

Claire McAuliffe, President
Corinne Wiley, Vice President

Catharine Benediktsson, Secretary
Casey Kawamoto, Director
Bill Brady, Director

**Sanitary District No.5 of Marin County
Finance & Fiscal Oversight Committee Meeting
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Thursday, September 25, 2008 9:00 a.m.**

CALL TO ORDER at 9:17 a.m.

- I. ROLL CALL:** Directors, present: Corinne W. Wiley, Vice President
Catharine Benediktsson, Secretary
- Staff, present: Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager

II. PUBLIC COMMENTS: None

III. NEW BUSINESS:

a. Warrants for September 2008 (see attached)

The committee reviewed and approved warrants for September 1 - 23, 2008, #2370 through 2420, in the amount of \$104,894.24, voiding #2376 and 2388. The committee examined warrants #2371 and 2372 for PG&E. The committee discussed the warrants for chemicals (warrants #2392, 2395, and 2397), questioning whether that was a normal amount to spend monthly for chemicals. Mgr. Lynch confirmed it is normal. The committee discussed warrant #2412 for Larry Walker Associates and the total amount spent on Larry Walker Associates this fiscal year. Warrant #2419 for David B. Bennett was discussed. The committee asked how much longer the District will need to continue using his services. Mgr. Lynch informed the committee that he needs to finish the audit for the last fiscal year, at which point Mgr. Miller will take over some of his work, working directly with the external auditor.

b. Financial Reports for September 2008 (see attached)

The committee reviewed and approved the Financial Reports for September 1 - 23, 2008. The committee examined the expense accounts that were close to or over 100% of their budget on the "Combined Total Budget v. Actual" Report. The committee would like Mgr. Lynch to look into the procedure for amending the Budget. Mgr. Lynch will discuss this with Mr. David Perotti. The committee would like to know the Board's

participation in Budget amendments. For example, can the Board approve an amendment to the Budget as needed, or should it be on a quarterly basis?

Mgr. Lynch notified the committee that he will be meeting with Mr. Perotti on October 1, 2008 at 10 a.m.

Sec. Benediktsson shared an article for informational purposes from the California Special District Association, "California Supreme Court Changes Prop 218 Landscape – Assessments Will Be Harder to Enact" (see attached). She discussed the new challenges special districts will face when enacting special assessments.

Mgr. Lynch noted that Governor Arnold Schwarzenegger signed the 2008-2009 State Budget and the State is not borrowing money from local agencies. The committee would like Dir. Brady to add this informational item to the District's website.

Recent newspaper articles in the Marin Independent Journal have addressed the mistakes other sanitary districts have made with their billing of commercial EDU sewer service charges. After reading these articles, the committee would like to revisit how Sanitary District No. 5 calculated its commercial EDU sewer service charges. The committee would like to discuss this issue at the October 6, 2008 Board meeting.

IV. ADJOURNMENT at 10:18 a.m.

Recorded by Samantha Miller