

**Regular Board Meeting Minutes  
at Sanitary District No. 5 of Marin County  
Thursday, September 15, 2022**

**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 Carapiet at 5:00 p.m.

**ROLL CALL**

Directors present: John Carapiet, President  
Omar Arias-Montez, Vice President  
Tod Moody, Secretary (joined meeting at 5:03 p.m.)  
Richard Snyder, Director  
Catharine Benediktsson, Director

Staff present: Tony Rubio, District Manager  
Robin Dohrmann, Office Manager  
Jayne Mulloy, Admin. Assistant

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

**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:**

Vice President Arias-Montez read the following statement:

"I wish to disclose that I will be providing wastewater engineering consulting services for DKF Solutions Group, DKF will be a source of income to me, and that I do not hold a primary management, officer, or

director position with DKF. I will also recuse myself from and not influence any matter involving DKF which comes before Sanitary District No. 5 Board in the future."

**CONSENT CALENDAR:**

1. Motion to review and affirm Resolution No. 2021-08: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 – Action
2. Approval of August 18, 2022, Regular Board Meeting Minutes (Mulloy)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from August 12<sup>th</sup>, 2022, through September 8<sup>th</sup>, 2022 (JP Morgan Chase Bank, check no. 9110 through check no. 9193, all transactions totaling (\$949,352.49) and receive August 2022, payroll, in the sum of \$147,672.10 (Dohrmann)
4. Receipt of Financial Reports for August 2022 (Dohrmann)
5. County of Marin's Board of Supervisors' 2022 Biennial Notice – Conflict of Interest Form: No Changes to SD5 Conflict of Interest Code (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to approve the Consent Calendar. Minutes approved as corrected. Vote passed (5-0-0-0)

President Carapiet moved to Item No. 7, under New Business, for consideration, as described on the agenda to this time (5:06 p.m.)

**7. Review Financial Projections through FY2025-2026 – GovInvest (Ira Summer)**

Ira Summer, Consultant, GovInvest, with the aid of a PowerPoint presentation reviewed CalPERS financial projections including, pension basics, major changes, impact of these changes on CalPERS cost and funded percentage. Mr. Summer responded to questions from Board members. Discussion only by the Board.

President Carapiet moved to Item No. 6, under Management Reports, for consideration, as described on the agenda to this time (6:11 p.m.).

**MANAGEMENT REPORTS:**

**6. District Manager 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. Board members requested the District Manager include odor control and complaints in his monthly report.

**NEW BUSINESS:**

7. Review and Consideration to accept lowest bid for the 2022 Sewer Rehabilitation Project – Tiburon & Belvedere, and authorizing the District Manager to issue a Notice to Proceed (Rubio) – Action

District Manager, Tony Rubio responded to questions from the Board. Discussion by the Board. Motion (Moody/Arias-Montez) to adopt Resolution No. 2022-10 Awarding a Contract for 2022 Sewer Rehabilitation Project to Hardiman Construction in the Amount of \$1,216,204, Rejecting Bid Protest, Approving of an Overall Construction Budget of \$1,337,824.40, and a Determining that the Project is Exemption from the Requirements of the California Environmental Quality Act. Vote passed (5-0-0-0)

8. Review and Discuss Request for Proposal (RFP) for the Main Plant (MP) and Paradise Cove (PC) Plant CIP Program Review and Staff Occupancy Optimization Project & provide direction to the District Manager to issue out the RFP (Rubio) – Action

Discussion by the Board. Motion (Moody/Benediktsson) to approve and authorize Sanitary District No. 5 of Marin County to issue out the Request for Proposal (RFP) from Engineering design firms which may wish to provide a proposal for a technical report that includes the evaluation of both of the Districts treatment plants scheduled Capital Improvement Projects, and an assessment of staff occupancy optimization at the main plant and provide recommendations. Vote passed (5-0-0-0)

9. Review and discuss service bulletin for Main Plant (MP) Blower variable frequency drives (VFD's) and quote for replacements & authorize the District Manager to place order for 3 new replacement VFD's. (Rubio) – Action

District Manager, Tony Rubio responded to questions from the Board. Discussion by the Board. Motion (Benediktsson/Snyder) to approve and accept Service Bulletin for Main Plant (MP) Blower variable frequency drives (VFD's) and quote for replacement and authorize the District manager to place an order for 3 new replacement VFD's. Vote passed (5-0-0-0)

10. Review and discuss Encroachment Permit for Tiburon Pump Station#3 adjacent to 2200 Mar East Street. Property (2200 Mar East) is currently under design and review at the Town of Tiburon (Rubio) – Discussion only.

District Manager, Tony Rubio responded to questions from the Board. Discussion by the Board.

**UNFINISHED BUSINESS:** None

**COMMITTEE REPORTS:**

11. Capital Improvement Program Committee (Arias-Montez/Moody)
12. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez)
13. Governance Committee (Moody/Snyder)
14. Personnel Committee (Snyder/Carapiet)
15. Ad Hoc Committee – Paradise Drive (Carapiet/Benediktsson) President Carapiet requested Ad Hoc Committee members be kept up-to-date.

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:** None


**ADJOURNMENT**

The Board adjourned at 6:46 p.m. (Snyder/Benediktsson) to a Regular Board Meeting on October 20, 2022, at 5:00 P.M. Vote passed (5-0-0-0)

Approved:

Attest:

  
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John Carapiet  
President, Board of Directors

  
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Tod Moody  
Secretary, Board of Directors

