

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, June 17, 2021**

5:00 P.M. REGULAR BOARD MEETING

CORONA VIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

How to Submit Public Comments:

Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.

Public Comments are to be submitted via email to rdohrmann@sani5.org.

In addition, members of the public who are calling in, will have the opportunity to provide public comments by following the steps below:

How to Participate in the Meeting:

Join Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/6230620778>

Meeting ID: 623 062 0778

or join by phone:

Call in number: (669) 900-9128 Participant Code: 623 062 0778

ROLL CALL by President Richard Snyder at 5:00 P.M.

PUBLIC COMMENTS: The public is invited to address the Board on items that do not appear on the agenda and are within the subject matter jurisdiction of the Board. The Brown Act does not allow the Board to take action on any public comment. Please limit public comments to no more than three minutes.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

CONSENT CALENDAR:

1. Approval of May 20, 2021, Regular Board Meeting Minutes (Dohrmann)
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from May 12th through June 8th, 2021 (JP Morgan Chase Bank, check no. 8143 through check no. 8301, all transactions totaling \$231,606.63) and receive May 2021 payroll, in the sum of \$105,125.44 (Dohrmann)
3. Receipt of Financial Reports for May 2021 (Dohrmann)

MANAGEMENT REPORTS:

4. District Management Summary Report (Rubio)

NEW BUSINESS:

5. PUBLIC HEARING: Fiscal Year 2021-2022 Budget
 - a. Public Comment
 - b. Consideration of adoption of Resolution No. 2021-04: A Resolution Approving and Adopting Fiscal Year 2021-2022 Final Budget and Fixing the District's Tax Allocation for Fiscal Year 2021-2022 (Rubio/Dohrmann) – Action
6. Review & approve updates to SD5 Strategic Plan (FY2021-2022) – Action (Rubio)
7. Declaration of surplus property (1 item) – Action (Rubio)
8. Review and authorize the District Manager to award chemical contracts for FY2021-2022 received through the Bay Area Chemical Consortium Group bidding process – Action (Rubio)
9. Review and discuss feasibility of recycled water for beneficial reuse – **discussion only**

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

10. Capital Improvement Program Committee (Moody/Arias-Montez)
11. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez)
12. Governance Committee (Moody/Carapiet)
13. Personnel Committee (Benediktsson/Snyder)
14. Renewable Energy Strategies Ad Hoc Committee (Carapiet/Moody)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

CONVENE TO CLOSED SESSION:

15. Convene to Closed Session (the public may provide comments regarding the closed session item(s) just prior to the Board beginning the Closed Session. Closed Sessions are not open to the public).
 - a) Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Government Code section 54956.9(d)(4): (3 potential cases)
16. Report out of Closed Session

ADJOURNMENT

The Board will be asked to adjourn the meeting to a Regular Board Meeting on July 15, 2021, at 5:00 P.M.

The Board of Directors may, at its discretion, consider agenda items out of the order in which they appear above.

Accessible public meetings: Upon request, the District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services to enable individual with disabilities to participate in public meetings. Please submit written requests to the District at P.O. Box 227, Tiburon, CA 94920 or rdohrmann@sani5.org at least two days prior to the meeting.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- Director Benediktsson requested Board Members pay close attention to the FY21-22 SD5 Budget graphs and the foreseen CalPERS interest rates
- President Snyder requested Staff prepare an agenda item re initiating a rate study in FY21-22
- Vice President Carapiet requested an update re outstanding resident non-compliance violations

CONSENT CALENDAR:

1. Approval of April 15, 2021 Regular Board Meeting Minutes and May 6, 2021 Special Board Meeting Minutes (Dohrmann)
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from April 14th through May 11th, 2021 (JP Morgan Chase Bank, check no. 8199 through check no. 8242, all transactions totaling \$538,857.01) and receive April 2021 payroll, in the sum of \$113,935.13 (Dohrmann)
3. Receipt of financial reports for April 2021 (Dohrmann)

Discussion by the Board. Motion (Benediktsson/moody) to approve Items No. 1 through No. 3 on the Consent Calendar. Passed unanimously.

MANAGEMENT REPORTS:

4. District Management Summary Report (Rubio)

District Manager, Tony Rubio, presented a written and verbal report on current District issues, responding to questions from the Board. Discussion by the Board.

NEW BUSINESS:

5. Presentation by HDR regarding “Sanitary District No.5 of Marin County Renewable Energy Study” final report – Action (Rubio)

Discussion by the Board. President Snyder appointed Vice President Carapiet & Director Moody to an Alternative Energy Ad Hoc Committee. Motion to accept HDR’s, “Sanitary District No.5 of Marin County Renewable Energy Study” final report. Passed unanimously.

6. Introduction of 2088 Paradise Drive new owners (neighboring SD5 Tiburon Pump Station #4), and discussion of future plans for the neighboring property re Tiburon Station #4 (Rubio) – **Discussion only**
7. Presentation by Eric Hohmann re plans for the Mallard Properties (Rubio) – **Discussion only**

8. PUBLIC HEARING: Fiscal Year 2021-2022 Budget

- a. Public Comment

- b. Set Hearing for Consideration of Adoption of FY2021-2022 Final Budget at Regular Board Meeting on June 17th, 2021 (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Carapiet) to set hearing for consideration of adoption of the FY2021-2022 Final Budget at the Sanitary District No. 5 of Marin County regular Board Meeting, scheduled on June 17, 2021. Passed unanimously.

9. Consideration of adoption of Resolution No. 2021-01: Determination of Appropriations Limit for the Tiburon Zone of Sanitary District No. 5 of Marin County for Fiscal Year 2021-2022 (Rubio) – Action

Discussion by the Board. Motion (Carapiet/Arias-Montez) to adopt Resolution No. 2021-01: Determination of Appropriations Limit for the Tiburon Zone of Sanitary District No. 5 of Marin County for Fiscal Year 2021-2022. Passed unanimously.

10. Review and approval of the FY2021-2022 SD5 Organizational Chart and Publicly Available Pay Scale and Resolution No. 2021-02: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (2.5%) for all Sanitary District No. 5 of Marin County Employees – Represented, Unrepresented, both effective on July 1, 2021 (Rubio) – Action

Discussion by the Board. Motion (Arias-Montez/Moody) to approve the FY2021-2022 SD5 Organizational Chart and Publicly Available Pay Scale and Resolution No. 2021-02: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (2.5%) for all Sanitary District No. 5 of Marin County Employees – Represented, Unrepresented, both effective on July 1, 2021. Passed unanimously.

11. Consideration of Adoption of Resolution No. 2021-03: A Resolution Approving and Adopting Fiscal Year 2021-2022's Financial Reserve/Fund Policies for the Belvedere and Tiburon / Paradise Cove Zones (Rubio) – Action

Discussion by the Board. Motion (Benediktsson/Carapiet) to adopt Resolution No. 2021-03: A Resolution Approving and Adopting Fiscal Year 2021-2022's Financial Reserve/Fund Policies for the Belvedere and Tiburon / Paradise Cove Zones. Passed unanimously.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS: None

12. Capital Improvement Program Committee (Moody/Arias-Montez) – Action Item Log provided
13. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) – See Item #8
14. Governance Committee (Moody/Carapiet) – None
15. Personnel Committee (Benediktsson/Snyder) – None

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS:

16. "Genome Sequencing of Sewage Detects Regionally Prevalent SARS-CoV-2 Variants," published January/February 2021, Vol. 12, Issue 1 e02703-20, by Alexander Crits-Christoph, Rose S. Kantor, Matthew R. Olm, Oscar N. Whitney, Basem Al-Shayeb, Yue Clare Lou, Avi Flamholz, Lauren C. Kennedy, Hannah Greenwald, Adrian Hinkle, Jonathan Hetzel, Sara Spitzer, Jeffery Koble, Asako Tan, Fred Hyde, Gary Schroth, Scott Kuersten, Jillian F. Banfield, Kara L. Nelson (Melinda M. Pettigrew, *Editor*); (<https://mbio.asm.org/content/12/1/e02703-20>)
17. "Challenges in Measuring the Recovery of SARS-CoV-2 from Wastewater," published on March 3, 2021, by Rose S. Kantor, Kara L. Nelson, Hannah D. Greenwald, and Lauren C. Kennedy; Published in Environmental Science Technology, 2021, 55, 3514-3519; (<https://pubs.acs.org/doi/10.1021/acs.est.0c08210>)

18. “Where coronavirus variants emerge, surges follow – new research suggests how genomic surveillance can be an early warning system,” published on May 5, 2021, by Bart C. Weimer and Darwin Bandy; (<https://apnews.com/article/genomics-science-health-coronavirus-pandemic-ac470d1f342e47cdb460bab4d8a00d2c>)

CONVENE TO CLOSED SESSION (6:34 p.m.)

19. Convene to Closed Session (the public may provide comments regarding the closed session item(s) just prior to the Board beginning the Closed Session. Closed Sessions are not open to the public).

a) Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to Government Code section 54956.9(d)(4): (1 potential case)

20. Report out of Closed Session (6:52 p.m.)

No action taken

ADJOURNMENT

The Board adjourned at 6:53 p.m. to a Regular Board Meeting on June 17, 2021, at 5:00 p.m.

Approved:

Attest:

Richard Snyder
President, Board of Directors

Omar Arias-Montez
Secretary, Board of Directors

**Sanitary Distr. No.5 of Marin Co.
Warrant List Summary
May 12 through June 8, 2021**

Item #2

06/08/21

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
05/17/21			Service Charge	-100.00
06/02/21	EFT	CalPERS	EFT Health Premium, June 2021, Cust #4163206459	-14,248.69
06/02/21	EFT	PERS	EFT PERS Retirement, April 2021	-17,981.45
05/17/21	8244	Alhambra	Acct #547945611762129, Water, April 2021	-158.84
05/17/21	8245	Burke, Williams & Sorensen, LLP	Legal Advice, March 2021	-1,521.00
05/17/21	8246	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, April 2021	-172.82
05/17/21	8247	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, May - June 2021	-574.60
05/17/21	8248	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, May 2021	-255.15
05/17/21	8249	Mill Valley Refuse Service, Inc.	Acct #032945, SLUDGE TRANSPORT, April 2021	-1,800.00
05/17/21	8250	Pacific Gas & Electric	Acct #2908031411-4, Utilities, April 2021	-18,811.03
05/17/21	8251	Special District Risk Management Authorit	Member #7665, Life, Vision, DDS & LTD Ins., June 2021	-1,433.23
05/17/21	8252	Staples, Inc.	Acct #60111000714, Office Supplies, April 2021	-209.94
05/17/21	8253	Waste Management of Redwood Landfill	Acct #507-0000190-1507-2, Sludge Disposal, April 2021	-1,043.30
05/17/21	8254	Driscoll, Stephen	EE Incentive, May 2021	-1,000.00
05/17/21	8255	Triola, Joseph	Reimb. for S/B Mileage, March - April, 2021	-105.28
05/17/21	8256	Lystek Int'l, LTD	Biosolids Transport, April 2021	-723.35
05/17/21	8257	Univar	Cust ID #STDT001, Chemicals, May 2021	-8,252.00
05/17/21	8258	Verizon Wireless	Acct #0342125502-00001: iPhones, April 2021	-310.31
05/17/21	8259	Rosser, John	Reimb. EE Incentive, September 2021	-3,150.00
06/08/21	8260	Access Answering Service	Acct #4080C, Answering Service, June 2021	-60.00
06/08/21	8261	Alhambra	Acct #547945611762129, Water, Apr-May 2021	-204.76
06/08/21	8262	Banshee Networks, Inc.	Computer/IT Support, April - May 2021	-6,894.73
06/08/21	8263	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, April 2021	-2,085.00
06/08/21	8264	Burke, Williams & Sorensen, LLP	Legal Advice, April 2021	-4,783.50
06/08/21	8265	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, May 2021	-1,581.75
06/08/21	8266	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, May 2021	-142.16
06/08/21	8267	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, May 2021	-350.00
06/08/21	8268	G3 Engineering, Inc.	M.P. Screw Press Polyblend Redundancy, May 2021	-16,914.54
06/08/21	8269	Goodman Building Supply Co.	Acct #20070, M.P. Supplies+P&L, May 2021	-727.55
06/08/21	8270	Grainger	Acct #810128785, M.P., P.C.+ SASM Parts & Service, May 2021	-1,157.74
06/08/21	8271	HDR Engineering, Inc.	Consulting, MCS D5 Cllxn Sys Mstr Plan + Alt Energy Study, May 2021	-18,412.42
06/08/21	8272	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Office + Breakroom, May 2021	-10,747.09
06/08/21	8273	Jackson's Hardware, Inc.	Acct #7601, M.P. supplies, PPE & P&L, May 2021	-840.21
06/08/21	8274	JM Integration, LLC	M.P. Parts & Service, May 2021	-8,012.38
06/08/21	8275	Lystek Int'l, LTD	Biosolids Transport, May 2021	-770.10
06/08/21	8276	Maltby Electric Supply Co., Inc.	Cust No.15953, P.C., T&B P&L, May 2021	-1,835.11
06/08/21	8277	Marin Recycling HHW	M.P. Haz. Mat. Disposal + E-Waste, May 2021	-102.00
06/08/21	8278	McCampbell Analytical, Inc.	M.P. Monitoring, Acute & Chronic Toxicity Testing, May 2021	-3,379.50
06/08/21	8279	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, June 2021	-255.15
06/08/21	8280	Ongaro & Sons, Inc.	Client #1082,TPS#2, April - May 2021	-902.42
06/08/21	8281	Peterson	Cust #:5656305, BPS#1, TPS#3, TPS#6, May 2021	-5,758.64
06/08/21	8282	Redwood Engineering, Inc.	P&L., May 2021	-19,788.58
06/08/21	8283	Roy's Sewer Service, Inc.	P&L, May 2021	-724.00
06/08/21	8284	Terminix Processing Center	Acct #327163, Pest Control, FY20-21 (+ AJE FY21-22)	-2,582.16
06/08/21	8285	U.S. Bank	Acct#:4246-0441-0158-3635, April-May 2021	-9,922.46
06/08/21	8286	U.S. Postal Service	Box rental #227, 12 Months, FY21-22 (FYAJE 21-22)	-146.00
06/08/21	8287	Water Components & Building Supply	Acct #454, M.P. Maint. Supplies, May 2021	-230.93
06/08/21	8288	Water Environment Federation	Member ID #17586993, Rulon Cottrell, June 2021 (AJE FY21-22)	-382.00
06/08/21	8289	Weco Industries	Acct #:MARINC, P&L, March 2021	-3,022.52
06/08/21	8290	Alvarez, Joel	eEimb for Ed. materials + (2) EE Incentives, May 2021	-2,100.00
06/08/21	8291	Bilsborough, Chad	Reimb for Ed. materials + (5) EE Incentives, May 2021	-5,314.55
06/08/21	8292	Driscoll, Stephen	Boot Reimb + EE Incentives, May 2021	-1,167.93
06/08/21	8293	Rosser, John	S/B Exp.Reimb. for J Rosser, April - May, 2021	-637.58
06/08/21	8294	AT&T	Acct #960732-76375559, May 2021	-815.82
06/08/21	8295	Cornely Company	Cust ID: SANDIST, Flare, Piping & Valve Service, May 2021	-10,596.00
06/08/21	8296	Larry Walker Associates, Inc.	Tech Support for M.P. NPDES Reg. Assistance, April 2021	-548.00
06/08/21	8297	Shape Incorporated	Acct #400M14, Flygt Pump Replacement, Jun 2021	-14,906.03
06/08/21	8298	Waste Management of Redwood Landfill	Acct #507-0000190-1507-2, Sludge Disposal, May 2021	-605.16
06/08/21	8299	Triola, Joseph	Reimb. for S/B Mileage, December 2020	-150.47
06/08/21	8300	Swett, Drake	Reimb. for S/B Mileage, Sept-Oct, 2020	-158.70
06/08/21	8301	Swett, Drake	Reimb. for CalPERS 457 Contribution, February 2021	-40.00
Total JP Morgan Chase - Primary 7399				-231,606.63
TOTAL				-231,606.63

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

May 12 through June 8, 2021

06/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
05/17/21			Service Charge	JP Morgan Chase - Primary 7399	Belvedere	
			Service Charge	5900.4 · Inspection Permit Fees	Belvedere	-100.00
TOTAL						-100.00
06/02/21	EFT	CaIPERS	EFT Health Premium, June 2021, Cust #4163206459	JP Morgan Chase - Primary 7399		
			Active Employee Health Premium - June 2021	8020.05 · Employee Health	Belvedere	-4,797.05
			Active Employee Health Premium - June 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-345.60
			Active Employee Health Premium - June 2021	8020.05 · Employee Health	Tiburon	-8,201.03
			Retiree Health Premium - June 2021	8022.05 · Retiree Health	Belvedere	-308.45
			Retiree Health Premium - June 2021	8022.05 · Retiree Health	Tiburon:Paradise Cove	-22.22
			Retiree Health Premium - June 2021	8022.05 · Retiree Health	Tiburon	-527.33
			Active Employee Health Premium - June 2021 - Admin Fee	8020.05 · Employee Health	Belvedere	-11.51
			Active Employee Health Premium - June 2021 - Admin Fee	8020.05 · Employee Health	Tiburon:Paradise Cove	-0.83
			Active Employee Health Premium - June 2021 - Admin Fee	8020.05 · Employee Health	Tiburon	-19.68
			Retiree Health Premium - June 2021 - Admin Fee	8022.05 · Retiree Health	Belvedere	-5.39
			Retiree Health Premium - June 2021 - Admin Fee	8022.05 · Retiree Health	Tiburon:Paradise Cove	-0.39
			Retiree Health Premium - June 2021 - Admin Fee	8022.05 · Retiree Health	Tiburon	-9.21
TOTAL						-14,248.69
06/02/21	EFT	PERS	EFT PERS Retirement, April 2021	JP Morgan Chase - Primary 7399		
			Retirement May 2021(Classic 1600 Rate): ER @ 14.194 %; EE @ 3.0%	8019.05 · PERS Retirement	Belvedere	-4,756.73
			Retirement May 2021(Classic 1600 Rate)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-342.70
			Retirement May 2021(Classic 1600 Rate)	8019.05 · PERS Retirement	Tiburon	-8,132.08
			Retirement May 2021(PEPRA Rates: ER @ 7.732%; EE @ 6.75%)	8019.05 · PERS Retirement	Belvedere	-1,707.61
			Retirement May 2021(PEPRA Rate)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-123.02
			Retirement May 2021(PEPRA Rate)	8019.05 · PERS Retirement	Tiburon	-2,919.31
TOTAL						-17,981.45
05/17/21	8244	Alhambra	Acct #547945611762129, Water, April 2021	JP Morgan Chase - Primary 7399		
			Inv #12012314 043021 Water, 4.04.2021 - 4.28.2021	7023 · Janitorial Supplies & Service	Belvedere	-57.10
			Inv #12012314 043021 Water, 4.04.2021 - 4.28.2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-4.11
			Inv #12012314 043021 Water, 4.04.2021 - 4.28.2021	7023 · Janitorial Supplies & Service	Tiburon	-97.63
TOTAL						-158.84
05/17/21	8245	Burke, Williams & Sorensen, LLP	Legal Advice, March 2021	JP Morgan Chase - Primary 7399		
			Inv #268302, SD5 HR, March 2021	6039 · Legal	Belvedere	-45.30
			Inv #268302, SD5 HR, March 2021	6039 · Legal	Tiburon:Paradise Cove	-3.26
			Inv #268302, SD5 HR, March 2021	6039 · Legal	Tiburon	-77.44
			Inv #268302, SD5 VLTNS, March 2021	6039 · Legal	Belvedere	-472.50
			Inv #266946, DCS, March 2021	6039 · Legal	Belvedere	-331.64
			Inv #266946, DCS, March 2021	6039 · Legal	Tiburon:Paradise Cove	-23.89
			Inv #266946, DCS, March 2021	6039 · Legal	Tiburon	-566.97
TOTAL						-1,521.00
05/17/21	8246	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, April 2021	JP Morgan Chase - Primary 7399		
			Inv #3248904, Konica Multi-purpose copier (C308) contract, April 2021	6047 · Office Supplies	Belvedere	-62.13
			Inv #3248904, Konica Multi-purpose copier (C308) contract, April 2021	6047 · Office Supplies	Tiburon:Paradise Cove	-4.48
			Inv #3248904, Konica Multi-purpose copier (C308) contract, April 2021	6047 · Office Supplies	Tiburon	-106.21
TOTAL						-172.82

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

May 12 through June 8, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
05/17/21	8247	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, May - June 2021	JP Morgan Chase - Primary 7399		
			Bundle: Cable (\$218.25), 5.12.2021 - 6.11.2021 + Reg. Fees (\$53.99)	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-97.87
			Bundle: Cable (\$218.25), 5.12.2021 - 6.11.2021 + Reg. Fees (\$53.99)	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-7.05
			Bundle: Cable (\$218.25), 5.12.2021 - 6.11.2021 + Reg. Fees (\$53.99)	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-167.32
			Bundle: Internet (\$134.85), 5.12.2021 - 6.11.2021 + Fed U Srvc Fund Fees (\$14.69)	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-12.45
			Bundle: Internet (\$134.85), 5.12.2021 - 6.11.2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.90
			Bundle: Internet (\$134.85), 5.12.2021 - 6.11.2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-21.29
			Bundle: Land Line Phones (\$249.50), 5.12.2021 - 6.11.2021 + Fees (\$5)	8531 · Main Plant Telephones	Belvedere	-91.49
			Bundle: Land Line Phones (\$249.50), 5.12.2021 - 6.11.2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-6.59
			Bundle: Land Line Phones (\$249.50), 5.12.2021 - 6.11.2021	8531 · Main Plant Telephones	Tiburon	-156.42
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), 5.12.2021 - 6.11.2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-2.38
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), 5.12.2021 - 6.11.2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.17
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), 5.12.2021 - 6.11.2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-4.06
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), 5.12.2021 - 6.11.2021	8531 · Main Plant Telephones	Belvedere	-2.38
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), 5.12.2021 - 6.11.2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-0.17
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), 5.12.2021 - 6.11.2021	8531 · Main Plant Telephones	Tiburon	-4.06
TOTAL						-574.60
05/17/21	8248	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, May 2021	JP Morgan Chase - Primary 7399		
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental, May 2021	7023 · Janitorial Supplies & Service	Belvedere	-94.18
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental, May 2021	7023 · Janitorial Supplies & Service	Tiburon	-160.97
TOTAL						-255.15
05/17/21	8249	Mill Valley Refuse Service, Inc.	Acct #032945, SLUDGE TRANSPORT, April 2021	JP Morgan Chase - Primary 7399		
			Sludge Transport/Exchange only, 4.3.21, 4.13.21, 4.22.21, 4.29.21	7029 · Main Plant Sludge Disposal	Belvedere	-664.38
			Sludge Transport/Exchange only, 4.3.21, 4.13.21, 4.22.21, 4.29.21	7029 · Main Plant Sludge Disposal	Tiburon	-1,135.62
TOTAL						-1,800.00
05/17/21	8250	Pacific Gas & Electric	Acct #2908031411-4, Utilities, April 2021	JP Morgan Chase - Primary 7399		
			Acct #2908031411-4, Main Plant Utilities, April 2021	8542 · Main Plant Utilities	Belvedere	-5,156.04
			Acct #2908031411-4, P.C. Plant Utilities, April 2021	8543 · Paradise Cove Utilities	Tiburon:Paradise Cove	-1,510.95
			Acct #2908031411-4, Main Plant Utilities, April 2021	8542 · Main Plant Utilities	Tiburon	-8,813.20
			Acct #2908031411-4, Belv Pump St Utilities, April 2021	8544 · Pump Station Utilities	Belvedere	-1,353.67
			Acct #2908031411-4, P.C. Pump St Utilities, April 2021	8544 · Pump Station Utilities	Tiburon:Paradise Cove	-261.32
			Acct #2908031411-4, Tib Pump St Utilities, April 2021	8544 · Pump Station Utilities	Tiburon	-1,715.85
TOTAL						-18,811.03
05/17/21	8251	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., June 2021	JP Morgan Chase - Primary 7399		
			Employee Life & ADD Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Belvedere	-44.00
			Employee Life & ADD Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-3.17
			Employee Life & ADD Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon	-75.23
			Employee LTD Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Belvedere	-117.15
			Employee LTD Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-8.44
			Employee LTD Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon	-200.27
			Employee DDS Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Belvedere	-301.59
			Employee DDS Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-21.73
			Employee DDS Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon	-515.60
			Employee Vision Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Belvedere	-52.50
			Employee Vision Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-3.78
			Employee Vision Insurance - Inv #35428 - June 2021	8020.05 · Employee Health	Tiburon	-89.77
TOTAL						-1,433.23

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Date	Num	Name	Memo	Account	Class	Paid Amount
05/17/21	8252	Staples, Inc.	Acct #60111000714, Office Supplies, April 2021 Inv #2830225191, Office supplies, April 2021 Inv #2830225191, Office supplies, April 2021 Inv #2830225191, Office supplies, April 2021	JP Morgan Chase - Primary 7399 6047 · Office Supplies 6047 · Office Supplies 6047 · Office Supplies	Belvedere Tiburon:Paradise Cove Tiburon	-75.47 -5.44 -129.03
TOTAL						-209.94
05/17/21	8253	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal, April 2021 Inv #0102487-1507-9, Sludge Disposal - 3 Drop-offs, 26.62 tons, April 2021 Inv #0102487-1507-9, Sludge Disposal - 3 Drop-offs, 26.62 tons, April 2021	JP Morgan Chase - Primary 7399 7029 · Main Plant Sludge Disposal 7029 · Main Plant Sludge Disposal	Belvedere Tiburon	-385.08 -658.22
TOTAL						-1,043.30
05/17/21	8254	Driscoll, Stephen	EE Incentive, May 2021 Employee Incentive/Con't Ed Stipend: Completion of CSU Industrial Waste Treatment (V2), Apri... Employee Incentive/Con't Ed Stipend: Completion of CSU Industrial Waste Treatment (V2), Apri... Employee Incentive/Con't Ed Stipend: Completion of CSU Industrial Waste Treatment (V2), Apri...	JP Morgan Chase - Primary 7399 8005 · Employee Incentives 8005 · Employee Incentives 8005 · Employee Incentives	Belvedere Tiburon:Paradise Cove Tiburon	-359.50 -25.90 -614.60
TOTAL						-1,000.00
05/17/21	8255	Triola, Joseph	Reimb. for S/B Mileage, March - April, 2021 Reimb. for P.C. S/B Mileage, thru 4.6.2021 Reimb. for Tib P&L Mileage, thru 4.6.2021	JP Morgan Chase - Primary 7399 6018.2 · Standby Mileage Expense Reimb 6018.2 · Standby Mileage Expense Reimb	Tiburon:Paradise Cove Tiburon	-52.64 -52.64
TOTAL						-105.28
05/17/21	8256	Lystek Int'l, LTD	Biosolids Transport, April 2021 Inv #153-397, Biosolids Transport to Lystek Facility, April 2021 Inv #153-397, Biosolids Transport to Lystek Facility, April 2021	JP Morgan Chase - Primary 7399 7029 · Main Plant Sludge Disposal 7029 · Main Plant Sludge Disposal	Belvedere Tiburon	-266.99 -456.36
TOTAL						-723.35
05/17/21	8257	Univar	Cust ID #STDT001, Chemicals, May 2021 Inv #49155626, Inv #49116822, Sodium Bisulfite 25% (\$1.163/Gal), May 2021 Inv #49155626, Inv #49116822, Sodium Bisulfite 25% (\$1.163/Gal), May 2021 Inv #49155626, Inv #49116822, Sodium Bisulfite 25% (\$1.163/Gal), May 2021 Inv #49157111, Sodium Hypochlorite 12.5% (\$0.7001/Gal), May 2021 Inv #49157111, Sodium Hypochlorite 12.5% (\$0.7001/Gal), May 2021 Inv #49157111, Sodium Hypochlorite 12.5% (\$0.7001/Gal), May 2021	JP Morgan Chase - Primary 7399 7024 · Main Plant Chemicals 7042 · Paradise Supplies & Chemicals 7024 · Main Plant Chemicals 7024 · Main Plant Chemicals 7024 · Main Plant Chemicals 7042 · Paradise Supplies & Chemicals 7024 · Main Plant Chemicals	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-2,002.01 -144.23 -3,422.62 -964.59 -69.49 -1,649.06
TOTAL						-8,252.00
05/17/21	8258	Verizon Wireless	Acct #0342125502-00001: iPhones, April 2021 Inv #9879154889: Monthly Charges (\$301.60) New NASPO MA 152 Agmnt - April 2021 Inv #9879154889: Monthly Charges (\$301.60) New NASPO MA 152 Agmnt - April 2021 Inv #9879154889: Monthly Charges (\$301.60) New NASPO MA 152 Agmnt - April 2021 Inv #9879154889: Taxes, Gov't Surcharges & Fees - April 2021 Inv #9879154889: Taxes, Gov't Surcharges & Fees - April 2021 Inv #9879154889: Taxes, Gov't Surcharges & Fees - April 2021	JP Morgan Chase - Primary 7399 8531 · Main Plant Telephones 8532 · Paradise Cove Telephones 8531 · Main Plant Telephones 8531 · Main Plant Telephones 8532 · Paradise Cove Telephones 8531 · Main Plant Telephones	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-108.43 -7.81 -185.36 -3.13 -0.23 -5.35
TOTAL						-310.31

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05/17/21	8259	Rosser, John	Reimb. EE Incentive, September 2021	JP Morgan Chase - Primary 7399		
			Employee Incentive/Con't Ed Stipend: Completion of Advanced Waste Treatment @ CSU - Sac,...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of Advanced Waste Treatment @ CSU - Sac,...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of Advanced Waste Treatment @ CSU - Sac,...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: H2o Plant Ops @ CSU - Sac, as of May 2021 (Cert #569...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: H2o Plant Ops @ CSU - Sac, as of May 2021 (Cert #569...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: H2o Plant Ops @ CSU - Sac, as of May 2021 (Cert #569...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: Industrial Waste Treatment @ CSU - Sac, as of May 202...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Industrial Waste Treatment @ CSU - Sac, as of May 202...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Industrial Waste Treatment @ CSU - Sac, as of May 202...	8005 · Employee Incentives	Tiburon	-614.60
			Con't Ed Books (Ops & Maint of WW Cllxn Sys., Vol II, Ed 7; Ind Waste Treatment, Vol 1, Ed. 3;...	6020 · Continuing Education	Belvedere	-53.93
			Con't Ed Books (Ops & Maint of WW Cllxn Sys., Vol II, Ed 7; Ind Waste Treatment, Vol 1, Ed. 3;...	6020 · Continuing Education	Tiburon:Paradise Cove	-3.89
			Con't Ed Books (Ops & Maint of WW Cllxn Sys., Vol II, Ed 7; Ind Waste Treatment, Vol 1, Ed. 3;...	6020 · Continuing Education	Tiburon	-92.18
TOTAL						-3,150.00
06/08/21	8260	Access Answering Service	Acct #4080C, Answering Service, June 2021	JP Morgan Chase - Primary 7399		
			Inv #25792, Answering Service, June 2021- SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-21.57
			Inv #25792, Answering Service, June 2021- SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-1.55
			Inv #25792, Answering Service, June 2021- SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-36.88
TOTAL						-60.00
06/08/21	8261	Alhambra	Acct #547945611762129, Water, Apr-May 2021	JP Morgan Chase - Primary 7399		
			Inv #12012314 052821 Water, 4.1.2021 - 5.28.2021	7023 · Janitorial Supplies & Service	Belvedere	-73.61
			Inv #12012314 052821 Water, 4.1.2021 - 5.28.2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-5.30
			Inv #12012314 052821 Water, 4.1.2021 - 5.28.2021	7023 · Janitorial Supplies & Service	Tiburon	-125.85
TOTAL						-204.76
06/08/21	8262	Banshee Networks, Inc.	Computer/IT Support, April - May 2021	JP Morgan Chase - Primary 7399		
			Inv #14862, #14873, #14913, Synology setup and Back-up, Pwer-Edge Server set-up + Trouble...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-2,478.66
			Inv #14862, #14873, #14913, Synology setup and Back-up, Pwer-Edge Server set-up + Trouble...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-178.57
			Inv #14862, #14873, #14913, Synology setup and Back-up, Pwer-Edge Server set-up + Trouble...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-4,237.50
TOTAL						-6,894.73
06/08/21	8263	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, April 2021	JP Morgan Chase - Primary 7399		
			Inv #134974, M.P. Samples for April 2021	7051 · Main Plant Lab Monitoring	Belvedere	-513.05
			Inv #134974, P.C. Samples for April 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-695.00
			Inv #134974, M.P. Samples for April 2021	7051 · Main Plant Lab Monitoring	Tiburon	-876.95
TOTAL						-2,085.00
06/08/21	8264	Burke, Williams & Sorensen, LLP	Legal Advice, April 2021	JP Morgan Chase - Primary 7399		
			Inv #269134, SD5 HR, April 2021	6039 · Legal	Belvedere	-897.85
			Inv #269134, SD5 HR, April 2021	6039 · Legal	Tiburon:Paradise Cove	-64.69
			Inv #269134, SD5 HR, April 2021	6039 · Legal	Tiburon	-1,534.96
			Inv #269134, SD5 VLTNS, April 2021	6039 · Legal	Tiburon	-157.50
			Inv #269134, DCS, April 2021	6039 · Legal	Belvedere	-430.32
			Inv #269134, DCS, April 2021	6039 · Legal	Tiburon:Paradise Cove	-31.00
			Inv #269134, DCS, April 2021	6039 · Legal	Tiburon	-735.67
			Inv #269134, CRFMP, April 2021 (61%)	6039 · Legal	Belvedere	-568.22
			Inv #269134, CRFMP, April 2021 (39%)	6039 · Legal	Tiburon	-363.29
TOTAL						-4,783.50

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06/08/21	8265	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, May 2021 M.P. - B: #1133, #1212, #1441, #1598, #1667, May 2021 P.C.: Inv #1873, May 2021 M.P. - T: #1133, #1212, #1441, #1598, #1667, May 2021	JP Morgan Chase - Primary 7399 7051 · Main Plant Lab Monitoring 7052 · Paradise Cove Monitoring 7051 · Main Plant Lab Monitoring	Belvedere Tiburon:Paradise Cove Tiburon	-468.46 -312.55 -800.74
TOTAL						-1,581.75
06/08/21	8266	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, May 2021 #4083662251, #4084322928, #40834984099, #4085685803, PPE/Safetywear, May 2021 #4083662251, #4084322928, #40834984099, #4085685803, PPE/Safetywear, May 2021 #4083662251, #4084322928, #40834984099, #4085685803, PPE/Safetywear, May 2021	JP Morgan Chase - Primary 7399 8520 · Personal Protection/Safety Wear 8520 · Personal Protection/Safety Wear 8520 · Personal Protection/Safety Wear	Belvedere Tiburon:Paradise Cove Tiburon	-51.11 -3.68 -87.37
TOTAL						-142.16
06/08/21	8267	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, May 2021 Inv #10888, My Safety Officer Monthly Subscription Fee, May 2021 Inv #10888, My Safety Officer Monthly Subscription Fee, May 2021 Inv #10888, My Safety Officer Monthly Subscription Fee, May 2021	JP Morgan Chase - Primary 7399 8515 · Safety 8515 · Safety 8515 · Safety	Belvedere Tiburon:Paradise Cove Tiburon	-125.83 -9.07 -215.10
TOTAL						-350.00
06/08/21	8268	G3 Engineering, Inc.	M.P. Screw Press Polyblend Redundancy, May 2021 Inv #2021-7108, #2021-7148, M.P. Screw Press Polyblend feed system + circuit board - May 20... Inv #2021-7108, #2021-7148, M.P. Screw Press Polyblend feed system + circuit board - May 20...	JP Morgan Chase - Primary 7399 9209 · ScrewPress PolyBlend Redundancy 9209 · ScrewPress PolyBlend Redundancy	Belvedere Tiburon	-6,243.16 -10,671.38
TOTAL						-16,914.54
06/08/21	8269	Goodman Building Supply Co.	Acct #20070, M.P. SUPplies+P&L, May 2021 Inv #823680, #823650, #824744, M.P. Supplies, May 2021 Inv #823680, #823650, #824744, M.P. Supplies, May 2021 Inv #824179, #824500, #824523, BPSs Maintenance Supplies, May 2021 Inv #824179, #824500, #824523, TPSs Maintenance Supplies, May 2021	JP Morgan Chase - Primary 7399 7021 · Plant Maintenance Supplies 7021 · Plant Maintenance Supplies 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance	Belvedere Tiburon Belvedere Tiburon	-44.42 -75.94 -224.11 -383.08
TOTAL						-727.55
06/08/21	8270	Grainger	Acct #810128785, M.P., P.C.+ SASM Parts & Service, May 2021 Inv #810128785, SASM Supplies (GT07 Pump), May 2021 Inv #810128785, SASM Supplies (GT07 Pump), May 2021 Inv #810128785, M.P. Polyblend motor + v-belts, May 2021 Inv #810128785, M.P. Polyblend motor + v-belts, May 2021 Inv #810128785, P.C. Exhaust Fan, May 2021	JP Morgan Chase - Primary 7399 7021 · Plant Maintenance Supplies 7021 · Plant Maintenance Supplies 7022 · Plant Maint. Parts & Service 7022 · Plant Maint. Parts & Service 7041 · Paradise Parts & Service	Belvedere Tiburon Belvedere Tiburon Tiburon	-191.01 -326.50 -173.84 -297.13 -169.26
TOTAL						-1,157.74
06/08/21	8271	HDR Engineering, Inc.	Consulting, MCSD5 CIlxn Sys Mstr Plan + Alt Energy Study, May 2021 Inv #1200347263HDR Collection System Master Plan, May 2021 Inv #1200347263HDR Collection System Master Plan, May 2021 Inv #1200347263HDR Collection System Master Plan, May 2021 Inv #1200346069HDR Alternative Energy Study, May 2021 Inv #1200346069HDR Alternative Energy Study, May 2021 Inv #1200346069HDR Alternative Energy Study, May 2021	JP Morgan Chase - Primary 7399 6017 · Consulting Fees 6017 · Consulting Fees 6017 · Consulting Fees 6017 · Consulting Fees 6017 · Consulting Fees 6017 · Consulting Fees	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-3,198.09 -230.41 -5,467.45 -3,421.17 -246.48 -5,848.82
TOTAL						-18,412.42

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Date	Num	Name	Memo	Account	Class	Paid Amount
06/08/21	8272	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Office + Breakroom, May 2021 M.P. Office & Breakroom flooring & appliances, May 2021 M.P. Office & Breakroom flooring & appliances, May 2021	JP Morgan Chase - Primary 7399 9217 · SD5 Shop Rplcmnt /Ops Control 9217 · SD5 Shop Rplcmnt /Ops Control	Belvedere Tiburon	-3,966.75 -6,780.34
TOTAL						-10,747.09
06/08/21	8273	Jackson's Hardware, Inc.	Acct #7601, M.P. supplies, PPE & P&L, May 2021 Inv #81719, M.P. Supplies, May 2021 Inv #81719, M.P. Supplies, May 2021 Inv #81252, Safety Boots (JT), May 2021 Inv #81252, Safety Boots (JT), May 2021 Inv #81252, Safety Boots (JT), May 2021 Inv #81251, P&L (TPS#5), May 2021	JP Morgan Chase - Primary 7399 7021 · Plant Maintenance Supplies 7021 · Plant Maintenance Supplies 8515 · Safety 8515 · Safety 8515 · Safety 7011 · Pumps & Lines Maintenance	Belvedere Tiburon Belvedere Tiburon:Paradise Cove Tiburon Tiburon	-122.90 -210.08 -84.82 -6.11 -145.01 -271.29
TOTAL						-840.21
06/08/21	8274	JM Integration, LLC	M.P. Parts & Service, May 2021 Inv #21051, Inv #21062: M.P. Parts & Service (troubleshoot sensor readings at Hypo tanks/ingni... Inv #21051, Inv #21062: M.P. Parts & Service (troubleshoot sensor readings at Hypo tanks/ingni...	JP Morgan Chase - Primary 7399 7022 · Plant Maint. Parts & Service 7022 · Plant Maint. Parts & Service	Belvedere Tiburon	-2,957.37 -5,055.01
TOTAL						-8,012.38
06/08/21	8275	Lystek Int'l, LTD	Biosolids Transport, May 2021 Inv #153-407 Biosolids Transport to Lystek Facility, May 2021 Inv #153-407 Biosolids Transport to Lystek Facility, May 2021	JP Morgan Chase - Primary 7399 7029 · Main Plant Sludge Disposal 7029 · Main Plant Sludge Disposal	Belvedere Tiburon	-284.24 -485.86
TOTAL						-770.10
06/08/21	8276	Maltby Electric Supply Co., Inc.	Cust No.15953, P.C., T&B P&L, May 2021 Inv #S1945327.001, .002,+003, #S1945327.004: TPS#5 Gen Chargers + Parts, May 2021 Inv #S1945327.001, .002,+003, #S1945327.004: TPS#5 Gen Chargers + Parts, May 2021 Inv #S1945713.001+#S1940632.001, Parts & Service at P.C., March - May 2021	JP Morgan Chase - Primary 7399 7011 · Pumps & Lines Maintenance 7027 · Electrical & Instrument 7041 · Paradise Parts & Service	Tiburon Tiburon Tiburon:Paradise Cove	-517.24 -517.25 -800.62
TOTAL						-1,835.11
06/08/21	8277	Marin Recycling HHW	M.P. Haz. Mat. Disposal + E-Waste, May 2021 Inv #9463, M.P. Haz. Mat. + E-Waste Disposal, May 2021 Inv #9463, M.P. Haz. Mat. + E-Waste Disposal, May 2021	JP Morgan Chase - Primary 7399 7028 · Grounds Maintenance 7028 · Grounds Maintenance	Belvedere Tiburon	-37.65 -64.35
TOTAL						-102.00
06/08/21	8278	McCampbell Analytical, Inc.	M.P. Monitoring, Acute & Chronic Toxicity Testing, May 2021 Inv #2105013, M.P. Monitoring, Chronic Toxicity Testing, May 2021 Inv #2105013, M.P. Monitoring, Chronic Toxicity Testing, May 2021 Inv #2105855, M.P. Monitoring, Acute Toxicity Testing, May 2021 Inv #2105855, M.P. Monitoring, Acute Toxicity Testing, May 2021	JP Morgan Chase - Primary 7399 7053 · Chronic Toxicity 7053 · Chronic Toxicity 7051 · Main Plant Lab Monitoring 7051 · Main Plant Lab Monitoring	Belvedere Tiburon Belvedere Tiburon	-836.75 -1,430.25 -410.62 -701.88
TOTAL						-3,379.50
06/08/21	8279	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, June 2021 Garbage Service, Including 1 yd trash + 1 yd cardboard rental, June 2021 Garbage Service, Including 1 yd trash + 1 yd cardboard rental, June 2021	JP Morgan Chase - Primary 7399 7023 · Janitorial Supplies & Service 7023 · Janitorial Supplies & Service	Belvedere Tiburon	-94.18 -160.97
TOTAL						-255.15

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Date	Num	Name	Memo	Account	Class	Paid Amount
06/08/21	8280	Ongaro & Sons, Inc.	Client #1082,TPS#2, April - May 2021	JP Morgan Chase - Primary 7399		
			Inv #84586: Backflow Prevention Testing @ BPS#1, Meter #81438679 (HID#848), May 2021	7011 · Pumps & Lines Maintenance	Belvedere	-120.00
			Inv #86572: Backflow Prevention Repair + Testing @ BPS#1, Meter #81438679 (HID#848), May...	7011 · Pumps & Lines Maintenance	Belvedere	-782.42
TOTAL						-902.42
06/08/21	8281	Peterson	Cust #:5656305, BPS#1, TPS#3, TPS#6, May 2021	JP Morgan Chase - Primary 7399		
			Inv #SW270053287, Annual Inspection/Service re BPS#1, May 2021	7011 · Pumps & Lines Maintenance	Belvedere	-2,090.40
			Inv #SW270053272, Annual Inspection/Service re TPS#6, May 2021	7011 · Pumps & Lines Maintenance	Tiburon	-2,112.33
			Inv #SW270053228, Annual Inspection/Service re TPS#3, May 2021	7011 · Pumps & Lines Maintenance	Tiburon	-1,555.91
TOTAL						-5,758.64
06/08/21	8282	Redwood Engineering, Inc.	P&L., May 2021	JP Morgan Chase - Primary 7399		
			Inv #5998, Sewer Line Repair, 12 Spring Lane, May 2021	7011 · Pumps & Lines Maintenance	Tiburon	-4,967.62
			Inv #5997, Sewer Line Repair, 36 Linda Vista , May 2021	7011 · Pumps & Lines Maintenance	Tiburon	-14,820.96
TOTAL						-19,788.58
06/08/21	8283	Roy's Sewer Service, Inc.	P&L, May 2021	JP Morgan Chase - Primary 7399		
			Inv #212607, Cleared line at Vistazo East, as directed, 5.15.2021	7011 · Pumps & Lines Maintenance	Tiburon	-525.00
			Inv #212551, Cleared line at 26 Eucalyptus, as directed, 3.1.2021	7011 · Pumps & Lines Maintenance	Belvedere	-199.00
TOTAL						-724.00
06/08/21	8284	Terminix Processing Center	Acct #327163, Pest Control, FY20-21 (+ AJE FY21-22)	JP Morgan Chase - Primary 7399		
			Inv #407847315, Pest (Rodent) Control, 5.1.2021 - 6.30.2021	7028 · Grounds Maintenance	Belvedere	-324.07
			Inv #407847315, Pest (Rodent) Control, 5.1.2021 - 6.30.2021	7028 · Grounds Maintenance	Tiburon	-553.93
			Inv #407847315, Pest (Rodent) Control, 7.1.2021 - 6.30.2022 (AJEFY21-22) - RD	7028 · Grounds Maintenance	Belvedere	-631.39
			Inv #407847315, Pest (Rodent) Control, 7.1.2021 - 6.30.2022 (AJEFY21-22) - RD	7028 · Grounds Maintenance	Tiburon	-1,072.77
TOTAL						-2,582.16
06/08/21	8285	U.S. Bank	Acct#:4246-0441-0158-3635, April-May 2021	JP Morgan Chase - Primary 7399		
			#0822:/9545: Mtgs & Travel	6018.1 · Meetings & Travel	Belvedere	-34.13
			#0822:/9545: Mtgs & Travel	6018.1 · Meetings & Travel	Tiburon:Paradise Cove	-2.46
			#0822:/9545: Mtgs & Travel	6018.1 · Meetings & Travel	Tiburon	-58.36
			#0822:/9545: Seminars & training	6020 · Continuing Education	Belvedere	-298.39
			#0822:/9545: Seminars & training	6020 · Continuing Education	Tiburon:Paradise Cove	-21.50
			#0822:/9545: Seminars & training	6020 · Continuing Education	Tiburon	-510.11
			#0822:/9545: Office Supplies, Amazon	6047 · Office Supplies	Belvedere	-64.19
			#0822:/9545: Office Supplies, Amazon	6047 · Office Supplies	Tiburon:Paradise Cove	-4.62
			#0822:/9545: Office Supplies, Amazon	6047 · Office Supplies	Tiburon	-109.73
			#0822:/9545: Return-receipt postage re add'l Violation Notices+Stamps, USPO	6056 · Postage	Belvedere	-76.23
			#0822:/9545: Return-receipt postage re add'l Violation Notices, USPO	6056 · Postage	Tiburon:Paradise Cove	-5.49
			#0822:/9545: Return-receipt postage re add'l Violation Notices, USPO	6056 · Postage	Tiburon	-130.33
			#0822:/9545: Global Industries	7022 · Plant Maint. Parts & Service	Belvedere	-98.41
			#0822:/9545: Global Industries	7022 · Plant Maint. Parts & Service	Tiburon	-168.20
			#0822:/9545:	7023 · Janitorial Supplies & Service	Belvedere	-176.00
			#0822:/9545:	7023 · Janitorial Supplies & Service	Tiburon	-300.82
			#0822:/9545: Charging electronics for M.P. + Vehicles	7027 · Electrical & Instrument	Belvedere	-189.98
			#0822:/9545: Charging electronics for M.P. + Vehicles	7027 · Electrical & Instrument	Tiburon	-324.73
			#0822:/9545: Replacement lights	7072 · Truck Maintenance	Belvedere	-27.11
			#0822:/9545: Replacement lights	7072 · Truck Maintenance	Tiburon:Paradise Cove	-1.95
			#0822:/9545: Replacement lights	7072 · Truck Maintenance	Tiburon	-46.35
			#0822:/9545: Keiser Corp, Forklift certifications, 5.19.2021	8515 · Safety	Belvedere	-1,023.90
			#0822:/9545: Keiser Corp, Forklift certifications, 5.19.2021	8515 · Safety	Tiburon:Paradise Cove	-73.76
			#0822:/9545: Keiser Corp, Forklift certifications, 5.19.2021	8515 · Safety	Tiburon	-1,750.47
			#0822:/9545: Flooring at M.P. Office & Breakroom	9217 · SD5 Shop Rplcmnt /Ops Control	Belvedere	-1,590.87

