



MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON SEPTEMBER 12, 2019

The Board of Directors of the Rodeo Sanitary District met in special session at Rodeo Sanitary District, 800 San Pablo Avenue, Rodeo, California

Vice President Callaghan called the meeting to order at 2:42 P.M.

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

DIRECTORS PRESENT Janet Callaghan, Vice President
Maureen Brennan, Director
Richard Frakes, Director

ABSENT Connie Batchelder, President
Angela Noble, Director

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

OTHERS PRESENT None

- a) **PLEDGE OF ALLEGIANCE TO THE FLAG**

Vice President Callaghan led the Pledge of Allegiance.

- 2) **PUBLIC COMMENTS-Communication from the public on subjects not on the agenda.**

Director Callaghan spoke about the Protect The Bay website and provided the 1-800-334-ODOR phone number to call regarding air quality.

- 3) **CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER-None**

- 4) **REPORTS**

a) District Manager:

Plant Operations: District Manager Beall provided a status update of the difficulties of the routine chronic toxicity testing and will provide future updates.

Power Loss and Generator Failure: All equipment has been repaired or claim for \$28,567.50 to the Districts insurance company. The loss is subject to a \$5,000 deductible. The insurance company has approved the claim less \$74 for engine oil on the Collicut Invoice (the oil was not a loss from the power failure). The District was be reimbursed \$23,493.50 for the repairs.

Qualitative Report of Plant Operations: Staff spent 2.25 hours puling 21 gallons of rags from the headworks, digester tank overflow box and grit pump.

Projects: Four cabinets for the life rings around the aeration basin were installed. Contractors formed and poured the concrete pad for Secure Equipment Storage.

Collection System Operation and Maintenance: No sewer service calls were received in August.

b) Counsel for the District: District Counsel Nelson reported on Senate bill AB1483. This bill if passed will require Special Districts to post information on their website the District's utility fees studies that justify fee and reports on how fees are used.

c) Secretary of the District: None

d) Board Members:

CASA Conference:

August 21, 2019 thru August 23, 2019 (3 days) C. Batchelder, J. Callaghan, R. Frakes, A Noble, M. Brennan-stipends

Administrative Committee-

September 5, 2019-C. Callaghan (stipend), A. Noble (stipend)

Budget and Finance Committee

September 9, 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 August 2019 were reviewed by the Budget Committee
2. August 2019 Financial Statements reviewed by the Budget Committee.

3. Adopt minutes of August 13, 2019 Regular Board Meeting Minutes.
Reviewed by Administrative Committee.

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

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

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

7) **OLD BUSINESS:**

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

The District issued Notice of Award on July 30, 2019 and the Notice to Proceed on August 29, 2019. Award of contract for Geotechnical Services During Construction is up for discussion under agenda item 8-B.

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) **RESOLUTION 2019-05-PARTICIPATION IN THE SDRMA HEALTH BENEFITS PROGRAM (DISCUSSION AND ACTION)**

In June 2019, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between the Rodeo Sanitary District and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act, and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

MOTION: By Brennan, seconded by Frakes to adopt Resolution 2019-05 authorizing the execution of a revised MOU and authorizing Rodeo Sanitary District to elect coverage in the SDRMA Health Benefits Program. Motion passed by the following vote of the Board:

VOTE: AYES: Brennan, Frakes, Callaghan

NOES: None
ABSENT: Batchelder, Noble

B) **AWARD OF THE GEOTECHNICAL SERVICES DURING CONSTRUCTION CONTRACT FOR THE BAR SCREEN PROJECT (DISCUSSION AND ACTION)**

A Board decision is requested to award a contract for construction assistance services to be performed as part of the construction management activities for the Bar Screen Project. The proposed Contract with McMillan Jacobs Associates is for geotechnical services during construction during the construction activities for the foundation of the Bar Screen Structure. This contract is utilized only as needed during construction for a maximum value of \$52,922.

MOTION: By Frakes, seconded by Brennan to authorize the District Manager to contract with the McMillan Jacobs Associates for the geotechnical services during construction for a total contract value up to \$52,922. Motion passed by the following vote of the Board:

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

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**

Chron File-What should be included.

14) **ADJOURNMENT**

Meeting adjourned at 3:34 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday October 8, 2019 at 6:00 P.M. John Swett Unified School District, 400 Parker Avenue, Rodeo, California.

Janet Callaghan, Vice President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District