



## MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON MARCH 10, 2020

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 6:01 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, Director  
Angela Noble, Director  
Maureen Brennan, Director

**ABSENT** None

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

**OTHERS PRESENT** Janna Coverston, Republic Services

- 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**

Item 9 was taken out of order at this time in the meeting.

9) **PUBLIC HEARING**

**Public Hearing to consider adoption of Resolution 2020-02 directing staff to place delinquent Solid Waste Charges on the Contra Costa County Property Tax Roll, Record Certificates of Unpaid charges to establish liens on property.**

President Batchelder opened the Public Hearing at 6:04 P.M. Janna Coverston from Republic Services provided an updated Preliminary Lien list. There being no members from the public present there was a motion to close the hearing at 6:05 P.M.

MOTION: By Frakes, seconded by Noble to adopt Resolution 2020-02 approving and directing collection of delinquent solid waste charges on the Contra Costa County Tax Roll, and a lien recorded against the properties, as set forth in the packet with updated list.

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

4) **REPORTS**

a) District Manager:

Cathodic Protection System and Outfall: The Joint Outfall Pipeline Cathodic Protection System Rehabilitation Project is complete. Contractor finished construction Anode Well and installed the Rectifier for the Cathodic Protection System. It takes about a month for the ground to be polarized to enable full protection of the piping system. The Project is in the closeout phase.

RSD is still working on the results of the outfall inspection and clearing operation. Briefly, we have one heavily impacted and blocked port that could not be cleared on the final dive in November. RSD will work with consultant and the Regional Board to determine the proper course of action.

Qualitative Report of Plant Operations: Flow to the plant was stopped for contractors to cut the sixteen-inch force main and install fittings for the bar screen project.

Staff starting hauling the Centrifuge bio solids in and out from the north side using a refurbished bin and a Caterpillar forklift, instead of the regular dump truck, to move the bin as the normal south side is inaccessible due to the bar screen construction.

5.67 hours were spent pulling 155 gallons of rags from the headworks, secondary clarifiers, and digester tank's overflow box.

Collection System Operation and Maintenance: The District had no sewer service calls for the month of February 2020.

b) Counsel for the District: None

c) Secretary of the District: None

d) Board Members:

**Administrative Committee-**

March 2, 2020-J. Callaghan (stipend), A. Noble (stipend)

**District Project Meeting**

March 3, 2020-J. Callaghan (stipend), M. Brennan (stipend)

**Budget and Finance Committee**

March 9, 2020-C. Batchelder (Stipend), R. Frakes (Stipend)

**5) CONSENT CALENDAR-**

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

1. Expenditures for February 2020 were reviewed by the Budget Committee.
2. February 2020 Financial Statements reviewed by the Budget Committee.
3. Adopt Minutes of February 11, 2020 Regular Board Meeting. Reviewed by Administrative Committee.

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

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

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

7) **OLD BUSINESS:**

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

The District continues to receive submittals for the Bar Screen Project. The District Manager is distributing the submittals to the appropriate parties (Carollo Engineers, McMillan Jacobs Associates, District Staff). Pacific Infrastructure has completed the rerouting of the existing 6 inch main to the new alignment. Miscellaneous excavation work for continuation of the 6 inch and 16 inch raw wastewater and Bar Screen duct bank has been completed.

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) **ASSESSING NEW SHORT TERM INDUSTRIAL CONNECTION (DISCUSSION AND ACTION)**

The Board and staff discussed the potential of a new short term industrial connection with a neighboring facility. The neighboring facility would be discharging treated storm water to the District's Tormey Pump Station. The storm water is contaminated requiring extensive treatment. The storm water would be treated to drinking water standards prior to discharge to the District. District counsel is reviewing for further guidance.

B) **APPROVE CALIFONIA PUBLIC RECORDS ACT RESPONSE PROCEDURES POLICY 2425 (DISCUSSION AND ACTION)**

District staff and the Administrative Committee have developed Policy 2425 California Public Record Act Response Procedures. The draft policy was borrowed from the California Special District Association and tailored for the Rodeo Sanitary District. District Counsel has reviewed the policy. This policy was developed to maintain transparency and to provide guidance for public records act requests.

Motion by Noble, seconded by Frakes to approve and adopt Policy 2425 California Public Records Act Response Procedures. Motion passed by the following vote of the Board:

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

**B) 9) PUBLIC HEARING**- Item 9 was taken out of order earlier in the meeting.

**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)

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Govt. Code § 54957(b) (1)  
Title: District Manager

No Closed Session

**12) REPORT OUT OF CLOSED SESSION**-Nothing to report.

**13) SUGGESTIONS FOR FUTURE AGENDA ITEMS-**

None

**14) ADJOURNMENT**

Meeting adjourned at 7:22 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday April 14, 2020 at 6:00 P.M.at John Swett Unified School District Board Room, 400 Parker Avenue, Rodeo, California.

Connie Batchelder, President  
Rodeo Sanitary District

Countersigned:

---

Nancy Lefebvre, District Administrator  
Rodeo Sanitary District