



**Alameda County
Environmental
Health Department**

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Onsite Wastewater Treatment Systems Commission

Thursday, September 13, 2018

Meeting Agenda

Time: 6:00 pm
Location: Castro Valley Library
Community Meeting Room
3600 Norbridge Avenue
Castro Valley, CA 94546

1. Call to order and Pledge of Allegiance – called to order by Marcos Gandara at 6:02pm

2. Roll call

Commissioners

Marcos Gandara, Chair
Paul Hodges, Vice Chair
Connie De Grange
Jacqueline Sommers
Vince Barletta
Dale Silva

3. Welcome from the Chair

- a. Chair advises that those who wish to speak please fill out a Speaker Card, you will have 3 minutes, please complete the card and return to staff.**
 - b. Public comment on issues not on the agenda a. If you wish to speak on a subject not on today's agenda, please do. The Commission will consider putting the subject on the agenda of the next meeting.**
- 4. Status on developing process for OWTS Commission review of variances, process for OWTS to review appeals and make recommendations to the Board of Supervisors.** – Supervisor Miley's office is interested in the OWTS Commission in being an intermediary – County Counsel is currently deciding if ordinance will need to be amended to certify commission as intermediary or if ordinance does not need to be amended. Hopefully will have an update by next commission meeting
- 5. Status on process for annual review of division activities. (Date of review, define year (calendar or fiscal)), number of citizen complaints** – Review designers, number of revisions

are being done, and to streamline review process to make it more efficient. ACDEH needs to discuss with County Counsel on parameters.

Action item – ACDEH to develop list of common items/omissions/errors for commissioners to review before next meeting.

6. Review:

- a. Current project queue and processing times** – ACDEH provided a queue list of 117 projects/requests for review and discussion. Response time is within 30 calendar days.

Action item – ACDEH to present plan revision process at next meeting.

Action item – Create statement page as part of service application requesting signatures from owner and designers to acknowledge revision fees.

Action item – Create flow chart of process and involved county agencies.

Action item – Create fact sheets.

Action item – Provide screenshots of website for commissioners to review.

Action item – Compile list of estimated costs for systems, installation, etc.

Action item – Follow up on vacant Commissioner seat.

Action item – Roll out operating permit fees for review at next meeting.

- b. New applications under the new LAMP? Any issues or challenges? –**

7. Updates on the development of a submittal checklist for new OWTS applications – ACDEH will provide checklist for next meeting.

8. Upcoming/scheduled training sessions or programs (for staff or OWTS commissioners) – Schedule pending.

9. Status of fee study to evaluate funding and staff shortages – Pending.

10. PACE and HERO funding update – Questa Engineering is looking into PACE and HERO.

11. Status of State bill to fund systems – There are currently no State bills for funding. Need to do more research.

12. Speakers who have completed Speaker Cards

13. Adjournment – Meeting adjourned at 8:00pm