

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, April 19, 2011, 7:00 p.m.**

CALL TO ORDER by Pres. Wiley at 7:02 p.m.

ROLL CALL: Directors present:

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

Staff present:

Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager
Tony Rubio, Wastewater Facilities Manager
Lynn Henriksen, Administrative Assistant

Others present:

Deirdre McCrohan, *The Ark Newspaper*

CLOSED SESSION at 7:03 p.m.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Manager

OPEN SESSION at 7:22 p.m.

Pres. Wiley announced that no action was taken during Closed Session.

PUBLIC OPEN TIME:

No public comments were made.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

No comments or agenda requests were made by the Directors.

CONSENT CALENDAR:

1. Approval of March 15, 2011, Regular Board Meeting Minutes (Miller) (attached)
2. Approval of Warrants for March 2011, #4441 through 4503, in the amount of \$168,615.95 (Miller) (attached)
3. Receipt of Financial Reports for March 2011 (Miller) (attached)

Motion (Benediktsson/Fedotoff) to approve the Consent Calendar. Passed, all present.

MANAGEMENT REPORT:

4. Operations Report (Rubio) (attached)
 - a. Tiburon/Belvedere Compliance Report & Public Complaint Report February & March 2011

Mgr. Rubio reviewed the Operations Report with the Board and reported that the data was not available on March bio-solids; therefore, this report covers February only, although he expects to have both March and April data in time for next month's Board meeting. He discussed work order processes, noting that work orders are generated through the District's computerized maintenance program and pertain only to equipment upkeep. The summary of plant performance revealed two very minor blending events (under 18,000 gallons) during heavy rains: one on February 17th and one a week later on February 26th. The Board noted that one of the effects of completing the Main Plant Rehabilitation Project will be to minimize blending events, which will become more of an issue as time goes on in an aging plant and with increasingly stringent environmental regulations. Mgr. Rubio reported the District met all NPDES permit requirements, and there were no odor complaints or sewer system overflows (SSOs) in the month of February.

In regards to the National Pollutant Discharge Elimination System (NPDES) Permit renewal for Paradise Cove, the Board whole-heartedly recognized the commendation given to Sanitary District No. 5 staff by the State Water Resource Control Board for SD5's excellent performance, compliance, and track record.

5. District Manager's Summary Report of March 2011 (Lynch) (attached)

Mgr. Lynch reviewed the District Manager's Summary Report of March 2011 with the Board. Ms. Kay Jackson of Marin County Environmental Health Services Division (MCEHSD) is in the process of emailing to Mgr. Lynch the previously requested information on the septic systems within the District's boundaries. MCEHSD is now working on gathering the information from their microfiche records.

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Mgr. Lynch updated the Board saying that, as previously reported, Roy's Sewer Service has completed cleaning and televising all of the sewer lines in Tiburon, and by the end of May Roy's will have completed the cleaning and CCTV work in the Belvedere zone.

Mgr. Lynch updated the Board on the Inflow and Infiltration Study, stating that Mr. Jeff Blum should be completing a draft report of his findings by the end of April and a Final Report for review by the CIP Committee sometime in May, followed by presenting his report during a Board workshop soon thereafter. From the results of Mr. Blum's Inflow and Infiltration Study, the Board anticipates deciding on which items to include in the FY 2011-2012 Budget to fix problematic areas in the collection system.

Mgr. Miller distributed to all present a detailed Schedule of Important Events (meeting calendar) encompassing April through July 2011. The Board members expressed appreciation for the calendar and the careful planning behind it, since the next few months require heavy meeting participation by the Board and staff.

Pres. Wiley announced that she would like to personally take a position on the Finance & Fiscal Oversight Committee, replacing Dir. McAuliffe. V.P. Benediktsson expressed concern over continuing to keep communication flowing between the Finance and Main Plant Rehab Committees, since Dir. McAuliffe had been on both committees until now. Pres. Wiley and Dir. McAuliffe agreed that they could work out the course of communication satisfactorily.

NEW BUSINESS

6. Consideration of Adoption of Resolution No. 2011-05: A Resolution of the Governing Body of Sanitary District No. 5 of Marin County Proposing an Election be Held in Its Jurisdiction, Requesting the Board of Supervisors to Consolidate with Any Other Election Conducted on Said Date, and Requesting Election Services by the Registrar of Voters (Miller) – Action

Mgr. Miller reviewed Resolution No. 2011-05 with the Board.

Motion (McAuliffe/Fedotoff) to adopt Resolution No. 2011-05: A Resolution of the Governing Body of Sanitary District No. 5 of Marin County Proposing an Election be Held in Its Jurisdiction, Requesting the Board of Supervisors to Consolidate with Any Other Election Conducted on Said Date, and Requesting Election Services by the Registrar of Voters. Passed, all present.

7. Consideration of Adoption of Resolution No. 2011-06: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Approving Lot Line Adjustment and Conveyance of Real Property (Lynch) – Action

Mgr. Lynch explained that staff, after dealing with this lot line adjustment for over a year, has finally received all the items and documentation required to put the District's final

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demand for payment of money due in escrow. He assured the Board that the demand has been set up through escrow to have all costs incurred by the District reimbursed at close of escrow; moreover, Mgr. Lynch will not sign the escrow papers until the District's demand is recognized. V.P. Benediktsson requested staff to report to the Board after the recording of the deed has been accomplished for this lot line adjustment and the conveyance of real property with the County of Marin.

