



**RODEO SANITARY DISTRICT  
AGENDA  
For  
Regular Meeting  
March 2023  
Board of Directors Regular Meeting**

A Regular Meeting of the Governing Board will be held at 1:00 p.m. on the 14<sup>th</sup> day of March 2023. The location of the meeting is the **John Swett Unified School District Board Room, 400 Parker Avenue, Rodeo, California 94572.**

**INFORMATION FOR THE PUBLIC**

Anyone attending in person who wishes to address the Board of Directors should complete a speaker's card and submit it to the Board Secretary. In addressing the Board, speakers should step before the Board conference table and state their names and address for the record. The Board President 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 also observe and comment upon the open session portions of the meeting electronically by using the following link:

<https://us02web.zoom.us/j/86111563520?pwd=dDZ1TnZ0UGs1em1UVVhDajh2U2xHdz09>

Meeting ID: 861 1156 3520  
Password: 497512  
One tap mobile  
669 900 6833 US (San Jose)

In addition to providing comments "in real time" in person, on Zoom, or by telephone 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.

All matters listed under **CONSENT CALENDAR** are considered as being routine by the Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the motion to adopt.

**ADDRESSING THE BOARD ON AN ITEM ON THE AGENDA**

Persons wishing to speak of **PUBLIC HEARINGS** and **OTHER MATTERS** listed on the agenda will be heard when the President calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The President 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 Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

**ADDRESSING THE BOARD 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 Board 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 Board President. 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 72 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 Board Room 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 Board, and brief description of each item, are as follows:

#### **1. ROLL CALL**

- a) Pledge of Allegiance

#### **2. PUBLIC COMMENTS**

#### **3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER**

#### **4. REPORTS**

- a) District Manager
  - 1) Discuss current pertinent activities of the District's operation including treatment, collection, construction, and other matters.

**Staff Recommendation: Receive the Report**

- b) Counsel for the District
  - 1) Discuss current pertinent activities of the District.

**Staff Recommendation: Receive the Report**

- c) Secretary of the District

d) Board Members

Board Member reports on recent meetings for which they will receive the stipend; and meetings or conferences for which the District paid their expenses.

**Administrative Committee**

March 6, 2023 – Vice President Janet Callaghan (stipend)

**Solid Waste Committee – None**

**Union Contract Negotiation Committee**

March 7, 2023 – President Connie Batchelder (stipend), Vice President Janet Callaghan (stipend)

**Budget and Finance Committee**

February 27, 2023 – President Connie Batchelder (stipend), Director Maureen Brennan (stipend)

March 13, 2023 – President Connie Batchelder (stipend), Director Maureen Brennan (stipend)

**CCCSDA Meeting - None**

**Staff Recommendation: Receive the Reports.**

**5. CONSENT CALENDAR**

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

1. Recommend approval of expenditures for February 2023. Reviewed by Budget Committee.
2. Receive February 2023 Financial Statements. Reviewed by Budget Committee.
3. Adopt Minutes of January 10, 2023 Regular Meeting. Reviewed by Administrative Committee

**6. EMERGENCY SITUATIONS REQUIRING BOARD ACTION – None**

**7. OLD BUSINESS**

A. District Goals and Future Work Development Discussion (Discussion)

The District Board and Administrative Staff will discuss current projects, District goals, future projects from all aspects of District Administration, Engineering, Capital Projects, Regulatory Development, and Prioritization.

**Staff Recommendation: Receive the Report and Engage in General Discussion.**

**8. NEW BUSINESS**

A. Engie Energy Conservation / Renewable Energy Measures Project Update (Discussion)

District Staff and Engie Staff will provide an update to the Board of Directors on the Energy Conservation / Renewable Energy Measures Project.

**Staff Recommendation: Receive Report.**

- B. Approve District Credit Card Usage Policy 3145 Amendment (Discussion and Action)  
District staff has amended the District Credit Card Usage Policy, 3145. The policy has been amended to include the addition of the Operations Manager and update credit card limits.

**Staff Recommendation (Motion Required): Approve Amendment to Policy 3145.**

- C. Approve District Purchasing Policy 2270 (Discussion and Action)  
District staff created the District Purchasing Policy under the guidance of the Administrative Committee and District Counsel. The Policy originated from a neighboring agency and the District opting into the Uniform Construction Cost Accountancy Act and was tailored to suite the District.

**Staff Recommendation (Motion Required): Approve Creation of Policy 2270.**

## 9. PUBLIC HEARING

- 9A. Resolution 2023-02 of the Rodeo Sanitary District directing that the delinquent solid waste charges be collected on the Contra Costa County Tax Roll and a lien recorded against the property.

**Staff Recommendation (Motion Required): Adopt Resolution 2023-02 Directing That the Unpaid Charges be Recorded as Proposed.**

- 9B. Resolution 2023-03 of the Rodeo Sanitary District directing that the delinquent sewer connection fee charges be collected on the Contra Costa County Tax Roll and a lien recorded against the property.

**Staff Recommendation (Motion Required): Adopt Resolution 2023-03 Directing That the Unpaid Charges be Recorded as Proposed.**

- 9C. Ordinance 2023-300 of the Rodeo Sanitary District establishing bidding procedures in accordance with the California Uniform Public Construction Cost Accounting Act procedures.

**Staff Recommendation (Motion Required): Adopt Ordinance 2023-300 establishing bidding procedures in accordance with the California Uniform Public Construction Cost Accounting Act procedures.**

## 10. COMMUNICATION

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

## 11. CLOSED SESSION

1. Closed Session - Conference with labor negotiators pursuant to Government Code Section 54957.6:

District Negotiators: President Connie Batchelder; Vice President Janet Callaghan; District Manager Steven S. Beall, P.E.

Employee Organization: Stationary Operating Engineers Local 39.

## 12. REPORT OUT OF CLOSED SESSION

## 13. SUGGESTIONS FOR FUTURE AGENDA ITEMS

## 14. ADJOURNMENT