

Omar Arias-Montez, President
John Carapiet, Vice President
Richard Snyder, Secretary

Catharine Benediktsson, Director
Tod Moody, Director

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, December 19th, 2024**

5:00 P.M. REGULAR BOARD MEETING

Teleconference Location:

Director Richard Snyder 10 Pomander Walk Belvedere CA 94920	Director Catherine Benediktsson 2352 Mar East Street Tiburon CA 94920
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PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL DUE TO DIRECTOR SNYDER TELECONFERENCE FROM 10 Pomander Walk Belvedere CA 94920 & DIRECTOR BENEDIKTSSON FROM 2352 Mar East Street Tiburon CA 94920

ROLL CALL:

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

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

CONSENT CALENDAR:

1. Approval of November 19th, 2024 Special Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from November 15th, 2024, through December 12th, 2024, (JP Morgan Chase Bank, check no.10925 through check no. 10971, all transactions totaling \$341,543.91 and receive November 2024 payroll, in the sum of \$147,123.79 (Rubio)
3. Receipt of Financial Reports through December 12, 2024 (Rubio)

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)

NEW BUSINESS:

5. Receipt of County of Marin Resolution 2024-112. A Resolution of the Marin County Board of Supervisors Appointing Nominees (Snyder, Carapiet, Arias-Montez) in Lieu of Election for the November 5, 2024 General Election. -Action (Rubio)
 - a. Administering Oaths of Office to Incumbent Board Members Richard Snyder, Omar Arias-Montez and John Carapiet.

6. Elections for Officers of the Board – Action (Rubio)
7. Appointment of Committee Members and setting date & time for regular, standing committee meetings – Action (Rubio)

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

8. Capital Improvement Program Committee (Moody/Carapiet)
9. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
10. Governance Committee (No Meeting)
11. Personnel Committee (No Meeting)
12. Solar Ad-Hoc Meeting (No Meeting)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

CLOSED SESSION:

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

- a) Closed Session pursuant to Section 54957(b) (1) – Employee Performance Evaluation
Employee – District Manager

14. Report out of Closed Session

RECONVENE TO OPEN SESSION:

15. Discussion and possible action regarding District Manager’s compensation under Employment Contract.

ADJOURNMENT:

The Board will be asked to adjourn the meeting to a Regular Board Meeting on January 16, 2025, at 5:00 P.M.

At its discretion, the Board of Directors may consider the above-agenda items out of the order in which they appear currently. Accessible public meetings: Upon request, the District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services to enable individual with disabilities to participate in public meetings. Please submit written requests to the District at P.O. Box 227, Tiburon, CA 94920 or rdohrmann@sani5.org at least two days prior to the meeting.

Omar Arias-Montez, President
John Carapiet, Vice President
Richard Snyder, Secretary

Catharine Benediktsson, Director
Tod Moody, Director

**NOTICE AND AGENDA
Special Board Meeting
at Sanitary District No. 5 of Marin County
Tuesday, November 19th, 2024**

5:00 P.M. SPECIAL BOARD MEETING

Teleconference Location:

Director Richard Snyder	Director Catherine Benediktsson
10 Pomander Walk	2352 Mar East Street
Belvedere CA 94920	Tiburon CA 94920

PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL DUE TO DIRECTOR SNYDER TELECONFERENCE FROM 10 Pomander Walk Belvedere CA 94920 & DIRECTOR BENEDIKTSSON FROM 2352 Mar East Street Tiburon CA 94920

ROLL CALL: John Carapiet, Tod Moody, Catherine Benediktsson, Richard Snyder (Omar Arias-Montez Absent)

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

Mark Freiberg attended meeting and introduced himself to the Board and Staff as Liaison of the PT Tiburon Bayside HOA. Commended staff on responsiveness to questions and requests.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

CONSENT CALENDAR:

1. Approval of October 17th, 2024 Regular Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from October 11th, 2024, through November 14th, 2024, (JP Morgan Chase Bank, check no.10871 through check no. 10924, all transactions totaling \$268,119.89 and receive October 2024 payroll, in the sum of \$154,867.60 (Rubio)
3. Receipt of Financial Reports through October 10, 2024 (Rubio)

Motion to approve consent calendar

(M/S Snyder/Benediktsson 4-0-1-0)

Ayes: Snyder, Benediktsson, Carapiet, Moody

Noes: None

Absent: Arias-Montez

Abstain: None

MANAGEMENT REPORTS:

- 4. District Manager Summary Report (Rubio)

NEW BUSINESS:

- 5. Consideration of Award of Construction Contract to the lowest Bidder- APB General Engineering for the 2024-2025 Sewer Rehabilitation Project and Authorize the District Manager to issue a notice to proceed upon satisfactory review of bid and receipt of insurance documentation. –Action (Rubio)

Motion to award Construction Contract to the lowest Bidder-APB General Engineering for the 2024-2025 Sewer Rehabilitation Project and authorizing the District Manager to issue a notice to proceed upon satisfactory review of references and review of accepted bid and insurance documentation.

(M/S Moody/Benediktsson 4-0-1-0)

Ayes:, Snyder, Benediktsson, Carapiet, Moody

Noes: None

Absent: Arias-Montez

Abstain: None

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

- 9. Capital Improvement Program Committee (Moody/Carapiet)
- 10. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
- 11. Governance Committee (No Meeting)
- 12. Personnel Committee (Snyder/Carapiet)
- 13. Solar Ad-Hoc Meeting (No Meeting)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

CLOSED SESSION:

ADJOURNMENT: 5:24pm

The Board will be asked to adjourn the meeting to a Regular Board Meeting on December 19, 2024, at 5:00 P.M.

Approved:

Attest:

Omar Arias-Montez
Board President

Richard Snyder
Board Secretary

At its discretion, the Board of Directors may consider the above-agenda items out of the order in which they appear currently. Accessible public meetings: Upon request, the District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services to enable individual with disabilities to participate in public meetings. Please submit written requests to the District at P.O. Box 227, Tiburon, CA 94920 or rdohrmann@sani5.org at least two days prior to the meeting.

Sanitary District No.5 of Marin County
Warrant List Summary
November 15 through December 12, 2024

12/10/24

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
12/04/2024	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 11/15/24	-6,839.34
12/04/2024	EFT	CalPERS (Health Premium)	Health Insurance Premium - Dec 2024	-22,413.89
12/06/2024	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 11/30/24	-6,839.34
11/18/2024	10925	Marin Municipal Water District	previous statement balance due - late charge	-3.80
11/18/2024	10926	Sewer Tech Inc	Operators Control Office: subfloor installation & framing walls & roof	-53,250.00
12/12/2024	10927	Alameda Electrical Distributors, Inc.	materials for storage shed	-2,151.25
12/12/2024	10928	Alhambra - Primo Water	drinking water service - Nov 2024	-85.42
12/12/2024	10929	Amazon Capital Services (Amazon Busine...	portable heaters for SBS room, annual Business Prime membership fee	-606.03
12/12/2024	10930	Banshee Networks, Inc.	computer network services - Oct 2024	-1,988.28
12/12/2024	10931	Burke, Williams & Sorensen, LLP	District Counsel Services - Sept & Oct 2024	-2,503.50
12/12/2024	10932	Caltest Analytical Laboratory	Lab Monitoring - Oct 2024	-3,897.85
12/12/2024	10933	Carollo Engineers, Inc.	Odor Control Alternative Evaluation & Nutrient Removal Study	-5,345.50
12/12/2024	10934	Cintas Corporation	weekly - scraper & towels, uniform clothing - Nov 2024	-291.32
12/12/2024	10935	Comcast Business (Internet) *9465	Business: Cable, Internet, Voice - Dec 2024	-689.61
12/12/2024	10936	Comcast Business (VOIP) *5517	Business Voice Edge - Dec 2024	-384.49
12/12/2024	10937	CWEA	Collection System Maint Grade 2 Certificate renewal-cust #58912	-111.00
12/12/2024	10938	D&K Auto Service	2011 Chevy Silverado 1500, front tire repair	-539.97
12/12/2024	10939	DKF Solutions Group, LLC	Fire Prevention, CalOSHA consult, TrainingLink	-1,998.25
12/12/2024	10940	Goodman Building Supply Co.	cutoff wheels, grinding wheels, tools	-21.39
12/12/2024	10941	Grainger	SBS chemical line insulation & heating project, cam & groove adapter, ...	-1,788.64
12/12/2024	10942	Industrial Fans Direct	Heat Pump for SBS room	-6,945.14
12/12/2024	10943	Interstate Assembly Systems Inc	new reels & door for service truck	-2,593.33
12/12/2024	10944	Jill Kalehua, DMMS	Accounting Services - Nov 2024	-2,105.40
12/12/2024	10945	JM Integration, LLC	Screw Press Panel upgrade, Emergency service call, lithium battery	-46,839.94
12/12/2024	10946	Marin County Tax Collector	2025 CUPA Permit renewal, Jan-Dec 2025	-1,391.00
12/12/2024	10947	McCampbell Analytical, Inc.	MP Chronic Toxicity Screening - Nov 2024	-6,340.00
12/12/2024	10948	McMaster-Carr Supply Company	UV rated tubing for chemical feed	-436.73
12/12/2024	10949	Medical Center of Marin	New Hire Employee Drug Screen & Physical - Aug 2024	-242.00
12/12/2024	10950	MidAmerica	3rd Qtr 2024: Admin Fee for retirees, Admin/Platform Fee for FSAs	-261.00
12/12/2024	10951	Mike Testa Plumbing, Inc.	repairs to Cove Rd MMWD backflow device	-450.00
12/12/2024	10952	Mill Valley Refuse Serv (Garbage) *2945	Garbage service - Dec 2024	-315.76
12/12/2024	10953	Mill Valley Refuse Service (Sludge) *3092	Sludge exchanges - Nov 2024	-1,080.00
12/12/2024	10954	Pape Material Handling	Forklift equipment repair - radiator leak	-941.28
12/12/2024	10955	Perotti & Carrade	2nd interim billing - FY 2023/2024 audit	-37,500.00
12/12/2024	10956	Peter Levi	new HVAC unit for MCC room	-20,960.00
12/12/2024	10957	PLATT Electric Supply	materials: for new storage shed, to redo conduits in Maint Shop, new st...	-3,530.72
12/12/2024	10958	Roy's Sewer Service, Inc.	(2) service calls - Oct 2024	-6,110.00
12/12/2024	10959	SASM	Effluent Outfall Diffuser Section Inspection, shared cost - Aug 2024	-11,592.50
12/12/2024	10960	Sewer Tech Inc	Operators Control Office - siding installation, doors and windows	-44,500.00
12/12/2024	10961	T-Mobile	cell phones: June-Nov 2024, balance after credits	-286.50
12/12/2024	10962	Telstar Instruments	service: 9/11/24-11/14/24	-17,430.00
12/12/2024	10963	Terminix Processing Center	pest control - 11/6/24	-505.00
12/12/2024	10964	Thatcher Company of California Inc	sodium bisulfite - Nov 2024	-8,525.79
12/12/2024	10965	The Ark Newspaper	newspaper-annual subscription, Jan 2025-Jan 2026	-93.60
12/12/2024	10966	U.S. Bank cc *3611	Stmnt Date 11/25/24 - Fastrak reloads, fuel - Nov 2024	-161.04
12/12/2024	10967	USP Technologies (U.S. Peroxide LLC)	sulfelox - totes	-4,756.13
12/12/2024	10968	Verizon Wireless	pump station telephones - Nov 2024	-196.13
12/12/2024	10969	Waste Management, Redwood Landfill	Garbage service - Oct 2024	-1,396.87
12/12/2024	10970	Water Components & Building Supply	marking materials for line locating	-171.13
12/12/2024	10971	Special Dist Risk Mgmt Authority (SDRMA)	Basic Life & ADD, LTD, Dental, Vision - Jan 2025	-2,138.05
Total JP Morgan Chase - Primary 7399				-341,543.91
TOTAL				-341,543.91

