



**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 April 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 1:33 P.M.

**Directors Present:** Maureen Brennan (arrived @ 1:37 p.m.), Janet Callaghan, Tara Shaia, Robert Russey, Angela Noble (arrived @ 1:39 p.m.)

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

**Absent:** Nancy Lefebvre, District Administrator

**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:**  
**Aeration Basin Rehabilitation Project:**

Updates on the Aeration Basin Rehabilitation Project:

- New Aeration Diffusers – **RSD staff to perform.** Basin B is complete.
- New RAS System Isolation Valves – Special Small Project will be performed when APB completes the 2023 Priority Improvements Project. **Anticipated Mid-April 2024.**

- New Flow Sensors for each Aeration Zone – **RSD staff to perform.** Met with instrument supplier on Sept 6, received proposal and cost information. Will likely order new parts before end of FY year for installation in summer.
- Rehabilitated Gate Operator Mechanisms – **RSD staff to perform.** Received delivery 15 gate operators. As of the writing of this report, eight have been installed. Waiting for new handrail parts to complete the other eight gates.
- New grating for east and west sides of basin – **RSD staff to perform.** Have not started yet.

#### **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 bid the 2024 Primary Clarifier Improvement Project on March 13, 2024. The project will bid on April 10, 2024. The project is up for consideration for an award at the April Board Meeting.

#### **RAS/WAS Pumping:**

District staff are waiting for the delivery of the new RAS pump and VFD. The pump pad is prepped. The last step is to construct a “template” in order to ruff in the piping changes.

#### **District Personnel**

Birthdays for March-Steve, March 31<sup>st</sup> -Happy Birthday!

#### **Operations Manager Report**

Date range March 1<sup>st</sup>, 2024, through March 31<sup>st</sup>, 2024

The Influent Pump Station (IPS) issue with the channel grinder was resolved by installing the backup unit that the District had in stock. The unit removed was torn down for inspection and parts were ordered and is undergoing repair currently.

The Websoft Maintenance Management System (MMS) continued to develop this month. Some Operations team members have already received training and are performing work orders under this system. Tablets arrived late in the month and will be set up in early April so that a bigger training can take place and the mobile aspect of the system can start to be utilized. So far, the feedback from the team has been great, and there has been lots of enthusiasm.

State Regional Water Quality Control Board surprise inspection also occurred. Our regional representatives conducted this inspection in which they reviewed plant and laboratory records, past violations, and what potentially caused them, then had both Steve and I fill them in on upcoming CIP projects and show them the MMS program. After the office session of the inspection, we toured the facility, talked about the process, how it works, where these CIP's were going on, and “putting a face to the CIP” if you will. We re-convened back to the office to conclude the inspection where we were informed there were no findings (this is always a great outcome!) but the state would like our contract lab to tighten things up when running tests for the District meaning fewer to no errors.

#### **Collection System Operation and Maintenance:**

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

**4b)** Counsel for the District: Counsel Martin de los Angeles-  
Counsel Martin explained state code authorizing District's to conduct on site inspection and maintenance of sanitary and waste disposal facilities.

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

**4d)** Board Members:

**Budget and Finance Committee**

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

**Administrative Committee**

April 2, 2024-J. Callaghan (stipend), M. Brennan (stipend)

**5) CONSENT CALENDAR-**

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

1. Expenditures March 2024 were reviewed by the Budget Committee.
2. March 2024 Financial Statements reviewed by the Budget Committee.

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

VOTE:	AYES:	5-Brennan, Callaghan, Shaia, Russey, Noble
	NOES:	None
	ABSENT:	None
	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 progress on the District's goals and future work develop



**8A) PRIMARY CLARIFIER (DISCUSSION AND ACTION)**

The funds for this project will originate in a loan of up to \$1.850 million. The District passed Resolution 2023-08 to allow for expenditures prior to securing financing. It is anticipated the loan will be secured by June or July 2024. The District has spent approximately \$200,000 towards projects identified in the 2024 WPCP Priority Improvements Project. The 2024 Primary Clarifier Improvement Project is one element of the 2024 WPCP Priority Improvements Project scope. A Board decision was requested to award the construction contract for the 2024 Primary Clarifier Improvement Project to the low bidder from the public bid to be held on April 10, 2024, at 11:00 am.

