

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  
Tuesday, January 25, 2011, 7:00 p.m.**

**CALL TO ORDER** by Pres. McAuliffe at 7:00 p.m.

**ROLL CALL:** Directors present:

Claire McAuliffe, President  
Corinne W. Wiley, Vice President  
Catharine Benediktsson  
Roy Fedotoff

Staff present:

Robert L. Lynch, District Manager  
Samantha Miller, Office/Finance Manager

Consultants present:

Riley Hurd, District Legal Counsel

Others present:

William Teiser  
Deirdre McCrohan, *The Ark Newspaper*  
Paul Garbarini  
Barbara Kautz  
Kate Linscott  
Don Curry  
Vick Canby  
Igor Canby

1. Consideration of Adoption of Resolution No. 2011-03: A Resolution Appointing William Teiser to the Board of Directors of Sanitary District No. 5 of Marin County (McAuliffe) – Action

Pres. McAuliffe said the Board is delighted that Mr. William Teiser applied to be a member of this Board. The District has worked with him in the past regarding recycled water possibilities at the main plant. He has a very impressive resume and marvelous background with the business of Sanitary District No. 5.

Mr. Paul Garbarini offered support for the appointment of Mr. Teiser to the Board of Directors.

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Motion (Fedotoff/Benediktsson) to adopt Resolution No. 2011-03: A Resolution Appointing William Teiser to the Board of Directors of Sanitary District No. 5 of Marin County. Passed, all present.

2. Administering of Oath of Office to New Board Member (McAuliffe)

Pres. McAuliffe administered the Oath of Office to Mr. Teiser, the newly appointed Board member.

3. Election of Officers of the Board – Action

Motion (Benediktsson/Fedotoff) to nominate Corinne W. Wiley as the President of the Board of Directors of Sanitary District No. 5 of Marin County for the 2011 term. Passed, all present.

Motion (Wiley/Fedotoff) to nominate Catharine Benediktsson as the Vice President of the Board of Directors of Sanitary District No. 5 of Marin County for the 2011 term. Passed, all present.

Motion (Wiley/McAuliffe) to nominate Roy Fedotoff as the Secretary of the Board of Directors of Sanitary District No. 5 of Marin County for the 2011 term. Passed, all present.

Newly elected Pres. Wiley thanked outgoing Pres. McAuliffe for her wonderful service as the Board President this past year; she is a terrific leader, innovator, and communicator. Dir. McAuliffe said it has been a true pleasure serving as President and thanked the Board for the opportunity.

**PUBLIC OPEN TIME:** No public comments were made.

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

No comments or agenda requests were made by the Board.

**CONSENT CALENDAR:**

4. Approval of November 3, 2010, Special Board Meeting Minutes (attached)
5. Approval of December 15, 2010, Regular Board Meeting Minutes (attached)
6. Approval of December 20, 2010, Special Board Meeting Minutes (attached)
7. Approval of January 7, 2011, Special Board Meeting Minutes (attached)
8. Approval of Warrants for December 2010, #4245 through 4306, in the amount of \$144,282.81 (attached)
9. Receipt of Financial Reports for December 2010 (attached)

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V.P. Benediktsson requested that Items No. 7 and 8 be removed from the Consent Calendar. Pres. Wiley requested that Item No. 4 be removed from the Consent Calendar.

Motion (Benediktsson/McAuliffe) to approve the Consent Calendar, with Items No. 4, 7, and 8 excluded. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

Pres. Wiley requested that the following sentence be added to page six of the November 3, 2010, Special Board Meeting minutes, after Mr. Riley Hurd's comment: "V.P. Wiley added that the District has had two public hearings on this matter, and she thinks it is time to move forward with it."

V.P. Benediktsson noted that the January 7, 2011, Special Board Meeting was a presentation by Carollo Engineers, and she wants to make it very clear that the Board did not agree to take any specific actions regarding contract issues or arrangements with Carollo Engineers at that meeting/workshop.

Sec. Fedotoff noted that some comments he made were not included in the January 7, 2011, Special Board Meeting minutes and requested that they be added. The Board requested that this Item No. 7 be continued to the next Board meeting and directed Sec. Fedotoff to send Mgr. Miller his notes with the comments he would like added to these minutes before they are adopted.

