



RICHARDSON BAY REGIONAL AGENCY
Board of Directors
***DRAFT* REGULAR MEETING MINUTES**
March 12, 2026
5:30 PM – 7:00 PM

5:30 PM: The Meeting was convened in open session at Tiburon Town Hall, 1505 Tiburon Boulevard, Tiburon, CA 94920 and also via Zoom.

1. CALL TO ORDER AND ROLL CALL

MEMBERS PRESENT: Chair Ryan, Vice-Chair Carapiet, Director Burke, Director Moulton-Peters.

STAFF PRESENT: Brad Gross, Executive Director; Jim Malcolm, Harbormaster; Deborah Padovan, Board Clerk.

2. PUBLIC COMMENT: (ITEMS NOT ON THE AGENDA)

The Clerk read the preamble giving directions to members of the public who wished to participate online.

Public Comments: None

3. REPORTS AND COMMENTS:

Staff Reports:

3.1 Executive Director - Reporting Period December 31, 2025 – March 6, 2026.

3.2 Harbormaster - Reporting Period Reporting Period December 31, 2025 – February 28, 2026.

Board Member Comments/Questions: Director Moulton Peters complimented Executive Director Gross for an excellent report. Chair Ryan asked if other agencies are as accomplished in their duties as our Harbormaster. Vice Chair Carapiet asked if a BCDC ADV policy is created, if that might help with future funding. Director Moulton-Peters asked if there are efforts to go upstream as far as derelict vessels entering the current situation.

Harbormaster Malcolm and Executive Director Gross Responded.

Public Comments: None.

4. CONSENT AGENDA

4.1 Approve Minutes – January 8, 2026.

4.2 Mid-Year Budget Report - Staff Report by Executive Director Gross.

Staff Recommends Approval of Consent items 4.1 and 4.2.

Board Member Comments/Questions: None

Public Comments: None

MOTION: Approve Consent items 4.1 and 4.2.

Burke/Carapiet

Motion passed 4/0.

5. DISCUSSION:

5.1 Audit Report for years ended June 30, 2025 and June 30, 2024. Staff Report by Executive Director Gross. Michael O'Connor from O'Connor and Company was available via Zoom for questions.

STAFF RECOMMENDATION: Accept the Financial Statements and Independent Auditors' Report for years ended June 30, 2025, and 2024.

Board Member Comments/Questions: None

Public Comments: None

MOTION: Accept the Financial Statements and Independent Auditors' Report for years ended June 30, 2025, and 2024.

Burke/Carapiet
Motion passed 4/0.

5.2 Lease and Subscription Capitalization Policy. Staff Report by Executive Director Gross.

STAFF RECOMMENDATION: That this Board receive the staff report, and, after discussion and public comment, adopt Resolution 26-02 approving the attached Lease and Subscription Capitalization Policy for the Richardson Bay Regional Agency.

Board Member Comments/Questions: Chair Ryan asked if the Policy was coordinated with Mr. O'Connor.

Public Comments: None

Executive Director Gross responded.

MOTION: Approve Resolution 26-02 replacing the existing Lease Capitalization Policy for Richardson Bay Regional Agency with a new Lease and Subscription Capitalization Policy.

Burke/Carapiet
Motion passed 4/0.

5.3 Strategic Plan Update. Staff Report by Executive Director Gross.

STAFF RECOMMENDATION: That this Board consider the Draft 2026 Strategic Plan, invite public comment, and provide initial comments and/or direction for preparation of a final draft for the May 2026 Board meeting.

Board Member Comments/Questions: Director Burke, Director Moulton-Peters, Chair Ryan, Vice Chair Carapiet.

Public Comments: None

Executive Director Gross responded.

Executive Director Gross stated that the Draft Strategic Plan will be published on the RBRA website with an invitation for public comment.

Chair Ryan directed Staff to return with the final version of the Strategic Plan at the May Board meeting.

5.4 DRAFT Fiscal Year 26-27 Preliminary Budget - Staff Report by Executive Director Gross.

STAFF RECOMMENDATION: Approve Resolution 26-01 adopting the Fiscal Year 26-27 Preliminary Budget for the Richardson Bay Regional Agency.

Board Member Comments/Questions: After discussion amongst themselves, the Board agreed to accept Budget A.

Public Comments: None

MOTION: Approve Resolution 26-01 with Budget A, adopting the Fiscal Year 26-27 Preliminary Budget for the Richardson Bay Regional Agency.

Burke/Carapiet
Motion passed 4/0.

6. ANNOUNCEMENT OF BOARD MEETINGS AND EVENTS

6.1 The next regular board meeting will be held on May 14, 2026 at 5:30 pm at the Tiburon Town Hall, 1505 Tiburon Boulevard, Tiburon, CA 94920 and via Zoom.

7. ADJOURNMENT was at 6:19 p.m.

Video of the meeting is available at <http://rbra.ca.gov/meeting-archives/>