

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING  
AUTHORITY  
OCTOBER 12, 2020**

**Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, October 12, 2020, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.**

**CALL TO ORDER**

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

**SALUTE TO THE FLAG**

**ROLL CALL**

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

STAFF: Paul Eldredge, General Manager/District Engineer  
Karen Murphy, District Counsel  
Mark Carlson, Business Services Manager/CFO  
Sami Ghossain, Technical Services Manager  
Armando Lopez, Treatment and Disposal Services Manager  
James Schofield, Collection Services Manager  
Robert Simonich, Fabrication Construction and Maintenance Manager  
Gene Boucher, Human Resources Manager  
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF SEPTEMBER 23, 2020**

It was moved by Director Toy, seconded by Secretary Lathi, to Approve the Minutes of the Special Board Meeting of September 23, 2020. Motion carried with the following vote:

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

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF SEPTEMBER 28, 2020**

It was moved by Secretary Lathi, seconded by Director Toy, to Approve the Minutes of the Board Meeting of September 28, 2020. Motion carried with the following vote:

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

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF SEPTEMBER 29, 2020**

It was moved by Director Fernandez, seconded by Director Toy, to Approve the Minutes of the Special Board Meeting of September 29, 2020. Motion carried with the following vote:

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

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF OCTOBER 1, 2020**

It was moved by Director Toy, seconded by Director Fernandez, to Approve the Minutes of the Special Board Meeting of October 1, 2020. Motion carried with the following vote:

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

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF OCTOBER 5, 2020**

It was moved by Director Toy, seconded by Secretary Lathi, to Approve the Minutes of the Special Board Meeting of October 5, 2020. Motion carried with the following vote:

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

**WRITTEN COMMUNICATIONS**

There were no written communications.

**PUBLIC COMMENT**

There was no public comment.

**REVIEW AND CONSIDER APPROVAL OF PUBLICLY AVAILBLE PAY SCHEDULE FOR UNCLASSIFIED STAFF**

This item was reviewed by the Personnel Committee. Human Resources Manager Boucher stated details of salary changes were outlined in the Board meeting packet. The raise given to Unclassified Staff was consistent with the Memorandum of Understanding and the raise previously given to Classified Staff. Staff recommended the Board approve the Publicly Available Pay Schedule for Unclassified Staff effective September 1, 2020, which will be posted and retained in accordance with CalPERS requirements.

It was moved by Secretary Lathi, seconded by Vice President Kite, to Approve the Publicly Available Pay Schedule for Unclassified Staff Effective September 1, 2020. Motion carried with the following vote:

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

**AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 2 WITH CAROLLO ENGINEERS, INC. FOR THE AERATION BLOWER NO. 11 PROJECT**

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the purpose of the Task Order was to authorize engineering services during construction for the Aeration Blower No. 11 Project. The scope of services and fees for Task Order No. 2 were summarized in the Board meeting packet. The Task Order's total not-to-exceed amount was 4.5% of the construction contract amount of \$1,652,000. Staff expects to issue the Notice to Proceed to Western Water Constructors, Inc. in October 2020 and anticipates construction to be completed by October 2021. Staff recommended the Board authorize the General Manager to execute Task Order No. 2 with Carollo Engineers, Inc. in the amount of \$74,705 to provide engineering services during construction for the Aeration Blower No. 11 Project.

It was moved by Vice President Kite, seconded by Secretary Lathi, to Authorize the General Manager to Execute Task Order No. 1 with Carollo Engineers, Inc. in the Amount of \$74,705 to Provide Engineering Services During Construction for the Aeration Blower No. 11 Project. Motion carried with the following vote:

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

**CALPERS ACTUARIAL VALUATION AS OF JUNE 20, 2020 WITH PROJECTED FUTURE CONTRIBUTIONS**

This item was reviewed by the Budget & Finance Committee. General Manager Eldredge stated the agenda incorrectly showed this would be a motion item, but the item was informational as correctly indicated by the staff report. Business Services Manager/CFO Carlson stated this report is submitted annually to the Board to provide information on the status of the CalPERS pension plan provided to its employees. The District annually receives a pension valuation from the California Public Employees' Retirement System (CalPERS) regarding the status of its pension plan. The valuation, Actuarial Valuation as of June 30, 2019 for the Miscellaneous Plan, was included in the Board meeting packet. The District's pension payments consist of three components: Employers Normal Cost, Employers Unfunded Accrued Liability, and Employee Contribution. A detailed breakdown of said costs was included in the report for this item.

