



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

A Special Meeting of the Governing Board will be held at **1:00 p.m.** on the **9th day of June, 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://us02web.zoom.us/j/84319812942?pwd=c21WNHluQUxLRG9MQ0hBSnlZVGJmZz09>

Meeting ID: 843-1981 2942

Password: 497512

One tap mobile

669 900 6833 US (San Jose)

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. 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, 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

June 8, 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 May 2020. Reviewed by Budget Committee.
2. Receive May 2020 Financial Statements. Reviewed by Budget Committee.

6. EMERGENCY SITUATIONS REQUIRING BOARD ACTION

Resolution 2020-03 requires Board action to continue the emergency provisions contained in the resolution. District staff will report to the Board the need to continue some of the provisions contained in Resolution 2020-03.

Staff Recommendation (Motion Required): Continue with Emergency Declaration.

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. Resolution 2020-04 Election for November 3, 2018 (Discussion and Action)

Adopt resolution 2020-04 calling for the November 3, 2020 election, requesting consolidation of the election, and setting forth requirements for candidate statements; and directing the Secretary of the District to file the resolution with the County Elections Department and County Board of Supervisors.

Staff Recommendation (Motion Required): Adopt Resolution 2020-04.

B. Contract Amendment with District Counsel - Bold, Polisner, Maddow, Nelson & Judson, PC (Discussion and Action)

District Counsel is requesting a contract amendment to update their hourly rates. The increase in hourly rates is consistent with the increase in Consumer Price Index for the San Francisco Oakland San Jose Metropolitan Area.

Staff Recommendation (Motion Required): Authorize the District Manager to amend the agreement between the Rodeo Sanitary District (District) and Bold, Polisner, Maddow, Nelson & Judson, PC (District Counsel).

- C. Approve Minutes for Special Board Meeting May 12, 2020 (Discussion and action)
The Board will consider approving the minutes to the May 12, 2020 Special Meeting.

Staff Recommendation (Motion Required): Approve Minutes

9. PUBLIC HEARING

Resolution 2020-05 - Adoption of Rodeo Sanitary District Fiscal Year 2020 - 2021 Operations Budget and Authorizing Collection of Sewer Service Charges on the Tax Roll for the Fiscal Year 2020 - 2021 (Discussion and Action)

Formally adopt the operations budget and direct the Secretary of the District to file with the Contra Costa County Auditor-Controller

Staff Recommendation (Motion Required): Adopt Resolution 2020-05.

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

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Staff Reports

RODEO SANITARY DISTRICT

DISTRICT MANAGERS REPORT

Activities for the Month of May 2020

Key District Business

Below is a summary of the costs incurred to date for the Master Plan Projects:

RODEO SANITARY DISTRICT SRF MASTER PLAN PROJECTS FINANCIAL SUMMARY THROUGH MAY 2020

Project	Budget	Expenditures To Date	SRF Funding Reimbursement to Date	Annual Debt Service Payment	Debt Service Payment Start	Total Debt Service Paid to Date
SEWER YEAR 1	\$1,999,643	\$1,939,923	\$1,923,021	\$111,669	July 2016	\$446,676
SEWER YEAR 2	\$4,983,016	\$4,716,630	\$4,696,209	\$278,491	October 2018	\$556,982
SEWER YEAR 3	\$5,740,000	\$5,894,167	\$5,740,000	\$340,201	January 2020	\$0
IPS	\$1,945,600	\$2,043,242	\$1,945,600	\$114,681	March 2019	\$229,362
WWTP	\$1,900,000	\$1,781,705	\$1,765,191	\$87,332	December 2018	\$192,133
TOTAL	\$16,568,259	\$16,375,667	\$16,070,021	\$932,374		\$1,425,153

SY1 - \$16,902 excluded from reimbursement
SY2 - \$20,421 excluded from reimbursement
SY3 - \$154,167 excluded from reimbursement

IPS - \$97,642 excluded from reimbursement
WWTP - \$16,514 excluded from reimbursement

Cathodic Protection System and Outfall

Onsite construction is complete for the Joint Outfall Pipeline Cathodic Protection System Rehabilitation Project.

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. The Consultant is currently coordinating with the Regional Board to develop a procedure to clear the blocked port. It is anticipated the inspection and dive will occur Midsummer 2020.

Managers Report for the month of May 2020

Primary Clarifier and Hydraulic Evaluation

This section will stay in the Managers Report until we have resolved the observed flow anomaly with the Headworks and Primary Clarifier. No update for May 2020. Will probably not revisit until construction of the headworks gets close.

District Personnel

The District Manager is going through the process of establishing a relationship between the District and the Department of Veteran Affairs. It is desired to bring in Veteran to act as the District Operator in Training. Hopefully, by the next Managers Report, I will be able to report the District is in the interview process with potential Veteran Operator in Training candidates.

Currently, the District employees two Veterans.

Overtime Breakdown

The District paid 23.75 hours of overtime for May 4, 2020 to May 31, 2020, two pay periods (7.75, 16). The following will provide detail for the overtime expenditures:

Total Overtime – 23.75 hours

Number of call-outs - 1 totaling 1.5 hours

- RAGS - Grit Pump/Chamber Cleaning (0 hours), Digester Pumps (0 hours), RAS Pumps (0 hours)
- Chemical Feed and Analyzers - 0 callouts (0 Hours), Non callout analyzer problems (1.5 hours).
- Security System - 0 callouts (0 hours)
- Collection System – After hours Sewer Call (0, 0 hours), Business Hours Sewer Call (0 hours)
- Personnel - 0 hours
- Storm Watch - 0 hours
- Holiday - 16 hours
- Treatment Plant - Class III Water System Pipe Failure (1, 1.5 hours), Tree Removal (3.25 hours)
- Projects - Staff Plant during dirt removal for Bar Screen Project (1.5 hours)

Violations - NONE

Plant Operation and Maintenance

Water Quality

Effluent Quality April 2020	Target	Actual
Monthly Effluent Total Suspended Solids	30 mg/L	7.4 mg/L
Total Suspended Solids Removal	85 %	98.4 %
Monthly Effluent CBOD	25 mg/L	6.4 mg/L
CBOD Removal	85 %	97.2 %

Managers Report for the month of May 2020

	May 2020	April 2020	March 2020
Average Daily Flow (gallons)	542,000	576,000	576,000
Sodium Hypochlorite Used (gallons)	5634	5111	3931
Sodium Bisulfite used (gallons)	2074	2006	2259
Thickener Polymer	One Drums	One Drums	One Drums
Centrifuge Polymer (pounds)	160.3	157.5	225

- **Qualitative Report of Plant Operations**

- Seed sludge transfer from the Pinole Wastewater Treatment Plant worked. Microorganisms activity improved. Ammonia and nitrite levels decreased. As a whole, the District's plant recovered extremely well from a suspected toxic dump.
- 4.5 hours were spent pulling 60 gallons of rags from the headworks, secondary clarifiers, and digester tanks overflow box. As a result of the Shelter in Place Order, the District has not realized any significant change in rag production.

- **Projects**

- Contractor installed new rolling door at the shop's garage.
- Telstar installed a new RAS flowmeter.
- The Electrical Contractor revamped the class III, chlorine analyzer, and thickener electrical circuitry. Conduits are now out of the way from foot traffic, switches more accessible, added more outdoor lights, identified and eliminated safety hazards.
- District Staff rerouted the class III water pipeline system through the sludge pump room. The pipeline used to be routed around the grit tank which would interfere with the new Bar Screen discharge channel.

- **Corrective Maintenance**

-

- **Preventive Maintenance — 149 of 151 work orders completed**

- Deferred PMs for equipment located in the area where the bar screen construction is underway. Will coordinate with the contractor.

- **Tool Usage and Justification Report - No report for May 2020.**

Collection System Operation and Maintenance

- 0 Sanitary Sewer Overflows (SSO)
- 0 Plan stamps
- 4 DVD Reviews
- 1 on-site lateral inspections
- Total USA tickets - 40, RSD USA Tickets - 27
- The May 30-day Collections Maintenance list at 100 percent.
- The April/May 60-day Collections Maintenance list at 100 percent.
- The April/May/June 90-day Collections Maintenance list at 100 percent
- The January - June 180-day list is at 100 percent.

Sewer call responses:

Date	Location	Disposition
None		

Collection System Contractor Invoices

The total for May 2020 for L.R. Paulsell Consulting: \$28,085

Collection System Construction -

Misc Point Repair - investigate coordinate repair of 40 feet of sewer line on California Boulevard near Highway 80 - \$1,170. Majority of construction work occurred in May 2020 but was paid in June 2020. A detailed description will be presented in June 2020 managers report.

Sewer Cleaning and CCTV Program - \$0

- Routine Sewer Cleaning and CCTV, 0 linear feet - \$0
- Reverse Set-ups, 0 - \$0
- Heavy Duty Cleaning - \$0

Bar Screen Project

- Construction Management (80 hours) and Field Inspection (120.5 hours) - \$26,065

Rodeo Avenue Point Repair -

- CCTV Post Construction Video - \$0

Sewer Year 3C -

- CCTV One Year Warranty Video - \$0
- Consulting Services - Development of Record Drawings - \$130

Miscellaneous

- Sewer Main Heavy Duty Grease Removal Test - \$0
- Primary Clarifier Confined Space Entry Assistance - \$0
- Grit Chamber Confined Space Entry Assistance - \$0
- Special inspection, cleaning, and CCTV Mariposa easement - \$720
- 507/509 Parker Subdivision Projects - consulting and inspection assistance - \$0
- Sewer Year 4 Project Development - \$0

Private Sewer Lateral Inspection - \$0

Routine 90 day maintenance assistance - \$0

Routine 60 day maintenance assistance - \$0

Routine 30 day maintenance assistance - \$0

Educational Opportunities

Major Conferences:

Gen. Manager Leadership Summit
CASA Annual Conference
CSDA Annual Conference
Special District Leadership Academy
Board Secretary/Clerk Conference
CWEA Annual Conference

June 28 - 30, Lake Tahoe
August 12-14, 2020, Squaw Creek
August 24-27, 2020, Palm Desert
September 27 - 30, Lake Tahoe
October 26 - 28, Anaheim
October 27 - 30, Reno

Managers Report for the month of May 2020

Action Items

An effort to keep the Board informed of issues that arise during Board Meetings, Committee Meeting, and in general, the District Manager's report will contain a new (or from many years past), Action Items. These will be items brought up as questions, research topics, etc from any meeting or from requests by Board Members. They will appear monthly in the Managers' Report to show the Board that they are being investigated, researched, solved, etc and will include the ones completed. The Action Item list will also be discussed monthly with the Administrative Committee to identify resources needed, other actionable items, etc.

Action Items						
Date	Meeting	Subject	Action	By	Due Date	Status
10/3/17	Admin Com Mtg	PEPRA	Update	Steve Beall / Carl Nelson	December Board Meeting	Received info from Counsel but have not reviewed
4/2/18	Admin Committee Meeting	Voices of Rodeo	Meet and Talk - Maureen?	Steve Beall	ASAP	Perhaps an update from Maureen?
7/23/19	Board Meeting	CCTV of sewer main	Provide before and after video of heavy duty cleaning	Steve Beall	Near Future Board Meeting	Will do once we can return to in-person meetings
9/12/19	Board Meeting	Cron File	Add to October regular board meeting agenda	Steve Beall	October Board meeting	Developing
11/12/19	Board Meeting	Meeting at Senior Appts	Coordinate meeting with Angie and Republic Services	Steve Beall	ASAP	Will do once we can return to in-person meetings
11/12/19	Board Meeting	Social Media	Get RSD involved	Steve Beall	Spring 2020	
1/14/20	Board Meeting	Coordination	Coordinate between National Stewardship Action Counsel and our message for Wipes	Steve Beall	Asap	
Unk	Unk	Future Board Meeting Topic	Introduction of Alternatives for Committees	Steve Beall	Summer 2020	
Completed Items						
Date	Meeting	Subject	Action	By	Due Date	Status
8/22/17	Board Meeting	Regulations	What is the future?	Steve Beall	Future Board Meeting	Working with Carollo
11/13/18	Board Meeting	BAAQMD	Contact regarding permit changes for WWTPs	Steve Beall		Working with Carollo
12/7/17	District Manager	650 San Pablo Ave	Has it been annexed?	Steve Beall	ASAP	Based on current LAFCO map, it is not annexed.

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Consent Calendar

CONSENT CALENDAR

ITEM 1

APPROVE MAY 2020 EXPENDITURES

Issue:

Board approval of the May 2020 expenditures is required.

Budget and Finance Committee's Recommendation:

Approve the May 2020 expenditures.

Fiscal Impact:

\$683,199.33

Discussion

None.

Attachments

- May 2020 expenditures.

	Date	Num	Name	Memo	Credit
1010 - Daily Operating Cash					
1	05/05/2020	126422	Andrew W Alva	Pay Period 04/20/2020-05/03/2020	2,126.38
2	05/05/2020	126423	Damien Loyola	Pay Period 04/20/2020-05/03/2020	2,658.54
3	05/05/2020	126424	Dean W Twigg	Pay Period 04/20/2020-05/03/2020	1,613.74
4	05/05/2020	126425	James P Petalio	Pay Period 04/20/2020-05/03/2020	2,685.77
5	05/05/2020	126426	Nancy R Lefebvre	Pay Period 04/20/2020-05/03/2020	2,134.51
6	05/05/2020	126427	Steven S Beall	Pay Period 04/20/2020-05/03/2020	4,932.40
7	05/05/2020	126428	Timothy P Gregor	VOID:	
8	05/05/2020	126429	Timothy P Gregor	Pay Period 04/20/2020-05/03/2020	2,378.93
9	05/05/2020	126430	Contra Costa County Treasury	499-0305-7, 94-6034753 Payroll Liabilities thru 05/05/2020	8,823.30
10	05/05/2020	126431	A & B Computer Services	Support-Website inaccessible Inv. #5474	62.50
11	05/05/2020	126432	ACME Analytical Solutions	Inv. #18312 Acetate Buffer Solution	1,911.78
12	05/05/2020	126433	Advanced Hydro Engineering	Inv's 462-463-464-SY3B-SY3C-Base Map updates	3,800.00
13	05/05/2020	126434	Aramark	Invoices April 2020	354.96
14	05/05/2020	126435	AT&T.	Internet Service 04/25/20-05/24/20	42.80
15	05/05/2020	126436	Borges & Mahoney Co	Inv. #141891 Chem. Analyzer spare parts-probe, motor	1,536.83
16	05/05/2020	126437	Cunha Engineering, Inc	Inv. #16288 Drafting for Record Drawings & Base Book Update	40,960.00
17	05/05/2020	126438	I. Miller Precision Optical Instrument	Inv. #20-1162 Digital Microscope	2,700.00
18	05/05/2020	126439	Jive Communications	Inv. #IN6000725738 May 2020 Telephone Service	246.58
19	05/05/2020	126440	Julian Tree Care Inc	Two pine trees removed near shop	3,500.00
				Invoices 20-14/20-15/20-16 Bar Screen-Misc. Point Repairs-	
20	05/05/2020	126441	L. R. Paulsell Consulting	Collections Sys. Base Map	27,365.00
21	05/05/2020	126442	Lone Tree Trucking	Inv. #004-A/2020 Haul Biosolids	1,032.00
22	05/05/2020	126443	LSA Associates, Inc	Inv. #170650 Arborist Report	4,367.38
23	05/05/2020	126444	Pacific Infrastructure	Progress Payment #1 Bar Screen Project thru 03/24/20	457,421.55
24	05/05/2020	126445	Smile Business Products	Copier Service Plan 5/12/20-06/11/20	443.40
25	05/05/2020	126446	Staples Advantage	Inv. #8058241432 Kitchen Supplies	196.81
26	05/05/2020	126447	Sunrise Environmental Scientific	Inv. #108988 Hand Cleaner-Body Wash	154.32
27	05/05/2020	126448	Univar	Inv. #48566011 Sodium Hypochlorite	1,678.82
28	05/05/2020	126449	Verizon Wireless	Cellular Service 03/26/20-04/25/20	389.94
29	05/05/2020	126450	Winzer Corporation	Inv. #6607329 Masks	145.19
30	05/05/2020	126451	Stationary Engineers Local 39	May 2020 Employee Union Dues	477.58
31	05/19/2020	126452	Andrew W Alva	VOID:	
32	05/19/2020	126453	Angela M Noble	Reg-05/12/2020	121.28
33	05/19/2020	126454	Connie D Batchelder	Reg-05/12/2020- Budget (04/22 & 05/11)	444.86
34	05/19/2020	126455	Damien Loyola	Pay Period 05/04/2020-05/17/2020	2,338.94
35	05/19/2020	126456	Dean W Twigg	Pay Period 05/04/2020-05/17/2020	1,613.75
36	05/19/2020	126457	James P Petalio	Pay Period 05/04/2020-05/17/2020	2,442.21
37	05/19/2020	126458	Janet E Callaghan	Reg-05/12/2020	171.25
38	05/19/2020	126459	Maureen Brennan	Reg-05/12/2020	171.26
39	05/19/2020	126460	Nancy R Lefebvre	Pay Period 05/04/2020-05/17/2020	2,134.51
40	05/19/2020	126461	Richard B Frakes	Reg-05/12/2020- Budget (04/22 & 05/11)	464.86
41	05/19/2020	126462	Steven S Beall	Pay Period 05/04/2020-05/17/2020	4,932.40

	Date	Num	Name	Memo	Credit
42	05/19/2020	126463	Timothy P Gregor	Pay Period 05/04/2020-05/17/2020	2,701.65
43	05/19/2020	126464	Andrew W Alva	Pay Period 05/04/2020-05/17/2020	3,057.05
44	05/19/2020	126465	Contra Costa County Treasury	499-0305-7, 94-6034753 Payroll Liabilities thru 05/19/20	9,066.50
45	05/19/2020	126466	Arbon Equipment Corporation	Inv. #2281592 Rolling Steel Door	4,867.33
46	05/19/2020	126467	Bold, Polisner, Maddow, Nelson & J	March & April Legal Counsel 2020	8,496.00
47	05/19/2020	126468	Caltest Analytical Laboratory	Permit Testing	77.90
48	05/19/2020	126469	Carollo Engineers	Inv. #0186801 Bar Screen Design Project April 2020	3,749.25
49	05/19/2020	126470	G3 Engineering, Inc.	Inv. #2020-6670 Two Roller Assembly's	485.09
50	05/19/2020	126471	Grainger	V-Belts for Centrifuge & Air Ventilation IPS	327.10
				#58921008 April 2020 Bar Screen Project-ESDC-Drilled pier	
51	05/19/2020	126472	Jacobs Associates	construction observations	19,757.10
52	05/19/2020	126473	L. R. Paulsell Consulting	Inv. #20-17 Monthly Sewer Maint. May 2020	720.00
53	05/19/2020	126474	Lone Tree Trucking	Inv. #004-B/2020 Haul Dirt	1,032.00
				Inv. #1175 5 Year renewal Domain names: rodeosan.org &	
54	05/19/2020	126475	Matthew Alan Kane	rodeosan.com	160.00
55	05/19/2020	126476	McCampbell Analytical, Inc.	Compliance & Acute Testing	3,530.00
56	05/19/2020	126477	On-Site Health & Safety	#485665 Drug Screen Collection 05/05/20 Loyola	75.00
57	05/19/2020	126478	PG&E	Utilities 04/13/20-05/12/20	12,701.86
58	05/19/2020	126479	Polydyne, Inc	Inv. #145504	415.95
59	05/19/2020	126480	Rodeo True Value Hardware	Misc Hardware Acct #430	299.02
60	05/19/2020	126481	SDRMA	Medical, Dental, Vision & Life Insurance June 2020	7,033.77
61	05/19/2020	126482	Smile Business Products	Copier Service Plan 5/12/20-06/11/20	143.63
62	05/19/2020	126483	Southern County Lubricants LLC	#444044 PM Lube for Centrifuge	161.88
63	05/19/2020	126484	Sunrise Environmental Scientific	Inv. #109195 Dermi-Gel	425.66
				Inv. #103537 Recalibrate influent/EFF low meter-troubleshoot pump	
64	05/19/2020	126485	Telstar Instruments	station water pump	4,108.00
65	05/19/2020	126486	Univar	Invoices 458582000-48576570-Bisulfite-Hypochlorite	4,844.12
66	05/19/2020	126487	USA Bluebook	Inv. #228340-Thermometer-gloves-lab supplies	1,170.38
67	05/19/2020	126488	V & A Consulting Engineers, INC	Inv. #19334 April 2020 Outfall Pipeline Sys. Rehab	1,195.00
68	05/19/2020	126489	Umpqua Bank	Acct. # 2505-Statement Charges April 2020	1,621.76
Total 1010 - Daily Operating Cash					683,199.33
TOTAL					683,199.33

CONSENT CALENDAR

ITEM 2

RECEIVE MAY 2020 FINANCIAL STATEMENTS

Issue:

Board approval of the May 2020 financial statements is required.

Budget and Finance Committee's Recommendation:

Approve the April May financial statements.

Fiscal Impact:

The District is currently at about 98.6 % of budget used. The District Manager and the Budget Committee met in April to discuss the Fiscal Year 2020-2021 Operating and Capital Budgets. Both were presented in the May 12, 2020 Board Packet and approved by the Board of Directors. The Public Hearing to adopt Resolution 2020 – 05 to place the Sewer Service Fees on the Tax Roll is on the June 9, 2020 Board Meeting Agenda.

Attachments

- May 2020 financial statements.

Rodeo Sanitary District
Budget vs. Actual
May 2020

	May 2020 Expenditures	May 2020 Budget	Comparison To Budget	% of Budget
Expense				
6100 · Salaries in Plant				
6110 · Straight time				
6110.10 · District Management	15,560.00			100.0%
6110.11 · Operations	16,473.72			100.0%
6110.12 · Plant Maintenance	7,495.15			100.0%
6110.13 · Laboratory	4,804.34			100.0%
6110.14 · Collection System	1,408.96			100.0%
6110.15 · Main Pump Station	239.71			100.0%
6110.16 · Tormey Pump Station	140.35			100.0%
6110.17 · Pollution Prevention Program	240.60			100.0%
6110.18 · Sewer Lateral Program	316.59			100.0%
6110.19 · Sewer Inspections	561.13			100.0%
6110.24 · Audit	0.00			0.0%
6110.25 · Office/Computer Support	0.00			0.0%
6110.26 · Pump Stations	0.00			0.0%
6110.27 · Influent P.S. Rehab	0.00			0.0%
6110.28 · Public Outreach	0.00			0.0%
6110.30 · Seminar/Workshop	0.00			0.0%
6110.31 · License/Certification Prep	0.00			0.0%
6110.32 · Special Class	0.00			0.0%
6110.33 · Conference	0.00			0.0%
6110.34 · Training	269.34			100.0%
6110.40 · Holiday	0.00			0.0%
6110.41 · Floating Holiday	0.00			0.0%
6110.42 · Vacation	0.00			0.0%
6110.43 · Sick Leave	188.56			100.0%
6110.44 · Other Absents	0.00			0.0%
6110.45 · Paid Admin. Leave	0.00			0.0%
6110.46 · Administrative Duties	6,463.06			100.0%
6110.48 · Directors Payroll	1,580.20	2,502.50	(922.30)	63.15%
6110.49 · Master Plan Projects	0.00			0.0%
6110.50 · Vacation Payout	0.00			0.0%
6110.51 · SY3C	0.00			0.0%
6110.52 · Medical Administration	145.71			100.0%
6110 · Straight time - Other	0.00	65,882.83	(65,882.83)	0.0%
Total 6110 · Straight time	55,887.42	68,385.33	(12,497.91)	81.72%
6120 · Overtime	482.01	3,034.33	(2,552.32)	15.89%
6130 · Medical- Cash In Lieu	969.24	700.00	269.24	138.46%
6140 · On-Call Pay	2,000.00	2,166.67	(166.67)	92.31%
6100 · Salaries in Plant - Other	0.00	0.00	0.00	0.0%
Total 6100 · Salaries in Plant	59,338.67	74,286.33	(14,947.66)	79.88%
6500 · Payroll Expenses	4,626.32	5,260.92	(634.60)	87.94%
6600 · Benefits-B129CCC Retirement	12,144.94	12,083.33	61.61	100.51%
6710 · Benefits-Medical Insurance	5,696.72	7,924.58	(2,227.86)	71.89%
6720 · Benefits-Dental-Life-Vision Ins	728.71	997.58	(268.87)	73.05%
7150 · Director's Fees and Costs				
7151 · Directors Reimbursed Expenses	0.00	0.00	0.00	0.0%
7150 · Director's Fees and Costs - Other	0.00	1,375.00	(1,375.00)	0.0%
Total 7150 · Director's Fees and Costs	0.00	1,375.00	(1,375.00)	0.0%
7210 · Solids Disposal	0.00	2,052.50	(2,052.50)	0.0%
7220 · Utilities				
7221 · Electric Charges	0.00	11,040.50	(11,040.50)	0.0%
7223 · Water	592.83	1,460.08	(867.25)	40.6%
7224 · Communication (phone/Internet)	1,719.62	1,484.58	235.04	115.83%
7225 · Gas Charges	0.00	1,705.33	(1,705.33)	0.0%

