

Catharine Benediktsson, President  
Richard Snyder, Vice President  
Roy Fedotoff, Secretary

Maureen Johnson, Director  
Michael Lasky, Director

**NOTICE  
AND  
A G E N D A  
Sanitary District No. 5 of Marin County  
Regular and Special  
Board Meeting  
at Tiburon Fire Protection District Meeting Room  
1679 Tiburon Blvd., Tiburon, California  
Tuesday, September 17, 2013,**

**5:30 P.M. SPECIAL BOARD MEETING- CLOSED SESSION**

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. Public Employee Appointment pursuant to GC Section 54957.
    - i. Title: Engineering Manager
  - b. Public Employment pursuant to GC Section 54957
    - i. Title: Administrative Finance Specialist
  - c. Public Employee Performance Evaluation pursuant to GC Section 54957.
    - i. Title: District Manager

**6:30 Regular Board Meeting**

**CALL TO ORDER**

**ROLL CALL**

**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.

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

## **CONSENT CALENDAR**

1. Approval of Revised July 16, 2013, Regular Board Meeting Minutes (Dohrmann)
2. Approval of August 20, 2013, Regular Board Meeting Minutes (Dohrmann)
3. Approval of all Warrants for August, 2013, and Main Plant Rehabilitation Project Warrants for September 1-17, 2013 (Dohrmann)
4. Receipt of Preliminary Financial Reports for August, 2013 (Dohrmann)
5. Approval of Change Order No. 31 for Main Plant Rehabilitation Project (Miller)

## **DISTRICT COUNSEL REPORT**

## **MANAGEMENT REPORTS**

6. Main Plant Rehabilitation Project Progress Report (Carollo)
7. District Management Summary Report and Operations/Maintenance Report (Miller/Rubio)

## **NEW BUSINESS**

8. Review and Discussion of Main Plant Rehabilitation Project Budget Status and Consideration of Authorizing and Approving the Main Plant Office Modifications, Entryway Addition, and Access Improvements Project to Go Out to Bid as a Separate Project and Authorizing Third Amendment to Professional Services Agreement With Carollo Engineers (Miller) – Action
9. Consideration of Authorizing and Approving District Manager to Purchase New Generator for Tiburon Pump Station No. 2 (Rubio) – Action
10. Consideration of Authorizing and Approving Phase 1 of the Tiburon Pump Station No. 5 Rehabilitation Project (Rubio/Simmons) – Action
11. Review and Discussion of Request from Property Owner of 2088 Paradise Drive Regarding Tiburon Pump Station No. 4 and Associated Force Main (Benediktsson)
12. Review and Discussion of Karol Denniston's Recent Correspondence from CalPERS Regarding Retiree Benefit Status for Sanitary District No. 5 of Marin County (Benediktsson)
13. Review and Discussion of IT Needs for Plant and Office (Rubio)

14. Review and Discussion of Upcoming 30-Day Sequester for District Manager to Work on Amended Budget for FY 2013-14 and End-Of-Year Accounting/Closing/Audit Preparation for FY 2012-13 (Benediktsson)
15. Review and Discussion of Summary Report of Overtime per Employee for FY 2011-12 and 2012-13 (Miller)
16. Review and Discussion of Current Staff Work Schedules (Miller/Rubio)
17. Consideration of Adopting Updated Job Description and Employment Agreement for Administrative/Finance Specialist Proposed by the Personnel Committee (Snyder/Lasky/Miller) – Action
18. Consideration of Adopting Job Description and Employment Agreement for Temporary Engineering Manager, and Adopting Resolution No. 2013-15: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Appointing Robert Simmons to the Position of Temporary Engineering Manager (Snyder/Lasky/Miller) – Action
19. Consideration of Setting Location, Date, and Time for Special Board Meeting (Miller) – Action

**UNFINISHED BUSINESS:** None

#### **COMMITTEE REPORTS**

20. Capital Improvement Program Committee (Fedotoff/Lasky)
21. Governance Committee (Benediktsson/Snyder)
22. Main Plant Rehabilitation Oversight Committee (Fedotoff/Lasky)
23. Finance & Fiscal Oversight Committee (Benediktsson/Snyder)
24. Communication Committee (Lasky/Snyder)
25. Personnel Committee (Snyder/Lasky)
26. Ad Hoc Point Tiburon Committee (Benediktsson/Snyder)

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:** None

## **ADJOURNMENT**

The Board will be asked to adjourn the meeting to a Regular Board Meeting on October 15, 2013, at 6:30 p.m. at the Tiburon Fire Protection District Meeting Room at 1679 Tiburon Blvd., Tiburon, California.

*The Board of Directors may at its discretion consider agenda items out of the order in which they appear above.*

Accessible public meetings: *Upon request, the District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services to enable individual with disabilities to participate in public meetings. Requests are to be submitted in writing to the District at P.O. Box 227, Tiburon, CA 94920 or [rdohrmann@sani5.org](mailto:rdohrmann@sani5.org) at least two days prior to the meeting.*