

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920

AGENDA
Special Finance & Fiscal Oversight Committee Special Meeting
Wednesday, September 8th 2021, 5:00 p.m.

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 Committee 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

I. Roll Call

II. Public Comments

III. New Business

- 1. Warrants for August 11th through September 8th 2021**
- 2. Financial reports for August 2021**
- 3. Review and discuss Draft 2021 SD5 Early Exit Plan**
- 4. Review and discuss draft Request for Proposal re 2022 Sewer Rate Study**
- 5. Upcoming District obligations for September through October 2021**

IV. Adjournment

This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment. **Accessible public meetings:** Any member of the public who needs accommodations should email the Office Manager, at rdohrmann@sani5.org, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.

Sanitary Distr. No.5 of Marin Co.
Warrant List Summary
August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
09/06/21	EFT	PERS	EFT PERS Retirement, August 2021 - TDB	-17,981.14
09/06/21	EFT	CalPERS	EFT Health Premium, September 2021, Cust #4163206459	-15,882.01
09/06/21	EFT	CalPERS	#4163206459, GASB 68 Actuarial Valuation Report Fees (FY20-2...	-700.02
08/19/21	8426	AT&T	Acct #960732-76375559, July 2021	-813.97
08/19/21	8427	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Augus...	-566.38
08/19/21	8428	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, Septemeber 2021	-255.15
08/19/21	8429	Pacific Gas & Electric	Acct #2908031411-4, Utilities, July 2021	-22,667.18
08/19/21	8430	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., September 2021	-1,433.23
08/19/21	8431	Staples, Inc.	Acct #60111000714, Office & Janitorial Supplies, July 2021	-49.98
08/19/21	8432	Telstar Instrument, Inc.	Cust #SANDI, M.P. Parts & Srvc., April - July 2021 (AJE FY20-21)	-3,105.70
08/19/21	8433	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, July 2021	-581.44
08/19/21	8434	Collodi, Peter	PPE / Safetywear Reimb., August 2021	-159.09
08/19/21	8435	La Torre, Daniel P.	Travel Reimb, August 2021	-507.46
08/19/21	8436	Rosser, John	S/B Reimb., July - August, 2021	-196.18
08/25/21	8437	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., September 2021	-293.92
09/08/21	8438	Access Answering Service	Acct #4080C, Answering Service, September 2021	-60.00
09/08/21	8439	Alhambra	Acct #547945611762129, Water, August 2021	-189.77
09/08/21	8440	American Textile & Supply, Inc.	M.P. Safety, August 2021	-2,052.27
09/08/21	8441	AT&T	Acct #960732-76375559, August 2021	-815.55
09/08/21	8442	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - September 2021	-217.34
09/08/21	8443	Bay Alarm	Acct #274428, August 2021	-385.00
09/08/21	8444	Burke, Williams & Sorensen, LLP	Legal Advice, July 2021	-910.50
09/08/21	8445	BWS Distributors, Inc.	Lab Safety Supplies, August 2021	-2,052.18
09/08/21	8446	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, August 2021	-1,902.85
09/08/21	8447	Central Marin Sanitation Agency	Pollution Prevention Pub Ed Costs, August 2021	-1,671.99
09/08/21	8448	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, July - August+ 2021	-1,011.02
09/08/21	8449	CWEA	Membership Renewal, C Bilsborough #396032, September 2021 ...	-91.00
09/08/21	8450	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, September 2021	-350.00
09/08/21	8451	East Bay Muni Utility District	Cust #SADI3002, BACWA Membership & Prog. Fees for FY22 (A...	-4,819.50
09/08/21	8452	Fastenal Company	CASA10962, M.P. Supplies & Parts, August 2021	-1,004.73
09/08/21	8453	Goodman Building Supply Co.	Acct #20070, Truck & M.P. Maint. Supplies, August 2021	-8.62
09/08/21	8454	Grainger	Acct #810128785, M.P. Supplies, Parts & Service, August 2021	-860.45
09/08/21	8455	Harrington Industrial Plastics LLC	Cust #:044227, M.P. Supplies, Parts & Service+ , August	-26,268.69
09/08/21	8457	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Parts & Service + SD5 Shop R...	-1,156.08
09/08/21	8458	Jackson's Hardware, Inc.	Acct #7601, PPE + M.P. ., Sept. 2021	-410.66
09/08/21	8459	JM Integration, LLC	M.P. Parts & Service, August 2021	-11,372.31
09/08/21	8460	Kepware	Cust #619101, SCADA /Modbusware Suite, September, 2021	-247.00
09/08/21	8461	Linscott Engineering Contractors I...	BPS#5 Valve & Pump Replcmnt, August 2021	-9,534.15
09/08/21	8462	Lystek Int'l, LTD	Biosolids Transport, August 2021	-748.85
09/08/21	8463	Marin Municipal Water District	Water, July - August, 2021	-1,540.74
09/08/21	8464	McCampbell Analytical, Inc.	M.P. Monitoring, AcuteToxicity Testing, August 2021	-862.50
09/08/21	8465	MidAmerica Administrative & Retir...	HRA Retiree Health Reimb. Admin Fees, 2Q21 - September 2021	-225.00
09/08/21	8466	Roy's Sewer Service, Inc.	P&L + Small Vactor Machine Cleaning (Tib) - September 2021	-79,165.50
09/08/21	8467	Town of Tiburon	Fuel, July 2021	-984.07
09/08/21	8468	U.S. Bank	Acct#:4246-0441-0158-3635, July - August 2021	-8,047.69
09/08/21	8469	Univar	Cust ID #STDT001, Chemicals, September 2021	-8,386.56
09/08/21	8470	USA BlueBook	Cust #933682, P.C. Parts & Service, July 2021	-1,814.65
09/08/21	8471	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal, August 2021	-429.74
09/08/21	8472	Water Components & Building Su...	Acct #454, P&L + M.P. Maint. Supplies, August 2021	-615.62
09/08/21	8473	WorkSmart Automation, Inc.	SD5 Comm System Maintenance, August 2021	-1,860.00
09/08/21	8475	Omar Arias	Reimbursement of Travel Expenses re CASA Conference, San Di...	-1,566.94
09/08/21	8476	Lepera, Joseph	Permit Refund: 8 Rolling Hills - September 2021	-19,362.00
09/08/21	8477	Healthy Building Science, Inc.	M.P. Air Quality Sampling & Testing - August 2021	-7,062.00
09/08/21	8478	Wonderware NorCal	Cust #SANI5, SCADA Sys. Maint.& IT Support Contract Renewal,...	-825.00
Total JP Morgan Chase - Primary 7399				-266,081.37
TOTAL				-266,081.37

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Warrant List Detail
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09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/06/21	EFT	PERS	EFT PERS Retirement, August 2021 - TDB	JP Morgan Chase - Primary 7399		
			Retirement June 2021(Classic 1600 Rate): ER @ 14.194 %; EE ...	8019.05 · PERS Retirement	Belvedere	-4,756.61
			Retirement June 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise ...	-342.69
			Retirement June 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-8,131.89
			Retirement June 2021(PEPRA Rates: ER @ 7.732%; EE @ 6.7...	8019.05 · PERS Retirement	Belvedere	-1,707.61
			Retirement June 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise ...	-123.02
			Retirement June 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-2,919.32
TOTAL						-17,981.14
09/06/21	EFT	CalPERS	EFT Health Premium, September 2021, Cust #4163206459	JP Morgan Chase - Primary 7399		
			Active Employee Health Premium - September 2021	8020.05 · Employee Health	Belvedere	-5,383.56
			Active Employee Health Premium - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-437.15
			Active Employee Health Premium - September 2021	8020.05 · Employee Health	Tiburon	-9,150.25
			Retiree Health Premium - September 2021	8022.05 · Reitree Health	Belvedere	-308.54
			Retiree Health Premium - September 2021	8022.05 · Reitree Health	Tiburon:Paradise ...	-25.05
			Retiree Health Premium - September 2021	8022.05 · Reitree Health	Tiburon	-524.41
			Active Employee Health Premium - September 2021 - Admin Fee	8020.05 · Employee Health	Belvedere	-13.46
			Active Employee Health Premium - September ust 2021 - Admi...	8020.05 · Employee Health	Tiburon:Paradise ...	-1.09
			Active Employee Health Premium - August 2021 - Admin Fee	8020.05 · Employee Health	Tiburon	-22.88
			Retiree Health Premium - September 2021 - Admin Fee	8022.05 · Reitree Health	Belvedere	-5.62
			Retiree Health Premium - September 2021 - Admin Fee	8022.05 · Reitree Health	Tiburon:Paradise ...	-0.46
			Retiree Health Premium - September 2021 - Admin Fee	8022.05 · Reitree Health	Tiburon	-9.54
TOTAL						-15,882.01
09/06/21	EFT	CalPERS	#4163206459, GASB 68 Actuarial Valuation Report Fees (FY...	JP Morgan Chase - Primary 7399		
			Inv #100000016511697, GASBY 68 Actuarial Valuation Report ...	8019.05 · PERS Retirement	Belvedere	-125.83
			Inv #100000016511697, GASBY 68 Actuarial Valuation Report ...	8019.05 · PERS Retirement	Tiburon:Paradise ...	-9.07
			Inv #100000016511697, GASBY 68 Actuarial Valuation Report ...	8019.05 · PERS Retirement	Tiburon	-215.11
			Inv #100000016511697, GASBY 68 Actuarial Valuation Report ...	8019.05 · PERS Retirement	Belvedere	-125.83
			Inv #100000016511697, GASBY 68 Actuarial Valuation Report ...	8019.05 · PERS Retirement	Tiburon:Paradise ...	-9.07
			Inv #100000016511697, GASBY 68 Actuarial Valuation Report ...	8019.05 · PERS Retirement	Tiburon	-215.11
TOTAL						-700.02
08/19/21	8426	AT&T	Acct #960732-76375559, July 2021	JP Morgan Chase - Primary 7399		
			PC Plant Telephones - July 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-330.71
			PC Pumps & Lines Telephones - July 2021	8533 · Pumps & Lines Telephones	Tiburon:Paradise ...	-175.07
			Tib Pumps & Lines Telephones - July 2021	8533 · Pumps & Lines Telephones	Tiburon	-308.19
TOTAL						-813.97

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Date	Num	Name	Memo	Account	Class	Paid Amount
08/19/21	8427	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Au...	JP Morgan Chase - Primary 7399		
			Bundle: Cable (\$218.25), August 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-78.48
			Bundle: Cable (\$218.25), August 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-6.37
			Bundle: Cable (\$218.25), August 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-133.40
			Bundle: Internet (\$134.85), August 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-7.17
			Bundle: Internet (\$134.85), August 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-0.58
			Bundle: Internet (\$134.85), August 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-12.19
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), Augus...	8531 · Main Plant Telephones	Belvedere	-113.74
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), Augus...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-9.24
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), Augus...	8531 · Main Plant Telephones	Tiburon	-193.33
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-2.14
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-0.17
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-3.63
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8531 · Main Plant Telephones	Belvedere	-2.14
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-0.17
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8531 · Main Plant Telephones	Tiburon	-3.63
TOTAL						-566.38
08/19/21	8428	Mill Valley Refuse Service, I...	Acct #032945, Garbage Service + 1 yd rental, Septemeber 20...	JP Morgan Chase - Primary 7399		
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental, S...	7023 · Janitorial Supplies & Servi...	Belvedere	-94.53
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental, S...	7023 · Janitorial Supplies & Servi...	Tiburon	-160.62
TOTAL						-255.15
08/19/21	8429	Pacific Gas & Electric	Acct #2908031411-4, Utilities, July 2021	JP Morgan Chase - Primary 7399		
			Acct #2908031411-4, Main Plant Utilities, July 2021	8542 · Main Plant Utilities	Belvedere	-6,329.19
			Acct #2908031411-4, P.C. Plant Utilities, July 2021	8543 · Paradise Cove Utilities	Tiburon:Paradise ...	-2,083.03
			Acct #2908031411-4, Main Plant Utilities, July 2021	8542 · Main Plant Utilities	Tiburon	-10,753.65
			Acct #2908031411-4, Belv Pump St Utilities, July 2021	8544 · Pump Station Utilities	Belvedere	-1,263.66
			Acct #2908031411-4, P.C. Pump St Utilities, July 2021	8544 · Pump Station Utilities	Tiburon:Paradise ...	-259.06
			Acct #2908031411-4, Tib Pump St Utilities, July 2021	8544 · Pump Station Utilities	Tiburon	-1,978.59
TOTAL						-22,667.18
08/19/21	8430	Special District Risk Manag...	Member #7665, Life, Vision, DDS & LTD Ins., September 2021	JP Morgan Chase - Primary 7399		
			Employee Life & ADD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-44.02
			Employee Life & ADD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-3.57
			Employee Life & ADD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-74.81
			Employee LTD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-117.18
			Employee LTD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-9.52
			Employee LTD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-199.16
			Employee DDS Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-301.68
			Employee DDS Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-24.50
			Employee DDS Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-512.74
			Employee Vision Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-52.52

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
			Employee Vision Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-4.26
			Employee Vision Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-89.27
TOTAL						-1,433.23
08/19/21	8431	Staples, Inc.	Acct #60111000714, Office & Janitorial Supplies, July 2021	JP Morgan Chase - Primary 7399		
			Inv #2887167971, Y/E Office supplies, July 2021	6047 · Office Supplies	Belvedere	-17.97
			Inv #2887167971, Y/E Office supplies, July 2021	6047 · Office Supplies	Tiburon:Paradise ...	-1.46
			Inv #2887167971, Y/E Office supplies, July 2021	6047 · Office Supplies	Tiburon	-30.55
TOTAL						-49.98
08/19/21	8432	Telstar Instrument, Inc.	Cust #SANDI, M.P. Parts & Srvc., April - July 2021 (AJE FY2...	JP Morgan Chase - Primary 7399		
			Inv #108913, BPS #13 & #14 Communication Project, April 202...	9310 · BPS Communication Proj...	Belvedere	-1,552.85
			Inv #108913, BPS #2 Communication Project, July 2021	9310 · BPS Communication Proj...	Belvedere	-1,552.85
TOTAL						-3,105.70
08/19/21	8433	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, July 2021	JP Morgan Chase - Primary 7399		
			Inv #9885626299: Monthly Charges (\$301.60) New NASPO MA ...	8531 · Main Plant Telephones	Belvedere	-108.43
			Inv #9885626299: Monthly Charges (\$301.60) New NASPO MA ...	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-7.81
			Inv #9885626299: Monthly Charges (\$301.60) New NASPO MA ...	8531 · Main Plant Telephones	Tiburon	-185.36
			Inv #9885626299: NEW Monthly Charges for BPS Telephone lin...	8533 · Pumps & Lines Telephones	Belvedere	-270.91
			Inv #9885626299: Taxes, Gov't Surcharges & Fees, July 2021	8531 · Main Plant Telephones	Belvedere	-3.21
			Inv #9885626299: Taxes, Gov't Surcharges & Fees, July 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-0.26
			Inv #9885626299: Taxes, Gov't Surcharges & Fees, July 2021	8531 · Main Plant Telephones	Tiburon	-5.46
TOTAL						-581.44
08/19/21	8434	Collodi, Peter	PPE / Safetywear Reimb., August 2021	JP Morgan Chase - Primary 7399		
			PPE / Safetywear Reimb., August 2021	8520 · Personal Protection/Safet...	Belvedere	-57.21
			PPE / Safetywear Reimb., August 2021	8520 · Personal Protection/Safet...	Tiburon:Paradise ...	-4.65
			PPE / Safetywear Reimb., August 2021	8520 · Personal Protection/Safet...	Tiburon	-97.23
TOTAL						-159.09
08/19/21	8435	La Torre, Daniel P.	Travel Reimb, August 2021	JP Morgan Chase - Primary 7399		
			Meals/Diem re Tri-State Seminar, LV NV, 8.8.2021 - 8.14.2021	6018.1 · Meetings & Travel	Belvedere	-97.09
			Meals/Diem re Tri-State Seminar, LV NV, 8.8.2021 - 8.14.2021	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-7.88
			Meals/Diem re Tri-State Seminar, LV NV, 8.8.2021 - 8.14.2021	6018.1 · Meetings & Travel	Tiburon	-165.02
			Car Rental (tax only) reimb re Tri-State Seminar, LV NV, 8.8.202...	6018.1 · Meetings & Travel	Belvedere	-59.34
			Car Rental (tax only) reimb re Tri-State Seminar, LV NV, 8.8.202...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-4.82
			Car Rental (tax only) reimb re Tri-State Seminar, LV NV, 8.8.202...	6018.1 · Meetings & Travel	Tiburon	-100.85
			Fuel reimb re Tri-State Seminar, LV NV, 8.8.2021 - 8.14.2021	6018.1 · Meetings & Travel	Belvedere	-26.05

