

**SANITARY DISTRICT NO. 1 OF MARIN COUNTY
REGULAR BOARD MEETING MINUTES**

Tuesday, July 6, 2004
6:45 p.m.

District Office
2000 Larkspur Landing Circle
Larkspur, CA

Members Present: Brian Oliva, Acting President
Sue MacMillan
Sue Brown

Members Absent: Donna Bjorn, Steve Vanni

Staff Present: Barry Hogue, District Manager
Fritz Schulte, Office Manager
Theresa Jungbauer, Administrative Assistant

Public Present: Scott Ferguson, Garill Page and Bruce Baum.

Item #1-ORDER The meeting was called to order by Acting President Oliva at 6:45 p.m. Acting President Oliva then led the Pledge of Allegiance. Roll call was taken and a quorum was present.

Item #2-OPEN TIME FOR PUBLIC There were no comments from the public.

Item #3-APPROVE THE MINUTES OF JUNE 1, 2004 M/S MacMillan/Brown to approve the Minutes of June 1, 2004 as submitted. The motion carried unanimously.

Bruce Baum, 1165 Butterfield Road, San Anselmo, spoke during public participation time.

Item #4-CONSENT CALENDAR The Board reviewed the Consent Calendar:

- a) Approve June 2004 disbursements totaling \$392,640.28
- b) Approve District Treasurer's Financial Report for June 2004
 - i) Accounts Summary Statement
 - ii) Income Statement
 - iii) Investment Statement
 - iv) Transfer Authorizations
 - v) LAIF Statement
 - vi) Monthly Disbursements
- c) Approve Accountant's Report for May 2004
- d) Approve Progress Payments for Capital Improvement Projects:
 - i) Larkspur Pump Station Improvements, Michael Paul Co., progress billing no. 5 in the amount of \$39,853.44

M/S MacMillan/Brown to approve the Consent Calendar as submitted. The motion carried unanimously.

Item #5-PROPOSED CANYON ROAD ASSESSMENT DISTRICT District Manager Hogue reviewed District Counsel Sharp's report. He stated that the Resolution of Intention is ready for the Board's approval tonight. As part of approving the resolution, it would also approve Scott Ferguson of Jones Hall as the bond counsel.

Scott Ferguson of Jones Hall briefly reviewed the four actions the Board will need to take in order to form an assessment district.

Bruce Baum, 1165 Butterfield Road, San Anselmo, spoke during the public participation time.

After a brief discussion, M/S MacMillan/Brown to adopt the Resolution of Intention commencing formation of the proposed assessment district and retaining Jones Hall to provide legal services. The motion carried unanimously.

Item #6-AWARD CONTRACT FOR SIR FRANCIS DRAKE BLVD./FLORIBEL SEWER REHABILITATION PROJECT District Manager Hogue reviewed the staff report. He stated that at the time the staff report was written, approval for the firm was pending receipt of their financial qualifications. Staff has since received a letter from Nute Engineering stating they had received K.J. Woods Construction's financial statement and it meets the requirements.

After a brief discussion, M/S MacMillan/Brown to award the 2004 Sewer Rehabilitation Project: Sir Francis Drake Blvd., McAllister to Stetson, Kentfield and Floribel Avenue, San Anselmo contract to K.J. Woods Construction for \$1,144,300. The motion carried unanimously.

Item #7-AUTHORIZE ATTENDANCE AND APPROVE EXPENSE SCHEDULE FOR CASA'S 2004 ANNUAL CONFERENCE District Manager Hogue reviewed the staff report.

Garril Page, 70 Fawn, San Anselmo, spoke during the public participation period.

After a brief discussion, M/S MacMillan/Brown to approve the Expense Item Schedule and authorize the attendance of CASA's 2004 Annual Conference for all Directors, the District Manager and District Counsel. The motion carried unanimously.

Item #8-STAFF'S VERBAL REPORT The District Manager gave a brief report on finalizing the Budget, which is pending the State's ERAF contribution; and Ana Bernardes, Project Engineer, has been reviewing the seven proposals the District received for the Sanitary Sewer System Hydraulic Evaluation and Capacity Assurance Plan.

Item #9-BOARD OPEN TIME Director Brown submitted to staff her version of public comment for item numbers 5 and 8 only of the Minutes of June 1, 2004. She requested that her summary of comments of the public be attached to the records (June 1, 2004 Minutes). There was no objection from the Board.

Director Oliva stated that there was a new executive director at North Bay Watershed Association and the agency received a grant for cleaning the creek in San Anselmo.

Item #10-ADJOURNMENT The meeting was adjourned at 7:06 p.m.

SUE BROWN
Alternate Secretary of the Board