

**AGENDA FOR REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
CASTRO VALLEY SANITARY DISTRICT
TUESDAY, SEPTEMBER 1, 2020, 6:30 P.M.
LOCATION: TELECONFERENCE – SEE BELOW**

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on mandates by the Governor in Executive Orders N-29-20 and N-33-20, the County Of Alameda Public Health Officer to shelter in place, and the guidance from the CDC to minimize the spread of COVID-19, please note the following changes to CVSsan's ordinary meeting procedures:

- CVSsan's offices are not open to the public at this time.
- This meeting will be conducted virtually via the "Zoom Webinar" platform. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting in the manner described in the *Public Meeting Teleconference Guidelines* posted on CVSsan's website at: www.cvsan.org/virtualmeetings.

MEETING INFORMATION:

- At the noticed date and time listed above, the Zoom Webinar is accessible at the following web address:
<https://us02web.zoom.us/j/87802993652?pwd=MXI5Y2lNNWlWU9qbUsveTBETXBKZz09>
- You may also participate via telephone by calling: (669) 900-9128. Enter Webinar ID number 878 0299 3652#. There is no participant number. Enter password number 040204#.
- If you experience connectivity issues when joining the meeting, please contact CVSsan's Application Support Specialist, Efren Quiroz, at (510) 807-1893 or efren@cvsan.org.

ACCESSIBILITY INFORMATION:

Board meetings are accessible to people with disabilities in compliance with the Americans with Disabilities Act of 1990, and to others who need assistance. Individuals who need special assistance to participate in a CVSsan meeting should contact Stacy Marcoux, Clerk of the Board at (510) 537-0757 ext. 106 or stacy@cvsan.org at least 48 hours prior to the meeting to ensure reasonable arrangements can be made to provide accessibility to the meeting.

1. Call to Order, Roll Call, and Pledge of Allegiance

2. President's Comments.

3. Consent Calendar.

Motion
(Roll Call)

- A. Minutes of the Regular Board meeting on August 4, 2020.**
- B. List of Disbursements for the Regular meeting of September 1, 2020.**
- C. Monthly Report on District Investments and Deposits for July 2020.**
- D. Monthly Statement of Revenue & Expenses for July 2020.**
- E. Monthly Statement of Net Position with Previous Month Changes for July 2020.**

- F. **Business Services Department Report for July 2020.**
- G. **Wastewater Department Report for July 2020.**
- H. **Capital Improvements Projects Report for July 2020.**
- I. **Zero Waste Department Report for July 2020.**
- J. **Donation and Supply Request Report for July 2020.**
- K. **Report of Zero Waste Committee Minutes for July 15, 2020.**
- L. **Report of Wastewater Committee Minutes for July 16, 2020.**
- M. **Report of Communications Committee Minutes for July 21, 2020.**
- N. **Report of Center Street Committee Minutes for August 10, 2020.**
- O. **Report of Oro Loma Sanitary District (OLSD) Construction Committee meeting on August 19, 2020.**
- P. **Report of East Bay Dischargers Authority (EBDA) Commission meeting on July 16, 2020.**

Comments 4. **Items from the Public.** (Public in attendance may speak on any matter within the jurisdiction of the District Board, limited to three minutes per speaker. Matters not appearing on this Agenda may not be acted upon.)

Motion
(Roll Call) 5. **Petition.**
A. **Petition from Steve and Giovanna Bosozki, property owners of 19532 Center Street, Castro Valley, requesting an exemption from all solid waste collection services.** (The Board will consider this request.)

Motion
(Roll Call) 6. **Regular Calendar.**
A. **Board Expenditures Approval.** (The Board will review and may approve expenditures for the month of August.)

Motion
(Roll Call) B. **Draft time and materials contract amendment for Dahlin Group for design and documentation for Leadership in Energy and Environmental Design (LEED) credit for CVSan’s Operations and Engineering Building Project, not to exceed \$178,000.** (The Board may approve the contract amendment and authorize the General Manager to enter into the agreement.)

Motion
(Roll Call) C. **Draft lump sum contract amendment for Dahlin Group for Expanded Design Services for CVSan’s Operations and Engineering Building Project, not to exceed \$194,250.** (The Board may approve the contract amendment and authorize the General Manager to enter into the agreement.)

Update D. **COVID-19 Department Updates.** (The General Manager will provide a verbal update.)

7. **Miscellaneous Comments from Board Members and staff.**

8. **Adjournment to Closed Session (two items).**
A. **The Board may adjourn to Closed Session in accordance with Government Code Section 54957.6 for the purpose of instructing its designated representatives, General Manager Roland Williams,**

Business Services Supervisor Zaneta Luna, and Labor Negotiator Patrick Clark, in preparation of upcoming labor negotiations.

B. The Board may adjourn to Closed Session in accordance with Government Code Section 54956.9(b) to confer with, or receive advice from, legal counsel regarding anticipated litigation (Alameda County).

9. Reconvene to open meeting and report on any action taken in Closed Session.

**Adopt
(Roll Call)**

10. Resolution No. 3479 – Adopting Terms and Conditions of Employment for Unrepresented Employees of the District. (The Board may adopt Resolution No. 3479.)

**Motion
(Roll Call)**

11. Adjournment of Meeting.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CASTRO VALLEY SANITARY DISTRICT
HELD ON AUGUST 4, 2020**

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

The regular meeting of the Board of Directors of the Castro Valley Sanitary District (CVSan) was held via teleconference and was called to order by President Pro Tem Johnson at 6:30 p.m. Tuesday, August 4, 2020. The Pledge of Allegiance was led by President Pro Tem Johnson.

ROLL CALL

PRESENT: DIRECTORS Daniel Akagi, Melody Appleton, Timothy McGowan,
and Ralph Johnson

ABSENT: DIRECTOR Sadoff

LATE: None

Staff in attendance:

Roland P. Williams, Jr., General Manager (GM)

Anthony Varni, Legal Counsel

Stacy Marcoux, Recording Secretary

Landon Lochrie, Associate Engineer (AE)

Naomi Lue, Zero Waste Supervisor (ZWSup)

Kyle Levy, Office Assistant (OA)

[2. *President's Comments.*]

President Pro Tem Johnson stated he would like to briefly comment on a recent editorial in the Castro Valley Forum. He noted in the letter, the author implies that CVSan's Board of Directors (Board) routinely rubber stamps every agenda item and added that this comment indicates a gross mis-appreciation of how the Board and other public agencies do business. President Pro Tem Johnson stated that as an example, there are generally two types of agenda items, with the first being routine items such as Item No. 7 on this Agenda. He noted that the Board sees many of these items and they don't need much or any discussion to pass, usually with a five-to-zero vote. He also stated the second types of items are the more substantial items, such as setting policy, rates, or expending funds. He added that on this Agenda, Item No. 11H, Approval of the Zero Waste Communications Plan, is a good example. President Pro Tem Johnson stated this item has been reviewed at least twice by the Zero Waste Committee, once by the Communications Committee, and once by the Community Advisory Committee. He added

that this item has had a substantial amount of Committee review and input and noted that all the Committee meetings are open to members of the public. He stated that all meetings have published agendas and written meeting minutes that appear on each Regular Board meeting agenda. He also stated that this gives members of the public and Board Members who do not sit on the specific Committees a chance to keep apprised of items, ask questions, and provide timely input if needed. President Pro Tem Johnson stated that most public agencies work hard to have consensus on agenda items and CVSan's General Manager is a good example of this. He noted that it takes work and a good understanding of the Board Members to do this. He added that in his opinion, having five-to-zero votes reflects hard work and preparation, not simply thoughtless voting.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

[3. Castro Valley/Oro Loma Wastewater Treatment Plant Nutrient Optimization Project Update.]

GM Williams stated Oro Loma Sanitary District's (OLSD's) District Engineer Jimmy Dang would be providing updates on the Nutrient Optimization Project (NOP) and noted that the NOP is ahead of where regulations are headed.

OLSD District Engineer Dang thanked the Board and GM Williams for their support over the last couple of years on the NOP. He showed a PowerPoint presentation that highlighted the NOP scope, noting that the NOP is at 96 percent completion. He also highlighted photographs of Aeration Basin No. 4, the Aeration Basin No. 3 Retrofit, the Blower Building, and the Outfall Structure. He presented on the NOP schedule, project costs, and takeaways. He concluded the presentation and stated that there will be a celebration for the NOP in October, but the details still need to be determined.

Member McGowan referred to the presentation and inquired about the near shore outfall. OLSD District Engineer Dang stated that the plan is to use the near shore outfall when necessary, most likely during wet weather season, and added that the maximum capacity is 40 million gallons per day (MGD). Member Akagi inquired about the alkalinity addition. OLSD District Engineer Dang stated it was added as a backup in case it is needed.

GM Williams thanked OLSD District Engineer Dang and stated he appreciated him keeping the Board apprised of updates on the project.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

[4. Consolidated Operations Building Project Update.]

GM Williams stated that it was reported at the most recent Board meeting and at the OLSD/CVSan Construction Committee meeting that OLSD was considering changing the scope on the Consolidated Operations Building Project (Project) to be completed in two phases. He also stated that CVSan's Board had already approved a portion of the project, which will now be considered Phase I.

OLSD District Engineer Dang presented a PowerPoint which highlighted the Project timeline to date, next steps, and site plans. He noted that Phase 1 is scheduled for fiscal year (FY) 2020/21 and Phase II is scheduled for calendar year 2025 or later.

GM Williams stated that as part of the decision-making process for both Phase I and II of the Project, CVSan's Board was scheduled to take a tour of the facilities. He added that due to COVID-19, the tour was cancelled and noted that this is important for the Board to do. He suggested possibly holding a virtual tour. President Pro Tem Johnson suggested conducting one-on-one tours. OLSD District Engineer Dang stated he would speak with OLSD GM Jason Warner about these suggestions.

Member Appleton inquired if all OLSD staff would have full use of the new building. OLSD District Engineer Dang stated they would. GM Williams inquired as to when OLSD needs direction from CVSan's Board. OLSD District Engineer Dang stated he did not have a firm date but that he wished to give direction to the architect soon.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

[5. Open Public Hearing for comments, protests, or objections to the collection of sewer service charges on the tax rolls for fiscal year (FY) 2020/21.]

GM Williams stated this Public Hearing is for the Board to hear and consider all comments, protests, or objections to the placement of the sewer service charges on the tax roll, not to vote on the rates themselves. He added that this method of collection is the most efficient way for CVSan to collect 90 percent of the revenue needed for operation of CVSan.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

[6. Close Public Hearing.]

There being no further discussion, a motion was made by Member Akagi to close the Public Hearing. The motion was seconded by Member Appleton and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan,
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

[7. General Order – Finding and determining that publication and posting of Notice of Public Hearing has been properly made.]

GM Williams stated the General Order verifies that the posting of the Notice of Public Hearing was properly made. Member Appleton inquired about the attached Affidavit. Recording Secretary Marcoux stated that she had overseen the posting of the Notice of Public Hearing in three public places in Castro Valley on July 15th, in the Castro Valley Forum on July 22nd and July 29th, and on CVSan’s website on July 15th. GM Williams stated the legal requirement states CVSan only must publish Notices to a local adjudicated paper, but that in the interest of transparency, CVSan continues the practice of posting in multiple places.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

There being no further discussion, a motion was made by Member Appleton to adopt the General Order. The motion was seconded by Member Akagi and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

[8. Resolution No. 3475 – Overruling protests and confirming report on sewer service charges for Castro Valley Sanitary District for the FY 2020/21.]

GM Williams stated this Resolution enables CVSan to send the list of accounts to Alameda County to be placed on the tax roll. He also stated that as a reminder, the rate increase effective July 1, 2020 has been waived so customers will see the same amount as last year being collected this year.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no further discussion, a motion was made by Member Akagi to adopt Resolution No. 3475. The motion was seconded by Member McGowan and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

[9. Consent Calendar.]

The Consent calendar contained:

- A. Minutes of the Regular Board meeting on July 7, 2020.**
- B. Minutes of the Continued Regular Board meeting from July 7, 2020 on July 14, 2020.**
- C. List of Disbursements for the Regular meeting of August 4, 2020.**
- D. Monthly Report on District Investments and Deposits for June 2020.**
- E. Monthly Statement of Revenue & Expenses for June 2020.**
- F. Monthly Statement of Net Position with Previous Month Changes for June 2020.**
- G. Monthly Statement of Cash Flows for June 2020.**
- H. Business Services Department Report for June 2020.**
- I. Wastewater Department Report for June 2020.**
- J. Capital Improvements Projects Report for June 2020.**
- K. Zero Waste Department Report for June 2020.**
- L. Donation and Supply Request Report for June 2020.**
- M. Report of Zero Waste Committee Minutes for May 28, 2020.**
- N. Report of Communications Committee Minutes for June 10, 2020.**
- O. Report of Finance Committee Minutes for June 16, 2020.**
- P. Report of Zero Waste Committee Minutes for June 17, 2020.**
- Q. Report of Wastewater Committee Minutes for June 25, 2020.**
- R. Report of Oro Loma Sanitary District (OLSD) Construction Committee meeting on July 8, 2020.**
- S. Report of East Bay Dischargers Authority (EBDA) Commission meeting on June 18, 2020.**

President Pro Tem Johnson asked if there were any items to be pulled or discussed.

Member McGowan referred to Item 9.B. and stated there was a typographical error on page 5, Item F. Recording Secretary Marcoux stated she would revise the minutes with the corrected information.

Member McGowan referred to Item 9.K., the attached minutes from the ACI/CVSan meeting, Item 9 and asked if there was any cost to CVSan for this new service. ZWSup Lue stated there will be no cost to CVSan and noted that the group CVSan works with during the Fix-It Clinics is a non-profit group in Castro Valley. She also stated that this group will work to recover bikes placed curbside as part of the Bulky and Reuse program so they can repair and redistribute the bikes free of charge. She added that this is a free arrangement between all parties. GM Williams stated CVSan is looking into liability issues with this service and noted that there will be an update on this item at a future Board meeting.

Member Appleton referred to Item 9.J. and inquired about the Estimated Completion date for the first listed project. GM Williams stated there is some lag time between when the report comes before the Board and when the report is written. He noted this project will be removed from the report for the next reporting period.

Member Appleton referred to Item 9.K., the attached minutes from the ACI/CVSan meeting, Item 3, fourth paragraph, and stated she has been approached by a member of the public who is frustrated about a missed textile pickup. ZWSup Lue stated she will collect the contact information from Member Appleton and noted staff will want to correct this immediately.

Member Appleton referred to Item 9.K., Item 21, and stated she was very happy to know that staff is developing a press release to recognize the story of three volunteers from Zero Waste Week's Tree Fruit Gleaning event who have continued gleaning citrus from local trees and donating the fruit to food pantries in the area.

Member McGowan referred to Item 9.P., Item 5, last paragraph, and asked for clarification on the Student Scholarship program. ZWSup Lue stated the Zero Waste Committee reviewed the current structure of the application process and moved points around so that the requirements are broadened. She added the idea is to encourage more students to apply. Member Appleton stated she would like to see staff send this item to the Communications Committee to review and discuss different ways to promote this program.

GM Williams referred to Item 9.I. and noted that the report is being pulled due to a small overflow that occurred on June 28th. He noted that the spill was less than 50 gallons and was caused by a root intrusion in the public sewer main. Member Appleton inquired if the property had a backflow preventor. GM Williams stated it did not and added that this is an older development that predates requirements for a backflow preventor. President Pro Tem Johnson inquired if there had been a backflow preventor installed, if that would have prevented the overflow from entering the unit. GM Williams stated it would have.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

There being no further discussion, a motion was made by Member Akagi to approve the consent calendar with the noted correction. The motion was seconded by Member McGowan and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan,
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

[10. Items from the Public.]

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

[11. Regular Calendar.]

A. Board Expenditures Approval.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no discussion, a motion was made by Member McGowan to approve Board expenditures for July. The motion was seconded by Member Appleton and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

B. Report of Community Advisory Committee (CAC) meeting on July 9, 2020.

GM Williams stated there is no CAC Member in attendance tonight to make the report but noted the Committee received the final CAC Work Plan for July – November and received updates on the Lateral Replacement Grant Program, the Pump Station Rehabilitation & Aerial Pipeline Project, and the Private Sewer Lateral Program. He also stated the CAC received an update on the Castro Valley Fall Festival (Festival), noting that there will not be an in-person Festival this year and an update on the Pump Station Maintenance Plan. He added that there will be an item on the agenda at the upcoming

Special Board meeting regarding the discussion at the CAC meeting about Board meeting representation.

Member McGowan stated he still has a vacancy on the CAC and would like staff to reach out to the High School to solicit interest.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

C. Private Sewer Lateral Program Annual Statistics Report.

GM Williams stated this is the first annual report for the Private Sewer Lateral (PSL) Program. President Pro Tem Johnson stated it was a very good report with a lot of useful information.

AE Lochrie stated this report was reviewed by both the Wastewater Committee and the CAC and noted staff received good feedback from both Committees. He referred to Table 1 on page 2 of the report and noted there was a significant increase in the number of permits issued compared with before the PSL Program was implemented. He referred to Figure 1 on page 3 and noted that the number of permits were lower in March, April, and May than was anticipated due to COVID-19. He stated there have been no in-person permits issued since March and added that prior to March, 90 percent of permits were issued through the online portal.

Member Appleton stated she was very pleased with the report and that the first year of the PSL Program went very smoothly due to staff's outreach and efforts. She added that questions from members of the public helped staff refine the PSL Program and noted that if there are awards available, CVSan should apply for them. Member McGowan stated the data in the report was phenomenal and noted that staff should publish this report where applicable.

GM Williams stated he was in agreement with the Board and noted the feedback from local realtors is that CVSan's PSL Program is exceedingly better than like-programs at other jurisdictions.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

A 5-minute break was taken at 7:56 p.m.

D. Sewer System Management Plan (SSMP) Two Year Audit.

GM Williams stated the SSMP Two Year Audit (Audit) is an internal audit performed by staff. He added that there is no need to send the SSMP Audit to the State this year but noted that staff does need to make updates to the SSMP. He also stated the SSMP has been reviewed by the Wastewater Committee on several occasions.

AE Lochrie stated that the SSMP is a “living” document that staff updates as changes to practices and protocols are made. He noted that most of the changes are in the Appendices of the SSMP, specifically relating to CVSan’s Chemical Root Treatment and Fats, Oils, and Grease Programs.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no further discussion, a motion was made by Member McGowan to approve the SSMP Two Year Audit. The motion was seconded by Member Appleton and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

Agenda Items 11.E. and 11.F. were discussed together.

E. Resolution No. 3476 – Approving Plans and Specifications for Santa Maria Avenue and Redwood Road Repair Project (Annual Repair Project 2018-02).

GM Williams stated this Resolution is to approve plans and specifications for a the Santa Maria Avenue and Redwood Road Report Project (Project) which was not able to be completed as part of a different project due to portions of the public sewer main being encased in the concrete base underneath a storm line. He added that this Project is a high priority.

AE Lochrie stated staff hired BKF Engineers to design the project and added that staff feels the Engineer’s Estimate is conservative at \$275,315. He noted that staff attempted to work with Alameda County when they were completing road repairs in these areas but that it did not work out.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no further discussion, a motion was made by Member Akagi to adopt Resolution No. 3476. The motion was seconded by Member Appleton and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

F. Resolution No. 3477 – Calling for Bids for Santa Maria Avenue and Redwood Road Repair Project (Annual Repair Project 2018-02).

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no further discussion, a motion was made by Member Akagi to adopt Resolution No. 3477. The motion was seconded by Member McGowan and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

G. Resolution No. 3478 – Accepting Mainline Sanitary Sewer Facilities in Tract 8408 (20785 and 20957 Baker Road).

GM Williams stated this Resolution is to accept a mainline sanitary sewer facility for 20 new single-family condominiums on Baker Road.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no further discussion, a motion was made by Member Appleton to adopt Resolution No. 3478. The motion was seconded by Member McGowan and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

H. Zero Waste Communications Plan.

ZWSup Lue stated this is the second edition of the Zero Waste Communications Plan (Plan) and noted that the original Plan was drafted five years ago. She added that the Board is being asked to approve the concept of the Plan and provide general direction. She referred to page 7 of the Plan and noted that the illustrations and narratives on this page are great examples of how integrating boosted social media posts increase customer engagement. Member McGowan asked if the boosted posts were targeted geographically. ZWSup Lue stated staff was able to enter a zip-code with boosted posts. She also stated this is a great way to put advertising dollars behind social media posts. Member Appleton stated this is a great way to reach more followers long-term.

Member McGowan inquired about posting still pictures versus videos. ZWSup Lue stated the Zero Waste Department is currently exploring more video-based advertising including creating videos for schools to use since schools have announced they will not be holding in-person assemblies this year due to COVID-19.

ZWSup Lue referred to the Plan and reviewed three Key Messages, five Program Themes, and a work plan. Member Appleton stated the Plan was very nice and showed a good effort by staff. President Pro Tem Johnson stated this was a great example of a project that has gone through the process of review and stated it was well done.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

There being no further discussion, a motion was made by Member McGowan to approve the Zero Waste Communications Plans. The motion was seconded by Member Appleton and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

I. Resolution No. 3474 – Authorizing Castro Valley Sanitary District to be Applicant and Lead Jurisdiction for the Used Oil Payment Program (OPP).

ZWSup Lue stated CalRecycle asked CVSan to update Resolution No. 3227 which was approved in 2010 and gave staff authorization to apply for and manage OPP funds on behalf of Unincorporated Alameda County and OLSD. She also stated that CalRecycle has notified CVSan that OLSD is not eligible to be listed as a participant and has requested the Resolution be updated to reflect this change. GM Williams stated Resolution No. 3474 supersedes Resolution No. 3227.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

There being no further discussion, a motion was made by Member Akagi to adopt Resolution No. 3474. The motion was seconded by Member McGowan and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

J. Fourth Quarter Fiscal Year (FY) 2019/20 District Performance Indicator (DPI) Report.

GM Williams stated there are about 700 individual indicators equally divided up between all four departments. He added they are all important indicators and congratulated staff on executing them. President Pro Tem Johnson stated staff did a good job and noted it takes hard work to accomplish and complete this level of quality work.

President Pro Tem Johnson asked if there were any comments from members of the public or Board. There were none.

K. Quarterly Legislative Updates.

GM Williams referred to the attachment included in the agenda packet and stated there was nothing controversial to discuss but did make special note that Assembly Bill (AB) 1486 has updated language to include special districts. He added that most of the recent legislation focus has been on COVID-19.

L. COVID-19 Department Updates.

GM Williams stated that staff has been reminded to wear masks at all times and noted that CVSsan purchased masks for staff to wear in the office should they not have their own. He also stated that CVSsan has purchased a thermometer but noted there are no plans to use it at this time.

ZWSup Lue stated that CVSsan's August Recycles Day event has been cancelled and in lieu of the event, CVSsan will have a Compost Give-Away during August in partnership with Pete's ACE Hardware (Pete's). She added the feedback so far has all been very positive. President Pro Tem Johnson asked how the give-away will work. ZWSup Lue stated participants will be broken up into two groups, one in the first part of

August and one in the latter part of the month, so as not to overwhelm the staff at Pete's. She added that the staff at Pete's will be placing the compost into resident's vehicles.

ZWSup Lue stated CVSan had suspended donation requests earlier this year due to COVID-19 but that staff has modified the program and they will restart donations of containers in September.

Member McGowan asked about Board Member attendance at the Green Ribbon Presentations. ZWSup Lue stated the Green Ribbon Presentations had been cancelled for the year so no Board participation was necessary.

President Pro Tem Johnson asked if there were any comments from members of the public. There were none.

[12. Miscellaneous Comments from Board Members and staff.]

Recording Secretary Marcoux rescheduled the August 18th Special Board meeting to Tuesday, September 15th.

Member Appleton stated she attended a two-day virtual California Association of Sanitation Agencies Communications Committee meeting and noted it was well facilitated.

[13. Adjournment to Closed Session (three items).]

- A. The Board may adjourn to Closed Session in accordance with Government Code Section 54957.6 for the purpose of instructing its designated representatives, General Manager Roland Williams, Business Services Supervisor Zaneta Luna, and Labor Negotiator Patrick Clark, in preparation of upcoming labor negotiations.**
- B. The Board may adjourn to Closed Session in accordance with Government Code Section 54956.9(b) to confer with, or receive advice from, legal counsel regarding anticipated litigation (Alameda County).**
- C. The Board may adjourn to Closed Session in accordance with Government Code Section 54956.8 for the purpose of discussing real estate negotiations for property at 21040 Marshall Street, Castro Valley, CA 94546.**

[14. Reconvene to open meeting and report on any action taken in Closed Session.]

President Pro Tem Johnson referred to Closed Session Item A and stated the Board gave direction to the designated labor representatives on labor negotiations.

President Pro Tem Johnson referred to Closed Session Item B and stated no action was taken.

President Pro Tem Johnson referred to Closed Session Item C and stated the Board gave direction to the GM on real estate negotiations.

[15. Adjournment of Meeting.]

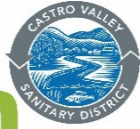
There being no further business to come before the Board, a motion was made by Member McGowan to adjourn the meeting at 10:46 p.m. The motion was seconded by Member Akagi and passed on a roll call vote 4 – 0 with President Sadoff being absent.

ROLL CALL
AYES: DIRECTORS Akagi, Appleton, Johnson, and McGowan
NOES: None
ABSENT: DIRECTOR Sadoff
ABSTAIN: None
MOTION CARRIED.

Respectfully submitted,

Melody Appleton,
Secretary of the CVSan Board

**List of Disbursements (as of August 15, 2020)
for the Regular Board Meeting
September 1, 2020
(Cash Basis)**



| | | |
|-------------------------------------|-------------------------------------|------------------|
| Oro Loma Sanitary District | Oro Loma Sanitary District | 261,000.00 |
| PAC Machine Co. Inc. | PAC Machine Co. Inc. | 102,963.96 |
| East Bay Dischargers Authority | East Bay Dischargers Authority | 89,322.58 |
| DIRECT DEPOSIT TOTAL | PAYROLL 7/3/20 | 68,509.18 |
| DIRECT DEPOSIT TOTAL | PAYROLL 7/17/20 | 65,890.95 |
| DIRECT DEPOSIT TOTAL | PAYROLL 7/31/20 | 62,385.76 |
| CalPERS Health | CalPERS Health | 33,631.94 |
| BKF Engineers | BKF Engineers | 29,816.89 |
| Lanlogic Inc. | Lanlogic Inc. | 29,723.51 |
| Dahlin Group Inc | Dahlin Group Inc | 20,848.65 |
| Varni, Fraser, Hartwell & Rodgers | Varni, Fraser, Hartwell & Rodgers | 18,302.50 |
| CalPERS Retirement | CalPERS Retirement | 13,726.40 |
| CalPERS Retirement | CalPERS Retirement | 13,725.57 |
| CalPERS Retirement | CalPERS Retirement | 13,678.15 |
| Waste Management of Alameda | Waste Management of Alameda Co | 12,675.34 |
| IRS | IRS | 10,802.00 |
| IRS | IRS | 10,469.00 |
| IRS | IRS | 10,280.00 |
| Lanlogic Inc. | Lanlogic Inc. | 9,239.00 |
| CivicPlus | CivicPlus | 8,680.00 |
| Hydroscience Engineers Inc. | Hydroscience Engineers Inc. | 8,350.00 |
| CalPERS Health | CalPERS Health | 6,626.34 |
| Calpers 457 | Calpers 457 | 6,112.61 |
| Calpers 457 | Calpers 457 | 6,112.60 |
| Employment Development Department | Employment Development Department | 5,861.48 |
| Calpers 457 | Calpers 457 | 5,575.60 |
| Castro Village Inc. | Castro Village Inc. | 5,323.50 |
| Jai's Mower & Saw Service | Jai's Mower & Saw Service | 5,144.10 |
| Cropper Accountancy Corporation | Cropper Accountancy Corporation | 5,125.00 |
| Rincon Consultants Inc. | Rincon Consultants Inc. | 4,767.43 |
| Grainger | Grainger | 4,614.31 |
| KEVIN HE | KEVIN HE | 4,500.00 |
| Jonathan Monzon | Jonathan Monzon | 4,500.00 |
| U.S. Bank Corporate Payment Systems | U.S. Bank Corporate Payment Systems | 4,549.22 |
| | SHOP TOOLS | 4115001 1,858.40 |
| | WEBINAR REG | 4517011 631.00 |
| | SIT STAND DESK | 4509010 540.79 |
| | CANVA MCRSFTZOOM | 4509008 484.74 |
| | CHARGING CABLES COMPUTER HARD' | 4509015 319.18 |
| | SHOP SUPPLIES | 4110003 232.86 |
| | WW | 4513004 183.74 |

