

**Regular Board Meeting Minutes  
Sanitary District No. 5 of Marin County  
Thursday, November 18, 2021**

**5:00 P.M. REGULAR BOARD MEETING**

**COVID-19 ADVISORY NOTICE**

Consistent with Assembly Bill 361 revising Government Code section 54953, and Resolution No. 2021-07 of this Board enacted in accordance therewith, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

**How to Submit Public Comments:**

Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.

**Public Comments are to be submitted via email to [rdohrmann@sani5.org](mailto:rdohrmann@sani5.org).**

In addition, members of the public who are calling in, will have the opportunity to provide public comments by following the steps below:

**How to Participate in the Meeting:**

**Join Zoom Meeting by clicking on the following link:**

**<https://us02web.zoom.us/j/6230620778>**

**Meeting ID: 623 062 0778**

**or join by phone:**

**Call in number: (669) 900-9128   Participant Code: 623 062 0778**

**CALL TO ORDER** by President Richard Snyder at 5:00 P.M.

**ROLL CALL**

Directors present:      Richard Snyder, President  
   John Carapiet, Vice President  
   Omar Arias-Montez, Secretary  
   Catharine Benediktsson, Director  
   Tod Moody, Director

Staff present:              Tony Rubio, District Manager  
   Robin Dohrmann, Office Manager

Others in attendance:   Benjamin Stock, Burke, Williams, & Sorensen, LLC

**PUBLIC COMMENTS:** The public is invited to address the Board on items that do not appear on the agenda and are within the subject matter jurisdiction of the Board. The Brown Act does not allow the Board to take action on any public comment. Please limit public comments to no more than three minutes.

There were no public comments at this time.

**DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:**

- President Richard Snyder requested an agenda item re current office administration needs for December 2021 Regular Board Meeting

**(DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS Cont'd)**

- Vice President Carapiet requested to see the 2014 agreement between SD5 and Belvedere Land Company

**CONSENT CALENDAR:**

1. Review and Affirm No. 2021-07: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 (Rubio)
2. Approval of October 21, 2021 Regular Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from October 10<sup>th</sup> through November 10<sup>th</sup>, 2021 (JP Morgan Chase Bank, check no. 8529 through check no. 8592, all transactions totaling \$296,816.98) and receive October 2021 payroll, in the sum of \$120,914.95 (Dohrmann)
4. Receipt of Financial Reports for October 2021 (Dohrmann)

Discussion by the Board. Motion (Benediktsson/Moody) to approve Items No. 1 through No. 4 on the Consent Calendar. Passed unanimously.

**MANAGEMENT REPORTS:**

5. District Management Summary Report (Rubio)

District Manager, Tony Rubio, presented a written and verbal report on current District issues, responding to questions from the Board. Discussion by the Board.

**NEW BUSINESS:**

6. Review and accept proposal, from DKF Solutions, for SD5 Safety Updates and authorize the District Manager to proceed with Item #1 on the proposal for fiscal year 2021-2022.

Discussion by the Board. Motion (Benediktsson/Carapiet) to authorize the District Manager to proceed with Item #1 on the DKF Safety Training Update proposal for fiscal year 2021-2022. Passed unanimously.

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

7. Capital Improvement Program Committee (Moody/Arias-Montez) – verbal report + Action Item Log
8. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) – verbal report
9. Governance Committee (Moody/Carapiet) – N/A
10. Personnel Committee (Benediktsson/Snyder) – Preliminary discussion re 2022-2026 M.O. U. negotiations and Operator Recruitment
11. Renewable Energy Strategies Ad Hoc Committee (Carapiet/Moody) – N/A

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:**

12. Resolutions by the State Water Resources Control Board and the California Water Quality Monitoring Council recognizing SD5 and other utilities for its voluntary participation in wastewater monitoring for COVID-19

**CONVENE TO CLOSED SESSION:**

13. Convene to Closed Session (the public may provide comments regarding the closed session item(s) just prior to the Board beginning the Closed Session. Closed sessions are not open to the public.)

a) Closed Session pursuant to Section 54957(b) (1) – Employee Performance Evaluation  
Employee – District Manager

14. Report out of Closed Session (6:12 p.m.)

No action taken.

**RECONVENE TO OPEN SESSION:**

15. Consider increase to District Manager’s compensation under Employment Contract and award of a one-time payment to District Manager

Discussion by the Board. Request for FY21-22 SD5 salary step chart for Board consideration of District Manager’s Employee Performance Evaluation.


**ADJOURNMENT**

The Board adjourned at 6:15 p.m. to a Regular Board Meeting on December 16, 2021, at 5:00 P.M.

Approved:

Attest:

  
\_\_\_\_\_  
Richard Snyder  
President, Board of Directors

  
\_\_\_\_\_  
Omar Arias-Montez  
Secretary, Board of Directors