



MINUTES OF THE REGULAR 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 Regular Meeting of the Governing Board was held at 6:00 p.m. on May 10, 2022. Pursuant to the authorizations provided by Government Code section 54953, this meeting was available telephonically, using the Zoom video conferencing system. 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 1:02P.M.

Directors Present: Connie Batchelder, Richard Frakes left @ 3:07 p.m., Janet Callaghan, Maureen Brennan

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

Absent: Director Angela Noble

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

The District has provided the Notice of Award to Wastewater Solids Management and is discussing when the cleaning will occur on the Digesters. The District is trying to schedule the same time as the Centrifuge is out for major service as this will help with preventing using the emergency storage of the drying beds.

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 Budget Committee will also be meeting with Engie representative on June 2, 2022. 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 Protection from Wildfire Smoke and demonstrated operation of newly purchased Davit Arm System for confined space entry on April 26th for staff.

Collection System Operation and Maintenance: The District had two sewer calls for the month of April. Both were non-RSD issues relating to resident’s home internal plumbing systems.

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

Budget and Finance Committee

May 2, 2022-C. Batchelder (stipend), M. Brennan (stipend)
May 9, 2022-C. Batchelder (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

- 1. Expenditures April 2022 were reviewed by the Budget Committee.
- 2. April 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: Brennan, Callaghan, Frakes, Batchelder
NOES: None
ABSENT: Noble
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 Frakes, seconded by Brennan, 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, Callaghan, Frakes, Batchelder, Brennan
NOES: None
ABSENT: Noble
ABSTAIN: None

7) **OLD BUSINESS:**

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

During this period, the Human Machine Interface was installed. This completes the construction of the Bar Screen Project. The District has paid the final invoices for the contractor and has one remaining for support staff.

B) DISTRICT GOALS AND FUTURE WORK DEVELOPMENT DISCUSSION (DISCUSSION AND ACTION)- DEFERRED

8) NEW BUSINESS:

A) APPROVE FISCAL YEAR DRAFT 2022-2023 OPERATING BUDGET (DISCUSSION AND ACTION)

The proposed Fiscal Year 2022-2023 Operations Budget represents a 6.6% increase in expenditures when compared to the 2021-2022 fiscal year forecast. The proposed fiscal year 2022-2023 Operations Budget represents an 8.2% increase in expenditures when compared to the 2021-2022 fiscal year budget. The annual sewer service fee will increase 1% to \$1031.52. The Board and staff discussed past performance, loss and future gains in income, reserves and future sewer service fees. The Board recommended changing the Operations reserve policy from 60% of annual operating budget to a six months operating budget reserve.

MOTION: By Batchelder, seconded by Brennan to approve the Draft Fiscal year 2022-2023 Operating Budget with the modifications to expense account 7330. Motion passed by the following vote of the Board:

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

8B) FISCAL YEAR 2022-2023 CAPITAL BUDGET (DISCUSSION AND ACTION)

The requested Fiscal Year 2022-2023 Capital Budget of \$645,000 (up from \$444,000 planned last year) actual expenditures for 2021-2022 will be closer to \$950,000. The 2022-2023 Capital Budget will potentially result in a loss of approximately \$5,000. This will potentially decrease the total capital reserve from \$1,360,000 to \$1,355,000. The District's Capital Reserve policy requires a \$2 million reserve, thus resulting in a deficit of approximately \$644,000.

MOTION: By Frakes, seconded by Batchelder to approve the draft FY 2022-2023 Capital Budget. Motion passed by the following vote of the Board:

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

8C) APPROVE MINUTES FOR SPECIAL BOARD MEETING MARCH 8, 2022 (DISCUSSION AND ACTION)

MOTION: By Callaghan, seconded by Brennan to approve the March 8, 2022 Special Board Meeting Minutes. Motion passed by the following vote of the Board:

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

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

Reserve Policy

14) ADJOURNMENT

Meeting adjourned at 3:12 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday June 14, 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