| | | | |
|---------------------------------|-----------------------------------|---------|----------|
| | HOUSEHOLD SUPPLIES | 4515005 | 169.12 |
| | WW FB ADS | 4113005 | 150.00 |
| | GIFT CARDS ACI FEES | 4413090 | 150.00 |
| | ACI PUB ED | 4413098 | 150.00 |
| | DOORBELL | 4520001 | 120.15 |
| | TABLET AND CELL EQ | 4109012 | 94.50 |
| | EMERGENCY KIT | 4515012 | 87.56 |
| | PIZZA | 4512005 | 77.11 |
| | ACI PUB ED | 4411026 | 60.16 |
| | STAMPS COFFEE | 4109051 | 57.29 |
| | MD ADS | 4413096 | 49.99 |
| | PANTHEON | 4513004 | 35.00 |
| | FACE MASKS | 4110013 | 32.76 |
| | GATORATE | 4110003 | 29.46 |
| | VACUUM PARTS | 4515007 | 17.41 |
| | TRAVEL REFUND CACERES | 4417002 | (982.00) |
| EDD - State of California | EDD - State of California | | 4,260.35 |
| EDD - State of California | EDD - State of California | | 4,122.96 |
| EDD - State of California | EDD - State of California | | 4,087.39 |
| WinCan LLC | WinCan LLC | | 4,076.00 |
| Redwood Empire Electric | Redwood Empire Electric | | 3,950.00 |
| Alliant Insurance Services Inc. | Alliant Insurance Services Inc. | | 3,848.00 |
| Cropper Accountancy Corporat | Cropper Accountancy Corporation | | 3,750.00 |
| CalPERS Retirement | CalPERS Retirement | | 3,138.04 |
| CalPERS Retirement | CalPERS Retirement | | 3,134.34 |
| CalPERS Retirement | CalPERS Retirement | | 3,121.99 |
| USA North 811 | USA North 811 | | 2,835.51 |
| IRS | IRS | | 2,733.46 |
| IRS | IRS | | 2,716.16 |
| Weco Industries | Weco Industries | | 2,713.56 |
| IRS | IRS | | 2,590.72 |
| HF&H Consultants LLC | HF&H Consultants LLC | | 2,480.00 |
| Owen Equipment Sales | Owen Equipment Sales | | 2,335.76 |
| A T & T | A T & T | | 2,172.57 |
| Patrick Clark Consulting | Patrick Clark Consulting | | 2,143.75 |
| Southland Tool MFG. Inc. | Southland Tool MFG. Inc. | | 2,023.61 |
| Alameda County Industries | Alameda County Industries | | 2,000.00 |
| P. G. and E. | P. G. and E. | | 1,897.66 |
| Caselle Inc. | Caselle Inc. | | 1,793.00 |
| Caselle Inc. | Caselle Inc. | | 1,793.00 |
| E.B.M.U.D. | E.B.M.U.D. | | 1,763.28 |
| Verizon Wireless | Verizon Wireless | | 1,582.68 |
| Alameda County Auditor-Contr | Alameda County Auditor-Controller | | 1,474.00 |
| Castro Valley Forum | Castro Valley Forum | | 1,450.00 |
| Castro Valley Forum | Castro Valley Forum | | 1,399.00 |
| CalPERS Health | CalPERS Health | | 1,394.00 |

| | | |
|--|--|----------|
| South Bay Foundry Inc. | South Bay Foundry Inc. | 1,384.50 |
| Code Publishing Inc. | Code Publishing Inc. | 1,226.85 |
| Operating Engineers Local No. 3 | Operating Engineers Local No. 3 | 1,170.00 |
| WEX Bank | WEX Bank | 1,051.36 |
| Castro Valley Forum | Castro Valley Forum | 1,049.25 |
| Castro Valley Forum | Castro Valley Forum | 1,049.25 |
| U-Rock Utility Equipment | U-Rock Utility Equipment | 994.18 |
| B.A. Morrison | B.A. Morrison | 990.00 |
| 8x8 INC. | 8x8 INC. | 918.38 |
| 8x8 INC. | 8x8 INC. | 918.38 |
| California State Disbursement Unit | California State Disbursement Unit | 885.69 |
| California State Disbursement Unit | California State Disbursement Unit | 885.69 |
| California State Disbursement Unit | California State Disbursement Unit | 885.69 |
| Nicole Silverman | Nicole Silverman | 875.00 |
| U.S. Bank Equipment Finance Services | U.S. Bank Equipment Finance Services | 810.32 |
| Bay Area Janitorial Force Inc | Bay Area Janitorial Force Inc | 776.00 |
| Bay Area Janitorial Force Inc | Bay Area Janitorial Force Inc | 776.00 |
| Baywork | Baywork | 765.00 |
| Phillipp Governor | Phillipp Governor | 700.00 |
| Phillip Governor | Phillip Governor | 700.00 |
| Garrick Horvath | Garrick Horvath | 700.00 |
| Patricia Krevey | Patricia Krevey | 690.88 |
| Granicus Inc. | Granicus Inc. | 629.67 |
| Rotary Club of Castro Valley | Rotary Club of Castro Valley | 580.00 |
| IRS | IRS | 541.88 |
| IRS | IRS | 513.36 |
| Best Best & Krieger Attorneys At Law | Best Best & Krieger Attorneys At Law | 510.00 |
| Aflac | Aflac | 478.34 |
| Zaneta Luna | Zaneta Luna | 450.02 |
| Roland P. Williams | Roland P. Williams | 450.00 |
| Bailey Fence Company Inc. | Bailey Fence Company Inc. | 445.00 |
| P. G. and E. | P. G. and E. | 440.80 |
| Canon Solutions America Inc. | Canon Solutions America Inc. | 421.87 |
| AAA Business Supplies & Interiors | AAA Business Supplies & Interiors | 413.99 |
| Michael Nelson | Michael Nelson | 411.96 |
| Pipe Users Group | Pipe Users Group | 400.00 |
| UNUM Life Insurance Company of America | UNUM Life Insurance Company of America | 378.78 |
| DKF Solutions Group LLC | DKF Solutions Group LLC | 350.00 |
| Castro Valley Forum | Castro Valley Forum | 349.75 |
| JDB Systems | JDB Systems | 335.70 |
| Water Environment Federation | Water Environment Federation | 332.00 |
| Granicus Inc. | Granicus Inc. | 314.85 |
| Roland P. Williams | Roland P. Williams | 290.00 |
| AG Security Services Inc. | AG Security Services Inc. | 288.00 |
| Purvi Solanki | Purvi Solanki | 267.20 |
| Del Conte's Landscaping Inc. | Del Conte's Landscaping Inc. | 261.00 |
| Alameda County Environmental Health Services | Alameda County Environmental Health Services | 256.65 |

| | | |
|--------------------------------------|--------------------------------------|--------|
| Comcast | Comcast | 250.06 |
| Comcast | Comcast | 245.06 |
| AmeriPride Services Inc. | AmeriPride Services Inc. | 241.00 |
| O'Reilly Automotive Inc. | O'Reilly Automotive Inc. | 238.38 |
| AmeriPride Services Inc. | AmeriPride Services Inc. | 237.80 |
| AAA Business Supplies & Interiors | AAA Business Supplies & Interiors | 205.79 |
| Franchise Tax Board | Franchise Tax Board | 200.00 |
| CRRA | CRRA | 200.00 |
| Franchise Tax Board | Franchise Tax Board | 200.00 |
| CRRA | CRRA | 200.00 |
| Franchise Tax Board | Franchise Tax Board | 200.00 |
| Canon Financial Services Inc. | Canon Financial Services Inc. | 196.45 |
| Canon Solutions America Inc. | Canon Solutions America Inc. | 178.07 |
| Calpers 457 | Calpers 457 | 177.34 |
| Calpers 457 | Calpers 457 | 177.34 |
| Calpers 457 | Calpers 457 | 177.34 |
| LegalShield | LegalShield | 175.45 |
| Associated Business Machines | Associated Business Machines | 171.26 |
| CRRA | CRRA | 165.00 |
| CoreLogic Solutions LLC. | CoreLogic Solutions LLC. | 154.50 |
| CoreLogic Solutions LLC. | CoreLogic Solutions LLC. | 154.50 |
| Denise Williams | Denise Williams | 147.69 |
| Denise Williams | Denise Williams | 147.69 |
| Denise Williams | Denise Williams | 147.69 |
| P. G. and E. | P. G. and E. | 145.32 |
| Airgas | Airgas | 136.67 |
| Clark Pest Control Accounting Office | Clark Pest Control Accounting Office | 132.00 |
| Pete's Hardware Co. Inc. | Pete's Hardware Co. Inc. | 129.98 |
| AmeriPride Services Inc. | AmeriPride Services Inc. | 120.50 |
| Engineering News-Record | Engineering News-Record | 108.00 |
| AAA Business Supplies & Interiors | AAA Business Supplies & Interiors | 106.49 |
| Coast Counties Truck & Equipment Co. | Coast Counties Truck & Equipment Co. | 99.42 |
| FP Mailing Solutions | FP Mailing Solutions | 98.65 |
| Clark Pest Control Accounting Office | Clark Pest Control Accounting Office | 97.00 |
| CWEA-Tech Cert Program | CWEA-Tech Cert Program | 91.00 |
| MMANC | MMANC | 75.00 |
| Alameda County Clerk | Alameda County Clerk | 50.00 |
| Alameda County Clerk | Alameda County Clerk | 50.00 |
| Grainger | Grainger | 46.19 |
| Boulevard Auto | Boulevard Auto | 42.88 |
| CalPERS Retirement | CalPERS Retirement | 42.72 |
| CalPERS Health | CalPERS Health | 32.17 |
| CalPERS Health | CalPERS Health | 32.09 |
| CalPERS Health | CalPERS Health | 16.46 |
| P. G. and E. | P. G. and E. | 15.63 |

Alameda County Assessor's Off Alameda County Assessor's Office
Phillipp Governor Phillipp Governor

9.00
(700.00)
1,077,493.18



Castro Valley Sanitary District
Monthly Report of Investments and Deposits
1st month of 12 in fiscal year 2020/21 - 8.3% complete
(Accrual Basis)*

| Type of Investment/Deposit and Institution | Date of Maturity | Market Value @ 07/31/20 | Average Yield 07/31/20 |
|--|------------------|----------------------------|---------------------------|
| Cash in Alameda County Treasurer's Pooled Fund | N/A | \$ 90,516.61 | 1.380% |
| Cash in Wells Fargo Bank | N/A | 2,471,337.24 | |
| Restricted 2018 Revenue Bond Project Fund | | <u>479,081.29</u> | 1.48% |
| Subtotal: Restricted 2018 Revenue Bond | | 479,081.29 | |
| Certificate of Deposit - 60 mo. (Sallie Mae) | 10/18/2021 | 250,000.00 | 1.80% |
| Certificate of Deposit - 60 mo. (Discover Bank) | 4/8/2020 | 250,000.00 | 1.85% |
| Certificate of Deposit - 60 mo. (BMW Bank) | 9/18/2020 | 250,000.00 | 2.20% |
| Certificate of Deposit - 48 mo. (Wells Fargo Bank NA) | 3/15/2021 | 250,000.00 | 2.10% |
| Certificate of Deposit - 60 mo. (Capital One Bank USA) | 10/5/2021 | 250,000.00 | 1.70% |
| Certificate of Deposit - 60 mo. (American Express Centurion) | 4/19/2022 | 250,000.00 | 2.40% |
| Certificate of Deposit - 60 mo. (Ally Bank) | 1/11/2021 | 250,000.00 | 2.25% |
| Certificate of Deposit - 48 mo. (Synchrony Bank) | 3/23/2023 | 250,000.00 | 2.80% |
| Certificate of Deposit - 48 mo. (Goldman Sachs) | 3/21/2023 | 250,000.00 | 2.85% |
| Subtotal: Certificate of Deposit - Cost Basis | | <u>2,250,000.00</u> | |
| Add (deduct) unrealized gain (loss)† | | <u>63,982.54</u> | |
| Subtotal: Certificate of Deposit - Ending Value | | <u>2,313,982.54</u> | |
| Add accrued interest | | <u>11,427.75</u> | |
| Total Held with Mutual Securities at Market Value* | | <u>2,325,410.29</u> | |
| Cash in Local Agency Investment Fund (@Market Value) | N/A | <u>18,380,759.69</u> | 1.363% |
| | | 18,380,759.69 | |
| CalTRUST Investments | | <u>1,115,396.84</u> | 1.080% |
| | | 1,115,396.84 | |
| Total Investments/Deposits | | <u>\$ 24,862,501.96</u> | |

* CD Interest is accumulated in checking account cash

 Total CD Interest Earned YTD: \$45,098.27

† Difference between cost basis and market value at month-end

 Total change in Fair Market Value YTD: \$80,066.25

I hereby certify that these investments have been made in accordance with the Investment Policy adopted by the Board of Directors on April 2, 1996.

The Investment Policy was renewed by the Board of Directors at the meeting held on January 8, 2019.

The current investments provide sufficient cash flow liquidity to meet the needs of the District over the next ten months.

* Per meeting with General Manager Williams on March 21, 2016, reporting basis is changed to accrual basis due to the market values above presented

 Roland P. Williams, Jr. - General Manager/Treasurer

8/21/2020
 Date



Castro Valley Sanitary District
Statement of Revenues & Expenses - July 2020
1st month in 12 of fiscal year 2020/21 8% complete
(Accrual Basis)

| | July 2020 | Fiscal year to date | Annual Budget | \$ Over (Under) Budget | % of Budget |
|--|--------------------|------------------------|----------------------|---------------------------|---------------|
| Ordinary Revenue/Expense | | | | | |
| Revenue | | | | | |
| 31010 · SERVICE CHARGES | 6,826.08 | 6,826.08 | 9,683,792.00 | (9,676,965.92) | 0.07% |
| 31020 · INSPECTION FEES | - | - | 80,500.00 | (80,500.00) | 0.00% |
| 31030 · CAPACITY FEES | - | - | 500,000.00 | (500,000.00) | 0.00% |
| 31040 · OTHER SERVICES | - | - | 29,000.00 | (29,000.00) | 0.00% |
| 32030 · TAXES (Share) | - | - | 871,229.00 | (871,229.00) | 0.00% |
| 32040 · CONTRACT ADMIN FEES | (56,698.70) | (56,698.70) | 1,404,991.00 | (1,461,689.70) | -4.04% |
| 32050 · INTEREST EARNED | 1,431.62 | 1,431.62 | 243,894.00 | (242,462.38) | 0.59% |
| 32070 · AID FROM OTHERS | - | - | 255,700.00 | (255,700.00) | 0.00% |
| 32090 · OTHER REVENUE | 300.00 | 300.00 | 194,681.00 | (194,381.00) | 0.15% |
| Total Revenue | (48,141.00) | (48,141.00) | 13,263,787.00 | (13,311,928.00) | -0.36% |
| Expense | | | | | |
| WASTE WATER COLLECTION EXPENSES | | | | | |
| 41011 · MAINTENANCE SALARIES | 47,953.19 | 47,953.19 | 705,098.00 | (657,144.81) | 6.80% |
| 41012 · ENGINEERING SALARIES | 31,652.03 | 31,652.03 | 465,655.00 | (434,002.97) | 6.80% |
| 41020 · BENEFITS | 31,915.43 | 31,915.43 | 500,080.00 | (468,164.57) | 6.38% |
| 41050 · DEPRECIATION | - | - | 620,814.00 | (620,814.00) | 0.00% |
| 41060 · FUEL | - | - | 20,000.00 | (20,000.00) | 0.00% |
| 41070 · SELF-INSURANCE | - | - | 24,000.00 | (24,000.00) | 0.00% |
| 41080 · MEMBERSHIPS | 1,779.00 | 1,779.00 | 7,000.00 | (5,221.00) | 25.41% |
| 41090 · OFFICE EXPENSE | 6,576.02 | 6,576.02 | 123,287.00 | (116,710.98) | 5.33% |
| 41095 · REGULATORY COMPLIANCE | - | - | 12,259.00 | (12,259.00) | 0.00% |
| 41100 · OPERATING SUPPLIES | 7,951.11 | 7,951.11 | 74,208.00 | (66,256.89) | 10.72% |
| 41110 · CONTRACTUAL SERVICES | 175.50 | 175.50 | 295,282.00 | (295,106.50) | 0.06% |
| 41130 · PRINTING & PUBLIC OUTREACH | 150.00 | 150.00 | 22,500.00 | (22,350.00) | 0.67% |
| 41140 · RENTS AND LEASES | - | - | 5,614.00 | (5,614.00) | 0.00% |
| 41150 · REPAIRS AND MAINTENANCE | 14,871.05 | 14,871.05 | 135,634.00 | (120,762.95) | 10.96% |
| 41170 · COLL SYS TRAVEL & CAR ALLOWA | - | - | 24,500.00 | (24,500.00) | 0.00% |
| 41190 · UTILITIES | 2,219.71 | 2,219.71 | 47,712.00 | (45,492.29) | 4.65% |
| 41200 · RENEWAL & REPLACEMENT | - | - | 621,657.00 | (621,657.00) | 0.00% |
| Total WASTE WATER COLLECTION EXPENSES | 145,243.04 | 145,243.04 | 3,705,300.00 | (3,560,056.96) | 3.92% |
| 42000 · TREATMENT EXPENSES | 206,000.00 | 206,000.00 | 3,634,174.00 | (3,428,174.00) | 5.67% |
| 43000 · DISPOSAL EXPENSES | 89,322.58 | 89,322.58 | 443,600.00 | (354,277.42) | 20.14% |



| | July 2020 | Fiscal year to date | Annual Budget | \$ Over (Under) Budget | % of Budget |
|--|------------------------|------------------------|------------------------|---------------------------|----------------|
| ZERO WASTE EXPENSES | | | | | |
| 44011 · ZERO WASTE SALARIES | 31,065.11 | 31,065.11 | 447,493.00 | (416,427.89) | 6.94% |
| 44020 · ZERO WASTE BENEFITS | 12,870.93 | 12,870.93 | 155,996.00 | (143,125.07) | 8.25% |
| 44080 · ZERO WASTE MEMBERSHIPS | 200.00 | 200.00 | 2,294.00 | (2,094.00) | 8.72% |
| 44090 · ZERO WASTE OFFICE EXPENSE | - | - | 3,000.00 | (3,000.00) | 0.00% |
| 44110 · ZERO WASTE CONTRACTUAL SER | 375.01 | 375.01 | 101,697.00 | (101,321.99) | 0.37% |
| 44130 · PROJECTS | 2,349.99 | 2,349.99 | 402,027.00 | (399,677.01) | 0.59% |
| 44160 · Bag-Its | - | - | - | - | 0.00% |
| 44170 · SOLID WASTE TRAVEL EXPENSE | (742.00) | (742.00) | 15,100.00 | (15,842.00) | -4.91% |
| Total 44000 · SOLID WASTE EXPENSES | 46,119.04 | 46,119.04 | 1,127,607.00 | (1,081,487.96) | 4.09% |
| ADMINISTRATIVE EXPENSES | | | | | |
| 45200 · Office Furniture R & R | 120.15 | 120.15 | 7,682.00 | (7,561.85) | 1.56% |
| 45011 · ADMINISTRATIVE SALARY | 18,015.60 | 18,015.60 | 241,577.00 | (223,561.40) | 7.46% |
| 45012 · CLERICAL SALARY | 49,938.30 | 49,938.30 | 701,584.00 | (651,645.70) | 7.12% |
| 45020 · ADMIN BENEFITS | 230,152.78 | 230,152.78 | 833,022.00 | (602,869.22) | 27.63% |
| 45030 · DIRECTORS EXPENSE | 5,863.33 | 5,863.33 | 230,267.00 | (224,403.67) | 2.55% |
| 45050 · ADMIN DEPRECIATION | - | - | 125,692.00 | (125,692.00) | 0.00% |
| 45070 · INSURANCE | 4,342.00 | 4,342.00 | 129,500.00 | (125,158.00) | 3.35% |
| 45080 · ADMIN MEMBERSHIPS | 580.00 | 580.00 | 20,135.00 | (19,555.00) | 2.88% |
| 45090 · ADMIN OFFICE EXPENSE | 4,956.76 | 4,956.76 | 109,258.00 | (104,301.24) | 4.54% |
| 45110 · ADMIN CONTRACTUAL SERVICES | 1,048.95 | 1,048.95 | 153,620.00 | (152,571.05) | 0.68% |
| 45120 · ADMIN PROFESSIONAL SERVICES | 77.11 | 77.11 | 227,000.00 | (226,922.89) | 0.03% |
| 45130 · PRINTING AND PUBLICATIONS | 218.74 | 218.74 | 70,500.00 | (70,281.26) | 0.31% |
| 45140 · ADMIN RENTS AND LEASES | - | - | 1,700.00 | (1,700.00) | 0.00% |
| 45150 · ADMIN REPAIRS & MAINTENANCE | 10,435.25 | 10,435.25 | 163,400.00 | (152,964.75) | 6.39% |
| 45170 · TRAVEL AND CAR ALLOWANCE | 1,531.00 | 1,531.00 | 41,400.00 | (39,869.00) | 3.70% |
| 45190 · ADMIN UTILITIES | 918.38 | 918.38 | 35,600.00 | (34,681.62) | 2.58% |
| 46010 · TAXES AND ASSESSMENTS | - | - | - | - | 0.00% |
| Total 45000 · ADMINISTRATIVE EXPENSES | 328,198.35 | 328,198.35 | 3,091,937.00 | (2,763,738.65) | 10.62% |
| 45999 · SRF Interest Expense | - | - | - | - | 0.00% |
| 46001 · Payroll Expenses | - | - | - | - | 0.00% |
| 4604004 · Bond Interest Expense | - | - | - | - | 0.00% |
| 46040 · OTHER NON-OPERATING EXP | 1,474.00 | 1,474.00 | 5,000.00 | (3,526.00) | 29.48% |
| Total Expense | 816,357.01 | 816,357.01 | 12,007,618.00 | (11,191,260.99) | 6.80% |
| Net Ordinary Revenue (Loss) | (864,498.01) | (864,498.01) | 1,256,169.00 | (2,120,667.01) | -68.82% |
| Other Revenue/Expense | | | | | |
| Other Revenue | | | | | |
| 31050 · Grease Receiving Facility | - | - | - | - | 0.00% |
| Total Other Revenue | \$ - | \$ - | - | - | 0.00% |
| Other Expense | | | | | |
| 46050 · EBDA | - | - | 53,265.00 | (53,265.00) | 0.0% |
| 46060 · Change in FMV | 1,207.27 | 1,207.27 | - | - | 100.0% |
| Total Other Expense | 1,207.27 | 1,207.27 | 53,265.00 | (52,057.73) | 2.27% |
| Net Other Revenue | (1,207.27) | (1,207.27) | (53,265.00) | 52,057.73 | 2.27% |
| Net Revenue (Loss) | \$ (865,705.28) | \$ (865,705.28) | \$ 1,202,904.00 | \$ (2,068,609.28) | -71.97% |



Castro Valley Sanitary District
Statement of Net Position
with Previous Month Changes - July 2020
1st month in 12 of fiscal year 2020/21 -8% complete
(Accrual Basis)

| | July 31, 2020 | June 30, 2020 | \$ Change | % Change |
|--|-------------------------|-------------------------|--------------------------|----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Cash & Cash Equivalents | | | | |
| 11010 · Cash on Deposit | \$ 90,043.91 | \$ 90,043.91 | \$ - | 0.00% |
| 11011 · U. S. Bank | 535,364.88 | 608,092.44 | (72,727.56) | -11.96% |
| 11014 · Wells Fargo | 1,991,467.90 | 3,028,097.02 | (1,036,629.12) | -34.23% |
| 11130 · Temporary Investments (LAIF) | 18,380,759.96 | 18,313,939.26 | 66,820.70 | 0.37% |
| Total Cash & Cash Equivalents | 20,997,636.65 | 22,040,172.63 | (1,042,535.98) | -4.73% |
| Accounts Receivable | 10,149.89 | 15,141.75 | (4,991.86) | -32.97% |
| Other Current Assets | 3,437,087.30 | 4,454,813.86 | -101,772,656.0% | -22.85% |
| Total Current Assets | 24,444,873.84 | 26,510,128.24 | (1,022,718.42) | -7.79% |
| Non Current Assets | | | | |
| Fixed Assets, net of accumulated depreciation | 33,582,557.87 | 33,639,200.70 | (56,642.83) | -0.17% |
| Other Assets | 13,662,756.60 | 12,684,720.43 | 978,036.17 | 7.71% |
| Total Non Current Assets | 47,245,314.47 | 46,323,921.13 | 921,393.34 | 1.99% |
| TOTAL ASSETS | \$ 71,690,188.31 | \$ 72,834,049.37 | \$ (1,143,861.06) | -1.57% |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | 409,047.29 | 394,729.63 | 14,317.66 | 3.63% |
| Long Term Liabilities | 14,473,081.09 | 14,473,081.09 | - | 0.00% |
| TOTAL LIABILITIES | 14,882,128.38 | 14,867,810.72 | 14,317.66 | 0.10% |
| EQUITY | \$ 56,808,059.93 | \$ 57,966,238.65 | \$ (1,158,178.72) | -2.00% |
| TOTAL LIABILITIES & EQUITY | \$ 71,690,188.31 | \$ 72,834,049.37 | \$ (1,143,861.06) | -1.57% |



TO: Board of Directors
FROM: Business Services Department
SUBJECT: Monthly Report: July 2020
DATE: August 3, 2020

1. Alameda County Chapter of the California Special Districts Association (ACSDA)

a. Monthly Meeting

The ACSDA Membership meeting was held jointly with the Contra Costa County Chapter of the California Special Districts Association (CCSDA) via teleconference on Monday, July 13th. The first hour of the meeting was designed to have breakout sessions organized by District type and then all members of both Chapters joined together for the remainder of the meeting. ACSDA held their election of officers and General Manager (GM) Williams was nominated for his fourth consecutive two-year term as Chapter President. Bay Area Rapid Transit (BART) Director Debora Allen was the guest speaker, an introduction of the new East Bay Municipal Utilities District GM Clifford Chan was conducted, and legislative updates were provided by California Special Districts Association's (CSDA's) Bay Area Public Affairs Field Coordinator Colleen Haley.

2. California Public Records Act Requests

a. July 15th

A member of the public requested a copy of the Franchise Agreement with Exhibits with Alameda County Industries (ACI). Zero Waste Supervisor (ZWSup) Lue provided a response on July 22nd.

b. July 21st

A representative from the City of Hayward requested a copy of the Franchise Agreement with Exhibits with Alameda County Industries (ACI). Zero Waste Supervisor (ZWSup) Lue provided a response on July 22nd.

c. July 21st

A representative from Stege Sanitary District requested a copy of CVSan's Investment Policy. Executive Assistant to the General Manager/Clerk of the Board (EA) Marcoux provided a response on July 22nd.

3. Contracts, Agreements, and Request for Proposals (RFPs)

| Name | Type of Service | Date Executed | Amount |
|---|------------------------|---|---------------|
| Bay Area Water/Wastewater Development (Baywork) | Agreement | June 28 th (Recorded in July) | TBD |
| Nicole Silverman Coaching and Consulting | Amendment 1 | July 6 th | \$5,250.00 |
| Lanlogic, Inc. | Amendment 9 | July 20 th | \$22,519.25 |
| Dakota Press | Amendment 8 | July 27 th | \$7,632.00 |

4. CVSan Events

There were no CVSan events in the month of July.

5. CVSan Outreach and Publications

a. Calendar and Annual Report

Public Outreach Specialist (POS) Nelson continued production of the 2021 Calendar and Annual Report. Design drafts were reviewed by the Community Advisory Committee (CAC), Communications Committee, and Department Heads. Calendar layouts have been created and draft calendar copy and annual report topics have been reviewed by staff. Individual departments are currently gathering annual report information.

b. Pipeline

POS Nelson has continued production of the fall edition of the Pipeline and CVSan’s copyediting consultants have completed the second round of review. The draft layout was created and routed to staff for review and CVSan’s printers were notified of the production timeline.

c. Press Releases

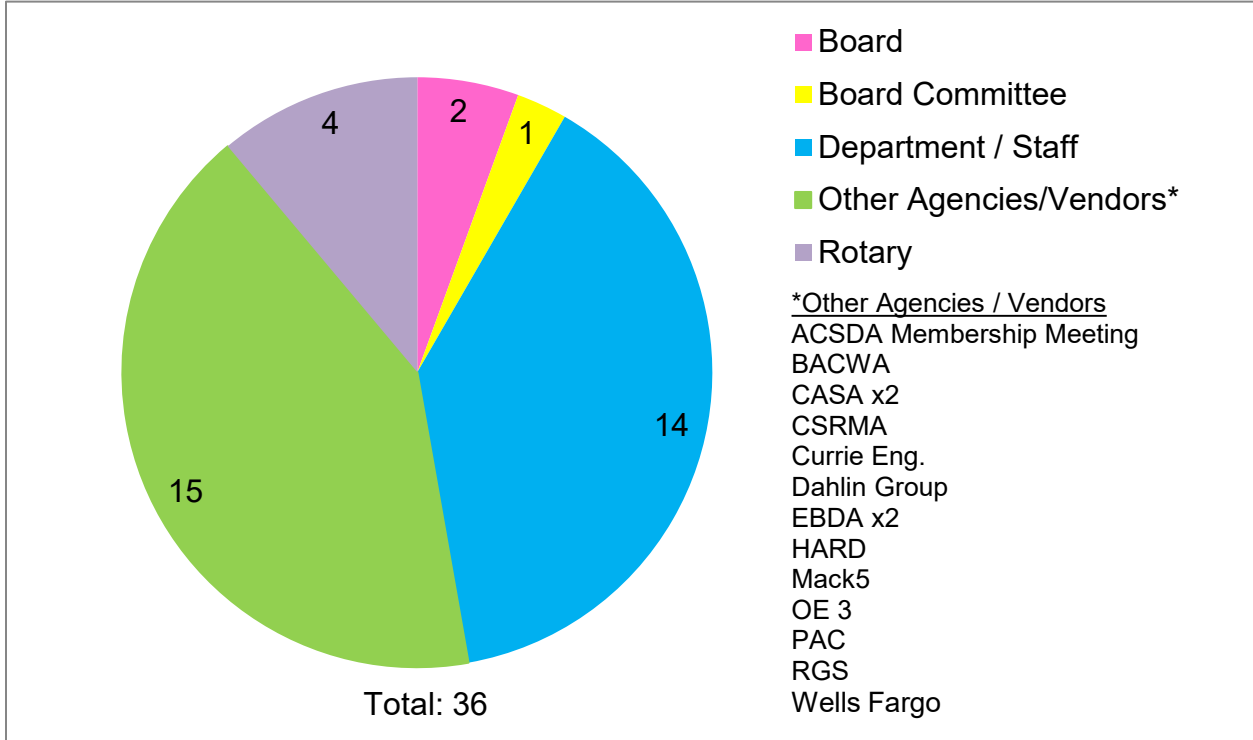
The following press releases were issued in July:

| Date | Subject Matter |
|-----------------------|---|
| July 6 th | Custodian Recognition Mario Baker at Castro Valley Elementary |
| July 13 th | Green Hearts Gleaning |
| July 15 th | CERRA Press Release |
| July 17 th | Compost Give-Away |
| July 31 st | Lateral Replacement Grant Program |

d. Wastewater Communications Plan

Final edits of the Wastewater Communication Plan have been completed, and total plan finalization work continues. POS Nelson conducted one-on-one interviews with staff and a wastewater outreach priority list was created. Draft tactics and work plan items have been reviewed by the Communications Committee. Staff created the draft work plan budget and an initial timeline, both of which will be included in the finalized Wastewater Communications Plan.

