

**Sanitary District No. 5 of Marin County  
Minutes of a Special Board Meeting  
at Tiburon Fire Protection District Meeting Room  
1679 Tiburon Blvd., Tiburon, California  
Thursday, July 25, 2013, 2:00 p.m.**

**CALL TO ORDER** by Pres. Benediktsson at 2:00pm.

<b>ROLL CALL:</b>	Directors present:	Catharine Benediktsson, President Richard Snyder, Vice President Roy Fedotoff, Secretary Michael Lasky, Director
	Directors absent:	Maureen Johnson, Director
	Staff present:	N/A
	Consultants present:	Jesse Lad, Meyers/Nave David Warner, Meyers/Nave

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

**CLOSED SESSION** at 2:06 p.m.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: Executive Assistant

**PUBLIC EMPLOYMENT**  
Title: Executive Assistant

**OPEN SESSION** at 3:49 p.m.

The Board reported that the Board has unanimously agreed not to renew the employment agreement for the Executive Assistant/Confidential Administrative Assistant by unanimous vote. Accordingly, her employment will end effective July 31, 2013. The Board has also authorized offering a potential severance in exchange for a standard waiver and release. The Board President has been authorized to finalize any such severance agreement.

**DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS**

No comments or agenda requests were made by the Board.

## **NEW BUSINESS**

1. Review and Discussion to Evaluate and Update the District Organization Chart and Pay Scale (Simmons)

Discussion by the Board. Motion (Benediktsson/Lasky) to update the organization chart, as proposed in Board Packet, with a solid line from Wastewater Facilities Manager to the Board of Directors and a dotted line to the District Manager. Passed unanimously, all present.

2. Consider Adopting Resolution No. 2013-15: A Resolution Amending Resolution 2013-12 Regarding the Expiration Date Extension of the Executive Assistant Employment Contract (Simmons) – Action

No action taken.

3. Discussion of Comprehensive Evaluation of District Insurance and Insurance Needs (Benediktsson)

Discussion by the Board.

4. Consideration to Approve and Authorize the Wastewater Facilities Manager to Purchase a 2013 Ford F-250 from Petaluma Ford in the Amount not to Exceed \$26,011.25 (Benediktsson) – Action

Discussion by the Board. Motion (Snyder/Fedotoff) to authorize the Wastewater Facilities Manager to purchase a 2013 Ford F-250 from Petaluma Ford in the amount not to exceed \$26,011.25. Passed unanimously, all present.

5. Review and Discuss Cost Estimate from Code Publishing, Inc. to Codify Ordinances of Sanitary District No. 5 of Marin County (Benediktsson)

Discussion by the Board. Motion (Snyder/Lasky) to approve cost estimate from Code Publishing and authorize Board President to proceed with engagement with Code Publishing for Codification of Ordinances of Sanitary District No. 5 of Marin County. Passed unanimously, all present.

6. Consideration to Approve and Authorize the Board President to Add to the Contract of W. R. Forde for Mar East Pump Stations 1, 2, 3 and 4 Power Feed Improvements Mar East Street the Cost of County Encroachment Permit and Work Required for Compliance by W. R. Forde in the Amount of \$9,949.00 (Simmons) – Action

Discussion by the Board. Motion (Snyder/Lasky) to authorize the Board President to Add to the Contract of W. R. Forde for Mar East Pump Stations 1, 2, 3 and 4 Power Feed Improvements Mar East Street the Cost of County Encroachment Permit and Work Required for Compliance by W. R. Forde in the Amount of \$9,949.00. Passed unanimously, all present.

7. Consideration to Approve and Authorize the Board President to Sign a Professional Services Agreement for the Shared Outfall Joint Study for Sanitary District No. 5 of Marin County and SASM (Benediktsson) – Action

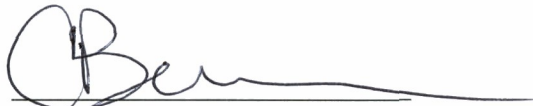
Discussion by the Board. Motion (Snyder/Lasky) to authorize the Board President to Sign a Professional Services Agreement with Nute Engineering for the Shared Outfall Joint Study for Sanitary District No. 5 of Marin County and SASM. Passed unanimously, all present.

#### **ADJOURNMENT**


The Board adjourned at 4:34 p.m. to a Regular Board Meeting at 6:30 p.m. on August 20, 2013, at the Tiburon Fire Protection District Meeting Room at 1679 Tiburon, Blvd., Tiburon, California.

Approved:

Attest:



Catharine Benediktsson  
President, Board of Directors



Roy Fedotoff  
Secretary, Board of Directors