



**BOARD MEETING AGENDA**  
**Monday, September 23, 2013**  
**Regular Meeting - 7:00 P.M.**

**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
- Motion 4. Minutes of the September 9, 2013 Regular Board Meeting.  
*Motion approving the Minutes of September 9, 2013 as submitted.*
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.*
- Information 7. Monthly Operations Report for August, 2013 (to be reviewed by the Budget & Finance Committee).
- Motion 8. Resolution No. 2716, Accepting the Construction of the Boyce Road Lift Station Project from GSE Construction Company, Inc., and Authorizing the Attorney for the District to Record a Notice of Completion (Bosick) (to be reviewed by the Construction Committee).
- Motion 9. Approving The Publicly Available Pay Schedule (to be reviewed by the Personnel Committee).
- Motion 10. Reviewing and Approving Proposed Changes to Policy 2930, Inspection of Public Records and Duplication Charge Policy (to be reviewed by the Legal and Community Affairs Committee).
- Motion 11. Adopting an Investment Policy for FY14 (to be reviewed by the Budget & Finance Committee).

INFORMATION ITEMS

12. Reviewing the Draft Newsletter and Providing Comments to Staff (to be reviewed by the Legal/Community Affairs Committee).

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13. Check Register.

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- 13.1 EBDA Commission Meeting Report

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14. Committee Meeting Reports *(No Board action is taken at Committee meetings)*:
  - ✓ *Personnel, Tuesday, 9/17/13 at 4:00 p.m.*
  - ✓ *Budget & Finance, Wednesday, 9/18/13 at 2:00 p.m.*
  - ✓ *Legal/Community Affairs, Wednesday, 9/18/13 at 5:00 p.m.*
  - ✓ *Construction, Thursday, 9/19/13 at 4:00 p.m.*

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15. General Manager's Report *(information on recent issues of interest to the Board)*.

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16. Other Business:
  - ✓ *Comments and questions. Directors can share information relating to District business and are welcome to request information from staff.*
  - ✓ *Scheduling matters for future consideration.*

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17. Adjournment – The Board will adjourn to a Closed Session to Discuss the Discipline of a Public Employee in Accordance with Ca. Government Code Section 54957.

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18. Adjournment – The Board will then adjourn to the next Regular Board Meeting on Monday, October 14, 2013 in the Boardroom at 7:00 p.m.

The Public is welcome to provide oral comments at Regular and Special Board meetings. Whenever possible, we request that written statements be provided to the 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 scheduled. Oral Communications is limited to three minutes per individual, with a maximum of 30 minutes per subject. Speaker's cards are available in the Boardroom and should be completed prior to discussion of the agenda item and handed to the Clerk. The facilities at the District Offices are wheelchair accessible. Any attendee requiring other special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least one working day ahead of the meeting.

THE PUBLIC IS WELCOME TO ATTEND.



5072 Benson Road  
Union City, CA 94587  
(510) 477-7500

## NOTICE OF COMMITTEE MEETING

All meetings will be held in the  
General Manager's Office

**BOARD MEETING**  
**September 23, 2013**

### **Committee Membership:**

Budget and Finance	Directors Jennifer Toy and Pat Kiite (Alt. - Anjali Lathi)
Construction Committee	Directors Tom Handley and Manny Fernandez (Alt. – Pat Kite)
Legal/Community Affairs	Directors Anjali Lathi and Tom Handley (Alt. – Manny Fernandez)
Legislative Committee	Directors Pat Kite and Anjali Lathi (Alt. – Tom Handley)
Personnel Committee	Directors Jennifer Toy and Manny Fernandez (Alt. – Anjali Lathi)
Audit Committee	Directors Jennifer Toy and Tom Handley

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### ***Personnel, Tuesday, 9/17/13 at 4:00 p.m.***

9. Approving The Publicly Available Pay Schedule
- 

### ***Budget & Finance, Wednesday, 9/18/13 at 2:00 p.m.***

7. Monthly Operations Report for August, 2013
  11. Adopting an Investment Policy for FY14
- 

### ***Legal/Community Affairs, Wednesday, 9/18/13 at 5:00 p.m.***

10. Reviewing and Approving Proposed Changes to Policy 2930, Inspection of Public Records and Duplication Charge Policy
  12. Reviewing the Draft Newsletter and Providing Comments to Staff
- 

### ***Construction, Thursday, 9/19/13 at 4:00 p.m.***

8. Resolution No. 2716, Accepting the Construction of the Boyce Road Lift Station Project from GSE Construction Company, Inc., and Authorizing the Attorney for the District to Record a Notice of Completion

Committee Meetings are open to the public. Only written comments will be considered. No action will be taken.
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Committee meetings may include teleconference participation by one or more Directors .  
(Gov. Code Section 11123)

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF  
UNION SANITARY DISTRICT  
SEPTEMBER 9, 2013**

**1. CALL TO ORDER**

President Lathi called the Board to Order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

ABSENT: None

STAFF: Rich Currie, General Manager  
Rich Cortes, Manager, Business Services  
Sami Ghossain, Coach, CIP Team  
Jesse Gill, Manager, Technical Support & Customer Service  
Tim Grillo, Coach, R&S Team  
Dave Livingston, Manager, Treatment & Disposal Services  
Ed McCormick, Deputy General Manager  
Andy Morrison, Manager, Collection Services  
David O'Hara, Legal Counsel  
Robert Simonich, Manager, Fabrication, Maintenance & Construction  
Donna Wies, Quality Coordinator  
Tom Graves, Assistant to the General Manager/Board Secretary

CONSULTANTS: Jeremy Lowe, Sr. Coastal Morphologist  
Environmental Science Associates/  
Philip Williams & Associates

VISITORS: None

4. **APPROVAL OF THE MINUTES OF AUGUST 26, 2013**

Action

On a motion made by Director Kite and seconded by Director Fernandez, the Minutes of the Board of Directors Meeting of August 26, 2013 were approved. The motion carried unanimously (Director Handley abstaining).

Director Kite asked about the type of pipe being used on Jarvis Avenue. Sami Ghossain indicated it is PVC pipe.

5. **WRITTEN COMMUNICATIONS**

There were no official written communications.

6. **ORAL COMMUNICATIONS**

There were no oral communications.

7. **RESOLUTION NO. 2715, ACCEPTING ONE SANITARY SEWER EASEMENT AND QUITCLAIMING AN EXISTING SANITARY SEWER EASEMENT LOCATED AT 1555 ATLANTIC STREET IN THE CITY OF UNION CITY.**

Action

On a motion made by Director Toy and seconded by Director Fernandez, the Board adopted Resolution 2715, accepting one sanitary sewer easement and quitclaiming an existing sanitary sewer easement located at 1555 Atlantic Street in the City of Union City. The motion carried unanimously.

**INFORMATION ITEMS**

8. **REPORT FROM CASA CONFERENCE.**

Rich Currie said that three individuals from the District attended this conference; Ed McCormick, Michelle Powell, and himself. The theme was on wastewater as the utility of the future, in that wastewater is losing its stigma and becoming more of a resource for water and energy, etc.

On legislation, there is serious consideration by some to severely reduce or eliminate federal tax exempt municipal bonds. This would be a loss to local governments and investors, but would generate billions for the federal government.

CASA dues will be increasing by 4%. It is the first increase since 2009. And, finally, Steve Hogg is slated to be the new president of CASA.

**9. SEA LEVEL RISE VULNERABILITY AND ADAPTATION STUDY.**

Note:

This item was taken out of agenda order after Item 6.

Jeremy Lowe, Sr. Coastal Morphologist with ESA PWA, presented a PowerPoint presentation on sea level rise and the District's vulnerability, given certain scenarios over the next century. The PowerPoint is an accompaniment to his report on Sea Level Rise and Vulnerability.

Director Kite asked about cities and how they continue to build along shorelines.

The Board requested copies of the report, and Donna Wies said she would send it.

**10. CHECK REGISTER.**

There were questions from Directors Handley (single line telephones, underground fuel storage); Fernandez (Vactor truck rental); and Kite (airport parking).

**11. COMMITTEE MEETING REPORTS**

The following committees met: Construction, Legal/Community Affairs and Legislative.

**12. GENERAL MANAGER'S REPORT**

Rich Currie reported that the CWEA Conference that is slated for April of next year has requested us to be one of the sites for tours for conference attendees, and we have accepted. Conferees will arrive here on busses from the conference site in Santa Clara.

Regarding the effluent leak at Hayward Marsh, the Board will recall that temporary measures were taken to stop the leak until permanent repairs could be made. We will now begin making those permanent repairs next week.

The EBDA Operations Maintenance Committee will be meeting here next Monday at 9:00 a.m., and then will tour the EBDA Pump Station.

Tom Graves has been advising Fairfield-Suisun Sewer District on their paperless agenda initiative.

**12. GENERAL MANAGER'S REPORT (continued)**

Mr. Currie asked Mr. Ghossain or Mr. Gill to report on the I-680 at Sabercat tunneling project. Mr. Ghossain said that during the past couple of weeks, the tunnel machine has been hitting concrete, which has slowed the project down significantly. The concrete has to be jackhammered out, and it all must be done by hand. The good news is that the tunnel is now fifty feet past the edge of the freeway and the concrete seems not to be an issue now. The tunnel is on grade, and conditions are favorable.

Director Fernandez asked if the concrete difficulties would contribute to higher costs, and Mr. Ghossain said that costs would definitely go up because of it.

**13. OTHER BUSINESS**

There was no other business.

**14. ADJOURNMENT**

At 8:05 p.m., the Board adjourned to the next Regular Board Meeting on Monday, September 23, 2013 at 7:00 p.m. in the Boardroom.

SUBMITTED:

ATTEST:

\_\_\_\_\_  
TOM GRAVES  
SECRETARY TO THE BOARD

\_\_\_\_\_  
JENNIFER TOY  
SECRETARY

APPROVED:

\_\_\_\_\_  
ANJALI LATHI  
PRESIDENT

Adopted this 23rd day of September, 2013.

# Monthly Operations Report

For the Month of  
August, 2013

Presented at the September 23, 2013  
Board Meeting

## Table of Contents

General Manager's Summary	9
Hours Worked	10
Odor Report	11
Odor Report GIS Map	12
Business Services Group Activities Report	13
Revenues & Expenses	14
Portfolio Holdings – Chart	16
Portfolio Holdings – Distribution by Asset Class	17
Portfolio Holdings – By Transaction	18
Collection Services Monthly Activity Report	21
T&D Monthly Activity Report	23
FMC Monthly Activity Report	26
TSCS Monthly Activity Report	28



## GENERAL MANAGER'S SUMMARY

Below is a summary of major activities that occurred at the District during August 2013.

**ODOR COMPLAINTS:** USD received 3 odor complaints related to the collection system. None of the odors were the responsibility of USD.

**SAFETY:** There were no accidents or injuries during the month. The new safety strategy for FY14 has been developed.

**FINANCIAL:** The single audit associated with federal funding under the SRF loan program was initiated by the Auditors. The Auditors were also on site this month for the Annual Audit for Fiscal Year 2013.

**COLLECTION SYSTEM:** The group completed the month of August with no spills. A kickoff meeting was held for the lateral pilot study.

**PLANT OPERATIONS:** USD was notified by NACWA on receiving the Gold Award for 2012 for zero discharge violations.

**PROJECTS:**

- Sent RFP for development of the Capital Projects Data Management System.
- Began tunnel boring on the Sabercat crossing of I-680.
- Completed upgrade of Centrifuge control systems.
- Completed the Cast Iron Pipe repair project, Phase IV.

**STAFFING & PERSONNEL:** Recruitment was initiated for the TSCS Manager position. Robert Simonich celebrated his 25 year anniversary with the District. New employee Theresa Rodriguez began work as an Administrative Specialist in the FMC group.

**G.M. ACTIVITIES:** For the month of August, the GM was involved in the following:

- CASA conference in San Diego, including presentation on staff development
- Annual performance evaluations for GM staff.
- Strategic Planning
- Working on internal committees and task forces including safety committee, alternate compensation task force, and records management.

# **HOURS WORKED AND LEAVE TIME BY WORK GROUP**

June 29, 2013 to August 23, 2013

DIVISION	Reg.	Lt Duty	O/T	Total				Historical FY13			
	Hours			Leaves*	Sick	STD	WC	Sick	STD	WC	
General Manager Staff	977			183 16%	20 1.7%			110 1.7%			Average Number of Employees 132
Business Service	6,253		1	787 11%	40 0.6%			713 1.6%	211 0.5%		Current Number of Vacant Positions (1) 1
Technical Service	8,719		22	1,202 12%	197 2.0%			2,190 3.4%	499 0.8%		
Collection System	7,943		424	1,977 20%	351 3.5%	121 1.2%	1 0.0%	1,565 2.5%	235 0.4%	124 0.2%	Hours Worked Per Week Per Employee (2) 34.84
Treatment & Disposal	6,353		137	1,314 17%	190 2.5%	194 2.5%		971 2.0%	144 0.3%		
FMC	5,596		326	884 14%	159 2.4%			1,265 3.1%	74 0.2%	33 0.1%	Projected Average Annual Sick Leave Per Employee (3) 47.10
<b>Totals</b>	<b>35,841</b>		<b>909</b>	<b>6,347</b>	<b>955</b>	<b>315</b>	<b>1</b>	<b>6,814</b>	<b>1,163</b>	<b>157</b>	
%	85.0%		2.2%	15.0%	2.3%	0.7%	0.0%	2.4%	0.5%	1.3%	

(1) Current vacancies include: Business Services (0), Collections (0), FMC (0), T&D (0), TSCS (1)

(2) An employee using 3 weeks vacation, 11 holidays, 2 HEC days and 40 hours of sick leave will work an average of 34.9 hours per week over the course of a year.  
With four weeks vacation, 34.2 hours per week.

(3) Target goal for sick leave incentive program is 47 hours per employee per year.



## **ODOR REPORT August 2013**

During the recording period from August 01, 2013 through August 31, 2013, there were three odor related service requests received by the District.

### **City: Fremont**

#### **1. Complaint Details:**

*Date:* 8/2/2013

*Location:* ROBIN ST

*Wind (from):* Southwest

*Temperature:*

*Time:* 6:50 pm

*Reported By:* Peter Villalobos

*Wind Speed:* mph

*63 Degrees F Weather:* Sunny

#### **Response and Follow-up:**

Customer reported a bad smell within the house. Inspected sewer manholes in the area, and did not find any stoppages. No odors were detected inside or outside the home.

#### **2. Complaint Details:**

*Date:* 8/15/2013

*Location:* WASHINGTON AV

*Wind (from):* Northwest

*Temperature:*

*Time:* 12:35 pm

*Reported By:* Patricia Lutrell

*Wind Speed:* 15 mph

*80 Degrees F Weather:* Sunny

#### **Response and Follow-up:**

Customer reported odor emanating from a storm drain. Inspected manholes in the area and did not find any problems. An odor was detected but the origin could not be determined. Odor resembled that of a dead animal possibly between buildings or in the City of Fremont DI. EC also investigated and detected a slight odor but could not determine the source.

### **City: Union City**

#### **3. Complaint Details:**

*Date:* 8/10/2013

*Location:* DYER ST

*Wind (from):* Northwest

*Temperature:*

*Time:* 6:54 pm

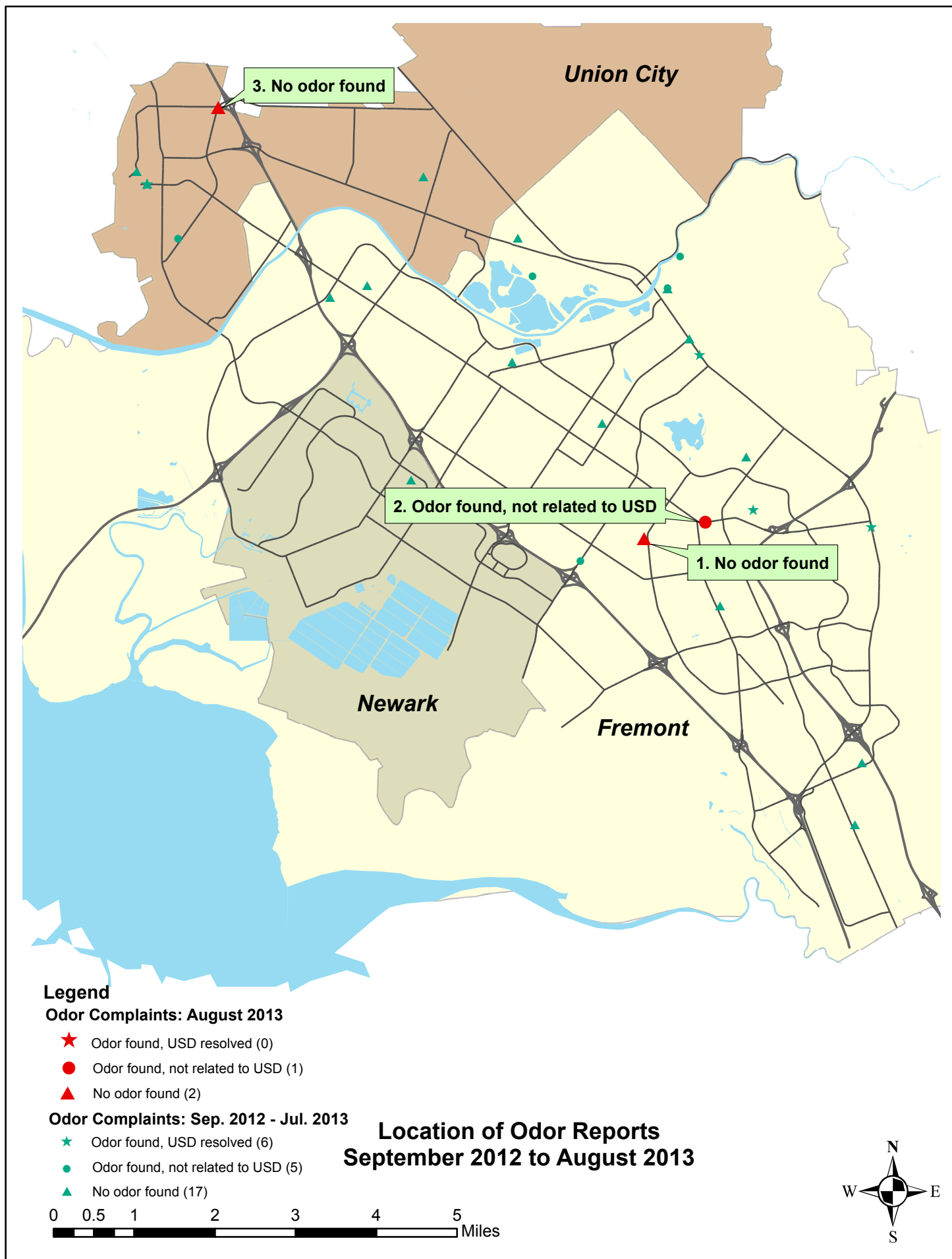
*Reported By:* Andrew Salazar

*Wind Speed:* 13 mph

*65 Degrees F Weather:* Overcast

#### **Response and Follow-up:**

Customer reported a rotten egg smell emanating from the grease interceptor manholes in front of Wal-Mart. Inspected District manholes and did not find any problems or detect an odor. However, it was observed the grease interceptor manhole covers may not have been seated properly. Gave information to reporting party.

