



**MINUTES OF THE REGULAR MEETING OF THE
DISTRICT BOARD OF THE RODEO SANITARY
DISTRICT HELD ON FEBRUARY 12, 2019**

The Board of Directors of the Rodeo Sanitary District met in regular session at John Swett Unified School District Board Room, 400 Parker Avenue, Rodeo, California.

President Batchelder called the meeting to order at 6:00 P.M.

- 1) **ROLL CALL** President Batchelder took the roll, and the following members were present:

DIRECTORS PRESENT Connie Batchelder, President
Janet Callaghan, Vice President
Angela Noble, Director
Richard Frakes, Director
Maureen Brennan, Director

ABSENT None

STAFF PRESENT Steven Beall, District Manager
Nancy Lefebvre, District Administrator
Carl Nelson District Legal Counsel

OTHERS PRESENT None

- a) **PLEDGE OF ALLEGIANCE TO THE FLAG**

President Batchelder led the Pledge of Allegiance.

- 2) **PUBLIC COMMENTS-Communication from the public on subjects not on the agenda.**

None

- 3) **CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER**

None

4) **REPORTS**

a) District Manager:

Plant Operation and Maintenance: The District won the CWEA San Francisco Bay Section's Small Plant of the Year 2018 Award. The District will compete with other CWEA sections Small Plant awardees to win the coveted State-level CWEA Small Plant of the Year 2018. This was the District's 7th time receiving this award.

District Manager Steve Beall won the CWEA San Francisco Bay Section's Supervisor of the Year award. He too, will go forward to compete with other CWEA Sections' Supervisor of the Year awardees to win the coveted CWEA Supervisor of Year 2018 award.

A new mixer for the Centrifuge's polymer drum was installed. Its higher efficiency has improved the appearance and quality of the effluent. It has also improved the performance of the digester system.

Telstar worked on the SCADA system. More features including an alarm history were added.

The District underwent a Compliance Evaluation Inspection by the Regional Water Quality Control Board. They looked at lab reports, sampling and lab procedures, documentation associated with the design, operation and maintenance of the treatment plant. Report will be forthcoming but we think we aced it.

Staff spent five hours disassembling grit pump and working the digester overflow box to remove rags. All in all, 155.5 gallons of rags were collected.

District Personnel: District Senior Operator Jim Petalio celebrated twelve years with the District in January and Lab. Supervisor Andrew Alva celebrated a birthday.

Collection System Operation and Maintenance: The District received one sewer service call for the month of January 2019. It was a Non-RSD issue, relating to a resident's home's internal plumbing system.

b) Counsel for the District: Counsel Nelson will present new legislation regarding the Brown Act at the March 12, 2019 Regular Board meeting.

c) Secretary of the District: None

d) Board Members:

Administrative Committee

February 4, 2019-J. Callaghan (stipend), A. Noble (stipend)

Budget and Finance Committee

February 11, 2019-C. Batchelder (stipend), R. Frakes (stipend)

5) **CONSENT CALENDAR-**

Staff Recommendation (Motion required): Adopt the consent calendar as recommended.

1. Expenditures for January 2019 were reviewed by the Budget Committee
2. January 2019 Financial Statements reviewed by the Budget Committee.
3. Approve December 11, 2018 Regular Board Meeting Minutes. Reviewed by Administrative Committee.
4. Approve January 8, 2019 Regular Board Meeting Minutes. Reviewed by Administrative Committee.

MOTION: By Callaghan, seconded by Noble to approve the Consent Calendar. Motion passed by the following vote of the Board:

VOTE: AYES: Callaghan, Noble, Brennan, Frakes, Batchelder
NOES: None
ABSTAIN: None
ABSENT: None

6) **EMERGENCY SITUATIONS REQUIRING BOARD ACTION-None**

7) **OLD BUSINESS:** None

8) **NEW BUSINESS:**

A) **INFLUENT PUMP STATION GRINDER-CAPITAL PURCHASE (DISCUSSION AND ACTION)**

The single in-service Influent Pump Station grinder has begun to show significant signs of deterioration and is at risk of imminent failure. The District needs to purchase two grinders, a duty unit and a standby unit during normal dry weather flows, two duty units during wet weather. The District obtained product quotes from the two manufacturers that have units that can be installed in the existing location at the Influent Pump Station. Since the initial quotes Franklin Miller is offering a 20% discount on below price if purchasing two units.

<u>Manufacture</u>	<u>Capital Cost for one unit</u>	<u>Capital Cost for two units</u>
JWC	\$26,830	\$53,660
Franklin Miller	\$26,075	\$50,000

The District budgeted \$30,000 for the 2018 – 2019 fiscal year to replace one grinder. The District Manager recommends the District purchase and install a single unit in the 2018 – 2019 fiscal year and purchase and install the second unit in the 2019 – 2020 fiscal year. District Staff believe that we have the necessary means and methods to perform the removal of the existing unit and the installation of the new unit. It is not anticipated that the District will need to expend funds to perform these tasks.

MOTION: By Noble, seconded by Frakes to authorize the District Manager to purchase two Franklin Miller Pump Grinder's at the cost of \$50,000 with an additional 20% discount.

VOTE: AYES: Brennan, Batchelder, Noble, Frakes, Callaghan
 NOES: None
 ABSTAIN: None
 ABSENT: None

B) PHILLIPS 66 PROPANE RECOVER PROJECT ADMINISTRATIVE DRAFT IMPACT REPORT (DISCUSSION AND ACTION)

Contra Costa County has provided the District with the Second Administrative Draft Environmental Impact Report for the Phillips 66 Propane Recovery Project (Report). The Administrative Committee requested a full board discussion on the report. District Staff are researching with the District's insurance provider, the California Sanitary Risk Management Authority (SDRMA), to see if there is a service, they provide for risk assessment or vulnerability assessment. The Board discussed obtaining information regarding a bond to cover the District's plant in case of a catastrophic accident occurrence. Manager Beall will include a section in his monthly manager report with updates regarding correspondence updates between the District's insurance carrier and Phillips 66 Project Planner Gary Kupp.

9) **PUBLIC HEARING**- None

10) **COMMUNICATION**

Relevant Communications to and from the District are included in the Board Packet.

11) **CLOSED SESSION**- CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION - (pursuant to Govt. Code § 54956.9 (d) (2) because of significant exposure to litigation): (1 case)

The Board entered into the closed session at 6:54 p.m. and returned to open session at 7:25 p.m.

12) **REPORT OUT OF CLOSED SESSION**-Nothing to report.

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

None

14) **ADJOURNMENT**

Meeting adjourned at 7:26 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday February 26, 2019 at 6:00 P.M. John Swett Unified School District, 400 Parker Avenue, Rodeo, California.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District