



**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 March 11, 2025. 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 1:30 P.M.

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

Staff/Consultants Present: Steve Beall (District Manager), Nina Sayavong (Administrative Assistant) Jeffrey Greer (Operations Manager), Christopher Diaz (District counsel)

Absent: Angela Noble

Others Present: None

*via video-conference: Nancy Lefebvre (District Administrator)

a) **PLEDGE OF ALLEGIANCE TO THE FLAG:** President Janet Callaghan 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:

Near-Term Capital Improvements

RAS/WAS Pumping and Piping Upgrade:

The last valve was delivered and installed to complete the piping system for WAS Pump 9. Mechanically, the system is complete. RSD is scheduling a time for Telstar to program the VFD for WAS Pump 9. We would like to couple more than one item with a visit as the programming will only take an hour or two and Telstar has blocks of 4-hour minimums. Currently, RAS/WAS Pump 7 is the lead pump for the Thickener feed. I must admit, this has

been one of the more satisfying projects that I was able to design, procure, and implement for the District!

RAS and WAS System Improvements Project:

The District has received the 100% design submittal for the RAS and WAS System Improvements Project. Unfortunately, other matters have occupied much of my time, and I have yet to review the plans and specifications. I anticipate my review to be completed by the end of the week of March 3, 2025. The schedule of activities is to have a pre-bid meeting on April 15, 2025, and bids due on April 24, 2025. Once bids are received, they will be evaluated. Staff will bring construction approval to the RSD board at the May 13, 2025, Board Meeting.

District Personnel

Birthdays for February – Nasario – 2/4 and Nina 2/11 – Happy Birthday!

Anniversaries for February – Joel Martin – 2/27 – Two year with RSD!

Operations Manager Report

Date range February 1st, 2025, through February 28th, 2025

Plant generator exercise training occurred this month. This training includes how to exercise the generator, which vitals to look for, the key components of the generator, and the common mishaps that occur during power failure, and how to determine if PG&E power is back on even when PG&E is unsure or has yet to notify you. After training was complete some photos taken were laminated and posted on or around the unit to serve as notes for the next possible outage or exercise event.

The RAS/WAS got its final check valve installed along with the pipe supports. The District awaits VFD programming before putting this part of the system online. The lighting in this room will also undergo replacement, and after receiving bids from 3 different contractors it has been awarded to the lowest bidder and installation is being coordinated.

Sanitary Sewer Overflows (SSO) and Sewer Service Calls (SSC) January 2025

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

There was one (1) sanitary sewer overflows (SSO)

The District broke our 26 month record of no SSO's in February 2025. An SSO on Vaqueros Ave. due to roots and F.O.G. was the cause of this obstruction. This mainline will be maintained on the High frequency list moving forward until the line can be replaced. Spill Event ID: 899999

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

4c) Counsel for the District: Nothing to report

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

4e) Board Members: Nothing to report.

Budget and Finance Committee:

March 10, 2025- Vice President M. Brennan (stipend), Secretary T. Shaia (stipend)

5) CONSENT CALENDAR:

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

1. Approve the February 2025 expenditures.
2. Board approval of the February 2025 financial statements is required.

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

VOTE:	AYES:	4-M. Brennan, R. Russey, J. Callaghan, T. Shaia
	NOES:	None
	ABSENT:	1-A. Noble
	ABSTAIN:	None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None

7) OLD BUSINESS: None

8) NEW BUSINESS:

- A. Approve Minutes for Regular Board Meeting February 11, 2025

Staff Recommendation (Motion Required): Approve Minutes

MOTION: By R. Russey, seconded by M. Brennan, to Approve Minutes for Regular Board Meeting February 11, 2025.

Motion passed by the following vote:

VOTE:	AYES:	4-M. Brennan, R. Russey, J. Callaghan, T. Shaia
	NOES:	None
	ABSENT:	1-A. Noble
	ABSTAIN:	None

9) PUBLIC HEARING:

Resolution 2025-03 of the Rodeo Sanitary District directing that the delinquent solid waste charges be collected on the Contra Costa County Tax Roll and a lien recorded against the property.

President Callaghan opened the Public Hearing at 2:24 p.m. The public hearing was closed at 2:31 p.m.

Staff Recommendation (Motion Required): Adopt Resolution 2025-03 Directing That the Unpaid Charges be Recorded as Proposed.

MOTION: By R. Russey, seconded by M. Brennan, to Adopt Resolution 2025-03 Directing That the Unpaid Charges be Recorded as Proposed.

Motion passed by the following vote:

VOTE:	AYES:	4-M. Brennan, R. Russey, J. Callaghan, T. Shaia
	NOES:	None
	ABSENT:	1-A. Noble
	ABSTAIN:	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.

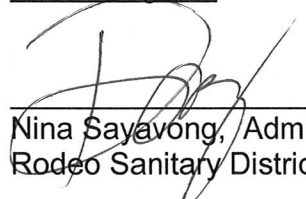
13) **SUGGESTIONS FOR FUTURE AGENDA ITEMS:** None

14) **ADJOURNMENT**

The meeting adjourned at 2:43 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, April 8, 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