



**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 Noble, 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