

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
May 8, 2017**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Pamela Arends-King, Business Services Manager/CFO
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Armando Lopez, Treatment and Disposal Service Manager
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

GUEST: Alice Johnson, League of Women Voters

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 5, 2017

It was moved by Vice President Kite, seconded by Director Fernandez, to approve the Minutes of the Special Meeting of April 5, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 24, 2017

It was moved by Director Toy, seconded by Secretary Lathi, to approve the Minutes of the Meeting of April 24, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 25, 2017

It was moved by Director Fernandez, seconded by Vice President Kite, to approve the Minutes of the Special Meeting of April 25, 2017. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

SELECT BOARD MEMBERS TO REPRESENT UNION SANITARY DISTRICT ON EXTERNAL COMMITTEES FOR FISCAL YEAR 2018

General Manager Eldredge stated Policy No. 3070, Boardmember Officers and Committee Membership, calls for the Board to select representatives for four External Committees no later than the first meeting in May. A list of current external committee representatives and alternates was included in the Board meeting packet. The Board discussed external committee assignment preferences.

It was moved by Vice President Kite, seconded by Secretary Lathi, to accept the following external committee assignments for FY 2018:

Organization	Representative	Alternate
Alameda County Water District Financing Authority (ACWDFFA)	Anjali Lathi	Manny Fernandez
East Bay Dischargers Authority (EBDA) Commission	Jennifer Toy	Tom Handley
Alameda County Special Districts Association (ACSDA)	Pat Kite	Jennifer Toy
Southern Alameda County Geographic Information System (SACGIS)	Tom Handley	Manny Fernandez

Motion carried unanimously.

CONSIDER A RESOLUTION TO ADOPT THE 2017 STANDARD SPECIFICATIONS AND DETAILS

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District's Standard Specifications and Details govern the design and construction requirements of sanitary sewer main and lateral installations by private contractors. The Specifications were last updated in 2006, and a number of revisions to the applicable codes have since occurred. The proposed 2017 Standard Specifications and Details were included in the Board meeting packet, and the proposed changes were outlined in the staff report. Staff recommended the Board consider a resolution to adopt the 2017 Standard Specifications and Details.

It was moved by Vice President Kite, seconded by Secretary Lathi, to Adopt Resolution No. 2809, Adopting the 2017 Standard Specifications and Details. Motion carried unanimously.

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RESOLUTION NO. 2809

ADOPT THE 2017 STANDARD SPECIFICATIONS AND DETAILS

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby approves and adopts the 2017 Standard Specifications and Details, effective July 3, 2017, on file with the Executive Assistant to the General Manager/Board Clerk, which shall replace the previous edition of the Standard Specifications and Information Bulletin; and

BE IT FURTHER RESOLVED, that the Board of Directors of the UNION SANITARY DISTRICT hereby authorizes the District Engineer to make future minor modifications to these specifications and details, as necessary.


On motion duly made and seconded, this resolution was adopted by the following vote on May 8, 2017.

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



TOM HANDLEY
President, Board of Directors
Union Sanitary District

ATTEST:



ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE DIGESTERS NO. 1 AND 3 GAS ISOLATION VALVES PROJECT FROM TNT INDUSTRIAL CONTRACTORS, INC., AND AUTHORIZE RECORDATION OF A NOTICE OF COMPLETION

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated that Digesters 1, 2, and 3 were constructed close together. Before this project, District staff were only able to isolate the digester gas pipeline from Digester No. 2 without affecting the operation of the other two digesters. If staff had to take either Digester No. 1 or No. 3 out of service, the three digesters were taken out of service together. The Plant's solids process does not have the capacity to allow the three digesters to be taken out of service at the same time. TNT Industrial Contractors, Inc. substantially completed the Project on March 31, 2017, without any change orders. Staff recommended the Board consider a resolution to accept the construction of the Digesters No. 1 and 3 Gas Isolation Valves Project from TNT Industrial Contractors, Inc., and authorize recordation of a Notice of Completion.