Rodeo Sanitary District
Budget vs. Actual
May 2020

	May 2020 Expenditures	May 2020 Budget	Comparison To Budget	% of Budget
Total 7220 · Utilities	2,312.45	15,690.49	(13,378.04)	14.74%
7230 · Chemicals				
7231 · Sodium Hypochlorite	3,358.44	2,436.58	921.86	137.83%
7232 · Sodium Bisulphite	3,090.88	2,891.50	199.38	106.9%
7233 · Thickener Polymer	415.95	506.42	(90.47)	82.14%
7234 · Centrifuge Polymer	2,495.72	564.92	1,930.80	441.78%
Total 7230 · Chemicals	9,360.99	6,399.42	2,961.57	146.28%
7240 · Maintenance Supplies				
7241 · Headworks and Primary Treatment	0.00	208.33	(208.33)	0.0%
7242 · Aeration-2nd Clarifiers and RAS	0.00	250.00	(250.00)	0.0%
7243 · Anaerobic Digest/Sludge Process	0.00	3,750.00	(3,750.00)	0.0%
7244 · Thickener and WAS	0.00	583.33	(583.33)	0.0%
7245 · Effluent PS/Aeration/Sewer	0.00	166.67	(166.67)	0.0%
7246 · Potable Water/Pneu Sys/Water	0.00	125.00	(125.00)	0.0%
7247 · Chemical Feed System	485.09	166.67	318.42	291.05%
7248 · Analyzers and Monitoring	664.26	1,166.67	(502.41)	56.94%
7249 · Miscellaneous Plant	0.00	250.00	(250.00)	0.0%
7250 · Generator	0.00	250.00	(250.00)	0.0%
7251 · Influent Pump Stn	0.00	500.00	(500.00)	0.0%
7252 · Collection System	2,355.00	7,083.33	(4,728.33)	33.25%
7253 · SCADA/Operations/Shop	0.00	416.67	(416.67)	0.0%
7254 · Security System	0.00	41.67	(41.67)	0.0%
7256 · Plant Grounds	1,750.00	375.00	1,375.00	466.67%
7257 · Oil and Grease	161.88	208.33	(46.45)	77.7%
7258 · Paint and Coatings	0.00	166.67	(166.67)	0.0%
7259 · Recycled Water System	0.00	83.33	(83.33)	0.0%
Total 7240 · Maintenance Supplies	5,416.23	15,791.67	(10,375.44)	34.3%
7260 · Laboratory Supplies & Services				
7261 · Compliance Testing	0.00	1,600.58	(1,600.58)	0.0%
7262 · Bioassay Testing	4,305.73	2,758.92	1,546.81	156.07%
7263 · Lab Supplies	1,170.38	1,000.00	170.38	117.04%
Total 7260 · Laboratory Supplies & Services	5,476.11	5,359.50	116.61	102.18%
7270 · Equipment Lease/Rental	143.63	270.00	(126.37)	53.2%
7280 · Vehicle O&M	0.00	625.00	(625.00)	0.0%
7290 · Small Tools	0.00	208.33	(208.33)	0.0%
7300 · Permits, Licenses & Fees				
7301 · Permits	0.00	3,847.75	(3,847.75)	0.0%
7302 · Licenses and Certificates	0.00	250.00	(250.00)	0.0%
7303 · Memberships-Trade Organizations	0.00	1,100.00	(1,100.00)	0.0%
Total 7300 · Permits, Licenses & Fees	0.00	5,197.75	(5,197.75)	0.0%
7310 · Legal Counsel	0.00	2,583.33	(2,583.33)	0.0%
7330 · Professional Services	5,070.00	8,333.33	(3,263.33)	60.84%
7345 · Training, Education, Conference	0.00	2,041.67	(2,041.67)	0.0%
7400 · Janitorial Services				
7401 · Laundry	217.20	333.33	(116.13)	65.16%
7402 · Pest Control	0.00	29.17	(29.17)	0.0%
7403 · Janitorial Supplies	137.76	208.33	(70.57)	66.13%
Total 7400 · Janitorial Services	354.96	570.83	(215.87)	62.18%
7410 · Office, Kitchen, Postage, etc.				
7411 · Office Supplies	0.00	625.00	(625.00)	0.0%
7413 · Postage/Mailing	0.00	116.67	(116.67)	0.0%
7414 · Lunches, OT Meals, Mileage	0.00	141.67	(141.67)	0.0%
7415 · Water,CD Data, Misc	0.00	125.00	(125.00)	0.0%
7416 · Kitchen	0.00	125.00	(125.00)	0.0%
7417 · County Fees	0.00	416.67	(416.67)	0.0%
7419 · Employee Recognition	0.00	333.33	(333.33)	0.0%

Rodeo Sanitary District
Budget vs. Actual
May 2020

	May 2020 Expenditures	May 2020 Budget	Comparison To Budget	% of Budget
Total 7410 · Office, Kitchen, Postage, etc.	0.00	1,883.34	(1,883.34)	0.0%
7420 · Pollution Prevention	0.00	1,208.33	(1,208.33)	0.0%
7500 · Non-Employee Insurance				
7501 · Plant	6,542.87	6,833.75	(290.88)	95.74%
7500 · Non-Employee Insurance - Other	0.00	0.00	0.00	0.0%
Total 7500 · Non-Employee Insurance	6,542.87	6,833.75	(290.88)	95.74%
7502 · Worker's Compensation	2,732.86	2,866.67	(133.81)	95.33%
7600 · Safety Clothing & Equipment	2,606.31	583.33	2,022.98	446.8%
7650 · Regulatory Payment	0.00	750.00	(750.00)	0.0%
7652 · Grant Program	0.00	1,750.00	(1,750.00)	0.0%
7700 · Interest Expense-Loans	0.00	0.00	0.00	0.0%
7701 · Bank and Credit Card Fees	0.00	0.00	0.00	0.0%
7900 · Miscellaneous	0.00	0.00	0.00	0.0%
Total Expense	122,551.77	182,926.98	(60,375.21)	67.0%

Rodeo Sanitary District
Budget Performance
Actual to Budget Detail 11 Months Ended May 2020

	Actual July 2019- May 2020 YTD	July 2019-May 2020 Budget	Compare To Budget	% of Budget	Annual Budget
Income					
4100 · Sewer Service Fees					
4101 · Sewer Service Fees-Residential	3,212,329.12	3,213,332.00	(1,002.88)	99.97%	3,213,332.00
4103 · Sewer Service Fees-Commercial	0.00	0.00	0.00	0.0%	87,996.00
4104 · Administrative Fees	0.00	0.00	0.00	0.0%	0.00
4105 · Finance Charges	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Sewer Service Fees	3,212,329.12	3,213,332.00	(1,002.88)	99.97%	3,301,328.00
4200 · New Housing Connection Fees	20,833.30	25,000.00	(4,166.70)	83.33%	30,000.00
4250 · Capital Improvement Charge	0.00	0.00	0.00	0.0%	11,250.00
4300 · Plan Check Fees	220.00	416.70	(196.70)	52.8%	500.00
4500 · Franchise Fees	41,195.15	56,250.00	(15,054.85)	73.24%	75,000.00
4600 · Interest Income	0.00	0.00	0.00	0.0%	0.00
4700 · Ad Valorem Tax	315,786.23	352,000.00	(36,213.77)	89.71%	352,000.00
4800 · Solid Waste Levy AB	26,225.14	5,416.70	20,808.44	484.15%	6,500.00
4900 · Miscellaneous Income	753.54	0.00	753.54	100.0%	0.00
4950 · Reimbursements Dist. Expenses	0.00	0.00	0.00	0.0%	0.00
Total Income	3,617,342.48	3,652,415.40	(35,072.92)	99.04%	3,776,578.00
Expense					
6100 · Salaries in Plant					
6110 · Straight time					
6110.10 · District Management	155,211.00				0.00
6110.11 · Operations	155,810.62				0.00
6110.12 · Plant Maintenance	78,788.82				0.00
6110.13 · Laboratory	51,213.71				0.00
6110.14 · Collection System	12,052.83				0.00
6110.15 · Main Pump Station	8,767.27				0.00
6110.16 · Tormey Pump Station	3,343.12				0.00
6110.17 · Pollution Prevention Program	5,300.39				0.00
6110.18 · Sewer Lateral Program	9,647.27				0.00
6110.19 · Sewer Inspections	4,589.89				0.00
6110.24 · Audit	2,726.78				0.00
6110.25 · Office/Computer Support	10,523.57				0.00
6110.26 · Pump Stations	0.00				0.00
6110.27 · Influent P.S. Rehab	0.00				0.00
6110.28 · Public Outreach	0.00				0.00
6110.30 · Seminar/Workshop	0.00				0.00
6110.31 · License/Certification Prep	0.00				0.00
6110.32 · Special Class	0.00				0.00
6110.33 · Conference	0.00				0.00
6110.34 · Training	10,914.13				0.00
6110.40 · Holiday	23,120.00				0.00
6110.41 · Floating Holiday	4,235.04				0.00
6110.42 · Vacation	25,502.28				0.00
6110.43 · Sick Leave	13,021.82				0.00
6110.44 · Other Absents	0.00				0.00
6110.45 · Paid Admin. Leave	1,256.92				0.00
6110.46 · Administrative Duties	58,916.88				0.00
6110.48 · Directors Payroll	16,521.42	25,025.00	(8,503.58)	66.02%	30,030.00
6110.49 · Master Plan Projects	0.00				0.00
6110.50 · Vacation Payout	10,362.32				0.00
6110.51 · SY3C	0.00				0.00
6110.52 · Medical Administration	3,257.59				0.00
6110 · Straight time - Other	0.00	658,828.30	(658,828.30)	0.0%	790,594.00
Total 6110 · Straight time	665,083.67	683,853.30	(18,769.63)	97.26%	820,624.00
6120 · Overtime	25,296.89	30,343.30	(5,046.41)	83.37%	36,412.00
6130 · Medical- Cash In Lieu	7,753.92	7,000.00	753.92	110.77%	8,400.00
6140 · On-Call Pay	23,000.00	21,666.70	1,333.30	106.15%	26,000.00
6100 · Salaries in Plant - Other	0.00	0.00	0.00	0.0%	0.00
Total 6100 · Salaries in Plant	721,134.48	742,863.30	(21,728.82)	97.08%	891,436.00
6500 · Payroll Expenses	54,726.45	52,609.20	2,117.25	104.02%	63,131.00
6600 · Benefits-B129CCC Retirement	121,699.40	120,833.30	866.10	100.72%	145,000.00

Rodeo Sanitary District
Budget Performance
Actual to Budget Detail 11 Months Ended May 2020

	Actual July 2019- May 2020 YTD	July 2019-May 2020 Budget	Compare To Budget	% of Budget	Annual Budget
6710 · Benefits-Medical Insurance	80,308.32	79,245.80	1,062.52	101.34%	95,095.00
6720 · Benefits-Dental-Life-Vision Ins	8,062.56	9,975.80	(1,913.24)	80.82%	11,971.00
7150 · Director's Fees and Costs					
7151 · Directors Reimbursed Expenses	54.03	0.00	54.03	100.0%	0.00
7150 · Director's Fees and Costs - Other	7,857.23	13,750.00	(5,892.77)	57.14%	16,500.00
Total 7150 · Director's Fees and Costs	7,911.26	13,750.00	(5,838.74)	57.54%	16,500.00
7210 · Solids Disposal	15,357.73	20,525.00	(5,167.27)	74.83%	24,630.00
7220 · Utilities					
7221 · Electric Charges	117,193.82	110,405.00	6,788.82	106.15%	132,486.00
7223 · Water	14,824.18	14,600.80	223.38	101.53%	17,521.00
7224 · Communication (phone/Internet)	15,949.76	14,845.80	1,103.96	107.44%	17,815.00
7225 · Gas Charges	13,043.31	17,053.30	(4,009.99)	76.49%	20,464.00
Total 7220 · Utilities	161,011.07	156,904.90	4,106.17	102.62%	188,286.00
7230 · Chemicals					
7231 · Sodium Hypochlorite	25,588.71	24,365.80	1,222.91	105.02%	29,239.00
7232 · Sodium Bisulphite	26,634.53	28,915.00	(2,280.47)	92.11%	34,698.00
7233 · Thickener Polymer	3,841.97	5,064.20	(1,222.23)	75.87%	6,077.00
7234 · Centrifuge Polymer	2,883.40	5,649.20	(2,765.80)	51.04%	6,779.00
Total 7230 · Chemicals	58,948.61	63,994.20	(5,045.59)	92.12%	76,793.00
7240 · Maintenance Supplies					
7241 · Headworks and Primary Treatment	1,378.12	2,083.30	(705.18)	66.15%	2,500.00
7242 · Aeration-2nd Clarifiers and RAS	1,161.77	2,500.00	(1,338.23)	46.47%	3,000.00
7243 · Anaerobic Digest/Sludge Process	25,874.92	37,500.00	(11,625.08)	69.0%	45,000.00
7244 · Thickener and WAS	7,267.93	5,833.30	1,434.63	124.59%	7,000.00
7245 · Effluent PS/Aeration/Sewer	2,658.50	1,666.70	991.80	159.51%	2,000.00
7246 · Potable Water/Pneu Sys/Water	240.00	1,250.00	(1,010.00)	19.2%	1,500.00
7247 · Chemical Feed System	1,320.25	1,666.70	(346.45)	79.21%	2,000.00
7248 · Analyzers and Monitoring	13,600.94	11,666.70	1,934.24	116.58%	14,000.00
7249 · Miscellaneous Plant	2,581.67	2,500.00	81.67	103.27%	3,000.00
7250 · Generator	2,585.95	2,500.00	85.95	103.44%	3,000.00
7251 · Influent Pump Stn	5,007.92	5,000.00	7.92	100.16%	6,000.00
7252 · Collection System	63,590.89	70,833.30	(7,242.41)	89.78%	85,000.00
7253 · SCADA/Operations/Shop	2,727.14	4,166.70	(1,439.56)	65.45%	5,000.00
7254 · Security System	0.00	416.70	(416.70)	0.0%	500.00
7255 · Chlorine Contact Tank	89.60	0.00	89.60	100.0%	0.00
7256 · Plant Grounds	491.77	3,750.00	(3,258.23)	13.11%	4,500.00
7257 · Oil and Grease	1,208.36	2,083.30	(874.94)	58.0%	2,500.00
7258 · Paint and Coatings	0.00	1,666.70	(1,666.70)	0.0%	2,000.00
7259 · Recycled Water System	315.05	833.30	(518.25)	37.81%	1,000.00
7240 · Maintenance Supplies - Other	0.00	0.00	0.00	0.0%	0.00
Total 7240 · Maintenance Supplies	132,100.78	157,916.70	(25,815.92)	83.65%	189,500.00
7260 · Laboratory Supplies & Services					
7261 · Compliance Testing	19,458.50	16,005.80	3,452.70	121.57%	19,207.00
7262 · Bioassay Testing	29,916.00	27,589.20	2,326.80	108.43%	33,107.00
7263 · Lab Supplies	9,723.85	10,000.00	(276.15)	97.24%	12,000.00
Total 7260 · Laboratory Supplies & Services	59,098.35	53,595.00	5,503.35	110.27%	64,314.00
7270 · Equipment Lease/Rental	2,558.67	2,700.00	(141.33)	94.77%	3,240.00
7280 · Vehicle O&M	7,208.08	6,250.00	958.08	115.33%	7,500.00
7290 · Small Tools	1,340.03	2,083.30	(743.27)	64.32%	2,500.00
7300 · Permits, Licenses & Fees					
7301 · Permits	47,179.73	38,477.50	8,702.23	122.62%	46,173.00
7302 · Licenses and Certificates	631.00	2,500.00	(1,869.00)	25.24%	3,000.00
7303 · Memberships-Trade Organizations	13,098.52	11,000.00	2,098.52	119.08%	13,200.00
Total 7300 · Permits, Licenses & Fees	60,909.25	51,977.50	8,931.75	117.18%	62,373.00
7310 · Legal Counsel	26,916.09	25,833.30	1,082.79	104.19%	31,000.00
7330 · Professional Services	108,085.67	83,333.30	24,752.37	129.7%	100,000.00
7345 · Training, Education, Conference	12,013.28	20,416.70	(8,403.42)	58.84%	24,500.00
7400 · Janitorial Services					
7401 · Laundry	2,525.48	3,333.30	(807.82)	75.77%	4,000.00
7402 · Pest Control	0.00	291.70	(291.70)	0.0%	350.00
7403 · Janitorial Supplies	2,647.89	2,083.30	564.59	127.1%	2,500.00

Rodeo Sanitary District
Budget Performance
Actual to Budget Detail 11 Months Ended May 2020

	Actual July 2019- May 2020 YTD	July 2019-May 2020 Budget	Compare To Budget	% of Budget	Annual Budget
Total 7400 · Janitorial Services	5,173.37	5,708.30	(534.93)	90.63%	6,850.00
7410 · Office, Kitchen, Postage, etc.					
7411 · Office Supplies	7,713.92	6,250.00	1,463.92	123.42%	7,500.00
7413 · Postage/Mailing	1,490.10	1,166.70	323.40	127.72%	1,400.00
7414 · Lunches, OT Meals, Mileage	1,110.45	1,416.70	(306.25)	78.38%	1,700.00
7415 · Water, CD Data, Misc	1,278.16	1,250.00	28.16	102.25%	1,500.00
7416 · Kitchen	808.03	1,250.00	(441.97)	64.64%	1,500.00
7417 · County Fees	2,734.65	4,166.70	(1,432.05)	65.63%	5,000.00
7418 · Bridge Toll	100.00	0.00	100.00	100.0%	0.00
7419 · Employee Recognition	1,136.42	3,333.30	(2,196.88)	34.09%	4,000.00
Total 7410 · Office, Kitchen, Postage, etc.	16,371.73	18,833.40	(2,461.67)	86.93%	22,600.00
7420 · Pollution Prevention	8,159.48	12,083.30	(3,923.82)	67.53%	14,500.00
7500 · Non-Employee Insurance					
7501 · Plant	65,065.90	68,337.50	(3,271.60)	95.21%	82,005.00
7500 · Non-Employee Insurance - Other	0.00	0.00	0.00	0.0%	0.00
Total 7500 · Non-Employee Insurance	65,065.90	68,337.50	(3,271.60)	95.21%	82,005.00
7502 · Worker's Compensation	27,328.60	28,666.70	(1,338.10)	95.33%	34,400.00
7600 · Safety Clothing & Equipment	9,874.89	5,833.30	4,041.59	169.29%	7,000.00
7650 · Regulatory Payment	0.00	7,500.00	(7,500.00)	0.0%	9,000.00
7652 · Grant Program	33,000.00	17,500.00	15,500.00	188.57%	21,000.00
7701 · Bank and Credit Card Fees	0.00	0.00	0.00	0.0%	0.00
7900 · Miscellaneous	0.00	0.00	0.00	0.0%	0.00
Total Expense	1,804,364.05	1,829,269.80	(24,905.75)	98.64%	2,195,124.00
7700 · Interest Expense-Loans	54,181.88	0.00	54,181.88	100.0%	0.00
Total Capital Expense	54,181.88	0.00	54,181.88	100.0%	0.00
Total Expense	1,858,545.93	1,829,269.80	29,276.13	101.6%	2,195,124.00
Net Income	1,758,796.55	1,823,145.60	(64,349.05)	96.47%	1,581,454.00

Rodeo Sanitary District
Balance Sheet
As of May 31, 2020

May 31, 20

ASSETS

Current Assets

Checking/Savings

1010 - Daily Operating Cash

1011 SRF Debt Service Reserve

1011-1 - SRF SY1 Agreement-14822-550-0 111,669.00

1011-2 - SR SY2 Agreement-D1501006-550-0 278,491.00

1011-3 - SRF IPS Agreement D1501008-550- 114,680.00

1011-4 - SRF WWTP Agreement-D1501020 104,801.00

1011-5 - SRF SY3 Agreement-D1501032 345,023.00

Total 1011 SRF Debt Service Reserve 954,664.00

1010 - Daily Operating Cash - Other 2,648,224.99

Total 1010 - Daily Operating Cash 3,602,888.99

1030 - Capital Cash 762,763.82

Total Checking/Savings 4,365,652.81

Accounts Receivable

1200 - Regular Accounts Receivable 226,441.45

Total Accounts Receivable 226,441.45

Other Current Assets

1300 - Advance on Supplemental Taxes 1,491,859.13

1499 - *Undeposited Funds 2,083.33

Total Other Current Assets 1,493,942.46

Total Current Assets 6,086,036.72

Fixed Assets

1600 - Land 40,000.00

1610 - Plant 9,889,192.10

1620 - Plant Maintenance 811,099.35

1630 - Influent Pump Station 3,941,637.47

1640 - Collection System 2,727,290.14

1650 - Laboratory 28,799.56

1660 - Administration 60,605.62

1670 - Underground Sewer Lines 16,571,906.91

1690 - Accumulated Depreciation (12,130,171.00)

1700 - Construction in Progress

1707 - CIP-Misc Collection Sys 109,544.00

1715 - CIP-Capital Reserve 20,098.71

1732 - CIP-Sharp Copier 5,227.39

1740 - CIP-IPS Pump & Piping Rehab 23,348.47

1742 - CIP-Plant Electrical Sys. Rehab 25,441.12

1754 - CIP-WWTP Headworks Project 40,317.18

1755 - CIP-Digester Flare Rehab 4,075.02

1756 - CIP-Process Flowmeter Replaced 8,908.00

1770 - CIP-CWWMP IPS 3,590.00

1775 - CIP-CWWMP Sewer Year 1 1,330.00

1780 - CIP-CWWMP-WWTP 1,710.00

Rodeo Sanitary District
Balance Sheet
As of May 31, 2020

	May 31, 20
1782 · CIP-CWWMP Sewer Year 2	3,800.00
1783 · CIP-CWWTP Sewer Year 4 Project	7,420.00
1784 · CIP-CWWMP Sewer Year 3	40,493.75
1786 · CIP-Facility Painting Project	61.71
1787 · CIP-Concrete Pad-Equip. Storage	22,102.99
1796 · CIP-Outfall Systems	258,426.46
1799 · CIP-Bar Screen Facilities	695,982.03
Total 1700 · Construction in Progress	1,271,876.83
Total Fixed Assets	23,212,236.98
Other Assets	
1400 · Prepaid Insurance	
1400-1 · Prepaid Ins-Health&Dental-Empl	8,590.35
1400-2 · Prepaid Ins-Plant-CSRMA	35,066.42
1400-4 · Prepaid Insur-Workers Comp	2,732.86
Total 1400 · Prepaid Insurance	46,389.63
1500 · Prepaid Retirement Contribution	12,144.98
1950 · Deferred Outflows	374,626.00
Total Other Assets	433,160.61
TOTAL ASSETS	29,731,434.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	
2050 · Interest Payable	84,582.18
2000 · Accounts Payable - Other	81,725.63
Total 2000 · Accounts Payable	166,307.81
Total Accounts Payable	166,307.81
Other Current Liabilities	
2210 · Retirement Plan Payable	
2211 · CCC Retirement (Employees)	6,550.91
Total 2210 · Retirement Plan Payable	6,550.91
2240 · Union Dues	459.50
2500 · Accrued Liabilities	
2510 · Accrued Payroll	35,456.54
2550 · Accrued Vacation	41,923.59
Total 2500 · Accrued Liabilities	77,380.13
2840 · Deferred Inflows	22,155.00
Total Other Current Liabilities	106,545.54
Total Current Liabilities	272,853.35
Long Term Liabilities	
2820 · SRF Loan SY1 #14822-550-0	1,578,018.65
2830 · Net Pension Liability	187,143.00
2850 · SRF Loan SY2 #D15-01006	4,325,789.48
2860 · SRF Loan IPS #D15-01008	1,781,329.04

Rodeo Sanitary District
Balance Sheet
As of May 31, 2020

	May 31, 20
2870 - SRF Loan WWTP #D1501020	1,627,873.92
2880 - SRF Loan SY3 #D15-01032	5,740,000.00
Total Long Term Liabilities	15,240,154.09
Total Liabilities	15,513,007.44
Equity	
3000 - Opening Bal Equity	3,816,956.55
3900 - Retained Earnings	8,666,010.70
Net Income	1,735,459.62
Total Equity	14,218,426.87
TOTAL LIABILITIES & EQUITY	29,731,434.31

Rodeo Sanitary District
A/P Aging Summary
As of May 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Advanced Hydro Engineering	5,510.00	0.00	0.00	0.00	0.00	5,510.00
Aramark	354.96	0.00	0.00	0.00	0.00	354.96
AT&T.	42.80	0.00	0.00	0.00	0.00	42.80
Bay Alarm Company	904.95	0.00	0.00	0.00	0.00	904.95
EBMUD	592.83	0.00	0.00	0.00	0.00	592.83
El Sobrante Sewer	1,800.00	0.00	0.00	0.00	0.00	1,800.00
Equipco	516.98	0.00	0.00	0.00	0.00	516.98
Harrington Plastics	147.28	0.00	0.00	0.00	0.00	147.28
JR Sanitation	170.00	0.00	0.00	0.00	0.00	170.00
L. R. Paulsell Consulting	47,008.04	0.00	0.00	0.00	0.00	47,008.04
Larry Walker Associates	0.00	585.00	0.00	0.00	0.00	585.00
McCampbell Analytical, Inc.	2,275.83	0.00	0.00	0.00	0.00	2,275.83
Polydyne, Inc	2,495.72	0.00	0.00	0.00	0.00	2,495.72
State Water Resources Control Board	0.00	0.00	0.00	0.00	84,582.18	84,582.18
Summit Springs Water Company	0.00	107.25	0.00	0.00	0.00	107.25
Telstar Instruments	8,908.00	0.00	0.00	0.00	0.00	8,908.00
Testing Engineers Inc	0.00	4,147.00	0.00	0.00	0.00	4,147.00
Univar	1,605.20	1,679.26	0.00	0.00	0.00	3,284.46
Verizon Wireless	365.29	0.00	0.00	0.00	0.00	365.29
Vincent Electric Motor Co	2,323.59	0.00	0.00	0.00	0.00	2,323.59
Winzer Corporation	185.65	0.00	0.00	0.00	0.00	185.65
TOTAL	75,207.12	6,518.51	0.00	0.00	84,582.18	166,307.81

Rodeo Sanitary District
A/R Aging Summary
As of May 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
357-020-009-0-Rodeo Marina	6,383.36	0.00	0.00	0.00	0.00	6,383.36
357-041-001-3-Ricky's Corner	5,988.56	0.00	0.00	0.00	992.67	6,981.23
357-044-014-3-Rodeo Local 326	0.00	173.45	0.00	0.00	0.00	173.45
357-051-004-4-Flippy's	864.98	0.00	0.00	0.00	0.00	864.98
357-052-017-El Sol	1,409.34	0.00	0.00	0.00	660.00	2,069.34
357-054-016-5-200 Lake Ave	407.29	0.00	0.00	0.00	786.94	1,194.23
357-091-022-8-John Swett	2,807.34	0.00	0.00	0.00	0.00	2,807.34
357-111-029-9-Rodeo Auto Tech	32.80	0.00	0.00	0.00	0.00	32.80
357-132-017-9-Classic Cleaners	1,422.05	0.00	0.00	0.00	0.00	1,422.05
357-132-017-9-Clothesline	12,736.08	0.00	0.00	0.00	0.00	12,736.08
357-132-017-9-Fresh Salon & Spa	996.38	0.00	0.00	0.00	0.00	996.38
357-132-017-9-Goodwill Industries	996.38	0.00	0.00	0.00	0.00	996.38
357-132-017-9-Safeway	38,930.52	0.00	0.00	0.00	0.00	38,930.52
357-132-017-9-Subway-Straw Hat	2,511.08	0.00	0.00	0.00	0.00	2,511.08
357-132-017-Happy Wok+4	10,834.52	0.00	0.00	0.00	0.00	10,834.52
357-132-018-7-Mechanic's Bank	996.38	0.00	0.00	0.00	0.00	996.38
357-171-001-5-Northshore Vietnamese	0.00	910.14	0.00	0.00	239.50	1,149.64
357-260-052-0-St. Patrick's Cath. School	10,814.19	0.00	0.00	0.00	0.00	10,814.19
Housing Authority of Contra Costa County	0.00	0.00	0.00	0.00	124,547.50	124,547.50
TOTAL	98,131.25	1,083.59	0.00	0.00	127,226.61	226,441.45

6

Emergency Action

EMERGENCY SITUATIONS REQUIRING BOARD ACTION

AGENDA 6

CONTINUE EMERGENCY DECLARATION AND DELEGATING AUTHORITY IN RESPONSE TO COVID-19 PANDEMIC

Discussion

As directed in Resolution 2020-03, the District Manager will report the reasons why the emergency declaration must remain in place.

