



AGENDA

Board Meeting

Tuesday, May 12, 2026 - 5:00 PM

Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580
and Lovis Suites, Karntner Str. 8, 1010 Wien, Austria

INFORMATION FOR THE PUBLIC

This meeting will be conducted in-person at the address listed above and virtually via Zoom.

Members of the public interested in attending the meeting or providing public comment may participate in the following ways:

1. **Attend In-Person** at the location listed above.
2. **Join the Meeting Online via Zoom** at: <https://us02web.zoom.us/j/4882542320>. If you wish to speak during the meeting, please select "Raise Hand" from the "Reactions" menu at the bottom of your screen.
3. **Join by Telephone** by dialing (669) 900-6833 and entering Meeting ID: 488-254-2320. If you wish to speak during the meeting, please press *9.
4. **Submit Written Comments** by emailing publiccomment@orolomasanitarydistrict.ca.gov; please identify the specific agenda item being addressed. Written public comment will be accepted until 4:00 p.m. on the day prior to the scheduled meeting. Copies of all written comments submitted by the deadline above will be provided to each Board Member and will be added to the official record.

ACCESSIBILITY INFORMATION: In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting or need a copy of the agenda in an appropriate alternative format, please contact the District Secretary at (510) 276-4700. Notification of at least 48 hours prior to the meeting will assist District staff with ensuring that reasonable arrangements can be made.

MEETING DECORUM AND PUBLIC PARTICIPATION GUIDELINES: The Oro Loma Board of Directors encourages a respectful dialogue that supports freedom of speech and values diversity of opinion, in a manner consistent with the requirements of the Brown Act. The Board, staff, and members of the public are expected to be civil and courteous, and to refrain from questioning the character or motives of others participating in the meeting. Members of the public should direct their comments to the Board, and not staff or other members of the public. Speakers should not use threatening, profane or abusive language that disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting.

Page

1. **CALL TO ORDER**
2. **ROLL CALL: DIRECTORS DEAN, DUNCAN, LEE, SIMON, YOUNG**
3. **PLEDGE OF ALLEGIANCE**
4. **GENERAL PUBLIC**

(Members of the public wishing to comment on any item not on the agenda, but within the Board's jurisdiction, should notify the Board at this time. Those wishing to comment on any item on the agenda should do so at the time the item is considered. Comments may be limited to three (3) minutes. Time limitations shall be at the discretion of the President.)

5.	PUBLIC HEARING	
5.1.	Public Hearing – Transition to District-Based Elections; Presentation on Overview and Assessment of Districting Maps Published on or Before May 1, 2026	4 - 63
	Recommended Action:	
	Conduct public hearing to:	
	1. Receive a presentation from Turner Communications Group regarding districting;	
	2. Receive community input; and	
	3. Provide direction to staff and the demographer, as appropriate.	
	Attachment - Slide Deck, Districting Map Selection	
6.	CONSENT CALENDAR	
6.1.	Minutes, Board Meeting, April 28, 2026	64 - 73
	Minutes - Board Meeting, April 28, 2026	
6.2.	Approval of Consent Calendar	
	Recommended Motion: Approve the consent calendar.	
7.	NEW BUSINESS	
7.1.	Accept Project as Complete and Authorization for the General Manager to Direct the Filing of a Notice of Completion: EBMUD Well Demolition Phase 1	74 - 75
	Recommended Motion: Accept project as complete and authorize the General Manager to direct filing of a notice of completion: EBMUD Well Demolition Phase 1.	
	Staff Report - EBMUD Well Demolition Phase 1 Completion	
7.2.	Authorization to Call for Bids: Treatment Unit Grating Replacement Project, Phase 2	76
	Recommended Motion: Approve authorization to call for bids: Treatment Unit Grating Replacement Project Phase 2.	
	Staff Report - Treatment Unit Grating Replacement Phase 2 Bid	
8.	BOARD DISCUSSION	
8.1.	Discussion on District 115th Anniversary on August 7, 2026	
	At Director Duncan’s request, the Board will discuss Oro Loma’s upcoming 115th anniversary on August 7, 2026, including potential ideas to recognize and commemorate 115 years of service to the community.	
9.	POLICY REVIEW	
9.1.	Review of Draft Payroll Procedures Policy	77 - 89
	Recommended Motion: Review potential amendments and approve the draft Payroll Policy.	
	Attachment - Draft Payroll Policy, Redlined and Clean Versions	
9.2.	Review of Draft Purchasing Procedures for Goods and Services Policy	90 - 107
	Recommended Motion: Review potential amendments and approve the draft Purchasing Procedures for Goods and Services Policy.	
	Attachment - Draft Purchasing Policy, Redlined and Clean Version	

10. **STAFF/DIRECTOR COMMENTS**

10.1. **Comments from Staff and the Board of Directors**

Directors and staff may provide brief reports or comments on District-related activities, events, or matters of interest. Directors may also request, with Board consensus, that items be placed on a future agenda or that direction be provided to staff.

11. **CLOSED SESSION**

11.1. **Conference With Labor Negotiator**

Pursuant to Government Code Section 54957.6
Employees: Collections Bargaining Unit
Labor Negotiator: General Manager & General Counsel

11.2. **Real Property Negotiations**

Pursuant to Government Code Section 54956.8
Property: 2572-2578 Grant Avenue, San Lorenzo, CA 94580
Negotiator: General Manager
Property Owner: ZETWIN LLC & HUNT GARY D TR ETAL
Under Negotiation: Price and Terms

12. **RECONVENE TO OPEN SESSION & NEW BUSINESS CONTINUED**

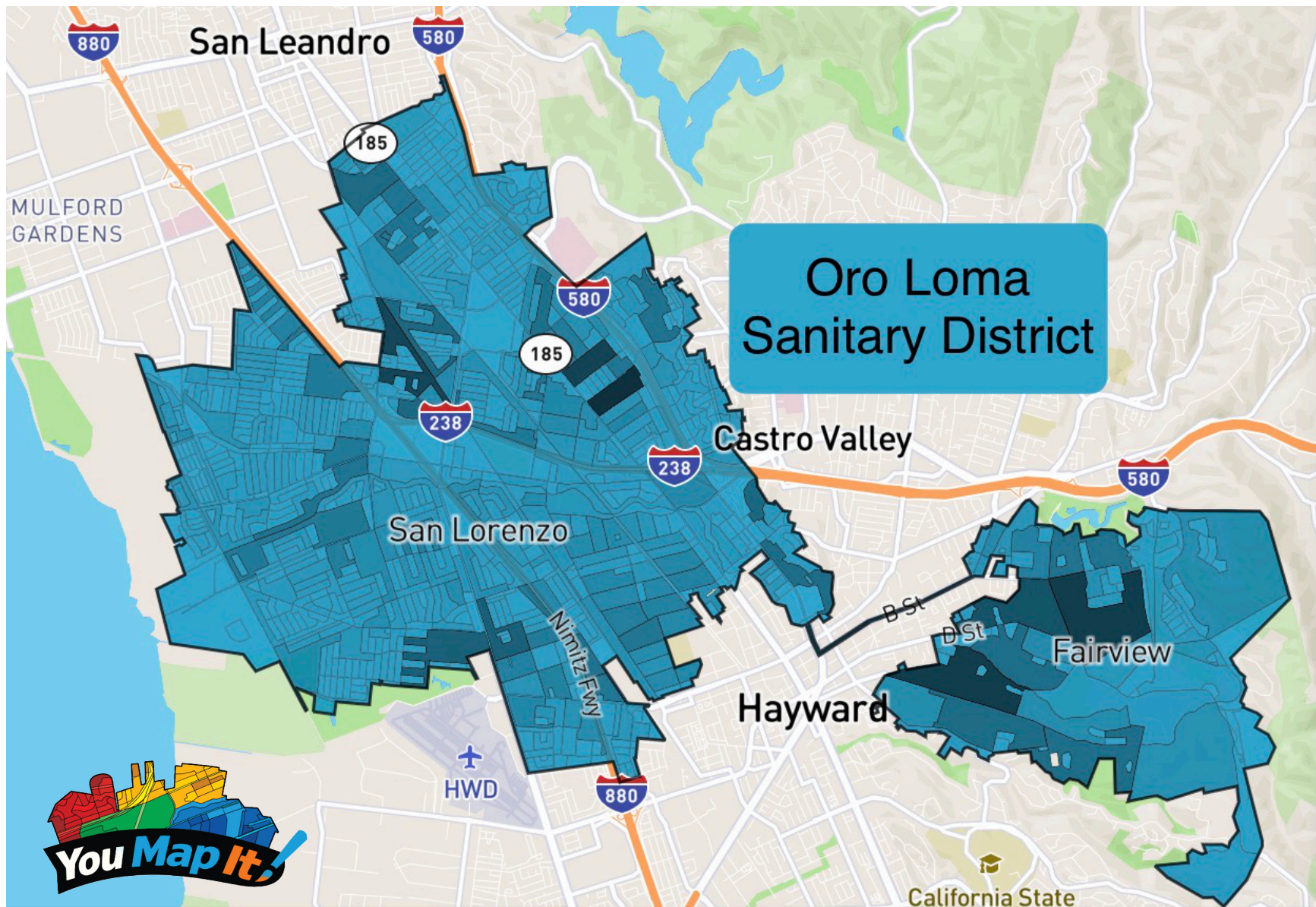
12.1. **Resolution Approving the Purchase of 2541 Grant Avenue for a Total Amount Not to Exceed \$1,100,000**

108 - 110

Recommended Motion: Adopt a resolution approving the purchase of 2541 Grant Avenue for a total amount not to exceed \$1,100,000.

[Staff Report, Resolution - 2541 Grant Avenue Property](#)

13. **ADJOURNMENT**



Overview of Districting Maps Published on or before May 1st 2026

We've assessed that there are 5 maps suitable for consideration at by the OLSD Board of Directors.

These adhere to the Fair Maps Act key criteria:

- 1) Equal population with deviation less than 10%
- 2) Contiguous, as much as is feasible
- 3) Districts use boundaries that follow understandable and identifiable features such as roads, creeks, city boundaries, etc.
- 4) Preserves communities of interest
- 5) Compact

An additional consideration that appeared to achieve consensus was to ensure that no one community of interest could elect more than 2 seats to the board, and that the two largest COI would be guaranteed representation.

Districting Timeline

Date	Milestone	Details
2/24	1st Hearing	Introduction to the districting process
3/24	2nd Hearing	Information on mapping tools and rules
4/1	1st Draft Due	1st public maps submission deadline
4/14	3rd Hearing	1st map and sequence review and editing
5/1	2nd Draft Due	Maps published 7 days prior to next meeting
5/12	4th Hearing	2nd map and sequence review and editing
5/19	Final Map	Final map is published before next meeting
5/26	5th Hearing	Board adopts the new map boundaries

Recent Supreme Court Ruling and Impact

The Supreme Court's decision in *Louisiana v. Callais* creates a significant legal conflict by imposing restrictive federal standards on race-conscious districting, directly challenging the more protective framework of the California Voting Rights Act (CVRA).

This forces California's state and local redistricting bodies into a precarious position where actions required to comply with state law may be vulnerable to federal challenges as unconstitutional racial gerrymandering.

SCOTUS Practical Implications for CVRA

Key Findings:

The Callais ruling fundamentally altered federal law by requiring plaintiffs to prove race was the "predominant factor" in map drawing, demonstrate current intentional discrimination, and disentangle racial voting patterns from partisanship

The California Voting Rights Act (CVRA) maintains a lower, effects-based standard, prohibiting electoral systems that result in racially polarized voting without requiring proof of intent or geographic compactness

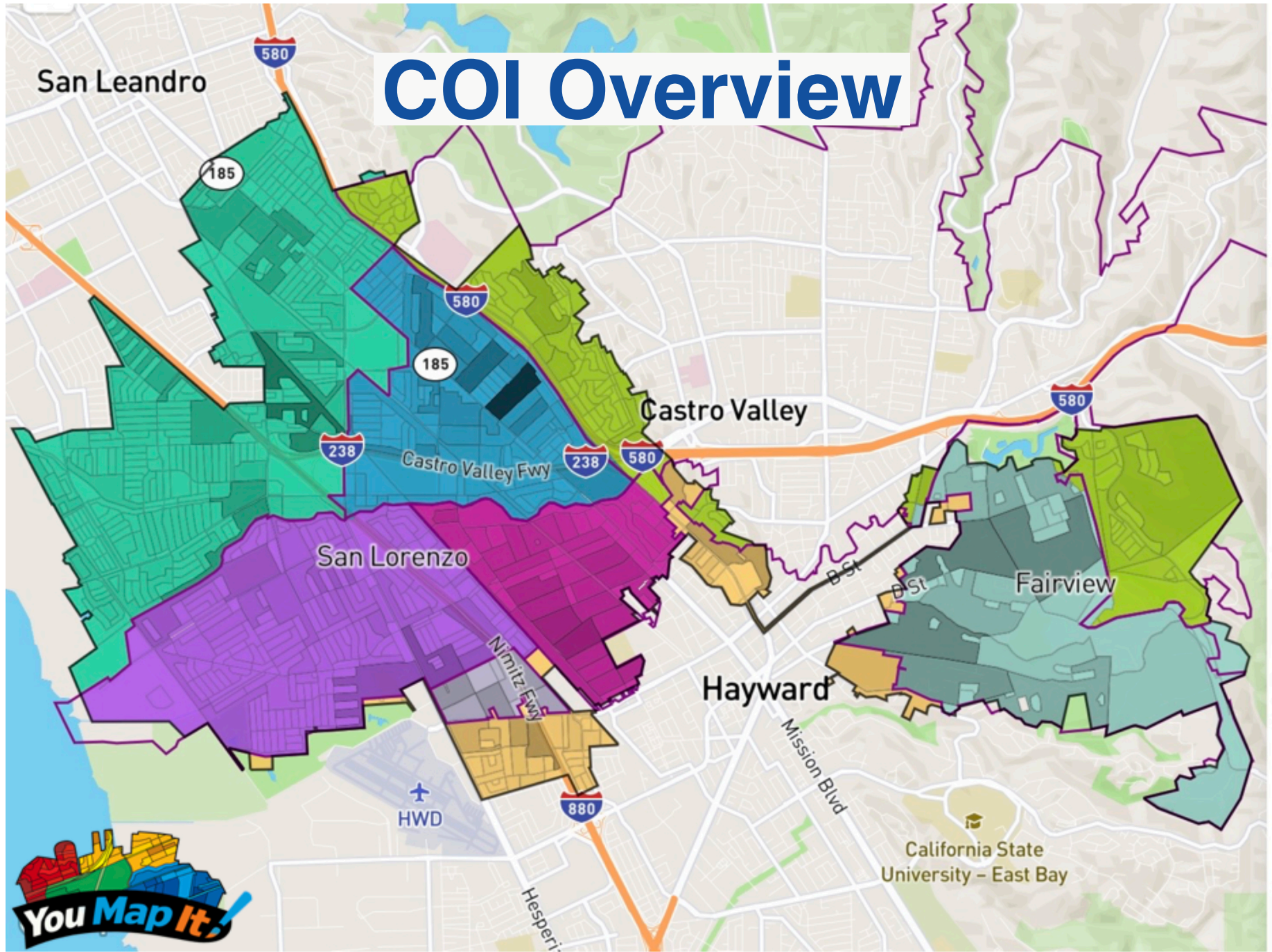
This divergence creates a paradox where a jurisdiction's compliance with the CVRA—by creating a district to remedy vote dilution—could be used as evidence of an unconstitutional racial gerrymander under the new, stricter federal standard established in Callais

With federal Section 2 protections severely weakened, the CVRA becomes the primary and most effective tool for protecting minority voting rights in California, even as it becomes a more likely target for federal legal challenges

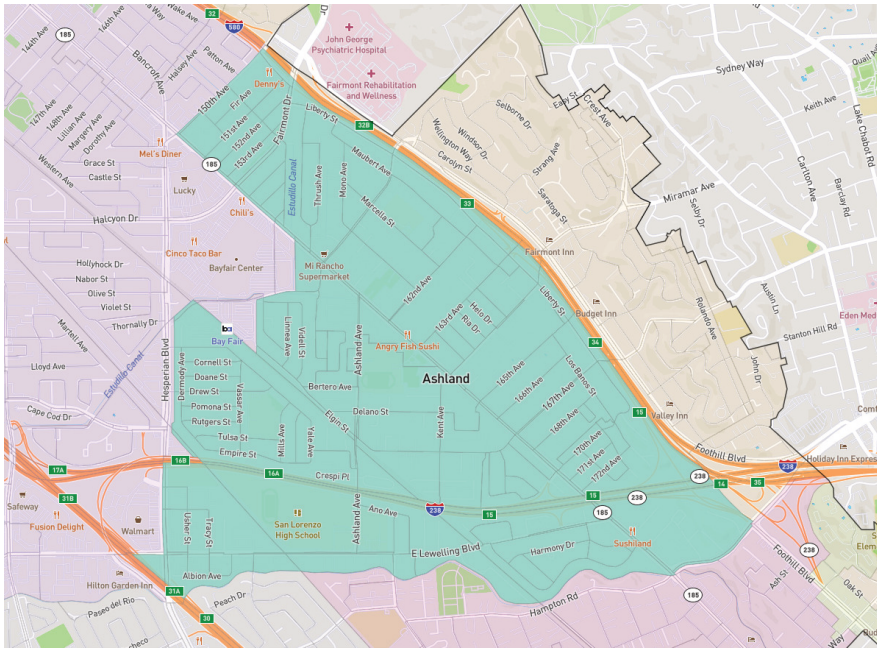
Demographics for OLSD's Communities of Interest

	Ashland	Castro Valley	Cherryland	Fairview	Hayward	Hayward Acres	San Leandro	San Lorenzo	Oro Loma Sanitary District
Total	23,837	11,548	15,494	10,456	10,601	4,153	37,618	25,446	139,139
Hispanic/Latino	44.2%	21.8%	58.1%	26.5%	54.6%	64.7%	27%	38.6%	37.6%
Asian	23.1%	31.2%	13.6%	19.2%	16.4%	9.9%	40.6%	30.8%	28.3%
White	11%	27.2%	14.4%	29.7%	13.5%	9.5%	16.7%	21.3%	17.8%
Black	16.2%	12.3%	8.1%	15%	9.4%	11.5%	10.6%	3.8%	10.4%
NH/PI	1.2%	0.5%	1.8%	1.4%	2.4%	1.2%	1%	1%	1.2%
Other	0.5%	0.7%	0.5%	0.8%	0.5%	0.6%	0.5%	0.4%	0.5%
Native Am.	0.3%	0.3%	0.3%	0.1%	0.2%	0.1%	0.2%	0.2%	0.2%

COI Overview



Ashland



Population: 23,837



- Hispanic/Latino population 44.2% (10,547)
- Asian population 23.1% (5,511)
- White population 11.0% (2,632)
- Black population 16.2% (3,857)
- Two or more races 3.4% (814)
- Native Hawaiian and Pacific Islander population 1.2% (279)
- Other races 0.5% (124)
- American Indian population 0.3% (73)

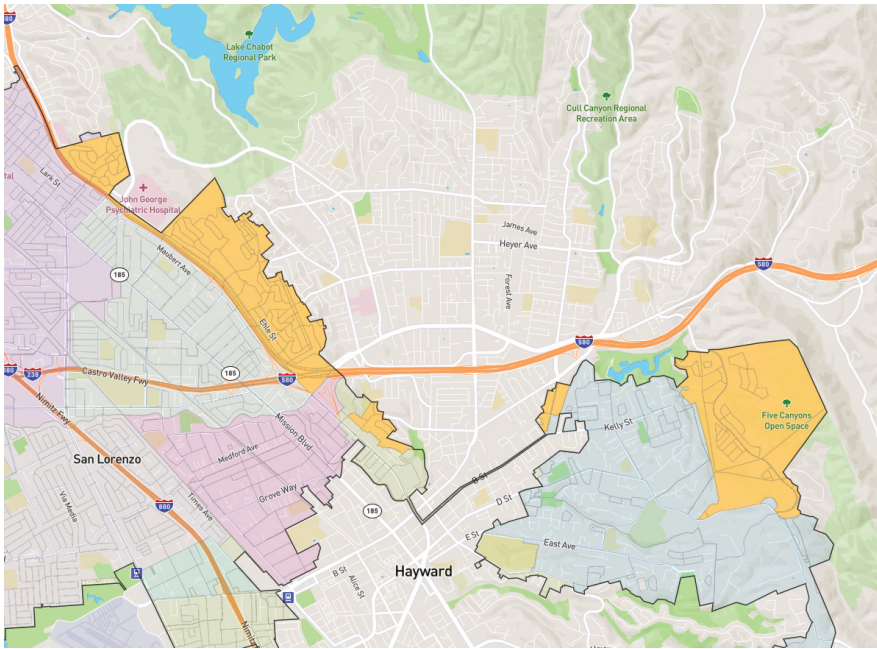
CVAP: 13,692



- White citizen voting age population 16.8% (2,302)
- Hispanic citizen voting age population 32.8% (4,497)
- Asian citizen voting age population 27.9% (3,819)
- Black citizen voting age population 18.5% (2,532)
- Native Hawaiian and Pacific Islander citizen voting age population 0.7% (98)
- Other/Multiracial citizen voting age population 0.4% (61)
- American Indian citizen voting age population 0.2% (34)



Castro Valley



Population: 11,433



- Hispanic/Latino population 21.6% (2,464)
- Asian population 31.3% (3,584)
- White population 27.5% (3,141)
- Black population 12.3% (1,401)
- Two or more races 5.9% (675)
- Native Hawaiian and Pacific Islander population 0.5% (59)
- Other races 0.7% (78)
- American Indian population 0.2% (28)

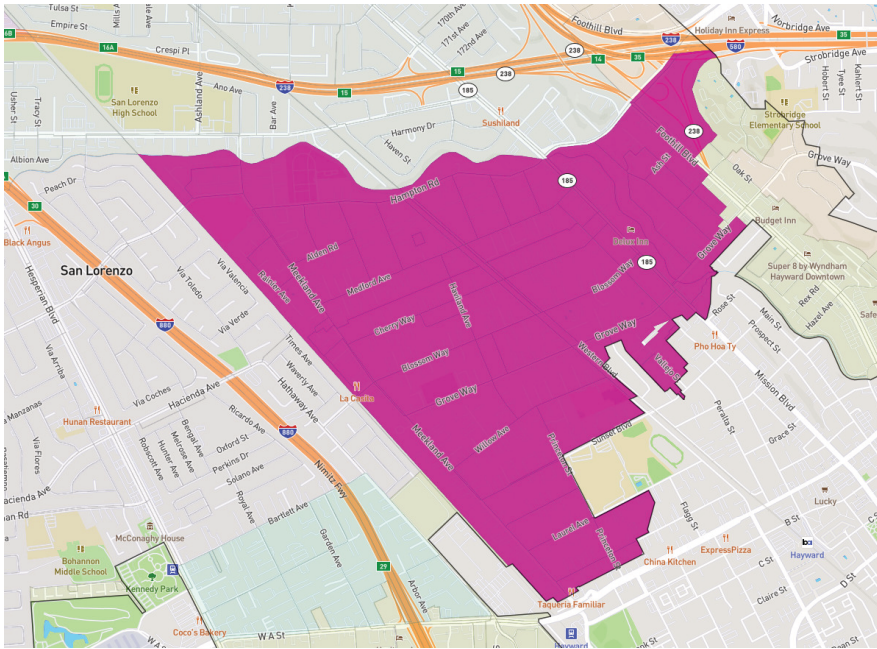
CVAP: 7,435



- White citizen voting age population 32.7% (2,434)
- Hispanic citizen voting age population 16.3% (1,214)
- Asian citizen voting age population 26.3% (1,956)
- Black citizen voting age population 20.2% (1,503)
- Native Hawaiian and Pacific Islander citizen voting age population 0.0% (2)
- Other/Multiracial citizen voting age population 0.7% (50)
- American Indian citizen voting age population 0.6% (41)



Cherryland



Population: 15,506

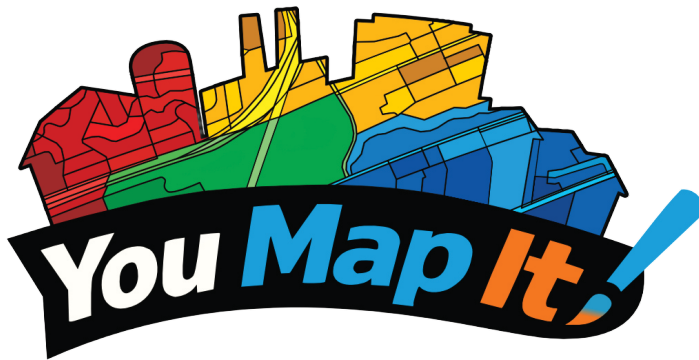


- Hispanic/Latino population 58.1% (9,002)
- Asian population 13.5% (2,101)
- White population 14.4% (2,238)
- Black population 8.2% (1,267)
- Two or more races 3.1% (485)
- Native Hawaiian and Pacific Islander population 1.8% (280)
- Other races 0.5% (85)
- American Indian population 0.3% (53)

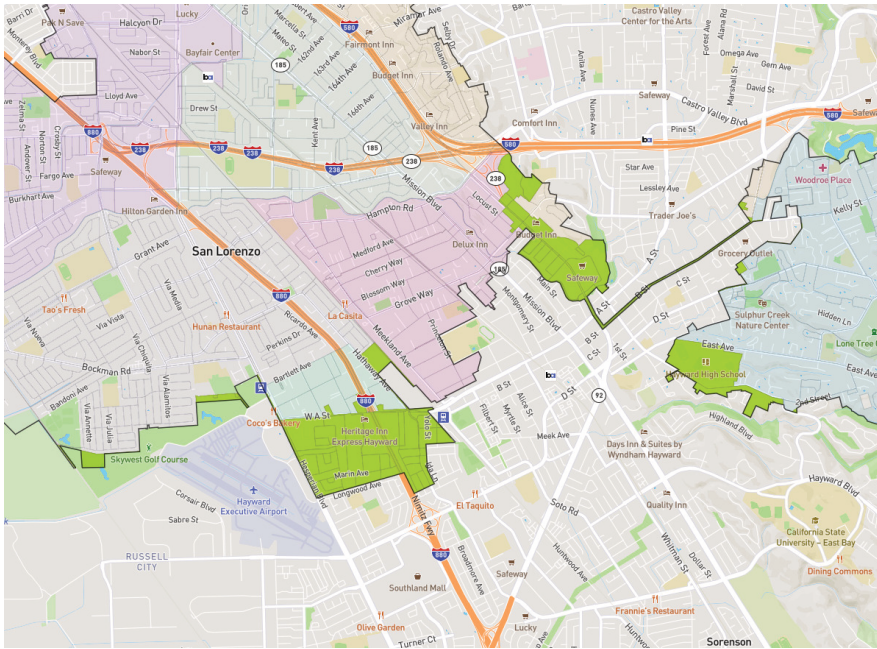
CVAP: 8,521



- White citizen voting age population 31.0% (2,644)
- Hispanic citizen voting age population 40.1% (3,421)
- Asian citizen voting age population 11.4% (969)
- Black citizen voting age population 13.0% (1,106)
- Native Hawaiian and Pacific Islander citizen voting age population 2.2% (190)
- Other/Multiracial citizen voting age population 0.6% (52)
- American Indian citizen voting age population 0.1% (8)



Hayward



Population: 10,053



- Hispanic/Latino population 56.1% (5,638)
- Asian population 16.2% (1,629)
- White population 12.7% (1,280)
- Black population 9.1% (910)
- Two or more races 2.9% (289)
- Native Hawaiian and Pacific Islander population 2.4% (243)
- Other races 0.4% (45)
- American Indian population 0.2% (17)

CVAP: 5,073



- White citizen voting age population 27.0% (1,370)
- Hispanic citizen voting age population 36.6% (1,859)
- Asian citizen voting age population 15.3% (778)
- Black citizen voting age population 14.6% (741)
- Native Hawaiian and Pacific Islander citizen voting age population 2.8% (140)
- Other/Multiracial citizen voting age population 0.4% (19)
- American Indian citizen voting age population 0.2% (12)



Hayward Acres



Population: 4,153



- Hispanic/Latino population 64.7% (2,686)
- Asian population 9.9% (412)
- White population 9.5% (393)
- Black population 11.5% (476)
- Two or more races 2.6% (109)
- Native Hawaiian and Pacific Islander population 1.2% (48)
- Other races 0.6% (23)
- American Indian population 0.1% (6)

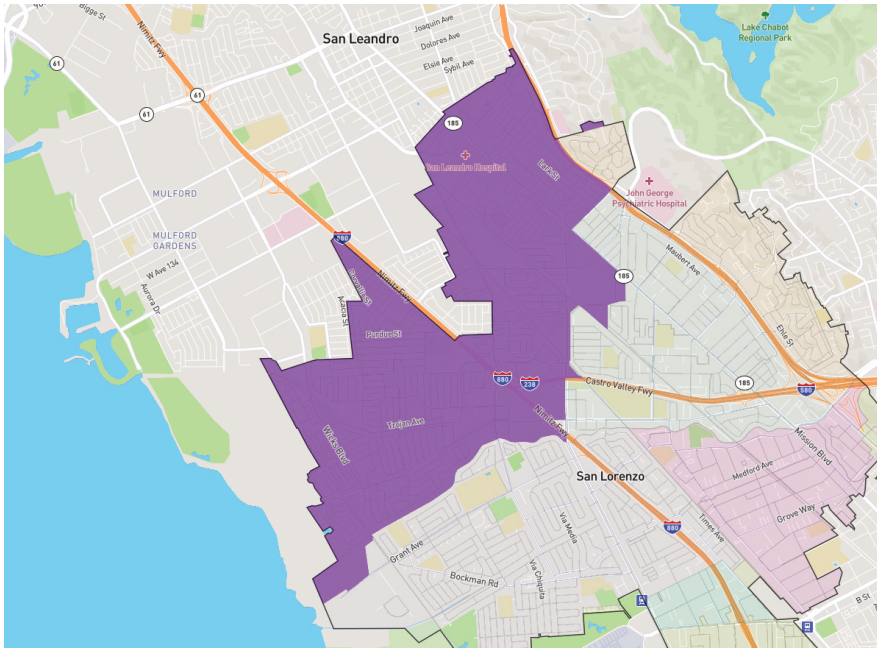
CVAP: 2,068



- White citizen voting age population 20.9% (433)
- Hispanic citizen voting age population 45.5% (940)
- Asian citizen voting age population 11.8% (243)
- Black citizen voting age population 19.5% (403)
- Native Hawaiian and Pacific Islander citizen voting age population 0.7% (14)
- Other/Multiracial citizen voting age population 1.2% (24)
- American Indian citizen voting age population 0.0% (0)



San Leandro



Population: 37,619



- Hispanic/Latino population 27.0% (10,160)
- Asian population 40.6% (15,275)
- White population 16.7% (6,290)
- Black population 10.6% (3,985)
- Two or more races 3.4% (1,279)
- Native Hawaiian and Pacific Islander population 1.0% (358)
- Other races 0.5% (196)
- American Indian population 0.2% (75)

CVAP: 24,989



- White citizen voting age population 27.9% (6,972)
- Hispanic citizen voting age population 18.7% (4,675)
- Asian citizen voting age population 36.9% (9,223)
- Black citizen voting age population 11.8% (2,953)
- Native Hawaiian and Pacific Islander citizen voting age population 1.1% (280)
- Other/Multiracial citizen voting age population 1.1% (282)
- American Indian citizen voting age population 0.7% (176)



Diverse and Integrated Demographics

The diverse communities of the Oro Loma Sanitary District have overall high levels of neighborhood integration.

