



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 October 10, 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: Maureen Brennan, Richard Frakes, Angela Noble

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

Absent: Janet Callaghan, Tara Shaia

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-

Resident Chuck Coleman discussed with the Board of Directors his concerns regarding the shared laterals on his and his neighbors' properties that have had several problems. Manager Beall explained that the District should always examine a property owner's CCTV video to determine the condition of the line. He stated that the District and Board have been aware of the problems on these properties and have discussed it and are implementing a small repair and will do a CCTV video on the line. Manager Beall explained to Mr. Coleman that the District is also exploring how other District's have dealt with shared private lateral systems. Mr. Coleman gave General Manager Beall permission to CCTV his lateral anytime.

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's Report:

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 Mid-October with construction expected to start towards the end of October 2023. The District is waiting for the Encroachment Permit from Contra Costa County. The construction time will be two to three weeks.

Aeration Basin B Draining and Panel Removal:

The Air Panel installation was completed on September 19 and the basin was filled on September 20th. Photos of the operation were submitted.

2024 Priority Improvements Project:

The current scope for the 2024 Water Pollution Control Plant (WPCP) Priority Improvements Project is as follows:

- Primary Clarifier Bridge Rehab.
- Secondary Clarifier Weirs, Scum Rings, and Scum Beaches.

The District has issued a Notice to Proceed to HydroScience on September 26, 2023. A kickoff meeting is being scheduled and will likely be the week of October 9, 2023. Staff will also need to take accurate measurements of the secondary clarifier for the equipment procurement. Staff will likely need to drain one clarifier in the next few weeks to accomplish this. As the project progresses and construction costs become clear, as well as financing, the District will explore completing contract documents for:

- New RAS/WAS Local Control Panel, SCADA Interface and Pumping Improvements.
- Class III System improvements, Aeration Basin Mixing and Recirculation Upgrade.
- Electrical System Analysis and Arc Flash Study.

Staff will likely be the lead for these three and ask for some consulting support in contract document development.

District Personnel

Birthdays for September: Janet September 29th. -Happy Birthday!

Anniversaries for September: Andrew-Sept 13th, 18 years!

Operations Manager Report

Date range September 1st 2023, through September 30th, 2023

Recruitment for a new operator has gone well. After a two-step interview process, a job offer has been made and accepted. Pre-screening has commenced and we hope to share good news with the board in the next staff report. OIT Martin has touched base with the State Water Resources Control Board (SWRCB) about the status of his Grade I operator certificate. They told him to expect four more weeks for processing.

The operations team performed very few work orders this month as the main focus of work was preparing air panels and preparing the B side of the aeration basin to receive the rebuilt panels. The prep in the basin included a complete washing of the floor to expose the hardware, checking the air supply hoses, replacing cracked plastic flanges,

and repairing any studs. In one area a bracket had to be made to locate a stud where one was never installed due to the mud valves being in the way. Also, the old mud valve actuators were removed to prevent any of them from further deteriorating and falling in the basin damaging the rebuilt panels. The installation of the panels was accomplished with only the help of one contracted body versus the three previously hired.

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:

Industrial Connection Committee

September 21, 2023-M. Brennan (stipend), T. Shaia (stipend)

Budget and Finance Committee

October 9 2023-R. Frakes (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

1. Expenditures September 2023 were reviewed by the Budget Committee.
2. September 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:

VOTE: AYES: 3-Brennan, Frakes, Noble
 NOES: None
 ABSENT: 2-Callaghan, Shaia
 ABSTAIN: None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None

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

Will discuss further with full Board.

8) **NEW BUSINESS:**

**A) RESOLUTION 2023-07-REGULAR BOARD MEETING START TIME
(DISCUSSION AND ACTION)**

Resolution 2023-07 is needed to change the Regular Board Meeting start time from 1:00 PM to 1:30 PM.

MOTION: By Noble, seconded by Frakes, to adopt Resolution 2023-07 A Resolution of the Board of Directors of the Rodeo Sanitary District establishing A 1:30 PM start time for the regular monthly meeting of the Board of Directors. Motion passed by the following vote:

VOTE: AYES: 3-Brennan, Frakes, Noble
 NOES: None
 ABSENT: 2-Callaghan, Shaia
 ABSTAIN: None

B) RESOLUTION 2023-08-REIMBURSEMENT RESOLUTION (DISCUSSION AND ACTION)

Board Adoption of Resolution 2023-08 is needed to allow the District to be reimbursed for expense's related to the 2024 Priority Improvements Project to securing tax exempt financing.

MOTION: By Noble, seconded by Frakes to adopt Resolution 2023-08 A Resolution of the Board of Directors of the Rodeo Sanitary District Declaring Its Official Intent To Reimburse Itself With The Proceeds Of One Or More Tax-Exempt Financings For Certain Expenditures Undertaken Or To Be Undertaken By the District; Identifying Such Expenditures; and Providing Certain Other Matters In Connection Therewith.

VOTE: AYES: 3-Brennan, Frakes, Noble
 NOES: None
 ABSENT: 2-Callaghan, Shaia
 ABSTAIN: None

9) **PUBLIC HEARING-** None

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-** Nothing to report.

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

14) **ADJOURNMENT**

Meeting adjourned at 2:06 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday November 14, 2023, at 1:30 P.M. at John Swett Unified School District Board Room.



Maureen Brennan, Vice President
Rodeo Sanitary District

Countersigned:



Nancy Lefebvre, District Administrator
Rodeo Sanitary District