

Catharine Benediktsson, President  
Michael Lasky, Vice President  
John Carapiet, Secretary

Tod Moody, Director  
Richard Snyder, Director

**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  
Thursday, June 24, 2014**

**Regular Board Meeting**

**CALL TO ORDER** by President Benediktsson at 5:00 P.M.

**ROLL CALL**

Directors present: Catharine Benediktsson, President  
Michael Lasky, Vice President  
John Carapiet, Acting Secretary  
Tod Moody, Director  
Richard Snyder, Director

Staff present: Tony Rubio, Wastewater Facilities Manager  
Robin Dohrmann, Administrative/Finance Specialist

Consultants present: David Kahn, Renne, Sloan, Holtzman, Sakai, LLP

Others present: Deirdre McChrohan, *The Ark Newspaper*  
David Becker, Beach Road, Tiburon  
Mark Vogt, 3193 Paradise Drive, Tiburon  
Russell Shaw, Developer

**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.

Guest David Becker commended the Board of Directors and stated his appreciation for their public service.

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

- President Benediktsson requested a closed session meeting with M. Visick & J. Farnkopf, to discuss Paradise Cove.
- President Benediktsson requested a closed session meeting with P. Smith to discuss Pt. Tiburon.
- President Benediktsson requested Tod Moody replace her on the CIP Committee; Director Moody agreed.

- President Benediktsson and Director Snyder requested monthly Cash Flow Diagrams and Overtime Reports be included in the Financial Reports on the Consent Calendar for future Regular Board Meetings.

## **NEW BUSINESS**

1. Approval of May 27, 2014, Special Board Meeting Minutes (Dohrmann)
2. Approval of May 28, 2014, Regular Board Meeting Minutes (Dohrmann)
3. Approval of June 5, 2014, Special Board Meeting Minutes (Dohrmann)
4. Approval of all Warrants for May 14 through June 10, 2014, Check No. 7061 through No. 7119, in the sum of \$337,906.95, (Dohrmann)
5. Receipt of Financial Reports for May, 2014 (Dohrmann)
6. Approval of Stand-by Hourly Rate Back-Pay for January 1, 2013, through April 30, 2014 (Rubio/Dohrmann)

Discussion by the Board. Motion (Snyder/Carapiet) to approve Consent Calendar Items No. 1 through No. 6. Passed unanimously, all present.

## **DISTRICT COUNSEL REPORT**

7. District Counsel Report (Kahn)

District Counsel David Kahn presented a report on the status of pending legal issues and responded to questions from the Board. Discussion by the Board.

## **MANAGEMENT REPORTS**

8. District Management Summary Report (Rubio)

Interim District Manager Rubio presented a written and oral report of current District issues and responded to questions from the Board. Discussion by the Board.

## **NEW BUSINESS**

9. PUBLIC HEARING: Fiscal Year 2014-2015 Final Budget (Rubio/Dohrmann)
  - a. Public Comment

No public comments were made.

10. Consideration of Adoption of Resolution No. 2014-04: Determination of Appropriations Limit for Fiscal Year 2014-2015 (Dohrmann) – Action

Discussion by the Board. Item No. 10 was tabled to the July Regular Board Meeting due to questions pertaining to the parameters of the appropriations limits.

11. Adoption of Resolution No. 2014-05: Annual Cost of Living Increase (2.5%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, and Management, Effective July 1, 2014 (Rubio) - Action

Discussion by the Board. Motion (Carapiet/Snyder) to Adopt Resolution No. 2014-05: Annual Cost of Living Increase (2.5%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, and Management, Effective July 1, 2014. Passed unanimously, all present.

12. Consideration and Adoption of FY2014-2015 Chart of District Positions and Revised Salary Step Plan (Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to adopt the FY2014-2015 Chart of District Positions and Revised Salary Step Plan, with the understanding that the document is temporary and may be subject to changes throughout the year. Passed unanimously, all present.