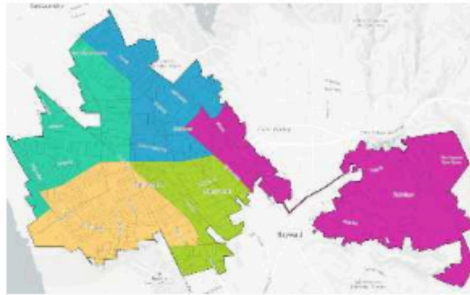
This diminishes the focus on race for defining communities of interest and offers the districting process some protection from accusations of racial gerrymandering that the new SCOTUS ruling may bring.

Map Selection, and/or Modification and Election Order

The following maps meet the Fair Maps Act standards and are well positioned to defend against accusations of gerrymandering on any current legal basis.

We'll go over the maps in detail using the YouMapIt.com mapping tool during the meeting and can make modifications if desired.

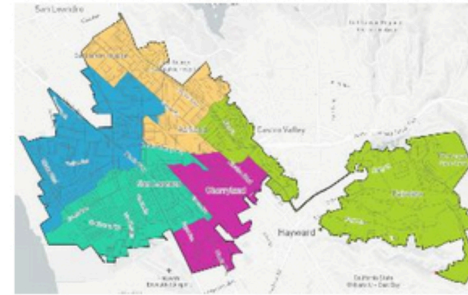
Once the board reaches consensus, it must determine which districts will be assigned to each election cycle. District numbering can be reassigned at this time to clarify order.



**Hesperian Lewelling cross
ID: 53**

Oro Loma Sanitary District
Board Districts
from 2020 Blocks
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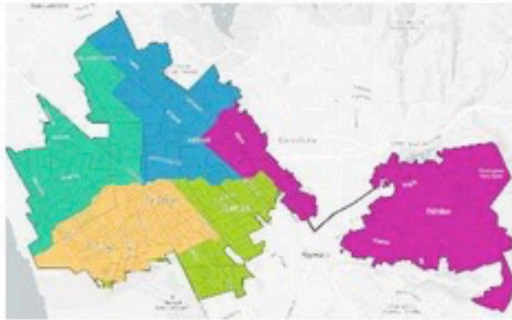
Deviation <10%	✓
Contiguous	✓
Clear Lines	✓
Compact	✓
Preserves COI	✓



**TCG Ashland Hub <2%
ID: 52**

Oro Loma Sanitary District
Board Districts
from 2020 Blocks
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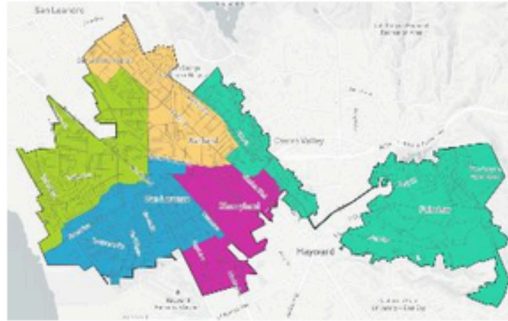
Deviation <10%	✓
Contiguous	✓
Clear Lines	✓
Compact	✓
Preserves COI	✓



**Turner CG "Map 70"
ID: 76**

Oro Loma Sanitary District
Board Districts
from 2020 Blocks
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4/14/2026, 6:41:42 PM

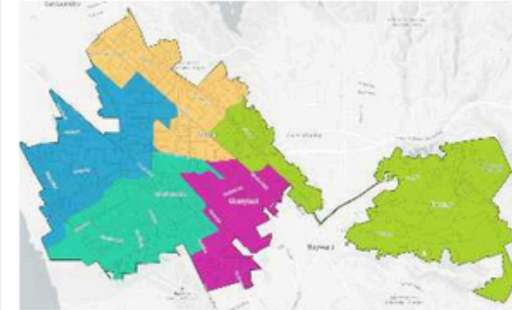
Deviation <10%	✓
Contiguous	✓
Clear Lines	✓
Compact	✓
Preserves COI	✓



**Col voting blocks
ID: 60**

Oro Loma Sanitary District
Board Districts
from 2020 Blocks
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Deviation <10%	✓
Contiguous	✓
Clear Lines	✓
Compact	✓
Preserves COI	✓

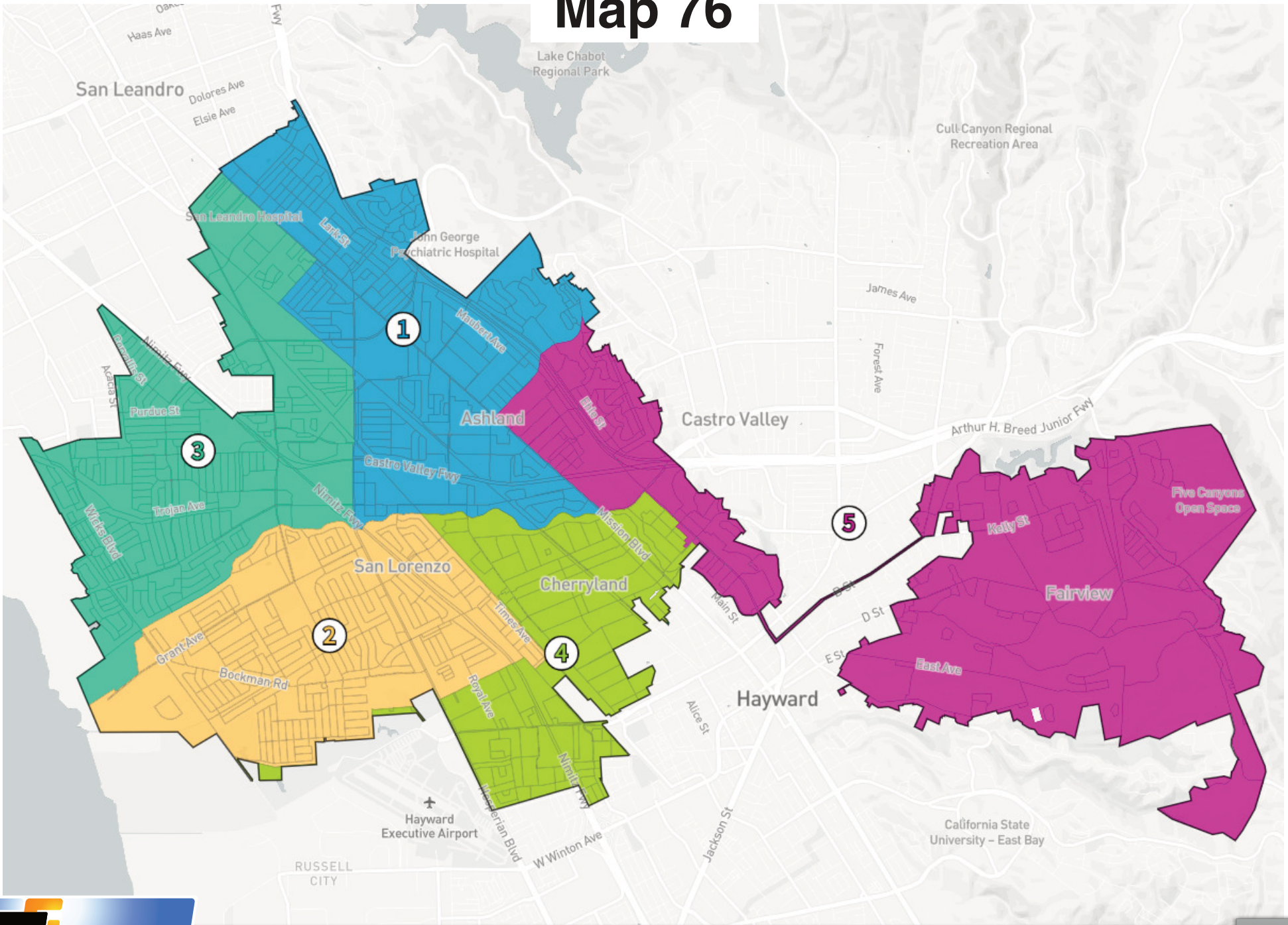


**KB Updated
ID: 56**

Oro Loma Sanitary District
Board Districts
from 2020 Blocks
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Deviation <10%	✓
Contiguous	✓
Clear Lines	✓
Compact	✓
Preserves COI	✓

Map 76



Demographic Summary

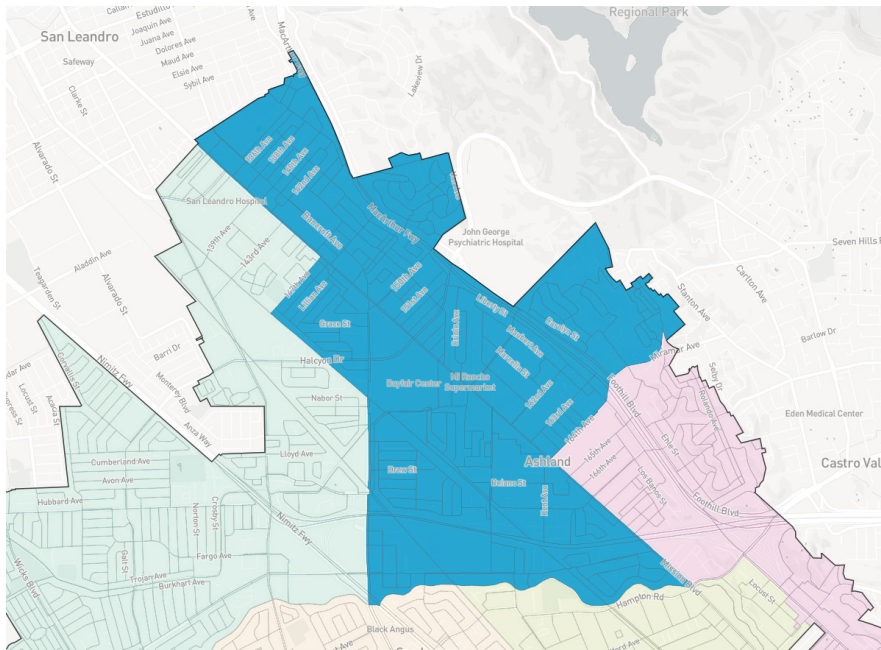
Population Ideal: 27,833 per district

District	Total Pop.	Deviation from Ideal	Hispanic/Latin o population	Asian population	White population	Black population	Two or more races	Native Hawaiian and Pacific Islander population	Other races	American Indian population
1	29,212	+1,379 (+4.96%)	10,983 (37.6%)	8,081 (27.7%)	4,367 (14.9%)	4,116 (14.1%)	1,121 (3.8%)	305 (1.0%)	154 (0.5%)	83 (0.3%)
2	25,446	-2,387 (-8.58%)	9,810 (38.6%)	7,835 (30.8%)	5,430 (21.3%)	963 (3.8%)	993 (3.9%)	264 (1.0%)	98 (0.4%)	53 (0.2%)
3	30,076	+2,243 (+8.06%)	7,598 (25.3%)	12,924 (43.0%)	4,958 (16.5%)	3,080 (10.2%)	998 (3.3%)	293 (1.0%)	158 (0.5%)	66 (0.2%)
4	26,493	-1,340 (-4.81%)	16,213 (61.2%)	3,582 (13.5%)	3,165 (11.9%)	2,085 (7.9%)	740 (2.8%)	501 (1.9%)	142 (0.5%)	70 (0.3%)
5	27,937	+104 (+0.37%)	8,668 (31.0%)	6,054 (21.7%)	6,744 (24.1%)	4,292 (15.4%)	1,625 (5.8%)	326 (1.2%)	186 (0.7%)	48 (0.2%)
Totals	139,164	—	53,272 (38.3%)	38,476 (27.6%)	24,664 (17.7%)	14,536 (10.4%)	5,477 (3.9%)	1,689 (1.2%)	738 (0.5%)	320 (0.2%)

Citizen Voting Age Population (CVAP)

District	Total CVAP	White citizen voting age population	Hispanic citizen voting age population	Asian citizen voting age population	Black citizen voting age population	Native Hawaiian and Pacific Islander citizen voting age population	Other/Multiracial citizen voting age population	American Indian citizen voting age population
1	17,889	3,871 (21.6%)	4,868 (27.2%)	5,424 (30.3%)	3,152 (17.6%)	32 (0.2%)	85 (0.5%)	43 (0.2%)
2	17,622	5,822 (33.0%)	6,033 (34.2%)	4,509 (25.6%)	549 (3.1%)	261 (1.5%)	127 (0.7%)	94 (0.5%)
3	20,833	5,785 (27.8%)	3,797 (18.2%)	7,812 (37.5%)	2,400 (11.5%)	276 (1.3%)	259 (1.2%)	172 (0.8%)
4	13,512	3,659 (27.1%)	5,796 (42.9%)	1,720 (12.7%)	1,723 (12.8%)	298 (2.2%)	81 (0.6%)	16 (0.1%)
5	17,676	5,746 (32.5%)	3,798 (21.5%)	3,619 (20.5%)	3,669 (20.8%)	123 (0.7%)	179 (1.0%)	52 (0.3%)
Totals	87,532	24,883 (28.4%)	24,292 (27.8%)	23,084 (26.4%)	11,493 (13.1%)	990 (1.1%)	731 (0.8%)	377 (0.4%)

District 1



Population: 29,212



- Hispanic/Latino population 37.6% (10,983)
- Asian population 27.7% (8,081)
- White population 14.9% (4,367)
- Black population 14.1% (4,116)
- Two or more races 3.8% (1,121)
- Native Hawaiian and Pacific Islander population 1.0% (305)
- Other races 0.5% (154)
- American Indian population 0.3% (83)

CVAP: 17,889

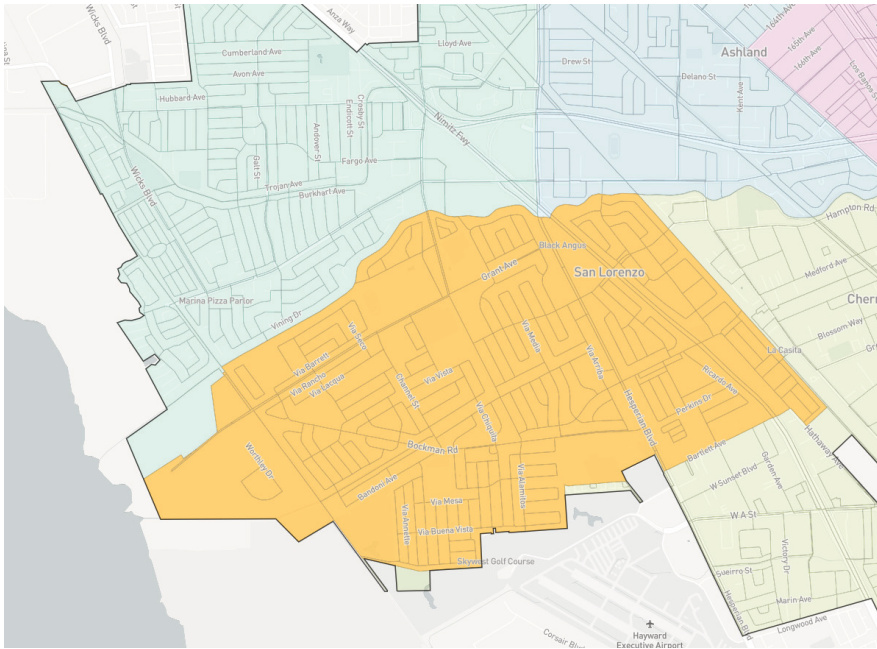


- White citizen voting age population 21.6% (3,871)
- Hispanic citizen voting age population 27.2% (4,868)
- Asian citizen voting age population 30.3% (5,424)
- Black citizen voting age population 17.6% (3,152)
- Native Hawaiian and Pacific Islander citizen voting age population 0.2% (32)
- Other/Multiracial citizen voting age population 0.5% (85)
- American Indian citizen voting age population 0.2% (43)

Deviation from ideal (27,833): +1,379 (+4.96%)



District 2



Population: 25,446



- Hispanic/Latino population 38.6% (9,810)
- Asian population 30.8% (7,835)
- White population 21.3% (5,430)
- Black population 3.8% (963)
- Two or more races 3.9% (993)
- Native Hawaiian and Pacific Islander population 1.0% (264)
- Other races 0.4% (98)
- American Indian population 0.2% (53)

CVAP: 17,622

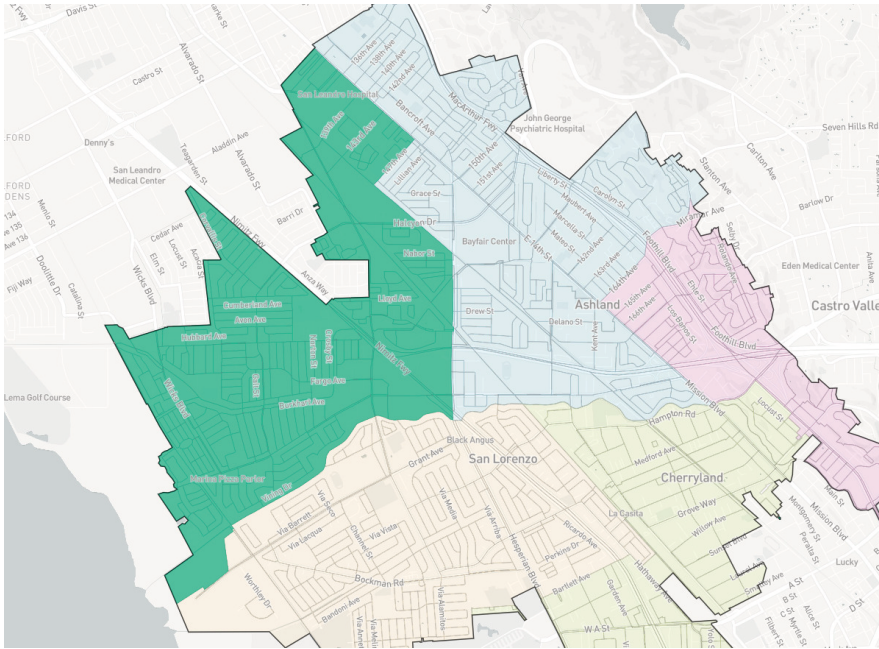


- White citizen voting age population 33.0% (5,822)
- Hispanic citizen voting age population 34.2% (6,033)
- Asian citizen voting age population 25.6% (4,509)
- Black citizen voting age population 3.1% (549)
- Native Hawaiian and Pacific Islander citizen voting age population 1.5% (261)
- Other/Multiracial citizen voting age population 0.7% (127)
- American Indian citizen voting age population 0.5% (94)

Deviation from ideal (27,833): -2,387 (-8.58%)



District 3



Population: 30,076



- Hispanic/Latino population 25.3% (7,598)
- Asian population 43.0% (12,924)
- White population 16.5% (4,958)
- Black population 10.2% (3,080)
- Two or more races 3.3% (998)
- Native Hawaiian and Pacific Islander population 1.0% (293)
- Other races 0.5% (158)
- American Indian population 0.2% (66)

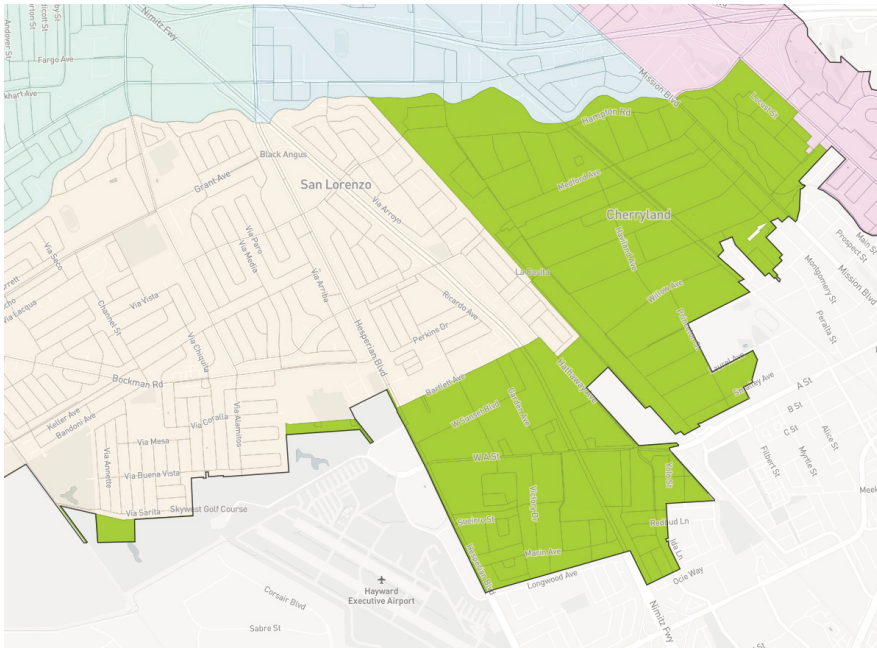
CVAP: 20,833



- White citizen voting age population 27.8% (5,785)
- Hispanic citizen voting age population 18.2% (3,797)
- Asian citizen voting age population 37.5% (7,812)
- Black citizen voting age population 11.5% (2,400)
- Native Hawaiian and Pacific Islander citizen voting age population 1.3% (276)
- Other/Multiracial citizen voting age population 1.2% (259)
- American Indian citizen voting age population 0.8% (172)

Deviation from ideal (27,833): +2,243 (+8.06%)

District 4



Population: 26,493



- Hispanic/Latino population 61.2% (16,213)
- Asian population 13.5% (3,582)
- White population 11.9% (3,165)
- Black population 7.9% (2,085)
- Two or more races 2.8% (740)
- Native Hawaiian and Pacific Islander population 1.9% (501)
- Other races 0.5% (142)
- American Indian population 0.3% (70)

CVAP: 13,512

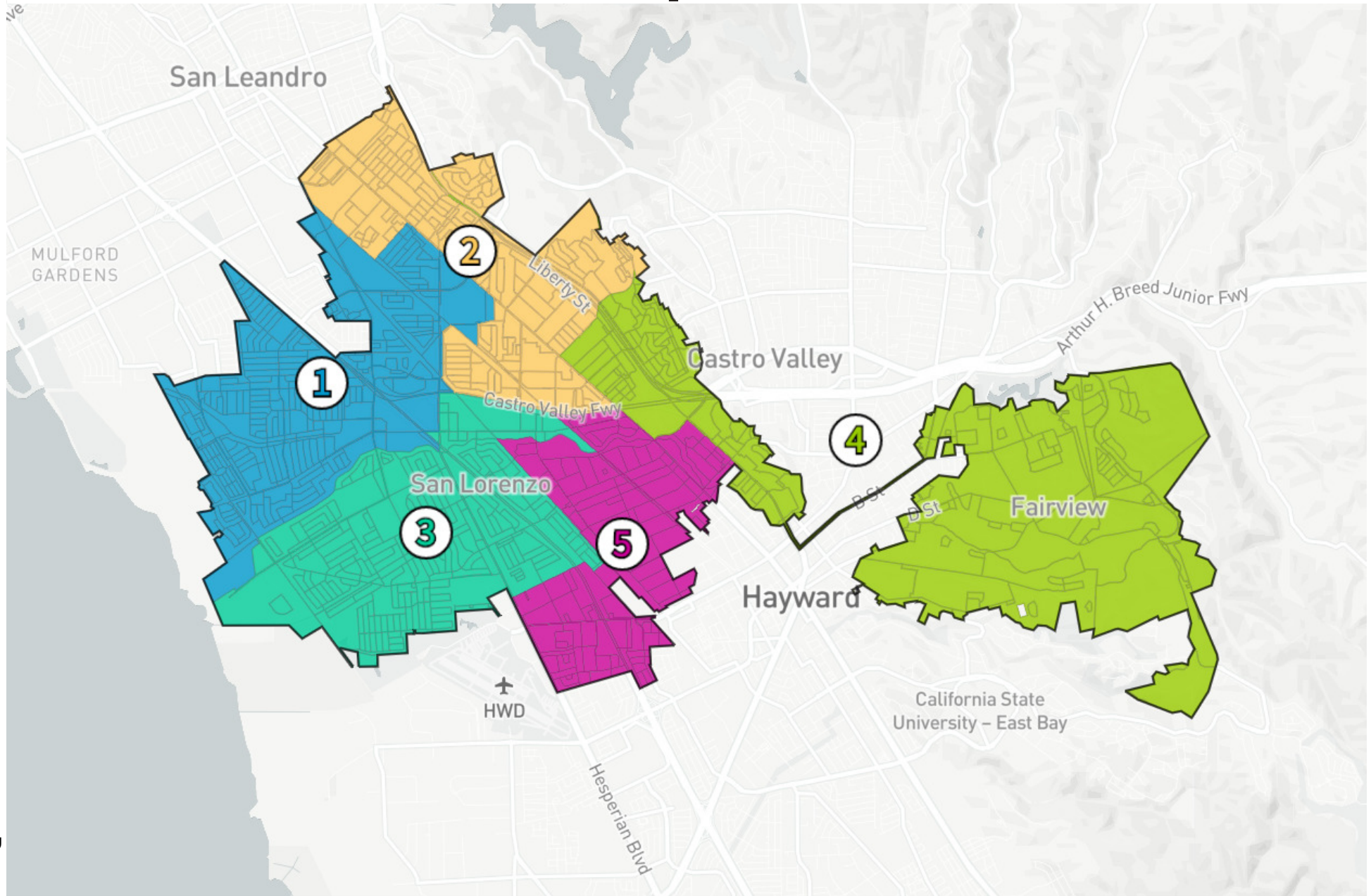


- White citizen voting age population 27.1% (3,659)
- Hispanic citizen voting age population 42.9% (5,796)
- Asian citizen voting age population 12.7% (1,720)
- Black citizen voting age population 12.8% (1,723)
- Native Hawaiian and Pacific Islander citizen voting age population 2.2% (298)
- Other/Multiracial citizen voting age population 0.6% (81)
- American Indian citizen voting age population 0.1% (16)

