

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CASTRO VALLEY SANITARY DISTRICT**

HELD ON OCTOBER 4, 2005

[1. *Call to Order, Roll Call and Pledge of Allegiance.*]

The regular meeting of the Board of Directors of the Castro Valley Sanitary District was called to order by President Akagi at 6:40 p.m., Tuesday, October 4, 2005, at the District Office. The Pledge of Allegiance was led by Recording Secretary Elizabeth Gill.

ROLL CALL:

PRESENT: DIRECTORS Daniel Akagi, Harry Francis, Timothy McGowan and
Dennis Waespi

ABSENT: DIRECTOR Ralph Johnson

LATE: None

Staff in attendance:

Roland Williams, Jr., General Manager

Anthony Varni, District Counsel

Elizabeth Gill, Recording Secretary

Sergio Ramirez, Collection System Maintenance Supervisor

Others in attendance are listed on the attached attendance sheet.

[2. *President's Comments.*]

President Akagi reported this week the District is accepting entries for the annual Recycled Art Contest. He reported soccer games started up last weekend and it is nice to see recycling containers for bottles and cans at the fields. He reported there was recently a joint meeting with Oro Loma and Castro Valley Sanitary Districts regarding the treatment plant project. President Akagi commended Manager Williams and Collection System Maintenance Supervisor Ramirez who recently moderated training portions at the California Water Environment Association (CWEA) in Redding, California.

[3. *Consent Calendar.*]

The Consent Calendar contained: A. Minutes of Regular Meeting on August 2, 2005; B. Minutes of Joint CVSD/OLSD Board meeting on September 27, 2005; C. Accounts Payable List (for two months) for the Regular Meeting of October 4, 2005; D. Monthly Statements of Operations for June &

July 2005; E. Monthly Reports on District Investments and Deposits for June and July 2005; F. Collection System/Field Maintenance Reports for July & August 2005; G. Report of OLSD Construction Committee Meetings on August 10 and September 14, 2005; H. Report of EBDA Special Commission Meeting on August 11, 2005; I. Report of Solid Waste Committee Meeting on August 22, 2005; J. Report of Personnel Committee Meeting on August 24, 2005; K. Report of EBDA Commission Meeting on August 25, 2005; L. Draft Report of ACSDA Meeting on September 14, 2005; M. Report of EBDA Commission Meeting on September 15, 2005; Report of Solid Waste Committee Meeting on September 20, 2005 and O. Report of ACWMA Meeting on September 28, 2005.

Manager Williams handed out a copy of an email from Member McGowan which listed several items of concern he had regarding the Consent Calendar. Manager Williams went over items in detail and answered Member McGowan's concerns and questions. Member Francis remarked regarding Folger Graphics and post master amounts. Manager Williams stated the District's Pipeline would be included with Waste Management's (WM) bill as an insert in the future to reduce postage costs. Member Francis was concerned with the numerous sewer Lateral Replacement Grant Program (LRGP) grants in the amount of \$2,000 and were the sewer contractors inflating their fees with the LRGP in place. Manager Williams reported this is not the case and referred to the Engineering monthly reports to see costs per square foot. He also reported residents are required to submit at least three estimates which gives the District the opportunity to compare repair fees. Member Francis questioned Dad's Gardening fees. Manager Williams reported this is the final payment for Dad's as the Castro Valley Adult School will now be performing gardening services. Member Francis remarked regarding All-Guard Systems, Inc. fees. He reported at his shop the alarm was free and he just pays a monthly fee for the service. Manager Williams reported several pump stations have been vandalized and the need for alarms. These pump stations are isolated from nearby homes necessitating alarms. Member Francis remarked at the high gas credit card fees.

Member Waespi commented on his ACWMA meeting report of September 28, 2005 adding he would like to see District endorsement of the Model Resolution for ACWMA Member Agencies to adopt the Alameda County Residential Green Building Guidelines (new Home Construction, Home Remodeling and Multifamily) as a city reference document. He reported he would like this topic to be discussed further at the Board Workshop to be held October 11, 2005.

There being no further discussion, a motion was made by Member McGowan to accept the Consent Calendar. The motion was seconded by Member Waespi and passed on a 4 - 0 vote.

[4. Board Expenditures and Event Attendance Approval.]

President Akagi presented the Board Expenditures List for discussion and brought to the Board's attention the Amended list.

Manager Williams reported additional meetings this month would include the Board Workshop on October 11, 2005 and the Recycled Art Contest Awards on October 18, 2005. There being no further

discussion, Member Waespi made a motion to approve the Amended Board Expenditures List (for 2 months). Member Francis seconded the motion and passed on a 4 - 0 vote.

[5. *Items from the Public.*]

There were no items from the public.

