

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

October 16, 2018

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, October 16, 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

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

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

Sid Daru showed up to the meeting at 4:30 to observe. No other members of the public were present.

4. CONSENT CALENDAR

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

5. FINANCIAL MATTERS

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

6. OLD BUSINESS

a. Policy Manual Review

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

7. REQUEST TO ADJUST THE 2018-19 SEWER SERVICE CHARGES FOR THE COMMUNITY CONGREGATIONAL CHURCH

The Community Congregational Church in Tiburon requested in writing that the District consider adjusting the sewer service charges for 2018-19 due to a large increase in water usage. As stated in the letter the large increase in water usage may have been caused by the irrigation being turned on during a time that it should have been off. MMWD has not been willing to adjust the billing since there was no leak. In order to adjust the MMWD bill the customer must provide proof that there was a leak and that the leak has been repaired. The Richardson Bay Sanitary District also requires proof of a leak/repair in the form of documentation from MMWD, stating that there was a leak and that the proper repairs have been made, in order to adjust the Districts’ sewer service charges.

The Board of Directors unanimously agreed to deny the request to adjust the 2018-19 Sewer Service Charges, M/S Slavitz, Kosciusko.

8. SASM REPORT

1. SASM Meeting for September 20, 2018 – report by Jeff Slavitz.

9. MANAGER’S REPORT

A. District Collection System Operations

1. Pump Stations

- a) All Pump Stations are running smoothly.
- b) HP2B Pump Station ASCO automatic transfer switch experienced a catastrophic failure and is being replaced. This switch is responsible for making a seamless transition from utility power to the backup generator during a power failure. A spare switch has also been ordered to prevent lengthy down times in the future should this problem happen at any of the other pump stations.
- c) RBSD Staff has completed the pump station annual pump maintenance for winter preparedness.
- d) Peterson Power has started the annual generator maintenance program. It appears after testing the engine coolant in the units that 6 of the units will require additional cooling system maintenance.
- e) Electrix has started the annual pump station electrical maintenance.

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. An Emergency repair by Pacific Trenchless to a 6" gravity sewer line off of Reed Ranch Rd. has been scheduled. The line is approx. 145' long and ranges in depth from 5' to 11' deep with 2 private lateral connections. The repair should take no more than 2 days to complete.
3. Staff Safety training subject for the month was "Fire Safety".

13. NEW BUSINESS/INFORMATIONAL ITEMS

1. Request to place "Reclamation Water System" on the November 20, 2018 agenda to discuss possible options for the chlorinated water polishing basins once the Town of Tiburon no longer requires the water usage, Slavitz, Kosciusko.
2. Director Kosciusko recommended that the District purchase the CSDA Policy Manual for the Board to review to help with the District Policy Manual update. No other Board Members agreed with the recommendation.

14. ADJOURNMENT

The motion to adjourn the meeting at 6:06 p.m. was approved unanimously, M/S Slavitz, Benvenuti.

Reviewed by _____

APPROVED _____
President

Secretary