



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 September 9, 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 1:31 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: Nancy Lefebvre (District Administrator)

Others Present: None

*via video-conference:

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

Clean Water State Revolving Fund Financing Application

Staff continue to provide information to Carollo Engineers for the CWSRF Applications. Both HydroScience and Advanced Hydro Engineering will be consulted to help develop the project descriptions. Both were used to develop the Engineer's Opinion of Probable

Cost (associated with construction prior to the final funding agreement), Authorizing Resolution (authorizes District Manager to execute the funding agreements on behalf of RSD), and Pledge of Revenues and Funds Resolution (commits RSD to using sewer service fees to cover the debt service of the new CWSRF loans).

Studies and Grants

Senate Bill 1 Sea Level Rise Adaptation Planning Grant Program –

Rodeo Sanitary District (RSD) must prepare a Sea Level Rise Adaptation Plan, in part, to comply with NPDES permit requirements, but also to protect the District's vital infrastructure. Carollo Engineers (Carollo) has been assisting the District with efforts to discern the best path forward for our planning efforts. Carollo has submitted the full application/proposal to the Ocean Protection Council, on RSD's behalf, for review at the Ocean Protection Council's July Board Meeting. RSD received a response from the Ocean Protection Council and needed to submit responses to follow-up questions.

District Personnel:

Birthdays for August – Joel – 8/3, Tara – 8/26, Nancy – 8/31/25, Happy Birthday!

b) Operations Manager Report

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

Inspection of the District outfall and cathodic protection occurred this month. This required sending a boat with a diver to the outfall location in San Pablo Bay and using electrical equipment to check the cathodic protection, which helps fight corrosion. The Centrifuge structure is set to be recovered before wet weather begins. Before the boom lift could be rented, so this can begin along with other high-up work, repair was needed on the Centrifuge structure to replace rusted and broken support rods. The operations team was able to source thicker tent poles and roll bar couplings to repair the existing structure, extending its useful life.

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

There were zero (0) **Sanitary Sewer Overflows (SSO)**

There was one (1) **Private Lateral Sewer Discharge (PLSD)**. A resident on Garretson reported that their neighbor has raw sewage and debris coming out of their cleanout. This call came in during normal business hours, and the operations team was on-site to investigate within minutes. The District mainline was cleaned and found free of obstruction, meaning this was a private lateral issue. The District worked with the reporting resident to report this issue to the county health department who has jurisdiction over private lateral spills caused by negligent residents.

c) Counsel for the District

Counsel Christopher Diaz provided an update. SB 707, known informally as the "Big Brown Act," has been significantly amended and is now less concerning, though both the League of California Cities and the Special Districts Association continue to oppose it. Key provisions now center on extended teleconferencing allowances and translation service requirements based on agency and county size, which likely apply to the district.

Counsel will continue monitoring developments and share updates as they become available.

d) Secretary of the District

Tara Shaia attended the CSDA Annual Conference and highlighted key insights, notably a proposed collaboration by Kelly Ferguson of Opterra. The initiative may involve RSD, East Bay Regional Park, Shanelle Preston, and the Delta Diablo Sanitation District Chair.

e) Board Members

Budget and Finance Committee

September 8, 2025 – Director Tara Shaia (Stipend), Director Robert Russey (Stipend)

CSDA Annual Conference

August 25, 2025 – President Janet Callaghan (Stipend), Secretary Tara Shaia (Stipend), Director Angela Noble (Stipend)

August 26, 2025 – President Janet Callaghan (Stipend), Secretary Tara Shaia (Stipend), Director Angela Noble (Stipend)

August 27, 2025 – President Janet Callaghan (Stipend), Secretary Tara Shaia (Stipend), Director Angela Noble (Stipend)

August 28, 2025 – President Janet Callaghan (Stipend), Secretary Tara Shaia (Stipend), Director Angela Noble (Stipend)

5) CONSENT CALENDAR:

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

1. Recommend approval of expenditures for Aug-25. Reviewed by Budget Committee.
2. Receive Aug-25 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: 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:

8A) Waiver of CCCERA 180-Day Sit-Out Period and Temporary Hire of District Retiree (Discussion and Action)

A Board decision is needed to waive the CCCERA 180-day sit-out period to temporarily rehire retired District Administrator Nancy Lefebvre.

The District Manager recommends:

- Waving the CCCERA 180-day sit-out period
- Find that appointing Nancy Lefebvre is necessary to fill a critically needed position, and
- Approve and Authorize the hiring of District Retiree, Nancy Lefebvre, retroactive to January 2, 2025.

MOTION: By M. Brennan, seconded by A. Noble, Waving the CCCERA 180-day sit-out period • Find that appointing Nancy Lefebvre is necessary to fill a critically needed position, and • Approve and Authorize the hiring of District Retiree, Nancy Lefebvre retroactive to January 2, 2025. Motion passed by the following vote:

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

8B) As Needed Services Contract Amendment with Carollo to Add Nutrient Elements to the 2025 Secondary Clarifier and Aeration Basin Improvements Project (Discussion and Action)

A Board decision is needed to implement an as-needed services contract amendment to Carollo Engineers to add nutrient reduction and control elements to the 2025 Secondary Clarifier and Aeration Basin Improvements Project.

District Manager's Recommendation:

Authorize the District Manager to amend the as-needed services contract with Carollo Engineers (Carollo) for a cost not to exceed \$83,864 to add nutrient reduction and control elements to the 2025 Secondary Clarifier and Aeration Basin Improvements Project.

MOTION: By A. Noble, seconded by M. Brenna, Authorize the District Manager to amend the as-needed services contract with Carollo Engineers (Carollo) for a cost not to exceed \$83,864 to add nutrient reduction and control elements to the 2025 Secondary Clarifier and Aeration Basin Improvements Project. 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


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 3:20 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, October 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