

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

August 21, 2018

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, August 21, 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, Jeff Slavitz

Board Members absent: None

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 #6 be switched with Item# 8, 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

Director Kosciusko asked to have the Minutes of the Regular Meeting removed from the Consent Calendar for discussion. Director Kosciusko questioned the wording in Item #13, New Business/Informational Items. Director Kosciusko believes the wording should be "Capital Improvement Program" instead of "Capital Improvement Schedule". No correction was made.

The Consent Calendar was unanimously approved, M/S Slavitz, Eklund.

5. FINANCIAL MATTERS

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

6. CAPITAL IMPROVEMENT SCHEDULE 2018-2019

Director Kosciusko requested this item to be placed on the agenda at the July 17, 2018 meeting. Director Kosciusko suggested that the Capital Improvement Program be adjusted to include a “Capital Improvement Plan Update” similar to the one Carrollo Engineering produced for SASM. After much discussion the Board disagreed with Director Kosciusko’s suggestion.

7. 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.

8. SASM REPORT

1. SASM Meeting for July 17, 2018 – report by Ron Kosciusko.

9. 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 has completed the cleaning program Section A.

B. General District Operations

1. All other District Operations are running smoothly.
2. Introduction of probationary Collection System Operator grade 3 Trevor Seidler to the Board of Directors.
3. Capital Improvement Projects:
  - a. Push Camera for the private lateral program was purchased per the Annual CIP Budget 2018/2019, total cost was \$11,283.98, budgeted amount was \$18,500.
  - b. Slurry Seal Parking Area  
Estimate for slurry sealing the entire TG Facility is \$7,325.00, budgeted amount is \$9,500.
  - c. GIS Mapping Software is currently being updated.
4. Staff Safety training subject for the month was “Ergonomics”.
5. Request to cancel the September 18, 2018 Board Meeting due to personnel issues. The Board agreed to cancel the September Board Meeting.

13. NEW BUSINESS/INFORMATIONAL ITEMS

14. ADJOURNMENT

The motion to adjourn the meeting at 5:47 p.m. was approved unanimously, M/S Slavitz, Benvenuti.

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

APPROVED \_\_\_\_\_

President

\_\_\_\_\_

Secretary