



## BOARD MEETING AGENDA

**Tuesday, January 5, 2010  
3:00 p.m.**

**Oro Loma Sanitary District Boardroom  
2655 Grant Avenue  
San Lorenzo, CA 94580**

**In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the Board Clerk's office at 510-276-4700. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.**

1. **Call To Order**
2. **Roll Call: Directors Becker, Dias, Kerr, Landis, Sidari**
3. **General Public**  
(Members of the public wishing to comment on any item not on the agenda, but within the Board's jurisdiction, should notify the Board at this time. Those wishing to comment on any item on the agenda should do so at the time the item is considered. Comments may be limited to three (3) minutes. Time limitations shall be at the discretion of the President.)

### CONSENT CALENDAR

- Motion
4. **Approval of Minutes of December 15, 2009**  
(The Board will be asked to approve the minutes.)

### COMMITTEE/AUTHORITY/CONFERENCE REPORTS

- Information
5. **Report from the Alameda County Waste Management Authority**  
(Director Landis will report on the December 16, 2009 meeting.)
- Information
6. **Report from the East Bay Dischargers Authority**  
(Director Dias will report on the December 17, 2009 meeting.)
- Information
7. **Report from the Personnel/Safety/Public Information Committee**  
(Director Becker will report on the December 21, 2009 meeting.)
- Information
8. **Report from the Operations Committee**  
(Director Sidari will report on the December 22, 2009 meeting.)
- Motion
9. **Approval of Board Committee Minutes for Entry to District Record**  
(The Board will be asked to approve the Board Committee minutes for entry to the District record by reference.)

## NEW BUSINESS

- Motion 10. **Approval for Volunteer Services – Logan Rather**  
(The Board will be asked to approve allowing Logan Rather to perform volunteer work at Oro Loma.)
- Motion 11. **Approval for Out-of-State Training**  
(The Board will be asked to approve the out-of-state training for Maintenance Supervisor Karan and Mechanic I Green.)
- Motion 12. **Approval of Amended “Travel & Meetings” Policy and Standard Procedure**  
(The Board will be asked to approve the amended policy and standard procedure.)
- Motion 13. **Removal of Monthly Financial Reports from the Consent Calendar**  
(The Board will discuss removing the monthly Financial Reports from the Consent Calendar, and take appropriate action as necessary)
- Resolution 14. **Resolution Accepting Completion and Directing Filing of Notice of Completion: Grit Detritor Rehabilitation Project**  
(The Board will be asked to adopt the resolution accepting completion of the project and directing staff to file a Notice of Completion with the County.)

## CLOSED SESSION

15. **Closed Session**  
(The Board will adjourn to closed session, pursuant to Government Code Section 54957.6, for a conference with labor negotiators Jason Warner and Andreea Simion, to review and consider medical benefits for unrepresented and represented employees.)
16. **Staff/Directors Comments**  
(Board and/or staff members may comment on items of interest.)
17. **Adjournment**

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

**JANUARY 5, 2010**

The regular meeting of the Sanitary Board of Oro Loma Sanitary District was called to order by President Kerr at 3:00 p.m., on Tuesday, January 5, 2010, at the District offices at 2655 Grant Avenue, San Lorenzo. Present were President Kerr and Directors Becker, Dias, Landis, and Sidari. Also in attendance were: Jason Warner, General Manager; Paul Zolfarelli, Director of Water Quality Services; Bill Halsted, District Engineer; Anna Wilewski-Turon, Finance Manager; Andreea Simion, Administrative Services Manager; Julie Kerr, Administrative Assistant; and, Mike Rodriguez, District Legal Counsel. There were no members of the public present.

Director Sidari moved approval of the following Consent Calendar items based on staff recommendations: 4) Approval of Minutes of December 15, 2009. The motion was seconded by Director Landis and carried unanimously.

Director Landis reported on the December 16, 2009 meeting of the Alameda County Waste Management Authority. Items of interest included an adjustment to the 2009-2010 budget, and a second reading of an ordinance to increase the Authority's facility fee to \$4.34/ton (from \$2.00/ton, a 117% increase). The new facility fee, scheduled to go into effect on January 16, 2010, applies to all tons of solid waste deposited in landfill in Alameda County, and is considered a pass-through fee that will impact the District's garbage rates.

Director Dias reported on the December 17, 2009 meeting of the East Bay Dischargers Authority. Items of interest included a review of EBDA's Statement of Revenues, Expenses, and Changes in Net Assets for fiscal year ending June 30, 2009, a review of the Status Report for the NPDES Permit, and a review of the PCB Total Maximum Daily Load Wasteload Allocation.

Director Becker reported on the December 21, 2009 meeting of the Personnel/Safety/Public Information Committee. Items discussed included: 1) Revised Travel & Meetings Policy and Standard Procedure – after re-evaluating the issue of separating the travel and meetings procedures for Directors from those for employees, the Committee recommended a compromise – maintain the combined procedure for Directors and employees, and also add the travel and meetings terms for Directors to the existing “Compensation, Benefits and Post-Retirement Medical Benefits for Members of the Board of Directors” Policy and Standard Procedure, while at the same time consolidating all the procedures that apply to Directors into one document; 2) Out-of-State Training – the Committee recommended approval for two members of the Maintenance Department to attend a two-day training class at the Cornell Pump Company's manufacturing site in Clackamas, Oregon, in January 2010; this training is not offered in California, and the specialized training on the pump will better enable staff to provide reliable equipment operation; and, 3) Volunteer Opportunities at Oro Loma – staff presented a request from Logan Rather to perform unpaid, volunteer work at Oro Loma a few hours each week, to learn about the wastewater field and the collections trade; the Committee recommended Board approval for allowing Logan Rather to provide voluntary service without pay, and he will then be deemed to be an employee of the District solely for workers' compensation purposes; extended discussion on the topic included questions about legal issues that a volunteer program could pose, creating a structure for such a program, advertising it on the Oro Loma website, and determining the number of volunteers that the District could accept at any given time.