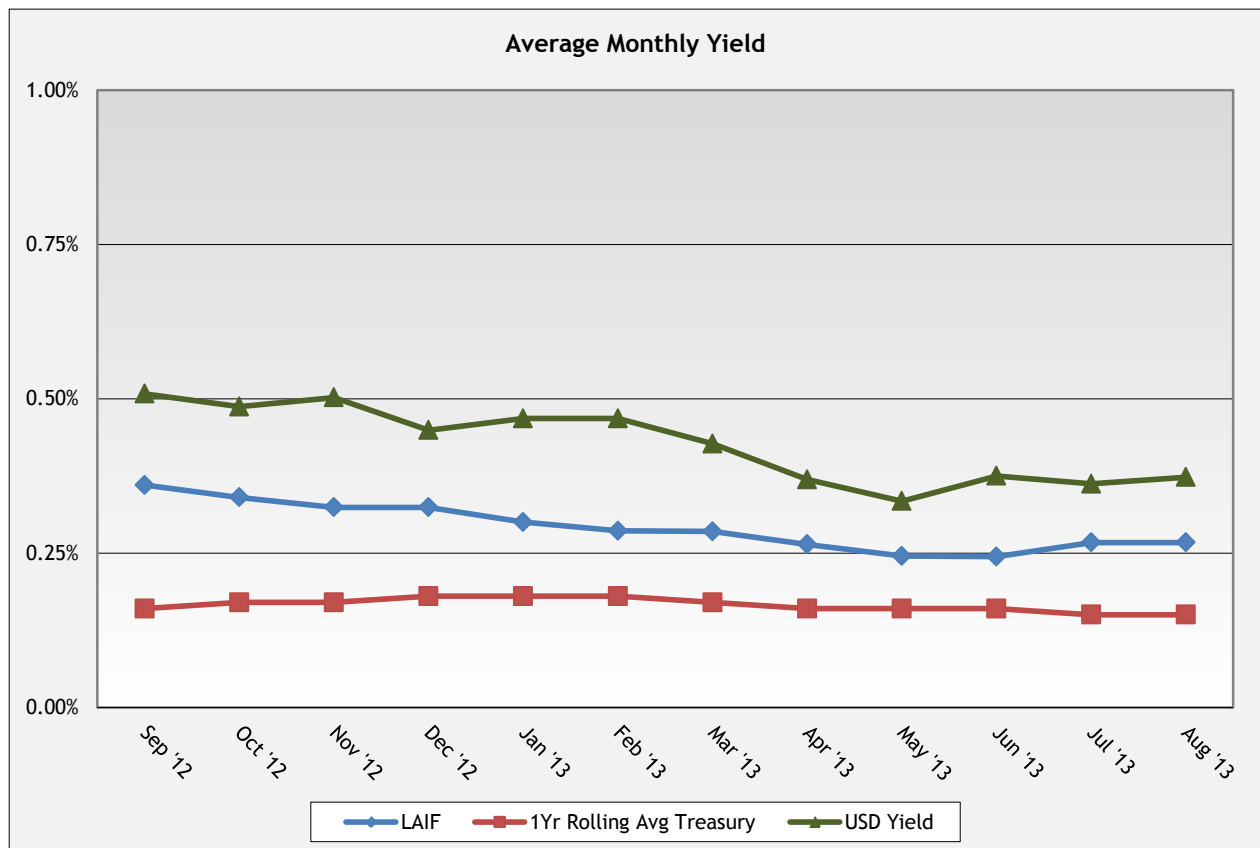


## Business Services Group Activities Report August 2013

- The Quality Coordinator completed the FY 13 BSC Performance Report and presented it to the ET and the Board.
- The Quality Coordinator presented orientation sessions for the FY 14 TCs and Quality Star Points.
- The Quality Coordinator completed the re-organization of the Business Services Library and creation of the Library Portal List (with Jim, Jennifer, Mary, Todd and others).
- With Alt Comp Committee, the Quality Coordinator presented FY 13 Goals Awards.
- With the Lean & Green TF, the Quality Coordinator took a trip to the compost facility in Milpitas to understand the process and get ideas for improving USD compostable waste diversion.
- With the ET, the Quality Coordinator presented the draft Strategic Plan and TimeLine to the JLMC and Coaches and solicited their feedback.
- With Mike M, the Quality Coordinator developed Hazardous Waste Handler Training and began presenting the training to affected employees.
- IT implemented Factory Talk security for PLC programming.
- The Human Resources Administrator and the Union Vice President conducted two review sessions of the new MOU for the Business Services and TSCS work groups.
- The Human Resources Administrator presented the OST's Balanced Scorecard.
- The Human Resources Analyst completed the unclassified employee salary survey and annual pay review process.
- The BS Coach completed the uniform transition due to a change in IRS requirements.
- The recruitment for Deputy GM was completed; Ed McCormick was hired on 7/22/2013.
- The recruitment for FMC Administrative Specialist I was completed; Theresa Rodriguez was hired on 8/11/2013.

### Performance Measures

#### AVERAGE MONTHLY YIELD



# FY 2014 BUDGET AND FINANCE REPORT

Year-to-date as of 8/31/13

17% of year elapsed

Prelim.  
Unaudited  
Last Year

## Revenues

	Budget	Actual	% of Budget Rec'd	Actuals 6/30/13
Capacity Fees	\$2,300,000	\$1,301,841	57%	\$2,864,810
Sewer Service Charges	44,887,853	2,937	0%	42,389,872
ECB Revenues	765,000	97,233	13%	820,386
Interest	321,000	72,677	23%	618,348
Misc. (incl. ann. LAVWMA pymnt, PG&E rebates)	289,500	38,876	13%	343,415
<b>Subtotal Revenues</b>	<b>\$48,563,353</b>	<b>\$1,513,564</b>	<b>3%</b>	<b>\$47,036,831</b>
SRF Loan Proceeds (Prim Clarif. Boyce)	1,000,000	1,049,409	105%	4,118,084
<b>Total Revenues + SRF Proceeds</b>	<b>\$49,563,353</b>	<b>\$2,562,973</b>	<b>5%</b>	<b>\$51,154,915</b>

## Expenses

	Budget	Actual	% of Budget Used	Last Year Actuals
Capital Improvement Program:				
Capacity Projects	\$5,220,000	\$140,691	3%	\$2,738,698
Renewal & Repl. Projects (incl. escrow)	12,285,000	865,475	7%	11,696,467
Expenditure Control Budget (ECB)	32,100,356	4,672,605	15%	29,414,193
Non-ECB	759,500	26,154	3%	701,075
Retiree Medical (Annual Required Contribution)	462,852	68,264	15%	445,724
Vehicle & Equipment	1,089,734	85,743	8%	589,238
Information Systems	1,101,990	24,449	2%	657,050
Plant & Pump Station R&R	250,000	47,477	19%	174,553
Pretreatment Fund	7,000	854	12%	6,137
County Fee for Sewer Service Charge Admin.	106,000	0	0%	105,251
Debt Servicing:				
SRF Loans (Irv., Wilw, LHH, Plant, Cedar, NPS, Sub1)	4,678,000	908,164	19%	4,086,647
<b>Total Expenses</b>	<b>\$58,060,432</b>	<b>\$6,839,877</b>	<b>12%</b>	<b>\$50,615,034</b>
<b>Total Revenue &amp; Proceeds less Expenses</b>	<b>(\$8,497,079)</b>	<b>(\$4,276,904)</b>		<b>\$539,882</b>

## **Gross ECB Expenses by Work Group**

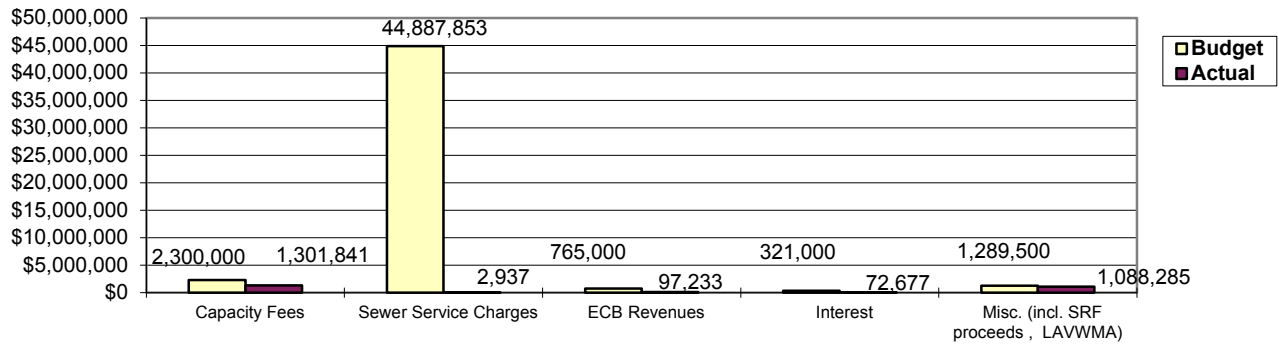
	Budget	Actual	% of Budget Used	Last Year Actuals
Board of Directors	\$190,063	\$15,865	8%	\$156,099
General Manager/Admin.	1,182,404	155,257	13%	835,685
Business Services	4,501,787	713,131	16%	4,171,426
Collection Services	5,587,778	860,210	15%	5,304,088
Tech Support & Cust. Services	5,251,559	787,363	15%	4,908,778
Treatment & Disposal Services	9,889,975	1,458,155	15%	9,168,756
Fabrication, Maint. & Construction	5,496,790	682,623	12%	4,869,362
<b>Total</b>	<b>\$32,100,356</b>	<b>\$4,672,605</b>	<b>15%</b>	<b>\$29,414,193</b>

## **ECB Expenses by Type**

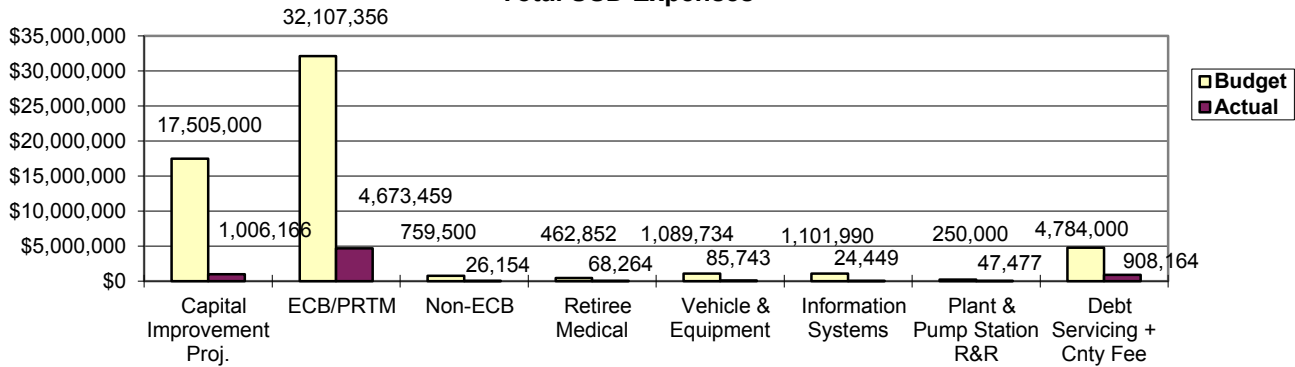
	Budget	Actual	% of Budget Used	Last Year Actuals
Personnel (incl D&E)	\$21,948,372	\$3,302,753	15% (19%)*	\$20,190,171
Repairs & Maintenance	2,000,012	182,383	9%	1,826,148
Supplies & Matls (chemicals, small tools)	2,314,095	287,084	12%	2,304,201
Outside Services (utilities, biosolids, legal)	5,644,877	900,385	16%	5,091,924
Fixed Assets	193,000	0	0%	1,750
<b>Total</b>	<b>\$32,100,356</b>	<b>\$4,672,605</b>	<b>15%</b>	<b>\$29,414,193</b>

\* Personnel Budget Target

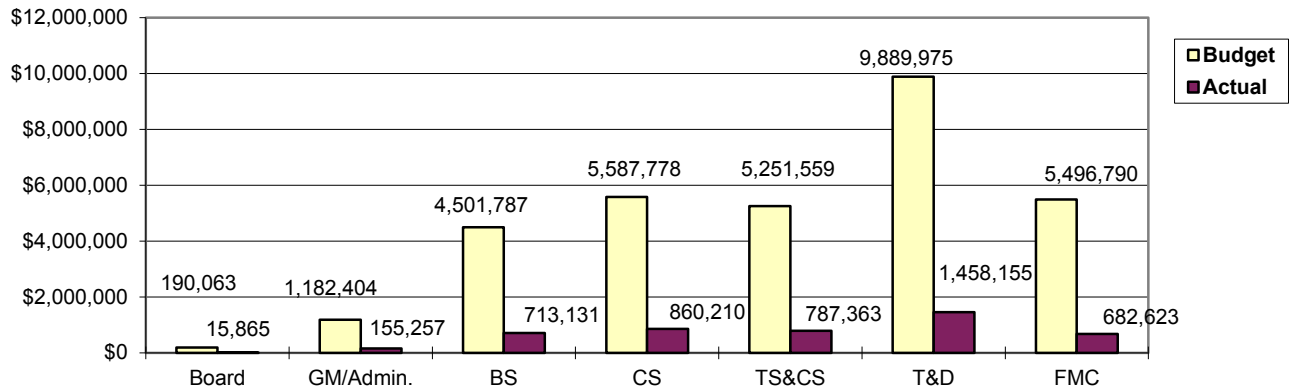
### USD Revenues



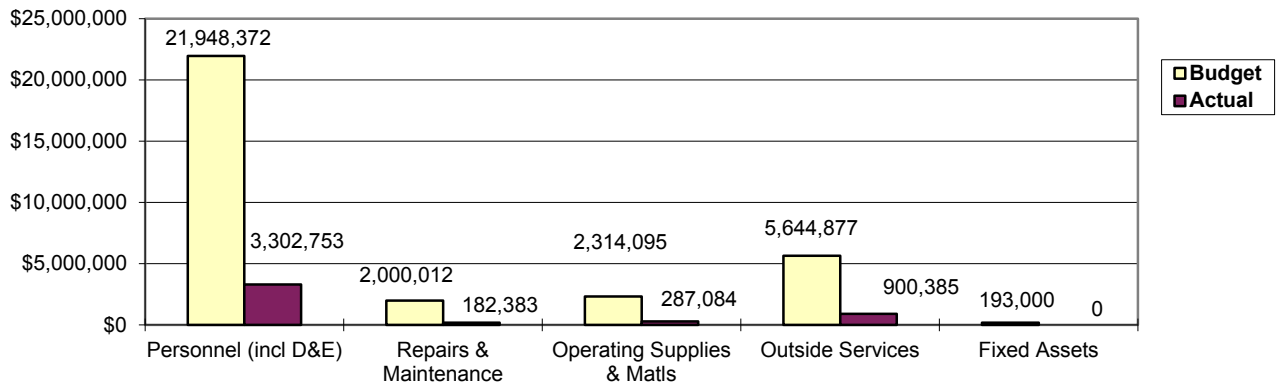
### Total USD Expenses



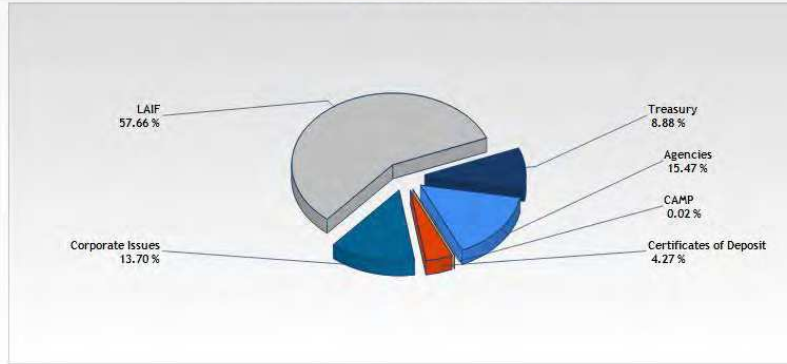
### ECB Expenses by Work Group



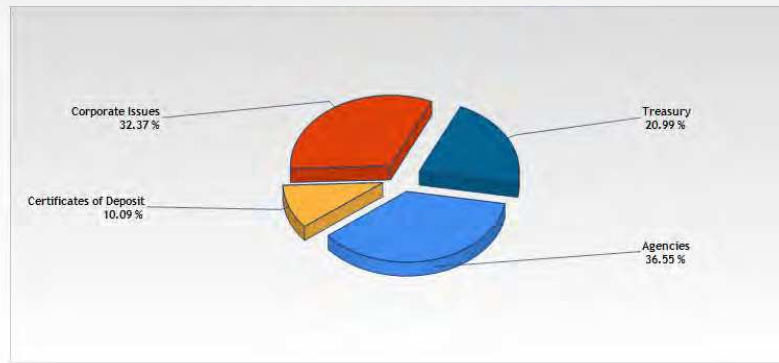
### ECB Expenses by Type



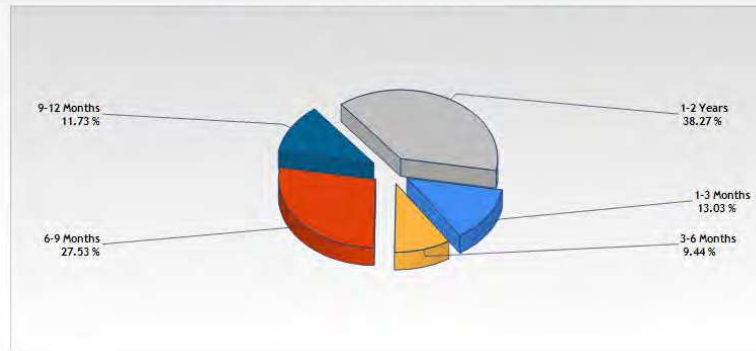
**All Portfolio Holdings Distribution by Asset Class**



**Operating Fund Holdings Distribution by Asset Class**



**Operating Fund Maturity Distribution**



Maturity Range	Face Amount/Shares	YTM @ Cost	Cost Value	Days To Maturity	% of Portfolio	Market Value	Book Value	Duration To Maturity
1-3 Months	2,500,000.00	0.457	2,499,671.90	71	13.03	2,500,716.41	2,499,923.75	0.04
3-6 Months	1,740,000.00	0.582	1,809,840.00	142	9.44	1,765,574.93	1,765,312.38	0.39
6-9 Months	5,170,000.00	0.461	5,280,595.64	233	27.53	5,212,978.11	5,201,842.91	0.64
9-12 Months	2,250,000.00	0.417	2,249,980.00	298	11.73	2,254,065.88	2,249,992.01	0.81
1-2 Years	7,220,000.00	0.593	7,339,839.00	539	38.27	7,313,610.21	7,309,315.96	1.46
<b>Total / Average</b>	<b>18,880,000.00</b>	<b>0.517</b>	<b>19,179,926.54</b>	<b>328</b>	<b>100</b>	<b>19,046,945.54</b>	<b>19,026,387.01</b>	<b>0.87</b>