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

May 12 through June 8, 2021

06/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
			#0822:/9545: Flooring at M.P. Office & Breakroom	9217 · SD5 Shop Rplcmnt /Ops Control	Tiburon:Paradise Cove	-114.61
			#0822:/9545: Flooring at M.P. Office & Breakroom	9217 · SD5 Shop Rplcmnt /Ops Control	Tiburon	-2,719.76
TOTAL						-9,922.46
06/08/21	8286	U.S. Postal Service	Box rental #227, 12 Months, FY21-22 (FYAJE 21-22)	JP Morgan Chase - Primary 7399		
			Box rental #227, 7.1.21 - 6.30.22 (AJE FY21-22) - RD	6056 · Postage	Belvedere	-52.50
			Box rental #227, 7.1.21 - 6.30.22 (AJE FY21-22) - RD	6056 · Postage	Tiburon:Paradise Cove	-4.26
			Box rental #227, 7.1.21 - 6.30.22 (AJE FY21-22) - RD	6056 · Postage	Tiburon	-89.24
TOTAL						-146.00
06/08/21	8287	Water Components & Building Su...	Acct #454, M.P. Maint. Supplies, May 2021	JP Morgan Chase - Primary 7399		
			Inv #30555132, #30555235 - M.P. supplies (floor drains) - May 2021	7021 · Plant Maintenance Supplies	Belvedere	-85.24
			Inv #30555132, #30555235 - M.P. supplies (floor drains) - May 2021	7021 · Plant Maintenance Supplies	Tiburon	-145.69
TOTAL						-230.93
06/08/21	8288	Water Environment Federation	Member ID #17586993, Rulon Cottrell, June 2021 (AJE FY21-22)	JP Morgan Chase - Primary 7399		
			Member ID #17586993, Rulon Cottrell - 2021 WEF Membership Dues, Code #RE90BE (exp 7.3...	6025 · Dues & Subscriptions	Belvedere	-125.92
			Member ID #17586993, Rulon Cottrell - 2021 WEF Membership Dues, Code #RE90BE (exp 7.3...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-10.22
			Member ID #17586993, Rulon Cottrell - 2021 WEF Membership Dues, Code #RE90BE (exp 7.3...	6025 · Dues & Subscriptions	Tiburon	-214.03
			Member ID #17586993, Rulon Cottrell - 2021 WEF Membership Dues, Code #RE90BE (exp 7.3...	6025 · Dues & Subscriptions	Belvedere	-11.45
			Member ID #17586993, Rulon Cottrell - 2021 WEF Membership Dues, Code #RE90BE (exp 7.3...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-0.93
			Member ID #17586993, Rulon Cottrell - 2021 WEF Membership Dues, Code #RE90BE (exp 7.3...	6025 · Dues & Subscriptions	Tiburon	-19.45
TOTAL						-382.00
06/08/21	8289	Weco Industries	Acct #:MARINC, P&L, March 2021	JP Morgan Chase - Primary 7399		
			Inv #0047509-IN, equipment for P&L use - April 2021	7011 · Pumps & Lines Maintenance	Belvedere	-1,086.60
			Inv #0047509-IN, equipment for P&L use - April 2021	7011 · Pumps & Lines Maintenance	Tiburon:Paradise Cove	-78.28
			Inv #0047509-IN, equipment for P&L use - April 2021	7011 · Pumps & Lines Maintenance	Tiburon	-1,857.64
TOTAL						-3,022.52
06/08/21	8290	Alvarez, Joel	eImb for Ed. materials + (2) EE Incentives, May 2021	JP Morgan Chase - Primary 7399		
			Reimb. re CSU, Sac materials re WWTP courses, 4.28.2021	6020 · Continuing Education	Belvedere	-35.95
			Reimb. re CSU, Sac materials re WWTP courses, 4.28.2021	6020 · Continuing Education	Tiburon:Paradise Cove	-2.59
			Reimb. re CSU, Sac materials re WWTP courses, 4.28.2021	6020 · Continuing Education	Tiburon	-61.46
			Employee Incentive/Con't Ed Stipend: Completion of CSU Sm WW System Ops & Maint, (V1), ...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU Sm WW System Ops & Maint, (V1), ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU Sm WW System Ops & Maint, (V1), ...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: Completion of CSU Sm WW System Ops & Maint, (V2), ...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU Sm WW System Ops & Maint, (V2), ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU Sm WW System Ops & Maint, (V2), ...	8005 · Employee Incentives	Tiburon	-614.60
TOTAL						-2,100.00
06/08/21	8291	Bilsborough, Chad	Reimb for Ed. materials + (5) EE Incentives, May 2021	JP Morgan Chase - Primary 7399		
			Reimb. re CSU, Sac materials re WWTP courses, 5.20.2021	6020 · Continuing Education	Belvedere	-113.08
			Reimb. re CSU, Sac materials re WWTP courses, 5.20.2021	6020 · Continuing Education	Tiburon:Paradise Cove	-8.15
			Reimb. re CSU, Sac materials re WWTP courses, 5.20.2021	6020 · Continuing Education	Tiburon	-193.32
			Employee Incentive/Con't Ed Stipend: Completion of CSU WWTP Ops (V1), May 2021, Cert #5...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU WWTP Ops (V1), May 2021, Cert #5...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU WWTP Ops (V1), May 2021, Cert #5...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: Completion of CSU Advanced WW Treatment, (V2), Dec ...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU Advanced WW Treatment, (V2), Dec ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU Advanced WW Treatment, (V2), Dec ...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: Completion of CSU Ops & Maint of WW Collxn, (V2), Dec...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU Ops & Maint of WW Collxn, (V2), Dec...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU Ops & Maint of WW Collxn, (V2), Dec...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: Completion of CSU Industrial WW Treatment, (V1), Feb 2...	8005 · Employee Incentives	Belvedere	-359.50

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

May 12 through June 8, 2021

06/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
			Employee Incentive/Con't Ed Stipend: Completion of CSU Industrial WW Treatment, (V1), Feb 2...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU Industrial WW Treatment, (V1), Feb 2...	8005 · Employee Incentives	Tiburon	-614.60
			Employee Incentive/Con't Ed Stipend: Completion of CSU WW Distribution Syst. Ops & Maint., (...)	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU WW Distribution Syst. Ops & Maint., (...)	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU WW Distribution Syst. Ops & Maint., (...)	8005 · Employee Incentives	Tiburon	-614.60
TOTAL						-5,314.55
06/08/21	8292	Driscoll, Stephen	Boot Reimb + EE Incentives, May 2021	JP Morgan Chase - Primary 7399		
			Boot Reimb. for FY20-21	8520 · Personal Protection/Safety Wear	Belvedere	-60.37
			Boot Reimb. for FY20-21	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-4.35
			Boot Reimb. for FY20-21	8520 · Personal Protection/Safety Wear	Tiburon	-103.21
			Employee Incentive/Con't Ed Stipend: Completion of CSU WWTP Ops, (V1), May 2021, Cert #5...	8005 · Employee Incentives	Belvedere	-359.50
			Employee Incentive/Con't Ed Stipend: Completion of CSU WWTP Ops, (V1), May 2021, Cert #5...	8005 · Employee Incentives	Tiburon:Paradise Cove	-25.90
			Employee Incentive/Con't Ed Stipend: Completion of CSU WWTP Ops, (V1), May 2021, Cert #5...	8005 · Employee Incentives	Tiburon	-614.60
TOTAL						-1,167.93
06/08/21	8293	Rosser, John	S/B Exp.Reimb. for J Rosser, April - May, 2021	JP Morgan Chase - Primary 7399		
			Belv Standby Mileage Reim, 4.15.2021 - 5.10.2021	6018.2 · Standby Mileage Expense Reimb	Belvedere	-637.58
TOTAL						-637.58
06/08/21	8294	AT&T	Acct #960732-76375559, May 2021	JP Morgan Chase - Primary 7399		
			PC Plant Telephones, May 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-332.56
			PC Pumps & Lines Telephones, May 2021	8533 · Pumps & Lines Telephones	Tiburon:Paradise Cove	-175.07
			Tib Pumps & Lines Telephones, May 2021	8533 · Pumps & Lines Telephones	Tiburon	-308.19
TOTAL						-815.82
06/08/21	8295	Cornely Company	Cust ID: SANDIST, Flare, Piping & Valve Service, May 2021	JP Morgan Chase - Primary 7399		
			Inv #INV-22329, M.P. Flare, piping & Valve service, May 2021	7022 · Plant Maint. Parts & Service	Belvedere	-3,910.98
			Inv #INV-22329, M.P. Flare, piping & Valve service, May 2021	7022 · Plant Maint. Parts & Service	Tiburon	-6,685.02
TOTAL						-10,596.00
06/08/21	8296	Larry Walker Associates, Inc.	Tech Support for M.P. NPDES Reg. Assistance, April 2021	JP Morgan Chase - Primary 7399		
			Inv #00113.10-20, M.P. Regulatory Assistance, thru April 2021	7061 · Main Plant NPDES Renewal	Belvedere	-202.27
			Inv #00113.10-20, M.P. Regulatory Assistance, thru April 2021	7061 · Main Plant NPDES Renewal	Tiburon	-345.73
TOTAL						-548.00
06/08/21	8297	Shape Incorporated	Acct #400M14, Flygt Pump Replacement, Jun 2021	JP Morgan Chase - Primary 7399		
			Inv #25921, 2 Flygt Pump Replacement @ BPSs, 6.4.21	9306 · PS Pump & Valve Replacements	Belvedere	-14,906.03
TOTAL						-14,906.03
06/08/21	8298	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal, May 2021	JP Morgan Chase - Primary 7399		
			Inv #0102698-1507-9, Sludge Disposal - 1 Drop-offs, 5.61 tons, May 2021	7029 · Main Plant Sludge Disposal	Belvedere	-223.36
			Inv #0102698-1507-9, Sludge Disposal - 1 Drop-offs, 5.61 tons, May 2021	7029 · Main Plant Sludge Disposal	Tiburon	-381.80
TOTAL						-605.16

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

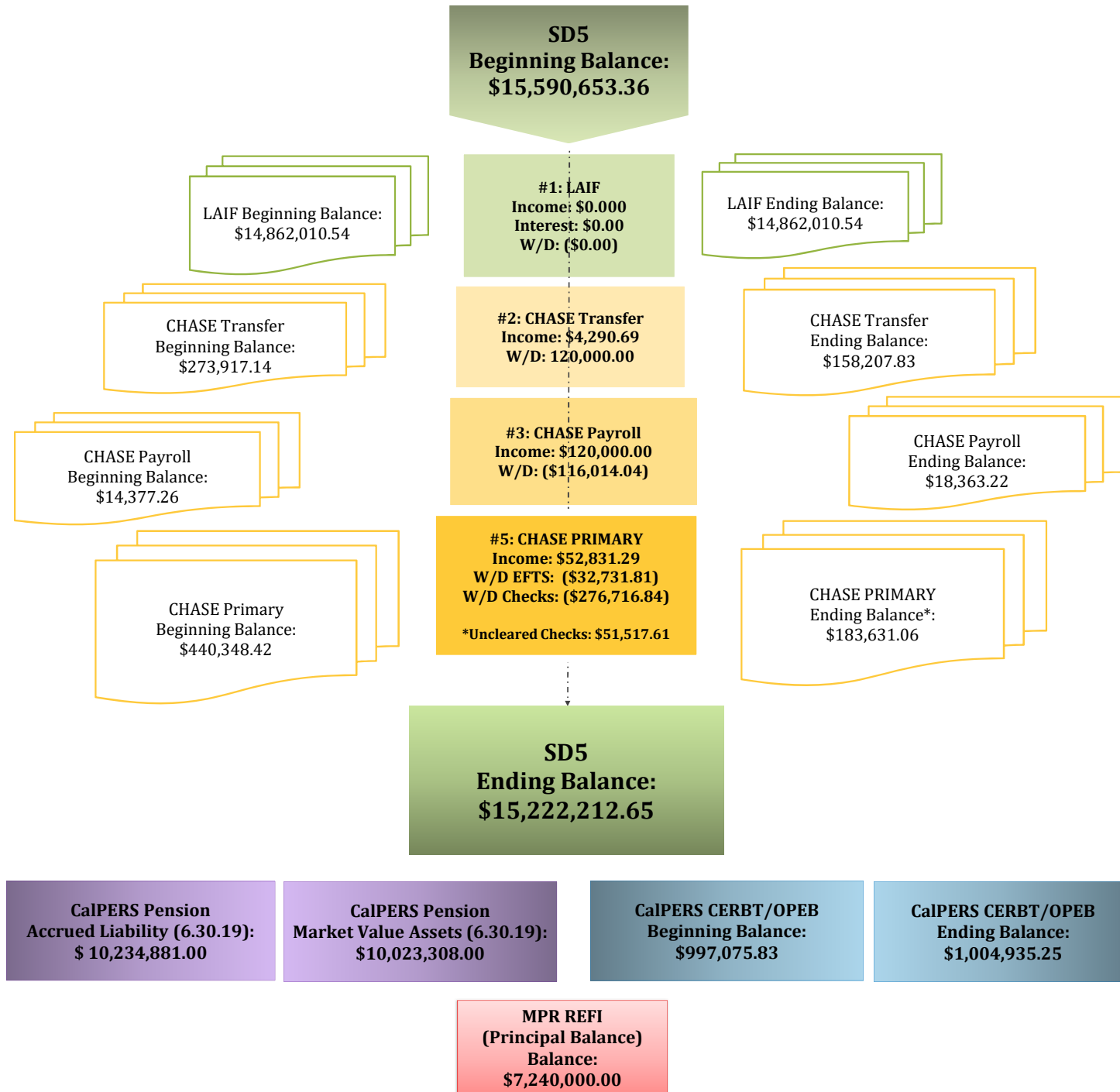
May 12 through June 8, 2021

06/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
06/08/21	8299	Triola, Joseph	Reimb. for S/B Mileage, December 2020	JP Morgan Chase - Primary 7399		
			Reimb. for M.P. materials (Chemical Pumps), 12.16.2020	7021 · Plant Maintenance Supplies	Belvedere	-37.53
			Reimb. for M.P. materials (Chemical Pumps), 12.16.2020	7021 · Plant Maintenance Supplies	Tiburon	-64.15
			Reimb. for SD5 Utility Truck parts (NAPA), 5.21.2021	7072 · Truck Maintenance	Belvedere	-17.54
			Reimb. for SD5 Utility Truck parts (NAPA), 5.21.2021	7072 · Truck Maintenance	Tiburon:Paradise Cove	-1.26
			Reimb. for SD5 Utility Truck parts (NAPA), 5.21.2021	7072 · Truck Maintenance	Tiburon	-29.99
TOTAL						-150.47
06/08/21	8300	Swett, Drake	Reimb. for S/B Mileage, Sept-Oct, 2020	JP Morgan Chase - Primary 7399		
			Reimb. for S/B Mileage, Belvedere, thru 10.5.2020	6018.2 · Standby Mileage Expense Reimb	Belvedere	-105.80
			Reimb. for S/B Mileage, Belvedere, thru 1.19.2021	6018.2 · Standby Mileage Expense Reimb	Tiburon	-52.90
TOTAL						-158.70
06/08/21	8301	Swett, Drake	Reimb. for CalPERS 457 Contribution, February 2021	JP Morgan Chase - Primary 7399		
			Reimb. for CalPERS 457 Contribution w/h at 2.26.2021 PR check	8008 · Deferred Comp 457	Tiburon	-40.00
TOTAL						-40.00

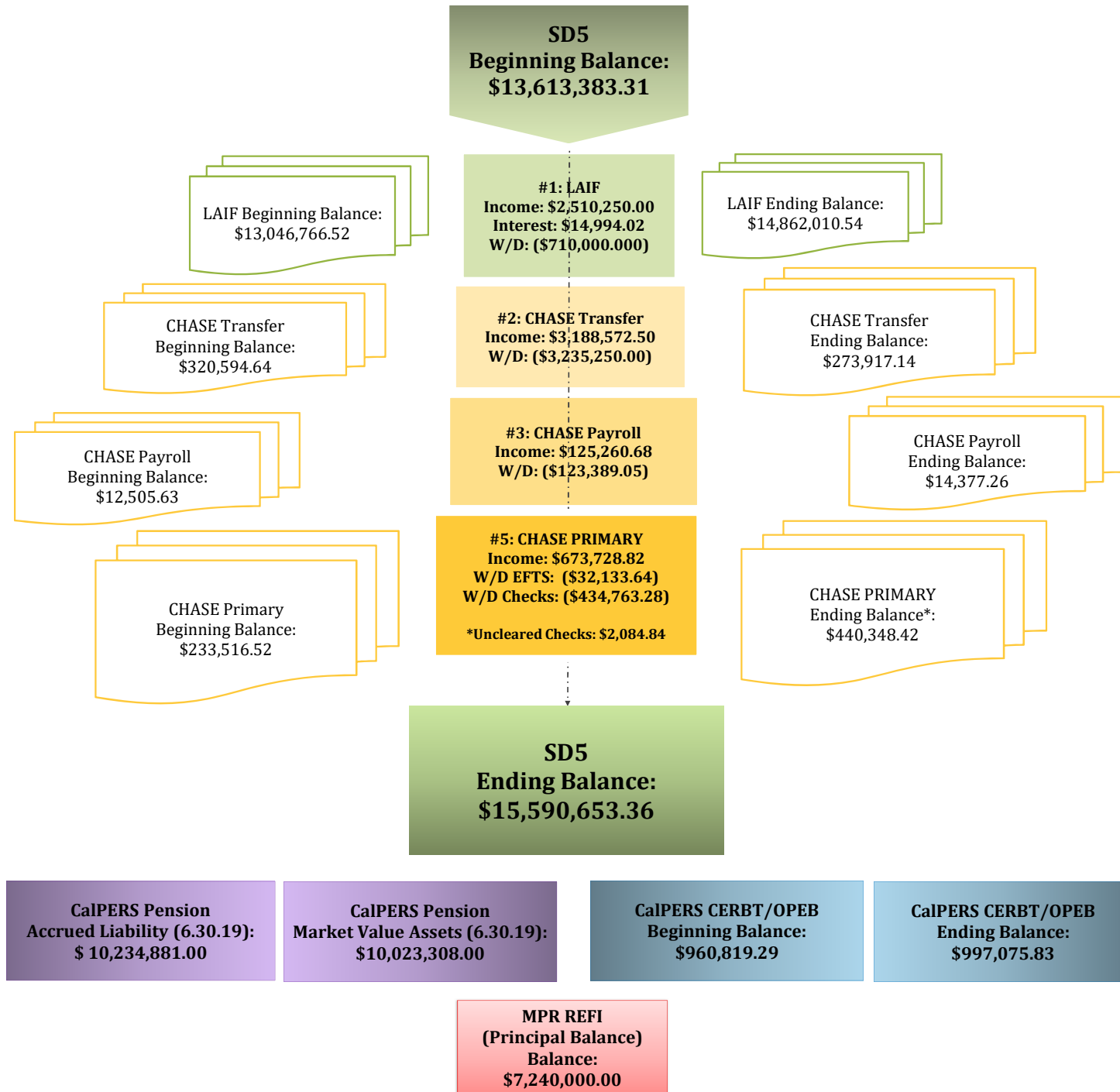
CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: May 2021



CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: APRIL 2021



MAY 12, 2021

SANITARY DISTRICT NO 5 - 0400-2116
PO BOX 227
BELVEDERE TIBURON, CA 94920

CHECK DATE : 05/14/2021 WEEK 20
PERIOD BEGIN : 05/01/2021
PERIOD END : 05/15/2021

Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 05/14/2021. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

PAYROLL TOTALS

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	33032.71		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	15
TOTAL NET PAYROLL	33032.71		
BILLING PAYMENT	245.20 ✓	Withdrawal made by PAYCHEX INC. on above check date.	
AMOUNT DEBITED FROM TAX ACCOUNT	18969.76 ✓		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	18969.76	NUMBER OF CHECKS PRINTED	15
ADJUSTMENTS TO TAX LIABILITY			
TOTAL ADJUSTMENTS	-0.00		
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	52002.47		
TOTAL COST OF PAYROLL	52247.67 (D)	NUMBER OF MANUAL/VOID TRANSACTIONS	0

RECEIVED
MAY 13 2021
Sanitary District No. 5
of Marin County

Important: If you filed Form 7200, Advance Payment of Employer Credits Due to COVID-19, please notify your Paychex representative so that credits are accurately reported on Form 941.

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	16150.39		05/19/2021 Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	2819.37		05/19/2021 Deposit made by PAYCHEX INC. on your behalf.

MAY 26, 2021

SANITARY DISTRICT NO 5 - 0400-2116
PO BOX 227
BELVEDERE TIBURON, CA 94920

CHECK DATE : 05/28/2021 WEEK 22
PERIOD BEGIN : 05/16/2021
PERIOD END : 05/31/2021

Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 05/28/2021. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

PAYROLL TOTALS

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	33723.24		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	16
TOTAL NET PAYROLL	33723.24		

BILLING PAYMENT	249.30 ✓	Withdrawal made by PAYCHEX INC. on above check date.	
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AMOUNT DEBITED FROM TAX ACCOUNT	18905.23		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	18905.23 ✓	NUMBER OF CHECKS PRINTED	16

ADJUSTMENTS TO TAX LIABILITY

TOTAL ADJUSTMENTS	-0.00		
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	52628.47		
TOTAL COST OF PAYROLL	52877.77 (D)	NUMBER OF MANUAL/VOID TRANSACTIONS	0

Important: If you filed Form 7200, Advance Payment of Employer Credits Due to COVID-19, please notify your Paychex representative so that credits are accurately reported on Form 941.

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	16061.49		06/03/2021	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	2843.74		06/03/2021	Deposit made by PAYCHEX INC. on your behalf.

Sanitary Distr. No.5 of Marin Co.
Comparative Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Local Agency Investment Fund			
Belvedere			
Belvedere Operating	3,663,516.66	3,653,551.66	9,965.00
Belvedere Operating Reserve	516,923.05	516,923.05	0.00
Belvedere Capital & CIP Reserve	2,168,491.17	2,168,491.17	0.00
Belvedere PERS Retirement Trust	356,250.00	366,215.00	-9,965.00
Belvedere Disaster Recovery Fnd	356,250.00	356,250.00	0.00
Total Belvedere	<u>7,061,430.88</u>	<u>7,061,430.88</u>	<u>0.00</u>
Tiburon			
Tiburon Operating	1,964,799.80	1,946,809.80	17,990.00
Tiburon Operating Reserve	683,930.00	683,930.00	0.00
Tiburon Capital & CIP Reserve	3,512,349.86	3,512,349.86	0.00
Tiburon PERS Retirement Trust	643,750.00	661,740.00	-17,990.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00
Total Tiburon	<u>7,448,579.66</u>	<u>7,448,579.66</u>	<u>0.00</u>
Local Agency Investment Fund - Other	<u>352,000.00</u>	<u>352,000.00</u>	<u>0.00</u>
Total Local Agency Investment Fund	<u>14,862,010.54</u>	<u>14,862,010.54</u>	<u>0.00</u>
JP Morgan Chase - Primary 7399	132,113.45	438,263.58	-306,150.13
JP Morgan Chase - Payroll 7506	12,918.92	8,932.96	3,985.96
JP Morgan Chase - Transfer 7522	158,207.83	273,917.14	-115,709.31
Total Checking/Savings	<u>15,165,250.74</u>	<u>15,583,124.22</u>	<u>-417,873.48</u>
Accounts Receivable			
Accounts Receivable	19,120.43	37,476.11	-18,355.68
Total Accounts Receivable	<u>19,120.43</u>	<u>37,476.11</u>	<u>-18,355.68</u>
Other Current Assets			
Petty Cash	881.92	881.92	0.00
Total Other Current Assets	<u>881.92</u>	<u>881.92</u>	<u>0.00</u>
Total Current Assets	<u>15,185,253.09</u>	<u>15,621,482.25</u>	<u>-436,229.16</u>
Fixed Assets	19,228,004.19	19,228,004.19	0.00
Other Assets			
Debt Issuance Cost	93,188.00	93,188.00	0.00
Total Other Assets	<u>93,188.00</u>	<u>93,188.00</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>34,506,445.28</u></u>	<u><u>34,942,674.44</u></u>	<u><u>-436,229.16</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable	-78,249.12	-78,249.12	0.00
Total Accounts Payable	<u>-78,249.12</u>	<u>-78,249.12</u>	<u>0.00</u>

Sanitary Distr. No.5 of Marin Co.
Comparative Balance Sheet
As of May 31, 2021

	<u>May 31, 21</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>
Other Current Liabilities			
Deferred Income for Permits	2,300.00	2,300.00	0.00
Compensated Absences Current	133,202.91	133,202.91	0.00
Retainage Payable	168,869.72	158,903.35	9,966.37
MPR Rev Bond Interest Payable	50,341.00	50,341.00	0.00
MPR Rev Bonds Payable Current	660,000.00	660,000.00	0.00
Total Other Current Liabilities	<u>1,014,713.63</u>	<u>1,004,747.26</u>	<u>9,966.37</u>
Total Current Liabilities	936,464.51	926,498.14	9,966.37
Long Term Liabilities			
2061 · OPEB Related Liability	809,282.00	809,282.00	0.00
Pension-related Liabilities	-484,265.00	-484,265.00	0.00
MPR Revenue Bonds Payable	7,240,000.00	7,240,000.00	0.00
Total Long Term Liabilities	<u>7,565,017.00</u>	<u>7,565,017.00</u>	<u>0.00</u>
Total Liabilities	8,501,481.51	8,491,515.14	9,966.37
Equity			
3900 · Net Assets	26,485,416.11	26,485,416.11	0.00
Net Income	-480,452.34	-34,256.81	-446,195.53
Total Equity	<u>26,004,963.77</u>	<u>26,451,159.30</u>	<u>-446,195.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>34,506,445.28</u></u>	<u><u>34,942,674.44</u></u>	<u><u>-436,229.16</u></u>

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
 July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
5000 · Property Taxes				
5001.2 · TEETER	828,278.45	700,000.00	128,278.45	118.3%
5002 · UNSEC	16,276.23	13,000.00	3,276.23	125.2%
5003 · PUNS / PRIOR UNSECURED	493.50	0.00	493.50	100.0%
5004 · REDEMPTION / RDMPT	546.06	500.00	46.06	109.2%
5006 · SPLU	332.41	100.00	232.41	332.4%
5041 · SUPSEC	15,511.66	15,000.00	511.66	103.4%
5043 · SECU	86.54	0.00	86.54	100.0%
5046 · Excess ERAF	388,631.21	250,000.00	138,631.21	155.5%
5280 · HOPTR	3,136.04	3,333.00	-196.96	94.1%
5483 · Other tax	7,119.91			
Total 5000 · Property Taxes	1,260,412.01	981,933.00	278,479.01	128.4%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Tiburon Ops	2,347,006.43	2,523,700.00	-176,693.57	93.0%
5007.5 · Sewer Service - Tiburon Cap	112,807.04	121,313.00	-8,505.96	93.0%
5007.2 · Sewer Service-Belv Cap	1,340,409.96	1,400,843.00	-60,433.04	95.7%
5007.3 · Sewer Service-Belv Cap	875,143.69	914,600.00	-39,456.31	95.7%
5007.4 · Other User Fees	0.00	24,826.00	-24,826.00	0.0%
Total 5007 · Sewer Service Charge	4,675,367.12	4,985,282.00	-309,914.88	93.8%
5201 · Interest				
5201.1 · Interest County of Marin	136.53			
5201.2 · Interest LAIF	66,292.09	156,402.00	-90,109.91	42.4%
Total 5201 · Interest	66,428.62	156,402.00	-89,973.38	42.5%
5900.3 · Connection Fees				
5900.30 · Connection Permit Fees	7,775.00	11,062.00	-3,287.00	70.3%
5900.31 · Collection	103,933.07	100,000.00	3,933.07	103.9%
5900.34 · Treatment	117,669.93	100,000.00	17,669.93	117.7%
Total 5900.3 · Connection Fees	229,378.00	211,062.00	18,316.00	108.7%
5900.4 · Inspection Permit Fees	20,570.50	11,062.00	9,508.50	186.0%
5900.5 · SASM Expense Reimb.	53,596.54	101,680.00	-48,083.46	52.7%
5900.9 · Other Income	0.00	100.00	-100.00	0.0%
5900.10 · Paradise Sewer Line Ext. Fees	13,805.63	13,806.00	-0.37	100.0%
Total Income	6,319,558.42	6,461,327.00	-141,768.58	97.8%
Gross Profit	6,319,558.42	6,461,327.00	-141,768.58	97.8%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	365.00	1,000.00	-635.00	36.5%
6008 · Audit & Accounting	28,350.03	35,000.00	-6,649.97	81.0%
6017 · Consulting Fees	339,707.06	200,000.00	139,707.06	169.9%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	6,816.46	7,000.00	-183.54	97.4%
6018.2 · Standby Mileage Expense Reimb	7,519.88	8,000.00	-480.12	94.0%
Total 6018 · Travel & Meetings	14,336.34	15,000.00	-663.66	95.6%
6020 · Continuing Education	3,151.78	10,000.00	-6,848.22	31.5%
6021 · County Fees	16,570.52	16,500.00	70.52	100.4%
6024 · Director Fees	2,700.00	9,000.00	-6,300.00	30.0%
6025 · Dues & Subscriptions	22,344.52	34,000.00	-11,655.48	65.7%
6026 · Elections	250.00	9,000.00	-8,750.00	2.8%
6033 · Insurance Property & Liability				
6033.1 · PLP Public Entity Phys Damage	23,377.31	23,301.00	76.31	100.3%
6033.2 · General Liability	43,337.00	43,291.00	46.00	100.1%
6033.3 · Physical Property Damage - Auto	3,730.00	1,435.00	2,295.00	259.9%
Total 6033 · Insurance Property & Liability	70,444.31	68,027.00	2,417.31	103.6%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
 July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Bu...
6039 · Legal	23,035.50	50,000.00	-26,964.50	46.1%
6047 · Office Supplies	8,991.35	13,000.00	-4,008.65	69.2%
6056 · Postage	783.26	1,000.00	-216.74	78.3%
6059 · Pollution Prevention/Public Edu	5,018.19	5,000.00	18.19	100.4%
6065 · Miscellaneous Expense	0.00			
Total 6000 · Administrative Expenses	536,047.86	466,527.00	69,520.86	114.9%
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	39,746.29	50,000.00	-10,253.71	79.5%
7013 · Emergency Line Repair	16,803.18	50,000.00	-33,196.82	33.6%
Total 7010 · Pumps & Lines Maintenance	56,549.47	100,000.00	-43,450.53	56.5%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	20,880.89	15,000.00	5,880.89	139.2%
7022 · Plant Maint. Parts & Service	105,663.71	100,000.00	5,663.71	105.7%
7023 · Janitorial Supplies & Service	5,481.55	9,000.00	-3,518.45	60.9%
7024 · Main Plant Chemicals	78,656.95	105,000.00	-26,343.05	74.9%
7025 · Lab Supplies & Chemicals	10,010.09	15,000.00	-4,989.91	66.7%
7027 · Electrical & Instrument	3,036.10	5,000.00	-1,963.90	60.7%
7028 · Grounds Maintenance	3,890.76	5,000.00	-1,109.24	77.8%
7029 · Main Plant Sludge Disposal	33,781.06	40,000.00	-6,218.94	84.5%
Total 7020 · Main Plant Maintenance	261,401.11	294,000.00	-32,598.89	88.9%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	9,707.43	10,000.00	-292.57	97.1%
7042 · Paradise Supplies & Chemicals	6,826.34	5,000.00	1,826.34	136.5%
7043 · Paradise Sludge Disposal	2,645.00	8,000.00	-5,355.00	33.1%
Total 7040 · Paradise Cove Plant Maint	19,178.77	23,000.00	-3,821.23	83.4%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	38,328.50	50,000.00	-11,671.50	76.7%
7052 · Paradise Cove Monitoring	12,229.10	15,000.00	-2,770.90	81.5%
7053 · Chronic Toxicity	1,112.50			
Total 7050 · Monitoring	51,670.10	65,000.00	-13,329.90	79.5%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	3,269.00			
7062 · Permits/Fees - General	57,986.41	41,000.00	16,986.41	141.4%
7063 · Paradise Cove Permits/Fees	7,500.18	8,000.00	-499.82	93.8%
7064 · Paradise Cove NPDES Renewal	4,828.50	40,000.00	-35,171.50	12.1%
Total 7060 · Permits/Fees	73,584.09	89,000.00	-15,415.91	82.7%
7070 · Truck Maintenance				
7071 · Fuel	7,748.78	8,000.00	-251.22	96.9%
7072 · Truck Maintenance	22,229.14	8,000.00	14,229.14	277.9%
Total 7070 · Truck Maintenance	29,977.92	16,000.00	13,977.92	187.4%
Total 7000 · Ops & Maintenance Expenses	492,361.46	587,000.00	-94,638.54	83.9%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	1,052,607.09	1,143,549.00	-90,941.91	92.0%
8003 · Overtime	104,998.28	100,000.00	4,998.28	105.0%
8004 · Standby Pay	67,710.46	72,450.00	-4,739.54	93.5%
8005 · Employee Incentives	17,000.00	45,000.00	-28,000.00	37.8%
8006 · Vacation Buyout	27,098.98	25,000.00	2,098.98	108.4%
8013 · Payroll Taxes	85,504.24	98,212.00	-12,707.76	87.1%
8015 · Payroll/Bank Fees	5,912.66	5,500.00	412.66	107.5%
8016 · Car Allowance	6,000.01	6,000.00	0.01	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	130,136.22	253,061.00	-122,924.78	51.4%
8019.06 · PERS Retirement - RBP	341.64			
8019.08 · PERS Retirement - CalPERS UAL	96,367.00	20,000.00	76,367.00	481.8%
8019.10 · PERS Retirement Trust	0.00	313,250.00	-313,250.00	0.0%
8019 · PERS Retirement - Other	0.00			
Total 8019 · PERS Retirement	226,844.86	586,311.00	-359,466.14	38.7%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
 July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Bu...
8020 · Employee Health				
8020.05 · Employee Health	175,173.22	200,653.00	-25,479.78	87.3%
8021 · Employee Health Deductions	-2,442.42			
Total 8020 · Employee Health	172,730.80	200,653.00	-27,922.20	86.1%
8022 · Retiree Health				
8022.05 · Retiree Health	56,564.99	80,994.00	-24,429.01	69.8%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	72,400.00	-72,400.00	0.0%
Total 8022 · Retiree Health	56,564.99	153,394.00	-96,829.01	36.9%
8023 · Workers Comp Insurance	39,318.00	50,250.00	-10,932.00	78.2%
Total 8000 · Salaries and Benefits Expenses	1,862,290.37	2,486,319.00	-624,028.63	74.9%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	103,790.61	80,000.00	23,790.61	129.7%
8515 · Safety	26,666.69	20,000.00	6,666.69	133.3%
8520 · Personal Protection/Safety Wear	6,158.46	15,000.00	-8,841.54	41.1%
8530 · Telephone				
8531 · Main Plant Telephones	8,137.84	11,000.00	-2,862.16	74.0%
8532 · Paradise Cove Telephones	3,516.51	4,000.00	-483.49	87.9%
8533 · Pumps & Lines Telephones	5,036.85	7,000.00	-1,963.15	72.0%
Total 8530 · Telephone	16,691.20	22,000.00	-5,308.80	75.9%
8540 · Utilities				
8541 · Water	7,324.14	5,000.00	2,324.14	146.5%
8542 · Main Plant Utilities	155,160.83	180,000.00	-24,839.17	86.2%
8543 · Paradise Cove Utilities	15,541.18	13,500.00	2,041.18	115.1%
8544 · Pump Station Utilities	39,018.93	35,000.00	4,018.93	111.5%
Total 8540 · Utilities	217,045.08	233,500.00	-16,454.92	93.0%
Total 8500 · Other Operating Expenses	370,352.04	370,500.00	-147.96	100.0%
Total Expense	3,261,051.73	3,910,346.00	-649,294.27	83.4%
Net Ordinary Income	3,058,506.69	2,550,981.00	507,525.69	119.9%
Other Income/Expense				
Other Expense				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9209 · Screw Press Blend Redundancy	0.00	15,000.00	-15,000.00	0.0%
9212 · M.P. Headworks Grinder Rplcmnt	23,486.90	15,000.00	8,486.90	156.6%
9217 · SD5 Shop Rplcmnt /Ops Control	0.00	15,000.00	-15,000.00	0.0%
9218 · Generator Control Panel	0.00	35,000.00	-35,000.00	0.0%
9219 · C12 Flash Mixer	12,160.81	15,000.00	-2,839.19	81.1%
9220 · M.P. Office + Bath Flooring	0.00	15,000.00	-15,000.00	0.0%
9221 · Portable Fuel Storage Tank	0.00	15,000.00	-15,000.00	0.0%
9225.95 · SCADA Upgrade & Replacement	18,850.01			
9229.8 · Vehicle Replacement	3,000.00			
Total 9200 · Main Plant Equipment Capital	57,497.72	125,000.00	-67,502.28	46.0%
9300 · Pumps & Lines Capital				
9303 · Lateral Camera	362.71			
9306 · PS Pump & Valve Replacements	3,231.81	50,000.00	-46,768.19	6.5%
9307 · PS Generator Replacement	54.98			
9311 · Cove Rd Force Main Project				
9311.1 · Cove Rd FM - Engineering	5,656.80			
9311.2 · Cove Rd FM - Const, Ph I	2,341,117.33	1,200,000.00	1,141,117.33	195.1%
Total 9311 · Cove Rd Force Main Project	2,346,774.13	1,200,000.00	1,146,774.13	195.6%
9312 · Force Main Rehab - Mltpl Sites	0.00	700,000.00	-700,000.00	0.0%
9313 · Manholes/Rodholes	15,097.72	70,000.00	-54,902.28	21.6%
9314 · Portable Emergency Generators	95,587.89	75,000.00	20,587.89	127.5%
9227.8 · Rodder/Vactor Truck	7,891.43			
Total 9300 · Pumps & Lines Capital	2,469,000.67	2,095,000.00	374,000.67	117.9%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Bu...
9400 · Paradise Cove Capital				
9401 · P.C. Sewer Line Rehab Prog	0.00	500,000.00	-500,000.00	0.0%
9402 · P.C. Flow Meter Replacement	19,501.62			
9404 · P.C. Infl WWI Access Replcmnt	0.00			
9406 · P.C. Plant Grating Replacement	1,730.73	20,000.00	-18,269.27	8.7%
9415 · P.C. Paint @ Treatment Plant	52,759.00			
Total 9400 · Paradise Cove Capital	73,991.35	520,000.00	-446,008.65	14.2%
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	0.00	25,000.00	-25,000.00	0.0%
9520 · Undesignated Cap - P.C. Plant	26,546.75	10,000.00	16,546.75	265.5%
9530 · Undesignated Cap - P & L	0.00	50,000.00	-50,000.00	0.0%
Total 9500 · Undesignated Capital	26,546.75	85,000.00	-58,453.25	31.2%
Total 9100 · Capital Expenditures	2,627,036.49	2,825,000.00	-197,963.51	93.0%
9700 · Debt Service				
9730 · Debt Service - MPR Project				
9734 · MPR Refi - Principal	660,000.00	660,000.00	0.00	100.0%
9735 · MPR Refi - Interest	190,432.26	190,457.00	-24.74	100.0%
Total 9730 · Debt Service - MPR Project	850,432.26	850,457.00	-24.74	100.0%
Total 9700 · Debt Service	850,432.26	850,457.00	-24.74	100.0%
Total Other Expense	3,477,468.75	3,675,457.00	-197,988.25	94.6%
Net Other Income	-3,477,468.75	-3,675,457.00	197,988.25	94.6%
Net Income	<u>-418,962.06</u>	<u>-1,124,476.00</u>	<u>705,513.94</u>	<u>37.3%</u>

Sanitary Distr. No.5 of Marin Co.
Zone Report
May 2021

06/03/21

	Paradise C... (Tiburon)	Tiburon - Oth... (Tiburon)	Total Tiburon	Belvedere	TOTAL
Ordinary Income/Expense					
Income					
5000 · Property Taxes					
5004 · REDEMPTION / RDMPT	0.69	16.36	17.05	0.00	17.05
5041 · SUPSEC	120.49	2,861.84	2,982.33	0.00	2,982.33
5280 · HOPTR	52.17	1,239.14	1,291.31	0.00	1,291.31
Total 5000 · Property Taxes	173.35	4,117.34	4,290.69	0.00	4,290.69
5900.3 · Connection Fees					
5900.30 · Connection Permit Fees	400.00	200.00	600.00	500.00	1,100.00
5900.31 · Collection	0.00	774.00	774.00	0.00	774.00
5900.34 · Treatment	16,058.00	1,070.00	17,128.00	0.00	17,128.00
5900.3 · Connection Fees - Other	0.00	100.00	100.00	0.00	100.00
Total 5900.3 · Connection Fees	16,458.00	2,144.00	18,602.00	500.00	19,102.00
5900.4 · Inspection Permit Fees					
5900.10 · Paradise Sewer Line Ext. Fees	0.00	1,000.00	1,000.00	400.00	1,400.00
	13,805.63	0.00	13,805.63	0.00	13,805.63
Total Income	30,436.98	7,261.34	37,698.32	900.00	38,598.32
Gross Profit	30,436.98	7,261.34	37,698.32	900.00	38,598.32
Expense					
6000 · Administrative Expenses					
6001 · Advertising	0.00	0.00	0.00	0.00	0.00
6008 · Audit & Accounting	0.00	0.00	0.00	0.00	0.00
6017 · Consulting Fees	423.66	10,053.47	10,477.13	5,880.62	16,357.75
6018 · Travel & Meetings					
6018.1 · Meetings & Travel	123.33	2,882.42	3,005.75	1,687.17	4,692.92
6018.2 · Standby Mileage Expense Reimb	52.64	174.64	227.28	986.80	1,214.08
Total 6018 · Travel & Meetings	175.97	3,057.06	3,233.03	2,673.97	5,907.00
6020 · Continuing Education					
6020 · Continuing Education	3.89	92.18	96.07	53.93	150.00
6025 · Dues & Subscriptions					
6025 · Dues & Subscriptions	21.51	1,065.14	1,086.65	599.35	1,686.00
6039 · Legal					
6039 · Legal	27.15	644.41	671.56	849.44	1,521.00
6047 · Office Supplies					
6047 · Office Supplies	14.23	337.63	351.86	197.48	549.34
6056 · Postage					
6056 · Postage	0.98	23.19	24.17	13.56	37.73
6065 · Miscellaneous Expense					
6065 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
Total 6000 · Administrative Expenses	667.39	15,273.08	15,940.47	10,268.35	26,208.82
7000 · Ops & Maintenance Expenses					
7010 · Pumps & Lines Maintenance					
7011 · Pumps & Lines Maintenance	0.00	0.00	0.00	1,693.14	1,693.14
Total 7010 · Pumps & Lines Maintenance	0.00	0.00	0.00	1,693.14	1,693.14
7020 · Main Plant Maintenance					
7021 · Plant Maintenance Supplies	0.00	2,520.63	2,520.63	1,474.66	3,995.29
7022 · Plant Maint. Parts & Service	0.00	3,211.35	3,211.35	1,878.65	5,090.00
7023 · Janitorial Supplies & Service					
7023 · Janitorial Supplies & Service	0.00	279.94	279.94	163.77	443.71
7024 · Main Plant Chemicals					
7024 · Main Plant Chemicals	0.00	12,234.81	12,234.81	7,156.55	19,391.36
7025 · Lab Supplies & Chemicals					
7025 · Lab Supplies & Chemicals	0.00	1,114.60	1,114.60	652.08	1,766.68
7027 · Electrical & Instrument					
7027 · Electrical & Instrument	0.00	0.00	0.00	0.00	0.00
7029 · Main Plant Sludge Disposal					
7029 · Main Plant Sludge Disposal	0.00	3,385.82	3,385.82	1,980.83	5,366.65
Total 7020 · Main Plant Maintenance	0.00	22,747.15	22,747.15	13,306.54	36,053.69
7040 · Paradise Cove Plant Maint					
7041 · Paradise Parts & Service	52.08	0.00	52.08	0.00	52.08
7042 · Paradise Supplies & Chemicals	1,841.09	0.00	1,841.09	0.00	1,841.09
Total 7040 · Paradise Cove Plant Maint	1,893.17	0.00	1,893.17	0.00	1,893.17
7050 · Monitoring					
7051 · Main Plant Lab Monitoring	0.00	2,743.15	2,743.15	1,604.85	4,348.00
7052 · Paradise Cove Monitoring	1,066.05	0.00	1,066.05	0.00	1,066.05
7053 · Chronic Toxicity	0.00	701.88	701.88	410.62	1,112.50
Total 7050 · Monitoring	1,066.05	3,445.03	4,511.08	2,015.47	6,526.55

**Sanitary Distr. No.5 of Marin Co.
Zone Report
May 2021**

06/03/21

	Paradise C... (Tiburon)	Tiburon - Oth... (Tiburon)	Total Tiburon	Belvedere	TOTAL
7060 · Permits/Fees					
7061 · Main Plant NPDES Renewal	0.00	259.30	259.30	151.70	411.00
7062 · Permits/Fees - General	0.00	9,757.45	9,757.45	5,530.55	15,288.00
Total 7060 · Permits/Fees	0.00	10,016.75	10,016.75	5,682.25	15,699.00
7070 · Truck Maintenance					
7071 · Fuel	24.18	573.85	598.03	335.67	933.70
7072 · Truck Maintenance	0.00	0.00	0.00	0.00	0.00
Total 7070 · Truck Maintenance	24.18	573.85	598.03	335.67	933.70
Total 7000 · Ops & Maintenance Expenses	2,983.40	36,782.78	39,766.18	23,033.07	62,799.25
8000 · Salaries and Benefits Expenses					
8001 · Salaries	2,368.76	56,209.93	58,578.69	32,879.07	91,457.76
8003 · Overtime	328.38	7,792.32	8,120.70	4,558.00	12,678.70
8004 · Standby Pay	179.24	4,253.39	4,432.63	2,487.95	6,920.58
8005 · Employee Incentives	129.50	3,073.00	3,202.50	1,797.50	5,000.00
8007 · Voluntary Deductions	0.00	0.00	0.00	0.00	0.00
8008 · Deferred Comp 457	0.00	0.00	0.00	0.00	0.00
8013 · Payroll Taxes	219.74	5,214.39	5,434.13	3,050.07	8,484.20
8015 · Payroll/Bank Fees	12.81	303.92	316.73	177.77	494.50
8019 · PERS Retirement					
8019.05 · PERS Retirement	369.65	8,771.67	9,141.32	5,130.84	14,272.16
8019.06 · PERS Retirement - RBP	8.85	209.97	218.82	122.82	341.64
Total 8019 · PERS Retirement	378.50	8,981.64	9,360.14	5,253.66	14,613.80
8020 · Employee Health					
8020.05 · Employee Health	383.55	9,101.58	9,485.13	5,323.80	14,808.93
8021 · Employee Health Deductions	-3.94	-93.66	-97.60	-54.78	-152.38
Total 8020 · Employee Health	379.61	9,007.92	9,387.53	5,269.02	14,656.55
8022 · Retiree Health					
8022.05 · Retiree Health	22.61	536.54	559.15	313.84	872.99
Total 8022 · Retiree Health	22.61	536.54	559.15	313.84	872.99
Total 8000 · Salaries and Benefits Expenses	4,019.15	95,373.05	99,392.20	55,786.88	155,179.08
8500 · Other Operating Expenses					
8510 · Data/Alarms/IT Supp & Licensing	412.31	9,726.91	10,139.22	5,691.05	15,830.27
8515 · Safety	9.07	215.10	224.17	125.83	350.00
8520 · Personal Protection/Safety Wear	4.59	108.96	113.55	63.74	177.29
8530 · Telephone					
8531 · Main Plant Telephones	0.00	351.19	351.19	205.43	556.62
8532 · Paradise Cove Telephones	347.52	0.00	347.52	0.00	347.52
8533 · Pumps & Lines Telephones	175.07	425.16	600.23	68.43	668.66
Total 8530 · Telephone	522.59	776.35	1,298.94	273.86	1,572.80
8540 · Utilities					
8541 · Water	0.00	795.38	795.38	578.65	1,374.03
8542 · Main Plant Utilities	0.00	8,813.20	8,813.20	5,156.04	13,969.24
8543 · Paradise Cove Utilities	1,510.95	0.00	1,510.95	0.00	1,510.95
8544 · Pump Station Utilities	261.32	1,715.85	1,977.17	1,353.67	3,330.84
Total 8540 · Utilities	1,772.27	11,324.43	13,096.70	7,088.36	20,185.06
Total 8500 · Other Operating Expenses	2,720.83	22,151.75	24,872.58	13,242.84	38,115.42
Total Expense	10,390.77	169,580.66	179,971.43	102,331.14	282,302.57
Net Ordinary Income	20,046.21	-162,319.32	-142,273.11	-101,431.14	-243,704.25
Other Income/Expense					
Other Expense					
9100 · Capital Expenditures					
9300 · Pumps & Lines Capital					
9306 · PS Pump & Valve Replacements	0.00	0.00	0.00	3,231.81	3,231.81

**Sanitary Distr. No.5 of Marin Co.
Zone Report
May 2021**

	Paradise C... (Tiburon)	Tiburon - Oth... (Tiburon)	Total Tiburon	Belvedere	TOTAL
9311 · Cove Rd Force Main Project					
9311.2 · Cove Rd FM - Const, Ph I	0.00	77,737.71	77,737.71	121,589.74	199,327.45
Total 9311 · Cove Rd Force Main Project	0.00	77,737.71	77,737.71	121,589.74	199,327.45
Total 9300 · Pumps & Lines Capital	0.00	77,737.71	77,737.71	124,821.55	202,559.26
Total 9100 · Capital Expenditures	0.00	77,737.71	77,737.71	124,821.55	202,559.26
Total Other Expense	0.00	77,737.71	77,737.71	124,821.55	202,559.26
Net Other Income	0.00	-77,737.71	-77,737.71	-124,821.55	-202,559.26
Net Income	20,046.21	-240,057.03	-220,010.82	-226,252.69	-446,263.51

Sanitary District No. 5 of Marin County



District Management Report

May 2021

Contents:

- Transmittal Memo
- Financial/Budgetary
- HR & Personnel
- Business Administration
- Collection System Performance
- Treatment Plant Performance – Paradise Cove
- Treatment Plant Performance – Main Plant
- Pollution Prevention Activities
- Continuing Education & Safety Training
- Capital Improvement Projects

Transmittal Memo

Date: June 17, 2021
To: Board of Directors
From: Tony Rubio, District Manager/ Chief Plant Operator
Subject: Management Report for May 2021

Fiscal Status

Period Covered: July 1, 2020 –May 31, 2021
Percent of Fiscal Year: 91 %
Percent of Budgeted Income to Date: 97.8%
Percent of Budgeted Expenditures to Date: 83.4% (operating only)

Personnel

Separations: None
New Hires: None
Promotions: None
Recruitment Activities: None

Regulatory Compliance

MP Collection System WDR Compliance: Full Compliance with all regulations
PC Collection System WDR Compliance: Full Compliance with all regulations
MP NPDES Permit Compliance: Full Compliance with all regulations
PC NPDES Permit Compliance: Full Compliance with all regulations
BAAQMD Compliance: Full Compliance with all regulations
Bio-Solids Compliance: Full Compliance with all regulations
Significant Comments: None

Summary of Operational Highlights are on the following pages.

