

**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 1:04 p.m. on September 12, 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 1:03 P.M.

**Directors Present:** Janet Callaghan, Maureen Brennan, Richard Frakes, Tara Shaia

**Staff/Consultants Present:** Steve Beall, General Manager, Jeffrey Greer, Operations Manager, Martin de los Angeles, District Counsel

**Absent:** Angela Noble, Director

**Others Present-** None

\*via video-conference

a) **PLEDGE OF ALLEGIANCE TO THE FLAG-** General 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

**4) REPORTS**

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

**a) General Manager:**

**Near Term Capital Improvements:**

4th and Harris Improvements-2023 Priority Improvements. Coordinating contract start with APB General Engineering. RSD has provided notice of award and executed the construction contract. It is anticipated the District will issue the Notice to Proceed the week of the Board Meeting with Construction expected to start towards the end of September.

### **Aeration Basin B Draining and Panel Removal:**

RSD staff drained, cleaned, and removed all the panels from Aeration Basin B. If you recall, RSD performed a 4-panel swap of Basin A in June 2023. This helped ensure that when Basin B was drained, Basin A could handle all the process flow without risk of permit issue from lack of treatment. Based on the operations for over one week on Basin A, the minor panel rehab operation was a success. The District can sustain dry weather operations on Basin A until Basin B is completed. Our only concern is potential weather as the plant should not operate on a single basin during wet weather. Nevertheless, it is anticipated that Basin B should be returned to service about one week after the Board Meeting. The draining operation went very smoothly. RSD Staff was able to drain the basin in less than 4 hours (a new record). The not so big surprise was the amount of rags around the panels. The big surprise was the 18-inches of muck in the Anoxic Selector (area partitioned off with no air panels). This is why we need to implement an Anoxic Selector Mixing System (another discussion for another day).

### **District Personnel**

Birthdays for August-Joel (8/3), Nancy (8/31)-Happy Birthday!

### **Operations Manager Report**

Date range August 1st, 2023, through August 31st, 2023

The operations department is short one team member with the permanent departure of Tim Gregor. Recruitment has begun to fill this vacancy. So far, a job flyer, questionnaire, and an advertisement have been created and posted to WWW.CWEA.ORG. Also, the District has reached out to the State Water Resources Control Board (SWRCB) for a list of available graded operators who want to be notified of available job opportunities. Roughly 1300 graded operators grade 1-5 have been notified of the opportunity. OIT Martin has completed his state-required 1800 hours and the application for his Grade I certificate along with the payment has been mailed. Congratulations Joel!

The operations team performed a few necessary work orders at the beginning of the month before starting Air panel building, Aeration basin Side B take down, and cleaning/Panel removal. Once all twelve panels were removed, panel rebuilding began and will continue into September.

The Operations Team is expected to enter the basin sometime mid to late September to re-install the re-built panels and put the basin back into service. A meeting with FCI controls will be held in September to talk about the replacement of the aged controls located on top of the basin which displays the air values.

Below is a snapshot of the maintenance and operations challenges the RSD team encountered this month.:

- The Dump truck is currently experiencing issues and is still under investigation. The operations team is currently using a trailer loaned to the District for the time being to manage solids.
- The last of the operations pick-up truck key fobs which are necessary to operate the truck have been lost. Two replacements were purchased and reprogrammed by a mobile locksmith. The new ones will have air tags to help locate them should they get lost in the future.
- Boiler major repairs were performed by a contractor with help from staff. Training was

then provided by the contractor.

**Collection System Operation and Maintenance:** .

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

**4b)** Counsel for the District: Counsel Martin de los Angeles-No report.

**4c)** Secretary of the District-No report.

**4d)** Board Members:

**CSDA Annual Conference**

August 29, 2023 thru August 31, 2023-J. Callaghan (stipend), R. Frakes (stipend), M. Brennan (stipend)

**Budget and Finance Committee**

September 11 2023-R. Frakes (stipend), M. Brennan (stipend)

**5) CONSENT CALENDAR-**

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

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

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

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

**6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None**

**7A) OLD BUSINESS: None**



8) **NEW BUSINESS:**

**A) CONTRACT WITH HYDROSCIENCE FOR DESIGN SERVICES OF THE 2024 WATER POLLUTION CONTROL PLANT PRIORITY IMPROVEMENTS PROJECT (DISCUSSION AND ACTION)**

A Board decision was needed to award the design services contract for the 2024 Water Pollution Control Plant Priority Improvements Project. HydroScience will contract directly with the District. The funds for this project element will be obtained from a loan secured through the CSDA Municipal Finance Corporation. The District has obtained two loans in the past from this organization. The District has obtained a quote for a proposed \$1,820,000, 20-year term loan, with an annual debt service of \$144,200. No sewer service increase is required to fund this project.

MOTION: By Brennan, seconded by Shaia, to authorize the General Manager to contract with HydroScience for a cost not to exceed \$95,000 for the Design Services for the 2024 Water Pollution Control Plant Priority Improvements Project. Motion passed by the following vote:

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

**B) RODEO SANITARY DISTRICT BOARD MEETING TIME (DISCUSSION AND ACTION)**

The Board discussed changing the Regular Board Meeting interim start time of 1:00 P.M. to accommodate Director's schedules. Due to the COVID 19 Pandemic, the RSD Board accommodated staff's request to change the Regular Board Meeting time from 6:00 P.M. to 1:00 P.M. The District has operated very efficiently at this time for over two years now. Staff will prepare a Resolution for the District's next Board meeting with the suggested time change.

**C) APPROVE MINUTES FOR REGULAR MEETING JUNE 13, 2023 (DISCUSSION AND ACTION)**

MOTION: By Brennan, seconded by Frakes, to approve the June 13, 2023 Regular Board Meeting Minutes. Motion passed by the following vote:

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

**D) APPROVE MINUTES FOR REGULAR MEETING JULY 11, 2023 (DISCUSSION AND ACTION)**

MOTION: By Brennan, seconded by Frakes, to approve the July 11, 2023 Regular Board Meeting Minutes. Motion passed by the following vote:

VOTE: AYES: 4-Callaghan, Brennan, Frakes, Shaia  
NOES: None  
ABSENT: 1-Noble  
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 legal counsel-Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)-1 potential case.

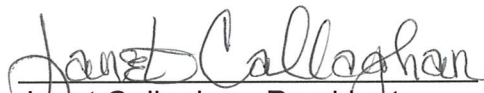
The Board entered into the closed session at 2:49 p.m. and returned to open session at 3:06 p.m.

12) **REPORT OUT OF CLOSED SESSION-** Nothing to report.


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

14) **ADJOURNMENT**

Meeting adjourned at 3:07 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday October 10, 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