



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 May 13, 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 1:33 P.M.

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

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

Absent: None

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

Aeration Basin Rehabilitation Project – No New Update

RAS/WAS Pumping and Piping Upgrade:

Mechanically, the system is complete. Telstar has completed the programming of the VFD for Pump 9. RSD has been operating on this pump since completed, and the pump and VFD are functioning as desired. This portion of the project is complete.

RAS and WAS System Improvements Project:

The District has advertised the project. The bid package is at the end of the Manager's Report. The schedule of activities is to have a pre-bid meeting on April 15, 2025, and bids due on April 24, 2025.

The District has received bids for this project and is under consideration for award at the May Board Meeting.

The Engineers Opinion of probable Construction Costs is \$865,000

Sodium Bisulfite Tank:

RSD replaced the Sodium Bisulfite (SBS) tank in October 2023. To make a very long, frustrating story short, the new 6th heater controller card never functioned when it was installed. RSD has discussed options with Snyder, and they are: replace the tank or install a new heater controller from a different manufacturer. RSD does have a 7th new card and will install the week of April 1, District Manager's Report, March 2025 2025. Snyder is seeking to replace the controller with a new manufacturer. RSD also learned that Snyder has dropped the existing controller manufacturer (Calorique) from their products.

Fortunately, we are heading into warmer, sunnier weather, and it's safer to operate with a day shift only heating system. This will allow RSD staff to monitor the controller to ensure it doesn't malfunction and overheat the tank.

District Personnel

Birthdays for March – Steve 3/31 – Happy Birthday!

Anniversaries for March – None

Birthdays for April – Matt 4/5 – Happy Birthday!

Anniversaries for April – None

Operations Manager Report

Date range March 1st, 2025, through March 31st, 2025.

Paul Espinosa started with the District and upon arrival his OIT certificate was in hand. The part-time Operator In Training program has been re-instated and an offer was made and accepted by an individual who has already passed their grade 1 operator certification exam and has roughly 700 hours. The recruitment effort to hire a certified graded operator has been slow, with very few applications, and the posting placed on multiple high traffic job search sites and an email blast to state graded operators who wish to be notified of openings.

Date range April 1st, 2025, through April 30th, 2025.

The District continues its graded Operator recruitment, expired listings have been renewed, and Applications will be accepted. OIT Edgar Ramirez will start with the District on 5/5/2025 to occupy the non-benefited part-time position. Nasario Martinez has passed his grade I CWEA collections Exam and awaits the hard copy of the certificate.

Micro one and two analyzers were due for overhauls. The Current Operations team has yet to perform major maintenance or overhauls on these units, so training was held, and each unit received a complete overhaul. During this exercise, the Analyzer room was organized, and the inventory was managed new parts are on order to replace those used during the rebuild.

The District participated for the first time in the John Muir Earth Day celebration held in Martinez. The District booth was big hit with poop emoji and grease scrapers that were handed out. Do not flush wipes visual displays were on hand to help those in attendance see how a wipe will not dissolve. There were a ton of solid waste related handouts as well to help educate residents on green waste, recycling, and other proper disposal. RSD has made an inquiry into how to become a sponsor for next year's event.

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

There was one (0) sanitary sewer overflows (SSO)

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

There was one (1) sanitary sewer call (SSC) this was on First Street, report of debris and sewage at the cleanout. No blockage in the main sewer line, courtesy clean performed, and the caller was advised of findings.

4c) Counsel for the District:

Counsel Diaz reviewed potential amendments to Senate Bill 707, which may modify the Ground Act and impose limitations on Board subcommittees. Updates and redlined revisions will be provided if the bill progresses.

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

4e) Board Members:

Board Member reports on recent meetings for which they will receive the stipend for meetings or conferences for which the District paid their expenses.