In light of the continuing existence of the COVID-19 pandemic, and Executive Order N-33-20 and the Contra Costa Health Officer Orders, and the need for the District Manager to remain authorized to take all actions necessary for the District to continuously provide essential services to the Rodeo community, and to take all reasonable steps to recover such costs from any and all available sources, and to make determinations, in response to Executive Order N-33-20 and the Contra Costa Health Officer Orders, regarding which District facilities comprise Essential Infrastructure, which District services are Essential Governmental Functions, which District employees and contractors comprise the Essential Workforce and are needed to continue providing Essential Governmental Functions, and to confirm:

- That the District wastewater treatment facility ("WWTP") located at 800 San Pablo Avenue, Rodeo, and its other facilities used to provide continuous and uninterrupted collection, conveyance, and treatment of wastewater, are crucial infrastructure within the meaning of the Executive Order and Essential Infrastructure under the Health Officer Orders;
- That the continuous and uninterrupted collection, conveyance, and treatment of wastewater by the District is an Essential Governmental Function;
- That specified District employees and contractors comprise the Essential Workforce and are needed to continue providing Essential Governmental Functions,

It is recommended that the Board determine, by a four-fifths vote, that there is a need to continue in place the local emergency declaration.

RESOLUTION 2020-03
OF THE BOARD OF DIRECTORS OF THE RODEO SANITARY DISTRICT
CONTRA COSTA COUNTY, STATE OF CALIFORNIA DECLARING A LOCAL STATE
OF EMERGENCY AND AUTHORIZING THE DISTRICT MANAGER TO TAKE
NECESSARY ACTIONS TO ENSURE WASTEWATER SERVICE AND PROTECTION
OF RODEO SANITARY DISTRICT EMPLOYEES AND THE PUBLIC DURING THE
STATE AND NATIONAL EMERGENCY RESULTING FROM THE COVID-19 VIRUS
PANDEMIC, AND AUTHORIZING AND RATIFYING CERTAIN ACTIONS,
DESIGNATIONS, AND DETERMINATIONS MADE BY THE DISTRICT MANAGER

WHEREAS, in December 2019 a novel coronavirus (named "COVID-19") was first detected in Wuhan City, Hubei Province, China; and

WHEREAS, the Center for Disease Control and Prevention (CDC) considers the COVID-19 virus to be a very serious public health threat with outcomes ranging from mild sickness to severe illness and death; and

WHEREAS, on January 30, 2020, the World Health Organization declared the COVID-19 outbreak a Public Health Emergency of International Concern; and

WHEREAS, on January 31, 2020, the United States Secretary of Health and Human Services declared a Public Health Emergency; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State Emergency as a result of the COVID-19 virus pandemic; and

WHEREAS, on March 10, 2020, the Contra Costa County proclaimed the existence of a local emergency throughout the County caused by the introduction of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency and provided recommendations from the Centers for Disease Control; and

WHEREAS, on March 16, 2020, the County of Contra Costa by Order of the Health Officer issued a Shelter in Place Order limiting the travel of all county residents and ordering county businesses to cease all non-essential activities and to take further actions as described in Order HO-COVID19-SIP-0316-2020; and

WHEREAS, on March 19, 2020, the Governor of the State of California issued Executive Order N-33-20, which mandates that all residents of the State shelter in place, but which excepts from the mandate the workers needed to maintain continuity of operations of federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>, which critical infrastructure sectors include the

Water and Wastewater Systems Sector, which includes wastewater collection and treatment, and Essential Workforce - Public Works, which includes workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including sewer mains and other critical or strategic infrastructure, and Other Community-Based Government Operations And Essential Functions, for which the "Essential Workforce" includes critical government workers, as defined by the employer; and

WHEREAS, the Rodeo Sanitary District (District) performs an Essential Governmental Function and operates Essential Infrastructure, providing wastewater collection, conveyance, and treatment to the unincorporated community of Rodeo; without the continuous provision of such services, it would be impossible for residents of Rodeo to shelter in place; and

WHEREAS, there is currently underway a public works project entitled the Bar Screen Project, the purpose of which is to install facilities to screen and remove from the waste stream entering the District wastewater treatment facility ("WWTP") located at 800 San Pablo Avenue, Rodeo, materials commonly called "rags," which are solid materials, including but not limited to nonwoven disposable products, commonly but incorrectly called "flushable wipes," that do not break down and disperse rapidly within District's facilities used to provide continuous and uninterrupted collection, conveyance, and treatment of wastewater, which the District has determined to comprise Essential Infrastructure; these "rags" can foul the mechanical equipment within the WWTP, and they could also lead to a upset of the biological process, and cause the discharge of large quantities of untreated (or partially treated) sewage into the environment, so they must be removed from the waste stream entering the WWTP; and

WHEREAS, until the Bar Screen Project is completed, as anticipated in October 2020, these "rags" must be removed manually by District staff, which is difficult to safely accomplish in a manner consistent with the social distancing requirements of the Order; meanwhile, an increasing amount of "rags" have been entering the WWTP since the issuance of the initial Shelter In Place Order issued March 16, 2020 by the Contra Costa Health Officer's Shelter In Place Order.

WHEREAS, on March 31, 2020, the Contra Costa County Health Officer issued a subsequent Shelter in Place Order further limiting the travel of all county residents, and imposing additional restrictions on permissible activities, including new limitations on certain public works projects as described in Order HO-COVID19-SIP-03; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the District, based on the facts recited above; and

WHEREAS, the Emergency Services Act, Government Code section 8630 empowers a local governing body to proclaim the existence or threatened existence of a local emergency; and,

WHEREAS, pursuant to California Government Code Sections 8680.9 and 8558(c), a local emergency is a condition of extreme peril to persons or property proclaimed as such by the governing body of the local agency affected by a natural or manmade disaster; and,

WHEREAS, the purpose of a local emergency proclamation is to activate extraordinary police powers, create immunity for emergency actions, authorize issuance of orders and regulations, and activate pre-established emergency provisions; and,

WHEREAS, pursuant to California Government Code Section 8634, the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property; and

WHEREAS, as a result of the federal, state, and local emergency declarations and the shelter in place orders issued by the Governor of California and the Contra Costa County Health Officer, additional emergency measures may be required to be taken to ensure the District may continue to provide continuous, safe, and reliable wastewater collection, conveyance, and treatment service to the residents of Rodeo, and to further ensure the safety and health of its employees and the public; and

WHEREAS, the duration of the declared state of emergencies is unknown and as such the District should be prepared for a long duration before normal operations and procedures may be resumed; and

WHEREAS, a local emergency proclamation is often a prerequisite for requesting state or federal assistance.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the District, that there now exists and for the foreseeable future shall continue to exist a state of local emergency within the Rodeo Sanitary District service area and jurisdiction; and

NOW, THEREFORE BE IT FURTHER RESOLVED by the Board of Directors of the District, that the District Manager, or designee, is hereby authorized and directed, for and on behalf of the District, to take all actions necessary for the District to continuously provide essential services to the Rodeo community, specifically to provide continuous, safe, and reliable collection, conveyance, and treatment of wastewater and to protect the health of employees and the public, which actions include but are not limited to, promulgating orders and regulations necessary to provide for the protection of life and property, expending District funds for emergency purposes during the declared

emergency, including those funds needed to meet personnel and staffing requirements, and suspending personnel rules, administrative procedures, and work restrictions as necessary for those purposes; and

NOW, THEREFORE BE IT FURTHER RESOLVED by the Board of Directors of the District, that, in so doing, the District Manager, or designee, shall take all reasonable steps to recover such costs from any and all available sources, including county, state, and federal agencies, and the District's insurance carriers, and to ensure that all actions taken pursuant to this declaration and the delegations of authority in this resolution comply with all federal, state and local laws, and regulations for the duration of the COVID-19 emergency; and

NOW, THEREFORE BE IT FURTHER RESOLVED by the Board of Directors of the District, that the District Manager, or designee, is hereby authorized, for and on behalf of the District, to make determinations, pursuant to Executive Order N-33-20 and the Contra Costa Health Officer Orders, regarding which District facilities comprise Essential Infrastructure, which District services are Essential Governmental Functions, which District employees and contractors comprise the Essential Workforce and are needed to continue providing Essential Governmental Functions, which District public works projects are immediately necessary to the maintenance, operation, or repair of Essential Infrastructure, and to specifically designate District public works projects as an Essential Governmental Function; and

NOW, THEREFORE BE IT FURTHER RESOLVED by the Board of Directors of the District, that the following determinations and designations by the District Manager are hereby confirmed and ratified:

- (1) That the District wastewater treatment facility ("WWTP") located at 800 San Pablo Avenue, Rodeo, and its other facilities used to provide continuous and uninterrupted collection, conveyance, and treatment of wastewater, are crucial infrastructure within the meaning of the Executive Order and Essential Infrastructure under the Health Officer Orders;
- (2) That the continuous and uninterrupted collection, conveyance, and treatment of wastewater by the District is an Essential Governmental Function;
- (3) That specified District employees and contractors comprise the Essential Workforce and are needed to continue providing Essential Governmental Functions
- (4) That the Bar Screen Project is immediately necessary to the maintenance, operation or repair of Essential Infrastructure, namely the WWTP, and
- (5) That the completion of the Bar Screen Project is an Essential Governmental Function.

NOW, THEREFORE BE IT FURTHER RESOLVED by the Board of Directors of the District, that, at every regularly scheduled meeting of the Board until the state of emergency has subsided, the District Manager shall report the reasons why the

emergency declaration must remain in place and the local state of emergency declared herein shall be renewed by motion and vote of the Board of Directors.

The Foregoing Resolution was duly and regularly adopted at a regular meeting of the Rodeo Sanitary District Board of Directors held on April 14, 2020, by the following vote:

AYES: 5

NOES: 0


ABSENT: 0

ATTEST:



Connie Batchelder, President of the Board of Directors

COUNTERSIGNED:



Richard Frakes, Secretary of the Board of Directors

7

Old Business

OLD BUSINESS

AGENDA ITEM 7-A

BAR SCREEN PROJECT UPDATE

Discussion

The District Manager will maintain the Bar Screen Project Update discussion under old business until the Bar Screen Project is complete. Updates may include but not be limited to design submittals, cost information, design criteria modifications, progress updates, etc.

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). The Submittal log maintain by the District is attached.

During this period, the contractor placed the concrete for the Bar Screen Structure foundation slab, has formed in place the rebar for the Bar Screen channel exterior walls and slab, enhanced electrical safety around the treatment plant (described in more detail later in this report), and completed minor miscellaneous activities for the project.

Task/Activity	Original Date	Anticipated Date
Contract Time Starts	August 19, 2019	August 29, 2019
Construction Period (340 days)		
Substantial Completion	July 24, 2020	September 30, 2020
Punchlist (up to 60 days)		
Final Completion	September 24, 2020	November 30, 2020

The table below will be included to keep the Board up to date of overall costs for the project.

<u>Project Element</u>	<u>Estimated Cost</u>	<u>Costs Paid to date</u>
Bar Screen Construction Cost	\$2,848,300	\$424,840
Construction Contingency (10%)	\$285,000	\$32,582 (1.2%)
Engineering and Administration Cost	\$600,000	\$507,713
Total Capital Cost - Bar Screen Only	\$3,733,300	\$965,135
Headworks Construction Cost	\$350,000	\$0
Electrical Rehab Construction Cost	\$135,000	\$0

(1) - will break down into more detail in the future. Will include items such as potable water rehab, pavement rehab, etc

Future Project updates will include a more detailed breakdown of the main pay applications for Pacific Infrastructure to better distribute the Headworks and Electrical Rehab Construction Costs.

The Engineering and Administration costs Through April 2020 are as follows:

Company	Task	Total
Carollo Engineers	Project Design, Bid Phase	\$226,879
Carollo Engineers	Engineering Services During Construction	\$88,290
McMillan Jacobs	Foundation Design, Bid Phase	\$50,707
McMillan Jacobs	Engineering Services During Construction	\$40,827
L.R. Paulsell	Engineering Services During Construction	\$101,010
Project Total - to date		\$507,713

The first pay application included payment for Construction Change Order (CCO) number one. The total cost for CCO 1 was \$34,296.37. CCO 1 is broken down into several Project Change Orders (PCO) as follows:

- PCO 1 - Additional pot hauling required for 16 inch raw water tie in - \$2,085.19
- PCO 5 - relocate 6 inch raw water line to clear Bar Screen peers and 16 inch while water crossing - \$24,444.67
- PCO6 - remove abandoned six-inch sludge line (from 1957 plan) and miscellaneous electrical conduits to clear bar screen peers - \$2,095.58
- PCO 7 - repair broken 1 inch potable line at centrifuge, caused accidentally by District Staff - \$1,113.94
- PCO 9 - repair broken 3 inch class III water line at effluent pump Station - \$4,556.99

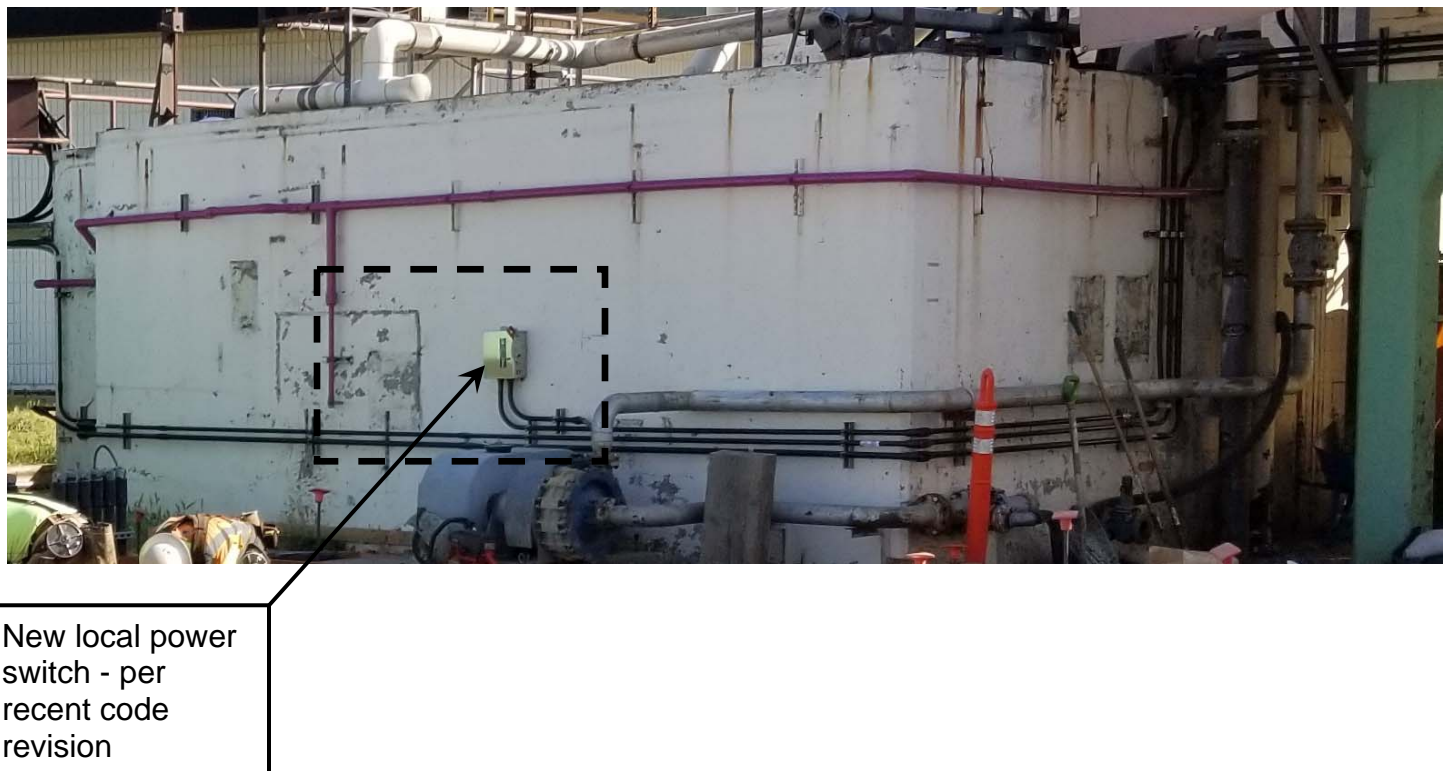
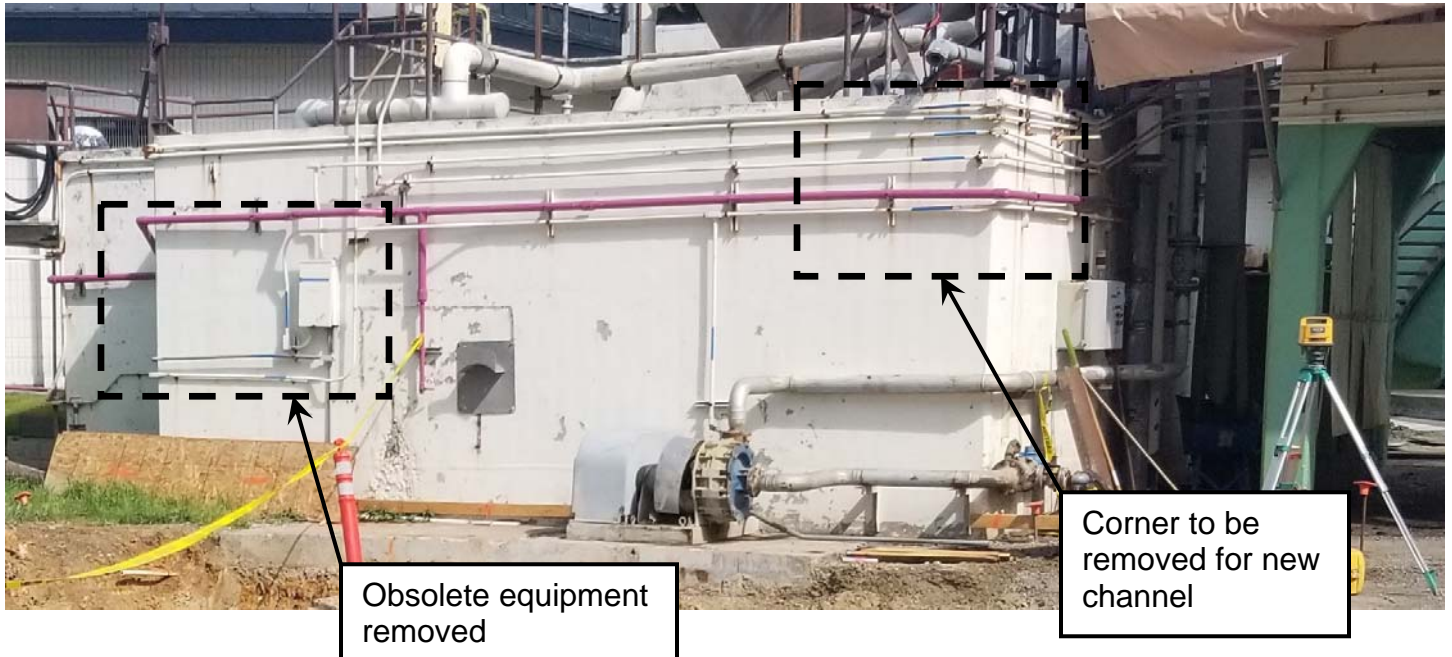
Project Photos

First section of photos will be of the deteriorated concrete on the Grit Tank/Headworks. RSD is working with Carollo and the Contractor to implement the appropriate solution.





This section of photos will highlight many areas of electrical rehab and repair.







The two photos on this page and the one on the preceding page show extreme corrosion for electrical wires coming out of the ground and going to the polymer tank mixer. The local activation switch was also rusted beyond use. The photo on the next page shows the completed repair of this location.







The photo on this page shows the completed repair of the polymer system for the waste activated sludge thickener. The old system simply had plugs in outlets, the new system has on-off switches.

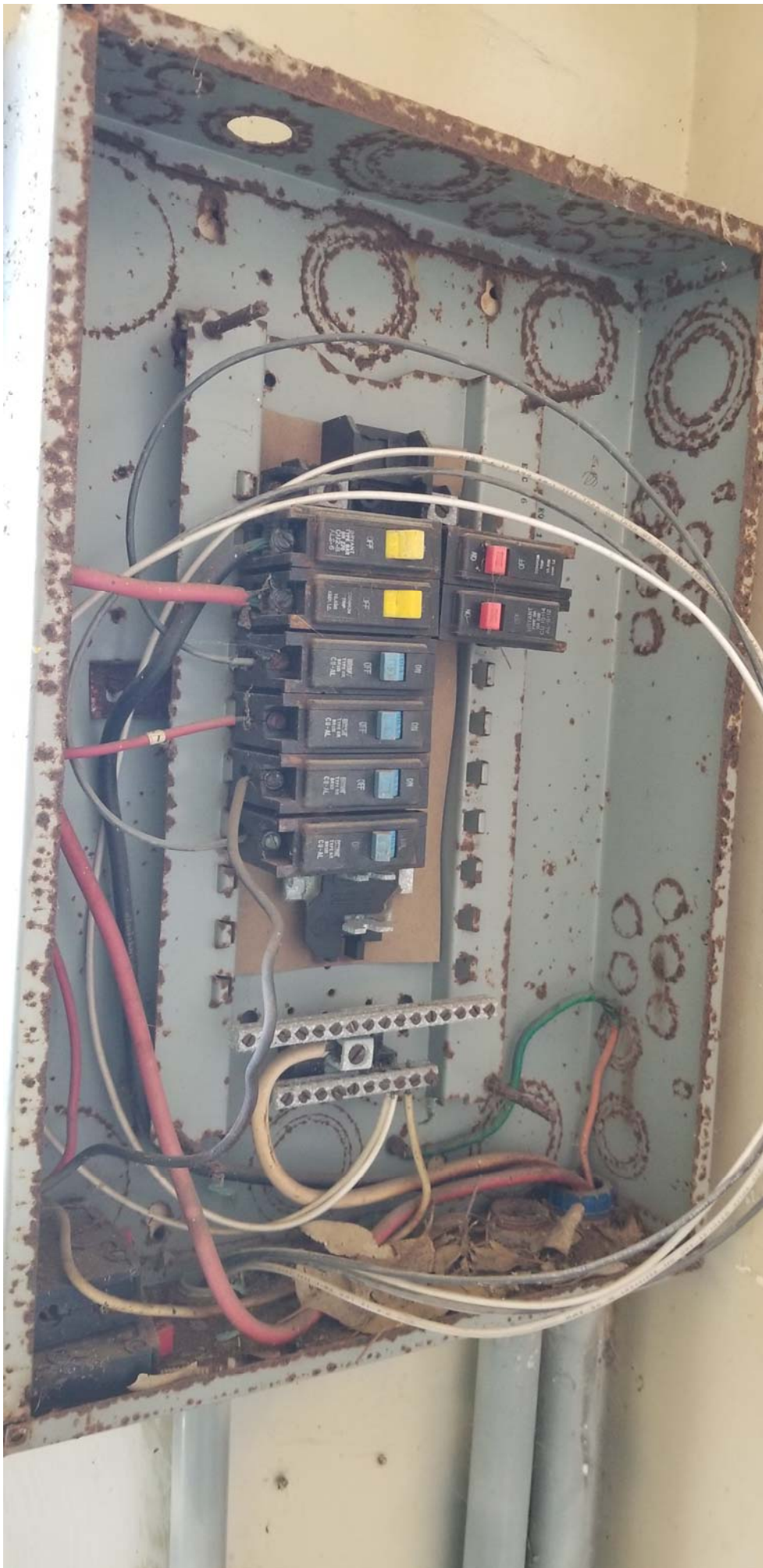
The photos on the next page are of extreme risk corrosion and hot wires with no termination.





These two photos show how an existing conduit was pushed up and damaged by a tree overtime. The tree roots broke the conduit exposing the wires in the conduit. The end appropriate solution was to simply cover the broken area a pull box. The electrician traced the wires and was able to determine that none of the wires were in fact in use any longer. The wires were removed and the existing conduit abandoned. The photos on the next two pages simply show corrosion open boxes loose wires, all risks to District staff, all found to be obsolete and removed from service.





These photos show the progress of the bar screen structure since the last Board Meeting.









OLD BUSINESS

AGENDA ITEM 7-B

CONOCO PHILLIPS REFINERY PROJECT DISTRICT RISK

Discussion

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.

The District Manager is seeking direction on whether this agenda item should remain ongoing.

