

**Oro Loma Sanitary District
MEMORANDUM**

TO: Board of Directors

FROM: Personnel/Safety/Public Information Committee
Directors Duncan and Walters

DATE: June 23, 2017

SUBJECT: MINUTES FROM JUNE 23, 2017 MEETING

The Personnel/Safety/Public Information Committee, consisting of Directors Duncan and Walters, met on Friday, June 23, 2017. Chair Duncan called the meeting to order at 9:00 A.M. Also in attendance were General Manager Jason Warner, Administrative Services Manager Andreea Simion, and District Engineer Bill Halsted, who excused himself from the meeting at 9:20 A.M. There were no members of the public present. Items discussed included the following:

- **PUBLIC COMMENTS**
None.

- **REVIEW PUBLIC NOTIFICATION PRACTICES FOR PIPE REPLACEMENT PROJECTS WITHIN THE DISTRICT'S SERVICE AREA**

Staff explained that this issue came up and was discussed in January 2015, when the Committee established the existing notification guidelines. Specifically, the Committee asked that residences and businesses fronting the construction, plus an additional three residences/businesses on each side of the project area receive notification. The practice was implemented in 2015, and continues to this day. The Committee then reviewed the 7-day, 48-hr, and 24-hr notices to customers, as well as the additional notification letter to the owner of the property on which the work is being performed.

Director Duncan asked who notifies customers. Bill explained that the contractors have the responsibility to notify customers, and the Oro Loma project manager verifies that is done – in the field and by asking the customers. Director Duncan then asked about signage at the work site, and Jason said that barricades are used with “No Parking” signs and a 24/7 phone number for customers to call if any issues arise. He added that his observations are that our contractors are polite and helpful, and typically assist customers with parking, backing out of driveways, or driving in work areas. Lastly, Director Duncan asked about the need for flaggers for different projects. Jason said that Alameda County issues encroachment permits that include customized traffic control plans.

Director Walters asked about the notification standards at other agencies. He opined that our notification practices are solid, and added that we should consider posting information about our pipe renewal program on barricades to provide a connection

between Oro Loma and the work being done. Jason said that we could develop an outreach sign, as well as rebrand the notification letters using the Board-approved style guide. Bill conveyed that our notification practices are very similar to those of other agencies, and that we rarely receive complaints. He added that if we expand the notification area beyond the three residences/businesses on each side of the project, it would likely generate confusion among customers, who then call the District to ask why they received notification if the work is not affecting them. The Committee agreed.

The Committee accepted the report and recommended no changes to the notification process. Staff will redesign the notification letters and develop a small outreach sign to be placed on the back of the barricades. The information would be readable by people walking near the project, but would not be a distraction for those driving through it.

- **PREPARATIONS FOR 2018 EARTH DAY SCHOOLS EVENT**

Staff conveyed an intention to explore redesigning the annual schools event. The poster contest concept was designed 23 years ago, and even though successful, it may no longer meet modern standards. For one, only students with artistic talents are inclined to participate, and the District provides materials for 15,000+ students, with only 1,500 participating (down from approximately 4,000 a decade ago). Staff will be brainstorming ideas for a more efficient and inclusive event.

Director Walters suggested that staff develop goals for the outreach event – what we are trying to accomplish – and determine the big-picture message before working on implementation. He said that educating families on environmental awareness and diverting materials from the landfill should be a goal. Director Duncan suggested that the outreach event should have a format that would benefit from the social media platforms now available to the District. Lastly, the Committee reconfirmed that the awards ceremony should be combined with a District open house to draw more people to the wastewater side of the house, and staff will begin planning for that.

Lastly, staff informed the Committee that the first of four annual movie theater ads is scheduled for release at the Bayfair movie theater at the end of June. The Oro Loma ad will play before every showing in every theater for 30 consecutive days. The Committee asked that a link be sent to the Board ahead of the release date.

The Committee accepted the report. Staff will develop goals for a future event and present the information and implementation ideas at a future meeting.

- **REVIEW SENIOR PROJECT ENGINEER JOB DESCRIPTION**

At the request of the Board, the Committee analyzed a concern regarding the assignment of a specific job duty – determining plant capacity – to a certain engineering job classification in the District. During the discussion, Jason mentioned that several engineering staff members are capable of performing these calculations. Use of standard design criteria are not always adequate to define capacity and can lead to unwarranted conclusions. After extensive discussion, the Committee determined that the concern is adequately addressed within the existing structure. The General

Manager has ultimate responsibility for assessing capacity constraints, and he would provide it if and when so directed by the Board.

The Committee recommended no changes to the Senior Project Engineer job description.

- **RECRUITMENT UPDATE – FIELD ENGINEER**

Staff reported that in view of the existing and upcoming projects and commitments in the Engineering Department, staffing has reached a point where significant overtime and assistance from consultants are required to keep up with the work. As such, the General Manager authorized staff to initiate a recruitment to fill the vacant Field Engineer position, a Board-approved classification included in current budget, as well as the FY 2017-2019 budget.

The Committee accepted the report.

- **DIRECTOR COMMENTS**

None.

- **ADJOURNMENT**

There being no further business to come before the Committee, Chair Duncan adjourned the meeting at 9:58 A.M.