



**MINUTES OF THE SPECIAL MEETING OF THE
DISTRICT BOARD OF THE RODEO SANITARY
DISTRICT HELD ON JUNE 11, 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
Maureen Brennan, Director
Richard Frakes, Director
Angela Noble, Director-arrived @ 7:33 p.m.

ABSENT None

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

OTHERS PRESENT Jeff Lewandowski, Advanced Hydro Engineering

- 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: A plant tour, sponsored by the Operations and Maintenance Committee of the California Water Environment Association San Francisco Bay Section was conducted on May 22, 2019. Over 20 water professionals signed up for the event. Attendees were impressed on how multi skilled an operator must be to work at a small Plant like RSD. 11.25 hours were spent pulling 87 gallons of rags from the headworks and grit pump.

The District hired employees from People Ready, a temporary staffing agency, to paint equipment & buildings in plant.

Power Loss and Generator Failure: On Tuesday, June 4, 2019 at approximately 8:45 PM the District lost PG&E power to the treatment plant. Normally, on the loss of power, the standby generator starts and powers 100% of the power needs at the treatment plant. A failing generator controller logic board prevented the generator from starting and presented an "Over Crank/Start Fail" error LED indication on the generator controller. Normally, this would have triggered an alert to the on-call staff to respond to the generator failure. The on-call staff was not notified. The District has yet to determine why the on-call staff were not alerted to the multiple failures of power and the generator. All failure alarms surfaced in the SCADA computer but did not utilize the cellular modem to notify the on-call staff. The Districts alarming and SCADA was specifically tasked with notifying on-call staff for such failures. When the power fails at the treatment plant, the discharge gate of the Effluent Pump Station fails closed. Unfortunately, interlocks between the treatment plant and the Influent Pump Station were never established (due to cost) and the Influent Pump Station continued to send the treatment plant flow throughout the night. Operation staff learned of the problem at the treatment plant at about 7 AM on Wednesday, June 5, 2019. By this time, several hundred thousand gallons of sewage had run through the treatment plant, overflowing at the chlorine contact tank, and gathering around low spots at the treatment plant. Unfortunately, one of the low spots is the RAS/WAS pump room resulting in all three pumps and two VFD's being completely submerged with partially treated sewage. The pump motors and VFD's were destroyed.

All information being presented here is preliminary and a more detailed comprehensive report will be generated for the Board of Directors as well as the State. The District will identify exactly what failed, why it failed, and implement a failsafe solution to prevent this event from ever occurring again. It appears the PG&E power failure was caused by a bird touching multiple wires simultaneously, triggering a breaker on the power feeders to the treatment plant.

Collection System Operation and Maintenance: The District received one sewer service call for the month of May 2019, resident had problems with home's private lateral.

b) Counsel for the District: Senate bill SB 332 has failed. This bill required wastewater treatment facilities that discharge through an ocean outfall and affiliated water supplies to reduce the facility's annual flow by at least 50% by 2030, and at least 95% by 2040. This is great news as the cost to implement would be too expensive.

c) Secretary of the District: None

d) Board Members:

Administrative Committee-

June 3, 2019-J. Callaghan (stipend), A. Noble (stipend)

Budget and Finance Committee

June 10, 2019-C. Batchelder (Stipend), R. Frakes (Stipend)

Solid Waste Committee- None

5) **CONSENT CALENDAR-**

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

1. Expenditures for May 2019 were reviewed by the Budget Committee
2. May 2019 Financial Statements reviewed by the Budget Committee.
3. Approve March 26, 2019 Special Board Meeting Minutes. Reviewed by Administrative Committee.
4. Approve April 30, 2019 Special Board Meeting Minutes. Reviewed by Administrative Committee.

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

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

- 6) **EMERGENCY SITUATIONS REQUIRING BOARD ACTION-None**
7) **OLD BUSINESS:**

A) **BAR SCREEN PROJECT UPDATE (DISCUSSION AND ACTION)**

The District received the 100% design submittal and bid set for the Bar Screen Project on June 5, 2019. The official advertisement date of the project was June 7, 2019. A mandatory pre-bid meeting is scheduled for June 21, 2019 at 10 AM at the District office. Bids will be opened and read aloud on July 8, 2019 at 2 PM at the Districts office. Bid results will be presented at the July 9, 2019 Regular Board Meeting.

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. No new information to be discussed

8) **NEW BUSINES:**

A) **SUMMARY OF THE 2018-2019 FLOW MONITORING STUDY RESULTS (INFORMATION ONLY)**

District Manager Beall and Jeff Lewandowski presented a PowerPoint presentation of the 2018 – 2019 Flow Monitoring Study performed following completion of the Master Plan projects. The Board authorized award of contracts for the study on November 13, 2018.

The 2018-2019 Flow Monitoring Study was very successful, with near perfect rainfall weather patterns that allowed for monitoring of inflow and infiltration(I/II) in a number of sub basins throughout the northern portion of the District. A total of four phases of flow monitoring were performed between January 4, 2019 and April 9, 2019. Four flow meters were utilized in each of the first three phases and three flow meters in the final fourth phase. The Flow Monitoring Study was a partial measurement of the overall impact and successful implementation of some of the project recommendations included in the District's 2013 Comprehensive Wastewater Master Plan. The projects completed were a portion of the recommendations in the Master Plan. The successful implementation of the completed projects and ongoing projects is an integral part of the District's effort to fulfill its obligation to eliminate and/or reduce the incidence of SSOs.

9) **PUBLIC HEARING- ADOPTION OF RODEO SANITARY DISTRICT FISCAL YEAR 2019-2020 OPERATIONS BUDGET AND AUTHORIZING COLLECTION OF SEWER SERVICE CHARGES ON THE CONTRA COSTA COUNTY TAX ROLL FOR THE FISCAL YEAR 2019-2020.**

Resolution 2019-02 Adoption of Rodeo Sanitary District Fiscal Year 2019-2020 Operations Budget and Authorizing Collection of Sewer Service Charges on the Contra Costa County Tax Roll for the Fiscal Year 2019-2020. The proposed 2019-2020 fiscal year operations budget of \$2,195,124 represents a 0.5% decrease in expenditures when compared to the 2018-2019 fiscal year operations budget (\$2,204,760). The minimum annual sewer service fee will increase 1% to \$996.38. (Discussion and Action)

President Batchelder opened the Public Hearing at 7:48 P.M. There being no members from the public present, President Batchelder closed the hearing at 7:49 P.M.

MOTION: By Noble, seconded by Brennan to adopt Resolution 2019-02 of the Rodeo Sanitary District authorizing collection of sewer service charges on the Contra Costa County tax roll and adoption of the 2019-2020 Operations Budget with the change noted on the Resolution to increase annual sewer service charges 1%.

VOTE: AYES: Frakes, Noble, Brennan, Batchelder, Callaghan
NOES: None
ABSTAIN: None
ABSENT: 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 8:00 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday July 2, 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