Significant Events for the Month of May 2021 Include:

Financial/Budgetary/Business Administration

- Scanning project underway as time allows- 1980's Main Plant upgrade documents being scanned
- Fiscal Year 2021-2022 draft budget complete
- New comprehensive budget created for customer use and website.
- Completing end of fiscal year purchase orders.
- Looking into upgrading Infor MP2 system to newer and more user-friendly Infor EAM system (CMMS system, computerize maintenance management system)

HR and Personnel

- Office is opened back up to the public on June 15 in conjunction with state approved re-opening guidelines.
- Top candidate for the vacant Collection System Maintenance Position accepted offer and will be starting July 4.

Continuing Education and Safety Training.

- Education incentive program utilized by two of the staff members this reporting period.

Collection System Performance

Main Plant Tiburon/Belvedere:

- Annual Pump station pump and electrical PM's being performed.

Paradise Cove:

- Submitted No Spill report for month of May to RWQCB on CIWQS

Treatment Plant Performance

Paradise Cove:

- Allen Bradley Control Panel Maintenance by JM integration

Main Plant:

- Submitted April 2021 SMR and DMR to the RWQCB

- Wastewater Samples continue to be collected and sent to the University of California Berkeley for Covid-19 study
- Scheduled Emergency Generator control panel replacement for late June

Pollution Prevention Activities

- Remote meetings with P2 Group

Capital Improvement Projects

- 24 new Manhole frame and covers ordered for future manhole frame and cover replacements
- New flooring installed in the main office -break room to be installed late June
- New appliances were ordered for staff break room as part of the breakroom remodeling efforts. Scheduled for install late June.
- 3hp Flygt submersible pumps to be ordered prior to end of fiscal year as well as new manhole frame and covers for manhole rehabilitation work.
- 4' Dezurik plug valves and check valves ordered for pump station valve replacement work

Glossary of Terms

- **B.O.D. (Biochemical Oxygen Demand):** Measurement of the effluent's capacity to consume dissolved oxygen to stabilize all remaining organic matter. The permit limits for our effluent for discharge into San Francisco bay require that we remove 85% influent B.O.D. and meet a weekly average of less than 45mg/l and a monthly average of less than 30 mg/l B.O.D.
- **TSS (Total Suspended Solids):** Measurement of suspended solids in the effluent. Our permit requires that we remove at least 85% of the influent TSS and that the effluent limit is less than 45 mg/l as a weekly average and less than 30 mg/l as a monthly average.
- **Chlorine Residual:** The plant effluent is disinfected with hypochlorite (chlorine "bleach") and then the residual chlorine is neutralized with sodium bisulfite to protect the bay. The effluent chlorine residual limit is 0.0 mg/l which we monitor continuously.
- **pH:** pH is a measurement of acidity with pH 7.0 being neutral and higher pH values being basic and lower pH values being acidic. Our permit effluent pH must stay within the range of 6.0-9.0, which we monitor continuously.
- **Coliform:** Coliform bacteria are the indicator organism for determination of the efficiency of the disinfection process. The lab culture samples of our effluent and the presence of coliform is an indication that pathogenic organisms may be present. This is reported as MPN/100 (number of coliform bacteria in 100 milliliters sample).
- **Flow Through Bioassay:** A 96 hour test in which we test the toxicity of our effluent to tiny fish (sticklebacks) in a flow through tank to determine the survivability under continuous exposure to our effluent. Our permit requires that we maintain a 90th percentile survival of at least 70% and an 11 sample median survival of at least 90%. In layman's terms, this means that out of the last 11 samples only one bioassay may fall below 70% survival and the middle value when all 11 samples are placed in numerical order must be at least 90%.
- **Metals Analysis:** Our permit requires that we analyze our effluent for many different metals on a monthly basis. We have permit limits for some metals. The metals are stated as a daily max and a monthly average limit. The daily max limit is the number we cannot exceed on any sample and the monthly average applies to all samples collected in any month. (although usually we are only required to take one).
- **F.O.G. (Fats, oils and grease):** Quarterly we are required to monitor our effluent for Fats, Oils and Grease.

Glossary of terms continued...

- **Headworks:** The point where all raw wastewater enters the treatment plant. In this building wastewater goes through 3 grinders to grind up all large objects that could possibly damage our influent and sludge pumps further down the treatment process.
- **Primary Sedimentation:** The next treatment process is a physical treatment process where solids that settle or float are removed and sent to the digesters for further processing.
- **Activated Sludge:** Next is the activate sludge process. This process is a biological wastewater treatment process that uses microorganisms to speed up the decomposition of wastes. When activated sludge is added to wastewater, the microorganisms feed and grow on waste particles in the wastewater. As the organisms grow and reproduce, more and more waste is removed, leaving the wastewater partially cleaned. To function efficiently, the mass of organisms needs a steady balance of food and oxygen. These tasks are closely monitored by the operations staff.
- **Secondary Clarification:** Next is secondary clarification, like primary sedimentation/clarification, this also is a physical treatment process where solids that settle or float are removed and sent to the next treatment process. The difference between Secondary Clarification and primary sedimentation is that the solids removed from the secondary clarifiers goes to 2 places. Some goes to waste to the DAFT and some goes back to the activated sludge process for further treatment. (*Microorganisms must be returned to the activated sludge process to keep an equal balance of food and microorganisms*).
- **DAFT (dissolved air floatation thickener):** Next is the DAFT. The dissolved air floatation thickening process uses air bubbles to thicken WAS(waste active sludge) solids removed from the secondary clarifier, by floating solids to the tank surface, where they are removed and sent to the digesters for final processing.
- **Sludge Digestion:** In the anaerobic digestion process, all the organic material removed from the primary sedimentation tanks and DAFT's are digested by anaerobic bacteria. The end products are methane, carbon dioxide, water and neutralized organic matter.
- **Solids Handling:** This is the process where all the neutralized sludge from the digester is finally treated. Sludge from the digester is pumped to the screw press where it is conditioned with a polymer (chemical that reacts with the sludge to remove the water from the sludge and bind the sludge particles together) in order to dewater the sludge and produce a dry cake for final disposal to the Redwood landfill.

Glossary of terms continued...

- **Disinfection:** This is the end point for the wastewater- at this point wastewater flows through the chlorine contact tank. This contact tank allows for enough contact time for chlorine solution to disinfect the wastewater. Sodium bisulfite is introduced at the end of the tank to neutralize any residual chlorine to protect the bay.
- **MLSS (mixed liquor suspended solids):** Suspended solids in the mixed liquor of an aeration tank measured in mg/l
- **MCRT (mean cell resident time):** An expression of the average time that a microorganism will spend in the activated sludge process.
- **SVI (sludge volume index):** This is a calculation used to indicate the settling ability of activated sludge in the secondary clarifier.
- **RAS (return activated sludge):** The purpose of returning activated sludge, is to maintain a sufficient concentration of activated sludge in the aeration tank.
- **WAS (waste activated sludge):** To maintain a stable process, the amount of solids added each day to the activated sludge process are removed as WAS. We track this by our MCRT which averages 3 days
- **TWAS (thickened waste activated sludge):** The WAS is thickened in the DAFT and the thickened sludge is then pumped to the digester.
- **MPN (most probable number):** Concentrations of total coliform bacteria are reported as the most probable number. The MPN is not the absolute count of the bacteria but a statistical estimate of their concentration.
- **Bio-solids:** Anaerobic digested sludge is pumped to a screw press where excess water is removed to reduce the volume (and weight) thus producing an end result called bio-solids.
- **Polymer:** Organic polymers are added to digested sludge to bring out the formation of larger particles by bridging to improve processing.

Wastewater Acronyms

ACWA	Assoc of California Water Agencies	APWA	American Public Works Association
AWWA	American Water Works Association	BAAQMD	Bay Area Air Quality Management District
BACWA	Bay Area Clean Water Agencies	BAPPG:	Bay Area Pollution Prevention Group
CASA	California Association of Sanitation Agencies	CSDA	California Special Districts Association
CSRMA:	California Sanitation Risk Management Authority	CAAQS	California Ambient Air Quality Standard
CalARP	California Accidental Release Prevention Program	CARB	California Air Resources Board
CDO	Cease and Desist Order	CECs	Constituents of Emerging Concern
CEQA	California Environmental Quality Act	CIWQS	California Integrated Water Quality System
CFR	Code of Federal Regulations	CMOM	Capacity, Management, Operation and Maintenance
CIWMB	California Integrated Waste Management Board	CPUC	California Public Utilities Commission
CSO	Combined Sewer Overflow	CTR	California Toxics Rule
CWA	Clean Water Act	CWAP	Clean Water Action Plan
CWARA	Clean Water Authority Restoration Act	CWEA	California Water Environment Association
DHS	Dept of Health Services	DTSC	Dept of Toxic Substances Control
EBEP	Enclosed Bays and Estuaries Plan	EDW	Effluent Dominated Water body
EIS/EIR	Environmental Impact Statement/Report	EPA	Environmental Protection Agency
ERAF	Educational Reserve Augmentation Fund	ESMP	Electronic Self-Monitoring Report
FOG	Fats, Oils and Grease	GASB	Government Accounting Standards Board
ISWP	Inland Surface Waters Plan	JPA	Joint Powers Authority
LAFCO	Local Agency Formation Commission	LOCC	League of California Cities
MACT	Maximum Achievable Control Technology (air controls)	MCL	Maximum Contaminant Level
MMP	Mandatory Minimum Penalty	MOU	Memorandum of Understanding
MUN	Municipal Drinking Water Use	NACWA	National Association of Clean Water Agencies
NGOs	Non Governmental Organizations	NOX	Nitrogen Oxides
NPDES	Nat'l Pollutant Discharge Elimination System	NRDC	Natural Resources Defense Council
NTR	National Toxics Rule	OWP:	Office of Water Programs
OSHA:	Occupational Safety and Health Administration	PCBs	Poly Chlorinated Biphenyls
POTWs	Publicly Owned Treatment Works	PPCPs	Pharmaceutical and personal Care Products
QA/QC	Quality Assurance / Quality Control	Region	IX Western Region of EPA (CA, AZ, NV & HI)
RFP	Request For Proposals	RMP	Risk Management Program
RFQ	Request For Qualifications	RWQCB	Regional Water Quality Control Board
SEP	Supplementary Environmental Projects	SIP	State Implementation Policy (CTR/NTR criteria)
SFEI:	San Francisco Estuary Institute	SRF	State Revolving Fund
SSO	Sanitary Sewer Overflow	SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board	TMDL	Total Maximum Daily Load
WDR	Waste Discharge Requirements	WEF	Water Environment Federation
WERF	Water Environment Research Foundation	WET	Whole Effluent Toxicity or Waste Extraction Test
WMI	Watershed Management Initiative	WRFP	Water Recycling Funding Program
WRDA	Water Resource Development Act	WWTP	Wastewater Treatment Plant
WQBEL	Water Quality Based Effluent Limitation Agency	WWWIFA	Water and Wastewater Infrastructure Financing

RESOLUTION NO. 2021-04

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

**A RESOLUTION APPROVING AND ADOPTING FISCAL YEAR 2021-2022
FINAL BUDGET AND FIXING THE DISTRICT'S TAX ALLOCATION
FOR FISCAL YEAR 2021-2022**

WHEREAS, Sanitary District No. 5 of Marin County has prepared its budget entitled "Fiscal Year 2021-2022 Final Budget" and dated June 17, 2021, and;

WHEREAS, Sanitary District No. 5 of Marin County is required to file its annual budget with the County of Marin, and;

WHEREAS, Sanitary District No. 5 of Marin County seeks to make certain representations and requests to the County of Marin in regards to the District's tax allocation for fiscal year 2021-2022.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Sanitary District No. 5 of Marin County, California, as follows:

1. That the balances on hand as of June 30, 2021, in each of the funds of the District shall be reserved for use by the District during the fiscal year 2021-2022.
2. That the final budget, heretofore presented to the Board, be, and the same is hereby, approved and ordered filed with the County of Marin.
3. That the minimum amount of money required by the District during the fiscal year, ending June 30, 2021, for the purpose of paying the expenses of the District, will be in the sums shown in said budget, and it is hereby estimated that the said sums are the minimum amounts of money required by the District for such purposes during said ensuing fiscal year.
4. That the minimum amount of money required to be raised from taxes for said operating fund will be in the sum shown in said budget, which is the sum that the Board of Supervisors of the County of Marin is hereby requested to direct the County Auditor to allocate to Sanitary District No. 5, or such other amounts as shall be determined to be said District's share of the fiscal year 2021-2022 property tax revenue generated pursuant to the applicable sections of the Revenue and Taxation Code of the State of California and Government Code of the State of California.
5. That the Secretary shall forward certified copies of this resolution to the County of Marin.

Resolution No. 2021-04
June 17, 2021

* * * * *

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of Sanitary District No. 5 of Marin County, California, at a meeting thereof duly held on the 17th day of June 2021, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

APPROVED:

ATTEST:

Richard Snyder
President, Board of Directors

Omar Arias-Montez
Secretary, Board of Directors

Sanitary District No. 5 of Marin County

Fiscal Year 2021-2022

Final Budget

June 17, 2021

Prepared by:

Richard Snyder, President

John Carapiet, Vice President

Omar Arias-Montez, Secretary

Tod Moody, Director

Catharine Benediktsson, Director

Sanitary District No. 5 of Marin County

Consolidated Budget FY 2021-2022

Income	2020-2021 Budget	2020-2021 Actuals *	2021-2022 Budget	% Diff.	Tib Zone	Belv Zone
Property Taxes	981,933	1,297,985	1,156,133	18%	1,156,133	0
Tib Sewer Service Charge Revenue	2,669,839	2,568,696	2,333,700	-13%	2,333,700	0
Belv Sewer Service Charge Revenue	2,315,443	2,313,583	2,213,865	-4%	0	2,213,865
Interest	156,402	88,929	100,000	-36%	63,090	36,910
Treatment & Collection Fees	200,000	254,667	200,000		128,070	71,930
Paradise Sewer Extension Fees	13,806	13,806	14,040	2%	14,040	0
Other Income	100	-	100		63	37
Connection & Inpsection Permit Fees	22,124	31,196	27,000	22%	17,034	9,966
SASM Expense Reimbursement	101,680	73,375	100,000	-2%	62,951	37,049
Total Budgeted Income	6,461,327	6,642,238	6,144,838	-5%	3,775,081	2,369,757
Expense						
Operating Expenses	3,902,346	4,065,461	4,042,713 ***	4%	2,604,670	1,437,696
Capital Expenses	3,660,460	3,665,330	2,588,740	-29%	1,910,270	753,470
Total Budgeted Expenses	7,562,806	7,730,791	6,631,453	-12%	4,514,940	2,191,166
Net Ordinary Income	-1,101,479	-1,088,553	-486,614	-56%	-739,859	178,591

* Actual numbers are based on estimates, as of 6.15.2021

*** Operating Expenses does not include CalPERS Reserve Funding for FY21-22

Sanitary District No. 5 of Marin County

Operating Budget

FY 2021- 2022

Operating Assumptions

Operating Revenue Assumptions:

- Paradise Cove flow represents 2.92% of total flow for District. This percentage reflects Paradise Cove's share of the District-wide revenues
- Tiburon Sewer Service (including Paradise Cove) Charge is \$1,034 per EDU (Equivalent Dwelling Unit)
- Belvedere Sewer Service Charge is \$1,985.00 per EDU. 64.0% of this revenue is allocated for operational needs to meet reserve/fund policy requirements
- Interest revenue for LAIF (Local Agency Investment Fund) accounts is estimated at 1.06% for FY 2021-2022
- "Other Income" account reflects Outstanding A/R, Private Lateral SSO Reimbursements, CAL-Card incentive payments, and CSRMA PLP Dividends

Operating Expense Assumptions:

- "County fees" account reflects Property Tax Collection fees imposed by County (per SB2557) and annual LAFCO (Local Agency Formation Commission) fees
- Salary categories include 2.5% COLA increase
- PERS Classic Members' Employer Contribution Retirement rate is 14.02%, and Employer-paid Employee Contribution rate is 7.96% for FY 2021-2022
- SD5 PERS Classic Members/Employees are scheduled for 4.00% reimbursement to the District for Employer-paid Employee Contribution rate; PEPRA members contribute 6.75% via mandatory Employee-Paid Contribution rate
- Workers compensation premium based on 41.363% composite rate, with an 1.32% experience modification factor
- Paradise Cove operating expense is 2.92% of operating expenses in applicable District-wide categories; this is based on Paradise Cove's average annual percentage of influent flow from the 2020 calendar year
- Belvedere operating expense is 37.05% of main plant-related categories, and 35.96% of expenses that pertain to all three zones; this is based on Belvedere's average annual percentage of influent flow from the 2020 calendar year
- CalPERS Reserve is fully funded at 100.00% of CalPERS Market Value Assets, as of 6.30.2021

Formulas for Determining Percentage Breakdowns (Operating & Capital)

Belvedere only = 100%

Tiburon only = 100%

Paradise Cove only = 100%

Shared Belvedere : Tiburon = 37.05% : 62.95%

Shared Tiburon : Paradise Cove = 95.43% : 4.57%

Shared Belvedere : Tiburon : Paradise Cove = 35.96% : 61.11% : 2.92%

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
Operating Income							
Tiburon Sewer Service Charge - Ops	2,523,700	2,411,097	2,283,000	-9.5%	2,178,667	104,333	
Belvedere Sewer Service Charge - Ops	1,400,843	1,399,718	1,300,000	-7.2%			1,300,000
Other User Fees	24,826	41,712	38,700	55.9%	38,700		
Interest Earnings	156,402	88,929	100,000	-36.1%	61,115	2,920	35,965
Connection & Inspection Permit Fees	22,124	31,196	27,000	22.0%	16,501	788	9,711
SASM Expense Reimbursement	101,680	73,375	100,000	-1.7%	62,951		37,049
Other Income	100	100	100	0.0%	61	3	36
Total Income	4,229,670	4,046,126	3,848,800	-9.00%	2,357,995	108,044	1,382,761

2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget		Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops

Expense

Administrative Expenses

Advertising	1,000	500	1,000	0%	611	29	360
Audit & Accounting	35,000	40,000	40,000	12.5%	24,446	1,168	14,386
Consulting Fees	200,000	350,000	150,000	-33.3%	91,673	4,380	53,948
Travel & Meetings	15,000	15,347	15,000	0.0%	9,167	438	5,395
Continuing Education	10,000	7,000	10,000	0.0%	6,112	292	3,597
County Fees	16,500	16,570	16,590	0.5%	15,832	758	0
Directors Fees	9,000	7,000	9,000	0.0%	5,500	263	3,237
Dues & Subscriptions	34,000	30,000	31,000	-9.7%	18,946	905	11,149
Elections	9,000						
Insurance PLP General Liability	43,291	45,535	45,000	3.8%	27,502	1,314	16,184
PLP (GL) Rating Ajustments		8,204					
PLP (GL) Dividends		-10,401					
Insurance APIP (Real) Property	23,301	23,377	25,000	6.8%	15,279	730	8,991
Insurance Damage - Auto	1,435	3,730	4,000	64.1%	2,445	117	1,439
Legal	50,000	40,000	50,000	0.0%	30,558	1,460	17,983
Office Supplies	13,000	10,000	10,000	-30.0%	6,112	292	3,597
Postage	1,000	1,150	1,000	0.0%	611	29	360
Pollution Prevention	5,000	5,000	5,000	0.0%	3,056	146	1,798
Miscellaneous Expense							
Total Administrative	466,527	593,012	412,590	-13.1%	257,847	12,321	142,421

Ops & Maintenance Expenses

Pumps & Lines Maintenance

Pumps & Lines Maintenance	50,000	75,000	75,000	33.3%	45,836	2,190	26,974
Emergency Line Repairs	50,000	16,803	50,000	0.0%	25,000		25,000
Total Pumps & Lines Maintenance	100,000	91,803	125,000	20.0%	70,840	2,190	51,970

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
Main Plant Maintenance							
Plant Maintenance Supplies	15,000	22,000	25,000	40.0%	15,738		9,263
Plant Maint. Parts & Service	100,000	125,000	130,000	23.1%	81,835		48,165
Janitorial Supplies & Service	9,000	6,500	9,000	0.0%	5,666		3,335
Main Plant Chemicals	105,000	100,000	111,000	5.4%	69,875		41,126
Lab Supplies & Chemicals	15,000	20,000	20,000	25.0%	12,590		7,410
Electrical & Instrument	5,000	5,000	15,000	66.7%	9,443		5,558
Grounds Maintenance	5,000	6,500	5,000	0.0%	3,148		1,853
Main Plant Sludge Disposal	40,000	39,750	41,000	2.4%	25,810		15,191
Total Main Plant Maintenance	294,000	324,750	356,000	17.4%	224,102	0	131,898
Paradise Cove Plant Maintenance							
Paradise Parts & Service	10,000	12,000	10,000	0.0%		10,000	
Paradise Supplies & Chemicals	5,000	7,000	5,000	0.0%		5,000	
Paradise Sludge Disposal		3,000					
Total Paradise Cove Plant Maintenance	15,000	22,000	15,000	0.0%	0	15,000	0
Monitoring							
Main Plant Lab Monitoring	50,000	43,000	45,000	-11.1%	28,328		16,673
Paradise Cove Monitoring	15,000	15,000	15,000	0.0%		15,000	
Main Plant Outfall: SASM			6,500		397,248		233,773
Total Monitoring	65,000	58,000	60,000	-8.3%	28,328	15,000	16,673
Permits/Fees							
Main Plant NPDES Renewal							
Permits/Fees - General	41,000	60,000	50,000	18.0%	31,475		18,525
Paradise Cove Permits/Fees	8,000	8,000	9,000	11.1%		9,000	
Paradise Cove NPDES Renewal	40,000	20,000					
Total Permits/Fees	89,000	88,000	59,000	-50.8%	31,475	9,000	18,525

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
Truck Maintenance							
Fuel	8,000	15,000	15,000	47%	9,167	438	5,395
Truck Maintenance	8,000	25,000	10,000	20%	6,112	292	3,597
Total Truck Maintenance	16,000	40,000	25,000	36.0%	15,279	730	8,991
Total Ops & Maintenance Expenses	579,000	624,550	640,000	9.5%	370,023	41,920	228,057
Salaries & Benefits							
Salaries	1,143,549	1,143,550	1,353,783	16%	827,365	39,530	486,888
Overtime	100,000	118,000	100,000	0%	61,115	2,920	35,965
Standby Pay	72,450	74,188	76,043	5%	46,473	2,220	27,349
Employee Incentives	45,000	25,000	70,000	36%	42,781	2,044	25,176
Vacation Buyout	25,000	27,000	30,000	17%	18,335	876	10,790
Payroll Taxes	98,212	101,535	101,047	3%	61,755	2,951	36,342
Payroll/Bank Fees	5,500	6,250	6,250	12%	3,820	183	2,248
Car Allowance	6,000	6,000	6,000	0%	3,667	175	2,158
PERS Retirement							
PERS Monthly Contributions	253,061	165,000	304,705	17%	186,220	8,897	109,587
PERS Replacement Benefit Fund (RLL)		350	350				
PERS UAL Payment	20,000	96,367	20,000	0%	12,223	584	7,193
SD5 Retirement Trust	313,250	285,295					
Total PERS Retirement	586,311	547,012	325,055	-80.4%	198,443	9,481	116,780
Employee Health, Dental, Vision, Life Ins., & LTDI	200,653	183,852	223,418	10%	136,542	6,524	80,352
Retiree Health	80,994	60,000	77,127	-5%	47,136	2,252	27,739
CERBT/OPEB Current Employee Contributions	72,400	72,400	118,400	39%	72,360	3,457	42,583
Workers Comp Insurance	50,250	39,012	55,000	9%	33,613	1,606	19,781
Total Salaries & Benefits	2,486,319	2,403,799	2,542,123	2.2%	1,553,405	74,220	914,149

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget		Breakdown by Zone		
					Tib Ops	P.C. Ops	Belv Ops
Other Operating Expenses							
Data/Alarms/IT Support & Licensing	80,000	115,000	100,000	20%	61,115	2,920	35,965
Safety	20,000	30,000	40,000	50%	24,446	1,168	14,386
Personal Protection Equipment/Uniforms	15,000	12,000	15,000	0%	9,167	438	5,395
Telephone							
Main Plant Telephones	11,000	9,500	11,000	0%	6,925		4,076
Paradise Cove Telephones	4,000	4,000	4,000	0%		4,000	
Pumps & Lines Telephones	7,000	6,000	7,000	0%	6,680	320	
Total Telephone	22,000	19,500	22,000	0.0%	13,605	4,320	4,076
Utilities							
Water	5,000	8,000	8,000	38%	5,036		2,964
Main Plant Utilities	180,000	200,000	200,000	10%	125,900		74,100
Paradise Cove Utilities	13,500	16,800	18,000	25%		18,000	
Pump Station Utilities	35,000	42,800	45,000	22%	27,502	1,314	16,184
Total Utilities	233,500	267,600	271,000	13.8%	158,438	19,314	93,248
Total Other Operating Expenses	370,500	444,100	448,000	17.3%	266,771	28,160	153,070
Total Operating Expense	3,902,346	4,065,461	4,042,713	3.5%	2,448,050	156,620	1,437,696

Sanitary District No. 5 of Marin County

Capital Budget

FY 2021- 2022

Capital Assumptions

Capital Revenue Assumptions:

- Secured Property Tax (TEETER) is a general revenue of the District (Tiburon zone only) and is subject to CA State tax shifts
- Supplemental property tax applies (Tiburon zone only) as homes are re-valued and sold
- Excess ERAF (Educational Revenue Augmentation Fund) reimbursement is announced mid-year
- HOPTR = Home Owner Property Tax Relief
- Belvedere capital income is set at 36.0% of its sewer service charge revenue to meet reserve/fund policy requirements
- Paradise Drive Sewer Line Extension Fee income estimated: 1 homes @ \$12,838.01 (3.0% CPI Increase) each

Capital Expense Assumptions:

- New capital projects are indicated in notes
- Supplemental property tax applies (Tiburon zone only) as homes are re-valued and sold
- Excess ERAF (Educational Revenue Augmentation Fund) reimbursement is announced mid-year
- HOPTR = Home Owner Property Tax Relief
- Paradise Drive Sewer (Jancheski) Line Extension Fee income estimated: 1 home @ \$14,040.32 (1.70% CPI Increase) each; Vogt Extended Sewer Line Fee estimate is \$3,2060.25 (5.0% negotiated annual increase) each
- Belvedere capital expense is 37.05% of total main plant-related expenditures, based on Belvedere's average annual percentage of influent flow from the 2020 calendar year
- Tiburon capital expense is 62.95% of total main plant-related expenditures, based on Tiburon's average annual percentage of influent flow from the 2020 calendar year
- The remaining (bond payments only) Tiburon Main Plant Rehabilitation (MPR) was refinanced in FY19-20. The new “MPR Refi Loan” amount for Tiburon remains at the same expense ratio (64.78%) of the total project-related expenditures, based on the MPR Bond split
- The remaining (bond payments only) Belvedere Main Plant Rehabilitation (MPR) was refinanced in FY19-20. The new “MPR Refi Loan” amount for Belvedere remains at the same expense ratio (35.22%) of the total project-related expenditures, based on the MPR Bond split

2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap

Capital Income

Property Taxes

Property Tax Current Secured - Capital	700,000	864,899	825,000	15%	787,298	37,703	0
Prop Tax Current Unsecured	13,000	16,276	15,000	13%	14,315	686	0
Supplemental Assessment Current	15,000	16,551	12,000	-25%	11,452	548	0
Supplemental Assessment Redm	500				0	0	0
Supplemental Unsecured	100	878	300	67%	286	14	0
Prop Tax Prior Unsecured	0	494	500	100%	471	23	0
Excess ERAF (Educational Revenue Augmentation Fund)	250,000	388,631	300,000	17%	286,290	13,710	0
HOPTR	3,333	3,136	3,333	0%	3,181	152	0
Other Tax (Unitary, RR, Misc.)		7,120			0	0	0
Total Property Taxes	981,933	1,297,985	1,156,133	15%	1,103,298	52,835	0

Tiburon Sewer Service Charge - Capital

Tiburon Sewer Service Charge - Capital	121,313	115,888	12,000	-911%	11,452	548	0
Belvedere Sewer Service Charge - Capital	914,600	913,865	866,300	-6%	0	0	866,300

Connection Fees

Collection	100,000	119,877	100,000	0%	61,115	2,920	35,965
Treatment	100,000	134,790	100,000	0%	61,115	2,920	35,965
Total Connection Fees	200,000	254,667	200,000	0.0%	122,230	5,840	71,930

Paradise Drive Sewer Line Extension Fees

Paradise Drive Sewer Line Extension Fees	13,806	13,806	14,040	1.70%	0	14,040	0
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Total Capital Income

Total Capital Income	1,249,719	1,298,226	1,092,340	-14.4%	1,236,979	73,264	938,230
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2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap

Capital Expenditures

Relevant Splits

Main Plant Equip Capital Expense

9202.1 - M.P. Drainage - Infl. Sample Rm Drain+Secondary Drain			75,000		47,213		27,788
9202.2 - M.P. Drainage - Load-out & Filtering			30,000		18,885		11,115
9204.1 - M.P. Boiler - Exhaust Stainless Pipling Replacement			30,000		18,885		11,115
9205.0 - M.P. Influent Pump Replacement			40,000		25,180		14,820
9208.0 - M.P. Chemical Feed Transfer Pump Replacement			20,000		12,590		7,410
9209.0 - M.P. Screw Press Poly Blend Redundancy	15,000		35,000	-11%	22,033		12,968
9212.0 - M.P. Headworks Grinder Replacement	15,000	23,487	25,000	40%	15,738		9,263
9212.1 - M.P. Headworks Explosion Proof Electric Hoist			10,000		6,295		3,705
9218.0 - M.P. Generator Control Panel	35,000						
9219.0 - Cl2 Flash Mixer	15,000	12,161	15,000	0%	9,443		5,558
9220.0 - Office, Bath & Breakroom Floor Replacement	15,000						
9221.0 - Portable Fuel Storage Tank	15,000						
9225.94 - Bis. Server Replacement + Upgrade		5,324					
9225.95 - SCADA Upgrade & Replacement		18,850					
9229.8 - Vehicle Replacement		3,000					
Total Main Plant Equip Capital Expense	110,000	62,821	280,000	61%	176,260	0	103,740

Pumps & Lines Capital

Relevant Splits

9227.8 - Rodder / Vactor Truck		7,891					
9301.0 - Tiburon Sewer Line Rehab			1,000,000		1,000,000		
9304.0 - Belvedere Sewer Line Rehab			100,000				100,000
9305.1 - Belvedere Wet Well Rehabilitation (BPS#7)			75,000				75,000
9305.2 - Tiburon Wet Wells Rehabilitation (TPS#4)		363	50,000		50,000		
9306.0 - PS Pump & Valve Replacement Program	50,000	18,149	50,000	0%	25,000		25,000
9307.0 - PS Generator Replacement (BPS #1 + roof)			100,000				100,000
9311.1 - Cove Rd. Force Main - Engineering		5,657					
9311.2 - Cove Rd. Force Main - Construction	1,200,000	2,341,117					
9312.0 - Force Main Rehab - Multiple Sites	700,000				50,000		25,000
9313.0 - Man Hole Rehabilitation	70,000	15,098	75,000	7%	50,000		25,000
9314.0 - 100kw Portable Emergency Generator	75,000	95,588					
Total Pumps & Lines Capital	2,095,000	2,483,863	1,450,000	-44.5%	1,175,000	0	350,000

2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap

Paradise Cove Capital

Relevant Splits

9401.0 - P.C. Sewer Line Rehab	500,000						
9402.0 - P.C. Flow Meter Replacement		19,502					
9403.1 - P.C. Communications Upgrade - Cellular			20,000			20,000	
9406.0 - P.C. Plant Grating Replacement	20,000	1,731					
9415.0 - P.C. Paint at Treatment Plant		52,759					
Total Paradise Cove Capital	520,000	73,991	20,000		0	20,000	0

Undesignated Capital

Undesignated Cap - Main Plant	25,000		25,000	0%	15,738		9,263
Undesignated Cap - Paradise Cove Plant	10,000	26,547	10,000	0%		10,000	
Undesignated Cap - P&L	50,000		50,000	0%	25,000		25,000
Total Undesignated Capital	85,000	26,547	85,000	0%	40,738	10,000	34,263

Debt Service

Debt Service - MPR Bond Principal							
Debt Service - MPR Bond Interest		167,675	950	100%	615		335
Debt Service - MPR Bond REFI Principal	660,000	660,000	595,000	-11%	385,441		209,559
Debt Service - MPR Bond REFI Interest	190,457	190,432	157,790	-21%	102,216		55,574
Total Debt Service	850,457	1,018,107	753,740	-12.8%	488,273	0	265,467

Total Capital Expenditures	3,660,460	3,665,330	2,588,740	-41.4%	1,880,270	30,000	753,470
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Sanitary District No. 5 of Marin County

Capital Improvement Program

FY 2021/2022 – FY2030/2031

MAIN PLANT CAPITAL IMPROVEMENT PROGRAM

M.P. Project Description	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Screw Press 3W Filtering Unit	30,000										30,000
Dry Weather Influent Pump	40,000							40,000			80,000
Wet Weather Influent Pump						60,000					60,000
M.P. Boiler Exhaust Piping	30,000										30,000
Headworks Grinder Replacement		15,000			15,000			15,000			45,000
Headworks Explosion-proof Electric Hoist	10,000										10,000
Chemical Feed Transfer Pump	20,000								20,000		40,000
(Utility) Truck Purchase		75,000						75,000			150,000
MP & Secondary Drain Replacements	75,000										75,000
Aeration Basin Diffuser Upgrade			200,000								200,000
Emergency Generator Replacement							250,000				250,000
Maintenance Shop-Rehabilitation					500,000	500,000					1,000,000
Headworks Grinder Retrofit-Channel Monster			50,000								50,000
Digester Roof Recoating and Cleaning				250,000				250,000			500,000
Dry Weather Primary Tank Cover Replacement		100,000									100,000
Odor Control System Rehabilitation									650,000		650,000
Headworks Valve and Check Valve Replacement			75,000								75,000
MP Valve and Piping Replacement Program		25,000			25,000			25,000			75,000
C12 Flash Mixer	15,000			15,000			15,000			15,000	60,000
MPR Bond Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Treatment Plant Total	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000

MAIN PLANT CAPITAL IMPROVEMENT PROJECTS

Main Plant Project Name	DESCRIPTION
Odor Control Upgrade	This Project will evaluate current odor control system and vulnerabilities and also provide for options to replace, add to or enhance the current system.
Dry Weather Influent Pump	These funds will be used to purchase one new dry weather influent pump. These were not part of the MPR project.
Wet Weather Influent Pump	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
Headworks Grinder Replacement	These funds will be used to replace grinders that have a useful life of 5-10 years. Grinders were not replaced during MPR Project only the cutting cartridges were replaced.
Truck Purchase	These funds will be used to replace the Utility truck from the current fleet of vehicles.
Emergency Outfall Rehabilitation	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedness
Waste Gas Burner Rehabilitation	Tiger mag flow meters with Krohne flow meters. These were not part of the MPR project. This project will evaluate current waste gas burner system and will be enhanced or replaced, dependent on evaluation report.
Aeration Basin Diffuser Upgrade	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin this did not get upgraded during the MPR project
Underground Pipe & Valve Rehabilitation	These funds will be used for the replacement of non-working valves and rusted-out pipes in the shipping/receiving area, as well as next to the secondary clarifiers, as identified during the MPR Project.
Maint Shop/Replacement/Ops Control Room	This project will consist of replacing a 35+ y.o. corrugated metal maintenance shop, not rehabbed during the MPR Project. Consideration will be given to making the building 2 stories for a a new operator/maintenance control room.
Sludge Box Replacement	Replacement of Biosolids container, used for hauling bio-solids to Redwood landfill.
Emergency Generator Replacement	This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project. Generator is currently serviceable but planning and budgeting needs to be in line for 2024/25.
Outfall Difuser Upgrades	Current condition of outfall is serviceable. Outfall is inspected every 5 years and must budget a reasonable amount for repairs or upgrades, as determined by future reports.
Undesignated Capital Projects	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.
MPR Bond	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

TIBURON CAPITAL IMPROVEMENT PROGRAM

<i>Tiburon Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Sewer Line Rehabilitation Program	1,000,000		500,000		500,000		500,000		500,000		3,000,000
Pump and Valve Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Force Main Rehabilitation TPS #2- 357lf-6"		200,000									200,000
Force Main Rehabilitation TPS #3- 379lf-6"			200,000								200,000
Force Main Rehabilitation TPS #5-1303lf 8"					750,000						750,000
Force Main Rehabilitation TPS #7-903lf-6"								300,000			300,000
Man Hole Rehabilitation	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
TPS #2 Wet Well Rehabilitation									75,000		75,000
TPS #3 Wet Well Rehabilitation							75,000				75,000
TPS #4: Wet Well Rehabilitation	50,000										50,000
TPS #6 Wet Well Rehabilitation				75,000							75,000
TPS #7 Wet Well rehabilitation						75,000					75,000
TPS #9 Wet Well Rehabilitation		250,000									250,000
Portable Pump Replacement			50,000								50,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000			200,000
<i>Tiburon Total</i>	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000

TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

Tiburon Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10 year sewer rehabilitation program. 10,137 lf of pipe remain to be rehabbed/replaced from the Harris Report.
Pump Station Pump and Valve Replacement Program	The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore the District has a program to replace pumps over a period of time instead of replacing them all at once.
Pump Station Generator Replacement	The District has standby generators located at many of the Pump Stations. Some generators were installed between 1980 - 1983. These generators (in most cases) are located along the waterfront. The salt air has wreaked havoc on some of these generators; All have been replaced as of 7/1/2018
Pump Station Control Panel - Upgrade	These funds will be used for replacement of control panels at the District Pump Stations. The control panels are of various ages, of which most are extremely old/obsolete. / With the exception of stations #6 & #7, which are furthest away from marine conditions, all SD5 tiburon control panels have been replaced as of 7/1/2018
Man Hole Rehabilitation	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide deterioration.
CCTV Sewer System New PACP Data	This project will consist of retelevising the entire collection system in order to provide updated information regarding the condition of the system and to assist in establishing a new CIP project regarding sewer line rehabilitation
Station No.5 Replacement	<p>This is a phased project of upgrading the main pump station in the Tiburon Zone:</p> <p><i>Phase I</i> has been completed, which replaced the motor control center/electrical controls and the installation of a diesel powered standby emergency generator</p> <p><i>Phase II</i> has also been completed, which converted the dry-pit configuration into a wet-pit configuration, thus eliminating the need for dry-pit centrifugal pumps (whic are now obsolete). The old pumps were replaced with 2 new submersible flygt pumps for standarization with District requirements. This also eliminated a confined-space entry situation.</p> <p><i>Phase III</i> consists of rehabilitating the force main servicing this site. It is the last phase of this project anticipated around 2024</p>
Flow Meter Installation Project	This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist in the District's continued effort to reduce I&I.
Vactor Truck Purchase	This purchase will allow the District to clean sewer lines more frequently at typical "hot spot" areas (e.g., downtown area, Pt. Tiburon, Tiburon Blvd., Peninsula, San Rafael Ave., etc.). SD5 will also to perform more frequent cleaning at the Main Plant grit chamber, headworks and split box, as well as pump and transport solids from Paradise Cove back to the Main Plant. Recycle Water will be used for sewer cleaning activities
Force Main Rehabilitation Project	This project will consist of rehabilitating several force mains in the Tiburon Zone. Station #2, #3, #6 & #7
Pump Station Communications Project	Phase I completed. Master radio at the Main Plant has been upgraded, as well as the radio at Station #5. As new control panels come on-line in the Tiburon Zone, funds will be needed to bring the remaining 8 sites into the Main Plant communication network.
Undesignated Capital Projects	These funds are for unforeseen problems within the collection system.

