



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 1:32 p.m. on December 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, 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- Juan Diaz, Mann, Urrutia, Nelson CPA's**
*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 8B was taken out of order at this time in the meeting.

8) **B. AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR FISCAL YEAR 2022-2023 (DISCUSSION & ACTION)**

Juan Diaz of Mann, Urrutia, Nelson CPA's provided a presentation on RSD's Fiscal Year 2022-203 financial audit. Juan provided an overview of the past five years' Statement of Activities. The Net Position hasn't had any large changes in the past couple of years. Operating expenses increased the past couple of years due to OPEB journal entries. An outline of the audit process was discussed as well. The Independent Auditor's Report issued the District an unmodified, or "clean, audit opinion"

which is the best opinion that the District can receive. No material weaknesses, compliance exceptions or significant deficiencies were found. Three new accounting standards were adopted this year with no impact to the District's net position.

MOTION: By Brennan, seconded by Frakes, to accept the Annual Financial Report with Independent Auditor's Report, including SAS 114 Letter and Management Letter for the Fiscal Year ended June 30, 2023, and Independent Auditor's Report, performed by Mann, Uruttia & Nelson CPA's. Motion passed by unanimous roll call vote.

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

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.
- New Secondary Clarifier Weirs, Scum Rings, and Scum Beaches, Mechanism re-coat.

The District has issued a Notice to Proceed to HydroScience on September 26th. A kickoff meeting was held on October 18, 2023. Staff drained and cleaned Clarifier B on October 17th and were able to take accurate measurements of the scum equipment and launders for the new equipment procurement. After lengthy discussions with the Engineering Team, the very long lead for the secondary clarifier equipment procurement, and the construction window closing at the end of October, the project will be slowed to allow for a traditional design/bid/build approach. The Team was contemplating a pre-purchase of the secondary clarifier equipment for delivery in late summer. This would have necessitated the perfect schedule of events with no delays...not something that naturally transpires. Delays are inevitable. The clarifiers are in good enough shape that delaying construction until summer 2025 will not be an issue. Another significant factor was the need to strip and re-coat the existing clarifier equipment. To ensure a very long equipment life, the Team has proposed an epoxy coating system that is very durable. This adds about one-month per secondary clarifier during construction. This could not be completed in the amount of time available in summer 2024. The Team will have a Technical Memorandum describing all of these details for the Board for the January 2024 Board Meeting. The TM will cover costs, schedule, coating system details, etc.

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 Recycled Water 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 November: Richard Frakes November 5th -Happy Birthday!

Operations Manager Report

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

The Sodium Bisulfite (SBS) tank project was wrapped up. Base adjustments and completed. The filling station was also finished which included supports, plumbing, strapping, and leak testing once we received our first delivery, which went great, no leaks! The remaining chemical from the rental tank was transferred over and the rental concluded. The last torquing sequence of the discharge coupling is done, and the onsite demo of the old tank is complete.

The following were some major maintenance and operations challenges the RSD team encountered this month:

- Chemical analyzer probe maintenance, fluid, and tip swapping.
- Chemical analyzer new display screen installations and calibrations.
- Heat exchanger rotation and cleaning.
- Replaced polymer mixing chamber and rebuilt the removed unit so it's ready to go into service next time around.
- Excessive filamentous growth called for chlorination of the Return Activated Sludge (RAS).

Collection System Operation and Maintenance:

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

4b) Counsel for the District: Counsel Martin de los Angeles-Counsel reported on new laws coming up in 2024. A memo with details on the new laws will be forwarded to staff to circulate.

4c) Secretary of the District-None

4d) Board Members:

Budget and Finance Committee

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

5) **CONSENT CALENDAR-**

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

1. Expenditures November 2023 were reviewed by the Budget Committee.
2. November 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: 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)-**

Discussion of District Goals and future Work Development.

8) **NEW BUSINESS:**

A) NOMINATION AND ELECTION OF OFFICERS FOR THE CALENDAR YEAR 2024 (ACTION)

With the upcoming departure of Secretary Richard Frakes, a new Secretary needs to be chosen. President Callaghan opened the floor for nominations for the 2024 Board of Directors Secretary.

MOTION: By Noble, seconded by Frakes, to adopt a motion confirming the appointment of Director Tara Shaia as Secretary of the Board of Directors for 2024.

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

Tara Shaia will also take Richard's place on the Budget and Finance Committee.
The following Committees will remain the same:
Administrative: Callaghan & Noble
Industrial Connections: Brennan & Shaia
Solid Waste: Noble & Callaghan

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

C) REPLACEMENT AERATION BASIN GATE OPENERS (DISCUSSION AND ACTION)

A Board decision was required to authorize the District Manager to purchase replacement Aeration Basin gate openers.

MOTION: By Noble, seconded by Brennan, to authorize the District Manager to purchase and install replacement Aeration Basin Gate Operators for an approximate installed cost not to exceed \$50,000. Motion passed by the following vote:

VOTE: AYES: 5-Brennan, Frakes, Noble, Callaghan, Shaia
 NOES: None
 ABSENT: None
 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 3:12 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday January 9, 2024, at 1:30 P.M. at John Swett Unified School District Board Room.



Tara Shaia, Secretary
Rodeo Sanitary District

Countersigned:



Nancy Lefebvre, District Administrator
Rodeo Sanitary District