

Item #2

**Sanitary District No. 5 of Marin County
Minutes of a Regular Board Meeting
at Tiburon Fire Protection District Meeting Room
1679 Tiburon Blvd., Tiburon, California
Monday, May 14, 2012, 7:00 p.m.**

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

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

Staff present: Samantha Miller, District Manager
Tony Rubio, Asst. District Manager
Lynn Henriksen, Administrative Assistant

PUBLIC OPEN TIME: No public comments were made.

CLOSED SESSION – Pres. Benediktsson announced this Closed Session would not be occurring.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (1 case)

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS

No comments or agenda requests were made by the Board.

CONSENT CALENDAR

1. Approval of April 17, 2012, Regular Board Meeting Minutes (Henriksen) (attached)
2. Approval of March 10, 2012, Special Board Meeting Minutes (Henriksen)
3. Approval of Warrants for April 2012, #5253 through 5334, in the amount of \$267,119.21 (Miller) (attached)
4. Receipt of Financial Reports for April 2012 (Miller) (attached)

Item No. 2, the March 10, 2012, Special Board Meeting Minutes, was not included due to time constraints.

Motion (Snyder/Teiser) to approve Items No. 1, 3, and 4 of the Consent Calendar. Passed, all present.

MANAGEMENT REPORTS

5. Main Plant Rehabilitation Project Progress Report (Rubio)

Mgr. Rubio discussed the progress of the Main Plant Rehabilitation (MPR) Project and elements of the pre-construction meeting that took place at the main plant on May 9, 2012. Staff has been in the process of moving the chemical tanks and making temporary electrical changes as needed to prepare for the impending construction. The pre-scheduling meeting for construction is scheduled for May 16, 2012. The Board directed Mgr. Rubio to send an email to all Board members if the construction demolition is delayed.

6. District Managers' Summary Report of April 2012 (Miller/Rubio) (attached)

Mgr. Miller explained that she and Mgr. Rubio put the report together as a team to provide the Board with an overall view of the status of multiple aspects of the District's administration as well as events of interest that occurred during the month of April 2012, and up through the date of the report, May 10, 2012. Mgr. Miller and Mgr. Rubio updated the Board on financial and budgetary items, personnel, administration, treatment (operations and maintenance) performance, capital projects, safety, and continuing education.

The Board discussed NPDES regulatory compliance and reporting issues and directed staff to create accurate documentation regarding flow into the treatment plant (e.g., flow charts, schematics, and as-builts), as well as written procedural instruction to give current and future staff the knowledge required to independently fulfill the vital tasks of the District.

Mgr. Miller noted that the FY 2012-2013 Preliminary Budget will be considered for adoption at the regular Board meeting on June 19, 2012, along with an updated reserve/fund policy. Consideration of adoption of the FY 2012-2013 Final Budget will be on the July 17, 2012, regular Board meeting agenda.

Intensive work on the Five-Year Strategic/Tactical Plan is tentatively scheduled to begin in September 2012. Mr. Riley Hurd, District legal counsel, is working on an update of the District's semiannual letter to property owners of Paradise Cove to be mailed as a reminder that their properties must be connected to the sanitary sewer by December 1, 2013. Due to Pres. Benediktsson's diligence, the appropriation of SASM (Sewerage Agency of Southern Marin) funds to cover their share of costs for the Main Plant Rehabilitation (MPR) Project has been agendized on SASM's May 17, 2012, Board meeting.

Dir. Snyder directed staff to compile a list clarifying the acronyms used in the wastewater industry.

NEW BUSINESS

7. Consideration of Authorization and Approval for Board President to Execute Professional Services Agreement with Dan Cortinovis to Provide Updated Operations Manual for the Main Wastewater Treatment Plant for an Amount Not to Exceed \$47,200.00 (Rubio) – Action (see attached Notes of Explanation)

V. P. Teiser said that the Main Plant Rehabilitation (MPR) Committee recommends the Board authorize executing this Professional Services Agreement with Mr. Dan Cortinovis. SD5's plant currently operates under the recommendations that Mr. Cortinovis put in place in 2004. The operations manual will be updated each year for NPDES permitting under this new agreement. V.P. Teiser noted that Mr. Cortinovis's proposal is for a not-to-exceed amount of \$47,200.00, whereas Carollo Engineers proposed completing the same work for \$184,394.00.

Motion (Fedotoff/Snyder) to authorize and approve the Board President to execute a Professional Services Agreement with Dan Cortinovis to provide an updated Operations Manual for the Main Wastewater Treatment Plant for an amount not to exceed \$47,200.00. Passed, all present.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS

8. Capital Improvement Program Committee (Fedotoff/Lasky)
9. Governance Committee (Benediktsson/Snyder)
10. Main Plant Rehabilitation Oversight Committee (Teiser/Fedotoff) (attached)
11. Finance & Fiscal Oversight Committee (Benediktsson/Wiley) – Minutes of the May 3 and May 8, 2012, Meetings (attached)
12. Communication Committee (Lasky/Snyder)
13. Personnel Committee (Snyder/Lasky)
14. Ad Hoc Search Committee (Benediktsson/Teiser)
15. Ad Hoc Point Tiburon Committee (Benediktsson/Snyder)

The Capital Improvement Program Committee did not meet.

The Governance Committee discussed their meeting regarding the Five-Year Strategic/Tactical Plan during Item No. 6 on the agenda.

V. P. Teiser reviewed the updated open items on the Decision/Action Item Log of the Main Plain Rehabilitation Oversight Committee.

The Finance and Fiscal Oversight Committee meeting minutes of the May 3 and 8, 2012, meetings were reviewed.

The Communication Committee and the Personnel Committee did not meet. The Ad Hoc Point Tiburon and the Ad Hoc Labor Advisory Committees did not report.

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS: None

ADJOURNMENT

Motion (Teiser/Snyder) to adjourn at 8:35 p.m. to a Regular Board Meeting on June 19, 2012, at the Tiburon Fire Protection District Conference Room at 1679 Tiburon, Blvd., Tiburon, California.
Passed, all present.

Approved:

Attest:

Catharine Benediktsson
President, Board of Directors

Roy Fedotoff
Secretary, Board of Directors