

Claire McAuliffe, President  
Corinne W. Wiley, Vice President

Catharine Benediktsson, Director  
Roy Fedotoff, Director

**Sanitary District No. 5 of Marin County  
Minutes of a Special Board Meeting  
at Sanitary District No. 5 of Marin County Meeting Room  
2001 Paradise Drive, Tiburon, California  
Friday, January 7, 2011, 10:00 a.m.**

**CALL TO ORDER** by Pres. McAuliffe at 10:02 a.m.

**ROLL CALL:** Directors present:

Claire McAuliffe, President  
Corinne W. Wiley, Vice President  
Catharine Benediktsson  
Roy Fedotoff

Staff present:

Robert L. Lynch, District Manager  
Samantha Miller, Office/Finance Manager  
Tony Rubio, Wastewater Facilities Manager

Others present:

Doug Wing, Carollo Engineers  
Rick Chan, Carollo Engineers  
Rebecca Overacre, Carollo Engineers  
Deirdre McCrohan, *The Ark Newspaper*  
Bill Teiser  
Paul Garbarini

**PUBLIC OPEN TIME:** No public comments were made.

**BOARD WORKSHOP**

1. Presentation of Main Plant Asset Condition Assessment Study by Carollo Engineers (attached)

Mr. Doug Wing, Mr. Rick Chan, and Ms. Rebecca Overacre of Carollo Engineers gave a presentation to the Board on the Main Plant Asset Condition Assessment Study they performed for the District. The Board asked questions and discussed the study. The Board made comments on the draft report from Carollo Engineers and requested that certain changes (attached herewith) be made before the final report is presented to the Board for consideration of acceptance at the January 25, 2011, Board meeting.

The Board discussed the State Revolving Fund loan program, Municipal Finance Corporation loans, and bond issuance as possible sources of debt financing if the Board

were to decide to move forward with a main plant rehab project. The Board requested that the Finance Committee take all costs and requirements of these programs into account when evaluating which source of funding would be the most optimal for the District.

The Board discussed the pros and cons of the phased approach versus the single project approach to the proposed main plant rehab project.

Mgr. Lynch reported he is confident that the District has an accurate and up to date assessment of the condition of the District's collection system and the required capital improvement and maintenance costs. These collection system costs will be included in the District's new financial model, as well as the operations and maintenance costs for the entire District.

The Board requested that the District's Capital Improvement Project Plan be updated to include the information from this Main Plant Asset Condition Assessment Study by Carollo Engineers. The recommendations from this report will be included in the District's new financial model, as well.

Carollo Engineers explained that, if the District chooses to move forward with the main plant rehab project with them, they would propose to charge the District on a time and materials (reimbursable expenses) basis, with a not to exceed amount.

The Board requested that Carollo Engineers also perform a consequence of failure and risk assessment study for the main plant, to add to the condition assessment and performance evaluation study already completed and currently presented to the Board. The Board would like to make sure that the risk of the District's assets is evaluated in terms of permit violations and fines, and for the purpose of prioritization and understanding of urgency.

Dir. Benediktsson asked Mr. Wing what he believes are the top three projects that need to be completed at the main plant, based on his 25 years of experience. Mr. Wing replied that he believes the top three projects that need to be completed would be the aeration basin (this will result in great cost savings due to increased energy efficiency), the chemical systems (to prevent potential effluent disasters), and the digester (to address seismic risks). He added that the electrical work is also very important to perform, especially to avoid permit violations.

The Board thanked Carollo Engineers very much for their terrific study and presentation.

The Board requested District staff to work with Carollo Engineers to propose a preliminary design report description for the Board to consider at the January 25, 2011, Board meeting. The Board also requested that the final Main Plant Asset Condition Assessment Study by Carollo Engineers be presented to the Board for consideration of acceptance at the January 25, 2011, Board meeting.

**ADJOURNMENT:**

Motion (Benediktsson/Wiley) to adjourn at 12:02 p.m. to a Regular Board Meeting on January 25, 2011, at 7:00 p.m. at the Sanitary District No. 5 of Marin County Meeting Room at 2001 Paradise Drive, Tiburon, California. Passed, all present.

Approved:

Attest:

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Corinne W. Wiley  
President, Board of Directors

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Roy Fedotoff  
Secretary, Board of Directors