



**RODEO SANITARY DISTRICT  
AGENDA  
For  
REGULAR STANDING COMMITTEE MEETING  
August 2022  
Administrative Committee**

A Regular Standing Committee Meeting of the Governing Board Administrative Committee will be held at **11:00 a.m.** on the **1st day of August, 2022**. The location of the meeting is the **Rodeo Sanitary District Office, 800 San Pablo Avenue, Rodeo, California 94572.**

**INFORMATION FOR THE PUBLIC**

Anyone wishing to address the Committee should complete a speaker's card and submit it to the District. In addressing the Committee, speakers should step before the Committee conference table and state their names and address for the record. The Committee Chair may direct questions to any member of the audience as appropriate at any time during the meeting. Please be aware that the signing, registering, or completion of the speakers card is voluntary and not required.

Members of the public may observe and comment upon the open session portions of the meeting electronically by using the following link:

<https://us02web.zoom.us/j/86718325682?pwd=TUhBcVpoOWNyMG10eWYyM0N0aW82QT09>

Meeting ID: 867 1832 5682

Passcode: 497512

One tap mobile

+1-669-900-6833 or 877-853-5247 (Toll Free)

In addition to providing comments "in real time" as discussed above, members of the public are welcome to submit comments via U.S. mail (to 800 San Pablo Ave, Rodeo Ca, 94572) or by e-mail by sending them to [bealls@rodeosan.org](mailto:bealls@rodeosan.org). All comments so submitted that are received prior to 12:00 p.m. on the day of which the meeting is held will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during the public comments portion of the meeting.

**ADDRESSING THE COMMITTEE ON AN ITEM ON THE AGENDA**

Persons wishing to speak about items listed on the agenda will be heard when the Committee Chair calls for comments from the audience. The Committee Chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comments and brought to the Committee for discussion and action. There is no further comment permitted from the audience unless invited by the Committee Chair.

**ADDRESSING THE COMMITTEE ON AN ITEM NOT ON THE AGENDA**

In accordance with State law, the Board is prohibited from discussing items not calendared on the Agenda. You may only address the Committee Chair on an item not on the Agenda, and which are within their jurisdiction, under **PUBLIC COMMENTS**. The time allotted for this discussion shall be three (3) minutes, subject to reasonable modification by the Committee Chair. Matters raised which are not on the Agenda may be referred to staff for action or calendared on a future Agenda.

## **AGENDA REPORTS**

Supporting materials on Agenda items are available for public review at the office of Rodeo Sanitary District. Reports of information relating to Agenda items distributed within 24 hours of the meeting to a majority of the Board are also available for public inspection at the District Office. During the meeting, information and supporting materials are available in the meeting area within the District Office upon request.

## **AMERICANS WITH DISABILITIES ACT**

In accordance with the **Americans with Disabilities Act** and **California Law**, it is the policy of the Rodeo Sanitary District to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. Board meetings can be made accessible to persons with disabilities, whether the person is attending the meeting in person or remotely.

The District currently utilizes Zoom, an external hosting platform, that allows staff, consultants, and members of the public to participate remotely . To facilitate remote participation, the District posts the web address link and/or the telephone conference number and access code in accordance with the applicable agenda posting procedures, so the public can access these meetings by virtual means. Zoom offers accessibility features, including keyboard accessibility and screen reader support. Members of the public may review Zoom's accessibility policy at <https://zoom.us/accessibility>, and register individual disability requirements via email to [access@zoom.us](mailto:access@zoom.us), in addition to making any requests for reasonable accommodations directly to the District.

Members of the public may also call in to listen to the entire portion of the meeting that is accessible to the public, as well as speak on particular agenda items as well as during the public comments portion of the meeting, without requiring the use of a computer or Internet service. To the extent possible, the District will utilize an external hosting platform with various accessibility features that follows World Wide Web Consortium (W3C) Web Content Accessibility and Section 508 of the United States Access Board standards and guidelines.

The Rodeo Sanitary District's procedures for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act are as follows:

### **Requests for Reasonable Accommodations**

Upon request made sufficiently in advance, the District will provide special assistance for participation in this meeting, which may include closed captioning, automatic transcripts, relay service, sign language interpreters, or other alternative methods. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the District at (510) 799-2970.

The Agenda items to come before the Committee, and brief description of each item, are as follows:

### **1. CALL MEETING TO ORDER**

### **2. PUBLIC COMMENTS**

### **3. AGENDA**

1. Review Ordinance 2022-200.
2. Review Rodeo Sanitary District Brown Act Compliance Policy - new

3. Review Operations Manager Job Description - new
4. Review Minutes of May 10, 2022, Regular Meeting
5. Review Minutes of June 14, 2022, Regular Meeting

4. **CLOSED SESSION-none**
5. **REPORT OUT OF CLOSED SESSION-none**
6. **REPORTS AND ANNOUNCEMENTS**
7. **SUGGESTIONS FOR FUTURE AGENDA ITEMS**
8. **ADJOURNMENT**