

**MINUTES OF THE WORKSHOP  
OF THE BOARD OF THE  
CASTRO VALLEY SANITARY DISTRICT  
HELD ON DECEMBER 11, 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 6:20 p.m., Tuesday, December 11, 2007, at the District Office. The Pledge of Allegiance was led by President Waespi.

**ROLL CALL:**

**PRESENT:** DIRECTORS Akagi, Francis, Johnson, McGowan and Waespi

**ABSENT:** None

**LATE:** None

Staff in attendance:  
Roland Williams, General Manager  
Anthony Varni, District Counsel

Others in attendance are listed on the attached attendance sheet.

***[2. Items from the Public.]***

There were none.

***[3. Naming Opportunities for New Castro Valley Library.]***

Manager Williams presented a list of naming opportunities from the Castro Valley Library foundation to the Board Members. The list was to facilitate a discussion of how to best recognize the District in its efforts to obtain \$165,000 for the library project. There was some discussion about how the District could possibly use additional grant funding to get to the \$200,000 level. However, after further conversation the following list was agreed upon for consideration without additional funding to the program:

Movies, Music and More Area = Donation Level \$100,000  
Outdoor Education Amphitheatre = Donation Level \$25,000  
Library Welcome Desk = Donation Level \$25,000

Express self-checkout = Donation Level \$25,000

Manager Williams to work with the foundation and present a plan to the Board at the February Board meeting. A reception is scheduled for March or April of 2008.

**[4. DRAFT ORDINANCE NO. 145 – AN ORDINANCE AMENDING SECTIONS 5302, 5303, 5304 AND 5305 OF THE CASTRO VALLEY SANITARY DISTRICT CODE.]**

Manager Williams discussed the memorandum included in the Board agenda package. The current waste hauler submitted a letter to the District requesting a rate adjustment of 2.87% based on conditions included in the franchise agreement. The Board reviewed the draft and approved such for consideration at the public hearing scheduled for the February 5, 2008 Board meeting.

There being no further discussion, a motion was made by Member McGowan to approve the draft Ordinance to increase refuse collection rates and set a public hearing for the regular meeting of the Board on February 5, 2008. The motion was seconded by Member Johnson and passed on a 5 – 0 vote.

**[5. Draft Prop. 218 Notice for Solid Waste Services Rate Increase effective March 1, 2008.]**

Manager Williams presented the proposed notice to be issued to every customer in the District. The Board suggested the notice be changed to show the 20-gallon, 32-gallon and 3-cubic yard rate adjustments.

There being no further discussion, a motion was made by Member McGowan to approve the solid waste rate adjustment notification with the Board recommended changes. The motion was seconded by Member Akagi and passed on a 5 – 0 vote.

**[6. Commercial Rates.]**

The Board discussed the commercial sewer service charge rates. A consultant made a presentation at the November Community Advisory Committee meeting stating that the current classification method is the most feasible for the District and the consumption method would be too cumbersome to utilize. The Board directed staff to obtain more information from the consultant about his assertions and report to the CAC and Board by the February meetings. Board Members are concerned that the District needs to be fair and equitable in the method used for rates.

**[7. Financial Reports and Reserve Definitions.]**

Manager Williams presented a proposed revision to the reserve definitions. (Attached) The revisions will be incorporated into the new three-year budget currently being assembled. The Board had no comments to the proposed changes to the reserve definitions.

**[8. Budget Process.]**

The District's three-year budget will be presented to the Board in March. Manager Williams requested a Budget and Long Range Planning Committee meeting for the first part of January 2008. The committee members (McGowan and Francis) agreed to meet January 4, 2008 at 4:00 p.m.

**[9. District Facility Maintenance & Expansion.]**

Manager Williams stated the kitchen remodeling and expansion project is to begin on January 2, 2008. Staff is also receiving design quotations for the workshop conversion project. The proposed project is to convert the existing shop to office space for the wastewater department personnel. This will eliminate one parking space behind the security gate. The District will purchase two new vehicles in the next three years. These adjustments will consume all of the available parking spaces and some employees will need to park elsewhere. The District is also considering an additional administrative staff employee. All these factors lead the Manager to consider discussing with Rite-Aid the possibility of purchasing, leasing, or otherwise using a portion of the rear of the property across Marshall Street from the District Administrative office. The Board stated it is good long range planning to consider options and the Manager should report to the Board as progress is made.

**[10. Inspection Upon Sale.]**

Manager Williams disbursed a memorandum presented to the Board that was printed four years earlier (2003). Basically, the same issues concerning an Inspection of Private Upon Sale ordinance are still of concern. Those concerns include: effects on home sales, administration of program, enforcement and timing. Also, the District had decided to wait for the State of California to determine if Inspection Upon Sale would be included in the Waste Discharge Requirement (WDR) for collection systems. It appears the State has not and will not include such requirements in the WDR. The Board had a lengthy discussion on the pros and cons of an ordinance and directed staff to present a draft ordinance by June 2008 for consideration by the Board.

**[11. CAC Term Expiration dates.]**

Manager Williams presented a roster of Community Advisory Committee members and

terms of office for consideration by the Board. It was discussed the Board Members are to make appointments at the next regularly scheduled Board meeting in January. Member McGowan pointed out the roster needs to be adjusted, as it appeared seven (7) CAC members would be up for re-appointment in January 2010. It appears some of the newly appointed members were assigned to a full term when they should serve out the duration of the vacant seat's term. Manager Williams stated staff is to review the roster and make appropriate adjustments and will submit a revised list to the Board for the January meeting.

***[12. Adjournment to Closed Session (one item).]***

A motion was made by Member Akagi to adjourn to Closed Session in accordance with Government Code Section 54957.6 for the purpose of reviewing its position and instructing designated representatives with regard to MOU negotiations 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 10:15 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.

***[13. Board/Manager relationship.]***

This item was tabled to a future Board meeting.

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

Member Akagi stated he saw the information concerning Oro Loma Sanitary District's recent discussion on food waste with local students. He thought Oro Loma's comments about the students was interesting and believed Castro Valley Sanitary District should not treat its youth in that manner.

Member Francis stated the City of San Leandro has submitted a memorandum to take over the Treasurer's duties for EBDA. There is no information as to the cost for the service.

Manager Williams asked Board Members to contact the Administrative Assistant about CASA attendance. Also, it was reported the January agenda is to be delivered to the Board on January 4, 2008.

*[15. Adjournment of Meeting.]*

There being no further business to come before the Board, Member McGowan made a motion, seconded by Member Johnson and passed on a 5 - 0 vote, to adjourn the meeting at 10:30 p.m. by President Waespi.

Respectfully submitted,

---

Timothy McGowan,  
Secretary of the Sanitary Board