



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 1:30 p.m. on November 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 Callaghan called the meeting to order at 1:32 P.M.

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

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

Absent: None

Others Present- Resident Chuck Coleman
*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-** None

3) **CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER-**

Item 8A was taken out of order at this time in the meeting.

8) **A. RODEO SANITARY DISTRICT PRIVATE LATERAL SYSTEMS AND SEWER LATERAL GRANT PROGRAM (DISCUSSION)**

Board and staff engaged in a general discussion on developing a fair and equitable policy for private residents share of costs associated with private lateral systems.

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:

b)

SB 1383 Grants

The District applied and received a \$21,000 grant from CalRecycle in February 2022. These funds have been used to pay for mailers to RSD residents on proper disposal for Landfill, Recycling, and Organics Recycling. The District has about \$4,000 left from this grant. CalRecycle has initiated a second round of grant funding. RSD staff are working with a consultant, Cascadia Consulting, to prepare the grant application and to establish a Scope of Work for the new grant (initial task not to exceed \$7,500). This grant opportunity is for \$75,000.

District Personnel

Birthdays for October: Maureen Brennan, October 3rd, Jeff Greer, October 11th & Bennie Huie October 26th. -Happy Birthday!

Operations Manager Report

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

The operations department has filled the vacancy left by the permanent departure of Tim Gregor. The District has hired Bennie Huie. Bennie comes to us with just over 800 OIT hours from the Central Contra Costa Sanitation District (CCCSD AKA: Central San). He also performed a short mechanical internship there as well. We are excited to have Bennie on the team. OIT Joel Martin has passed his Grade II with the State Water Resources Control Board (SWRCB), Congratulations Joel! His application for his certificate has been submitted and we are awaiting the arrival of his certification.

The operations team performed more work orders this month than the previous as there was a focus on the chemical pumping and feed system for October. The Sodium Bisulfite (SBS) heating system was found to be working at about fifty percent and after uncovering the heating system a short in the electrical circuit was found which also contributed to what was soon to be a chemical feed pipe failure. The electrical short started to melt the pipe. The heat trace system on the piping was replaced, insulation re-wrapped, and piping fixed. From there the team moved into the chemical feed room and did some preventative maintenance on the chemical feed pumps and feed pump piping that is hooked directly to the pumps which also included fixing some small leaks that had occurred. Chemical feed work concluded with the SBS tank replacement which required a rental tank, plumbing, and electrical work. A crane was needed to complete the removal and replacement. Coordination was spot on in that the old tank was removed, and the new tank showed up within the next ten minutes. All the above work was sourced and installed by plant staff!

SCADA can now be accessed remotely! Our IT Guru, Sam (A&B Computers), found an easy way to set up SCADA to be accessed remotely while retaining firewall protection. At this moment GM Beall and I are the only two with access, but we are working on setting up remote access for the operators as well. The decision was made on AT&T First Net to proceed. This will provide the District with quality phone and internet service at a

reasonable price over a hardline option and provide resiliency in the event of a natural disaster. The board will be updated as progress is made with this switchover.

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-Secretary Richard Frakes informed the Board and staff that he will be resigning as of January 10th, 2024. He will be greatly missed.

4d) Board Members:

Budget and Finance Committee

November 13 2023-R. Frakes (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

1. Expenditures October 2023 were reviewed by the Budget Committee.
2. October 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:	5-Brennan, Frakes, Noble, Callaghan, Shaia
	NOES:	None
	ABSENT:	None
	ABSTAIN:	None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None

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

New Director provided her list of District goals and objectives. Will discuss further at a Special Board meeting in January, 2024.

8) NEW BUSINESS:

A) Item 8A was taken out of order earlier in the meeting.

**B) APPROVED MINUTES FOR REGULAR MEETING AUGUST 8, 2023
(DISCUSSION AND ACTION)**

MOTION: By Shaia, seconded by Brennan, to approve the August 8, 2023, Regular Board Meeting Minutes. Motion passed by the following vote:

VOTE: AYES: 5-Brennan, Frakes, Noble, Callaghan, Shaia
 NOES: None
 ABSENT: None
 ABSTAIN: None

C) APPROVE MINUTES FOR REGULAR BOARD MEETING SEPTEMBER 12, 2023(DISCUSSION AND ACTION)

MOTION: By Shaia, seconded by Brennan, to approve the September 12, 2023, Regular Board Meeting Minutes. Motion passed by the following vote:

VOTE: AYES: 5-Brennan, Frakes, Noble, Callaghan, Shaia
 NOES: None
 ABSENT: None
 ABSTAIN: None

D) APPROVE MINUTES FOR REGULAR BOARD MEETING OCTOBER 10, 2023(DISCUSSION AND ACTION)

MOTION: By Shaia, seconded by Brennan, to approve the October 10, 2023, Regular Board Meeting Minutes, as corrected. Motion passed by the following vote:

VOTE: AYES: 5-Brennan, Frakes, Noble, Callaghan, Shaia
 NOES: None
 ABSENT: None
 ABSTAIN: None

9) PUBLIC HEARING-

Public Hearing to consider adoption of Resolution 2023-09 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 2:45 p.m. The public hearing was closed at 2:46 p.m.

MOTION: By Noble, seconded by Frakes, to adopt Resolution 2023-09 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: 5-Brennan, Noble, Frakes, Callaghan, Shaia
NOES: None
ABSENT: None
ABSTAIN: 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 3:17 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday December 12, 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