

MINUTES OF THE REGULAR MEETING
OF THE SANITARY BOARD OF
ORO LOMA SANITARY DISTRICT

September 5, 2017

The regular meeting of the Sanitary Board of Oro Loma Sanitary District was called to order by President Shelia Young at 3:00 p.m. on Tuesday, September 5, 2017, at the District offices at 2655 Grant Avenue, San Lorenzo. President Young noted that Directors Timothy Becker, Roland Dias, Rita Duncan, and Dan Walters were present. In attendance were Jason Warner, General Manager; William Halsted, District Engineer, Andreea Simion, Administrative Services Manager; Arlene Wong, Finance Manager; Lenny Rather, Collection System Manager; Scott von der Lieth, Maintenance Manager; Sally Green, District Secretary; and Jen Faught, Legal Counsel. Collection Department staff Sam Bobbitt, Christopher Brown, Tim Cravalho, and Glen Grimsley were also present. No general public attended the meeting.

Director Walters moved approval of the single Consent Calendar item, based on staff recommendation: 6) Approval of Board Minutes of August 15, 2017 regular meeting and August 16, 2017 joint workshop with Castro Valley Sanitary District. The motion was seconded by Director Duncan and carried unanimously, 5-0.

President Young said that with the Board's consent, Item 12, Highlights of Management Goals for Fiscal Year 2016-17, would be the next item on the agenda. Maintenance Manager Scott von der Lieth reported first, highlighting certain accomplishments achieved by the Maintenance Department in the past year. The first category was the Overhaul of the #2 Co-gen engine, a complex task that required months of advance planning and coordination with the outside contractor. Mechanics II Rob Fletcher and Jeff Hanson assumed the lead roles for the effort, and their work included performing a parts audit and making preparations for the engine shut-down, removal, overhaul, and rebuild. von der Lieth said that the project, completed under budget, was successful due to the team efforts of the entire Maintenance staff. The second category was Mindfulness, illustrated by the Department's work to upgrade the gas compressor controls, including drawings and documentation. The third category, Teamwork, was demonstrated by a plant pump-around, an exercise performed jointly with the Collections and Operations departments. During the pump-around, a hose reel that was fabricated in-house using a length of old railroad track was used, which made the difficult task of rolling up the heavy hose much easier.

Collection System Manager Lenny Rather highlighted three categories of the Collection Department's accomplishments in Fiscal Year 2016-17, starting with Customer Service Goals. The Department continued its high level of customer service, maintaining an average service call response time of under 14 minutes, with 98% of returned customer survey cards scored in the exceptional or very good range. The second category, Regulatory Compliance Goals, included: have no more than 10 main line stoppages (there were five stoppages); complete and submit all spill and non-spill reports to appropriate agencies on time (done); update Emergency Overflow Response Plan (done); and, stay current on regulations and provide Operations Committee an overview of the BACWA Regulatory Summary twice a year (done). New items for this category included listing gravity main lines and force main aerial or underground crossings over bodies of water for the California Integrated Water Quality System (CIWQS) Questionnaire (OLSD has 43 gravity mains and three force mains crossing bodies of water). The final category was Collections Department Specific. Completed tasks in this category included management of the high frequency line list to conform with the Strategic Plan, managing the Hayward High School easement maintenance project, performing post-storm easement inspections and coordinating repairs as needed, managing ongoing training of crews on the new CCTV software and continuing the use of the second CCTV van, and, new for this year, adding embedded video files into the records for 10 key locations within the District.

The Directors thanked the managers for their presentations, complimented the work of their respective departments, and suggested that selections from this information be shared in the Oro Loma News newsletter.

