



BOARD MEETING AGENDA
Monday, June 26, 2017
Regular Meeting - 7:00 P.M.

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

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

1. Call to Order.

2. Pledge of Allegiance.

3. Roll Call.

- Motion 4. Approve Minutes of the Meeting of June 12, 2017.

5. Written Communications.

6. Oral Communications.
The public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District office at least one working day prior to the meeting). This portion of the agenda is where a member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction that is not on the agenda. If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. Oral comments are limited to three minutes per individuals, with a maximum of 30 minutes per subject. Speaker's cards will be available in the Boardroom and are to be completed prior to discussion.

- Public Hearing 7. Public Hearing to Consider Collection of Sewer Service Charges on the Tax Rolls for Fiscal Year 2018 and Adoption of a Resolution Electing to Collect Sewer Service Charges on the Tax Rolls *(to be reviewed by the Budget & Finance Committee)*.

- Motion 8. Consider Approving Final Operating and CIP Budgets for Fiscal Year 2018 *(to be reviewed by the Budget & Finance Committee)*.

- Motion 9. Consider a Resolution for Interim Appointment of Retired Annuitant, Harriet Commons *(to be reviewed by the Personnel Committee)*.

- Motion 10. Review and Approve Proposed Changes to Policy No. 2165, Paperless Board Agenda Packet and Use of Electronic Equipment *(to be reviewed by the Legal/Community Affairs Committee)*.

- Motion 11. Review and Approve Proposed Changes to Policy No. 3050, Boardmember Meetings Compensated *(to be reviewed by the Legal/Community Affairs Committee)*.

- Information 12. Monthly Operations Report for April and May 2017 *(to be reviewed by the Legal/Community Affairs Committee)*.

- Information 13. Check Register.
-
- Information 14. Committee Meeting Reports. *(No Board action is taken at Committee meetings):*
- a. Legal/Community Affairs Committee – Wednesday, June 21, 2017, at 1:15 p.m.
 - Director Handley and Director Lathi
 - b. Budget & Finance Committee – Thursday, June 22, 2017, at 12:30 p.m.
 - Director Fernandez and Director Lathi
 - c. Personnel Committee – Friday, June 23, 2017, at 10:00 a.m.
 - Director Fernandez and Director Toy
 - d. Engineering and Information Technology Committee – will not meet.
 - e. Audit Committee – will not meet.
 - f. Legislative Committee – will not meet.
-
- Information 15. General Manager’s Report. *(Information on recent issues of interest to the Board).*
-
16. Other Business:
- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
-
17. Adjournment – The Board will adjourn to a Special Meeting in the Alvarado Conference Room on Tuesday, June 20, 2017, at 6:00 p.m.
-
18. Adjournment – The Board will then adjourn to the next Regular Meeting in the Boardroom on Monday, June 26, 2017, at 7:00 p.m.

The Public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District at least one working day prior to the meeting).
 If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board’s jurisdiction but not on the agenda, the speaker will be heard at the time “Oral Communications” is calendared. Oral comments are limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker’s cards will be available in the Boardroom and are to be completed prior to discussion of the agenda item.

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. THE PUBLIC IS INVITED TO ATTEND



REVISED

LEGAL/COMMUNITY AFFAIRS COMMITTEE MEETING

Committee Members: Director Handley and-Director Lathi

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

Wednesday, June 21, 2017

1:15 p.m.

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

~~**THIS MEETING WILL BE TELECONFERENCED WITH DIRECTOR HANDLEY AND DIRECTOR LATHI FROM 43225 MISSION BOULEVARD, FREMONT, CALIFORNIA. THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.**~~

1. Call to Order

2. Roll Call

3. Public Comment

4. Items to be reviewed for the Board meeting of June 26, 2017:
 - Review and Approve Proposed Changes to Policy No. 2165, Paperless Board Agenda Packet and Use of Electronic Equipment
 - Review and Approve Proposed Changes to Policy No. 3050, Boardmember Meetings Compensated
 - Monthly Operations Report for April and May 2017

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.

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THE PUBLIC IS INVITED TO ATTEND



REVISED

BUDGET & FINANCE COMMITTEE MEETING

Committee Members: ~~Director Handley and~~ Director Lathi
and Director Fernandez

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA

**Thursday, June 22, 2017
12:30 p.m.**

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

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

Karen W. Murphy
Attorney

**~~THIS MEETING WILL BE TELECONFERENCED WITH DIRECTOR HANDLEY AND DIRECTOR LATHI
FROM 43225 MISSION BOULEVARD, FREMONT, CALIFORNIA.
THE TELECONFERENCE LOCATION SHALL BE ACCESSIBLE TO THE PUBLIC.~~**

1. Call to Order

2. Roll Call

3. Public Comment

4. Items to be reviewed for the Board meeting of June 26, 2017:
 - Public Hearing to Consider Collection of Sewer Service Charges on the Tax Rolls for Fiscal Year 2018 and Adoption of a Resolution Electing to Collect Sewer Service Charges on the Tax Rolls
 - Consider Approving Final Operating and CIP Budgets for Fiscal Year 2018_____
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.

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THE PUBLIC IS INVITED TO ATTEND



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

PERSONNEL COMMITTEE MEETING

Committee Members: Director Fernandez and Director Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

AGENDA

Friday, June 23, 2017

10:00 A.M.

Karen W. Murphy
Attorney

Alvarado Conference Room

5072 Benson Road

Union City, CA 94587

1. Call to Order

2. Roll Call

3. Public Comment

4. Items to be reviewed for the Board meeting of June 26, 2017:
 - Consider a Resolution for Interim Appointment of Retired Annuitant, Harriet Commons

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 Public may provide oral comments at regular and special Board meetings; however, whenever possible, written statements are preferred (to be received at the Union Sanitary District at least one working day prior to the meeting).

If the subject relates to an agenda item, the speaker should address the Board at the time the item is considered. If the subject is within the Board's jurisdiction but not on the agenda, the speaker will be heard at the time "Public Comment" is calendared. Oral comments are limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards will be available and are to be completed prior to discussion of the agenda item.

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THE PUBLIC IS INVITED TO ATTEND

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
June 12, 2017**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

STAFF: Paul Eldredge, General Manager
Karen Murphy, District Counsel
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication, Maintenance, and Construction Manager
Armando Lopez, Treatment and Disposal Service Manager
Laurie Brenner, Finance and Acquisition Services Team Coach
Harriet Commons, Interim District Employee
Michael Marzano, Safety Program Manager
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 16, 2017

It was moved by Vice President Kite, seconded by Director Fernandez, to approve the Minutes of the Special Meeting of May 16, 2017. Motion carried with the following vote:

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

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 22, 2017

It was moved by Secretary Lathi, seconded by Director Toy, to approve the Minutes of the Meeting of May 22, 2017. Motion carried unanimously.

WRITTEN COMMUNICATIONS

There were no written communications.

ORAL COMMUNICATIONS

There were no oral communications.

AWARD THE CONSTRUCTION CONTRACT FOR THE FORCE MAIN CORROSION REPAIRS PROJECT, PHASE 1 TO CRATUS, INC

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated recent testing reviewed by Carollo Engineers resulted in a recommendation that all corroded elements within the District's 78 force main manholes be rehabilitated or replaced. The District received three bids for the project, and Cratus, Inc. was the lowest responsive and responsible bidder. Notice to Proceed for construction of the project is anticipated to be issued in July 2017, and construction completion is expected by November 2017 with construction management to be provided by staff. Staff recommended the Board award the construction contract for the Force Main Corrosion Repairs Project, Phase 1 to Cratus, Inc. in the amount of \$821,000 and authorize staff to issue the Notice of Award for the Project.

It was moved by Vice President Kite, seconded by Director Fernandez, to Award the Construction Contract for the Force Main Corrosion Repairs Project, Phase 1 to Cratus, Inc., and Authorize Staff to Issue the Notice of Award for the Project. Motion carried unanimously.

CONSIDER A CONTRACT WITH COMCAST BUSINESS FIBER DIVISION TO PROVIDE RELIABLE BACKUP INTERNET SERVICE TO THE ALVARADO TREATMENT PLANT FACILITY

This item was reviewed by the Budget & Finance Committee. Treatment and Disposal Services Manager Lopez stated the District has been utilizing AT&T as its primary Internet Service Provider (ISP) and Covad wireless as its backup ISP. Covad was recently acquired by Telepacific who uses AT&T as their tier 1 provider, thereby creating a scenario where an AT&T outage would take down both primary and backup internet services at the District. Comcast has offered to pay $\frac{3}{4}$ of the construction costs to trench and run fiber to the District's Administrative Offices and Treatment Plant facility at 5072 Benson Road provided the District enter a 5-year contract. The District's share of construction costs would be \$145,500, and the service fee would be approximately \$25 per month. Staff recommended the Board approve the 5-year contract for Comcast to provide backup Internet connection for a total construction and service cost of \$148,000.

It was moved by Secretary Lathi, seconded by Director Fernandez, to Approve the Contract for \$148,000 to Include Construction Costs and the 5-year Comcast Internet Service Contract. Motion carried unanimously.

INFORMATION ITEMS:

Proposed Operating and CIP Budget for Fiscal Year 2018

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the proposed operating and CIP budget for Fiscal Year 2018 was presented at the Budget workshop held May 16, 2017. A summary of changes made to the proposed budget since the workshop was included in the Board meeting packet. Staff will present

the Fiscal Year 2018 Operating and CIP Budget for Board consideration and adoption at the June 26, 2017, Board meeting.

Report on the East Bay Dischargers Authority (EBDA) Meeting of May 18, 2017

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

Check Register

All questions were answered to the Board's satisfaction.

COMMITTEE MEETING REPORTS:

The Budget & Finance Committee and Engineering and Information Technology Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge reported the following:

- The Annual California Association of Sanitation Agencies conference will be held in San Diego, August 22 – 24, 2017. General Manager Eldredge requested Directors notify staff if they would like to be registered to attend.

OTHER BUSINESS

Director Toy stated she will not be able to attend the Combined Board Workshop scheduled for July 29, 2017.

ADJOURNMENT:

The meeting was adjourned at 7:25 p.m. to the Special Meeting in the Alvarado Conference Room on Tuesday, June 20, 2017, at 6:00 p.m.

The Board will then adjourn to the next Regular Board Meeting in the Boardroom on Monday, June 26, 2017, at 7:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 26th day of June, 2017



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: June 19, 2017

MEMO TO: Board of Directors - Union Sanitary District

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

SUBJECT: Agenda Item No. 7 - Meeting of June 26, 2017
Public Hearing to Consider Collection of Sewer Service Charges on the Tax Rolls for Fiscal Year 2018 and Adoption of a Resolution Electing to Collect Sewer Service Charges on the Tax Rolls

Recommendation:

Conduct a public hearing and receive oral or written protests to the proposal to collect sewer service charges on the tax rolls, and if a majority protest is not received, adopt a Resolution Electing to Collect Sewer Service Charges on the Tax Rolls.

Background:

On January 25, 2016, the Board approved sewer service charge rates for fiscal years 2017 through 2021.

On May 22, 2017, the Board directed staff to schedule a public hearing on June 26, 2017 regarding collection of sewer service charges on the tax rolls. The District has collected sewer service charges on the general Alameda County tax rolls for many years; however, the Board must hold a public hearing annually to consider and reauthorize collection of the sewer service charges on the tax rolls.

The procedures required for the collection of sewer service charges on the tax rolls are set forth in California Health and Safety Code sections 5473 et seq. Pursuant to these procedures, the District may authorize the collection of sewer service charges for fiscal year 2018 to be collected on the tax rolls, consistent with past practices, by:

1. Creating a report setting forth the sewer service charges to be assessed on each parcel in the District and filing the report with the Board Clerk.
2. Scheduling a public hearing for the Board to hear objections and protests to the report, if any.
3. Publishing notice of the filing of the report and the public hearing.
4. Holding the public hearing and considering and objections and protests to the report.
5. If there is no majority protest, adopting the report and authorizing the collection of the sewer service charges on the tax rolls in accordance with the report.

Staff prepared the report setting forth the sewer service charges to be assessed on each parcel in the District for fiscal year 2018 and filed the report with the Board Clerk. The report has been available for public inspection at the Districts offices, and staff published notice of the filing of the report and the public hearing to consider the report in the Argus newspaper on June 02, 2017 and June 09, 2017, and in the Tri-City Voice on May 30, 2017 and June 6, 2017.

After considering any objection and protests to the report, the Board has the option of revising, changing, or modifying any charge specified in the report or overruling and all objections and adopting the report. As of the publishing of this staff report, the District has not received any protests.

Staff recommends the Board take the following actions:

- a. Conduct a public hearing to receive written and oral comments on the proposal to collect sewer service charges via the property tax rolls; and
- b. Unless there is a majority protest, overrule any objections to the report and adopt a Resolution Electing to Collect Sewer Service Charges on Tax Rolls

Attachments

- a. Proof of Publication; Tri City Voice and Argus newspapers
- b. Resolution Electing to Collect Sewer Service Charges on Tax Rolls for Fiscal Year 2018

WHATS HAPPENINGS TRI CITY VOICE

This space for filing stamp only

39737 PASEO PADRE PKWY, FREMONT, CA 94538
Telephone (510) 494-1999 / Fax (510) 796-2462

Laurie Brenner
Union Sanitary District/CIP
5072 Benson Road
Union City, CA - 94587

CNS #: 3014946

UNION SANITARY DISTRICT

NOTICE OF FILING REPORT AND PUBLIC HEARING IN CONNECTION WITH THE COLLECTION OF FISCAL YEAR 2018 SEWER SERVICE CHARGES ON THE PROPERTY TAX ROLL

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

NOTICE IS HEREBY GIVEN that pursuant to Sections 5471 and 5473, et seq. of the Health and Safety Code of the State of California and Union Sanitary District Ordinance No. 31, the Board of Directors of Union Sanitary District will consider whether to collect its charges for sewer services for fiscal year 2018 on the tax roll, in the same manner as general taxes, consistent with past practices.

Notice Type: HRG - NOTICE OF HEARING

The District has filed a written report with the Secretary of the Board of Directors describing each parcel of real property subject to the charges and the amount of the charges against that parcel for fiscal year 2018. The District's report is on file and available for public inspection at the District Offices.

Ad Description:

NOTICE OF FILING REPORT AND PUBLIC HEARING IN

For reference, the charges for a single family home owner (the majority of USD's customers) are based on the adopted rate of \$393.35 for Fiscal Year 2018. All other rates for individual customers can be found by contacting the District at (510) 477-7500 or on the District's website www.unionsanitary.ca.gov/sewerservice.htm

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the WHATS HAPPENINGS TRI CITY VOICE, a newspaper of general circulation in the city of Fremont, county of Alameda as defined by the laws of the State of California by the Superior Court of the County of Alameda, State of California under date 05/08/2015, case no. HG14716669. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

NOTICE IS FURTHER GIVEN that on Monday, the 26th day of June 2017, at the hour of 7:00 p.m. or as soon thereafter as the matter may be heard, at the Union Sanitary District Boardroom, 5072 Benson Road, Union City, California, in said District, the Board will hold a hearing to consider the report and whether to collect the sewer service charges for fiscal year 2018 on the property tax roll. At the hearing, the Board of Directors will hear and consider all objections or protests, if any, to the District's report. Any questions regarding the charges may be directed to Business Services Manager/CFO Arends-King.

By order of the Board of Directors of Union Sanitary District.
5/30, 6/6/17

CNS-3014946#

05/30/2017, 06/06/2017

Executed on: 06/13/2017
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature



Argus

c/o Bay Area News Group-East Bay
6086 Stewart Avenue
Fremont, CA 94538
510-403-4483

2054285

UNION SANITARY DISTRICT
ATTN: ACCOUNTS PAYABLE
PO BOX 5050
UNION CITY, CA 94587

PROOF OF PUBLICATION

FILE NO. 6/26/2017 Hearing - 2018 Sewer Service Charges

In the matter of

Argus

The Argus

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the Legal Advertising Clerk of the printer and publisher of The Argus, a newspaper published in the English language in the City of Fremont, County of Alameda, State of California.


I declare that the Argus is a newspaper of general circulation as defined by the laws of the State of California as determined by this court's order dated July 28, 2008 in the action entitled In the Matter of the Ascertainment and Establishment of the Standing of The Argus as a Newspaper of General Circulation, Case Number HG08-390724. Said order states "The Argus" has been established, printed and published in the City of Fremont, County of Alameda, State of California; That it is a newspaper published daily for the dissemination of local and telegraphic news and intelligence of general character and has a bona fide subscription list of paying subscribers; and...THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED:...That "The Argus" is a newspaper of general circulation for the City of Fremont, County of Alameda, California. Said order has not been revoked.

I declare that this notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

06/02/2017, 06/09/2017

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated: June 9, 2017


Public Notice Advertising Clerk

Legal No.

0005967204

UNION SANITARY DISTRICT

NOTICE OF FILING REPORT AND PUBLIC HEARING IN CONNECTION WITH THE COLLECTION OF FISCAL YEAR 2018 SEWER SERVICE CHARGES ON THE PROPERTY TAX ROLL

NOTICE IS HEREBY GIVEN that pursuant to Sections 5471 and 5473, et seq. of the Health and Safety Code of the State of California and Union Sanitary District Ordinance No. 31, the Board of Directors of Union Sanitary District will consider whether to collect its charges for sewer services for fiscal year 2018 on the tax roll, in the same manner as general taxes, consistent with past practices.

The District has filed a written report with the Secretary of the Board of Directors describing each parcel of real property subject to the charges and the amount of the charges against that parcel for fiscal year 2018. The District's report is on file and available for public inspection at the District Offices.

For reference, the charges for a single family home owner (the majority of USD's customers) are based on the adopted rate of \$393.35 for Fiscal Year 2018. All other rates for individual customers can be found by contacting the District at (510) 477-7500 or on the District's website www.unionsanitary.ca.gov/sewerservice.htm

NOTICE IS FURTHER GIVEN that on Monday, the 26th day of June 2017, at the hour of 7:00 p.m. or as soon thereafter as the matter may be heard, at the Union Sanitary District Boardroom, 5072 Benson Road, Union City, California, in said District, the Board will hold a hearing to consider the report and whether to collect the sewer service charges for fiscal year 2018 on the property tax roll. At the hearing, the Board of Directors will hear and consider all objections or protests, if any, to the District's report. Any questions regarding the charges may be directed to Business Services Manager/CFO Arends-King.

By order of the Board of Directors of Union Sanitary District.

AR #5967204; June 2, 9, 2017

RESOLUTION NO. _____

**RESOLUTION OF THE UNION SANITARY DISTRICT BOARD OF DIRECTORS
ELECTING TO COLLECT SEWER SERVICE CHARGES ON TAX ROLLS FOR
FISCAL YEAR 2018**

WHEREAS, the Union Sanitary District ("District") has duly adopted Ordinance No. 31.39 which sets the sewer service charges for fiscal years 2017 through 2021; and

WHEREAS, California Health & Safety Code section 5473 provides that the District may elect to have such sewer service charges collected on the County property tax rolls; and

WHEREAS, the District Board of Directors directed the preparation of a written report on Sewer Service Charges for Collection on Tax Rolls for Fiscal Year 2018, which was duly prepared and filed with the Board Clerk (the "Report"); and

WHEREAS, the Board appointed the time and place of hearing for protests to the Report and notice was given in the manner provided by law as it appears by the Affidavits of Publication on file in the office of the Board Clerk; and

WHEREAS, the District Board of Directors, at its regular meeting of June 26, 2017, held a hearing on the Report, where the Board heard and considered all objections or protests, and protests from a majority of owners of separate parcels was not received.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. All recitals above are true and incorporated by reference herein.
2. The Board finds that objections to and protests against the Report were not made by the owners of a majority of the separate parcels of property within the District against which sewer service charges for the services and facilities provided by the District were fixed.
3. The Board further finds that all objections to and protests have been heard by this Board and that any objections and protests are hereby overruled.
4. The Report is hereby adopted in full without revision, change, reduction, or modification, and sewer service charges based upon these rates and the sewer service charges for fiscal year 2018 shall be collected on the tax roll of the County of Alameda in the manner provided by law.
5. The Board Clerk is hereby directed to file with the County Auditor of Alameda County, a certified copy of the Report and this Resolution stating that the Report has been adopted by the District Board of Directors.
6. The Auditor Controller of the County of Alameda shall, upon receipt of a copy of the Report showing the amounts of the charges based upon adopted rates, enter the amounts of the charges against the respective lots or parcels as they appear on the current assessment roll for fiscal year 2018.

I hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Board of Directors of the UNION SANITARY DISTRICT, Alameda County, California, at a meeting thereof held on the 26th day of June, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

TOM HANDLEY, President
Board of Directors Union Sanitary District

ATTEST:

ANJALI LATHI, Secretary
Board of Directors Union Sanitary District



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: June 26, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Laurie Brenner, Finance & Acquisition Services Team Coach
Harriet Commons, Business Services Advisor

SUBJECT: Agenda Item No. 8 - Meeting of June 26, 2017
Proposed Operating and CIP Budget for Fiscal Year 2018

Recommendation

Review and approve the Proposed Operating and CIP Budget for FY 2018 for adoption at the District.

Background

Attached for your review and approval is the Proposed Operating and CIP budget for FY 2018. This budget reflects the Board's input and information presented at the Budget Workshop held May 16, 2017.

The presentation of the FY18 Budget has been modified for improved flow; information previously included is still available. Changes made are intended to ensure greater clarity and make the document more user friendly. The FY18 Budget Summary reflects:

- 1) An increase in Total Revenues of 1.0%
- 2) A reduction of Total Expenditures of 3.3%
- 3) An increase in the Operating Budget of 6.5%

This document also reflects the following significant changes since the May 16th Budget workshop:

- 1) Addition of one non-permanent full-time equivalent (FTE) in Customer Service to cover excessive workload and ensure that the District meets published customer service performance measures
- 2) Clarifications and greater detail in the Special Projects section, including minor changes to budgeted values received after the Budget workshop.
- 3) Removal of the \$400,000 for a planned ERP software upgrade in FY18

Attachment

Union Sanitary District

Union City, California

Proposed Operating & CIP Budget FY 2018



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Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: June 26, 2017

MEMO TO: Board of Directors - Union Sanitary District

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

SUBJECT: Fiscal Year 2018 Proposed Operating and CIP Budget

Union Sanitary District (USD) staff is pleased to present the proposed comprehensive annual budget for Fiscal Year (FY) 2018 to the Board of Directors. This budget covers the period from July 1, 2017 through June 30, 2018. The District continues to focus on the operation and maintenance of its infrastructure and assets, capital project construction, planning, and effective use of technology.

Outstanding Performance and Cost Effective Service for the District's Customers

In keeping with our Mission, the District continues to provide a high level of award-winning service to its customers at very competitive rates. During FY 2016, USD conducted a major Cost of Service Analysis (COSA) to determine a five-year rate plan that met all requirements related to charges for services under Proposition 218. The COSA took into consideration current and future operational and capital costs, and reserve requirements for the next five years. The study provided the District with a baseline against which we can analyze future USD needs. The Sewer Service Charge for FY 2018 incorporates the second rate increase of the five-year rate increase plan. The annual single family rate will increase from \$380 to \$393 in FY 2018, and to \$436 by the fifth year (FY 2021). This increased rate is still below the national average annual sewer service charge of \$479, as reflected in the 2016 National Association of Clean Water Agencies price index. The average rate of the 26 Bay Area agencies the District surveys is \$542. On a monthly basis, at just under \$33, wastewater treatment by the District is by far the least expensive household utility when compared to other major household expenses such as power, water, garbage, and cable TV.

We continue the District's record of outstanding stewardship and service. Once again, USD received the Platinum Award from the National Association of Clean Water Agencies for Peak Performance for operating for seven consecutive years without exceeding the limits or conditions of the District's permit, and we have submitted our application for this year's award. This is a tribute to the outstanding work by District Operations and Maintenance teams. We continue to average less than one spill per hundred

miles of pipeline per year, ranking us among the best in the State. The District Collections Services and Environmental Compliance groups have successfully implemented measures to control roots and grease to help minimize spills and back-ups. We are responding to 100% of all customer call outs within one hour, up from 97.5% the previous year. The District's quality performance is also reflected in awards recently received for our procurement program, overall agency management, and financial reporting.

Financial State of the District

The current (general) improvement in the economy as a whole has had modest positive effects on the District. Revenues are increasing over the prior fiscal year and there has also been increased development activity in our service area. While economic improvements have proven beneficial, the District continues to exercise fiscal prudence in light of our ever-increasing expenses. It is because of this cautionary approach that the District has continued to remain financially healthy.

The local economy continues to show signs of improvement in increased development. USD has seen increases in permit applications in the past twelve months, although that is expected to level off a bit in FY 2018. A portion of USD capital projects is funded by capacity fees; however, the majority are funded through Sewer Service Charges. The District continues to be vigilant in its efforts to contain expenses. Similar to other agencies, USD faces significant pressures associated with the costs of health care and pensions, as well as costs for treatment plant utilities (primarily PG&E) and other capital expenditures.

Revenues

Sewer Service Charges are expected to increase from \$50.4 million in FY 2017 to \$54.9 million in FY 2018 due to previously approved rate increases and the addition of new users. With approximately 73% of the District's revenue based on residential customers, USD's income remains relatively stable despite the slight volatility in non-residential revenues.

Capacity Fee revenues incorporate increased Capacity Fees approved by the Board, effective July 1, 2016. As previously stated, the Tri-City area has experienced an increase in construction development, although we are expecting that to begin to slow a bit. As a result, total Capacity Fee revenues are expected to decrease 11.5% as compared to the FY 2017 budget. In addition, anticipated expenditures associated with capacity fees over the next five years indicate that there will be an overall declining balance in this fund.

Expenditures

Total expenditures in the Sewer Service Fund for the coming fiscal year are projected to decrease by 2.3%. Operating expenses are anticipated to increase by 6.5%, primarily due to salary and pension contribution rate increases, as well as the addition of three positions for succession planning purposes and to deal with increased inspection workloads. Chemical costs have been relatively stable and slightly lower due to the District's participation in the Bay Area Chemical Consortium.

No significant changes to the number of District employees are being proposed during this fiscal year, with the exception of the addition of one non-permanent Operator for Treatment and Disposal Services and one limited-term Construction Inspector in Technical Services, as well as a part-time Engineering Intern. The first requisition addresses succession planning due to one anticipated Operator retirement in FY 2018. In addition, in Technical Services, the Customer Service Team's workload continues to be

affected by the continued positive trend in the economy and construction activities, and it is in need of support, such as a limited-term Construction Inspector. A possible opportunity exists for this limited-term employee to be an internal candidate through attrition and succession planning. The District filled many vacancies during FY 2017, mostly attributable to planned retirements. Retirements during FY 2018 are expected to taper off as compared to the two prior fiscal years; however, balancing the District's ability to attract and retain a qualified workforce against the bottom line will continue to be a challenge.

Although the Capital Improvement Program will be decreasing this year from FY 2017 levels, this is a one-year anomaly, and spending will ramp up aggressively beginning in FY 2020. Staff conducted a thorough study of the infrastructure needs of the District and developed a 20-year Capital Improvement Plan (CIP) that totals approximately \$646 million. The total CIP budgeted for FY 2018 is \$10.1 million. USD continues to keep its CIP costs as low as possible by taking advantage of available low interest loans through the State and federally funded Clean Water State Revolving Fund (SRF) program administered by the State Water Resources Control Board.

Capital project spending will continue to focus on rehabilitation of the wastewater treatment plant and collections system pipeline. Many of the District's buildings and treatment processes are approaching 35 years in operation. Replacing and upgrading these facilities and equipment will ensure that we can efficiently operate the plant in the long-term. Projects for FY 2018 include plant facilities improvements, standby power generation system upgrades, and pump station improvements. The Information Systems Renewal and Replacement (R&R) Program will continue to fund new projects, such as a Lab/Plant Operations Data Management System (ODMS), and disaster recovery.

Special Projects Fund expenditures will decrease from \$2.1 million in FY 2017 to \$1.9 million in FY 2018. Of the \$1.9 million, \$289,000 is for special projects that will carry forward to FY 2018. Some of the studies planned for this year include the Force Main Condition Assessment, the Plant Master Plan, the Plant Solids System/Capacity Master Plan, and the Treatment Plant Information Technology Network Master Plan. Other expenditures include those for the Odor Control Study Update, and outreach programs including the USD newsletter, the 2018 Centennial, the Fats, Oils, and Grease (FOG) brochure, and anticipated election costs in Fremont.

Balanced Budget, Reserves and Rates

USD has long operated with a balanced budget and we anticipate continuing to do so. In some years, USD takes money from reserves for capital projects and in some years funds are added to the District's reserves. However, it is anticipated that reserves will be significantly reduced over the next few fiscal years due to the District's infrastructure needs. For FY 2018, we anticipate adding \$9.8 million to reserves, resulting in reserves that total \$47.4 million in the Sewer Service Fund and \$30.5 million in the Capacity Fund.

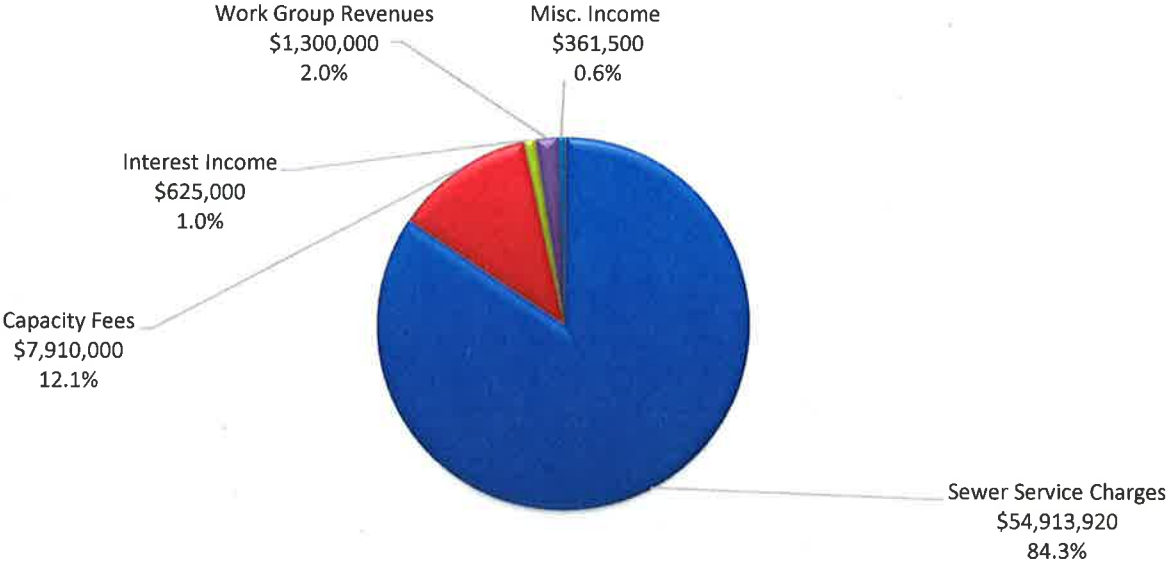
These reserves all exist in accordance with State law, debt covenants, and District policy. District reserves continue to be stable, although as the District operating budget increases, more of the District's reserves are dedicated to ensuring operating cash flow for the eight-month period in which we receive very limited Sewer Service Charge revenues. During FY 2018, a financial model will be completed that will allow the District to determine different rate models and financing plan scenarios to assist the

District in making sound financial decisions on future infrastructure needs and the long-term sustainability of prospective policies and programs.

