



**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 1:03 p.m. on April 11, 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 1:03 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:

Plant Operational Issues

During the week of March 27, 2023, the Water Pollution Control Plant (WPCP) experienced at least one violation. RSD's WPCP uses chlorine via Sodium Hypochlorite (SHC) to destroy the remaining microbiology in the treated effluent from the secondary clarifiers, then needs to remove the chlorine with Sodium Bisulfite (SBS). RSD encountered a plant issue on March 28, 2023, which resulted in a small chlorine violation.

The violation was a brief max of 1.32 mg/L of Cl₂ when the permit allowance is 0.0 mg/L. The cause of this violation is linked to the laboratory benchtop equipment used to calibrate the analyzers which control the chemical feed pumps. This ultimately caused the feed pumps to overdose chemicals, when the analyzers were reading a lower than actually applied chlorine residual (e.g. reading 7 mg/L when it was actually 27 mg/L). The analyzers that control the Sodium Bisulfite (SBS) pumps were reading the lower than actual residual, failed to apply the correct amount of SBS to neutralize the SHC. The Operations team is now able to spot when equipment is going bad, and the probe used to analyze the samples will be replaced more frequently to prevent this from happening again. RSD will also periodically verify the calibration with a bench top chemical titration method. Huge thanks to Crockett community services district for allowing us to use their lab equipment to analyze our samples until we could get replacement parts.

District Personnel

Birthdays for March, Steve Beall Happy Birthday!!!

Operations Manager Report

The operations department maintains full staffing and continues in-house training on various plant equipment and procedures. The new District team members have helped proof existing Standard Operating Procedures (SOPs). This has led to revising the Centrifuge start-up SOP and putting a few more SOPs on the list to be revised. With OIT Martinez up first to pursue the class B driver's license it is anticipated that we may need to reach out to OTS for some temporary help during his absence at the plant. The operations team focused on work orders and the projects below:

- Centrifuge flow meter SOP draft.
- Centrifuge start-up SOP final revision
- Thickener mixer spare rebuild.
- Sodium Hypochlorite & Sodium Bisulfite tanks received new hazard labels.
- Tightened the tension cables for the Hypochlorite tank and checked the ones on the Sodium Bisulfite tank.
- Source and order a new water supply pump for the influent pump station.
- Start construction on the fish lab remodel project. This is to convert the fish lab into a usable office.

Collection System Operation and Maintenance: .

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

- a. Counsel for the District: Counsel Martin de los Angeles updated staff on AB727, PFAS in cleaning products to be banned by 2025 and AB759 a bill to modernize accounting procedures in the Sanitary District Act.
- b) Secretary of the District: No report
- c) Board Members:

Administrative Committee- None

Budget and Finance Committee

March 28, 2023-C. Batchelder (stipend), M. Brennan (stipend)

April 10, 2023-C. Batchelder (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

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

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

VOTE:	AYES:	Brennan, Callaghan, Batchelder, Noble
	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) APPROVE FISCAL YEAR DRAFT 2023-2024 OPERATING BUDGET (DISCUSSION AND ACTION)

The proposed Fiscal Year 2023-2024 Operations Budget will result in a surplus of \$1,088,128. The required SRF reserve deposit is \$872,000. The District has the potential to have a \$32,772 Operations Budget loss for the Fiscal Year 2023-2024. The proposed fiscal year 2023-2024 Operations Budget represents a 12.9% increase in expenditures when compared to the 2022-2023 fiscal year operations budget. The annual sewer service fee (SSF) should be increased to \$1,165.62 (proposed 13.0% SSF increase. The District has only increased its operational budget by 4.6% in the last nine years, and increased the rates 7% over the last five years. Questions from the Board were solicited and answered. The Board also discussed the need to do a comprehensive rate study in the upcoming fiscal year.

MOTION: By Noble, seconded by Brennan to approve the fiscal year 2023-2024 Operations Budget with a 13% rate increase and set the Public Hearing for the June 13, 2023 Regular Board meeting. Motion passed by the following vote of the Board:

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

B) FISCAL YEAR 2023-2024 CAPITAL BUDGET (DISCUSSION AND ACTION)

The requested Fiscal Year 2023-2024 Capital Budget of \$2,210,000 (up from \$675,000(planned)). Last year actual expenditures for 2022-2023 will be closer to \$600,000. The 2023-2024 Capital Budget will potentially result in a surplus of approximately \$86,000. This will potentially increase the total capital reserve from \$1,353,000 to \$1,438,000. The District's Capital Reserve Policy desires a \$2 million reserve, thus resulting in a deficit of approximately \$562,000. The District will also need to secure approximately \$1,700,000 in funding via debt service to fund several significant capital projects.

MOTION: By Noble, seconded by Brennan, to approve fiscal year 2023-2024 Capital Budget.

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

9) PUBLIC HEARING-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 2:34 p.m. and returned to open session at 2:43 p.m.

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

No action taken.

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

None

14) **ADJOURNMENT**

Meeting adjourned at 2:45 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday May 9, 2023, at 1:00 P.M.at John Swett Unified School District Board Room.

Janet Callaghan, President
Rodeo Sanitary District

Countersigned:

Nancy Lefebvre, District Administrator
Rodeo Sanitary District