Director Sidari reported on the December 22, 2009 meeting of the Operations Department. Items discussed included: 1) Dental Amalgam Program Update – to date, 83% of dental offices have complied

with the required submission of Form 1, which includes the agreement to install an amalgam separator and use Best Management Practices for handling amalgam; five remaining offices need to submit Form 1 to achieve the 100% compliance by January 1, 2010; 2) Lockout/Tagout (LOTO) Program – the Committee was given an overview of the LOTO program currently underway, in which Plant Operator I Jose Rodriguez and Engineering Technician Melody Knapp are documenting LOTO procedures for 395 pieces of plant equipment; 3) Natural Gas Usage – purchase of natural gas was down for the month of November 2009, as compared to October 2009 (12,292 therms in November vs. 15,565 in October); the cost per therm increased by approximately 9%; consumption/production of digester gas for the month of November 2009 increased to 7,276,000 cu. ft.; staff believes the strong contributing factor to this high gas production is the Grease Receiving Pilot Program; 4) Monthly Power and Chemical Costs – costs for power and chemicals in November 2009 was \$62,494; this was higher than the previous month, as no ferric chloride was purchased in October 2009; 5) District Operations Overview – the Committee was informed of some difficulties the plant had been experiencing the previous week, due to a low return activated sludge rate and high flows, which led to a greater than expected effluent total suspended solids, both of which were corrected, ensuring that effluent quality, while not as good as the prior month's, did exceed the allowable weekly average discharge limit; the Committee was also informed of a planned co-gen engine rebuild scheduled for March 2010; total downtime for the rebuild is scheduled at 14 days.

Director Dias moved approval of the Board Committee minutes for entry to the District record by reference. The motion was seconded by Director Sidari and carried unanimously.

Director Landis moved approval of the request to allow volunteer services in the Collection Department by Logan Rather. The motion was seconded by Director Becker and carried unanimously.

Director Dias moved approval of the out-of-state training for Plant Maintenance Supervisor Prabha Karan and Mechanic I Ray Green. The motion was seconded by Director Becker and carried unanimously.

Director Dias moved approval of the amended "Travel & Meetings" Policy and Standard Procedure, which: added District Committee meetings and meetings of the California Special Districts Association to the list of compensable meetings for Board members; added language that allows for Board member compensation, upon Board approval, for attending ceremonial community events and organized tours to review new processes and technologies; clarified the mileage reimbursement provision as the distance to be used is the shortest between the District and the conference/meeting site, or between the Director's or employee's residence and the conference/ meeting site; and, added a conference/ meeting/seminar pre-approval form to be used by employees. The motion was seconded by Director Becker and carried unanimously. Administrative Assistant Kerr informed the Board that one word in the Policy would be changed from "taxpayers" to "rate payers."

Director Landis moved approval to remove the monthly financial reports from the Consent Calendar. No second of the motion was made.

Director Landis moved adoption of Resolution No. 3507, A RESOLUTION ACCEPTING COMPLETION AND DIRECTING FILING OF A NOTICE OF COMPLETION: GRIT DETRITOR REHABILITATION PROJECT. This project consisted of an assessment and rehabilitation design of the headworks grit detritor; the total project cost was \$168,181. The motion was seconded by Director Dias and carried unanimously.

General Manager Warner informed the Board that staff completed the initial portion of the CEQA compliance for the Ralston Court Lift Station project, and sent out a mitigated negative declaration notice to all impacted homeowners around the Monkey Bridge. This will be brought back to the Construction Committee at its February meeting; however, before that, any comments will be addressed and given to the Construction Committee for review, then brought to the Board for approval. So far, staff has received one call from the homeowner whose lot is adjacent to the main lift station, unhappy that is being installed there and worried about noise. According to District Engineer Halsted, 72 homes will be served by the Ralston Court Lift Station, and six residences would require individual pump stations.

Warner also informed the Board that: 1) staff had made it through 2009 without a lost time injury, and with an employee incentive program in place, each employee will receive a \$600 recognition check; 2) it was found that the recent mailing of the 2010 Recycling Schedules by Waste Management was done in error; new calendars have already been mailed with a notice stating that these were the correct schedules; 3) since the last Board meeting, where it was discussed that Waste Management was asking Oro Loma to reimburse over \$100,000 in miscalculated franchise fees, the District had sent a settlement notice to WMAC, and WM accepted that the District would pay no retroactive adjustments, but would compensate WMAC appropriately going forward; and 4) he and Finance Manager Turon were going before the Castro Valley Sanitary District Board to make a presentation on the OPEB expense handling, to explain the GASB 45 requirements, the benefits of pre-funding, and the reasons why the District invested in the trust.

At Director Landis' inquiry as to what the District's current cash balance was, Finance Manager Turon stated that today's balance was \$27.6 million, with an additional \$730,000 in the OPEB working account.

President Kerr adjourned the regular meeting at 4:03 p.m. for the purpose of going into a closed session, pursuant to Government Code Section 54957.6, for a conference with labor negotiators Jason Warner and Andreea Simion, to review and consider medical benefits for unrepresented and represented employees.

President Kerr reconvened the regular meeting at 4:23 p.m., stating that no reportable action had been taken in closed session.

There being no further business to come before the Board, the meeting adjourned at 4:24 p.m..

Roland J. Dias  
Secretary

(Recording Secretary:  
Julie Kerr)