



**RODEO SANITARY DISTRICT**  
**AGENDA**  
**For**  
**Special Meeting**  
**April 2020**  
Board of Directors Regular Meeting

A Special Meeting of the Governing Board will be held at **1:00 p.m.** on the **14<sup>th</sup> day of April, 2020.**

Directors will attend the meeting through teleconferencing pursuant to and as permitted by Executive Order N-29-20. Consistent with Executive Order N-29-20, the Contra Costa County Health Officer shelter in place order issued on March 31, 2020, members of the public may observe and comment upon the open session portions of the meeting electronically by using the following link:

<https://zoom.us/j/437260106?pwd=VW1MWjdoMXV6eTBVUWpENDIGUGxrZz09>

Meeting ID: 437-260-106

Password: 497512

One tap mobile

877-853-5247 (Toll Free)

In addition to providing comments "in real time" as discussed above, members of the public are welcome to submit comments via U.S. mail (to 800 San Pablo Ave, Rodeo Ca, 94572) or by e-mail by sending them to [bealls@rodeosan.org](mailto:bealls@rodeosan.org). All comments so submitted that are received prior to 12:00 p.m. on the day of which the meeting is held will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during the public comments portion of the meeting.

The Rodeo Sanitary District's procedures for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act are as follows:

**AMERICANS WITH DISABILITIES ACT**

For teleconference and online meetings, the District currently utilizes Zoom, an external hosting platform that allows for visual and audio participation by Board members, staff, and members of the public. For meetings that are held by teleconference or online methods, the District will post the web address link and/or the telephone conference number and access code in accordance with the applicable agenda posting procedures, so the public can access these meetings by virtual means. Similar to in person meetings, Board meetings held via teleconference and online are or can also be made accessible to people with disabilities.

Zoom offers accessibility features, including keyboard accessibility and screen reader support. Members of the public may review Zoom's accessibility policy at <https://zoom.us/accessibility>, and register individual disability requirements via email to [access@zoom.us](mailto:access@zoom.us), in addition to making any requests for reasonable accommodations directly to the District.

Most other online meeting platforms also have the capability of allowing members of the public to call in to listen to the entire portion of the meeting that is accessible to the public, as well as speak on particular agenda items as well as during the public comments portion of the meeting, without requiring the use of a computer or Internet service. To the extent possible, the District will utilize an external hosting platform with various accessibility features that follows World Wide Web Consortium (W3C) Web Content Accessibility and Section 508 of the United States Access Board standards and guidelines.

### **Requests for Reasonable Accommodations**

Upon request made sufficiently in advance, the District will provide special assistance for participation in this meeting, which may include closed captioning, automatic transcripts, relay service, sign language interpreters, or other alternative methods. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the District at (510) 799-2970.

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**

**Budget and Finance Committee**

April 13, 2020 – President Connie Batchelder (stipend), Secretary Richard Frakes (stipend)

**CCCSDA Meeting - None**

**Staff Recommendation: Receive the Reports.**

**5. CONSENT CALENDAR**

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

1. Recommend approval of expenditures for March 2020. Reviewed by Budget Committee.
2. Receive March 2020 Financial Statements. Reviewed by Budget Committee.

**6. EMERGENCY SITUATIONS REQUIRING BOARD ACTION**

**Adopt Resolution 2020-03 declaring emergency and delegating authority in response to COVID-19 pandemic**

**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. Sick Leave Policy Revisions (Discussion and Action)

The District has modified Policy 2040 to comply with new Federal Regulations in response to the COVID-19 Pandemic. Personnel policy experts, Liebert, Cassidy Whitmore have provided guidance documents to help public agencies comply with the new regulations. The District's policy has been modified by following these guidelines.

**Staff Recommendation (Motion Required): Adopt the revised Sick Leave Policy 2040.**

B. Approve Minutes for Regular Board Meeting March 10, 2020 (Discussion and action)

The Board will consider approving the minutes to the March 10, 2020 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 - None**

**12. REPORT OUT OF CLOSED SESSION**

**13. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**14. ADJOURNMENT**