



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF  
DIRECTORS OF THE RODEO SANITARY DISTRICT  
LOCATION: VIRTUAL MEETING**

A Regular Meeting of the Governing Board was held at 1:00 p.m. on February 8, 2022. 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.

**Directors Present:** Connie Batchelder, Richard Frakes\*, Janet Callaghan\*, Angela Noble\*, Maureen Brennan\*

**Staff/Consultants Present:** Steve Beall, District Manager Nancy Lefebvre, District Administrator, Morgan Biggerstaff, District Counsel\*

**Absent:** None

**Others Present-** Tatyana Leskowicz, Bold, Polisner, Maddow, Nelson & Judson, Jeff Lewandowski, Advanced Hydro Engineering

\*via video-conference

**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-** None

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

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

**8C) AWARD OF THE CONTRACT FOR RIGHT OF WAY CONSULTING SERVICES FOR PROPOSED CAPITAL PROJECTS-PRIORITY SEWER PROJECTS (DISCUSSION AND ACTION)**

District staff requested a proposal from Associated Right of Way Services (ARWS) for review and assessment of potential easement issues associated with proposed sewer projects.

A Board decision was requested to authorize the District Manager to contract with Associated Right of Way Services, Inc. in the amount not to exceed \$25,000 for right of way consulting services.

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

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

#### 4) **REPORTS**

a) District Manager:

##### **Key Activities**

Effluent Pump Station Pump #4 has been returned to service. Martech delivered the pump on January 19, 2022. District staff will work with the pump manufacturer to develop a strategy to evaluate the condition of the second large pump to see if it should receive a major service to prevent a similar catastrophic failure.

The District received the new Sodium Hypochlorite tank on January 28, 2022. Staff arranged for a crane to be on site to set the tank. Fortunately, the new tank and the existing tank are exactly the same size, this allows for a much simpler installation process and the ability to reuse many of the existing parts.

##### **District Personnel**

Birthdays for January: Andrew Alva!

##### **Energy Conservation Project**

Engie has sent the Energy Services Contract to the District for review. District counsel and the District Manager will review it concurrently and discuss in the next few weeks. Based on the current schedule, it is anticipated that Engie will have a financial presentation that will cover the capital cost of the project, operational expenses for the project elements, alternative energy generation income, eligible grants, and debt service for the April 2022 Board Meeting. The project will have a net zero cost to the District over the debt service term of the project.

##### **Qualitative Report of Plant Operations**

Du-All Safety conducted safety training on January 18<sup>th</sup> to staff. Topics covered included Covid-19 Prevention Program Update and Heavy Equipment Operation.

**Collection System Operation and Maintenance:** The District had one Sanitary Sewer Overflow (SS)) for the month of January. This was a Category II sewer overflow, line added to the 30-day maintenance cycle.

- a. Counsel for the District: District Counsel gave an update on Covid regulations in the county.
- b) Secretary of the District: None

c) Board Members:

**Budget and Finance Committee**

February 7, 2022-C. Batchelder (stipend), M. Brennan (absent)

**Administrative Committee-** None

**Solid Waste Committee**

January 14, 2022-J. Callaghan (stipend), A. Noble(stipend)

**5) CONSENT CALENDAR-**

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

1. Expenditures January 2022 were reviewed by the Budget Committee.
2. January 2022 Financial Statements reviewed by the Budget Committee.

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

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

**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:    | Noble, Callaghan, Frakes, Batchelder, Brennan |
|       | NOES:    | None  |
|       | ABSENT:  | None  |
|       | ABSTAIN: | None  |

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.

8) **NEW BUSINESS:**

A) **ADOPTION OF RESOLUTION 2022-03 (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 2022-03, 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 February 9, 2022 through March 11, 2022, pursuant to Brown Act provisions. Motion passed by the following vote of the Board:

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

**8B) ADOPTION OF RESOLUTION 2022-04-RESOLUTION OF THE RODEO SANITARY DISTRICT BOARD OF DIRECTORS AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR THE CALRECYCLE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM FOR WHICH RODEO SANITARY DISTRICT IS ELIGIBLE. (DISCUSSION AND ACTION)**

The District is eligible for a minimum of \$20,000 in grant funding from Cal Recycle SB 1383 Local Assistance Grant Program. The entirety of the grant funding the District will receive will be spent on public education and awareness. This may include but not be limited to special mailers, postcards, posters at public places and Facebook ads.

Motion: By Noble, seconded by Frakes to Authorize the District Manager to submit an application for the CalRecycle SB 1383 Local Assistance Grant Program for which the Rodeo Sanitary District is eligible. Motion passed by the following vote of the Board:

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

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

**8D) APPROVE MINUTES FOR SPECIAL BOARD MEETING DECEMBER 17, 2021 (DISCUSSION AND ACTION)**

MOTION: By Noble, seconded by Frakes to approve the December 17, 2021 Special Board Meeting Minutes. Motion passed by the following vote of the Board:

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

14) **ADJOURNMENT**

Meeting adjourned at 2:21 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday March 8, 2022 at 1:00 P.M.at John Swett Unified School District Board Room.

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Connie Batchelder, President  
Rodeo Sanitary District

Countersigned:

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Nancy Lefebvre, District Administrator  
Rodeo Sanitary District