12/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
EFT	Check	12/04/202	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 11/15/24	JP Morgan Chase - Primary ...	
				457 Contributions, semi-monthly, 11/15/24	8008 · Deferred Comp 457	-6,839.34
TOTAL						-6,839.34
EFT	Check	12/04/202	CalPERS (Health Premi...	Health Insurance Premium - Dec 2024	JP Morgan Chase - Primary ...	
				Active Employee Health Insurance Premium, plus Admin ...	8020.05 · Employee Health	-22,413.89
TOTAL						-22,413.89
EFT	Check	12/06/202	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 11/30/24	JP Morgan Chase - Primary ...	
				457 Contributions, semi-monthly, 11/30/24	8008 · Deferred Comp 457	-6,839.34
TOTAL						-6,839.34
10925	Bill Pmt -Check	11/18/202	Marin Municipal Water ...	previous statement balance due - late charge	JP Morgan Chase - Primary ...	
Stmnt D...	Bill	10/10/202		Cust #558095, 8/8/24-10/7/24, prev stmt late charge due	8541 · Water	-3.80
TOTAL						-3.80
10926	Bill Pmt -Check	11/18/202	Sewer Tech Inc	Operators Control Office: subfloor installation & frami...	JP Morgan Chase - Primary ...	
2020/1...	Bill	11/18/202		Operators Control Office: subfloor installation	9217 · SD5 Shop Rplcmnt /Op...	-22,250.00
2020/1...	Bill	11/18/202		Operators Control Office: framing walls & roof	9217 · SD5 Shop Rplcmnt /Op...	-31,000.00
TOTAL						-53,250.00

12/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10927	Bill Pmt -Check	12/12/202	Alameda Electrical Distr...	materials for storage shed	JP Morgan Chase - Primary ...	
Stmt D...	Bill	11/30/202		Inv S5933196.001, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-302.50
				Inv S5921473.002, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-30.92
				Inv S5924068.002, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-509.40
				Inv S5924068.003, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-48.74
				Inv S5925683.001, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-65.01
				Inv S5933196.001, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-1,130.21
				Inv S5933196.002, materials for storage shed, PO M-24-0...	7021 · Plant Maintenance Sup...	-64.47
TOTAL						-2,151.25
10928	Bill Pmt -Check	12/12/202	Alhambra - Primo Water	drinking water service - Nov 2024	JP Morgan Chase - Primary ...	
12012...	Bill	11/08/202		drinking water service - Nov 2024	7023 · Janitorial Supplies & S...	-85.42
TOTAL						-85.42
10929	Bill Pmt -Check	12/12/202	Amazon Capital Service...	portable heaters for SBS room, annual Business Prim...	JP Morgan Chase - Primary ...	
1QRG-...	Bill	11/30/202		1QRG-VXDC-T6QQ, 2 portable heaters for SBS room, P...	7022 · Plant Maint. Parts & Se...	-65.86
				1QRG-VXDC-T6QQ, Business Prime membership fee, P...	6025 · Dues & Subscriptions	-540.17
TOTAL						-606.03
10930	Bill Pmt -Check	12/12/202	Banshee Networks, Inc.	computer network services - Oct 2024	JP Morgan Chase - Primary ...	
16462	Bill	11/11/202		computer network services - Oct 2024	8510 · Data/Alarms/IT Supp &...	-1,988.28
TOTAL						-1,988.28
10931	Bill Pmt -Check	12/12/202	Burke, Williams & Sore...	District Counsel Services - Sept & Oct 2024	JP Morgan Chase - Primary ...	
330967	Bill	10/31/202		District Counsel Services -Sept 2024	6039 · Legal	-1,096.00
332378	Bill	11/25/202		District Counsel Services - Oct 2024	6039 · Legal	-1,407.50
TOTAL						-2,503.50

12/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10932	Bill Pmt -Check	12/12/202	Caltest Analytical Labor...	Lab Monitoring - Oct 2024	JP Morgan Chase - Primary ...	
724367	Bill	11/12/202		Main Plant Lab Monitoring - Oct 2024 Paradise Cove Monitoring - Oct 2024	7051 · Main Plant Lab Monitor... 7052 · Paradise Cove Monitori...	-3,370.60 -527.25
TOTAL						-3,897.85
10933	Bill Pmt -Check	12/12/202	Carollo Engineers, Inc.	Odor Control Alternative Evaluation & Nutrient Remov...	JP Morgan Chase - Primary ...	
FB58195	Bill	11/08/202		Odor Control Alternative Evaluation - Oct 2024	6017 · Consulting Fees	-573.50
FB58196	Bill	11/08/202		Nutrient Removal Study - Oct 2024	6017 · Consulting Fees	-4,772.00
TOTAL						-5,345.50
10934	Bill Pmt -Check	12/12/202	Cintas Corporation	weekly - scraper & towels, uniform clothing - Nov 2024	JP Morgan Chase - Primary ...	
Stmt D...	Bill	11/30/202		weekly - scaper & towels, Inv 4210182574, 11/1/24 Inv 1905253740, 11/6/24, uniforms: 2 sweatshirts, PO O-2... weekly - scraper & towels, Inv 4210904512, 11/8/24 weekly - scraper & towels, Inv 4211638792, 11/15/24 weekly - scraper & towels, Inv 4212458867, 11/22/24 weekly - scraper & towels, Inv 4213143080, 11/29/24	7023 · Janitorial Supplies & S... 8520 · Personal Protection/Sa... 7023 · Janitorial Supplies & S... 7023 · Janitorial Supplies & S... 7023 · Janitorial Supplies & S... 7023 · Janitorial Supplies & S...	-35.32 -114.72 -35.32 -35.32 -35.32 -35.32
TOTAL						-291.32
10935	Bill Pmt -Check	12/12/202	Comcast Business (Inte...	Business: Cable, Internet, Voice - Dec 2024	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	11/26/202		Business Cable, Internet, Voice - Dec 2024	8531 · Main Plant Telephones	-689.61
TOTAL						-689.61
10936	Bill Pmt -Check	12/12/202	Comcast Business (VOI...	Business Voice Edge - Dec 2024	JP Morgan Chase - Primary ...	
22652...	Bill	12/01/202		Business Voice Edge - Dec 2024	8531 · Main Plant Telephones	-384.49
TOTAL						-384.49

12/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10937	Bill Pmt -Check	12/12/202	CWEA	Collection System Maint Grade 2 Certificate renewal-c...	JP Morgan Chase - Primary ...	
Inv Dat...	Bill	11/04/202		Collection System Maint Grade 2 Certificate renewal-R. C...	6025 · Dues & Subscriptions	-64.75
				Collection System Maint Grade 2 Certificate renewal-R. C...	6025 · Dues & Subscriptions	-46.25
TOTAL						-111.00
10938	Bill Pmt -Check	12/12/202	D&K Auto Service	2011 Chevy Silverado 1500, front tire repair	JP Morgan Chase - Primary ...	
79451	Bill	11/13/202		2011 Chevy Silverado 1500, front tire repair. PO O-24-091	7072 · Maintenance	-539.97
TOTAL						-539.97
10939	Bill Pmt -Check	12/12/202	DKF Solutions Group, L...	Fire Prevention, CalOSHA consult, TrainingLink	JP Morgan Chase - Primary ...	
22569	Bill	11/20/202		3.10 CBT: Fire Prevention	8515 · Safety	-1,300.00
22574	Bill	11/20/202		Consulting: CalOSHA - status updates, organization, proje...	8515 · Safety	-236.25
22599	Bill	12/01/202		TrainingLink monthly subscription - Dec 2024	8515 · Safety	-462.00
TOTAL						-1,998.25
10940	Bill Pmt -Check	12/12/202	Goodman Building Sup...	cutoff wheels, grinding wheels, tools	JP Morgan Chase - Primary ...	
Clos D...	Bill	11/25/202		Inv 899933, 10/29/24, cutoff wheels, grinding wheels, tool...	7021 · Plant Maintenance Sup...	-21.39
TOTAL						-21.39
10941	Bill Pmt -Check	12/12/202	Grainger	SBS chemical line insulation & heating project, cam &...	JP Morgan Chase - Primary ...	
91694...	Bill	07/01/202		water suction hose, bird repellers, cam & groove adapter. ...	7022 · Plant Maint. Parts & Se...	-643.06
91761...	Bill	07/09/202		utility pump, funnel set. PO O-24-004	7022 · Plant Maint. Parts & Se...	-285.21
93110...	Bill	11/11/202		molded gauge and seal assembly. PO O-24-080	7022 · Plant Maint. Parts & Se...	-105.78
93200...	Bill	11/19/202		new pulleys for air scrubber. PO M-24-046	7022 · Plant Maint. Parts & Se...	-130.13
93257...	Bill	11/22/202		SBS chemical line insulation & heating project. PO O-24-0...	7022 · Plant Maint. Parts & Se...	-54.83
93257...	Bill	11/22/202		SBS chemical line insulation & heating project. PO O-24-0...	7022 · Plant Maint. Parts & Se...	-494.71

