



**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 December 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**

2)

President Callaghan called the meeting to order at 1:30 P.M.

Directors Present: Janet Callaghan, R. Russey, Tara Shaia

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

Absent: Maureen Brennan (Director), Angela Noble (Director)

Others Present: None

*via video-conference: Brad Bartells, Mann, Urrutia, Nelson CPA's,
Jeff Lewandowski, Advanced Hydro Engineering

a) **PLEDGE OF ALLEGIANCE TO THE FLAG:** President Janet Callaghan led the pledge of allegiance.

3) **PUBLIC COMMENTS-Communication from the public on subjects not on the agenda:** None

3) **CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:** Items 8B and 8C were moved up at this time of the meeting.

8B) **Auditor's Report And Financial Statements For Fiscal Year 2024–2025**

(Discussion and Action) Brad Bartells of Mann, Urrutia, Nelson CPA's will present the Draft Annual Financial Statements and Independent Auditor's Report for the year ended June 30, 2025.

Brad Bartells presented the audit results for the June 30 year-end financials. The audit, conducted under GAAP and governmental auditing standards, showed a five-year decline in operating revenues and expenses with stable net position changes. No material misstatements or compliance issues were identified. Testing covered assets, liabilities, revenues, expenses, and key estimates. The auditors issued a clean, unmodified opinion for both the financial statements and the Yellow Book report. One

adjustment was made to update pension liability and asset figures. The audit process was smooth, with no difficulties or uncorrected misstatements.

MOTION: By R. Russey, seconded by T. Shaia, to accept the Annual Financial Report with Independent Auditor's Report, for the Fiscal Year ended June 30, 2025, and Independent Auditor's Report, performed by Mann, Urrutia & Nelson CPA.

Motion passed by the following vote.

VOTE:	AYES:	3-Russey, Callaghan, Shaia
	NOES:	None
	ABSENT:	2-M. Brennan, A. Noble
	ABSTAIN:	None

8C) PROJECT DESIGN UPDATE FOR THE 2025 PRIORITY IMPROVEMENT PROJECT SEWERS.

Jeff Lewandowski presented the District's 2025 Priority Improvements Project, outlining three high-risk sewer sites proposed for SRF funding based on the long-term master plan and remaining segments with elevated risk, including sewers beneath buildings and areas with easement issues; environmental impacts are expected to be minimal and qualify for a Notice of Exemption, and the work includes relocating a sewer from under two buildings (Site 1), redirecting flows to an existing 10-inch line and resolving a past permitting gap on County property (Site 2), and abandoning a shallow 6-inch sewer, installing a new main on Vaqueros Avenue, and shortening long laterals to reduce overflow risk (Site 3), with all three projects focused on risk reduction and decreasing inflow and infiltration to improve downstream performance.

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

Secondary Clarifier and Aeration Basin Rehabilitation Projects:

The scope for the project includes:

RSD staff have completed installation of new aeration diffusers as part of the Secondary Clarifier and Aeration Basin Rehabilitation Projects, with Basin B finished earlier and Basin A now fully operational; after just over a week of operation, the new diffuser panels are maintaining adequate dissolved oxygen at significantly lower blower speeds—approximately 2,000–2,500 RPM compared to the previous 3,200–4,000 RPM—indicating improved efficiency. Staff will review PG&E records to quantify energy savings, though initial observations suggest power usage for the aeration system has been reduced by about 50%.

HydroScience Engineers (HSE) has submitted the 30% design drawings and Technical Memorandum, and following a review meeting on November 5, 2025, HSE is progressing toward the 90% design submittal due December 16, 2025, which is required for inclusion in the CWSRF application.

Clean Water State Revolving Fund Financing Application –

Staff continue to provide information to Carollo Engineers for the CWSRF Applications. RSDs District Manager utilized previous project estimates from HydroScience, Carollo, and Advanced Hydro engineering to develop the preliminary costs presented below. One of the biggest challenges is trying to put a cost element to predict how costs may change over a year or so. Formal 90% Engineers' Opinion of Probable Costs will be received mid-December 2025.

District Personnel

Birthdays for November – None

Anniversaries for November – None

Operations Manager Report

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

The operations team continued with Sodium Bisulfite tank work. The pipe support pad behind the tank was poured and finished with the form work demolished and the pad backfilled around the edges. The current tank controller had troubleshooting performed per manufacturing guidelines which further proved District facilities are not the continuous cause of the circuit board failure that has continued to plague operations since the tank installation. A temporary timer control box has been put into place that cycles the controller on and off multiple times per hour allowing the tank to build heat while keeping it safe. There is dual protection on this timer in the way of a circuit breaker and GFCI which the GFCI will sense the differential down to the Milli-amp versus AMP.