Deviation from ideal (27,833): -1,340 (-4.81%)



Map 52



Demographic Summary

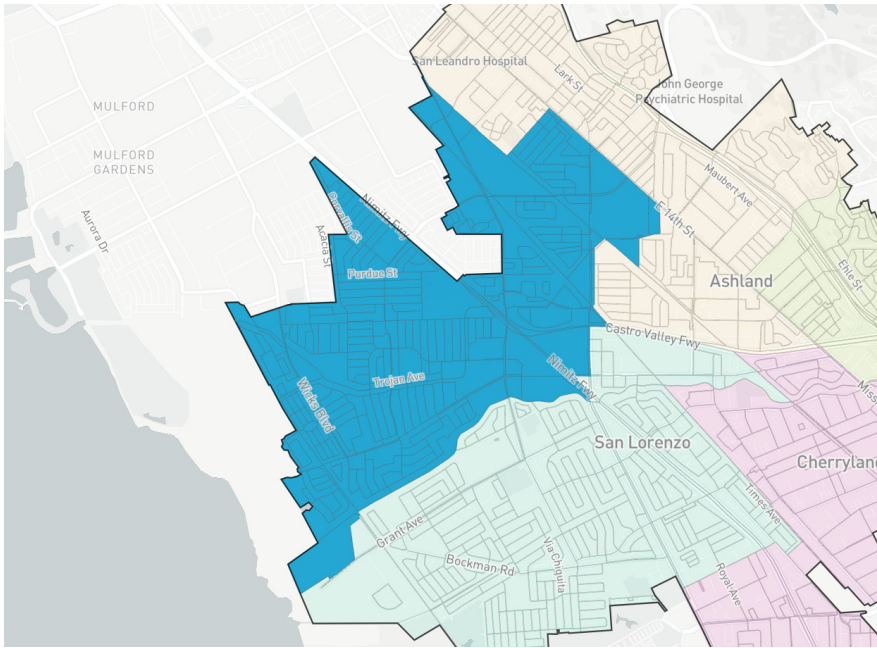
Population Ideal: 27,833 per district

District	Total Pop.	Deviation from Ideal	Hispanic/Latino population	Asian population	White population	Black population	Two or more races	Native Hawaiian and Pacific Islander population	Other races	American Indian population
1	27,940	+107 (+0.39%)	6,680 (23.9%)	12,972 (46.4%)	4,543 (16.3%)	2,373 (8.5%)	909 (3.3%)	281 (1.0%)	124 (0.4%)	57 (0.2%)
2	28,362	+529 (+1.90%)	10,382 (36.6%)	7,427 (26.2%)	4,371 (15.4%)	4,571 (16.1%)	1,075 (3.8%)	271 (1.0%)	181 (0.6%)	83 (0.3%)
3	27,436	-397 (-1.43%)	10,717 (39.1%)	8,314 (30.3%)	5,680 (20.7%)	1,177 (4.3%)	1,095 (4.0%)	290 (1.1%)	103 (0.4%)	60 (0.2%)
4	27,839	+6 (+0.02%)	8,599 (30.9%)	6,053 (21.7%)	6,727 (24.2%)	4,290 (15.4%)	1,619 (5.8%)	326 (1.2%)	186 (0.7%)	46 (0.2%)
5	27,587	-246 (-0.88%)	16,894 (61.2%)	3,710 (13.4%)	3,343 (12.1%)	2,125 (7.7%)	779 (2.8%)	521 (1.9%)	144 (0.5%)	74 (0.3%)
Totals	139,164	—	53,272 (38.3%)	38,476 (27.6%)	24,664 (17.7%)	14,536 (10.4%)	5,477 (3.9%)	1,689 (1.2%)	738 (0.5%)	320 (0.2%)

Citizen Voting Age Population (CVAP)

District	Total CVAP	White citizen voting age population	Hispanic citizen voting age population	Asian citizen voting age population	Black citizen voting age population	Native Hawaiian and Pacific Islander citizen voting age population	Other/Multiracial citizen voting age population	American Indian citizen voting age population
1	19,024	5,211 (27.4%)	3,345 (17.6%)	7,810 (41.1%)	1,672 (8.8%)	276 (1.5%)	244 (1.3%)	140 (0.7%)
2	18,219	4,120 (22.6%)	4,830 (26.5%)	4,993 (27.4%)	3,765 (20.7%)	32 (0.2%)	90 (0.5%)	71 (0.4%)
3	18,587	6,015 (32.4%)	6,339 (34.1%)	4,805 (25.9%)	653 (3.5%)	261 (1.4%)	141 (0.8%)	102 (0.5%)
4	17,635	5,736 (32.5%)	3,782 (21.4%)	3,619 (20.5%)	3,667 (20.8%)	123 (0.7%)	179 (1.0%)	48 (0.3%)
5	14,067	3,801 (27.0%)	5,996 (42.6%)	1,857 (13.2%)	1,736 (12.3%)	298 (2.1%)	77 (0.5%)	16 (0.1%)
Totals	87,532	24,883 (28.4%)	24,292 (27.8%)	23,084 (26.4%)	11,493 (13.1%)	990 (1.1%)	731 (0.8%)	377 (0.4%)

District 1



Population: 27,940



- Hispanic/Latino population 23.9% (6,680)
- Asian population 46.4% (12,972)
- White population 16.3% (4,543)
- Black population 8.5% (2,373)
- Two or more races 3.3% (909)
- Native Hawaiian and Pacific Islander population 1.0% (281)
- Other races 0.4% (124)
- American Indian population 0.2% (57)

CVAP: 19,024

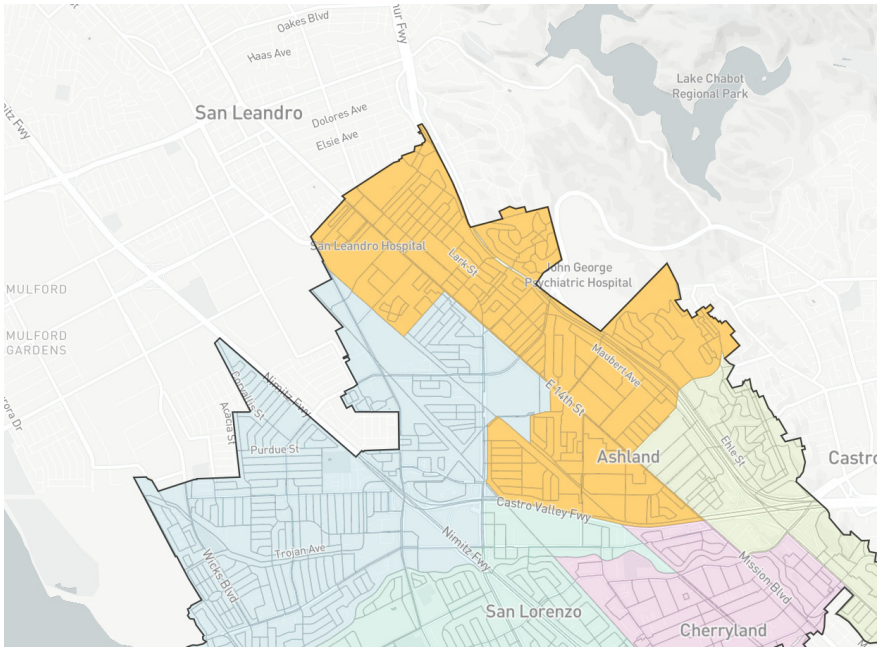


- White citizen voting age population 27.4% (5,211)
- Hispanic citizen voting age population 17.6% (3,345)
- Asian citizen voting age population 41.1% (7,810)
- Black citizen voting age population 8.8% (1,672)
- Native Hawaiian and Pacific Islander citizen voting age population 1.5% (276)
- Other/Multiracial citizen voting age population 1.3% (244)
- American Indian citizen voting age population 0.7% (140)

Deviation from ideal (27,833): +107 (+0.39%)



District 2



Population: 28,362



- Hispanic/Latino population 36.6% (10,382)
- Asian population 26.2% (7,427)
- White population 15.4% (4,371)
- Black population 16.1% (4,571)
- Two or more races 3.8% (1,075)
- Native Hawaiian and Pacific Islander population 1.0% (271)
- Other races 0.6% (181)
- American Indian population 0.3% (83)

CVAP: 18,219

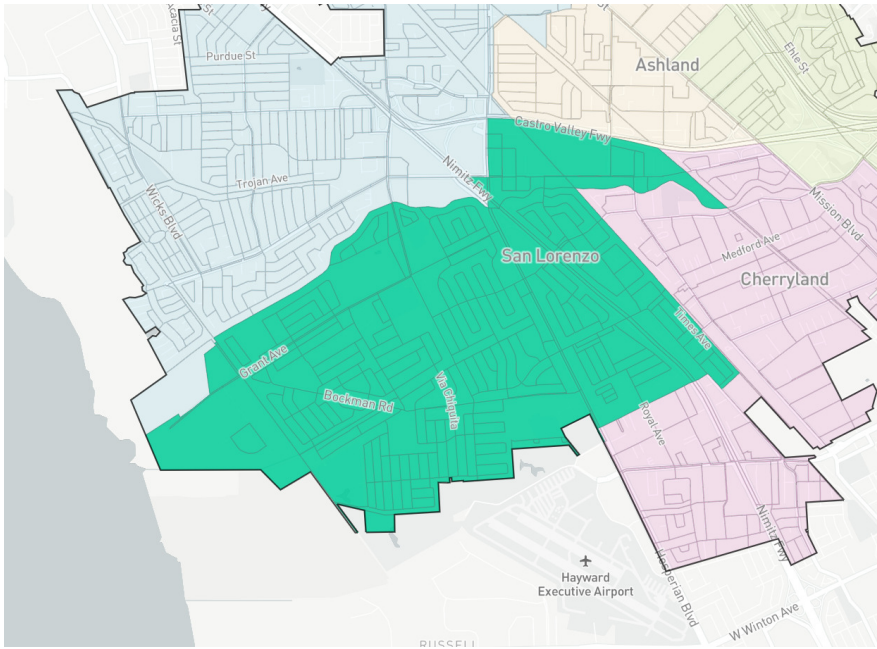


- White citizen voting age population 22.6% (4,120)
- Hispanic citizen voting age population 26.5% (4,830)
- Asian citizen voting age population 27.4% (4,993)
- Black citizen voting age population 20.7% (3,765)
- Native Hawaiian and Pacific Islander citizen voting age population 0.2% (32)
- Other/Multiracial citizen voting age population 0.5% (90)
- American Indian citizen voting age population 0.4% (71)

Deviation from ideal (27,833): +529 (+1.90%)



District 3



Population: 27,436



- Hispanic/Latino population 39.1% (10,717)
- Asian population 30.3% (8,314)
- White population 20.7% (5,680)
- Black population 4.3% (1,177)
- Two or more races 4.0% (1,095)
- Native Hawaiian and Pacific Islander population 1.1% (290)
- Other races 0.4% (103)
- American Indian population 0.2% (60)

CVAP: 18,587

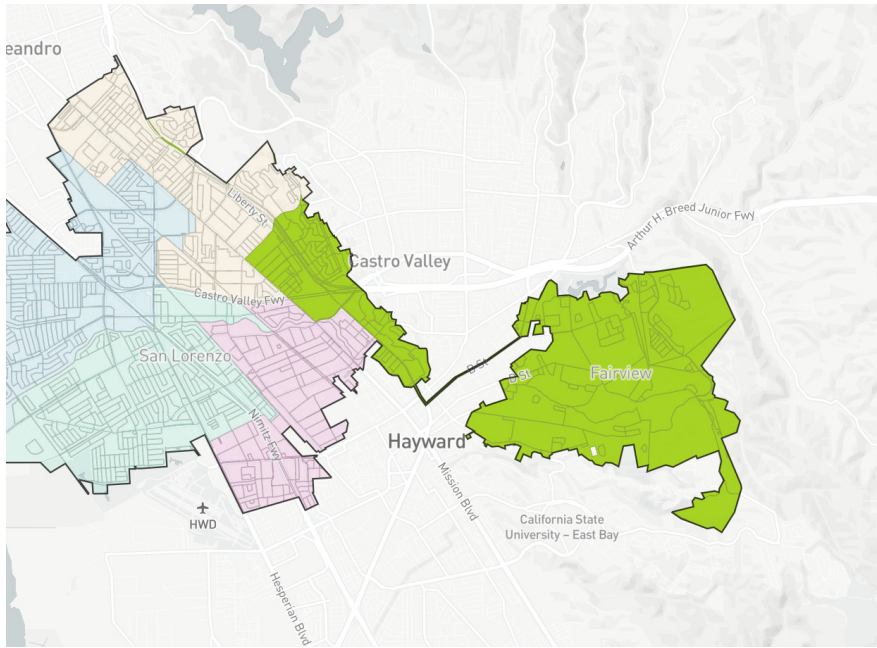


- White citizen voting age population 32.4% (6,015)
- Hispanic citizen voting age population 34.1% (6,339)
- Asian citizen voting age population 25.9% (4,805)
- Black citizen voting age population 3.5% (653)
- Native Hawaiian and Pacific Islander citizen voting age population 1.4% (261)
- Other/Multiracial citizen voting age population 0.8% (141)
- American Indian citizen voting age population 0.5% (102)

Deviation from ideal (27,833): -397 (-1.43%)



District 4



Population: 27,839



- Hispanic/Latino population 30.9% (8,599)
- Asian population 21.7% (6,053)
- White population 24.2% (6,727)
- Black population 15.4% (4,290)
- Two or more races 5.8% (1,619)
- Native Hawaiian and Pacific Islander population 1.2% (326)
- Other races 0.7% (186)
- American Indian population 0.2% (46)

CVAP: 17,635

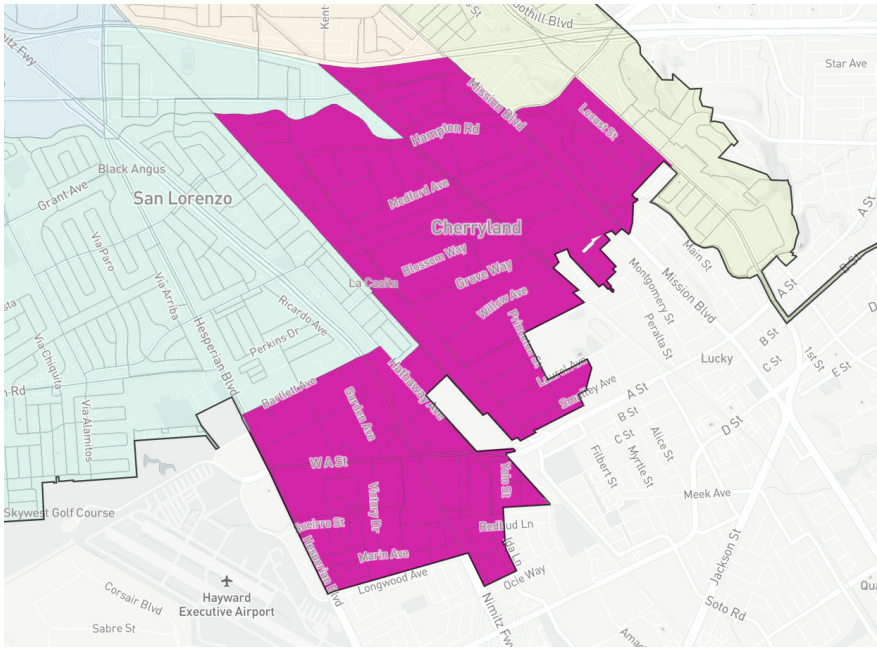


- White citizen voting age population 32.5% (5,736)
- Hispanic citizen voting age population 21.4% (3,782)
- Asian citizen voting age population 20.5% (3,619)
- Black citizen voting age population 20.8% (3,667)
- Native Hawaiian and Pacific Islander citizen voting age population 0.7% (123)
- Other/Multiracial citizen voting age population 1.0% (179)
- American Indian citizen voting age population 0.3% (48)

Deviation from ideal (27,833): +6 (+0.02%)



District 5



Population: 27,587



- Hispanic/Latino population 61.2% (16,894)
- Asian population 13.4% (3,710)
- White population 12.1% (3,343)
- Black population 7.7% (2,125)
- Two or more races 2.8% (779)
- Native Hawaiian and Pacific Islander population 1.9% (521)
- Other races 0.5% (144)
- American Indian population 0.3% (74)

CVAP: 14,067

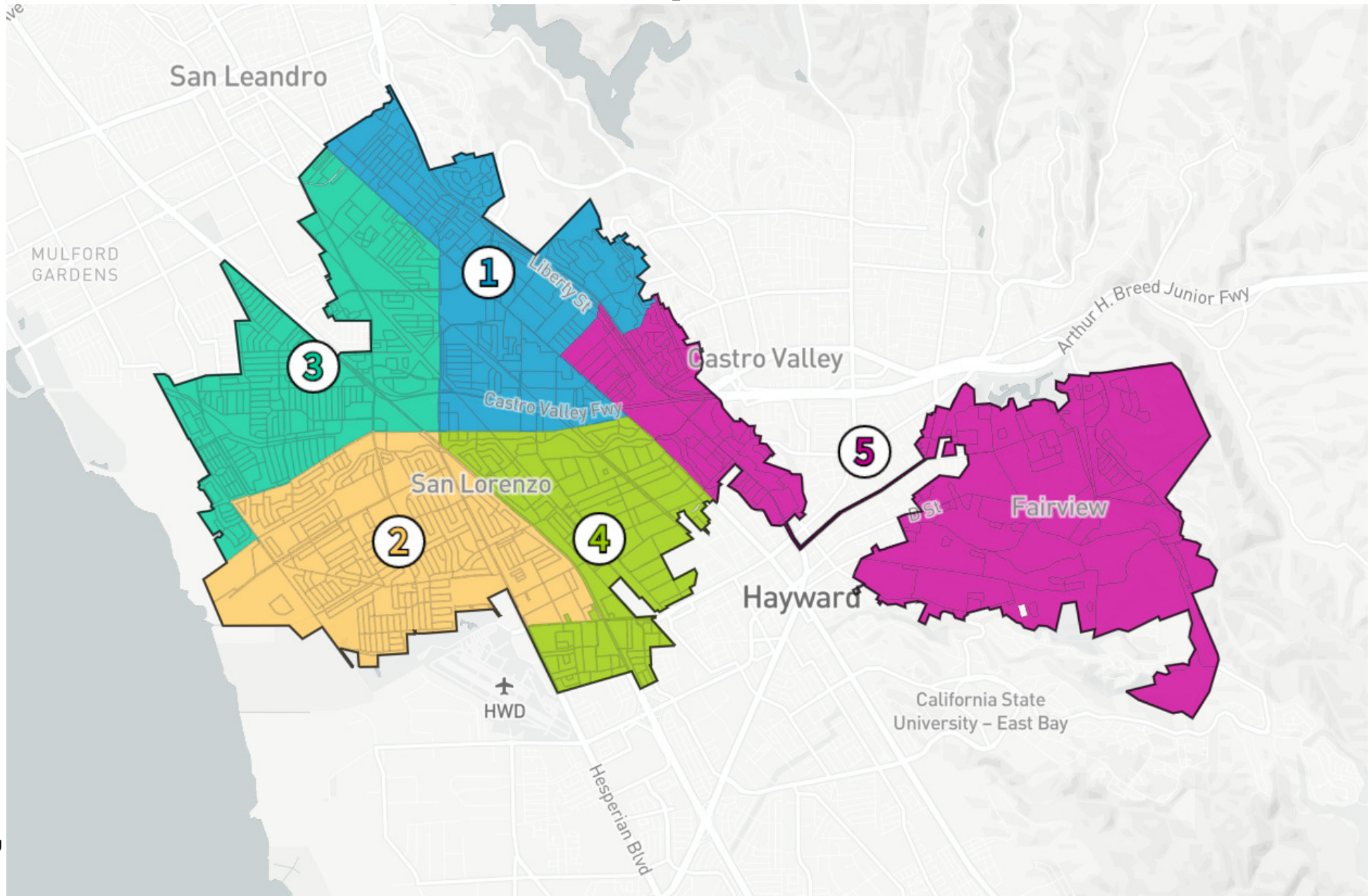


- White citizen voting age population 27.0% (3,801)
- Hispanic citizen voting age population 42.6% (5,996)
- Asian citizen voting age population 13.2% (1,857)
- Black citizen voting age population 12.3% (1,736)
- Native Hawaiian and Pacific Islander citizen voting age population 2.1% (298)
- Other/Multiracial citizen voting age population 0.5% (77)
- American Indian citizen voting age population 0.1% (16)

Deviation from ideal (27,833): -246 (-0.88%)



Map 53



Demographic Summary

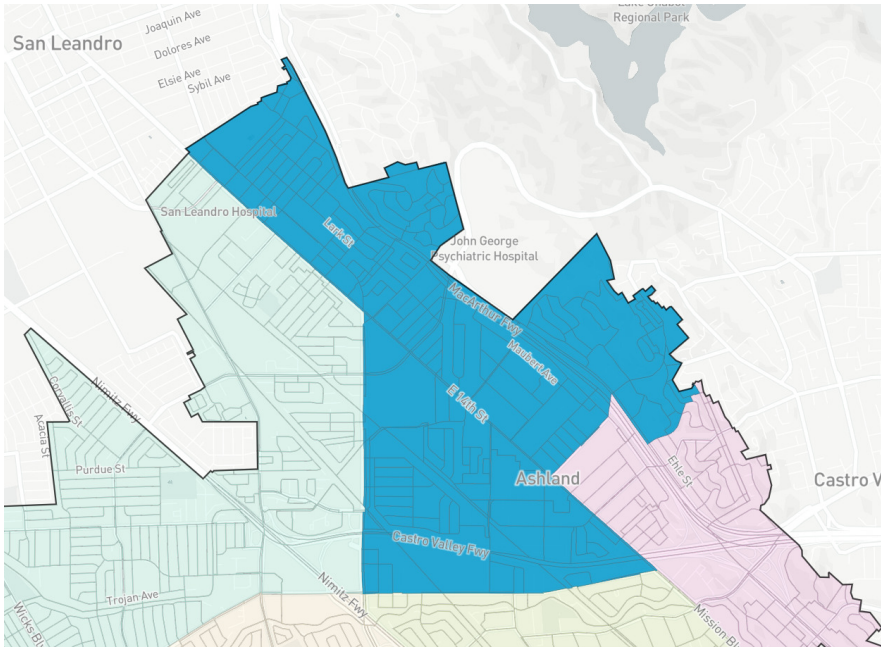
Population Ideal: 27,833 per district

District	Total Pop.	Deviation from Ideal	Hispanic/Latin o population	Asian population	White population	Black population	Two or more races	Native Hawaiian and Pacific Islander population	Other races	American Indian population
1	26,733	-1,100 (-3.95%)	9,663 (36.1%)	7,109 (26.6%)	4,214 (15.8%)	4,175 (15.6%)	1,065 (4.0%)	275 (1.0%)	154 (0.6%)	79 (0.3%)
2	28,344	+511 (+1.84%)	10,968 (38.7%)	8,677 (30.6%)	5,785 (20.4%)	1,364 (4.8%)	1,064 (3.8%)	293 (1.0%)	126 (0.4%)	66 (0.2%)
3	28,704	+871 (+3.13%)	7,346 (25.6%)	12,408 (43.2%)	4,550 (15.9%)	2,963 (10.3%)	924 (3.2%)	304 (1.1%)	143 (0.5%)	65 (0.2%)
4	27,659	-174 (-0.62%)	16,443 (59.4%)	4,310 (15.6%)	3,423 (12.4%)	1,997 (7.2%)	828 (3.0%)	468 (1.7%)	135 (0.5%)	60 (0.2%)
5	27,724	-109 (-0.39%)	8,852 (31.9%)	5,972 (21.5%)	6,692 (24.1%)	4,037 (14.6%)	1,596 (5.8%)	349 (1.3%)	180 (0.6%)	50 (0.2%)
Totals	139,164	—	53,272 (38.3%)	38,476 (27.6%)	24,664 (17.7%)	14,536 (10.4%)	5,477 (3.9%)	1,689 (1.2%)	738 (0.5%)	320 (0.2%)

Citizen Voting Age Population (CVAP)

District	Total CVAP	White citizen voting age population	Hispanic citizen voting age population	Asian citizen voting age population	Black citizen voting age population	Native Hawaiian and Pacific Islander citizen voting age population	Other/Multiracial citizen voting age population	American Indian citizen voting age population
1	16,627	3,675 (22.1%)	4,350 (26.2%)	4,799 (28.9%)	3,297 (19.8%)	32 (0.2%)	74 (0.4%)	49 (0.3%)
2	18,271	6,000 (32.8%)	6,110 (33.4%)	4,579 (25.1%)	961 (5.3%)	335 (1.8%)	127 (0.7%)	98 (0.5%)
3	19,909	5,377 (27.0%)	3,674 (18.5%)	7,687 (38.6%)	2,113 (10.6%)	202 (1.0%)	246 (1.2%)	172 (0.9%)
4	15,070	3,896 (25.9%)	6,337 (42.1%)	2,426 (16.1%)	1,644 (10.9%)	264 (1.8%)	105 (0.7%)	16 (0.1%)
5	17,655	5,935 (33.6%)	3,821 (21.6%)	3,593 (20.4%)	3,478 (19.7%)	157 (0.9%)	179 (1.0%)	42 (0.2%)
Totals	87,532	24,883 (28.4%)	24,292 (27.8%)	23,084 (26.4%)	11,493 (13.1%)	990 (1.1%)	731 (0.8%)	377 (0.4%)

District 1



Population: 26,733



- Hispanic/Latino population 36.1% (9,663)
- Asian population 26.6% (7,109)
- White population 15.8% (4,214)
- Black population 15.6% (4,175)
- Two or more races 4.0% (1,065)
- Native Hawaiian and Pacific Islander population 1.0% (275)
- Other races 0.6% (154)
- American Indian population 0.3% (79)

CVAP: 16,627

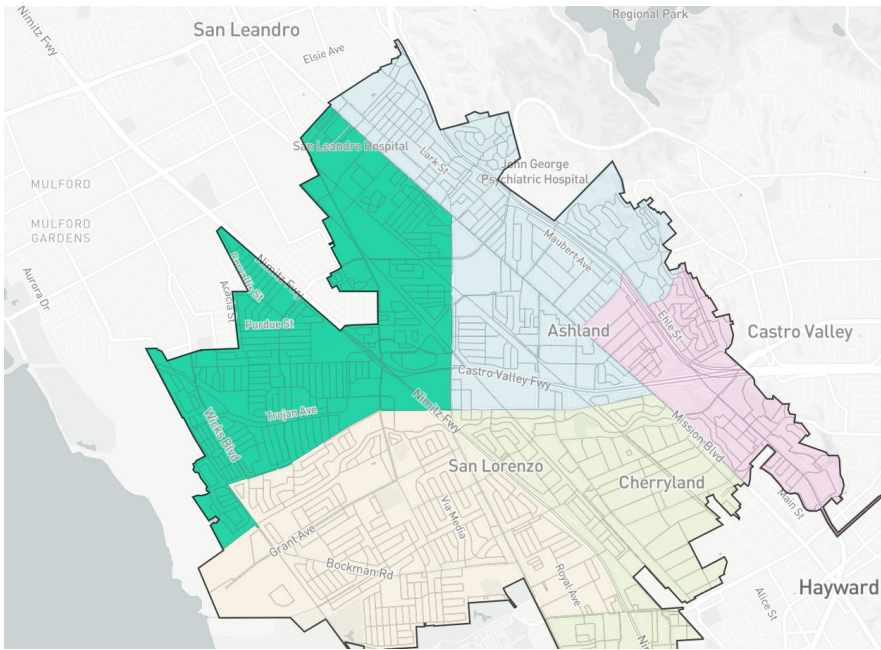


- White citizen voting age population 22.1% (3,675)
- Hispanic citizen voting age population 26.2% (4,350)
- Asian citizen voting age population 28.9% (4,799)
- Black citizen voting age population 19.8% (3,297)
- Native Hawaiian and Pacific Islander citizen voting age population 0.2% (32)
- Other/Multiracial citizen voting age population 0.4% (74)
- American Indian citizen voting age population 0.3% (49)

Deviation from ideal (27,833): -1,100 (-3.95%)



District 3



Population: 28,704



- Hispanic/Latino population 25.6% (7,346)
- Asian population 43.2% (12,408)
- White population 15.9% (4,550)
- Black population 10.3% (2,963)
- Two or more races 3.2% (924)
- Native Hawaiian and Pacific Islander population 1.1% (304)
- Other races 0.5% (143)
- American Indian population 0.2% (65)