12/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
93259...	Bill	11/22/202		SBS chemical line insulation & heating project. PO O-24-0...	7022 · Plant Maint. Parts & Se...	-39.56
93260...	Bill	11/22/202		SBS chemical line insulation & heating project. PO O-24-0...	7022 · Plant Maint. Parts & Se...	-35.36
TOTAL						-1,788.64
10942	Bill Pmt -Check	12/12/202	Industrial Fans Direct	Heat Pump for SBS room	JP Morgan Chase - Primary ...	
Quote ...	Bill	11/27/202		Heat Pump for SBS room. PO M-24-054	7022 · Plant Maint. Parts & Se...	-6,945.14
TOTAL						-6,945.14
10943	Bill Pmt -Check	12/12/202	Interstate Assembly Sy...	new reels & door for service truck	JP Morgan Chase - Primary ...	
27579...	Bill	10/14/202		new reels for service truck. PO M-24-021	7072 · Maintenance	-2,106.69
27635...	Bill	11/15/202		new door for service truck. PO M-24-021	7072 · Maintenance	-486.64
TOTAL						-2,593.33
10944	Bill Pmt -Check	12/12/202	Jill Kalehua, DMMS	Accounting Services - Nov 2024	JP Morgan Chase - Primary ...	
Nov 20...	Bill	12/01/202		Accounting Services - Nov 2024	6008 · Audit & Accounting	-2,105.40
TOTAL						-2,105.40
10945	Bill Pmt -Check	12/12/202	JM Integration, LLC	Screw Press Panel upgrade, Emergency service call, li...	JP Morgan Chase - Primary ...	
23423	Bill	11/14/202		Screw Press Panel Upgrade: 1.02 Control Panel Delivery ...	7022 · Plant Maint. Parts & Se...	-36,303.37
23425	Bill	11/15/202		Emergency service call-troubleshoot level transmitter @ M...	7011 · Pumps & Lines Mainte...	-9,611.02
23429	Bill	11/17/202		Lithium Battery for 1756 Series B Controllers, GuardLogix	7022 · Plant Maint. Parts & Se...	-925.55
TOTAL						-46,839.94
10946	Bill Pmt -Check	12/12/202	Marin County Tax Colle...	2025 CUPA Permit renewal, Jan-Dec 2025	JP Morgan Chase - Primary ...	
Inv Dat...	Bill	12/01/202		2025 CUPA Permit renewal, Jan-June 2025	7062 · Permits/Fees - General	-695.50
				2025 CUPA Permit renewal, July-Dec 2025. FY 25/26 AJE	7062 · Permits/Fees - General	-695.50
TOTAL						-1,391.00

12/10/24

**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10947	Bill Pmt -Check	12/12/202	McC Campbell Analytical, ...	MP Chronic Toxicity Screening - Nov 2024	JP Morgan Chase - Primary ...	
2411603	Bill	12/03/202		MP Chronic Toxicity Screening - sample dates 11/11/24, 1...	7053 · Chronic Toxicity	-6,340.00
TOTAL						-6,340.00
10948	Bill Pmt -Check	12/12/202	McMaster-Carr Supply ...	UV rated tubing for chemical feed	JP Morgan Chase - Primary ...	
36962...	Bill	11/22/202		UV rated tubing for chemical feed. PO O-24-088	7022 · Plant Maint. Parts & Se...	-436.73
TOTAL						-436.73
10949	Bill Pmt -Check	12/12/202	Medical Center of Marin	New Hire Employee Drug Screen & Physical - Aug 2024	JP Morgan Chase - Primary ...	
00189...	Bill	11/08/202		Employee Drug Screen & Physical, N. Adams, DOS 8/8/224	8020.05 · Employee Health	-242.00
TOTAL						-242.00
10950	Bill Pmt -Check	12/12/202	MidAmerica	3rd Qtr 2024: Admin Fee for retirees, Admin/Platform ...	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	11/19/202		7 Retirees, 3rd Qtr 2024 Admin Fee 2 FSAs, 3rd Qtr 2024 Admin/Platform Fee	8022.05 · Retiree Health 8020.05 · Employee Health	-225.00 -36.00
TOTAL						-261.00
10951	Bill Pmt -Check	12/12/202	Mike Testa Plumbing, Inc.	repairs to Cove Rd MMWD backflow device	JP Morgan Chase - Primary ...	
70949	Bill	12/03/202		repairs to Cove Rd MMWD backflow device. PO M-24-055	7011 · Pumps & Lines Mainte...	-450.00
TOTAL						-450.00
10952	Bill Pmt -Check	12/12/202	Mill Valley Refuse Serv (...	Garbage service - Dec 2024	JP Morgan Chase - Primary ...	
00036...	Bill	12/01/202		Garbage service - Dec 2024 special pickup trash charge, 11/2/24	7028 · Grounds Maintenance 7028 · Grounds Maintenance	-290.76 -25.00
TOTAL						-315.76

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**Sanitary District No.5 of Marin County
Warrant List Detail**

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10953	Bill Pmt -Check	12/12/202	Mill Valley Refuse Servi...	Sludge exchanges - Nov 2024	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	12/01/202		Exchanges: (3) Sludges - Nov 2024	7029 · Main Plant Sludge Disp...	-1,080.00
TOTAL						-1,080.00
10954	Bill Pmt -Check	12/12/202	Pape Material Handling	Forklift equipment repair - radiator leak	JP Morgan Chase - Primary ...	
19085...	Bill	11/14/202		Forklift equipment repair - radiator leak. PO O-24-90	7072 · Maintenance	-941.28
TOTAL						-941.28
10955	Bill Pmt -Check	12/12/202	Perotti & Carrade	2nd interim billing - FY 2023/2024 audit	JP Morgan Chase - Primary ...	
108002	Bill	11/30/202		2nd interim billing - FY 2023/2024 audit	6008 · Audit & Accounting	-37,500.00
TOTAL						-37,500.00
10956	Bill Pmt -Check	12/12/202	Peter Levi	new HVAC unit for MCC room	JP Morgan Chase - Primary ...	
18999...	Bill	11/20/202		new HVAC unit for MCC room. PO M-24-029	7022 · Plant Maint. Parts & Se...	-20,960.00
TOTAL						-20,960.00
10957	Bill Pmt -Check	12/12/202	PLATT Electric Supply	materials: for new storage shed, to redo conduits in M...	JP Morgan Chase - Primary ...	
8Z24714	Bill	11/27/202		materials for new storage shed, PO M-24-47	7021 · Plant Maintenance Sup...	-2,315.07
8Z26617	Bill	11/27/202		new starters for air scrubber. PO M-24-050	7022 · Plant Maint. Parts & Se...	-1,085.92
5Q326...	Bill	11/27/202		materials to redo conduits in Maint Shop. PO M-24-011	7022 · Plant Maint. Parts & Se...	-121.51
5P80230	Bill	11/27/202		materials to redo conduits in Maint Shop. PO M-24-011	7022 · Plant Maint. Parts & Se...	-8.22
TOTAL						-3,530.72

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Sanitary District No.5 of Marin County
Warrant List Detail

November 15 through December 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10958	Bill Pmt -Check	12/12/202	Roy's Sewer Service, Inc.	(2) service calls - Oct 2024	JP Morgan Chase - Primary ...	
Stmt D...	Bill	10/31/202		Inv 228578, 10/21/24, 1919 Mar West Dr, service call Inv 228737, 10/31/2, 120 Lyford Dr, service call	7011 · Pumps & Lines Mainte... 7011 · Pumps & Lines Mainte...	-2,820.00 -3,290.00
TOTAL						-6,110.00
10959	Bill Pmt -Check	12/12/202	SASM	Effluent Outfall Diffuser Section Inspection, shared co...	JP Morgan Chase - Primary ...	
3747	Bill	10/23/202		Effluent Outfall Diffuser Section Inspection, shared cost - ...	7030 · Main Plant Outfall	-11,592.50
TOTAL						-11,592.50
10960	Bill Pmt -Check	12/12/202	Sewer Tech Inc	Operators Control Office - siding installation, doors a...	JP Morgan Chase - Primary ...	
2020/1...	Bill	11/18/202		Operators Control Office - siding installation	9217 · SD5 Shop Rplcmnt /Op...	-17,500.00
2020/1...	Bill	11/18/202		Operators Control Office - doors and windows	9217 · SD5 Shop Rplcmnt /Op...	-27,000.00
TOTAL						-44,500.00
10961	Bill Pmt -Check	12/12/202	T-Mobile	cell phones: June-Nov 2024, balance after credits	JP Morgan Chase - Primary ...	
99637...	Bill	11/25/202		Inv 996374146-4, June 2024 Inv 996374146-5, July 2024 Inv 9963744146-6, Aug 2024 Inv 996374146-7, Sept 2024 Inv 996374146-8, Oct 2024 Inv 996374146-9, Nov 2024	8530 · Telephone 8530 · Telephone 8530 · Telephone 8530 · Telephone 8530 · Telephone 8530 · Telephone	-49.93 -49.93 -49.93 -49.63 -43.54 -43.54
TOTAL						-286.50
10962	Bill Pmt -Check	12/12/202	Telstar Instruments	service: 9/11/24-11/14/24	JP Morgan Chase - Primary ...	
124330	Bill	11/22/202		service: 9/11/24-11/14/24	7011 · Pumps & Lines Mainte...	-17,430.00
TOTAL						-17,430.00

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Sanitary District No.5 of Marin County
Warrant List Detail

November 15 through December 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10963	Bill Pmt -Check	12/12/202	Terminix Processing Ce...	pest control - 11/6/24	JP Morgan Chase - Primary ...	
45348...	Bill	11/06/202		pest control - 11/6/24	7028 · Grounds Maintenance	-505.00
TOTAL						-505.00
10964	Bill Pmt -Check	12/12/202	Thatcher Company of C...	sodium bisulfite - Nov 2024	JP Morgan Chase - Primary ...	
20242...	Bill	11/17/202		sodium bisulfite - Nov 2024, PO O-24-082	7025 · Lab Supplies & Chemic...	-8,525.79
TOTAL						-8,525.79
10965	Bill Pmt -Check	12/12/202	The Ark Newspaper	newspaper-annual subscription, Jan 2025-Jan 2026	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	11/07/202		newspaper-annual subscription, 1/10/25-6/30/25, FY 24/25 newspaper-annual subscription, 7/1/25-1/10/26, FY 25/26,...	6025 · Dues & Subscriptions 6025 · Dues & Subscriptions	-46.80 -46.80
TOTAL						-93.60
10966	Bill Pmt -Check	12/12/202	U.S. Bank cc *3611	Stmt Date 11/25/24 - Fastrak reloads, fuel - Nov 2024	JP Morgan Chase - Primary ...	
Stmt D...	Bill	11/25/202		Fastrak reloads: 11/7/24, 11/9/24, 11/16/24, 11/23/24 Shell Oil, 11/20/24	6018 · Travel & Meetings 7071 · Fuel	-100.00 -61.04
TOTAL						-161.04
10967	Bill Pmt -Check	12/12/202	USP Technologies (U.S....	sulfelox - totes	JP Morgan Chase - Primary ...	
CIN47...	Bill	10/23/202		sulfelox - totes. PO O0-24-053	7025 · Lab Supplies & Chemic...	-4,756.13
TOTAL						-4,756.13
10968	Bill Pmt -Check	12/12/202	Verizon Wireless	pump station telephones - Nov 2024	JP Morgan Chase - Primary ...	
99782...	Bill	11/08/202		pump station telephones, 11/9/24-12/8/24 - Nov 2024	8533 · Pumps & Lines Teleph...	-196.13
TOTAL						-196.13

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Sanitary District No.5 of Marin County
Warrant List Detail

November 15 through December 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10969	Bill Pmt -Check	12/12/202	Waste Management, Re...	Garbage service - Oct 2024	JP Morgan Chase - Primary ...	
01119...	Bill	11/01/202		Garbage service -Oct 2024	7029 · Main Plant Sludge Disp...	-1,396.87
TOTAL						-1,396.87
10970	Bill Pmt -Check	12/12/202	Water Components & B...	marking materials for line locating	JP Morgan Chase - Primary ...	
30652...	Bill	11/20/202		marking materials for line locating. PO M-24-049	7011 · Pumps & Lines Mainte...	-171.13
TOTAL						-171.13
10971	Bill Pmt -Check	12/12/202	Special Dist Risk Mgmt ...	Basic Life & ADD, LTD, Dental, Vision - Jan 2025	JP Morgan Chase - Primary ...	
H46911	Bill	12/05/202		Basic Life & ADD, LTD, Dental, Vision - Jan 2025	8020.05 · Employee Health	-2,138.05
TOTAL						-2,138.05

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Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1 through December 12, 2024

	Jul 1 - Dec 12, 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Property Taxes / AD VALOREM				
5001.2 · TEETER	5,869.74	999,999.00	-994,129.26	0.6%
5002 · UNSEC	16,447.17	16,000.00	447.17	102.8%
5003 · PUNS / PRIOR UNSECURED	962.77	1,500.00	-537.23	64.2%
5004 · REDEMPTION / RDMPT	507.40	0.00	507.40	100.0%
5006 · SPLU	0.00	100.00	-100.00	0.0%
5041 · SUPSEC	3,360.15	20,000.00	-16,639.85	16.8%
5043 · SECU	41.60	0.00	41.60	100.0%
5046 · Excess ERAF	51,871.09	300,000.00	-248,128.91	17.3%
5280 · HOPTR	0.00	3,000.00	-3,000.00	0.0%
5483 · Other tax	7.78	7,000.00	-6,992.22	0.1%
Total 5000 · Property Taxes / AD VALOREM	79,067.70	1,347,599.00	-1,268,531.30	5.9%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Ops	109,885.77	5,115,266.00	-5,005,380.23	2.1%
5007.2 · Sewer Service - Cap	0.00	1,028,242.00	-1,028,242.00	0.0%
Total 5007 · Sewer Service Charge	109,885.77	6,143,508.00	-6,033,622.23	1.8%
5201 · INTEREST				
5201.1 · Interest County of Marin	1,832.19	100.00	1,732.19	1,832.2%
5201.2 · Interest - LAIF	362,553.39	200,000.00	162,553.39	181.3%
Total 5201 · INTEREST	364,385.58	200,100.00	164,285.58	182.1%
5900.10 · Paradise Sewer Line Ext. Fees	0.00	0.00	0.00	0.0%
5900.3 · Connection Fees				
5900.31 · Collection	54,906.00	200,000.00	-145,094.00	27.5%
5900.34 · Treatment	61,792.00	200,000.00	-138,208.00	30.9%
Total 5900.3 · Connection Fees	116,698.00	400,000.00	-283,302.00	29.2%
5900.4 · Permit Inspection & Admin Fees	17,885.00	35,000.00	-17,115.00	51.1%
5900.5 · SASM Expense Reimb.	0.00	75,000.00	-75,000.00	0.0%
5900.9 · Other Income	265.21	0.00	265.21	100.0%
Total Income	688,187.26	8,201,207.00	-7,513,019.74	8.4%
Gross Profit	688,187.26	8,201,207.00	-7,513,019.74	8.4%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	4,680.00	0.00	4,680.00	100.0%
6002 · Outreach & Newsletter	0.00	0.00	0.00	0.0%
6008 · Audit & Accounting	62,975.04	90,000.00	-27,024.96	70.0%
6017 · Consulting Fees	64,655.03	125,000.00	-60,344.97	51.7%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	11,670.17	17,000.00	-5,329.83	68.6%
6018.2 · Standby Mileage Expense Reimb	1,283.70	8,000.00	-6,716.30	16.0%
Total 6018 · Travel & Meetings	12,953.87	25,000.00	-12,046.13	51.8%
6020 · Continuing Education	3,744.50	10,000.00	-6,255.50	37.4%
6021 · County Fees	0.00	16,590.00	-16,590.00	0.0%
6024 · Director Fees	0.00	9,000.00	-9,000.00	0.0%
6025 · Dues & Subscriptions	20,325.51	35,000.00	-14,674.49	58.1%
6026 · Elections	0.00	10,000.00	-10,000.00	0.0%
6033 · Insurance				
6033.1 · Insurance - SD5 Property	69,285.84	100,000.00	-30,714.16	69.3%
6033.2 · Insurance - SD5 Liability	0.00	60,000.00	-60,000.00	0.0%
6033.3 · Insurance - SD5 Auto	4,643.00	10,000.00	-5,357.00	46.4%
Total 6033 · Insurance	73,928.84	170,000.00	-96,071.16	43.5%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1 through December 12, 2024

