



**RODEO SANITARY DISTRICT
AGENDA
For
Regular Meeting
April 2024
Board of Directors Regular Meeting**

A Regular Meeting of the Governing Board will be held at 1:30 p.m. on the 9th day of April 2024. The location of the meeting is the **John Swett Unified School District Board Room, 400 Parker Avenue, Rodeo, California 94572.**

INFORMATION FOR THE PUBLIC

Anyone attending in person who wishes to address the Board of Directors should complete a speaker's card and submit it to the Board Secretary. In addressing the Board, speakers should step before the Board conference table and state their names and address for the record. The Board President may direct questions to any member of the audience as appropriate at any time during the meeting. Please be aware that the signing, registering, or completion of the speaker's card is voluntary and not required. Members of the public may also observe and comment upon the open session portions of the meeting electronically by using the following link:

<https://us02web.zoom.us/j/85452998526?pwd=d0tkVm5TTHNsYTRVeXhudHUrQ2hKZz09>

Meeting ID: 854 5299 8526 Password: 497512

One tap mobile 1-669 900 6833 US (San Jose)

In addition to providing comments "in real time" in person, on Zoom, or by telephone as discussed above, members of the public are welcome to submit comments via U.S. mail (to 800 San Pablo Ave, Rodeo Ca, 94572) or by e-mail by sending them to bealls@rodeosan.org. All comments so submitted that are received prior to 12:00 p.m. on the day of which the meeting is held will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during the public comments portion of the meeting.

All matters listed under the **CONSENT CALENDAR** are considered as being routine by the Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the motion to adopt.

ADDRESSING THE BOARD ON AN ITEM ON THE AGENDA

Persons wishing to speak of **PUBLIC HEARINGS** and **OTHER MATTERS** listed on the agenda will be heard when the President calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The President may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comments and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

ADDRESSING THE BOARD ON AN ITEM NOT ON THE AGENDA

In accordance with State law, the Board is prohibited from discussing items not calendared on the Agenda. You may only address the Board on an item not on the Agenda, and which are within their jurisdiction, under **PUBLIC COMMENTS**. The time allotted for this discussion shall be three (3) minutes, subject to reasonable modification by the Board President. Matters raised which are not on the Agenda may be referred to staff for action or calendared on a future Agenda.

AGENDA REPORTS

Supporting materials on Agenda items are available for public review at the office of Rodeo Sanitary District. Reports of information relating to Agenda items distributed within 72 hours of the meeting to a majority of the Board are also available for public inspection at the District Office. During the meeting, information and supporting materials are available in the meeting area within the Board Room upon request.

ACCESSIBILITY INFORMATION

Board meetings are accessible to people with disabilities in compliance with the Americans with Disabilities Act of 1990, and to others who need assistance. Upon request made sufficiently in advance, the District will provide special assistance for participation in this meeting, which may include closed captioning, automatic transcripts, relay service, sign language interpreters, or other alternative methods. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the District at (510) 799-2970.

The Agenda items to come before the Board, and brief description of each item, are as follows:

1. ROLL CALL

- a) Pledge of Allegiance

2. PUBLIC COMMENTS

3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

4. REPORTS

- a) District Engineer/Manager

- 1) Discuss current pertinent activities of the District's operation including Capital Improvements, construction, and other matters.

Staff Recommendation: Receive the Report

- b) Wastewater Operations Manager

- 1) Discuss current pertinent activities of the District's operation including treatment, collection, and other matters.

Staff Recommendation: Receive the Report

- c) Counsel for the District

- 1) Discuss current pertinent activities of the District.

Staff Recommendation: Receive the Report

- d) Secretary of the District

- e) Board Members

Board Member reports on recent meetings for which they will receive the stipend; and meetings or conferences for which the District paid their expenses.

Administrative Committee

April 2, 2024 – President Janet Callaghan (stipend), Director Angela Noble (stipend)

Budget and Finance Committee

April 8, 2024 – Vice President Maureen Brennan(stipend), Secretary Tara Shaia(stipend)

Staff Recommendation: Receive the Reports.

5. CONSENT CALENDAR

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

1. Recommend approval of expenditures for March 2024. Reviewed by Budget Committee.
2. Receive March 2024 Financial Statements. Reviewed by Budget Committee.

6. EMERGENCY SITUATIONS REQUIRING BOARD ACTION – None

7. OLD BUSINESS

A. District Goals and Future Work Development Discussion (Discussion)

The District Board and Administrative Staff will discuss current projects, District goals, future projects from all aspects of District Administration, Engineering, Capital Projects, Regulatory Development, and Prioritization.

Staff Recommendation: Receive the Report and Engage in General Discussion.

8. NEW BUSINESS

A. Primary Clarifier (Discussion and Action)

A Board decision is requested to award the construction contract for the 2024 Primary Clarifier Improvement Project to the low bidder from the public bid held on April 10, 2024, at 11:00 am. The Engineers' Opinion of Probable Cost is \$520,000.

District Managers Recommendation: Authorize the District Manager to issue a Notice of Award and to execute a contract with the lowest responsible, responsive bidder, after the 5-day bid protest period ends in the amount of the bid up to \$550,000 (Engineers' Opinion of Probable Cost + 5.8 percent).

B. 2024 Election for LAFCO Special District Seat (Discussion and Action)

The Local Agency Formation Commission (LAFCO) has requested the Rodeo Sanitary District assist in the election of the Special District Member vacancy on Contra Costa LAFCO..

Staff Recommendation (Motion Required): Come to a consensus on one candidate and direct the District Manager to submit the vote to LAFCO.

C. Sick Leave Policy 2040 Revisions (Discussion and Action)

District staff have amended the District Sick Leave Policy, 2040 based on current laws.

Administrative Committee's Recommendation (Motion Required): Approve Revisions to Sick Leave Policy 2040.

D. District Holidays Policy 2030 Revisions (Discussion and Action)

District staff have amended the District Holidays Policy, 2030 to be current with Employee Contracts.

Administrative Committee's Recommendation (Motion Required): Approve Revisions to District Holidays Policy 2030.

E. District Administrator Job Description Policy 2202 (Discussion and Action)

District staff have created the District Administrator Job Description under Policy 2202.

Administrative Committee's Recommendation (Motion Required): Approve new District Administrator Job Description under Policy 2202.

F. District Administrative Assistant Job Description Policy 2200 Revisions (Discussion and Action)

District staff have amended the District Administrative Assistant Job Description under Policy 2200 to be current with actual duties and responsibilities.

Administrative Committee's Recommendation (Motion Required): Approve revisions to Administrative Assistant Job Description under Policy 2200..

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**

13. **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

14. **ADJOURNMENT**