



**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 August 12, 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 1:35 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 (Director)

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: No comments

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 and WAS System Improvements Project:

The District has issued the Notice to Proceed to Telstar on July 1, 2025. RSD Staff held the preconstruction meeting with Telstar and the Mechanical Subcontractor, Sonnikson on July 17, 2025.

On-site construction will commence in August 2025. The early construction elements will be the civil/site work and the platform extension.

The District Manager is acting as the Construction Manager with support from the Operations Manager for inspection and submittal review. Some complex submittals will need to be sent to HydroScience (HSE). It is anticipated that RSD will be able to review 80 percent of the project submittals. A few special inspections will require assistance from HSE (Structural and Electrical).

Clean Water State Revolving Fund Financing Application

Carollo Engineers held the Clean Water State Revolving Fund (CWSRF) kick off meeting on July 24, 2025. Carollo presented the new/current requirement for funding, discussed the Disadvantaged Community potential, and submitted a Request for Information to RSD. The Request for Information completed to date, a CWSRF Flags Check Sheet, and the meeting minutes are attached to the Manager's Report. Lots more to come from this process!

Operations Building Remodel

RSD sent out the attached Request for Proposals (RFP) at the end of June 2025. Staff sent to Architectural/Engineering firms based on recommendations and posted to the RFP Clearing House hosted by the CSDA. The plan was to have a pre-proposal meeting on July 23, 2025, at the RSD office to discuss the project. To the District's surprise, no one showed up. I had been nervous about preparing the RFP as it was way out of my expertise and comfort but I put the best RFP together I could. I did speak with one firm's owner (BurksToma), Karen Burks, and she indicated the RFP was a little confusing with respect to certain details/requirements, and the schedule was too aggressive. We wanted to have 90 percent of plans and specs by December 2025 for inclusion in the CWSRF application. The CWSRF application kick-off meeting was held on July 24, 2025. During basic project discussion, it was evident that the Operation Building Remodel did not meet specific criteria for CWSRF funding. As a stand-alone project, which it was to be, CWSRF may not want to fund it. CWSRF has limited funds and more projects than funds available. CWSRF is focusing on Nutrient reduction projects, violation abatement projects, operational enhancement to reduce risks for violation projects, recycled water projects, etc. As a result, staff discussed the option of expanding the Secondary Clarifier Project to include rehab items for the aeration basin, similar to what has been done to other process units and what is planned for the secondary clarifiers.

This includes but is not limited to:

- Electrical Rehab
- Replace old equipment – gates
- Drain valve rehab
- Nutrient removal upgrades
- Control/SCADA upgrades

Staff are working the HSE, the design engineer for the Secondary Clarifier Project, to add design services for the Aeration System Rehab. The design contract amendment is up for consideration at this month's Board Meeting.

District Personnel:

Birthdays for July – Paul – 7/27/25, Happy Birthday!

4b) Operations Manager Report

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

New bulk disinfection chemical pricing goes into effect this month for the 2025-2026 fiscal year. The District takes part in the Bay Area Chemical Consortium (BACC), which teams up with multiple agencies and uses a competitive bidding process early in the year for upcoming fiscal year to get the best chemical pricing for the participating agencies. Beyond the pricing aspect, minimum quantities and transportation are also improved for the end users. For the 2025-2026 fiscal year, RSD will see an increase in Sodium Bisulfite cost of \$0.06/Gal, going from \$3.21/Gal to \$3.27/Gal. A decrease in Sodium Bisulfite will be had at \$0.195/Gal, going from \$1.64/Gal to \$1.445/Gal. The air panels continue to work efficiently, and the operators are trying to manipulate them to find a balance of process control and chemical use. The new total inorganic nitrogen requirements have created a very narrow window of operation without mass chemical consumption or possible violation. More to come as operations work to learn/Balance this process. A clinic was held at the rotary drum thickener on how to service the drive assembly. This unit is chain-driven with two big sprockets, and during the chain tensioning process, the chain must be cleaned and lubricated, the electric motor greased, and the gearbox drained and filled. Also covered is how to diagnose when the chain needs tensioning, should it become loose between service intervals.

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

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

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

There were zero (0) sanitary sewer calls (SSC)

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

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.

Budget and Finance Committee:

August 11, 2025 – Director Tara Shaia (Stipend), Director Robert Russey (Stipend)

5) **CONSENT CALENDAR:**

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

1. Recommend approval of expenditures for July 2025. Reviewed by Budget Committee.
2. Receive July 2025 Financial Statements. Reviewed by Budget Committee.

MOTION: By R. Russey, seconded by M. Brennan, 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:**

8A) **HydroScience Engineers Contract Amended for Design Services**
(Discussion and Action)

A design services contract amendment for HydroScience Engineers is needed to add the Aeration Basin Rehabilitation Elements to the 2025 Secondary Clarifier Improvements Project.

MOTION: By T. Shaia, seconded by R. Russey, Authorize the District Manager to amend the contract with HydroScience Engineers for a cost not to exceed \$98,956 to add Aeration Basin Rehabilitation Elements to the 2025 Secondary Clarifier Improvements Project. 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

8B) **District Participation In The Local Agency Investment Fund (LAIF)**
(Discussion and Action)

Staff is requesting that the Board adopt Resolution 2025-07 to update the Delegation of Authority to participate in the LAIF program.

MOTION: By T. Shaia, seconded by R. Russey, Adopt Resolution 2025-07 updating the Delegation of Authority to participate in the LAIF program. 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:**

9A) **Resolution 2025-09 establishing fees related to credit card and electronic payment processing.**

President Callaghan opened the public hearing at 2:31 p.m. The District received no written protests by mail or email. No customers were present. President Callaghan closed the public hearing at 2:32 p.m.

MOTION: By R. Russey, seconded by T. Shaia, Adopt Resolution 2025-09 establishing fees related to credit card and electronic payment processing. Motion passed by the following vote of the Board:

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

9B) **Resolution 2025-08 of the Rodeo Sanitary District directing that the Delinquent sewer service charges be collected on the Contra Costa County Tax Roll, and a lien recorded against the property.**

President Callaghan opened the public hearing at 2:38 p.m. The District received no written protests by mail or email. No customers were present. President Callaghan closed the public hearing at 2:39 p.m.

MOTION: By R. Russey, seconded by T. Shaia, Resolution 2025-08 of the Rodeo Sanitary District directing that the Delinquent sewer service charges be collected on the Contra Costa County Tax Roll, and a lien be recorded against the property.

Motion passed by the following vote of the Board:

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

10) **COMMUNICATION:**

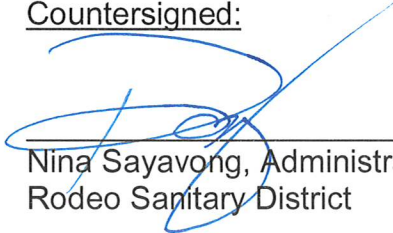
Relevant Communications to and from the District are included in the Board Packet.

- 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 2:57 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, September 09, 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