



**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 14th day of September, 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 Morgan Biggerstaff

Directors and Staff Present (in person):

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

Absent- None

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 significant update since the August Board Meeting. Engie is wrapping up the SGIP application to be sent to PG&E. The District's Fall 2021 Newsletter has an article written by Engie.

District Personnel

Birthdays for August-Nancy Lefebvre-Happy Birthday!

Dean Twigg, the District’s Operator In Training, has passed the Grade I State Board for Wastewater Treatment Operator examination and his Class B California Driver’s License driving test. Dean will join the on-call rotation later in September. With Dean’s certification, this gives the District the option to hire another Operator In Training. The District has advertised for the position and is gathering resumes. The District hopes to find someone with strong electrical skills who wants to dedicate their career to public service in operations and maintenance of a wastewater treatment plant.

Qualitative Report of Plant Operations

The State Regional Board conducted an inspection on August 18, 2021. They went over the operation, maintenance and laboratory records, along with a tour of the plant. Only a couple of very minor deficiencies were noted!

During Secondary Clarifier B’s PM which involved emptying its contents, the line that drains the clarifier at the bottom was found to be plugged. To remove the obstruction, staff filled the plant sump with water and used its water column pressure to “push out” the plug that consisted of tree debris and rag/whites laden compacted sludge.

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

- a. Counsel for the District: Counsel updated the Board and Staff on passage of AB 818 by both houses. This bill would require, certain premoistened nonwoven disposable wipes manufactured on or after July 1, 2022, to be labeled clearly and conspicuously with the phrase “Do Not Flush” and a related symbol, as specified. Also passed was AB 361 which allows for virtual meetings to occur whenever there is a local, state, etc. emergency. Can also be an executive to extend current order to end of the year. Counsel also reported on SB170, AB197 and Brown Act updates.
- b) Secretary of the District: None
- c) Board Members:

Budget and Finance Committee

September 13, 2021-C. Batchelder (stipend), M. Brennan (stipend)

Administrative Committee- None

CSDA Annual Conference

August 31, 2021-C. Batchelder (stipend), J. Callaghan (stipend), M. Brennan (stipend)

September 1, 2021-C. Batchelder (stipend), J. Callaghan (stipend), M. Brennan (stipend)

September 13, 2021-C. Batchelder (stipend), J. Callaghan (stipend), M. Brennan (stipend)

5) **CONSENT CALENDAR-**

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

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

MOTION: By Noble, seconded by Frakes 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 Brennan, 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:5 NOES: 0 ABSENT: 0 ABSTAIN: 0

7) **OLD BUSINESS:**

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

During this period, the systems integrator completed the work of installing the program in the main Bar Screen Project PLC, upgrading the Main Plant PLC program, and adding the new SCADA screens to the District's existing SCADA Computer. This portion of the project has lingered into the new fiscal year and is complete. The Contractor has essentially completed the final punch list except for one item.. There is one major item remaining that is the responsibility of the Electrical Subcontractor Central Sierra Electric, the addition of a new Operator Interface Terminal for the Bar Screen System. During design, it was assumed the existing OIT for the Anaerobic System was sufficient to take on the additional screens and programming from the Bar Screen System. The existing OIT is not sufficient to do this. As a result the District asked the electrical subcontractor for quotation to purchase and install a new OIT dedicated to the Bar Screen System. This change will result in an approximate cost of about \$16,000. Fortunately, the programming costs were already built into the project. Due to computer chip shortage, resulting from the COVID-19 pandemic, the OIT terminal won't be ready until mid-November for installation. This terminal is essential for operator interface in order to monitor and alter alarming conditions, scenarios, timers, etc. No work, or expenses will be incurred during this lengthy pause in the project.

B) **CONOCO PHILLIPS REFINERY PROJECT (DISCUSSION AND ACTION)**

None

8) **NEW BUSINESS: None**

9A) **PUBLIC HEARING- None**

10) **COMMUNICATION**

Relevant Communications to and from the District are included in the Board Packet.

11) **CLOSED SESSION-**

1. 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 1:50 p.m. and returned to open session at 2:34 p.m.

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

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS**- None

14) **ADJOURNMENT**

Meeting adjourned at 2:38 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday October 12, 2021 at 1:00 P.M.at Rodeo Sanitary District.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District