



**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 1:00 p.m. on June 14, 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 1:03P.M.

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

Staff/Consultants Present: Steve Beall, District Manager, Nancy Lefebvre, District Administrator, Carl Nelson*, District Counsel

Absent: None

Others Present- Kelly Ferguson, Adam Donovan*, Heather Benner* and Ravi Bhasker* representatives from Engie Services US.

*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

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

Items 8A, 8B, 8C & 9.

8A) ENGIE ENERGY CONSERVATION/RENEWABLE ENERGY MEASURES PROJECT UPDATE (DISCUSSION)

Representatives from Engie Services US presented a PowerPoint presentation on the Integrated Energy Assessment, including the Energy Conservation measures being considered to be included in the project. The objective of this project is to implement a number of energy efficiency and operational savings related infrastructure improvements requiring no capital outlay from the District. The project will pay for itself from energy and

operational savings over time and will continue to reduce energy costs to the District once paid for. Engie Services US takes the project from conception through project design, construction, commissioning, and performance guarantee. There are three main steps to the process: 1) Program Development, 2) Implementation/Construction, 3) Post-construction Services. The presentation covered the capital cost of the project, operational expenses for the project elements, alternative energy generation income, eligible grants and debt service. If RSD elects not to proceed with the Energy Services Contract (ESC) after the project development is completed, the \$50,000 Project Development Fee would become due. If instead ENGIE determines the energy conservation project is not financially viable per California Government Code 4217, the \$50,000 fee will be waived. It is anticipated that the Public Hearing for the Energy Services Contract will be held at the July 12, 2022 Board Meeting.

4) **REPORTS**

a) District Manager:

District Personnel

The newest full-time employee, Dusty Garcia has started and will complete on June 21, the new trucking school requirement for the Class B license. The School the District selected is an intensive program of 6am to 6pm five days a week for two weeks. Other programs were five to six weeks in duration. The District felt the shorter class (that comes with some OT expenses) was a much better option than losing an employee for five to six weeks. The cost of the class was also about half the longer classes and \$2,500.

Birthday for May-Dean Twigg!

Qualitative Report of Plant Operations

District Staff has tremendously reduced the time it takes to complete a preventive maintenance task due to a new tool. In the past, dewatering the grit chamber, an annual PM ritual, used to take an entire day to complete. A centrifugal trash pump was used to pump out the water. However, when the grit or solid portion of the chamber was reached, the trash pump became inefficient. Normally a qualified individual was hired to climb down the chamber and shovel out the grit, a safety hazard as the environment meets confined space conditions. A recently purchased gas-powered diaphragm pump was utilized to pump out the grit. The pump was efficient enough to convey all of the grit out of the chamber. No one needed to climb down to remove the grit. The entire operation took only two hours instead of eight and was safe as confined space protocols were not needed.

Collection System Operation and Maintenance: The District responded to a trickle overflow at the manhole in Spruce Court. After clearing the blockage, it was apparent that a small rubber ball, likely from a Back Water Overflow Device caused the blockage or it was a toy. The affected spill area was cleaned. It appeared the overflow was so

slow and small in amount, it evaporated primarily before reaching a storm drain. Spill amount estimated to be 51 gallons.

Miscellaneous Sewer Construction (Point Repair)

During routine cleaning and CCTV inspections, a major defect was identified requiring immediate repair. APB Engineering, a sewer construction company the District has used multiple times, was in Crockett doing other repair work. The District negotiated a price of \$115 per foot to pipe burst from the Manhole in Vaqueros (112) to the Manhole at the junction of Barnes Way and the Napa Easement (509). Total cost for APB was \$18,000. The last major project the District completed for Sewer Year 3C, Pipe Bursting was about \$350 per foot

- a. Counsel for the District: Carl Nelson informed the Board and staff that District Counsel Moran Biggerstaff was offered a job with the City of Santa Rosa. Carl will fill in for the District temporarily. An RFP for a new attorney will be sent out by District Staff.
- b) Secretary of the District: No report
- c) Board Members:

Budget and Finance Committee

June 2, 2022-C. Batchelder (stipend), M. Brennan (stipend)
June 13, 2022-C. Batchelder (stipend), M. Brennan (stipend)

