



**RODEO SANITARY DISTRICT
AGENDA
For
Regular Meeting
October 2019**

Board of Directors Regular Meeting

A Regular Meeting of the Governing Board will be held at **6:00 p.m.** on the **8th day of October, 2019**. The location of the meeting is the **Rodeo Sanitary District Office, 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.

Administrative Committee

September 30, 2019 – Vice President Janet Callaghan (stipend), Director Angela Noble (stipend)

Solid Waste Committee - None

Budget and Finance Committee

October 7, 2019 – President Connie Batchelder (stipend), Secretary Richard Frakes (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 September 2019. Reviewed by Budget Committee.
2. Receive September 2019 Financial Statements. Reviewed by Budget Committee.
3. Adopt Minutes of September 12, 2019 Special Meeting. Reviewed by Administrative Committee.

6. EMERGENCY SITUATIONS REQUIRING BOARD ACTION - None

7. OLD BUSINESS

- A. Bar Screen Project Update (Discussion and Action)
Continuous informational update for the Bar Screen Project. Updates may include but not be limited to designs submittals, cost information, design criteria modifications, progress updates, etc.

Staff Recommendation: Receive the Report.

- B. Conoco Phillips Refinery Project District Risk (Discussion and Action)
Continuing discussion item regarding risk to the District from the Conoco Phillips Refinery Projects.

Staff Recommendation: Receive the Report.

8. NEW BUSINESS

A. Award of the Construction Contract for the Cathodic Protection System Rehab Project (Discussion and Action)

A Board decision is requested to award the construction contract for the Cathodic Protection System Rehab Project to American Construction and Supply, 45 San Clemente Drive, Suite A100, Corte Madera, CA 94925. The total amount of the bid is \$117,814.

Staff Recommendation (Motion Required): Authorize 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.

B. Approve Credit Card Usage Policy 3145 (Discussion and Action)

The Rodeo Sanitary District Board of Directors will consider approving the Credit Card Usage Policy 3145 that was developed with the Administrative Committee. The Policy was created to implement stronger controls over credit card usage.

Staff Recommendation (Motion Required): Approve the Credit Card Usage Policy 3145 as recommended by the Administrative Committee.

C. Approve Expense Reimbursement Policy 2124 (Discussion and Action)

The Rodeo Sanitary District Board of Directors will consider approving the Expense Reimbursement Policy 2124 that was developed with the Administrative Committee. The Policy was created to formalize an existing procedure.

Staff Recommendation (Motion Required): Approve the Expense Reimbursement Policy 2124 as recommended by the Administrative Committee.

D. District Communication (Agenda Item 10) (Discussion)

The Board of Directors and District Staff will discuss the existence and presentation of District Communication under existing Agenda Item 10.

E. Contract Costa Chapter Special District's Association (Discussion)

The Board of Directors and District Staff will discuss attendance to the local chapter meetings of the California Special District's Association.

9. PUBLIC HEARING - None

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)

12. REPORT OUT OF CLOSED SESSION

13. SUGGESTIONS FOR FUTURE AGENDA ITEMS

14. ADJOURNMENT