

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
November 10, 2014**

CALL TO ORDER.

President Fernandez called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

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

STAFF: Paul Eldredge, General Manager/District Engineer
Dave O'Hara, District Counsel
Rich Cortés, Business Services Manager
Andy Morrison, Collection Services Manager
Dave Livingston, Treatment & Disposal Services Manager
Sami Ghossain, Technical Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
James Schofield, Collection Services Coach
Rufus Tai, Senior Database Administrator/Developer
Laurie Brenner, Organizational Performance Program Manager
José Rodriguez, Lead Collection Service Worker
Regina McEvoy, Assistant to the GM/Board Secretary

APPROVAL OF THE MINUTES OF OCTOBER 27, 2014.

It was moved by Director Handley, seconded by Director Lathi, to Approve the Minutes of the Board of Director's Meeting held October 27, 2014. Motion carried unanimously.

QUARTERLY BALANCED SCORECARD PERIOD ENDING SEPTEMBER, 2014.

The Budget and Finance Committee reviewed this item.

- a. Districtwide Balanced Scorecard Measures - Laurie Brenner, Organizational Performance Program Manager, reported the following: Two injuries were reported during the first quarter of FY 15. The average FTE on Limited Duty was 0.93 for the quarter, exceeding the target of less than 0.5. Limited Duty cost to date is \$11,575, which is approximately 50% of the annual target. The Workers Compensation Experience Modifier (X-Mod) is above target at 1.16, as reported at the end of FY 14. The target number of individual competency assessments for the Collections Services team rose from 27 in FY 14 to 52 in

FY 15, of which 8% were completed in Q1. The public relation program met 100% of planned activities and completed 20% of all activities. The Capital Improvement Projects (CIP) team completed 100% of priority milestone projects. The Executive Team increased regional projects with financial benefit from two to three for FY 15. For community outreach, there were 3 plant tours in Q1, and the District continues to support ROP and Solano College.

- b. Collection Services (CS) Process Scorecard - Andy Morrison, Collection Services Manager, reported the following: Collection Services ensures wastewater is kept in the gravity system from the point of entry by the customer, until it is received and processed at the transport system and the treatment plant. To achieve the goal of Sanitary Sewer Overflow (SSO) prevention/reduction, there are five processes: System Management; Pipe Assessment; Control Roots; Control Fats, Oils, and Grease (FOG); and Service Requests. CS employees are updated monthly on their performance.

WRITTEN COMMUNICATIONS.

There were no written communications.

ORAL COMMUNICATIONS.

There were no oral communications.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH KRONOS FOR PURCHASE AND IMPLEMENTATION OF A TIME AND ATTENDANCE SYSTEM.

The Budget & Finance Committee reviewed this item. Rufus Tai, Senior Database Administrator/Developer, stated the District's current time and attendance system will be unsupported by Microsoft in the summer of 2015. The FY15 Information Services Renewal and Replacement budget included \$200,000 for purchase and implementation of a time and attendance system. A request for proposals (RFP) was sent to seven firms, and three responses were received: Kronos Incorporated; Tyler; and Integrated Time. The proposals were evaluated by the Project Team, and Kronos Incorporated and Integrated Time were invited to interview and demonstrate their systems. Kronos Incorporated was selected based on proposal, price, and experience.

It was moved by Director Lathi, seconded by Director Handley, to Authorize the General Manager to Execute an Agreement with Kronos for Purchase and Implementation of a Time and Attendance System. Motion carried unanimously.

APPROVED A MOTION TO CANCEL THE DECEMBER 22, 2014 BOARD OF DIRECTORS MEETING.

It was moved by Director Kite, seconded by Director Lathi, to Cancel the December 22, 2014 Board of Directors Meeting. Motion carried unanimously.

BOARD MEMBER COMPENSATION FOR 2015.

The Budget & Finance Committee reviewed this item. Paul Eldredge stated the California Health and Safety Code allows for an increase in Board Member compensation of up to 5% per year. Ordinance #44 states Board Member compensation may be increased by the amount of increase of the classified employees' wages for the year, and states the matter would be reviewed by the Board prior to implementation. Board Members have voted not to increase their meeting stipend since 2003. The Budget & Finance Committee recommended Board Member compensation remain at \$212.10 per day of service.

It was moved by Director Kite, seconded by Director Toy, not to increase Board Member Compensation for 2015. Motion carried unanimously.

INFORMATION ITEMS:

Check Register. All questions were answered to the Board's satisfaction.

Board Expenditures, 1st Quarter, FY15. The Budget & Finance Committee reviewed this item. The Board had no questions.

COMMITTEE MEETING REPORTS:

The Budget & Finance Committee met.

GENERAL MANAGER'S REPORT:

Paul Eldredge reported the following:

- Alameda County Water District (ACWD) is publishing a book, and requested Union Sanitary District participate as a sponsor. The request is inconsistent with District guidelines, and would require a Board discussion. The request was received close to the deadline for finalizing the book and has since passed.
- Staff recently received a letter from Safety-Kleen and will issue a response this week. The General Manager met with Newark City Manager John Becker to discuss the matter. The City of Newark's experiences with Safety-Kleen are consistent with the District's.
- The District received a public records request from a Ms. Sarah Morgan. Ms. Morgan requested information regarding rate increases presented at the June 23, 2014, Board meeting.
- The Cogeneration project passed its five day test, and additional testing will continue.
- The General Manager will meet with Fremont City Manager Fred Diaz this week.
- The General Manager recently met with Republic Services General Manager Kris Branschweig regarding potential partnership opportunities.
- The Plant will be shut down on Wednesday night for six hours to facilitate the replacement of 20 year old return activity sludge (RAS) seals on the RAS gates.
- The General Manager, and ACWD General Manager Walt Wadlow, will provide a presentation entitled "Water In and Water Out" at the League of Women Voters (LOWV) meeting in Fremont on Monday, November 17, 2014.

OTHER BUSINESS:

Director Kite reported she attended the Treatment Plant Overview Presentation provided by Dave Drake in the Boardroom on October 28, 2014.

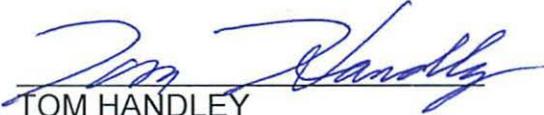
ADJOURNMENT:

The meeting adjourned at 7:43 p.m. to the next Regular Meeting in the Boardroom on Monday, November 24, 2014.

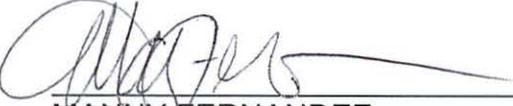
SUBMITTED:


REGINA McEVOY
SECRETARY TO THE BOARD

ATTEST:


TOM HANDLEY
SECRETARY

APPROVED:


MANNY FERNANDEZ
PRESIDENT

Adopted this 24th day of November, 2014