



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

A Regular Meeting of the Governing Board was held at 1:00 p.m. on the 9th day of March 2021. 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.

1) ROLL CALL

President Batchelder called the meeting to order at 1:00 P.M.

The following members were present by video-conference:

Directors Secretary Richard Frakes, Maureen Brennan, Angela Noble, Vice President Janet Callaghan, President Connie Batchelder & Staff-District Legal Counsel Carl Nelson and Morgan Biggerstaff

Directors and Staff Present (in person):

Staff- District Manager Steve Beall, District Administrator Nancy Lefebvre,

Absent- None

Others Via Zoom-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 comments.

3) CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER- None

4) REPORTS

a) District Manager:

Qualitative Report of Plant Operations

The new bar screen was turned on February 17, 2021. The bar screen is automated based on upstream and downstream level differential. It's associated equipment, the shaftless conveyor and wash press, are currently operated manually.

The motor for the Class III pump has been hooked up to a variable frequency drive. Its operation can be controlled remotely via SCADA. This was completed as part of the Bar Screen Project.

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

- a. Counsel for the District: Counsel Carl Nelson provided an update on the CCCERA litigation.
- b) Secretary of the District: None
- c) Board Members:

Budget and Finance Committee

March 8, 2021- C. Batchelder (stipend), M. Brennan (absent)

Energy Services Company Selection Committee-

February 10, 2021-C. Batchelder (stipend), A. Noble (stipend)

5) CONSENT CALENDAR-

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

- 1. Expenditures February 2021 were reviewed by the Budget Committee.
- 2. February 2021 Financial Statements reviewed by the Budget Committee.

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

VOTE: AYE: 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 Or-

der 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 Brennan, 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, District Staff). During this period, the Contractor finished pulling and terminating wires to all machines and panels. The Bar Screen Manufacturer was on site the week of February 8, 2021 for startup activities for all of the major equipment. Currently, the Bar Screen system is being operated in a dual hand and auto manner. The Bar Screen is fully automated and will start and operate based on upstream and downstream water surface elevations. During normal operations the Bar Screen operates about once every two or three hours for approximately five minutes. The Districts Operators make frequent visits to the Bar Screen to inspect and implement a hand operation of the Screw Conveyor. After the Bar Screen completes an operation cycle, the Screw Conveyor is operated for approximately five minutes. After the Screw Conveyor started, the District Operator will initiate a wash cycle from the Washer Compactor. The Operator simply needs to start the Washer Compactor and it will proceed through a five-minute wash cycle automatically. This Interim Standard Operating Procedure has been created for the Districts Operations Staff.

The District is currently processing a \$500,000 pay application which would make the project over 90% complete. The Project Systems Integrator has been submitting projects submittals for review and is tentatively scheduled to be on site the latter half of March 2021 to program the main PLC and set up the SCADA screens for the Districts SCADA computer. Major remaining items include but are not limited to concrete restoration, paving restoration, PLC programming, SCADA programming and installation of the electrical rooms HVAC system. The overall Project is about six months behind schedule. This is a result of the COVID-19 pandemic, District initiated project changes, and Prime Contractor scheduling issues. In order to ensure the Prime Contractor can complete the Bar Screen portion of the project to get operational as soon as possible, the District continues to work on and complete several small elements that were originally to be assigned to the Prime Contractor. These elements include Storm Water Pollution Prevention Measures, Concrete Restoration, and District Storm Drain Improvements.

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.

Director Brennan attended an Eastbay Leadership Counsel meeting. A representative from Phillips 66 discussed plans to begin production of renewable diesel later this year using rendered animal fat. This product will make the area smell like a rendering plant. Because the area is an H1 zone (heavy industries), no odor restrictions are imposed by Contra Costa County.

8) NEW BUSINESS:

A) RODEO SANITARY DISTRICT EASEMENT DISCUSSION (DISCUSSION AND ACTION)

District Staff and the Board engaged in a general discussion regarding District Sewer Easements. Items discussed included the following topics:

- Sending letters to all residents/property owners with easements informing them of the easement.
- Formally identifying easements with staking or other visible means.
- Surveying easements.
- Adding the easements to the Districts Sewer Drawings.
- Ensuring sewers lie within designated easement.
- Securing easement rights where easements do not exist, but should.

The Board agreed that the most important item is to create awareness to the public. District Staff will send out letters to all property owners with easements informing them of the easement on their property.

A) APPROVE MINUTES FOR REGULAR BOARD MEETING FEBRUARY 9, 2021
(DISCUSSION AND ACTION)

MOTION: By Noble, seconded by Callaghan to approve the February 9, 2021 Regular Board Meeting Minutes. Motion passed by unanimous vote of the Board:

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

B) APPROVE MINUTES FOR SPECIAL BOARD MEETING FEBRUARY 23, 2021
(DISCUSSION AND ACTION)

MOTION: By Frakes, seconded by Noble to approve the February 23, 2021 Special Board Meeting Minutes. Motion passed by unanimous vote of the Board:

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

9) PUBLIC HEARING-

Public Hearing to consider adoption of Resolution 2021-01 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 2:05 p.m. President Batchelder closed the hearing at 2:06 p.m. No comments were received from the public.

MOTION: By Batchelder, seconded by Frakes to adopt Resolution 2021-01 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 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-**

1. CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: (Steve Beall)
Employee organization: (Stationary Engineers Local 39)
Other attendees: (District Counsel Carl P. A. Nelson & Morgan Biggerstaff)
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Manager

The Board entered into the closed session at 2:26 p.m. and returned to open session at 2:49 p.m.

12) **REPORT OUT OF CLOSED SESSION**-Nothing to report.

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS-**

None

14) **ADJOURNMENT**

Meeting adjourned at 2:50 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday April 13, 2021 at 1:00 P.M.at Rodeo Sanitary District.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District