



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

A Regular Meeting of the Governing Board will be held at **1:30 p.m.** on the **13th day of August 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/89932433931?pwd=BQDZzQpP0nPpZkog2NniZ1JEiAM8fA.1>

Meeting ID: 899 3243 3931 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@rodeosand.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 – None

August 7, 2024 –President Janet Callaghan(stipend), Director Angela Noble(stipend)

Solid Waste Committee – None

Union Contract Negotiation Committee – None

Budget and Finance Committee

August 12, 2024 – Vice President Maureen Brennan(stipend), Secretary Tara Shaia(stipend)

CASA Annual Conference, Monterey

July 30, 2024, July 31, 2024, August 1, 2024 - 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 July 2024. Reviewed by Budget Committee.
2. Receive July 2024 Financial Statements. Reviewed by Budget Committee.
3. Adopt Minutes of February 13, 2024, Regular Meeting. Reviewed by Administrative Committee
4. Adopt Minutes of May 14, 2024, Regular Meeting. Reviewed by Administrative Committee
5. Adopt Minutes of June 11, 2024, Regular Meeting. Reviewed by Administrative Committee
6. Adopt Minutes of July 9, 2024, Regular Meeting. Reviewed by Administrative Committee

6. **EMERGENCY SITUATIONS REQUIRING BOARD ACTION – None**

7. **OLD BUSINESS - None**

8. **NEW BUSINESS**

- A. Resolution 2024-10 – Reimbursement for Capital Expenses and LAIF Transfer (Discussion and Action)
A resolution of the Rodeo Sanitary District authorizing the transfer of funds from the Local Agency Investment Fund to the General Fund to reimburse capital project expenses incurred from August 2023 through June 2024.

Staff Recommendation (Motion Required): Adopt Resolution 2024-10.

- B. Capital Vehicle Purchase - Tractor (Discussion and Action)
Board approval is required to complete the purchase of the Districts Tractor.

Staff Recommendation (Motion Required): Authorize the District Manager to purchase a used Case Backhoe Tractor with Bucket Accessories from Simpson Forklift/Equipment located in Modesto California for a cost of \$59,500 plus about \$5,850 in taxes, Delivery, and DMV fees.

- C. Contract with HydroScience Engineers for Design Services of the 2025 RAS & WAS System Improvements Project (Discussion and Action)
A Board decision is needed to award the design services contract for the 2025 RAS & WAS System Improvements Project.

District Managers Recommendation (Motion Required): Authorize the District Manager to contract with HydroScience for a cost not to exceed \$97,000 for the Design Services for the 2025 RAS & WAS System Improvements Project.

- D. District Credit Card Usage Policy 3145 Revisions (Discussion and Action)
District staff have amended the District Credit Card Usage Policy, 3145, to update credit card limits and to add the new Administrative Assistant.

Administrative Committee’s Recommendation (Motion Required): Approve Revisions to District Credit Card Usage Policy 3145.

- E. Accounting Functions During District Administrator’s Absence Policy 2227 Revisions (Discussion and Action)
District staff have amended the Accounting Functions During District Administrator’s Absence Policy, 2227, to add the new Administrative Assistant.

Administrative Committee’s Recommendation (Motion Required): Approve Revisions to Accounting Functions During District Administrator’s Absence Policy 2227.

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