

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
August 28, 2017**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 14, 2017

It was moved by Director Handley, seconded by Vice President Lathi, to approve the Minutes of the Meeting of August 14, 2017. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF AUGUST 15, 2017

It was moved by Secretary Fernandez, seconded by Director Handley, to approve the Minutes of the Special Meeting of August 15, 2017. Motion carried unanimously.

MONTHLY OPERATIONS REPORT FOR JULY 2017

General Manager Eldredge stated staff continue to work on updating the format of the monthly operations report, and noted new information had been added to the Collection Services report for July 2017. The FY 18 Cumulative Cleaning and Televising charts included in the Board meeting packet now include data showing the District's previous 72-month plans and the 96-month pilot plans. Staff will use the data to evaluate the respective schedules.

Business Services Coach Brenner presented a desk item to replace the Budget and Finance Report and another desk item to replace the CALPERS Retiree Report. Copies of both desk items were provided during the meeting for those in attendance, and were added to the August 28, 2017, Board meeting packet posted on the District's website.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

INFORMATION ITEMS:

Receive Fats, Oils, and Grease (FOG) Public Outreach Campaign Update

This item was reviewed by the Legal/Community Affairs Committee. General Manager Eldredge stated staff recently reviewed the District's FOG campaign, and began considering a new approach. Communications and Intergovernmental Relations Coordinator Powell provided an overview of proposed FOG materials included in the Board meeting packet, and information regarding potentially advertising on shopping carts.

The Board agreed by consensus not to pursue the shopping cart advertising option at this time, and directed staff to prepare potential edits to the District's current FOG campaign to provide greater clarity to the images included in the campaign. The Board was supportive of the "Cool it. Can it. Trash it." aspect of the proposed campaign, and directed staff to continue to search for clearer FOG images.

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 \$14.67 million for design and construction of 24 CIP projects. Of the 24 projects in Fiscal Year 2017, 16 were ranked as Priority 1. A summary of FY 17 completed and ongoing CIP projects was included in the Board meeting packet.

Fourth 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 fourth 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 June 30, 2017, were below projections by approximately \$966,000.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Legal/Community Affairs, Budget & Finance Committee, and Engineering and Information Technology Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The District's Fall 2017 Newsletter was sent via email, and hard copies were distributed to the Board.
- General Manager Eldredge attended the California Association of Sanitation Agencies (CASA) Annual Conference August 22-24, 2017. General Manager Eldredge will provide an overview presentation at a future Board meeting.
- Recruitment for the District's Business Services Manager/Certified Financial Officer is scheduled to close Friday, September 8, 2017.
- District offices will be closed in observance of the Labor Day holiday on Monday, September 4, 2017.

OTHER BUSINESS

Director Handley stated he attended the Annual CASA Conference in San Diego, August 22-24, 2017.

ADJOURNMENT:

The meeting was adjourned at 7:50 p.m. to the next Regular Board Meeting in the Boardroom on Monday, September 11, 2017, at 7:00 p.m.


SUBMITTED:


REGINA McEVOY
BOARD CLERK

ATTEST:


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 11th day of September 2017