

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

March 15, 2016

The Richardson Bay Sanitary District Board of Directors met in Regular session on Tuesday, March 15, 2016. 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 Rolph at 4:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Board Members present: Renton Rolph, Jeff Slavitz, Sue Benvenuti, Ron Kosciusko, David Eklund

Board Members absent: None

District Staff present: Johnny Tucker, District Manager
Paula Pfeffer, Recording Secretary

District Staff absent: None

Guests present: Tom Gould, HDR Engineering

2. APPROVAL OF AGENDA ORDER

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

3. SEWER RATE STUDY REVIEW WITH HDR ENGINEERING

Tom Gould of HDR Engineering presented the Sewer Rate Study Review to the Board. Mr. Gould informed the Board that the purpose of the Study was to:

1. Review the adequacy of the District's current sewer rates using generally accepted methods; Develop a financial plan that adequately funds O & M and capital expenses; and Develop, as needed, a rate transition plan;
2. Review the District's current rate structure; and Develop rate alternatives that are cost-based and compliant with California legal requirements for Proposition 218.

The overview of the presentation was the rate study process, review of the revenue requirement analysis, review of the cost of service analysis, overview of the District's current rates, review proposed rate alternatives and comparison of other local sewer utility rates. The proposed rate adjustment is for a five year period starting in FY 2017 through FY 2021.

After much discussion the Board tabled the Sewer Rate Study until the April 2016 meeting. In the meantime, Mr. Gould will work on a draft Notice of Rate Increase to be distributed to the Board prior to the April meeting. Mr. Gould will also be present at the April meeting to answer any additional questions.

Director Kosciusko informed the Board that he will not be able to attend the April 19, 2016 meeting. The Board voted unanimously to change the date and time of the April meeting to Wednesday, April 20, 2016 at 3:00 p.m. to accommodate Director Kosciusko.

4. OLD BUSINESS

1. PRELIMINARY DRAFT AUDITED FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 – PRESENTED BY PEROTTI & CARRADE, CPA FIRM

The District is still waiting for the SASM Audited Financials to be completed. No action was taken.

5. DIRECTOR STIPEND POLICY

Director Kosciusko requested discussion and clarification of the Director Stipend Policy in the Policy Manual at the February 16, 2016 meeting. The current policy states;

B. Compensation

Compensation of Board Members is as provided by law. Compensation is currently set at \$125.00 for attendance at a Board meeting or Committee Meeting and not to exceed \$600.00 in any calendar month. Directors are also eligible for inclusion on the District's dental plan.

Director Kosciusko suggested that any meeting a Director attends on behalf of RBSD should entitle that Director to compensation currently set at \$125.00. President Rolph, Secretary Slavitz and Director Benvenuti disagreed with the suggestion.

After much discussion, Secretary Slavitz motioned that the Directors' compensation should only be allowed for the Regular Scheduled Monthly RBSD meetings, the Regular Scheduled Monthly SASM meetings for the SASM Representative, and inclusion on the District's dental plan, the motion was seconded by Director

Benvenuti; the motion passed by a vote of 3 Ayes: Slavitz, Benvenuti and Rolph; 1 Noes: Kosciusko and 1 Abstain: Eklund

6. CONSENT CALENDAR

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

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

John Carapiet from Sanitary District #5 and Deirdre McCrohan from The Ark Newspaper were present to observe. No other members of the public were present.

8. FINANCIAL MATTERS

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

9. SASM REPORT

Director Kosciusko reported on the February 18, 2016, SASM meeting:

1. "This was a very short meeting consisting of the consent calendar which included a very thorough report from Mark Grushayev and granting an easement to the City of Mill Valley at 138 Lomita Drive.
2. The easement was deferred to the next meeting as Jim McCann wanted to make sure PG&E would follow through with permits.
3. During the Commissioners Open Time, I brought up the pension again so we could close our own audit and asked for an audited copy of the SASM financials including GASB 45 and 68. I was once again advised by Jim McCann the city manager that we would set up a meeting next week and was assured that the financials including GASB 45 and 68 would be included. Lou Kious also questioned whether the financials were to be presented at the March meeting and Jim McCann said yes they would be ready."

10. LAFCO

1. Notice of Budget Committee Meeting and Agenda – March 10, 2016
2. Notice of Relocation of Office
No discussion.

11. ENCROACHMENT PERMIT REQUEST FOR 61 BAYVIEW TERRACE, MILL VALLEY, HARING/BENDER RESIDENCE

District Manager Tucker recommended the approval of the encroachment permit to allow footing construction for an addition to a single family dwelling to encroach 2 feet onto the easement.

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

12. MANAGER'S REPORT

A. District Collection System Operations

1. Pump Stations

- a) All District Pump Stations are operating smoothly.
- b) Pump station minor repairs have been completed by staff and Electrix as a result of the findings during our annual Preventative maintenance plan.

2. Line Maintenance

- a) There are no SSO's to report this period.

B. General District Operations

- a) All other district operations are running smoothly.

13. NEW BUSINESS/INFORMATIONAL ITEMS

1. President Rolph informed the Board that he would be moving to Novato on March 22, 2016. Moving out of the District would require that he resign from the RBSD Board.

2. Director Kosciusko requested that the section of the Policy Manual regarding (Policy Matters, Section A. General), be placed on the agenda at the April 20, 2016 meeting for discussion, Directors' Slavitz and Eklund agreed.

14. ADJOURNMENT

President Rolph adjourned the meeting at 5:55.

Reviewed by _____

APPROVED _____
President

Secretary