



**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 14th day of July, 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, Maureen Brennan, Richard Frakes, 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-** None

**Others Present by video-conference-** Janna Coverston, Republic Services

**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**-None

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

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

**9A) PUBLIC HEARING**

**Public Hearing to consider adoption of Resolution 2020-06 directing staff to place delinquent Solid Waste Charges on the Contra Costa County Property Tax Roll, Record Certificates of Unpaid charges to establish liens on property.**

President Batchelder opened the Public Hearing at 1:06 p.m. Janna Coverston from Republic Services provided an updated Preliminary Lien list. A customer attending the meeting asked for confirmation that her property had been removed from the list, it had been. President Batchelder closed the hearing at 1:09 p.m.

MOTION: By Noble, seconded by Frakes to adopt Resolution 2020-06 approving and directing collection of delinquent solid waste charges on the Contra Costa County Tax Roll, and a lien recorded against the properties, as set forth in the packet with updated list. Motion passed by the following vote of the Board:

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

#### 4) **REPORTS**

a) District Manager:

**Qualitative Report of Plant Operations:**

Foam in the secondary system has become excessive to a point where it blankets the entire surface of the aeration basin and causes foam problems in the anaerobic digesters. It is thought that unregulated polymer discharge due to a defect polymer pump of the waste activated sludge thickener was the cause. The pump has been repaired and measures to mitigate the foam problem are in place.

Nine hours were spent pulling over 320 gallons of rags from the headworks, secondary clarifiers, and digester tanks overflow box. As a result of the Shelter in Place Order the District has seen a significant increase in rag production. District staff are in the final stages of coordinating a social media campaign to inform Rodeo residents of the negative impacts of wipes.

**Collection System Operation and Maintenance:** The District had five sewer calls for the month of June. Four were Non-RSD issues relating to resident's home internal plumbing systems. The District received a phone complaint of a motorhome parked on First Avenue, suspect of illegal discharge. Upon investigation the complaint deemed inconclusive.

b) Counsel for the District: None.

c) Secretary of the District: None

d) Board Members:

#### **Budget and Finance Committee**

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

## **5) CONSENT CALENDAR-**

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

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

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

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

## **6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION:**

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

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

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

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

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

7) **OLD BUSINESS:**

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

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). During this period, the contractor placed the concrete for the Bar Screen Structure lower walls and channel slab, has formed, placed the rebar, and installed the T-Lock Liner for the Bar Screen channel exterior and interior walls. Minor miscellaneous activities for the project have also been completed. District staff have formed the walk of the Treatment Plant with the Electrical Subcontractor. Minimal new rehabilitation activities have occurred.

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) **DISTRICT TREATMENT PLANT PAVEMENT REHABILITATION PROJECT (Discussion and Action)**

A Board decision was requested to implement a Change Order to the Bar Screen Project to implement the District Treatment Plant Pavement Rehabilitation Project. Implementing the pavement rehabilitation project as a change order to an existing project reduces the overall cost of the project since the pavement subcontractor has already mobilized their equipment. Additionally, the District utilizing the resources of the Staff on this project eliminates the need to develop plans and specifications by a consultant. It is guesstimated that performing the project in this manner is saving at least 50 percent of the cost of the pavement rehabilitation project.

MOTION: By Noble, seconded by Frakes, to authorize the District Manager to implement the District Treatment Plant Pavement Rehabilitation Project at a cost not to exceed \$125,000. It was noted that the agenda incorrectly listed the amount at \$121,000. Passed by unanimous vote of the Board:

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

**B) APPROVE MINUTES FOR SPECIAL BOARD MEETING JUNE 9, 2020 (DISCUSSION AND ACTION)**

MOTION: By Frakes, seconded by Brennan, to approve the June 9, 2020 Special Board Meeting Minutes. Motion passed by unanimous vote of the Board.

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

**9A)** Item 9A was taken out of order earlier in the meeting (see above).

**9B) PUBLIC HEARING**

**RESOLUTION 2020-07-COLLECT FISCAL YEAR 2020-2021 SEWER SERVICE CHARGES ON THE COUNTY TAX ROLL AND THE FILING OF REPORT UNDER SECTIONS 5472-5475.10 OF THE HEALTH & SAFETY CODE OF THE STATE OF CALIFORNIA (DISCUSSION AND ACTION).**

President Batchelder opened the Public Hearing at 2:35 p.m. There being no members from the public present, President Batchelder closed the hearing at 2:36 p.m.

MOTION: By Frakes, seconded by Brennan, to adopt Resolution 2020-07 directing the Secretary of the Board to file with the Contra Costa County Auditor-Controller, FORM A declaring that the total amount enrolled should be \$2,964,230.50 levy code GW. Motion passed by unanimous vote of the Board.

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

**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 2:40 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday August 11, 2020 at 1:00 P.M.at Rodeo Sanitary District.

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Connie Batchelder, President  
Rodeo Sanitary District

Countersigned:

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Nancy Lefebvre, District Administrator  
Rodeo Sanitary District