8

New Business

NEW BUSINESS

AGENDA ITEM 8-A

RESOLUTION 2020-04 ELECTION FOR NOVEMBER 3, 2020

Discussion:

Please find attached resolution 2020-04 calling for the November 3, 2020 election, requesting consolidation of the election, and setting forth requirements for candidate statements; and directing the Secretary of the District to file the resolution with the County Elections Department and County Board of Supervisors. There is additional supporting information including Director contact information. Please confirm the contact information is accurate.

District Manager's Recommendation:

Adopt Resolution 2020-04

RESOLUTION 2020-04
BEFORE THE BOARD OF DIRECTORS OF THE
RODEO SANITARY DISTRICT
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

**Resolution Ordering Even - Year Board of Directors Election;
Consolidation of Elections; and Specifications of the Election Order**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **3rd day of November, 2020**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 3rd day of November, 2020**. The purpose of the election is to choose members of the board of directors or council members for the following seats: (List offices and terms)

Director at Large (Dec. 2020 - Dec. 2024)

Director at Large (Dec. 2020 - Dec. 2024)

Director at Large (Dec. 2020 - Dec. 2024)

The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimated cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as the following: \$ 95.00

2. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
3. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
4. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
5. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.
6. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this 9th day of June, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
Rodeo Sanitary District

Contra Costa County
Clerk-Recorder-Elections Department
555 Escobar Street
Martinez, CA 94553

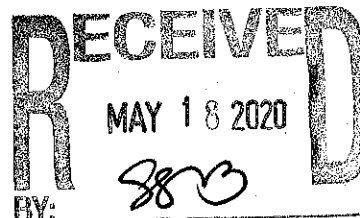
Deborah R. Cooper
County Clerk-Recorder
and Registrar of Voters

Scott O. Konopasek
Assistant County Registrar



May 14, 2020

Nancy Lefebvren, District Administrator
Rodeo Sanitary District
800 San Pablo Ave
Rodeo, CA 94572



Dear Nancy Lefebvren,

Our office is currently preparing for the General Election to be held on November 3, 2020. As you are aware, your district has positions that are up for election. The official filing period begins July 13, 2020 and ends August 7, 2020.

Included in this packet is a copy of the "City, School and Special Districts Guide". This guide provides information regarding important dates, candidate statement costs and the election process.

Enclosed you will find the following forms:

- Elected Officials and Terms of Office Report (Fax to (925) 335-7842)
- Special District Worksheet
- Sample Resolution Containing Election Order
- City, School and Special Districts Guide

Please complete and return to us the "Elected Officials and Terms of Office Report", "Special District Worksheet", and an executed "Resolution Containing Election Order" by July 1, 2020.

To insure we have the correct boundary lines for your district, we are requesting a district map in a Shapefile or PDF format that clearly outlines your district's boundary lines. Please provide the map or file by June 26, 2020. Maps may be emailed directly to our mapping division at data.map@vote.cccounty.us.

If you have any questions, please contact me at (925) 335-7806.

Respectfully,
DEBORAH R. COOPER, COUNTY CLERK-RECORDER, REGISTRAR

A handwritten signature in cursive script, appearing to read "Rosa Mena".
Rosa Mena
Election Processing Supervisor

Enclosures

NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET

NOVEMBER 3, 2020 GENERAL ELECTION

Rodeo Sanitary District

The NOTICE TO THE COUNTY ELECTIONS OFFICIAL – SPECIAL DISTRICT WORKSHEET must be completed and returned no later than (E-125) July 1, 2020. Answers to questions on this worksheet must be included in the body of the resolution. EC 10509

1. INCUMBENT INFORMATION

I have reviewed the attached Elected Officials and Terms of Office information for the elective officers of the district according to our records. (Check where applicable)

- ☐ The information is correct
- ☐ The information is incorrect. I have marked needed changes and have listed the dates of vacancy and appointments if they are different from the information on the form.

Number of Full Term seats up for election: _____

Number of Short Term seats up for election: _____

2. HOW ARE YOUR BOARDMEMBERS ELECTED?

- ☐ At Large
- ☐ By District (Please assign incumbents to districts.)

3. CANDIDATE STATEMENT

Candidate statement costs can be found in the "2020 City, School and Special Districts Guide" on Attachments C-1 to C-4. Statement costs are based on 250 words. Statements over 250 words will double in price.

a) The following will pay for the candidate statement:

- ☐ District
- ☐ Candidate

b) The Candidate Statement is limited to _____ words.

4. ACTION TO BE TAKEN IN THE EVENT OF A TIE VOTE EC 15651

- ☐ In the event of a tie vote, the winner shall be determined by lot at a time and place designated by this board.
- ☐ In the event of a tie vote, the governing board shall call a run-off election on the sixth Tuesday following the election at which the tie vote occurred.

5. QUALIFICATIONS FOR OFFICE AS REQUIRED BY THE DISTRICT'S PRINCIPAL ACT

6. DISTRICT BOUNDARIES

- ☐ There have been boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.
- ☐ There have been NO boundary changes. Please email a district map in a Shapefile or PDF format that clearly outlines your district's boundary.

Email maps to data.map@vote.cccounty.us.

The last day for district boundary changes for the November 3, 2020 Election is (E-130) June 26, 2020.

EC 12262

7. RESOLUTION CONTAINING ELECTION ORDER EC 10002

- ☐ Enclosed is the resolution adopted by the District Board members. The resolution must include the date of the Election and the purpose of the Election.

DATE

SIGNED

PRINTED NAME

(DISTRICT SEAL)

MAILING ADDRESS

AREA CODE / PHONE NUMBER

NEW BUSINESS

AGENDA ITEM 8-B

CONTRACT AMENDMENT WITH DISTRICT COUNSEL BOLD, POLISNER, MADDOW, NELSON & JUDSON, PC

Issue:

Amend District Counsel Agreement to provide for hourly rate adjustment.

District Manager's Recommendation:

Authorize the District Manager to amend the agreement between the Rodeo Sanitary District (District) and Bold, Polisner, Maddow, Nelson & Judson, PC (District Counsel) as set forth on the attached proposed amendment.

Fiscal Impact:

The fiscal impact would be minimal. The use of District Counsel is based on the needs of the District and if the District is experiencing any legal issues. The Budget Committee generally establishes a conservative but not excessive budget for District Counsel. For example, the last budget for District Counsel was \$30,000 and the District is projecting an expense of \$25,000. The rate increases represent approximately a 10% increase and will not adversely affect the District's budget.

Discussion

The District has enjoyed the exceptional services of District Counsel since the latter part of 2011. The District entered into agreement with District Counsel in October 2011 and the established Primary Counsel rate was \$210 per hour. In January 2017, District Counsel adjusted its rates to \$240 per hour.

During the period from February 2017 to February 2020, the Consumer Price Index - All Urban Consumers for the San Francisco Oakland San Jose Metropolitan Area increased by 10%. The increase proposed by District Counsel is commensurate with the Consumer Price Index change.

District Counsel is proposing a rate adjustment effective July 1, 2020 to \$265 per hour.

Attachments

- Proposed District Counsel Agreement Amendment
- Exhibit B-2
- Existing Agreements

SECOND AMENDMENT TO
GENERAL COUNSEL AGREEMENT
WITH
BOLD, POLISNER, MADDOW, NELSON, & JUDSON

THIS SECOND AMENDMENT to the General Counsel Agreement for General Counsel Services is made and entered into this ____ day of _____ 2020, by and between the Rodeo Sanitary District, a public agency in the County of Contra Costa, California, ("District") and Bold, Polisner, Maddow, Nelson & Judson, a professional corporation ("General Counsel"), located at 500 Ygnacio Valley Road, Suite 325, Walnut Creek, CA 94596-3840.

WHEREAS, on November 8, 2011 the District retained the services of Bold Polisner, Maddow, Nelson & Judson as General Counsel for the District; and

WHEREAS, on August 10, 2016 the District executed the First Amendment to General Counsel Agreement; and

WHEREAS, the District remains very satisfied with the performance of Bold, Polisner, Maddow, Nelson & Judson over this period of time; and

WHEREAS, the District Board of Directors finds that the proposed hourly rates are still cost-effective and comparable to the cost of legal services provided to other local agencies.

NOW, THEREFORE, the parties hereto agree as follows:

1. Exhibit "B-1" to the First Amendment to General Counsel Agreement dated August 10, 2016 between the District and General Counsel is hereby replaced in its entirety with the accompanying Exhibit "B-2," and the first paragraph of Section 5 is hereby modified to read as follows:

5. Compensation. District shall compensate General Counsel for all services performed by General Counsel pursuant to this Agreement in an amount equal to General Counsel's hourly rates of charge for General Counsel's personnel times the number of hours, or portions thereof, of services correspondingly performed by said personnel. The rates of charge for General Counsel's personnel are set forth in Exhibit "B-2" hereof, attached to the First Amendment to this Agreement, and by this reference incorporated herein. Exhibit "B-2" may only be amended in accordance with Section 9 of this Agreement.

2. All other provisions of the November 8, 2011 General Counsel Agreement, as amended by the First Amendment to General Counsel Agreement dated August 10, 2016, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Second Amendment to Agreement the day and year first hereinabove written.

BOLD, POLISNER, MADDOW, NELSON
AND JUDSON, PC, General Counsel

RODEO SANITARY DISTRICT,
a Sanitary District

By: _____
Craig L. Judson, President

By: _____
Steven S. Beall, District Manager

ATTEST:

By: _____
Carl P. A. Nelson, Secretary

By: _____
Richard Frakes, District Secretary

EXHIBIT "B-2"
BOLD POLISNER, MADDOW, NELSON & JUDSON
SCHEDULE OF HOURLY RATES

These rates shall be effective on July 1, 2020, and are all-inclusive, except as noted below.*

<u>District Legal Counsel's Personnel:</u>	<u>Hourly Rates:</u>
Robert B. Maddow	\$265
Carl P.A. Nelson	\$265
Craig L. Judson	\$265
Douglas E. Coty	\$265
Ari J. Lauer	\$265
Sharon M. Nagle	\$265
Scott J. Judson	\$265
Morgan S. Biggerstaff	\$265
Kyla J. Hale	\$265
Paralegal	\$135
Interns	\$135
Contract counsel (varies ¹)	As Agreed

(¹ District Legal Counsel shall not assign work on any District matter to any attorney not listed above or consented to by the District.)

District Legal Counsel may add a \$25.00 per hour litigation surcharge on a case-by-case basis to work done for actual litigation activities from initial pleadings through final disposition of each case. For the purpose of billing, this shall mean those services provided in the defense or prosecution of actual filed legal proceedings.

District Legal Counsel may add an administrative cost of up to 5.0% on the total amount of each invoice received from subcontractors hired by the District through District Legal Counsel. This amount represents full compensation to District Legal Counsel for the detailed handling of agreements, management of accounts receivable and payable and the maintenance of special files and ledger sheets related to such payments.

*Except as noted below, we will not charge for ordinary word processing, overtime expenses associated with staff personnel, regular postage, phone calls and similar items unless these items are unusually large in amount and we obtain your agreement in advance.

We will charge for costs and expenses and in-house services such as filing fees fixed by law or assessed by courts or other agencies; court reporters' fees; witness fees; experts' fees; consultants' fees; process server fees; investigation expenses; out of town travel expenses; long distance telephone charges; messenger and private courier delivery charges; extraordinary word-processing, photocopying and other reproduction services, and facsimiles; computerized research charges; and similar items.

External costs and expenses are charged at our cost, except for computer research for which the firm maintains fixed subscription charges with a service provider. Instead of prorating the cost of the fixed subscription charges among all of the clients using computerized research during a given month, we simply bill the clients at the provider's regular rates, which may be more or less than a prorated share of our monthly subscription fee depending upon the usage in any given month. We will not add a "handling" charge for costs and expenses incurred on your behalf.

FIRST AMENDMENT TO
GENERAL COUNSEL AGREEMENT
WITH
BOLD, POLISNER, MADDOW, NELSON, & JUDSON

THIS FIRST AMENDMENT to the General Counsel Agreement for General Counsel Services is made and entered into this 23rd day of August 2016, by and between the Rodeo Sanitary District, a public agency in the County of Contra Costa, California, ("District") and Bold, Polisner, Maddow, Nelson & Judson, a professional corporation ("General Counsel"), located at 500 Ygnacio Valley Road, Suite 325, Walnut Creek, CA 94596-3840.

WHEREAS, on November 8, 2011 the District retained the services of Bold Polisner, Maddow, Nelson & Judson as General Counsel for the District; and

WHEREAS, the District remains very satisfied with the performance of Bold, Polisner, Maddow, Nelson & Judson over this period of time; and

WHEREAS, the District Board of Directors finds that the proposed hourly rates are still cost-effective and comparable to the cost of legal services provided to other local agencies.

NOW, THEREFORE, the parties hereto agree as follows:

1. Exhibit "B" to the November 8, 2011 Agreement between the District and General Counsel is hereby replaced in its entirety with the accompanying Exhibit B-1, and the first paragraph of Section 5 is hereby modified to read as follows:

5. Compensation. District shall compensate General Counsel for all services performed by General Counsel pursuant to this Agreement in an amount equal to General Counsel's hourly rates of charge for General Counsel's personnel times the number of hours, or portions thereof, of services correspondingly performed by said personnel. The rates of charge for General Counsel's personnel are set forth in Exhibit "B-1" hereof, attached to the First Amendment to this Agreement, and by this reference incorporated herein. Exhibit "B-1" may only be amended in accordance with Section 9 of this Agreement.

2. All other provisions of the November 8, 2011 General Counsel Agreement remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this First Amendment to Agreement the day and year first hereinabove written.

BOLD, POLISNER, MADDOW, NELSON
AND JUDSON, PC
General Counsel.

By: Carl P. A. Nelson
Carl P. A. Nelson, President

RODEO SANITARY DISTRICT,
a Sanitary District

By: Steven S. Beall
Steven S. Beall, District Manager

ATTEST:

By: Craig L. Judson
Craig L. Judson, Secretary

By: Richard Frakes
Richard Frakes, District Secretary

EXHIBIT "B-1"
SCHEDULE OF HOURLY RATES

These rates are all-inclusive, except as noted below.* These rates shall be effective on July 1, 2016 (provided that no adjustment shall be made to statements for services submitted prior to Board approval of the amendment making this rate schedule effective) and shall remain effective until December 31, 2016.

<u>District Legal Counsel's Personnel:</u>	<u>Hourly Rates:</u>
Robert B. Maddow	\$235
Carl P.A. Nelson	\$235
Craig L. Judson	\$235
Douglas E. Coty	\$235
Ari J. Lauer	\$235
Sharon Nagle	\$225
Paralegal	\$135
Interns	\$135
Contract counsel (varies ¹)	As Agreed

(¹ District Legal Counsel shall not assign work on any District matter to any attorney not listed above or consented to in accordance with Section 1 of this Agreement.)

District Legal Counsel may add a \$25.00 per hour litigation surcharge on a case-by-case basis to work done for actual litigation activities from initial pleadings through final disposition of each case. For the purpose of billing, this shall mean those services provided in the defense or prosecution of actual filed legal proceedings.

District Legal Counsel may add an administrative cost of up to 5.0% on the total amount of each invoice received from subcontractors hired by the District through District Legal Counsel. This amount represents full compensation to District Legal Counsel for the detailed handling of agreements, management of accounts receivable and payable and the maintenance of special files and ledger sheets related to such payments.

*Except as noted below, we will not charge for ordinary word processing, overtime expenses associated with staff personnel, regular postage, phone calls and similar items unless these items are unusually large in amount and we obtain your agreement in advance.

We will charge for costs and expenses and in-house services such as filing fees fixed by law or assessed by courts or other agencies; court reporters' fees; witness fees; experts' fees; consultants' fees; process server fees; investigation expenses; out of town travel expenses; long distance telephone charges; messenger and private courier delivery charges; extraordinary word-processing, photocopying and other reproduction services, and facsimiles; computerized research charges; and similar items.

External costs and expenses are charged at our cost, except for computer research for which the firm maintains fixed subscription charges with a service provider. Instead of prorating the cost of the fixed subscription charges among all of the clients using computerized research during a given month, we simply bill the clients at the provider's regular rates, which may be more or less than a prorated share of our monthly subscription fee depending upon the usage in any given month. We will not add a "handling" charge for costs and expenses incurred on your behalf.

EXHIBIT "B-1"
SCHEDULE OF HOURLY RATES

These rates are all-inclusive, except as noted below.* These rates shall be effective on January 1, 2017 and shall remain effective until the General Counsel Agreement is further amended.

<u>District Legal Counsel's Personnel:</u>	<u>Hourly Rates:</u>
Robert B. Maddow	\$240
Carl P.A. Nelson	\$240
Craig L. Judson	\$240
Douglas E. Coty	\$240
Ari J. Lauer	\$240
Sharon Nagle	\$230
Paralegal	\$140
Interns	\$140
Contract counsel (varies ¹)	As Agreed

(¹ District Legal Counsel shall not assign work on any District matter to any attorney not listed above or consented to in accordance with Section 1 of this Agreement.)

District Legal Counsel may add a \$25.00 per hour litigation surcharge on a case-by-case basis to work done for actual litigation activities from initial pleadings through final disposition of each case. For the purpose of billing, this shall mean those services provided in the defense or prosecution of actual filed legal proceedings.

District Legal Counsel may add an administrative cost of up to 5.0% on the total amount of each invoice received from subcontractors hired by the District through District Legal Counsel. This amount represents full compensation to District Legal Counsel for the detailed handling of agreements, management of accounts receivable and payable and the maintenance of special files and ledger sheets related to such payments.

*Except as noted below, we will not charge for ordinary word processing, overtime expenses associated with staff personnel, regular postage, phone calls and similar items unless these items are unusually large in amount and we obtain your agreement in advance.

We will charge for costs and expenses and in-house services such as filing fees fixed by law or assessed by courts or other agencies; court reporters' fees; witness fees; experts' fees; consultants' fees; process server fees; investigation expenses; out of town travel expenses; long distance telephone charges; messenger and private courier delivery charges; extraordinary word-processing, photocopying and other reproduction services, and facsimiles; computerized research charges; and similar items.

External costs and expenses are charged at our cost, except for computer research for which the firm maintains fixed subscription charges with a service provider. Instead of prorating the cost of the fixed subscription charges among all of the clients using computerized research during a given month, we simply bill the clients at the provider's regular rates, which may be more or less than a prorated share of our monthly subscription fee depending upon the usage in any given month. We will not add a "handling" charge for costs and expenses incurred on your behalf.

GENERAL COUNSEL AGREEMENT

This Agreement, entered into this 8th day of November, 2011 (the "Effective Date"), by and between the Rodeo Sanitary District, a public agency organized and existing pursuant to the Sanitary District Act of 1923 (Division 6 of the Health & Safety Code, section 6400 et seq.), and located in the County of Contra Costa, California ("District") and Bold, Polisner, Maddow, Nelson & Judson, a professional corporation ("General Counsel"), located at 500 Ygnacio Valley Road, Suite 325, Walnut Creek, CA 94596-3840.

WITNESSETH:

WHEREAS, District requires legal services in conducting District's business and with respect to litigation or other legal proceedings to which District may become a party; and

WHEREAS, General Counsel is willing and qualified to provide such legal services and to serve as District's attorney;

NOW, THEREFORE, the parties hereto agree as follows:

1. Engagement. District hereby retains General Counsel to perform the duties of General Counsel for District, on the terms and conditions specified herein. General Counsel hereby agrees to perform the duties of General Counsel for District, on the terms and conditions specified herein. Carl P. A. Nelson shall be the principal contact for General Counsel ("Principal Contact"). General Counsel shall perform its duties primarily through the services of Principal Contact. Robert B. Maddow shall be the secondary contact for General Counsel ("Secondary Contact"). General Counsel may, after the Principal Contact secures the consent of the District Manager, use the services of such other partners, associates or members of General Counsel or of appropriate subcontractors as the Principal Contact may deem necessary and appropriate.

2. Services. General Counsel shall provide all usual, ordinary and special legal services for District as the District may request, including, but not necessarily limited to those listed in Exhibit A.

3. Special Counsel. District may, at District's sole discretion, hire outside special counsel to perform legal work for District. In such event, District shall select the outside special counsel and General Counsel shall facilitate the work of and cooperate with outside special counsel to ensure optimum delivery of legal services to District. District may, but shall not be required to, seek General Counsel's assistance in determining whether to utilize outside special counsel, or in the selection process. Exhibit C identifies, as of the effective date of this Agreement, special counsel regularly and or currently used or contemplated to be used by the District. District shall not be limited to the special counsel set forth in Exhibit C and shall not be required to update Exhibit C if District chooses to hire other special counsel.

4. Standard of Performance. In performing services hereunder, General Counsel shall adhere to the standards generally prevailing in the State of California for the performance of legal services similar to those to be performed by General Counsel.

a. District's Board of Directors shall conduct an initial review of General Counsel's performance within approximately six (6) months of the Effective Date of this Agreement. Thereafter, District's Board of Directors may, but shall not be

required to, conduct an annual review of General Counsel's performance, and may conduct performance reviews at such additional times as the Board deems appropriate. General Counsel shall participate in and cooperate with District in the execution of all such reviews, including without limitation, appearing at Board and/or Board Committee meetings upon reasonable notice. Notwithstanding the performance reviews, General Counsel's retention is on an at will basis, and General Counsel and District are free to terminate the agreement at any time in accordance with Section 7 of this Agreement.

b. General Counsel understands that responsiveness to the District's Board of Directors and authorized staff, and District's access to General Counsel, on a regular basis is of the utmost importance and will be considered an important element of the performance reviews provided for in Section 4(a).

c. General Counsel shall use its best efforts to comply with reasonable performance standards issued by the District from time to time.

5. Compensation. District shall compensate General Counsel for all services performed by General Counsel pursuant to this Agreement in an amount equal to General Counsel's hourly rates of charge for General Counsel's personnel times the number of hours, or portions thereof, of services correspondingly performed by said personnel. The rates of charge for General Counsel's personnel are set forth in Exhibit "B" hereof, attached hereto, and by this reference incorporated herein. Exhibit B may only be amended in accordance with Section 9 of this Agreement.

Compensation and reimbursement of expenses and costs shall be payable within 30 days of presentation of monthly billing therefor by General Counsel to District, which billing shall include an itemized statement, briefly describing the services rendered and costs incurred, respectively, for the items billed.

6. Costs and Expenses. District shall reimburse General Counsel for all actual, with no mark-up or profit, and necessary out-of-pocket costs and expenses advanced or paid on behalf of District in the performance of General Counsel's services hereunder. Such costs or expenses shall be included in the itemized monthly bills. Such costs or expenses include, but are not necessarily limited to, costs and fees of certified shorthand reporters, court costs, costs and fees of investigators and expert witnesses or advisors retained for litigation, arbitration or other proceedings; costs of printing briefs or lengthy documents prepared for use by or for District (but excluding a nominal number of copies routinely prepared in connection with furnishing services hereunder); long distance telephone calls, computerized research services engaged for District projects or purposes; travel, lodging and incidental expenses (including meals) incurred in carrying out the duties or performing the services hereunder outside of District's boundaries and outside the San Francisco Bay Area; and other costs or expenses similarly incurred by General Counsel hereunder. Notwithstanding the foregoing, District shall not reimburse General Counsel for any expenses related to travel within the nine county Bay Area (other than the actual time billed for travel).

7. Term; Termination. This Agreement shall continue in effect until and unless terminated by either of the parties hereto. Notwithstanding the foregoing, District may terminate this Agreement at any time for any reason without prior notice. General Counsel may, to the extent allowed by law and the rules of professional conduct, terminate this Agreement at any time for any reason; provided, however, that General Counsel shall be

obligated to provide a minimum of 30 days' notice or such longer period as shall be required to adequately transition, at District's sole discretion, any ongoing work to District's new general counsel and General Counsel shall, during such period, continue to do sufficient work to provide for an orderly transition.

8. Documents and Records. General Counsel shall deliver to the District all records, data and reports prepared or obtained in the performance of this Agreement, which shall be and remain the property of the District. General Counsel shall permit the District and its authorized agents and/or representatives to examine, re-examine, make excerpts, transcribe and copy General Counsel's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement at any reasonable time within three years after final payment under this Agreement. General Counsel shall also permit the District and its authorized agents and/or representatives to audit and verify statements, invoices or bills submitted by General Counsel pursuant to the Agreement. General Counsel shall provide such assistance as may be reasonably required in the course of such examination and audit. The foregoing shall be in furtherance of and not in limitation of the rights that the District may have under applicable law.

9. Review. The provisions hereof may be reviewed upon the request of either party from time to time while this Agreement is in effect. Such review may include, but shall not be limited to, the compensation provisions of Section 5; provided, however, that General Counsel may not request a review of the compensation provisions more frequently than once every twelve (12) months. This Agreement may be amended or supplemented in writing upon Agreement of both parties following such review; provided, that with respect to adjustments of compensation, approval by District thereof may be evidenced by motion duly made and carried by District's Board of Directors.

10. Status. General Counsel is an independent contractor and shall not be considered an employee of District. No individual employed by General Counsel, or third parties performing services on the behalf of or at the request of General Counsel, is or shall be considered an employee of District. No individual employed by General Counsel, or third parties performing services on the behalf of or at the request of General Counsel, shall receive or be entitled to receive retirement or pension benefits, Public Employees Retirement System benefits, workers' compensation insurance coverage, health insurance coverage, or any other benefit from District, except the compensation and reimbursement respectively specified in Sections 5 and 6 above.

11. Status Report. In connection with the furnishing of services hereunder and with respect to litigation, arbitration, or other proceedings of a judicial or quasi-judicial nature to which District may become a party, General Counsel shall furnish written reports to District upon the status thereof not less than monthly. The format of said written reports shall be determined by the District Manager. The status reports shall be limited to services provided by General Counsel under this Agreement.