	<u>Jul 1 - Dec 12, 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6039 · Legal	10,924.50	50,000.00	-39,075.50	21.8%
6047 · Office Supplies	1,337.52	11,000.00	-9,662.48	12.2%
6056 · Postage	-2,180.85	1,300.00	-3,480.85	-167.8%
6059 · Pollution Prevention/Public Edu	138.30	5,500.00	-5,361.70	2.5%
6065 · Miscellaneous Expense	938.11	0.00	938.11	100.0%
Total 6000 · Administrative Expenses	254,420.37	558,390.00	-303,969.63	45.6%
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	74,737.13	200,000.00	-125,262.87	37.4%
7013 · Emergency Line Repair	17,119.16	100,000.00	-82,880.84	17.1%
Total 7010 · Pumps & Lines Maintenance	91,856.29	300,000.00	-208,143.71	30.6%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	10,109.19	80,000.00	-69,890.81	12.6%
7022 · Plant Maint. Parts & Service	208,632.80	300,000.00	-91,367.20	69.5%
7023 · Janitorial Supplies & Service	2,033.27	10,000.00	-7,966.73	20.3%
7024 · Main Plant Chemicals	62,126.45	165,000.00	-102,873.55	37.7%
7025 · Lab Supplies & Chemicals	15,981.41	25,000.00	-9,018.59	63.9%
7027 · Electrical & Instrument	14,262.29	30,000.00	-15,737.71	47.5%
7028 · Grounds Maintenance	5,615.18	8,000.00	-2,384.82	70.2%
7029 · Main Plant Sludge Disposal	23,529.37	55,000.00	-31,470.63	42.8%
Total 7020 · Main Plant Maintenance	342,289.96	673,000.00	-330,710.04	50.9%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	106.31	20,000.00	-19,893.69	0.5%
7042 · Paradise Supplies & Chemicals	2,351.72	6,500.00	-4,148.28	36.2%
7043 · Paradise Sludge Disposal	0.00	3,000.00	-3,000.00	0.0%
Total 7040 · Paradise Cove Plant Maint	2,458.03	29,500.00	-27,041.97	8.3%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	13,406.05	50,000.00	-36,593.95	26.8%
7052 · Paradise Cove Monitoring	2,423.35	9,000.00	-6,576.65	26.9%
7053 · Chronic Toxicity	15,135.00	15,000.00	135.00	100.9%
Total 7050 · Monitoring	30,964.40	74,000.00	-43,035.60	41.8%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	0.00	0.00	0.00	0.0%
7062 · Permits/Fees - General	11,133.67	50,000.00	-38,866.33	22.3%
7063 · Paradise Cove Permits/Fees	547.00	9,000.00	-8,453.00	6.1%
7064 · Paradise Cove NPDES Renewal	0.00	0.00	0.00	0.0%
Total 7060 · Permits/Fees	11,680.67	59,000.00	-47,319.33	19.8%
7070 · Truck Maintenance				
7071 · Fuel	16,796.35	20,000.00	-3,203.65	84.0%
7072 · Maintenance	13,022.30	30,000.00	-16,977.70	43.4%
Total 7070 · Truck Maintenance	29,818.65	50,000.00	-20,181.35	59.6%
Total 7000 · Ops & Maintenance Expenses	509,068.00	1,185,500.00	-676,432.00	42.9%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	636,656.72	1,636,798.00	-1,000,141.28	38.9%
8003 · Overtime	51,380.24	125,000.00	-73,619.76	41.1%
8004 · Standby Pay	36,742.28	80,000.00	-43,257.72	45.9%
8005 · Employee Incentives	21,000.00	25,000.00	-4,000.00	84.0%
8006 · Vacation Buyout	26,764.40	80,000.00	-53,235.60	33.5%
8013 · Payroll Taxes	55,084.58	110,000.00	-54,915.42	50.1%
8015 · Payroll Service Processing Fees	4,487.72	8,000.00	-3,512.28	56.1%
8016 · Car Allowance	8,000.00	8,000.00	0.00	100.0%

Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1 through December 12, 2024

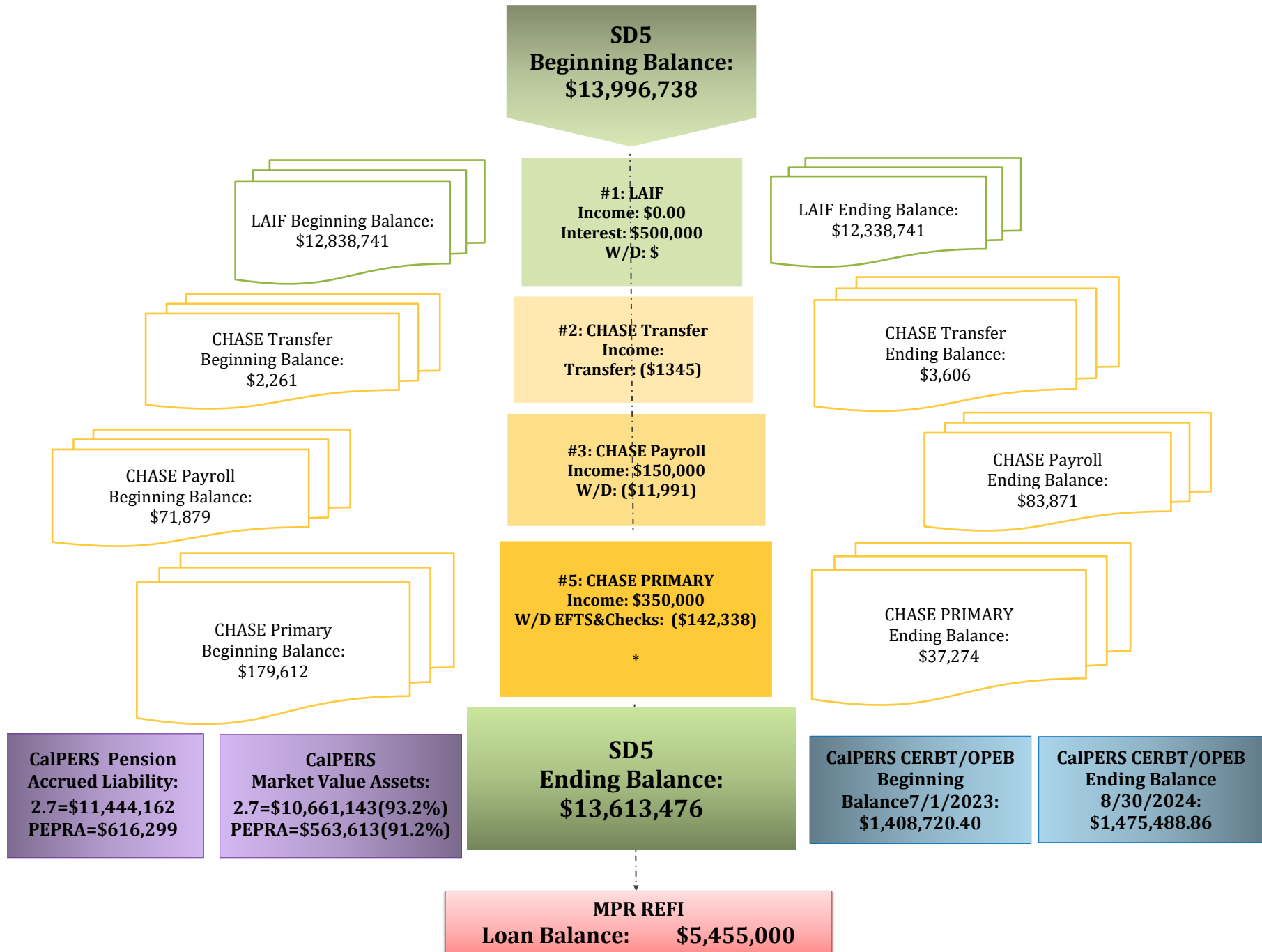
	Jul 1 - Dec 12, 24	Budget	\$ Over Budget	% of Budget
8019 · PERS Retirement				
8019.05 · PERS Retirement	78,920.63	312,067.00	-233,146.37	25.3%
8019.06 · PERS Retirement - RBP	0.00	0.00	0.00	0.0%
8019.08 · PERS Retirement - CalPERS UAL	0.00	0.00	0.00	0.0%
Total 8019 · PERS Retirement	78,920.63	312,067.00	-233,146.37	25.3%
8020 · Employee Health				
8020.05 · Employee Health	138,177.76	300,000.00	-161,822.24	46.1%
8021 · Employee Health Deductions	-1,708.70	2,500.00	-4,208.70	-68.3%
8020 · Employee Health - Other	0.00	0.00	0.00	0.0%
Total 8020 · Employee Health	136,469.06	302,500.00	-166,030.94	45.1%
8022 · Retiree Health				
8022.05 · Retiree Health	5,800.85	75,000.00	-69,199.15	7.7%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	140,000.00	-140,000.00	0.0%
8022 · Retiree Health - Other	0.00	0.00	0.00	0.0%
Total 8022 · Retiree Health	5,800.85	215,000.00	-209,199.15	2.7%
8023 · Workers Comp Insurance	37,089.12	56,000.00	-18,910.88	66.2%
Total 8000 · Salaries and Benefits Expenses	1,098,395.60	2,958,365.00	-1,859,969.40	37.1%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	36,236.85	100,000.00	-63,763.15	36.2%
8515 · Safety	6,951.74	60,000.00	-53,048.26	11.6%
8520 · Personal Protection/Safety Wear	2,645.65	15,000.00	-12,354.35	17.6%
8530 · Telephone				
8531 · Main Plant Telephones	6,443.34	12,000.00	-5,556.66	53.7%
8532 · Paradise Cove Telephones	1,394.50	1,500.00	-105.50	93.0%
8533 · Pumps & Lines Telephones	2,422.41	7,000.00	-4,577.59	34.6%
Total 8530 · Telephone	10,260.25	20,500.00	-10,239.75	50.1%
8540 · Utilities				
8541 · Water	4,252.03	11,000.00	-6,747.97	38.7%
8542 · Main Plant Utilities	91,613.63	240,000.00	-148,386.37	38.2%
8543 · Paradise Cove Utilities	10,117.71	35,000.00	-24,882.29	28.9%
8544 · Pump Station Utilities	16,904.57	65,000.00	-48,095.43	26.0%
Total 8540 · Utilities	122,887.94	351,000.00	-228,112.06	35.0%
Total 8500 · Other Operating Expenses	178,982.43	546,500.00	-367,517.57	32.8%
Total Expense	2,040,866.40	5,248,755.00	-3,207,888.60	38.9%
Net Ordinary Income	-1,352,679.14	2,952,452.00	-4,305,131.14	-45.8%
Other Income/Expense				
Other Expense				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9201 · LED Lighting Upgrades	0.00	0.00	0.00	0.0%
9201.1 · M.P. Roll-Up Doors	59,081.00	0.00	59,081.00	100.0%
9201.2 · M.P. Corrosion Protection	19,800.00	0.00	19,800.00	100.0%
9202 · M.P. Drainage	0.00	0.00	0.00	0.0%
9206 · Infl Dry Weather Pump Rplcmnt				
9206.1 · Dry Weather Primary Cover	0.00	0.00	0.00	0.0%
Total 9206 · Infl Dry Weather Pump Rplcmnt	0.00	0.00	0.00	0.0%
9208 · M.P. Chem Feed Trx Pump Rplcmnt	0.00	0.00	0.00	0.0%
9212 · M.P. Headworks				
9212.2 · M.P. Switchgear Upgrade/Imprvmt	0.00	0.00	0.00	0.0%
Total 9212 · M.P. Headworks	0.00	0.00	0.00	0.0%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1 through December 12, 2024

