

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, March 17, 2022**

5:00 P.M. REGULAR BOARD MEETING

COVID-19 ADVISORY NOTICE

Consistent with Assembly Bill 361 revising Government Code section 54953, and Resolution No. 2021-07 of this Board enacted in accordance therewith, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

How to Submit Public Comments:

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

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

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

How to Participate in the Meeting:

Join Zoom Meeting by clicking on the following link:

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

Meeting ID: 623 062 0778 or join by phone:

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

ROLL CALL

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. Motion to review and affirm Resolution No. 2021-08: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 – Action
2. Approval of February 17th, 2022 Regular Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from February 11th, 2022, through March 10th, 2022 (JP Morgan Chase Bank, check no. 8769 through check no. 8816, all transactions totaling \$362,575.68) and receive February 2022, payroll, in the sum of \$132,847.93 (Dohrmann)
4. Receipt of Financial Reports for February 2022 (Dohrmann)

MANAGEMENT REPORTS:

5. District Management Summary Report (Rubio)

NEW BUSINESS:

6. Review and accept report from HDR re Staffing Level Assessment at Sanitary District No. 5 of Marin County-presentation by Scott Joslyn/Mary Martis – Action (Rubio)
7. Review and discuss Sanitary District No. 5 of Marin County’s 100 years of business, serving our community - Action (Rubio)
8. Review and discuss upcoming ARC (annual required contribution) payment to CERBT (California Employee Retirement Benefit Trust) for paying down OPEB (other post-employment benefits) liability – Action and consideration to change risk strategy level with CERBT – Action (Rubio)
9. Review and approve SD5 request for proposal (RFP) for the Districts upcoming Digester cleaning and rehabilitation project, and authorize District manager to solicit proposals for the project – Action (Rubio)

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

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

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

CONVENE TO CLOSED SESSION:

14. Convene to Closed Session (the public may provide comments regarding the closed session item(s) just prior to the Board beginning the Closed Session. Closed sessions are not open to the public.)
 - a) Conference with Labor Negotiators (Gov. code §54957.6) of Sanitary District No. 5 of Marin County (District Manager - Tony Rubio), and “Employees of Sanitary District No. 5 of Marin County”
15. Report out of Closed Session

RECONVENE TO OPEN SESSION:

ADJOURNMENT

The Board will be asked to adjourn the meeting to a Regular Board Meeting on April 21, 2022, 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.

RESOLUTION 2021-08

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION PROCLAIMING THE CONTINUING NEED TO MEET BY TELECONFERENCE IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953

WHEREAS, on January 30, 2020, the World Health Organization declared the COVID-19 outbreak a public health emergency of international concern; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency in order to address the COVID-19 pandemic; and

WHEREAS, on March 3, 2020, Marin County declared a local emergency due to the COVID-19; and

WHEREAS, to allow local government bodies to safely conduct public meetings during the COVID-19 pandemic as well as to ensure public access to governmental meetings, the Governor of the State of California issued Executive Orders N-25-20 and N-29-20, which streamlined notice requirements for teleconference meetings under the Ralph M. Brown Act; and

WHEREAS, the Sanitary District No. 5 (“District”) has been conducting meetings of the District Board as well as its Committees pursuant to the provisions of these executive orders since their issuance; and

WHEREAS, the California State Legislature approved and the Governor signed AB 361 into law, which amended the Ralph M. Brown Act to allow local legislative bodies to continue meeting by teleconference during a gubernatorial proclaimed state of emergency if the local legislative body determines, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees (California Government Code section 54953(e)(1)(B)); and

WHEREAS, the State of Emergency remains in effect; and

WHEREAS, COVID-19 continues to threaten the health and lives of District residents; and

WHEREAS, there is scientific consensus that variants of COVID-19, such as the Delta variant, are highly transmissible in indoor settings; and

WHEREAS, in individuals that are vaccinated, breakthrough cases of COVID-19 are becoming increasingly common; and

WHEREAS, AB 361 requires the District to reconsider the circumstances of the emergency and review whether it continues to directly impact the ability of the members to meet safely in person;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sanitary District No. 5 does hereby resolve, declare, determine, and order as follows:

SECTION 1. The above recitals are correct and are material to this Resolution and are incorporated into this Resolution as findings of the District Board.

SECTION 2. Pursuant to the requirements of Government Code Section 54953 (e)(3), the District Board makes the following findings:

- A) The District Board has considered the circumstances of the continuing state of emergency;
- B) The state of emergency continues to directly impact the ability of the members and the public to meet safely in person;
- C) Due to COVID-19, holding meetings in person will present imminent risks to the health and safety to attendees; and
- D) The District Board will continue to meet by teleconference in accordance with Government Code section 54953(e).

SECTION 3. The aforementioned findings apply to all Commissions, Committees, or advisory bodies of the District, which are classified as legislative bodies per Government Code Section 54952.

SECTION 4. The District Board will reconsider, not more than every 30 days, the circumstances of the emergency and review whether it continues to directly impact the ability of the members to meet safely in person.

SECTION 5. All portions of this resolution are severable. If an individual component of this resolution is adjudged by a court to be invalid and unenforceable, then the remaining portions will continue in effect.

* * * * *

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of Sanitary District No. 5 of Marin County, California, at a meeting thereof duly held on the 21st day of October 2021, by the following vote:


AYES, and in favor thereof, Directors: *RICHARD SNYDER, JOHN CARAPIET, TOM MOODY, CATHERINE BENEDIKTSSON*

NOES, Directors: *NONE*

ABSENT, Directors: *OMAR AQUAS MONTEZ*

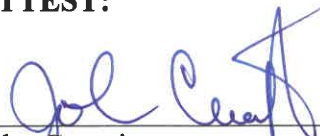
ABSTAIN, Directors: *NONE*

APPROVED:



Richard Snyder
President, Board of Directors

ATTEST:



John Carapiet
Vice President, Board of Directors

**Regular Board Meeting Minutes
Sanitary District No. 5 of Marin County
Thursday, February 17, 2022**

Item #2

5:00 P.M. REGULAR BOARD MEETING

COVID-19 ADVISORY NOTICE

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Meeting ID: 623 062 0778

or join by phone:

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

CALL TO ORDER by President Snyder at 5:01 p.m.

ROLL CALL

Directors present: John Carapiet, President
 Omar Arias-Montez, Vice President
 Catharine Benediktsson, Director
 Richard Snyder, Director

Directors not present: Tod Moody, Secretary

Staff present: Tony Rubio, District Manager

Staff not present: Robin Dohrmann, Office Manager

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.

There were no public comments at this time.

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

- President Carapiet thanked the Board for the teamwork demonstrated re Mallard Pointe letter/questions

CONSENT CALENDAR:

1. Motion to review and affirm Resolution No. 2021-08: A Resolution proclaiming the continuing need to meet by teleconference in accordance with Government Code Section 54953 – Action
2. Approval of January 20, 2022 Regular Board Minutes, as well as February 8, 2022 Special Board Meeting Minutes (Dohrmann)
3. Review and receive all electronic fund transfers (EFTs) and approve warrants from January 13th, 2022, through February 10th, 2022 (JP Morgan Chase Bank, check no. 8718 through check no. 8768, all transactions totaling \$178,074.28) and receive January 2022, payroll, in the sum of \$124,388.27 (Dohrmann)
4. Receipt of Financial Reports for January 2022 (Dohrmann)
5. Receive and approve Sanitary District No.5 of Marin County FY 20-21 Audited Financial Statements, completed by Perotti & Carrade (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to approve the Consent Calendar, Items No. 4 through No.6. Passed (4-0-0-1).

MANAGEMENT REPORTS:

6. District Management Summary Report (Rubio)

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

NEW BUSINESS:

7. Review and accept proposal from Muni-Quip re WEMCO digester recirculation pump and authorize the District Manager to place order for two (2) pumps this fiscal year (lead-time for procurement is next fiscal year) - Action (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) accept proposal from Muni-Quip re WEMCO digester recirculation pump and authorize the District Manager to place order for two (2) pumps this fiscal year (lead-time for procurement is next fiscal year). Passed (4-0-0-1).

8. Review and discuss upcoming ARC (annual required contribution) payment to CERBT (California Employee Retirement Benefit Trust) for OPEB (other post-employment benefits) and consider paying down current liabilities (i.e., MPR Refinanced Loan Agreement, etc.) – possible Action (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to fund CERBT (California Employee Retirement Benefit Trust) for OPEB (other post-employment benefits) and consider paying down current liabilities (i.e., MPR Refinanced Loan Agreement, etc.). Passed (4-0-1-1).

9. Review and discuss Sewer Rate Proposals (2) and select a proposal and authorize the District Manager to enter into a PSA (professional services agreement) to the sewer rate study – Action (Rubio)

Discussion by the Board. Motion (Snyder/Benediktsson) to contract with HF&H Consultants to enter into a Professional Services Agreement for the FY22-23 SD5 Sewer Rate Study. Passed (4-0-1-1).