CVAP: 19,909

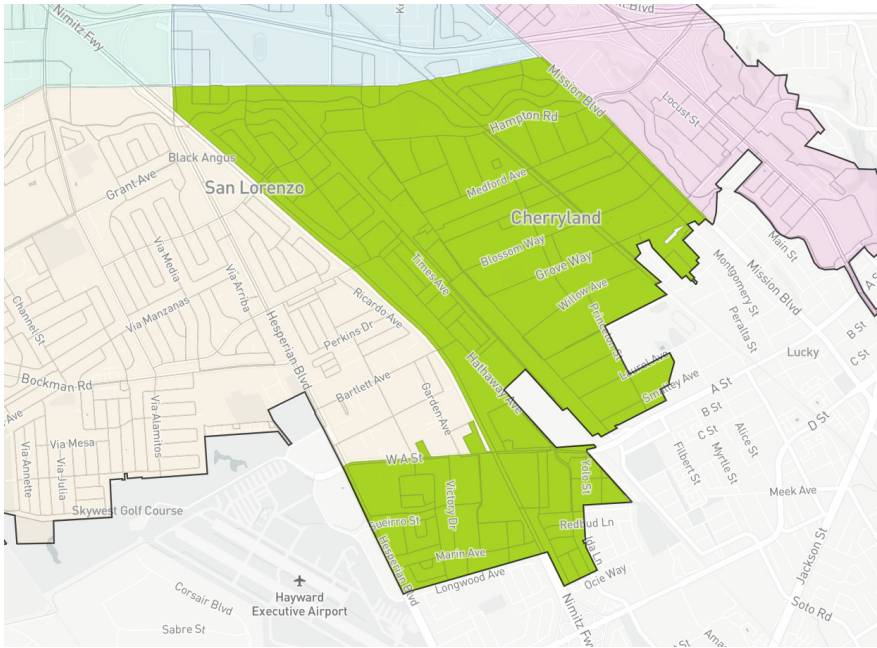


- White citizen voting age population 27.0% (5,377)
- Hispanic citizen voting age population 18.5% (3,674)
- Asian citizen voting age population 38.6% (7,687)
- Black citizen voting age population 10.6% (2,113)
- Native Hawaiian and Pacific Islander citizen voting age population 1.0% (202)
- Other/Multiracial citizen voting age population 1.2% (246)
- American Indian citizen voting age population 0.9% (172)

Deviation from ideal (27,833): +871 (+3.13%)



District 4



Population: 27,659



- Hispanic/Latino population 59.4% (16,443)
- Asian population 15.6% (4,310)
- White population 12.4% (3,423)
- Black population 7.2% (1,997)
- Two or more races 3.0% (828)
- Native Hawaiian and Pacific Islander population 1.7% (468)
- Other races 0.5% (135)
- American Indian population 0.2% (60)

CVAP: 15,070

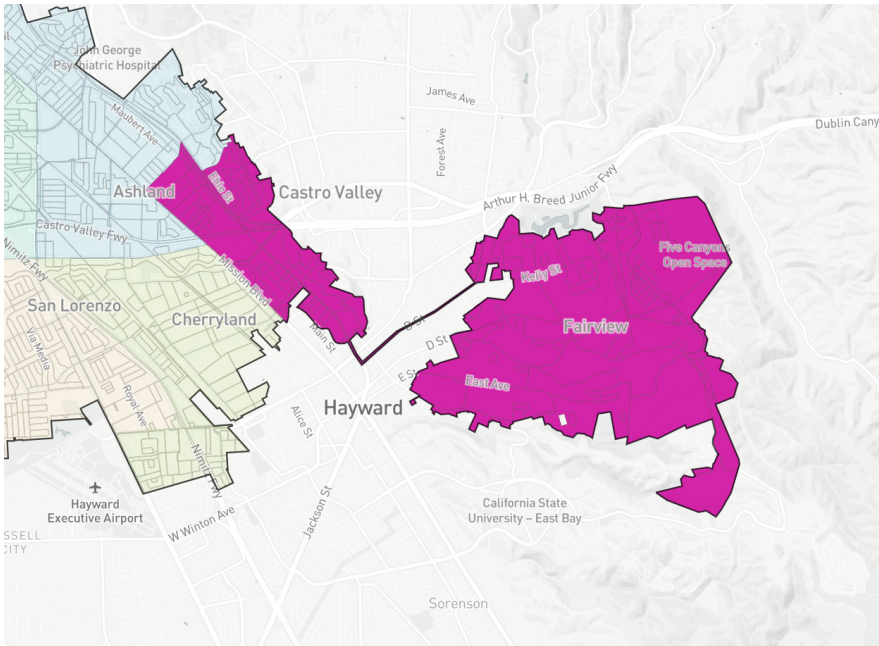


- White citizen voting age population 25.9% (3,896)
- Hispanic citizen voting age population 42.1% (6,337)
- Asian citizen voting age population 16.1% (2,426)
- Black citizen voting age population 10.9% (1,644)
- Native Hawaiian and Pacific Islander citizen voting age population 1.8% (264)
- Other/Multiracial citizen voting age population 0.7% (105)
- American Indian citizen voting age population 0.1% (16)

Deviation from ideal (27,833): -174 (-0.62%)



District 5



Population: 27,724



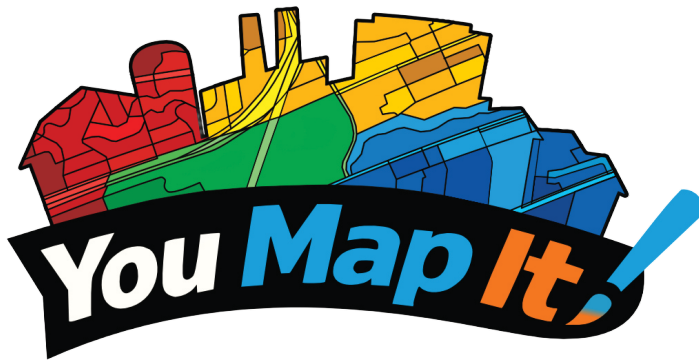
- Hispanic/Latino population 31.9% (8,852)
- Asian population 21.5% (5,972)
- White population 24.1% (6,692)
- Black population 14.6% (4,037)
- Two or more races 5.8% (1,596)
- Native Hawaiian and Pacific Islander population 1.3% (349)
- Other races 0.6% (180)
- American Indian population 0.2% (50)

CVAP: 17,655

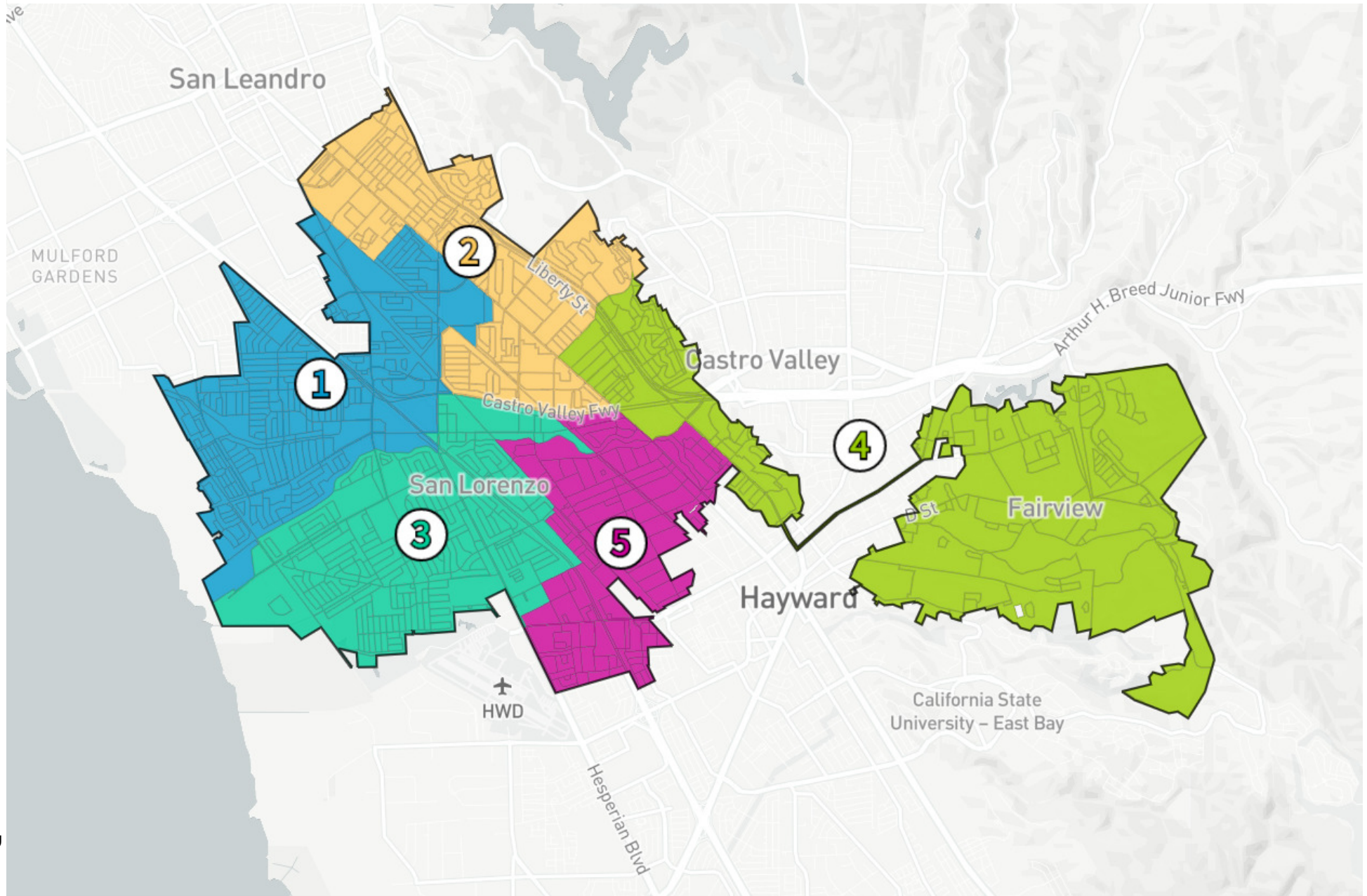


- White citizen voting age population 33.6% (5,935)
- Hispanic citizen voting age population 21.6% (3,821)
- Asian citizen voting age population 20.4% (3,593)
- Black citizen voting age population 19.7% (3,478)
- Native Hawaiian and Pacific Islander citizen voting age population 0.9% (157)
- Other/Multiracial citizen voting age population 1.0% (179)
- American Indian citizen voting age population 0.2% (42)

Deviation from ideal (27,833): -109 (-0.39%)



Map 56



Demographic Summary

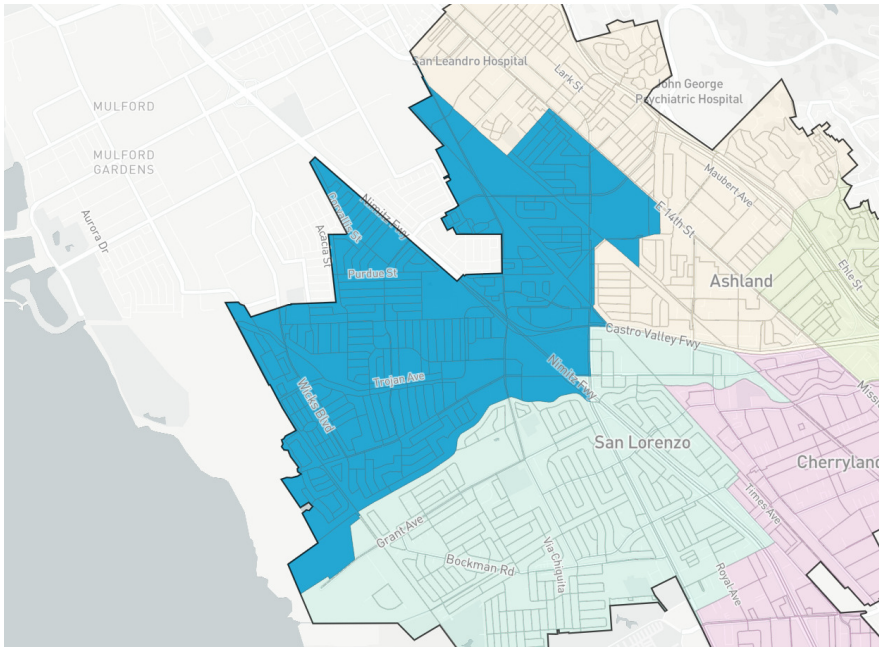
Population Ideal: 27,833 per district

District	Total Pop.	Deviation from Ideal	Hispanic/Latin o population	Asian population	White population	Black population	Two or more races	Native Hawaiian and Pacific Islander population	Other races	American Indian population
1	27,940	+107 (+0.39%)	6,680 (23.9%)	12,972 (46.4%)	4,543 (16.3%)	2,373 (8.5%)	909 (3.3%)	281 (1.0%)	124 (0.4%)	57 (0.2%)
2	28,363	+530 (+1.90%)	10,382 (36.6%)	7,427 (26.2%)	4,371 (15.4%)	4,571 (16.1%)	1,075 (3.8%)	271 (1.0%)	181 (0.6%)	83 (0.3%)
3	27,465	-368 (-1.32%)	10,739 (39.1%)	8,247 (30.0%)	5,673 (20.7%)	1,238 (4.5%)	1,101 (4.0%)	294 (1.1%)	108 (0.4%)	64 (0.2%)
4	27,838	+5 (+0.02%)	8,599 (30.9%)	6,053 (21.7%)	6,727 (24.2%)	4,290 (15.4%)	1,619 (5.8%)	326 (1.2%)	186 (0.7%)	46 (0.2%)
5	27,558	-275 (-0.99%)	16,872 (61.2%)	3,777 (13.7%)	3,350 (12.2%)	2,064 (7.5%)	773 (2.8%)	517 (1.9%)	139 (0.5%)	70 (0.3%)
Totals	139,164	—	53,272 (38.3%)	38,476 (27.6%)	24,664 (17.7%)	14,536 (10.4%)	5,477 (3.9%)	1,689 (1.2%)	738 (0.5%)	320 (0.2%)

Citizen Voting Age Population (CVAP)

District	Total CVAP	White citizen voting age population	Hispanic citizen voting age population	Asian citizen voting age population	Black citizen voting age population	Native Hawaiian and Pacific Islander citizen voting age population	Other/Multiracial citizen voting age population	American Indian citizen voting age population
1	19,024	5,211 (27.4%)	3,345 (17.6%)	7,810 (41.1%)	1,672 (8.8%)	276 (1.5%)	244 (1.3%)	140 (0.7%)
2	18,220	4,120 (22.6%)	4,830 (26.5%)	4,993 (27.4%)	3,765 (20.7%)	32 (0.2%)	90 (0.5%)	71 (0.4%)
3	18,405	6,029 (32.8%)	6,294 (34.2%)	4,674 (25.4%)	686 (3.7%)	259 (1.4%)	125 (0.7%)	102 (0.6%)
4	17,634	5,736 (32.5%)	3,782 (21.4%)	3,619 (20.5%)	3,667 (20.8%)	123 (0.7%)	179 (1.0%)	48 (0.3%)
5	14,249	3,787 (26.6%)	6,041 (42.4%)	1,988 (14.0%)	1,703 (12.0%)	300 (2.1%)	93 (0.7%)	16 (0.1%)
Totals	87,532	24,883 (28.4%)	24,292 (27.8%)	23,084 (26.4%)	11,493 (13.1%)	990 (1.1%)	731 (0.8%)	377 (0.4%)

District 1



Population: 27,940



- Hispanic/Latino population 23.9% (6,680)
- Asian population 46.4% (12,972)
- White population 16.3% (4,543)
- Black population 8.5% (2,373)
- Two or more races 3.3% (909)
- Native Hawaiian and Pacific Islander population 1.0% (281)
- Other races 0.4% (124)
- American Indian population 0.2% (57)

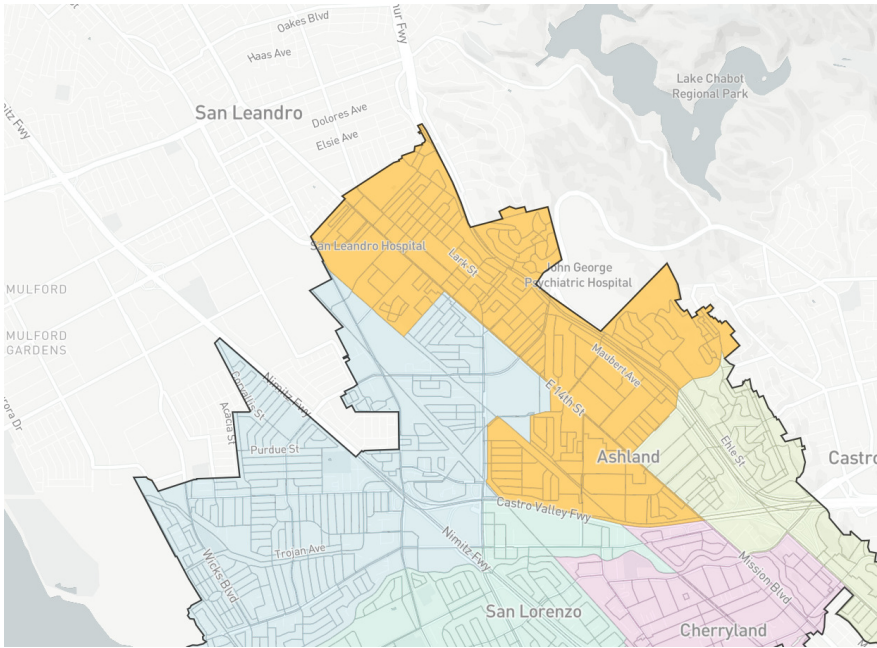
CVAP: 19,024



- White citizen voting age population 27.4% (5,211)
- Hispanic citizen voting age population 17.6% (3,345)
- Asian citizen voting age population 41.1% (7,810)
- Black citizen voting age population 8.8% (1,672)
- Native Hawaiian and Pacific Islander citizen voting age population 1.5% (276)
- Other/Multiracial citizen voting age population 1.3% (244)
- American Indian citizen voting age population 0.7% (140)

Deviation from ideal (27,833): +107 (+0.39%)

District 2



Population: 28,363



- Hispanic/Latino population 36.6% (10,382)
- Asian population 26.2% (7,427)
- White population 15.4% (4,371)
- Black population 16.1% (4,571)
- Two or more races 3.8% (1,075)
- Native Hawaiian and Pacific Islander population 1.0% (271)
- Other races 0.6% (181)
- American Indian population 0.3% (83)

CVAP: 18,220

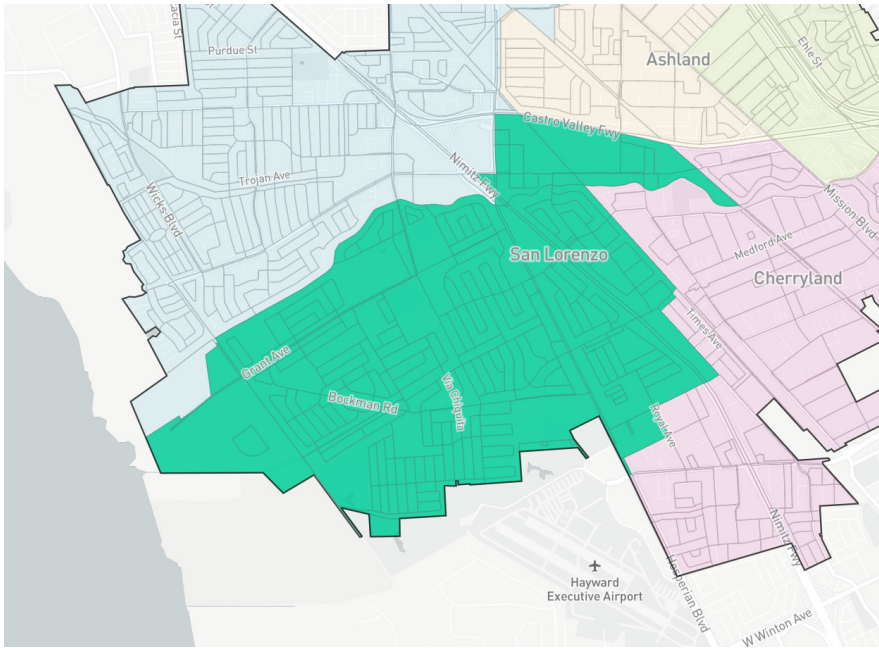


- White citizen voting age population 22.6% (4,120)
- Hispanic citizen voting age population 26.5% (4,830)
- Asian citizen voting age population 27.4% (4,993)
- Black citizen voting age population 20.7% (3,765)
- Native Hawaiian and Pacific Islander citizen voting age population 0.2% (32)
- Other/Multiracial citizen voting age population 0.5% (90)
- American Indian citizen voting age population 0.4% (71)

Deviation from ideal (27,833): +530 (+1.90%)



District 3



Population: 27,465



- Hispanic/Latino population 39.1% (10,739)
- Asian population 30.0% (8,247)
- White population 20.7% (5,673)
- Black population 4.5% (1,238)
- Two or more races 4.0% (1,101)
- Native Hawaiian and Pacific Islander population 1.1% (294)
- Other races 0.4% (108)
- American Indian population 0.2% (64)

CVAP: 18,405

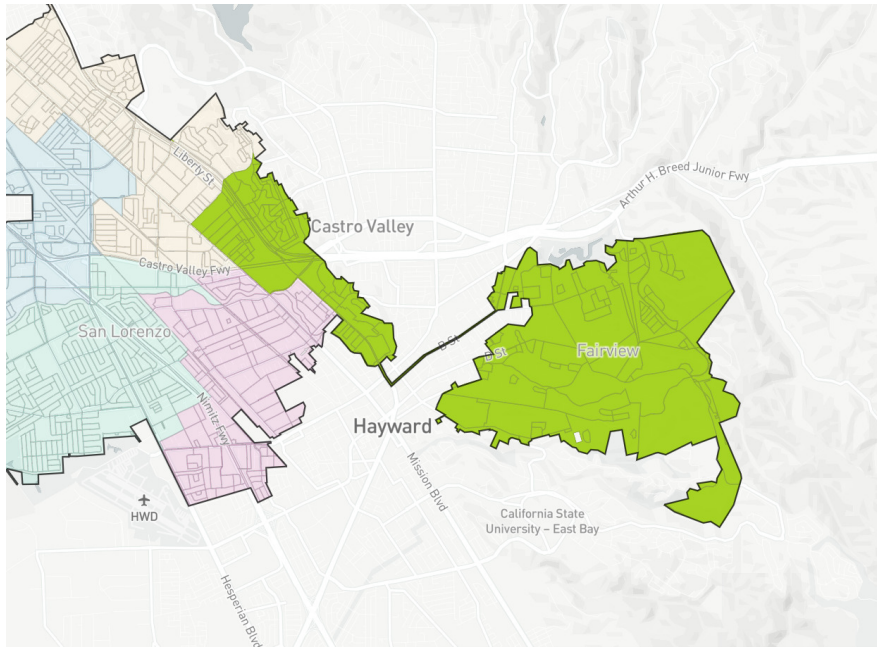


- White citizen voting age population 32.8% (6,029)
- Hispanic citizen voting age population 34.2% (6,294)
- Asian citizen voting age population 25.4% (4,674)
- Black citizen voting age population 3.7% (686)
- Native Hawaiian and Pacific Islander citizen voting age population 1.4% (259)
- Other/Multiracial citizen voting age population 0.7% (125)
- American Indian citizen voting age population 0.6% (102)

Deviation from ideal (27,833): -368 (-1.32%)



District 4



Population: 27,838



- Hispanic/Latino population 30.9% (8,599)
- Asian population 21.7% (6,053)
- White population 24.2% (6,727)
- Black population 15.4% (4,290)
- Two or more races 5.8% (1,619)
- Native Hawaiian and Pacific Islander population 1.2% (326)
- Other races 0.7% (186)
- American Indian population 0.2% (46)

CVAP: 17,634

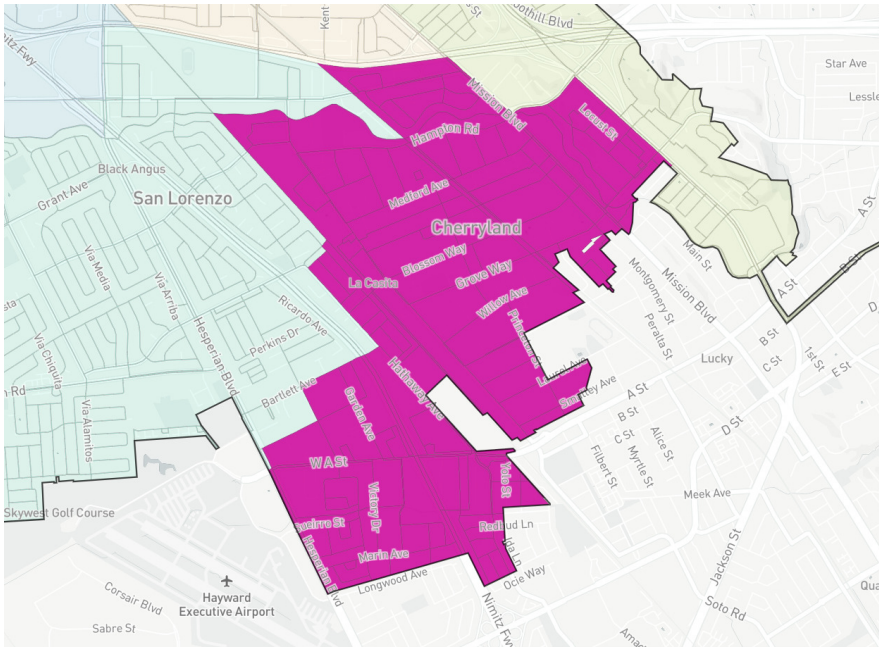


- White citizen voting age population 32.5% (5,736)
- Hispanic citizen voting age population 21.4% (3,782)
- Asian citizen voting age population 20.5% (3,619)
- Black citizen voting age population 20.8% (3,667)
- Native Hawaiian and Pacific Islander citizen voting age population 0.7% (123)
- Other/Multiracial citizen voting age population 1.0% (179)
- American Indian citizen voting age population 0.3% (48)

Deviation from ideal (27,833): +5 (+0.02%)



District 5



Population: 27,558



- Hispanic/Latino population 61.2% (16,872)
- Asian population 13.7% (3,777)
- White population 12.2% (3,350)
- Black population 7.5% (2,064)
- Two or more races 2.8% (773)
- Native Hawaiian and Pacific Islander population 1.9% (517)
- Other races 0.5% (139)
- American Indian population 0.3% (70)