12. Insurance. General Counsel shall provide and maintain at all times during the performance of the Agreement, and for such additional periods as described herein, the insurance listed below which insurance shall name District, its Directors, officers and employees as additional insureds. General Counsel shall promptly furnish to District certificates of insurance and an endorsement to the policy evidencing that all described

coverage is primary, and requiring 30-days prior written notice to District of policy lapse, cancellation or material change in coverage.

a. Worker's Compensation and Employer's Liability Insurance for protection of General Counsel's employees as required by law and as will protect General Counsel from loss or damage because of personal injuries, including death to any of its employees; General Counsel shall require any subcontractor to provide evidence of such insurance as required by the State of California.

b. Comprehensive Automobile Liability Insurance providing bodily injury liability and property damage coverage for protection of General Counsel and District against all liability arising out of the use of any owned, leased, passenger or commercial automobile, with limits of liability that shall not be less than \$1,000,000 combined single limit and \$1,000,000 aggregate. Notwithstanding other provisions of this Section 12 the requirement for Comprehensive Automobile Liability Insurance may be satisfied by General Counsel or individually by the partners, associates or members of General Counsel authorized to provide services under Section 1 of this Agreement.

c. Commercial General Liability Insurance as will protect General Counsel and District from any and all claims for damages for personal injuries, including death, or for damages to or destruction of the property of others, which may arise from the General Counsel's operations under the Agreement. Said policy shall cover the indemnity provisions under the Agreement and shall provide a minimum of \$1,000,000 combined single limit coverage for each occurrence and \$2,000,000 aggregate.

d. Professional Liability Insurance protecting General Counsel and District, against claims arising out of negligent acts, errors, or omissions of General Counsel pursuant to the Agreement, in an amount not less than \$2,000,000 combined single limit coverage and \$2,000,000 aggregate, on a claims made basis with a continuation of coverage extension for two years. Such coverage shall be maintained for at least five (5) years after the termination of this Agreement.

General Counsel shall furnish District written notification within ten (10) calendar days, by certified mail, return receipt requested, of cancellation or any reduction in coverage with respect to professional errors and omissions liability insurance coverage.

e. With respect to evidence of commercial general liability and automobile liability insurance coverage, General Counsel shall furnish District with original endorsements:

1. Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after District shall have received written notification thereof by certified mail, return receipt requested;

2. Providing that General Counsel's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross-liability endorsement);

3. Naming District, its Directors, officers, and employees, as additional insureds; and

4. Providing that for any claims relating to General Counsel's services hereunder, General Counsel's insurance coverage shall be primary insurance with respect to District, its Directors, officers, and employees, and that any insurance or self-insurance maintained by District for itself, its governing Board of Directors, other boards, commissions, committees, officers, employees and agents shall be excess of General Counsel's insurance and not contributory with it.

13. Indemnification. General Counsel shall hold harmless, indemnify and defend District, its Directors, officers, and employees (collectively "Indemnitees") from and against all claims for liability, losses, damages, expenses, costs (including, without limitation, costs and fees of litigation) of every nature, kind and description, which may be brought against or suffered or sustained by Indemnitees, caused in whole or in part by the negligence, intentional tortious acts or omissions, or willful misconduct of General Counsel, its officers, employees or agents in the performance of any services or work pursuant to this Agreement.

a. In the event General Counsel provides a defense pursuant to this paragraph and such action or other claim is resolved by a final judicial determination which includes a finding that there was no negligence on the part of General Counsel, its officers, employees, or agents, District shall refund to General Counsel all defense costs, judgments, and/or amounts paid by General Counsel on behalf of Indemnitees.

b. In the event General Counsel provides a defense pursuant to this paragraph and such action or other claim is resolved by a final judicial determination which includes a finding as to the respective negligence of General Counsel, its officers, employees, or agents and any Indemnitee(s), then District shall be responsible to pay that portion of the judgment attributed to Indemnitee(s), and shall refund to General Counsel a pro rata share of any defense costs expended on behalf of Indemnitees.

c. In the event General Counsel provides a defense pursuant to this paragraph and such action or other claim is finally resolved by any means other than those stated in Sections 13(a) and 13(b), or in the event General Counsel fails to provide a defense to Indemnitees, General Counsel and District shall meet and confer in an attempt to reach a mutual Agreement regarding the apportionment of costs (including attorney's fees), judgments and/or amounts paid by General Counsel and/or Indemnitees. In the event General Counsel and District are unable to reach Agreement regarding such an apportionment, said dispute shall be submitted to arbitration in accordance with the Arbitration Rules of the American Arbitration Association in effect on the date a demand for arbitration is submitted. The arbitration panel shall award the prevailing party its costs (including attorney's fees) incurred in the arbitration.

14. Conflicts of Interests. The parties acknowledge and understand that General Counsel provides legal services as general counsel to several other local public agencies and to a wide variety of individuals and private entities. General Counsel will immediately inform the District Manager and the Board of Directors should an actual conflict arise. General Counsel has also informed the District that potential conflicts could arise in the event the District and its other local public agency clients give General Counsel conflicting instructions or advocate antagonistic or inconsistent positions. Should any such potential conflict come to General Counsel's attention, General Counsel will immediately bring it to the attention of the District. The District consents to General Counsel's continued and future

representation of the local public agencies that it currently represents and will not assert any conflict of interest or seek to disqualify General Counsel from representing such agencies.

15. Covenant Against Contingency Fees. General Counsel hereby warrants that General Counsel has not employed or retained any company or person, other than a bona fide employee working for General Counsel, to solicit or secure this Agreement, and General Counsel has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fees, gifts or any other consideration, contingent upon, or resulting from, the award or formation of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability or at District's discretion, to deduct from the Agreement price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fees, gift or contingent fee.

16. Non-Assignability. General Counsel shall not subcontract, assign, sell, mortgage, hypothecate or otherwise transfer, in whole or in part, its interest or obligations in this Agreement in any manner, without the express prior written consent of District.

17. Waiver. A waiver by either District or General Counsel of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

18. Survivability. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

19. Integration and Modification. Upon its complete execution, this Agreement, together with the Scope of services attached hereto as Exhibit A, the Compensation Schedule attached hereto as Exhibit B, and the list of District Special Counsel attached hereto as Exhibit C, shall be adopted by District and General Counsel as a complete and exclusive statement of the terms under which District retains General Counsel. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the District and General Counsel pertaining to General Counsel's services, whether written or oral.

20. Successors and Assigns. This Agreement shall be binding upon the respective successors, executors, administrators, assigns, and legal representatives to the parties.

21. Choice of Law. This Agreement shall be governed by the procedural and substantive laws of the State of California.

22. Section Headings. Section headings as used herein are for convenience only, and shall not be deemed to amend or modify the contents or subject matter of the paragraphs headed thereby.

23. Notice. Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Agreement or by law to be served on or delivered or given to a party by another party to this Agreement shall be in writing, and shall be deemed duly served, given, or delivered: (i) when delivered personally; (ii) when sent by

confirmed facsimile during the recipient's business day (or otherwise on the next business day); (iii) three (3) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (iv) one (1) business day after deposit with a commercial overnight carrier with tracking, specifying next-business day delivery. Any party may change their address for the purpose of this Section by giving written notice of such change to the other party in the manner provided in this Section.

TO "DISTRICT"

Rodeo Sanitary District
Attn: District Manager
800 San Pablo Avenue
Rodeo, California 94572

TO "GENERAL COUNSEL"

Bold, Polisner, Maddow, Nelson and Judson
500 Ygnacio Valley Road, Suite 325
Walnut Creek, CA 94546-3840

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

BOLD, POLISNER, MADDOW, NELSON
AND JUDSON, PC
General Counsel

RODEO SANITARY DISTRICT,
a Sanitary District

By: Robert B. Maddow
Robert B. Maddow, President

By: Alan Leal
Alan Leal, President of the Board

ATTEST:

By: Craig L. Judson
Craig L. Judson, Secretary
Bold, Polisner, Maddow, Nelson
& Judson

By: Mike Carlson
, District Secretary

EXHIBIT "A"
SCOPE OF SERVICES

General Counsel shall provide all usual, ordinary and special legal services for District as the District may request, including, but not necessarily limited to the following tasks. With the approval of the District Manager the Principal Contact may designate others to act in his place in accordance with Section 1 of this Agreement. The District Manager may designate an individual or individuals to act on his or her behalf to implement the terms of the following tasks.

- a. Attendance by Principal Contact at all meetings of the Board of Directors of the District unless such attendance is waived by the District Manager;
- b. Attendance by Principal Contact at Committee meetings as required by District Manager (estimated two meetings per month);
- c. Attendance from time to time by Principal Contact, as requested, at any other meetings with staff members or other meetings or conferences at the District Office or elsewhere as requested by District Manager and with respect to which legal assistance or representation is desired by District Manager;
- d. Preparation and/or review of contracts, leases, resolutions, ordinances, and other documents necessary or appropriate for conducting District's business as may be requested by District Manager;
- e. Rendering legal advice related to the business of the District as requested by members of District's Board, District Manager, and staff;
- f. Representing the District for contract or other negotiations, negotiations regarding disputes in avoidance of litigation and similar such matters;
- g. Representing the District in claims, litigation, mediation and/or arbitration, or other judicial proceedings including activities preliminary to such proceedings, with respect to which District is or may become a party either at the institution of District or another party;
- h. Representing District with respect to proceedings of other public agencies held in a quasi-judicial or a legislative capacity, including, but not limited to permitting, licensing, and enforcement proceedings;
- i. Coordinating with bond or assessment district counsel, and furnishing legal services as owner's or issuer's counsel for assessment district or bond proceedings and with respect to any litigation pertaining thereto;
- k. Advising District regarding District's compliance with laws, regulations or rules which may impact District;
- l. Providing formal and informal legal opinions as requested;
- m. Remaining apprised of, reviewing and making recommendations concerning proposed federal, state and local legislation, litigation and/or administrative proceedings which would or could impact the District, and
- n. Such other legal services which may be requested from time to time by the Board of Directors of the District or by the District Manager.

EXHIBIT "B"

COMPENSATION SCHEDULE

HOURLY RATES SCHEDULE

These rates are all-inclusive, except as noted below.* These rates shall be effective on July 1, 2011 and shall remain effective until June 30, 2012.

<u>District Legal Counsel's Personnel:</u>	<u>Hourly Rates:</u>
Robert B. Maddow	\$210
Carl P.A. Nelson	\$210
Craig L. Judson	\$210
Douglas E. Coty	\$210
Ari J. Lauer	\$210
Sharon Nagle	\$200
Paralegal	\$120
Interns	\$120
Contract counsel (varies ¹)	As Agreed

(¹ District Legal Counsel shall not assign work on any District matter to any attorney not listed above or consented to in accordance with Section 1 of this Agreement.)

District Legal Counsel may add a \$25.00 per hour litigation surcharge on a case-by-case basis to work done for actual litigation activities from initial pleadings through final disposition of each case. For the purpose of billing, this shall mean those services provided in the defense or prosecution of actual filed legal proceedings.

District Legal Counsel may add an administrative cost of up to 5.0% on the total amount of each invoice received from subcontractors hired by the District through District Legal Counsel. This amount represents full compensation to District Legal Counsel for the detailed handling of agreements, management of accounts receivable and payable and the maintenance of special files and ledger sheets related to such payments.

*Except as noted below, we will not charge for ordinary word processing, overtime expenses associated with staff personnel, regular postage, phone calls and similar items unless these items are unusually large in amount and we obtain your agreement in advance.

We will charge for costs and expenses and in-house services such as filing fees fixed by law or assessed by courts or other agencies; court reporters' fees; witness fees; experts' fees; consultants' fees; process server fees; investigation expenses; out of town travel expenses; long distance telephone charges; messenger and private courier delivery charges; extraordinary word-processing, photocopying and other reproduction services, and facsimiles; computerized research charges; and similar items.

External costs and expenses are charged at our cost, except for computer research for which the firm maintains fixed subscription charges with a service provider. Instead of prorating the cost of the fixed subscription charges among all of the clients using computerized research during a given month, we simply bill the clients at the provider's regular rates, which may be more or less than a prorated share of our monthly subscription fee depending upon the usage in any given month. We will not add a "handling" charge for costs and expenses incurred on your behalf.

EXHIBIT C
SPECIAL COUNSEL USED BY THE DISTRICT

Cepideh Roufougar, Liebert Cassidy Whitmore,

NEW BUSINESS

AGENDA ITEM 8-C

APPROVE SPECIAL MEETING MINUTES FOR MAY 12, 2020

Issue:

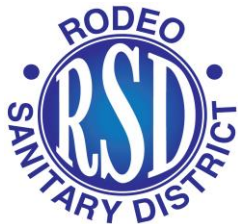
Board approval of the May 12, 2020 Special Meeting Minutes is required.

Administrative Committee's Recommendation:

Approve the May 12, 2020 Special Meeting Minutes.

Attachments

May 12, 2020 Special Meeting Minutes.



MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD OF THE RODEO SANITARY DISTRICT HELD ON MAY 12, 2020

A Special Meeting of the Governing Board was held at 1:00 p.m. on the 12th day of May, 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)
VIDEO CONFERENCE**

Steven Beall, District Manager
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. 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. The Consultant is currently coordinating with the Regional Board to develop a procedure to clear the blocked port. It is anticipated the inspection and dive will occur Mid-summer 2020.

District Personnel: The District Manager is pleased to announce that District Employee Timothy Gregor has accepted the promotion to Collections Crew Leader. Tim started with the district in April 2012 as an Unpaid Intern. Tim put in almost 1800 unpaid hours in order to get his State Water Resources Control Board Operations Certificate. Tim took a job at a Gilroy wastewater treatment plant in April 2013 and was employed there for two years. Tim returned to the Rodeo Sanitary District in March 2015 when an operations position became available. Tim holds a Grade III State Water Resources Control Board Operations Certificate and a Grade I Collections Maintenance Certification from the California Water Environment Association. Tim is studying to obtain Grade III certification from CWEA for Collections Maintenance. With Tim leaving operations for collections, this opened an operations position with the District.

District Employee Dean Twigg was being trained as an Operator in Training as part of the Districts part-time Operator Training Program. Dean has been offered and accepted a permanent full-time Operations position with the District. The District is now searching for someone to fill the part-time Operator in Training position.

Qualitative Report of Plant Operations:

District staff discharged digested sludge into the drying bed for nine days while the underground drainage system for the bar screen was being laid out. The construction area was in the middle of the Centrifuge work area, therefore the Centrifuge had to be down during the construction time. Four hours were spent pulling 100 gallons of rags from the headworks, secondary clarifiers, and digester tanks overflow box.

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

b) Counsel for the District: None.

c) Secretary of the District: None

d) Board Members:

Administrative Committee- None

Budget and Finance Committee

May 11, 2020-C. Batchelder (Stipend), R. Frakes (Stipend)

5) CONSENT CALENDAR-

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

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

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

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

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION:

Resolution 2020-03 requires Board action to continue the emergency provisions contained in the resolution.

In light of the continuing existence of the COVID-19 pandemic, and Executive Order N-33-20 and the Contra Costa Health Officer Orders, and the need for the District Manager to remain authorized to take all actions necessary for the District to continuously provide essential services to the Rodeo community, and to take all reasonable steps to recover such costs from any and all available sources, and to make determinations, in response to Executive Order N-33-20 and the Contra Costa Health Officer Orders, regarding which District facilities comprise Essential Infrastructure, which District services are Essential Governmental Functions, which District employees and contractors comprise the Essential Workforce and are needed to continue providing Essential Governmental Functions, and to confirm:

- That the District wastewater treatment facility ("WWTP") located at 800 San Pablo Avenue, Rodeo, and its other facilities used to provide continuous and uninterrupted collection, conveyance, and treatment of wastewater, are crucial infrastructure within the meaning of the Executive Order and Essential Infrastructure under the Health Officer Orders;
- That the continuous and uninterrupted collection, conveyance, and treatment of wastewater by the District is an Essential Governmental Function;
- That specified District employees and contractors comprise the

Essential Workforce and are needed to continue providing
Essential Governmental Functions,

MOTION: By Noble, seconded by Callaghan that Resolution 2020-03
Declaring Emergency and Delegating Authority in Response To COVID-19
pandemic remain in place. Motion passed by 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)**

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). During this period, the contractor installed the Bar Screen Structure drain lines, repaired original 1973 plant construction potable water line, replaced several severely corroded and broken electrical conduits from both the 1957 and 1973 plant constructions, installed a new concrete pad under the centrifuge, formed the Bar Screen structural slab, and placed most of the rebar for the slab. Photos at the end of the report presented much of the construction and the complexities associated with this project.

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 BUSINESS:**

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

The District modified Sick Leave Policy 2040 to comply with new Federal Regulations in response to the COVID-19 Pandemic at its April 14, 2020 Special Board Meeting.. Personnel policy experts, Liebert, Cassidy Whitmore have provided guidance documents to help public agencies comply with the new regulations. Since these revisions, the District has received revised updated revisions from Liebert Cassidy Whitmore. This revised policy is effective from April 1 through December 2020.

MOTION: By Noble, seconded by Frakes 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 FISCAL YEAR DRAFT 2020-2021 OPERATING BUDGET (DISCUSSION AND ACTION)

Manager Beall presented the proposed Fiscal Year 2020 – 2021 Operations Budget. The proposed budget represents a 1.29% decrease in expenditures when compared to the 2019-2020 fiscal year operations budget. The proposed Fiscal Year 2020 – 2021 Operations Budget will result in a surplus of \$1,228,428. The required SRF reserve deposit is \$872,000. The required operations transfer of former loan debt service is \$248,900. Therefore, the District has the potential to have a \$107,528 Operations Budget surplus for the Fiscal Year 2020 – 2021. The budget includes a 0% Sewer Service Fee adjustment. The Budget Committee met on April 22, 2020 to discuss the draft Operations Budget. The Budget Committee decided based on the current economic climate that no change in Sewer Service Fee was warranted.

Motion by Noble, seconded by Frakes to approve the fiscal year draft 2020-2021 Operations Budget. Motion passed by unanimous vote of the Board:

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

C) FISCAL YEAR 2020-2021 CAPITAL BUDGET (DISCUSSION AND ACTION)

The requested Fiscal Year 2020 – 2021 Capital Budget of \$2,443,750 will potentially result in a spending deficit of \$665,760 (assuming a operations reserve transfer of \$250,000). This will potentially reduce the total capital reserve from \$2,920,443 to \$1,305,098. The District's Capital Reserve Policy requires a \$2 million reserve, thus resulting in deficit of approximately \$694,902. The Operations Reserve will maintain a balance that exceeds policy requirements, and the Capital Reserve will fall about 45% below Policy Requirements. This is short-term, being nearly completely replenished in just two years.

Motion by Brennan, seconded by Frakes to approve the fiscal year draft 2020-2021 Capital Budget with the transfer of \$250,000 from the Operations Reserve Account to the Capital Account and correction to account 1791. Motion passed by the following vote of the Board:

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

D) APPROVE MINUTES FOR SPECIAL BOARD MEETING APRIL 14, 2020
(DISCUSSION AND ACTION)

MOTION: By Frakes, seconded by Brennan to approve the April 14, 2020 Special 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 2:52 P.M. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday June 9, 2020 at 1:00 P.M. at Rodeo Sanitary District.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District

9

Public Hearing

RODEO SANITARY DISTRICT

ITEM 9

PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION
2020-05 ADDITION OF RODEO SANITARY DISTRICT FISCAL YEAR 2020 - 2021
BUDGET AND AUTHORIZING COLLECTION OF SEWER SERVICE CHARGES
ON THE CONTRA COSTA COUNTY TAX ROLL FOR THE
FISCAL YEAR 2020 - 2021

SUGGESTED AGENDA

June 9, 2020

AGENDA ITEM

- Resolution 2020-05
- Lead sheet

1. Public Hearing on proposed resolution directing staff to adopt Resolution 2020-05

- a. Open hearing
- b. Receive comments, if any
- c. Close hearing

3. Discussion

4. Recommended Actions: Adopt resolution directing staff to:

a. Authorize and direct the Secretary of the Board to file with the Contra Costa Auditor-Controller, FORM A declaring that the total amount enrolled should be \$2,964,230.50 levy code GW.

b. Adopt operating budget in the amount of \$2,166,905 per attached budget summary.

NEW BUSINESS

AGENDA ITEM 9

RESOLUTION 2020-05

ADOPTION OF RODEO SANITARY DISTRICT FISCAL YEAR 2020-2021 OPERATIONS BUDGET AND AUTHORIZING COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL FOR THE FISCAL YEAR 2020-2021

Issue:

This resolution is needed for the District to formally adopt budget. Additionally the Resolution directs the Secretary of the District to file with the Contra Costa County Auditor-Controller, FORM A declaring that the total amount enrolled should be \$2,964,230.50 levy code GW.

District Manager's Recommendation:

Approve the draft fiscal year 2020-2021 operations budget and adopt Resolution 2020-05.

Fiscal Impact:

The proposed Fiscal Year 2020-2021 Operations Budget will result in a surplus of \$1,228,428. The required SRF reserve deposit is \$872,000. The required operations transfer of former loan debt service is \$248,900. Therefore, the District has the potential to have a \$107,528 Operations Budget surplus for the Fiscal Year 2020-2021. The proposed Fiscal Year 2020-2021 Operations Budget includes a 0% Sewer Service Fee adjustment.

The proposed Fiscal Year 2020-2021 Operations Budget represents a 1.29 % **DECREASE** in expenditures when compared to the 2019-2020 fiscal year operations budget. The annual sewer service will remain constant at \$996.38.

Discussion

The budget committee met multiple times over the past few months and has developed the attached budget. The budget was presented to and approved by the Board of Directors at the May 2020 special board meeting.

Goals Achieved

Fund District operations for the 2020-2021 fiscal year.

Attachments

- Resolution 2020-05
- Historical Operations Budget
- Historical Operations Reserve
- Draft fiscal year 2020-2021 operations budget.

**Rodeo Sanitary District
Resolution No. 2020-05**

In the matter of adopting the Budget and Authorizing Collection of Sewer Service Charges on the Tax Roll for the Fiscal Year 2020-2021

Whereas, the District Manager has prepared a budget for the fiscal year 2020-2021 and has declared that the budget, as prepared, is adequate for this fiscal year, and

Whereas, the Budget Committee reviewed the budget, as prepared, and recommended approval, and the Board of Directors of the Rodeo Sanitary District, at its May 12th, 2020 meeting, discussed and approved the budget for the fiscal year 2020-2021, and

Whereas, the District has prepared a report of parcels to be placed on the ensuing fiscal year's tax rolls, and the District Secretary has reviewed the report, and the list of commercial accounts to be billed directly to the customer.

NOW THEREFORE, IT IS RESOLVED BY THE RODEO SANITARY DISTRICT BOARD OF DIRECTORS that:

1. Rodeo Sanitary District Board of Directors has determined that the sewer service fee shall remain unchanged.
2. The Secretary of the Board is hereby authorized and directed to file with the Contra County Auditor-Controller, FORM A declaring that the total amount enrolled should be \$2,964,230.50 levy code GW.
3. The operating budget in the amount of \$2,166,905.00 is hereby adopted as per the attached budget summary.

