

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
August 28, 2023**

CALL TO ORDER

President Fernandez called the meeting to order at 4:00 p.m.

SALUTE TO THE FLAG

President Fernandez led the salute to the flag.

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
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Armando Lopez, Treatment and Disposal Services Manager
Jose Rodrigues, Collection Services Manager
Raymond Chau, Technical Services Manager
Alisa Gordon, Human Resources Manager
Ric Pipkin, Enhanced Treatment and Site Upgrade Program Manager
Chris Pachmayer, Fabrication Maintenance and Construction Coach
Shawn Nsgis, Collection Services Coach
Michael Dunning, Environmental Compliance Coach
Gus Carrillo, Enhanced Treatment and Site Upgrade Program Coordinator
Trieu Nguyen, IT Administrator
Alicia Dutrow, Environmental Outreach Representative
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITORS: Wale Kajopaiye, PFM Senior Managing Consultant
Alice Johnson, League of Women Voters

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
AUGUST 14, 2023**

It was moved by Director Kite, seconded by Secretary Handley, to Approve the Minutes of the Board Meeting of August 14, 2023. Motion carried unanimously.

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF AUGUST 17, 2023

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Special Board Meeting of August 17, 2023. Motion carried unanimously.

JULY 2023 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Monthly Report, and Business Services Manager/CFO Carlson provided an overview of the financial reports.

FISCAL YEAR 2023 4TH QUARTER MANAGED INVESTMENT PORTFOLIO REPORT FROM PFM

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson introduced PFM Senior Managing Consultant Kajopaiye who provided an overview of the Fiscal Year 2023 4th Quarter Managed Investment Portfolio Report.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT AND TASK ORDER NO. 1 WITH HAZEN AND SAWYER FOR THE CO-DIGESTION FEASIBILITY STUDY

This item was reviewed by the Engineering and Information Technology Committee. General Manager Eldredge stated the District utilizes anerobic digesters to treat the solids received at the Plant. One of the byproducts of the process is methane gas, often referred to as biogas. The District collects, cleans, and uses biogas to generate electricity in its cogeneration engines. The volume of biogas produced by the digesters is approximately 80% of the total gas required to fully operate the cogeneration engines; the District purchases additional natural gas to supplement the remaining 20%. The District has been exploring additional cogeneration engine capacity which would require either more biogas production or the purchase of additional natural gas. Producing additional biogas can be accomplished by pumping organic material directly into the digesters. In 2015, the District conducted a co-digestion pilot program to evaluate the potential to produce additional biogas. The pilot concluded it would be possible to generate more biogas; however, the pilot program's main focus was proof of concept and did not quantify the amount of biogas that could be produced at full scale. The purpose of Task Order No. 1 would be to authorize Hazen to provide professional engineering services for the Study, the scope of services was included in the Board meeting packet. Staff recommended the Board authorize the General Manager to execute an Agreement and Task Order No. 1 with

Hazen and Sawyer in the amount of \$124,820 to conduct the Co-Digestion Feasibility Study.

It was moved by Secretary Handley, seconded by Director Kite, to Authorize the General Manager to Execute an Agreement and Task Order No. 1 with Hazen and Sawyer in the Amount of \$124,820 to Conduct the Co-Digestion Feasibility Study. Motion carried unanimously.

AUTHORIZE STAFF TO EXECUTE A CONTRACT WITH DELL TECHNOLOGIES FOR FIVE (5) VIRTUAL SERVER AREA NETWORK (VSAN) SERVERS

This item was reviewed by the Engineering and Information Technology Committee. Fabrication Maintenance and Construction Coach Pachmayer stated the District's existing five physical VSAN servers will soon reach the end of their useful life and have been scheduled for replacement. A physical VSAN server hosts virtual computers and servers such as geographic information systems (GIS) servers, supervisory control and data acquisition (SCADA) servers, and SCADA workstations for the Plant and Pump Stations. Staff recommended the Board authorize the General Manager to execute a contract with Dell Technologies to purchase five virtual storage area network servers in the amount of \$145,000.

It was moved by Vice President Toy, seconded by Secretary Handley, to Authorize the General Manager to Execute a Contract with Dell Technologies to Purchase Five Virtual Storage Area Network (VSAN) Servers in the Amount of \$145,000. Motion carried unanimously.

REVIEW UPDATED FATS, OILS, AND GREASE (FOG) HOLIDAY ADVERTISEMENT AND PROVIDE DIRECTION

This item was reviewed by the Legal/Community Affairs Committee. Environmental Outreach Representative Dutrow stated staff prepared a desk item to show comments received from the Legal/Community Affairs committee. Staff requested the Board review options for an updated Fats, Oils, and Grease (FOG) Holiday advertisement and provide direction.

The Board directed staff to bring back two mock-ups reflecting Board comments.

INFORMATION ITEMS:

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Investment Portfolio Ad Hoc, Budget & Finance, Engineering and Information Technology, and Legal/Community Affairs committees met.

GENERAL MANAGER'S REPORT:

- General Manager Eldredge provided a COVID update.
- General Manager Eldredge stated a District vehicle was rear-ended while stopped at a crosswalk.
- District offices will be closed Monday, September 4, 2023, in observance of Labor Day.
- A delegation from Union City's Sister City Pasay, Philippines recently visited and toured the Plant.
- General Manager Eldredge provided an update on the State Revolving Fund (SRF) intended use plan.


OTHER BUSINESS:

There was no other business.


ADJOURNMENT:

The meeting was adjourned at 4:50 p.m. to a Board Workshop to the next Regular Board Meeting to be held in Boardroom on Monday, September 11, 2023, at 4:00 p.m.

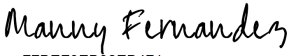
SUBMITTED:

DocuSigned by:

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REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

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TOM HANDLEY
SECRETARY

APPROVED:

DocuSigned by:

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MANNY FERNANDEZ
PRESIDENT

Adopted this 11th day of September 2023

Certificate Of Completion

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Subject: Complete with DocuSign: 08282023 Meeting Minutes.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26


Record Tracking

Status: Original	Holder: Regina McEvoy	Location: DocuSign
9/13/2023 9:19:05 AM	Reginam@unionsanitary.ca.gov	

Signer Events

Manny Fernandez
 mfernandez@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

Signature

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 Using IP Address: 174.195.81.248

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Regina McEvoy
 reginam@unionsanitary.ca.gov
 Assistant to GM
 Union Sanitary District
 Security Level: Email, Account Authentication (None)

DocuSigned by:


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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Tom Handley
 thandley@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