CVAP: 14,249

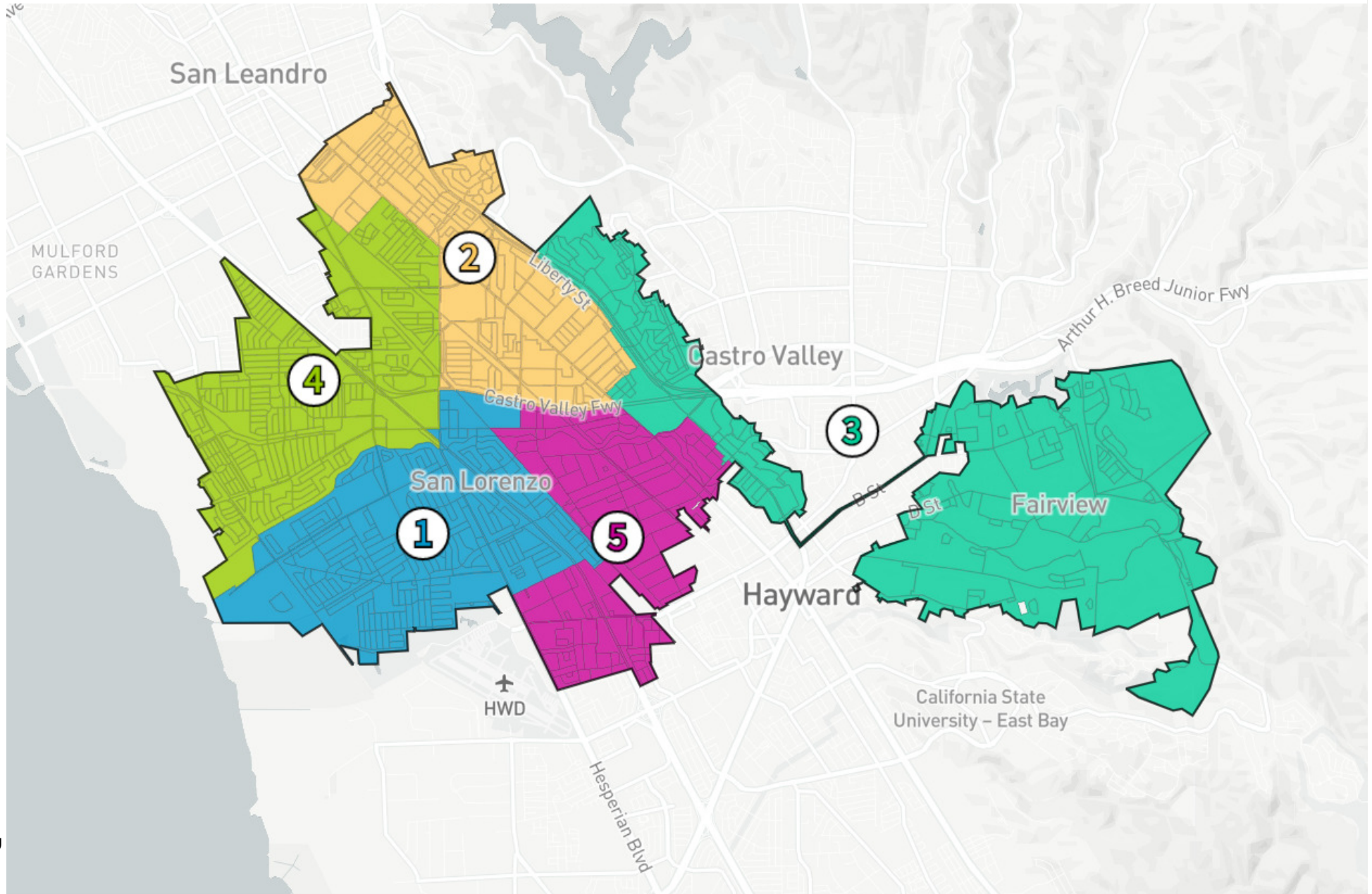


- White citizen voting age population 26.6% (3,787)
- Hispanic citizen voting age population 42.4% (6,041)
- Asian citizen voting age population 14.0% (1,988)
- Black citizen voting age population 12.0% (1,703)
- Native Hawaiian and Pacific Islander citizen voting age population 2.1% (300)
- Other/Multiracial citizen voting age population 0.7% (93)
- American Indian citizen voting age population 0.1% (16)

Deviation from ideal (27,833): -275 (-0.99%)



Map 60



Demographic Summary

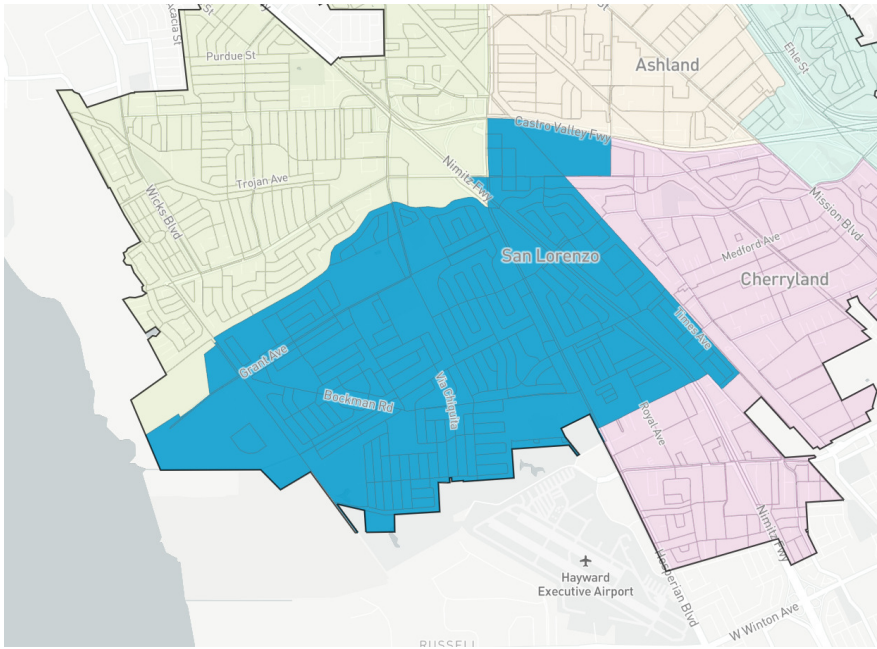
Population Ideal: 27,833 per district

District	Total Pop.	Deviation from Ideal	Hispanic/Latin o population	Asian population	White population	Black population	Two or more races	Native Hawaiian and Pacific Islander population	Other races	American Indian population
1	26,504	-1,329 (-4.77%)	10,289 (38.8%)	8,064 (30.4%)	5,567 (21.0%)	1,087 (4.1%)	1,067 (4.0%)	268 (1.0%)	102 (0.4%)	60 (0.2%)
2	29,323	+1,490 (+5.35%)	11,925 (40.7%)	7,102 (24.2%)	3,906 (13.3%)	4,846 (16.5%)	1,041 (3.6%)	271 (0.9%)	159 (0.5%)	74 (0.3%)
3	25,603	-2,230 (-8.01%)	6,665 (26.0%)	6,118 (23.9%)	7,006 (27.4%)	3,641 (14.2%)	1,630 (6.4%)	311 (1.2%)	184 (0.7%)	51 (0.2%)
4	29,314	+1,481 (+5.32%)	7,140 (24.4%)	13,233 (45.1%)	4,746 (16.2%)	2,749 (9.4%)	938 (3.2%)	296 (1.0%)	148 (0.5%)	63 (0.2%)
5	28,420	+587 (+2.11%)	17,253 (60.7%)	3,959 (13.9%)	3,439 (12.1%)	2,213 (7.8%)	801 (2.8%)	543 (1.9%)	145 (0.5%)	72 (0.3%)
Totals	139,164	—	53,272 (38.3%)	38,476 (27.6%)	24,664 (17.7%)	14,536 (10.4%)	5,477 (3.9%)	1,689 (1.2%)	738 (0.5%)	320 (0.2%)

Citizen Voting Age Population (CVAP)

District	Total CVAP	White citizen voting age population	Hispanic citizen voting age population	Asian citizen voting age population	Black citizen voting age population	Native Hawaiian and Pacific Islander citizen voting age population	Other/Multiracial citizen voting age population	American Indian citizen voting age population
1	18,056	5,902 (32.7%)	6,198 (34.3%)	4,574 (25.3%)	615 (3.4%)	261 (1.4%)	133 (0.7%)	102 (0.6%)
2	17,552	3,534 (20.1%)	5,169 (29.4%)	4,681 (26.7%)	3,576 (20.4%)	102 (0.6%)	90 (0.5%)	52 (0.3%)
3	17,417	6,110 (35.1%)	3,204 (18.4%)	3,765 (21.6%)	3,602 (20.7%)	53 (0.3%)	180 (1.0%)	57 (0.3%)
4	19,951	5,433 (27.2%)	3,600 (18.0%)	7,976 (40.0%)	1,928 (9.7%)	276 (1.4%)	243 (1.2%)	154 (0.8%)
5	14,556	3,904 (26.8%)	6,121 (42.1%)	2,088 (14.3%)	1,772 (12.2%)	298 (2.0%)	85 (0.6%)	12 (0.1%)
Totals	87,532	24,883 (28.4%)	24,292 (27.8%)	23,084 (26.4%)	11,493 (13.1%)	990 (1.1%)	731 (0.8%)	377 (0.4%)

District 1



Population: 26,504



- Hispanic/Latino population 38.8% (10,289)
- Asian population 30.4% (8,064)
- White population 21.0% (5,567)
- Black population 4.1% (1,087)
- Two or more races 4.0% (1,067)
- Native Hawaiian and Pacific Islander population 1.0% (268)
- Other races 0.4% (102)
- American Indian population 0.2% (60)

CVAP: 18,056

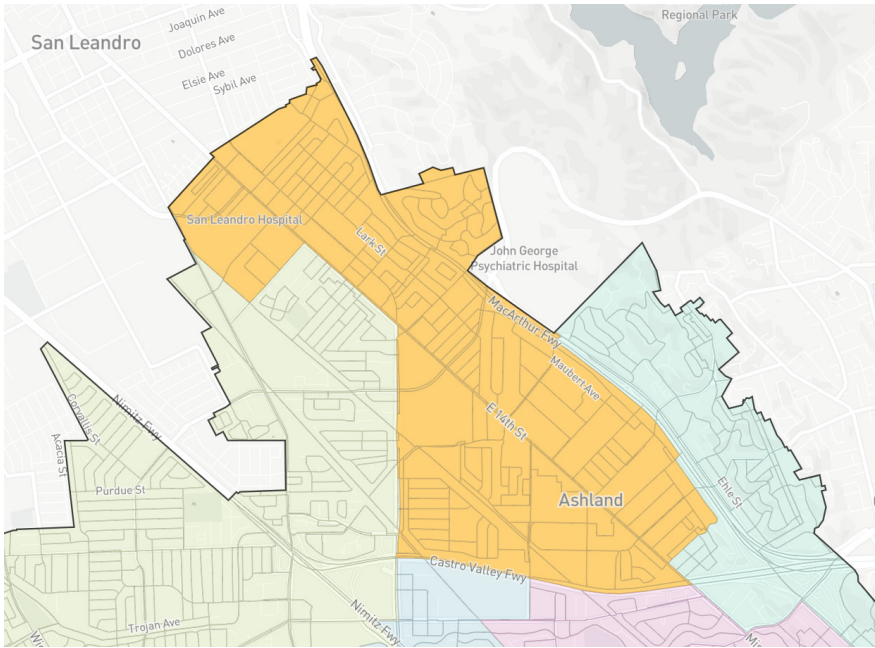


- White citizen voting age population 32.7% (5,902)
- Hispanic citizen voting age population 34.3% (6,198)
- Asian citizen voting age population 25.3% (4,574)
- Black citizen voting age population 3.4% (615)
- Native Hawaiian and Pacific Islander citizen voting age population 1.4% (261)
- Other/Multiracial citizen voting age population 0.7% (133)
- American Indian citizen voting age population 0.6% (102)

Deviation from ideal (27,833): -1,329 (-4.77%)



District 2



Population: 29,323



- Hispanic/Latino population 40.7% (11,925)
- Asian population 24.2% (7,102)
- White population 13.3% (3,906)
- Black population 16.5% (4,846)
- Two or more races 3.6% (1,041)
- Native Hawaiian and Pacific Islander population 0.9% (271)
- Other races 0.5% (159)
- American Indian population 0.3% (74)

CVAP: 17,552

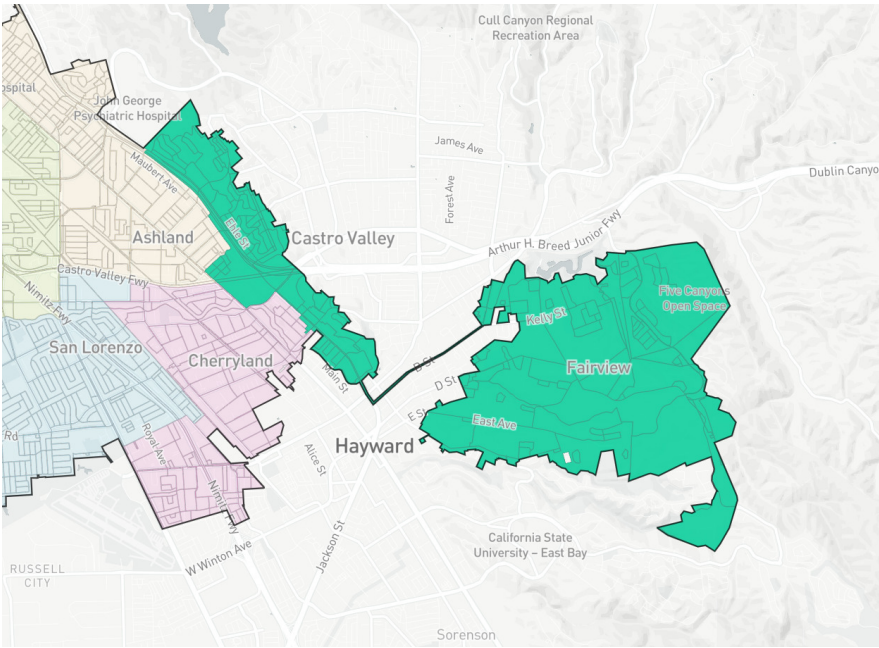


- White citizen voting age population 20.1% (3,534)
- Hispanic citizen voting age population 29.4% (5,169)
- Asian citizen voting age population 26.7% (4,681)
- Black citizen voting age population 20.4% (3,576)
- Native Hawaiian and Pacific Islander citizen voting age population 0.6% (102)
- Other/Multiracial citizen voting age population 0.5% (90)
- American Indian citizen voting age population 0.3% (52)

Deviation from ideal (27,833): +1,490 (+5.35%)



District 3



Population: 25,603



- Hispanic/Latino population 26.0% (6,665)
- Asian population 23.9% (6,118)
- White population 27.4% (7,006)
- Black population 14.2% (3,641)
- Two or more races 6.4% (1,630)
- Native Hawaiian and Pacific Islander population 1.2% (311)
- Other races 0.7% (184)
- American Indian population 0.2% (51)

CVAP: 17,417

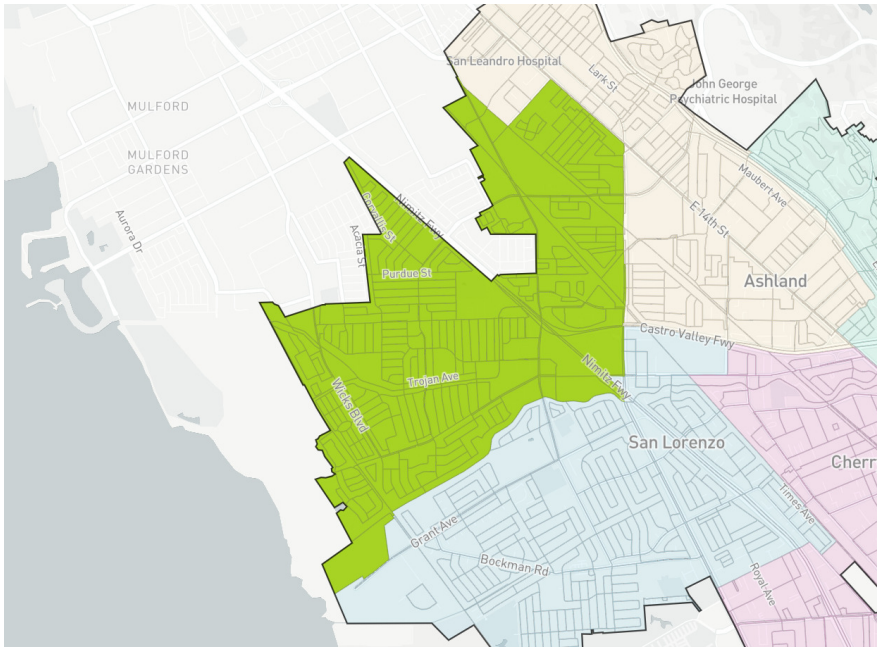


- White citizen voting age population 35.1% (6,110)
- Hispanic citizen voting age population 18.4% (3,204)
- Asian citizen voting age population 21.6% (3,765)
- Black citizen voting age population 20.7% (3,602)
- Native Hawaiian and Pacific Islander citizen voting age population 0.3% (53)
- Other/Multiracial citizen voting age population 1.0% (180)
- American Indian citizen voting age population 0.3% (57)

Deviation from ideal (27,833): -2,230 (-8.01%)



District 4



Population: 29,314



- Hispanic/Latino population 24.4% (7,140)
- Asian population 45.1% (13,233)
- White population 16.2% (4,746)
- Black population 9.4% (2,749)
- Two or more races 3.2% (938)
- Native Hawaiian and Pacific Islander population 1.0% (296)
- Other races 0.5% (148)
- American Indian population 0.2% (63)

CVAP: 19,951

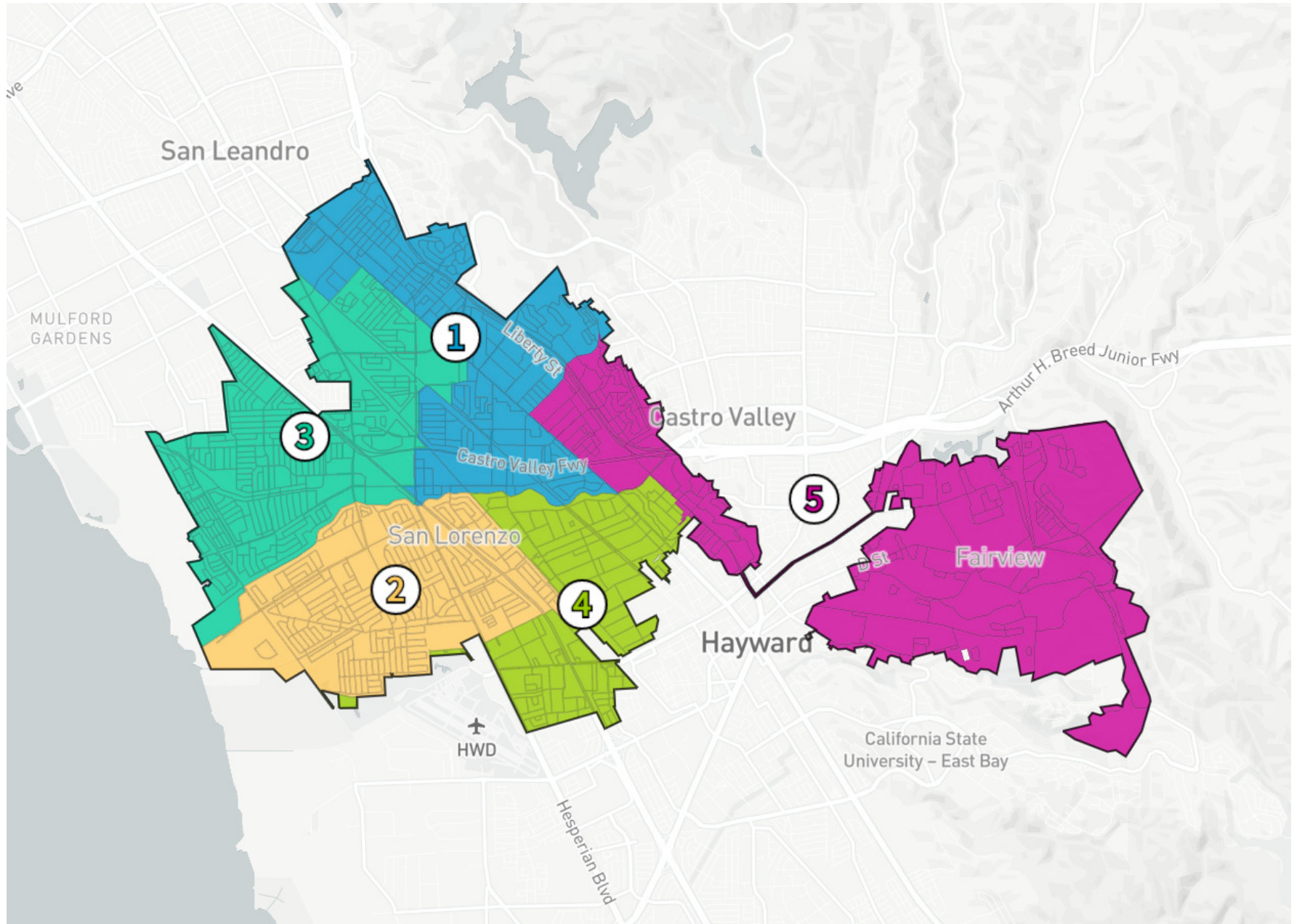


- White citizen voting age population 27.2% (5,433)
- Hispanic citizen voting age population 18.0% (3,600)
- Asian citizen voting age population 40.0% (7,976)
- Black citizen voting age population 9.7% (1,928)
- Native Hawaiian and Pacific Islander citizen voting age population 1.4% (276)
- Other/Multiracial citizen voting age population 1.2% (243)
- American Indian citizen voting age population 0.8% (154)

Deviation from ideal (27,833): +1,481 (+5.32%)



Map 61



Demographic Summary

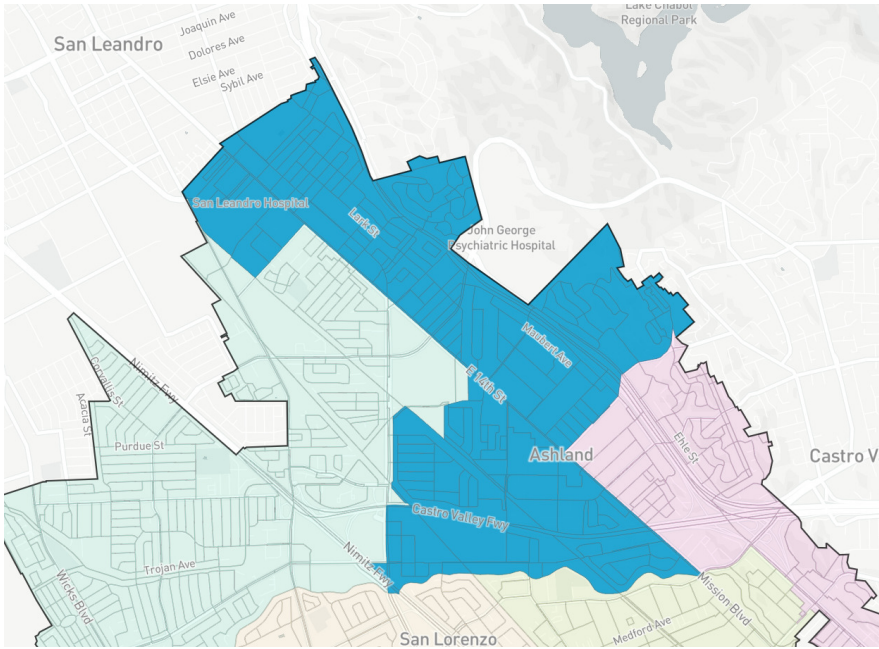
Population Ideal: 27,833 per district

District	Total Pop.	Deviation from Ideal	Hispanic/Latin o population	Asian population	White population	Black population	Two or more races	Native Hawaiian and Pacific Islander population	Other races	American Indian population
1	29,840	+2,007 (+7.21%)	11,391 (38.2%)	7,744 (26.0%)	4,573 (15.3%)	4,414 (14.8%)	1,167 (3.9%)	301 (1.0%)	163 (0.5%)	85 (0.3%)
2	25,446	-2,387 (-8.58%)	9,810 (38.6%)	7,835 (30.8%)	5,430 (21.3%)	963 (3.8%)	993 (3.9%)	264 (1.0%)	98 (0.4%)	53 (0.2%)
3	29,448	+1,615 (+5.80%)	7,190 (24.4%)	13,261 (45.0%)	4,752 (16.1%)	2,782 (9.4%)	952 (3.2%)	297 (1.0%)	149 (0.5%)	64 (0.2%)
4	26,493	-1,340 (-4.81%)	16,213 (61.2%)	3,582 (13.5%)	3,165 (11.9%)	2,085 (7.9%)	740 (2.8%)	501 (1.9%)	142 (0.5%)	70 (0.3%)
5	27,937	+104 (+0.37%)	8,668 (31.0%)	6,054 (21.7%)	6,744 (24.1%)	4,292 (15.4%)	1,625 (5.8%)	326 (1.2%)	186 (0.7%)	48 (0.2%)
Totals	139,164	—	53,272 (38.3%)	38,476 (27.6%)	24,664 (17.7%)	14,536 (10.4%)	5,477 (3.9%)	1,689 (1.2%)	738 (0.5%)	320 (0.2%)

Citizen Voting Age Population (CVAP)

District	Total CVAP	White citizen voting age population	Hispanic citizen voting age population	Asian citizen voting age population	Black citizen voting age population	Native Hawaiian and Pacific Islander citizen voting age population	Other/Multiracial citizen voting age population	American Indian citizen voting age population
1	18,672	4,218 (22.6%)	5,025 (26.9%)	5,231 (28.0%)	3,605 (19.3%)	32 (0.2%)	100 (0.5%)	61 (0.3%)
2	17,622	5,822 (33.0%)	6,033 (34.2%)	4,509 (25.6%)	549 (3.1%)	261 (1.5%)	127 (0.7%)	94 (0.5%)
3	20,050	5,438 (27.1%)	3,640 (18.2%)	8,005 (39.9%)	1,947 (9.7%)	276 (1.4%)	244 (1.2%)	154 (0.8%)
4	13,512	3,659 (27.1%)	5,796 (42.9%)	1,720 (12.7%)	1,723 (12.8%)	298 (2.2%)	81 (0.6%)	16 (0.1%)
5	17,676	5,746 (32.5%)	3,798 (21.5%)	3,619 (20.5%)	3,669 (20.8%)	123 (0.7%)	179 (1.0%)	52 (0.3%)
Totals	87,532	24,883 (28.4%)	24,292 (27.8%)	23,084 (26.4%)	11,493 (13.1%)	990 (1.1%)	731 (0.8%)	377 (0.4%)

District 1



Population: 29,840



- Hispanic/Latino population 38.2% (11,391)
- Asian population 26.0% (7,744)
- White population 15.3% (4,573)
- Black population 14.8% (4,414)
- Two or more races 3.9% (1,167)
- Native Hawaiian and Pacific Islander population 1.0% (301)
- Other races 0.5% (163)
- American Indian population 0.3% (85)

CVAP: 18,672

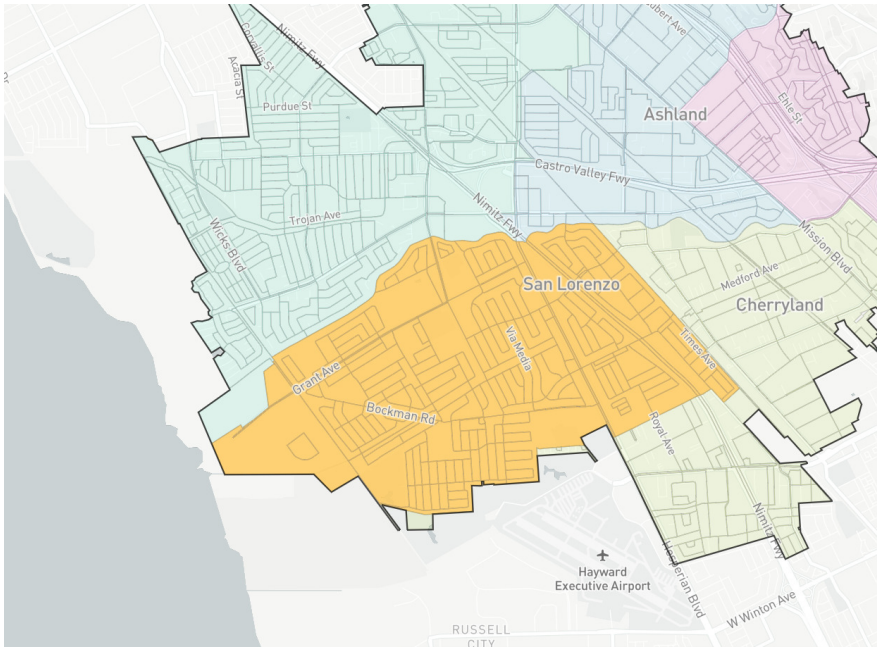


- White citizen voting age population 22.6% (4,218)
- Hispanic citizen voting age population 26.9% (5,025)
- Asian citizen voting age population 28.0% (5,231)
- Black citizen voting age population 19.3% (3,605)
- Native Hawaiian and Pacific Islander citizen voting age population 0.2% (32)
- Other/Multiracial citizen voting age population 0.5% (100)
- American Indian citizen voting age population 0.3% (61)

Deviation from ideal (27,833): +2,007 (+7.21%)



District 2



Population: 25,446



- Hispanic/Latino population 38.6% (9,810)
- Asian population 30.8% (7,835)
- White population 21.3% (5,430)
- Black population 3.8% (963)
- Two or more races 3.9% (993)
- Native Hawaiian and Pacific Islander population 1.0% (264)
- Other races 0.4% (98)
- American Indian population 0.2% (53)

