



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

A Regular Meeting of the Governing Board will be held at **1:00 p.m.** on the **8th day of September, 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/81657114026?pwd=Y0FqOWFsKzdsYUt6RFd6cXlhTm8vdz09>

Meeting ID: 81657114026

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.

Solid Waste Committee - None

Administrative Committee - None

Budget and Finance Committee

September 8, 2020 – 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 August 2020. Reviewed by Budget Committee.
2. Receive August 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. Approve Minutes for Special Board Meeting August 11, 2020 (Discussion and action)
The Board will consider approving the minutes to the August 11, 2020 Special Meeting.

Staff Recommendation (Motion Required): Approve Minutes

9. PUBLIC HEARING--none

10. COMMUNICATION

Relevant Communications to and from the District are included in the Board packet.

11. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION
- (pursuant to Govt. Code § 54956.9 (d)(2) because of significant exposure to litigation): (1 case)

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

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 August 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 AUGUST 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	\$558,345
SEWER YEAR 2	\$4,983,016	\$4,716,630	\$4,696,209	\$278,491	October 2018	\$556,982
SEWER YEAR 3	\$5,740,000	\$5,897,207	\$5,740,000	\$345,975	September 2020	\$345,975
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	\$16,378,707	\$16,070,021	\$938,148		\$1,882,797

SY1 - \$16,902 excluded from reimbursement
SY2 - \$20,421 excluded from reimbursement
SY3 - \$157,207 excluded from reimbursement

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

Rodeo Cleanup Day

The District is a part of a consortium of companies and agencies working towards providing a very general Rodeo cleanup day. The District, County Board of Supervisors, Republic Services, Bayfront Chamber of Commerce, and Phillips 66 are sponsoring the event. The Cleanup Day is scheduled for September 26, 2020 from 9 AM till noon. The location has not been formalized but will likely be at one of the lots the east or the west of the Districts Access Road. The Flyer is on the following page.

RODEO Community CLEAN-UP DAY

September 26, 2020 from 9am to Noon, 2020

FREE for all Rodeo residents.

Maximum load: 3 cubic yards

RODEO RESIDENTS ONLY, must be present and show valid/current California Driver's License with Rodeo address.

BRING THIS POSTCARD TO BE ENTERED TO WIN A PRIZE



FREE, September 26 – 9am to Noon.

Location – TBD

40 yard dumpsters can accept everyday trash items that are little and big, including mattresses

RODEO RESIDENTS ONLY, must be present and show valid/current California Driver's License with Rodeo address.

Sponsored by:



CONTRA COSTA
BOARD OF SUPERVISORS
Supervisor Glover



No Electronic Waste



No Cell Phones



No Dirt

The dumpsters cannot take dirt, electronics and household hazardous waste items.

Rodeo Sanitary will take fluorescent lights and batteries.

State law prohibits CRTs (computers, monitors, TVs), keyboards, fax machines, DVD players, Cellular phones, VCRs, radios and other electronics in the garbage.

If you have any of these items you need to dispose of, please *nam, consed enis non pedios dis doluptatias quisita et et quam experum. Consed enis non pedios dis doluptatias quisita et et quam experum. Andi dolenihiil maionseque eatiam rae eosantiis eic tem eum ditium deris re remperferum facea quae consequi delent evero eictur, vidunt ditetur rem qui dempostibus esci volupta ad magnit laborionem ut ut hitiur sequi ipic tet vollori se re nam vent.*

Register for a prize!

Fill in the details below and bring this postcard with you and you will be entered into a drawing for a prize(s?)

Name: _____

Address: _____

Phone: _____

**LOCAL
POSTAL CUSTOMER**

Postnet
Standard
US Postage Paid
Fairfield CA
Permit # 6

Effluent Pump Station PLC Failure

On August 14 at approximately 6 PM the District's treatment plant experienced a power anomaly. This anomaly "scrambled" the Effluent Pump Station PLC. This PLC is critical for communication from the chemical feed system and the effluent pumping system to the main plant PLC/SCADA System. The main plant PLC/SCADA System monitors this communication and if interrupted alerts the on-call operator. When staff arrived, it wasn't clear why the PLC had failed. Staff were unable to correct the failure or receive emergency service from Telstar. As a result, the District had to staff the plant overnight. The following day, Telstar arrived to implement the repair. The problem was determined to be a form of PLC reset that deletes the active PLC program. The strangest part of this is the PLC is on a power conditioner. The power conditioner should have protected the PLC but it did not. The power conditioner was determined to be functioning correctly. The PLC program was restored and the system returned to normal operation. Telstar is recommending that the District invest in a higher grade power conditioner for all plant PLCs. The District is investigating this.

Subsequent to this power anomaly, a few days later, one of the Variable Frequency Drives (VFD) that controls one of the Aeration System blowers burned out. It is unclear if the two are related. The blower VFD has been replaced.

The District Manager created a special project with Telstar to take a close look at all plant PLC's and power conditioners to ensure all systems were functioning normally. All PLC programs were determined to be functioning normally and were backed up and are available for retrieval if necessary. All power conditioners were determined to be functioning normally. The District is investigating the possibility of training one District Employee have the skill and knowledge necessary to restore a PLC program.

Sewer Year 4 - NEW NAME - 2020 Priority Improvements Project

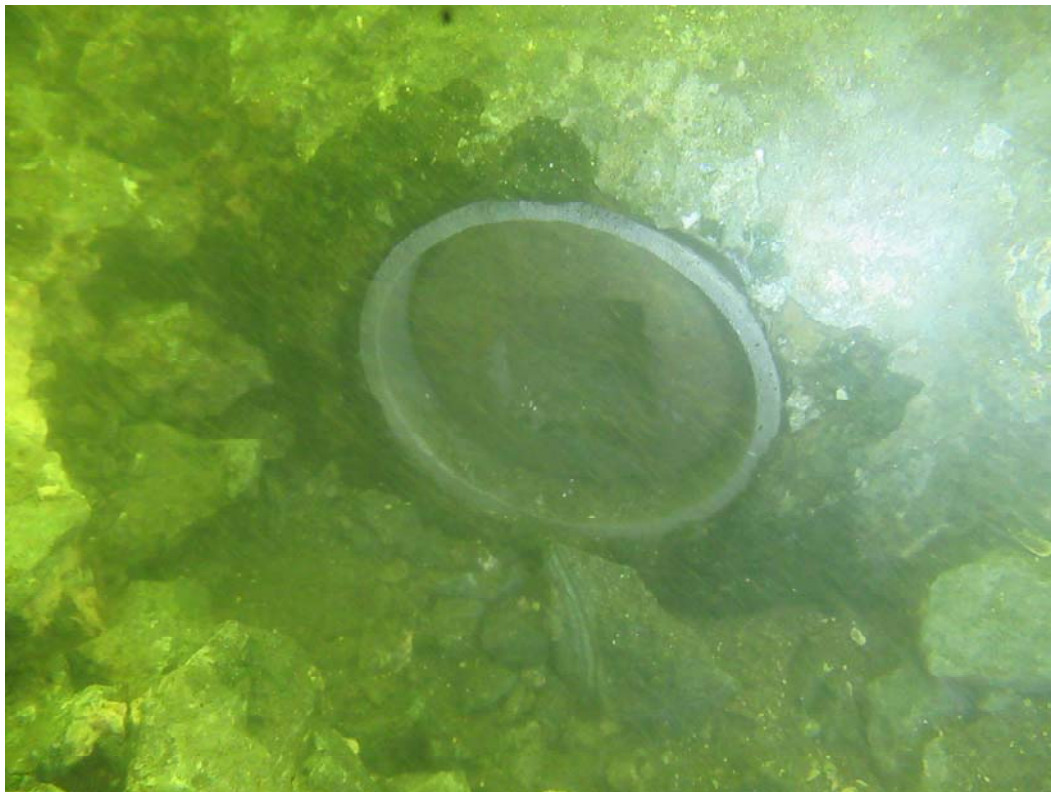
The 2020 Priority Improvements Project design is nearly complete. The District has utilized the services of L.R. Paulsell Consulting to perform pothole investigations at the two targeted improvement sites. These potholes are necessary to establish elevations, slopes, and location of the proposed sewer modifications.

The Drawings are not quite ready for Board review. The locations of the proposed work are and the easement between Spruce Court and the Elm Drive Easement, and on Vaqueros Avenue. Both of these locations have sewers that are difficult to maintain, are in a severe deteriorated state, and pose a very high risk of failure that could lead to a Category 1 Sewer Overflow. It is anticipated that the District will advertise this project at the end of September with a bid opening a few weeks later. The Project will be brought before the Board of Directors for authorization to award the Construction Contract.

Cathodic Protection System and Outfall

The Dive/Inspection to clear the blocked ports of the outfall was conducted in August 2020. The photographs on the following page show something no one was expecting. One port has a man-made plug in it. It also appears that the port was covered/sealed with concrete. The District does not have any documentation to provide a reason why this port was plugged. The District is investigating with the City's of Pinole and Hercules but does not believe they will have any information either. It appears there may be deterioration around this port which led to the plug being installed. The District is working with our consultant and the Regional Board to allow this port

to remain sealed. The Consultant believes the Diffuser Section, with one blocked port, creates the necessary 75:1 dilution as required in the Districts Operating Permit. The District will be discussing this with the Regional Board in early/mid September.



Rodeo Sanitary District Summary of Insurance and Coverage Limits

The District Manager had a lingering requests to provide the Board of Directors a summary of all of the Districts insurance policies with coverage limits and policy costs. The summary is presented as follows:

RODEO SANITARY DISTRICT POLICY REGISTER ENDING JUNE 30, 2020

POLICY #	EFFECTIVE DATE 19-20	NATURE OF INSURANCE	COMPANY	LIMITS/ DEDUCTIBLE	COST
5105-1170-05	12/31/19-20	PRIMARY INSURANCE PROGRAM PACKAGE >GENERAL LIABILITY (INCLUDESHIRED & NON OWNED AUTOMOBILE LIABILITY) >PUBLIC OFFICIALS & MANAGEMENT LIABILITY	ALLIED WORLD ASSURANCE COMPANY (U.S.), INC.	GENERAL LIABILITY/AUTO LIAB \$1,000,000 OCC/\$3,000,000 AGG DEDUCTIBLE \$5,000 MANAGEMENT LIABILITY \$1,000,000 EACH WRONGFUL ACT \$3,000,000 POLICY AGGREGATE DEDUCTIBLE \$1,000 \$2,500 EPL DEDUCTIBLE	\$68,454
5106-1170-05	12/31/19-20	BUSINESS AUTOMOBILE	ALLIED WORLD ASSURANCE COMPANY (U.S.), INC.	\$1,000,000 COMBINED SINGLE LIMIT PER OCCURRENCE DEDUCTIBLE - NONE	INCLUDED ABOVE
5107-1170-05	12/31/19-20	EXCESS LIABILITY	ALLIED WORLD ASSURANCE COMPANY (U.S.), INC.	\$4,000,000 EACH OCCURRENCE EMPLOYER'S LIAB. INCLUDED	INCLUDED ABOVE
5107-1170-05	12/31/19-20	PRIVACY 101/CYBER LIABILITY	ALLIED WORLD NATIONAL ASSURANCE COMPANY	\$1,000,000 PRIVACY & NETWORK RISK \$1,000,000 NOTIFICATION & CREDIT MONITORING COST DEDUCTIBLE \$1,000	INCLUDED ABOVE
017471589/06	07/01/19-20	SPECIAL FORM PROPERTY	ALLIANT PROPERTY INSURANCE PROGRAM (APIP)	\$18,019,278 TIV \$5,000 DEDUCTIBLE	\$10,876
PPL G24544837 006	07/01/19-20	PUBLIC ENTITY POLLUTION LIABILITY (CLAIM MADE & REPORTED)	INTERSTATE FIRE & CASUALTY INSURANCE COMPANY	\$25,000,000 POLICY AGG 2,000,000 PER POLLUTION CONDITION LIMIT/MEMBER \$100,000 AGG \$300,000 PER POLLUTION CONDITION RETENTION	INCLUDED ABOVE
PH1933938	07/01/19-20	CYBER LIABILITY COVERAGE	LLOYDS'S OF LONDON – BEAZLEY SYNDICATE: SYNDICATES 2623-623 - 100% (APIP)	\$2,000,000 (THIRD PARTY LIMITS) \$2,000,000 AGG (FIRST PARTY COMPUTER SECURITY) \$50,000 RETENTION	INCLUDED ABOVE
MXI 93058679	07/01/19-20	ALLIANT MOBILE VEHICLE PROGRAM (AMVP)	AGCS MARINE INSURANCE COMPANY	\$257,000 TOTAL VALUE \$2,000/2,000 DED	\$1,484
01-330-98-06	07/01/19-20	ACIP CSRMA MASTER CRIME POLICY	NATIONAL UNION FIRE INS. CO OF PITTSBURGH, PA (CHARTIS)	\$2,000,000 ALL LINES OF COVERAGE LIMIT \$2,500 DED	\$2,100
106007331	10/13/19-20	ID FRAUD MASTER POLICY IDENTITY THEFT	TRAVELERS INSURANCE COMPANY	\$25,000 LIMIT \$0 DEDUCTIBLE	NO CHARGE
PJ1900050	07/01/19-20	DEADLY WEAPONS RESPONSE	LLOYDS OF LONDON - BEAZLEY	LIMITS OF LIABILITY (100%) \$500,000 EACH & EVERY EVENT (INCLUDING CLAIM EXPENSE) \$2,500,000 ANNUAL AGGREGATE \$250,000 VARIOUS SUBLIMITS FOR COUNSELING SERVICES, FUNERAL EXPENSES, 1 ST PARTY PROPERTY DAMAGE, BUSINESS INTERRUPTION AND DEMOLITION/MEMORIALISATION	NO CHARGE

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 August 2020. Will probably not revisit until construction of the headworks gets close.

District Personnel

The District Manager is **struggling** through the process of establishing a relationship between the District and the Department of Veteran Affairs. **The COVID times are making connecting difficult.** 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. The District finally heard back from the Department of Veteran Affairs. Their staff are searching for candidates for the District.

Currently, the District employs two Veterans.

Overtime Breakdown

The District paid 20.75 hours of overtime for July 27, 2020 to August 23, 2020, two pay periods (16.25, 20.25). The following will provide detail for the overtime expenditures:

Total Overtime – 36.50 hours

Number of call-outs - 5 totaling 10.25 hours

- RAGS - Grit Pump/Chamber Cleaning (0 hours), Digester Pumps (0 hours), RAS Pumps (0 hours), Clean Digester Overflow (0 hours)
- Chemical Feed and Analyzers - 1 callouts (2 Hours), Non callout analyzer problems (0 hours). Call-out was for chemical feed pump failure. A few years ago, with the old-style chemical feed pump, we would typically learn about a chemical feed pump failure with a violation. The new pumps have built-in detection mechanisms to know when there are pump failures. The system automatically switches to the standby pump and alerts on-call staff to come out and repair the malfunctioning pump.
- Security System - 1 callouts (1 hours)
- Collection System – After hours Sewer Call (0, 0 hours), Business Hours Sewer Call (0 hours), Installed new Hydro Flush (2.5 hours), Regulatory reporting (1 hour), Assemble Tormey Pump Data (1 Hour), Collect samples from IPS (0.75 hours)
- Personnel - 0 hours
- Storm Watch - 0 hours
- Holiday - 0 hours
- Treatment Plant - Blower Failure (1 callout, 2 hours), Boiler Malfunctions (1 hour), Bay Alarm Upgrade (2.25 hours), Power/PLC Failure (1 callout, 14.25 hours) described in detail above, PLC communication failure (1 callout, 1 hour) , Preventative maintenance tasks (2 hours)
- Projects - Stay late for Contractors (3 hours)
- Administrative - Create vehicles data spreadsheet (2 hours), Input CIWQS Data (0.75 hours)

Violations - None

Plant Operation and Maintenance

Effluent Quality July 2020	Target	Actual	
Monthly Effluent Total Suspended Solids	30 mg/L	20.6 mg/L	
Total Suspended Solids Removal	85 %	93.1 %	
Monthly Effluent CBOD	25 mg/L	13.7 mg/L	
CBOD Removal	85 %	95.2 %	
	August 2020	July 2020	June 2020
Average Daily Flow (gallons)	546,000	528,000	536,000
Sodium Hypochlorite Used (gallons)	7078	3574	5623
Sodium Bisulfite used (gallons)	2179	2254	2402
Thickener Polymer	One Drum	One Drum	One Drum
Centrifuge Polymer (pounds)	203	226	232

- **Qualitative Report of Plant Operations**
 - The District is trialing a new kind of chlorine analyzer. It is believed, the new analyzer will save the district approximately \$15,000 per year in operations and maintenance costs. Preliminary results strongly confirmed this. If the District proceeds, the District will purchase four analyzers to replace the analyzers that control chemical feed. The capital outlay will be approximately \$15,000 for all four analyzers. This results in a return on investment of about one year. Glorious!!!
 - The flow bypass around the Bar Screen and Grit Tanks is operating flawlessly. Both influent pump stations pump sewage to the center of the Primary Clarifier. Pictures are available in the Bar Screen Project update in the Board Packet.
 - Staff spent over eight hours removing 43 gallons of rags from the digester overflow box, headworks, and secondary clarifiers. District Staff are now required to spend approximately two hours per day "fishing" rags out of the Primary Clarifier Scum Trough and the Clarifier Weirs. Not a glamorous job.
- **Projects**
 -
- **Corrective Maintenance**
 - Replaced defective tube assembly of Sodium Bisulfite metering pump with spare.
 - Replaced VFD for Blower Number three.
- **Preventive Maintenance** — 141 of 141 work orders completed
- **Tool Usage and Justification Report** - No report for August 2020.

Collection System Operation and Maintenance

- 0 Sanitary Sewer Overflows (SSO)
- 2 Plan stamps
- 6 DVD Reviews
- 5 on-site lateral inspections
- Total USA tickets - 49, RSD USA Tickets - 36
- The August 30-day Collections Maintenance list at 100 percent.
- The August/September 60-day Collections Maintenance list at 100 percent.

Managers Report for the month of August 2020

- The August/September/October 90-day Collections Maintenance list at 30 percent
- The July - December 180-day list is at 100 percent.

Sewer call responses:

Date	Location	Disposition
		None

Collection System Contractor Invoices

The total for July 2020 for L.R. Paulsell Consulting: \$44,879.62

Collection System Construction -

Miscellaneous Spot Repair Vaqueros Avenue - \$9,259.62

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 (15 hours) and Field Inspection (120 hours) - \$17,550

Consulting Services

- 2020 Priority Improvements Project Development and Strategy - \$1,950
- 2020 Priority Improvements Project Potholing - \$14,300
- Miscellaneous Spot Repair and 2020/2021 CCTV Development Strategy - \$1,820
- Update of District Base Maps - \$0

Miscellaneous

- Confined Space Entry Assistance - \$0
- Special inspection, cleaning, and CCTV - \$0
- 507/509 Parker Subdivision Projects - consulting and inspection assistance - \$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:

CSDA Annual Conference

Special District Leadership Academy

Board Secretary/Clerk Conference

CWEA Annual Conference

Canceled

September 27 - 30, Virtual Conference

October 26 - 28, Virtual Conference

October 27 - 30, Virtual Conference

Managers Report for the month of August 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
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
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
10/3/17	Admin Com Mtg	PEPRA	Update	Steve Beall / Carl Nelson	December Board Meeting	Will have update from Counsel during August 11 Board meeting
11/13/18	Board Meeting	BAAQMD	Contact regarding permit changes for WWTPs	Steve Beall		Working with Carollo
7/17	District Manager	650 San Pablo Ave	Has it been annexed?	Steve Beall	ASAP	Based on current LAFCO map, it is not annexed.
11/12/19	Board Meeting	Social Media	Get RSD involved	Steve Beall	Spring 2020	District will initiate Facebook no wipes in the pipes message before the end of August. District Manager determining feasibility of Next Door.

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Consent Calendar

CONSENT CALENDAR

ITEM 1

APPROVE AUGUST 2020 EXPENDITURES

Issue:

Board approval of the August 2020 expenditures is required.

Budget and Finance Committee's Recommendation:

Approve the August 2020 expenditures.

Fiscal Impact:

\$1,128,884.83

Discussion

None.

Attachments

- August 2020 expenditures.

