



**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 8th day of June, 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 1:05 P.M.

The following members were present by video-conference:

Directors Angela Noble, Maureen Brennan, Vice President Janet Callaghan
Staff-District Legal Counsel Carl Nelson and Morgan Biggerstaff

Directors and Staff Present (in person):

President Connie Batchelder, Staff- District Manager Steve Beall, District Administrator Nancy Lefebvre

Absent- Director Richard Frakes

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-

None

4) REPORTS

a) District Manager:

Energy Conservation Project

No update since the May Board Meeting. Engie will have a significant presentation regarding projects, project savings, and project costs for the July 13, 2021 Board Meeting.

Elements of this project that will develop during June 2021 are:

- District Manager and Counsel review of the Energy Services Contract.
- Exploration of a significantly larger solar array on the East Bay Parks District land adjacent to the Districts Wastewater Treatment Plant. District Manager spoke with Contra Costa County Supervisor Federal Glover and she supports the project.
- Discussion of Financial aspects of funding these projects heavily focusing on grants.
- Development of newsletter articles for community information.

District Personnel

Birthdays for May-Dean Twigg-Happy Birthday!

Qualitative Report of Plant Operations

Contractors paved the road from the front gate, across the railroad tracks, all the way to San Pablo Avenue with fresh new asphalt.

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

- a. Counsel for the District: None
- b) Secretary of the District: None
- c) Board Members:

Budget and Finance Committee

June 7, 2021-C. Batchelder (stipend), M. Brennan (stipend)

Administrative Committee- None

5) CONSENT CALENDAR-

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

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

MOTION: By Brennan, seconded by Noble 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 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 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, District Staff). During this period, under the direction of the District, the Paving Contractor completed the paving project. Minimal work was completed on the Bar Screen portion of the project during this period. The Systems Integrator is scheduled to be on site the week of June 21, 2021.

The contractor is making a strong push to be completed by the end of the Fiscal Year.

B) CONOCO PHILLIPS REFINERY PROJECT (DISCUSSION AND ACTION)

None

8) NEW BUSINESS:

A) CSDA BOARD OF DIRECTORS ELECTION (DISCUSSION AND ACTION)

The California Special District's Association requested the Rodeo Sanitary District assist in the election of the CSDA Board of Directors. The Board reviewed and discussed the candidates and unanimously suggested a vote for Ric Lohman. The Board directed staff to place the electronic vote.

B) RODEO SANITARY DISTRICT BOARD MEETING TIME (DISCUSSION AND ACTION)

Due to the COVID 19 Pandemic, the RSD Board accommodated staff's request to change the Regular Board Meeting time from 6:00 PM to 1:00 PM. The District has operated in this manner for over a year now. Staff and the Board of Director's discussed making this a permanent time. Staff verified that the John Swett Unified School District Board room is available at this time. The Board directed Manager Beall to proceed with making the needed changes in the District's Code and a Resolution, and bring back to the Board at a future meeting for adoption.

9A) PUBLIC HEARING-

RESOLUTION 2021-02-ADOPTION OF THE RODEO SANITARY DISTRICT FISCAL YEAR 2021-2022 OPERATIONS BUDGET FOR FISCAL YEAR 2021-2022 (DISCUSSION AND ACTION)

President Batchelder opened the Public Hearing at 1:42 PM. There being no members from the public present, President Batchelder closed the hearing at 1:43 PM. The Board reviewed and approved Resolution 2021-02 adopting the Operating Budget for Fiscal Year 2021-2022.

MOTION: By Noble, seconded by Brennan, to approve Resolution 2021-02 Approving and Adopting the Operating Budget for fiscal year 2021-2022. Motion passed by the following vote of the Board:

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

The Board entered into the closed session via a breakout room at 1:52 p.m. and returned to open session at 2:04 p.m.

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

13) SUGGESTIONS FOR FUTURE AGENDA ITEMS- None

14) ADJOURNMENT

Meeting adjourned at 2:04 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday July 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