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Date	Num	Name	Memo	Account	Class	Paid Amount
			Fuel reimb re Tri-State Seminar, LV NV, 8.8.2021 - 8.14.2021	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-2.12
			Fuel reimb re Tri-State Seminar, LV NV, 8.8.2021 - 8.14.2021	6018.1 · Meetings & Travel	Tiburon	-44.29
TOTAL						-507.46
08/19/21	8436	Rosser, John	S/B Reimb., July - August, 2021	JP Morgan Chase - Primary 7399		
			Standby Mileage Reimb. for July - August 2021 - Belvedere only	6018.2 · Standby Mileage Expen...	Belvedere	-98.09
			Standby Mileage Reimb. for July - August 2021 - Tiburon only	6018.2 · Standby Mileage Expen...	Tiburon	-98.09
TOTAL						-196.18
08/25/21	8437	Special District Risk Manag...	Member #7665, Life, Vision, DDS & LTD Ins., September 2021	JP Morgan Chase - Primary 7399		
			Employee Life & ADD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-9.78
			Employee Life & ADD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-0.79
			Employee Life & ADD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-16.62
			Employee LTD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-21.02
			Employee LTD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-1.71
			Employee LTD Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-35.73
			Employee DDS Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-63.78
			Employee DDS Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-5.18
			Employee DDS Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-108.40
			Employee Vision Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Belvedere	-11.11
			Employee Vision Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon:Paradise ...	-0.90
			Employee Vision Insurance - Inv #36073 - September 2021	8020.05 · Employee Health	Tiburon	-18.90
TOTAL						-293.92
09/08/21	8438	Access Answering Service	Acct #4080C, Answering Service, September 2021	JP Morgan Chase - Primary 7399		
			Inv #26574, Answering Service, September 2021- SSO & Alarm...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-21.58
			Inv #26574, Answering Service, September 2021- SSO & Alarm...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-1.75
			Inv #26574, Answering Service, September 2021- SSO & Alarm...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-36.67
TOTAL						-60.00
09/08/21	8439	Alhambra	Acct #547945611762129, Water, August 2021	JP Morgan Chase - Primary 7399		
			Inv #12012314 082021 Water, 8.01.2021 - 8.18.2021	7023 · Janitorial Supplies & Servi...	Belvedere	-68.24
			Inv #12012314 082021 Water, 8.01.2021 - 8.18.2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-5.54
			Inv #12012314 082021 Water, 8.01.2021 - 8.18.2021	7023 · Janitorial Supplies & Servi...	Tiburon	-115.99
TOTAL						-189.77

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Warrant List Detail
August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8440	American Textile & Supply, ...	M.P. Safety, August 2021	JP Morgan Chase - Primary 7399		
			Inv #111720, Ultra IBChemical Spill Pallet - August, 2021	8515 · Safety	Belvedere	-760.37
			Inv #111720, Ultra IBChemical Spill Pallet - August, 2021	8515 · Safety	Tiburon:Paradise ...	-1,291.90
TOTAL						-2,052.27
09/08/21	8441	AT&T	Acct #960732-76375559, August 2021	JP Morgan Chase - Primary 7399		
			PC Plant Telephones - August 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise ...	-332.29
			PC Pumps & Lines Telephones - August 2021	8533 · Pumps & Lines Telephones	Tiburon:Paradise ...	-175.07
			Tib Pumps & Lines Telephones - August 2021	8533 · Pumps & Lines Telephones	Tiburon	-308.19
TOTAL						-815.55
09/08/21	8442	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - September 2021	JP Morgan Chase - Primary 7399		
			Inv #15034, Installation of Microsoft 365 Bus standard & basic + ...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-78.16
			Inv #15034, Installation of Microsoft 365 Bus standard & basic + ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-6.35
			Inv #15034, Installation of Microsoft 365 Bus standard & basic + ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-132.83
TOTAL						-217.34
09/08/21	8443	Bay Alarm	Acct #274428, August 2021	JP Morgan Chase - Primary 7399		
			Inv #2744282108311, Alarm System Inspection & Repair - Augu...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-138.45
			Inv #2744282108311, Alarm System Inspection & Repair - Augu...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-11.24
			Inv #2744282108311, Alarm System Inspection & Repair - Augu...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-235.31
TOTAL						-385.00
09/08/21	8444	Burke, Williams & Sorensen...	Legal Advice, July 2021	JP Morgan Chase - Primary 7399		
			Inv #273254, SD5 VLTNS, July 2021	6039 · Legal	Tiburon	-753.00
			Inv #273254, DCS, July 2021	6039 · Legal	Belvedere	-56.64
			Inv #273254, DCS, July 2021	6039 · Legal	Tiburon:Paradise ...	-4.60
			Inv #273254, DCS, July 2021	6039 · Legal	Tiburon	-96.26
TOTAL						-910.50
09/08/21	8445	BWS Distributors, Inc.	Lab Safety Supplies, August 2021	JP Morgan Chase - Primary 7399		
			Inv #269205, #269228, #269299, Lab Safety Supplies, August 2...	8515 · Safety	Belvedere	-737.96
			Inv #269205, #269228, #269299, Lab Safety Supplies, August 2...	8515 · Safety	Tiburon	-59.92
			Inv #269205, #269228, #269299, Lab Safety Supplies, August 2...	8515 · Safety	Belvedere	-1,254.30
TOTAL						-2,052.18

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8446	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, August 2021	JP Morgan Chase - Primary 7399		
			M.P. - B: #3064, #3242, ##3572, #3573, #3652, #3924 - August...	7051 · Main Plant Lab Monitoring	Belvedere	-583.22
			P.C.: Inv #624274 - August 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise ...	-328.70
			M.P. - T: #3064, #3242, ##3572, #3573, #3652, #3924 - August...	7051 · Main Plant Lab Monitoring	Tiburon	-990.93
TOTAL						-1,902.85
09/08/21	8447	Central Marin Sanitation Ag...	Pollution Prevention Pub Ed Costs, August 2021	JP Morgan Chase - Primary 7399		
			Inv #00357, Shared Pollution Prevention Public Education Budg...	6059 · Pollution Prevention/Publi...	Belvedere	-601.25
			Inv #00357, Shared Pollution Prevention Public Education Budg...	6059 · Pollution Prevention/Publi...	Tiburon:Paradise ...	-48.82
			Inv #00357, Shared Pollution Prevention Public Education Budg...	6059 · Pollution Prevention/Publi...	Tiburon	-1,021.92
TOTAL						-1,671.99
09/08/21	8448	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, July - August+ ...	JP Morgan Chase - Primary 7399		
			PPE/Safetwear + Service: #1902275507, #1902238382 - July 2...	8520 · Personal Protection/Safet...	Belvedere	-291.80
			PPE/Safetwear + Service: #1902275507, #1902238382 - July 2...	8520 · Personal Protection/Safet...	Tiburon:Paradise ...	-23.69
			PPE/Safetwear + Service: #1902275507, #1902238382 - July 2...	8520 · Personal Protection/Safet...	Tiburon	-495.96
			PPE/Safetywear + Service: Add'l Items, #4092239382, #409286...	8520 · Personal Protection/Safet...	Belvedere	-71.77
			PPE/Safetywear + Service: Add'l Items, #4092239382, #409286...	8520 · Personal Protection/Safet...	Tiburon:Paradise ...	-5.83
			PPE/Safetywear + Service: Add'l Items, #4092239382, #409286...	8520 · Personal Protection/Safet...	Tiburon	-121.97
TOTAL						-1,011.02
09/08/21	8449	CWEA	Membership Renewal, C Bilsborough #396032, September 2...	JP Morgan Chase - Primary 7399		
			C Bilsborough (#396032), Collection Sys Maint, Grade I, 10.31.2...	6025 · Dues & Subscriptions	Belvedere	-24.54
			C Bilsborough (#396032), Collection Sys Maint, Grade I, 10.31.2...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-1.99
			C Bilsborough (#396032), Collection Sys Maint, Grade I, 10.31.2...	6025 · Dues & Subscriptions	Tiburon	-41.72
			C Bilsborough (#396032), Collection Sys Maint, Grade I, 7.1.202...	6025 · Dues & Subscriptions	Belvedere	-8.18
			C Bilsborough (#396032), Collection Sys Maint, Grade I, 7.1.202...	6025 · Dues & Subscriptions	Tiburon:Paradise ...	-0.66
			C Bilsborough (#396032), Collection Sys Maint, Grade I, 7.1.202...	6025 · Dues & Subscriptions	Tiburon	-13.91
TOTAL						-91.00
09/08/21	8450	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, September 2021	JP Morgan Chase - Primary 7399		
			Inv #11089, My Safety Officer Monthly Subscription Fee, Septe...	8515 · Safety	Belvedere	-125.86
			Inv #11089, My Safety Officer Monthly Subscription Fee, Septe...	8515 · Safety	Tiburon:Paradise ...	-10.22
			Inv #11089, My Safety Officer Monthly Subscription Fee, Septe...	8515 · Safety	Tiburon	-213.92
TOTAL						-350.00

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8451	East Bay Muni Utility District	Cust #SADI3002, BACWA Membership & Prog. Fees for FY2...	JP Morgan Chase - Primary 7399		
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	7062 · Permits/Fees - General	Belvedere	-1,227.61
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	7063 · Paradise Cove Permits/F...	Tiburon:Paradise ...	-99.68
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	7062 · Permits/Fees - General	Tiburon	-2,086.53
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	6059 · Pollution Prevention/Publi...	Belvedere	-216.64
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	6059 · Pollution Prevention/Publi...	Tiburon:Paradise ...	-17.59
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	6059 · Pollution Prevention/Publi...	Tiburon	-368.20
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	7062 · Permits/Fees - General	Belvedere	-245.52
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	7062 · Permits/Fees - General	Tiburon:Paradise ...	-19.94
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	7062 · Permits/Fees - General	Tiburon	-417.30
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	6059 · Pollution Prevention/Publi...	Belvedere	-43.33
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	6059 · Pollution Prevention/Publi...	Tiburon:Paradise ...	-3.52
			Inv #EBM-BDO-01529, FY21 BACWA Membership Contribution...	6059 · Pollution Prevention/Publi...	Tiburon	-73.64
TOTAL						-4,819.50
09/08/21	8452	Fastenal Company	CASA10962, M.P. Supplies & Parts, August 2021	JP Morgan Chase - Primary 7399		
			Inv #CASA169755, M.P. Supplies, August 2021	7021 · Plant Maintenance Supplies	Belvedere	-178.74
			Inv #CASA169755, M.P. Supplies, August 2021	7021 · Plant Maintenance Supplies	Tiburon	-303.69
			Inv #CASA169709, M.P. Parts & Service, August 2021	7022 · Plant Maint. Parts & Service	Belvedere	-193.51
			Inv #CASA169709, M.P. Parts & Service, August 2021	7022 · Plant Maint. Parts & Service	Tiburon	-328.79
TOTAL						-1,004.73
09/08/21	8453	Goodman Building Supply ...	Acct #20070, Truck & M.P. Maint. Supplies, August 2021	JP Morgan Chase - Primary 7399		
			Inv #830594, P&L, TPS#5 Security - August 2021	7011 · Pumps & Lines Maintena...	Tiburon	-8.62
TOTAL						-8.62
09/08/21	8454	Grainger	Acct #810128785, M.P. Supplies, Parts & Service, August 2021	JP Morgan Chase - Primary 7399		
			Inv #810128785, P.C. Supplies, PSI Guages, August 2021	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-65.80
			Inv #810128785, #810128785, M.P. Parts & Service, Utility Pum...	7022 · Plant Maint. Parts & Service	Belvedere	-294.42
			Inv #810128785, #810128785, M.P. Parts & Service, Utility Pum...	7022 · Plant Maint. Parts & Service	Tiburon	-500.23
TOTAL						-860.45
09/08/21	8455	Harrington Industrial Plasti...	Cust #:044227, M.P. Supplies, Parts & Service+ , August	JP Morgan Chase - Primary 7399		
			Inv #006M6440, #006M5736, M.P. Supplies for Chemical Room...	7021 · Plant Maintenance Supplies	Belvedere	-268.23
			Inv #006M6440, #006M5736, M.P. Supplies for Chemical Room...	7021 · Plant Maintenance Supplies	Tiburon	-455.75
			Inv #006M6779, Chemical Room Load-Out Effluent Spiral Filter, ...	9202.2 · Load-out & Filtering	Belvedere	-9,464.32
			Inv #006M6779, Chemical Room Load-Out Effluent Spiral Filter, ...	9202.2 · Load-out & Filtering	Tiburon	-16,080.39
TOTAL						-26,268.69

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8457	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Parts & Service + SD5 Sho...	JP Morgan Chase - Primary 7399		
			M.P. Office/Breakroom kitchen - September 2021	9217 · SD5 Shop Rplcmnt /Ops ...	Belvedere	-188.09
			M.P. Office/Breakroom kitchen - September 2021	9217 · SD5 Shop Rplcmnt /Ops ...	Tiburon	-319.57
			M.P. Equipment (blower), September - 2021	7022 · Plant Maint. Parts & Service	Belvedere	-240.24
			M.P. Equipment (blower), September - 2021	7022 · Plant Maint. Parts & Service	Tiburon	-408.18
TOTAL						-1,156.08
09/08/21	8458	Jackson's Hardware, Inc.	Acct #7601, PPE + M.P. ., Sept. 2021	JP Morgan Chase - Primary 7399		
			Inv #87781, PPE/Safety, Boots (FY21-22) - J Rosser, Septembe...	8520 · Personal Protection/Safet...	Belvedere	-80.08
			Inv #87781, PPE/Safety, Boots (FY21-22) - J Rosser, Septembe...	8520 · Personal Protection/Safet...	Tiburon	-6.50
			Inv #87781, PPE/Safety, Boots (FY21-22) - J Rosser, Septembe...	8520 · Personal Protection/Safet...	Belvedere	-136.10
			Inv #88170, M.P. Parts & Service/equipment, September, 2021	7022 · Plant Maint. Parts & Service	Tiburon	-69.65
			Inv #88170, M.P. Parts & Service/equipment, September, 2021	7022 · Plant Maint. Parts & Service	Belvedere	-118.33
TOTAL						-410.66
09/08/21	8459	JM Integration, LLC	M.P. Parts & Service, August 2021	JP Morgan Chase - Primary 7399		
			Inv #21090: M.P. Parts & Service (New PS manual Vacuum kit ...	7022 · Plant Maint. Parts & Service	Belvedere	-1,036.20
			Inv #21090: M.P. Parts & Service (New PS manual Vacuum kit ...	7022 · Plant Maint. Parts & Service	Tiburon	-1,760.55
			Inv #21091: M.P. Parts & Service (S. Press Flowmeter upgrade)...	7022 · Plant Maint. Parts & Service	Belvedere	-1,007.37
			Inv #21091: M.P. Parts & Service (S. Press Flowmeter upgrade)...	7022 · Plant Maint. Parts & Service	Tiburon	-1,711.59
			Inv #21096 + Inv #21051: M.P. Pars & Service - Replace Sparlin...	7022 · Plant Maint. Parts & Service	Belvedere	-2,169.87
			Inv #21096 + Inv #21051: M.P. Pars & Service - Replace Sparlin...	7022 · Plant Maint. Parts & Service	Tiburon	-3,686.73
TOTAL						-11,372.31
09/08/21	8460	Kepware	Cust #619101, SCADA /Modbusware Suite, September, 2021	JP Morgan Chase - Primary 7399		
			Quote #Q-1048273, SCADA /Modbusware Suite + Maintenance ...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-88.82
			Quote #Q-1048273, SCADA /Modbusware Suite + Maintenance ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-7.21
			Quote #Q-1048273, SCADA /Modbusware Suite + Maintenance ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-150.97
TOTAL						-247.00
09/08/21	8461	Linscott Engineering Contr...	BPS#5 Valve & Pump Replcmnt, August 2021	JP Morgan Chase - Primary 7399		
			Inv #3735, Cleanout Augmentation @ Ned's Way, Tiburon - Aug...	7011 · Pumps & Lines Maintena...	Tiburon	-1,340.78
			Inv #3740, Sewer Main Obstruction @ Meadowhill Drive, Tiburo...	7013 · Emergency Line Repair	Tiburon	-8,193.37
TOTAL						-9,534.15