11:17 AM
09/01/20
Accrual Basis

Rodeo Sanitary District
GEN Fund 341400-0830
As of August 31, 2020

	1010 - Daily Operating Cash	Date	Num	Name	Memo	Credit
1		08/11/2020	126681	Andrew W Alva	Pay Period 07/27/2020-08/09/2020	3,073.84
2		08/11/2020	126682	Damien Loyola	Pay Period 07/27/2020-08/09/2020	2,388.78
3		08/11/2020	126683	Dean W Twigg	Pay Period 07/27/2020-08/09/2020	1,722.20
4		08/11/2020	126684	James P Petalio	Pay Period 07/27/2020-08/09/2020	2,495.34
5		08/11/2020	126685	Nancy R Lefebvre	Pay Period 07/27/2020-08/09/2020	2,428.56
6		08/11/2020	126686	Steven S Beall	Pay Period 07/27/2020-08/09/2020	5,089.16
7		08/11/2020	126687	Timothy P Gregor	Pay Period 07/27/2020-08/09/2020	3,014.74
8		08/11/2020	126688	Contra Costa County Treasury	Disability Insurance 03/31/2020 Underpayment	207.52
9		08/11/2020	126689	Contra Costa County Treasury	499-0305-7 Disability Insurance 06/30/2020-Underpayment	176.06
10		08/11/2020	126690	Contra Costa County Treasury	499-0305-7, 94-6034753 Payroll Liabilities thru 08/11/2020	9,409.32
11		08/11/2020	126691	Void	VOID:	
12		08/11/2020	126692	Advanced Hydro Engineering	Invs. 474-475 July 2020 Base Map Updates-Priority Repairs Design/Proj. Mgmt	3,040.00
13		08/11/2020	126693	AT&T	Internet Service 07/25/20-08/24/20	68.81
14		08/11/2020	126694	Bay Alarm Company	#4658424 Monitoring Service 07/16/20-09/01/20	318.39
15		08/11/2020	126695	Bay Area News Group-East Bay	07/14/20 Public Hearing Notice-Tax Roll Notice	257.40
16		08/11/2020	126696	Borges & Mahoney Co	Inv. #142106 & 1421480-Chem. Analyzer spare parts	480.91
17		08/11/2020	126697	Carollo Engineers	Biosolids Mgmt/Bar Screen	4,020.00
18		08/11/2020	126698	Contra Costa Health Services	CUPA Health permit for 2020-2021 Site ID's: FA0032445-FA0030552-FA0030551	1,997.00
19		08/11/2020	126699	EBMUD	Water Usage #30060300001-06/01/20-06729/20	4,262.61
20		08/11/2020	126700	Jim Myers & Son, Inc	Auger	7,670.00
21		08/11/2020	126701	Jive Communications	Inv. #IN6000853062 August 2020 Telephone Service	247.79
22		08/11/2020	126702	L. R. Paulsell Consulting	Bar Screen/SY4/Misc. Points	35,620.00
23		08/11/2020	126703	Larry Walker Associates	Outfall Cleaning Coordination/NPDES Permit Assist.	2,170.00
24		08/11/2020	126704	Lone Tree Trucking	Inv. #007/2020 Haul Biosolids	1,548.00
25		08/11/2020	126705	McCampbell Analytical, Inc.	Inv. #2007A11-Acute Testing	2,046.47
26		08/11/2020	126706	Republic Services	#0851-153874707 20 cu. yd. container pickup	769.28
27		08/11/2020	126707	Rodeo AutoTech & Tire Pros	Smog Inspections Operations & Collections Trucks	120.00
28		08/11/2020	126708	SDRMA	Invoices 33308-33413-Sept. 2020 Medical, Dental, Vision & Life Premium	7,030.86
29		08/11/2020	126709	Staples Advantage	Inv. #8058833306-Kitchen & Office Supplies	235.23
30		08/11/2020	126710	Summit Springs Water Company	Inv. #002332 Drinking/Lab Water	113.10
31		08/11/2020	126711	Telstar Instruments	Flow Meter/VFD/Air Blower	4,166.70
32		08/11/2020	126712	Testing Engineers Inc	Inv. #2081299-Concrete Inspection	785.00
33		08/11/2020	126713	Underground Service Alert	Inv. #2020163167 Membership Fee	520.74
34		08/11/2020	126714	Univar	Inv. #48685407 Sodium Hypochlorite	1,678.89
35		08/11/2020	126715	USA Bluebook	Nitrile gloves-Spare polymer pump for thickener	2,900.10
36		08/11/2020	126716	Verizon Wireless	Cellular Service 06/26/20-07/25/20	624.47
37		08/11/2020	126717	Umpqua Bank	Acct. # 2505-Statement Charges July 2020	3,092.69
38		08/11/2020	126718	Stationary Engineers Local 39	August 2020 Employee Union Dues	488.95
39		08/11/2020	126719	Luis Reynoso and Rose Cale	Grant Program: 1132 3rd St.	1,500.00
40		08/11/2020	126720	Dennis Whitworth	Grant Program: 913 Elm Dr.	1,500.00
41		08/11/2020	126721	Robert Sasaki	Grant Program: 1126 Langlie Ct	1,500.00
42		08/11/2020	126722	Steven S Beall	Ex. Reim: District coinsurance paid by employee 05/07/20-05/28/20-Linder	375.00
43		08/25/2020	126723	Andrew W Alva	Pay Period 08/10/2020-08/23/2020	3,206.64
44		08/25/2020	126724	Angela M Noble	Reg (08/11), Solid Waste (07/27), Admin (08/03)	414.86
45		08/25/2020	126725	Connie D Batchelder	Reg (08/11), Budget (08/10), Solid Waste (07/27)	444.86
46		08/25/2020	126726	Damien Loyola	Pay Period 08/10/2020-08/23/2020	2,920.17
47		08/25/2020	126727	Dean W Twigg	Pay Period 08/10/2020-08/23/2020	1,677.20
48		08/25/2020	126728	James P Petalio	Pay Period 08/10/2020-08/23/2020	2,738.49
49		08/25/2020	126729	Janet E Callaghan	Reg (08/11), Admin (08/02)	318.06

11:17 AM
09/01/20
Accrual Basis

Rodeo Sanitary District
GEN Fund 341400-0830
As of August 31, 2020

	Date	Num	Name	Memo	Credit
50	08/25/2020	126730	Nancy R Lefebvre	Pay Period 08/10/2020-08/23/2020	2,418.78
51	08/25/2020	126731	Richard B Frakes	Reg (08/11), Budget (08/10)	318.05
52	08/25/2020	126732	Steven S Beall	Pay Period 08/10/2020-08/23/2020	5,545.37
53	08/25/2020	126733	Timothy P Gregor	Pay Period 08/10/2020-08/23/2020	2,564.41
54	08/25/2020	126734	Contra Costa County Treasury	499-0305-7, 94-6034753 Payroll Liabilities thru 08/25/2020	9,302.92
55	08/25/2020	126735	Aramark	Invoices 705005393 & 705014587	180.64
56	08/25/2020	126736	Bay Alarm Company	#4661324 & 4658424 Monitoring Service 09/01/20-12/01/20	1,534.95
57	08/25/2020	126737	Beecher Engineering, Inc.	Inv. #0820-72 Electrical Safety Improvements	3,400.00
58	08/25/2020	126738	Bill's Underground	Video Inspection of sewer main to determine if connected to main-375 Vaqueros Ave	150.00
59	08/25/2020	126739	Bold, Polisher, Maddow, Nelson & Jude	Legal Counsel July 2020	4,346.00
60	08/25/2020	126740	EDD-Employment Development Depart	499-0305-7-Interest chgs/penalty 03/31/20 quarter	34.83
61	08/25/2020	126741	G3 Engineering, Inc.	Inv. #2020-6773 Two Roller Assembly's	891.93
62	08/25/2020	126742	Goldstreet Design Agency, Inc	Wipes Video/Online Advertising Social Media	4,178.00
63	08/25/2020	126743	John Muir Health	Acct. #355556 Date of Service 07/05 & 07/17/2020	137.17
64	08/25/2020	126744	L. R. Paulsell Consulting	Inv. #20-39 Emerg. Relocation of lateral @ 375 Vaqueros Ave	9,259.62
65	08/25/2020	126745	McC Campbell Analytical, Inc.	Invoices #JULY20 & 20080011-Compliance & Acute Testing	4,530.00
66	08/25/2020	126746	Napa Auto Parts	Inv. #0776-464197 Rad Cap & Antifreeze	44.85
67	08/25/2020	126747	Personalized Communications	Monthly Service Charge - Messages P7001-062020-September 2020	102.95
68	08/25/2020	126748	PG&E	Utilities 07/11/2020-08/11/2020	17,107.84
69	08/25/2020	126749	Polydyne, Inc	Inv. #1474125-Polymer for Centrifuge	2,773.02
70	08/25/2020	126750	SmartCover Systems, Inc.	Two year subscription service contract Parts & Labor 11/01/2020-10/31/2022	1,785.00
71	08/25/2020	126751	Smile Business Products	Copier Service Plan 08/12/20-09/11/20	143.63
72	08/25/2020	126752	Summit Springs Water Company	Drinking/Lab Water	113.10
73	08/25/2020	126753	Sutter East Bay Medical Foundation	Acct. #9182433 Date of Service 07/31/20-#AA02	101.84
74	08/25/2020	126754	Telstar Instruments	Inv. #104495 Troubleshoot Grinder & checked effluent teperature readout	708.00
75	08/25/2020	126755	Underground Service Alert	Inv. #163167DIG20-Calif. State Fee for Regulatory Costs	324.99
76	08/25/2020	126756	Univar	Invs. #48690081 & 48694912-Hypochorite & Bisulfite	4,609.54
77	08/25/2020	126757	USA Bluebook	Inv. #308000 Chlorine Analyzer Retrofit	5,535.00
78	08/25/2020	126758	State Water Resources Control Board	SY3 Contract Number D1501032	345,974.99
79	08/25/2020	126759	Pacific Infrastructure	Progress Payment #5 Bar Screen Project thru 08/14/2020	543,726.99
80	08/25/2020	126760	APB General Engineering	370 Vaqueros Ave Mobile Home Park later relocation	14,900.00
81	08/25/2020	126761	Tri-City Fence Company, Inc.	VOID: Fence Repaired near front gate Inv. #0073148-IN	
82	08/25/2020	126762	USA Bluebook	Leader Hose, Sewer Hose, Hydrant Hose	2,513.70
83	08/25/2020	126763	Vallejo Fire Extinguisher	Inv. #89899 New fire extinguishers	106.63
84	08/25/2020	126764	Berkeley Emergency Med GRP, Inc	Acct. #16310-Date of Service 07/15/20	28.22
85	08/25/2020	126765	California Spine Center	#4675-Date of Service 07/02/20	45.49
86	08/25/2020	126766	CCCERA	August 2020 Employee Retirement Contributions	6,572.19
Total 1010 - Daily Operating Cash					1,128,884.83
TOTAL					1,128,884.83

CONSENT CALENDAR

ITEM 2

RECEIVE AUGUST 2020 FINANCIAL STATEMENTS

Issue:

Board approval of the August 2020 financial statements is required.

Budget and Finance Committee's Recommendation:

Approve the August 2020 financial statements.

Fiscal Impact:

The District is currently at about 89.97% of budget used. With only two months of data no effective conclusions can be drawn. The first trends can be observed in a few months.

Attachments

- August 2020 financial statements.

Rodeo Sanitary District
Budget vs. Actual
August 2020

Expense	August 2020 Expenditures	August 2020 Budget	Comparison To Budget	% of Budget
6100 · Salaries in Plant				
6110 · Straight time				
6110.10 · District Management	16,011.20			100.0%
6110.11 · Operations	15,376.34			100.0%
6110.12 · Plant Maintenance	5,996.47			100.0%
6110.13 · Laboratory	4,931.74			100.0%
6110.14 · Collection System	1,293.32			100.0%
6110.15 · Main Pump Station	586.59			100.0%
6110.16 · Tormey Pump Station	617.54			100.0%
6110.17 · Pollution Prevention Program	452.04			100.0%
6110.18 · Sewer Lateral Program	933.04			100.0%
6110.19 · Sewer Inspections	323.33			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	0.00			0.0%
6110.40 · Holiday	0.00			0.0%
6110.41 · Floating Holiday	1,552.08			100.0%
6110.42 · Vacation	2,699.53			100.0%
6110.43 · Sick Leave	0.00			0.0%
6110.44 · Other Absents	0.00			0.0%
6110.45 · Paid Admin. Leave	0.00			0.0%
6110.46 · Administrative Duties	5,917.00			100.0%
6110.48 · Directors Payroll	1,714.12	2,577.87	(863.75)	66.49%
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	97.00			100.0%
Total 6110 · Straight time	58,501.34	2,577.87	55,923.47	2,269.37%
6120 · Overtime	2,312.52	2,744.58	(432.06)	84.26%
6130 · Medical- Cash In Lieu	1,038.48	1,125.00	(86.52)	92.31%
6140 · On-Call Pay	2,500.00	2,166.67	333.33	115.38%
6100 · Salaries in Plant - Other	0.00	0.00	0.00	0.0%
Total 6100 · Salaries in Plant	64,352.34	8,614.12	55,738.22	747.06%
6500 · Payroll Expenses	4,558.27	5,359.33	(801.06)	85.05%
6600 · Benefits-B129CCC Retirement	10,833.33	10,833.33	0.00	100.0%
6601 · Pension Expense-GASB 68	0.00	0.00	0.00	0.0%
6710 · Benefits-Medical Insurance	6,384.44	7,039.67	(655.23)	90.69%
6720 · Benefits-Dental-Life-Vision Ins	725.80	1,003.42	(277.62)	72.33%
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	11,104.67	(11,104.67)	0.0%
7223 · Water	0.00	1,358.42	(1,358.42)	0.0%
7224 · Communication (phone/Internet)	2,210.68	1,613.75	596.93	136.99%
7225 · Gas Charges	0.00	1,266.17	(1,266.17)	0.0%

