

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
February 8, 2021**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, February 8, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

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

SALUTE TO THE FLAG

ROLL CALL

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

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF JANUARY 20, 2021

It was moved by Director Fernandez, seconded by Director Toy, to Approve the Minutes of the Special Board Meeting of January 20, 2021. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF JANUARY 25, 2021

It was moved by Director Toy, seconded by Secretary Lathi, to Approve the Minutes of the Board Meeting of January 25, 2021. Motion carried with the following vote:

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

APPROVE MINUTES OF THE UNION SANITARY DISTRICT SPECIAL BOARD MEETING OF JANUARY 27, 2021

It was moved by Vice President Kite, seconded by Secretary Lathi, to Approve the Minutes of the Special Board Meeting of January 27, 2021. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
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 POLICY NO. 2755, PROCUREMENT POLICY

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated the Board reviewed and provided feedback regarding proposed revisions to the Procurement Policy at the Board workshop held January 20, 2021. There was a discussion regarding the proposed increase to the Coaches purchasing authority, staff presented additional information and the Board agreed to go with staff's recommendation. Additional text was added at the bottom of Attachment A to memorialize specific language pertaining to change orders. Staff recommended the Board review and consider approval of Policy No. 2755, Procurement Policy.

It was moved by Secretary Lathi, seconded by Vice President Kite, to Approve Policy No. 2755, Procurement Policy. Motion carried with the following vote:

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

ABSENT: None

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2075, SURPLUS PROPERTY DISPOSAL POLICY

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated there were no recommended changes to Policy No. 2075, Surplus Property Disposal Policy. Staff made minor administrative updates and clarifications to the Policy. Policy No. 2075 requires review and approval by the Board of Directors every three years. Staff recommended the Board review and consider approval of Policy No. 2075, Surplus Property Disposal Policy.

It was moved by Director Toy, seconded by Vice President Kite, to Approve Policy No. 2075, Surplus Property Disposal Policy. Motion carried with the following vote:

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

AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER NO. 14 WITH BROWN AND CALDWELL FOR THE STEP II PLANT SUBSURFACE INVESTIGATION

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 annual groundwater monitoring services for the subsurface investigation at the Alvarado Wastewater Treatment Plant for years 2021 through 2025. The scope of services of Task Order No. 14 with Brown and Caldwell will include project management, groundwater sampling, analysis field activities, and monitoring reports for five years. Staff recommended the Board authorize the General Manger to execute Task Order No. 14 with Brown and Caldwell in the amount of \$50,242, for years 2021 through 2025, to provide annual groundwater monitoring services at the Alvarado Wastewater Treatment Plant for the Step II Plant Subsurface Investigation.

It was moved by Secretary Lathi, seconded by Director Toy, to Authorize the General Manager to Execute Task Order No. 14 with Brown and Caldwell in the Amount of \$50,242, for Years 2021 through 2025, to Provide Annual Groundwater Monitoring Services at the Alvarado Wastewater Treatment Plant for the Step II Plant Subsurface Investigation. Motion carried with the following vote:

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

RECEIVE UPDATE ON DISTRICT BRANDING INITIATIVE AND PROVIDE DIRECTION

Executive Assistant to the General Manger/Board Clerk McEvoy stated staff worked with Pier 2 Marketing to develop branding concepts. The Board was involved in the process and provided feedback during a series of Board workshops. The Board previously

directed staff to choose the final concept. A branding survey was sent to all District employees and the concept overwhelmingly preferred by staff was featured in the Board meeting packet. The Board directed staff to research actions required for the Board to consider a potential name change and present the findings at a future Board meeting.

INFORMATION ITEMS:

COVID-19 Update

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

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

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

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated the following:

- The Enhanced Treatment and Site Upgrade Phase 1 Update Board Workshop will be conducted virtually on Tuesday, February 9, 2021.
- General Manager Eldredge expressed appreciation to the Board for their support as staff worked to accomplish significant updates to the Procurement Policy.

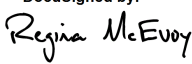
OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 4:25 p.m. to a Board Workshop to be held virtually at 4:00 p.m. on Tuesday, February 9, 2021.

SUBMITTED:


DocuSigned by:

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REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

3397E6A1ED28476
ANJALI LATHI
SECRETARY

APPROVED:

DocuSigned by:

C0CC5FE393F9442
TOM HANDLEY
PRESIDENT

Adopted this 22nd day of February 2021

Certificate Of Completion

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| Subject: USD Requests you Please DocuSign: 02082021 Minutes.pdf | |
| Source Envelope: | |
| Document Pages: 4 | 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

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| Status: Original 2/23/2021 3:32:16 PM | Holder: Regina McEvoy Reginam@unionsanitary.ca.gov | Location: DocuSign |
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Signer Events

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

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 107.3.183.199

Timestamp

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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: 108.195.185.4
Signed using mobile

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Electronic Record and Signature Disclosure:
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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:

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

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Signed: 3/3/2021 9:50:57 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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

| Carbon Copy Events | Status | Timestamp |
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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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| Envelope Summary Events | Status | Timestamps |
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| Completed | Security Checked | 3/3/2021 9:50:57 AM |

| Payment Events | Status | Timestamps |
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| Electronic Record and Signature Disclosure |
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