

Claire McAuliffe, President
Corinne W. Wiley, Vice President
V. William Brady, Secretary

Catharine Benediktsson, Director
Roy Fedotoff, Director

**Sanitary District No. 5 of Marin County
Finance & Fiscal Oversight Committee Meeting Minutes
at Sanitary District No. 5 of Marin County Meeting Room
2001 Paradise Drive, Tiburon, California
Thursday, August 5, 2010 10:00 a.m.**

CALL TO ORDER at 10:05 a.m.

- I. ROLL CALL:** Directors present: Claire McAuliffe
Catharine Benediktsson, Alternate
- Staff present: Robert L. Lynch, District Manager
Samantha Miller, Office/Finance Manager

II. PUBLIC COMMENTS: No public comments were made.

III. NEW BUSINESS:

a. Warrants for July 2010 (attached)

The Committee reviewed and approved warrants for July 1 - 31, 2010, #3983 through 4010, in the amount of \$94,483.57. Mgr. Miller explained that she noticed that the District's MMWD water bill last month for the main plant and one of the Tiburon pump stations was four times higher than it should have been, so District staff investigated the issue. The District's Administrative Assistant was able to get MMWD to give the District a credit of \$427.18, after demonstrating that water leaks were identified and fixed last month. The Committee also reviewed and discussed the District's insurance coverage, along with the District's money transfer policies between bank accounts.

b. Financial Reports for July 2010 (attached)

The Committee reviewed and approved the Financial Reports for July 1 - 31, 2010.

c. FY 2010-2011 Commercial Sewer Service Charges

The Committee reviewed and approved the list of FY 2010-2011 commercial sewer service charges, as calculated by Mgr. Miller. The Committee thanked Mgr. Miller for her great work calculating these charges.

The Committee directed District staff to send a letter to the commercial users who are currently requesting discounts on their sewer service charges based on their currently installed private water meter readings for their irrigation (and other uses that do not result in water entering the District's collection system). This letter should highlight the requirements set forth in the District's recently adopted Ordinance No. 2010-03 and 2010-04, which clearly state that these water meters must be MMWD meters (not private meters) in order for the District to exclude that irrigation water usage from its commercial sewer service charge calculations. The Committee agreed that the District will continue to accept private water meter readings to discount sewer service charges only for the FY 2010-2011 and FY 2011-2012 sewer service charges (based on 2009 and 2010 water meter readings, respectively). This will give commercial users from now until the end of 2010 to install MMWD water meters designated for irrigation, if they would like, which will allow them to receive discounted sewer service charges for FY 2012-2013 (based on MMWD water meter readings from 2011), and on into the future.

Recorded by Samantha Miller