



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

Monday, January 25, 2021

Regular Meeting - 4:00 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

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 31, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, January 25, 2021, Regular Board Meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. **To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by following the steps listed below to listen to the Board Meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 before 3:00 p.m. on the date of the meeting.** Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Board President's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call the Board Clerk who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Union Sanitary District procedure for resolving reasonable accommodation requests.

To listen to this Regular Board Meeting:

Call: 1-888-788-0099 or 1-877-853-5247

Meeting ID: 883 2464 5106 #

Participant ID: #

Click the Zoom link below to watch and listen:

<https://us02web.zoom.us/j/88324645106>

	1.	Call to Order.
	2.	Salute to the Flag. (This item has been suspended due to the COVID-19 pandemic.)
	3.	Roll Call.
Motion	4.	Approve Minutes of the Union Sanitary District Board Meeting of January 11, 2021.
Information	5.	December 2020 Monthly Operations Report <i>(to be reviewed by the Budget & Finance and Legal/Community Affairs Committee)</i> .
	6.	Written Communications.
	7.	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	8.	Consider a Resolution to Update Union Bank Signatories <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	9.	Review and Consider Approval of Policy 2000, Accounting Standards <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	10.	Review and Consider Approval of Policy No. 2070, Capital Assets Policy <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	11.	Review and Consider Approval of Policy No. 2010, Internal Controls <i>(to be reviewed by the Audit Committee)</i> .
Motion	12.	Award a Contract for Laboratory Services in Support of Environmental Compliance Programs to McCampbell Analytical Incorporated <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	13.	Authorize the General Manager to Execute a Termination, Settlement and Release Agreement with C. Overaa & Co. for the Alvarado Influent Valve Box Rehabilitation Project <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Information	14.	Solar and Cogeneration Facilities Operational Update <i>(to be reviewed by the Budget & Finance Committee)</i> .
Information	15.	Cal-Card 2 nd Quarter Fiscal Year 2021 Activity Report <i>(to be reviewed by the Budget & Finance Committee)</i> .
Information	16.	Board Expenses for 2 nd Quarter of Fiscal Year 2021 <i>(to be reviewed by the Budget & Finance Committee)</i> .
Information	17.	Report on the East Bay Dischargers Authority Meeting of December 17, 2020.

Information	18.	COVID-19 Update.
Information	19.	Check Register.
Information	20.	<p>Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i></p> <p>a. Legal/Community Affairs Committee – Thursday, January 21, 2021, at 1:00 p.m.</p> <ul style="list-style-type: none"> • Director Toy and Director Fernandez <p>b. Budget & Finance Committee – Friday, January 22, 2021, at 10:00 a.m.</p> <ul style="list-style-type: none"> • Director Kite and Director Toy <p>c. Audit Committee – Friday, January 22, 2021 at 10:30 a.m.</p> <ul style="list-style-type: none"> • Director Kite and Director Toy <p>d. Engineering and Information Technology Committee – Friday, January 22, 2021, at 11:00 a.m.</p> <ul style="list-style-type: none"> • Director Lathi and Director Handley <p>e. Legislative Committee – will not meet.</p> <p>f. Personnel Committee – will not meet.</p>
Information	21.	General Manager’s Report. <i>(Information on recent issues of interest to the Board).</i>
	22.	<p>Other Business:</p> <p>a. Comments and questions. <i>Directors can share information relating to District business and are welcome to request information from staff.</i></p> <p>b. Scheduling matters for future consideration.</p>
	23.	Adjournment – The Board will adjourn to a Board Workshop to be held virtually on Wednesday, January 27, 2021, at 4:00 p.m.
	24.	Adjournment – The Board will then adjourn to the next Regular Board Meeting to be held virtually on Monday, February 8, 2021, at 4:00 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.



LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Toy and Director Fernandez

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Thursday, January 21, 2021

1:00 P.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

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 January 25, 2021:
 - December 2020 Monthly Operations Report – Odor and Work Group Reports
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 Toy

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Friday, January 22, 2021
10:00 A.M.

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

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Karen W. Murphy
Attorney

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

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 January 25, 2021:
 - December 2020 Monthly Operations Report – Financial Reports
 - Consider a Resolution to Update Union Bank Signatories
 - Review and Consider Approval of Policy 2000, Accounting Standards
 - Review and Consider Approval of Policy No. 2070, Capital Assets Policy
 - Award a Contract for Laboratory Services in Support of Environmental Compliance Programs to McCampbell Analytical Incorporated
 - Solar and Cogeneration Facilities Operational Update
 - Cal-Card 2nd Quarter Fiscal Year 2021 Activity Report
 - Board Expenses for 2nd Quarter of Fiscal Year 2021

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>
--

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.



AUDIT COMMITTEE MEETING

Committee Members: Director Kite and Director Toy

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Friday, January 22, 2021

10:30 A.M.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

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 January 25, 2021:
 - Review and Consider Approval of Policy No. 2010, Internal Controls
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.



**ENGINEERING AND INFORMATION TECHNOLOGY
COMMITTEE MEETING**

Committee Members: Director Lathi and Director Handley

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

AGENDA

Friday, January 22, 2021

11:00 A.M.

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

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call. To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

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 January 25, 2021:
 - Authorize the General Manager to Execute a Termination, Settlement and Release Agreement with C. Overaa & Co. for the Alvarado Influent Valve Box Rehabilitation Project

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.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 5**

TITLE: Monthly Operations Report for December 2020 (*This is an Information Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer

Recommendation

Information only.

Previous Board Action

None

Background

Attached are Monthly Operations Reports for December 2020. Staff is available to answer questions regarding information contained in the report.

Work Group Managers

General Manager/Administration	Paul Eldredge	GM
Business Services/CFO	Mark Carlson	BS
Collection Services	James Schofield	CS
Technical Support	Sami Ghossain	TS
Treatment and Disposal Services	Armando Lopez	T&D
Fabrication, Maintenance, and Construction	Robert Simonich	FMC

ODOR COMPLAINTS:

During the month of December 2020, there were no odor complaints received by the District.

STAFFING & PERSONNEL:

Completed Recruitments

- Instrumentation Technician/Electrician – replacement for Yung Lu – retirement 12/30/2020. Gerardo Ruiz. Date of hire 12/7/2020.
- Environmental Health and Safety Specialist - replacement for Art Diosdado - reclassification 8/31/2020. Megan Hicks to start 2/1/2021.

Recruitments Opened:

- Buyer I/II – replacement for Audrey Ficker – resignation 11/27/2020

Continuing Recruitments:

- Junior Engineer – Limited Duration – new position for ETSU.
- Assistant Engineer – Limited Duration – new position for ETSU.

G.M. ACTIVITIES: For the month of November, the General Manager was involved in the following:

- Attended the East Bay Dischargers Authority (EBDA) JPA Commission Meeting
- Attended the EBDA Manager's Advisory Committee Meeting
- Coordinated District response to COVID-19 Pandemic

Attachments: Odor Report and Map
Hours Worked and Leave Time by Work Group
Business Services
Technical Services
Collection Services
Fabrication, Maintenance, and Construction
Treatment and Disposal Services

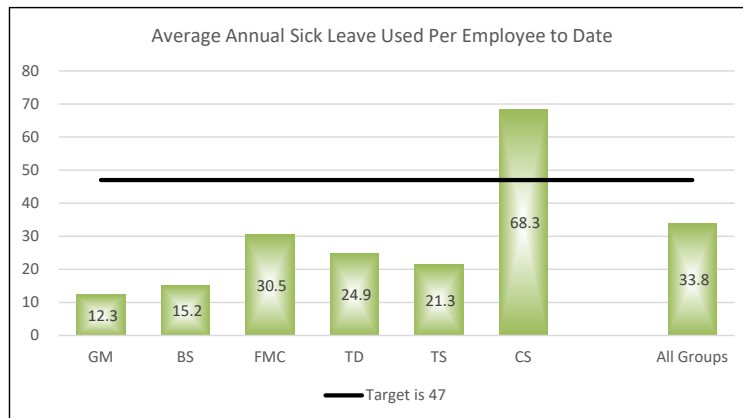
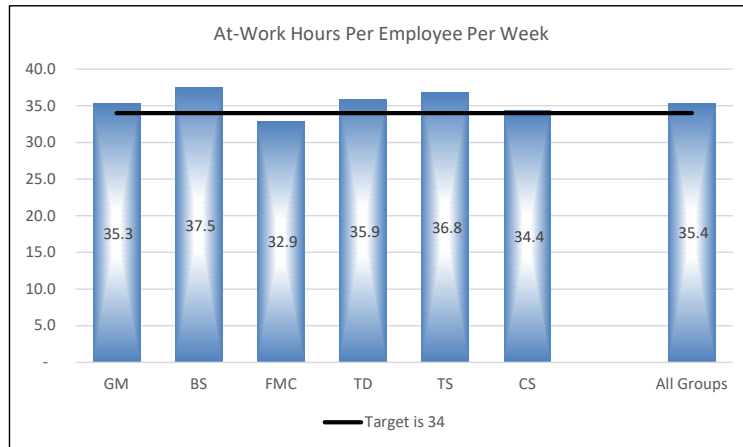


ODOR REPORT December 2020

During the recording period from December 01, 2020 through December 31, 2020, there no odor related service requests received by the District.



HOURS WORKED AND LEAVE TIME BY WORK GROUP
June 25, 2020 through December 23, 2020
Weeks to Date: 26 out of 52 (50%)



NOTES

- (1) Regular hours does not include hours worked by part-time or temporary employees.
- (2) Overtime hours includes call outs.
- (3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., AWHIP, VRIP, Holiday Banked Use leaves.
- (4) Sick Leave includes sick and catastrophic sick leaves as well as protected time off, of which the District has no discretion.
- (5) Families First Coronavirus Response Act (FFCRA) - Emergency Paid Sick Leave (EPSL) and Paid Expanded Family Medical Leave Act (Paid EFMLA)

An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of 34.9 hours per week over the course of a year; with 20 vacation days, 34.2 hours per week.

HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 25, 2020 through December 23, 2020

Weeks to Date: 26 out of 52 (50%)

Group	Average Number of Employees	AT-WORK HOURS		At-Work Hours Per Employee Per Week	LEAVE HOURS					Average Annual Sick Leave Used Per Employee To Date	FY20		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)	FFCRA Paid Leave (5)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	1,825.75	0.75	35.3	229.75	-	-	24.50	-	12.3	2	34.9	35.9
BS	17	16,279.67	186.50	37.5	1,365.85	8.10	48.75	245.73	11.90	15.2	17	36.6	36.8
FMC	27	22,876.25	94.08	32.9	3,256.72	315.65	630.50	436.43	388.03	30.5	28	34.2	33.0
TD	29	26,582.82	330.06	35.9	2,722.51	-	-	411.71	310.96	24.9	27	35.4	48.8
TS	32	30,415.97	41.91	36.8	2,028.40	153.08	-	558.34	124.21	21.3	33	35.0	48.5
CS	32	27,636.75	826.36	34.4	3,181.75	303.04	-	1,818.42	367.04	68.3	31	33.9	91.2
All Groups	139	125,617.21	1,479.66	35.4	12,784.98	779.87	679.25	3,495.13	1,202.14	33.8	138	35.1	50.5

SICK LEAVE INCENTIVE PROGRAM TARGETS

≥34

≤47

The Sick Leave Incentive Program target goals are 47 or less hours of sick leave per employee annually, and 34 or more hours of at-work time per week per employee.

NOTES

(1) Regular hours does not include hours worked by part-time or temporary employees.

(2) Overtime hours includes call outs.

(3) Discretionary Leave includes Vacation, HEC, Holiday, MAL, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., AWHIP, VRIP, Holiday Banked Use leaves.

(4) Sick Leave includes sick and catastrophic sick leaves, as well as protected time off, of which the District has no discretion.

(5) Families First Coronavirus Response Act (FFCRA) - Emergency Paid Sick Leave (EPSL) and Paid Expanded Family Medical Leave Act (Paid EFMLA)

An employee using 15 vacation, 11 holiday, 2 HEC, and 5 sick days will work an average of 34.9 hours per week over the course of a year; with 20 vacation days, 34.2 hours per week.

BUDGET AND FINANCE REPORT

FY 2021

Year-to-date as of 12/31/2020

50% of year elapsed

Revenues	Budget	Actual	% of Budget Rec'd	Audited Last Year Actuals 6/30/20
Capacity Fees	\$ 5,712,200	\$ 1,371,094	24%	\$ 14,179,464
Sewer Service Charges	60,500,000	31,218,205	52%	60,216,148
Operating (Includes work groups and fund 85)	1,293,500	611,817	47%	1,285,438
Interest	1,150,000	825,640	72%	3,167,480
Misc. (Annex fees, forfeited deposits)	75,000	14,760	20%	174,673
Subtotal Revenues	\$ 68,730,700	34,041,517	50%	\$ 79,023,203
Bond Proceeds	-	-	0.0%	73,508,248
Total Revenues + Bond Proceeds	\$ 68,730,700	\$ 34,041,517	50%	\$ 152,531,451
Expenses	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Proj.	\$ 22,630,500	\$ 8,510,871	38%	\$ 7,378,703
Renewal & Repl. Proj.	20,052,000	3,943,856	20%	5,317,131
Operating (includes fund 85)	45,075,355	19,623,949	44%	45,675,462
Special Projects	2,723,000	323,622	12%	1,288,761
Retiree Medical (ADC)	1,208,354	599,128	50%	- 9,636
Vehicle & Equipment	77,868	68,054	87%	42,258
Information Systems	960,800	570,403	59%	412,483
Plant & Pump Stat. R&R	400,000	-	0%	244,669
Emerg. Fund	-	-	0%	
Cty Fee for SSC Admin.	111,000	55,571	50%	109,988
Debt Servicing:				
SRF Loans	-			39,670,259
Bonds	4,684,773	3,540,572	76%	1,226,335
Total Expenses	\$ 97,923,650	\$ 37,236,026	38%	\$ 101,356,412
Total Revenue & Proceeds less Expenses	\$ (29,192,950)	\$ (3,194,510)		51,175,039

Operating (Work Group) Expenses

	Budget	Actual	% of Budget Used	Audited Last Year Actuals
Board of Directors	\$ 180,354	\$ 62,376	35%	\$ 145,485
General Manager/Admin.	1,066,753	519,720	49%	1,028,600
Business Services	4,169,231	1,769,138	42%	4,195,435
Collection Services	7,623,414	3,301,120	43%	8,109,845
Technical Services	6,815,278	3,187,459	47%	7,716,365
Treatment & Disposal Services	15,187,206	6,627,254	44%	14,048,718
Fabrication, Maint. & Construction	9,050,619	3,913,442	43%	9,720,443
Non-Departmental	982,500	243,439	25%	710,571
Total	\$ 45,075,355	\$ 19,623,949	44%	\$ 45,675,462

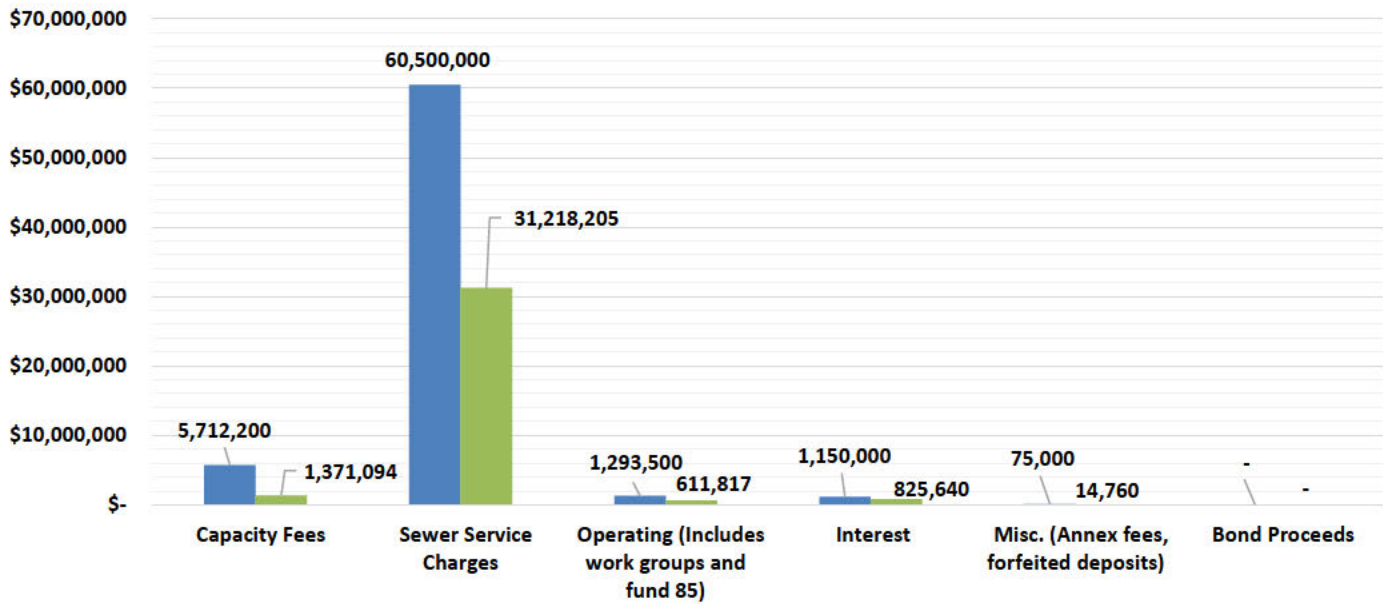
Operating (Work Group) Expenses by Type

	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$ 30,366,922	\$ 13,976,920	46%	\$ 32,823,440
Repairs & Maintenance	2,416,400	775,368	32%	2,520,319
Supplies & Mats (chemicals, small tools)	3,457,020	1,277,479	37%	3,197,282
Outside Services (utilities, biosolids, legal)	8,517,513	3,522,408	41%	6,934,999
Fixed Assets	317,500	71,773	23%	199,422
Total	\$ 45,075,355	\$ 19,623,949	44%	\$ 45,675,462

REVENUES AND EXPENSES REPORT
as of 12/31/20

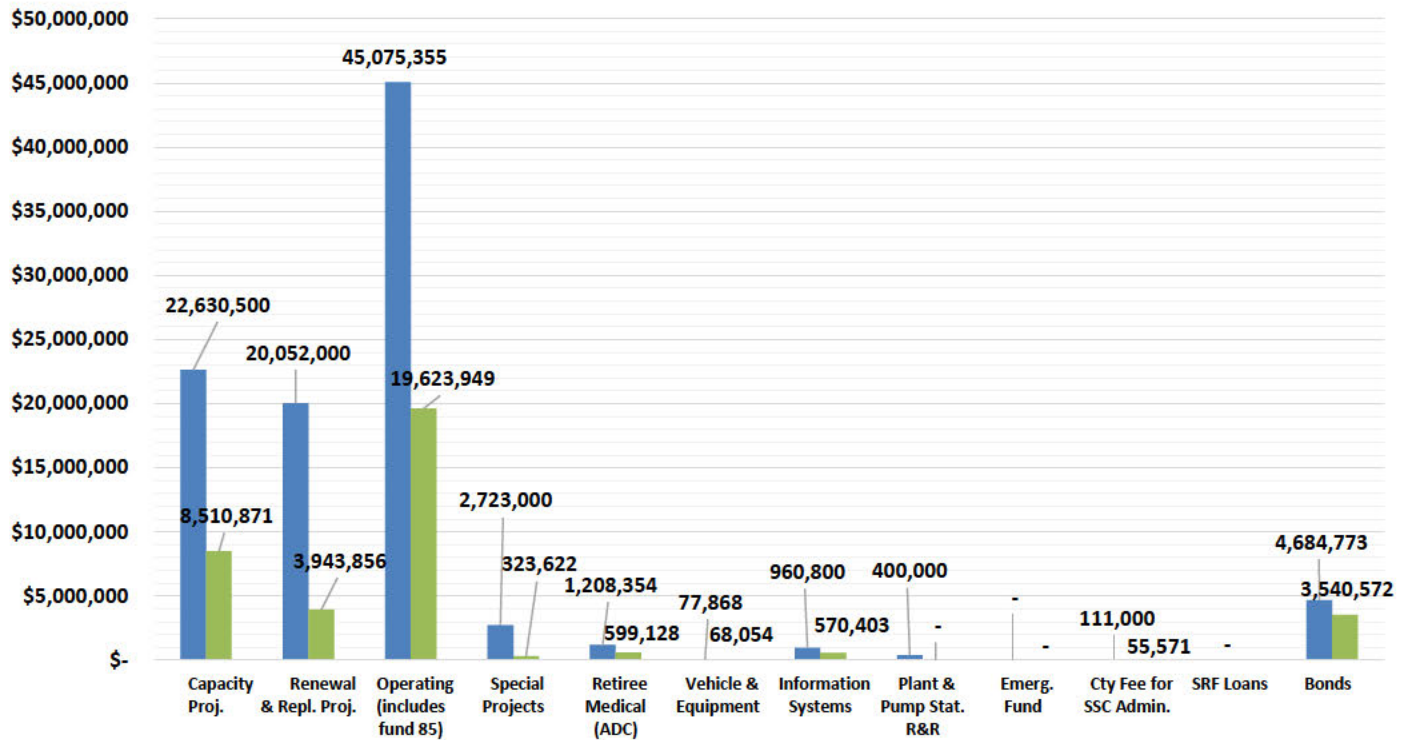
Total Revenues

■ Budget ■ Actual



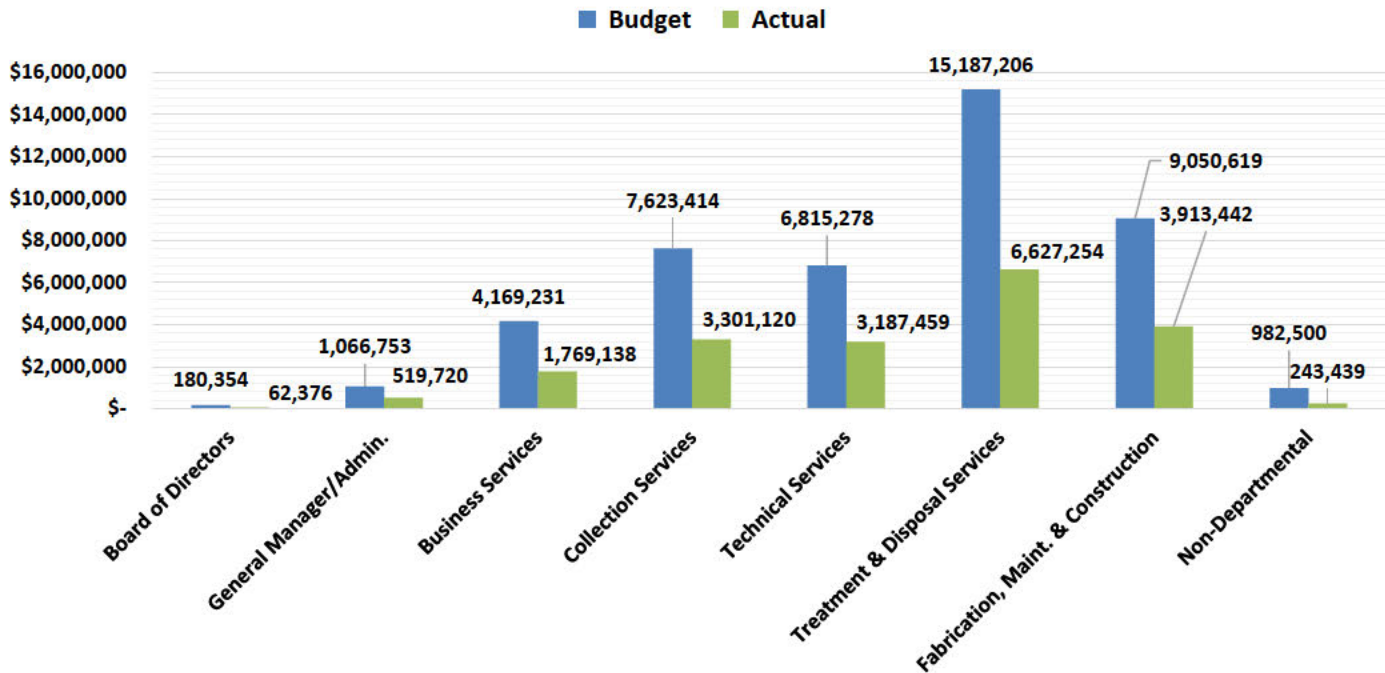
Total Expenses

■ Budget ■ Actual

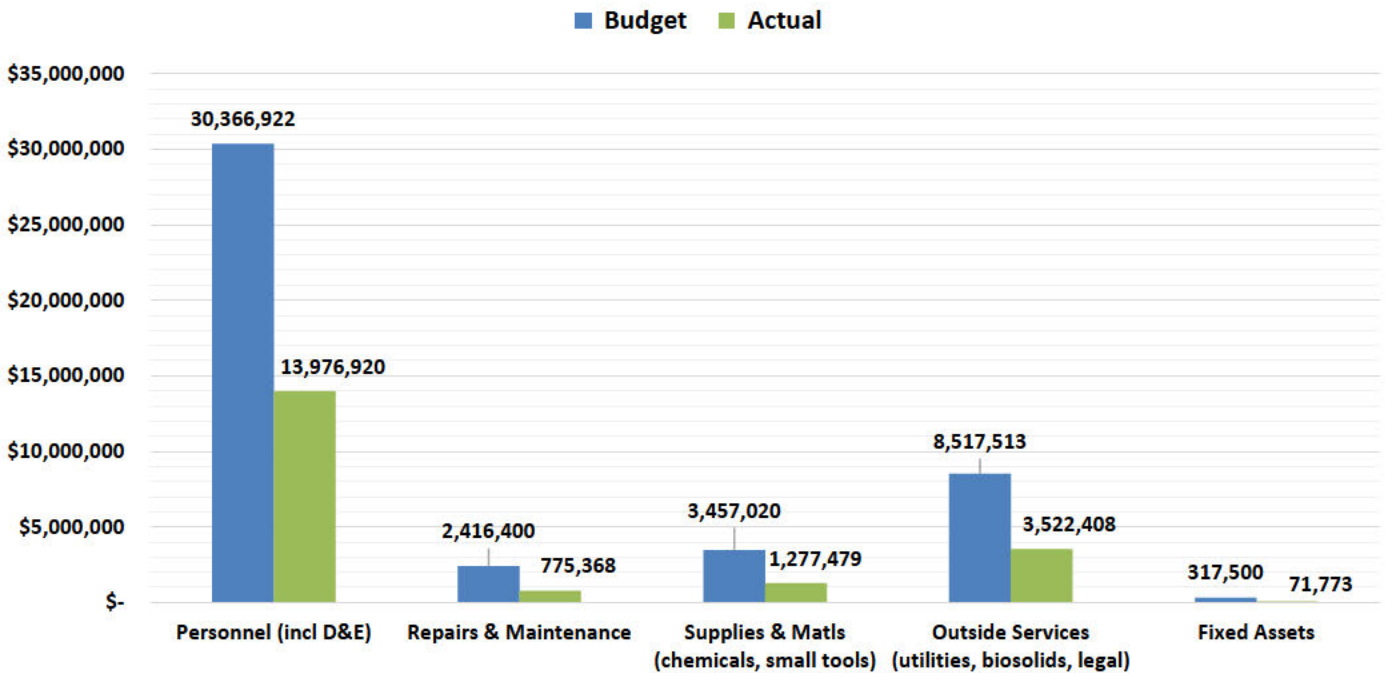


REVENUES AND EXPENSES REPORT
as of 12/31/20

Operating Expenses by Work Group

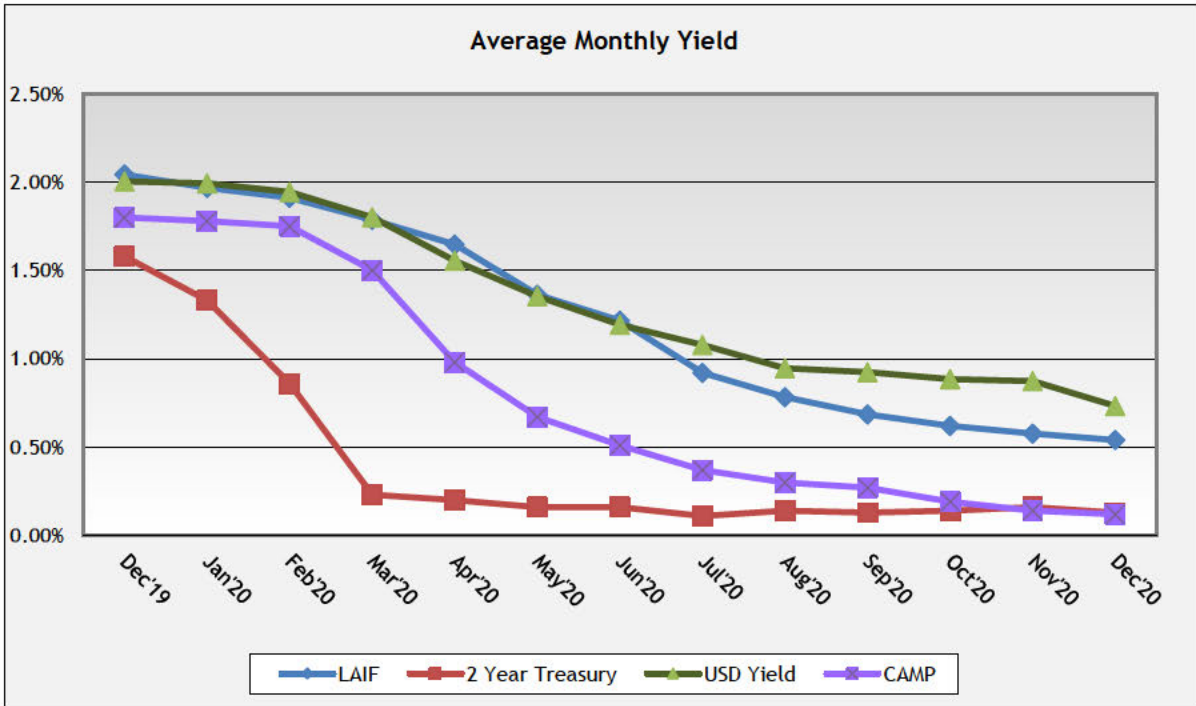


Operating Expenses by Type



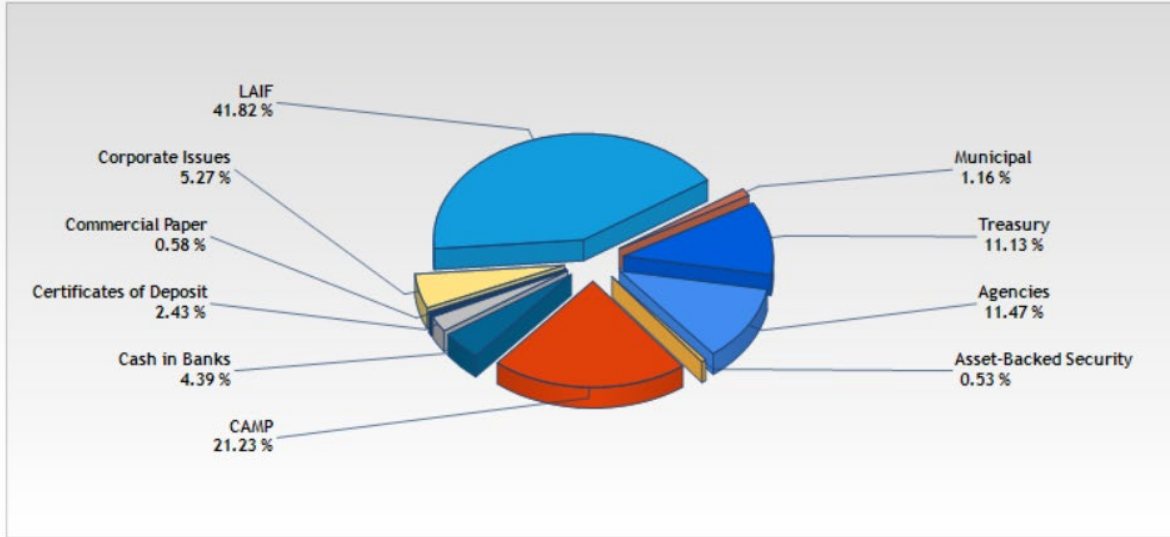
**Business Services Group
December 2020**

