

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

Tuesday, November 4, 2003
6:45 p.m.

Drakes Landing Community Room
300-A Drakes Landing
Greenbrae, CA

Members Present: Donna Bjorn, President
Brian Oliva, Secretary
Steven Vanni
George Buckle
Sue MacMillan

Members Absent: None

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

Guests Present: John Sharp, District Counsel
Matt Guthrie, District Consultant
Bob Forsher, District Consultant

Public Present: Garril Page

Item #1-ORDER The meeting was called to order by President Bjorn at 6:45 p.m. 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 OCTOBER 7, 2003 M/S Buckle/Oliva to approve the Minutes of October 7, 2003 as submitted. The motion carried unanimously.

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

- a) Approve October 2003 disbursements totaling \$1,467,927.21
- b) Approve District Treasurer's Financial Report for October 2003
 - 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 September 2003
- d) Approve Progress Payments for Capital Improvements Projects:
 - i) Kentfield Pump Station Improvements, Phase 4, Pacific Mechanical, progress billing no. 2, \$123,390.00, per October 27, 2003 letter from Nute Engineering

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

Item #5-PROPERTY UPDATE District Manager Hogue reviewed the staff report.

Matt Guthrie, District Consultant, gave an overview of the District's current site plan, which is more efficient and cost effective.

Bob Forsher, District Consultant, went over the floor plan, which included a massing model of the District's office/yard complex.

The Board had a lengthy discussion; no action was taken.

Item #6-AWARD CONTRACT FOR LARKSPUR MAIN PUMP STATION IMPROVEMENTS

District Manager Hogue reviewed the staff report. He stated that there were changes to the project since the original cost estimate from the previous year, which pushed the cost higher. The District has enough reserve in its Pump Station Replacement Fund to cover the difference and the funding changes will be reflected in a mid-year budget adjustment, which will be before the Board in January.

Director Oliva absent 7:11-7:15 p.m.

After a brief discussion, M/S Vanni/Oliva to award the Larkspur Main Pump Station Improvements contract to Michael Paul Company for \$774,885. The motion carried unanimously.

Item #7-STRATEGIC MASTER PLAN

District Manager Hogue reviewed the staff report.

The District Manager then gave a presentation of the steps and basic goals for initiating a comprehensive Strategic Master Plan for the District's operations. More information will be available at a future meeting, as this is an ongoing process.

The Board had a lengthy discussion; no action was taken.

Item #8-STAFF'S VERBAL REPORT

The District Manager gave a brief report of his cancelled EPA/WEF/CMOM conference in San Diego, which has been re-scheduled in January; the proposed Canyon Road, Fairfax, Sewer Assessment District; BACWA Assessment Committee; status of the Kentfield Pump Station Improvements, Phase IV; and status of the 2003 Sewer Rehabilitation Project: Laurel Grove, Kentfield and Hillside Ave., San Anselmo.

Item #9-BOARD OPEN TIME

Director Oliva updated the Board on his recent attendance to a Marin LAFCO meeting and NBWA joint meeting.

Director Bjorn updated the Board of her recent attendance to the Marin County Special Districts Association meeting.

Director Oliva absent 7:46-7:50 p.m.

Item #10-CLOSED SESSION

The Board adjourned to Closed Session at 7:51 p.m. pursuant to Government Code Section 54957, Personnel Exception regarding Public Employment of Project Engineer and pursuant to Government Code Section 54957/54957.6, conference with Legal Counsel regarding one (1) Public Employee/Personnel Matter.

The Board reconvened to Open Session at 8:21 p.m.

Reportable action taken during Closed Session: The Board provided direction to staff.

Item #11-ADJOURNMENT

The meeting was adjourned at 8:22 p.m.

BRIAN P. OLIVA
Secretary of the Board