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8462	Lystek Int'l, LTD	Biosolids Transport, August 2021	JP Morgan Chase - Primary 7399		
			Inv #153-433 Biosolids Transport to Lystek Facility, August 2021	7029 · Main Plant Sludge Disposal	Belvedere	-277.45
			Inv #153-433 Biosolids Transport to Lystek Facility, August 2021	7029 · Main Plant Sludge Disposal	Tiburon	-471.40
TOTAL						-748.85
09/08/21	8463	Marin Municipal Water Distr...	Water, July - August, 2021	JP Morgan Chase - Primary 7399		
			Cust #:424793, Golden Gate BPS - Water, July - August, 2021	8541 · Water	Belvedere	-80.30
			Cust #:424791, Cove Rd. BPS - Water, July - August, 2021	8541 · Water	Belvedere	-84.56
			Cust #:558095, San Rafael Ave. BPS - Water, July - August, 2021	8541 · Water	Belvedere	-68.82
			Cust #138856, Mar West TPS - Water, July - August, 2021	8541 · Water	Tiburon	-80.30
			Cust #100098, M.P. - Water, 2020 - July - August, 2021	8541 · Water	Belvedere	-454.51
			Cust #100098, M.P. - Water, 2020 - July - August, 2021	8541 · Water	Tiburon	-772.25
TOTAL						-1,540.74
09/08/21	8464	McC Campbell Analytical, Inc.	M.P. Monitoring, AcuteToxicity Testing, August 2021	JP Morgan Chase - Primary 7399		
			Inv #2107D34, M.P. Monitoring, AcuteToxicity Testing, August 2...	7053 · Chronic Toxicity	Belvedere	-319.56
			Inv #2107D34, M.P. Monitoring, AcuteToxicity Testing, August 2...	7053 · Chronic Toxicity	Tiburon	-542.94
TOTAL						-862.50
09/08/21	8465	MidAmerica Administrative ...	HRA Retiree Health Reimb. Admin Fees, 2Q21 - September 2...	JP Morgan Chase - Primary 7399		
			inv #MAR17026, HRA Retiree Health Reimburs. Administration ...	8022.05 · Reitree Health	Belvedere	-80.91
			inv #MAR17026, HRA Retiree Health Reimburs. Administration ...	8022.05 · Reitree Health	Tiburon:Paradise ...	-6.57
			inv #MAR17026, HRA Retiree Health Reimburs. Administration ...	8022.05 · Reitree Health	Tiburon	-137.52
TOTAL						-225.00
09/08/21	8466	Roy's Sewer Service, Inc.	P&L + Small Vactor Machine Cleaning (Tib) - September 2021	JP Morgan Chase - Primary 7399		
			Inv #213773, Cleareddigester valve at SD5 M.P., as directed, 8...	7011 · Pumps & Lines Maintena...	Belvedere	-398.00
			Inv #213486, Cleared line at 77 Belvedere Ave., as directed, 8.2...	7011 · Pumps & Lines Maintena...	Belvedere	-2,220.00
			Inv #213641, Cleared line at Tiburon Blvd (Rodder), as directed,...	7011 · Pumps & Lines Maintena...	Tiburon	-1,005.00
			Inv #213774, Small Machine Vactor Cleaning - Tiburon Zone, thr...	7011 · Pumps & Lines Maintena...	Tiburon	-25,795.00
			Inv #213870, Small Machine Vactor Cleaning - Tiburon Zone, thr...	7011 · Pumps & Lines Maintena...	Tiburon	-49,747.50
TOTAL						-79,165.50

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8467	Town of Tiburon	Fuel, July 2021	JP Morgan Chase - Primary 7399		
			Fuel, July 2021	7071 · Fuel	Belvedere	-353.87
			Fuel, July 2021	7071 · Fuel	Tiburon:Paradise ...	-28.73
			Fuel, July 2021	7071 · Fuel	Tiburon	-601.47
TOTAL						-984.07
09/08/21	8468	U.S. Bank	Acct#:4246-0441-0158-3635, July - August 2021	JP Morgan Chase - Primary 7399		
			#0822:/9545: Zoom Platform re SD5 Meetings, August 2021	6018.1 · Meetings & Travel	Belvedere	-19.77
			#0822:/9545: Zoom Platform re SD5 Meetings, August 2021	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-1.61
			#0822:/9545: Zoom Platform re SD5 Meetings, August 2021	6018.1 · Meetings & Travel	Tiburon	-33.61
			#0822:/9545: Travel & Lodging re Tri-State Seminar (NV), Augu...	6018.1 · Meetings & Travel	Belvedere	-525.32
			#0822:/9545: Travel & Lodging re Tri-State Seminar (NV), Augu...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-42.66
			#0822:/9545: Travel & Lodging re Tri-State Seminar (NV), Augu...	6018.1 · Meetings & Travel	Tiburon	-892.86
			#0822:/9545: Lg Manila Folders + White out - Amazon, August ...	6047 · Office Supplies	Belvedere	-27.33
			#0822:/9545: Lg Manila Folders + White out - Amazon, August ...	6047 · Office Supplies	Tiburon:Paradise ...	-2.22
			#0822:/9545: Lg Manila Folders + White out - Amazon, August ...	6047 · Office Supplies	Tiburon	-46.46
			#0822:/9545: Fittings, parts & Batteries for SD5 PS - Amazon + ...	7011 · Pumps & Lines Maintena...	Tiburon	-283.36
			#0822:/9545: Fittings, parts & Batteries for SD5 PS - Amazon + ...	7011 · Pumps & Lines Maintena...	Tiburon:Paradise ...	-23.01
			#0822:/9545: Fittings, parts & Batteries for SD5 PS - Amazon + ...	7011 · Pumps & Lines Maintena...	Belvedere	-481.63
			#0822:/9545: Milwaulkee Cutter tool - Amazon, 7.28.2021; Relia...	7021 · Plant Maintenance Supplies	Belvedere	-206.51
			#0822:/9545: Milwaulkee Cutter tool - Amazon, 7.28.2021; Relia...	7021 · Plant Maintenance Supplies	Tiburon	-350.86
			#0822:/9545: M.P. Secondary Clarifier Scum Collector Bearing ...	7022 · Plant Maint. Parts & Service	Belvedere	-828.08
			#0822:/9545: M.P. Secondary Clarifier Scum Collector Bearing ...	7022 · Plant Maint. Parts & Service	Tiburon	-1,406.96
			#0822:/9545: M.P. TP, Amazon, 8.11.21	7023 · Janitorial Supplies & Servi...	Belvedere	-20.69
			#0822:/9545: M.P. TP, Amazon, 8.11.21	7023 · Janitorial Supplies & Servi...	Tiburon	-35.16
			#0822:/9545: Boomtruck, 7.21.21, 7.29.21, 8.17.2021 (SpringW...	7072 · Maintenance	Belvedere	-833.39
			#0822:/9545: Boomtruck, 7.21.21, 7.29.21, 8.17.2021 (SpringW...	7072 · Maintenance	Tiburon:Paradise ...	-67.67
			#0822:/9545: Boomtruck, 7.21.21, 7.29.21, 8.17.2021 (SpringW...	7072 · Maintenance	Tiburon	-1,416.50
			#0822:/9545: Large monitor, 7.6.21; cordless phone chargers, 8...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-180.53
			#0822:/9545: Large monitor, 7.6.21; cordless phone chargers, 8...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-14.66
			#0822:/9545: Large monitor, 7.6.21; cordless phone chargers, 8...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-306.84
TOTAL						-8,047.69
09/08/21	8469	Univar	Cust ID #STDT001, Chemicals, September 2021	JP Morgan Chase - Primary 7399		
			Inv #49402062, Sodium Bisulfite 25% (\$1.300/Gal), September ...	7024 · Main Plant Chemicals	Belvedere	-2,347.63
			Inv #49402062, Sodium Bisulfite 25% (\$1.300/Gal), September ...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-190.63
			Inv #49402062, Sodium Bisulfite 25% (\$1.300/Gal), September ...	7024 · Main Plant Chemicals	Tiburon	-3,990.18
			Inv #49418541, Sodium Hypochlorite 12.5% (\$0.7001/Gal), Sept...	7024 · Main Plant Chemicals	Belvedere	-668.18
			Inv #49418541, Sodium Hypochlorite 12.5% (\$0.7001/Gal), Sept...	7042 · Paradise Supplies & Che...	Tiburon:Paradise ...	-54.26
			Inv #49418541, Sodium Hypochlorite 12.5% (\$0.7001/Gal), Sept...	7024 · Main Plant Chemicals	Tiburon	-1,135.68
TOTAL						-8,386.56

Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8470	USA BlueBook	Cust #933682, P.C. Parts & Service, July 2021	JP Morgan Chase - Primary 7399		
			Inv #680883, Chemical Pump (manual) - July 2021	7041 · Paradise Parts & Service	Tiburon:Paradise ...	-1,814.65
TOTAL						-1,814.65
09/08/21	8471	Waste Management of Red...	Acct #507-0000190-1507-2, Sludge Disposal, August 2021	JP Morgan Chase - Primary 7399		
			Inv #0103357-1507-3, Sludge Disposal - 2 Drop-offs, 10.73 tons...	7029 · Main Plant Sludge Disposal	Belvedere	-159.22
			Inv #0103357-1507-3, Sludge Disposal - 2 Drop-offs, 10.73 tons...	7029 · Main Plant Sludge Disposal	Tiburon	-270.52
TOTAL						-429.74
09/08/21	8472	Water Components & Buildi...	Acct #454, P&L + M.P. Maint. Supplies, August 2021	JP Morgan Chase - Primary 7399		
			Inv #30561678, M.P. ER Repair at Grit Chamber, August 2021	7021 · Plant Maintenance Supplies	Belvedere	-137.80
			Inv #30561678, M.P. ER Repair at Grit Chamber, August 2021	7021 · Plant Maintenance Supplies	Tiburon	-234.14
			Inv #30561323, Ops waterline harware and materials, August 20...	7011 · Pumps & Lines Maintena...	Belvedere	-90.28
			Inv #30561323, Ops waterline harware and materials, August 20...	7011 · Pumps & Lines Maintena...	Tiburon	-153.40
TOTAL						-615.62
09/08/21	8473	WorkSmart Automation, Inc.	SD5 Comm System Maintenance, August 2021	JP Morgan Chase - Primary 7399		
			Inv #5127, Troubleshooting at SCADA system; build & import ...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-668.86
			Inv #5127, Troubleshooting at SCADA system; build & import ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-54.31
			Inv #5127, Troubleshooting at SCADA system; build & import ...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-1,136.83
TOTAL						-1,860.00
09/08/21	8475	Omar Arias	Reimbursement of Travel Expenses re CASA Conference, S...	JP Morgan Chase - Primary 7399		
			Hotel Reimbursement, 8.10.2021 - 8.12.2021 - Annual CASA M...	6018.1 · Meetings & Travel	Belvedere	-399.13
			Hotel Reimbursement, 8.10.2021 - 8.12.2021 - Annual CASA M...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-32.41
			Hotel Reimbursement, 8.10.2021 - 8.12.2021 - Annual CASA M...	6018.1 · Meetings & Travel	Tiburon	-678.40
			Travel Reimbursement, as listed in SD5 Financial SOP, Appendi...	6018.1 · Meetings & Travel	Belvedere	-115.79
			Travel Reimbursement, as listed in SD5 Financial SOP, Appendi...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-9.40
			Travel Reimbursement, as listed in SD5 Financial SOP, Appendi...	6018.1 · Meetings & Travel	Tiburon	-196.81
			3 Days of Meals/diem at \$45/Day (8.10.2021 - 8.12.2021) - Ann...	6018.1 · Meetings & Travel	Belvedere	-48.55
			3 Days of Meals/diem at \$45/Day (8.10.2021 - 8.12.2021) - Ann...	6018.1 · Meetings & Travel	Tiburon:Paradise ...	-3.94
			3 Days of Meals/diem at \$45/Day (8.10.2021 - 8.12.2021) - Ann...	6018.1 · Meetings & Travel	Tiburon	-82.51
TOTAL						-1,566.94

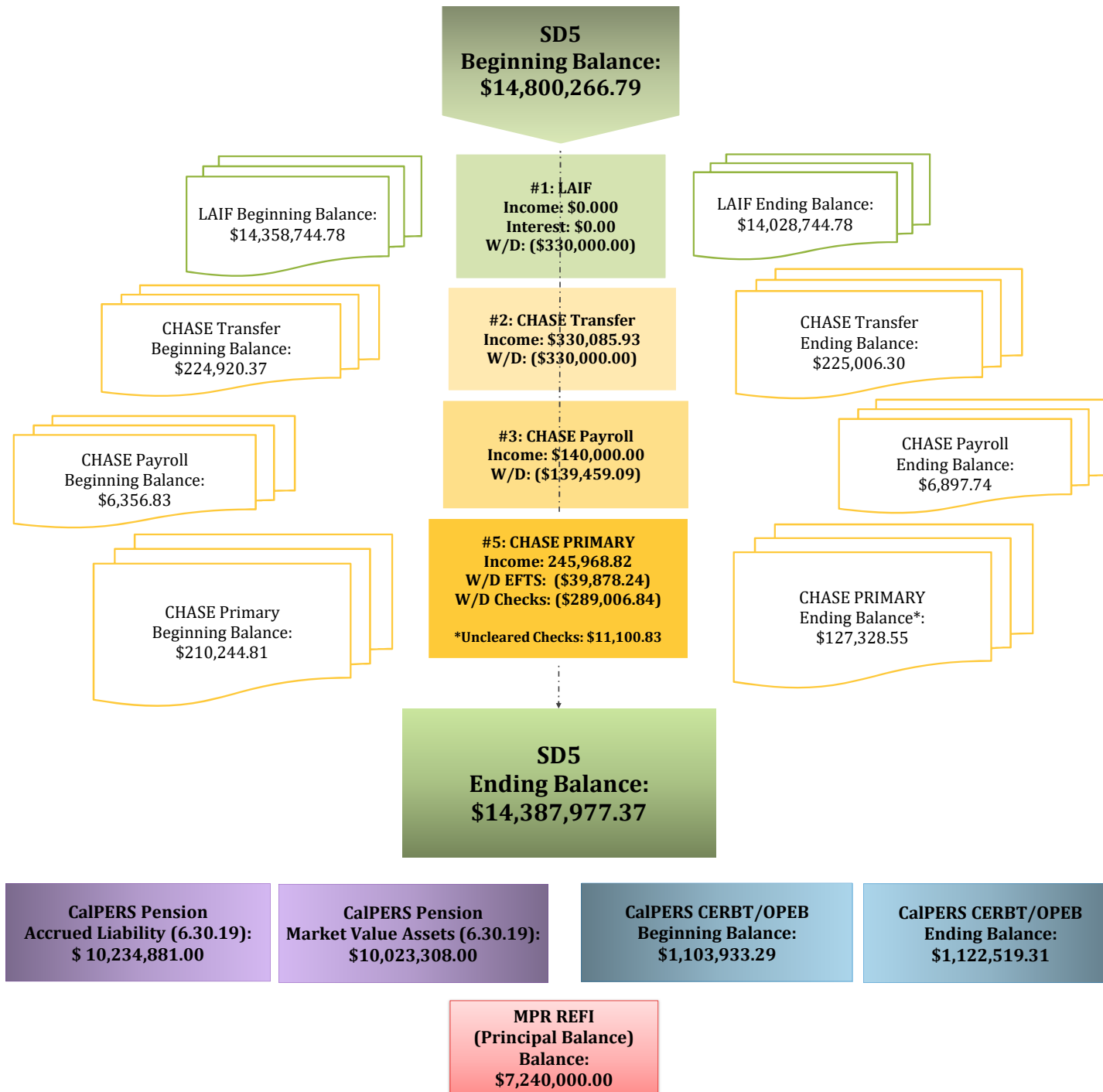
Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
 August 11 through September 8, 2021