6. General Manager (GM) Meetings and Events Attended During July



7. Financial Update

a. Fiscal Year (FY) 2020/21 Begins

Finance staff continued in July to work on accrual entries for the previous FY in both QuickBooks and Caselle. FY 2020/21 transactions were recorded in only Caselle and Accounting Clerk (AC) Harmon continues to work on transitioning all processes and supporting documentation to better fit the Caselle software. Several of the payroll processes have become more efficient in the Caselle system due to online timecard entry and the streamlined transmittal processes.

8. Human Resources (HR)

a. Labor Negotiations

Negotiations with Operating Engineers No. 3 are continuing.

b. Recruitment

All CVSan recruitment has been paused and all internships have ended.

9. IT Update

a. Electronic Document Management System (EDMS)

Application Support Specialist (AppSS) Quiroz scheduled software demonstrations with EDMS providers to evaluate different systems and determine which EDMS is the best choice for CVSan.

b. Monthly IT Meeting

The monthly IT meeting for July was cancelled due to various conflicts. All items were postponed to the monthly IT meeting in August.

10. Sewer Service Charge (SSC)

There was one SSC inquiry on July 8th. Business Services Supervisor (BSS) Luna responded to the inquiry on July 9th to a new apartment building owner. Staff has updated the levy assessment for SSC for FY 2020/21 to be approved by the Board in August.

11. Special Projects

a. Agenda Management Software

The initial kick-off meeting with CivicClerk was held on Tuesday, July 21st. EA Marcoux worked with the vendor to submit agenda and minute templates and a user questionnaire. She also worked with the vendor to schedule a timeline with review and training dates for August. A tentative “go live” date was scheduled for September.

b. Implementation of Ancillary Benefits

BSS Luna worked on the implementation of the new ancillary benefits that will become effective starting August 1st with the help of CVSAn’s benefits broker. These benefits include long-term disability, accidental death and dismemberment, life insurance, vision, dental insurance, and an employee assistance program (EAP). Most of these benefits will now be provided through MetLife, with Principal providing dental coverage and Concern providing EAP.

c. Lateral Replacement Grant Program (LRGP)

The LRGP is scheduled to start on August 17th at 7:30 a.m. Due to COVID-19, applications will be submitted electronically this year and placed in a queue in the order in which they are received. Applicants will be contacted via telephone in their queue order, and staff will review submitted documents and schedule inspection appointments. During July, EA Marcoux and Administrative Technician (AT) Lange approved 13 properly licensed contractors to be placed on the Qualified Contractors List. This vetting process includes checking each contractor’s Business License, Insurance, Occupational Safety and Health Administration (OSHA) violations, and Better Business Bureau listing. EA Press releases and ads promoting the LRGP were created and published on CVSAn’s Website and in the Castro Valley Forum, East Bay Times, Castro Valley Patch, Builders’ Exchange of Alameda County, Castro Valley/Eden Area Chamber of Commerce, Castro Valley News, and on social media.

d. Office Procedures Review

The following eight office procedures were reviewed and updated in the month of July: CAC Agenda Preparation and Distribution, Conference and Seminar Registration, Checking General Voicemail, How to Log and Route Service Calls, Opening and Closing the Administrative Offices, MP Office Kitchen Maintenance,

MP Office Work Station Maintenance, and Scheduling First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) Training.

12. Staff Committees

a. Wonderful Outstanding Works (WOW) Committee

The WOW Committee did not meet during the month of July.

b. Safety Committee

The Safety Committee meeting was held on Tuesday, July 28th. The Safety Committee reviewed and updated the vehicle accident checklist and a vehicle accident checklist will be placed in all CVSan vehicles. Zero Waste Supervisor (ZWSup) Lue and Zero Waste Specialist II Figueiredo informed the Safety Committee about single-use glove recycling. Starting in September, staff will be participating in the Terracycle Zero Waste Box program for disposable gloves. By recycling the gloves and diverting from the landfill, this will bring CVSan one step closer to achieving its zero waste goals. Weekly inventory of personal protective gear was tracked to ensure CVSan staff is protected.

13. Training and Conferences

a. Board Secretaries/Clerks Inspiration and Knowledge

EA Marcoux and Administrative Technician Solanki attended a webinar hosted by CSDA on Thursday, July 9th. The webinar provided tips and ideas on how to change gears quickly and develop a system to streamline communications with the GM during times of crisis, such as COVID-19.

b. Communicating During Crisis: 10 Steps That Can Help Your City Prepare and Respond

BSS Luna attended a webinar hosted by Municipal Management Association of Northern California on Wednesday, July 15th. The webinar consisted of a panel of expert crisis communication instructors and panelists. The course provided an overview of steps in preparation for major crisis such as cyber-attacks, pandemics, or natural disasters.

c. Registrar of Voters Workshop

EA Marcoux attended a webinar hosted by the Alameda County Registrar of Voters on Friday, July 17th. The webinar provided an overview of the election process and highlighted the list of documentation and corresponding due dates for said documentation. The webinar also covered other important dates, such as the nomination period for interested candidates to file documents and the applicable extension period, if necessary.



TO: Board of Directors
FROM: Wastewater Department
SUBJECT: Monthly Report: July 2020
DATE: September 1, 2020

Collection System Maintenance

I. Maintenance and Inspection

| Activity | Scheduled (PM) (Linear feet) | Unscheduled (UM) (Linear feet) | Total |
|------------------------|---|---|---------------|
| Machine Rodding (MR) | 0 | 0 | 0 |
| Hydro Flushing (HF) | 2,614 | 429 | 3,043 |
| Hydro Root-Saw (HRS) | 8,690 | 2,093 | 10,783 |
| Other | 0 | 0 | 0 |
| Video Inspection (TVI) | 2,137 | 1,094 | 3,231 |
| Total | 13,441 | 3,616 | 17,057 |

II. Maintenance Totals

| Month | Y2020 (Linear Feet) | Y2019 (Linear feet) | Y2018 (Linear feet) |
|----------------|--------------------------------|--------------------------------|--------------------------------|
| January | 60,539 | 57,280 | 51,068 |
| February | 29,722 | 56,501 | 50,057 |
| March | 12,109 | 57,751 | 54,029 |
| April | 14,737 | 58,201 | 49,948 |
| May | 49,669 | 69,802 | 58,206 |
| June | 52,232 | 61,233 | 43,057 |
| July | 17,057 | 59,521 | 44,410 |
| August | | 56,603 | 50,096 |
| September | | 61,775 | 51,803 |
| October | | 48,015 | 79,589 |
| November | | 57,734 | 44,329 |
| December | | 57,644 | 57,883 |
| Average | 33,724 | 58,505 | 52,873 |

III. Service Calls

| Type | Emergency | Non-Emergency | Total |
|---------------------------------|-----------|---------------|---------------|
| Business Hours | 0 | 7 | 7 |
| After-Business Hours | 1 | 0 | 1 |
| Total | 1 | 7 | 8 |
| Avg. Response Time (Min) | 30 | 20 | 20 min |

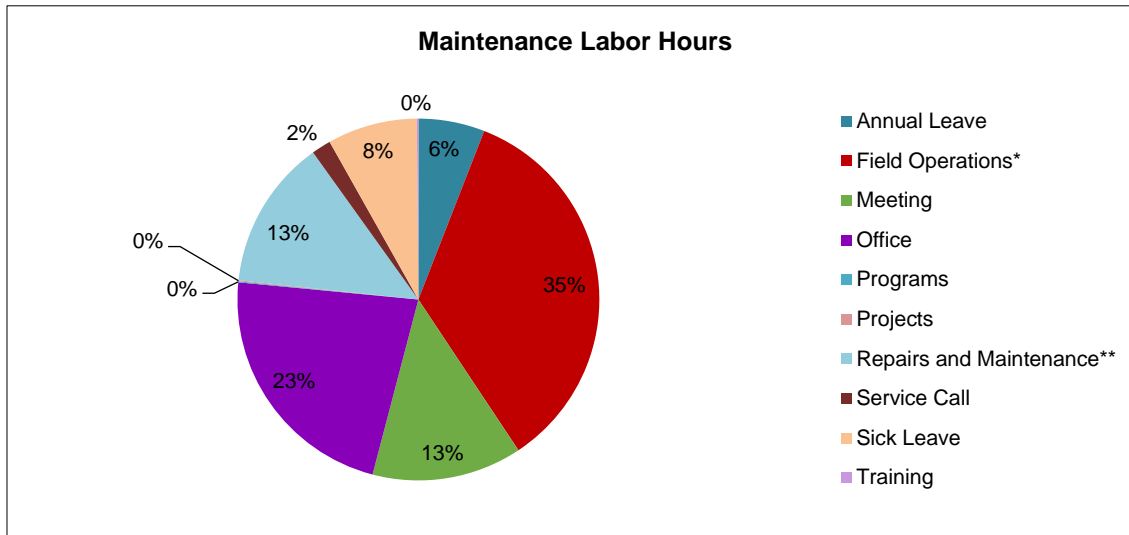
IV. Service Call Totals

| Month | Emergency | | | Non-Emergency | | |
|----------------|-------------|-------------|-------------|---------------|-------------|-------------|
| | Y2020 | Y2019 | Y2018 | Y2020 | Y2019 | Y2018 |
| January | 0 | 0 | 1 | 12 | 10 | 2 |
| February | 0 | 0 | 1 | 3 | 3 | 7 |
| March | 0 | 0 | 1 | 9 | 3 | 5 |
| April | 0 | 1 | 0 | 8 | 5 | 9 |
| May | 2 | 0 | 0 | 7 | 5 | 8 |
| June | 1 | 0 | 0 | 4 | 7 | 7 |
| July | 0 | 0 | 0 | 7 | 10 | 4 |
| August | | 3 | 0 | | 3 | 6 |
| September | | 0 | 0 | | 0 | 4 |
| October | | 1 | 0 | | 1 | 5 |
| November | | 0 | 0 | | 2 | 8 |
| December | | 0 | 0 | | 0 | 8 |
| Average | 0.43 | 0.42 | 0.25 | 7.1 | 4.08 | 6.08 |

V. Miscellaneous

| Type | Occurrences |
|---|-------------|
| Stoppages/Sanitary Sewer Overflows (SSOs) | 0 |
| Underground Service Alert | 1 |
| Safety Meetings Conducted | 2 |
| Lost Time Due to Accident | 0 |

VI. Maintenance Crew Total Hours



*Field Operations includes CCTV, Hi-Velocity Cleaning, Pumps, Machine Rod, Shop/Yard, Field Audits, and Flow Meters.

**Repairs and Maintenance includes: Equipment, Pump Station Repairs, Sewer Repairs and Vehicles.

Sanitary Sewer Overflow (SSO)/Emergency Response

- a. None.

Training and Field Exercises

The following trainings/tailgates were completed during the month of July 2020

- a. Injury and Illness Prevention – July 2nd
- b. DOT – Drug/Alcohol – July 22nd
- c. CWEA-CASA Overcoming O&M Challenges to Maintain Essential Services Webinar – July 22nd

VII. Permits

| Type | # Issued |
|--|-----------|
| New Capacity | 2 |
| CCTV Inspection | 15 |
| Repair | 39 |
| Abandon | 0 |
| Addition/Relocation | 4 |
| Special Discharge/Wastewater Discharge | 0 |
| Time-Extension | 3 |
| Total | 63 |

VIII. Inspections

| Type | # Performed |
|---------------------------------------|-------------|
| New Capacity | 2 |
| CCTV Inspection | 17 |
| Repair | 33 |
| Abandon | 0 |
| Addition/Relocation | 2 |
| Mainline Installation – Proctor Road | 1 |
| Mainline CCTV | 0 |
| Manhole Pour/Testing | 0 |
| Manhole Repair | 0 |
| Special Discharge | 0 |
| LRGP CCTV | 0 |
| Pretreatment – FOG and Dental Amalgam | 10 |

IX. Miscellaneous

| Type | Occurrence/Hours |
|--------------------------------------|------------------|
| Damaged Utilities | 0 |
| Code Violations (lateral SSO, fixed) | 0 |

Environmental Compliance

- I. Sampling was performed twice during the month of July. Hg testing was performed once during July.

On-Going Projects and Programs – July 2020

- II. **Fats, Oils, and Grease (FOG) Program** – Letters were mailed in July to notify the Food Service Establishments (FSEs) of the upcoming August inspections.

- III. **Dental Amalgam Program** – Starting in January 2020, the Self-Certification survey was mailed to 33 dental facilities in Castro Valley. CVSan received 31 out of 33 surveys back.

- IV. **Private Sewer Lateral (PSL) Program** – Staff completed 15 closed-circuit television (CCTV) inspections of which 53% passed. Staff conducted 50 inspections in July. In July, the total sewer lateral replaced was 2,074 feet. Staff is monitoring and sending notices to newly listed homes on a weekly basis.

- V. **CVSan Operations and Engineering Building Project** – CVSan staff and Dahlin Group (Dahlin) made updates to the proposed building's floor design. Revisions included moving the staircase and elevator access to the public lobby. The kitchen was revised to fit the large conference room on the first floor. A security barrier was added on the second

floor to separate public access from the employee work area. The second floor was rearranged to better accommodate the Engineering Department, Zero Waste Department, and Business Services Department. Dahlin submitted the Site Development Package to the Alameda County Planning Department (County) on July 27th. The County estimates that the review will last a few months.

Request for Public Information

- a. On July 1st, a Property Management company requested an Aerial Map of sewer lines for Ravenswood Place and pages from Tract 3203. Engineering Technician (ET) Lee provided a response on July 1st.



TO: Board of Directors
FROM: Landon Lochrie, Associate Engineer
 Roland Williams, General Manager
SUBJECT: Capital Improvement Project Status,
 July 2020
DATE: September 1, 2020

District Project 94 (2019-01) Aerial Pipeline and Pump Station Rehabilitation Project

Description: This project includes the rehabilitation and/or lining of aerial pipeline(s) throughout Castro Valley as well as the design of rehabilitation and improvement work at various pump stations throughout Castro Valley.

Status: The project was accepted by the Board of Directors in July and was released to bid. A project Pre-Bid meeting was conducted on July 30th.

| Total Budget | Design Spent | Bid Amount | Construction Spent | Remaining Balance |
|--------------|--------------|------------|--------------------|-------------------|
| \$3,141,890 | \$369,025 | N/A | N/A | \$2,772,865 |

| Estimated Start | Actual Start | Progress | Substantial Completion | Estimated Completion |
|-----------------|--------------|----------|------------------------|----------------------|
| October 2020 | N/A | 0% | No | N/A |

CVSan/Oro Loma Wastewater Treatment Plant – Nutrient Optimization Project

Description: The Nutrient Optimization Project (NOP) is a joint project between Oro Loma Sanitary District (OLSD) and CVSan. The project provides for the upgrade of the treatment process at the jointly owned CVSan/Oro Loma Wastewater Treatment Plant (WWTP) to remove approximately half of the nitrogen from the influent flow. CVSan is responsible for 25% of the cost of the project. The amounts expressed below are the full project costs.

Status: The construction progress percentage has progressed to 97.5% complete. The project work is nearly complete, with only the chemical feed systems and outfall pump station left to complete. The new anticipated completion date has been adjusted to September 30, 2020.

Change orders to date are \$1,416,918 or 7.3% of the total construction cost.

| Total Budget | Design Spent | Bid Amount | Construction Spent | Remaining Balance |
|--------------|--------------|--------------|--------------------|-------------------|
| \$24,700,000 | \$1,024,000 | \$19,430,000 | \$19,891,000 | \$887,000 |

| Estimated Start | Actual Start | Progress | Substantial Completion | Estimated Completion |
|-----------------|--------------|----------|------------------------|----------------------|
| 9/20/2018 | 9/20/2018 | 97.5% | No | 9/30/2020 |



TO: Board of Directors
FROM: Zero Waste Department
SUBJECT: Monthly Report: July 2020
DATE: August 10, 2020

1. Zero Waste Department

The Department finalized the Special Assessment for Delinquent Accounts list for County of Alameda, modified programming for the 2020/21 school year, a Compost Give-Away event in partnership with Pete's ACE Hardware, and grant reports for CalRecycle. An annual evaluation was conducted for a Zero Waste Specialist II and preparations for a Zero Waste Specialist II's extended leave is underway. Staff participated in the Regular Board meetings, Safety Committee meeting, and Teambuilding planning for September.

2. Zero Waste Committee

The Committee met on July 15th. Minutes will be included in the September Board agenda packet.

3. Zero Waste

Staff has almost completed Zero Waste Strategic Plan and Zero Waste Communications Plan updates. Both plan updates will be posted to the Castro Valley Sanitary District (CVSan) website soon.

4. Alameda County Industries (ACI)

Delinquent Accounts: The Board approved the list of parcels to receive a Special Assessment for Delinquent Accounts at the July 14th Regular Board meeting.

Monthly Coordination Meeting: ACI and CVSan staff met on July 9th and minutes will be included in the September Board packet.

Report: Sections from the ACI monthly report including January – June 2020 has been included as an attachment.

5. CalRecycle

City/County Payment Program: Staff continued to review expenditure reports and pulling invoices to prepare for submitting the fiscal year (FY) 2017-18 CCPP Annual Report.

Electronic Annual Report (EAR): Staff received responses from Oro Loma Sanitary District (OLSD) and County of Alameda regarding their waste diversion programs for 2019. CVSan staff worked on responses for CVSan's waste diversion programs for 2019.

6. Legislative Updates

SB 1383: CalRecycle released the most recent draft of proposed SB 1383 draft regulation text on April 20th, and opened a 30-day comment period, specifically on changes to the draft which ended on May 20th. Staff continues to wait for the final draft of regulations to be released.

Staff conducted the second SB 1383 Planning meeting with ACI and made plans to meet again in August. Staff also met with the County of Alameda to discuss SB 1383 implementation and the County made plans to reconvene in September with StopWaste. Staff continued to participate in the Technical Advisory Committee (TAC) SB 1383 Working Group meetings.

AB 827: AB 827 requires commercial waste generators and organic waste generators, who provide customers access into their business, to now provide customers with a recycling bin or an organics bin, to collect materials purchased on the premises, by July 1, 2020. Staff continued to conduct outreach to a list of target accounts that would be subject to the requirements.

7. Multi-Family Recycling

In the July e-Blast, staff included the following topics: Bulky & Reuse Pick-Up, Compost Give-Away, Focus Group, and Mini-Magazine. The Focus Group will be open for the end of July and beginning of August and is covering the following topics for Multi-family managers and owners to give feedback on: contamination and Oops cards, community newsletter topics, online training, Bulky & Reuse Pick-Up participation; and textile collection participation. Staff has almost completed development of the Multi-Family Recognition Program and is working to roll this program out to the community later in the year, when COVID-19 impacts have subsided.

8. Commercial Recycling

Alameda County Green Business Program: Staff is working through the Green Business Program checklist requirements to recertify CVSsan as an Alameda County Green Business.

4R Business, 4R Planet Award Program: No new applications were received in July.

All on-site commercial 4R Star Business verifications are on hold due to social distancing protocols related to COVID-19. Businesses may submit photos to verify activities during this time.

4R Star Employee Recognition: Staff met to discuss possible alternatives to the typical in-person event format. Staff brainstormed a virtual format for highlighting 4R Star Business employees and updated event planning documents. Staff will seek approval from Board President Sadoff once details of the alternate event have been finalized.

Commercial Outreach: Staff conducted three remote site visits in June. Staff updated the site visit form to continue outreach via phone, email, and video calls and to

incorporate messaging around AB 827 in outreach. ACI staff conducted five remote site visits. All on-site commercial site visits are on hold due to social distancing protocols related to COVID-19.

Commercial Vision: Staff drafted a Commercial Vision document and met to discuss program planning for the next 3 years.

9. School Programs

4Rs Field Trips, Green Ribbon Schools Program and School Waste Audits: Due to uncertainty in budgets and schooling for the upcoming school year, the Zero Waste Committee has suspended 4Rs Field Trips, Blue and Green Bin Check-Ins, Green Ribbon Schools Program, and Waste Audits for the 2020/21 school year. A signed letter went out to all Castro Valley school principals notifying them of these suspensions and the CVSan website will be updated soon to reflect this.

Online Refreshers: Staff is developing four short refresher slide presentations with audio and video for the upcoming school year for the following age groups: preschool, kindergarten – second grade, third – fifth grade, and sixth – twelfth grade. The purpose of the slides will be to replace the typical in-person CVSan Refresher Assemblies with a CVSan pre-recorded (and shorter) version that schools can access on the internet and play for their students when feasible. The slides will focus mostly on sorting and what students can do at home to reduce waste.

Student Scholarship: Staff has completed edits to the 2020-21 Student Scholarship application to make the program more accessible. Staff is now working on converting the application into a fillable pdf version and uploading it to the web in time for August distribution to interested schools and students.

10. Street Cans/Recycling Pyramids and Maintenance

Staff is investigating funding options with the County of Alameda for the street can replacement project.

11. Used Motor Oil Recycling Grant

UOPP: Staff continued reviewing expenditure reports and pulling invoices to prepare for submitting the OPP 9 Annual Report. Staff submitted the application for OPP 11 due on July 9th. Staff drafted an updated Resolution, to be approved at the August 4, 2020 Board Meeting, which did not mention Oro Loma Sanitary District per the request of CalRecycle.

Filter Exchange Program: The Fall Filter Exchange Program will run from October 12th – November 20th.

Used Oil Vision: Staff drafted a Used Oil Vision document and met to discuss program planning for the next 3 years.

12. Recycles Day

Staff began planning for the alternate Compost Give-Away event in partnership with Pete's ACE Hardware (Pete's). The event will run from August 17th – September 19th. Pete's agreed to order 3,000 bags of Whitney Farms organic compost to provide to the community throughout the program. Staff created and distributed publicity for the event, including a press release, Castro Valley Forum ad, boosted social media posts, e-blasts, and website updates.

13. Advertisements

Four zero waste focused ads ran in the Castro Valley Forum during July: Safely Dispose of HHW, Green Your Clothes, Make Take Out Less Wasteful, and CVSan's Compost Give-Away. There were also five articles published in the Castro Valley Forum regarding zero waste activities and events: ACI Office Now Open, Textile Collection Results, 4Rs Educator Award, Family of Gleaners, and Compost Give-Away.

14. Pipeline Newsletter

Production of the Fall edition of the Pipeline has continued. The second round of copyediting was completed by MdR Company. The draft layout was created and routed to staff for review. Dakota Press was notified of production timeline.

15. Website/Social Media

In July, CVSan had fourteen zero waste focused Facebook posts, including posts about reducing food waste, custodian recognition and awards, sustainable home tips, going paperless, a story on a family of gleaners, and a post on the cancelation of Recycles Day and Compost Give-Away. There were fifteen Twitter posts that mirrored what was posted on Facebook. Staff continued to edit pages of zero waste web content and created a Go Paperless page for the new website.

16. E-Blasts

There were three e-Blasts sent out in July: CVSan Multi-Family Newsletter, CVSan Commercial Business Newsletter and a CVSan Events Newsletter.

17. Reduce

Staff continued posting on social media for the Food Waste Prevention Campaign where, once a month, a fruit or vegetable will be highlighted in a social media post that is visually stunning and provides tips to reduce food waste and links to more resources. The post for the month of July, highlighted the avocado, with ways to make them last longer and a link to cvsan.org/reduce for additional tips to reduce waste.

Staff also continued posting for the Summer Produce Storage Social Media Campaign. July posts included the following fruits and vegetables with tips to reduce their waste and enjoy them longer: corn, plums and pluots, squash, and cantaloupe. The corn – to shuck or not to shuck, received a very high amount of engagement with over 1,000 likes, shares, and comments, even though it was only boosted for a small amount.

Lastly, the Go Paperless Social Media Campaign began in July and will run through

August. This campaign will connect the community to tips on how to reduce extra mail, catalogs, bills, and other printed items. There is also a web page on the CVSan website at cvsan.org/GoPaperless where resources and tips are outlined. In July, staff posted an announcement about the new web page and about ACI paperless billing.

18. Reuse

Reuse Vision: Staff developed a Reuse Vision document covering the next three years.

ACI/BBMB Bike Reuse: Staff met with Bad Business Model Bikes (BBMB) to discuss reuse and repair of used bikes collected by ACI through the Bulky & Reuse Pick-Up program. BBMB expressed interest in a partnership and CVSan staff planned to follow up with ACI to connect both groups to coordinate details.

19. Event Greening

With events on hold or cancelled for the near future, there is no change since last month.

20. Community Group Outreach (CGO)

No change since last month.

21. Green Hearts Volunteers

Staff published a press release to recognize the story of some special Green Hearts volunteers. After they participated in the gleaning event during CVSan's 2020 Zero Waste Week, Grazyna Federowicz, a Castro Valley mother and her two teenage children have been hard at work gleaning citrus from local trees and donating the fruit to food pantries in the area. From March through July, the family has gleaned and donated over 2,000 pounds of fruit! The story was very popular on CVSan social media and the Castro Valley Forum published an article as well.

Staff did not meet with the Castro Valley High School Green Hearts Committee in July. With the COVID-19 shelter-in-place (SIP) order, staff does not have any volunteer opportunities planned for the near future but is working on potential individual gleaning events which CVSan can support (much like we have with the Federowicz's) during Zero Waste Week and Earth Month in 2021.

22. Staff Training

No change since last month.

23. Donation & Supply Requests

Donation & Supply Requests are on hold due to the COVID-19 SIP order. Staff did not finalize any donation requests for the month of July.

| Month 2020 | Administrative Fees Received | New Res Pack Sent | Extra Service Tags Sold | Paper Garden Bags Sold | Service Referral | Used Oil Resi |
|--------------|------------------------------|-------------------|-------------------------|------------------------|------------------|---------------|
| Jan | \$185,242.64 | 58 | 4 | 5 | 14 | 16 |
| Feb | \$119,608.16 | 56 | 20 | 12 | 44 | 20 |
| Mar | \$74,776.27 | 51 | 16 | 16 | 35 | 10 |
| Apr | \$176,010.67 | 59 | 0 | 0 | 34 | 0 |
| May | \$119,461.37 | 71 | 0 | 0 | 29 | 0 |
| Jun | \$57,076.48 | 58 | 0 | 0 | 45 | 0 |
| Jul | \$173,681.42 | 77 | 0 | 0 | 30 | 0 |
| TOTAL | | | | | | |
| 2020 | \$905,857.01 | 430 | 40 | 33 | 231 | 46 |
| 2019 | \$1,244,105.21 | 661 | 108 | 146 | 251 | 183 |
| 2018 | \$1,237,983.77 | 685 | 70 | 181 | 185 | 184 |
| 2017 | \$1,184,010.66 | 693 | 127 | 172 | 89 | 155 |
| 2016 | \$1,130,189.26 | 710 | 166 | 55 | 128 | 130 |
| 2015 | \$1,081,778.12 | 668 | 231 | 63 | 133 | 81 |
| 2014 | \$1,038,681.55 | 682 | 214 | 72 | 102 | 89 |
| 2013 | \$1,032,944.80 | 569 | 237 | 106 | 98 | 92 |
| 2012 | \$1,018,905.30 | 799 | 198 | 110 | 92 | 78 |
| 2011 | \$980,417.43 | 579 | 195 | 135 | 150 | 83 |
| 2010 | \$920,986.76 | 671 | 205 | 96 | 187 | 100 |
| 2009 | \$777,740.14 | 544 | 277 | 159 | 743 | 215 |



Monthly Coordination Meeting MINUTES

Castro Valley Sanitary District (CVSan) &
Alameda County Industries (ACI)

Thursday, July 9, 2020 – 9:30 a.m. Phone Meeting

Present:

ACI:

Chris Valbusa, *General Manager*

John France, *Operations Supervisor*

Lillian Carrell, *Sustainability Specialist*

CVSan:

Naomi Lue, *Zero Waste Supervisor (ZWSup)*

Cole Caceres, *Zero Waste Specialist I (ZWSI)*

Call to Order

The meeting was called to order by ZWSup Lue at 9:34 a.m.

Review of Prior Meeting Open Agenda Items:

1. ***[Film Plastic End Markets.]***

Mr. Valbusa stated that ACI reviewed the materials report from Titus MRF Services and would send it to CVSan.

Operations:

2. ***[Route Manager Report.]***

Mr. France presented his report through July 8th. He stated ACI has received compliments from residents regarding their service. Mr. France reported that construction at the intersection of Stanton Avenue and Somerset Avenue blocks drivers from accessing carts from several houses. He has instructed drivers to begin servicing the area at 5:45 a.m. to service the carts before construction workers begin blocking off the area but also asked for more suggestions on how to handle this issue. ZWSup Lue stated she had discussed the issue with General Manager Roland Williams, who suggested contacting Alameda County as they are set up to allow local traffic through. She recommended that Mr. France be added to the County's notification emails for information on planned street closures, and coordinate with the foreman to ask what time construction is scheduled for those streets so that ACI drivers can be allowed through to service the carts. Mr. France added that he had spoken with the construction workers, who stated they typically finish working by 3:45 p.m. ZWSup Lue requested Mr. France talk to the foreman for the project on Stanton Ave. and Somerset Ave. to work out a plan for ACI to service the carts.

Mr. France provided an update about a customer who had complained that drivers frequently missed servicing his garbage cart and had requested a credit. Mr. France stated a video of the cart being serviced showed not all material dropped out of the cart when it was being serviced. He had informed the customer about the materials in the garbage cart being packed in too tightly and stated he had apologized for the

inconvenience. Mr. France added he did not give the customer a credit but told him ACI would collect any extra garbage from him which had resulted from this. ZWSup Lue suggested ACI return to the residence and replace his cart with a new one in case residue was causing stickiness inside the cart. Mr. Valbusa suggested ACI wash the cart then return it to the resident.

3. *[Bulky Collections.]*

Mr. Valbusa stated ACI would take new photos of Bulky & Reuse setouts and provide them to CVSan.

