



**MINUTES OF THE SPECIAL MEETING OF THE
DISTRICT BOARD OF THE RODEO SANITARY
DISTRICT HELD ON APRIL 30, 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 6:03 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 Operations: Staff replaced leaking discharge pipe fitting of RAS pump #7.

Pipe system of Digester B's "mushroom tree" which controls methane gas pressure inside the tank that acts like an air release valve was replaced with stainless steel material. The old pipe material was made of cast iron and had holes due to corrosion.

Staff continues to haul trash dumped at the San Pablo Avenue parking lot.

Collection System Operation and Maintenance: The District received two sewer service calls for the month of March 2019. Both were non-RSD issues. One resident had problems with buildings shared internal plumbing system. The other resident had problems with home's shared private lateral/sewer pump system, matter was referred to CCC Environmental Health for enforcement action. The District is still working with affected residents.

Primary Clarifier and Hydraulic Evaluation: This section will stay in the Managers Report until we have resolved the observed flow anomaly with the Headworks and Primary Clarifier. No update.

Collection System Construction: The District has not been able to complete the repairs on Hawthorne Drive due to the frequency of the rain. All that remains is to perform final paving.

As the District continues its collection system CCTV and cleaning program, it discovers new defects that warrant immediate attention. No new repairs have been started, mostly due to heavy rains. The District is working with L.R. Paulsell to develop a plan for needed repairs for the remainder of the Fiscal Year.

b) Counsel for the District: Counsel Carl Nelson spoke regarding pending bill SB332 in the legislature. The District sent an opposition letter to the Senate Environmental Quality Committee and local congressman.

c) Secretary of the District: None

d) Board Members:

Administrative Committee-None

Budget and Finance Committee

April 8, 2019-C. Batchelder (Probono), R. Frakes (Probono)

Solid Waste Committee

April 8, 2019-A. Noble (stipend), R. Frakes (stipend)

Master Plan Projects Completion Workshop

April 8, 2019-C. Batchelder (stipend), J. Callaghan (stipend), R. Frakes (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

1. Expenditures for March 2019 were reviewed by the Budget Committee
2. March 2019 Financial Statements reviewed by the Budget Committee.

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

VOTE: AYES: 5
 NOES: 0

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION-None

7) OLD BUSINESS:

A) BAR SCREEN PROJECT UPDATE (DISCUSSION AND ACTION)

The District received the 50% design submittal for the Bar Screen Project in February 2019. The District has reviewed the design submittal and submitted comments to Carollo Engineers. The comments are being addressed or discussed. The District is in the process of developing the front-end specifications for the project.

The project schedule shows the completion of the design towards the middle of May 2019. Construction will begin in summer 2019. Several significant comments to Carollo Engineers identify a need for a construction sequence that completes the Headworks Structure Modifications by September 30, 2019. During this phase of construction, the Headworks will be out of service requiring temporary bypass piping. The bypass piping, shown on the attached drawings, bypass the headworks and primary clarifier. This bypass piping would be inadequate during heavy rains necessitating completion of construction in September. The Bar Screen Structure can be constructed after the Headworks modifications or concurrently if the Contractor desires.

B) CONOCO PHILLIPS REFINERY PROJECT (DISCUSSION AND ACTION)

At the request of the Board of Directors, a continuing discussion item will remain in the Board Packet until further notice. The discussion will revolve around the Conoco Phillips Refinery Project and risk to the District. The District Manager spoke with a representative from the California Sanitation Risk Management Authority (CSRMA) regarding insurance coverage from a refinery disaster. The District maintains property damage insurance through CSRMA. The representative from CSRMA informed the District Manager that any damage from any refinery accident would be covered.

8) NEW BUSINESS:

A) APPROVE FISCAL YEAR DRAFT 2019-2020 OPERATIONS BUDGET (DISCUSSION AND ACTION)

Manager Beall presented the proposed Fiscal Year 2019 – 2020 Operations Budget. The draft budget presented incorporated all comments from the Budget Committee which met on April 8, 2019. The budget with the scheduled 1 percent sewer service fee increase, will result in a total surplus of \$1,198,171. The required SRF reserve deposit is \$872,000. The required operations transfer of former loan debt service is \$248,900. Therefore, the District has the potential to have a \$77,271 Operations Budget surplus for the Fiscal Year 2019-2020.

The proposed Fiscal Year 2019 – 2020 Operations Budget represents a 0.8 % **DECREASE** in expenditures when compared to the 2018 – 2019 fiscal year operations budget. The annual sewer service fee will increase to \$996.38, per Ordinance 2018-100. A summary of the Operations Reserve was also provided. The operations budget and reserve status for the past several years and planned into the future were discussed. If the District operates with an assumed 5 percent under budget (average 8 percent under budget last 5 years), the District will realize an income in excess of \$150,000. The Board suggested an increase of \$1,000 to expense account 7150-Director's Fees and Costs, as all of the Board will be attending CASA's annual conference in August.

MOTION: By Frakes, seconded by Noble to approve the fiscal year draft 2019-2020 Operations Budget with suggested change.

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

B) APPROVE MINUTES FOR SPECIAL BOARD MEETING MARCH 12, 2019 (DISCUSSION AND ACTION)

MOTION: By Brennan, seconded by Noble to approve the March 12, 2019 Special Board Meeting Minutes. Unanimous vote

VOTE: AYES: 5
NOES: 0

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)-NONE

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

13) SUGGESTIONS FOR FUTURE AGENDA ITEMS

None

14) ADJOURNMENT

Meeting adjourned at 8:13 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday May 14, 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