

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

June 19, 2018

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, June 19, 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

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

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

No members of the public were present.

4. MARIN COUNTY CIVIL GRAND JURY REPORT: CONSOLIDATION OF SANITATION DISTRICTS

The Board of Directors finalized the response letter to the Grand Jury regarding the Recommendation #3: Sewerage Agency of Southern Marin (JPA), Almonte Sanitary District, Alto Sanitary District, Richardson Bay Sanitary District, Homestead Valley Sanitary District, Public Works Department of City of Mill Valley, and Tamalpias Community Services District should reorganize into a single sanitary/sanitation district. Each entity should initiate a reorganization application with Marin LAFCO and announce this action on the agenda of the next board meeting for public involvement.

The Board voted unanimously to disagree with the recommendation of the Grand Jury, M/S Eklund, Kosciusko. Director Slavitz was absent. A copy of the Board of Directors response can be obtain at the District Office.

5. COLLECTION SYSTEM OPERATOR POSITION

The Collection System Operator Position became open due to the retirement of Carl Neilson. Notice of the Position has been posted.

Director Kosciusko suggested that the Board table any discussion on hiring a new person for the position until further alternative options could be evaluated to reduce the expense to the District. Alternative options suggested were to possibly eliminate the position, a shared position with another District, hourly contract, Roto Rooter assistance or a part-time employee or full-time employee. There was no second for this motion.

District Manager Tucker explained that it was his recommendation that the position be filled with a full-time employee to insure the quality of service and maintain the current standards for the District. The District would not be able to run as required with a reduction of staff. District staff is already spread thin with the 4 employees that it has currently. District staff is responsible for 24 pump stations, 46 pumps in the ground, the control panels in the pump stations, maintaining easements (most of them in backyard and difficult to locate), over 1200 manholes/rodholes and daily inspections of sanitary sewer permits and laterals.

Director Eklund motioned that the Board direct District Manager Tucker to proceed in hiring a new full-time employee to fill the open Collection System Operator Position, second by Director Benvenuti, the motion passed by a vote of 3 to 1, Ayes: Eklund, Benvenuti, Trusheim, Noes: Kosciusko, Absent: Slavitz.

6. CAPITAL IMPROVEMENTBUDGET/FIXED ASSET SPREADSHEET

Director Kosciusko requested that this item be placed on the agenda for clarification. There was some confusion on the titles on the fixed asset spreadsheet and the capital improvement budget titles not matching. Office Manager Pfeffer will research the computer software to see if there is a way to clarify the expenditures in a clearer report.

7. ENCROACHMENT PERMIT FOR 6 BAYVIEW TERRACE – JENSEN RESIDENCE

Manager Tucker recommended the approval of the requested encroachment permit to build a deck over the District easement.

The Board unanimously approved the encroachment permit, M/S Benvenuti, Eklund.

8. CONSENT CALENDAR

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

9. 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.

10. FINANCIAL MATTERS

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

11. SASM REPORT

1. SASM Meeting is scheduled for June 21, 2018

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) There was a small emergency point repair to a Rodhole at 173 Stewart Drive. The work was completed by Trenchless Titans, Hardiman Construction.

B. General District Operations

1. All other District Operations are running smoothly.

2. Staff Safety training subject for the month was Bloodborne Pathogens.

3. Staff will start getting bids for Capital Improvement Budgeted items in July 2018; Update Mapping Software, Slurry Seal Parking Area and New Push Camera for lateral TV program.

13. NEW BUSINESS/INFORMATIONAL ITEMS

Director Kosciusko requested staff to enquire about a presentation from the CalPERS OPEB (Other Post Employment Benefits).

14. ADJOURNMENT

The motion to adjourn the meeting at 6:01 p.m. was approved unanimously, M/S Eklund, Benvenuti.

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

APPROVED \_\_\_\_\_

President

\_\_\_\_\_

Secretary