

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
September 25, 2023**

**CALL TO ORDER**

President Fernandez called the meeting to order at 4:01 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  
Michael Dunning, Environmental Compliance Coach  
Mitchell Costello, Treatment and Disposal Services Coach  
Gus Carrillo, Enhanced Treatment and Site Upgrade Program Coordinator  
Trieu Nguyen, IT Administrator  
Alicia Dutrow, Environmental Outreach Representative  
Michelle Powell, Communications and Intergovernmental Relations Coordinator  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF  
SEPTEMBER 11, 2023**

It was moved by Director Kite, seconded by Secretary Handley, to Approve the Minutes of the Board Meeting of September 11, 2023. Motion carried unanimously.

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

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Minutes of the Special Board Meeting of September 14, 2023. Motion carried unanimously.

**AUGUST 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.

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**CONSIDER DENIAL OF CLAIM FILED BY CHUNG-HO CHEN IN THE AMOUNT OF \$100,000,000 FOR INJURIES FROM A FALL**

This item was reviewed by the Legal/Community Affairs Committee. District Counsel Murphy stated Chung-Ho Chen submitted a claim against the District dated August 4, 2023, for personal injuries from a fall. District staff investigated the alleged incident and determined there are no District facilities at or near the location of the incident. Staff recommended the Board authorize the filing of a Notice of Rejection for the claim filed by Chung-Ho Chen.

It was moved by Director Lathi, seconded by Secretary Handley, to Authorize the Filing of a Notice of Rejection for the Claim Filed by Chung-Ho Chen. Motion carried unanimously.

**REVIEW AND CONSIDER APPROVAL OF THE CONSTRUCTION INSPECTOR I AND II POSITION DESCRIPTIONS AND CONSTRUCTION INSPECTOR I, II, AND III SALARY RANGES**

This item was reviewed by the Personnel Committee. Human Resources Manager Gordon stated that following the departure of both Construction Inspectors, the District reviewed the team structure and job descriptions for the Construction Inspector series and its role on the Customer Service Team. The Construction Inspectors perform all construction-related inspections and are the representative for the District in the field to ensure work is performed pursuant to the District's requirements. The Construction Inspector role provides minimal backup relief to the Engineering Technicians, who perform the primary permitting and plan review duties and provide some construction inspection work on an as needed basis. The proposed changes to the job descriptions will help provide the Construction Inspector I and II levels with a pathway for learning the plan review and permitting work under supervision. Staff recommended the Board

consider and approve the Construction Inspector I and II position descriptions and the Construction Inspector I, II, and III salary ranges.

It was moved by Director Lathi, seconded by Vice President Toy, to Approve the Construction Inspector I and II Position Descriptions and the Construction Inspector I, II, and III Salary Ranges. Motion carried unanimously.

**AWARD THE CONSTRUCTION CONTRACT FOR THE FORCE MAIN CORROSION REPAIRS PROJECT – PHASE 4 TO CRATUS INC.**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the Project is in the last phases of the Force Main Corrosion Repairs Project and will address the remaining repairs at manholes located on the eastern force main between Newark Pump Station and Irvington Pump Station. Staff opened three bids August 29, 2023, utilizing the “blind bid” process which allows the District to review bid values without knowledge of bidders’ names. After assessing the Project scope and bid prices and reviewing the CIP budget, staff decided to include Bid Alternates C through K with the Total Base Bid in determining the apparent lowest bidder. The Notice of Intent to Award to Cratus Inc. was posted on August 30, 2023; no bid protests were received. Staff recommended the Board waive one bid irregularity and award the construction contract, including Bid Alternates C through K, for the Force Main Corrosion Repairs Project – Phase 4 to Cratus Inc. in the amount of \$2,041,500.

It was moved by Secretary Handley, seconded by Director Lathi, to Waive One Bid Irregularity and Award the Construction Contract, Including Bid Alternates C Through K, for the Force Main Corrosion Repairs Project – Phase 4 to Cratus Inc. in the Amount of \$2,041,500. Motion carried unanimously.

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

Environmental Outreach Representative Dutrow presented the updated FOG Holiday Advertisement concepts and responded to Board questions. Staff requested the Board review options for an updated Fats, Oils, and Grease (FOG) Holiday advertisement and provide direction.

The Board directed staff to proceed with Option B as presented in the Board meeting packet.

**INFORMATION ITEMS:**

**Status of Priority 1 Capital Improvement Program Projects**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated the Board approved the Capital Improvement Program (CIP) budget of \$68,830,000 million for design and construction of 37 CIP projects in June 2022. The Projects were ranked Priority 1, 2, or 3 based upon criteria

prepared by staff and approved by the Executive Team. There were 18 projects ranked as Priority 1 for Fiscal Year 2023. The status of Priority 1 CIP 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.

#### **Fourth Quarterly Report on the Capital Improvement Program for Fiscal Year 2023**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Chau stated fourth quarter expenditures for Fiscal Year 2023 were presented in graphs included in the Board meeting packet. The graphs depicted actual expenditures versus approved budget for Capacity Fund 90, Renewal and Replacement Fund 80, and projected expenditures for each. Total CIP expenditures between July 1, 2022 and June 30, 2023, were above the total FY23 CIP budget by approximately \$1.3 million.

#### **Fourth Quarterly Report on the Enhanced Treatment and Site Upgrade Program for Fiscal Year 2023**

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade Program Manager Pipkin stated the Enhanced Treatment and Site Upgrade (ETSU) Quarterly Program Management Report for the fourth quarter of Fiscal Year 2023 was included in the Board meeting packet. Part 1 of the report provides an executive summary of the ETSU Program status and the Program Dashboard as shown on the District website.

#### **Check Register**

Staff responded to Board questions regarding the check register.

#### **COMMITTEE MEETING REPORTS:**

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

#### **GENERAL MANAGER'S REPORT:**

- General Manager Eldredge stated a Board Workshop will be held at 4:00 p.m. in the Boardroom on Tuesday, October 3, 2023.
- General Manager Eldredge stated a Special Meeting Closed Session would begin at 4:45 p.m. following the Board meeting.
- General Manager provided a COVID update.
- Board Clerk McEvoy provided an update on teleconference language to be included as needed in the header of Board meeting agendas.

#### **OTHER BUSINESS:**


There was no other business.

#### **ADJOURNMENT:**


The meeting was adjourned at 4:30 p.m. to a Special Board Meeting to be held in the Alvarado Conference Room on Monday, September 25, 2023.

The Board will then adjourn to a Board Workshop to be held in the Boardroom on Tuesday, October 3, 2023, at 4:00 p.m.

SUBMITTED:

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REGINA McEVOY  
BOARD CLERK

ATTEST:

DocuSigned by:  
  
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TOM HANDLEY  
SECRETARY

APPROVED:

DocuSigned by:  
  
77BFF9FEB02FB471  
MANNY FERNANDEZ  
PRESIDENT

Adopted this 9<sup>th</sup> day of October 2023

**Certificate Of Completion**

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Source Envelope:	
Document Pages: 5	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
10/10/2023 8:54:54 AM	Reginam@unionsanitary.ca.gov	

**Signer Events**

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

**Signature**

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

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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)

DocuSigned by:  
  
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 Using IP Address: 107.3.183.199  
 Signed using mobile

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**Electronic Record and Signature Disclosure:**  
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

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