



# AGENDA

## Board Meeting

Tuesday, July 14, 2026 - 5:00 PM

Boardroom, 2655 Grant Avenue, San Lorenzo, CA 94580

### 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. For best performance, please consider updating to the latest version of the Zoom application and restarting your device before joining the meeting.

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](mailto: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.	<b>CONSENT CALENDAR</b>	
5.1.	<b>Minutes, Board Meeting, June 23, 2026</b> <a href="#">Minutes - Board Meeting, June 23, 2026</a>	4 - 13
5.2.	<b>Minutes, Board Meeting, June 30, 2026</b> <a href="#">Minutes - Board Meeting, June 30, 2026</a>	14 - 15
5.3.	<b>Approval of Consent Calendar</b> <b>Recommended Motion:</b> Approve the consent calendar.	
6.	<b>PUBLIC HEARING</b>	
6.1.	<b>Public Hearing on Delinquent Solid Waste Charges Report for Fiscal Year 2025-2026; and Proposed Method of Collection and Election by Oro Loma Sanitary District to Collect Delinquent Solid Waste Charges on the Tax Roll; and Providing for Notice Thereof and Hearing Thereon</b> 1. Open the public hearing to hear any protests, either oral or written, to the delinquent solid waste reports, proposed method of collection, and election to collect delinquent charges on the Alameda County tax roll. 2. Close the public hearing and consider any protest.	
6.2.	<b>Resolution Overruling Protests and Confirming the Delinquent Solid Waste Charges Reports for Fiscal Year 2025-26; and Approving Proposed Method of Collection and Election by Oro Loma Sanitary District to Collect Delinquent Solid Waste Charges on the Alameda County Tax Roll</b> Following a public hearing at which protests were heard (if any), the Board will be asked to consider adopting a resolution overruling protests, confirming the delinquent solid waste charges report, and approving the method of collection and election to collect certain charges on the Alameda County tax roll. <b>Recommended Motion:</b> Adopt the resolution. <a href="#">Attachment - Resolution, Delinquent Accounts 2026</a>	16 - 17
7.	<b>STAFF PRESENTATION</b>	
7.1.	<b>State of the Collection System</b> District Engineer Chathu Abeyrathna will present the 2026 State of the Collection System. <a href="#">Attachment - Slide Deck, State of the Collection System 2026</a>	18 - 34
8.	<b>NEW BUSINESS</b>	
8.1.	<b>Authorization for Staff to Solicit Bids and Award: Point Repairs #16 Project</b> <b>Recommended Motion:</b> Authorize staff to solicit bids for Point Repairs #16 project and award. <a href="#">Staff Report - Point Repairs #16 Project</a>	35
9.	<b>BOARD DISCUSSION</b>	
9.1.	<b>Review of BTL Waste Solutions LLC Travel Expenses</b> At Director Duncan's request, the Board will review and discuss travel expenses from BTL Waste Solutions LLC. <a href="#">Attachment - BTL Travel Expenses 7/2023 - 10/2025</a>	36 - 63

9.2. **Community Arts Endowment**

At the request of Director Simon, the Board will discuss the potential establishment of an Oro Loma Arts Endowment to support public art and community engagement initiatives and provide direction to staff as appropriate.

9.3. **Boardroom Technology and Information Display**

At the request of Director Dean, the Board will discuss potential technology and information display options for the Boardroom and provide direction to staff as appropriate.

9.4. **Sea Level Rise Project Discussion**

At the Construction Committee's request, the Board will discuss the potential addition of a sea level rise project to the Capital Improvements Program.

10. **AUTHORITY/ASSOCIATION/CONFERENCE REPORTS**

10.1. **Report from Alameda County Waste Management Authority - StopWaste, June 24, 2026 - Director Duncan**

11. **POLICY REVIEW**

11.1. **Review of Employee Recognition Programs Policy**

64 - 69

**Recommended Motion:** Review potential amendments and approve the Employee Recognition Programs Policy.

[Attachment - Draft Employee Recognition Programs Policy, Clean and Redlined Versions](#)

11.2. **Review of Flags Displayed on District Property Policy**

70 - 73

**Recommended Motion:** Review potential amendments and approve the Flags Displayed on District Property Policy.

[Attachment - Draft District Property Flags, Redlined and Clean Versions](#)

12. **STAFF/DIRECTOR COMMENTS**

12.1. **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.

13. **ADJOURNMENT**

**MINUTES  
BOARD MEETING  
ORO LOMA SANITARY DISTRICT**

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**TUESDAY, JUNE 23, 2026**

**5:00 PM**

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

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**1. CALL TO ORDER**

President Young called the meeting to order at 5:00 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  
Christine Chen, Finance Manager  
Joe Carlini, Operations Manager  
Zaneta Luna, Administrative Services Manager  
Patricia Schofield, District Secretary  
Alex Mog, District Counsel

**PUBLIC:** Daniel Keen, Daniel Keen Consulting  
Michael Miller

**3. PLEDGE OF ALLEGIANCE**

Vice President Lee led the assembly in the pledge of allegiance.

**4. GENERAL PUBLIC**

There were no comments from the general public.

**5. CONSENT CALENDAR**

Director Dean requested to pull the Solid Waste, Personnel, and Finance Committee meeting minutes from the consent calendar for discussion. Secretary Duncan also requested to pull the Construction, and Operations meeting minutes.

**5.1. *Minutes, Board Meeting, June 9, 2026***

**5.2. *Minutes, Board Workshop, June 16, 2026***

**5.3. *Minutes, Committee Meetings***

Director Dean referenced Director Young's comments during the Solid Waste Committee meeting regarding policies implemented in the State of Washington and inquired whether any similar policies were being considered for implementation at the District. Director Young shared her experience with the

State of Washington and stated that no such policies are currently being reviewed.

Director Dean then requested additional background information regarding the discussion of property manager Tom Silva during the Solid Waste Committee meeting. General Manager Dang provided background on issues Mr. Silva had experienced with Waste Management pickup services, including matters related to lockbox installation and signage.

Director Dean also inquired about her previous request to expand the community events information presented to the Solid Waste Committee. General Manager Dang responded that the item would be incorporated into the July Solid Waste Committee meeting agenda. Director Dean noted that Director Duncan's request regarding event information during the committee meeting was a good example of why a bulletin board is needed in the Boardroom.

**Director Simon moved to approve the Solid Waste Committee meeting minutes. Director Duncan seconded the motion, and the motion carried unanimously.**

Regarding the Personnel Committee meeting minutes, Director Dean asked Director Lee to elaborate on his comments concerning the new KPI color-coding rubric. Director Lee responded that he believed the color-coding should be tied to the existing performance rubric.

Director Duncan inquired about safety-related work orders and asked how many safety work orders are typically generated and how they compare to maintenance department work orders. General Manager Dang explained that the work order system includes a checkbox identifying whether a work order is safety-related, but all work orders are managed within the same system. He further stated that the District typically generates five to seven safety-related work orders per month and that such work orders are addressed immediately.

Director Duncan also inquired about the status of the software study. General Manager Dang reported that the process was nearing completion and that staff anticipated being approximately three to four months away from a final recommendation, having narrowed the evaluation down to three software systems.

Director Duncan commended staff on the new communications plan metrics and asked when the next quarterly report would be presented to the Personnel Committee. General Manager Dang responded that the next report would be presented in July.

**Director Dean moved to approve the Personnel Committee meeting minutes. Director Duncan seconded the motion, and the motion carried unanimously.**

Regarding the Construction Committee meeting minutes, Director Duncan inquired why District Engineer Abeyrathna had requested that Point Repairs No. 16 be brought directly to the Board of Directors and asked how the project differed from

Point Repairs No. 15. General Manager Dang responded that the project was a continuation of the District's standard point repair program. Director Duncan then asked whether a project budget had been established. District Engineer Abeyrathna stated that a project engineer's estimate will be provided when the item is brought forward for Board approval.

Director Duncan also inquired about the function of force mains. General Manager Dang explained that force mains are connected to lift stations and convey wastewater under pressure to portions of the collection system where flow can then continue by gravity to the treatment plant. Director Duncan asked whether the force main assessment project included funding for repairs. General Manager Dang responded that the project only included assessment services and that staff hoped the results would indicate that repairs were not necessary.

**Director Duncan moved to approve the Construction Committee meeting minutes. Director Simon seconded the motion, and the motion carried unanimously.**

Regarding the Operations Committee meeting minutes, Director Duncan inquired about the presentation on reducing energy usage and requested a copy of the slide deck. General Manager Dang responded that the presentation had been included in the agenda packet and would be sent to her.

Director Duncan then asked whether operations work orders were categorized by equipment type and referenced the target for maintaining a limited number of open work orders. General Manager Dang responded that the work order system has the capability to sort and categorize work orders by various fields, including safety, equipment type, and other classifications.

Director Duncan also inquired whether any additional information had become available regarding the fetus discovered at a lift station and asked how affected employees were doing. General Manager Dang stated that no new information had been received and confirmed that employees were doing well.

**Director Duncan moved to approve the Operations Committee meeting minutes. Director Simon seconded the motion, and the motion carried unanimously.**

Regarding the Finance and Insurance Committee meeting minutes, Director Dean inquired about outreach conducted at the Hayward Street Party and asked how staff could verify that giveaway recipients were Oro Loma Sanitary District residents. She also asked whether a map illustrating the District's new election districts could be made available at outreach events. District Secretary Schofield responded to the inquiry.

Director Duncan added that it was important to understand how many event participants reside within the District's service area. Director Dean also asked whether the size of the District's outreach booth could be increased at future

events.

**Director Dean moved to approve the Finance and Insurance Committee meeting minutes. Director Simon seconded the motion, and the motion carried unanimously.**

**5.4. *Financial Statements, May 2026***

**5.5. *Compliance & Activity Reports, May 2026***

**5.6. *Approval of Consent Calendar***

Moved by Director Benny Lee, seconded by Director Fred Simon. Approve consent calendar items 5.1, 5.2, 5.4, and 5.5.

Carried unanimously

**6. NEW BUSINESS**

**6.1. *Authorization for General Manager to Execute an Agreement with A3 Pipelines in the Amount of \$174,995: Point Repairs No.15 Project***

Moved by Director Fred Simon, seconded by Director Benny Lee. Authorize the General Manager to Execute an Agreement with A3 Pipelines in the Amount of \$174,995 for Point Repairs No.15 Project.

Carried unanimously

**6.2. *Authorization for General Manager to Execute an Agreement with BKF Engineers for Forcemain Condition Assessment Project***

Moved by Director Benny Lee, seconded by Director Rita Duncan. Approve authorization for General Manager to execute an agreement in an amount not to exceed \$345,251 with BKF Engineers for the Forcemain Condition Assessment Project.

Carried unanimously

**6.3. *Resolution Fixing Time and Place for Hearing on Amended Ordinance No. 34, Regulating the Collection, Removal, and Disposal of Solid Waste and Other Discarded Materials***

Moved by Director Benny Lee, seconded by Director Fred Simon. Adopt the resolution setting the time and place for the public hearing to consider approving the amended Ordinance 34 with the 2026-2027 solid waste rates for Tuesday, July 28, 2026 at 5:00 p.m. at the Oro Loma Boardroom and via Zoom teleconference.

Carried unanimously

**6.4. *Approval of General Manager's Vacation Request***

Moved by Director Benny Lee, seconded by Director Fred Simon. Approve General Manager's request for vacation leave from September 23 to October 9, 2026.

Carried unanimously

**6.5. *Resolution Relating to the Election of Members to the Sanitary Board of Oro Loma Sanitary District and Requesting the Board of Supervisors of Alameda County to Order Consolidation of Said Election with the November 3, 2026 Statewide General Election***

Moved by Director Fred Simon, seconded by Director Rita Duncan. Adopt the resolution.

Carried unanimously

## **7. BOARD DISCUSSION**

### **7.1. Food and Beverage Expenditures Policy Discussion**

At the request of the Board, District Counsel Mog provided an overview of legal considerations related to the use of public funds for food and beverages provided at District facilities and meetings, including applicable Government Code provisions and relevant legal interpretations. Mog stated that the use of public funds, including for food and beverages, is ultimately a policy decision of the legislative body. He noted that the Board has the authority to authorize food purchases for purposes such as employee morale, retention, and productivity. Regarding Board member compensation, Mog explained that directors may not be reimbursed for meetings with constituents but that no rules prohibit directors from receiving meals during their service or while attending conferences.