**Union Sanitary District**  
**Board Report - Activity**  
**Portfolio/Report Group: All Portfolios**  
**From 8/1/2013 To 8/31/2013**

Description	CUSIP/Ticker	Face Amount/Shares	Principal	Interest/Dividends	Coupon Rate	YTM @ Cost	Settlement Date	Total
<b>BUY</b>								
General Electric Capital Corp 2.15 1/9/2015	36962G5M2	1,000,000.00	1,021,670.00	2,209.72	2.150	0.590	8/16/2013	1,023,879.72
<b>Sub Total / Average</b>		<b>1,000,000.00</b>	<b>1,021,670.00</b>	<b>2,209.72</b>				<b>1,023,879.72</b>
<b>DEPOSIT</b>								
CAMP LGIP	LGIP4000	1.07	1.07	0.00		0.000	8/30/2013	1.07
LAIF LGIP	LGIP1002	1,700,000.00	1,700,000.00	0.00		0.000	8/30/2013	1,700,000.00
<b>Sub Total / Average</b>		<b>1,700,001.07</b>	<b>1,700,001.07</b>	<b>0.00</b>				<b>1,700,001.07</b>
<b>INTEREST</b>								
CAMP LGIP	LGIP4000	0.00	0.00	1.07		0.000	8/30/2013	1.07
Principal Life Income Fund Var. Corp 11/8/2013	74254PPF3	0.00	0.00	2,349.32		0.000	8/8/2013	2,349.32
Toyota Motor Credit 1.375 8/12/2013	89233P4H6	0.00	0.00	4,846.88	1.375	0.000	8/12/2013	4,846.88
<b>Sub Total / Average</b>		<b>0.00</b>	<b>0.00</b>	<b>7,197.27</b>				<b>7,197.27</b>
<b>MATURED</b>								
Toyota Motor Credit 1.375 8/12/2013	89233P4H6	705,000.00	705,000.00	0.00	1.375	0.000	8/12/2013	705,000.00
<b>Sub Total / Average</b>		<b>705,000.00</b>	<b>705,000.00</b>	<b>0.00</b>				<b>705,000.00</b>
<b>WITHDRAW</b>								
LAIF LGIP	LGIP1002	200,000.00	200,000.00	0.00		0.000	8/2/2013	200,000.00
LAIF LGIP	LGIP1002	800,000.00	800,000.00	0.00		0.000	8/9/2013	800,000.00
LAIF LGIP	LGIP1002	1,000,000.00	1,000,000.00	0.00		0.000	8/15/2013	1,000,000.00
LAIF LGIP	LGIP1002	2,800,000.00	2,800,000.00	0.00		0.000	8/23/2013	2,800,000.00
<b>Sub Total / Average</b>		<b>4,800,000.00</b>	<b>4,800,000.00</b>	<b>0.00</b>				<b>4,800,000.00</b>

**Union Sanitary District**  
**Board Report - Holdings**  
 Report Format: By Transaction  
 Group By: Asset Class  
**Portfolio/Report Group: All Portfolios**  
**As of 8/31/2013**

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
<b>Agencies</b>											
FHLB 0.4 6/27/2014	313379N47	Moodys-Aaa	6/6/2012	2,000,000.00	1,999,980.00	0.400	2,003,750.00	0.401		6/27/2014	4.41
FHLB 2.375 3/14/2014	3133XWKV0	Moodys-Aaa	3/21/2012	2,000,000.00	2,075,820.00	2.375	2,023,940.00	0.450		3/14/2014	4.58
FNMA 0.42 6/5/2015-13	3135G0SE4	Moodys-Aaa	12/5/2012	2,000,000.00	2,000,000.00	0.420	1,998,080.00	0.420		6/5/2015	4.41
FNMA 1 5/16/2014-11	31398A6A5	Moodys-Aaa	3/21/2012	925,000.00	934,795.64	1.000	931,012.50	0.505		5/16/2014	2.06
<b>Sub Total / Average</b>				<b>6,925,000.00</b>	<b>7,010,595.64</b>	<b>1.071</b>	<b>6,956,782.50</b>	<b>0.435</b>			<b>15.47</b>
<b>CAMP</b>											
CAMP LGIP	LGIP4000	None	5/31/2011	9,783.37	9,783.37	0.080	9,783.37	0.080	N/A	N/A	0.02
<b>Sub Total / Average</b>				<b>9,783.37</b>	<b>9,783.37</b>	<b>0.080</b>	<b>9,783.37</b>	<b>0.080</b>			<b>0.02</b>
<b>Certificates of Deposit</b>											
Ally Bank 0.75 5/16/2014	02005QF24	None	5/16/2012	245,000.00	245,000.00	0.750	245,685.61	0.750		5/16/2014	0.54
Apple Bank 0.55 6/6/2014	037830LH7	None	6/6/2012	250,000.00	250,000.00	0.550	250,315.88	0.550		6/6/2014	0.55
BMW Bank 0.35 11/14/2013	05568P2D8	None	12/26/2012	240,000.00	239,676.00	0.350	240,080.76	0.503		11/14/2013	0.53
Discover Bank 0.5 11/21/2013	254671JE1	None	12/26/2012	240,000.00	239,995.90	0.500	240,171.05	0.502		11/21/2013	0.53
Fifth Third Bank 0.4 2/20/2014	316777GL9	None	2/20/2013	240,000.00	240,000.00	0.400	240,149.93	0.400		2/20/2014	0.53
GE Capital Retail											

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
Bank 0.95 3/16/2015	36157PAU3	None	1/2/2013	240,000.00	240,000.00	0.950	241,646.35	0.950		3/16/2015	0.53
Goldman Sachs Bank 0.75 11/14/2014	38143AU78	None	11/30/2012	240,000.00	240,000.00	0.750	240,819.43	0.750		11/14/2014	0.53
Sallie Mae Bank 0.75 11/14/2014	795450QK4	None	11/30/2012	240,000.00	240,000.00	0.750	240,819.43	0.750		11/14/2014	0.53
<b>Sub Total / Average</b>				<b>1,935,000.00</b>	<b>1,934,671.90</b>	<b>0.625</b>	<b>1,939,688.44</b>	<b>0.644</b>			<b>4.27</b>
<b>Corporate Issues</b>											
Credit Suisse USA Inc 5.125 1/15/2014	22541LAM5	Moodys-A1	1/2/2013	1,500,000.00	1,569,840.00	5.125	1,525,425.00	0.610		1/15/2014	3.46
General Electric Capital 2.375 6/30/2015	36962G5F7	Moodys-A1	11/30/2012	500,000.00	517,745.00	2.375	512,785.00	0.980		6/30/2015	1.14
General Electric Capital Corp 2.15 1/9/2015	36962G5M2	Moodys-A1	8/16/2013	1,000,000.00	1,021,670.00	2.150	1,019,860.00	0.590		1/9/2015	2.25
JP Morgan Chase 4.75 3/1/2015	46625HCE8	Moodys-A2	1/2/2013	1,000,000.00	1,079,800.00	4.750	1,055,380.00	1.012		3/1/2015	2.38
Principal Life Income Fund Var. Corp 11/8/2013	74254PPF3	Moodys-AA3	5/21/2012	2,020,000.00	2,020,000.00	0.446	2,020,464.60	0.446		11/8/2013	4.46
<b>Sub Total / Average</b>				<b>6,020,000.00</b>	<b>6,209,055.00</b>	<b>2.819</b>	<b>6,133,914.60</b>	<b>0.654</b>			<b>13.70</b>
<b>LAIF</b>											
LAIF LGIP	LGIP1002	None	4/30/2011	26,130,833.78	26,130,833.78	0.271	26,130,833.78	0.271	N/A	N/A	57.66
<b>Sub Total / Average</b>				<b>26,130,833.78</b>	<b>26,130,833.78</b>	<b>0.271</b>	<b>26,130,833.78</b>	<b>0.271</b>			<b>57.66</b>
<b>Treasury</b>											
T-Note 0.375 11/15/2014	912828RQ5	Moodys-Aaa	5/25/2012	2,000,000.00	2,000,624.00	0.375	2,004,220.00	0.362		11/15/2014	4.41

Description	CUSIP/Ticker	Credit Rating 1	Settlement Date	Face Amount/Shares	Cost Value	Coupon Rate	Market Value	YTM @ Cost	Next Call Date	Maturity Date	% of Portfolio
T-Note 1 5/15/2014	912828QM5	Moody's- Aaa	3/21/2012	2,000,000.00	2,024,980.00	1.000	2,012,340.00	0.416		5/15/2014	4.47
<b>Sub Total / Average</b>				<b>4,000,000.00</b>	<b>4,025,604.00</b>	<b>0.689</b>	<b>4,016,560.00</b>	<b>0.389</b>			<b>8.88</b>
<b>Total / Average</b>				<b>45,020,617.15</b>	<b>45,320,543.69</b>	<b>0.796</b>	<b>45,187,562.69</b>	<b>0.375</b>			<b>100</b>

All investment actions executed since the last report have been made in full compliance with the District's Investment Policy.  
The District will meet its expenditure obligations for the next six months.  
Market value sources are LAIF, CAMP, and BNY Mellon monthly statements.

## COLLECTION SERVICES ACTIVITIES REPORT July and August 2013

### Progress/Accomplishments

- Completed 303,534 feet of cleaning and 270,601 feet of televising of sewer lines in July
- Completed 155,889 feet of cleaning and 84,585 feet of televising of sewer lines in August
- Responded to 25 service request calls in July and 19 in August
- Completed a total of 2 main repairs in July and 8 in August
- Marked and located all sewer lines (Underground Service Alerts)
- Provided support on the following projects: Cast Iron Phase IV and V, I-680 Crossing, Hansen 8, Lateral Condition Assessment, and Plant Shut Downs
- Participated in CASSE benchmarking meetings
- Participated in a BACWA meeting
- Continued training of 2 new Collection System Workers
- Continued to make progress on catching up on 72 Month Cleaning and Inspection PMP
- Participated in Strategic Planning
- Met with the City of Fresno and shared the details of our Root Control Program
- Started updating the SSMP
- Completed 274 days in a row with no injuries

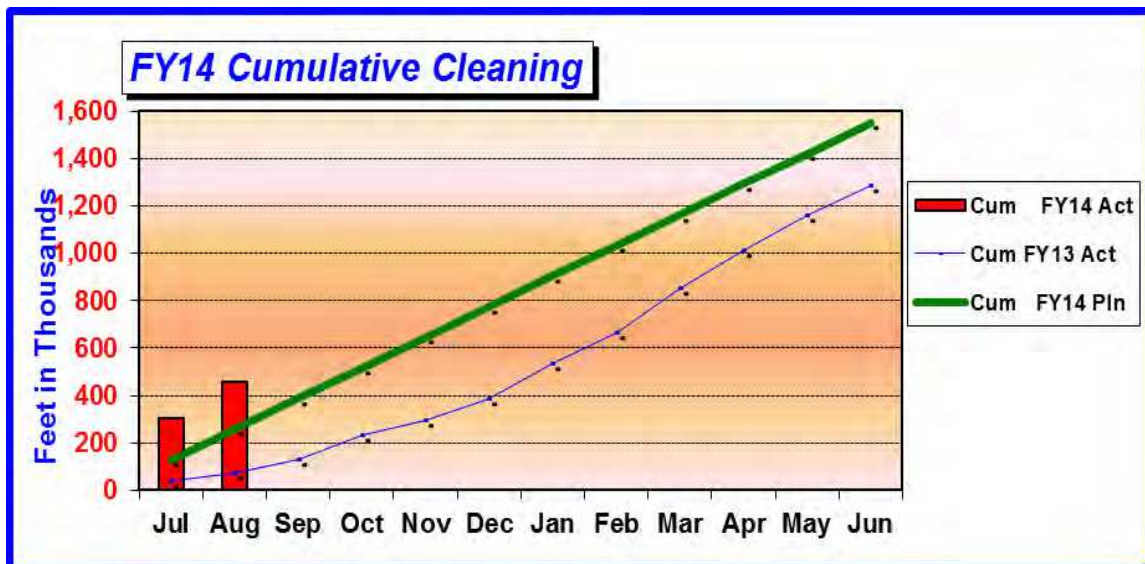
Training for Collections included;

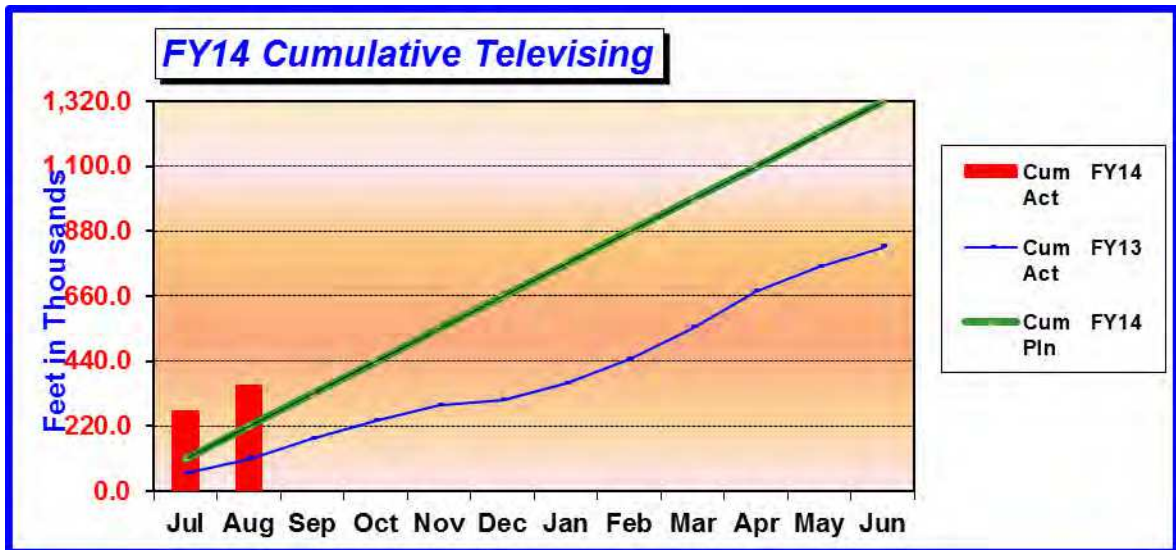
SOP CS504 Accessing Private Property, SOP-CS510 Magnetic Manhole Cover Lifter, SOP CS528 Bench Grinder, SOP CS105 Plugging, SOP CS113-2 Single Cable Winch Truck #76, SOP CS113-1 Dual Cable Winch Truck #17, SOP CS524 Tamping Rammer Operation, SOP CS110-3 SSL – Bobtach Attachment Sysytem, SOP CS110-1 SSL – Loading and Unloading, SOP CS110-2 SSL – Pre-Trip and Shutdown, SOP CS110-4, SSL – Combination Bucket, SOP CS110-7 SSL – Cutter Extractor, SOP CS110-5 SSL – Fixed Bucket, SOP CS110-6 Grapple Rod Bucket, SOP CS110-9 SSL – Surface Planner, Hazardous Material Handler, and Safety Star Points shared and discussed topics from Safety meeting.

### Future Planning

- Provide training on By-Pass Pumping
- Continue effort of to catch up on 72 Month Cleaning and Inspection PMP
- Develop and Implement Phase II of 72 Month Pilot TV after rinsing

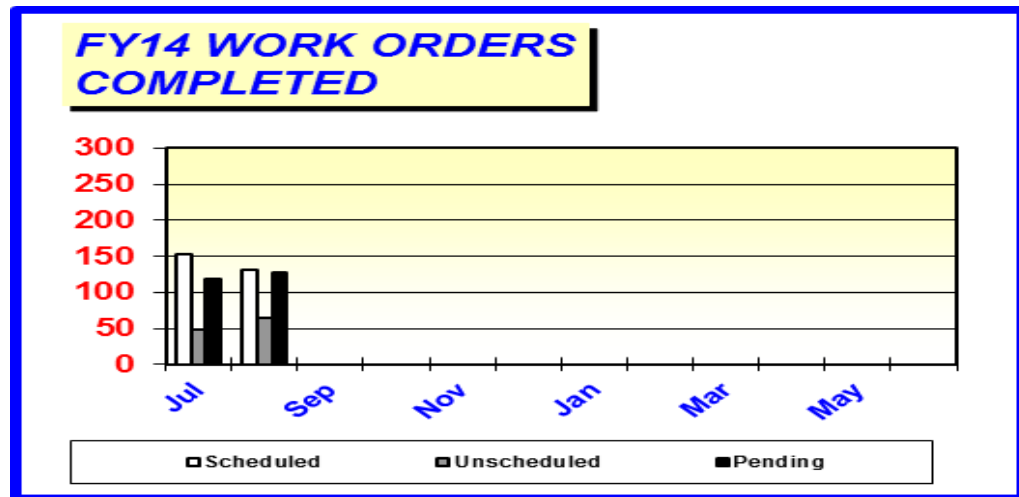
### Performance Measures



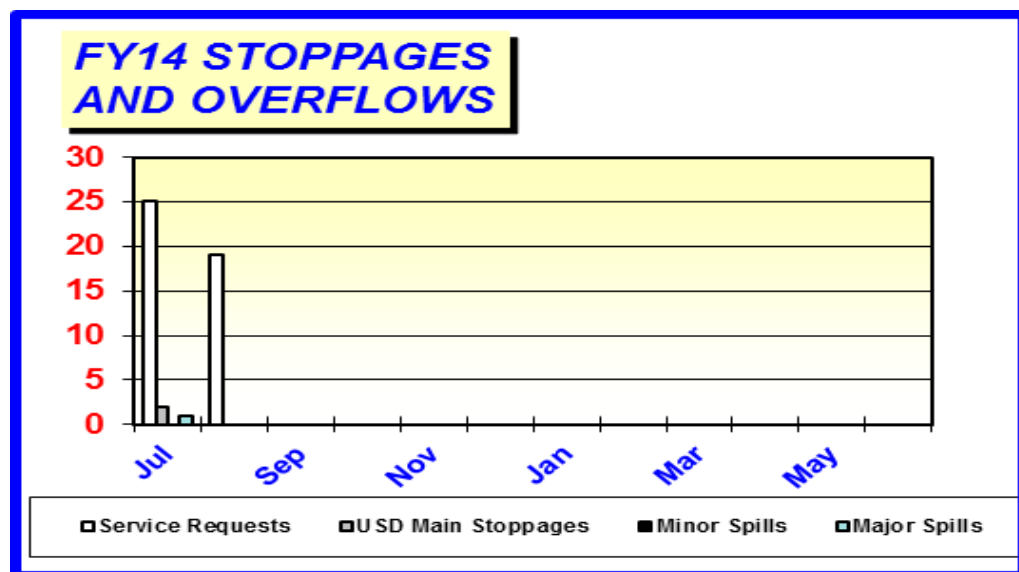


**Other Collection Services Status Data:**

**Support Team Work Order Status:**



**C/S Maintenance Status:**



**Treatment & Disposal  
Activities Report  
August 2013**

**Progress/Accomplishments**

- Maintained 100% compliance with NPDES permits.
- Completed 99% preventive maintenance activities for the month of August.
- Met with the Regional Board to discuss development of alternatives to dredging the Hayward Marsh.
- Attended the South Bay Salt Pond Restoration Symposium (webinar).
- Evaluated a substitute chemical for caustic dosing of the collection system.
- Submitted the Mixing Zone Study Status report to the Regional Board.
- Completed the BACWA nutrient survey.
- Conducted semi-annual sampling for priority pollutants testing.