09/08/21

Date	Num	Name	Memo	Account	Class	Paid Amount
09/08/21	8476	Lepera, Joseph	Permit Refund: 8 Rolling Hills - September 2021	JP Morgan Chase - Primary 7399		
			Permit Refund: No longer building ADU @ 8 Rolling Hills, Tiburo...	5900.31 · Collection	Tiburon	-8,127.00
			Permit Refund: No longer building ADU @ 8 Rolling Hills, Tiburo...	5900.34 · Treatment	Tiburon	-11,235.00
TOTAL						-19,362.00
09/08/21	8477	Healthy Building Science, I...	M.P. Air Quality Sampling & Testing - August 2021	JP Morgan Chase - Primary 7399		
			Inv #5098, M.P. Air Quality Sampling & Testing - August 2021	8515 · Safety	Belvedere	-2,616.47
			Inv #5098, M.P. Air Quality Sampling & Testing - August 2021	8515 · Safety	Tiburon	-4,445.53
TOTAL						-7,062.00
09/08/21	8478	Wonderware NorCal	Cust #SANI5, SCADA Sys. Maint.& IT Support Contract Rene...	JP Morgan Chase - Primary 7399		
			Quote#266592.1 - Site ID#118116, SCADA System Maintenanc...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-173.06
			Quote#266592.1 - Site ID#118116, SCADA System Maintenanc...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-14.05
			Quote#266592.1 - Site ID#118116, SCADA System Maintenanc...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-294.14
			Quote#266592.1 - Site ID#118116, SCADA System Maintenanc...	8510 · Data/Alarms/IT Supp & Li...	Belvedere	-123.61
			Quote#266592.1 - Site ID#118116, SCADA System Maintenanc...	8510 · Data/Alarms/IT Supp & Li...	Tiburon:Paradise ...	-10.04
			Quote#266592.1 - Site ID#118116, SCADA System Maintenanc...	8510 · Data/Alarms/IT Supp & Li...	Tiburon	-210.10
TOTAL						-825.00

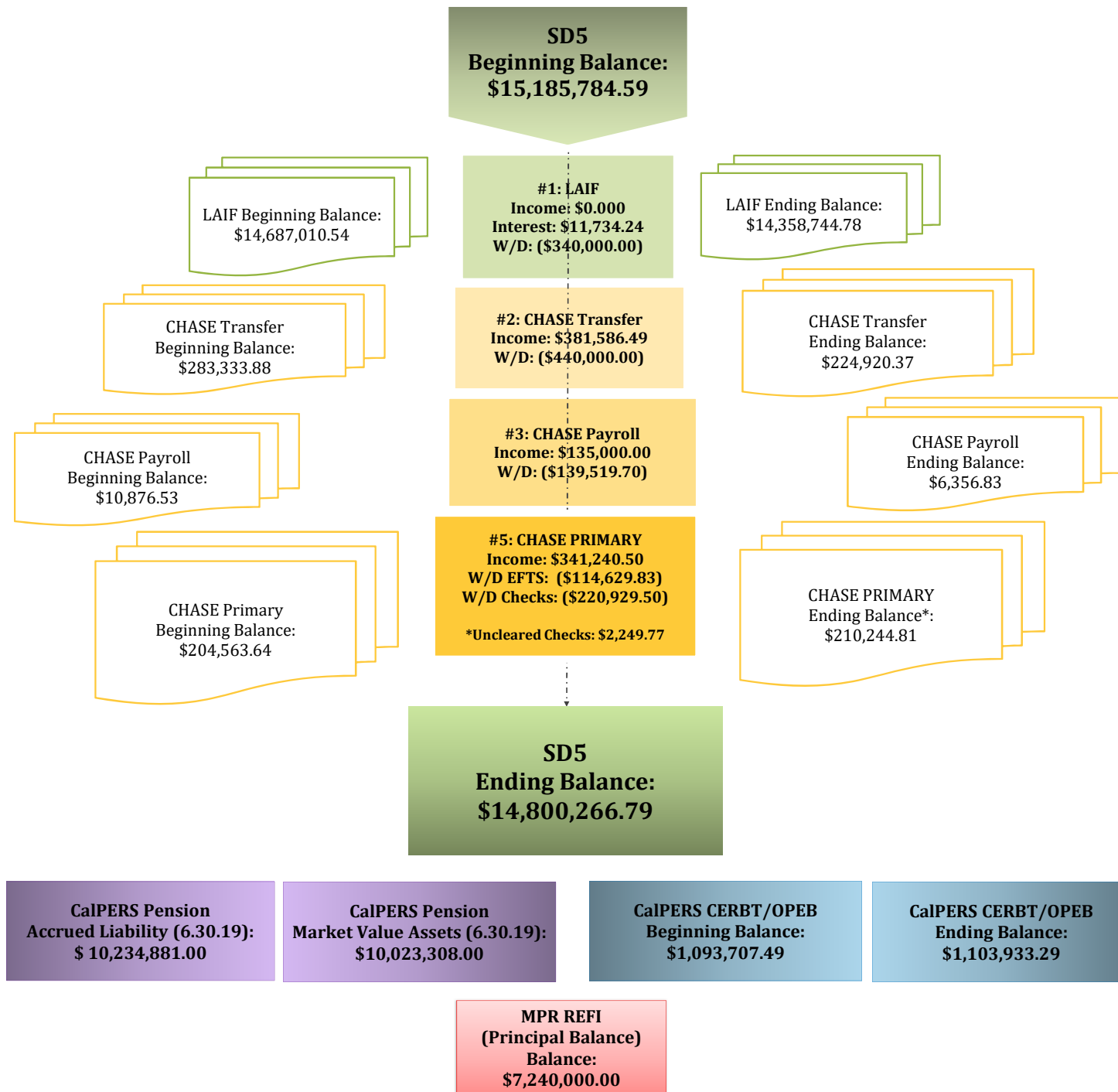
CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: August 2021



CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: July 2021



AUG 11, 2021

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

CHECK DATE : 08/13/2021 WEEK 33
PERIOD BEGIN : 08/01/2021
PERIOD END : 08/15/2021




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 08/13/2021. 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	37694.70		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	19
TOTAL NET PAYROLL	37694.70		
 BILLING PAYMENT	 273.20 ✓	 Withdrawal made by PAYCHEX INC. on above check date.	
 AMOUNT DEBITED FROM TAX ACCOUNT	 22137.15		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	22137.15 ✓	NUMBER OF CHECKS PRINTED	19
 ADJUSTMENTS TO TAX LIABILITY			
TOTAL ADJUSTMENTS	-0.00		
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	59831.85		
TOTAL COST OF PAYROLL	60105.05 	NUMBER OF MANUAL/VOID TRANSACTIONS	0

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	18471.77		08/18/2021 Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	3531.91		08/18/2021 Deposit made by PAYCHEX INC. on your behalf.

AUG 26, 2021

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

CHECK DATE : 08/31/2021 WEEK 36
PERIOD BEGIN : 08/16/2021
PERIOD END : 08/31/2021

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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 08/31/2021. 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	47078.25		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	15
TOTAL NET PAYROLL	47078.25 ✓		
 BILLING PAYMENT	 253.20	✓	Withdrawal made by PAYCHEX INC. on above check date.
 AMOUNT DEBITED FROM TAX ACCOUNT	 29151.60		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	29151.60	NUMBER OF CHECKS PRINTED	15
 ADJUSTMENTS TO TAX LIABILITY			
TOTAL ADJUSTMENTS	-0.00		
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	76229.85		
TOTAL COST OF PAYROLL	76483.05	④	NUMBER OF MANUAL/VOID TRANSACTIONS 0

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE	
FEDERAL	24096.29		09/03/2021	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	5055.31		09/03/2021	Deposit made by PAYCHEX INC. on your behalf.

Sanitary Distr. No.5 of Marin Co.
Comparative Balance Sheet as of August 31, 2021
Per End of Year (FY20-21) Adjustments

	<u>Aug 31, 21</u>	<u>Jul 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Local Agency Investment Fund			
Belvedere			
Belvedere Operating	3,255,625.10	3,359,445.35	-103,820.25
Belvedere Operating Reserve	516,923.05	516,923.05	0.00
Belvedere Capital & CIP Reserve	2,115,685.28	2,124,292.24	-8,606.96
Belvedere PERS Retirement Trust	356,250.00	356,250.00	0.00
Belvedere Disaster Recovery Fnd	356,250.00	356,250.00	0.00
Total Belvedere	<u>6,600,733.43</u>	<u>6,713,160.64</u>	<u>-112,427.21</u>
Tiburon			
Tiburon Operating	1,874,824.24	2,084,304.36	-209,480.12
Tiburon Operating Reserve	683,930.00	683,930.00	0.00
Tiburon Capital & CIP Reserve	3,581,757.11	3,589,849.78	-8,092.67
Tiburon PERS Retirement Trust	643,750.00	643,750.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00
Total Tiburon	<u>7,428,011.35</u>	<u>7,645,584.14</u>	<u>-217,572.79</u>
Total Local Agency Investment Fund	<u>14,028,744.78</u>	<u>14,358,744.78</u>	<u>-330,000.00</u>
JP Morgan Chase - Primary 7399	118,728.97	207,995.04	-89,266.07
JP Morgan Chase - Payroll 7506	6,897.74	6,335.68	562.06
JP Morgan Chase - Transfer 7522	225,006.30	224,920.37	85.93
Total Checking/Savings	<u>14,379,377.79</u>	<u>14,797,995.87</u>	<u>-418,618.08</u>
Accounts Receivable			
Accounts Receivable	65,782.70	24,637.50	41,145.20
Total Accounts Receivable	<u>65,782.70</u>	<u>24,637.50</u>	<u>41,145.20</u>
Other Current Assets			
Petty Cash	881.92	881.92	0.00
1499 - Undeposited Funds	41,365.68	22,811.96	18,553.72
Total Other Current Assets	<u>42,247.60</u>	<u>23,693.88</u>	<u>18,553.72</u>
Total Current Assets	<u>14,487,408.09</u>	<u>14,846,327.25</u>	<u>-358,919.16</u>
Fixed Assets	<u>20,408,185.19</u>	<u>20,408,185.19</u>	<u>0.00</u>
TOTAL ASSETS	<u>34,895,593.28</u>	<u>35,254,512.44</u>	<u>-358,919.16</u>
LIABILITIES & EQUITY	34,895,593.28	35,254,512.44	-358,919.16

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses, July thru August 2021
Per End of Year (FY20-21) Adjustments

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Property Taxes				
5001.2 · TEETER	4,168.55	825,000.00	-820,831.45	0.5%
5002 · UNSEC	0.00	15,000.00	-15,000.00	0.0%
5003 · PUNS / PRIOR UNSECURED	0.00	500.00	-500.00	0.0%
5004 · REDEMPTION / RDMPT	118.77			
5006 · SPLU	0.00	300.00	-300.00	0.0%
5041 · SUPSEC	875.84	12,000.00	-11,124.16	7.3%
5043 · SECU	0.00	0.00	0.00	0.0%
5046 · Excess ERAF	0.00	300,000.00	-300,000.00	0.0%
5280 · HOPTR	0.00	3,333.00	-3,333.00	0.0%
5483 · Other tax	1.49			
Total 5000 · Property Taxes	5,164.65	1,156,133.00	-1,150,968.35	0.4%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Tiburon Ops	60,581.65	2,283,000.00	-2,222,418.35	2.7%
5007.5 · Sewer Service - Tiburon Cap	908.96	12,000.00	-11,091.04	7.6%
5007.2 · Sewer Service-Belv Ops	10,095.85	1,300,000.00	-1,289,904.15	0.8%
5007.3 · Sewer Service-Belv Cap	6,591.51	866,300.00	-859,708.49	0.8%
5007.4 · Other User Fees	29,262.20	38,700.00	-9,437.80	75.6%
Total 5007 · Sewer Service Charge	107,440.17	4,500,000.00	-4,392,559.83	2.4%
5201 · Interest				
5201.2 · Interest LAIF	11,734.24	100,000.00	-88,265.76	11.7%
Total 5201 · Interest	11,734.24	100,000.00	-88,265.76	11.7%
5900.3 · Connection Fees				
5900.30 · Connection Permit Fees	1,550.00	10,000.00	-8,450.00	15.5%
5900.31 · Collection	15,195.78	100,000.00	-84,804.22	15.2%
5900.34 · Treatment	16,087.12	100,000.00	-83,912.88	16.1%
Total 5900.3 · Connection Fees	32,832.90	210,000.00	-177,167.10	15.6%
5900.4 · Inspection Permit Fees	1,650.00	17,000.00	-15,350.00	9.7%
5900.5 · SASM Expense Reimb.	16,760.22	100,000.00	-83,239.78	16.8%
5900.9 · Other Income	0.00	100.00	-100.00	0.0%
5900.10 · Paradise Sewer Line Ext. Fees	0.00	14,040.00	-14,040.00	0.0%
Total Income	175,582.18	6,097,273.00	-5,921,690.82	2.9%
Gross Profit	175,582.18	6,097,273.00	-5,921,690.82	2.9%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	325.00	1,000.00	-675.00	32.5%
6008 · Audit & Accounting	0.00	40,000.00	-40,000.00	0.0%
6017 · Consulting Fees	4,984.71	150,000.00	-145,015.29	3.3%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	4,495.91	6,000.00	-1,504.09	74.9%
6018.2 · Standby Mileage Expense Reimb	1,196.92	9,000.00	-7,803.08	13.3%
Total 6018 · Travel & Meetings	5,692.83	15,000.00	-9,307.17	38.0%
6020 · Continuing Education	448.00	10,000.00	-9,552.00	4.5%
6021 · County Fees	4,165.60	16,590.00	-12,424.40	25.1%
6024 · Director Fees	3,500.00	9,000.00	-5,500.00	38.9%
6025 · Dues & Subscriptions	5,118.83	31,000.00	-25,881.17	16.5%
6033 · Insurance Property & Liability				
6033.1 · PLP Public Entity Phys Damage	0.00	25,000.00	-25,000.00	0.0%
6033.2 · General Liability	61,710.21	45,000.00	16,710.21	137.1%
6033.3 · Physical Property Damage - Auto	4,174.00	4,000.00	174.00	104.4%
Total 6033 · Insurance Property & Liability	65,884.21	74,000.00	-8,115.79	89.0%
6039 · Legal	5,024.50	50,000.00	-44,975.50	10.0%
6047 · Office Supplies	1,283.56	10,000.00	-8,716.44	12.8%
6056 · Postage	42.20	1,000.00	-957.80	4.2%
6059 · Pollution Prevention/Public Edu	0.00	5,000.00	-5,000.00	0.0%
6065 · Miscellaneous Expense	0.00			
Total 6000 · Administrative Expenses	96,469.44	412,590.00	-316,120.56	23.4%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses, July thru August 2021
Per End of Year (FY20-21) Adjustments