Director Duncan stated that information she reviewed on a California state website indicated that food could not be provided as a perk for employees. Mog responded that the Gift of Public Funds provision of the California Constitution does not specifically address food purchases. He further noted that many public agencies have policies governing food and beverage expenditures and that agencies have broad discretion in determining what expenditures are appropriate and allowable.

Director Dean inquired whether examples of food and beverage policies from other agencies would be presented to the Board for review. General Manager Dang responded that staff was evaluating policies from other agencies to assist in developing a District policy and would include recommended assumptions and guidelines. He stated that if directed by the Board, staff could provide examples of other agencies' policies. Director Duncan asked for clarification regarding the term "assumptions," and Dang explained that the policy could include monetary limits for various types of food and beverage purchases.

Director Dean inquired about daily purchases such as coffee and snacks. General Manager Dang responded that such purchases would be addressed within the policy. Director Dean also asked whether providing food and beverages had a positive impact on employee morale. Dang stated that the topic had recently been discussed during a management meeting and that staff expressed appreciation for those provisions.

Director Duncan stated that she did not support creating an overly restrictive work environment and was not opposed to providing snacks and food to employees. However, as a member of the Finance and Insurance Committee, she noted that seeing approximately \$50,000 in annual food-related expenditures had raised concerns. She stated that her concern was not with providing food but with the absence of a formal policy and emphasized the Board's responsibility to maintain appropriate oversight of District expenditures.

Director Lee commented that, when considering employee time and productivity, there are circumstances in which providing meals can be beneficial. He noted that employees are sometimes under pressure to meet deadlines and that providing lunch during working sessions can help ensure projects are completed efficiently. He emphasized that the key consideration is whether expenditures are justified and provide value to the organization.

Director Dean stated that her concern was not with providing food but with ensuring the process is efficient and transparent. She noted that the overall cost should account not only for the food itself but also for the time employees spend obtaining it. She asked whether food purchases were handled efficiently through online ordering and requested that the policy address procurement procedures.

General Manager Dang responded that procurement procedures, along with spending limits and related costs, could be incorporated into the policy. District Secretary Schofield added that food orders are now placed online and that staff no longer leave the office to purchase food in person.

Director Simon stated that he appreciated the provision of snacks and coffee, particularly for overnight staff. He referenced his experience at another public agency that did not provide food or snacks and noted that, while it was a lean and efficient organization, it was still important to provide employees with opportunities to take breaks and recharge. He emphasized that providing food should not create an expectation that employees work through their meal periods.

Director Lee agreed with Director Simon's comments and noted that Board requests can also increase staff workload. He stated that the Board should remain mindful of the impact its requests have on staff resources and agreed that employees should be encouraged to take appropriate breaks.

Director Duncan reflected on her experience as an HR Director of approximately 300 employees and stated that she had observed a wide range of approaches, from agencies that regularly provided meals to those that provided no food beyond vending machine options. She noted that while food can be a valuable employee benefit, appropriate considerations and controls should be in place. She also emphasized the importance of complying with labor laws regarding meal and rest breaks and noted that employers are not required to provide meals.

In regards to Director Duncan's comment about vending machines, Director Lee added that, because there are limited food options located near the District, convenience plays an important role in helping staff save time and remain productive.

## **8. AUTHORITY/ASSOCIATION/CONFERENCE REPORTS**

### **8.1. *Report from East Bay Dischargers Authority (EBDA), June 18, 2026 - Director Young***

Summary of minutes from the June 18, 2026 meeting.

## **9. SCHOOLS ENGAGEMENT REPORT**

### **9.1. Schools Engagement Report, June 2026**

Staff provided an update on the District's outreach and engagement with local schools. Staff reported that training videos for both school staff and students are currently being developed. Staff also reported that the letter previously sent to the San Lorenzo Unified School District (SLZUSD) Board of Education had not yet received a response and noted that staff was considering sending a follow-up letter with stronger language.

President Young suggested that the Board consider attending an upcoming SLZUSD Board meeting. Director Dean supported the suggestion and stated that a second letter should emphasize that the District's free educational services could be at risk if an agreement is not reached. She also inquired which SLZUSD staff members the District had been communicating with. Administrative Services Manager Luna responded that communications had been with the Assistant Superintendent, Executive Assistant, Operations Manager, Director and Assistant Director of Child Nutrition, .

Director Lee inquired whether attendance and public comment by three Directors at an SLZUSD Board meeting would constitute a Brown Act violation. District Counsel Mog responded that attendance and public comment would be permissible, provided that no discussion occurred among three or more Oro Loma Directors while attending the meeting.

Director Lee further inquired whether any limitations would apply given that the Board appeared to have consensus on pursuing an MOU with the school district. Mog responded that Directors should avoid discussing specific terms of the proposed MOU but could express the District's general interest in entering into an agreement with SLZUSD.

Director Dean inquired about the amount of staff time that had been spent preparing for and attending meetings related to the MOU discussions. Luna responded that meetings generally lasted approximately one hour each and noted that, during the most recent meeting, Oro Loma staff requested a written response from SLZUSD before scheduling an additional meeting.

Director Simon stated that he supported sending a second letter to the SLZUSD Board with stronger language and suggested emphasizing that the District's free educational services could be lost due to the lack of responsiveness from the school district.

President Young inquired whether staff knew for certain that the SLZUSD Board was aware of the ongoing MOU discussions. General Manager Dang responded that staff could not confirm whether school district staff had communicated the status of the MOU discussions to the Board of Education.

Director Simon inquired about the possibility of sending a letter from legal counsel. Mog responded that he had reviewed the original letter and that the Board could

send a follow-up letter if desired.

President Young stated that she believed the District should continue efforts to reach an agreement and avoid losing opportunities to work directly with students. She suggested contacting the President of the SLZUSD Board of Education directly to discuss the status of the MOU negotiations and the importance of reaching a resolution.

Director Simon expressed support for that approach. Director Dean inquired whether a deadline should be established for a response from the school district. President Young stated that she was unsure what an appropriate timeline would be but believed it was important to maintain open communication to preserve future opportunities to work with students. She suggested a phone call from the Board President and initially proposed a two-week response timeframe.

Director Duncan commented that the Board would need to work with staff and that a two-week turnaround might be too restrictive. President Young then suggested that no specific deadline be included. Mog recommended beginning with a phone call and evaluating the school district's level of responsiveness before determining any next steps.

Director Dean then inquired which schools were currently allowing Oro Loma staff to conduct outreach activities and noted that District engagement opportunities appeared limited. Luna responded that all schools had access to bin inventory services, training videos, and assembly opportunities. She noted that EcoHero assemblies for the upcoming school year had not yet been scheduled at all schools, although some schools had previously participated through StopWaste-sponsored programming. Director Dean requested additional information regarding school participation.

President Young requested that the most recent version of the proposed MOU be provided to her.

Director Dean also inquired how long Oro Loma staff had been engaged in discussions with school district staff regarding the MOU. Luna responded that discussions began in August or September 2025 and that the most recent meeting occurred on April 20, 2026.

## **10. POLICY REVIEW**

### **10.1. *Review of Draft Educational Assistance Program Policy***

Moved by Director Rita Duncan, seconded by Director Benny Lee. Review potential amendments and approve the draft Educational Assistance Program Policy.

Carried unanimously

## **11. STAFF/DIRECTOR COMMENTS**

### **11.1. *General Manager's Report***

The General Manager stated the upcoming monthly email would provide the following updates:

1. Anaergia Project
2. HASPA
3. Nutrient Credit Trading Program

#### **11.2. Action Items Report**

The General Manager provided updates on the following Board requests:

1. Food Policy in July
2. Cargill Agreement in July or August
3. Property at 2541 Grant Avenue in July
4. Community Engagement Update in July

#### **11.3. Comments from Staff and the Board of Directors**

Director Simon stated that it had been a good meeting and thanked staff for their work.

Director Dean commended staff for their efforts, particularly regarding the ongoing MOU discussions. Director Dean requested Board consensus to remove the plexiglass from the dais, and the Board reached consensus to do so. She also requested that the plexiglass be provided to her if it was otherwise going to be discarded. Director Dean then requested an update on the landscaping project. General Manager Dang responded that an update would be provided at the next Construction Committee meeting. Director Dean also inquired about the status of her request regarding a Boardroom bulletin board. Dang responded that the item would be brought before the Board in July.

Secretary Duncan stated that it had been a good meeting and noted that she asks many questions because she believes it is her duty as a Board member. She expressed appreciation for the responses she received regarding financial matters and thanked General Manager Dang for the information provided following the last Finance and Insurance Committee meeting. Secretary Duncan then inquired when the review of BTL Solutions invoices would be brought before the Board. Dang responded that the item would be presented in July. Duncan noted that she hoped it could be scheduled for a meeting she would be able to attend.

Vice President Lee stated that it had been a wonderful meeting and commended staff for the quality of their work and the manner in which it is performed.

President Young echoed the comments of her fellow Board members and thanked staff for their efforts.

## **12. CLOSED SESSION**

The Board adjourned to closed session at 6:35 p.m.

- ### **12.1. *Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: General Manager***

13. **RECONVENE TO OPEN SESSION & ADJOURNMENT**

The Board reconvened to open session at 8:44 p.m. President Young stated that no reportable action was taken in closed session.

There being no further business to come before the Board, President Young adjourned the meeting at 8:44 p.m.

**MINUTES  
BOARD MEETING  
ORO LOMA SANITARY DISTRICT**

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**TUESDAY, JUNE 30, 2026**

**5:00 PM**

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

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**1. CALL TO ORDER**

President Young called the meeting to order at 5:00 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  
Christine Chen, Finance Manager  
Chathu Abeyrathna, District Engineer  
Christopher Brown, Collection System Manager  
Zaneta Luna, Administrative Services Manager  
Patricia Schofield, District Secretary  
Alex Mog, District Counsel  
Pearl Gonzalez, Stephanie Ortiz, Glen Grimsley,  
Brian Charvet, Vincent Goh, James Haynes, Dallas Ledford,  
Isaac Hernandez, Sam Lahey, Yujie Liu, Bert Manzo,  
Stephanie Ortiz, Jose Rodriguez, Steve Tang, Jeff Hansen,  
Adrian Calderon-Flores, Dan Farmer

**CVSan:** Roland Williams, General Manager

**PUBLIC:** Matt Turner, Turner Communications Group

**3. GENERAL PUBLIC**

Matt Turner made a comment announcing that the Alameda County Registrar of Voters had confirmed the District's transition to district-based elections.

Patricia Schofield made a comment in support of General Manager Dang's leadership.

Sam Lahey made a comment in support of General Manager Dang's leadership.

Jeff Hansen made a comment in support of General Manager Dang's leadership.

Pearl Gonzalez made a comment in support of General Manager Dang's leadership.

Christine Chen made a comment in support of General Manager Dang's leadership.

James Haynes made a comment in support of General Manager Dang's leadership.

Yujie Liu made a comment in support of General Manager Dang's leadership.

Negin Tootian made a comment in support of General Manager Dang's leadership.

Bert Manzo made a comment in support of General Manager Dang's leadership.

Roland Williams made a comment in support of General Manager Dang's leadership.

**4. CLOSED SESSION**

The Board adjourned to closed session at 5:23 p.m.

The Board reconvened to open session at 6:38 p.m. District Counsel Mog stated that the Board met in closed session to evaluate the General Manager's performance during the last fiscal year and the evaluation process is completed.

**4.1. *Public Employee Performance Evaluation*  
*Pursuant to Government Code Section 54957*  
*Title: General Manager***

**5. ADJOURNMENT**

There being no further business to come before the Board, President Young adjourned the meeting at 6:38 p.m.

