

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

November 6, 2018

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, November 6, 2018, at the District offices at 2655 Grant Avenue, San Lorenzo. President Young noted that Directors Timothy Becker, Rita Duncan, Bob Glaze and Dan Walters were present. In attendance were Jason Warner, General Manager; Bill Halsted, District Engineer; Arlene Wong, Finance Manager; Andreea Simion, Administrative Services Manager; Sally Green, District Secretary; Patricia Schofield, Administrative Support Specialist; and Lauren Quint, Legal Counsel. Accompanying Ms. Quint was Tivonna Stern, Senior Associate at Meyers Nave. Also present were Collections Department staff Lenny Rather, Christopher Brown, Tim Cravalho, Glen Grimsley, Sam Bobbitt, and John Simonetti Jr. No members of the public attended the meeting.

Director Glaze moved approval of the single Consent Calendar item, Approval of Board Minutes of October 16, 2018. The motion was seconded by Director Becker and carried unanimously, 5-0.

Collection System Manager Lenny Rather presented the Collections Department customer survey responses for fiscal year 2017-18. He began with a slideshow showing the results of the Collections Department 2017-18 goals. Highlights included feet of sewerline cleaned and inspected, 97% of the goal achieved; pace of cleaning and inspecting the entire District is on target at 2.5 years; and regulatory compliance, where Oro Loma holds the top state spot in the California Water Quality Control Board Inspection Ranking. Rather noted that these numbers were especially impressive considering that two staff members were on extended leaves this year. He ended the presentation with the results of the customer survey responses. Collections responded to 96 service calls, 70 surveys were handed out, and 11 returned. The surveys measured five categories: service crew response time, ability to solve the problem, advice given, courtesy of crew, and overall service. 70% of the returned surveys recorded perfect scores. Of particular note was the crew's response time, which averaged 11.6 minutes for calls during working hours and 25.5 minutes for after-hours calls. The Board thanked Rather for his report and expressed appreciation to the Collections Department for their hard work and dedication.

Director Becker reported on the October 18, 2018 meeting of the East Bay Dischargers Authority. Meeting highlights included the NPDES Permit status report, which shows that Oro Loma continues to perform well in TSS and CBOD; EBDA 2017-18 Fee Allocations and Summary of EBDA final invoices; and the Nutrients Watershed Permit. Director Becker invited General Manager Warner to provide an update on the subject, noting that Warner attended the BACWA Technical Seminar at Pardee Reservoir on October 25-26, 2018. Warner reported that the Regional Board will establish planning targets for 2024 based on nutrient levels from the prior four years, with a 15% growth buffer. He noted that the Regional Board reiterated that agencies that have taken early action or plan to take early action would be written into the permit.

Director Duncan reported on the October 19, 2018 meeting of the Personnel/Safety/Public Information Committee. Meeting highlights included an Update on Recruitment for Collection System Worker - a final candidate was identified, a conditional job offer was made and accepted, and the tentative start date was confirmed for November 12; Request for Consideration to Change Job Title - Senior Project Engineer to Technical Services Manager-Plant - this item will come before the Board later on this agenda; and an Update on the Safety Program - staff is planning to initiate a recruitment for the Safety & Special Programs Administrator and use the services of a safety consultant until the position is filled.

Director Becker reported on the October 22, 2018 CASA Board of Directors meeting. Topics included establishment of the January-June meeting schedule and a discussion regarding the conversion of CASA's Strategic Goals to Core Values. He also mentioned that CASA had its first meeting with the newest Board Member, Roger Bailey, the General Manager of Central Contra Costa Sanitary District (Central San).

President Young reported on the October 24, 2018 meeting of StopWaste – Alameda County Waste Management Authority. The first topic was the Amendment and Addition of New Conflict of Interest Codes; President Young asked if the Oro Loma Conflict of Interest Code needs to be reviewed. Legal Counsel Quint said that she has been working with staff on an update, which will be presented to the Personnel/Safety/Public Information Committee in November. The other topic was a Report on a Survey of Alameda County Residents on Waste Prevention and Recycling Topics. Highlighted statistics from that survey included that two in five residents said that they were “extremely” or “very” concerned about food waste at home, and a majority of residents said that when unsure of what to do with an item, they recycle it. Additionally, only 30% of residents have heard about the “Stop Food Waste” campaign.

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

Director Walters MOVED APPROVAL OF JOB TITLE CHANGE AND UPDATED JOB DESCRIPTION – SENIOR PROJECT ENGINEER TO TECHNICAL SERVICES MANAGER-PLANT. The motion was seconded by Director Becker and carried unanimously, 5-0. The proposed job title change and updated job description would not trigger a salary adjustment.

President Young opened the floor for Staff/Director comments. General Manager Warner reported that discussions about the EBDA JPA were advancing with CVSD and Union Sanitary District. He also reminded everyone that the Employee Appreciation luncheon is scheduled for December 19, 2018 at the District office.

Legal Counsel Quint introduced her colleague, Tivonna Stern, who will serve as legal counsel during Ms. Quint’s extended leave. Ms. Quint provided an overview of Ms. Stern’s background and credentials, including that she has been with Meyers Nave for one year and practiced public law for ten years. Before joining Meyers Nave, Ms. Stern was Deputy County Counsel to Napa County Counsel’s Office and Deputy City Attorney to Roseville City Attorney’s Office. Ms. Stern thanked the Board for the opportunity to attend the meeting, and said that she was happy to be at Oro Loma. President Young welcomed Ms. Stern to the District.

Director Glaze noted that the Nutrient Optimization Project groundbreaking event made the front page of the San Leandro Times.

Director Becker stated he would be joining EBDA’s General Manager Jacqueline Zipkin and others on a visit to the proposed site for the X-Band radar detector in Grizzly Peak; the radar is to be used for advanced quantitative precipitation information.

Director Duncan shared that she received positive feedback about Oro Loma during her campaign.

President Young complimented staff for their great work and suggested Board consideration for granting the employees Christmas Eve and New Year’s Eve as additional paid holidays. The Board’s consensus was that the item should be placed on the next agenda for discussion. Staff will prepare the item, including a cost analysis requested by Director Duncan.

The Directors encouraged everyone to vote in the midterm elections and wished good luck to those on the ballot.

There being no further business to come before the Board, President Young adjourned the meeting at 4:15 p.m.

Rita Duncan
Board Secretary

(Recording Secretary:
Patricia Schofield)