



AGENDA

Board Meeting

Tuesday, June 9, 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; 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. **CONSENT CALENDAR**
 - 5.1. **Minutes, Board Meeting, May 26, 2026** 4 - 12
[Minutes - Board Meeting, May 26, 2026](#)
 - 5.2. **Approval of Consent Calendar**
Recommended Motion: Approve the consent calendar.

6. **STAFF RECOGNITION**
 - 6.1. **CWEA Collection System of the Year Award**
The Board will recognize the District for their outstanding achievement in receiving the California Water Environment Association (CWEA) Collection System of the Year Award in the Medium category at the statewide level. This prestigious recognition highlights the District's exceptional performance in wastewater collection system operations, maintenance, regulatory compliance, safety, and workforce development. The award reflects the Collection System team's continued dedication to protecting public health and the environment through proactive maintenance, infrastructure rehabilitation efforts, and a strong commitment to operational excellence and service to the community.

7. **INTRODUCTION OF NEW EMPLOYEE**
 - 7.1. **Introduction of New Employee: Christine Chen**
The Board will be introduced to Christine Chen, who was hired as the District's Finance Manager on June 1, 2026

8. **NEW BUSINESS**
 - 8.1. **Resolution Approving Salary Schedule for FY 2026-27** 13 - 14
Recommended Motion: Adopt the resolution establishing the salary schedule for FY 2026-2027 based on the terms of the collective bargaining agreements, Management resolution, and General Manager's employment agreement in effect.
[Attachment - Resolution, Salary Schedule 2026-27](#)

9. **AUTHORITY/ASSOCIATION/CONFERENCE REPORTS**
 - 9.1. **Report from Alameda County Waste Management Authority - StopWaste, May 27, 2026 - Director Duncan**

10. **POLICY REVIEW**
 - 10.1. **Review of Draft Claims Handling Policy** 15 - 19
Recommended Motion: Review potential amendments and approve the draft Claims Handling Policy.
[Attachment - Draft Claims Handling Policy](#)
 - 10.2. **Review of Draft Personal Use of District Equipment and Supplies Policy** 20 - 21
Recommended Motion: Review potential amendments and approve the draft Personal Use of District Equipment and Supplies Policy.
[Attachment - Draft Personal Use of District Equipment and Supplies Policy](#)

10.3. **Review of Draft Educational Assistance Program Policy**

Recommended Motion: Review potential amendments and approve the draft Educational Assistance Program Policy.

[Attachment - Draft Educational Assistance Program Policy](#)

11. **NEW BUSINESS CONTINUED**

11.1. **Report on Completed Goals for FY 2025-26, General Manager Dang**

General Manager Dang will report on the Board-assigned goals and objectives completed during FY 2025-26.

[Attachment - Dang Draft Goals FY 2025-26](#)

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. **CLOSED SESSION**

13.1. **Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957

Title: General Manager

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

**MINUTES
BOARD MEETING
ORO LOMA SANITARY DISTRICT**

TUESDAY, MAY 26, 2026

5:00 PM

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

1. CALL TO ORDER

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

WM: Virginia Harrington, Public Sector Manager
Sean Dass, District Manager
Todd Nienhouse, Area Director

PUBLIC: Matt Turner, Turner Communications Group
Michael Miller, Lisa Lam, Keith Barros, Tuan Ngo,
David Stark, Bill Espinola, Paul Wong, Louis Heystek

3. PLEDGE OF ALLEGIANCE

Director Simon led the assembly in the pledge of allegiance.

4. GENERAL PUBLIC

Keith Barros commented regarding mitigation efforts associated with the Livermore-Amador Valley Water Management Agency pipeline project, noting differences between mitigation provided in areas involving Castro Valley Sanitary District and Oro Loma Sanitary District.

5. PUBLIC HEARING

5.1. Adoption of Ordinance Establishing A District-Based Election System

The Board conducted a public hearing to:

1. Receive information from District Counsel regarding proposed Ordinance.
2. Receive community input; Lisa Lam made a comment regarding the neighborhoods east and west of the 880 freeway, noting that these areas

have very different demographics and asked that the freeway be used as dividers for the maps. Keith Barros made a comment noting that he was sure the 880 freeway was taken into consideration when developing the maps under the correct criteria, Matt Turner stated that within the next year, he advises that work be done to investigate the discrepancies between OLSD and LAFCo maps of the District; and

3. Adopt Ordinance to Establish A District-Based Election System.

Moved by Director Benny Lee, seconded by Director Rita Duncan. Adopt Ordinance to Establish A District-Based Election System

Carried unanimously

6. PUBLIC HEARING

6.1. Adoption of 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

The Board conducted a public hearing to:

1. Receive information from the General Manager regarding proposed Ordinance.
2. Receive community input, David Stark read the attached written comment into the record, Bill Espinola commented in opposition to the method and timing of implementation of the point-of-sale program, stating that it does not provide sufficient time for the real estate community to prepare for and facilitate the program. He also encouraged the District to establish a focus group to explore alternative implementation approaches. Paul Wong echoed the comments made by David Stark and Bill Espinola. Louis Heystek commented in opposition to the program, citing concerns regarding potential negative impacts on housing affordability for buyers and the desirability of the area. Tuan Ngo also commented on the program's potential negative effect on affordability; and
3. Adopt 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, with Corrections on Page 34 Updating the Newspaper Reference to the East Bay Times and on Page 94 Updating the Re-Inspection Fee to \$250.00.

Moved by Director Fred Simon, seconded by Director Rita Duncan. Adopt 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, with an Amendment to the Effective Date of Ordinance from July 1 to August 1, 2026 and Corrections on Page 34 Updating the Newspaper Reference to the East Bay Times and on Page 94 Updating the Re-Inspection Fee to \$250.00.

Carried unanimously

[Attachment - Public Comment, David Stark](#)

7. PUBLIC HEARING

7.1. Public Hearing for the Oro Loma Sanitary District Vacancy, Recruitment, and Retention Data for the Current Fiscal Year as of April 30, 2025

Under Assembly Bill 2561 (AB 2561), public agencies are required to present the status of job vacancies, along with information on recruitment and retention efforts, at least once per fiscal year during a public hearing before the agency's governing body.

General Manager Dang presented the vacancies report for Current FY 2025-26 as of April 30, 2026.

8. **CONSENT CALENDAR**

Director Duncan pulled the minutes for the Solid Waste Committee, F&I Committee, and OLSD/CVSan Joint Board Meeting for discussion.

8.1. ***Minutes, Board Meeting, May 12, 2026***

8.2. ***Minutes, Joint Board Meeting, May 19, 2026***

Director Duncan requested clarification on the presentation for the Cloth Filter Project, requesting the record to show that the Board did not authorize to go down that path but to explore the technology.

8.3. ***Minutes, Committee Meetings***

For the Solid Waste Committee, Director Duncan stated that the Board had requested budget information for community events prior to the events taking place, rather than after the events had concluded. General Manager Dang stated that staff had previously provided a spreadsheet listing the 18 community events along with anticipated costs prior to approval of the events. He noted that staff's understanding of the Board's request was to provide information regarding the actual costs of the events, but acknowledged that budget information could also be included in future community event reports. Director Duncan requested that the spreadsheet be re-sent to her. She also reiterated her request to include a goal focused on reducing the number of non-compliance letters sent to customers and noted that WM's response had not fully addressed her concern.