Performance Measures for the USD Investment Portfolio

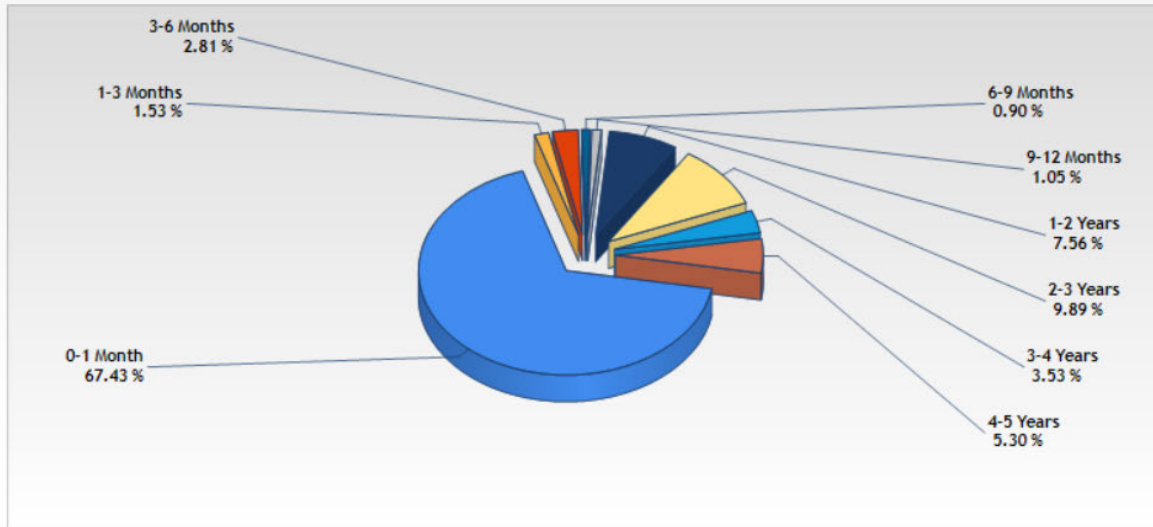


	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20
LAIF	0.78%	0.69%	0.62%	0.58%	0.54%
2 Year Treasury	0.14%	0.13%	0.14%	0.16%	0.13%
USD Yield	0.95%	0.93%	0.89%	0.87%	0.73%
CAMP	0.30%	0.27%	0.19%	0.14%	0.12%

Portfolio Holdings Distribution by Asset Class



Portfolio Holdings Distribution by Maturity Range



Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
0-1 Month	116,095,265.18	0.373	116,095,265.18	1	67.43	116,095,265.18	116,095,265.18	0.00
1-3 Months	2,625,000.00	1.132	2,632,723.94	39	1.53	2,627,209.60	2,625,258.98	0.11
3-6 Months	4,854,000.00	1.462	4,840,585.44	147	2.81	4,870,748.48	4,850,658.30	0.40
6-9 Months	1,545,000.00	2.035	1,554,907.03	223	0.90	1,565,894.85	1,550,575.18	0.61
9-12 Months	1,797,000.00	1.474	1,809,396.49	319	1.05	1,825,326.06	1,804,782.76	0.87
1-2 Years	13,016,000.00	1.796	13,014,890.33	520	7.56	13,310,366.87	13,012,106.64	1.41
2-3 Years	17,155,000.00	1.548	17,019,321.22	926	9.89	17,653,675.00	17,080,861.91	2.50
3-4 Years	6,064,000.00	1.774	6,077,510.83	1,231	3.53	6,371,043.20	6,078,576.41	3.27
4-5 Years	9,085,000.00	0.708	9,123,485.45	1,634	5.30	9,231,823.40	9,121,926.06	4.40
TOTAL / AVERAGE	172,236,265.18	0.733	172,168,085.91	272	100	173,551,352.64	172,220,011.42	0.73

Union Sanitary District
Portfolio Holdings
Board Report - Holdings
Report Format: By Transaction
Group By: Asset Class
Average By: Cost Value
Portfolio / Report Group: All Portfolios
As of 12/31/2020

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Agencies											
FFCB 0.23 6/9/2022	3133ELH64	S&P-AA+	6/9/2020	1,635,000.00	1,631,730.00	0.230	1,635,147.15	0.330		6/9/2022	0.95
FCB 0 25 9/21/2023 22	3133EMAM4	S&P AA+	10/9/2020	1,625,000 00	1,622,237 50	0 250	1,623,293 75	0 308	9/21/2022	9/21/2023	0 94
FHLB 0.5 4/14/2025	3130AJHU6	None	4/16/2020	560,000.00	557,222.40	0.500	563,662.40	0.601		4/14/2025	0.32
HLB 1 375 2/17/2023	3130AJ7E3	None	2/21/2020	775,000 00	773,574 00	1 375	795,072 50	1 438		2/17/2023	0 45
FHLB 2 10/26/2021-19	3130AB3D6	None	4/26/2017	1,000,000.00	1,000,000.00	2.000	1,015,420.00	2.000		10/26/2021	0.58
HLMC 0 25 12/4/2023	3137EAF42	S&P AA+	12/4/2020	470,000 00	469,534 70	0 250	470,502 90	0 283		12/4/2023	0 27
FHLMC 0.25 6/26/2023	3137EAES4	None	6/26/2020	780,000.00	777,722.40	0.250	781,692.60	0.348		6/26/2023	0.45
HLMC 0 25 8/24/2023	3137EAEV7	None	8/21/2020	520,000 00	519,469 60	0 250	521,024 40	0 284		8/24/2023	0 30
FHLMC 0.375 5/5/2023	3137EAER6	S&P-AA	5/29/2020	495,000.00	495,688.05	0.375	497,539.35	0.327		5/5/2023	0.29
HLMC 0 375 7/21/2025	3137EAEU9	None	7/23/2020	525,000 00	522,385 50	0 375	525,278 25	0 476		7/21/2025	0 30
FHLMC 0.375 9/23/2025	3137EAEX3	None	9/25/2020	795,000.00	792,607.05	0.375	793,680.30	0.436		9/23/2025	0.46
HLMC 1 5 2/12/2025	3137EAEP0	None	2/14/2020	1,035,000 00	1,034,203 05	1 500	1,085,746 05	1 516		2/12/2025	0 60
FNMA 0.25 5/22/2023	3135G04Q3	None	5/22/2020	865,000.00	862,396.35	0.250	867,041.40	0.351		5/22/2023	0.50
NMA 0 25 7/10/2023	3135G05G4	None	7/10/2020	1,095,000 00	1,092,645 75	0 250	1,097,617 05	0 322		7/10/2023	0 63
FNMA 0.31 1/26/2024-22	3136G46V0	S&P-AA+	10/26/2020	259,000.00	258,896.40	0.310	258,958.56	0.322	10/26/2022	1/26/2024	0.15
NMA 0 375 8/25/2025	3135G05 7	None	8/27/2020	555,000 00	552,402 60	0 375	554,877 90	0 470		8/25/2025	0 32
FNMA 0.375 8/25/2025	3135G05X7	None	10/22/2020	415,000.00	412,754.85	0.375	414,908.70	0.488		8/25/2025	0.24
FNMA 0 5 11/7/2025	3135G06G3	None	11/12/2020	520,000 00	518,138 40	0 500	522,173 60	0 573		11/7/2025	0 30
FNMA 0.5 6/17/2025	3135G04Z3	None	6/19/2020	865,000.00	863,209.45	0.500	869,593.15	0.542		6/17/2025	0.50
FNMA 0 5 6/17/2025	3135G04Z3	None	10/28/2020	1,010,000 00	1,011,494 80	0 500	1,015,363 10	0 468		6/17/2025	0 59
FNMA 0.5 8/14/2025-23	3135G05S8	S&P-AA+	8/24/2020	1,000,000.00	998,400.00	0.500	996,090.00	0.533	8/14/2023	8/14/2025	0.58
FNMA 0 625 4/22/2025	3135G03U5	None	4/24/2020	875,000 00	873,197 50	0 625	885,290 00	0 667		4/22/2025	0 51
FNMA 0.625 4/22/2025	3135G03U5	None	4/28/2020	125,000.00	124,763.75	0.625	126,470.00	0.664		4/22/2025	0.07
FNMA 1 625 10/15/2024	3135G0W66	Fitch AAA	11/25/2019	1,000,000 00	997,860 00	1 625	1,054,130 00	1 671		10/15/2024	0 58
FNMA 1.875 4/5/2022	3135G0T45	S&P-AA+	3/16/2020	970,000.00	993,619.50	1.875	991,437.00	0.678		4/5/2022	0.58
Sub Total / Average Agencies				19,769,000.00	19,756,153.60	0.685	19,962,010.11	0.675			11.47

Asset Backed Security

Carmax Auto Owner Trust 1.89 12/16/2024	14315XAC2	S&P-AAA	1/22/2020	185,000.00	184,963.70	1.890	189,784.77	1.895		12/16/2024	0.11
--	-----------	---------	-----------	------------	------------	-------	------------	-------	--	------------	------

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Honda Auto Receivables 2020-1 1.61 4/22/2024-23	43813RAC1	None	2/26/2020	305,000.00	304,940.22	1.610	311,382.37	1.615	5/21/2023	4/22/2024	0.18
Toyota Auto Receivables 2020-A A3 1.66 5/15/2024-2	89232HAC9	None	2/12/2020	415,000.00	414,970.04	1.660	423,202.10	1.662	10/15/2023	5/15/2024	0.24
Sub Total / Average Asset-Backed Security				905,000.00	904,873.96	1.690	924,369.24	1.694			0.53
CAMP											
CAMP LGIP	LGIP4000	None	5/31/2011	36,542,893.32	36,542,893.32	0.120	36,542,893.32	0.120	N/A	N/A	21.23
Sub Total / Average CAMP				36,542,893.32	36,542,893.32	0.120	36,542,893.32	0.120			21.23
Cash in Banks											
nion Bank Cash	LGIPUNIONBANK	None	12/31/2016	7,552,371.86	7,552,371.86	0.010	7,552,371.86	0.010	N/A	N/A	4.39
Sub Total / Average Cash in Banks				7,552,371.86	7,552,371.86	0.010	7,552,371.86	0.010			4.39
Certificates of Deposit											
American Expr Centurion 2.45 4/5/2022	02587DN38	None	4/5/2017	247,000.00	247,000.00	2.450	253,747.60	2.450		4/5/2022	0.14
Belmont Savings Bank 2.15 3/22/2022	080515BV0	None	3/20/2017	248,000.00	248,000.00	2.150	253,599.96	2.150		3/22/2022	0.14
BMW Bank 2.15 3/10/2022	05580AGR9	None	3/10/2017	247,000.00	247,000.00	2.150	252,439.80	2.150		3/10/2022	0.14
Credit Agricole CIB NY 2.83 4/2/2021	22535CDU2	None	4/4/2019	575,000.00	575,000.00	2.830	578,841.29	2.830		4/2/2021	0.33
Credit Suisse0.59 2/1/2022	22549L6F7	S&P-A1	8/7/2020	435,000.00	435,000.00	0.590	435,904.80	0.590		2/1/2022	0.25
Discover Bank 2.25 12/29/2021	254672Y36	None	12/29/2016	247,000.00	247,000.00	2.250	251,782.56	2.250		12/29/2021	0.14
DNB Nor Bank ASA 2.04 12/2/2022	23341VZT1	NR	12/6/2019	430,000.00	430,000.00	2.040	445,291.49	2.040		12/2/2022	0.25
Ponce De Leon Federal Bank 1.85 5/28/2021	732333AJ8	None	5/31/2017	249,000.00	249,000.00	1.850	250,657.39	1.850		5/28/2021	0.14
Societe Generale NY 1.8 2/14/2022	83369XDL9	None	2/19/2020	570,000.00	570,000.00	1.800	579,515.92	1.800		2/14/2022	0.33
State Bank of India 2.25 1/26/2022	8562846A7	None	1/26/2017	247,000.00	247,000.00	2.250	252,104.33	2.250		1/26/2022	0.14
Sumitomo Mitsui Bank NY 0.7 7/8/2022	86565CKU2	None	7/14/2020	435,000.00	435,000.00	0.700	437,877.22	0.700		7/8/2022	0.25
Synchrony Bank 2.3 2/24/2022	87165ELT2	None	2/28/2017	247,000.00	247,000.00	2.300	252,660.65	2.300		2/24/2022	0.14
Sub Total / Average Certificates of Deposit				4,177,000.00	4,177,000.00	1.892	4,244,423.01	1.892			2.43
Commercial Paper											
MUFG Bank LTD/NY 0 2/22/2021	62479LPN9	S&P-A1	8/24/2020	1,000,000.00	998,837.22	0.000	999,837.10	0.230		2/22/2021	0.58
Sub Total / Average Commercial Paper				1,000,000.00	998,837.22	0.000	999,837.10	0.230			0.58

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Corporate Issues											
Amazon.com Inc. 2.4 2/22/2023	023135AW6	Fitch-A+	4/15/2019	675,000.00	668,499.75	2.400	704,430.00	2.664		2/22/2023	0.39
American Express Credit 2.7 3/3/2022	0258M0EG0	Moody's-A2	5/15/2017	1,000,000.00	1,013,279.67	2.700	1,025,630.00	2.406		3/3/2022	0.59
American Honda Finance 1.95 5/10/2023	02665WDH1	None	1/10/2020	415,000.00	414,846.45	1.950	430,388.20	1.962		5/10/2023	0.24
Apple Inc 0.75 5/11/2023	037833DV9	S&P-AA+	5/11/2020	325,000.00	324,116.00	0.750	328,877.25	0.842		5/11/2023	0.19
Bank of America Corp 4.1 7/24/2023	06053FAA7	Fitch-A	3/22/2019	500,000.00	520,405.00	4.100	547,210.00	3.087		7/24/2023	0.30
BB&T Corporation 3.05 6/20/2022-22	05531FBG7	Fitch-A+	3/22/2019	525,000.00	525,714.00	3.050	544,897.50	3.006	5/20/2022	6/20/2022	0.31
Bristol-Myers Squ bb Co 3.875 8/15/2025-25	110122DC9	S&P-A+	9/30/2020	375,000.00	428,505.00	3.875	427,796.25	0.879	5/15/2025	8/15/2025	0.25
Chevron Corp 2.1 5/16/2021	166764BG4	Moody's-Aa2	5/10/2017	1,000,000.00	999,500.00	2.100	1,005,450.00	2.113		5/16/2021	0.58
Exxon Mobil Corporation 2.726 3/1/2023	30231GAR3	Moody's-Aaa	6/14/2019	985,000.00	1,001,400.25	2.726	1,032,043.60	2.256		3/1/2023	0.58
JP Morgan Chase & Co 0.653 9/16/2024-23	46647PBS4	None	9/16/2020	110,000.00	110,000.00	0.653	110,583.00	0.653	9/16/2023	9/16/2024	0.06
JPMorgan Chase & Co 2.7 5/18/2023-23	46625HRL6	Fitch-A+	3/22/2019	525,000.00	517,970.25	2.700	551,958.75	3.045	3/18/2023	5/18/2023	0.30
Paccar Financial Corp 2.65 5/10/2022	69371RP83	None	5/10/2019	580,000.00	579,686.80	2.650	598,681.80	2.669		5/10/2022	0.34
State Street Corp 1.95 5/19/2021	857477AV5	Fitch-AA-	3/22/2019	530,000.00	520,566.00	1.950	533,529.80	2.805		5/19/2021	0.30
Toyota Motor Credit Corp 1.8 2/13/2025	89236TGT6	S&P-AA-	5/26/2020	180,000.00	181,758.60	1.800	188,746.20	1.584		2/13/2025	0.11
Toyota Motor Credit Corp 1.8 2/13/2025	89236TGT6	S&P-AA-	5/26/2020	250,000.00	252,442.50	1.800	262,147.50	1.584		2/13/2025	0.15
Wal-Mart Stores Inc 2.55 4/11/2023-23	931142DH3	S&P-AA	5/26/2020	965,000.00	1,015,701.10	2.550	1,010,953.30	0.701	1/11/2023	4/11/2023	0.59
Sub Total / Average Corporate Issues				8,940,000.00	9,074,391.37	2.536	9,303,323.15	2.126			5.27
LAIF											
LAIF LGIP	LGIP1002	None	4/30/2011	72,000,000.00	72,000,000.00	0.540	72,000,000.00	0.540	N/A	N/A	41.82
Sub Total / Average LAIF				72,000,000.00	72,000,000.00	0.540	72,000,000.00	0.540			41.82
Municipal											
City of Riverside CA 2.125 6/1/2021	769036BA1	S&P-AA-	6/1/2017	500,000.00	500,000.00	2.125	503,030.00	2.125		6/1/2021	0.29
State of California 2.152 4/1/2022	13063DAD0	Moody's-Aa3	4/27/2017	1,000,000.00	1,010,000.00	2.152	1,025,180.00	1.938		4/1/2022	0.59
Victor Valley College General Obligation Bond 2.35	92603PER9	Moody's-Aa2	12/28/2016	500,000.00	490,150.00	2.350	503,830.00	2.811		8/1/2021	0.28

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Sub Total / Average Municipal				2,000,000.00	2,000,150.00	2.194	2,032,040.00	2.199			1.16
Treasury											
T-Bill 0 6/17/2021	9127963H0	S&P-A1+	6/24/2020	2,000,000.00	1,996,519.44	0.000	1,999,240.00	0.178		6/17/2021	1.16
T-Note 1.25 7/31/2023	912828S92	Fitch-AAA	4/2/2019	1,035,000.00	990,365.62	1.250	1,064,476.80	2.302		7/31/2023	0.58
T-Note 1.375 6/30/2023	912828S35	Fitch-AAA	3/20/2019	1,385,000.00	1,325,867.00	1.375	1,427,422.55	2.431		6/30/2023	0.77
T-Note 1.375 9/30/2023	912828T26	Fitch-AAA	3/20/2019	1,545,000.00	1,475,112.89	1.375	1,596,958.35	2.436		9/30/2023	0.86
T-Note 1.5 3/31/2023	912828Q29	Fitch-AAA	3/20/2019	175,000.00	168,799.81	1.500	180,332.25	2.428		3/31/2023	0.10
T-Note 1.75 11/30/2021	912828U65	S&P-AA+	6/16/2020	550,000.00	562,396.49	1.750	558,123.50	0.199		11/30/2021	0.33
T-Note 1.75 7/15/2022	9128287C8	Fitch-AAA	7/31/2019	1,000,000.00	998,789.06	1.750	1,025,000.00	1.792		7/15/2022	0.58
T-Note 1.75 9/30/2022	912828L57	Fitch-AAA	3/20/2019	835,000.00	816,016.80	1.750	858,580.40	2.426		9/30/2022	0.47
T-Note 1.875 2/28/2022	912828W55	Fitch-AAA	4/2/2019	485,000.00	479,259.57	1.875	494,850.35	2.298		2/28/2022	0.28
T-Note 2 4/30/2024	912828X70	Fitch-AAA	6/7/2019	590,000.00	592,996.09	2.000	625,352.80	1.891		4/30/2024	0.34
T-Note 2 6/30/2024	912828XX3	Fitch-AAA	7/3/2019	470,000.00	474,846.88	2.000	499,393.80	1.783		6/30/2024	0.28
T-Note 2.125 1/31/2021	912828B58	Fitch-AAA	10/28/2019	1,625,000.00	1,633,886.72	2.125	1,627,372.50	1.683		1/31/2021	0.95
T-Note 2.125 12/31/2022	912828N30	Fitch-AAA	3/20/2019	1,170,000.00	1,157,340.24	2.125	1,216,577.70	2.426		12/31/2022	0.67
T-Note 2.125 2/29/2024	912828W48	Fitch-AAA	3/20/2019	2,000,000.00	1,970,625.00	2.125	2,122,660.00	2.442		2/29/2024	1.14
T-Note 2.125 3/31/2024	912828W71	S&P-AA+	3/2/2020	730,000.00	767,412.50	2.125	775,595.80	0.844		3/31/2024	0.45
T-Note 2.125 6/30/2022	912828XG0	Fitch-AAA	3/20/2019	710,000.00	703,454.69	2.125	731,243.20	2.418		6/30/2022	0.41
T-Note 2.25 12/31/2023	912828V23	Fitch-AAA	3/20/2019	2,000,000.00	1,982,968.75	2.250	2,124,840.00	2.439		12/31/2023	1.15
T-Note 2.75 8/15/2021	9128284W7	Fitch-AAA	10/28/2019	1,045,000.00	1,064,757.03	2.750	1,062,064.85	1.678		8/15/2021	0.62
Sub Total / Average Treasury				19,350,000.00	19,161,414.58	1.731	19,990,084.85	1.887			11.13
Total / Average				172,236,265.18	172,168,085.91	0.737	173,551,352.64	0.733			100

All investment actions executed since the last report have been made in full compliance with the District's Investment Policy. The District will meet its expenditure obligations for the next six months. Market value sources are the LAIF, CAMP, and BNY Mellon monthly statements. Broker/Dealers utilized per USD Investment Policy and at the discretion of investment portfolio advisor.

Reviewer:

Approver:

Union Sanitary District
Transactions Summary
Board Report - Activity
Group By: Action
Portfolio / Report Group: All Portfolios
Begin Date: 11/30/2020, End Date: 12/31/2020

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
Buy								
FHLMC 0.25 12/4/2023	3137EAF2	470,000.00	469,534.70	0.00	0.250	0.283	12/4/2020	469,534.70
Sub Total / Average Buy		470,000.00	469,534.70	0.00				469,534.70
Deposit								
CAMP LGIP	LGIP4000	2,748 94	2,748 94	0 00	N/A	0 000	12/31/2020	2,748 94
CAMP LGIP	LGIP4000	28,000,000.00	28,000,000.00	0.00	N/A	0.000	12/16/2020	28,000,000.00
Union Bank Cash	LGIPUNIONBANK	7,552,371 86	7,552,371 86	0 00	N/A	0 000	12/31/2020	7,552,371 86
Sub Total / Average Deposit		35,555,120.80	35,555,120.80	0.00				35,555,120.80
Interest								
BB&T Corporation 3.05 6/20/2022-22	05531FBG7	0.00	0.00	8,006.25	3.050	0.000	12/21/2020	8,006.25
CAMP LGIP	LGIP4000	0.00	0.00	2,748.94	N/A	0.000	12/31/2020	2,748.94
Carmax Auto Owner Trust 1.89 12/16/2024	14315XAC2	0.00	0.00	291.38	1.890	0.000	12/15/2020	291.38
City of Riverside CA 2.125 6/1/2021	769036BA1	0.00	0.00	5,312.50	2.125	0.000	12/1/2020	5,312.50
Discover Bank 2.25 12/29/2021	254672Y36	0.00	0.00	2,786.36	2.250	0.000	12/29/2020	2,786.36
DNB Nor Bank ASA 2.04 12/2/2022	23341VZT1	0.00	0.00	4,459.10	2.040	0.000	12/2/2020	4,459.10
FFCB 0.23 6/9/2022	3133ELH64	0.00	0.00	1,880.25	0.230	0.000	12/9/2020	1,880.25
FHLMC 0.25 6/26/2023	3137EAE54	0.00	0.00	975.00	0.250	0.000	12/28/2020	975.00
FNMA 0.5 6/17/2025	3135G04Z3	0.00	0.00	4,635.41	0.500	0.000	12/17/2020	4,635.41
Honda Auto Receivables 2020-1 1.61 4/22/2024-23	43813RAC1	0 00	0 00	409 21	1 610	0 000	12/21/2020	409 21
Ponce De Leon Federal Bank 1 85 5/28/2021	732333AJ8	0 00	0 00	391 24	1 850	0 000	12/31/2020	391 24
T-Note 1.375 6/30/2023	912828S35	0.00	0.00	9,521.88	1.375	0.000	12/31/2020	9,521.88
T Note 2 6/30/2024	912828 3	0 00	0 00	4,700 00	2 000	0 000	12/31/2020	4,700 00
T-Note 2.125 12/31/2022	912828N30	0.00	0.00	12,431.25	2.125	0.000	12/31/2020	12,431.25
T Note 2 125 6/30/2022	912828 G0	0 00	0 00	7,543 75	2 125	0 000	12/31/2020	7,543 75
T-Note 2.25 12/31/2023	912828V23	0.00	0.00	22,500.00	2.250	0.000	12/31/2020	22,500.00
Toyota Auto Receivables 2020-A A3 1 66 5/15/2024-2	89232HAC9	0.00	0.00	574.08	1.660	0.000	12/15/2020	574.08
Sub Total / Average Interest		0.00	0.00	89,166.60				89,166.60
Sell								
T Note 1 375 9/30/2023	912828T26	455,000 00	470,160 74	1,117 19	1 375	0 000	12/4/2020	471,277 93

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
Sub Total / Average Sell		455,000.00	470,160.74	1,117.19				471,277.93
Withdraw								
CAMP LGIP	LGIP4000	4,000,000.00	4,000,000.00	0.00	N/A	0.000	12/28/2020	4,000,000.00
Union Bank Cash	LGIPUNIONBANK	4,908,140.92	4,908,140.92	0.00	N/A	0.000	12/30/2020	4,908,140.92
Sub Total / Average Withdraw		8,908,140.92	8,908,140.92	0.00				8,908,140.92

**Union Sanitary District's Internal Retiree Medical Fund
Quarterly Report**

For Period Ended 12/31/20

Fund Balance 09/30/20:	(\$317,526.58)
-------------------------------	-----------------------

Revenues:

Expenses:

Quarterly Net Medical Reimbursements	(121,884.13)
--------------------------------------	--------------

Transfers Out:

12/15/20 CalPERS OPEB Trust Actuarially Determined Contrib. (ADC) (payment 2 of 4)	(177,088.50)
---	--------------

Ending Fund Balance 12/31/20:	(\$616,499.21)
--------------------------------------	-----------------------



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$8,980,616.43	\$8,454,733.85
Contribution	177,088.50	354,177.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	744,028.17	1,094,705.05
Administrative Expenses	(1,152.18)	(2,239.79)
Investment Expense	(842.44)	(1,637.63)
Other	0.00	0.00
Ending Balance	\$9,899,738.48	\$9,899,738.48
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$9,899,738.48	\$9,899,738.48

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	476,022.776	466,721.853
Unit Purchases from Contributions	8,783.977	18,084.900
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	484,806.753	484,806.753
Period Beginning Unit Value	18.865939	18.115145
Period Ending Unit Value	20.419969	20.419969

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 12/31/2020

Union Sanitary District

Entity #: SKB7-6011550262



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
12/15/2020	Contribution	\$177,088.50	\$20.160402	8,783.977	WIRE 2020121500177 547	

Client Contact:
CERBT4U@CalPERS.ca.gov

<p>MONTHLY OPERATIONS REPORT FOR THE MONTH DEC 2020</p> <p>TECHNICAL SUPPORT WORK GROUP SUMMARY</p>

Capital Improvement Program

Aeration Blower No. 11 Project – Preparation of submittals by the contractor in progress.

Alvarado Influent Pump Station Improvements Project – Grout overlay of the wet well room floor in progress.

Alvarado Influent Valve Box Rehabilitation Project – Project close out to terminate the contract in progress.

Centrifuge Building Improvements Project - Notice to Proceed issued to contractor on December 21st. Preparation of submittals in progress.

FY21 Cast Iron/Pipe Lining Project - Notice to Proceed issued to contractor on December 16th. Preparation of submittals in progress.

Headworks Screens Replacement Project – Corrective work items in progress.

Primary Digester No. 2 Rehabilitation Project – Coating of valves and piping at Primary Digester No. 2 and Heating and Mixing Building No. 1 were completed.

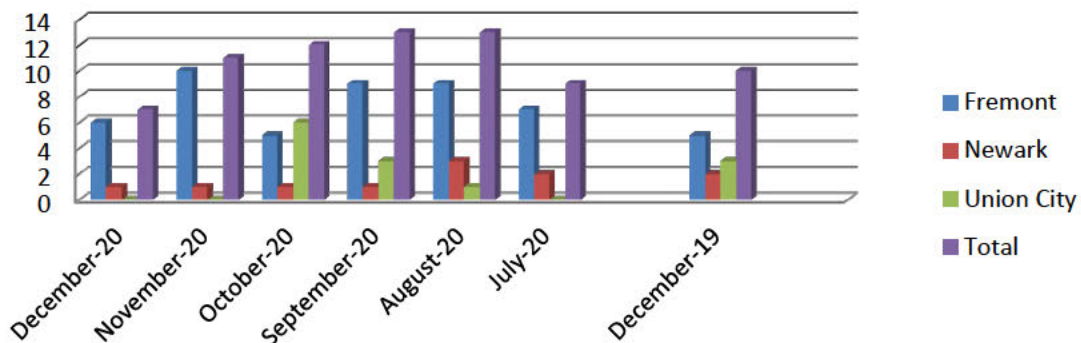
Primary Digester No. 7 Project – Concrete placements for Digester No. 7 walls are ongoing. Completion of the walls and installation of formwork and reinforcement for the roof slab are scheduled for January.

Wet Weather Flow Management – Calcium Thiosulfate Chemical Feed System - Notice to Proceed issued to contractor on December 1st. Preparation of submittals in progress.

Customer Service

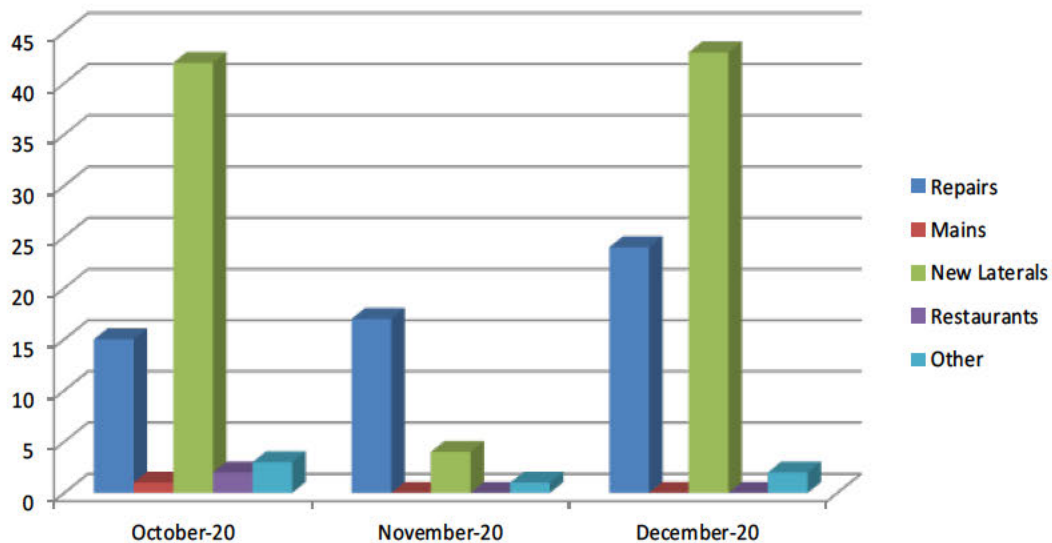
Trouble Calls dispatched from the Front Desk during business hours:

Month	Fremont	Newark	Union City	Total
December-20	6	1	0	7
November-20	10	1	0	11
October-20	5	1	6	12
September-20	9	1	3	13
August-20	9	3	1	13
July-20	7	2	0	9
December-19	5	2	3	10
6-Month Total				65



Sewer Permits Issued

Month	Repairs	Mains	New Laterals	Restaurants	Other
December-20	24	0	43	0	2
November-20	17	0	4	0	1
October-20	15	1	42	2	3
New Laterals - New residential lateral connections					
Other - Non-residential construction (except restaurants)					



Communication

- Social Media posts:
 - Buyer I/II recruitment
 - USD's Fifth Grade classroom virtual presentations
 - FOG message I
 - FOG message II
 - Holiday office closures
 - Wipes Clog Pipes
 - New Year's office closures
- Website updates:
 - Added links to Odor information document and tide predictions for plant vicinity
- COVID response: Participated in Tri-City PIO and Regional PIO check-in conference calls to share updates

Environmental Compliance

Pollution Prevention/Stormwater Programs

USD's Environmental Compliance (EC) team conducts pollution prevention inspections at restaurants, car wash businesses, and other commercial facilities. EC also conducts inspections and enforcement for the City of Fremont's Environmental Services group. Over 600 Stormwater compliance inspections are conducted every year to ensure that commercial facilities, including restaurants and auto shops, comply with City Ordinance requirements, and do not discharge pollutants to the creeks and bay.

During the past month, the EC team conducted 98 Stormwater (Urban Runoff), and 37 FOG (restaurant) inspections. During this reporting period, Inspectors identified 10 Stormwater and 6 FOG enforcement actions. Two (2) of the Stormwater enforcements resulted in administrative fines of \$100 for illicit discharge violations. One illicit discharge was issued a Verbal Warning.

Urban Runoff (UR) Inspections and Enforcements

December 2020	Number of UR Inspection	VW	WL	NOV	AF	LA	NOD	Total Enforcements	No. of Illicit Discharge/s	3
	98	2	0	6	2	0	0	10	% Enforcement	10%

Fats, Oils, and Grease (FOG) Inspections and Enforcements

December 2020	Number of FOG Inspections	VW	WL	NOV	AF	LA	NOD	Total Enforcements	% Enforcement	16%
	37	5	0	0	0	0	1	6		

Enforcements

VW – Verbal Warning, WL – Warning Letter, NOV – Notices of Violation

AF – Administrative Fine, LA – Legal Action, NOD – Notice of Deficiency

AO – Administrative Order, C&D – Cease & Desist Order, SNC – Significant Non-Compliance

Dental Inspections, School Outreach, and Plant Tours

# of Dental Inspections	# of School Outreach Events	# of Plant Tours
None	11	None

Industrial Pretreatment

The Industrial Pretreatment program has pending permits as shown in the table below. USD inspectors are working with each of these companies to establish permitted industrial discharges.

