

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
April 9, 2018**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
James Schofield, Collection Services Manager
Sami Ghossain, Technical Services Manager
Armando Lopez, Treatment and Disposal Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Alice Johnson, League of Women Voters
Roelle Balan, Tri-City Voice Newspaper

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MARCH 19, 2018

It was moved by Vice President Lathi, seconded by Secretary Fernandez, to approve the Minutes of the Special Meeting of March 19, 2018. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 26, 2018

It was moved by Director Toy, seconded by Vice President Lathi, to approve the Minutes of the Regular Meeting of March 26, 2018. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

CONSIDER A MOTION TO CANCEL THE JULY 9, 2018, BOARD OF DIRECTORS MEETING

Executive Assistant to the General Manager/Board Clerk McEvoy stated the July 9, 2018, Board meeting falls on the week after the 4th of July holiday. The 4th of July falls on a Wednesday and would impact Board and staff availability for scheduling Committee meetings that week. Staff recommended the Board consider options for the July 9, 2018, Board meeting.

It was moved by Director Handley, seconded by Vice President Lathi, to Cancel the July 9, 2018, Board Meeting and Schedule a Special Meeting for July 16, 2018. Motion carried unanimously.

REVIEW AND CONSIDER EMERGENCY FUND BALANCE OPTIONS AND PROVIDE DIRECTION

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the District has an emergency reserve fund to help mitigate financial impacts of an emergency event. At the time of the meeting, the District's reserve fund was at the target of \$5,000,000. Staff prepared and presented options for adjustments to the District's reserve fund which included different target percentages and phasing in alternatives. Staff requested the Board provide direction regarding the future of the District's emergency reserve fund.

The Board directed staff to proceed with developing revisions to Reserve Funds Policy 2090 to increase the District's emergency reserve fund to 25% of the Operating Budget using a phased in approach. Staff will revise the Policy and present at a future Board meeting for consideration.

RECEIVE CENTENNIAL OPEN HOUSE PLANNING UPDATE AND PROVIDE DIRECTION

Executive Assistant to the General Manager/Board Clerk McEvoy stated the District's Centennial Open House will be held from 10:00 a.m. to 2:00 p.m. on Saturday, May 19, 2018. Staff have been publicizing the event in a variety of ways including publishing articles in the Tri-City Voice, distributing flyers, and sending invitations. It was noted the Plant Tour Video may not be shown at the Open House due to logistical challenges associated with using a television screen on a sunny day at a noisy outdoor event. Staff presented options and requested direction regarding the schedule and activities for the Board booth.

The Board directed staff to create a sign-up sheet that will assume two Directors per shift to allow Directors to select their own shift, create a District overview flyer, prepare a Brown Act handout, and stated they would distribute the plunger pens at the Board booth.

INFORMATION ITEMS:

California Association of Sanitation Agencies (CASA) Winter 2018 Conference

General Manager Eldredge provided an overview of the CASA Winter 2018 Conference, which included summaries of the following noteworthy sessions:

- *Water 4.0 – What Does the Future Really Look Like?* By Dr. David Sedlack, U.C. Berkeley
- *Under Fire: Santa Rosa's Emergency Response* By Ben Horenstein, Santa Rosa Water
- *Pensions and Politics* By Amy Brown, DiMare Brown Hicks Kessler

Certificates of Merit to Union Sanitary District's Class I Permitted Industries

Environmental Compliance Team Coach Dunning stated the annual Certificates of Merit presentation is held to recognize industries that have exceeded the requirements of their wastewater discharge permits and have demonstrated continued commitment to protecting the environment. The District invited representatives from 27 Significant Industrial Users with Class I Wastewater Discharge Permits to receive Certificates of Merit in the Boardroom at 3:00 p.m. on May 3, 2018. An advertisement listing this year's recipients will be published in the May 1 edition of the Tri-City Voice.

Earth Day 2018

Environmental Compliance Team Coach Dunning stated the Environmental Compliance Team will participate in the Earth Day event, hosted by the City of Fremont and Washington Hospital, at the Conrad E. Anderson, M.D. Auditorium located at 2500 Mowry Avenue in Fremont from 11:00 a.m. – 3:00 p.m. on Saturday, April 21, 2018. The District will be placing an advertisement publicizing the event in the Tri-City Voice newspaper to be published April 17, 2018.

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Legal/Community Affairs and Budget & Finance Committees met. The Legislative Committee meeting was canceled, and individual briefings were held with Directors.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Boardmember external committee interest forms are due to staff by April 12, 2018.
- The swearing in ceremony for reappointed Directors will be held at the Special Meeting scheduled for July 16, 2018, at 7:00 p.m.
- The edits requested by the Board to the Plant Tour Video have been completed, and the video will be presented at the next Board meeting.
- The General Manager and a team of District staff will visit the Modesto Wastewater Treatment Plant to take a look at the membrane bioreactors in use there on April 10, 2018.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:44 p.m. to the next Board Meeting in the Boardroom on Monday, April 23, 2018, at 7:00 p.m.

SUBMITTED:

ATTEST:


REGINA McEVOY
BOARD CLERK


MANNY FERNANDEZ
SECRETARY

APPROVED:


PAT KITE
PRESIDENT

Adopted this 23rd day of April 2018