For the Finance & Insurance Committee, Director Duncan reiterated her request for staff to provide a burn-down chart related to Point of Sale program costs.

8.4. ***Financial Statements, April 2026***

8.5. ***Compliance & Activity Reports, April 2026***

8.6. ***Approval of Consent Calendar***

Moved by Director Benny Lee, seconded by Director Fred Simon. Approve the consent calendar, excluding the minutes for the Joint Board Meeting, Solid Waste Committee Meeting, and F&I Committee Meeting.

Moved by Director Duncan, seconded by Director Lee. Approve the Joint Meeting, Solid Waste Committee, and F&I Committee meeting minutes. Carried unanimously.

Carried unanimously

9. **NEW BUSINESS**

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

Moved by Director Benny Lee, seconded by Director Fred Simon. Approve the supplemental capital expenditure and draft cost sharing agreement between Castro Valley Sanitary District and Oro Loma Sanitary District for Digester Rehabilitation Project.

Carried unanimously

9.2. *Resolution Fixing Time and Place for Oro Loma Sanitary District Public Hearing on Delinquent Solid Waste Charges Reports for Fiscal Year 2025-26; and Proposed Method of Collection and Election by Oro Loma Sanitary District to Collect Delinquent Solid Waste Charges on the Alameda County Tax Roll; and Providing for Notice Thereof and Hearing Thereon*

Moved by Director Benny Lee, seconded by Director Rita Duncan. Adopt the resolution.

Carried unanimously

9.3. *Authorization for General Manager to Execute an Agreement with Ranger Pipelines, Inc. in the Amount of \$5,088,960 for Sewer Collection System Pipeline Rehabilitation and Replacement Project Phase 10; CEQA Class 1 Categorical Exemption per Section 15301(b).*

Moved by Director Fred Simon, seconded by Director Benny Lee. Authorize the General Manager to execute an agreement with Ranger Pipelines, Inc. in the amount of \$5,088,960.

Carried unanimously

9.4. *Approval of Third Amendment to the Smart Truck Program Agreement*

The Board took a ten-minute recess at 6:30 p.m.

Moved by Director Benny Lee, seconded by Director Mimi Dean. Approve the Third Amendment to the Smart Truck Program Agreement with Waste Management of Alameda County, incorporating the revisions outlined in the draft amendment and extending the term of the agreement to align with the franchise agreement.

Carried by the following votes:

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

Nays: Director Rita Duncan and Director Fred Simon

10. BOARD DISCUSSION

10.1. *Recycled Water Purveyor Rights Evaluation and Potential Next Steps*

At the request of Director Simon, the Board discussed the District potentially pursuing non-potable recycled water purveyor rights, including consideration of continuing District Counsel's evaluation efforts and identifying potential next steps necessary for the District to obtain such rights.

District Counsel Mog provided an overview of his evaluation efforts to date.

Director Simon suggested that District staff begin discussions with EBMUD to

determine whether permission or coordination would be necessary for OLSD to pursue recycled water purveyor rights.

Vice President Lee stated that he supported that direction as an appropriate starting point.

President Young recalled that feasibility studies had previously been conducted in 2016 and 2020. She inquired whether initiating discussions with EBMUD would commit the District to any future action and expressed concern regarding expending significant resources on an effort that had not yet been identified as a future District priority. She also inquired whether any recycled water service would be limited to within District boundaries. President Young further noted that, had the EBMUD wells not been demolished, they may have served as useful infrastructure for such efforts. She expressed support for General Manager Dang reaching out to the EBMUD General Manager to inquire about the matter.

Director Duncan questioned whether the EBMUD General Manager would have the authority to determine whether OLSD would need EBMUD's permission to pursue recycled water purveyor rights. She also noted that EBMUD could potentially oppose the concept or decline support due to the demolition of the EBMUD wells.

The Board reached consensus authorizing General Manager Dang to contact the EBMUD General Manager to inquire about non-potable recycled water purveyor rights.

11. AUTHORITY/ASSOCIATION/CONFERENCE REPORTS

11.1. Report from Alameda County Special Districts Association (ACSDA), May 13, 2026 - Director Lee

The main topics were: Report from StopWaste, CSDA Legislative Updates, and the ACSDA Election of Officers.

11.2. Report from East Bay Dischargers Authority (EBDA), May 21, 2026 - Director Young

The main topics were: Permit Compliance Report, AB2561 Public Hearing, Compensation Plan for FY 2026-27, Contribution to the CASA Education Foundation, EBDA Election of Officers, Supplemental Committee Reports, Potential Biosolids Solutions for the Future, and Public Employee Performance for the EBDA General Manager.

12. SCHOOLS ENGAGEMENT REPORT

12.1. Schools Engagement Report, May 2026

General Manager Dang provided an update on the District's school outreach and engagement efforts. He reported that a custodial training was conducted on April 8, and that staff met with teachers at Hesperian Elementary School on April 28 to discuss potential training opportunities and future collaboration efforts. He also reported that negotiations regarding the MOU with SLZUSD had not progressed due to a lack of response from the District despite follow-up efforts from staff.

Director Simon inquired how the District's efforts could be escalated. Suggestions from the Board and staff included attending a SLZUSD Board meeting and sending a formal letter to the SLZUSD Board. The Board directed staff and District Counsel to work with President Young on drafting and sending a letter to the SLZUSD Board.

Director Dean inquired whether any EcoHero assemblies were scheduled for the fall. Administrative Services Manager Luna stated that assemblies were scheduled for May 28 at Hillside Elementary School and May 29 at Colonial Acres Elementary School, but that the schedule for the next school year was not yet available. Director Dean expressed concern regarding assemblies taking place at the end of the school year rather than at the beginning. Luna noted that each school conducts an assembly that includes a sorting video and activity, and that the video was currently being updated for the next school year. Director Dean inquired whether District staff facilitate the assemblies. Luna responded that OLS and StopWaste provide the materials, while school staff facilitate the assemblies. Director Dean then asked whether the District has a contact at each school, and Luna confirmed that it does. Director Dean also inquired whether Board members could attend the assemblies. General Manager Dang responded that an email had been sent inviting the Board to attend and coordinate participation. Directors Dean, Duncan, and Simon stated that they were interested in attending this week's assemblies.

13. STAFF/DIRECTOR COMMENTS

13.1. General Manager's Report and Action Items Report

The General Manager stated that he would be providing information on the following updates in his upcoming monthly email:

1. BACWA Annual Meeting
2. Property at 2541 Grant Avenue
3. Update on Moleaer Nanobubble Technology
4. SB 1440
5. Cargill Pigging Update
6. Collection System of the Year Recognition
7. Recruitment Updates
8. Alameda Country Flood Control Joining HASPA

13.2. Action Items Report

The General Manager provided the following updates:

1. Food Purchasing Policy in June/July
2. Cargill Appraisal

13.3. Comments from Staff and the Board of Directors

Vice President Lee stated that a great deal had been accomplished and discussed during the meeting and commended the Collections Team for their work.

Secretary Duncan reported that the District had received its Measure D funds, noting that the amount received was approximately \$10,000 higher than usual.

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

President Young commended the Board for its participation and comments throughout the meeting and thanked staff for their presentations.

14. CLOSED SESSION

:The Board adjourned to closed session at 8:08 p.m.