Rodeo Sanitary District
Budget vs. Actual
August 2020

	August 2020 Expenditures	August 2020 Budget	Comparison To Budget	% of Budget
Total 7220 · Utilities	2,210.68	15,343.01	(13,132.33)	14.41%
7230 · Chemicals				
7231 · Sodium Hypochlorite	3,429.94	2,406.33	1,023.61	142.54%
7232 · Sodium Bisulphite	2,858.49	2,941.08	(82.59)	97.19%
7233 · Thickener Polymer	0.00	474.00	(474.00)	0.0%
7234 · Centrifuge Polymer	2,773.02	432.92	2,340.10	640.54%
Total 7230 · Chemicals	9,061.45	6,254.33	2,807.12	144.88%
7240 · Maintenance Supplies				
7241 · Headworks and Primary Treatment	0.00	166.67	(166.67)	0.0%
7242 · Aeration-2nd Clarifiers and RAS	0.00	250.00	(250.00)	0.0%
7243 · Anaerobic Digest/Sludge Process	0.00	1,250.00	(1,250.00)	0.0%
7244 · Thickener and WAS	0.00	583.33	(583.33)	0.0%
7245 · Effluent PS/Aeration/Sewer	0.00	291.67	(291.67)	0.0%
7246 · Potable Water/Pneu Sys/Water	0.00	83.33	(83.33)	0.0%
7247 · Chemical Feed System	891.93	166.67	725.26	535.15%
7248 · Analyzers and Monitoring	0.00	1,166.67	(1,166.67)	0.0%
7249 · Miscellaneous Plant	0.00	291.67	(291.67)	0.0%
7250 · Generator	0.00	291.67	(291.67)	0.0%
7251 · Influent Pump Stn	0.00	500.00	(500.00)	0.0%
7252 · Collection System	2,663.70	7,916.67	(5,252.97)	33.65%
7253 · SCADA/Operations/Shop	0.00	416.67	(416.67)	0.0%
7254 · Security System	0.00	41.67	(41.67)	0.0%
7255 · Chlorine Contact Tank	0.00	41.67	(41.67)	0.0%
7256 · Plant Grounds	0.00	625.00	(625.00)	0.0%
7257 · Oil and Grease	0.00	166.67	(166.67)	0.0%
7258 · Paint and Coatings	0.00	41.67	(41.67)	0.0%
7259 · Recycled Water System	0.00	41.67	(41.67)	0.0%
7240 · Maintenance Supplies - Other	0.00	0.00	0.00	0.0%
Total 7240 · Maintenance Supplies	3,555.63	14,333.37	(10,777.74)	24.81%
7260 · Laboratory Supplies & Services				
7261 · Compliance Testing	0.00	1,600.58	(1,600.58)	0.0%
7262 · Bioassay Testing	2,046.47	2,758.92	(712.45)	74.18%
7263 · Lab Supplies	0.00	1,000.00	(1,000.00)	0.0%
Total 7260 · Laboratory Supplies & Services	2,046.47	5,359.50	(3,313.03)	38.18%
7270 · Equipment Lease/Rental	143.63	150.00	(6.37)	95.75%
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	4,128.25	(4,128.25)	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	5,478.25	(5,478.25)	0.0%
7310 · Legal Counsel	0.00	2,583.33	(2,583.33)	0.0%
7330 · Professional Services	0.00	8,333.33	(8,333.33)	0.0%
7345 · Training, Education, Conference	0.00	2,041.67	(2,041.67)	0.0%
7400 · Janitorial Services				
7401 · Laundry	0.00	333.33	(333.33)	0.0%
7402 · Pest Control	0.00	29.17	(29.17)	0.0%
7403 · Janitorial Supplies	0.00	250.00	(250.00)	0.0%
Total 7400 · Janitorial Services	0.00	612.50	(612.50)	0.0%
7410 · Office, Kitchen, Postage, etc.				
7411 · Office Supplies	0.00	708.33	(708.33)	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%

Rodeo Sanitary District
Budget vs. Actual
August 2020

	August 2020 Expenditures	August 2020 Budget	Comparison To Budget	% of Budget
7417 · County Fees	0.00	333.33	(333.33)	0.0%
7418 · Bridge Toll	0.00	0.00	0.00	0.0%
7419 · Employee Recognition	0.00	333.33	(333.33)	0.0%
Total 7410 · Office, Kitchen, Postage, etc.	0.00	1,883.33	(1,883.33)	0.0%
7412 · Health & Wellness	0.00	0.00	0.00	0.0%
7420 · Pollution Prevention	4,178.00	1,208.33	2,969.67	345.77%
7430 · Bank Service Charge	0.00	0.00	0.00	0.0%
7500 · Non-Employee Insurance				
7501 · Plant	7,166.36	6,739.08	427.28	106.34%
7500 · Non-Employee Insurance - Other	0.00	0.00	0.00	0.0%
Total 7500 · Non-Employee Insurance	7,166.36	6,739.08	427.28	106.34%
7502 · Worker's Compensation	3,466.21	3,500.00	(33.79)	99.04%
7600 · Safety Clothing & Equipment	0.00	833.33	(833.33)	0.0%
7650 · Regulatory Payment	0.00	750.00	(750.00)	0.0%
7652 · Grant Program	4,500.00	2,500.00	2,000.00	180.0%
7700 · Interest Expense-Loans	24,822.61	0.00	24,822.61	100.0%
7701 · Bank and Credit Card Fees	0.00	0.00	0.00	0.0%
7800 · Depreciation Expense	0.00	0.00	0.00	0.0%
7900 · Miscellaneous	0.00	0.00	0.00	0.0%
Total Expense	148,005.22	115,014.06	32,991.16	128.68%

Rodeo Sanitary District
Budget Performance
Actual to Budget Detail 2 Months Ended August 2020

	Actual July 2020-August 2020	July 2020- August 2020	Compare To Budget	% of Budget	Annual Budget
Income					
4100 · Sewer Service Fees					
4101 · Sewer Service Fees-Residential	0.00	0.00	0.00	0.0%	3,213,333.00
4103 · Sewer Service Fees-Commercial	0.00	0.00	0.00	0.0%	95,000.00
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	0.00	0.00	0.00	0.0%	3,308,333.00
4200 · New Housing Connection Fees	0.00	0.00	0.00	0.0%	0.00
4250 · Capital Improvement Charge	0.00	0.00	0.00	0.0%	0.00
4300 · Plan Check Fees	120.00	83.32	36.68	144.02%	500.00
4500 · Franchise Fees	0.00	0.00	0.00	0.0%	80,000.00
4600 · Interest Income	0.00	0.00	0.00	0.0%	0.00
4700 · Ad Valorem Tax	448,856.21	0.00	448,856.21	100.0%	385,840.00
4800 · Solid Waste Levy AB	0.00	0.00	0.00	0.0%	6,500.00
4900 · Miscellaneous Income	277.32	0.00	277.32	100.0%	0.00
4950 · Reimbursements Dist. Expenses	0.00	0.00	0.00	0.0%	0.00
Total Income	449,253.53	83.32	449,170.21	539,190.51%	3,781,173.00
Expense					
6100 · Salaries in Plant					
6110 · Straight time					
6110.10 · District Management	37,626.32				0.00
6110.11 · Operations	39,134.04				0.00
6110.12 · Plant Maintenance	15,726.92				0.00
6110.13 · Laboratory	11,970.52				0.00
6110.14 · Collection System	2,855.74				0.00
6110.15 · Main Pump Station	1,575.01				0.00
6110.16 · Tormey Pump Station	1,301.44				0.00
6110.17 · Pollution Prevention Program	452.04				0.00
6110.18 · Sewer Lateral Program	1,438.26				0.00
6110.19 · Sewer Inspections	900.71				0.00
6110.24 · Audit	0.00				0.00
6110.25 · Office/Computer Support	0.00				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	46.19				0.00
6110.40 · Holiday	2,839.36				0.00
6110.41 · Floating Holiday	1,940.16				0.00
6110.42 · Vacation	5,853.93				0.00
6110.43 · Sick Leave	1,223.28				0.00
6110.44 · Other Absents	0.00				0.00
6110.45 · Paid Admin. Leave	0.00				0.00
6110.46 · Administrative Duties	16,671.88				0.00
6110.48 · Directors Payroll	2,972.92	5,155.74	(2,182.82)	57.66%	30,934.40
6110.49 · Master Plan Projects	0.00				0.00
6110.50 · Vacation Payout	0.00				0.00
6110.51 · SY3C	0.00				0.00
6110.52 · Medical Administration	412.25				0.00
6110 · Straight time - Other	0.00	131,122.94	(131,122.94)	0.0%	786,737.60

Rodeo Sanitary District
Budget Performance
Actual to Budget Detail 2 Months Ended August 2020

	Actual July 2020-August 2020	July 2020- August 2020	Compare To Budget	% of Budget	Annual Budget
Total 6110 · Straight time	144,940.97	136,278.68	8,662.29	106.36%	817,672.00
6120 · Overtime	5,179.29	5,489.16	(309.87)	94.36%	32,935.00
6130 · Medical- Cash In Lieu	2,423.12	2,250.00	173.12	107.69%	13,500.00
6140 · On-Call Pay	5,500.00	4,333.34	1,166.66	126.92%	26,000.00
6100 · Salaries in Plant - Other	0.00	0.00	0.00	0.0%	0.00
Total 6100 · Salaries in Plant	158,043.38	148,351.18	9,692.20	106.53%	890,107.00
6500 · Payroll Expenses	11,832.48	10,718.66	1,113.82	110.39%	64,312.00
6600 · Benefits-B129CCC Retirement	21,666.66	21,666.66	0.00	100.0%	130,000.00
6601 · Pension Expense-GASB 68	0.00	0.00	0.00	0.0%	0.00
6710 · Benefits-Medical Insurance	11,876.32	14,079.34	(2,203.02)	84.35%	84,476.00
6720 · Benefits-Dental-Life-Vision Ins	1,437.10	2,006.84	(569.74)	71.61%	12,041.00
7150 · Director's Fees and Costs					
7151 · Directors Reimbursed Expenses	0.00	0.00	0.00	0.0%	0.00
7150 · Director's Fees and Costs - Other	(555.00)	2,750.00	(3,305.00)	(20.18%)	16,500.00
Total 7150 · Director's Fees and Costs	(555.00)	2,750.00	(3,305.00)	(20.18%)	16,500.00
7210 · Solids Disposal	2,317.28	4,105.00	(1,787.72)	56.45%	24,630.00
7220 · Utilities					
7221 · Electric Charges	16,082.74	22,209.34	(6,126.60)	72.41%	133,256.00
7223 · Water	4,860.84	2,716.84	2,144.00	178.92%	16,301.00
7224 · Communication (phone/Internet)	4,723.83	3,227.50	1,496.33	146.36%	19,365.00
7225 · Gas Charges	1,025.10	2,532.34	(1,507.24)	40.48%	15,194.00
Total 7220 · Utilities	26,692.51	30,686.02	(3,993.51)	86.99%	184,116.00
7230 · Chemicals					
7231 · Sodium Hypochlorite	8,253.28	4,812.66	3,440.62	171.49%	28,876.00
7232 · Sodium Bisulphite	6,024.46	5,882.16	142.30	102.42%	35,293.00
7233 · Thickener Polymer	1,240.60	948.00	292.60	130.87%	5,688.00
7234 · Centrifuge Polymer	2,773.02	865.84	1,907.18	320.27%	5,195.00
Total 7230 · Chemicals	18,291.36	12,508.66	5,782.70	146.23%	75,052.00
7240 · Maintenance Supplies					
7241 · Headworks and Primary Treatment	0.00	333.34	(333.34)	0.0%	2,000.00
7242 · Aeration-2nd Clarifiers and RAS	2,639.57	500.00	2,139.57	527.91%	3,000.00
7243 · Anaerobic Digest/Sludge Process	0.00	2,500.00	(2,500.00)	0.0%	15,000.00
7244 · Thickener and WAS	2,871.99	1,166.66	1,705.33	246.17%	7,000.00
7245 · Effluent PS/Aeration/Sewer	0.00	583.34	(583.34)	0.0%	3,500.00
7246 · Potable Water/Pneu Sys/Water	0.00	166.66	(166.66)	0.0%	1,000.00
7247 · Chemical Feed System	891.93	333.34	558.59	267.57%	2,000.00
7248 · Analyzers and Monitoring	2,564.91	2,333.34	231.57	109.92%	14,000.00
7249 · Miscellaneous Plant	768.50	583.34	185.16	131.74%	3,500.00
7250 · Generator	0.00	583.34	(583.34)	0.0%	3,500.00
7251 · Influent Pump Stn	0.00	1,000.00	(1,000.00)	0.0%	6,000.00
7252 · Collection System	7,139.67	15,833.34	(8,693.67)	45.09%	95,000.00
7253 · SCADA/Operations/Shop	0.00	833.34	(833.34)	0.0%	5,000.00
7254 · Security System	0.00	83.30	(83.30)	0.0%	500.00
7255 · Chlorine Contact Tank	0.00	83.30	(83.30)	0.0%	500.00
7256 · Plant Grounds	0.00	1,250.00	(1,250.00)	0.0%	7,500.00
7257 · Oil and Grease	0.00	333.30	(333.30)	0.0%	2,000.00
7258 · Paint and Coatings	0.00	83.30	(83.30)	0.0%	500.00
7259 · Recycled Water System	0.00	83.30	(83.30)	0.0%	500.00
7240 · Maintenance Supplies - Other	0.00	0.00	0.00	0.0%	0.00
Total 7240 · Maintenance Supplies	16,876.57	28,666.54	(11,789.97)	58.87%	172,000.00
7260 · Laboratory Supplies & Services					
7261 · Compliance Testing	2,578.00	3,201.20	(623.20)	80.53%	19,207.00
7262 · Bioassay Testing	3,998.47	5,517.80	(1,519.33)	72.47%	33,107.00