**CONSIDER FOURTH AMENDED AND RESTATED EMPLOYMENT AGREEMENT BETWEEN UNION SANITARY DISTRICT AND PAUL R. ELDREDGE**

District Counsel Murphy stated the General Manager's performance evaluation took place on September 23 and October 1, 2020, and the Board met with its designated ad hoc subcommittee on October 1, 2020. The following amendments were agreed upon: (1) an increase in salary to \$300,229.16, or approximately 3.25%; and (2) a one-time payment of \$5,000.00. Staff recommended the Board approve the Fourth Amended and Restated Employment Agreement in the form included in the Board Packet.

It was moved by Vice President Kite, seconded by Director Fernandez, to Approve the Fourth Amended and Restated Employment Agreement as Included in the Board Packet. Motion carried with the following vote:

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

**INFORMATION ITEMS:**

**Report on the East Bay Dischargers Authority Meeting of September 17, 2020**

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

**COVID-19 Update**

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

**Check Register**

Staff responded to Boardmember questions regarding the check register.

**COMMITTEE MEETING REPORTS:**

The Budget & Finance, Personnel, and Engineering and Information Technology met.

**GENERAL MANAGER'S REPORT:**

General Manager Eldredge stated the following:

- General Manager Eldredge will meet with the State Water Resources Control Board next week to discuss SRF funding for District projects.
- District staff will soon reach out to state and local elected officials to seek their support for SRF funding applications.
- The San Francisco Bay Regional Water Quality Control Board will consider the District's Wet Weather Outfall Permit next week.
- The District's WIFIA pre-application will be submitted to see if the District will be able to submit an application for funding.


**OTHER BUSINESS:**

There was no other business


**ADJOURNMENT:**

The meeting was adjourned at 4:36 p.m. to the next Regular Board Meeting to be held virtually at 4:00 p.m. on Monday, October 26, 2020.

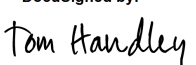
SUBMITTED:

DocuSigned by:  
  
REGINA McEVOY  
BOARD CLERK

ATTEST:

DocuSigned by:  
  
ANJALI LATHI  
SECRETARY

APPROVED:

DocuSigned by:  
  
TOM HANDLEY  
PRESIDENT

Adopted this 26<sup>th</sup> day of October 2020

## Certificate Of Completion

Envelope Id: 62C8DE82C0EB4EB5A4EE5D6BC49CAFD3	Status: Completed
Subject: USD Requests you please DocuSign: 10122020 Minutes.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26

## Record Tracking

Status: Original	Holder: Regina McEvoy	Location: DocuSign
11/5/2020 4:21:02 PM	Reginam@unionsanitary.ca.gov	

## Signer Events

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

## Signature

DocuSigned by:  
  
 C0CC5EF393E9442...

Signature Adoption: Pre-selected Style  
 Using IP Address: 107.3.183.199  
 Signed using mobile

## Timestamp

Sent: 11/5/2020 4:22:04 PM  
 Viewed: 11/5/2020 7:13:13 PM  
 Signed: 11/5/2020 7:13:43 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/29/2020 3:22:28 PM  
 ID: 96cab493-de11-462b-98b8-851bd2f945b4

Anjali Lathi  
 alathi@unionsanitary.ca.gov  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 3397E6A1ED28476...

Signature Adoption: Drawn on Device  
 Using IP Address: 107.196.101.34  
 Signed using mobile

Sent: 11/5/2020 7:13:44 PM  
 Viewed: 11/6/2020 12:54:08 PM  
 Signed: 11/6/2020 12:54:23 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/30/2020 11:15:31 PM  
 ID: f001f527-25b1-4fc8-8a4a-7e058dfbba25

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

DocuSigned by:  
  
 E550CBBC143D4D7...

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.227.238.26

Sent: 11/6/2020 12:54:24 PM  
 Viewed: 11/6/2020 2:12:06 PM  
 Signed: 11/6/2020 2:12:20 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	11/5/2020 4:22:04 PM
Certified Delivered	Security Checked	11/6/2020 2:12:06 PM
Signing Complete	Security Checked	11/6/2020 2:12:20 PM
Completed	Security Checked	11/6/2020 2:12:20 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---