Sanitary Sewer Overflows (SSO) and Sewer Service Calls (SSC) November 2024

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

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

There was one (0) sanitary sewer call (SSC)

4b) Counsel for the District:

Counsel reported that Senate Bill 707 significantly expands Brown Act requirements for large agencies, but most of those obligations do not apply to the District. RSD will only need to follow minor updates to teleconferencing rules affecting how board members may participate remotely. A brief memo outlining these specific changes will be provided to the Board within the next month.

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

4d) Board Members: Nothing to report.

Budget and Finance Committee:

December 8, 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 Nov-25. Reviewed by Bud Comm.
2. Receive November 2025 Financial Statements. Reviewed by Budget Committee.

MOTION: By B. Russey, seconded by T. Shaia, to Adopt the consent calendar as recommended.

Motion passed by the following vote:

VOTE: AYES: 3-R. Russey, J. Callaghan, T. Shaia
 NOES: None
 ABSENT: 2-M Brennan, A. Noble
 ABSTAIN: None

6) EMERGENCY SITUATIONS REQUIRING BOARD ACTION: None

7) OLD BUSINESS: None

**8A) NOMINATION AND ELECTION OF OFFICERS FOR THE CALENDAR YEAR 2026
Deferred until January 2026.**

8B) Item 8B was taken out of order earlier in the meeting.

8C) Item 8C was taken out of order earlier in the meeting.

8D) RESOLUTION 2013-11 - REIMBURSEMENT RESOLUTION

The purpose of the reimbursement resolution for a Clean Water State Revolving Fund (CWSRF) financial application is to declare the District's official intent to use future tax-exempt bond proceeds to reimburse itself for project-related expenses that have already been paid for with other funds

MOTION: By B. Russey, seconded by T. Shaia, to approve Resolution 2013-11-Reimbursement .

Motion passed by the following vote:

VOTE: AYES: 3-R. Russey, J. Callaghan, T. Shaia

NOES: None
ABSENT: 2-M Brennan, A. Noble
ABSTAIN: None

8E) RESOLUTION 2025-12 – AUTHORIZING RESOLUTION (Discussion and Action)

The attached resolution is necessary to complete the SRF applications; General, Technical, Financial, and Environmental. The Resolution gives the District Manager the authority to sign and file the applications.

MOTION: By B. Russey, seconded by T. Shaia, to approve the Resolution 2025-12 – Authorizing Resolution.

Motion passed by the following vote:

VOTE: AYES: 3-R. Russey, J. Callaghan, T. Shaia
NOES: None
ABSENT: 2-M Brennan, A. Noble
ABSTAIN: None

8F) BOARD MEMBER COMPENSATION (Discussion and Action)

Staff are requesting the Board provide directions on any potential Board Member benefits or what the topics for compensation or benefits the Board would like to get information for.

Staff Recommendation: Provide Direction.

8G) EXECUTE MEMORANDUM OF UNDERSTANDING TO PROVIDE DISTRICT RESIDENTS A CREDIT FOR MISSED SERVICES

(MOU) to provide credits for missed service due to a work stoppage in July 2025. The execution of the MOU will provide RSD residents with credits on their next Solid Waste Bill. Staff Recommendation: Authorize the District Manager to execute the Memorandum Of Understanding.

MOTION: By B. Russey, seconded by T. Shaia to Authorize the District Manager to execute the Memorandum Of Understanding.

Motion passed by the following vote:

VOTE: AYES: 3-R. Russey, J. Callaghan, T. Shaia
NOES: None
ABSENT: 2-M Brennan, A. Noble
ABSTAIN: None

9) PUBLIC HEARING: None

10) **COMMUNICATION:**

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

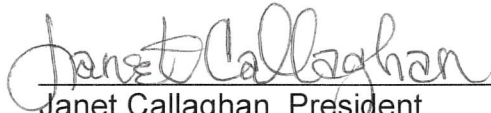
11) **CLOSED SESSION:** None

12) **REPORT OUT OF CLOSED SESSION:** Nothing to report.

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

14) **ADJOURNMENT**

The meeting adjourned at 3:00 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, January 13, 2026, at 1:30 P.M. at John Swett Unified School District Board Room.


Janet Callaghan, President
Rodeo Sanitary District

Countersigned:


Nina Sayavong, Administrative Assistant
Rodeo Sanitary District