

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

June 27, 2017

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, June 27, 2017. The place of meeting was the Richardson Bay Sanitary District office at 500 Tiburon Boulevard, Tiburon, California.

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

1. CALL TO ORDER AND ROLL CALL

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

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

The motion to accept the agenda order M/S Eklund, Benvenuti passed unanimously.

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

No other members of the public were present.

4. CONSENT CALENDAR

The Consent Calendar was unanimously approved as amended, M/S Eklund, Kosciusko.

5. OLD BUSINESS

a. Policy Manual Review

The Board reviewed, discussed and approved part one "Governance" of the revised policy manual.

b. Website Review

Manager Tucker informed the Board that the 3 remaining items for the District's website to receive a Grade "B" per the 2015-2016 Web Transparency Report Card had been completed.

c. Job Descriptions

No discussion.

6. FINANCIAL MATTERS

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

7. SASM REPORT

Director Trusheim reported in writing on the May 18, 2017, SASM meeting.

8. MANAGER'S REPORT

A. District Collection System Operations

1. Pump Stations

a) All District Pump Stations are operating smoothly.

2. Line Maintenance

a) There was one SSO to report this period. It occurred on June 3, 2017 in the backyard easement at 53 Lower North Terrace in Tiburon. The cause of the stoppage was a four inch diameter root ball into the manhole from a private lateral.

b) Roto Rooter has started our Section "C" Annual Cleaning Program.

B. General District Operations

1. Update on 5 Via San Fernando missed sewer lateral connection. Pacific Trenchless Inc. was called by district staff to reconnect a sewer lateral that was disconnected during the 2014 CIP. PTI responded quickly to reconnect the lateral and notified their insurance carrier of the minor damages to a pool house on the property. District Counsel was notified and is communicating with the property owners to quickly resolve any issues. The District is not liable for any of the repairs.
2. All other District Operations are running smoothly.
3. Staff Safety training subject for the month was heat illness prevention.

9. NEW BUSINESS/INFORMATIONAL ITEMS

No new items.

10. ADJOURNMENT

Secretary Trusheim adjourned the meeting at 5:21 p.m.

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

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

\_\_\_\_\_  
Secretary