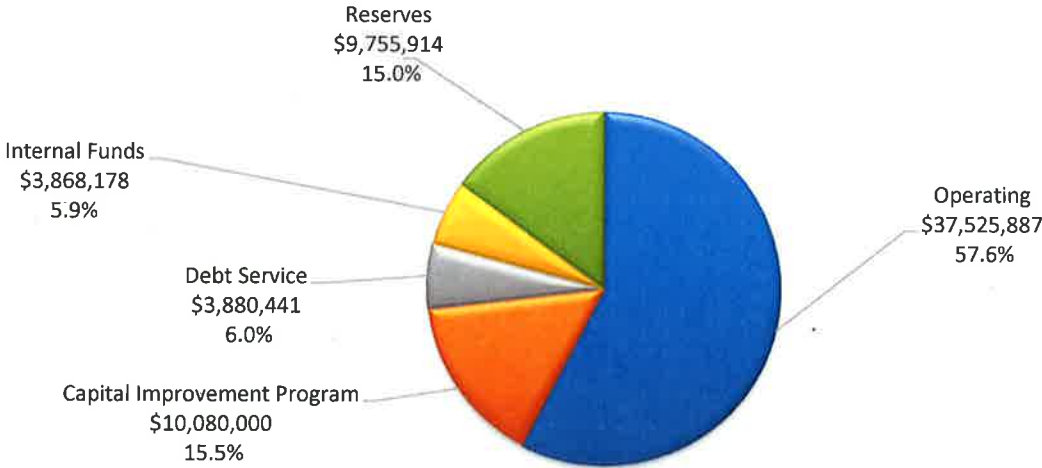
Conclusion

The District's high level of service and very competitive rates reflect our highly efficient and customer-oriented staff. The District is fortunate to have a very talented and dedicated workforce and we want to continue to make the District an employer of choice in the region. I would like to express my appreciation to all the employees of the District whose hard work is not taken for granted and whose dedication is reflected in the daily delivery of services to our customers. The District is firmly committed to meeting each and every challenge brought forth while building a premier organization. This budget enables us to continue to move forward in meeting those challenges. By continuing to follow the budget policy set forth by the District, we will continue to deliver the highest level of service.

FY 2018 Total Revenues
\$65,110,420



FY 2018 Total Expenditures
\$65,110,420



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**SUMMARY AND COMMENTS
FISCAL YEAR 2018 BUDGET**

Budget Summary – All Funds (Sewer Service and Capacity Funds)

	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Total Revenues				
Sewer Service Charges	\$50,404,690	\$52,395,633	\$54,913,920	8.9
Capacity Fees	8,935,000	9,686,000	7,910,000	(11.5)
Work Group Revenues	1,355,000	1,452,800	1,300,000	(4.1)
Interest	475,500	605,000	625,000	31.4
Other	505,000	718,395	361,500	(28.4)
SRF Loan Proceeds	2,800,000	2,938,300	0	(100.0)
Total Revenues	\$64,475,190	\$67,796,128	\$65,110,420	1.0
Total Expenditures				
Operating	\$35,224,203	\$35,013,094	\$37,525,887	6.5
Capital Projects (90%)	14,670,000	14,550,353	10,080,000	(31.3)
Debt Service	3,127,110	3,127,110	3,880,441	24.1
Special Projects	2,132,098	1,459,382	1,873,523	(12.1)
Other Internal Funds	2,151,320	977,473	1,994,655	(7.3)
Total Expenditures	\$57,304,731	\$55,127,412	\$55,354,506	(3.4)
Revenues in Excess of Expenditures – To Reserves	\$ 7,170,459	\$12,668,716	\$ 9,755,914	36.1

Proposed Combined Budget – Sewer Service and Capacity Funds

	Sewer Service Fund (Incl Fund 80)	Capacity Fund (Fund 90)	Total
Total Revenues			
Sewer Service Charges	\$54,913,920	\$ 0	\$54,913,920
Capacity Fees	0	7,910,000	7,910,000
Work Group Revenues	1,300,000	0	1,300,000
Interest	425,000	200,000	625,000
Other	261,500	100,000	361,500
SRF Loan Proceeds	0	0	0
Total Revenues	\$56,900,420	\$8,210,000	\$65,110,420
Total Expenditures			
Operating	\$37,525,887	\$ 0	\$37,525,887
Capital Projects (90%)	6,660,000	3,420,000	10,080,000
Debt Service	2,769,387	1,111,054	3,880,441
Special Projects	1,873,523	0	1,873,523
Other Internal Funds	1,994,655	0	1,994,655
Total Expenditures	\$50,823,452	\$4,531,054	\$55,354,506
Revenues in Excess of Expenditures – To Reserves	\$ 6,076,968	\$3,678,946	\$ 9,755,914

SEWER SERVICE FUND

The FY 2018 proposed budget for the Sewer Service Fund is presented below:

	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Total Revenues				
Sewer Service Charges	\$50,404,690	\$52,395,633	\$54,913,920	8.9
Work Group Revenues	1,355,000	1,452,800	1,300,000	(4.1)
Interest	350,000	400,000	425,000	21.4
Other	405,000	618,395	261,500	(35.4)
SRF Loan Proceeds	2,100,000	2,203,300	0	(100.0)
Total Revenues	\$54,614,690	\$57,070,128	\$56,900,420	4.2
Total Expenditures				
Operating	\$35,224,203	\$35,013,094	\$37,525,887	6.5
Capital Projects (90%)	10,327,500	10,348,617	6,660,000	(35.5)
Debt Service	2,204,389	2,204,389	2,769,387	25.6
Special Projects	2,132,098	1,459,382	1,873,523	(12.1)
Other Internal Funds	2,151,320	977,473	1,994,655	(7.3)
Total Expenditures	\$52,039,510	\$50,002,955	\$50,823,452	(2.3)
Revenues in Excess of Expenditures – To Reserves	\$ 2,575,180	\$ 7,067,173	\$ 6,076,968	136.0

REVENUES: Revenues in the Sewer Service Fund are anticipated to increase 4.2% in comparison to the FY 2017 budget. With respect to the estimated actual amounts for FY 2017, the FY 2018 proposed budget is 0.3% less. Each of the individual revenue elements is discussed below:

Sewer Service Charges: The principal revenue source for the Sewer Service Fund is the annual Sewer Service Charges, estimated to be \$54.9 million in FY 2018. This is 8.9% more than the prior year’s budget amount. Last year’s budget estimate was based on a new wastewater rate and cost of service study, resulting in the adoption of a five-year rate plan in January 2016, pursuant to the requirements of Proposition 218. Because of the change in methodology, the FY 2017 budget estimate was tempered for conservatism. However, actual sewer service charge revenues estimated to be collected in FY 2017 are \$52.4 million. As a result, the FY 2018 revenue estimate is 4.8% greater than the estimated actual amount for FY 2017. The existing annual sewer service charge for Single Family Dwellings (SFD) will increase from \$380.05 in FY 2017 to \$393.35 in FY 2018 (an increase of 3.5%), and the annual Multi-family Dwelling rate will increase from \$329.50 in FY 2017 to \$341.03 in FY 2018 (also an increase of 3.5%). Residential rates account for 73.3% of total sewer service charge revenues. For non-residential customers, rates are calculated annually using flow based on water usage and sewage strength.

Work Group Revenues: These revenues consist of things like field inspection fees, plan check fees, permits, external work orders, and services provided to the City of Fremont’s Urban Runoff program. Because these items tend to vary based on external demands, anticipated revenues are estimated in a conservative manner. As a result, even though the estimated actual amount to be collected in FY 2017 exceeds the FY 2017 budget, the FY 2018 budget estimate is \$55,000 (4.1%) lower than the prior year’s budget amount, based in part on a tempering of anticipated development activity in FY 2018.

Interest: Interest income is expected to increase 21.4% from the FY 2017 budget amount, and 6.3% from the FY 2017 estimated actual amount. This increase is based both on a higher average daily cash balance and increased interest rates. All indications are that the Federal Reserve will continue on its course of gradually raising interest rates as the overall economy continues to strengthen.

Other: Other revenues consist of rebates from the Self-Generation Incentive Program (SGIP) administered by the California Public Utilities Commission (CPUC) related to cogeneration, PG&E solar rebates for carports and Irvington solar panels (for which FY 2017 was the last year), and other miscellaneous income, including the sale of surplus equipment. This item is expected to decrease by 35.4% from the FY 2017 budget amount, primarily as a result of the end of the PG&E solar rebate program.

SRF Loan Proceeds: Although the State Revolving Fund (SRF) has been, and will likely continue to be, an ongoing source of funding for District capital needs, no SRF loan proceeds are anticipated to be received in FY 2018.

EXPENDITURES: Expenditures in the Sewer Service Fund are anticipated to decrease 2.3% in comparison to the FY 2017 budget. With respect to the estimated actual amounts for FY 2017, the FY 2018 proposed budget is 1.6% higher. Each of the individual expenditure elements is discussed below:

Operating: Operating expenditures are those required for the day-to-day operations of the District, including maintenance, regulatory activities, engineering, and administration. Operating expenditures are estimated to increase 6.5% in FY 2018. Of that increase, 6.2% is due primarily to salaries and benefits adjustments in accordance with the District’s Memorandum of Understanding (MOU) with its classified employees, the addition of one overfill Operator position in Treatment & Disposal Services for succession planning purposes, the addition of a limited term Construction Inspector in Technical Services, the addition of an Engineering Intern, and increased California Public Employees’ Retirement System (CalPERS) contributions.

The total cost of the three new positions, without incorporating the 2% vacancy factor (discussed below), is as follows:

Plant Operator 3 (overfill in anticipation of retirement)	\$143,134
Construction Inspector 1 (limited term)	160,845
Engineering Intern	<u>22,446</u>
Total, New Positions	<u>\$326,425</u>

Below is additional information about the components of salaries and benefits:

	Budget FY 2017	Proposed Budget FY 2018	Dollar Change	% Change
Wages	\$15,823,903	\$16,540,650	\$ 716,747	4.5
CalPERS Contributions	3,351,694	3,822,623	470,929	14.1
Workers’ Compensation	263,362	299,232	35,870	13.6
Other (Medical, Medicare)	3,447,332	3,653,059	205,727	6.0
Vacancy Factor (2%)	(457,726)	(486,311)	(28,585)	6.2
Total Salaries and Benefits	\$22,428,565	\$23,829,253	\$1,400,688	6.2

Increased CalPERS contributions are the result of both increased wages and a 9.5% increase in the CalPERS contribution rate, from 20.362% in FY 2017 to 22.299% in FY 2018. The District has opted to take advantage of a CalPERS' program that allows prepayment of the unfunded actuarial liability in July 2018, rather than making a payment of a portion of the unfunded actuarial liability each pay period over the course of the fiscal year, which will result in savings to the District of \$76,000. Workers' compensation costs have increased because of increased wages (upon which workers' compensation premiums are based) and an anticipated 5% rate increase. Medical amounts are increasing in accordance with the MOU. Consistent with prior years, salaries and benefits include a 2% vacancy factor, in recognition of the fact that vacancies occur throughout the year and are not immediately refilled.

Below is information about the components of Operating expenditures, which include salaries and benefits:

Work Group	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Board of Directors	\$ 178,500	\$ 167,730	\$ 176,093	(1.3)
General Manager/Admin.	957,577	936,696	1,082,884	13.1
Business Services	4,753,045	4,767,045	5,023,943	5.7
Collection Services	6,116,287	6,111,118	6,551,768	7.1
Technical Services	5,511,940	5,429,261	5,995,655	8.8
Treatment & Disposal Services	10,631,833	10,670,933	11,122,285	4.6
Fabrication, Maintenance, and Construction	5,862,650	5,745,397	6,277,170	7.1
Non-Departmental	1,212,371	1,184,914	1,296,089	6.9
Total Operating Expenditures	\$35,224,203	\$35,013,094	\$37,525,887	6.5

Salaries and benefits account for 63.5% of total operating expenditures in FY 2018 (down slightly from 63.7% in FY 2017). In addition to salary and benefit increases discussed above, some of the other reasons for the 6.5% increase in operating expenditures are as follows:

- The budget increase for General Manager/Administration is due to an anticipated increase in legal fees.
- Collection Services is projecting increased costs for the root control program, and increased office supplies and small equipment purchases.
- Technical Services is adding a limited term Construction Inspector 1, resulting in increased personnel costs.
- Fabrication, Maintenance, and Construction expects to incur additional costs due to increased maintenance needs of aging infrastructure, additional media replacements at new contracted amounts for gas conditioning, the purchase of standby pumps as a contingency plan for a force main or pump station outage, and utility rate increases from Alameda County Water District (ACWD) and PG&E.

New this year is a line item called Non-Departmental. There are some things, such as District-wide training, property insurance, and telephones, that benefit the entire District, not just one or two individual work groups. The FY 2017 budget has been reallocated to reflect this change. In addition, two items that had been accounted for in separate sub-funds are now included in Non-Departmental. These are the Alameda County Sewer Service Collection fee and the District's contribution to the

California Employers' Retiree Benefit Trust (CERBT) Fund, an Internal Revenue Code Section 115 trust fund dedicated to prefunding other post-employment benefits (OPEB) and administered by CalPERS.

Below is additional information about the components of the Non-Departmental line item:

	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Retiree Medical (OPEB) Trust	\$ 583,771	\$ 583,771	\$ 602,009	3.1
Insurance Premiums	267,600	263,500	277,050	3.5
Telephones, Lease Lines, ETC	100,000	112,000	115,000	15.0
County Sewer Service Collection Fee	106,000	106,643	107,000	0.9
CalPERS Retirement Replacement	65,000	60,000	65,000	0.0
Districtwide Training	37,000	20,000	55,000	48.6
Team Safety - Clothing	35,000	35,000	35,000	0.0
Engineering Intern	0	0	22,030	N/A
Tuition Reimbursement	18,000	4,000	18,000	0.0
Total Non-Departmental	\$1,212,371	\$1,184,914	\$1,296,089	6.9

The District established its retiree medical (OPEB) trust with CalPERS (CERBT) in FY 2009. The budgeted amount for the District's contribution to the trust is based on an actuarial valuation dated June 2016. CalPERS requires the District to obtain a new actuarial valuation every two years.

The line item for insurance premiums includes all premiums except those for workers' compensation, which are included with salaries and benefits. A relatively modest increase of 3.5% is anticipated in FY 2018.

As for other line-item changes, the FY 2018 budget amount for telephones is increasing to more closely match actual expenditures in FY 2017. Districtwide training is anticipated to increase because there is now a full-time Training and Emergency Response Programs Manager to oversee these activities. Finally, an Engineering Intern is proposed for FY 2018 to assist with updating documentation for things like lockout tag out procedures. Because this position will likely assist several departments, it is included in the non-departmental budget line item.

Capital Projects: This line item is discussed separately later in this document.

Debt Service: This line item is discussed separately later in this document.

Special Projects: This line item includes non-routine expenditures for things like one-time studies, hiring consultants, and new programs where the long-term financial impact, if any, is not known. Major FY 2018 expenditures by category include Administrative and Regulatory projects (\$808,523) and Studies and Other projects (\$1,065,000). A detailed listing of Special Projects is included later in this document.

Other Internal Funds: These are separate components of the Sewer Services Fund that account for renewals and replacements of equipment and technology, as well as the pretreatment program. Below is detailed information about this line item:

	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Renewal & Replacement – Vehicles and Equipment (Fund 50)	\$ 662,220	\$111,187	\$1,139,555	72.1
Renewal & Replacement – Information Systems (Fund 60)	1,232,100	650,286	600,100	(51.3)
Renewal & Replacement – Plant and Pump Station (Fund 70)	250,000	210,000	250,000	0.0
Pretreatment Program (Fund 85)	7,000	6,000	5,000	(28.6)
Total Other Funds	\$2,151,320	\$977,473	\$1,994,655	(7.3)

- Renewal & Replacement – Vehicles and Equipment: Vehicles and equipment that are scheduled to be replaced due to age or obsolescence are purchased through this fund. The provision is based on a 10-year replacement schedule and expenditure projection. The vehicles and equipment scheduled for replacement in FY 2018 are as follows:

Vehicles:	
Hydro Jetter (encumbered from FY 2017)	\$ 273,584
Truck Mounted Jetter (encumbered from FY 2017)	186,935
Hydro Jet Vacuum Unit	492,036
Total Vehicles	952,555
Equipment:	
4" Trailer Mounted Trash Pump	68,000
Portable Gas Detector (28)	96,000
Issco Sampler (6)	23,000
Total Equipment	187,000
Total Vehicles and Equipment	\$1,139,555

As noted in the table above, two pieces of equipment were approved for purchase in FY 2017 and the purchase orders were issued. However, it is anticipated payment for these vehicles will not be made until FY 2018. As a result, \$460,519 (\$273,584 + \$186,935) for these two vehicles is included in the FY 2018 budget so that the invoices can be paid. This is why the estimated actual expenditures in FY 2017 are significantly less than the FY 2017 budget amount, and there is a corresponding increase in the FY 2018 budget as compared to FY 2017.

- **Renewal & Replacement – Information Systems:** The FY 2018 budget for Information Systems renewal and replacement consists of the following:

Computer Workstations and Other Hardware	\$215,100
Lab/Plant Operations Data Management System (ODMS)	100,000
Disaster Recovery	100,000
Collection Services GIS	75,000
GIS – Plant Vertical	60,000
IT Security Upgrades	50,000
Total Information Systems	\$600,100

This budget also initially included \$400,000 for Finance Enterprise Resource Planning (ERP) software. Because of staff turnover, this item will be deferred to a future fiscal year.

- **Renewal & Replacement – Plant and Pump Station:** Plant and pump station renewals and replacements anticipated in FY 2018 consist of the following:

Replace Site Waste Pumps	\$130,000
Replace Onsite Reclaim Pumps	45,000
New Polymer Blend Unit	45,000
Unplanned Maintenance	30,000
Total Plant and Pump Station	\$250,000

- **Pretreatment Program:** The Pretreatment Program budget consists of supplies, equipment and training that support the Pretreatment Program, as required by Ordinance 36.

Sewer Service Fund Reserves: In accordance with debt covenants and District Policy No. 2090, “Reserve Funds,” the District maintains a number of reserves in the Sewer Service Fund. In FY 2018, approximately \$6.1 million is anticipated to be transferred to reserves. A summary of the various reserves is shown in the following table:

Reserve Description	Proposed Budget FY 2018
Cash Flow	\$18,762,944
Structural Renewal & Replacement	16,137,500
Emergency	5,000,000
SRF Loan Contingency	3,880,441
Liquidity	1,160,200
Liability Insurance	1,000,000
Information Systems Renewal & Replacement	800,000
Vehicle & Equipment Renewal & Replacement	662,000
Total Reserves – Sewer Service Fund	\$47,403,085

A description of each reserve and its target funding level is as follows:

- **Cash Flow** – Sewer Service Charge revenues are collected by the Alameda County Tax Collector’s Office and remitted to the District in two major installments in April and December of each year.

In order for the District to pay its ongoing expenditures throughout the year, it reserves six months (50%) of gross operating expenditures at the start of each fiscal year.

- **Structural Renewal & Replacement** – To maintain the ability to renew and replace infrastructure, this reserve is funded at the average annual renewal/replacement capital costs based on the 10-year CIP, with a minimum 10-year target of \$5 million.
- **Emergency** – In order to help mitigate the financial impacts of an emergency or catastrophic event, the District has an Emergency Reserve. The target for FY 2018 is \$5 million.
- **SRF Loan Contingency** – The District is able to utilize low interest rate loans through the State of California to finance capital projects. A requirement of these loans is the establishment and maintenance of a contingency reserve that is defined in the loan documents. The reserve balance is set at the amount required in the loan documents, typically one annual payment per loan.
- **Liquidity** – The District maintains a minimum amount of immediately available funds, 125% of biweekly payroll, held in a local bank account, in cash deposits.
- **Liability Insurance** – The District is a member of and purchases liability insurance from the California Sanitation Risk Management Association (CSRMA). The deductible of \$500,000 reduces the amount of premiums charged to the District. In order to account for an event that is either not covered by insurance or under the deductible amount, the District reserves two times the annual deductible amount, based on claims history.
- **Information Systems Renewal & Replacement** – To maintain the ability to replace computer hardware and software, this reserve is funded at the average annual information systems renewal/replacement costs projected over the next 5 years, with a minimum of \$250,000.
- **Vehicle & Equipment Renewal & Replacement** – To maintain the ability to replace the District's fleet and major equipment, this reserve is funded at the average annual equipment renewal/replacement costs projected over the next 5 years, with a minimum of \$500,000.

CAPACITY FUND

The FY 2018 proposed budget for the Capacity Fund is presented below:

	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Total Revenues				
Capacity Fees	\$8,935,000	\$ 9,686,000	\$7,910,000	(11.5)
Interest	125,500	205,000	200,000	59.4
Other	100,000	100,000	100,000	0.0
SRF Loan Proceeds	700,000	735,000	0	(100.0)
Total Revenues	\$9,860,500	\$10,726,000	\$8,210,000	(16.7)
Total Expenditures				
Capital Projects (90%)	\$4,342,500	\$ 4,201,736	\$3,420,000	(21.2)
Debt Service	922,721	922,721	1,111,054	20.4
Total Expenditures	\$5,265,221	\$ 5,124,457	\$4,531,054	(13.9)
Revenues in Excess of Expenditures – To Reserves	\$4,595,279	\$ 5,601,543	\$3,678,946	(19.9)

REVENUES: Revenues in the Capacity Fund are anticipated to decrease 16.7% in comparison to the FY 2017 budget. Each of the individual revenue elements is discussed below:

Capacity Fees: The principal revenue source for the Capacity Fund is Capacity Fees, estimated to be \$7.9 million in FY 2018. These fees are collected in accordance with the provisions of California Assembly Bill (AB) 1600 and are intended to mitigate the impacts of new development. In the case of the District, these fees are collected from new development as a requirement of connecting to the sewer system. As such, they can only be used for capital projects that increase the system's capacity to serve that new development. The past two years have seen significant new development in the Tri-Cities area of Fremont, Newark, and Union City. The pace of that development is expected to slow down a bit in FY 2018, resulting in a lower revenue estimate. Pursuant to Ordinance No. 35.22, based on a capacity fee study and adopted by the Board in April 2016, capacity fees will increase annually through FY 2020. Capacity fees for Single Family Dwellings (SFD) will increase from \$6,421 in FY 2017 to \$7,247 in FY 2018 (an increase of 12.9%), and capacity fees for Multi-family Dwellings will increase from \$5,504 in FY 2017 to \$6,211 in FY 2018 (also an increase of 12.9%).

Interest: Interest income is expected to increase 59.4% from the FY 2017 budget amount, and decrease 2.4% from the FY 2017 estimated actual amount. This increase is based both on a higher average daily cash balance and increased interest rates. All indications are that the Federal Reserve will continue on its course of gradually raising interest rates as the overall economy continues to strengthen.

Other: Other revenues consist of rebates from the Self-Generation Incentive Program (SGIP) administered by the California Public Utilities Commission (CPUC) related to cogeneration.

SRF Loan Proceeds: Although the State Revolving Fund (SRF) has been, and will likely continue to be, an ongoing source of funding for District capital needs, no SRF loan proceeds are anticipated to be received in FY 2018.

EXPENDITURES: Expenditures in the Capacity Fund are anticipated to decrease 13.9% in comparison to the FY 2017 budget. This is attributable to decreased spending on capital projects, partially offset by increased debt service costs. Both of these items are discussed in more detail later in this document.

Capacity Fund Reserves: In FY 2018, approximately \$3.7 million is anticipated to be transferred to reserves. Because Capacity Fees are collected in accordance with AB 1600, they are subject to regulatory restriction. As a result, \$30,534,587 is restricted for use on capital projects that increase the District’s capacity to serve new development.

CAPITAL PROJECTS

Capital projects are accounted for in the Sewer Service Fund (Structural Renewal and Replacement [Fund 80]) and the Capacity Fund (Fund 90). The District adopts a 20-year Capital Improvement Plan (CIP) each year in conjunction with the adoption of the annual operating budget. Actual appropriations are established at 90% of the CIP amount for that year. Although spending for capital projects is anticipated to be lower in FY 2018 than in the prior year, it is expected to increase substantially in later years. Through FY 2027, the CIP includes projects totaling \$349 million. By FY 2037, this amount will grow to \$646 million.

Below is information about capital projects spending for FY 2017 and FY 2018:

	Budget FY 2017	Estimated Actual FY 2017	Proposed Budget FY 2018	% Change
Sewer Service Fund – Structural Renewal and Replacement	\$10,327,500	\$10,348,617	\$ 6,660,000	(35.5)
Capacity Fund	4,342,500	4,201,736	3,420,000	(21.2)
Total Capital Projects	\$14,670,000	\$14,550,353	\$10,080,000	(31.3)

Key elements of the FY 2018 capital improvement program include *design* of the following projects:

- **Digester No. 7** – The Plant Solids Capacity/Assessment Study identified a need for reliable solids capacity in the primary digester system and recommended the District construct new Primary Digester No. 7.
- **Standby Power Generation System Upgrade** – The plant’s standby diesel generators are at the end of their useful lives, and the generator controls are obsolete and complicated to update and maintain. This project will replace the existing equipment with new generators and updated controls.
- **Wet Weather Flow Management** – This project will study the options available to the District for managing the capacity of the effluent disposal system during high wet weather flow events.
- **Aeration System Improvements** – This project will replace the roof of the east aeration tanks and install interior baffles to extend the life of the structure and to improve the aeration process.
- **Alvarado Pump Station Pumps and VFD Replacement** – This project will replace the station’s wastewater pumps, variable frequency drives (VFDs), and electrical switchboard because they are at the end of their useful lives, and replacement parts are difficult to obtain because of lack of availability of original equipment and manufacturers’ support.

- **Headworks 3rd Bar Screen** – This project will install a new mechanical bar screen at the Headworks Building to improve removal of debris from the wastewater prior to the plant’s downstream processes, and to restore capacity and redundancy of the system.

Key elements of the FY 2018 capital improvement program include **construction** of the following projects:

- **Force Main Corrosion Repairs, Phase 1** – This project will make repairs and replace corroded steel pipe fittings located within the manholes on the east force main between the Newark Pump Station and the plant.
- **Newark Pump Station Valve and Wetwell Modifications** – This project will improve the transport system reliability and operation by installing a new actuator on the force main boost pipeline, extending the boost pipeline below the wetwell water level, and replacing the wetwell exhaust fan.
- **Third Degritter System** – This project will install a new sludge degritter in the plant’s Degritter Building to improve removal of grit from the primary sludge prior to the sludge thickening process, and to restore capacity and redundancy of the system.
- **Digester No. 3 Rehabilitation** – This project will make structural repairs to the digester and modify the digested sludge and digester gas systems serving the digester and the Heating and Mixing Building No. 2. These improvements will extend the useful life of the digester and improve the reliability and operation of the digester process.
- **Hypochlorite Tanks and PVC Pipe Replacements** – This project will replace the hypochlorite tanks, chemical metering pumps, and chemical piping at the Odor Control Building and replace the chemical metering pumps and piping at the Maintenance Shop Building. The tanks, pumps, and piping are at the end of their useful lives and are difficult to maintain.
- **Cast Iron/Pipe Lining at Various Locations throughout the Tri-Cities** – Phase 6 of the project will install full-length cured-in-place pipe (CIPP) lining of damaged sewer mains at several locations in Fremont and Union City.

