



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 1:02 p.m. on March 14, 2023. 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 1:05 P.M.

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

Staff/Consultants Present: Steve Beall, District Manager, Nancy Lefebvre, District Administrator, Martin de los Angeles, District Counsel

Absent: Richard Frakes,

Others Present- None

*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:

Aeration Basin Rehabilitation Project

District staff have discussed the lead time for the new aeration equipment, and it is approximately 6 months, if things move fast. This puts RSD in a construction window in the later fall, early wintertime frame, not ideal or realistic. Concurrently with the development of the new aeration equipment, the Operations Manager was working with the existing aeration equipment (Parkson) to ascertain the possibility of simply performing a panel rehab project. RSD has found another agency that is decommissioning their aeration equipment, the same as RSDs. RSD is investigating purchasing 4 panels from this

agency, re-skinning them with new membranes, then performing an aeration tank drain, panel swap. RSD is looking at doing the 12 panels and the full panel amount of 29. This may prove to be a long term ~\$50k solution rather than a \$500k major construction project. The old panels have lasted over 15 years. This, coupled with the Engie Energy Conservation Measures Project has also given the District Manager an opportunity to consider a more comprehensive Water Pollution Control Plant Priority Improvements Project consisting of:

- Buried Valve Rehab
- Primary Clarifier Bridge Rehab
- Secondary Clarifier Wier, Scum Ring, and Scum Beach Rehab
- Major Coating Rehab of Exterior metal surfaces
- Operations Building Remodel

The list below can be completed over time with RSD staff (from the previous list above):

- New Aeration Diffusers (re-skin existing panels)
- New Flow Sensors for each Aeration Zone (RSD staff to perform)
- New RAS/WAS Local Control Panel and SCADA Interface (waffling on this one, may do small project or part of larger project above)
- Rehabilitated Gate Operator Mechanisms (RSD staff to perform)
- New grating for east and west end of basin (RSD staff to perform)

District Personnel

Birthdays for February: Nasario Martinez Happy Birthday!!!

Operations Manager Report

The Operations department called Operational Technical Services (OTS) for additional help in February. Unfortunately, due to his availability, Ron Toby was only available for one day. With the addition of new OIT Joel Marin on the team, it is anticipated that we will no longer need OTS monthly. Joel joined the Operations team at the very end of February and has almost half of his state-required 1800 on-the-job hours. Since he has passed his grade I wastewater exam, it is projected that he will be a state-certified grade on operator by the end of August of this year.

Activity for the month of February:

- New Wye strainer assemblies replaced the 12+-year-old units which were causing leaks and poor filtering.
- Class 3 water pump packing seal adjusted.
- Effluent Pump 2 clearance was checked and set.
- After some of the big storms, big tree branches fell into the plant. The operations team performed the clearing to open the main road and prevent further destruction of the perimeter fence.
- The old Effluent flow transmitter that was sent out for rebuild is estimated to be done by 3/17/2023 and shipped back. This will give the District a boxed spare.
- Secondary Clarifier A was taken down for inspection and minor repairs. RSD staff replaced some of the fasteners for the density current baffles, weirs, and scum baffles.
- Telstar was onsite to perform SCADA updates and software repairs. Win-911 the emergency call-out software for alarms was also updated.

- The plant flagpole night lights and photocell were both repaired.
- The aeration basin Dissolved Oxygen probe was serviced with a tip replacement and factory calibration. Aeration performance has improved reducing energy consumption.
- Fleet repairs in the house included: fixing The leaking fuel filter on the hydro Jetter and repairing the cruise control on the operations dodge pickup truck.
- Dump truck pick-up was pushed off until early March due to the availability of the seller.
- The arrival of the new streetlighting package which features LED technology and photocells to help save electricity. These will be installed once there is a break in the weather.

The District has chosen Websoft for the new Computerized Mobile Management System (CMMS). It has been conveyed what we are looking for in a contract. Once an agreement is met and executed, we will begin transferring data. This new CMMS will allow RSD staff to input plant data into a tablet as they are performing the daily rounds. Once rounds are completed, the data can be electronically transferred to the plant data sheets, eliminating a manual step. This system will improve data reliability and accuracy and reduce time spent of data input.