Dir. Teiser highlighted the fact that Carollo Engineers did not add the language to their Main Plant Mechanical, Electrical, Structural, and Control System Rehabilitation Study Final Report that they indicated they would in Item No. 4.a of their notes from the January 7, 2011, Special Board Meeting. The language Dir. Teiser referred to is the following: "The difference between simple and complex OH&P reflects differences in risk to the contractor."

V.P. Benediktsson asked how much the Paradise Cove utilities costs have increased since the new Paradise Cove plant was built. Mgr. Lynch will report back to her with this information.

V.P. Benediktsson also asked for clarification regarding the phone lines at the pump stations. Mgr. Lynch explained that there are no phone lines for the Belvedere pump stations, but there are for the Tiburon pump stations. They discussed removing the phone lines for the Tiburon pumps and lines once the District feels comfortable relying only on the radios for communications.

V.P. Benediktsson asked whether the District has submitted another request for reimbursement for the Marks property lot line adjustment cost overruns. Mgr. Miller explained that she is waiting for all of the final bills to arrive before totaling up the final cost overruns and asking for additional reimbursement from Mr. Marks.

Motion (Fedotoff/Benediktsson) to approve Items No. 4 and 8 of the Consent Calendar, with Pres. Wiley's aforementioned addition to Item No. 4. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

Motion (McAuliffe/Fedotoff) to continue Item No. 7 of the Consent Calendar. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

## **MANAGEMENT REPORT:**

10. Operations Report (Rubio)
  - a. Tiburon/Belvedere Compliance Report & Public Complaint Report November 2010 (attached)

Mgr. Lynch reviewed the Operations Report for November 2010 with the Board. He reported the District met all NPDES permit requirements, and there were no odor complaints or sewer system overflows (SSOs) in the month of November.

Mgr. Lynch noted that a correction needed to be made to the Work Order Statistics report; there are actually only 33 open work orders as of today. There are many safety and calibration work orders that have been completed but yet returned to Mgr. Rubio to be inputted in the new MP2 system, so they are still showing up as open work orders in the system.

11. District Manager's Summary Report of December 2010 (Lynch) (attached)

Mgr. Lynch reviewed the status of the energy audit that District staff has been working on with Mr. Edward Myers of Lescure Engineers. A meeting will be scheduled during the beginning of February to review the findings in the Facility Audit Report for the Main Plant and Pump Station No. 5.

Mgr. Lynch reported that District staff has continued to work with Carollo Engineers on the Main Plant Asset Condition Assessment Study, and the draft report of this study was presented at the Board Workshop on January 7, 2011. Mgr. Lynch would like the Board to have a workshop with Mr. John Farnkopf on February 4, 2011, at 9 a.m. to review the debt financing options for the potential main plant rehabilitation project so the Board can move forward with making informed decisions regarding this project.

Mgr. Lynch gave an update on the cleaning and televising work being done by Roy's Sewer Service for the CCTV project; this project will be completed within the next several months.

Mgr. Lynch reviewed the status of the Paradise Cove NPDES Permit Renewal process; everything is going well.

Mgr. Lynch discussed the District's purchase of the truck mounted rodder and reported it will be delivered in two and a half months.

Mgr. Lynch explained that the Utility Undergrounding Project along San Rafael Avenue in Belvedere has been approved. The District has a gravity sewer line there that needs to be replaced, and the City of Belvedere has requested that the District do this sewer line work immediately following the underground utility project work, before repaving the street. Mgr. Lynch has requested a proposal from Nute Engineering for this work, and he will be presenting this proposal to the CIP Committee for initial review.

Mgr. Lynch reported that he has received the preliminary report for the Inflow and Infiltration Study. This prelim report will be reviewed by the CIP Committee first, and then brought to the entire Board for review. Sec. Fedotoff suggested that the people who conducted the Inflow & Infiltration Study make a brief presentation to the Board regarding their findings.

Mgr. Lynch reviewed the upcoming schedule of events at the District for January through March.