BELVEDERE CAPITAL IMPROVEMENT PROGRAM

<i>Belvedere Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Sewer Line Rehabilitation Program	100,000	500,000		500,000		500,000		500,000		500,000	2,600,000
Pump and Valve Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
BPS #1 Control Panel Replacement		250,000									250,000
BPS #1 Emergency Generator& Roof Replacmnt	100,000										100,000
BPS #2 Force Main&Wet Well Rehabilitation				200,000							200,000
BPS #3 Force Main& Wet Well Rehabilitation Proj			750,000								750,000
BPS #7: Wet Well Rehabilitation	75,000										75,000
BPS#5,#8,#12 Wet Well Rehabilitation Project						200,000					200,000
BPS #9,#10,#11 Wet Well Rehabilitation					200,000						200,000
BPS #13 Force Main Rehabilitation Project										200,000	200,000
BPS #14 Force Main Rehabilitation Project								200,000			200,000
Power Feed Improvement Project (BPS#9,#10,#11)									300,000		300,000
San Rafael Ave Diverter Line Install							100,000				100,000
Man Hole Rehabilitation	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
<i>Belvedere Total</i>	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000

BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

Belvedere Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 7,644 lf of pipe remain to be rehabbed/replaced from the Harris Reports.
Pump Station Rehabilitation Program	The District has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. Therefore, the District has a program to replace pumps over a period of time instead of replacing them all at once.
Pump Station Control Panel Replacement	Within the Belvedere Zone, there are many pump stations with single-phase power with capacitors installed in the panel to generate three-phase power. The District is replacing the generators to new standardized control panels. To date - station #15, 14,13,12,5 & 3 control panels have been replaced. Need to purchase panels for #2 & #7
Pump Station Generator Replacement	Standby generators at the Belvedere pump stations were installed in the early 1980. Station #3 Generator recently replaced need to replace station #1 & #2 Generators
Pump Station Comm. Upgrade Project	These funds will be used to provide alarming and communication back to the Main Plant SCADA system, The new communication equipment will be standardized
Cove Rd. Force Main Replacement	These fund will be used to replace 2107 lf of 10' force main. The force main has blown out on two occasions prior to 2005. According to previous Staff, it was difficult to find good pipe material to connect to, when making the repair. Recently the forcemain was compromised as a result of a 3rd party. Same issue was encountered when repairing. The current pipe size also lacks capacity during major wet weather events.
Lagoon Rd. Power Feed Improvement Project	Lagoon Rd. has 3 pump stations which pump sewage to one another. These station have no back-up power. These funds would be available to purchase a generator and install power conduits to connect all three stations in order to provide immediate back up power to these sites and it also reduce staff overtime. Emergency preparedness
Flow Meter Installation Project	This project will consist of installing flow meters at certain corresponding pump stations to record flows from each site. This will assist with flow monitoring and assist District's continued effort to reduce I&I.
San Rafael Ave. Diverter Project	This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3.
Manhole Rehabilitation Project	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencias due to hydrogen sulfide deterioration.
CCTV Sewer System	This project will consist of retelivziing the belvedere collection system in order to get an updated condition of the sewer system and to assist in establishing an updated CIP program for sewer rehabilitation projects.
Undesignated Capital Projects	These monies are for unforeseen problems within the collection system.

PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM

<i>Paradise Cove Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Paradise Sewer Line Rehab Project				500,000							500,000
Grit Removal Project		50,000									50,000
Plant Grating Replacement- Fiberglass							25,000				25,000
Communications Upgrade - Cellular	20,000										20,000
Blower Replacement			20,000					20,000			40,000
UV Disinfection				60,000							60,000
Pump Replacement Program		25,000				25,000				25,000	75,000
Paint Treatment Plant									150,000		150,000
Undesignated Capital Projects	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
<i>Paradise Cove Total</i>	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Paradise Cove Project Name</i>	<i>DESCRIPTION</i>
Influent Pump Replacement Program	Currently there are 6 grinder-style pumps in service at ParadiseCove. Each has a usefule life of 7-10 years. This program is established to replace pumps as needed; not all at once.
Package Plant Coating	Due to its close proximty to the bay, the metal package-plants require marine coatings every 7-10 years.
Influent Well Access Cover Replacement	This project consists of replacing the current access covers with fixed, mounted, flush-to-the-ground, traffic-rated, as there is limited space at the Paradise Cove Plant.
Blower Replacement	The current blowers were installed as part of the 2009 start-up of the upgraded plant. They have a useful life of 7-15 years. SD5 must begin to replace them soon.
Plant Grating Replacement	This project will consist of replacing the current grating with non-rusting fiberglass grating.
Grit Removal Project	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
UV Disinfection	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant. Will need a feasbility study. Language included in current permit for future installation date, if feasible.
Undesignated Capital Projects	These funds will be used for unforeseen projects.

IMPROVEMENT PROGRAM

Project Descriptions	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Main Plant	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000
Tiburon Pumps & Lines	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000
Belvedere Pumps & Lines	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000
Paradise Cove	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000
MPR Debt Service + 2020 Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
TOTAL	2,527,360	2,452,790	2,807,848	2,562,534	2,951,848	2,320,793	1,924,360	2,387,496	2,630,198	1,677,466	24,242,693

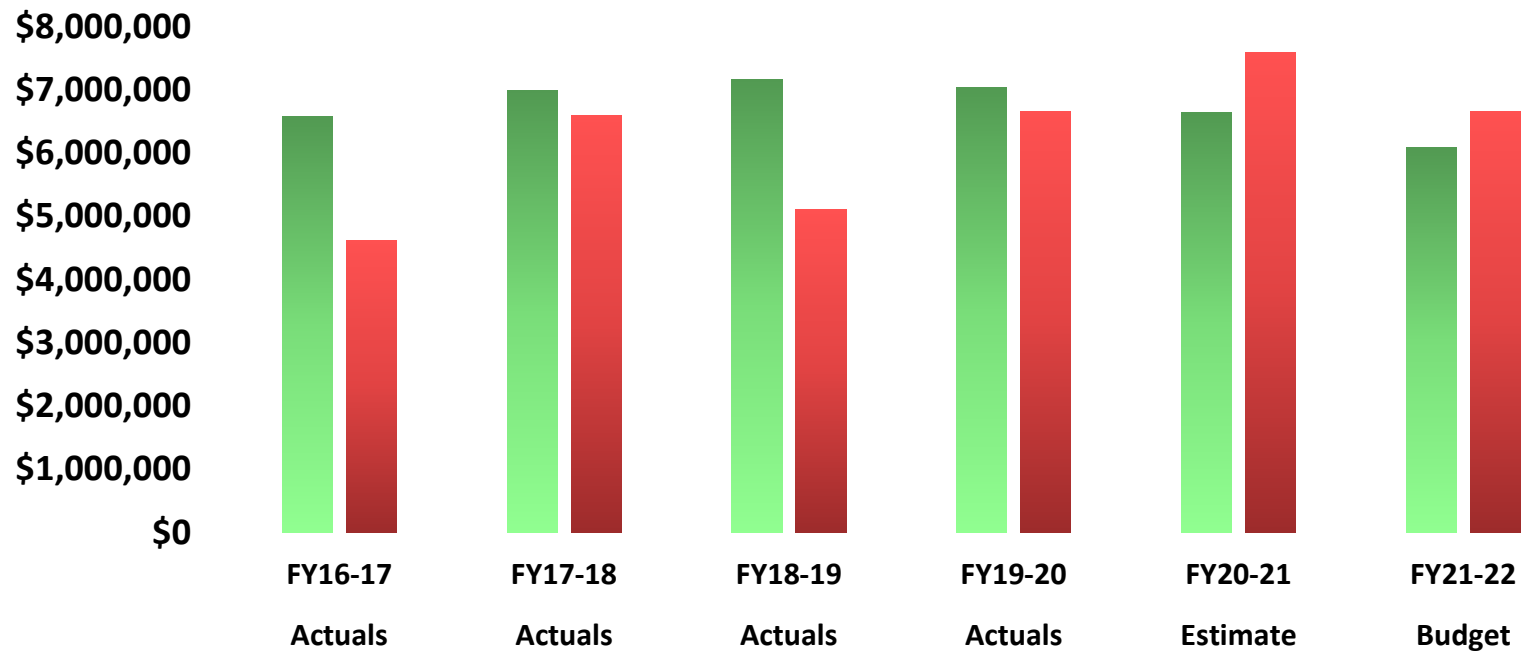
Sanitary District No. 5 of Marin County

Five-Year History: Detailed Comparison

FY 2016/2017 – FY2020/2021

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
Total Income	\$6,574,936	\$6,999,136	\$7,175,659	\$7,041,786	\$6,642,325	\$6,100,973
Total Expenses	\$4,626,159	\$6,594,620	\$5,118,771	\$6,662,256	\$7,601,142	\$6,663,259

SD5 Five-Year Comparison: All Income & Expenses



Ordinary Income/Expense	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21 (as of 6.08.2021)	BUDGET FY21-22					
Income											
5000 · Property Taxes											
5001.2 · Prop Tax Current Secured - Cap	692,382.26	747,671.64	802,789.43	825,273.51	864,898.70	825,000.00					
5002 · Prop Tax Current Unsecured	13,791.23	13,400.78	14,602.17	15,490.09	16,276.23	15,000.00					
5003 · Prop Tax Prior Unsecured	557.01	790.81	577.23	623.98	493.50	500.00					
5006 · Suppl Unsecured	226.61	914.69	153.53	1,329.82	878.47	300.00					
5041 · Suppl Assessment - Current	15,480.13	18,450.91	17,833.96	17,938.81	16,551.38	12,000.00					
5043 · Suppl Assessment - Redemption	3,757.96	0.00	576.94	351.60	86.54	0.00					
5046 · Excess ERAF	317,953.45	322,493.70	368,831.93	347,087.15	388,631.21	300,000.00					
5280 · HOPTR	3,802.18	3,773.58	3,748.37	3,727.82	3,136.04	3,333.00					
5483 · Other Tax (Unitary, RR, Misc.)		5,970.54	6,809.63	8,369.56	7,119.91	3,700.00					
Total 5000 · Property Taxes	1,047,950.83	3.00%	1,113,114.03	6.22%	1,215,923.19	9.24%	1,220,192.34	0.35%	1,298,072.00	6.38%	1,159,833.00
5007 · Sewer Service Charge											
5007.1 · Sewer Service - Tiburon Ops	2,130,009.00	1,782,023.48	2,013,740.22	2,457,932.86	2,411,097.20	2,283,000.00					
5007.5 · Sewer Service - Tiburon Cap	674,081.48	945,393.11	461,737.65	223,392.96	115,887.52	12,000.00					
5007.2 · Sewer Service-Belv Ops	997,893.32	1,102,361.07	1,359,848.48	1,392,534.36	1,399,718.01	1,300,000.00					
5007.3 · Sewer Service-Belv Cap	1,344,579.28	1,258,777.49	960,118.22	920,645.65	913,865.48	866,300.00					
5007.4 · Other User Fees	26,067.14	24,826.00	228,464.88	42,021.76	41,711.56	38,700.00					
Total 5007 · Sewer Service Charge	5,172,630.22	5,113,381.15	5,023,909.45	5,036,527.59	4,882,280.00	4,500,000.00					
5201 · Interest											
5201.1 · Interest County of Marin	65.95	323.86	1,778.65	0.00	136.53	0.00					
5201.2 · Interest LAIF	74,341.81	156,338.13	303,511.86	280,649.26	88,792.09	100,000.00					
Total 5201 · Interest	74,407.76	156,661.99	305,290.51	280,649.26	88,929.00	100,000.00					
5900.3 · Connection Fees											
5900.30 · Connection Permit Fees	4,400.00	9,500.00	5,250.00	16,752.00	9,025.00	7,000.00					
5900.31 · Collection	68,448.00	248,652.00	196,705.00	179,736.81	119,877.07	100,000.00					
5900.34 · Treatment	86,682.00	257,826.00	320,389.00	212,785.19	134,789.93	100,000.00					
Total 5900.3 · Connection Fees	159,530.00	515,978.00	522,344.00	409,274.00	263,692.00	207,000.00					
5900.4 · Inspection Permit Fees	17,150.00	16,700.00	22,990.00	16,174.00	22,170.50	20,000.00					
5900.5 · SASM Expense Reimb.	102,988.24	83,300.61	85,202.00	65,504.74	73,375.00	100,000.00					
5900.9 · Other Income	279.17	0.00	0.00	100.00	0.00	100.00					
5900.10 · Paradise Sewer Line Ext. Fees	0.00	0.00	0.00	13,364.00	13,806.00	14,040.00					
Total Ops & Capital Income	6,574,936.00	4.00%	6,999,136.00	6.45%	7,175,659.00	2.52%	7,041,786.00	-1.87%	6,642,325.00	-5.67%	6,100,973.00

Expense	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
6000 · Administrative Expenses						
6001 · Advertising	65.00	171.24	1,428.77	422.85	500.00	1,000.00
6008 · Audit & Accounting	30,548.58	25,666.11	25,052.03	27,848.17	40,000.00	40,000.00
6017 · Consulting Fees	94,145.84	130,145.58	101,260.61	138,030.88	350,000.00	150,000.00
6018 · Travel & Meetings						
6018.1 Travel & Meetings - Other	5,113.36	6,905.03	6,133.68	5,988.32	7,000.00	7,000.00
6018.2 · Standby Mileage Expense Reimb	6,786.64	6,377.62	7,765.05	7,785.45	8,300.00	8,000.00
Total 6018 · Travel & Meetings	11,900.00	13,282.65	13,898.73	13,805.99	15,346.69	15,000.00
6020 · Continuing Education	3,744.23	5,282.98	4,772.91	6,417.44	7,000.00	10,000.00
6021 · County Fees	15,690.49	16,702.69	17,230.26	15,950.36	16,570.52	16,590.00
6024 · Director Fees	6,700.00	6,500.00	5,700.00	7,300.00	7,000.00	9,000.00
6025 · Dues & Subscriptions	10,993.46	10,521.21	10,611.10	20,333.64	30,000.00	31,000.00
6026 · Elections	230.24	0.00	2,199.28	0.00	250.00	0.00
6033 ·2 PLP General Liability	23,352.91	11,453.45	29,353.50	37,774.84	45,535.00	45,000.00
PLP (GL) Rating Adjustments	-4,233.00	-4,240.00	-4,235.00	-771.00	8,204.00	0.00
PLP (GL) Dividends	-7,977.00	-8,962.00	-8,567.00	-9,818.00	-10,401.00	0.00
6033 ·1 Alliant Public Entity Phys Damage (Realty)	12,406.00	10,745.00	12,984.00	16,214.00	23,377.31	25,000.00
6033 ·3 (APD) Physical Property - Auto	1,248.00	1,231.00	1,342.00	1,227.00	3,730.00	4,000.00
6039 · Legal	75,666.07	54,668.73	40,527.88	33,527.90	40,000.00	50,000.00
6047 · Office Supplies	6,015.77	10,667.61	3,596.03	4,043.84	10,000.00	10,000.00
6056 · Postage	863.93	386.56	646.67	1,589.01	1,150.00	1,000.00
6059 · Pollution Prevention/Public Edu	2,863.31	2,346.80	4,141.94	2,429.92	5,000.00	5,000.00
6065 · Miscellaneous Expense	1,554.05	0.00	151.00		0.00	0.00
Total 6000 · Administrative Expenses	285,778.00	286,570.00	262,095.00	316,327.00	593,263.00	412,590.43
7000 · Ops & Maintenance Expenses						
7010 · Pumps & Lines Maintenance						
7011 · Pumps & Lines Maintenance	248,143.93	184,139.63	167,193.31	206,314.25	75,000.00	75,000.00
7013 · Emergency Line Cleaning/Repair	50,644.22	84,393.61	46,160.51	33,294.64	16,803.00	50,000.00
7015 · Inflow & Infiltration Study	0.00	0.00	0.00	0.00	0.00	0.00
Total 7010 · Pumps & Lines Maintenance	298,788.00	268,533.00	213,354.00	239,609.00	91,803.00	125,000.00
7020 · Main Plant Maintenance						
7021 · Plant Maintenance Supplies	5,718.58	9,408.58	7,971.94	19,431.85	22,000.00	25,000.00
7022 · Plant Maint. Parts & Service	40,448.84	58,224.01	47,313.85	129,771.23	125,000.00	130,000.00
7023 · Janitorial Supplies & Service	5,430.65	4,218.03	7,440.41	5,882.20	6,500.00	9,000.00
7024 · Main Plant Chemicals	75,920.48	102,771.14	97,497.63	94,229.90	100,000.00	111,000.00
7025 · Lab Supplies & Chemicals	65,830.16	56,438.21	18,902.70	62,744.99	20,000.00	20,000.00
7027 · Electrical & Instrument	88.24	1,373.17	4,620.27	5,876.28	5,000.00	15,000.00
7028 · Grounds Maintenance	2,919.87	2,162.32	3,037.58	7,890.20	6,500.00	5,000.00
7029 · Main Plant Sludge Disposal	24,122.52	26,949.06	22,334.68	33,493.32	39,750.00	41,000.00
7030 · Main Plant Outfall	0.00	0.00	0.00	0.00	0.00	6,500.00
Total 7020 · Main Plant Maintenance	220,479.00	261,545.00	209,119.00	359,320.00	324,750.00	362,500.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
7040 · Paradise Cove Plant Maint						
7041 · Paradise Parts & Service	11,209.84	6,468.21	3,072.15	8,994.83	12,000.00	10,000.00
7042 · Paradise Supplies & Chemicals	10,982.53	3,464.33	2,837.11	4,385.28	7,000.00	5,000.00
7043 · Paradise Sludge Disposal	8,104.67	5,520.35	8,320.56	9,845.00	3,000.00	0.00
7044 · P.C. Plant Outfall Pipeline					7,250.00	0.00
Total 7040 · Paradise Cove Plant Maint	30,297.00	15,453.00	14,230.00	23,225.00	22,000.00	15,000.00
7050 · Monitoring						
7051 · Main Plant Lab Monitoring	43,484.06	39,245.25	49,644.92	45,510.27	43,000.00	45,000.00
7052 · Paradise Cove Monitoring	12,783.00	9,755.86	17,617.00	14,983.40	15,000.00	15,000.00
7053 · Chronic Toxicity Program Eval	0.00	1,845.00	1,845.00	1,917.50	3,500.00	15,000.00
7065 · Dilution Study			0.00	18,917.31	0.00	0.00
Total 7050 · Monitoring	56,267.00	50,846.00	69,107.00	81,328.00	61,500.00	75,000.00
7060 · Permits/Fees						
7061 · Main Plant NPDES Renewal	0.00	21,628.75	4,320.50	7,295.00	3,800.00	0.00
7062 · Permits/Fees - General	44,287.15	31,705.63	38,165.51	40,740.40	60,000.00	50,000.00
7063 · Paradise Cove Permits/Fees	4,085.47	5,913.63	5,672.48	6,175.00	8,000.00	9,000.00
7064 · Paradise Cove NPDES Renewal	7,994.50	0.00	0.00	0.00	20,000.00	0.00
Total 7060 · Permits/Fees	56,367.00	59,248.00	48,158.00	54,210.00	91,800.00	59,000.00
7070 · Truck Maintenance						
7071 · Fuel	6,519.78	6,947.07	6,599.36	14,932.08	15,000.00	10,000.00
7072 · Truck Maintenance	4,090.32	9,344.39	6,675.22	5,581.19	25,000.00	15,000.00
Total 7070 · Truck Maintenance	10,610.00	16,291.00	13,275.00	20,513.00	40,000.00	25,000.00
Total 7000 · Ops & Maintenance Expenses	672,808.00	671,916.00	567,243.00	778,205.00	631,853.00	661,500.00
8000 · Salaries and Benefits Expenses						
8001 · Salaries	876,077.32	969,329.98	918,999.39	1,067,517.87	1,143,550.00	1,353,783.24
8003 · Overtime	138,034.13	77,636.89	145,295.17	135,674.44	118,000.00	100,000.00
8004 · Standby Pay	46,537.03	66,746.35	70,268.42	71,679.14	74,187.91	76,042.61
8005 · Employee Incentives	0.00	0.00	5,000.00	19,500.00	25,000.00	70,000.00
8006 · Vacation Buyout	22,318.11	20,199.25	41,125.19	27,281.72	27,000.00	30,000.00
8013 · Payroll Taxes	92,848.33	90,835.07	87,995.01	98,101.49	101,535.04	101,047.01
8015 · Payroll/Bank Fees	5,110.12	7,990.68	3,178.18	5,939.59	6,250.00	6,250.00
8016 · Car Allowance	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
8019 · PERS Retirement						
PERS Monthly Contributions	143,748.80	157,286.99	156,446.70	153,127.59	165,000.00	304,704.98
PERS Replacement Benefit Fund (RLL)	2,617.41	20,370.72	4,279.08	0.00	350.00	350.00
PERS Side Fund/UAL Payment	254,448.00	740,733.00	0.00	132,419.00	96,367.00	20,000.00
PERS UAL (SD5) Trust Fund	40,195.00	93,955.00	294,400.00	286,554.77	285,295.00	0.00
Total 8019 · PERS Retirement	441,009.00	1,012,346.00	455,126.00	572,101.00	547,012.00	325,054.98
8020 · Employee Health						
8020.05 · Employee Health	153,584.98	165,321.18	177,013.30	190,901.75	188,600.00	225,917.60
8021 · Employee Health Deductions	-8,943.46	-9,380.02	-4,490.17	-2,991.36	-4,748.05	-2,500.00
Total 8020 · Employee Health	144,642.00	155,941.00	172,523.00	187,910.00	183,852.00	223,417.60
8022 · Retiree Health						
CERBT/OPEB Retiree Annual Arc Contribution*	56,322.48	53,670.16	54,508.84	95,745.21	60,000.00	78,000.00
	37,096.83	65,700.00	66,644.28	70,200.00	72,400.00	118,400.00
Total 8022 · Retiree Health	93,419.00	119,370.00	121,153.00	165,945.00	132,400.00	196,400.00
8023 · Workers Comp Insurance						
W.C. Rating Adjustments	18,474.00	18,905.00	19,055.00	30,735.94	39,318.00	55,000.00
W.C. Dividend +/-or Rebate	1,763.00	-6,551.00	880.00		1,694.00	0.00
	-2,000.00	-2,322.00	-2,000.00	-2,000.00	-2,000.00	-2,000.00
Total 8023 · Workers Comp Insurance	18,237.00	10,032.00	17,935.00	28,736.00	39,012.00	53,000.00
Total 8000 · Salaries and Benefits Expenses	1,977,889.00	2,664,670.00	2,044,598.00	2,386,386.00	2,403,799.00	2,540,995.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
8500 · Other Operating Expenses						
8510 · Data/Alarms/IT Supp & Licensing	43,893.01	75,105.92	92,264.32	83,779.99	115,000.00	100,000.00
8515 · Safety	13,619.19	11,283.79	7,595.41	23,472.06	30,000.00	40,000.00
8520 · Personal Protection/Safety Wear	10,965.86	8,539.90	15,922.60	8,216.49	12,000.00	15,000.00
8530 · Telephone						
8531 · Main Plant Telephones	8,806.47	8,004.61	8,161.57	9,707.08	9,500.00	11,000.00
8532 · Paradise Cove Telephones	2,496.15	3,663.92	4,064.58	3,814.21	4,000.00	4,000.00
8533 · Pumps & Lines Telephones	3,677.57	6,533.07	6,216.14	5,830.34	6,000.00	7,000.00
Total 8530 · Telephone	14,980.00	18,202.00	18,442.00	19,352.00	19,500.00	22,000.00
8540 · Utilities						
8541 · Water	3,618.35	3,699.49	4,971.70	7,744.56	8,000.00	8,000.00
8542 · Main Plant Utilities	179,694.22	168,332.98	174,652.34	179,270.96	200,000.00	200,000.00
8543 · Paradise Cove Utilities	13,814.41	14,027.27	13,935.20	14,842.64	16,800.00	18,000.00
8544 · Pump Station Utilities	42,120.85	33,210.82	35,171.49	35,727.84	42,800.00	45,000.00
Total 8540 · Utilities	239,248.00	219,271.00	228,731.00	237,586.00	267,600.00	271,000.00
Total 8500 · Other Operating Expenses	322,706.00	332,403.00	362,955.00	372,407.00	444,100.00	448,000.00
Total OPERATING Expenses	3,259,515.00	3,955,893.00	3,237,225.00	3,853,659.00	4,073,349.00	4,063,419.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9100 · Capital Expenditures						
9200 · Main Plant Equipment Capital						
9201 · LED Lighting Upgrade		25,066.15	25,571.38			
9203 · Slurry Seal & Parking Plan		0.00	0.00			
9202.1 · M.P. Drainage Sample Rm Drain+2nd Drain Replacement						75,000.00
9202.2 · M.P. Drainage Load-out + Filtering						30,000.00
9204 · M.P. Boiler (Exhaust) Replacement		62,855.00	5,550.75			30,000.00
9205 · Influent Sumps/RAS Cover Rplcmt						
9206 · Infl Dry Weather Pump Rplcmt	32,163.94					40,000.00
9207 · Infl Wet Weather Pump Rplcmt	56,927.58					
9208 · M.P. Chemical Feed Pump Replacement	8,643.46					20,000.00
9209 · Screw Press Blend Redundancy			15,733.84		16,915.00	
9210 · Sludge Box Replacement		15,442.00				
9211 · Odor Control Upgrades						
9212 · M.P. Headworks Grinder Replacement			18,829.83	19,588.07	23,486.90	25,000.00
9212.1 · Explosion-proof Electric Hoist						10,000.00
9213 · Flare Rehabilitation						
9214 · Underground Pipe & Valve Replacement				12,307.96		
9215 · M.P. Restroom Remodels (2)						
9217 · M.P. Maint. Shop Replacement /Ops Control					15,172.33	
9218 · M.P. Generator Control Panel						
9219 · M.P. Cl2 Flash Mixer					12,160.81	15,000.00
9220 · M.P. Office & Bath Floor Replacement						
9221 · M.P. Portable Fuel Storage						
9225.94 · Server Upgrade + Replacement					5,323.75	
9225.95 · SCADA Upgrade					18,850.00	
9229.8 · Vehicle Replacement					3,000.00	
Total 9200 · Main Plant Equipment Capital	97,735.00	103,363.00	65,686.00	31,896.00	91,909.00	245,000.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9300 · Pumps & Lines Capital						
9301 · Tiburon Sewer Line Rehab Prog	120,306.13	440,376.23	439,893.30	723,554.74		1,000,000.00
9302 · Pump Station Control Panel Upgr	62,832.36	85,524.81	60,247.88	37,178.11		
9303 · Lateral Camera			13,750.48		362.71	
9304 · Belvedere Sewer Line Rehab Prog	78,578.93	195,439.87	344,441.80	891,836.07		100,000.00
9305 · Valve/Wet Well Lid Cover Replac						
9305.1 · Wet Well Rehabilitation - Belvedere						75,000.00
9305.2 · Wet Well Rehabilitation - Tiburon						50,000.00
9306 · PS Pump & Valve Replacement	50,938.12	48,660.54		52,247.95	18,150.00	50,000.00
9307 · PS Generator Replacement	24,529.79	60,284.50		16,123.19		
9308 · Station #5 Rebuild/4 Pumps/Gen						
9308.1 · Mar West PS#5, Phase I-Design						
9308 · Station #5 Rebuild/4 Pumps/Gen - Other						
9308.11 · Mar West PS#5, Phase I-Constr						
9308.2 · Mar West PS#5, Phase II-Constr		790,046.72				
Total 9308 · Station #5 Rebuild	0.00	790,046.72	0.00	0.00		
9309 · Cove Rd. BPS #1 Generator Replacement					0.00	100,000.00
9310 · Belv Pump Station Comm. Project			46,640.69		0.00	
9311.1 · Cove Rd Force Main Rplcmnt - Engineering			19,260.00	14,250.00	5,656.80	
9311.2 · Cove Rd Force Main Rplcmnt - Constr., Ph I					2,341,117.33	
9312 · Force Main Rehab - Multiple Sites					0.00	
9313 · Man Hole Rehabilitation				17,811.00	15,097.72	75,000.00
9314 · Portable Emergency Generators		34,462.47		997.14	95,587.89	
9227.8 · Vector Truck		21,785.00		310,144.91	7,891.43	
9315 · TPS Comm/Radio Upgrade Project	33,465.60	0.00	41,747.19		0.00	
Total 9300 · Pumps & Lines Capital	370,651.00	1,676,580.00	965,981.00	2,064,143.00	2,483,864.00	1,450,000.00
9400 · Paradise Cove Capital						
9401 · P.C. Sewer Line Rehab Prog						
9402 · P.C. Flow Meter Replacement					19,501.62	
9403.1 · P.C. Communication Upgrade - Cellular						20,000.00
9404 · P.C. Inf WWI Access Replacement				8,141.00		
9405 · P.C. Generator Replacement	49,903.24	899.22			0.00	
· P.C. Painting at Plant				52,058.23	52,759.00	
9406 · P.C. Plant Grating Rplcmnt - Fiberglass					1,730.73	
9410 · P.C. U.V. Disinfection						
Total 9400 · Paradise Cove Capital	49,903.00	899.00	0.00	60,199.00	73,991.00	20,000.00
9500 · Undesignated Capital						
9510 · Undesignated Cap - M.P.		33,817.00		14,684.13		25,000.00
9520 · Undesignated Cap - P.C. Plant	6,357.50				26,546.75	10,000.00
9530 · Undesignated Cap - P&L			32,479.97			50,000.00
Total 9500 · Undesignated Capital	6,358.00	33,817.00	32,480.00	14,684.00	26,547.00	85,000.00
Total 9100 · Capital Expenditures	524,647.00	1,814,659.00	1,064,147.00	2,170,922.00	2,676,311.00	1,800,000.00

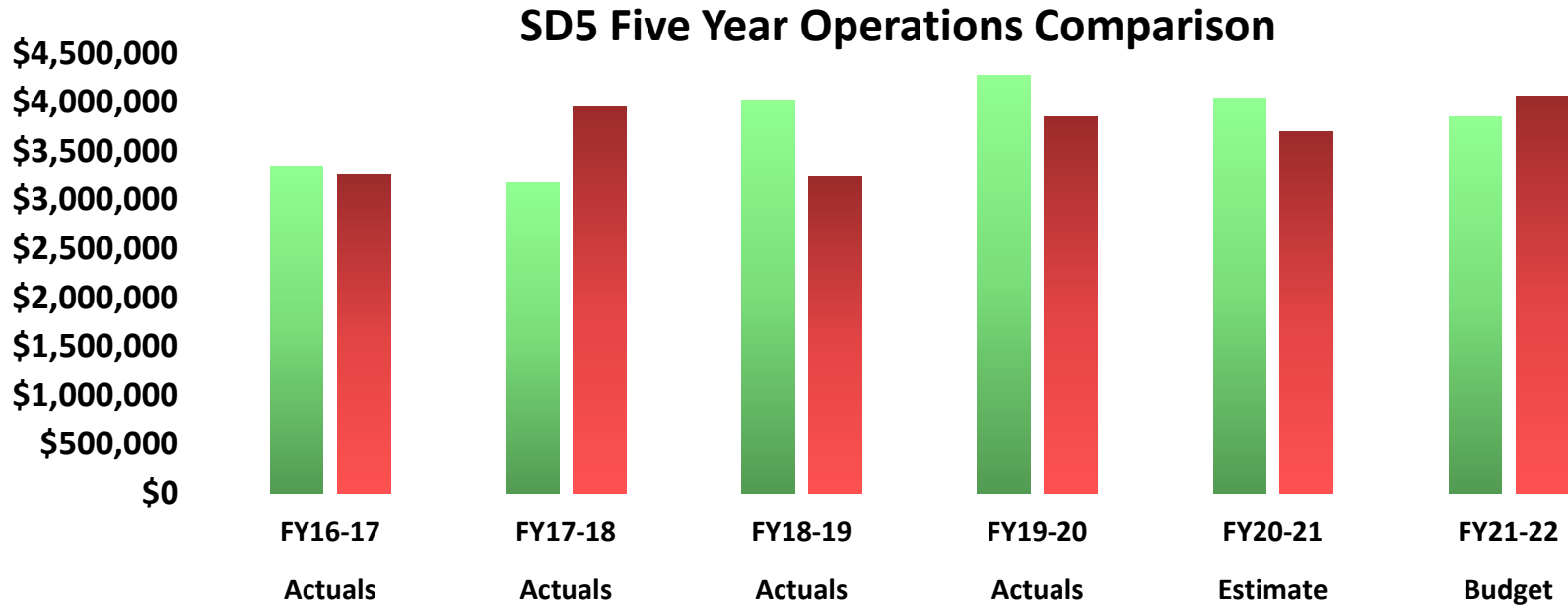
	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9700 · Debt Service						
9720 · Belvedere Loan						
9723 · Belvedere WestAm Loan Prin						
Total 9720 · Belvedere Loan						
9730 · Debt Service - MPR Project						
9731 · Debt Service MPR Bond Principal	450,000.00	450,000.00	460,000.00	470,000.00		
9732 · Debt Service MPR Bond Interest	391,996.84	374,067.94	356,348.79	167,675.00		
9734 · Debt Service MPR REFI Principal					660,000.00	595,000.00
9735 · Debt Service MPR REFI Interest					190,432.26	157,790.00
Total 9730 · Debt Service - MPR Project	841,997.00	824,068.00	817,399.00	637,675.00	851,482.00	753,840.00
Total 9700 · Debt Service	841,997.00	824,068.00	817,399.00	637,675.00	851,482.00	753,840.00
Total CAPITAL Expense	1,366,644.00	2,638,727.00	1,881,546.00	2,808,597.00	3,527,793.00	2,553,840.00
Total Ops & Capital Expense	4,626,159.00	6,594,620.00	5,118,771.00	6,662,256.00	7,601,142.00	6,617,259.00
Total Ops & Capital Net Income	1,948,777.00	404,516.00	2,056,888.00	379,530.00	-958,817.00	-516,286.00

Sanitary District No. 5 of Marin County

Five-Year History: Operating Comparison

FY 2016/2017 – FY2021/2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
Total OPS Income	\$3,353,195	\$3,175,373	\$4,020,786	\$4,271,669	\$4,041,835	\$3,848,800
Total OPS Expenses	\$3,259,515	\$3,955,893	\$3,237,225	\$3,853,659	\$3,702,058	\$4,063,419

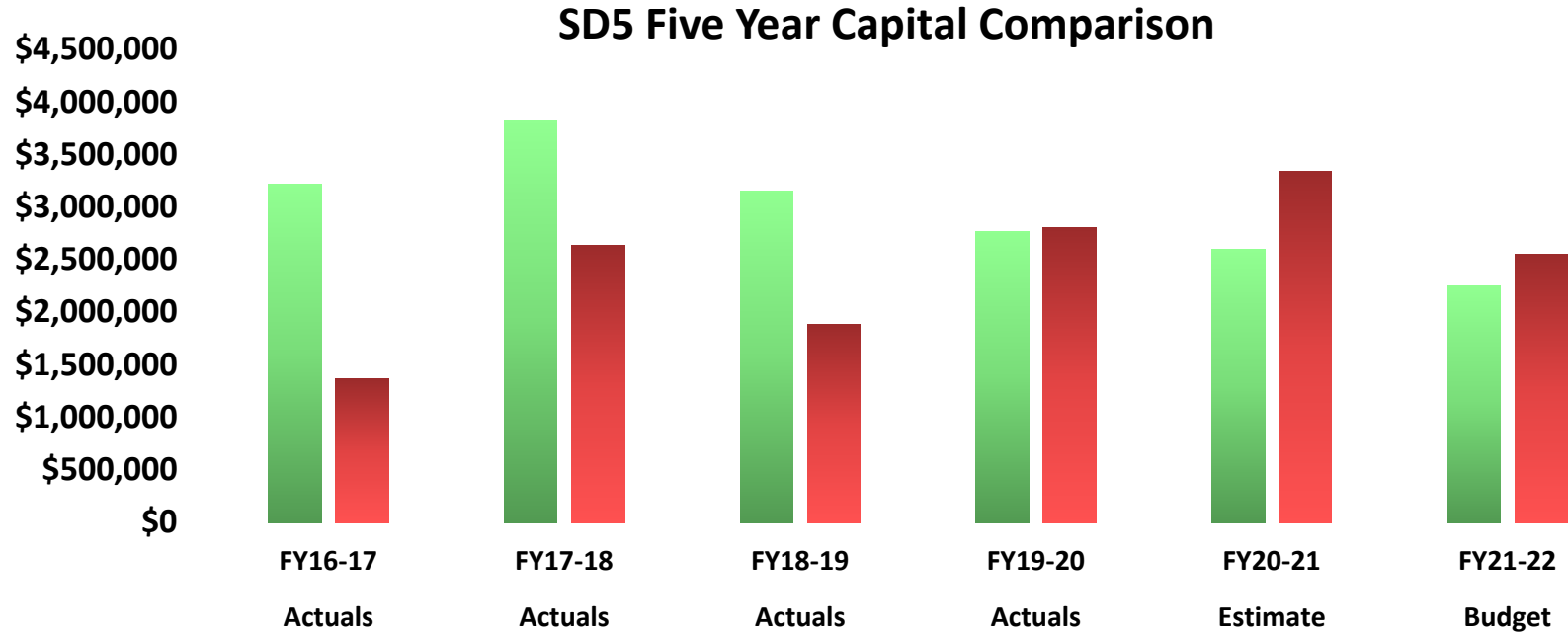


Sanitary District No. 5 of Marin County

Five-Year History: Capital Comparison

FY 2016/2017 – FY2021/2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
Total Capital Income	\$3,221,742	\$3,823,763	\$3,154,873	\$2,770,117	\$2,598,211	\$2,252,173
Total Capital Expenses	\$1,366,644	\$2,638,727	\$1,881,546	\$2,808,597	\$3,339,353	\$2,553,840



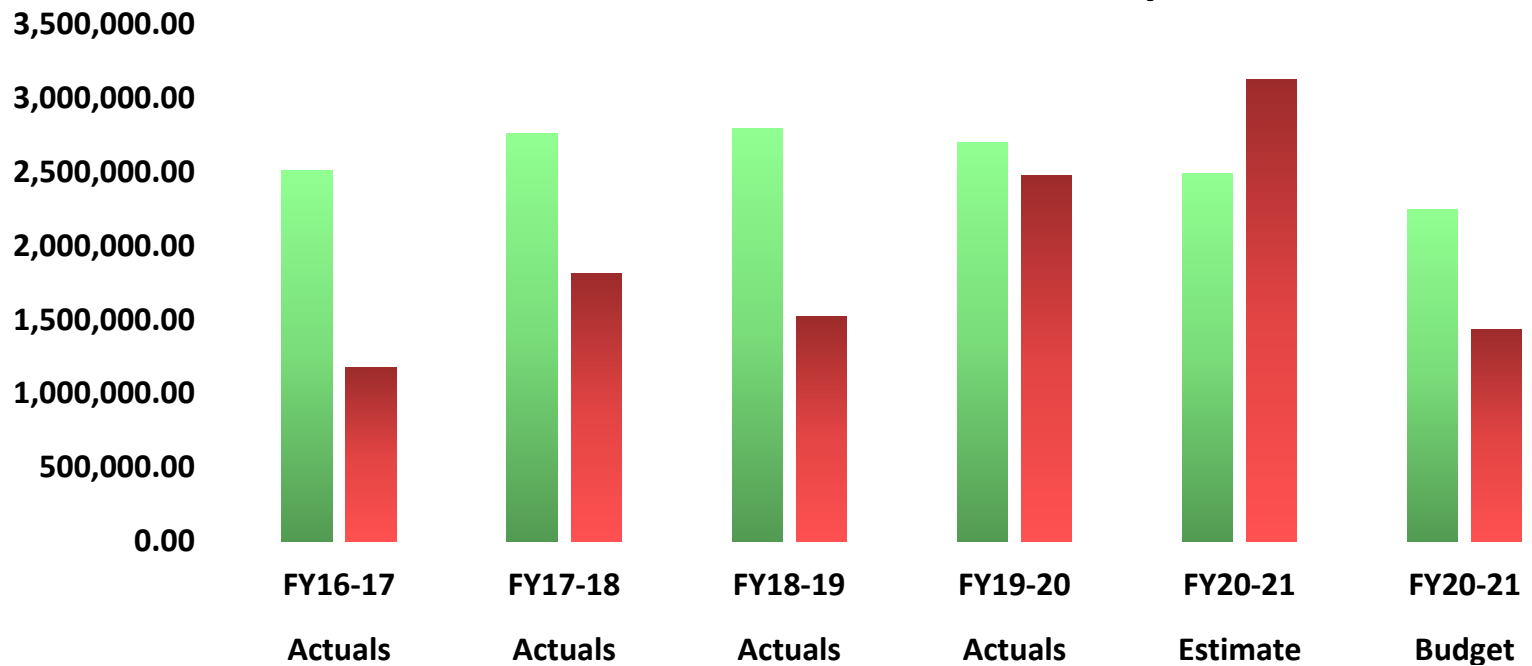
Sanitary District No. 5 of Marin County

Five-Year History: Zone Comparison

FY 2016/2017 – FY2021/2022

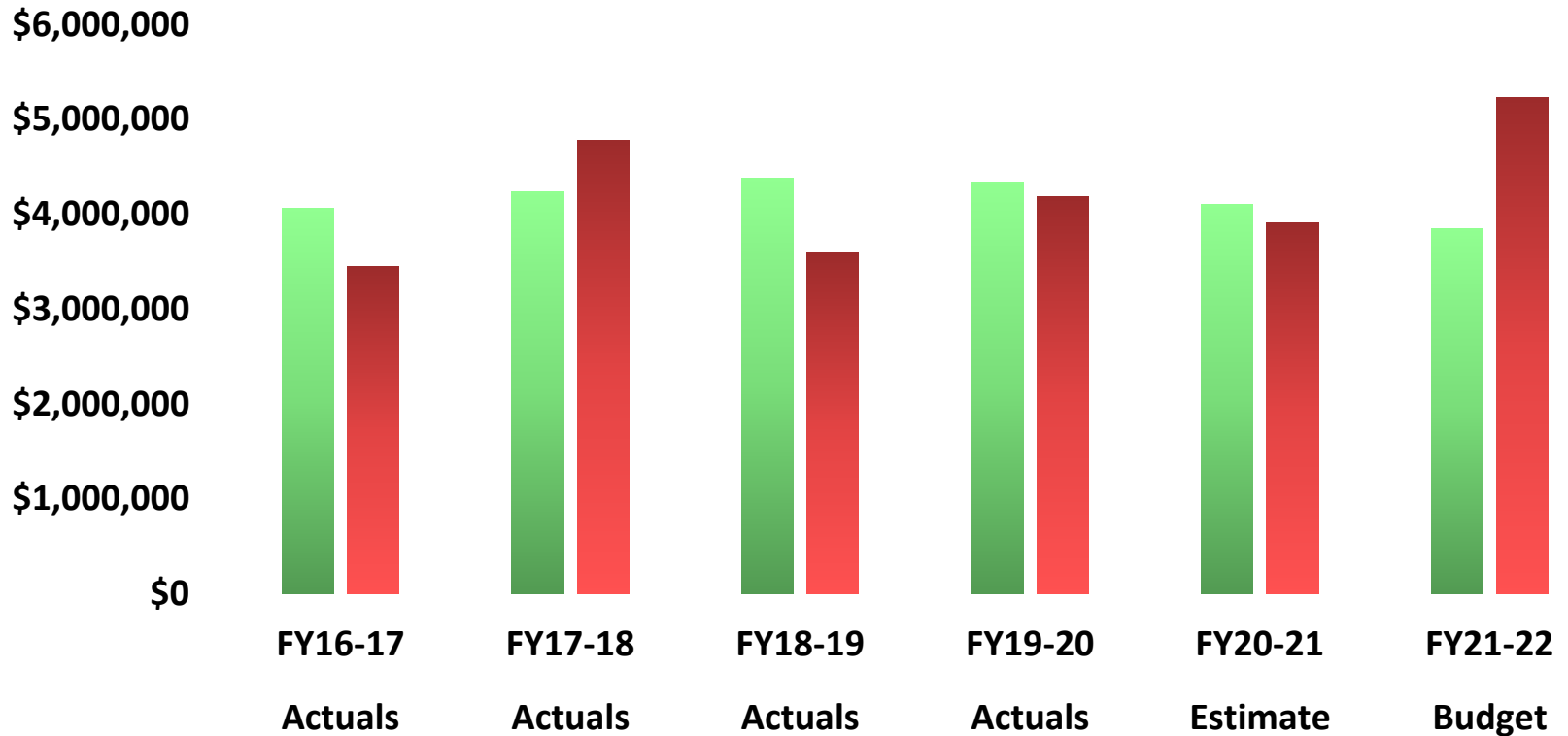
	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY20-21
Total Belvedere Income	2,510,937.06	2,762,519.03	2,798,998.24	2,699,969.62	2,495,243.92	2,249,026.00
Total Belvedere Expenses	1,174,352.77	1,815,375.75	1,522,994.60	2,475,003.32	3,131,094.77	1,436,258.00

SD5 Five-Year Belvedere Income & Expenses



	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
Total Tiburon Income	\$4,063,999	\$4,236,617	\$4,376,661	\$4,341,816	\$4,104,801	\$3,851,947
Total Tiburon Expenses	\$3,451,806	\$4,779,244	\$3,595,776	\$4,187,253	\$3,910,316	\$5,227,001