Mr. Valbusa stated that all remaining textiles from Textile Collection Week were taken by Recycle for Change. ZWSup Lue stated that due to a continuance of the July 7th Board meeting, she was unable to update the Board about ACI's new partnership with Recycle for Change. She responded to an earlier discussion with Mr. Valbusa and stated that Recycle for Change would not need to be named as a subcontractor in the franchise agreement, as the secondary processor for reuse is not named.

Mr. Valbusa stated ACI can increase the amount of reusable items pulled from Bulky & Reuse setouts and stated that ACI would work to find outlets for more materials to prevent them from going to the landfill.

ZWSup Lue stated CVSan is excited for a new potential partnership with Bad Business Model Bikes (BBMB), who will go to ACI to pick out bikes that can be repaired and distributed to community members in need. ZWSup Lue added that BBMB may produce a small amount of scrap metal during their repair process and asked if ACI would be able to accept the scrap metal from BBMB. Mr. Valbusa stated this would not be an issue. ZWSup Lue stated that CVSan will put together a press release about the partnership.

4. *[Continuing Operations During Shelter in Place.]*

Mr. Valbusa reported that some ACI employees tested positive for COVID-19 due to external exposure and are self-isolating. He added that ACI is unsure what revenue trends will occur as COVID-19 conditions continue but stated they have been able to manage the workforce and continue operations without disruption.

Public Education and Outreach

5. *[Non-Collection Notices.]*

Mr. Valbusa asked for CVSan's suggestions on a timeline for implementing ACI Non-Collection Notices (NCN). ZWSup Lue requested a written explanation of ACI's plan for implementing the NCNs. She stated this would be useful for CVSan to develop a timeline and related outreach.

Mr. Valbusa added that there could be an opportunity for messaging related to SB 1383 with the outreach.

6. [Collection Vehicle Sign Boards.]

Mr. Valbusa stated ACI's Communication and Outreach Specialist Kelli Pellegrini was working with ZWSI Caceres on the collection vehicle sign boards. ZWSI Caceres stated Ms. Pellegrini had sent the artwork to the printer and that they were waiting for the signs to be printed. Mr. Valbusa stated that Ms. Pellegrini would use an old sign to outline the measurements for future artwork and provide it to CVSan.

7. [Continuing Assistance to Commercial Businesses and MFDs.]

Ms. Carrell reported on ACI's outreach to commercial and multi-family dwelling (MFD) customers. She stated that ACI had generated a list of businesses and MFDs that do not have recycling and/or organics. She reported there were 13 businesses without recycling alone, 160 businesses without organics alone, 25 businesses without recycling and organics, and two MFDs without organics alone. Ms. Carrell stated she would reach out to these accounts and provide them with necessary exemption forms.

Ms. Carrell stated that ACI had produced standard operating procedures (SOPs) for social distancing during site visits. She added that ACI is encouraging the use of Microsoft Teams or Zoom to complete trainings for interested businesses. ZWSup Lue requested that the SOP be sent to CVSan.

Ms. Carrell described ACI's process of using the code REC ALT in Tower for accounts that utilize an alternate hauling service for their recyclables and therefore do not subscribe to recycling service through ACI. Mr. Valbusa added that this note shows up on the account when data is pulled for a report.

Ms. Carrell reported that ACI provided 580 Marketplace with a service credit, since their organics carts went missing for a period. She added that ACI had replaced the carts and encouraged 580 Marketplace to store the carts in an enclosure. ZWSup Lue encouraged Ms. Carrell to let 580 Marketplace know that they need to notify ACI as soon as carts go missing in the future.

Events:

8. [Recycles Day, August 1, 2020.]

ZWSI Caceres stated CVSan could order stickers to cover the language on the compost bag that was not approved by the California Department of Food and Agriculture. He added that CVSan could recruit volunteers to help place stickers on the bags if the bags could be safely handled. Mr. Valbusa stated he would look into how the bags are packaged to determine if volunteers would be able to place stickers on them easily.

ZWSI Caceres summarized ACI's role in the upcoming Compost Give-Away Event at Pete's ACE Hardware. He stated that periodically through the coupon registration period, CVSan would provide ACI with a spreadsheet of registrant information. ACI would verify that each resident and business who registers for a coupon has an address in CVSan and that they have requested only one coupon. After verification, ACI would mail out a coupon to the participants. ZWSI Caceres added that he and ZWSup Lue would like to

schedule a meeting with ACI to brief before the event. Mr. Valbusa stated he would discuss with ACI staff and then schedule a meeting.

ZWSup Lue asked Mr. Valbusa if ACI would like to see the event publicity items that include ACI's logo and Mr. Valbusa stated that he would.

Miscellaneous Items:

9. [Bicycles.]

This item was discussed under Item 3.

10. [SB 1383 Planning and Roles.]

Mr. Valbusa stated that CVSsan and ACI had an upcoming meeting scheduled to discuss SB 1383.

11. [Rate Application.]

ZWSup Lue stated she would be meeting with Waste Management of Alameda County to discuss disposal fees. She stated she would send over the rate documents once all matters were resolved.

12. [Alameda Green Business.]

Ms. Carrell stated that ACI is in the registration process with the Alameda County Green Business Program for the 610 Aladdin administrative building.

13. [Carton Recycling.]

ZWSup Lue stated she had received a mailer from Napa Recycling and Waste Services (Napa) regarding a milk run, where Napa would collect refrigerated cartons from jurisdictions for recycling. Mr. Valbusa suggested they have an in-person visit at ACI's Materials Recovery Facility about this and they invite ACI's other municipalities as well, to discuss potential challenges in separating cartons from the line. He stated he would send out a Doodle poll to schedule this visit.

14. [Missing Bulky & Reuse Pick-Up Data for Calendar Year 2019.]

ZWSup Lue stated data was missing in ACI reports for appliances units, tires units, and electronics units. She requested that this data be added into the reports and resubmitted to CVSsan in a separate report.

ZWSup Lue asked about the current value of aluminum in the market. Mr. Valbusa stated he would look into this and provide information.

15. [Delinquent Accounts.]

ZWSup Lue stated that CVSsan did not conduct the administrative hearing for delinquent accounts at the regularly scheduled July 7th Board meeting, since the meeting had to be continued due to technical difficulties. She added that the hearing would occur at the continued Board meeting the following week. Mr. Valbusa asked if rescheduling the administrative hearing would impact the tax roll process. ZWSup Lue stated there would be no impact and asked Mr. Valbusa to inform other ACI staff of the rescheduled date.

Items for Future Discussion:

16. [Box Truck Wrap Design.]

This item was tabled to a future meeting.

17. [Flattened OCC next to Commercial/MFD Carts.]

This item was tabled to a future meeting.

18. [Plastic Utensils.]

This item was tabled to a future meeting.

19. [Group Tour – Napa, Strategic.]

This item was tabled to a future meeting.

20. [Disaster Debris Management Plan.]

This item was tabled to a future meeting.

21. [Litter Cans.]

ZWSup Lue stated CVSsan is exploring funding options with Supervisor Nate Miley's office and is awaiting a response.

Wrap Up and Next Steps:

22. [Next meeting dates: Wednesday, August 12, 8:00am-10:00am.]

ZWSup Lue and Mr. Valbusa confirmed the next meeting would be held on Wednesday, August 12th, from 8:00 a.m. - 10:00 a.m. via Microsoft Teams.

The meeting concluded at 11:25 a.m.

Respectfully submitted,
Cole Caceres, Zero Waste Specialist I
Naomi Lue, Zero Waste Supervisor

cc: Board of Directors



Castro Valley Sanitary District Garbage, Recycle and Organics Tonnages and Services Report 2020

| Residential Tonnage | | | | | | | | | |
|---------------------|--|---------------|-----------------|-----------------|-------------|--------------------------------------|---------------|-----------------|-------------|
| Month | Single-Family: 4 Units or Fewer-Only Carts | | | | | Multi-Family: 5+ Units- Bins & Carts | | | |
| | Organics | | Recycle | Garbage | Diversion % | Organics | Recycle | Garbage | Diversion % |
| | Total | Average Daily | | | | | | | |
| January | 716.52 | 31.15 | 646.41 | 692.29 | 66% | 26.78 | 65.15 | 172.04 | 35% |
| February | 737.91 | 36.90 | 517.81 | 595.91 | 68% | 27.65 | 52.32 | 148.22 | 35% |
| March | 906.26 | 41.19 | 590.93 | 654.42 | 70% | 30.76 | 59.58 | 163.21 | 36% |
| Q1 Current | 2,360.69 | 36.41 | 1,755.15 | 1,942.63 | 68% | 85.20 | 177.05 | 483.46 | 35% |
| Q1 Previous | 1,944.02 | 30.28 | 1,651.56 | 2,002.12 | 64% | 83.22 | 154.64 | 452.37 | 34% |
| Variance % | 21.43% | 20.26% | 6.27% | -2.97% | 5.76% | 2.37% | 14.49% | 6.87% | 2.05% |
| April | 1,101.44 | 47.89 | 623.31 | 689.45 | 71% | 41.41 | 64.37 | 178.57 | 37% |
| May | 1,084.24 | 51.63 | 613.15 | 655.81 | 72% | 40.64 | 63.44 | 170.28 | 38% |
| June | 983.28 | 44.69 | 634.90 | 695.18 | 70% | 36.69 | 68.69 | 174.88 | 38% |
| Q2 Current | 3,168.95 | 48.07 | 1,871.36 | 2,040.44 | 71% | 118.74 | 196.51 | 523.72 | 38% |
| Q2 Previous | 2,802.24 | 43.81 | 1,782.11 | 2,182.61 | 68% | 105.95 | 164.36 | 397.47 | 40% |
| Variance % | 13.09% | 9.74% | 5.01% | -6.51% | 5.07% | 12.07% | 19.56% | 31.77% | -7.17% |
| July | | | | | | | | | |
| August | | | | | | | | | |
| September | | | | | | | | | |
| Q3 Current | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Q3 Previous | 2,436.32 | 36.8728598 | 1,742.77 | 1,947.72 | 68% | 94.45 | 177.96 | 493.41 | 36% |
| Variance % | -100.00% | 0.00% | -100.00% | -100.00% | | -100.00% | -100.00% | -100.00% | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Q4 Current | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | |
| Q4 Previous | 2,376.93 | 36.08 | 1,825.33 | 1,951.38 | 68% | 88.67 | 183.62 | 485.11 | 36% |
| Variance % | -100.00% | 0.00% | -100.00% | -100.00% | | -100.00% | -100.00% | -100.00% | |
| YTD Total | 5,529.64 | 253.46 | 3,626.51 | 3,983.07 | 70% | 203.93 | 373.56 | 1,007.19 | 27% |

| Yearly Cumulative Totals | | | | | | | | | |
|--------------------------|---|---------------|-----------------|-----------------|-------------|--------------------------------------|---------------|-----------------|-------------|
| Year | Single-Family: 4 Units or Less-Only Carts | | | | | Multi-Family: 5+ Units- Bins & Carts | | | |
| | Organics | | Recycle | Garbage | Diversion % | Organics | Recycle | Garbage | Diversion % |
| 2000 | 5,323.00 | | | | | | | | |
| 2001 | 6,259.29 | | | | | | | | |
| 2002 | 5,230.34 | | | | | | | | |
| 2003 | 5,162.43 | | | | | | | | |
| 2004 | 7,755.34 | | | | | | | | |
| 2005 | 8,294.28 | | | | | | | | |
| 2006 | 7,409.33 | | | | | | | | |
| 2007 | 7,731.25 | | | | | | | | |
| 2008 | 7,871.65 | | | | | | | | |
| 2009 | 7,945.39 | | | | | | | | |
| 2010 | 9,206.80 | 35.56 | | | | | | | |
| 2011 | 8,207.16 | 31.71 | | | | | | | |
| 2012 | 8,600.92 | 33.07 | | | | | | | |
| 2013 | 8,772.31 | 34.08 | 5,441.87 | 6,653.97 | 68% | | | 2,562.68 | |
| 2014 | 8,485.01 | 395.87 | 6,860.22 | 8,101.14 | 65% | 223.77 | 540.41 | 1,501.52 | 26% |
| 2015 | 8,554.36 | 388.83 | 6,941.89 | 8,094.31 | 66% | 252.14 | 610.90 | 1,503.42 | 29% |
| 2016 | 8,629.63 | 399.46 | 6,252.21 | 7,687.45 | 66% | 316.65 | 594.51 | 1,765.54 | 25% |
| 2017 | 9,068.28 | 421.36 | 6,094.63 | 8,137.93 | 65% | 345.09 | 524.53 | 1,724.52 | 34% |
| 2018 | 8,889.92 | 414.16 | 6,129.78 | 8,059.69 | 65% | 370.33 | 547.04 | 1,779.65 | 34% |
| 2019 | 9,559.51 | 441.11 | 7,001.77 | 8,083.83 | 67% | 372.29 | 680.58 | 1,779.65 | 34% |
| 2020 | 5,529.64 | 253.46 | 3,626.51 | 3,983.07 | 70% | 203.93 | 373.56 | 1,007.19 | 27% |



Castro Valley Sanitary District Garbage, Recycle and Organics Tonnages and Services Report 2020

| Businesses & Schools Tonnage | | | | | | | | |
|------------------------------|---------------|---------------|----------------|-------------|---------------|---------------|-------------------------------|--------------|
| Month | Bin & Cart | | | | Drop Box | | | |
| | Recycle | Organics | Garbage | Diversion % | C & D | Mixed Recycle | Concrete/Dirt/ Inerts/Wood | Organics |
| January | 123.18 | 51.62 | 317.87 | 35% | 21.45 | 0.00 | 22.79 | 2.36 |
| February | 98.45 | 53.56 | 274.20 | 36% | 33.49 | 0.00 | 32.77 | 3.15 |
| March | 111.42 | 56.79 | 291.01 | 37% | 100.67 | 0.00 | 50.57 | 4.30 |
| Q1 Current | 333.05 | 161.97 | 883.08 | 36% | 156 | 0.00 | 106.13 | 9.81 |
| Q1 Previous | 305.56 | 242.08 | 856.38 | 39% | 125.96 | 5.79 | 54.35 | 23.93 |
| Variance % | 9% | -33% | 3% | -8% | 24% | -100% | 95% | -59% |
| April | 107.32 | 71.36 | 264.98 | 40% | 37.59 | 0.00 | 42.73 | 0.00 |
| May | 109.66 | 73.94 | 263.20 | 41% | 54.10 | 0.00 | 22.91 | 0.27 |
| June | 117.79 | 69.50 | 280.62 | 40% | 32.20 | 0.00 | 28.50 | 4.53 |
| Q2 Current | 334.76 | 214.80 | 808.79 | 40% | 123.89 | 0.00 | 94.14 | 4.79 |
| Q2 Previous | 321.52 | 215.33 | 790.03 | 40% | 128.89 | 6.81 | 58.08 | 8.86 |
| Variance % | 4% | 0% | 2% | 0% | -4% | -100% | 62% | -46% |
| July | | | | | | | | |
| August | | | | | | | | |
| September | | | | | | | | |
| Q3 Current | 0.00 | 0.00 | 0.00 | 0% | 0 | 0.00 | 0.00 | 0.00 |
| Q3 Previous | 337.35 | 171.04 | 954.80 | 35% | 193.5 | 9.83 | 40.51 | 17.62 |
| Variance % | -100% | -100% | -100% | -100% | -100% | -100% | -100% | -100% |
| October | | | | | | | | |
| November | | | | | | | | |
| December | | | | | | | | |
| Q4 Current | 0.00 | 0.00 | 0.00 | 0% | 0 | 0.00 | 0.00 | 0.00 |
| Q4 Previous | 350.71 | 168.98 | 904.61 | 36% | 240 | 0.71 | 46.18 | 12.09 |
| Variance % | -100% | -100% | -100% | -100% | -100% | -100% | -100% | -100% |
| YTD Total | 667.82 | 376.76 | 1691.87 | 38% | 279.50 | 0.00 | 200.27 | 14.60 |

| Yearly Cumulative Totals | | | | | | | | |
|--------------------------|---------------|---------------|----------------|-------------|---------------|---------------|---------------------------|--------------|
| Year | Bin & Carts | | | | Drop Box | | | |
| | Recycle | Organics | Garbage | Diversion % | C & D | Mixed Recycle | Concrete/Dirts/ Inerts | Organics |
| 2013 | 853.51 | 267.79 | 3,762.02 | 23% | 721.28 | | 242.55 | 95.38 |
| 2014 | 800.00 | 402.28 | 2,161.10 | 36% | 442.29 | | 166.21 | 69.74 |
| 2015 | 930.59 | 526.27 | 2,277.79 | 39% | 397.12 | | 299.18 | 109.66 |
| 2016 | 1,081.80 | 1,064.90 | 3,222.07 | 40% | 340.47 | 77.57 | 253.85 | 72.73 |
| 2017 | 1,028.38 | 1,133.02 | 3,306.19 | 40% | 405.77 | 56.59 | 230.07 | 80.23 |
| 2018 | 1,140.37 | 1,024.93 | 3,359.67 | 39% | 530.90 | 40.20 | 431.89 | 85.12 |
| 2019 | 1,315.14 | 797.44 | 3,505.81 | 38% | 687.92 | 23.14 | 199.12 | 62.50 |
| 2020 | 667.82 | 376.76 | 1691.87 | 38% | 279.50 | 0.00 | 200.27 | 14.60 |



Castro Valley Sanitary District Garbage, Recycle and Organics Tonnages and Services Report 2020

| Organic Materials Tonnage Collected & Marketed | | | | | | | | | | |
|--|-------------------|---------------|---------------|----------------|-----------------------------------|---------------|---------------|----------------|--------------|----------------|
| Month | Tonnage Collected | | | | Tonnage Delivered to Napa Compost | | | | | |
| | SFD | MFD | Commerical | Total Tons | SFD | MFD | Commerical | Total Tons | 1% Residue | Net Tons |
| January | 716.52 | 26.78 | 54.35 | 797.65 | 619.99 | 23.17 | 47.03 | 690.18 | 6.90 | 683.28 |
| February | 737.91 | 27.65 | 53.56 | 819.12 | 680.97 | 25.52 | 52.57 | 759.06 | 7.59 | 751.47 |
| March | 818.71 | 30.76 | 57.10 | 906.57 | 824.17 | 30.97 | 57.48 | 912.62 | 9.13 | 903.49 |
| Q1 Current | 2273.14 | 85.20 | 165.01 | 2523.34 | 2,125 | 79.66 | 157.08 | 2361.86 | 23.62 | 2338.24 |
| Q1 Previous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Variance % | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| April | 1101.44 | 41.41 | 71.36 | 1214.21 | 1132.22 | 42.57 | 73.36 | 1248.15 | 12.48 | 1235.67 |
| May | 1014.84 | 38.04 | 69.45 | 1122.33 | 1084.24 | 40.64 | 74.20 | 1199.08 | 11.99 | 1187.09 |
| June | 922.65 | 34.43 | 67.42 | 1024.5 | 983.28 | 36.69 | 71.85 | 1091.82 | 10.92 | 1080.90 |
| Q2 Current | 3038.93 | 113.87 | 208.24 | 3361.04 | 3199.74 | 119.90 | 219.41 | 3539.05 | 35.39 | 3503.66 |
| Q2 Previous | 1815.35 | 61.70 | 114.64 | 1991.69 | 1667.96 | 56.86 | 105.63 | 1830.45 | 18.30 | 1812.15 |
| Variance % | 67.4% | 84.6% | 81.6% | 68.8% | 91.8% | 110.9% | 107.7% | 93.3% | 93.3% | 93.3% |
| July | | | | 0.00 | | | | 0.00 | | 0.00 |
| August | | | | 0.00 | | | | 0.00 | | 0.00 |
| September | | | | 0.00 | | | | 0.00 | | 0.00 |
| Q3 Current | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | - | 0.00 |
| Q3 Previous | 2436.32 | 94.45 | 171.04 | 2701.82 | 2242.36 | 86.93 | 157.44 | 2486.74 | 24.89 | 2461.85 |
| Variance % | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% |
| October | | | | 0.00 | | | | 0.00 | | 0.00 |
| November | | | | 0.00 | | | | 0.00 | | 0.00 |
| December | | | | 0.00 | | | | 0.00 | | 0.00 |
| Q4 Current | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | - | 0.00 |
| Q4 Previous | 2376.93 | 88.67 | 179.87 | 2645.47 | 2057 | 76.72 | 154.34 | 2287.84 | 22.89 | 2264.95 |
| Variance % | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% |
| YTD Total | 5312.06 | 199.07 | 373.25 | 5884.38 | 5324.86 | 199.56 | 376.49 | 5900.91 | 59.01 | 5841.90 |

| Yearly Cumulative Totals | | | | | | | | | | |
|--------------------------|----------------------------|--------|----------|------------|------------------------------------|--------|----------|------------|---------|----------|
| Year | Organic Material Collected | | | | Organic Material Delivered to Napa | | | | | |
| | SFD | MFD | Drop Box | Total Tons | SFD | MFD | Drop Box | Total Tons | Residue | Net Tons |
| 2019 | 6628.6 | 244.82 | 465.56 | 7338.98 | 5967.11 | 220.51 | 417.41 | 6605.03 | 66.09 | 6538.94 |
| 2020 | 5312.06 | 199.07 | 373.25 | 5884.38 | 5324.86 | 199.56 | 376.49 | 5900.91 | 59.01 | 5841.90 |



Castro Valley Sanitary District Garbage, Recycle and Organics Tonnages and Services Report 2020

| Garbage Tonnage Summary | | | | | | | |
|--|-----------------------------------|--------------------------|---------------------------------|-------------------------------|-------------------|---------------|-----------------|
| Month | Single-Family 4 Units or Fewer | Multi-Family 5+ Units | Commercial: Schools Included | Drop Box: Schools Included | DSTS Self-Haul | Bulky | Total Tons |
| January | 692.29 | 172.04 | 317.87 | 106.30 | 0.00 | 51.29 | 1,339.79 |
| February | 595.91 | 148.22 | 274.20 | 98.96 | 0.00 | 51.26 | 1,168.55 |
| March | 654.42 | 163.21 | 291.01 | 85.20 | 0.00 | 54.41 | 1,248.25 |
| Q1 Current | 1,942.63 | 483.46 | 883.08 | 290.46 | 0.00 | 156.96 | 3,756.59 |
| Q1 Previous | 2,002.12 | 452.37 | 856.38 | 399.34 | 264.51 | 0.00 | 3,974.71 |
| Variance % | -2.97% | 6.87% | 3.12% | -27.26% | -100.00% | 0.00% | -5.49% |
| April | 689.45 | 178.57 | 264.98 | 67.96 | 0.00 | 54.52 | 1,255.48 |
| May | 655.81 | 170.28 | 263.20 | 81.22 | 0.00 | 21.21 | 1,191.72 |
| June | 695.18 | 174.88 | 280.62 | 115.50 | 2.00 | 0.00 | 1,268.17 |
| Q2 Current | 2,040.44 | 523.72 | 808.79 | 264.68 | 2.00 | 75.73 | 3,715.37 |
| Q2 Previous | 2,182.61 | 397.47 | 790.03 | 442.50 | 156.28 | 107.17 | 4,076.05 |
| Variance % | -6.51% | 31.77% | 2.38% | -40.19% | -98.72% | 0.00% | -8.85% |
| July | | | | | | | 0.00 |
| August | | | | | | | 0.00 |
| September | | | | | | | 0.00 |
| Q3 Current | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Q3 Previous | 1,947.72 | 493.41 | 954.80 | 418.30 | 0.00 | 207.62 | 4,021.85 |
| Variance % | -100.00% | -100.00% | -100.00% | -100.00% | #DIV/0! | 0.00% | -100.00% |
| October | | | | | | | 0.00 |
| November | | | | | | | 0.00 |
| December | | | | | | | 0.00 |
| Q4 Current | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Q4 Previous | 1,951.38 | 485.11 | 904.61 | 359.33 | 0.00 | 256.46 | 3,956.89 |
| Variance % | -100.00% | -100.00% | -100.00% | -100.00% | #DIV/0! | 0.00% | -100.00% |
| YTD Total | 3,983.07 | 1,007.19 | 1,691.87 | 555.14 | 2.00 | 232.69 | 7,471.96 |
| Garbage Tonnage-Yearly Cumulative Totals | | | | | | | |
| Year | Single-Family 4 or Less Units | Multi-Family 5+ Units | Commercial: Schools Included | Drop Box: Schools Included | DSTS Self-Haul | Bulky | Total Tons |
| 2005 | 14,874.46 | | 6,653.78 | 4,320.94 | 5,846.32 | | 32,320.71 |
| 2006 | 13,997.59 | | 6,506.46 | 4,031.91 | 5,173.35 | | 30,306.18 |
| 2007 | 13,618.72 | | 5,832.15 | 3,533.76 | 4,751.51 | | 28,148.29 |
| 2008 | 10,481.02 | 4,032.41 | 5,790.75 | 2,919.05 | 2,257.69 | | 26,087.66 |
| 2009 | 8,822.60 | 3,394.36 | 4,874.48 | 2,694.08 | 1,444.87 | | 21,380.82 |
| 2010 | 8,391.74 | 3,228.59 | 4,636.43 | 1,823.75 | 1,445.40 | | 19,529.43 |
| 2011 | 7,806.85 | 3,003.57 | 4,313.28 | 1,523.25 | 1,169.33 | | 18,341.66 |
| 2012 | 7,815.94 | 3,007.06 | 4,318.30 | 1,490.63 | 1,078.44 | | 18,290.77 |
| 2013 | 6,653.97 | 2,562.68 | 3,762.02 | 1,559.21 | 1,149.44 | | 15,713.51 |
| 2014 | 8,101.14 | 1,501.52 | 2,161.10 | 1,199.24 | 1,237.53 | | 14,200.53 |
| 2015 | 8,094.31 | 1,503.42 | 2,277.79 | 1,593.06 | 1,194.01 | | 14,662.59 |
| 2016 | 7,687.45 | 1,765.54 | 3,222.07 | 1,784.47 | 1,268.11 | | 15,727.63 |
| 2017 | 8,137.93 | 1,724.52 | 3,306.19 | 1,727.68 | 1,483.52 | | 16,379.84 |
| 2018 | 8,059.69 | 1,779.65 | 3,359.67 | 1,738.46 | 1,510.13 | | 16,447.60 |
| 2019 | 8,083.83 | 1,828.36 | 3,505.81 | 1,619.47 | 420.79 | 571.25 | 16,029.51 |
| 2020 | 3,983.07 | 1,007.19 | 1,691.87 | 555.14 | 2.00 | 232.69 | 7,471.96 |



**Castro Valley Sanitary District
Garbage, Recycle and Organics Tonnages and Services Report
2020**

| Garbage Container Count | | | |
|--------------------------------|----------------------|---------------------|-------------------------------------|
| Container Size | Single-Family | Multi-Family | Commercial: Schools Included |
| 20 Gallon Cart | 6,967 | 247 | 22 |
| 32 Gallon Cart | 7,542 | 409 | 44 |
| 64 Gallon Cart | 906 | 61 | 30 |
| 96 Gallon Cart | 90 | 147 | 142 |
| 1 Cu. Yard Bin | 1 | 3 | 38 |
| 1.5 Cu. Yard Bin | 0 | 1 | 15 |
| 2 Cu. Yard Bin | 0 | 22 | 58 |
| 3 Cu. Yard Bin | 0 | 39 | 45 |
| 4 Cu. Yard Bin | 0 | 16 | 31 |
| 5 Cu. Yard Bin | 0 | 0 | 0 |
| 6 Cu. Yard Bin | 0 | 2 | 3 |
| 7 Cu. Yard Bin | 0 | 1 | 4 |
| Totals | 15,506 | 948 | 432 |

| Single-Family Backyard Service | |
|---------------------------------------|------------|
| Medical Exempt: | 231 |
| Subscription Service: | 14 |

| Single-Family | |
|----------------------------|------------|
| Garbage Exemptions: | 112 |