[6. *Presentations of Petitions.*]

Manager Williams reported there were no petitions to be presented this evening.

[7. *Regular Calendar.*]

At this time, President Akagi asked to skip to Item D on the agenda.

D. *Report of Special Community Advisory Committee (CAC) Meeting on August 3, 2005; the CAC/Public Relations Committee Meeting on August 10, 2005; and the regular CAC Meeting on September 14, 2005.*

1. *Community Development Project Grant.*

Citizens Advisory Committee (CAC) President Gary Wolff deferred discussion on the Community Development Project Grants to CAC Representative Tony Graves as Mr. Wolff was unable to attend the August 10, 2005 meeting when this topic was discussed. Mr. Graves announced the CAC's allocation recommendations to the Board plus the amount recommended in detail. CAC Representative Bob Craig reported the Committee focused their recommendations to tie in with the District's vision and to reach and give out to the majority of people. Board discussion included using recycled items such as recycled paint for Christmas in April projects, compost produced from the District residents for the Castro Valley Arts Foundation landscaping and Row Chabot using fly ash in concrete projects. Discussion continued regarding following up on the expenditures of this grant money and giving less amounts of money at this time with the option of giving the full recommended amounts later on. The Board reiterated their concerns knowing how the monies would be spent, how this will be monitored and utilizing recycled materials when possible. Member Waespi complimented the CAC on their great task of making these recommendations and wanted to keep the District's 75% diversion goal in mind. After further discussion, President Akagi requested this matter be heard in more detail at the Board Workshop to be held October 11, 2005. He requested copies of all the applications and information be available to the Board at that time. Discussion took place as to granting Row Chabot with monies as the State recently awarded them \$54,500 grant monies. Member Waespi reiterated to the CAC they did a good job and the Board would just like more information on this project.

Manager Williams hi-lighted the CAC meeting held on September 14, 2005, reported the

Committee was presented with a new project schedule and held discussion regarding recycling pyramids for the street cans.

No discussion was held regarding the CAC/Public Relations Committee Meeting on August 10, 2005.

A. *Sharps Program.*

Mr. David Tucker from WM, Ms. Brenda Yamashita from the Alameda County Public Health Department, Mr. Jack McGurk from Sharps Compliance Inc. and Ms. Lara Sim from the Alameda County Board of Supervisors (Keith Carson) made a presentation on the Sharps Program. Their power point presentation explained the collection of syringes, needles, razors, etc. and the current health risks of improper disposal to people and animals. It was reported 3% of the population are home injectors outside of a health care setting and 8% have someone injecting. It was reported in Castro Valley with a population of 55,000 there are 1,650 self injectors. Mr. Tucker reported improper disposal of Sharps items into the trash place WM employees at risk. Mr. McGurk reported more and more medicines are made injectable which makes for a growing risk of improper disposal. Ms. Sim reported the Alameda County Board of Supervisors role in this program and Alameda County has been participating in the Sharps Coalition since 2000. Mr. Tucker reported WM would like to partner with Rite Aid in this new program. He explained Sharp containers would be purchased by Rite Aid and discount coupons would be given to District residents to purchase these containers. He reported the container's retail price is approximately \$30.00 and would cost residents approximately \$21.00 with the discount. Mr. McGurk explained the Sharps container, postage paid mailer manifest as well as incineration at Sharps Compliance in Texas. Mr. Tucker reiterated there is no cost to the District for this program. The District and WM would outline a plan of disseminating the program's information – WM bill inserts, press releases, local newspapers, etc. President Akagi suggested placing a Sharps discount coupon in the District's upcoming calendar and annual report. Upon the Board's approval, Mr. Tucker would like to commence the program mid-November. He reported only two other cities have incorporated this program into their contracts and partnering with Rite Aid would bring more customers into their store. Mr. McGurk reported a container would hold approximately three or four months of syringes for the average injector. Ms. Sim reported currently most residents have to dispose of their supplies at their local Household Hazardous Waste facility and disposal would be more convenient and confidential using the Sharps container. Member Francis inquired about the liability of such items in the United States Postal system. Mr. McGurk reported the container has been thoroughly tested with the U.S. Postal system for durability and once the container is in the mail, it becomes the liability of Sharps Compliance. Mr. Tucker reiterated this is not a pilot program but a long term program and Castro Valley Sanitary District would be the first program in Alameda County and the first discount program in California. Discussion took place as to MediCare and/or MediCal subsidizing the cost of the containers. The Board voiced their approval of this program. Mr. Tucker reported he would be meeting with Rite Aid to finalize this program, design post cards to be mailed out in WM bills mid-November and would host a press conference to launch the program. Manager Williams reported staff will prepare a resolution for the November Board meeting supporting Alameda County Sharps Coalition. Ms. Yamashita reported November is Diabetes month and this would be a perfect time to kick-off such a program. It was

also mentioned Rite Aid could advertise this in their flyers, newsletters and at their store counters. Mr. Tucker reported CVSD was identified for such a program in a recent questionnaire. President Akagi asked if incinerating these items (in Texas) meets the District's Environmentally Preferable Purchasing Policy.

