



RODEO SANITARY DISTRICT
AGENDA
For
Regular Meeting
June 2024
Board of Directors Special Meeting

A Regular Meeting of the Governing Board will be held at 1:30 p.m. on the 11th day of June 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/82461769944?pwd=sTIP8laUPbALqil83bVHk2adSyKAmq.1>

Meeting ID: 824 6176 9944
Password: 497512
One tap mobile
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 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 – None

Solid Waste Committee – None

Union Contract Negotiation Committee – None

Budget and Finance Committee

June 10, 2024 – Vice President Maureen Brennan(stipend), Secretary Tara Shaia(stipend)

CCCSDA Meeting – None

Staff Recommendation: Receive the Reports.

5. CONSENT CALENDAR

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

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

6. EMERGENCY SITUATIONS REQUIRING BOARD ACTION – None

7. OLD BUSINESS – None

8. NEW BUSINESS

- A. Resolution 2024-07 authorizing the execution and delivery by the District of an installment purchase contract, and authorizing and the execution of other necessary documents and related actions in connection with the acquisition and construction of wastewater system improvements (Discussion and Action)

The District Manager requests the authorization to execute an Installment Purchase Contract on behalf of the Rodeo Sanitary District to obtain \$1,850,000 to fund major capital projects.

Staff Recommendation (Motion Required): Adopt Resolution 2024-07.

- B. Resolution 2024-08 Election for November 5, 2024 (Discussion and Action)

Adopt resolution 2024-08 calling for the November 5, 2024 election, requesting consolidation of the election, and setting forth requirements for candidate statements; and directing the Secretary of the District to file the resolution with the County Elections Department and County Board of Supervisors.

Staff Recommendation (Motion Required): Adopt Resolution 2024-08.

- C. Approve and Adopt District Policy 3025 District Workplace Violence Prevention Plan (Discussion and Action)
SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan.

Staff Recommendation (Motion Required): Adopt Policy 3025

9. PUBLIC HEARING

- A. Public Hearing to consider establishing sewer rates and charges by the adoption of Ordinance 2024-100 of the Rodeo Sanitary District and thereby superseding Ordinance 2023-100, to consider the written report prepared concerning the collection of sewer rates and charges on the property tax roll by Resolutions 2024-05 and 2024-06, directing that the sewer service charges thus established be collected on the property tax roll, and receiving and considering protests to either or both.

RESIDENTIAL FLAT RATE

The District Board of Directors should implement a five-year rate plan for residential rates as follows:

Current Rate	Proposed 2024 – 2025 Rate	Proposed 2025 – 2026 Rate	Proposed 2026 – 2027 Rate	Proposed 2027 – 2028 Rate	Proposed 2028 – 2029 Rate
\$1,165.62	\$1,272.00	\$1,368.00	\$1,488.00	\$1,620.00	\$1,776.00

NON-RESIDENTIAL/COMMERCIAL RATES

The District Board of Directors should implement a five-year rate plan for non-residential rates as follow:

Category	Current Rate (per hcf)	Proposed FY 24-25 Rate (per hcf)	Proposed FY 25-26 Rate (per hcf)	Proposed FY 26-27 Rate (per hcf)	Proposed FY 27-28 Rate (per hcf)	Proposed FY 28-29 Rate (per hcf)
Group 1 - Churches	\$7.24	\$8.65	\$9.35	\$10.19	\$11.10	\$12.10
Group 1 – Schools/Day Care/Rec	\$7.70	\$8.65	\$9.35	\$10.19	\$11.10	\$12.10
Group 2 - Laundromat	\$9.34	\$11.47	\$12.38	\$13.50	\$14.71	\$16.04
Group 2 – Commercial Professional	\$10.44	\$11.47	\$12.38	\$13.50	\$14.71	\$16.04
Group 2 – Hospitals/Clinics	\$11.14	\$11.47	\$12.38	\$13.50	\$14.71	\$16.04
Group 2 – Bars w/o dining	\$11.24	\$11.47	\$12.38	\$13.50	\$14.71	\$16.04
Group 2 – Gas/Service/Wrecking	\$11.80	\$11.47	\$12.38	\$13.50	\$14.71	\$16.04
Group 3 – Commercial Laundries	\$19.57	\$21.88	\$23.63	\$25.76	\$28.08	\$30.60
Group 3 – Restaurants/Food Service	\$20.54	\$21.88	\$23.63	\$25.76	\$28.08	\$30.60
Group 3 – Food Markets w/Deli or bakery	\$20.54	\$21.88	\$23.63	\$25.76	\$28.08	\$30.60
Group 3 – Bakeries	\$20.54	\$21.88	\$23.63	\$25.76	\$28.08	\$30.60
Account per unit per month	n/a	\$44.40	\$48.00	\$51.60	\$56.40	\$62.40
Unit Costs						
Flow (per 1,000 gallons)	n/a	\$4.869	\$5.258	\$5.731	\$6.247	\$6.809
BOD (per 1,000 lbs.)	n/a	\$1.614	\$1.744	\$1.901	\$2.072	\$2.258
TSS (per 1,000 lbs.)	n/a	\$1.838	\$1.985	\$2.163	\$2.358	\$2.570
Account per unit per month	n/a	\$44.40	\$48.00	\$51.60	\$56.40	\$62.40

Please note that hcf stands for hundred cubic feet of water. The District will continue to use information supplied by the water supplier concerning non-residential annual water usage. For example, if a Laundromat (Group 2) discharges 250 units of water per year, then for the rate proposed to become effective on July 1, 2024, for FY 24-25, the annual bill would be: (\$11.47 per hcf) x (250 hcf per year) = \$2,867.50 plus (\$44.40 per month x 12 months) = \$532.80 for a total of \$3,400.30

Staff Recommendation (Motion Required): Conduct the Public Hearing and determine if there is a majority protest. If there is no Majority protest, proceed to items B, C, and D.

- B. Ordinance 2024-100 - Adoption Ordinance 2024-100 Establishing the sewer service charges to be billed by the Rodeo Sanitary District to all customers and superseding Ordinance No. 2023-100 (Discussion and Action)

Establish the sewer service charges as specified in Ordinance No. 2024-100

Staff Recommendation (Motion Required): Adopt Ordinance 2024-100 by a 4/5 vote of the Board.

- C. Resolution 2024-05 - Adoption of Final Engineer's Report and Sewer Service Rates; and Direct Collection of Certain Sewer Service Charges on the County Tax Roll (Discussion and Action)

Adopting Final Engineer's Report and Sewer Service Rates; and Direct Collection of Certain Sewer Service Charges on the County Tax Roll

Staff Recommendation (Motion Required): Adopt Resolution 2024-05.

- D. Resolution 2024-06 - Adoption of Rodeo Sanitary District Fiscal Year 2024-2025 Operations Budget and Authorizing Collection of Sewer Service Charges on the Tax Roll for the Fiscal Year 2024-2025 (Discussion and Action)

Formally adopt the operations budget and direct the Secretary of the District to file resolution with the Contra Costa County Auditor-Controller

Staff Recommendation (Motion Required): Adopt Resolution 2024-06.

10. PUBLIC HEARING

- A. Ordinance 2024-400, An Ordinance of the Board of Directors of the Rodeo Sanitary District Establishing Regulations Sewer Capacity charges.

Staff Recommendation (Motion Required): Adopt Ordinance 2024-400 Establishing Sewer Capacity charges.

11. COMMUNICATION

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

12. CLOSED SESSION

13. REPORT OUT OF CLOSED SESSION

14. SUGGESTIONS FOR FUTURE AGENDA ITEMS

15. ADJOURNMENT