Castro Valley Sanitary District Garbage, Recycle and Organics Tonnages and Services Report 2020

| Cart Summary: Number of Tickets Entered & Closed | | | | | | | | | | | | |
|--|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|------|-------|
| Garbage | | | | | | | | | | | | |
| Description | 0 Day | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days | 6 Days | 7 Days | 8 Days | 9 Days | 10 + | Total |
| Repair Cart - 20 Gallon | | 2 | | | 1 | 1 | 2 | 1 | | | | 7 |
| Repair Cart - 32 Gallon | | 2 | | | 1 | | | 1 | | | | 4 |
| Repair Cart - 64 Gallon | | | | | | | | | | | | 0 |
| Repair Cart - 96 Gallon | | | | | | | | 1 | | | | 1 |
| Replace Cart - 20 Gallon | | 4 | 2 | 8 | 2 | 1 | | 2 | | | 1 | 20 |
| Replace Cart - 32 Gallon | | 4 | 2 | | 1 | | 4 | 3 | 1 | | 3 | 18 |
| Replace Cart - 64 Gallon | | 1 | | | 1 | | | 1 | | | | 3 |
| Replace Cart - 96 Gallon | | | | | | | | | | | | 0 |
| Delivered Cart - 20 Gallon | | 11 | | 3 | 2 | | | 1 | | | 4 | 21 |
| Delivered Cart - 32 Gallon | | 12 | | 5 | 1 | | | | | | 1 | 19 |
| Delivered Cart - 64 Gallon | | 5 | | 1 | 1 | | | | | | | 7 |
| Delivered Cart - 96 Gallon | | | | | | | | | | | | 0 |
| Garbage Cart Subtotal | 0 | 41 | 4 | 17 | 10 | 2 | 6 | 10 | 1 | 0 | 9 | 100 |
| Subtotal Percentages | 0.0% | 41.0% | 4.0% | 17.0% | 10.0% | 2.0% | 6.0% | 10.0% | 1.0% | 0.0% | 9.0% | |
| Organics | | | | | | | | | | | | |
| Description | 0 Day | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days | 6 Days | 7 Days | 8 Days | 9 Days | 10 + | Total |
| Repair Cart - 20 Gallon | | | | | | | | | | | | 0 |
| Repair Cart - 32 Gallon | | | | | | | | | | | | 0 |
| Repair Cart - 64 Gallon | | 2 | | 1 | | | 2 | 4 | | | 1 | 10 |
| Repair Cart - 96 Gallon | | 1 | | | | | | 1 | | | | 2 |
| Replace Cart - 20 Gallon | | | | | | | | | | | | 0 |
| Replace Cart - 32 Gallon | | 1 | | | | 1 | | 2 | | | | 4 |
| Replace Cart - 64 Gallon | | 3 | 3 | 1 | 2 | 1 | 3 | 5 | | | 2 | 20 |
| Replace Cart - 96 Gallon | | | 1 | | | | 1 | 1 | | | | 3 |
| Delivered Cart - 20 Gallon | | | | | | | | | | | | 0 |
| Delivered Cart - 32 Gallon | | 4 | | 1 | | | | | | | | 5 |
| Delivered Cart - 64 Gallon | | 16 | | 4 | 2 | | | | | | 4 | 26 |
| Delivered Cart - 96 Gallon | | 9 | 1 | 3 | 1 | | | | | | | 14 |
| Organics Cart Subtotal | 0 | 36 | 5 | 10 | 5 | 2 | 6 | 13 | 0 | 0 | 7 | 84 |
| Subtotal Percentages | 0.0% | 42.9% | 6.0% | 11.9% | 6.0% | 2.4% | 7.1% | 15.5% | 0.0% | 0.0% | 8.3% | |
| Recycle | | | | | | | | | | | | |
| Description | 0 Day | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days | 6 Days | 7 Days | 8 Days | 9 Days | 10 + | Total |
| Repair Cart - 20 Gallon | | | | | | | | | | | | 0 |
| Repair Cart - 32 Gallon | | | | | | | | | | | | 0 |
| Repair Cart - 64 Gallon | | 4 | 1 | 2 | 1 | | 3 | 10 | | | 3 | 24 |
| Repair Cart - 96 Gallon | | | | | | 1 | | 1 | | | | 2 |
| Replace Cart - 20 Gallon | | | | | | | | | | | | 0 |
| Replace Cart - 32 Gallon | | | | | 1 | 1 | 1 | 1 | | | | 4 |
| Replace Cart - 64 Gallon | | 2 | 1 | 1 | | | 2 | 4 | | | 2 | 12 |
| Replace Cart - 96 Gallon | | | | | | | | | | 1 | | 1 |
| Delivered Cart - 20 Gallon | | | | | | | | | | | | 0 |
| Delivered Cart - 32 Gallon | | 4 | | 1 | | | | | | | | 5 |
| Delivered Cart - 64 Gallon | | 15 | 2 | 7 | 2 | | 1 | 2 | | | 4 | 33 |
| Delivered Cart - 96 Gallon | | 9 | 1 | 3 | | | | | | | | 13 |
| Recycle Cart Subtotal | 0 | 34 | 5 | 14 | 4 | 2 | 7 | 18 | 0 | 1 | 9 | 94 |
| Subtotal Percentages | 0.0% | 36.2% | 5.3% | 14.9% | 4.3% | 2.1% | 7.4% | 19.1% | 0.0% | 1.1% | 9.6% | |
| Grand Total | 0 | 111 | 14 | 41 | 19 | 6 | 19 | 41 | 1 | 1 | 25 | 278 |
| Total Percentages | 0.0% | 39.9% | 5.0% | 14.7% | 6.8% | 2.2% | 6.8% | 14.7% | 0.4% | 0.4% | 9.0% | |



Castro Valley Sanitary District Garbage, Recycle and Organics Tonnages and Services Report 2020

| 20g Migration Count | |
|----------------------------|-----------------------|
| Week | Customer Count |
| Jan 1 - Jan 4 | 0 |
| Jan 6 - Jan 11 | 2 |
| Jan 13 - Jan 18 | 4 |
| Jan 20 - Jan 25 | 11 |
| Jan 27 - Feb 1 | 13 |
| Feb 3 - Feb 8 | 8 |
| Feb 10 - Feb 15 | 7 |
| Feb 17 - Feb 22 | 1 |
| Feb 24 - Feb 29 | 3 |
| Mar 2 - Mar 7 | 2 |
| Mar 9 - Mar 14 | 4 |
| Mar 16 - Mar 21 | 3 |
| Mar 23 - Mar 28 | 3 |
| Mar 30 - April 4 | 0 |
| April 6 - April 11 | 1 |
| April 13 - April 18 | 3 |
| April 20 - April 25 | 6 |
| April 27 - May 2 | 7 |
| May 4 - May 9 | 5 |
| May 11 - May 16 | 6 |
| May 18 - May 23 | 2 |
| May 25 - May 30 | 4 |
| June 1 - June 6 | 2 |
| June 8 - June 13 | 1 |
| June 15 - June 20 | 3 |
| June 22 - June 27 | 0 |
| June 29 - July 4 | |
| July 6 - July 11 | |
| July 13 - July 18 | |
| July 20 - July 25 | |
| July 27 - Aug 1 | |
| Aug 3 - Aug 8 | |
| Aug 10 - Aug 15 | |
| Aug 17 - Aug 22 | |
| Aug 24 - Aug 29 | |
| Aug 31 - Sept 5 | |
| Sept 7 - Sept 12 | |
| Sept 14 - Sept 19 | |
| Sept 21 - Sept 26 | |
| Sept 28 - Oct 3 | |
| Oct 5 - Oct 10 | |
| Oct 12 - Oct 17 | |
| Oct 19 - Oct 24 | |
| Oct 26 - Oct 31 | |
| Nov 2 - Nov 7 | |
| Nov 9 - Nov 14 | |
| Nov 16 - Nov 21 | |
| Nov 23 - Nov 28 | |
| Nov 30 - Dec 5 | |
| Dec 7 - Dec 12 | |
| Dec 14 - Dec 19 | |
| Dec 21 - Dec 26 | |
| Dec 28 - Dec 31 | |
| 2019 Total | 386 |
| 2018 Total | 18 |
| 2017 Total | 44 |
| 2016 Total | 53 |
| 2015 Total | 110 |
| 2014 Total | 119 |
| 2013 Total | 122 |
| 2012 Total | 835 |
| Grand Total To Date | 1788 |



TO: Board of Directors
FROM: Kyle Levy, Office Assistant
SUBJECT: Donation Request Report
DATE: August 3, 2020

Due to the ongoing Federal, State, and local shelter-in-place orders, CVSan was unable to finalize any donation requests during the month of July 2020.

TOTAL VALUE July = \$0.00



MEMO TO: Board of Directors
FROM: Naomi Lue, Zero Waste Supervisor
SUBJECT: July 15, 2020 Zero Waste Committee Meeting Minutes
DATE: July 30, 2020

On Wednesday, July 15, 2020 CVSan Directors Dave Sadoff (Chair) and Daniel Akagi (Member) met virtually as the Zero Waste Committee. CVSan Zero Waste Supervisor (ZWSup) Naomi Lue was in attendance. There were no members of the public in attendance.

1. ***[Call to Order.]***
The meeting was called to order by Chair Sadoff at 6:03 p.m.
2. ***[Items from the Public.]***
There were no items from the public.
3. ***[Minutes from Previous Meeting on May 28, 2020 and June 17, 2020.]***
The Committee had no comments on the minutes.
4. ***[Textile and Reuse Processing Update.]***
ZWSup Lue referenced her report at the continued Regular Board meeting on July 14th, and stated that due to COVID-19 impacts, St. Vincent de Paul of Lane County discontinued their partnership with Alameda County Industries (ACI) to receive reusable goods from CVSan's Bulky & Reuse Pick-Ups and Textile Collection Weeks. She reported that after research and meeting with a local non-profit, ACI sent the second half of materials from the June Textile Collection Week event to Recycle For Change. Chair Sadoff stated the positive participation and response from the community was good and agreed that these can be difficult times to process materials.

ZWSup Lue reported that secondary processors are not defined in the Franchise Agreement, which allows for flexibility. She stated her recommendation to add language in the next Contract Amendment that states ACI will be responsible for performing their due diligence; the Committee agreed. She added that ACI is currently pursuing multiple secondary processors.

ZWSup Lue reported that staff met with Bad Business Model Bikes (BBMB), who partnered with CVSan at the February 2020 Fixit Clinic. She reported that ACI was receptive to having the local non-profit go to Aladdin Avenue, pick through bikes that had been discarded, repair them, and distribute them back into the community at no charge. ACI was also willing to accept BBMB's small amounts of scrap metal from the repair process for recycling as scrap metal. Chair Sadoff

stated that this was a wonderful model and stated he was familiar with BBMB, who give bikes to people who need them. He added that members of the community and local bike shops donate parts and cash to the effort.

Member Akagi stated that the contract allows for a small grassroots model. Chair Sadoff asked about indemnification and language in the Franchise Agreement. Member Akagi stated that CVSan's contracts have language in them regarding ownership of materials. ZWSup Lue confirmed and stated that ownership transfers from the customer to the contractor upon collection, and that there is indemnification language in the Franchise Agreement. The Committee directed staff to follow up with ACI regarding their arrangements with secondary processors.

5. [Quality Control Audit Trend Report.]

The Committee reviewed the report from Administrative Technician (AT) Purvi Solanki dated July 1, 2020. ZWSup Lue presented highlights about the data and trends from the past five years and stated that the data was shown on the same chart for both the past and present contractor and broken out by customer sector. She noted that over the past five years, staff has continued to update its procedure for conducting Quality Control Audits which has resulted in more detailed data. On page two of the report, ZWSup Lue noted the scale of the bar graphs, and stated that the highest category ever was 120 observations of lids open in 2016. ZWSup Lue stated that generally collection has been very good on audit dates.

Chair Sadoff stated that the report was very helpful and thanked staff for putting it together. Member Akagi stated that the report was a snapshot in time and space because of the various routes, and that it keeps drivers on their toes and lets the contractor know that we are watching. ZWSup Lue noted that she would pass along the compliments to staff. The Committee confirmed that staff would not need to include this data in every Quality Control Audit report, but occasionally it would be useful.

ZWSup Lue stated that Member Akagi had reported observing an organics driver performing collection services before 6:00 a.m. last week, and that she had followed up with ACI. She stated that due to construction and road closures in the western portion of CVSan, drivers had chosen to service the area before 6:00 a.m. She reported that she spoke with the ACI Operations Supervisor, and advised him to communicate with the County of Alameda about being added to the email list of project notification, and to coordinate with the foreman to allow drivers through to provide vital collection service. She added that there will regularly be construction somewhere in the District, and servicing early is not an agreed-upon solution. Member Akagi thanked staff for the update and agreed with the approach.

6. [Food Scrap Recycling Audit Report.]

The Committee reviewed the report from AT Solanki dated March 9, 2020. ZWSup Lue reported that of the single-family residences who rolled out their green organics cart for service, staff observed that 60 percent had food scraps and/or food-soiled paper in them. She noted that staff has been performing the audits since 2002, and that the trend continues to be on an upward trajectory for participation. Chair Sadoff stated that this would be excellent data to bring to the entire County and stated that he would like to see a presentation be made to the StopWaste Board; ZWSup Lue agreed.

Member Akagi asked about how the observed food scrap recycling participation compares with upcoming SB 1383 requirements. ZWSup Lue stated that the measurement for SB 1383 will be statewide as an average. Member Akagi noted that CVSan's early implementation and progress would not count against CVSan, and ZWSup Lue agreed.

7. [Earth Day Clean-Up and Recycles Day Reports.]

The Committee reviewed the report from Zero Waste Specialist II (ZWSII) Jordan Figueiredo dated June 5, 2020 and agreed with the Community Advisory Committee (CAC)'s recommendation to re-select the charity groups from the 2020 event for the 2021 event. The Committee further agreed with staff's recommendation to add the charity groups from 2017 and 2018 to the 2022 list for voting by the CAC.

The Committee reviewed the report from Zero Waste Specialist I (ZWSI) Cole Caceres dated June 16, 2020 and had no comments.

The Committee thanked staff for putting together the reports despite CVSan needing to cancel both events due to COVID-19, and agreed that the data will be useful for comparing and tracking in the future.

8. [Compost Give-Away Update.]

ZWSup Lue provided an update to the Committee on the Compost Give-Away event details in lieu of a Recycles Day event in August. She stated that online registration via CVSan's website, cvsan.org, would open in early August, and that the 1,500 coupons would be divided into two groups over several weeks to allow for pacing of redemption at Pete's ACE Hardware (Pete's). She reported that ACI would verify the list and mail hard copy coupons to residents. The Committee was pleased with staff's coordination of the event in a short period of time.

Chair Sadoff stated an area of concern at Pete's at the base of the garden. The Committee directed staff to bring the concern to Pete's attention for their handling on their property.

9. ***[School Waste Audits 2019/20 Report.]***

The Committee reviewed the report from former Zero Waste Program Intern Madison Aberer dated March 31, 2020. ZWSup Lue presented highlights from the report and noted on page five that the high schools have shown progress in how materials in the garbage compare with the middle and elementary schools. The Committee stated that they were pleased to see progress and noted how this has been a partnership. ZWSup Lue agreed and noted that a recent social media post about custodian recognitions was largely viewed online by the community.

ZWSup Lue noted on page six of the report that the amount of potential monthly savings has gradually decreased as schools have continued to improve in their diversion performance. Chair Sadoff stated that he would like staff to put together an aggregate number of how much schools have saved over the years by recycling and composting.

Chair Sadoff referenced page seven of the report, and stated that he liked staff's recommendations for cleaning supplies.

10. ***[Multi-Family Lid Flips Report.]***

The Committee reviewed the report from ZWSII Figueiredo dated April 22, 2020. ZWSup Lue reported that staff completed 40 lid flip audits in January and February of Multi-Family Dwellings (MFDs) that have been underperforming.

ZWSup Lue noted on page one that participation in the food scrap recycling program has increased, contamination in the organics carts was minimal, and that six MFDs had organics carts that did not appear to be used often as they were empty or almost empty. She noted on page two that contamination in recycling carts were higher than in organics carts, at 10 - 15 percent. She stated that staff mailed Oops Cards to all tenants and has been including information about keeping the streams clean and composting pizza boxes in recent outreach materials.

Chair Sadoff stated that it made sense to remove MFDs from the audit list after they showed improvement.

11. ***[StopWaste / ACWMA Update and May 7th TAC Notes.]***

Chair Sadoff reported that StopWaste agency meetings have been by Zoom, and that the Alameda County Waste Management Authority has been concerned about reusable bag use and the Countywide ban. He reported that the State's revised order states that a reusable bag cannot be touched by employees and cannot touch surfaces, and that it is up to individual stores if they want to allow bags or not.

The Committee reviewed meeting notes from ZWSI Caceres dated May 7, 2020 from the Technical Advisory Committee meeting and had no comments.

ZWSup Lue reported that staff met with County of Alameda staff regarding SB 1383 planning, and that an upcoming meeting was being planned and would include invitations to StopWaste and Oro Loma Sanitary District staff.

12. *[Upcoming Meetings:]*

a. *[To Be Scheduled.]*

The Committee scheduled a meeting on September 16th at 6:30 p.m.

b. *[To Be Scheduled.]*

The Committee did not schedule a meeting.

13. *[Miscellaneous items from Committee members & staff.]*

There were no miscellaneous comments.

14. *[Adjournment of Meeting.]*

The meeting was adjourned at 7:56 p.m. by Chair Sadoff.



TO: Board of Directors
FROM: Landon Lochrie, Associate Engineer
SUBJECT: July 16, 2020 Wastewater Committee Meeting Minutes
DATE: August 10, 2020

On Thursday, July 16, 2020, CVSan Directors Daniel Akagi (Chair) and Melody Appleton (Member) met as the Wastewater Committee. Associate Engineer (AE) Landon Lochrie and Collection System Maintenance Supervisor (CSMS) Greg Williams were also in attendance.

1. [Call to Order.]

The meeting was called to order by Chair Akagi at 6:31 p.m. via a Zoom Teleconference meeting.

2. [Items from the Public.]

No members from the public were in attendance

3. [Minutes from Previous Meeting on June 25, 2020.]

There were no comments on this item.

4. [Private Sewer Lateral Program – Annual Report (Review).]

AE Lochrie reviewed the Private Sewer Lateral (PSL) Program Annual Report with the Committee. The Committee commented on some of the charts and graphs and asked if staff had any information why so many PSLs were replaced or repaired without first getting a closed-circuit television (CCTV) inspection done. AE Lochrie stated that staff did not have any additional data on why that was happening. Chair Akagi questioned why a hose with a permit date of 1940 would be listed with high density polyethylene (HDPE) and also why the table had a Standard Dimension Ratio (SDR) label on it. AE Lochrie stated that it was likely the property had done a repair, or some other unpermitted modification to the PSL, and that staff would adjust the table and add a key or legend to identify what SDR is referring to regarding pipe material. AE Lochrie then went over the staff recommendation to adjust the CCTV inspection permit fee. The Committee instructed staff to continue to collect data.

5. [Santa Maria Avenue and Redwood Road Repair (Review).]

AE Lochrie reviewed the design plans and specifications with the Committee. The Committee asked a few general questions about the project and then recommended that staff proceed with bringing the project to the Board to release to bid.

6. [Collection System Maintenance Department Equipment Replacement (Update).]

CSMS Williams reviewed the items that had been stolen from the Center Street property and stated staff had begun the process of replacing the items. The Committee asked if CVSan had filed a report with Alameda County Sheriff's Office. CSMS Williams did confirm that a report had been taken and filed. CSMS Williams informed the Committee that the items would not be put back onto the Center Street site until improved security measures were in place.

7. [Upcoming Meetings:]

- a. None Scheduled at this time**
- b. None Scheduled at this time**

8. [Miscellaneous comments from Committee members and staff.]

9. [Adjournment of Meeting.]

Seeing no further items, the meeting was adjourned by Chair Akagi at 7:43 p.m.



TO: Board of Directors
FROM: Mike Nelson, Public Outreach Specialist
SUBJECT: July 21st Communications Committee Meeting Minutes
DATE: July 22, 2020

On Tuesday, July 22nd, CVSan Directors Melody Appleton (Chair) and Dave Sadoff (Member) met as the Communications Committee. General Manager (GM) Roland Williams and Public Outreach Specialist (POS) Mike Nelson were also present. Pursuant to Governor Executive Orders N-29-20 and N-33-20, this meeting was held by tele/video conference.

1. ***Call to Order.***

The meeting was called to order by Chair Appleton at 4:35 p.m.

2. ***Items from the Public.***

There were no items from members of the public.

3. ***Minutes from Previous Meeting on June 10, 2020.***

There were no comments on this item.

4. ***CVSan E-Blast Report.***

POS Nelson presented a summary of the current scope and use of email newsletters (e-blasts) to the Committee. He reviewed the different active and inactive targeted audiences and provided a brief history and frequency of e-blast use since their implementation in 2018. The Committee reviewed different performance indexes from a recent CVSan Multi-Family eNewsletter. Chair Appleton commented that the delivery rates and total open rates were impressive. Member Sadoff asked that the Committee be sent samples of past e-blasts to evaluate content and design. POS Nelson said he would send a sample of past eNewsletters to the Committee for review. POS Nelson finished his presentation by providing some potential areas of improvement. Chair Appleton suggested upgrading the account that manages the e-blasts to accommodate future growth and to have access to added design features. She also recommended developing an e-blast strategy as well as integrating HubSpot in future e-blast efforts. POS Nelson stated he will work on developing an e-blast strategy and research HubSpot integration.

5. ***CVSan District Outreach Menu for Review.***

POS Nelson presented a CVSan-wide menu to the Committee consisting of numerous areas of outreach in order to create a list of outreach items for the Committee to consider for future review. POS Nelson explained that having a setlist of items would enable staff to prepare for the Committee meetings more

effectively and efficiently. The Committee agreed that they were interested in reviewing the following outreach items: the Pipeline, the Calendar, the Annual Report, e-blasts, website development, social media, events, press releases for one-time events, Wastewater Communication Plan updates, Lateral Replacement Grant Program outreach, awards, Castro Valley/Oro Loma Wastewater Treatment Plant, Ecotone Project, and outreach infographics.

The Committee discussed what listed items were genuinely areas of needed outreach that required Committee review. Member Sadoff suggested adding a high, medium, or low priority to the list. Chair Appleton suggested that the CVSan-wide outreach menu be re-reviewed by the individual departments and that they identify the outreach items they feel needs Committee review and feedback. She also recommended that POS Nelson reach out to Emily Barnett from Central Contra Costa Sanitary District and Jennifer Cabral from Orange County Sanitation District to research industry best practices for Committee engagement. POS Nelson stated he will have the list reviewed and revise with the requested recommendations. He will also reach out to his fellow industry peers and report their best practices.

a. Draft Committee Work Plan.

POS Nelson, GM Williams, and the Committee discussed the Draft Committee Work Plan. There was agreement that establishing a plan would be helpful to staff and the Committee but that a finalized plan could not be established until specific outreach items for review were set. GM Williams suggested that the Committee continue to meet monthly until the necessary details to establish a more defined plan were ready. POS Nelson stated he would continue to gather the information required from staff and work on a future work plan draft.

6. *Wastewater Communications Work Plan Update.*

POS Nelson updated the Committee on the progress of the Draft Wastewater Communications Work Plan. He presented the top ten outreach priorities determined by the Wastewater Department and provided samples of work plan items and specific tactics of future outreach implementation. The Committee discussed the details of some of the proposed tactics and questioned if some tactics should be considered outreach elements. Chair Appleton stated she would like to see the draft information reformatted and resubmitted for further review. GM Williams stated that the draft should include a three-year implementation timeline. POS Nelson stated he will reformat the draft work plan information and resubmit it to the Committee for further review.

7. *Castro Valley Marketplace Container Artwork.*

POS Nelson, GM Williams, and the Committee discussed the possible use of CVSan's 4Rs characters on the artwork for the three-stream containers at the new Castro Valley Marketplace. POS Nelson provided background on the development of the 4Rs characters stating that each character represented one of the 4R

principles of reduce, reuse, recycle, and rot. Chair Appleton said she liked the recent imagery the Zero Waste Department used of a person in an open field and suggested that the characters should be incorporated into inspirational imagery.

GM Williams stated that it is important to consider the consistency of branding and noted that 4Rs characters were not used at other locations and that the use at the marketplace could lead to message confusion. Member Sadoff agreed that brand consistency should be a priority and asked if the Zero Waste Department had the budget to design the artwork. GM Williams stated that the funding for the artwork would most likely come from a future grant from Stopwaste. The Committee requested to see various mock-ups of potential artwork designs. POS Nelson stated that he would follow up with the Zero Waste Department and have the mock-ups ready for review as soon as possible.

8. ***Alternate August Collection Event.***

POS Nelson, GM Williams, and the Committee discussed the alternate August Collection Event and noted it will be a compost give-away. Member Sadoff stated the importance of emphasizing traffic safety in all planned outreach materials. GM Williams stated that there had been previous discussions among staff to have a staff member on-site if heavy traffic patterns emerged for the compost give-away to help with traffic control. Member Sadoff suggested that a staff member should be on-site to avoid any potential traffic issues that may occur. GM Williams said he would follow up with the appropriate staff to coordinate.

9. ***Fall Festival Update.***

POS Nelson gave a verbal update on the status of CVSan's participation in the upcoming Fall Festival and noted that The Castro Valley/Eden Area Chamber of Commerce (Chamber) informed POS Nelson that there would be a modified event this year due to the impact of COVID-19. He added that specific modifications to the event are still unknown. POS Nelson stated that CVSan intends to participate in whatever capacity is possible to show support for the Chamber and the community and noted that the impact of COVID-19 will have a direct effect on CVSan staffing for the modified event. He added that staffing will be limited, and promotional activities will most likely be altered or eliminated to accommodate social distancing guidelines. GM Williams stated that staff will need to set a cutoff date for planning as the window to order promotional materials for the event is closing. POS Nelson stated he will update the Committee as more information is made available.

10. ***Upcoming Meetings (schedule next two meetings).***

The next two Committee meetings were scheduled for Thursday, August 20, 2020 at 6:30 p.m. and Thursday, September 24, 2020 at 6:30 p.m.

11. ***Miscellaneous Comments from Committee Members and Staff.***

Chair Appleton and Member Sadoff commented on the Summer 2020 edition of the Pipeline newsletter and stated that staff did an excellent job on putting the newsletter together

12. ***Adjournment of Meeting.***

Being there were no further items, Chair Appleton adjourned the meeting at 6:30 p.m.



TO: Board of Directors
FROM: Landon Lochrie, Associate Engineer
SUBJECT: Center Street Committee
Meeting on August 10, 2020
DATE: August 11, 2020

On August 10, 2020, Castro Valley Sanitary District (CVSan) Directors Melody Appleton (Chair) and Dave Sadoff (Member) met as the Center Street Committee. Also present were Associate Engineer (AE) Landon Lochrie, Senior Associate Stephanie Fujimura from Dahlin Group (Dahlin) and member of the public, Ken Owen.

1. *[Call to Order.]*

The meeting was called to order by Chair Appleton at 6:03 p.m. via a Zoom Teleconference meeting.

2. *[Items from the Public.]*

Mr. Owen identified himself as a member of the public and asked to speak on items of the agenda as they occurred.

3. *[Minutes from Previous Meeting on February 18, 2020.]*

There were no comments on this item.

4. *[Dahlin Group, Inc. Request for Additional Services (LEED RAS 01) (Update).]*

AE Lochrie began by reviewing the recommendation memo from Dahlin Representative Fujimura and then explained the various options that were given in the summary memo as well as in the Request for Additional Services (RAS 01). Member Sadoff advised that staff receive an estimate of the hours to be spent on the additional effort and also consider whether or not this RAS be adjusted and setup as a time and material contract amendment rather than a lump sum. Member of the public Ken Owen commented that he could not find the definition of Leadership in Energy and Environmental Design (LEED) in the memo or proposal. Dahlin Representative Fujimura then explained to Mr. Owen what the LEED process consisted of. Chair Appleton and Member Sadoff were both in favor of moving forward with RAS 01 to the Board for consideration.

5. *[Dahlin Group, Inc. Request for Additional Services (Expanded Scope RAS 03) (Update).]*

AE Lochrie reviewed the memo again for consideration of RAS 03. Chair Appleton and Member Sadoff were both in favor of moving forward with RAS 03 to the Board for consideration.

6. *[Site Development Review Package Submittal to Alameda County Planning Department (Verbal Update).]*

AE Lochrie updated the Committee and informed them that staff had submitted the Site Development Review (SDR) Application to Alameda County on July 24th and that CVSan's project had been assigned a planning review case number. AE Lochrie informed the Committee that staff along with Dahlin would continue to check the progress of the review every few weeks. AE Lochrie also informed the Committee that staff had requested clarification to know if CVSan's project would be reviewed based on the current General Plan for Castro Valley.

7. ***[Status of Alameda County Land Purchase Agreement (Verbal Update).]***
AE Lochrie informed the Committee that staff had received the draft Alameda County Land Purchase Agreement for the purchase of Alameda County's right of way land in front of CVSan's Center Street property. AE Lochrie stated that the agreement was being reviewed by CVSan's legal counsel and approval of the property sale by the Alameda County Board of Supervisors is anticipated at the September 22nd Board of Supervisors meeting. AE Lochrie stated that the sale price offer from Alameda County was listed as approximately \$5,400.00.
8. ***[Status of the Castro Valley General Plan Amendment (Verbal Update).]***
AE Lochrie stated the last update that staff had received from Alameda County was that the Castro Valley General Plan update had been postponed and would not be back before Alameda County Planning Commission until September.
9. ***[Upcoming Meetings:]***
 - a. September 22, 2020
 - b. October 21, 2020
10. ***[Miscellaneous Comments from Committee Members and Staff.]***
Member Sadoff stated the deadline for filing for election to the CVSan Board of Directors had passed and he believed that there were no challengers to the current elected Directors.
11. ***[Adjournment of Meeting.]***
Chair Appleton adjourned the meeting at 7:32 p.m.

TO: Board of Directors
FROM: Construction Committee Members Johnson and Sadoff
DATE: August 25, 2020
SUBJECT: August 19, 2020 OLSD/CVSan Construction Committee

CALL TO ORDER

Chair Walters called the meeting to order via teleconference at 10:00 a.m. on Wednesday, August 19, 2020.

ROLL CALL

In attendance were Directors Walters and Young and Castro Valley Directors Johnson and Sadoff; General Manager Warner; District Engineer Dang; Technical Services Manager Halsted; Field Engineer Decker, and Field Engineer Rossman, Operator Interns Iyora and Hernandez.

GENERAL PUBLIC

None.

CONSTRUCTION COMMITTEE MEETING MINUTES

The Committee accepted the minutes of the previous Committee meeting as presented.

FUNDS 40 AND 45 ACCOUNTING SHEETS

Dang presented the Fund 40 and 45 monthly accounting sheets, which show the financial status of all active projects in the budget. The Committee discussed the following items:

- 40-395.06 - Landscaping & Grounds - the budget is showing a negative balance due to additional effort expended cleaning the treatment plant in parallel with the completion of the NOP. The balance will be resolved in the next budget amendment.
- 40-900.96 - Emergency Repair Pond Bridge - Director Johnson informed the Committee that the insurance claim for this work may be resolved soon.

10 YEAR R&R AND CIP PROJECTED COSTS

Dang presented the updated Ten-Year R&R and CIP Projected Costs. The Committee discussed the following items in Funds 40 & 45:

- Blower maintenance budget line item was modified to plan for future maintenance and/or replacement.
- Primary clarifier launders rehabilitation budget line item was added.
- Treatment unit aeration basin gates budget line item was added.
- Backhoe purchase was added after review of Air Board fleet requirements.

NUTRIENT OPTIMIZATION PROJECT: FY 20/21 Budget \$0 (pending budget amendment)

Dang provided an update on the Nutrient Optimization Project. The project provides for the upgrade of our treatment process to remove approximately half of the nitrogen from the influent flow. The construction progress to date is 97.5%. All aeration basins are online. Continued work includes construction of the outfall piping and chemical feed systems. Dang presented the details of Change Order No. 10 which include an outfall piping loop, relocation of spoils stockpile, and repairs of the existing aeration basin concrete. Dang requested to take to the full Board approval of Change Order No. 10 in the amount of \$407,225 for unforeseen items and additional requested work.