A 10 minute break was taken from 8:05 p.m. - 8:15 p.m.

B. Engineering Projects Report for August and September.

Manager Williams reported on the Engineering Projects Report and informed the Board Associate Engineer Middleton has returned to work full time. He reported Ms. Melody Knapp has been hired as the Engineering Technician and would be present at the November Board meeting. Manager Williams reported the Master Plan is almost complete and there would be a Construction Committee Meeting on October 14, 2005 (At a later day, Ms. Nagy said the meeting is on October 14, 2005) to be attended by Members Akagi and Johnson. Member Waespi inquired if the District is taking mercury levels during flume sampling. Manager Williams reported not at this time, however soon, and heavy metals and pretreatment data will be a topic discussed at the Board Workshop to be held October 11, 2005.

C. Solid Waste Projects Report for August and September.

Manager Williams reported on the Solid Waste Department memorandum to the Board. He reported the written reports for August and September are very thorough and hi-lighted a bench marking survey for Public Outreach programs which include Solid Waste and waste water programs. Member Waespi reported Ms. Susan Kattchee from Stopwaste.Org has a database of public outreach programs and to utilize her services. Manager Williams reported the District now has one Solid Waste intern, Tyree Jackson, who will mainly conduct the educational programs and may be hiring a Katrina hurricane victim intern to assist in Solid Waste.

Manager Williams questioned if the Center for the Arts, which has been earmarked to receive \$5,000 for the Community Project Development Grant was double dipping if they received funds from the CAC's recommendations to the Community Project Development Grant. Manager Williams reported upcoming projects include oil filter bags curbside and the Sharps program. President Akagi remarked about the newspaper blurbs regarding no WM collections before 6:00 a.m. Manager Williams reported the District has received about a dozen telephone calls reporting collections before 6:00 a.m. and resident Service Referrals have been faxed over to WM. He mentioned the recent Fall Festival, Recycled Art Contest, ReUse Week and marketing for the CORE. President Akagi reported the Scout's will be holding their annual food drive soon and last year they had to throw out large quantities of outdated food. He was wondering if the District could co-ordinate a program to assist the Scouts in recycling expired food waste. Manager Williams reviewed the detailed e-Waste report and reported this program would be held again next year. He reviewed the cost savings of becoming a certified collector this year. President Akagi requested Station #1 needs an ice chest at next year's event. The survey results were discussed including e-Waste participation, food waste participation, advertising, etc. Member Waespi would like the Forum's

“man on the street” Viewpoints to include: “Do you utilize Castro Valley Sanitary District’s food waste program?”.

One of Member McGowan’s concerns on this month’s Accounts Payable List was the amount of money the District is spending regarding the services received from C2 Alternative Services. Manager Williams reported staff will be meeting with C2 Alternative on October 6, 2005 to discuss service contract issues. Board discussion included recycled oil and filters, advertising at point of sale, making a DVD and partnering with FRAM, Inc. Member McGowan suggested showing the DVD as a trailer at the Castro Valley Chabot Theater.

E. CCTV Truck Purchase.

Manager Williams reviewed his memorandum to the Board regarding a CCTV purchase reporting the District’s current truck is a 1996 model and has passed the end of its useful life of seven years. He reported this truck has old computer technology, the break down time is lengthy due to its age plus many hours of labor are spent repairing it or having to send it out for repairs. Manager Williams compared photos with the Board of the District’s current truck and a new truck. He reported currently with its old computer, Work Orders are having to be entered manually into the District’s computer system twice. Manager Williams reported the necessity also for a new truck with new state regulations including Sewer System Management Program and Wastewater Discharge Requirements plus tying into the District’s computer software. He reported purchasing from CUES, Inc. would be the best value and they have been responsive to our needs in the past. CUES, Inc. is headquartered in Florida with a facility in Vacaville, California. Manager Williams reported the new truck has many improvements as outlined in his memorandum to the Board including improvements with the camera unit and ergonomic software. He reported this purchase has been budgeted since 2002 and he would negotiate the price of the unit as well as look into piggybacking with another agency for purchase. Manager Williams reported the Board would have to ultimately approve this purchase due to the monetary amount. Discussion followed regarding keeping the old unit as well as purchasing a new unit and the crew could utilize both units or selling the old unit. Manager Williams reiterated to the Board specifications for a new unit would be finely tuned and include factory welded accessories. There being no further comments, Member Waespi made a motion to proceed with the purchase of a new CCTV unit. Member Francis amended the motion stating the purchase was not to exceed \$155,000. It was agreed by the Board should the purchase price exceed this amount, staff is to bring this item back to the Board for discussion. Member Francis seconded and passed on a 4 - 0 vote.