SD5 Five-Year Tiburon Income & Expenses



Sanitary District No. 5 of Marin County

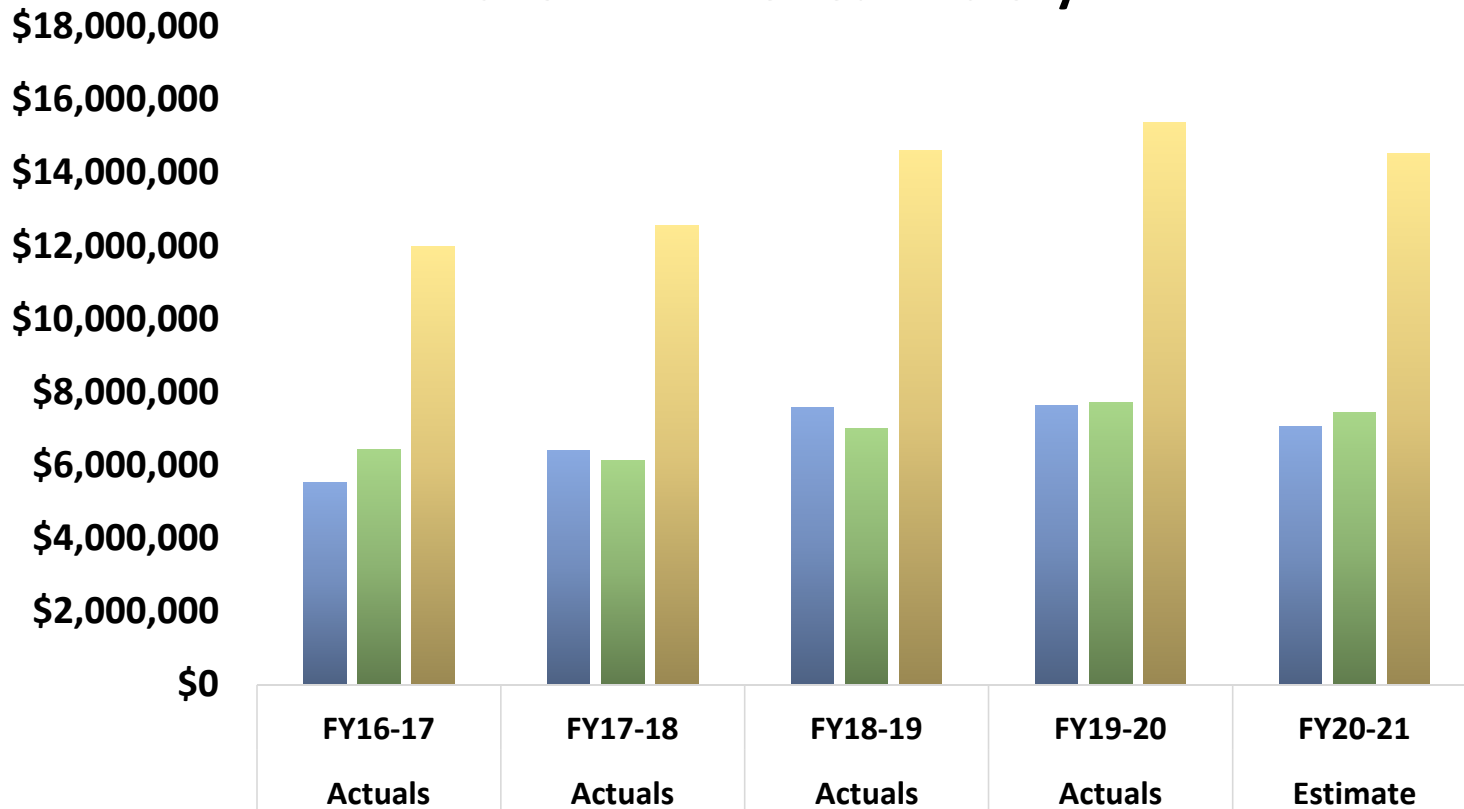
Five-Year History: Local Agency Investment Fund (LAIF) Comparison FY 2016/2017 – FY2021/2022

SD5 LAIF BALANCE HISTORY

	<u>Jun 30, 17</u>	<u>Jun 30, 18</u>	<u>Jun 30, 19</u>	<u>June 30, 20</u>	<u>June 30, 2021</u> <i>(Estimates)</i>
Local Agency Investment Fund					
Belvedere					
Belvedere Operating	1,106,322.19	3,269,832.33	3,692,092.99	3,604,760.86	3,662,702.28
Belvedere Operating Reserve	1,649,484.76	192,560.00	284,923.05	400,923.05	516,923.05
Belvedere Capital & CIP Reserve	2,756,461.71	2,558,239.36	3,109,367.66	3,035,594.94	2,168,491.17
Belvedere PERS Retirement Trust	13,179.61	47,790.00	152,530.00	254,615.00	356,250.00
Belvedere Disaster Recovery Fnd	0.00	356,250.00	356,250.00	356,250.00	356,250.00
Total Belvedere	5,525,448.27	6,424,671.69	7,595,163.70	7,652,143.85	7,060,616.50
Tiburon					
Tiburon Operating	906,018.99	2,640,032.40	2,106,182.56	2,204,697.69	1,965,614.18
Tiburon Operating Reserve	3,994,211.29	322,400.00	414,430.00	548,730.00	683,930.00
Tiburon Capital & CIP Reserve	1,525,684.02	2,455,291.37	3,583,834.92	3,865,887.47	3,512,349.86
Tiburon PERS Retirement Trust	27,310.20	86,360.00	275,620.00	460,090.00	643,750.00
Tiburon Disaster Recovery Fund	0.00	643,750.00	643,750.00	643,750.00	643,750.00
Total Tiburon	6,453,224.50	6,147,833.77	7,023,817.48	7,723,155.16	7,449,394.04
Total Local Agency Investment Fund	11,978,672.77	12,572,505.46	14,618,981.18	15,375,299.01	14,510,010.54

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21
Total LAIF - Belvedere	\$5,525,448	\$6,424,672	\$7,595,164	\$7,652,144	\$7,060,617
Total LAIF - Tiburon	\$6,453,225	\$6,147,834	\$7,023,817	\$7,723,155	\$7,449,394
SD5 LAIF Balance	\$11,978,673	\$12,572,505	\$14,618,981	\$15,375,299	\$14,540,011

SD5 LAIF Five Year History



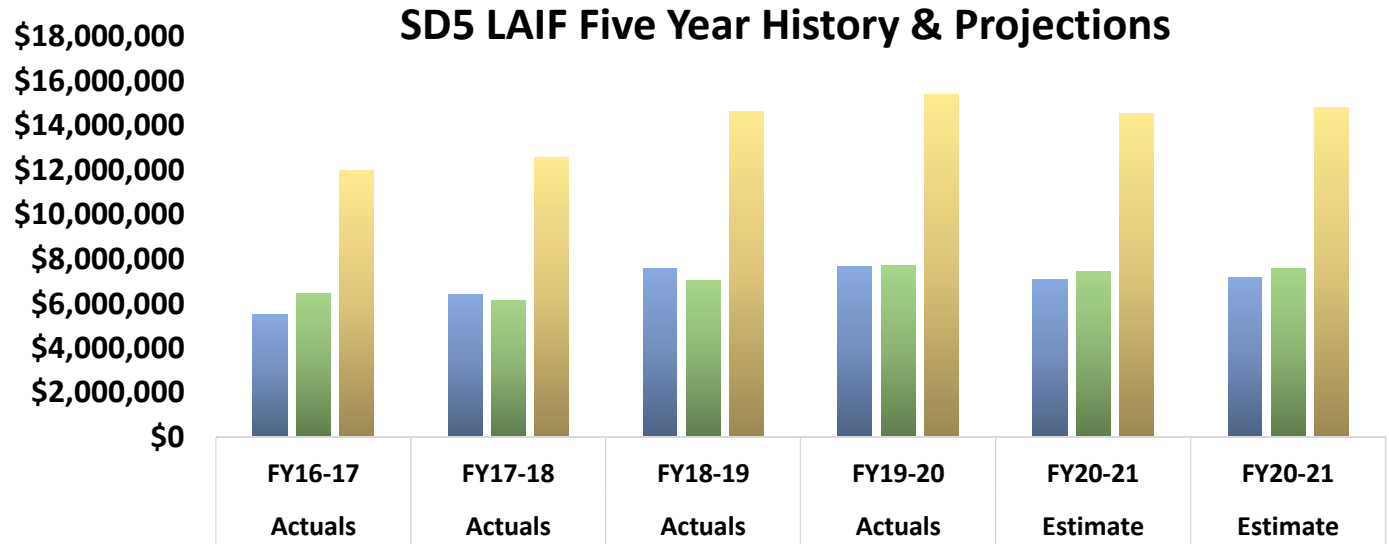
Sanitary District No. 5 of Marin County

**Five -Year Projection:
Local Agency Investment Fund (LAIF) Comparison
FY 2020/2021 – FY2024/2025**

SD5 LAIF BALANCE HISTORY & PROJECTION

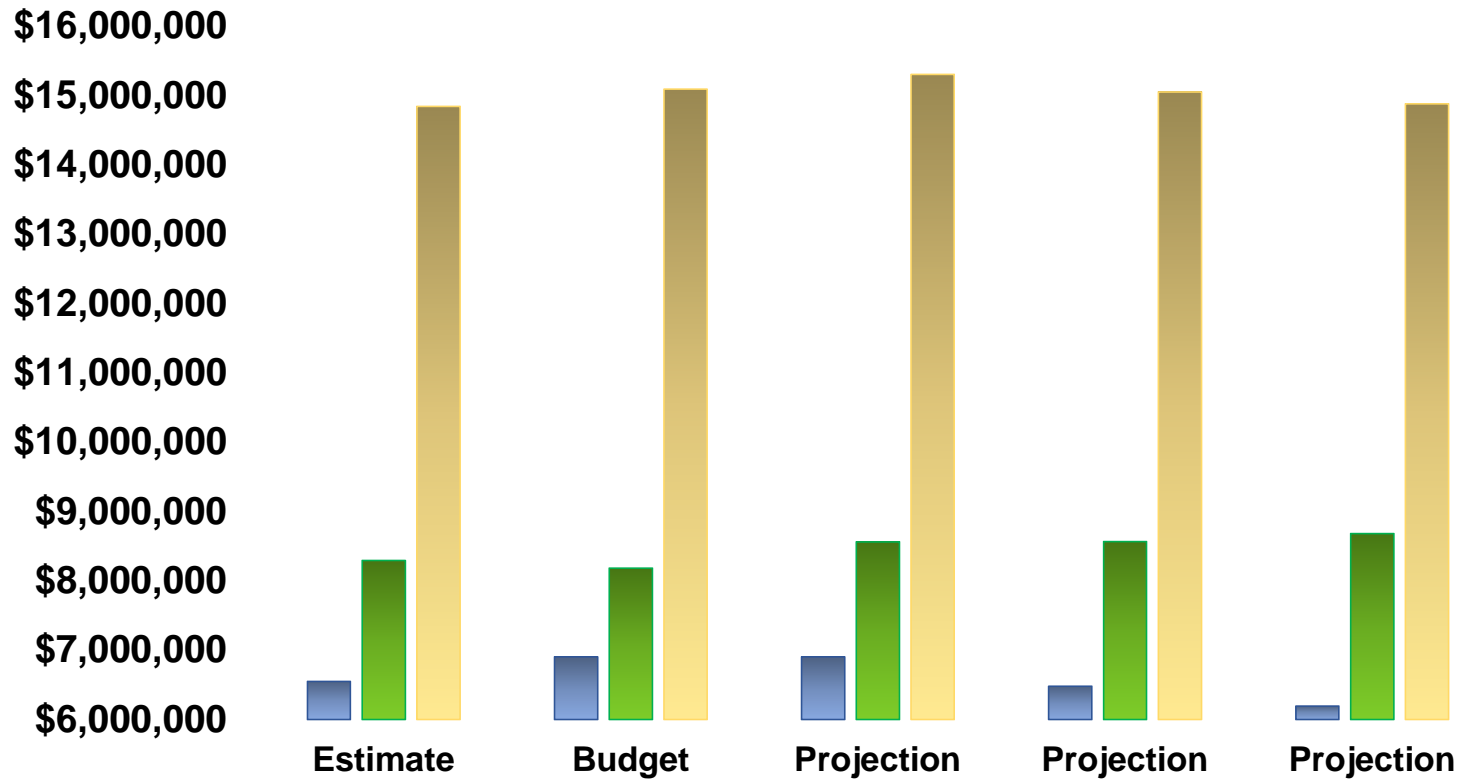
	<u>Jun 30, 17</u>	<u>Jun 30, 18</u>	<u>Jun 30, 19</u>	<u>June 30, 20</u>	<u>June 30, 2021</u> <i>(Estimates)</i>	<u>June 30, 2022</u> <i>(Estimates)</i>
Local Agency Investment Fund						
Belvedere						
Belvedere Operating	1,106,322.19	3,269,832.33	3,692,092.99	3,604,760.86	3,662,702.28	3,735,956.33
Belvedere Operating Reserve	1,649,484.76	192,560.00	284,923.05	400,923.05	516,923.05	527,261.51
Belvedere Capital & CIP Reserve	2,756,461.71	2,558,239.36	3,109,367.66	3,035,594.94	2,168,491.17	2,211,860.99
Belvedere PERS Retirement Trust	13,179.61	47,790.00	152,530.00	254,615.00	356,250.00	356,250.00
Belvedere Disaster Recovery Fnd	0.00	356,250.00	356,250.00	356,250.00	356,250.00	356,250.00
Total Belvedere	5,525,448.27	6,424,671.69	7,595,163.70	7,652,143.85	7,060,616.50	7,187,578.83
Tiburon						
Tiburon Operating	906,018.99	2,640,032.40	2,106,182.56	2,204,697.69	1,965,614.18	2,004,926.46
Tiburon Operating Reserve	3,994,211.29	322,400.00	414,430.00	548,730.00	683,930.00	697,608.60
Tiburon Capital & CIP Reserve	1,525,684.02	2,455,291.37	3,583,834.92	3,865,887.47	3,512,349.86	3,582,596.86
Tiburon PERS Retirement Trust	27,310.20	86,360.00	275,620.00	460,090.00	643,750.00	643,750.00
Tiburon Disaster Recovery Fund	0.00	643,750.00	643,750.00	643,750.00	643,750.00	643,750.00
Total Tiburon	6,453,224.50	6,147,833.77	7,023,817.48	7,723,155.16	7,449,394.04	7,572,631.92
Total Local Agency Investment Fund	11,978,672.77	12,572,505.46	14,618,981.18	15,375,299.01	14,510,010.54	14,760,210.75

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Estimate FY20-21
Total LAIF - Belvedere	\$5,525,448	\$6,424,672	\$7,595,164	\$7,652,144	\$7,060,617	\$7,187,579
Total LAIF - Tiburon	\$6,453,225	\$6,147,834	\$7,023,817	\$7,723,155	\$7,449,394	\$7,572,632
SD5 LAIF Balance	\$11,978,673	\$12,572,505	\$14,618,981	\$15,375,299	\$14,540,011	\$14,790,211



	Estimate FY20-21	Budget FY21-22	Projection FY22-23	Projection FY23-24	Projection FY24-25
Total Belvedere LAIF + Cash Balance	\$6,547,744	\$6,902,096	\$6,902,096	\$6,478,819	\$6,193,458
Total Tiburon LAIF + Cash Balance	\$8,290,599	\$8,181,575	\$8,561,656	\$8,566,174	\$8,680,190
Total SD5 LAIF + Cash Balance	\$14,838,343	\$15,083,671	\$15,297,089	\$15,044,994	\$14,873,649

SD5 Five-Year LAIF + Cash Projections



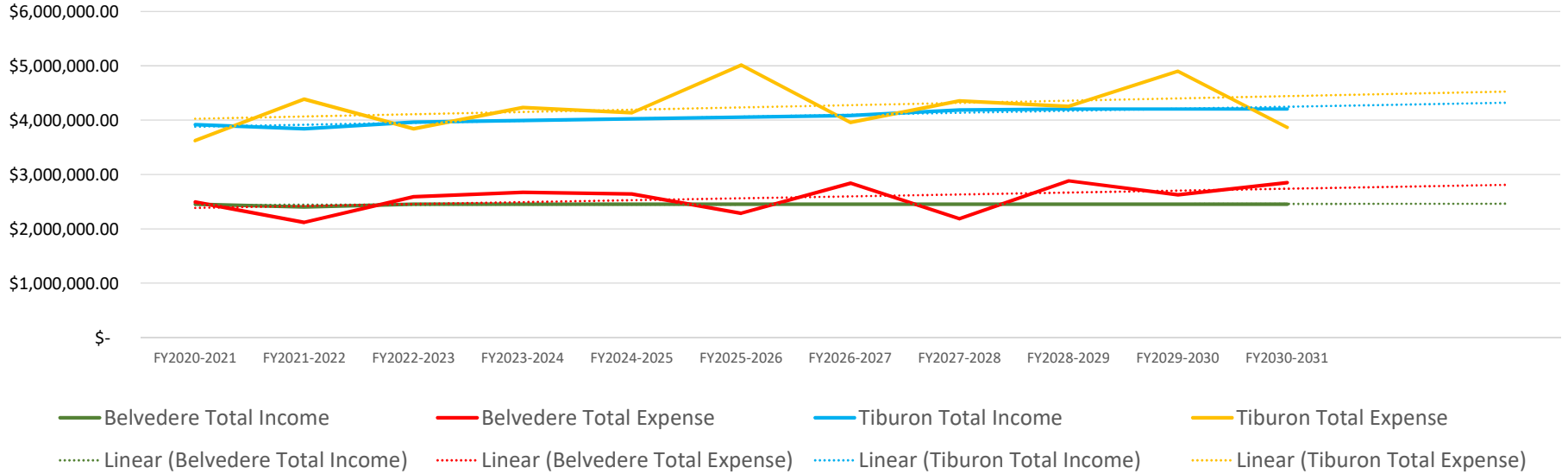
Sanitary District No. 5 of Marin County

**SD5 Income & Expense History & Projection:
Tiburon & Belvedere**

FY 2020/2021 – FY2030/2031

21-22 Budget Projections	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Belvedere Total Income	\$ 2,455,642.00	\$ 2,405,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00
Belvedere Total Expense	\$ 2,497,520.00	\$ 2,120,557.00	\$ 2,591,601.00	\$ 2,672,695.00	\$ 2,645,436.00	\$ 2,286,613.00	\$ 2,839,765.00	\$ 2,183,931.00	\$ 2,883,383.00	\$ 2,626,164.00	\$ 2,850,069.00
Tiburon Total Income	\$ 3,920,032.00	\$ 3,842,781.00	\$ 3,965,985.00	\$ 3,995,985.00	\$ 4,025,985.00	\$ 4,055,985.00	\$ 4,085,985.00	\$ 4,185,985.00	\$ 4,205,985.00	\$ 4,205,985.00	\$ 4,205,985.00
Tiburon Total Expense	\$ 3,624,511.00	\$ 4,387,284.00	\$ 3,841,083.00	\$ 4,234,444.00	\$ 4,139,368.00	\$ 5,014,174.00	\$ 3,960,434.00	\$ 4,354,218.00	\$ 4,256,315.00	\$ 4,898,802.00	\$ 3,869,009.00

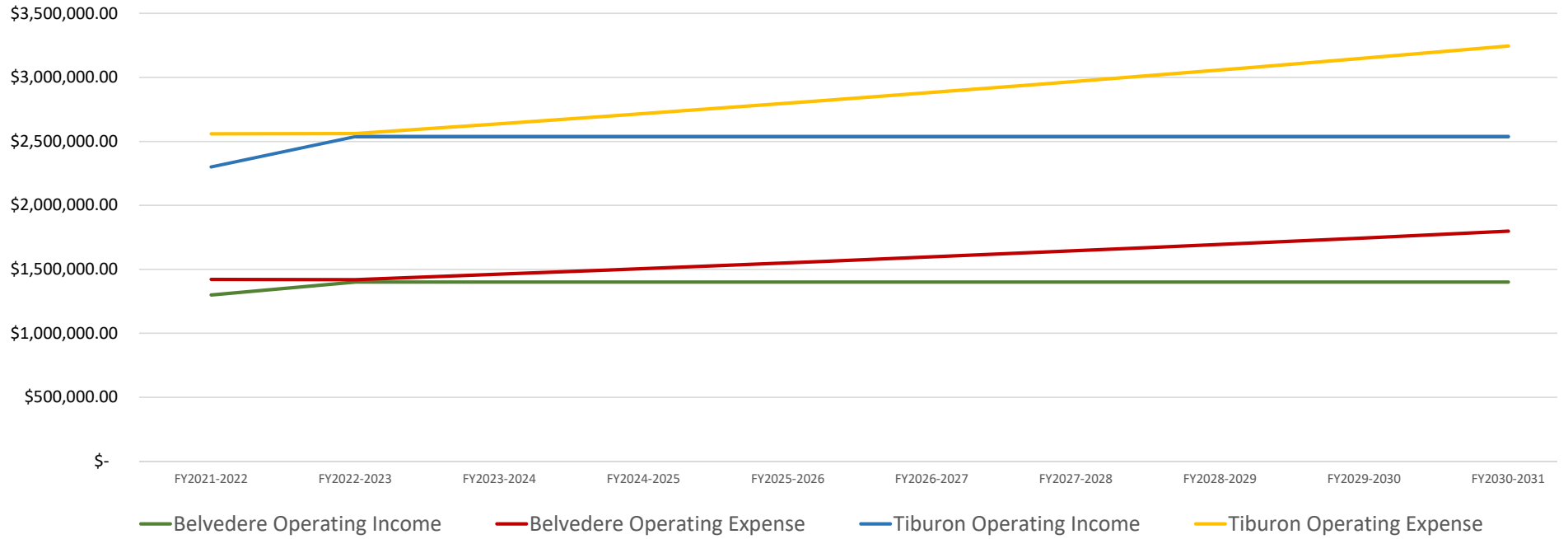
Total Income vs. Expense Per Zone



Please note: Capital Expense Assumptions are rough estimates of future capital work and fiscal year status may change from year to year

21-22 Budget Projections	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Belvedere Operating Income	\$ 1,300,000.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00
Belvedere Operating Expense	\$ 1,421,481.00	\$ 1,419,125.00	\$ 1,461,699.00	\$ 1,505,550.00	\$ 1,550,717.00	\$ 1,597,238.00	\$ 1,645,155.00	\$ 1,694,510.00	\$ 1,745,345.00	\$ 1,797,706.00
Tiburon Operating Income	\$ 2,300,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00
Tiburon Operating Expense	\$ 2,559,000.00	\$ 2,560,770.00	\$ 2,637,593.00	\$ 2,716,721.00	\$ 2,798,223.00	\$ 2,882,169.00	\$ 2,968,634.00	\$ 3,057,693.00	\$ 3,149,424.00	\$ 3,243,907.00

2021-2022 & Future Operating Income vs Operating Expense Projections



Please note: Income projections assume no change in Sewer Service Charge revenue, nor does it account for interest earnings and inspection fees. Operating Expense assumptions account for 3% annual increase across all operating expense line items.

SANITARY DISTRICT NO.5 OF MARIN COUNTY ANNUAL BUDGET FY2021-2022



7/1/2021

Fiscal Year 2021-2022 Annual Budget July 1 -
June 30

Adopted by the Board of Directors on June 17, 2021

Sanitary District No.5 of Marin County Annual Budget FY2021-2022

Fiscal Year 2021-2022 Annual Budget July 1 - June 30

FISCAL YEAR 2021-2022 BUDGET ACKNOWLEDGEMENTS

Board of Directors

Richard Snyder, President *Elected: November 2020-2024*

John Carapiet, Vice President *Elected: November 2020-2024*

Catherine Benediktsson, Secretary *Elected: November 2018-2022*

Tod Moody, Director *Elected: November 2018-2022*

Omar Arias Director *Elected: November 2020-2024*

EXECUTIVE TEAM

Tony Rubio, District Manager

Robin Dohrmann, Office Manager

Rulon K Cottrell, Operations Superintendent

Dan Latorre, Maintenance/Collection System Superintendent

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2 SD5 MISSION STATEMENT, VALUES AND GOALS

2.1 SD5 MISSION STATEMENT

Sanitary District No.5 of Marin County is a special district dedicated to the protection of public health and the environment through effective and economical collection, conveyance, treatment, and disposal of wastewater that meets or exceeds all local, state, and federal regulations.

2.2 SD5 VALUES

Sanitary District No.5 of Marin County Board Members and Staff operate under a set of core values in respect to all District Functions. That set of values include:

- Public Health & Sanitation
- Excellent Customer Service
- Fiscal Responsibility
- Public Transparency
- Work-Place Safety
- Effective/Reliable Long-Term Capital, Operation, Maintenance, Fiscal Planning
- Valued Work Force
- Effective Communication and Decision Making
- Environmental Stewardship

2.3 SD5 GOALS

As outline in the Districts Strategic Plan the District has six major goals which assumes Financial Stability as the overall goal:

- Goal One: *Protecting Public Health and Employee Safety*
- Goal Two: *Infrastructure Reliability*
- Goal Three: *Fiscal Accountability*
- Goal Four: *Operational Capability*
- Goal Five: *Employee Development*
- Goal Six: *Resource Recovery/Energy Sustainability*

3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES

3.1 SD5 GENERAL HISTORY

- Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district.
- 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive.
- 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act
- The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California.
- 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant.
- In 2005 the City of Belvedere sewage collection system was annexed to the District.
- Sewer Rates as of 2021 the Belvedere Zone are \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone.

3.2 SD5 FACILITIES DESCRIPTION

The District owns and operates two (2) wastewater treatment plants and its associated collection and conveyance systems.

- The Paradise Cove Treatment plant has a capacity of up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. It is an extended aeration activated sludge secondary treatment plant that serves the unincorporated portion of Tiburon.
- The Tiburon Main Treatment Plant has a capacity of up to 2.3 MGD with a peak flow max of 6.7MGD. It is a conventional activated sludge treatment plant, serving the Town of Tiburon east of Gilmartin and the City of Belvedere.
- There is a total of 24 pump stations in the Districts service area. 22 providing pumping to the Main Treatment Plant and 2 providing pumping to the Paradise Cove Plant
- Of those 24 pump stations 13 are in the City of Belvedere and 11 in the Tiburon service area
- There is a total of 153,120 linear feet (29 miles) of gravity sewer lines that range in size from 6'' to 24''
- There is a total of 26,400 lineal feet (5 miles) of pressure force main.
- There is a total of 2,230 residential connections and 86 commercial accounts. The estimated population for the Districts service area is 8,800 people.

4 BUDGET INTRODUCTION

Sanitary District No.5 of Marin County (“SD5” or “District”) is a special enterprise district that was formed under the Sanitary District Act of 1923 (California Health and Safety Code, Section 6400 et. Seq). The District was established on May 22, 1922 and serves approximately 2,326 residential and commercial connections over 6.4 square miles within the Town of Tiburon East of Gilmartin Drive and the City of Belvedere and the unincorporated area of Tiburon between 3150 Paradise Drive and 4200 Paradise Drive.

The Fiscal Year 2021-2022 Budget supports the following strategic plan goals:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually and ensure adequate funding is in place
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (2021-2022)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding to ensure OPEB funding is on track
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPR and keeping pensions costs down

4.1 BUDGET GUIDE

The Fiscal Year 2021-2022 Budget document is organized into the following sections:

- Fiscal Year 2021-2022 Budget Overview
 - Income Summary
 - Expense Summary
- Operations and Maintenance Budget
 - Operating Income
 - Operating Expenses
 - Staff Summary and Organization Chart
- Capital Budget
 - Capital Improvement Income
 - Capital Improvement Expenses
- Reserve Policy
- Appendix A-I

A complete set of financial schedules for the budget are included in the Appendix A-I of this report.

4.2 BUDGET OVERVIEW

This segment presents a summary of the budget by income sources and expenses. They are split between Tiburon and Belvedere. Expenses are split between Operating Expenses and Capital Expenses. Fund balances are also shown on this overview. Each of these areas are broken down into greater detail in later sections of this report. Table 1 Below shows previous year budget and actuals with the proposed budget for FY2021-2022.

In summary the FY2021-2022 budget includes \$6.05 million in total income, \$6.53 million in total expenses and an ending fiscal year balance of \$12 million.

Table 1- Budget Summary

Type	FY20-21 Budget	FY20-21 Actuals	FY21-22 Budget
<i>Income</i>			
Property Tax Tiburon	\$981,933	\$1,210,833	\$1,156,000
Tiburon Sewer Service	\$2,669,839	\$2,552,438	\$2,295,000
Belvedere Sewer Service	\$2,315,443	\$2,234,403	\$2,182,589
Interest	\$156,402	\$100,000	\$100,000
Connection Fees	\$200,000	\$185,000	\$200,000
PDSLE Fees	\$13,806	\$13,806	\$14,040
Other Income	\$100	\$100	\$100
Permit Fees/Inspection	\$22,124	\$27,000	\$27,000
SASM Reimbursement	\$101,680	\$109,000	\$100,000
Total Budgeted Income	\$6,436,501	\$6,432,479	6,074,862
<i>Expense</i>			
Operating Expense	\$3,902,346	\$3,941,379	\$3,980,842
Capital Expense	\$3,640,460	\$3,650,470	\$2,588,740
Total Budgeted Expense	\$7,542,806	\$7,591,849	\$6,569,582
Net Ordinary Income- Expenses	(\$1,106,306)	(\$1,159,370)	(\$494,720)
<i>Fund Balances</i>			
Operating Reserve	\$5,376,430	\$5,963,670	\$5,963,670
Capital Reserve	\$6,746,481	\$5,122,139	\$5,122,139
Emergency Reserve	\$1,000,000	\$1,000,000	\$1,000,000
Unfunded Accrued Liability Reserve	\$714,705	\$1,000,000	\$1,000,000
CERBT Fund	\$718,194	\$960,819	\$960,819
Total Cash Balance including reserves	\$14,555,810	\$14,046,628	\$14,046,628

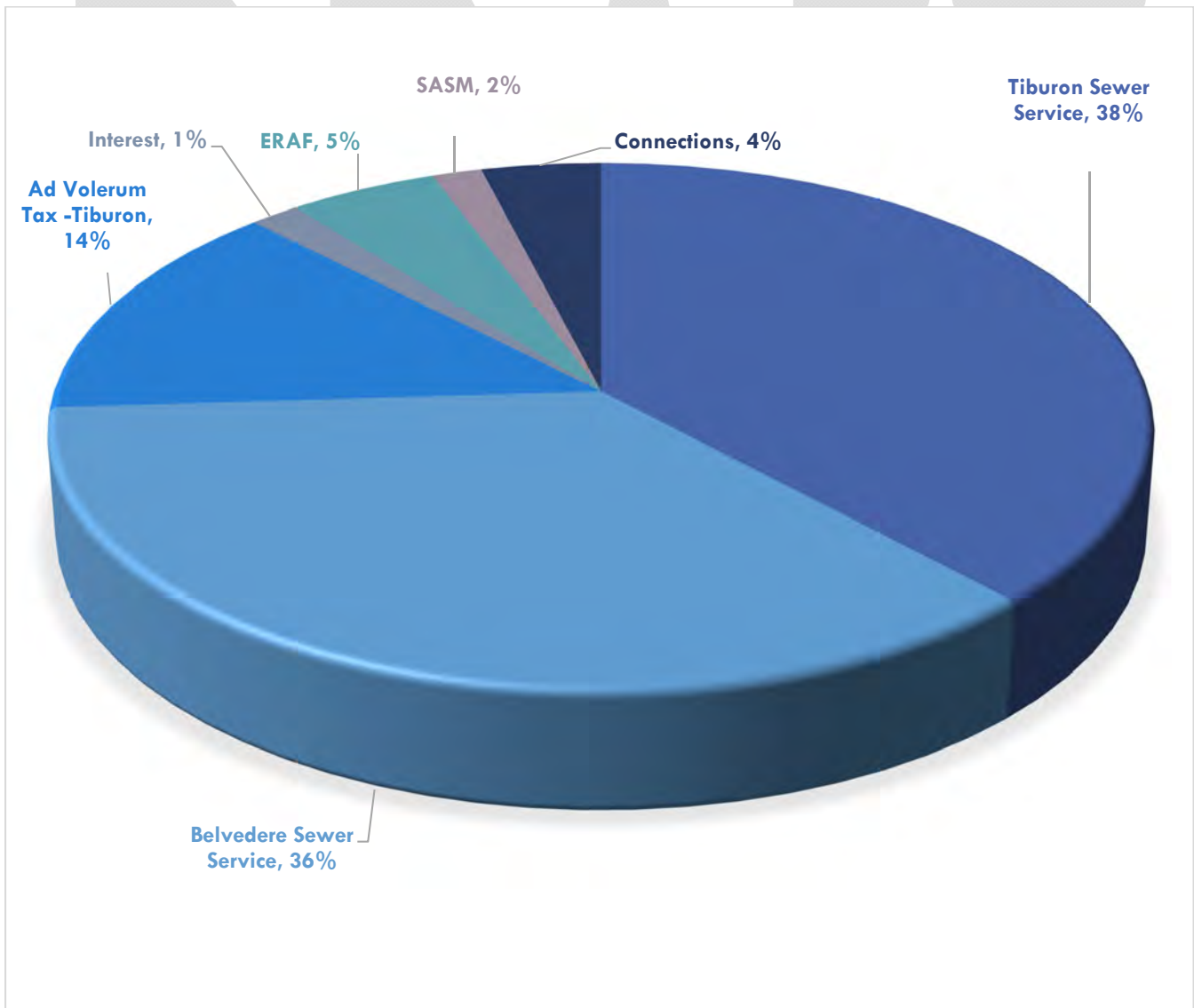
4.3 INCOME SUMMARY

The District has 2 major recurring sources of annual income: sewer service charges and ad valorem (property taxes- Tiburon Only). Additionally, the District receives other minor revenue from permit and connection fees, bank deposit interest and other income.

Income Assumptions:

- \$1034 for the Tiburon Service Area per EDU (equivalent dwelling unit)
- \$1985 for the Belvedere Service Area per EDU (equivalent dwelling unit)
- Interest Revenue for LAIF accounts is estimated at 2.5% for FY2021-2022
- Ad Valorem (Property Tax) applies to Tiburon Zone only
- Excess ERAF (educational Revenue Augmentation Fund) is subject to CA tax shifts
- Other income: Outstanding accounts receivable, Private SSO Reimbursements, CAL- Card incentive payments and CSRMA PLP Dividends.

Chart 1- Budgeted Income by Source



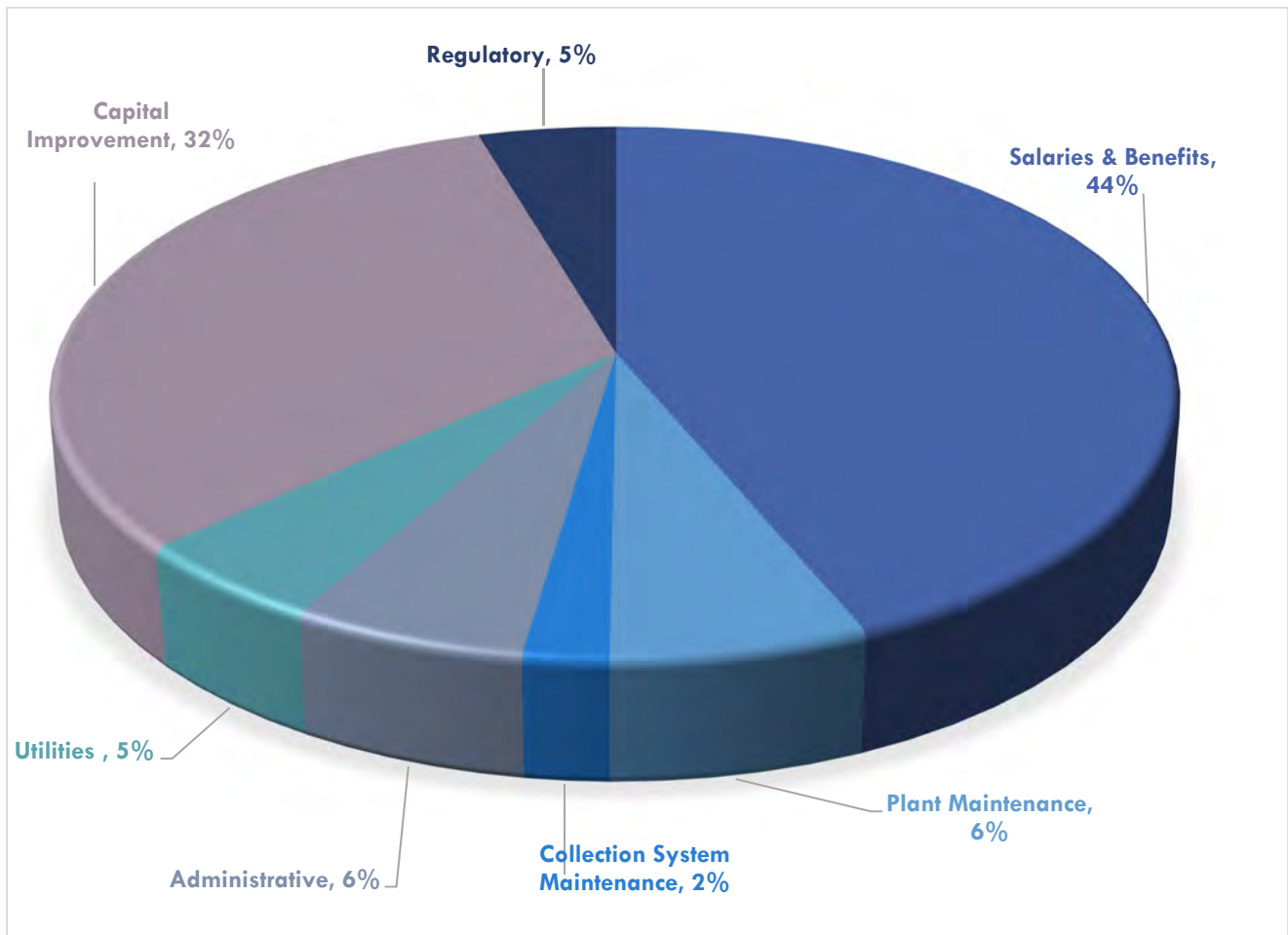
4.4 EXPENSE SUMMARY

Expenditures are split in two basic categories: Operations/Maintenance and Capital. Chart 2 shows the breakdown of major expenditure categories in FY2021-2022, with operations totaling 68% and Capital totaling 32%.

Expense Assumptions:

- Salary categories include a 2.5% COLA (cost of living) increase
- PERS Classic Members Employer Contribution rate is 14.76% and EPMC rate is 8.64% for FY21-22
- PEPRa Member Employer Contribution rate is 7.7%
- Classic Members are scheduled for 4% reimbursement to the District for Employer Paid Contribution rate.
- Workers compensation XMOD (experience modification) factor is 1.32%
- Zone Percentage Allocations are set by previous calendar year Influent Flow Totals
- Main Plant Split is: 62.95% Tiburon/37.05% Belvedere
- District Wide Split is: 61.1% Tiburon/35.96% Belvedere/2.92% Paradise Cove

Chart 2 Budgeted Expenditures by Type



Total salary and benefit costs include all direct wages/salaries, payroll taxes and benefits. It also includes retiree health payments, retiree health prefunding for current employees and CalPERS retirement reserve funding. Total Personnel Costs in FY 2020-2021 were 2.40 Million and personnel costs budgeted for FY 2021-2022 are estimated at \$2.54 Million. A 2.5% increase in COLA and the addition of 1 Full Time employee is projected for FY21-22.

Other operational expenditures are costs associated with general operations of the District and are categorized as Administrative Expense, Pumps and Lines Maintenance, Main Plant Maintenance, Paradise Cove Maintenance, Monitoring, Permits and Fees, Truck Maintenance, Utilities and other operating expenses (I.T. & Safety). Total Operating Costs for FY21-22 are estimated to be \$3.9 Million Dollars.

Capital expenditures includes costs incurred to purchase or build any capital asset, or to rehabilitate and extend the useful life of the Districts existing assets. Details of these expenditures can be found in Appendix E – Capital Improvement Program Expenses and Appendix F – Ongoing 10 year Capital Improvement Program Summary. Total capital costs including debt service are approximately \$2.5 million. Debt service accounts for \$760,000 for FY21-22.

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5 OPERATING BUDGET

The Operating Budget is used for all District operational expenses. Its income source is primarily annual sewer service charges. Operating Expenditures include Salary and Benefits as one of the largest expenses followed by Treatment Plant Maintenance, Collection System Maintenance, Administrative Expenses, Regulatory and Utilities.

5.1 OPERATING INCOME

Total Operating Income is budgeted at approximately \$3.84 million. Sewer service charges are a primary and recurring source of income. Sewer service charge income will be \$204,000 less in FY21-22 as a result of the Covid-19 Pandemic that forced many local businesses to shut down and other factors. Other operating income includes: Inspection fees, Interest earned on Bank deposits and a SASM reimbursement for providing de-chlorination services for their agency.

Sewer Service Charges

Sewer Service Charges are the primary source of income for the District. Sewer service charge income of \$4.45 million provides 74% of the Districts total income in FY21-22. This income is primarily used for operational expenses, with any remaining balance allocated towards capital projects. Sewer service income will contribute \$878K towards capital improvement projects in FY21-22

District customers are charged a sewer service charge based on equivalent dwelling units (EDU), which is designed to reflect the average volume and strength of flows from single family residences. Commercial customers are assigned a calculated EDU values based off flow usage minus irrigation and multiplied by a strength factor depending on the type of use or a minimum of 1 EDU for no metered water usage.

The Districts rates were last adjusted in 2015. It was the last adjustment of a 5 consecutive year increase that was required as a result of the Districts 2010 Rate Study performed by HF&H Consultants. The rates have remained fixed at \$1,034/EDU in the Tiburon Zone and \$1985/EDU in the Belvedere Zone since FY2015-2016.

Rate Review in FY21-22

The District has completed many large projects since the last rate study was performed. Those projects include:

- 2014 Main Plant Rehabilitation Project
- Mar West Tiburon Station #5 Pump Station Improvements Project
- Cove Road Belvedere Station #1 Force Main Project
- Multiple Gravity Sewer Line Rehabilitation Projects
- Pump station control panel standardization and generator replacement projects
- Bio-Solids Management Master Plan
- SD5 Strategic Plan
- SD5 Succession Plan
- SD5 Pump Station Assessment Evaluation
- Collection System Master Plan

As a result of the completion of these project and reports, the District now has all the tools necessary to perform a rate study to accomplish the following objective:

- To develop a multi-year financial management plan
- Identify future rate adjustments to help ensure adequate rate revenues;
- Determine the cost of providing sewer service to customer classes; and
- To recommend modifications to the Districts existing rate structures as needed to ensure that the District is equitably recovering the cost of service and conforming with industry standards and California's legal requirements.

5.2 OPERATING EXPENSES

The Districts operating expenses are broken down into several categories, beginning with Administrative Expenses, Pumps & Lines Maintenance, Main Plant Maintenance, Paradise Cove Plant Maintenance, Monitoring, Permits & Fees, Truck Maintenance, Salaries and Benefits and Other Operating Expenses.

Administrative Expenses

Administrative expenses include several line items in the budget, in order to provide a greater level of detail and transparency in respect to administrative expenses. The items below are grouped in the administrative expense's category:

- Advertising- used for public notices and bidding notices
- Outreach and Newsletter- used for creating annual newsletters for our ratepayers
- Audi & Accounting- used for government required auditing and reporting
- Consulting Fees- used for Engineering, Environmental, and Financial needs that cannot be performed in-house
- Travel & Meetings- used for travel to conferences, workshops, meetings and training seminars
- Continuing Education- used for the cost of conference and training enrollment
- County Fees- used for Hazardous Waste BMP certification and other county fees
- Directors Fees- used to pay directors for attendance at board meetings
- Dues & Subscriptions- used for membership renewals into professional associations California Association of Sanitation Agencies (CASA), California Special District Association (CSDA), California Water Environment Association (CWEA), Water Environment Federation (WEF) etc.
- Elections- used whenever there is an election in which a Directors term is expiring
- Insurance-used for general liability, property, and auto with California Sanitation Risk Management Authority (CSRMA)
- Legal- used for attorney services for items that cannot be performed in house.
- Office supplies- used for general office supplies
- Postage- used for general mailing of items like invoices, checks to vendors, and equipment shipping.
- Pollution Prevention- used for public outreach materials as required by the Districts NPDES permit

Pumps & Lines Maintenance

Pumps & Lines Maintenance expenses are grouped in two different line items. Those include general line maintenance and emergency line repairs. General line maintenance includes costs to contractors to perform hand machine cleaning on sewer lines that are in easement areas which we do not have the ability to perform in house. It also includes any parts or equipment needed for pump station maintenance and the Rodder and Vactor Truck. Emergency Line repair is for the use of small repairs in the field that do not warrant a capital expense.

Main Plant Maintenance

The Main Plant Maintenance expenses include several line items that are used for the general maintenance and operation of the Tiburon Main WWTP. The list includes:

- Plant Maintenance Supplies- used for ordering supplies, like valves, nuts and bolts, piping and other spare supplies needed throughout the plant
- Plant Maintenance Parts and Service- used for the repair of pumps and or equipment. Vendors are used to perform annual maintenance tasks on more complex machinery like the blowers and emergency generator.
- Janitorial Supplies & Service- is used for the ordering of janitorial supplies for the restrooms and office and breakroom
- Main Plant Chemicals- used for the ordering of plant chemicals that are used for treatment of the wastewater. Chemicals purchased in bulk quantities include, sodium hypochlorite, sodium bisulfite, ferrous chloride, calcium nitrate and polymer.
- Lab Supplies & Chemicals- used for ordering supplies for the lab -for sampling and preservation of wastewater samples prior to testing as well as the chemicals used for preservation and calibrating analytical equipment
- Electrical & Instrumentation- used for the ordering of electrical components for the Main WWTP, could include, fuses, breakers, contacts, plc's vfd's etc.
- Grounds Maintenance- used for general up-keep around the plant like tree trimming and other small items like painting
- Main Plant Sludge Disposal- used for the disposal of Bio-solids. Bio-Solids are taken to Redwood Landfill in Novato and used as alternative daily cover (ADC) or they are sent to Lystek in Fairfield for further treatment and conversion to Class A bio-solids to be beneficially re-used as a fertilizer.

Paradise Cove Plant Maintenance

The Paradise Cove Plant Maintenance expenses include several line items that are used for the general maintenance and operation of the Paradise Cove WWTP. The list includes:

- Paradise Parts & Service- used for the repair of pumps and or equipment. Vendors are used to perform annual maintenance tasks on more complex machinery like the blowers and emergency generator.
- Paradise Supplies & Chemicals- used for ordering supplies, like valves, nuts and bolts, piping and other spare supplies needed throughout the plant and for ordering supplies for the lab duties required at this site -sampling and preservation of wastewater samples prior to testing as well as the chemicals used for preservation and calibrating analytical equipment.

Monitoring

Monitoring expenses are split between the Main Plant and the Paradise Cove Plan. Monitoring is used for the contracting of outside laboratories which perform our regulatory required NPDES sample analyses for the District. Those tests include, TSS, BOD, Ammonia, Nutrients, Mercury, Copper, Cyanide, Coliform, Enterococcus, Dioxin, PCB's, Acute Toxicity and Chronic Toxicity. Our Operations crew are only permitted to perform pH and Chlorine analyses. We are also able to perform non-regulatory process control sampling and testing.

