



**RODEO SANITARY DISTRICT
AGENDA
For
Regular Meeting
December 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 December, 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/85499205561?pwd=Y1JYR0ppV0R3SDd0TjU4K3JWMTJmdz09>

Meeting ID: 854 9920 5561

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

December 7, 2020 – President Connie Batchelder (stipend), Secretary Richard Frakes (stipend)

Energy Services Company Selection Committee

November 17, 2020 – President Connie Batchelder (stipend), Director Angela Noble (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 November 2020. Reviewed by Budget Committee.
2. Receive November 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. Nomination and Election of Officers for the Calendar Year 2020 (Action)
At this time the newly sworn-in Board of Directors will elect officers and select committees for the ensuing calendar year.

- B. Auditor's Report and Financial Statements for Fiscal Year 2019 - 2020 (Discussion and Action)
Brad Bartels of Mann, Urrutia, Nelson CPA's will present the independent auditor's report and financial statements for the year ended June 30, 2020.

Staff Recommendation (Motion Required): Accept 2019 - 2020 Fiscal Year Audit and implement the recommendations noted by Mann, Urrutia, Nelson CPAs.

- C. Approve Minutes for Regular Board Meeting October 13, 2020 (Discussion and action)
The Board will consider approving the minutes to the October 13, 2020 Regular Meeting.

Staff Recommendation (Motion Required): Approve Minutes

- D. Approve Minutes for Regular Board Meeting November 10, 2020 (Discussion and action)
The Board will consider approving the minutes to the November 10, 2020 Regular 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-- Consideration of initiation of litigation pursuant to paragraph (4) of Government Code §54956.9 (d): (1 potential 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**