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

15. RECONVENE TO OPEN SESSION & ADJOURNMENT

The Board reconvened to open session at 8:20 p.m. District Counsel Mog 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 8:21 p.m.

Proposed Sewer Lateral Inspection Ordinance

From David Stark <DavidS@bayeast.org>

Date Mon 5/25/2026 1:42 PM

To Shelia Young <syoun@orolomasanitarydistrict.ca.gov>; Benny Lee <blee@orolomasanitarydistrict.ca.gov>; Rita Duncan <rduncan@orolomasanitarydistrict.ca.gov>; Mimi Dean <mdean@orolomasanitarydistrict.ca.gov>; Fred Simon <fsimon@orolomasanitarydistrict.ca.gov>

Cc Public Comment <publiccomment@orolomasanitarydistrict.ca.gov>

Dear President Young and Members of the Oro Loma Sanitary District Board of Directors:

On behalf of the Bay East Association of REALTORS®, thank you for the opportunity to provide feedback regarding the proposed Point-of-Sale (Time-of-Sale) Sewer Lateral Inspection Ordinance. The concerns outlined in this letter are based on my testimony during the April 22, 2026 Oro Loma Sanitary District Construction Committee meeting, as well as feedback we have received from real estate professionals who have extensive experience helping clients purchase and sell homes throughout the District service area.

Bay East understands the District's responsibility to protect public health and safety, maintain reliable sewer infrastructure, and address groundwater intrusion. We share those goals. However, we are concerned that the proposed sewer lateral ordinance could create substantial financial burdens, transaction delays, and administrative complexity for homeowners, homebuyers, and the District itself. Furthermore, there are legitimate questions regarding the overall effectiveness of the ordinance to stop and prevent groundwater intrusion.

A major concern is the limited stakeholder engagement that occurred during development of the ordinance. Based on publicly available information, there appears to have been virtually no meaningful stakeholder outreach beyond a survey distributed to real estate professionals. While we appreciate the District's effort to gather some industry feedback, many of the concerns expressed by survey respondents were not acknowledged or incorporated into the proposed ordinance.

Survey responses and my testimony presented during the April 22, 2026 Construction Committee meeting highlighted significant concerns regarding the cost and complexity of sewer lateral inspections, repairs, and replacements. Real estate professionals also raised concerns regarding the practical realities of implementing a Point-of-Sale (Time-of-Sale) requirement during active real estate transactions, including the impact on lower-income homeowners, first-time buyers, transaction timelines, financing, and overall housing affordability.

Important policy and operational questions remain unanswered, including:

- What impact will the proposed exemptions for common interest developments, mobile home parks, and properties with shared laterals have on the effectiveness of the program in reducing groundwater intrusion?
- What is the expected total cost - including inspection and permit fees and construction expenses - and timeline for a "typical" sewer lateral repair or replacement?

- Is the program intended to be financially self-sustaining through inspection and permit fees, and what contingency plans are in place if declining real estate sales activity reduces anticipated fee revenue?
- How many valid Service Lateral Certificates of Compliance have already been issued?
- If the District is identifying areas with elevated flows, overflows, or lateral failures, are these problems concentrated in specific geographic areas that could instead be addressed through a targeted program?
- If groundwater intrusion represents an imminent public health or environmental threat, why should corrective action depend on whether or not a homeowner decides to sell their property?

These questions deserve broader public discussion before the District considers this ordinance.

Bay East respectfully urges the District to pause further development, adoption, and implementation of the ordinance until additional stakeholder outreach and public engagement can occur. Homeowners, residents, contractors, REALTORS®, and other affected parties deserve a clearer understanding of the proposal, including anticipated costs, enforcement mechanisms, exemptions, and timelines.

Finally, Bay East wants to work collaboratively with the District on practical, effective alternatives that protect water quality without placing unnecessary burdens on home sales and housing affordability. We believe voluntary and incentive-based approaches deserve serious consideration, including homeowner education programs, targeted inspections in known problem areas, and incentives or recognition programs for homeowners who proactively inspect and repair their sewer laterals.

We look forward to continuing this dialogue and working together toward balanced solutions that support both environmental protection and housing affordability.

David Stark

Chief Public Affairs and Communications Officer

Bay East Association of REALTORS®

Mobile: 925.914.7049

www.bayeast.org

Resolution No.

A RESOLUTION APPROVING SALARY SCHEDULE FOR DISTRICT EMPLOYEES FOR FISCAL YEAR 2026-27

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

Title 2, Section 570.5 of the California Code of Regulations requires the governing bodies of public agencies that are members of CalPERS to adopt and approve salary schedules for all agency positions; and,

The approved salary schedules must be made available for public review.

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

1. The Salary Schedule for Fiscal Year 2026-2027, set forth in Exhibit A attached hereto and incorporated herein by reference, is approved and adopted; and,
2. The Salary Schedule approved and adopted by this resolution shall be made available for public review.



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 9th day of June 2026, by the following vote of the members thereof:

AYES, Members:

NOES, Members:

ABSENT, Members:

Shelia Young, President

COUNTERSIGNED:

Rita Duncan, Secretary

SALARY SCHEDULE - MONTHLY
 EFFECTIVE JUNE 22, 2026

RANGE	CLASSIFICATION	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Longev. or 7 yrs in class	Longev. and 7 yrs. in class
ACTS	Accounting Technician	6,964	7,312	7,678	8,062	8,465	8,888	9,332	9,566	N/A
	Hourly	40,1762	42,1850	44,2943	46,5090	48,8345	51,2762	53,8400	55,1860	
ADSM	Administrative Services Manager	13,995	14,695	15,429	16,201	17,011	17,861	18,754	19,223	N/A
	Hourly	80,7395	84,7764	89,0153	93,4660	98,1393	103,0463	108,1986	110,9036	
OFAD	Administrative Support Specialist	6,632	6,964	7,312	7,678	8,062	8,465	8,888	9,110	N/A
	Hourly	38,2633	40,1765	42,1853	44,2946	46,5093	48,8348	51,2765	52,5584	
ASSE	Associate Engineer	11,395	11,965	12,563	13,191	13,851	14,543	15,270	15,652	N/A
	Hourly	65,7401	69,0271	72,4785	76,1024	79,9075	83,9029	88,0980	90,3005	
CSYW	Collection System Worker	7,276	7,640	8,022	8,423	8,844	9,286	9,751	9,994	10,238
	Hourly	41,9777	44,0766	46,2804	48,5944	51,0241	53,5753	56,2541	57,6605	59,0668
	Collection System Worker EIP	7,458	7,831	8,222	8,634	9,065	9,519	9,994	10,244	10,494
CEOS	Community Engagement and Outreach Specialist	8,696	9,131	9,587	10,067	10,570	11,099	11,653	11,945	N/A
	Hourly	50,1691	52,6776	55,3115	58,0771	60,9810	64,0301	67,2316	68,9124	
CINA	Construction Inspector I	9,364	9,833	10,324	10,840	11,382	11,952	12,549	12,863	N/A
	Hourly	54,0250	56,7263	59,5626	62,5407	65,6677	68,9511	72,3987	74,2087	
CINB	Construction Inspector II	9,857	10,350	10,868	11,411	11,982	12,581	13,210	13,540	N/A
	Hourly	56,8690	59,7125	62,6981	65,8330	69,1247	72,5809	76,2099	78,1151	
DENG	District Engineer	16,549	17,376	18,245	19,158	20,115	21,121	22,177	22,732	N/A
	Hourly	95,4750	100,2487	105,2611	110,5242	116,0504	121,8529	127,9455	131,1441	
DSEC	District Secretary/Graphics Specialist	9,631	10,113	10,619	11,150	11,707	12,292	12,907	13,552	N/A
	Hourly	55,5655	58,3438	61,2610	64,3241	67,5403	70,9173	74,4632	78,1864	
INST	Electrical & Instrumentation Tech	9,993	10,493	11,017	11,568	12,146	12,754	13,391	13,726	N/A
	Hourly	57,6515	60,5341	63,5608	66,7388	70,0757	73,5795	77,2585	79,1900	
	Electrical & Instrument Tech EIP	10,243	10,755	11,293	11,857	12,450	13,073	13,726	14,069	N/A
EMTC	Electrical & Mechanical Tech	9,993	10,493	11,017	11,568	12,146	12,754	13,391	13,726	N/A
	Hourly	57,6515	60,5341	63,5608	66,7388	70,0757	73,5795	77,2585	79,1900	
FENG	Field Engineer	10,432	10,953	11,501	12,076	12,680	13,314	13,980	14,329	N/A
	Hourly	60,1831	63,1923	66,3519	69,6695	73,1530	76,8107	80,6512	82,6675	
FMGR	Finance Manager	13,995	14,695	15,429	16,201	17,011	17,861	18,754	19,223	N/A
	Hourly	80,7394	84,7764	89,0152	93,4660	98,1393	103,0463	108,1986	110,9036	
GMGR	General Manager							29,288	30,020	N/A
	Hourly							168,9686	173,1928	
PCWI	Project Coordinator/Industrial Waste Inspector	10,432	10,954	11,501	12,076	12,680	13,314	13,980	14,329	N/A
	Hourly	60,1850	63,1942	66,3539	69,6716	73,1552	76,8130	80,6536	82,6699	
LWKR	Lead Worker	8,485	8,909	9,355	9,822	10,314	10,829	11,371	11,655	N/A
	Hourly	48,9519	51,3995	53,9695	56,6680	59,5014	62,4765	65,6003	67,2403	
	Lead Worker EIP	8,697	9,132	9,589	10,068	10,571	11,100	11,655	11,946	N/A
MECI	Mechanic I	7,929	8,326	8,742	9,179	9,638	10,120	10,626	10,892	11,157
	Hourly	45,7459	48,0332	50,4349	52,9566	55,6044	58,3846	61,3038	62,8364	64,3690
MEII	Mechanic I EIP	8,128	8,534	8,961	9,409	9,879	10,373	10,892	11,164	11,436
	Hourly	46,8895	49,2340	51,6957	54,2805	56,9945	59,8442	62,8364	64,4073	65,9782
	Mechanic II	9,517	9,993	10,492	11,017	11,568	12,146	12,753	13,072	N/A
MEII	Hourly	54,9048	57,6500	60,5325	63,5591	66,7371	70,0740	73,5777	75,4171	
	Mechanic II EIP	9,755	10,242	10,755	11,292	11,857	12,450	13,072	13,399	N/A
	Hourly	56,2773	59,0912	62,0458	65,1481	68,4055	71,8258	75,4171	77,3025	
POPI	Plant Operator I	7,929	8,326	8,742	9,179	9,638	10,120	10,626	10,892	11,157
	Hourly	45,7458	48,0331	50,4348	52,9565	55,6043	58,3845	61,3037	62,8363	64,3689
	Plant Operator I EIP	8,127	8,534	8,961	9,409	9,879	10,373	10,892	11,164	11,436
POPI	Hourly	46,8894	49,2339	51,6956	54,2804	56,9944	59,8441	62,8363	64,4072	65,9781
	Plant Operator II	9,517	9,993	10,492	11,017	11,568	12,146	12,753	13,072	N/A
	Hourly	54,9048	57,6500	60,5325	63,5591	66,7371	70,0740	73,5777	75,4171	
PCO	Plant Operator II EIP	9,755	10,242	10,755	11,292	11,857	12,450	13,072	13,399	N/A
	Hourly	56,2773	59,0912	62,0458	65,1481	68,4055	71,8258	75,4171	77,3025	
	Process Control Operator	10,230	10,741	11,279	11,842	12,435	13,056	13,709	14,052	N/A
PCO	Hourly	59,0191	61,9701	65,0686	68,3220	71,7381	75,3250	79,0913	81,0686	
	Process Control Operator EIP	10,486	11,010	11,561	12,139	12,745	13,383	14,052	14,403	N/A
	Hourly	60,4946	63,5193	66,6953	70,0301	73,5316	77,2082	81,0686	83,0953	
SSPA	Safety/Special Programs Admin.	9,416	9,887	10,381	10,900	11,445	12,017	12,618	12,934	N/A
	Hourly	54,3231	57,0393	59,8913	62,8859	66,0302	69,3317	72,7983	74,6183	
SACC	Senior Accountant	10,457	10,980	11,529	12,105	12,710	13,346	14,013	14,364	N/A
	Hourly	60,3279	63,3443	66,5115	69,8371	73,3290	76,9955	80,8453	82,8664	
SENG	Senior Engineer	12,661	13,294	13,958	14,656	15,389	16,158	16,966	17,391	N/A
	Hourly	73,0419	76,6940	80,5287	84,5551	88,7829	93,2220	97,8831	100,3302	
SFMT	Collection System Manager	13,802	14,492	15,216	15,977	16,776	17,615	18,496	18,958	N/A
	Hourly	79,6252	83,6065	87,7868	92,1761	96,7849	101,6241	106,7053	109,3729	
SPMT	Maintenance Manager	13,802	14,492	15,216	15,977	16,776	17,615	18,496	18,958	N/A
	Hourly	79,6252	83,6065	87,7868	92,1761	96,7849	101,6241	106,7053	109,3729	
SPOP	Operations Manager	13,802	14,492	15,216	15,977	16,776	17,615	18,496	18,958	N/A
	Hourly	79,6252	83,6065	87,7868	92,1761	96,7849	101,6241	106,7053	109,3729	

Note: EIP (Educational Incentive Pay) applies to the positions in OMC.

ORO LOMA SANITARY DISTRICT
STANDARD PROCEDURE POLICY

No. IV.C.6
Adopted: 09/19/89
~~Last Revised: 11/01/05~~

~~Current Revised: 4/6/21~~

SUBJECT: CLAIMS HANDLING

- I. **POLICY:** It is the District's policy to handle and settle claims accurately, fairly, and timely. However, the District will not offer a settlement for any claim for which it has no liability.
- II. **SCOPE:** This procedure applies to all District employees who may participate in the handling of claims.
- III. **RESPONSIBILITY:** It shall be the responsibility of the Administrative Services Manager to coordinate claims-handling procedures.
- IV. **PROCEDURE:**
 - A. Claims received by the District shall be date-stamped upon receipt. All claims will be forwarded to the appropriate Division for processing.
 - B. Claims shall be verified for completeness, and the employee assigned to the claim shall contact the claimant by phone or letter and acknowledge receipt of the claim, while not acknowledging any wrongdoing or definitive responsibility.
 - C. The District shall investigate and analyze the circumstances surrounding the claim. All documentation becomes part of a confidential file.
 - D. As a member of the California Sanitation Risk Management Authority (CSRMA), the District has unilateral settlement authority to settle cases up to the deductible limit (currently at \$25,000 for property damage only) without notifying CSRMA. Should the District wish to settle up to the deductible limit, payment will be made to the claimant upon receipt of a signed release form.
 - E. If a claim requires additional investigative services, a copy of the claim will be sent to CSRMA's Claims Administrator. The Claims Administrator will then advise the District of its findings, and make appropriate recommendations.

