

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
RICHARDSON BAY SANITARY DISTRICT

July 17, 2018

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, July 17, 2018. The place of meeting was the Richardson Bay Sanitary District office at 500 Tiburon Boulevard, Tiburon, California.

The meeting was called to order by President Trusheim at 4:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Board Members present: Frank Trusheim, Sue Benvenuti, Ron Kosciusko,  
David Eklund

Board Members absent: Jeff Slavitz

District Staff present: Johnny Tucker, District Manager  
Paula Pfeffer, Recording Secretary

District Staff absent: None

Guests present: None

2. APPROVAL OF AGENDA ORDER

Director Kosciusko requested that Item #5 be switched with Item# 7, the request approved unanimously. The motion to accept the revised agenda order M/S Kosciusko, Eklund passed unanimously.

3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

No members of the public were present.

4. CONSENT CALENDAR

President Trusheim asked to have the Minutes of the Regular Meeting – June 19, 2018 removed from the Consent Calendar for discussion. Two errors were pointed out and corrected. 1<sup>st</sup> correction – Item #2, Approval of the Agenda Order should read “M/S Kosciusko, Benvenuti; 2<sup>nd</sup> correction – Item#3, Deirdre McCrochan was not present at the meeting.

The Consent Calendar with revised Minutes were unanimously approved, M/S Kosciusko, Benvenuti.

5. OLD BUSINESS

a. Policy Manual Review

The Board reviewed and discussed a portion of Section 2 “Personnel Policies and Procedures” of the revised policy manual. The Board will continue to review the remaining portion at the next Board meeting.

6. FINANCIAL MATTERS

The financial matters were accepted, M/S Kosciusko, Eklund, the motion passed unanimously.

7. SASM REPORT

1. SASM Meeting for April 19, 2018 – report by Ron Kosciusko.

The Board of Directors directed Manager Tucker to review an emergency plan at the SASM Manager’s meeting regarding possible PG&E shut down of power due to an emergency.

12. MANAGER’S REPORT

A. District Collection System Operations

1. Pump Stations

a) All District Pump Stations are operating smoothly.

2. Line Maintenance

a) There were no SSO’s to report this period.

b) Roto Rooter is approximately 65% complete with the cleaning program Section A.

B. General District Operations

1. All other District Operations are running smoothly.

2. Collection System Operator vacancy post-interview update. A candidate has been selected. Trevor Seidler will start on August 1, 2018 at Collection System Operator Grade III, Step #1.

3. Staff Safety training subject for the month was Stairs and Ladders.

13. NEW BUSINESS/INFORMATIONAL ITEMS

Director Kosciusko requested Capital Improvement Schedule 2018-19 be added to the August 21, 2018 Agenda, Director Eklund agreed.

14. ADJOURNMENT

The motion to adjourn the meeting at 5:36 p.m. was approved unanimously, M/S Eklund, Kosciusko.

Reviewed by \_\_\_\_\_

APPROVED \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary