

**Regular Board Meeting Minutes  
Sanitary District No. 5 of Marin County  
Thursday, June 16, 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](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:**

**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 Carapiet at 5:03 p.m.**

**ROLL CALL**

Directors present: John Carapiet, President  
Catharine Benediktsson, Director  
Richard Snyder, Director

Directors not present: Omar Arias-Montez, Vice President  
Tod Moody, Secretary

Staff present: Tony Rubio, District Manager  
Robin Dohrmann, Office Manager  
Jayne Mulloy, Administrator

Consultants present: Benjamin Stock, District Counsel

**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:**

There were no public comments or Directors' comments at this time.

**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 May 19, 2022 Regular Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from May 13<sup>th</sup>, 2022, through June 9<sup>th</sup>, 2022 (JP Morgan Chase Bank, check no. 8931 through check no. 8985, all transactions totaling \$195,858.90) and receive May 2022, payroll, in the sum of \$125,726.47 (Dohrmann)
4. Receipt of Financial Reports for May 2022 (Dohrmann)

Discussion by the Board. Motion (Snyder/Benediktsson) to approve the Consent Calendar, with the exception of one erroneous descriptor on check #8960. Passed (3-0-0-2).

**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. PUBLIC HEARING: Fiscal Year 2022-2023 Budget

a. Public Comment

- b. Consideration of adoption of Resolution No. 2022-03: A Resolution Approving and Adopting Fiscal Year 2022-2023 Final Budget and Fixing the District's Tax Allocation for Fiscal Year

Discussion by the Board. Motion (Snyder/Benediktsson) to adopt Resolution No. 2022-03: A Resolution Approving and Adopting Fiscal Year 2022-2023 Final Budget and Fixing the District's Tax Allocation for Fiscal Year. Passed (3-0-0-2).

7. Review and Approval of Resolution No. 2022-04: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Memorandum of Understanding with the Employees of Sanitary District No. 5 of Marin County Covering the Period from July 1, 2022 through June 30, 2026 (Rubio) – Action

Discussion by the Board. Motion (Snyder/Benediktsson) to adopt Resolution No. 2022-04: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Memorandum of Understanding with the Employees of Sanitary District No. 5 of Marin County Covering the Period from July 1, 2022 through June 30, 2026. Passed (3-0-0-2).

8. Review and Approval of Resolution No. 2022-05: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2022 (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Snyder) to adopt Resolution No. 2022-05: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2022. Passed (3-0-0-2).

9. Review and Approval of SD5 Organization Chart and Publicly Available Pay Scale for FY2022-2023 and Resolution No. 2022-06: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (5.0%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2022 (Rubio) – Action

(Cont'd from Item #9)

Discussion by the Board. Motion (Snyder/Carapiet) to review and approve the SD5 Organization Chart and Publicly Available Pay Scale for FY2022-2023 and approval of Resolution No. 2022-06: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (5.0%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2022. Passed (3-0-0-2).

10. Review and discuss draft provisional will serve letter for the Mallard Point Project (Rubio) – Action

Discussion by the Board. Motion to approve the will-serve letter re Mallard Point Project in Belvedere, with additional verbiage including, “SD5, in no way, accepts the responsibility of the proposed underground laterals nor submerged laterals,” as well as requesting the maximum capacity regarding said laterals. Motion failed. (2-1-0-2)

11. Review, Discuss and Cast SD5 Vote for California Special District Association (CSDA) District Representative (Bay Area Network, Seat B) 2023-2025 – Action (Rubio)

Discussion by the Board. Motion (Snyder/Carapiet) to approve and cast a vote for California Special District Association (CSDA) District Representative (Bay Area Network, Seat B), 2023-2025.

**UNFINISHED BUSINESS:** None

**COMMITTEE REPORTS:**

12. Capital Improvement Program Committee (Arias-Montez/Moody) - None

13. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) - None

14. Governance Committee (Moody/Snyder) - None

15. Personnel Committee (Snyder/Carapiet) - None

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

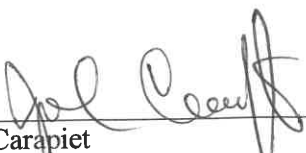
**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:** None

**ADJOURNMENT**

The Board adjourned at 5:31 p.m. to a Special Board Meeting on June 30, 2022, at 12:00 p.m.

Approved:

  
\_\_\_\_\_  
John Carapiet  
President, Board of Directors

Attest:

  
\_\_\_\_\_  
Richard Snyder  
Director, Board of Directors