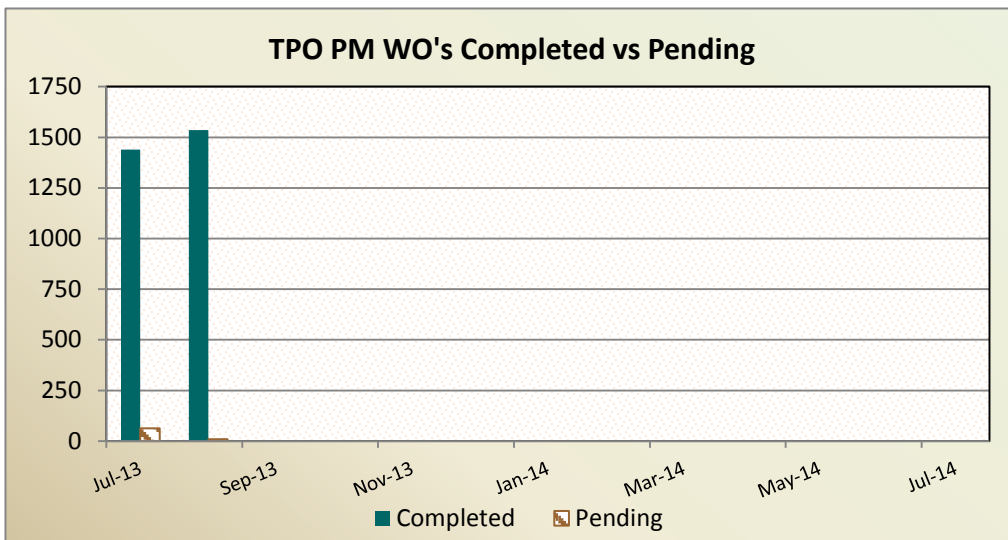
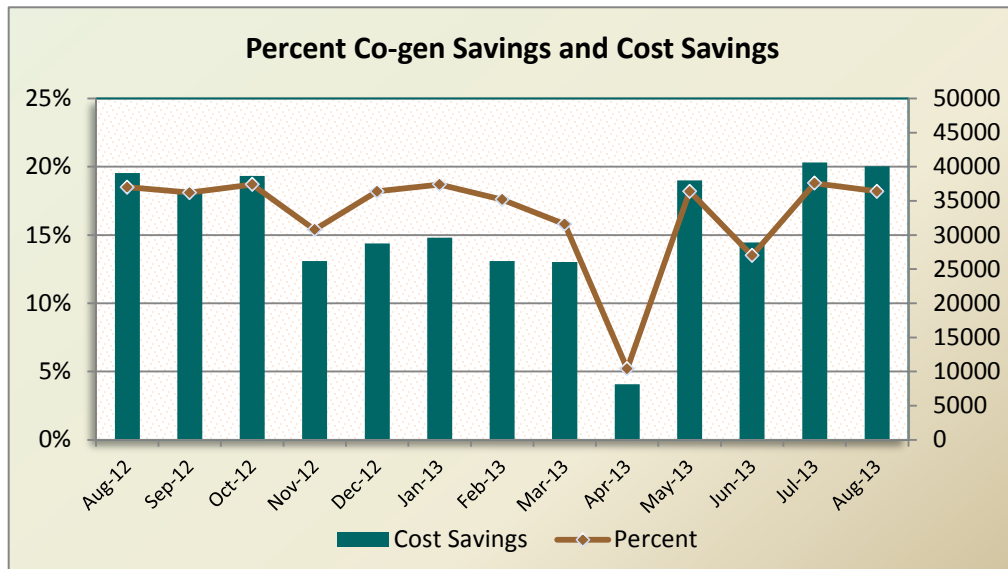
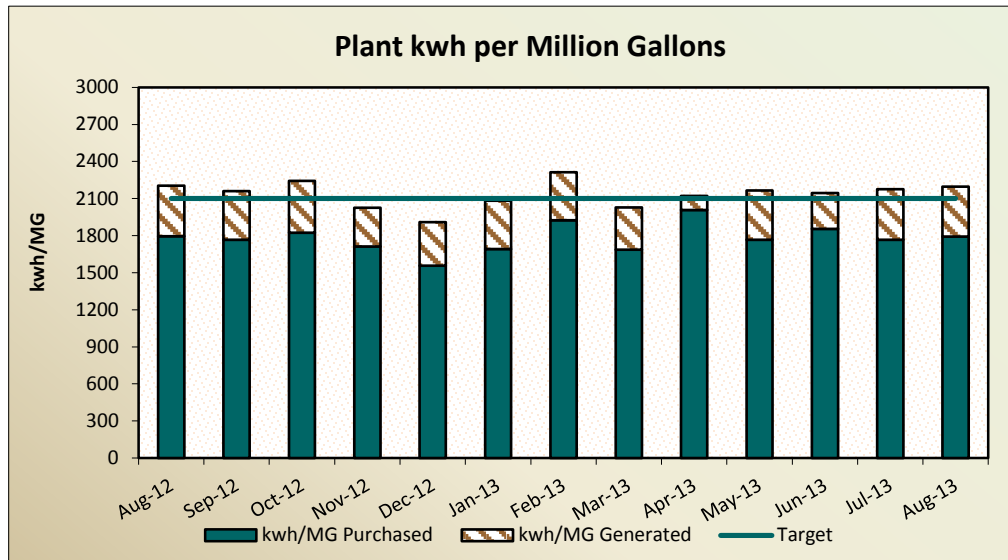
**Future Planning**

- Test the new emergency outfall for regrowth issues based on the new flushing schedule.
- Attend the Pyrethroid study presentation and discussion.
- Attend South Bay Salt Pond Restoration Project Stakeholder meeting to discuss flood management construction at Eden Landing.
- Solicit and award the Hayward Marsh Dredging alternatives project.
- Attend the RMP annual meeting.
- Review energy audit findings with USD Staff.

**Other**

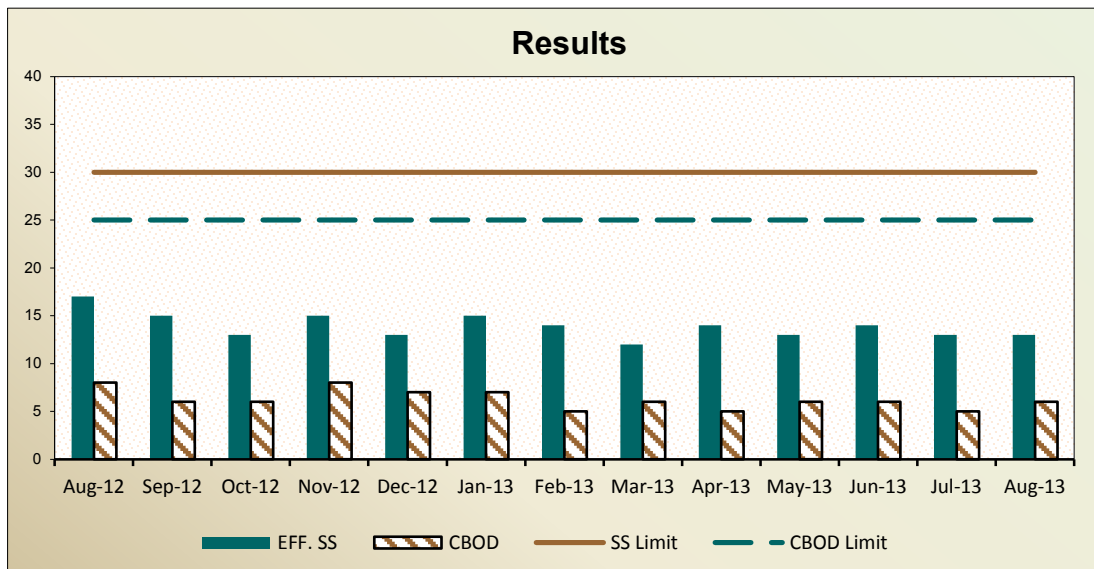
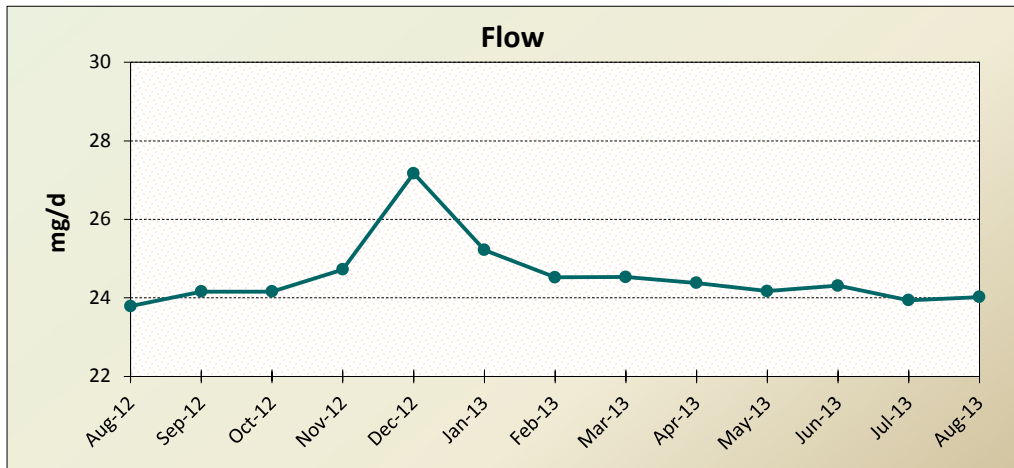
- Co-gen system produced 18.2% of power consumed for the month of August.
- Received three odor complaints from one customer during the month of July 2013. Customer was invited to tour the Plant but canceled the appointment. Investigation is continuing.

## Performance Measurements





## Operational/NPDES Performance



<u>Parameter</u>	<u>Monthly Average</u>	<u>NPDES Permit Limits</u>
SS	13	30 mg/l
BOD	6	25 mg/l
F. Coliform	14 - 37	500, 5-Day Log Mean
	57 - 79	1100, 90th Percentile
Copper	4.1	78 µg/l
Nickel	3.5	79 µg/l
Mercury	0.00228	0.066 µg/l
Cyanide	< 3.0	42 µg/l

**FMC  
Activities Report  
August 2013**

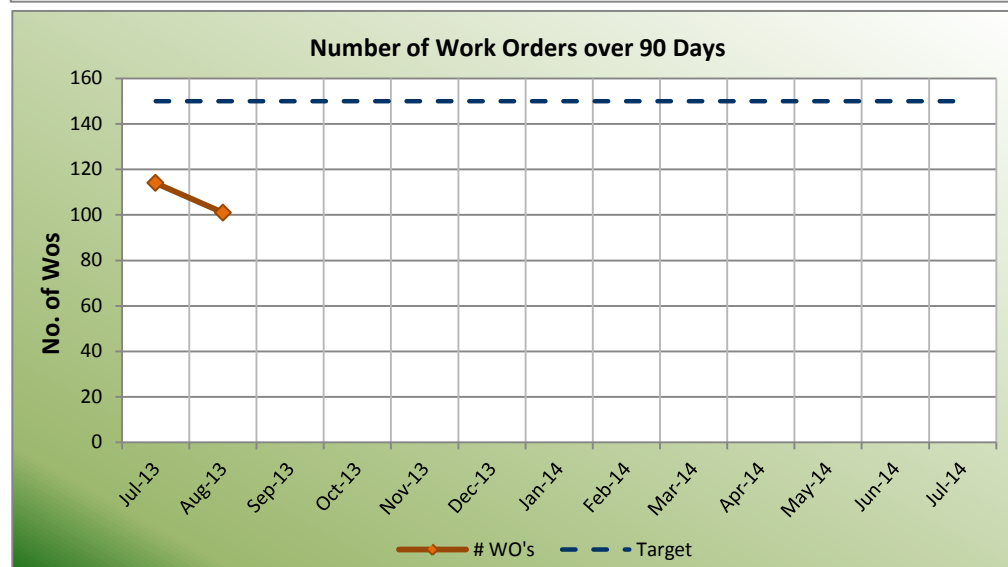
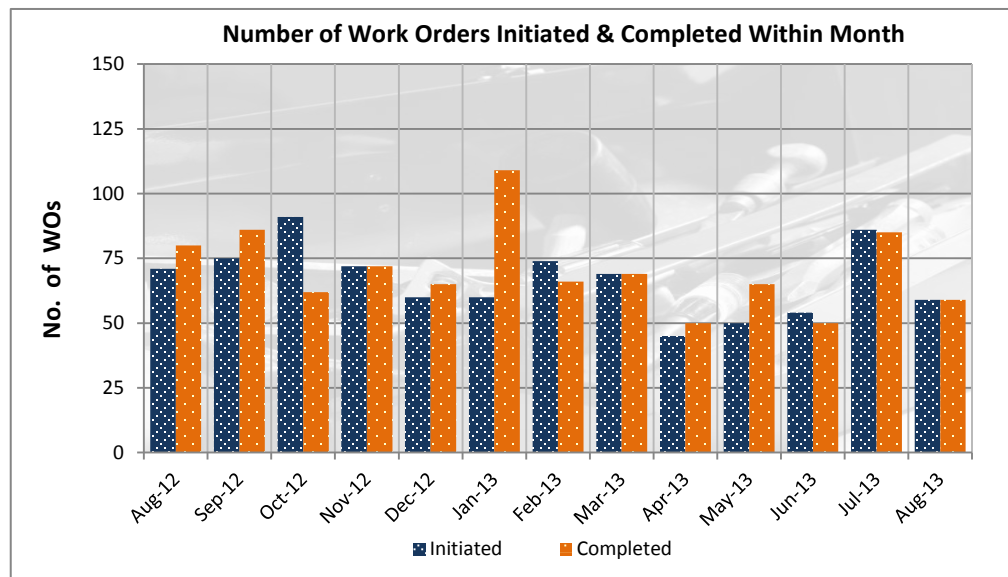
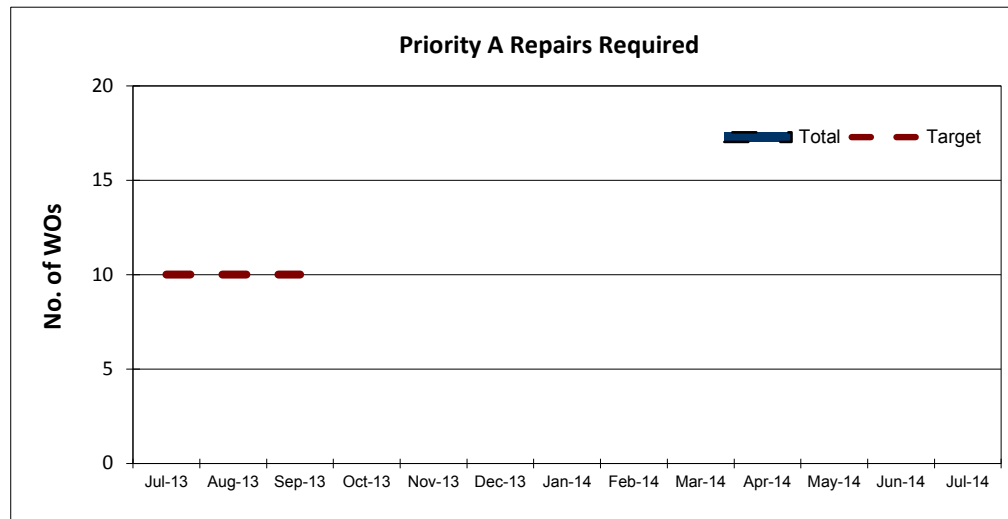
**Progress/Accomplishments**

- Completed 82% preventive maintenance activities for the month of August.
- Completed 59 corrective maintenance work orders for the month of August.
- Replaced the Paseo Padre Pump #1 anti-backspin device.
- Repaired headworks supply fan.
- Installed Irvington Pump Station #5 pump.

**Future Planning**

- Install bearing in Newark Pump Station #4 pump.
- Install motorized louvers on Irvington Pump Station generator enclosure.
- Replace bearing in sludge pump #4 motor.

## Performance Measurements



<p><b>MONTHLY OPERATIONS REPORT FOR THE MONTH OF AUGUST 2013</b> <b>TECHNICAL SUPPORT AND CUSTOMER SERVICE WORK GROUP SUMMARY</b></p>
---

**Capital Improvement Program**

**Boyce Road Lift Station** – Landscaping and punch list work in progress.

**Cast Iron Lining Phase IV** – Field work is complete. Project closeout is proceeding.

**Cast Iron Lining Phase V** – Submittals in progress. Field work scheduled for September.

**I-680 @ Sabercat Rd. SS Relocation** – Tunneling work continues. The TBM is at STA 5+82 under southbound I-680.

**Thickener Control Building Interim Improvements Project** – New pumps and piping installed. New electrical equipment 50% installed.

**Headworks Improvements Project** – Installed new ducting at Lift Station 2. Completed new Headworks channel aeration piping.

**Hayward Marsh Pipeline Improvements Project** – Submittals in progress. Field work to be in late September.

**RAS Pump Station Piping Improvements Project** – Installation of temporary bypass system is complete. The demolition of the old RAS piping is in progress.

**Cogeneration Project** – Contractor continued to work on formwork and reinforcement installation of new concrete utility trench located at the future Cogeneration Building and with excavation of underground pipe trenches. Contractor also began welding of new hot water supply and return pipelines. Factory testing of new engine generators is expected in early September.

**Lift Station No. 1 Improvements Project** – The wet well at Lift Station No. 1 has been sand blasted and prepped for coating. Primary Clarifier No. 6 was taken out of service, scaffolding was erected inside the clarifier, and a work platform was built inside the launder to repair the concrete walkway.

**MCC Replacement Project – Phase 2** – Submittals for MCC 14, 15, and 27 were reviewed by Beecher Engineering. Contractor worked on addressing comments. DWN to mobilize in September

**Vehicle Gate modification Project** – Request for quotes were received on 8/28. One contractor provided a quote that exceeded the engineer's estimate. The project will be added to a future project to obtain more interest from prospective contractors in the hopes of receiving a more competitive bid for the project.

