



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

A Special Meeting of the Governing Board was held at 1:00 p.m. on December 17, 2021. Pursuant to the authorizations provided by Government Code section 54953€, this meeting was available telephonically, using the Zoom video conferencing system. 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 1:00 P.M.

The following were present by video-conference:

Director Angela Noble
Staff- District Administrator Nancy Lefebvre
District Legal Counsel Morgan Biggerstaff
Others Present- Richard L, resident

Directors and Staff Present (in person):

President Connie Batchelder, Vice President Janet Callaghan,
Secretary Richard Frakes, Staff- District Manager Steve Beall,
Absent- Director Maureen Brennan

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-

Richard L, resident, spoke in opposition to the rate increase. He stated over 75% of Rodeo residents don't need weekly pick up of their green and blue waste. He is concerned about extra vehicles in the community adding four more trucks from Republic Services contributes more greenhouse gases and wear and tear on the roads, along with the added cost.

3) CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER-

Item 8C was taken out of order at this time in the meeting.

8C) ACCEPTANCE OF THE ANNUAL FINANCIAL REPORT WITH INDEPENDENT AUDITOR'S REPORT, MANAGEMENT REPORT, SAS 114 LETTER, AND GASB REPORT FOR THE YEAR ENDED JUNE 30, 2021 (DISCUSSION AND ACTION)

Brad Bartells of Mann, Urrutia, Nelson CPA's provided a presentation on RSD's Fiscal Year 2020-2021 financial audit. Based upon the audit procedures performed, Mann, Urrutia, Nelson CPA's and Associates, LLP has rendered their opinion that the District's financial statements present fairly the District's financial position at June 30, 2021. Mr. Bartells provided a review of the audit process and gave an unmodified "clean" audit opinion, which is the highest level of assurance that an agency can receive. During the internal audit, no significant deficiencies were identified, as well as no compliance exceptions. Mr. Bartells explained GASB 87, which will go into effect next year. Mr. Bartells extended positive comments regarding working with District staff and responded to questions from the Board.

MOTION: By Frakes, seconded by Noble to accept the Financial Audit Report for fiscal year ended June 30, 2021 and Independent Auditor's Report. Motion passed by the following vote of the Board:

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

4) **REPORTS**

a) District Manager:

Key Activities

A few months ago, the District Manager notified the Board of Directors that District Staff installed about \$200 worth of water piping to link the Class III Water System to the dilution water of the anaerobic dewatering system (Centrifuge). District Staff created the system to be very flexible. In the event that the Class III Water System is out of service, we can switch back immediately to EBMUD water. This is important because the District must run the Centrifuge every day. The District finally received an EBMUD water bill with two complete months of water use with this new interconnect in-service. The District has reduced potable water use by 71% or \$1200 per month. It only cost the District about \$500 in parts and labor to implement the install of the interconnect.

Energy Conservation Project

No update, still conducting evaluation and thermal dryer study.

Qualitative Report of Plant Operations

A repeat of a catastrophic incident in the RAS/WAS pump room was averted. The circuit breaker of the Hydro Ranger (water level sensor) that controls the operation of our plant sump pumps tripped. The RAS/WAS is one of the lowest rooms at the district facility. This room has flooded several times, typically damaging any electronic equipment like pumps, motors, and VFD's. A float was installed in this room to alert staff if water was beginning to fill in the room for any reason. After the failure of the Hydro

Ranger, the RAS/WAS pump room began to fill triggering the float switch and subsequent alarm. Rapid response to the alarm and quick thinking by the staff ensured no motors and pumps were damaged from the flood that was building up inside the RAS/WAS pump room

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

- a. Counsel for the District: District Counsel advised because Contra Costa County already has a mask ordinance in place, unless rules change, masks will be required at the District's January 11, 2022 Board Meeting.
- b) Secretary of the District: None
- c) Board Members: Director Noble inquired if the District would be adding Juneteenth as a Federal Holiday for staff. The District's MOU is up for negotiation in the upcoming fiscal year 2022-2023, this holiday will be considered as an additional benefit.

Budget and Finance Committee

December 13, 2021-C. Batchelder (stipend), Director M. Brennan(absent)

5) CONSENT CALENDAR-

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

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

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

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

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 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: Callaghan, Batchelder, Noble, Frakes
NOES: None
ABSENT: Brennan

7) **OLD BUSINESS:**

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

During this period, there has been no construction or administrative work on the project. The delay in obtaining the Human Machine Interface was delayed further due to the computer chip shortage. District is hoping to have the HMI installed before the end of 2021.

B) **RODEO SANITARY DISTRICT SOLID WASTE FRANCHISE (DISCUSSION AND ACTION)**

The District Manager and District Counsel discussed the proposed revisions to the Solid Waste Ordinance 99-102 and the New Franchise Agreement with

Republic Services. District Counsel suggested it was best to adopt a new ordinance as the original ordinance has been modified three times since 1999. The Board reviewed and discussed the proposed changes to the Ordinance and the revised proposed franchise agreement. All of their questions were answered and items explained. Everyone agreed education is the biggest challenge and highest priority in implementing the provisions of SB1383. Manager Beall stated clean revised documents of both will be ready for the January 11, 2022 Public Hearing. Provided, the comments and/or corrections are incorporated and there is no majority protest to the solid waste collection rate charges, the District can adopt the Ordinance and Execute the Franchise Agreement at the January 11, 2022 Board Meeting.

8) NEW BUSINESS:

8A) ADOPTION OF RESOLUTION 2021-10 (DISCUSSION AND ACTION)

To continue holding virtual Board meetings for the next thirty days pursuant to Government Code Section 54953, the Board of Directors of the Rodeo Sanitary District voted to adopt Resolution 2021-08.

MOTION: By Noble, seconded by Frakes to adopt Resolution 2021-08, a resolution of the Board of Directors of the Rodeo Sanitary District proclaiming a local emergency persists, re-ratifying the proclamation of a state of emergency by Governor Newsom on March 4, 2020, and re-authorizing remote teleconference meetings of the legislative bodies of Rodeo Sanitary District for the period December 17, 2021 through January 13, 2022, pursuant to Brown Act provisions. Motion passed by the following vote of the Board:

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

B) NOMINATION AND ELECTION OF OFFICERS FOR THE CALENDAR YEAR 2022 (ACTION)

No changes.

C) Item 8C, was taken out of order earlier in the meeting.

D) APPROVE MINUTES FOR REGULAR BOARD MEETING OCTOBER 12, 2021 (DISCUSSION AND ACTION)

MOTION: By Noble, seconded by Frakes, to approve the October 12, 2021 as corrected, Regular Board Meeting Minutes. Motion passed by the following vote of the Board:

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

At this time in the meeting a motion was made by Noble and seconded by Frakes to reconsider the approval of 8D: 8A of the October 12, 2021 Board minutes need correction.

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

E) APPROVE MINUTES FOR SPECIAL BOARD MEETING OCTOBER 26, 2021 (DISCUSSION AND ACTION)

MOTION: By Frakes, seconded by Noble, to approve the October 26, 2021 Special Board Meeting Minutes. Motion passed by the following vote of the Board:

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

F) APPROVE MINUTES FOR REGULAR BOARD MEETING NOVEMBER 9, 2021 (DISCUSSION AND ACTION)

MOTION: By Frakes, seconded by Noble, to approve the November 9, 2021 Special Board Meeting Minutes. Motion passed by the following vote of the Board:

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

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-** None

14) **ADJOURNMENT**

Meeting adjourned at 2:19 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday January 11, 2022 at 6:00 P.M.at John Swett Unified School District.

Connie Batchelder, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District