A site walk was performed with Engie to discuss the solar layout along the western side of the treatment plant access road. Engie was informed that the District currently has an ungrounded 480V utility transformer and will need to have a new grounded unit as one of the many results of the project to prevent any future electrical issues. Crane access concerns for future plant projects as a result of this solar project were conveyed to the District Manager and passed on to Engie

Safety Meeting/Training-Du-All

Harassment training for all District employees was on February 15, 2023. New hire training for Joel Martin.

Collection System Operation and Maintenance:

There were no sanitary sewer calls for the month of February.

- a. Counsel for the District: Counsel Martin de los Angeles updated staff on AB2028: Public Agencies Must Post Solid Waste & Recycling Hauler Franchise Agreements Online, the District has been doing this.
- b) Secretary of the District: No report
- c) Board Members:

Administrative Committee- None

March 6, 2023-C. Callaghan (stipend)

Budget and Finance Committee

February 27, 2023-C. Batchelder (stipend), M. Brennan (stipend)

March 13, 2023-C. Batchelder (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

1. Expenditures February 2023 were reviewed by the Budget Committee.
2. February 2023 Financial Statements reviewed by the Budget Committee.

MOTION: By Brennan, seconded by Callaghan, to approve the Consent Calendar. Motion passed by the following vote of the Board:

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

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: D

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

General Discussion on the new priority list.

8) NEW BUSINESS:

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

The District will probably not go forward with Engie. The projects created will not provide a zero out of pocket cost and will likely result in the District investment of millions of dollars.

B) APPROVE DISTRICT CREDIT CARD USAGE POLICY 3145 AMENDMENT. (DISCUSSION AND ACTION)

District staff has amended the District Credit Card Usage Policy, 3145, under the guidance of the Administrative Committee. The policy has been amended to update credit card limits and to add the Operations Manager. The overall Credit Card limit remains unchanged at \$20,000. The District never carries a balance and receives a 1% rebate annually.

MOTION: By Noble, seconded by Brennan, to approve Amendment to Credit Card Policy #3145. Motion passed by the following vote of the Board:

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

C) APPROVE DISTRICT PURCHASING POLICY 2270 (DISCUSSION AND ACTION).

The District Manager worked with District Counsel on the development of the new Purchasing Policy 2270(will supersede Purchasing Policy 2230). The District Manager utilized a neighboring agency purchasing policy to develop and tailor the policy for RSD. Once developed, the District Manager sent the draft policy to District Counsel for review and comment. The Policy was modified by District Counsel to conform to the Uniform Public Construction Cost Accounting Act (UPCCA) provisions as this was recently established by the District Board of Directors.

MOTION: By Batchelder, seconded by Noble, to approve and adopt Purchasing Policy 2270, superseding Purchasing Policy 2230. Motion passed by the following vote of the Board:

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

9) A) PUBLIC HEARING

Public Hearing to consider adoption of Resolution 2023-02 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 2:03 p.m. President Batchelder closed the hearing at 2:04 p.m.

MOTION: By Noble, seconded by Batchelder, to adopt Resolution 2023-02 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, Noble, Callaghan, Batchelder
NOES: None
ABSENT: Frakes

ABSTAIN: None

B) PUBLIC HEARING

Public Hearing to consider adoption of Resolution 2022-03 directing staff to place delinquent sewer connection fees 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 2:05 p.m. President Batchelder closed the hearing at 2:06 p.m.

MOTION: By Noble, seconded by Brenna, to adopt Resolution 2023-03 approving and directing collection of delinquent sewer connection 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, Noble, Callaghan, Batchelder
 NOES: None
 ABSENT: Frakes
 ABSTAIN: None

C) PUBLIC HEARING

Public Hearing to consider adoption of Ordinance 2023-300 of the Rodeo Sanitary District Establishing Bidding Procedures in Accordance with the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 ET SEQ.)

President Batchelder opened the Public Hearing at 2:07 p.m. President Batchelder closed the hearing at 2:08 p.m.

MOTION: By Noble, seconded by Batchelder, to adopt Ordinance 2023-300. Motion passed by the following vote of the Board:

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

10) COMMUNICATION:

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

11) **CLOSED SESSION-**

1. 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
Employee Organization: Stationary Operating Engineers Local 39.

The Board entered the closed session at 2:33 p.m. and returned to open session at 3:07 p.m.

12) **REPORT OUT OF CLOSED SESSION-**

No action taken.

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS-**

None

14) **ADJOURNMENT**

Meeting adjourned at 3:11 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday April 11, 2023, at 1:00 P.M.at John Swett Unified School District Board Room.

Janet Callaghan
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District