

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

April 21, 2020

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, April 21, 2020. 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, Jeff Slavitz,
David Eklund

Board Members absent: Ron Kosciusko – Resigned

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 Benvenuti, Slavitz passed unanimously.

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

No members of the public were present.

4. 2019-2020 SEWER REHABILITATION PROJECT – AWARD CONTRACT

The Board of Directors voted unanimously to award the contract to Pacific Trenchless, Inc. of Oakland their bid was the lowest at \$683,807.00, M/S Slavitz, Benvenuti.

5. PRELIMINARY DRAFT AUDITED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2019

The Board of Directors approved of the Audited Financial Statements unanimously, M/S Eklund, Benvenuti.

6. RESOLUTION OF THE BOARD OF DIRECTORS OF THE RICHARDSON BAY SANITARY DISTRICT APPROVING DEBT MANAGEMENT POLICY

The Board of Directors unanimously approved Resolution #1391, M/S Slavitz, Eklund.

7. ENCROACHMENT PERMIT REQUEST – 42 BAYVIEW TERRACE – HICKS RESIDENCE

Manager Tucker explained that the encroachment permit request is to install a wooden deck over the sanitary easement. No concrete deck piers will be allowed to be placed on the easement. Any work near the easement must be hand dug.

The Board of Directors unanimously approved the encroachment permit request, Eklund, Benvenuti.

8. CONSENT CALENDAR

The Consent Calendar was approved Slavitz, Eklund the motion passed unanimously.

9. FINANCIAL MATTERS

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

10. SASM REPORT

President Trusheim reported in writing on the SASM February 2020 meeting.

11. MANAGER’S REPORT

A. District Collection System Operations

- 1. Pump Stations
 - a) All Pump Stations are running smoothly.
- 2. Line Maintenance
 - a) There are no SSO’s to report this period.

B. General District Operations

- 1. All other District Operations are running smoothly.
- 2. Staff Safety training subject for the month of March was “Safety Orientation”.
- 3. Staff Safety training subject for the month of April was “Powered Hand Tool Safety”
- 4. The District Office is currently closed to the public due to the SIP. Permits are available via mail and inspections are still taking place. District Staff is using personal protective equipment and following safety measures; masks, gloves, social distancing, lots of hand washing and disinfecting areas.

12. NEW BUSINESS/INFORMATIONAL ITEMS

President Trusheim suggested that with the resignation of Ron Kosciusko on April 20, 2020, the May 19, 2020 Agenda should include discussion regarding the newly opened position on the Board.

13. ADJOURNMENT

The motion to adjourn the meeting at 4:34 p.m. was approved unanimously, M/S Eklund, Slavitz.

Reviewed by _____

APPROVED _____

President

Secretary