Administrative Committee:

March 19, 2025 – Director Robert Russey (Stipend),

April 22, 2025 – Director Robert Russey (Stipend), President Janet Callaghan (Stipend), May

12, 2025 – Director Robert Russey (Stipend), President Janet Callaghan (Stipend)

Budget and Finance Committee:

April 7, 2025 – Vice President Maureen Brennan (Stipend)

April 28, 2025 – Director Tara Shaia (Stipend), Vice President Maureen Brennan (Stipend)

May 12, 2025 – Director Tara Shaia (Stipend), Vice President Maureen Brennan (Stipend)

5) CONSENT CALENDAR:

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

1. Recommend approval of expenditures for March 2025. Reviewed by Budget Committee.
2. Receive March 2025 Financial Statements. Reviewed by Budget Committee.
3. Recommend approval of expenditures for April 2025. Reviewed by Budget Committee.
4. Receive April 2025 Financial Statements. Reviewed by Budget Committee.
5. Approve Meeting Minutes for Regular Meeting March 11, 2025. Reviewed by Administrative Committee.

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

VOTE:	AYES:	5-M. Brennan, R. Russey, J. Callaghan, T. Shaia, A. Noble
	NOES:	None
	ABSENT:	None
	ABSTAIN:	None

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

7) **OLD BUSINESS:** None

8) **NEW BUSINESS:**

- A. Approve Fiscal Year Draft 2025 - 2026 Operating Budget (Discussion and action)
The Board will consider approving the Fiscal Year Draft 2025 - 2026 Operating Budget. The Draft budget includes a proposed 8 percent increase in revenue as outlined in the 2024 Sewer Service Charges Study.

Staff Recommendation (Motion Required): Approve Fiscal Year Draft 2025 - 2026 Operating Budget and recommend for Adoption at the June 10, 2025, Public Hearing as recommended by the budget committee.

MOTION: By T. Shaia, seconded by A. Noble, Approve Fiscal Year Draft 2025 - 2026 Operating Budget and recommend for Adoption at the June 10, 2025, Public Hearing as recommended by the budget committee.

Motion passed by the following vote:

VOTE:	AYES:	5-M. Brennan, R. Russey, J. Callaghan, T. Shaia, A. Noble
	NOES:	None
	ABSENT:	None
	ABSTAIN:	None

- B. Fiscal Year 2025 – 2026 Capital Budget (Discussion and Action)
The Board of Directors will review and discuss the 2025 – 2026 Capital Budget.

Staff Recommendation (Motion Required): Approve Fiscal Year 2025 – 2026 Capital Budget as recommended by the Budget Committee.

MOTION: By A. Noble, seconded by T. Shaia, to Approve Fiscal Year Draft 2025 - 2026 Operating Budget and recommend for Adoption at the June 10, 2025, Public Hearing as recommended by the budget committee.

Motion passed by the following vote:

VOTE: AYES: 5-M. Brennan, R. Russey, J. Callaghan, T. Shaia, A. Noble
 NOES: None
 ABSENT: None
 ABSTAIN: None

C. Award of the Construction Contract for the 2025 RAS/WAS System Improvements Project (Discussion and Action)

A Board decision is requested to award the construction contract for the 2025 RAS/WAS System Improvements Project to Telstar Instruments, 4017 Vista Park Court, Sacramento, CA 95834. The total amount of the bid is \$896,496.

District Managers Recommendation: Authorize the District Manager to issue a Notice of Award and to execute a contract with Telstar Instruments in the amount of \$896,496.

MOTION: By A. Noble, seconded by M. Brennan, to Approve District Managers Recommendation: Authorize the District Manager to issue a Notice of Award and to execute a contract with Telstar Instruments in the amount of \$896,496.

Motion passed by the following vote:

VOTE: AYES: 5-M. Brennan, R. Russey, J. Callaghan, T. Shaia, A. Noble
 NOES: None
 ABSENT: None
 ABSTAIN: None

D. Rodeo Sanitary District Committees for the Calendar Year 2025 (Discussion and Action)

The Board of Directors may discuss the committees for the rest of the calendar year and appoint alternates.

Staff Recommendation: Appoint Alternates and/or Make Committee Changes

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 3:33 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, June 10, 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