Permits & Fees

Permits and fees expenses are used to renew our annual permits that are required by the handful of agencies that have regulatory authority over the District or non-profit agencies that we work with to ensure compliance with the regulatory agencies. The regulatory organizations include: State Water Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), Bay Area Air Quality Management District (BAAQMD), State of California Department of Industrial Relations, United States Environmental Protection Authority (USEPA), County of Marin (COM). The non-profit organizations include: Bay Area Clean Water Association (BACWA) and the San Francisco Estuary Institute (SFEI)

Truck Maintenance

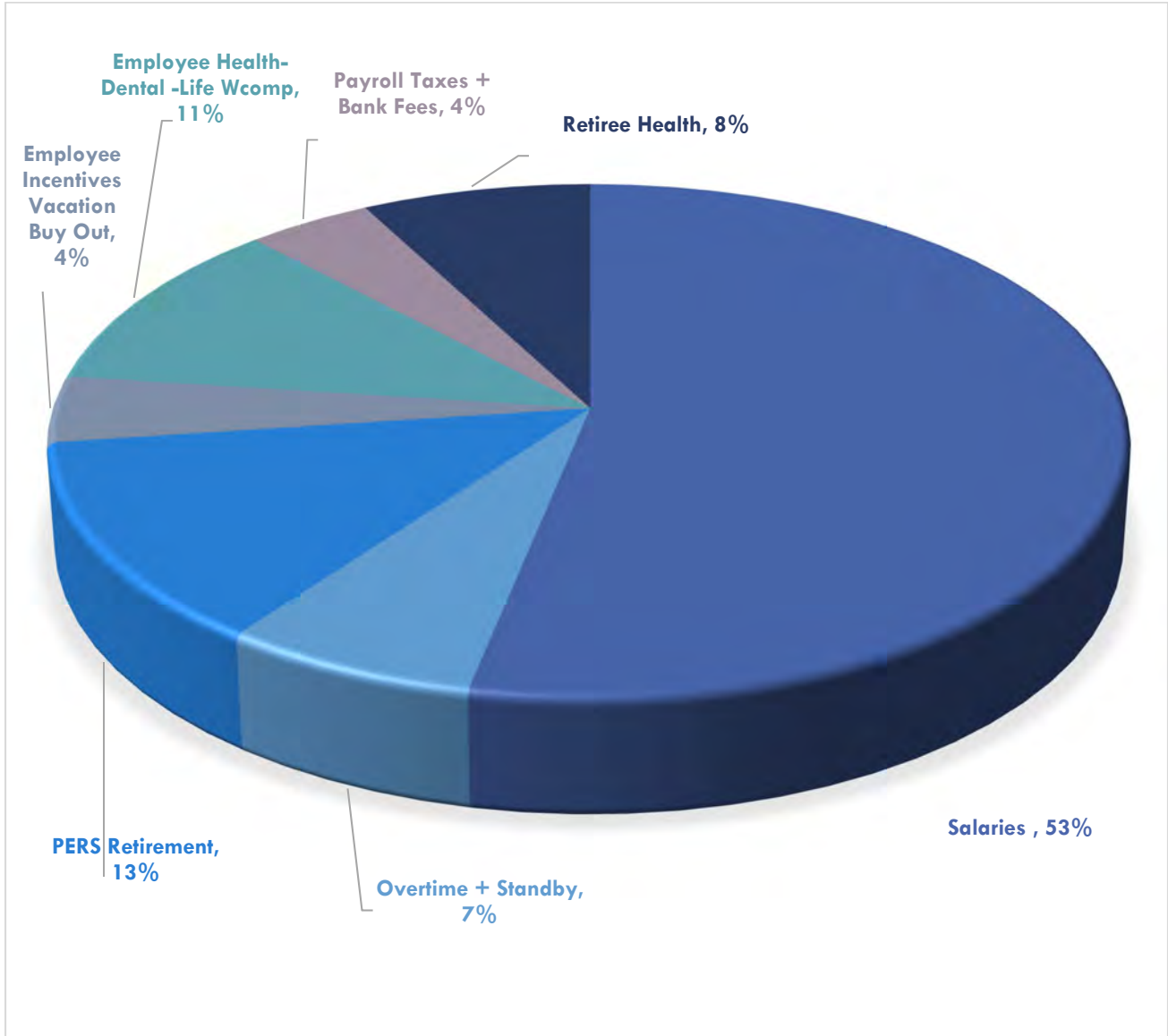
Truck maintenance expenses are split between actual maintenance and fuel. We track how much fuel is used per year and the maintenance line item is for actual planned maintenance and corrective maintenance that occurs during the course of the year. The District owns 8 total vehicles. A Vactor, Rodder, Utility Truck, Service Truck, 2 mid-size trucks, 1 small truck and small hatchback that is used for inspections.

Salaries & Benefits

Salaries & Benefits expenses are one of the Districts largest expense right after capital improvement project expenses. FY21-22 is estimated at \$2.6 million. This includes a 2.5% Cost of Living increase as established in the Memorandum of Understanding between the District and Staff. It also includes an additional full-time employee and early exit incentive program.

There are multiple line items grouped under this category. Chart 3 identifies the total Salaries & Benefits as a whole. The salaries and benefits line items are broken down as followed:

Chart 3 Salaries and Benefits Breakout



Please note that Retiree Health includes both costs for current employee retiree health funding and retired annuitant yearly dues.

PERS retirement includes UAL funding towards Reserve account set at 3.5% of Total Market Value Assets

Salaries and Benefits Continued...

- Salaries- is the annual cost for salary only, for all full-time staff and temporary staff
- Overtime- is the annual estimated cost the District will spend for the fiscal year- this figure is estimated based off historical trends.
- Standby Pay- is the annual cost to the District to have 1 maintenance and 1 operator on standby after a normal work shift- provides the District with an additional 14hours of coverage.
- Employee Incentives- used as a mean to further educate our workforce to provide cross training for a more knowledgeable, experienced, and professional staff.
- Vacation Buy-out- used to cash out up two weeks of accumulated vacation time on the books for staff requesting a buy-out.
- Payroll Taxes- social security contribution and other taxes (State & Federal Unemployment Insurance, Medicare)
- Payroll Bank Fees- used to pay the cost to process payroll with Paychex (fees vary based on amount of total payroll and number of checks/direct deposit transactions per payroll)
- Car Allowance- contractually provided benefit to the District Manager
- PERS Retirement- used to provide monthly employee retirement contributions to CalPERS, this account is also used to budget for Unfunded Accrued Liabilities and to prefund future Unfunded Accrued Liabilities
- Employee Health, Dental, Vision, Life Insurance and Long-Term Disability- is used for the funding of the employee's fringe benefits as outlined in the Districts Memorandum of Understanding
- Retiree Health – is used to paygo fund retiree health benefits for retired annuitants
- California Employee Retirement Benefit Trust (CERBT) – is used to prefund retiree health benefits for current employees as outlined in the Memorandum of Understanding.
- Workers Compensation Insurance-used to procure insurance in the event there is a work place injury.

OPEB Liabilities Funding Strategy

As of June 30, 2020 the Districts OPEB liability was \$1,547,722. Of that amount the District has currently funded \$700,131 or 45%. The net unfunded OPEB liability is \$847,591. Paying down the unfunded actuarial liability will improve the Districts overall balance sheet and credit rating, decrease the Districts long term payments and operational costs and provide benefit security for current and former employees. Currently the District has adopted strategy 1 funding on the CERBT trust. This is to be reviewed each fiscal year as part of the adoption of the budget. The District recently refinanced the Main Plant Rehab bond. The annual cash saving from that refinance was \$46,000 year. Those annual cash savings from the refinance have been designated for further paying down the District OPEB liabilities.

Pension Liabilities Funding Strategy

As of June 30, 2019 the Districts accrued pension liability for the Classic Members was \$9,947,297. Of that amount the Districts market value of assets in the plan is \$9,747,604. The net unfunded pension liability is \$199,693. The Classic member pension plan is currently 98% funded.

As of June 30, 2019 the Districts accrued pension liability for the PEPRAs Members was \$287,584. Of that amount the Districts market value of assets in the plan is \$275,704. The net unfunded pension liability is \$11,880. The PEPRAs member pension plan is currently 96% funded.

Each year the District is required to contribute an amount based on net normal cost expressed as a percentage of payroll and an additional cash amount toward paying off the unfunded accrued liability (UAL) The Districts annual required contribution for FY21-22 is \$104,387 or approximately 14.76% of payroll for Classic Members. For PEPRAs Members, the Districts annual required contribution for FY21-22 is \$29,051 or approximately 7.77% of payroll.

In FY2019-2020 the District Board of Directors approved reserve policy funding for future CalPERS unfunded accrued liabilities. This action was taken as a result of CalPERS inadequacy of not reaching its investment return of 7.5% (now 7%). The Directors approved annual funding of 3.5% of market value assets until we reach our reserve target of \$1,000,000. The reserve as of June 30, 2021 is \$1,000,000.

Other Operating Expenses

Other operating expenses consist of, Data, Alarms, IT Support & Licensing, Safety, Personnel Protection Equipment, Telephones and Utilities which include water, power and natural gas. Please see the description below for each line item:

- Data Alarm & IT- is used for annual software licensing and support for our business and SCADA servers. It also provides outside assistance for our IT security and day-to-day needs, provides for programming and SCADA programming assistance. We have support for the following items: Arc View GIS (Collection System Mapping System), INFOR MP2 (Computerized Maintenance Management System), HACH WIMS (Laboratory Information Management System) Wonderware SCADA (Supervisory Control and Data Acquisition), TOPVIEW (SCADA Alarm Dialer Software) RWQCBERS2 (Johnson Lam ESMR reporting software); also Quick Books, Paychex, LaserFische, etc.
- Safety- is used for the Districts ongoing required safety training and safety equipment – for compliance with CalOSHA and ultimately for the safety and well-being of our staff
- Personal Protection Equipment-is used for the purchasing of safety clothing for staff- this is outside of the regular safety budget as it is CalPERS special compensation reported item.
- Telephones- used for the multiple phone lines required at the district. There are several phone lines in use at the District. There is 11 pump stations that currently have phone lines that are used for analog communications and the Paradise Cove treatment plant has its own dedicated phone line for calling. The Main treatment plant has multiple phone numbers for its business use and SCADA calling out features.
- Utilities- is used for water at the main plant, and three pump stations purchased through MMWD and power and gas is purchased from PG&E. Currently the District is in Marin Clean Energy light green tier. 9 sites have natural gas use for generators or general purpose use like that of the main plant. There are a total of 20 different PG& E accounts for power.

6 SD5 HISTORICAL STAFF SUMMARY

Position	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06
District Manager	1	1	1	1	1	0	1	1
Office Manager	1	1	1	1	1	1	1	1
Superintendent	0	0	0	0	0	1	1	1
Maintenance Supervisor	1	1	1	1	1	1	1	1
Chief Plant Operator	1	1	1	1	1	0	0	0
Shift Operator Supervisor	2	2	2	2	2	2	2	2
Lone Operator	1	1	1	1	1	1	1	1
Plant/Lines Maintenance	1	1	1	1	1	1	1	2
Contract District Manager	0	0	0	0	0	.4	0	0
Grounds Maintenance	.75	.75	.75	.75	.75	.8	1	1
Total	8.75	8.75	8.75	8.75	8.75	8.15	9	10

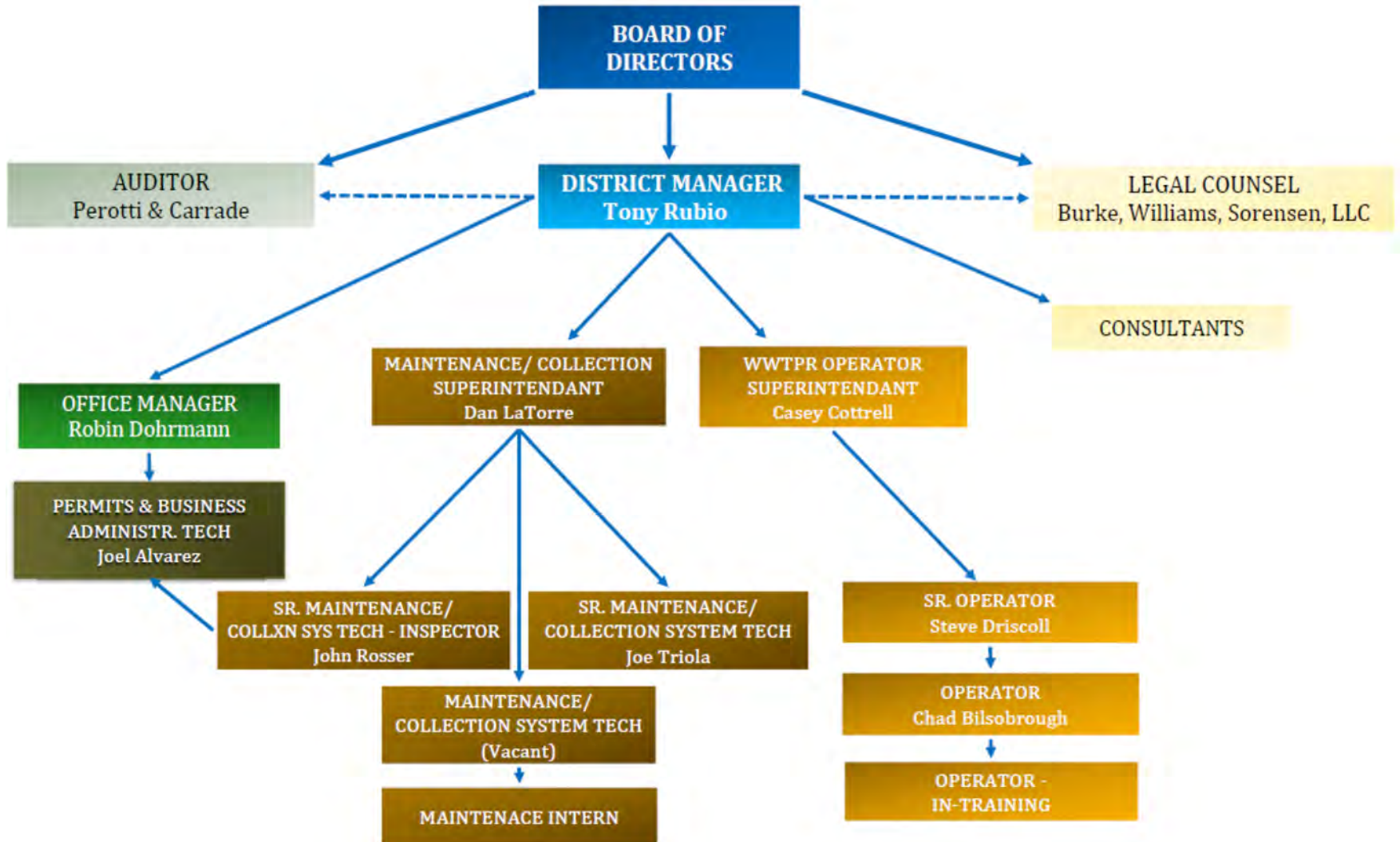
Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14
District Manager	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	0
WWFM	0	0	0	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1	0	0	0
Senior Operator	3	3	3	2	2	2	2	2
Operator	0	0	0	0	0	0	1	1
Office Assistant	0	0	0	0	0	1	1	2
Maintenance/ Collections	4	4	4	4	4	3	3	3
Assistant District Manager	0	0	0	0	0	0	0	1
Maintenance Trainee	0	0	0	0	0	0	1	2
Operator In Training	0	0	0	0	0	0	0	0
Total	10	10	10	10	10	9	11	13

Position	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
District Manager	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	1
Operations Superintendent	0	0	0	0	0	0	1	1
Maint/Coll Superintendent	0	0	0	0	0	0	1	1
Senior Operator	2	3	3	3	3	2	1	1
Operator	1	0	0	0	0	1	1	1
Senior Maint/Collections	2	2	2	2	2	2	2	2
Maintenance/ Collections	2	1	1	1	1	1	1	1
Inspector	1	1	1	1	1	1	0	0
Permits and Admin Tech	0	0	0	0	0	0	1	1
Operator In Training	0	0	0	0	0	0	0	1
Total	9	9	9	9	9	9	10	11

7 FY 2021-2022 POSITION ALLOCATION

Position	Salary Ranger (1) Monthly		Full Time Positions	
	Step 1	Step 7	20-21	21-22
<u>Administration</u>				
District Manager (2)		\$16786.12	1	1
Office Manager	\$7689.92	\$10305.22	1	1
Permits and Administrative Tech	\$6326.51	\$8478.13	0	1
<u>Operations</u>				
Operations Superintendent	\$9347.14	\$12526.06	0	1
Senior Operator	\$7689.92	\$10305.22	2	1
Operator	\$6326.51	\$8478.13	1	1
Operator In Training	\$6326.51	\$8478.13	0	1
<u>Maintenance and Collections</u>				
Maint/Collections Superintendent	\$8902.04	\$11929.58	0	1
Senior Maint/Collections Tech	\$6974.98	\$9347.14	2	2
Maintenance/Collections Tech	\$6025.25	\$8074.41	1	1
(1) CPI is set at 2.5% for FY21-22				
(2) District Manager salary is an annual amount that is set by contract.				
*Engineering services are contracted out to consultants (HDR, NUTE Engineers, Larry Walker Associates, Carollo Engineers, etc.)				
Total			10	11

ORGANIZATION CHART



8 CAPITAL BUDGET

Total capital improvement program expenses for Fiscal Year 2021-2022 are estimated at \$2.553 million. The capital projects are split into several categories. Main Plant, Paradise Cove Plant, Tiburon Collection System, Belvedere Collection System and DEBT service.

Capital Improvement Program income is estimated at \$2.248 million

8.1 CAPITAL IMPROVEMENT PROGRAM (CIP) INCOME

The District has three income sources for its Capital Improvement Program needs. Those sources are from Ad valorem (property taxes), Sewer Service Charges and Connection Fees.

It should be noted that only the Tiburon zone receives property taxes. The City of Belvedere kept the ad valorem taxes during the 2005 annexation thus the higher sewer service fees for the City of Belvedere rate payers.

Sewer Service charges are primarily used for operational costs – any remaining amount is used for capital improvements. The Belvedere Capital portion of sewer service fee income is estimated \$866,300 or close to 40% of total sewer service charge income

Ad Valorem (Property Taxes)

Property tax revenue for the Tiburon Zone is estimated at \$825,000 for FY 2021-2022. Property tax revenue represents 14% of the Districts total income. Excess (ERAF) Education Revenue Augmentation Funds are budgeted at \$300,000.

Connection Fees

New development or major remodels of existing structures represents 4% of Capital Improvement Program income. The majority of this income is from remodels as growth in the service area is limited.

Debt Financing

In 2012 the District issued revenue bonds of \$12 Million dollars for the Main Plant Rehabilitation Project. In March of 2020 the District took advantage of low interest rates and refinanced the remaining debt service from the Main Plant Rehabilitation Project \$7.9 million with the same maturity date of 2031 with an interest rate of 2.48%. The refinancing from 5% to 2.48% will save the District a cash flow savings of \$553,458.60 or approximately \$46,000 per year.

8.2 CAPITAL IMPROVEMENT PROGRAM EXPENSES

In the Districts continued efforts to protect public health and the receiving waters of the State of California, it continues to make capital investments to its two treatments plants and their corresponding collection and conveyance systems.

The Capital Improvement Program Expenses are broken down by treatment plant and zone. The explanation is below:

- The Tiburon Main Plant (WWTP) Wastewater Treatment Plant (receives sewage from the City of Belvedere and Tiburon- 37% Belvedere 63% Tiburon)
- The Paradise Cove Plant (WWTP) (receives sewage from the unincorporated portion of Tiburon 100%)
- Tiburon Collection System (100% of Tiburon includes Paradise Cove service area)
- Belvedere Collection System (100% of Belvedere sewage which is flow metered at the Cove Road pump station for Main Plant billing allocation)

Tiburon Main WWTP Capital Expenses

The Tiburon Main treatment plant last went a major upgrade in 2012 which was completed in early 2014. The new equipment from that project is now nearing 8 years of age, although most of the equipment is still in great condition, some equipment is requiring replacement or rehabilitation. There were several items that did not receive a replacement or rehabilitation during that project, those include:

- Emergency Generator
- Dewatering Screw Press
- Odor Control System
- Auxiliary building and ground equipment like doors and hoists
- Majority of plant piping and valves
- Waste Gas Burner
- Dry Weather and Wet Weather Influent Pumps

FY 2021-2022 Projects are included below- detailed information on each project can be found in the CIP Information Sheets at the end of this report Appendix K. The projects' cost total is \$245,000.

- Headworks Grinder Replacement
- Boiler Exhaust Permanent Stainless Piping
- Influent DW Pump Replacement
- Influent Sample Room Drain Replacement and Secondary Drain
- Cl2 Flash Mixer Redundancy
- Headworks Explosion Proof Electric Hoist
- Chemical Feed Transfer Pump Replacement

- Plant water load out and screw press filtering screen Installation

Paradise Cove WWTP Expenses

The Paradise Cove Treatment Plant was upgraded in 2010. Two package treatment plants were installed and were recently recoated in 2020 in order to prolong their life as they are exposed to the elements as they sit right next to the Bay exposed to the sea air. Being that it is small treatment plant the equipment for this location is smaller and size and has fewer moving parts than its counterpart. Expenses for the treatment plant in fiscal year 2021-2022 are limited to a communications upgrade at \$20,000.

Tiburon Collection System Capital Improvements

Tiburon Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$1,175,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report.:

- Sewer Line Rehabilitation – Pipe Bursting
- Man-Hole Rehabilitation
- Pump and Valve Replacement
- Station #4 Wet well Rehabilitation Project
- Station #9 Wet well Rehabilitation Project

Belvedere Collection System Capital Improvements

Belvedere Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$350,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report.:

- Sewer Line Rehab
- Cove Road Emergency Generator and Roof Replacement
- Man-Hole Rehabilitation
- Station #7 Wet Well Rehabilitation Project
- Pump and Valve Replacement

DEBT Service

The 2020 Refinanced Main Plant Rehabilitation Bond debt service for fiscal year 2021-2022 is \$760,000 Debt service payment information through maturity in 2031 can be found in Appendix I

9 RESERVE POLICY

The District utilizes 4 separate cash reserves pursuant to Resolution No. 2020-07. The 4 cash reserves are as followed in order of funding priority they are generally described below for the entire district:

- Operating Reserve
- Capital Improvements Reserve
- CalPERS Retirement Reserve
- Disaster Recover Reserve

The Reserve Policy further goes into detail about the funding per specific zone- Tiburon-Belvedere and that policy can be found in Appendix J.

Operating Reserve

The operating reserve is used to provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year. The target balance for this reserve is set at \$2,500,000

Capital Improvement Reserve

The Capital Improvements reserve is used to provide adequate funding to

- A. To support both treatment plants' operation,
- B. To fund debt payments of financed capital projects,
- C. To finance capital projects as listed in the District's budgeted CIP plan and
- D. To reserve funds for future plant +/- or systemic sewer line renovations

The target balance for this reserve is set at \$15,000,000

CalPERS Retirement Reserve

The CalPERS retirement reserve is used to provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets. The target balance of this reserve is set at \$1,000,000

Disaster Recovery Reserve

The Disaster Recover Reserve is used to provide a level of emergency capital for disaster recovery efforts until long-term financing is established. The target balance for this reserve is set at \$1,000,000

10 APPENDIX

10.2 APPENDIX B OPERATING INCOME BUDGET FY2021-2022

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Operating Income						
Tiburon Sewer Service Charge - Ops	2,523,700	2,435,371	2,283,000	2,178,667	104,333	
Belvedere Sewer Service Charge - Ops	1,400,843	1,351,814	1,300,000	0	0	1,300,000
Other User Fees	24,826	41,712	38,700	38,700	0	0
Interest Earnings	156,402	100,000	100,000	61,115	2,920	35,965
Connection & Inspection Permit Fees	22,124	27,000	27,000	16,501	788	9,711
SASM Expense Reimbursement	101,680	109,000	100,000	62,951	0	37,049
Other Income	100	100	100	61	3	36
Total Income	4,229,670	4,064,996	3,848,800	2,357,995	108,044	1,382,761

10.3 APPENDIX C: OPERATING EXPENSE BUDGET FY2021-2022

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Expense						
Administrative Expenses						
Advertising	1,000	500	1,000	611	29	360
Audit & Accounting	35,000	40,000	40,000	24,446	1,168	14,386
Consulting Fees	200,000	350,000	100,000	61,115	2,920	35,965
Travel & Meetings	15,000	13,000	15,000	9,167	438	5,395
Continuing Education	10,000	7,000	10,000	6,112	292	3,597
County Fees	16,500	0	0	0	0	0
Directors Fees	9,000	6,500	9,000	5,500	263	3,237
Dues & Subscriptions	34,000	30,000	31,000	18,946	905	11,149
Elections	9,000	0	0	0	0	0
Insurance PLP General Liability	43,291	39,235	45,000	27,502	1,314	16,184
PLP (GL) Rating Ajustments	0	8,204	0			
PLP (GL) Dividends	0	-10,401	0			
Insurance APIP (Real) Property	23,301	25,857	25,000	15,279	730	8,991
Insurance Damage - Auto	1,435	3,780	4,000	2,445	117	1,439
Legal	50,000	40,000	50,000	30,558	1,460	17,983
Office Supplies	13,000	10,000	10,000	6,112	292	3,597
Postage	1,000	900	1,000	611	29	360
Pollution Prevention	5,000	5,000	5,000	3,056	146	1,798
Miscellaneous Expense	0	0	0	0	0	0
Total Administrative	466,527	569,575	346,000	211,458	10,103	124,439
Ops & Maintenance Expenses						
Pumps & Lines Maintenance						
Pumps & Lines Maintenance	50,000	75,000	75,000	45,836	2,190	26,974
Emergency Line Repairs	50,000	1,700	50,000	25,000	0	25,000
Total Pumps & Lines Maintenance	100,000	76,700	125,000	70,840	2,190	51,970

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Main Plant Maintenance						
Plant Maintenance Supplies	15,000	20,000	25,000	15,738	0	9,263
Plant Maint. Parts & Service	100,000	100,000	130,000	81,835	0	48,165
Janitorial Supplies & Service	9,000	6,000	9,000	5,666	0	3,335
Main Plant Chemicals	105,000	100,000	111,000	69,875	0	41,126
Lab Supplies & Chemicals	15,000	20,000	20,000	12,590	0	7,410
Electrical & Instrument	5,000	5,000	15,000	9,443	0	5,558
Grounds Maintenance	5,000	5,000	5,000	3,148	0	1,853
Main Plant Sludge Disposal	40,000	39,750	41,000	25,810	0	15,191
Main Plant Outfall: SASM	0	0	6,500	4,092	0	2,408
Total Main Plant Maintenance	294,000	295,750	362,500	228,194	0	134,306
Paradise Cove Plant Maintenance						
Paradise Parts & Service	10,000	12,000	10,000	0	10,000	0
Paradise Supplies & Chemicals	5,000	5,500	5,000	0	5,000	0
Paradise Sludge Disposal	0	3,000	0	0	0	0
Total Paradise Cove Plant Maintenance	15,000	20,500	15,000	0	15,000	0
Monitoring						
Main Plant Lab Monitoring	50,000	35,000	45,000	28,328	0	16,673
Paradise Cove Monitoring	15,000	15,000	15,000	0	15,000	0
Dilution Study	0	0	0	0	0	0
Total Monitoring	65,000	50,000	60,000	28,328	15,000	16,673
Permits/Fees						
Main Plant NPDES Renewal	0	0	0	0	0	0
Permits/Fees - General	41,000	50,000	50,000	31,475	0	18,525
Paradise Cove Permits/Fees	8,000	8,000	9,000	0	9,000	0
Paradise Cove NPDES Renewal	40,000	20,000	0	0	0	0
Total Permits/Fees	89,000	78,000	59,000	31,475	9,000	18,525

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Truck Maintenance						
Fuel	8,000	15,000	10,000	6,112	292	3,597
Truck Maintenance	8,000	15,000	15,000	9,167	438	5,395
Total Truck Maintenance	16,000	30,000	25,000	15,279	730	8,991
Total Ops & Maintenance Expenses	579,000	550,950	646,500	374,115	41,920	230,465
Salaries & Benefits						
Salaries	1,143,549	1,143,550	1,353,783	827,365	39,530	486,888
Overtime	100,000	100,000	100,000	61,115	2,920	35,965
Standby Pay	72,450	72,450	74,261	45,385	2,168	26,708
Employee Incentives	45,000	20,000	70,000	42,781	2,044	25,176
Vacation Buyout	25,000	25,000	30,000	18,335	876	10,790
Payroll Taxes	98,212	98,212	101,047	61,755	2,951	36,342
Payroll/Bank Fees	5,500	6,250	6,250	3,820	183	2,248
Car Allowance	6,000	6,000	6,000	3,667	175	2,158
PERS Retirement						
PERS Monthly Contributions	253,061	250,000	304,705	186,220	8,897	109,587
PERS Replacement Benefit Fund (RL)	0	350	350	0	0	0
PERS UAL Payment	20,000	20,000	20,000	12,223	584	7,193
SD5 Retirement Trust	313,250	285,295	0	0	0	0
Total PERS Retirement	586,311	555,645	325,055	198,443	9,481	116,780
Employee Health, Dental, Vision, Life Ins., &	200,653	183,003	223,418	136,542	6,524	80,352
Retiree Health	80,994	70,000	77,127	47,136	2,252	27,739
CERBT/OPEB Current Employee Co	72,400	72,400	118,400	72,360	3,457	42,583
Workers Comp Insurance	50,250	49,944	55,000	33,613	1,606	19,781
Total Salaries & Benefits	2,486,319	2,402,454	2,540,342	1,552,316	74,168	913,508

	2020-2021 Operations Budget	2020-2021 Estimated to Close	2021-2022 Operations Budget	Breakdown by Zone		
				Tib Ops	P.C. Ops	Belv Ops
Other Operating Expenses						
Data/Alarms/IT Support & Licensing	80,000	90,000	100,000	61,115	2,920	35,965
Safety	20,000	30,000	40,000	24,446	1,168	14,386
Personal Protection Equipment/Uniform	15,000	12,000	15,000	9,167	438	5,395
Telephone						
Main Plant Telephones	11,000	9,500	11,000	6,925	0	4,076
Paradise Cove Telephones	4,000	3,800	4,000	0	4,000	0
Pumps & Lines Telephones	7,000	5,500	7,000	6,680	320	0
Total Telephone	22,000	18,800	22,000	13,605	4,320	4,076
Utilities						
Water	5,000	8,000	8,000	5,036	0	2,964
Main Plant Utilities	180,000	200,000	200,000	125,900	0	74,100
Paradise Cove Utilities	13,500	16,800	18,000	0	18,000	0
Pump Station Utilities	35,000	42,800	45,000	27,502	1,314	16,184
Total Utilities	233,500	267,600	271,000	158,438	19,314	93,248
Total Other Operating Expenses	370,500	418,400	448,000	266,771	28,160	153,070
Total Operating Expense	3,902,346	3,941,379	3,980,842	2,404,660	154,350	1,421,481

10.4 APPENDIX D: CAPITAL INCOME BUDGET FY2021-2022

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget		Breakdown by Zone		
					Tib Cap	P.C. Cap	Belv. Cap
Capital Income							
Property Taxes							
Property Tax Current Secured - Capital	700,000	825,000	825,000		787,298	37,703	0
Prop Tax Current Unsecured	13,000	16,000	15,000		14,315	686	0
Supplemental Assessment Current	15,000	12,000	12,000		11,452	548	0
Supplemental Assessment Redm	500				0	0	0
Supplemental Unsecured	100	300	300		286	14	0
Prop Tax Prior Unsecured	0	500	500		477	23	0
Excess ERAF	250,000	350,000	300,000		286,290	13,710	0
HOPTR	3,333	3,333	3,333		3,181	152	0
Other Tax (Unitary, RR, Misc.)		3,700			0	0	0
Total Property Taxes	981,933	1,210,833	1,156,133	0%	1,103,298	52,835	0
Tiburon Sewer Service Charge - Capital	121,313	117,067	12,000		11,452	548	0
Belvedere Sewer Service Charge - Capital	914,600	882,589	866,300		0	0	866,300
Connection Fees							
Collection	100,000	90,000	100,000		61,115	2,920	35,965
Treatment	100,000	95,000	100,000		61,115	2,920	35,965
Total Connection Fees	200,000	185,000	200,000		122,230	5,840	71,930
Paradise Drive Sewer Line Extension Fees	13,806	13,806	14,040	1.70%	0	14,040	0
Total Capital Income	1,249,719	1,198,462	2,248,473		1,236,979	73,264	938,230

10.5 APPENDIX E: CAPITAL EXPENSE BUDGET FY2021-2022

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget	Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
Capital Expenditures				↻ Relevant Splits ↻		
Main Plant Equip Capital Expense						
9202.1 - M.P. Drainage - Infl. Sample Rm Drain+Secondary Drain			75,000	47,213		27,788
9202.2 - M.P. Drainage - Load-out & Filtering			30,000	18,885		11,115
9204.1 - M.P. Boiler - Exhaust Stainless Pipling Replacement			30,000	18,885		11,115
9205.0 - M.P. Influent Pump Replacement			40,000	25,180		14,820
9208.0 - M.P. Chemical Feed Transfer Pump Replacement			20,000	12,590		7,410
9209.0 - M.P. Screw Press Poly Blend Redundancy	15,000		35,000	22,033		12,968
9212.0 - M.P. Headworks Grinder Replacement	15,000	23,487	25,000	15,738		9,263
9212.1 - M.P. Headworks Explosion Proof Electric Hoist			10,000	6,295		3,705
9218.0 - M.P. Generator Control Panel	35,000					
9219.0 - Cl2 Flash Mixer	15,000	12,161	15,000	9,443		5,558
9220.0 - Office, Bath & Breakroom Floor Replacement	15,000					
9221.0 - Portable Fuel Storage Tank	15,000					
9225.94 - Bis. Server Replacement + Upgrade		5,324				
9225.95 - SCADA Upgrade & Replacement		18,850				
9229.8 - Vehicle Replacement		3,000				
Total Main Plant Equip Capital Expense	110,000	62,821	280,000	176,260	0	103,740
Pumps & Lines Capital				↻ Relevant Splits ↻		
9227.8 - Rodder / Vactor Truck		7,891				
9301.0 - Tiburon Sewer Line Rehab			1,000,000	1,000,000		
9304.0 - Belvedere Sewer Line Rehab			100,000			100,000
9305.1 - Belvedere Wet Well Rehabilitation (BPS#7)			75,000			75,000
9305.2 - Tiburon Wet Wells Rehabilitation (TPS#4)		363	50,000	50,000		
9306.0 - PS Pump & Valve Replacement Program	50,000	3,286	50,000	25,000		25,000
9307.0 - PS Generator Replacement (BPS #1 + roof)			100,000			100,000
9311.1 - Cove Rd. Force Main - Engineering		5,657				
9311.2 - Cove Rd. Force Main - Construction	1,200,000	2,341,117				
9312.0 - Force Main Rehab - Multiple Sites	700,000			50,000		25,000
9313.0 - Man Hole Rehabilitation	70,000	15,098	75,000	50,000		25,000
9314.0 - 100kw Portable Emergency Generator	75,000	95,588				
Total Pumps & Lines Capital	2,095,000	2,469,000	1,450,000	1,175,000	0	350,000
Paradise Cove Capital				↻ Relevant Splits ↻		
9401.0 - P.C. Sewer Line Rehab	500,000					
9402.0 - P.C. Flow Meter Replacement		19,502				
9403.1 - P.C. Communications Upgrade - Cellular			20,000		20,000	
9406.0 - P.C. Plant Grating Replacement		1,731				
9415.0 - P.C. Paint at Treatment Plant		52,759				
Total Paradise Cove Capital	500,000	73,991	20,000	0	20,000	0

	2020-2021 Capital Budget	2020-2021 Estimated to Close	2021-2022 Capital Budget	Breakdown by Zone		
				Tib Cap	P.C. Cap	Belv. Cap
Undesignated Capital						
Undesignated Cap - Main Plant	25,000		25,000	15,738		9,263
Undesignated Cap - Paradise Cove Plant	10,000	26,547	10,000		10,000	
Undesignated Cap - P&L	50,000		50,000	25,000		25,000
Total Undesignated Capital	85,000	26,547	85,000	40,738	10,000	34,263
Debt Service						
Debt Service - MPR Bond Principal						
Debt Service - MPR Bond Interest		167,675	950	615		335
Debt Service - MPR Bond REFI Principal	660,000	660,000	595,000	385,441		209,559
Debt Service - MPR Bond REFI Interest	190,457	190,432	157,790	102,216		55,574
Total Debt Service	850,457	1,018,107	753,740	488,273	0	265,467
Total Capital Expenditures	3,640,460	3,650,470	2,588,740	1,880,270	30,000	753,470

10.6 APPENDIX F: SUMMARY OF CONTINUOUS 10 YEAR CAPITAL IMPROVEMENT PROGRAM

MAIN PLANT CAPITAL IMPROVEMENT PROGRAM												
<i>M.P. Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL	
Screw Press 3W Filtering Unit	30,000										30,000	
Dry Weather Influent Pump	40,000							40,000			80,000	
Wet Weather Influent Pump						60,000					60,000	
M.P. Boiler Exhaust Piping	30,000										30,000	
Headworks Grinder Replacement		15,000			15,000			15,000			45,000	
Headworks Explosion-proof Electric Hoist	10,000										10,000	
Chemical Feed Transfer Pump	20,000								20,000		40,000	
(Utility) Truck Purchase		75,000						75,000			150,000	
MP & Secondary Drain Replacements	75,000										75,000	
Aeration Basin Diffuser Upgrade			200,000								200,000	
Emergency Generator Replacement							250,000				250,000	
Maintenance Shop-Rehabilitation					500,000	500,000					1,000,000	
Headworks Grinder Retrofit-Channel Monster			50,000								50,000	
Digester Roof Recoating and Cleaning				250,000				250,000			500,000	
Dry Weather Primary Tank Cover Replacement		100,000									100,000	
Odor Control System Rehabilitation									650,000		650,000	
Headworks Valve and Check Valve Replacement			75,000								75,000	
MP Valve and Piping Replacement Program		25,000			25,000			25,000			75,000	
Cl2 Flash Mixer	15,000			15,000			15,000			15,000	60,000	
MPR Bond Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693	
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000	
Treatment Plant Total	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000	

PARADISE COVE PLANT CAPITAL IMPROVEMENT PROGRAM												
<i>Paradise Cove Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL	
Paradise Sewer Line Rehab Project				500,000							500,000	
Grit Removal Project		50,000									50,000	
Plant Grating Replacement- Fiberglass							25,000				25,000	
Communications Upgrade - Cellular	20,000										20,000	
Blower Replacement			20,000					20,000			40,000	
UV Disinfection				60,000							60,000	
Pump Replacement Program		25,000				25,000				25,000	75,000	
Paint Treatment Plant									150,000		150,000	
Undesignated Capital Projects	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000	
Paradise Cove Total	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000	

TIBURON CAPITAL IMPROVEMENT PROGRAM

<i>Tiburon Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Sewer Line Rehabilitation Program	1,000,000		500,000		500,000		500,000		500,000		3,000,000
Pump and Valve Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
TPS# 4: Wet Well Rehabilitation	50,000										50,000
Force Main Rehabilitation TPS #2- 357lf-6"		200,000									200,000
Force Main Rehabilitation TPS #3- 379lf-6"			200,000								200,000
Force Main Rehabilitation TPS #5-1303lf 8"					750,000						750,000
Force Main Rehabilitation TPS #7-903lf-6"								300,000			300,000
Man Hole Rehabilitation	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
TPS# 6 Wet Well Rehabilitation				75,000							75,000
TPS#2 Wet Well Rehabilitation									75,000		75,000
TPS#7 Wet Well rehabilitation						75,000					75,000
TPS#3 Wet Well Rehabilitation							75,000				75,000
TPS#9 Wet Well Rehabilitation		250,000									250,000
Portable Pump Replacement			50,000								50,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000			200,000
<i>Tiburon Total</i>	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000

BELVEDERE CAPITAL IMPROVEMENT PROGRAM

<i>Belvedere Project Description</i>	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Sewer Line Rehabilitation Program	100,000	500,000		500,000		500,000		500,000		500,000	2,600,000
Pump and Valve Replacement Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
BPS#1 Control Panel Replacement		250,000									250,000
BPS# 7: Wet Well Rehabilitation	75,000										75,000
BPS#1 Emergency Generator& Roof Replacmnt	100,000										100,000
BPS#2 Force Main&Wet Well Rehabilitation				200,000							200,000
Power Feed Improvement Project (BPS#9,#10,#11)									300,000		300,000
BPS#3 Force Main& Wet Well Rehabilitation Proj			750,000								750,000
BPS#9,#10,#11 Wet Well Rehabilitation					200,000						200,000
BPS#5,#8,#12 Wet Well Rehabilitation Project						200,000					200,000
San Rafael Ave Diverter Line Install							100,000				100,000
BPS#14 Force Main Rehabilitation Project								200,000			200,000
BPS#13 Force Main Rehabilitation Project										200,000	200,000
Man Hole Rehabilitation	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
<i>Belvedere Total</i>	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000

SUMMARY OF CAPITAL IMPROVEMENT PROGRAM

Project Descriptions	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Main Plant	245,000	240,000	350,000	290,000	565,000	585,000	290,000	430,000	695,000	40,000	3,730,000
Tiburon Pumps & Lines	1,150,000	550,000	850,000	175,000	1,350,000	175,000	675,000	400,000	650,000	75,000	6,050,000
Belvedere Pumps & Lines	350,000	825,000	825,000	775,000	275,000	775,000	175,000	775,000	375,000	775,000	5,925,000
Paradise Cove	30,000	85,000	30,000	570,000	10,000	35,000	35,000	30,000	160,000	35,000	1,020,000
MPR Debt Service + 2020 Refi	752,360	752,790	752,848	752,534	751,848	750,793	749,360	752,496	750,198	752,466	7,517,693
TOTAL	2,527,360	2,452,790	2,807,848	2,562,534	2,951,848	2,320,793	1,924,360	2,387,496	2,630,198	1,677,466	24,242,693

MAIN PLANT CAPITAL IMPROVEMENT PROJECTS	
<i>Main Plant Project Name</i>	<i>DESCRIPTION</i>
Screw Press 3W Filtering Unit	This Project consists of the installation of a self cleaning water filtering unit for use on our Plant Effluent-3W is used for fine spray system on the Screw Press and Vactor
Dry Weather Influent Pump	These funds will be used to purchase one new dry weather influent pump. This was not part of the MPR project.
Wet Weather Influent Pump	These funds will be used to purchase one new Wet Weather Influent Pump. These were not part of the MPR project.
Boiler Exhaust Piping Replacement	These funds will be used to install a new stainless steel exhause pipe for the Boiler Exhaust- Boiler was replaced 2 years ago and temporary galvanized piping was installed.
Headworks Grinder Replacement	These funds will be used to replace grinders that have a usefule life of 3-5 years. Grinders were not replaced during MPR Project only the cutting cartridges were replaced.
Headworks Explosion Proof Electric Hoist	These funds will be used to replace the original (1980) manual operated hoists with a new electrict hoist- improved safety and effeciency for staff maintenance
Chemical Feed Transfer Pump	These funds will be used to replace the Tuthill single speed chemical transfer pumps for the Hypochlorite and Bisulfite bulk storage tanks- variable speed pumps will be installed
Truck Purchase	These funds will be used to replace the Utility truck from the current fleet of vehicles. Oldest vehicle in fleet is a 2005
MP&Secondary Drain Replacement	These funds will be used to replace corroded iron drain pipes in the MP hallway and in front of the secondary clarifiers and aeration basins- critical plant drains
Aeration Basin Diffuser Upgrade	This project consists of replacing the current diffusers in the off line aeration basin with new style diaphragm type diffusers like the online aeration basin
Emergency Generator Replacement	This project will consist of replacing the Main Plant Emergency Generator. These were not part of the MPR project.
Maint Shop/Replacement/Ops Control Room	Project will consist of replacing a 35+ y.o. corrugated metal maintenance shop, not part of MPR Project. Consideration will be given to making building 2 stories for storage
Headworks Grinder Retrofit-Channel Monster	These funds will be used for the retrofit of the current grinders in place channel monster uses 1 grinder and a perforated screen to accomplish the work of 3 grinders.
Digester Roof Recoating and Cleaning	These funds will be used to drain the digester for maintenance and cleaning and the cover will be removed for recoating and repairs if needed- corrosive environment
Dry Weateher Primary Cover Replacement	These funds will be used to replace covers with flat removable covers for inspection and maintenance- current covers- fiber glass and heavy and require 3 staff to remove
Odor Control System Upgrade	These funds will be used to replace the current Odor Control system with a new one- This was not replaced during the MPR project.
Headworks Valve&Check Valve Replacement	These funds will be used to replace the Dry Weather Primary Vaves and Check Valves - Was not part of MPR project.
MP Valve and Piping Replacement	These fund will be used to replace valves and piping throughout the plant that were not part of the MPR project
C12 Rapid Flash Mixer rehabilitation	These funds will be used to rehabilitate or replace the current rapid flash mixer - was not part of the MPR project
Emergency Outfall Rehabilitation	This project will consist of rehabilitating the abandoned effluent outfall pipe in order to have it available for use during emergency situations. Emergency Preparedness
Undesignated Capital Projects	These funds will be used for unforeseen projects, which may come up after the MPR project is complete.
MPR Bond-Refi	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Paradise Cove Project Name</i>	<i>DESCRIPTION</i>
Influent Pump Replacement Program	There are 6 grinder-style pumps in service. Each has a useful life of 7-10 years. This program is established to replace pumps as needed; not all at once
Package Plant Coating	Due to its close proximity to the bay, the metal package-plants require marine coatings every 7-10 years.
Paradise Sewer Line Replacement	This project consists of rehabilitating older gravity sewer lines in the Paradise Cove service area to assist with I&I removal from the system
Blower Replacement	The current blowers were installed as part of the 2009 start-up of the upgraded plant. They have a useful life of 7-15 years. SD5 must begin to replace them soon.
Plant Grating Replacement	This project will consist of replacing the current grating with non-rusting fiberglass grating.
Grit Removal Project	This project will consist of evaluating the Paradise Cove Plant for possible grit removal systems in order to prolong the life of the pumps.
UV Disinfection	Possible installation of UV disinfection, which would eliminate the transportation of chemicals to the Paradise Cove plant.
Communications Upgrade Project	This project is to improve plant communications back to scada- ATT analog communications have become unreliable- looking at a cellular option.
Undesignated Capital Projects	These funds will be used for unforeseen projects.

TIBURON ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

<i>Tiburon Zone Pumps & Line Project Name</i>	<i>DESCRIPTION</i>
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10 year sewer rehabilitation program. 8,637 lf of pipe remain to be rehabbed/replaced
Pump Station Pump & Valve Replacement	The life expectancy for these pumps are 7-10 years. The District has a program to replace pumps over a period of time instead of replacing them all at once.
TPS#4 Wet Well Rehabilitation	These funds will be used to coat the exterior wet well and replace the access hatch with a new sealed hatch due to its location and potential for sea level rise
Force Main Rehabilitation TPS#2 -357lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#3 -379lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#5 -1303lf-8"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Force Main Rehabilitation TPS#7 -903lf-6"	These funds will be used to rehabilitate the 60+ year old force main that is currently in service
Man Hole Rehabilitation	This project will consist of rehabilitating or replacing man holes in the Tiburon area that have deficiencies due to hydrogen sulfide deterioration. Includes frame and covers
TPS#6 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#2 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#7 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#2 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
TPS#9 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
Portable Pump Replacement	These funds will be used to replace the aged Paco pump which is nearing the end of its useful life- for large pump station pump arounds-contingency planning
Undesignated Capital Projects	These funds are for unforeseen problems within the collection system.