	Jul 1 - Dec 12, 24	Budget	\$ Over Budget	% of Budget
9213 · M.P. Digester				
9213.1 · Digester Rehab	0.00	0.00	0.00	0.0%
Total 9213 · M.P. Digester	0.00	0.00	0.00	0.0%
9216 · M.P. Secondary Clarifier				
9216.1 · Scum Removal Project FY22-23	0.00	0.00	0.00	0.0%
9216 · M.P. Secondary Clarifier - Other	0.00	0.00	0.00	0.0%
Total 9216 · M.P. Secondary Clarifier	0.00	0.00	0.00	0.0%
9217 · SD5 Shop Rplcmnt /Ops Control				
9217.1 · FY23-24 Shop Rehab	0.00	0.00	0.00	0.0%
Total 9217 · SD5 Shop Rplcmnt /Ops Control	0.00	0.00	0.00	0.0%
9229.8 · Vehicle Replacement	216,076.20	0.00	216,076.20	100.0%
9200 · Main Plant Equipment Capital - Other	0.00	0.00	0.00	0.0%
Total 9200 · Main Plant Equipment Capital	294,957.20	0.00	294,957.20	100.0%
9300 · Pumps & Lines Capital				
9301 · Tiburon Sewer Line Rehab Prog	172,334.00	0.00	172,334.00	100.0%
9303 · CCTV Sewer Project	0.00	0.00	0.00	0.0%
9304 · Belvedere Sewer Line Rehab Prog	0.00	0.00	0.00	0.0%
9305 · Valve/Wet Well Replacements				
9305.2 · Tiburon Wet Well Rehab	0.00	0.00	0.00	0.0%
Total 9305 · Valve/Wet Well Replacements	0.00	0.00	0.00	0.0%
9306 · PS Pump & Valve Replacements	0.00	0.00	0.00	0.0%
9309 · BPS #1 Generator Replcmnt	8,987.00	0.00	8,987.00	100.0%
9313 · Manholes/Rodholes	24,106.96	0.00	24,106.96	100.0%
9314.01 · SR Ave Diverter Project	0.00	0.00	0.00	0.0%
9300 · Pumps & Lines Capital - Other	0.00	0.00	0.00	0.0%
Total 9300 · Pumps & Lines Capital	205,427.96	0.00	205,427.96	100.0%
9400 · Paradise Cove Capital				
9406 · P.C. Plant Grit Removal	0.00	0.00	0.00	0.0%
9407 · P.C. Pump Replacement	0.00	0.00	0.00	0.0%
9408 · P.C. Access Rd Imprvmnts	0.00	0.00	0.00	0.0%
9400 · Paradise Cove Capital - Other	0.00	0.00	0.00	0.0%
Total 9400 · Paradise Cove Capital	0.00	0.00	0.00	0.0%
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	0.00	0.00	0.00	0.0%
9520 · Undesignated Cap - P.C. Plant	0.00	0.00	0.00	0.0%
9530 · Undesignated Cap - P & L	0.00	0.00	0.00	0.0%
Total 9500 · Undesignated Capital	0.00	0.00	0.00	0.0%
9100 · Capital Expenditures - Other	0.00	0.00	0.00	0.0%
Total 9100 · Capital Expenditures	500,385.16	0.00	500,385.16	100.0%
9700 · Debt Service				
9701 · Zion Bank Loan- Principal	0.00	0.00	0.00	0.0%
9702 · Zion Bank Loan - Interest	0.00	0.00	0.00	0.0%

CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: Nov-Dec 2024





Summary Statement

November 30, 2024

Page 1 of 4

Investor ID: CA-01-0195

0000184-0000723 PDF 719226

**Sanitary District No. 5 of Marin County
PO Box 227
Tiburon, CA 94920**

California CLASS

California CLASS

Average Monthly Yield: 4.8272%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0195-0001	Emergency Replacement Fund	1,004,790.39	0.00	0.00	3,975.72	8,766.11	1,005,055.44	1,008,766.11
CA-01-0195-0002	CalPERS UAL Fund	140,660.06	0.00	0.00	556.56	1,265.62	140,697.16	141,216.62
TOTAL		1,145,450.45	0.00	0.00	4,532.28	10,031.73	1,145,752.60	1,149,982.73



Emergency Replacement Fund

Account Summary

Average Monthly Yield: 4.8272%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,004,790.39	0.00	0.00	3,975.72	8,766.11	1,005,055.44	1,008,766.11

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
11/01/2024	Beginning Balance			1,004,790.39	
11/30/2024	Income Dividend Reinvestment	3,975.72			
11/30/2024	Ending Balance			1,008,766.11	



Account Statement

November 30, 2024

Page 3 of 4

Account Number: CA-01-0195-0002

CalPERS UAL Fund

Account Summary

Average Monthly Yield: 4.8272%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	140,660.06	0.00	0.00	556.56	1,265.62	140,697.16	141,216.62

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
11/01/2024	Beginning Balance			140,660.06	
11/30/2024	Income Dividend Reinvestment	556.56			
11/30/2024	Ending Balance			141,216.62	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
11/01/2024	0.000408285	4.9809%
11/02/2024	0.000000000	4.9811%
11/03/2024	0.000000000	4.9811%
11/04/2024	0.000135703	4.9667%
11/05/2024	0.000135184	4.9477%
11/06/2024	0.000135069	4.9435%
11/07/2024	0.000134830	4.9348%
11/08/2024	0.000535748	4.9021%
11/09/2024	0.000000000	4.9021%
11/10/2024	0.000000000	4.9021%
11/11/2024	0.000000000	4.9021%
11/12/2024	0.000131497	4.8128%
11/13/2024	0.000130787	4.7868%
11/14/2024	0.000130528	4.7773%
11/15/2024	0.000390777	4.7675%
11/16/2024	0.000000000	4.7675%
11/17/2024	0.000000000	4.7675%
11/18/2024	0.000129960	4.7566%
11/19/2024	0.000130003	4.7581%
11/20/2024	0.000130052	4.7599%
11/21/2024	0.000129860	4.7529%
11/22/2024	0.000389985	4.7578%
11/23/2024	0.000000000	4.7578%
11/24/2024	0.000000000	4.7578%
11/25/2024	0.000129849	4.7525%
11/26/2024	0.000129620	4.7441%
11/27/2024	0.000259470	4.7483%
11/28/2024	0.000000000	4.7483%
11/29/2024	0.000259558	4.7499%
11/30/2024	0.000000000	4.7499%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1 through December 12, 2024

	Jul 1 - Dec 12, 24	Budget	\$ Over Budget	% of Budget
9730 · Debt Service - MPR Project				
9730.01 · Zion Loan - Principal	625,000.00	0.00	625,000.00	100.0%
9730.02 · Zion Loan - Interest	67,642.01	0.00	67,642.01	100.0%
9731 · Debt Service MPR Bond Principal	0.00	0.00	0.00	0.0%
9732 · Debt Service MPR Bond Interest	0.00	0.00	0.00	0.0%
9734 · MPR Refi - Principal	0.00	0.00	0.00	0.0%
9735 · MPR Refi - Interest	0.00	0.00	0.00	0.0%
Total 9730 · Debt Service - MPR Project	<u>692,642.01</u>	<u>0.00</u>	<u>692,642.01</u>	<u>100.0%</u>
Total 9700 · Debt Service	<u>692,642.01</u>	<u>0.00</u>	<u>692,642.01</u>	<u>100.0%</u>
Total Other Expense	<u>1,193,027.17</u>	<u>0.00</u>	<u>1,193,027.17</u>	<u>100.0%</u>
Net Other Income	<u>-1,193,027.17</u>	<u>0.00</u>	<u>-1,193,027.17</u>	<u>100.0%</u>
Net Income	<u>-2,545,706.31</u>	<u>2,952,452.00</u>	<u>-5,498,158.31</u>	<u>-86.2%</u>

**Sanitary District No.5 of Marin County
Comparative Balance Sheet
As of December 12, 2024**

	Dec 12, 24	Nov 12, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
JP Morgan Chase - Primary 7399	37,274.52	179,612.85	-142,338.33
JP Morgan Chase - Payroll 7506	83,871.31	71,879.72	11,991.59
JP Morgan Chase - Transfer 7522	3,606.93	2,261.53	1,345.40
Local Agency Investment Fund			
SD5 CalPERS Retirement Trust	0.00	-67,049.00	67,049.00
SD5 Operating Reserve	1,200,853.05	1,200,853.05	0.00
SD5 Operating	1,412,822.21	1,979,871.21	-567,049.00
SD5 Capital & CIP Reserve	9,725,065.99	9,725,065.99	0.00
Total Local Agency Investment Fund	12,338,741.25	12,838,741.25	-500,000.00
California CLASS			
CalPERS UAL Fund	141,216.62	140,660.06	556.56
Emergency Replacement Fund	1,008,766.11	1,004,790.39	3,975.72
Total California CLASS	1,149,982.73	1,145,450.45	4,532.28
Total Checking/Savings	13,613,476.74	14,237,945.80	-624,469.06
Accounts Receivable	296,090.31	296,090.31	0.00
Other Current Assets	100,647.47	101,229.39	-581.92
Total Current Assets	14,010,214.52	14,635,265.50	-625,050.98
Fixed Assets	18,809,559.07	18,809,559.07	0.00
TOTAL ASSETS	32,819,773.59	33,444,824.57	-625,050.98
LIABILITIES & EQUITY			
Liabilities	5,221,332.58	5,467,391.64	-246,059.06
Equity	27,598,441.01	27,977,432.93	-378,991.92
TOTAL LIABILITIES & EQUITY	32,819,773.59	33,444,824.57	-625,050.98

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/15/24: \$70,634.37

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	70,634.37	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	70,634.37	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	9,448.52	
	CASH REQUIRED FOR CHECK DATE 11/15/24	80,082.89	