Pending Permits

New Industrial/Groundwater Permits	Groundwater/Temporary
Facebook Commissary	
Membrane Technology Research	
Bionova	
Sonova	
Rigetti Computing	
Estuary LLC	
Allogene	

Permits Issued

Company Name	Date Permit Issued
None	

Industrial Permit Closures

Company Name	Date of Closure
Sogo Bakery, Inc.	12/29/20

Reports (Annual & Semi-Annual Pretreatment Report, Union City Report, etc.)

Report Name	Date Report Completed and Submitted
None	

Enforcement Action

Industrial User Name & Nature of Business	Comments	City	Parameter Violated	Discharge concentration (mg/L)	USD/Fed Limit Violated(mg/L)	Enforce- ment
None						

(1) *WL – Warning Letter,*

C&D – Cease and Desist Order,

NOV – Notices of Violation,

SNC – Significant Non-Compliance,

AO – Administrative Order

EM – Enforcement Meeting

Other - Training, Special Meetings, Conferences, IAC (topics)

Activity	Date of Event	Organization & Attendees
Bay Area Pollution Group (BAPPG) Meeting	12/7/2020	USD- Doug Dattawalker
P3S Webinar: Basic Plan Reading: The Rosetta Stone for Source Control Inspectors	12/9/2020	USD- Marian Gonzalez, Victor Padilla, Mike Lothian, Edda Marasigan
4 th Quarter 2020 IAC (Industrial Advisory Committee) Meeting	12/17/2020	IAC- Dave Mortenson (Clean Sciences, Inc.), Bobbi Burns (Global Plating), Albert Farran (Safety Kleen), Kevin Keller (Tesla), Richard Follen (Western Digital), Kirsten Wong (Western Digital), Heidi Lach (Western Digital) USD-Marian Gonzalez, Mike Lothian, Edda Marasigan, Mike Dunning, Alex Paredes, Joe Mendoza

Engineering/Construction

No. of projects under construction: 9

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for December 2020 Activities
1.	Aeration Blower No. 11 Project - Derek	\$1,652	10/21	5%	20%	Preparation of submittals by the contractor in progress.
2.	Alvarado Influent Pump Station Improvements Project – Thomas	\$8,890	10/21	22%	59%	Grout overlay of the wet well room floor in progress.
3.	Alvarado Influent Valve Box Rehabilitation Project – Kevin	\$402	09/20	10%	100%	Project close out to terminate the contract in progress.
4.	Centrifuge Building Improvements Project – Somporn	\$688	10/21	1%	1%	Notice to Proceed issued to contractor on December 21 st . Preparation of submittals in progress.
5.	FY21 Cast Iron/Pipe Lining Project – Andrew	\$307	3/21	0%	17%	Notice to Proceed issued to contractor on December 16 th . Preparation of submittals in progress.
6.	Headworks Screens Replacement Project – Thomas	\$1,822	11/20	98%	100%	Corrective work items in progress.
7.	Primary Digester No. 2 Rehabilitation Project – Derek	\$3,058	10/20	96%	100%	Coatings work at Primary Digester No. 2 and Heating and Mixing Building No. 1 were completed.
8.	Primary Digester No. 7 Project – Curtis	\$23,440	12/21	56%	53%	Concrete placements for Digester No. 7 walls are ongoing.
9.	Wet Weather Flow Management – Calcium Thiosulfate Chemical Feed System – Kevin/Blake	\$624	06/21	3%	14%	Notice to Proceed issued to contractor December 1 st . Preparation of submittals in progress.

Design/Study

No. of projects in design/study phase: **12**

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for December 2020 Activities
1.	Cathodic Protection System Improvements Project - Thomas	\$87	07/20	100%	100%	Contract document revisions to rebid the project in progress.
2.	Emergency Outfall Improvements Project – Andrew	\$398	08/20	98%	100%	Easement and property acquisition in progress.
3.	Force Main Condition Assessment – Andrew	\$121	10/22	60%	71%	Pipe testing planned to take place during Force Main Relocation Phase 2.
4.	Force Main Corrosion Repairs Project Phase 3 – Andrew	\$60	12/21	75%	69%	Project construction is pending the completion of Force Main relocation project.
5.	Gravity Sewer Rehabilitation / Replacement Project – Phase VII – Andrew	\$176	1/21	92%	99%	Construction is scheduled for 2021.
6.	Irvington Basin Masterplan Update - Andrew	\$378	11/21	50%	46%	Pollutant travel time workshop held on December 16 th . Met with City of Fremont on December 10 th to discuss development plans.
7.	Irvington Basin Reinforced Concrete Pipe Rehabilitation Project - Andrew	\$105	1/21	68%	82%	Draft report workshop was held on December 21 st .
8.	Odor Control Alternatives Study – Kevin	\$465	12/20	99%	100%	Report will be finalized after the pilot testing project is completed.
9.	Odor Control Pilot Study - Somporn	\$99	12/21	60%	75%	Odor pilot trailer sampling at the Headworks location has been completed.
10.	Pump Stations Chemical System Improvements Project - Thomas	\$100	11/20	95%	100%	Consultant met with staff to discuss biofilter location and tasks to maintain the biofilter. Finalizing Basis of Design Report in progress.
11.	Standby Power Generation System Upgrade Project – Kevin	\$2,281	01/21	82%	82%	Cummins Insurance certificates review completed. Notice to Proceed for the Equipment Supply Agreement was issued on December 15 th .
12.	WAS Thickener Replacement Project – Derek	\$807	06/21	45%	37%	50% design workshop was held on December 16 th .

<p align="center">COLLECTION SERVICES ACTIVITIES REPORT DECEMBER 2020</p>	
--	--

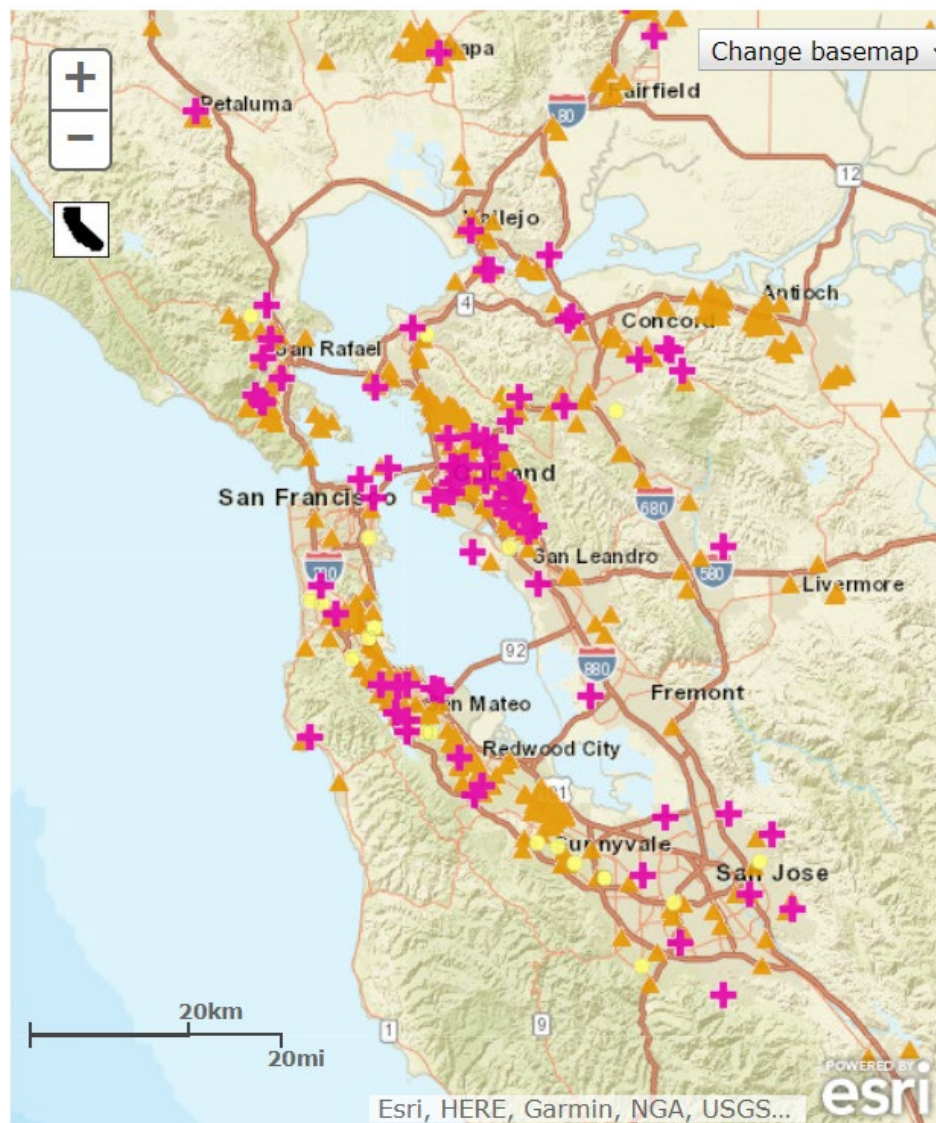
Progress/Accomplishments

- No stoppages/spills in December.
- Completed 10.87 miles of sewer main cleaning in December.
- Completed 7.37 miles of sewer main inspection in December.
- Responded to 9 service request calls in December.
- Completed a total of 2 sewer main repairs in December.

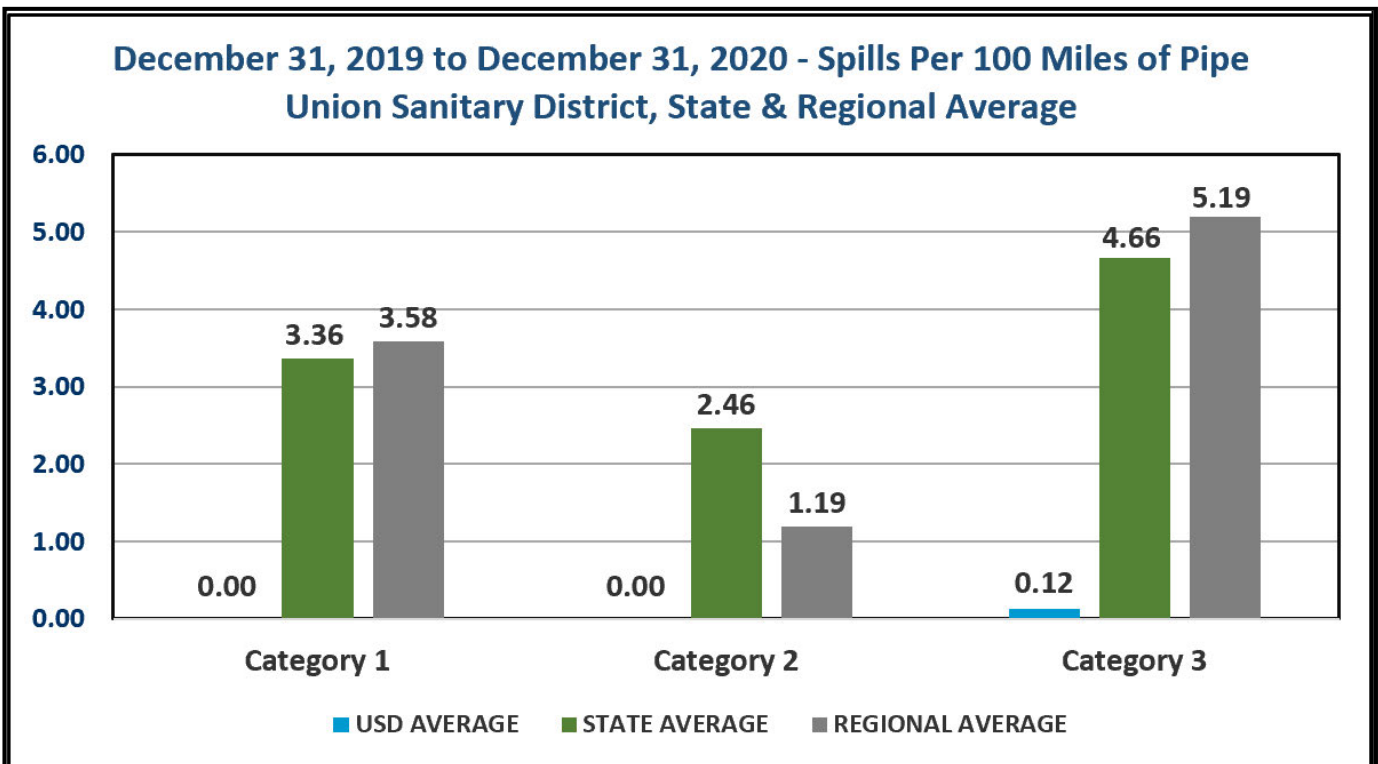
Trainings/Significant Events

- CPR Training
- CSRMA Webinar on Nozzle selection (4 ee's)

**Reported Bay Area Spills
December 31, 2019 to December 31, 2020**



December 31, 2019 to December 31, 2020 Spills Per 100 Miles of Pipe Union Sanitary District, State & Regional Average



Spill Rate Statistics - December 31, 2019 to December 31, 2020 Spills per 100 Miles of Pipe

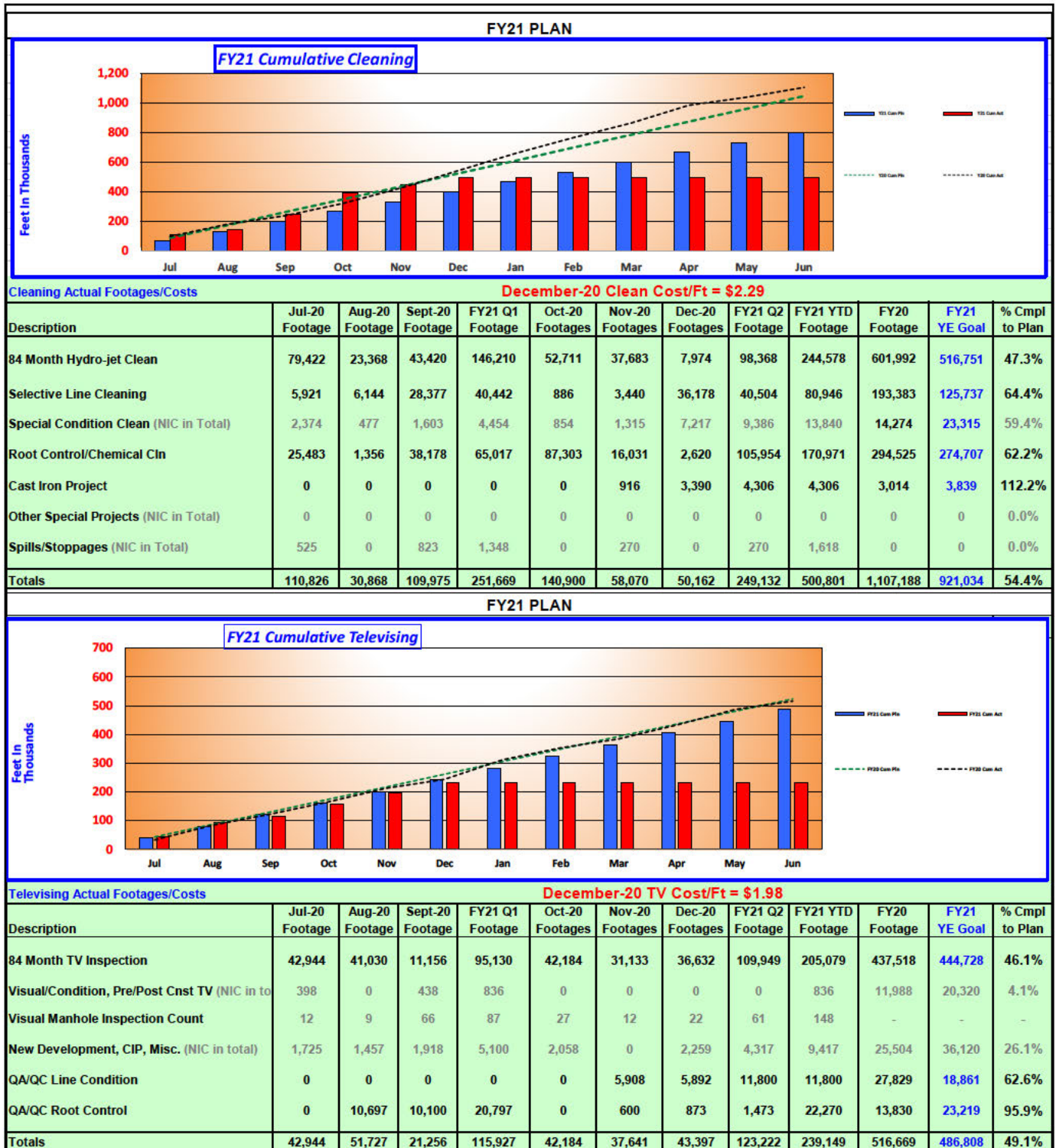
	Category 1	Category 2	Category 3
USD AVERAGE	0.00	0.00	0.12
STATE AVERAGE	3.36	2.46	4.66
REGIONAL AVERAGE	3.58	1.19	5.19

Category 1 - 1,000 gallons or more. Discharges to surface water, not fully captured

Category 2 - 1,000 gallons or more. Does not reach surface waters, not fully captured

Category 3 - 1,000 gallons or less, does not reach surface waters, full captured

Performance Measures

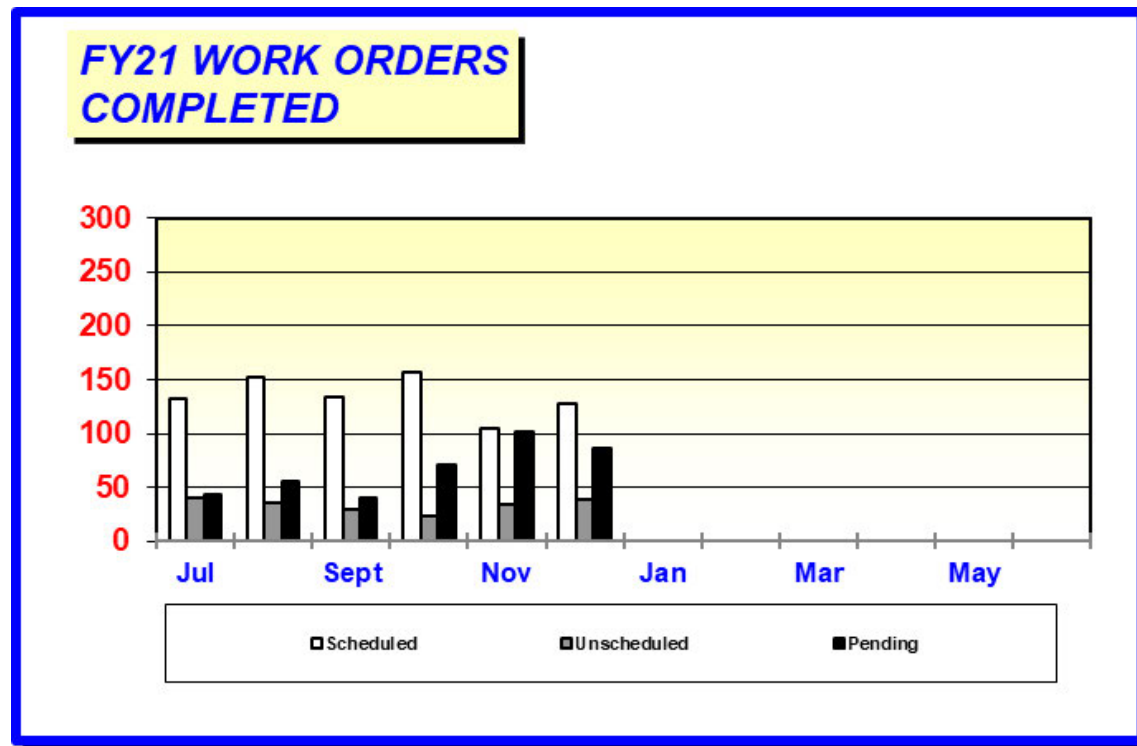

FY21 PLAN

FY21 Cumulative Televising

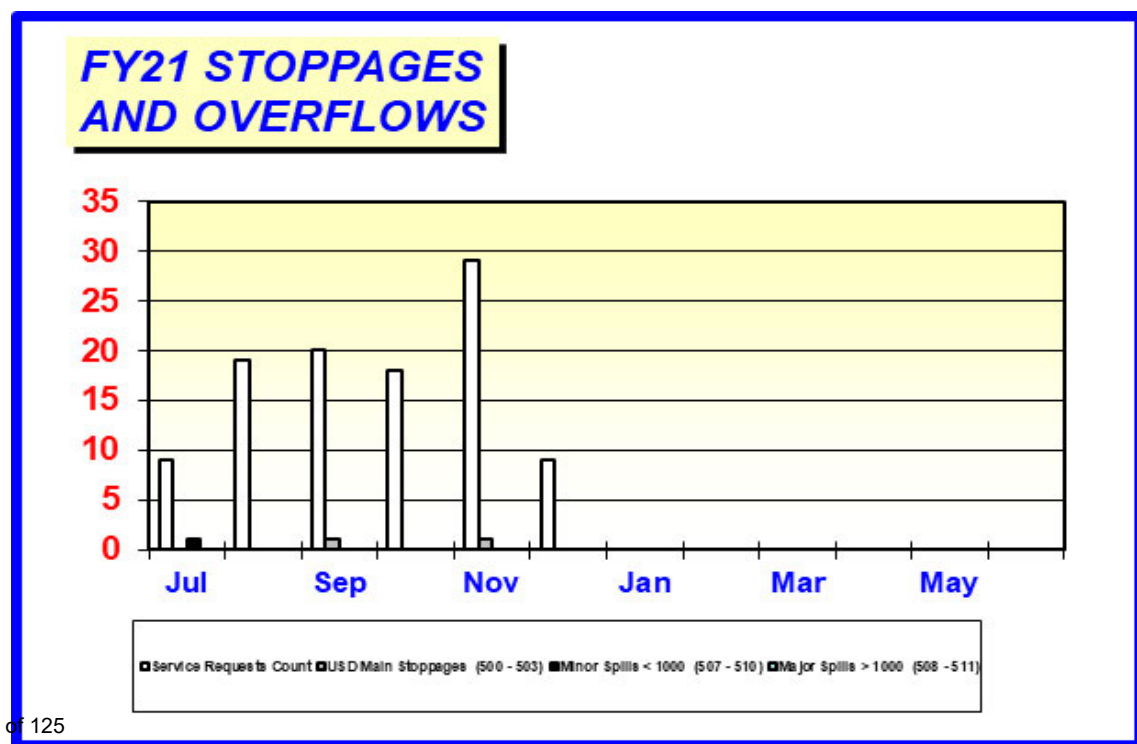
Other Collection Services Status Data:

Support Team Work Order Status:

C/S



Maintenance Status:



Fabrication, Maintenance and Construction
Activities Report
December 2020

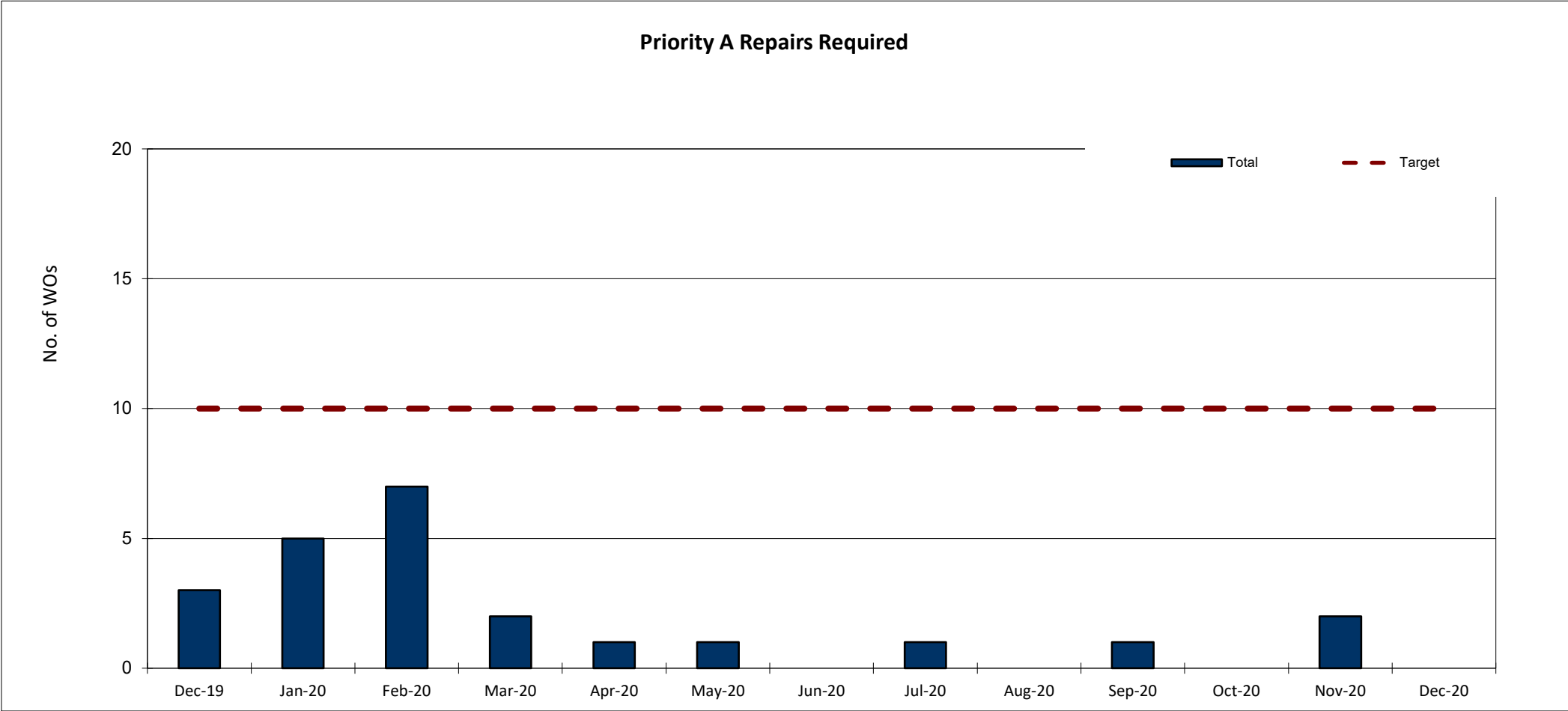
Progress/Accomplishments

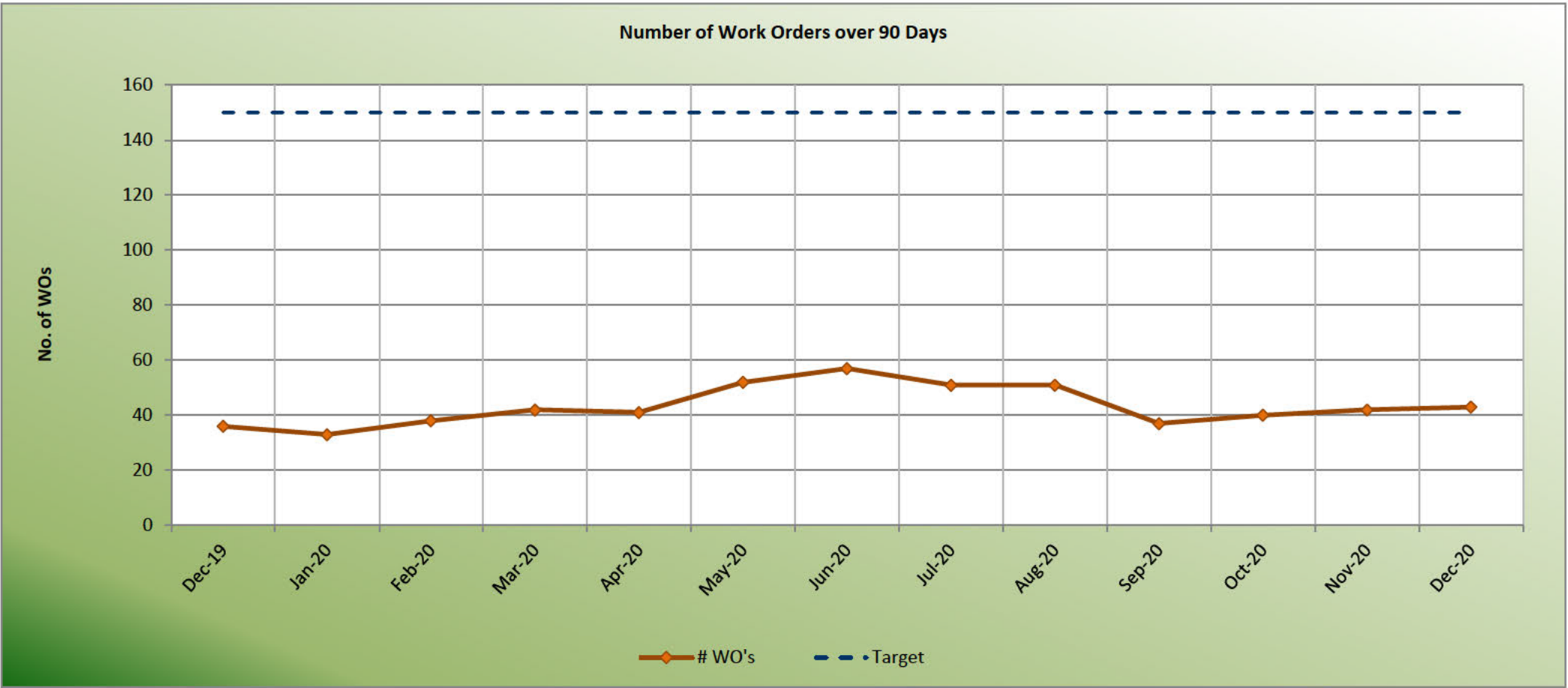
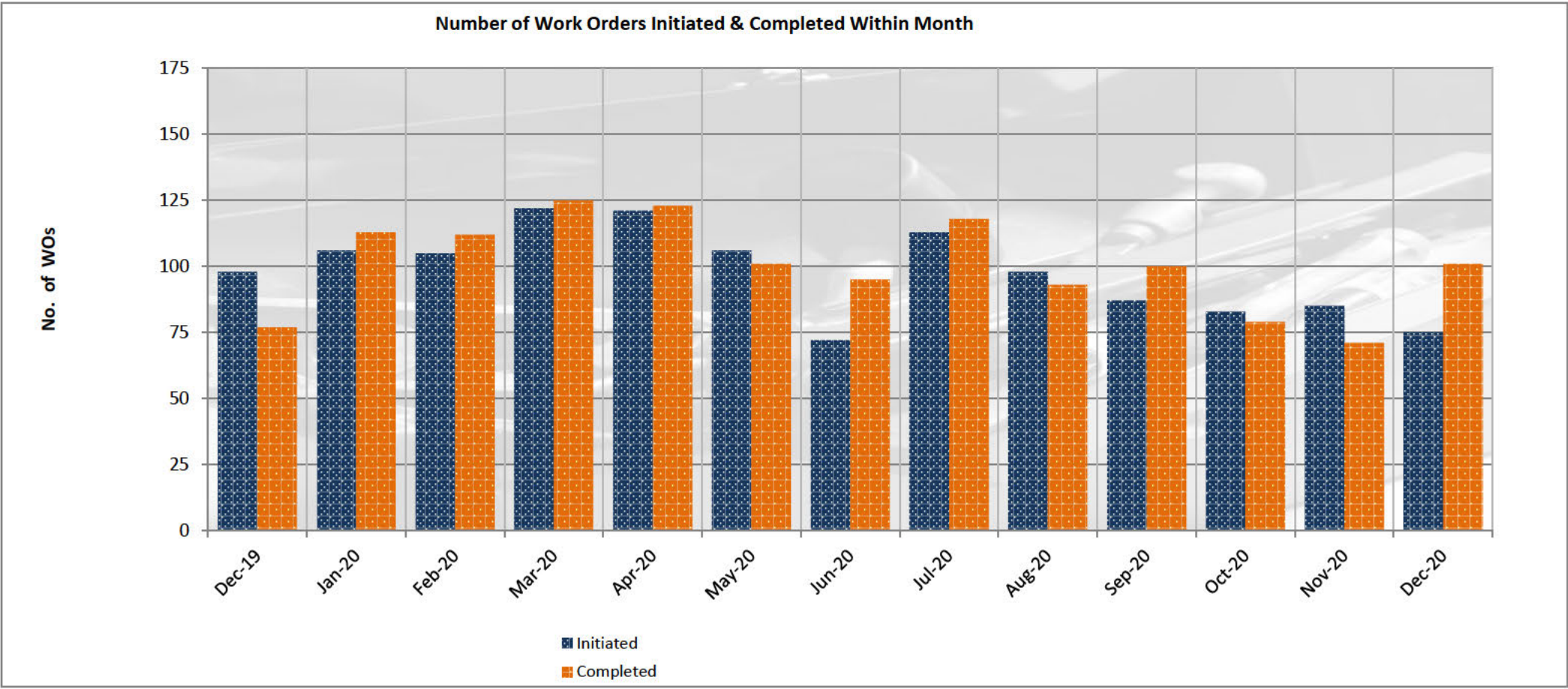
- Completed 95.42% of preventive maintenance activities for the month of December
- Completed 101 corrective maintenance work orders for the month of December
- Installation of 1W Flow Meter at the Centrifuge Building
- Overhaul of Odor Scrubber 14
- Thickener 1 annual
- EBDA Pump 2 & 6 mechanical seal replacement

Future Planning

- Bring Co-gens 1 & 2 online
- Overhaul Odor Scrubber 5
- Replace bronze bushings on isolation gates for IPS EQ Basin
- Boiler 7 training and operational testing

Performance Measurements





**Treatment & Disposal
Activities Report
December 2020**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits
- Completed 95% preventive maintenance activities for the month of December
- Supported the Odor Scrubber Pilot at the Headworks building by performing daily operator rounds
- Attended and provided input on the ETSU Construction Sequencing and Equipment Planning and ETSU Campus Design meetings
- Supported electrical SOSRs in preparation for the new Iron Salts facility for the Digester 7 project
- Developed and refined the WIMS Dashboard
- Developed new tools and strategies for better Wet Weather Flow management
- Supported a Hydraulic Plant Shutdown for an EBDA line inspection
- Reviewed bids for Laboratory services in support of EC programs
- Reviewed wet weather procedures for sampling, updated sampling kits, and recommended changes to T&D Group
- Met with PG&E and EBCE to discuss billing and removal of the plant from community aggregation through EBCE
- Worked on on-call procedures for the Laboratory and Union Side Letter
- Attended the Wastewater Based Epidemiology study (WBE) planning meeting in anticipation of participation in the UC Berkeley Covid-19 project
- Coordinated biennial inspection of the of the treatment plant by BAAQMD

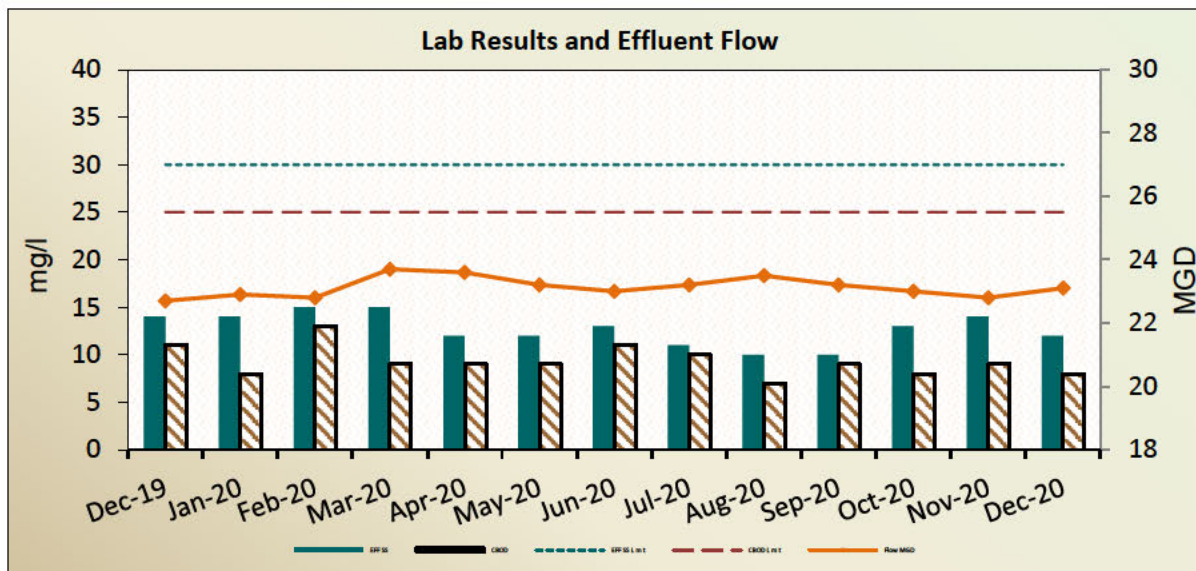
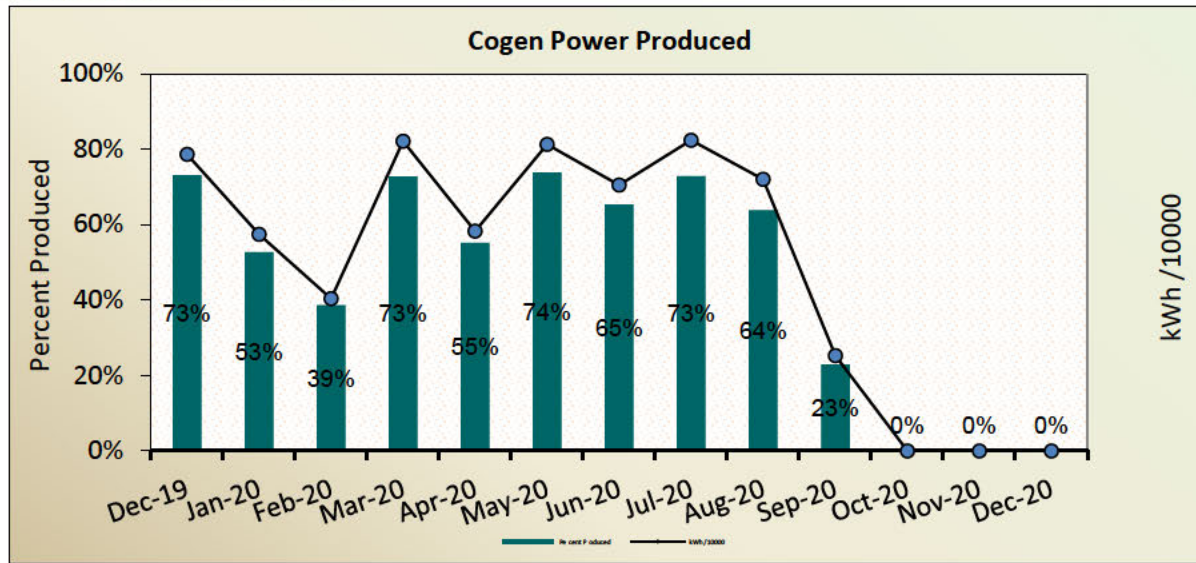
Future Planning

- Commission Primary Digester 2 and put it in full service
- Commission Secondary Digester 2 and put it in full service
- Release the RFP for Cleaning Primary Digester 1 and Secondary Digester 1
- Continue to support the Odor Scrubber Pilot at Headworks by performing daily operator rounds
- Meet with T&D staff to review ETSU Campus design schematics, gather review comments, and share them with the ETSU Design Team
- Support the Digester 7 new Boiler Functional and Operational testing and provide training to staff on the new boiler's operation
- Support AIPS Pump & VFD Replacement SOSRs for wet well concrete repair and exhaust fan replacement
- Recommend the award of Laboratory services in support of EC to McCampbell Analytical Inc.
- Attend T&D meeting to discuss recommended changes to wet weather sampling procedures
- Coordinate BAAQMD inspection of the of the gasoline dispensing system
- Review the ETSU application to BAAQMD for authority to construct
- Attend a meeting with EC and T&D to coordinate sampling for Wastewater Based Epidemiology (WBE) study for Covid-19
- Revise EBDA billing to reflect changes in PG&E billing due to removal from community aggregation
- Attend BACWA Laboratory and Air Permit Committee meeting

Other

- Cogen system produced 0% of power consumed for the month of December

Performance Measurements



USD's Final Effluent Monthly Monitoring Results				
Parameter	EBDA Limit	Oct-20	Nov-20	Dec-20
Copper, µg/l	78	3.2	5.2	5.7
Mercury, µg/l	0.066	0.0012	0.0019	0.0018
Cyanide, µg/l	42	E 1.0	E 1.6	4.0
Ammonia- N, mg/L (Range)	130	39.2 - 44.3	41.2 - 44	45 - 49.8
Fecal Coliform, MPN/100ml (Range)				
• 5-Day Geometric Mean	500	33.3 - 42.2	39 - 51	28 - 50
• 11-Sample 90th Percentile	1100	66	66 - 82	77 - 82
Enterococci				
• Monthly Geometric Mean	240	10.0	10.0	11.5
E = Estimated value, concentration outside calibration range. For SIP, E = DNQ, estimated concentration.				



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 8**

TITLE: Consider a Resolution to Update Union Bank Signatories (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO/Business Services Work Group Manager

Recommendation

The recommendation is for the Board to review, sign and approve the attached forms necessary to update Union Bank signatories for the District and acknowledging the Chief Financial Officer as the Banking Contract Officer (BCO). Forms requiring Board signatures include:

- Bank Depositor and Treasury Services Agreement – All Board Signatures Required
- Public Entity Resolution – Board Secretary Signature Required

Additional documents are provided for Board information only (no Board signatures required):

- Bank Addendum Signatures and Facsimile Samples
- Contract for Deposit of Moneys
- Funds Transfer Authorization

Discussion

When the Banking Contract Officer (BCO) position is updated at a given agency, Union Bank requires that the requesting agency “re-document” all affected accounts. Once the requisite forms and resolution are completed with “wet” signatures, they are returned to the bank.

Background

The District’s financial auditors have noted that a previous signatories (although rendered unable to perform any activities) have remained on the bank’s records since the departure of the prior CFO/Business Services Work Group Manager and subordinate staff in Finance. Now that the CFO

position has been filled at the District, all signatories should be updated for accuracy and to enable necessary changes in the future.

Previous Board Action

The District has been banking with Union Bank since 1997, as approved via resolution. This staff report was originally presented at the December 14, 2020 Board meeting where certain questions were presented to staff. These questions were addressed at the January 11, 2021 Board meeting.

Attachments:

Bank Depositor and Treasury Services Agreement – All Board & Signatures Required

Public Entity Resolution – Board Secretary Signature Required

Bank Addendum Signatures and Facsimile Samples – Information Only

Contract for Deposit of Moneys – Information Only

Funds Transfer Authorization – Information Only

This **Bank Depositor and Treasury Management Services Agreement (Public Agency)** (as may be modified, amended, or supplemented from time to time, this "Agreement") is entered into by the public agency set forth below (the "Public Agency"), as of the date set forth next to the signature line hereof, with MUFG Union Bank, N.A. ("Bank").

PUBLIC AGENCY

UNION SANITARY DISTRICT

The Public Agency hereby acknowledges that it has received from Bank a copy of each of the following documents: (i) Business Accounts & Services Disclosure and Agreement (the "Account Disclosure and Agreement"), (ii) Transaction Banking Services Disclosure and Agreement (the "Transaction Banking Services Disclosure and Agreement"), and (iii) Bank's schedule of fees and charges (the "Fee Schedule", and together with the Account Disclosure and Agreement and the Transaction Banking Services Disclosure and Agreement, the "Bank Agreements"). The Bank Agreements are hereby incorporated herein by reference. The Public Agency hereby agrees to the terms and conditions of the Bank Agreements and further agrees that each of the Bank Agreements may be modified, amended, or supplemented by Bank from time to time upon reasonable notice.

Account Disclosure and Agreement

The Public Agency hereby agrees that the Account Disclosure and Agreement shall govern any deposit account(s) opened by the Public Agency with Bank which is/are listed below or hereafter opened and listed below and the services thereunder shall be subject to the Fee Schedule.

Transaction Banking Services Disclosure and Agreement

The Public Agency hereby further agrees that the Transaction Banking Services Disclosure and Agreement shall govern any transaction banking services requested by the Public Agency and provided by Bank as set forth therein. The Public Agency agrees that such services shall also be governed by the Fee Schedule, any applicable user documentation, set-up forms, or related documents or other disclosures as may be provided to the Public Agency by Bank from time to time. Services requested by the Public Agency under the Transaction Banking Services Disclosure and Agreement shall commence upon Bank's approval and receipt by Bank of all properly executed forms as may be required by Bank from time to time as well as successful completion of any testing or training requirements set forth by Bank from time to time.

ACCOUNT NUMBER	TYPE	CYCLE	DATE OPENED	OPENED BY	REV EWED BY	DATE CLOSED
1. [REDACTED]	DDA		06/16/1997			
2. [REDACTED]	DDA		06/16/1997			
3.						
4.						
5.						

MA L NG ADDRESS FOR ABOVE ACCOUNT(S)

**5072 BENSON ROAD
UNION CITY CA 94587-2508**

AREA CODE & PHONE NUMBER

510-477-7500

STREET ADDRESS

TYPE OF PUBLIC AGENCY

TAXPAYER I.D. NUMBER

94-6000787

IDENTIFICATION

BANK REFERENCE

PREVIOUS BANK

BRANCH/OFFICE

ACCOUNT OFFICER

CHANGE OF MA L NG ADDRESS

AREA CODE & PHONE NUMBER

DATE RECEIVED

ENTER ACCOUNT NUMBER ►

**BANK DEPOSITOR AND
TREASURY MANAGEMENT
SERVICES AGREEMENT
(Public Agency)**

Authorized Deposit Account Signer(s) (Sign in **black** ink)

TYPED NAME AND TITLE

Anjali Lathi

Pat Kite

Jennifer Toy

Tom Handley

Manny Fernandez

Paul Eldredge

(LINE OUT UNUSED SPACES)

Signing instructions: It is not the Bank's general policy to offer accounts on which two or more signatures are required for withdrawals.

PREPARE AND MAIL STATEMENT AS FOLLOWS:

- ☐ According to Bank's schedule.
- ☐ At the end of the month.
- ☐ Other: _____
- ☐ Hold if not called for in 60 days, then mail. The Bank is not responsible for statements lost in transit.

I understand that you will handle deposits and accounts according to your arrangements for services of this type and according to the Contract for Deposit of Moneys between the Public Agency and Bank dated _____

I certify that:

- I am legally charged with receipt and safekeeping of the funds coming into the Treasury of the Public Agency and I am authorized to establish deposit accounts with you and to designate from time to time who is authorized to withdraw funds, initiate payment orders, execute service agreements, and otherwise give instructions on behalf of the Public Agency with respect to its deposit account(s) and treasury management services.
- The persons whose specimen signatures appear above are authorized to withdraw or transfer funds from the deposit account(s).
- For time deposit accounts, I am authorized to establish one now and other accounts later under this Agreement.

The above certification shall remain in full force and effect until Bank receives written notice of revocation from the governing body of the Public Agency or from me.

Date: _____

Signature _____

Phone Number: (510) 477-7500

Type or Print Name Mark Carlson

Title Chief Financial Officer

(Signatory on Contract for Deposit of Moneys)

PUBLIC ENTITY RESOLUTION

California Government Code 53679 stipulates that money not under control of the treasurer but belonging to a local agency and under the control of any of its officers or employees other than the treasurer may deposit funds as active deposits or inactive deposits.

For deposits in excess of the amount insured under any federal law, a contract in accordance with Section 53649 is required.

It is resolved that the officer now or subsequently holding the position of

Chief Financial Officer	(Title)	UNION SANITARY DISTRICT	(Public Entity)
-------------------------	---------	-------------------------	-----------------

is authorized by the Governing Board under California Government Code 53649 to enter into any contract with Union Bank, N.A. relating to any deposit, which in his or her judgment is to the public advantage. Contracting requirements could include:

- Establish bank accounts and services.
- Sign, or change in writing, agreements with the Bank regarding the Public Entity's bank deposit relationship.
- Specify in writing to the Bank the individuals who are authorized in the name of and on behalf of the Public Entity to:
 - Withdraw funds from any of the Public Entity's banking accounts on the Public Entity's checks or orders.
 - Endorse and deliver to the Bank, for any purposes, and in any amount, negotiable or non-negotiable items of any kind, and owned by, or held by, or payable to the Public Entity.
 - Send, review, and/or authorize wire and electronic transfers of funds from the Public Entity accounts. Such authority may be exercised by such authorized individual acting alone, regardless of any multiple signature requirements otherwise applicable to the accounts.
 - Otherwise access the Public Entity's deposit accounts.

This authority has been granted by the Governing Board and shall remain in effect until the Bank receives written notice of revocation at the Office where the Public Entity's banking relationship is maintained.

CERTIFICATION

I, Anjali Lathi, Clerk/Secretary to the Governing Board of the above referenced Public Entity, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed by the Governing Board

on _____ (Month and date) of _____ (Year), and the resolution has not been revoked or amended.

CLERK/SECRETARY TO THE GOVERNING BOARD	SIGNATURE	DATE
Anjali Lathi	X	



ADDENDUM SIGNATURES AND FACSIMILE SAMPLES

T
I
T
L
E

UNION SANITARY DISTRICT

Add/Delete Authorized Signers

Please sign in black ink only and line out unused signature spaces.

AUTHORIZED DEPOSIT ACCOUNT SIGNATURES
(Signatures not applicable for deletions)

TYPED NAME AND TITLE

ADD DELETE



Mark Carlson
Chief Financial Officer



Signing Instructions: It is not the Bank's general policy to offer the service of two or more signatures required for withdrawals. (For exceptions see Form 00333 Approval of Multiple-Signature/Special Signing Instructions).

ADDENDUM SIGNATURES

Pursuant to the Bank Depositor and Treasury Management Services Agreement with MUFG Union Bank, N.A. (Bank), Bank is instructed to add the person(s) identified above to the authorized deposit account signers for the referenced accounts.

ACCOUNT NUMBER	TYPE OF ACCOUNT	DATE OPENED/REVIEWED
██████████ ██████████	ZBA DEPOSITORY ACCT ZBA	06/16/1997 06/16/1997

FACSIMILE SIGNATURES

Attach original sample of the Facsimile signature(s) being used in the box(es) below. Provide name and title of individual(s) whose facsimile signature is being used.

--	--

Print Name: _____
Title: _____

Print Name: _____
Title: _____

Each person whose name, specimen signature, or facsimile signature is set forth above is an authorized signer on the referenced account(s).

By _____

Title: Mark Carlson

Date: _____

BANK FILE NUMBER	TREASURER FILE NUMBER
AGENT OF BANK FILE NUMBER	AUDITOR NUMBER

CONTRACT FOR DEPOSIT OF MONEYS

THIS CONTRACT, relating to the deposit of moneys, is made as of the 14th day of August, 2020, Mark Carlson ("Chief Financial Officer"), acting in his or her official capacity as Treasurer/ Chief Financial Officer of **UNION SANITARY DISTRICT** ("Depositor"), and MUFG Union Bank, N.A. ("Bank"), as depository and having a shareholder's equity of (\$14,851,130,000.00.) on August 14, 2020.

The Treasurer proposes to deposit in the Bank from time to time moneys in his or her custody in an aggregate amount on deposit at any one time not to exceed the total shareholder's equity of the Bank and said moneys will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California.

The Government Code requires the Treasurer to enter into a contract setting forth the conditions upon which said moneys are deposited with the Bank.

In the judgment of the Treasurer, this contract is to the public advantage.

The parties agree as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Bank relating to the method of collateralization of Depositor's deposits.

2. This contract, but not deposits then held hereunder, is subject to termination by the Treasurer or the Bank at any time upon 30 days' written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule, or regulation, state or federal, which, in the opinion of the Administrator of Local Agency Security of the State of California (the "Administrator"), is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited by the Treasurer. Upon notice to the Treasurer from the Administrator that the Bank failed to pay assessments, fines or penalties assessed by the Administrator, the Treasurer may withdraw Depositor's deposits from the Bank. Upon notice to the Treasurer from the Administrator that the Bank failed to pay fines or penalties assessed by the Administrator, the Treasurer may immediately withdraw authorization for the placement of pooled securities with the Agent of the Bank.

3. Interest shall accrue on any moneys so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of any department or agency of the federal government. If interest may legally be paid on the account into which the moneys are deposited, then all moneys deposited shall bear interest at a rate agreed upon by the Treasurer and the Bank.

4. The Bank shall issue to the Treasurer for each inactive deposit a receipt or other evidence of deposit on a form agreed to by the Bank and the Treasurer, stating, when required, the interest to be paid, if any, the duration of the deposit, the frequency of interest payments, if any, and the terms of withdrawal. Each such form is by reference made a part of this contract.

5. The Bank will maintain at all times with the Agent of the Bank as security for Depositor's deposits (a) eligible securities of the classes described in Government Code Section 53651, except subdivisions (m) and (p), having a market value at least 10% in excess of the total amount of deposits secured by those securities, (b) eligible securities of the class described in subdivision (m) of Government Code Section 53651 having a market value at least 50% in excess of the total amount of deposits secured by those securities and (c) eligible securities of the class described in subdivision (p) of Government Code Section 53651 having a market value of at least 5% in excess of the total amount of deposits secured by those securities. If the Administrator determines that a security is not qualified to secure public deposits, the Bank will substitute other securities to comply with the requirements of this paragraph.

6. Eligible securities are those listed in Government Code Section 53651.

7. The Treasurer hereby waives security for that portion of the total amount on deposit which is insured pursuant to federal law.

8. The Agent of the Bank, which the Treasurer and the Bank hereby authorize to hold the eligible securities posted as collateral under this

contract, is the Trust Department of the Bank. The Agent of the Bank has filed with the Administrator an agreement to comply in all respects with all provisions of the Local Agency Deposit Security Law as set forth in the Government Code and Local Agency Deposit Security Regulations.

9. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of the Bank, including placement with any Federal Reserve Banks or branches thereof, and the following banks or trust companies, other than the Bank:

Depository Trust Company, New York, New York;
Citibank, New York, New York

10. If the Bank fails to pay all of any moneys on deposit of the Depositor which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator. Action of the Administrator in converting the collateral required by paragraph 5 above for the benefit of the Depositor is governed by Government Code Section 53665.

11. The Bank may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of paragraph 5 above are met. The Bank shall not interchange classes of security (as defined in Government Code Section 53632.5) without the prior written approval of the Treasurer.

12. The Bank shall have and hereby reserves the right to collect the interest on the securities except in cases where the securities are liable to sale or are sold or converted in accordance with the provision of Government Code Section 53665.

13. The Bank will pay all expenses incurred in transporting eligible securities maintained as collateral for moneys on deposit to and from the Agent of the Bank. The Depositor will pay (or promptly reimburse

the Bank for or otherwise compensate the Bank for) all expenses incurred in transporting all moneys deposited with the Bank to and from the Treasurer's office. The Depositor will pay the Bank (or otherwise compensate the Bank for) the fees and charges stated in the Bank's then current Schedule of Fees (unless the Bank and the Treasurer otherwise agree) for handling, collecting and paying all checks, drafts and other exchange or securities according to the Bank's normal practices.

14. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his or her official capacity has signed this contract in quadruplicate and the Bank has caused this contract to be executed in like number by its duly authorized officer.

UNION SANITARY DISTRICT

MUFG UNION BANK, N.A.

By: Mark Carlson

By:

Name:
Title: Chief Financial Officer

Name:
Title:

Reset Form

REFERENCE NO.

1606945366



FUNDS TRANSFER AUTHORIZATION

Direct Access to Wire Services & Wires on the Web For Transaction Banking Use Only

Refer to the appropriate *Business Accounts & Services and Transaction Banking Services Disclosure and Agreement*, or *Fee Schedule* for pricing.

DATE

1. Request Type

Select from list:

New or Replace Existing Setup - New Wire Transfer Service or Replace Existing Funds Transfer Authorization (Complete all Sections 1 - 7)

2. Customer Information

The undersigned "Customer" and MUFG Union Bank, N.A. ("Bank") agree that the Bank will provide wire transfer services according to the terms of the Master Funds Transfer Agreement and Security Procedures, applicable fee schedule and as specified below.

NAME AS IT APPEARS ON YOUR ACCOUNT

UNION SANITARY DISTRICT

PRIMARY PHONE NUMBER

510-477-7500

3. Select Outgoing Wire Transfer Initiation Type

Indicate how you wish to initiate wire transfers. Further descriptions appear in the Master Funds Transfer Agreement and Security Procedures. For your protection, when you set up repetitive transfers, we perform a callback only when you initially set up the parameters for the transfer but not subsequently unless you request otherwise in writing. **Additional fees apply for Authentication (SecurID) Token; refer to the appropriate Account and Services Disclosure and Agreement, or Fee Schedule for pricing.** The Authentication (SecurID) Token maybe used for multiple services and accounts.

Initiation Type (select one or more)

- ☒ **Direct Access** (Maybe used as a sole initiation type or as a backup to Wires on the Web).
IMPORTANT: Please select your Direct Access initiation method(s) from the following options:
- ☒ Telephone and Callback with Authentication (SecurID) Token
- ☒ Facsimile and Callback with Authentication (SecurID) Token
- ☒ Facsimile and Test Key (for Customers not residing in the U.S.)
- ☒ **Repetitive Outgoing Wire Set Up** (Funds Transfer Set Up (Form 02342) must accompany request.)
- ☒ **Drawdown/Reverse Drawdown** (Funds Transfer Set Up (Form 02342) must accompany request.)
- ☒ **Standing Instructions** (Funds Transfer Set Up (Form 02342) must accompany request.)
- ☐ **Branch, In Person**

- ☒ ***Online Financial Center** (Wires on the Web)
- ☐ ***Online Financial Center** (Wires on the Web With Foreign Currency Demand Account)
- ☐ ***Transmission (EDI)**
- ☐ ***SWIFT** (SWIFT Services Worksheet Form 01525 must accompany request)
- ☐ ***Conversion Fedwire to INTL Payment:**

Sender ABA Number:

*Note: For the initiation types listed directly above, additional documents are required.

4. Customer Accounts

Account Ownership must be the same as Customer Information above. Add Foreign Current Deposit Account (FCDA) if applicable. Do not add Time Certificate of Deposits (TCD).

Designated Account Number (8 or 10 digits)	Account Title	Add or Delete Account	+
██████████	UNION SANITARY DISTRICT	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete	-
██████████	UNION SANITARY DISTRICT	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete	-

Note: To add additional rows press "+", to remove rows press "-"

5. Authorized Callers

Complete this section to designate Authorized Callers who may initiate transactions, receive callbacks and receive advices. Individual Dollar Limits can not be combined. **List in order of Callback priority, and all fields are required.**

	Printed Name	Specify Individual Dollar Limit (Select at least one)		+
1	Laurie Brenner	<input checked="" type="checkbox"/> Initiate Repetitive \$ Unlimited	Add or Delete Caller: <input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete	-
	Signature	<input checked="" type="checkbox"/> Initiate Non-Repetitive \$ Unlimited	CallBack Telephone Number:	
x		<input checked="" type="checkbox"/> Receive Callback \$ Unlimited	Work No.: 510-477-7647	
	Last four digits of TIN: 50 of 125	<input type="checkbox"/> Same Person Callback \$ 0.00	Cell No.: 510-323-3239	
			UB Token Number:	

			Reset Form	REFERENCE NO. 1606945366
2	Lily Moreno	<input checked="" type="checkbox"/> Initiate Repetitive	\$ Unlimited	Add or Delete Caller: <input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete CallBack Telephone Number: Work No.: 510-477-7515 Cell No.: UB Token Number:
	Signature	<input checked="" type="checkbox"/> Initiate Non-Repetitive	\$ Unlimited	
	x	<input checked="" type="checkbox"/> Receive Callback	\$ Unlimited	
	Last four digits of TIN:	<input type="checkbox"/> Same Person Callback	\$ 0.00	
3	Virginia Holslag	<input checked="" type="checkbox"/> Initiate Repetitive	\$ Unlimited	Add or Delete Caller: <input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete CallBack Telephone Number: Work No.: 510-477-7512 Cell No.: UB Token Number:
	Signature	<input checked="" type="checkbox"/> Initiate Non-Repetitive	\$ Unlimited	
	x	<input checked="" type="checkbox"/> Receive Callback	\$ Unlimited	
	Last four digits of TIN:	<input type="checkbox"/> Same Person Callback	\$ 0.00	

Note: To add additional rows press "+", to remove rows press "-"

6. Agree to Terms

- For New & Replace Existing Setups - This section needs to match all Bank Contracting Officers on the signature card or individuals authorized via the Delegation of Authority form on file.
- For Update & Delete Account requests - This section requires one Bank Contracting Officer on signature card or individual authorized via Delegation of Authority form.

All Individuals With Authority Over Customer's Account(s) Should Complete This Section

By signing here, each person agrees to the terms and conditions contained in the Master Funds Transfer Agreement and Security Procedures and declares under penalty of perjury that the following is true and correct: (1) I hold the position listed next to my name. (2) Each person listed as an Authorized Signer in this "Agree To Terms" section, has authority to enter into or change any agreement with the Bank concerning funds transfers on behalf of Customer including, but not limited to, authority to add or delete Authorized Callers and designate accounts used for funds transfers. No other person's authorization is necessary to bind the Customer for purposes of fund transfers. (3) If there is only one person designated as the Authorized Caller in Section 5 above or if the "Same Person Callback" box is checked, the Authorized Signer(s) acknowledge(s) that such Authorized Caller may initiate the transfer and receive the callback. This process will not provide the usual security surrounding the validation of instructions. The Authorized Signer(s) agree(s) to be bound by any payment order, whether or not authorized, issued in Customer's name and accepted by Union Bank in compliance with the security procedure chosen. Customer agrees to indemnify and hold the Bank harmless from any loss (including, without limitation, attorneys' fees) due to or arising from the use of the security procedure chosen by customer. (4) This authorization supercedes any conflicting authorizations already in effect. (5) For partnerships I, along with any others who sign below, constitute all of the general partners necessary to bind the partnership. (6) For limited liability companies I, along with any others who sign below, constitute all Customer's members or managers necessary to bind the limited liability company.

Printed Name of Authorized Signer	Signature	Title	+
Mark Carlson		Chief Financial Officer	-

Note: To add additional rows press "+", to remove rows press "-"

7. Resolution and Certification

For Secretary of Corporations or Unincorporated Associations Only
Not applicable for the following structure: LLC, LLP, GP, LP, Public Agencies

RESOLVED, that the individual(s) listed in the "Agree to Terms" section of this Funds Transfer Authorization are hereby authorized to enter into any agreement with MUFG Union Bank, N.A. ("Bank") relating to the transfer of funds from the account(s) of the customer above ("Company"), whether in person, in writing, or by means of telephone, electronic transmission, or facsimile, and are further authorized to designate others who may initiate transactions and receive callbacks and advices.

FURTHER RESOLVED, that this authorization is in addition to any other authorizations in effect and will remain in force until the Bank receives written notice of revocation at the address(es) and manner designated by the Bank.

CERTIFICATION: I certify that: (1) I am the Secretary or Assistant Secretary of the Company; (2) the resolution printed above is a complete and accurate copy of a resolution duly adopted by the Company's Board of Directors or by the Company's members (if unincorporated); (3) the resolution is in full force and has not been revoked or changed.

Printed Name of Corporate Secretary	Signature	Date
n/a		

Reset Form

REFERENCE NO.

1606945366

FOR BANK USE ONLY

By signing below, authentication has been performed as outlined in Bank policy **BPM-2002**

PREPARED BY - Print Name	EMPLOYEE NO	TITLE	SIGNATURE	DATE
APPROVED BY (OFFICER LEVEL REQUIRED) - Print Name	EMPLOYEE NO	TITLE	SIGNATURE	DATE

WIRE SERVICES DATABASE, V02-490

INPUT (Signature)	EMPLOYEE NO	VERIFY (Signature)	EMPLOYEE NO
SIGNATURE/VERIFICATION OF BANK OFFICER	EMPLOYEE NO	DATE	

©2020 MUFG Union Bank, N.A. All rights reserved.

Union Bank is a registered trademark and brand name of MUFG Union Bank, N.A.

OPTIONAL – DO NOT RETURN THIS PAGE IF ADVICE NOTICES ARE NOT SELECTED**8. DESIGNATION OF INCOMING/OUTGOING ADVICE (OPTIONAL)**Refer to the appropriate *Account and Services Disclosure and Agreement*, or *Fee Schedule* for pricing.

Note: To add additional rows press "+", to remove rows press "-"		+
1	Designated Account Number:	OR <input type="checkbox"/> Check if applies to ALL Accounts
OPTION Account can only be listed under ONE option		-
Inbound Account Wire Advice		
Outbound Account Wire Advice		
Inbound/Outbound Account Wire Advice		
Fax Number (only if Fax is selected):		
Authorized person in Section 5 to receive Incoming Wire Advice by phone:		
1	Name:	-
	Telephone Number:	

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM #9**

TITLE: **Review and Consider Approval of Policy 2000, Accounting Standards (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Mark Carlson, CFO Work Group Manager

Recommendation

Review and Consider Approval of Policy 2000, Accounting Standards Policy

Discussion

There are no recommended changes to this policy other minor administrative updates and clarifications.

Background

Policy 2000, Accounting Standards Policy, requires review and approval by the Board of Directors every three years.

Previous Board Action

10/10/16 Board Meeting – Policy Approved

Attachments

Policy 2000, Accounting Standards Policy – Red Line Version
Policy 2000, Accounting Standards Policy – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Accounting Standards Policy	Policy Number 2000
March 24, 2017 <u>January 2021</u>		Page 1 of 3

Policy

It is the policy of Union Sanitary District to adhere to and comply with proper accounting standards for an Enterprise Special District.

Purpose

To outline the proper accounting standards to which the District should adhere in the interest of fiscal responsibility and compliance.

Definitions

<i>Accrual Basis of Accounting</i>	The accounting basis used by Union Sanitary District under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.
<i>Enterprise Accounting</i>	A system of accounts where revenues are dedicated to uses only within the institution that receives the revenues, and whereby costs of operations are recovered primarily through user charges, similar to business enterprises.
<i>GAAP</i>	Generally Accepted Accounting Principles – Uniform minimum standards for guidelines for external financial accounting including the reporting of financial statements. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures that define accepted accounting principles in the United States. The primary authoritative statement on the application of GAAP to state and local governments are Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
<i>GASB</i>	Governmental Accounting Standards Board – an independent, private sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments. Governments and the accounting industry recognize the GASB as the official source of generally accepted accounting principles (GAAP) for state and local governments.

Procedure

Union Sanitary District's accounting policies will conform to the generally accepted accounting principles (GAAP) for special districts.

The District conforms to all applicable Governmental Accounting Standards Board (GASB) standards associated with accounting practices, as well as all applicable Financial Accounting Standards Board (FASB) pronouncements issued subsequent to November 30, 1989.

The Basic Financial Statements are prepared in conformity with GAAP, including full and continuing disclosure on all indebtedness.

The District's accounting and reporting systems are maintained using the accrual basis of accounting and in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

The District uses the economic resources measurement focus to account for its funds, which means that all assets and all liabilities associated with their activity are included on the balance sheet (Statement of Net Position).

The District uses enterprise accounting to report its activities for Comprehensive Annual Financial Report (CAFR) purposes.

An annual financial audit is performed by an independent public accounting firm with the subsequent issue of an audit opinion. The independent auditor presents the audited CAFR to both the District's Audit Committee and the full Board. The financial audit is conducted in accordance with GAAP.

The District uses the first-in-first-out (FIFO) basis for inventory consumption and valuation.

Union Sanitary District operates on a fiscal year beginning July 1st and ending the following June 30th.

The District leaves the records and systems (the "books") open for a minimum of one month at the end of the fiscal year, in order to make accruals for same fiscal year.

Business Services Responsibility

Business Services will record and process accounting transactions in accordance with the District's Accounting Standards Policy.

Management Responsibility

Management is responsible for ensuring the District adheres to the Accounting Standards Policy.

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

Title	Policy #	Effective Date
Accounting Standards Policy	2000	January 8, 2007
Accounting Standards Policy	2000	February 22, 2010
Accounting Standards Policy	2000	March 26, 2014
Accounting Standards Policy	2000	March 26, 2017

Approved by: Board of Directors

Author/owner: Business Services Manager/CFO

Reviewers: Executive Team

Notify Person: Business Services Manager/CFO

Revision frequency: Every 3 years

Next Revision: ~~March 24, 2020~~ January 2024

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Accounting Standards Policy	Policy Number 2000
January 2021		Page 1 of 2

Policy

It is the policy of Union Sanitary District to adhere to and comply with proper accounting standards for an Enterprise Special District.

Purpose

To outline the proper accounting standards to which the District should adhere in the interest of fiscal responsibility and compliance.

Definitions

<i>Accrual Basis of Accounting</i>	The accounting basis used by Union Sanitary District under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.
<i>Enterprise Accounting</i>	A system of accounts where revenues are dedicated to uses only within the institution that receives the revenues, and whereby costs of operations are recovered primarily through user charges, similar to business enterprises.
<i>GAAP</i>	Generally Accepted Accounting Principles – Uniform minimum standards for guidelines for external financial accounting including the reporting of financial statements. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules and procedures that define accepted accounting principles in the United States. The primary authoritative statement on the application of GAAP to state and local governments are Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
<i>GASB</i>	Governmental Accounting Standards Board – an independent, private sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments. Governments and the accounting industry recognize the GASB as the official source of generally accepted accounting principles (GAAP) for state and local governments.

Procedure

Union Sanitary District's accounting policies will conform to the generally accepted accounting principles (GAAP) for special districts.

The District conforms to all applicable Governmental Accounting Standards Board (GASB) standards associated with accounting practices, as well as all applicable Financial Accounting Standards Board (FASB) pronouncements issued subsequent to November 30, 1989.

The Basic Financial Statements are prepared in conformity with GAAP, including full and continuing disclosure on all indebtedness.

The District's accounting and reporting systems are maintained using the accrual basis of accounting and in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

The District uses the economic resources measurement focus to account for its funds, which means that all assets and all liabilities associated with their activity are included on the balance sheet (Statement of Net Position).

The District uses enterprise accounting to report its activities for Comprehensive Annual Financial Report (CAFR) purposes.

An annual financial audit is performed by an independent public accounting firm with the subsequent issue of an audit opinion. The independent auditor presents the audited CAFR to both the District's Audit Committee and the full Board. The financial audit is conducted in accordance with GAAP.

The District uses the first-in-first-out (FIFO) basis for inventory consumption and valuation.

Union Sanitary District operates on a fiscal year beginning July 1st and ending the following June 30th.

The District leaves the records and systems (the "books") open for a minimum of one month at the end of the fiscal year, in order to make accruals for same fiscal year.

Business Services Responsibility

Business Services will record and process accounting transactions in accordance with the District's Accounting Standards Policy.

Management Responsibility

Management is responsible for ensuring the District adheres to the Accounting Standards Policy.

Approved by:	Board of Directors
Author/owner:	Business Services Manager/CFO
Reviewers:	Executive Team
Notify Person:	Business Services Manager/CFO
Revision frequency:	Every 3 years
Next Revision:	January 2024

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: **Review and Consider Approval of Policy 2070, Capital Assets Policy (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO Work Group Manager

Recommendation

Review and Consider Approval of Policy 2070, Capital Assets Policy

Discussion

There are no recommended changes to this policy other than minor administrative updates and clarifications.

Background

Policy No. 2070, Capital Assets Policy, requires review and approval by the Board of Directors every three years.

Previous Board Action

10/09/17 Board Meeting – Policy Approved

Attachments

Policy 2070, Capital Assets Policy – Red Line Version
Policy 2070, Capital Assets Policy – Clean Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Capital Assets Policy	Policy Number 2070
October 24, 2017 <u>January 2021</u>		Page 1 of 4

Policy

It is the policy of Union Sanitary District to safeguard District assets and properly report them according to Generally Accepted Accounting Principles.

Purpose

To provide employees with the procedures for accounting for Capital Assets at the District.

Procedure

Union Sanitary District has an obligation to safeguard the District's assets, both financial and physical. The District's capital assets are accounted for in the Financial System.

Definitions:

<i>Capital Assets</i>	Assets which are used in operations and have initial lives extending beyond one year. Also referred to as fixed assets (pre-GASB 34). Examples include land, buildings, building improvements, machinery, vehicles, and computer networks.
<i>Capitalization</i>	Accounting and reporting of capital assets by categorizing in specific asset accounts. Capital projects are capitalized as "construction in progress" until completed.
<i>Components of Capital Assets</i>	For purposes of capitalization, the threshold will generally not be applied to part of a whole unit of capital assets. For example, a keyboard, monitor and CPU will not be evaluated individually against the threshold. The entire computer system will be treated as a single capital asset. However, the threshold will be applied to individual units, for example 10 desks purchased for \$1,000 each on one purchase order would not be capitalized, even though the total is \$10,000.
<i>Depreciation</i>	The recognition of the cost of a capital asset throughout its useful life. The method the District uses is straight-line with ½ year first year convention. Depreciation expense is recorded annually. Land is not depreciated.
<i>Disposal</i>	Includes surplus, sale, and destruction of assets. Assets may be disposed of with written notification and sign-off of Management. Reasons could include obsolescence, failure, and cost of maintenance exceeds value of asset. The District records the gain or loss on disposals.

<i>Easement</i>	A legal right given to another person or entity to use land or property that person or entity does not own, for a specific limited purpose. Mains, drains and water pipes are usually covered by an easement. Rights to access are intangible even though they may attach to other tangible assets (e.g. land). An easement may be in the form of an agreement, deed restriction or covenant.
<i>Improvements (or Betterments)</i>	Costs which provide additional value by improving the operation of and extending the expected useful life of an asset. An improvement enhances the asset's functionality (effectiveness or efficiency). These costs are normally treated as direct additions to the cost of the item improved and capitalized.
<i>Infrastructure Assets</i>	Includes <u>but is not limited to</u> , pipes, manholes, collection and treatment distribution systems, <u>pump stations, power generation systems, treated effluent pipelines and outfalls and all treatment plant facilities</u> . Most Capital Improvement Program (CIP) projects for USD fall into this category. All costs associated with the purchase or construction should be considered, including ancillary (soft) costs such as design engineering, construction management, inspection, permits, insurance, freight and transportation charges, environmental studies, site preparation expense, installation charges, professional fees and legal costs directly attributable to asset acquisition.
<i>Intangible Assets</i>	Assets which lack physical substance and have reasonable evidence of future benefits. Examples include right-of-way easements, other types of easements, patents, copyrights, trademarks, software. Note: Software training and maintenance should not be included in the capital cost of software. These costs should be expensed.
<i>Repairs</i>	Costs which return an asset to a useful state and <u>retain</u> value, but do not <u>extend</u> the useful life of the asset. These costs are not capitalized.
<i>Retirement</i>	Assets permanently removed from service.
<i>Tagging</i>	A mechanism to verify adequate control of capital assets and provide an accurate account of an agency's capital expenses, and to support inventory control.
<i>Threshold</i>	Generally, if an asset has a cost greater than or equal to \$10,000 and has a useful life of more than one year, then the asset should be capitalized and coded to the 8980 account.
<i>Useful Life</i>	The District has determined the following ranges of useful lives: Sewage Collection Facilities: 50-115 years Sewage Treatment Structures: 10-50 years Administrative Facilities: 10-35 years General Equipment: 3-35 years

Procedures:

Purchasing Process

When purchasing a new asset, the requested asset should have already been included in the current year's budget. The construction and acquisition of capital assets and infrastructure assets are approved by the Board through the annual budget process. Please see District policy #2755. [Purchasing Policy](#).

Training

The cost of training employees to utilize a newly acquired capital asset should not be capitalized since, according to Generally Accepted Accounting Principles (GAAP), costs of capital assets should include charges necessary to place the asset into its intended location and condition for use. Training affects neither the *location* of a capital asset, nor its condition; therefore, it does not meet the criteria for capitalization. Stated differently, the operative issue for capitalization is whether the *asset* is ready to use, not whether *the government* is ready to use it.

Valuation

Capital assets should be reported at historical cost. In the absence of historical cost information, the asset's *estimated* historical cost may be used. Once calculated, the amount will need to be reduced by the appropriate amount of accumulated depreciation.

Easements

Easement rights are perpetual, and therefore infinite in nature. They are recorded at the County by legal counsel. Beginning in FY'12 easements were also recorded in the financial asset register.

Record Keeping

An asset system will be maintained to identify all District capital assets, including, at a minimum: Asset number, description, acquisition cost, acquisition date, useful life, classification code, and serial number, where applicable.

Control of non-capital, but valuable items, (e.g. Laptops, tools, equipment) occurs at the workgroup or team level.

Safeguarding Assets

The District has a fiduciary responsibility to establish systems and procedures to protect its capital assets from loss or theft.

Inventory of Capital Assets

The District will perform a physical inventory of movable capital assets at least every 5 years. In general, inventory control is applied only to movable capital assets, and not to land, buildings, or other immovable capital assets, although these may be included as well. Some assets are tagged in order to facilitate inventory tracking and control.

Disposal Process

Retiring/disposing of assets – submit information such as project closing forms to Accounting, which will remove the asset from the capital asset database.

Surplus Property – It is the policy of the District to dispose of surplus property and equipment in a manner clearly most advantageous to the public. Please see District policy #2075, Surplus Property Disposal Policy.

Business Services Responsibility

Business Services is responsible for ensuring that capital asset information is maintained in accordance with Generally Accepted Accounting Principles.

Work Group/Team Responsibility

Work Groups are responsible for maintaining control systems and ensuring that Work Group assets are adequately controlled.

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

Title	Policy #	Effective Date
Capital Assets Policy	2070	January 8, 2007
Capital Assets Policy	2070	March 8, 2010
Capital Assets Policy	2070	June 10, 2013
Capital Assets Policy	2070	October 24, 2017

Approved by: Board of Directors
 Author/owner: Business Services Manager
 Reviewers: Executive Team
 Notify Person: Business Services Manager
 Revision frequency: Every 3 years
 Next Review: ~~October, 2020~~ January 2024

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Capital Assets Policy	Policy Number 2070
January 2021		Page 1 of 4

Policy

It is the policy of Union Sanitary District to safeguard District assets and properly report them according to Generally Accepted Accounting Principles.

Purpose

To provide employees with the procedures for accounting for Capital Assets at the District.

Procedure

Union Sanitary District has an obligation to safeguard the District's assets, both financial and physical. The District's capital assets are accounted for in the Financial System.

Definitions:

<i>Capital Assets</i>	Assets which are used in operations and have initial lives extending beyond one year. Also referred to as fixed assets (pre-GASB 34). Examples include land, buildings, building improvements, machinery, vehicles, and computer networks.
<i>Capitalization</i>	Accounting and reporting of capital assets by categorizing in specific asset accounts. Capital projects are capitalized as "construction in progress" until completed.
<i>Components of Capital Assets</i>	For purposes of capitalization, the threshold will generally not be applied to part of a whole unit of capital assets. For example, a keyboard, monitor and CPU will not be evaluated individually against the threshold. The entire computer system will be treated as a single capital asset. However, the threshold will be applied to individual units, for example 10 desks purchased for \$1,000 each on one purchase order would not be capitalized, even though the total is \$10,000.
<i>Depreciation</i>	The recognition of the cost of a capital asset throughout its useful life. The method the District uses is straight-line with ½ year first year convention. Depreciation expense is recorded annually. Land is not depreciated.
<i>Disposal</i>	Includes surplus, sale, and destruction of assets. Assets may be disposed of with written notification and sign-off of Management. Reasons could include obsolescence, failure, and cost of maintenance exceeds value of asset. The District records the gain or loss on disposals.

<i>Easement</i>	A legal right given to another person or entity to use land or property that person or entity does not own, for a specific limited purpose. Rights to access are intangible even though they may attach to other tangible assets (e.g. land). An easement may be in the form of an agreement, deed restriction or covenant.
<i>Improvements (or Betterments)</i>	Costs which provide additional value by improving the operation of and extending the expected useful life of an asset. An improvement enhances the asset's functionality (effectiveness or efficiency). These costs are normally treated as direct additions to the cost of the item improved and capitalized.
<i>Infrastructure Assets</i>	Includes but is not limited to, pipes, manholes, collection and treatment distribution systems, pump stations, power generation systems, treated effluent pipelines and outfalls and all treatment plant facilities. Most Capital Improvement Program (CIP) projects for USD fall into this category. All costs associated with the purchase or construction should be considered, including ancillary (soft) costs such as design engineering, construction management, inspection, permits, insurance, freight and transportation charges, environmental studies, site preparation expense, installation charges, professional fees and legal costs directly attributable to asset acquisition.
<i>Intangible Assets</i>	Assets which lack physical substance and have reasonable evidence of future benefits. Examples include right-of-way easements, other types of easements, patents, copyrights, trademarks, software. Note: Software training and maintenance should not be included in the capital cost of software. These costs should be expensed.
<i>Repairs</i>	Costs which return an asset to a useful state and <u>retain</u> value, but do not <u>extend</u> the useful life of the asset. These costs are not capitalized.
<i>Retirement</i>	Assets permanently removed from service.
<i>Tagging</i>	A mechanism to verify adequate control of capital assets and provide an accurate account of an agency's capital expenses, and to support inventory control.
<i>Threshold</i>	Generally, if an asset has a cost greater than or equal to \$10,000 and has a useful life of more than one year, then the asset should be capitalized and coded to the 8980 account.
<i>Useful Life</i>	The District has determined the following ranges of useful lives: Sewage Collection Facilities: 50-115 years Sewage Treatment Structures: 10-50 years Administrative Facilities: 10-35 years General Equipment: 3-35 years

Procedures:

Purchasing Process

When purchasing a new asset, the requested asset should have already been included in the current year's budget. The construction and acquisition of capital assets and infrastructure assets are approved by the Board through the annual budget process. Please see District policy #2755.

Training

The cost of training employees to utilize a newly acquired capital asset should not be capitalized since, according to Generally Accepted Accounting Principles (GAAP), costs of capital assets should include charges necessary to place the asset into its intended location and condition for use. Training affects neither the *location* of a capital asset, nor its condition; therefore, it does not meet the criteria for capitalization. Stated differently, the operative issue for capitalization is whether the *asset* is ready to use, not whether *the government* is ready to use it.

Valuation

Capital assets should be reported at historical cost. In the absence of historical cost information, the asset's *estimated* historical cost may be used. Once calculated, the amount will need to be reduced by the appropriate amount of accumulated depreciation.

Easements

Easement rights are perpetual, and therefore infinite in nature. They are recorded at the County by legal counsel. Beginning in FY'12 easements were also recorded in the financial asset register.

Record Keeping

An asset system will be maintained to identify all District capital assets, including, at a minimum: Asset number, description, acquisition cost, acquisition date, useful life, classification code, and serial number, where applicable.

Control of non-capital, but valuable items, (e.g. Laptops, tools, equipment) occurs at the workgroup or team level.

Safeguarding Assets

The District has a fiduciary responsibility to establish systems and procedures to protect its capital assets from loss or theft.

Inventory of Capital Assets

The District will perform a physical inventory of movable capital assets at least every 5 years. In general, inventory control is applied only to movable capital assets, and not to land, buildings, or other immovable capital assets, although these may be included as well. Some assets are tagged in order to facilitate inventory tracking and control.

Disposal Process

Retiring/disposing of assets – submit information such as project closing forms to Accounting, which will remove the asset from the capital asset database.

Surplus Property – It is the policy of the District to dispose of surplus property and equipment in a manner clearly most advantageous to the public. Please see District policy #2075, Surplus Property Disposal Policy.

Business Services Responsibility

Business Services is responsible for ensuring that capital asset information is maintained in accordance with Generally Accepted Accounting Principles.

Work Group/Team Responsibility

Work Groups are responsible for maintaining control systems and ensuring that Work Group assets are adequately controlled.

Approved by:	Board of Directors
Author/owner:	Business Services Manager
Reviewers:	Executive Team
Notify Person:	Business Services Manager
Revision frequency:	Every 3 years
Next Review:	January 2024

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: Review and Consider Approval of Policy 2010, Internal Controls (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO Work Group Manager

Recommendation

Review and Consider Approval of Policy 2010, Internal Controls.

Discussion

At the January 11, 2020 Board meeting, during a discussion on banking signatories, the Board recommended that Internal Control Policy 2010 be updated to include the following items:

- Bank signatories will include all Board members and the General Manager.
- System generated check signatures will be the Board President and the General Manager.

Background

Policy 2010, Internal Controls was updated at the December 14, 2020 Board meeting. At the January 11, 2021 Board meeting, the Board recommended additional updates to the Policy.

Previous Board Action

12/14/2020 Board Meeting – Policy Approved

Attachments

Policy 2010, Internal Controls – Red Line Version
Policy 2010, Internal Controls – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Internal Controls Policy	Policy Number 2010
January 2021		Page 1 of 2

Policy

It is the policy of Union Sanitary District to adhere to internal controls in order to safeguard the District's assets.

Purpose

To provide employees with the procedures for internal controls at Union Sanitary District.

Procedure

Union Sanitary District has an obligation to safeguard the District's assets, both financial and physical (infrastructure and other property). In order to protect these assets, a series of checks and balances have been put into place. These checks and balances serve to mitigate fraud, loss, and other misuse of the District's resources. Listed below are procedures currently in place:

- Signing authority – Only certain individuals are permitted to sign on certain invoices and/or accounts in accordance with the Purchasing Policy. Signing authority is updated at least annually, or when there is a change.
- An annual financial audit is performed by an independent external auditing firm.
- Employees with procurement cards are given dollar limits which they cannot exceed and restrictions on types of goods they may purchase.
- Security access to financial system – employees have access to the District's financial system, based on their authority/security level, to view specific information. They may inquire on accounts and run reports. Employees responsible for processing transactions have limited access, in that no one person (without collusion) could produce checks or commit theft of funds without the awareness of other staff. There are audit trails for any entries made to the general ledger.
- Review and release of Accounts Payable batches by other than batch preparer prior to checks being issued.
- Finance staff documents their review of the payroll check register each pay period.
- Positive Pay – This is a system set up with the bank whereby checks not issued by the District will not be paid by the bank without the District's approval.
- Use of multiple security features on accounts payable and payroll check stock.
- Rapid (daily) deposit of checks received by the District, and deposit of cash at least once per month, or when amount reaches \$500.
- Dual signatures for wires and transfers – Wire transfers for investments and other transactions require two staff members to successfully complete the transaction.
- Board review of monthly investment transactions and check register.
- Securities purchased from any bank or dealer are placed with an independent third party for custodial safekeeping.
- All telephone transactions for banking and securities are supported by written confirmations.

- All investment trades, where applicable, will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution before the release of District funds.
- Timely reconciliation of general ledger accounts and bank statements to ensure proper handling of all transactions.
- Passwords – Staff is required to periodically change system passwords.
- Remote access of online banking is accomplished through a dedicated virtual machine.
- There is segregation of duties, to the extent possible, throughout the accounting and related functions including Accounts Payable, Payroll, Human Resources, and General Ledger, Investments and cash handling. These controls are reviewed annually by our independent Financial Auditors.
- Accounting staff is encouraged to take periodic normal vacation periods, ensuring that no one person guards a particular function for an extended period of time without some oversight.
- The same individual that makes deposits does not reconcile the bank accounts.
- Review of non-standard journal entries by Senior Accounting and Financial Analyst(s) or Accounting & Financial Analyst I/II(s). The Business Services Manager/CFO or their designee shall review and approve all journal entries prepared by the accounting staff.
- The Technical Services group documents its review of bidders on the debarment list maintained by the California Department of Industrial Relations.
- The District's Audit Committee provides an independent forum for internal control oversight and reporting of fraud. In accordance with Fraud in the Workplace Policy No. 2025 a third-party hotline has been instituted for anonymous reporting.
- Continue to identify and implement new controls to address changes in technology or District practices.
- Bank signatories will include all Board members and the General Manager.
- System generated check signatures will be the Board President and the General Manager.

The District balances internal controls with the value they provide.

Business Services Responsibility

Business Services is responsible for following the internal controls identified in the Policy.

Management Responsibility

Management is responsible for ensuring adherence to the District's Internal Controls policy.

Approved by: Board of Directors

Author/owner: Business Services Manager/CFO

Reviewers: Executive Team, Audit Committee

Notify Person: Business Services Manager/CFO

Revision frequency: Every 3 years

Next Revision: January 2024

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Internal Controls Policy	Policy Number 2010
January 2021		Page 1 of 2

Policy

It is the policy of Union Sanitary District to adhere to internal controls in order to safeguard the District's assets.

Purpose

To provide employees with the procedures for internal controls at Union Sanitary District.

Procedure

Union Sanitary District has an obligation to safeguard the District's assets, both financial and physical (infrastructure and other property). In order to protect these assets, a series of checks and balances have been put into place. These checks and balances serve to mitigate fraud, loss, and other misuse of the District's resources. Listed below are procedures currently in place:

- Signing authority – Only certain individuals are permitted to sign on certain invoices and/or accounts in accordance with the Purchasing Policy. Signing authority is updated at least annually, or when there is a change.
- An annual financial audit is performed by an independent external auditing firm.
- Employees with procurement cards are given dollar limits which they cannot exceed and restrictions on types of goods they may purchase.
- Security access to financial system – employees have access to the District's financial system, based on their authority/security level, to view specific information. They may inquire on accounts and run reports. Employees responsible for processing transactions have limited access, in that no one person (without collusion) could produce checks or commit theft of funds without the awareness of other staff. There are audit trails for any entries made to the general ledger.
- Review and release of Accounts Payable batches by other than batch preparer prior to checks being issued.
- Finance staff documents their review of the payroll check register each pay period.
- Positive Pay – This is a system set up with the bank whereby checks not issued by the District will not be paid by the bank without the District's approval.
- Use of multiple security features on accounts payable and payroll check stock.
- Rapid (daily) deposit of checks received by the District, and deposit of cash at least once per month, or when amount reaches \$500.
- Dual signatures for wires and transfers – Wire transfers for investments and other transactions require two staff members to successfully complete the transaction.
- Board review of monthly investment transactions and check register.
- Securities purchased from any bank or dealer are placed with an independent third party for custodial safekeeping.
- All telephone transactions for banking and securities are supported by written confirmations.

- All investment trades, where applicable, will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution before the release of District funds.
- Timely reconciliation of general ledger accounts and bank statements to ensure proper handling of all transactions.
- Passwords – Staff is required to periodically change system passwords.
- Remote access of online banking is accomplished through a dedicated virtual machine.
- There is segregation of duties, to the extent possible, throughout the accounting and related functions including Accounts Payable, Payroll, Human Resources, and General Ledger, Investments and cash handling. These controls are reviewed annually by our independent Financial Auditors.
- Accounting staff is encouraged to take periodic normal vacation periods, ensuring that no one person guards a particular function for an extended period of time without some oversight.
- The same individual that makes deposits does not reconcile the bank accounts.
- Review of non-standard journal entries by Senior Accounting and Financial Analyst(s) or Accounting & Financial Analyst I/II(s). The Business Services Manager/CFO or their designee shall review and approve all journal entries prepared by the accounting staff.
- The Technical Services group documents its review of bidders on the debarment list maintained by the California Department of Industrial Relations.
- The District's Audit Committee provides an independent forum for internal control oversight and reporting of fraud. In accordance with Fraud in the Workplace Policy No. 2025 a third-party hotline has been instituted for anonymous reporting.
- Continue to identify and implement new controls to address changes in technology or District practices.
- Bank signatories will include all Board members and the General Manager.
- System generated check signatures will be the Board President and the General Manager.

The District balances internal controls with the value they provide.

Business Services Responsibility

Business Services is responsible for following the internal controls identified in the Policy.

Management Responsibility

Management is responsible for ensuring adherence to the District's Internal Controls policy.

Approved by: Board of Directors

Author/owner: Business Services Manager/CFO

Reviewers: Executive Team, Audit Committee

Notify Person: Business Services Manager/CFO

Revision frequency: Every 3 years

Next Revision: January 2024

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM #12**

TITLE: **Award a Contract for Laboratory Services in Support of Environmental Compliance Programs to McCampbell Analytical Incorporated. (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Armando Lopez, T&D Work Group Manager
 Tim Grillo, R&S Coach/ Sr. Process Engineer

Recommendation

Authorize the General Manager to execute a contract with McCampbell Analytical Incorporated (MAI) for laboratory services in support of Union Sanitary District's Environmental Compliance programs for twenty-nine months with up to two optional one-year extensions.

Discussion

Staff created a request for proposal #S-21-S-292 (RFP) to identify a laboratory services provider to conduct analytical analyses in support of Union Sanitary District's Environmental Compliance Programs (EC Programs). The RFP was prepared in accordance with the District's purchasing policy and was advertised on the Public Purchasing website from November 19, 2020 through December 14, 2020.

The District received eight proposals from the following laboratories: Alpha Analytical Laboratories, Inc. (Alpha), American Environmental Testing Laboratory (AET), BC Laboratories, Inc. (BC), Enthalpy Analytical, LLC (Enthalpy), McCampbell Analytical, Inc. (MAI), Pace Analytical National (PACE), Torrent Laboratory, Inc. (Torrent), and Vitasystems Inc. bda Caltest Analytical Laboratory (Caltest). Torrent Laboratory was disqualified for not submitting all MDLs as requested under the RFP.

The following selection criteria were used by the selection committee to determine the best value and fit for supporting EC Program objectives: annual projected cost, additional accreditation, method detection levels (MDLs) for several targeted compounds, customer service quality, and data quality. Inclusion of MDLs and data quality in the selection criteria was important as they relate to the Laboratory's ability to reliably produce data of sufficient quality for the determination of compliance with EC Program limits. The result of the bid analysis is as follows:

Lab	Alpha	AET	BC	Enthalpy	MAI	Pace	Caltest
Additional Accreditation (10%)	0	0	10	10	10	10	10
MDL (25%)	15.7	2.3	18.2	4.6	25	5.6	15.1
Price (40%)	23.7	24.8	40.0	25.4	27.9	28.2	14.4
Customer Service & Data Quality (25%)	17.7	21.3	14.0	18.0	24.3	20.4	17.4
Total points out of 100	57.1	48.4	82.2	58.0	87.2	64.2	56.9

Due to their reasonable projected cost and high ranking with other RFP selection criteria, the selection committee unanimously agreed that McCampbell Analytical Inc. provided the best value. The projected total annual cost for MAI was \$56,857 based on the type and quantity of analytical analyses that were scheduled for FY20. This cost represents a savings of approximately 17% from the projected total of \$68,587 that Enthalpy, our previous laboratory service provider, would have charged had they conducted the same analyses at FY20 unit prices. While MAI did not have the lowest price, the selection committee agreed that they were superior in most other categories. MAI submitted the lowest overall MDLs of all laboratories participating in this process and has additional licensure under TNI. They demonstrated that they had excellent data quality based on EPA Performance Testing results, and they had few deficiencies listed in their ELAP audit findings. MAI appears to deliver superior customer service based on references, a relatively convenient drop-off location should courier service become unavailable, and an advertised turnaround time of five days, which is half of the ten-day turnaround time required by the RFP. As a result, staff recommends that the Board authorize the General Manager execute a contract with MAI to provide analytical laboratory services in support of the District's EC Programs.

Background

Enthalpy Analytical, LLC. (previously Curtis and Tompkins) provided analytical laboratory services in support of EC programs to the District for many years. Enthalpy conducted over 1,000 analyses in FY20 at a total cost of \$61,226. During shelter-in-place, Enthalpy consolidated testing for organic compounds to their Southern California location which resulted in numerous quality control and turnaround time issues. On several occasions, analytical laboratory results

were not of sufficient quality for their intended purpose of demonstrating compliance with EC Program limitations. The District worked with Enthalpy in good faith to resolve these issues. However, substandard performance continued, which created additional work for our Laboratory and Environmental Compliance staff and resulted in a failure to meet the Balanced Scorecard objective for turnaround time. USD terminated its relationship with Enthalpy and selected an interim analytical laboratory to provide services on an emergency basis to allow time for staff to create an RFP. MAI was selected to conduct interim services as they were under contract to conduct a special e-coli study for the USD Laboratory at the time. Staff has been pleased with the service provided by MAI, further supporting the selection committee's decision to award a contract to them.

Previous Board Action

N/A

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 13**

TITLE: Authorize the General Manager to Execute a Termination, Settlement and Release Agreement with C. Overaa & Co. for the Alvarado Influent Valve Box Rehabilitation Project (*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 authorize the General Manager to execute a Termination, Settlement and Release Agreement (Agreement) with C. Overaa & Co (Overaa) in the amount of \$93,495 for the Alvarado Influent Valve Box Rehabilitation Project (Project).

Discussion

On January 27, 2020, the Board awarded the construction contract for the Project to Overaa in the amount of \$401,930. Staff issued the Notice to Proceed to Overaa on February 24, 2020. Construction was scheduled to be completed on September 8, 2020. However, in March 2020, the State and County issued a health order to shelter in place in response to the COVID-19 pandemic. As a result, all non-essential construction activities temporarily stopped. Even though construction of several of the Plant projects resumed, it was challenging to resume the Alvarado Influent Valve Box project's construction activities.

The Project's scope includes the replacement of three of the existing force main gate valves located at the Alvarado Influent Valve Box and the Headworks Valve Box, and the installation of a check valve inside Control Box No. 1 (CB1). The valve replacement and installation work require staff to clean CB1, which entails shutting down the Plant at night, isolating and dewatering of

CB1, and removing the accumulated grit from CB1 a few times during the construction work. Because each CB1 cleaning event could take up to five consecutive nights to complete and requires several employees from each of the three operating groups and contractors in very close proximity, on top and inside of CB1, the District could not provide safe social distancing protocols. Staff explored other alternatives to complete all or a portion of the Project:

- Preparation of a proposed COVID-19 work plan for work at CB1,
- Issuance of a change order to have Overaa clean CB1 without the direct involvement of USD employees, and
- Postponement of the work until Spring 2021.

None of the alternatives were selected due to either the COVID-19 social distancing protocols and modified work schedules implemented by the District, the alternative being cost prohibitive, or not knowing when the COVID-19 pandemic would end. After exploring all alternatives to accomplish all or a portion of the work, the District initiated negotiations with Overaa to terminate the construction contract.

Overaa submitted an initial proposal amount of \$94,740 to terminate the construction contract. The cost included all labor, materials, insurance, and subcontractor costs Overaa incurred on the Project with a 10% markup. The negotiations primarily focused on the total cumulative project management labor hours and material costs charged to the Project from the Notice of Award through July 2020. A breakdown of the final termination cost is shown in the below table:

Termination Agreement Cost	
Description	Cost
Labor	\$26,740
Materials – Reducer, Standpipes, Hardware	\$52,916
Materials – Other	\$1,122
Insurance	\$2,311
Subcontractor Costs	\$1,907
Subtotal	\$84,996
Markup (10%)	\$8,499
Total Termination Cost	\$93,495

Overaa proceeded with due diligence upon receipt of the Notice of Award to schedule the work and procure materials for the Project. This required Overaa to spend time and effort to prepare submittals, attend several meetings, prepare change order pricing, set up contracts with subcontractors and material vendors, and generate requests for information documentation. Overaa provided a cost accounting report of project management time required for this effort. Staff reviewed this report and believes the labor cost to be fair and reasonable considering the

amount of project coordination and effort required before it was known that the construction contract would be terminated.

Staff requested and received written confirmation from material suppliers that all materials submitted in the termination agreement have been paid by Overaa and there are no outstanding payments due to suppliers. All materials procured by Overaa will be hand delivered to the District as specified in the Agreement and will be stored at the Plant until the Project can be re-bid.

Background

During predesign of the Project, W&C conducted a condition assessment of the concrete, structural steel components, pipelines, gates, valves, and related equipment at CB1, Alvarado Influent Valve Box (AIVB), Alvarado Influent Pump Station Valve Box at CB1, and the chemical containment areas at the Maintenance Shop Building and the Odor Control Building. The recommended near-term improvements were included in the final design of the Project and included the following:

- Replacement of the east and west force main (FM) knife gate valves at the AIVB and the West FM knife gate valve at the Headworks Valve Box.
- Installation of a duckbill check valve at the Alvarado FM pipe penetration and steel standpipes at the east and west FM pipe penetrations inside CB1 to reduce grit accumulation inside the pipes.
- Repair of FM pipelines, fittings, and pipeline coatings.
- Rehabilitation of structural concrete within the various valve box structures.

In November 2019, the Board authorized the General Manager to issue a purchase order to pre-purchase the knife gate and duck bill check valves. The pre-purchase of these valves expedited the procurement to ensure they were delivered in time for the contractor's installation. The valves were delivered to the District in May 2020.

W&C completed the design in December 2019. Since the Engineer's Estimate for the Project exceeded the total budget, staff decided to bid the Project with some of the scope as bid alternates. This allowed staff the opportunity to evaluate the bid prices and decide which of the bid alternates to award with the construction contract. The Project's major elements are as follows:

- Replacement of the east and west FM knife gate valves at the AIVB and the West FM knife gate valve at the Headworks Valve Box.
- Installation of a duckbill check valve at the Alvarado FM pipe penetration and steel standpipes at the east and west FM pipe penetrations inside CB1 to reduce grit accumulation inside the pipes.
- Repair of FM pipelines, fittings, and pipeline coatings.

Previous Board Action

November 12, 2018, the Board authorized the General Manager to execute an agreement and Task Order No. 1 with W&C in the amount of \$229,041 to provide predesign services for the Project.

July 22, 2019, the Board authorized the General Manager to execute Task Order No. 2 with W&C in the amount of \$89,046 to provide final design services for the Project.

November 11, 2019, the Board authorized the General Manager to award a contract to Frank A. Olsen Company in the amount of \$303,047.18 to purchase three knife gate valves for the Project.

January 27, 2020, the Board awarded the construction contract for the Project to Overaa in the amount of \$401,930.

PRE/SEG/RC/KC;mb

Attachment: Termination, Settlement and Release Agreement

TERMINATION, SETTLEMENT AND RELEASE AGREEMENT

PARTIES

This Termination, Settlement and Release Agreement (“Termination Agreement”) is made and entered into by and between the following:

Union Sanitary District, for itself, and each of its past, present and future employees, directors, Board members, officers, shareholders, partners, principals, subsidiaries, affiliates, agents, attorneys, representatives, predecessors, successors and assigns (collectively “the District”);

C. Overaa & Co., for itself, and each of its past, present and future employees, directors, officers, shareholders, partners, principals, subsidiaries, affiliates, representatives, predecessors, successors and assigns (collectively “Contractor”).

Throughout this Termination Agreement, the District and Contractor may be individually referred to as a “Party” or collectively as the “Parties.”

RECITALS

This Termination Agreement is made in the context of the following facts:

A. WHEREAS, on or about January 31, 2020, the District entered into a contract with Contractor (the “Construction Contract”) for the construction of the Project, known as the Alvarado Influent Valve Box Rehabilitation Project, Project No. 800-541.

B. WHEREAS, on or about February 24, 2020, the District issued a Notice to Proceed to Contractor.

C. WHEREAS, the COVID-19 health emergency, which is beyond the control of the Parties, renders it impossible or against the interest of the District to complete the Project.

D. WHEREAS, the Parties have reached an agreement on the termination of the Construction Contract and amounts that will be paid by the Parties to fully and finally resolve all issues, subject to the terms and conditions set forth below.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the sufficiency of which is acknowledged, and intending to be legally bound, the Parties agree as follows:

1. Recitals. The foregoing recitals are hereby incorporated into and made a part of this Termination Agreement.

2. Nature and Tender of Payment and Other Considerations.

2.1 Termination Amounts. District agrees to pay Contractor Ninety-Three Thousand Four Hundred Ninety-Five Dollars (\$93,495.00) (the “Termination Amount”) in full and final settlement and compromise of the termination of the Construction Contract, payment of materials in Section 2.2 below, payments to all subcontractors and suppliers, and in release and discharge of any and all claims and causes of action that could have been asserted by Contractor and/or its subcontractors and suppliers or District, and in release and discharge of any and all claims and causes of action of any type, whether now known or unknown. Within forty-five (45) days of full execution of this Termination Agreement, the District shall deliver to Contractor a check in the amount of the Termination Amount and the Construction Contract shall be terminated and of no further force and effect. Contractor warrants and represents that it has made any and all required payments to subcontractors and suppliers under the Construction Contract and shall indemnify, defend and hold District harmless from any and claims from subcontractors and suppliers arising out of the Construction Contract.

2.2 Conveyance of Materials. The Contractor shall hand-deliver the following materials in their current unused condition and without defects, as described in more detail in Attachment A, attached hereto and incorporated herein by this reference, together with all warranties, to District within fourteen (14) days of full execution of this Termination Agreement (the “Materials”). Prior to delivery of the materials, the District shall inspect the materials with the Contractor to assure completeness of the materials to be delivered and provide the Contractor with a single on-site location for delivery of the material:

- All stainless-steel (SST) nuts and bolt kits, gaskets, and anti-seize compound purchased by the Contractor and shown on Mid-Valley Distributors, Inc. Invoice No. 1148739 dated May 20, 2020.
- All neoprene gasket material listed on Mid-Valley Distributors, Inc. Invoice No. 1149115 dated June 10, 2020.
- Two (2) each 42-inch SST pipe risers, Three (3) sets of flange coupling adapter gaskets and bolts, one (1) each 48x40-inch SST pipe reducer, and two (2) each 46x46-inch steel plates purchased by the Contractor and shown on California Pipe Fabricators Invoice No. 9678 dated June 4, 2020.

2.3 Attorney’s Fees. The Parties will bear their own attorneys’ fees, experts’ fees, and any other costs arising out of or related to the Construction Contract, the Project, and this Termination Agreement.

3. Mutual Releases and Waivers.

3.1 Releases and Waivers by the District and Contractor: In consideration of the promises and covenants set forth in this Termination Agreement, and except as set forth herein, the District and Contractor, on behalf of it itself and any subcontractors and suppliers, hereby release and forever discharge each other and all of their respective parents, subsidiaries, affiliates, successors, assigns, sureties, attorneys, agents, officials, board members, employees, representatives, and all other related entities, from any and all past, present or future claims, demands, damages, rights of action or causes of action of any kind whatsoever, whether legal or

equitable, statutory, contract or tort, known or unknown, asserted or unasserted, patent or latent, existing or inchoate, present or future, actual or contingent, including but not limited to causes of action for negligence, intentional tort, breach of contract of any type, strict liability, express indemnity, equitable indemnity, contribution, and declaratory relief, and for damages arising therefrom, whether known or unknown, present or future, general or specific in nature, including but not limited to property damages, loss of use and enjoyment, diminution in value, stigma damages, lost profits, investigative costs, repair costs, personal injuries, bodily injuries, emotional distress, investigations fees, costs, experts' fees, and attorneys' fees, that the District and Contractor had, have, or may have against each other, arising out of or relating, directly or indirectly, to the Construction Contract, the Project, or the termination of the Construction Contract.

3.2 Release and Waiver of Unknown Claims Between the District and Contractor: Except as otherwise agreed herein, the releases described above are full and final releases applying to all losses, including but not limited to damages, costs, expenses, and attorneys' fees, incurred by said parties, arising out of or in any way connected with the above-described matters. It is the intention of the releasing parties (District and Contractor), in executing this Termination Agreement, that the same shall be effective as a bar to each and every claim, demand, and cause of action, by the Parties based upon the above-described released matters, and the Parties knowingly, voluntarily, and expressly waive any and all rights and benefits otherwise conferred by the provisions of Section 1542 of the California Civil Code which states as follows:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

The District and Contractor expressly agree that, notwithstanding Section 1542 of the California Civil Code, this Termination Agreement shall be given full and final effect according to each and all of its express terms and conditions, including those relating to unknown and unsuspected claims, demands, and causes of action, with respect to the released matters. The Parties acknowledge and agree that this waiver is an essential and material term of this Termination Agreement and, without such waiver, this settlement would not have been entered into.

3.3 Intent.

3.3.1 Except as otherwise agreed herein, it is the intention of the District and Contractor, in executing this Termination Agreement, and in paying and receiving the consideration called for by this Termination Agreement, that this Termination Agreement shall be effective as a full and final accord and satisfaction and mutual general release of and from all released matters related to the Project and the Construction Contract as provided herein.

3.3.2 The releases and waivers memorialized by this Termination Agreement do not apply to the rights and obligations created by this Termination Agreement.

4. No Admissions. The Parties understand and agree that this Termination Agreement is made as a negotiated compromise and settlement of the termination of the

Construction Contract. This Termination Agreement and the negotiations leading up to it shall not constitute, nor shall they be construed as or deemed to be evidence of, any admission of liability or wrongdoing. Nor shall this Termination Agreement or the negotiations leading up to it be deemed to be evidence of the existence, nature, or amount of damages alleged by any party hereto, as all payments made hereunder are in compromise only and are made to avoid further litigation.

5. No Reliance. Each Party acknowledges that it has made such investigation of the facts pertaining to the settlement and this Termination Agreement, and all matters pertaining thereto, as it deems necessary. Each Party to this Termination Agreement represents that: (1) it is represented by the attorneys of its choice; (2) prior to the execution of this Termination Agreement each Party's attorney reviewed this Termination Agreement, made all desired changes, and approved this Termination Agreement as to substance and form; (3) the terms of this Termination Agreement and its consequences (including risks, complications, and costs) have been fully explained to it by its attorneys; (4) it fully understands the terms and consequences of this Termination Agreement; (5) it is not relying upon any representation or statement made by the other Party, or by such other Party's employees, agents, representatives or attorneys regarding this Termination Agreement or its preparation except to the extent such representations are expressly and explicitly incorporated herein; (6) it is not relying upon a legal duty, if one exists, on the part of the other Party, or upon the part of such other Party's employees, agents, representatives or attorneys, to disclose any information in connection with the execution of this Termination Agreement or its preparation; and (7) it has carefully read and understands the contents of this Termination Agreement and freely signs it of its own free act, without any constraint or undue influence, and it is the intention of each Party to be legally bound by this Termination Agreement. Further, it is expressly understood that no Party shall ever assert any failure to disclose information by the other Party as a ground for challenging this Termination Agreement.

6. Competency and Authority to Execute. The Parties each represent and warrant that as of the execution date of this Termination Agreement, each person(s) executing this Termination Agreement for the Parties is fully competent, and duly authorized to do so, and thereby bind his or her Party, and each of its past, present and future employees, directors, officers, shareholders, partners, principals, subsidiaries, affiliates, agents, representatives, predecessors, successors and assigns.

7. No Prior Assignment. The Parties each warrant and represent to each other that, as of the execution date of this Termination Agreement, each is the sole and lawful owner of all right, title, and interest in and to all of the respective released matters and that neither has heretofore voluntarily, by operation of law or otherwise, sold, assigned, transferred or otherwise conveyed to any person or entity any released matter or any claims, rights, causes of action, duties, obligations, liabilities or damages that they had, have, or may have in the future, in regards to the Project, or the Construction Contract.

8. Further Assurances. The Parties, and each of them, represent and warrant that they shall, at the request of the other Party, execute, acknowledge, and deliver any additional documents or instruments, and shall perform any other acts as may be required to further advance the intent and purpose of this Termination Agreement.

9. Validity of Terms. Should any court of competent jurisdiction find any provision of this Termination Agreement to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect the other provisions of this Termination Agreement, and this Termination Agreement shall remain in full force and effect without such invalid, illegal or unenforceable provision(s) provided that the severance of such provision(s) does not result in a material failure of consideration under this Termination Agreement to either Party.

10. Binding.

10.1 In entering into and making this Termination Agreement, each Party assumes the risk of any mistake of fact or law and that if any party should subsequently discover that any fact relied upon by that party in entering into this Termination Agreement is not true, or that any party's understanding of the facts or law was incorrect, that party shall not be entitled to set aside this Termination Agreement, or any portion of it, by reason of alleged mistake. This Termination Agreement is intended to be final and binding upon each party regardless of any mistake of fact or law or other circumstance whatsoever.

10.2 Each of the Parties represent and warrant that the rights and obligations of the Parties pursuant to this Termination Agreement shall inure to and be binding upon each of the parties hereto and each of their respective successors, assigns, heirs, personal representatives, devisees, vendees or transferees, and their past or present, direct or indirect, relatives, partners, parents, subsidiaries, divisions or affiliates, and their representatives, agents, officers, directors or employees, and each of them, as though they were parties hereto.

11. Integrated Agreement. This Termination Agreement is an integrated agreement, and constitutes the entire agreement between the Parties as to the subject matter herein only and the terms of the releases are contractual and not mere recitals. This Termination Agreement may not be changed, modified, altered, interlineated, or supplemented, nor may any covenant, representation, warranty or other provision be waived, except by agreement in writing signed by the party against whom enforcement of the change, modification, alteration, interlineation, supplementation or waiver is charged. There shall be no oral amendment, alteration or modification of this Termination Agreement.

12. Construction. This Termination Agreement has been jointly negotiated and drafted at arms-length with each of the Parties receiving advice from legal counsel of its choice. It is the intent of the Parties that this Termination Agreement shall be construed in a neutral manner, and that no part of this Termination Agreement be construed against either of the Parties because of their identity, and that neither of the Parties shall be deemed to be the drafter of this Termination Agreement. The language of this Termination Agreement shall be construed and interpreted as a whole according to its fair meaning and not strictly for or against any of the parties.

13. Applicable Law. This Termination Agreement and any other documents referred to herein shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California applicable to instruments, persons, and transactions which have legal contacts and relationships solely within the State of California.

14. No Waiver of Provisions. No waiver of any of the provisions of this Termination Agreement shall be deemed to constitute a waiver of any other provisions, whether or not similar. No waiver of any of the provisions of this Termination Agreement shall constitute a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver.

15. Headings Have No Legal Effect. The headings used within this Termination Agreement are for reference purposes only, are not intended to be used for the construction or interpretation of the terms and conditions of this Termination Agreement, and have no legal effect.

16. Enforceability. This Termination Agreement may be enforced by any procedure permitted by law. Any legal proceeding to enforce this Termination Agreement shall be brought in the Superior Court of Alameda County, California.

17. Effective Date. The Parties agree that this Termination Agreement shall be deemed effective as of the date of the last signature below.

18. Counterpart and Duplicate Copies. This Termination Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Termination Agreement as of the day and year first written above.

DATED: _____

C. OVERAA & CO.

By: _____
Name: Christopher Manning
Its: President

DATED: _____

UNION SANITARY DISTRICT

By: _____
Name: Paul R. Eldredge, P.E.
Its: General Manager/District Engineer

Mid-Valley Distributors, Inc.

3886 East Jensen Avenue
 Fresno, CA 93725-1343
 Phone: (559) 485-2660
 Fax: (559) 485-1611

INVOICE

DATE	INVOICE NO.	PAGE
05-20-20	1148739	1 of 2
PLEASE SHOW THIS NUMBER WHEN REMITTING		

BILL TO: # 6661
 C. OVERAA & COMPANY
 200 PARR BLVD.
 RICHMOND, CA 94801
 USA

SHIP TO:
 USD - WWTP
 5072 BENSON ROAD
 UNION CITY, CA 94587
 USA

CUSTOMER P.O. #			ORDER DATE		CONTACT		ENTERED BY		PAYMENT TERMS	
4193			04-07-20		ED LUIS		KEVIN		NET 30	
LINE	ORDERED	SHIPPED	QTY BO	UNIT	PRODUCT		PRICE	PER	TOTAL	
1	6	6	0	EA	NON-STOCK Product Code: *NS-EA 42" Full Face Gasket 1/16 Thick Garlock 3000		\$235.0000 0	EA	\$1,410.00	
2	8	8	0	EA	NON-STOCK Product Code: *NS-EA 4" Full Face Gasket 1/16 Thick Garlock 3000		\$4.32000	EA	\$34.56	
3	3	3	0	EA	NON-STOCK Product Code: *NS-EA 8" Full Face Gasket 1/16 Thick Garlock 3000		\$10.45000	EA	\$31.35	
5	216	216	0	EA	1 1/2-6 X 3 1/2 NC HEX C/S T316 STAINLESS Product Code: 150C350HCS3		\$1,330.00	C	\$2,872.80	
6	84	84	0	EA	1 1/2-6 X 5 1/2 NC HEX C/S T316 STAINLESS Product Code: 150C550HCS3		\$18.86000	EA	\$1,584.24	
7	24	24	0	EA	1 1/2-6 X 6 NC HEX C/S T316 STAIN- LESS Product Code: 150C600HCS3		\$1,986.00	C	\$476.64	
8	108	108	0	EA	1 1/2-6 NC FIN HEX NUT 316 STAIN- LESS Product Code: 150CNFH3		\$525.00	C	\$567.00	
9	30	30	0	EA	3/4-10 NC FIN HEX NUT 316 STAIN- LESS Product Code: 75CNFH3		\$60.00	C	\$18.00	
SHIPPED VIA			TRACKING #		# PKGS	WEIGHT				
Kevin					0	lbs				
Continued...										

Mid-Valley Distributors, Inc.

3886 East Jensen Avenue
 Fresno, CA 93725-1343
 Phone: (559) 485-2660
 Fax: (559) 485-1611

INVOICE

DATE	INVOICE NO.	PAGE
05-20-20	1148739	2 of 2
PLEASE SHOW THIS NUMBER WHEN REMITTING		

BILL TO: # 6661
 C. OVERAA & COMPANY
 200 PARR BLVD.
 RICHMOND, CA 94801
 USA

SHIP TO:
 USD - WWTP
 5072 BENSON ROAD
 UNION CITY, CA 94587
 USA

CUSTOMER P.O. #		ORDER DATE		CONTACT		ENTERED BY		PAYMENT TERMS	
4193		04-07-20		ED LUIS		KEVIN		NET 30	
LINE	ORDERED	SHIPPED	QTY BO	UNIT	PRODUCT		PRICE	PER	TOTAL
10	30	30	0	EA	3/4 F/W 316 STAINLESS Product Code: 75NWSF3		\$40.00	C	\$12.00
11	4	4	0	EA	TriFlow Food Grade AntiSeize with P.T.F.E: Krylon BrushTop Jar (9 oz.) Product Code: /KRY-TF23015		\$20.06000	EA	\$80.24
12	60	60	0	EA	NON-STOCK Product Code: *NS-EA 5/8 x 7 Simpson Strong Bolt 2 T316		\$15.66000	EA	\$939.60
13	50	50	0	EA	NON-STOCK Product Code: *NS-EA 3/4 x 7 Simpson Strong Bolt 2 T316		\$20.76000	EA	\$1,038.00
14	4	4	0	EA	5/8-11 X 2 NC HEX C/S T316 STAIN- LESS Product Code: 62C200HCS3		\$165.00	C	\$6.60
15	2	2	0	EA	NON-STOCK Product Code: *NS-EA 40" Full Face Gasket 1/16 Thick Garlock 3000 In the future, if you would prefer to have your invoices and statements sent via email or fax, please provide the ap- propriate email address or fax number at your earliest con- venience. Thank you! We ap- preciate your business.		\$196.00	EA	\$392.00
SHIPPED VIA			TRACKING #		# PKGS	WEIGHT	SUB TOTAL		\$9,463.03
Kevin					0	lbs	SALES TAX		\$875.33
							SHIPPING CHARGES		\$0.00
							PLEASE PAY THIS AMOUNT		\$10,338.36

Mid-Valley Distributors, Inc.

3886 East Jensen Avenue
 Fresno, CA 93725-1343
 Phone: (559) 485-2660
 Fax: (559) 485-1611

INVOICE

DATE	INVOICE NO.	PAGE
06-10-20	1149115	1 of 1
PLEASE SHOW THIS NUMBER WHEN REMITTING		

BILL TO: # 6661
 C. OVERAA & COMPANY
 200 PARR BLVD.
 RICHMOND, CA 94801
 USA

SHIP TO:
 USD - WWTP
 5072 BENSON ROAD
 UNION CITY, CA 94587
 USA

CUSTOMER P.O. #		ORDER DATE		CONTACT		ENTERED BY		PAYMENT TERMS	
4193		04-09-20		ED LUIS		KEVIN		NET 30	
LINE	ORDERED	SHIPPED	QTY BO	UNIT	PRODUCT	PRICE	PER	TOTAL	
1	1	1	0	EA	NON-STOCK Product Code: *NS-EA 3/8 Thick x 5' x 5' One Dove tail joint Bonded per detail 6 Drawing M-4	\$504.0000 0	EA	\$504.00	
2	3	3	0	EA	NON-STOCK Product Code: *NS-EA 3/8 Thick x 3'10" x 3'10" Neoprene per detail 7 drawing M-4 In the future, if you would prefer to have your invoices and statements sent via email or fax, please provide the ap- propriate email address or fax number at your earliest con- venience. Thank you! We ap- preciate your business.	\$170.0000 0	EA	\$510.00	
SHIPPED VIA		TRACKING #		# PKGS	WEIGHT	SUB TOTAL		\$1,014.00	
Kevin				0	lbs	SALES TAX		\$93.80	
						SHIPPING CHARGES		\$0.00	
						PLEASE PAY THIS AMOUNT		\$1,107.80	

CALIFORNIA PIPE FABRICATORS

7277 CHEVRON WAY
DIXON, CA 95620-9772
(707) 678-3069 FAX (707) 678-6513

invoice

DATE	INVOICE NO.
6/4/20	9578

BILL TO:

Overaa Construction
200 Parr Ave.
Richmond, CA 94801

SHIP TO:

USD Alvarado Influent Valve Box
5072 Benson Road
Union City, CA

P.O. NUMBER	TERMS	REP	SHIP DATE	SHIP VIA	F.O.B.	PROJECT
4193	Net 30	MAS	6/4/20	North Star	Jobsite	Job #2149-Alvarado Influent ...
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
		Bill of Lading: #12516				
	Lot	Bid Item #1 2 each #42-1			3,950.00	3,950.00T
	Lot	Bid Item #2 3 sets 42" FCA Replacement Gaskets and Bolts			2,600.00	2,600.00
	Lot	Bid Item #3 1 each #48-2			7,350.00	7,350.00
	Lot	Bid Item #H 2 each #42-4			27,185.00	27,185.00
		* Sales Tax Alameda Co.-Union City			9.75%	385.13
					TOTAL	\$41,470.13



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 14**

TITLE: **Solar and Cogeneration Facilities Operational Update (*This is an Information Item*)**

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

Recommendation

This is an information item.

Discussion

Alvarado Wastewater Treatment Plant Solar Carport

Through December 31, 2020, the Solar Carport facility has generated a total of 2,038,102 kWh of power, which equates to \$387,026 in energy savings at the Plant. Additionally, the District received \$276,030 or approximately 109% of the estimated CSI incentive rebate from PG&E. The total benefit of the Solar Carport is \$663,056, which represents 74.5% of simple payback for the initial construction and ongoing maintenance costs of the facility.

Irvington Pump Station Solar Facility

Through December 31, 2020, the solar facility has generated a total of 7,374,285 kWh of power, which equates to \$2,519,137 in energy savings at the Irvington Pump Station. Additionally, the District received \$680,632 or 109% of the estimated CSI incentive rebate from PG&E. The total benefit of the solar facility is \$3,199,770, which represents 111.9% of simple payback for the initial construction and ongoing maintenance costs of the facility.

Cogeneration Facility

Through December 31, 2021, the facility has generated a total of 63,009,315 kWh of power, which equates to approximately \$6,221,925 in energy savings at the plant. Additionally, the District received \$3,114,556 or 92.1% of the SGIP incentive rebate from PG&E. The total benefit of the cogeneration facility is \$9,336,481, which represents 68.3% of simple payback for the initial construction and maintenance costs of the facility. Both cogeneration engines were out of service since mid-September 2020 due to issues with the generator equipment. Both were recently put back into service.

USD labor and equipment costs have not been factored into the maintenance costs of these facilities. The rationale is that no personnel or equipment has been acquired specifically for the maintenance and the work has been accommodated to date with existing resources.

Staff will provide the Board with an operational update of the solar and cogeneration facilities on a semi-annual basis. The attached Table 1 summarizes the operational data that was discussed in this update.

Background

Alvarado Wastewater Treatment Plant Solar Carport

The District completed construction of the solar carport facility located at the Alvarado Wastewater Treatment Plant at a cost of \$884,000 and began operation in September 2011. The original system consisted of 637 solar panels and was rated at 125 kilowatt (kW). The system rating was based on the California Energy Commission's calculation that accounted for the number of panels, the rating of each panel, and the inverter efficiency.

In February 2020, as part of the construction of the Primary Digester No. 7 Project, the western portion of the solar carport facility was demolished to allow the contractor to install the shoring system and to excavate and construct the digester tank. This resulted in the removal of 195 solar panels from the solar carport facility. The current system consists of 442 solar panels and is rated at 86 kW.

The District applied for the California Solar Initiative (CSI) incentive that would rebate \$0.2568 per kilowatt-hour (kWh) of power generated by the system for a period of five years from September 2011 through August 2016. PG&E, the administrator of the CSI program, approved an estimated incentive amount of \$252,850. In September 2016, the District received its final CSI incentive disbursement.

Irvington Pump Station Solar Facility

The District completed construction of the solar facility located at the Irvington Pump Station at a cost of \$2.85 million and began operation in April 2012. The system consists of 1,680 solar panels and is rated at 408 kW.

The District applied for the CSI incentive that would rebate \$0.15 per kWh of power generated by the system for a period of five years from June 2012 through May 2017. PG&E approved an estimated incentive amount of \$623,370. In February 2017, the District received its final CSI incentive disbursement.

Cogeneration Facility

The District completed construction of the Cogeneration Facility located at the Alvarado Wastewater Treatment Plant at a construction cost of \$11.8 million and the facility was fully operational in late November 2014. The facility consists of two 850-kW biogas-fueled engine generators and a packaged biogas conditioning system.

The District applied for the Self-Generation Incentive Program (SGIP) that provides financial incentives for the installation of new, qualifying self-generation equipment installed to meet all or a portion of the electric energy needs of a facility. PG&E, the administrator of the SGIP in Northern California, approved the District's application for a maximum rebate of \$3.38 million. The District received half of the total rebate from PG&E in 2015 upon successful operational testing of the facility. The other half was paid to the District annually over the next five years and was dependent on the actual electric energy generated by the facility and the actual amount of engine and exhaust heat recovered and utilized to heat the biosolids in the primary digesters. In June 2020, the District received its final SGIP incentive disbursement.

Previous Board Action

None.

PRE/SEG/RC/SB/mb

Attachment: Table 1 – Solar and Cogeneration Facilities Operational Data

Union Sanitary District
Table 1 - Solar and Cogeneration Facilities Operational Data

Facility	System Rating ¹ (kW)	Energy Generated This Period ² (kWh)	Total Energy Generated To Date (kWh)	Value of Energy Generated To Date (\$)	Rebates Received To Date (\$)	Total Received or Generated (\$)	Construction Cost (\$)	Maintenance Costs To Date ⁴ (\$)	Total Costs Incurred To Date (\$)	Simple Payback To Date (%)	Simple Payback Term (Years)	Original Payback Term ⁵ (Years)	Comments
Alvarado WWTP Solar Carport ⁶	86	62,002	2,038,102	387,026	276,030	663,056	884,000	6,225	890,225	74.5%	13.7		System began operation in September 2011. Values are current through December 31, 2020.
Irrington Pump Station Solar Facility	408	323,733	7,374,285	2,519,137	680,632	3,199,770	2,850,000	10,214	2,860,214	111.9%	8.1	10.0	System began operation in April 2012. Values are current through December 31, 2020.
Cogeneration Facility ³	1,700	2,572,233	63,009,315	6,221,925	3,114,556	9,336,481	11,800,000	1,876,123	13,676,123	68.3%	12.1	8.9	System began operation in late November 2014. Values are current through December 31, 2020.

1) System Rating for the solar facilities is based on the number of panels, the rating of each panel, and the inverter efficiency.

2) Period is from July 2020 through December 2020.

3) The cogeneration equipment consists of two 850-kW engine generators.

4) Maintenance costs do not include USD labor or equipment costs.

5) Original payback terms for the Irrington Pump Station Solar Facility and Cogeneration Facility were calculated during the design phase. A payback period was not calculated for the Alvarado WWTP Solar Carport at the time the project was designed.

6) Due to the construction of Primary Digester No. 7, the number of panels at the Alvarado WWTP Solar Carport was reduced from 637 to 442, and the system rating was reduced from 125 kW to 86 kW.



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM #15**

TITLE: CAL-Card Quarterly Merchant Activity Report *(This is an Information Item)*

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, Work Group Manager
Laurie Brenner, Team Coach
Skip Calvo, Purchasing Agent

Recommendation

Information only.

Discussion

Information only.

Background

The attached CAL-Card Merchant Spend Analysis details the CAL-Card activity for the second quarter of FY 2021. This covers transactions from the CAL-Card billing period October 23, 2020 through December 22, 2020. During this quarter, we had 227 transactions totaling \$64,839.37.

Attachments: Merchant Spend Analysis Report

Previous Board Action

None.