SIDESTREAM TREATMENT PROJECT – MICROVI: FY 20/21 Budget \$0 (pending budget amendment)

Iyora and Hernandez provided an update on the full-scale implementation of side stream treatment. The District received an EPA grant for \$1M to implement the project. Microvi will be paid \$800,000 to supply biocatalyst and biocatalyst retention screens. The District will use the remaining \$200,000 in grant funds plus \$149,000 from District funds to pay for the installation of the relocated blower, diffusers, air piping, and pH meter. The project is 73% complete. The District's existing operations interns are assisting with the construction management and will be heavily involved in the process start-up. They recently visited Microvi's headquarters and provided a review of progress to date as well as planned steps ahead.

EQUALIZATION BASIN EXPANSION: FY 2020/21 Budget \$0

Warner provided a review of a future proposed plan for the Equalization Basin expansion. With mainstream nutrient treatment underway, the nitrification facility inside the Equalization Basin is now redundant. Staff partnered with Cal Engineering and Geology to evaluate the potential storage increase, conceptual design, and costs to remove the nitrification bench. The analysis shows that 2.0 additional million gallons of storage can be provided at a cost of \$1.8M. Additional storage provides the benefit of reduced loading on the treatment plant during storm events. The new mainstream nutrient treatment process is limited by its ability to clarify peak flows while operating at the high mixed liquor concentrations required to remove nutrients. If year-round treatment is desired or required, the likely response will be to expand the equalization basin. While the cost per gallon of storage is inexpensive compared to other alternatives, acting on the opportunity is not recommended now.

Director Walters asked that staff provide a future overview on how the EMNet, Equalization Basin, Nutrient Treatment, and Local Outfall work together during peak flow events. Staff agreed to report back at a future meeting.

PLANT PAVING PROJECT: FY 2020/21 Budget \$1,100,000

Decker updated the Committee on the project, which provides for pavement rehabilitation around the treatment plant. The work incorporates three methods of pavement repair: (1) base dig out repairs, (2) crack and slurry seal, and (3) full depth pavement reconstruction. The project was awarded to Terramark General Engineering Contractors Inc. at \$704,914

and is expected to commence in September. Due to the favorable bid price, staff will seek proposals for additional work that was left off the project scope due to budget concerns. If favorable pricing is received, staff may issue a change order for additional work within its signing authority. Director Walter stated his expectation that the same standard for the justification of the original work be applied to the new scope. Staff confirmed the same standard would be applied.

TREATMENT PLANT ROOF REPLACEMENTS: FY 2020/21 Budget \$400,000

Dang provided an update on the Treatment Plant Roof Replacements. The project provides for the replacement or rehabilitation of roofs within the treatment plant. The Operations Building, Belt Filter Press Building, and the New and Old Heater Building will be rehabilitated this fiscal year. Staff has received two bids for the roof rehabilitation. The apparent low bidder is Western Roofing at \$409,531. The engineer's estimate is \$350,000 with a project budget of \$400,000. Staff requested to take the lowest bid to the full Board for award of contract. Staff's goal is to complete the work prior to the start of wet weather.

The Committee accepted the report and authorized Staff to bring the project to the full Board for authorization to bid and to award the project if within 10% of the engineer's estimate. Director Johnson asked about the cost split, as CVSan shares ownership of the Nielson and Railroad Structures. Managers Warner and Williams agreed that the Districts share ownership and will review the historic agreements to establish how costs for the work will be shared.

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 11:32 a.m.

EAST BAY DISCHARGERS AUTHORITY COMMISSION MEETING MINUTES

July 16, 2020

1. Call to Order

Chair Walters called the telephonic meeting to order pursuant to the Governor's Executive Order N-25-20 at 9:31 A.M. on Thursday, July 16, 2020. Dial-in information for the meeting was provided in the agenda for public attendees.

2. Pledge of Allegiance – Deferred

3. Roll Call

| | | |
|-----------------|----------------|---------------------------------|
| PRESENT: | Sara Lamnin | City of Hayward |
| | Daniel Walters | Oro Loma Sanitary District |
| | Ralph Johnson | Castro Valley Sanitary District |
| | Pauline Cutter | City of San Leandro |
| | Jennifer Toy | Union Sanitary District |

ABSENT: None

OTHERS

| | | |
|-----------------|--------------------|--------------------------------|
| PRESENT: | Jacqueline Zipkin | East Bay Dischargers Authority |
| | Eric Casher | Legal Counsel |
| | Howard Cin | East Bay Dischargers Authority |
| | Kalena Yambao | East Bay Dischargers Authority |
| | Juanita Villasenor | East Bay Dischargers Authority |
| | Jason Warner | Oro Loma Sanitary District |
| | Alex Ameri | City of Hayward |
| | David Donovan | City of Hayward |
| | Justin Jenson | City of San Leandro |
| | Paul Eldredge | Union Sanitary District |
| | Don Brown | Cargill, Inc. |
| | Tim Oolman | Cargill, Inc. |

4. Public Forum

No member of the public requested to address the Commission at the meeting.

CONSENT CALENDAR

5. Commission Meeting Minutes of June 18, 2020
6. List of Disbursements for June 2020
7. Preliminary Treasurer's Report for June 2020

Commissioner Cutter moved to approve the consent calendar. The motion was seconded by Commissioner Johnson and carried unanimously 5-0, by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters
Noes: None
Absent: None
Abstain: None

REGULAR CALENDAR

8. General Manager's Report

The General Manager (GM) provided an update on the current status of the LAVWMA Agreement negotiations. The Commission requested updates on the status of negotiations in order to provide direction on future action related to the LAVWMA Agreement.

9. Report from the Managers Advisory Committee (MAC)

The GM reported on the MAC meeting on July 9, 2020, which focused primarily on the LAVWMA negotiations and continued discussions regarding brine project revenue allocation schemes.

10. Report from the Financial Management Committee

The GM reported on the Financial Management Committee, which met on July 14, 2020 and reviewed the June List of Disbursements and Preliminary Treasurer's Report. The Committee also reviewed the draft Electronic Signature Policy and recommends the selected certification service be integrated into the Policy. The Commission suggested that if language is added stating the specified vendor, it should also state that EBDA may consider changing vendors via Commission approval, should the need arise in the future.

The Committee also discussed the status of the Skywest Golf Course. The Commission agrees with the Committee's recommendation to hold bills to Hayward Area Recreation and Park District (HARD) for the coming months until water use and Skywest project funding needs become clearer. At that time, the Commission can consider if a waiver for all or a portion of recycled water charges is appropriate.

11. Resolution Authorizing Closure of the Authority's Construction Fund

Chair Cutter moved to approve the Resolution authorizing closure of the Authority's Construction Fund and reallocating to the Authority's Renewal and Replacement Fund retroactively as of June 30th 2020. The motion was seconded by Commissioner Johnson and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters
Noes: None
Absent: None
Abstain: None

12. Resolution Approving the Authority's Brine Policy

Chair Cutter moved to approve the Resolution Approving the Authority's Brine Policy. The motion was seconded by Commissioner Lamnin and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters
Noes: None
Absent: None
Abstain: None

13. Motion Authorizing the General Manager to Sign a Non-Binding Brine Project Term Sheet with Cargill, Incorporated

The GM reported on the item, noting that approval of the Term Sheet will launch EBDA into further due diligence ensuring regulatory compliance and infrastructure safety before entering into any long-term contract with Cargill, Incorporated. The GM reported that staff has had preliminary discussions with Regional Water Board staff and BayKeeper. The GM then introduced Don Brown and Tim Oolman representing Cargill, Incorporated, who look forward to continued positive working relations with EBDA.

Commissioner Johnson moved to approve the motion authorizing the GM to sign a Non-Binding Brine Project term-sheet with Cargill, Inc. The motion was seconded by Commissioner Toy and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters
Noes: None
Absent: None
Abstain: None

14. Report from the Regulatory Affairs Committee

The GM reported that the Regulatory Affairs Committee met on July 15, 2020 and discussed key regulatory developments. The GM reviewed the latest concepts from the Regional Water Board on the third Nutrients Watershed Permit. The GM reported she will meet with representatives from BACWA to develop positions and negotiating strategies for the permit, which is likely to be adopted in 2025 or later.

The GM then reported on her involvement in the BayAdapt process that the Bay Conservation and Development Commission (BCDC) is leading for regional adaptation to sea level rise. Lastly, the GM reported on her participation in a workshop on July 8th by BCDC and the Regional Water Board on shoreline adaptation funding.

15. Resolution Committing the Authority to Jointly Funding a Laboratory Information Management System (LIMS) with the City of San Leandro

Commissioner Lamnin moved to approve the Resolution committing the Authority to jointly funding a Laboratory Information Management System (LIMS) with the City of San Leandro. The motion was seconded by Commissioner Cutter and carried unanimously, 5-0 by roll call vote.

Ayes: Commissioners Cutter, Johnson, Toy, Lamnin, Chair Walters
Noes: None
Absent: None
Abstain: None

16. Report from the Operations and Maintenance Committee (O&M)

The O&M Manager reported on the Operations and Maintenance Committee, which met on July 14, 2020 and discussed the status of EBDA facilities. The O&M Manager reviewed

NPDES Compliance data and gave an overview of current projects. At OLEPS, a new automated wet well hypochlorite system will be installed, the exterior equipment painting was completed, and Effluent Pump No. 1 gear drive was refurbished. The O&M Manager thanked the OLSD Maintenance Department and specifically Jeff Schier for his work and care in the refurbishment of the gear drive.

The O&M Manager then reported that at SLEPS, the Transfer Agreement is complete and EBDA staff will continue to work collaboratively with City staff to ensure that ongoing projects are completed and the transition goes smoothly. For Skywest, an insurance claim is pending for potential reimbursement of costs associated with the recycled water pipeline leak and embankment repair. Lastly, the O&M Manager reviewed the current status of the transport system repair coupling and seals and current EBDA office repairs.

The GM then gave an update on current COVID-19 safety practices for Authority staff, and EBDA's involvement through BACWA in proactive efforts to establish regional monitoring of the SARS-CoV-2 virus in wastewater influent. The goal is to have a grant-funded regional program by late-September where Bay Area wastewater plants could collectively send up to 100 samples a day to the University of California at Berkeley and receive results within 24 hours. The GM explained this approach, known as wastewater-based epidemiology, could help public health officials predict and curb community outbreaks of COVID-19.

17. Items from Commission and Staff

The Chair and Commission welcomed back Commissioner Toy and reiterated the importance of staying vigilant during the current pandemic.

18. Adjournment

Chair Walters adjourned the meeting at 10:39 A.M.

Jacqueline Zipkin
General Manager



TO: Board of Directors
FROM: Naomi Lue, Zero Waste Supervisor
SUBJECT: 19532 Center Street Petition
DATE: August 12, 2020

Issue: Single-family dwelling property owners, Steve and Giovanna Basozki, have submitted a petition to the Castro Valley Sanitary District (CVSan) Board; please see attached. The property owners are requesting an exception to CVSan's Code requirements; please see Background below for the complete Section 5101.

CVSan's Code requires mandatory solid waste (recycling, organics, and garbage) collection for all occupied residential and commercial units within CVSan at least weekly. An application can be made annually on CVSan's Garbage Exemption Form for review by CVSan's contracted collector and processor, Alameda County Industries (ACI), and CVSan for potential approval. If approved, a lower rate for services is applied, and the garbage cart is removed from the property. An exemption to garbage service shall not be construed as authorizing a recycling or compostables (organics) collection service exemption.

Recommendation: Staff recommends that the Board review the petition from the property owners of 19532 Center Street and provide direction.

Fiscal Impact: Should the Board approve the property owner's petition, staff would direct ACI to remove all solid waste carts from the property, and stop billing the property owner for 19532 Center Street, the garbage exempt rate of \$13.30 per month (rate effective July 1, 2020). The property would not be eligible for any services under the Franchise Agreement while exempt from solid waste collection services, including but not limited to: Bulky & Reuse Pick-Up, Recycles Day events, Holiday Tree Collection, Textile Collection Weeks, Filter Exchange Program, et cetera.

Should the Board not approve the property owner's petition, staff would direct ACI to continue with removing the garbage cart from the property, and bill the property owner for 19532 Center Street the garbage exempt rate of \$13.30 per month (rate effective July 1, 2020) for the duration of the garbage exemption.

Background:

- On or about July 21, 2020, ACI informed the property owners that their request for a garbage exemption was approved, effective June 1, 2020. The applicant requested a full exemption and ACI informed them that there is no exemption for recycling or organics for residents, and that services are mandatory. ACI contacted CVSan staff to ask if CVSan has ever made an exception to the garbage exemption.

- On July 29, 2020, CVSan staff notified ACI that per CVSan Code Article V, Section 5101, all occupied residential units within CVSan are required to have solid waste collection service and there is no exception to CVSan's garbage exemption.
- On August 3, 2020, ACI reported that they spoke with the property owner, and the property owner requested to speak to someone at CVSan.
- On August 6, 2020, CVSan staff spoke with Mr. Basozki, and advised him that there is no exception to the garbage exemption, and that he is able to file a petition to the Board. Mr. Basozki indicated that he would do so.
- On August 10, 2020, CVSan received a petition from the property owners.

CVSan Code, Article V Regulation of Solid Waste Disposal, Refuse and Recycling, Section 5101. General Provisions:

"It shall be mandatory that all occupied residential or commercial units within the limits of the District have solid waste collection service at least weekly as herein specified. An exception may be made to the requirement for such service under the circumstances specified herein below and upon application therefore; or as authorized by the District.

The owner or occupant shall initiate solid waste collection service within 15 days of occupancy of any residential or commercial unit as the same as defined in Section 5100 of this Chapter. Should the owner or occupant fail to initiate refuse collection service, the District may, of its own volition, authorize the initiation of such service. Such action may be taken by the District if a determination is made that the absence of solid waste collection service creates a risk to the public health, a degradation of the environment or a substantial deterioration of the aesthetics of the surroundings. Authorization by the District of the initiation of solid waste collection service shall not relieve the owner of the obligation to pay for such service.

If any owner or occupant believes they would qualify for an exemption to the requirement of garbage collection service, they shall apply to the District, or the Contractor if directed by the District, in writing, stating the circumstances which would allow an exemption to weekly garbage collection service. In general, an exemption to weekly garbage collection service may be granted if the owner or occupant does not prepare or consume any food on the premises, if the owner or occupant delivers their own garbage to an authorized disposal facility and can produce proof satisfactory to the District that such alternative means of disposal is being employed, if no solid waste of any kind is being generated on the premises, or if garbage service is shared with another owner or occupant in the Castro Valley Sanitary District. In all cases where exceptions are granted, the premises must, at all times, be kept in a sanitary condition which does not cause a nuisance to others. Upon a determination that the application for exception should be granted, the District or the contractor shall authorize such exception, in writing. If the circumstances which allowed the exception should change, the owner or occupant shall then initiate weekly garbage collection service in accordance with the provisions of this Section. The District may require re-authorization of such exemption from time to time. This provision shall not be construed as authorizing a recycling or compostables collection service exemption."

Attachments:

1. Petition from property owners, Steve and Giovanna Basozki, dated August 8, 2020.
2. Copy of Garbage Exemption Form and attachments.

SAT. 08-08-2020

P. 1

RE: SVC. AT 19532 CENTER ST.; CASTRO VALLEY, CA 94546
ACI ACCT.# [REDACTED]
STEVE + GIOVANNA BASOZKI

RESPECTFULLY TO WHOM IT MAY CONCERN AT CVSAN:

THIS IS A PETITION IN CONJUNCTION WITH THE 6-9-20 EXEMPTION APPLICATION ALREADY FILED WITH ACI + ALREADY PROCESSED BY ACI. IT IS OUR UNDERSTANDING AN EXEMPTION STATUS HAS BEEN GRANTED BY ACI, ONLY TO THE GARBAGE BIN LOCATED AT 19532 CENTER ST.; CASTRO VALLEY, CA. WE ARE SEEKING + PETITIONING CVSAN FOR THE SAME EXEMPTION STATUS TO BE GRANTED TO THE CVSAN MANDATED ACI RECYCLING + ORGANIC BINS.

THE OCCUPANTS, OUR SON + DAUGHTER-IN-LAW, AT THIS PROPERTY ADDRESS OWN + OPERATE HANDS ON A FULLY COMPLIANT + REGISTERED (INSURED, LICENSED, DOT COMPLIANT, ETC.) JUNK REMOVAL / SUPPLEMENTAL SANITATION SVC. CO., DBA NIXXIT (BUSINESS CARD ENCLOSED), AND UTILIZE REGULARLY ON A MULTI-WEEKLY BASIS ALL THE AUTHORIZED LOCAL + BAY AREA RECYCLING TRANSFER STATIONS. WE PROVIDED ACI WITH 5 RECYCLING TRANSFER STATION RECEIPTS.

(CONTINUED ON ATTACHED P. 2)

NIXXIT JUNK REMOVAL / SUPPLEMENTAL
SANITATION SVC. CO. OPERATES 6 DAYS / WEEK
AND RUNS 2 TRUCKS WITH A BIN PAYLOAD
CAPACITY OF 20,000 LBS. + 15,000 LBS EACH.

NIXXIT POSSESSES INDUSTRY RATED CONTAINERS
ON THE PREMISES TO SAFELY AND SECURE
GARBAGE, RECYCLABLES, AND ORGANICS
UNTIL DISCARDED WEEKLY AT THE AUTHORIZED
TRANSFER STATIONS.

WE BELIEVE WE HAVE PRESENTED NIXXIT
AS A BONAFIDE, VALID, AND LEGITIMATE SVC.
CO. CAPABLE OF MORE THAN ADEQUATELY
PERFORMING BY FAR, ABOVE + BEYOND
EXPECTATIONS, OF THE PETITIONED TASKS
REQUESTED ABOVE.

REGARDS,

Steve Buzzei
Giovanna Buzzei



19532 CENTER ST., CV, CA

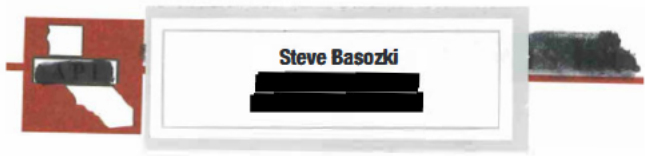


Ask me about

- household cleanouts
- commercial cleanouts
- appliance removal
- furniture removal
- + more

@nixxitjunk

made from 100% recycled t-shirt offcuts



Steve Basozki



CASTRO VALLEY SANITATION DISTRICT CVSAN
 21040 MARSHALL STREET
 CASTRO VALLEY, CA 94546-6020

ATTN: NAOMI; TIME SENSITIVE INFO ENCLOSED



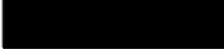
Alameda County Industries

best date



**CASTRO VALLEY SANITARY DISTRICT
GARBAGE EXEMPTION FORM**

ACCT.#



Applicant's Name BASOZKI, STEVE + GIOVANNA Date 06-09-2020

Property Address 19532 CENTER ST., CASTRO VALLEY, CA 94546 Phone

Number of Occupants 2 Number & Type of Pets 1; LABRADOR

A customer who is granted a garbage exemption is excluded from participation in garbage services and receives recycling and organics services (Canyonlands customers do not receive organics services) at a reduced rate for weekly cart service. The garbage cart will be removed from the property.

If you wish to be considered for an exemption from Castro Valley Sanitary District's mandatory garbage service, you must complete this form and mail or email it to:

**Alameda County Industries
CVSan Mandatory Commercial Recycling - Exemption Request
PO Box 1878
San Leandro, CA 94577-0277
BillingCV@AlamedaCountyIndustries.com**

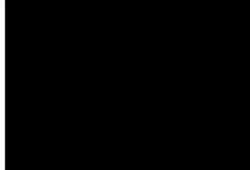
This form must be completed in its entirety, including all written descriptions and all receipts and letters enclosed as described below. Exemptions may be granted to residents who meet one of the following four criteria.

I am applying for an exemption because no garbage is [Please provide a detailed, written description of the reason]

I am applying for an exemption because food is not prepared [Please provide an explanation regarding how you live and consume your meals.]



Hi I'm,



Ask me about

- household cleanouts
- commercial cleanouts
- appliance removal
- furniture removal
- + more



@nixxitjunk

made from 100% recycled t-shirt offcuts

... and where you



I am applying for an exemption because I deliver my garbage to an authorized disposal facility. [Please submit at least four receipts, or a monthly bill that prove your garbage is being discarded, at least weekly, in a safe and legal manner. In addition, describe how your garbage is handled until taken to be discarded.]

... ..



Alameda County Industries



BILLING CYCLE COMMENCING ON 7-1-20. THE OCCUPANTS AT THIS PROPERTY ADDRESS OWN A FULLY COMPLIANT + REGISTERED JUNK REMOVAL/SUPPLEMENTAL SANITATION SERVICE Co. (dba NIXXIT), AND UTILIZE FREQUENTLY DURING THE WEEK, ^{AUTHORIZED} LOCAL + SEVERAL OTHER BAY AREA DUMP FACILITIES. (CONTINUED BELOW)

I am applying for an exemption because I share my garbage service with another owner/occupant in the District.
[Please provide the name, address and telephone number of the person with whom you share service, a brief description of your agreement, a letter from the person stating they share service with you, and a copy of the person's last recycling, organics, and garbage bill.]

FOR REFERENCE, A DBA BUSINESS CARD AND 5 RECYCLING TRANSFER STATION RECEIPTS ARE ENCLOSED. WE HAVE ^{OUR OWN} INDUSTRY RATED CONTAINERS ON THE PREMISES TO STORE GARBAGE, RECYCLABLES, AND DRUMS UNTIL DISCARDED WEEKLY

For an exemption to be granted, a brief physical inspection of the property's exterior shall be conducted. The occupant/owner does not need to be present for the inspection, but the property's exterior must be made available between 8:00 a.m. and 5:00 p.m., Monday through Friday. Failure to permit a random exterior inspection may result in denial of an exemption request. An interior inspection may be required if the exterior inspection is insufficient. An interior inspection (if needed) shall be arranged with the property owner.

By signing this form and requesting an exemption from regular weekly garbage collection, the undersigned, STEVE BASOZKI GIOVANNA BASOZKI, hereby authorizes an Alameda County Industries and/or a Castro
(Print Name)

Valley Sanitary District staff person to perform an inspection of my property located at:

19532 CENTER STREET CASTRO VALLEY, CA 94546
(Print Address) (City) (Zip)
ACCT.# [REDACTED]

Should you have questions about how to complete this form, please call Castro Valley Sanitary District at (510) 537-0757 or Alameda County Industries at (510) 483-1400.

NOTE: Exemptions are granted for a one-year period for the current owner/occupant of the property. You must re-apply for an exemption, annually. Exemptions may be granted to residents who meet one of the following four criteria. You will be notified of your exemption status (granted or denied) within twenty (20) business days of the receipt of your application.

* * * * *

TO BE COMPLETED BY ACI

For re-applicants, this form and supporting documentation must be received no later than _____



WEIGHED AT:
41149 BOYCE ROAD
FREMONT, CA 94538
(510) 252-0500

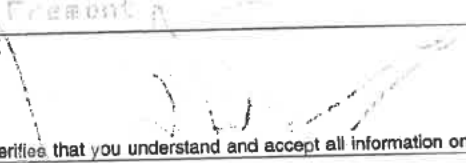


| | | |
|--------------|----------|-----------|
| COMPANY NAME | | |
| [REDACTED] | | |
| TIME IN | DATE IN | SCALE IN |
| 00:32 | 05/19/20 | 1 |
| TIME OUT | DATE OUT | SCALE OUT |
| 00:44 | 05/19/20 | 3 |

Weighmaster: Fremont Recycling & Transfer Station

| | | | |
|-----------|----------------|----------------|----------------|
| GROSS BY: | Ernestina He | XXXXXXXXXX1315 | ALVERNIZ/DAVID |
| TARE BY: | Elis Hernandez | AUTH: 027756 | DEPUTY |

| | |
|-------------------------|-----------------|
| 21 - Credit Card Charge | 5 - Credit Card |
| COMMODITY | 140 CAD |
| | 110 - Fremont A |

DRIVER'S SIGNATURE

 Your signature above verifies that you understand and accept all information on this receipt.

NOTE:
PLEASE READ AND OBSERVE RULES ON REVERSE SIDE OF THIS RECEIPT.

WEIGHMASTER CERTIFICATE

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

| | |
|-------------------|------------|
| ACCOUNT NO. | [REDACTED] |
| TRANSACTION NO. | [REDACTED] |
| TICKET NO. | [REDACTED] |
| TRAILER/CONTAINER | [REDACTED] |
| P.O. NUMBER | FLEET |
| COUNT: 0 | |
| GROSS (TONS) | |
| 12900 lbs | 6.45 tons |
| TARE (TONS) | |
| 9500 lbs | 4.75 tons |
| NET (TONS) | |
| 3400 lbs | 1.70 tons |
| RATE PER TON \$ | |
| | 407.18 |
| SPECIAL FEE \$ | |
| | 0.00 |

TOTAL FEE \$ 1192.41

PRINTING STRATEGY INC. (415) 307-4256

7530010



WEIGHED AT:
41149 BOYCE ROAD
FREMONT, CA 94538
(510) 252-0500



WEIGHMASTER CERTIFICATE

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

| | | |
|----------------------------|----------------------|----------------|
| COMPANY NAME [REDACTED] | | |
| TIME IN 14:16 | DATE IN 05/20/20 | SCALE IN 1 |
| TIME OUT 14:27 | DATE OUT 05/20/20 | SCALE OUT 3 |

Weighmaster: Fremont Recycling & Transfer Station

| |
|--|
| GROSS BY: Guadalupe Pa XXXXXDEPUTYX5027 BASOZKI/BRYCE |
| TARE BY: Ella Hermante AUTH: DEPUTY3G |

| |
|--|
| COMMODITY: 21 - Credit Card Charge 5 - Credit Card 110 - NSW Residential |
|--|

| |
|---|
| DRIVER'S SIGNATURE |
| Your signature above verifies that you understand and accept all information on this receipt. |

| | |
|-------------------------------------|---------------------------------|
| ACCOUNT NO. [REDACTED] | TICKET NO. [REDACTED] |
| TRANSACTION NO. [REDACTED] | TRAILER/CONTAINER [REDACTED] |
| P.O. NUMBER COUNT: 0 | FLEET |
| GROSS (TONS) 11580 lbs 5.79 tons | |
| TARE (TONS) 9680 lbs 4.04 tons | |
| NET (TONS) 1900 lbs 0.95 tons | |
| RATE PER TON \$ | \$115.01 |
| SPECIAL FEE \$ | 0.00 |

| | |
|--------------|----------|
| TOTAL FEE \$ | \$109.26 |
|--------------|----------|

NOTE:
PLEASE READ AND OBSERVE RULES ON REVERSE SIDE OF THIS RECEIPT.

PRINTING STRATEGY INC. (415) 307-4256

7390010

①

CITY OF BERKELEY TRANSFER STATION

WEIGHMASTER'S CERTIFICATE

Accept loads from all jurisdictions. No Hazardous Waste is accepted at this Facility.
Construction and Demolition loads achieve an 89.88% recycling rate, No salvaging allowed.

08
1001 Second Street
Berkeley, CA 94710
HAZARDOUS MATERIALS NOT ALLOWED

Ticket: [REDACTED]
Date: 5/7/2020
Time: 15:50:16 - 16:04:25
Scale

Gross: 14720 lb In Scale C
Tare: 9560 lb Out Scale B
Net: 5160 lb

Truck: [REDACTED]
Customer: [REDACTED]
Carrier: PUBLIC/Public Truck Type: Dump Truck

Comment: [REDACTED]

| Origin | Materials & Services | Quantity Unit | Rate/Unit | Amount |
|-----------|------------------------|---------------|---------------|----------|
| /Berkeley | 88/MIXED LOAD - REFUSE | 2.58 Ton | \$189.00/TON | \$487.62 |
| | | | Total Amount: | \$487.62 |
| | | | [REDACTED] | \$487.62 |
| | | | Change: | \$0.00 |

Driver: _____ Deputy Weighmaster: Nafez Sari

CITY OF BERKELEY TRANSFER STATION

WEIGHMASTER'S CERTIFICATE
 THIS IS TO CERTIFY that the following described commodity was weighted, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.



WEIGHED AT:
41149 BOYCE ROAD
FREMONT, CA 94538
(510) 252-0500



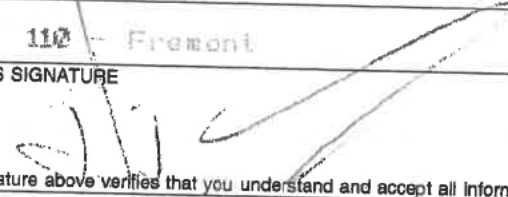
| | | |
|----------------------------|----------------------|----------------|
| COMPANY NAME [REDACTED] | | |
| TIME IN 11:34 | DATE IN 05/27/20 | SCALE IN 1 |
| TIME OUT 11:51 | DATE OUT 05/27/20 | SCALE OUT 2 |

Weighmaster: Fremont Recycling & Transfer Station

| |
|--|
| GROSS BY: Ernestina He XXXXXXXXXXXX5027 BASOZKI/BRYCE DEPUTY |
| TARE BY: Maria Jacques AUTH: 03614G DEPUTY |

21 - Credit Card Charge 5 - Credit Card

| |
|--------------------------------------|
| COMMODITY 110 - MSW - Residential |
| 110 - Fremont |

DRIVER'S SIGNATURE

 Your signature above verifies that you understand and accept all information on this receipt.

NOTE:
PLEASE READ AND OBSERVE RULES ON REVERSE SIDE OF THIS RECEIPT.

