

**MINUTES OF THE WORKSHOP
OF THE BOARD OF THE
CASTRO VALLEY SANITARY DISTRICT
HELD ON SEPTEMBER 18, 2007**

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

The Workshop of the Board of Directors of the Castro Valley Sanitary District was called to order by President Waespi at 6:07 p.m., Tuesday, September 18, 2007, at the District Office. The Pledge of Allegiance was led by President Waespi.

ROLL CALL:

PRESENT: DIRECTORS Francis, Johnson, McGowan and Waespi

ABSENT: None

LATE: DIRECTOR Akagi (6:27 p.m.)

Staff in attendance:

Roland Williams, General Manager

Janette Stuart, Administrative Services Supervisor

Anthony Varni, District Counsel

Others in attendance are listed on the attached attendance sheet.

[2. Items from the Public.]

There were none.

[3. Monthly Statement of Operations for June 2007.]

Manager Williams and Administrative Services Supervisor Stuart presented a revised Statement of Operations, narrative and reconciliation for review by the Board. There were discussions about interest allocations to reserves and other reporting concerns. Manager Williams stated the Statement of Operations does not represent the final allocations of funds and several adjustments will be performed during the annual audit. It was also suggested a Budget and Long Range Planning Committee meeting be scheduled in October. A meeting is to be scheduled at the next regular Board meeting. Manager Williams recommended the Board accept the statement of operations “as is” and discuss modifications at the Committee meeting.

There being no further discussion, a motion was made by Member McGowan to accept the report. The motion was seconded by Member Francis and passed on a 5 – 0 vote.

[4. Dr. Jeff Lewandowski of Advanced Hydro Engineering will present current projects and plans for next year.]

Dr. Lewandowski made a presentation of the Wastewater Department projects' status since his contract commencement in May of 2007. He reported on the master plan projects, pump station, and aerial crossing study projects. It was also reported the District has contracted with Greenwood and Moore Engineering to assist staff with master plan project drafting and survey work. Dr. Lewandowski commended engineering and collection system staff for their professionalism and assistance. Board Members asked several questions of Dr. Lewandowski and thanked him for his presentation.

[5. Streamlining Operations and Solid Waste Department Supervision Change.]

Manager Williams reported on the current status of the Solid Waste Department. The Administrative Services Supervisor will not be supervising the department as her workload has increased in human resources and accounting functions. The General Manager currently is providing direct supervision of the department. Manager Williams also stated staff has reviewed the projects and programs performed by the two employees in the department. It was determined the current staff resource allocation cannot reasonably complete all of the current and new projects and programs. Thus staff had recommended cutting or modifying certain programs to keep with the current staff levels. Moreover, staff recommended cuts of programs that may be conducted by other entities. The Board directed staff to consider options to hire additional staff, interns, or other assistance to accomplish all programs and projects listed in the resource allocation. Staff to review projects and make a recommendation to the Board of additional staff to complete all proposed projects in the Solid Waste Department.

[6. RESOLUTION NO. 3149 – ACCEPTING THE GRANT OF EASEMENT FROM MARIE J. ALCORN, TRUSTEE OF TRUST “A” OF THE GEORGE BENNETT ALCORN AND MARIE JOHNSON ALCORN DECLARATION OF TRUST DATED APRIL 14, 1988, AND MARIE J. ALCORN AND GREGORY C. ALCORN, CO-TRUSTEES OF TRUST “B” OF THE GEORGE BENNETT ALCORN AND MARIE JOHNSON ALCORN DECLARATION OF TRUST DATED APRIL 14, 1988, AND AUTHORIZING THE DISTRICT SECRETARY TO ATTACH THERETO THE WRITTEN ACCEPTANCE OF THE DISTRICT (TR 7305, ALCORN PROPERTY).]

Manager Williams presented the item stating this was discussed at the regular September Board meeting where there was a question about the easement length and quantity of new mainline. The matter has been resolved and all documents are in order.

There being no further discussion, Member Francis made a motion to adopt the Resolution. The motion was seconded by Member Johnson and passed on a roll call vote 4 – 0 (Akagi absent).

ROLL CALL

AYES: DIRECTORS Francis, Johnson, McGowan and Waespi

NOES: None

ABSENT: DIRECTOR Akagi

MOTION CARRIED

[7. RESOLUTION NO. 3150 – APPROVING PLANS AND SPECIFICATIONS FOR SANITARY PUBLIC MAINLINE EXTENSION IN TRACT 7305 (ALCORN PROPERTY).]

Manager Williams had nothing to add to the written report. There being no further discussion, Member Johnson made a motion to adopt the Resolution. The motion was seconded by Member Francis and passed on a roll call vote 4 – 0 (Akagi Absent).

ROLL CALL

AYES: DIRECTORS Francis, Johnson, McGowan and Waespi

NOES: None

ABSENT: DIRECTOR Akagi

MOTION CARRIED

[8. *Donation Policy.*]

A revised donation policy was presented to the Board for consideration. The Board directed staff to make the following adjustments to the proposed policy:

3095.5 – requests over \$1,000 will be made quarterly to the Board.

3095.7 – all funded donations are to provide a written report.

The modifications are to be presented to the Board at the next regular board meeting. No action taken.

[9. *Change of Board Meeting day.*]

Manager Williams stated Member McGowan requested the Board consider changing the regular Board meeting day from the first Tuesday of each month due to several conflicts including three election dates in 2008. After some discussion it was determined the meeting date will remain the same and the Board will consider moving the location of the meeting to

accommodate Boardroom usage for elections. Manager Williams also stated the District has conducted 23 night meetings since April 1, 2007. These meetings include Board Meetings, Board Workshops, Board Special Meetings, Committee Meetings, CAC Meetings and CUAC Meetings, most of which are attended by the General Manager. The Board directed staff to provide regular updates of night meetings in the Friday memo or other appropriate forums.

[10. Adjournment to Closed Session (two items).]

A motion was made by Member Akagi to adjourn to Closed Session at 8:15 p.m. The motion was seconded by Member Johnson and passed on a 5 – 0 vote.

A. Reconvene to Open Meeting and report on any action taken in Closed Session.

A motion was made by Member Akagi to return to Open Meeting at 9:00 p.m. The motion was seconded by Member Francis and passed on a 5 – 0 vote.

President Waespi reported no action was taken in closed session.

[11. Miscellaneous Comments from Board Members and Staff.]

Manager Williams stated the RFP for Solid Waste Services was released on Wednesday, September 12, 2007 and copies are available.

[12. Adjournment of Meeting.]

There being no further business to come before the Board, the meeting was adjourned at 9:10 p.m. by President Waespi.

Respectfully submitted,

Timothy McGowan,
Secretary of the Sanitary Board