DEBT SERVICE

Debt service is related to capital projects and is accounted for in the Sewer Service Fund (Structural Renewal and Replacement [Fund 80]) and the Capacity Fund (Fund 90). The District has nine outstanding loans from the State Water Resources Control Board's Clean Water State Revolving Fund (SRF). Details about debt service payments are presented below:

Related Project	Sewer Service Fund – Structural Renewal and Replacement		Capacity Fund		Total Debt Service – FY 2018	Maturity Date
	FY 2017	FY 2018	FY 2017	FY 2018		
Irvington Equalization	\$ 681,123	\$ 681,123	\$227,041	\$ 227,041	\$ 908,164	8/30/2021
Willow/Central Avenue	108,385	108,385	0	0	108,385	11/16/2027
Lower Hetch Hetchy	139,634	139,634	0	0	139,634	11/17/2028
Newark Pump Station	342,702	342,703	342,702	342,702	685,405	1/26/2030
Cedar Blvd. Corridor Rehab.	127,349	127,349	0	0	127,349	2/26/2030
Primary Clarifier Rehab.	442,337	442,337	147,446	147,446	589,783	1/15/2033
Substation 1	157,327	157,327	0	0	157,327	2/28/2032
Boyce Road Lift Station	205,532	205,532	205,532	205,532	411,064	8/31/2032
Thickener Control Building	0	564,997	0	188,333	753,330	3/31/2036
Total Debt Service	\$2,204,389	\$2,769,387	\$922,721	\$1,111,054	\$3,880,441	

SPECIAL PROJECT EXPENDITURES

DESCRIPTION	Adopted Budget FY17	Estimated Actual FY17	Estimated Carryover	New \$ (Provision)	Proposed Budget FY18
Administrative & Regulatory					
GIS JPA	\$22,000	\$22,000	\$0	\$22,000	\$22,000
Public Outreach (e.g., 2018 Centennial, FOG, Rebranding)	60,000	50,000	10,000	130,000	140,000
Public Information Program (USD newsletter)	105,000	85,000	20,000	80,000	100,000
Recruiter Services	0	0	0	20,000	20,000
IBB Labor Negotiations Facilitation	0	0	0	83,200	83,200
Anticipated Election Costs (Fremont Only - 102,384 registered voters at \$4.33 per voter)	0	0	0	443,323	443,323
Sub-Total Administrative & Regulatory	187,000	157,000	30,000	778,523	808,523
Studies & Other					
Alvarado Basin Master Plan/PACP Update	225,000	166,864	0	0	0
Alvarado Sub-Surface Investigation	10,000	2,706	7,294	2,706	10,000
Anticipated Biosolids Coalition Membership Dues	25,000	17,500	7,500	17,500	25,000
Evaluation of CS Preventive Maintenance Program	30,066	1,000			0
Financial Master Plan	100,000	33,070	66,930	3,070	70,000
Forcemain Condition Assessment	25,000	15,000	10,000	90,000	100,000
Influent Chemical Dosing Trial (Calcium Nitrate)	40,000				0
Lateral Pilot Program - Condition Assessment	47,932	0	25,000	0	25,000
Local Limits Study	70,000	50,000	20,000	60,000	80,000
NPDES Permit Support Services	10,000				0
Odor Control Study Update	70,000	55,000	15,000	40,000	55,000
Plant Hydraulic Capacity Assessment	100,000	95,000			0
Plant Master Plan	350,000	175,000	175,000	0	175,000
Plant Solids System/Capacity Master Plan	50,000	265,000	(215,000)	325,000	110,000
Project Implementation Master Plan	100,000	135,000			0
Reclaimed Water Feasibility Study	110,000	21,142			0
Seismic Evaluation	100,000	100,000	0	20,000	20,000
Standard Specs Update	25,000	75,000			0
Toilet Rebate Program (Funded by Capacity)	70,000	70,000	0	70,000	70,000
Treatment Plant IT Network Master Plan	150,000	0	150,000	0	150,000
Treatment Plant Master Plan	50,000	0	0	0	0
Water Reclamation Pilot Program (Fill Station)	125,000	0	0	0	0
Air Permitting Consultant Assistance	0	0	0	50,000	50,000
Newark Basin Master Plan/PACP Update	0	0	0	75,000	75,000
Plant Asset Condition Assessment Update	0	0	0	50,000	50,000
Sub-Total Studies & Other	1,882,998	1,277,282	261,724	803,276	1,065,000
Hayward Marsh (Moved to Treatment & Disposal Services operating budget in FY18)					
NPDES Permit Annual Fee	2,100	2,100	0	0	0
NPDES Permit Support Services	40,000	0	0	0	0
Regional Monitoring Plan (RMP) Annual Participant Fee	20,000	23,000	(3,000)	3,000	0
Sub-Total Hayward Marsh	62,100	25,100	(3,000)	3,000	0
Total Special Projects	\$2,132,098	\$1,459,382	\$288,724	\$1,584,799	\$1,873,523

68.4%

87.9%

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Annual Contract Purchases of Supplies, Services, and Vehicle and Equipment Renewal /Replacement Over \$100,000 for Fiscal Year 2018	
	<i>Estimated Expenditure</i>
Supplies:	
Sodium Hypochlorite, one-year contract with successful bidder	\$427,000
Hydrogen Peroxide, one-year contract with Evoqua	408,000
Ferrous Chloride, one-year contract with successful bidder	381,000
Biogas Treatment, two-year contract with Prominent Systems, Inc.	322,000
Polymer, emulsion, one-year contract with successful bidder	281,000
Total Supplies	\$1,819,000
Services:	
State Water Resources Control Board - Debt payments for nine SRF loans	\$3,880,441
CalPERS Retirement contribution payments for employees	3,799,732
CalPERS Medical - payments for employee coverage	3,309,035
EBDA Operations & Maintenance payments	1,489,000
PG&E, electrical service - Alvarado site (\$1,250,000) and Newark P.S. (\$213,000)	1,463,000
Biosolids, year two of five with Synagro	836,000
PERS Retiree Medical Trust payments (ARC)	602,009
Insurance (Property & Contents, Fleet, General Liability)	273,050
Tiger natural gas service, billed through PG&E	160,000
Total Services	\$15,812,267
Vehicle and Equipment Renewal/Replacement:	
Hydro Jet Vacuum Unit	\$492,036
Replace Site Waste Pumps	130,000
Total Vehicle and Equipment Renewal/Replacement	\$622,036

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Fund	Rank	Project Name	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	10-Year Total	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	20-Year Total		
ADMINISTRATIVE FACILITIES																										
800	1	Admin Bldg, Seismic Upgrade and Leak Repairs		200	200			3,500	3,600				7,500												7,500	
900	1	Admin Bldg, Seismic Upgrade and Leak Repairs											0												0	
800	1	Field Ops Bldg, Seismic Upgrade and Leak Repairs						200		1,400	1,500		3,100												3,100	
900	1	Field Ops Bldg, Seismic Upgrade and Leak Repairs											0												0	
800	1	Control Bldg, Seismic Upgrade						200					200	1,300	1,300										2,800	
900	1	Control Bldg, Seismic Upgrade											0												0	
800	3	Additional CS (Vehicle) Storage						250					250												250	
800	2	FMC Bldg - New		300	300	4,000	4,100						8,700												8,700	
900	2	FMC Bldg - New											0												0	
800	2	FMC Bldgs Renovation and Seismic		100	100			2,000					2,200												2,200	
900	2	FMC Bldgs Renovation and Seismic											0												0	
800	3	FMC Storage						250					250												250	
800	0.75	2	Lab Remodel and Expansion										0		300	1,300	1,300								2,900	
900	0.25	2	Lab Remodel and Expansion										0	100	350	350									800	
800	3	Plant Paving	50	150			250				300		750	200		200			200			200	200		1,750	
800	2	Radio Repeater Antenna Replacement											0		150										150	
800	0.50	3	Solar Panels at Alvarado - Phase II										0										100		100	
900	0.50	3	Solar Panels at Alvarado - Phase II				150	1,500					1,650												1,750	
800	0.50	2	Solar Panel Replacement at Carport				50						50									300			350	
900	0.50	2	Solar Panel Replacement at Carport				50						50									300			350	
800	0.50	2	Solar Panel Replacement at Irvington					150					150									900			1,050	
900	0.50	2	Solar Panel Replacement at Irvington					150					150									900			1,050	
Total for ADMINISTRATIVE FACILITIES			50	750	600	4,250	6,000	2,500	3,900	3,600	1,700	1,500	24,850	1,500	1,850	1,850	2,250	1,300	0	200	0	200	0	34,000		
Total Priority 1 Administrative Projects			0	200	200	0	0	0	3,900	3,600	1,400	1,500	10,800	1,300	1,300	0	0	0	0	0	0	0	0	0	13,400	
Total Priority 2 Administrative Projects			0	400	400	4,100	4,250	2,000	0	0	0	0	11,150	0	550	1,650	2,250	900	0	0	0	0	0	0	16,500	
Total Priority 3 Administrative Projects			50	150	0	150	1,750	500	0	0	300	0	2,900	200	0	200	0	400	0	200	0	200	0	0	4,100	
Total Fund 800 - Administrative Facilities			50	750	600	4,050	4,500	2,500	3,900	3,600	1,700	1,500	23,150	1,500	1,750	1,500	1,600	1,200	0	200	0	200	0	0	31,100	
Total Fund 900 - Administrative Facilities			0	0	0	200	1,500	0	0	0	0	0	1,700	0	100	350	650	100	0	0	0	0	0	0	2,900	
COLLECTION SYSTEM																										
800	2	Cast Iron Pipe Lining	500	500		500		500		500		500	3,000		500		500					500		500	5,500	
800	2	Gravity Sewer Rehab/Replacement			1,500		1,500		1,500		1,500		6,000	1,500		1,500		1,500				1,500		1,500	13,500	
800	1	RCP Sewer Rehab (Alvarado Basin)						300	3,000				3,300												3,300	
900	1	RCP Sewer Rehab (Alvarado Basin)											0												0	
800	1	RCP Sewer Rehab (Irvington Basin)						300	3,000				3,300												3,300	
900	1	RCP Sewer Rehab (Irvington Basin)											0												0	
800	1	RCP Sewer Rehab (Newark Basin)			300	3,000							3,300												3,300	
900	1	RCP Sewer Rehab (Newark Basin)											0												0	
900	2	Stevenson at Davis St.			150	1,000							1,150												1,150	
Total for COLLECTION SYSTEM			500	500	1,950	4,500	1,800	3,800	4,500	500	1,500	500	20,050	1,500	500	1,500	500	1,500	500	1,500	500	1,500	500	500	30,050	
Total Priority 1 Collection Projects			0	0	300	3,000	300	3,300	3,000	0	0	0	9,900	0	0	0	0	0	0	0	0	0	0	0	0	9,900
Total Priority 2 Collection Projects			500	500	1,650	1,500	1,500	500	1,500	500	1,500	500	10,150	1,500	500	1,500	500	1,500	500	500	1,500	500	500	500	500	20,150
Total Priority 3 Collection Projects			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Fund 800 - Collection System			500	500	1,800	3,500	1,800	3,800	4,500	500	1,500	500	18,900	1,500	500	1,500	500	1,500	500	1,500	500	1,500	500	500	500	28,900
Total Fund 900 - Collection System			0	0	150	1,000	0	0	0	0	0	0	1,150	0	0	0	0	0	0	0	0	0	0	0	0	1,150

Fund	Yr	Proj	Project Name	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	10 Year Total	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	20 Year Total		
TRANSPORT SYSTEM PROJECTS																											
800	0.50	2	Alameda Creek Crossing Lift Station											0		250		2,500	1,500							4,250	
900	0.50	2	Alameda Creek Crossing Lift Station											0	250		2,500	1,500								4,250	
800		2	Catholic Protection Improvements - Transport		150			150			150			450	150			150				150		150		1,050	
900		2	Catholic Protection Improvements - Transport											0												0	
900		2	Equalization Storage @ Alvarado	50	1,500	4,000								5,550												5,550	
900		3	Equalization Storage @ Irvington						300	3,000				3,300												3,300	
900		3	Equalization Storage @ Newark			600		2,500	2,500					5,600												5,600	
800	0.50	2	Ferrous Tank at Newark PS					25	300					325												325	
900	0.50	2	Ferrous Tank at Newark PS					25	300					325												325	
800		1	Forcemain Corrosion Repairs - Phase 1	500										500												500	
800		1	Forcemain Corrosion Repairs - Phase 2	50	450									500												500	
800		1	Forcemain Corrosion Repairs - Phase 3		50	300								350												350	
800		3	Forcemain Lining											0			1,000	13,000		13,000	13,000	13,000	13,000			53,000	
800	0.50	1	Fremont & PP LSI Internal Lift Pumps	75										75												75	
900	0.50	1	Fremont & PP LSI Internal Lift Pumps	75										75												75	
800	0.50	2	Hayward Marsh Equipment Removal		50	500								550												550	
900	0.50	2	Hayward Marsh Equipment Removal		50	500								550												550	
800	0.50	2	Irvington PS Pumps and VFDs						200	1,200	1,200			2,600												2,600	
900	0.50	2	Irvington PS Pumps and VFDs						200	1,200	1,200			2,600												2,600	
800	0.50	2	New Cherry St. PS					400						400												400	
900	0.50	2	New Cherry St. PS					400						400												400	
800	0.50	1	Newark PS Mod Valve & Boost Line Mods	275										275												275	
900	0.50	1	Newark PS Mod Valve & Boost Line Mods	275										275												275	
800	0.50	2	Newark PS Pumps and VFDs								300	675	2,025	3,000												3,000	
900	0.50	2	Newark PS Pumps and VFDs								300	675	2,025	3,000												3,000	
800		2	Newark PS Wetwell Exhaust Fan Replacement	150										150												150	
900		2	Newark PS Wetwell Exhaust Fan Replacement	150										0												0	
800		2	Old Newark Plant, Demolition		200	1,800								2,000												2,000	
900		2	Old Newark Plant, Demolition		200	1,800								0												0	
800		3	Pump Station Master Plan Equipment R&R		60	400			2,300	6,800	800	175		10,535		5,000						100	8,000	8,200		31,835	
900		3	Pump Station Master Plan Equipment R&R		60	400			2,300	6,800	800	175		0		5,000						100	8,000	8,200		0	
800		3	Stevenson Communication Tower											0												0	
900		3	Stevenson Communication Tower											0												0	
800		3	Transport System Misc. Projects		100	1,000	100	100	1,000	100	1,000	100		3,600		100	1,000	100	100	1,000		100	100	1,000	100	7,300	
900		3	Transport System Misc. Projects		100	1,000	100	100	1,000	100	1,000	100		0		100	1,000	100	100	1,000		100	100	1,000	100	0	
800	0.50	1	Wet Weather Flow Management	1,175	500	300	2,500	2,075						6,550												6,550	
900	0.50	1	Wet Weather Flow Management	1,175	500	300	2,500	2,075						6,550												6,550	
Total for TRANSPORT SYSTEM PROJECTS				3,800	3,610	9,700	5,100	7,750	7,100	5,500	10,050	3,150	4,325	60,085	250	1,500	5,100	6,250	17,000	13,100	13,250	14,100	8,100	8,450	147,185		
Total Priority 1 Transport Projects				3,600	1,500	900	5,000	4,150	0	0	0	0	0	15,150	0	0	0	0	0	0	0	0	0	0	0	15,150	
Total Priority 2 Transport Projects				200	1,950	6,800	0	1,000	1,000	2,400	3,150	1,350	4,050	21,900	150	500	0	5,150	3,000	0	150	0	0	0	150	31,000	
Total Priority 3 Transport Projects				0	160	2,000	100	2,600	6,100	3,100	6,900	1,800	275	23,035	100	1,000	5,100	1,100	14,000	13,100	13,100	14,100	8,100	8,300	0	101,035	
Total Fund 800 - Transport System				2,225	1,560	4,300	2,600	2,750	3,800	1,300	8,550	2,475	2,300	31,860	250	1,250	5,100	3,750	15,500	13,100	13,250	14,100	8,100	8,450	0	114,710	
Total Fund 900 - Transport System				1,575	2,050	5,400	2,500	5,000	3,300	4,200	1,500	675	2,025	28,225	0	250	0	2,500	1,500	0	0	0	0	0	0	0	32,475

Empl	Rank	Project Name	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	16-Year Total	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	20-Year Total
900	2	3rd Degritter System	500										500										500
800	2	30" ML Pipe Lining					100	550					650										650
800	0.50	1 Aeration Blowers Replacement		50	1,000	1,150							2,200										2,200
900	0.50	1 Aeration Blowers Replacement		50	1,000	1,150							2,200										2,200
800	0.50	2 Aeration Internal Lift Pumps					100	1,500					1,600										1,600
900	0.50	2 Aeration Internal Lift Pumps					100	1,500					1,600										1,600
900	2	Aeration Tank (East) Baffling and Improveme	100	250	2,250	2,600	800						6,000										6,000
800	2	Aeration Tank (East) Roof		150	1,050	1,600	500						3,300										3,300
800	0.50	2 Alvarado Influent PS Pumps and VFDs	125	500	500								1,125										1,125
900	0.50	2 Alvarado Influent PS Pumps and VFDs	125	500	500								1,125										1,125
800	2	Alvarado Influent PS Roof Replacement	100										100										100
900	2	Alvarado Influent PS Roof Replacement											0										0
800	2	Alvarado Influent PS Switchboard 5 Replacem	50	200									250										250
900	2	Alvarado Influent PS Switchboard 5 Replacement											0										0
800	2	Alvarado Influent Valve Box Gate Valves 1-2			300								300										300
800	3	Blower Bldg Channel Blower Demo & Repl		50	250								300										300
900	3	Blower Bldg Channel Blower Demo & Repl		50	250								300										300
800	2	Blower Bldg (East) Ventilation Improvements											0										0
800	2	Cathodic Protection Improvements - Plant	100	200	100		100		100		100		700	100		100		100		100			1,200
900	2	Cathodic Protection Improvements - Plant											0										0
800	2	Centrifuge Building Water Lines Replacement				200							200										200
900	2	Centrifuge Building Water Lines Replacement											0										0
800	0.50	2 Centrifuge Conveyance		250		1,100	1,100	550					3,000										3,000
900	0.50	2 Centrifuge Conveyance		250		1,100	1,100	550					3,000										3,000
800	0.50	2 Centrifuge Replacement					300		1,550	1,600	850		4,300										4,300
900	0.50	2 Centrifuge Replacement					300		1,550	1,600	850		4,300										4,300
800	3	Co-Digestion											0										0
900	3	Co-Digestion											0										0
800	0.50	1 Cogen Project	250										250										250
900	0.50	1 Cogen Project	250										250										250
800	1	Cogen Engine Rebuild	150			250		250					650		300	325							1,275
900	1	Cogen Engine Rebuild	150			250		250					650		300	325							1,275
800	2	Cogen Retrofit							50	650			700										700
900	2	Cogen Retrofit							50	650			700										700
800	2	Condition Assessment of Structures		200	200	200	200	200	200	200	200	200	1,800	200	200	200	200	200	200	200	200	200	3,800
800	3	Contact Tank Retrofit											0			3,250							3,250
900	3	Contact Tank Retrofit											0			3,250							3,250
800	2	Contact Tank Valve Replacement			150	1,500							1,650										1,650
800	2	Control Box No. 1 Improvements		150	1,500	1,500							3,150										3,150
800	0.50	2 Degritters 1 and 2 Replacement											0										0
900	0.50	2 Degritters 1 and 2 Replacement											0										0
900	2	Degritter No. 4							175	500	1,150		1,825										1,825
800	3	Diffuser Replacement					600						600		950	750					1,200	950	4,450

Fund	%	Rank	Project Name	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	10-Year Total	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	20-Year Total						
900		3	Digester Additional Capacity											1,000	1,000											850	850	3,650	11,300	3,900	43,050	
800		2	Digester Inspection and Rehab	150	100	100	100	100						1,300	150	150	250	200	200								200	200	200	300	250	3,400
800		1	Digester No. 3 Insp & Rehab	1,500										1,500																		1,500
900		1	Digester No. 7	800	5,200	4,000								10,000																		10,000
800		2	Emergency Outfall Outlet Improvements	100	250	850								1,200																		1,200
900		2	Ferrous Tank at Degritter Building		100	800								900																		900
800		2	Gravity Belt Thickenner	100	300	3,000	4,400	500						8,300																		8,300
900		2	Headworks 3rd Bar Screen	150	1,350									1,500																		1,500
800		2	Headworks Gases and Actuators		100	1,500								1,600																		1,600
800		2	Headworks Bar Screens 1-2 Replacement			300	2,000	1,000						3,300																		3,300
800		2	Headworks Valve Box Gate Valves 1-3	200										200																		200
800		1	Hypo Tank and PVC pipe replacement at OCI	650										650																		650
800		1	MCC Replacement			150	150	100	1,000					1,400	150	500																2,050
800		2	Misc. Electrical Equipment Upgrade			500	500			500		1,000		2,500	500		500		500			500					500		500			5,000
800		2	Misc. Projects		250	250	300	300	300	300	300	300	300	2,600	300	300	300	300	300				300	300	300	300	300	300	300	300	300	5,600
800	0.50	3	Nutrient Removal											23,500	16,000	14,000																53,500
900	0.50	3	Nutrient Removal											23,500	16,000	14,000																53,500
900		2	Nutrient Sidestream Removal			850	1,600	5,000	1,700					9,150																		9,150
800		2	Odor Scrubber System Improvements	50				550	5,500		600	6,000		12,700							600					6,000	8,500		9,100	9,400	46,300	
900		2	Odor Scrubber System Improvements											0																	0	
800		2	Plant Asset Condition Assessment R&R		600	700	1,200	2,900	850	5,600	1,700	6,100		19,650			1,050	2,400				2,500				2,750					28,350	
900		2	Plant Asset Condition Assessment R&R											0																	0	
800		2	Plant 12kV Switchgear							700	3,500			4,200																	4,200	
900		2	Plant 12kV Switchgear											0																	0	
800		2	Plant 5kV Switchgear							700	2,800			3,500																	3,500	
900		2	Plant 5kV Switchgear											0																	0	
800	0.50	2	Plant Fiber Optic Network			50	150			50	400			650																	650	
900	0.50	2	Plant Fiber Optic Network			50	150			50	400			650																	650	
800		2	Plant Grating Replacement	50	100									150																	150	
900		2	Plant Grating Replacement											0																	0	
800		2	PLC Replacement				200				250			450		300						350							400		1,500	
800		1	Primary Clarifier (1 - 4) Sismic Upgrade				350	2,100						4,650																	4,650	
900		1	Primary Clarifier (1 - 4) Sismic Upgrade											0																	0	
800	0.75	2	Primary Clarifier Rehab (5-6)					600						9,900																	9,900	
900	0.25	2	Primary Clarifier Rehab (5-6)					200						3,290																	3,290	
800		2	RAS Control Interim Improvements	100										100																	100	
900		2	RAS Control Interim Improvements	100										100																	100	
800	0.50	2	RAS PS Pumps Replacement			75	475	250						800																	800	
900	0.50	2	RAS PS Pumps Replacement			75	475	250						800																	800	
800		3	Reclaimed Water Plant											0																	0	
900		3	Reclaimed Water Plant											0																	0	
800	0.75	2	Sec. Clarifiers No. 5 and 6 Rehabilitation			300	1,650	1,650						3,600																	3,600	
900	0.25	2	Sec. Clarifiers No. 5 and 6 Rehabilitation			100	550	550						1,200																	1,200	

Fund	Rank	Project Name	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	10-Year Total	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	20-Year Total		
900	3	Secondary Clarifiers No. 7,8											0						700	3,000	3,000	1,300		8,000		
800	2	Seismic Retrofit of Conc. Structures					200	2,000	300	3,000	300	3,000	8,800	300	3,000	300	3,000	300	3,000	300	3,000	300	300		22,600	
900	2	Seismic Retrofit of Conc. Structures											0												0	
800	0.50	2	Slle Waste Pump Station Improvements			200	2,300						2,500												2,500	
900	0.50	2	Slle Waste Pump Station Improvements			200	2,300						2,500												2,500	
800	0.50	2	Sludge Recirculation Pump Replacement				100						175									100			275	
900	0.50	2	Sludge Recirculation Pump Replacement				100						175									100			275	
800	2	Standby Power Generation System Upgrade	800	4,000	5,000	1,700							11,500												11,500	
800	2	Switchboard 3 Replacement					50	300					350												350	
900	2	Switchboard 3 Replacement											0												0	
800	2	Switchboard 4 Replacement					50	325					375												375	
900	2	Switchboard 4 Replacement											0												0	
800	0.75	1	Thickener Control Bldg Improvements	150									150												150	
900	0.25	1	Thickener Control Bldg Improvements	50									50												50	
800	2	Thickener Mechanisms 1-2		200	2,000								2,200												2,200	
900	2	Thickener Mechanisms 1-2											0												0	
800	2	Truck Scales Improvements		100									100												100	
800	2	Water Storage Tank											0	50	1,200										1,250	
900	2	Waste Recycling and Alternative Energy					500	5,000					5,500												5,500	
Total for TREATMENT			6,850	15,600	30,300	32,050	22,650	31,150	19,290	20,300	27,300	38,650	244,140	34,750	37,400	24,000	11,000	2,400	14,100	13,950	13,100	24,600	15,700		435,141	
Total Priority 1 Treatment Projects			3,950	5,300	6,150	2,800	2,700	3,700	0	0	0	0	24,600	150	500	600	650	0	0	0	0	0	0	0	0	26,500
Total Priority 2 Treatment Projects			2,900	10,200	23,650	29,250	19,950	26,850	19,290	16,300	18,300	3,650	170,340	1,550	4,000	3,900	6,100	2,400	12,550	10,100	6,450	10,800	10,850			239,041
Total Priority 3 Treatment Projects			0	100	500	0	0	600	0	4,000	9,000	35,000	49,200	33,050	32,900	19,500	4,250	0	1,550	3,850	6,650	13,800	4,850			169,600
Total Fund 800 - Treatment Plant			4,625	7,800	20,125	22,175	13,525	20,600	15,575	16,150	20,150	20,650	161,375	17,700	19,450	8,200	6,425	2,300	12,550	10,100	6,450	12,000	11,800			268,351
Total Fund 900 - Treatment Plant			2,225	7,800	10,175	9,875	9,125	10,550	3,715	4,150	7,150	18,000	82,765	17,050	17,950	15,800	4,575	100	1,550	3,850	6,650	12,600	3,900			166,790
GRAND TOTAL			11,200	20,460	42,550	45,900	38,200	44,550	33,190	34,450	33,650	44,975	349,125	38,000	41,250	32,450	20,000	22,200	27,700	28,900	27,700	34,400	24,650		646,376	
TOTAL PRIORITY 1 PROJECTS			7,550	7,000	7,550	10,800	7,150	7,000	6,900	3,600	1,400	1,500	60,450	1,450	1,800	600	650	0	0	0	0	0	0			64,950
TOTAL PRIORITY 2 PROJECTS			3,600	13,050	32,500	34,850	26,700	30,350	23,190	19,950	21,150	8,200	213,540	3,200	5,550	7,050	14,000	7,800	13,050	11,750	6,950	12,300	11,500			306,691
TOTAL PRIORITY 3 PROJECTS			50	410	2,500	250	4,350	7,200	3,100	10,900	11,100	35,275	75,135	33,350	33,900	24,800	5,350	14,400	14,650	17,150	20,750	22,100	13,150			274,735
FUND 800 - Structural Renewal & Replacement			7,400	10,610	26,825	32,325	22,575	30,700	25,275	28,800	25,825	24,950	235,285	20,950	22,950	16,300	12,275	20,500	26,150	25,050	21,050	21,800	20,750			443,061
FUND 900 - Capacity			3,800	9,850	15,725	13,575	15,625	13,850	7,915	5,650	7,825	20,025	113,840	17,050	18,300	16,150	7,725	1,700	1,550	3,850	6,650	12,600	3,900			203,315

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Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: June 20, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Sheila Tolbert, Human Resources Manager
Laurie Brenner, Finance & Acquisition Services Team Coach

SUBJECT: Agenda Item No. 9 - Meeting of June 26, 2017
Consider a Resolution for Interim Appointment of Retired Annuitant, Harriet Commons

Recommendation:

Consider and adopt a one-time Resolution for the Interim Appointment of Retired Annuitant, Harriet Commons as Interim Business Services Work Group Manager, effective July 1, 2017, and ending on December 31, 2017.

Background:

The Business Services Work Group Manager position at the District was recently and unexpectedly vacated. This is a critical time of year for finance related teams, as we must perform all fourth quarter FY17 and year end closing activities, in addition to working with newly contracted outside auditors to complete the financial audit and associated reporting prior to the beginning of the new calendar year. These activities must move forward despite the fact that the Finance and Acquisition Services Team (FAST) is currently short staffed due to vacancies.

Ms. Commons brings specialized knowledge, experience and expertise from her prior role as the Finance Director for the City of Fremont that the District can leverage to assist in the completion of required tasks and reporting while we recruit for a new, permanent Work Group Manager.

Attachment: Resolution for the Interim Appointment of Retired Annuitant, Harriet Commons

Resolution No. _____

**RESOLUTION FOR INTERIM APPOINTMENT
OF RETIRED ANNUITANT, HARRIET COMMONS
GC section 21221(h)**

WHEREAS, the Union Sanitary District Board of Directors hereby appoints Harriet Commons as an interim appointment retired annuitant to the vacant position of Interim Business Services Manager for the Union Sanitary District under Government Code section 21221(h), effective July 1, 2017; and

WHEREAS, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the current status of this recruitment is open and actively being recruited; and

WHEREAS, this section 21221(h) appointment shall only be made once and therefore will end no later than 12/31/17; and

WHEREAS, the entire employment agreement, contract or appointment document between Harriet and the Union Sanitary District has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$19,803.21 and the hourly equivalent is \$114.25, and the minimum base salary for this position is \$15,088.16 and the hourly equivalent is \$87.05; and

WHEREAS, the hourly rate paid to Harriet Commons will be \$90.00; and

WHEREAS, Harriet Commons has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Union Sanitary District Board of Directors hereby certifies the nature of the appointment of Harriet Commons as described herein and detailed in the attached employment

agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Interim Business Services Manager for the Union Sanitary District by July 1, 2017. Ms. Commons has over 35 years of financial management experience, primarily in the public sector. Her last full-time position was with the City of Fremont as Finance Director for 13 years. Ms. Commons is also a CPA, was on the Governmental Accounting Standards Advisory Council, and has been actively involved in the California Society of Municipal Finance Officers since 1992. Ms. Commons's experience and skills are necessary to assist Business Services Financial group while the recruitment for the Business Services Manager is undertaken.

On a motion duly made and seconded, the resolution was adopted by following vote on _____:

AYES:

NOES:

ABSENT:

ABSTAIN:

TOM HANDLEY
President, Board of Directors
Union Sanitary District

Attest:

ANJALI LATHI
Secretary, Board of Directors
Union Sanitary District



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: June 19, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Karen W. Murphy, District Council
J. Leah Castella, Assistant District Council

SUBJECT: Agenda Item No. 10 - Meeting of June 26, 2017
Review and Approve Proposed Changes to Policy No. 2165, Paperless Board Agenda Packet and Use of Electronic Equipment

Recommendation

Review and approve proposed changes to Policy No. 2165, Paperless Board Agenda Packet and Use of Electronic Equipment.

Background

Policy No. 2165 states that electronic equipment purchased by the District for use in Board Agenda packets is property of the District, and must be used in accordance with the rules outlined in the Policy. The proposed revisions include but are not limited to:

- Deletion of repetitive language
- Updating outdated language

This policy was last reviewed and approved by the Board in November of 2013.

Staff recommends the Board adopt the changes shown in red on the attached and set the date for the next review for June of 2020.

Attachment: Redline of Policy No. 2165
Clean version of Policy No. 2165

Effective: 11/12/2013	Paperless Board Agenda Packet and Use of Electronic Equipment	Policy Number 2165 Page 1 of 4
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Policy

Electronic equipment purchased by the District for use in paperless Board Agenda packets is property of the District. Electronic equipment individually owned may be used for accessing Board Agenda packets. In both cases electronic equipment must be used in a professional, lawful, safe, and secure manner. Refer to Information Systems Security Policy No. 2100 for other requirements.

Purpose

Board members and selected staff members may be issued electronic tablets by the District, or may use their own electronic equipment approved by the District, for the purpose of utilizing them in lieu of a paper copy of the Board Agenda packets. This policy defines the acceptable and appropriate use of electronic equipment in conjunction with paperless Board packets. This policy applies to all users of electronic equipment including employees and Board members.

Definitions

<i>Electronic equipment</i>	Electronic resources, including tablets, Wi-Fi access point, District purchased software programs running on tablets, file servers, magnetic tapes, electronic mail, network equipment, the use of the Internet, as well as information received, sent, or stored on this equipment.
<i>Personal Use</i>	During non-working hours or during identified break periods only. Personal use <u>is use of electronic equipment for non-District related purposes and</u> may include Internet browsing, sending or reading personal emails, ordering services or merchandise from Internet vendors, except as noted herein. Personal use shall not violate any of the other conduct prohibitions.

Privacy Expectations

Communications via the District’s electronic equipment are not private. Users have no expectation of privacy regarding their use of the District’s electronic equipment. Board members and employees should advise others not to send personal communications on ~~employer~~District-provided technology because ~~they are~~ it is subject to search and are not private. Any use of the District’s electronic equipment includes consent to have such use monitored by the District at its discretion. The District reserves the right to audit networks and systems on a periodic or as-needed basis to ensure compliance with this policy. Upon separation from the District, Board

members have no right to take any data or information stored on the District's electronic equipment, ~~except as noted in the Surplus section of this policy.~~

Passwords

The District will require Board members to assign passwords to various electronic equipment used in their work for the District. Board members must never share these passwords with anyone. IT staff must never ask Board members to reveal their passwords. Board member's use of passwords does not prevent the District from accessing the electronic equipment or stored data. The use of shared passcode locks is approved for electronic equipment used for Board agendas packets that are used by more than one person. The passcode lock is configured to lock the device after a certain period of time; to unlock and use the device, entry of a passcode would be required.