The Foregoing Resolution was adopted at a regular meeting of the Board of Directors held on June 9, 2020, by the following vote:

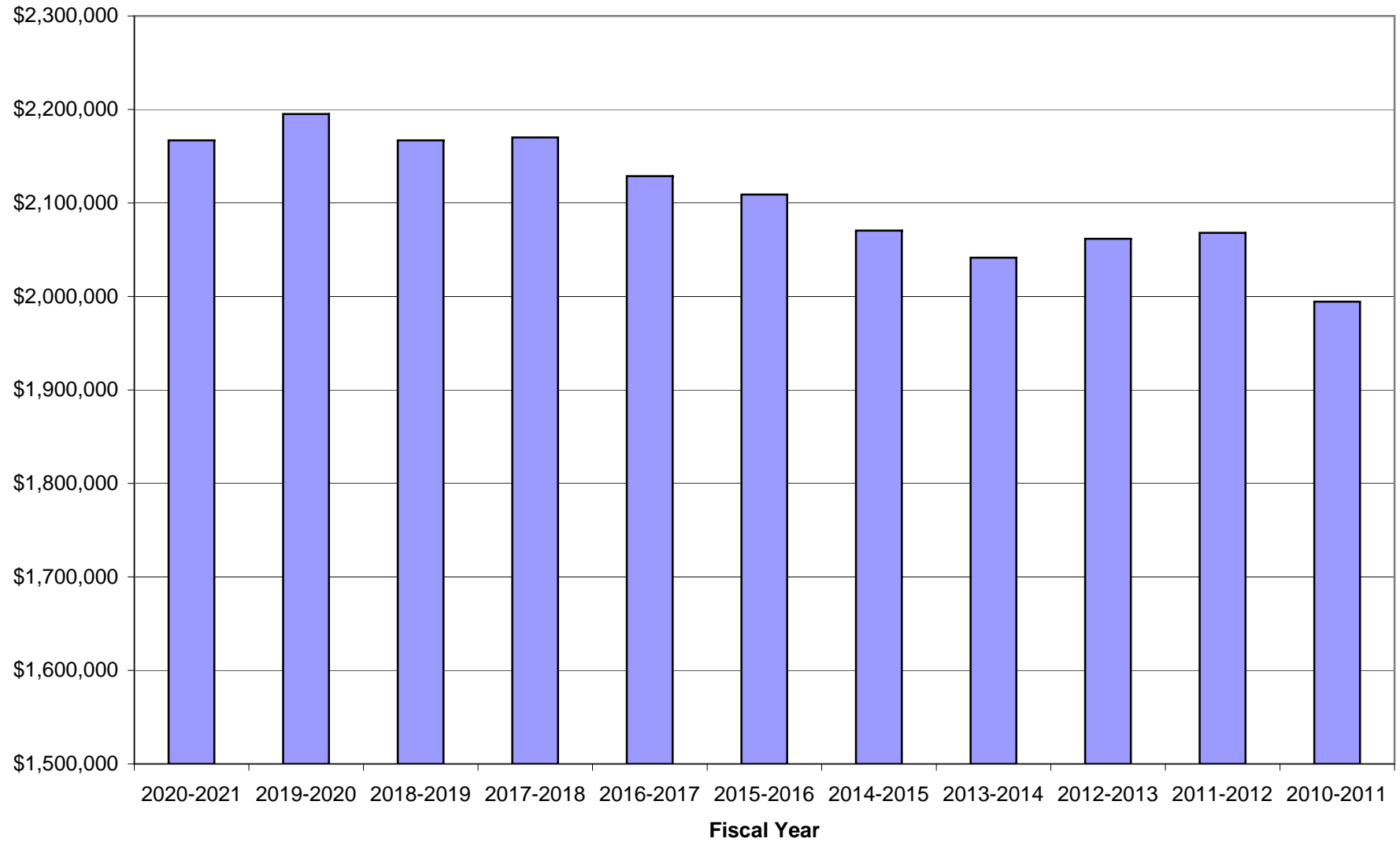
AYES: NOES: ABSENT: ABSTENTION:

Connie Batchelder, Board President

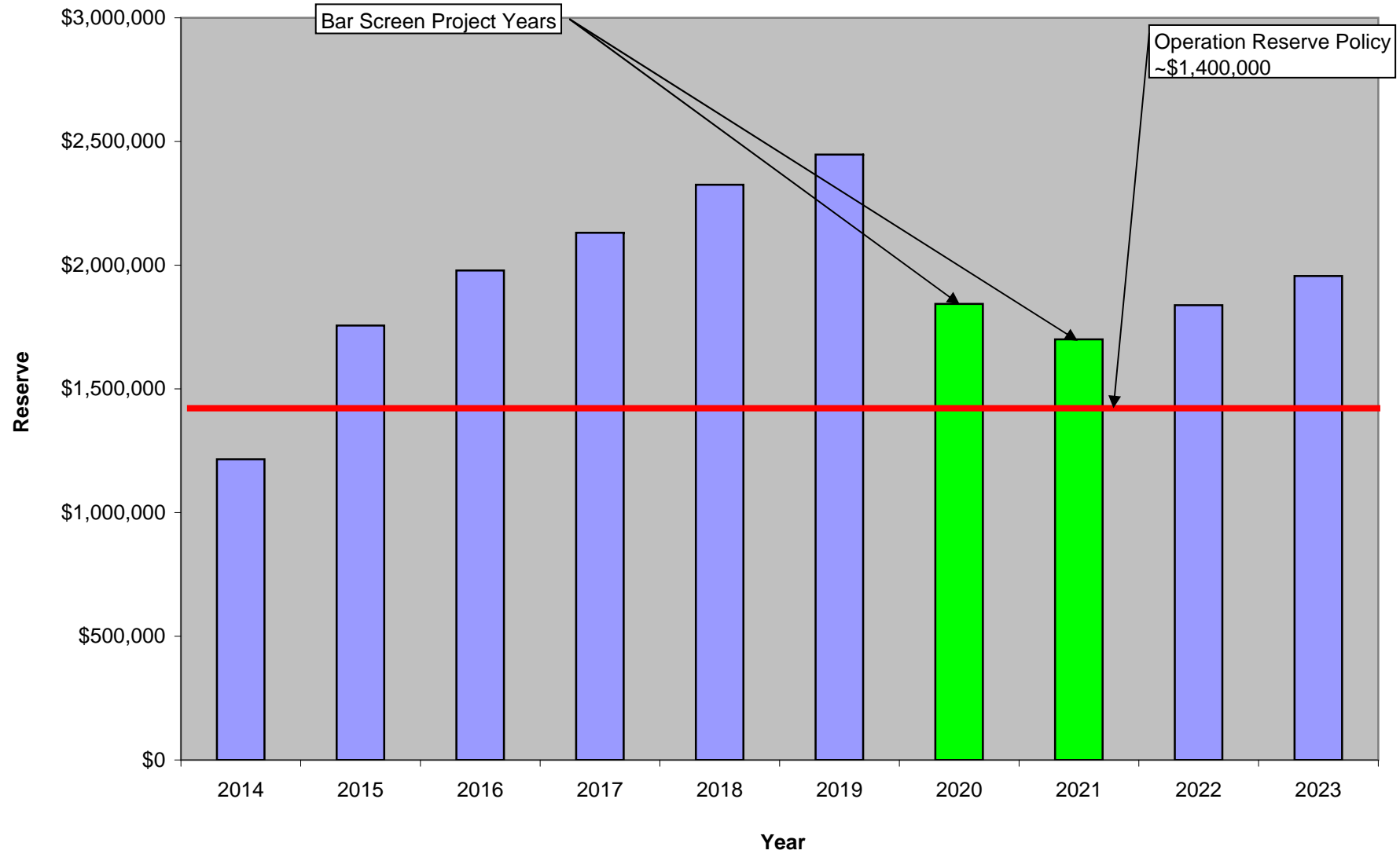
ATTEST

Richard Frakes, Board Secretary

Operations Budget



Operations Reserve



TO: **Dorothy Lim (925) 335-8619**
Contra Costa County Auditor-Controller
Tax Division
625 Court Street, Room 103
Martinez, CA 94553-1282
Fax: (925) 646-2649
E-mail: Dorothy.Lim@ac.cccounty.us

FORM A

Tax Year: 2020/2021

Date: _____

FROM: RODEO SANITARY DISTRICT
Name of District (be specific ie: Richmond Sewer, not just Sewer)

3414 Fund Number (REQUIRED) CW Levy Code (only one per page) (REQUIRED)

NANCY LEFEBVRE
District Contact Person (Please print or type.)

800 SAN PABLO AVE RODEO CA 94572
Mailing Address: Street City State Zip

NANCY LEFEBVRE
Information Supplied by: Agency & Contact person (MUST HAVE A NAME)

E-mail address: lefebvre@rodeosan.org

NANCY LEFEBVRE
PUBLIC CONTACT NAME

9796 Revenue Code (REQUIRED)

510.799.2970
Phone Number

510.799.5403
Fax Number

510.799.2970 x 1
Phone Number

510.799.5403
Fax Number

510.799.2970 x 1
PUBLIC CONTACT PHONE NUMBER

This document must accompany the data to be enrolled on the property tax roll. If you are submitting data for more than one levy code, complete one Form A document for each.

Please enroll 2503 parcels on the 2020/2021 property tax roll.
(tax year)

The total amount enrolled should be \$ 2,964,230.50 with no system rejects.

Levy data is submitted by:

☐ Data Processing PROC request
☒ E-mail to: **Dorothy.Lim@AC.CCCOUNTY.US**
☐ Special Project

Authorization for enrolling assessments on the County property tax roll is:

Per attached Resolution. ☒ Other (explain below) ☐ **AND** Is In Compliance with Prop 218 ☒

Explanation: _____

Signature of Authorized Representative Title

Please note the following:

1. Amounts must be evenly divisible by two.
2. Recording a lien does not enroll the charge on the tax bill. You must submit a separate request to the Office of the Auditor-Controller.
3. In compliance with Article XIID of the California Constitution with the passage of Proposition 218, we no longer remove assessments automatically from publicly acquired properties. Please send us a written request if you wish to remove assessments from publicly acquired property. The request will be processed as a correction to the roll with a \$12 fee for removal.

	Forecast Costs 2019-2020	Approved Budget 2019-2020	Budget Requested 2020-2021	Amount Changed from 2019-2020 Budget
Proposed Rate Increase for 20/21 year			0.00%	
Sewer Service Fees - Residential and Minimum Commercials	\$2,964,242	\$2,964,242	\$2,964,242	\$0
Misc Income (estimated, plan check fees)	\$7,000	\$7,000	\$7,000	\$0
Sewer Service Fees - Commercial (estimated)	\$95,000	\$87,996	\$95,000	\$7,004
Sewer Service Fees - Contra Costa County Housing	\$249,090	\$249,090	\$249,090	\$0
Franchise Fee - Richmond Sanitary Service (estimated)	\$80,000	\$75,000	\$80,000	\$5,000
Total Income (estimated)	\$3,395,333	\$3,383,329	\$3,395,333	\$12,004
	Forecast Costs 2019-2020	Approved Budget 2019-2020	Budget Requested 2020-2021	Amount Changed from 2019-2020 Budget
6100 · Salaries in Plant				
6110 · Straight time	\$822,359	\$820,624	\$817,672	(\$2,952)
6120 · Overtime	\$31,975	\$36,412	\$32,935	(\$3,477)
6130 · Medical Cash In Lieu	\$8,400	\$8,400	\$13,500	\$5,100
6140 · On-Call Pay	\$26,000	\$26,000	\$26,000	\$0
Total 6100 · Salaries in Plant	\$888,734	\$891,436	\$890,107	(\$1,329)
6500 · Payroll Expenses	\$67,272	\$63,131	\$64,312	\$1,181
6600 · Benefits-B129CCC Retirement	\$145,000	\$145,000	\$130,000	(\$15,000)
6710 · Benefits-Medical Insurance	\$99,451	\$95,095	\$84,476	(\$10,619)
6720 · Benefits-Dental Insurance	\$11,971	\$11,971	\$12,041	\$70
7150 · Director's Fees and Costs	\$10,548	\$16,500	\$16,500	\$0
7210 · Solids Disposal	\$18,184	\$24,630	\$24,630	\$0
7220 Utilities				
7221 Electricity	\$126,911	\$132,486	\$133,256	\$770
7223 Water	\$15,306	\$17,521	\$16,301	(\$1,220)
7224 Communication	\$19,383	\$17,815	\$19,365	\$1,550
7225 Gas	\$13,813	\$20,464	\$15,194	(\$5,270)
Total 7220 · Utilities	\$175,413	\$188,286	\$184,116	(\$4,170)
7230 Chemicals				
7231 Sodium Hypochlorite	\$27,501	\$29,239	\$28,876	(\$364)
7232 Sodium Bisulphite	\$32,085	\$34,698	\$35,293	\$595
7233 Thickener Polymer	\$5,522	\$6,077	\$5,688	(\$389)
7234 Centrifuge Polymer	\$5,043	\$6,779	\$5,195	(\$1,585)
Total 7230 · Chemicals	\$70,151	\$76,794	\$75,051	(\$1,742)
7240 Maintenance Supplies				
7241 Headworks and Primary Treatment	\$2,000	\$2,500	\$2,000	(\$500)
7242 Aeration, Secondary Clarifiers, and RAS	\$2,000	\$3,000	\$3,000	\$0
7243 Anaerobic Digesters and Sludge Processing	\$35,000	\$45,000	\$15,000	(\$30,000)
7244 Thickener and WAS	\$9,500	\$7,000	\$7,000	\$0
7245 Effluent PS, Aeration, and Plant Sewer	\$3,500	\$2,000	\$3,500	\$1,500
7246 Potable Water and Pneumatic System	\$500	\$1,500	\$1,000	(\$500)
7247 Chemical Feed System	\$2,000	\$2,000	\$2,000	\$0
7248 Analyzers and Monitoring	\$13,000	\$14,000	\$14,000	\$0
7249 Misc Plant	\$3,500	\$3,000	\$3,500	\$500
7250 Plant Generator	\$3,500	\$3,000	\$3,500	\$500
7251 Influent Pump Station	\$6,500	\$6,000	\$6,000	\$0
7252 Collection System	\$75,000	\$85,000	\$95,000	\$10,000
7253 SCADA, Operations, and Shop	\$5,000	\$5,000	\$5,000	\$0
7254 Security System	\$500	\$500	\$500	\$0
7255 Chlorine Contact Tank	\$250	\$0	\$500	\$500
7256 Plant Grounds	\$4,500	\$4,500	\$7,500	\$3,000
7257 Oil and Grease	\$2,000	\$2,500	\$2,000	(\$500)
7258 Paint and Coatings	\$0	\$2,000	\$500	(\$1,500)
7259 Recycled Water System	\$500	\$1,000	\$500	(\$500)
Total 7240 · Maintenance Supplies	\$168,750	\$189,500	\$172,000	(\$17,500)
7260 Laboratory Supplies and Services				
7261 Compliance Testing	\$19,207	\$19,207	\$19,207	\$0
7262 Bioassay Lab	\$36,000	\$33,107	\$33,107	\$0
7263 Lab Supplies	\$8,830	\$12,000	\$12,000	\$0
Total 7260 · Laboratory Supplies & Services	\$64,036	\$64,314	\$64,314	\$0

	Forecast Costs 2019-2020	Approved Budget 2019-2020	Budget Requested 2020-2021	Amount Changed from 2019-2020 Budget
7270 · Equipment Lease/Rental	\$2,820	\$3,240	\$1,800	(\$1,440)
7280 · Vehicle O&M	\$5,587	\$7,500	\$7,500	\$0
7290 · Small Tools	\$2,500	\$2,500	\$2,500	\$0
7300 Permits, Licenses, and Fees				
7301 Permits and Taxes	\$47,180	\$46,173	\$49,539	\$3,366
7302 Licenses and Certificates	\$2,000	\$3,000	\$3,000	\$0
7303 Memberships to Trade Organizations	\$13,200	\$13,200	\$13,200	\$0
Total 7300 · Permits, Licenses & Fees	\$62,380	\$62,373	\$65,739	\$3,366
7310 · Legal Counsel	\$24,560	\$31,000	\$31,000	\$0
7330 · Professional Services	\$76,251	\$100,000	\$100,000	\$0
7345 · Training, Education and Conferences	\$24,500	\$24,500	\$24,500	\$0
7400 Janitorial Supplies and Services				
7401 Laundry	\$4,000	\$4,000	\$4,000	\$0
7402 Pest Control	\$350	\$350	\$350	\$0
7403 Janitorial Supplies	\$3,184	\$2,500	\$3,000	\$500
Total 7400 · Janitorial Supplies & Services	\$7,534	\$6,850	\$7,350	\$500
7410 · Kitchen/Office Supplies/Postage/Misc				
7411 - Office Supplies	\$10,000	\$7,500	\$8,500	\$1,000
7413 - Postage/Mailing	\$1,400	\$1,400	\$1,400	\$0
7414 - Lunches, business lunches	\$1,450	\$1,700	\$1,700	\$0
7415 - Water, CD Data, Misc Expense	\$1,500	\$1,500	\$1,500	\$0
7416 - Kitchen	\$1,250	\$1,500	\$1,500	\$0
7417 - County Fees	\$4,000	\$5,000	\$4,000	(\$1,000)
7418 - Bridge Toll	\$100	\$0		
7419 - Employee Recognition	\$4,000	\$4,000	\$4,000	\$0
Total 7410 · Kitchen/Office Supplies/Postage/Misc	\$23,700	\$22,600	\$22,600	\$0
7420 · Pollution Prevention Program	\$10,757	\$14,500	\$14,500	\$0
7500 Non-Employee Insurance				
7501 Plant	\$82,005	\$82,005	\$80,869	(\$1,136)
7502 Workmen's Comp	\$30,848	\$34,400	\$42,000	\$7,600
Total 7500 · Non-Employee Insurance	\$112,853	\$116,405	\$122,869	\$6,464
7600 · Safety Clothing & Equipment	\$10,888	\$7,000	\$10,000	\$3,000
7650 · Regulatory Payments	\$9,000	\$9,000	\$9,000	\$0
7652 · Grant Program	\$36,000	\$21,000	\$30,000	\$9,000
Operating Expenses	\$2,128,843	\$2,195,124	\$2,166,905	(\$28,219)
Capital Project Loan Payments - SY1	\$111,669	\$111,669	\$111,669	\$0
Capital Project Loan Payments - WWTP	\$116,226	\$116,226	\$116,226	\$0
Capital Project Loan Payments - IPS	\$105,465	\$105,465	\$105,465	\$0
Capital Project Loan Payments - SY2	\$292,719	\$292,719	\$292,719	\$0
Capital Project Loan Payments - SY3			\$340,202	\$340,202
Total Expense	\$2,754,922	\$2,821,203	\$3,133,186	\$311,983
Total Income	\$640,411	\$562,126	\$262,147	(\$299,979)

Sewer Service Fee	\$996.38	\$996.38
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FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Straight Time

COST CODE

6110

FY 2019-2020 Applicable Data		Estimate
District Manager - Overall Comp		\$202,280.00
E6 - wage data		\$86,590.40
Operations, Lab and Collection (from actual wage data)		\$417,061.07
E1	\$83,408.00	
E2	\$93,309.07	
E3	\$58,884.80	
E4	\$98,051.20	
E5	\$83,408.00	
Total		\$705,931.47
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
District Manager Salary Adjustment Current Contract		\$6,068.40
24 hour per week part time employee OIT Grade I		\$40,000.00
Vacation Sell Back - assumes each employee sells one week		\$13,982.87
E3 adjustment for time in grade		\$1,362.40
E3 adjustment for certification		\$2,953.60
Likely COLA Increase (3.00%)		\$16,439.02
Directors Payroll - assume 18 regular/special meetings at \$187.48 each (5 members)		\$16,873.20
Directors Payroll - assume 35 committee meetings at \$160.7 each (2 members)		\$11,249.00
Directors Payroll - assume 15 conference/workshop attendance at \$187.48 each (1 member)		\$2,812.20
Subtotal		\$111,740.70
Proposed Line Item for 2020 - 2021 Budget		\$817,672.16

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Overtime

COST CODE

6120

FY 2019-2020 Applicable Data		
Operations (forecast)		\$31,975
Total		\$31,975
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Will use forecast		\$31,975
Increase in Operations, Contractual 3%)		\$959
Subtotal		\$32,935
Proposed Line Item for 2020 - 2021 Budget		\$32,935

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Medical Cash In Lieu

COST CODE

6130

FY 2019-2020 Applicable Data		
Forecast amount for FY 2016-2017		\$8,400
Total		\$8,400
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Three Employee will be taking this option.		
Will be \$375 per month per employee		\$13,500
Subtotal		\$13,500
Proposed Line Item for 2020 - 2021 Budget		\$13,500

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - On-Call Pay

COST CODE

6140

FY 2019-2020 Applicable Data		
Cost for on-call at 500 per week (actual)		\$26,000
Total		\$26,000
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
no changes		\$0
Subtotal		\$0
Proposed Line Item for 2020 - 2021 Budget		\$26,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Payroll Expenses

COST CODE

6500

FY 2019-2020 Applicable Data		
Total		\$0
Base data for budget based on percentages below		
Medicare 1.45%	\$	12,907
SSI - 6.2%	\$	46,400
SDI - 1.0% --- District does not pay	\$	-
Unemployment Insurance - 6.2% of first \$7,000 per employee	\$	5,005
Subtotal		\$64,312
Proposed Line Item for 2020 - 2021 Budget		\$64,312

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Retirement

COST CODE

6600

FY 2019-2020 Applicable Data		
Forecast 2018-2019		\$145,000
Total		\$145,000
Data for budget preparation		
Anticipated Prepaid Contribution based on CCCERA provided info		\$130,000
Subtotal		\$130,000
Proposed Line Item for 2020 - 2021 Budget		\$130,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Medical Insurance

COST CODE

6710

FY 2019-2020 Applicable Data				
Benefit - Medical Insurance				
Forecast Costs for 2017-2018				\$99,451
Period Ending June 30	Total 6710	Per Employee	Number of Employees	
2008	\$117,981	\$16,854	7	
2009	\$105,343	\$15,049	7	
2010	\$108,464	\$15,495	7	
2011	\$114,519	\$16,360	7	
2012	\$107,377	\$15,340	7	
2013	\$91,125	\$13,018	7	
2014	\$116,059	\$16,580	7	
2015	\$98,863	\$14,123	7	
2016	\$107,063	\$15,295	7	
2017	\$82,369	\$16,474	5	
2018	\$83,487	\$16,697	5	
2019	\$94,723	\$18,945	5	
Average	\$102,281			
Cost Criteria				
Current Annual Employee Premiums 2020 - based on existing MOU and Employee Contract				\$67,781
\$6276.06 per month premium less 10% employee premium share				
Cost adjust for medical will be 50 percent of the premium from above (six months)				
Assume 5% increase for calendar year 2021 to be applied for half of the fiscal year				\$1,695
Anticipated claims from funding the co-insurance and deductible beyond \$1000/\$2000				\$15,000
Subtotal				\$84,476
Proposed Line Item for 2020 - 2021 Budget				\$84,476

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Ancillary Benefits

COST CODE

6720

FY 2019-2020 Applicable Data		
Benefit - Dental Insurance		\$6,761.00
Employer pays all of employee cost plus 90% of dependents cost		
Benefit - Life Insurance		\$2,019.00
Employer pays all of employee cost		
Manager Life Insurance from Contract		\$1,500.00
Benefit - Vision Insurance		\$1,467.00
Employer pays all of employee cost plus 90% of dependents cost		
Total		\$11,747
Additional Data		
Assume 5% increase for calendar year 2020 to be applied for half of the fiscal year		\$294
Subtotal		\$294
Proposed Line Item for 2020 - 2021 Budget		\$12,041

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Directors fees and expenses

COST CODE

7150

FY 2019-2020 Applicable Data		
Directors Fees and Expenses (forecast)		\$10,548
Total		\$10,548
Data for budget preparation		
10 conferences at \$1500 each		\$15,000
Misc workshops at \$250 each		\$1,500
Subtotal		\$16,500
Proposed Line Item for 2020 - 2021 Budget		\$16,500

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Solids Disposal

COST CODE

7210

FY 2019-2020 Applicable Data		
Solids Disposal (forecast)		\$18,184
Total		\$18,184
Data for budget preparation		
Cost to haul sludge is \$515 per trip		
Costs for Hauling at \$515 per trip averaging 3 trips per month		\$18,540
6 Extra Trips		\$3,090
Misc trash and debris disposal		\$3,000
Subtotal		\$24,630
Proposed Line Item for 2020 - 2021 Budget		\$24,630

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Electricity

COST CODE

7221

FY 2019-2020 Applicable Data		
Utilities - Electricity (forecast)		\$126,911
Total		\$126,911
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
PG&E costs for energy increase at 5 %		\$6,346
Subtotal		\$6,346
Proposed Line Item for 2020 - 2021 Budget		\$133,256

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Water

COST CODE

7223

FY 2019-2020 Applicable Data		
Utilities - Water (forecast)		\$15,306
Total		\$15,306
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
EBMUD service costs increase at 6.5 percent		\$995
Subtotal		\$995
Proposed Line Item for 2020 - 2021 Budget		\$16,301

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - communication

COST CODE

7224

FY 2019-2020 Applicable Data	
Forecast for 2019-2020 - includes costs from the following:	\$19,383
<i>USA Alerts</i>	\$1,023
<i>Website</i>	\$0
<i>Cell Phones (\$450 per month)</i>	\$5,400
<i>Percom - Answering Service</i>	\$1,300
<i>Bay Alarm IPS</i>	\$1,287
<i>Bay Alarm WWTP</i>	\$5,671
<i>ATT Alarm circuit</i>	\$0
<i>ATT Internet</i>	\$750
<i>ATT Phone/Long distance plan per year</i>	\$0
<i>Misc phones and hardware</i>	\$1,000
<i>Jive VOIP</i>	\$2,934
Total	\$19,365
Increase/Decrease over previous year & Reason for Difference	Proposed Changes
Planned costs for 2020-2021	
<i>USA Alerts</i>	\$1,023
<i>Website</i>	\$0
<i>Cell Phones (\$450 per month)</i>	\$5,400
<i>Percom - Answering Service</i>	\$1,300
<i>Bay Alarm IPS</i>	\$1,287
<i>Bay Alarm WWTP</i>	\$5,671
<i>ATT Alarm circuit</i>	\$0
<i>ATT Internet</i>	\$750
<i>ATT Phone/Long distance plan per year</i>	\$0
<i>Misc phones and hardware</i>	\$1,000
<i>Jive VOIP</i>	\$2,934
Subtotal	\$19,365
Proposed Line Item for 2020 - 2021 Budget	\$19,365

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Gas

COST CODE

7225

FY 2019-2020 Applicable Data		
Utilities - Gas (forecast)		\$13,813
Total		\$13,813
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Assumed PG&E gas prices increase - 10%		\$1,381
Subtotal		\$1,381
Proposed Line Item for 2020 - 2021 Budget		\$15,194

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Chemicals

COST CODE

7230

FY 2019-2020 Applicable Data		Forecast Costs
7231 Sodium Hypochlorite		\$27,501
7232 Sodium Bisulphite		\$32,085
7233 Thickener Polymer		\$5,522
7234 Centrifuge Polymer		\$5,043
<p>The District participates in the Bay Area Chemical Consortium for pooled purchasing power. The group receives bids from chemical suppliers in mid May. For purposes of budgeting, an assumed increase will be used and updated later in May.</p> <p>Proposed Line Item for 2019 - 2020 Budget</p>		
7231 Sodium Hypochlorite		\$28,876
Existing	New Rate	ASSUME
\$0.6469/gal	\$0.6747/gal	5.0 % increase 4.3% last year
7232 Sodium Bisulfite		\$35,293
Anticipating a 3% increase in chemical costs, will base budget on forecast		
\$1.051/gal	\$1.156/gal	10 % increase 10% last year
7233 Thickener Polymer		\$5,688
Anticipating a 3% increase in chemical costs, will base budget on forecast		
7234 Centrifuge Polymer		\$5,195
Anticipating a 3% increase in chemical costs, will base budget on forecast		
Total		\$75,051

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Maintenance

COST CODE

7240

This breakdown is only for tracking purposes by the District Manager. Similar type of detail will be omitted.