Rodeo Sanitary District
Budget Performance
Actual to Budget Detail 2 Months Ended August 2020

	Actual July 2020-August 2020	July 2020- August 2020	Compare To Budget	% of Budget	Annual Budget
7263 · Lab Supplies	2,062.98	2,000.00	62.98	103.15%	12,000.00
Total 7260 · Laboratory Supplies & Services	8,639.45	10,719.00	(2,079.55)	80.6%	64,314.00
7270 · Equipment Lease/Rental	287.26	300.00	(12.74)	95.75%	1,800.00
7280 · Vehicle O&M	206.01	1,250.00	(1,043.99)	16.48%	7,500.00
7290 · Small Tools	41.01	416.70	(375.69)	9.84%	2,500.00
7300 · Permits, Licenses & Fees					
7301 · Permits	4,368.35	8,256.50	(3,888.15)	52.91%	49,539.00
7302 · Licenses and Certificates	150.00	500.00	(350.00)	30.0%	3,000.00
7303 · Memberships-Trade Organizations	737.00	2,200.00	(1,463.00)	33.5%	13,200.00
Total 7300 · Permits, Licenses & Fees	5,255.35	10,956.50	(5,701.15)	47.97%	65,739.00
7310 · Legal Counsel	4,346.00	5,166.66	(820.66)	84.12%	31,000.00
7330 · Professional Services	1,777.40	16,666.70	(14,889.30)	10.66%	100,000.00
7345 · Training, Education, Conference	(525.00)	4,083.30	(4,608.30)	(12.86%)	24,500.00
7400 · Janitorial Services					
7401 · Laundry	271.38	666.70	(395.32)	40.71%	4,000.00
7402 · Pest Control	0.00	58.30	(58.30)	0.0%	350.00
7403 · Janitorial Supplies	401.14	500.00	(98.86)	80.23%	3,000.00
Total 7400 · Janitorial Services	672.52	1,225.00	(552.48)	54.9%	7,350.00
7410 · Office, Kitchen, Postage, etc.					
7411 · Office Supplies	156.36	1,416.70	(1,260.34)	11.04%	8,500.00
7413 · Postage/Mailing	0.00	233.30	(233.30)	0.0%	1,400.00
7414 · Lunches, OT Meals, Mileage	75.90	283.30	(207.40)	26.79%	1,700.00
7415 · Water, CD Data, Misc	113.10	250.00	(136.90)	45.24%	1,500.00
7416 · Kitchen	78.87	250.00	(171.13)	31.55%	1,500.00
7417 · County Fees	0.00	666.70	(666.70)	0.0%	4,000.00
7418 · Bridge Toll	0.00	0.00	0.00	0.0%	0.00
7419 · Employee Recognition	41.97	666.70	(624.73)	6.3%	4,000.00
Total 7410 · Office, Kitchen, Postage, etc.	466.20	3,766.70	(3,300.50)	12.38%	22,600.00
7412 · Health & Wellness	0.00	0.00	0.00	0.0%	0.00
7420 · Pollution Prevention	4,178.00	2,416.70	1,761.30	172.88%	14,500.00
7430 · Bank Service Charge	0.00	0.00	0.00	0.0%	0.00
7500 · Non-Employee Insurance					
7501 · Plant	14,332.72	13,478.20	854.52	106.34%	80,869.00
7500 · Non-Employee Insurance - Other	0.00	0.00	0.00	0.0%	0.00
Total 7500 · Non-Employee Insurance	14,332.72	13,478.20	854.52	106.34%	80,869.00
7502 · Worker's Compensation	6,932.42	7,000.00	(67.58)	99.04%	42,000.00
7600 · Safety Clothing & Equipment	830.65	1,666.70	(836.05)	49.84%	10,000.00
7650 · Regulatory Payment	0.00	1,500.00	(1,500.00)	0.0%	9,000.00
7652 · Grant Program	9,000.00	5,000.00	4,000.00	180.0%	30,000.00
7701 · Bank and Credit Card Fees	0.00	0.00	0.00	0.0%	0.00
7800 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00
7900 · Miscellaneous	0.00	0.00	0.00	0.0%	0.00
Total Expense	324,918.65	361,151.06	(36,232.41)	89.97%	2,166,906.00
7700 · Interest Expense-Loans	24,822.61	0.00	24,822.61	100.0%	0.00
Total Capital Expense	24,822.61	0.00	24,822.61	100.0%	0.00
Total Expense	349,703.66	361,151.06	(11,447.40)	96.83%	2,166,906.00
Net Income	99,549.87	(361,067.74)	460,617.61	(27.57%)	1,614,267.00

Rodeo Sanitary District A/R Aging Summary

As of August 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
357-020-009-0-Rodeo Marina	0.00	0.00	0.00	6,383.36	0.00	6,383.36
357-041-001-3-Ricky's Corner	0.00	0.00	0.00	5,988.56	992.67	6,981.23
357-051-004-4-Flippy's	0.00	0.00	0.00	864.98	0.00	864.98
357-052-017-EI Sol	0.00	0.00	0.00	1,200.00	0.00	1,200.00
357-054-016-5-200 Lake Ave	0.00	0.00	0.00	0.00	786.94	786.94
357-132-017-9-Classic Cleaners	0.00	0.00	0.00	1,422.05	0.00	1,422.05
357-132-017-9-Clothesline	0.00	0.00	0.00	12,736.08	0.00	12,736.08
357-132-017-9-Fresh Salon & Spa	0.00	0.00	0.00	996.38	0.00	996.38
357-132-017-9-Goodwill Industries	0.00	0.00	0.00	996.38	0.00	996.38
357-132-017-9-Safeway	0.00	0.00	0.00	38,930.52	0.00	38,930.52
357-132-017-9-Subway-Straw Hat	0.00	0.00	0.00	2,511.08	0.00	2,511.08
357-132-017-Happy Wok+4	0.00	0.00	0.00	10,834.52	0.00	10,834.52
357-132-018-7-Mechanic's Bank	0.00	0.00	0.00	996.38	0.00	996.38
357-171-001-5-Northshore Vietnamese	0.00	0.00	0.00	0.00	1,149.64	1,149.64
TOTAL	0.00	0.00	0.00	83,860.29	2,929.25	86,789.54

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Rodeo Sanitary District
A/P Aging Summary

As of August 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City National Bank	0.00	0.00	0.00	0.00	0.00	0.00
State Water Resources Control Board	0.00	(58,021.78)	0.00	58,021.78	84,582.18	84,582.18
TOTAL	0.00	(58,021.78)	0.00	58,021.78	84,582.18	84,582.18

Rodeo Sanitary District
Balance Sheet
As of August 31, 2020

	Aug 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	345,975.00
Total 1011 SRF Debt Service Reserve	955,616.00
1010 · Daily Operating Cash - Other	1,476,846.75
Total 1010 · Daily Operating Cash	2,432,462.75
1030 · Capital Cash	1,012,763.82
Total Checking/Savings	3,445,226.57
Accounts Receivable	
1200 · Regular Accounts Receivable	86,789.54
Total Accounts Receivable	86,789.54
Other Current Assets	
1300 · Advance on Supplemental Taxes	454,561.13
Total Other Current Assets	454,561.13
Total Current Assets	3,986,577.24
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	188,063.59
1713 · CIP- Grit System Rehab	7,670.00
1715 · CIP-Capital Reserve	22,552.71
1732 · CIP-Sharp Copier	5,227.39
1740 · CIP-IPS Pump & Piping Rehab	24,056.47
1742 · CIP-Plant Electrical Sys. Rehab	117,488.14
1746 · CIP-Potable Water Rehab	5,043.22
1754 · CIP-WWTP Headworks Project	109,731.77
1755 · CIP-Digester Flare Rehab	4,075.02
1756 · CIP-Process Flowmeter Replaced	8,908.00
1757 · CIP-Chlorine Analyzer Retrofit	5,535.00
1770 · CIP-CWWMP IPS	3,590.00

Rodeo Sanitary District
Balance Sheet
As of August 31, 2020

	Aug 31, 20
1775 · CIP-CWWMP Sewer Year 1	1,330.00
1780 · CIP-CWWMP-WWTP	1,710.00
1782 · CIP-CWWMP Sewer Year 2	3,800.00
1783 · CIP-CWWTP Sewer Year 4 Project	23,670.00
1784 · CIP-CWWMP Sewer Year 3	40,925.45
1786 · CIP-Facility Painting Project	61.71
1787 · CIP-Concrete Pad-Equip. Storage	22,102.99
1796 · CIP-Outfall Systems	259,958.46
1799 · CIP-Bar Screen Facilities	2,051,208.91
Total 1700 · Construction in Progress	2,906,708.83
Total Fixed Assets	24,847,068.98
Other Assets	
1400 · Prepaid Insurance	
1400-1 · Prepaid Ins-Health&Dental-Empl	8,590.35
1400-2 · Prepaid Ins-Plant-CSRMA	31,732.83
1400-4 · Prepaid Insur-Workers Comp	34,662.07
Total 1400 · Prepaid Insurance	74,985.25
1500 · Prepaid Retirement Contribution	108,333.34
1950 · Deferred Outflows	374,626.00
Total Other Assets	557,944.59
TOTAL ASSETS	29,391,590.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2210 · Retirement Plan Payable	
2211 · CCC Retirement (Employees)	1,605.72
Total 2210 · Retirement Plan Payable	1,605.72
2240 · Union Dues	581.30
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	101,722.15
Total Current Liabilities	101,722.15
Long Term Liabilities	
2820 · SRF Loan SY1 #14822-550-0	1,490,020.32
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
2870 · SRF Loan WWTP #D1501020	1,627,873.92

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Accrual Basis

Rodeo Sanitary District

Balance Sheet

As of August 31, 2020

	Aug 31, 20
2880 · SRF Loan SY3 #D15-01032	5,577,484.18
Total Long Term Liabilities	14,989,639.94
Total Liabilities	15,091,362.09
Equity	
3000 · Opening Bal Equity	3,816,956.55
3900 · Retained Earnings	10,299,140.12
Net Income	184,132.05
Total Equity	14,300,228.72
TOTAL LIABILITIES & EQUITY	29,391,590.81

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 Orders issued by the State of California Public Health Officer and Contra Costa County Health Officer, the adoption by the Contra Costa County Board of Supervisors of Ordinance 2020-21 imposing administrative fines for violations of those 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).