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	24,377.86	75,000.00	-50,622.14	32.5%
7013 · Emergency Line Repair	13,799.18	50,000.00	-36,200.82	27.6%
Total 7010 · Pumps & Lines Maintenance	38,177.04	125,000.00	-86,822.96	30.5%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	3,075.66	25,000.00	-21,924.34	12.3%
7022 · Plant Maint. Parts & Service	23,155.93	130,000.00	-106,844.07	17.8%
7023 · Janitorial Supplies & Service	1,876.69	9,000.00	-7,123.31	20.9%
7024 · Main Plant Chemicals	8,390.23	111,000.00	-102,609.77	7.6%
7025 · Lab Supplies & Chemicals	1,426.65	20,000.00	-18,573.35	7.1%
7027 · Electrical & Instrument	0.00	15,000.00	-15,000.00	0.0%
7028 · Grounds Maintenance	366.32	6,000.00	-5,633.68	6.1%
7029 · Main Plant Sludge Disposal	5,023.32	41,000.00	-35,976.68	12.3%
7030 · Main Plant Outfall	0.00	6,500.00	-6,500.00	0.0%
Total 7020 · Main Plant Maintenance	43,314.80	363,500.00	-320,185.20	11.9%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	12,569.14	10,000.00	2,569.14	125.7%
7042 · Paradise Supplies & Chemicals	379.20	5,000.00	-4,620.80	7.6%
Total 7040 · Paradise Cove Plant Maint	12,948.34	15,000.00	-2,051.66	86.3%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	9,980.75	45,000.00	-35,019.25	22.2%
7052 · Paradise Cove Monitoring	397.50	15,000.00	-14,602.50	2.7%
7053 · Chronic Toxicity	1,974.50			
Total 7050 · Monitoring	12,352.75	60,000.00	-47,647.25	20.6%
7060 · Permits/Fees				
7062 · Permits/Fees - General	6,978.90	50,000.00	-43,021.10	14.0%
7063 · Paradise Cove Permits/Fees	167.76	9,000.00	-8,832.24	1.9%
7064 · Paradise Cove NPDES Renewal	2,405.05			
Total 7060 · Permits/Fees	9,551.71	59,000.00	-49,448.29	16.2%
7070 · Truck Maintenance				
7071 · Fuel	743.22	15,000.00	-14,256.78	5.0%
7072 · Maintenance	3,727.75	10,000.00	-6,272.25	37.3%
Total 7070 · Truck Maintenance	4,470.97	25,000.00	-20,529.03	17.9%
Total 7000 · Ops & Maintenance Expenses	120,815.61	647,500.00	-526,684.39	18.7%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	195,484.60	1,353,783.00	-1,158,298.40	14.4%
8003 · Overtime	30,605.50	100,000.00	-69,394.50	30.6%
8004 · Standby Pay	13,094.76	76,043.00	-62,948.24	17.2%
8005 · Employee Incentives	7,000.00	70,000.00	-63,000.00	10.0%
8006 · Vacation Buyout	15,332.18	30,000.00	-14,667.82	51.1%
8013 · Payroll Taxes	20,760.80	101,047.00	-80,286.20	20.5%
8015 · Payroll/Bank Fees	1,111.05	6,250.00	-5,138.95	17.8%
8016 · Car Allowance	6,000.00	6,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	27,147.43	304,705.00	-277,557.57	8.9%
8019.06 · PERS Retirement - RBP	0.00	350.00	-350.00	0.0%
8019.08 · PERS Retirement - CalPERS UAL	0.00	20,000.00	-20,000.00	0.0%
8019 · PERS Retirement - Other	-200.00			
Total 8019 · PERS Retirement	26,947.43	325,055.00	-298,107.57	8.3%
8020 · Employee Health				
8020.05 · Employee Health	31,770.47	223,418.00	-191,647.53	14.2%
8021 · Employee Health Deductions	-391.72			
Total 8020 · Employee Health	31,378.75	223,418.00	-192,039.25	14.0%
8022 · Retiree Health				
8022.05 · Retiree Health	31,842.01	77,127.00	-45,284.99	41.3%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	118,400.00	-118,400.00	0.0%
Total 8022 · Retiree Health	31,842.01	195,527.00	-163,684.99	16.3%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses, July thru August 2021
Per End of Year (FY20-21) Adjustments

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
8023 · Workers Comp Insurance	41,289.30	55,000.00	-13,710.70	75.1%
Total 8000 · Salaries and Benefits Expenses	420,846.38	2,542,123.00	-2,121,276.62	16.6%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	18,837.97	100,000.00	-81,162.03	18.8%
8515 · Safety	1,188.84	40,000.00	-38,811.16	3.0%
8520 · Personal Protection/Safety Wear	2,570.88	15,000.00	-12,429.12	17.1%
8530 · Telephone				
8531 · Main Plant Telephones	1,231.05	11,000.00	-9,768.95	11.2%
8532 · Paradise Cove Telephones	698.22	4,000.00	-3,301.78	17.5%
8533 · Pumps & Lines Telephones	1,237.43	7,000.00	-5,762.57	17.7%
Total 8530 · Telephone	3,166.70	22,000.00	-18,833.30	14.4%
8540 · Utilities				
8541 · Water	1,382.21	8,000.00	-6,617.79	17.3%
8542 · Main Plant Utilities	36,372.61	200,000.00	-163,627.39	18.2%
8543 · Paradise Cove Utilities	4,169.39	18,000.00	-13,830.61	23.2%
8544 · Pump Station Utilities	7,263.34	45,000.00	-37,736.66	16.1%
Total 8540 · Utilities	49,187.55	271,000.00	-221,812.45	18.2%
Total 8500 · Other Operating Expenses	74,951.94	448,000.00	-373,048.06	16.7%
Total Expense	713,083.37	4,050,213.00	-3,337,129.63	17.6%
Net Ordinary Income	-537,501.19	2,047,060.00	-2,584,561.19	-26.3%
Other Income/Expense				
Other Expense				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9203 · M.P. Flare Rehabilitation	0.00	30,000.00	-30,000.00	0.0%
9209 · ScrewPress PolyBlend Redundancy	0.00	35,000.00	-35,000.00	0.0%
9212 · M.P. Headworks Grinder Rplcmnt				
9212.1 · Explosion Proof Electric Hoist	0.00	10,000.00	-10,000.00	0.0%
9212 · M.P. Headworks Grinder Rplcmnt - O...	0.00	25,000.00	-25,000.00	0.0%
Total 9212 · M.P. Headworks Grinder Rplcmnt	0.00	35,000.00	-35,000.00	0.0%
9217 · SD5 Shop Rplcmnt /Ops Control	5,976.63			
9219 · C12 Flash Mixer	0.00	15,000.00	-15,000.00	0.0%
Total 9200 · Main Plant Equipment Capital	5,976.63	115,000.00	-109,023.37	5.2%
9300 · Pumps & Lines Capital				
9301 · Tiburon Sewer Line Rehab Prog	0.00	1,000,000.00	-1,000,000.00	0.0%
9302 · PS Control Panel Upgrades	1,285.94			
9304 · Belvedere Sewer Line Rehab Prog	0.00	100,000.00	-100,000.00	0.0%
9306 · PS Pump & Valve Replacements	9,999.38	50,000.00	-40,000.62	20.0%
9307 · PS Generator Replacement	0.00	100,000.00	-100,000.00	0.0%
9310 · BPS Communication Project	3,105.70			
9311 · Cove Rd Force Main Project				
9311.2 · Cove Rd FM - Const, Ph I	-6,051.74			
9311 · Cove Rd Force Main Project - Other	-23,137.50			
Total 9311 · Cove Rd Force Main Project	-29,189.24			
9313 · Manholes/Rodholes	32,718.59	75,000.00	-42,281.41	43.6%
9314 · Portable Emergency Generators	0.00			
Total 9300 · Pumps & Lines Capital	17,920.37	1,325,000.00	-1,307,079.63	1.4%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses, July thru August 2021
Per End of Year (FY20-21) Adjustments

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	0.00	25,000.00	-25,000.00	0.0%
9520 · Undesignated Cap - P.C. Plant	0.00	10,000.00	-10,000.00	0.0%
9530 · Undesignated Cap - P & L	0.00	50,000.00	-50,000.00	0.0%
Total 9500 · Undesignated Capital	0.00	85,000.00	-85,000.00	0.0%
Total 9100 · Capital Expenditures	23,897.00	1,525,000.00	-1,501,103.00	1.6%
Total Other Expense	23,897.00	1,525,000.00	-1,501,103.00	1.6%
Net Other Income	-23,897.00	-1,525,000.00	1,501,103.00	1.6%
Net Income	<u>-561,398.19</u>	<u>522,060.00</u>	<u>-1,083,458.19</u>	<u>-107.5%</u>

Sanitary Distr. No.5 of Marin Co.
Zone Report, through August 2021
Per End of Year (FY20-21) Adjustments

	Paradise C... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
Ordinary Income/Expense					
Income					
5000 · Property Taxes					
5004 · REDEMPTION / RDMPT	3.93	82.00	85.93	0.00	85.93
Total 5000 · Property Taxes	3.93	82.00	85.93	0.00	85.93
5007 · Sewer Service Charge					
5007.1 · Sewer Service - Tiburon Ops	0.00	41,670.20	41,670.20	0.00	41,670.20
5007.4 · Other User Fees	0.00	29,262.20	29,262.20	0.00	29,262.20
Total 5007 · Sewer Service Charge	0.00	70,932.40	70,932.40	0.00	70,932.40
5900.3 · Connection Fees					
5900.30 · Connection Permit Fees	0.00	650.00	650.00	600.00	1,250.00
5900.31 · Collection	0.00	7,765.78	7,765.78	6,687.00	14,452.78
5900.34 · Treatment	0.00	10,737.12	10,737.12	4,815.00	15,552.12
Total 5900.3 · Connection Fees	0.00	19,152.90	19,152.90	12,102.00	31,254.90
5900.4 · Inspection Permit Fees	0.00	800.00	800.00	300.00	1,100.00
Total Income	3.93	90,967.30	90,971.23	12,402.00	103,373.23
Gross Profit	3.93	90,967.30	90,971.23	12,402.00	103,373.23
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	2.01	42.08	44.09	24.76	68.85
6018 · Travel & Meetings					
6018.1 · Meetings & Travel	120.16	2,724.10	2,844.26	1,596.66	4,440.92
6018.2 · Standby Mileage Expense Re...	66.00	342.92	408.92	511.07	919.99
Total 6018 · Travel & Meetings	186.16	3,067.02	3,253.18	2,107.73	5,360.91
6020 · Continuing Education	5.13	121.69	126.82	71.18	198.00
6021 · County Fees	121.64	2,546.01	2,667.65	1,497.95	4,165.60
6025 · Dues & Subscriptions	5.60	117.35	122.95	69.05	192.00
6039 · Legal	27.74	1,603.24	1,630.98	385.02	2,016.00
6047 · Office Supplies	14.39	504.17	518.56	296.66	815.22
6056 · Postage	0.54	12.91	13.45	7.55	21.00
6065 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
Total 6000 · Administrative Expenses	363.21	8,014.47	8,377.68	4,459.90	12,837.58
7000 · Ops & Maintenance Expenses					
7010 · Pumps & Lines Maintenance					
7011 · Pumps & Lines Maintenance	45.56	3,151.53	3,197.09	874.72	4,071.81
Total 7010 · Pumps & Lines Maintenance	45.56	3,151.53	3,197.09	874.72	4,071.81
7020 · Main Plant Maintenance					
7021 · Plant Maintenance Supplies	30.46	1,662.98	1,693.44	990.02	2,683.46
7022 · Plant Maint. Parts & Service	0.00	9,217.87	9,217.87	5,425.29	14,643.16
7023 · Janitorial Supplies & Service	0.00	480.49	480.49	282.76	763.25
7024 · Main Plant Chemicals	0.00	5,780.82	5,780.82	3,401.27	9,182.09
7025 · Lab Supplies & Chemicals	0.00	216.83	216.83	127.62	344.45
7027 · Electrical & Instrument	0.00	0.00	0.00	0.00	0.00
7028 · Grounds Maintenance	0.00	131.17	131.17	77.20	208.37
7029 · Main Plant Sludge Disposal	0.00	2,246.60	2,246.60	1,319.05	3,565.65
Total 7020 · Main Plant Maintenance	30.46	19,736.76	19,767.22	11,623.21	31,390.43
7040 · Paradise Cove Plant Maint					
7041 · Paradise Parts & Service	4,551.64	2,975.20	7,526.84	0.00	7,526.84
7042 · Paradise Supplies & Chemicals	251.10	0.00	251.10	0.00	251.10
Total 7040 · Paradise Cove Plant Maint	4,802.74	2,975.20	7,777.94	0.00	7,777.94

Sanitary Distr. No.5 of Marin Co.
Zone Report, through August 2021
Per End of Year (FY20-21) Adjustments

