



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 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 Callaghan called the meeting to order at 1:07 P.M.

Directors Present: Janet Callaghan, Maureen Brennan (arrived at 1:20 p.m.), Richard Frakes, Angela Noble

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

Absent: None

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- No comments.

3) CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER- None

Item 9 preceded Item 5.

4) REPORTS

Manager Beall and Operations Manager Greer provided written reports, below is a summary of some of the highlights.

a) District Manager:

Near Term Capital Improvements

District Staff with outside support completed the first four panels of the Aeration Basin Rehabilitation Project on June 26, 2023. This was essentially a necessary element to

get one of the two basins to a point where the facility can operate on a single basin for an extended period. The District completed extra lab testing during June to monitor for process parameters to ensure the facility remained in compliance. District staff rebuilt 4 panels using new membranes and parts that were donated to RSD from Lidi's WWTP. The District Manager and Operations Manager coordinated the purchase of the necessary tools and equipment, and coordinated with the necessary support contractors (Crane, Pumping, Labor) to complete the first part of this project. After a quick review of the success of the four-panel swap, the WPCP is already seeing a significant reduction in blower output since the new panels essentially increased the WPCPs aeration capacity by 25%. This will directly equate to a lower PG&E cost as the Aeration System is a significant expense for energy at the WPCP. It is anticipated the Basin B operations will occur at the end of August and the Basin A operations will occur mid to late September. The entire Project will be completed by Mid-October. Charts and pictures were included in the report of the process.

Operations Manager Report

The operations team focused on the projects below when not preparing for the Air panel project:

- Continued general landscaping and cleanup of plant grounds.
- The new dump truck continued to receive prep to go into service. Stage three commenced with bead blasting the bed which followed the next day with specialty coating to help increase the service life of the bed. Wood side runners were mounted, and the Dump truck was put into service on the last day of June.
- A SOP was created on how to operate the PTO of the new dump truck which controls how the bed moves up and down. This was necessary since it differs significantly from the old truck.
- Boiler cleaning. This was the first service since its installation. Major repairs were performed and are still needed. Full write-up coming soon.
- Pump down and inspection of Secondary Clarifier B, this is partially the cause of the extra chemical consumption.
- The old SRECO hydro truck is at JJ Kane auctions in Dixon CA. and at the time of staff report had still yet to be bought through auction.
- Quotes were requested for the onsite treatment plant door replacement and fabrication. A contractor was selected, and work will begin once the materials arrive.

Collection System Operation and Maintenance:

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

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

Administrative Committee

June 30, 2023-J. Callaghan (stipend), A. Noble (stipend)

Budget and Finance Committee

July 10, 2023-R. Frakes (stipend)

9) PUBLIC HEARING

Public Hearing to consider adoption of Resolution 2023-06 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 Callaghan opened the Public Hearing at 1:25 p.m. The public hearing was closed at 1:27 p.m. The Board was provided with an updated lien list.

MOTION: By Noble, seconded by Frakes, to adopt Resolution 2023-06 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: 4-Brennan, Noble, Frakes, Callaghan
NOES: None
ABSENT: 1
ABSTAIN: None

5) CONSENT CALENDAR-

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

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

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

VOTE: AYES: 4-Brennan, Callaghan, Noble, Frakes
NOES: None
ABSENT: 1
ABSTAIN: None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None

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

General Discussion on the priority list.

8) NEW BUSINESS:

A) AWARD OF THE CONSTRUCTION CONTRACT FOR THE 2023 PRIORITY IMPROVEMENTS PROJECT (DISCUSSION AND ACTION)

A Board decision was requested to award the construction contract for the 2023 Priority Improvements to APB General Engineering, The total amount of the bid is \$130,980.

MOTION: By Frakes, seconded by Noble, to award the 2023 Priority Improvements Project to APB General Engineering in the amount of \$130,980 and authorize the District Manager to issue a Notice of Award and execute a contract.:

VOTE: AYES: 4-Brennan, Callaghan, Noble, Frakes
 NOES: None
 ABSENT: 1
 ABSTAIN: None

B) EXECUTION OF EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND THE DISTRICT MANAGER EFFECTIVE JULY 1, 2023. (DISCUSSION AND ACTION)

The Administrative Committee and the District Manager have completed negotiations on the compensation adjustment for the District Manager. The overall increase in total annual compensation is 15 percent or \$33,779, adjusting Manager Beall's salary to \$258,898. Also discussed was a revision of title from District Manager to General Manager and Manager Beall agreed to stay as RSDs GM until at least 2027. Discussion ensued regarding Manager Beall's life insurance policy with the District. An annual premium cap of \$1,500 was agreed upon.

MOTION: By Noble, seconded by Frakes, to execute employment agreement with a cap of \$1,500 for annual life insurance, 15% increase in compensation with an annual CPI 2% floor and not to exceed 5% and change Manager Beall's title to General Manager.

VOTE: AYES: 4-Callaghan, Noble, Brennan, Frakes
 NOES: None
 ABSENT: 1
 ABSTAIN: None

9) PUBLIC HEARING- This item 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-** None

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS-** None

14) **ADJOURNMENT**

Meeting adjourned at 2:36 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday August 8, 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