



**RODEO SANITARY DISTRICT**  
**AGENDA**  
For  
**REGULAR STANDING COMMITTEE MEETING**  
March 2024  
**Administrative Committee**

A Regular Standing Committee Meeting of the Governing Board Administrative Committee will be held at **01:00 p.m.** on the **2nd day of April, 2024**. 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 speaker's card is voluntary and not required.

All matters listed under **CONSENT CALENDAR** are considered as being routine by the Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the motion to adopt.

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

Persons wishing to speak of **PUBLIC HEARINGS** and **OTHER MATTERS** listed on the agenda will be heard when the President calls for comments from the audience, except on public hearing items previously heard and closed to public comment. 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.

Board meetings are accessible to people with disabilities in compliance with the Americans with Disabilities Act of 1990, and to others who need assistance. Upon request made sufficiently in advance, the District will provide special assistance for participation in this meeting, which may include closed captioning, automatic transcripts, relay service, sign language interpreters, or other alternative methods. Please submit requests for a disability-related modification or accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the District at (510) 799-2970.

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

1. **CALL MEETING TO ORDER**
2. **PUBLIC COMMENTS**
3. **AGENDA**
  1. Updated Administrative Assistant Policy #2200.
  2. New Policy #2202 District Administrator.
  3. Revisions to Policy #2030 Holidays.
  4. Revisions to Policy #2040 Sick Leave.
4. **CLOSED SESSION-none**
5. **REPORT OUT OF CLOSED SESSION-none**
6. **REPORTS AND ANNOUNCEMENTS**
7. **SUGGESTIONS FOR FUTURE AGENDA ITEMS**
8. **ADJOURNMENT**