**Resolution No.**

**A RESOLUTION OVERRULING PROTESTS AND CONFIRMING  
THE DELINQUENT SOLID WASTE CHARGES REPORT FOR FISCAL YEAR 2025-2026;  
AND APPROVING METHOD OF COLLECTION AND ELECTION BY  
ORO LOMA SANITARY DISTRICT TO COLLECT DELINQUENT SOLID  
WASTE CHARGES ON THE ALAMEDA COUNTY TAX ROLL**

**RESOLVED**, by the Sanitary Board of Oro Loma Sanitary District, Alameda County, California, that

1. Oro Loma Sanitary District, Alameda County, California, does hereby elect, pursuant to Sections 5473 and 5473.1 of the California Health and Safety Code, and Section 5.1.2 of the "Franchise Agreement for Solid Waste Collection Services" between Oro Loma Sanitary District and Waste Management of Alameda County, Inc., dated January 1, 2023, to have certain sewer service and recycling/organics service charges established by the District pursuant to Ordinances thereof duly passed and adopted by the Sanitary Board of the District; and, delinquent solid waste charges for services and facilities furnished by the District, collected on the tax roll of the County of Alameda, State of California, in the manner provided pursuant to Division 5, Part 3, Chapter 6, Article 4 of the California Health and Safety Code and said Ordinances of the District.

2. The General Manager is hereby directed to annually cause to be prepared and filed with the Secretary of the District the Delinquent Solid Waste Service Reports, containing a description of each parcel of real property receiving services and facilities from the District and delinquent solid waste service charge (including any late charges thereon), for each such parcel to be collected on the tax roll.

Notice was given of the time therein stated in the manner provided by law as appears by the affidavit of publication on file in the office of the Secretary of said District.

**NOW, THEREFORE, IT IS FOUND, DETERMINED AND ORDERED**, as follows:

1. The above recitals are true and correct.
2. The objections to and protests against the delinquent solid waste charges report and method of collection and election by Oro Loma Sanitary District to collect solid waste charges on the Alameda County tax roll, if any, were not made by the owners of a majority of the separate parcels of property described in the reports against which charges for the services and facilities provided by the District were fixed.
3. All objections to and protests against the reports have been heard by this Board and the objections and protests are hereby overruled.
4. The report for delinquent solid waste charges is adopted, with the provision that any account paid in full before the date the report is required to be sent to the County Auditor of Alameda County will be removed from lien.
5. The General Manager of this District is directed to file with the County Auditor of Alameda County, on or before the 15th day of August 2026, or any earlier date as is required by that office, a copy of the reports, upon which shall be endorsed over his/her signature a statement that the report has been adopted by the Sanitary Board of the Oro Loma Sanitary District.

6. The County Auditor of Alameda County shall, upon receipt of the reports, enter the amount of the charges against the respective lots or parcels as they appear on the assessment roll for Fiscal Year 2026-2027.



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 14<sup>th</sup> day of July 2026, by the following vote of the members thereof:

AYES, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

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Shelia Young, President

Countersigned:

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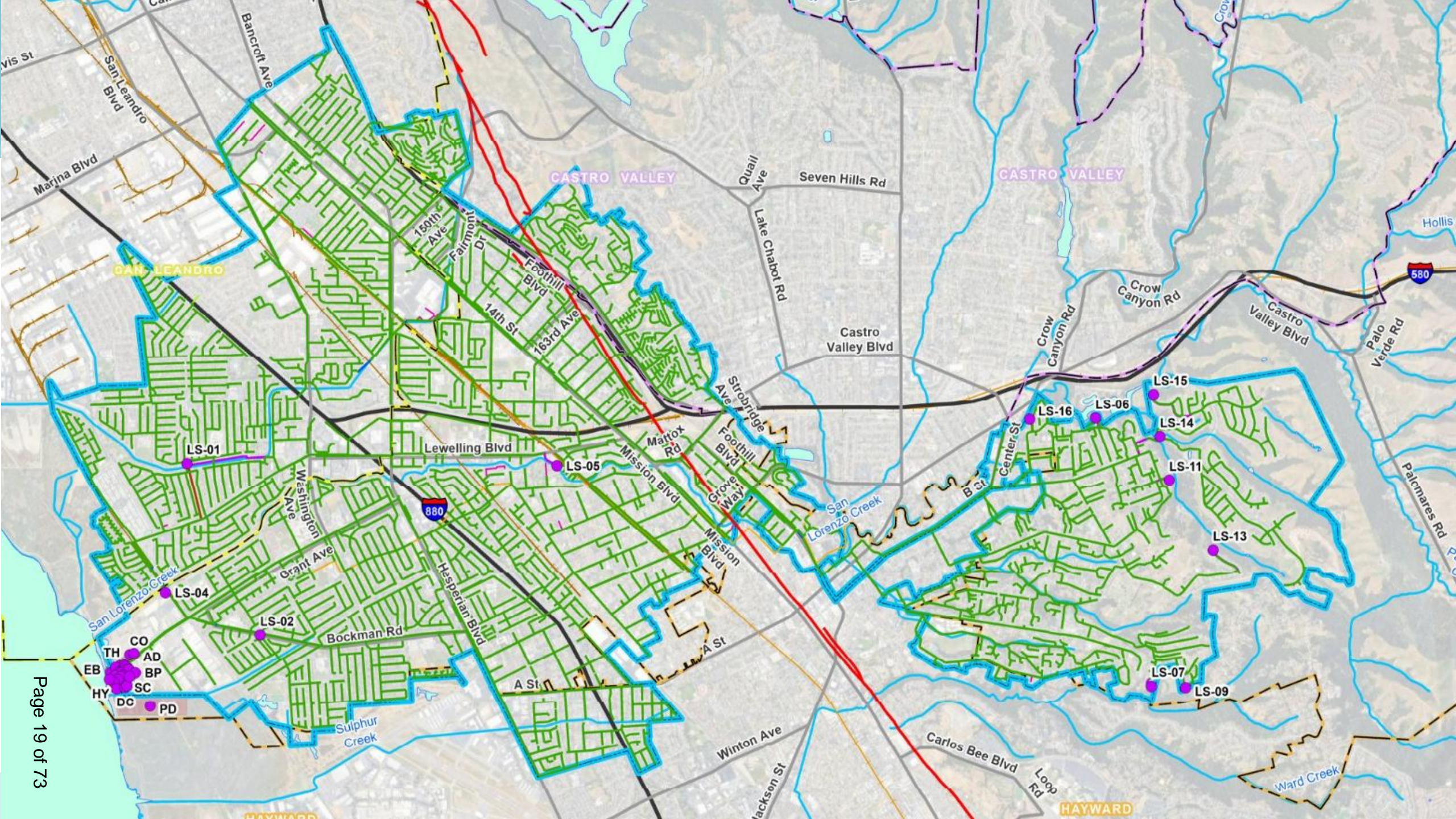
Rita Duncan, Secretary