Complex passwords are required at the District. Refer to Password Management Policy No. 2110 for more information.

Usage

Electronic equipment, purchased by the District, is to be used for District business. Personal use may occur only before or after working hours or during identified break periods. Such use is subject to the prohibitions contained in the section on Prohibited Conduct, below.

Refer to Policy No.1270, "Safe Use of District Vehicles and Equipment," for guidance regarding the use of any type of electronic equipment while operating a vehicle while conducting District business.

During Board meetings Board members and staff are requested to use electronic devices only for the purpose of conducting Board business.

The District will support and maintain only District purchased hardware and software intended to be used to conduct District business.

Surplus

At the end of life of the electronic equipment, as determined by the District, hardware and software will be replaced. Hardware will be disposed of in accordance with Policy No. 2075 "Surplus Property Disposal".

Prohibited Conduct

Conduct prohibited by ~~this~~ policy includes, but is not limited to, the following:

1. Unauthorized use or interception of transmissions or data.
2. Port scanning or security scanning unless prior notification to the District is made.
3. Executing any form of network monitoring which will intercept data not intended for the Board member's or employee's host.
4. Circumventing user authentication or security of any host, network or account.
5. Reading, copying, modifying, or deleting another Board Member or employee's electronic communications without the employee's consent.

6. Copying, modifying, or downloading District data or programs for personal use, without the District's authorization excluding IT support and maintenance activities.
7. Introduction of malicious programs into a computer, network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
8. Installing any software on any District ~~computer~~electronic equipment without permission, assistance, or direction from the IT team.
9. Violating software licensing agreements, copyright laws, or intellectual property laws.
10. Engaging in any activity that is illegal under local, state, federal or international law ~~while utilizing the District-owned resources~~.
11. Engaging in personal commercial activities, including offering services or merchandise for sale or ordering services or merchandise from Internet vendors, except as allowed under the ~~personal-use~~Usage guidelines.
12. Using electronic equipment to harass, discriminate against, or threaten others.
13. Accessing, displaying, reproducing, soliciting, or sending discriminatory, harassing, —offensive, obscene, lewd, or sexual images or text while using ~~District computers~~electronic equipment, including, but not limited, electronic mail and the Internet.
14. Revealing your account password to others or allowing use of your account by others excluding temporary test accounts or circumstances where not sharing a password could reasonably be construed as the District's failing to meet critical obligations to customers or other agencies, or could result in loss of data, system outage or loss, or damage to District assets or personnel.
15. Creating or forwarding "chain letters," "Ponzi," or other pyramid schemes of any type.
16. Providing information about or lists of District employees to parties outside the District, unless approved by management.
17. Sending sensitive information such as credit card numbers, passwords, and customer account numbers through the Internet or email unless the connection is encrypted using software approved by the IT Steering Committee.
18. Connecting or accessing the network using unapproved personal device(s) or electronic equipment.
19. Reporting or redistributing system vulnerability information to other users. Users in receipt of information about system vulnerabilities must forward this information to the IT Team, which will determine what action is appropriate.
20. Sending District documents (including Word documents, Excel spreadsheets, and PowerPoint presentations) outside the District in their native format. All documents sent outside the District must be in Adobe PDF format. An exception is made for documents sent with the express intention of collaboration.

Board Member Owned Device

Board members may optionally purchase ~~the a~~ electronic tablet. Board member owned devices purchased and/or used for District purposes are not subject to the above prohibited conduct except for Nos. 4, 10, 12 13,16, 18 and 20.

Board member use of their own devices will be reimbursed at 25% of the cost of a standard tablet, including accessories, as specified by IT. This reimbursement may be repeated based on the life of a standard tablet as defined in the Information Systems Replacement and Renewal (ISR&R) ~~replacement~~ schedule.

Employee and Board of Directors Responsibility

It is the responsibility of every electronic equipment user to be familiar with this policy and conduct their activities accordingly. Users who violate this policy may be denied access to the District’s electronic equipment.

Those issued electronic equipment should take great care in retaining the equipment and take all reasonable precautions to avoid unnecessary damage to it. Lost or damaged equipment shall immediately be reported to District management. Equipment that is accidentally damaged should be returned to IT for disposal or ~~getting~~ a repair estimate. Repair expense for purchase or replacement equipment will be charged to the employee’s Work Group budget. A repeat instance may be charged personally to the employee.

Management Responsibility

Management will enforce this policy and take action against users who use the District’s electronic equipment in violation of this policy. Management will have the final authority in determining appropriate versus inappropriate behavior/use.

Business Services will provide new Board members with a copy of this policy during processing/orientation.

Title	Policy #	Effective Date
<u>Paperless Board Agenda Packet and Use of Electronic Equipment</u>	<u>2165</u>	<u>11/2013</u>

Approved by: Board of Directors
 Author/owner: Business Services Manager
 Reviewers: General Manager/District Engineer, Board of Directors
 Notify Person: General Manager/District Engineer
 Revision frequency: Every 3 years
 Next Review: 2/26/16

Effective: _____	Paperless Board Agenda Packet and Use of Electronic Equipment	Policy Number 2165 Page 1 of 4
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Policy

Electronic equipment purchased by the District for use in paperless Board Agenda packets is property of the District. Electronic equipment individually owned may be used for accessing Board Agenda packets. In both cases electronic equipment must be used in a professional, lawful, safe, and secure manner. Refer to Information Systems Security Policy No. 2100 for other requirements.

Purpose

Board members and selected staff members may be issued electronic tablets by the District, or may use their own electronic equipment approved by the District, for the purpose of utilizing them in lieu of a paper copy of the Board Agenda packets. This policy defines the acceptable and appropriate use of electronic equipment in conjunction with paperless Board packets. This policy applies to all users of electronic equipment including employees and Board members.

Definitions

<i>Electronic equipment</i>	Electronic resources, including tablets, Wi-Fi access point, District purchased software programs running on tablets, file servers, magnetic tapes, electronic mail, network equipment, the use of the Internet, as well as information received, sent, or stored on this equipment.
<i>Personal Use</i>	Personal use is use of electronic equipment for non-District related purposes and may include Internet browsing, sending or reading personal emails, ordering services or merchandise from Internet vendors.

Privacy Expectations

Communications via the District’s electronic equipment are not private. Users have no expectation of privacy regarding their use of the District’s electronic equipment. Board members and employees should advise others not to send personal communications on District-provided technology because it is subject to search and are not private. Any use of the District’s electronic equipment includes consent to have such use monitored by the District at its discretion. The District reserves the right to audit networks and systems on a periodic or as-needed basis to ensure compliance with this policy. Upon separation from the District, Board members have no right to take any data or information stored on the District’s electronic equipment.

Passwords

The District will require Board members to assign passwords to various electronic equipment used in their work for the District. Board members must never share these passwords with anyone. IT staff must never ask Board members to reveal their passwords. Board member's use of passwords does not prevent the District from accessing the electronic equipment or stored data. The use of shared passcode locks is approved for electronic equipment used for Board agenda packets that are used by more than one person. The passcode lock is configured to lock the device after a certain period of time; to unlock and use the device, entry of a passcode would be required.

Complex passwords are required at the District. Refer to Password Management Policy No. 2110 for more information.

Usage

Electronic equipment, purchased by the District, is to be used for District business. Personal use may occur only before or after working hours or during identified break periods. Such use is subject to the prohibitions contained in the section on Prohibited Conduct, below.

Refer to Policy No.1270, "Safe Use of District Vehicles and Equipment," for guidance regarding the use of any type of electronic equipment while operating a vehicle while conducting District business.

During Board meetings Board members and staff are requested to use electronic devices only for the purpose of conducting Board business.

The District will support and maintain only District purchased hardware and software intended to be used to conduct District business.

Surplus

At the end of life of the electronic equipment, as determined by the District, hardware and software will be replaced. Hardware will be disposed of in accordance with Policy No. 2075 "Surplus Property Disposal".

Prohibited Conduct

Conduct prohibited by this policy includes, but is not limited to, the following:

1. Unauthorized use or interception of transmissions or data.
2. Port scanning or security scanning unless prior notification to the District is made.
3. Executing any form of network monitoring which will intercept data not intended for the Board member's or employee's host.
4. Circumventing user authentication or security of any host, network or account.
5. Reading, copying, modifying, or deleting another Board Member or employee's electronic communications without the employee's consent.
6. Copying, modifying, or downloading District data or programs for personal use, without the District's authorization excluding IT support and maintenance activities.
7. Introduction of malicious programs into a computer, network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

8. Installing any software on any District electronic equipment without permission, assistance, or direction from the IT team.
9. Violating software licensing agreements, copyright laws, or intellectual property laws.
10. Engaging in any activity that is illegal under local, state, federal or international law.
11. Engaging in personal commercial activities, including offering services or merchandise for sale or ordering services or merchandise from Internet vendors, except as allowed under the Usage guidelines.
12. Using electronic equipment to harass, discriminate against, or threaten others.
13. Accessing, displaying, reproducing, soliciting, or sending discriminatory, harassing, offensive, obscene, lewd, or sexual images or text while using electronic equipment, including, but not limited, electronic mail and the Internet.
14. Revealing your account password to others or allowing use of your account by others excluding temporary test accounts or circumstances where not sharing a password could reasonably be construed as the District's failing to meet critical obligations to customers or other agencies, or could result in loss of data, system outage or loss, or damage to District assets or personnel.
15. Creating or forwarding "chain letters," "Ponzi," or other pyramid schemes of any type.
16. Providing information about or lists of District employees to parties outside the District, unless approved by management.
17. Sending sensitive information such as credit card numbers, passwords, and customer account numbers through the Internet or email unless the connection is encrypted using software approved by the IT Steering Committee.
18. Connecting or accessing the network using unapproved personal device(s) or electronic equipment.
19. Reporting or redistributing system vulnerability information to other users. Users in receipt of information about system vulnerabilities must forward this information to the IT Team, which will determine what action is appropriate.
20. Sending District documents (including Word documents, Excel spreadsheets, and PowerPoint presentations) outside the District in their native format. All documents sent outside the District must be in Adobe PDF format. An exception is made for documents sent with the express intention of collaboration.

Board Member Owned Device

Board members may optionally purchase an electronic tablet. Board member owned devices purchased and/or used for District purposes are not subject to the above prohibited conduct except for Nos. 4, 10, 12, 13, 16, 18, and 20.

Board member use of their own devices will be reimbursed at 25% of the cost of a standard tablet, including accessories, as specified by IT. This reimbursement may be repeated based on the life of a standard tablet as defined in the Information Systems Replacement and Renewal (ISR&R) schedule.

Employee and Board of Directors Responsibility

It is the responsibility of every electronic equipment user to be familiar with this policy and conduct their activities accordingly. Users who violate this policy may be denied access to the District's electronic equipment.

Those issued electronic equipment should take great care in retaining the equipment and take all reasonable precautions to avoid unnecessary damage to it. Lost or damaged equipment shall immediately be reported to District management. Equipment that is accidentally damaged should be returned to IT for disposal or a repair estimate. Repair expense for purchase or replacement equipment will be charged to the employee's Work Group budget. A repeat instance may be charged personally to the employee.

Management Responsibility

Management will enforce this policy and take action against users who use the District’s electronic equipment in violation of this policy. Management will have the final authority in determining appropriate versus inappropriate behavior/use.

Business Services will provide new Board members with a copy of this policy during processing/orientation.

Title	Policy #	Effective Date
Paperless Board Agenda Packet and Use of Electronic Equipment	2165	11/2013

Approved by: Board of Directors
Author/owner: Business Services Manager
Reviewers: General Manager/District Engineer, Board of Directors
Notify Person: General Manager/District Engineer
Revision frequency: Every 3 years
Next Review: _____



Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

DATE: June 19, 2017

MEMO TO: Board of Directors - Union Sanitary District

FROM: Paul R. Eldredge, General Manager/District Engineer
Karen W. Murphy, District Council
J. Leah Castella, Assistant District Council

SUBJECT: Agenda Item No. 11 - Meeting of June 26, 2017
Review and Approve Proposed Changes to Policy No. 3050, Boardmember Meetings Compensated

Recommendation

Review and approve proposed changes to Board Policy No. 3050, Boardmember Meetings Compensated.

Background

Board Policy No. 3050 sets forth a listing of meetings and service eligible for compensation. The proposed revisions include but are not limited to:

- Adding clarification that certain Board duties and service are compensable
- Updating language regarding Board required training
- Updating outdated staff titles

This policy was last reviewed and approved by the Board in August of 2012.

Staff recommends the Board adopt the changes shown in red on the attached and set the date for the next review for June of 2020.

Attachment: Redline of Policy No. 3050
Clean version of Policy No. 3050

Union Sanitary District
Policy and Procedure Manual

Effective: 8/13/2012	Boardmember Meetings/<u>Service</u> Compensated	Policy Number 3050 Page 1 of 3
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Policy

Boardmembers may be compensated for each day's attendance at meetings of the Board and for each day's service rendered as a Director by request of the Board of Directors, not to exceed six days in a calendar month.

Purpose

Recognizing that Boardmembers are required to attend many meetings and have other duties, this policy sets forth a listing of which meetings and service will be compensated.

Eligibility for Compensation

Meetings or events for which attendance may be compensated are as follows:

1. Regular and special Board meetings, work sessions, retreats, and Union Sanitary District open houses.
2. Board Committee meetings, including any Board-appointed Ad Hoc Committees.
3. CASA meetings and CASA committee meetings.
4. ~~Ethics e~~Classes and training as required by the Government Code ~~§ 53235~~.
5. Attendance at educational conferences, meetings, seminars, and workshops conducted by CASA, CSDA, CWEA, East Bay Economic Development Alliance, EPA, NACWA, Special District and Local Government Institute, WEF, and WateReuse. These do not require prior approval by the Board of Directors.
6. Other seminars or formal education courses designed to improve, enhance, or expand the Director's knowledge of his/her duties, or of District business, as approved by the Board of Directors.
7. Meetings with Boards, commissions, or staff of Federal, State, City, County, regulatory, joint powers authority or other public agencies while representing the District or as requested by the General Manager.

8. Various nondiscriminatory civic, ethnic, or social organizations where the Boardmember is representing the District, and attends with prior approval by the Board of Directors.
9. Meetings of special interest organizations while representing the District (e.g., Special Districts Associations or County Solid Waste Authority).
10. Meetings with industries or other ratepayers in the service area, with prior ~~knowledge~~ by notice to the Board of Directors.
11. Testifying in Court or before any agency or Board while representing the District, as approved by the Board of Directors.
12. Meetings with the General Manager, District staff, legal counsel, or other advisors at the request of the General Manager when specifically preparing for a meeting or event when the Boardmember will be representing the District in preparation for litigation or intergovernmental relations.
13. Meetings with legislators or other elected officials when representing the District on a specific topic.
14. Meetings where local government officials present information or solicit input on local government activities, specifically State of the City presentations for Fremont, Newark, or Union City, State of the District for Assembly and Senate within the District's service area ~~Assembly District 20 or 25, or State Senate District 10~~, and elected officials submits impacting USD's service area.

Procedure

1. With the exception of where noted otherwise above, the following meetings are compensable: ~~Except for~~ Board meetings, Board committee meetings, and attendance at educational conferences, meetings, seminars, and workshops listed in this policy, ~~prior Board approval is required to receive compensation for the meeting.~~
2. By the last day of each month, Boardmembers are responsible for notifying the Executive Assistant to the General Manager/Board Clerk of meetings or service events they have attended other than Board meetings, work sessions, retreats, and Board Committee meetings.
3. At the end of each month, the Executive Assistant to the General Manager/Board Clerk will prepare monthly time sheets for meetings or service events attended by Boardmembers.
4. No Boardmember shall be compensated for more than six days in a calendar month.
5. Multiple meetings or events occurring on the same day qualify for one day of compensation only.

Management Responsibility

The General Manager will be responsible for reviewing and approving the time sheets for Boardmembers.

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

Title	Policy #	Effective Date
Boardmember Meetings Compensated	3050.1	8/2009
<u>Boardmember Meetings Compensated</u>	<u>3050</u>	<u>8/2012</u>

Approved by: Board of Directors

Author/owner: General Manager

Reviewers: Board of Directors, General Manager

Notify Person: General Manager

Review frequency: Every 3 years

Next Review: ~~8/13/2015~~x/x/2020

Union Sanitary District
Policy and Procedure Manual

Effective: <hr/>	Boardmember Meetings/Service Compensated	Policy Number 3050 Page 1 of 3
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Policy

Boardmembers may be compensated for each day’s attendance at meetings of the Board and for each day’s service rendered as a Director by request of the Board of Directors, not to exceed six days in a calendar month.

Purpose

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1. Regular and special Board meetings, work sessions, retreats, and Union Sanitary District open houses.
2. Board Committee meetings, including any Board-appointed Ad Hoc Committees.
3. CASA meetings and CASA committee meetings.
4. Classes and training as required by the Government Code.
5. Attendance at educational conferences, meetings, seminars, and workshops conducted by CASA, CSDA, CWEA, East Bay Economic Development Alliance, EPA, NACWA, Special District and Local Government Institute, WEF, and WateReuse. These do not require prior approval by the Board of Directors.
6. Other seminars or formal education courses designed to improve, enhance, or expand the Director’s knowledge of his/her duties, or of District business, as approved by the Board of Directors.
7. Meetings with Boards, commissions, or staff of Federal, State, City, County, regulatory, joint powers authority or other public agencies while representing the District or as requested by the General Manager.

8. Various nondiscriminatory civic, ethnic, or social organizations where the Boardmember is representing the District, and attends with prior approval by the Board of Directors.
9. Meetings of special interest organizations while representing the District (e.g., Special Districts Associations or County Solid Waste Authority).
10. Meetings with industries or other ratepayers in the service area, with prior notice to the Board of Directors.
11. Testifying in Court or before any agency or Board while representing the District, as approved by the Board of Directors.
12. Meetings with the General Manager, District staff, legal counsel, or other advisors at the request of the General Manager when specifically preparing for a meeting or event when the Boardmember will be representing the District in preparation for litigation or intergovernmental relations.
13. Meetings with legislators or other elected officials when representing the District on a specific topic.
14. Meetings where local government officials present information or solicit input on local government activities, specifically State of the City presentations for Fremont, Newark, or Union City, State of the District for Assembly and Senate within the District's service area, and elected officials summits impacting USD's service area.

Procedure

1. With the exception of where noted otherwise above, the following meetings are compensable: Board meetings, Board committee meetings, and attendance at educational conferences, meetings, seminars, and workshops listed in this policy.
2. By the last day of each month, Boardmembers are responsible for notifying the Executive Assistant to the General Manager/Board Clerk of meetings or service events they have attended other than Board meetings, work sessions, retreats, and Board Committee meetings.
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Title	Policy #	Effective Date
Boardmember Meetings Compensated	3050	8/2009
Boardmember Meetings Compensated	3050	8/2012

Approved by: Board of Directors

Author/owner: General Manager

Reviewers: Board of Directors, General Manager

Notify Person: General Manager

Review frequency: Every 3 years

Next Review: _____



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

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

Karen W. Murphy
Attorney

DATE: June 19, 2017
MEMO TO: Board of Directors - Union Sanitary District
FROM: Paul R. Eldredge, General Manager/District Engineer
SUBJECT: Agenda Item No. 12 - Meeting of June 26, 2017
Information Item: **Monthly Operations Report for April and May 2017**

Background

Attached are Monthly Operations Reports for April and May 2017. Staff is available to answer questions regarding information contained in the report.

Work Group Managers

General Manager/Administration	Paul Eldredge	GM
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

FINANCIAL REPORTS AND BUSINESS SERVICES GROUP ACTIVITIES REPORT

The April 2017 Financial Reports and Business Services Group Activities Report were included in the May 22, 2017, Board meeting packet.

Due to the recent departure of the Business Services Manager/CFO, the May 2017 Financial Reports and Business Services Group Activities Report will be presented at a future meeting.

ODOR COMPLAINTS:

There were no odor complaints received in April 2017.

There was one odor complaint received by the collection system and one odor complaint received by the Plant. Details regarding both complaints were included in the May 2017 Odor Report included in the Board meeting packet.

SAFETY:

April

- The employee that reported a knee injury in March was released to full duty in April.
- An employee strained their back and was placed on modified duty.
- We received notice of our X-Mod for next year. It is .78, up from .72
- Union City Policy conducted a security audit of the facility at the end of the month. We will receive a report with recommendations.

May

- An employee with a back strain remained on limited duty.
- An employee had their leg scraped when a handle broke on a piece of equipment and it dropped. Medical treatment was declined and the handle was replaced.
- A forklift was backed into a District building and caused damage.
- The Alameda County Fire Rescue team used our facility for confined space rescue training. Since the facility worked so well, they hope to have some of their other shifts do the training at the District.

STAFFING & PERSONNEL:

April

Completed Recruitments Resulting in Promotions:

- Accounting Technician II – Mariela Espinosa (lateral transfer)

Recruitments Opened:

- Senior Accounting and Financial Analyst (re-opened)
- Painter

Continuing Recruitments:

- Chemist I/II
- Human Resources Manager

May

Completed Recruitments Resulting in Promotions:

- None

Other Completed Recruitments:

- Chemist I/II – Hired Grace Calanog who started at the District on May 30, 2017.

Recruitments Opened:

- Customer Service Fee Analyst (2)
- Technical Writer Intern

- Organizational Performance Programs Manager
- Janitor
- PO III Trainee

Continuing Recruitments:

- Sr. Accounting and Financial Analyst
- Human Resources Manager
- Painter

Other Accomplishments:

- Leadership School presentation on Finance, Budgeting and Purchasing
- Kick-Off for JLMC and Negotiations Team with Rita Giacalone, Consultant
- District Wide Ethics Training

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

- Attended a Special Meeting Closed Session of the Board of Directors.
- Attended the East Bay Dischargers Authority Managers Advisory Committee Special Meeting.
- Provided a presentation at the Fremont Rotary meeting.
- Attended the Newark State of the City Luncheon.
- Attended the East Bay Dischargers Authority Meeting.
- Attended the East Bay Dischargers Authority Managers Advisory Committee Meeting.
- Attended an ACWD/USD coordination lunch.
- Presented the General Manager’s 6-month Check-in Board Workshop.
- Provided a presentation at the Newark City Council meeting.

For the month of May, the General Manager was involved in the following:

- Attended the Certificates of Merit Award Ceremony.
- Provided a District update at the Union City Council meeting.
- Attended an Open House presentation for District staff.
- Attended Injury and Illness Prevention Program Training.
- Attended a special meeting of the East Bay Dischargers Authority Managers Advisory Committee.
- Participated in the Qualifications Assessment Interviews for Human Resources Manager.
- Attended the East Bay Dischargers Authority Managers Advisory Committee Meeting.
- Attended the East Bay Dischargers Authority Meeting.

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 April 2017

During the recording period from April 01, 2017 through April 30, 2017, there were no odor related service requests received by the District.



Union City

Newark

Fremont

Legend

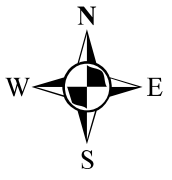
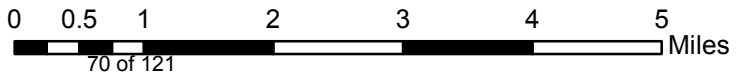
Odor Complaints: April 2017

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (0)
- ▲ No odor found (0)

Odor Complaints: May 2016 to Mar. 2017

- ★ Odor found, USD resolved (8)
- Odor found, not related to USD (8)
- ▲ No odor found (15)

**Location of Odor Reports
May 2016 to April 2017**





ODOR REPORT May 2017

During the recording period from May 01, 2017 through May 31, 2017, there were two odor related service requests received by the District.

City: Fremont

1. Complaint Details:

<i>Date:</i> 5/19/2017	<i>Time:</i> 11:50 am
<i>Location:</i> DEERFIELD TERRACE	<i>Reported By:</i> Judy Fedde
<i>Wind (from):</i> South East	<i>Wind Speed:</i> 5 mph
<i>Temperature:</i> 81 Degrees F	<i>Weather:</i> Clear

Response and Follow-up:

We inspected the sewer mains and manholes in front of the house and adjacent parking lot. We found no indication of any stoppages and detected no odors. We relayed our findings to the homeowner and recommended that she inspect drains in her home for leaking traps.

Treatment Plant (Union City)

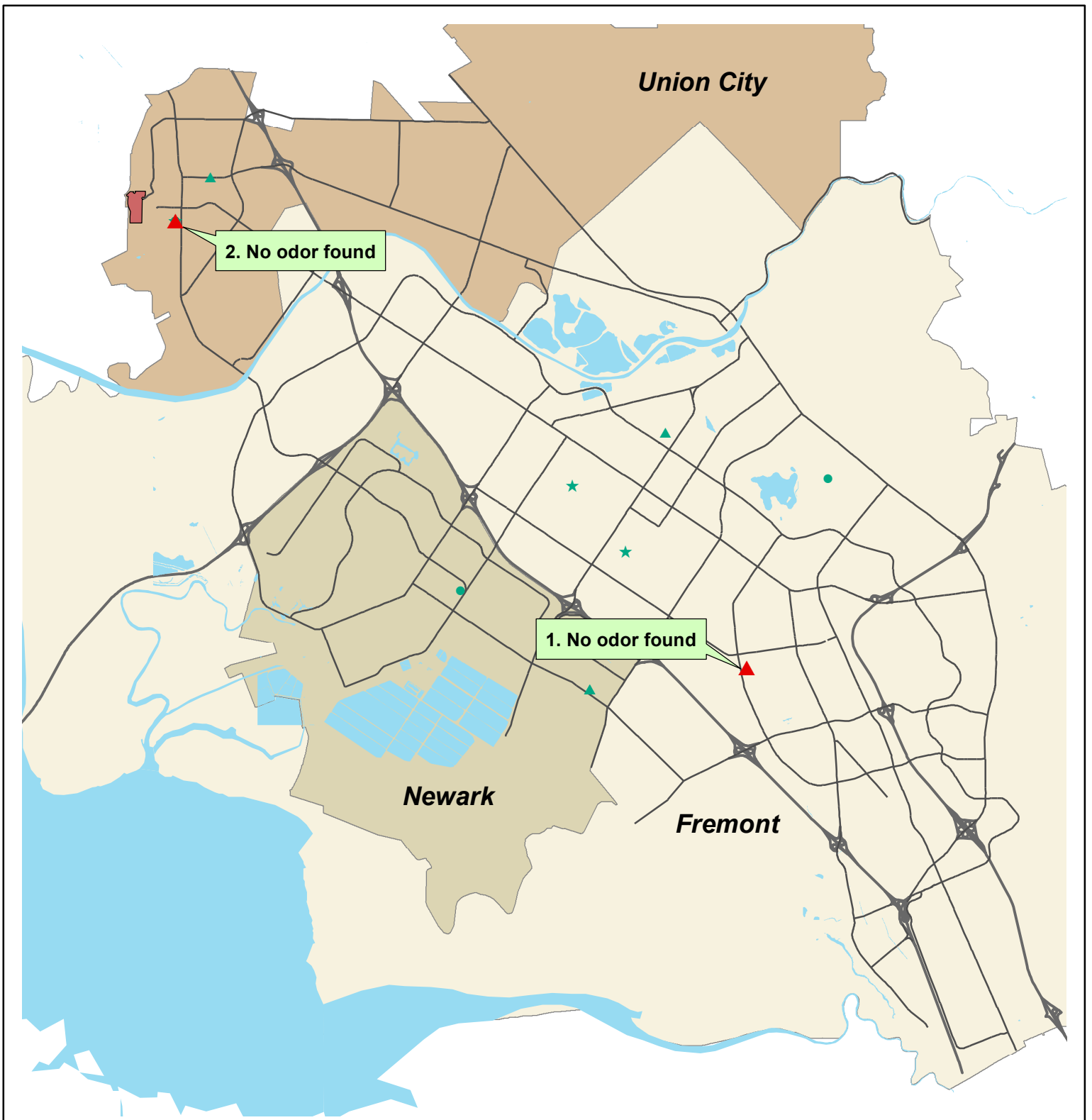
During the recording period from May 01, 2017 through May 31, 2017, there was one odor related service request received by the Treatment Plant.

1. Complaint Details:

<i>Date:</i> 5/6/2017	<i>Time:</i> 9:18 pm
<i>Location:</i> MACKINAW ST	<i>Reported By:</i> Sam Dua
<i>Wind (from):</i> West	<i>Wind Speed:</i> 7 mph
<i>Temperature:</i> 55 Degrees F	<i>Weather:</i> Clear
<i>Tide Information:</i>	
<i>High Tide Reading:</i> 8.24 FT/Time	<i>Low Tide Reading:</i> 0.79 FT/Time
<i>High Tide Time:</i> 11:22 PM	<i>Low Tide Time:</i> 5:19 PM

Response and Follow-up:

- *USD Staff dispatched to complaint location?* No
- *Was any odor detected at the complaint location?* N/A
 - *If yes, was odor attributed to USD?* N/A
- *Were any odors detected at the Plant?* No
 - *If yes, what odors were found?* N/A
- *Additional Information:* N/A



Union City

Newark

Fremont

2. No odor found

1. No odor found

Legend

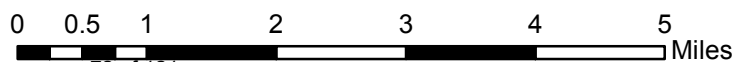
Odor Complaints: May 2017

- ★ Odor found, USD resolved (0)
- Odor found, not related to USD (0)
- ▲ No odor found (2)

Odor Complaints: Jun. 2016 to Apr. 2017

- ★ Odor found, USD resolved (8)
- Odor found, not related to USD (8)
- ▲ No odor found (13)

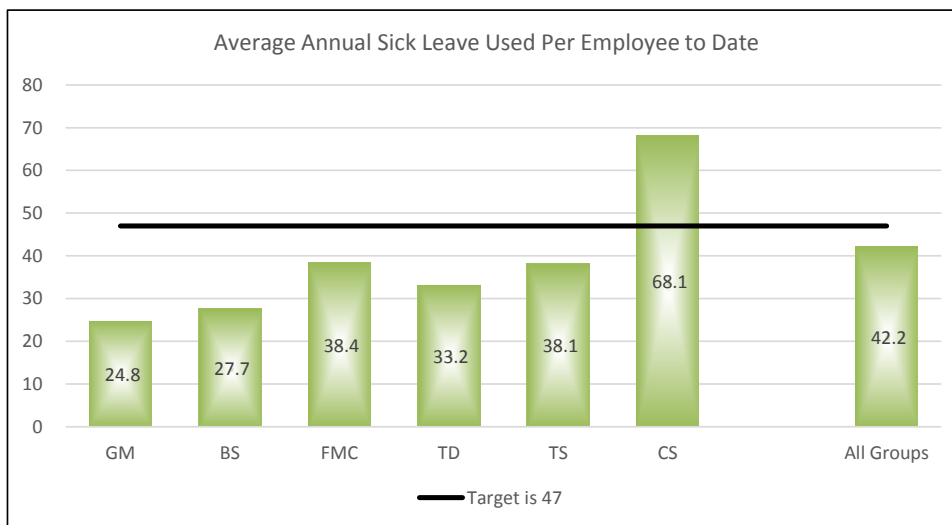
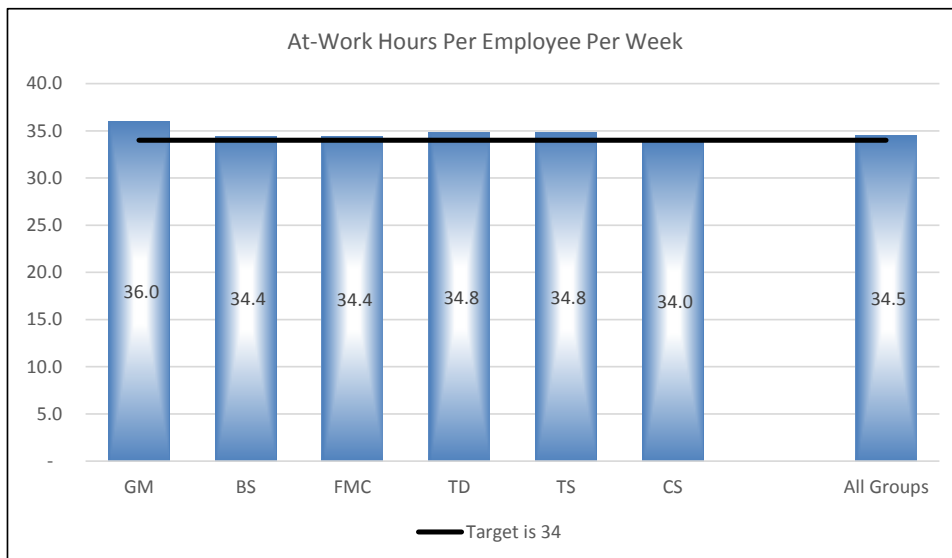
**Location of Odor Reports
June 2016 to May 2017**



HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 30, 2016 through April 19, 2017

Weeks to Date: 42 out of 52 (80.77%)



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, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, 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.

