

**Minutes of a Regular Board Meeting
Sanitary District No. 5 of Marin County
Thursday, November 19, 2020**

5:00 P.M. REGULAR BOARD MEETING

CORONA VIRUS (COVID-19) ADVISORY NOTICE

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

Public Comments are to be submitted via email to 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:

Join Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/6230620778>

Meeting ID: 623 062 0778

or join by phone:

Call in number: (669) 900-9128 Participant Code: 623 062 0778

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

ROLL CALL

Directors present:

Catharine Benediktsson, President
Tod Moody, Vice President
Richard Snyder, Secretary
John Carapiet, Director
Omar Arias Montez, Appointed Director

Staff present:

Tony Rubio, District Manager
Robin Dohrmann, Office Manager

Others in attendance:

Benjamin Stock, Burke, Williams, & Sorensen, LLC
Michael Lasky, Outgoing Director

1. Administering of Oaths of Office to newly appointed Board Members

President Benediktsson administered Oaths of Office to appointed Directors John Carapiet, Richard Snyder and Omar Arias

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:

- Outgoing SD5 Board Member, Michael Lasky, welcomed newly appointed SD5 Board Member, Omar Arias, and bid adieu to his remaining fellow Board Members via poem
- Secretary Snyder advised of a correction needed at the October 15, 2020 minutes. Approval and signature would occur only upon review and approved amendment(s)

CONSENT CALENDAR:

2. Approval of October 15, 2020 Regular Board Meeting Minutes (Dohrmann)
3. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for October 9 through November 12, 2020; JP Morgan Chase Bank Check No. 7835 through Check No. 7902, all transactions totaling in the amount of \$966,445.28; and Receive October 2020 Payroll, in the amount of \$108,170.11 (Dohrmann)
4. Receipt of Financial Reports for October 2020 (Dohrmann)

Discussion by the Board. Motion (Carapiet/Snyder) to approve Items No. 2 through No. 4 on the Consent Calendar. Passed unanimously.

MANAGEMENT REPORTS:

5. 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:

6. Review and approve Cove Road Force Main Project change orders No. 3 through change order No. 6, and progress payments No. 4 through progress payment No. 6, totaling six hundred twenty-two thousand, seventy-six dollars and sixty-nine cents (\$622,076.69), regarding changed conditions at the Cove Rd. Force Main Replacement Project (Rubio) – Action

Discussion by the Board. Motion (Carapiet/Snyder) to approve Cove Road Force Main Project change orders No. 3 through change order No. 6, and progress payments No. 4 through progress payment No. 6, totaling six hundred twenty-two thousand, seventy-six dollars and sixty-nine cents (\$622,076.69), regarding changed conditions at the Cove Rd. Force Main Replacement Project. Nute Engineering, Inc. provided spreadsheets titled "Explanation of change order [No. 3-6] adjustments," detailing additional charges and/or offsets per change orders. Total Contract amount, including change orders No. 3 through change order No. 6, sums to \$2,494,859.33 (two million, four hundred ninety-four thousand, eight hundred fifty-nine dollars and thirty-three cents). Passed (4-0-1-0)

UNFINISHED BUSINESS:

7. Review and accept HDR's proposal for an alternative energy study and authorize the District Manager to begin working with HDR. Study will evaluate potential sites for solar projects and provide cost estimates and payback for those options for future consideration. Amount not to exceed \$20,995 (Rubio) - Action

Discussion by the Board. Item #7 tabled to the December Regular Board Meeting.

COMMITTEE REPORTS:

8. Capital Improvement Program Committee (Carapiet/Moody) – Verbal report + action item log
9. Finance & Fiscal Oversight Committee (Carapiet/Snyder) – Verbal report
10. Governance Committee (Snyder/Moody) – None
11. Personnel Committee (Moody/Lasky) – None

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS: None

CONVENE TO CLOSED SESSION (at 6:10 p.m.):

12. 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) Closed Session pursuant to Section 54957(b)(1) – Employee Performance Evaluation
 - i. Employee – District Manager

13. Report out of Closed Session at 6:47p.m.

No reportable action taken.

ADJOURNMENT

The Board adjourned at 6:48 p.m. to a Regular Board Meeting on December 17, 2020, at 5:00 P.M.

Approved:

Attest:



Catharine Benediksson
President, Board of Directors



Richard Snyder
Secretary, Board of Directors