During this period, the contractor placed the concrete for the Bar Screen Structure perimeter walkway and stripped all exterior forms. The contractor installed the temporary bypass piping to reroute flow around the headworks into the Primary Clarifier. The contractor is in the process of demolishing concrete in order to tie in the Bar Screen discharge channel and replace the isolation stop plates. Minor miscellaneous activities for the project have also been completed.

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 Engineering and Administration costs Through July 2020 are as follows:

Company	Task	Total
Carollo Engineers	Project Design, Bid Phase	\$226,879
Carollo Engineers	Engineering Services During Construction	\$98,603
McMillan Jacobs	Foundation Design, Bid Phase	\$50,707
McMillan Jacobs	Engineering Services During Construction	\$40,827
L.R. Paulsell	Engineering Services During Construction	\$129,805
Project Total - to date		\$546,821

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 (1799)	\$2,848,300	\$1,485,543
Engineering and Administration Cost	\$600,000	\$546,821
Headworks Construction Cost (1754)	\$350,000	\$50,538
Electrical Rehab Construction Cost (1742)	\$135,000	\$80,278
Potable Water System Rehab (1746)	\$5,000	\$5,043
Pavement Restoration (1791)	\$120,992	\$0
Total Capital Outlay		\$2,168,223
Construction Change Orders ⁽¹⁾	\$306,248	Included Above

(1) - The District originally allocated an additional 10% to the Bar Screen Construction Cost as a traditional allocation for Construction Change Orders. However, the construction activities by the General Contractor are for the Bar Screen (1799), Headworks Construction (1754), Electrical Rehab (1742), Potable Water System Rehab (1746), and Pavement Restoration (1791). Many of the elements to the Construction Change Order will be specifically charged to their respective Capital Outlay Account. Any approved change order cannot be invoiced until the work is completed.

The first pay application included payment for Construction Change Order (CCO) 1. 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 holing 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 piers - \$2,095.58
- PCO 7 - repair broken 1 inch potable line at centrifuge, caused accidentally by District Staff - \$1,113.94 (**1746**)
- PCO 9 - repair broken 3 inch class III water line at effluent pump Station - \$4,556.99

The second pay application included payment for CCO 2. The total cost for CCO 2 was \$120,640.62. CCO 2 is broken down into several Project Change Orders (PCO) as follows:

- PCO 8 - \$36,761.16 - New 6 inch drain line modification - the Bar Screen area drain was not able to achieve enough all to reach the drain line underneath the centrifuge. As a result, the drain line needed to be extended to plant drain manhole between the Headworks and the Anaerobic Digesters. A great deal of hand digging was necessary due to the plant piping congestion in the area. The cost for the new centrifuge concrete slab is included.
- PCO 10 - \$3,746.37 - Relocate Class III Water Line on Grit Tank - this was a planned field change during construction to reroute the Class III (recycled) water line.

- PCO 11 - \$2,662.71 - Design Change 2 wiring changes - This change was to accommodate a type of wire desired between the local control panels for the different equipment for the Bar Screen Project.
- PCO 12 - \$1,868.13 - Add spools to alleviate clearance issues between valves that each raw wastewater line wyes.
- PCO 13 - \$19,120.37 - Relocate conduit for Sludge Pump Room, remove safety hazards, part of District Wide Electrical Rehabilitation. (1742)
- PCO 14 - \$964.58 - Relocate 2 inch airline at new duct bank connection, a buried airline that runs to the effluent pump station needed to be relocated due to a conflict with new duct bank for the Bar Screen Structure.
- PCO 15 - \$3,929.28 - Potable water line repair, during installation of the new 6 inch drain line several leaky potable water pipes were encountered and needed to be replaced. (1746)
- PCO 16 - \$1,546.14 - Add isolation valves at Class III water connection for Bar Screen, field modification to improve operations.
- PCO 18 - \$19,251.43 - Chlorine Contact Tank Electrical Repairs, remove safety hazards, part of District Wide Electrical Rehabilitation. (1742)
- PCO 21 - \$2,000 - Extended MCC housekeeping, field decision to extend the entire MCC pad across the room for future use.
- PCO 24 - \$28,790.45 - Relocate conduits for exterior of Great Tank. In part, this was a planned field change during construction to reroute several electrical lines around the Bar Screen/Grit Tank interconnecting channel. Project also included removing safety hazards, part of the District Wide Electrical Rehabilitation. (1742)

The fourth pay application included payment for CCO 3. The total cost for CCO 3 was \$151,312.02. CCO 3 is broken down into several Project Change Orders (PCO) as follows:

- PCO 2 - \$15,291.97 - Revised Grading and Supports - Material costs for field modification and revision to accommodate isolation gate and isolation slide gate configuration as requested by District Staff. Installation will be on a time and expense basis included in a future Construction Change Order (1754).
- PCO 20 - \$120,992 - Addition of nine paving restoration locations around the District. Approved by Board of Directors at July 14, 2020 Board Meeting. Will not be paid for until paving is complete.
- PCO 22 - \$13,116.32 - Miscellaneous electrical repairs for Thickener Building (1742).
- PCO 23 - \$826.81 - Supplemental rebar detail for wall reinforcing above openings.
- PCO 25 - \$1,084.92 - Supplemental rebar detail for upper level vertical rebar.

Project Photos

The following photos show the construction of the bar screen structure overtime, the last photo the most recent.







The photo above was taken the first week of September 2020.

The following photos show the construction of the bar screen walkway deck from placement of steel through cured concrete







The following photos show the piping arrangement in order to bypass the Headworks to allow the contractor to do the demolition necessary to install new stop plates and the Bar Screen discharge channel.





The final group of photos show the active state of demolition throughout the Headworks Structure.



BEFORE



AFTER







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

APPROVAL OF REGULAR MEETING MINUTES FROM AUGUST 11, 2020

Issue:

Board approval of the August 11, 2020 Special Meeting Minutes is required.

Administrative Committee's Recommendation:

Approve the August 11, 2020 Special Meeting Minutes.

Fiscal Impact:

None

Attachments

- August 11, 2020 Special Meeting Minutes.



**RODEO SANITARY DISTRICT
MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
DISTRICT OFFICE, 800 SAN PABLO AVE, RODEO, CA**

A Special Meeting of the Governing Board was held at 1:00 p.m. on the 11th day of August, 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 1:05 p.m.

1) ROLL CALL

President Batchelder called the meeting to order at 1:05 P.M.

The following members were present by video-conference:

Directors Angela Noble, Richard Frakes, President Connie Batchelder, Vice President Janet Callaghan

Staff-District Legal Counsel Carl Nelson and Morgan Biggerstaff

Directors and Staff Present (in person):

Directors- President Connie Batchelder

Staff- District Manager Steve Beall, District Administrator Nancy Lefebvre

Absent- Director Maureen Brennan

Others Present- None

a) PLEDGE OF ALLEGIANCE TO THE FLAG-District Manager Steve Beall led the pledge of allegiance.

2) PUBLIC COMMENTS-Communication from the public on subjects not on the agenda-

No public comment was received.

3) CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER-

Manager Beall requested Item 8B be moved before Item 8A.

4) **REPORTS**

a) District Manager:

Rodeo Cleanup Day

The District is a part of a consortium of companies and agencies working towards providing a very general Rodeo cleanup day. The District, County Board of Supervisors, Republic Services, Bayfront Chamber of Commerce, and Phillips 66 are sponsoring the event. The Cleanup Day is scheduled for September 26, 2020 from 9 AM till noon. The location has not been formalized but will likely be at one of the lots east or west of the Districts Access Road.

Sewer Year 4

The Sewer Year 4 Improvements Project has started. The District Manager met with Jeff Lewandowski with Advanced Hydro Engineering and Robin Paulsell with L.R. Paulsell Consulting. We met to strategize the implementation of the most improvements for the available funds for Construction. The first phase of the project is to perform a high-level evaluation of several potential locations which includes potholing to determine sewer locations and elevations. The District Manager will have a detailed project description with locations and costs for the next Board Meeting.

Cathodic Protection System and Outfall

Onsite construction is complete for the Joint Outfall Pipeline Cathodic Protection System Rehabilitation Project. The District received the \$173,000 reimbursement from the City of Pinole for theirs and the City of Hercules shared expenses.

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.

Violations

The District has reported a NPDES Permit exceeded for Total Suspended Solids for July 17, 2020. The Districts limit is 45 mg/L and the reported value is 47.75 mg/L. Preliminarily, District Staff have traced the problem to a programming anomaly in the Aeration System Blower PLC Control. The operational anomaly was observed to be the blowers having difficulty winding up from a low speed to a high-speed after low dissolved oxygen demand cold evening. This anomaly created low dissolved oxygen availability during peak dissolved oxygen demand. This resulted in a stressed microbiology the aeration system. The microbiology is a major component for treating the sewage. It appears, this operational anomaly, occurred for about two weeks prior to the District calling in a technician from Telstar to implement a minor PLC programming change.

For stability during daytime high dissolved oxygen demand operation, the maximum allowable blower speed change is 100 RPM every five minutes. This event will be explained in detail in the July 2020 Self-Monitoring Report that the District provides to the State.

Qualitative Report of Plant Operations

Excessive foam is persistent, likening the secondaries. An excessive dose of polymer was suspected to be the cause. Staff discovered the polymer metering pump for the thickener was defective. Another sign dosing was too much polymer was the fact the District went through a drum of polymer in less than a month. Normally a drum will last about six weeks. The polymer metering pump has been replaced. Staff spent over eight hours removing 308 gallons of rags from the digester overflow box, headworks, and secondary clarifiers.

Collection System Operation and Maintenance: The District had one sewer call for the month of July. It was a Non-RSD issue, relating to a resident's private lateral.

- a. Counsel for the District: District Counsel Carl Nelson updated the staff and Board regarding pending litigation between Contra Costa County Deputy Sheriffs Association and CCCERA.
- b) Secretary of the District: None
- c) Board Members:

Budget and Finance Committee

August 10, 2020-C. Batchelder (Stipend), R. Frakes (Stipend)

Solid Waste Committee

July 27, 2020-C. Batchelder (Stipend), A. Noble (Stipend)

Administrative Committee

August 3, 2020- J. Callaghan (Stipend), A. Noble (Stipend)

5) CONSENT CALENDAR-

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

1. Expenditures July 2020 were reviewed by the Budget Committee.
2. July 2020 Financial Statements reviewed by the Budget Committee.
3. Approve Special Board Meeting Minutes for July 14, 2020. Reviewed by Administrative Committee.