WEIGHMASTER CERTIFICATE

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

| | |
|---------------------------------------|--------------------------|
| ACCOUNT NO. [REDACTED] | TICKET NO. [REDACTED] |
| TRANSACTION NO. [REDACTED] | |
| TRAILER/CONTAINER [REDACTED] TAG#: | |
| P.O. NUMBER COUNT: 0 | FLEET |
| GROSS (TONS) 10780 lbs | 5.39 tons |
| TARE (TONS) 9560 lbs | 4.78 tons |
| NET (TONS) 1220 lbs | 0.61 tons |
| RATE PER TON \$ | \$115.01 |
| SPECIAL FEE \$ | 0.00 |

| | |
|--------------|--------|
| TOTAL FEE \$ | 170.16 |
|--------------|--------|

PRINTING STRATEGY INC. (415) 307-4256



WEIGHED AT:
41149 BOYCE ROAD
FREMONT, CA 94538
(510) 252-0500



WEIGHMASTER CERTIFICATE

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

| | | |
|----------------------------|----------------------|----------------|
| COMPANY NAME [REDACTED] | | |
| TIME IN 16:49 | DATE IN 05/26/20 | SCALE IN 1 |
| TIME OUT 17:01 | DATE OUT 05/26/20 | SCALE OUT 2 |

Weighmaster: Fremont Recycling & Transfer Station

| |
|---|
| GROSS BY: Gabriela Sof XXXXX DEPUTY X1215 AL VERNZ/DAVID |
| TARE BY: Maria Jacques AUTH: DEPUTY OF |

21 - Credit Card-Charge 5 - Credit Card

COMMODITY
110 - MSW - Residential

110 - Fremont

DRIVER'S SIGNATURE
[Signature]

Your signature above verifies that you understand and accept all information on this receipt.

| | |
|--|---------------------------------|
| ACCOUNT NO. [REDACTED] | TICKET NO. [REDACTED] |
| TRANSACTION NO. [REDACTED] | TRAILER/CONTAINER [REDACTED] |
| P.O. NUMBER COUNT: 7 | FLEET |
| GROSS (TONS) 10500 lbs 5.09 tons | |
| TARE (TONS) 2450 lbs 4.73 tons | |
| NET (TONS) 1120 lbs 0.56 tons | |
| RATE PER TON \$ | \$105.00 |
| SPECIAL FEE \$ | \$ |
| Matl-1 | 32.19 |

| | |
|--------------|--------|
| TOTAL FEE \$ | 137.60 |
|--------------|--------|

NOTE:
PLEASE READ AND OBSERVE RULES ON REVERSE SIDE OF THIS RECEIPT.

**Board Expenditures List
To Be Approved At The Regular Meeting
September 1, 2020**

| NAME | DIRECTORS' FEES | AMOUNT | NO. OF MTGS PAID | NO. OF MTGS ATTENDED |
|-----------------|------------------------------|--------------------|---------------------------------|-------------------------------------|
| Daniel M. Akagi | During August 2020 | \$ 230.00 | 1 | 1 |
| Melody Appleton | During August 2020 | \$ 920.00 | 4 | 4 |
| Ralph Johnson | During August 2020 | \$ 920.00 | 4 | 4 |
| Timothy McGowan | During August 2020 | \$ 230.00 | 1 | 1 |
| Dave Sadoff | During August 2020 | <u>\$ 1,150.00</u> | 5 | 5 |
| | Directors' Fees Total | \$ 3,450.00 | | |



TO: Board of Directors
FROM: Evan Choy, Engineering Technician
SUBJECT: CVSan Operations and Engineering Building Project – Dahlin Group, Inc. Request for Additional Services #1 Cover Memo
DATE: August 11, 2020

Issue:

Castro Valley Sanitary District’s (CVSan’s) design consultant, Dahlin Group, Inc. (Dahlin) has identified that Alameda County’s Green Building Ordinance Section (460.5.2) requires all new non-residential construction 10,000 square feet or greater shall demonstrate Leadership in Energy and Environmental Design (LEED) Silver credits and documentation. For this, Dahlin prepared a LEED Request for Additional Services (RAS 01) identifying additional work required for their design team to demonstrate LEED Silver credits and documentation required by Alameda County.

Background:

During October 2019, CVSan entered into contract with Dahlin to prepare design and construction documents for CVSan’s Operations and Engineering Building Project, also known as the Center Street Project. The design service contract was for an amount not to exceed \$846,163, of which \$746,500 was for the Operations and Engineering building and \$99,663 was for the proposed Wastewater Office Renovation.

In March 2020, CVSan’s General Manager approved Dahlin’s Request for Additional Services (RAS 02) which was for a fixed fee \$3,000 to update CVSan’s Phase 1 Environmental Site Assessment (Phase 1 ESA).

Request for Additional Service:

Dahlin’s LEED RAS 01 is for a fee of \$146,000 to cover the design and documentation for the LEED credits along with two additional optional tasks:

1. Optional Service 1 – LEED Advanced Commissioning Option 2 Building Envelope Commissioning - \$32,000
2. Optional Service 2 – Project Registration and U. S. Green Building Council (USBGC) Payments – USBGC Fee + 15 percent Mark Up – estimated \$11,675

Dahlin identified Option Service 1 in case CVSan would need additional credits to qualify for LEED Silver certification. Instead of going through Dahlin for Option Service 2, CVSan staff will do their project registration with USBGC to avoid the 15 percent markup.

Fiscal Impact:

The fiscal impact for LEED RAS 01 is \$178,000.

Staff Recommendation:

Staff recommends accepting Dahlin's LEED RAS 01 to cover the design and documentation for LEED credits to comply with Alameda County's Green Building Ordinance. The LEED RAS 01 will be billed through Time & Material (T&M) and not to exceed \$178,000.

Attachments:

Dahlin LEED Request to Add Services (LEED RAS 01)
Dahlin Memo for LEED Certification

REQUESTED ADDITIONAL SERVICES # 01

| | |
|---|---|
| PROJECT NAME: WASTEWATER BUILDING AND CORPORATION YARD - LEED CERTIFICATION DAHLIN PROJECT ID: 1577-001 | RAS DATE: March 16, 2020 OWNER PROJECT ID: ORIGINAL AGREEMENT DATE: January 8, 2020 |
| ARCHITECT: DAHLIN GROUP, INC. OFFICE ADDRESS: 5865 Owens Drive Pleasanton, CA 94588 BILLING ADDRESS: 5865 Owens Drive Pleasanton, CA 94588 REPRESENTATIVE: Stephanie Fujimura, AIA, LEED AP Senior Associate / Senior Architect Gregor Markel, AIA, LEED AP Senior Principal PHONE: 925-251-7200 EMAIL: stephanie.fujimura@dahlingroup.com gregor.markel@dahlingroup.com | OWNER: CASTRO VALLEY SANITARY DISTRICT ADDRESS: 21040 Marshall Street Castro Valley, CA 94546 REPRESENTATIVE: Roland P. Williams Jr. General Manager PHONE: 510-537-0757 EMAIL: roland@cvsan.org |

I. ADDITIONAL SERVICES

A. In relation to the above Agreement, DAHLIN requests authorization to perform the following Additional Services:

1. LEED CERTIFICATION
 - a. Based on communication between DAHLIN and PROJECT team, the County of Alameda has the requirement for LEED certification equivalent for projects greater than 10,000 square feet located in unincorporated municipalities.

II. SCOPE OF SERVICES

A. LEED CREDIT DOCUMENTATION

1. DAHLIN has filled out a draft score card based on our knowledge of PROJECT, attached as EXHIBIT B. The fees for this scope are based on EXHIBIT A – LEED Services and EXHIBIT B. The credits indicated on the draft score card are not a guarantee. Upon execution of this Agreement, DAHLIN will review the proposed LEED credits with OWNER and make any minor adjustments. Adding any credits that are currently indicated on the scorecard in the “no” category which require additional testing, modeling, or other extensive documentation will result in adjustments to the fee.
2. DAHLIN will retain the following additional consultants to complete the documentation for LEED certification:
 - a. Commissioning Agent.
3. DAHLIN will require Additional Services for LEED accreditation from the following consultants already retained for PROJECT:
 - a. Civil Engineer;
 - b. Electrical Engineer;
 - c. Energy Modeling Engineer;

REQUESTED ADDITIONAL SERVICES

- d. Landscape Architect;
 - e. Mechanical & Plumbing Engineer.
4. DAHLIN will coordinate the credits and the consultant team listed in Sections II.A.2 and II.A.3 to ensure completion of the Design credits.
5. DAHLIN and DAHLIN's consultants will:
- a. Prepare documentations for the credits confirmed with OWNER;
 - b. Fill out required LEED Forms and Documentation for the credits confirmed with OWNER;
 - c. Upload all LEED Forms and Documentation to the USGBC LEED Online Platform;
 - d. Respond to comments and clarifications from USGBC following the first Credit Review;
 - e. Coordinate required information from OWNER.
- B. MEETINGS
1. General:
- a. One (1) LEED credit coordination meeting with OWNER to finalize LEED credits to pursue during Schematic Design;
 - b. One (1) LEED coordination meeting with OWNER during Design Development;
 - c. Conference calls will be scheduled as required to coordinate LEED credits that require client input.
2. LEED Commissioning (Cx):
- a. One (1) Cx Kick-Off meeting during Schematic Design;
 - b. One (1) Cx Design Review meeting during Design Development;
 - c. One (1) Cx meeting to review Sequence of Operations during Construction Documentation;
 - d. One (1) Project Close-out meeting to address open Cx issues during Construction;
 - e. One (1) Project Close-out meeting after occupancy.
3. LEED Advanced Commissioning Building Envelope Commissioning (BECx):
- a. One (1) BECx kick-off meeting during Schematic Design;
 - b. One (1) Design comment review meeting during Design Development;
 - c. One (1) Enclosure installation review meeting during Construction Documentation;
 - d. One (1) Construction BECx Kick-off meeting during Construction;
 - e. One (1) Onsite testing and site walk-through during Construction;
 - f. One (1) 10 Month review during Occupancy.
- C. TIME
1. The work described in this Request for Additional Services will add approximately 700 hours of work for the design team. We will work closely with OWNER to coordinate the work with PROJECT schedule and minimize the impact on the overall PROJECT schedule.
- D. OWNER RESPONSIBILITIES.
1. OWNER is responsible for the following:
- a. Registering PROJECT with the United States Green Building Council (USGBC);
 - b. Arranging for all payment to USGBC;
 - c. Retaining services of a Construction Manager (either 3rd party or in-house) to ensure the Contractor fulfills their responsibilities for all pre-requisite credits and credits that are required to achieve the target certification. The Construction Manager will also be responsible for ensuring the Contractor fulfills their responsibilities to comply with all

REQUESTED ADDITIONAL SERVICES

requirements from credits that are the responsibility of DAHLIN and DAHLIN's consultants.

2. The credits the Contractor will be responsible for completing and submitting include but are not limited to:
 - a. SS Prerequisite Construction Activity Pollution Prevention;
 - b. MR Prerequisite Construction Demolition Waste and Excavation Management Planning;
 - c. MR Credit Construction Demolition and Excavation Waste Management.
3. Ensuring the selected Contractor complies with LEED credits related to selected materials used for the construction of the building. The Contractor is responsible for ensuring and demonstrating that requested substitutions comply with LEED credit requirements. Substitution requests may be denied if the proposed substitution does not comply with LEED credit requirements.
4. Providing information to DAHLIN and DAHLIN's consultants in a timely manner for credits that require information or documentation from OWNER. DAHLIN and DAHLIN's consultants will incorporate OWNER's responses into the credit documentation. Credits requiring information from the owner include but are not limited to:
 - a. General Project Forms;
 - b. WE Credit Indoor Water Use Reduction;
 - c. WE Credit Outdoor Water Use Reduction;
 - d. EA Prerequisite Fundamental Commissioning and Verification;
 - e. EA Minimum Energy Performance;
 - f. EA Energy Metering;
 - g. EA Credit Enhanced Commissioning;
 - h. EA Credit Renewable Energy Production;
 - i. MR Prerequisite Storage and Collection of Recyclables.

HOURLY ESTIMATE: **\$146,000**

**OPTIONAL SERVICE 1 – LEED ADVANCED COMMISSIONING OPTION 2
BUILDING ENVELOPE COMMISSIONING – HOURLY ESTIMATE:** **\$32,000**

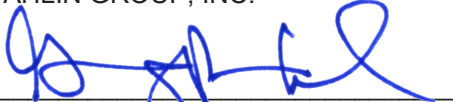
**OPTIONAL SERVICE 2 - PROJECT REGISTRATION
AND USGBC PAYMENTS:** **USGBC FEE + 15% MARK UP
– ESTIMATED AT \$11,675**

Approved this date: _____
(Filled in by OWNER)

CASTRO VALLEY SANITARY DISTRICT

Roland P. Williams Jr.
General Manager

DAHLIN GROUP, INC.



Gregor L. Markel, AIA, LEED AP
Senior Principal
License #C23921, Exp. 02/28/2021

This Agreement can be accepted by either signing where indicated or providing a written notice to proceed. A written notice to proceed by electronic mail or other means signifies an acceptance of all terms and conditions contained within this Agreement.

END OF RAS #01

MEMORANDUM

TO: Roland P. Williams Jr.
 CASTRO VALLEY SANITARY DISTRICT
 roland@cvsan.org

FROM: Stephanie Fujimura, AIA, LEED AP
 Senior Associate / Senior Architect
 stephanie.fujimura@dahlingroup.com

RE: LEED CERTIFICATION

Based on the County of Alameda requirements, new construction projects larger than 10,000 square feet are required to demonstrate LEED certification equivalent by submitting all supporting documentation for the project. As the documentation is a significant cost to the certification process, it was discussed that the project could complete the certification process and submit to the USGBC for review. If this path is chosen, the additional costs to the Castro Valley Sanitary District would include the cost of registering the project, reviewing the project, and any signage the District wishes to purchase.

There is also a minimal time impact if the district does not wish to register the project with USGBC. There is some time associated with uploading the credit files which would not happen if the documentation is submitted as a package to Alameda County. We expect this would be a minimal difference of less than a week of the design team's time.

The chart below summarizes some of the cost the District will pay directly to USGBC to receive LEED certification. The list is intended to serve as a summary to understand the process and is not a guarantee of all costs.

| Item | Cost per USGBC Website |
|-----------------------|--|
| Project Registration | \$1,500 |
| Precertification | \$5,000 |
| Design Review | \$2,740 (\$0.055 / sf with a \$2,740 minimum) |
| Construction Review | \$910 (\$0.018 / sf with a \$910 minimum) |
| Optional Items | |
| Appeals | \$500 per credit, \$800 per complex credit |
| Expedited review | \$500 per credit |
| Signage | |
| LEED Certificate | Free set of 5 or 10 hard copy certificates, additional copies at a fee |
| LEED Plaque | Varies, \$300 – \$1,000 depending on material – see Greenplaque.com for details |
| LEED Digital Badge | Free to display on building website |

END OF MEMO



TO: Board of Directors
FROM: Evan Choy, Engineering Technician
SUBJECT: CVSan Operations and Engineering Building Project – Dahlin Group, Inc. Request for Additional Services #3 Cover Memo
DATE: August 11, 2020

Issue:

At the June 23rd Special Board meeting, the Castro Valley Sanitary District (CVSan) Board of Directors (Board) directed staff to proceed with the expanded development of the CVSan Operations and Engineering Building’s second floor, approximately an additional 7,000 square feet. Dahlin Group, Inc. (Dahlin) prepared an Expanded Design Request for Additional Services (RAS 03) for the expanded scope expansion, additional schematic design including out-of-scope services to date, and additional meetings anticipated with the Alameda County Planning Commission (Planning Commission), Castro Valley Municipal Advisory Council (CVMAC), and the Board.

Background:

During October 2019, CVSan entered into contract with Dahlin to prepare design and construction documents for CVSan’s Operations and Engineering Building Project, also known as the Center Street Project. The design service contract was for an amount not to exceed \$846,163, of which \$746,500 was for the Operations and Engineering building and \$99,663 was for the proposed Wastewater Office Renovation.

In March 2020, CVSan’s General Manager approved Dahlin’s Request for Additional Services (RAS 02) which was for a fixed fee \$3,000 to update CVSan’s Phase 1 Environmental Site Assessment (Phase 1 ESA).

Request for Additional Services:

Dahlin’s Expanded Design RAS 03 is for a total of \$214,250. Dahlin’s Expanded Design RAS 03 is for the following tasks.

1. Expanded Scope - **\$169,250**
 - a. Additional Design, Documentation and Construction Administration Services (\$149,250)
 - b. Furniture Selection and Specification with Package for Public Bid (\$20,000 - waived)
2. Additional Schematic Design - **\$36,000**
 - a. Additional Services to Date (\$18,500)
 - b. Program and Conceptual Design Revisions (\$6,500)
 - c. Site Development Review (SDR) Package & Coordination with Alameda County (\$11,000)
3. Additional Meetings - **\$9,000**

Item 1.b. Furniture Selection [...] is an additional service that will be waived because CVSsan has a General Services Administration (GSA) contract and is able to purchase the furniture directly.

Dahlin Total Professional Fees Analysis:

Figure 1 below compares the 2019 Board Approved Contract and the proposed contract amendment including the expanded work identified in RAS 03.

| October 14, 2019 - Board Approved Contract Scope | | July 10, 2020 - Contract Scope | |
|---|---|---|-----------------|
| Corporation yard and Office Building - 13,000 SF Building | Estimated Construction Budget - \$8 Million | Estimated Construction Budget - \$13.7 Million <i>(Excludes Marshall St. Sale)</i> | |
| Wastewater Office Renovation - 2,000 SF Building | Estimated Construction Budget - \$1 Million | - 20,000 SF Building | |
| | | Requested Additional Services (RAS 03) | |
| | | - Expanded Scope | \$ 149,250.00 |
| | | - Additional Schematic Design | \$ 36,000.00 |
| | | - Additional Meetings | \$ 9,000.00 |
| | | | \$ 194,250.00 |
| Total Professional Fees (Corp. Yard & Office Space) | \$ 746,500.00 | Total Professional Fees (Corp. Yard & Office Space) | \$ 746,500.00 |
| Total Professional Fees w/ Wastewater Office Renovation | \$ 99,663.00 | Total Professional Fees w/ RAS 03 | \$ 194,250.00 |
| Total Professional Fees | \$ 846,163.00 | | |
| LEED RAS 01 | \$ 178,000.00 | LEED RAS 01 | \$ 178,000.00 |
| Total Professional Fees w/ LEED RAS 01 | \$ 1,024,163.00 | Total Professional Fees w/ RAS + LEED RAS 01 | \$ 1,118,750.00 |
| | | | |
| Total Professional Fee % of Construction Budget | 11.38% | Total Professional Fee % of Construction Budget | 8.17% |

Figure 1: 2019 Board Approved Contract and 2020 Proposed Contract Comparison

The comparison includes LEED RAS 01, totaling a not to exceed amount of \$178,000, since this work would have been required for both building designs.

Figure 1 shows the total professional fee percentage for the 2019 Board approved contract was 11.38 percent of the total construction budget and the total professional fee percentage for the 2020 proposed contract amendment is 8.17 percent of the total construction budget. The professional fees for the Wastewater Office Renovation totaling \$99,663 is no longer required and will not be executed. As a result, the net cost to complete the expanded work required to complete the building’s second floor finishing is \$94,587.

Fiscal Impact:

The fiscal impact for the Expanded Design Services RAS 03 is \$194,250. Factoring in the not contracted professional fees for the Wastewater Office Renovation, the net fiscal impact for Expanded Design Services RAS 03 is \$94,587.

Staff Recommendation:

Staff recommends Dahlin's Expanded Design Services RAS 03 not to exceed \$194,250 to cover the expanded scope, additional schematic design and additional meetings that are anticipated with the Planning Commission, CVMAC, and CVSan Board.

Attachments:

Dahlin Expanded Design Request to Add Services (Expanded Design RAS 03)

REQUESTED ADDITIONAL SERVICES # 03

| | |
|---|---|
| PROJECT NAME: WASTEWATER OFFICE BUILDING AND CORPORATION YARD | RAS DATE: July 8, 2020 |
| DAHLIN PROJECT ID: 1577-001 | OWNER PROJECT ID: ORIGINAL AGREEMENT DATE: January 8, 2020 |
| ARCHITECT: DAHLIN GROUP, INC. | OWNER: CASTRO VALLEY SANITARY DISTRICT |
| OFFICE ADDRESS: 5865 Owens Drive Pleasanton, CA 94588 | ADDRESS: 21040 Marshall Street Castro Valley, CA 94546 |
| BILLING ADDRESS: 5865 Owens Drive Pleasanton, CA 94588 | REPRESENTATIVE: Roland P. Williams Jr. General Manager |
| REPRESENTATIVE: Stephanie Fujimura, AIA, LEED AP Senior Associate / Senior Architect Gregor Markel, AIA, LEED AP Senior Principal | PHONE: 510-537-0757 |
| PHONE: 925-251-7200 | EMAIL: roland@cvsan.org |
| EMAIL: stephanie.fujimura@dahlingroup.com gregor.markel@dahlingroup.com | |

I. ADDITIONAL SERVICES

A. Per direction provided in the June 23, 2020 Board Meeting, OWNER has selected to proceed with a +/- 20,000 sf two story building at the Center Street site to serve as OWNER's Headquarters and Operations Building. In relation to the above Agreement, DAHLIN requests authorization to perform the following Additional Services:

1. Scope Expansion
 - a. Additional Architectural and Engineering Services required for expansion of scope.
2. Additional Schematic Design
 - a. Revision of Conceptual and Schematic Design to reflect this program revision;
 - b. Additional Options provided for Board consideration and review;
 - c. Revision of Planning Package for submittal to the Alameda County Planning Department.
3. Additional Meetings
 - a. With anticipated challenges during the Planning Approval process, we are also anticipating additional required meetings and work sessions with the Planning Department CVMAC, OWNER Board, and other Agencies.

II. SCOPE OF SERVICES

A. SCOPE EXPANSION

DAHLIN will provide additional Architecture and Engineering Services for expanded Building, per direction provided in the June 23, 2020 Board Meeting: a single +/- 20,000 sf two story building at the Center Street site to serve as OWNER's Headquarters and Operations Building in lieu of the original +/- 13,000 sf single story building at Center Street intended to be the CVSan Corporation Yard (and separate +/- 2000 sf renovation of the Marshall St. facility – not contracted).

1. We anticipate that the expanded building scope will require the following expanded services:
 - a. Architectural space planning and design of 2nd floor (additional +/- 7000 sf);
 - b. Expanded Structural Design;

REQUESTED ADDITIONAL SERVICES

- c. Full Mechanical, Plumbing, Electrical and Low Voltage design for 2nd floor (additional +/- 7000 sf);
 - d. Expanded T24 documentation services;
 - e. Expanded Cost Estimation services for larger building;
 - f. Expanded Construction Documentation and Construction Administration services.
2. With the increase in office and workspace design for the additional departments, we believe it would be beneficial to provide full selection, design and specification of the workstations. This will include a full bid package with specifications suitable for Public Bid purposes. If the District has a GSA contract and is able to purchase the furniture directly, this Additional Service could be excluded.

B. ADDITIONAL SCHEMATIC DESIGN

1. Up to this date, DAHLIN has provided the following additional Conceptual Design Services beyond those originally contracted:
 - a. Additional meetings and coordination with OWNER to develop additional conceptual designs;
 - b. Additional Cost Estimates associated coordination;
 - c. Additional Conceptual Elevations.
2. As part of this revised scope, DAHLIN will re-evaluate the current plan and elevation as needed to accommodate the revised program:
 - a. DAHLIN will confirm revised program with OWNER;
 - b. Based on approved revised program, DAHLIN will provide three (3) updated plans for OWNER review;
 - c. DAHLIN will provide one (1) round of revisions to selected preferred plan;
 - d. Approved preferred plan with requested revisions incorporated will become Basis of Design for Planning Submittal Package and Design Development.
3. Based on the updated program, scope, and approved plan, DAHLIN will revise the Planning Package (SDR) submittal to Alameda County.
 - a. DAHLIN's fee assumes minor revisions to the SDR Submittal Package. Extensive revisions may result in Additional Services;
 - b. DAHLIN will coordinate with City Planners through the approval process;
 - c. DAHLIN will provide physical material boards as needed.

C. ADDITIONAL MEETINGS

1. Understanding the anticipated challenges with the Alameda County Planning Commission and local and regional Boards, DAHLIN anticipates preparation of presentation materials and attendance of the following additional meetings:
 - i. Up to four (4) meetings with OWNER;
 - ii. Up to four (4) meetings / working sessions with CV San Board;
 - iii. Up to four (4) meetings / presentations to Planning Commission, CVMAC, or other additional agencies.
2. Except as noted above, all time (including travel time) associated with PROJECT meetings and presentations attended by DAHLIN or DAHLIN's consultants at the request of OWNER will be Additional Services.

REQUESTED ADDITIONAL SERVICES

III. COMPENSATION

A. FEE SUMMARY

| SCOPE OF SERVICES | FIXED FEE |
|--|------------------|
| II.A. EXPANDED SCOPE | \$169,250 |
| <i>A1. ADDITIONAL DESIGN, DOCUMENTATION AND CONSTRUCTION ADMINISTRATION SERVICES</i> | <i>\$149,250</i> |
| <i>A2. FURNITURE SELECTION AND SPECIFICATION WITH PACKAGE FOR PUBLIC BID</i> | <i>\$20,000</i> |
| II.B. ADDITIONAL SCHEMATIC DESIGN | \$36,000 |
| <i>B1. ADDITIONAL SERVICES TO DATE</i> | <i>\$18,500</i> |
| <i>B2. PROGRAM AND CONCEPTUAL DESIGN REVISIONS</i> | <i>\$6,500</i> |
| <i>B3. SDR PACKAGE & COORDINATION WITH ALAMEDA COUNTY</i> | <i>\$11,000</i> |
| II.C. ADDITIONAL MEETINGS | \$9,000 |
| TOTAL FEES: | \$214,250 |

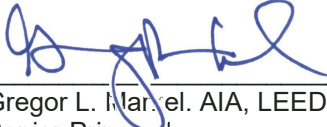
Thank you,

Approved this date: _____
(Filled in by OWNER)

CASTRO VALLEY SANITARY DISTRICT

Roland P. Williams Jr.
General Manager

DAHLIN GROUP, INC.



Gregor L. Marvel, AIA, LEED AP
Senior Principal
License #C23921, Exp. 02/28/2021

This Agreement can be accepted by either signing where indicated or providing a written notice to proceed. A written notice to proceed by electronic mail or other means signifies an acceptance of all terms and conditions contained within this Agreement.

END OF RAS 03

RESOLUTION NO. 3479

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CASTRO VALLEY SANITARY DISTRICT ADOPTING TERMS AND
CONDITIONS OF EMPLOYMENT FOR UNREPRESENTED EMPLOYEES
OF THE DISTRICT**

WHEREAS, the Board of Directors (Board) of Castro Valley Sanitary District intends to annually adopt by Resolution the salary and benefits compensation for unrepresented employees; and

WHEREAS, in the event of a conflict between this Resolution and the Policies and Procedures Manual, the terms of this Resolution shall govern; and

WHEREAS, in in the event of a conflict between this Resolution and an individual employment contract, the terms of the individual employment contract shall govern; and

WHEREAS, the salary and benefits compensation contained in this Resolution shall apply, unless modified further by Board action, until February 28, 2021; and

NOW, THEREFORE, the Board resolves as follows:

- 1. Terms and Conditions of Employment for Unrepresented Employees**
Exhibit A contains the Terms and Conditions of Employment for Unrepresented Professional and Administrative District Employees in the following classifications:
 - a. Associate Engineer
 - b. Business Services Supervisor
 - c. Executive Assistant to the General Manager/Clerk of the Board

- 2. Salary**
Exhibit B contains the Salary Schedule for Unrepresented Employees effective the first pay period containing March 1, 2020.

..... 000 0 000

I hereby certify that the foregoing Resolution No. 3479 was duly and regularly adopted by the District Board of the Castro Valley Sanitary District at a regular meeting thereof held on the 1st day of September 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Melody Appleton,
Secretary of the Sanitary Board

APPROVED:

Dave Sadoff,
President of the Sanitary Board

EXHIBIT A

THE CASTRO VALLEY SANITARY DISTRICT TERMS AND CONDITIONS OF EMPLOYMENT FOR UNREPRESENTED EMPLOYEES

PREAMBLE

Unrepresented professional and administrative CVSan staff in the classifications listed below are subject to the following terms and conditions of employment, implementation, and administration of which shall be carried out by the General Manager or designee on behalf of CVSan.

- Associate Engineer
- Business Services Supervisor
- Executive Assistant/Clerk to the Board

Article I. Continuation of Existing Benefits.

Section 1.01. Unless otherwise specified herein, any and all existing benefits, procedures, and/or conditions of employment established in CVSan Policies and Procedures Manual, or as they may be amended, shall apply equally to all of the unrepresented employees of CVSan.

Article II. Salaries.

Section 2.01. Effective the pay period containing March 1, 2020, eligible unrepresented employees shall receive a 2.2% cost of living salary adjustment. Eligible employees are regular full time and regular part-time employees, as defined by CVSan's Policies and Procedures Manual (Section 2080). Temporary employees are not eligible employees. Effective the pay period containing March 1, 2020, the salary schedule and salary placement for CVSan unrepresented employee classifications shall be as listed on Exhibit A, which and is hereby incorporated by reference.

Section 2.02. Advancement within the established range shall not be automatic and shall be dependent upon annual performance evaluations, including individual goal completions. The period of employment required for advancement shall be in accordance with Section 2150.4.2 of the Policies and Procedures Manual.

Section 2.03. Longevity incentives of \$50.00 per year of service, up to a maximum of \$1,000 per year for 20 or more years of service, will be paid to each

EXHIBIT A

regular unrepresented employee on December 1st of each year based on the employee's number of completed whole years of service as of December 1st of each year, provided that the employee has received a satisfactory or better rating on their performance evaluation within the 12 months preceding December 1st.

Section 2.04. Performance evaluations shall be made during and upon completion of the probationary period and at annual intervals thereafter. During the probationary period, evaluations shall be made on or after the employee's 30th day of employment, on or after the employee's 60th day of employment, and on or after the employee's 90th day of employment. A final probationary evaluation will be made upon the completion of the employee's probationary period. In accordance with Section 2080.4 of the Policies and Procedures Manual, the probationary period shall not exceed one year. Performance evaluations shall be reviewed individually by each employee and their supervisor prior to review by the General Manager. Employees shall sign their evaluations, solely as an acknowledgment of having had the opportunity for review and may make any written comments which they so desire. Should an employee receive an unsatisfactory evaluation, no advancement for performance within the established range will be made. Should an employee disagree with a performance evaluation which has been reviewed by the General Manager the employee may request a further review by the Personnel Committee whose decision shall be final. For further information, please see Policies and Procedures Manual, Section 2180, Grievance.

