



**UNION SANITARY DISTRICT BOARD MEETING/
UNION SANITARY DISTRICT FINANCING AUTHORITY
AGENDA**

**Monday, February 10, 2020
Regular Meeting - 7:00 P.M.**

**Union Sanitary District
Administration Building
5072 Benson Road
Union City, CA 94587**

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

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| | 1. | Call to Order. |
| | 2. | Salute to the Flag. |
| | 3. | Roll Call. |
| Motion | 4. | Approve Minutes of the Union Sanitary District Board Meeting of January 27, 2020. |
| Motion | 5. | Approve Minutes of the Union Sanitary District Special Board Meeting of January 29, 2020. |
| Presentation | 6. | Union City's Recently Adopted Five-Year Strategic Plan, to be Presented by City Manager Malloy |
| | 7. | Written Communications. |
| | 8. | Public Comment.
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available in the Boardroom and are requested to be completed prior to the start of the meeting. |
| Motion | 9. | Consider a Resolution to Open LAIF Account for Investment of Bond Proceeds <i>(to be reviewed by the Budget & Finance Committee)</i> . |

UNION SANITARY DISTRICT FINANCING AUTHORITY

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| USDFA Motion | 10. | Consider a Resolution to Open LAIF Account for Investment of Bond Proceeds <i>(to be reviewed by the Budget & Finance Committee)</i> . |
| Motion | 11. | Consider a Resolution to Accept the Construction of the Calcium Thiosulfate Chemical Tank Project from D.W. Nicholson Corporation <i>(to be reviewed by the Engineering and Information Technology Committee)</i> . |
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|-------------|-----|---|
| Motion | 12. | Review and Consider Approval of Revisions to Policy 3080, Board Agenda Subjects Requested by Boardmembers <i>(to be reviewed by the Legal/Community Affairs Committee)</i> . |
| Motion | 13. | Increase FY20 Vehicle and Equipment Replacement Budget <i>(to be reviewed by the Budget & Finance Committee)</i> . |
| Motion | 14. | Consider Approval of Policy No. 2970, Social Media Communications Policy. |
| Information | 15. | Check Register. |
| Information | 16. | Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i> <ul style="list-style-type: none">a. Engineering and Information Technology Committee – Wednesday, February 5, 2020, at 10:00 a.m.<ul style="list-style-type: none">• Director Toy and Director Fernandezb. Legal/Community Affairs Committee – Thursday, February 6, 2020, at 12:00 p.m.<ul style="list-style-type: none">• Director Fernandez and Director Handleyc. Budget & Finance Committee – Thursday, February 6, 2020, at 12:30 p.m.<ul style="list-style-type: none">• Director Kite and Director Lathid. Personnel Committee – will not meet.e. Legislative Committee – will not meet.f. Audit Committee – will not meet. |
| Information | 17. | General Manager’s Report. <i>(Information on recent issues of interest to the Board)</i> . |
| | 18. | Other Business: <ul style="list-style-type: none">a. Comments and questions. <i>Directors can share information relating to District business and are welcome to request information from staff.</i>b. Scheduling matters for future consideration. |
| | 19. | Adjournment – The Board will adjourn to the next Regular Board Meeting in the Boardroom on Monday, February 24, 2020, at 7:00 p.m. |

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager’s office at (510) 477-7503 at least 24 hours in advance of the meeting.



**ENGINEERING AND INFORMATION TECHNOLOGY
COMMITTEE MEETING**

Committee Members: Director Toy and Director Fernandez

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

AGENDA

**Wednesday, February 5, 2020
10:00 A.M.**

**Alvarado Conference Room
5072 Benson Road
Union City, CA 94587**

1. Call to Order

2. Roll Call

3. Public Comment
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of February 10, 2020:
 - Consider a Resolution to Accept the Construction of the Calcium Thiosulfate Chemical Tank Project from D.W. Nicholson

5. Adjournment

<p>Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.</p>
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The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.



LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Fernandez and Director Handley

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Thursday, February 6, 2020

12:00 P.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

1. Call to Order

2. Roll Call

3. Public Comment

Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of February 10, 2020:

- Review and Consider Approval of Revisions to Policy 3080, Board Agenda Subjects Requested by Boardmembers

5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting.

No action will be taken at committee meetings.

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.



BUDGET & FINANCE COMMITTEE MEETING
Committee Members: Director Kite and Director Lathi

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Thursday, February 6, 2020
12:30 P.M.

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

1. Call to Order

2. Roll Call

3. Public Comment

Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of February 10, 2020:

- Consider a Resolution to Open LAIF Account for Investment of Bond Proceeds
 - Increase FY20 Vehicle and Equipment Replacement Budget
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5. Adjournment

<p>Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.</p>
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The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
January 27, 2020**

CALL TO ORDER

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

SALUTE TO THE FLAG

ROLL CALL

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

ABSENT: Pat Kite, Secretary

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

VISITORS: Roelle Balan, Tri-City Voice Newspaper
Alice Johnson, League of Women Voters
Mike Marzano
Grace Chow, Brown and Caldwell
Bob Williams, RBC Capital Markets
Doug Brown, Stradling Attorneys at Law
Robert Porr, Fieldman, Rolapp & Associates
James Fabian, Fieldman, Rolapp & Associates
Lora Carpenter, Fieldman, Rolapp & Associates

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
JANUARY 13, 2020**

It was moved by Director Fernandez, seconded by Vice President Handley, to Approve Minutes of the Union Sanitary District Board Meeting of January 13, 2020. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

APPROVE MINUTES OF THE SPECIAL UNION SANITARY DISTRICT BOARD MEETING OF JANUARY 14, 2020

It was moved by Vice President Handley, seconded by Director Lathi, to Approve Minutes of the Special Union Sanitary District Board Meeting of January 14, 2020. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

DECEMBER 2019 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided details regarding three odor complaints, and an overview of the December 2019 Monthly Operations Report included in the Board meeting packet. Business Services Coach Brenner provided an overview of the financial reports included in the Board packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

CONSIDER A BOARD RESOLUTION OF THE UNION SANITARY DISTRICT TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED \$70,000,000 REVENUE BONDS BY THE UNION SANITARY DISTRICT FINANCING AUTHORITY, AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH AND AUTHORIZING CERTAIN OTHER ACTIONS

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated Board Resolution No. 2872 authorized District staff, legal counsel and municipal advisor to prepare documents for the issuance of revenue bonds. The Board appointed Stradling Yocca Carlson & Rauth as Bond Counsel, Quint & Thimmig as Disclosure Counsel, Fieldman, Rolapp and Associates as Municipal Advisor, and RBC as Underwriter for the transaction. Board Resolution No. 2875 approved a Joint Exercise of Powers Agreement with the California Municipal Finance Authority to create the Union

Sanitary District Financing Authority. The proposed bonds will be issued by the USD Financing Authority and the Bonds will be secured by payments to be made by the District to the USD Authority. District staff identified approximately \$37 million in capital project funding needs as well as potential savings to be achieved through the refunding of the District's outstanding State Revolving Fund Loans with the State Water Resources Control Board.

General Manager Eldredge introduced Bob Williams, underwriter. Mr. Williams presented information regarding the bonds. General Manager Eldredge stated the Union Sanitary District Board and the Union Sanitary District Financing Authority would take similar actions and further stated the associated documents had been reviewed by Bond Counsel, District staff, and District Counsel. Staff recommended the Board of Directors of the Union Sanitary District adopt a resolution to authorize the issuance of not to exceed \$70,000,000 Revenue Bonds by the Union Sanitary District Financing Authority and authorize execution and delivery of certain documents and other actions by the District in connection therewith.

It was moved by Director Lathi, seconded by Vice President Handley, to Adopt Resolution No. 2879 Authorizing the Issuance of Not to Exceed \$70,000,000 Revenue Bonds by the Union Sanitary District Financing Authority, Authorizing the Execution and Delivery of Certain Documents in Connection Therewith, and Authorizing Certain Other Actions. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

UNION SANITARY DISTRICT FINANCING AUTHORITY

PRESENTATION OF JOINT EXERCISE OF POWERS AGREEMENT AND REPORT BY EXECUTIVE DIRECTOR REGARDING UNION SANITARY DISTRICT FINANCING AUTHORITY

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated that, pursuant to the Joint Powers Agreement, the members of the Board of Directors of the District shall be members of the Board of Directors of the USDFA. The President and Vice President of the Board of Directors of the District are the Chair and Vice Chair of the Board of Directors of the USDFA, respectively. The General Manager of the District is the Executive Director of the USDFA and the Business Services Work Group Manager/Chief Financial Officer, or such other position as may be designated by the General Manager, is the Treasurer of the Authority. The Joint Powers Agreement has been filed with the Secretary of State; the USDFA is now authorized to assist the District in the financing of capital projects through the issuance of bonds and other obligations.

CONSIDER APPOINTMENT OF GENERAL COUNSEL TO THE UNION SANITARY DISTRICT FINANCING AUTHORITY

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the Union Sanitary District Financing Authority was established through the execution and delivery of a Joint Exercise of Powers Agreement between the Union Sanitary District and the California Municipal Finance Authority. The Joint Powers Agreement authorizes the Board of Directors of the USDFA to appoint general counsel to the Authority. General counsel to the Authority will draft and review documents and render legal opinions for the Authority as needed. Staff recommended the Board of Directors of the Union Sanitary District Financing Authority appoint the District's General Counsel as general counsel to the Union Sanitary District Financing Authority (USDFA).

It was moved by Vice President Handley, seconded by Director Lathi, to Appoint the Union Sanitary District General Counsel as General Counsel for the Union Sanitary District Financing Authority. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

CONSIDER ADOPTION OF THE UNION SANITARY DISTRICT'S CONFLICT OF INTEREST CODE, DEBT MANAGEMENT POLICY, AND INVESTMENT POLICY AS SUCH CODES AND POLICIES OF UNION SANITARY DISTRICT FINANCING AUTHORITY

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the Joint Powers Agreement authorizes the Board of Directors of the USDFA to adopt a Conflict of Interest Code, Debt Management Policy, and Investment Policy and further provides that such codes and policies may be the same as those of the District. Staff recommended the Board of Directors of the USDFA adopt the Conflict of Interest Code, Debt Management Policy, and Investment Policy of the Union Sanitary District as such codes and policies of the USDFA.

It was moved by Director Fernandez, seconded by Vice President Handley, to Adopt the Conflict of Interest Code, Debt Management Policy, and Investment Policy of the Union Sanitary District as such codes and policies of the USDFA. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

CONSIDER A BOARD RESOLUTION OF THE UNION SANITARY DISTRICT FINANCING AUTHORITY TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED \$70,000,000 AGGREGATE PRINCIPAL AMOUNT OF REVENUE BONDS AND APPROVING CERTAIN DOCUMENTS IN CONNECTION THEREWITH AND CERTAIN OTHER MATTERS

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated this item was the USDFA action that accompanied the Union Sanitary District Board action approved by Resolution No. 2879. The item presented for consideration by the Authority included the Indenture of Trust. Staff recommended the USDFA Board consider a resolution to authorize the issuance of not to exceed \$70,000,000 Revenue Bonds by the Authority and authorizing the execution and delivery of certain documents and other actions in connection therewith.