F. Quarterly Report on District/General Manager Goals.

Manager Williams reviewed his memorandum to the Board with comments. He reported Item #1 - Complete report on decision whether to purchase new CCTV was now complete. He reported Item #7 - Review possible Solid Waste Department name change would be discussed at the Board Workshop to be held October 11, 2005. Manager Williams commented on Item #9 - Continue District involvement in community, professional and civic organizations reporting starting in January all staff will input their training

schedules into one document. He reported this will enable staff to be aware of co-worker's training and the dates. He reported recently staff has monitored training sessions in Redding and will be attending the upcoming Streets and Sewers training. Manager Williams updated the Board on staff's Team Building meetings. He reported Item #11 - Cost of Wastewater Treatment Analysis - the analysis and comparisons report will take place in the third quarter of the fiscal year and will report in the fourth quarter (May 2006). Manager Williams reviewed each department's 2005 goals and objectives. He reported tasks in the Administration Department to be completed include expanding current time sheet documentation to accurately capture and report labor costs by activity and health care cost analysis. Manager Williams reported tasks in the Collection System Department to be completed include retrofitting the emergency indoor and outdoor spill response trailers and develop a spill response simulation exercise. He reviewed ongoing Engineering and Solid Waste Departments' on going tasks. Member McGowan inquired if the District would be upgrading their accounting software in order to receive reports in a more timely manner. Manager Williams reported it has been budgeted to purchase updated accounting software. Member McGowan inquired as to Sexual Harassment training for the Board. Manager Williams reported he is looking into this with possibly viewing a video provided by the California Sanitation Risk Management Authority. He reported it is costly (approximately \$3,000) to hire an agency for this training. Member Waespi suggested including other agencies, i.e., Oro Loma Sanitary District to be included in this training and share costs if an agency would be conducting the training.

G. RESOLUTION NO. 3100 - COMMENDING ELIZABETH A. GILL FOR HER 14 YEARS OF SERVICE AS AN EMPLOYEE OF THE CASTRO VALLEY SANITARY DISTRICT.

Manager Williams reported Elizabeth Gill has held several positions over her employment which commenced October 1990. He reported Ms. Gill received an Award of Merit in 2005 by the American Public Works Association and has been the voice and the face for the District in many areas including customer service and Chamber of Commerce Ambassador. Member Waespi made a motion, seconded by Member McGowan, adopting: RESOLUTION NO. 3100 - RESOLUTION OF THE DISTRICT BOARD OF THE CASTRO VALLEY SANITARY DISTRICT, ALAMEDA COUNTY, STATE OF CALIFORNIA, COMMENDING ELIZABETH GILL FOR HER 14 YEARS OF SERVICE AS AN EMPLOYEE OF THE CASTRO VALLEY SANITARY DISTRICT. The resolution was adopted by acclamation.

[8. *Communications.*]

Manager Williams reported communications had been received from Ms. Eleanor Baird and the Hayward Area Recreation Department and copies of correspondence have been given to the Board.

[9. *Miscellaneous Comments from Board Members and Staff.*]

President Akagi opened miscellaneous comments from Board members and staff.

Manager Williams opened discussion on District related newspaper articles. He asked the Board to keep on the lookout for articles as staff may miss newspaper articles. It was agreed to send the Board newspaper articles of interest on a weekly basis.

President Akagi requested his Friday memo be e-mailed to him. Members Waespi and Francis also requested their copies be e-mailed. Member McGowan requested Friday memos be mailed to him.

Member Waespi reported he managed this month's Keep Castro Valley Beautiful group in Mr. Owen's absence. He reported he was delighted to have at least ten students from the Castro Valley Environmental Awareness Club and students serving community service which staff had organized to work on October 1, 2005.

Recording Secretary Gill reminded the Board of the District's ReUse Week to be held October 24 - 28, 2005. She updated the Board on the Chamber of Commerce's Executive Director's current situation.

[10. Adjournment of Meeting.]

There being no further business to come before the Board, Member Francis made a motion, seconded by Member McGowan, and passed on a 4 - 0 vote, to adjourn the meeting in honor of Ms. Bonnie Dettmer, Executive Director, Castro Valley Chamber of Commerce at 9:45 p.m. by President Akagi.

Respectfully submitted,

Dennis M. Waespi,
Secretary of the Sanitary Board