



**RODEO SANITARY DISTRICT  
AGENDA  
For  
Special Meeting  
December 2019**

**Board of Directors Special Meeting**

A Special Meeting of the Governing Board will be held at **1:00 p.m.** on the **11<sup>th</sup> day of December, 2019**. The location of the meeting is the **Rodeo Sanitary District Office, 800 San Pablo 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 - None**  
**Solid Waste Committee - None**  
**Budget and Finance Committee**

December 9, 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 November 2019. Reviewed by Budget Committee.
2. Receive November 2019 Financial Statements. Reviewed by Budget 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.**

- C. Adopt the Expense Reimbursement Policy 2124 (Discussion and action)  
The Rodeo Sanitary District Board of Directors will adopt the Expense Reimbursement Policy 2124 that was developed within the Administrative Committee approved by the Full Board at the October 8, 2019 Board Meeting.

**Staff Recommendation (Motion Required): Adopt Policy 2124**

**8. NEW BUSINESS**

- A. Nomination and Election of Officers for the Calendar Year 2020 (Action)  
At this time the newly sworn-in Board of Directors will elect officers for the ensuing calendar year.
  
- B. Auditor's Report and Financial Statements for Fiscal Year 2018 - 2019 (Discussion and Action)  
Brad Bartels of Mann, Urrutia, Nelson CPA's will present the independent auditor's report and financial statements for the year ended June 30, 2019.

**Staff Recommendation (Motion Required): Accept 2018 - 2019 Fiscal Year Audit and implement the recommendations noted by Mann, Urrutia, Nelson CPAs.**

- C. Approve Minutes for Regular Board Meeting October 8, 2019 (Discussion and action)  
The Board will consider approving the minutes to the October 8, 2019 Regular Meeting.

**Staff Recommendation (Motion Required): Approve Minutes**

- D. Approve Minutes for Regular Board Meeting November 12, 2019 (Discussion and action)  
The Board will consider approving the minutes to the November 12, 2019 Regular Meeting.

**Staff Recommendation (Motion Required): Approve Minutes**

**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**