

Richard Snyder, President  
John Carapiet, Vice President  
Tod Moody, Secretary

Michael Lasky, Director  
Catharine Benediktsson, Director

**Regular Board Meeting Minutes**  
**at Sanitary District No. 5 of Marin County Meeting Room**  
**2001 Paradise Drive, Tiburon, CA 94920**  
**Thursday, July 20, 2017**

**CALL TO ORDER** by President Snyder at 5:02 P.M.

**ROLL CALL**

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

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

Consultants present: Benjamin Stock, Burke, Williams, Sorensen, LLP

**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:**

- Vice President Carapiet thanked SD5 Staff for its fiscally prudent decision to use staff instead of contractors, to frame and pour the pad at Belvedere Pump Station #3, saving the District over \$10k in labor
- President Snyder requested the Board study the updated SD5 10-Year Income & Expense Projections in tandem with the SD5 commercial sewer rates and FY17-18 sewer fees at the August Board Meeting, to determine if actuarial consult is necessary
- Director Benediktsson asked to review the Will-Serve Request from the Romberg Center at the August Board Meeting
- Vice President Carapiet stated his frustration with the prolonged progress being made toward Tiburon Pump Station #4 negotiations and asked that an Ad Hoc Meeting be called as soon as possible

**CONSENT CALENDAR:**

1. Approval of June 15, 2017, Regular Board Meeting Minutes (Dohrmann)
2. Review and Receive all Electronic Fund Transfers (EFT) and Approve Warrants for June 13<sup>th</sup> through July 13<sup>th</sup>, 2017; JP Morgan Chase Bank Check No. 5761 through Check No. 5819, all transactions totaling in the amount of \$238,849.02, and; June 2017 Payroll in the amount of \$85,766.88 (Dohrmann)
3. Receipt of Financial Reports for June, 2017 (Dohrmann)
4. Approval of Main Plant Bio-Solids Container Purchase Order
5. Approval of Main Plant Boiler Replacement Purchase Order
6. Approval of SD5 Small Vehicle Purchase Order

Office Manager, Robin Dohrmann, reviewed a difference at the Balance Sheet comparison (at Item #3), explaining that a glitch occurred during the 2017 Quickbooks upgrade, inadvertently regenerating a \$30,000 invoice. It appeared as an unpaid receivable on May's balance sheet, when in fact the original invoice had been paid in full one month earlier. Having caught and corrected the error, O.M. Dohrmann explained the \$30,000 inconsistency between May and June's balance sheets.

Discussion by the Board. Motion (Lasky/Benediktsson) to approve the Consent Calendar, Items No. 1 through Item No. 5. Passed unanimously.

Director Lasky asked to discuss Item No. 6 separately. Discussion by the Board. Motion (Carapiet/Benediktsson) to approve the Item No. 6 on the Consent Calendar. Passed unanimously.

**MANAGEMENT REPORTS:**

7. 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:**

8. Review and Approve Change Order No. 1, from Nute Engineering, re FY16-17 Sewer Rehab Project (Rubio) – Action

Item No. 8 was removed from the Agenda.

9. Review and Approve Main Plant Grinder Purchase Order (Unbudgeted Expense) (Rubio) – Action

Discussion by the Board. Motion (Lasky/Benediktsson) to Approve Main Plant Grinder Purchase Order. Passed unanimously.

**UNFINISHED BUSINESS:**

**COMMITTEE REPORTS:**

10. Capital Improvement Program Committee (Moody/Carapiet) - Action Item Log & verbal report provided
11. Governance Committee (Benediktsson/Snyder) - None
12. Finance & Fiscal Oversight Committee (Carapiet/Moody) - Action Item Log & verbal report provided
13. Personnel Committee (Lasky/Benediktsson) – None
14. Tiburon Pump Station #4 Ad Hoc Committee (Benediktsson/Carapiet) - None

**OTHER BUSINESS:** None

**ENVIRONMENTAL:** None

**CORRESPONDENCE:** None

**INFORMATIONAL ITEMS:**

15. County of Marin Civil Grand Jury Report, *“The Budget Squeeze: How Will Marin Fund Its Public Employee Pensions?”*
16. County of Marin Civil Grand Jury Report, *“The Big Picture: Funding Marin’s Public Employee Pensions & Retirement Health Care Benefits.”*
17. County of Marin Civil Grand Jury Report, *“2016-2017 Web Transparency Report Card Update: Bringing Marin County’s Local Governments to Light.”*

**ADJOURNMENT**

The Board adjourned at 5:47 p.m. to a Regular Board Meeting on August 17<sup>th</sup>, 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



Tod Moody  
Secretary, Board of Directors