



**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 March 12, 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 1:31 P.M.

Directors Present: Maureen Brennan, Janet Callaghan, Tara Shaia, Robert Russey

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

Absent: Director Angela Noble

Others Present- Thomas Pavletic, Pavletic Consulting LLC
*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-

Items 8B& 8A were moved up at this time of the meeting.

8B) INTERVIEW CANDIDATE FOR THE VACANT BOARD OF DIRECTORS POSITION (DISCUSSION AND ACTION)

With the resignation of Director Richard Frakes, the Board must fill the vacancy. California Government Code Section 1780 allows for the filling of a vacancy by election or appointment, whichever procedure the remaining Board of Directors in their discretion choose. Because the election option is expensive and the District's past practice has been to follow the appointment option, it will take the necessary steps to appoint a new Director. Notice to the public of the vacancy was posted at the customary locations

and on the District Website. The appointed Director will serve for the remainder of the term in office, which will expire in December 2024, after the general election in November 2024. The Administrative Committee interviewed the potential candidate for the vacant Board of Directors position.

MOTION: By Callaghan, seconded by Shaia, to appoint Robert Russey as the new Director for the Rodeo Sanitary District.

President Janet Callaghan administered the Oath of Office to Robert Russey. Motion passed by the following vote of the Board:

VOTE:	AYES:	3-Brennan, Callaghan, Shaia
	NOES:	None
	ABSENT:	1- Noble
	ABSTAIN:	None

8(A) **WASTEWATER CAPACITY CHARGE DRAFT REPORT (DISCUSSION AND ACTION)**

In January 2024, RSD contracted with Pavletic Consulting LLC to evaluate Wastewater Capacity Charges (formerly connection fee) and recommend a revised schedule of Wastewater Capacity Charges. The District is seeking to update the Wastewater Capacity Charge (formerly connection fee) to pay for the Districts' facilities in existence at the time the charge is imposed or to pay for new facilities that will be constructed in the future are a benefit to the person or property being charged. Capacity charges may only be used for funding capital improvements; not operating expenditures. The most recent revision for Capacity related charges was done in 1996 via Ordinance 61. Thomas Pavletic presented the Draft Wastewater Capacity Charge Study. The Wastewater Capacity Charges developed in this study are appropriate and meet the regulatory requirements found in Government Code Section 66000 et sequential regarding the establishment of capacity charges. The study provided information on how the recommended new Wastewater Capacity Charge was derived. The proposed capacity charges will be approximately \$10,460 with an annual escalator based on the ENR20 -City average cost index. Ordinance 61 will be updated creating a new Ordinance and brought back to the Board for adoption.

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

Construction was completed the week of February 19, 2024. There were several small change orders issued that increased the project costs by \$8,020 or 5.8%. While the contractor was on site, they were able to implement the needed repairs to the Harris Ave Private Lateral Force Main System. The cost for the repair was \$26,800.

2024 Priority Improvements Project

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

- Primary Clarifier and Headworks Modifications
- RAS/WAS pumping and piping upgrade
- New RAS/WAS Local Control Panel and SCADA Interface.

The District is expecting the 100 percent design submittal (Bid Set) for the Primary Clarifier and Headworks Modifications late in the week on March 13, 2024. The District is putting together an aggressive schedule to bid the project on April 10 for immediate award. Staff will bring the project before the Board for formal approval at the April 9 Board Meeting.

RAS/WAS Pumping:

The new RSD pump is expected to be delivered the first or second week of April 2024. Staff have almost completed the removal of the old pump and base in preparation for the new pump installation. The new pump will require a new VFD due to the type of motor used.

District Personnel

Birthdays for February-Nasario, February 4th -Happy Birthday!

Anniversaries for January: Joel Martin, February 27th- 1 year!

Operations Manager Report

Date range February 1st, 2024, through February 29th, 2024

Operator Joel Martin is officially a Grade II Operator! OIT Benny Huie will be taking his Grade One exam in early March and should complete his state-required 1800 hours shortly after testing.

The Influent Pump Station (IPS) experienced an issue with the channel grinder. The coupling mechanism broke during the heavy rainstorms. Upon arrival at the pump station, a medium to large dish brush was lodged in the grinder unit which may have caused the already-worn coupling to completely break. A brand-new District stocked grinder will be installed in March once new couplings arrive, and replacement of worn-out parts on the existing unit will be considered after a thorough inspection.

The Websoft Maintenance Management System (MMS) had some big developments this month. A previous update from the COGZ system was not present which hindered the transport of historic files of previous work and the work order schedule (frequency and its attachment to the asset/equipment) to the MMS. After working in the Websoft office while having a conference call with COGZ, we were able to make this come together Websoft has been moving along and we hope to be able to start distributing work orders through his system before the end of March.

Collection System Operation and Maintenance:

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

4b) Counsel for the District: Counsel Martin de los Angeles- No report.

4c) Secretary of the District-No report.

4d) Board Members:

Budget and Finance Committee

March 11, 2024-T. Shaia (stipend), M. Brennan (stipend)

Administrative Committee

March 4, 2024-J. Callaghan (stipend), M. Brennan (stipend)

5) CONSENT CALENDAR-

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

1. Expenditures February 2024 were reviewed by the Budget Committee.
2. February 2024 Financial Statements reviewed by the Budget Committee.
- 3.

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

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

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None

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

The Board updated new Director Russey with the progress on the District's goals and future work development.

8) NEW BUSINESS: Items 8A & 8B were taken out of order earlier in the meeting.

9) PUBLIC HEARING-

Public Hearing to consider adoption of Resolution 2024-04 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 3:05 p.m. The public hearing was closed at 3:06 p.m.

MOTION: By Brennan, seconded by Russey, to adopt Resolution 2024-04 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: 4-Brennan, Callaghan, Shaia, Russey
NOES: None
ABSENT: 1-Noble
ABSTAIN: None

10) **COMMUNICATION:**

Relevant Communications to and from the District are included in the Board Packet.

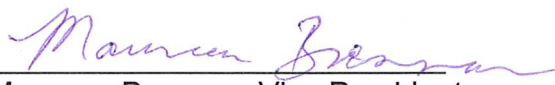
11) **CLOSED SESSION-** None

12) **REPORT OUT OF CLOSED SESSION-** Nothing to report.


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

14) **ADJOURNMENT**

The meeting adjourned at 3:33 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday March 27, 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