- F. If no action is taken by the District on a claim within 45 days after receipt, the claim is automatically rejected “by operation of law”, provided written notice is given to the claimant (Government Code 912.4). The Board of Directors delegates to the General Manager the authority to reject any claim. It is the District’s policy to ask the Board of Directors to reject all claims that cannot be settled **within 45 days**. Notwithstanding a formal rejection, the District may subsequently settle rejected claims when it believes that it has actual liability.
- G. The Board of Directors delegates to the General Manager the authority to settle any claim where the total cost of the settlement for the District is one hundred thousand dollars (\$100,000) or less. A settlement of greater than such amount, or which creates any other ongoing obligation for the District, must be approved by the Board of Directors.
- GH. All claims shall be processed in a timely manner. A claimant has six (6) months from the date of occurrence to file a claim for personal injury or personal property damage, and one (1) year for other losses (Government Code 911.2). If a claim is received beyond the stated six-month or one-year period, the District shall reject the claim with a Notice of Late Claim without further action (Government Code 911.3).
- IH. Additional claims processing information can be found in-via CSRMA’s Policies and Procedures Manual, a copy of which is on file in the General Manager’s office. digital Policies and Procedures Manual.
- JJ. The administrative staff shall prepare and maintain files on all claims.

Adopted: 09/19/89
 Last Revised: 11/01/05
 Current Revise: 04/6/21
Approved by the Board: XX/XX/26

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Adopted: 09/19/89
Last Revised: 11/01/05
Current Revise: 04/6/21
Approved by the Board: XX/XX/26

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ORO LOMA SANITARY DISTRICT
STANDARD PROCEDURE POLICY

No: I.D.15
Adopted: 06/07/94
Amended: 12/06/05
Reviewed: 02/07/20
Reviewed: 01/25/23

SUBJECT: PERSONAL USE OF DISTRICT EQUIPMENT AND SUPPLIES

- I. **POLICY:** District employees and Board members are not authorized to use District equipment and/or supplies for personal use except pursuant to a District standard procedure.

- II. **SCOPE:** This procedure outlines the terms under which employees and Board members can use District equipment (laptops, telephones, fax machines, copiers, scanners) and/or supplies.

- III. **RESPONSIBILITY:** It shall be the responsibility of each individual to follow the guidelines of this procedure. Additionally, it shall be the department managers' responsibility to ensure that the policy is understood and complied with.

- IV. **PROCEDURE:** Personal business is generally expected to be conducted away from District facilities, unless prohibited by the employee's work schedule. The District recognizes that for staff whose work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, it is difficult to conduct personal business completely outside District offices. Those employees and all Board members can make use of District equipment as long as it is on the employee's or Board member's own time (i.e., breaks and/or any other uncompensated time), and does not financially burden the District. Financial burden is defined as not exceeding \$5.00 per month for materials, supplies, phone charges, services and/or vendor charges. Employees are expected to reimburse the District each month for all costs in excess of \$5.00. Failure to reimburse the District can result in disciplinary action up to and including termination. Random spot-checking of phone bills, phone system computer reports, copiers logs, and fax logs will occur.

Modified by: A. Simion
Reviewed by Personnel Committee: 11/21/05
Amended by Board: 12/06/05
Reviewed and Amended by Board: XX/XX/26

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F:\ADMINISTRATION\Procedures\Personal use District equipment and supplies.doc

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Modified by: A. Simion
Reviewed by Personnel Committee: 11/21/05
Amended by Board: 12/06/05
Reviewed and Amended by Board: XX/XX/26

ORO LOMA SANITARY DISTRICT
STANDARD PROCEDURE POLICY

No.: I.D.19
Effective: 11/07/06
Adopted: 11/07/06
Reviewed: 02/07/20
Reviewed: 01/25/23

SUBJECT: EDUCATIONAL ASSISTANCE PROGRAM

- I. **POLICY:** To establish a procedure for processing employee requests for reimbursement of expenses incurred for programs, degrees, or courses completed in conjunction with the District’s Educational Assistance Program, part of the Employee Qualification Improvement Program (EQIP).

- II. **RESPONSIBILITY:** This procedure applies to all full-time employees. It is the responsibility of the employee to discuss with their manager the participation in the programs, degrees, or courses the employee wishes to complete. It is the responsibility of the Administrative Services Manager to pre-approve employees’ participation in said programs, degrees, or courses, as well as approve reimbursement requests upon verification of appropriate course completion documentation. In cases where participation in a program, degree or course is denied, the employee has the option to appeal the decision to the General Manager, whose decision is final and irrevocable.

- III. **PROCEDURE:** The District recognizes that an educated workforce is a valuable asset to the employer in achieving the organization’s goals and objectives. Employees are encouraged to gain and upgrade the knowledge, skills and abilities related to their position or other positions within the District. Accordingly, the District is committed to assisting employees in their educational endeavors, based on the terms and conditions set forth in this procedure:
 - A. Expenses for courses of instruction that would benefit both the employee and the District taken outside the performance of an employee’s regular work assignment shall be reimbursed up to the limits established by the employees’ MOUs then in effect. Examples: programs, degrees or courses offered by recognized or accredited institutions, colleges or universities, books, tuition, laboratory fees, etc.

 - B. Employees are not eligible for assistance under this policy if the training for which assistance is requested is covered under the District’s Travel and Meetings Standard Procedure. An example would be CWEA conferences.

- C. Class time, travel time, and study time must be outside of the employee's working hours. However, if work/school conflicts arise, depending on individual circumstances, the employee may be able to obtain approval from the manager for a flexible work schedule while completing instruction.
- D. The employee should discuss educational pursuits with their supervisor and must obtain prior approval from the Administrative Services Manager for the program, degree, or course by completing the appropriate form (attached).
- E. Upon completion of the program, degree, or course, the employee shall submit to the Administrative Services Manager the following:
 - a. All appropriate receipts attached to the completed and pre-approved ~~Application for~~ Application for Educational Assistance Program form;
 - b. A copy of the transcript indicating a grade of "C" or better, "Pass", or, in the case where no grade is given, an official certificate of completion.

The Administrative Services Manager will review the documents for accuracy, maintain a copy in the employee's Personnel File, and upon determination that all criteria have been met, approve the reimbursement and forward a copy of the signed Application for Educational Assistance Program form to the Finance Department for processing.

- F. At the District's discretion, all District-paid textbooks, equipment and/or reference materials may become the property of the District.
- G. Expenses incurred under the Educational Assistance Program will be reimbursed to employees through the payroll system, and in accordance with the IRS and state regulations in effect.

IV. RIGHT TO MODIFY: The educational assistance program is a negotiated benefit contained in the employees' MOUs. However, the administrative procedure outlined above may be modified at any time, at the sole discretion of the District.

