



**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 December 10, 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 with options to participate in the meeting as provided on the agenda.

1) ROLL CALL

President Callaghan called the meeting to order at 1:32 P.M.

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

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

Absent: None

Others Present: None

*via video-conference: Juan Diaz, Mann, Urrutia, Nelson CPA's

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

8A) NOMINATION AND ELECTION OF OFFICERS FOR THE CALENDAR YEAR 2025 (ACTION)

Janet Callaghan, Tara Shaia, and Robert Russey were reelected unopposed in the November 2024 Election. Nancy Lefebvre, District Administrator, administered the Oath of Office to incumbent Board Directors Janet Callaghan, Tara Shaia, and Robert Russey. The District Board discussed retaining the Board President, Vice President, and Secretary positions in 2024. As a result, no election for Board Officers is required at this time. No changes to Board Committees.

8B) AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR THE FISCAL YEAR 2023-2024 (DISCUSSION & ACTION)

Juan Diaz of Mann, Urrutia, and Nelson CPA's presented RSD's Fiscal Year 2023-2024 financial audit. Based upon the audit procedures performed, Mann, Urrutia, Nelson CPA's, and Associates, LLP have rendered their opinion that the District's financial statements present fairly the District's financial position on June 30, 2024. Mr. Diaz reviewed the audit process and gave an unmodified "clean" audit opinion, which is the highest level of assurance that an agency can receive. No significant deficiencies were identified during the internal audit, and there were no compliance exceptions. Mr. Diaz extended positive comments regarding working with District staff and responded to questions from the Board.

MOTION: By A. Noble, seconded by M. Brennan, to accept the Annual Financial Report with Independent Auditor's Report, for the Fiscal Year ended June 30, 2024, and Independent Auditor's Report, performed by Mann, Urrutia & Nelson CPA's, with minor adjustments to language.

Motion passed by unanimous roll call vote.

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

Near-Term Capital Improvements

RAS/WAS Pumping and Piping Upgrade:

RSD Staff, with contractor support, completed WAS/RAS Pump 7 and RAS Pump 8 and are now working on WAS Pump 9. RSD staff are learning a lot from this venture and hope to retain their skills and knowledge.

District Personnel

Birthdays for November – None

Anniversaries for November – None

Operations Manager Report

Date range November 1st, 2024, through November 30th, 2024.

A temporary plant shutdown was performed halting flow so an electrical shutdown could

occur on the motor control center (MCC) in the blower building. This was so the door could be repaired, causing one of the control buckets to come out when opening the door. This bucket was to feed the added VFD for the new RAS/WAS pump which wasn't VFD controlled previously. This was a necessary shutdown to prevent electrical injury. Due to the age of the MCC, the parts needed for the repair are obsolete, but the District has a partially abandoned MCC of the same make in the digester building that was used to obtain the parts. The partially abandoned MCC in the boiler became abandoned during the Bar screen project when a new MCC was installed to transfer some existing electrical loads and add some new ones.

Sanitary Sewer Overflows (SSO) and Sewer Service Calls (SSC) November 2024

There were zero (0) sanitary sewer overflows (SSO)

There were zero (0) Private Lateral Sewer Discharge (PLSD)

There was one (1) sanitary sewer call (SSC)

This call came from a resident on 7th Street claiming sewage was pouring out of a manhole in front of his house. While in-route respond, the on-call operator got another call stating that sewage was running into the resident's garage. Upon arrival, the on-call operator found the grading below and determined there was no sewage spill. The mainline above and below the homes tie-in point was checked and excellent flow was observed in the manholes. The resident was informed of our findings and advised to investigate his tie-ins for the French drain grate overflowing in his driveway.

4b) Counsel for the District: Nothing to report.

4c) Secretary of the District: Nothing to report.

4d) Board Members: Nothing to report.

Budget and Finance Committee:

December 09, 2024 - President J. Callaghan (stipend), Secretary T. Shaia (stipend)

5) CONSENT CALENDAR:

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

1. Approve the November 2024 expenditures.
2. Approve November 2024 Financial Statements.

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


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

- 6) **EMERGENCY SITUATIONS REQUIRING BOARD ACTION:** None
- 7) **OLD BUSINESS:** None
- 8A) Item 8A was taken out of order earlier in the meeting.
- 8B) Item 8B was taken out of order earlier in the meeting.
- 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**

The meeting adjourned at 3:12 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, January 14, 2025, 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