### **Customer Service**

Trouble Calls dispatched from the Front Desk during business hours:

<b>Fremont</b>	<b>Newark</b>	<b>Union City</b>	<b>Total</b>
10	5	1	<u>16</u>

### **Graphics and Communications**

- Updated public website with new Capacity Fee Ordinance and calculations
- Presented at CASA conference as CASA Communications Committee member – Stages of a Crisis in the News Media

### **Environmental Compliance**

#### **Pollution Prevention Program**

<b># of Dental Inspections</b>	<b># of School Outreach Events including Sewer Science</b>	<b># of Plant Tours</b>
14	0	0

#### **Misc. Pollution Prevention (Dental trainings, Plumbing Contractor training, etc.)**

<b>Name of Event</b>	<b>Date</b>
None	

#### **Reports (Annual Pollution Prevention, City of Fremont reports, etc.)**

<b>Report Name</b>	<b>Date Report Completed and Submitted</b>
FY 12-13 Annual Stormwater	August 9, 2013
FY 12-13 Pollution Prevention Annual	August 23, 2013

### **Pollution and Prevention**

Business Inspected			Illicit Discharge Complaints	Enforcement Actions		
UR	FOG	Total		Type	UR	FOG
95	34	129	1	Verbal Warning	20	3
				Notice of Deficiency	0	0
				Warning Letter	0	4
				Notices of Violation	12	0
				Admin Fine	6	0
				Legal Action		

### **Industrial**

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

<b>Report Name</b>	<b>Date Report Completed and Submitted</b>
None	

#### **Pending Permits**

<b>New Industrial/Groundwater Permits</b>	<b>Groundwater/Temporary</b>
None	None

**Permits Issued**

<b>Company Name</b>	<b>Date Permit Issued</b>
GW-13-006 Steve P Rados	8/9/2013

**Industrial Closures**

<b>Company Name</b>	<b>Date of Closure</b>
None	

**Enforcement Action**

<b>Violation</b>	<b>IU Name &amp; Nature of Business</b>	<b>City (F, N, UC)</b>	<b>Parameters Violated</b>	<b>Discharge concentration (mg/L)</b>	<b>USD/Fed Limit (mg/L)</b>	<b>Comments</b>
N13-008	US Pipe & Foundry	UC	Copper Zinc Zinc	.02 0.866 .044	.019 MA .177 DM	In the process of completing required actions
N13-009	Evergreen	N	Phenol	17	5	Same as above
N13-010	Hayward Quartz #2	F	O&G Petroleum	241	100	Same as above
N13-011	Western States Glass	F	Copper Zinc	4.3 3.4	2.0 3.0	Same as above

- (1) Warning Letter (WL), Notice of Violation (NOV), Administrative Order (AO), Cease & Desist Order (C&D), Significant Non Compliance (SNC), (EM) Enforcement Meeting  
 (2) Fremont (F) Newark (N) Union City (UC)  
 (3) Daily Max (DM) Monthly Average (MA)

**Other - Team training, Special Meetings, Conferences, Special Recognition, IAC (topics)**

<b>Activity</b>	<b>Date of Event</b>	
Bay Area Pollution Prevention Group	8/7/13	Regular committee meeting (Mike Auer)

**Engineering/Construction**

	<b>Construction Projects</b>	<b>Capital (\$1000)</b>	<b>Scheduled Completion</b>	<b>Completed Scope</b>	<b>Completed Time</b>	<b>Comments for AUG 2013 Activity</b>
1.	Boyce Road Lift Station – Curtis/Raymond	\$4,591	4/13	98%	100%	Punch list work in progress.
2.	Cast Iron Lining Phase IV – Chris E.	\$438	8/13	92%	100%	Field work complete. Closeout proceeding.
3.	Cast Iron Lining Phase V – Curtis	\$385	10/13	0%	66%	Submittals in progress. Field work in September.
4.	Headworks Improvements Project – Ric	\$1,739	11/13	52%	83%	Installed new ducting at Lift Station 2. Completed new Headworks channel aeration piping.
5.	Hayward Marsh Pipeline Rehabilitation – Curtis	\$115	10/13	0%	43%	Submittals in progress. Field work in late September.

	Construction Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for AUG 2013 Activity
6.	I-680 @ Sabercat Rd. SS Relocation – Chris E.	\$1,804	10/13	53%	77%	Tunneling progress to STA 5+82 under SB I-680.
7.	Thickener Control Building Interim Improvements Project – Ric	\$633	10/13	80%	80%	New Pumps and piping installed. New electrical equipment 50% installed.
8.	RAS Pump Station Piping Improvements – Curtis	\$506	11/13	44%	70%	Installation of bypass complete. Demolition in progress.
9.	Cogeneration Project – Raymond	\$10,566	9/14	11%	28%	Continued with installation of concrete utility trench at future Cogeneration Building and excavation for underground pipe trenches.
10	MCC Replacement Project - Phase 2 – Chris P.	\$798	4/14	5%	25%	Submittals for MCC 14, 15, and 27 were reviewed by Beecher Engineering. Comments were returned to DWN. DWN working on resubmittal. DWN to mobilize in Sept.
11	Internal Lift Station No. 1 Improvements Project – Chris P.	\$747	4/14	21%	20%	Redwood Painting sandblasted the wet well. DWN prepped the primary clarifier No. 6 concrete walkway.

### **Design/Study**

	Design/Study Projects	Capital (\$1000)	Scheduled Completion	Completed Scope	Completed Time	Comments for AUG 2013 Activity
1	Newark Basin Master Plan Update – Condition Assessment - Sami	\$30	11/13	50%	50%	Consultant prepared draft assessment reports and summary tables
2	Local Limits and Wastewater Treatability Study - Ric	\$107	12/12	75%	100%	Proposed ordinance change under development
3	Jarvis Ave. SS Replacement – Chris E.	\$103	2/14	0%	2%	50% design by West Yost just begun.
4	Pine St. Easement Improvements – Chris E	\$15	3/14	0%	1%	Design just begun. Permitting support task order.

	<b>Design/Study Projects</b>	<b>Capital (\$1000)</b>	<b>Scheduled Completion</b>	<b>Completed Scope</b>	<b>Completed Time</b>	<b>Comments for AUG 2013 Activity</b>
5	Thickener Control Building Improvements Project – Ric	\$706	6/13	90%	100%	100% design submittal received 8/16/2013.
6	Upper Hetch Hetchy SS Rehabilitation – Chris E.	\$233	1/14	20%	23%	50% design by West Yost in process.





**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager*  
*District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** September 16, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Jesse Gill, TSCS Work Group Manager  
Sami Ghossain, CIP Coach  
Raymond Chau, Principal Engineer  
Curtis Bosick, Associate Engineer

**SUBJECT:** Agenda Item No. 8 – Meeting of September 23, 2013  
**RESOLUTION NO. 2716, ACCEPTING THE CONSTRUCTION OF THE BOYCE ROAD LIFT STATION PROJECT FROM GSE CONSTRUCTION COMPANY, INC. AND AUTHORIZING THE ATTORNEY FOR THE DISTRICT TO RECORD A NOTICE OF COMPLETION.**

### **Recommendation**

Staff recommends the Board accept the construction of the Boyce Road Lift Station Project (Project) from GSE Construction Company, Inc. (GSE) by Resolution, and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

### **Background**

On March 14, 2011, the Board awarded the Project's construction contract to GSE in the amount of \$4,591,800. The purpose of the project was to replace the existing Boyce Road Lift Station.

The Lift Station was originally constructed in 1959 on an approximately 50 ft by 50 ft parcel on the corner of Boyce Road and Weber Road in Fremont. The lift station receives wastewater from two existing 21-inch and 24-inch diameter gravity sewers and pumps it to a higher 30-inch diameter gravity sewer that eventually drains into the Irvington Pump Station, which is located approximately three miles to the south.

The construction of a new lift station was needed due to the age of the existing lift station facility and the difficulties in accessing equipment for maintenance activities. The District purchased an adjacent 4,650-square foot parcel to allow staff to continue to operate the existing lift station while the new lift station was constructed on the new parcel.

The Project scope included the following:

- Construction of a new lift station facility in an excavation approximately thirty (30) feet deep.
- Installation of three (3) wastewater pumps designed for an ultimate peak wet weather flow of seven (7) million gallons per day.
- Installation of electrical power equipment, variable frequency drives, and programmable logic controller in an electrical room inside the new lift station building.
- Installation of new electrical service from PG&E and a 240-kilowatt engine generator in an outdoor enclosure to provide backup power to the lift station.
- Installation of access hatches in several locations inside and outside the lift station building to provide staff access to the mechanical equipment located in the underground level of the building and access for cleaning the wet wells.
- Demolition of the existing lift station facility.

Winzler and Kelly completed the design of the Project in September 2010.

### **Construction Contract**

Staff issued the Notice to Proceed to GSE on April 4, 2011 with a scheduled completion date of October 4, 2012. GSE substantially completed all contract work on September 5, 2013. The delay in substantial completion can be mostly be attributed to the unforeseen groundwater issue that was encountered in July 2011 and reported to the Board in August 2011. Brown and Caldwell provided construction management and general inspection services for the project.

Some photos of the completed project are attached.

### **Change Orders**

The Project included sixty-seven (67) Change Orders at a total cost of \$1,328,502.00, which is 28.9% of the original contract amount. A summary of some of these change orders follows in Table 1:

**Table 1**  
**Change Order Summary**

<b>No.</b>	<b>Description</b>	<b>Amount</b>
	Thirty (30) Change Orders Associated with the Unforeseen Groundwater Issue	<b>\$1,230,745</b>
4	Mitigation of Vibrations during Installation of Sheet Pile Shoring	<b>\$10,888</b>
5	Emergency Repair of 24" influent sewer pipeline	<b>\$16,728</b>
40	Modifications to Connection of 16-inch discharge pipeline	<b>\$19,883</b>
54	Replace flanged coupling adapters from Process Piping	<b>\$45,985</b>
62	Demolition of Existing 18-inch Forcemain	<b>\$5,041</b>
	Remaining Change Orders	<b>Credit (\$768)</b>
	<b>Total Cost of Change Orders</b>	<b>\$1,328,502</b>

Thirty (30) Change Orders were directly associated with the unforeseen groundwater issue. The total costs associated with the unforeseen groundwater issue were \$1,230,745, which is 26.8% of the original contract amount. The total costs of remaining Change Orders not associated with the groundwater issue were \$97,757.00, which is 2.1% of the original contract amount.

Changes Orders for the unforeseen ground water issues included the following: installation of a jet grouting curtain to reduce ground water infiltration, delay costs incurred by GSE and their subcontractors, modifications to the dewatering system, alterations to the shoring design and installation, and modifications to the formwork system. Information regarding these changes has been previously presented to the Board through periodic updates.

Change Order No. 4 was for a vibration issue that was discovered during the installation of sheet piles for the lift station excavation shoring system. To avoid any potential risk of damaging inventory produced at a neighboring precast concrete facility, District staff executed this change which adjusted the contractor's allowable time frame when pile driving activities could take place.

Change Order No. 5 was for the emergency repair of the existing 24-inch corrugated metal sanitary sewer influent pipe. The existing 24-inch pipe was severely corroded and had numerous holes that began to leak once the soil was removed from around the pipe. The emergency repair included cutting back the damaged section of the existing pipe and installing a new 24-inch high-density polyethylene pipe. The remaining unexposed sections of the 24-inch corrugated metal pipe were later rehabilitated using a cured-in-place pipe liner under a separate maintenance project.

Change Order No. 40 was for modifying the connection of the 16-inch sanitary sewer discharge force main to the existing lift station 30-inch effluent sewer. This work was necessary due to severe corrosion of the existing 30-inch effluent sewer that was discovered during the construction. Prior to this change, the 30-inch cement coated steel pipe was rehabilitated using a cured-in-place pipe liner under a separate maintenance project.

Change Order No. 54 was for replacing the installed unrestrained flanged coupling adapters (FCA) with restrained FCAs. District staff determined that this change was an error/omission from the design consultant, GHD (formally Winzler and Kelly), and was able to negotiate compensation in the form of in-kind services for the amount of this change.

Change Order No. 62 was for the demolition and plugging of the existing lift station 18-inch discharge force main. Similar to Change Order No. 40, the 18-inch discharge force main was discovered to be severely corroded during the construction. This change eliminated the corroded section of existing piping that was originally designed to be abandoned in place.

### **Outstanding Items**

The Contractor has currently not completed all work on the Punch List and has some administrative requirements remaining. If these items are not completed by the time Notice of Completion is filed, staff will withhold 125% of the value of the work until completion.

The District has assumed beneficial use of the Project.

Staff recommends the Board accept the Boyce Road Lift Station Project from GSE Construction Company, Inc. and authorize the Attorney for the District to record a Notice of Completion at the Alameda County Recorder's Office.

RBC/JG/SG/RC/CB;mp

Attachments:   Photos  
                      Resolution  
                      Notice of Completion

## Boyce Road Lift Station



Photo 1 - Lift Station Excavation Flooded with Groundwater



Photo 2 - Lift Station formwork and reinforcement placement.





Photo 3 – Existing Lift Station



Photo 4 – Existing Lift Station Demolition



Photo 5 – New Lift Station Structure



Photo 6 – Lift Station Mechanical Room

5



Photo 7 – Lift Station Electrical Room and Equipment



Photo 8 – Lift Station Drywell and Sewage Pumps





Photo 9 – Lift Station Wetwell



Photo 10 – Lift Station Standby Generator



Photo 11 – Lift Station Main Access Gate and Landscaping on Boyce Road

**RESOLUTION NO. 2716**

**ACCEPTING CONSTRUCTION OF THE  
BOYCE ROAD LIFT STATION PROJECT FROM  
GSE CONSTRUCTION COMPANY, INC.  
LOCATED IN FREMONT, CALIFORNIA**

RESOLVED: That the Board of of the UNION SANITARY DISTRICT hereby accepts the Boyce Directors Road Lift Station Project from GSE Construction Company, Inc., effective September 23, 2013; and be it

FURTHER RESOLVED: That the attorney for the District is authorized to file a "Notice of Completion" for the project.

On motion duly made and seconded, this resolution was adopted by the following vote on September 23, 2013:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: ----

ABSENT: ----

ABSTAIN: ----

---

ANJALI LATHI  
President, Board of Directors  
Union Sanitary District

Attest:

---

JENNIFER TOY  
Secretary, Board of Directors  
Union Sanitary District



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

**DAVID M. O'HARA  
Attorney at law  
975 Centennial Drive  
Brentwood, CA 94513**

NO RECORDING FEE - PER GOVERNMENT CODE SECTIONS 6103 & 27283

---

**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN BY UNION SANITARY DISTRICT**, Alameda County, California, that the work hereinafter described, the contract for the construction of which was entered into on March 16, 2011, by said District and GSE Construction Company, Inc., Contractor for the Project, "Boyce Road Lift Station Project," was substantially completed on September 5, 2013 and accepted by said District on September 23, 2013.

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

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

The description of the site where said work was performed and completed is the Union Sanitary District's Boyce Road Lift Station, located at 41997 Boyce Road, City of Fremont, County of Alameda, State of California.

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

Executed on \_\_\_\_\_ at UNION CITY, CALIFORNIA.

\_\_\_\_\_  
DAVID M. O'HARA,  
Agent of UNION SANITARY DISTRICT

**Directors**

Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** September 16, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Work Group Manager  
Kathy Destafney, Business Services Coach

**SUBJECT: Agenda Item No. 9 - Meeting of September 23, 2013  
APPROVING THE PUBLICLY AVAILABLE PAY SCHEDULE**

**Recommendation:** That the Board approve the the September 1, 2013 Pay Schedule, which will be posted and retained in accordance with CalPERS requirements.

**Background:**

The "Publicly Available Pay Schedule", mandated by CalPERS in August 2011, is designed to: 1) ensure consistency between CalPERS employers; and, 2) enhance the disclosure and transparency of public employee compensation.

- The "Publicly Available Pay Schedule" (CCR 570.5) must:
  - be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
  - identify the position title for every employee position;
  - show the payrate for each identified position as a single amount or as multiple amounts within a range;
  - indicate the time base (i.e., bi-weekly, monthly, etc.);
  - be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
  - indicate an effective date and date of any revisions;
  - be retained by the employer and available for public inspection for not less than 5 years;

**Background (continued)**

The salary changes contained in this document reflect the adjustments made to the unclassified employee pay ranges as the result of the July 2013 unclassified salary survey.

Attachment: Union Sanitary District Pay Schedule Effective September 1, 2013

## **UNION SANITARY DISTRICT PAY SCHEDULE**

<b>Effective September 1, 2013</b>		
<b>Position Title</b>	<b>Minimum Bi-Weekly Pay Rate</b>	<b>Maximum Bi-Weekly Pay Rate</b>
Accountant I	\$2,632.40	\$3,199.70
Accountant II	\$2,895.65	\$3,519.68
Accounting Tech Specialist	\$2,839.02	\$3,450.85
Accounting Technician I	\$2,294.17	\$2,788.58
Accounting Technician II	\$2,523.57	\$3,067.42
Administrative Specialist I	\$2,220.09	\$2,725.70
Administrative Specialist II	\$2,360.46	\$2,869.14
Assistant Engineer	\$3,305.19	\$4,338.06
Assistant to the General Manager	\$2,733.18	\$3,587.30
Assistant Storekeeper	\$2,179.64	\$2,650.42
Associate Engineer	\$3,666.67	\$4,812.51
Buyer I	\$2,375.49	\$3,117.83
Buyer II	\$2,794.70	\$3,668.04
Chemist I	\$3,085.44	\$3,750.38
Chemist II	\$3,239.72	\$3,937.90
Coach, Business Services	\$4,218.89	\$5,537.29
Coach, Capital Improvement Projects	\$4,901.60	\$6,433.34
Coach, Collection Services	\$3,943.18	\$5,175.42
Coach, Customer Service	\$4,429.34	\$5,813.50
Coach, Electrical & Instrumentation	\$3,960.09	\$5,197.62
Coach, Environmental Compliance	\$3,901.94	\$5,121.30
Coach - Mechanical Maintenance	\$3,864.79	\$5,072.54
Coach, Research & Support/Process Engineer	\$3,901.30	\$5,120.45
Coach, Total Plant Operations	\$3,904.83	\$5,125.09
Collection System Worker I	\$2,495.62	\$2,816.05
Collection System Worker II	\$2,548.46	\$3,097.66
Communications Coordinator	\$3,147.23	\$3,825.49
Construction Inspector I	\$2,695.70	\$3,276.65
Construction Inspector II	\$2,965.26	\$3,604.30
Construction Inspector III	\$3,083.88	\$3,748.48
Customer Service Fee Analyst	\$2,562.46	\$3,114.68
Deputy General Manager	\$5,869.77	\$7,704.08
Engineering Assistant/Plan Checker	\$3,306.21	\$4,018.71
Engineering Technician I	\$2,601.32	\$3,161.55
Engineering Technician II	\$2,861.12	\$3,477.70
Engineering Technician III	\$3,147.23	\$3,825.49
Environmental Control (EC) Inspector I	\$2,546.30	\$3,095.41
Environmental Control (EC) Inspector II	\$2,864.64	\$3,482.41
Environmental Control (EC) Inspector III	\$3,180.14	\$3,865.48
Environmental Control (EC) Inspector IV	\$3,402.74	\$4,136.06
Environmental Control (EC) Outreach Representative	\$3,180.14	\$3,865.48



