



**RODEO SANITARY DISTRICT  
AGENDA  
For  
REGULAR STANDING COMMITTEE MEETING  
February 2017**

**Administrative Committee**

A Regular Standing Committee Meeting of the Governing Board Administrative Committee will be held at **1:00 p.m.** on the **6th day of February, 2017**. The location of the meeting is the **Rodeo Sanitary District Office, 800 San Pablo Avenue, Rodeo, California 94572.**

**INFORMATION FOR THE PUBLIC**

Anyone wishing to address the Board of Directors should complete a speaker's card and submit it to the Board Secretary. In addressing the Board, speakers should step before the Board conference table and their names and address for the record. The Board President may direct questions to any member of the audience as appropriate at any time during the meeting. Please be aware that the signing, registering, or completion of the speakers card is voluntary and not required.

**ADDRESSING THE COMMITTEE ON AN ITEM ON THE AGENDA**

Persons wishing to speak about items listed on the agenda will be heard when the President calls for comments from the audience. The President may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comments and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

**ADDRESSING THE COMMITTEE ON AN ITEM NOT ON THE AGENDA**

In accordance with State law, the Board is prohibited from discussing items not calendared on the Agenda. You may only address the Board on an item not on the Agenda, and which are within their jurisdiction, under **PUBLIC COMMENTS**. The time allotted for this discussion shall be three (3) minutes, subject to reasonable modification by the Board President. Matters raised which are not on the Agenda may be referred to staff for action or calendared on a future Agenda.

**AGENDA REPORTS**

Supporting materials on Agenda items are available for public review at the office of Rodeo Sanitary District. Reports of information relating to Agenda items distributed within 72 hours of the meeting to a majority of the Board are also available for public inspection at the District Office. During the meeting, information and supporting materials are available in the meeting area within the District Office upon request.

## **AMERICANS WITH DISABILITIES ACT**

In accordance with the **Americans with Disabilities Act and California Law**, it is the policy of the Rodeo Sanitary District to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special assistance to participate in this meeting, please contact the District office at **(510) 799-2970**. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

The Agenda items to come before the Board, and brief description of each item, are as follows:

1. **CALL MEETING TO ORDER**
2. **PUBLIC COMMENTS**
3. **AGENDA**
  1. Employee Suggestion Program.
  2. Vacation Policy.
  3. Sick Leave Policy.
  4. Review February 14, 2017 Regular Board Meeting Agenda.
  5. District Manager Contractual Items.
  6. Code Review Schedule (discussion).
4. **CLOSED SESSION-none**
5. **REPORT OUT OF CLOSED SESSION-none**
6. **REPORTS AND ANNOUNCEMENTS**
7. **SUGGESTIONS FOR FUTURE AGENDA ITEMS**
8. **ADJOURNMENT**