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 30, 2016 through April 19, 2017

Weeks to Date: 42 out of 52 (80.77%)

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	FY16		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	2,944.50	72.00	36.0	366.00	-	-	49.50	24.8	2	36.1	40.6
BS	21	30,254.84	11.02	34.4	4,696.70	64.17	-	580.88	27.7	22	35.1	21.4
FMC	23	32,542.58	574.34	34.4	4,744.17	39.12	269.00	884.13	38.4	22	35.3	52.4
TD	27	38,466.17	858.25	34.8	5,434.14	294.46	16.50	895.73	33.2	25	35.4	49.9
TS	32	46,520.62	91.14	34.8	6,097.28	2.68	-	1,219.42	38.1	32	34.6	40.8
CS	31	42,069.08	1,986.62	34.0	6,859.81	559.75	16.50	2,110.19	68.1	31	35.1	55.0
All Groups	136	192,797.79	3,593.37	34.5	28,198.10	960.18	302.00	5,739.85	42.2	134	35.1	44.5

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, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.

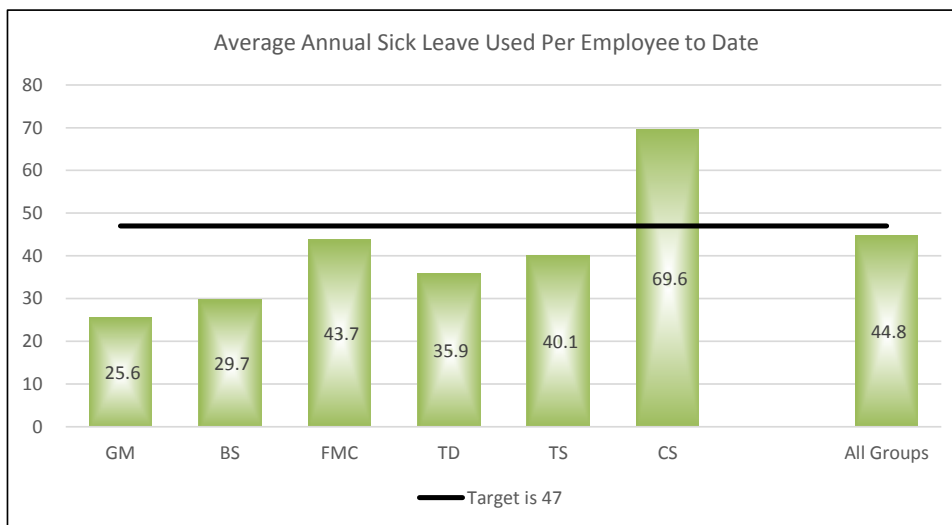
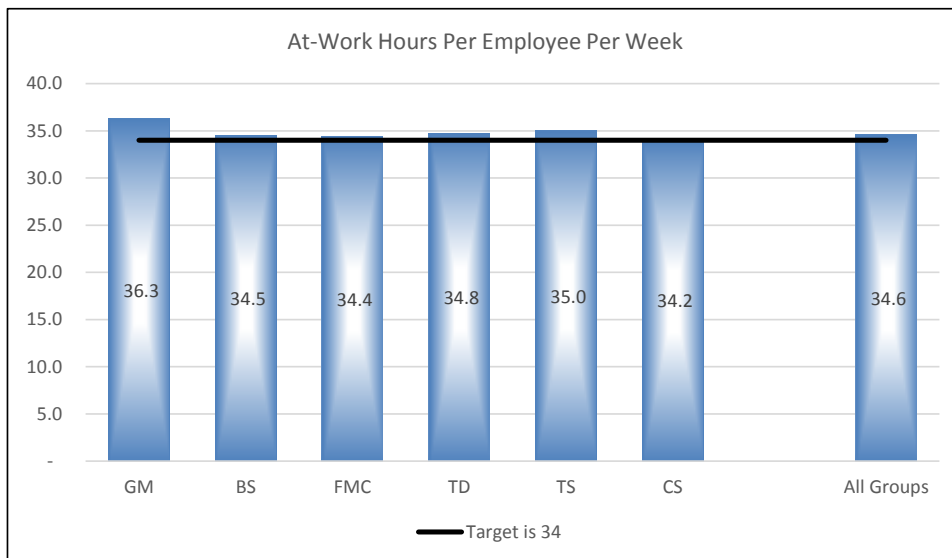
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HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 30, 2016 through May 17, 2017

Weeks to Date: 46 out of 52 (88.46%)



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, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, VRIP, Holiday Banked Use leaves.
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HOURS WORKED AND LEAVE TIME BY WORK GROUP

June 30, 2016 through May 17, 2017

Weeks to Date: 46 out of 52 (88.46%)

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	FY16		
		Regular (1)	Overtime (2)		Discretionary (3)	Short Term Disability	Workers Comp	Sick (4)		Average Number of Employees	At-Work Hours Per Week Per Employee	Annual Sick Leave Used
GM	2	3,254.75	72.00	36.3	374.00	-	-	51.25	25.6	2	36.1	40.6
BS	21	33,248.09	11.27	34.5	4,833.56	64.17	-	623.51	29.7	22	35.1	21.4
FMC	23	35,654.33	595.76	34.4	5,020.42	39.12	279.00	1,006.13	43.7	22	35.3	52.4
TD	27	42,147.92	890.92	34.8	5,716.89	336.91	16.50	968.78	35.9	25	35.4	49.9
TS	32	51,234.20	123.22	35.0	6,438.95	2.68	-	1,284.17	40.1	32	34.6	40.8
CS	31	46,318.53	2,232.20	34.2	7,357.36	559.75	23.00	2,156.69	69.6	31	35.1	55.0
All Groups	136	211,857.82	3,925.37	34.6	29,741.18	1,002.63	318.50	6,090.53	44.8	134	35.1	44.5

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, FLEX, Funeral, Jury Duty, Military, OT Banked Use, Paid Admin., SLIP, 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.

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.

**MONTHLY OPERATIONS REPORT FOR THE MONTH OF APRIL 2017
TECHNICAL SUPPORT WORK GROUP SUMMARY**

Capital Improvement Program

Thickener Control Building Improvements Project – The contractor worked on punchlist and site cleanup.

Fremont and Paseo Padre Lift Stations Improvements Project – The Fremont Lift Station canopy was delivered and erected, and the removable cover sections assembled and installed. The contractor is scheduled to complete installation of the roofing panels and bird netting in May. The Paseo Padre Lift Station canopy is in fabrication.

Chemical Tanks and Piping Replacement Project – The contractor completed the installation of the precast concrete trenches and sodium hypochlorite piping from the Maintenance Shop Building to the Water Champ chemical mixer. The contractor commenced with the work associated with removal from service two of the four sodium hypochlorite tanks located next to the Odor Control Building.

Sludge Degritter System Project – The contractor mobilized onsite and completed the demolition of a concrete wall adjacent to the existing degritter equipment located on the second floor of the Degritter Building.

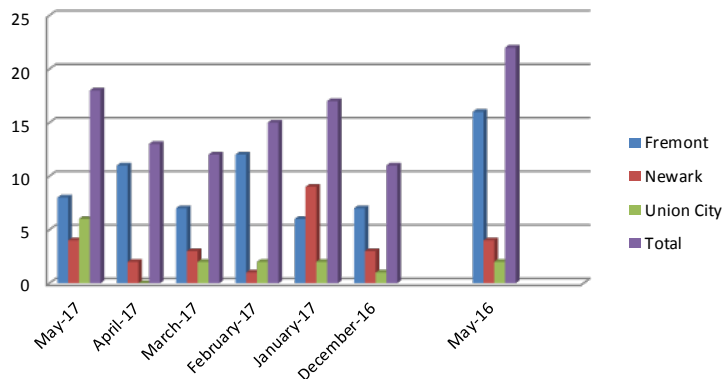
Headworks Knife Gate Valves 1-3 Replacement Project – The contractor delivered the new knife gate valves and flanged coupling adapters to the site. The contractor has scheduled the replacement of the knife gate valve and flanged coupling adapter on the east force main located in the Headworks Influent Valve Box beginning on May 10th.

Digesters No. 1 and 3 Gas Isolation Valves Project – The contractor completed the punchlist work.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

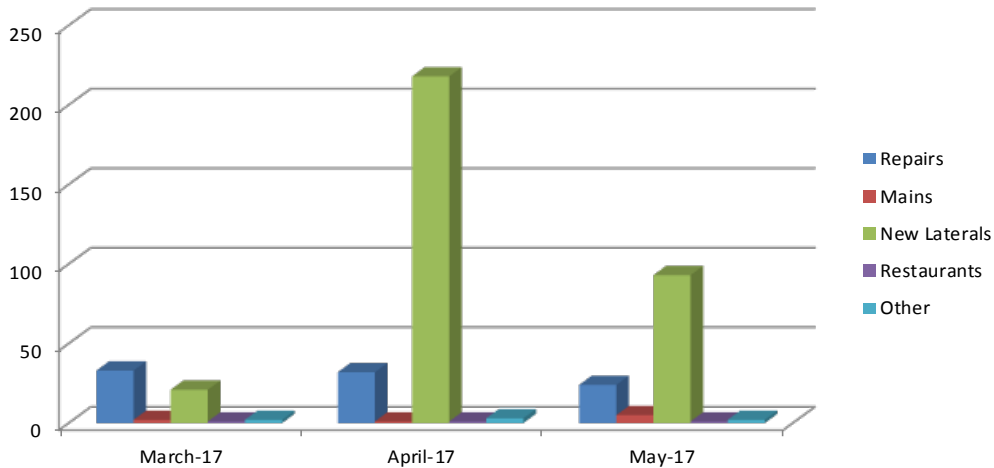
Month	Fremont	Newark	Union City	Total
May-17	8	4	6	18
April-17	11	2	0	13
March-17	7	3	2	12
February-17	12	1	2	15
January-17	6	9	2	17
December-16	7	3	1	11
May-16	16	4	2	22
6-Month Total				86



Sewer Permits Issued

Month	Repairs	Mains	New Lateral	Restaurants	Other
May-17	24	5	93	1	2
April-17	32	1	218	1	3
March-17	33	2	21	1	2

New Laterals - New residential lateral connections
 Other - Non-residential construction (except restaurants)



Communication

- Social Media posts:
 - GM presentation to Fremont Rotary
 - Earth Day – USD booth at Fremont celebration
- Website: Uploaded 2017 Standard Specs and link
- GM presentation to Newark City Council
- Attended Newark State of the City luncheon
- Continued preparations for USD 2017 newsletter
- Continued participation in USD virtual tour video production planning
- Continued activity on Union City Chamber of Commerce Board of Directors
- Continued planning for Centennial celebration in 2018
- Planning for Alameda County Science and Engineering Fair Senior Division Award Winners for Excellence in Water, Wastewater, and Recycled Water to receive awards at USD Board meeting in May 2017

Environmental Compliance

Pollution Prevention Program

USD’s Environmental Compliance 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. We conduct over 600 Stormwater compliance inspections 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 82 Stormwater (Urban Runoff), and 70 FOG (restaurant) inspections. During this reporting period, Inspectors identified 22 Stormwater and 24 FOG enforcement actions. Five (5) of the Stormwater enforcements resulted in administrative fines ranging from \$100 to \$500. All of the administrative fines were for illicit discharges and four were for repeated violations.

Urban Runoff Inspections and Enforcements

April 2017	No. of UR Inspections	VW	WL	NOV	AF	LA	Total Enforcements	No. of Illicit Discharge/s	0
	82	9	0	8	5	0	22	% enforcement	2%

FOG Inspections and Enforcements

April 2017	No. of FOG Inspections	VW	WL	NOV	AF	NOD	Total Enforcements	% enforcement	34%
	70	7	17	0	0	0	24		

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 including Sewer Science	# of Plant Tours
2	2	1

Industrial Pretreatment

The Industrial Pretreatment program has a number of 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
Chemetall	Pacific Gas and Electric Company (PG&E)
Seagate FRC	
Mission Linen	
TE Connectivity	

Permits Issued

Company Name	Date Permit Issued
Pacific Gas & Electric R-149- GW	4/4/2017
Pacific Gas & Electric R-504- GW	4/20/2107

Industrial Closures

Company Name	Date of Closure
None	

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

Report Name	Date Report Completed and Submitted
City of Fremont Billing for 3 rd Quarter of FY 16/17	April 12, 2017

Enforcement Action

IU Name & Nature of Business	Comments	City	Parameters Violated	Discharge concentration (mg/L)	USD/Fed Limit Violated (mg/L)	Enforcement (1)
Materion Brush, Inc.	N17-002	Fremont	Beryllium	1.0	0.75 (Title 22)	NOV

(1) *WL – Warning Letter*

NOV – Notices of Violation

AO – Administrative Order

C&D – Cease and Desist Order

SNC – Significant Non-Compliance

EM – Enforcement Meeting

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

Activity	Date of Event	Attendees
Earth Day Celebration	4/22/17	Doug D., Audrey V.
MED's Coalition	4/17/17	Doug Dattawalker
BAPPG Steering Committee	4/5/17	Doug Dattawalker
BAPPG	4/5/17	Doug Dattawalker

Engineering/Construction

No. of projects under construction: **6**

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Apr. 2017 Activities
1.	Thickener Control Building Improvements Project – Curtis	\$9,990	12/16	100%	100%	Contractor worked on punchlist and site cleanup.
2.	Fremont and Paseo Padre LS Improvement - Derek	\$2,801	10/16	94%	100%	Fremont LS canopy was erected. Paseo Padre LS canopy is in fabrication.
3.	Chemical Tanks and Piping Replacement Project – Thomas	\$2,102	10/17	28%	60%	Contractor installed the precast concrete trenches and piping from MSB to the Water Champ.
4.	Sludge Degritter System Project – Kevin	\$1,436	10/17	10%	49%	Contractor mobilized onsite and began demolition work.
5.	Headworks Knife Gate Valves 1-3 Replacement – Kevin	\$478	10/17	8%	46%	Replacement of first knife gate valve on the east force main is scheduled for May 10 th .

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Apr. 2017 Activities
6.	Digesters No. 1 and 3 Gas Isolation Valves Project - Derek	\$100	04/17	100%	71%	Contractor completed the punchlist work.

Design/Study

No. of projects in design/study phase: **17**

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Apr. 2017 Activities
1.	Alvarado Basin Master Plan Capacity Assessment - Rollie	\$167	4/17	95%	100%	Draft report completed.
2.	Plant Solids System / Capacity Assessment Phase 2 – Curtis	\$279	11/17	44%	36%	Solids Assessment is in progress. Chapter 7 – Capacity Evaluation and Process Optimization for the plant’s liquid treatment facilities is due in June 2017.
3.	Recycled Water Feasibility Study Update – Chris E.	\$130	5/17	99%	99%	State Water Board comments on final report being addressed.
4.	Force Main Corrosion Repairs Phase 1 – Chris E.	\$113	4/17	100%	100%	Design complete. Project advertised on April 25 th .
5.	Cogeneration Building HVAC Improvements Project - Derek	\$27	09/16	100%	100%	Project is ready to advertise but on hold pending resolution of current Cogen issues.
6.	Seismic Vulnerability Assessment, Phase 3 - Thomas	\$105	06/17	85%	75%	The draft seismic evaluation report is being reviewed by staff.
7.	Newark Pump Station Wet Well Improvements - Thomas	\$99	05/17	85%	85%	Final design submittal is in progress.
8.	Standby Power Generation System Upgrade Project – Raymond/Kevin	\$175	05/17	70%	70%	Draft Pre-design report and workshop completed.
9.	Pavement Condition Assessment Project – Andrew	\$26	2/17	100%	100%	Assessment complete. Final report received.

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for Apr. 2017 Activities
10.	Force Main Condition Assessment – Andrew	\$121	10/17	15%	40%	Progress to resume in August 2017 when the east force main will be taken out of service.
11.	Preliminary Emergency Outfall Improvements Project – Andrew	\$92	7/17	10%	40%	Kickoff meeting and Biologist site visit completed.
12.	Cast Iron/Piping Lining Phase VI – Andrew	In House	5/17	75%	75%	Completed 75% design submittal review.
13.	Primary Digester No. 7 Project – Curtis	\$127	7/17	50%	70%	Draft predesign report is in progress. Workshop No. 3 is scheduled in May.
14.	Plant Master Plan – Raymond	\$304	3/18	30%	39%	Workshop on the Control Building evaluation was conducted.
15.	Effluent Management Study – Curtis	\$70	6/17	15%	30%	Kickoff meeting in took place in April.
16.	Odor Control Alternatives Study - Kevin	\$140	11/17	30%	40%	First sampling event and offsite odor survey completed.
17.	Primary Digester No. 3 Rehabilitation - Derek	\$159	07/17	50%	60%	90% design submittal is expected in May 2017.

MONTHLY OPERATIONS REPORT FOR THE MONTH OF MAY 2017
TECHNICAL SUPPORT WORK GROUP SUMMARY

Capital Improvement Program

Thickener Control Building Improvements Project – Project closeout and punchlist work is in progress.

Fremont and Paseo Padre Lift Stations Improvements Project – The installation of the canopies and roof panels at both Fremont Lift Station and Paseo Padre Lift Station was completed on May 31, 2017. The bird netting installation under the canopies is in progress.

Chemical Tanks and Piping Replacement Project – Two of the four sodium hypochlorite tanks located next to the Odor Control Building were removed from service. One of the new tanks was anchored on the concrete base and contractor commenced with the installation of the associated piping and equipment.

Sludge Degritter System Project – The new degritter and conveyor equipment have been delivered and anchored into place. The replacement of the roof hatch above the new degritter unit was completed. The new water booster pump was anchored and connected to the existing piping.

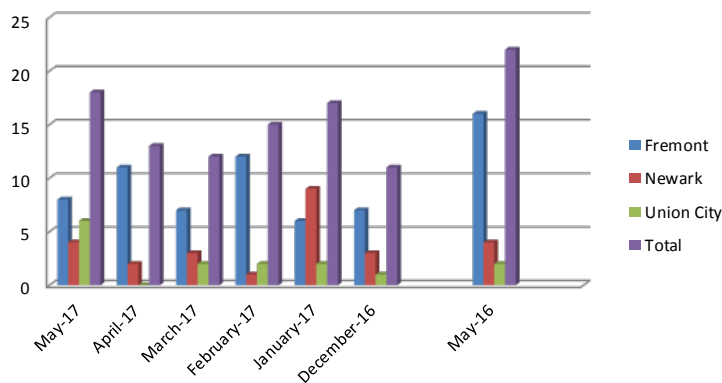
Headworks Knife Gate Valves 1-3 Replacement Project – The valve on the east force main located at the Headworks Building was replaced. Staff is assessing the condition of another knife gate valve on the Alvarado Influent Pump Station force main located at Control Box No. 1.

Digesters No. 1 and 3 Gas Isolation Valves Project – The Board accepted the project on May 5, 2017.

Customer Service

Trouble Calls dispatched from the Front Desk during business hours:

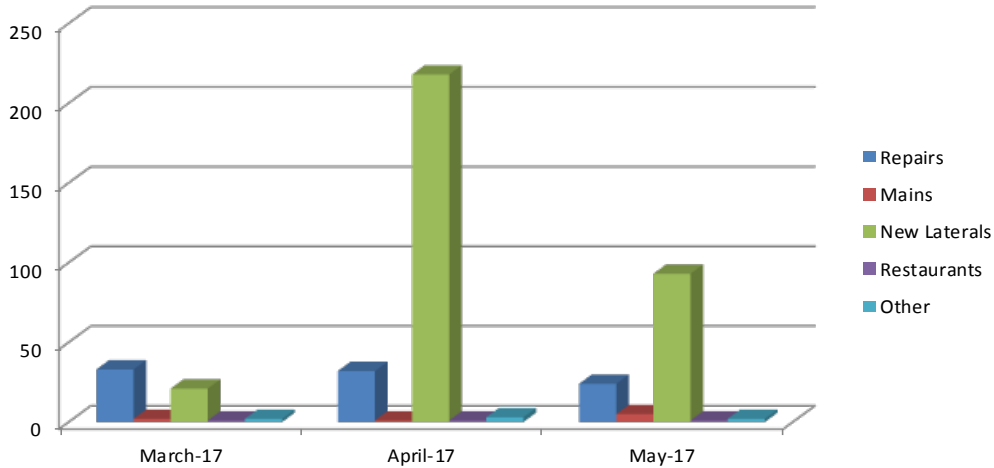
Month	Fremont	Newark	Union City	Total
May-17	8	4	6	18
April-17	11	2	0	13
March-17	7	3	2	12
February-17	12	1	2	15
January-17	6	9	2	17
December-16	7	3	1	11
May-16	16	4	2	22
6-Month Total				86



Sewer Permits Issued

Month	Repairs	Mains	New Lateral	Restaurants	Other
May-17	24	5	93	1	2
April-17	32	1	218	1	3
March-17	33	2	21	1	2

New Laterals - New residential lateral connections
 Other - Non-residential construction (except restaurants)



Communication

- Social Media posts:
 - Certificates of Merit event
 - Alameda County Fire confined space exercise at USD Plant
- GM presentation to Union City Council
- Attended Assemblyman Bill Quirk’s small business breakfast as Chamber Board member representing USD
- Participated in CASA August Conference planning as member of Program Committee
- Arranged for presentation of Alameda County Science and Engineering Fair Senior Division Award Winners for Excellence in Water, Wastewater, and Recycled Water Awards and reception at May 22, 2017, USD Board meeting.

Environmental Compliance

Pollution Prevention Program

USD’s Environmental Compliance 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. We conduct over 600 Stormwater compliance inspections 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 86 Stormwater (Urban Runoff), and 61 FOG (restaurant) inspections. During this reporting period, Inspectors identified 26 Stormwater and 15 FOG enforcement actions. Seven (7) of the Stormwater enforcements resulted in administrative fines ranging from \$100 to \$500. All seven administrative fines were for illicit discharges and four were for repeated violations.

Urban Runoff Inspections and Enforcements

May 2017	No. of UR Inspections	VW	WL	NOV	AF	LA	Total Enforcements	No. of Illicit Discharge/s	
	86	9	0	10	7	0	26	% enforcement	30%

FOG Inspections and Enforcements

May 2017	No. of FOG Inspections	VW	WL	NOV	AF	NOD	Total Enforcements	% enforcement	25%
	61	6	9	0	0	0	15		

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 including Sewer Science	# of Plant Tours
17	4	0

Industrial Pretreatment

The Industrial Pretreatment program has a number of 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
Seagate FRC	None
Mission Linen	
TE Connectivity	

Permits Issued

Company Name	Date Permit Issued
Chemetal US, Inc.	5/18/2017

Industrial Closures

Company Name	Date of Closure
None	

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

Report Name	Date Report Completed and Submitted
None	

Enforcement Action

IU Name & Nature of Business	Comments	City	Parameters Violated	Discharge concentration (mg/L)	USD/Fed Limit Violated (mg/L)	Enforcement (1)
Sanmina-Surface preparation of fabricated metal parts	Notice of Violation N17-003	Fremont	Zinc	3.45	40 CFR 433 Daily Max of 2.61; 40 CFR 433 Monthly Ave of 1.48	NOV; Will be evaluated for SNC Chronic and SNC by TRC for both Daily Max and Monthly Average for Zinc

(1) *WL* – Warning Letter *NOV* – Notices of Violation *AO* – Administrative Order
C&D – Cease and Desist Order *SNC* – Significant Non-Compliance *EM* – Enforcement Meeting

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

Activity	Date of Event	Attendees
Certificates of Merit Presentation	5/4/2017	EC Staff
Industrial Illicit Discharge Committee	5/11/17	Jose
MEDS Coalition	5/15/17	Doug
National Association of Clean Water Agencies (NACWA) Pretreatment Conference San Antonio, Texas	5/16/17 - 5/19/17	Alex
Bay Area Clean Water Agencies (BAWA) Pretreatment Coordinators Meeting	5/16/17	Michael

Engineering/Construction

No. of projects under construction: 6

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for May 2017 Activities
1.	Thickener Control Building Improvements Project – Curtis	\$9,990	12/16	100%	100%	Project closeout and punchlist work is in progress.
2.	Fremont and Paseo Padre LS Improvement - Derek	\$2,801	10/16	99%	100%	Canopies and roof panels at Fremont LS and Paseo Padre LS were installed.

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for May 2017 Activities
3.	Chemical Tanks and Piping Replacement Project – Thomas	\$2,102	10/17	55%	68%	Contractor anchored one of the new tanks and installed associated piping and equipment.
4.	Sludge Degritter System Project – Kevin	\$1,436	10/17	15%	60%	Degritter and conveyer equipment delivered and anchored in place.
5.	Headworks Knife Gate Valves 1-3 Replacement – Kevin	\$478	10/17	35%	58%	One of three knife gate valves was replaced.
6.	Digesters No. 1 and 3 Gas Isolation Valves Project - Derek	\$100	04/17	100%	71%	Board accepted the project on May 8.

Design/Study

No. of projects in design/study phase: **17**

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for May 2017 Activities
1.	Alvarado Basin Master Plan Capacity Assessment - Rollie	\$167	4/17	100%	100%	Completed final draft
2.	Plant Solids System / Capacity Assessment Phase 2 – Curtis	\$279	11/17	44%	36%	Study is in progress. Chapter 7 to be submitted in June.
3.	Recycled Water Feasibility Study Update – Chris	\$130	6/17	99%	99%	State Water Board comments on final report being addressed.
4.	Force Main Corrosion Repairs Phase 1 – Chris	\$113	4/17	100%	100%	Bids opened on May 25 th . Award to Cratus, Inc. scheduled for June 12 th Board meeting.
5.	Local Limits Study – Chris	\$77	10/17	14%	14%	New EBDA NPDES permit issued. Kickoff meeting held. Data request underway.
6.	Cogeneration Building HVAC Improvements Project - Derek	\$27	09/16	100%	100%	Project is ready to advertise but on hold pending resolution of current Cogen issues
7.	Seismic Vulnerability Assessment, Phase 3 - Thomas	\$105	06/17	90%	88%	Final seismic evaluation report is in progress.
8.	Newark Pump Station Wet Well Improvements - Thomas	\$99	05/17	100%	100%	Project was advertised and pre-bid conference was held.

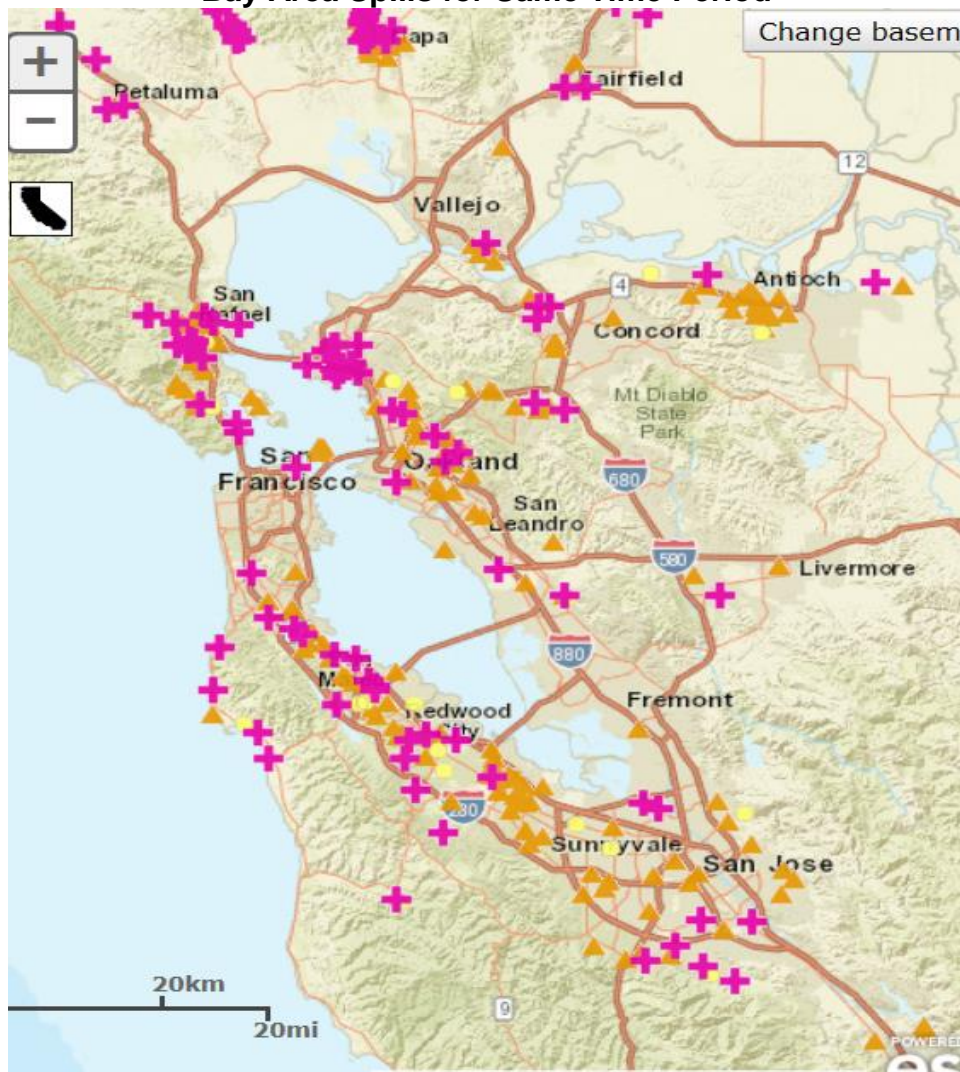
	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for May 2017 Activities
9.	Standby Power Generation System Upgrade Project – Raymond/Kevin	\$175	05/17	80%	100%	Evaluation of additional site location alternatives is in progress
10.	Force Main Condition Assessment – Andrew	\$121	10/17	15%	50%	Progress to resume in August 2017 when the east force main will be taken out of service
11.	Emergency Outfall Improvements Project – Andrew	\$92	7/17	18%	60%	Topographic survey completed. Draft Preliminary Design Technical Memorandum is due in June.
12.	Cast Iron/Piping Lining Phase VI – Andrew	In House	5/17	100%	100%	100% design completed, project to begin advertisement June 6.
13.	Primary Digester No. 7 Project – Curtis	\$127	7/17	50%	70%	Preliminary Design Report is in progress. Workshop No. 3 took place on May 30 th .
14.	Plant Master Plan – Raymond	\$304	11/17	40%	48%	Board workshop on July 11 th to share cost estimates of the Administrative and Control Buildings retrofit vs. new.
15.	Effluent Management Study – Curtis	\$70	6/17	15%	30%	The draft Effluent Management Study Options Technical Memorandum was submitted for review on May 22 nd .
16.	Odor Control Alternatives Study - Kevin	\$140	11/17	40%	50%	Workshop on odor criteria was completed
17.	Primary Digester No. 3 Rehabilitation - Derek	\$159	7/17	80%	81%	90% design submittal was received on May 30 th .

