

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

Richard Snyder, Director
Michael Lasky, Director

Item #1

**Sanitary District No. 5 of Marin County
Minutes of a Special Board Meeting
At Servino Restaurant, Upstairs Meeting Room
9 Main Street, Tiburon, California
Thursday, May 10, 2012, 8:00 a.m.**

CALL TO ORDER by Pres. Benediktsson at 8:00 a.m.

ROLL CALL: Directors present: Catharine Benediktsson, President
William Teiser, Vice President
Roy Fedotoff, Secretary
Michael Lasky, Director
Richard Snyder, Director

Staff present: Samantha Miller, Office/Finance Manager
Tony Rubio, Wastewater Facilities Manager
Lynn Henriksen, Administrative Assistant

Others present: Riley Hurd, District Legal Counsel

PUBLIC OPEN TIME: No public comments were made.

CLOSED SESSION at 8:01 a.m.

Public Employment
Government Code Section 54957
Title: Special Consultant to the Board Regarding Main Plant Rehabilitation Project

Public Employee Appointment
Government Code Section 54957
Title: District Manager

OPEN SESSION at 10:00 a.m.

Pres. Benediktsson directed Mr. Riley Hurd, District legal counsel, to announce the reportable items as follows:

1. The Board decided to conditionally accept the rescission of the resignation of Robert Lynch as Special Consultant to the Board Regarding Main Plant Rehabilitation Project.

2. The Board decided to offer the position of District Manager to Samantha Miller, and the position of Assistant District Manager/Chief Plant Operator/Project Coordinator to Tony Rubio, with each offer being contingent upon the District's Personnel Committee reaching agreeable employment terms with both Samantha Miller and Tony Rubio.

NEW BUSINESS

1. Consideration of Authorization and Approval for Board President to Execute Professional Services Agreement with BHI Management Consulting for a Five-Year Strategic Plan for an Amount Not to Exceed \$23,250.00 (Benediktsson) – Action (attached)

To provide a positive direction for the District, Board and staff discussed the need to develop a shared vision that would prioritize the District's short- and long-term goals as coalesced in a Five-Year Strategic Plan. The importance of putting together a streamlined Five-Year Plan that would be updated on a yearly basis was deemed the best course of action. The Board agreed they preferred the term "tactical" to "strategic" when describing the plan.

Motion (Teiser/Snyder) to authorize and approve the Board President to execute a Professional Services Agreement with BHI Management Consulting for a Five-Year Strategic/Tactical Plan for an amount not to exceed \$23,250.00. Passed, all present.

BUDGET WORKSHOP

2. Review Fiscal Year 2012-2013 Draft Budget (attached)
 - a. Operating Budget Fiscal Year 2012-2013

The Board reviewed each line item of the FY 2012-2013 Draft Operating Budget, with brief explanations of each item given by Mgr. Miller and Mgr. Rubio. The Board took note that the FY 2012-2013 Draft Budget is based on implementing the 5% increase in sewer service charges for the Belvedere Zone and the 15% increase in sewer service charges for the Tiburon zone that were authorized by the Board during the Prop 218 process that was completed in 2010. The Board will consider implementing these authorized increases in sewer service charges at the June 19, 2012, regular Board meeting. The Board appreciated the hard work from Mgr. Miller and Mgr. Rubio in preparing the FY 2012-2013 Budget.

The Final Budget will be posted on Sanitary District No. 5's website in July, after it has been adopted by the Board.

b. Capital Budget Fiscal Year 2012-2013

The Board reviewed each line item of the FY 2012-2013 Draft Capital Budget, with brief explanations given by Mgr. Miller and Mgr. Rubio. Mgr. Miller noted that all Main Plant Rehabilitation (MPR) Project related income and expense items were separated out from the rest of the capital income and expense items in this year's capital budget, for increased clarity.

Mgr. Miller reviewed the Five-Year comparison budgets and charts with the Board noting important operating, capital, and zone trends. The Board thanked Mgr. Miller for preparing these useful reference comparisons for the budget.

c. Capital Improvement Program Fiscal Years 2012/2013 – 2017/2018

Mgr. Miller and Mgr. Rubio reviewed the FY 2012/2013 – 2017/2018 Capital Improvement Program with the Board.

ADJOURNMENT

The Board adjourned at 2:30 p.m. to a Regular Board Meeting on May 14, 2012, at 7:00 p.m. at the Tiburon Fire Protection District Meeting Room at 1679 Tiburon Blvd., Tiburon, California.

Approved:

Attest:

Catharine Benediktsson
President, Board of Directors

Roy Fedotoff
Secretary, Board of Directors