Section 2.05. In addition to the above provisions, employees shall receive a one-time two and a half percent increase in salary upon completion of 20 years of continuous employment with CVSan, such increase to be termed a "career service increase." The career service increase shall be effective on the first of the month next following the month in which the 20 years of service are completed. Such career service increase shall be applied to the salary being paid to said employee upon the completion of the 20 years and shall not be considered an adjustment to the salary range for the position held by that employee.

Article III. EMPLOYMENT CATEGORIES

Employees are categorized into one of three different types of employment status: regular full-time; regular part-time and limited-term assignments. The General Manager is responsible for all hiring of CVSan staff.

Section 3.01. Regular Full-Time Employee

Employees in this category have successfully completed a probationary period and regularly work a minimum of 40 hours per week. Employees in this status are required to participate in the State retirement program (CalPERS). and are eligible to participate in all benefit programs offered by CVSan subject to the terms, conditions, and limitations of each benefit program.

EXHIBIT A

Section 3.02. Regular Part-Time Employee

Employees in this category have successfully completed a probationary period and regularly work more than 20 hours but less than 40 hours per week. After one-thousand hours of work in a fiscal year, employees in this status are required to participate in the State retirement program (CalPERS) and may participate in other benefits at CVSan, on a prorated basis and as defined by Federal or State law.

Section 3.03. Limited Term Employee

CVSan may hire full-time or part-time employees on a limited term basis to fill CVSan positions for a specified time, typically, from one to four years. Employment terms for limited term employees are governed by unique employment contracts. Limited Term Employees shall be part of bargaining unit for duration of their employment term.

Section 3.04. Temporary Employee

CVSan may hire full-time or part-time employees on a temporary basis for not more than 500 hours per year to assist CVSan personnel in the accomplishment of specific projects or business goals. Term may be extended up to 999 hours per year with notice to the Union. Temporary employees are typically hired through an employment agency, paid on an hourly basis and are not eligible to participate in any benefits other than those that are mandated by State and/or Federal laws and regulations. Temporary employee status is not considered for seniority or benefit longevity purposes if the employee is subsequently hired as a regular full-time or regular part-time employee.

Section 3.05. Employment Classifications

All CVSan positions are classified as either exempt or non-exempt according to the Fair Labor Standards Act.

Section 3.06. Exempt Positions

If a position is classified as exempt as defined by the Fair Labor Standards Act, no overtime compensation will be paid to employees occupying that position.

Section 3.07. Non-Exempt Positions

Employees designated as non-exempt are paid on an hourly basis with overtime compensation paid or compensatory time earned for more than 40 hours in one workweek, unless an alternate work schedule has been implemented. Non-exempt employees may choose to take compensatory time off in lieu of overtime pay.

Section 3.08. Disaster Workers

Government Code sections 3100-3109 designates all public employees as disaster workers in protection of State citizens and resources. As disaster workers, employees are required to serve during a State or local emergency providing disaster service activities as assigned by a CVSan supervisor or manager.

EXHIBIT A

Article IV. Compensation for Portion of Payroll Period.

Section 4.01. Any non-exempt person employed in a regular position under the Classified System who works less than any full payroll period, except when on earned annual leave, authorized sick leave or other authorized paid leave, shall receive as compensation for such payroll period an amount which is commensurate with the number of hours actually worked. Employee leave and benefits shall be pro-rated based on the proportion of a 40-hour work week actually worked.

Article V. Regular Working Hours.

Section 5.01. CVSsan's operating hours are 7:00 a.m. to 4:00 p.m., Monday through Friday. Full-time exempt employees are regularly expected to work 40 hours per week during CVSsan's operating hours. However, exempt employee's working hours and days may be adjusted to meet the needs of CVSsan, and the work assigned. Exempt employees are exempt from receiving overtime compensation.

Section 5.02. The regular working hours for non-exempt employees shall be eight scheduled working hours between 6:00 a.m. and 6:00 p.m., Monday through Friday, unless otherwise authorized by the General Manager.

Article VI. Time Worked Beyond Regularly Scheduled Hours.

Section 6.01. This Article applies to non-exempt employees only. For the purposes of this Article, time worked beyond regularly scheduled hours shall be divided into three categories: (1) overtime, (2) on-call time, and (3) call-back time.

Section 6.02. Overtime shall be deemed to be that time worked by employees beyond eight hours per regular working day. Overtime is to be performed by all employees of CVSsan as required by the General Manager or as emergency calls from the "on call" employee requires. Overtime shall be compensated at the rate of one and one-half (1½) times the hourly rate applicable to such employee's basic salary.

Section 6.03. In lieu of receiving overtime pay, employees may receive compensatory time off, at the rate of time and one-half, at the option of the employee, provided that no employee may earn more than a total of 40 hours of compensatory time in one calendar year. Compensatory time off may be taken at any time upon approval of the General Manager, consistent with CVSsan policy for requesting leave. Unused accumulated compensatory leave shall be paid to the employee at the end of each calendar year.

EXHIBIT A

Section 6.04. Employees may voluntarily, on a case by case basis, waive daily overtime (time worked in excess of eight hours in a single workday or outside regular working hours) in exchange for time off on another day within the same two-week pay period. This provision will permit the use of flexible work schedules, such as 10-hour workdays, when necessary, acceptable to the employee and at a benefit to CVSan and the public. The employee's immediate supervisor and the General Manager must approve the flexible work schedule at least 48 hours prior to such schedule change. The flexible work schedule is not to be used as a permanent change in regular working hours and should not exceed a two-week pay period. If as a result of the use of a flexible work schedule the employee works in excess of 80 hours in the two-week pay period, overtime will be paid.

Section 6.05. On-call time is to be performed by all qualified employees on a rotational basis, with one person being on-call for a week's period of time beginning with a Monday 4:00 a.m. and ending with a Monday 7:00 a.m. An employee on earned annual leave, authorized sick leave or other approved leave shall not be on-call. As convenience or necessity may dictate, employees on-call may arrange for any other qualified wastewater employee to substitute for the employee on-call, with the understanding that said substitution is entirely voluntary and approved by the supervisor.

Employees on-call shall be compensated at the rate of \$40.00 for each Monday, Tuesday, Wednesday, Thursday, or Friday and \$50.00 for each Saturday or Sunday, regardless of whether the employee is actually called in to work in response to an emergency. \$50.00 extra will be paid for each observed CVSan Holiday worked on-call.

The on-call employee shall be required to carry the on-call cellular phone and will answer calls promptly with no additional compensation. The person on-call shall respond to all emergency calls. If the employee deems such phone call requires his/her presence at a site, it is considered a call back, as described by section 6.06 below. If the person on-call considers the problem serious and one that cannot be handled alone, said person shall call any other CVSan employee available and qualified to assist.

Section 6.06. Call-back time shall be deemed to be that time worked as a result of being called back to work due to emergency calls. On-call employees called back to work beyond his/her regular shift shall be compensated for a minimum of two hours work at the employee's overtime rate of pay for each call back, (provided the calls are more than two hours apart). The employee will be compensated for anytime actually worked in excess of the two hour minimum, also at the employee's overtime rate of pay.

Section 6.07. Employees called in to assist the person on-call shall be compensated at the employee's overtime rate of pay for a minimum of two hours, plus any actual hours worked in excess of the two (2) hour minimum; or as compensatory time

EXHIBIT A

off, at the rate of time and one-half, at the option of the employee, with a minimum chargeable time of two hours.

Section 6.08. Employees shall be entitled to receive overtime pay or compensatory time off for time spent in attendance at any meeting when such attendance reaches beyond eight hours in a regular working day and is required as a part of said employee's position with CVSan or as required by the General Manager.

Section 6.09. Employees who, on an occasional basis and due to the nature of the work, are required to work a night shift shall be paid a shift differential allowance of 15 percent an hour in addition to their basic salary. A night shift shall be defined as a nine 9-hour period beyond or before the regular working hours as set forth in Section 5.02. When occasions or jobs arise, which require employees to work such night shifts, the working schedules shall be planned in advance and shall be approved by the General Manager. Employees shall not work both regularly scheduled hours as set forth in Section 5.02 herein above and a night shift, with the exception that an employee may work a normal eight hour shift of one day and then begin a period of working night shifts that same evening. In such cases, the employee's workday shall be considered to have started at the beginning of the night shift and shall be subject to the shift differential pay, but not to any additional payment for overtime. As an example, if an employee works from 7:30 a.m. to 4:30 p.m. on a Monday and then begins a scheduled night shift at 11:00 p.m. on that same Monday, the employee shall be paid the shift differential pay of 15 percent for each hour of the night shift, but shall not be entitled to overtime pay for the hour between 11:00 p.m. and midnight.

Article VII. Holidays.

Section 7.01. Holidays for CVSan employees shall include any day set by the President of the United States at the discretion of the General Manager and Board. The prescribed holidays are: January 1st (New Year's Day); the third Monday in January (Martin Luther King Day); the third Monday in February (Presidents' Day); the last Monday in May (Memorial Day); July 4th (Independence Day); the first Monday in September (Labor Day); November 11th (Veterans Day); Thanksgiving Day and the Friday thereafter; December 24th and December 25th (Christmas Eve and Christmas Day); and December 31st (New Year's Eve).

Section 7.02. When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the previous Friday shall be observed. In the event there are two consecutive holidays on a Friday and a Saturday, the Friday holiday is observed on Thursday and the Saturday holiday is observed on the Friday prior. In the event there are two consecutive holidays on a Sunday and a Monday, the Sunday holiday is observed on Monday and the Monday holiday is observed on the Tuesday after.

EXHIBIT A

Article VIII. Annual Leave.

Section 8.01. Both exempt and non-exempt employees shall earn annual leave. Annual leave shall be earned each pay period, that is, bi-weekly. The amount of leave earned per pay period shall be based upon the years of service as set out herein below. Said leave may be taken any time thereafter upon approval of the General Manager and in increments of no less than one hour increments thereafter for non-exempt employees, and consistent with CVSan policy for requesting leave.

| Length of Service | Leave Earned | |
|---|--------------|----------------|
| | Per Year | Per Pay Period |
| 0 through 3 rd year | 94 hours | 3.62 Hours |
| During 4 th through 10 th year | 136 Hours | 5.23 Hours |
| During 11 th through 14 th year | 154 Hours | 5.92 Hours |
| During 15 th year and thereafter | 172 Hours | 6.62 Hours |

Section 8.02. Annual leave accrual may be carried over from year to year, provided, however, that no employee may accumulate a total credit of more than two and one-half (2½) times his/her annual leave entitlement, except at the General Manager's variance discretion described by this section. Such accumulated annual leave is considered a vested benefit of the employee and shall be paid to the employee upon separation from CVSan employment for any reason. Employees leaving CVSan employment due to service or disability retirement may elect, in lieu of a lump sum payment of accumulated annual leave, to continue on CVSan payroll to the extent of such accumulated annual leave in accordance with Section 2020.3 of the Castro Valley Sanitary District Policies and Procedures Manual.

Leave accumulated in excess of the total permitted will be scheduled for use at the direction of the General Manager. The General Manager may also grant a variance for the temporary accumulation of annual leave in excess of two and one-half (2½) times the annual accrual.

Section 8.03. When a legal holiday, or a sickness for which sick leave may be taken as defined herein, occurs during an employee's annual leave, the holiday or sick leave shall not be charged as annual leave.

Section 8.04. CVSan may "buy back" annual leave days from an employee under the following terms and conditions. The employee must have sufficient annual leave credits so that after the "buy back" a minimum of 80 hours of annual leave remains in the employee's account available for use. The employee must, in the 12 months preceding the "buy back" request, have used an amount of annual leave hours equal to or greater than the number of hours submitted for "buy back." The General Manager may

EXHIBIT A

waive or impose conditions if the "buy back" is requested for financial hardship or unusual circumstances.

Section 8.05. Administration Leave (Admin Leave). Employees in exempt classifications shall receive Non-Accruable Admin Leave in the amount of 40 hours per year. Beginning in 2016, 40 hours will be replenished at the beginning of the bi-weekly pay period that includes March 1. Non-Accruable Admin Leave hours are not available for liquidation at any time or for payoff at separation. The employee shall have the discretion to identify whether the leave to be used is Non-Accruable Admin Leave or Accruable Annual Leave.

Article IX. Sick Leave.

Section 9.01. Ninety-six hours of sick leave shall be earned annually and credited proportionately, 3.69 hours, each pay period for all full-time regular, exempt, and non-exempt personnel who are regular, probationary, or long-term temporary employees. Part-time regular employees will earn sick leave proportionate to his/her schedule. Leave so accrued shall be available thereafter as needed. Employees shall be entitled to use sick leave in one hour increments. Employees who do not meet the definition of a full-time or part-time "regular" employee under Policies and Procedures Manual Section 2020 shall be entitled to accrue and use paid sick leave in accordance with Policies and Procedures Manual Section 2040.2. Such employees shall also be entitled to use paid sick leave in one hour increments.

Section 9.02. After the fifth day of used sick leave for a health condition, employees shall submit to Human Resources a physician's certificate declaring that the employee is released for duty or a medical certificate stating whether the employee has a medical condition or disability so that a reasonable accommodation or alternate leave can be assessed.

Section 9.03. Sick Leave may be taken for:

(a.) An employee's existing health condition or preventative care.

(b.) A family member's existing health condition or preventative care. A family member is defined as a child, parent (including parent-in-law), spouse or registered domestic partner, grandparent, grandchild, or sibling.

(c.) An employee who is a victim of domestic violence, sexual assault, or stalking. If using sick leave for this reason, it must be reported to Human Resources.

(d.) In conjunction with other benefits as laid out in section 9.05 and 9.06.

EXHIBIT A

(e.) Bereavement in the event of a death of a family member (as described above) of an employee. No more than five days of bereavement may be charged to sick leave.

Section 9.04. Regular full-time and regular part-time employees may accrue unused sick leave to an unlimited extent. However, unused sick leave may not be cashed out upon termination, resignation, or other separation from employment, excepted upon retirement as governed by the provisions of Section 2040 of CVSan Policies & Procedures Manual. The maximum accrual amount for temporary workers and interns is similarly described by Section 2040 of the Policies & Procedures Manual.

In the event an employee separates from employment and is reinstated within one year from the date of separation, accrued and unused sick leave will be reinstated.

Section 9.05. Sick leave may be used to supplement workers' compensation if an employee is sick or injured and has a physician's statement that they cannot perform their regular duties. Sick leave may be used to supplement the resulting insurance payments to receive additional income up to an amount equal to but not exceeding, the normal rate of pay. At the General Manager's discretion, an employee may use annual or compensatory leave in lieu of, or in addition to, sick leave.

For the purposes of this section, the employee's normal rate of pay is the employee's base salary (or hourly rate of pay), plus any incentives the employee was eligible for and receiving at the time he/she suffered an injury for which he/she is eligible to receive workers' compensation.

Section 9.06. If an employee wishes to do so, sick leave may be integrated with short-term Disability Insurance (DI) or Paid Family Leave (PFL) benefits as set forth by EDD. Payments from CVSan in conjunction with EDD can compensate an employee up to an amount equal to, but not exceeding the normal rate of pay. Payroll and Human Resources will calculate the pay amount after receiving the EDD daily rate and calculate the amount of leave needed to make the employee whole. For PFL, the employee must use Annual or Admin leave for the first seven calendar days.

For the purposes of this section, the employee's normal rate of pay is the employee's base salary (or hourly rate of pay), plus any incentives the employee was eligible for and receiving at the time he/she became eligible for DI or PFL benefits.

Article X. Jury Leave.

Section 10.01. When an employee is called or required to serve as a trial juror, they shall be entitled to be absent from their duties with CVSan during the period for such service or while necessarily being present in Court as a result of such call. In the

EXHIBIT A

event an employee is called or required to serve as a witness in a civil or criminal action to which he is not a party and which is not related to CVSan business, jury leave may be granted by the General Manager. When jury leave is granted, the employees shall receive their full salary for a maximum of 15 working days, but shall reimburse CVSan the amount received by them for their services as provided by law, less any payment made to the employee for travel and meal allowance for such duty. Employees called for jury duty at a time when their presence is necessary for the proper operation of CVSan shall, if requested by the General Manager, request to have jury service postponed.

Article XI. Military Leave.

Section 11.01. Military leave shall be granted in accordance with the provisions of State and Federal law. All employees entitled to military leave shall give CVSan an opportunity within the limits of military regulations to determine when such leave shall be taken.

Article XII. Leave of Absence Without Pay

Section 12.01. Upon the written request of an employee, the General Manager may approve a leave of absence without pay for a period not to exceed six months. During such leave without pay the employee shall be responsible for the payment of premiums necessary to keep the employee's benefits in force and effect. Eligibility to return to the same employment position with seniority and appropriate level of benefits at the end of the leave period must be approved prior to beginning the leave of absence.

Article XIII. Disability Leave.

Section 13.01. Employees who are absent due to an occupational illness or injury related to performance of CVSan duties shall not be required to use sick leave, except as set out in Section 13.02 below. Such employees shall be provided disability leave at full pay, less workers' compensation insurance payments received, until they are permanent and ratable; however, such disability leave at full pay shall not exceed three months in any 12 month period without the approval of the Personnel Committee. Employees who are absent due to a non-occupational illness or injury may use sick leave or other approved leave which may be eligible for coordination with short-term disability insurance benefits as described in Article IX, Sick Leave.

Section 13.02. After three months, such employees who have been absent due to an occupational illness or injury may elect to take sick leave or annual leave and continue at full pay to the extent of such accumulated leave. If the employee does so elect, CVSan shall receive and retain all workers' compensation insurance payments made to such employee for the period during which the employee is on sick leave or annual leave. The amount of sick leave or annual leave charged against an employee

EXHIBIT A

who has so elected shall be determined in the following manner: The workers' compensation insurance payments reimbursed to CVSan during the pay period shall be subtracted from the actual salary paid to such employee. The calculated amount shall then be divided by the employee's hourly rate of pay and the resulting number of hours shall be deducted from the employee's leave balance(s). The employee may also be eligible for short-term disability insurance benefits, long-term disability insurance benefits, disability retirement, or other benefits to which the employee may be eligible.

Section 13.03. Short-term disability insurance, State Disability insurance (SDI) or equal, shall be provided for each employee of CVSan with the premium paid by CVSan. Such short-term disability insurance shall be coordinated according to policy requirements with the benefits provided by CalPERS or Social Security and/or other benefits which may be available to the employee.

Section 13.04. Long-term disability insurance shall be provided for each regular, probationary, and long-term temporary employee of CVSan with the premium paid by CVSan. Such long-term disability insurance shall be coordinated with the benefits provided by CalPERS or Social Security and/or any other benefits which may be available to the employee as required by the policy and shall normally begin at the end of the 12 month elimination period and continue until the employee reaches the normal retirement age for CVSan retirement plan, 55 years of age for Tier 1 and Tier 2 employees, and 62 years of age for Tier 3 employees, or is no longer considered disabled and eligible for benefits.

Section 13.05. Pregnancy, if eligible under the short-term disability insurance policy, may be considered a form of short-term disability for regular, probationary and, long-term temporary female employees. Disability leave may be requested during each pregnancy for female employees as outlined under the California Fair Employment and Housing Act.

Section 13.06. Employees eligible for disability benefits shall be eligible for continued employee benefits provided the disability benefits are coordinated with and/or supplemented by annual, sick, or other leave credits available to the employee to provide for a normal pay amount.

Article XIV. Salary Payment Procedure.

Section 14.01. The salaries of all employees of CVSan, herein provided for, shall be paid by CVSan bi-weekly.

Article XV. Health Plan Contributions.

EXHIBIT A

Section 15.01. Eligible employees may participate in the CalPERS health plans.

Effective the first full pay period following Board approval of these Terms and Conditions of Employment CVSsan will contribute up to the dollar equivalent of 100 percent of the family rate for the Kaiser CA HMO, by enrollment category, for all employees who select Kaiser CA or a less expensive Health Plan option.

Employees who select a Health Plan with a higher premium than Kaiser CA HMO will pay any difference between the Kaiser CA HMO rate, by enrollment category, and the total cost for the plan selected by the employee.

Current employees, hired prior to March 1, 2020, who are currently enrolled in a Health Plan with a higher premium than Kaiser CA HMO will be eligible to retain the existing 90/10 cost split where CVSsan will pay 90 percent and the employee pay 10 percent of the medical premium for their current medical plan through December 31, 2021.

Section 15.02. Employees who are eligible to participate in CVSsan sponsored health plan but elect not to participate shall receive deferred compensation of 50 percent of the Kaiser single person plan (rate determined each March 1st) per month as an in-lieu payment. Such employees shall provide proof of coverage in a similar health care plan. This in-lieu payment is in addition to CVSsan's matching contribution set forth in Section 26.01.

Section 15.03. While not mandatorily covered by COBRA (Consolidated omnibus Budget Reconciliation Act), CVSsan has optionally chosen to provide the benefits of this Act for the provision of continued health and dental plan coverage to employees leaving and/or their dependents in danger of losing their health and dental coverage due to certain stated events, such as resignation, leave of absence or death, for a stated period of time ranging from 18 to 36 months, it being understood that such continued coverage is provided at the employee's own expense. Employees continuing their health and/or dental coverage through COBRA shall pay the appropriate monthly premium(s) to CVSsan on or before the last day of the month for the following month's coverage. CVSsan shall not collect any administrative costs other than the actual premiums due.

Article XVI. Other Post-Employment Benefits.

Section 16.01. For employees hired prior to March 1, 2008, CVSsan shall pay costs of the group health plan for all retired employees and their spouse or eligible domestic partner per the Public Employees' Medical & Hospital Care Act (PEMHCA), provided the retired employee is eligible to receive an annuity for service or

EXHIBIT A

disability retirement from the Public Employees' Retirement System and has been employed at least five years at CVSan.

Section 16.02. Employees hired after March 1, 2008, must have been employed at CVSan for 20 years for full retiree and their spouse or eligible domestic partner (as described in section 16.01) health coverage, with 50 percent coverage at 10 years escalating an additional five percent each subsequent year to 100 percent at 20 years.

Section 16.03. Employees hired after March 1, 2011, must have been employed at CVSan for 20 years for employee only retiree health coverage, with 50 percent coverage at 10 years escalating an additional five percent each subsequent year to 100 percent at 20 years. For these employees, CVSan shall pay costs of the group health plan for retired employee only (excluding spouse or eligible Domestic Partner).

Section 16.04. CVSan shall provide health care benefits at the Kaiser "Employee & 1 Dependent" Plan ("Employee Only" Plan for employees hired after March 1, 2011) in affect at the time of retirement.

Section 16.05. From time to time, benefits within said health plan may change. Any changes in benefits would apply to the retiree.

Section 16.06. All CVSan contributions made pursuant to this Article shall be made on a reimbursement basis in accordance with CalPERS and IRS regulations.

Article XVII. Dental Plan.

Section 17.01. In addition to the compensation herein provided, CVSan shall pay costs of group dental plan for all employees and their dependents. CVSan has optionally chosen to be covered by COBRA for dental plan coverage as set forth in Section 15.03.

Article XVIII. Uniforms – Maintenance and Field Personnel.

Section 18.01. Employees on the maintenance crew shall be provided with uniforms consisting of shirt and trousers or coveralls and a jacket at no cost to the employee. CVSan shall pay the cost of laundry services for these uniforms. Protective clothing such as rubber or leather gloves, rain gear, and eye shields shall be provided where required. Employees shall wear uniforms and protective clothing as appropriate for their duties.

EXHIBIT A

Section 18.02. Employees on the maintenance crew or engaged in field work shall be required to wear steel-toed safety boots/shoes during the performance of their duties. For consideration of this requirement CVSan will reimburse each qualified employee up to \$300.00 per two years beginning March 1, 2005, for the purchase of said boots/shoes. A completed expense report and copy of receipt for applicable purchase, supervisor signature and General Manager signature authorizing reimbursement, are needed prior to reimbursement. This reimbursement is intended to assist in the differential between the cost of normal footwear and safety footwear and is not anticipated to cover the total cost of safety footwear for the employee. If eligibility occurs during the second year of the reimbursement cycle, the employee will be reimbursed for a one-year amount not to exceed \$150.00.

Article XIX. Car Allowance.

Section 19.01. CVSan employees shall not be required to use their own vehicles on CVSan business. Personal vehicles authorized and/or voluntarily used on CVSan business must be maintained in good condition and the employee shall furnish all gas, oil, and lubrication for such vehicle.

Section 19.02. Personal vehicles used on CVSan business must have prior authorization from the General Manager and must be insured for public liability and property damage to the limits required by California State Law. CVSan shall provide additional insurance on non-owned vehicles used in CVSan business at the following limits: Bodily Injury Liability, \$500,000 each person and \$1,000,000 each occurrence. Property Damage \$100,000 each occurrence.

Section 19.03. CVSan shall compensate authorized CVSan employees at the Internal Revenue Service standard mileage rate for use of their own private vehicle as specified above when proof of adequate insurance coverage is properly on file with CVSan.

Article XX. Cost of Living.

Section 20.01. CVSan recognizes future purchasing power variants in employee compensation. Appropriate consideration shall be given to adjustments of the cost of living as measured by the National Consumer Price index Pacific Cities as CVSan implements a salary review program. The base figure for comparison shall be the San Francisco-Oakland-San Jose City Average revised index figure for Urban Wage Earners and Clerical Workers for December. Any adjustments in the cost of living shall be considered once a year. The adjustments shall be made to the salary range only. Employees whose classification is represented in the salary range shall receive the cost of living adjustment commensurate with the employee's position and step. However, employees will not be entitled to step increases within the position salary range unless the employee's most recent performance evaluation was satisfactory.

EXHIBIT A

Article XXI. Life Insurance.

Section 21.01. CVSan shall pay the premium costs for a term life insurance plan which shall provide each insurable employee with a death benefit of \$50,000 and an additional \$50,000 for accidental death and dismemberment (AD/D).

Section 21.02. At the option of the employee and if available, dependent coverage may be added to the basic policy. If the employee does so elect to have dependent coverage, the monthly premium for this coverage shall be collected from the employee through payroll deduction.

Article XXII. Reduction of Employee Contributions of CalPERS.

Section 22.01. Tier 1. For employees hired prior to March 1, 2011, CVSan shall contribute monthly an amount equal to eight percent of each employee's basic monthly salary, or other amount as required, to CalPERS as payment of each employee's contribution to provide for benefits according to the formula for 2.7 percent at 55.

Section 22.02. Tier 2. For employees hired after March 1, 2011, CVSan shall contribute monthly an amount equal to seven percent of each employee's basic monthly salary, or other amount as required, to CalPERS as payment of each employee's contribution to provide for benefits according to the formula for 2 percent at 55.

Section 22.03. Tier 3. For employees hired on or after January 1, 2013, the employee shall contribute half of the normal costs as stated in Public Employees' Pension Reform Act (PEPRA) and CVSan shall contribute monthly the other portion as required, to CalPERS as payment of each employee's contribution to provide for benefits according to the formula for two percent at 62.

Section 22.04. CVSan shall take any and all reasonable actions necessary to establish and maintain above stated benefits for eligible employees.

Section 22.05. Employees will share in CVSan's retirement costs as follows: Employees hired prior to March 1, 2011 will contribute one percent and, employees hired after March 1, 2011 will contribute three and a half. Employees hired after January 1, 2013, will contribute half of the normal costs as stated in PEPRA.

Section 22.06. Contributions by CVSan shall be credited to the employee's individual account with CalPERS and CVSan shall make any and all reasonable and necessary amendments to the existing contract between CVSan and said retirement system, in accordance with the State of California Public Employees' Retirement Law, to make said contributions.

EXHIBIT A

Section 22.07. Employer paid member contributions as described in the CalPERS contract shall be converted to pay rate during final compensation period, during the 12 months preceding retirement. It shall be the responsibility of the employee to notify CVSan of their proposed retirement date at least 13 months in advance of retirement to provide sufficient time to implement this benefit. If the employee notifies CVSan with less than 13 months' notice, an administrative fee shall apply. This section does not apply to employees hired after January 1, 2013 as stated in PEPPRA.

Article XXIII. Vision Insurance.

Section 23.01. In addition to the compensation herein provided, CVSan shall pay costs of group vision plan for all employees and their dependents.

Article XXIV. CalPERS 1959 Survivor Benefit Program

Section 24.01. All employees shall be mandatorily covered by the 1959 Survivor Benefit Program through CalPERS, with the exception of those employees who elected not to be covered at the time this benefit was first offered. For each covered employee, CVSan will contribute \$3.50 per month for the third level benefits, and the employee will contribute \$2.00 per month through payroll deduction.

Article XXV. Tuition Reimbursement

Section 25.01 CVSan will reimburse all regular unrepresented employees for the cost of tuition, books and fees incurred for course work directly related to the employee's duties with CVSan. Such reimbursement shall be made upon presentation of a report from the school that the course work has been successfully completed with Credit Earned or a letter grade of "C" or above, and providing the employee has received the prior approval of the General Manager for the course work to be reimbursed. CVSan has established an annual pooled amount of funds which will be expended on a first-come-first-serve basis, which annual amount shall be defined as the amount listed in the annual budget.

Article XXVI. Deferred Compensation Program

Section 26.01. CVSan will establish, through the CalPERS 457 Plan, a basic deferred compensation program which shall be available to all employees who meet the eligibility requirements of the program as defined by CalPERS. Beginning March 1, 2002, CVSan will match employee contributions from regular employees, up to a maximum of \$2,400.00 per year, for each regular employee with an account in CVSan's deferred compensation 457 plan. CVSan matching contributions will begin after the employee successfully completes the probationary period.

EXHIBIT A

| | |
|---|--------------|
| One – Two Years Regular Service to CVSan | \$800/year |
| Three – Four Years Regular Service to CVSan | \$1,600/year |
| Over Four Years Regular Service to CVSan | \$2,400/year |