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47963	BUSINESS EXPENS	9399	CITY OF FREMONT ACC WEB	510-494-4790	CA	\$ 4,822.00	4	\$ 1,205.50	\$ 0.00	0	\$ 4,822.00	7.44%	4	\$ 0.00
384466	Computer	5045	CDW GOVT #5497802	800-808-4239	IL	3,620.46	1	3,620.46	0.00	0	3,620.46	5.58%	1	320.42
373694	8699	8699	CALIFORNIA WATER ENVIRONM	510-3827800	CA	3,355.00	18	186.39	0.00	0	3,355.00	5.17%	18	0.00
47979	WHOLESALE TRADE	5200	THE HOME DEPOT #0635	UNION CITY	CA	3,042.28	2	1,521.14	0.00	0	3,042.28	4.69%	2	270.28
47979	WHOLESALE TRADE	5085	HACH COMPANY	970-6631377	CO	2,553.17	3	851.06	0.00	0	2,553.17	3.94%	3	226.82
47978	VEHICLE EXPENSE	5533	ART ENTERPRISES	SAC	CA	2,323.69	1	2,323.69	0.00	0	2,323.69	3.58%	1	0.00
47978	VEHICLE EXPENSE	5533	BENIC ENTERPRISES	765-5735199	IN	2,320.00	1	2,320.00	0.00	0	2,320.00	3.58%	1	0.00
47979	WHOLESALE TRADE	5039	OWEN EQUIPMENT COMPANY	503-2559055	OR	2,086.69	2	1,043.35	0.00	0	2,086.69	3.22%	2	179.24
47979	WHOLESALE TRADE	5200	LOWES #01132*	UNION CITY	CA	1,479.20	17	87.01	27.33	1	1,451.87	2.24%	18	133.93
392815	5047	5047	IN *I.R.I. PRODUCTS, PRO-	209-5451691	CA	1,397.00	1	1,397.00	0.00	0	1,397.00	2.15%	1	117.00
47979	WHOLESALE TRADE	5085	IN *NOZZTEQ INC	603-4136583	FL	1,287.47	1	1,287.47	0.00	0	1,287.47	1.99%	1	0.00
47963	BUSINESS EXPENS	9399	UNION CITY CITY HALL	510-6755381	CA	1,225.00	1	1,225.00	0.00	0	1,225.00	1.89%	1	0.00
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*JN9XJ5M33	AMZN.COM/BILL	WA	1,206.15	1	1,206.15	0.00	0	1,206.15	1.86%	1	107.15
47970	OFFICE SERVICES	7361	ZIPRECRUITER, INC.	855-747-5493	CA	1,157.00	4	289.25	0.00	0	1,157.00	1.78%	4	0.00
392815	5047	5047	ENVIRONMENTAL EXPRESS	999-9999999	SC	1,104.00	4	276.00	0.00	0	1,104.00	1.70%	4	12.29
47970	OFFICE SERVICES	8734	NSI LAB SOLUTIONS INC	919-7893000	NC	858.00	1	858.00	0.00	0	858.00	1.32%	1	0.00
384466	Computer	5045	DMI* DELL HLTHCR/PTR	800-274-1550	TX	854.56	1	854.56	0.00	0	854.56	1.32%	1	74.59

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47970	OFFICE SERVICES	7311	IN *TRI-CITY VOICE NEWSPA	510-4941999	CA	\$ 830.00	2	\$ 415.00	\$ 0.00	0	\$ 830.00	1.28%	2	\$ 0.00
47979	WHOLESALE TRADE	5211	GRANITE ROCK 211	831-768-2019	CA	823.13	1	823.13	0.00	0	823.13	1.27%	1	73.13
371673	8398	8398	PAYPAL *CWEA	402-935-7733	CA	800.00	1	800.00	0.00	0	800.00	1.23%	1	0.00
392815	5047	5047	IDEXX DISTRIBUTION INC	800-814-1147	ME	695.60	1	695.60	0.00	0	695.60	1.07%	1	57.15
47978	VEHICLE EXPENSE	5533	BOSCH AUTOMOTIVE SERVICE	WARREN	MI	695.00	1	695.00	0.00	0	695.00	1.07%	1	0.00
47979	WHOLESALE TRADE	5021	BLAISDELL'S OFFICE SUPPLY	510-4833600	CA	680.44	1	680.44	0.00	0	680.44	1.05%	1	60.45
47970	OFFICE SERVICES	7394	PETERSON SAN LEANDRO	510-357-6200	CA	677.77	2	338.88	0.00	0	677.77	1.05%	2	0.00
388846	Olivia	8999	TRAFFICSAFETYSTORE.COM	610-701-0844	PA	676.91	1	676.91	0.00	0	676.91	1.04%	1	0.00
384466	Computer	5045	CDW GOVT #5469434	800-808-4239	IL	673.27	1	673.27	0.00	0	673.27	1.04%	1	58.89
47972	OTHER	5732	BESTBUYCOM806376493417	RICHFIELD	MN	658.46	2	329.23	0.00	0	658.46	1.02%	2	42.36
47963	BUSINESS EXPENS	9399	UNION CITY CITY HALL	510-6755381	CA	644.50	1	644.50	0.00	0	644.50	0.99%	1	0.00
384466	Computer	5045	CDW GOVT #1887122	800-808-4239	IL	636.06	1	636.06	0.00	0	636.06	0.98%	1	56.51
47971	OFFICE SUPPLIES	4812	METRO MOBILE COMMUNICATIO	650-3671992	CA	632.32	1	632.32	0.00	0	632.32	0.98%	1	52.94
289779	COMPUTER	5968	ZOOM.US	888-799-9666	CA	619.88	2	309.94	0.00	0	619.88	0.96%	2	0.00
373694	8699	8699	WEF MAIN	703-684-2400	VA	599.00	2	299.50	0.00	0	599.00	0.92%	2	0.00
47979	WHOLESALE TRADE	5169	MAR-LEN SUPPLY INC -CLV	510-782-3555	CA	528.06	1	528.06	0.00	0	528.06	0.81%	1	0.00
47972	OTHER	5999	CAL OSHA REPORTER	916-774-4000	CA	514.05	1	514.05	0.00	0	514.05	0.79%	1	0.00
47972	OTHER	5732	B&B ELECTRONICS LTD	800-346-3119	IL	503.75	1	503.75	0.00	0	503.75	0.78%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
388846	Olivia	8299	WWW.LORMAN.COM	WWW.LORMAN.CO	WI	\$ 489.30	1	\$ 489.30	\$ 0.00	0	\$ 489.30	0.75%	1	\$ 0.00
47972	OTHER	5732	BESTBUYCOM806366303429	RICHFIELD	MN	480.64	2	240.32	0.00	0	480.64	0.74%	2	30.93
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*284FJ5N70	AMZN.COM/BILL	WA	446.98	1	446.98	0.00	0	446.98	0.69%	1	39.71
47979	WHOLESALE TRADE	5085	INSTRUMART	800-8844967	VT	429.13	1	429.13	0.00	0	429.13	0.66%	1	0.00
47979	WHOLESALE TRADE	5065	BURLINGTON SAFETY LABORAT	888-8171412	CA	416.65	1	416.65	0.00	0	416.65	0.64%	1	0.00
289779	COMPUTER	4816	DNH*GODADDY.COM	480-5058855	AZ	399.98	1	399.98	0.00	0	399.98	0.62%	1	0.00
47979	WHOLESALE TRADE	5311	SEARS.COM 9311	847-286-2500	IL	396.61	6	66.10	0.00	0	396.61	0.61%	6	0.00
47979	WHOLESALE TRADE	5072	DWYER INSTRUMENTS, INC	219-879-8868	IN	389.27	1	389.27	0.00	0	389.27	0.60%	1	0.00
397986	Hydrogen Fuel	5542	CHEVRON 0206357	FREMONT	CA	369.54	5	73.91	0.00	0	369.54	0.57%	5	52.82
47979	WHOLESALE TRADE	5085	OMEGA *ENGINEERING	203-359-1660	CT	368.23	1	368.23	0.00	0	368.23	0.57%	1	0.00
47970	OFFICE SERVICES	7399	IN *TITUS INDUSTRIAL GROU	541-3891975	OR	366.70	1	366.70	0.00	0	366.70	0.57%	1	0.00
373183	5046	5046	IN *MUNIQUEIP LLC	916-7875641	CA	364.38	1	364.38	0.00	0	364.38	0.56%	1	22.47
47972	OTHER	5999	INDUSTRIAL PROCESS MEAS	732-6326400	NJ	362.95	1	362.95	0.00	0	362.95	0.56%	1	0.00
384466	Computer	5045	CDW GOVT #5609485	800-808-4239	IL	349.00	1	349.00	0.00	0	349.00	0.54%	1	0.00
47970	OFFICE SERVICES	2741	BR PRINTERS, INC	408-278-7711	CA	335.75	1	335.75	0.00	0	335.75	0.52%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM*208PW18Q0 AMZN	AMZN.COM/BILL	WA	325.62	1	325.62	0.00	0	325.62	0.50%	1	28.93
47979	WHOLESALE TRADE	5039	HOWARD WIRE CLOTH CO	HAYWARD	CA	323.76	1	323.76	0.00	0	323.76	0.50%	1	0.00
47979	WHOLESALE TRADE	5085	GRAINGER	877-2022594	IL	320.73	1	320.73	0.00	0	320.73	0.49%	1	27.11

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47963	BUSINESS EXPENS	4814	ZOOM.US 888-799-9666	WWW.ZOOM.US	CA	\$ 309.94	1	\$ 309.94	\$ 0.00	0	\$ 309.94	0.48%	1	\$ 0.00
47978	VEHICLE EXPENSE	5532	AMERICAS-TIRE-CO CAN-14	UNION CITY	CA	309.91	1	309.91	0.00	0	309.91	0.48%	1	26.91
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*6M8DC1J53	AMZN.COM/BILL	WA	309.34	1	309.34	0.00	0	309.34	0.48%	1	27.50
47962	BUILDING SERVIC	780	EZ PAY PAYMENT CENTERS	510-586-0441	CA	300.00	1	300.00	0.00	0	300.00	0.46%	1	26.65
235401	REGISTRATION	8111	LIEBERTCASS	310-981-2000	CA	300.00	2	150.00	0.00	0	300.00	0.46%	2	0.00
373694	8699	8699	ASCE PURCHASING	800-5482723	VA	295.00	1	295.00	0.00	0	295.00	0.45%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM*MR8 7V71N3 AMZN	AMZN.COM/BILL	WA	284.86	1	284.86	0.00	0	284.86	0.44%	1	25.31
373694	8699	8699	CAPIO - CA ASSOCIATION OF	530-9245444	CA	275.00	1	275.00	0.00	0	275.00	0.42%	1	0.00
47972	OTHER	5732	BESTBUYCOM8063 75581168	RICHFIELD	MN	263.37	1	263.37	0.00	0	263.37	0.41%	1	16.95
		5732	BESTBUYCOM8063 84348109	RICHFIELD	MN	263.37	1	263.37	0.00	0	263.37	0.41%	1	16.95
47979	WHOLESALE TRADE	5085	EPASALES	423-876-4366	TN	252.95	1	252.95	0.00	0	252.95	0.39%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM*MK6 8G2OG0	AMZN.COM/BILL	WA	251.06	1	251.06	0.00	0	251.06	0.39%	1	22.30
47972	OTHER	5732	BESTBUYCOM8063 52134439	RICHFIELD	MN	250.20	1	250.20	0.00	0	250.20	0.39%	1	16.10
47979	WHOLESALE TRADE	5399	WWW.DKFSOLUTIONS.COM	WWW.DKFSOLUTI	CA	250.00	2	125.00	0.00	0	250.00	0.39%	2	0.00
47979	WHOLESALE TRADE	5085	GIH*GLOBALINDUS TRIALEQ	800-645-2986	FL	248.96	1	248.96	0.00	0	248.96	0.38%	1	22.12
47979	WHOLESALE TRADE	5039	LITEK COMPOSITES CORP	909-5914977	CA	244.25	1	244.25	0.00	0	244.25	0.38%	1	0.00
378973	4899	5310	VAL-MART #2031	UNION CITY	CA	232.66	1	232.66	0.00	0	232.66	0.36%	1	20.66
47978	VEHICLE EXPENSE	7538	BAYCOUNTIESDIES ELSERVINC	510-490-5665	CA	221.52	1	221.52	0.00	0	221.52	0.34%	1	0.00
47972	OTHER	5732	BESTBUYCOM8063	RICHFIELD	MN	219.48	1	219.48	0.00	0	219.48	0.34%	1	14.12

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47972	OTHER		52109073											
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*7H9J81YU3	AMZN.COM/BILL	WA	217.17	1	217.17	0.00	0	217.17	0.33%	1	19.29
388846	Olivia	4899	AUTOPAY/DISH NTWK	800-333-3474	CO	212.76	3	70.92	0.00	0	212.76	0.33%	3	0.00
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*286MU4QC1	AMZN.COM/BILL	WA	203.57	1	203.57	0.00	0	203.57	0.31%	1	18.08
47970	OFFICE SERVICES	8911	BROWN AND CALDWELL	925-2102277	CO	200.00	1	200.00	0.00	0	200.00	0.31%	1	0.00
47979	WHOLESALE TRADE	5311	SEARS.COM 9300	800-349-4358	TX	191.60	1	191.60	0.00	0	191.60	0.30%	1	0.00
47979	WHOLESALE TRADE	5072	ROBERT BROOKE & ASSOCIATE	800-6422403	MI	188.60	1	188.60	0.00	0	188.60	0.29%	1	0.00
47972	OTHER	5732	BESTBUYCOM8063 64466795	RICHFIELD	MN	181.05	1	181.05	0.00	0	181.05	0.28%	1	11.65
373694	8699	8699	CASA	916-4460388	CA	165.00	1	165.00	0.00	0	165.00	0.25%	1	0.00
47972	OTHER	5999	ARCHIVAL METHODS	585-334-7050	NY	160.59	1	160.59	0.00	0	160.59	0.25%	1	0.00
47972	OTHER	5732	BESTBUYCOM8063 45138592	RICHFIELD	MN	153.64	1	153.64	0.00	0	153.64	0.24%	1	9.89
371673	8398	8398	NACE INTERNATIONAL	800-797-6223	TX	150.00	1	150.00	0.00	0	150.00	0.23%	1	0.00
47978	VEHICLE EXPENSE	5533	AUTOZONE #4091	NEWARK	CA	149.25	1	149.25	0.00	0	149.25	0.23%	1	13.26
47978	VEHICLE EXPENSE	5533	AUTOZONE 4399	HAYWARD	CA	142.66	1	142.66	0.00	0	142.66	0.22%	1	12.67
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*2T3FV3MT2	AMZN.COM/BILL	WA	141.54	1	141.54	0.00	0	141.54	0.22%	1	0.00
47962	BUILDING SERVIC	780	EZ PAY PAYMENT CENTERS	510-586-0441	CA	125.00	1	125.00	0.00	0	125.00	0.19%	1	11.10
47979	WHOLESALE TRADE	5085	EARLBECK GASES & TECHN	410-687-8400	MD	124.28	1	124.28	0.00	0	124.28	0.19%	1	0.00
387278	5099	5099	ACCUFORM.COM LLC	800-237-1001	FL	122.12	1	122.12	0.00	0	122.12	0.19%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5085	COLBURN POWER	618-997-9015	IL	\$ 117.01	1	\$ 117.01	\$ 0.00	0	\$ 117.01	0.18%	1	\$ 0.00
388846	Olivia	8999	QUICK SEARCH	214-358-2880	TX	115.55	1	115.55	0.00	0	115.55	0.18%	1	8.81
47979	WHOLESALE TRADE	5192	BNP MEDIA SUBSCRIPTION	248-362-3700	MI	108.00	1	108.00	0.00	0	108.00	0.17%	1	0.00
47970	OFFICE SERVICES	7333	PAYPAL *TTCPEXPRESS	402-935-7733	OH	100.00	1	100.00	0.00	0	100.00	0.15%	1	0.00
47971	OFFICE SUPPLIES	5734	CLASSMARKER.COM	NEWCASTLE		100.00	1	100.00	0.00	0	100.00	0.15%	1	0.00
388846	Olivia	8641	FREMONT CHAMBER OF COMMER	510-7952244	CA	100.00	2	50.00	0.00	0	100.00	0.15%	2	0.00
397986	Hydrogen Fuel	5542	CHEVRON 0209937	FREMONT	CA	100.00	1	100.00	0.00	0	100.00	0.15%	1	14.30
47963	BUSINESS EXPENS	8244	PAYPAL *PUBLICSECTO	402-935-7733	CA	95.00	1	95.00	0.00	0	95.00	0.15%	1	0.00
388846	Olivia	8999	SOCIETYFORHUMANRESOURCE	800-2837476	VA	94.00	2	47.00	0.00	0	94.00	0.14%	2	0.00
373694	8699	8699	INT'L CODE COUNCIL INC	888-422-7233	IL	90.00	1	90.00	0.00	0	90.00	0.14%	1	0.00
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*M46V00U21	AMZN.COM/BILL	WA	89.56	1	89.56	0.00	0	89.56	0.14%	1	7.96
373183	5046	5046	MUNICIPAL MAINTENANCE EQU	916-9221101	CA	87.65	1	87.65	0.00	0	87.65	0.14%	1	0.00
47970	OFFICE SERVICES	7399	FREMONT RECYCLING AND TRA	FREMONT	CA	85.00	1	85.00	0.00	0	85.00	0.13%	1	0.00
47978	VEHICLE EXPENSE	5533	CARTPROS	408-355-9940	CA	83.57	1	83.57	0.00	0	83.57	0.13%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM*2T70I48G1 AMZN	AMZN.COM/BILL	WA	81.75	1	81.75	0.00	0	81.75	0.13%	1	7.26
47979	WHOLESALE TRADE	5085	MFCP FREMONT	510-661-0151	CA	80.85	2	40.42	0.00	0	80.85	0.12%	2	4.09
388846	Olivia	8641	PAYPAL *OCTWATERQUA	402-935-7733	CA	74.50	1	74.50	0.00	0	74.50	0.11%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5200	THE HOME DEPOT #6964	NEWARK	CA	\$ 71.30	1	\$ 71.30	\$ 0.00	0	\$ 71.30	0.11%	1	\$ 6.33
47979	WHOLESALE TRADE	5085	ZORO TOOLS INC	855-2899676	IL	71.08	1	71.08	0.00	0	71.08	0.11%	1	0.00
47972	OTHER	5815	CERTIFIED TRAINING INSTIT DRI*MSP360TM	231-9432962	MI	69.00	1	69.00	0.00	0	69.00	0.11%	1	0.00
47971	OFFICE SUPPLIES	5734	DRI*MSP360TM	952-9084084	MN	68.00	2	34.00	0.00	0	68.00	0.10%	2	0.14
47979	WHOLESALE TRADE	5399	SMARTSIGN	718-797-1900	NY	67.44	1	67.44	0.00	0	67.44	0.10%	1	5.50
47972	OTHER	5941	CROWN AWARDS INC	800-227-1557	NY	62.60	2	31.30	0.00	0	62.60	0.10%	2	0.08
47971	OFFICE SUPPLIES	5943	OFFICE DEPOT #2160	HAYWARD	CA	61.45	1	61.45	0.00	0	61.45	0.09%	1	5.46
47963	BUSINESS EXPENS	9399	CA DEPT PEST REGS LICENSI	916-4453891	CA	60.00	1	60.00	0.00	0	60.00	0.09%	1	0.00
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*M44H13R81	AMZN.COM/BILL	WA	58.13	1	58.13	0.00	0	58.13	0.09%	1	0.00
47970	OFFICE SERVICES	7311	EAST BAY TIMES	925-935-2525	CA	58.12	1	58.12	0.00	0	58.12	0.09%	1	0.00
371673	8398	8398	NFPA NATL FIRE PROTECT	800-344-3555	MA	58.00	1	58.00	0.00	0	58.00	0.09%	1	0.00
47971	OFFICE SUPPLIES	5943	STAPLES 00112995	FREMONT	CA	57.87	1	57.87	0.00	0	57.87	0.09%	1	4.90
47979	WHOLESALE TRADE	5200	HOMEDEPOT.COM	800-430-3376	GA	57.26	1	57.26	0.00	0	57.26	0.09%	1	5.09
47972	OTHER	5970	MICHAELS STORES 2076	UNION CITY	CA	55.20	2	27.60	0.00	0	55.20	0.09%	2	4.90
47971	OFFICE SUPPLIES	5942	AMAZON.COM*289 C92BM0	AMZN.COM/BILL	WA	52.32	1	52.32	0.00	0	52.32	0.08%	1	0.00
388846	Olivia	8299	PESTICIDE APPLICATORS PRO	831-4423536	CA	50.00	1	50.00	0.00	0	50.00	0.08%	1	0.00
47972	OTHER	5732	BESTBUYCOM8063 42623976	RICHFIELD	MN	49.29	1	49.29	0.00	0	49.29	0.08%	1	3.18

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47979	WHOLESALE TRADE	5399	CHEMETRICS.COM	540-7889026	VA	\$ 44.70	1	\$ 44.70	\$ 0.00	0	\$ 44.70	0.07%	1	\$ 0.00
47978	VEHICLE EXPENSE	5533	ETRAILER CORPORATION	636-887-9300	MO	44.45	1	44.45	0.00	0	44.45	0.07%	1	0.00
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*FL05M79H3	AMZN.COM/BILL	WA	43.89	1	43.89	0.00	0	43.89	0.07%	1	3.90
47971	OFFICE SUPPLIES	5942	AMAZON.COM*4024 59F63 AMZN	AMZN.COM/BILL	WA	41.20	1	41.20	0.00	0	41.20	0.06%	1	3.66
47970	OFFICE SERVICES	7311	FACEBK 7HFQFVS4A2	650-5434800	CA	40.00	1	40.00	0.00	0	40.00	0.06%	1	0.00
47979	WHOLESALE TRADE	5251	DALE HDWE INC	FREMONT	CA	39.31	1	39.31	0.00	0	39.31	0.06%	1	0.00
47971	OFFICE SUPPLIES	5942	AMAZON.COM*206S H2O61	AMZN.COM/BILL	WA	38.93	1	38.93	0.00	0	38.93	0.06%	1	3.46
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*2874W9WY0	AMZN.COM/BILL	WA	38.51	1	38.51	0.00	0	38.51	0.06%	1	3.42
47979	WHOLESALE TRADE	5251	HARBOR FREIGHT TOOLS 494	HAYWARD	CA	36.73	2	18.36	0.00	0	36.73	0.06%	2	3.27
47979	WHOLESALE TRADE	5074	CAL-STEAM 2504	844-872-3857	CA	33.84	1	33.84	0.00	0	33.84	0.05%	1	3.01
47979	WHOLESALE TRADE	5251	D & F LIQUIDATORS	510-785-9600	CA	32.93	1	32.93	0.00	0	32.93	0.05%	1	0.00
47978	VEHICLE EXPENSE	5533	AUTOZONE #3338	UNION CITY	CA	32.89	1	32.89	0.00	0	32.89	0.05%	1	2.92
47971	OFFICE SUPPLIES	5942	AMAZON.COM*O82 M95CV3 AMZN	AMZN.COM/BILL	WA	31.14	1	31.14	0.00	0	31.14	0.05%	1	2.77
47971	OFFICE SUPPLIES	5942	AMAZON.COM*GP9 LD0B53	AMZN.COM/BILL	WA	27.35	1	27.35	0.00	0	27.35	0.04%	1	2.45
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*2869N1610	AMZN.COM/BILL	WA	25.23	1	25.23	0.00	0	25.23	0.04%	1	2.24
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*203JD8O40	AMZN.COM/BILL	WA	21.94	1	21.94	0.00	0	21.94	0.03%	1	1.95
384466	Computer	5045	CDW GOVT #2963703	800-808-4239	IL	21.12	1	21.12	0.00	0	21.12	0.03%	1	0.00

Merchant Spend Analysis - Detail

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47971	OFFICE SUPPLIES	5734	DRI*JABRABLU EPARROTT	ORDERFIND.COM	MN	\$ 20.85	1	\$ 20.85	\$ 0.00	0	\$ 20.85	0.03%	1	\$ 1.85
47970	OFFICE SERVICES	7311	FACEBK USX4LXE4A2	650-5434800	CA	20.00	1	20.00	0.00	0	20.00	0.03%	1	0.00
47979	WHOLESALE TRADE	5200	LOWES #01895*	FREMONT	CA	19.62	1	19.62	0.00	0	19.62	0.03%	1	1.66
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*288AT05R2	AMZN.COM/BILL	WA	16.99	1	16.99	0.00	0	16.99	0.03%	1	0.00
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*M43LN47H2	AMZN.COM/BILL	WA	16.41	1	16.41	0.00	0	16.41	0.03%	1	1.46
47971	OFFICE SUPPLIES	5942	AMAZON.COM*M44 MU4RA2 AMZN	AMZN.COM/BILL	WA	15.90	1	15.90	0.00	0	15.90	0.02%	1	1.41
47971	OFFICE SUPPLIES	5943	FRANKLIN PLANNER	800-654-1776	UT	15.30	1	15.30	0.00	0	15.30	0.02%	1	0.00
397986	Hydrogen Fuel	5542	SHELL OIL 57444785901	UNION CITY	CA	15.00	1	15.00	0.00	0	15.00	0.02%	1	1.33
289779	COMPUTER	5968	AMAZON PRIME*2T8CZ1821	AMZN.COM/BILL	WA	14.26	1	14.26	0.00	0	14.26	0.02%	1	1.27
		5968	AMAZON PRIME*FD5SC9BJ3	AMZN.COM/BILL	WA	14.26	1	14.26	0.00	0	14.26	0.02%	1	1.27
		5968	AMAZON PRIME*QK9ZH3KU3	AMZN.COM/BILL	WA	14.26	1	14.26	0.00	0	14.26	0.02%	1	1.27
47971	OFFICE SUPPLIES	5942	AMAZON.COM*VU3 YI1A93 AMZN	AMZN.COM/BILL	WA	13.55	1	13.55	0.00	0	13.55	0.02%	1	1.20
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*M45O16HV0	AMZN.COM/BILL	WA	13.18	1	13.18	0.00	0	13.18	0.02%	1	1.17

MCCG	Merchant Category Code Group Description	MCC	Merchant Name	Merchant City	Merchant State/ Province	Debit Amount	Nbr of Debit Trans	Average Spend per Debit Trans	Credit Amount	Nbr of Credit Trans	Total Spend	% of Total Spend	Nbr of Trans	Total Sales Tax
47971	OFFICE SUPPLIES	5942	AMZN MKTP US*M443E01C0	AMZN.COM/BILL	WA	\$ 7.67	1	\$ 7.67	\$ 0.00	0	\$ 7.67	0.01%	1	\$ 0.68

Total

\$64,866.70

\$ 27.33

\$64,839.37

227

\$ 2,502.25

Total Number of Records:

154

End of Report

Merchant Spend Analysis - Detail Output Parameter Page

Cycle Close Date Range: 10/2020 to 12/2020
Report Type: Detail
Merchant Profile Source: Association
Merchant Names: All
Merchant Category Code Group: All
Merchant States: All

Sort Report By: (1) Total Spend, (2) No Sort, (3) No Sort, (4) No Sort
Break/Subtotal Level: No Break/Subtotal

Processing Hierarchy Position:	Bank	Agent	Company	Division	Department
	1425	3135	51756	All	All



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM #16**

TITLE: **Board Expenses for 2nd Quarter of Fiscal Year 2021 (*This is an Information Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, Business Services Manager/CFO
Laurie Brenner, FAST Team Coach

Recommendation

Information only.

Previous Board Action

None

Background

Please see attached the Board of Directors Quarterly Travel and Training Expenditure Report for the 2nd quarter of Fiscal Year 2021.

BOARD OF DIRECTORS
QUARTERLY TRAVEL AND TRAINING EXPENDITURE REPORT
2ND QTR, FISCAL YEAR 2021

Board Members	Description	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Beginning Balance	Y-T-D Expense	Balance Available
FERNANDEZ, MANNY								
	TOTAL	0.00	0.00	0.00	0.00	5000.00	0.00	5000.00
HANDLEY, TOM								
	Virtual State of the City - Fremont Chamber of Commerce		25.00					
	TOTAL	0.00	25.00	0.00	0.00	5000.00	25.00	4975.00
HARRISON, JENNIFER								
	TOTAL	0.00	0.00	0.00	0.00	5000.00	0.00	5000.00
KITE, PAT								
	TOTAL	0.00	0.00	0.00	0.00	5000.00	0.00	5000.00
LATHI, ANJALI								
	2020 Virtual Special Districts Legislative Days	150.00						
	2020 Annual CASA Conference Registration	125.00						
	Lorman All Access Education Pass	699.00						
	Virtual State of the City - Fremont Chamber of Commerce		25.00					
	TOTAL	974.00	25.00	0.00	0.00	5000.00	999.00	4001.00
	GRAND TOTAL	974.00	50.00	0.00	0.00	25000.00	1,024.00	23976.00

The Board of Directors' Quarterly Expenditure Report is attached as part of the check register in accordance with Board Member Business Expense policy adopted September 5, 1991.



**Summary of the EBDA Commission Meeting
Thursday, December 17, 2020, at 9:30 a.m.**

- Commissioners Cutter, Duncan, Johnson, Lamnin, and Toy were present. This meeting was conducted telephonically and the dial-in information for the meeting was provided in the agenda.
- Commissioner Cutter moved to approve the Commission Meeting Minutes of November 19, 2020; List of Disbursements for November 2020; and Treasurer's Report for November 2020. The motion was seconded by Commissioner Duncan and carried 5-0.
- The Commission unanimously approved the reports from the Managers Advisory, LACWMA Ad Hoc Committee, Financial Management, and Operations & Maintenance Committees. The following items were discussed:

- **General Managers Report**

The General Manager (GM) deferred her report and suggested taking the motion for mid-year rotation of Commission Chair out of order. With no further discussion, the Chair proceeded to consider the Motion for Mid-Year Rotation of Commission Chair out of order.

- **Motion for Mid-Year Rotation of Commission Chair**

The Commission discussed recommendations for the appointment of Chair and Vice Chair for the remainder of the fiscal year. The GM will bring next year's rotation recommendations to the Personnel Committee for discussion, including consideration of changing the rotation to calendar year from fiscal year. Commissioner Cutter moved to approve the motion for mid-year rotation appointing Vice Chair Johnson to the role of Chair and Commissioner Cutter to the role of Vice Chair for the remainder of the fiscal year ending June 30, 2021. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Managers Advisory Committee (MAC)**

The GM deferred the report for the Managers Advisory Committee.

- **LAVWMA Ad Hoc Committee**

The GM deferred the staff report from the Ad Hoc Committee, which met on December 3, 2020, to a Resolution Extending the Authority's Master Agreement with Livermore-Amador Valley Water Management Agency Until No Later Than June 30, 2021.

- **Resolution Extending the Authority’s Master Agreement with Livermore-Amador Valley Water Management Agency Until No Later Than June 30, 2021**

The GM provided a staff report on the resolution for which the Committee recommended approval. Two Livermore-Amador Valley Water Management Agency (LAVWMA) Board Members also spoke on their agency’s commitment to collaboration in completing and implementing a new long-term agreement. Commissioner Cutter moved to approve the resolution extending the Authority’s master agreement with LAVWMA until no later than June 30, 2021. The motion was seconded by Commissioner Lamnin and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Financial Management Committee**

The GM reported on the Financial Management Committee, which met on December 15, 2020, noting the Committee’s review of November’s List of Disbursements and Treasurer’s Report. The GM then provided a staff report for resolution Items 13 and 14. The Purchasing Policy includes incorporated changes from Commission direction, including the negotiated \$25,000 purchasing threshold for the GM, along with adherence to the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Compliance with this statute also includes adopting an informal bidding procedure covered in the Resolution to Provide Informal Bidding Procedures Pursuant to California Public Contract Code § 22030 et seq. Regarding Public Project Contracts

Commissioner Lamnin moved and Commissioner Toy seconded to adopt the following resolutions:

- **Resolution Approving Revisions to the Authority’s Purchasing Policy**
- **Resolution to Provide Informal Bidding Procedures Pursuant to California Public Contract Code § 22030 et seq. Regarding Public Project Contracts**

Motions carried unanimously by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Operations and Maintenance (O&M) Committee**

The O&M Manager reported on the Operations and Maintenance Committee, which met on December 15, 2020, and discussed the status of EBDA facilities. The O&M Manager reviewed NPDES compliance data and then provided an overview of current projects.

At UEPS, Calcon Systems, Inc. is installing new radios to repair data communication issues. AT OLEPS, Phase II of the Water System Upgrade was completed. The O&M Manager then reported on upgrades to the force main scheduled in conjunction with the upcoming shutdown for the Cargill Brine Project due-diligence inspection.

The GM then provided an update on staff's compliance with new OSHA standards for COVID-19 safety, and wastewater-based epidemiology. EBDA member agencies are waiting on direction from the Alameda County Public Health Department to determine potential locations for SARS-CoV-2 sampling. Union Sanitary District may move forward with providing samples to the lab at University of California Berkeley, provided the sampling is covered by grant funds.

The GM continued with a review of the Cargill Brine Project due diligence phase, including details on an upcoming inspection of the force main occurring near USD. The GM & O&M Manager thanked USD staff for their flexibility and assistance on such short notice. The GM concluded with a report on the current status of the AQPI project. The approval date of the East Bay Agreement and the lease agreement with American Tower for the East Bay radar is not anticipated until the new year. Precipitation data and forecasts continue to be available from NOAA in the meantime.

- **Motion to Accept Completion and Authorize the Filing of a Notice of Completion for the Hayward Effluent Pump Station Motor Control Center Replacement Project**

The O&M Manager provided a staff report on the motion and thanked City of Hayward staff for their assistance and diligence during the project. Commissioner Cutter moved to approve the motion. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Motion Authorizing the General Manager to Execute a Contract with Environmental Science Associates for Nature-Based Solutions Study and Design Services in the Amount of \$600,000**

The GM provided a staff report on the motion, detailing the aims of the nature-based solutions study for the Hayward and First Mile projects as part of the larger Transforming Shorelines Project. Commissioner Duncan moved to approve the motion authorizing the GM to execute a contract with Environmental Science Associates. The motion was seconded by Commissioner Lamnin and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Motion Authorizing the General Manager to Execute a Contract with EOA, Inc. for NPDES Permit Reissuance Assistance in the Amount of \$96,818**

The GM provided a summary of the motion, noting staff's recommendation to sole source the contract to EOA, Inc. based on their expertise in NPDES permitting and past history with EBDA's permit. The Commission discussed any potential conflict of interest in procuring EOA, Inc. for the permitting renewal. Commissioner Cutter moved to approve the motion authorizing the GM to execute a contract with EOA, Inc. The motion was seconded by Commissioner Duncan and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None

Absent: None
Abstain: None

- **Resolution Approving the Authority's Commissioner Compensation Policy**

The GM provided a staff report on the resolution, for which the Committee recommended approval. Commissioner Cutter moved to approve the resolution approving the Authority's Commissioner Compensation Policy. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Resolution of Appreciation for Daniel Walters**

The Commission gave thanks to former Chair Daniel Walters for his expertise and commitment to the Commission, and his contributions towards the successful negotiations and adoption of the Amended and Restated JPA. Commissioner Cutter moved to approve the resolution of appreciation for Daniel Walters. The motion was seconded by Commissioner Lamnin and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Toy, Duncan, Cutter, Lamnin, Chair Johnson
Noes: None
Absent: None
Abstain: None

- **Items from Commission and Staff**

The GM confirmed that the discussion item regarding Commission Chair rotation will be brought to the Personnel Committee. Chair Johnson welcomed Commissioner Duncan to the Commission.