CVAP: 17,622

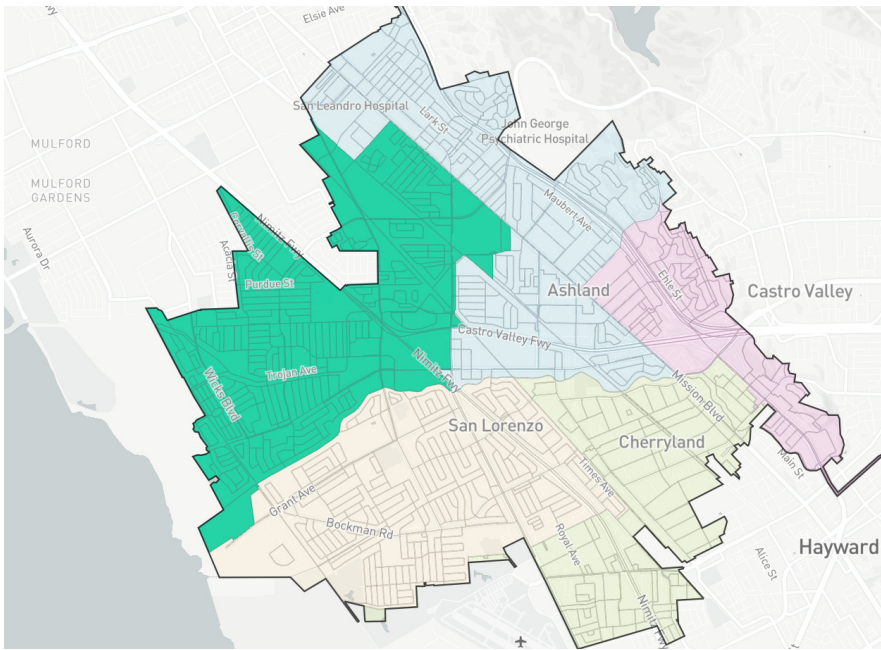


- White citizen voting age population 33.0% (5,822)
- Hispanic citizen voting age population 34.2% (6,033)
- Asian citizen voting age population 25.6% (4,509)
- Black citizen voting age population 3.1% (549)
- Native Hawaiian and Pacific Islander citizen voting age population 1.5% (261)
- Other/Multiracial citizen voting age population 0.7% (127)
- American Indian citizen voting age population 0.5% (94)

Deviation from ideal (27,833): -2,387 (-8.58%)



District 3



Population: 29,448



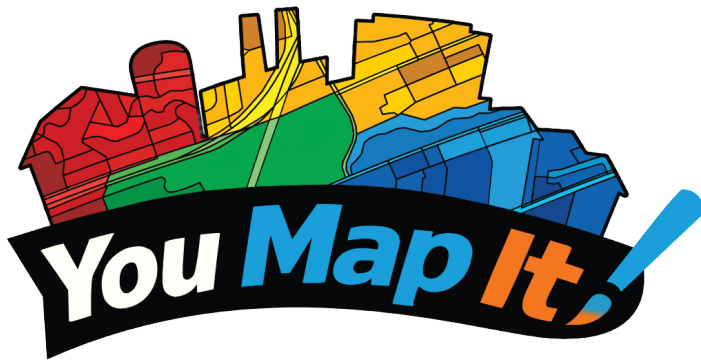
- Hispanic/Latino population 24.4% (7,190)
- Asian population 45.0% (13,261)
- White population 16.1% (4,752)
- Black population 9.4% (2,782)
- Two or more races 3.2% (952)
- Native Hawaiian and Pacific Islander population 1.0% (297)
- Other races 0.5% (149)
- American Indian population 0.2% (64)

CVAP: 20,050

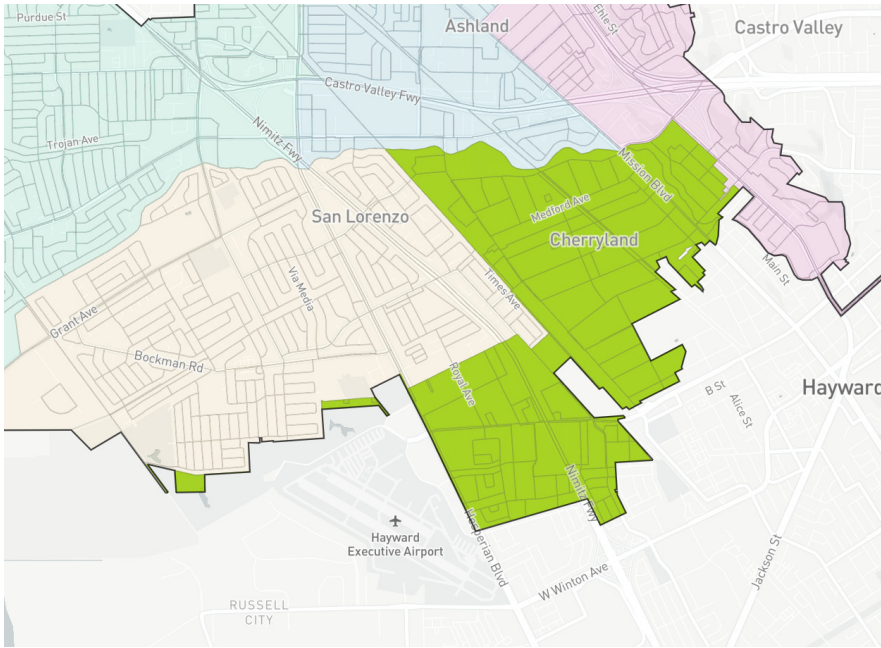


- White citizen voting age population 27.1% (5,438)
- Hispanic citizen voting age population 18.2% (3,640)
- Asian citizen voting age population 39.9% (8,005)
- Black citizen voting age population 9.7% (1,947)
- Native Hawaiian and Pacific Islander citizen voting age population 1.4% (276)
- Other/Multiracial citizen voting age population 1.2% (244)
- American Indian citizen voting age population 0.8% (154)

Deviation from ideal (27,833): +1,615 (+5.80%)



District 4



Population: 26,493



- Hispanic/Latino population 61.2% (16,213)
- Asian population 13.5% (3,582)
- White population 11.9% (3,165)
- Black population 7.9% (2,085)
- Two or more races 2.8% (740)
- Native Hawaiian and Pacific Islander population 1.9% (501)
- Other races 0.5% (142)
- American Indian population 0.3% (70)

CVAP: 13,512

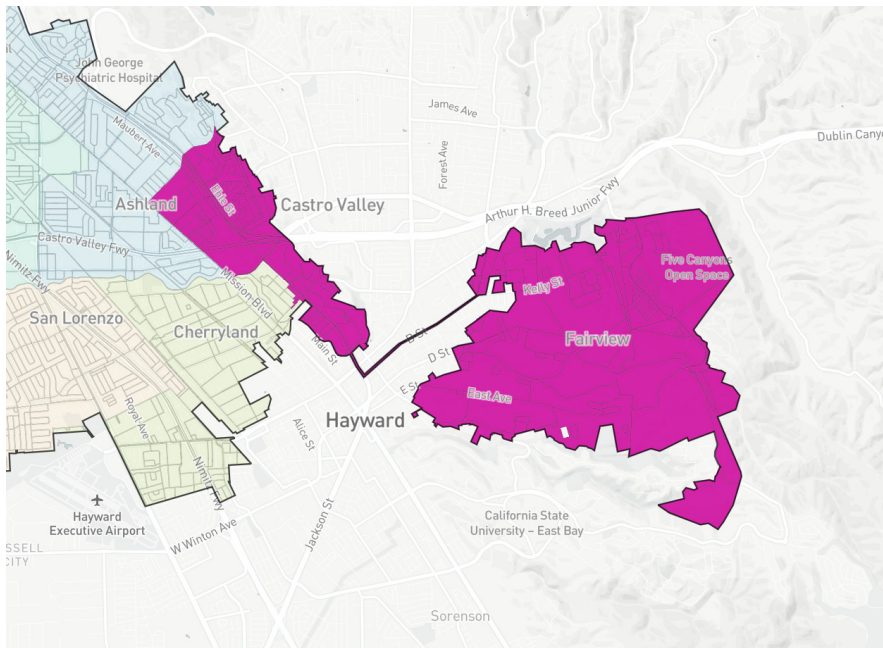


- White citizen voting age population 27.1% (3,659)
- Hispanic citizen voting age population 42.9% (5,796)
- Asian citizen voting age population 12.7% (1,720)
- Black citizen voting age population 12.8% (1,723)
- Native Hawaiian and Pacific Islander citizen voting age population 2.2% (298)
- Other/Multiracial citizen voting age population 0.6% (81)
- American Indian citizen voting age population 0.1% (16)

Deviation from ideal (27,833): -1,340 (-4.81%)



District 5



Population: 27,937



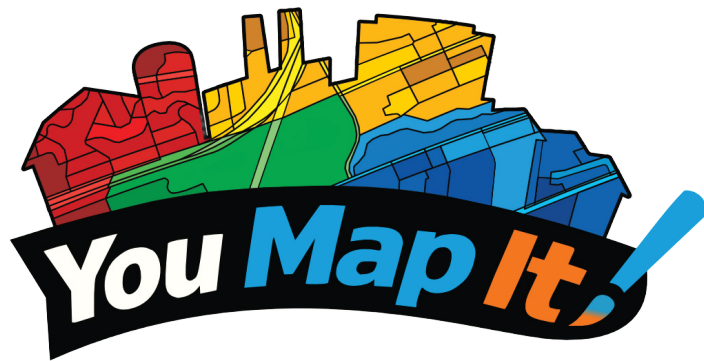
- Hispanic/Latino population 31.0% (8,668)
- Asian population 21.7% (6,054)
- White population 24.1% (6,744)
- Black population 15.4% (4,292)
- Two or more races 5.8% (1,625)
- Native Hawaiian and Pacific Islander population 1.2% (326)
- Other races 0.7% (186)
- American Indian population 0.2% (48)

CVAP: 17,676



- White citizen voting age population 32.5% (5,746)
- Hispanic citizen voting age population 21.5% (3,798)
- Asian citizen voting age population 20.5% (3,619)
- Black citizen voting age population 20.8% (3,669)
- Native Hawaiian and Pacific Islander citizen voting age population 0.7% (123)
- Other/Multiracial citizen voting age population 1.0% (179)
- American Indian citizen voting age population 0.3% (52)

Deviation from ideal (27,833): +104 (+0.37%)



The chosen map will be published immediately.

Coordination with the Alameda County RoV will follow official map adoption on May 26th.

**MINUTES
BOARD MEETING
ORO LOMA SANITARY DISTRICT**

TUESDAY, APRIL 28, 2026

5:00 PM

**BOARDROOM, 2655 GRANT
AVENUE, SAN LORENZO, CA 94580**

1. CALL TO ORDER

President Young called the meeting to order at 5:05 p.m.

2. ROLL CALL: DIRECTORS DEAN, DUNCAN, LEE, SIMON, YOUNG

PRESENT: Shelia Young, President
Benny Lee, Vice-President
Rita Duncan, Secretary
Mimi Dean, Director
Fred Simon, Director

STAFF: Jimmy Dang, General Manager
Chathu Abeyrathna, District Engineer
Liliana Moreno, Finance Manager
Zaneta Luna, Administrative Services Manager
Joe Carlini, Operations Manager
Patricia Schofield, District Secretary
Alex Mog, District Counsel

PUBLIC: Ralph Johnson, CVSan Board of Directors
Manan D

3. PLEDGE OF ALLEGIANCE

Director Simon led the assembly in the pledge of allegiance.

4. GENERAL PUBLIC

There were no comments from the general public.

5. CONSENT CALENDAR

Director Lee requested to pull the Finance & Insurance Committee minutes, and Director Duncan requested to pull the Solid Waste Committee and Operations Committee minutes from the Consent Calendar Item 5.3.

Director Duncan stated that the Solid Waste Committee minutes should be revised to reflect that the Committee requested the cost of community events be included in future reports.

Director Duncan moved, and Director Lee seconded, to approve the Solid Waste Committee meeting minutes with the requested revision. The motion carried unanimously, 5-0.

Director Duncan inquired whether the Maintenance Department goal for outstanding work orders, currently set at fewer than 125, should be lowered to 100, and requested that this be discussed by the Operations Committee.

Director Simon moved, and Director Lee seconded, to approve the Operations Committee meeting minutes. The motion carried unanimously, 5–0.

Director Lee noted that a statement in the Finance & Insurance Committee minutes incorrectly defined a suspense account as “a temporary holding account used to offset an expense.” He clarified that a suspense account is used when there is uncertainty regarding the proper classification of an expense.

Director Lee moved, and Director Duncan seconded, to approve the Finance & Insurance Committee meeting minutes with the requested correction. The motion carried unanimously, 5–0.

5.1. Minutes, Board Meeting, April 14, 2026

5.2. Minutes, Board Workshop, April 21, 2026

5.3. Minutes, Committee Meetings

5.4. Financial Statements, March 2026

5.5. Compliance & Activity Reports, March 2026

5.6. Approval of Consent Calendar

Moved by Director Benny Lee, seconded by Director Fred Simon. Approve the consent calendar, excluding Items 5.3 and the Solid Waste, Operations, and Finance & Insurance Committee meeting minutes.

Carried unanimously

6. NEW BUSINESS

6.1. Approval of Supplemental Capital Expenditure And Draft Cost Sharing Agreement Between Castro Valley Sanitary District And Oro Loma Sanitary District For Digester Rehabilitation Project

Member of the public, CVSan Director Ralph Johnson, provided public comment on behalf of the CVSan Board in support of a 75/25 cost-sharing split for the master plan development. He noted that in his decades of service on the CVSan Board of Directors, Oro Loma and CVSan have completed many projects together, and with one exception, the cost-sharing arrangement has historically been a 75/25 split.

Following Board discussion, CVSan Director Johnson stated that he would support referring to the document as a strategic plan for the treatment plant that evaluates planned projects, assesses potential correlations between projects, and identifies whether additional improvements are needed. He further stated that until a defined scope is established, a clear understanding of the overall cost cannot be determined, and he was not in favor of committing to a \$250,000 limit without a

better understanding of the cost based on the finalized scope.

Moved by Director Fred Simon, seconded by Director Mimi Dean. Approve the supplemental capital expenditure and draft cost sharing agreement between Castro Valley Sanitary District and Oro Loma Sanitary District for the Digester Rehabilitation Project, with an updated 75/25 cost-sharing split.

Director Simon amended the motion as follows: Approve the supplemental capital expenditure and draft cost sharing agreement between Castro Valley Sanitary District and Oro Loma Sanitary District for the Digester Rehabilitation Project, with an updated 75/25 cost-sharing split and a cap of \$200k for the master plan development.

Carried unanimously

6.2. Resolution Fixing Time and Place for Hearing on Amended Ordinance No. 35, an Ordinance Regulating the Installation and Connection of Sanitary Sewers, Establishing a Permit System, Adopting a Schedule of Fees and Deposits, and Providing Liabilities and Penalties for Violations

Moved by Director Benny Lee, seconded by Director Fred Simon. Adopt the resolution.

Carried by the following votes:

Ayes: Director Fred Simon, Director Shelia Young, Director Benny Lee, and Director Mimi Dean

Nays: Director Rita Duncan

6.3. Accept Project as Complete and Authorization for the General Manager to Direct the Filing of a Notice of Completion: Parking Lot Improvements Project

Director Simon commended staff for their excellent work on the project, and thanked Director Dean for the suggestion to plant more trees to replace those removed by the project.

Moved by Director Benny Lee, seconded by Director Fred Simon. Accept project as complete and authorize the General Manager to direct the filing of a Notice of Completion with the County: Parking Lot Improvements Project.

Carried unanimously

6.4. Authorization for General Manager to Execute an Agreement with HDR Inc. to Provide Construction Management Services for an Amount Not to Exceed \$641,900 and an Amendment with Carollo Engineers to Provide Engineering Services During Construction for an Amount Not to Exceed \$362,951: Digester Rehabilitation Project Phase 1

Moved by Director Fred Simon, seconded by Director Benny Lee. Authorize General Manager to execute an agreement with HDR Inc. to provide construction management services for an amount not to exceed \$641,900 and an amendment with Carollo Engineers to provide engineering services during construction for an amount not to exceed \$362,951: Digester Rehabilitation Project Phase 1

Carried unanimously

6.5. Adopt a Resolution Authorizing the General Manager to Execute an

Agreement with Myers & Sons Construction, LLC in the Amount of \$6,876,000 and Reject Bid Protest: Digester Rehabilitation Project

Director Simon commended the engineering staff for their great work in engaging multiple bidders to submit bids and save the District a lot of money.

Moved by Director Fred Simon, seconded by Director Rita Duncan. Adopt a resolution authorizing the General Manager to execute an agreement with Myers & Sons Construction, LLC for an amount not to exceed \$6,876,000 and reject bid protest: Digester Rehabilitation Project

Carried unanimously

7. BOARD DISCUSSION

The Board took a 10-minute recess at 6:13 p.m.

7.1. Discussion on Community Advisory Committee

The Board discussed the concept of potentially establishing a Citizens Advisory Committee (CAC).

Director Duncan stated that there were many ongoing initiatives at the District and, while she was not opposed to considering a CAC, she believed the decision should be made by the Board following the upcoming election due to potential changes in Board composition. She expressed support for increased outreach, particularly to schools, and noted that StopWaste has a School Advisory Board, which she would be more inclined to support than a CAC, although she was not recommending the establishment of such a board at this time. She added that certain projects require specialized expertise and questioned whether a CAC would effectively provide that. She recommended delaying consideration of a CAC until the following year.

Director Simon stated that he supported the concept and thanked Director Dean for bringing the item forward. He expressed interest in increasing community engagement and asked District Counsel whether members of the public could be added to existing standing committees. District Counsel MOG responded that the Board has the authority to modify committee composition to include members of the public, with or without voting rights. General Manager Dang expressed support for increased outreach and participation in existing meetings and deferred to District Counsel regarding requirements. District Counsel noted that members of the public serving on committees would be considered public officials and subject to the Brown Act, Public Records Act, and related training requirements. Director Simon inquired whether training would still be required for non-voting members, and District Counsel responded that while uncommon, non-voting participation could be structured differently.

Director Lee stated that, as an infrastructure-focused agency with professional engineers managing projects, he would not support public involvement that could interfere with technical work. He expressed concerns based on past experience that CACs may not feel heard and could require significant staff time and resources, potentially necessitating additional staffing. He noted that the District already provides opportunities for public input through Board and committee meetings and that a CAC could be duplicative. He added that staff workload is

already at capacity and that training requirements would further increase demands. He stated he was not in favor of establishing a CAC.

Director Dean stated that it would be important to wait until the new Board is seated before making a decision. She noted that CACs at other agencies, such as Hayward Area Recreation and Park District, tend to be more informal. She suggested exploring alternative engagement methods such as volunteer opportunities and emphasized the importance of strengthening community engagement, including outreach to schools and regional collaboration with the cities of San Leandro and Hayward, as well as unincorporated areas. She stated that her intent in bringing the item forward was to explore ways to enhance public engagement.

Director Lee reiterated that the District's core function is to provide wastewater and solid waste services and not public amenities. He emphasized that existing meetings and community events already provide opportunities for engagement. He expressed concern that a CAC could create situations where recommendations are not adopted by the Board, potentially leading to dissatisfaction.

Director Young thanked Director Dean for bringing the item forward and stated that there may be value in the concept. However, she noted that establishing a CAC would add additional meetings, which she was not inclined to support. She suggested focusing on school outreach by inviting local school boards, including those from San Leandro and San Lorenzo, to meet with the District and tour facilities in partnership with Waste Management. She stated that this approach may provide greater value than establishing a CAC and suggested revisiting the concept in 2027 after the new Board is seated. Director Dean expressed support for this approach.

Director Simon stated that while the District performs well in its core mission, he believes there is an opportunity to expand efforts related to litter prevention and community involvement. He emphasized the importance of leadership in solid waste and recycling and described concerns about litter observed in the community. Director Young suggested coordination with the City of San Leandro regarding property-related issues.

Director Dean stated that the District's role extends beyond wastewater and emphasized the importance of strengthening outreach and engagement efforts.

Director Duncan encouraged participation in existing programs, including those offered by StopWaste, rather than creating new structures. She emphasized leveraging existing partnerships to enhance school engagement and reiterated her recommendation to revisit the CAC discussion at a later date.

Director Young noted that the District has significantly expanded its outreach efforts since approximately 2014–2016 and, while there is more work to be done, she did not believe a CAC would be the most effective approach.

Director Lee stated that the District does not have jurisdiction over public rights-of-way and emphasized the importance of working collaboratively with local jurisdictions and regional partners, including StopWaste, to address issues such as litter.

Director Young inquired about the District's authority to expand its core mission. District Counsel responded that the District was formed under the Sanitary District Act of 1923 and noted that while there may be flexibility to expand services, there are legal and jurisdictional considerations, particularly when work involves property owned by other agencies.

Director Simon clarified that he was not suggesting the District directly take on litter cleanup responsibilities but rather play a leadership role in promoting community involvement and prevention efforts.

Director Dean emphasized the importance of regional collaboration and noted opportunities to work with other agencies and initiatives.

Director Young concluded the discussion by noting that there was interest in exploring several related topics, including school engagement, at a future Board meeting or workshop.

7.2. Discussion on Lateral Replacement Incentive Program

The Board discussed the potential development of a Lateral Replacement Incentive Program for residents who voluntarily replace their sewer laterals outside of a property sale.

Director Duncan inquired with District Counsel whether it would be permissible to provide financial incentives to customers. She noted that, in light of Castro Valley Sanitary District discontinuing a similar program, she was not supportive of implementing one. She expressed interest in identifying more proactive approaches to address damaged laterals contributing to inflow and infiltration and emphasized engaging property owners directly. She stated she was not in favor of providing financial rewards to individuals for repairing their laterals.

Director Simon stated that he agreed with Director Duncan. He noted concerns raised by a CVSan Director that some individuals had attempted to take advantage of incentive programs in connection with property sales. He expressed interest in exploring alternative approaches to encourage lateral repairs or replacements and suggested revisiting the concept after implementation of the Point-of-Sale Program. He inquired about potential limitations, and General Manager Dang noted challenges related to inspecting private laterals and referenced prior consideration of a lateral launcher system, which carries certain risks.

Director Lee stated that he could support an incentive program if it were limited to properties located in low- or moderate-income census tracts. He noted that such areas often include older homes with aging infrastructure and stated he would not

support providing grants in moderate- or high-income areas.

Director Dean expressed support for the concept, particularly for residents on fixed incomes, including seniors, individuals with disabilities, and veterans. She supported Director Lee's approach and stated that providing assistance to those who want to replace their laterals but cannot afford to do so would benefit both the District and the community, as well as the environment.

Director Young suggested revisiting the incentive program following implementation of the Point-of-Sale Program. She stated she was not opposed to the concept but believed it would be more appropriate to consider at a later time.

Director Lee added that the Federal Financial Institutions Examination Council provides a Geomap tool (ffiec.gov) that identifies low-, moderate-, middle-, and high-income census tracts, which could be used to help determine eligibility for an incentive program.

7.3. Review of the Smart Truck Program Agreement

The Board discussed the Smart Truck Program.

Director Lee inquired about ownership and access to data collected through the program. Staff confirmed that Waste Management owns the data and that the District may request information; however, the District does not have direct access to the raw data or video footage. Director Lee sought confirmation that the data is retained and accessible to the District upon request. He expressed strong support for the program, noting the value of the information collected for enforcement purposes, and emphasized interest in leveraging the data to enhance customer engagement and education.

Director Duncan stated that her prior feedback had been incorporated into the agenda materials and emphasized the importance of focusing on reducing contamination. She suggested that Waste Management target a 2–3% reduction in contamination and noted that approximately 4,000 older carts remain in circulation. She commented that the monitoring capabilities of the program could be better utilized to identify those carts.

Director Simon revisited his prior suggestion to utilize collection trucks as a platform for advertising the District's commitment to environmental stewardship. General Manager Dang stated that this could be discussed with Waste Management to determine feasibility. Director Simon emphasized that the trucks are highly visible in the community and represent an opportunity to promote messaging.

Director Duncan noted that during the workshop, Waste Management was not opposed to the concept but indicated that, as a national corporation, it is subject to corporate standards. She noted that similar efforts had been done previously, suggesting the idea was not infeasible. General Manager Dang added that if the District's goal is to promote general messaging, such as reducing contamination in

green carts, Waste Management may already have approved messaging that could be utilized. He noted that custom messaging may be more limited due to corporate policies but that staff could explore options and identify potential areas of alignment.

Director Simon stated that he supported pursuing the concept further, including requesting consideration of any necessary policy changes, and reiterated his view that the trucks represent valuable advertising space. General Manager Dang clarified that the concept was not rejected, but rather subject to existing parameters, and that staff would work with Waste Management to explore feasible options.

Director Lee stated that he agreed with Director Simon that it may be necessary to be more assertive when working with corporations. He reiterated the importance of leveraging available data to educate customers and support the District's objectives.

Director Duncan asked whether her suggestion of a 2–3% contamination reduction goal would be incorporated into the agreement. General Manager Dang stated that the suggestion would be brought to Waste Management for discussion in advance of extending the agreement.

General Manager Dang stated that he would discuss the Board's feedback with Waste Management and report back with the results.

8. AUTHORITY/ASSOCIATION/CONFERENCE REPORTS

8.1. *Report from Alameda County Waste Management Authority - StopWaste, April 22, 2026 - Director Duncan*

The main topics was the Draft Fiscal Year 2027 Agency Budget.

9. POLICY REVIEW

9.1. *Review of Draft Establishment of Seating of Elected Board Members, Election of Officers And Committee Assignments Policy*

Moved by Director Benny Lee, seconded by Director Rita Duncan. Approve the Establishment of Seating of Elected Board Members, Election of Officers And Committee Assignments Policy with one amendment to Section 3C, change 2" to 2nd.

Carried unanimously

9.2. *Review of Draft Acceptance of Gratuities Policy*

Moved by Director Benny Lee, seconded by Director Rita Duncan. Approve the Acceptance of Gratuities Policy.

Carried unanimously

10. SCHOOLS ENGAGEMENT REPORT

10.1. Schools Engagement Report, April 2026

General Manager Dang stated that staff had met with SLZUSD regarding the draft MOU and had not received response on the Board's feedback.

11. STAFF/DIRECTOR COMMENTS

11.1. General Manager's Report

The General Manager provided updates on the following topics:

1. Joint Board Meeting with Castro Valley Sanitary District scheduled for May 19, 2026, at 6:00 p.m.
2. Registration for the California Special Districts Association Annual Conference in Palm Springs from August 24–27, 2026.
3. Potential property available for purchase within the District.
4. Local Hazard Mitigation Plan update.
5. HeART for the Bay Finalist Dinner scheduled for May 6, 2026, at 5:30 p.m.
6. Collection System of the Year recognition event scheduled for May 27, 2026.
7. Finance Manager position update.
8. Communications update regarding the Property Managers Training scheduled for May 19, 2026.

11.2. Action Items Report

The General Manager provided updates on the following outstanding action items and follow-up requests from the Board:

1. Food Purchasing Policy: Anticipated to be presented to the Board in June or July 2026.
2. Cargill Proposed Agreement: Timing to be determined.
3. Property Purchase Details: Anticipated to be presented in May 2026.

11.3. Director Dean requested that conferences, as well as community events, be added to the Board's Outlook calendars.

Director Simon stated that it had been a great meeting and thanked staff for their work. He commended Finance Manager Moreno on a phenomenal presentation, noting that she will be greatly missed.

Secretary Duncan requested consensus from the Board to add a future agenda item to discuss recognition of OLSD's 115th anniversary in August, which the Board supported. She also requested an agenda item for the Board to review and discuss the BTL Services invoices, noting that she is currently in the process of initiating an audit and closing out the contract; the Board agreed. Additionally, she shared that the California Water Environment Association will be hosting a 1:00 p.m. meeting on strategies used by Roseville to engage high school students, including opportunities during Water Week. She concluded by noting it was a great meeting with a significant amount of work accomplished.

Vice President Lee thanked staff for their continued efforts and wished everyone a wonderful remainder of the month.

President Young commended staff for the substantial amount of work reflected in

the agenda and thanked the Board for their thoughtful comments. She expressed her appreciation for Finance Manager Moreno, stating that she will be deeply missed and that, in future finance reviews, she will be remembered alongside retired Finance Manager Arlene Wong. She wished her the very best in her future endeavors.

Finance Manager Moreno thanked the Board for their leadership and shared that it has been a pleasure working with the management team. She also thanked General Manager Dang for his mentorship and leadership, noting the significant role he played in her professional growth at Oro Loma, and wished the District continued success moving forward.

12. ADJOURNMENT

There being no further business to come before the Board, President Young adjourned the meeting at 8:06 p.m.