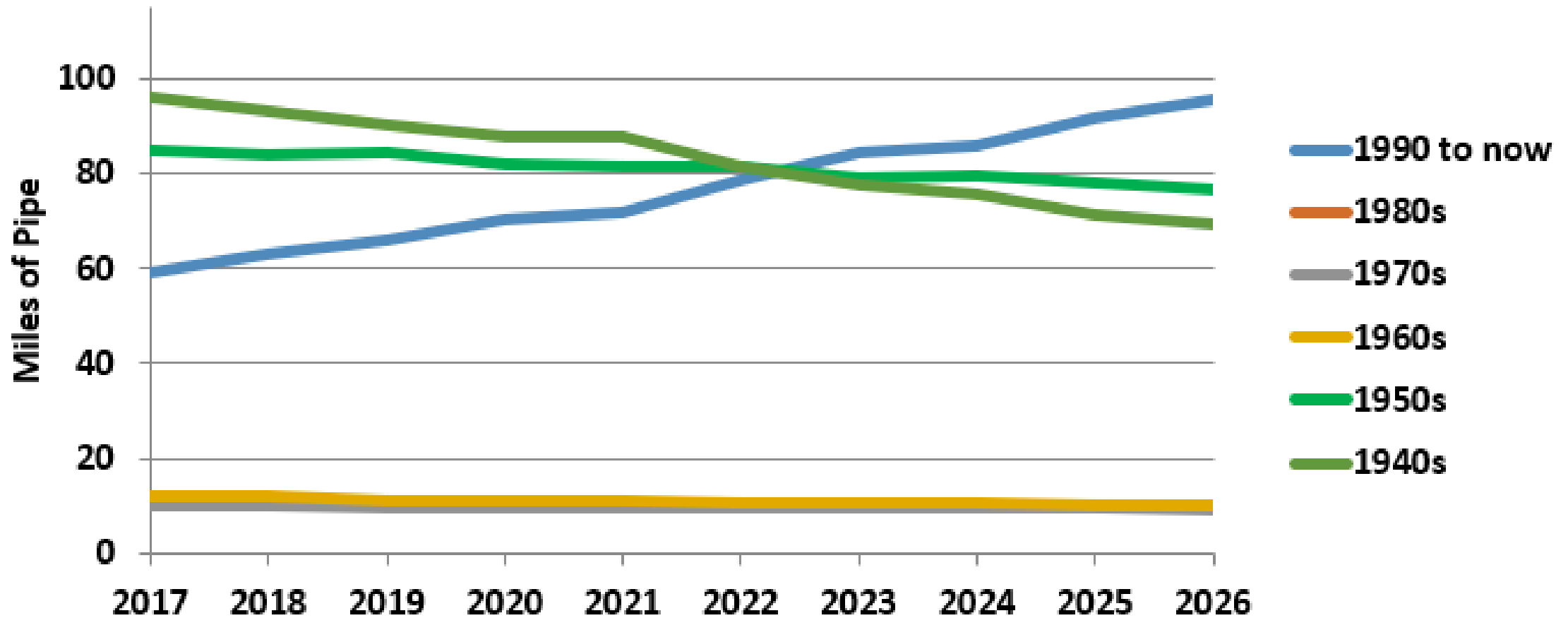
# State of the Collection System

Chathu Abeyrathna

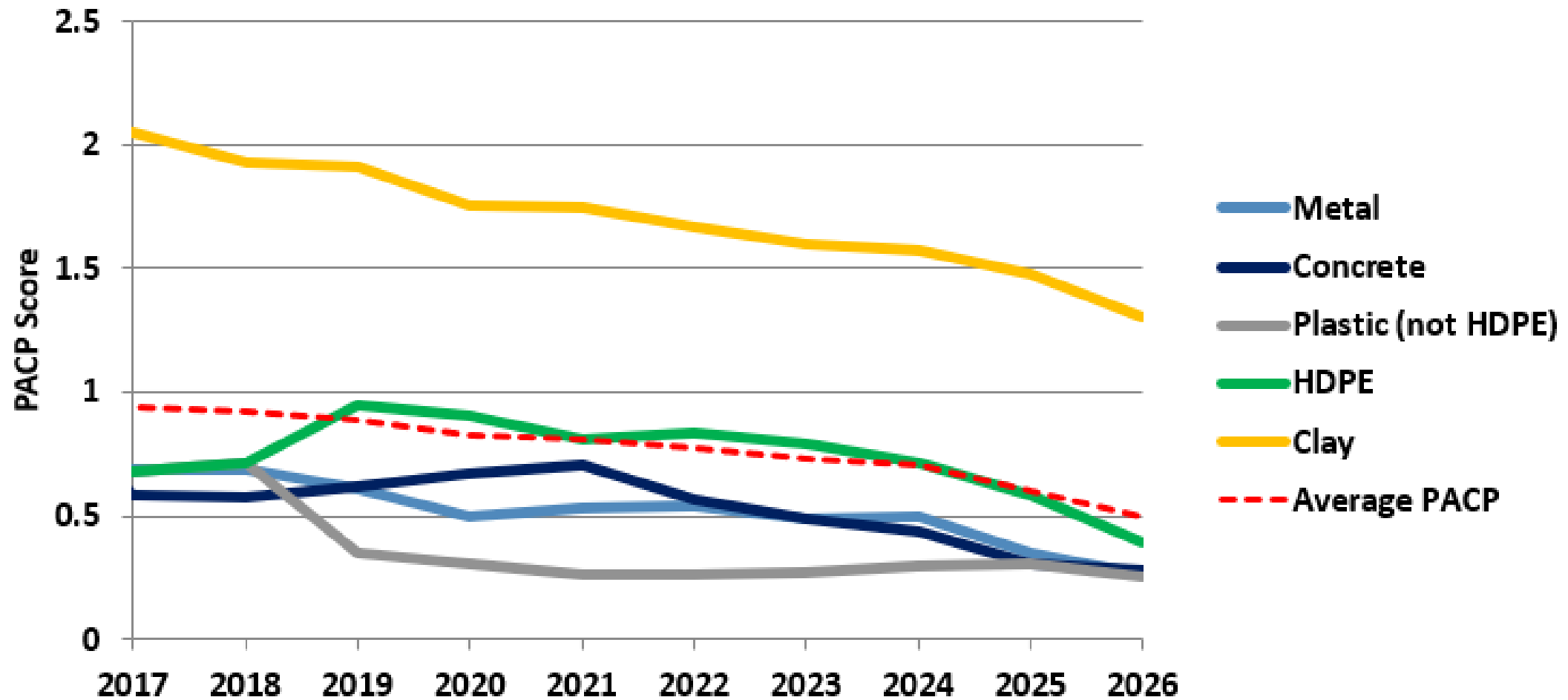
July 28, 2026



# SYSTEM AGE (miles)

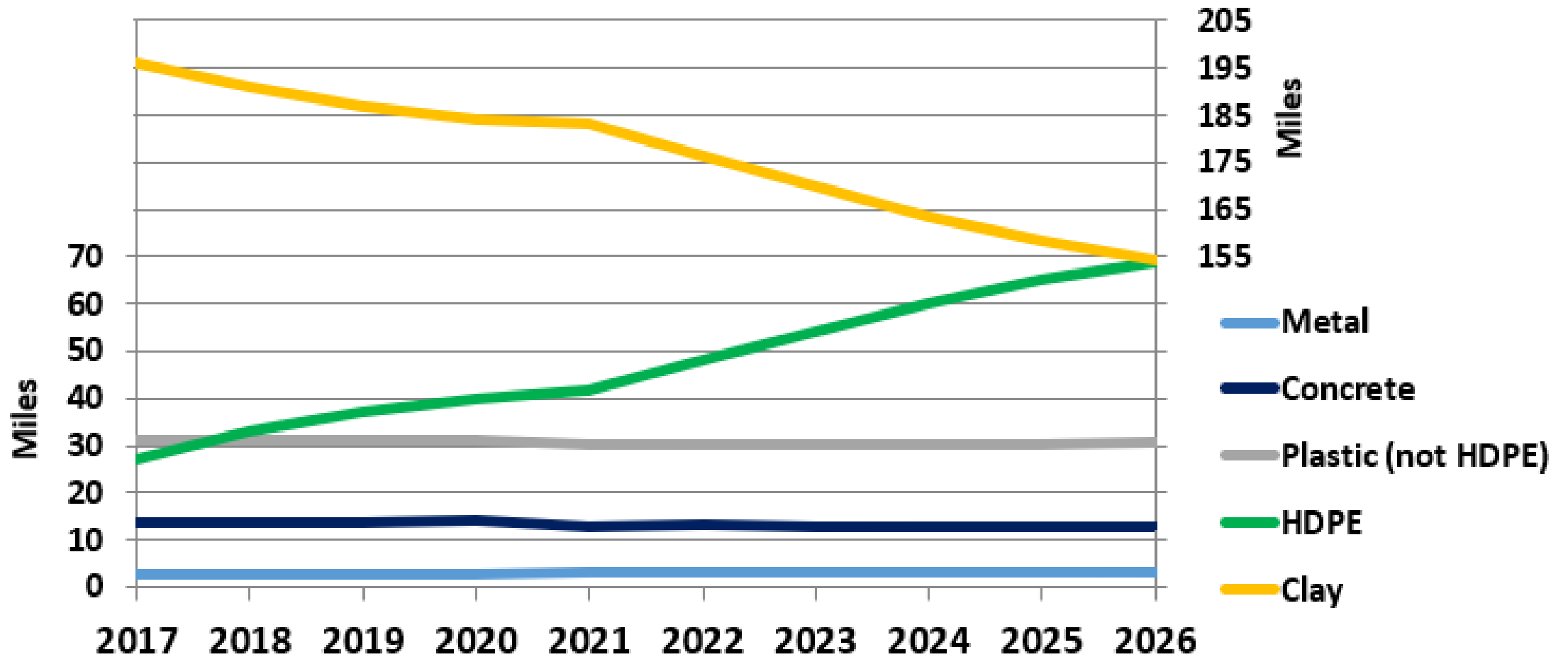


# SYSTEM CONDITION (LOWER SCORE IS BETTER)

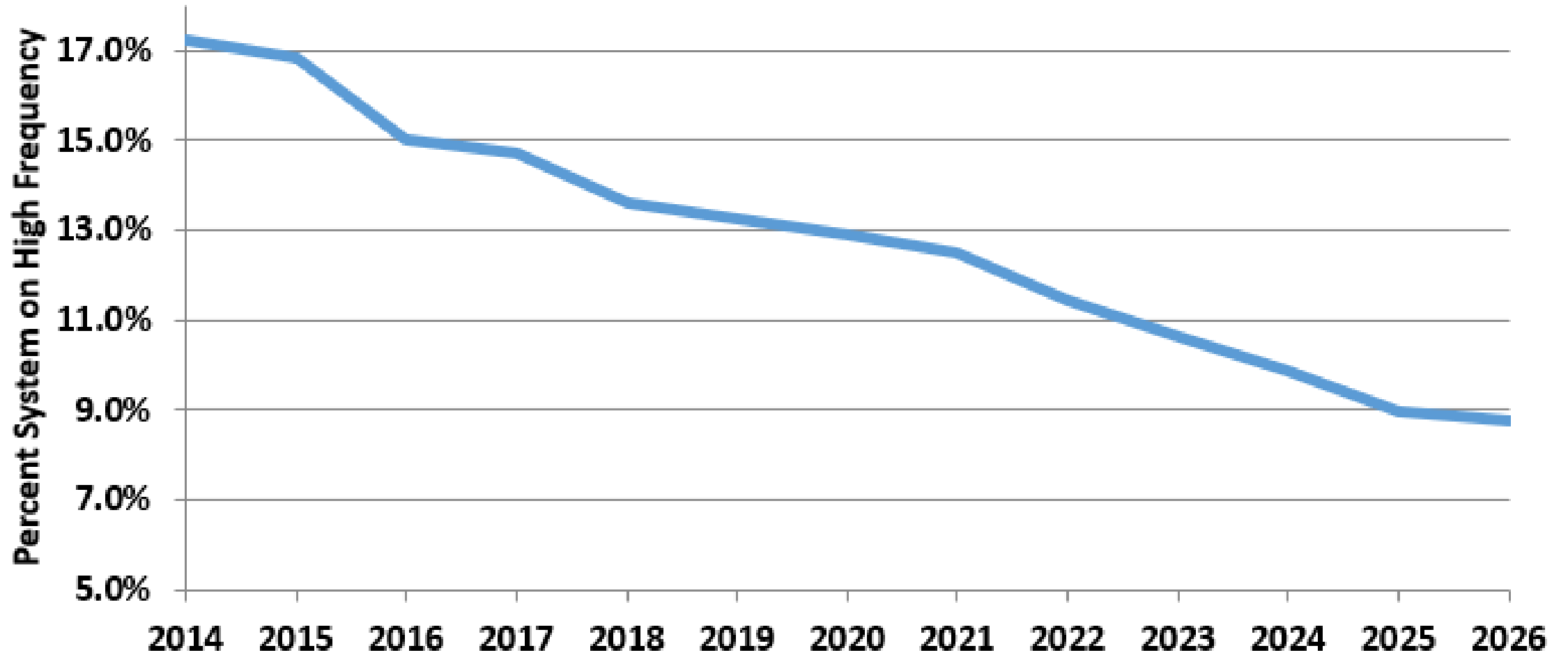


PACP Score 0-5, 5 is the worst

# SYSTEM MATERIAL (miles)



# HIGH FREQUENCY



# HISTORICAL REPAIRS/LINE REPLACEMENTS



Year	Point Repairs	Line Replacements
		3.4 miles completed, 6.3 miles in progress
2026	78	
2025	65	6.0 miles
2024	66	5.6 miles
2023	7	7 miles
2022	55	6.7 miles
2021	127	2.5 miles
2020	56	3.2 miles
2019	104	3.5 miles
2018	130	4.7 miles
2017	139	3.5 miles

# COLLAPSED PIPE AND EMERGENCY REPAIRS



FY	Collapsed Pipe		Emergency Repairs		
2026	2	14608 Bancroft Ave 1795 Oriole Ave	4	503 E. Lewelling Blvd 937 E. Lewelling Blvd	14735 Saturn Dr 562 Harmony Dr.
2025	1	2255 166 <sup>th</sup> Ave	1	17283 Via El Cerrito	
2024	1	570 Cornell Street	4	25227 Windfeldt Road 21341 Western Blvd	16606 Winding Blvd 2134 173 <sup>rd</sup> Avenue
2023	1	Valley View Drive	2	3/23 Hidden Lane	4/23 Valley View Drive
2022	0		4	8/22 Western Blvd (Lateral) 7/21 Santa Clara Street	5/22 Valley View Drive 1/22 Clubhouse Drive
2021	0		2	4/21 148 <sup>th</sup>	7/20 D Street
2020	0		1	9/20 Russel Court	



## **Strategic Goal (2029):**

Increase the HDPE pipe to 72.7 miles.

## **Intermediate Goal:**

Rehabilitate 4 miles of pipe per year.

## **As of Today:**

- There are 68.9 miles of HDPE pipe in the system.
- There are 6.3 miles of line replacement under construction.
- Replacing pipe at a rate of 4.5 miles per year.

## **Conclusion:**

On track to complete the goal by 2029.



## **Strategic Goal (2029):**

Improve the system by 3% each year (reduce the grade 3 and greater defects to 57 miles).

## **Intermediate Goal:**

Design and perform pipe replacements and spot repairs within total two-year budget amount of \$19.5M.

## **As of Today:**

- There are 48.9 miles of pipe with a grade 3 or greater defect.
- \$6.3M has been spent and \$10.6M is currently encumbered in sewer projects during this two-year budget cycle.

## **Conclusion:**

Goal has been met.



## **Strategic Goal (2029):**

Reduce the High-Frequency lines to 10% of the System.

## **Intermediate Goal:**

Monitor improvements to high-frequency footage gained from line replacement program. Communicate progress to Board on a monthly basis.