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

VOTE: AYES:4 NOES: 0 ABSENT: 1 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 Callaghan, seconded by Frakes, that Resolution 2020-03 Declaring Emergency and Delegating Authority in Response To COVID-19 pandemic remain in place. Motion passed by the following vote of the Board:

VOTE: AYES:4 NOES: 0 ABSENT: 1 ABSTAIN: 0

7) OLD BUSINESS:

A) BAR SCREEN PROJECT UPDATE (DISCUSSION AND ACTION)

The District continues to receive submittals for the Bar Screen Project. The District Manager is distributing the submittals to the appropriate parties (Carollo Engineers, McMillan Jacobs Associates, and District Staff). District staff have performed the walk of the Treatment Plant with the Electrical Subcontractor. As of the writing of this report, the following new items were discovered:

- Exposed breakers and "funky" wiring of the centrifuge system MCC and breakers. The District is working with the electrical engineer who designed the Influent Pump Station Electrical Modifications to install a new MCC section for the Centrifuge equipment.
- Aeration Basin - Remove miscellaneous unused equipment, repair several corroded conduits, add new 360° view LED lighting, install exterior rated GFI receptacles.
- Digester Control Building - Remove miscellaneous unused equipment.
- Digesters - Remove corroded fixtures, install exterior rated GFI receptacles, repair corroded conduits.
- Eductor Station - Remove miscellaneous unused equipment, repair several corroded conduits, install exterior rated GFI receptacles, add new 360° view LED lighting. All expenses related to the Eductor Station are subject to 75/25 split with Pinole/Hercules

B) CONOCO PHILLIPS REFINERY PROJECT (DISCUSSION AND ACTION)

At the request of the Board of Directors, a continuing discussion item will remain in the Board Packet until further notice. The discussion will revolve around the Conoco Phillips Refinery Project and risk to the District.
No new information to be discussed

8)

NEW BUSINES:

A) RESOLUTION 2020-09 REGULAR MEETINGS DURING LOCAL EMERGENCY (Discussion and Action)

Due to the State Emergency declared by the Governor on March 4, 2020 all District regular Board meetings shall be held at 800 San Pablo Avenue, Rodeo at 1:00 p.m. telephonically as authorized by Executive Order N-29-20 until otherwise determined by the Board, and continuing until this resolution is rescinded.

MOTION: By Callaghan, seconded by Frakes to adopt Resolution 2020-09, Regular Meetings During Local Emergency. Motion passed by the following vote of the Board:

VOTE: AYES:4 NOES: 0 ABSENT: 1 ABSTAIN: 0

B) RESOLUTION 2020-08 GENERAL FUND TRANSFER (DISCUSSION AND ACTION)

The District Board of Directors approved the F/Y 2020-2021 Capital Budget at the May 12, 2020 Special Board meeting. The requested budget of

\$3,168,000 will potentially result in a spending deficit of \$1,640,000. The Board of Directors approved a one-time transfer of \$250,000 of the Operations Reserve (General Fund 314400) to the Capital Reserve (Capital Outlay Fund 344000) to partially fund the Headworks Improvements, Electrical Improvements, and Pavement Restoration Projects. Short-term impacts to both reserves are minimal.

MOTION: By Frakes, seconded by Frakes, to adopt Resolution 2020-08, authorizing the transfer of \$250,000 from the General Fund No. 341400 to the Capital Outlay Reserve Fund No. 344000. Motion passed by the following vote of the Board.

VOTE: AYES: 4 NOES: 0 ABSENT: 1 ABSTAIN: 0

9A) **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 2:09 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday September 8, 2020 at 1:00 P.M.at Rodeo Sanitary District.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District

10

Cron File

Subject **New RSD Project**
From Steve Beall <bealls@rodeosan.org>
To Ben Marston <benmarston@telstarinc.com>
Date 2020-08-25 1:05 pm



Hi Ben -

Project needs for the Rodeo Sanitary District

IPS Water System Upgrade

- Provide wiring or sensors, floats as necessary to make the system automated.
- PLC programming for automated function. User inputs for start and stop air pressure.

Narrative - the IPS has an existing compressor, potable water pump, Hydro pneumatic tank and day tank. The PLC will monitor the Hydro pneumatic tank level and Hydro pneumatic tank pressure. The day tank will be filled as necessary from the Hydro pneumatic tank. Day tank will fill/operate off a float system. On falling water level in the Hydro pneumatic tank, PLC will call potable water pump to fill to water level setpoint. On falling air pressure, the PLC will determine the limiting factor of water level or pressure and will operate the potable water pump to the water level setpoint in order to increase pressure in the Hydro pneumatic tank first. If water level is at the water level setpoint then the PLC will direct the air compressor to fill the Hydro pneumatic tank to the pressure setpoint.

--

Steven S. Beall, P.E.
District Manager
510-799-2970 x100
Rodeo Sanitary District

Subject **Re: Diffuser 3 plug**
From Steve Beall <bealls@rodeosan.org>
To Chris Levesque <chris@urdiving.com>
Cc Alina Constantinescu <alinac@lwa.com>, Denise Conners <denisec@lwa.com>, Chelsea Teall <cteall@vaengineering.com>
Date 2020-09-02 10:05 am



Hi Chris - it looks like we will not be doing any new dive work to disturb the plug. We need to try to understand why it is there first. Denise is assisting the District with the appropriate communication with the RWQCB about this. Are we done with all other work with the other ports?

RSD still needs the dive for the CP system stuff with V&A.

Chelsea - RSD will be on site in the morning as you have requested.

Steven S. Beall, P.E.
District Manager
510-799-2970 x100
Rodeo Sanitary District

On 2020-09-01 1:58 pm, Chris Levesque wrote:

Hi Steve,

I showed these photos to our senior dive superintendent Grant Cooper. He was not on the job, but had some thoughts about it. He was convinced that the hard material around the port was manmade and placed there on purpose. His reasoning was the concentration of small rocks inside the hard material which appear to be construction materials and not naturally occurring in that area.

Additionally, he was positive that the grey ring around the plug was PVC. He warned that we should only attempt to remove that plug with non-powered hand tools such as a long wrench with a square drive. He said that if we placed a powered tool such as an impact gun on the plug, it would likely rip the PVC apart and whatever it was attached to.

We are still planning to dive to assist V&A on the 8th, but need to know what to do, if anything, about this plug.

Thanks,

Chris Levesque | Underwater Resources | C:415.559.3484

From: Steve Beall <bealls@rodeosan.org>
Sent: Friday, August 28, 2020 1:58 PM
To: Alina Constantinescu <alinac@lwa.com>
Cc: Chris Levesque <chris@urdiving.com>; Denise Conners <denisec@lwa.com>
Subject: Re: Diffuser 3 plug

Hmmm...that is not what was expected.

Alina - can you discuss this with Denise and see what she thinks? I would lean towards removing if possible since that is the request/directive from the RWQCB to have all ports open.

Steven S. Beall, P.E.
District Manager

On 2020-08-28 11:06 am, Alina Constantinescu wrote:

I appreciate the updates, Chris.

This is quite a discovery... how strange.

From: Chris Levesque <chris@urdiving.com>
Sent: Friday, August 28, 2020 10:57 AM
To: Steve Beall (bealls@rodeosan.org) <bealls@rodeosan.org>
Cc: Alina Constantinescu <alinac@lwa.com>
Subject: RE: Diffuser 3 plug

Steve,

Here is a summary report and invoice for the work completed so far. I wanted to get this out now, since the next dive will be in September. I misspoke in the email below regarding the next date with V&A which will actually be September 8th.

Regards,

Chris Levesque | Underwater Resources | C:415.559.3484

From: Chris Levesque
Sent: Friday, August 28, 2020 10:02 AM
To: Steve Beall (bealls@rodeosan.org) <bealls@rodeosan.org>
Cc: Alina Constantinescu <alinac@lwa.com>
Subject: RE: Diffuser 3 plug

Hi Steve,

Here is the best photo of the square drive plug that we found installed in diffuser 3. I assume that we are still keeping our date with V&A on Monday the 31st regardless, but we'll need some direction on what to do about this plug.

Regards,

Chris Levesque Operations Manager



866 Estabrook St. - San Leandro, CA 94577

O:510.957.5097 | F:510-298-0933 | C:415.559.3484

www.urdiving.com | License A639975

From: Chris Levesque
Sent: Thursday, August 27, 2020 11:17 AM
To: Steve Beall (bealls@rodeosan.org) <bealls@rodeosan.org>
Subject: Diffuser 3 plug

Hi Steve,

The divers came back with some interesting information. They were able to clear away the majority of hard growth from the exterior of diffuser 3. However, after they were able to get a look inside the port, they found that a plug had been installed inside of it. The diver said that the plug had a one-inch square drive and a Teflon seal around the exterior. Should we attempt to remove this plug on our next visit? There must have been some reason why it was installed. Right now I have some video clips, but the visibility is not great. I am told that they took better photos that show the plug, but I won't have those until tomorrow.

I forget if you can view DropBox files, but here is a short video:

<https://www.dropbox.com/s/zccccqgi8o1z2bm/200826%20-%201251-1252hrs%20-%20Plug%20in%20diffuser%203.wmv?dl=0>

Thoughts?

Chris Levesque Operations Manager



866 Estabrook St. - San Leandro, CA 94577

O:510.957.5097 | F:510-298-0933 | C:415.559.3484

www.urdiving.com | License A639975

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Subject **RE: [EXTERNAL] Re: Jobs for Vets**
From Murillo, Zeferino, VBAOAKL <Zeferino.Murillo@va.gov>
To Steve Beall <bealls@rodeosan.org>
Date 2020-09-02 7:28 am



Good morning Steve,

I was not able to drum up interest in that field. I often work with EDD and they work with Veterans as well.

Robert Grimes and Joseph Carlotti are good contacts there.

joseph.carlotti@edd.ca.gov

Robert.grimes@edd.ca.gov

Hope this is helpful.

Zeferino

From: Steve Beall <bealls@rodeosan.org>
Sent: Monday, August 31, 2020 1:27 PM
To: Murillo, Zeferino, VBAOAKL <Zeferino.Murillo@va.gov>
Subject: Re: [EXTERNAL] Re: Jobs for Vets

Hi Zeferino - any interest from any Vets from your job fair last week?

Steven S. Beall, P.E.
District Manager
510-799-2970 x100
Rodeo Sanitary District

On 2020-08-04 6:25 am, Murillo, Zeferino, VBAOAKL wrote:

Thank you for your email. I will circulate this to our Veterans.

Please note, Renata Scott is no longer with the Oakland Regional Office. Thank you, again.

Please call with questions or concerns.

Respectfully,

Zeferino Murillo

Department of Veterans Affairs

Zeferino.Murillo@va.gov

(510) 703-4089

Hire Veterans First

From: Steve Beall <bealls@rodeosan.org>
Sent: Monday, August 3, 2020 3:04 PM
To: Scott, Renata L., VBAVACO <Renata.Scott@va.gov>; Murillo, Zeferino, VBAOAKL <Zeferino.Murillo@va.gov>
Subject: [EXTERNAL] Re: Jobs for Vets

Can some one that is receiving the email at least confirm this is or is not the right place to be sending this.

Steven S. Beall, P.E.
District Manager

510-799-2970 x100
Rodeo Sanitary District

On 2020-07-14 10:00 am, Steve Beall wrote:

Greetings!

The Rodeo Sanitary District (RSD) has taken on the challenge of being a leading training facility. This was started in 2008. RSD helped establish the Bay Area Consortium of Water and Wastewater Educators (BACWWE, bacwwe.org). BACWWE was formed by a group of public agencies realizing that skilled and educated operators were in shortage. BACWWE helps fund and teach college level courses, in association with Solano Community College, in water and wastewater technology. Through BACWWE, the classes are free to the student enrolled. RSD realized that education is not enough, so RSD independently established RSD as a training facility. Since 2008, RSD has had 16 interns, 15 of which have gone on to permanent full time plant operations positions around the bay area.