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
11/14/24	CHASE BANK, NA	xxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	48,247.83	48,247.83
11/14/24	CHASE BANK, NA	xxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	3,178.90	
				Medicare	1,200.01	
				Fed Income Tax	9,637.32	
				CA Income Tax	4,098.08	
				Total Withholdings	18,114.31	
				Employer Liabilities		
				Social Security	3,178.92	
				Medicare	1,093.31	
				Total Liabilities	4,272.23	22,386.54
				EFT FOR 11/14/24		70,634.37
				TOTAL EFT		70,634.37

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/15/24	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	4,864.65	
				Calpers 457B Roth	1,333.00	
				Calpers 457B TRDL	2,946.67	
				Med 125	170.87	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/15/24: \$70,634.37

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/15/24	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Med FSA EE Pretax	133.33
				Total Deductions	9,448.52
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					9,448.52

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
11/20/24	Taxpay®	FED IT PMT Group	18,288.46
11/20/24	Taxpay®	CA IT PMT Group	4,098.08

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/29/24: \$76,489.42

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	76,489.42
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	76,489.42
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	9,477.42
	CASH REQUIRED FOR CHECK DATE 11/29/24	85,966.84

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
11/27/24	CHASE BANK, NA	xxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	51,663.33	51,663.33
11/27/24	CHASE BANK, NA	xxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	3,026.59	
				Medicare	1,344.68	
				Fed Income Tax	11,550.51	
				CA Income Tax	4,710.57	
				Total Withholdings	20,632.35	
				Employer Liabilities		
				Social Security	3,026.58	
				Medicare	1,167.16	
				Total Liabilities	4,193.74	24,826.09
				EFT FOR 11/27/24		76,489.42
				TOTAL EFT		76,489.42

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
11/29/24	Refer to your records for account Information		Payroll	Employee Deductions		
				401A Member Contribu	4,893.55	
				Calpers 457B Roth	1,333.00	
				Calpers 457B TRDL	2,946.67	
				Med 125	170.87	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/29/24: \$76,489.42

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/29/24	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Med FSA EE Pretax	133.33
				Total Deductions	9,477.42
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					9,477.42

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
12/04/24	Taxpay®	FED IT PMT Group	20,115.52
12/04/24	Taxpay®	CA IT PMT Group	4,710.57

Overtime hours

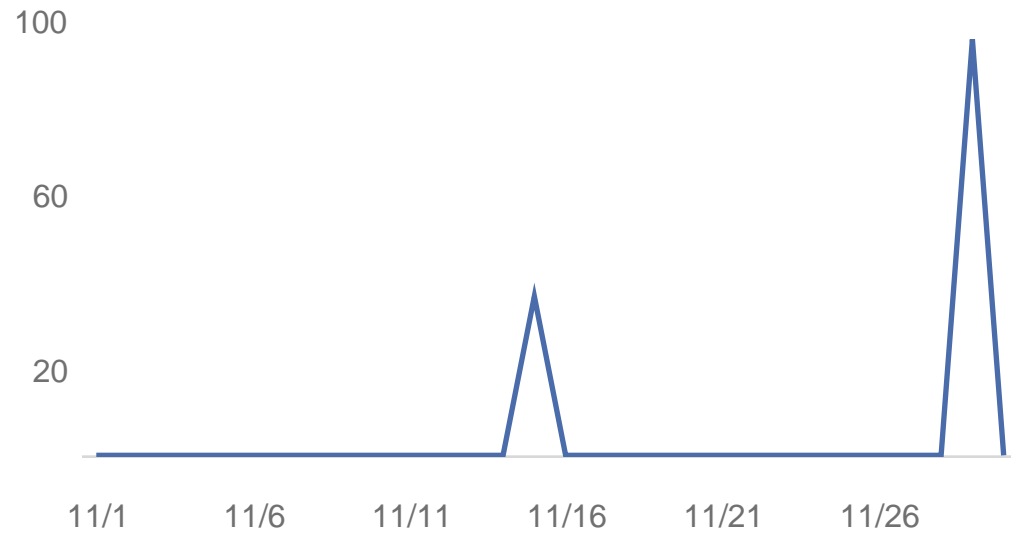


Check date

Nov 1, 2024 - Nov 30, 2024

● My Company

132 hrs



Overtime amounts

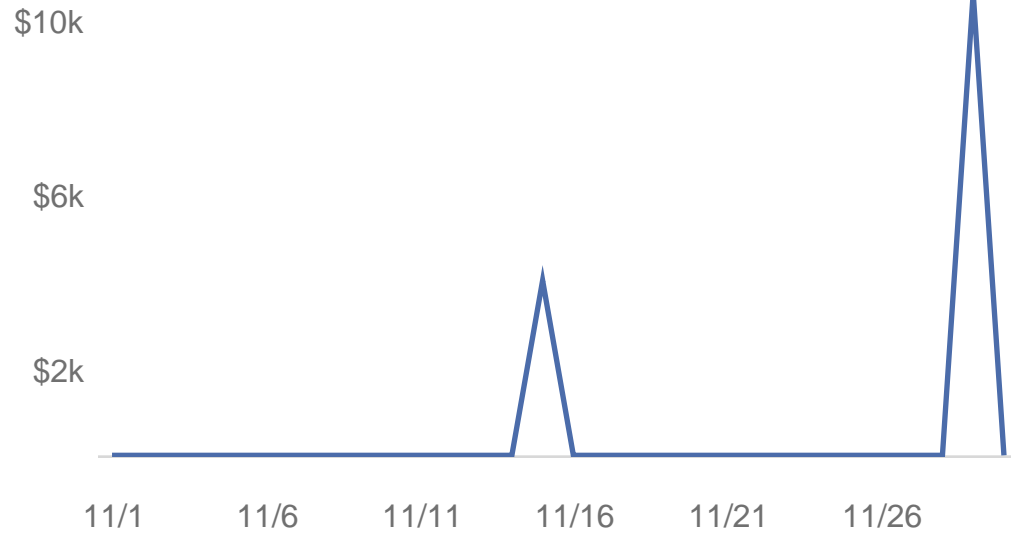


Check date

Nov 1, 2024 - Nov 30, 2024

● My Company

\$14,627.34



Labor cost ⓘ



Check date



Nov 1, 2024 - Nov 30, 2024

● My Company

\$166,049.73

Full name	Overtime amounts	Overtime hours
Adams, Nathanael T		
Alvarez, Joel		
Balf, Abigail	624.65	9.00
Bilsborough Sr., Chad E	4278.00	41.00
Collodi, Pete		
Cottrell III, Rulon K	2658.88	20.00
LaTorre, Daniel P	4370.88	34.00
Rosser, John M	2092.50	20.00
Rubio, Antonio		
Salazar, Ignacio G	416.43	6.00
Screechfield-Lablue, Pierce L		
Triola, Joseph	186.00	2.00
	14627.34	132.00

Overtime hours



Check date

Jul 1, 2024 - Nov 30, 2024

● My Company

488.5 hrs



Overtime amounts



Check date



Jul 1, 2024 - Nov 30, 2024

● My Company

\$51,380.24

Labor cost ⓘ



Check date

\$250k

\$150k

\$50k

Jul

Aug

Sep

Oct

Nov

Jul 1, 2024 - Nov 30, 2024

● My Company

\$845,366.86



Full name	Overtime amounts	Overtime hours
Adams, Nathanael T		
Alvarez, Joel		
Balf, Abigail	1931.78	27.50
Bilsborough Sr., Chad E	7750.00	75.00
Collodi, Pete	550.75	7.00
Cottrell III, Rulon K	10282.39	80.50
LaTorre, Daniel P	15072.00	124.00
Rosser, John M	5022.00	49.00
Rubio, Antonio		
Salazar, Ignacio G	1908.64	27.50
Screechfield-Lablue, Pierce L	1143.68	17.00
Triola, Joseph	7719.00	81.00
	51380.24	488.50

December 2024

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2	3	4 JK in for check run	5 JK in for check run	6	7
8	9	10 Submit New Health Fees to Mid America and Send Letters to Retired Annuitants regarding such	11 6:00am PACP Training 9:00am Timecards Due 0900 - All timecards must be completed, approved, and submitted with all	12 6:00am PACP Training 9:30am CIP Committee Meeting (2001 Paradise Drive 10:30am Finance Committee Meeting	13 6:00am PACP Training	14
15	16	17 JK in for Finance Work	18 JK in for finance	19 1:00pm CalPERS 457 Meeting - With Nancy Garrity (Breakroom) - 5:00pm Regular Board Meeting (2001 Paradise Drive	20	21
22	23 TR off Admin	24 TR off Admin	25 Christmas Day- Observed Holiday	26 TR off Holiday Owed	27	28
29	30 TR off Holiday Owed	31 TR off Holiday Owed	Jan 1, 25	2	3	4

January 2025

January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 25	2	3 8:00am Update 2025 FSA Employee Deductions in Paychex - HR	4
5	6	7 Jill K. - Check Run Prep	8	9 Jill K. - Check Run Prep/Print 9:30am CIP Committee Meeting (2001 10:30am Finance Committee Meeting	10	11
12	13	14 Jill K. - Check Run Prep	15	16 5:00pm Regular Board Meeting (2001 Paradise Drive Tiburon CA 94920) - HR	17	18
19	20 MLK Day	21 Jill K. - Check Run Prep	22	23	24	25
26	27	28 Jill K. - Check Run Prep	29 7:00am TR at CASA Winter Conference -Palm Springs	30 7:00am TR @ CASA Winter Conference - Palm Springs	31 7:00am TR @ CASA Winter Conference - Palm Springs	Feb 1

Sanitary District No. 5 of Marin County



District Management Report November 2024

Contents:

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

Transmittal Memo

Date: December 19, 2024
To: Board of Directors
From: Tony Rubio, District Manager
Subject: Management Report for November 2024

Fiscal Status

Period Covered: July 1, 2024 –December 19, 2024
Percent of Fiscal Year: 41.6%
Percent of Budgeted Income to Date: 8.4%
Percent of Budgeted Expenditures to Date: 38.9% (operating only)

Personnel

Separations: None
New Hires: None
Promotions: 1
Recruitment Activities: None

Regulatory Compliance

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

Summary of Operational Highlights are on the following pages.

