

Corinne W. Wiley, President
Catharine Benediktsson, Vice President
Roy Fedotoff, Secretary

Claire McAuliffe, Director
William Teiser, Director

**Sanitary District No. 5 of Marin County
Minutes of a Regular Board Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Wednesday October 26, 2011, 7:30 p.m.**

CALL TO ORDER by V.P. Benediktsson at 7:30 p.m.

ROLL CALL: Directors present:	Catharine Benediktsson, Vice President Roy Fedotoff, Secretary Claire McAuliffe William Teiser
Director absent:	Corinne W. Wiley, President
Staff present:	Robert L. Lynch, District Manager Samantha Miller, Office/Finance Manager Lynn Henriksen, Administrative Assistant
Consultants present:	Doug Wing, Carollo Engineers
Others present:	Deirdre McCrohan, <i>The Ark Newspaper</i>

V. P. Benediktsson in consideration of presenters moved Item No. 7, as described on the agenda, to this time.

V. P. Benediktsson moved the Closed Session Item, as described on the agenda, to the end of the meeting.

MANAGEMENT REPORT

7. Main Plant Rehabilitation Project Progress Report (Carollo Engineers)

Mr. Doug Wing, Carollo Engineers, gave an update to the Board as to the progress of the Final Design product for the Main Plant Rehabilitation (MPR) Project. He was pleased to report that the project is on schedule with no budget issues at this point in time. Dir. Teiser appreciates that Carollo Engineers' progress billing is very reasonable. Mr. Wing said they recently sent out a large number of prequalification packages to general and electrical contractors and to Builder Exchange plan rooms; Mr. Wing provided this list for review by the Board. He feels there will be ample interest from contractors throughout the state for the MPR Project, and having the prequalification statement due on December 6, 2011, is a good

milestone as the list of qualified contractors for the MPR Project will then be in place. The District has received the Redundancy and Reliability Evaluation from Carollo Engineers, and the Final Cost Estimate is due by the end of the month; Mr. Wing foresees no more than a 1% to 2% change in the Total Cost Estimate. Carollo Engineers' Final Design report will be at 100% and ready for review by the District on December 23, 2011, so that the end report will be complete by the end of January 2012. The six-week construction bid process will begin mid to late February.

Sec. Fedotoff said Carollo Engineers' Intermediate Submittal looks good in general, but he voiced concerns regarding liquidated damages in the contracts with potential contractors, as well as having issues with the flow and sequencing of construction. Mgr. Lynch invited Sec. Fedotoff to the progress meeting with Carollo Engineers and District staff scheduled for Friday, October 28th at 9 a.m. to go over sequencing for construction, specifically, as well as discussing redundancy and the base bid format, among other things.

PUBLIC OPEN TIME

No public comments were made.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

Sec. Fedotoff proposed that written procedures for depositing, transferring, and dispersing any and all funds pertaining to the Main Plant Rehabilitation (MPR) Project be on a Board meeting agenda before the end of the year. Mgr. Miller said she will see that this gets done.

CONSENT CALENDAR

1. Approval of September 20, 2011, Regular Board Meeting Minutes (Henriksen) (attached)
2. Approval of October 6, 2011, Special Board Meeting Minutes (Henriksen) (attached)
3. Approval of Warrants for September 2011, #4835 through 4894 in the amount \$177,399.11 (Miller) (attached)
4. Receipt of Financial Reports for September 2011 (Miller) (attached)

The Board discussed and clarified several items that Sec. Fedotoff brought to light within the September 20, 2011, and the October 6, 2011, minutes. Regarding warrant #4857, staff was directed to withhold payment of the final invoice from IPA, Inc., until such time as the Main Plant Rehabilitation Oversight Committee and Finance & Fiscal Oversight Committee further examine perceived problems with time spent on behalf of the District by IPA, Inc. on the Environmental Impact Report and Mitigated Negative Declaration.

Motion (Teiser/McAuliffe) to approve the Consent Calendar. Passed, all present.

MANAGEMENT REPORT

5. Operations Report (Rubio) (attached)
 - a. Tiburon/Belvedere Compliance Report & Public Complaint Report August 2011

In Mgr. Rubio's absence, Mgr. Lynch reviewed the Operations Report for August 2011 with the Board, reporting that the District met all NPDES permit requirements and that there were no odor complaints or Sanitary Sewer Overflows (SSOs). The plant also passed the 96-hour, flow-through bioassay for August.

Dir. Teiser noted that the number of outstanding work orders had been reduced since last period; seeing staff moving in this direction is very positive. Dir. McAuliffe asked for an update on the use of the rodder truck, to which Mgr. Lynch replied that two more days of training have been completed by the maintenance crew, and the scheduled cleaning of the lines in the Tiburon zone is nearing completion, so staff will be moving on to the Belvedere zone shortly. He was pleased that very little rod has been damaged through the line cleaning thus far, which will keep replacement of the rod to a minimum.