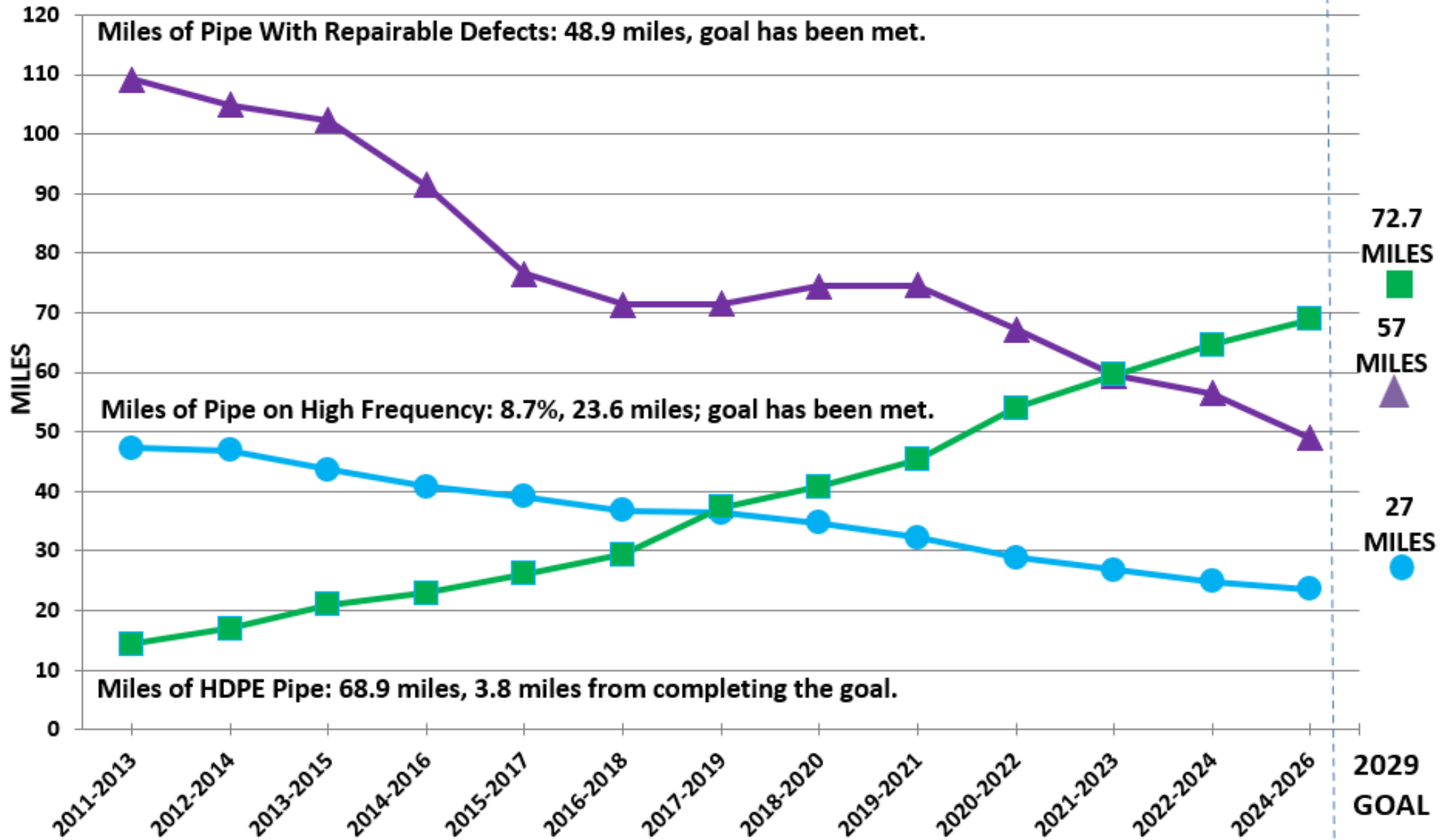
## **As of Today:**

- There are 23.7 miles of pipe on the High-Frequency list; 8.7% of the collection system.
- Progress communicated monthly through the Construction Committee.

## **Conclusion:**

Goal has been met.

# Oro Loma Sanitary District Sewer Line Condition Over Time

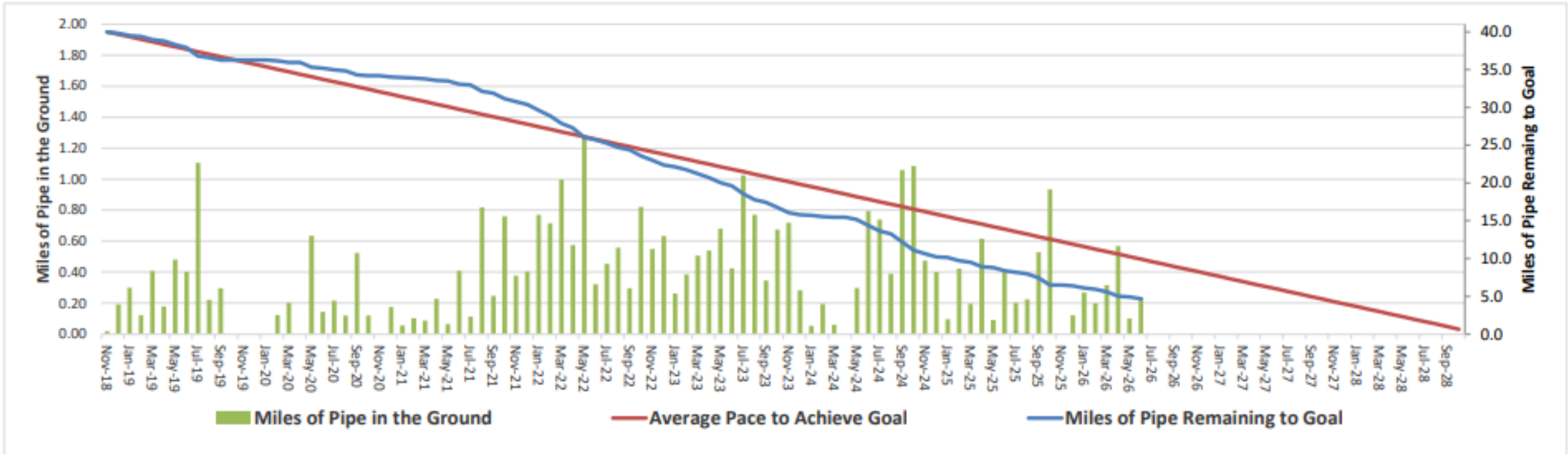


## Sewer Line Replacement Strategic Goal Update

### Strategic Goals

Replace a minimum of 40 miles of collection system pipe between 2019 and 2029.

Goal (Miles)	Miles to Date	Miles Remaining	Average Miles per Month
40.0	35.3	4.7	0.39



# DEBT FINANCING



## CWSRF: Clean Water State Revolving Fund

- \$25,000,000
- Rate: 0.9%
- 30 years payback

## WIFIA: Water Infrastructure Finance and Innovation Act

- \$24,500,000
- Rate: 1.91%
- 35 years to payback

# DEBT FINANCING



## CWSRF:

- Phase 1 100%
- Phase 2 100%
- Phase 3 100%
- Phase 4 100%
- Phase 5 100%
- Construction: 100% complete
- Total received: \$24,816,507.00

## WIFIA:

- Phase 6 100%
- Phase 7 100%
- Phase 8 97%
- Phase 9 – In construction
- Phase 10 – In construction
- Construction: 63% complete
- Total borrowed to date:  
\$17,073,482.16

# CONCLUSION



- We are on track to meet the 10-year strategic goals for the collection system; within 7 years we have accomplished:
  - Increase HDPE pipe to 72.7 miles, from 32.7 miles  
**68.9 miles: 95% complete**
  - Reduce pipe with repairable defects to 57 miles, from 76 miles  
**48.9 miles: goal has been met**
  - Reduce the High-Frequency lines to 27 miles, from 35 miles  
**21 miles: goal has been met**



Serving Our Community, Protecting Our Environment.

Thank You!



# AGENDA ITEM REPORT

**AGENDA ITEM NO: 8.1**

**AGENDA DATE: July 14, 2026**

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**Subject: Authorization for Staff to Solicit Bids and Award: Point Repairs #16 Project**

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## **BACKGROUND:**

The Point Repairs program helps prevent overflows by performing corrective repairs on the sewer collection system on an ongoing basis.

The Point Repairs #16 project will perform approximately 23 spot repairs on sewer pipes and maintenance holes throughout the District's collection system. Specific repairs consist of, maintenance hole frame and cover adjustments, pipe defect repairs, channel repairs, and root intrusion removals.

The engineer's estimate for this project is approximately \$200,000. This is within the FY 2026/27 budget. Staff is requesting authorization to solicit bids for the project in accordance with California Uniform Public Construction Cost Accounting Act (CUPCAA).

The Construction Committee reviewed and discussed the project at its meeting on June 17, 2026, and recommended to present the project to the full board for authorization to solicit bids and award if the lowest qualified proposal is within 10% of the engineer's estimate.

## **ISSUES:**

No known issues.

## **OPTIONS:**

1. Authorize staff to solicit bids for the project and award.
2. Do not authorize staff to solicit bids and award - not recommended.

## **RECOMMENDED ACTION:**

Authorize staff to solicit bids for Point Repairs #15 project and award.

07/12 07/11 HERTZ #0124115 SAN FRANCISCO CA 24941353192613405977987 499.92

Wed, Jul 05, 2023

**12:41 PM**

Washington, DC, US (IAD)

Wed, Jul 05, 2023

**03:25 PM**

San Francisco, CA, US (SFO)

Flight 2 of 2 UA2141

Class: United Economy (T)

Tue, Jul 11, 2023

**11:10 AM**

San Francisco, CA, US (SFO)

Tue, Jul 11, 2023

**07:24 PM**

Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162493295510**

Frequent Flyer: UA-XXXXX811 Premier Silver

Seats: IAD-SFO 23F

**SFO-IAD 19F**

Purchase Summary

Method of payment:

**Visa ending in 2454**

Date of purchase:

**Sat, Jun 10, 2023**

Airfare:	<b>627.45</b>
U.S. Transportation Tax:	<b>47.05</b>
U.S. Flight Segment Tax:	<b>9.60</b>
September 11th Security Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 704.30 USD

08/17 08/16 HERTZ #0124115 SAN FRANCISCO CA 24941353228613526839809 441.38

Fri, Aug 11, 2023  
**12:41 PM**  
Washington, DC, US (IAD)

Fri, Aug 11, 2023  
**03:25 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA596

Class: United Economy (S)

Wed, Aug 16, 2023  
**11:10 AM**  
San Francisco, CA, US (SFO)

Wed, Aug 16, 2023  
**07:29 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162311967689**  
Frequent Flyer: UA-XXXXX811 Premier Silver  
Premium Cabin Upgrade (0164213905263)

Seats: IAD-SFO 25F  
**SFO-IAD 27F**  
IAD-SFO

Purchase Summary

Method of payment:

**Miscellaneous Document**

Date of purchase:

**Visa ending in 2454**

**Thu, Jul 13, 2023**

Airfare:	<b>675.96</b>
U.S. Transportation Tax:	<b>50.69</b>
U.S. Flight Segment Tax:	<b>9.60</b>
September 11th Security Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 756.45 USD

BTL Travel  
September 2023

09/18	09/17	HERTZ #0124115 SAN FRANCISCO CA	24941353260613572440741	496.20
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Sun, Sep 10, 2023  
**12:37 PM**  
Washington, DC, US (IAD)

Sun, Sep 10, 2023  
**03:25 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (Y)

Sun, Sep 17, 2023  
**11:05 AM**  
San Francisco, CA, US (SFO)

Sun, Sep 17, 2023  
**07:15 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162322809476**

Frequent Flyer: UA-XXXXX811 Premier Silver

Seats: IAD-SFO 29F  
SFO-IAD 15F

Purchase Summary

Method of payment:

Visa ending in 2454  
Future flight credit: 842.80 USD  
Confirmation #: F7KDG0

Date of purchase:

Mon, Aug 28, 2023

Airfare:	808.07
U.S. Transportation Tax:	60.63
U.S. Flight Segment Tax:	9.60
September 11th Security Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger: 898.50 USD

10/16 10/13 HERTZ #0124115 SAN FRANCISCO CA 24941353286613587485384 473.30

Sun, Oct 08, 2023  
**12:40 PM**  
Washington, DC, US (IAD)

Sun, Oct 08, 2023  
**03:28 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (W)

Fri, Oct 13, 2023  
**11:07 AM**  
San Francisco, CA, US (SFO)

Fri, Oct 13, 2023  
**07:17 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162329341491**  
Frequent Flyer: UA-XXXXX811 Premier Silver

Seats: IAD-SFO 31F  
**SFO-IAD 27F**

Purchase Summary

Method of payment: **Visa ending in 2454**  
Date of purchase: **Sun, Sep 24, 2023**

Airfare: **649.30**  
U.S. Transportation Tax: **48.70**  
U.S. Flight Segment Tax: **9.60**  
September 11th Security Fee: **11.20**  
U.S. Passenger Facility Charge: **9.00**

Total Per Passenger: **727.80 USD**

11/16 11/15 HERTZ #0124115 SAN FRANCISCO CA 24941353319613652299661 542.20

Thu, Nov 09, 2023  
**12:30 PM**  
Washington, DC, US (IAD)

Thu, Nov 09, 2023  
**03:35 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (T)

Wed, Nov 15, 2023  
**11:15 AM**  
San Francisco, CA, US (SFO)

Wed, Nov 15, 2023  
**07:13 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162336122590**

Frequent Flyer: UA-XXXXX811 Premier Silver

Seats: IAD-SFO 24F

**SFO-IAD 26F**

Purchase Summary

Method of payment:

**Visa ending in 2454**

Date of purchase:

**Sat, Oct 21, 2023**

Airfare:	<b>606.23</b>
U.S. Transportation Tax:	<b>45.47</b>
U.S. Flight Segment Tax:	<b>9.60</b>
September 11th Security Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 681.50 USD

12/18 12/15 HERTZ #0124115 SAN FRANCISCO CA 24941353349613815832147 467.69

Sun, Dec 10, 2023  
**12:35 PM**  
Washington, DC, US (IAD)