BELVEDERE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS

Belvedere Zone Pumps & Line Project Name	DESCRIPTION
Sewer Line Rehabilitation Program	These funds will be used for the ongoing Board approved 10-year sewer rehabilitation program. 6,144 lf of pipe remain to be rehabbed/replaced.
Pump Station Pump & Valve Replacement	The life expectancy for these pumps are 7-10 years. The District has a program to replace pumps over a period of time instead of replacing them all at once.
BPS#1 Control Panel Replacement	These funds will be used to replace the 30+ year old control panel servicing this pump station
BPS#7 Wet Well Rehabilitation	This project will consist of rehabilitating the wet well at this site- options include well replacement or coating of interior well
BPS#1 Generator and Roof Replacement	These funds will be used to replace the 40+ year old generator and roof at this location- have reached the end of its usefull life
BPS#2 Force Main and Wet Well Rehab	These funds will be used to rehabilitate the force main and wet wells at this site.
BPS#9,10,11 Power Feed Improvement	Lagoon Rd. has 3 pump stations which pump sewage to one another. The stations have no permanent back-up power. This project will include power conduits and 1generator for all 3 sites
BPS#3 Force Main & Wet Well Rehab	These funds will be used to rehabilitate the force main and wet wells at this site
BPS#9,10,11 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
BPS#5,8,12 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
San Rafael Ave. Diverter Project	This project will consist of evaluating current flows and collection system capacity at the intersection of Westshore and San Rafael Ave., feeding into TPS #3.
BPS#13 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
BPS#14 FM & Wet Well Rehabilitation	These funds will be used to rehabilitate the force main and wet wells at these sites
Manhole Rehabilitation Project	This Project will consist of rehabilitating or replacing man holes in the Tiburon area that have have defeciencies due to hydrogen sulfide deterioration. Includes frame and cover
Undesignated Capital Projects	These monies are for unforeseen problems within the collection system.

10.7 APPENDIX G: FIVE YEAR HISTORICAL BUDGET SUMMARY- DETAILED

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21 (as of 6.08.2021)	BUDGET FY21-22
Ordinary Income/Expense						
Income						
5000 · Property Taxes						
5001.2 · Prop Tax Current Secured - Cap	692,382.26	747,671.64	802,789.43	825,273.51	828,278.45	825,000.00
5002 · Prop Tax Current Unsecured	13,791.23	13,400.78	14,602.17	15,490.09	16,276.23	15,000.00
5003 · Prop Tax Prior Unsecured	557.01	790.81	577.23	623.98	493.50	500.00
5006 · Suppl Unsecured	226.61	914.69	153.53	1,329.82	878.47	300.00
5041 · Suppl Assessment - Current	15,480.13	18,450.91	17,833.96	17,938.81	15,511.66	12,000.00
5043 · Suppl Assessment - Redemption	3,757.96	0.00	576.94	351.60	86.54	0.00
5046 · Excess ERAF	317,953.45	322,493.70	368,831.93	347,087.15	388,631.21	300,000.00
5280 · HOPTR	3,802.18	3,773.58	3,748.37	3,727.82	3,136.04	3,333.00
5483 · Other Tax (Unitary, RR, Misc.)		5,970.54	6,809.63	8,369.56	7,119.91	3,700.00
Total 5000 · Property Taxes	1,047,950.83	1,113,114.03	1,215,923.19	1,220,192.34	1,260,412.00	1,159,833.00
5007 · Sewer Service Charge						
5007.1 · Sewer Service - Tiburon Ops	2,130,009.00	1,782,023.48	2,013,740.22	2,457,932.86	2,307,207.76	2,283,000.00
5007.5 · Sewer Service - Tiburon Cap	674,081.48	945,393.11	461,737.65	223,392.96	110,894.15	12,000.00
5007.2 · Sewer Service-Belv Ops	997,893.32	1,102,361.07	1,359,848.48	1,392,534.36	1,340,409.96	1,300,000.00
5007.3 · Sewer Service-Belv Cap	1,344,579.28	1,258,777.49	960,118.22	920,645.65	875,143.69	866,300.00
5007.4 · Other User Fees	26,067.14	24,826.00	228,464.88	42,021.76	41,711.56	38,700.00
Total 5007 · Sewer Service Charge	5,172,630.22	5,113,381.15	5,023,909.45	5,036,527.59	4,675,367.00	4,500,000.00
5201 · Interest						
5201.1 · Interest County of Marin	65.95	323.86	1,778.65	0.00	136.53	0.00
5201.2 · Interest LAIF	74,341.81	156,338.13	303,511.86	280,649.26	88,792.09	100,000.00
Total 5201 · Interest	74,407.76	156,661.99	305,290.51	280,649.26	88,929.00	100,000.00
5900.3 · Connection Fees						
5900.30 · Connection Permit Fees	4,400.00	9,500.00	5,250.00	16,752.00	9,025.00	7,000.00
5900.31 · Collection	68,448.00	248,652.00	196,705.00	179,736.81	119,877.07	100,000.00
5900.34 · Treatment	86,682.00	257,826.00	320,389.00	212,785.19	134,789.93	100,000.00
Total 5900.3 · Connection Fees	159,530.00	515,978.00	522,344.00	409,274.00	263,692.00	207,000.00
5900.4 · Inspection Permit Fees	17,150.00	16,700.00	22,990.00	16,174.00	22,170.50	20,000.00
5900.5 · SASM Expense Reimb.	102,988.24	83,300.61	85,202.00	65,504.74	73,375.00	100,000.00
5900.9 · Other Income	279.17	0.00	0.00	100.00	0.00	100.00
5900.10 · Paradise Sewer Line Ext. Fees	0.00	0.00	0.00	13,364.00	13,806.00	14,040.00
Total Ops & Capital Income	6,574,936.00	6,999,136.00	7,175,659.00	7,041,786.00	6,397,752.00	6,100,973.00

Expense	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
6000 · Administrative Expenses						
6001 · Advertising	65.00	171.24	1,428.77	422.85	500.00	1,000.00
6008 · Audit & Accounting	30,548.58	25,666.11	25,052.03	27,848.17	40,000.00	40,000.00
6017 · Consulting Fees	94,145.84	130,145.58	101,260.61	138,030.88	350,000.00	150,000.00
6018 · Travel & Meetings						
6018 ·1 Travel & Meetings - Other	5,113.36	6,905.03	6,133.68	5,988.32	7,000.00	7,000.00
6018.2 · Standby Mileage Expense Reimb	6,786.64	6,377.62	7,765.05	7,785.45	8,300.00	8,000.00
Total 6018 · Travel & Meetings	11,900.00	13,282.65	13,898.73	13,805.99	15,346.69	15,000.00
6020 · Continuing Education	3,744.23	5,282.98	4,772.91	6,417.44	7,000.00	10,000.00
6021 · County Fees	15,690.49	16,702.69	17,230.26	15,950.36	16,570.52	16,590.00
6024 · Director Fees	6,700.00	6,500.00	5,700.00	7,300.00	7,000.00	9,000.00
6025 · Dues & Subscriptions	10,993.46	10,521.21	10,611.10	20,333.64	30,000.00	31,000.00
6026 · Elections	230.24	0.00	2,199.28	0.00	250.00	0.00
6033 ·2 PLP General Liability	23,352.91	11,453.45	29,353.50	37,774.84	45,535.00	45,000.00
PLP (GL) Rating Adjustments	-4,233.00	-4,240.00	-4,235.00	-771.00	8,204.00	0.00
PLP (GL) Dividends	-7,977.00	-8,962.00	-8,567.00	-9,818.00	-10,401.00	0.00
6033 ·1 Alliant Public Entity Phys Damage (Realty)	12,406.00	10,745.00	12,984.00	16,214.00	23,377.31	25,000.00
6033 ·3 (APD) Physical Property - Auto	1,248.00	1,231.00	1,342.00	1,227.00	3,730.00	4,000.00
6039 · Legal	75,666.07	54,668.73	40,527.88	33,527.90	40,000.00	50,000.00
6047 · Office Supplies	6,015.77	10,667.61	3,596.03	4,043.84	10,000.00	10,000.00
6056 · Postage	863.93	386.56	646.67	1,589.01	1,150.00	1,000.00
6059 · Pollution Prevention/Public Edu	2,863.31	2,346.80	4,141.94	2,429.92	5,000.00	5,000.00
6065 · Miscellaneous Expense	1,554.05	0.00	151.00		0.00	0.00
Total 6000 · Administrative Expenses	285,778.00	286,570.00	262,095.00	316,327.00	593,263.00	412,590.43
7000 · Ops & Maintenance Expenses						
7010 · Pumps & Lines Maintenance						
7011 · Pumps & Lines Maintenance	248,143.93	184,139.63	167,193.31	206,314.25	75,000.00	75,000.00
7013 · Emergency Line Cleaning/Repair	50,644.22	84,393.61	46,160.51	33,294.64	16,803.00	50,000.00
7015 · Inflow & Infiltration Study	0.00	0.00	0.00	0.00	0.00	0.00
Total 7010 · Pumps & Lines Maintenance	298,788.00	268,533.00	213,354.00	239,609.00	91,803.00	125,000.00
7020 · Main Plant Maintenance						
7021 · Plant Maintenance Supplies	5,718.58	9,408.58	7,971.94	19,431.85	22,000.00	25,000.00
7022 · Plant Maint. Parts & Service	40,448.84	58,224.01	47,313.85	129,771.23	125,000.00	130,000.00
7023 · Janitorial Supplies & Service	5,430.65	4,218.03	7,440.41	5,882.20	6,500.00	9,000.00
7024 · Main Plant Chemicals	75,920.48	102,771.14	97,497.63	94,229.90	100,000.00	111,000.00
7025 · Lab Supplies & Chemicals	65,830.16	56,438.21	18,902.70	62,744.99	20,000.00	20,000.00
7027 · Electrical & Instrument	88.24	1,373.17	4,620.27	5,876.28	5,000.00	15,000.00
7028 · Grounds Maintenance	2,919.87	2,162.32	3,037.58	7,890.20	6,500.00	5,000.00
7029 · Main Plant Sludge Disposal	24,122.52	26,949.06	22,334.68	33,493.32	39,750.00	41,000.00
7030 · Main Plant Outfall	0.00	0.00	0.00	0.00	0.00	6,500.00
Total 7020 · Main Plant Maintenance	220,479.00	261,545.00	209,119.00	359,320.00	324,750.00	362,500.00

Sanitary District No.5 of Marin County
Annual Budget FY2021-2022

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
7040 · Paradise Cove Plant Maint						
7041 · Paradise Parts & Service	11,209.84	6,468.21	3,072.15	8,994.83	12,000.00	10,000.00
7042 · Paradise Supplies & Chemicals	10,982.53	3,464.33	2,837.11	4,385.28	7,000.00	5,000.00
7043 · Paradise Sludge Disposal	8,104.67	5,520.35	8,320.56	9,845.00	3,000.00	0.00
7044 · P.C. Plant Outfall Pipeline					7,250.00	0.00
Total 7040 · Paradise Cove Plant Maint	30,297.00	15,453.00	14,230.00	23,225.00	22,000.00	15,000.00
7050 · Monitoring						
7051 · Main Plant Lab Monitoring	43,484.06	39,245.25	49,644.92	45,510.27	43,000.00	45,000.00
7052 · Paradise Cove Monitoring	12,783.00	9,755.86	17,617.00	14,983.40	15,000.00	15,000.00
7053 · Chronic Toxicity Program Eval	0.00	1,845.00	1,845.00	1,917.50	3,500.00	15,000.00
7065 · Dilution Study			0.00	18,917.31	0.00	0.00
Total 7050 · Monitoring	56,267.00	50,846.00	69,107.00	81,328.00	61,500.00	75,000.00
7060 · Permits/Fees						
7061 · Main Plant NPDES Renewal	0.00	21,628.75	4,320.50	7,295.00	3,800.00	0.00
7062 · Permits/Fees - General	44,287.15	31,705.63	38,165.51	40,740.40	60,000.00	50,000.00
7063 · Paradise Cove Permits/Fees	4,085.47	5,913.63	5,672.48	6,175.00	8,000.00	9,000.00
7064 · Paradise Cove NPDES Renewal	7,994.50	0.00	0.00	0.00	20,000.00	0.00
Total 7060 · Permits/Fees	56,367.00	59,248.00	48,158.00	54,210.00	91,800.00	59,000.00
7070 · Truck Maintenance						
7071 · Fuel	6,519.78	6,947.07	6,599.36	14,932.08	15,000.00	10,000.00
7072 · Truck Maintenance	4,090.32	9,344.39	6,675.22	5,581.19	25,000.00	15,000.00
Total 7070 · Truck Maintenance	10,610.00	16,291.00	13,275.00	20,513.00	40,000.00	25,000.00
Total 7000 · Ops & Maintenance Expenses	672,808.00	671,916.00	567,243.00	778,205.00	631,853.00	661,500.00
8000 · Salaries and Benefits Expenses						
8001 · Salaries	876,077.32	969,329.98	918,999.39	1,067,517.87	1,143,550.00	1,353,783.24
8003 · Overtime	138,034.13	77,636.89	145,295.17	135,674.44	118,000.00	100,000.00
8004 · Standby Pay	46,537.03	66,746.35	70,268.42	71,679.14	74,187.91	76,042.61
8005 · Employee Incentives	0.00	0.00	5,000.00	19,500.00	25,000.00	70,000.00
8006 · Vacation Buyout	22,318.11	20,199.25	41,125.19	27,281.72	27,000.00	30,000.00
8013 · Payroll Taxes	92,848.33	90,835.07	87,995.01	98,101.49	101,535.04	101,047.01
8015 · Payroll/Bank Fees	5,110.12	7,990.68	3,178.18	5,939.59	6,250.00	6,250.00
8016 · Car Allowance	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
8019 · PERS Retirement						
PERS Monthly Contributions	143,748.80	157,286.99	156,446.70	153,127.59	165,000.00	304,704.98
PERS Replacement Benefit Fund (RLL)	2,617.41	20,370.72	4,279.08	0.00	350.00	350.00
PERS Side Fund/UAL Payment	254,448.00	740,733.00	0.00	132,419.00	96,367.00	20,000.00
PERS UAL (SD5) Trust Fund	40,195.00	93,955.00	294,400.00	286,554.77	285,295.00	0.00
Total 8019 · PERS Retirement	441,009.00	1,012,346.00	455,126.00	572,101.00	547,012.00	325,054.98
8020 · Employee Health						
8020.05 · Employee Health	153,584.98	165,321.18	177,013.30	190,901.75	188,600.00	225,917.60
8021 · Employee Health Deductions	-8,943.46	-9,380.02	-4,490.17	-2,991.36	-4,748.05	-2,500.00
Total 8020 · Employee Health	144,642.00	155,941.00	172,523.00	187,910.00	183,852.00	223,417.60
8022 · Retiree Health						
Retiree Health	56,322.48	53,670.16	54,508.84	95,745.21	60,000.00	78,000.00
CERBT/OPEB Retiree Annual Arc Contribution*	37,096.83	65,700.00	66,644.28	70,200.00	72,400.00	118,400.00
Total 8022 · Retiree Health	93,419.00	119,370.00	121,153.00	165,945.00	132,400.00	196,400.00
8023 · Workers Comp Insurance						
Workers Comp Insurance	18,474.00	18,905.00	19,055.00	30,735.94	39,318.00	55,000.00
W.C. Rating Adjustments	1,763.00	-6,551.00	880.00		1,694.00	0.00
W.C. Dividend +/- Rebate	-2,000.00	-2,322.00	-2,000.00	-2,000.00	-2,000.00	-2,000.00
Total 8023 · Workers Comp Insurance	18,237.00	10,032.00	17,935.00	28,736.00	39,012.00	53,000.00
Total 8000 · Salaries and Benefits Expenses	1,977,889.00	2,664,670.00	2,044,598.00	2,386,386.00	2,403,799.00	2,540,995.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
8500 · Other Operating Expenses						
8510 · Data/Alarms/IT Supp & Licensing	43,893.01	75,105.92	92,264.32	83,779.99	115,000.00	100,000.00
8515 · Safety	13,619.19	11,283.79	7,595.41	23,472.06	30,000.00	40,000.00
8520 · Personal Protection/Safety Wear	10,965.86	8,539.90	15,922.60	8,216.49	12,000.00	15,000.00
8530 · Telephone						
8531 · Main Plant Telephones	8,806.47	8,004.61	8,161.57	9,707.08	9,500.00	11,000.00
8532 · Paradise Cove Telephones	2,496.15	3,663.92	4,064.58	3,814.21	4,000.00	4,000.00
8533 · Pumps & Lines Telephones	3,677.57	6,533.07	6,216.14	5,830.34	6,000.00	7,000.00
Total 8530 · Telephone	14,980.00	18,202.00	18,442.00	19,352.00	19,500.00	22,000.00
8540 · Utilities						
8541 · Water	3,618.35	3,699.49	4,971.70	7,744.56	8,000.00	8,000.00
8542 · Main Plant Utilities	179,694.22	168,332.98	174,652.34	179,270.96	200,000.00	200,000.00
8543 · Paradise Cove Utilities	13,814.41	14,027.27	13,935.20	14,842.64	16,800.00	18,000.00
8544 · Pump Station Utilities	42,120.85	33,210.82	35,171.49	35,727.84	42,800.00	45,000.00
Total 8540 · Utilities	239,248.00	219,271.00	228,731.00	237,586.00	267,600.00	271,000.00
Total 8500 · Other Operating Expenses	322,706.00	332,403.00	362,955.00	372,407.00	444,100.00	448,000.00
Total OPERATING Expenses	3,259,515.00	3,955,893.00	3,237,225.00	3,853,659.00	4,073,349.00	4,063,419.00

	Actuals	Actuals	Actuals	Actuals	Estimate	Budget
	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
9100 · Capital Expenditures						
9200 · Main Plant Equipment Capital						
9201 · LED Lighting Upgrade		25,066.15	25,571.38			
9203 · Slurry Seal & Parking Plan		0.00	0.00			
9202.1 · M.P. Drainage Sample Rm Drain+2nd Drain Replacement						75,000.00
9202.2 · M.P. Drainage Load-out + Filtering						30,000.00
9204 · M.P. Boiler (Exhaust) Replacement		62,855.00	5,550.75			30,000.00
9205 · Influent Sumps/RAS Cover Rplcmt						
9206 · Infl Dry Weather Pump Rplcmt	32,163.94					40,000.00
9207 · Infl Wet Weather Pump Rplcmt	56,927.58					
9208 · M.P. Chemical Feed Pump Replacement	8,643.46					20,000.00
9209 · Screw Press Blend Redundancy			15,733.84		16,915.00	
9210 · Sludge Box Replacement		15,442.00				
9211 · Odor Control Upgrades						
9212 · M.P. Headworks Grinder Replacement			18,829.83	19,588.07	23,486.90	25,000.00
9212.1 · Explosion-proof Electric Hoist						10,000.00
9213 · Flare Rehabilitation						
9214 · Underground Pipe & Valve Replacement				12,307.96		
9215 · M.P. Restroom Remodels (2)						
9217 · M.P. Maint. Shop Replacement /Ops Control					15,172.33	
9218 · M.P. Generator Control Panel						
9219 · M.P. Cl2 Flash Mixer					12,160.81	15,000.00
9220 · M.P. Office & Bath Floor Replacement						
9221 · M.P. Portable Fuel Storage						
9225.94 · Server Upgrade + Replacement					5,323.75	
9225.95 · SCADA Upgrade					18,850.00	
9229.8 · Vehicle Replacement					3,000.00	
Total 9200 · Main Plant Equipment Capital	97,735.00	103,363.00	65,686.00	31,896.00	91,909.00	245,000.00

	Actuals FY16-17	Actuals FY17-18	Actuals FY18-19	Actuals FY19-20	Estimate FY20-21	Budget FY21-22
9300 · Pumps & Lines Capital						
9301 · Tiburon Sewer Line Rehab Prog	120,306.13	440,376.23	439,893.30	723,554.74		1,000,000.00
9302 · Pump Station Control Panel Upgr	62,832.36	85,524.81	60,247.88	37,178.11		
9303 · Lateral Camera			13,750.48		362.71	
9304 · Belvedere Sewer Line Rehab Prog	78,578.93	195,439.87	344,441.80	891,836.07		100,000.00
9305 · Valve/Wet Well Lid Cover Replac						
9305.1 · Wet Well Rehabilitation - Belvedere						75,000.00
9305.2 · Wet Well Rehabilitation - Tiburon						50,000.00
9306 · PS Pump & Valve Replacement	50,938.12	48,660.54		52,247.95	18,150.00	50,000.00
9307 · PS Generator Replacement	24,529.79	60,284.50		16,123.19		
9308 · Station #5 Rebuild/4 Pumps/Gen						
9308.1 · Mar West PS#5, Phase I-Design						
9308 · Station #5 Rebuild/4 Pumps/Gen - Other						
9308.11 · Mar West PS#5, Phase I-Constr						
9308.2 · Mar West PS#5, Phase II-Constr		790,046.72				
Total 9308 · Station #5 Rebuild	0.00	790,046.72	0.00	0.00		
9309 · Cove Rd. BPS #1 Generator Replacement					0.00	100,000.00
9310 · Belv Pump Station Comm. Project			46,640.69		0.00	
9311.1 · Cove Rd Force Main Rplcmnt - Engineering			19,260.00	14,250.00	5,656.80	
9311.2 · Cove Rd Force Main Rplcmnt - Constr., Ph I					2,341,117.33	
9312 · Force Main Rehab - Multiple Sites					0.00	
9313 · Man Hole Rehabilitation				17,811.00	15,097.72	75,000.00
9314 · Portable Emergency Generators		34,462.47		997.14	95,587.89	
9227.8 · Vactor Truck		21,785.00		310,144.91	7,891.43	
9315 · TPS Comm/Radio Upgrade Project	33,465.60	0.00	41,747.19		0.00	
Total 9300 · Pumps & Lines Capital	370,651.00	1,676,580.00	965,981.00	2,064,143.00	2,483,864.00	1,450,000.00
9400 · Paradise Cove Capital						
9401 · P.C. Sewer Line Rehab Prog						
9402 · P.C. Flow Meter Replacement					19,501.62	
9403.1 · P.C. Communication Upgrade - Cellular						20,000.00
9404 · P.C. Inf WWI Access Replacement				8,141.00		
9405 · P.C. Generator Replacement	49,903.24	899.22			0.00	
· P.C. Painting at Plant				52,058.23	52,759.00	
9406 · P.C. Plant Grating Rplcmnt - Fiberglass					1,730.73	
9410 · P.C. U.V. Disinfection						
Total 9400 · Paradise Cove Capital	49,903.00	899.00	0.00	60,199.00	73,991.00	20,000.00
9500 · Undesignated Capital						
9510 · Undesignated Cap - M.P.		33,817.00		14,684.13		25,000.00
9520 · Undesignated Cap - P.C. Plant	6,357.50				26,546.75	10,000.00
9530 · Undesignated Cap - P&L			32,479.97			50,000.00
Total 9500 · Undesignated Capital	6,358.00	33,817.00	32,480.00	14,684.00	26,547.00	85,000.00
Total 9100 · Capital Expenditures	524,647.00	1,814,659.00	1,064,147.00	2,170,922.00	2,676,311.00	1,800,000.00

Sanitary District No.5 of Marin County
Annual Budget FY2021-2022

	Actuals	Actuals	Actuals	Actuals	Estimate	Budget
	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
9700 · Debt Service						
9720 · Belvedere Loan						
9723 · Belvedere WestAm Loan Prin						
Total 9720 · Belvedere Loan						
9730 · Debt Service - MPR Project						
9731 · Debt Service MPR Bond Principal	450,000.00	450,000.00	460,000.00	470,000.00		
9732 · Debt Service MPR Bond Interest	391,996.84	374,067.94	356,348.79	167,675.00		
9734 · Debt Service MPR REFI Principal					660,000.00	595,000.00
9735 · Debt Service MPR REFI Interest					190,432.26	157,790.00
Total 9730 · Debt Service - MPR Project	841,997.00	824,068.00	817,399.00	637,675.00	851,482.00	753,840.00
Total 9700 · Debt Service	841,997.00	824,068.00	817,399.00	637,675.00	851,482.00	753,840.00
Total CAPITAL Expense	1,366,644.00	2,638,727.00	1,881,546.00	2,808,597.00	3,527,793.00	2,553,840.00
Total Ops & Capital Expense	4,626,159.00	6,594,620.00	5,118,771.00	6,662,256.00	7,601,142.00	6,617,259.00
tal Ops & Capital Net Income	1,948,777.00	404,516.00	2,056,888.00	379,530.00	#####	-516,286.00

10.8 APPENDIX H: FIVE (5) YEAR HISTORICAL - LAIF FUND SUMMARY

		SD5 LAIF BALANCE HISTORY				
		Jun 30, 17	Jun 30, 18	Jun 30, 19	June 30, 20	June 30, 2021
Local Agency Investment Fund						<i>(Estimates)</i>
Belvedere						
	Belvedere Operating	1,106,322.19	3,269,832.33	3,692,092.99	3,604,760.86	3,662,702.28
	Belvedere Operating Reserve	1,649,484.76	192,560.00	284,923.05	400,923.05	516,923.05
	Belvedere Capital & CIP Reserve	2,756,461.71	2,558,239.36	3,109,367.66	3,035,594.94	2,168,491.17
	Belvedere PERS Retirement Trust	13,179.61	47,790.00	152,530.00	254,615.00	356,250.00
	Belvedere Disaster Recovery Fnd	0.00	356,250.00	356,250.00	356,250.00	356,250.00
Total Belvedere		5,525,448.27	6,424,671.69	7,595,163.70	7,652,143.85	7,060,616.50
Tiburon						
	Tiburon Operating	906,018.99	2,640,032.40	2,106,182.56	2,204,697.69	1,965,614.18
	Tiburon Operating Reserve	3,994,211.29	322,400.00	414,430.00	548,730.00	683,930.00
	Tiburon Capital & CIP Reserve	1,525,684.02	2,455,291.37	3,583,834.92	3,865,887.47	3,512,349.86
	Tiburon PERS Retirement Trust	27,310.20	86,360.00	275,620.00	460,090.00	643,750.00
	Tiburon Disaster Recovery Fund	0.00	643,750.00	643,750.00	643,750.00	643,750.00
Total Tiburon		6,453,224.50	6,147,833.77	7,023,817.48	7,723,155.16	7,449,394.04
Total Local Agency Investment Fund		11,978,672.77	12,572,505.46	14,618,981.18	15,375,299.01	14,510,010.54

10.9 APPENDIX I: DEBT SERVICE SUMMARY – 2020-2031

Mar 10, 2020 11:12 am Prepared by D.A. Davidson & Co.

BOND DEBT SERVICE

SANITARY DISTRICT No. 5 OF MARIN COUNTY

Taxable Advance Refunding all 2012 Revenue Bonds

Private Placement - California Bank & Trust Lender

Callable anytime with 30 day's written notice

FINAL PRICING

Dated Date 03/26/2020

Delivery Date 03/26/2020

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2020	\$660,000	2.480%	\$100,681.11	\$760,681.11	\$7,240,000	\$7,240,000
10/01/2021	\$580,000	2.480%	\$179,552.00	\$759,552.00	\$6,660,000	\$6,660,000
10/01/2022	\$595,000	2.480%	\$165,168.00	\$760,168.00	\$6,065,000	\$6,065,000
10/01/2023	\$610,000	2.480%	\$150,412.00	\$760,412.00	\$5,455,000	\$5,455,000
10/01/2024	\$625,000	2.480%	\$135,284.00	\$760,284.00	\$4,830,000	\$4,830,000
10/01/2025	\$640,000	2.480%	\$119,784.00	\$759,784.00	\$4,190,000	\$4,190,000
10/01/2026	\$655,000	2.480%	\$103,912.00	\$758,912.00	\$3,535,000	\$3,535,000
10/01/2027	\$670,000	2.480%	\$87,668.00	\$757,668.00	\$2,865,000	\$2,865,000
10/01/2028	\$690,000	2.480%	\$71,052.00	\$761,052.00	\$2,175,000	\$2,175,000
10/01/2029	\$705,000	2.480%	\$53,940.00	\$758,940.00	\$1,470,000	\$1,470,000
10/01/2030	\$725,000	2.480%	\$36,456.00	\$761,456.00	\$745,000	\$745,000
10/01/2031	\$745,000	2.480%	\$18,476.00	\$763,476.00		
	\$7,900,000		\$1,222,385.11	\$9,122,385.11		

10.10 APPENDIX J: SD5 RESERVE POLICY

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CalPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$949,655* Current Operating Reserve Fund \$5,376,430* Current Operating Fund	\$6,746,481.82 (Current Capital & Capital Reserve Balance)	\$714,705* (Current Trust Balance)	\$1,000,000*
TARGET BALANCE	\$2,500,000***	\$15,000,000***	\$1,000,000*	\$1,000,000
PROPOSED ANNUAL FUNDING	5% of Sewer Service Charges (FY18/19 Total SS Ops Revenue = \$5,010,545) 5% of Sewer Service Charges ≈ \$251,200**	TBD per Annum	3.5% of SD5's Share of CalPERS' FY18-19 Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250** (From Ops)	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Comitee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Comitee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Comitee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 6.15.2020

*** Target Balances, Disaster Recovery & CalPERS Retirement Splits are based on SD5's Historical split: Belvedere @ 35.625% ; Tiburon @ 64.375%

10.10.1 Belvedere Zone Only Reserve Policy

	OPERATING RESERVE* #1	CAPITAL IMPROVEMENTS RESERVE #2	CalPERS RETIREMENT RESERVE* #3	DISASTER RECOVERY RESERVE* #4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$400,923* Current Operating Belvedere Reserve Fund Working Belvedere Ops Fund: \$3,497,700*	Belvedere: \$2,933,697.30* Current Capital & Capital Reserve Balance	\$254,615*	\$356,250*
TARGET BALANCE	Belvedere: \$890,625***	Belvedere: \$5,343,750***	Belvedere: \$356,250***	Belvedere: \$356,250***
PROPOSED ANNUAL FUNDING	(\$2,319,967*) 5% of Sewer Service Charges 5% of Sewer Service Charges ≈ \$116,000*	TBD per Annum	3.5% of SD5's Share of CalPERS' Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250*** Belvedere's FY20-21 CalPERS Trust: \$111,600**	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed semi-annually and apportioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5 Plan's Share of the CalPERS Pool's Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. If reserve subsequently dips below target balance, funding to be reinstated.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 6.15.2020

*** Target Balances, Disaster Recovery & CalPERS Retirement Splits are based on SD5's Historical split: Belvedere @ 35.625% ; Tiburon @ 64.375%

10.10.2 Tiburon Zone Only Reserve Policy

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CalPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects (MPR), C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$548,730* Current Operating Tiburon Reserve Fund Working Tiburon Ops Fund: \$1,878,730*	Tiburon: \$3,812,784.52* Current Capital & Capital Reserve Balance	\$460,090*	\$643,750*
TARGET BALANCE	Tiburon: \$1,609,375***	Tiburon: \$9,656,250***	Tiburon: 643,750***	Tiburon: \$643,750***
PROPOSED ANNUAL FUNDING	(\$2,703,943) 5% of Sewer Service Charges 5% of Sewer Service Charges ≈\$135,200**	TBD per Annum	3.5% of SD5's Share of CalPERS' Market Value Assets (\$8.95M) FY18-19 ≈ \$313,250*** Tiburon's FY20-21 CalPERS Trust: \$201,650**	N/A
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed semi-annually and apportioned as needed, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5 Plan's Share of the CalPERS Pool's Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. If reserve subsequently dips below target balance, funding is to be reinstated.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, as set forth and approved in this Reserve Policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities. All other transfers to be presented for review by the Finance Committee, recommended to and approved by the Board prior to withdrawal.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

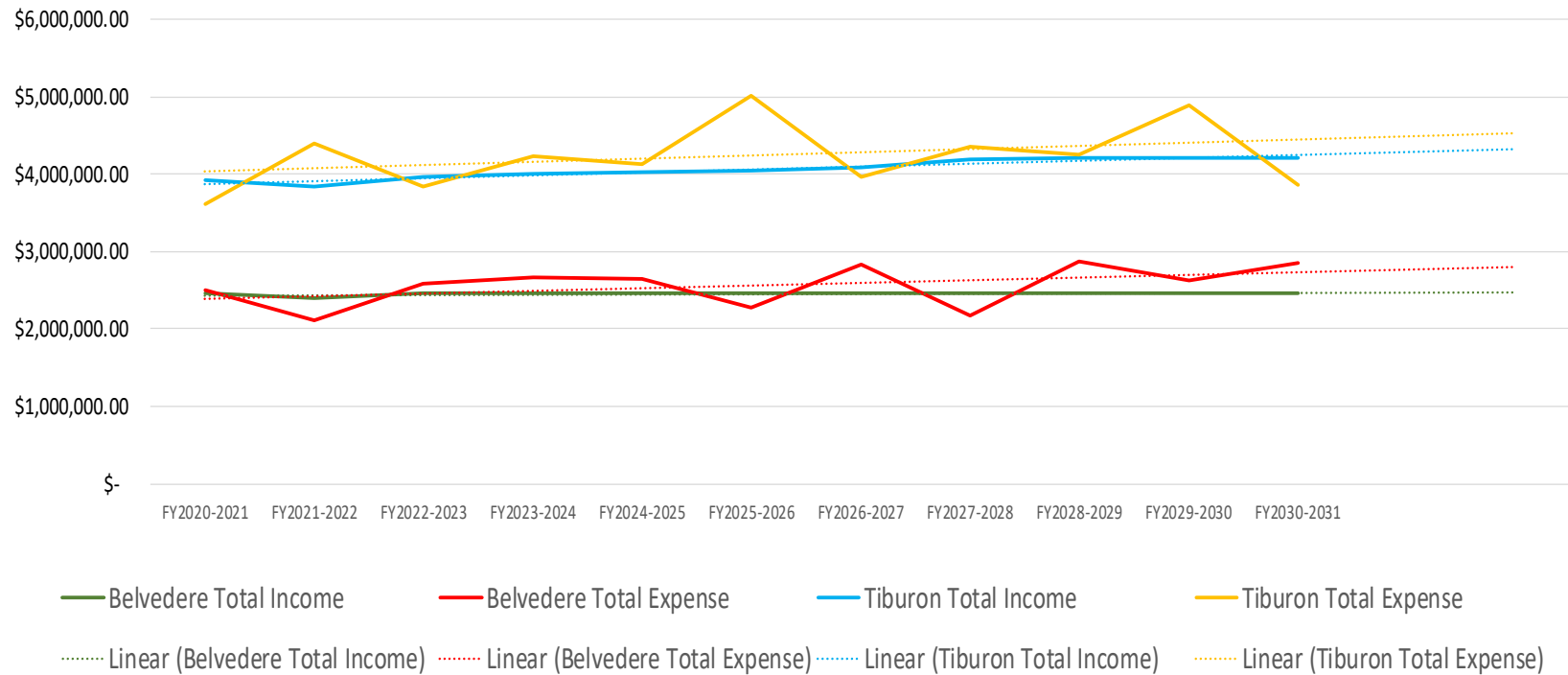
* Balances based on SD5 Balance Sheet, as of 6.15.2020

*** Target Balances, Disaster Recovery & CalPERS Retirement Splits are based on SD5's Historical split: Belvedere @ 35.625% ; Tiburon @ 64.375%

10.11 APPENDIX I INCOME VS EXPENSE PROJECTION GRAPHS

21-22 Budget Projections	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Belvedere Total Income	\$ 2,455,642.00	\$ 2,405,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00	\$ 2,455,642.00
Belvedere Total Expense	\$ 2,497,520.00	\$ 2,120,557.00	\$ 2,591,601.00	\$ 2,672,695.00	\$ 2,645,436.00	\$ 2,286,613.00	\$ 2,839,765.00	\$ 2,183,931.00	\$ 2,883,383.00	\$ 2,626,164.00	\$ 2,850,069.00
Tiburon Total Income	\$ 3,920,032.00	\$ 3,842,781.00	\$ 3,965,985.00	\$ 3,995,985.00	\$ 4,025,985.00	\$ 4,055,985.00	\$ 4,085,985.00	\$ 4,185,985.00	\$ 4,205,985.00	\$ 4,205,985.00	\$ 4,205,985.00
Tiburon Total Expense	\$ 3,624,511.00	\$ 4,387,284.00	\$ 3,841,083.00	\$ 4,234,444.00	\$ 4,139,368.00	\$ 5,014,174.00	\$ 3,960,434.00	\$ 4,354,218.00	\$ 4,256,315.00	\$ 4,898,802.00	\$ 3,869,009.00

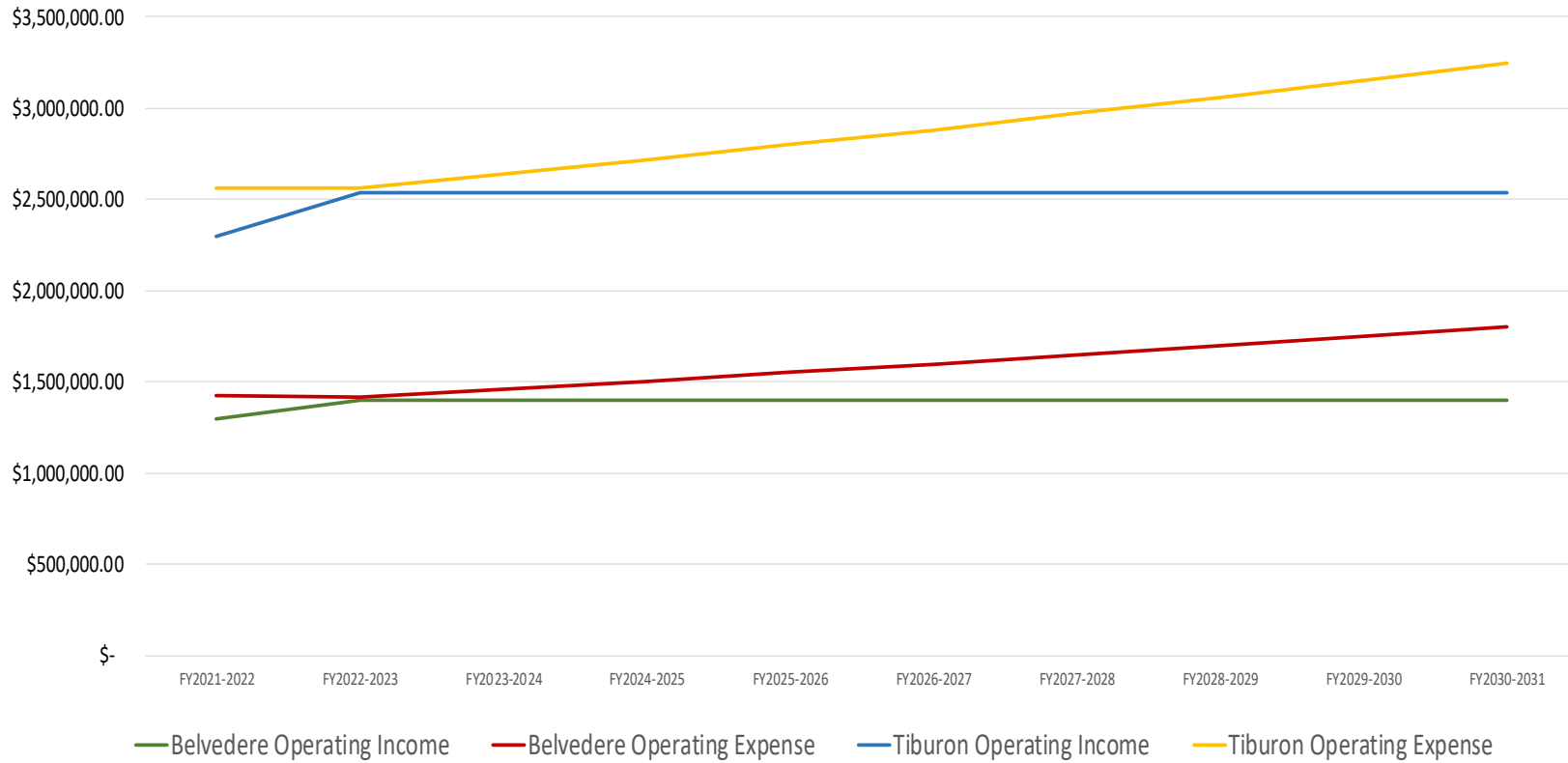
Total Income vs. Expense Per Zone



Please note: Capital Expense Assumptions are rough estimates of future capital work and fiscal year status may change from year to year

21-22 Budget Projections	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Belvedere Operating Income	\$ 1,300,000.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00	\$ 1,400,834.00
Belvedere Operating Expense	\$ 1,421,481.00	\$ 1,419,125.00	\$ 1,461,699.00	\$ 1,505,550.00	\$ 1,550,717.00	\$ 1,597,238.00	\$ 1,645,155.00	\$ 1,694,510.00	\$ 1,745,345.00	\$ 1,797,706.00
Tiburon Operating Income	\$ 2,300,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00	\$ 2,537,000.00
Tiburon Operating Expense	\$ 2,559,000.00	\$ 2,560,770.00	\$ 2,637,593.00	\$ 2,716,721.00	\$ 2,798,223.00	\$ 2,882,169.00	\$ 2,968,634.00	\$ 3,057,693.00	\$ 3,149,424.00	\$ 3,243,907.00

2021-2022 & Future Operating Income vs Operating Expense Projections



Please note: Income projections assume no change in Sewer Service Charge revenue, nor does it account for interest earnings and inspection fees. Operating Expense assumptions account for 3% annual increase across all operating expense line items.

**SANITARY DISTRICT NO. 5
OF MARIN COUNTY**

STRATEGIC PLAN

JUNE 30, 20210



BOARD OF DIRECTORS:

Richard Snyder, President

John Carapiet, Vice President

Omar Arias, Secretary

Tod Moody, Director

Catherine Benediktsson, Director

DISTRICT MANAGER:

Tony Rubio

Sanitary District No.5 of Marin County

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1. Introduction, History and Overview

Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district. In the 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive. In the 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act. During that period state and federal grant funding was available for those upgrades which the District took advantage of. Also during the 1980's upgrade the Main Plant treatment facility was designed with a new commonly shared out fall into the SF Bay. The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is also responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California. In the mid 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant. The District was able to get about 30+ years out of both plants before they were due for major upgrades and were upgraded to improve efficiencies and reliability.

In 2005 the City of Belvedere sewage collection system was annexed to the District. When this task was completed, a new sewer rate had to be established for the City of Belvedere residents, as it was treated as a separate zone per the annexation agreement with Belvedere. In that annexation agreement, the City of Belvedere negotiated keeping the sewer service revenue portion of the property tax, thus the higher rates in the City of Belvedere currently. As of 2021~~18~~ the Belvedere zone sewer service fee charge is \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone. Prior to annexation into Sanitary District No.5 of Marin County, an investigation of the entire sewer collection was performed by Harris & Associates to assist the District in determining the condition of the collection system and the required repairs that would be needed in the future. A similar study was also performed for the collection system owned by the District for the Tiburon zone. Those studies assisted in determining the rates that are in place today.

In 2009, the smaller Paradise Cove plant was upgraded and enlarged to accommodate a growing population on the eastern Tiburon peninsula. Treatment plant capacity went from 20,000 gallons per day up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. In conjunction with the treatment plant upgrades, the Seafirth Estates subdivision constructed 2 pump stations to serve the residents in that area, in order for them (Seafirth Estates) to cease operation of the Seafirth Estates RBC (Rotating Biological Contactor) plant that had reached its useful life. Both pump stations were turned over to the District for ownership and operation after a year of successful operation. In 2018 the District worked with San Francisco State Romberg Center in successfully negotiating an outside sewer service agreement which allowed the university to decommission several septic tanks serving the property and allowed for the construction of a new pump station that the university owns and operates to pump into the Districts publicly available sewer system located on Paradise Drive (Vogt Extension Line). SFSU Romberg began service on January 1, 2019.

In 2014 the District invested \$12 million dollars to upgrade and enhance the Main Treatment plant, which serves the City of Belvedere and the residents eastward of Gilmartin Drive in the Town of Tiburon. The electrical system of the plant was upgraded with a more reliable up-to-date system, major treatment plant equipment was replaced with newer, more energy-efficient equipment, and additional wet weather storage was configured into the project using the existing facilities.

In 2017 the District completed a 2-year phased project at the Mar West Pump Station in Tiburon worth 1.5 million dollars. The work involved converting an older dry pit pump station to a wet pet submersible style pump station. It also involved the installation of Diesel standby generator and all new electrical control panels and meters. This pump station is the largest pump station in the Tiburon service area.

[In 2021 the District completed a 2.2 Million Dollar force main installation project in which it installed a new sewer force main serving the city of Belvedere starting at the Cove Road Pump Station #1 moving towards](#)

Beach road then down Juanita Ln to its terminus point on Tiburon Blvd near the round-about. Part of this project included a bypass line serving Tiburon Pump station #6 located on the corner of Tiburon Blvd and Beach Road.

The District has a total of 24 pump stations in its service area and 153,120 lateral feet (29 miles) of gravity sewer lines that range in size from 6” to 24” and a total of 26,400 lateral feet (5 miles) of pressure force main. The District is governed by a 5-member Board of Directors, while the day- to-day management is the responsibility of the District Manager, and his or her staff of 9 employees. Many Districts have different priorities, goals and challenges that face them day-to-day and in the future. That is why this District seeks to layout its priorities, address its concerns and prioritize its future challenges with the creation of this strategic plan. This planning would also assist future Board Members and District Managers with staying on-course in providing the best, safest, and most reliable collection conveyance and treatment of sewage for the Tiburon/Belvedere peninsula residents. The strategic plan shall reflect the direction, insight, and expertise of the Board Members and its District Staff and shall provide for the overall strategic direction of the District.



1920's era –Tiburon Peninsula- Location of future Waste Water Treatment Plant



1960's era- Tiburon Peninsula – Wastewater Treatment Plant in service- Primary Treatment only



1980's era- Tiburon Peninsula- Secondary Treatment additions to Wastewater Treatment Plant



2014 – Tiburon Peninsula –Main Plant Rehabilitation at Wastewater Treatment Plant



1980's era Unincorporated East Tiburon -Paradise Cove Wastewater Treatment Plant



2010 Unincorporated East Tiburon- Upgraded Paradise Cove Wastewater Treatment Plant

2. Mission Statement and Values

Mission Statement

Sanitary District No.5 of Marin County is a special district dedicated to the protection of public health and the environment through effective and economical collection, conveyance, treatment and disposal of wastewater that meets or exceeds all local, state, and federal regulations.