Effective September 1, 2013		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Environmental Health and Safety Program Manager	\$3,648.32	\$4,788.42
Environmental Program Coordinator	\$3,530.33	\$4,633.56
Fleet Mechanic I	\$2,568.71	\$3,122.29
Fleet Mechanic II	\$3,079.14	\$3,496.97
General Manager	\$6,987.57	\$9,171.19
Human Resources Administrator	\$4,425.90	\$5,809.00
Human Resources Analyst	\$3,110.49	\$4,082.52
InformationTechnology Administrator	\$4,207.01	\$5,521.70
Information Technology Analyst	\$3,004.57	\$3,943.49
Instrument Tech/Electrician	\$3,371.88	\$3,846.01
Janitor	\$1,718.03	\$2,088.27
Junior Engineer	\$2,925.09	\$3,839.18
Laborator Analyst	\$2,938.38	\$3,571.62
Laboratory Director	\$3,837.70	\$4,664.75
Lead Collection System Worker	\$2,803.30	\$3,407.42
Maintenance Assistant	\$1,103.86	\$1,341.74
Manager, Business Services	\$6,028.38	\$7,912.24
Manager, Collection Services	\$5,626.68	\$7,385.02
Manager, Maintenance	\$5,626.68	\$7,385.02
Manager, Technical Services	\$5,948.35	\$7,807.21
Manager, Treatment & Disposal Services	\$5,626.68	\$7,385.02
Mechanic I	\$2,781.29	\$3,158.71
Mechanic II	\$3,115.05	\$3,537.77
Mechanic XL	\$3,714.66	\$3,714.66
Office Assistant I	\$1,815.54	\$2,206.80
Office Assistant II	\$2,069.70	\$2,515.74
Office Assistant III	\$2,276.69	\$2,767.34
Painter	\$2,598.00	\$3,246.34
Planner/Scheduler I	\$2,983.58	\$3,626.56
Planner/Scheduler II	\$3,208.36	\$3,899.78
Plant Operations Trainer	\$3,524.53	\$4,284.09
Plant Operator I	\$2,479.22	\$3,013.50
Plant Operator II	\$2,957.50	\$3,344.99
Plant Operator III	\$3,381.98	\$3,825.07
Plant Operator XL	\$4,016.32	\$4,016.32
Principal Engineer	\$4,434.78	\$5,820.64
Principal Financial Analyst	\$3,506.43	\$4,602.18
Purchasing Agent	\$3,513.96	\$4,612.08
Quality Coordinator	\$3,812.01	\$5,003.26
Receptionist	\$1,960.89	\$2,383.34
Senior Accountant	\$3,147.72	\$4,131.38
Senior Database Administrator/Developer	\$3,765.20	\$4,941.82
Senior Engineer	\$4,007.49	\$5,259.84



Effective September 1, 2013		
Position Title	Minimum Bi-Weekly Pay Rate	Maximum Bi-Weekly Pay Rate
Senior Geographic Information System (GIS)/Database Administrator	\$3,765.20	\$4,941.82
Senior Information Technology Analyst	\$3,338.41	\$4,381.66
Senior Network Administrator	\$3,692.12	\$4,845.91
Storekeeper I	\$2,757.17	\$3,351.35
Storekeeper II	\$2,895.02	\$3,518.92
Technical Training Coordinator	\$3,378.26	\$4,433.97
Utility Worker	\$2,116.57	\$2,572.70

Approved by: \_\_\_\_\_  
President, Board of Directors

Date: \_\_\_\_\_

**Directors**

Pat Gacoscos  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**

Richard Currie  
*General Manager/District  
Engineer*

David M. O'Hara  
*Attorney*

**DATE:** September 13, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer

**SUBJECT:** Agenda Item No. 10 - Meeting of September 23, 2013  
**REVIEW AND APPROVE PROPOSED CHANGES TO  
POLICY #2930 - INSPECTION OF PUBLIC RECORDS AND  
DUPLICATION CHARGE POLICY**

**Recommendation**

Approve changes to Policy as recommended by staff and Legal Counsel.

**Background**

In order to comply with the California Public Records Act, USD has established a policy outlining procedures for employees to follow when receiving requests for public records. This policy guides employees in the appropriate documents to disclose, the time frame for response, and the amount to charge customers. All elements of the policy are in compliance with Government Code Section 6250-6276, the California Public Records Act.

Attached are proposed revisions to Policy 2930 shown in red text. These revisions include the following:

- Changing our process to have all requests go to the Assistant to the General Manager for distribution and for tracking.
- Replacing a general statement about the response time with language from the Public Records Act.
- Adding a paragraph to address requests for documents in electronic format.
- Clarification that requests will be reviewed by a member of the Executive Team.

Staff recommends the revisions be adopted and that the review date be extended to September of 2016.

Attachments

Union Sanitary District  
Policy and Procedure Manual

Effective <del>9/14/09</del> 9/23/13	<b>Inspection of Public Records and Duplication Charge Policy</b>	Policy Number 2930 Page 1 of 4
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## Policy

Union Sanitary District will accommodate requests for inspection of the District's public records per the procedures listed below, and will charge for cost of photo copies or duplication of those records, including staff resources and document retrieval costs. Requests for data from GIS are subject to Policy 2931.

## Purpose

In accordance with Sections 6250 through 6276 of the California Government Code, the following procedures govern the inspection of public records of Union Sanitary District. These procedures are formulated to minimize impacts on the orderly conduct of the District's business while providing the public access to information in the District's possession. Additionally, a fee schedule is provided to ensure reimbursement to the District for costs associated with accommodating requests for photocopies or duplication of said public records.

## Procedures – Receiving Requests

- Whenever possible, a request to inspect public records of the District will be made in writing. The attached [Public Records Request form](#) may be used or the requestor may submit a request in another form.
- If requestor refuses to complete the form, staff will complete the form on their behalf based on staff's understanding of the requestor's intent.
- All requests must be reasonably specific and concise, to minimize staff time required to do research or compile any particular records. Requests must also allow sufficient time, if necessary, for staff to retrieve archival materials from storage and/or off-site locations. Any charges incurred by the District to retrieve materials from storage will be passed through to the requestor.
- The [public records request form](#) should be initiated by the employee receiving the request and forwarded to ~~the Assistant to the GM for logging and tracking. The Assistant to the GM will then forward the request to~~ the appropriate individual or team for review and follow-up ~~and inform the General Manager or a member of the Executive Team that the request has been received-~~
- Whenever reasonable, walk-in requests should be fulfilled while the requesting party is on the premises of the District.

**Comment [RBC1]:** Dave, Is this allowed under the most recent version of the public records act?

- ~~In accordance with State law, the requestor must be informed within 10 business days whether the request is approved or denied. In accordance with Section 6253(c) of the California Public Records Act, the requestor shall, within 10 calendar days of making the request, be informed if the District has determined the records are disclosable under the Act. It shall be the policy of the District that most public records requests shall be fulfilled during the initial 10 day period. In unusual circumstances, the time limit prescribed in the Section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination of disclosability is expected. No notice shall specify a date that would result in an extension for more than 14 calendar days.~~
- Requests for GIS data are to be addressed in Policy #2931.
- ~~Management should be informed immediately upon receipt of any Public Records Request.~~

#### Procedures – Inspection of Records

- Inspection may be made during regular business hours of the District, more particularly noted to be Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding regular holidays observed by the District.
- At all times during inspection, District records will remain on the premises.
- In order to protect the safety of the records against theft, mutilation, modification or accidental damage, a District employee will be present during inspection whenever deemed necessary. Any charges incurred by the District in supplying a District employee for such inspections will be passed through to the requestor.
- Documents exempt from inspection are those enumerated in Government Code Section 6254, and will not be provided to the requestor. These include:
  - Preliminary drafts, notes or memoranda which are not retained by the District in the ordinary course of business;
  - Records pertaining to pending or threatened litigation of which the District is a party, or to claims against the District, until such litigation or claim has been finally adjudicated or otherwise settled;
  - Personnel, medical or similar files on individual employees;
  - Workers compensation files on individual employees;
  - Test questions, scoring keys and other examination data;

**Comment [RBC2]:** Is this allowed under Public Records Act?

- Matters contained in or related to applications filed with any state agency responsible for regulation or supervision of the issuance of securities or of financial institutions;
- Information labeled as confidential from legal counsel or parties outside of the District;
- Geological and geophysical data, results of tests and experimental processes, plant production data and similar information relating to utility systems development which are obtained in confidence from any person or company under contract with the District;
- Correspondence of and to the Governor or employees of the Governor's office;
- Matters in the custody of, or maintained by, any legal counsel of the District.
- Any data, records or information which is believed by the District to be the proprietary property of any party outside of the District.
- Any other documents which may be specifically identified in the Government Code as being exempt.

#### Procedures – Rates and Charges for Duplication

- If photocopying of records by District Staff is requested, fees for processing and copying shall be charged, on a per request basis, as follows:

##### For 8.5"x11"/8.5"x14" Originals

1 - 10 pages	No Charge
11+ pages	\$3.00 Administrative Fee Plus \$ 0.25/page for black and white or \$0.75/page for color.

##### For 11"x17" and Larger Originals

1 - 2 pages	No Charge
3+ pages	\$3.00 Administrative Fee Plus \$2.00/page for black and white or \$3.00/page for color.

- If requestor furnishes the operator, but uses a District copier, fees shall be charged as follows:

##### For 8.5"x11"/8.5"x14" Originals

1 - 20 pages	No Charge
21+ pages	\$ 0.25/page for black and white and \$0.75/page for color.

- Requestor may, at their own expense, furnish a copier or scanner and operator on site at the District to copy records.
- If the Requestor prefers to receive the records electronically, they will be provided in a non-editable, electronic format such as PDF. Documents can be provided on a storage device

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such as a flash drive or CD, or may be transmitted electronically by e-mail. The requestor is responsible for providing the electronic storage device(s).

- Mailing/Shipping Costs:  
Any mailing or shipping costs incurred by the District will be passed through to the requestor.
- The cost of duplicating Collection System Inspection Video Tapes (VHS Format) or digital records will be \$30.00 per tape or disk, plus mailing costs, if applicable. Duplication costs for any other data stored on disk will be \$30.00 per disk.

### Procedure – Receipts and Documents

As funds are collected for photocopies, video duplication and/or mailing of said photocopies or tapes, the employee receiving the funds will provide a receipt with requestor's name, contact information; the number of copies/tapes produced, and the money collected. Payment will be due prior to records being duplicated.

The original of the public records request form is to be given to the requestor; a copy of the form is to be forwarded to the accounting department along with the monies collected; ~~and a third~~ copy will remain in the-Accounts Receivable files, and a copy will be sent to the Assistant to the General Manager.-

### Employee Responsibility

It is the employee's responsibility to receive public records requests and initiate the response using the Public Records Request form. The employee receiving the request is responsible for forwarding it to the Assistant to the General Manager, who will log in the request for tracking and forward it to the responsible individual or team and inform the GM or a member of the Executive Team. ~~The employee responding to the request is responsible for forwarding the form to the appropriate management staff person for approval.~~

### Management Responsibility

It is the responsibility of ~~the Workgroup Management~~ a member of the Executive Team to review, approve or deny, public records requests ~~relating to that workgroup~~, and to comply with this policy and the California Public Records Act.

It is the responsibility of ~~District Management~~ the Executive Team to approve or deny requests for access to unusual or controversial information in accordance with the California Public Records Act.

**Related Form**

[Public Records Request form](#)

Revised ~~9/14/09~~09/23/13

Supersedes Policy dated 9/26/95, Revised 3/5/07, 9/14/09

Related Policy: 2931 – GIS Data Access

Approved by: Board of Directors ~~09/14/09~~09/23/13

Author/Owner: General Manager

Reviewers: Executive Team, Legal Counsel

Notify Person: General Manager

Review Frequency: 3 years

Next Review: September ~~2012~~2016

Union Sanitary District  
Policy and Procedure Manual

Effective 9/23/13	<b>Inspection of Public Records and Duplication Charge Policy</b>	Policy Number 2930 Page 1 of 4
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## Policy

Union Sanitary District will accommodate requests for inspection of the District's public records per the procedures listed below, and will charge for cost of photo copies or duplication of those records, including staff resources and document retrieval costs. Requests for data from GIS are subject to Policy 2931.

## Purpose

In accordance with Sections 6250 through 6276 of the California Government Code, the following procedures govern the inspection of public records of Union Sanitary District. These procedures are formulated to minimize impacts on the orderly conduct of the District's business while providing the public access to information in the District's possession. Additionally, a fee schedule is provided to ensure reimbursement to the District for costs associated with accommodating requests for photocopies or duplication of said public records.

## Procedures – Receiving Requests

- Whenever possible, a request to inspect public records of the District will be made in writing. The attached [Public Records Request form](#) may be used or the requestor may submit a request in another form.
- If requestor refuses to complete the form, staff will complete the form on their behalf based on staff's understanding of the requestor's intent.
- All requests must be reasonably specific and concise, to minimize staff time required to do research or compile any particular records. Requests must also allow sufficient time, if necessary, for staff to retrieve archival materials from storage and/or off-site locations. Any charges incurred by the District to retrieve materials from storage will be passed through to the requestor.
- The [public records request form](#) should be initiated by the employee receiving the request and forwarded to the Assistant to the GM for logging and tracking. The Assistant to the GM will then forward the request to the appropriate individual or team for review and follow-up and inform the General Manager or a member of the Executive Team that the request has been received
- Whenever reasonable, walk-in requests should be fulfilled while the requesting party is on the premises of the District.



- In accordance with Section 6253(c) of the California Public Records Act, the requestor shall, within 10 calendar days of making the request, be informed if the District has determined the records are disclosable under the Act. It shall be the policy of the District that most public records requests shall be fulfilled during the initial 10 day period. In unusual circumstances, the time limit prescribed in the Section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination of disclosability is expected. No notice shall specify a date that would result in an extension for more than 14 calendar days.
- Requests for GIS data are to be addressed in Policy #2931.

### **Procedures – Inspection of Records**

- Inspection may be made during regular business hours of the District, more particularly noted to be Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding regular holidays observed by the District.
- At all times during inspection, District records will remain on the premises.
- In order to protect the safety of the records against theft, mutilation, modification or accidental damage, a District employee will be present during inspection whenever deemed necessary. Any charges incurred by the District in supplying a District employee for such inspections will be passed through to the requestor.
- Documents exempt from inspection are those enumerated in Government Code Section 6254, and will not be provided to the requestor. These include:
  - Preliminary drafts, notes or memoranda which are not retained by the District in the ordinary course of business;
  - Records pertaining to pending or threatened litigation of which the District is a party, or to claims against the District, until such litigation or claim has been finally adjudicated or otherwise settled;
  - Personnel, medical or similar files on individual employees;
  - Workers compensation files on individual employees;
  - Test questions, scoring keys and other examination data;
  - Matters contained in or related to applications filed with any state agency responsible for regulation or supervision of the issuance of securities or of financial institutions;
  - Information labeled as confidential from legal counsel or parties outside of the District;

- Geological and geophysical data, results of tests and experimental processes, plant production data and similar information relating to utility systems development which are obtained in confidence from any person or company under contract with the District;
- Correspondence of and to the Governor or employees of the Governor's office;
- Matters in the custody of, or maintained by, any legal counsel of the District.
- Any data, records or information which is believed by the District to be the proprietary property of any party outside of the District.
- Any other documents which may be specifically identified in the Government Code as being exempt.

### **Procedures – Rates and Charges for Duplication**

- If photocopying of records by District Staff is requested, fees for processing and copying shall be charged, on a per request basis, as follows:

#### For 8.5"x11"/8.5"x14" Originals

1 - 10 pages	No Charge
11+ pages	\$3.00 Administrative Fee Plus \$ 0.25/page for black and white or \$0.75/page for color.

#### For 11"x17" and Larger Originals

1 - 2 pages	No Charge
3+ pages	\$3.00 Administrative Fee Plus \$2.00/page for black and white or \$3.00/page for color.

- If requestor furnishes the operator, but uses a District copier, fees shall be charged as follows:

#### For 8.5"x11"/8.5"x14" Originals

1 - 20 pages	No Charge
21+ pages	\$ 0.25/page for black and white and \$0.75/page for color.

- Requestor may, at their own expense, furnish a copier or scanner and operator on site at the District to copy records.
- If the Requestor prefers to receive the records electronically, they will be provided in a non-editable, electronic format such as PDF. Documents can be provided on a storage device such as a flash drive or CD, or may be transmitted electronically by e-mail. The requestor is responsible for providing the electronic storage device(s).
- Mailing/Shipping Costs:

Any mailing or shipping costs incurred by the District will be passed through to the requestor.

- The cost of duplicating Collection System Inspection Video Tapes (VHS Format) or digital records will be \$30.00 per tape or disk, plus mailing costs, if applicable. Duplication costs for any other data stored on disk will be \$30.00 per disk.

### **Procedure – Receipts and Documents**

As funds are collected for photocopies, video duplication and/or mailing of said photocopies or tapes, the employee receiving the funds will provide a receipt with requestor's name, contact information; the number of copies/tapes produced, and the money collected. Payment will be due prior to records being duplicated.

The original of the [public records request form](#) is to be given to the requestor; a copy of the form is to be forwarded to the accounting department along with the monies collected; a copy will remain in the-Accounts Receivable files, and a copy will be sent to the Assistant to the General Manager.-

### **Employee Responsibility**

It is the employee's responsibility to receive public records requests and initiate the response using the [Public Records Request form](#). The employee receiving the request is responsible for forwarding it to the Assistant to the General Manager, who will log in the request for tracking and forward it to the responsible individual or team and inform the GM or a member of the Executive Team.

### **Management Responsibility**

It is the responsibility of a member of the Executive Team to review, approve or deny, public records requests, and to comply with this policy and the California Public Records Act.

It is the responsibility of the Executive Team to approve or deny requests for access to unusual or controversial information in accordance with the California Public Records Act.

### **Related Form**

[Public Records Request form](#)

Revised 09/23/13

Supersedes Policy dated 9/26/95, Revised 3/5/07, 9/14/09

Related Policy: 2931 – GIS Data Access

Approved by: Board of Directors 09/23/13  
Reviewers: Executive Team, Legal Counsel

Inspection of Public Records & Duplication Charge Policy

Policy Number 2930  
Page 5 of 4

Notify Person: General Manager  
Review Frequency: 3 years  
Next Review: September 2016



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** September 16, 2013

**MEMO TO:** Board of Directors – Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer  
Rich Cortes, Business Services Manager  
Maria Scott, Principal Financial Analyst  
Debi Kull, Senior Accountant

**SUBJECT:** Agenda Item No. 11 - Meeting of September 23, 2013  
**ADOPTING AN INVESTMENT POLICY FOR FY 2014**

**Recommendation:**

Adopt Investment policy for FY 2013.

**Background:**

The District adopts an investment policy annually. The proposed investment policy for FY 2014 is attached. As of final FY13 audit fieldwork, there were no comments on the investment policy or procedures.

*Performance Review:*

Size of Portfolio –

- The size of the portfolio increased from a monthly average of \$43.9M as of August 2011, to a monthly average of \$45.9M as of August 2012.
- Comparing the months of August 2011 and 2012, the total portfolio increased from \$41.3M to \$41.6M, or .6%.

