



**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 January 9, 2024. 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 1:35 P.M.

**Directors Present:** Maureen Brennan, Janet Callaghan, Angela Noble arrived @ 1:51 p.m., Tara Shaia

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

**Absent:** Director Richard Frakes

**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-** None

**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:**

Construction began the week of December 18, 2023 on the 4<sup>th</sup> and Harris Improvements. The construction was expected to be completed prior to Christmas but the rain

and difficulty obtaining materials delayed construction. Construction should be completed this week. L.R. Paulsel has been doing the majority of the Construction Administration.

### **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, Mechanism re-coat.

HydroScience prepared a Technical Memorandum for the above project elements and was included in the Board packet. The TM covers costs, schedule, coating system details, etc. As the 2024 WPCP Priority Improvements Project has progressed and the construction costs have been developed, it is apparent that the costs for these essential projects might be more than the District can afford, at this time. The District is waiting for information from the CSDA Finance Corp on the funding options based on the current District financial project(s) implementation. Based on other elements present below regarding the RAS/WAS system, the project scope might need to be revised:

- Primary Clarifier and Headworks Modifications (presented in TM)
- RAS/WAS pumping and piping upgrade.
- New RAS/WAS Local Control Panel and SCADA Interface.

Based on essential needs for plant operation, the above three are critical. With a vulnerable bridge for the Primary Clarifier, which is a major structural element for the sludge collection mechanism, the bridge could fail during a seismic event. This could cause major damage to the sludge withdrawal mechanism. RAS and WAS are one of the most critical process elements for the facility. The secondary clarifiers are in a deteriorated state, but the sludge withdrawal mechanism is in good shape. The Launderers, Scum Rings, and Scum Beaches are in a severely corroded state. They likely have a few years or longer left. Staff was able to implement temporary “band-aides” in the event of a minor metal failure from corrosion. This is why staff recommends that the District proceed with the above projects. The above list would become the 2024 WPCP Priority Improvements Project and would be substantially less than the current \$1.9 million estimate in the TM for the project that includes the Secondary Clarifiers.

### **District Personnel**

Birthdays for December: Angela Noble December 5<sup>th</sup>. -Happy Birthday!

Anniversaries for December: Steve Beall, 21 years and Nancy Lefebvre, 13 years!

### **Operations Manager Report**

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

With the Sodium Bisulfite (SBS) tank project wrapped up, we have had a lingering issue with the tank’s temperature control board. A replacement was expedited to the District and installed. For a few weeks, the new board worked as it should. Near the end of the month, the new (second) control board started exhibiting the same issues as the one originally shipped with the tank. The manufacturer has been contacted. For now, the operations team continues to operate the heating system in a bypass/manual mode using a procedure created in-house.

With the success of our slide gates trial run last month, the District has proceeded with the purchase of the remaining slide gate actuators for the remaining locations around the aeration basin. Delivery of the new units is expected in the 1<sup>st</sup> quarter of 2024. The main Return Activated Sludge (RAS) pump began making horrible noises and was taken out of service and the redundant pump was put online. Upon investigation, this pump had previously been taken apart and unsatisfactory repairs were made to keep it going. These repairs have led to the pump being un-rebuildable and falling apart upon disassembly. A direct replacement for this unit has over a 50-week lead time and we have already begun looking for alternatives. The District has already embarked on specifying and renting a temporary pump to act as a backup unit while we prepare for a new replacement.

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

- Lubrication of the bar screen upper conveyor motor.
- Oil change on the gear reducer of the bar screen upper conveyor. This is a big job as the unit has a capacity of 5 gallons.
- Centrifuge back drive oil change.
- Belt check on Blower numbers and three
- Oil change on Blower numbers two and three
- Lubricate the motors on Blower numbers two and three

**Collection System Operation and Maintenance:** .

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

**4b) Counsel for the District: Counsel Martin de los Angeles-**

District Counsel Martin de los Angeles informed staff that his office is preparing an update on new laws for 2024.

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

**4d) Board Members:**

**Budget and Finance Committee**

January 8, 2024-T. Shaia (stipend), M. Brennan (stipend)

**5) CONSENT CALENDAR-**

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

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

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

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

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

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

Will be discussed at the January 23, 2024 Special Board Meeting.

8) **NEW BUSINESS:**

**A) RESOLUTION 2024-02 BOARD MEMBER COMPENSATION ADJUSTMENT (DISCUSSION AND ACTION)**

District Ordinance 2016-100 provides provisions to allow the District Board of Directors to implement a cost-of-living increase every January of the calendar year. The most recent index equates to a 2.5% change. The Ordinance states that the increase shall not exceed 5%.

MOTION: By Shaia, seconded by Brennan to adjust Board compensation with an approximate 2.5% increase. Regular meeting compensation increases from \$194.98 to \$199.00 and Special and Committee meetings increase from \$167.13 to \$170.00 per meeting. Motion passed by the following vote of the Board:

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

**B) RESOLUTION 2024-01 SUBMIT APPLICATION FOR CREDIT CARD LIMIT INCREASE (DISCUSSION AND ACTION)**

The District's current credit limit with Umpqua Bank is \$20,000. District staff would like to increase the limit to allow staff to pay for more items with the credit card. The District received 1% back for all purchases. The 1% back is without limit.

MOTION: By Noble, seconded by Brennan to adopt Resolution 2024-01 A Resolution Of The Board Of Directors Of The Rodeo Sanitary District Authorizing Agreement With Umpqua Bank To Participate In The CSDA Purchasing Card Program. Motion passed by the following vote of the Board:

VOTE: AYES: 4-Brennan, Callaghan, Noble, Shaia

- Rate Methodology: The Consultant should consider a rate methodology that is consistent with industry practice for sewer collection and treatment rates in the State of California.
- 5. Reserves: Consultant should be prepared to research, evaluate, and recommend whether the District's current reserve funding policy is adequate or should be revised.
- 6. Public Outreach: The draft recommendations from the consultant will be presented to various stakeholder groups for input prior to presentation to the Board of Directors. The consultant may be asked to participate in outreach meetings as needed. Consideration should be given to the presentation and rationalization of recommendations in terms the general public and interested stakeholders can relate to. Public outreach may be facilitated by teleconference, but Board meetings will be held in person.

The RFP was included in the board packet.

- 9) **PUBLIC HEARING-** None
- 10) **COMMUNICATION:** None
- 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 3:09 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday February 13, 2024 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