## **NEW BUSINESS**

12. Consideration of Adoption of Resolution No. 2011-01: A Resolution Affirming District Staff's Interpretation of Section 405 of District Ordinance 70-1 and Directing Staff in Regards to Enforcement of Said Section (Lynch) – Action (see attached Notes of Explanation)

Mr. Riley Hurd, District legal counsel, explained that the Board directed staff to prepare a proposed interpretation of what the term "available" means under Section 405 of District Ordinance No. 70-1, and to prepare a resolution memorializing the Board's direction in regards to the enforcement of that Section, including triggers for mandatory connection to available sewer service before the grace period ends on December 1, 2013.

Mr. Hurd reviewed staff's proposed definition of the term "available" in Resolution No. 2011-01. He noted that this interpretation proposed by staff is less onerous and would capture fewer properties than the definition the County of Marin uses.

Mr. Hurd discussed the proposed triggers that would force a property owner to connect to available sewer service before the grace period ends on December 1, 2013. At the November 3, 2010, Special Board Meeting, the Board suggested that the triggers for mandatory connection during the grace period be a change in ownership of a property, a significant remodel, or a septic system failure. This proposed resolution, however, only includes one trigger: septic system failure. The other two triggers can be added to this resolution if the Board would like, but staff's recommendation at this time is to have the only trigger for mandatory connection during the grace period be septic system failure. In

doing legal research, staff determined that there are difficulties in establishing definitions for the other two triggers, and they have complicated issues. Since the ultimate mandatory deadline for all property owners to connect to available sewer service will be December 1, 2013, staff recommends that the Board simplify the process and avoid the complicated and potentially problematic definitions of “change in ownership” and “significant remodel” because all properties with available sewer service will have to connect in three years, anyway. Staff recommends that septic system failure, on the other hand, be kept as a trigger for mandatory connection in this resolution because it fits squarely within the mission and mandate this District has regarding the regulation of the disposal of waste. Mr. Hurd reviewed the proposed definition of “septic system failure” in Resolution No. 2011-01.

Mr. Hurd explained that, recognizing that this is a significant endeavor for property owners, this resolution would give them a three-year period to connect to available sewer service unless there is a septic system failure, which is a health and public safety concern. If a property owner does not connect to available sewer service by the December 1, 2013, final deadline, daily penalties will start being assessed, along with attorney fees and daily cost provisions, according to Ordinance No. 70-1. The time to remedy this, absent the grace period, is a very short time frame, according to Ordinance No. 70-1. However, the three-year grace period in Resolution No. 2011-01 plus the time to remedy this according to Ordinance No. 70-1 is very reasonable.

V.P. Benediktsson said she likes how clean and simplified this resolution is.

Mgr. Lynch reported that he got an estimate from an independent licensed engineer for the cost of septic system inspections. CSW/Stuber-Stroeh Engineering Group, Inc. estimated that it would cost approximately \$1,200 per septic system inspection and report. Pres. Wiley asked whether the property owners would have to pay for these inspection costs themselves, or whether the District would pay for them. Mgr. Lynch replied that is up to the Board to decide.

Sec. Fedotoff asked whether the County of Marin could get involved as experts in the septic system inspections, as well. Mr. Hurd replied that the County’s enforcement regarding septic systems is not strong. Upon annexation, the District is now the responsible governing agency of these septic systems in its jurisdiction, and the County’s enforcement has previously been weak to begin with.

Pres. Wiley opened the public hearing for public comment.

Mr. Garbarini asked questions regarding the proposed definitions and enforcement provisions in Resolution No. 2011-01.

Mr. Vick Canby, of 4126 Paradise Drive, stated he thinks it is too premature for the Board to take this action without a public hearing, and that the District should not be inspecting the property owners’ septic systems.

Pres. Wiley explained that, once the properties along Paradise Drive annexed to the District, it became the District's responsibility to inspect these septic systems that are now within its jurisdiction, as a matter of public health and safety.

Mr. Hurd noted that this is currently a public hearing, and it is the District's third public hearing on this matter regarding mandatory connection to available sewer service.

Mr. Igor Canby, of 4126 Paradise Drive, said he does not think the property owners should have to pay the costs for the District's inspection of their septic systems, and they should have the right to hire their own inspectors.

Dir. Teiser expressed concern that it may not be fair to charge all property owners for septic system inspections, especially for those whose septic systems are operating fine.