It was moved by Director Lathi, seconded by Vice President Handley, to Adopt Resolution No. 2880, Authorizing the Issuance of not to Exceed \$70,000,000 Aggregate Principal Amount of Revenue Bonds and Approving the Execution and Delivery of Certain Documents in Connection Therewith and Certain Other Matters. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

CONSIDER A RESOLUTION TO ACCEPT THE CONSTRUCTION OF THE PRIMARY DIGESTER NO. 3 REHABILITATION PROJECT FROM MONTEREY MECHANICAL COMPANY

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board awarded the Project's construction contract to Monterey Mechanical Company (MMC) on November 13, 2017, and staff issued the Notice to Proceed on December 4, 2017. The 240-day project was initially scheduled to be completed on August 1, 2018. Contract Change Order No. 9 extended the completion date to March 28, 2019, and MMC substantially completed all contract work on May 3, 2019. Project completion was delayed primarily due to the difficulty in removing existing coatings which then revealed the need for additional repairs. A detailed description of notable change orders was included in the Board meeting packet. Staff recommended the Board consider a resolution to accept the construction of the Primary Digester No. 3 Rehabilitation Project from Monterey Mechanical Company and authorize recordation of a Notice of Completion.

It was moved by Director Fernandez, seconded by Director Lathi, to Adopt Resolution No. 2881 to Accept Construction of the Primary Digester No. 3 Rehabilitation Project Located in the City of Union City, California from Monterey Mechanical Company. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CAROLLO ENGINEERS, INC. FOR THE PRIMARY DIGESTER NO. 7 PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the Board awarded the construction contract for the Project to C. Overaa & Co. on January 13, 2020. Task Order No. 2 will allow Carollo to provide construction management services for the duration of the Project. The scope of services for Task Order No. 2 were outlined in the Board meeting packet. Staff recommended the Board authorize the General Manger to execute Task Order No. 2 with Carollo Engineers, Inc. in the amount of \$1,643,314 to provide construction management services for the Primary Digester No. 7 Project.

It was moved by Director Fernandez, seconded by Vice President Handley, to Authorize the General Manager to Execute Task Order No. 2 with Carollo Engineers, Inc. in the Amount of \$1,643,314 to Provide Construction Management Services for the Primary Digester No. 7 Project. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 3 WITH BROWN AND CALDWEL FOR THE PRIMARY DIGESTER NO. 7 PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated Brown and Caldwell completed the Project's final design in June 2019. The scope of services for Task Order No. 3 were outlined in the Board meeting packet. Staff recommended the Board authorize the General Manager to execute Task Order No. 3 with Brown and Caldwell in the amount of \$957,403 to provide engineering services during construction of the Primary Digester No. 7 Project.

It was moved by Director Lathi, seconded by Director Fernandez, to Authorize the General Manger to Execute Task Order No. 3 with Brown and Caldwell in the Amount of \$957,403 to Provide Engineering Services During Construction of the Primary Digester No. 7 Project. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

AWARD THE CONSTRUCTION CONTRACT FOR THE ALVARADO INFLUENT VALVE BOX REHABILITATION PROJECT TO C. OVERAA & CO.

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated four bids were received and opened January 14, 2020, staff utilized the blind bid process. After assessing the Project scope and bid prices and reviewing the Capital Improvement Program budget, staff decided to include Bid Alternates E and H with the base bid in determining the apparent lowest bidder. Bid Alternates A through D, F, G, and I were not selected. Staff reviewed the bid documents submitted by C. Overaa & Co. (Overaa) and found them to be in order. The Notice of Intent to Award was posted on January 17, 2020. No bid protests were received by the District. Overaa has confirmed that they will construct the project as bid. The District awarded the Primary Digester No. 7 Project to Overaa on January 13, 2020. The contractor will have 198 calendar days to complete the Project from Notice to Proceed, which puts the estimated substantial completion date in August 2020. Construction management and inspection services will be performed by District Staff for this Project. Staff recommended the Board award the construction contract, including Bid Alternates E and H, for the Alvarado Influent Valve Box Rehabilitation Project to C. Overaa & Co. in the amount of \$401,930.

It was moved by Director Fernandez, seconded by Vice President Handley, to Award the Construction Contract, Including Bid Alternates E and H, for the Alvarado Influent Valve Box Rehabilitation Project to C. Overaa & Co. in the Amount of \$401,930. Motion carried by the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSENT: Kite
ABSTAIN: None

INFORMATION ITEMS:

Update on the Subsurface Investigation at the Alvarado Wastewater Treatment Plant

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated Alameda County Water District is responsible for regulating the groundwater supply within Union Sanitary District's service area. The purpose of the Plant's groundwater monitoring program was to document groundwater conditions in areas of concern at ten monitoring wells. In September 2019 Brown and Caldwell sampled the groundwater from the seven remaining wells, analyzed the test results, and prepared a report. Conclusions from the 2019 groundwater monitoring event were outlined in the Board meeting packet.

Solar and Cogeneration Facilities Operational Update

This item was reviewed by the Budget & Finance Committee. Technical Services Manager Ghossain stated the total benefit to date for the Alvarado Wastewater Treatment Plant Solar Carport, constructed in 2011, was \$629,540 for a 70.7% simple payback. The total benefit to date for the Irvington Pump Station Solar Facility, constructed in 2012, was \$2,879,728 for a 100.8% simple payback. The total benefit to date for the Cogeneration Facility, constructed in 2014, was \$8,209,981 for a 61.9% simple payback.

Boardmember Expenses, Second Quarter Fiscal Year 2020

Business Services Coach Brenner stated the Board of Directors Quarterly Expenditure Report detailed Boardmember expenditures during the second quarter of Fiscal Year 2020.

Cal-Card 2nd Quarter Activity Report

Business Services Coach Brenner stated the Cal-Card Merchant Spend Analysis detailed Cal-Card activity for the second quarter of Fiscal Year 2020 and covered the period October 23, 2019 through December 23, 2019.

Report on the East Bay Dischargers Authority (EBDA) Meeting of December 19, 2019

Director Handley provided an overview of the EBDA Commission meeting minutes included in the Board meeting packet.

Check Register

There were no Boardmember questions regarding the Check Register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- Introduced Treatment and Disposal Services Night Coach Marcus Lee.
- There will be a Board Workshop at 5:30 p.m. on Wednesday, January 29, 2020.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 7:52 p.m. to a Board Workshop in the Alvarado Conference Room on Wednesday, January 29, 2020, at 5:30 p.m.

The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, February 10, 2020, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

PAT KITE
SECRETARY

APPROVED:

JENNIFER TOY
PRESIDENT

Adopted this 10th day of February 2020

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
January 29, 2020**

CALL TO ORDER

President Toy called the special meeting to order at 5:30 p.m.

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Michelle Powell, Communications and Intergovernmental Relations Coordinator

PUBLIC COMMENT

There was no public comment.

BOARD WORKSHOP

General Manager Eldredge and Communications and Intergovernmental Relations Coordinator Powell presented information related to the District's 218 Notice and Public Outreach.

ADJOURNMENT:

The special meeting was adjourned at approximately 7:00 p.m. to the next Regular Meeting in the Boardroom on Monday, February 10, 2020, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

PAT KITE
SECRETARY

APPROVED:

JENNIFER TOY
PRESIDENT

Adopted this 10th day of February, 2020

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 10, 2020
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: **Consider a Resolution to Open LAIF Account for Investment of Bond Proceeds**
(This is a Motion Item)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Laurie Brenner, Finance & Acquisition Services Team Coach

Recommendation

Consider and adopt a resolution authorizing staff to open a new account for the investment of bond proceeds in the Local Agency Investment Fund (LAIF); identifying and authorizing incumbents holding appropriate job titles within the District for the withdrawal of monies in the Local Agency Investment Fund (LAIF), pursuant to Government Code section 16429.1.

Previous Board Action

01/27/2020 Board Meeting – Adopted Resolution No's. 2879 to Authorize the Issuance of Not to Exceed \$70,000,000 Revenue Bonds by the Union Sanitary District Financing Authority, Authorizing the Execution and Delivery of Certain Documents in Connection Therewith and Authorizing Certain Other Actions

Background

The District recently formed the Union Sanitary District Financing Authority and approved the issuance of not to exceed \$70,000,000 revenue bonds by the Union Sanitary District Financing Authority (USDFA). The USDFA has elected to authorize US Bank, the trustee for this bond transaction, to disburse the proceeds from the issuance directly to the Union Sanitary District for investment and management.

The District has utilized LAIF for the investment of other monies with positive returns on those investments historically. Therefore, staff believes it is in the best interests of the District to open a separate, bond proceeds (only) investment account per the LAIF guidelines, to maximize returns on the proceeds from this revenue bond issuance in similar fashion. As of the December 2019 report, the effective yield for the Local Agency Investment Fund was 2.043%.

Attachment:

Resolution of the Board of Directors of Union Sanitary District Authorizing Investment of Bond Proceeds in the Local Agency Investment Fund (LAIF)

UNION SANITARY DISTRICT

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF UNION SANITARY DISTRICT
AUTHORIZING INVESTMENT OF BOND PROCEEDS IN THE LOCAL AGENCY INVESTMENT
FUND (LAIF)**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq for the purpose of investment as provided therein is in the best interests of the Union Sanitary District; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes the deposit and withdrawal of Union Sanitary District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein; and

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Union Sanitary District officers holding the title(s) specified below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Paul R. Eldredge
General Manager/District Engineer

Business Services Manager/Chief Financial Officer

UNION SANITARY DISTRICT

Laurie Brenner
Finance & Acquisition Services Coach (aka Business Services Coach)

Virginia Holslag, Accounting & Financial Analyst II

Section 2. This resolution shall; remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of the UNION SANITARY DISTRICT, Alameda County, California, at a meeting thereof held on the 10th day of February 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jennifer Toy
President, Board of Directors
Union Sanitary District

Attest:

Pat Kite
Secretary, Board of Directors
Union Sanitary District



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 10, 2020
UNION SANITARY DISTRICT FINANCING AUTHORITY
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: Consider a Resolution to Open LAIF Account for Investment of Bond Proceeds
(This is a Motion Item)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Laurie Brenner, Finance & Acquisition Services Team Coach

Recommendation

Consider and adopt a resolution authorizing staff to open a new account for the investment of bond proceeds in the Local Agency Investment Fund (LAIF); and identifying and authorizing incumbents holding appropriate job titles within the District to order the withdrawal of monies in the Local Agency Investment Fund (LAIF), pursuant to Government Code section 16429.1.

Previous Board Action

01/27/2020 Board Meeting – Adopted Resolution No. 2880 to Authorize the Issuance of Not to Exceed \$70,000,000 Revenue Bonds by the Union Sanitary District Financing Authority, Authorizing the Execution and Delivery of Certain Documents in Connection Therewith and Authorizing Certain Other Actions

Background

The District recently formed the Union Sanitary District Financing Authority and approved the issuance of not to exceed \$70,000,000 revenue bonds by the Union Sanitary District Financing Authority (USDFA). The USDFA has elected to authorize US Bank, the trustee for this bond transaction, to disburse the proceeds from the issuance directly to the Union Sanitary District for investment and management.

