

John Carapiet, President  
Omar Arias-Montez, Vice President  
Tod Moody, Secretary

Catharine Benediktsson, Director  
Richard Snyder, Director

**Regular Board Meeting Minutes  
Sanitary District No. 5 of Marin County  
Thursday, February 17, 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 Snyder at 5:01 p.m.

**ROLL CALL**

Directors present:     John Carapiet, President  
                                 Omar Arias-Montez, Vice President  
                                 Catharine Benediktsson, Director  
                                 Richard Snyder, Director

Directors not present:     Tod Moody, Secretary

Staff present:             Tony Rubio, District Manager

Staff not present:         Robin Dohrmann, Office Manager

**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:**

- President Carapiet thanked the Board for the teamwork demonstrated re Mallard Pointe letter/questions

**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 January 20, 2022 Regular Board Minutes, as well as February 8, 2022 Special Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from January 13<sup>th</sup>, 2022, through February 10<sup>th</sup> 2022 (JP Morgan Chase Bank, check no. 8718 through check no. 8768, all transactions totaling \$178,074.28) and receive January 2022, payroll, in the sum of \$124,388.27 (Dohrmann)
4. Receipt of Financial Reports for January 2022 (Dohrmann)
5. Receive and approve Sanitary District No.5 of Marin County FY 20-21 Audited Financial Statements, completed by Perotti & Carrade (Rubio)

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

**MANAGEMENT REPORTS:**

6. 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:**

7. Review and accept proposal from Muni-Quip re WEMCO digester recirculation pump and authorize the District Manager to place order for two (2) pumps this fiscal year (lead-time for procurement is next fiscal year) - Action (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) accept proposal from Muni-Quip re WEMCO digester recirculation pump and authorize the District Manager to place order for two (2) pumps this fiscal year (lead-time for procurement is next fiscal year). Passed (4-0-0-1).

8. Review and discuss upcoming ARC (annual required contribution) payment to CERBT (California Employee Retirement Benefit Trust) for OPEB (other post-employment benefits) and consider paying down current liabilities (i.e., MPR Refinanced Loan Agreement, etc.) – possible Action (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to fund CERBT (California Employee Retirement Benefit Trust) for OPEB (other post-employment benefits) and consider paying down current liabilities (i.e., MPR Refinanced Loan Agreement, etc.). Passed (4-0-1-1).

9. Review and discuss Sewer Rate Proposals (2) and select a proposal and authorize the District Manager to enter into a PSA (professional services agreement) to the sewer rate study – Action (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to contract with HF&H Consultants to enter into a Professional Services Agreement for the FY22-23 SD5 Sewer Rate Study. Passed (4-0-1-1).

**UNFINISHED BUSINESS:** None

**COMMITTEE REPORTS:**

- 10. Capital Improvement Program Committee (Arias-Montez/Moody) – N/A
- 11. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) – N/A
- 12. Governance Committee (Moody/Snyder) – N/A
- 13. Personnel Committee (Snyder/Carapiet) – N/A
- 14. Mallard Pointe Ad Hoc Committee (Carapiet/Benediktsson) – Letter submitted to Town of Tiburon

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None


**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:** None


**ADJOURNMENT**

The Board adjourned at 5:45 p.m. to a Regular Board Meeting on March 17, 2022, at 5:00 P.M.

Approved:

  
\_\_\_\_\_  
John Carapiet  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Omar-Arias Montez  
Vice President, Board of Directors