Written By: A. Simion, October 10, 2006

Reviewed by: M. Riback, October 18, 2006

Reviewed by: Personnel/Safety/Public Information Committee on 10/23/06

Approved by: Board on 11/07/06

[Reviewed and Amended by Board: XX/XX/26](#)

APPLICATION FOR EDUCATIONAL ASSISTANCE PROGRAM

NAME _____ DATE _____

I hereby submit the following program(s), degree(s) or course(s) for approval under the District's Educational Assistance Program, part of the Employee Qualification Improvement Program (EQIP):

COURSE INFORMATION				FEES INFORMATION			
Course Number	Descriptive Title	Credit (Hours)	University/ College/School	Tuition Registration	Textbook	Lab	TOTAL

Attach course description from university, college or school.

Instruction begins on _____ and ends on _____

If you are taking courses toward a degree or certificate, please fill out the following:

Degree or Certificate you intend to receive _____
 (Attach program description)

Number of credit/course(s) required for this degree or certificate _____

It is my understanding that tuition reimbursements will be made only if the course is pre-approved by the Administrative Services Manager. Also, the course must be satisfactorily completed (Grade C or better, Pass, or certificate of completion). Proof of completion, proof of cost and appropriate receipts must be submitted for reimbursement with the check request, after the course is completed.

Employee Signature _____ Date _____

Pre-approved by _____ On _____
 Administrative Services Manager Date

Completion Documentation Reviewed and Reimbursement Approved by:
 _____ On _____

Administrative Services Manager

Date

ORO LOMA SANITARY DISTRICT POLICY

No.: I.D.19
Adopted: 11/07/06

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Pre-approved by _____ On _____
Administrative Services Manager Date

Completion Documentation Reviewed and Reimbursement Approved by:

Administrative Services Manager On _____
Date

Annual Goals & Objectives

Jimmy Dang

Report for FY 2025-2026

Note: Listed page numbers include the supporting goal in the District's "10-Year Strategic Vision and Goals"

1. FINANCIAL

- Maintain lowest residential sewer service charge in Alameda County and among lowest 50th percentile in the County. Manage operations appropriately to maintain budgets in order to not trigger a rate change unless regulations require it. Prepare annual sewer service charges survey of OLSD rates compared to peer agencies within Alameda County. Financial Stability (p.9)
 - The annual sewer service charge survey was presented to the Finance & Insurance Committee in November 2025. The survey showed that Oro Loma's current rates remain approximately 42% below the average of many peer agencies in Alameda County, supporting the District's continued goal of maintaining affordable rates while providing reliable service.
- Deliver FY 2025-26 expenses under total amended budget appropriations of \$41M. Maintain cash position above reserve policy level unless significant Board expenditure is approved during the fiscal year. Financial Stability (p.9)
 - The District is on track to complete the fiscal year approximately 10% under the approved budget. The District has also maintained its cash position above the required reserve policy level throughout the year, supporting long-term financial stability.
- Verify cash position monthly and perform a 5-year cash flow projection at least once a year. Financial Stability (p.9)
 - Staff reviewed the District's cash position monthly with the Finance & Insurance Committee. Staff also presented the five-year cash flow projection at the December Finance & Insurance Committee meeting. The projection confirmed that the District remains on track with the five-year rate plan approved by the Board two years ago. Staff will continue to evaluate future rate adjustments as the District approaches the end of the current five-year planning period.
- Conduct a 'State of the District Finances' workshop. Provide an overview of our reserve policy, unfunded pension liability strategy, retiree medical strategy, 10-year cash flow model, and debt management strategy. Financial Stability (p.9)
 - The State of the District Finances workshop was presented to the Board on April 15. The workshop included an overview of the District's reserve policy, unfunded pension liability strategy, retiree medical strategy, 10-year cash flow model, and debt management approach.
- Establish a plan to improve financial reporting. Look for opportunities to make reporting more readable, searchable, and visibly clear for Board and public users. Financial Stability (p.9)
 - In progress. The District has contracted with a consultant to evaluate workflow processes and review software options that may improve reporting, efficiency, and accessibility across multiple departments. The goal is to identify opportunities to make financial reporting more readable, searchable, and visually clear for Board members, staff, and the public.

2. SERVICE

- Attend a minimum of 10 community meetings, including City Town Hall meetings, homeowners' associations, chamber of commerce events, litter abatement, community briefings, or other similar events during the year. Meeting attendance should include meetings in six different geographical areas within the District. The purpose of these meetings is to inform customers about new initiatives and ongoing information sharing. In addition, attending the meetings will also help gain perspective on what issues our customers are facing day to day. Customer Service (p.14)

- I participated in seven community meetings and events during the fiscal year. These included National Night Out, the San Leandro Breakfast Club, the San Leandro ADU Informational Session, the Washington Manor HOA, the San Lorenzo Village Homes Association, the CVSan Citizens Advisory Committee meeting, and the SF Climate Week event hosted by the District.

While the goal of 10 meetings was not met, the events attended provided meaningful opportunities to engage with the public, answer questions, and share information about District services, proper sorting, SB 1383, ADU requirements, and wastewater treatment initiatives. This was a challenging year with several major District initiatives, staff transitions, and operational demands, all while maintaining continuity across departments.

- Ensure 100% of Board and Committee agendas are published in accordance with Brown Act timelines. Agendas and minutes will be reviewed for quality control. District Values (p.7)
 - All Board and Committee agendas were prepared, posted, and published in compliance with Brown Act requirements throughout the fiscal year. Agendas were distributed within the required timelines, posted in designated public locations and online, and coordinated with staff to support transparency, public access, and compliance with applicable meeting notice requirements.
- Review the Communications Plan implementation progress with the Board annually and quarterly with the Personnel Committee. Customer Service (p.14)
 - Staff presented the results of the outreach survey to the Personnel Committee and Board to evaluate communication effectiveness and identify opportunities for improvement. The first quarterly Communications Report was also presented to the Personnel Committee on April 17, 2026. The report highlighted outreach efforts, website traffic, social media engagement, email performance metrics, and community event participation. This reporting provides measurable data to support transparency and ongoing evaluation of the District's outreach initiatives.
- Develop performance metrics with measurable indicators to evaluate the effectiveness of the Communication Plan. Customer Service (p.14)
 - Communications reporting has evolved from primarily tracking raw website and social media statistics to a more strategic dashboard approach. Metrics now include email open rates, click-through rates, social media reach, social media shares, website visits, active users, posting activity, traffic sources, number of outreach events, and individuals reached through community engagement. These indicators provide a stronger basis for evaluating communication performance and making data-driven improvements. The metrics will be reported to the Personnel and Communications Committee in June.

- Conduct an annual Board retreat to discuss and review Board guidelines, roles, and responsibilities, and to enhance the relationships between the board members. (p.11)
- The annual Board retreat was held on August 22, 2025. VPI Strategies facilitated two training sessions, including one full-day session and one four-hour session. Topics included Board roles and responsibilities, building trust among Board members and with the General Manager, and tools to support effective governance moving forward.
- High Functioning Board – Staff to present a memo of available training and learning opportunities for Board education and growth. The Board is encouraged to participate individually or collectively as they see fit. (p.11)
- A memo identifying training and learning opportunities for Board education and development was provided to the Board in December 2025.
- Send monthly emails at the beginning of each month to the Board highlighting District activities and accomplishments. Customer Service (p.14)
- Monthly Board update emails began in October 2025, following Board approval of the annual goals in September 2025. These emails provide regular operational updates, highlight District accomplishments, and keep the Board informed of key activities across the organization.

