

**Sanitary District No. 5 of Marin County  
Minutes of a Regular Board Meeting  
at Tiburon Fire Protection District Meeting Room  
1679 Tiburon Blvd., Tiburon, California  
Tuesday, August 20, 2013, 6:30 p.m.**

**CALL TO ORDER** by Pres. Benediktsson at 6:33 P.M.

<b>ROLL CALL:</b>	Directors present:	Catharine Benediktsson, President Richard Snyder, Vice President Roy Fedotoff, Secretary Michael Lasky, Director Maureen Johnson, Director
	Staff present:	Samantha Miller, District Manager Robert A. Simmons, Temp Asst District Manager Tony Rubio, Wastewater Facilities Manager Robin Dohrmann, Administrative/Finance Asst.
	Consultants present:	David Kahn, Renne, Sloan, Holtzman, Sakai, LLP

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

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

**Agenda Requests:**

- Robin Dohrmann's new Contract of Employment (Pres. Benediktssen)
- Robert A. Simmons's new Contract of Employment (Pres. Benediktssen)
- Schedule for long-term Strategic Planning (Sect. Fedotoff)
- Days/Hours of Office & Other staff work schedules (V.P. Snyder)
- 2 Year report on all Overtime Earned per Employee (V.P. Snyder)
- Karol Denniston/David Kahn's Progress with CalPERS (Pres. Benediktssen)
- Transparency Audit Presentation by Bartle Wells Associates (Pres. Benediktssen)

**CONSENT CALENDAR**

1. Approval of July 16, 2013, Regular Board Meeting Minutes (Henriksen/Dohrmann)
2. Approval of July 25, 2013, Special Board Meeting Minutes (Henriksen/Dohrmann)
3. Approval of All Warrants for July 2013, #6320 through #6380, in the amount of \$986,789.88, and Main Plant Rehabilitation Project Warrants for August 1-20, 2013, #6398, #6404, #6408 - #6411, in the amount of \$374,056.71 (Dohrmann)

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4. Receipt of Preliminary Financial Reports for July 2013 (Dohrmann)
5. Approval of Carollo Change Order No. 29 for Main Plant Rehabilitation Project (Simmons)

Motion (Fedotoff/Lasky) to approve Consent Calendar Items 1 through 5. Passed, 1 abstain (Johnson).

**MANAGEMENT REPORTS**

6. Main Plant Rehabilitation Project Progress Report (Carollo)

Presentation made by Doug Wing, Carollo Engineers. Discussion by the Board.

7. District Management Summary Report and Operations/Maintenance Report (Miller/Simmons/Rubio)

Report reviewed by Mgr. Miller and Mgr. Rubio. Discussion by the Board.

**NEW BUSINESS**

8. Approval of Agreement with Renne, Sloan, Holtzman, Sakai, LLP, for General Counsel Services (Benediktsson) – Action

Discussion by the Board. Motion (Snyder/Fedotoff) to approve agreement with Renne, Sloan, Holtzman, Sakai, LLP, for General Counsel, and direct that all outside counsel, auditors, accountants, and contracts report to new General Counsel, David Kahn. Passed unanimously, all present.

9. Consideration of Adopting Revised Travel & Meetings Policy for Personal Vehicle Expense Reimbursement for District Business (Dohrmann) – Action

Discussion by the Board. Motion (Snyder/Johnson) to adopt the Revised Travel & Meetings Policy for Personal Vehicle Expense Reimbursement for District Business, to include correcting wording on Page 1, Item III, Paragraph B, Section 3, Subsection (a), “suing” to read “using;” delete wording from Page 3, Item III, Paragraph B, Section 3, Subsection (b), “ minus the employee’s normal commute mileage” from first sentence; and to underline Item IV Title “Lodging,” on page 2. Passed unanimously, all present.

10. Consideration of Submitting Vote for Marin LAFCO Election for Alternate Special District Member (Miller) – Action

Discussion by the Board. Motion (Snyder/Johnson) to submit vote for Lew Kiou, of Almonte Sanitary District, as first choice candidate; Jack Baker, of North Marin Water District, as second choice candidate; and May Sylla, of Ross Valley Sanitary District, as third choice candidate for Marin LAFCO Election for Alternate Special District Member. Passed unanimously, all present.



11. Consideration of Authorizing and Approving District Manager to Negotiate and Execute Contract with Lowest Qualified Bidder for the Bi-Annual Gravity Sanitary Sewer Line Hydro-Jet Cleaning Program for the Tiburon Zone (Rubio) – Action

Discussion by the Board. Motion (Fedotoff/Lasky) to Authorize and Approve District Manager to Negotiate and Execute Contract with the Lowest Qualified Bidder, Roto-Rooter Plumbers, for the Bi-Annual Gravity Sanitary Sewer Line Hydro-Jet Cleaning Program for the Tiburon Zone. Passed unanimously, all present.

