation matters.

August 12, 2013

Respectfully submitted,



David M. O'Hara

Attorney for Union Sanitary District