**COLLECTION SERVICES
ACTIVITIES REPORT
April 2017**

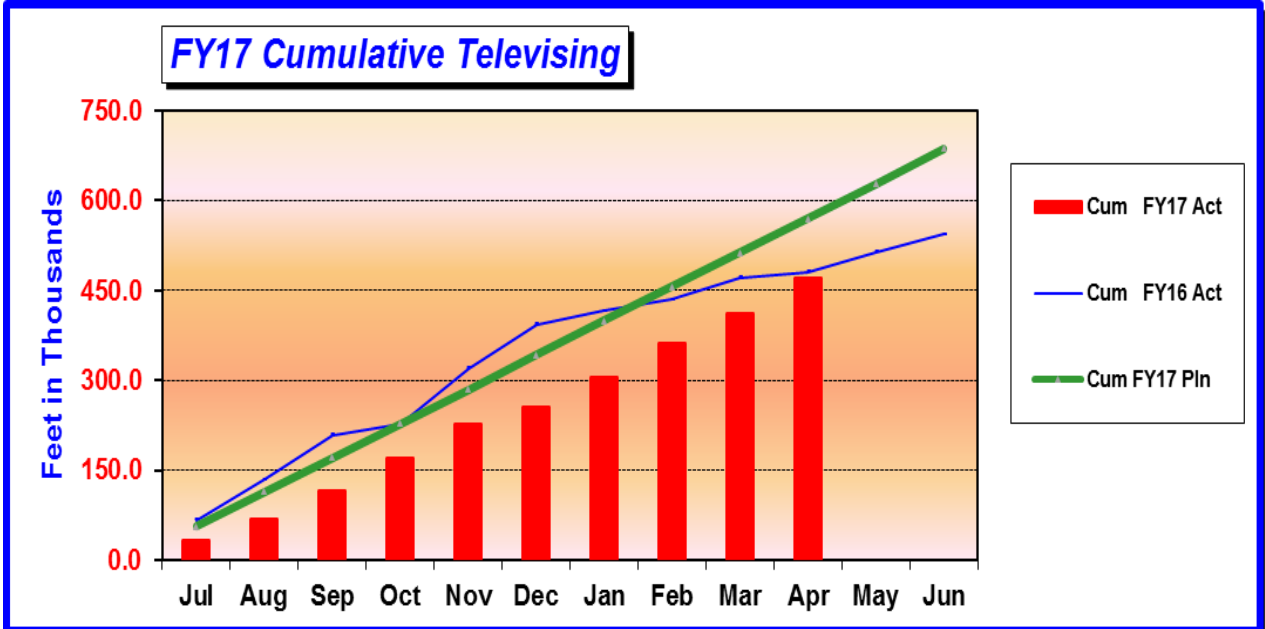
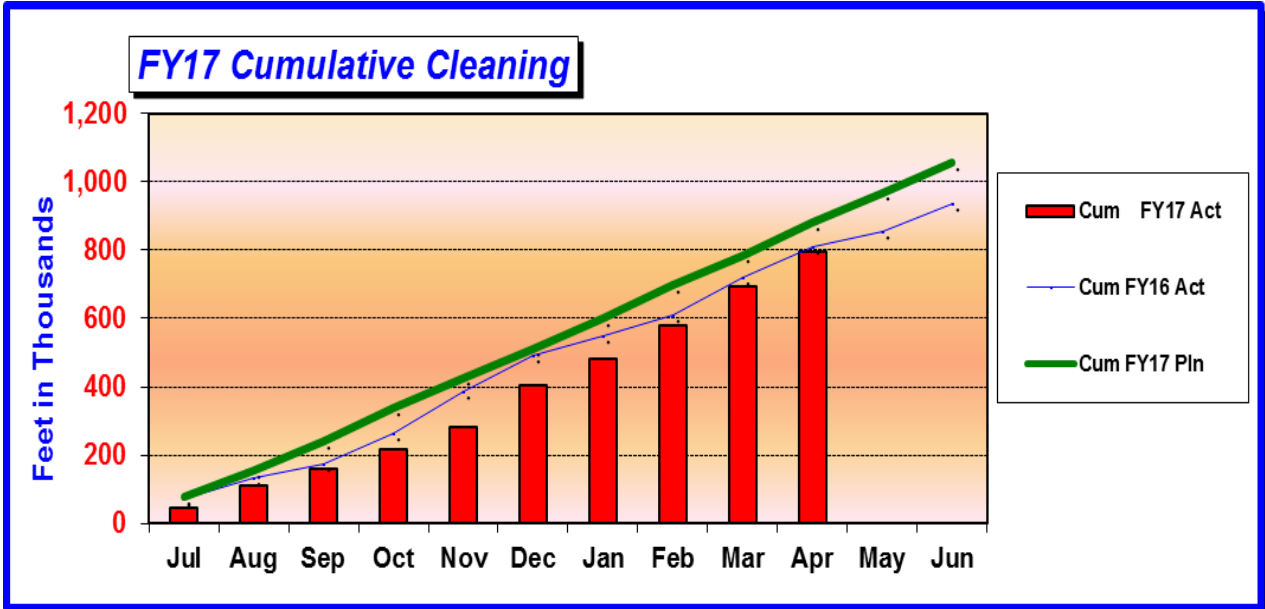
Progress/Accomplishments

- No Spills in April
- Completed 19.2 miles of cleaning of sewer lines in April
- Completed 11.3 miles of televising of sewer lines in April
- Responded to 17 service request calls in April
- Completed a total of 29 main repairs April
- Trainings
 - GIS Training
 - Ethics Training
 - SSO Sampling Training

Bay Area Spills for Same Time Period

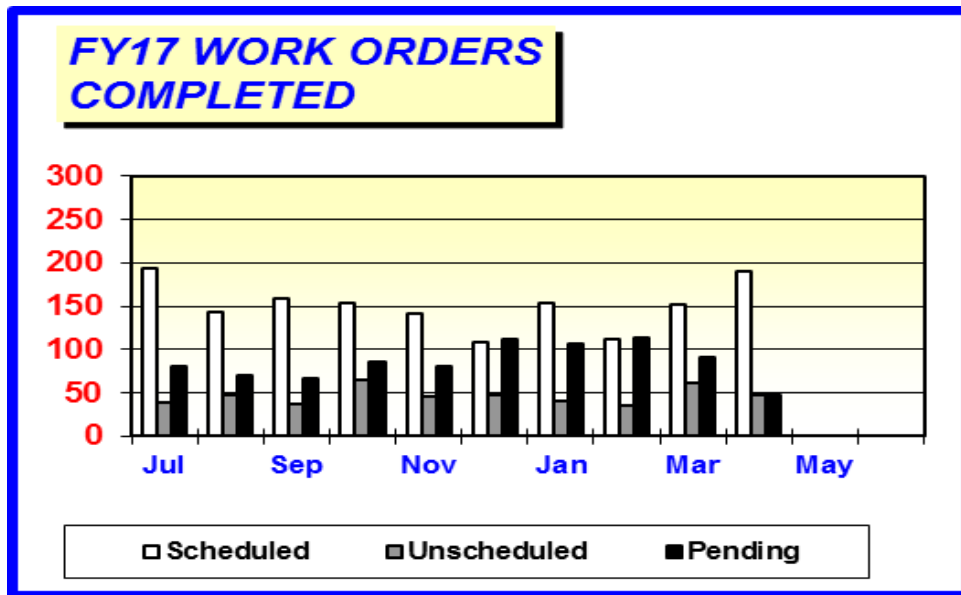


Performance Measures

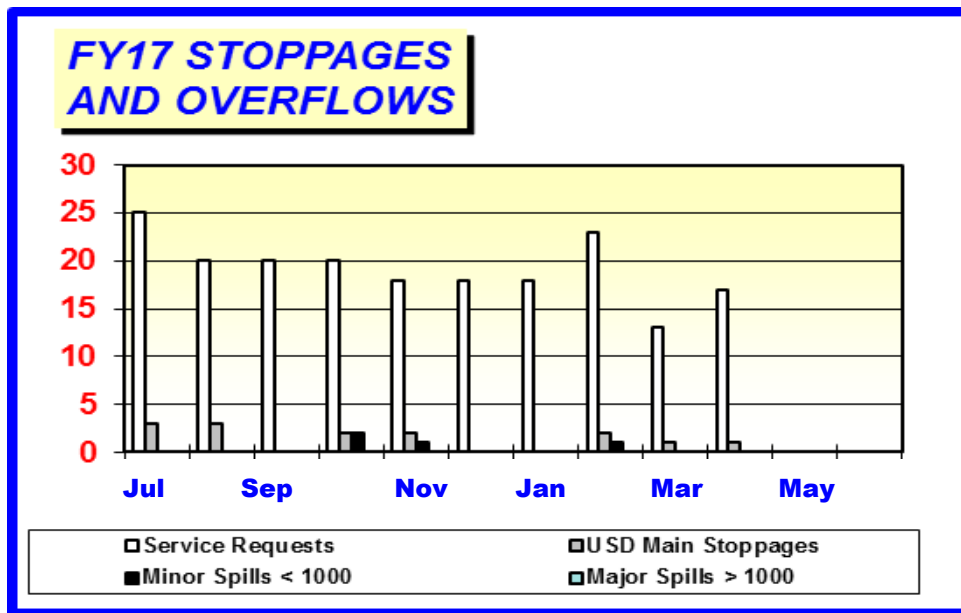


Other Collection Services Status Data:

Support Team Work Order Status:



C/S Maintenance Status:

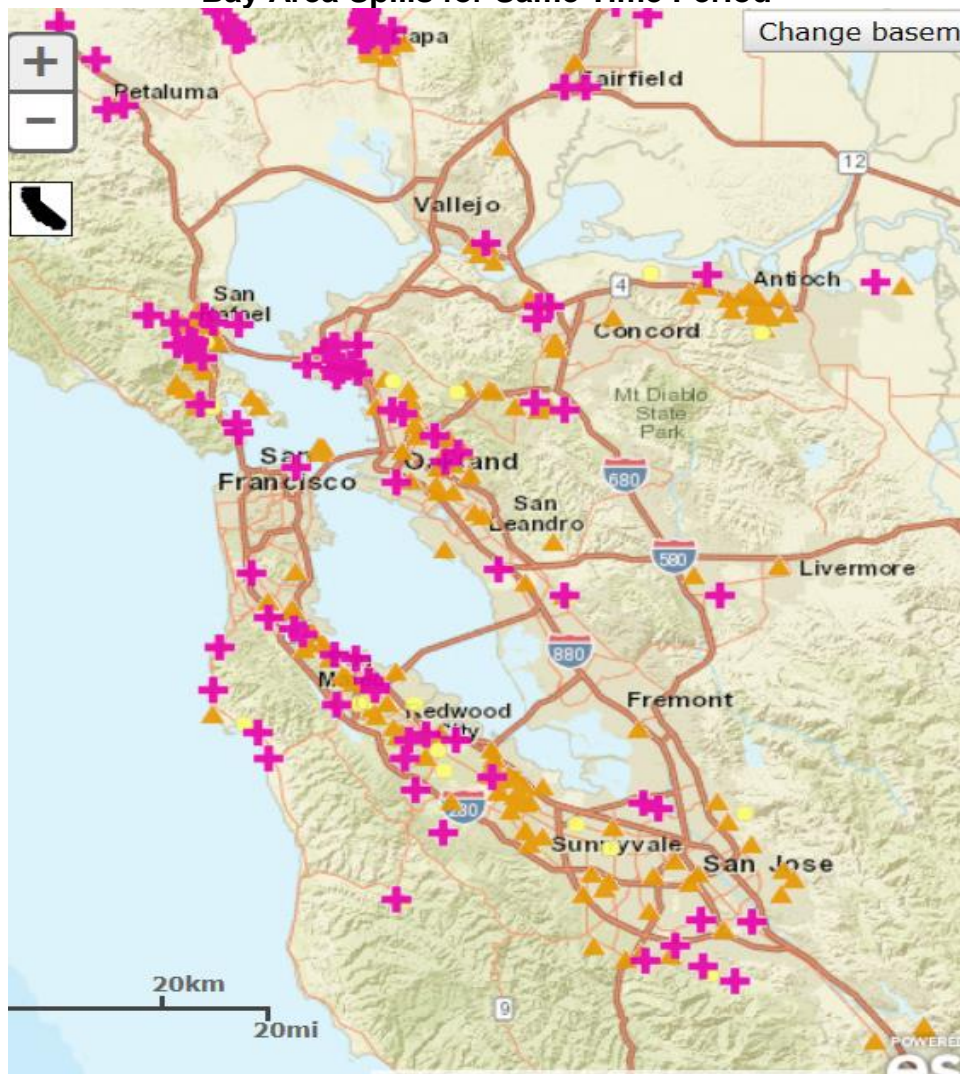


**COLLECTION SERVICES
ACTIVITIES REPORT
May 2017**

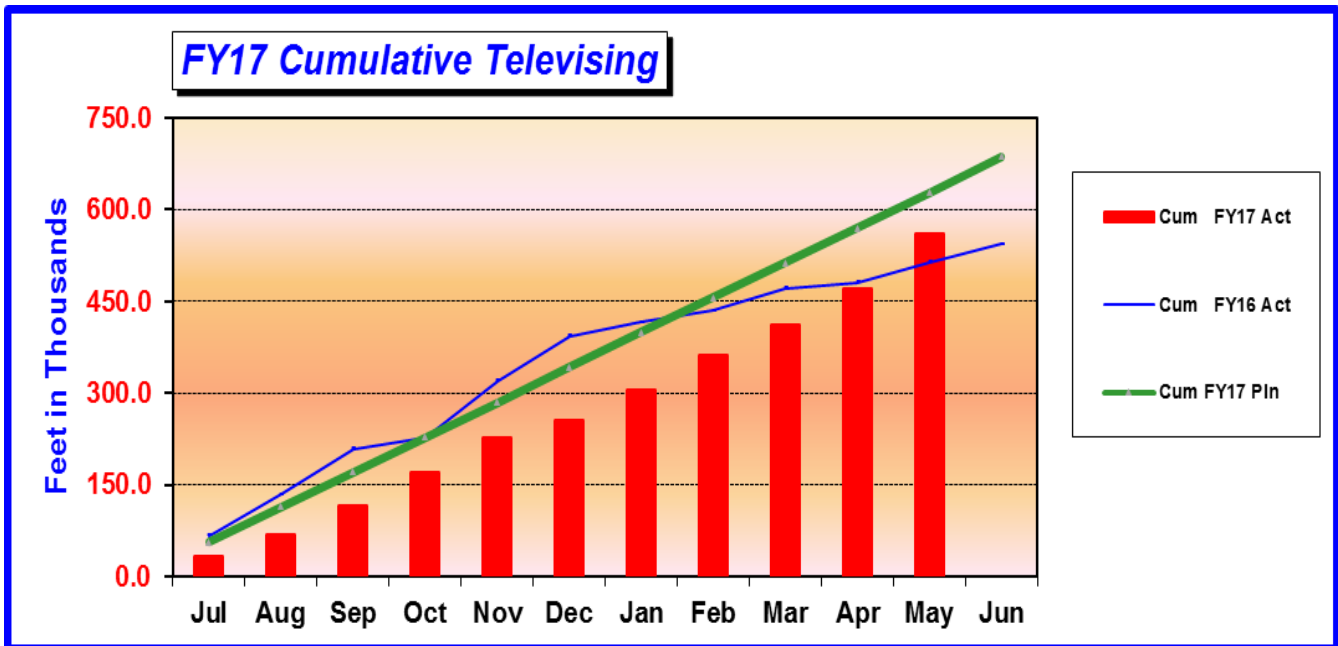
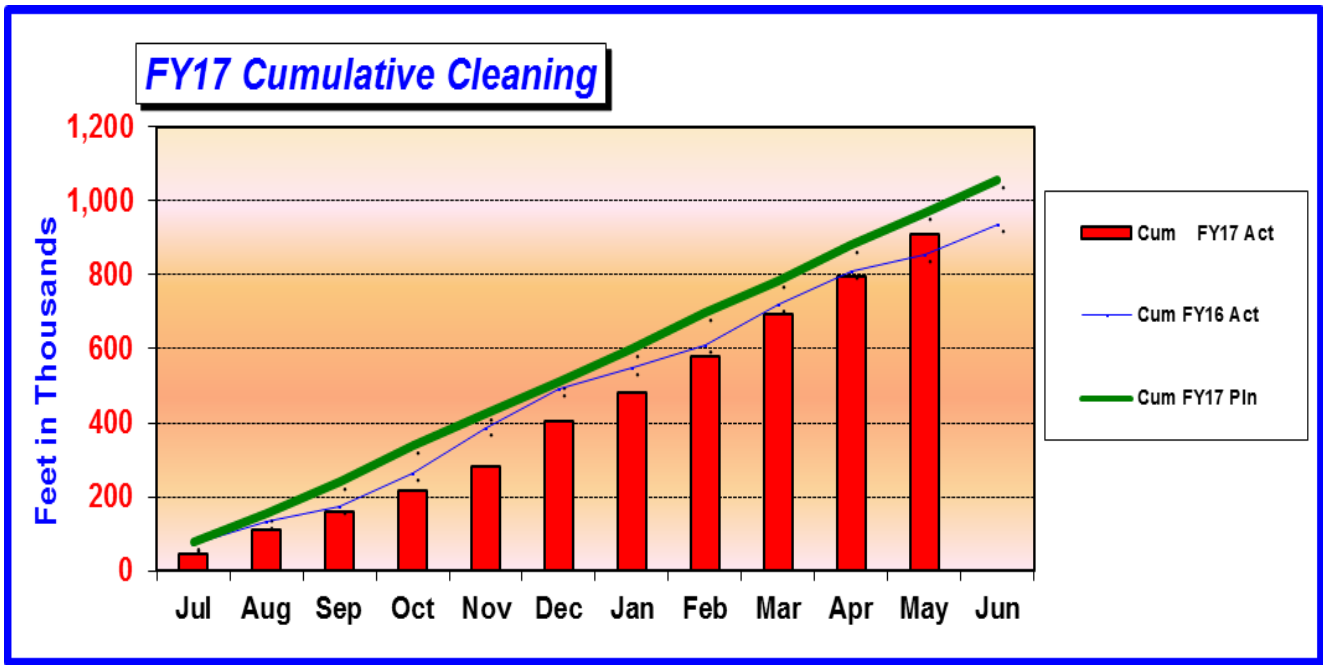
Progress/Accomplishments

- No Spills in May
- No Spill Report filed with State Waterboard
- Completed 21.3 miles of cleaning of sewer lines in May
- Completed 16.9 miles of televising of sewer lines in May
- Responded to 21 service request calls in May
- Completed a total of 21 main repairs May
- Trainings
 - SSO Response Training
 - IIPP/Fire Extinguisher Training
 - SSO Sampling Training

Bay Area Spills for Same Time Period

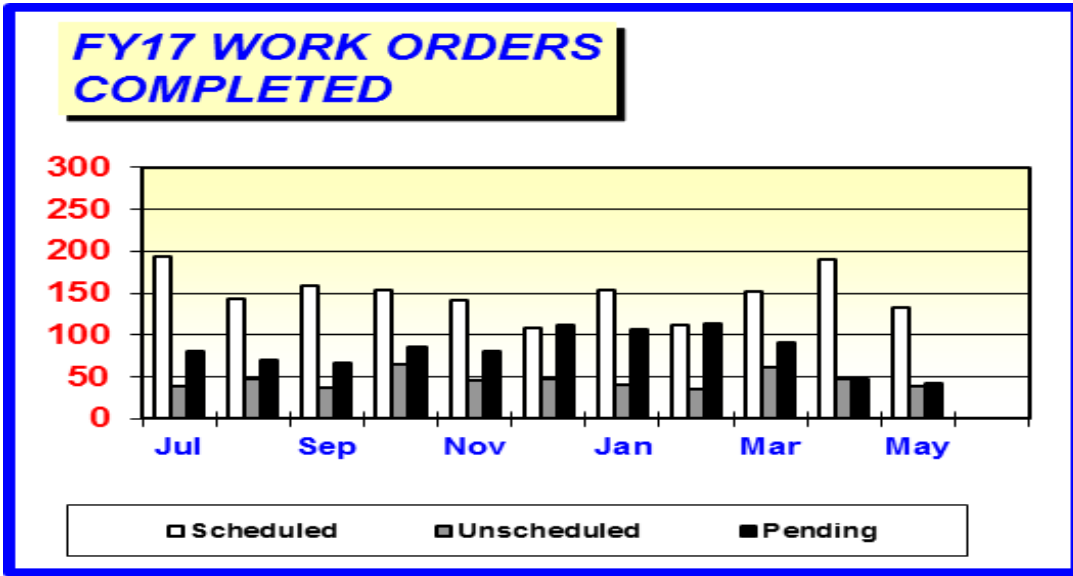


Performance Measures

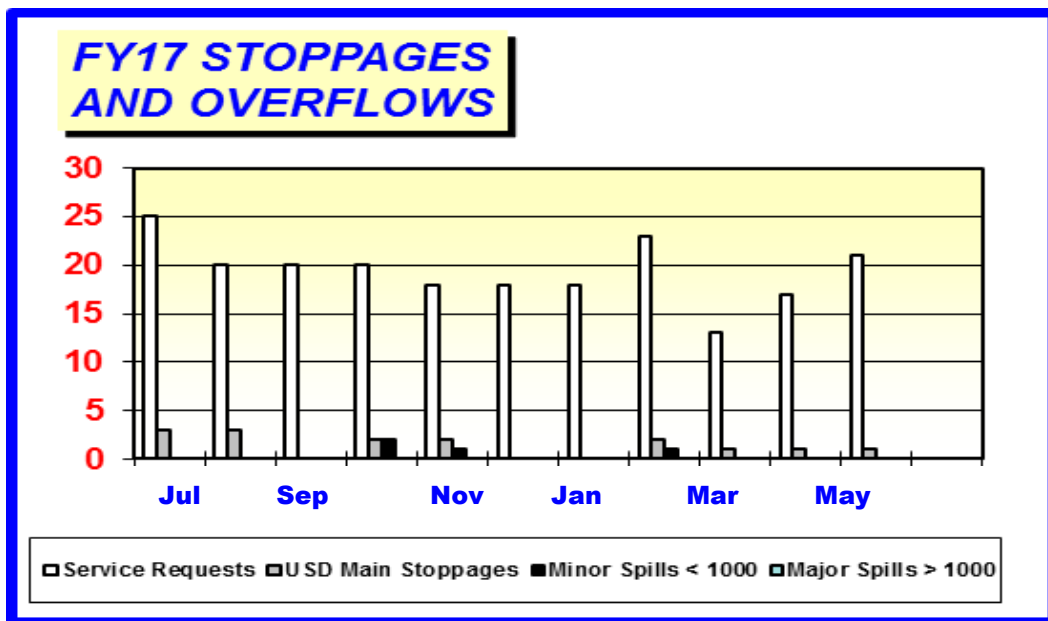


Other Collection Services Status Data:

Support Team Work Order Status:



C/S Maintenance Status:



**Fabrication, Maintenance and Construction
Activities Report
April 2017**

Progress/Accomplishments

- Completed 96% of preventive maintenance activities for the month of April
- Completed 119 corrective maintenance work orders for the month of April
- Hot tap and replace 16" valve for Mixing Pump No. 1
- Adjust impeller clearance on Mixing Pump No. 1
- IPS headgate hydraulic cylinder replacement
- Co-Gen No.1 4K service
- Thickener No.1 annual PM

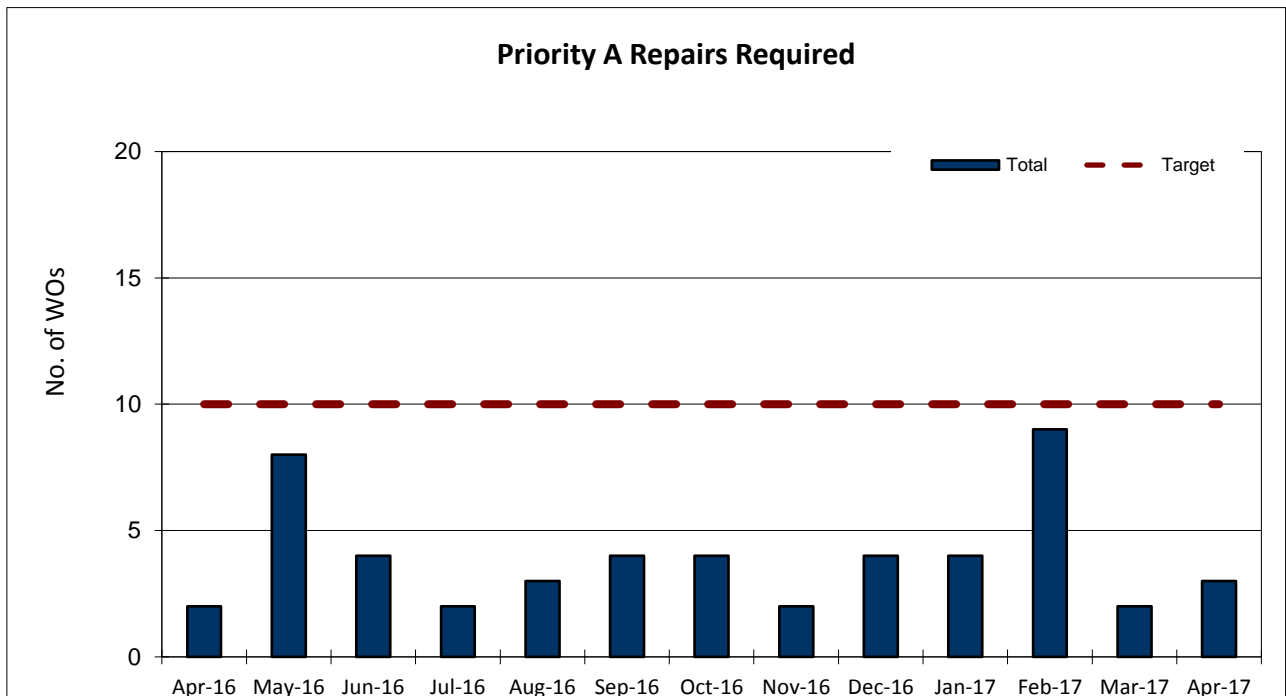
Future Planning

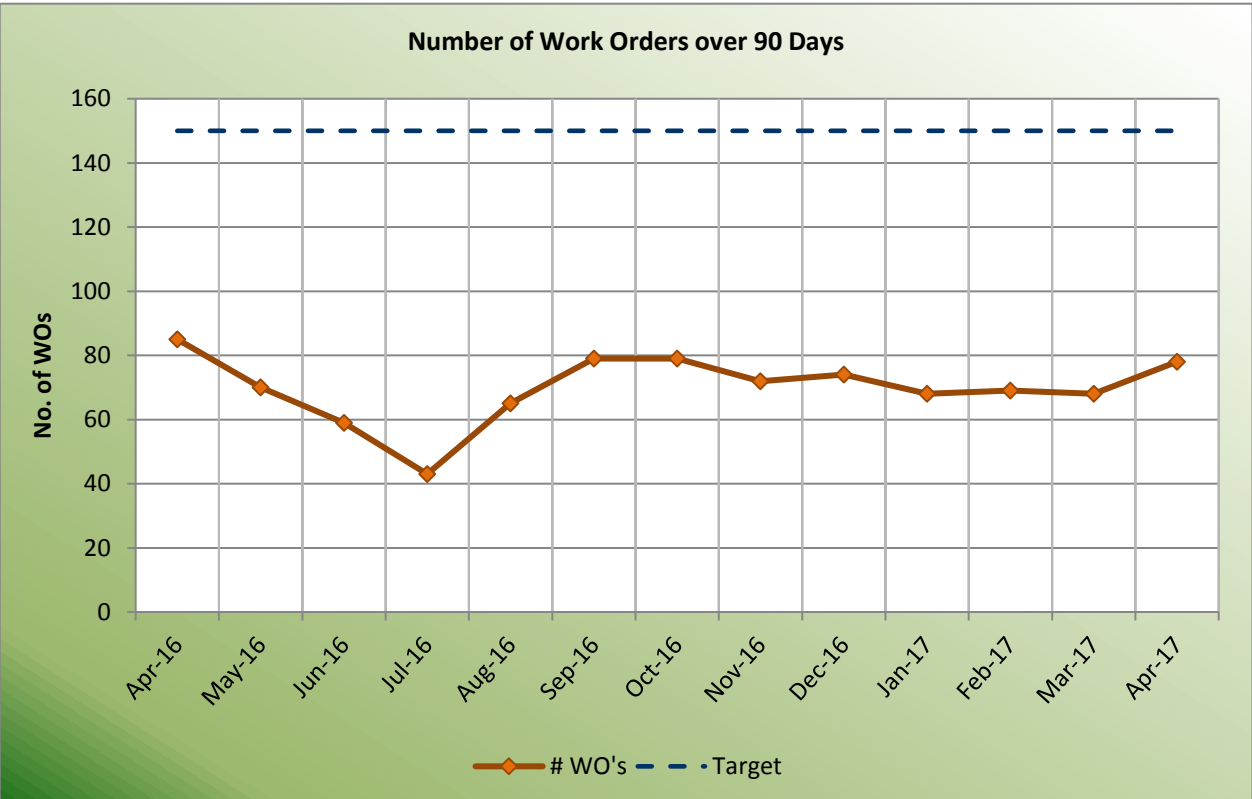
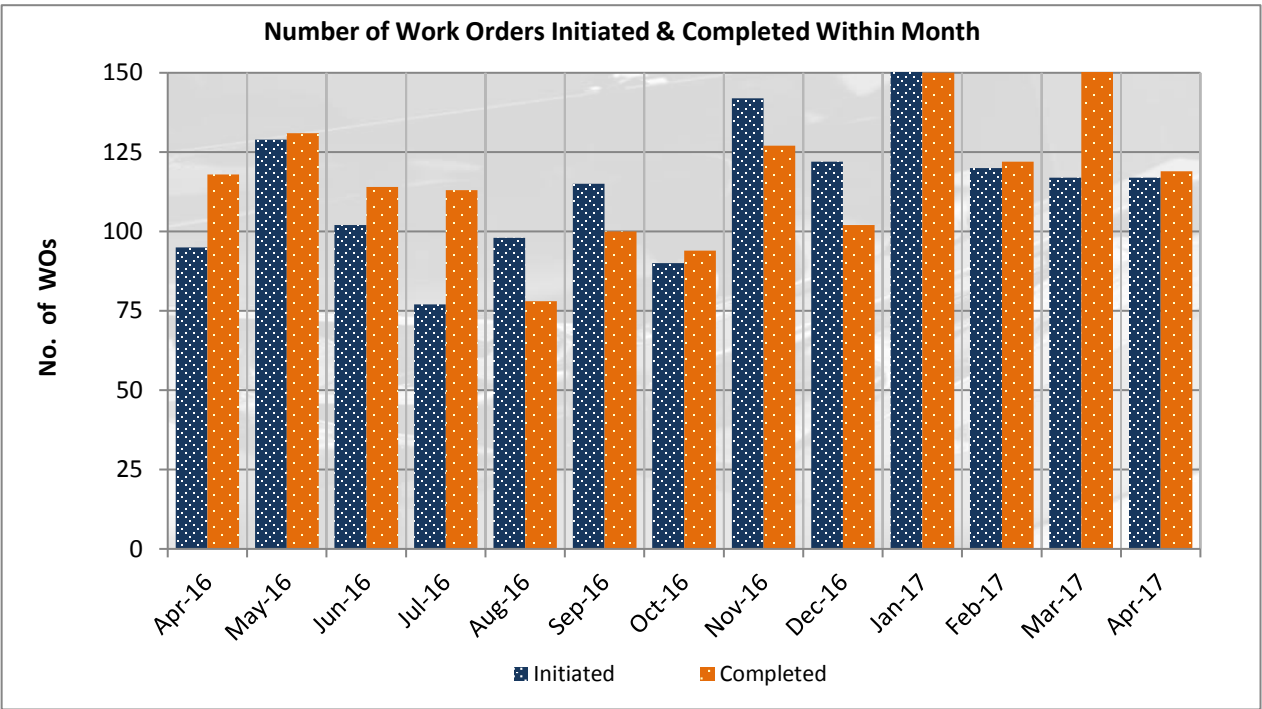
- Take east force main out of service for Headworks gate replacement
- Co-Gen No. 2 20K service
- Rebuild Mixing Pump 6A
- Thickener No. 3 Annual
- Secondary Clairifier No. 4 RAS pinch valve inspection

Other

- Staff begun creating routes for our Ultra Sound equipment. The Thickener and Centrifuge buildings have been complete.