12. Consideration of Authorizing and Approving District Manager to Negotiate and Execute Contract with Lowest Qualified Bidder for the Bi-Annual Gravity Sanitary Sewer Line Hydro-Jet Cleaning Program for the Belvedere Zone (Rubio) – Action

Discussion by the Board. Motion (Fedotoff/Lasky) to Authorize and Approve District Manager to Negotiate and Execute Contract with the Lowest Qualified Bidder, Roy's Sewer Service, for the Bi-Annual Gravity Sanitary Sewer Line Hydro-Jet Cleaning Program for the Belvedere Zone. Passed unanimously, all present.

13. Consideration of Authorizing and Approving District Manager to Negotiate and Execute Contract with Lowest Qualified Bidder for the Annual Grit Chamber and Headworks Cleaning Program for the Main Plant (Rubio) – Action

Discussion by the Board. Motion (Snyder/Johnson) to Authorize and Approve District Manager to Negotiate and Execute Contract with the Lowest Qualified Bidder, Roy's Sewer Service, for the Annual Grit Chamber and Headworks Cleaning Program for the Main Plant. Passed unanimously, all present.

14. Review and Discussion of Karol Denniston's Recent Correspondence from CalPERS Regarding Retiree Benefit Status for Sanitary District No. 5 of Marin County (Benediktsson)

Discussion by the Board. David Kahn to work with Karol Denniston and report back at September Board Meeting.

15. Consideration of Authorizing and Approving District Manager to Execute Professional Services Agreement with Nute Engineering for Construction Engineering Services for Mar East Pump Stations 1, 2, 3, and 4 Power Feed Improvement Project (Simmons) – Action

Discussion by the Board. Motion (Fedotoff/Snyder) to Authorize and Approve District Manager to Execute Professional Services Agreement with Nute Engineering for Construction Engineering Services for Mar East Pump Stations 1, 2, 3, and 4 Power Feed Improvement Project, pending legal review and approval of Professional Services Agreement. Passed unanimously, all present.

16. Consideration of Authorizing and Approving District Manager to Negotiate and Execute Professional Services Agreements with Nute Engineering (for collection) and Carollo Engineers (for Main Plant) for On-Call Engineering Services for FY 2013-14 (Fedotoff) – Action

Discussion by the Board. Motion (Fedotoff/Lasky) to Authorize and Approve District Manager to Negotiate and Execute Professional Services Agreements with Nute Engineering and Carollo Engineers for On-Call Engineering Services for FY 2013-14, subject to specific language to be developed by Counsel specifying limit of \$15,000 per annum, per Agreement. Passed unanimously, all present.

17. Acceptance of FY 2011-2012 District Audit and Management Letter (Miller)

Discussion by the Board. Motion (Snyder/Lasky) to Accept FY 2011-2012 District Audit and Management Letter. Passed unanimously, all present.

18. Consideration of Authorizing and Approving the Board President to Engage Audit Firm for FY 2012-2013 Audit (Benediktsson) – Action

Discussion by the Board. Motion (Lasky/Snyder) to Authorize and Approve Board President to Engage Badawi & Associates, Certified Public Accountants, for FY 2012-2013 Audit, to include submission of annual State Controller's Special Districts Financial Transactions Reports. Passed unanimously, all present.

19. Consideration of Authorizing and Approving Board President to Sign Task Order 2013-2 for Bartle Wells Associates (Benediktsson) – Action

Discussion by the Board. Motion (Snyder/Fedotoff) to Authorize and Approve Board President to Sign Task Order 2013-2 for Bartle Wells Associates, not to exceed \$15,000. Passed unanimously, all present.

**UNFINISHED BUSINESS:** None

**COMMITTEE REPORTS**

20. Capital Improvement Program Committee (Fedotoff/Lasky) – Action Item Log Provided

21. Governance Committee (Benediktsson/Snyder) – None

22. Main Plant Rehabilitation Oversight Committee (Fedotoff/Lasky) – Action Item Log & Carollo Reports Provided

23. Finance & Fiscal Oversight Committee (Benediktsson/Snyder) – Action Item Log Provided

24. Communication Committee (Lasky/Snyder) – None

25. Personnel Committee (Snyder/Lasky) – None

26. Ad Hoc Point Tiburon Committee (Benediktsson/Snyder) – None

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

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**CORRESPONDENCE:** None

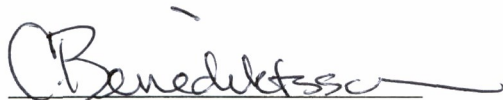
**INFORMATIONAL ITEMS:** None

### **ADJOURNMENT**

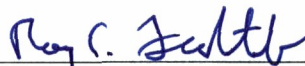
The Board adjourned at 8:41 p.m. to a Regular Board Meeting at 6:30 p.m. on September 17, 2013, at the Tiburon Fire Protection District Meeting Room at 1679 Tiburon, Blvd., Tiburon, California.

Approved:

Attest:



Catharine Benediktsson  
President, Board of Directors



Roy Fedotoff  
Secretary, Board of Directors