	Paradise C... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
7050 · Monitoring					
7051 · Main Plant Lab Monitoring	0.00	4,014.49	4,014.49	2,736.66	6,751.15
7052 · Paradise Cove Monitoring	84.95	0.00	84.95	0.00	84.95
7053 · Chronic Toxicity	0.00	1,242.95	1,242.95	731.55	1,974.50
Total 7050 · Monitoring	84.95	5,257.44	5,342.39	3,468.21	8,810.60
7060 · Permits/Fees					
7064 · Paradise Cove NPDES Renewal	2,405.05	0.00	2,405.05	0.00	2,405.05
Total 7060 · Permits/Fees	2,405.05	0.00	2,405.05	0.00	2,405.05
7070 · Truck Maintenance					
7071 · Fuel	0.00	0.00	0.00	0.00	0.00
7072 · Maintenance	104.36	2,184.45	2,288.81	1,285.22	3,574.03
Total 7070 · Truck Maintenance	104.36	2,184.45	2,288.81	1,285.22	3,574.03
Total 7000 · Ops & Maintenance Expenses	7,473.12	33,305.38	40,778.50	17,251.36	58,029.86
8000 · Salaries and Benefits Expenses					
8001 · Salaries	3,000.06	62,795.90	65,795.96	36,946.01	102,741.97
8003 · Overtime	580.28	12,146.06	12,726.34	7,146.15	19,872.49
8004 · Standby Pay	194.94	4,080.20	4,275.14	2,400.60	6,675.74
8006 · Vacation Buyout	138.88	2,906.91	3,045.79	1,710.28	4,756.07
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	298.44	6,246.80	6,545.24	3,675.31	10,220.55
8015 · Payroll/Bank Fees	15.37	321.74	337.11	189.29	526.40
8019 · PERS Retirement					
8019.05 · PERS Retirement	410.48	8,571.16	8,981.64	5,055.17	14,036.81
8019 · PERS Retirement - Other	0.00	-200.00	-200.00	0.00	-200.00
Total 8019 · PERS Retirement	410.48	8,371.16	8,781.64	5,055.17	13,836.81
8020 · Employee Health					
8020.05 · Employee Health	488.67	10,228.76	10,717.43	6,018.11	16,735.54
8021 · Employee Health Deductions	-5.72	-119.70	-125.42	-70.44	-195.86
Total 8020 · Employee Health	482.95	10,109.06	10,592.01	5,947.67	16,539.68
8022 · Retiree Health					
8022.05 · Retiree Health	25.51	533.95	559.46	314.16	873.62
Total 8022 · Retiree Health	25.51	533.95	559.46	314.16	873.62
8023 · Workers Comp Insurance	-34.84	-816.18	-851.02	-477.68	-1,328.70
Total 8000 · Salaries and Benefits Expens...	5,112.07	106,695.60	111,807.67	62,906.96	174,714.63
8500 · Other Operating Expenses					
8510 · Data/Alarms/IT Supp & Licensing	122.79	2,656.41	2,779.20	1,560.41	4,339.61
8515 · Safety	24.49	512.70	537.19	301.65	838.84
8520 · Personal Protection/Safety Wear	53.91	1,128.38	1,182.29	663.88	1,846.17
8530 · Telephone					
8531 · Main Plant Telephones	0.00	387.78	387.78	227.52	615.30
8532 · Paradise Cove Telephones	348.19	0.00	348.19	0.00	348.19
8533 · Pumps & Lines Telephones	175.07	308.19	483.26	270.91	754.17
Total 8530 · Telephone	523.26	695.97	1,219.23	498.43	1,717.66
8540 · Utilities					
8542 · Main Plant Utilities	0.00	22,923.57	22,923.57	13,449.04	36,372.61
8543 · Paradise Cove Utilities	4,169.39	0.00	4,169.39	0.00	4,169.39
8544 · Pump Station Utilities	536.66	3,997.51	4,534.17	2,729.17	7,263.34
Total 8540 · Utilities	4,706.05	26,921.08	31,627.13	16,178.21	47,805.34
Total 8500 · Other Operating Expenses	5,430.50	31,914.54	37,345.04	19,202.58	56,547.62
Total Expense	18,378.90	179,929.99	198,308.89	103,820.80	302,129.69
Net Ordinary Income	-18,374.97	-88,962.69	-107,337.66	-91,418.80	-198,756.46

Sanitary Distr. No.5 of Marin Co.
Zone Report, through August 2021
Per End of Year (FY20-21) Adjustments

	Paradise C... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
Other Income/Expense					
Other Expense					
9100 · Capital Expenditures					
9200 · Main Plant Equipment Capital					
9217 · SD5 Shop Rplcmnt /Ops Control	-33.32	1,930.13	1,896.81	1,129.83	3,026.64
Total 9200 · Main Plant Equipment Capital	-33.32	1,930.13	1,896.81	1,129.83	3,026.64
9300 · Pumps & Lines Capital					
9306 · PS Pump & Valve Replacements	0.00	2,803.74	2,803.74	7,195.64	9,999.38
9310 · BPS Communication Project	0.00	0.00	0.00	3,105.70	3,105.70
9311 · Cove Rd Force Main Project					
9311.2 · Cove Rd FM - Const, Ph I	0.00	0.00	0.00	-6,051.74	-6,051.74
Total 9311 · Cove Rd Force Main Project	0.00	0.00	0.00	-6,051.74	-6,051.74
9313 · Manholes/Rodholes	0.00	14,729.53	14,729.53	14,729.53	29,459.06
9314 · Portable Emergency Generators	0.00	0.00	0.00	0.00	0.00
Total 9300 · Pumps & Lines Capital	0.00	17,533.27	17,533.27	18,979.13	36,512.40
9400 · Paradise Cove Capital					
9416 · P.C. Equipment	7,251.42	0.00	7,251.42	0.00	7,251.42
Total 9400 · Paradise Cove Capital	7,251.42	0.00	7,251.42	0.00	7,251.42
Total 9100 · Capital Expenditures	7,218.10	19,463.40	26,681.50	20,108.96	46,790.46
Total Other Expense	7,218.10	19,463.40	26,681.50	20,108.96	46,790.46
Net Other Income	-7,218.10	-19,463.40	-26,681.50	-20,108.96	-46,790.46
Net Income	-25,593.07	-108,426.09	-134,019.16	-111,527.76	-245,546.92

Sanitary Distr. No.5 of Marin Co.
Monthly O.T. Report
August 2021

09/07/21

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Bilsborough, Chad						
Check	08/13/21	2251-4079	Bilsborough, Chad	6.0 Hrs. O.T. @ 1.5x	380.26	380.26
Check	08/13/21	2251-4080	Bilsborough, Chad	8.0 Hrs. O.T. @ 1.5x	507.01	887.27
Check	08/13/21	2251-4080	Bilsborough, Chad	2.0 Hrs. O.T. @ 2.0x	169.00	1,056.27
Total Bilsborough, Chad					1,056.27	1,056.27
Collodi, Peter						
Check	08/13/21	2251-4081	Collodi, Peter	4.0 Hrs. O.T. @ 1.5x	208.56	208.56
Check	08/13/21	2251-4081	Collodi, Peter	1.5 O.T. @ 2.0x	104.28	312.84
Total Collodi, Peter					312.84	312.84
Cottrell, Rulon						
Check	08/31/21	2431-4100	Cottrell, Rulon	4.5 Hrs. O.T. @ 1.5x	401.29	401.29
Check	08/31/21	2431-4100	Cottrell, Rulon	5.0 Hrs. O.T. @ 2.0x	594.51	995.80
Check	08/31/21	2431-4099	Cottrell, Rulon	4.0 Hrs. O.T. @ 1.5x	356.71	1,352.51
Check	08/31/21	2431-4099	Cottrell, Rulon	1.5 Hrs. O.T. @ 2.0x	178.35	1,530.86
Total Cottrell, Rulon					1,530.86	1,530.86
Dohrmann, Robin						
Check	08/13/21	2251-4084	Dohrmann, Robin	12.0 Hrs O.T. @ 1.5x	1,070.12	1,070.12
Check	08/31/21	2431-4102	Dohrmann, Robin	14.0 Hrs. OT @ 1.5x	1,248.47	2,318.59
Check	08/31/21	2431-4102	Dohrmann, Robin	73.25 Hrs. Comp Buy out	4,354.78	6,673.37
Total Dohrmann, Robin					6,673.37	6,673.37
Driscoll, Stephen						
Check	08/13/21	2251-4085	Driscoll, Stephen	2.0 Hrs. O.T. @ 1.5x	178.35	178.35
Check	08/13/21	2251-4085	Driscoll, Stephen	2.0 Hrs. O.T. @ 2.0x	237.80	416.15
Check	08/31/21	2431-4104	Driscoll, Stephen	53.0 Hrs. O.T. @ 1.5x	4,726.35	5,142.50
Check	08/31/21	2431-4104	Driscoll, Stephen	5.5 Hrs. O.T. @ 2.0x	653.96	5,796.46
Total Driscoll, Stephen					5,796.46	5,796.46
La Torre, Daniel P.						
Check	08/13/21	2251-4087	La Torre, Daniel P.	4.0 Hrs. O.T. @ 1.5x	339.72	339.72
Check	08/13/21	2251-4088	La Torre, Daniel P.	5.33 Hrs. O.T. @ 1.5x	453.02	792.74
Check	08/13/21	2251-4088	La Torre, Daniel P.	0.5 Hrs. O.T. @ 2.0x	56.62	849.36
Total La Torre, Daniel P.					849.36	849.36
Rosser, John						
Check	08/13/21	2251-4091	Rosser, John	5.0 Hrs. O.T. @ 1.5x	404.43	404.43
Check	08/13/21	2251-4091	Rosser, John	1.5 Hrs. O.T. @ 2.0x	161.77	566.20
Check	08/13/21	2251-4092	Rosser, John	7.5 Hrs. O.T. @ 1.5x	606.64	1,172.84
Check	08/13/21	2251-4092	Rosser, John	1.5 Hrs. O.T. @ 2.0x	161.77	1,334.61
Check	08/31/21	2431-4108	Rosser, John	17.0 Hrs. O.T. @ 1.5x	1,375.05	2,709.66
Check	08/31/21	2431-4108	Rosser, John	4.0 Hrs. O.T. @ 2.0x	431.39	3,141.05
Total Rosser, John					3,141.05	3,141.05
Triola, Joseph						
Check	08/13/21	2251-4095	Triola, Joseph	5.0 Hrs. O.T. @ 1.5x	404.43	404.43
Check	08/13/21	2251-4095	Triola, Joseph	1.0 Hrs. O.T. @ 2.0x	107.85	512.28
Total Triola, Joseph					512.28	512.28
TOTAL					19,872.49	19,872.49

BOARD OF DIRECTORS
RICHARD SNYDER, PRESIDENT
JOHN CARAPIET, OMAR ARIAS-MONTEZ
TOD MOODY, CATHARINE BENEDIKTSSON

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 PARADISE DRIVE
P.O. BOX 227
TIBURON, CALIFORNIA 94920
TELEPHONE (415) 435-1501
FAX (415) 435-0221

ANTONIO RUBIO
DISTRICT MANAGER
ROBIN DOHRMANN
OFFICE MANAGER

Request for Proposal

Comprehensive Sewer Rate Study

A. Introduction:

Sanitary District No.5 of Marin County is requesting proposal from qualified firms to prepare a comprehensive wastewater (sewer) rate study. The purpose of the study is to prepare a cost of service study, validate the appropriate rate structure, and recommend rates for the District that generate adequate revenue to cover

- Current and future operations and maintenance costs based on established and anticipated regulations and industry best management practices.
- Rate stabilization
- Capital repair and replacement costs based on age and condition of infrastructure and systems
- Major Capital Improvement project costs
- An adequate reserve fund
- Required debt coverage and
- Necessary studies to maintain an efficient and resilient utility.

The study will analyze a 20 year period, with a 5 year Proposition 218 rate adjustment schedule implementation.

B. General Information

Sanitary District No.5 of Marin County (District) operates the Main Treatment Plant and its associated collection system currently discharging pursuant to Order No R2-2018-0038 under NPDES Permit No. CA0037753. The Main Plant serves a current population of 8,400. The District owns and operates the Main Treatment Plant, which provides secondary treatment of domestic and commercial wastewater collected from the Town of Tiburon and the City of Belvedere and surrounding, unincorporated areas. The Main Plants collection system consists of 28.5 miles of gravity sewer line, 2.4 miles of force main and 22 pump stations within its service area. The treatment plant has an average dry weather design treatment capacity of .98 MGD and can treat up to 2.3 MGD through Secondary Treatment.

The District also operates the smaller Paradise Cove Treatment Plant and its associated collection system currently discharging pursuant to Order No. R2-2016-0027 under NPDES Permit No. CA0037427. The Paradise Cove collection system consists of 7,197lf of gravity sewer line, 9,102lf of force main and 2 pump stations within its service area. The Paradise Cove treatment plant has an average dry weather treatment capacity of .040 mgd and can treat up to .100mgd during wet weather. Settled Solids from this treatment plant are trucked to the Main wastewater treatment plant for final treatment.

C. Scope of Services

The following Scope of Services, as well as the entire RFP, will become part of the Agreement. The Scope of Services includes, but is not limited to, the tasks below, and any other tasks necessary to prepare a comprehensive Sewer Rate Study. The completeness of the consultant's proposed scope of services will be a consideration in selecting the firm to prepare the Districts rate study. The proposer is encouraged to adjust the list of tasks below as necessary to provide the District with a complete rate study.

1. Review requirements, bond covenants, and other contractual requirements and operations of the sewer system.
2. Provide a comparison of current sewer system costs (operations, capital improvements, bonded debt) against appropriate industry benchmarks, and comparable municipal entities in the SF Bay Area.
3. Evaluate the existing sewer rate structures for conformance with existing statutory regulations and make recommendations for any changes that are necessary to achieve compliance that is equitable amongst all categories.
4. Recommend a baseline rate structure required to fund sewer system improvements and maintenance and consider annual inflationary, indexed adjustments to rates needed to maintain utility.
7. Any recommendations made must consider or make provision for the following factors:
 - a. Current and future cost of providing sewer services in conformance with established or anticipated changes to standards and regulations.
 - b. Age and condition of sewer systems and the need to fund long-term capital replacements.
 - c. Changes in various systems as proposed in the 2021 Wastewater Collections System Master Plan.
8. Develop an understanding of the 2020 Wastewater Collections System Master Plan and the 5-Year Capital Improvement Plan (CIP) impacts of those plans on future rates.
9. Develop an understanding of the costs and both the tangible and intangible benefits realized by operating the existing sewer systems and quantify the expected changes that will occur with implementation of the Districts 5-year CIP plan.
10. Develop an understanding of the existing rate structure and the assumptions underlying the cost distribution to the various rate categories.
11. Develop an understanding of the Districts reserve policy and other financial policies, and ensure any recommendations for changes in rates meet the cash flow objectives of those policies.
12. Comment as to the extent to which the projected revenues meet projected operating and capital needs satisfy bond covenants and required and/or recommended reserve levels.
13. Assess existing customer service fee structure and identify other potential areas for service and system charges (plan reviews, sewer service shut-offs, etc.) and recommend

changes, if appropriate. Assessment is to note any resulting increase in liability the District may incur as a result of assessing the fees.

14. Propose a methodology for annual inflationary adjustments in compliance with Proposition 218.

15. Demonstrate that costs from any proposed modifications are equitably distributed in proportion to the benefit received by the various classifications.

16. Provide justifications for any special classes of customers under the recommended rate structure.

17. Demonstrate that any alternative rate structure is easy to understand and administer and can be accommodated within the existing District billing system.

18. Demonstrate that any proposed rate structure is in compliance with the rate covenants of the Districts utility bonds.

19. Demonstrate that any proposed modifications to the rates and fees are in conformance with the Districts other policy documents.

20. Modify the existing rate model or deliver a new spreadsheet model that reflects any changes to the rate structure accepted by the Board of Directors and provide training to staff in running "scenarios" that will allow staff to fully understand how the model operates and how the results of various future recommendations that may be proposed can be illustrated.

21. Provide a model that has a user friendly dashboard with interactive graphics that automatically produces a suite of reports and graphs as inputs are changed. The model will be the property of the District and may be used by the District for any purpose.

22. Conduct analyses as required to address the scope of services.

23. Conduct a detailed review of the existing sewer rates and status of the sewer funds, and develop a general familiarity with the Districts billing system.

24. Meet or confer weekly with staff by zoom or similar platform.

25. Attend up to two (2) meetings with the Board of Directors at a Regular Board Meeting to present the study result if needed and obtain their input.

26. Coordinate up to two (2) community meetings to discuss proposed sewer rates. Consultant shall be prepared to present the study to the residents in a public format. Due to unavoidable, the community meetings may need to be conducted via web and/or telecom based.

27. Attend up to two (2) public hearings on the proposed sewer rates.

28. Supply a time schedule for developing the draft reports, draft final reports and final reports.

29. Preliminary Report a. Provide preliminary financial model and proposed 5-Year Rate Structure with three (3) alternative options on the sewer rate structures.