Performance Measurements





**Fabrication, Maintenance and Construction
Activities Report
May 2017**

Progress/Accomplishments

- Completed 98% of preventive maintenance activities for the month of May
- Completed 122 corrective maintenance work orders for the month of May
- Take east force main out of service for Headworks gate replacement
- Co-Gen No. 2 20K service
- Rebuild Mixing Pump 6A
- Configure Co-Gen No. 2 to run on P3 plugs
- Secondary Clairifier No. 4 RAS pinch valve inspection

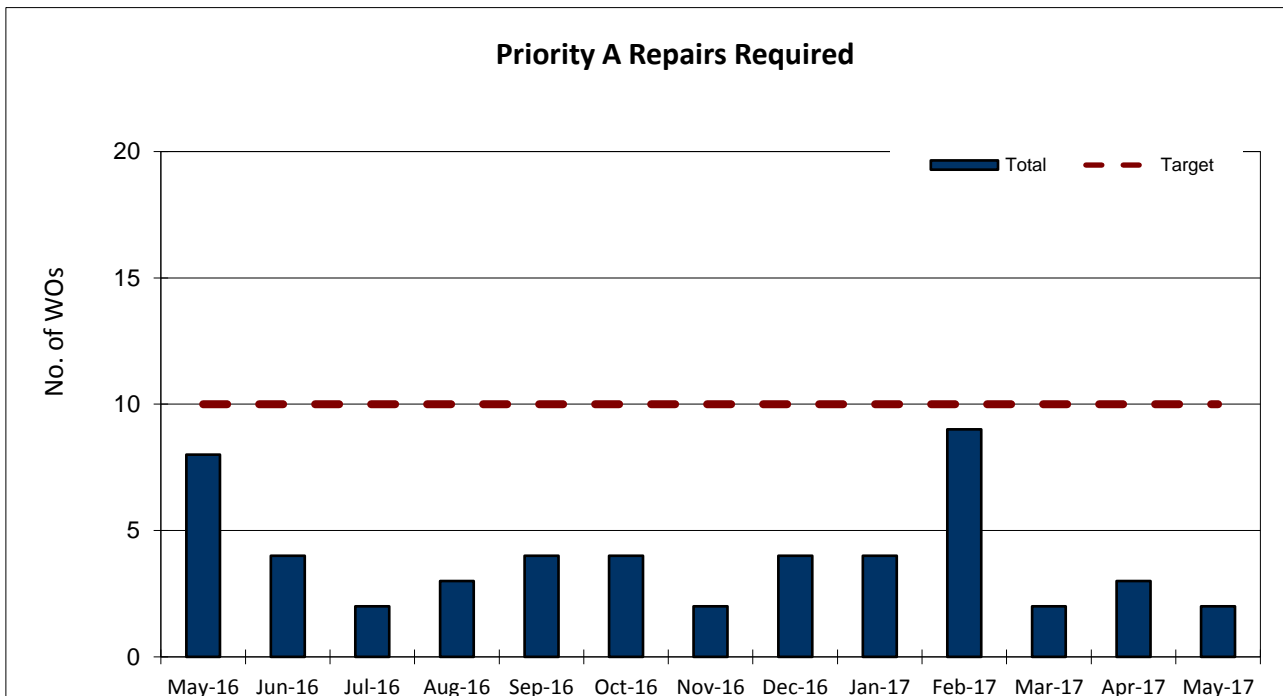
Future Planning

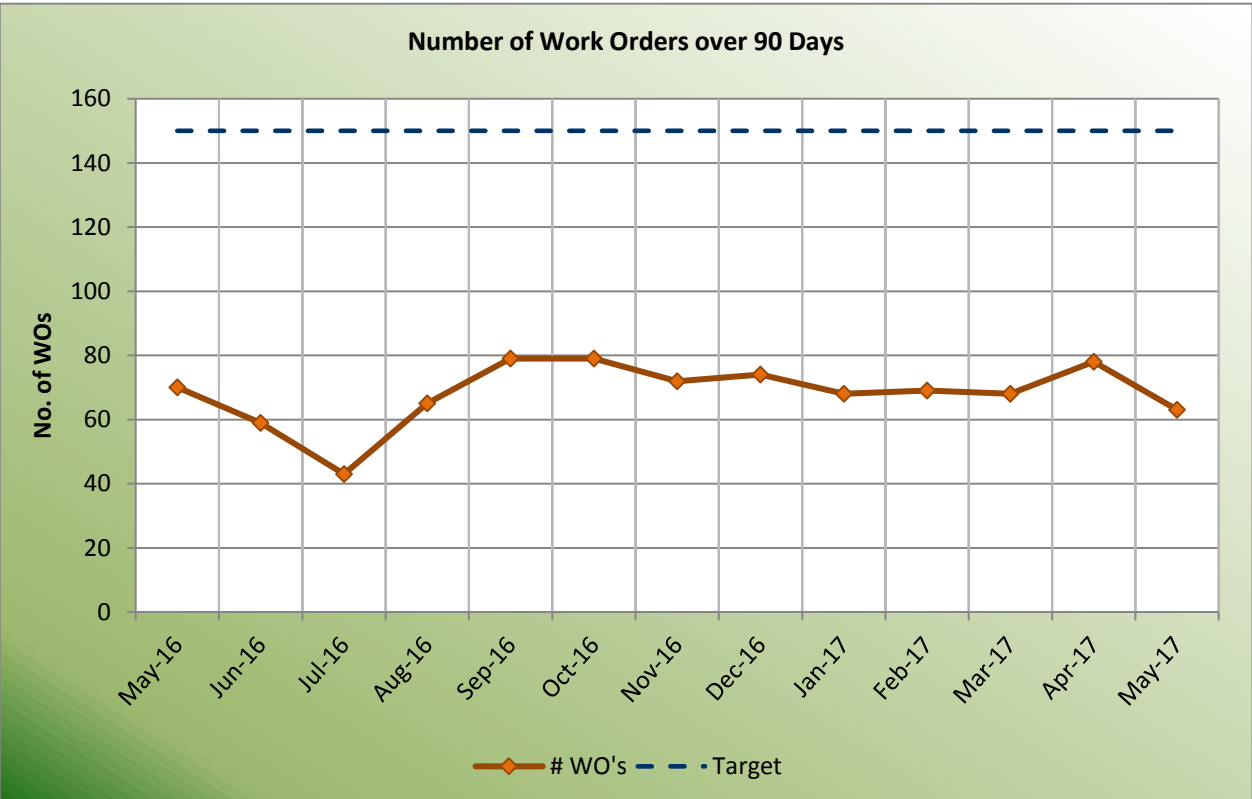
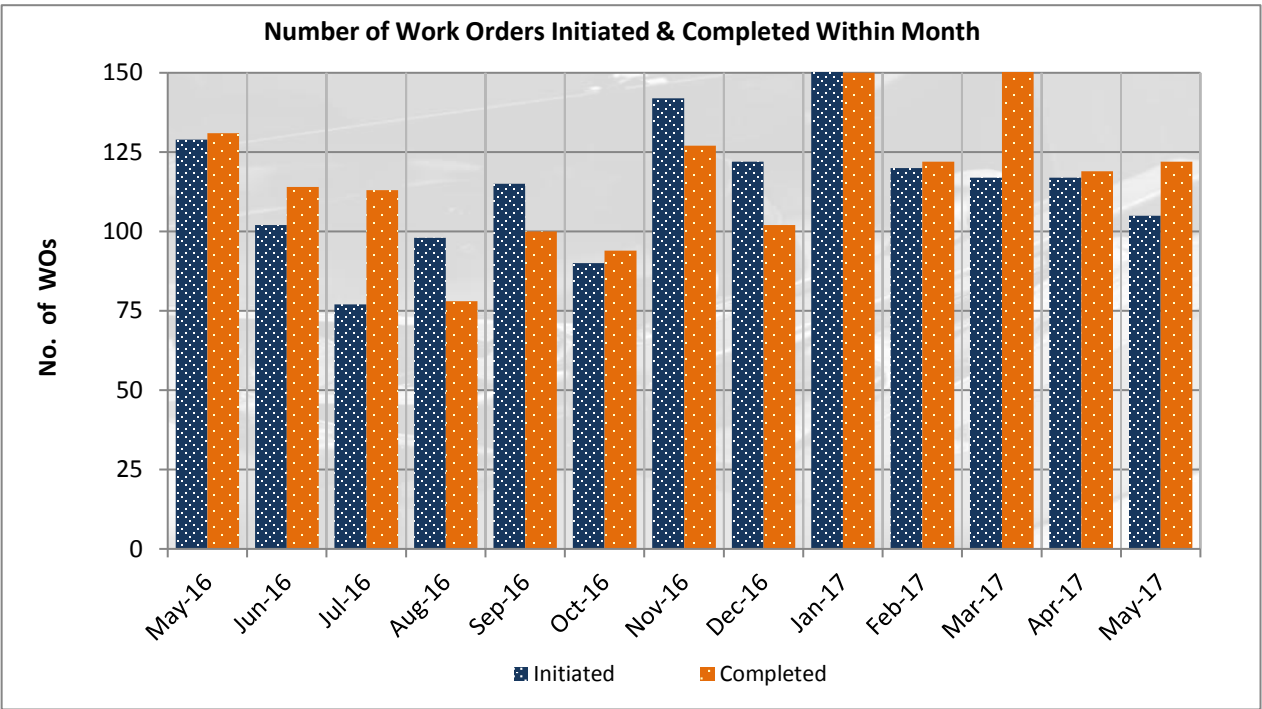
- Configure Co-Gen No. 1 to run on P3 plugs
- Repalce rear main seal on Co-Gen No. 1
- Install new acutators for Primary No. 1-6 Clairifiers
- Modify Secondary Clairifiers No. 5 and No. 6 for SRT control
- Thickener No. 4 annual service

Other

- 7 staff memebers attend a CWEA event titled Wasterwater Gates, Valves, and Actuators
- Routes for Ultra Sound have been completed for the Centrifuge and Thickener Building. FMC will now start the Predictive Maintenance Program in these buildings.

Performance Measurements





**Treatment & Disposal
Activities Report
April 2017**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits.
- Completed 100% preventive maintenance activities for the month of April.
- Began extensive staff training on the Thickener Control Improvements Project.
- Repaired Digester Mixing Pump No. 1 and its associated valves.
- Placed Secondary Digester No. 1 into service began taking Secondary Digester No. 2 out of service.
- Began taking Digester No. 3 out of service.
- Facilitated shutdowns of the final effluent disinfection system to support the CIP Project for Chemical Piping and Tank Replacement.
- The first trial cleaning under the Membrane Cleaning Demonstration Project occurred on April 20, 2017. Preliminary results are encouraging.
- Finalized recruitment materials, conducted QAI and hiring interviews for the Chemist II recruitment and selected a candidate.
- Laboratory staff began viewing a series of Webinars on the NELAC institute (TNI) accreditation program that may become required in California in the near future.
- Began discussing procurement alternatives for natural gas with MMT and ABAG.
- Reviewed SSCAR I modeling data set for use in the Digester No.7 design project and transmitted
- Attended Solids Capacity Assessment Project Phase II workshop No. 1.

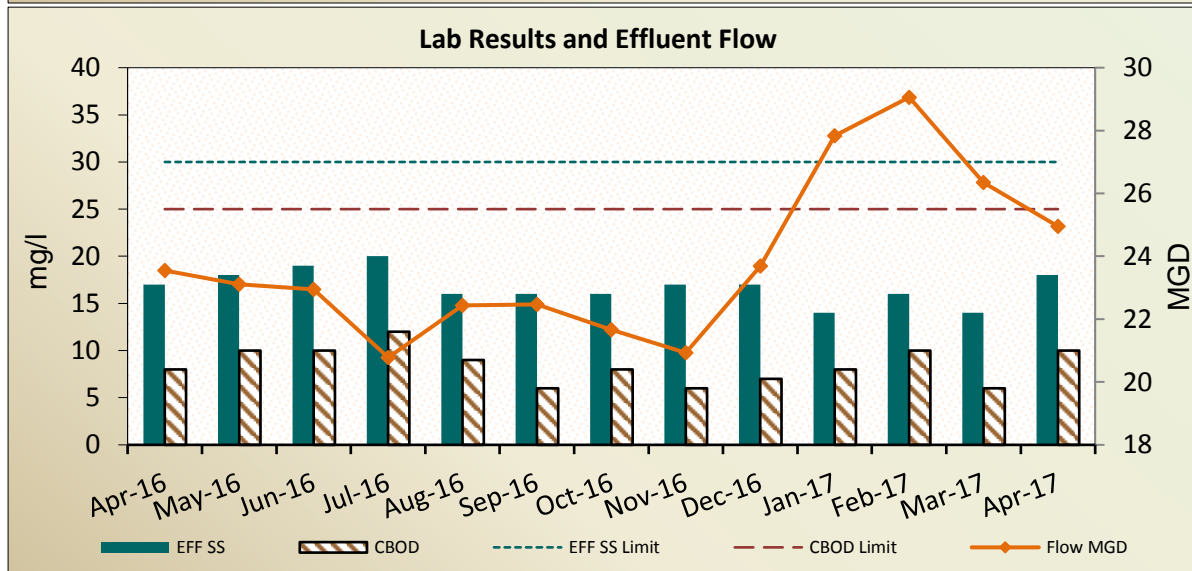
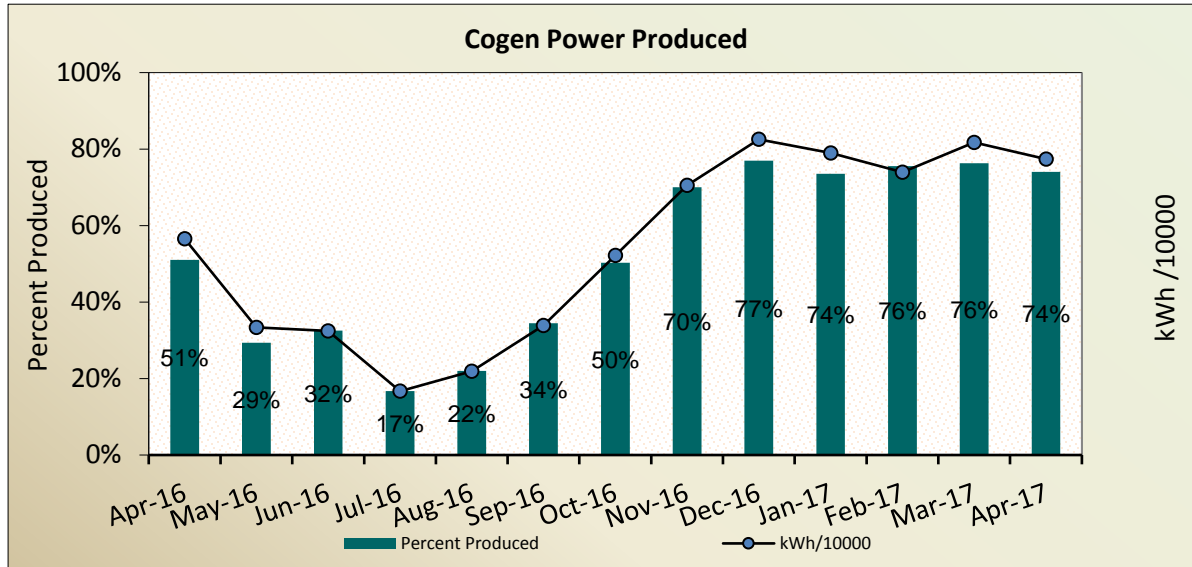
Future Planning

- Complete extensive staff training on the Thickener Control Improvements Project.
- Complete taking Secondary Digester No. 2 out of service.
- Complete taking Digester No. 3 out of service.
- Facilitate two Headworks bypasses to begin replacing the Headworks Influent Isolation Valves as part of a CIP Project.
- Attend SF Regional Board meeting for the adoption of the NPDES permit.
- Complete the Chemist II recruitment process and provide orientation training.
- Work with BAAQMD and BACWA to negotiate the implementation of requirements under BAAQMD Rule 11-18.
- Complete the aeration membrane cleaning demonstration project.
- Finalize logistics and conduct the volute thickener demonstration project.
- Analyze historical data to provide peak hourly flows, frequency, and storage requirements.
- Prepare annual data requests for BAAQMD and the RMP to estimate payment for respective programs.

Other

- Cogen system produced 74% of power consumed for the month of April.

Performance Measurements



USD's Final Effluent Monthly Monitoring Results				
Parameter	EBDA Limit	Feb-17	Mar-17	Apr-17
Copper, µg/l	78	5.8	6.6	10
Mercury, µg/l	0.066	0.00476	0.00632	0.00405
Cyanide, µg/l	42	< 3.9	< 3.9	< 3.9
Ammonia- N, mg/L (Range)	130	22.0 - 41.0	35.1 - 41.2	36.6 - 44.2
Fecal Coliform, MPN/100ml (Range)				
• 5-Sample Geometric Mean	500	28 - 90	41 - 101	22 - 35
• 11-Sample 90th Percentile	1100	105 - 270	126 - 205	45 - 121
Enterococci				
• 5-Sample Geometric Mean	242	13 - 18	11 - 20	17 - 29
E = Estimated value, concentration outside calibration range. For SIP, E = DNQ, estimated concentration.				

**Treatment & Disposal
Activities Report
May 2017**

Progress/Accomplishments

- Maintained 100% compliance with NPDES permits.
- Completed 100% preventive maintenance activities for the month of May.
- Complete extensive staff training on the Thickener Control Improvements Project.
- Complete taking Secondary Digester No. 2 out of service. Began dewatering of digester.
- Complete taking Digester No. 3 out of service. Began dewatering of digester.
- Facilitate Headworks bypass to replace Headworks Influent Isolation Valve as part of a CIP Project.
- Attended the San Francisco Regional Water Quality Control Board meeting for the adoption of the EBDA NPDES permit.
- Completed Chemist II recruitment.
- Continued on-going monitoring for the aeration membrane cleaning demonstration project.
- Laboratory staff continued viewing a series of Webinars on the NELAC institute (TNI) accreditation program that will likely be required for certified laboratories in California in the near future.
- Submitted Annual Data to BAAQMD and the regional monitoring program for calculation of their respective permitting program fees.
- Met with Southland to explore the development of alternate energy efficiency alternatives. Responded to Southlands request for information.

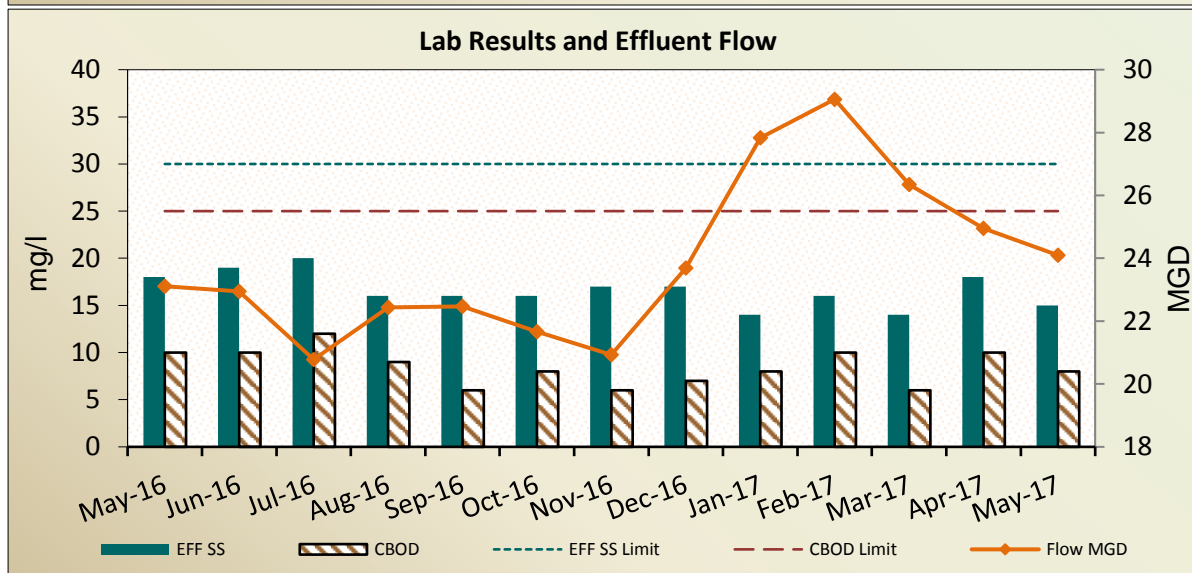
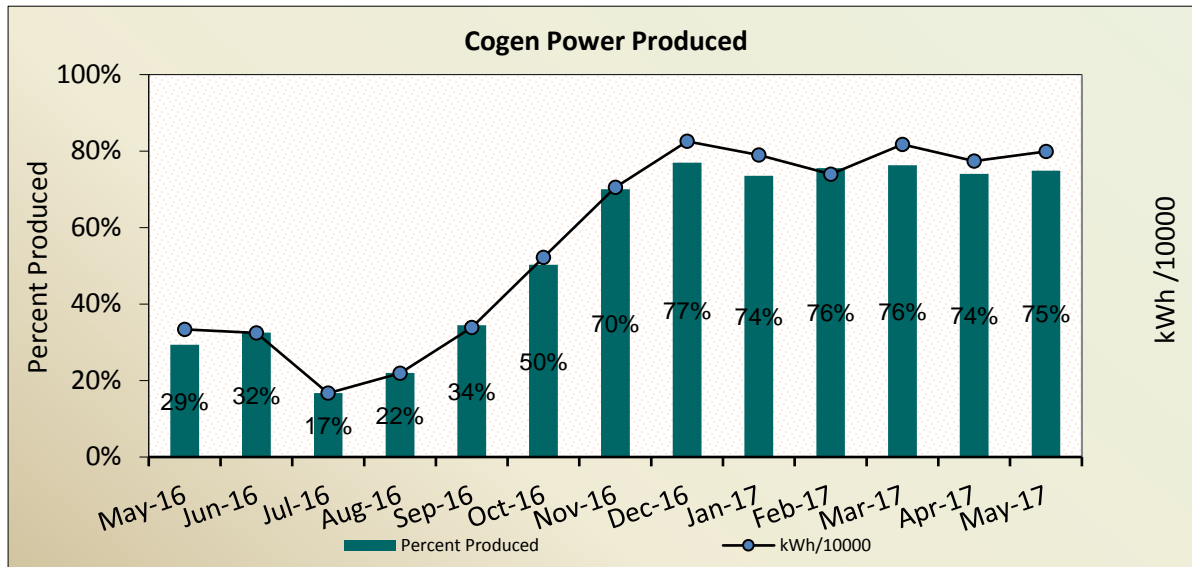
Future Planning

- Attend BACWA annual meeting with the air board.
- Compile and prepare a historic account of hourly flow and frequency of flow peaks to inform decision making for wet weather alternatives.
- Attend the BACWA watershed nutrient optimization project progress meeting. This project is a required element of the nutrient watershed permit.
- Evaluate the data from the membrane cleaning demonstration project and schedule a second cleaning to verify results and the economic projection.
- Evaluate plant gas rate tariff to determine whether to change our method of purchasing natural gas.
- Finalize scope and logistics for the volute thickener demonstration project.
- Support the SSCAR Phase II project.

Other

- Cogen system produced 75% of power consumed for the month of May.

Performance Measurements



USD's Final Effluent Monthly Monitoring Results				
Parameter	EBDA Limit	Mar-17	Apr-17	May-17
Copper, µg/l	78	6.6	10.0	5.8
Mercury, µg/l	0.066	0.00632	0.00405	0.00481
Cyanide, µg/l	42	< 3.9	< 3.9	< 3.9
Ammonia- N, mg/L (Range)	130	35.1 - 41.2	36.6 - 44.2	34.8 - 41.3
Fecal Coliform, MPN/100ml (Range)				
• 5-Sample Geometric Mean	500	41 - 101	22 - 35	22 - 46
• 11-Sample 90th Percentile	1100	126 - 205	45 - 121	43 - 55
Enterococci				
• 5-Sample Geometric Mean	242	11 - 20	17 - 29	17 - 28
E = Estimated value, concentration outside calibration range. For SIP, E = DNQ, estimated concentration.				