Motion (Benediktsson/McAuliffe) to adopt Resolution No. 2011-06: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Approving Lot Line Adjustment and Conveyance of Real Property. Passed, all present.

8. Consideration of Setting Date, Time, and Location of Board Workshop for FY 2011-2012 Budget for June 3, 2011, at 9:00 a.m. (Miller) – Action

Dir. McAuliffe said, although she will be out of town at the time of this annual Board Budget Workshop, she will review the draft budget prior to leaving. Admin. Asst. Henriksen researched four local venues for this meeting, resulting in Corinthian Yacht Club being selected for offering the District the most cost effective and persuasive option for the June 3, 2011, Board Workshop.

Motion (Teiser/Fedotoff) to set the date, time, and location of a Board Workshop for the FY 2011-2012 Budget for June 3, 2011, at 9:00 a.m. to 2 p.m. at the Corinthian Yacht Club, 43 Main Street, Tiburon, CA. Passed, all present.

9. Consideration of Determining whether to Direct District Staff to Print and Mail Spring Newsletter to District Residents for an Amount Not to Exceed \$4,000.00 or Publish Spring Newsletter Online Only (Lynch) – Action

The Board discussed mailing the Spring 2011 Newsletter to the residents of Tiburon and Belvedere in addition to posting it on the District's website. The Board liked the idea of producing a quarterly newsletter, particularly in light of the upcoming Main Plant Rehabilitation Project, so as to keep the community informed of important and impending developments. Admin. Asst. Henriksen created the newsletter and researched the printing and mailing costs, with the low bid at approximately \$2,200 for a one-time print and mail to the residents within the District's boundaries. The Board applauded Admin. Asst. Henriksen for her resourceful work in producing the newsletter and directed staff to proceed with the mailing of the newsletter this quarter, to post it on the District's website, and to request the City of Belvedere and the Town of Tiburon to insert links from their e-newsletters to our newsletter. To this end, Dir. McAuliffe directed staff to request online "visitor" statistics from Tiburon, Belvedere, and from Mr. Todd Lando, the District's webmaster. The Board requested that the District's address, phone number, and District Manager's name be placed prominently on the newsletter, and the word "illegal" be placed on the Inflow & Infiltration roof drain source picture on page 2 of the newsletter. A decision as to the printing and mailing of future newsletters was not made at this time.

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Motion (McAuliffe/Benediktsson) to direct District staff to print and mail the Spring Newsletter to District residents for an amount not to exceed \$4,000.00 and publish the Spring Newsletter online. Passed, all present.

10. Consideration of Request from San Francisco Yacht Club Regarding Commercial Sewer Service Charge Calculations (Miller) – Discussion Item

Pres. Wiley tabled this item to a yet to be determined future Board or Committee meeting and directed staff to gather more information for the Board's consideration, thus providing time to more fully consider the appropriate action to be taken.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS:

11. Capital Improvement Program Committee (Wiley/Fedotoff)
12. Governance Committee (Wiley/Teiser)
13. Main Plant Rehabilitation Oversight Committee (McAuliffe/Teiser) – Minutes of March 29, 2011, and April 12, 2011, Meetings (attached)
14. Finance & Fiscal Oversight Committee (Benediktsson/McAuliffe) – Minutes of March 29, 2011, and April 11, 2011, Meetings (attached)

The Capital Improvement Program (CIP) Committee and Governance Committee did not meet. The CIP Committee will be meeting on May 6, 2011, at 9 a.m.

The Main Plant Rehabilitation Oversight (MPR) Committee reviewed the minutes of their March 29, 2011, and April 12, 2011, meetings. Dir. McAuliffe declared that the MPR Committee will meet bi-monthly in the foreseeable future, and that the minutes of each meeting will henceforth be in the form of Decision/Action Item Logs. It was decided that the chairpersons of the MPR and Finance Committees will forward all Decision/Action Items from meetings and/or members' input to Admin. Asst. Henriksen, as it will be her responsibility to assign identification numbers to each item and enter the data, comments, and track progress of all items in the Decision/Action Item Log (Log). Said Log will stay in effect for the life of the MPR project. The Committee commended Admin. Asst. Henriksen for the Log she created in Excel and designated her the official record keeper, who will update the records in the worksheet and email a "protected" copy of same to the distribution list. The Chair of each Committee will decide who will receive copies. The Board directed staff to include this single, running Log in the District's Board packet each month.

The Finance and Fiscal Oversight Committee reviewed the minutes of their March 29, 2011, and April 11, 2011, meetings. The Committee also discussed issues raised at the April 19, 2011, 10 a.m. meeting in regards to the legal issues relating to the various financing options for the MPR project. Concern was raised as to the timing of the MPR project, considering

that going out for bids prior to the probable escalation of construction costs in the foreseeable future would benefit the District's ratepayers; therefore, they suggest moving forward with the MPR project in a timely manner. They look forward to the Board Workshop on April 22, 2011, where the financial data researched and collected by Mgr. Miller on the financing options for the MPR project will be presented, along with Mr. John Farnkopf's financial model.

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS:

15. Results of Election by Mail Ballot for Local Agency Formation Commission Special District Member and Alternate Special District Member with Terms Ending May 2015 (Miller)

The Board briefly reviewed the election results for the Local Agency Formation Commission Special District Member and Alternate Special District Member with terms ending May 2015.

ADJOURNMENT:

Motion (Teiser/McAuliffe) to adjourn at 8:40 p.m. to a Regular Board Meeting on May 17, 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