Director Walters reported on the August 16, 2017 meeting of the Operations Committee. The first topic was the Regulatory Compliance Annual Checklist, which was included with the agenda packet for the Board's review. Standing topics discussed included July 2017 data for Natural Gas Usage, Overview of Power Production and Plant Demand, Monthly Power & Chemical Costs (\$44,561, an increase from the previous month) and the Monthly Activity Reports for the Collections, Maintenance and Operations Departments. For District Operations Overview, Collection System Manager Lenny Rather reported that the monthly goal for feet of sewer line cleaned/inspected was exceeded by 6%, three service calls were received, and 15 requests for Engineering services were submitted. Operations Manager Manuel Talledo-Garcia reported that staff participated in a three-day nutrient removal training, and the biosolids hauling is scheduled to begin on September 11. Maintenance Manager Scott von der Lieth reported that staff conducted electrical and infrared testing, repaired leads on the cogens, and repaired the Canyon Drive Lift Station pumps. The Committee meeting ended with a short discussion of the Peracetic Acid Pilot Study at EBDA, which has a trial period of 21 days.

Director Becker reported on the August 17, 2017 meeting of the East Bay Dischargers Authority. Topics discussed included how the season's wet weather affected the budget assumptions for the member agencies; the NPDES Permit Status Report, which showed no permit violations and good results for Oro Loma on TSS and CBOD; and an informational report from the San Francisco Water Board, summarizing how wetlands could provide wastewater treatment under several nutrient concentration reduction scenarios for the San Francisco Bay region.

Director Becker also reported on the August 17, 2017 meeting of the Construction Committee, beginning with the Ten-Year R&R and CIP Projected Costs. One item was added to the Treatment Plant CIP: \$50,000 in FY 2021-22 for a Sea Level Rise Response Planning Study. Projects discussed included Secondary Clarifier Rehabilitation (the contractor is working on re-coating the last of the three clarifiers); Outfall NPDES Permitting (a consultant has been selected, and staff will seek Board approval contingent upon a cost-sharing agreement with CVSan); and Trojan Motor Control Center Replacement (project completion is expected by the end of October 2017). Sewer Line Replacement Projects included FY 2017/18 (replacement of 23,563 linear feet; bid opening was on August 31, 2017); FY 2016-17 (project is 89% complete); Glenbrook Lane (the Glenbrook Lift Station has been decommissioned); and Lomita Drive (bids were opened on August 10, and the low bidder will be brought to the full Board for approval). The final project was Point Repairs 2016-17, which is 93% complete.

Director Becker then reported on the August 22, 2017 meeting of the CASA Board of Directors, held during the CASA 2017 Annual Conference. Highlights of the meeting included approval of the draft Audit for FY 2017, contracting with marketing consultant Crocker & Crocker to facilitate the Communications Workplan (including a strategy to increase membership recruitment), and an update on a CASA amicus brief regarding various litigations.

At 4:50 p.m., President Young called for a short recess; the meeting resumed at 5:00 p.m.

Directors Duncan and Becker provided brief reports from the CASA Annual Conference, held on August 22-24, 2017, in San Diego. Director Duncan said that the CSRMA Risk Management Training was a conference highlight, and the featured presenter, Gordon Graham, was interesting and a good speaker. She also said that she enjoyed getting to know Meyers Nave attorney John Bakker, who has attended several of our Board meetings. Director Becker mentioned that the Biosolids Regulations and Developments Panel and its discussion on organic waste in landfills was interesting, as were speakers Dave Smith from the EPA, and California State Controller Betty Yee. General Manager Warner concluded the report with a short recap of the discussion about biosolids not being accepted in landfills in the future, and said that, in accordance with our Strategic Plan, Oro Loma is exploring solutions.

Director Duncan reported on the August 29, 2017 meeting of the Personnel/Safety/Public Information Committee. Three items from the Committee agenda, General Manager's 2016-17 Goals and Objectives for FY 2016-17, Out-of-State Conference Attendance for Jimmy Dang, Senior Project Engineer, and Out-of-State Training for Mechanics II Rob Fletcher and Jeff Hansen, come before the Board for approval later on this agenda. Director Duncan concluded her report by saying that she liked the District's 15-second movie theater ad, which will be shown at the Century 16 Bayfair in San Leandro.