6. District Manager's Summary Report of September 2011 (Lynch) (attached)

Mgr. Lynch reviewed the District Manager's Summary Report of September 2011 with the Board. Staff advertised the Maintenance Internship Program positions open with SD5 in *The Ark Newspaper*, *The Marin IJ*, and *The Press Democrat* for two weeks, with November 15, 2011, set as the application deadline. Admin. Asst. Henriksen noted that she has mailed out approximately three dozen applications in direct response to the ads and has directed another 12-15 people, who telephoned, to the District website to download their applications. Nine applications have been received by the District to date. Staff will interview the top five prospective candidates for positions that will last approximately 6-7 months. The hiring process will be staggered to insure an overlap of manpower.

The District has received Carollo Engineers' 3-volume Intermediate Submittal for the Main Plant Rehabilitation (MPR) Project. Staff is reviewing and commenting on all 3 volumes, and Mgr. Lynch and Mgr. Rubio will go over their observations and ideas at the sequencing meeting with Carollo Engineers on Friday, October 28, 2011, at the District office. Mgr. Lynch said the WEFCO conference he recently attended proved to be a great opportunity to look at the pros and cons of new equipment proposed for the MPR Project.

Mgr. Lynch is expecting to receive, by mid-November, the results of the smoke testing completed by E2 Engineering as an extension of the findings from the Inflow and Infiltration study the District contracted to have performed last winter. He also updated the Board regarding the 2011 Sewer Rehabilitation Project, which is now underway with W. R. Forde Construction. The construction schedule, which was reviewed by District staff and Nute Engineers, has been included in tonight's Board packet.

Sec. Fedotoff said it would be useful in the next fiscal year planning to include a budgetary item for the replacement of pump station generators. Mgr. Lynch said that future upgrades to pumps and lines have already been included in the District's Capital Improvement Program.

NEW BUSINESS

8. Consideration of Setting Date, Time, and Location of December Regular Board Meeting for December 13, 2011, at 7 p.m. at the Sanitary District No. 5 Meeting Room at 2001 Paradise Drive, Tiburon, California (Lynch) – Action

Mgr. Lynch explained that it would be better to hold the December Regular Board Meeting on December 13th instead of the 20th, so it is not so close to the holidays.

Motion (McAuliffe/Fedotoff) to set the date, time, and location of the December Regular Board Meeting for December 13, 2011, at 7 p.m. at the Sanitary District No. 5 Meeting Room at 2001 Paradise Drive, Tiburon, California. Passed, all present.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS

9. Capital Improvement Program Committee (Fedotoff/Wiley)
10. Governance Committee (Wiley/Teiser)
11. Main Plant Rehabilitation Oversight Committee (McAuliffe/Teiser)
12. Finance & Fiscal Oversight Committee (Benediktsson/Wiley) – Minutes of the September 22, October 4, and October 19, 2011, Meetings (attached)

The Capital Improvement Program Committee did not meet.

The Governance Committee did not meet.

Dir. McAuliffe reviewed the Main Plant Rehabilitation Oversight Committee meeting of October 20, 2011, noting that the Committee is satisfied with the progress payments for Carollo Engineers. However, they have considerable concern over the invoicing from Mr. Scott Hochstrasser, IPA, Inc., for the Environmental Impact Report and Mitigated Negative Declaration. At the behest of V.P. Benediktsson, it was decided that the MPR Committee should evaluate the IPA invoices at their next meeting, and then the evaluation would move to the Finance & Fiscal Oversight Committee prior to making the final payment.

The Finance & Fiscal Oversight Committee reviewed the minutes of their September 22, 2011, meeting and those of October 4 and 19, 2011.

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS: None

CLOSED SESSION at 8:18 p.m.

CONFERENCE WITH LABOR NEGOTIATORS (Govt. Code § 54957.6)

Agency designated representatives: V.P. Benediktsson and Dir. McAuliffe

Unrepresented employee group: The Employees of Sanitary District No. 5 of Marin County

OPEN SESSION at 8:47 p.m.

V.P. Benediktsson announced that no reportable action was taken Closed Session.

Mgr. Lynch's submitted a letter to the Board of Directors of written resignation as District Manager of Sanitary District No. 5 of Marin County, effective April 15, 2012. V. P. Benediktsson accepted, with great sadness, and appreciation of his leadership. He gave six months' notice to allow the District adequate time to find a suitable replacement.

ADJOURNMENT

Motion (McAuliffe/Teiser) to adjourn at 8:49 p.m. to a Regular Board Meeting on November 15, 2011, at 7:00 p.m. at the Sanitary District No. 5 of Marin County Meeting Room at 2001 Paradise Drive, Tiburon, California. Passed, all present.

Approved:

Attest:

Corinne W. Wiley
President, Board of Directors

Roy Fedotoff
Secretary, Board of Directors