AGENDA ITEM REPORT

AGENDA ITEM NO: 7.1

AGENDA DATE: May 12, 2026

Subject: Accept Project as Complete and Authorization for the General Manager to Direct the Filing of a Notice of Completion: EBMUD Well Demolition Phase 1

BACKGROUND:

This project provided for the removal of all associated infrastructure for the five EBMUD wells located on District property. The Board awarded the project to Penkor Wrecking for a total contract amount of \$144,000 on December 24, 2025. All construction work was completed to the satisfaction of staff on February 23, 2026, in full compliance with the approved plans and specifications.

The Construction Committee reviewed the project at its February 18, 2026, meeting and recommended closing the project and filing a Notice of Completion.

Contract Cost Data:

Original Contract	\$ 144,000.00
Change Orders	\$ 0
Salaries & Overhead	\$ 19,668.95
Total Project Cost	\$ 163,668.95
Project Budget	\$ 170,000.00

ISSUES:

No known issues.

OPTIONS:

1. Authorize closing out the project and filing a notice of completion.
2. Do not close out project - not recommended.

RECOMMENDED ACTION:

Accept project as complete and authorize the General Manager to direct filing of a notice of completion: EBMUD Well Demolition Phase 1

ATTACHMENT(S):

[Certificate of Completion - Penkor Wrecking](#)

CERTIFICATE OF COMPLETION

ORO LOMA SANITARY DISTRICT

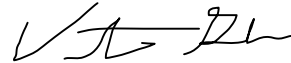
**EBMUD WELL DEMOLITION
PHASE 1**

I, Vincent Goh, Field Engineer, for Oro Loma Sanitary District, Alameda County, California, do hereby certify that the work and improvements described in the contract which was entered into by and between Oro Loma Sanitary District and Penkor Wrecking, dated January 5, 2026, was completed to my satisfaction on February 23, 2026.

That said work and improvements are more particularly described in the Plans and Specifications, approved by the Sanitary Board of said District on November 25, 2025.

I understand that neither the determination of completeness of the work, nor the acceptance of the work by the District, shall operate to bar claims against the Contractor under the terms of the guarantee provisions of the Contract Documents.

Dated: April 23, 2025



By: _____

Vincent Goh
Field Engineer



AGENDA ITEM REPORT

AGENDA ITEM NO: 7.2

AGENDA DATE: May 12, 2026

Subject: Authorization to Call for Bids: Treatment Unit Grating Replacement Project, Phase 2

BACKGROUND:

Treatment Unit Grating Replacement project addresses grating replacement throughout the treatment plant. The phase 1 project was completed in May 2025 where a portion of the aeration basin grating was replaced. Phase 2 project includes replacement of the remaining aeration basin grating, all grating at the chlorine contact station, and grating at the secondary treatment splitter box as a bid alternate. Through this project, most of the aged fiberglass grating will be replaced with aluminum grating, except for the chlorine contact station where it will be replaced in-kind to maintain chemical compatibility. Preparation of plans and specifications is nearing completion. The project budget is \$320,000. The engineer's estimate is \$251,000 for the base bid and \$120,000 for the bid alternate.

The Construction Committee discussed and reviewed the project at its meeting on April 22, 2026, and concurred with staff's recommendation to advertise the project for bids.

ISSUES:

No known issues.

OPTIONS:

1. Authorize staff to bid the project
2. Do not authorize staff to bid the project - not recommended.

RECOMMENDED ACTION:

Approve authorization to call for bids: Treatment Unit Grating Replacement Project Phase 2.

ORO LOMA SANITARY DISTRICT
STANDARD PROCEDURE POLICY

No: I.D.17
Effective: 06/16/95
Amended: 05/04/99

SUBJECT: PAYROLL PROCEDURES

- I. **POLICY:** The payroll shall be processed in accordance with standards as required by law, payroll practices, regulations, agreements, union and employee group contracts, policies, and shall comply with all state and federal regulations applicable to payroll reporting and deposit of payroll taxes and other withholdings.

- II. **SCOPE:** This policy shall establish District procedures for processing and accountability of the District payroll monies paid to District employees and Board members for services rendered and shall apply to:
 - A. Processing of payroll payments for all employees and Directors.
 - B. Processing of payments of payroll taxes.
 - C. Processing and payment of payroll liabilities, deductions and other withholdings.
 - D. Recording and accountability of the District's payroll into the District's books and records.

- III. **RESPONSIBILITY:** Administrative Services and Finance shall be responsible for payroll activities within their areas of responsibility as established in Section IV of this procedure.

- IV. **PROCEDURES:**
 - A. **Payroll Basis**
 - 1. The pay rate for each classification shall be ~~be~~ in accordance with the most current Memorandum of Understanding with each District bargaining unit.
 - 2. Payroll disbursements are prepared from data provided on the Employee's District's official time sheet in ADP.
 - 3. Payroll taxes are withheld pursuant to information on each ~~employees~~ employee's W-4 form.

4. Other payroll withholdings may be made based upon written requests signed by individual employees or court order.

B. Payroll Processing

The payroll is processed and paid bi-weekly. Each payroll period starts at 12:01 A.M. on Monday and ends at midnight Sunday two weeks later.

1. TIME SHEETS: Employees are to complete their time sheets each payroll period through ADP Time & Attendance for their Supervisor's review. ~~on a daily basis, and submit them to their Supervisor following completion of their work schedule for the payroll period.~~ The Supervisor shall review the time sheets, ~~compare them with previously approved time off slips (which are stapled to the time sheet),~~ verify pay and project labor distribution codes, have the employee make any necessary corrections, and approve the time sheet in ADP by signature. ~~Engineering and Administration Departments time sheets are to be forwarded to Finance the Friday preceding the end of the payroll period. Maintenance, Operations and Collection Departments are to submit their time sheets to Finance by 9:00 A.M. the Monday following the end of the payroll period. Supervisors should approve all timesheets on the Friday before payroll processing on Monday.~~
 - a. In those instances when an employee is absent from work and on workers' compensation leave, the Supervisor shall properly note so on the time sheet.
2. PAYROLL ENTRY/VERIFICATION:
 - a. ~~Finance enters payroll data directly from the time sheets to the computer payroll system and verify entered data by comparison with a Lotus spreadsheet. Finance reviews the payroll data entered and verifies the data entered payroll data and verifies it against an internal spreadsheet.~~
 - ~~b. Entered data is backed up on diskette and the audited payroll information transmitted to the District's service bureau via modem.~~
3. PAYROLL SERVICES SERVICE BUREAU: ~~ADP~~ The District contracts with ADP Ceridian service bureau ADP to provide the District's timecard and payroll processing services to produce the District's payroll checks and reports from the data entry submitted. ~~The data entry must be transmitted by 5:00 p.m. on the Monday following the close of the pay period, and payroll checks are received by the District on the day following submittal.~~

- a. *Checks:* ~~The service bureau~~ADP produces the checks by laser printer which have the pre-printed signature of two of the District's authorized signatories.

~~E~~Those employees who elect to have their checks deposited directly by electronic fund transfer (EFT) receive a non-negotiable notification. The checks and non-negotiable notifications include a stub which contains current earnings and deduction information, current and year-to-date tax information, and leave balances. The checks and EFT notifications are individually addressed and sealed for confidentiality. ~~The employee can elect paperless paystubs.~~Employees who elected to receive paperless pay stubs will log in to ADP Employee self-serviceSelf-Service to view, download, and print pay statements. Payroll payments are made by check or EFT only.

There are no cash transactions associated with the District payroll. Checks that are undeliverable are placed in the District safe or ~~mailed, if requested, by the employee, if requested by the employee, mailed.~~ The Finance Manager reconciles the payroll checks on a monthly basis, and any check outstanding over 90 days is investigated.

- b. *Payroll Taxes:* ~~ADP~~The service bureau is responsible for ~~the~~ payment of all payroll taxes withheld from the employees' ~~pay checks~~paychecks. The amount for payroll taxes is automatically deducted from the District's cash account on the date of the payroll. The Finance Manager reconciles and audits copies of tax returns with the District payroll records on a quarterly basis.

- c. *Reports:* ~~ADP~~The service bureau produces standard earnings reports, ~~both on a calendar and fiscal year basis.~~ Deduction registers are produced for each deduction category. These reports contain both ~~current period~~current-period and year-to-date information. Tax reports are produced at each ~~quarter end and filed by the~~quarter's end and filed by ADP's service bureau's tax filing department.

Additional management reports are also included, i.e., labor distribution reports; ~~vacation; sick, holiday and compensatory time reports;~~ vacation, sick, holiday, and compensatory time reports, and deferred compensation reports; ~~Flexplan reports and individual Medical Reimbursement Account statements.~~

- d. *W-2 Forms:* Following the final payroll of the calendar year, ~~ADP~~the service bureau produces W-2 forms. As required by

law, ~~copies of W-2 forms are electronically filed~~mailed by the ~~service bureau to~~ADP electronically files copies of W-2 forms ~~with~~ the appropriate state and federal agencies, and a copy is provided for District records. Individual W-2 forms for employees are produced in sealed, mailable envelopes, ~~unless the employee has elected paperless~~. The W-2's are distributed to current employees; those for former employees are mailed. ~~Employees who elected to receive paperless W-2 will log in ADP Employee self-service to~~ ADP Employee Self-Service to view, download, and print W-2. Copies of all ~~W-2's are retained by the Finance~~the Finance Department according to~~W-2s are retained by the Finance Department in accordance with~~ current record retention law for audit purposes. Any corrections to W-2 forms are processed ~~according to~~in accordance with current laws and ~~ADP service bureau~~ procedures.

- e. *Manuals/Support Services/Updates:* ~~The ADP~~Geridian ~~service bureau~~ provides the District with a technical and online services.

C, Payroll Payments - Cash Disbursement

1. Payroll payments are created according to the District's payroll calendar.
~~service bureau's "Time Table Scheduled for the Calendar Year."~~
2. ~~On the day of each payroll disbursement, t~~The Finance Department ensures that the appropriate ~~of the~~ amount of cash needed to cover the total payroll (checks, EFT's, taxes, and other liabilities) and related costs is on deposit available in the District's checking account.
3. Through monthly bank reconciliation, the Finance Accounting Manager verifies that all payroll disbursements were properly paid.

D. Distribution of Payroll ChecksPayments

1. PAY PERIODS: The District shall ~~bi-weekly~~ pay employee salaries bi-weekly.
2. PAYROLL ~~CHECK DISTRIBUTION~~PAY DAY: The required District's pay day for distribution of payroll checks is the Wednesday~~Friday~~ following the close of the pay period. ~~However, if the payroll checks are available and in order prior to Friday, the checks may be distributed at that time, but under no circumstances prior to the Wednesday following the end of the pay period.~~
3. DISTRIBUTION OF PAYROLL CHECKS OR CHECK STUBS:

- a. Payroll checks or check stubs, if the employee has elected direct deposit, are given to ManagersSupervisors or designated employees for distribution.
- b. If an employee wishes their his/her check to be given to anyone other than themselves himself, they he/she must personally contact the office prior to the distribution, and the person to whom the check is to be given must have written authorization from the employee.
- c. If the employee is on vacation, and has not elected direct deposit, during the time payroll checks are distributed, office personnel will mail the check to the employee's home or bank upon request.

4. REPLACEMENT OF PAYROLL CHECKS:

- a. In certain cases when a live check is issued (e.g. final pay for a terminated employee) in the event an employee should the employee lose the live checklose his/her check, they he/she should immediately contact the Finance Department.
- b. Immediately upon notification by an employee that a check has been lost, staff will request that a stop payment be made against that check and issue a replacement. Any charges incurred by the District for a stop payment shall be reimbursed by the employee, even if the lost check is found prior to receipt of a duplicate.
- ~~c. After assurances from the bank that the lost check has not been cashed (2-3 working days), a manual replacement check will be issued by Finance.~~

E. Payroll Recording

The Finance Accounting Manager, or his/hertheir designee prepares the Payroll Distribution JournalRegister from the data produced by ADPGeridian.

The information from the Payroll Distribution Journal is broken down and entered via General Journal to the District General Ledger in the following manner:

1. PAYROLL EXPENSE DISTRIBUTION: Records debits and credits connected with payroll expense by department, cash disbursement, payroll liabilities and other receivables and payables as necessary.

2. PAYROLL LABOR DISTRIBUTION: Records payroll expenses for all funds other than general and appropriate cash transfers.
3. TRACT ENTRIES: Records decreases/increases in revenues and tract deposit accounts, due to payroll and overhead charges by individual tract.
4. FLEXPLAN ENTRY: Records expenses, revenue, cash transfers and other payments connected with benefits distribution by department or fund.

Employee benefits (insurance expenses) are paid through the Flexible Benefits Plan. The Flexible Benefits Plan is administered through the payroll system. The Administrative Services Manager is responsible for reporting/entering annual elections to Finance and approving/making reimbursements from the Medical Reimbursement Account. Finance is responsible for updating annual elections in ADP and processing medical reimbursements in ADP. The FinanceAccounting Manager will maintain a spreadsheet of individual Flexplan elections and will prepare a final report at fiscal year end for use in reporting to the IRS and the annual audit. The FinanceAccounting Manager shall prepare Form 5500 for filing with the IRS for the Flexplan annual reporting. Form 5500 must be filed 7 months after the date the plan year ends.

5. OVERHEAD ENTRY: Based on the payroll expense distribution to each project, the overhead cost is calculated on a monthly basis and the amount posted to the appropriate overhead expense account for each project. To cover these expenses, cash is transferred from the fund which pays for it to the General Fund and overhead revenues are recorded in the General Fund. The annual overhead rate is calculated and approved by the Board during the District budget approval process.

F. Payroll Taxes/Liabilities/Reconciliations

1. TAX FILING: Tax filing services are provided by ADPCoridian. Taxes are filed with the individual taxing agencies, with copies transmitted to the District. It is the responsibility of the FinanceAccounting Manager to audit the quarterly tax returns to verify their accuracy. In the case of discrepancy, ADPthe-service bureau is notified in writing.
2. LIABILITIES: It shall generally be the responsibility of the Finance Accounting Manager or his/her/their designee to prepare the bi-weekly earnings and contributions report for the Public Employees Retirement System and to ensure that the following payroll liabilities are paid in a prompt manner: deferred compensation deductions,

credit union deductions, garnishment deductions, Public Employees Retirement System report and all others as needed.

It is the responsibility of the FinanceAccounting Manager to audit quarterly statements for deferred compensation contributions received from the deferred compensation plan administrator and, in the case of discrepancy, to notify the administrator of the plan in writing.

3. RECONCILIATIONS: It shall be the responsibility of the Finance Accounting Manager to reconcile payroll records from the payroll system to those in the District's General Ledger and other financial records and to furnish all necessary records, reconciliations and explanations to the District's independent auditor for review during the annual District independent audit.
4. AUDIT: It shall be the responsibility of the Independent Auditor to audit the District's payroll records and activities according to auditing standards.

G. Document Availability and Employee Responsibility; Document Retention

1. ~~Samples of all payroll documents and reports are available on request. They are located in payroll and accounting manuals and are updated when necessary.~~

_____ It shall be the responsibility of each employee to examine his/her/their payroll check-stub for accuracy, both in earnings and deductions, and leave balances. Any and all discrepancies should be reported to the Finance Department immediately.

2. Payroll records are retained by the District according to its records retention policy.

Amended by: A. Turon, M. Boerger, M. Cameron
reviewed by: Finance & Insurance Committee, 02/12/99
approved by Board of Directors: 05/04/99
Approved by Board of Directors: XX/XX/26

i:\groups\admin\procedur\payroll 5/7/26

**ORO LOMA SANITARY DISTRICT
POLICY**

**No: I.D.17
Effective: 06/16/95**

SUBJECT: PAYROLL PROCEDURES

- I. **POLICY:** The payroll shall be processed in accordance with standards as required by law, payroll practices, regulations, agreements, union and employee group contracts, policies, and shall comply with all state and federal regulations applicable to payroll reporting and deposit of payroll taxes and other withholdings.

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 - a. In those instances when an employee is absent from work and on workers' compensation leave, the Supervisor shall properly note so on the time sheet.
2. **PAYROLL ENTRY/VERIFICATION:**
 - a. Finance reviews the entered payroll data and verifies it against an internal spreadsheet.
3. **PAYROLL SERVICES:** The District contracts with ADP to provide the District's timecard and payroll processing services. The data entry must be transmitted by 5:00 p.m. on the Monday following the close of the pay period, and payroll checks are received by the District on the day following submittal.
 - a. *Checks:* ADP produces the checks by laser printer which have the pre-printed signature of two of the District's authorized signatories.

Employees who elect to have their checks deposited directly by electronic fund transfer (EFT) receive a non-negotiable notification. The checks and non-negotiable notifications include a stub which contains current earnings and deduction information, current and year-to-date tax information, and leave balances. The checks and EFT notifications are individually addressed and sealed for confidentiality. Employees who elected to receive paperless pay stubs will log in to ADP Employee Self-Service to view, download, and print pay statements. Payroll payments are made by check or EFT only.

There are no cash transactions associated with the District payroll. Checks that are undeliverable are placed in the District safe or, if requested by the employee, mailed. The Finance Manager reconciles the payroll checks on a monthly basis, and any check outstanding over 90 days is investigated.

- b. *Payroll Taxes:* ADP is responsible for the payment of all payroll taxes withheld from the employees' paychecks. The amount for payroll taxes is automatically deducted from the District's cash account on the date of the payroll. The Finance Manager reconciles and audits copies of tax returns with the District payroll records on a quarterly basis.
- c. *Reports:* ADP produces standard earnings reports. Deduction registers are produced for each deduction category. These reports contain both current-period and year-to-date information. Tax reports are produced at each quarter's end and filed by ADP's tax filing department.

Additional management reports are also included, i.e., labor distribution reports, vacation, sick, holiday, and compensatory time reports, and deferred compensation reports.

- d. *W-2 Forms:* Following the final payroll of the calendar year, ADP produces W-2 forms. As required by law, ADP electronically files copies of W-2 forms with the appropriate state and federal agencies, and a copy is provided for District records. Individual W-2 forms for employees are produced in sealed, mailable envelopes, unless the employee has elected paperless. The W-2s are distributed to current employees; those for former employees are mailed. Employees who elected to receive paperless W-2 will log in to ADP Employee Self-Service to view, download, and print W-2. Copies of all W-2s are retained by the Finance Department in accordance with current record retention law for audit purposes. Any corrections to W-2 forms are processed in accordance with current laws and ADP procedures.
- e. *Manuals/Support Services/Updates:* ADP provides the District with technical and online services.

C, **Payroll Payments - Cash Disbursement**

- 1. Payroll payments are created according to the District's payroll calendar.

2. The Finance Department ensures that the appropriate amount of cash needed to cover the total payroll (checks, EFT's, taxes, and other liabilities) and related costs is available in the District's checking account.
3. Through monthly bank reconciliation, the Finance Manager verifies that all payroll disbursements were properly paid.

D. Distribution of Payroll Payments

1. PAY PERIODS: The District shall pay employee salaries bi-weekly.
2. PAYROLL PAY DAY: The District's pay day is the Wednesday following the close of the pay period.
3. DISTRIBUTION OF PAYROLL CHECKS OR CHECK STUBS:
 - a. Payroll checks or check stubs, if the employee has elected direct deposit, are given to Managers or designated employees for distribution.
 - b. If an employee wishes their check to be given to anyone other than themselves, they must personally contact the office prior to the distribution, and the person to whom the check is to be given must have written authorization from the employee.
 - c. If the employee is on vacation, and has not elected direct deposit, during the time payroll checks are distributed, office personnel will mail the check to the employee's home.
4. REPLACEMENT OF PAYROLL CHECKS:
 - a. In certain cases when a live check is issued (e.g. final pay for a terminated employee) should the employee lose the live check, they should immediately contact the Finance Department.
 - b. Immediately upon notification by an employee that a check has been lost, staff will request that a stop payment be made against that check and issue a replacement.

E. Payroll Recording

The Finance Manager, or their designee prepares the Payroll Distribution Journal from the data produced by ADP.

The information from the Payroll Distribution Journal is broken down and entered via General Journal to the District General Ledger in the following manner:

1. PAYROLL EXPENSE DISTRIBUTION: Records debits and credits connected with payroll expense by department, cash disbursement, payroll liabilities and other receivables and payables as necessary.
2. PAYROLL LABOR DISTRIBUTION: Records payroll expenses for all funds other than general and appropriate cash transfers.
3. TRACT ENTRIES: Records decreases/increases in revenues and tract deposit accounts, due to payroll and overhead charges by individual tract.
4. FLEXPLAN ENTRY: Records expenses, revenue, cash transfers and other payments connected with benefits distribution by department or fund.

Employee benefits (insurance expenses) are paid through the Flexible Benefits Plan. The Flexible Benefits Plan is administered through the payroll system. The Administrative Services Manager is responsible for reporting annual elections to Finance and approving reimbursements from the Medical Reimbursement Account. Finance is responsible for updating annual elections in ADP and processing medical reimbursements in ADP. The Finance Manager will maintain a spreadsheet of individual Flexplan elections and will prepare a final report at fiscal year-end for use in reporting to the IRS and the annual audit. The Finance Manager shall prepare Form 5500 for filing with the IRS for the Flexplan annual reporting. Form 5500 must be filed 7 months after the date the plan year ends.

5. OVERHEAD ENTRY: Based on the payroll expense distribution to each project, the overhead cost is calculated on a monthly basis and the amount posted to the appropriate overhead expense account for each project. To cover these expenses, cash is transferred from the fund which pays for it to the General Fund and overhead revenues are recorded in the General Fund. The annual overhead rate is calculated and approved by the Board during the District budget approval process.

F. Payroll Taxes/Liabilities/Reconciliations

1. TAX FILING: Tax filing services are provided by ADP. Taxes are filed with the individual taxing agencies, with copies transmitted to the District. It is the responsibility of the Finance Manager to audit

the quarterly tax returns to verify their accuracy. In the case of discrepancy, ADP is notified in writing.

2. **LIABILITIES:** It shall generally be the responsibility of the Finance Manager or their designee to prepare the bi-weekly earnings and contributions report for the Public Employees Retirement System and to ensure that the following payroll liabilities are paid in a prompt manner: deferred compensation deductions, credit union deductions, garnishment deductions, Public Employees Retirement System report and all others as needed.

It is the responsibility of the Finance Manager to audit quarterly statements for deferred compensation contributions received from the deferred compensation plan administrator and, in the case of discrepancy, to notify the administrator of the plan in writing.

3. **RECONCILIATIONS:** It shall be the responsibility of the Finance Manager to reconcile payroll records from the payroll system to those in the District's General Ledger and other financial records and to furnish all necessary records, reconciliations and explanations to the District's independent auditor for review during the annual District independent audit.
4. **AUDIT:** It shall be the responsibility of the Independent Auditor to audit the District's payroll records and activities according to auditing standards.

G. Document Availability and Employee Responsibility; Document Retention

1. It shall be the responsibility of each employee to examine their payroll check-stub for accuracy, both in earnings and deductions, and leave balances. Any and all discrepancies should be reported to the Finance Department immediately.
2. Payroll records are retained by the District according to its records retention policy.

Amended by: A. Turon, M. Boerger, M. Cameron

Reviewed by: Finance & Insurance Committee, 02/12/99

Approved by Board of Directors: 05/04/99

Approved by Board of Directors: XX/XX/26

ORO LOMA SANITARY DISTRICT POLICY ~~AND STANDARD PROCEDURE~~

No. I.B.1

~~Adopted~~Effective: 05/02/95

Last Revised: 10/16/18

Current Revised: 4/20/21

SUBJECT: PURCHASING PROCEDURES FOR GOODS AND SERVICES

I. **MISSION:** To procure quality goods and services at the best value for the District in a timely and efficient manner. While achieving this objective, the District ~~hereby~~ adopts the goal of fairness by ensuring that all qualified suppliers and service providers who wish to compete for the opportunity to sell goods and services to the District can do so pursuant to District Ordinance.

II. **PURPOSE:** To provide guidelines to District staff for the purchase of goods and services, and to define purchasing authority and responsibilities. To the extent determined by the General Manager to be feasible and practicable, purchases of goods and services shall be made through open competition and by whatever methods and procedures, formal or informal, that are determined by the General Manager or his/her designee to best meet the goals and objectives ~~stated herein~~ of this policy.

In competitive purchasing solicitations, the District may reject any and all proposals, quotes or bids received if the District determines that the price, terms or surrounding circumstances of the proposal, quote or bid are such that an award would not be in the best interests of the District.

III. GENERAL PURCHASING PROCEDURES

The procedures ~~set forth herein~~ are intended to provide default guidelines and restrictions. Depending upon the complexity of the goods or equipment required and an evaluation of the District's risk exposure, the General Manager may modify the purchasing procedure for a specific procurement on a case-by-case basis. However, the splitting of purchases to avoid the purchase limits and restrictions ~~set forth herein~~ is strictly prohibited.

Subject to the practicability and feasibility of any given procurement and the exceptions ~~set forth~~ stated in Section VI, all District procurements of goods and services shall be made according to what achieves the "best value" for the District. Depending upon the circumstances, such value may be determined by purchase price alone or by a combination of price, quality, and other pertinent factors (e.g., lifetime maintenance costs, manufacturer support, vendor experience, performance, etc.). All solicitations shall clearly describe the scope of work to be performed or the product criteria, the evaluation criteria for proposals, quotes or bids, the award process, and any special provisions or conditions.

IV. LEVELS OF PURCHASING AUTHORITY:

AUTHORITY	PURCHASING LIMITS
Board of Directors	Exceeding GM's Purchasing Authority
General Manager	<ul style="list-style-type: none"> • Contracts, Purchase Orders, and Change Orders for budgeted items up to \$100,000
Management	Up to \$15,000

V. LEVELS OF AUTHORITY: There is no centralized purchasing department in the District. Staff is responsible for purchasing goods and services in the area of their authority and within their purchasing limits and Board-approved budget, as applicable. Management has the authority to delegate purchasing authority to staff, provided that budget is available. Each Manager will remain responsible for purchases made through delegated authority.

The Finance Department coordinates purchasing, receiving documents, invoices, and is responsible for the prompt payment for goods and services rendered. ~~A Supervisor or~~ Manager must approve all purchases or purchase requisitions within his/her purchasing limits.

In order to expedite the purchasing process, the District maintains a list of Open Purchase Orders for frequently used vendors. Under the Open Purchase Order system, purchases can be made without a Purchase Requisition or Purchase Order. The limit for Open Purchase Orders is \$15,000 per purchase. Management reviews open Purchase Orders and the list of employees authorized to purchase on behalf of the District ~~biennially~~ biannually. Periodically, employees are given one-time authority to purchase small items, as needed.

- A. Purchases Up To \$75:
Purchases up to \$75 shall be reimbursed through petty cash.
Approval: Management
- B. Purchases From \$75 To \$2,000:
Payment is made from an invoice or by employee reimbursement through a check request.
Approval: Management
- C. Purchases From \$2,001 To \$15,000:
Require a Purchase Requisition with two or more verbal quotations. A Purchase Order is issued in the computerized accounts payable system as an encumbrance.
Approval: Management
- D. Purchases From \$15,001 To \$50,000: (Except District Projects):
Require a Purchase Requisition with two or more written quotations. A Purchase Order is issued in the computerized accounts payable system as an encumbrance.

Approval: General Manager

- E. Purchases Above \$50,000:
Must utilize competitive bid solicitation procedures.
Approval: General Manager up to \$100,000, Board of Directors.

- F. District Projects – Construction Contracts:
Construction projects' limits and rules are defined by California Public Construction Code (PCC) Sections 22000 through 22045 and California Uniform Public Construction Cost Accounting Act. (UPCCAA). "District Project" means any construction, reconstruction, alternationalteration, enlargement, renewal, or replacement of sewer facilities which the District is authorized to do, including but not limited to, the furnishing of supplies or materials for any such work, as defined in Public Contract Code Section 20801.

See Public Contract Code Section 20801 for the definition of "District Project".

- F.1. As provided by the current California UPCCAA, District projects of \$75,000 or less may be performed by negotiated contract or purchase order (PCC 22032(a)).

- F.2. District projects of \$220,000 or less may be let to contract by informal bidding procedures under the UPCCAA procedures (PCC 22032(b) and 22034). A notice of the proposed project(s) is to be sent to all contractors (within the appropriate craft) listed in the District's UPCCAA contractors list, or to each of the trade journals listed in the District's UPCCAA list, or both, at least 10 days in advance of bid opening date.

- F.3. District projects of more than \$220,000 shall be let to contractor by the formal bidding procedure (PCC 22032(c) and 20037). A notice of the proposed project(s) is to be published in the local newspaper at least 14 days before bid opening, and sent to each of the trade journals listed in the District's UPCCAA list at least 15 days in advance of bid opening date.