13. Review and Consideration of Arthur J. Gallagher & Co.'s Revised Proposal to Conduct Classification and Compensation Study for Sanitary District No. 5 of Marin County, and Authorization for Interim District Manager to Proceed with Advertising for Open Position of Office/Finance Manager Upon Update of Office/Finance Manager Job Description and Salary Recommendation (S. Dunn & Rubio) – Action

Discussion by the Board. Motion (Snyder/Carapiet) to authorize Interim District Manager Rubio to proceed with advertising for the open position of Office/Finance Manager, subsequent to consulting with Shari Dunn, of J.E. Gallagher, to define the position and clarify the job description and salary range. Passed unanimously, all present.

Pres. Benediktsson moved to Agenda Item No. 16, as described on the agenda, to this time.

16. Acceptance of FY 2012-2013 District Audit (A. Badawi & Kahn) – Action

Discussion by the Board. Motion (Snyder/Moody) to accept the FY 2012-2013 District Audit. Passed unanimously, all present.

Pres. Benediktsson moved to Agenda Item No. 14, as described on the agenda, to this time.

14. Authorization and Approval for Interim District Manager to Execute Contract with Perotti & Carrade, for Professional Services to Determine and Complete the Necessary Financial Close-Out Documents for FY2013-2014, and Possible Assurance of FY2012-2013 Audit (Rubio) - Action

Discussion by the Board. Direction provided to Interim District Manager to request a Not To Exceed Cost of \$15,000 clause be included in the Professional Services Agreement from Perotti & Carrade. Motion (Snyder/Lasky) to authorize Interim District Manager Rubio to execute Contract with Perotti & Carrade, for professional services to determine and complete the necessary financial close-out documents for FY2013-2014 only, once amended Contract is received. Passed unanimously, all present.

15. Consideration and Adoption of Resolution No. 2014-06: A Resolution Stating the Intent to Enter Into a Reimbursement Agreement for the Vogt Sewer Line Extension upon Completion of Construction and Acceptance by Sanitary District No. 5 of Marin County (Kahn) – Action

District Counsel Kahn provided a written and verbal report regarding the proposal of Mark Vogt, resident of 3139 Paradise Drive, to extend a sewer line (Vogt Line), with the intention of submitting a reimbursement agreement allowing cost recovery from others whom may wish to connect with the Vogt Line. Discussion by the Board. Motion (Lasky/Carapiet) to adopt Resolution No. 2014-06: A Resolution Stating the Intent to Enter Into a Reimbursement Agreement for the Vogt Sewer Line Extension upon Completion of Construction and Acceptance by Sanitary District No. 5 of Marin County. Passed unanimously, all present.

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS**

17. Capital Improvement Program/MPR Close-Out Committee (Lasky/Benediktsson)
18. Governance Committee (Snyder/Benediktsson)
19. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet) – Action Item Log provided
20. Personnel Committee (Snyder/Carapiet) – Action Item Log provided
21. Ad Hoc Point Tiburon Committee (Benediktsson/Lasky)
22. Ad Hoc Tiburon Pump Station #4 Committee (Benediktsson/Carapiet)

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:**

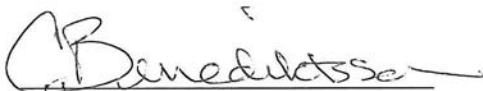
- LAFCO Clarification of Vogt/Shaw Line 2
- Summary of April & May District Overtime
- Working Draft of SD5's Annual Obligations Calendar
- FY 2014-2015 Budget for Marin Local Agency Formation Commission / Apportionment of Net Operating Expenses

## ADJOURNMENT

The Board adjourned at 6:59 p.m., to a Regular Board Meeting on July 17, 2014, at 5:00 p.m. at the Sanitary District No. 5 of Marin County Meeting Room at 2001 Paradise Drive, in Tiburon, California.

Approved:

Attest:



Catharine Benediktsson  
President, Board of Directors



John Carapiet  
Secretary, Board of Directors