3. SAFETY/LEGAL

- Ensure that the District and the Board remain in compliance with the Brown Act, Health & Safety Code, and other relevant regulations. District Vision (p.6)
- The District maintained compliance with Brown Act requirements throughout the fiscal year. All Board and Committee agendas were prepared, posted, and published within required timelines and made available to the public in accordance with applicable laws. Staff also continued to coordinate with legal counsel and management as needed to support compliance with relevant laws, codes, and regulatory requirements.
- Achieve zero “lost time” injuries during the fiscal year. Safety & Employee Development (p.10)
- The District had no lost-time injuries during the fiscal year. This reflects the District’s proactive safety program, staff engagement, and continued emphasis on making safety a top priority across all departments.
- Conduct a minimum of four management safety audits of collection system field practices. Audits to mirror existing audits within the treatment plant. Safety & Employee Development (p.10)
- Management safety audits were conducted on September 18, 2025; December 23, 2025; and April 14, 2026, with the final audit scheduled for June 18, 2026. These audits focused on observing field practices, complex setups, and safety procedures within the collection system.
- Review and update Oro Loma Contingency Plan including all attachments. Regulatory Compliance (p.13)
- The Contingency Plan was updated and distributed to the management team in December 2025. The updated plan includes procedures for natural disasters, notification protocols, lift station backup generator procedures, emergency contact information, and coordination through CalWARN.

4. PROFESSIONAL DEVELOPMENT/COMMUNICATIONS

- Plan and coordinate an offsite management team retreat. Agenda to include succession planning, strategic planning, and annual objectives. Safety & Employee Development (p.11)
 - Staff coordinated and participated in the District's 2025 Management Retreat on December 4, 2025. The retreat focused on organizational planning, leadership development, succession planning, strategic planning, and team collaboration. It also included a team-building activity designed to strengthen communication and working relationships among the management team.
- Identify training needs for Operations, Maintenance, Collections, and Engineering and provide at least two skill development trainings via classes, workshops, and/or conferences. District Vision & Values (p.6-7)
 - Each department provided various training opportunities for staff during the year. Some departments met the goal of providing at least two skill development trainings, while others completed one training session. Staff will continue working with department managers to better identify training needs and improve consistency across departments.
- Host or attend two classes as a management team on best practices in organizational communication, engagement, managing organizational culture, LEAN practices, or other pertinent topics. Safety & Employee Development (p.11)
 - The management team completed required labor and employment relations training as part of the California Sanitation Risk Management Authority's Employment Practices Liability incentive program. To remain eligible for the reduced deductible, participating agencies were required to meet specific training and employment practices requirements. The District completed the required training, including labor and employment relations training for supervisors and managers, and maintained eligibility for the lower deductible.
- Conduct quarterly all-staff meetings to communicate District news. District Vision & Values (p.6-7)
 - All-staff meetings were held on October 8, November 5, December 3, February 4, March 4, and May 6. These meetings provided updates from across the organization, shared new policy information, reviewed presentations given to the Board, and helped communicate current District priorities and activities to all staff.
- Increase website and social media engagement by 15% through consistent and relevant updates by monitoring and verifying the communication team's actions for the year. (p.6)
 - Not met. Staff monitored and verified the communications team's activities throughout the year. While the District substantially increased social media posting across Facebook and Instagram, website traffic decreased slightly when comparing the first quarter of 2025 to the first quarter of 2026. Staff will continue refining content, evaluating engagement metrics, and identifying strategies to improve website and social media performance.

- GM to attend 60 hours of external training ranging from topics such as leadership, HR, finance, etc. related to the day-to-day operations of the District. GM will also bring on an executive coach for additional skills development. The GM will work effectively with the individual board members by developing trust through transparency, open communication and consistent actions. (p.11)
 - I exceeded the 60-hour external training goal by attending the CASA Annual Conference, CSDA Annual Conference, and CASA Winter Conference. These conferences provided training and information related to leadership, governance, regulatory issues, finance, and day-to-day District operations. I also worked with an executive coach through eight one-hour sessions focused on leadership development, strategic thinking, political acumen, professional growth, and personal temperament.

5. REGULATORY

- Complete the annual master regulatory checklist self-audit to verify compliance with all air, water, hazardous materials, and biosolids regulations and associated reporting requirements. Present audit checklist and results to the Operations Committee. Regulatory Compliance (p.12)
 - The master regulatory spreadsheet continues to be used to track the District's regulatory reporting requirements. Staff has met all applicable reporting requirements and will present the checklist and results to the Operations Committee in June.
- Meet National Pollution Discharge Elimination System (NPDES) discharge targets 100% of the time. Regulatory Compliance (p.12)
 - There were no effluent violations under the EBDA permit. There were no regulatory violations associated with the near shore outfall.
- Meet Bay Area Air Quality Management District (BAAQMD) Emission Standards 100% of the time. Regulatory Compliance (p.12)
 - There were no violations under the applicable BAAQMD standards and permits.
- Meet State Sewer System Management Plan (SSMP) spill reporting requirements including all 2-hour notifications, final spill reports, monthly reports, and annual reports 100% of the time. Regulatory Compliance (p.12)
 - All required SSMP spill reporting requirements were completed and submitted on time, including two-hour notifications, final spill reports, monthly reports, and annual reports.
- Present annual regulatory issues update to the Operations Committee or more often if new regulations arise. Regulatory Compliance (p.12)
 - The BACWA annual regulatory issues spreadsheet was presented to the Operations Committee at its December meeting. Key topics included biosolids management, nutrients, and other emerging regulatory issues affecting the wastewater industry.
- Maintain zero lift station overflows. Regulatory Compliance (p.12)
 - The District had zero lift station overflows during the fiscal year. This result reflects the District's proactive weekly maintenance program and continued focus on lift station reliability.

6. INFRASTRUCTURE/ENGINEERING

- Complete 6 miles of line replacements.
 - Staff encumbered more than six miles of pipeline work under contract. However, the District did not complete six miles of installed pipe during the fiscal year. Approximately 3.36 miles of pipeline replacement have been completed to date..
- Complete 40-point repairs.
 - The District exceeded this goal by completing 77 point repairs during the fiscal year.
- Complete the SCSPRRP Phase 8 project.
 - The SCSPRRP Phase 8 project began in the prior fiscal year and was completed during FY 2025–2026.
- Award the SCSPRRP Phase 9 project.
 - The SCSPRRP Phase 9 project was awarded during the fiscal year.
- Complete design of SCSPRRP Phase 10.
 - The design of SCSPRRP Phase 10 was completed during the fiscal year. The project was also bid, with award anticipated during the same fiscal year.
- Deliver the “2025-26 State of the Collection System” presentation to the board. Presentation will provide an update on progress toward strategic goals, health of system, and required funding requirements into the future by June 2026. Infrastructure (p.15)
 - The State of the Collection System presentation is scheduled to be delivered to the Board in June 2026. The presentation will provide an update on progress toward strategic goals, the overall health of the collection system, and future funding requirements.
- Conduct a minimum of 8 inspections of Collection System Improvements and/or new development tracts with the District Engineer to stay on top of safety by contractors and to be aware of all the developments happening within the district. Infrastructure (p.15)
 - Inspections were conducted on July 25, September 9, September 17, October 30, December 3, February 5, April 16, and May 21, with one additional inspection planned for June 15. These inspections included observations related to contractor traffic control, confined space entry requirements, and overall project scope review.
- Bid and Award the construction phase of Phase 1 construction of the Digester Facilities Improvement Project.
 - Phase 1 of the Digester Facilities Improvement Project was designed, bid, and awarded during the fiscal year. The low bid was below the engineer’s estimate.
- Coordinate and complete two projects with CVSan: 1) infectious Vector Protocols Study. 2)Force Main Condition Assessment.
 - Both projects were completed during the fiscal year. Staff will begin Phase 2 of the Force Main Condition Assessment next fiscal year. These projects were initially intended to satisfy settlement requirements with Riverwatch.

