



**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 November 12, 2024. Pursuant to the authorizations provided by Government Code section 54953€, this meeting was available telephonically, using the Zoom video conferencing system. Public members were provided with options to participate in the meeting as provided on the agenda.

1) **ROLL CALL**

President Callaghan called the meeting to order at 1:45 P.M.

**Directors Present:** Janet Callaghan, Tara Shaia, Maureen Brennan, Robert Russey (arrived at 1:45)

**Staff/Consultants Present:** Steve Beall (District Manager), Nancy Lefebvre (District Administrator), Nina Sayavong (Administrative Assistant) Jeffrey Greer (Operations Manager), Zachary Scalzo (District counsel)

**Absent:** Angela Noble

**Others Present:** None

\*via video-conference

a) **PLEDGE OF ALLEGIANCE TO THE FLAG-** District 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) **District Manager's Report:**

**Near-Term Capital Improvements**

**Aeration Basin Rehabilitation Project:**

The scope for the project includes:

- New Aeration Diffusers—RSD staff to perform. Basin B is complete. Panels for Basin A are being repaired. RSD has 4 on-site and will complete them prior to taking the basin out of service. The Basin A swap is delayed until Spring 2025. This will benefit RSD as the City of Lodi will be

able to provide RSD with several dozen surplus panels that RSD can scavenge parts from and work on panel rebuilds throughout the winter.

• New Flow Sensors for each Aeration Zone – **RSD staff to perform.** RSD staff met with the instrument supplier on August 28, 2024, to revisit the flow measurement instruments. The supplier will provide a revised quote. More to come.

• Rehabilitated Gate Operator Mechanisms – **RSD staff to perform. All but 1 gate completed.** Still need to modify one section of handrail and some Class III Water piping to be located on handrail post.

• New grating for east and west sides of basin – **RSD staff to perform.** RSD Staff have created the drawings to send to a grating vendor. More to come.

#### **RAS/WAS Pumping and Piping Upgrade:**

RSD Staff with contractor support completed RAS Pump 9. RSD has ordered and received two more pumps and support equipment for installation. As of the writing of this report, staff and contractor support have removed RAS/WAS Pump 8 and are preparing the location for the new pump and VFD. It is anticipated that RAS/WAS Pump 8 will be completed by the week of the Board Meeting. Once RAS/WAS pump 8 is operational, WAS Pump 7 will be completed.

#### **RAS and WAS System Improvements Project:**

The project kicked off on September 6, 2024. To date, HydroScience Engineers (HSE) has completed about 30 percent of the design.

One of the main project goals is to create a system with upgraded modern polymer feed, thickened sludge pump control, Rotary Drum Thickener control, and enhanced automation to operate the thickener up to 24 hours per day. This will allow RSD to enhance process control to reduce operating expenses.

#### **District Personnel**

Birthdays for October – Maureen, October 3 and Jeff, October 11 – Happy Birthday Maureen and Jeff!

#### **Operations Manager Report**

Date range October 1st, 2024, through October 31st, 2024

The primary clarifier is back up and running! The primary clarifier project reached a point in mid-October where the unit could be commissioned, and after a day of performance testing which included checking top and bottom clearances, and alarms the operations team started to fill the unit which ended the bypass. The District has notified our Regional Water Board case handler that the unit is back in service. This leaves the small punch list to be finished and the deck coating to be completed.

Below is a snapshot of some major maintenance the RSD team performed this month along with some other pertinent information about plant and plant projects:

- Air panel building on hold.
- Replacement of SC-200 Hach controller.
- Secondary clarifier B drive replacement scheduled.
- Seeking ATS quotes for plant generators.
- Dump truck brake governor and dryer replaced.
- Preparing backup class 3 pump for service

#### **Sanitary Sewer Overflows (SSO) and Sewer Service Calls (SSC) August 2024**

There were zero (0) sanitary sewer overflows (SSO)  
There were zero (0) Private Lateral Sewer Discharge (PLSD)  
There was zero (0) sanitary sewer call (SSC).

**4b)** Counsel for the District: Zachary Scalzo-No report.

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

**4d)** Board Members: No report.

**Budget and Finance Committee**

November 7, 2024 – Secretary Tara Shaia (stipend), Vice President Maureen Brennan (Stipend)

**Special District Leadership Academy Conference, Santa Rafael**

November 4, 2024, and November 5, 2024 – Vice President Maureen Brennan (stipend)

**Administrative Committee-** None

**5) CONSENT CALENDAR-**

**Staff Recommendation (Motion Required):** Approve October 2024 expenditures.

1. Recommend Board approval of the October 2024 expenditures is required.
2. Receive October 2024 Financial Statements. Reviewed by Budget Committee.

MOTION: By T. Shaia, second by R. Russey to approve the Consent Calendar. Motion passed by the following vote:

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

**6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION:** None

**7) OLD BUSINESS:** None

**8A) NEW BUSINESS**

**RESOLUTION 2024-12-REIMBURSEMENT FOR CAPITAL EXPENSES (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 July 2024 through October 2024.

MOTION: By R. Russey, seconded by T. Shaia to adopt Resolution 2024-12 -Reimbursement for Capital Expenses and LAIF Transfer.

Motion passed by the following vote:



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

**8B) ADOPTION OF AMENDMENTS TO CSDA BYLAWS(DISCUSSION AND ACTION)**

The California Special Districts Association(CSDA) is asking all member agencies to review the proposed amendments to the CSDA Bylaws and either reject or approve the changes.

MOTION: By M. Brennan, second by R. Russey, to approve The California Special Districts Association’s proposed amendments to the CSDA Bylaws.

Motion passed by the following vote:

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

**8C) APPROVE MINUTES FOR REGULAR BOARD MEETING OCTOBER 12, 2024 (DISCUSSION AND ACTION).**

MOTION: By R. Russey, seconded by T. Shaia, to approve the October 12, 2024, Regular Board Meeting Minutes. Motion passed by the following vote of the Board:

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

**9) PUBLIC HEARING-**

Public Hearing to consider adoption of Resolution 2024-13 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 the property.

President Callaghan opened the Public Hearing at 2:32 p.m. The public hearing was closed at 2:41 p.m.

MOTION: By T. Shaia, second by R. Russey Adopt Resolution 2024-13 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:

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

ABSTAIN: None

10) **COMMUNICATION: None**

11) **CLOSED SESSION-**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Govt. Code § 54957(b)(1)  
Title: District Manager

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

13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS-**

14) **ADJOURNMENT**

The meeting adjourned at 2:57 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, December 10, 2024, at 1:30 P.M. at John Swett Unified School District Board Room.

  
Maureen Brennan, Vice President,  
Rodeo Sanitary District

Countersigned:

  
Nina Sayavong, Administrative Assistant  
Rodeo Sanitary District