



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE RODEO SANITARY DISTRICT**  
**LOCATION: JOHN SWETT UNIFIED SCHOOL DISTRICT BOARD ROOM, 400 PARKER AVE., RODEO, CA**

A Special Meeting of the Governing Board was held at 6:00 p.m. on March 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 6:03P.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-** Shawn Moberg, Janna Coverston, Bielle Moore representatives from Richmond Sanitary. One resident via zoom

\*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-**None

4) **REPORTS**

a) District Manager:

**Key Activities**

During routine cleaning and CCTV of the District sewer line on Suisun Avenue between 4<sup>th</sup> St. and 3<sup>rd</sup> St. a severely deteriorated sewer was discovered. The District Manager instructed L.R. Paulsell to immediately implement a repair. The repair was completed about two weeks later and the rest of the line received cleaning and a CCTV inspection. The sewer line is approximately 418 ft. long. The repair was made at 95 ft. from 4<sup>th</sup> street (323 ft. from 3<sup>rd</sup> St.) Other major deficiencies were discovered in this

sewer line. At a minimum, 110 ft. of the line should be replaced as it is in danger of imminent risk of collapse. This line will essentially be added to the Priority Improvements Project budget. The District has approximately \$110,000 of the Priority Improvements Project budget remaining for fiscal year 21/22. The probable cost to repair this section of line would be under \$50,000.

**Energy Conservation Project**

Engie has sent the Energy Services Contract to the District for review. District counsel and the District Manager have reviewed it and provided comments to Engie. 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 June 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 Confined Space Entry and Rescue on February 3<sup>rd</sup> for staff.

**Collection System Operation and Maintenance:** The District had no Sanitary Sewer Overflows (SS) for the month of February 2022.

- a. Counsel for the District: No report
- b) Secretary of the District: No report
- c) Board Members:

**Budget and Finance Committee**

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

**Administrative Committee-**

March 1, 2022-J. Callaghan (stipend), A. Noble (stipend)

**Solid Waste Committee-** None

**5) CONSENT CALENDAR-**

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

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

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  
NOES: None  
ABSENT: None  
ABSTAIN: 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: 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 2022-05 (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 Brennan to adopt Resolution 2022-05, 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 March 8, 2022 through April 7, 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 AMENDMENTS TO CCSDA BYLAWS (DISCUSSION AND ACTION)**

The Contra Costa Special Districts Association requested all member agencies to review the proposed amendments to the CCSDA Bylaws and either reject or approve the changes.

MOTION: By Noble, seconded by Callaghan to approve the proposed changes to the CCSDA Bylaws. Motion passed by the following vote of the Board:

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

8C) **EMERGENCY CAPITAL PROJECT, RESOLUTION 2022-07. REPLACE APPROXIMATELY 180 FEET OF DETERIORATED SEWER LINE ON SUISUN AVE., NORTH OF 4<sup>TH</sup> STREET AS DESCRIBED IN THE MANAGER'S REPORT (ITEM 4 ABOVE) ON AN EMERGENCY BASIS PURSUANT TO PUBLIC CONTRACT CODE SECTIONS 20806 AND 22050 AT A COST NOT TO EXCEED \$60,000 FOR CONSTRUCTION ACTIVITIES (DISCUSSION AND ACTION)**

MOTION: By Noble, seconded by Frakes to adopt Resolution 2022-07 directing the District Manager to enter into a contract to repair or replace 110 lineal feet of 6-inch sewer line on Suisun Ave., at a cost not to exceed \$50,000. The agenda states \$60,000, revised to \$50,000.

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

9A) **PUBLIC HEARING-**

**PUBLIC HEARING TO CONSIDER PROPOSED INCREASE IN SOLID WASTE COLLECTION RATES FOR ALL DISTRICT CUSTOMERS, EFFECTIVE MARCH 9, 2022.**

9B) **CONSIDER ADOPTION OF RESOLUTION 2022-06 APPROVING A NEW FRANCHISE AGREEMENT BETWEEN THE DISTRICT AND RICHMOND SANITARY SERVICE, INC. AND APPROVING AN INCREASE IN SOLID WASTE COLLECTION FEES FOR ALL DISTRICT CUSTOMERS IN ACCORDANCE WITH THE NEW FRANCHISE AGREEMENT.**

President Batchelder opened the Public Hearing at 6:27p.m. The public was able to submit protest and comments via U.S. mail, email and Personal delivery to the District office before and during the meeting. Manager Beall reported that eleven written protests were received prior to the meeting. Only one person attended the Public Hearing via zoom. No comments from the public. President Batchelder closed the hearing at 6:35 p.m. This was the second public hearing for the proposed increase in Solid Waste Collection rates, the first was on January 11, 2022. The Board made final comments.

MOTION: By Batchelder, seconded by Frakes to Adopt Resolution 2022-06 approving a new Franchise Agreement between the District and Richmond Sanitary Service Inc., and approving an increase in Solid Waste Collection Fees for all District Customers in accordance with the new Franchise Agreement.

VOTE: AYES: Batchelder, Frakes, Callaghan, Noble, Brennan  
NOES: None  
ABSENT: None  
ABSTAIN: 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 7:11 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday April 11, 2022 at 1:00 P.M. at John Swett Unified School District Board Room.

\_\_\_\_\_  
Connie Batchelder, President  
Rodeo Sanitary District

Countersigned:

\_\_\_\_\_  
Nancy Lefebvre, District Administrator  
Rodeo Sanitary District