

**Regular Board Meeting Minutes
at Sanitary District No. 5 of Marin County
Thursday, August 18, 2022**

5:00 P.M. REGULAR BOARD MEETING

COVID-19 ADVISORY NOTICE

Consistent with Assembly Bill 361 revising Government Code section 54953, and Resolution No. 2021-07 of this Board enacted in accordance therewith, 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 Vice President Arias-Montez at 5:00 p.m.

ROLL CALL

Directors present: Omar Arias-Montez, Vice President
Tod Moody, Secretary
Richard Snyder, Director
Catharine Benediktsson, Director

Directors not present: John Carapiet, President

Staff present: Tony Rubio, District Manager
Robin Dohrmann, Office Manager
Jayne Mulloy, Admin. Assistant
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 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 Benediktsson requested an Ad Hoc Committee be established re: TPS #4. President Carapiet and Director Benediktsson will serve on the Committee.

Secretary Moody requested Item 6 on the Consent Calendar be removed from the Consent Calendar to allow for further discussion and consideration.

After confirming with the District Manager, Director Benediktsson requested the following statement be added to the August 18th regular minutes: No matter what happens with SCADA everything in the plant can be operated manually.

CONSENT CALENDAR:

1. Motion to review and affirm Resolution No. 2021-08: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 – Action
2. Approval of July 21, 2022, Regular Board Meeting Minutes (Dohrmann/Mulloy)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from July 15th, 2022, through August 15th, 2022 (JP Morgan Chase Bank, check no. 9062 through check no. 9119, all transactions totaling \$-230,028.91) and receive July 2022, payroll, in the sum of \$228,381.00 (Dohrmann)
4. Receipt of Financial Reports for July 2022 (Dohrmann)
5. Approval of DKF Solutions Group Quote for Cal OSHA Training Management program. Development of online training courses and providing in-person required trainings (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to approve the Consent Calendar. Vote passed (4-0-0-1)

Vice President Arias-Montez moved to Item 6 (previously under Consent Calendar) to this time (5:12 p.m.)

6. Approval of JM Integration Proposal for Bi-Weekly Maintenance & Troubleshooting services for both plants and the District's 24 pump stations (Rubio)

District Manager, Tony Rubio responded to questions from the Board. Discussion by the Board. Motion (Moody/Snyder) to approve JM Integration Proposal for Bi-Weekly Maintenance & Troubleshooting services for both plants and the District's 24 pump stations. Vote passed (4-0-0-1)

Vice President Arias-Montez moved to Item 5 on the Consent Calendar to this time (5:16 p.m.) and recused himself due to a possible conflict of interest.

5. Approval of DKF Solutions Group Quote for Cal OSHA Training Management program. Development online training courses and providing in-person required trainings (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to approve DKF Solutions Group Quote for Cal OSHA Training Management program. Development of online training courses and providing in-person required trainings. Vote passed (3-0-1-1)

Vice President Arias-Montez moved to Item 7 District Manager Summary Report to this time (5:20 p.m.)

MANAGEMENT REPORTS:

7. District Manager 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:

8. Review and Consideration to accept lowest bid for the 2022 Sewer Rehabilitation Project – Tiburon & Belvedere, and authorizing the District Manager to issue a Notice to Proceed (Rubio) – Action

District Manager, Tony Rubio, requested Item 8 under New Business be tabled to the September 15th, 2022 Regular Board Meeting pending review by legal counsel given that there was a bid protest.

9. Review and Discuss Dry Weather Primary Clarifier Capital Improvement Projects and authorize District Manager to proceed with equipment procurement (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Snyder) to approve the use of an additional \$100,000 (unbudgeted) from Main Plant Capital Reserves for the Dry Weather Sedimentation Tank work (covers and helical). Vote passed (4-0-0-1)

10. Review and discuss Wet Weather Primary Clarifier floor emergency repair work proposals and authorize District Manager to schedule repairs (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Snyder) to approve the use of \$24,000 (unbudgeted) from the Main Plant Capital Reserves for the emergency concrete repairs to the Wet Weather Primary Sedimentation Tank. Vote passed (4-0-0-1)

11. Declaration of Surplus Property- Ford Ranger (Rubio) – Action

Discussion by the Board. Motion (Snyder/Moody) to approve the District Manager's recommendation to declare the Ford Ranger as Surplus Property and proceed with disposal. Vote passed (4-0-0-1)

12. Provide authorization to District Manager to negotiate the procurement of 2 Ford Maverick Hybrids as they become available (Rubio) – Action

Discussion by the Board. Motion (Snyder/Benediktsson) to approve and authorize the District Manager to negotiate and procure 2 Ford Maverick Hybrids trucks, not to exceed \$30,000 per vehicle. Vote passed (4-0-0-1)

13. Discussion regarding memorial ideas for Tim O'Day and review of charitable organizations he was a part of for those wishing to make personnel contributions (Rubio) – Action

Discussion by the Board. Vice President Arias-Montez requested the District Manager report back on costs associated with a memorial plaque. No action taken.

14. Discussion regarding Main Plant Landscaping proposal (Rubio) – Action

Discussion by the Board. Vice President Arias-Montez requested the District Manager to obtain additional proposals or modify the existing proposal. No action taken.

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

15. Capital Improvement Program Committee (Carapiet/Moody) - Verbal report
16. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet) – Verbal report
17. Governance Committee (Moody/Snyder) – Verbal report
18. Personnel Committee (Snyder/Carapiet) – N/A

OTHER BUSINESS: None

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

ADJOURNMENT

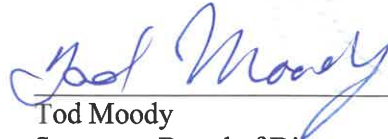
The Board adjourned at 5:55 p.m. (Snyder/Benediksson) to a Regular Board Meeting on September 15, 2022, at 5:00 p.m. Vote passed (4-0-0-1)

Approved:



Omar Arias-Montez
Vice President, Board of Directors

Attest:



Tod Moody
Secretary, Board of Directors