RSD has chosen to focus the internship program on Veterans. Currently, out of 5 full time operations positions, two are Veterans. **RSD has an immediate opening for an internship.**

RSD is one of the smallest wastewater treatment facilities in the bay area. In fact, RSDs daily flow is 500,000 gallons per day, which is smaller than side streams at larger facilities. RSD has five full time operators. This allows RSD staff to have blended rolls across all aspects of the wastewater treatment field. Each operator at RSD performs operations, collections, lab analysis, and preventative maintenance tasks. This blended role allows RSD to be the perfect training

facility to develop the well rounded operator. Our mission is to train Veterans for a career that they will enjoy and help them to become the best operator they can be.

In our field, there are four distinct careers:

- Wastewater Treatment Plant Operations
- Collection System Operations and Maintenance
- Laboratory Analysis
- Preventative Maintenance

Wastewater Treatment Plant Operations requires a certificate of operations from the State Water Resources Control Board. This certificate can only be obtained through education and on the job experience. Operators will start as an Operator In Training (OIT) and progress from Grade I to Grade V certification depending on their career goals. The Wastewater Treatment Plant Operator is exactly what it says; operates the treatment plants. There are a wide range of roles and responsibilities associated with operations.

For an Operations Intern to obtain an OIT Certificate with RSD, the Operations Intern must have 6 educational points as defined by the state (about 3 college semester units). To obtain these educational points and be an Operations Intern with RSD, the Operations Intern may be required to enroll in "Operation of Wastewater Treatment Plants 1" with the Office of Water Programs at California State University, Sacramento:

<http://www.owp.csus.edu/courses/wastewater/operation-of-wastewater-treatment-plants-vol-i.php>

If the perspective intern has educational points acceptable to the state, the OIT certificate can be obtained immediately.

If the perspective intern does not have the necessary education points, the Sac State program must be completed as soon as possible. RSD and the Operations Intern will develop a program schedule and RSD will help educate and train you to be prepared for the coursework and exams. This schedule will be very important as the Operations Intern will not be able to continue with RSD if the schedule is not met. The sooner the schedule is met, the sooner the Operations Intern can begin the operations training program (see attached **Job Description**). On average, the interns have stayed with RSD for about 900 hours, about 6 to 9 months. After this, the Operations Intern is likely to be in a permanent position in operations making as much as \$30 per hour, or more. Certified operators that were RSD Operations Interns are making as much as \$50 per hour. RSD will help you with resume and cover letter development and mock panel interviews.

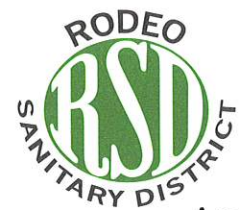
Collection System Operations and Maintenance, Laboratory Analysis, and Preventative Maintenance staff all obtain certification through the volunteer organization California Water Environment Association (cwea.org). This certification is not required from the SWRCB but almost all agencies require employees to have this certification for employment. The CWEA certification requires annual training and education to maintain the certificate. The requirement for this volunteer certification is only that you pass an exam, with experience needed for higher grades (I – IV). Like in operations, RSD educate and train you to be prepared for the exams, and helps you with resume and cover letter development and mock panel interviews.

We look forward to working with the Veterans Department to provide new opportunities for our Vets!

--

Steven S. Beall, P.E.
District Manager

510-799-2970 x100
Rodeo Sanitary District



RODEO SANITARY DISTRICT

August 26, 2020

800 SAN PABLO AVE. · RODEO, CA 94572-1232
(510) 799-2970 · FAX (510) 799-5403

Mr. Sam Plummer
Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: SMR and Monthly Report for July 2020

VIOLATIONS

The District reported a value for Average Week Total Suspended Solids of 48 mg/L on July 17, 2020. This exceeded the 45 mg/L regulatory limit for Average Weekly Total Suspended Solids. This was reported to the RWQCB via email on July 22, 2020.

Once the District learned of this high-value (July 22, 2020), the District started daily monitoring for Total Suspended Solids. The results are as follows:

Date	TSS (mg/L)
July 2, 2020	7.4
July 7, 2020	26.6
July 17, 2020	48
July 22, 2020	40
July 23, 2020	30
July 24, 2020	26.5
July 27, 2020	13.1
July 28, 2020	10.5
July 29, 2020	5.8
July 30, 2020	11.8
July 31, 2020	7.0
Monthly Average	20.6

The District terminated daily monitoring on July 31, 2020.

The apparent cause of the high TSS values has been traced to an operational control problem with the Aeration System. The District monitors for Dissolved Oxygen at the end of the Aeration Basin maintaining a 2 mg/L Dissolved Oxygen concentration. The PLC that controls blower speed/output utilizes this setpoint input to determine the appropriate blower speed/output. On falling Dissolved Oxygen concentration, the PLC increases blower speed/output and vice versa. During the evening and early morning

hours, when biological respiration is minimized from darkness, coupled with minimal diurnal load, the PLC control program for blower speed/output would reach a dead band. This dead band would take several hours to overcome and ramp up blower speed/output during the morning diurnal peak load to the treatment plant. This dead band resulted in too little air being applied to the Aeration Basin stressing the microbiology reducing the level of treatment. The District's solution was to implement a PLC program change to eliminate the dead band. This programming change was implemented on July 24, 2020. The District believes this has eliminated the dead band issue.

The District does not know why this dead band issue began to show up in July 2020. The blower system has been functioning adequately since 2010 with no significant changes. It is hypothesized that the predominant Shelter In Place requirements for the residents of Rodeo from the COVID 19 Pandemic has significantly changed the weekday makeup of the Sewage to the District's Treatment Plant. Rodeo is primarily a "bedroom" community. The District has observed an approximate 10% increase in weekday flow to the Treatment Plant.

DISCUSSION

Bioassay

The Rodeo Sanitary District completed its flow through acute testing (monthly) testing for the month of July 2020.

All information regarding the acute and chronic testing are available for your review at the District office.

Analytical Reports

Daily in-house and data sheets are available for your review from the District. Please be advised that analytical determinations for process are not certified results and are for informational purposes only.

Collection System

There were no reportable spills for July 2020. The District's sewer log is maintained describing any call out events and their disposition. This is available for the RWQCB's review at the District Office.

Other

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fines or imprisonment for knowing violations.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. S. Beall".

Steven S. Beall, P.E.
District Manager
Rodeo Sanitary District

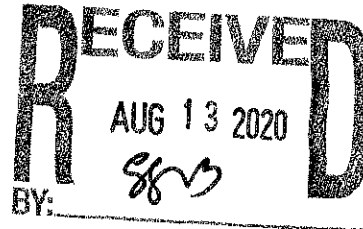
Rodeo Marina LLC
609 Quinan Street
Pinole, CA. 94564

August 13, 2019

Mr. Steven S. Beall, P.E.
District Manager
Rodeo Sanitary District
800 San Pablo Avenue
Rodeo, CA. 94572-1232

Reference: Payment of Annual Sewer Fees

Dear Mr. Beall:



Per our discussion, I researched 2019 water charges to determine why Rodeo Marina had significantly larger water usage over previous years. In late spring of 2019 we suffered a catastrophic water line break on the main service line into the property. This occurred past the EBMUD water meter and before our backflow preventer. Unfortunately, it took several hours for the line to be shutoff by EBMUD, during which significant water flows occurred.

In looking at the water bills for 2016 through 2019 the difference of usage for 2019 is apparent. In 2018 for the same period the Marina used 50,864 gallons. In 2019, there was an increase to 177,276 gallons. The normal versus regular usage was 126,412 gallons. I have enclosed the summary of water bills for a four-year period and also the specific water bill showing usage for 2018 and 2019.

Hopefully, based on this information the Sanitary District can adjust our payment amount. Your consideration and attention to this matter is sincerely appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc S. Grisham".

Marc S. Grisham
Managing Partner, Rodeo Marina LLC

Four-Year Billing Record

2016	\$	236.68
	\$	216.12
	\$	324.48
	\$	366.72
	\$	350.62
	\$	275.14
		\$ 1,769.76

2017	\$	221.86
	\$	244.06
	\$	275.14
	\$	413.90
	\$	339.36
	\$	329.66
		\$ 1,823.98

2018	\$	242.36
	\$	261.76
	\$	455.76
	\$	470.93
	\$	364.77
	\$	359.48
		\$ 2,155.06

2019	\$	264.26
	\$	285.42
	\$	1,391.03
	\$	547.37
	\$	450.24
	\$	467.13
		\$ 3,405.45



EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD 1-866-40-EBMUD

YOUR ACCOUNT NUMBER:

29436600001

Next Read Date is 07/29/2019

Your Payment is Due by 06/18/2019

EBMUD reinvests in our infrastructure to maintain and renew pipes, pumps and treatment plants. We invite you to maintain your plumbing too. Get free dye tabs to detect the most common leak: a faulty toilet flapper. Next, check your irrigation system for leaks before turning it back on when the rainy season ends. Learn more at ebmud.com/watersmart.



Rodeo Marina LLC
609 QUINAN ST
PINOLE, CA 94564-1620

Bill Date: 06/03/19

Billing Period

From To

4/2/19 5/30/19

For: 13 Pacific Ave
Water Transportation

AMOUNT

TOTAL

PREVIOUS CHARGES AND CREDITS

PREVIOUS AMOUNT DUE

FULL PAYMENT - 04/19/19

WATER CHARGES - EBMUD

WATER SERVICE CHARGE

WATER FLOW CHARGE 237 UNITS @5.29

285.42

-285.42

0.00

137.30

1,253.73

1,391.03

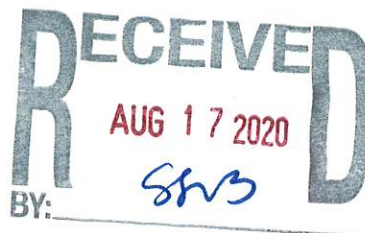
PLEASE SEE REVERSE SIDE
FOR BILLING EXPLANATION

Please Pay This Amount Now Due

1,391.03

METER SIZE	ELEV. Band	METER READINGS		UNITS	CONSUMPTION INFORMATION		Gal/Day
		Current	Previous		Gallons	Days	
1-1/2 inch	1	1,317	1,080	237	177,276	58	3,056
		LAST	YEAR	68	50,864	57	892

*Did the Marina
use a lot of
water for a
reason?*



August 14, 2020

Nancy Lefebvre, District Administrator
Rodeo Sanitary District
800 San Pablo Avenue
Rodeo, CA 94572

Dear Nancy,

In fulfillment of the agreement between Rodeo Sanitary District and CCCERA, we are providing you with a "true-up" for the prepayment of fiscal year 2019-2020 employer contributions.

The true-up is calculated by comparing your prepayment, before applying the discount factor, which includes any overpayment from 2018-2019, to your contribution on actual payroll. The difference is then adjusted with interest factor through July 31, 2020. This results in an overpayment of **\$9,342.98** to be applied towards FY2020-2021.

Prepayment	\$ 141,925.19
Overpayment 2018-2019	<u>3,814.13</u>
Adjusted Prepayment	145,739.32
Adjusted Prepayment (w/o discount)	150,308.70
Contribution (due on actual payroll)	<u>141,303.18</u>
Over(Under) Paid	9,005.53
Interest Factor	<u>1.0375</u>
Over(Under) payment	<u>\$9,342.98</u>

If you have any questions, please feel free to contact me.

Best regards,

Henry J. Gudino
Accounting Manager, CPA

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