

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, January 14, 2010 10:00 a.m.**

**CALL TO ORDER** at 10:10 a.m.

- I. ROLL CALL:** Directors present: Catharine Benediktsson, Vice President  
Corinne W. Wiley, President
- Staff present: Tony Rubio, Facilities Manager  
Samantha Miller, Office/Finance Manager

**II. PUBLIC COMMENTS:** None

**III. NEW BUSINESS:**

**a. Warrants for December 2009 (attached)**

The Committee reviewed and approved warrants for December 1 – 31, 2009, #3481 through 3538, in the amount of \$149,517.29. The Committee asked about warrant #3484 to Banshee Networks. Mgr. Rubio explained that the District has had several issues recently that required a significant amount of computer/IT work, which has brought the District over budget in the Office/Computer account. Banshee Networks worked to solve some of these issues, including the failing backup tapes. The District also lost two and a half years' worth of SCADA data recently, but this problem was fixed, as well. We were able to get all of our data back, with the exception of 15 days' worth of data (while the technicians were working to solve the problem). Mgr. Rubio added that WorkSmart Automation will be performing the District's SCADA maintenance from now on since they are much better than Calcon.

Mgr. Miller noted that warrant #3489 to Pacific Gas & Electric was much cheaper in December (\$11,465.59), due to the one-time credit PG&E gave its customers as a result of the significant drop in the cost of natural gas this year.

The Committee asked why warrant #3504 to Roy's Sewer Service for Paradise Cove plant sludge disposal was so high (\$754.25). Mgr. Rubio explained we get about twice as much flow at the Paradise Cove plant now that Seafirth Estates is pumping to the

plant. This has doubled the amount of sludge and the cost of the sludge disposal at the Paradise Cove plant.

The Committee noted how expensive the annual waste discharge permit fees are to the State Water Resources Control Board. The annual permit fee this year was \$6,392.00 (warrant #3510). Mgr. Rubio explained this is the general permit every waste discharger is required to get; our permit lasts for five years, and we have to pay this fee every year.

The Committee asked about warrant #3521 to BLR for \$320.08. Mgr. Rubio explained this was a one year subscription for a CD-ROM of 7-minute safety training classes that he gives to District staff every week to satisfy OSHA requirements.

The Committee reminded Mgr. Rubio that the Board would like to see a presentation on the District's annual spring cleaning program. Mgr. Rubio said he is currently working on it.

**b. Financial Reports for December 2009 (attached)**

The Committee reviewed and approved the Financial Reports for December 1 - 31, 2009. The Committee discussed and asked questions about various accounts on the Combined Total Budget vs. Actual report.

Mgr. Miller noted the Belvedere Capital account now has \$224,192.25, as of December 31, 2009. She explained that the Belvedere capital expenditures exceeded the Belvedere capital revenue in FY 2008-2009, so all Belvedere capital and operating funds were kept in the same account (Operating) last fiscal year. Otherwise, there would have been a large negative balance on the books for the Belvedere Capital account. However, due to the tight budget and reduced capital expenditures in FY 2009-2010, the Belvedere capital revenue will exceed the capital expenditures this fiscal year, and it can now be properly accounted for in the Belvedere Capital account. The District received 55% of the Tiburon property tax money and 55% of the Tiburon and Belvedere annual sewer service charges in December 2009, leaving a \$224,192.25 balance in the Belvedere Capital account.

The Committee also discussed the fact that the District needs to start keeping track of and reporting when the state borrows money from the District, how much is borrowed, and when the money is supposed to be returned. This could be recorded as an accounts receivable asset for the District.

**IV. ADJOURNMENT** at 10:53 a.m.

Recorded by Samantha Miller