It was moved by Director Toy, seconded by Secretary Lathi, to Adopt Resolution No. 2810, Accepting Construction of the Digesters No. 1 and 3 Gas Isolation Valves Project Located in the City of Union City, California from TNT Industrial Contractors, Inc., and Authorize Recordation of a Notice of Completion. Motion carried unanimously.

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RESOLUTION NO. 2810

**ACCEPT CONSTRUCTION OF THE
DIGESTERS NO. 1 AND 3 GAS ISOLATION VALVES PROJECT
LOCATED IN THE CITY OF UNION CITY, CALIFORNIA
FROM TNT INDUSTRIAL CONTRACTORS, INC.**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Digesters No. 1 and 3 Gas Isolation Valves Project from TNT Industrial Contractors, Inc., effective May 8, 2017; and

BE IT FURTHER RESOLVED: That the Board of Directors of the UNION SANITARY DISTRICT authorize the General Manager/District Engineer, or his designee, to execute and record a "Notice of Completion" for the Project.

On motion duly made and seconded, this resolution was adopted by the following vote on May 8, 2017:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:



ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District

INFORMATION ITEMS:

Legislative Update on Regional, State, and National Issues of Interest to the Board

This item was reviewed by the Legislative Committee. General Manager Eldredge stated the Board last received a legislative update at its meeting held December 12, 2016. General Manager Eldredge provided an overview of the legislative update report included in the Board meeting packet.

Status of Priority 1 Capital Improvement Program Projects

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board approved the Capital Improvement Program (CIP) budget in the amount of \$14.7 million for the design and construction of 24 CIP projects. Of the 24 projects in Fiscal Year 2017 (FY17), 16 were ranked as Priority 1. A summary of the ongoing FY 17 CIP projects was included in the Board meeting packet.

Third Quarterly Report on the Capital Improvement Program for FY 17

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated third quarter expenditures for FY 17 were shown on graphs included in the Board meeting packet. The graphs depict actual expenditures versus approved budget for design and construction of 24 CIP projects in FY 17. Total CIP expenditures up to March 31, 2017, were below projections for the third quarter by approximately \$1.69 million.

CAL-Card Quarterly Activity Report

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Arends-King stated the CAL-Card Merchant Spend Analysis, included in the Board meeting packet, details the CAL-Card activity for the third quarter of FY 17. During the third quarter, January 23, 2017 through March 23, 2017, there were 215 transactions totaling \$54,162.53. The Board directed staff to provide back-up detail for a portion of the CAL-Card activity report at a future meeting.

Board Expenditures for the 2nd and 3rd Quarter of Fiscal Year 2017

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Arends-King stated the Board of Directors 2nd and 3rd quarter travel and training expenditures summary report, and supporting documentation, were included in the Board meeting packet. The Board directed staff to present only the summary report going forward.

Report on the East Bay Discharger Authority (EBDA) Meeting of April 20, 2017

President Handley provided an overview of the April 20, 2017, EBDA meeting minutes included in the Board meeting packet.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Budget & Finance Committee, Legislative, and Engineering and Information Technology Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The General Manager will present at the Union City Council meeting on Tuesday, May 9, 2017.
- The Fiscal Year 2018 Budget Board Workshop will be held in the Boardroom at 5:30 p.m. on Tuesday, May 16, 2017.
- The General Manager will attend the East Bay Discharger Authority Managers Advisory Committee Strategic Planning Session on Friday, May 12, 2017

OTHER BUSINESS

There was no other business.

ADJOURNMENT:

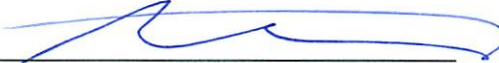
The meeting was adjourned at 7:46 p.m. to the Fiscal Year 2018 Budget Board Workshop in the Boardroom on Tuesday, May 16, 2017, at 5:30 p.m.

The Board will then adjourn to the next Regular Board Meeting in the Boardroom on Monday, May 22, 2017, at 7:00 p.m.

SUBMITTED:


REGINA McEVOY
BOARD CLERK

ATTEST:


ANJALI LATHI
SECRETARY

APPROVED:


TOM HANDLEY
PRESIDENT

Adopted this 22nd day of May, 2017