

Richard Snyder, President
Catharine Benediktsson, Vice President
John Carapiet, Secretary

Michael Lasky, Director
Tod Moody, Director

**Minutes of a Special Board Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, CA 94920
Tuesday, December 13, 2016**

5:00 P.M. SPECIAL BOARD MEETING

CALL TO ORDER by President Snyder at 5:01 P.M.

ROLL CALL

Directors present: Richard Snyder, President
Catharine Benediktsson, Vice President
John Carapiet, Secretary
Tod Moody, Director
Michael Lasky, Director

Staff present: Tony Rubio, District Manager
Robin Dohrmann, Office Manager

Consultants present: Benjamin L. Stock, District Attorney
Kathryn Harris, Perotti & Carrade (Auditor)

PUBLIC COMMENTS: The public is invited to address the Board on items that do not appear on the agenda and that are within the subject matter jurisdiction of the Board. The Brown Act does not allow the Board to take action on any public comment. Please limit public comments to no more than three minutes.

No public comments were made at this time.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- Secretary Carapiet requested the District Manager's Report provide monthly amounts of overtime

CONSENT CALENDAR:

1. Approval of November 17th, 2016, Regular & Special Board Meeting Minutes (Dohrmann)
2. Approval of all Electronic Fund Transfers (EFT) and Warrants for October 14th through, November 15th, 2016; JP Morgan Chase Bank Check No. 5376 through Check No. 5426, all transactions totaling in the amount of \$254,697.77, and; October 2016 Payroll in the amount of \$97,016.00 (Dohrmann)
3. Approval of all Electronic Fund Transfers (EFT) and Warrants for November 16th through December 8th, 2016; JP Morgan Chase Bank Check No. 5427 through Check No. 5473, all transactions totaling in the amount of \$188,797.94, and; November 2016 Payroll in the amount

4. Receipt of Financial Reports for October & November, 2016 (Dohrmann)

Discussion by the Board. Motion (Benediktsson/Lasky) to accept and approve Items No. 1 through No. 4. Passed unanimously.

President Snyder moved to Item No. 10, as described on the agenda, to this time.

10. Receipt and Review of FY2015-2016 Audit – Discussion Draft, from Perotti & Carrade (Rubio)

Kathryn Harris, of Perotti & Carrade, reviewed the draft audit to provide insight to complexities and nuance throughout the report, responding to questions from the Board. Discussion by the Board.

President Snyder moved to Item No. 5, as described on the agenda, to this time.

MANAGEMENT REPORTS:

5. District Management Summary Report (Rubio)

District Manager, Tony Rubio, presented a written and verbal report on current District issues, responding to questions from the Board. Discussion by the Board.

NEW BUSINESS:

6. Consideration of Authorization for District Manager to Issue Notice to Proceed Letter to Nute Engineers for Advertising Invitation to Bid re FY2016-2017 Sewer Rehabilitation Project for Tiburon & Belvedere (Rubio) – Action

Discussion by the Board. Motion (Carapiet/Lasky) to authorize District Manager to issue Notice to Proceed Letter to Nute Engineers for advertising Invitation to Bid re FY2016-2017 Sewer Rehabilitation Project for Tiburon & Belvedere. Passed unanimously.

7. Discussion of Percentage of Annual Budget Devoted to All Elements of Funding for Retirement (i.e., annual Unfunded Accrued Liability, monthly Employer contributions, and CERBT/OPEB) (Benediktsson)

Information provided by Kat Harris of Perotti & Carrade, previously covering the FY15-16 Audit, established approximately 60% of the current operating expenses, exclusive of depreciation, went toward payroll and payroll-related benefits. Discussion by the Board.

8. Consideration and Approval of Resolution No. 2016-12: A Resolution to Authorize Use of Approximately \$254,000.00 (two hundred fifty four thousand dollars), from Capital Reserve Funds for Payment of CalPERS' Unfunded Actuarial Liability, and Asset & Non-Asset Liabilities for Classic Members (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Carapiet) to approve Resolution No. 2016-12: A Resolution to Authorize Use of Approximately \$254,000.00 (two hundred fifty four thousand dollars), from Capital Reserve Funds for Payment of CalPERS' Unfunded Actuarial Liability, and Asset & Non-Asset Liabilities for Classic Members. Passed unanimously.

9. Consideration and Approval of Resolution No. 2016-13: A Resolution to Authorize Use of Approximately \$465.00 (four hundred sixty five dollars), from Capital Reserve Funds for Payment of CalPERS Fresh Start Balance for PEPRAs Members (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Carapiet) to approve Resolution No. 2016-13: A Resolution to Authorize Use of Approximately \$465.00 (four hundred sixty five dollars), from Capital Reserve Funds for Payment of CalPERS Fresh Start Balance for PEPRAs Members. Passed unanimously.

UNFINISHED BUSINESS:

Vice President Benediktsson suggested the SD5 Financial Policy & Procedures Manual 1st Edition, Board-approved on November 17th, 2016, be re-examined by the Governance Committee.

COMMITTEE REPORTS:

11. Capital Improvement Program Committee (Carapiet/Moody)
12. Governance Committee (Benediktsson/Snyder)
13. Finance & Fiscal Oversight Committee (Moody/Carapiet) - Action Item Log and verbal report provided
14. Personnel Committee (Benediktsson/Lasky)
15. Tiburon Pump Station #4 Ad Hoc Committee (Carapiet/Benediktsson)

OTHER BUSINESS: None.

ENVIRONMENTAL: None.

CORRESPONDENCE: None.

INFORMATIONAL ITEMS:

16. CSDA e-newsletter article: CalPERS' Potential Phased-In Rate Increase

CONVENE TO CLOSED SESSION:

CALL TO ORDER by President Snyder at 5:59 P.M.

ROLL CALL

Directors present: Richard Snyder, President
Catharine Benediktsson, Vice President
John Carapiet, Secretary
Tod Moody, Director
Michael Lasky, Director

Staff present: Tony Rubio, District Manager
(Excused at 6:30 P.M.)

Consultants present: Benjamin L. Stock, District Attorney

- 1) Conference with Labor Negotiators – Government Code §54957.6
 - a.) Agency Designated Representative: Tony Rubio, General Manager, Benjamin Stock, General Counsel
Employee Organization: Employees of Sanitary District No.5 of Marin County
 - b.) Closed Session pursuant to Section 54957(b)(1) – Employee Performance Evaluation
 - i. Employee – District Manager

Direction given, no action taken.


2) Report out of Closed Session: 6:52 P.M.

ADJOURNMENT

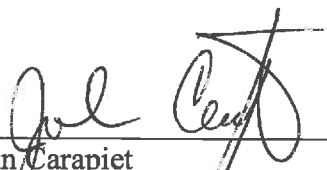
The Board adjourned at 6:28 p.m. to a Regular Board Meeting on January 19th, 2017, at 5:00 p.m. at the Main Plant of Sanitary District No. 5 of Marin County, located at 2001 Paradise Drive, Tiburon, California.

Approved:

Attest:



Richard Snyder
President, Board of Directors



John Carapiet
Secretary, Board of Directors