**8B) RESOLUTION 2022-11 ELECTION FOR NOVEMBER 8, 2022
(DISCUSSION AND ACTION)**

The Board reviewed and approved Resolution 2022-11 calling for the November 8, 2022 election, requesting consolidation of the election, and setting forth requirements for candidate statements; and directing the Secretary of the District to file the resolution with the County Elections Department and County Board of Supervisors

MOTION: By Callaghan, seconded by Frakes, to approve Resolution 2022-11 Even-Year Board of Directors Election Consolidation of Elections; and Specifications of the Election Order. Motion passed by unanimous vote of the Board:

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

9) **PUBLIC HEARING**

RESOLUTION 2022-10-ADOPTION OF RODEO SANITARY DISTRICT FISCAL YEAR 2022-2023 OPERATIONS BUDGET FOR THE FISCAL YEAR 2022-2023 (DISCUSSION AND ACTION)

President Batchelder opened the Public Hearing at 2:34 PM. There being no members from the public present, President Batchelder closed the hearing at 2:35 PM. The Board reviewed and approved Resolution 2022-10 adopting the Operations Budget for Fiscal Year 2022-2023.

MOTION: By Frakes, seconded by Brennan, to approve Resolution 2022-10 Approving and Adopting the Operating Budget for fiscal year 2022-2023 and directing the District Secretary to file with the Contra Costa County Auditor-Controller, Form A declaring that the total amount enrolled should be \$3,071,866.36.

Motion passed by the following vote of the Board:

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

5) **CONSENT CALENDAR-**

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

1. Expenditures May 2022 were reviewed by the Budget Committee.
2. May 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:

Motion passed by the following vote of the Board:

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

7A) OLD BUSINESS: DISTRICT GOALS AND FUTURE WORK DEVELOPMENT DISCUSSION-DEFERRED

8A) ENGIE ENERGY CONSERVATION/RENEWABLE ENERGY MEASURES PROJECT UPDATE (DISCUSSION)

Item 8A was taken out of order earlier in the meeting.

8B) RESOLUTION 2022-11 ELECTION FOR NOVEMBER 8, 2022 (DISCUSSION AND ACTION)

Item 8B was taken out of order earlier in the meeting.

8C) CSDA BOARD OF DIRECTORS ELECTION

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

8D) APPROVE MINUTES FOR REGULAR BOARD MEETING APRIL 12, 2022 (DISCUSSION AND ACTION)

MOTION: By Batchelder, seconded by Noble to approve the April 12, 2022 Regular Board Meeting Minutes. Motion passed by the following vote of the Board:

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

8E) APPROVE MINUTES FOR REGULAR BOARD MEETING APRIL 26, 2022 (DISCUSSION AND ACTION)

MOTION: By Batchelder, seconded by Noble to approve the April 12, 2022 Regular Board Meeting Minutes. Motion passed by the following vote of the Board:

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

9) PUBLIC HEARING-

Item 9 was taken out of order earlier in the meeting.

INTERNET WENT OUT @ 2:44 P.M.-HOT SPOT ENABLED

8C) CSDA BOARD OF DIRECTORS ELECTION (DISCUSSION AND ACTION)

The California Special District's Association requested the Rodeo Sanitary District assist in the election of the CSDA Board of Directors. The Board reviewed and discussed the candidates and unanimously suggested a vote for Ryan Clausnitzer. The Board directed staff to place the electronic vote.

MOTION: By Callaghan, seconded by Noble to approve the April 12, 2022 Regular Board Meeting Minutes. Motion passed by the following vote of the Board:

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

10) COMMUNICATION:

Relevant Communications to and from the District are included in the Board Packet.

11) CLOSED SESSION-

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Govt. Code § 54957(b) (1)

Title: District Manager

The Board entered into the closed session at 2:54 p.m. and returned to open session at 3:11 p.m.

12) REPORT OUT OF CLOSED SESSION-Nothing to report.

13) SUGGESTIONS FOR FUTURE AGENDA ITEMS- None

14) ADJOURNMENT

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