Sun, Dec 10, 2023  
**03:30 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (V)

Fri, Dec 15, 2023  
**11:15 AM**  
San Francisco, CA, US (SFO)

Fri, Dec 15, 2023  
**07:13 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162340872443**

Frequent Flyer: UA-XXXXX811 Premier Silver

Seats: IAD-SFO 30G

**SFO-IAD 23F**

Purchase Summary

Method of payment:

**Visa ending in 2454**

Date of purchase:

**Thu, Nov 09, 2023**

Airfare:	<b>737.68</b>
U.S. Transportation Tax:	<b>55.33</b>
U.S. Flight Segment Tax:	<b>9.60</b>
September 11th Security Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: **822.81 USD**

01/15 01/12 HERTZ #0124115 SAN FRANCISCO CA 24941354012613837878627 459.04

Sun, Jan 07, 2024

12:30 PM

Washington, DC, US (IAD)

Sun, Jan 07, 2024

03:33 PM

San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (V)

Fri, Jan 12, 2024

11:15 AM

San Francisco, CA, US (SFO)

Fri, Jan 12, 2024

07:27 PM

Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: 0162351758352

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 29A

SFO-IAD 24F

Purchase Summary

Method of payment:

Visa ending in 2454

Date of purchase:

Thu, Dec 28, 2023

Airfare:	1157.86
U.S. Transportation Tax:	86.84
U.S. Flight Segment Tax:	9.60
September 11th Security Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger: 1274.50 USD

02/16 02/15 HERTZ #0124115 SAN FRANCISCO CA 24941354046613965241481 386.13

Flight 1 of 1 UA1218 Class: United Economy (L)

Sun, Feb 11, 2024  
**12:30 PM**  
Washington, DC, US (IAD)

Sun, Feb 11, 2024  
**03:38 PM**  
San Francisco, CA, US (SFO)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162357499266** Seats: IAD-SFO 11F  
Frequent Flyer: UA-XXXXX811 Premier Gold

Purchase Summary

Method of payment: **Visa ending in 2454**  
Date of purchase: **Thu, Jan 18, 2024**

Airfare:	<b>229.84</b>
U.S. Transportation Tax:	<b>17.24</b>
U.S. Flight Segment Tax:	<b>5.00</b>
September 11th Security Fee:	<b>5.60</b>
U.S. Passenger Facility Charge:	<b>4.50</b>

Total Per Passenger: 262.18 USD

Fri, Feb 16, 2024  
**11:00 AM**  
San Francisco, CA, US (SFO)

Fri, Feb 16, 2024  
**12:45 PM**  
Las Vegas, NV, US (LAS)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162357501414** Seats: SFO-LAS 11A  
Frequent Flyer: UA-XXXXX811 Premier Gold

Purchase Summary

Method of payment: **Visa ending in 2454**  
Date of purchase: **Thu, Jan 18, 2024**

Airfare:	<b>381.70</b>
U.S. Transportation Tax:	<b>28.63</b>
U.S. Flight Segment Tax:	<b>5.00</b>
September 11th Security Fee:	<b>5.60</b>
U.S. Passenger Facility Charge:	<b>4.50</b>

Total Per Passenger: 425.43 USD

03/18 03/15 HERTZ #0124115 SAN FRANCISCO CA 24941354075613989916849 446.88

Sun, Mar 10, 2024  
**12:30 PM**  
Washington, DC, US (IAD)

Sun, Mar 10, 2024  
**03:41 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA2355

Class: United Economy (Q)

Fri, Mar 15, 2024  
**12:07 PM**  
San Francisco, CA, US (SFO)

Fri, Mar 15, 2024  
**08:17 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

**eTicket** number: **0162369218480**  
Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 12A  
**SFO-IAD 21A**

Purchase Summary

Method of payment:  
Date of purchase:

**Visa ending in 2454**  
**Sat, Mar 02, 2024**

Airfare:	<b>786.98</b>
U.S. Transportation Tax:	<b>59.02</b>
U.S. Flight Segment Tax:	<b>10.00</b>
September 11th Security Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 876.20 USD

04/22 04/21 HERTZ #0124115 SAN FRANCISCO CA 24941354112613118485307 527.48

Sun, Apr 14, 2024  
**12:30 PM**  
Washington, DC, US (IAD)

Sun, Apr 14, 2024  
**03:34 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (V)

Sun, Apr 21, 2024  
**10:45 AM**  
San Francisco, CA, US (SFO)

Sun, Apr 21, 2024  
**07:08 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162374656706**  
Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 15F  
**SFO-IAD 09F**

Purchase Summary

Method of payment:  
Date of purchase:

**Visa ending in 2454**  
**Thu, Mar 21, 2024**

Airfare:	957.62
U.S. Transportation Tax:	71.82
U.S. Flight Segment Tax:	10.00
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger: 1059.64 USD

BTL Travel  
May 2024

04/23	04/21	UNITED 0162382447783 TX	24892164113107312555877	686,50
		BROWNE/NATASHA		
		0162382447783		
		Departure Date: 05/12/24 Airport Code: IAD		
		UA S SFO		

05/16	05/15	HERTZ #0124115 SAN FRANCISCO CA	24941354136613144056637	334,51
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06/04 06/03 HERTZ CAR RENTAL WWW.HERTZ.COM.CA 2448216415500017410571 315.11

Thu, May 30, 2024  
**12:40 PM**  
Washington, DC, US (IAD)

Thu, May 30, 2024  
**03:28 PM**  
San Francisco, CA, US (SFO)

**Flight 2 of 2 UA487** Class: United Economy (U)

Sun, Jun 02, 2024  
**11:10 AM**  
San Francisco, CA, US (SFO)

Sun, Jun 02, 2024  
**07:36 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162388829067** Seats: IAD-SFO 11F  
Frequent Flyer: UA-XXXXX811 Premier Gold **SFO-IAD 25A**

Purchase Summary

Method of payment: **Visa ending in 2532**  
Date of purchase: **Wed, May 15, 2024**

Airfare: **983.93**  
U.S. Transportation Tax: **73.79**  
U.S. Flight Segment Tax: **10.00**  
Passenger Civil Aviation Security Service Fee: **11.20**  
U.S. Passenger Facility Charge: **9.00**

Total Per Passenger: **1087.92 USD**

Note: 5/30-6/2 trip was not charged to the District in error. This was a District event.

06/25 06/24 HERTZ CAR RENTAL WWW.HERTZ.COM.CA 2448216417600016330117 623.32

Sun, Jun 16, 2024  
**12:35 PM**  
Washington, DC, US (IAD)

Sun, Jun 16, 2024  
**03:10 PM**  
San Francisco, CA, US (SFO)

**Flight 2 of 2 UA487** Class: United Economy (U)

Sun, Jun 23, 2024  
**11:10 AM**  
San Francisco, CA, US (SFO)

Sun, Jun 23, 2024  
**07:36 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162388830246** Seats: IAD-SFO 14F  
Frequent Flyer: UA-XXXXX811 Premier Gold **SFO-IAD 15F**

Purchase Summary

Method of payment: **Visa ending in 2532**  
Date of purchase: **Wed, May 15, 2024**

Airfare: **873.07**  
U.S. Transportation Tax: **65.48**  
U.S. Flight Segment Tax: **10.00**  
Passenger Civil Aviation Security Service Fee: **11.20**  
U.S. Passenger Facility Charge: **9.00**

Total Per Passenger: **968.75 USD**

07/19 07/18 HERTZ CAR RENTAL WWW.HERTZ.COM CA 24492164200000018680261 335.96

Sun, Jul 14, 2024  
**12:35 PM**  
Washington, DC, US (IAD)

Sun, Jul 14, 2024  
**03:22 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA1449

Class: United Economy (T)

Wed, Jul 17, 2024  
**11:15 AM**  
San Francisco, CA, US (SFO)

Wed, Jul 17, 2024  
**07:34 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162397400233**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 12F

**SFO-IAD 11F**

Purchase Summary

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Sat, Jun 15, 2024**

Airfare:	<b>747.00</b>
U.S. Transportation Tax:	<b>56.03</b>
U.S. Flight Segment Tax:	<b>10.00</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 833.23 USD

Flight 1 of 1 UA1449

Class: United Economy (H)

Fri, Aug 16, 2024

**11:15 AM**

San Francisco, CA, US (SFO)

Fri, Aug 16, 2024

**07:34 PM**

Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162413318720**

Seats: SFO-IAD 22F

Frequent Flyer: UA-XXXXX811 Premier Gold

Purchase Summary

Method of payment:

**Previous Ticket Balance**

Date of purchase:

**Thu, Aug 15, 2024**

Airfare:	<b>843.49</b>
U.S. Transportation Tax:	<b>63.26</b>
U.S. Flight Segment Tax:	<b>10.00</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 936.95 USD

**Total: 936.95 USD**

Thu, Sep 05, 2024  
**12:35 PM**  
Washington, DC, US (IAD)

Thu, Sep 05, 2024  
**03:23 PM**  
San Francisco, CA, US (SFO)

Flight 2 of 2 UA487

Class: United Economy (K)

Wed, Sep 11, 2024  
**11:20 AM**  
San Francisco, CA, US (SFO)

Wed, Sep 11, 2024  
**07:37 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162411991942**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 09F

**SFO-IAD 10F**

Purchase Summary

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Sat, Aug 10, 2024**

Airfare:	<b>341.16</b>
U.S. Transportation Tax:	<b>25.59</b>
U.S. Flight Segment Tax:	<b>10.00</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 396.95 USD

10/30 10/29 HERTZ #0124115 SAN FRANCISCO CA 24941354303613421059053 566.42

Fri, Oct 18, 2024  
**08:50 AM**  
Washington, DC, US (IAD)

Fri, Oct 18, 2024  
**11:21 AM**  
Los Angeles, CA, US (LAX)

Traveler Details

BROWNE/JASON  
eTicket number: **0162420748721** Seats: IAD-LAX 14F

BROWNE/NATASHA  
eTicket number: **0162420748718** Seats: IAD-LAX 14D  
Frequent Flyer: UA-XXXXX811 Premier Gold

BROWNE/MAZE  
eTicket number: **0162420748722** Seats: IAD-LAX 14E  
Economy Plus Seat (0164433637690) **IAD-LAX**

Purchase Summary

Method of payment: **Visa ending in 2532**  
**Future flight credit: 21.50 USD**  
**Confirmation #: L7SN59**  
**Future flight credit: 68.80 USD**

Date of purchase: **Sat, Sep 14, 2024**

Airfare: **226.40**  
U.S. Transportation Tax: **16.98**  
U.S. Flight Segment Tax: **5.00**  
Passenger Civil Aviation Security Service Fee: **5.60**  
U.S. Passenger Facility Charge: **4.50**

Total Per Passenger: **258.48 USD**

Note: Natasha's airfare from DC to California  
\$258.48

Flight 1 of 1 UA2165

Class: United Economy (K)

Tue, Oct 29, 2024  
**11:20 AM**  
San Francisco, CA, US (SFO)

Tue, Oct 29, 2024  
**07:29 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162422871580** Seats: SFO-IAD 11F  
Frequent Flyer: UA-XXXXX811 Premier Gold

Purchase Summary

Method of payment: **Future flight credit: 168.48 USD**  
**Confirmation #: AYKD14**  
**Mon, Sep 23, 2024**

Date of purchase:

Airfare: **142.68**  
U.S. Transportation Tax: **10.70**  
U.S. Flight Segment Tax: **5.00**  
Passenger Civil Aviation Security Service Fee: **5.60**  
U.S. Passenger Facility Charge: **4.50**

Total Per Passenger: **168.48 USD**

**No Travel November 2024**

12/16 12/13 HERTZ CAR RENTAL WWW.HERTZ.COM CA 24492164346000018983403 409.73

Sun, Dec 08, 2024

**12:35 PM**

Washington, DC, US (IAD)

Sun, Dec 08, 2024

**03:42 PM**

San Francisco, CA, US (SFO)

Flight 2 of 2 UA1355

Class: United Economy (L)

Thu, Dec 12, 2024

**11:20 AM**

San Francisco, CA, US (SFO)

Thu, Dec 12, 2024

**07:29 PM**

Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162412225419**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 10F