UNFINISHED BUSINESS: None

COMMITTEE REPORTS:

10. Capital Improvement Program Committee (Arias-Montez/Moody) – N/A
11. Finance & Fiscal Oversight Committee (Benediktsson/Arias-Montez) – N/A
12. Governance Committee (Moody/Snyder) – N/A
13. Personnel Committee (Snyder/Carapiet) – N/A
14. Mallard Pointe Ad Hoc Committee (Carapiet/Benediktsson) – Letter submitted to Town of Tiburon

OTHER BUSINESS: None

ENVIRONMENTAL: None

CORRESPONDENCE: None

INFORMATIONAL ITEMS: None

ADJOURNMENT

The Board adjourned at 5:45 p.m. to a Regular Board Meeting on March 17, 2022, at 5:00 P.M.

Approved:

Attest:

John Carapiet
President, Board of Directors

Omar-Arias Montez
Vice President, Board of Directors

**Sanitary Distr. No.5 of Marin Co.
Warrant List Summary
February 11 through March 10, 2022**

Item #3

03/09/22

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
02/15/22	EFT	CalPERS	EFT Health Premium, March 2022, Cust #4163206459	-14,449.12
02/17/22	8769	Alhambra	Acct #547945611762129, Water, January - February 2022	-167.79
02/17/22	8770	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, December 2021	-1,760.00
02/17/22	8771	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Febru...	-577.17
02/17/22	8772	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Breakroom - January 2022	-935.72
02/17/22	8773	Mill Valley Refuse Service, Inc.	Acct #063092, SLUDGE TRANSPORT - January 2022	-1,080.00
02/17/22	8774	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., March 2022	-1,215.86
02/17/22	8775	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, February 2022	-408.90
02/17/22	8776	Pacific Gas & Electric	Acct #2908031411-4, Utilities, January 2022	-22,880.81
02/17/22	8777	Staples, Inc.	Acct #60111000714, Office Supplies, January 2022	-152.23
03/10/22	8778	AAAA Generator Services, Inc.	SD5 Generator Repair, January - March, 2022	-3,032.98
03/10/22	8779	Access Answering Service	Acct #4080C, Answering Service, March 2022	-60.00
03/10/22	8780	AT&T	Acct #960732-76375559 - February 2022	-855.54
03/10/22	8781	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - February 2022	-299.00
03/10/22	8782	Burke, Williams & Sorensen, LLP	Legal Advice, January 2022	-3,244.50
03/10/22	8783	California Association of Sanitatio...	CASA Membership Dues (FY22-23 AJE)	-695.00
03/10/22	8784	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling - February 2022	-7,435.60
03/10/22	8785	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, February 2022	-150.73
03/10/22	8786	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, February 2022	-140.45
03/10/22	8787	KDF Solutions Group, LLC	My Safety Officer Monthly Subscription + OSHA Consult - March ...	-2,577.50
03/10/22	8788	Fastenal Company	CASA10962, Safety & M.P. Parts & Service, February 2022	-2,230.60
03/10/22	8789	Goodman Building Supply Co.	Acct #20070, Safety, M.P. & Grounds Maint. Supplies, February 2...	-305.89
03/10/22	8790	Hach Company, Inc.	Acct# 108400, Lab Chemicals, March 2022	-1,742.26
03/10/22	8791	Harrington Industrial Plastics LLC	Cust #:044227, M.P. Supplies - February 2022	-1,128.03
03/10/22	8792	Home Depot Credit Services	M.P. Office Maint., February 2022	-44.12
03/10/22	8793	Jackson's Hardware, Inc.	Acct #7601, PPE - January 2022	-87.39
03/10/22	8794	JM Integration, LLC	M.P. Parts & Service, February - March 2022	-15,625.80
03/10/22	8795	Ken Grady Company, Inc.	SD5 M.P. Parts - March 2022	-3,806.69
03/10/22	8796	Linscott Engineering Contractors I...	SD5 M.P., Belv & Tib P&L - Feb - March 2022	-103,233.91
03/10/22	8797	Marin Municipal Water District	Water, December 2021 - February 2022	-1,570.03
03/10/22	8798	MidAmerica	Acct#: SD5MARIN0G5, 2022 Rates, Jul - Dec 2022 (AJE FY2022...	-39,600.00
03/10/22	8799	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, March 2022	-271.09
03/10/22	8800	Nute Engineering Corp.	Consulting & Engr. Srvc., January 2022	-1,847.00
03/10/22	8801	Roy's Sewer Service, Inc.	P&L: Tiburon - February 2022	-3,680.00
03/10/22	8802	Royal Wholesale	BPS#1 P&L - December 2021 - February 2022	-528.00
03/10/22	8803	Solenis, LLC	Pyr #: 441488, M.P. Chemicals, March 2022	-4,418.27
03/10/22	8804	Telstar Instrument, Inc.	Cust #SANDI, P.C. Cellular Communication Installations - March ...	-5,648.00
03/10/22	8805	Transene Company Inc.	Acct #400M14, M.P. & Lab Supplies & Chemicals (+SASM), Marc...	-1,463.87
03/10/22	8806	U.S. Bank	Acct#: 4246 0445 5565 3611, January - February 2022	-5,112.07
03/10/22	8807	U.S. Peroxide, LLC	Cust ID #UC50500893, Chemicals - February 2022	-9,404.10
03/10/22	8808	Univar	Cust ID #STDT001, Chemicals - March 2022	-6,111.36
03/10/22	8809	USA BlueBook	Cust #933682, M.P. & P.C. Lab Equipment - January 2022	-2,630.13
03/10/22	8810	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal, February 2022	-1,078.44
03/10/22	8811	Water Components & Building Su...	Acct #454, M.P. Supplies, February 2022	-222.42
03/10/22	8812	WorkSmart Automation, Inc.	SD5 Comm System Maintenance, February 2022	-1,443.50
03/10/22	8813	Zions Bank Corporation, N.A.	CB&T: #0001400000098948, MPR Refi, March 2022	-82,584.00
03/10/22	8814	Balf, Abigail	Reimb. EE Incentive, January 2022	-1,000.00
03/10/22	8815	Rosser, John	Reimb. EE Incentive, February 2022	-3,220.55
03/10/22	8816	Triola, Joseph	Reimb. for SD5 Tire Repair + S/B Mileage, Jan - Feb 2022	-419.26
Total JP Morgan Chase - Primary 7399				-362,575.68
TOTAL				-362,575.68

**Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
February 11 through March 10, 2022**

Date	Num	Name	Memo	Account	Class	Paid Amount
02/15/22	EFT	CalPERS	EFT Health Premium, March 2022, Cust #4163206459	JP Morgan Chase - Primary 7399		
			Active Employee Health Premium - March 2022	8020.05 · Employee Health	Belvedere	-4,746.27
			Active Employee Health Premium - March 2022	8020.05 · Employee Health	Tiburon:Paradise Cove	-385.40
			Active Employee Health Premium - March 2022	8020.05 · Employee Health	Tiburon	-8,067.07
			Retiree Health Premium - March 2022	8022.05 · Reitree Health	Belvedere	-428.64
			Retiree Health Premium - March 2022	8022.05 · Reitree Health	Tiburon:Paradise Cove	-34.81
			Retiree Health Premium - March 2022	8022.05 · Reitree Health	Tiburon	-728.55
			Active Employee Health Premium - March 2022 - Admin Fee	8020.05 · Employee Health	Belvedere	-11.87
			Active Employee Health Premium - March 2022 - Admin Fee	8020.05 · Employee Health	Tiburon:Paradise Cove	-0.96
			Active Employee Health Premium - March 2022 - Admin Fee	8020.05 · Employee Health	Tiburon	-20.17
			Retiree Health Premium - March 2022 - Admin Fee	8022.05 · Reitree Health	Belvedere	-9.13
			Retiree Health Premium - March 2022 - Admin Fee	8022.05 · Reitree Health	Tiburon:Paradise Cove	-0.74
			Retiree Health Premium - March 2022 - Admin Fee	8022.05 · Reitree Health	Tiburon	-15.51
TOTAL						-14,449.12
02/17/22	8769	Alhambra	Acct #547945611762129, Water, January - February 2022	JP Morgan Chase - Primary 7399		
			Inv #12012314 0204722, Water, 1.06.2022 - 2.02.2022	7023 · Janitorial Supplies & Service	Belvedere	-60.34
			Inv #12012314 0204722, Water, 1.06.2022 - 2.02.2022	7042 · Paradise Supplies & Chemic...	Tiburon:Paradise Cove	-4.90
			Inv #12012314 0204722, Water, 1.06.2022 - 2.02.2022	7023 · Janitorial Supplies & Service	Tiburon	-102.55
TOTAL						-167.79
02/17/22	8770	Brelje and Race Laboratories,...	M.P./P.C. Plant Samples, December 2021	JP Morgan Chase - Primary 7399		
			Inv #139887, M.P. Samples for December 2021	7051 · Main Plant Lab Monitoring	Belvedere	-587.24
			Inv #139887, P.C. Samples for December 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-175.00
			Inv #139887, M.P. Samples for December 2021	7051 · Main Plant Lab Monitoring	Tiburon	-997.76
TOTAL						-1,760.00
02/17/22	8771	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, February 2022	JP Morgan Chase - Primary 7399		
			Bundle: Cable (\$218.25), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-91.36
			Bundle: Cable (\$218.25), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-7.42
			Bundle: Cable (\$218.25), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Tiburon	-155.27
			Bundle: Internet (\$19.95), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-7.17
			Bundle: Internet (\$19.95), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-0.58
			Bundle: Internet (\$19.95), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Tiburon	-12.20
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), February 2022	8531 · Main Plant Telephones	Belvedere	-104.01
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), February 2022	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-8.45
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), February 2022	8531 · Main Plant Telephones	Tiburon	-176.79
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-2.50
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-0.20
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), February 2022	8510 · Data/Alarms/IT Supp & Lice...	Tiburon	-4.26
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), February 2022	8531 · Main Plant Telephones	Belvedere	-2.50
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), February 2022	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-0.20
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), February 2022	8531 · Main Plant Telephones	Tiburon	-4.26
TOTAL						-577.17

