



MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON SEPTEMBER 11, 2018

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
Richard Frakes, Secretary

ABSENT Angela Noble, Director

STAFF PRESENT Steven Beall, District Manager
Nancy Lefebvre, District Administrator
Doug Coty, District Legal Counsel

OTHERS PRESENT Jeff Lewandowski, Advanced Hydro Engineering
Maureen Brennan, Resident

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:

Digester Project: The cleaning of the Digesters has been completed. Digester B was cleaned first, then Digester A. For bidding purposes each digester had an assumed volume to be treated of 75,000 gallons, thus totaling 150,000 gallons. These volumes were not realized. As a result, the overall cost to clean the digesters will be less than anticipated. After Digester B was cleaned, the inspection of the interior concrete condition was completed. The concrete was found to be in a satisfactory state requiring no further action. After Digester A was cleaned, the inspection of the interior concrete discovered potential issues. Chunks of concrete were found in the bottom of the tank and were being dislodged during high-pressure water cleaning of the walls and ceiling. The District is working with Pacific Infrastructure to provide a more thorough inspection to ascertain the condition of the interior concrete. It is anticipated this inspection will be completed the week of September 9, 2018. The cleaning and repair of the seal system between cover panels and between the cover panels and walls is ongoing.

District Phone System: The District is in the process of reviewing the best options for reliable phone service. The current phone system is about 30 years old, is obsolete, and is not supported any longer by its manufacturer. Spare parts may be difficult to find if they exist at all. A failure could result in a long-term outage resulting in lost communications for the District with a difficult to ascertain timeline to implement the repair. District staff do not have voicemail and calls must be answered, screened, and then routed to the appropriate person.

Collection System Operation and Maintenance: The District received four non-RSD sewer calls for the month of August 2018 and one SSO. The SSO was determined to have been caused by what's believed to be a fitting from an RV (recreational vehicle) black water tank drain hose, which unfortunately is of the perfect size to stop-up a 6" sewer main. This particular sewer segment is the only drain of a 95-home sewer-shed; therefore, a considerable amount of water normally flows thru it. Later investigations found a possible source of the fitting, an RV parked in the front yard of a home located on 5th St. The RV was attached to the home's electricity and an external propane tank, also a tool was discovered close by that could have been used to illegally enter the sewer system. The property owner denied that the RV was occupied, but by all outward appearances, it appeared to be a dwelling. Coincidentally, a few days later the RV was found to have been removed from the site. The District is evaluating several courses of action to prevent this from happening in the future.

- b) Counsel for the District: None
- c) Secretary of the District: None
- d) Board Members

Budget and Finance Committee

September 9, 2018-C. Batchelder (stipend), Callaghan (stipend)

Administrative Committee- None

Solid Waste Committee

August 22, 2018-Secretary Richard Frakes (stipend), Vice President Janet Callaghan (stipend)

5) CONSENT CALENDAR-

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

1. Expenditures for August 2018 were reviewed by the Budget Committee.
2. August 2018 Financial Statements reviewed by the Budget Committee.

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

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

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION

None

7) OLD BUSINESS: None

8) **NEW BUSINESS:**

A) **REVIEW RESOLUTION 2014-12 CONFLICT OF INTEREST CODE (DISCUSSION AND ACTION)**

The Political Reform Act requires every public agency to review its conflict of interest code biennially and to notify the code reviewing body if their current code is accurate, or alternatively, that their code must be amended. The Board reviewed, discussed and agreed to not amend the District's Conflict of Interest Code

MOTION: By Frakes, seconded by Callaghan to make no amendments to the District's existing Conflict of Interest Code.

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

B) **POTENTIAL SEWER SEGMENT ADDITIONS TO SEWER YEAR 3C REVISED PROJECT (DISCUSSION AND ACTION)**

Board decision is requested regarding which, if any, of four potential sewer segments should be included in a change order to the Sewer Year 3C Revise project contract.

The initial Sewer Year 3C Improvements project low bid exceeded the Engineer's Estimate and all bids for the project were rejected. The Board directed staff to remove the four sewer segments in the Mariposa Avenue area to reduce the size and cost of the Sewer Year 3C project. The project was rebid as the Sewer Year 3C Revised project. The Board also directed staff to consider options for funding construction of the removed sewer segments if other Sewer Year 3 projects were completed under budget. There remains an unused \$271K in contingency/change order funding on the recently completed Sewer Year 3A and 3B projects, in addition to some remaining unused budgeted funds for soft costs. Combined with the current unused Sewer Year 3C Revised project contingency/change order budget of about \$127K, a total of \$398K in funding is available for construction of additional sewer segments in the Sewer Year 3C project. The range of options include various costs, some which will remain below the budgeted Sewer Year 3C costs and others that will exceed the Sewer Year 3C budget. Each of the four segments had at least one level 5 defect. The two highest priority sewers are along lower pinole Avenue and Mariposa Avenue. The downstream sewer section on Pinole Ave close to Mariposa Avenue is on the 30 day list for District sewer maintenance. Repairing this section of sewer would eliminate that ongoing maintenance requirement. Staff has determined

that sewer maintenance costs on a 30 day basis for any segment has a cost of about \$5,000 per year.

Based on review of existing defects, the priorities for replacement are

1. Downstream Pinole Avenue
2. Mariposa Avenue
3. Upstream Pinole Avenue
4. Napa Avenue

After much discussion and a power point presentation the Board authorized the District Manager to proceed with construction items 1, 2 and 3 at a construction cost of \$398,000 and total estimated cost of \$494,000. A portion of the costs will be funded from District reserves instead of by SRF Loan. The Board recommended looking at Napa Avenue again next year.

MOTION: By Frakes, seconded by Callaghan to authorize the District Manager to proceed with construction on items 1, 2 and 3 above at a total estimated cost of \$494,000.

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

C. APPROVE REGULAR MEETING MINUTES FOR JULY 10, 2018
(DISCUSSION AND ACTION)

MOTION: By Frakes, seconded by Callaghan to approve the July 10, 2018 Regular Board Meeting Minutes.

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

D. APPROVE MINUTES FOR SPECIAL BOARD MEETING JULY 24, 2018
(DISCUSSION AND ACTION)

MOTION: By Frakes, seconded by Callaghan to approve the July 24, 2018 Special Board Meeting Minutes.

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

E. **Approve Regular Meeting Minutes for August 14, 2018 (Discussion and Action)**

MOTION: By Frakes, seconded by Callaghan to approve the August 14, 2018 Regular Board Meeting Minutes

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

9) **PUBLIC HEARING-** None

10) **COMMUNICATION**

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

11) **CLOSED SESSION-** None

12) **REPORT OUT OF CLOSED SESSION-**

Nothing to report

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

None

14) **ADJOURNMENT**

Meeting adjourned at 7:40 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday September 18, 2018 at 6:00 P.M. at District Office 800 San Pablo Avenue, Rodeo, California.

Janet Callaghan, Vice President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District