The District has utilized LAIF for the investment of other monies with positive returns on those investments historically. Therefore, staff believes it is in the best interests of the District to open a separate, bond proceeds (only) investment account per the LAIF guidelines, to maximize returns on the proceeds from this revenue bond issuance in similar fashion. As of the December 2019 report, the effective yield for the Local Agency Investment Fund was 2.043%.

Attachment:

Resolution of the Board of Directors of Union Sanitary District Financing Authority Authorizing Investment of Bond Proceeds in the Local Agency Investment Fund (LAIF)

UNION SANITARY DISTRICT FINANCING AUTHORITY

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF UNION SANITARY DISTRICT FINANCING AUTHORITY
AUTHORIZING INVESTMENT OF BOND PROCEEDS IN THE LOCAL AGENCY INVESTMENT
FUND (LAIF)**

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq for the purpose of investment as provided therein is in the best interests of the Union Sanitary District Financing Authority; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes the deposit and withdrawal of Union Sanitary District Financing Authority monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein; and

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Union Sanitary District officers holding the title(s) specified below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Paul R. Eldredge
General Manager/District Engineer

Business Services Manager/Chief Financial Officer

UNION SANITARY DISTRICT FINANCING AUTHORITY

Laurie Brenner
Finance & Acquisition Services Coach (aka Business Services Coach)

Virginia Holslag, Accounting & Financial Analyst II

Section 2. This resolution shall; remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of the UNION SANITARY DISTRICT, Alameda County, California, at a meeting thereof held on the 10th day of February 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jennifer Toy
President, Board of Directors
Union Sanitary District Financing Authority

Attest:

Pat Kite
Secretary, Board of Directors
Union Sanitary District Financing Authority

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 10, 2020
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: Consider a Resolution to Accept the Construction of the Calcium Thiosulfate Chemical Tank Project from D. W. Nicholson Corporation. *(This is a Motion Item)*

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Technical Services Work Group Manager
Raymond Chau, CIP Team Coach
Kevin Chun, Associate Engineer

Recommendation

Staff recommends the Board consider a resolution to accept the construction of the Calcium Thiosulfate Chemical Tank Project (Project) from D. W. Nicholson Corporation (DWN) and authorize recordation of a Notice of Completion.

Previous Board Action

October 14, 2019, the Board awarded the construction contract for the Project to DWN in the amount of \$257,000.

Background

The District's primary method of final effluent discharge is through the East Bay Dischargers Authority (EBDA) outfall system. However, during peak wet weather flow events, the District's ability to send final effluent to the EBDA system is dependent on the discharge flows from the other EBDA member agencies and the District's contracted capacity in the system. The District also has the option to discharge final effluent to the Hayward Marsh and to the Old Alameda Creek should capacity in the EBDA outfall system become limited.

Currently, the Hayward Marsh is unavailable to receive the District's final effluent due to maintenance activities by the East Bay Regional Park District. Staff anticipates the Marsh could remain unavailable for an extended period. Without the ability to divert final effluent to the Marsh during peak wet weather flows that exceed the District's contracted capacity in the EBDA outfall system, the District must utilize the emergency outfall discharge into the Old Alameda Creek.

The Old Alameda Creek is located west of the WWTP site (Figure 1) and the emergency outfall pipeline leaves the WWTP northwest of the Covered Storage Building. The NPDES permit requires the District to dechlorinate the final effluent prior to discharging to the Old Alameda Creek. The District currently has a dechlorination system to dose calcium thiosulfate into the final effluent discharged to the Old Alameda Creek. However, the current system is limited in its capacity due to the low storage volume of calcium thiosulfate. This limited capacity would become more critical for the Old Alameda Creek discharge to be more reliable.

The purpose of this Project is to construct a dechlorination chemical storage and dosing system to handle higher and more frequent final effluent discharges to the Old Alameda Creek. This facility will be constructed in two phases. In Phase 1, a larger chemical storage tank and concrete pad will be constructed for use with the current dechlorination pump and piping system during the wet weather season of 2019-20. In Phase 2, new pumps, piping, electrical, and instrumentation will be constructed for a complete and more functional dechlorination chemical storage and dosing system.

On October 14, 2019, the Board awarded Phase 1 of the Project's construction contract to DWN in the amount of \$257,000. The Project's major elements included the following:

- Construction of a concrete pad and associated conduits and piping, site demolition and restoration work.
- Installation of one double wall 6,650-gallon polyethylene resin storage tank, including all fittings, ladder, fill line, anchors, and other appurtenances. The storage tank, fittings, ladder, fill line, anchors, were furnished by the District. The Contractor furnished other appurtenances and fittings as indicated in the Contract.

Construction Contract

Staff issued the Notice to Proceed to DWN on November 4, 2019 with a contract duration of 75 calendar days. DWN substantially completed all contract work in 74 calendar days on January 16, 2020.

The attached Figures 2 and 3 show the new calcium thiosulfate chemical tank and concrete pad. Staff provided construction management and inspection services for the Project.

Change Orders

The Project included one contract change order in the amount of \$2,000, which is approximately 0.8% of the original contract amount. The change order was issued to revise the hose rack support installation detail

Staff recommends the Board consider a resolution to accept the construction of the Calcium Thiosulfate Chemical Tank Project from D. W. Nicholson Corporation and authorize recordation of a Notice of Completion.

PRE/SEG/RC/KC;mb

Attachments: Figure 1 – Site Plan
Figures 2 and 3 - Photos
Resolution
Notice of Completion

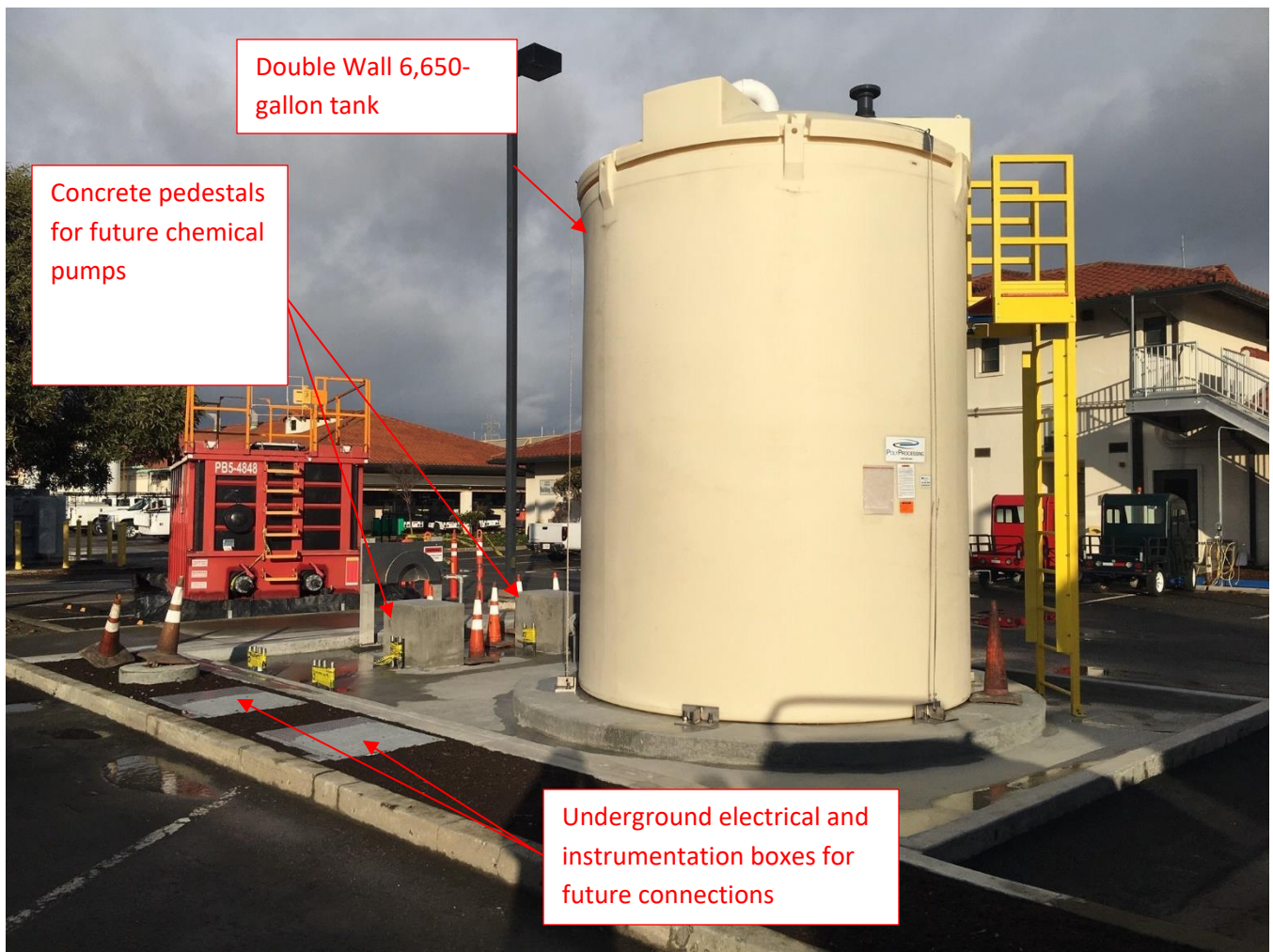


Figure 2 – New Calcium Thiosulfate Chemical Tank and Concrete Pad



Figure 3 – New Calcium Thiosulfate Chemical Tank and Concrete Pad

RESOLUTION NO. ____

**ACCEPT CONSTRUCTION OF THE
CALCIUM THIOSULFATE CHEMICAL TANK 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 Calcium Thiosulfate Chemical Tank Project from D.W. Nicholson Corporation, effective February 10, 2020.

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 February 10, 2020:

AYES:

NOES:

ABSENT:

ABSTAIN:

JENNIFER TOY
President, Board of Directors
Union Sanitary District

Attest:

PAT KITE
Secretary, Board of Directors
Union Sanitary District



**RECORDING REQUESTED BY
AND WHEN RECORDED
RETURN TO:**

**Regina McEvoy
Union Sanitary District
5072 Benson Road
Union City, CA 94587**

NO RECORDING FEE – PER GOVERNMENT CODE SECTIONS 6103 & 27283 (R&T Code 11911)

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN by the **UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on October 14, 2019, by said District and **D.W. NICHOLSON CORPORATION**, 24747 Clawiter Road, Hayward, CA 94545, Contractor for the Project, "Calcium Thiosulfate Chemical Tank Project," was substantially completed on January 16, 2020 and accepted by said District on February 10, 2020.

The name and address of the owner is the **UNION SANITARY DISTRICT**, at 5072 Benson Road, Union City, CA 94587.

The estate or interest of the owner is: FEE SIMPLE ABSOLUTE.

The description of the site where said work was performed and completed is the Union Sanitary District's Alvarado Wastewater Treatment Plant, located at 5072 Benson Road, City of Union City, County of Alameda, State of California.

The undersigned declares under penalty of perjury that the foregoing is true and correct.