Mr. Don Curry of CSW/Stuber-Stroeh Engineering Group, Inc. clarified that his company has rules and regulations they have to follow that are dictated by the Marin County Health Department and the State of California, requiring them to compile fair and truthful reports of septic system inspections.

Pres. Wiley thanked the public for their comments and closed the public comment period.

V.P. Benediktsson said she thinks Mr. Hurd did a very good job preparing this resolution for the Board to consider; she really likes the simplification, focusing on the definition of "available," the three-year grace period before the mandatory connection deadline, and the one trigger of failing septic systems during the grace period.

The Board discussed the District's responsibility to regulate the septic systems that are now within its boundaries. The Board directed staff to request the County to share all of the records it has regarding the septic systems on the properties that have annexed to the District. Mr. Hurd agreed this would be a great start and a way to keep costs down for the District.

The Board discussed the wording of Item No. 4 of Resolution No. 2011-01. Pres. McAuliffe concluded she is very comfortable that the District has the legal strength it needs to regulate and perform inspections of septic systems within its jurisdiction, and that Item No. 4 of the resolution is sufficient the way it is currently written.

Mr. Hurd reiterated that the Board has had three public hearings on this matter and is now considering adopting a resolution that adopts staff's proposed interpretation of Section 405 of Ordinance No. 70-1 and memorializes the Board's direction in regards to the enforcement of this Section. The Board and District staff have been working hard to make this process formal and inclusive.

Motion (Benediktsson/McAuliffe) to adopt Resolution No. 2011-01: A Resolution Affirming District Staff's Interpretation of Section 405 of District Ordinance 70-1 and

Directing Staff in Regards to Enforcement of Said Section. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

13. Consideration of Approval of Main Plant Mechanical, Electrical, Structural, and Control System Rehabilitation Study by Carollo Engineers (Lynch) – Action (see attached Notes of Explanation)

Mgr. Lynch explained that he recently received the Main Plant Rehabilitation Project Pre-Design Report from Carollo Engineers, and he included it here for the Board to review. This pre-design report is included for reference only, and no action will be taken at this Board meeting regarding the pre-design report. The Board agreed that the pre-design report should be reviewed by the CIP Committee first, and then be brought back to the Board for consideration of acceptance at a future Board meeting.

Motion (McAuliffe/Benediktsson) to accept the Main Plant Mechanical, Electrical, Structural, and Control System Rehabilitation Study by Carollo Engineers, with the notation that the following statement was not added to the final report: “The difference between simple and complex OH&P reflects differences in risk to the contractor.” Passed, all present.

14. Consideration of Adoption of Resolution No. 2011-02: A Resolution Repealing Resolution No. 2007-08 and Establishing Financial Reserve/Fund Policies for Both the Tiburon/Paradise Cove Zone and the Belvedere Zone of Sanitary District No. 5 of Marin County (Miller) – Action (see attached Notes of Explanation)

Mgr. Miller explained that, during the FY 2008-2009 audit, the District’s auditor, Mr. Terry Krieg, recommended that the District revise its Reserve Policy, which the Finance Committee had been considering for some time. After discussing the issues with Mr. Krieg at great length, Mgr. Miller created this revised Reserve/Fund Policy which she recommended to the Finance Committee and Advisory Group. After careful consideration from all, she has incorporated the input provided by the Finance Committee and the Advisory Group, and she has also submitted this revised policy to Mr. Krieg for review, who was very pleased with it and said it satisfied his concerns. Mr. Riley Hurd, District legal counsel, was also consulted to help draft and review the language in Resolution No. 2011-02 to establish this new Reserve/Fund Policy.

Dir. McAuliffe said she was very pleased with this new policy, and the Board agreed. The Board thanked Mgr. Miller, the Finance Committee, and the Advisory Group for their great work.

Dir. McAuliffe suggested that the District’s financial reports include a notation showing how the District’s current fund balances compare to the target fund/reserve balances in this policy.



