

**Minutes of a Regular Board Meeting  
Sanitary District No. 5 of Marin County  
Thursday, May 21, 2020**

**5:00 P.M. REGULAR BOARD MEETING**

**CORONAVIRUS (COVID-19) ADVISORY NOTICE**

On March 16, 2020, the Marin County Public Health Officer issued a legal order directing residents to shelter at home for three weeks beginning March 17, and that order was superseded on March 31, 2020, by an updated order that further directed residents to shelter at home until May 3, 2020, superseded by another updated order that directs residents to shelter at home until May 31, 2020.

The newly issued order continues to limit activity, travel and business functions to only the most essential needs.

**Additional information is available at <https://coronavirus.marinhhs.org>**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Board Meeting will not be physically open to the public and all Board Members and Staff will be videoconferencing 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.

**Please submit Public Comments 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:**

**Call in number: (425) 436-6355    Participant Code: 707489**

**CALL TO ORDER** by President Catharine Benediktsson at 5:08P.M.

**ROLL CALL**

Directors present:	Catharine Benediktsson, President Tod Moody, Vice President Richard Snyder, Secretary John Carapiet, Director Michael Lasky, Director
Staff present:	Tony Rubio, District Manager Robin Dohrmann, Office Manager
Others present:	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.

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

- Director John Carapiet reiterated his concern regarding non-compliant residents within SD5 jurisdiction, and inquired what action is currently in place to enforce compliance
  - District Manager (DM) Rubio advised non-compliant residents have received at least one, if not two, letters from SD5 for failure to comply with Ordinance No. 2014-02(A) regarding private lateral repair/replacement. To follow up, DM Rubio will provide a list of non-responsive residents at the regular Board Meeting on June 18, 2020

**CONSENT CALENDAR:**

1. Approval of April 16, 2020 Regular Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for April 10, 2020 through May 14, 2020; JP Morgan Chase Bank Check No. 7503 through Check No. 7564, all transactions totaling in the amount of \$199,144.29; and Review and Receive April 2020 Payroll, in the amount of \$116,412.66 (Dohrmann)
3. Receipt of Financial Reports for April 2020 (Dohrmann)

Discussion by the Board. Motion (Snyder/Carapiet) to approve Items No. 1 through No. 3 on the Consent Calendar. Passed unanimously.

**MANAGEMENT REPORTS:**

4. 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:**

5. PUBLIC HEARING: Fiscal Year 2020-2021 Budget

- a. Public Comment

- b. Set Hearing for Consideration of Adoption of FY2020-2021 Final Budget at Regular Board Meeting on June 18<sup>th</sup>, 2020 (Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to set hearing for consideration of adoption of the FY2020-2021 Final Budget at the Sanitary District No. 5 of Marin County regular Board Meeting, scheduled on June 18, 2020. Passed unanimously.

6. Consideration of adoption of Resolution No. 2020-04: Determination of Appropriations Limit for the Tiburon Zone of Sanitary District No. 5 of Marin County for Fiscal Year 2020-2021 (Rubio) – Action

Discussion by the Board. Motion (Snyder/Lasky) to adopt Resolution No. 2020-04: Determination of Appropriations Limit for the Tiburon Zone of Sanitary District No. 5 of Marin County for Fiscal Year 2020-2021. Passed unanimously.

7. Consideration of adoption of Resolution No 2020-05: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, Requesting the Board of Supervisors to consolidate with any other election conducted on the 3<sup>rd</sup> day of November 2020, and requesting election services by the Marin County Election Department. (Rubio)-Action

Discussion by the Board. Motion (Snyder/Carapiet) to adopt Resolution No 2020-05: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, Requesting the Board of Supervisors to consolidate with any other election conducted on the 3<sup>rd</sup> day of November 2020, and requesting election services by the Marin County Election Department. Passed unanimously.

8. Review and consideration of acceptance of lowest bid for Sanitary District No. 5 of Marin County's (SD5) Cove Road Force Main Rehabilitation Project and authorize District Manager to issue Notice to Proceed (Rubio) – Action

Discussion by the Board. Motion (Moody/Snyder) to accept lowest bid for Sanitary District No. 5 of Marin County's (SD5) Cove Road Force Main Rehabilitation Project and authorize District Manager to issue Notice to Proceed. Passed unanimously.

9. Review and consideration of Nute Engineers' Construction Management Proposal for SD5 Cove Road Force Main Rehabilitation Project (Rubio) – Action

Discussion by the Board. Motion (Carapiet/Snyder) to accept Nute Engineers' Construction Management Proposal for SD5 Cove Road Force Main Rehabilitation Project. Passed unanimously.

10. Review of 2019–2020 Marin County Civil Grand Jury Report: *Follow-Up Report on Web Transparency of Agency Compensation Practices*, Marin Co., CA. (Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to approve response to 2019–2020 Marin County Civil Grand Jury Report: *Follow-Up Report on Web Transparency of Agency Compensation Practices*, Marin Co., CA. Passed unanimously.

11. ***Reuters Science News article***, How Sewer Science Could Ease Testing Pressure and Track COVID-19, **Kate Kelland** - <https://www.reuters.com/article/us-health-coronavirus-sewage/how-sewer-science-could-ease-testing-pressure-and-track-covid-19-idUSKBN22Q2I8> (Rubio) – Action

Discussion by the Board. Item #11 to be tabled, as more research is gathered and direction is defined regarding what is most supportive in the scientific sphere, locally and globally

#### **UNFINISHED BUSINESS:**

#### **COMMITTEE REPORTS:**

12. Capital Improvement Program Committee (Carapiet/Moody) – Brief verbal report& Action Item Log provided

13. Finance & Fiscal Oversight Committee (Carapiet/Snyder) – Brief verbal report provided

14. Governance Committee (Snyder/Moody) – None

15. Personnel Committee (Moody/Lasky) – None

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:** None

**ADJOURNMENT**

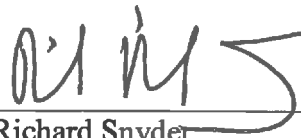
The Board will be asked to adjourn the meeting to a Regular Board Meeting on June 18<sup>th</sup>, 2020, at 5:00 p.m.

Approved:



Catharine Benediktsson  
President, Board of Directors

Attest:



Richard Snyder  
Secretary, Board of Directors