Executed on _____ at UNION CITY, CALIFORNIA.

PAUL R. ELDREDGE, P.E.
GENERAL MANAGER/DISTRICT ENGINEER
UNION SANITARY DISTRICT



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 10, 2020
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 12**

TITLE: **Review and Consider Approval of Proposed Revisions to Policy No. 3080,
Board Agenda Subjects Requested by Boardmembers (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

Review and consider approval of revisions to Policy No. 3080, Board Agenda Subjects Requested by Boardmembers.

Previous Board Action

February 22, 2016 – Board Approved Revisions to 3080, Board Agenda Subjects Requested by Boardmembers

Background

Policy No. 3080, Board Agenda Subjects Requested by Boardmembers, which has been in place since 2008, outlines the process for members of the Board to request an item be included on a future Board meeting agenda. Staff have reviewed the Policy and proposed minor revisions to further clarify the intent of the Policy.

Attachment: Policy No. 3080, Board Agenda Subjects Requested by Boardmembers – redline
Policy No. 3080, Board Agenda Subjects Requested by Boardmembers - clean

Union Sanitary District
Policy and Procedure Manual

Effective: 02/22/2016	Board Agenda Subjects Requested by Boardmembers	Policy Number 3080 Page 1 of 1
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Policy

Under "Other Business" at Board meetings, Boardmembers may request to have an item ~~calendared for discussion~~ included on the following Board agenda.

Purpose

To ensure compliance with the Ralph M. Brown Act, ~~and the~~ devotion of staff time to District priorities as established by the majority of the Board, ~~and to~~ effectively and efficiently utilize District resources; ~~;~~ this written policy has been prepared governing placement of Boardmember-requested items on Board meeting agendas.

Procedure

Options for requesting future agenda items shall be as follows:

1. An individual Boardmember ~~can~~ may request ~~that~~ an item be placed on a future agenda by either: (a) asking the General Manager or his/her designee to include a Request for Agenda Item on the "Other Business" section of the agenda no later than 11 calendar days in advance of the meeting; or (b) making a Request for Agenda Item during the "Other Business" section of a regularly scheduled Board Meeting.
2. Once a Request for Agenda Item has been made, staff will determine if the item is routine in nature and would involve minimal staff time; or is already being worked on by staff. If either of these conditions are satisfied, the item will be placed directly on the agenda for the next ~~B~~board meeting without further ~~b~~Board discussion. If these conditions are not satisfied, ~~then~~ the Request for Agenda Item will be placed on the agenda for the next Board meeting under "Other Business" with a summary description of the item. The requesting Boardmember shall introduce and explain the request in greater detail during the meeting.
3. If two or more Boardmembers ~~vote in favor of~~ support agendizing the item, the item will be agendized for consideration and possible action at a future meeting.

Management Responsibility

The General Manager will be responsible for placing requests for future agenda items under "Other Business," and for scheduling any item on the next Board meeting agenda.

Supersedes Policy Dated: February 2008, 2013, and ~~2013~~ 2016

Approved by: Board of Directors: ~~02/22/2016~~

Reviewers: Board of Directors, General Manager, General Counsel
Notify Person: General Manager
Review Frequency: Every 3 years
Next Review: ~~February 2019~~ February 2023

Union Sanitary District
Policy and Procedure Manual

Effective:	Board Agenda Subjects Requested by Boardmembers	Policy Number 3080 Page 1 of 1
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Policy

Under "Other Business" at Board meetings, Boardmembers may request to have an item included on the following Board agenda.

Purpose

To ensure compliance with the Ralph M. Brown Act, devotion of staff time to District priorities as established by the majority of the Board, and effectively and efficiently utilize District resources; this written policy has been prepared governing placement of Boardmember-requested items on Board meeting agendas.

Procedure

Options for requesting future agenda items shall be as follows:

1. An individual Boardmember may request an item be placed on a future agenda by either: (a) asking the General Manager or his/her designee to include a Request for Agenda Item on the "Other Business" section of the agenda no later than 11 calendar days in advance of the meeting; or (b) making a Request for Agenda Item during the "Other Business" section of a regularly scheduled Board Meeting.
2. Once a Request for Agenda Item has been made, staff will determine if the item is routine in nature and would involve minimal staff time or is already being worked on by staff. If either of these conditions are satisfied, the item will be placed directly on the agenda for the next Board meeting without further Board discussion. If these conditions are not satisfied, the Request for Agenda Item will be placed on the agenda for the next Board meeting under "Other Business" with a summary description of the item. The requesting Boardmember shall introduce and explain the request in greater detail during the meeting.
3. If two or more Boardmembers support agendizing the item, the item will be agendized for consideration and possible action at a future meeting.

Management Responsibility

The General Manager will be responsible for placing requests for future agenda items under "Other Business," and for scheduling any item on the next Board meeting agenda.

Supersedes Policy Dated: February 2008, 2013, and 2016

Approved by: Board of Directors:

Reviewers: Board of Directors, General Manager, General Counsel
Notify Person: General Manager
Review Frequency: Every 3 years
Next Review: February 2023



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 10, 2019
BOARD OF DIRECTORS MEETING
AGENDA ITEM #13**

TITLE: **Increase FY20 Vehicle and Equipment Replacement Budget** *(This is a Motion Item)*

SUBMITTED BY: Paul R. Eldredge, General Manager/District Engineer
James Schofield, Work Group Manager

Recommendation

The Collections Services Workgroup is requesting Board approval to increase the FY20 Vehicle and Equipment Replacement Budget by the amount of \$4,971.83.

Background

During the May 20, 2019 FY20 Operating and CIP Budget Workshop, the Board of Directors approved the amount of \$28,050 for the purchase of a 2020 Ford F-150 Crewcab Pickup Truck. This vehicle will replace one of the Construction Inspector Vehicles that has come to the end of its useful life.

After completing the specifications for this vehicle, the total purchase price came to \$33,021.83. This price exceeds the approved amount by \$4,971.83. The District's Purchase Policy #2755 requires additional Board approval for purchases that exceed 15% of the approved purchase price. The additional \$4,971.83 cost brings the total replacement cost to \$33,021.83, which is 18% over the approved budget amount and requires Board approval.

This vehicle is being purchased through pricing provided by Sourcewell (formerly known as NJPA) Government Fleet Contracts. Sourcewell is a not-for-profit cooperative contract

management organization that serves public agencies by issuing bid solicitations and managing contracts of suppliers for a wide variety of goods and services.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 10, 2020
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 14**

TITLE: **Consider Approval of Policy No. 2970, Social Media Communications Policy
(This is a Motion Item)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Michelle Powell, Communications & Intergovernmental Relations Coordinator
Karen W. Murphy, General Counsel

Recommendation

Consider Approval of Policy No. 2970, Social Media Communications Policy

Previous Board Action

None

Background

District staff has prepared a proposed Social Media Communications Policy to provide general guidelines on the establishment, use, and maintenance of Social Media sites, such as Twitter, Facebook and Instagram, by the District. The policy clarifies that such sites, although maintained by the District as a public agency, create a limited public forum, subject to terms of the policy. Many local agencies have adopted similar social media policies. The District's proposed policy is based upon review of numerous policies from jurisdictions throughout the Bay Area and is tailored to the District.

The recommended policy includes the following provisions:

- Defines a Social Media Lead as a District employee authorized by the General Manager to maintain District Social Media sites

- Authorizes the Social Media Lead to post content on District Social Media sites and respond to posts and comments as appropriate
- Provides that the Social Media Lead may not post on any other person's Social Media site, but may share content or repost from another site
- States that all information on Social Media sites are the property of the District and are subject to the Public Records Act
- Provides that District Social Media sites may not be used for any campaign-related purposes
- Reserves the right of the District to remove content in violation of the law and to remove posts or comments that violate the District's policy, such as those that include defamatory language, threats, discriminatory content and confidential information
- Provides that the District is not liable for any loss or damage resulting from posts or comments

The District's ad hoc committee for USD's Communications Strategy met in December 2019 to review the proposed Social Media policy and did not recommend any changes to the policy, although the committee did ask whether the policy should address Board member communications and/or personal social media accounts. As Board member communications are already governed by Policy 3060, Communications by Members of the Board of Directors, staff's recommendation was to address only District social media sites in the policy and to cover all Board communications in Policy 3060. The Board will be reviewing Policy 3060 in February, 2021, but can expedite that review if desired.

If the policy is adopted, the District Social Media Lead will include an informational notice on USD's Social Media sites referring to this policy and its terms, so the general public will be aware of the District's Social Media guidelines.

Attachments:

- Draft Policy No. 2970 – Social Media Communications
- Policy 3060 – Communication by Members of the Board of Directors

Effective: ____	Social Media Communications Policy	Policy Number 2970 Page 1 of 5
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Policy

The Union Sanitary District (the “District”) has an overriding interest and expectation in protecting the integrity, security, and accuracy of information posted on any official District Social Media Pages, as well as content that is attributed to the District and its officials. All District Social Media Pages must comply with this Policy.

Purpose

The District recognizes that Social Media plays an increasingly important role in society and communication. While Social Media presents many benefits such as community engagement, it also presents potential liability to the District. This Social Media Communications Policy (“Policy”) establishes general guidelines on the establishment, use and maintenance of Social Media sites.

Although Social Media provides an interactive platform, the District intends to create only a limited public forum subject to the restrictions set forth in this Policy.

Definitions

- A. “Social Media” refers to interactive online platforms which enable users to create and share content, and which may allow two-way communication between the District and the public. Examples of Social Media platforms include, but are not limited to: Twitter, Facebook, Nextdoor, Youtube, Instagram, and LinkedIn. These platforms can be accessed either through a web browser, a mobile application, or both.
- B. “District Social Media Pages” means Social Media sites, pages, mobile applications, services, or feeds established and maintained by a District Social Media Lead on behalf of the District, and through which information is provided to the general public.
- C. “District Social Media Lead” or “Social Media Lead” refers to those District Employees specifically authorized by the General Manager to create content or to Post or Comment on a District Social Media Page on behalf of the District.
- D. “Employee,” for the purposes of this Policy, includes District Employees and District contractors.
- E. “Posts” or “Postings” or “Comment” or “Comments” means information, articles, pictures, videos or any other form of content or communication displayed on a District Social Media Page, including by members of the public.

Procedure**1. Social Media Leads**

- A. District Social Media Leads will be responsible for creating District Social Media Pages, posting content on the District Social Media Pages on behalf of the District, monitoring content, responding to Posts and Comments where appropriate, and ensuring adherence to this Policy.
- B. District Social Media Leads shall not post on any other person's or entity's Social Media site, but may share content, or repost or like content or posts, from another person's or entity's Social Media site, provided such content or posts meets the criteria in Procedure, Section 2(B) below.