Motion (McAuliffe/Benediktsson) to adopt Resolution No. 2011-02: A Resolution Repealing Resolution No. 2007-08 and Establishing Financial Reserve/Fund Policies for Both the Tiburon/Paradise Cove Zone and the Belvedere Zone of Sanitary District No. 5 of Marin County. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

15. Consideration of Adoption of Financial Management Policies & Procedures Regarding Zone Allocation Percentages, Depreciation Allocation, and Sewer Service Charge Billing Adjustments (Miller) – Action (see attached Notes of Explanation)

Mgr. Miller explained that, during the FY 2008-2009 audit, the District's auditor, Mr. Krieg, recommended that the District formally adopt these financial policies since they are currently done in practice, but they have not yet been adopted as formal written financial policies. The policy regarding "Zone Allocation Percentages" has already been adopted by the Board, but it has not yet been recorded as a formal written policy. The Finance Committee and Advisory Group have reviewed these three policies, and Mgr. Miller has incorporated their input. She also submitted these written financial policies to Mr. Krieg for review, and he approved them.

Mr. Hurd recommended that the second sentence of Item No. 3 of these financial policies ("Sewer Service Charge Billing Adjustments") be changed so that it reads, "Any adjustment greater than \$5,000 to any sewer service charge billing must be approved by the Board before it is submitted to the Marin County Assessor's Office."

Motion (Benediktsson/Teiser) to adopt Financial Management Policies & Procedures Regarding Zone Allocation Percentages, Depreciation Allocation, and Sewer Service Charge Billing Adjustments, with the second sentence of Item No. 3 "Sewer Service Charge Billing Adjustments" changed to read, "Any adjustment greater than \$5,000 to any sewer service charge billing must be approved by the Board before it is submitted to the Marin County Assessor's Office." Passed, all present.

16. Consideration of Adoption of Procedure for Handling Public Records Act Requests (Lynch) – Action (see attached Notes of Explanation)

Mgr. Lynch explained that the District currently does not have a formal procedure in place for handling Public Records Act Requests. Within the last several years, the District has been spending a lot more time handling these types of requests, which is not only time consuming, but it also uses a lot of paper. Therefore, it seems only reasonable that the District adopt a Procedure for Handling Public Records Act Requests. The District researched these procedures in place at other sanitary districts in Marin County, used them as a basis for creating our own procedure, and had Mr. Hurd legally review our proposed procedure.

Motion (McAuliffe/Benediktsson) to adopt the Procedure for Handling Public Records Act Requests. Passed, all present.

17. Consideration of Authorization and Approval for District Manager to Execute Professional Services Agreement with HF&H Consultants, LLC for an Evaluation of Alternative Rate Structures for an Amount Not to Exceed \$17,850.00 (Lynch) – Action (see attached Notes of Explanation)

Mgr. Lynch explained that, over the past couple of years, the Board has showed interest in evaluating alternative sewer rate structures for both residential and commercial sewer service charges. \$20,000.00 was approved in this year's budget for this study, and Mr. John Farnkopf has submitted a proposal for \$17,850.00. Mr. Farnkopf is experienced with the alternative rate structures that many other districts use and is familiar with the current structures used by Sanitary District No. 5.

Pres. Wiley noted that members of the public have been requesting that the District re-examine its current sewer rate structures. The Board expressed great support for engaging Mr. Farnkopf to conduct this study and noted that it is long overdue.

Motion (Benediktsson/Fedotoff) to authorize and approve the District Manager to execute a Professional Services Agreement with HF&H Consultants, LLC for an Evaluation of Alternative Rate Structures for an amount not to exceed \$17,850.00. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

18. Consideration of Authorization and Approval for District Manager to Execute Professional Services Agreement with BHI Management Consulting for a Five-Year Strategic Plan for an Amount Not to Exceed \$16,625.00 (Lynch) – Action (see attached Notes of Explanation)

Mgr. Lynch requested that the Board table this item at this time. Mgr. Miller is currently working on strategic planning in one of her Master of Public Administration classes, and there are some more options for cost cutting measures that the Board and staff should discuss and consider before bringing this proposal to the Board for consideration of approval.

The Board discussed the pros and cons of hiring a consultant to help with a five-year strategic plan for the District.

Dir. Teiser expressed concern that a lot of money, time, and energy can be spent on creating strategic plans that are often then left on the shelf. He does not think that a consultant needs to be hired to create a strategic plan for the District unless the direction of the District is changing significantly; he added that most elements in strategic plans are very administrative and can be handled on that level, without needing to develop a thorough strategic plan.

