

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 January 13, 2026. 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 PM

**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:** 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**

*Secondary Clarifier and Aeration Basin Rehabilitation Projects*

HydroScience (HSE) and Carollo have prepared the 90% design drawings. The drawings were submitted with the CWSRF Application. Drawings are provided at the end of the Managers Report. Staff will review and comment on the drawing package in January 2026. With the preparation of the 90% drawings, a more detailed cost estimate was prepared which allowed staff to generate a capital cost of approximately \$4.4 million (detailed below). The estimates presented in the CWSRF discussion below were included in

the CWSRF Application. The costs associated with both the Secondary Clarifiers and Aeration Basin Improvements Project (\$4.4 million) and the Priority Sewer Improvements (\$1.3 million) are now estimated to be approximately \$5.7 million. Based on a very brief financial outlook for RSD, it would appear that RSD has planned appropriately to be able to fund approximately \$6.5 million of CWSRF debt service.

Clean Water State Revolving Fund Financing Application –

The CWSRF Application was submitted mid-December 2025. The application is complete. 1,000-page application in the packet is available for review upon request.

**District Personnel:**

Birthdays for December – Angie and Edgar – Happy Birthday!!

Anniversaries for December Steve – December 10 – 23 years!

Nancy – December 15 – 15 years!

**b) Operations Manager Report**

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

The Operations Team is down one position after the OIT's departure, resulting in some overtime that management has worked to limit. Staff flexibility in adjusting schedules has been appreciated. To fill the vacancy, the District posted the job on CWEA, historically the strongest source of qualified applicants. Recent postings on Government Jobs, BC Water Jobs, Local 39's board, and LinkedIn have each produced fewer than ten applicants, often with limited experience. An email blast was sent to 2,370 certified California Wastewater Operators (Grades I–V). Social media outreach will be the next step.

**Collections Report**

Date range December 1st, 2025, through December 31st, 2025

**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)**

**Collections Maintenance**

**December Internal Maintenance Goals:**

- HF 30-day list

**December Internal Maintenance:**

- The November 30-day Trouble Spot (TS)/High Frequency (HF) list is 90% complete by RSD staff.

**c) Counsel for the District**

Counsel reported that SB 707 updates Brown Act teleconferencing rules applicable to RSD and will provide a memo at the next meeting. Counsel also noted that SB 852 has established a new two-hour biennial financial-training requirement for board members.

**d) Secretary of the District- None**

**e) Board Members- None**

**Budget and Finance Committee**

October 13, 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 Dec-25. Reviewed by Budget Committee.
2. Receive Dec-25 Financial Statements. Reviewed by Budget 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:**

**A) NOMINATION AND ELECTION OF OFFICERS FOR THE CALENDAR YEAR 2026**

Per Rodeo Sanitary District Code Section 2 – 101 Selection and Term of President  
"The board shall choose one of its members as president after each general District election. The president holds office at the pleasure of the majority of the board and until his or her successor is chosen."

By T. Shaia, seconded by A. Noble, to accept the new committee assignments as follows: Budget and Finance Comm — R. Russey, T. Shaia (Alternate: A. Noble)  
Administrative Comm — M. Brennan, J. Callaghan (Alternate: R. Russey)  
Solid Waste Comm — A. Noble, T. Shaia

Code Development Comm — A. Noble, R. Russey  
Industrial Connection Comm — M. Brennan, R. Russey (Alternate: J. Callaghan)

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

**8B) BOARD MEMBER COMPENSATION ADJUSTMENT**

A decision is needed to implement a scheduled compensation adjustment for t District Board of Directors per Ordinance 2016–100. The Board of Directors may elect to implement a compensation change up to 2.7 %. The following table will provide some information regarding specific percentage changes.

**Staff Recommendation (Motion Required): Select one of two options:**

1. Implement the compensation adjustment as allowed under Ordinance 2016 – 100 and direct staff to prepare the appropriate Ordinance (2026-100) and public hearing.
2. Take no action and keep the existing Directors' compensation rate the same.

MOTION: By A. Noble, second by M. Brennan Implement the compensation adjustment as allowed under Ordinance 2016 – 100 and direct staff to prepare the appropriate Ordinance (2026-100) and public hearing.

Criteria	Current	2.7% Increase
Board Meetings	\$199.00	\$204.37
Committee Meetings or Days Service	\$170.00	\$174.59

Motion passed by the following vote:

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

9) **PUBLIC HEARING:** None

10) **COMMUNICATION:**

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

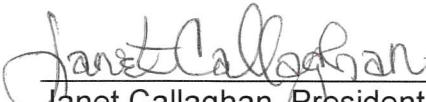
11) **CLOSED SESSION:** None

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

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

14) **ADJOURNMENT**

The meeting adjourned at 3:00 p.m. The next meeting of the Rodeo Sanitary Board of Directors will be held on Tuesday, February 10, 2026, at 1:30 P.M. at John Swett Unified School District Board Room.

  
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Janet Callaghan, President  
Rodeo Sanitary District

Countersigned:

  
\_\_\_\_\_  
Nina Sayavong, Administrative Assistant  
Rodeo Sanitary District