

**Minutes of a Regular Board Meeting
Sanitary District No. 5 of Marin County
Thursday, January 21, 2021**

5:00 P.M. REGULAR BOARD MEETING

CORONA VIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, 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 Catharine Benediktsson at 5:00 P.M.

ROLL CALL

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

Staff present: Tony Rubio, District Manager
Robin Dohrmann, Office Manager

Others is attendance: Benjamin Stock, Burke, Williams, & Sorensen, LLC

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.

There were no public comments at this time.

1. Elections for Officers of the Board – Action

Discussion by the Board. Motion (Moody/Carapiet) to nominate Richard Snyder for the President of the Board of Directors of Sanitary District No. 5 of Marin County for the 2021 term. Passed unanimously.

(Item #1 Cont'd)

Discussion by the Board. Motion (Snyder/Moody) to nominate John Carapiet for the Vice President of the Board of Directors of Sanitary District No. 5 of Marin County for the 2021 term. Passed unanimously.

Discussion by the Board. Motion (Benediktsson/Carapiet) to nominate Omar Arias-Montez for the Secretary of the Board of Directors of Sanitary District No. 5 of Marin County for the 2021 term. Passed unanimously.

2. Appointment of Committee Members and setting date & time for regular, standing committee meetings – Action

Discussion by the Board. President Richard Snyder recommended the following appointments for the 2021 term of Sanitary District No. 5 of Marin County Committees:

Finance & Fiscal Oversight Committee:	Chair:	Director Catharine Benediktsson
	Member:	Secretary Omar Arias-Montez
	Alternate:	Vice President John Carapiet

Capital Improvement Program Committee:	Chair:	Director Tod Moody
	Member:	Secretary Omar Arias-Montez
	Alternate:	Vice President John Carapiet

Governance Committee:	Chair:	Director Tod Moody
	Member:	Vice President John Carapiet
	Alternate:	President Richard Snyder

Personnel Committee:	Chair:	Director Catharine Benediktsson
	Member:	President Richard Snyder
	Alternate:	Vice President John Carapiet

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- Director Benediktsson requested the Finance Committee review SD5's cyber security and consider additional measures
- Vice President Carapiet inquired into handling the article in the recent Ark Newspaper
- Vice President Carapiet voiced his dissatisfaction with the length of time it has taken Maggiora & Ghilotti to complete the Cove Rd. Force Main Replacement Project and is reticent to allow another time extension
- Secretary Arias-Montez requested a tour of the SD5 Main Plant; Director Benediktsson requested he assess the M.P. Office and Breakroom space in light of appropriate distancing per OSHA parameters
- Director Benediktsson inquired into the receipt of her 2020 1099 Tax Form
- Director Moody inquired into the amount billed from E&M and Director Benediktsson inquired into the PG&E bill; Secretary Arias-Montez stated PG&E amount seemed reasonable in consideration of his experience with PG&E billing at Sausalito-Marin City Sanitary District

CONSENT CALENDAR:

3. Approval of December 17, 2020 Regular Board Meeting Minutes (Dohrmann)
4. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for December 11 through January 7, 2021; JP Morgan Chase Bank Check No. 7949 through Check No. 8012, all transactions totaling in the amount of \$102,304.48; and Receive December 2020 Payroll, in the amount of \$143,075.14 (Dohrmann)
5. Receipt of Financial Reports for December 2020 (Dohrmann)

Discussion by the Board. Motion (Benediktsson/Arias-Montez) to approve the Consent Calendar, Items No. 3 through No.5. Passed unanimously.

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 & approve Cove Rd. Force Main Replacement Project progress payment No. 8, in the amount of \$81,225.00 (eighty-one thousand, two hundred twenty-five dollars only) - Action (Rubio)

Discussion by the Board. Motion (Benediktsson/Moody) to approve Cove Rd. Force Main Replacement Project progress payment No. 8, in the amount of \$81,225.00 (eighty-one thousand, two hundred twenty-five dollars only). Passed unanimously.

Total original contract price:	<u>\$1,971,971.00</u>
Change orders (thru C.O. #9):	<u>\$ 338,466.33</u>
Over/under budget to date:	<u>17.16%</u>

* Construction is to continue thru February 2021

UNFINISHED BUSINESS: None

COMMITTEE REPORTS:

8. Capital Improvement Program Committee (Carapiet/Moody) – CIP Action Item Log provided
9. Finance & Fiscal Oversight Committee (Carapiet/Snyder) – None
10. Governance Committee (Snyder/Moody) – None
11. Personnel Committee (Moody/Benediktsson) – None

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None


INFORMATIONAL ITEMS:

12. Alliant Insurance Services (CSRMA) memorandum & article re “market indicators reflect social inflation of 15% - 25% rate increase at SD5’s Pooled Liability

ADJOURNMENT


The Board adjourned at 5:59 p.m. to a Regular Board Meeting on February 18, 2021, at 5:00 P.M.

Approved:



Richard Snyder
President, Board of Directors

Attest:



Omar Arias-Montez
Secretary, Board of Directors