30. Report: District shall confer with Consultant on content of the Final Report to meet Prop 2018 requirements. Consultant shall prepare a Draft and a Final Report which shall include but not limited to the following:

a. Executive Summary- A narrative to summarize the scope of the study, consultant's findings and recommendations. The narrative should also include proposed sewer rates for the next five years starting with July 1, 2022;

b. Introduction - A brief description of the organizational structure, population, service area, sewer system, including facilities, capacity, etc.;

c. Methodology Used- A description of the methodology used for analyzing the sewer rates and how the study complies with Proposition 218 and other applicable laws;

d. Overview of financial operations over the last 5 years and Current Financial Condition, including factors attributable to any rate covenant shortfall and corrective recommendations;

e. A description of the capital improvement program, including State and Federal regulatory requirements, a 5 year summary of proposed capital expenditures, and a statement regarding the sufficiency of improvements to meet operating needs and regulatory requirements and reasonableness of the cost estimates.

f. Ten Year Financial Plan- Comprehensive revenue and expense projection for the next 10 years and the basis for the growth projection.

g. Proposed new rate structure that provides adequate revenues generated from rates, that is defensible and equitable across customer classes, and complies with Proposition 218 rate setting. The report shall describe the methodology for the determination of cost responsibility, which may be identified by reference to appropriate industry rate making principles, including guidance associated with designing and developing water rates and charges issued by industry principles recognized by public agencies providing public utility service.

h. Proposed adjustment schedule using an inflationary formula that is clearly defined and does not exceed the cost of providing the service.

i. Proposed rate schedule and rate projection that forecasts rates to 10 years and proposed typical bill if proposed rates are adopted.

j. Provide comparison of proposed and current rates of other communities with similar systems.

k. Assessment of the current rate structure's suitability for sustaining cost recovery based on customer demands.

- l. Discussion on the revenue sources and requirements as well as projections.
- m. Describe customer classes, describe historical and projected usage.
- n. Describe allocation of revenue requirements to various customer classifications, by system function, unity cost of service and cost components.
- o. Discuss adequacy of current rates and need for rate increase.
- p. Discuss proposed rates.
- q. Discuss the equity of recommended sewer rates for all types of property ownership.
- r. The study shall include an assessment of the revenue stream generated by the recommended rates and their ability to continue to fully fund sewer system costs and statutory regulations and standards.
- s. Assess existing customer service fee structure and identify other potential areas for service and system charges (plan reviews, sewer service shutoffs, etc.) and recommend changes, if appropriate. Assessment is to note any resulting increase in liability the Districts may incur as a result of assessing the fees.
- t. Provide an easy-to-use electronic rate model for the District to use in future rate setting.
- u. Submit electronic copy of the Draft and Final Report.
- v. If needed, provide hard copy of the Draft Final Report prior to adoption.
- w. Provide word as well as PDF format of the Draft and Final Report.

31. The consultant will provide guidance and advice to District staff to assure compliance with the Proposition 218 process as it applies to water and wastewater services. Provide the District with a written notice to the record owner on the proposed rate adjustment. Provide the District with a public outreach material that can be released in the Districts newsletter. It is the intent of the District to complete and adopt, if at all, the Water and Sewer rates together at the conclusion of the Proposition 218 process at a public hearing.

32. Provide an easy-to-use electronic rate model for the District to use in future rate setting.

D. Schedule

<u>January 3, 2022</u>	<u>Issue Request for Proposals</u>
<u>January 21, 2022</u>	<u>Deadline for receipt of RFP's</u>
<u>February 8, 2022</u>	<u>District completes RFP review.</u>

February 17, 2022 District Board of Directors authorization to hire consulting firm to perform Comprehensive Sewer Rate Study

April 12, 2022 Consultant presents proposed recommendations to Finance committee.

April 19, 2022 Consultant submits and presents draft final report to the District Board for review and comment.

April 21, 2022 Consultant submits and presents final report to the District Board for acceptance and approval

DRAFT

E. Proposal Contents

All proposals shall include the following information:

1. Cover Letter- A signature by a principal or officer having the authority to negotiate and contractually bind and extend the terms of the written proposals is required.
2. Executive Summary – In a brief narrative, provide a description of your consulting firm. The contents of this narrative are to demonstrate to the District that the Consultant understands the Scope of Services. Include information on the following. Also include responses to the following:
 - a. Statement affirming the firm’s ability and willingness to execute the Districts Professional Services Agreement (Attachment A). Identify any conditions or terms of the Agreement with which the firm does not agree, including terms which the firm wishes to negotiate. Provide any proposed substitute language.
 - b. Legal Issues – Provide details of any past or pending litigation, or claims filed, against your firm, principals of the firm, or each of your key consultants, related to services performed for public agencies, or in actions that may affect its performance under a contract with the District.
 - c. Disclosures - Provide information on whether your firm or any principal of the firm has been, or currently is, the subject of any investigation by the County, State, and/or Federal agencies within the past five years. If so, identify the agency, contact person, the nature of the investigation, and any determination over the outcome of said investigation. Failure to provide the information may result in disqualification.
3. Approach to the Project: Describe your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.
4. Experience: Describe the experience of the firm, and of the individuals assigned, with related projects of a similar nature. The team’s experience with creating various rate structures, including potable, non-potable, recycled and sewer rate structures will be considered during the review process.
5. Qualifications: Describe your staff’s unique qualifications and training for this type of work. If using sub consultants, provide the company profile and define the responsibilities and services to be provided by the sub consultants.
6. References: References should place an emphasis on past projects in which the personnel to be used by proposer for this project were deployed. The references should include the name, title and contact information of the public agency officer or employee responsible for overseeing the proposer’s work. a. List at least three (3) references, including name, address, and contact person, email and phone number.
7. Project Schedule: Describe your plan/schedule for completing the work. It is the Districts objective to hold a Public Hearing and count protest votes by June 23, 2022 on the proposed sewer rates. If meeting this public hearing date is not achievable, explain why you believe it cannot be met with a proposed alternative public hearing date.

8. Fee Schedule/Cost Proposal: Provide a not to exceed and all-inclusive Cost Proposal for the study. a. The cost proposal shall include an estimate of the number of hours and clearly identify an hourly rate schedule for the proposed staff. b. The proposal shall also include all costs and supplemental expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a proposal contemplates the use of sub consultants to perform any one or more of the above described tasks on the proposer's behalf, the proposal shall include a List of Sub consultants identifying all sub consultants and state the fee for each sub consultant in the Fee Schedule.

9. Copy of A Rate Study – Include a copy of a rate study performed by the Consultant that most closely fit the Study Objectives, Study Requirements, Study Elements, and Services to be provided by the Consultant.

F. Selection Process

- Proposals are to be provided as an original and 5 (five) copies and one electronic PDF copy.
- Proposals will not be returned
- Proposals must be received by 1:00 pm on Friday June 5, 2020 Address proposals to :
Tony Rubio
District Manager
Sanitary District No.5 of Marin County
PO Box 227
Tiburon CA 94920
- Questions regarding this RFP shall be directed to the District Manager at 415-435-1501.
- Proposals will be reviewed by the District Manager and the Finance Committee which will prepare a list of firms ranked in order of preference. At least 2 (two) firms will be listed. This list will be submitted to the Board of Directors for their final approval.
- In the event that the committee is unable to make a clear selection, the District reserves the right to interview preferred firms for that expressed purpose.
- Should the District be unable to reach a satisfactory agreement with the Board of Directors designated firm, discussion will be held with the remaining firms on the list, in order of preference.
- The District reserves the right to reject any and all proposals and to terminate the selection process at any time, for any reason, without liability to the District.

G. Insurance Requirements

Insert from PSA

**VOLUNTARY EARLY EXIT/ SEPARATION AGREEMENT AND GENERAL
RELEASE**

This Voluntary Early Exit/ Separation Agreement and General Release (“Agreement”) is entered into between _____, an individual, (“Employee”) and the Marin Sanitary District No. 5, a public entity, (“DISTRICT”). Employee and DISTRICT are collectively referred to as the “PARTIES.”

RECITALS

A. WHEREAS, a variety of factors have created the need for the DISTRICT to evaluate staffing numbers including, but not limited to: a lack of funds; the lack of work; the interests of economy and efficiency; reorganization for financial reasons; and a loss of revenue due to Covid 19;

B WHEREAS, the Board of Directors met on _____, 2021, and approved a Voluntary Early Incentive Program (“PROGRAM”) in order to minimize or avoid the need for layoffs;

C. WHEREAS, the Program provides a cash-based incentive to eligible Employees who wish to voluntarily resign from DISTRICT employment on or before _____, 2021.

D WHEREAS, the DISTRICT sent all full-time Employees a memorandum from the DISTRICT Manager, dated _____, which notified them of the Board of Director’s action to approve the Program which offers all full-time Employees who are employed in the following classifications: Operations, Maintenance a lump sum payment of \$50,000 in exchange for resignation by no later than _____, 2021.

E. Employees interested in participating in the Program were invited to notify the DISTRICT’s Human Resources Department by no later than _____, 2021.

F. WHEREAS, Employee voluntarily desires to resign in order to receive that incentive and the parties wish to resolve any and all bona fide disputes between them;

G. WHEREAS, Employee has been continuously employed with the DISTRICT since July 1, 2016, and possesses 5 years of full-time employment with the DISTRICT (DISTRICT Employee or Employment).

H. On or around [REDACTED], 2021, Employee timely notified the DISTRICT of Employee's interest in the Program.

I. The DISTRICT has determined that Employee is eligible for the Program.

NOW, THEREFORE, in consideration of the covenants and agreements contained in this AGREEMENT, the PARTIES agree as follows:

TERMS AND SETTLEMENT

1. CONSIDERATION

In consideration for the mutual promises contained in this AGREEMENT, the PARTIES agree as follows:

1.1 Payment. In exchange for the promises and releases set forth herein, the DISTRICT shall provide Employee with a lump sum payment of **fifty thousand dollars and no cents (\$50,000.00)**. DISTRICT Employment ("INCENTIVE PAYMENT"). The PARTIES agree that the INCENTIVE PAYMENT shall be subject to all state and federal withholding requirements. The shall be remitted to EMPLOYEE **by check or by direct deposit within fifteen (15) business days** following the EMPLOYEE's SEPARATION DATE set forth in Paragraph 1.2.

1.2 Voluntary Resignation. EMPLOYEE agrees that EMPLOYEE's signature on this AGREEMENT shall be deemed a voluntary and irrevocable resignation of EMPLOYEE's employment with the DISTRICT, effective at 12:01 a.m. on the EFFECTIVE DATE set forth in Paragraph 2.4.g ("RESIGNATION"). EMPLOYEE and DISTRICT mutually agree that EMPLOYEE's last day of employment pursuant to this RESIGNATION shall be [REDACTED], 2021, and that EMPLOYEE shall be effectively separated from DISTRICT EMPLOYMENT on [REDACTED], 2021 ("SEPARATION DATE"). EMPLOYEE further understands and agrees that the RESIGNATION shall be accepted by the DISTRICT and be binding and irrevocable as of the EFFECTIVE DATE, and that the DISTRICT is acting in reliance upon the RESIGNATION, and that the DISTRICT shall be under no obligation or duty to consider, accept, or in any way allow any attempt by EMPLOYEE to rescind the RESIGNATION.

1.3 Return of Property. No later than close of business on the SEPARATION DATE, EMPLOYEE shall return all of the DISTRICT'S property in EMPLOYEE'S possession including but not limited to keys, office equipment, identification cards, documents, materials, and all other DISTRICT property in whatever form.

1.4 Unemployment Insurance. EMPLOYEE agrees and understands that the RESIGNATION made pursuant to this AGREEMENT is entirely voluntary and thereby renders EMPLOYEE ineligible for Unemployment Insurance benefits. Nothing in this AGREEMENT shall be construed to prohibit the DISTRICT from responding to any request for factual information it receives from the Employment Development Department in the processing or review of any application for Unemployment Insurance.

1.5 Final Settlement Pay. EMPLOYEE agrees and understands that the INCENTIVE PAYMENT shall be considered “final settlement pay” as that term is defined in Government Code section 20636, and shall be excluded from the DISTRICT’s payroll reporting to CalPERS as either payrate or compensation earnable for the EMPLOYEE.

1.6 Full Consideration. EMPLOYEE acknowledges and agrees that the DISTRICT would not provide the INCENTIVE PAYMENT pursuant to the terms of this AGREEMENT but for the execution of this AGREEMENT and the fulfillment of the promises contained herein. EMPLOYEE acknowledges and agrees that INCENTIVE PAYMENT is voluntarily provided by the DISTRICT in exchange for the promises and releases set forth herein, and is not being provided pursuant to any legal, contractual (other than this AGREEMENT), or other obligation of the DISTRICT. EMPLOYEE acknowledges and agrees that the INCENTIVE PAYMENT shall constitute the entire amount of monetary consideration provided to EMPLOYEE under this AGREEMENT. EMPLOYEE further understands and agrees that EMPLOYEE has received all unpaid wages due to EMPLOYEE in the ordinary course of his employment.

1.7 CalPERS Service Retirement. [*IF APPLICABLE] The DISTRICT understands that EMPLOYEE may be eligible to pursue service retirement through the California Public Employee’s Retirement System (“CalPERS”). Should EMPLOYEE elect to retire, the DISTRICT agrees to fully cooperate with CalPERS in processing EMPLOYEE’S voluntary service retirement. EMPLOYEE acknowledges that the DISTRICT cannot direct CalPERS and has no control over the decisions of CalPERS with regard to EMPLOYEE’S retirement or any component of EMPLOYEE’S retirement. Consequently, the DISTRICT makes no representations or guarantees about any aspects of EMPLOYEE’S potential retirement. Additionally, EMPLOYEE understands that it is EMPLOYEE’S sole responsibility to pursue a retirement through CalPERS. If EMPLOYEE elects not to file for retirement with CalPERS, such election will have no impact on the RESIGNATION or the other terms of this AGREEMENT.

2. WAIVER AND RELEASE OF CLAIMS

2.1 General Release: EMPLOYEE agrees that this release of claims includes all claims or disputes of every kind or nature arising from or related to EMPLOYEE’S EMPLOYMENT with the DISTRICT and the termination of EMPLOYEE’s employment with the DISTRICT that may exist as of the EFFECTIVE DATE set forth in Paragraph 2.4.g, including but not limited to, common law, statutory or tort claims for breach of implied or express contract or covenant, promissory estoppel, personal injury, negligence, wrongful termination, violation of public policy, defamation, invasion of privacy, fraud, misrepresentation, emotional distress, attorney’s fees, failure to accommodate, failure to engage in the interactive process, failure to provide insurance or leave benefits; claims related to or arising from any pension or retirement benefits; claims of harassment, retaliation or discrimination based on any legally protected status or criteria; claims under California Labor and Government Codes; claims based upon the California Constitution; claims based on any federal, state or other governmental statute, regulation or ordinance, including, without limitation: the California Family Rights Act, the Family and Medical Leave Act, the California Fair Employment & Housing Act, Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Labor Relations Management Act, the Meyers-Milias-Brown Act, the Employee Retirement Income

Security Act, and any and all other potential claims arising from the EMPLOYEE'S EMPLOYMENT with the DISTRICT which may lawfully be waived pursuant to this AGREEMENT ("RELEASED CLAIMS").

2.2 Effect. EMPLOYEE expressly acknowledges and agrees that the RELEASED CLAIMS against the DISTRICT, each of its departments, as well as each of its past, present or future officers, directors, Employees, officials, agents, representatives, attorneys, assignees, successors, benefit plans, trusts, and fiduciaries are forever barred by this AGREEMENT.

2.3 Release of Unknown Claims. EMPLOYEE agrees and intends that the foregoing release shall be construed broadly and apply to all claims, charges, actions, suits, demands, obligations, damages, injuries, liabilities, losses, and causes of action of every character, nature, kind or description, known or unknown, and suspected or unsuspected that EMPLOYEE may have against the DISTRICT, its officers, agents, Employees, former Employees, or representatives that may exist as of the EFFECTIVE DATE set forth in Paragraph 2.4.g.