2. Social Media Pages

- A. District Social Media Pages shall be created by the District after taking the following factors into account: (1) the objectives, goals, and intended audience of the new Social Media site; (2) the ability of Social Media Leads to update and maintain the Social Media site in a timely manner; and (3) the number of people likely to participate on the Social Media site.
- B. District Social Media Pages are to be used for informational purposes and all content must pertain to or raise awareness of the District and/or District business, programs, services, mission statement, purpose or events. Confidential, proprietary, privileged, private, personnel, or other non-public information is not to be posted or discussed on any District Social Media Page.
- C. The District's official website is the District's primary source and means of internet communication. Information posted by the District on Social Media Pages will supplement and not replace required notices and standard methods of communication.
- D. District Social Media Pages should make clear that they are maintained by the District, state that they follow the terms of this Policy, and include a summary of this Policy.
- E. District Social Media Pages and all content are District property and are not intended for the personal use or benefit of any person or entity other than the District.
- F. Any content by District or third parties on a District Social Media Page, including, but not limited to Comments, deleted Posts, private messages, chats, and "likes" may be subject to the California Public Records Act. Any content maintained in a Social Media format that is related to District business, posted communication, communication submitted for posting, and removed content, may be a public record subject to public disclosure.

- G. Any opinion expressed on behalf of the District, on any District Social Media Page, is not a substitute for a formal statement in a public hearing process.
- H. The District reserves the right to have any content restricted or removed if deemed to be in violation of this Policy or any applicable federal, state, or local law. Any such removed content must be retained consistent with the Public Records Act, where applicable, and/or the District's document retention policy, including the date, time and identity of the poster, when available.
- I. The District shall have full permission and rights to any content posted by or on behalf of the District, including all articles, photographs and videos.
- J. The District is not responsible for any third-party content, including promoted content, which is placed on its District Social Media Pages.
- K. No individual photos or videos of any District Board member shall be used on a District Social Media Page.
- L. District Social Media Pages may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.
- M. District Social Media Pages may not be used for campaign-related purposes. Such campaign-related purposes include, but are not limited to, the following: (1) statements in support or opposition to any candidate or ballot measure; (2) requests for campaign funds or references to any solicitations of campaign funds; or (3) references to the campaign schedule or activities of any candidate. Further, no District Social Media Page shall be linked to any private web site related to a candidate's campaign for elective office but may be linked directly to the District website's election-related pages where general election information may be found.

3. Comment and Response

- A. Many Social Media sites permit and invite Posts and Comments by site users. By permitting use of this feature, the District does not intend to create a general public forum on the District Social Media Pages, and all Comments and Posts must comply with this Policy and any host site user guidelines.
- B. The District shall include a commenting notice on any District Social Media Page, which shall outline the requirements of this Policy.
- C. All Posts or Comments on District Social Media sites shall be monitored by District Social Media Leads during normal business hours.
- D. The following Posts or Comments are inappropriate and are subject to removal or restriction by the District. The list is not necessarily exhaustive, and the District

reserves the right to remove, restrict or hide any Post or Comment that violates the purpose or spirit of this policy:

1. Comments not related to District posts, business, information, announcements, and events, or Comments not related to the original topic, including random or unintelligible Posts;
2. Profane, obscene, violent, sexual, or pornographic content and/or language;
3. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of race, color, national origin, religious creed, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical condition, age, sexual orientation, sex, gender identity, gender expression, genetic information, military or veteran status, marital status, or any other basis protected by applicable state or federal law;
4. Defamatory content and/or language;
5. Threats to any person or organization, or hate speech;
6. Content that engages in or encourages illegal activity;
7. Information that tends to compromise the safety or security of District Employees, the public, public systems, or the District's technology resources;
8. Content that violates any legal ownership interest, such as a copyright or trademark;
9. Content that violates another person's right to privacy, including content containing personal information, such as home addresses, phone numbers, social security numbers, dates of birth or driver's license numbers;
10. Content that contains confidential or proprietary information;
11. Content containing false, vicious or malicious statements concerning any employee, the District, or its operations;
12. Any political, campaign or election content, including Comments in support of or opposition to any political campaigns or ballot measures;
13. Solicitation of commerce, including any advertising or business services or products for sale;
14. Content that violates any federal, state or local laws; and
15. Information that may compromise the safety or security of the public, District facilities, or employees.

Notwithstanding the foregoing, the District is not obligated to take such actions, and

- the District disclaims any and all responsibility and liability for content or materials that cannot be removed in a timely and expeditious manner.
- E. The District reserves the right to report a user directly to the host site if a Post, Comment or other content by the user violates the host site's terms of use.
 - F. The District reserves the right to deny access to District Social Media Pages for any individual who repeatedly violates the terms of this Policy without notice.
 - G. A Post or Comment by a member of the public on any District Social Media Page is the opinion of the commenter and poster only and does not imply endorsement of, agreement with, or reflect the opinions or policies of the District.
 - H. The District is not liable for any loss or damage resulting from any Posts or Comments on a District Social Media Page.
 - I. Any District Social Media Lead authorized to Post on the District's Social Media Pages shall use his or her best judgment in deciding whether or not to respond to a Post or Comment and shall not engage any user in an argumentative or offensive manner. Any response shall be limited to objective, factual information, such as a link to the District's website to provide information. Any District Social Media Lead who encounters an inappropriate situation or abuse by a user of the Social Media site shall immediately report the situation to the General Manager.

Employee Responsibility

Employees are responsible for adhering to the District's policy regarding Social Media communications. It is each employee's responsibility to know, understand and abide by this Policy.

Management Responsibility

Management is responsible for implementing this Policy. Management is also responsible for informing employees of this Policy and for initiating appropriate and prompt action relative to employees who appear to fall within the guidelines of this policy and follow up on any reports of violations.

Approved by: Board of Directors

Author/owner: General Manager

Reviewers: Board of Directors, General Manager, General Counsel, Executive Team, Communications and Intergovernmental Relations Coordinator

Notify Person: Communications and Intergovernmental Relations Coordinator

Review Frequency: 3 years

Next Review: February 2023

Union Sanitary District
Policy and Procedure Manual

Effective: 2/28/2019	Communication by Members of the Board of Directors	Policy Number 3060 Page 1 of 3
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Policy

Boardmembers are not required to seek prior approval when they communicate with members of the public, media representatives, or other publicly elected officials on their own behalf. However, when Boardmembers communicate on their own behalf on issues pertaining to USD they should take steps to make sure that their communications are not construed to represent the “Board” or “Union Sanitary District”.

Boardmembers are required to seek prior approval from a majority of the Board of Directors before expressing a point of view on behalf of the Board.

Purpose

The Board recognizes that individual Boardmembers are also members of the public and may want to express their own personal opinions on issues pertaining to USD, or correspond with the public, media representatives, or publicly-elected officials. The intent of this policy is to ensure that communications by Boardmembers in their individual capacities are not mistaken for the views of the entire Board. The policy is not intended to in any way limit the freedom of individual Boardmembers to communicate on their own behalf with the public, media representatives, or other publicly elected officials in the way they see fit. Furthermore, the intent of this policy is not to limit a Boardmember’s ability to speak on behalf of the District pertaining to items that have been approved by the Board, so long as the position is consistent with Board action; or pertains to factual details that would be considered common knowledge (e.g. number of employees, operating budget). The policy is also meant to address issues regarding compliance with the Ralph M. Brown Act, California Government Code section 54950 *et seq.* in such communications.

Definitions

Individual refers to a Boardmember acting as an “individual,” not as an official “District Representative.”

District Representative refers to a Boardmember acting in his/her role as a “member of the Board of Directors of Union Sanitary District”; i.e., the majority of the Board has formally authorized the Boardmember to speak on behalf of the Board of Directors.

Media refers to newspapers, magazines, television stations, or electronic news outlets, including on-line newspapers, blogs or social media sites.

Procedure

1. Letters, e-mails or other electronic correspondence, or other communications to the public, media or other publicly-elected officials representing or on behalf of the Board of Directors must be approved by a majority of the Board before being sent. Further, the use of any District letterhead or e-mail masthead, which implies that the communication is being sent by a District representative, must be approved by a majority of the Board.
2. As a courtesy to other Boardmembers, a Boardmember writing in his/her capacity as an individual, should request the General Manager to let other Boardmembers know of any pending communication with the media or publicly-elected officials via an informational email.
3. Correspondence by a Boardmember with the public, media, or publicly-elected officials as an "individual" should adhere to the following guidelines:
 - a. The communication should note that it is not being sent on behalf of the entire Board, but by an individual Boardmember. When a communication is sent on behalf of the entire Board, it will be signed by the individual Boardmember with the language, "on behalf of the Union Sanitary District Board."
 - b. If the communication expresses a viewpoint contrary to the majority position of the Board, the communication should so note.
 - c. Boardmembers should not copy the rest of the Board on communications, in order to avoid an inadvertent Brown Act violation.
 - d. Boardmembers should be cautious about opining on future actions by the Board and should not opine on the Board's position on an item that has not been before the Board.
 - e. In certain instances, such as communications regarding broad policy concerns or future agenda items, a Boardmember should consider referring questions or communications to staff for a response on behalf of the District.

- f. Boardmembers may request as a future agenda item that the full Board consider responding to or communicating with the public, media, or publicly-elected officials, in which case the communication would be on behalf of the Board and not an individual.
 - g. Email communications to individual Board Members, or the entire Board of Directors, on District business and directed to official email addresses are public records and subject to disclosure.
- 4. Boardmembers may indicate their affiliation with the USD Board of Directors without obtaining prior approval of the Board when they endorse a candidate for political office, or a ballot measure, and when they sign onto letters of support. However, an individual Boardmember may not make an endorsement on behalf of the entire Board or the District without prior approval.
- 5. Public meetings are one of the best ways for the Board to communicate with the public. Therefore, Boardmembers should use opportunities that arise at Board meetings during discussion of agenda items to articulate reasons for their decisions to the public.

Management Responsibility

The General Manager will be responsible for keeping all Boardmembers informed of media contacts made by Boardmembers when they are acting as a “District Representative.”

Management will respond to any inquiries or questions by the media, public, or other publicly-elected officials to individual Boardmembers that are forwarded by that Boardmember to Management for response. Boardmembers may also request that the General Manager place an item they feel requires a response on a future agenda pursuant to Board policies for the Board’s full consideration. Agendizing the item will provide the public with the opportunity to meaningfully engage with the Board on any issues raised by the inquiry or question

Management is also responsible for ensuring staff reports clearly articulate the reasons for their recommendations. In order to provide members of the public with the opportunity to inform themselves on issues being discussed by the Board, these staff reports are provided to the public in advance of the Board meeting via the District’s website.

This revision supersedes the versions listed below, which are no longer effective.

