

Michael Lasky, President  
Richard Snyder, Vice President  
John Carapiet, Secretary

Catharine Benediktsson, Director  
Tod Moody, Director

**Minutes of a Regular Board Meeting  
at Sanitary District No. 5 of Marin County Meeting Room  
2001 Paradise Drive, Tiburon, CA 94920  
Thursday, December 17, 2015**

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

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

**ROLL CALL**

Directors present: Michael Lasky, President  
John Carapiet, Secretary  
Catharine Benediktsson, Director  
Tod Moody, Director

Directors Absent: Richard Snyder, Vice President

Staff present: Tony Rubio, District Manager  
Robin Dohrmann, Administrative / Finance Specialist

Consultants present: Benjamin Stock, Burke, Williams, Sorensen, LLP

**1. Administering of Oaths of Office to New Board Members (Benediktsson)**

Director Benediktsson administered Oaths of Office to incumbent Board Members, Michael Lasky, John Carapiet, and Tod Moody.

**CLOSED SESSION:**

**2. 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. Conference with Legal Counsel– Anticipated Litigation
  - i. Initiation of litigation pursuant to Section 54956.9(d)(4): (1 potential case)

No reportable action taken.

**3. Report out of Closed Session at 5:32 P.M.**

**OPEN SESSION:**

**CALL TO ORDER** by President Lasky at 5:34 P.M.

**ROLL CALL**

Directors present:	Michael Lasky, President John Carapiet, Secretary Catharine Benediktsson, Director Tod Moody, Director
Directors Absent:	Richard Snyder, Vice President
Staff present:	Tony Rubio; District Manager Robin Dohrmann, Administrative / Finance Specialist

**PUBLIC COMMENTS:** The public is invited to address the Board on items that do not appear on the agenda and that 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.

No public comments were made at this time.

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

- President Lasky noted how much time was absorbed by Administrative / Finance Specialist Dohrmann "zone-splitting" warrants for amounts under \$500, and wondered if it would make more sense to reserve "splitting" those small amounts until year-end, using the annually-calculated split once, instead of 15-30 times per month.
- Secretary Carapiet requested a Governance Committee agenda item: Point of sale issues relating to shared laterals and enforcement of mandatory fees and repairs.
- Director Benediktsson confirmed Board Elections were to be held at the next Board Meeting, January 21, 2016
- Secretary Carapiet inquired about and suggested using our in-house electrician to deal with any possible cathodic protection we might need for the SD5 pipes underwater
- Secretary Carapiet inquired about Mar West upgrades being on-target. DM Rubio confirmed they were.
- Director Benediktsson requested individual Board Members to address SD5 Committee Chairs directly to request items be added to said Committee Agendas

### **CONSENT CALENDAR**

4. Approval of November 12, 2015, Regular Board Meeting Minutes (Dohrmann)
5. Approval of all Electronic Fund Transfers (EFT) and Warrants for November 6<sup>th</sup> through December 10<sup>th</sup>, 2015; Check No. 8117 through Check No. 8187, in the amount of \$355,404.03 (Dohrmann)
6. Receipt of Financial Reports for November, 2015 (Dohrmann)

Discussion by the Board. Motion (Carapiet /Moody) to approve Consent Calendar Items No. 4 through No. 6. Passed (4-0-0-1).

### **MANAGEMENT REPORTS**

7. 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**

8. Consideration and Approval of Change Order No. 1 for Mar West Pump Station # 5 Improvement Project - Phase 1, Not to Exceed \$17,585.00, Authorizing District Manager Rubio to Proceed with Nute Engineers Extending the New Concrete Masonry Unit (CMU) Wall for Greater Access to the Generator Area (Rubio) - Action

Discussion by the Board. Motion (Moody/Carapiet) for Board to accept to Change Order No. 1 for Mar West Pump Station # 5 Improvement Project - Phase 1, not to exceed \$17,585.00, authorizing District Manager Rubio to proceed with Nute Engineers, extending the new concrete masonry unit (CMU) wall for greater access to the generator area. Passed (4-0-0-1).

9. Consideration and Approval of New Generator for Paradise Cove, Not to Exceed \$41,993.17, Authorizing District Manager Rubio to Proceed with Purchasing – Action (Rubio)

Discussion by the Board. Motion (Benediktsson/Carapiet) to authorize District Manager Rubio to proceed with purchasing approved new generator for Paradise Cove, not to exceed \$41,993.17. Passed (4-0-0-1).

10. Review and Consideration of Alternative Banking Establishments for Sanitary District No. 5 of Marin County (Dohrmann)

Discussion by the Board. Motion (Benediktsson/Carapiet) to accept the Finance Committee's recommendation for further inquiry into banking with JP Morgan Chase Bank as the primary banking establishment for Sanitary District No. 5 of Marin County. Passed (4-0-0-1).

11. Accept and Approve Sanitary District No. 5 of Marin County Mission Statement – Action (Rubio)

Discussion by the Board. Motion (Carapiet/Benediktsson) to Approve Sanitary District No. 5 of Marin County's mission statement, as written. Passed (4-0-0-1).

**12. Review and Consider Creation of Ad-Hoc Committee for Paradise Cove WWTP Recycled Water Re-Use Options and Feasibility – Action (Rubio)**

Discussion by the Board. President Lasky appointed Tod Moody as Chairperson and John Carapiet to Second the Paradise Cove WWTP Recycled Water Re-Use Options and Feasibility Ad Hoc Committee.

**13. Review and Discussion of Preliminary FY2014-2015 Audit from Perotti & Carrade (Rubio)**  
Discussion by the Board.

**UNFINISHED BUSINESS:** None.

**COMMITTEE REPORTS:**

- 14. Capital Improvement Program Committee (Lasky/Carapiet) - Action Item Log provided
- 15. Governance Committee (Snyder/Benediktsson)
- 16. Finance & Fiscal Oversight Committee (Benediktsson/Moody) - Action Item Log provided
- 17. Personnel Committee (Carapiet/Snyder)

**OTHER BUSINESS:**

**ENVIRONMENTAL:** None.

**CORRESPONDENCE:**

- 18. Letter from First Church of Christ, Scientist

Discussion by the Board. No action taken, direction given to DM Rubio and the Finance Committee.

**INFORMATIONAL ITEMS:**

- 19. Independent Accountants' Compilation Report, Perotti & Carrade

Discussion by the Board.

**ADJOURNMENT**

The Board adjourned at 6:37p.m. to a Regular Board Meeting on January 21<sup>st</sup>, 2016, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

Approved:

  
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RICHARD SNYDER  
President, Board of Directors

Attest:

  
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JOHN CARAPIET  
Secretary, Board of Directors