V.P. Benediktsson said she agrees, but she also thinks it is important for current Board members to provide a framework for potential new Board members to guide them so staff

does not get pulled in all directions with new Board members, and to keep the District priorities on track in the future.

Motion (Teiser/Benediktsson) to table this item and to direct staff to reconsider it and bring it back to a committee for review, thereby not approving this proposal from BHI Management Consulting for a Five-Year Strategic Plan at this time. Passed, all present.

19. Consideration of Determining District's Vote in Mail Ballot Election to Select Local Agency Formation Commission Regular Special District Representative (Lynch) – Action (see attached Notes of Explanation)

Mgr. Miller explained that a mail ballot election is being held to select a Marin LAFCO regular special district representative to serve from May 2011 until May 2015. This seat is currently held by Dennis Rodoni.

The Board discussed the candidates and their qualifications.

Motion (Fedotoff/Teiser) to vote for Dennis Rodoni first, Craig Murray second, and Lew Kious third in the mail ballot election to select a Local Agency Formation Commission regular special district representative to serve from May 2011 until May 2015. Passed, all present.

20. Consideration of Determining District's Vote in Mail Ballot Election to Select Local Agency Formation Commission Alternate Special District Representative (Lynch) – Action (see attached Notes of Explanation)

Mgr. Miller explained that a mail ballot election is being held to select a Marin LAFCO alternate special district representative to serve from May 2011 until May 2015.

The Board discussed the candidates and their qualifications.

Motion (McAuliffe/Fedotoff) to vote for Russ Greenfield in the mail ballot election to select a Local Agency Formation Commission alternate special district representative to serve from May 2011 until May 2015. Ayes: Pres. Wiley, V.P. Benediktsson, Sec. Fedotoff, and Dir. McAuliffe. Abstain: Dir. Teiser. Passed, 4-0-1.

21. Consideration of Setting Date, Time, and Location of Board Workshop with Mr. John Farnkopf Regarding Main Plant Asset Condition Assessment Financing Options for February 4, 2011, at 9 a.m. at the Sanitary District No. 5 Meeting Room at 2001 Paradise Drive, Tiburon, California (Lynch) – Action (see attached Notes of Explanation)

Mgr. Lynch explained that Mr. Farnkopf has been working on a financial model with various debt financing options for the potential main plant rehabilitation project. Mgr. Lynch would like there to be a Board Workshop on February 4, 2011, at 9 a.m. with Mr.

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Farnkopf so he can present the debt financing options to the Board for discussion and consideration.

Motion (Benediktsson/McAuliffe) to set the date, time, and location of a Board Workshop with Mr. John Farnkopf regarding Main Plant Asset Condition Assessment Financing Options for February 4, 2011, at 9 a.m. at the Sanitary District No. 5 Meeting Room at 2001 Paradise Drive, Tiburon, California. Passed, all present.

### **UNFINISHED BUSINESS:** None

### **COMMITTEE REPORTS:**

- 22. Information Technology Committee (Fedotoff/Benediktsson)
- 23. Capital Improvement Program Committee (Wiley/Fedotoff)
- 24. Governance Committee (McAuliffe/Benediktsson)
- 25. Paradise Cove Committee (Benediktsson/Wiley)
- 26. Personnel Committee (Benediktsson/McAuliffe)
- 27. Communications Committee (McAuliffe/Wiley)
- 28. Finance & Fiscal Oversight Committee (Wiley/McAuliffe) – Minutes of January 12, 2011, Meeting (attached)

Sec. Fedotoff requested that the Information Technology Committee be disbanded.

The Capital Improvement Program Committee reported they will be having a meeting in February.

The Governance Committee, Paradise Cove Committee, Personnel Committee, and Communications Committee reported they did not meet.

The Finance & Fiscal Oversight Committee reviewed the minutes of the January 12, 2011, Finance & Fiscal Oversight Committee meeting.

### **OTHER BUSINESS:** None

### **ENVIRONMENTAL:** None

### **CORRESPONDENCE:** None

### **INFORMATIONAL ITEMS:** None

**ADJOURNMENT:**

Motion (McAuliffe/Teiser) to adjourn at 8:56 p.m. to a Regular Board Meeting on February 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:

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Corinne W. Wiley  
President, Board of Directors

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Roy Fedotoff  
Secretary, Board of Directors