

Corinne W. Wiley, President
Catharine Benediktsson, Vice President
V. William Brady, Secretary

Casey Kawamoto, Director
Claire McAuliffe, 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
Wednesday, June 3, 2009 10:00 a.m.**

CALL TO ORDER at 10:00 a.m.

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

II. PUBLIC COMMENTS: None

III. NEW BUSINESS:

a. Warrants for May 2009 (attached)

The Committee reviewed and approved warrants for May 1 - 31, 2009, #2996 through 3072, in the amount of \$141,688.99. The Committee asked about warrant #3004 to Novato Sanitary District for \$6,193.75 to reimburse for the DuAll Safety Program, and they asked how long of a period that covered. Mgr. Miller said she would have to look that up. The Committee noted that this safety program is expensive, and Mgr. Lynch replied that is why he has decided the District should do a less expensive, in-house safety program on its own instead of being part of the cooperative safety group program.

The Committee noted warrant #3006 for the replacement of the radiator on the Tiburon pump station #7 emergency generator should be under account #841 Pump Maintenance. Mgr. Miller will make that change.

The Committee asked about warrant #3033 to East Bay Muni Utility District for FY09 BACWA Member Contributions. Mgr. Lynch explained that the District has joined with East Bay Municipal Utility District to pay the Bay Area Clean Water Agency member contributions, in order to save money. The District has also joined with Central Marin Sanitation Agency to share pollution prevention costs.

The Committee discussed warrant #3040 to Roy's Sewer Service, Inc. for \$1,825.00 to clean rocks and grit from the Belvedere Avenue line. Mgr. Lynch explained that Belvedere is doing undergrounding in that area, which is causing more grit to get in the lines. The Committee asked Mgr. Lynch to take a sample from the Peninsula Road sewer line to test for salt water, since they suspect there might be salt water flowing through the line. Mgr. Lynch said he would look at the meter readings for that line, as well.

b. Financial Reports for May 2009 (attached)

The Committee reviewed and approved the Financial Reports for May 1 - 31, 2009. V.P. Benediktsson thanked Mgr. Miller for changing the "Belvedere Reserve" account to "Belvedere Operations" and "Belvedere Capital" to create parity between the Belvedere and Tiburon accounts on the Balance Sheet. The Committee requested Mgr. Miller to transfer \$1.00 from Belvedere Operations to Belvedere Capital to give the Belvedere Capital account an opening balance so it will appear on the Balance Sheet.

The Committee discussed the accounts on the Combined Total Budget v. Actual Report that are either significantly over budget or significantly under budget. Mgr. Lynch explained that account #225.5 Influent Grinder is done for the year at 84.5% of the budget (the third influent grinder will be done in FY 2010-2011), account #225.24 Moyno Pump Replacement is done for the year at 46% of the budget (the District only replaced one moyno pump this year, instead of two), account #227.1 Tiburon Sewer Line Rehab Program is done for the year at 81.2% of the budget, account #227.25 Pump Station Replacement is done for the year at 65.8% of the budget (it is almost all completed – only West Shore remains, which will be done in FY 2010-2011), and account #225.94 Dissolved Air Flotation is only at 1.4% of the budget because it will be carried over to FY 2009-2010. Account #225.95 SCADA Upgrade & Replacement is complete at 34.5% of the budget; the Committee thanked Mgr. Rubio for getting 100% of the job done at 34.5% of the budgeted cost. Account #879 Utilities is at 83.9% of the budget, with only one month of PG&E bills remaining for the year. The Committee thanked Mgr. Lynch for doing a great job of reducing the District's energy costs every year.

IV. ADJOURNMENT at 10:55 a.m.

Recorded by Samantha Miller