Title	Policy #	Effective Date
Communication with the Media and Publicly Elected Officials by Members of the Board of Directors	3060	7/1991
Communication with the Media and Publicly Elected Officials by Members of the Board of Directors	3060	12/2000

Communication with the Media and Publicly Elected Officials by Members of the Board of Directors	3060	02/2008
Communication by Members of the Board of Directors	3060	5/9/2016

Author/owner: General Manager
Approved by: Reviewed and Approved by Board February 11, 2019
Reviewers: Board of Directors, General Manager
Notify Person: General Manager
Review Frequency: Every 2 years
Next Review: February 2021

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
173461	1/23/2020	110	10926	SYNAGRO WEST LLC	OCTOBER 2019 BIOSOLIDS DISPOSAL	\$78,265.56	\$214,554.81
	1/23/2020	110	11940		NOVEMBER & DECEMBER 2019 BIOSOLIDS DISPOSAL	\$136,289.25	
173415	1/23/2020	143	2000306743	AECOM TECHNICAL SERVICES INC	CENTRIFUGE BUILDING IMPROVEMENTS	\$90,378.66	\$90,378.66
173428	1/23/2020	143	13536	DW NICHOLSON CORP	CALCIUM THIOSULFATE CHEMICAL TANK	\$84,671.31	\$84,671.31
173430	1/23/2020	170	904293801	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$360.00	\$77,179.74
	1/23/2020	110	904243814		4450 GALS HYDROGEN PEROXIDE	\$23,686.80	
	1/23/2020	110	904286630		4442 GALS HYDROGEN PEROXIDE	\$23,644.21	
	1/23/2020	110	904286631		2720 GALS HYDROGEN PEROXIDE	\$14,478.22	
	1/23/2020	110	904296145		2820 GALS HYDROGEN PEROXIDE	\$15,010.51	
173482	1/30/2020	173	WKD8356	CDW GOVERNMENT LLC	MICROSOFT ENTERPRISE AGREEMENT YEAR 1	\$72,209.58	\$72,209.58
173450	1/23/2020	110	170120200108	PACIFIC GAS AND ELECTRIC	SERV TO 12/19/2019 PLANT	\$57,316.19	\$61,236.64
	1/23/2020	170	013720200110		SERV TO 01/05/20 BOYCE RD PS	\$3,341.46	
	1/23/2020	170	140120200110		SERV TO 01/03/20 IRVINGTON PS	\$24.64	
	1/23/2020	170	898220200108		SERV TO 01/01/20 FREMONT PS	\$197.43	
	1/23/2020	170	666720200108		SERV TO 01/01/2020 PASEO PADRE PS	\$356.92	
173459	1/23/2020	120	5827	SCHWALM USA LLC	RENTAL AGREEMENT	\$24,000.00	\$48,000.00
	1/23/2020	120	5743		RENTAL AGREEMENT	\$24,000.00	

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
173464	1/23/2020	110	978828	UNIVAR SOLUTIONS USA INC	4799.1 GALS SODIUM HYPOCHLORITE	\$3,466.75	\$24,506.26
	1/23/2020	110	978855		4809.6 GALS SODIUM HYPOCHLORITE	\$3,474.33	
	1/23/2020	110	979198		4802.3 GALS SODIUM HYPOCHLORITE	\$3,469.05	
	1/23/2020	110	979316		4904.9 GALS SODIUM HYPOCHLORITE	\$3,543.18	
	1/23/2020	110	978841		4803.3 GALS SODIUM HYPOCHLORITE	\$3,469.78	
	1/23/2020	110	979783		4908.6 GALS SODIUM HYPOCHLORITE	\$3,545.85	
	1/23/2020	110	978836		4896.8 GALS SODIUM HYPOCHLORITE	\$3,537.32	
173534	1/30/2020	121	44932	WECO INDUSTRIES LLC	CAMERA REPAIRS AND PARTS	\$6,411.77	\$23,880.92
	1/30/2020	121	44883		240 GAL SANAFOAM VAPOROOTER	\$17,469.15	
173448	1/23/2020	130	22	MUSGRAVES CONSULTING SERVICES	SPECIALTY FINANCE SERVICES CONSULTANT	\$6,275.16	\$17,572.90
	1/23/2020	130	23		SPECIALTY FINANCE SERVICES CONSULTANT	\$11,297.74	
173488	1/30/2020	110	1417654	DEPARTMENT OF GENERAL SERVICES	SERV: NOV 2019 PLANT	\$12,819.97	\$12,819.97
173432	1/23/2020	173	254	FORMULA DESIGN	PUBLIC WEBSITE HOSTING & MAINTENANCE	\$12,600.00	\$12,600.00
173535	1/30/2020	143	2040060	WEST YOST ASSOCIATES	GRAVITY SEWER REHAB/REPLACEMENT	\$12,270.59	\$12,270.59
173530	1/30/2020	110	980096	UNIVAR SOLUTIONS USA INC	4911.2 GALS SODIUM HYPOCHLORITE	\$3,547.72	\$10,630.16
	1/30/2020	110	980389		4897.5 GALS SODIUM HYPOCHLORITE	\$3,537.82	
	1/30/2020	110	980379		4906.9 GALS SODIUM HYPOCHLORITE	\$3,544.62	

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173439	1/23/2020	143	6550102	LEE & RO INC	PROJECT COST ESTIMATING PROJECT	\$6,534.85	\$9,243.23
	1/23/2020	143	6500201		CALCIUM THIOSULFATE CHEMICAL TANK	\$1,976.56	
	1/23/2020	143	6500203		CALCIUM THIOSULFATE CHEMICAL TANK	\$731.82	
173479	1/30/2020	150	249307	BURKE, WILLIAMS & SORENSON LLP	EBDA - NOV 2019	\$1,572.48	\$8,597.16
	1/30/2020	150	249308		ETSU - NOV 2019	\$491.40	
	1/30/2020	143	249345		CIP - NOV 2019	\$2,882.88	
	1/30/2020	150	249306		GENERAL LEGAL - NOV 2019	\$3,650.40	
173491	1/30/2020	170	244124	FRANK A OLSEN COMPANY	1 ROTORK	\$7,903.20	\$7,903.20
173437	1/23/2020	110	9017659038	KEMIRA WATER SOLUTIONS INC	46,400 LBS FERROUS CHLORIDE	\$7,278.74	\$7,278.74
173536	1/30/2020	143	171601	WOODARD & CURRAN INC	HEADWORKS SCREENS REPLACEMENT	\$7,136.85	\$7,136.85
173504	1/30/2020	110	9017659653	KEMIRA WATER SOLUTIONS INC	44,980 LBS FERROUS CHLORIDE	\$6,458.86	\$6,458.86
173451	1/23/2020	170	29603974	PAN PACIFIC SUPPLY COMPANY	MIX PUMP 1 MECHANICAL SEAL REPLACEMENT	\$5,513.17	\$5,513.17
173449	1/23/2020	173	6765	OJO TECHNOLOGY INC	UPGRADE KEYPAD LOCKS AT IPS & NPS	\$5,006.07	\$5,006.07
173424	1/23/2020	143	183315	CAROLLO ENGINEERS	AERATION BLOWER 11 (HIGH SPEED)	\$4,177.19	\$4,177.19
173497	1/30/2020		201682001	GATEWAY PRODUCTS GROUP INC	12 EA COGEN SPARK PLUGS	\$4,071.12	\$4,071.12
173516	1/30/2020		31236	PREFERRED BENEFIT INSUR ADMINS	JAN 2020 DELTA DENTAL STMT	\$413.25	\$3,596.05
	1/30/2020		31237		JAN 2020 VSP STMT	\$3,182.80	

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173433	1/23/2020	122	9390660190	GRAINGER INC	ASTD PARTS & MATERIALS	\$124.95	\$3,500.76
	1/23/2020	170	9385402525		3 FUSES	\$983.84	
	1/23/2020	122	9390438431		1 FACILITY SIGN	\$21.88	
	1/23/2020	122	9390855147		1 VERTICAL MOUNT CONE HOLDER	\$60.96	
	1/23/2020	170	9385576773		2 TRANSPORT DRUM	\$239.32	
	1/23/2020	170	9387261481		1 HAZ LOCATION VIBRATING HORN	\$786.43	
	1/23/2020		9387062012		MISC HARDWARE	\$674.37	
	1/23/2020		9389943722		2 YELLOW RAIN JACKET	\$112.30	
	1/23/2020		9389848350		ASTD PARTS & MATERIALS	\$496.71	
173445	1/23/2020		8425	MJM CONSTRUCTION	REFUND # 22645	\$3,300.00	\$3,300.00
173458	1/23/2020		10223	SARAYCO CORP	REFUND # 22648	\$3,300.00	\$3,300.00
173517	1/30/2020	170	21426	PRIME MECHANICAL SERVICE INC	SERVICE CALL: BLDG 53	\$1,705.82	\$3,277.46
	1/30/2020	170	21232		SERVICE CALL: BLDG 53	\$1,571.64	
173527	1/30/2020	173	20200128	RUFUS TAI	EXP REIMB: 4 IT TRAINING SUBSCRIPTIONS FROM QUICKSTAR	\$3,120.00	\$3,120.00

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173455	1/23/2020		10491	ROOTER HERO	REFUND # 22635	\$500.00	\$3,000.00
	1/23/2020		10582		REFUND # 22644	\$500.00	
	1/23/2020		10529		REFUND # 22642	\$500.00	
	1/23/2020		10485		REFUND # 22640	\$500.00	
	1/23/2020		10515		REFUND # 22641	\$500.00	
	1/23/2020		10543		REFUND # 22643	\$500.00	
173489	1/30/2020	173	16825432	DOCUSIGN INC	DOCUSIGN PILOT WITH 5 USERS	\$2,760.00	\$2,760.00
173505	1/30/2020	120	20200127	EZEKIEL KULL	COMPUTER NOTE	\$2,599.00	\$2,599.00
173429	1/23/2020		8882	ENGEO INC	REFUND # 22650	\$2,500.00	\$2,500.00
173457	1/23/2020		10493	SANACT INC DBA ROTO-ROOTER	REFUND # 22634	\$2,500.00	\$2,500.00
173454	1/23/2020	170	2261	ROCKWELL SOLUTIONS INC	SLUDGE RECIRC CHOPPER PUMP PARTS	\$2,374.76	\$2,374.76
173500	1/30/2020	173	11789781	HACH COMPANY	WIMS ANNUAL SUPPORT 01/09/20-01/08/21	\$2,346.03	\$2,346.03
173493	1/30/2020	170	311864	CITY OF FREMONT	RANGE 5 HAZMAT STORAGE PERMIT	\$1,994.58	\$2,322.54
	1/30/2020	170	311866		RANGE 2 HAZMAT STORAGE PERMIT	\$327.96	
173507	1/30/2020	173	19789	LOOKINGPOINT INC	ANNUAL SUPPORT FOR PBX AND NETWORK	\$2,200.00	\$2,200.00
173422	1/23/2020	121	12814	BRENNTAG PACIFIC INC	2564 LBS SODIUM HYDROXIDE	\$678.13	\$2,028.23
	1/23/2020	121	12813		5128 LBS SODIUM HYDROXIDE	\$1,350.10	
173486	1/30/2020	173	94057559	COLORADO WASHINGTON INC COMCAS	FIBER INTERNET BACKUP - JAN 2020	\$2,010.36	\$2,010.36

