

Catharine Benediktsson, President  
William Teiser, Vice President  
Roy Fedotoff, Secretary

Richard Snyder, Director  
Michael Lasky, Director

**Sanitary District No. 5 of Marin County  
Minutes of a Special Board Meeting  
at Tiburon Fire Protection District Meeting Room  
1679 Tiburon Blvd., Tiburon, California  
Wednesday, March 7, 2012, 9:00 a.m.**

**CALL TO ORDER** by Pres. Benediktsson at 9:00 a.m.

**ROLL CALL:** Directors present:

Catharine Benediktsson, President  
William Teiser, Vice President  
Roy Fedotoff, Secretary  
Michael Lasky  
Richard Snyder

Staff present:

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

Consultants present:

Riley F. Hurd, District Legal Counsel  
Alison Neufeld, Liebert Cassidy Whitmore

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

**CLOSED SESSION** at 9:02 a.m.

Consideration of Public Employee Appointment  
Government Code 54957(b)(1)  
Title: District Manager

**OPEN SESSION** at 9:40 a.m.

Pres. Benediktsson announced that no reportable action was taken during Closed Session.

**NEW BUSINESS**

1. Consideration of Authorization and Approval for District Staff to Purchase New Phone System for an Amount Not to Exceed \$8,000.00 (Miller) – Action (see attached Notes of Explanation)

Mgr. Miller explained to the Board the need for the District to acquire an up-to-date telephone system to replace the functionally obsolete system currently in use in the Administrative Offices and throughout the entire plant. Admin. Asst. Henriksen compiled research on three different telephone systems, with cost estimates for each. She requested review and advice from the District's IT consultant to see which system will more fully meet the needs of the District, particularly while the Administrative Office is moved offsite due to the Main Plant Rehabilitation Project. The purchase and installation of the new telephone system will coincide with this temporary move of the Administrative Office.

Motion (Teiser/Fedotoff) to authorize and approve District staff to purchase a new telephone system for an amount not to exceed \$8,000.00. Passed, all present.

**CLOSED SESSION** at 9:44 a.m.

**PUBLIC EMPLOYMENT**  
Government Code 54957(b)  
Title: Administrative Assistant

**OPEN SESSION** at 9:59 a.m.

Pres. Benediktsson announced the following reportable action taken during Closed Session. The Board took action to reclassify Lynn Henriksen from a temporary employee at the District to the position of Administrative Assistant at salary step 11, thus making a temporary employee permanent with this reclassification. The District will report prior period PERS earnings and service credit for July 1, 2010, through the present, and pay the required prior period PERS retirement contributions on her behalf for July 1, 2010, through the present.

**CLOSED SESSION** at 10:01 a.m.

**CONFERENCE WITH LABOR NEGOTIATORS**  
Government Code 54957.6  
Agency designated representative: Alison Neufeld

**OPEN SESSION** at 11:21 a.m.

Pres. Benediktsson announced that no reportable action was taken during Closed Session.

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**ADJOURNMENT**

The Board adjourned at 11:22 a.m. to a Special Board Meeting on March 9, 2012, at 12:45 p.m. at the Sanitary District No. 5 of Marin County Meeting Room at 2001 Paradise Drive, Tiburon, California.

Approved:

Attest:

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Catharine Benediktsson  
President, Board of Directors

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Roy Fedotoff  
Secretary, Board of Directors