

**Regular Board Meeting Minutes
Sanitary District No. 5 of Marin County
Thursday, December 16, 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.

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 5:03 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
Allan & Sidney Bortel, Ned's Way, Tiburon

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.

- Allan (& Sidney) Bortel, HOA President for Chandler's Gate, requested SD5 increase the trigger threshold for sewer lateral inspections (see Ordinance No. Ordinance No. 2014-02(A) - Sewer Use Regulations) and asked that an agenda item be scheduled regarding said topic.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- Vice President John Carapiet advised Staff to include a discussion regarding the request for SD5 to increase the trigger threshold for sewer lateral inspections (see Ordinance No. Ordinance No. 2014-02(A) - Sewer Use Regulations) in the future
- Vice President John Carapiet was disappointed to learn SD5 had not inspected the Belvedere Land Company (BLC) laterals prior to their selling-off parcels in 2014
- Secretary Omar Arias-Montez requested to include the discussion regarding the request for SD5 to increase the trigger threshold for sewer lateral inspections (see Ordinance No. Ordinance No. 2014-02(A) - Sewer Use Regulations) at the Regular Board Meeting in January 2022
- Director Catharine Benediktsson requested a discussion re the collection and conversion of storm water considering the significant rainfall in 2021
- Director Catharine Benediktsson and Vice President John Carapiet requested notification be provided to Belvedere Lagoon Property Owners' Association (BLPOA), should there be an Sanitary Sewer Overflow (SSO) into the Belvedere Lagoon

CONSENT CALENDAR:

1. Review and Affirm Ordinance No. 2021-07: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 (Rubio)
2. Approval of November 18, 2021 Regular Board Meeting Minutes (Dohrmann)
3. Review ~~and receive~~ all electronic fund transfers (EFTs) and approve warrants from November 11th through December 8th, 2021 (JP Morgan Chase Bank, check no. 8593 through check no. 8647, all transactions totaling \$383,556.62) and receive November 2021 payroll, in the sum of \$161,023.10 (Dohrmann)
4. Receipt of Financial Reports for November 2021 (Dohrmann)

Discussion by the Board.

A) Secretary Arias-Montez requested clarification re duplication of warrant lists (summary and detailed), as there was confusion regarding which reports were updated. Secretary Arias-Montez requested modification to current notation (via notes and highlights) and to resubmit.

B) Director Catharine Benediktsson requested the removal of the words, "and receive" at Item #3 on the Consent Calendar.

Motion (Benediktsson/Carapiet) to approve Items No. 1 through No. 4, subsequent to corrections made, 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. Secretary Omar Arias-Montez requested DM Rubio update the (Storm Watch) report to reflect the current generator status.

NEW BUSINESS:

6. Proclamation for SD5 retiree, Steve Driscoll – Action (Rubio)

Discussion by the Board. Motion (Benediktsson/Carapiet) to approve, subsequent to corrections requested by Secretary Omar Arias-Montez on the Proclamation for SD5 retiree, Steve Driscoll. Passed unanimously.

7. Discussion re SD5 administrative / scanning workload and recommendation to hire a part-time administrative assistant – Action (Rubio)

Discussion by the Board. No action taken. Direction given to Office Manager to tailor part-time Administrative Assistant position description prior to the next Personnel Meeting in January 2022.

8. Discussion re subcontracting document management (scanning, archiving and shredding) SD5 historical documents – discussion only (Rubio)

Discussion by the Board. Direction given to Office Manager to move forward with bids from document management companies and customize a Professional Services Agreement for Legal to review.

9. Discussion regarding the Main Plant Generator Control Panel Upgrade and transfer switch part replacement and troubleshooting work for the month of November – discussion only (Rubio)

Discussion by the Board only. No action or direction given.

10. Consideration of CASA Winter Conference attendance – January 19-21 (Palm Springs) or CASA Washington D.C. Policy Forum, February 28 - March 1 – Action (Rubio)

Discussion by the Board. No action given. Direction provided to District Manager to look into the Washington D.C. Policy Forum in February.

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

11. Capital Improvement Program Committee (Moody/Arias-Montez) – verbal report
12. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) – verbal report
13. Governance Committee (Moody/Carapiet) – N/A
14. Personnel Committee (Benediktsson/Snyder) – verbal report
15. Renewable Energy Strategies Ad Hoc Committee (Carapiet/Moody) – verbal report

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS: None

CONVENE TO CLOSED SESSION (6:23 p.m.):

16. 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

Discussion by the Board.

17. Report out of Closed Session (6:38 p.m.): No action taken.

RECONVENE TO OPEN SESSION (6:38 p.m.):

18. Discuss and possible action to increase District Manager’s compensation under Employment Contract and award of a one-time incentive payment to District Manager

Discussion by the Board. SD5 Board members approved District Manager, Tony Rubio, a 1-step salary increase, as of January 1, 2022. Passed unanimously.


ADJOURNMENT

The Board adjourned at 6:56 p.m. to a Regular Board Meeting on January 20, 2022, at 5:00 P.M.

Approved:

Attest:


Richard Snyder
President, Board of Directors


Omar Arias-Montez
Secretary, Board of Directors