MOTION: By Shaia, seconded by Russey, to 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%). Motion passed by the following vote:

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

**8B) 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. The Board reviewed and considered the two candidates.

MOTION: By Brennan, seconded by Shaia, to approve casting a vote for Michael McGill and directed the ballot to be completed, signed, and returned to LAFCO no later than April 19, 2024. Motion passed by the following vote:

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

**8C) SICK LEAVE POLICY 2040 REVISIONS (DISCUSSION AND ACTION)**

District staff has amended the District Sick Leave Policy, 2040. Effective January 1, 2024, employers must increase the amount of sick leave provided to California employees from three days (24 hours) to five days (40 hours). This will impact any District employees that are part time or temporary. Additionally, since COVID-19 requirements of

Emergency Paid Sick Leave expired effective December 31, 2020, this portion of the District Sick Leave Policy can be deleted. The Policy revisions were reviewed by the Administrative Committee.

MOTION: By Russey, seconded by Brennan, to approve the revisions to the District's Sick Leave Policy with the added revision of section 2040.5 to be removed.

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

**8D) DISTRICT HOLIDAYS POLICY 2030 REVISIONS (DISCUSSION AND ACTION)**

District staff have amended the District Holidays Policy, 2030. District Holidays Policy 2030 needs to be updated to include additional information about Floating Holidays to be consistent with the Union MOU. The Policy revisions were reviewed by the Administrative Committee.

MOTION: By Brennan, seconded by Shaia, to approve the revisions to the District's Holiday Policy with the added deletion of Columbus Day and changing Washinton's Birthday to Presidents Day.

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

**8E) DISTRICT ADMINISTRATOR JOB DESCRIPTION POLICY 2202 (DISCUSSION AND ACTION)**

With the evolution of the administration of the District, the District Manager established the District Administrator position in 2018. When this was done, a formal job description was not created. RSD has utilized the policy manual as the location for all Job Descriptions. To protect the District from a critical loss of productivity, the District Administrator functions are being separated into Administrative and Financial. The District Administrator will retain all financial functions of the District including:

- Accounting including Financial Audits
- Commercial Billing
- CCCERA Administration
- Medical/HIPPA Administration
- Union Dues
- Floating Day Tracking

MOTION: By Brennan, seconded by Noble, to approve new District Administrator Job Description under Policy 2202.

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

**8F) DISTRICT ADMINISTRATIVE ASSISTANT JOB DESCRIPTION POLICY 2200**  
**REVISIONS (DISCUSSION AND ACTION)**

With the knowledge of the current District Administrator Lefebvre's retirement coming at the end of the current calendar year, it is essential to update the Administrative Assistant job description, hire the replacement person, and begin the extensive training needed to support the District in this transition. An update to District Policy 2200 Administrative Assistant Job Description is needed to reflect the actual job responsibilities. The existing job description 2200 Administrative Assistant in the policy manual is very generic and does not come close to the actual tasks needed. The Administrative Assistant function entails:

- Extensive Administrative Duties
- Extensive Human Resources Duties
- Secretary to the Board duties
- Tax Roll Administration
- Sewer Lateral Program Administration
- Solid Waste Program Administration

MOTION: By Brennan, seconded by Noble, to approve new District Administrative Assistant Job Description under Policy 2200 with the job description as is and an amendment to Education and Experience stated as: Equivalent to the completion of twelfth (12th) grade. Completion of administrative, office management or business course work is required. On the job experience may substitute for required education. Experience: Three (3) years of increasingly responsible administrative and/or secretarial experience

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

**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 3:23 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday May 14, 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