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**JANUARY 25, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 18**

TITLE: COVID-19 Update (*This is an Information Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer

Recommendation

Information only.

Discussion

None.

Background

General Manager Eldredge will provide an update on the District's COVID-19 response and staffing levels.

Previous Board Action

None.

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176425	1/7/2021	114	2011800211	HAZEN AND SAWYER	MP - AERATION BASIN MODIFICATIONS	\$430,216.25	\$430,216.25
176418	1/7/2021	173	5417631	CDW GOVERNMENT LLC	ANNUAL CISCO RENEWAL	\$34,925.00	\$34,925.00
176414	1/7/2021	143	11390731	BROWN & CALDWELL CONSULTANTS	PRIMARY DIGESTER NO. 7	\$29,810.77	\$30,300.93
	1/7/2021	143	11390744		PLANT GROUNDWATER WELLS MONITORING	\$490.16	
176509	1/14/2021		533620201222	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL-CARD REPORT - DEC 2020	\$26,290.97	\$26,290.97
176439	1/7/2021	110	892820201208	PACIFIC GAS AND ELECTRIC	SERV TO 12/01/20 HAYWARD MARSH	\$65.18	\$22,096.93
	1/7/2021	170	013720201210		SERV TO 12/04/20 BOYCE RD PS	\$3,287.05	
	1/7/2021	170	140120201211		SERV TO 12/03/20 IRVINGTON PS	\$25.46	
	1/7/2021	110	224720201229		SERV TO 12/21/20 CS TRAINING TRAILER	\$898.73	
	1/7/2021	170	666720201208		SERV TO 12/01/2020 PASEO PADRE PS	\$419.54	
	1/7/2021	170	898220201208		SERV TO 12/01/20 FREMONT PS	\$215.04	
	1/7/2021	110	761520201224		SERV TO 12/23/20 NEWARK PS	\$17,185.93	
176458	1/7/2021	110	100752	USP TECHNOLOGIES	4514 GALS HYDROGEN PEROXIDE	\$19,816.46	\$19,816.46
176510	1/14/2021	110	100683	USP TECHNOLOGIES	4210 GALS HYDROGEN PEROXIDE	\$18,481.90	\$18,481.90
176432	1/7/2021	143	800501.4	KIEWIT INFRASTRUCTURE WEST CO	ALVARADO INFLUENT PS PUMPS AND VFDS	\$17,575.00	\$17,575.00
176421	1/7/2021	173	10442355092	DELL MARKETING LP C/O DELL USA	8 FY21 Q2 SHARED COMPUTERS	\$15,417.49	\$15,417.49
176411	1/7/2021	141	314339	BMI IMAGING SYSTEMS	CONVERT MICROFICHE TO PDF	\$14,630.00	\$14,630.00

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176431	1/7/2021	110	9017696205	KEMIRA WATER SOLUTIONS INC	48,000 LBS FERROUS CHLORIDE	\$6,950.78	\$13,892.45
	1/7/2021	110	9017696937		47,780 LBS FERROUS CHLORIDE	\$6,941.67	
176462	1/7/2021	143	184473	WOODARD & CURRAN INC	IRVINGTON BASIN MASTER PLAN UPDATE	\$13,820.75	\$13,820.75
176417	1/7/2021	143	193656	CAROLLO ENGINEERS	ALVARADO INFLUENT PS PUMPS AND VFDS	\$7,324.90	\$11,382.33
	1/7/2021	143	193758		PRIMARY DIGESTER NO. 2 REHABILITATION	\$4,057.43	
176456	1/7/2021	110	48873202	UNIVAR SOLUTIONS USA INC	4950 GALS SODIUM HYPOCHLORITE	\$3,575.76	\$10,581.45
	1/7/2021	110	48864540		4798.6 GALS SODIUM HYPOCHLORITE	\$3,466.40	
	1/7/2021	110	48866624		4899.5 GALS SODIUM HYPOCHLORITE	\$3,539.29	
176415	1/7/2021	170	322143300	BUCKLES SMITH ELECTRIC	1 CONTROL BOARD	\$1,546.32	\$8,669.38
	1/7/2021	170	321006000		2 ALLEN BRANDLEY MODULES	\$7,123.06	
176436	1/7/2021	110	612527	MILES CHEMICAL CO INC	2316.7 GALLONS OF CALCIUM THIOSULFATE	\$8,263.45	\$8,263.45
176399	1/7/2021		69484	3T EQUIPMENT COMPANY INC	10 PIPE PATCH KITS WINTER	\$7,699.18	\$7,699.18
176408	1/7/2021	173	1940076	ATKINS NORTH AMERICA INC	COLLECTION SERVICES GIS	\$7,500.00	\$7,500.00
176472	1/14/2021	150	263004	BURKE, WILLIAMS & SORENSON LLP	STANDBY POWER PROJECT - NOV 2020	\$1,297.92	\$7,121.92
	1/14/2021	150	263002		ETSU - NOV 2020	\$1,231.36	
	1/14/2021	150	263001		FORCE MAIN RELOCATION - NOV 2020	\$399.36	
	1/14/2021	150	262999		GENERAL LEGAL - NOV 2020	\$4,193.28	
176459	1/7/2021	110	46542	VALLEY OIL COMPANY	2701 GALS DYED DIESEL	\$6,600.72	\$6,600.72

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176515	1/14/2021		10488	Y2 DELI	REFUND # 32281	\$3,300.00	\$6,600.00
	1/14/2021		10573		REFUND # 32280	\$3,300.00	
176499	1/14/2021	110	1504939	POLYDYNE INC	41,980 LBS CLARIFLOC WE-539	\$5,722.28	\$5,722.28
176400	1/7/2021	170	7104938429	ABB INC	COGEN 1 TURBO OVERHAUL	\$5,070.23	\$5,070.23
176426	1/7/2021	170	2203	HYDRO INTERNATIONAL WASTEWATER	2 DEGRITTER SPIN COLLECTORS	\$4,721.39	\$4,721.39
176507	1/14/2021	122	139350	TRI-SIGNAL INTEGRATION INC	5 YEAR FIRE SPRINKLER TESTING	\$3,985.00	\$3,985.00
176466	1/14/2021		15784583	AT&T	SERV: 11/20/20 - 12/19/20	\$22.98	\$3,780.19
	1/14/2021		15784585		SERV: 11/20/20 - 12/19/20	\$3,522.61	
	1/14/2021		15784607		SERV: 11/20/20 - 12/19/20	\$234.60	
176508	1/14/2021	110	48877900	UNIVAR SOLUTIONS USA INC	4750 GALS SODIUM HYPOCHLORITE	\$3,431.29	\$3,431.29
176494	1/14/2021	141	1120000338	NBS	SEWER SERVICE CHARGE DATA SERV JAN - MAR 2021	\$3,311.55	\$3,311.55
176484	1/14/2021		31652	ICE SAFETY SOLUTIONS INC	CPR/FIRST AID/AED TRAINING FOR 4 EMPLOYEES	\$3,200.00	\$3,200.00
176489	1/14/2021	113	2009416	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$3,150.00	\$3,150.00
176460	1/7/2021		9869591475	VERIZON WIRELESS	WIRELESS SERV & TABLETS 11/21/20-12/20/20	\$3,121.61	\$3,121.61

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176483	1/14/2021		9731903259	GRAINGER INC	6 RAIN OVERALLS	\$192.28	\$2,870.56
	1/14/2021		9739205764		20 PACKS DISPOSABLE GLOVES	\$395.31	
	1/14/2021	122	9741534441		1 AIR REGULATOR	\$31.36	
	1/14/2021		9743562606		ASTD PARTS & MATERIALS	\$1,780.05	
	1/14/2021	170	9743872781		ASTD PARTS & MATERIALS	\$179.68	
	1/14/2021	111	9740720538		2 STORAGE TOTES	\$7.47	
	1/14/2021	111	9739386325		ASTD PARTS & MATERIALS	\$38.37	
	1/14/2021	111	9740601399		1 BALL PEIN HAMMER	\$23.09	
	1/14/2021	123	9742288906		ASTD PARTS & MATERIALS	\$72.59	
	1/14/2021		9743047459		ASTD PARTS & MATERIALS	\$150.36	
176413	1/7/2021	121	104881	BRENNTAG PACIFIC INC	5104 LBS SODIUM HYDROXIDE	\$1,515.49	\$2,653.85
	1/7/2021	121	104883		2552 LBS SODIUM HYDROXIDE	\$757.75	
	1/7/2021	121	104882		1276 LBS SODIUM HYDROXIDE	\$380.61	
176427	1/7/2021	143	7753	JDH CORROSION CONSULTANTS INC	PRIMARY DIGESTER NO. 2 REHABILITATION	\$2,390.00	\$2,390.00
176495	1/14/2021	170	131977	NEW IMAGE LANDSCAPING CO	LANDSCAPE MAINTENANCE - FMC - DEC 2020	\$2,385.68	\$2,385.68
176401	1/7/2021	170	2000438448	AECOM TECHNICAL SERVICES INC	HAZMAT CONSULTING SERVICES	\$2,361.07	\$2,361.07
176505	1/14/2021	173	20210112	RUFUS TAI	EXP REIMB: 3 IT TRAINING SUBSCRIPTIONS FROM QUICKSTART	\$2,340.00	\$2,340.00

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176437	1/7/2021		24099778	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$41.07	\$2,324.65
	1/7/2021	170	24100148		4 BEARINGS	\$139.56	
	1/7/2021		24100120		ASTD PARTS & MATERIALS	\$1,337.89	
	1/7/2021		24099992		ASTD PARTS & MATERIALS	\$806.13	
176463	1/14/2021	121	69488	3T EQUIPMENT COMPANY INC	1 SEWER HOSE	\$2,304.75	\$2,304.75
176441	1/7/2021		9121	PAN-CAL CORPORATION	REFUND # 32271	\$2,274.00	\$2,274.00
176496	1/14/2021	173	9002168019	OPEN TEXT	ALCHEMY GOLD MAINTENANCE AND SUPPORT RENEWAL	\$2,101.00	\$2,101.00
176487	1/14/2021	170	792080	KAMAN INDUSTRIAL TECHNOLOGIES	2 MIX PUMP EXPANSION JOINTS	\$2,097.80	\$2,097.80
176428	1/7/2021	170	758402	KAMAN INDUSTRIAL TECHNOLOGIES	1 ODOR SCRUBBER EXPANSION JOINT	\$2,063.26	\$2,063.26
176420	1/7/2021	173	112917319	COLORADO WASHINGTON INC COMCAST OF	FIBER INTERNET BACKUP - DEC 2020	\$2,010.36	\$2,010.36
176446	1/7/2021		2005568001	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$1,048.10	\$2,009.83
	1/7/2021		2005568004		ASTD ELECTRICAL SUPPLIES	\$961.73	
176469	1/14/2021	121	106375	BRENNTAG PACIFIC INC	3828 LBS SODIUM HYDROXIDE	\$1,136.61	\$1,897.83
	1/14/2021	121	104880		2552 LBS SODIUM HYDROXIDE	\$761.22	
176434	1/7/2021	113	2012348	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$1,212.00	\$1,892.00
	1/7/2021	113	2012347		LAB SAMPLE ANALYSIS	\$680.00	
176430	1/7/2021	170	151103	KAMAN INDUSTRIAL TECHNOLOGIES	ASTD PARTS & MATERIALS	\$1,887.54	\$1,887.54
176443	1/7/2021	120	916004416303	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - JAN 2020	\$1,837.03	\$1,837.03

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176409	1/7/2021	136	2522340408	BANK OF NEW YORK	OCT 2020 SERVICE FEES	\$909.98	\$1,790.75
	1/7/2021	136	2522326726		SEP 2020 SERVICE FEES	\$880.77	
176500	1/14/2021	170	24059	PRIME MECHANICAL SERVICE INC	MONTHLY MAINTENANCE - NOV 20	\$915.00	\$1,700.00
	1/14/2021	122	24213		SERVICE CALL: BLDG 70	\$785.00	
176405	1/7/2021		20201210	AMAZON.COM LLC	12/20 - ASTD OFFICE SUPPLIES	\$1,507.60	\$1,507.60
176468	1/14/2021	141	314149	BMI IMAGING SYSTEMS	CONVERT MICROFICHE TO PDF	\$1,447.50	\$1,447.50
176512	1/14/2021	143	2043329	WEST YOST ASSOCIATES	GRAVITY SEWER REHAB/REPLACEMENT	\$1,376.50	\$1,376.50
176423	1/7/2021		9731525896	GRAINGER INC	ASTD PARTS & MATERIALS	\$984.52	\$1,301.57
	1/7/2021	122	9729372020		5 SAFETY SIGNS	\$11.57	
	1/7/2021		9729679648		10 PACKS DISPOSABLE GLOVES	\$175.49	
	1/7/2021	111	9727981814		ASTD PARTS & MATERIALS	\$20.10	
	1/7/2021	122	9729372038		1 CIRCULAR SAW BLADE	\$61.68	
	1/7/2021	111	9727818321		1 STORAGE TOTE	\$21.34	
	1/7/2021	122	9727468135		4 INDICATOR LIGHTS	\$26.87	

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176503	1/14/2021		731955655401	STAPLES CONTRACT & COMMERCIAL	JANITORIAL & BREAKROOM SUPPLIES	\$44.99	\$1,285.83
	1/14/2021		731921016901		JANITORIAL & BREAKROOM SUPPLIES	\$32.94	
	1/14/2021		731955655404		JANITORIAL & BREAKROOM SUPPLIES	\$44.99	
	1/14/2021		732070251601		JANITORIAL & BREAKROOM SUPPLIES	\$562.51	
	1/14/2021		731955655402		JANITORIAL & BREAKROOM SUPPLIES	\$258.99	
	1/14/2021		731955655403		JANITORIAL & BREAKROOM SUPPLIES	\$154.02	
	1/14/2021		732011094001		JANITORIAL & BREAKROOM SUPPLIES	\$187.39	
176475	1/14/2021		20201225	DALE HARDWARE INC	12/20 - ASTD PARTS & MATERIALS	\$1,279.19	\$1,279.19
176471	1/14/2021	143	11391001	BROWN & CALDWELL CONSULTANTS	STANDBY POWER SYSTEM UPGRADE	\$1,273.20	\$1,273.20
176491	1/14/2021	170	2107959	MOBILE MODULAR MANAGEMENT CORP	FMC TRAILER RENTAL - JAN 2021	\$1,245.43	\$1,245.43
176480	1/14/2021	143	722568171	FEDERAL EXPRESS CORPORATION	SHIPPING SERVICE - CIP PLANT ODOR CONTROL PILOT STUDY	\$1,237.68	\$1,237.68
176422	1/7/2021	143	721004323	FEDERAL EXPRESS CORPORATION	SHIPPING SERVICE - CIP PLANT ODOR CONTROL PILOT STUDY	\$1,190.47	\$1,190.47
176473	1/14/2021	132	69886405	CONCENTRA MEDICAL CENTERS	1 LAB TEST	\$410.00	\$1,154.00
	1/14/2021	132	69805009		1 DOT PHYSICAL	\$63.00	
	1/14/2021	132	69953351		1 DOT PHYSICAL	\$63.00	
	1/14/2021	132	69883044		2 LAB TESTS	\$370.00	
	1/14/2021	132	69954383		1 NEW HIRE PHYSICAL	\$248.00	
176452	1/7/2021	173	12300486	TRIMBLE INC	REPLACEMENT PRESSURE SENSOR FOR NEWARK MANHOLE	\$990.02	\$990.02

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176407	1/7/2021		15737637	AT&T	SERV: 11/13/20 - 12/12/20	\$66.46	\$949.10
	1/7/2021		15737634		SERV: 11/13/20 - 12/12/20	\$751.30	
	1/7/2021		15737638		SERV: 11/13/20 - 12/12/20	\$88.14	
	1/7/2021		15737636		SERV: 11/13/20 - 12/12/20	\$43.20	
176465	1/14/2021		1102463429	ARAMARK	UNIFORM LAUNDERING & RUGS	\$262.53	\$945.19
	1/14/2021		1102467716		UNIFORM LAUNDERING & RUGS	\$268.28	
	1/14/2021		1102467735		UNIFORM LAUNDERING SERVICE	\$367.06	
	1/14/2021		1102467784		ASTD DUST MOPS, WET MOPS & TERRY	\$47.32	
176440	1/7/2021	170	20210105	PACIFIC GAS AND ELECTRIC	PLANT SHUTDOWN 1/20/21	\$945.00	\$945.00
176511	1/14/2021	113	8803216632	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$30.76	\$925.00
	1/14/2021		8803265880		LAB SUPPLIES	\$516.26	
	1/14/2021		8803261424		LAB SUPPLIES	\$377.98	
176477	1/14/2021	173	503370	DLT SOLUTIONS, LLC	AWS CLOUD STORAGE - NOV 2020	\$908.58	\$908.58
176479	1/14/2021	170	904685723	EVOQUA WATER TECHNOLOGIES	DI WATER SYSTEM	\$815.82	\$815.82
176506	1/14/2021	170	263095	TECHNICAL SAFETY SERVICES LLC	FUME HOOD CERTIFICATION & ALARM CALIBRATION	\$798.00	\$798.00
176451	1/7/2021	141	220300	TANNER PACIFIC INC	TWIN FORCE MAIN RELOCATION - PHASE 2	\$750.00	\$750.00
176444	1/7/2021	170	226754	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$690.75	\$690.75
176488	1/14/2021	170	874149	KAMAN INDUSTRIAL TECHNOLOGIES	ASTD PARTS & MATERIALS	\$668.85	\$668.85
176419	1/7/2021	132	210114687	CLAREMONT BEHAVIORAL SERVICES	JAN 2021 EAP PREMIUMS	\$657.80	\$657.80

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176476	1/14/2021	120	20210112	ART DIOSDADO	EXP REIMB: CSP EXAM	\$600.00	\$600.00
176492	1/14/2021	170	24100968	MOTION INDUSTRIES INC	1 BUSHING	\$30.85	\$526.56
	1/14/2021	170	24099711		ASTD PARTS & MATERIALS	\$495.71	
176402	1/7/2021		21974	AJ BONO PLUMBING	REFUND # 32267	\$500.00	\$500.00
176433	1/7/2021		10606	LOZA CONSTRUCTION, INC.	REFUND # 32270	\$500.00	\$500.00
176442	1/7/2021		20905	PFB CONSTRUCTION INC	REFUND # 32268	\$500.00	\$500.00
176498	1/14/2021		9633	JIGNESH PATEL	REFUND # 32282	\$500.00	\$500.00
176502	1/14/2021		21965	VIDYADHAR SHARMA	REFUND # 32283	\$500.00	\$500.00
176453	1/7/2021	122	104685	TRI-SIGNAL INTEGRATION INC	SERVICE: REPLACE SMOKE DETECTOR	\$486.56	\$486.56
176482	1/14/2021	122	1841093149	GOODYEAR COMM TIRE & SERV CTRS	1 TIRE	\$482.43	\$482.43
176454	1/7/2021	170	152267	UE SYSTEMS INCORPORATED	ULTRASOUND GUN CALIBRATION	\$477.14	\$477.14
176435	1/7/2021		50838178	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$260.88	\$474.11
	1/7/2021	170	50162579		ASTD PARTS & MATERIALS	\$213.23	
176485	1/14/2021	113	3075821039	IDEXX DISTRIBUTION INC	3 COLILERT	\$472.67	\$472.67
176481	1/14/2021	130	4464	GFOA-GOV FIN OFFICERS ASSOC	CAFR SUBMISSION FEE	\$460.00	\$460.00
176514	1/14/2021	144	184330	WOODARD & CURRAN INC	PRETREATMENT CONSULTING SERVICES	\$428.50	\$428.50

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176410	1/7/2021	141	15732710	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$80.66	\$413.35
	1/7/2021	120	15729300		ASTD OFFICE SUPPLIES	\$46.41	
	1/7/2021	170	15733890		ASTD OFFICE SUPPLIES	\$276.50	
	1/7/2021	170	15731000		ASTD OFFICE SUPPLIES	\$9.78	
176404	1/7/2021	170	53385	ALAMEDA ELECTRICAL DISTR. INC.	ASTD ELECTRICAL SUPPLIES	\$355.13	\$355.13
176448	1/7/2021		21970	STAR ROOTER & PLUMBING INC	REFUND # 32264	\$350.00	\$350.00
176406	1/7/2021		1102463442	ARAMARK	UNIFORM LAUNDERING SERVICE	\$346.81	\$346.81
176467	1/14/2021	120	15683471	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$102.05	\$346.09
	1/14/2021	144	15741850		ASTD OFFICE SUPPLIES	\$143.39	
	1/14/2021	130	15745310		ASTD OFFICE SUPPLIES	\$35.56	
	1/14/2021	110	15770380		ASTD OFFICE SUPPLIES	\$65.09	
176501	1/14/2021	122	1818339272	SAFELITE GLASS CORPORATION	REPLACE WINDSHIELD T1066	\$343.37	\$343.37
176516	1/14/2021	170	3115888	ZEMARC CORPORATION	1 MTS CABLE	\$214.26	\$341.83
	1/14/2021	170	3115824		1 MTS CABLE	\$127.57	
176497	1/14/2021	170	380420201231	PACIFIC GAS AND ELECTRIC	SERV TO 12/30/20 CHERRY ST PS	\$296.60	\$337.18
	1/14/2021	170	096020201231		SERV TO 12/30/20 CATHODIC PROJECT	\$40.58	
176445	1/7/2021	170	85340220201223	SAN FRANCISCO WATER DEPT	SERVICE 11/19/2020 - 12/21/20	\$335.17	\$335.17
176449	1/7/2021		300196	STARLINE SUPPLY COMPANY	6 CS COMPOSTABLE UTENSILS	\$306.60	\$306.60
176447	1/7/2021	170	101191	SILVERSON MACHINES INC	1 LAB HOMOGENIZER LONER	\$299.14	\$299.14

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176486	1/14/2021	173	6045066	INTRADO LIFE & SAFETY INC	E911 CLOUD SERVICE	\$250.00	\$250.00
176513	1/14/2021	122	2585423001	WHCI PLUMBING SUPPLY CO	ASTD PARTS & MATERIALS	\$215.66	\$224.08
	1/14/2021	122	2584941001		ASTD PARTS & MATERIALS	\$8.42	
176493	1/14/2021	170	219658	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$217.52	\$217.52
176424	1/7/2021		3P4601	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC PARTS & MATERIALS	\$146.87	\$200.66
	1/7/2021		3P4886		ASTD PVC PARTS & MATERIALS	\$53.79	
176429	1/7/2021	170	13284	KAMAN INDUSTRIAL TECHNOLOGIES	ASTD PARTS & MATERIALS	\$-1,887.54	\$183.78
	1/7/2021	170	367900		3 V BELT	\$79.84	
	1/7/2021	170	955272		1 HEADWORKS BLOWER REBUILD KIT	\$1,991.48	
176412	1/7/2021	130	20201221	GENE BOUCHER	EXP REIMB: OST TEAM RECOGNITION	\$155.85	\$155.85
176461	1/7/2021	113	8803179240	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$57.40	\$153.21
	1/7/2021	113	8803121989		LAB SUPPLIES	\$95.81	
176490	1/14/2021	170	50672880	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$27.38	\$152.18
	1/14/2021	170	50478253		ASTD PARTS & MATERIALS	\$124.80	
176450	1/7/2021	111	20201230	SWRCB - STATE WATER RESOURCES	GRADE II OPERATOR CERTIFICATE RENEWAL - D. LORETO	\$110.00	\$110.00
176474	1/14/2021	136	300005975	CSMFO - CALIF SOCIETY OF	MEMBERSHIP - V. HOLSLAG	\$110.00	\$110.00
176504	1/14/2021		300295	STARLINE SUPPLY COMPANY	2 CS COMPOSTABLE UTENSILS	\$106.26	\$106.26
176478	1/14/2021	143	20210108	EAST BAY REGIONAL PARK DISTRIC	PERMIT FEE-ALAMEDA CREEK-FORCEMAIN CROSSING GEOTECH	\$100.00	\$100.00
176470	1/14/2021	144	42266	BRITECH ELECTROPOLISHING	ASTD ELECTROPOLISHING PARTS	\$90.00	\$90.00

**UNION SANITARY DISTRICT
CHECK REGISTER
01/02/2021-01/15/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176403	1/7/2021	170	4088644120201222	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 12/18/20 - BOYCE ROAD	\$74.99	\$74.99
176464	1/14/2021	171	20210108	ALAMEDA COUNTY WATER DISTRICT	ANNUAL BACKFLOW TESTER APPROVAL - CHAPARRO & SEPULVEDA	\$50.00	\$50.00
176455	1/7/2021	141	425739	ULTRAEX LLC	COURIER SVCS: 1 BOARDMEMBER DELIVERY - 12/09/20	\$47.95	\$47.95
176416	1/7/2021	132	483835	STATE OF CALIFORNIA	1 NEW HIRE FINGERPRINTS	\$32.00	\$32.00
176438	1/7/2021	123	219503	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$24.34	\$24.34
176457	1/7/2021	136	98XW53500	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 12/12/20	\$14.70	\$14.70

Invoices:

Credit Memos :	1	-1,887.54
\$0 - \$1,000 :	127	38,542.11
\$1,000 - \$10,000 :	56	177,066.21
\$10,000 - \$100,000 :	10	207,954.27
Over \$100,000 :	1	430,216.25
Total:	195	851,891.30

Checks:

\$0 - \$1,000 :	56	23,024.27
\$1,000 - \$10,000 :	48	149,439.12
\$10,000 - \$100,000 :	13	249,211.66
Over \$100,000 :	1	430,216.25
Total:	118	851,891.30

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
JANUARY 11, 2021**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, January 11, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

President Handley called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

SALUTE TO THE FLAG

ROLL CALL

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

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication Construction and Maintenance Manager
Armando Lopez, Treatment and Disposal Services Manager
Shawn Nesgis, Collection Services Team Coach
Ric Pipkin, Enhanced Treatment Site Upgrade Program Manager
Karoline Terrazas, Organizational Performance Manager
Jason Yeates, Organizational Performance Coordinator
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

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

It was moved by Director Fernandez, seconded by Secretary Lathi, to Approve the Minutes of the Board Meeting of December 14, 2020. Motion carried with the following vote:

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

NOVEMBER 2020 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Odor Report and Work Group Reports and Business Services Manager Carlson reviewed the financial reports included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH HAZEN AND SAWYER FOR DESIGN SERVICES FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1B AND 1C PROJECTS AND TASK ORDER NO. 1 FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1B PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade (ETSU) Program Manager Pipkin stated the ETSU Phase 1B and 1C Projects will include construction of new secondary clarifiers, effluent facilities, and conversion of existing clarifiers to primary effluent equalization storage as planned in the ETSU Program Report. Staff proposed design begin for the Phase 1B project prior to commencement of construction of Phase 1A due to the schedule for Phase 1 of the ETSU Program. Construction of Phase 1C can commence immediately following Phase 1B construction and design of the Phase 1C project will begin prior to construction of Phase 1B. Hazen was the only firm that responded affirmatively to the District's letter to prequalified professional engineering design firms seeking interest in serving as the Lead Design Consultant for the Phase 1B and Phase 1C projects. The purpose of Task Order No. 1 is for Hazen to provide professional services required to complete final design for the Phase 1B project. Staff recommended the scope and fee for final design of the Phase 1C project be negotiated and presented to the Board for

consideration under a separate task order after Phase 1B design is underway. The total not to exceed fee for design of the Phase 1B project in Task Order No. 1 is \$7,960,952, a detailed summary of the scope and fee for Task Order No. 1 was included in the agenda packet. Staff recommended the Board authorize the General Manager to execute an Agreement with Hazen and Sawyer for design services for the Enhanced Treatment and Site Upgrade Phase 1B and 1C Projects and Task Order No. 1 for design of the ETSU Phase 1B Project in the amount of \$7,960,952.

It was moved by Secretary Lathi, seconded by Director Toy, to Authorize the General Manager to Execute an Agreement with Hazen and Sawyer for Design Services for the Enhanced Treatment and Site Upgrade Phase 1B and Phase 1C Projects and Task Order No. 1 for design of the ETSU Phase 1B Project in the Amount of \$7,960,952. Motion carried with the following vote:

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

CONSIDER A MOTION TO REPLACE VIDEO INSPECTION EQUIPMENT

This item was reviewed by the Budget & Finance Committee. Collection Services Coach Nesgis stated the District's current video inspection equipment has reached the end of its useful life after 19 years in use. Staff researched and tested two different video inspection systems and have recommended the IBAK Rapid View system be purchased. The purchase price will include installation of equipment and two days of training for staff. The new equipment will be installed in a way that will be transferrable to a new vehicle when the vehicle currently in use reaches the end of its useful life. Staff recommended the Board authorize the purchase of replacement video inspection equipment for the Inversion Lining Truck for a purchase and installation price of \$108,083.51.

It was moved by Vice President Kite, seconded by Director Fernandez, to Authorize Purchase of Video Inspection Equipment for the Inversion Lining Truck for a Purchase Price of \$108,083.51. Motion carried with the following vote:

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

RECEIVE INFORMATION AND PROVIDE DIRECTION REGARDING BANKING SIGNATORIES

Business Services Manager/CFO Carlson stated staff presented an item at the December 14, 2020, Board meeting for the Board to consider a resolution to update the District's Union Bank signatories. The Board directed staff to find out if all Board members

were required to be signers on the account, if all signers need to be present at the same time at the bank to sign documents, and how signatures on checks determined. Staff found that, while there are no requirements regarding the number of individuals listed as signatories on the bank card, District past practice has been to have all five Board members be signatories. Union Bank does not required signers to be physically present at the bank when signing the bank card, the Board authorizes the District's CFO to witness and accept the signatures via Public Entity Resolution. The signatures of two authorized individuals are printed on checks. Since 2009, the two signatures that appear on the checks have been the General Manager and one Board member. Staff recommended the following:

- Maintain the practice of having all five Board members as check signers.
- Check signers should be the General Manager and the Board President, which will be updated when the Board president changes annually.
- Update Internal Controls Policy No. 2010 at a future Board meeting to memorialize the proposed changes.
- Present the banking documents from the December 14, 2020, Board meeting for review and approval by the Board at its January 25, 2021 meeting.

The Board agreed with all staff recommendations listed above.

INFORMATION ITEMS:

FY20 Strategic Performance Annual Report

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas presented the Fiscal Year 2020 Strategic Performance Annual Report included in the Board meeting packet and responded to Boardmember questions.

The Board directed staff to remove "Annual" from the report title and replace with "Fiscal Year 2020" before forwarding to interested parties.

Consultant Shortlists for Capital Improvement Projects

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District utilizes consultant shortlists to assist with the selection of consultants for future Capital Improvement Projects. Consultants on the shortlists have been pre-qualified by the District based on their firm's qualifications, experience, and project team personnel. The shortlists are reviewed and updated every three years; the last update was in December 2017. Staff will utilize the new shortlists, included in the Board meeting packet, and re-evaluate the lists prior to their expiration at the end of 2023.

Update on the Subsurface Investigation at the Alvarado Wastewater Treatment Plant

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Director 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 2020 Brown and Caldwell sampled the groundwater from the seven remaining wells, analyzed the test results and prepared a report. Conclusions from the 2020 groundwater monitoring event were outlined in the Board meeting packet.

Legislative Update on State and National Issues of Interest to the Board

This item was reviewed by the Legislative Committee. General Manager Eldredge presented an overview of the legislative update on State and National issues of interest as included in the Board meeting packet.

Report on the East Bay Dischargers Authority Meeting of November 19, 2020

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

COVID-19 Update

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and coordinated efforts.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Audit, Legal/Community Affairs, Legislative, Budget & Finance, and Engineering and Information Technology Committees met.

The Board requested staff report out whenever a Board Ad Hoc Committee meets as part of the Committee Meeting Reports section of the meeting.

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated the following:

- The California Association of Sanitation Agencies (CASA) Winter Conference will be held virtually January 27 and 28, 2021. Directors were requested to reach out to staff to be registered before the January 22, 2021, registration deadline.
- The Purchasing Policy Board Workshop has been scheduled for January 20, 2021, and the Capacity Fee Study Board Workshop has been scheduled for January 27, 2021.

OTHER BUSINESS:

There was no other business

ADJOURNMENT:

The meeting was adjourned at 5:04 p.m. to a Board Workshop to be held virtually at 4:00 p.m. on Wednesday, January 20, 2021.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 25th day of January 2021