Significant Events for the Month of November 2024 Include:

Financial/Budgetary/Business Administration

- Bookkeeper Jill Kalehua from DMMS (Daily Money Management Services) in 5 days a month to perform AR/AP functions for office.
- Business Server file clean up ongoing- Scans Folders review and renaming underway
- Fiscal year 2023/2024 Final Audit near completion should be ready by end of December will be presented at January Finance Committee Meeting and January Regular Board meeting

HR and Personnel

- Employee portal setup through website, working on populating portal for staff and board member use on going
- Abby Balf passed and received Grade IV Operator certification and promoted to Senior Operator upon successful completion of performance evaluation
- Pierce Screechfield-Lablue passed and received Grade III Operator certification
- Ignacio Salazar passed and received Grade II Operator certification

Continuing Education, Safety Training, Pollution Prevention Activities

- Work with DKF solutions on District safety program updates on-going.
- Heat Illness Policy under review
- Fit Testing performed (SCBA-confined space requirement)
- Staff attended monthly Public Education Meeting.
- Dan Latorre (Maintenance/Collection System Superintendent), Rulon Cottrell (Operations Superintendent) and Joel Alvarez (Admin Services Manager) attended the “Public Utilities and Waterworks Management Institute Management & Supervisory Leadership Training Program” in Fairfield CA.

The three day course included:

Section 1 - The Art of Leadership. Provides participants with knowledge of contemporary leadership principles, essential skills and general functions of management and the role of the manager.

Section 2 - Collaboration and Teams. Effectively working with others is essential to maintaining a good work environment and efficient operations. How we communicate can either promote an effective team or cause barriers and conflict. This segment will provide training in tools proven to enhance communication skills. It will show participants how to communicate effectively with different personalities, diffuse emotional issues, and communicate in ways that build confidence and promote cooperation. The strengths and weaknesses of four communication styles will be examined. Practical exercises will be used

to help participants learn to communicate more effectively in either a management or staff role.

Section 3 - Managing Conflict. This workshop emphasizes skills needed in purposely and appropriately managing conflict, understanding and benefiting from emotions, converting mind-body integration principles into powerful tools, recognizing and expanding perceptions, operating from purpose and developing powerful conflict resolution communication methods.

Section 4 - Decision Making. As managers we spend our days making decisions. How do you determine the quality of your decision making process/the quality of your outcomes? Do you have a way of determining whether something should even be a decision? We will explore methods and perspectives that will support your individual and group decision making ability.

Collection System Performance

Main Plant Tiburon/Belvedere/Paradise Cove

- Rodder and Vactor preventative maintenance work is underway.
- Grit Chamber cleaning performed Nov 14
- No Spill Report Submitted for Paradise Cove Collection System
-

Treatment Plant Performance

Paradise Cove WWTP

- VFD's replaced for Blowers for better D.O. Control.

Tiburon Main WWTP:

- Submitted October 2024 Monthly SMR and DMR to the RWQCB on CIWQS.
- File Storage Control Building Replacement underway

Capital Improvement Projects

- 2024-25 Sewer Rehab -Project Awarded
- Cove Road MCC and Generator replacement project design nearing completion will have final set before end of December – in time for January 2025 CIP Meeting
- Digester Cleaning and Rehab project has begun- pipe supports removed and installed on back wall of digester piping- waiting on date for sub to be available for digester cleaning.

Glossary of Terms

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

Glossary of terms continued...

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

Glossary of terms continued...

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

Wastewater Acronyms

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

RESOLUTION NO. 2024-112

RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS
APPOINTING NOMINEES IN LIEU OF ELECTION
FOR THE NOVEMBER 5, 2024, GENERAL ELECTION

WHEREAS, California Elections Code section 10515 provides for the appointment of nominees in lieu of election if the number of nominees does not exceed the number of open seats and no petition requesting an election has been presented to the Registrar of Voters; and

WHEREAS, for the November 5, 2024, General Election, the number of nominees for certain special districts did not exceed the number of open seats and no petition requesting an election was presented.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Marin appoints nominees to the open seats listed in the attached report.

BE IT FURTHER RESOLVED that after taking their oaths of office, the nominees shall take office and serve exactly as if elected at the election for the office.

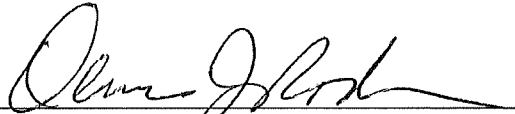
PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this 24th day of September 2024, by the following vote:

AYES: SUPERVISORS Eric Lucan, Katie Rice, Stephanie Moulton-Peters,
Mary Sackett, Dennis Rodoni

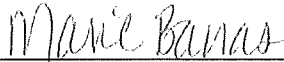
NOES: NONE

ABSENT: NONE

ABSTAINED: NONE


Dennis Rodoni, President
Board of Supervisors

ATTEST:


Deputy Clerk

**Certificate of Appointment In-Lieu of Election
and Oath of Office**

STATE OF CALIFORNIA

County of Marin

I, Lynda Roberts, Registrar of Voters of Marin County, having jurisdiction over the conduct of the Statewide General Election held on the 5th day of November 2024, do hereby certify that

RICHARD N. SNYDER

*is nominated and to be appointed in-lieu of election, and will take office
and serve a 4-year term exactly as if elected, to the office of
Director, Sanitary District No. 5 of Marin County.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal on this 24th day of September, 2024

s/ Lynda Roberts - Registrar of Voters



STATE OF CALIFORNIA

County of Marin

OATH OF OFFICE

I, RICHARD N. SNYDER, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution for the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Sanitary District No. 5 of Marin County

NAME OF OFFICE

SIGNATURE OF APPOINTEE AS REQUIRED BY EC SECTION 200

_____ day of _____, 2024

SIGNATURE OF PERSON ADMINISTERING OATH

TITLE OF PERSON ADMINISTERING OATH

Before taking office, each member must take and subscribe to the Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. Code 1360-1369)

**Certificate of Appointment In-Lieu of Election
and Oath of Office**

STATE OF CALIFORNIA

County of Marin

I, Lynda Roberts, Registrar of Voters of Marin County, having jurisdiction over the conduct of the Statewide General Election held on the 5th day of November 2024, do hereby certify that

OMAR ARIAS-MONTEZ

*is nominated and to be appointed in-lieu of election, and will take office
and serve a 4-year term exactly as if elected, to the office of
Director, Sanitary District No. 5 of Marin County.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal on this 24th day of September, 2024

sl Lynda Roberts - Registrar of Voters



STATE OF CALIFORNIA

County of Marin

OATH OF OFFICE

I, OMAR ARIAS-MONTEZ, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution for the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Sanitary District No. 5 of Marin County

NAME OF OFFICE

SIGNATURE OF APPOINTEE AS REQUIRED BY EC SECTION 200

_____ day of _____, 2024

SIGNATURE OF PERSON ADMINISTERING OATH

TITLE OF PERSON ADMINISTERING OATH

Before taking office, each member must take and subscribe to the Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. Code 1360-1369)

**Certificate of Appointment In-Lieu of Election
and Oath of Office**

STATE OF CALIFORNIA

County of Marin

I, Lynda Roberts, Registrar of Voters of Marin County, having jurisdiction over the conduct of the Statewide General Election held on the 5th day of November 2024, do hereby certify that

JOHN CARAPIET

*is nominated and to be appointed in-lieu of election, and will take office
and serve a 4-year term exactly as if elected, to the office of
Director, Sanitary District No. 5 of Marin County.*

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal on this 24th day of September, 2024

s/ Lynda Roberts - Registrar of Voters



STATE OF CALIFORNIA

County of Marin

OATH OF OFFICE

I, JOHN CARAPIET, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution for the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Sanitary District No. 5 of Marin County

NAME OF OFFICE

SIGNATURE OF APPOINTEE AS REQUIRED BY EC SECTION 200

_____ day of _____, 2024

SIGNATURE OF PERSON ADMINISTERING OATH

TITLE OF PERSON ADMINISTERING OATH

Before taking office, each member must take and subscribe to the Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. Code 1360-1369)

Sanitary District No. 5 of Marin County
Board of Directors Seats, Effective January 2025

Board President, 2024

Name: Omar Arias-Montez

Signature: _____

Board Vice President, 2024

Name: John Carapiet

Signature: _____

Board Secretary, 2024

Name: Richard Snyder

Signature: _____

Board President, 2025

Name: _____

Signature: _____

Board Vice President, 2025

Name: _____

Signature: _____

Board Secretary, 2025

Name: _____

Signature: _____

Committee Appointments

Capital Improvement Program Committee:

2nd Thursday ea/mo. 9:30am 2024

Chair: Director Tod Moody
Member: V.P. John Carapiet
Alternate: President Omar Arias-Montez

2025: Chair _____
Member _____
Alternate _____

Finance & Fiscal Oversight Committee:

2nd Thursday ea/mo 10:30am. 2024

Chair: Director Cathy Benediktsson
Member: V.P. John Carapiet
Alternate: President Omar Arias-Montez

2025: Chair _____
Member _____
Alternate _____

Governance Committee: 2024

Chair: President Omar Arias-Montez
Member: Secretary Richard Snyder
Alternate: Director Cathy Benediktsson

2025 Chair _____
Member _____
Alternate _____

Personnel Committee: 2024

Chair: V.P. John Carapiet
Member: Secretary Richard Snyder
Alternate: President Omar Arias-Montez

2025 Chair _____
Member _____
Alternate _____