



**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 July 12, 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 1:02 P.M.

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

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

Absent: Angela Noble, Director

Others Present- Janna Coverston, Republic Services

*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

Items 9, 6, 8A & 8B

9) PUBLIC HEARING

Public Hearing to consider adoption of Resolution 2022-13 directing staff to place delinquent Solid Waste Charges on the Contra Costa County Property Tax Roll, Record Certificates of Unpaid charges to establish liens on property.

President Batchelder opened the Public Hearing at 1:03 p.m. President Batchelder closed the hearing at 1:04 p.m. No comments were received from the public.

MOTION: By Frakes, seconded by Callaghan to adopt Resolution 2022-13 approving and directing collection of delinquent solid waste charges on the Contra Costa County Tax Roll, and a lien recorded against the properties, as set forth in the packet with updated list. Motion passed by the following vote of the Board:

VOTE: AYES: Brennan, Callaghan, Frakes, Batchelder
 NOES: 0
 ABSENT: Noble
 ABSTAIN: 0

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
 NOES: None
 ABSENT: Noble
 ABSTAIN: None

8A) ORDINANCE 2022-200 (DISCUSSION AND ACTION)

Review of Ordinance 2022-200 establishing a revised calculation method for sewer service charges to be billed by the Rodeo Sanitary District to mixed Residential and Commercial users sharing one meter. Staff developed draft Ordinance 2022-200 based on the work from Bartle Wells. The proposed method was based on Central Sanitary District's methodology. Under the current methodology, (from Ordinance No. 2018-100), mixed-use customers on a single water meter are charged the highest volumetric rate of all the uses on the property for all usage. The proposed method estimates flows from various users on a single water meter to a square-foot based allocation method. This has the advantage of being a bit more affordable to these users as compared to the current method of billing all flow at the highest rate.

MOTION: By Batchelder, seconded by Brennan, to approve Ordinance 2022-200, send out Prop 218 notices and set Public Hearing to adopt Ordinance 2022-200 for the September Board Meeting.

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

Being that there was no quorum vote (4 needed) motion not carried.

8B) RESOLUTION 2022-12 APPROVING DEBT MANAGEMENT POLICY 3090 (DISCUSSION AND ACTION)

The Board reviewed Resolution 2022-12 Approving Debt Management Policy 3090. This policy has been developed to provide guidance in the issuance and management of debt by the District and is intended to comply with Government Code Section 8855.

MOTION: By Callaghan, seconded by Brennan, to adopt Resolution 2022-12 Approving Debt Management Policy 3090. Motion passed by the following vote of the Board:

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

4) **REPORTS**

a) District Manager:

Digesters:

The digester cleaning project was completed on July 1, 2022, a little over two weeks after it began. Digester A was first to be cleaned. After an interior inspection, was returned to service. Digester B's contents were screened prior to being pumped into Digester A. No more rags! Digester A will need extensive cover rehabilitation after the next cleaning cycle...or before. There are signs of concrete loss in the beams that support the cover panels and the walls. Potential cover solutions include total replacement with a new fixed aluminum cover or simply concrete restoration/replacement. It is anticipated the cover rehab could be well over \$1 million. Two of the four nozzles were also plugged with rags. They were cleared as part of the cleaning project. Digester B's cover is in much better shape. Unfortunately, this was the digester that was overfilled a few months ago and requires cover seal repair. District staff are coordinating with a scaffolding company to install a platform inside the digester to complete the seal repair from the inside. This is a more robust solution than repairing the seal from the outside only. Once the inside is repaired, the outside seal will also be repaired.

District Personnel

Birthdays for June-Jim Petalio!

Qualitative Report of Plant Operations

The Centrifuge was taken off stie on June 21st to be balanced and overhauled. While the Centrifuge is gone, sludge from the active digester tank A has been discharged to the drying bed.

Collection System Operation and Maintenance:

District staff are coordinating with L.R. Paulsell the new season of sewer line CCTV and cleaning. The District performs 25,000 feet of CCTV and cleaning annually (1/5, or a return interval of 5 years). This season, the District is focusing on easements and front yard sewers and those that are on the 5 year return cycle. Many of the easement sewers have been replaced as part of the Master Plan Sewer Projects. Lines that were replaced a few years ago will not be inspected this season. It is hoped, that the newly replaced lines will show little to no degradation allowing the District is extend the time between CCTV inspections thereby reducing the annual CCTV footage.

The new Geographic Information System (GIS) has officially been activated. In summary, the GIS system presents a map of the District. When you click on a particular sewer line, all CCTV footage and data can be accessed. The system can also be accessed via a mobile phone app. This will allow field crews to access information about sewer lines in the field, and will be helpful when trying to locate lateral penetrations, offset locations, etc. Future development will include the District's Sewer Later Program for access to Certificates of Compliance, Lateral Reports, etc. This is a new requirement from the State as part of the new Waste Discharge Requirements for Sewer Systems. The District had no sewer calls for the month of June.

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

Budget and Finance Committee

July 11, 2022-C. Batchelder (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

- 1. Expenditures June 2022 were reviewed by the Budget Committee.
- 2. June 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
 NOES: None
 ABSENT: Noble
 ABSTAIN: None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION

Item 6 was taken out of order earlier in the meeting.

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

The Board and staff discussed the Boards ranking of their top five choices for District tasks to be completed. Currently hiring a new District Counsel is at the top of the list. The Board directed the Administrative Committee to prioritize the top five items that the District should pursue.

8A) ORDINANCE 2022-200 (DISCUSSION AND ACTION)

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

8B) RESOLUTION 2022-12 APPROVING DEBT MANAGEMENT POLICY 3090 (DISCUSSION AND ACTION)

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

9) PUBLIC HEARING-

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

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 2:24 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday August 9, 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