**SFO-IAD 10F**

Purchase Summary

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Sun, Aug 11, 2024**

Airfare:	<b>601.63</b>
U.S. Transportation Tax:	<b>45.12</b>
U.S. Flight Segment Tax:	<b>10.00</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 676.95 USD

BTL Travel  
January 2025

01/20 01/18 HERTZ CAR RENTAL WWW.HERTZ.COM.CA 24492165018500013725366 436.46

Sun, Jan 12, 2025  
**12:35 PM**  
Washington, DC, US (IAD)

Sun, Jan 12, 2025  
**03:42 PM**  
San Francisco, CA, US (SFO)

**Flight 2 of 2 UA1164** **Class: United Economy (W)**

Fri, Jan 17, 2025  
**11:15 AM**  
San Francisco, CA, US (SFO)

Fri, Jan 17, 2025  
**07:27 PM**  
Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA  
eTicket number: **0162443615414**  
Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 24F  
**SFO-IAD 11F**

Purchase Summary

Method of payment: **Visa ending in 2532**  
**Future flight credit: 282.27 USD**  
Confirmation #: **AYKD14**  
Date of purchase: **Sat, Dec 14, 2024**

Airfare:	<b>754.42</b>
U.S. Transportation Tax:	<b>56.58</b>
U.S. Flight Segment Tax:	<b>10.00</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: **841.20 USD**

Sun, Feb 09, 2025

**12:35 PM**

Washington, DC, US (IAD)

Sun, Feb 09, 2025

**03:42 PM**

San Francisco, CA, US (SFO)

**Flight 2 of 2 UA1986**

**Class: United Economy (K)**

Thu, Feb 13, 2025

**11:15 AM**

San Francisco, CA, US (SFO)

Thu, Feb 13, 2025

**07:25 PM**

Washington, DC, US (IAD)

**Traveler Details**

BROWNE/NATASHA

eTicket number: **0162448394705**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 10F

**SFO-IAD 11F**

**Purchase Summary**

Method of payment:

Date of purchase:

**Previous Ticket Balance**

**Sun, Jan 05, 2025**

Airfare:	<b>350.11</b>
U.S. Transportation Tax:	<b>26.26</b>
U.S. Flight Segment Tax:	<b>10.40</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 406.97 USD

Sun, Mar 09, 2025

**12:35 PM**

Washington, DC, US (IAD)

Sun, Mar 09, 2025

**03:44 PM**

San Francisco, CA, US (SFO)

**Flight 2 of 2 UA2312**

**Class: United Economy (U)**

Fri, Mar 14, 2025

**11:31 AM**

San Francisco, CA, US (SFO)

Fri, Mar 14, 2025

**07:42 PM**

Washington, DC, US (IAD)

**Traveler Details**

BROWNE/NATASHA

eTicket number: **0162466935769**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 24F

**SFO-IAD 27A**

**Purchase Summary**

Method of payment:

**Visa ending in 2532**

**Future flight credit: 139.59 USD**

**Confirmation #: HRK03K**

**Travel Certificate**

Date of purchase:

**Sun, Mar 09, 2025**

Airfare:	<b>1085.00</b>
U.S. Transportation Tax:	<b>81.38</b>
U.S. Flight Segment Tax:	<b>10.40</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 1196.98 USD

04/22 04/21 HERTZ CAR RENTAL 180-06544173 CA 24492165111100021262613 771.37

Sun, Apr 13, 2025

**12:35 PM**

Washington, DC, US (IAD)

Sun, Apr 13, 2025

**03:41 PM**

San Francisco, CA, US (SFO)

**Flight 2 of 2 UA2650**

**Class: United Economy (U)**

Sun, Apr 20, 2025

**11:13 AM**

San Francisco, CA, US (SFO)

Sun, Apr 20, 2025

**07:30 PM**

Washington, DC, US (IAD)

**Traveler Details**

BROWNE/MAZE

eTicket number: **0162452506614**

Seats: IAD-SFO 09F  
**SFO-IAD 10F**

BROWNE/NATASHA

eTicket number: **0162452506613**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 09E  
**SFO-IAD 10E**

**Purchase Summary**

Method of payment:

**Visa ending in 2532**

**Future flight credit: 1172.96 USD**

Date of purchase:

**Sat, Jan 18, 2025**

Airfare:	<b>1062.66</b>
U.S. Transportation Tax:	<b>79.70</b>
U.S. Flight Segment Tax:	<b>10.40</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: **1172.96 USD**

Sun, May 18, 2025

12:40 PM

Washington, DC, US (IAD)

Sun, May 18, 2025

03:45 PM

San Francisco, CA, US (SFO)

Flight 2 of 2 UA1355

Class: United Economy (T)

Fri, May 23, 2025

10:35 AM

San Francisco, CA, US (SFO)

Fri, May 23, 2025

06:52 PM

Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162482897342**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 23A

**SFO-IAD 09F**

Purchase Summary

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Sat, May 03, 2025**

Airfare:	678.48
U.S. Transportation Tax:	50.89
U.S. Flight Segment Tax:	10.40
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger: 759.97 USD

Thu, Jun 05, 2025

**12:35 PM**

Washington, DC, US (IAD)

Thu, Jun 05, 2025

**03:23 PM**

San Francisco, CA, US (SFO)

**Flight 2 of 2 UA1849**

**Class: United Economy (U)**

Sun, Jun 08, 2025

**08:25 AM**

San Francisco, CA, US (SFO)

Sun, Jun 08, 2025

**04:23 PM**

Washington, DC, US (IAD)

**Traveler Details**

BROWNE/NATASHA

eTicket number: **0162491148371**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 09B

**SFO-IAD 45L**

**Purchase Summary**

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Fri, May 30, 2025**

Airfare:	<b>1010.57</b>
U.S. Transportation Tax:	<b>75.79</b>
U.S. Flight Segment Tax:	<b>10.40</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 1116.96 USD

**No Travel July 2025**

Mon, Aug 11, 2025

**12:36 PM**

Washington, DC, US (IAD)

Mon, Aug 11, 2025

**03:24 PM**

San Francisco, CA, US (SFO)

**Flight 2 of 2 UA1849**

**Class: United Economy (H)**

Sat, Aug 16, 2025

**08:25 AM**

San Francisco, CA, US (SFO)

Sat, Aug 16, 2025

**04:23 PM**

Washington, DC, US (IAD)

**Traveler Details**

BROWNE/NATASHA

eTicket number: **0162320920300**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 26F

**SFO-IAD 34B**

**Purchase Summary**

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Thu, Aug 07, 2025**

Airfare:	<b>949.94</b>
U.S. Transportation Tax:	<b>71.25</b>
U.S. Flight Segment Tax:	<b>10.40</b>
Passenger Civil Aviation Security Service Fee:	<b>11.20</b>
U.S. Passenger Facility Charge:	<b>9.00</b>

Total Per Passenger: 1051.79 USD

09/15 09/14 HERTZ CAR RENTAL WWW.HERTZ.COM CA 24492165257100111646141 440.07  
09/15 09/14 HERTZ SEQUOIA CLUBHOUSE SAN FRANCISCO CA 24137185257100111646141 440.07

Mon, Sep 08, 2025

12:35 PM

Washington, DC, US (IAD)

Mon, Sep 08, 2025

03:23 PM

San Francisco, CA, US (SFO)

Flight 2 of 2 UA1849

Class: United Economy (S)

Sat, Sep 13, 2025

08:26 AM

San Francisco, CA, US (SFO)

Sat, Sep 13, 2025

04:25 PM

Washington, DC, US (IAD)

#### Traveler Details

BROWNE/NATASHA

eTicket number: **0162325912153**

Frequent Flyer: UA-XXXXX811 Premier Gold

Seats: IAD-SFO 28F

**SFO-IAD 33L**

#### Purchase Summary

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Sun, Aug 24, 2025**

Airfare:	717.99
U.S. Transportation Tax:	53.85
U.S. Flight Segment Tax:	10.40
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger:

802.44 USD

Mon, Oct 06, 2025

12:35 PM

Washington, DC, US (IAD)

Mon, Oct 06, 2025

03:23 PM

San Francisco, CA, US (SFO)

Flight 2 of 2 UA1849

Class: United Economy (V)

Sun, Oct 12, 2025

08:25 AM

San Francisco, CA, US (SFO)

Sun, Oct 12, 2025

04:25 PM

Washington, DC, US (IAD)

Traveler Details

BROWNE/NATASHA

eTicket number: **0162331500200**

Frequent Flyer: UA-XXXXX811 Premier Gold  
Economy Plus Seat (0164329915007)

Seats: IAD-SFO 12F  
**SFO-IAD 33A**  
**SFO-IAD**

Purchase Summary

Method of payment:

**Visa ending in 2532**

Date of purchase:

**Sat, Sep 13, 2025**

Airfare:	731.50
U.S. Transportation Tax:	54.86
U.S. Flight Segment Tax:	10.40
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger: 816.96 USD

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

No.: I.D.18  
Effective: 01/01/99  
Adopted: 05/04/99

Revised: 12/15/15  
Reviewed: 02/07/20  
Reviewed: 02/28/23

**SUBJECT: EMPLOYEE RECOGNITION PROGRAMS**

- I. **POLICY:** To reward all full-time District employees for: zero lost time injuries; no use of sick leave; beneficial suggestions; proven work safety habits and practices; and, recognition of years of service to the District.
  
- II. **RESPONSIBILITY:** It is the responsibility of the Administration Department to provide the necessary information to department managers regarding employees' eligibility to receive the various rewards described in this procedure. It is the managers' responsibility to encourage their employees to participate in these programs.
  
- III. **PROCEDURE:** It is the desire of the District to incentivize and reward its employees for achieving the goals of the District by implementing the following recognition programs:
  - A. **Wellness Award for Zero Lost Time Due to Use of Sick Leave**  
Employees who use no sick leave in a payroll quarter shall receive an award of \$75 in the form of a District check.
  
  - B. **Incentive Award for Zero Lost Time Due to Work-Related Injuries**  
The annual incentive award for no lost-time injuries shall consist of the sum of the amounts determined by two distinct factors – personal lost-time injury record, and the most recent District-wide X-Mod factor (a correction factor determined by CSRMA and used to calculate annual workers' compensation premiums.) The best possible X-Mod value is 0.60. The amounts will be calculated as follows:
    - a. Personal lost-time injury record; if the employee incurs no personal lost-time injury during a given calendar year, he/she receives a \$200 incentive award; if the employee incurs a lost-time injury during the calendar year, no incentive is awarded;
    - b. District-wide X-Mod factor; each employee who incurs no personal lost-time injury during a calendar year is eligible to receive an annual incentive award calculated as follows: Incentive = (1.6-X-Mod)\*\$400.

Example #1: No personal lost-time injury, and X-Mod factor of 0.62:  
 $\$200 + (1.6-0.62)*\$400 = \$592$  for the year

Example #2: Personal lost-time injury, and X-Mod factor of 0.62:  
Ineligible for incentive award for the calendar year

Incentives shall not be awarded to any District employees if the X-Mod factor equals or exceeds 1.0 for the calendar year.

The awards shall be presented on January 2 of the following calendar year, in the form of a District check. All full-time District employees hired on or before September 30<sup>th</sup> of the award calendar year qualify for the safety award.

**C. Employee Suggestion Program**

Employees who submit a qualifying cost-savings suggestion shall receive a percentage of the resulting cost savings in accordance with the program adopted on August 2, 1994 by the District's Board of Directors.

**D. Perpetual Work Safety Habits and Practices**

The District makes \$250 per calendar quarter available to the General Manager to use as an additional incentive to reward a department or division that, in the General Manager's sole opinion, exemplifies the District's wellness and safety goals. The award may be granted in gift form.

**E. Service Recognition Awards**

All eligible District employees shall receive monetary awards as follows:

Length of Service	Award
5 years	\$100
10 years	\$200
15 years	\$300
20 years	\$400
25 years	\$500
30 years	\$500
35 years	\$500

Directors are eligible to receive non-cash tokens of appreciation for length of service on the Oro Loma Board.

Service recognition awards shall be presented at the annual Employees Recognition event, and will recognize employees achieving the years of service during the same calendar year (e.g. employees achieving 5, 10, 15, etc. years of

service between January 1 – December 31, 2005 were recognized at the 2005 Employees Recognition Dinner.)