*Performance Review (continued)*

Make-up of Portfolio (August '11 vs. August '12) -

- US Treasuries decreased from 18% to 13% of the portfolio.
- LAIF increased from 30% to 34%.
- Commercial Paper holdings decreased from 30% to 27%.
- Federal Agencies decreased from 22% to 19%.
- CDs increased from 0% to 6%.
- CAMP is currently <1% of the total portfolio.

Yields –

During the last 12 months and the prior 12 months respectively:

- The average monthly yields for entire portfolio were .52% and .62%.
- The average monthly yields for LAIF were .38% and .47%.



**Directors**  
Manny Fernandez  
Tom Handley  
Pat Kite  
Anjali Lathi  
Jennifer Toy

**Officers**  
Richard B. Currie  
*General Manager/  
District Engineer*

David M. O'Hara  
*Attorney*

**DATE:** September 13, 2013

**MEMO TO:** Board of Directors - Union Sanitary District

**FROM:** Richard B. Currie, General Manager/District Engineer

**SUBJECT:** Agenda Item No. 12 - Meeting of September 23, 2013  
**USD NEWSLETTER – FALL 2013**

### **Recommendation**

Review and provide comments to staff.

### **Background**

A draft of USD's Annual Newsletter, Volume VIII, has been sent to you for your review. This latest edition of our Customer Focus features a new template for the newsletter that is somewhat less structured and formal and uses brighter colors and different fonts. This edition has a feature story on USD being a public agency, including discussion of our responsibility to the public and how our Board meetings are open to the public. The page 2 story talks about our effluent, how we test to make sure it meets standards and where we discharge into the Bay. Page 3 is a feature story on our mechanics and electricians. The back page elaborates on our Mission of protecting the public health and also lists our most recent awards.

As a reminder, the draft will look different than when the printer produces the final version of the newsletter. This is just a mock up for your review and does not illustrate the final borders, alignment or exact colors.

Please provide your comments and questions to staff no later than the evening of the Board meeting. Comments can be sent via e-mail prior to the meeting to the GM e-mail address. Please contact the GM or Michelle Powell if you have any questions.

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151626	9/5/2013	800347.7	ANDERSON PACIFIC ENG CONST INC	HEADWORKS AND EMERGENCY OUTFALL IMPROV	\$225,668.99	\$309,129.99
	9/5/2013	800400.4		THICKENER CONTROL BLDG INTERIM IMPROV	\$83,461.00	
151687	9/5/2013	1837	WINNER CHEVROLET INC	1 2013 CHEVROLET TRUCK SILVERADO	\$44,386.23	\$221,931.15
	9/5/2013	1838		1 2013 CHEVROLET TRUCK SILVERADO	\$44,386.23	
	9/5/2013	1840		1 2013 CHEVROLET TRUCK SILVERADO	\$44,386.23	
	9/5/2013	1841		1 2013 CHEVROLET TRUCK SILVERADO	\$44,386.23	
	9/5/2013	1839		1 2013 CHEVROLET TRUCK SILVERADO	\$44,386.23	
151633	9/5/2013	130091	CAROLLO ENGINEERS	HEADWORKS AND EMERGENCY OUTFALL IMPROV	\$6,794.90	\$161,957.87
	9/5/2013	130070		THICKENER CONTROL BLDG INTERIM IMPROV	\$2,723.07	
	9/5/2013	130069		THICKENER CONROL BUILDING IMPROVEMENTS PH II	\$58,601.21	
	9/5/2013	130074		DEWATERING PERFORMANCE EVALUATION	\$8,536.72	
	9/5/2013	130075		LIFT STATION #1 IMPROVEMENTS	\$2,883.49	
	9/5/2013	129939		COGENERATION PROJECT	\$18,345.81	
	9/5/2013	130073		COGENERATION PROJECT	\$64,072.67	
151676	9/5/2013	901355647	SIEMENS WATER TECHNOLOGIES LLC	LIFT STATION #1 IMPROVEMENTS	\$21,419.46	\$33,548.22
	9/5/2013	901352278		1,966 GALS HYDROGEN PEROXIDE	\$9,127.74	
	9/5/2013	901353355		ACTIVATED CARBON CHANGE OUT BULK	\$3,001.02	
151627	9/5/2013	8480038591	ANDRITZ SEPARATION INC	CENTRIFUGE CONTROLS EQUIP UPGRADE	\$30,930.40	\$30,930.40



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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151738	9/12/2013	096020130830	PACIFIC GAS AND ELECTRIC	SERV TO 08/29/13 CATHODIC PROJECT	\$55.43	\$21,061.41
	9/12/2013	892820130830		SERV TO 08/29/13 HAYWARD MARSH	\$117.65	
	9/12/2013	666720130830		SERV TO 08/29/13 PASEO PADRE PS	\$198.97	
	9/12/2013	761520130826		SERVICE TO 08/26/13 NEWARK PS	\$20,251.32	
	9/12/2013	380420130830		SERV TO 08/28/13 CHERRY ST PS	\$195.55	
	9/12/2013	898220130830		SERV TO 08/29/13 FREMONT PS	\$242.49	
151743	9/12/2013	7547639583	ROYAL WHOLESALE ELECTRIC	10 ETHERNET BRIDGE MODULES	\$1,778.01	\$19,341.02
	9/12/2013	7547639747		9 ETHERNET BRIDGE MODUL	\$15,891.19	
	9/12/2013	7547638809		4 CAPACITOR & 1 BOARD	\$1,671.82	
151706	9/12/2013	130205	CAROLLO ENGINEERS	DEWATERING PERFORMANCE EVALUATION	\$17,497.41	\$17,497.41
151658	9/5/2013	9017348374	KEMIRA WATER SOLUTIONS, INC.	8.44 TONS FERROUS CHLORIDE	\$5,694.55	\$16,482.83
	9/5/2013	9017347648		7.93 TONS FERROUS CHLORIDE	\$5,350.12	
	9/5/2013	9017347649		8.06 TONS FERROUS CHLORIDE	\$5,438.16	
151713	9/12/2013	629717A	DELTA DENTAL SERVICE	AUGUST 2013 DENTAL	\$1,772.67	\$15,621.67
	9/12/2013	629717C		AUGUST 2013 DENTAL	\$13,849.00	
151725	9/12/2013	9017349951	KEMIRA WATER SOLUTIONS, INC.	8.17 TONS FERROUS CHLORIDE	\$5,512.38	\$11,395.85
	9/12/2013	9017348847		8.72 TONS FERROUS CHLORIDE	\$5,883.47	
151634	9/5/2013	38823	CDW GOVERNMENT LLC	SOFTWARE ANNUAL MAINTENANCE	\$9,541.26	\$9,541.26
151727	9/12/2013	121088	KNAPP POLLY PIG INC	1 EA PIG	\$8,376.22	\$8,376.22

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151670	9/5/2013	16598	RMC WATER AND ENVIRONMENT	ALVARADO BASIN (DRYER'S PROPERTY)	\$3,885.75	\$7,931.03
	9/5/2013	16596		LOCAL LIMITS & WASTEWATER TREATABILITY	\$1,270.00	
	9/5/2013	16536		HAYWARD MARSH REGULATORY COMPLIANCE	\$2,775.28	
151659	9/5/2013	37432220130901	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE - SEPT 2013	\$7,288.88	\$7,288.88
151749	9/12/2013	570816	UNIVAR USA INC	5,017 GALS SODIUM HYPOCHLORITE	\$2,360.05	\$7,018.55
	9/12/2013	570672		4,896 GALS SODIUM HYPOCHLORITE	\$2,303.14	
	9/12/2013	570358		5,007 GALS SODIUM HYPOCHLORITE	\$2,355.36	
151662	9/5/2013	24806766	MOTION INDUSTRIES INC	3 EA BEARINGS	\$286.03	\$5,736.79
	9/5/2013	24806895		1 EA FAN	\$32.34	
	9/5/2013	24806546		ASTD PARTS & MATERIALS	\$429.88	
	9/5/2013	24806418		12 EA RETAINING RINGS	\$36.20	
	9/5/2013	24806581		1 EA SHEAVE	\$129.53	
	9/5/2013	24807066		2 EA SPLIT SPROCKETS	\$4,432.65	
	9/5/2013	24806887		6 EA BEARINGS	\$390.16	
151631	9/5/2013	148782	BMC SOFTWARE INC	FOOTPRINTS MAINTENANCE RENEWAL	\$5,046.00	\$5,046.00
151679	9/5/2013	569169	UNIVAR USA INC	5,007 GALS SODIUM HYPOCHLORITE	\$2,355.36	\$4,658.03
	9/5/2013	569468		4,895 GALS SODIUM HYPOCHLORITE	\$2,302.67	
151742	9/12/2013	6649	ROBSON HOMES LLC	REFUND # 16668	\$2,500.00	\$4,637.50
	9/12/2013	6191		REFUND # 16669	\$2,137.50	

UNION SANITARY DISTRICT  
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08/31/2013-09/13/2013

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151643	9/5/2013	240878	CURTIS & TOMPKINS LTD	36 LAB SAMPLE ANALYSIS	\$955.00	\$4,395.00
	9/5/2013	240783		26 LAB SAMPLE ANALYSIS	\$2,355.00	
	9/5/2013	240854		9 LAB SAMPLE ANALYSIS	\$1,085.00	

**UNION SANITARY DISTRICT  
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151708	9/12/2013	54228781	CINTAS CORPORATION	1 POLO SHIRT - EC	\$39.41	\$4,113.55
	9/12/2013	54236322		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$93.31	
	9/12/2013	54231788		ASTD DUST MOPS & TERRY TOWELS	\$53.50	
	9/12/2013	54234088		UNIFORM LAUNDERING SERVICE	\$341.99	
	9/12/2013	54228779		1 POLO SHIRT - EC	\$39.40	
	9/12/2013	54228780		1 PERMA LINED JACKET - CHIU	\$55.99	
	9/12/2013	54231786		UNIFORM LAUNDERING SERVICE	\$280.47	
	9/12/2013	54231790		17 POLO SHIRTS - EC	\$621.77	
	9/12/2013	54229511		UNIFORM LAUNDERING SERVICE	\$342.24	
	9/12/2013	54236321		UNIFORM LAUNDERING SERVICE	\$352.99	
	9/12/2013	54234087		UNIFORM LAUNDERING SERVICE	\$278.21	
	9/12/2013	54229510		UNIFORM LAUNDERING SERVICE	\$288.51	
	9/12/2013	54236320		UNIFORM LAUNDERING SERVICE	\$298.73	
	9/12/2013	54228778		ASTD DUST MOPS, WET MOPS & TERRY TOWELS	\$87.25	
	9/12/2013	54229487		7 POLO SHIRTS - EC	\$245.20	
	9/12/2013	54231787		UNIFORM LAUNDERING SERVICE	\$333.35	
	9/12/2013	54234064		11 POLO SHIRTS - CZAPKAY	\$361.23	
151639	9/5/2013	20130802	COLLISON ENGINEERING	HAYWARD MARSH PERMIT METAL STUDY	\$3,918.00	\$3,918.00
151695	9/12/2013	2162	ALPHA OMEGA WIRELESS	CHLORINE ANALYZER SHED BACKUP COMM	\$3,807.80	\$3,807.80

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08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151680	9/5/2013	662798	VALLEY OIL COMPANY	SAMPLE 7 DIESEL TANKS & 1 UNLEADED TANK	\$3,800.00	\$3,800.00
151705	9/12/2013	5022123	CAMPWAY'S TRUCK ACCESSORY WORL	1 CAMPER SHELL	\$3,554.43	\$3,554.43
151709	9/12/2013	42603	COAST CRANE COMPANY	ASTD PARTS DRUM SPEED INDICATOR	\$3,534.58	\$3,534.58
151683	9/5/2013	29810	VALLEY WINDOW CLEANING	WINDOW CLEANING SERVICES	\$3,490.00	\$3,490.00
151665	9/5/2013	28515	OWEN EQUIPMENT SALES	FALCON RECYCLER RENTAL	\$3,466.72	\$3,466.72
	9/5/2013	28570.1		CREDIT FOR 1 EA BELT-5-BAND 5V & ACTUATOR	\$-1,053.01	
	9/5/2013	28570		1 EA BELT-5-BAND 5V & ACTUATOR	\$1,053.01	
151733	9/12/2013	0913	MOOSEPOINT TECHNOLOGY INC	GEOSMART SWM ANNUAL MAINT 9/1/13 - 8/31/14	\$3,225.00	\$3,225.00
151684	9/5/2013	20130901	VISION SERVICE PLAN - CA	SEPTEMBER 2013 VISION STMT	\$3,208.32	\$3,208.32
151752	9/12/2013	25862	VOX NETWORK SOLUTIONS INC	PHONE SYS MAINT AUG 13-OCT 13	\$2,873.40	\$3,113.40
	9/12/2013	25841		ADD PHONE 7546	\$240.00	
151693	9/12/2013	5082229	ALL INDUSTRIAL ELECTRIC SUPPLY	29 BOARDROOM LIGHTS	\$3,045.00	\$3,045.00
151637	9/5/2013	20130903	WADE COGGINS	COMPUTER NOTE	\$3,000.00	\$3,000.00
151648	9/5/2013	228926	FRANK A OLSEN COMPANY	2 CHECK VALVES	\$2,259.96	\$2,590.79
	9/5/2013	228908		4 EXPANSION JOINTS	\$330.83	
151681	9/5/2013	23074	VALLEY OIL COMPANY	1 DRUM MOBIL SHC 634 OIL	\$2,547.52	\$2,547.52

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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151721	9/12/2013	9205791651	GRAINGER INC	3 EA CONSTROL STATION, NEMA 4	\$529.12	\$2,522.36
	9/12/2013	9209153452		ASTD PARTS & MATERIALS	\$330.79	
	9/12/2013	9207300311		ASTD PARTS & MATERIALS	\$531.07	
	9/12/2013	9210441524		ASTD PARTS & MATERIALS	\$389.08	
	9/12/2013	9206781404		12 EA QUARTZ METAL HALIDE LAMPS	\$183.70	
	9/12/2013	9209563676		1 EA COUPLER & ADAPTER	\$66.33	
	9/12/2013	9210895703		1 EA CANOPY & 4 EA CASTER WHEELS	\$277.52	
	9/12/2013	9209153460		1 EA DEPTH MICROMETER	\$214.75	
151674	9/5/2013	6672	SANCO PIPELINES INC	REFUND # 16658	\$2,500.00	\$2,500.00

**UNION SANITARY DISTRICT  
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151731	9/12/2013	59368361	MCMASTER SUPPLY INC	15 PKS ENGRAVING PLATE	\$57.32	\$2,488.96
	9/12/2013	58047136		1 EA TUBE WITH ANGLED STEM	\$11.79	
	9/12/2013	59245461		ASTD PARTS & MATERIALS	\$789.78	
	9/12/2013	59307372		1 EA PIPE NIPPLE	\$23.18	
	9/12/2013	59272366		17 EA DANGER SIGNS - ASTD SIZES	\$205.41	
	9/12/2013	59706986		ASTD PARTS & MATERIALS	\$264.27	
	9/12/2013	59601549		ASTD PARTS & MATERIALS	\$441.99	
	9/12/2013	59322443		ASTD PARTS & MATERIALS	\$62.08	
	9/12/2013	59557098		3 EA POST BASE FOR STRUT CHANNEL	\$245.14	
	9/12/2013	59581492		1 EA CIRCULAR SAW	\$167.13	
	9/12/2013	59707317		3 EA CARGO CONTAINMENT BARS	\$220.87	
151625	9/5/2013	4017420220130823	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 08/21/13 - FREMONT BLVD	\$45.62	\$2,431.84
	9/5/2013	4017275220130821		SERV TO: 08/21/13 - FREMONT BLVD	\$75.64	
	9/5/2013	4017274120130823		SERV TO: 08/21/13 - FREMONT BLVD	\$2,310.58	
151726	9/12/2013	15747	KEN GRADY CO INC	2 EA SENSORS	\$2,419.95	\$2,419.95
151715	9/12/2013	20130421	ENVIRO SAFETECH INC	CONFINED SPACE ENTRY STANDBY	\$820.00	\$2,340.00
	9/12/2013	20130420		CONFINED SPACE ENTRY STANDBY	\$1,520.00	
151712	9/12/2013	XJ6M5K5K8	DELL MARKETING LP C/O DELL USA	1 FMC ADMIN SPECIALIST COMPUTER	\$2,245.27	\$2,245.27
151651	9/5/2013	923119	GROENIGER AND COMPANY	ASTD PARTS & MATERIALS	\$1,865.01	\$1,865.01

**UNION SANITARY DISTRICT  
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Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151741	9/12/2013	916001808491	REPUBLIC SERVICES #916	RECYCLE & ROLL OFF - AUG 2013	\$1,776.91	\$1,776.91
151747	9/12/2013	3208733481	STAPLES CONTRACT & COMMERCIAL	1 SEB REMAN TONER HP C9730A	\$-196.88	\$1,693.55
	9/12/2013	3208733482		1 SEB REMAN TONER HP C9730A	\$196.88	
	9/12/2013	3208733485		5 CS PAPER CUPS & 12 PURELL SANITIZING WIPES	\$341.89	
	9/12/2013	3205654535		ASTD OFFICE SUPPLIES - INVENTORY	\$186.11	
	9/12/2013	3208733488		ASTD OFFICE SUPPLIES - CIP	\$115.48	
	9/12/2013	3208733480		1 SEB REMAN TONER HP C9730A	\$196.88	
	9/12/2013	3208733487		1 JABRA GO 6470 BLUETOOTH WIRELESS HEADSET	\$323.67	
	9/12/2013	3208733484		ASTD OFFICE SUPPLIES - INVENTORY	\$390.98	
	9/12/2013	3208733486		ASTD OFFICE SUPPLIES - INVENTORY	\$324.65	
	9/12/2013	3208733483		ASTD OFFICE SUPPLIES - INVENTORY	\$-186.11	
151673	9/5/2013	1536330002	SAN LEANDRO ELECTRIC SUPPLY	2 CONNECTOR & 4 CONDULET	\$331.08	\$1,587.96
	9/5/2013	1536330001		ASTD PARTS & MATERIALS	\$959.68	
	9/5/2013	1532872001		ASTD PARTS & MATERIALS	\$297.20	
151700	9/12/2013	136443	BABBITT BEARING CO INC	CENTRIFUGE FEED PUMP DRIVE SHAFT REPAIR	\$1,547.50	\$1,547.50
151645	9/5/2013	XJ6CT5PD5	DELL MARKETING LP C/O DELL USA	EXTEND SUPPORT ON DELL SERVER	\$1,493.89	\$1,493.89
151624	9/5/2013	9018648674	AIRGAS NCN	3 GAL COLLING FLUID LOW TEMP	\$86.31	\$1,439.85
	9/5/2013	9018515378		4 CL ARGON	\$1,353.54	
151644	9/5/2013	20130825.10	DALE HARDWARE INC	08/13-ASTD PARTS & MATERIALS	\$1,413.39	\$1,413.39



