



MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON NOVEMBER 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 6:06 P.M.

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

DIRECTORS PRESENT Connie Batchelder, President
Maureen Brennan, Director
Richard Frakes, Director

ABSENT Janet Callaghan, Vice President
Angela Noble, Director

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

OTHERS PRESENT Janna Coverston, Republic Services
Shawn Moburg, Republic Services

- 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-**

Items 5, 7A, 7B, 7C, 7D & 8A were taken out of order at this time in the meeting.

5) **CONSENT CALENDAR-**

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

1. Expenditures for October 2019 were reviewed by the Budget Committee
2. October 2019 Financial Statements reviewed by the Budget 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
NOES: None
ABSENT: Callaghan, Noble
ABSTAIN: None

7) **OLD BUSINESS:**

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

None

B) **CONOCO PHILLIPS REFINERY PROJECT (DISCUSSION AND ACTION)**

None

C) **ADOPT THE CREDIT CARD USAGE POLICY 3145 (DISCUSSION AND ACTION)**

The Rodeo Sanitary District Board of Directors approved the updated Credit Card Usage Policy 3145 at the October 8, 2019 Board Meeting. The Board voted to adopt the Credit Card Usage Policy 3145.

Motion by Brennan, seconded by Frakes to adopt the Credit Card Usage Policy 3145. Motion passed by the following vote of the Board:

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

D) ADOPT THE EXPENSE REIMBURSEMENT POLICY 2124 (DISCUSSION AND ACTION)

Deferred

8) NEW BUSINES:

SOLID WASTE (DISCUSSION AND ACTION)

The Rodeo Sanitary District Board of Directors, District Staff, and Republic Services Staff had a discussion regarding public awareness and the public awareness campaign to inform District residents the appropriate manner to dispose of recyclable materials. Republic Services will provide information to staff to be posted on the District's website along with continued public awareness efforts.

4) REPORTS

a) District Manager:

Plant Operations: The District conducted chronic toxicity testing during October 2019 and the result was less than the accelerated monitoring trigger in the NPDES permit. As a result, the District may return to semi-annual routine monitoring. However, since the cause of the toxicity was not determined and could be related to the test species, District staff are considering next steps.

District Personnel: There were no work anniversaries in October. There was one birthday for October RSD Director Maureen, and one in early November RSD Board Secretary Richard.

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

- CWEA Annual Conference planning sessions (Dennis)
- CSRMA Webinar - Liability Reduction Strategies (Dennis)
- CSRMA Webinar - Cyber-Security – The Phishing Epidemic (Dennis)
- CSRMA Sewer Summit (Dennis)
- WEF Wastewater Treatment Training Courses (Dennis)
- CWEA Lab Committee - Toxicity and Ethics (Andrew and Damien)
- CWEA - Northern Safety Day (Damien)

Collection System Operation and Maintenance: The District received no sewer calls for the month of October.

Qualitative Report of Plant Operations: The grit chamber, frit classifier and primary clarifier underwent their scheduled annual preventive maintenance in October. Activities included draining their contents, removing rags and debris, and inspecting for structural or submerged equipment defects. The shaft

less auger screw of grit classifier is severely worn, searching for a replacement, estimated cost \$10k-\$15k. The new shipping container has been purchased and laid in place. All District equipment spares will be centrally located in the container where it's safe, secure and easy to locate/manage.

b) Counsel for the District: Counsel Nelson informed staff and Directors the state legislature is considering legislation what would require manufacturers to design, manage, and finance end of life management for the packaging of their products. This includes wet wipes.

c) Secretary of the District: None

d) Board Members:

Administrative Committee- None

Budget and Finance Committee

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

CCCSDA Meeting-

October 21, 2019-M. Brennan (Stipend)

Item 5, was taken out of order earlier in the meeting.

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

Items 7A, 7B, 7C, 7D & 8A were taken out of order earlier in the meeting.

9) **PUBLIC HEARING- DEFERRED-LACK OF QUORUM**

10) **COMMUNICATION**

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

11) **CLOSED SESSION-**

1. CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION - (pursuant to Govt. Code §54956.9 (d) (2) because of significant exposure to litigation): (1 case)-NONE

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Govt. Code §54957(b) (1) Title: District Manager

The Board entered into the closed session at 7:36 p.m. and returned to open session at 8:07 p.m.

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

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

None

14) **ADJOURNMENT**

Meeting adjourned at 8:14 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Wednesday December 11, 2019 at 1:00 P.M.at the District's Office, 800 San Pablo Avenue, Rodeo, California.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District