**F. Retirement Recognition**

Upon an employee’s retirement from Oro Loma, the General Manager is authorized to present him/her on behalf of the District, with a non-cash token of appreciation. The value of the item(s) shall be \$0 – \$500 per retiring employee, at the General Manager’s discretion. To qualify for this provision, the retiring employee must be in good standing at the time of retirement.

All employee recognition awards are subject to the IRS rules and regulations in effect, and are subject to payroll taxes and withholdings. It is the responsibility of the Finance Department to process the awards payments in accordance with the law.

**IV. RIGHT TO REVOKE:** It is understood that the previously described reward and incentive programs are non-negotiable benefits, and not conditions of employment. These programs may be modified or discontinued at any time, at the sole discretion of the District.

Written By: M. Boerger/M. Cameron/A. Turon, February 1999  
Revised by: A. Simion and J. Warner on 10/02/13  
Reviewed by: Personnel/Safety/Public Information Committee on 10/18/13  
Approved by: Board on 11/05/13  
Revised by: A. Simion and J. Warner on 10/15/15  
Reviewed by: Personnel/Safety/Public Information Committee Nov. 2015  
Reviewed by: Finance & Insurance Committee Nov 2015  
Approved by: Board on 12/15/15  
[Approved by: Board on XX/XX/XX](#)

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Reviewed: 02/07/20  
Reviewed: 02/28/23

# ORO LOMA SANITARY DISTRICT POLICY

No.: I.D.18  
Effective: 01/01/99

## **SUBJECT: EMPLOYEE RECOGNITION PROGRAMS**

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- I. **POLICY:** To reward all full-time District employees for: zero lost time injuries; no use of sick leave; beneficial suggestions; proven work safety habits and practices; and, recognition of years of service to the District.
  
- II. **RESPONSIBILITY:** It is the responsibility of the Administration Department to provide the necessary information to department managers regarding employees' eligibility to receive the various rewards described in this procedure. It is the managers' responsibility to encourage their employees to participate in these programs.
  
- III. **PROCEDURE:** It is the desire of the District to incentivize and reward its employees for achieving the goals of the District by implementing the following recognition programs:
  - A. **Wellness Award for Zero Lost Time Due to Use of Sick Leave**  
Employees who use no sick leave in a payroll quarter shall receive an award of \$75 in the form of a District check.
  
  - B. **Incentive Award for Zero Lost Time Due to Work-Related Injuries**  
The annual incentive award for no lost-time injuries shall consist of the sum of the amounts determined by two distinct factors – personal lost-time injury record, and the most recent District-wide X-Mod factor (a correction factor determined by CSRMA and used to calculate annual workers' compensation premiums.) The best possible X-Mod value is 0.60. The amounts will be calculated as follows:
    - a. Personal lost-time injury record; if the employee incurs no personal lost-time injury during a given calendar year, he/she receives a \$200 incentive award; if the employee incurs a lost-time injury during the calendar year, no incentive is awarded;
    - b. District-wide X-Mod factor; each employee who incurs no personal lost-time injury during a calendar year is eligible to receive an annual incentive award calculated as follows: Incentive =  $(1.6 - X\text{-Mod}) * \$400$ .

Example #1: No personal lost-time injury, and X-Mod factor of 0.62:  
 $\$200 + (1.6 - 0.62) * \$400 = \$592$  for the year

Example #2: Personal lost-time injury, and X-Mod factor of 0.62:

Ineligible for incentive award for the calendar year

Incentives shall not be awarded to any District employees if the X-Mod factor equals or exceeds 1.0 for the calendar year.

The awards shall be presented on January 2 of the following calendar year, in the form of a District check. All full-time District employees hired on or before September 30<sup>th</sup> of the award calendar year qualify for the safety award.

**C. Employee Suggestion Program**

Employees who submit a qualifying cost-savings suggestion shall receive a percentage of the resulting cost savings in accordance with the program adopted on August 2, 1994 by the District's Board of Directors.

**D. Perpetual Work Safety Habits and Practices**

The District makes \$250 per calendar quarter available to the General Manager to use as an additional incentive to reward a department or division that, in the General Manager's sole opinion, exemplifies the District's wellness and safety goals. The award may be granted in gift form.

**E. Service Recognition Awards**

All eligible District employees shall receive monetary awards as follows:

Length of Service	Award
5 years	\$100
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20 years	\$400
25 years	\$500
30 years	\$500
35 years	\$500

Directors are eligible to receive non-cash tokens of appreciation for length of service on the Oro Loma Board.

Service recognition awards shall be presented at the annual Employees Recognition event, and will recognize employees achieving the years of service during the same calendar year (e.g. employees achieving 5, 10, 15, etc. years of service between January 1 – December 31, 2005 were recognized at the 2005 Employees Recognition Dinner.)

**F. Retirement Recognition**

Upon an employee's retirement from Oro Loma, the General Manager is authorized to present him/her on behalf of the District, with a non-cash token of appreciation. The value of the item(s) shall be \$0 – \$500 per retiring employee, at the General Manager's discretion. To qualify for this provision, the retiring employee must be in good standing at the time of retirement.

All employee recognition awards are subject to the IRS rules and regulations in effect, and are subject to payroll taxes and withholdings. It is the responsibility of the Finance Department to process the awards payments in accordance with the law.

**IV. RIGHT TO REVOKE:** It is understood that the previously described reward and incentive programs are non-negotiable benefits, and not conditions of employment. These programs may be modified or discontinued at any time, at the sole discretion of the District.

Written By: M. Boerger/M. Cameron/A. Turon, February 1999

Revised by: A. Simion and J. Warner on 10/02/13

Reviewed by: Personnel/Safety/Public Information Committee on 10/18/13

Approved by: Board on 11/05/13

Revised by: A. Simion and J. Warner on 10/15/15

Reviewed by: Personnel/Safety/Public Information Committee Nov. 2015

Reviewed by: Finance & Insurance Committee Nov 2015

Approved by: Board on 12/15/15

Approved by: Board on XX/XX/XX

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

No: I.A.11  
Effective: 02/20/18  
~~Reviewed: 03/25/2021~~  
~~Reviewed: 06/10/2024~~

**SUBJECT: FLAGS DISPLAYED ON DISTRICT PROPERTY –  
LOWERING FLAGS TO HALF-MAST AND RAISING  
SPECIAL DESIGNATION FLAGS**

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I. **POLICY:** The purpose of this policy is to establish uniform procedures to govern the lowering of the United States and State of California flags to half-mast to pay homage to the deceased, and to govern the raising of special designation flags on District-owned property.

II. **PROCEDURES**

**A. LOWERING FLAGS TO HALF-MAST:** As a general rule, flags shall be placed at half-mast during periods of mourning declared by the President of the United States, the Governor of California, the Mayors of the Cities of San Leandro and Hayward, and the Chairperson of the Alameda County Board of Supervisors. Flags shall also be lowered upon the death of a current or former District elected official and the death of a current District employee, as set forth below. All other situations are to be referred to the General Manager.

Flags shall be lowered to half-mast under the following circumstances:

1. When prescribed by the President of the United States for days of national mourning, or by the Governor of California;
2. For 30 days after the death of a President or former President;
3. For 10 days after the death of the U.S. Vice-President, the Chief Justice, or a retired Chief Justice, or the Speaker of the House of Representatives.
4. From the day of death until the burial of an Associate Justice, a secretary from an executive or military department, or the governor of a state;
5. From the day of death until the burial of a US Senator from California;
6. When prescribed by the General Manager in accordance with the following guidelines:
  - a. From the day of death until the burial of any:
    - Member of the District’s Sanitary Board, past or present;
    - District employee.
  - b. Upon authority issuing from the General Manager, similar recognition may be given in the case of a prominent citizen not holding or having held public office, whose accomplishments and contributions to the community clearly

demonstrated a commitment over and beyond that which would be normally associated with the performance of work.

- c. Flags will be lowered to half-mast as soon as practicable following notification of the death of the above, and will ordinarily be continued until after the conclusion of burial services. In the event ~~current notice is not given or the date of the funeral is unknown, as is frequently the case~~that current notice is not given, the funeral date is unknown, or the funeral date is not known, flags will be lowered for 48 hours from the day of notification.
- d. Any person having definite knowledge of a death requiring District acknowledgment should immediately advise the General Manager as the central point of notification of those responsible for handling District flags.

The Sanitary Board, upon notification of the death of the ~~above stated~~above-stated, may elect to adjourn a Board meeting in respect of the deceased.

**B. RAISING SPECIAL DESIGNATION FLAGS AT THE DISTRICT OFFICE:** As a general rule, special designation flags will be raised only upon the direction of the General Manager. Such flags will only be flown at the District office, and when raised, shall not replace the flag of the United States or the flag of the State of California.

1. Requests for raising special designation flags will be made in writing to the General Manager. Such requests will include the ~~length-of-time~~duration the special designation flag is to be flown, and a detailed assessment of the ancillary needs associated with the request. The General Manager will notify the District Board of the request and his/her action.
2. If the request is directed to the District Board in writing, the item will be referred to the General Manager for action.

Written by: J. Warner and A. Simion, 01/31/18  
Reviewed by: Personnel/Safety/Public Information Committee, 02/15/18  
Approved by: Board of Directors, 02/20/18  
Reviewed by A. Simion, 03/25/21  
Reviewed by: Ž. Luna, 06/10/24  
[Reviewed by: Board, XX/XX/26](#)

F:\ADMINISTRATION\Procedures\Flags Displayed on District Property

# ORO LOMA SANITARY DISTRICT POLICY

No: I.A.11  
Effective: 02/20/18

## **SUBJECT: FLAGS DISPLAYED ON DISTRICT PROPERTY – LOWERING FLAGS TO HALF-MAST AND RAISING SPECIAL DESIGNATION FLAGS**

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I. **POLICY:** The purpose of this policy is to establish uniform procedures to govern the lowering of the United States and State of California flags to half-mast to pay homage to the deceased, and to govern the raising of special designation flags on District-owned property.

### II. **PROCEDURES**

**A. LOWERING FLAGS TO HALF-MAST:** As a general rule, flags shall be placed at half-mast during periods of mourning declared by the President of the United States, the Governor of California, the Mayors of the Cities of San Leandro and Hayward, and the Chairperson of the Alameda County Board of Supervisors. Flags shall also be lowered upon the death of a current or former District elected official and the death of a current District employee, as set forth below. All other situations are to be referred to the General Manager.

Flags shall be lowered to half-mast under the following circumstances:

1. When prescribed by the President of the United States for days of national mourning, or by the Governor of California;
2. For 30 days after the death of a President or former President;
3. For 10 days after the death of the U.S. Vice-President, the Chief Justice, or a retired Chief Justice, or the Speaker of the House of Representatives.
4. From the day of death until the burial of an Associate Justice, a secretary from an executive or military department, or the governor of a state;
5. From the day of death until the burial of a US Senator from California;
6. When prescribed by the General Manager in accordance with the following guidelines:
  - a. From the day of death until the burial of any:
    - Member of the District's Sanitary Board, past or present;
    - District employee.
  - b. Upon authority issuing from the General Manager, similar recognition may be given in the case of a prominent citizen not holding or having held public office, whose accomplishments and contributions to the community clearly demonstrated a commitment over and beyond that which would be normally associated with the performance of work.
  - c. Flags will be lowered to half-mast as soon as practicable following notification of the death of the above, and will ordinarily be continued until after the

conclusion of burial services. In the event that current notice is not given, the funeral date is unknown, or the funeral date is not known, flags will be lowered for 48 hours from the day of notification.

- d. Any person having definite knowledge of a death requiring District acknowledgment should immediately advise the General Manager as the central point of notification of those responsible for handling District flags.

The Sanitary Board, upon notification of the death of the above-stated, may elect to adjourn a Board meeting in respect of the deceased.

**B. RAISING SPECIAL DESIGNATION FLAGS AT THE DISTRICT OFFICE:** As a general rule, special designation flags will be raised only upon the direction of the General Manager. Such flags will only be flown at the District office, and when raised, shall not replace the flag of the United States or the flag of the State of California.

1. Requests for raising special designation flags will be made in writing to the General Manager. Such requests will include the duration the special designation flag is to be flown, and a detailed assessment of the ancillary needs associated with the request. The General Manager will notify the District Board of the request and his/her action.
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