



## MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON OCTOBER 8, 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 6:01 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

**ABSENT** None

**STAFF PRESENT** Steven Beall, District Manager  
Nancy Lefebvre, District Administrator  
Douglas Coty, 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: The District completed the Chronic Toxicity Testing for September 2019 with the resulting test still showing apparent measurable toxicity in the District's Effluent. District staff are consulting with specialists from Larry Walker and Associates on the next steps for the District. As of

the writing of September Managers Report, a plan of attack for October 2019 has not been established (chronic testing completed on September 28, 2019). The District is currently underway with Task 2

District Personnel: There was one work anniversary in September; Andrew Alva - 14 years! There was one birthday for September our Vice President Janet Callaghan.

District staff attended several seminars and workshops in September. These included:

- CWEA Annual Conference planning sessions (Dennis)
  - CSRMA Webinar - Liability Reduction Strategies (Dennis)
  - CSRMA Webinar - Just in Time training and reference tools for Public Works, Water and Wastewater workers (Dennis)
- Water Environment Federation Annual Conference - Jim Petalio, also receiving an operator innovation award for reconfiguring the Districts chlorine analyzers

Collection System Operation and Maintenance: The District received one non RSD sewer service calls for the month of September 2019. An illegal plumbing drain from a garage washing machine into a yard/area drain that deposited soiled clothes rinse water into the street in front of 821 3rd St. Resident very cooperative and willing to repair system as soon as they can. Will inspect every week until issue is resolved.

b) Counsel for the District: None

c) Secretary of the District: None

d) Board Members:

#### **Administrative Committee-**

September 30, 2019-J. Callaghan (stipend), A. Noble (stipend)

#### **Budget and Finance Committee**

October 7, 2019-C. Batchelder (Absent), R. Frakes (Stipend)

**Solid Waste Committee-** None

### **5) CONSENT CALENDAR-**

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

1. Expenditures for September 2019 were reviewed by the Budget Committee
2. September 2019 Financial Statements reviewed by the Budget Committee.
3. Adopt Minutes of September 12, 2019 Special Board Meeting Minutes. Reviewed by Administrative Committee.

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

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

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

7)       **OLD BUSINESS:**

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

None

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)       **AWARD OF THE CONSTRUCTION CONTRACT FOR THE CATHODIC PROTECTION SYSTEM REHAB PROJECT (DISCUSSION AND ACTION)**

The District worked with V&A and Associates to design the rehabilitation of the Cathodic Protection System for the Outfall. This system uses electricity and sacrificial anodes to protect the steel pipe that is buried and partially buried in the bay mud. The Cathodic Protection Rehab Project documents were finalized on August 6, 2019 (available for review at the District's office). The project was advertised in the West County times and local bid boards. The

District also needed to secure a permit with the Bay Conservation and Development Commission due to the proximity of the deep well anode to the bay. One addendum was issued on September 10, 2019. The bid opening was held on September 18, 2019 at 2 PM. Three bids were received on the project. The bids received included:

<b>Bidder</b>	<b>Bid Amount</b>
American Construction and Supply	\$117,814
Far West Corrosion Control	\$164,700
Corpro	\$263,680
Engineer's Estimate	\$130,000

The low bidder is American Construction and Supply. V&A and Associates reviewed the bids and found no numerical discrepancies. American Construction and Supply's bid was found to be responsible and responsive.

The District Manager recommends approval of the award of the bid with authorization for the District Manager to issue a Notice of Award within 60 days after bid opening and to execute a contract with American Construction and Supply in the amount of \$117,814. Work is to be completed within 45 calendar days from the start of construction. Construction is tentatively scheduled to start in December 2019.

Motion by Noble, seconded by Frakes to authorize District Manager to issue a Notice of Award and execute a contract to American Construction and Supply at a total cost of \$117,814. Unanimous vote:

VOTE: AYES: 5 NOES: 0 ABSENT: 0 ABSTAIN: 0

**B) APPROVE CREDIT CARD USAGE POLICY 3145 (DISCUSSION AND ACTION)**

The Credit Card Usage Policy 3145 has been updated to identify new provisions of employees and directors usage of the credit card. The District Administrative Committee has reviewed revised policy and recommends approval.

Motion by Noble, seconded by Frakes to approve the District's revised Credit Card Usage Policy 3145. Motion passed by the following vote of the Board: Unanimous vote:

VOTE: AYES: 5 NOES: 0 ABSENT: 0 ABSTAIN: 0

**C) APPROVE EXPENSE REIMBURSEMENT POLICY 2124 (DISCUSSION AND ACTION)**

Expense Reimbursement Policy 2124 was created to formalize an existing procedure. The policy was developed by District staff and the Administrative Committee. The Administrative Committee recommends approval.

Motion by Noble, seconded by Brennan to approve the District's Expense Reimbursement Policy 2124. Motion passed by the following vote of the Board: Unanimous vote:

VOTE: AYES: 5 NOES: 0 ABSENT: 0 ABSTAIN: 0

**D) DISTRICT COMMUNICATION (AGENDA ITEM 10) (DISCUSSION)**

The Districts chronological file is the typical storage location for all paper-based communications to and from the District. Prior to email, this was the ultimate disposition of essentially all District communication. Now with email so prevalent, a discussion ensued with the Board and District Staff as to what email should be included in the chronological file. It was decided to have the District Manager send out pertinent blind emails to the Board of Directors District email for review.

**E) CONTRA COSTA CHAPTER SPECIAL DISTRICT'S ASSOCIATION (DISCUSSION)**

The Board of Director's and staff discussed attendance to the local chapter meetings of the California Special District's Association. The District Manager and two Board members will attend the upcoming scheduled meeting.

**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 7:30P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday November 12, 2019 at 6:00 P.M.at John Swett Unified School District Board Room, 400 Parker Avenue, Rodeo, California.

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Connie Batchelder, President  
Rodeo Sanitary District

Countersigned:

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Nancy Lefebvre, District Administrator  
Rodeo Sanitary District