



MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON APRIL 14, 2020

A Special Meeting of the Governing Board was held at 1:00 p.m. on the 14th day of April, 2020. In accordance with the Governor's Executive Order N-29-20, which suspended certain requirements of the Brown Act due to the ongoing COVID-19 pandemic, Board Members and some staff participated in this meeting via video conference. Members of the public were provided options to participate in the meeting as provided on the agenda.

President Batchelder called the meeting to order at 1:00 P.M.

- 1) **ROLL CALL** President Batchelder took the roll, and the following members were present by video-conference:
- DIRECTORS** Connie Batchelder, President
Janet Callaghan, Vice President
Richard Frakes, Director
Angela Noble, Director
Maureen Brennan, Director
- ABSENT** None
- STAFF PRESENT (in person)** Steven Beall, District Manager
VIDEO CONFERENCE Nancy Lefebvre, District Administrator
Carl Nelson, District Legal Counsel
Morgan Biggerstaff, District Legal Counsel
- OTHERS PRESENT** None

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

District Manager Beall 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-** None

4) **REPORTS**

- a) District Manager:

Cathodic Protection System and Outfall: Onsite construction is complete for the Joint Outfall Pipeline Cathodic Protection System Rehabilitation Project. The new rectifier was filled with oil and commissioned. The Contractor was behind schedule with completing the final submittals and as-built drawings to close out the Construction phase of the project. All submittals have been received to date, but some require resubmittal. V&A has periodically tested the extent of polarization on the outfall pipeline at the test stations since rectifier commissioning, and the polarization is progressing. The final CP system testing requires divers to make contact with the far end of the outfall. This will be completed in a few months when RSD's divers are scheduled to complete other work on the outfall as well.

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:

Secondary Clarifier B underwent its annual preventative maintenance which involved emptying its contents, cleaning, inspecting condition, and returning back online. By following a revised SOP, clarifier was emptied in record time. Pumped out sludge at the bottom of thickener directly to digester. Eight hours were spent pulling 300 gallons of rags from the headworks, secondary clarifiers, and digester tanks overflow box.

Collection System Operation and Maintenance: The District had one Sanitary Sewer Overflows (SSO) - An Air Release Valve at the high point of the Force Main Bridge Crossing the Rodeo Creek apparently malfunctioned. The good news - RSD staff happened to be on site at the Influent Pump Station and witnessed the beginning stages of this valve malfunction. Normally, the ARV only "burps" a couple of times a week and at most about a half a gallon of sewage. A 5 gallon bucket is kept at the site to recover this small amount of sewage. During this event, when the ARV malfunctioned, the valve stayed open allowing a continuous stream of sewage flood the bucket and the site. When staff recognized this, the valve was isolated, stopping the overflow. As a result about 25 gallons of sewage was spilled on the pump station grounds which was 100% cleaned up and returned to the treatment plant for processing. Staff are in the process of purchasing a new valve and consult with the manufacturer to understand how a relatively new ARV (less than two years old) malfunction so bad. It is theorized that rags may have caused this malfunction. Staff have plumbed the discharge side of the ARV into the Influent Pump Station wet well to eliminate the possible reoccurrence of this overflow.

b) Counsel for the District: State Legislature is in recess.

c) Secretary of the District: None

d) Board Members:

Administrative Committee- None

Budget and Finance Committee

April 13, 2020-C. Batchelder (Stipend), R. Frakes (Stipend)

5) CONSENT CALENDAR-

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

1. Expenditures for March 2020 were reviewed by the Budget Committee.
2. March 2020 Financial Statements reviewed by the Budget Committee.

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

VOTE: AYES:5 NOES: 0 ABSENT: 0 ABSTAIN: 0

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION:

Adopt Resolution 2020-03 Declaring Emergency and Delegating Authority In Response To COVID-19 Pandemic

District Counsel and the District Manager prepared Resolution 2020-03 in response to the COVID-19 Pandemic. The Resolution memorializes the decision to declare the Bar Screen Project an essential public works project. This allows the construction project to continue uninterrupted during the state of emergency and stay-at-home shelter place orders. The Resolution also gives the District Manager authorization to act on behalf of the District to take all actions necessary for the District to continuously provide essential services to the Rodeo community. The District Manager will frequently communicate any actions or proposed actions with the President of the Board of Directors. The District Manager will brief the Board each month on the state of emergency and the need for the emergency declaration until the emergency passes.

MOTION: By Noble, seconded by Frakes to adopt Resolution 2020-03 Declaring Emergency and Delegating Authority in Response To COVID-19 pandemic.

Motion passed unanimous vote of the Board:

VOTE: AYES:5 NOES: 0 ABSENT: 0 ABSTAIN: 0

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, and District Staff). The Contractor has completed installation of the 14, 30 foot deep 2 foot diameter foundation piers. These piers are essential for structural stability during seismic events. The Electrical Subcontractor completed the installation of the electrical duct bank and performed a significant amount of conduit rerouting and elimination of superfluous electrical circuits. Many of the circuits either had to be relocated or removed due to the connecting channel between the Bar Screen Structure and the Headworks Structure. Much of the work done significantly improved safety around aged equipment. The Construction is tracking a few weeks behind schedule. There were some rain events, and the COVID-19 Pandemic resulted minor delays. The Contractor indicated they may be able to absorb some of the delays through efficient project management

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) **SICK LEAVE POLICY REVISIONS (Discussion and Action)**

District has modified Sick Leave 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.

MOTION: By Frakes, seconded by Brennan to approve and adopt revised Sick Leave Policy 2040. Motion passed unanimous vote of the Board:

VOTE: AYES:5 NOES: 0 ABSENT: 0 ABSTAIN: 0

**B) APPROVE MINUTES FOR REGULAR BOARD MEETING MARCH 10, 2020
(DISCUSSION AND ACTION)**

Motion by Frakes, seconded by Brennan to approve the March 10, 2020 Regular Board Meeting minutes. Motion passed by unanimous vote of the Board:

VOTE: AYES: 5 NOES: 0 ABSENT: 0 ABSTAIN: 0

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-Nothing to report.

13) SUGGESTIONS FOR FUTURE AGENDA ITEMS-

None

14) ADJOURNMENT

Meeting adjourned at 1:43 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday May 12, 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