

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
Thursday, February 26, 2009 9:00 a.m.**

CALL TO ORDER at 9:20 a.m.

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

II. PUBLIC COMMENTS: None

III. NEW BUSINESS:

The Committee moved Items C and D, as described on the agenda, to this time.

c. Team Ghilotti Request for Compensation Due to Permit Delay (attached)

The Committee reviewed Team Ghilotti's request for additional compensation due to permit delay. Team Ghilotti had already previously submitted this request, which the Board considered at the December 8, 2008 Regular Board Meeting. The Board had agreed they would not consider compensating Team Ghilotti due to permit delay without seeing demonstrable costs and additional information from Team Ghilotti.

The Committee reviewed the additional information submitted by Team Ghilotti. The Committee did not agree with all of the additional costs Team Ghilotti submitted and still considered the information to be insufficient. The Committee requested Mgr. Lynch to go back to Team Ghilotti and negotiate with them.

d. Review of Commercial Sewer Service Charge Calculations (attached)

The Committee discussed the letter dated February 5, 2009 from Mr. Jim Allen of Belvedere Land Company requesting that the method of deriving commercial rates be

reviewed. The Committee is in the process of reviewing the District's method of calculating the commercial sewer service charges. The Committee reviewed and discussed the District's Ordinance No. 2005-01: "An Ordinance Amending Exhibit 'A' of Ordinance No. 78-1, as Amended, Entitled 'An Ordinance Establishing and Prescribing Sewer Service Charges,'" along with ordinances from other sanitary districts in Marin County, describing their methods of determining commercial sewer service charges.

The Committee requested that Mgr. Lynch draft a letter to Mr. Allen in response to his concerns. The Committee will continue its review of the District's method of calculating commercial sewer service charges.

a. Warrants for February 2009 (attached)

The Committee reviewed and approved warrants for February 1 - 25, 2009, #2783 through 2841, in the amount of \$202,274.23. The Committee questioned the account classification of warrant #2815 to Austin-Mac, Inc. for secondary clarifier scum collector replacement. Mgr. Lynch explained that the District had not originally budgeted for this cost, so it had to be classified as "225.9 Undesignated Capital." The Committee suggested that District Staff use petty cash for small purchases like warrant #2816 to R & S Service for \$5.12 for automatic transmission fluid and coolant.

b. Financial Reports for February 2009 (attached)

The Committee reviewed and approved the Financial Reports for February 1 - 25, 2009. The Committee asked when the zone breakout should be complete for this fiscal year-to-date, using the new percentage allocations approved by the Board at the January 13, 2009 Regular Board Meeting. Mgr. Miller explained that District staff is currently working on updating all transactions (from July 2008-to-date) to incorporate the correct zone allocations. Mgr. Miller estimated that the zone breakout should hopefully be complete by the end of March, at which point the Finance Committee will review and approve the updated monthly financial reports for July 2008-to-date.

IV. ADJOURNMENT at 10:32 a.m.

Recorded by Samantha Miller