



**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 June 10, 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, 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: Nikki Ardalan (Cascadia Consulting Group Inc.)

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:
Item 8A was moved up at this time of the meeting.

8A) SB1383 Local Assistance Grant Program Presentation by Cascadia (Discussion)

Cascadia Consulting updated the RSD Board of Directors on the CalRecycle-funded project focused on SB 1383 Organics Gap Analysis, Education, and Outreach. Presenter Nikki Ardalan highlighted their efforts to ensure compliance with California's organic waste mandate through site assessments, training sessions, and coordinated service implementation with Republic Services. • On-site technical assistance • Assess containers, visual audits, talk to staff, provide posters, offer training, provide follow-up emails/phone calls to go over • Provide indoor collection bins • Work with Republic Services to make service changes. Rodeo is fully compliant with three-stream (all businesses have required services) • Cascadia conducted 38 site visits • Placed 61 phone calls and emails • Provided indoor collection bins to 3 restaurants and 2 schools.

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:

The scope for the project includes:

- New Aeration Diffusers – RSD staff to perform. Basin B is complete. Panels for Basin A are being repaired. RSD has 13 on-site and will complete prior to taking basin out of service. Basin A swap is planned for the week of June 16, 2025. We anticipate the Basin A swap will take two or three days to complete.
- New Flow Sensors for each Aeration Zone – RSD staff to perform. RSD staff met with the instrument supplier on August 28, 2024, to revisit the flow measurement instruments. The supplier will provide a revised quote. More to come.
- Rehabilitated Gate Operator Mechanisms – RSD staff to perform. All but 1 gate completed. Still need to modify one section of handrail and some Class III Water piping to relocated on handrail post.
- New grating for east and west sides of basin – RSD staff to perform. RSD Staff have created the drawings to send to a grating vendor. More to come.

RAS and WAS System Improvements Project:

The District has issued the Notice of Award to Telstar. The Contracts and bonds are all in place. RSD is waiting for a Safety Plan, Preliminary Schedule, and List of Submittals. RSD is working with Telstar on the date of the Notice of Award. It is anticipated that the Notice of Award will be issued the week of the Board Meeting.

Solar Photo Voltaic and Battery Evaluation:

Staff have reviewed the feasibility study performed by ARC. The study is attached to the Managers Report with an email discussion between the District Manager and the staff member from ARC. Unfortunately, the "numbers" are not the best. This is due to the expense of a carport type of PV System to cover the drying beds. RSD would need to retain the use of the drying beds unless RSD installed a redundant anaerobic solids dewatering device. The drying beds are used for anaerobic solids dewatering if the centrifuge were to have a mid to long term failure. This occurs about once per year. A redundant device would allow for a ground mount PV system over the drying beds, which then would be obsolete. If we were able to secure a joint project on the EB Parks District land, then perhaps the "numbers" look better. Unfortunately, RSD has been down this path with EB Parks, and they have no interest in a project. It is recommended to have ARC present their findings to the RSD Board as they are far more familiar with the fine details than I am. I won't be able to really answer any questions at the Board Meeting other than what is contained in their analysis, at best.

4b) Operations Manager Report

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

The District continues its graded Operator recruitment and will have its first round of interviews in early June. The camaraderie and help amongst this team are astounding, and it also shows in their performance of plant tasks and duties. You are seen and it's appreciated!

This month, there was a big in-house Capital Improvement Project (CIP) for the operations team. The grit separation process needed rehabilitation due to the wear bars being worn out. This required the centrifuge structure to be uncovered, a crane rental and the grit screw to be hoisted out so the wear bars and any hopper repairs could be made by a certified welder/ fabricator. The disassembly also required electrical disconnection, and wooden cribbing/support work to keep the discharge chute and discharge pipe supported while the grit hopper was moved around and manipulated for repairs. During the disassembly, it was found that all four fixed wiper units needed to be replaced/fabricated (see the blue triangle pieces in the photos). After repairs were made the operations team performed the leak down test which showed a few leaks that were fixed by the fabricator and then recommission began which included bringing the crane back out, installation of the screw assembly, wipers, clearance of the wipers, electrical, and plumbing hookups with the structural reattachments. This was a full-on construction CIP that took about two weeks of District staff time on and off.

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.

Administrative Committee:

May 27, 2025 – Director Robert Russey (Stipend), President Janet Callaghan (Stipend)

Budget and Finance Committee:

June 9, 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 May 2025. Reviewed by Budget Committee.
2. Receive May 2025 Financial Statements. Reviewed by Budget Committee.
3. Approve Meeting Minutes for Regular Meeting May 13, 2025. Reviewed by Administrative Committee.

MOTION: By R. Russey, seconded by A. Noble, 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) Item 8A was taken out of order earlier in the meeting.

8B) **RESOLUTION 2025-05 INCREASE SEWER CAPACITY CHARGE IN ALLOWANCE WITH ORDINANCE 2024-400**

Ordinance 2024-400 was set up to allow for annual adjustments to keep up with inflation. This is why the basis for the increase is the Engineering News Record 20-City Construction Cost Index. This index tracks construction costs. Revenue generated from the Sewer Capacity Charge would be used to implement construction projects.

District Manager's Recommendation:

Increase the Sewer Capacity Charge by \$236.40 based on the Engineering News Record 20-City

MOTION: By R. Russey, seconded by A. Noble, to increase the Sewer Capacity Charge by \$236.40 based on the Engineering News Record 20-City Construction Cost Index.
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

8C) RSD RESERVE POLICY DISCUSSION

The RSD Board and staff will discuss the District Reserve Policy limits.

District Manager's Recommendation:

Based on a low-detail general review, RSD's reserves are adequately proportioned to RSD. It is the recommendation of the District Manager to keep RSDs Operations Reserve at 50 percent of the operations budget, the Capital Reserve at \$2.00 million, and the Restricted Debt Service Reserve at one year's debt service for all existing loans. After discussion, the Board agreed with the District Manager's recommendation to keep the existing Reserve Policy as is.

9) PUBLIC HEARING:

RESOLUTION 2025-04 ADOPTION OF RODEO SANITARY DISTRICT FISCAL YEAR 2025-2026 OPERATIONS BUDGET AND AUTHORIZING COLLECTION OF SEWER SERVICE CHARGES ON THE TAX ROLL FOR THE FISCAL YEAR 2025-2026

Notification for the public hearing has been advertised in the West County Times. It has been posted in accordance with the necessary procedures.

President Callaghan opened the public hearing at 2:45 p.m. The District received no written protests by mail or email. No customers were present. President Callaghan closed the public hearing at 2:53 p.m.

MOTION: By A. Noble, seconded by M. Brennan, to Adopt Resolution 2025-04 Approving and Adopting the Rodeo Sanitary District Fiscal Year 2025-2026 Operating Budget and directing the District Secretary to file with the Contra Costa County Auditor Controller, Form A authorizing collection of sewer service charges on the tax roll for the fiscal year 2025-2026. Motion passed by the following vote of the Board:

VOTE:	AYES:	5-M. Brennan, R. Russey, J. Callaghan, T. Shaia, A. Noble
	NOES:	None
	ABSENT:	None
	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 3:01 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, July 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