**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151661	9/5/2013	58696647	MCMASTER SUPPLY INC	ASTD EASY-SLIDE CLIP RAIL SOCKET HOLDERS	\$73.86	\$1,366.23
	9/5/2013	58686921		ASTD PARTS & MATERIALS	\$109.88	
	9/5/2013	58953393		3 EA CLEAR TUBULAR GAUGE GLASS	\$55.45	
	9/5/2013	59059958		35 PACKS DISPOSABLE LITHIUM BATTERIES	\$409.24	
	9/5/2013	58662527		3 EA GAUGES & 3 EA FITTINGS	\$102.45	
	9/5/2013	58930830		ASTD PARTS & MATERIALS	\$92.61	
	9/5/2013	58791245		ASTD PARTS & MATERIALS	\$113.34	
	9/5/2013	58891847		ASTD PARTS & MATERIALS	\$99.84	
	9/5/2013	57222272		ASTD PARTS & MATERIALS	\$230.86	
	9/5/2013	58891412		ASTD PARTS & MATERIALS	\$78.70	
151642	9/5/2013	20130829	RICHARD B CURRIE	TRAVEL RIEMB: CASA CONFERENCE & MISC EXPENSES	\$1,353.32	\$1,353.32
151719	9/12/2013	20130909	MOHAMMAD GHOURY	COMPUTER LOAN	\$1,338.40	\$1,338.40
151710	9/12/2013	241116	CURTIS & TOMPKINS LTD	8 LAB SAMPLE ANALYSIS	\$205.00	\$1,205.00
	9/12/2013	241040		28 LAB SAMPLE ANALYSIS	\$1,000.00	

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151704	9/12/2013	9918470	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$410.66	\$1,191.67
	9/12/2013	9922050		ASTD OFFICE SUPPLIES	\$429.25	
	9/12/2013	9916990		36 BINDERS	\$94.48	
	9/12/2013	9918471		2 WIRELESS KEYBOARDS	\$124.81	
	9/12/2013	9926250		1 BX ENVELOPE	\$114.96	
	9/12/2013	9922051		1 DZ MECH PENCIL	\$17.51	
151664	9/5/2013	459983700	NEW PIG CORPORATION	40 BAGS OF RAGS	\$1,166.50	\$1,166.50
151698	9/12/2013	451481	A-PRO PEST CONTROL INC	AUG PEST CONTROL	\$1,005.00	\$1,005.00
151663	9/5/2013	5351310	NELSON STAFFING SOLUTIONS	TEMP LABOR-GOYENA, L., WK END 08/04/13	\$985.50	\$985.50
151638	9/5/2013	39680	COKER PUMP AND EQUIPMENT	1 POLYMER PUMP REBUILD KIT	\$921.62	\$921.62
151734	9/12/2013	20130831	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - AUG 2013	\$864.40	\$864.40
151650	9/5/2013	528849	GRANITE CONSTRUCTION COMPANY	5.10 TONS 1/2" HMA64-10R20	\$421.52	\$856.26
	9/5/2013	528835		5.26 TONS 1/2" HMA64-10R20	\$434.74	
151694	9/12/2013	3081766	ALPHA ANALYTICAL LABORATORIES	120 LAB SAMPLE ANALYSIS	\$837.00	\$837.00
151735	9/12/2013	5351980	NELSON STAFFING SOLUTIONS	TEMP LABOR-GOYENA, L., WK END 08/11/13	\$810.00	\$810.00
151737	9/12/2013	20130910	CITY OF NEWARK	NEWARK CORPORATE GAMES FEE FOR 28 EMPLOYEES	\$740.00	\$740.00
151677	9/5/2013	91097054	SPX FLOW TECHNOLOGY USA INC	1 FILTER CARTRIDGE GAS PARTICLE	\$735.93	\$735.93

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151701	9/12/2013	137280	BARNETT MEDICAL SERVICES LLC	300 LBS PHARMACEUTICAL WASTE REMOVAL	\$253.00	\$680.00
	9/12/2013	138242		38 LBS PHARMACEUTICAL WASTE REMOVAL	\$174.00	
	9/12/2013	137285		300 LBS PHARMACEUTICAL WASTE REMOVAL	\$253.00	
151686	9/5/2013	29926	WECO INDUSTRIES LLC	2 CABLE TOWS & 2 CABLE ASSY	\$678.76	\$678.76
151628	9/5/2013	87896581208252013	AT&T	SERV: 07/18/13 - 08/17/13	\$673.55	\$673.55
151641	9/5/2013	718301	CUMMINS WEST INC	SERVICE CALL: FILTER CLEANING	\$650.00	\$650.00
151739	9/12/2013	20130911	PETTY CASH	PETTY CASH REPLENISHMENT	\$644.59	\$644.59
151699	9/12/2013	4571225	AT&T	SERV: 07/01/13 - 07/31/13	\$566.31	\$582.37
	9/12/2013	4632795		SERV: 07/20/13 - 08/19/13	\$16.06	
151730	9/12/2013	3763997	MALLORY SAFETY AND SUPPLY LLC	ASTD GLOVES	\$407.56	\$568.39
	9/12/2013	3763877		48 PR GLOVES	\$160.83	
151672	9/5/2013	521900	SAFECHECKS	3,000 SUPER BUSINESS CHECK STOCK AP	\$561.58	\$561.58
151671	9/5/2013	2291310002	S & S SUPPLIES & SOLUTIONS	20 BXS GLOVES & 2 CS LATEX GLOVES	\$549.03	\$549.03
151667	9/5/2013	7048	ARMANDO CALMO PEREZ	REFUND # 16657	\$500.00	\$500.00
151696	9/12/2013	7058	AMA MEDINA CONSTRUCTION	REFUND # 16677	\$500.00	\$500.00
151702	9/12/2013	7056	BAY AREA TRENCHLESS	REFUND # 16663	\$500.00	\$500.00
151720	9/12/2013	7052	GLADIATOR ROOTER AND PLUMBING	REFUND # 16678	\$500.00	\$500.00
151728	9/12/2013	7057	LALO'S SEWER & DRAIN	REFUND # 16679	\$500.00	\$500.00
151729	9/12/2013	7002	KAIRU LIN	REFUND # 16676	\$500.00	\$500.00

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151744	9/12/2013	6922	JUANA SANCHEZ	REFUND # 16664	\$500.00	\$500.00
151653	9/5/2013	600801635	HILLYARD/SAN FRANCISCO	ASTD JANITORIAL SUPPLIES	\$368.25	\$486.72
	9/5/2013	600801634		12 EA JELL BASEBOARD STRIPPER	\$118.47	
151691	9/12/2013	130801645	AIRTECH MECHANICAL INC	SERVICE CALL BLDG 70 WATER LEAK IN LAB	\$480.00	\$480.00
151678	9/5/2013	27075	THOMAS AND ASSOCIATES	6 GASKETS, 2 SEAL ASSY & 6 OIL SEAL	\$451.15	\$451.15
151647	9/5/2013	923093	FERGUSON ENTERPRISES INC.	2 EA 10 PLT FLG N&B SET A307	\$41.67	\$419.79
	9/5/2013	922522		3 EA PLT FLG N&B SET A307	\$19.53	
	9/5/2013	919563		ASTD PARTS & MATERIALS	\$358.59	
151716	9/12/2013	209982	ENVIRONMENTAL PRODUCTS & ACCES	2 HOSE REEL SWIVEL FRO VACTOR	\$417.94	\$417.94
151714	9/12/2013	8333	EAST BAY MUNI UTILITY DISTRICT	10 LAB SAMPLE ANALYSIS	\$398.00	\$398.00
151751	9/12/2013	9710218830	VERIZON WIRELESS	WIRELESS SERV 07/21/13-08/20/13	\$391.70	\$391.70
151640	9/5/2013	20130829	FRANK COUTO	EXP REIMB: AIR FARE FOR VEHICLE R & R	\$375.80	\$375.80
151629	9/5/2013	296893	BAY AREA BARRICADE SERVICE INC	1 CS MARKING PAINT	\$43.25	\$346.02
	9/5/2013	296942		7 CS MARKING PAINT	\$302.77	
151703	9/12/2013	152213	BAY CENTRAL PRINTING	2750 BUS CARDS - FERNANDEZ/KITE/HANDLEY/TOY/GRAVES/LATHI	\$312.05	\$312.05
151711	9/12/2013	41596	DATCO	SEP 2013 SERVICE FEE	\$309.40	\$309.40
151707	9/12/2013	261450	CENTERVILLE LOCKSMITH	NEW PUMP STATION - REKEY & MASTER LOCKS	\$292.70	\$292.70
151682	9/5/2013	93829	VALLEY POWER SYSTEMS NORTH INC	12 GASKETS, ROCKER AR	\$262.92	\$262.92
151753	9/12/2013	8054974494	VWR INTERNATIONAL LLC	4 BXS HYDROGEN SULFUR DETECTOR TUBES	\$254.30	\$254.30

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151718	9/12/2013	60202150666	FREMONT URGENT CARE CENTER	FIRST AID	\$172.06	\$241.29
	9/12/2013	60202150665		FIRST AID	\$69.23	
151649	9/5/2013	9202226305	GRAINGER INC	3 EA SEALED LEAD ACID BATTERIES	\$57.35	\$231.52
	9/5/2013	9201273316		1 EA AIR DIE GRINDER, RT ANG	\$87.11	
	9/5/2013	9200012434		1 EA STAINLESS STEEL BAND	\$54.27	
	9/5/2013	9201273308		2 PR POLYCARB READING GLASSES	\$32.79	
151657	9/5/2013	200008608	IRON MOUNTAIN	DATA/MEDIA OFF-SITE STORAGE JULY 2013	\$225.12	\$225.12
151630	9/5/2013	9917160	BLAISDELL'S	1 ORGANIZER, LIT, 36 CMPT & ASSEMBLY	\$216.14	\$223.97
	9/5/2013	9915960		1 PK DUSTER CLEANER	\$7.83	
151748	9/12/2013	180876513	TRENCH PLATE RENTAL COMPANY	TRENCH PLATE RENTAL	\$221.20	\$221.20
151660	9/5/2013	3761089	MALLORY SAFETY AND SUPPLY LLC	5 EA HI-VIS JACKETS	\$210.79	\$210.79
151690	9/12/2013	413102	AIRSIS, INC.	PTS SOFTWARE SUPPORT	\$187.50	\$187.50
151740	9/12/2013	8200000006772	RED WING SHOE STORE	SAFETY SHOES - RODRIGUEZ	\$185.00	\$185.00
151688	9/12/2013	9019018639	AIRGAS NCN	1 CYLINDER WELDING GAS	\$182.55	\$182.55
151668	9/5/2013	194527	PK SAFETY SUPPLY	24 BXS ALLEGRO 0350 LENS CLEANING WIPES	\$177.39	\$177.39
151636	9/5/2013	41011	CITYLEAF INC	NEW PLANTS & CONTAINERS FOR DGM OFFICE.	\$170.22	\$170.22
151656	9/5/2013	703799	INTERNATIONAL PAINT LLC	ASTD PAINT SUPPLIES	\$146.95	\$146.95
151685	9/5/2013	8054863285	VWR INTERNATIONAL LLC	4 GALS BUFFER PH 6.86	\$115.85	\$115.85
151675	9/5/2013	793210541	SHARP BUSINESS SYSTEMS	MTHLY MAINTENANCE BASED ON USE	\$115.71	\$115.71

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151632	9/5/2013	20130829	CURTIS BOSICK	EXP REIMB: PE LICENSE RENEWAL	\$115.00	\$115.00
151635	9/5/2013	261431	CENTERVILLE LOCKSMITH	1 BX 1-1/4 BRASS TAG	\$103.55	\$112.54
	9/5/2013	260824		5 KEYS	\$8.99	
151724	9/12/2013	997720130828	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT, AUG 2013	\$110.31	\$110.31
151655	9/5/2013	510630	HULBERT LUMBER SUPPLY	ASTD LUMBER SUPPLIES	\$106.22	\$106.22
151652	9/5/2013	3G5827	HARRINGTON INDUSTRIAL PLASTICS	1 EA PVC COVER	\$88.54	\$88.54
151754	9/12/2013	20130910	DONNA WIES	EXP REIMB: TRIP TO OR TO PLAN WEFTEC	\$81.65	\$81.65
151736	9/12/2013	20130905	SHAWN NESGIS	EXP REIMB: AUGUST CS SAFTY RECOG GIFT CARDS	\$75.00	\$75.00
151745	9/12/2013	20130910	JENNIFER SIO-KWOK	EXP REIMB: LUNCH CWEA SAFETY COMMITTEE	\$69.89	\$69.89
151746	9/12/2013	20130909	THOMAS SOLARI	EXP REIMB: MILEAGE FOR CALL OUT	\$69.50	\$69.50
151689	9/12/2013	9018833691	AIRGAS NCN	ASTD PARTS & MATERIALS	\$65.95	\$65.95
151722	9/12/2013	8439459	HACH COMPANY	1 EA PAO STD SOLN, 0.00564N, 1L.	\$57.68	\$57.68
151723	9/12/2013	800100601	HILLYARD/SAN FRANCISCO	CREDIT FOR 12 RECEPTACLES	\$-73.32	\$56.88
	9/12/2013	600814782		1 PKG DUST BAGS	\$26.79	
	9/12/2013	600814783		12 EA GARBAGE CANS	\$103.41	
151646	9/5/2013	615320130818	DISH NETWORK	SEP 2013 - SERVICE FEE	\$54.86	\$54.86
151692	9/12/2013	20130912	ALAMEDA COUNTY TREASURER	JARVIS AVE SS REPLACEMENT PROJECT	\$50.00	\$50.00
151669	9/5/2013	59055	REMOTE SATELLITE SYSTEMS INT'L	IRIDIUM SVC FEE SEPT 2013	\$48.95	\$48.95
151697	9/12/2013	1699338	ANALYSTS INC	2 LAB SAMPLE ANALYSIS	\$44.00	\$44.00

**UNION SANITARY DISTRICT  
CHECK REGISTER  
08/31/2013-09/13/2013**

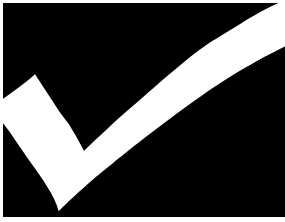
Check No.	Date	Invoice No.	Vendor	Description	Invoice Amt	Check Amt
151717	9/12/2013	118308	FASTENAL	1 CLEAR PLASTIC HANDLE	\$37.47	\$37.47
151732	9/12/2013	90661702	METAL SUPERMARKETS	ASTD METAL, STEEL, STAINLESS, AND ALUMINUM	\$31.97	\$31.97
151666	9/5/2013	224720130822	PACIFIC GAS AND ELECTRIC	SERV TO 08/21/13 CS TRAINING TRAILER	\$24.36	\$24.36
151750	9/12/2013	9853333	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 08/17/13	\$23.07	\$23.07
151654	9/5/2013	510582	HULBERT LUMBER SUPPLY	ASTD LUMBER SUPPLIES	\$14.39	\$14.39

**Invoices:**

<b>Credit Memos :</b>	<b>4</b>	<b>-1,509.32</b>
<b>\$0 - \$1,000 :</b>	<b>172</b>	<b>46,303.98</b>
<b>\$1,000 - \$10,000 :</b>	<b>61</b>	<b>201,631.24</b>
<b>\$10,000 - \$100,000 :</b>	<b>15</b>	<b>566,250.62</b>
<b>Over \$100,000 :</b>	<b>1</b>	<b>225,668.99</b>
<b>Total:</b>	<b>253</b>	<b>1,037,345.51</b>

**Checks:**

<b>\$0 - \$1,000 :</b>	<b>73</b>	<b>25,010.76</b>
<b>\$1,000 - \$10,000 :</b>	<b>47</b>	<b>153,436.93</b>
<b>\$10,000 - \$100,000 :</b>	<b>8</b>	<b>165,878.81</b>
<b>Over \$100,000 :</b>	<b>3</b>	<b>693,019.01</b>
<b>Total:</b>	<b>131</b>	<b>1,037,345.51</b>



# Personnel Committee

Tuesday  
09-17-13  
4:00 p.m.

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**Type of meeting:** Personnel Committee

**Attendees:** M. Fernandez, J. Toy, K. Destafney

## ----- Agenda Topics -----

9. Approving The Publicly Available Pay Schedule

## Other Information

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**Special notes:**

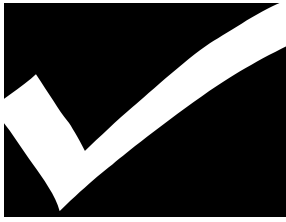
M. Fernandez has confirmed. 489-8502(o); 305-8772 (c); 389-7224 (h)

J. Toy has confirmed. 813-9332 (c); 790-6069 (h)

K. Destafney has confirmed.

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).





# Budget & Finance Committee

Wednesday

09-18-13

2:00 p.m.

---

**Type of meeting:** Budget & Finance Committee

**Attendees:** Pat Kite, Jennifer Toy, Rich Currie, Kathy Destafney

## ----- Agenda Topics -----

- 7. Monthly Operations Report for August, 2013
- 11. Adopting an Investment Policy for FY14

## Other Information

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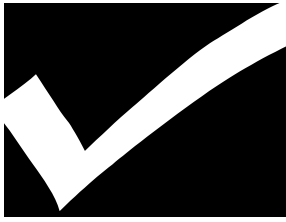
### Special notes:

P. Kite has confirmed. 794-1446

J. Toy has confirmed. 813-9332 (c); 790-6069 (h)

K. Destafney has confirmed.

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).



# Legal/Community Affairs Committee

Wednesday

09-18-13

5:00 p.m.

---

**Type of meeting:** Legal/Community Affairs Committee

**Attendees:** Anjali Lathi, Tom Handley, Rich Currie

## ----- Agenda Topics -----

10. Reviewing and Approving Proposed Changes to Policy 2930, Inspection of Public Records and Duplication Charge Policy.
12. Reviewing the Draft Newsletter and Providing Comments to Staff

## Other Information

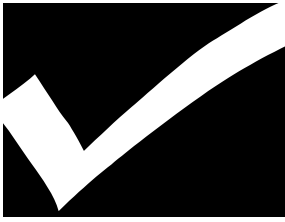
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### Special notes:

A. Lathi has confirmed. 440-8054 (h); 468-2675 (c)

T. Handley has confirmed. 216-482-9873 (c); 797-4677, X-124 (o)

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).



# Construction Committee

Thursday

09-19-13

4:00 p.m.

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**Type of meeting:** Construction Committee

**Attendees:** Manny Fernandez, Tom Handley, Rich Currie, Jesse Gill

## ----- Agenda Topics -----

8. Resolution No. 2716, Accepting the Construction of the Boyce Road Lift Station Project from GSE Construction Company, Inc., and Authorizing the Attorney for the District to Record a Notice of Completion.

## Other Information

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### Special notes:

M. Fernandez has confirmed. 489-8502(o); 305-8772 (c); 389-7224 (h)  
T. Handley has confirmed. 216-482-9873 (c); 797-4677, X-124 (o)

Jesse Gill has confirmed.

Committee meetings may include teleconference participation by one or more Directors (Gov. Code Section 11123).









