



**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 12th day of October, 2021. Pursuant to the authorizations provided by Government Code section 54953, this meeting was conducted telephonically or by other electronic means. One or more Directors attended via electronic means. 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:

Director Richard Frakes, Vice President Janet Callaghan joined the meeting at 1:27 p.m.

Staff-District Legal Counsel Morgan Biggerstaff

Directors and Staff Present (in person):

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

Absent-Director Angela Noble

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-

Items 8B and 6 were taken out of order at this time in the meeting.

8B) ADOPTION OF RESOLUTION 2021-05 (DISCUSSION AND ACTION

A Resolution of the Board of Directors of the Rodeo Sanitary District ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020 and authorizing remote teleconference meetings of the Legislative Bodies of the Rodeo Sanitary District for the period from October 12, 2021 through November 11, 2021 pursuant to the Brown Act provisions.

MOTION: By Frakes, seconded by Batchelder to adopt Resolution 2021-05 ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020 and authorizing remote teleconference meetings of the Legislative Bodies of the Rodeo Sanitary District for the period from October 12, 2021 through November 11, 2021 pursuant to the Brown Act provisions. Motion passed by the following vote of the Board:

VOTE: AYES: Brennan, Frakes, Batchelder
 NOES: 0
 ABSENT: 2
 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 Brennan, 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: Brennan, Frakes, Batchelder
NOES: 0
ABSENT: 2
ABSTAIN: 0

4) **REPORTS**

a) District Manager:

Energy Conservation Project

Engie continues to perform analysis on implementing Energy Conservation Measure (ECM) for the Districts Wastewater Treatment Plant. The District Manager is working closely with Engie to develop the ECMs. The potential ECMs were presented to the Board. Significant progress was made on the discussion with the Parks District regarding an expanded photovoltaic system adjacent to the western border of the District property line. The minimum plan is to cover the sludge drying bed's, and a 25 foot strip of land along the western perimeter fence with solar power generation arrays. After discussion with the Parks District, an additional PV Array may be incorporated into the project early in discussion with many details to be worked out.

Key Activities

The District experienced several power surges in September 2021. One without incident, and one that scrambled the Effluent Pump Station PLC. The District has realized that the "over-the-counter" UPS surge protector is not sufficient to protect during some of the power surges the District experiences. The District also learned that the PLC motherboard battery failed causing the PLC to lose its programming. Fortunately Telstar was able to come out and reinstall the PLC program and replace the battery. The District is researching new UPS surge protectors and will purchase several to protect the remaining PLCs. The new PLC cabinet for the Bar Screen Project has a very advanced UPS surge protector that is sufficient to protect that PLC against essentially all power surges. Depending on cost, the District may choose to use a similar UPS surge protector.

District Personnel

Andrew Alva celebrated 16 years with the District on September 13th! Birthdays for September Janet Callaghan-Happy Birthday!

Qualitative Report of Plant Operations

The District's sodium hypochlorite storage tank sprung a leak. Currently, the District Manager is reviewing shop drawings for a new tank. A temporary storage tank has been rented.

The piping system of the Class III pump has been re-plumbed. Unnecessary turns and lines were eliminated. In the process, an old line that used to connect the old fish lab will be used to water the District's lawn which will lower EBMUD water costs.

Collection System Operation and Maintenance: The District received one sewer call for the month of October. It was a non-RSD issue, relating to a resident's home's sewer lateral.

a. Counsel for the District: None

b) Secretary of the District: None

c) Board Members:

Budget and Finance Committee

October 11, 2021-C. Batchelder (stipend), M. Brennan (stipend)

Solid Waste Committee-

September 15, 2020-J. Callaghan (stipend), A. Noble(stipend)

5) CONSENT CALENDAR-

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

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

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

VOTE: AYES: Brennan, Frakes, Batchelder, Callaghan
NOES: 0
ABSENT: 1
ABSTAIN: 0

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION:

Item 6 was taken out of order earlier in the meeting.

7) OLD BUSINESS:

A) BAR SCREEN PROJECT UPDATE (DISCUSSION AND ACTION)

During this period, there was no construction work for the project. The District is processing one final change order and coordinated a substantial final payment less a small retention for the OIT interface project element. Director Brennan requested Phillips 66 agenda item be brought back to the monthly agenda under Old Business.

8A) NEW BUSINESS:

ADOPTION OF AMENDMENTS TO CSDA BYLAWS (DISCUSSION AND ACTION)

District Manager Beall reported the California Special District's Association (CSDA) Board of Directors has approved updates to the CSDA Bylaws to be considered by CSDA's voting members. The Board reviewed the recommended changes. Motion: By Frakes, seconded by Callaghan to adopt a motion supporting the changes to the CSDA Bylaws amendments and authorizing the District Manager to cast the District's vote by electronic transmission.

VOTE: AYES: Callaghan, Frakes, Batchelder
NOES: 0
ABSENT: 1
ABSTAIN: 1-Brennan

8B) ADOPTION OF RESOLUTION 2021-05(DISCUSSION AND ACTION)

A Resolution of the Board of Directors of the Rodeo Sanitary District ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020 and authorizing remote teleconference meetings of the Legislative Bodies of the Rodeo Sanitary District for the period from October 12, 2021 through November 11, 2021 pursuant to the Brown Act provisions. The Board of Directors concurred with the District Manager and District Counsel that it is in the best interest of the Board of Directors of the Rodeo Sanitary District to offer the option to the Board Members to join in person meetings or to join via teleconference until it is absolutely clear the risk of the Covid virus has dissipated.

Motion: By Frakes, seconded by Callaghan to adopt Resolution 2021-05 allowing for hybrid remote/in person Board Meetings for the period of October 12, 2021 through November 11, 2021.

VOTE: AYES: Brennan, Frakes, Batchelder, Callaghan
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-**

Schedule a Special Board Meeting for October 26, 2021 to discuss SB1383.

14) **ADJOURNMENT**

Meeting adjourned at 2:08 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday October 26, 2021 at 1:00 P.M.at Rodeo Sanitary District.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District