

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
September 24, 2018**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

APPROVE MINUTES OF THE SPECIAL MEETING OF AUGUST 27, 2018

It was moved by Director Kite, seconded by Secretary Toy, to Approve the Minutes of the Special Meeting of August 27, 2018. Motion carried unanimously.

APPROVE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 10, 2018

It was moved by Director Kite, seconded by Vice President Fernandez, to Approve the Minutes of the Regular Meeting of September 10, 2018. Motion carried unanimously.

BALANCED SCORECARD

This item was reviewed by the Legal and Community Affairs Committee.

- a. Fourth Quarter Fiscal Year 2018 District-wide Balanced Scorecard Measures – Business Services Coach Brenner provided an overview of the fourth quarter Fiscal Year 2018 Balanced Scorecard included in the Board meeting packet

- b. Balanced Scorecard for the Business Services Work Group – Business Services Coach Brenner presented the following:

Organizational Support Team Scorecard (OST) – The OST Fiscal Year 2018 balanced scorecard, included in the Board meeting packet, was updated to reflect the diversity in disciplines covered by the Team.

Finance and Acquisition Services Team Scorecard (FAST) – The FAST balanced scorecard, included in the Board meeting packet, was revamped during Fiscal Year 2018 as the newly-merged team determined measures that would provide meaningful information, establish performance baselines, and drive desired behaviors.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE CHEMICAL TANKS AND PIPING REPLACEMENT PROJECT FROM D.W. NICHOLSON CORPORATION AND AUTHORIZE RECORDATION OF A NOTICE OF COMPLETION

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated design was completed in June 2016, and the Board awarded the construction contract to D.W. Nicholson on August 8, 2016. The Project was substantially completed June 4, 2018, and all punch list items were completed September 17, 2018. Staff recommended the Board consider a resolution to accept construction of the Chemical Tanks and Piping Replacement Project and authorize recordation of a notice of completion.

It was moved by Director Handley, seconded by Director Kite, to Adopt Resolution No. 2835 to Accept Construction of the Chemical Tanks and Piping Replacement Project Located in the City of Union City, California, form D.W. Nicholson Corporation and Authorize Recordation of a Notice of Completion. Motion carried unanimously.

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RESOLUTION NO. 2835

**ACCEPT CONSTRUCTION OF THE
CHEMICAL TANKS AND PIPING REPLACEMENT PROJECT
LOCATED IN THE CITY OF UNION CITY, CALIFORNIA
FROM D. W. NICHOLSON CORPORATION**

RESOLVED, by the Board of Directors of the UNION SANITARY DISTRICT that it hereby accepts the Chemical Tanks and Piping Replacement Project from D. W. Nicholson Corporation, effective September 24, 2018.

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 September 24, 2018:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSENT: None

ABSTAIN: None



ANJALI LATHI
President, Board of Directors
Union Sanitary District

Attest:



JENNIFER TOY
Secretary, Board of Directors
Union Sanitary District

INFORMATION ITEMS:

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 for Fiscal Year 2018 (FY18) in the amount of \$10.08 million for design and construction of 30 CIP projects. The 30 projects were ranked as Priority 1, 2, or 3 based upon criteria prepared by staff and approved by the Executive Team. The status of Priority 1 projects is reviewed by the Executive Team at the end of each quarter, and a copy of the status report was included in the Board meeting packet for review. For FY18, 10 projects were ranked as Priority 1, and remaining 20 are ranked as Priority 2 or 3

Fourth Quarterly Report on the Capital Improvement Program for FY18

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated fourth quarter expenditures for FY18 were presented on budget projection graphs included in the Board meeting packet. The graphs depict actual expenditures versus approved budget for Capacity Fund 900, Renewal and Replacement Fund 800, as well as for both funds combined. Total CIP expenditures up to June 30, 2018, were under the approved budget by \$1,885,000.

Check Register

Staff answered Board questions regarding the Check Register.

COMMITTEE MEETING REPORTS:

The Engineering and Information Technology and Legal/Community Affairs Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Introduced Jose Rodrigues, recently promoted to Collection Services Maintenance/TV Team Coach.
- The Union City State of the City Luncheon will be held at the Union City Masonic Home on October 11, 2018.
- The District's Annual Employee Recognition lunch will be held at the District on Wednesday, October 17, 2018.
- The first of two Closed Sessions for the General Manager's Annual Evaluation will be held October 1, 2018.
- Director Kite participated in the annual Newark Days parade on September 22, 2018.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:36 p.m. to a Special Meeting in the Alvarado Conference Room on Monday, October 1, 2018, at 6:00 p.m.

SUBMITTED:



REGINA McEVOY
BOARD CLERK

ATTEST:



JENNIFER TOY
SECRETARY

APPROVED:



ANJALI LATHI
PRESIDENT

Adopted this 8th day of October 2018