Director Dias moved approval of the Committee minutes for entry to the District record by reference. The motion was seconded by Director Duncan and approved unanimously, 5-0.

Director Dias MOVED APPROVAL OF OUT-OF-STATE CONFERENCE ATTENDANCE -- SENIOR PROJECT ENGINEER JIMMY DANG. The motion was seconded by Director Walters and carried unanimously, 5-0. Dang was asked to represent the District at the 2018 Alliance for Polyethylene Pipe Industry Showcase, scheduled for December 5-6, 2017, in Dallas Texas, with all expenses paid by the Alliance for Polyethylene Pipe.

Director Walters MOVED APPROVAL OF OUT-OF-STATE TRAINING ATTENDANCE -- MECHANICS II ROB FLETCHER AND JEFF HANSEN. The motion was seconded by Director Becker and carried unanimously, 5-0. Fletcher and Hansen, whose main duties include the maintenance and care of the District's two Waukesha engines, will attend VHP Engine Technology training, scheduled for October 30-November 3, 2017, at the GE Power Waukesha Product Training Center in Waukesha, WI.

General Manager Warner provided a brief overview of his Completed Goals and Objectives for Fiscal Year 2016-17 (a memo detailing his performance highlights and a complete list of goals was included with the agenda). Highlights included that the District's operating expenses were held 13% below budget, revenues exceeded the budget by 6%, and the year-end cash position was \$21 million (the target position was \$18.8 million); Three "Zero" goals were met (no effluent violations, no lift station overflows, and no injuries); and the District was the recipient of three prestigious awards -- the Bay Hero Award and CASA's Capital Improvement Project of the Year, both for the Horizontal Levee Project, and the GFOA Recognition for Excellence in Financial Reporting for the CAFR Document. Director Becker added that Mr. Warner was an integral part of the design team for the Horizontal Levee, and that the design team was also recognized at the Bay Hero Awards.

President Young opened the floor for Staff/Director comments. General Manager Warner reminded the Board that tomorrow, September 6, there will be a 4:00 p.m. Board Workshop to discuss potential changes to the Annual Earth Day Poster Contest. He also said that the Peracetic Acid study is underway, and EPA official David Smith, along with Bruce Wolfe and James Parrish, will visit Oro Loma on September 22.

Legal Counsel Jen Faught said that she will review notes and information from the CASA conference, and report on capacity fees for accessory dwelling units at a future meeting.

President Young said that she enjoyed attending the August 19 Washington Manor Day in the Park Event. Directors Becker, Duncan, and Walters, as well as former Oro Loma Director Howard Kerr, were also there. President Young thanked Director Walters for taking her place at the Excellence in Service Awards at Waste Management on short notice, as she was unable to attend. President Young informed the Board that she will be participating in the Rental Housing Association's Golf Classic in mid-September, and in the San Leandro Chamber of Commerce Golf Tournament, representing Oro Loma at both events. Her final comment was that she would like the planned "Board Manual" to include procedures on the role of elected officials in emergency/disaster events.

At 5:35 p.m., President Young adjourned the meeting to closed session, pursuant to California Government Code Section 54957, for a Public Employee (General Manager) Performance Evaluation. At 6:25 p.m., President Young reconvened to regular session, stating that no reportable action was taken in closed session.

Director Dias MOVED APPROVAL OF THE GENERAL MANAGER'S GOALS AND OBJECTIVES FOR FISCAL YEAR 2016-17, AND AWARD OF THE ANNUAL BONUS - 10% OF THE BASE ANNUAL SALARY. Director Duncan said that the Personnel /Safety/Public Information Committee had recommended full Board approval of this item, along with award of the full bonus, and so she seconded the motion; it carried unanimously, 5-0. Director Dias said that a copy of the General Manager's completed goals and objectives should be placed in his personnel file. President Young added that she will capture the Board's comments in a memo for the file, as well.

There being no further business to come before the Board, President Young adjourned the meeting at 6:29 p.m.

Rita Duncan
Secretary

(Recording Secretary:
Sally Green)