EMPLOYEE expressly acknowledges that EMPLOYEE is aware of the existence of California Civil Code § 1542 and its meaning and effect. EMPLOYEE expressly acknowledges that EMPLOYEE has read and understands the following provision of that section which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

EMPLOYEE expressly waives and releases any right to benefits that EMPLOYEE may have under California Civil Code § 1542 to the fullest extent EMPLOYEE may do so lawfully. EMPLOYEE further acknowledges that EMPLOYEE may later discover facts different from or in addition to those facts now known to EMPLOYEE or believed by EMPLOYEE to be true with respect to any or all of the matters covered by this AGREEMENT, and that this AGREEMENT nevertheless shall remain in full and complete force and effect.

2.4 Waiver Of Rights Or Claims Arising Under The Age Discrimination In Employment Act ("ADEA") and the Older Workers Benefit Protection Act ("OWBPA").

The Age Discrimination in Employment Act of 1967 ("ADEA") makes it illegal for an employer to discharge any individual or otherwise discriminate with respect to the nature and privileges of an individual's employment on the basis that the individual is age forty (40) or older. The Older Workers Benefit Protection Act ("OWBPA", 29 U.S.C. §§ 626, *et. seq.*, Pub L 101-433, 104 Stat. 978 (1990)) further augments the ADEA and prohibits the waiver of any right or claim under the ADEA unless the waiver is knowing and voluntary. By entering into this AGREEMENT, EMPLOYEE acknowledges that EMPLOYEE is knowingly and voluntarily, for just compensation in addition to anything of value to which EMPLOYEE was already entitled, waiving and releasing any rights

EMPLOYEE may have under the ADEA and/or OWBPA. EMPLOYEE further acknowledges that EMPLOYEE has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

- (a) The waivers and releases in this AGREEMENT are written in a manner understood by EMPLOYEE;
- (b) EMPLOYEE is aware of and has been advised of EMPLOYEE's rights under the ADEA and OWBPA, and of the legal significance of his waiver of any possible claims EMPLOYEE currently may have under the ADEA, OWBPA, or similar age discrimination laws;
- (c) This AGREEMENT was presented to EMPLOYEE on [REDACTED], 2021. EMPLOYEE has until [REDACTED] [*at least 45 days out], 2021 to review and consider the AGREEMENT ("REVIEW PERIOD"). EMPLOYEE is entitled to this REVIEW PERIOD as reasonable time of at least forty-five (45) days within which to review and consider this AGREEMENT, and the waiver and release of any rights EMPLOYEE may have under the ADEA, the OWBPA, or similar age discrimination laws, but EMPLOYEE may, in the exercise of EMPLOYEE'S own discretion, sign or reject this AGREEMENT at any time before the expiration of the REVIEW PERIOD;
- (d) The waivers and releases set forth in this AGREEMENT shall not apply to any rights or claims that may arise under the ADEA and/or OWBPA after the EFFECTIVE DATE of this AGREEMENT;
- (e) EMPLOYEE has been advised by this writing that EMPLOYEE should consult with an attorney prior to executing this AGREEMENT;
- (f) EMPLOYEE understands EMPLOYEE has the right to discuss this waiver and release with legal counsel of choice and EMPLOYEE does not need any additional time within which to review and consider this AGREEMENT or engage in further discussions with said legal counsel;
- (g) REVOCATION PERIOD EMPLOYEE has seven (7) days following the parties' full and complete execution of this AGREEMENT to revoke the AGREEMENT (the date of expiration of this seven-day period shall be referred to as the "EFFECTIVE DATE"). The revocation must be in writing and received by the DISTRICT'S Human Resources Manager [*applicable contact information; could also be General Manager This could be by email] within the revocation period; and
- (h) EFFECTIVE DATE This AGREEMENT shall not be effective until the EFFECTIVE DATE, provided the EMPLOYEE has not revoked acceptance of the AGREEMENT before that date ("EFFECTIVE DATE").

2.5 Withdrawal and Modification

- (a) If EMPLOYEE does not provide the DISTRICT with a properly executed copy of this AGREEMENT by [REDACTED] [*insert end date of 45-day Review Period], the offer and terms and conditions contained in this AGREEMENT will be withdrawn.

(b) The REVIEW PERIOD in paragraph 2.4.c does not preclude EMPLOYEE from executing this AGREEMENT before [insert end date of 45-day Review Period]. If the EMPLOYEE executes this AGREEMENT prior to the expiration of the REVIEW PERIOD, such execution is knowing and voluntary. The DISTRICT will not provide more favorable terms nor will the DISTRICT incentivize the EMPLOYEE to execute this AGREEMENT prior to the REVIEW PERIOD's expiration.

(c) The PARTIES agree that modifications to this AGREEMENT after [insert date agreement is presented to Employee], whether material or immaterial, will not restart the REVIEW PERIOD.

2.6 Waiver of Additional Claims. EMPLOYEE hereby waives any provisions of state or federal law that might require a more detailed specification of the claims being released pursuant to the provisions of Paragraphs 2.1 through 2.4, above.

2.7 No Actions. EMPLOYEE affirms that EMPLOYEE currently has no action, charge, or administrative claim pending before any court of law, governmental body, or administrative agency, either on the federal or state level. To the extent EMPLOYEE has filed any grievance, action, claim, or dispute related to his employment with EMPLOYER prior to the execution of this AGREEMENT, EMPLOYEE agrees to withdraw such action with prejudice. EMPLOYEE further agrees that EMPLOYEE will not at any time in the future pursue any employment personnel appeal or internal grievance or file any claim for individual relief with any governmental agency or any court arising out of or in any way related to EMPLOYEE'S employment. Nothing in this Agreement shall limit EMPLOYEE'S right to file a charge or complaint with any state or federal agency or to participate or cooperate in such a matter. However, by executing this AGREEMENT, EMPLOYEE hereby agrees to, and does, waive EMPLOYEE'S right to recover monetary damages in any charge or lawsuit filed by EMPLOYEE or anyone else on EMPLOYEE'S behalf.

3. INFORMED CONSENT

EMPLOYEE expressly acknowledges and represents that EMPLOYEE has read this AGREEMENT and fully understands the meaning and effect of each and every provision of this AGREEMENT, in particular the meaning and effect of the release of all claims and waiver of rights under California Civil Code section 1542, as set forth in Paragraph 2.3.

4. REPRESENTATIONS AND WARRANTIES

Each of the PARTIES to this AGREEMENT represents and warrants to, and agrees with, each other party as follows:

4.1 Advice of Counsel: Each party is aware of its right to receive, or has received, independent legal advice from its attorney(s) with respect to the advisability of making the settlement provided for herein, with respect to the advisability of executing this AGREEMENT, and with respect to the meaning of California Civil Code § 1542.

4.2 Voluntary Agreement: The PARTIES certify, warrant and represent that they were not, as of the date of this AGREEMENT, or as a consequence of this

AGREEMENT, under any physical duress, or other threat of harm or injury, and that they have entered into this AGREEMENT freely and voluntarily.

4.3 Joint Negotiation: The PARTIES acknowledge that this AGREEMENT was jointly negotiated and reviewed and approved by each of them. The AGREEMENT shall not be construed by any court of law or equity against any party solely by virtue of any party having drafted this AGREEMENT.

4.4 No Fraud in Inducement: No party (nor any officer, agent, Employee, representative, or attorney of or for any party) has made any statement or representation or failed to make any statement or representation to any other party regarding any fact relied upon in entering into this AGREEMENT, and neither party relies upon any statement, representation, omission, or promise of any other party (or of any officer, agent, Employee, representative, or attorney of or for any party) in executing this AGREEMENT, except as expressly stated in this AGREEMENT.

4.5 Independent Investigation: Each party to this AGREEMENT has made such investigation of the facts pertaining to this AGREEMENT and all the matters pertaining thereto, as it deems necessary.

4.6. Comprehension and Authority: Each party or responsible officer thereof has read this AGREEMENT and understands the contents hereof. Any Employee or representative of the DISTRICT executing this AGREEMENT on behalf of the DISTRICT is empowered to do so and hereby bind the DISTRICT.

4.7 Mistake Waived: In entering into this AGREEMENT and the settlement provided for herein, each party assumes the risk of any misrepresentation, concealment, or mistake. If any party should subsequently discover that any fact relied upon by it in entering into this AGREEMENT was untrue, or that any fact was concealed from it, or that its understanding of the facts or of the law was incorrect, such party shall not be entitled to any relief in connection therewith, including without limitation on the generality of the foregoing any alleged right or claim to set aside or rescind this AGREEMENT. This AGREEMENT is intended to be and is final and binding between the parties, regardless of any claims of misrepresentation, promise made without the intent to perform, concealment of fact, mistake of fact or law, or any other circumstance whatsoever.

4.8 Later Discovery: Each party is aware that it may hereafter discover claims or facts in addition to or different from those it now knows or believes to be true with respect to the matters related herein. Nevertheless, it is the intention of the PARTIES to fully, finally, and forever settle and release all such matters, and all claims relative thereto, which do now exist, may exist, or have previously existed between EMPLOYEE and the DISTRICT as of the EFFECTIVE DATE set forth in Paragraph 2.4.g. In furtherance of such intention, the releases given by EMPLOYEE here shall be and remain in effect as full and complete releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

4.9 No Compensation or Benefits Due: EMPLOYEE expressly acknowledges and represents that the DISTRICT owes EMPLOYEE no wages, bonuses, accrued leave, severance pay, retirement or pension benefits or enhancements, or any other

compensation, benefits, payments, or form of remuneration of any kind or nature, other than that paid to EMPLOYEE upon termination and specifically provided for in this AGREEMENT.

4.10 Ownership of Claims: EMPLOYEE represents and warrants as a material term of this AGREEMENT that EMPLOYEE has not assigned, transferred, released, or granted to any person and/or entity any of the RELEASED CLAIMS. In executing this AGREEMENT, EMPLOYEE further warrants and represents that none of the RELEASED CLAIMS will in the future be assigned, conveyed, or transferred in any fashion to any other person and/or entity.

4.11 Future Cooperation: The PARTIES will execute all such further and additional documents as shall be reasonable, convenient, necessary, or desirable to carry out the provisions of this AGREEMENT.

5. MISCELLANEOUS

5.1 No Admission: Nothing contained herein shall be construed as an admission by the parties of any liability of any kind. Each of the parties hereto denies any liability in connection with any claim and intends hereby solely to avoid litigation and buy its peace.

5.2 Governing Law: This AGREEMENT has been executed and delivered within the State of California, and the rights and obligations of the PARTIES shall be construed and enforced in accordance with, and governed by, the laws of the State of California.

5.3 Full Integration: This AGREEMENT is the entire agreement between the PARTIES with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This AGREEMENT may be amended only by a further agreement in writing, signed by the PARTIES.

5.4 Continuing Benefit: This AGREEMENT is binding upon and shall inure to the benefit of the parties, their respective agents, Employees, representatives, officers, attorneys, insurers, assigns, heirs, and successors in interest.

5.5 Amendments: The provisions of this AGREEMENT may not be altered, amended or repealed, in whole or in part, except by the written consent of each of the PARTIES.

5.6 Severability: If any term of this AGREEMENT is declared invalid for any reason, that determination shall not affect the validity of the remainder of the AGREEMENT. The remaining parts of this AGREEMENT shall remain in effect as if the AGREEMENT had been executed without the invalid term.

5.7 Counterparts: This AGREEMENT may be executed in counterparts, and when each party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one AGREEMENT, which shall be binding upon and effective as to all PARTIES as of the EFFECTIVE DATE set forth in Paragraph 2.4.g.

5.8 Notice: Any and all notices given to any party under this AGREEMENT shall be given as provided in this paragraph. All notices given to any party shall be made by certified or registered United States mail, or personal delivery, at the noticing party's discretion, and addressed to the parties as set forth below. Notices shall be deemed, for all purposes, to have been given on the date of personal service or three consecutive calendar days following certified or registered deposit of the same in the United States mail.

As to EMPLOYEE: [REDACTED]
[Address currently on file with Human Resources]

As to DISTRICT: Sanitary District No.5 of Marin County
District Manager's Office
2001 Paradise Drive
Tiburon, CA 94920

Mailing Address
P.O. Box 227
Tiburon, CA 94920

5.9 Attorney's Fees and Costs: Except as otherwise stated herein, the PARTIES shall each bear their own attorney's fees and costs that may exist as of the EFFECTIVE DATE set forth in Paragraph 2.4.g.

THE SIGNATORIES ACKNOWLEDGE HAVING READ THIS SEPARATION AGREEMENT AND GENERAL RELEASE, INCLUDING A RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS. THE SIGNATORIES FULLY UNDERSTAND THE FINAL AND BINDING EFFECT OF THIS AGREEMENT AND ARE SIGNING IT VOLUNTARILY.

Executed by the PARTIES on the dates indicated below.

EMPLOYEE:

Employee: [REDACTED] Date

MARIN SANITARY DISTRICT No. 5:

Tony Rubio, General Manager Date

APPENDIX “A”

Disclosures for the Voluntary Early Separation Incentive Program (“Program”)

EXEMPLAR OF APPENDIX BWS USED WITH A SAMPLE TABLE FROM THE EEOC

APPENDIX “A”

Disclosures for the Voluntary Early Separation Incentive Program (“Program”)

- I. Scope: The Program was announced and offered to all District employees on January 25, 2021.
- II. Eligibility Factors: All current and regular full-time employees who will have been employed by the District for at least Five (5) full years as of June 30, 2021 are eligible to participate in the Program, with the exclusion of those who are employed on a limited-term basis, or who are employed pursuant to a written employment agreement with the District (e.g., General Manager).
- III. Time Limits: Employees interested in participating in the Program are required to notify the District’s Human Resources Department by no later than _____, 2021. Participating employees must agree to voluntarily resign and separate from District employment effective December 31, 2021. The District may consider and allow for an earlier separation date if requested by the employee.
- IV. Job Titles and Ages of All District Employees who are Eligible, and Not Eligible, for the Program:
- V.

[*TABLE TO BE ADDED IN THE FOLLOWING SAMPLE FORMAT:]

Job Title	Age	Eligible	Not Eligible
WWTP Maintenance & Collections System – Technician	56		X
WWTP Maintenance & Collections System – Business Administration Technician	38		X
WWTP Maintenance & Collections System – Technician: Construction Inspector	47	X	
Sr. WWTP Maintenance & Collections System – Technician	56	X	
WWTP Maintenance & Collections System – Superintendent	41	X	
WWTP Operator	V		X
WWTP Operator – Pollution Prevention Coordinator	41		X
Sr. WWTP Operator – Safety Coordinator	56	X	
Sr. WWTP Operator – Lab Director			
WWTP Operations – Superintendent	38	X	
Office Manager	48	X	

September 2021

September 2021							October 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 29	30	31	Sep 1	2	3	4
5 Health, Retirement & Retired Annuitant Monthly Premiums Due to CalPERS	6	7	8 5:00pm Finance Meeting	9	10	11
12	13	14 10AM: SD5 Audit (Perotti & Carrade) 3:30: GovInvest 5:00pm CIP Meeting	15	16 5:00 PM: Regular Board Meeting	17 Robin's Dohrmann's Contract Date: 9.17.13	18
19	20	21	22 John Rosser's Hire Date: 9.22.2000	23	24	25
26	27	28	29	30	Oct 1	2

October 2021

October 2021							November 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 26	27	28	29	30	Oct 1 MPR Refi Payment Due to CB&T: 2012 MPR Bond	2
3	4	5 Health, Retirement & Retired Annuitant Monthly Premiums Due to CalPERS	6	7	8	9
10	11	12 5:00pm CIP Meeting	13 5:00pm Finance Meeting	14	15	16
17	18	19	20	21 5:00 PM: Regular Board Meeting	22	23
24	25	26	27	28	29	30
31	Nov 1	2	3	4	5	6