FY 2019-2020 Applicable Data	FY 16/17	FY 17/18	FY 18/19	Forecast Costs (19/20)	Budgeted Costs
7241 Headworks and Primary Treatment	\$4,794	\$176	\$1,981	\$2,000	\$2,500
7242 Aeration, Secondary Clarifiers, and RAS	\$1,601	\$7,322	\$4,034	\$2,000	\$3,000
7243 Anaerobic Digesters and Sludge Processing	\$43,983	\$14,324	\$3,895	\$35,000	\$45,000
7244 Thickener and WAS	\$7,318	\$6,497	\$6,641	\$9,500	\$7,000
7245 Effluent PS, Aeration, and Plant Sewer	\$27,615	\$2,294	\$27	\$3,500	\$2,000
7246 Potable Water and Pneumatic System	\$1,552	\$1,223	\$728	\$500	\$1,500
7247 Chemical Feed System	\$726	\$1,930	\$1,342	\$2,000	\$2,000
7248 Analyzers and Monitoring	\$15,657	\$12,374	\$17,749	\$13,000	\$14,000
7249 Misc Plant	\$4,265	\$3,130	\$3,359	\$3,500	\$3,000
7250 Plant Generator	\$2,639	\$2,472	\$3,487	\$3,500	\$3,000
7251 Influent Pump Station	\$8,868	\$5,983	\$10,136	\$6,500	\$6,000
7252 Collection System	\$109,714	\$83,510	\$64,628	\$75,000	\$85,000
7253 SCADA, Operations, and Shop	\$1,684	\$2,870	\$5,526	\$5,000	\$5,000
7254 Security System	\$136	\$376	\$383	\$500	\$500
7255 Chlorine Contact Tank	\$77	\$0	\$0	\$250	\$0
7256 Plant Grounds	\$2,803	\$1,610	\$6,138	\$4,500	\$4,500
7257 Oil and Grease	\$1,053	\$1,956	\$1,933	\$2,000	\$2,500
7258 Paint and Coatings	\$459	\$0	\$1,173	\$0	\$2,000
7259 Recycled Water System	\$125	\$0	\$0	\$500	\$1,000
Total	\$235,067	\$148,047	\$133,159	\$168,750	\$189,500
2019-2020 requested budget	FY 16/17	FY 17/18	FY 18/19	Forecast Costs (19/20)	Proposed 20/21 Value
7241 Headworks and Primary Treatment	\$4,794	\$176	\$1,981	\$2,000	\$2,000
7242 Aeration, Secondary Clarifiers, and RAS	\$1,601	\$7,322	\$4,034	\$2,000	\$3,000
7243 Anaerobic Digesters and Sludge Processing	\$43,983	\$14,324	\$3,895	\$35,000	\$15,000
7244 Thickener and WAS	\$7,318	\$6,497	\$6,641	\$9,500	\$7,000
7245 Effluent PS, Aeration, and Plant Sewer	\$27,615	\$2,294	\$27	\$3,500	\$3,500
7246 Potable Water and Pneumatic System	\$1,552	\$1,223	\$728	\$500	\$1,000
7247 Chemical Feed System	\$726	\$1,930	\$1,342	\$2,000	\$2,000
7248 Analyzers and Monitoring	\$15,657	\$12,374	\$17,749	\$13,000	\$14,000
7249 Misc Plant	\$4,265	\$3,130	\$3,359	\$3,500	\$3,500
7250 Plant Generator	\$2,639	\$2,472	\$3,487	\$3,500	\$3,500
7251 Influent Pump Station	\$8,868	\$5,983	\$10,136	\$6,500	\$6,000
7252 Collection System	\$109,714	\$83,510	\$64,628	\$75,000	\$95,000
7253 SCADA, Operations, and Shop	\$1,684	\$2,870	\$5,526	\$5,000	\$5,000
7254 Security System	\$136	\$376	\$383	\$500	\$500
7255 Chlorin Contact Tank	\$77	\$0	\$0	\$250	\$500
7256 Plant Grounds	\$2,803	\$1,610	\$6,138	\$4,500	\$7,500
7257 Oil and Grease	\$1,053	\$1,956	\$1,933	\$2,000	\$2,000
7258 Paint and Coatings	\$459	\$0	\$1,173	\$0	\$500
7259 Recycled Water System	\$125	\$0	\$0	\$500	\$500
Each item above represents the individual account line item	\$235,067	\$148,047	\$133,159	\$168,750	\$172,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Laboratory Supplies and Services

COST CODE

7261

FY 2019-2020 Applicable Data		
Compliance Testing (forecast)		\$19,207
Total		\$19,207
Data for budget preparation		
Copper, monthly (\$10 ea.)		\$120
Monthly test for Total Ammonia, (\$28.00 ea.)		\$336
Enterococcus 3 per week @ \$35)		\$1,260
TSS (1x per week x 3 samples @ \$20)		\$3,120
CBOD (1x per week x 3 samples @ \$35)		\$5,460
Metals (metals plus nitrogen) (1x per year @ \$247.50)		\$248
Oil and Grease (1 per quarter @ \$73.80)		\$295
Mercury (Monthly @ \$85 plus blank)		\$2,040
Effluent Cyanide (Monthly @ \$69)		\$828
PCBs, Dioxins, VOCs, etc are done once per 5 years, done January 2018 (\$5,000)		
Misc Testing		\$3,500
New Nitrogen and Phosphorus testing requirements		\$2,000
Subtotal		\$19,207
Proposed Line Item for 2020 - 2021 Budget		\$19,207

FY 2020 - 2021 Budget

7262

FY 2019-2020 Applicable Data		
Bioassay Lab (forecast)		\$36,000
Total		\$36,000
Data for budget preparation		
Acute Toxicity Monthly Cost (\$1775)		\$21,300
Annual cost for ELAP inspection of Fish Lab		\$2,000
Fish Lab Supplies		\$1,000
One Retest		\$1,775
Chronic Testing (twice per year at \$2344)		\$4,688
Retest once for chronic		\$2,344
Subtotal		\$33,107
Proposed Line Item for 2020 - 2021 Budget		\$33,107

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Laboratory Supplies and Services

COST CODE

7263 & 7264

FY 2019-2020 Applicable Data		
7263 Lab Supplies (forecast)		\$8,830
Data for budget preparation		
7263 Lab Supplies		\$12,000

FY 2020 - 2021 Budget

COST CODE

7270

FY 2019-2020 Applicable Data		
Equipment Lease and Rental (forecast)		\$2,820
Total		\$2,820
Data for budget preparation		
150 per month for copier		\$1,800
Subtotal		\$1,800
Proposed Line Item for 2020 - 2021 Budget		\$1,800

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Vehicle O&M

COST CODE

7280

FY 2019-2020 Applicable Data		
Vehicle O&M (forecast)		\$5,587
Total		\$5,587
Data for budget preparation		
Keep Vehicle O&M at		\$7,500
Subtotal		\$7,500
Proposed Line Item for 2020 - 2021 Budget		\$7,500

FY 2020 - 2021 Budget

7290

FY 2019-2020 Applicable Data		
Small Tools (forecast)		\$2,500
Total		\$2,500
Data for budget preparation		
Small tools at \$2,500		\$2,500
Subtotal		\$2,500
Proposed Line Item for 2020 - 2021 Budget		\$2,500

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Permits, Licenses, and Fees

COST CODE

7300

FY 2019-2020 Applicable Data		
7301 Permits and Taxes (forecast)		\$47,180
7302 Licenses and Certificates (forecast)		\$2,000
7303 Memberships to Trade Organizations (forecast)		\$13,200
Data for budget preparation		
7301 Permits and Taxes (derived from actual invoices) increase at 5%		\$49,539
7302 Licenses and Certificates		\$3,000
7303 Memberships to Trade Organizations		\$13,200
<i>CASA \$4300, CSDA \$6400, Misc for employees, \$2,500</i>		
Each item above represents the individual account line item		

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Legal Counsel

COST CODE

7310

FY 2019-2020 Applicable Data		
Legal Counsel (forecast)		\$24,560
Total		\$24,560
Data for budget preparation		
Keep Legal Counsel at \$31,000 Currently discussing a COLA rate increase for Counsel		\$31,000
Subtotal		\$31,000
Proposed Line Item for 2020 - 2021 Budget		\$31,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Professional Services

COST CODE

7330

FY 2019-2020 Applicable Data		
Professional Services (forecast)		\$76,251
Total		\$76,251
Data for budget preparation		
Regulatory Reporting Laboratory Assistance - Annual service		\$10,000
Audit		\$17,500
Misc Professional Assistance (SRF, Newsletter, Nutrients, Risk Assessment)		\$40,000
Website Development		\$10,000
Continued Safety Program Development		\$7,500
Code Development		\$15,000
Subtotal		\$100,000
Proposed Line Item for 2020 - 2021 Budget		\$100,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Training, Education and Conferences

COST CODE

7345

FY 2019-2020 Applicable Data		
Training, Education, Conferences (forecast)		\$24,500
Total		\$24,500
Data for budget preparation		
Staff to attend CWEA conference		\$2,500
Multi-Agency Operator Training Program		\$3,000
Misc Education and Training		\$4,000
CASA, CSDA Conferences		\$10,000
Staff have taken on the responsibility of being a SF Bay Section Board Member This will require additional travel and conference attendance		\$5,000
Subtotal		\$24,500
Proposed Line Item for 2020 - 2021 Budget		\$24,500

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Janitorial Supplies and Services

COST CODE

7400

FY 2019-2020 Applicable Data		
Forecast Costs		
7401 Laundry		\$4,000
7402 Pest Control		\$350
7403 Janitorial Supplies		\$3,184
All Items Forecast		
Data for budget preparation		
Proposed Line Item for 2019 - 2020 Budget		
7401 Laundry		\$4,000
7402 Pest Control		\$350
7403 Janitorial Supplies		\$3,000
Each item above represents the individual account line item		

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Office Supplies/Postage

COST CODE

7410

FY 2019-2020 Applicable Data		Forecast Costs
7411 - Office Supplies		\$10,000
7413 - Postage/Mailing		\$1,400
7414 - Lunches, business lunches		\$1,450
7415 - Water, CD Data, Misc Expense		\$1,500
7416 - Kitchen		\$1,250
7417 - County Fees (Tax Roll)		\$4,000
7418 - Bridge Toll		\$100
7419 - Employee Recognition		\$4,000
Data for budget preparation		
7411 - Office Supplies		\$8,500
7413 - Postage/Mailing		\$1,400
7414 - Lunches, business lunches		\$1,700
7415 - Water, CD Data, Misc Expense		\$1,500
7416 - Kitchen		\$1,500
7417 - County Fees (Tax Roll - \$250 per levy code, \$0.76 per parcel)		\$4,000
7418 - Bridge Toll		\$100
7419 - Employee Recognition		\$4,000
Each item above represents the individual account line item		

FY 2020 - 2021 Budget

COST CODE

7420

FY 2019-2020 Applicable Data		
Pollution Prevention Program (Annualized Costs)		\$10,757
Total		\$10,757
Data for budget preparation		
Recycling batteries, thermometers, etc		\$2,000
Thermometer purchase (sufficient stock on hand)		\$0
Newsletter - printing mailing		\$4,000
Small mailers - printing mailing		\$4,500
Rodeo Creek Cleanup & Chili Cook-off		\$1,000
BAPPG Membership		\$3,000
Subtotal		\$14,500
Proposed Line Item for 2020 - 2021 Budget		\$14,500

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Plant Insurance

COST CODE

7501

FY 2019-2020 Applicable Data		
Annualized		\$82,005
Total		\$82,005
Data for budget preparation		
Primary Insurance, including autos for Calendar Year 2020		\$68,454
Public Entity Property Insurance for Fiscal Year 2019-2020		\$6,476
Crime Policy constant for Fiscal Year 2019-2020		\$2,100
Mobile Equipment for Fiscal Year 2019-2020		\$1,484
Hard to predict cost adjustments - will be conservative and add 3%		\$2,355
Subtotal		\$80,869
Proposed Line Item for 2020 - 2021 Budget		\$80,869

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Workers Compensation Insurance

COST CODE

7502

FY 2019-2020 Applicable Data		
Workers Compensation Insurance (forecast)		\$30,848
Total		\$30,848
Data for budget preparation		
New Premium with SDRMA		\$42,000
Subtotal		\$42,000
Proposed Line Item for 2020 - 2021 Budget		\$42,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Safety Equipment

COST CODE

7600

FY 2019-2020 Applicable Data		
Safety Equipment (forecast)		\$10,888
Total		\$10,888
Data for budget preparation		
Routine materials and items from previous years		\$5,000
Non routine materials - in response to COVID		\$5,000
Subtotal		\$10,000
Proposed Line Item for 2020 - 2021 Budget		\$10,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Regulatory Payments

COST CODE

7650

FY 2019-2020 Applicable Data		
Regulatory Payments this FY		\$0
Total		\$0
Data for budget preparation		
Potential regulatory payments for 2016-2017 Violations		\$9,000
Subtotal		\$9,000
Proposed Line Item for 2020 - 2021 Budget		\$9,000

FY 2020 - 2021 Budget

LINE ITEM DESCRIPTION - Grant Program

COST CODE

7652

FY 2019-2020 Applicable Data		
Forecast Costs for 2019 - 2020		\$36,000
Total		\$36,000
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Keep grant program at \$30,000 will adjust as needed		\$30,000
Subtotal		\$30,000
Proposed Line Item for 2020 - 2021 Budget		\$30,000

10

Cron File

State Water Resources Control Board

April 29, 2020

RODEO Sanitary District WWTP
800 San Pablo Avenue
Rodeo, CA 94572
NPD100051535



EXTENSION OF DEADLINE TO SUBMIT ANNUAL VOLUMETRIC REPORTING DATA FOR PERMITTEES SUBJECT TO STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2019-0037-EXEC AS AMENDED ON JANUARY 14, 2020

This letter serves to approve a 60-day extension for submitting Volumetric Annual Reporting requirements for permittees subject to State Water Resources Control Board's (State Water Board) Order No. WQ 2019-0037-EXEC (Order) as amended on January 14, 2020. The State Water Board recognizes the challenges faced by the regulated community during this COVID-19 crisis. This extension is granted to all permittees listed in Attachment II of the Order. Volumetric annual reporting for the 2019 calendar year shall be submitted to the State Water Board no later than June 30, 2020. No further extensions will be granted.

The reporting module in GeoTracker Electronic Submittal of Information (ESI) is open for the 2019 volumetric annual report and will remain open for data entry until June 30, 2020. As soon as possible, permittees should follow guidance on the Water Quality Control Policy for Recycled Water (Recycled Water Policy) Volumetric Reporting webpage at:
https://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/volumetric_annual_reporting.html
to create a Responsible Party GeoTracker ESI account and claim their facility to provide the State Water Board with current email contact information. This initial step will facilitate communication regarding these reporting requirements. The 2019 volumetric annual report must be submitted through GeoTracker ESI no later than June 30, 2020.

The Order requires permittees to annually report volumetric data on wastewater and, if applicable, recycled water consistent with requirements in section 3 of the Recycled Water Policy. The Recycled Water Policy requires wastewater and recycled water permittees to annually report monthly volumes of influent, wastewater produced, and effluent, including treatment level and discharge type. As applicable, permittees are additionally required to annually report recycled water use by volume and category of

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

reuse. The Recycled Water Policy allows the State Water Board Executive Director to modify the reporting requirements.

To view the Recycled Water Policy please visit the Recycled Water Policy webpage at: <https://waterboards.ca.gov/recycledwaterpolicy>

If you have any questions or need additional information, please visit the Recycled Water Policy Volumetric Reporting webpage at: https://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/volumetric_annual_reporting.html

or contact the State Water Board at: recycledwater@waterboards.ca.gov or Rebecca Greenwood by phone at (916) 341-5858.

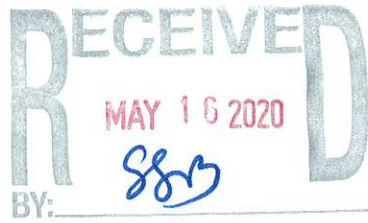
Sincerely,

A handwritten signature in black ink, appearing to read "Eileen Sobeck". The signature is fluid and cursive, with the first name "Eileen" written in a larger, more prominent script than the last name "Sobeck".

Eileen Sobeck
Executive Director



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT



May 12, 2020

Steven S Beal, PE *Engineer/Manager*
Selby Lift Station
800 San Pablo Ave
Rodeo, CA 94572

RE: Change in your Permit Renewal Coverage Period

Dear Facility Contact:

This letter is to inform you that your permit renewal coverage period has been changed from 24 months to 12 months for the following facility:

Selby Lift Station, Plant # 16561
341 B Street in Crockett, CA

This will not have any effect on any open or ongoing permit renewal or permits already issued. This will impact your next permit renewal. You will see the change is in effect when the coverage period on your permit renewal invoice reflects a 12-month coverage period. If you see a 24-month coverage period on your invoice, the change will occur on your next permit renewal invoice.

The Air District prepares an annual inventory for all facilities. In order to prepare for new state reporting requirements, it is necessary to update and collect data every year. This change has been implemented to help the Air District with this process.

If you have any questions, please feel free to contact us at permits@baaqmd.gov. Please include your Plant number in your correspondence.

Sincerely,

Fred Tanaka, Manager
Engineering Division

Connect with the
Bay Area Air District:



375 BEALE STREET, STE 600 • SAN FRANCISCO CA • 94105 • 415.771.6000 • www.baaqmd.gov

March 24, 2020

To all members of the Bay Area Chemical Consortium,

The Bay Area Chemical Consortium (BACC) coordination team is informing you that we are canceling the bids for Fiscal Year Ending 2021 (FYE 2021) that was posted on Wednesday March 18, 2020 with Addendum No. 1 posted on the same day. We have reached this difficult decision in recognition of the high level of uncertainty and limited resources at both our member agencies as well as our chemical suppliers due to the current COVID-19 global crisis. This unprecedented crisis impacts every aspect of our operations and is of unknown duration. We are responding to feedback from our members and suppliers that this is not the time be reevaluating and renegotiating supply chains and logistics.

The current FYE 2020 bid document contained the following stipulation (Section 4.11):

The term of the contract between the respective BACC agency and the successful bidder will be twelve (12) months commencing July 1, 2019, and expiring June 30, 2020, with an option to extend the contract on a year-to-year basis, not to exceed three (3) yearly renewals if conditions and service are satisfactory to both the respective BACC agency and the successful bidder. The price for any succeeding periods of service shall be determined by negotiation between the respective BACC agency and the successful bidder.

BACC recommends that each participating agency exercise the extension option in their current contract with suppliers. We have reached out to Univar, Chemtrade, Thatcher, and Olin Chlor regarding their willingness to extend FYE 2020 prices for another year. So far, Univar has committed to extend the prices. We will pass along communications from our FYE 2020 chemical suppliers as we receive them.

To the agencies that are new participants this year and do not have an existing BACC contract, let us know if there is anything we can do to help.

We very much appreciate all the work your agency has put into providing information to support the FYE 2021 bid and are hopeful that we will be able to successfully coordinate a new bid for FYE 2022. Thank you for your understanding.

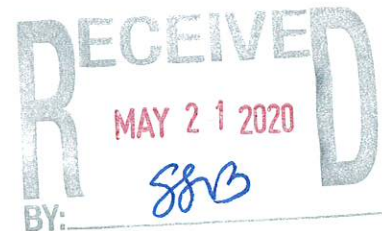
Addendum No. 2 for Notice of Bid Cancellation will be issued as soon as possible within this week.

Best regards,

Lorien Fono, BACWA Executive Director
Jeff Carson, Operations Manager, Dublin San Ramon Services District
Gemma Lathi, Administrative Analyst II, Dublin San Ramon Services District

Attachments:

Univar extension letter 3/19/20
Chemtrade extension offer 3/24/20
Thatcher reply 3/24/20
Olin Chlor reply 3/24/20



Date: March 19, 2020

To: Gemma Lathi, Administrative Analyst II,
Operations Department of Dublin San Ramon.

Subject: Bulk Water Treatment Chemicals Availability and Contract Terms

Univar Solutions is proud to be your bulk water treatment chemical supplier of sodium hypochlorite, sodium hydroxide & sodium bisulfite. We recognize the need for certainty in these unsettled times. Univar, as the largest distributor of bulk water treatment chemicals in United States, has a critical role in the manufacture, distribution, and supply of these bulk chemicals. To ensure Univar has product for all our municipalities and retail bottlers, Univar along with our Supply Partners have implemented some new processes that include:

- *Implementing business continuity plans at all our locations. Some details include daily wipe down of equipment and with non-overlapping employee shifts.*
- *All non-production essential employees will work remotely*
- *Increased raw material purchases at our manufacturing locations*
- *Increased stock of all of our packaged materials at our warehouses*

Planning is key to our success to ensuring we meet everyone's needs during this period. We ask your team keep us informed of any material changes to your particular needs or demand pattern.

If helpful to your Organization, Univar will extend our current bulk water treatment chemical supply agreements on the following terms:

- ***Sodium Hypochlorite: honor the current pricing and extend any of our current supply contract for another year.***
- ***Sodium Hydroxide: A \$50 per dry short ton reduction in current pricing and extend any of our current supply contract for another year***
- ***Sodium Bisulfite: honor the current pricing and extend any of our current supply contract for another year***

Please let your Univar municipal specialist know if this of value to your community and supply planning.

Thank you for your trust and your business

Univar Solutions

From: [Schroeder, Michele](#)
To: [Gemma Lathi](#)
Cc: [Ryno, Beth](#); [Naranjo, Robert](#)
Subject: RE: BACC Bids and COVID-19 situation
Date: Tuesday, March 24, 2020 12:09:23 PM
Attachments: [image002.png](#)

EXTERNAL – check for red flags!

Good afternoon, Gemma,

Hope you are doing well & staying safe during this unprecedented time as well!

We do not anticipate any supply chain interruption. Our key raw materials are procured from North American sites and we are back loaded as well with our Sulfuric Acid and Alumina TriHydrate suppliers. Additionally, we are able to source product from other Chemtrade locations due to our 39 water plants in North America. I don't believe other Alum suppliers would have this same infrastructure available in the event of any disruption. During this uncertain time, we believe it would be risky to change suppliers.

The data below shows last's bid results and our offer on renewal below that.

If the BACC agencies decided to extend for 6 months or for 12 months beginning 7/1, the renewal offer would be: \$0.8968/Gal delivered on Alum, \$1.0153/Gal delivered for 5% Acidized and \$1.092/Gal delivered for 7% Acidized.

2019-2020 BACC Bid Results 44.49% Alum Liquid Solution Unit Price Per Gallon						Optional 5% Acidized Unit Price per Gal	Optional 7% Acidized Unit Price per Gal
Name of Bidder	Central Valley	North Bay	Sacramento	South Bay	Tri Valley	North Bay	North Bay
Chemtrade Logistics US LLC	\$0.7717	\$0.7617	\$0.7481	\$0.7838	\$0.7717	\$0.8084	\$0.8864
Thatcher Company of California, Inc.	\$1.0152	\$1.0152	\$1.0152	\$1.0152	\$1.0152	\$1.4979	\$1.5716
Univar USA	no bid	no bid	no bid	no bid	no bid	no bid	no bid

Chemtrade's Renewal Offer effective July 1, 2020 44.49% Alum Liquid Solution Unit Price Per Gallon						Optional 5% Acidized Unit Price per Gal	Optional 7% Acidized Unit Price per Gal
Name of Bidder	Central Valley	North Bay	Sacramento	South Bay	Tri Valley	North Bay	North Bay
Chemtrade Logistics US LLC	\$0.8968	\$0.8968	\$0.8968	\$0.8968	\$0.8968	\$1.0153	\$1.0920

Please let us know if the agencies decide to bid out the requirements or renew for a period of 6 or 12 months.
Stay safe and be well!

Thank you!

Best Regards,

Michele Schroeder
 Business Manager
 Chemtrade Logistics Inc.
 90 E Halsey Rd. Parsippany, NJ 07054-3713
Office: (973) 515 1841 | **Cell:** (862) 309-0083
E-mail: mschroeder@chemtradelogistics.com | **Website:** www.chemtradelogistics.com

From: [Mike Mitchell](#)
To: [Gemma Lathi](#)
Subject: BACC Renewals
Date: Monday, March 23, 2020 11:52:50 AM

[EXTERNAL – check for red flags]

Gemma,

I hope that you are well and staying healthy.

This is a follow-up email to our conversation this morning.

We are evaluating holding the prices on both chlorine and ferric chloride; this is all about having our suppliers hold our costs as well for another 12 months. We have reached out to our suppliers for their commitment.

In regards to supply/logistics, we currently do not have any supply/delivery issues for any of our raw materials required to support the BACC. This includes aluminum sulfate, chlorine, ferric chloride, calcium nitrate, sodium bisulfite or any other product required from the BACC. While we are not a supplier to many of these commodities, we have no issue supporting BACC customers in the event your primary distributors cannot meet your requirements.

In addition to supply, we have multiple facilities that we can support BACC customers to include: Stockton, Sacramento, Sparks, NV, Henderson, NV and Salt Lake City.

Regardless, I will follow-up with you promptly on BACC renewals for 2020-2021 contract year.

Mike

Michael Mitchell
Thatcher Company
Direct: (801) 924.1401 | M: (779) 227-5389
1905 Fortune Rd. Salt Lake City, UT 84104
mike.mitchell@tchem.com

Disclaimer

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Gemma Lathi

From: Schabacker, John M TRAC <JMSchabacker@olin.com>
Sent: Tuesday, March 24, 2020 11:32 AM
To: Gemma Lathi
Cc: 'Lorien Fono'; Jones, Bret S TRAC; Eells, Kathy E TRAC
Subject: RE: BACC bids

[EXTERNAL – check for red flags]

Hello Gemma,

Yes, as long as renewals are confirmed in writing and bids cancelled before the bid due dates. I believe it may be in every ones' best interests to do so given the current uncertainty of supply due to COVID-19.

Also,

You may recall, some BACC members did not follow your awards to Olin from last years' bid due to some biased false rumors that were circulated in the Sacramento region and disproven. As a result we received less business than we deserved based on lowest bid prices. Our costs and prices were based upon the volume of a full award of all the associated regional member agencies. As the lead agency, can you ask them in good faith to please follow your awards to Olin for this next term?

Thank you,



John M. Schabacker

Business Director – West Bleach

26700 S. Banta Rd
Tracy, CA 95304 USA

T: 209.221.8265

F: 209.835.9760

jmschabacker@olin.com

From: Gemma Lathi <lathi@dsrsd.com>
Sent: Tuesday, March 24, 2020 11:08 AM
To: Schabacker, John M TRAC <JMSchabacker@olin.com>
Cc: 'Lorien Fono' <lfono@bacwa.org>; Jones, Bret S TRAC <BSJones@olin.com>; Eells, Kathy E TRAC <KEEells@olin.com>
Subject: RE: BACC bids

<< THIS EMAIL ORIGINATED FROM OUTSIDE OF OLIN >>

Good morning John,

Would Olin be willing to offer the same prices for any chemicals under BACC contract this year should the agencies exercise the renewal option for next year? That is, if all BACC bids are canceled this year.