SD5 Values

Sanitary District No.5 of Marin County Board Members and Staff operate under a set of core values in respect to all District Functions. That set of values include:

- Public Health & Sanitation
- Excellent Customer Service
- Fiscal Responsibility
- Public Transparency
- Work Place Safety
- Effective/Reliable Long Term Capital, Operation, Maintenance, Fiscal Planning
- Valued Work Force
- Effective Communication and Decision Making
- Environmental Stewardship

3. Accomplishments

SD5 Accomplishments

A generalized list of recent accomplishments:

Main Treatment Plant:

- Invested \$12 Million dollars and rehabilitated the Main Treatment Plant: this was a 2-year project, which improved treatment plant efficiencies and reliability
- Updated the Sewer Use Ordinance to include sewer lateral inspection and repair mechanism to reduce I&I from the collection system
- Began pump station controls replacement program: ~~2016~~ of 22 pump stations now have new standardized control panels –Panels have been raised per Baywave sea level report study
- ~~260,350~~ Linear feet of pipe have been replaced/rehabilitated since 2006
- Completed the Point Tiburon Sewer Line acquisition (a 30+yr dispute/unresolved item)
- Completed the Mar West Phase 1 and Phase 2 Pump Station Upgrade - \$1.5 Million Invested to this site.
- Completed a LED lighting upgrade as part of our continued efforts to conserve energy & keep costs down
- Completed Bio-Solids Management Plan and negotiated disposal contract with Lystek Intl.
- Completed Cove Road Force Main Project- Installation of 2100 LF of 14” HDPE Pressure Force Main.
- Completed Collection System Master Plan
- Completed Alternative Energy Options Study

Paradise Cove Plant:

- Acceptance of the Seafirth Estates subdivision pump stations: allowed for the decommissioning of Seafirth Estates’ Rotating Biological Contactor (RBC) treatment plant
- Acceptance of the Paradise Drive Sewer Line Extension (PDSLE) Line Sewer line: allowed sewer service connections for 52 homes allowing people to decommission septic systems in the unincorporated area of Tiburon an connecting to the public sewer
- Acceptance of Vogt sewer line extension at Paradise Cove which will allow for an additional 12 connections and the connection of the Romberg Tiburon Center
- Established an Outside Sewer Service Agreement with SFSU Romberg Center for Sewer Service
- Paradise Cove Treatment Plant upgrade and installation of new discharge pipe and diffuser: treatment plant capacity doubled and treatment efficiency improvement

Finance & HR:

- Major work on the District’s Finances and Capital Improvement Program in FY2009/2010: this led to difficult decisions to increase sewer rates for the prolonged safety and compliance of both treatment plants and its collection system. Prior to 2005, the sewer rates had not been raised in 20+ years
- Made the difficult decisions to cut benefits for new hires, in part of the 2012 Employee Negotiations: this established a lower tier for transferring Classic Members as a result of higher CalPERS pension obligations
- Began funding a California Employee Retirement Benefit Trust (CERBT) for Other Post-Employment Benefits (OPEB) in 2011
- Paid off CalPERS side fund and SD5’s unfunded accrued liability, through 2018
- Updated the SD5 Connection Fee Schedule

- Created a District wide succession plan
- Created new Financial Policy & Procedure Manual
- Updated the SD5 Reserve Policy and created a new CalPERS Reserve Trust in order to fund future CalPERS' inability to obtain target returns in their investment strategies
- [Refinanced the 2012 MPR Revenue Bonds](#)

4. Current Conditions, Future Challenges & Opportunities

Current Conditions:

The District overall income is around \$6 million dollars. Total operations and maintenance costs, which includes salary, is averaging around \$3 million dollars (not including CalPERS unfunded liabilities) with about 3% inflation each year. Currently, Capital Expenditures run anywhere between \$1.5 - \$2.5 million dollars yearly including debt service. The Districts net operating/capital income varies between \$500k-\$1 million dollars each year. That is the current overall trend of the District finances as of 2018. Please note that both treatment plants recently were improved so the need for costly capital expenditures at both of these facilities will mostly likely not occur for another 4-9 years.

The current National Pollutant Discharge Elimination System (NPDES) permits, for both facilities, have been in compliance year-in and year-out with our current standard of treatment and configuration of both facilities. Labor, Electricity, and Chemicals are the costliest items for operating and maintaining both facilities. The District has done everything possible to reduce those costs, such as installing automated Supervisory Control and Data Acquisition (SCADA) software for improved reliability and to keep labor costs down, installing new energy-efficient equipment (blowers) & completing a LED lighting upgrade throughout the plant to reduce PG&E costs; and performing annual competitive bidding on chemical purchasing contracts to ensure we get the lowest price from the most competitive suppliers.

In 2013, CalPERS enacted new retirement formulas for new-hire employees into the CalPERS' retirement system (Public Employees' Pension Reform Act - PEPRRA), which keeps our employee overhead costs down. Currently the District has 5 employees under the Classic Member formula of 2.7% @ 55 formula, and 4 employees under the PEPRRA formula of 2.0% @ 62. The District has paid its CalPERS pension liabilities up through fiscal year 2019~~6~~. The Districts OPEB Other Post-Employment Benefits (retiree health) is around ~~63.40~~% funded as of 2021~~17~~. The District currently has 6 retirees receiving OPEB. The Board of Directors receive compensation of \$100 for attendance at each Board Meeting; no other benefits are granted to the Board of Directors.

Capital Improvement wise, the Districts main function is to provide high quality collection, conveyance, treatment and disposal of the wastewater in this service area. A main priority currently for the District is the rehabilitation of the districts collection system – an ongoing 10 year Capital Improvement Program (CIP) is in place to replace/rehabilitate the collection system based on video reports conducted in 2006 and 2011. [The District recently completed a Collection System Master Plan to further assist and guide the District along in prioritizing the Capital Projects forecasted for the next 15 years.](#) Also, the District is currently under way with a project standardizing the control panels at the 24 pump stations, servicing the areas and raising them per the Marin BayWAVE Marin Bay Waterfront Adaptation Vulnerability Evaluation

The District when feasible participates in regional programs/partnerships for the benefit of rate payers and the overall enhancement of services in Marin. Some examples include, mutual aid services agreements which allows the District to call on other sewer agencies that participate in the group for assistance with equipment/staffing in times of need, the Marin County Public Education Group, which collaborates with other agencies in the Districts efforts to inform the rate payers and the general public about pollution

prevention, and monthly general manager meetings with the managers of the 5 other Treatment plant agencies in Marin to share ideas and assist one another on critical issues facing the agency or the wastewater community.

Future Challenges and Opportunities:

The District has several challenges in the near and far future. Some of those items include:

Wastewater Treatment System:

- Possible Nutrient limits in National Pollutant Discharge Elimination System (NPDES) permits - requiring expensive upgrades to facilities
- ~~Possible Toxicity Limits in NPDES permit- requiring expensive upgrades to facilities~~
- Change to Waste Discharge Requirements regarding Chlorine Residual in NPDES Permit
- More stringent requirements from the Bay Area Air Quality Management District (BAAQMD) -New Sources-Emergency Generators and Portable Pumps must comply with new standards
- Increased electrical costs due to provider raising rates
- Treatment Plant Upgrades in 2040
- Opportunities to enhance collaboration with neighboring agencies on larger items like laboratory service and safety training services

Customer Service:

- Improved web site for ease of customer use
- Development of quarterly newsletter -increased awareness of district activities and accomplishments for customers- for website
- ~~Additional Staff time for permits and Inspections as identified in the recently approved succession plan~~
- Additional Ark Newspaper Articles

HR and Employee Development:

- Encourage staff to cross train in Operations and Maintenance
- ~~Enhance SR WWTP Maintenance/Collection System Tech Position to a Supervisor to assist in the day to day organization of maintenance and long range planning and responsibility in keeping up to date records responsible for WDR's (waste discharge requirements) for Main Plant and Paradise Cove (LRO Legally Responsible Official Requirement) as identified in the recently approved succession plan~~
- ~~Enhance SR WWTP Operator Position to a Supervisor position to assist in the day to day organization of operations and long range planning (Chief Plant Operator) responsible for Main Plant and Paradise Cove permits (designated operator in charge) as identified in the recently approved succession plan~~
- ~~Create a Permits/Administrative Tech position to assist in the office and to handle the increased work as result of sewer lateral inspections required by Sewer Use Ordinance 2014-02~~

Renewable Energies and Continued Energy Reduction:

- Investigate all possible paths to energy savings
- Investigate pumping plan development for pumping during off hours and or reducing the start & stops

Organization, Budget and Finance:

- Sewer Rate Sustainability
- CalPERS Pension Sustainability
- Other Post Employee Benefits (OPEB) Sustainability
- Complete scanning project

- Clean up and organize current District administrative database

Organization, Budget and Finance (Cont'd):

- Create standards and file storage location, and file storage paths for staff to save work that all staff need access to
- Connection Fee Rates
- Contracted Services
- Sewer Rate Study- Last sewer rate survey completed in 2010

Facilities and Operations:

- Rebuild the maintenance shop and create 2nd floor for an overall operations/maintenance building.
- Review of Emergency Planning/Preparedness: Boat access to treatment plant sites, ~~and Vaector truck availability,~~ and bypass pumping review
- Planning for future Treatment Plant Rehabilitation or Relocation Options
- Office Upgrades – Limited Space
- ~~Complete a Collection System Master Plan in conjunction with Sewer Rate Study—Last full scale sewer system evaluation completed in 2006~~

5. SD5 Goals

The SD5 Strategic Plan is organized according to six major goals which assumes Financial Stability as the overall goal:

- **Goal One: *Protecting Public Health and Employee Safety***
- **Goal Two: *Infrastructure Reliability***
- **Goal Three: *Fiscal Accountability***
- **Goal Four: *Operational Capability***
- **Goal Five: *Employee Development***
- **Goal Six: *Resource Recovery/Energy Sustainability***

The Goal areas represent Board members overall top priorities. Within each Goal area, Board Members identified their top priorities and programs which are summarized on the following pages.

Goal One: Protecting Public Health and Employee Safety

The Districts main purpose for existing is for the sole purpose of protecting public health through safe and efficient collection, conveyance, treatment, and disposal of wastewater generated in the Districts service area, and to ensure a safe working environment for all staff.

The SD5 Board established the following key objectives:

- Maintain Adequate Staffing and Training of Staff
- Strive to eliminate all SSO's
- Compliance with National Pollutant Discharge Elimination System (NPDES) and Bay Area Air Quality Management Board (BAAQMD) permit requirements
- Maintain Robust safety
- Proactive with our Maintenance Activities

Goal Two: Infrastructure Reliability

In order to protect public health, the Districts infrastructure reliability goes a long way in achieving that primary purpose. Good, sound planning and management of the District's facilities must be in order, while preventive maintenance must also be a top priority.

The SD5 Board established the following key objectives:

- Maintain and evaluate the on-going 10-year Capital Improvement Plan annually
- Maintain a comprehensive CMMS system for tracking and forecasting of future Capital work and to maintain current equipment in service
- Clean 25% of SD5's sewer line each year
- ~~Installation of a new sewer force main serving the city of Belvedere (Cove Road Pump Station Sewer Force Main Replacement Project)~~
- Develop Emergency Plan for abandoned emergency outfall line at the Main Plant
- Review Emergency Plan for plant-access during non-access situations (road closures, etc.)

Goal Three: Fiscal Accountability

To maintain a well-operating and functional District, we must be conscious of its financial obligations, by budgeting accurately and managing the operations of the District fittingly in order to maintain financial stability.

The SD5 Board established the following key objectives:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates (~~2020-2021~~FY2021-2022)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down

Goal Four: Operational Capability

Evaluation of operational strategies to ensure satisfactory collection, conveyance and treatment for possible reductions in operational costs.

The SD5 Board established the following key objectives:

- National Pollutant Discharge Elimination System (NPDES) , Occupational Safety and Health Administration (OSHA), and Bay Area Air Quality Management District (BAAQMD) Compliance
- Reduce Inflow and Infiltration (I&I)
- ~~Reclaim Water Program Review for use in sewer cleaning activities~~
- Maintain good partnership with Sanitary Agency of Southern Marin SASM
- Continue Collaboration, with MASS Group Marin Association of Sanitary Sewers group
- Evaluate Grit Removal System at Paradise Cove Plant

Goal Five: Employee Development

A well trained and hard-working staff leads to operational success, and a safe and fun work environment. In order to maintain that type of culture and work space, employee development plays a key role.

The SD5 Board established the following key objectives:

- ~~Create new WWTP Operations Superintendent Position~~
- ~~Create new WWTP Maintenance & Collection System Superintendent Position~~
- ~~Create new Permit/Administration Assistant Position~~
- Maintain Adequate Staffing levels
- Continue Cross training activities
- Review Staff - Bi-annual Performance Evaluations
- Maintain and update succession plan as necessary

Goal Six: Resource Recovery and Energy Reduction

With the operation of two wastewater treatment plants, the District collects, treats, and disposes tons of organic matter each year. That organic matter, which is eliminated during the treatment process, requires a lot of energy to remove it. It also generates energy in the form of methane gas, during the treatment process, which is currently used for heating purposes. Other forms of re-use exist and should be explored. The disposal of bio-solids is becoming increasingly difficult with new regulations and the restrictions of landfills. A comprehensive plan for disposal should be a key objective.

The SD5 Board established the following key objectives:

- ~~Develop Bio-Solids Master Plan~~
- Develop Energy Saving Master Plan
- Seek Economical Go Green options/projects

6. Strategic Plan Review and Monitoring

Board members and staff agree that the strategic plan should be reviewed annually, in conjunction with the budget, making review process. Annual reports shall be prepared by SD5 staff for presentation to the Board Members in order to explore top priorities in more depth, as needed or requested by the Board.

Agenda – Notes of Explanation

Sanitary District No. 5 Special Board Meeting

June 17, 2021

Declaration of Surplus Property- Belvedere Pump Station #2 Emergency Generator

STAFF REPORT:

Below is a description of a surplus equipment which was recently replaced with updated equipment as part of the District's FY20-21 Capital Improvement Project List. The District Board of Directors must approve the old equipment as surplus for disposal purposes.

The District purchased a new natural gas 30KW Emergency Generator for Belveder Pump Station #2 that has surpassed its useful life.

I recommend the Board approve the old generator as surplus and authorize the District Manager to dispose of the old genset.

The genset will be removed from the District's Asset Inventory List and the new unit added to it.

FISCAL IMPACT:

None

CEQA (California Environmental Quality Act)

Exempt

Recommendation:

Approve the recommendation to declare the old generator unit for Belvedere Pump station #2 as surplus and authorize the District Manager to proceed with disposal.



Tony Rubio, District Manager

Agenda – Notes of Explanation

Sanitary District No. 5 Special Board Meeting

June 17, 2021

Review and authorize District Manager to award Chemical Contracts for FY2021-2022 received through the Bay Area Chemical Consortium Group (BACC) bidding process.

STAFF REPORT:

The District is part of the BACC group for annual bulk chemical contracts for Sodium Hypochlorite and Sodium Bisulfite. Last fiscal year as a result of Covid- bidding was cancelled and current contracts were honored for an additional fiscal year. For this upcoming fiscal year the group went back out to bid for bulk chemical contracts and bids were received from two vendors for each of the chemicals listed above.

The low bidder is the Districts current supplier Univar.

The cost of Sodium Bisulfite is going up to \$1.30/gallon a 12% increase from last fiscal year

The cost of Sodium Hypochlorite is going up to \$0.76/gallon a 10% Increase from last fiscal year

FISCAL IMPACT:

An estimated 12% annual increase from last fiscal year for Sodium Hypochlorite and Sodium Bisulfite. Please see attached chemical cost estimate sheet for annual budget estimates.

CEQA (California Environmental Quality Act)

Exempt

Recommendation:

Approve and Authorize the District Manager to award Chemical Contracts for FY2021-2022 received through the Bay Area Chemical Consortium Group (BACC) bidding process.

Attachments:

Annual chemical bidding sheet estimate and BACC letters with bid break down.



Tony Rubio, District Manager

Information verified by:
 Contact phone number:
 Email address:

Tony Rubio
 (415) 435-1501
 trubio@sani5.org

Last survey updated on: 4/1/2021
 SD #5 of Marin County (Belvedere and Tiburon)

Chemical	Chemical percent concent	Unit of Measure	Average Annual Usa	Amount Per Delive	Contract Expiratio	Total Unit Cost + Tax	Estimated Annual Cost	Vendor/Service Provider
Sodium Hypochlorite	12.50%	gallon	30K	2500	6/30/2021	\$.77 per gallon 10% increase	\$23,100	Univar Chemical Solutions
Sodium Bisulfite	25.00%	gallon	30K	4500	6/30/2021	\$1.30 per gallon 12% increase	\$39,000	Univar Chemical Solutions
Ferrous Chloride	32.00%	gallon	1.8K	900	No Contract	\$4.25 per gallon	\$7,650	Wintersun Chemicals
Polymer Praestol 290FLX	100.00%	gallon	2.0K	275	No Contract	\$14.96 per gallon	\$29,920	Solenis LLC -Screw Rotary Drum
Polymer Praestol K148	100.00%	gallon	2.0K	275	No Contract	\$14.87 per gallon	\$29,740	Solenis LLC Screw Press
Sodium Hydroxide	100.00%	gallon	2.0K	50lb pails	No Contract	\$0.62 per gallon	\$4,200	SPS Marketing
Bioxide (calcium nitrate)		gallon	3.0k	1000	No Contract	\$2.28 per gallon	\$6,840	Evoqua Water Technologies LLC

Totals for Chemicals

\$110,530

Bio-Solids

BioSolids Hauling MVR	19%-23%		36 Loads	8-9 tons	7/1/2024	\$350.00 per load	\$12,600	Mill Valley Refuse
BioSolids Disposal WM		wet ton	230 Wet Tons		Annual	\$40.05/wet ton	\$9,200	Waste Management
BioSolids Hauling MVR	19%-23%			12 8-9 tons	7/1/2024	\$720 per load	\$8,640	Mill Valley Refuse
Bio-Solids Disposal Lystek		wet tone	120 Wet Tons		2/1/2025	\$85/wet ton	\$10,200	Lystek

Total for Biosolids

\$40,640



May 5, 2021

Univar Solutions USA Inc.
Attn: Jennifer Perras
8201 S 212th St.
Kent, WA 98032

RE: Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 11-2021 for Supply and Delivery of SODIUM BISULFITE.

Dear Ms. Perras,

We are pleased to advise you that the bid submitted by Univar Solutions USA Inc. for Bid No. 11-2021 was determined to be the lowest responsive bid for the supply and delivery of SODIUM BISULFITE during the period July 1, 2021 through June 30, 2022.

The participating BACC Agencies should be contacting you shortly to discuss entering into contracts with Univar Solutions USA Inc. for their respective facilities.

Bay Area Chemical Consortium sincerely appreciates your efforts and participation in the competitive bid process.

If you have any questions, please free to contact me at jdymment@bacwa.org

Sincerely,

A handwritten signature in black ink, appearing to read "JDymment", is written over a light blue horizontal line.

Jennifer Dymment
Assistant Executive Director
BACWA.org
as Coordinating Agency for the Bay Area Chemical Consortium

Bay Area Clean Water Agencies
 Bid Results for Project 11-2021 SODIUM BISULFITE
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Exported on 04/15/2021

Section Description Unit of Measure	SODIUM BISULFITE 25% Solution							SODIUM BISULFITE 40% Solution		
	Central Valley gal	East Bay gal	Marin Sonoma Napa gal	North Bay gal	Peninsula gal	Sacramento gal	South Bay gal	Central Valley gal	Peninsula gal	Sacramento gal
Univar Solutions USA Inc.	\$1.25	\$1.21	\$1.30	\$1.28	\$1.23	\$1.76	\$1.21	\$1.75	\$1.75	\$1.86
Chemurgic	\$1.80	\$1.85	\$1.95	\$2.05	\$1.91	\$2.08	\$1.83	\$2.83	\$2.92	\$2.87

2.16 Method of Award

Bids may be awarded to the lowest responsive and responsible bidder meeting the specifications for bulk loads for the chemical. The lowest responsive bidder will be determined by multiplying the estimated annual quantity for each participating BACC agency by the bid price for their region and adding up the

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aggregate cost to all of the participating agencies in the regions. The single bid that results in the lowest overall cost to the participating agencies as a group will be determined by BACC to be the low bid, assuming the bid is determined by BACC to be complete and in compliance with the bid requirements. BACC has the right to delete terms or options from the bid contract documents and reserves the right to reject any and all bids and to waive irregularities in said bids. The following is a non-exhaustive list of criteria that BACC may, in its sole discretion, consider in award of the bid:

- a. Unit cost of the chemical
- b. Product specifications
- c. Warranties or standards of quality
- d. Capabilities to deliver product throughout the contract term
- e. Bidder's reputation, competency, and previous customer service record
- f. Third party hauling company's reputation, competency, and previous customer service record (if applicable)
- g. Fully executed non-collusion affidavit

Bay Area Clean Water Agencies
 Bid Results for Project 11-2021 SODIUM BISULFITE
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Addendum Issued: NONE
 SINGLE BID AWARD

	Univar Solutions USA Inc.	Chemurgic
	LOWEST RESPONSIVE RESPONSIBLE BID	NOT LOWEST BID AND NON-RESPONSIVE - NOT ABLE TO SUPPLY FOR WATER APPLICATION REQUIREMENT
Item #		
1	Received via bid platform by bid deadline above	YES
2	Bids submitted on forms provided	YES
3	Must include a base unit price for each geographic area	YES
4	Additional charges for "short load" deliveries shown as a standard deviation on bid form	YES - LTL FEE \$345 FOR ORDER <2000 GALS
5	References: minimum of 3	YES
6	Product Specification Deviations - if any, proposed specification must be attached	PRODUCT IS FOR WASTEWATER TREATMENT APPLICATION ONLY; IRON PPM 4-6 FOR 40% SODIUM BISULFITE
7	Fully Executed Standard Agreement	YES
8	Fully Executed Non-Collusion Affidavit	YES
9	For potable application only: Affidavit of Compliance to AWWA and/or NSF standard or Statement by chemical manufacturer, signed on letterhead attesting to the affidavit's validity or current printout from NSF.org	SIGNED CERTIFICATION FOR WASTEWATER APPLICATION ONLY; SEE NOTE BELOW
10	Representative lab analysis of the chemical prepared by reputable outside laboratory or ISO Certified	YES
11	Name /Address of chemical manufacturer	SAME
12	Product Bulletin and Typical Properties	NO
13	Safety Data Sheet (SDS)	YES
14	Addendum/Addenda Acknowledgement	N/A
15	Third Party Hauler? If applicable, name, address, Affidavit signed by Bidder	YES - SEE ATTACHED
16	Specific Deviations Noted	BUTTON TRANSPORT, DIXON, CA YES, LTL FEE \$1.50/GAL FOR LOAD <1000 GALS; IRON PPM 4-6 FOR 40% SODIUM BISULFITE

NOTE REGARDING CHEMURGIC PRODUCT FOR WASTEWATER APPLICATION ONLY:
 THESE AGENCIES HAVE WATER APPLICATION QUANTITIES: CITY OF STOCKTON (5,000 GALS) AND WOODLAND-DAVIS CLEAN WATER AGENCY (4,800 GALS)

AFFIDAVIT RE DELIVERY REQUIREMENTS

STATE OF WASHINGTON)
)
 COUNTY OF KING)

I, Jennifer Perras, the Municipal Specialist for Univar USA Inc. ("Univar") being duly sworn, states that I have read RFP#11-2021 and knows its contents and hereby attests that if Univar utilizes the services of a third party hauling company for some or all of its deliveries, Univar will be responsible for ensuring that said hauler can and will deliver the product to each location shown on the bid documents.

Chemical Transfer Co-3105 El Dorado St., Stockton, CA 95206 #209-466-3554
 Bulk Transportation- 415 S Lemon Ave., Walnut, CA 91789 #909-594-2855
 Quality Carriers- 2750 Goodrick Ave, Richmond, CA #510-232-8313
 RJ's Transportation-11949 Hawthorne Ave, CA 92345 #909-732-9144

By Jennifer M. Perras
 Jennifer M. Perras

SUBSCRIBED AND SWORN to before me this 15th day of April 2021, Jennifer M. Perras.

Theresa Ziegler
 Notary Public for Washington, County of King
 My Commission Expires: 03/18/2022





May 5, 2021

Univar Solutions USA Inc.
Attn: Jennifer Perras
8201 S 212th St.
Kent, WA 98032

RE: Regional Award Contract in Response to Bay Area Chemical Consortium (BACC) Bid No. 13-2021 for Supply and Delivery of SODIUM HYPOCHLORITE 12.5% in Central Valley, Marin Sonoma Napa, North Bay, South Bay and Tri Valley regions.

Dear Ms. Perras,

We are pleased to advise you that the bid submitted by Univar Solutions USA Inc. for Bid No. 13-2021 was determined to be the lowest responsive bid for the supply and delivery of SODIUM HYPOCHLORITE 12.5% during the period July 1, 2021 through June 30, 2022.

The participating BACC Agencies from the above regions should be contacting you shortly to discuss entering into contracts with Univar Solutions USA Inc. for their respective facilities.

Bay Area Chemical Consortium sincerely appreciates your efforts and participation in the competitive bid process.

If you have any questions, please free to contact me at jdymment@bacwa.org

Sincerely,

A handwritten signature in black ink, appearing to read "JDymment", is written over a horizontal line.

Jennifer Dymment
Assistant Executive Director
BACWA.org
as Coordinating Agency for the Bay Area Chemical Consortium

Bay Area Clean Water Agencies
 Bid Results for Project 13-2021 SODIUM HYPOCHLORITE 12.5%
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Exported on 04/15/2021

Section	SODIUM HYPOCHLORITE 12.5%									SODIUM HYPOCHLORITE 12.5% In 275-gal totes (Optional bid item)	SODIUM HYPOCHLORITE 12.5% In Drums (Optional bid item)	SODIUM HYPOCHLORITE 5.25% (Optional bid item)
	Central Valley	East Bay	Marin Sonoma Napa	North Bay	Peninsula	Sacramento	South Bay	Tri Valley	North Bay	Marin Sonoma Napa	Sacramento	
Unit of Measure	gal	gal	gal	gal	gal	gal	gal	gal	gal	gal	gal	gal
Univar Solutions USA Inc.	\$0.71240	\$0.71550	\$0.76910	\$0.73660	\$0.74600	\$0.85880	\$0.73770	\$0.70150	no bid	no bid	no bid	
Olin Corporation	\$0.78900	\$0.70400	\$0.77900	\$0.73900	\$0.73900	\$0.75400	\$0.76900	\$0.70400	no bid	no bid	\$0.66000	

REGIONAL AWARD

	SODIUM HYPOCHLORITE 12.5%									12.5% In 275-gal totes (Optional bid item)	12.5% In Drums (Optional Bid Item)	5.25% (Optional Bid Item)
	Central Valley	East Bay	Marin Sonoma Napa	North Bay	Peninsula	Sacramento	South Bay	Tri Valley	North Bay	Marin Sonoma Napa	Sacramento	
Estimated annual quantity (in gals)	1,549,000	1,989,000	1,035,000	2,194,000	1,620,500	1,082,400	1,400,000	1,125,000	2,200	1,700	85,000	
Univar	\$1,103,507.60	\$1,423,129.50	\$796,018.50	\$1,616,100.40	\$1,208,893.00	\$929,565.12	\$1,032,780.00	\$789,187.50	#VALUE!	#VALUE!	#VALUE!	
Olin Chlor	\$1,222,161.00	\$1,400,256.00	\$806,265.00	\$1,621,366.00	\$1,197,549.50	\$816,129.60	\$1,076,600.00	\$792,000.00	#VALUE!	#VALUE!	\$56,100.00	

*Highlighted bid prices are only to show the apparent low bid and should not be construed as any indication that BACC has accepted such bid as responsive; see bid review for award recommendation.

Per Section 2.16 Method of Award

Bids may be awarded by the participating BACC agencies to the lowest, responsive, and responsible bidder for each listed region meeting the specifications for bulk loads for the chemical. The lowest responsive bidder for this chemical will be determined for each region listed on the Bid Form. The bidder that meets the specifications and submits the lowest overall bid price for a particular region may be awarded the bid by the participating agencies in that region, assuming the bid is determined by BACC to be complete and in compliance with the bid requirements. The lowest overall bid price for each region will be determined by multiplying the estimated annual quantity for each participating agency within the particular region by the bid prices for the region, and adding up the aggregate cost. BACC has the right to delete terms or options from the bid contract documents and reserves the right to reject any and all bids and to waive irregularities in said bids.

2020 bid was canceled due to COVID-19 and contract was extended; this comparison below is using 2019 bid prices

Comparison of LOWEST OVERALL RESPONSIVE BID to Previous Year's Awarded Bid

2019 Bid Awarded to: Univar for all regions except for Sacramento awarded to Olin Chlor	Unit price per gallon								
	Central Valley	East Bay	Marin Sonoma Napa	North Bay	Peninsula	Sacramento	South Bay	Tri Valley	
2019 Awarded Unit Price	\$0.68730	\$0.65820	\$0.70010	\$0.67470	\$0.69760	\$0.73900	\$0.64130	\$0.67220	
\$ Increase/Decrease in 2021	\$0.02510	\$0.04580	\$0.06900	\$0.06190	\$0.04140	\$0.01500	\$0.09640	\$0.02930	
% Increase/Decrease in 2021	3.65%	6.96%	9.86%	9.17%	5.93%	2.03%	15.03%	4.36%	

Average Increase Overall: 7.12%
 Average Increase Overall: \$0.04799

Bay Area Clean Water Agencies
 Bid Results for Project 13-2021 SODIUM HYPOCHLORITE 12.5%
 Issued on 03/18/2021
 Bid Due on April 15, 2021 4:00 PM (PDT)
 Addendum Issued: NONE

REGIONAL AWARD	Univar Solutions USA Inc.	Olin Corporation
	LOWEST RESPONSIVE BIDDER FOR: CENTRAL VALLEY, MARIN SONOMA NAPA, NORTH BAY, SOUTH BAY, TRI VALLEY (5 OUT OF 8 REGIONS)	LOWEST RESPONSIVE BIDDER FOR: EAST BAY, PENINSULA, AND SACRAMENTO (3 OUT OF 8 REGIONS)
Item #		
1	Received via bid platform by bid deadline above	YES
2	Bids submitted on forms provided	YES
3	Must include a base unit price for each geographic area	YES
4	Additional charges for "short load" deliveries shown as a standard deviation on bid form	\$345 LTL FOR ORDERS LESS THAN 2K GALS
5	References: minimum of 3	YES
6	Product Specification Deviations - if any, proposed specification must be attached	NO
7	Fully Executed Standard Agreement	YES
8	Fully Executed Non-Collusion Affidavit	YES
9	For potable application only: Affidavit of Compliance to AWWA and/or NSF standard or Statement by chemical manufacturer, signed on letterhead attesting to the affidavit's validity or current printout from NSF.org	YES
10	Representative lab analysis of the chemical prepared by reputable outside laboratory or ISO Certified	YES
11	Name /Address of chemical manufacturer	YES (UNIVAR)
12	Product Bulletin and Typical Properties	YES
13	Safety Data Sheet (SDS)	YES
14	Addendum/Addenda Acknowledgement	N/A
15	Third Party Hauler? If applicable, name, address, Affidavit signed by Bidder	NO
16	Specific Deviations Noted	YES, see #4

OLIN deviations

In addition, we would request consideration of the following issues:

- We would like to keep the product specifications consistently aligns with meeting limits in current published NSF STD 60 and AWWA 9.309-18 standards for 12.5 weight % sodium hypochlorite. Product is produced in a continuous manufacturing process to these quality certifications and making product to many individual specifications by customer is not reasonably possible for standard operations. There are a few specific member agencies whose individual product specifications may vary from these universally defined industry standards and we're willing to discuss individual requests and clarify this case by case with members by mutual agreement. Our ISO lab analysis is included in the bid.
- We would request "insoluble matter" be removed from individual COA's reporting as this component is already managed through the "Filtration Limitations" testing noted on page 18. It cannot be analyzed and reported on the COA for every individual load without interrupting processes and timely delivery of orders. We have SPC data on regular sampling available upon request.
- Bulk Shipments – Bulk bid pricing submitted is for a min. 2,000+ gal. up to 5,000 gal. one-stop deliveries.** Additional adjustments for large shipments or carrier charges for smaller or split shipments may apply individually case by case as follows:
 - Mini-bulk Shipments – Shipments < 2,000 gals.** may incur a \$600 freight adder per shipment to the bulk bid delivered price at invoice.
 - Shipments of < 600 gals. may not physically be serviceable by Olin's standard bulk tanker equipment. We can review and discuss with individual members by mutual agreement case by case. Olin reserves rights for final approval.
 - Some very small remote rural sites like Pt Reyes Station, Oakwood Lake Water City of Morgan Hill well sites, City of Stockton well sites, Contra Costa Water District pumpstations, and Dublin San Ramon Services District Reservoir 1A and 3B pumpstations deliveries typically require specialized delivery equipment and may not be able to be safely serviced with standard bulk delivery equipment. This will require a more detailed delivery requirement and in person site assessment before acceptance of a service agreement and may be determined to be unserviceable or not meeting min. Olin safety requirements. If it is determined to be safely serviceable with standard bulk equipment, there will be a \$2,000/shipment freight surcharge plus stop charges added to base unit pricing, per shipment for this specific requirement to cover the labor-intensive service required.
 - Split shipments of a min. 2,000 gals. per stop involving more than one unloading stop may incur multi-stop carrier charges of \$60/unloading stop after one free unloading stop per shipment.
 - Full Load Bulk Shipments - Full size standard tanker** bulk shipments to individual location shipments of ≥ 4,000 – 5,000 gals. with only one offloading stop per shipment may qualify for an additional savings off the BACC unit bulk bid pricing for >2,000 gals. Review and mutual agreement will be case by case for qualifying individual members meeting these criteria and who contract with Olin.

Agenda – Notes of Explanation

Sanitary District No. 5 Special Board Meeting

June 17, 2021

Discussion regarding feasibility of recycled water for beneficial reuse at SD5.

STAFF REPORT:

In connection with the Districts recently approved exemption to use plant effluent for sewer cleaning purposes, the topic of recycle water has come up, now that we are into another drought cycle.

The folks at Point Tiburon bayside have inquired about the possibility of a recycled water program at the SD5 Main Plant for use on their “Great lawn”.

Back in 2016 the resident at 3700 Paradise Drive inquired about use of recycled water from the Paradise Cove Plant.

Cost estimates for potential projects coupled with the theory that Southern Marin wastewater has a high salt content due to infiltration into the sewer system usually ended the idea of recycled water projects in this area and if that didn’t do it, usually the rain would arrive and the drought would end and so would the demand for recycled water.

To my knowledge the District has not performed any salt water analysis in regards to recycle water. We have done some in-house conductivity analysis during the winter during high tides but that was mainly for trying to track or determine where salt water was coming into the system and not for feasibility of a recycled water project.

The drought conditions in Marin according to water officials at MMWD and NMWD are the worst they’ve seen to date

I would like to get a sense from the board, if this is something the District would like to consider evaluating. If so, then at a minimum, I can allocate some staff time to begin with some salt water analysis at both plants and asking the Board President to re-establish an adhoc committee for recycle water discussions.

FISCAL IMPACT:

Estimate of 10-15 hrs of staff time for the collection and preparation of influent and effluent samples for the month of July.

CEQA (California Environmental Quality Act)

N/A

Recommendation:

None at this moment as this is a discussion item only.

Attachments:

2009 Proposal from Larry Walker Associates that provides a general description of what is required for an application for a recycle water permit. (for reference only)

A handwritten signature in black ink, appearing to read 'Tony Rubio', with a stylized, scribbled underline.

Tony Rubio, District Manager



January 19, 2009

Mr. Robert Lynch, District Manager
Sanitary District No. 5 of Marin County
2001 Paradise Drive
Tiburon, CA 94920

Subject: Proposal for Services – Recycled Water Program Permit

Dear Bob:

Sanitary District No. 5 of Marin County (District) is planning to use recycled water produced by its Main Treatment Plant (Tiburon WWTP) to irrigate adjacent landscape vegetation at Shoreline Park. As specified in Title 22 of the California Code of Regulations (Division 4, Chapter 3) the minimum recycled water quality that can be used for irrigation of Shoreline Park is “disinfected tertiary recycled water.” Disinfected tertiary recycled water is the highest quality recycled water defined in Title 22 and is required for this application due to the unrestricted public access to Shoreline Park. To obtain this quality, the recycled water must be filtered and subsequently disinfected, using a CT of not less than 450 mg-minutes/L and a modal contact time of at least 90 minutes. The disinfected effluent must meet a median Total Coliform limit of 2.2 MPN/100mL for the previous 7 days of sampling (and not exceed 30 MPN/100 mL more than once in 30 days, and to never exceed 240 MPN/100 mL).

The San Francisco Bay Regional Water Quality Control Board (Regional Water Board) regulates use of recycled water through a Memorandum of Understanding with the California Department of Public Health (CDPH) and application of General Water Reuse Requirements (Order No. 96-011). Order No. 96-011 is a region-wide general permit for publicly owned wastewater or water agencies that recycle treated municipal wastewater. The intent of the Order is to streamline the recycled water permitting process by delegating administration of recycled water programs to the responsible wastewater or water agencies. To obtain permitted coverage, an Engineering Report must be prepared and approved by CDPH. The Engineering Report establishes the recycled water quality, specifies the planned uses, and demonstrates the reliability of the treatment system. A Notice of Intent (NOI) must be submitted to the Regional Water Board to request permitted operations under Order No. 96-011. CDPH and the Regional Water Board review the NOI and issue a letter approval concurrently to specify that the recycled water program complies with regulatory requirements and is permitted to begin operation. The NOI requirements overlap with items specified for the Engineering Report, so these two documents are sometimes completed together and incorporated into a Recycled Water Program Manual.

Larry Walker Associates (LWA) has previously assisted the District with NPDES permit renewal activities, preparation of a near-field dilution study, and a request to the Regional Water Board to conduct wastewater blending. The District is now asking for assistance with obtaining permitted coverage for the recycled water program. The proposed scope of services and estimated costs for the Recycled Water Program Permit are presented in the following sections.

Scope of Services

To obtain permitted coverage of the District's recycled water program under Order No. 96-011, LWA will prepare an Engineering Report and a Notice of Intent (NOI). To facilitate regulatory agency review, the two documents will be combined into one report that will be submitted simultaneously to both the Regional Water Board and CDPH. A description of the recycled water program permitting tasks is provided below.

Task 1 - Prepare Draft Notice of Intent/Engineering Report

LWA will meet with District staff to obtain information on influent wastewater quality, District authority, treatment plant operation, recycled water storage and distribution, planned recycled water users/uses, and recycled water program administration. LWA will then prepare a draft NOI/Engineering Report and submit the draft document to District staff for review and comment. The draft report will include the detailed information required to adequately describe the design and reliability of the wastewater treatment, storage, and distribution system; identify the planned recycled water uses and users; explain the recycled water program (authority, monitoring/reporting, inspections, training); and demonstrate that appropriate recycled water use agreements will be executed and administered.

Task 2 – Submit Notice of Intent/Engineering Report to Regulatory Agencies

LWA will incorporate the District's comments into the NOI/Engineering Report and, when authorized, submit the document to the Regional Water Board and CDPH for review and consideration. LWA will then communicate with the regulatory agencies to answer any questions or address any concerns. The District will be copied on all communication with the regulatory agencies.

Task 3 - Revise Notice of Intent/Engineering Report and submit final version

If needed, LWA will revise the NOI/Engineering Report to address comments from the Regional Water Board and CDPH. A hard copy of the final version will be provided to both the Regional Water Board and CDPH. Two hard copies of the final Recycled Water Program Manual will be provided to the District.

Task 4- Project Management

LWA will provide management to ensure that the tasks are completed according to scope, on-time, and within budget. This task includes project coordination, the administration

necessary to achieve the tasks described above, and periodic communications with the District. LWA will submit a monthly invoice with detailed budget status information in those months when work is performed.

Estimated Costs and Schedule

The estimated costs for obtaining a Recycled Water Program Permit are presented in **Table 1**. The costs shown include labor and other direct costs. Labor costs for LWA staff are based on the attached hourly rate schedule in effect for the period July 2008 through June 2009. If the District will start delivering recycled water at the beginning of the 2009 irrigation season, the NOI/Engineering Report should be submitted for regulatory agency review by the end of April 2009. As directed by the District, LWA will complete the work within that deadline, generating a draft version of the documents for District review by April 15, 2009.

Table 1. Estimated Costs to Obtain Recycled Water Program Permit for Sanitary District No. 5 of Marin County (Tiburon WWTP)

Task #	Task Description	LWA Labor Hours		Direct Costs (1)	Total Costs
		Senior Engineer	Project Engineer		
1	Prepare Draft Notice of Intent/Engineering Report <ul style="list-style-type: none"> • Obtain and review documents that describe design and operation of the wastewater treatment plant. • Describe treatment, storage, and transmission facilities, identify level of treatment achieved, and demonstrate system reliability. • Identify reuse application by user, estimated flow, type of use, and site location. • Develop generic recycled water user agreement. • Describe the recycled water program in terms of authority, cross-connection control, monitoring, inspections, reporting, training, and emergency procedures. • Describe administration of the recycled water program. 	12	50	\$425	\$9,895
2	Submit Notice of Intent/Engineering Report to regulatory authorities and respond to questions (2)	8			\$1,480
3	Revise Notice of Intent/Engineering Report and submit final version for approval	2	8	\$100	\$1,630
4	Project Management	5			\$925
Total Costs (3)		27	58	\$525	\$13,930

(1) Direct costs include travel to Tiburon to tour facility/obtain documents, GIS services to create maps, and report production (4 copies).

(2) Estimated costs to respond to issues and/or concerns brought forth by the California Department of Health and the Regional Water Board. Costs may be higher if significant modifications are required.

(3) The District will be contacted for approval before exceeding this total amount.

Thank you for the opportunity to provide this proposal for services. Please contact me at (408) 261-8385 if you have any questions or suggested changes to the scope, budget or schedule presented above.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise H. Conners". The signature is fluid and cursive, with a long horizontal stroke at the end.

Denise H. Conners
Senior Engineer

Attachment (2008/9 LWA Rate Sheet)

LARRY WALKER ASSOCIATES

Rate Schedule Effective July 1, 2008 – June 30, 2009

PERSONNEL	Rate \$/Hour	REIMBURSABLE COSTS
Principals		
Larry Walker	\$235.00	Travel: Local mileage • Current IRS rate Transportation • Actual expense Auto rental • Actual commercial rate Fares • Actual expense Room • Actual expense Subsistence ⁽¹⁾
Tom Grovhoug	\$235.00	
Gil Wheeler	\$235.00	
Mack Walker	\$235.00	
Ashli Cooper Desai	\$235.00	
Associates		
Karen Ashby	\$210.00	The rate for each meal is as follows: <ul style="list-style-type: none"> • \$48.00 per day Breakfast \$9.00 Lunch \$13.00 Dinner \$21.00 Incidentals \$5.00
Betsy Elzufon	\$210.00	
Brian Laurenson	\$210.00	
Robert Smith	\$210.00	
Claus Suverkropp	\$210.00	
Senior Staff		
Denise Conners	\$185.00	Report Reproduction and Copying: <ul style="list-style-type: none"> • Actual outside expense • \$0.08 per black and white copy, in-house • \$0.89 per color copy, in-house • \$1.95 per binding, in-house Special Postage and Express Mail: <ul style="list-style-type: none"> • Actual expense Other Direct Costs: <ul style="list-style-type: none"> • Actual expense Daily Equipment Rental Rates: <ul style="list-style-type: none"> • All single parameter field meters (pH, EC, D.O., Turbidity) \$25.00 each • Multi-parameter field meters \$35.00 • Peristaltic Sampling Pump \$35.00 • Professional grade GPS unit \$25.00 • Digital Flow Meter \$45.00 • Digital Fluorometer \$45.00 • Multi-parameter Data Sonde (with telemetry) <ul style="list-style-type: none"> - first day \$200.00 - each additional day \$40.00 Subcontractors: Actual expense plus 10% fee
Kristine Corneillie	\$185.00	
Stephen McCord	\$185.00	
Chris Minton	\$185.00	
Mitch Mysliwicz	\$185.00	
Sandy Mathews	\$185.00	
Mike Troughon	\$185.00	
Rebecca Winer-Skonovd	\$185.00	
Project Staff		
Diana Engle	\$160.00	
David Martinez	\$160.00	
Jeff Walker	\$145.00	
Alina Constantinescu	\$145.00	
Airy Krich-Brinton	\$145.00	
Gorman Lau	\$145.00	
Hope McCaslin	\$145.00	
Laura Foglia	\$145.00	
Rachel Terpstra	\$145.00	
Susan Fishel	\$135.00	
Amy Storm	\$135.00	
Tracy Krueger	\$135.00	
Michael Marson	\$135.00	
Kathryn Walker	\$135.00	
Kate Lundberg	\$125.00	
Shikha Chetal	\$125.00	
Seth Derrick	\$115.00	
Jodi Cope	\$95.00	
Greg Reide	\$95.00	
Alyssa Glimm	\$65.00	
Mashon Jones	\$65.00	

Note: ⁽¹⁾ Charged when overnight lodging is required.

DECISION/ACTION ITEM LOG
CIP Committee: June 8, 2021
 Sanitary District No. 5 of Marin County
ACTIVE ITEMS SHEET

No.	Item	Submission Date	Responsible Party	DECISION ONLY		ACTION REQUIRED		Comment/Reference Document
				Due	Completed	Due	Completed	
29	Cove Rd. Force Main Replacement Project	3.12.19	Nute/TR/CIP					Nute Preparing Bid Docs, as of 3.12.19; Waiting for CalTrans response re horizontal drilling, as of 5.14.19; Still working w/ CalTrans, waiting for approval, as of 11.12.19; Design Review from Nute, 12.10.19, 1.14.19, 2.11.20; Received Caltrans Permit, 3.9.2020; Notice for Sealed Bid @ Marin IJ on 4.28.2020 w/ Bids due 5.19.2020; Posted RFP at SD5 Wesbite, (http://www.sani5.org/about/contracts-proposals-bidding), 5.5.2020; Project granted to Maggiora & Ghilotti, Inc.; Work to begin on 7.27.2020; Job well underway and progressing smoothly, as of 10.13.2020; Job is 70% complete, as of 11.10.2020; Job is 95% complete, as of 2.9.2021; Project substantially completed as of 2.25.2021; Final/close-out billing to be approved at 5.20.21 Board Meeting
31	FY2020-2021 Sewer Rehab Project		CIP/TR					Small project for Paradise Cove; Engineering to begin in Dec 2020, as of 7.14.2020; Jan 2021, as of 12.8.2020; Will begin once SD5 Collection System Master Plan is in place, as of April 13, 2021
32	SD5 Collection Sytsem Master Plan		CIP/TR					Posted RFP at SD5 Wesbite, (http://www.sani5.org/about/contracts-proposals-bidding), 5.5.2020; Revised RFP from HDR, as of 7.14.2020; Underway, as of 11.10.2020; CIP asking final questions, tweaking reports, etc., as of 2.9.2021; Presenting Final Draft @ 4.15.2021 Regular Board Mtg