7. PLANT

- Continue land application of biosolids. Prepare a board report on potential biosolids

disposal options for Board consideration. Financial Stability (p.9)

- Land application of biosolids continues through the District's hauling contract with Synagro. Staff has reviewed alternative disposal options and found that feasible alternatives remain limited. The District's solar drying beds and annual hauling operation continue to provide the best value. Staff evaluated Lystek, which was cost prohibitive, and landfill disposal, which is more expensive per ton than land application. However, a formal Board report has not yet been prepared.

- Maintain Lift Stations to limit after-hours emergency callouts to 8 or less. Regulatory Compliance (p.12)
 - There were three lift station callouts during the fiscal year, well below the goal of eight or fewer. This performance reflects the strong work of the team and the District's extensive lift station maintenance and assessment program.
- Reduce the total corrective and preventive maintenance backlog below 75 at least 1 month during the fiscal year and look to achieve 100 or less 2 months in the fiscal year. Regulatory Compliance (p.12)
 - Maintenance achieved the goal by reducing backlogged work orders below 100 five times during the year. Four of those months were below 75, with one month reaching as low as 46. The team continues to show a strong commitment to improving work order completion and reducing overdue maintenance items.
- Conduct and document annual training sessions for relevant staff for the local Oro Loma wet weather outfall and EBDA NPDES discharge permits. Regulatory Compliance (p.12)
 - Operations staff completed annual brown bag training on NPDES permit requirements for the local limits and EBDA permits in August 2025. The training materials were also incorporated into the new hire onboarding packet.
- Identify and pilot two strategies to reduce chemical and energy usage. Regulatory Compliance (p.12)
 - Staff initiated a contract with Moleaer to pilot technology that may help reduce energy and chemical usage. Staff has also implemented internal operational strategies to reduce chemical and electrical use. A presentation on these efforts will be provided to the Operations Committee in June.
- Conduct four Public tours. District Values (p.7)
 - Staff conducted three quarterly public tours after the goals were developed and adopted. While the goal of four tours was not fully met, the tours provided meaningful opportunities for the public to learn more about District operations and services.

8. COLLECTIONS

- Complete and present a spills analysis report on recent and historic spills to the Operations Committee. Regulatory Compliance (p.12)
 - The spills analysis report is scheduled to be presented at the June 18 Operations Committee meeting. The report will review recent and historic spill data and provide information to support continued system performance and regulatory compliance.

- Conduct and document annual training for relevant staff on the spill contingency plan, electronic spill reporting, and Sanitary Sewer Management Plan (SSMP). Regulatory Compliance (p.12)
 - Training was completed and documented. Training topics included spill volume estimation, the spill emergency response plan, SSMP review, OASIS, and CIWQS reporting.
- Maintain an average of 135,000 feet cleaned and/or televised per month. Regulatory Compliance (p.12)
 - The District exceeded this goal. As of May 12, 2026, staff averaged 152,589 feet of sewer lines cleaned and/or televised per month.

9. INNOVATION/OPTIMIZATION

- Continue developing the Cloth Filter project. Complete the Basis of Design memo and incorporate it into the 10-year Capital Plan.
 - The Basis of Design memo is expected to be completed by the end of the fiscal year. Once the budget information is finalized, the project will be incorporated into the District's 10-year Capital Plan.
- Continue monitoring development progress on new technologies for future cogen and energy related projects. Present a report to the board on emerging energy technologies and regional pilot programs.
 - A presentation on new cogeneration technologies has been completed and is planned for presentation to the Board at a June meeting.
- Implement Private Sewer Lateral Replacement program to reduce long-term I&I. Develop ordinance for Board approval and rollout program by end of the fiscal year.
 - The Board approved the updated ordinance allowing for lateral inspections and requiring a certificate of compliance during title transfer of a home. Per Board direction, the program will become effective on August 1, 2026.
- Pilot or implement a new treatment plant technology or process improvement that will enhance efficiency, compliance, or sustainability.
 - Staff initiated a contract with Moleaer to pilot technology intended to evaluate potential reductions in energy and chemical usage. The initial evaluation period will be six months, after which staff will review the results and determine whether the technology provides measurable operational benefits.

10. SOLID WASTE AND RECYCLING

- Provide quarterly updates on school contamination monitoring data to the Solid Waste Committee. Regulatory Compliance (p.13)
 - Staff did not provide quarterly school contamination monitoring data to the Solid Waste Committee during the fiscal year. This will be incorporated into future committee updates moving forward.
- Maintain fewer than 800 missed pickups annually. Regulatory Compliance (p.13)
 - The District remained well below the annual target of fewer than 800 missed pickups. As of the third quarter, the year-to-date total was 350 missed pickups, including 113 in Q1, 100

in Q2, and 137 in Q3. Although Q4 numbers had not been finalized at the time of reporting, the District is expected to remain below the annual threshold.

- Present a future plan to the board at a board workshop on program development ideas funded from 1383 and Measure D funds. Regulatory Compliance (p.13)
 - Staff presented a comprehensive Board workshop on February 17, 2026, focused on future solid waste program development opportunities funded through SB 1383 and Measure D revenues. The workshop included current and projected funding sources, expenditure plans, five-year cash flow projections, and potential initiatives to enhance Oro Loma's solid waste programs. Proposed future initiatives included multilingual outreach, contamination reduction incentives, educational technology tools, school assemblies, and school composting resources.
- Maintain full compliance with all SB 1383 requirements. Present a status update highlighting how the District is complying with the requirements to the Solid Waste Committee. Regulatory Compliance (p.13)
 - The District has met all applicable SB 1383 requirements during the fiscal year and provided regular updates to the Solid Waste Committee through the monthly presentation of the Solid Waste Committee Strategic Goals. These updates included information related to SB 1383 compliance activities, contamination monitoring, outreach efforts, route reviews, waiver processing, edible food recovery coordination, and public education initiatives. Staff tracked and reported progress on strategic goals associated with contamination reduction, customer outreach, Smart Truck implementation, school education programs, and coordination with Waste Management and StopWaste. In addition, the District hosted a Board workshop with StopWaste on February 17, 2026, focused on SB 1383 compliance requirements, jurisdictional responsibilities, compliance expectations, and long-term funding considerations for organics recycling and edible food recovery programs. Staff also continued implementation of the Smart Truck contamination monitoring program, commercial and multifamily outreach, school outreach initiatives, and customer education efforts to support ongoing compliance with State regulations.