Thanks and regards,
Gemma

May 20, 2020

Mr. Steve Beall
District Manager
Rodeo Sanitary District
800 San Pablo Avenue
Rodeo, California 94572



Delta Dental PPO Dividend

Dear Mr. Beall,

SDRMA is a Small Group Administrator for ancillary benefits under CSAC-EIA and a part of the CSAC-EIA Employee Benefits pool. At the December 2019 CSAC-EIA Employee Benefits committee meeting the Committee approved a \$5M dividend for the Delta Dental Fixed Rate PPO Segment agencies of record as of January 1, 2020. This segment of the CSAC-EIA Dental Program is a self-funded dental pool where agencies contribute premium towards the payment of claims and administrative costs. The Fixed Rate PPO Segment has continued to have multiple years of favorable claims experience.

The allocation/calculation of the \$5M dividend is outlined in the CSAC-EIA Program Premium Stabilization Policy and states that dividends shall be calculated and distributed based on each agencies proportionate share of premiums paid during the three most recently completed policy years. According to SDRMA's records your agency paid Delta Dental premiums prior to December 2019 and within the last three completed policy years (2016-2018). Therefore, your agency is eligible to receive a portion of the Delta Dental dividend. Please find enclosed a check payable to your agency based on your proportionate share of premiums paid during the three most recently completed policy years.

Please note, the CSAC-EIA Dental Program is a governmental pool that operates outside of ERISA law that dictates what can be done with plan assets. However, we ask that your agency be mindful that in some cases, dental premiums paid may contain employee contributions. Ideally, the plan participants that paid premiums that contributed to the surplus would benefit from the refund, although this is not always possible nor a requirement of CSAC-EIA. In order to determine internal use of these funds, we recommend consulting with your agency's legal counsel.

Please contact us at healthbenefits@sdrrma.org if you have any questions regarding the Delta Dental PPO Dividend.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Alana A. Little".

Alana Little
Health Benefits Manager



May 28, 2020

NOTICE



To: All Interested Parties

Subject: 2020 July 1st Recycling Program Rates

This Notice reports changes to recycling rates, including: refund value per segregated pound, refund value per commingled pound, and containers per segregated pound for each type of California recycling program. In accordance with Public Resources Code Section 14549.5, revised rates for aluminum, glass, plastic, and bi-metal beverage containers are effective July 1, 2020.

Attachment 1

This attachment shows the rates for refund value per pound and containers per pound by program type

- **Table 1** - Applies only to recycling centers (RCs) where individual consumer transactions take place.
- **Table 2** - Applies only to material redeemed through reverse vending machines (RVMs). California Code of Regulations Section §2540(c) (1) requires RVM operators to be reimbursed at the applicable commingled rate. Exceptions can be made upon verification by the Division of Recycling, that the "reverse vending machine distinguishes 100% of the time between empty [CRV] beverage containers and other [non-CRV] containers".
- **Table 3** - Applies only to Curbside Programs (CSs).
- **Table 4** - Applies only to Drop-Off / Collection Programs (CPs).
- **Table 5** - Applies only to Community Service Programs (SPs).

Note to Certified Recycling Centers:

If changes to the refund value per segregated pound rates overlap a receipt and log period, complete a Shipping Report (DR-6) for the period with the old rate, and then complete a separate DR-6 for the period with the new rate. Failure to separate the weights may delay your payment, and CalRecycle will only reimburse operators at the lower rate for the entire reporting period.

Attachment 2

Attachment 2 is no longer published with this notice. You may request a copy of Attachment 2 from RateDetermination@CalRecycle.ca.gov. The Attachment 2 is a refund value conversion chart for use by RC operators only, which reflects the refund values paid for consumer transactions. The chart provides refund values based on weight received, rounded to the nearest one-tenth of a pound. The chart is not for curbside, drop-off / collection, or community service program transactions, or for materials redeemed through a reverse vending machine.

Attachment 3

This attachment provides July 1, 2020 Individual Commingled Rate Survey Program (ICRS) Refund Values per Pound for qualified programs, and is used to determine correct payment to applicable curbside, drop-off / collection, and community service programs. All qualified curbside, drop-off / collection, and community service programs not listed on Attachment 3 will receive payment at the statewide average refund value per commingled pound rates for all material types.

Please note that the ICRS program was suspended via Notice dated August 29, 2012. CalRecycle authorized continued extension of rates for participants who earned Individual Commingled Rates for the 2013 calendar year. For participants who continue to qualify, Individual Commingled Rates will remain in effect until further notice.

If you have questions regarding this Notice or these rates, please contact me (Mike Miller) at Mike.Miller@CalRecycle.ca.gov, or (916) 323-0713.

Send written comments to:
CalRecycle, Division of Recycling
801 K St., MS 17-24
Sacramento, CA 95814

Thank you.



Mike Miller, Chief
Division of Recycling
Operations Branch

CALIFORNIA RECYCLING PROGRAM RATES

July 1, 2020

Table 1: RECYCLING CENTERS (RC)

Material Type	Containers Per Segregated Pound	Refund Value Per Segregated Pound
Aluminum	29.4	\$1.65
Glass	1.95	\$0.104
#1 PET (Polyethylene Terephthalate)	22.8	\$1.28
#2 HDPE (High Density Polyethylene)	6.8	\$0.58
#3 PVC (Polyvinyl Chloride)	9.7	\$0.48
#4 LDPE (Low Density Polyethylene)	39.2	\$1.96
#5 PP (Polypropylene)	10.8	\$0.55
#6 PS (Polystyrene)	110.3	\$5.52
#7 Other Plastic	3.2	\$0.31
Bi-metal	8.2	\$0.41

California Code of Regulations, Title 14, Section 2500(e) (2), requires Recycling Centers to post refund prices by weight, by container, and by material type.

Table 2: REVERSE VENDING MACHINES (RVM) *

Material Type	Containers Per Segregated Pound	Refund Value Per Commingled Pound	Refund Value Per Segregated Pound	CRV %
Aluminum	31.3	\$1.64	\$1.68	97.62%
Glass	1.90	\$0.102	\$0.104	98.08%
PET Plastic	28.1	\$1.49	\$1.52	98.03%
HDPE Plastic	19.3	\$0.96	\$.97	98.97%

* Due to unavailability of Reverse Vending Machines to survey, RVM rates remain the same as prior period.

Table 3: CURBSIDE PROGRAMS (CS)

Material Type	Containers Per Segregated Pound	Refund Value Per Commingled Pound	Refund Value Per Segregated Pound	CRV %
Aluminum	31.6	\$1.64	\$1.65	99.40%
Glass	1.92	\$0.040	\$0.104	38.46%
PET Plastic	15.1	\$0.56	\$0.95	58.95%
HDPE Plastic	5.2	\$0.030	\$0.49	6.12%

Table 4: DROP-OFF / COLLECTION PROGRAMS (CP)

Material Type	Containers Per Segregated Pound	Refund Value Per Commingled Pound	Refund Value Per Segregated Pound	CRV %
Aluminum	29.6	\$1.60	\$1.61	99.38%
Glass	1.92	\$0.043	\$0.102	42.16%
PET Plastic	16.2	\$0.71	\$0.99	71.72%
HDPE Plastic	5.5	\$0.037	\$0.50	7.40%

Table 5: COMMUNITY SERVICE PROGRAMS (SP)

Material Type	Containers Per Segregated Pound	Refund Value Per Commingled Pound	Refund Value Per Segregated Pound	CRV %
Aluminum	30.7	\$1.61	\$1.62	99.38%
Glass	1.89	\$0.046	\$0.101	45.54%
PET Plastic	17.1	\$0.75	\$1.02	73.53%
HDPE Plastic	5.3	\$0.043	\$0.47	9.15%

Note: The containers that produce the Containers per Segregated Pound (CPP) vary in size, volume, and weight. The refund value is \$0.05 for some containers (<24 oz.) and \$0.10 for others (>24 oz.). Therefore, you cannot simply multiply the CPP average by either refund value to get the Refund Value per Segregated Pound rates.

2020 July 1st Individual Commingled Rate Survey (ICRS) Program

Refund Value Per Pound Effective:

July 1, 2020

Program ID	Company	City / County / District	AL	GL	PET	HDPE
CP0047	Upper Valley Disposal	Upper Valley Disposal CP	STW	STW	STW	\$0.099
CP0365	Full Circle Recycling Company	Full Circle Recycling CP	STW	\$0.067	STW	STW
CP0418	Burrtec Waste Industries, Inc.	Palm Springs Disposal Services	STW	STW	\$0.76	STW
CP0643	Nortech Waste	Nortech Waste CP	STW	STW	STW	STW
CP0687	Athens Services	Athens Services CP	STW	\$0.058	\$0.86	STW
CP0879	MarBorg Corporation	MarBorg Corporation CP	STW	STW	\$0.76	STW
CP0882	GreenWaste Recovery	City of Woodside CP	STW	\$0.058	STW	\$0.086
CP0894	GreenWaste Recovery	City of Capitola CP	STW	\$0.058	STW	\$0.086
CP0895	GreenWaste Recovery	City of Scotts Valley CP	STW	\$0.058	STW	\$0.086
CP0896	GreenWaste Recovery	County of Santa Cruz CP	STW	\$0.058	STW	\$0.086
CP0916	GreenWaste Recovery	GreenWaste Recycling Program	STW	\$0.058	STW	\$0.086
CP0919	GreenWaste Recovery	GreenWaste Commercial Recycling Program	STW	\$0.058	STW	\$0.086
CP0942	Intercity Recycling	Intercity Recycling CP	STW	\$0.102	STW	STW
CP0975	GreenWaste Recovery	City of Palo Alto CP	STW	\$0.058	STW	\$0.086
SP0386	Burrtec Waste Industries, Inc.	City of Ontario SP	STW	STW	STW	STW
SP0410	Burrtec Waste Industries, Inc.	Morongo Band of Mission Indians	STW	\$0.079	\$0.95	STW
CS0139	Cedarwood Young - Santa Monica	City of Santa Monica	STW	\$0.055	STW	STW
CS0157	Burrtec - Fontana	City of Ontario	STW	\$0.054	\$0.61	STW
CS0195	Bay Counties Waste Services	City of Mountain View	STW	\$0.046	STW	\$0.061

STW = Statewide Rate
Attachment 3

2020 July 1st Individual Commingled Rate Survey (ICRS) Program

Refund Value Per Pound Effective:

July 1, 2020

Program ID	Company	City / County / District	AL	GL	PET	HDPE
CS0199	Bay Counties Waste Services	City of Sunnyvale	STW	\$0.046	STW	\$0.061
CS0201	City of Santa Cruz	City of Santa Cruz	STW	\$0.072	\$0.67	STW
CS0254	Gold Coast Recycling	City of Ventura	STW	STW	\$0.62	\$0.042
CS0272	Burrtec - Riverside	City of Palm Springs	STW	STW	\$0.65	STW
CS0274	H.S.S. Processing	City of Lompoc	STW	STW	STW	\$0.052
CS0301	Gold Coast Recycling	City of Fillmore	STW	STW	\$0.62	\$0.042
CS0302	Gold Coast Recycling	City of Thousand Oaks	STW	STW	\$0.62	\$0.042
CS0370	Gold Coast Recycling	City of Camarillo	STW	STW	\$0.62	\$0.042
CS0385	Burrtec - Riverside	City of Riverside	STW	STW	\$0.65	STW
CS0451	Burrtec - Riverside	City of Yucaipa	STW	STW	\$0.65	STW
CS0474	North SLO County Recycling	City of Atascadero	STW	\$0.057	\$0.64	\$0.080
CS0548	Burrtec - Fontana	City of Fontana	STW	\$0.054	\$0.61	STW
CS0560	Gold Coast Recycling	City of Ojai	STW	STW	\$0.62	\$0.042
CS0561	Gold Coast Recycling	County of Ventura	STW	STW	\$0.62	\$0.042
CS0565	Burrtec - Victor Valley	City of Victorville	STW	\$0.048	STW	STW
CS0622	Gold Coast Recycling	City of Carpinteria	STW	STW	\$0.62	\$0.042
CS0636	Burrtec - Victor Valley	Town of Apple Valley	STW	\$0.048	STW	STW
CS0649	Valley Vista / Grand Central Recycling	City of La Puente	STW	\$0.061	\$0.63	\$0.064
CS0683	Burrtec - Victor Valley	City of Adelanto	STW	\$0.048	STW	STW
CS0719	GreenWaste Recovery	City of Woodside	STW	\$0.054	\$0.62	\$0.094
CS0735	Gold Coast Recycling	County of Santa Barbara	STW	STW	\$0.62	\$0.042

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2020 July 1st Individual Commingled Rate Survey (ICRS) Program
Refund Value Per Pound Effective:
July 1, 2020

Program ID	Company	City / County / District	AL	GL	PET	HDPE
CS1037	C.R. & R., Inc.	City of Dana Point	STW	\$0.046	STW	STW
CS1041	C.R. & R., Inc.	City of Aliso Viejo	STW	\$0.046	STW	STW
CS1042	Upper Valley Disposal	Upper Valley Waste Mgmt. Authority	STW	STW	\$0.72	\$0.058
CS1046	C.R. & R., Inc.	City of Santa Fe Springs	STW	\$0.046	STW	STW
CS1048	Waste Connections - Cold Canyon	Cayucos Sanitary District	STW	\$0.059	\$0.69	\$0.107
CS1049	Waste Connections - Cold Canyon	Los Osos Community Services District	STW	\$0.059	\$0.69	\$0.107
CS1050	Waste Connections - Cold Canyon	Oceano Community Services District	STW	\$0.059	\$0.69	\$0.107
CS0151	Waste Connections - Cold Canyon	Nipomo Community Services District	STW	\$0.059	\$0.69	\$0.107
CS1079	Upper Valley Disposal	County of Lake	STW	STW	\$0.72	\$0.058
CS1095	C.R. & R., Inc.	City of Signal Hill	STW	\$0.046	STW	STW
CS1105	Browning Ferris Industries	City of Merced	STW	\$0.050	\$0.60	STW
CS1135	Burtec - Fontana	County of San Bernardino	STW	\$0.054	\$0.61	STW
CS1138	Burtec - Victor Valley	County of San Bernardino	STW	\$0.048	STW	STW
051CS1151	Burtec - Victor Valley	City of Barstow	STW	\$0.048	STW	STW
CS1175	GreenWaste Recovery	County of Santa Clara (Lexington Hills)	STW	\$0.054	\$0.62	\$0.094
CS1176	GreenWaste Recovery	City of Portola Valley	STW	\$0.054	\$0.62	\$0.094
CS1184	H.S.S. Processing	Vandenberg Air Force Base	STW	STW	STW	\$0.052
CS1191	C.R. & R., Inc.	City of Bellflower	STW	\$0.046	STW	STW
CS1197	Browning Ferris Industries	County of Fresno	STW	\$0.050	\$0.60	STW
CS1199	C.R. & R., Inc.	City of Rancho Santa Margarita	STW	\$0.046	STW	STW

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Program ID	Company	City / County / District	AL	GL	PET	HDPE
CS0753	H.S.S. Processing	County of Santa Barbara	STW	STW	STW	\$0.052
CS0803	Browning Ferris Industries	City of Half Moon Bay	STW	\$0.050	\$0.60	STW
CS0809	Waste Connections - Cold Canyon	City of Grover Beach	STW	\$0.059	\$0.69	\$0.107
CS0810	Waste Connections - Cold Canyon	City of San Luis Obispo	STW	\$0.059	\$0.69	\$0.107
S0831	Burrtec - Riverside	County of San Bernardino	STW	STW	\$0.65	STW
CS0883	H.S.S. Processing	City of Santa Maria	STW	STW	STW	\$0.052
CS0910	Waste Connections - Cold Canyon	City of Pismo Beach	STW	\$0.059	\$0.69	\$0.107
CS0911	Waste Connections - Cold Canyon	City of Arroyo Grande	STW	\$0.059	\$0.69	\$0.107
CS0937	Allan Company	City of San Diego	STW	STW	\$0.67	STW
CS0951	Burrtec - Fontana	City of Upland	STW	\$0.054	\$0.61	STW
CS0958	C.R. & R., Inc.	City of Norwalk	STW	\$0.046	STW	STW
CS0972	North SLO County Recycling	County of San Luis Obispo	STW	\$0.057	\$0.64	\$0.080
CS0973	North SLO County Recycling	Templeton Community Service District	STW	\$0.057	\$0.64	\$0.080
CS0974	H.S.S. Processing	City of Guadalupe	STW	STW	STW	\$0.052
CS0975	Waste Connections - Cold Canyon	Cambria Community Services District	STW	\$0.059	\$0.69	\$0.107
CS0983	H.S.S. Processing	County of Santa Barbara	STW	STW	STW	\$0.052
CS0985	Waste Connections - Cold Canyon	City of Morro Bay	STW	\$0.059	\$0.69	\$0.107
CS1033	C.R. & R., Inc.	City of San Clemente	STW	\$0.046	STW	STW
CS1034	C.R. & R., Inc.	City of San Juan Capistrano	STW	\$0.046	STW	STW
CS1035	C.R. & R., Inc.	City of Laguna Niguel	STW	\$0.046	STW	STW
CS1036	C.R. & R., Inc.	City of Laguna Hills	STW	\$0.046	STW	STW

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2020 July 1st Individual Commingled Rate Survey (ICRS) Program

Refund Value Per Pound Effective:

July 1, 2020

rogram ID	Company	City / County / District	AL	GL	PET	HDPE
CS1200	Browning Ferris Industries	City of Clovis	STW	\$0.050	\$0.60	STW
CS1209	Valley Vista / Grand Central Recycling	City of Walnut	STW	\$0.061	\$0.63	\$0.064
CS1210	Valley Vista / Grand Central Recycling	City of El Monte	STW	\$0.061	\$0.63	\$0.064
CS1245	Browning Ferris Industries	City of Elk Grove	STW	\$0.050	\$0.60	STW
CS1259	Browning Ferris Industries	City of Rancho Cordova	STW	\$0.050	\$0.60	STW
CS1260	Browning Ferris Industries	City of Citrus Heights	STW	\$0.050	\$0.60	STW
CS1266	California Waste Solutions – Timothy Drive	City of San Jose	STW	\$0.049	STW	\$0.059
CS1273	North SLO County Recycling	CA Valley Community Service District	STW	\$0.057	\$0.64	\$0.080
CS1275	Valley Vista / Grand Central Recycling	County of L.A. (Valinda)	STW	\$0.061	\$0.63	\$0.064
CS1277	GreenWaste Recovery	City of Scotts Valley	STW	\$0.054	\$0.62	\$0.094
CS1278	GreenWaste Recovery	County of Santa Cruz (unincorporated)	STW	\$0.054	\$0.62	\$0.094
CS1279	GreenWaste Recovery	City of Capitola	STW	\$0.054	\$0.62	\$0.094
CS1281	Browning Ferris Industries	City of Salinas	STW	\$0.050	\$0.60	STW
CS1284	Burrtec - Riverside	City of Grand Terrace	STW	STW	\$0.65	STW
CS1286	GreenWaste Recovery	Burbank Sanitary District	STW	\$0.054	\$0.62	\$0.094
CS1295	C.R. & R., Inc.	City of El Centro	STW	\$0.046	STW	STW
CS1299	C.R. & R., Inc.	City of Tustin	STW	\$0.046	STW	STW
CS1300	C.R. & R., Inc.	City of Newport Beach	STW	\$0.046	STW	STW
CS1304	Browning Ferris Industries	City of Los Banos	STW	\$0.050	\$0.60	STW

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July 1, 2020

Program ID	Company	City / County / District	AL	GL	PET	HDPE
CS1329	Burrtec - Riverside	Rubidoux Community Services District	STW	STW	\$0.65	STW
CS1338	Burrtec - Riverside	Morongo Band of Mission Indians	STW	STW	\$0.65	STW
CS134284.001	South Bay Recycling	City of San Mateo	STW	STW	STW	STW
CS134284.002	South Bay Recycling	West Bay Sanitary District	STW	STW	STW	STW
CS134284.003	South Bay Recycling	County of San Mateo	STW	STW	STW	STW
CS134284.004	South Bay Recycling	City of San Carlos	STW	STW	STW	STW
CS134284.005	South Bay Recycling	City of Redwood City	STW	STW	STW	STW
CS134284.006	South Bay Recycling	City of Menlo Park	STW	STW	STW	STW
CS134284.007	South Bay Recycling	City of East Palo Alto	STW	STW	STW	STW
CS134284.008	South Bay Recycling	City of Burlingame	STW	STW	STW	STW
CS134284.009	South Bay Recycling	City of Atherton	STW	STW	STW	STW
CS134284.011	South Bay Recycling	City of Hillsborough	STW	STW	STW	STW
CS134284.012	South Bay Recycling	City of Foster City	STW	STW	STW	STW
CS1360	GreenWaste Recovery	City of Palo Alto	STW	\$0.054	\$0.62	\$0.094
CS1361	GreenWaste Recovery	Town of Los Altos Hills	STW	\$0.054	\$0.62	\$0.094
CS1362	C.R. & R., Inc.	City of La Mirada	STW	\$0.046	STW	STW
CS1366	C.R. & R., Inc.	City of Lakewood	STW	\$0.046	STW	STW
CS1372	Valley Vista / Grand Central Recycling	County of L.A. (Hacienda Heights)	STW	\$0.061	\$0.63	\$0.064
CS1373	Pleasanton Garbage Service	City of Pleasanton	STW	STW	STW	\$0.075
CS1380	C.R. & R., Inc.	City of Orange	STW	\$0.046	STW	STW
CS134284.012	South Bay Recycling	City of Foster City	STW	STW	STW	STW

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Process Related	
ADDWF	Average Daily Dry Weather Flow
ADF	Average Daily Flow
Ax	Anoxic
BOD	Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
CH ₄	Methane
Cl ₂	Chlorine
COD	Chemical Oxygen Demand
CT	Contact Time
DO	Dissolved Oxygen
DOB	Depth of Blanket
DV	Digester Volume
EPS	Effluent Pump Station
F/M	Food : Microorganism Ratio
FE	Final Effluent
FOG	Fats, Oils, Grease
HRT	Hydraulic Retention Time
Hypo	Sodium Hypochlorite
MCRT	Mean Cell Residence Time
ML	Mixed Liquor
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
NH ₃	Ammonia
NO ₂	Nitrite
NO ₃	Nitrate
OFR	Overflow Rate
PD	Positive Displacement
PHWWF	Peak Hour Wet Weather Flow
QA/QC	Quality Assurance/Quality Control
RAS	Return Activated Sludge
SBS	Sodium Bisulfite
SCADA	Supervisory Control and Data Acquisition

SLR	Solids Loading Rate
SRT	Solids Retention Time
SS	Suspended Solids
SVI	Sludge Volume Index
TDS	Total Dissolved Solids
TOC	Total Organic Carbon
TOD	Total Oxygen Demand
TOL	Total Organic Loading
TS	Total Solids
TSS	Total Suspended Solids
TWAS	Thickened Waste Activated Sludge
VA/ALK	Volatile Acids : Alkalinity Ratio
VS	Volatile Solids
WAS	Waste Activated Sludge

Government Agencies	
BAAQMD	Bay Area Air Quality Management District
EPA	Environmental Protection Agency
OSHA	Occupational Safety and Health Administration
SWRCB	State Water Resources Control Board

Organizations	
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWWA	American Water Works Association
BACWA	Bay Area Clean Water Agencies
CUPA	Certified Unified Program Agencies
CVCWA	Central Valley Clean Water Association

CWEA	California Water Environment Association
ISA	International Society of Automation
NEC	National Electric Code
NRTC	National Rural Telecommunications Cooperative
SFBS	San Francisco Bay Section
UBC	Uniform Building Code
UPC	Uniform Plumbing Code
WEF	Water Environment Association

Wastewater Municipalities	
WWTP	Wastewater Treatment Plant
WPCP	Water Pollution Control Plant
POTWs	Publicly Owned Treatment Works
RSD	Rodeo Sanitary District
CCCSD/Central San	Central Contra Costa Sanitation District
DSRSD	Dublin San Ramon Services District
EBMUD	East Bay Municipal Utilities District
SBSA	South Bayside System Authority
WCWD	West County Wastewater District

Education	
BACWWE	Bay Area Consortium for Water & Wastewater Education
OCED	Occupational Education Program
OIT	Operator In Training

TVROP	Tri-Valley Regional Occupational Program
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Units	
A	Amps/Amperes
CFS	Cubic Feet per Second (ft ³ /sec)
GPD	Gallons Per Day (gal/day)
GPM	Gallons Per Minute (gal/min)
J	Joules
mg/L	Milligrams per Liter (equivalent to PPM)
MGD	Million Gallons per Day
MPN	Most Probable Number
PPB	Parts Per Billion
PPD	Pounds Per Day (lbs/day)
PPM	Parts Per Million (equivalent to mg/L)
PSI	Pounds per Square Inch (lbs/in ²)
SCFM	Standard Cubic Feet per Minute (ft ³ /min)
W	Watts

Electrical/Mechanical/Instrumentation	
A	Amps/Amperes
AC	Alternating Current
DC	Direct Current
E&I	Electrical and Instrumentation
HMI	Human Machine Interface
HOA	Hands/Off/Automatic
HP	Horsepower
I&C	Instrumentation and Control
J	Joules
LO-TO	Lock-Out/Tag-Out
O&M	Operation and Maintenance

PD	Positive Displacement
PLC	Programmable Logic Controller
PM	Preventive Maintenance
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedure
VFD	Variable Frequency Drive
W	Watts

Documents	
COC	Chain of Custody
DMRs	Discharge Monitoring Reports
MOP	Manual of Practice
MSDS	Material Safety Data Sheet
NPDES	National Pollutant Discharge Elimination System
SMR	Self-Monitoring Report
SOP	Standard Operating Procedure

Other	
CPO	Chief Plant Operator
HAZMAT	Hazardous Materials
NPDES	National Pollutant Discharge Elimination System
PPE	Personal Protective Equipment
SSO	Sanitary Sewer Overflow
TPO	Treatment Plant Operator
WIIPP	Workplace Injury & Illness Prevention Program