



# RODEO SANITARY DISTRICT AGENDA For REGULAR MEETING November 2018

## Board of Directors Regular Meeting

A Regular Meeting of the Governing Board will be held at **6:00 p.m.** on the **13<sup>th</sup> day of November, 2018**. The location of the meeting is the **John Swett Unified School District Board Room, 400 Parker Avenue, Rodeo, California 94572.**

### INFORMATION FOR THE PUBLIC

Anyone wishing to address the Board of Directors should complete a speaker's card and submit it to the Board Secretary. In addressing the Board, speakers should step before the Board conference table and their names and address for the record. The Board President may direct questions to any member of the audience as appropriate at any time during the meeting. Please be aware that the signing, registering, or completion of the speakers card is voluntary and not required.

All matters listed under **CONSENT CALENDAR** are considered as being routine by the Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the motion to adopt.

### ADDRESSING THE BOARD ON AN ITEM ON THE AGENDA

Persons wishing to speak of **PUBLIC HEARINGS** and **OTHER MATTERS** listed on the agenda will be heard when the President calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The President may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comments and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

### ADDRESSING THE BOARD ON AN ITEM NOT ON THE AGENDA

In accordance with State law, the Board is prohibited from discussing items not calendared on the Agenda. You may only address the Board on an item not on the Agenda, and which are within their jurisdiction, under **PUBLIC COMMENTS**. The time allotted for this discussion shall be three (3) minutes, subject to reasonable modification by the Board President. Matters raised which are not on the Agenda may be referred to staff for action or calendared on a future Agenda.

### AGENDA REPORTS

Supporting materials on Agenda items are available for public review at the office of Rodeo Sanitary District. Reports of information relating to Agenda items distributed within 72 hours of the meeting to a majority of the Board are also available for public inspection at the District Office. During the meeting, information and supporting materials are available in the meeting area within the Board Room upon request.

### AMERICANS WITH DISABILITIES ACT

In accordance with the **Americans with Disabilities Act and California Law**, it is the policy of the Rodeo Sanitary District to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special assistance to participate in this meeting, please contact the District office at **(510) 799-2970**. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

The Agenda items to come before the Board, and brief description of each item, are as follows:

1. **ROLL CALL**

- a) Pledge of Allegiance

2. **PUBLIC COMMENTS**

3. **CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER**

4. **REPORTS**

- a) District Manager

- 1) Discuss current pertinent activities of the District's operation including treatment, collection, construction, and other matters.

**Staff Recommendation: Receive the Report**

- b) Counsel for the District

- 1) Discuss current pertinent activities of the District.

**Staff Recommendation: Receive the Report**

- c) Secretary of the District

None

- d) Board Members

Board Member reports on future meetings or conferences for which they will receive the stipend or for which the District will pay expenses; recent meetings for which they will receive the stipend; and meetings or conferences for which the District paid their expenses.

**Bay Area Air Quality Management District Meeting**

November 5, 2018 – Vice President Janet Callahan (stipend)

**Administrative Committee - None**

**Budget and Finance Committee**

November 8, 2018 – President Connie Batchelder (stipend), Vice President Janet Callaghan (stipend)

**Staff Recommendation: Receive the Reports.**

5. **CONSENT CALENDAR**

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

- 1. Recommend approval of expenditures for October 2018. Reviewed by Budget Committee.

2. Receive October 2018 Financial Statements. Reviewed by Budget Committee.

6. **EMERGENCY SITUATIONS REQUIRING BOARD ACTION** – None  
7. **OLD BUSINESS** - None

8. **NEW BUSINESS**

A. Contracts for Flow Monitoring Study to Review Inflow And Infiltration (I/I) Reductions in Completed Master Plan Sewers (Discussion and action)

The District Manager respectfully requests authorization to issue two contracts for the Flow Monitoring Study. These services are being performed to determine the I/I reduction from the sewers completed under the Comprehensive Wastewater Master Plan (CWWMP) Near Term Improvements Sewer Years 1 through 3. The flow monitoring services would be performed by V&A Consulting Engineers (V&A) with a contract amount of \$40,000. The study development and management, review of monitoring results and development of the summary report would be performed by Advanced Hydro Engineering (AHE) with a contract amount of \$12,000 for as-needed services. The total cost for the flow metering study is \$52,000.

**Staff Recommendation: Authorize the District Manager to issue a contract to V&A Consulting Engineers for the flow monitoring services for a cost not to exceed \$40,000 and to Advanced Hydro Engineering for the study development and management, review of monitoring results and development of the summary report on an as needed basis for a cost not to exceed \$12,000.**

B. Contractor Request for Adding Subcontractor to the Comprehensive Wastewater Master Plan Near Term Improvements, Sewer Year 3C Revised Improvements Project (Discussion and action)

The District Manager respectfully requests a Board determination regarding the addition of a subcontractor to the construction contract for Comprehensive Wastewater Master Plan Near Term Improvements, Sewer Year 3C Revised Improvements awarded to D'Arcy & Harty Construction Inc. The subcontract work involves installation of concrete sidewalks, driveways and curb and gutter. The value of this work exceeds one-half of 1 percent of the prime contractor's total bid and no subcontractor was listed in the original bid.

**Staff Recommendation: Upon review of the information submitted by D'Arcy and Harty under penalty of perjury to support the proposed subcontractor substitution, the Board may find and determine that the addition of subcontractor RK Engineering Inc. to assist in performing the Sewer Year 3C Revised Project work is a "public necessity" under Public Contract Code Section 4109. The Board may then approve the addition of the subcontractor, RK Engineering, to the Contract due to public necessity, with no penalty against D'Arcy and Harty Construction under Public Contract Code Section 4110.**

C. Resolution 2018-09 (Discussion and action)

Authorize new Credit Card Agreement with the California Special District Association.

**Staff Recommendation: Adopt Resolution 2018-09 authorizing the Rodeo Sanitary District to participate in the CSDA District Purchasing Card Program.**

9. **PUBLIC HEARING**

Resolution 2018 – 08 of the Rodeo Sanitary District directing that that the delinquent solid waste charges be collected on the Contra Costa County Tax Roll and a lien recorded against the property.

**Staff Recommendation (Motion Required): Conduct Public Hearing and Adopt Resolution 2018 – 08 Directing That the Unpaid Charges be Recorded as Proposed.**

10. **COMMUNICATION**

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)

12. **REPORT OUT OF CLOSED SESSION - None**

13. **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

14. **ADJOURNMENT**