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173436	1/23/2020	141	CGVP733	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - JAN 2020	\$501.03	\$1,994.84
	1/23/2020	141	CGXY487		OFF-SITE STORAGE AND SERVICE - JAN 2020	\$1,189.43	
	1/23/2020	173	202041804		DATA/MEDIA OFF-SITE STORAGE - DEC 2019	\$304.38	
173434	1/23/2020	113	20200117	ALEXANDRO HERNANDEZ	EXP REIMB: LODGING/PER DIEM/TRAVEL WINTER CONFERENC	\$1,990.54	\$1,990.54
173503	1/30/2020	173	20200128	TODD JACOB	TRAVEL REIMB: AIRFARE/REG-SHAREPOINT NO AMERICA CONI	\$1,950.96	\$1,950.96
173438	1/23/2020	170	4007	KEN GRADY CO INC	2 MSA O2 SENSORS	\$1,220.78	\$1,939.01
	1/23/2020	170	4008		1 MSA H2S ULTIMA X SENSOR	\$718.23	
173481	1/30/2020	170	21726062	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$974.55	\$1,937.86
	1/30/2020	170	21725697		PAINT & RELATED PAINT SUPPLIES	\$963.31	
173472	1/30/2020		20200110	AMAZON.COM LLC	01/20 - ASTD OFFICE SUPPLIES	\$1,926.22	\$1,926.22
173495	1/30/2020	170	20206529	G3 ENGINEERING INC	GBT 2 POLY BLEND SKID RELAY BOARD	\$1,858.54	\$1,858.54
173414	1/23/2020	111	4461677	ADLER TANK RENTALS	TANK RENTAL	\$1,735.15	\$1,735.15
173533	1/30/2020	113	8088799795	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$107.49	\$1,706.54
	1/30/2020		8088771393		LAB SUPPLIES	\$1,185.99	
	1/30/2020		8088781258		LAB SUPPLIES	\$413.06	
173418	1/23/2020	120	13059	AMERICAN DISCOUNT SECURITY	12/01/19 - 12/31/19 GUARD AT DISTRICT GATE	\$1,638.00	\$1,638.00
173496	1/30/2020		10421	GARNEY PACIFIC INC	REFUND # 22660	\$1,500.00	\$1,500.00

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173511	1/30/2020		10555	MONARCH PLUMBING & ROOTER INC	REFUND # 22656	\$500.00	\$1,500.00
	1/30/2020		10525		REFUND # 22654	\$500.00	
	1/30/2020		10538		REFUND # 22655	\$500.00	
173480	1/30/2020		20190124	STATE OF CALIFORNIA	SALES & USE TAX 10/01/19-12/31/19	\$1,172.18	\$1,411.18
	1/30/2020	170	20200123		HAZARDOUS WASTE GENERATOR FEE RETURN 2019	\$239.00	
173421	1/23/2020		14608950	BLAISDELL'S	30 BX PAPER	\$1,315.35	\$1,355.44
	1/23/2020	130	14603180		ASTD OFFICE SUPPLIES	\$40.09	
173435	1/23/2020	132	200613882	IEDA INC	LABOR RELATIONS CONSULTING JAN 2020	\$1,334.00	\$1,334.00
173531	1/30/2020	170	46740	VALLEY OIL COMPANY	1 DR FLEETGUARD ES COMPLEAT 50/50 ANTIFREEZE	\$1,327.45	\$1,327.45
173446	1/23/2020	170	2009555	MOBILE MODULAR MANAGEMENT CORP	FMC TRAILER RENTAL - JAN 2020	\$1,245.43	\$1,245.43
173441	1/23/2020	173	19711	LOOKINGPOINT INC	ANNUAL SUPPORT FOR PBX AND NETWORK	\$1,225.00	\$1,225.00
173452	1/23/2020	122	21359	PRIME MECHANICAL SERVICE INC	SERVICE CALL: BLDG 82	\$600.00	\$1,200.00
	1/23/2020	122	21089		SERVICE CALL: BLDG 82	\$600.00	
173431	1/23/2020	173	2019243	FARALLON GEOGRAPHICS INC	PLANT GIS GEOCORTEX ENHANCEMENTS	\$1,170.00	\$1,170.00
173513	1/30/2020	120	20200128	SHAWN NESGIS	EXP REIMB: CWEA CONF & BOARD MTG - REGIS/AIRFARE/LODC	\$1,151.43	\$1,151.43
173465	1/23/2020		9845303140	VERIZON WIRELESS	WIRELESS SERV 12/02/19-01/01/20 & (6) IPADS	\$1,091.97	\$1,091.97
173512	1/30/2020		24076003	MOTION INDUSTRIES INC	2 FILTERS	\$41.53	\$1,080.65
	1/30/2020	170	24076252		ASTD PARTS & MATERIALS	\$1,039.12	
173426	1/23/2020	170	20200101	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$1,052.73	\$1,052.73

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173528	1/30/2020		20374444	TELEDYNE ISCO INC	SAMPLING SUPPLIES	\$1,048.12	\$1,048.12
173494	1/30/2020	170	312488	CITY OF FREMONT	RANGE 2 HAZMAT STORAGE PERMIT	\$327.96	\$1,031.76
	1/30/2020	170	311865		RANGE 3 HAZMAT STORAGE PERMIT	\$703.80	
173474	1/30/2020		14161002	AT&T	SERV: 12/10/19 - 01/09/20	\$976.87	\$976.87
173423	1/23/2020	170	21724570	CARBOLINE COMPANY	PAINT & RELATED PAINT SUPPLIES	\$930.38	\$930.38
173476	1/30/2020	110	14654280	BLAISDELL'S	5 SHARPIE MARKER	\$15.64	\$916.76
	1/30/2020	110	14656660		ASTD OFFICE SUPPLIES	\$109.08	
	1/30/2020	144	14648230		1 SIT/STAND STATION	\$625.19	
	1/30/2020	114	14656500		ASTD OFFICE SUPPLIES	\$166.85	
173416	1/23/2020	170	9967719142	AIRGAS NCN	CYLINDER RENTAL	\$916.40	\$916.40
173475	1/30/2020	136	2522257634	BANK OF NEW YORK	DEC 2019 SERVICE FEES	\$882.01	\$882.01
173522	1/30/2020	110	20010650	S&S TRUCKING	GRIT HAULING 01/01/20	\$750.00	\$750.00
173478	1/30/2020	121	14578	BRENNTAG PACIFIC INC	2564 LBS SODIUM HYDROXIDE	\$729.78	\$729.78
173456	1/23/2020	110	20010324	S&S TRUCKING	GRIT HAULING 12/19/2019	\$721.16	\$721.16
173462	1/23/2020	136	181039919	TRENCH PLATE RENTAL COMPANY	TRENCHING & EXCAVATION TRAINING	\$715.00	\$715.00
173508	1/30/2020		4778047	MALLORY SAFETY AND SUPPLY LLC	ASTD CAL GAS	\$321.76	\$681.59
	1/30/2020		4778978		ASTD CAL GAS	\$160.88	
	1/30/2020		4776990		12 DOZ GLV NITRILE	\$198.95	

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173460	1/23/2020	111	20200117.1	SWRCB - STATE WATER RESOURCES	WASTEWATER PLANT OPERATOR GRADE IV EXAM - K. LANDSB	\$365.00	\$660.00
	1/23/2020	111	20200117		WASTEWATER PLANT OPERATOR GRADE IV EXAM - M. FARSAI	\$295.00	
173485	1/30/2020	132	200214687	CLAREMONT BEHAVIORAL SERVICES	FEB 2020 EAP PREMIUMS	\$653.20	\$653.20
173473	1/30/2020		1102296005	AMERIPRIDE SERVICES INC	UNIFORM LAUNDERING & RUGS	\$240.61	\$630.31
	1/30/2020		1102296031		ASTD DUST MOPS, WET MOPS & TERRY TOWEL	\$47.58	
	1/30/2020		1102296014		UNIFORM LAUNDERING SERVICE	\$342.12	
173419	1/23/2020		1102292928	AMERIPRIDE SERVICES INC	UNIFORM LAUNDERING & RUGS	\$244.61	\$621.74
	1/23/2020		1102292932		UNIFORM LAUNDERING SERVICE	\$377.13	
173444	1/23/2020	170	200156	METROMOBILE COMMUNICATIONS INC	RADIO SERVICE - JAN 2020	\$599.08	\$599.08
173502	1/30/2020		603718936	HILLYARD/SAN FRANCISCO	ASTD LUMBER SUPPLIES	\$598.32	\$598.32
173466	1/23/2020	132	30538	WILEY PRICE & RADULOVICH LLP	LABOR & EMPLOYMENT LAW FEES	\$595.00	\$595.00
173483	1/30/2020	173	314232	CENTERVILLE LOCKSMITH	INSTALL DOOR LOCKS	\$584.00	\$584.00
173443	1/23/2020	170	28544566	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$43.81	\$573.28
	1/23/2020	170	28168353		ASTD PARTS & MATERIALS	\$123.08	
	1/23/2020		27722183		ASTD PARTS & MATERIALS	\$406.39	
173490	1/30/2020	150	20200123	PAUL ELDREDGE	EXP REIMB: PARKING/MEALS/TRAVEL	\$535.43	\$535.43
173420	1/23/2020		10484	AQUA STAT PLUMBING INC	REFUND # 22636	\$500.00	\$500.00
173440	1/23/2020		10590	HUI LIU	REFUND # 22631	\$500.00	\$500.00
173467	1/23/2020		10508	QINGPO XI	REFUND # 22633	\$500.00	\$500.00

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Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
173470	1/30/2020		10389	ALL BAY ROOTING AND PLUMBING	REFUND # 22358	\$500.00	\$500.00
173520	1/30/2020		10531	ROOTER HERO	REFUND # 22657	\$500.00	\$500.00
173521	1/30/2020		10609	ROTO-ROOTER SERVICES	REFUND # 22670	\$500.00	\$500.00
173526	1/30/2020		10600	STREAMLINE PLUMBING & DRAIN	REFUND # 22668	\$500.00	\$500.00
173529	1/30/2020		10532	TRENCHFREE INC	REFUND # 22653	\$500.00	\$500.00
173487	1/30/2020	120	20200127	CWEA	3 CERT & 1 MEMBERSHIP RENEWALS - CS 3 EMPLOYEES	\$485.00	\$485.00
173453	1/23/2020	120	00A0036018380	NESTLE WATERS NO. AMERICA READYF	WATER SERVICE 12/07/19 - 01/06/20	\$482.67	\$482.67
173471	1/30/2020	170	5222460	ALL INDUSTRIAL ELECTRIC SUPPLY	ASTD PARTS & MATERIALS	\$435.46	\$435.46
173425	1/23/2020	150	80928	CITYLEAF INC	PLANT MAINTENANCE - JAN 2020	\$431.86	\$431.86
173506	1/30/2020	132	1491792	LIEBERT CASSIDY WHITMORE	LEGAL SVS - CALPERS UNIFORM APPEAL	\$420.00	\$420.00
173498	1/30/2020	122	1841089843	GOODYEAR COMM TIRE & SERV CTRS	4 TIRES	\$405.40	\$405.40
173525	1/30/2020	120	20200124	JAMES SCHOFIELD	EXP REIMB: SAFETY RAFFLE PRIZES FOR CS	\$394.80	\$394.80
173509	1/30/2020		29834255	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$346.74	\$346.74
173515	1/30/2020		155341	PREFERRED ALLIANCE INC	DEC 2019 SERVICE FEE	\$316.16	\$316.16
173523	1/30/2020	170	85340220200123	SAN FRANCISCO WATER DEPT	SERVICE 12/19/2019 - 01/22/20	\$315.37	\$315.37
173510	1/30/2020	120	1036679	MISSION COMMUNICATIONS LLC	ANNUAL MANHOLE MONITOR SERVICE PACKAGE RNWL	\$227.40	\$227.40
173417	1/23/2020	170	4017420220200108	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 1/7/20 - FREMONT BLVD	\$58.85	\$216.51
	1/23/2020	170	4017275220200109		SERV TO: 1/8/20 - FREMONT BLVD	\$157.66	
173524	1/30/2020		1951132001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$201.57	\$201.57