The amounts stated above are subject to changes by the State of California, due to changes in construction costs and/or inflation.

Contractors' Performance Bonds are required on projects greater than \$175,000, and are discretionary on smaller projects, depending on the contractor's financial strength, on whether the contract requires progress payments, and on other factors, as determined by the District.

- G. Emergency:
In the case of an emergency, the public interest and necessity demands the immediate expenditures of District funds to safeguard life, health, or property. The General Manager, or his designee, is authorized to commit up to \$500,000 according to District Ordinance. The General Manager shall inform and gain verbal concurrence from the Board President or Vice-President that the case constitutes an emergency.

VI. PAPER PROCUREMENT: The primary goals are to minimize environmental impacts and promote the purchase of recycled and environmentally preferred products, and help:

1. Protect and conserve natural resources, water, materials, and energy;
2. Increase employee awareness that many used items can serve an additional purpose;
3. Reduce the consumption of space in landfills; and minimize the Oro Loma Sanitary District's contribution to climate change, pollution, and solid waste disposal;
4. Comply with State requirements as prescribed in the SB 1383 procurement regulations to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

A. SB 1383 Definitions:

A.1. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling.

A.2. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white woven envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.

A.3. "Recordkeeping Designee" refers to an employee designated by the Oro Loma Sanitary District to track procurement and maintain records.

A.4. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Oro Loma Sanitary District are eligible to be labeled with an unqualified recyclable label.

A.5. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" refers to products that consist of at least thirty percent (30%) post-consumer fiber, by fiber weight, consistent with the requirements.

A.6. "SB 1383" refers to Senate Bill 1383, which establishes methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

A.7. "SB 1383 Regulations" or "SB 1383 Regulatory" refers to the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle for the purpose of this policy.

A.8. "State" means the State of California.

B. Requirements:

B.1. All Oro Loma Sanitary District will purchase Paper Products and Printing and Writing Paper, instead of non-recycled products, whenever recycled products are available at the same or a lower total cost than non-recycled items.

- o Printing and writing paper will consist of at least 30 percent, by fiber weight, postconsumer fiber.

- Other paper products will consist of at least 30 percent, by fiber weight, of postconsumer recycled content fiber, except as specified below.
- Toilet paper will consist of at least 45 percent, by fiber weight, postconsumer recycled content fiber.
- Paper towels will consist of at least 40 percent, by fiber weight, postconsumer recycled content fiber.
- Facial tissue will consist of at least 10 percent, by fiber weight, postconsumer recycled content fiber.
- Toilet seat covers will consist of at least 20 percent, by fiber weight, postconsumer recycled content fiber.
- General-purpose paper wipers will consist of at least 40 percent, by fiber weight, post-consumer recycled content fiber.
- Food service ware, including but not limited to, napkins, plates, bowls, food trays, takeout boxes, placemats, etc., will consist of at least 40 percent, by fiber weight, post-consumer recycled content fiber.

B.2. The Oro Loma Sanitary District requires all businesses to certify in writing the minimum, if not exact, percentage of post-consumer materials in the products, materials, goods, or supplies offered or sold.

B.3. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Oro Loma Sanitary District will:

- Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at the same or a lesser total cost than non-recycled items.
- Provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard.
- Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Oro Loma Sanitary District. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
- Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Oro Loma Sanitary District is eligible to be labeled with an unqualified recyclable label.
- All vendors providing printing services to the Oro Loma Sanitary District via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.

C. Recordkeeping Responsibilities:

C.1. The Oro Loma Sanitary District's Administrative Services Manager will select an employee to act as the Recordkeeping Designee, who will be responsible for obtaining records pertaining to Procurement Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee will do the following to track Procurement Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:

- o Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Oro Loma Sanitary District's documentation of its compliance.
- o Collect, collate, and maintain documentation submitted by the Oro Loma Sanitary District, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
- o Compile an annual report on the Oro Loma Sanitary District's direct procurement of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. This report will be submitted to the Administrative Services Manager, who is the responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance with many other SB 1383 regulatory requirements).

VII. EXCEPTIONS: The District reserves the right to not engage in the competitive bidding process under certain circumstances. Those exceptions are as follows (which must be documented on the bottom of the Purchase Requisition):

- A. Professional and Special Services:
The District Board, or its designated representative, may contract with and employ persons for the furnishing of special services and advice in fields such as finance, economics, accounting, engineering, law, and administration, providing such persons are specially trained, experienced and competent to perform the special services required.

This exception does not apply to contracts for services of a more technical nature, which involve little professional judgment.

- B. Unique Goods or Single Source Supplier:
Purchases for a unique item, with a sole (single) supplier. In order for an item to be recognized as "unique goods", there must be no equivalent product available. The unique status must be based on material differences in the function and usefulness of the product.

When the product or service required, based on its unique character, is only available through a single or sole source manufacturer, a negotiated purchase may be made from that sole source without formal competitive bidding.

Instances may occur when appropriately drawn specifications will require purchase from a single or sole source manufacturer. District specifications shall not be drawn

so narrowly as to intentionally favor one manufacturer, unless a sound technical/engineering basis exists ~~therefor~~. Specifications should be drawn to provide assurance of maximum functionality for the District, without regard to preference for trade names or proprietary products or processes. Maximum functionality shall include, but not be limited to, life cycle costs, maintenance, longevity, ease of operation and reliability. Specifications shall also be drawn to provide for maximum compatibility with existing District equipment and operations and to attempt to provide superior performance in a particular application. Reasonable requirements regarding commercial terms and experience may be included in the specifications.

- C. Trade Name Item Matching Existing Items:
Purchases of a brand name item available through a sole source where the brand name item is necessary due to the project goods being designed to match other goods already in use or already purchased or in the course of completion of a District Project.
- D. Purchase of Unique Component or Replacement Part:
Purchases of a component or replacement part for a product that is already in use, and for which there is no adequate substitute.
- E. Purchase for Experimental Purposes:
Purchases of a particular material or service that has been designated by the Board of Directors as a purchase for experimental purposes, or for trial use of the specific product.
- F. Purchase Of Used Items:
Purchase of a used item, which, due to its used status, is unique. An informal purchase policy may be followed for acquisition of a unique used item where the cost savings of the used purchase proves advantageous or where the particular item is subject to prior sale.
- G. Public Utility Services:
Purchases of public utility services, such as water, gas, and electricity.
- H. Purchases From or In Conjunction With Another Agency:
Purchases made from another public agency, or made in conjunction with another public agency, pursuant to the laws providing for cooperative purchasing.
- I. Purchase and Leases of Real Property:
The law generally regards parcels of real property as unique. Sales and leases of District property are controlled by specific statutory procedures that are not addressed in this standard. Advice of District Counsel should be sought in regard to both acquisitions and sales of real property.
- J. Best Interest of District:
Under exceptional factual circumstances, where the competitive bidding process works an incongruity and is unavailing as affecting the final result, or where the competitive bidding process does not produce any advantage, or where it is practically impossible to obtain what is required by observing such formality.

VIII. DOCUMENTATION:

There are five instruments used to purchase budgeted material, supplies, equipment or services. Purchases not contained in the current budget must receive express prior approval from the General Manager or Board of Directors.

- A. Purchase Requisition or Purchase Order – Required for purchases greater than \$2,000. The Purchase Requisition is an internal control document, which specifies what is needed, and in which account the funds are budgeted, and an assigned Purchase Order Number. A Purchase Order is issued in the computerized accounting system as an encumbrance.
- B. Consultant Agreement – A District boilerplate Consultant Agreement is used when consultant or small contractor construction services are desired. The Project Manager is responsible for preparing the agreement and obtaining the appropriate approval.
- C. Purchase Agreement – A District boilerplate Purchase Agreement is used for the purchase of expensive equipment requiring specifications, conditions, warranties, or services. The Project Manager is responsible for preparing the agreement, obtaining related documents and obtaining the appropriate approval.
- D. Construction Contract – A District boilerplate Construction Contract is used for all District projects. The Project Manager prepares the construction contracts, related documents, and manages the public bid process, as defined and required by California statutes and regulations.
- E. Change Order – Changes to an existing Purchase Order, Consultant Agreement, Purchase Agreement, or Construction Contract due to additional goods or services require a Change Order, either in the form of a supplemental Purchase Requisition with proper approval, or a Change Order Document mutually signed by authorized representatives of the District and the contractor. Change Orders will be updated into the original encumbrance in the computerized accounting system. Changes due to taxes and freight or other incidental items do not require a Change Order. Instead, such minor changes are approved when the invoice is presented for payment.

The Consultant Agreement, Purchase Agreement or Construction Contract must be accompanied by a Purchase Requisition prepared by the Project Manager. Information contained on the Purchase Requisition, such as the Purchase Order Number, description, account or project code, etc. are necessary to establish a budget encumbrance and provide proper financial control.

IXVIII. MISCELLANEOUS:

- A. Purchases by Employees:
Employees may purchase personal items from District vendors, provided that procurement does not interfere with the normal activities of the District and is done on the employee's own time. The employee must pay at the counter at the time the material is received, or be directly invoiced by the vendor. At no time should the District be invoiced by the vendor for personal purchases.
- B. Confidential Information:

Information furnished by vendors and/or contractors regarding price, terms, performance specifications, or other data, other than information available at a public bid opening, will be confidential until after award of the contract.

- C. **Conflict of Interest:**
No District employee who participates in the selection or approval of a vendor, contractor, product, source, specifications, or who has supervisory responsibility for such employee, shall have any financial interest in the company that furnishes the services, supplies, material or equipment being purchased.

De minimis gifts to the District shall not be considered conflicts of interest.

- D. **Bypassing Purchasing Procedure:**
If a purchase is made without submitting the documentation required by the standard purchasing procedure, the purchaser will be asked to provide the missing documentation before the invoice can be paid. Unauthorized purchases are not considered an enforceable obligation of the District and the individual making such purchases may be held personally liable for the cost of the purchase, at the discretion of the General Manager.

- E. **Integrity:**
Employees are expected to perform purchasing duties with integrity. No employee should benefit personally from any District purchases or contracts, i.e. kickbacks, rebates, etc. Benefits from any rewards program related to District purchases should revert to District usage, under the discretion of the General Manager.

Revised by: Jason Warner and Arlene Wong

Reviewed by: Finance & Insurance Committee 4/16/21

Approved by: Board of Directors 4/20/21

Approved by: Finance and Insurance Committee 1/23/26

Approved by: Board of Directors 1/27/26

Approved by: Board of Directors XX/XX/26

ORO LOMA SANITARY DISTRICT POLICY

No. I.B.1
Effective: 05/02/95

SUBJECT: PURCHASING PROCEDURES FOR GOODS AND SERVICES

- I. **MISSION:** To procure quality goods and services at the best value for the District in a timely and efficient manner. While achieving this objective, the District adopts the goal of fairness by ensuring that all qualified suppliers and service providers who wish to compete for the opportunity to sell goods and services to the District can do so pursuant to District Ordinance.

- II. **PURPOSE:** To provide guidelines to District staff for the purchase of goods and services, and to define purchasing authority and responsibilities. To the extent determined by the General Manager to be feasible and practicable, purchases of goods and services shall be made through open competition and by whatever methods and procedures, formal or informal, that are determined by the General Manager or their designee to best meet the goals and objectives of this policy.

In competitive purchasing solicitations, the District may reject any and all proposals, quotes or bids received if the District determines that the price, terms or surrounding circumstances of the proposal, quote or bid are such that an award would not be in the best interests of the District.

III. **GENERAL PURCHASING PROCEDURES**

The procedures are intended to provide default guidelines and restrictions. Depending upon the complexity of the goods or equipment required and an evaluation of the District's risk exposure, the General Manager may modify the purchasing procedure for a specific procurement on a case-by-case basis. However, the splitting of purchases to avoid the purchase limits and restrictions is strictly prohibited.

Subject to the practicability and feasibility of any given procurement and the exceptions stated in Section VI, all District procurements of goods and services shall be made according to what achieves the "best value" for the District. Depending upon the circumstances, such value may be determined by purchase price alone or by a combination of price, quality, and other pertinent factors (e.g., lifetime maintenance costs, manufacturer support, vendor experience, performance, etc.). All solicitations shall clearly describe the scope of work to be performed or the product criteria, the evaluation criteria for proposals, quotes or bids, the award process, and any special provisions or conditions.

IV. LEVELS OF PURCHASING AUTHORITY:

AUTHORITY	PURCHASING LIMITS
Board of Directors	Exceeding GM's Purchasing Authority
General Manager	<ul style="list-style-type: none"> • Contracts, Purchase Orders, and Change Orders for budgeted items up to \$100,000
Management	Up to \$15,000

V. LEVELS OF AUTHORITY: There is no centralized purchasing department in the District. Staff is responsible for purchasing goods and services in the area of their authority and within their purchasing limits and Board-approved budget, as applicable. Management has the authority to delegate purchasing authority to staff, provided that budget is available. Each Manager will remain responsible for purchases made through delegated authority.

The Finance Department coordinates purchasing, receiving documents, invoices, and is responsible for the prompt payment for goods and services rendered. Manager must approve all purchases or purchase requisitions within their purchasing limits.

In order to expedite the purchasing process, the District maintains a list of Open Purchase Orders for frequently used vendors. Under the Open Purchase Order system, purchases can be made without a Purchase Requisition or Purchase Order. The limit for Open Purchase Orders is \$15,000 per purchase. Management reviews open Purchase Orders and the list of employees authorized to purchase on behalf of the District biannually. Periodically, employees are given one-time authority to purchase small items, as needed.

- A. Purchases Up To \$75:
Purchases up to \$75 shall be reimbursed through petty cash.
Approval: Management
- B. Purchases From \$75 To \$2,000:
Payment is made from an invoice or by employee reimbursement through a check request.
Approval: Management
- C. Purchases From \$2,001 To \$15,000:
Require a Purchase Requisition with two or more verbal quotations. A Purchase Order is issued in the computerized accounts payable system as an encumbrance.
Approval: Management
- D. Purchases From \$15,001 To \$50,000: (Except District Projects):
Require a Purchase Requisition with two or more written quotations. A Purchase Order is issued in the computerized accounts payable system as an encumbrance.
Approval: General Manager

- E. Purchases Above \$50,000:
Must utilize competitive bid solicitation procedures.
Approval: General Manager up to \$100,000, Board of Directors.
- F. District Projects – Construction Contracts:
Construction projects' limits and rules are defined by California Public Construction Code (PCC) Sections 22000 through 22045 and California Uniform Public Construction Cost Accounting Act. (UPCCAA). "District Project" means any construction, reconstruction, alteration, enlargement, renewal, or replacement of sewer facilities which the District is authorized to do, including but not limited to, the furnishing of supplies or materials for any such work, as defined in Public Contract Code Section 20801.

See Public Contract Code Section 20801 for the definition of "District Project".

- F.1. As provided by the current California UPCCAA, District projects of \$75,000 or less may be performed by negotiated contract or purchase order (PCC 22032(a)).
- F.2. District projects of \$220,000 or less may be let to contract by informal bidding procedures under the UPCCAA procedures (PCC 22032(b) and 22034). A notice of the proposed project(s) is to be sent to all contractors (within the appropriate craft) listed in the District's UPCCAA contractors list, or to each of the trade journals listed in the District's UPCCAA list, or both, at least 10 days in advance of bid opening date.
- F.3. District projects of more than \$220,000 shall be let to contractor by the formal bidding procedure (PCC 22032(c) and 20037). A notice of the proposed project(s) is to be published in the local newspaper at least 14 days before bid opening and sent to each of the trade journals listed in the District's UPCCAA list at least 15 days in advance of bid opening date.

The amounts stated above are subject to changes by the State of California, due to changes in construction costs and/or inflation.

Contractors' Performance Bonds are required on projects greater than \$175,000, and are discretionary on smaller projects, depending on the contractor's financial strength, on whether the contract requires progress payments, and on other factors, as determined by the District.

- G. Emergency:
In the case of an emergency, the public interest and necessity demands the immediate expenditures of District funds to safeguard life, health, or property. The General Manager, or his designee, is authorized to commit up to \$500,000 according to District Ordinance. The General Manager shall inform and gain verbal concurrence from the Board President or Vice-President that the case constitutes an emergency.

VI. PAPER PROCUREMENT: The primary goals are to minimize environmental impacts and promote the purchase of recycled and environmentally preferred products, and help:

- 1. Protect and conserve natural resources, water, materials, and energy;

2. Increase employee awareness that many used items can serve an additional purpose;
3. Reduce the consumption of space in landfills; and minimize the Oro Loma Sanitary District's contribution to climate change, pollution, and solid waste disposal;
4. Comply with State requirements as prescribed in the SB 1383 procurement regulations to purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.

A. SB 1383 Definitions:

A.1. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling.

A.2. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white woven envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.

A.3. "Recordkeeping Designee" refers to an employee designated by the Oro Loma Sanitary District to track procurement and maintain records.

A.4. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Oro Loma Sanitary District are eligible to be labeled with an unqualified recyclable label.

A.5. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" refers to products that consist of at least thirty percent (30%) post-consumer fiber, by fiber weight, consistent with the requirements.

A.6. "SB 1383" refers to Senate Bill 1383, which establishes methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

A.7. "SB 1383 Regulations" or "SB 1383 Regulatory" refers to the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle for the purpose of this policy.

A.8. "State" means the State of California.

B. Requirements:

B.1. All Oro Loma Sanitary District will purchase Paper Products and Printing and Writing Paper, instead of non-recycled products, whenever recycled products are available at the same or a lower total cost than non-recycled items.

- Printing and writing paper will consist of at least 30 percent, by fiber weight, postconsumer fiber.
- Other paper products will consist of at least 30 percent, by fiber weight, of postconsumer recycled content fiber, except as specified below.

- Toilet paper will consist of at least 45 percent, by fiber weight, postconsumer recycled content fiber.
- Paper towels will consist of at least 40 percent, by fiber weight, postconsumer recycled content fiber.
- Facial tissue will consist of at least 10 percent, by fiber weight, postconsumer recycled content fiber.
- Toilet seat covers will consist of at least 20 percent, by fiber weight, postconsumer recycled content fiber.
- General-purpose paper wipers will consist of at least 40 percent, by fiber weight, post-consumer recycled content fiber.
- Food service ware, including but not limited to, napkins, plates, bowls, food trays, takeout boxes, placemats, etc., will consist of at least 40 percent, by fiber weight, post-consumer recycled content fiber.

B.2. The Oro Loma Sanitary District requires all businesses to certify in writing the minimum, if not exact, percentage of post-consumer materials in the products, materials, goods, or supplies offered or sold.

B.3. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to Oro Loma Sanitary District will:

- Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at the same or a lesser total cost than non-recycled items.
- Provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard.
- Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Oro Loma Sanitary District. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
- Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Oro Loma Sanitary District is eligible to be labeled with an unqualified recyclable label.
- All vendors providing printing services to the Oro Loma Sanitary District via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber.

C. Recordkeeping Responsibilities:

C.1. The Oro Loma Sanitary District's Administrative Services Manager will select an employee to act as the Recordkeeping Designee, who will be responsible for obtaining records pertaining to Procurement Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. The Recordkeeping Designee will do the following to track Procurement Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper:

- Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Oro Loma Sanitary District's documentation of its compliance.
- Collect, collate, and maintain documentation submitted by the Oro Loma Sanitary District, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
- Compile an annual report on the Oro Loma Sanitary District's direct procurement of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper. This report will be submitted to the Administrative Services Manager, who is the responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance with many other SB 1383 regulatory requirements).

VII. EXCEPTIONS: The District reserves the right to not engage in the competitive bidding process under certain circumstances. Those exceptions are as follows (which must be documented on the bottom of the Purchase Requisition):

A. Professional and Special Services:

The District Board, or its designated representative, may contract with and employ persons for the furnishing of special services and advice in fields such as finance, economics, accounting, engineering, law, and administration, providing such persons are specially trained, experienced and competent to perform the special services required.

This exception does not apply to contracts for services of a more technical nature, which involve little professional judgment.

B. Unique Goods or Single Source Supplier:

Purchases for a unique item, with a sole (single) supplier. In order for an item to be recognized as "unique goods", there must be no equivalent product available. The unique status must be based on material differences in the function and usefulness of the product.

When the product or service required, based on its unique character, is only available through a single or sole source manufacturer, a negotiated purchase may be made from that sole source without formal competitive bidding.

Instances may occur when appropriately drawn specifications will require purchase from a single or sole source manufacturer. District specifications shall not be drawn so narrowly as to intentionally favor one manufacturer, unless a sound

technical/engineering basis exists . Specifications should be drawn to provide assurance of maximum functionality for the District, without regard to preference for trade names or proprietary products or processes. Maximum functionality shall include, but not be limited to, life cycle costs, maintenance, longevity, ease of operation and reliability. Specifications shall also be drawn to provide for maximum compatibility with existing District equipment and operations and to attempt to provide superior performance in a particular application. Reasonable requirements regarding commercial terms and experience may be included in the specifications.

- C. Trade Name Item Matching Existing Items:
Purchases of a brand name item available through a sole source where the brand name item is necessary due to the project goods being designed to match other goods already in use or already purchased or in the course of completion of a District Project.
- D. Purchase of Unique Component or Replacement Part:
Purchases of a component or replacement part for a product that is already in use, and for which there is no adequate substitute.
- E. Purchase for Experimental Purposes:
Purchases of a particular material or service that has been designated by the Board of Directors as a purchase for experimental purposes, or for trial use of the specific product.
- F. Purchase Of Used Items:
Purchase of a used item, which, due to its used status, is unique. An informal purchase policy may be followed for acquisition of a unique used item where the cost savings of the used purchase proves advantageous or where the particular item is subject to prior sale.
- G. Public Utility Services:
Purchases of public utility services, such as water, gas, and electricity.
- H. Purchases From or In Conjunction With Another Agency:
Purchases made from another public agency, or made in conjunction with another public agency, pursuant to the laws providing for cooperative purchasing.
- I. Purchase and Leases of Real Property:
The law generally regards parcels of real property as unique. Sales and leases of District property are controlled by specific statutory procedures that are not addressed in this standard. Advice of District Counsel should be sought in regard to both acquisitions and sales of real property.
- J. Best Interest of District:
Under exceptional factual circumstances, where the competitive bidding process works an incongruity and is unavailing as affecting the final result, or where the competitive bidding process does not produce any advantage, or where it is practically impossible to obtain what is required by observing such formality.

VIII. DOCUMENTATION:

There are five instruments used to purchase budgeted material, supplies, equipment or services. Purchases not contained in the current budget must receive express prior approval from the General Manager or Board of Directors.

- A. Purchase Requisition or Purchase Order – Required for purchases greater than \$2,000. The Purchase Requisition is an internal control document, which specifies what is needed, and in which account the funds are budgeted, and an assigned Purchase Order Number. A Purchase Order is issued in the computerized accounting system as an encumbrance.
- B. Consultant Agreement – A District boilerplate Consultant Agreement is used when consultant or small contractor construction services are desired. The Project Manager is responsible for preparing the agreement and obtaining the appropriate approval.
- C. Purchase Agreement – A District boilerplate Purchase Agreement is used for the purchase of expensive equipment requiring specifications, conditions, warranties, or services. The Project Manager is responsible for preparing the agreement, obtaining related documents and obtaining the appropriate approval.
- D. Construction Contract – A District boilerplate Construction Contract is used for all District projects. The Project Manager prepares the construction contracts, related documents, and manages the public bid process, as defined and required by California statutes and regulations.
- E. Change Order – Changes to an existing Purchase Order, Consultant Agreement, Purchase Agreement, or Construction Contract due to additional goods or services require a Change Order, either in the form of a supplemental Purchase Requisition with proper approval, or a Change Order Document mutually signed by authorized representatives of the District and the contractor. Change Orders will be updated into the original encumbrance in the computerized accounting system. Changes due to taxes and freight or other incidental items do not require a Change Order. Instead, such minor changes are approved when the invoice is presented for payment.

The Consultant Agreement, Purchase Agreement or Construction Contract must be accompanied by a Purchase Requisition prepared by the Project Manager. Information contained on the Purchase Requisition, such as the Purchase Order Number, description, account or project code, etc. are necessary to establish a budget encumbrance and provide proper financial control.

IX. MISCELLANEOUS:

- A. Purchases by Employees:
Employees may purchase personal items from District vendors, provided that procurement does not interfere with the normal activities of the District and is done on the employee's own time. The employee must pay at the counter at the time the material is received, or be directly invoiced by the vendor. At no time should the District be invoiced by the vendor for personal purchases.
- B. Confidential Information:
Information furnished by vendors and/or contractors regarding price, terms, performance specifications, or other data, other than information available at a public bid opening, will be confidential until after award of the contract.

- C. **Conflict of Interest:**
No District employee who participates in the selection or approval of a vendor, contractor, product, source, specifications, or who has supervisory responsibility for such employee, shall have any financial interest in the company that furnishes the services, supplies, material or equipment being purchased.
- De minimis gifts to the District shall not be considered conflicts of interest.
- D. **Bypassing Purchasing Procedure:**
If a purchase is made without submitting the documentation required by the standard purchasing procedure, the purchaser will be asked to provide the missing documentation before the invoice can be paid. Unauthorized purchases are not considered an enforceable obligation of the District and the individual making such purchases may be held personally liable for the cost of the purchase, at the discretion of the General Manager.
- E. **Integrity:**
Employees are expected to perform purchasing duties with integrity. No employee should benefit personally from any District purchases or contracts, i.e. kickbacks, rebates, etc. Benefits from any rewards program related to District purchases should revert to District usage, under the discretion of the General Manager.

Revised by: Jason Warner and Arlene Wong

Reviewed by: Finance & Insurance Committee 4/16/21

Approved by: Board of Directors 4/20/21

Approved by: Finance and Insurance Committee 1/23/26

Approved by: Board of Directors 1/27/26

Approved by: Board of Directors XX/XX/26



AGENDA ITEM REPORT

AGENDA ITEM NO: 12.1

AGENDA DATE: May 12, 2026

Subject: Resolution Approving the Purchase of 2541 Grant Avenue for a Total Amount Not to Exceed \$1,100,000

BACKGROUND:

The Board of Directors recently authorized staff to pursue the potential acquisition of the property located adjacent to the District's administrative building at 2541 Grant Avenue (the "Property"). The Property is currently owned by Ken Chen. The District recently entered into a nonbinding letter of intent to purchase the Property for \$980,000.

The District obtained an appraisal from Newmark Valuation & Advisory, a qualified and experienced appraisal firm. The proposed purchase price falls within the estimated fair market value range identified in the appraisal of the Property.

This resolution authorizes the General Manager to execute a binding Purchase and Sale Agreement, in a form approved by General Counsel, for the acquisition of the Property. The purchase agreement will include a due diligence period during which staff will review title reports and other relevant property records. The District will proceed with the acquisition only if the due diligence review does not identify any significant concerns.

The total cost of acquiring the Property will not exceed \$1,100,000. This amount includes the \$980,000 purchase price, broker commission, and customary closing costs, such as escrow fees and title insurance. The District retained John Dunning of TriCommercial to assist with the transaction. The broker commission is 5% of the purchase price, which is within the standard range for commercial real estate transactions (which is higher than the standard range for residential real estate transactions).

The District has not identified a specific use for the Property. Acquisition of the Property would provide the District with site control and preserve future operational and strategic options.

ISSUES:

No known issues.

RESOLUTION APPROVING THE PURCHASE OF 2541 GRANT AVENUE FOR A TOTAL COST OF NOT TO EXCEED \$1,100,00

WHEREAS, the District is interested in purchasing the property located adjacent to the District's administrative building at 2541 Grant Avenue (the "Property"); and

WHEREAS, the District recently entered into a nonbinding letter of intent to purchase the Property for \$980,000; and

WHEREAS, the District obtained an appraisal from Newmark Valuation & Advisory, a qualified and experienced appraiser, and the purchase price is within the range of the estimated fair market value of the Property as determined by the appraisal; and

WHEREAS, the District has not identified a specific use for the Property, but acquisition of the Property will provide the District with site control and preserve future options.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Oro Loma Sanitary District:

1. The above recitals are true and correct and are incorporated herein.
2. The General Manager is authorized to execute a Purchase and Sale Agreement, in a form approved by General Counsel, to purchase 2541 Grant Avenue for the amount of \$980,000.
3. The total cost of acquiring the Property, including broker commission and closing costs, shall not exceed \$1,100,000.
4. The General Manager is authorized to take all actions necessary to carry out the purpose and intent of this Resolution.



I certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted by the Sanitary Board of Oro Loma Sanitary District, Alameda County, California, at a meeting thereof held on the 12th day of May 2026, by the following vote of the members thereof:

AYES, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Shelia Young, President of the Board

Countersigned:

Rita Duncan, Secretary of the Board