

Richard Snyder, President
Catharine Benediktsson, Vice President
John Carapiet, Secretary

Michael Lasky, 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, November 17, 2016**

CALL TO ORDER by Vice President Benediktsson at 5:04 P.M.

ROLL CALL

Directors present: Richard Snyder, President
Catharine Benediktsson, Vice President (5:05 p.m.)
John Carapiet, Secretary
Michael Lasky, Director
Tod Moody, Director (5:16 p.m.)

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

Consultants present: Benjamin Stock, District Counsel
John Farnkopf, HF&H Consulting

Others present: Brian Wilson, Sam's Anchor Café
Omar Arias, Sausalito-Marin City SD

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.

- Brian Wilson attended the meeting to hear of any further insight into the increased sewer fees for Sam's Anchor Café's and if his rate could be lowered

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- President Snyder requested John Farnkopf, of HF&H Consulting, provide a proposal for a sewer rate cost-of-service study, to be revisited at a later Board Meeting, upon review and approval by the Finance Committee
- Secretary Carapiet requested SD5 pay the lump sum amount for CalPERS' Unfunded Accrued Liability for FY14-15 (\$245,869+) at the December Board Meeting

CONSENT CALENDAR:

1. Approval of October 20th, 2016, Regular Board Meeting Minutes (Dohrmann)
2. Approval of all Electronic Fund Transfers (EFT) and Warrants for October 14th through, November 15th, 2016; JP Morgan Chase Bank Check No. 5376 through Check No. 5426, all transactions totaling in the amount of \$254,697.77, and; October 2016 Payroll in the amount of \$97,016.00 (Dohrmann)

3. Receipt of Financial Reports for October, 2016 (Dohrmann)

Office Manager, Robin Dohrmann, advised of changes made to the October Financial Reports which would be reflected in the November Financial Reports. Vice President Benediktsson requested the Board postpone accepting Consent Calendar Item No. 1 and Item No. 2 and consider approval of Item No.3 only. Discussion by the Board. Motion (Carapiet/Lasky) to accept and approve Items No. 3 of the Consent calendar. Passed (4-0-0-1).

President Snyder moved to New Business, Item No. 5, as described on the agenda, to this time.

NEW BUSINESS:

5. Discussion of SD5 Commercial Rate Structure (HF&H Consulting)

John Farnkopf, of HF&H Consulting Services, reviewed the fiscal relationship between commercial rates and residential rates and how they have historically played off each other. He reviewed the costs of changing rates via modeling and its effectiveness in conducting a new sewer rate study for SD5. Upon conclusion, he responded to questions from the Board. Direction given, no action taken.

President Snyder moved to Management Reports, Item No. 4, as described on the agenda, to this time.

MANAGEMENT REPORTS:

4. 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.

President Snyder moved to New Business, Item No. 6, as described on the agenda, to this time.

6. Review & Discussion of Proposed SD5 Reserve Policy Draft (B. Stock)

Responding to questions posed at the October Board Meeting, District Counsel, Benjamin Stock, advised there were no legal requirements or obligations pertaining to a minimum/maximum amount public agencies could reserve for operational expenses. Discussion by the Board.

7. Consider and Approve Resolution No. 2016-11: A Resolution Adopting New Financial Policies and Procedures for Sanitary District No. 5 of Marin County (Rubio) – Action

Discussion by the Board. Motion (Lasky/Carapiet) to Approve Resolution No. 2016-11: A Resolution Adopting New Financial Policies and Procedures for Sanitary District No. 5 of Marin County. Passed (4-0-1-0).

8. Discussion & Consideration of Establishing SD5 Board Policy to Fully Fund Miscellaneous (Classic & PEPRA members) Plans for SD5's CalPERS Unfunded Accrued Liabilities, Payable at Fiscal Year End (June 30th) Annually (Rubio)

Discussion by the Board. Direction given, no action taken.

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

9. Capital Improvement Program Committee (Carapiet/Moody) - Action Item Log and verbal
10. Governance Committee (Benediktsson/Snyder)
11. Finance & Fiscal Oversight Committee (Moody/Carapiet) - Action Item Log and verbal
12. Personnel Committee (Benediktsson/Lasky)
13. Tiburon Pump Station #4 Ad Hoc Committee (Carapiet/Benediktsson)

OTHER BUSINESS: None.

ENVIRONMENTAL: None.

CORRESPONDENCE: None.

INFORMATIONAL ITEMS: None.

CONVENE TO CLOSED SESSION:

CALL TO ORDER by President Snyder at 6:38 P.M.

ROLL CALL Directors present: Richard Snyder, President
 Catharine Benediktsson, Vice President
 John Carapiet, Secretary
 Michael Lasky, Director
 Tod Moody, Director

 Staff present: Tony Rubio, District Manager

- 1) 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
 - i. Employee – District Manager

Direction given, no action taken.


2. Report out of Closed Session: 6:43 P.M.

ADJOURNMENT

The Board adjourned at 6:43 p.m. to a Special Board Meeting on November 17th, 2016, at 5:44 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

Approved:

Attest:



Richard Snyder
President, Board of Directors



John Carapiet
Secretary, Board of Directors