**UNION SANITARY DISTRICT
CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164622	6/8/2017	11292248	BROWN & CALDWELL CONSULTANTS	STANDBY POWER SYSTEM UPGRADE	\$59,894.41	\$59,894.41
164656	6/8/2017	24006	RMC WATER AND ENVIRONMENT	PROJECT IMPLEMENTATION MASTER PLAN	\$23,830.59	\$46,367.84
	6/8/2017	23985		ALVARADO BASIN SEWER MASTER PLAN UPDATE	\$22,537.25	
164666	6/8/2017	2031990	WEST YOST ASSOCIATES	HYPO TANKS AND PIPING REPLACEMENT	\$11,691.25	\$25,967.75
	6/8/2017	2031989		SLUDGE DEGRITTER SYSTEM	\$14,276.50	
164652	6/8/2017	761520170525	PACIFIC GAS AND ELECTRIC	SERV TO 5/24/17 NEWARK PS	\$23,761.31	\$23,761.31
164723	6/15/2017	533620170522	US BANK CORP PAYMENT SYSTEM	MONTHLY CAL-CARD STMT - MAY 2017	\$23,318.66	\$23,318.66
164633	6/8/2017	2244351C	DELTA DENTAL SERVICE	MAY 2017 DENTAL	\$19,270.00	\$21,819.42
	6/8/2017	2244351A		MAY 2017 DENTAL	\$2,549.42	
164691	6/15/2017	903105781	EVOQUA WATER TECHNOLOGIES	4,394 GAL HYDROGEN PEROXIDE	\$20,447.04	\$20,447.04
164623	6/8/2017	2103622	CALIFORNIA SURVEYING DRAFTING	CONTEX IQ 4490 SCANNER	\$14,767.53	\$14,767.53
164638	6/8/2017	161041	FLO-LINE TECHNOLOGY INC	RECLAIM PUMP 4 NEW INSTALL FLO LINE	\$13,674.47	\$13,674.47
164661	6/8/2017	107670	VANDERLANS & SONS INC	ASTD PLUGS	\$12,877.00	\$12,877.00
164637	6/8/2017	208653	FERGUSON WELDING SERVICE INC	NEW TRENCH PLATES	\$12,072.50	\$12,072.50
164645	6/8/2017	37432220170601	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - JUNE 2017	\$7,640.38	\$7,640.38
164646	6/8/2017	14459	LOOKINGPOINT INC	MIGRATE PLANT FIREWALL	\$7,387.50	\$7,387.50

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164721	6/15/2017	816809	UNIVAR USA INC	5000 GALS SODIUM HYPOCHLORITE	\$2,203.23	\$6,520.68
	6/15/2017	817465		5000 GALS SODIUM HYPOCHLORITE	\$2,203.23	
	6/15/2017	817491		4798 GALS SODIUM HYPOCHLORITE	\$2,114.22	
164659	6/8/2017	816032	UNIVAR USA INC	4797 GALS SODIUM HYPOCHLORITE	\$2,113.79	\$6,366.03
	6/8/2017	815713		4850 GALS SODIUM HYPOCHLORITE	\$2,137.14	
	6/8/2017	815798		4800 GALS SODIUM HYPOCHLORITE	\$2,115.10	
164669	6/15/2017	1396	A PLUS JANITORIAL SERVICE	MAY 2017 JANITORIAL SERVICE - BUILDINGS 69, 70, 82, 83	\$5,999.00	\$5,999.00
164629	6/8/2017	1	MICHAEL D BROWN CONSULTING	ENGIIGREEN PROJECT GRANT ASSISTANCE	\$5,853.75	\$5,853.75
164671	6/15/2017	170501234	AIRTECH MECHANICAL INC	COGEN BLDG ROLL UP DOOR FILTER VENTS	\$5,815.00	\$5,815.00
164681	6/15/2017	11292349	BROWN & CALDWELL CONSULTANTS	EMERGENCY OUTFALL OUTLET IMPROVEMENTS	\$4,299.31	\$5,580.14
	6/15/2017	17292607		PLANT GROUNDWATER WELLS MONITORING	\$1,280.83	
164719	6/15/2017	130968	TOTAL WASTE SYSTEMS INC	MAY 2017 GRIT DISPOSAL	\$5,544.44	\$5,544.44
164680	6/15/2017	11945390	BLAISDELL'S	22 CHAIRS FOR CENTERVILLE CONFERENCE ROOM	\$4,555.38	\$4,818.34
	6/15/2017	11945970		ASTD OFFICE SUPPLIES	\$27.43	
	6/15/2017	11945901		ASTD OFFICE SUPPLIES	\$2.13	
	6/15/2017	11946790		ASTD OFFICE SUPPLIES	\$52.95	
	6/15/2017	11945900		ASTD OFFICE SUPPLIES	\$3.61	
	6/15/2017	11944430		ASTD OFFICE SUPPLIES	\$34.18	
	6/15/2017	11950710		ASTD OFFICE SUPPLIES	\$142.66	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164636	6/8/2017	331342	EXPONENT INC.	COGEN ENGINE REBUILD	\$4,716.00	\$4,716.00
164612	6/8/2017	67028	3T EQUIPMENT COMPANY INC	5 PIPE PATCH KITS	\$4,691.82	\$4,691.82
164615	6/8/2017	4107393220170531	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 5/31/17-MTR HYD 16435275	\$716.72	\$4,312.83
	6/8/2017	4107361120170531		SERV TO: 5/31/17-MTR HYD 15001101	\$773.37	
	6/8/2017	4107361320170531		SERV TO: 5/31/17-MTR HYD 16320037	\$481.99	
	6/8/2017	4107393520170531		SERV TO: 5/31/17-MTR HYD 16435269	\$481.99	
	6/8/2017	4107393020170531		SERV TO: 5/31/17-MTR HYD 15141193	\$481.99	
	6/8/2017	4107393120170531		SERV TO: 5/31/17-MTR HYD 16435270	\$894.78	
	6/8/2017	4107393420170531		SERV TO: 5/31/17-MTR HYD 15952331	\$481.99	
164682	6/15/2017	31019	CALIFORNIA WATER TECHNOLOGIES	42,600 LBS FERROUS CHLORIDE	\$3,778.65	\$3,778.65
164676	6/15/2017	9719976	AT&T	SERV: 04/20/17 - 05/19/17	\$19.72	\$3,773.79
	6/15/2017	9720000		SERV: 04/20/17 - 05/19/17	\$179.97	
	6/15/2017	9719978		SERV: 04/20/17 - 05/19/17	\$3,574.10	
164624	6/8/2017	30987	CALIFORNIA WATER TECHNOLOGIES	42,160 LBS FERROUS CHLORIDE	\$3,706.52	\$3,706.52

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CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164711	6/15/2017	096020170601	PACIFIC GAS AND ELECTRIC	SERV TO 5/31/17 CATHODIC PROJECT	\$47.35	\$3,601.74
	6/15/2017	140120170606		SERV TO 06/04/17 IRVINGTON PS	\$27.46	
	6/15/2017	013720170606		SERV TO 06/05/17 BOYCE RD PS	\$2,674.59	
	6/15/2017	666720170601		SERV TO 05/31/17 PASEO PADRE PS	\$297.82	
	6/15/2017	892820170601		SERV TO 05/31/17 HAYWARD MARSH	\$54.53	
	6/15/2017	898220170601		SERV TO 5/31/17 FREMONT PS	\$223.71	
	6/15/2017	380420170601		SERV TO 05/31/17 CHERRY ST PS	\$276.28	
164714	6/15/2017	117470	R-2 ENGINEERING INC	MOYNO PUMP PARTS	\$3,380.35	\$3,380.35
164648	6/8/2017	609435	MISSION CLAY PRODUCTS LLC	ASTD CLAY COUPLINGS	\$3,367.58	\$3,367.58
164664	6/8/2017	20170601	VISION SERVICE PLAN - CA	JUNE 2017 VISION STMT	\$3,271.68	\$3,271.68
164657	6/8/2017	1783785003	SAN LEANDRO ELECTRIC SUPPLY	ASTD ELECTRICAL SUPPLIES	\$1,553.68	\$3,191.11
	6/8/2017	1781412001		EATON COMM EXPANSION CARD	\$1,340.05	
	6/8/2017	1786579001		6 CONDUIT HUBS	\$297.38	
164625	6/8/2017	17340599	CANON SOLUTIONS AMERICA INC	MONTHLY LEASE 6 CANON COLOR COPIERS	\$3,154.15	\$3,154.15

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164707	6/15/2017	33607402	MCMASTER SUPPLY INC	140 ASTD DRILL BITS	\$737.29	\$2,687.29
	6/15/2017	33596772		4 DIN-RAIL MOUNT AC EQUIPMENT CIRCUIT BREAKER	\$87.07	
	6/15/2017	34663629		ASTD PARTS & MATERIALS	\$314.13	
	6/15/2017	33778552		ASTD SMALL TOOLS	\$457.25	
	6/15/2017	33407993		2 COUPLINGS	\$64.82	
	6/15/2017	33768380		1 COMMUNICATION & SECURITY SYSTEM CABLE	\$129.13	
	6/15/2017	31920049		1 BUILD-A-MESSAGE STEEL TYPE STAMP SET	\$731.51	
	6/15/2017	34152889		ASTD PARTS & MATERIALS	\$166.09	
164700	6/15/2017	9441686012	GRAINGER INC	ASTD PARTS & MATERIALS	\$1,342.12	\$2,680.17
	6/15/2017	9438682016		2 HOOKUP WIRES	\$134.25	
	6/15/2017	9441328714		ASTD TOOLS	\$92.03	
	6/15/2017	9441328722		ASTD PARTS & MATERIALS	\$363.87	
	6/15/2017	9439968984		4 WIRE DUCTS	\$76.91	
	6/15/2017	9439576092		10 QUARTZ METAL HALIDE LAMPS	\$356.14	
	6/15/2017	9436982483		1 FLEX COUPLING	\$314.85	

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164631	6/8/2017	276813	***DO NOT USE*** CURTIS & TOMPKINS,	6 LAB SAMPLE ANALYSIS	\$130.00	\$2,575.00
	6/8/2017	276870		2 LAB SAMPLE ANALYSIS	\$60.00	
	6/8/2017	276822		20 LAB SAMPLE ANALYSIS	\$330.00	
	6/8/2017	276877		18 LAB SAMPLE ANALYSIS	\$1,995.00	
	6/8/2017	276850		1 LAB SAMPLE ANALYSIS	\$60.00	
164716	6/15/2017	9114	SAVIDGE CONSTRUCTION	REFUND # 20030	\$2,500.00	\$2,500.00
164626	6/8/2017	157854	CAROLLO ENGINEERS	FREMONT & PASEO PADRE LS IMPROVEMENTS	\$2,485.93	\$2,485.93
164655	6/8/2017	916003092678	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - JUN 2017	\$2,466.04	\$2,466.04
164662	6/8/2017	9786143697	VERIZON WIRELESS	WIRELESS SERV 04/21/17-05/20/17	\$2,367.50	\$2,367.50
164647	6/8/2017	32239090	MCMASTER SUPPLY INC	8 PACKS STEEL DRILLING SCREWS	\$81.70	\$2,342.03
	6/8/2017	33681255		1 3M HIGH-TEMPERATURE VBD FOAM TAPE	\$38.97	
	6/8/2017	33643359		ASTD PARTS & MATERIALS	\$287.42	
	6/8/2017	32574708		CREDIT FOR INV 29081386 - 2 ADAPTERS	\$-105.49	
	6/8/2017	32612792		16 WARNING SIGNS	\$566.22	
	6/8/2017	32544985		2 STATIONARY PLASTIC CHESTS	\$456.87	
	6/8/2017	32744392		ASTD PARTS & MATERIALS	\$1,016.34	
164653	6/8/2017	1302	QUANTUM RESOLVE INC	CRYSTAL REPORTS DEVELOPMENT FOR HANSEN	\$2,250.00	\$2,250.00
164724	6/15/2017	37244	VALLEY OIL COMPANY	200 GAL XLD 15-40 MOTOR OIL	\$1,993.06	\$1,993.06
164665	6/8/2017	38734	WECO INDUSTRIES LLC	CAMERA REPAIRS	\$1,892.53	\$1,892.53

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164641	6/8/2017	9435264610	GRAINGER INC	3 ROLLS ELECTRICAL TAPE	\$86.38	\$1,646.86
	6/8/2017	9430437773		ASTD PARTS & MATERIALS	\$31.89	
	6/8/2017	9430859190		ASTD PARTS & MATERIALS	\$470.87	
	6/8/2017	9430859182		ASTD PARTS & MATERIALS	\$342.51	
	6/8/2017	9432706654		1 LASER TACHOMETER	\$340.28	
	6/8/2017	9435810123		1 INTERIOR PANEL	\$126.55	
	6/8/2017	9430669615		1 PRESSURE SWITCH	\$248.38	
164708	6/15/2017	3169	M-I-C INC	WASTE GAS BURNER 3 H2O SITE GLASS	\$1,530.30	\$1,530.30
164634	6/8/2017	8549	E Z PLUMBING	REFUND # 19240	\$500.00	\$1,500.00
	6/8/2017	9033		REFUND # 20020	\$500.00	
	6/8/2017	9033.1		REFUND # 20019	\$500.00	
164717	6/15/2017	8701187841	SEW-EURODRIVE INC	GBT BELT DRIVE MOTOR	\$1,354.06	\$1,354.06
164701	6/15/2017	1791417	HANSON AGGREGATES INC	10.18 TONS 1/2 MED TYPE A AC-R	\$764.47	\$1,314.24
	6/15/2017	1793381		7.29 TONS 1/2 MED TYPE A AC-R	\$549.77	
164687	6/15/2017	20170525	DALE HARDWARE INC	05/17 - ASTD PARTS & MATERIALS	\$1,128.48	\$1,128.48
164627	6/8/2017	HVS1474	CDW GOVERNMENT LLC	1 CENTERVILLE PROJECTOR	\$39.27	\$1,021.20
	6/8/2017	HWQ2412		FY2017 RANDR	\$981.93	
164617	6/8/2017	592440	A-PRO PEST CONTROL INC	MAY PEST CONTROL	\$1,005.00	\$1,005.00
164693	6/15/2017	208715	FERGUSON WELDING SERVICE INC	FABRICATION OF 6X6X3 SS FLANGED TEE	\$987.75	\$987.75

**UNION SANITARY DISTRICT
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164668	6/8/2017	27353	WILEY PRICE & RADULOVICH LLP	LABOR & EMPLOYMENT LAW FEES	\$974.50	\$974.50
164688	6/15/2017	12317	DIABLO BOILER WORKS	PLANT BOILER EMISSIONS TESTING	\$966.00	\$966.00
164618	6/8/2017	9676594	AT&T	SERV: 04/13/17 - 05/12/17	\$757.02	\$952.54
	6/8/2017	9676596		SERV: 04/13/17 - 05/12/17	\$42.71	
	6/8/2017	9676598		SERV: 04/13/17 - 05/12/17	\$87.12	
	6/8/2017	9676597		SERV: 04/13/17 - 05/12/17	\$65.69	
164677	6/15/2017	145900	BABBITT BEARING CO INC	MIX PUMP 6A SHAFT CHROMING BABBITT	\$934.75	\$934.75
164685	6/15/2017	HXX1060	CDW GOVERNMENT LLC	CENTERVILLE PROJECTOR	\$909.83	\$909.83
164694	6/15/2017	20170612	ROSLYN FULLER	TRAVEL REIMB: PRIMA CONF LODGING/MILEAGE/PER DIEM/TAXI/MISC	\$821.16	\$821.16
164651	6/8/2017	20170531	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - MAY 2017	\$802.21	\$802.21
164613	6/8/2017	9063369041	AIRGAS NCN	4 CYL ARGON	\$637.33	\$637.33
164683	6/15/2017	4022309244	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$578.27	\$578.27
164695	6/15/2017	6083105379	G&K SERVICES CO	ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$16.27	\$571.72
	6/15/2017	6083108069		UNIFORM LAUNDERING SERVICE	\$299.34	
	6/15/2017	6083108070		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$16.27	
	6/15/2017	6083108067		UNIFORM LAUNDERING & RUGS	\$239.84	
164684	6/15/2017	1726	CASA	CONF REG: S. GHOSSAIN	\$550.00	\$550.00
164649	6/8/2017	1312586	MOBILE MODULAR MANAGEMENT CORFFMC	TRAILER RENTAL - MAY 2017	\$541.07	\$541.07

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CHECK REGISTER
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164620	6/8/2017	11938141	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$21.91	\$528.81
	6/8/2017	11938140		ASTD OFFICE SUPPLIES	\$50.44	
	6/8/2017	11936190		ASTD OFFICE SUPPLIES	\$225.65	
	6/8/2017	11933180		ASTD OFFICE SUPPLIES	\$27.78	
	6/8/2017	11933710		ASTD OFFICE SUPPLIES	\$203.03	
164639	6/8/2017	6083105377	G&K SERVICES CO	UNIFORM LAUNDERING & RUGS	\$241.40	\$528.37
	6/8/2017	6083105378		UNIFORM LAUNDERING SERVICE	\$286.97	
164727	6/15/2017	13972	WESTERN MACHINE & FAB INC	1 LOT MACHINE LIP OFF OF FLANGES	\$515.00	\$515.00
164720	6/15/2017	201170614	UNION PACIFIC RAILROAD CO	APPLICATION FEE - CAST IRON LINING PROJECT PHASE VI	\$505.00	\$505.00
164679	6/15/2017	9077	BENJAMIN FRANKLIN PLUMBING	REFUND # 20026	\$500.00	\$500.00
164704	6/15/2017	8622	PRAFULL JAIN	REFUND # 20042	\$500.00	\$500.00
164705	6/15/2017	8586	KRISTINA KNIGHT	REFUND # 20023	\$500.00	\$500.00
164706	6/15/2017	9089	LIL ROOTER	REFUND # 20038	\$500.00	\$500.00
164715	6/15/2017	9041	PAUL REEDER	REFUND # 20029	\$500.00	\$500.00
164718	6/15/2017	9100	STREAMLINE PLUMBING & DRAIN	REFUND # 20041	\$500.00	\$500.00
164616	6/8/2017	5162994	ALL INDUSTRIAL ELECTRIC SUPPLY	2 EMERGENCY LIGHTING BATTERIES	\$394.38	\$494.14
	6/8/2017	5162995		1 RELAY E-MECH TIMING REPEAT CYCLE DPDT	\$99.76	
164703	6/15/2017	944720170528	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - MAY 2017	\$493.66	\$493.66
164619	6/8/2017	1055703	BAY AREA NEWS GROUP EAST BAY	AD: NEWARK PS MOD VALVE & BOOST LINE MODS	\$458.64	\$458.64

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164621	6/8/2017	20170607	LAURIE BRENNER	EXP REIMB: FAST QTLY RECOGNITION	\$437.50	\$437.50
164713	6/15/2017	15148712	QUIKRETE NORTHERN CALIFORNIA	COLD PATCH	\$430.44	\$430.44
164678	6/15/2017	20272600	BECK'S SHOES	SAFETY SHOES: M. GHOURY	\$208.00	\$416.00
	6/15/2017	20252700		SAFETY SHOES: K. CLENNON	\$208.00	
164635	6/8/2017	8837	EAST BAY MUNI UTILITY DISTRICT	8 LAB SAMPLE ANALYSIS	\$400.00	\$400.00
164702	6/15/2017	602545282	HILLYARD/SAN FRANCISCO	5 CASES PAPER PLATES, BOWLS, AND LINERS	\$385.88	\$385.88
164644	6/8/2017	182715	JACK JAMES TOWING INC	TOW TRUCK T3272	\$350.00	\$350.00
164643	6/8/2017	602543657	HILLYARD/SAN FRANCISCO	5 CASES PAPER TOWELS, FACIAL TISSUE AND BOWLS	\$343.79	\$343.79
164663	6/8/2017	20170608	AUDREY VILLANUEVA	EXP REIMB: ICE CREAM SOCIAL - APRIL	\$335.00	\$335.00
164632	6/8/2017	20170607	CWEA	CLASS REG: MINCHACA/LEBON/SALDANA/DIOSDADO/CZAPKAY	\$325.00	\$325.00
164698	6/15/2017	1841079312	GOODYEAR COMM TIRE & SERV CTRS	2 TIRES	\$324.63	\$324.63
164614	6/8/2017	20160428.5	ENGINEERING FAIR - 2016 ALAMEDA COACSEF AWARD, JUNIOR- SECOND PLACE		\$300.00	\$300.00
164674	6/15/2017	1758423	ANALYSTS, INC.	12 LAB SAMPLE ANALYSIS	\$276.90	\$276.90
164667	6/8/2017	3757295	WESTERN ENERGY SYSTEMS	REMOTE ACCESS TO ADJ TEMP PARAMETERS CONGEN #2 ENGINE	\$270.00	\$270.00
164709	6/15/2017	24009828	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$254.05	\$254.05
164658	6/8/2017	20160928	TIMOTHY TEALE	EXP REIMB: MEALS/TAXI TRI-STATE SEMINAR	\$234.20	\$234.20
164660	6/8/2017	37231	VALLEY OIL COMPANY	1 DRUM DEF FLUID	\$214.29	\$214.29
164640	6/8/2017	2767713601	GLACIER ICE COMPANY INC	138 7-LB BAGS OF ICE	\$202.86	\$202.86
164675	6/15/2017	20170609	ROLLIE ARBOLANTE	EXP REIMB: CUSTOMER SERVICE TEAM 4TH Q SAFETY RECOGNITION	\$200.00	\$200.00

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164642	6/8/2017	3K9077	HARRINGTON INDUSTRIAL PLASTICS	ASTD PVC FITTINGS	\$191.09	\$191.09
164690	6/15/2017	1263	ELITE ANALYTICAL LABORATORIES	1 LAB SAMPLE ANALYSIS	\$190.00	\$190.00
164712	6/15/2017	20170613	MICHELLE POWELL	EXP REIMB: CASA CONF MEAL/TOLL/MILEAGE	\$177.12	\$177.12
164654	6/8/2017	117475	R-2 ENGINEERING INC	MOYNO PUMP REBUILD	\$161.23	\$161.23
164696	6/15/2017	20170609	SAMI GHOSAIN	EXP REIMB: SEXUAL HARASSMENT PREVENTION TRNG/PE LICENSE R	\$155.00	\$155.00
164699	6/15/2017	83436	GORILLA METALS	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$142.16	\$142.16
164726	6/15/2017	8048676596	VWR INTERNATIONAL LLC	ASTD LABORATORY SUPPLIES	\$137.24	\$137.24
164697	6/15/2017	20170612	MICHAEL GILL	EXP REIMB: AMAZON WEB SERVICES OFFSITE BACKUP	\$93.54	\$93.54
164673	6/15/2017	4047286120170606	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 06/05/17 - PASEO PADRE	\$82.22	\$82.22
164672	6/15/2017	1461	ALAMEDA COUNTY TREASURER	24 ASSESSOR MAPS	\$72.00	\$72.00
164630	6/8/2017	20160824	SOL COOPER	EXP REIMB: CPR/AED CERTIFICATION	\$65.00	\$65.00
164650	6/8/2017	24009114	MOTION INDUSTRIES INC	1 SLEEVE	\$55.39	\$55.39
164670	6/15/2017	9063860031	AIRGAS NCN	ASTD PARTS & MATERIALS	\$53.49	\$53.49
164692	6/15/2017	196246	EXAMINETICS	HEARING TEST	\$34.65	\$34.65
164628	6/8/2017	458860	CENTERVILLE SAW AND TOOL	1 SPEEDFEED	\$32.44	\$32.44
164710	6/15/2017	20170614	GUSTAVO OSEGUERA	REIMB FOR PRE-EMPLOYMENT LIVESCAN FEE	\$30.00	\$30.00
164725	6/15/2017	9786643189	VERIZON WIRELESS	WIRELESS SERV 05/02/17-06/01/17	\$26.70	\$26.70
164722	6/15/2017	9853217.1	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 05/26/17	\$16.90	\$16.90
164689	6/15/2017	201705234JH7840	DMV RENEWAL	PTI SERVICE FEE - FLAT BED TRAILER	\$10.00	\$10.00

**UNION SANITARY DISTRICT
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
164686	6/15/2017	297287	CENTERVILLE LOCKSMITH	3 YALE KEYS	\$6.42	\$6.42

Invoices:

Credit Memos :	1	-105.49
\$0 - \$1,000 :	136	41,702.71
\$1,000 - \$10,000 :	42	128,347.25
\$10,000 - \$100,000 :	13	272,418.51
Over \$100,000 :	0	
Total:	192	442,362.98

Checks:

\$0 - \$1,000 :	64	24,183.88
\$1,000 - \$10,000 :	41	143,211.17
\$10,000 - \$100,000 :	11	274,967.93
Over \$100,000 :		
Total:	116	442,362.98

Las Gallinas sanitary board considers scheduled sewer rate hike

By [Stephanie Weldy](#), Marin Independent Journal

Posted: 06/06/17, 4:35 PM PDT

The Las Gallinas Valley Sanitary District board on Thursday will consider a 3.8 percent increase in its sewer rates as part of the district's five-year plan.

The board will meet on the rate hike at 4:30 p.m. at the district office, 300 Smith Ranch Road in San Rafael.

"The board adopted a five-year rate plan two years ago," said Susan McGuire, administrative services manager for the district. "We're proposing a scheduled increase of \$32 per year for our sewer charge."

The rate under the proposal would jump from \$835 to \$867 a year, affecting some 30,000 customers in North San Rafael, including Terra Linda, Marinwood and Novato's Marin Valley Mobile Country Club.

The charge equates to \$2.38 a day, up from \$2.29 daily under the existing rate.

Multi-family units such as apartments, which typically use less water, would pay 90 percent of the service fee charged to single-family homes. Commercial customers pay fees based on usage and volume of chemicals needed to treat their wastewater.

Increased sewer service charges would become effective July 1, but the new rate would not be seen until property tax bills, which include sewer rates, are sent out in early fall, McGuire said.

The five-year service plan prompting the proposed rate increase was approved by the district board in 2015. Under the plan, rates could rise up to \$927 annually by the 2019-20 fiscal year, the last year included in the plan.

The rate jumped by 13.76 percent from \$734 to \$835 last year — the second year of the plan — boosting district revenue to \$12.9 million. Revenue under the existing proposal is set to increase to \$13.6 million.

Operating and maintenance costs also are expected to rise in the coming year by 2.3 percent, according to the district. Repairs, maintenance and legal costs are also anticipated to go up.

The rate increases are necessary to update aging infrastructure and meet regulatory requirements, said Mark Williams, general manager of the Las Gallinas Valley Sanitary District.

“Part of the upgrades are to avoid fines and meet regulatory requirements from the regional quality control board or air board,” he said.

The district has focused on upgrading a treatment plant that did not meet mandated copper effluent limits.

The plant, built in 1955 and last upgraded in 1982, operated under a cease-and-desist order issued by the San Francisco Regional Water Quality Control Board from 2009 to 2015.

Other improvements in the works include expansion of the district’s recycled water facility and increasing the capacity of sewer mains for wet weather and high-flow events.

Williams said the district recently wrapped up replacement of sewer and lower lateral pipelines in public and residential easements.

The Mercury News

San Jose: City sewers scheduled for repairs this summer

By Julia Baum | jbaum@bayareanewsgroup.com | Bay Area News Group
PUBLISHED: June 14, 2017

San Jose work crews will be using stealth construction techniques to fix parts of the city's network of sewage pipes.

Damaged pipes throughout districts 6, 9 and 10 will be replaced, including those in Glen Eyrie, Camden and Chynoweth avenues, Almaden Road and smaller residential streets.

Crews will examine approximately 11,168 feet of sewer segments to ensure the city's sanitary system runs smoothly and doesn't overflow into storm drains that dump stormwater into Coyote Creek and the Guadalupe River, both of which are major watersheds, public works deputy director Michael O'Connell said in an interview.

"(The city) is constantly evaluating how much room is in the sewer system so we never overflow the system and have a sanitary system overflow," O'Connell said.

The work is part of the city's Sanitary Sewer Repair Program, which manages "sanitary sewer mains that are within 200 feet of a creek and have structural defects," according to a memo from public works director Barry Ng.

Remote-controlled cameras were previously lowered into the sewers to take pictures of the pipes after they were cleaned to analyze their condition. There are roughly 50 vitrified clay pipe segments measuring about 6 to 21 inches in diameter that "have known defects and are crossing over a storm sewer," according to the memo. All will either be fully removed and replaced, repaired or inserted with a synthetic liner O'Connell compared to a "tube sock dipped in fiberglass resin" to seal any cracks.

Once the liner is placed inside the pipe and inflated with steam, O'Connell said it "will assume the shape of whatever pipe we blow it up inside." A few segments will have flushing inlets replaced with new sewer manholes, and some wider pipes could be added to increase the sewer system's capacity, helping reduce the potential for an overflow.

Using this trenchless method for pipe repairs is less intrusive to neighborhoods, O'Connell said, and can also save taxpayers money by extending the life of a pipe.

"When you do a liner, you don't have to tear up the street," he added. "When no one knows a sewer's there, we're doing our job."

The work is expected to total about \$1.4 million, which will be paid from the Sewer Service and Use Charge Capital Improvement Fund.

The work is scheduled to start in August and should be finished by early next year, according to the city.

State presses St. Helena to upgrade sewer plant

By: [JESSE DUARTE](#) Jun 14, 2017

A regulatory agency is still pressuring St. Helena to upgrade its wastewater treatment plant.

The St. Helena City Council on Tuesday approved \$686,000 in new contracts with consultants, in response to a Notice of Violation issued against the plant by the Bay Area Regional Water Quality Control Board.

The council approved a contract of up to \$610,276 with Larry Walker and Associates to monitor the groundwater adjacent to the plant. The city hopes the actual cost will be much lower if it can negotiate a cheaper monitoring plan with the water board.

The council also added \$76,130 to the city's contract with GHD, for a total of \$363,494, for a feasibility study looking at how to upgrade the plant.

The water board issued a new permit in 2016 requiring the plant to meet more stringent standards for the treatment of biochemical oxygen demand and total suspended solids. The board simultaneously issued a cease-and-desist order laying out a schedule for the plant to come into compliance with the new standards.

The city conducted a feasibility study on how to upgrade the plant. The city sent the study to the board in time for a May 1 deadline, but had already alerted the board that it would not be able to conduct meaningful groundwater studies by that time due to heavy rainfall that saturated the ground.

The board responded on May 25 with a Notice of Violation saying that the city's groundwater studies had been inadequate and calling the feasibility study "unacceptable because it does not evaluate the anticipated effectiveness or reliability of each option considered."

The board also told the city to install 16 groundwater monitoring wells at 200-foot intervals to monitor the wastewater plume along the southern border of the plant's spray fields. The city had proposed only three wells.

The city responded by offering to complete the required studies as soon as possible, but it said the board's request for 16 wells was excessive and extremely expensive, with an estimated cost of \$610,276.

Public Works Director Erica Ahmann Smithies told the council she's trying to negotiate a reduced number of wells that would reduce the city's costs.

Half Moon Bay Review

Swelling sewer costs strain budgets

By Sara Hayden *Jun 14, 2017*

The proposed Sewer Authority Mid-Coastside 2017-2018 budget recommends that member agencies pay higher assessments than previous years, and at an expedited rate. That could lead to higher fees for the Coastside community in future years.

By the end of April, SAM's reserve levels had fallen below its target minimum by more than \$729,400. The agency, which is a joint powers authority for the city of Half Moon Bay, the Granada Community Services District and the Montara Water and Sanitation District, now requests that the agencies help meet its total reserve goal of more than \$2.1 million.

To manage cashflow, the budget also proposes that the agencies provide cash upfront, paying infrastructure assessments in installments of six equal payments over the first half of the fiscal year as opposed to 12 installments over the course of a full fiscal year.

"That will make it more challenging," GCSO Assistant General Manager Delia Comito said.

While SAM staff researches grants and loans to alleviate some of the burden, the proposed budget recommends collecting a total of nearly \$3 million from the city of Half Moon Bay, \$1.6 million from GCSO and \$1.4 million from MWSD — reflecting increases related to infrastructure projects.

"There is an immediate need for us all to urgently replace existing infrastructure," MWSD General Manager Clemens Heldmaier said.

Member agencies depend on SAM for wastewater treatment, as well as contract services to clean and maintain sewer infrastructure.

Within the last year there have been multiple main breaks in SAM's aging system. March wrought the largest, leading enough sewage to fill an Olympic-sized swimming pool to be emptied into the ocean.

In the past, SAM officials said one of the challenges in taking preventative action has been getting member agencies on the same page. SAM Executive Director Beverli Marshall said she believes that longer-term capital and strategic plans that member agencies approved in the spring will help.

"We agree the most important thing we need to do is stop spilling," Marshall said. "I think it's improving because now we actually have a plan to get stuff done."

Prior to the March breach, Half Moon Bay initially budgeted for SAM services based on a standard annual 3 percent increase. However, the recommended contributions for 2017-2018 were exponentially higher than that.

“Clearly, we don’t have that level of reserves and couldn’t pay that,” City Manager Magda González said. SAM has since adjusted its fund recommendations.

The other agencies are also bracing for the impact.

“(MWSD) can comfortably afford the planned tapping into the reserves, but we don’t want to take out much more,” Heldmaier said.

As it stands, taking out SAM’s recommended contribution would leave the MWSD capital reserve fund nearly 8 percent short of its target minimum of \$2,679,500, an amount that would cover two months of expenses.

“We want to strive to fill that hole up,” Heldmaier said.

Typically agencies have two options to balance a budget. They can cut costs or increase revenue. But where sewers are concerned, reducing services isn’t practical, Heldmaier said.

That leaves one course of action.

“It will definitely impact us,” Comito said. “At some point we’ll probably have to raise rates.”

GCSD’s reserves can absorb the impact, but it will ultimately affect constituents.

It’s too early to tell by how much.

Now, the proposed SAM budget will go before each member agency for consideration and then be collectively reviewed once more.