



RICHARDSON BAY REGIONAL AGENCY
Board of Directors Regular Meeting Notice
Thursday, December 14, 2023 at 5:30 p.m.
In person Meeting at Tiburon Town Hall
1505 Tiburon Boulevard, Tiburon, CA 94920

Also Via Remote Zoom Meeting: Please click the link below to join the webinar.

How to participate remotely: Comments may be emailed to James.Malcolm@MarinCounty.gov in advance of the meeting; please write “Public Comment” in the subject line. Comments submitted at least one hour prior to the start of the meeting will be forwarded to the Board of Directors prior to the meeting start. Those received after this time will be shared with the Board members after the meeting.

The meeting will be available to the public in person at the address above, and through Zoom video conference. Those who do not have access to Zoom may access the meeting by calling one of the toll-free phone numbers below.

Topic: RBRA Board of Directors Regular Meeting
Date: Thursday, December 14, 2023
Time: Open session Regular Meeting begins at 5:30 PM Pacific Time (US and Canada)
Location: 1505 Tiburon Boulevard, Tiburon, CA 94920 and via Zoom

Please click the link below to join the Zoom webinar:

<https://us06web.zoom.us/j/87538124866>

Or One tap mobile :

US: +16692192599,,87538124866# or +12063379723,,87538124866#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 219 2599 or +1 206 337 9723 or +1 253 215 8782

Webinar ID: 875 3812 4866

International numbers available: <https://us06web.zoom.us/j/87538124866>

The RBRA encourages that comments be submitted in advance of the meeting. Those members of the public using the Zoom video conference function who wish to comment on an agenda item for public comment may write "I wish to comment" in the chat section of the remote meeting platform, or click on "raise hand" when that item is underway. Those members of the public attending by telephone who wish to comment should press *9 on their keypad. The Clerk will unmute the speakers one at a time at the appropriate time for public comment.

Any member of the public who needs special accommodations in advance of the public meeting to attend may email the Agency at James.Malcolm@MarinCounty.gov , or phone (415) 971-3919, and we will use our best efforts to provide assistance. If assistance is needed during the meeting, you may email James.Malcolm@MarinCounty.gov and best efforts will be made to provide such assistance.



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PUBLIC COMMENT IS INVITED CONCERNING EACH AGENDIZED ITEM PURSUANT TO THE BROWN ACT.

PLEASE LIMIT YOUR COMMENTS TO THREE (3) MINUTES.

Please see above meeting notice information about options to comment remotely in advance, during the meeting via Zoom by writing "I wish to comment" in the chat feature, or via phone by typing *9 to raise your hand. You will be recognized to speak at the appropriate time during the agenda items.

5:30 PM: CALL TO ORDER IN OPEN SESSION

1) CALL TO ORDER AND ROLL CALL - OPEN SESSION.

2) PUBLIC COMMENT:

Members of the public are welcome to address the Board for up to three minutes per speaker on *matters not on the agenda*. Under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally only may listen.

3) REPORTS/COMMENTS

Staff Report(s)

3.1 Executive Director

3.2 Harbormaster

Board Member Comments

Public Comment

4) CONSENT AGENDA:

The Consent Agenda reflects those agenda items with prior policy approval from the Board and/or are administrative matters. Unless any item is specifically removed by a member of the Board, staff, or public in attendance, the Consent Agenda will be adopted by one motion.

4.1 Approve Minutes – November 16, 2023

4.1.1 DRAFT Minutes – November 16, 2023

Recommend Approval.

5) **DISCUSSION:**

5.1 Records Policy and Records Retention Schedule Staff Report

5.1.1 Attachment 1: RBRA Draft Records Management Disclosure & Retention Policy

5.1.2 Attachment 2: DRAFT Resolution 23-15 Adopting a Records Policy and Retention Schedule

Staff Recommendation: Approve Resolution 23-15 adopting the Records Policy and Records Retention Schedule for the Richardson Bay Regional Agency and as may be amended.

Board Member Comments

Public Comment

6) **ADJOURN**

AN AGENDA PACKET IS AVAILABLE AT THE RBRA WEBSITE rbra.ca.gov and at the Marin County Community Development Agency, 3501 Civic Center Dr. Room 308, San Rafael, CA 94903 (415) 971-3919 jmalcolm@marincounty.org