**UNION SANITARY DISTRICT
CHECK REGISTER
01/18/2020-01/31/2020**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
173477	1/30/2020	130	20200123	LAURIE BRENNER	EXP REIMB: BS TEAM QUARTERLY RECOGNITION	\$193.57	\$193.57
173518	1/30/2020	111	169178846	RED WING BUS ADVANTAGE ACCT	SAFETY SHOES: A. FARSAI	\$182.71	\$182.71
173532	1/30/2020		597191	VIATRAN CORPORATION	8 DRYING TUBE	\$176.12	\$176.12
173427	1/23/2020		20200116	ART DIOSDADO	TUITION REIMB: FALL 2019	\$166.64	\$166.64
173501	1/30/2020	170	303278	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$164.05	\$164.05
173447	1/23/2020	170	24075249	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$151.61	\$151.61
173468	1/30/2020		1584	ALAMEDA COUNTY TREASURER	46 ASSESSOR MAPS	\$138.00	\$138.00
173463	1/23/2020	122	134554	TRI-SIGNAL INTEGRATION INC	FIRE PROTECTION SERVICE - MONTHLY CHARGE MONITORING	\$133.33	\$133.33
173492	1/30/2020	141	166262	FREMONT RUBBER STAMP CO INC	2 RUBBER STAMP	\$122.85	\$122.85
173499	1/30/2020		9392630720	GRAINGER INC	3 CASES COFFEE	\$115.24	\$115.24
173519	1/30/2020		104572	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE FEBRUARY 2020	\$112.00	\$112.00
173469	1/30/2020	114	8099	ALAMEDA COUNTY TREASURER	TRAINING REG: B. EHLERS	\$100.00	\$100.00
173442	1/23/2020	170	77956578	MATHESON TRI-GAS INC	MONTHLY CYLINDER RENTAL - DEC 2019	\$98.34	\$98.34
173514	1/30/2020	110	892820200108	PACIFIC GAS AND ELECTRIC	SERV TO 01/01/20 HAYWARD MARSH	\$58.76	\$58.76
173484	1/30/2020	170	20191231	NATIONAL COMMISSION FOR CERTIFICAT	PRACTICAL TEST SITE FEE	\$50.00	\$50.00

**UNION SANITARY DISTRICT
CHECK REGISTER
01/18/2020-01/31/2020**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
Invoices:					Checks:		
Credit Memos :			0				
\$0 - \$1,000 :			109	43,029.21	\$0 - \$1,000 :	56	24,912.47
\$1,000 - \$10,000 :			64	184,510.66	\$1,000 - \$10,000 :	53	150,523.60
\$10,000 - \$100,000 :			16	574,118.49	\$10,000 - \$100,000 :	13	547,956.73
Over \$100,000 :			1	136,289.25	Over \$100,000 :	1	214,554.81
Total:			190	937,947.61	Total:	123	937,947.61

California Could Limit ‘Flushable’ Wipes Tied To Sewer Clogs

January 24, 2020

SACRAMENTO (AP) — Wet wipes, those single-use wet tissues for babies and adults wanting something more than just toilet paper, are the scourge of sewer systems nationwide, according to several cities challenging claims that the products are safe to flush.

Legislation in California that advanced on Thursday would require products that cannot be flushed down the toilet to be clearly labeled as such. Cities including New York and the District of Columbia have also attempted to cut down on what manufacturers call “flushable wipes,” saying they can actually clog pipes and require costly repairs.

Some environmentalists worry the wipes end up in waterways, and the bill is among a number of efforts in California to keep harmful products out of the waste stream. A bill to replace California’s faltering recycling program by requiring beverage distributors to buy back their bottles and cans also moved forward in the California Senate on Thursday. Activists and celebrities lobbied in Sacramento on Wednesday for a proposal to cut statewide waste from single use plastics by 75% within the decade.

The California Assembly bill on wet wipes was watered down Thursday amid industry resistance, but only to bring opponents to the table, the bill’s author said.

The original version envisioned stricter measures, requiring products advertised as “flushable” to meet standards drawn up by the International Water Services Flushability Group.

Critics say the group’s standards are not peer-reviewed, and producers of flushable wipes dispute that their items block sewers.

Amendments to the bill removed references to “toilet wipes” and an extensive list of criteria for determining whether a product can be advertised as flushable. The changes were made amid continuing talks with companies who oppose the measures, said the office of the bill’s author, Democratic Assemblyman Richard Bloom of Santa Monica.

“We removed most of the language to accommodate the opposition and bring them to the negotiating table,” Andrew Aldama, a legislative staffer for Bloom, wrote in an email. “The assemblymember is hopeful we will add amendments in the coming months that will turn the bill into something that will be effective.”

EAST BAY TIMES

TREATED SEWAGE TO RESCUE

Agencies fighting seawater invasion of coastal aquifers

2 local districts to use tactic mocked decade ago as ‘toilet to tap’ solution

1/27/20 **By Lara Streiff** *Correspondent*

For decades, California’s coastal aquifers have been plagued by invading seawater, turning pristine wells into salty ruins.

But the state’s coastal water agencies are getting more aggressive in holding back the invasion, by injecting millions of gallons of treated sewage and other purified wastewater deep underground. The additional groundwater will both enhance potable water supplies and help prevent saltwater from seeping further into coastal California’s massive subterranean reservoirs.

A decade ago, Orange County was the first in California to successfully employ this tactic — mocked by critics as a “toilet to tap” solution. Now, two Northern California water districts are following suit, arguing that there is little choice.

“Seawater intrusion is in about 70% of the populated coastal regions of the world that rely on groundwater,” said Ron Duncan, general manager of the Soquel Creek Water District in Santa Cruz County. “The other 30% just haven’t been hit yet.”

The encroachment occurs when the amount of water pumped from freshwater aquifers exceeds what winter rains can replenish, causing saltwater from the Pacific Ocean to march inland to fill the void.

In recent decades, California’s water agencies have battled water shortages that can lead to seawater intrusion through conservation efforts such as low-flow showerheads and drip irrigation, reducing the amount of water pumped from coastal wells. But scientists say that the problem is getting worse and that water districts need to do more.

“Historically, you could just drill deeper,” said Meredith Goebel, a Stanford University geophysicist who has extensively studied saltwater intrusion in the Monterey Bay area. “Now, a lot of the time it’s too expensive.”

More than two decades ago, the Salinas Valley won a major victory in its longrunning war against seawater intrusion after farmers experience first-hand the damage it could do.

In Castroville, Ocean Mist Farms saw fields of salt-sensitive strawberries, as well as salt-tolerant artichokes, wilting when seawater surged inland. Improvements to a water treatment plant in 1998, however, made highly treated effluent safe to use on Castroville's crops. Since then, "we have never suffered one sickness or one foodborne illness," said Dale Huss, Ocean Mist's vice president of artichoke production. "If it isn't the safest, it's one of the safest waters for crop irrigation in the world."

As a result, the saltwater intrusion slowed and the crops recovered in the northern stretch of the fertile Salinas Valley.

"We may not be farming along the coast if it weren't for water reclamation projects," Huss said.

Now, advancements in purification that produce water that meets or exceeds the state's drinking water standards are taking recycling of the precious resource to a new level: An innovative project in the Monterey Peninsula area is about to go live, and a second is planned in northern Santa Cruz County.

In Monterey County, reducing saltwater intrusion is an added benefit of a project aimed at replenishing the Seaside Groundwater Basin, both to produce more potable water and comply with a state mandate to reduce the amount of pumping from the Carmel River. But in the Soquel area, fighting intrusion is the main focus of the effort.

The California Department of Water Resources has identified the Santa Cruz Mid-County Basin and the Salinas Valley Basin as two of the state's 21 critically overdrafted aquifers. Water districts are required to stabilize their water sources by 2040 to ensure a sustainable freshwater supply for their customers.

Monterey County's \$124 million project was born out of the regional collaboration of nine local entities, including the wastewater treatment agency Monterey One Water. A new treatment facility just north of Marina is expected to be up and running within the next few weeks, according to Mike McCullough, director of external affairs for Monterey One Water. A pipeline will then transport the treated water more than 8 miles to two shallow wells and two deep wells in Seaside.

Testing at the plant is nearing completion, and the agency is waiting for state water officials to sign off on the project — after which the aquifer will be replenished with purified water.

Nine to 12 months later, water customers on the Monterey Peninsula will receive the recycled water, mixed with existing groundwater, in their taps.

It's the first water recycling project in the state to use supplies from four different sources: wastewater, stormwater, food industry processing water and agricultural runoff.

The new water sources will also feed the recycled agricultural water project in the Castroville area, bolstering the battle there against seawater intrusion and providing more irrigation water for Salinas Valley farmers.

About 30 miles north in Soquel, the local water district and the city of Santa Cruz are collaborating on a \$90 million project that will pump treated sewage and other wastewater into three wells by 2022.

Santa Cruz currently dumps 9 million gallons of wastewater treated at its plant next to Neary Lagoon into the Pacific Ocean every day. But in a few years, 25% of that water will go through a new advanced treatment facility off Soquel Avenue, where it will be further purified through microfiltration, reverse osmosis and ultraviolet light, then injected into the ground.

“It’s probably overkill, but nothing trumps water quality,” the Soquel water district’s Duncan said of the treatment process.

Mixing treated wastewater with well water has long been controversial. In recent years, both San Diego and Los Angeles had plans for similar projects derailed by public perceptions when the projects “became politicized,” said Ellen Hanak, director of the Water Policy Center at the San Francisco-based Public Policy Institute of California. Some San Diego customers threatened to move out of state, with one proclaiming that if “my dog doesn’t drink out of a toilet ... why should I?”

But scientists say Monterey Bay area residents have nothing to worry about. To calm the waters, both the Soquel Creek Water District and Monterey Peninsula Water Management District held public meetings and even demonstrations at the new Marina plant to dispel misconceptions about treatment processes.

And little opposition emerged in a region known for its strong environmental ethos. Monterey County’s new water purification plant emulates Orange County’s facility, but with an additional first step: Ozone — the same chemical that helps prevent ultraviolet rays in the atmosphere from scorching our skin — will be added to the wastewater acting as a powerful disinfectant to destroy bacteria and pathogens.

If successful, both Central Coast projects may expand. Soquel’s pipeline is designed to handle twice the planned capacity, and Monterey One Water has launched expansion plans that would be implemented if the plans for an ocean desalination plant in Marina fall through.

With the availability of the new aquifer-replenishing technologies, Duncan said, “there is no need for any city to ever have saltwater intrusion again.”