**Sanitary Distr. No.5 of Marin Co.
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Date	Num	Name	Memo	Account	Class	Paid Amount
02/17/22	8772	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Breakroom - January 2022 PO#286876 + PO#160589: Breakroom/Shop Rehab/remodel - January 2022 PO#286876 + PO#160589: Breakroom/Shop Rehab/remodel - January 2022 PO#160588: purchased on 1.26.22 Breakroom/Shop Rehab/remodel - Janua... PO#160588: purchased on 1.26.22 Breakroom/Shop Rehab/remodel - Janua... PO#160588: RETURNED ALL ITEMS on 2.2.2022 PO#160588: RETURNED ALL ITEMS on 2.2.2022	JP Morgan Chase - Primary 7399 9217 · SD5 Shop Rplcmnt /Ops Co... 9217 · SD5 Shop Rplcmnt /Ops Co... 9217 · SD5 Shop Rplcmnt /Ops Co... 9217 · SD5 Shop Rplcmnt /Ops Co... 9217 · SD5 Shop Rplcmnt /Ops Co... 9217 · SD5 Shop Rplcmnt /Ops Co...	Belvedere Tiburon Belvedere Tiburon Belvedere Tiburon	-346.68 -589.04 -268.77 -456.66 268.77 456.66
TOTAL						-935.72
02/17/22	8773	Mill Valley Refuse Service, Inc.	Acct #063092, SLUDGE TRANSPORT - January 2022 Sludge Transport/Exchange only, 1.11.22, 1.25.2022 - January 2022 Sludge Transport/Exchange only, 1.11.22, 1.25.2022 - January 2022	JP Morgan Chase - Primary 7399 7029 · Main Plant Sludge Disposal 7029 · Main Plant Sludge Disposal	Belvedere Tiburon	-400.14 -679.86
TOTAL						-1,080.00
02/17/22	8774	Special District Risk Manage...	Member #7665, Life, Vision, DDS & LTD Ins., March 2022 Employee Life & ADD Insurance - Inv #37709 - March 2022 Employee Life & ADD Insurance - Inv #37709 - March 2022 Employee Life & ADD Insurance - Inv #37709 - March 2022 Employee LTD Insurance - Inv #37709 - March 2022 Employee LTD Insurance - Inv #37709 - March 2022 Employee LTD Insurance - Inv #37709 - March 2022 Employee DDS Insurance - Inv #37709 - March 2022 Employee DDS Insurance - Inv #37709 - March 2022 Employee DDS Insurance - Inv #37709 - March 2022 Employee Vision Insurance - Inv #37709 - March 2022 Employee Vision Insurance - Inv #37709 - March 2022 Employee Vision Insurance - Inv #37709 - March 2022	JP Morgan Chase - Primary 7399 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-39.12 -3.18 -66.50 -95.11 -7.72 -161.66 -258.69 -21.01 -439.69 -44.30 -3.60 -75.28
TOTAL						-1,215.86
02/17/22	8775	Verizon Wireless	Acct #0342125502-00001: iPhones & BPS Comm, February 2022 Inv #9898893921: Monthly SD5 EE Cell phone Charges (@ \$175/mo.Plan+\$... Inv #9898893921: Monthly SD5 EE Cell phone Charges (@ \$175/mo.Plan+\$... Inv #9898893921: Monthly SD5 EE Cell phone Charges (@ \$175/mo.Plan+\$... Inv #9898893921: Monthly Charges for BPS Telephone lines (BPS#2, #13+#... Inv #9898893921: Monthly Charges for P.C. PS Telephone lines (SF#1+#2+... Inv #9898893921: Taxes, Gov't Surcharges & Fees, February 2022 Inv #9898893921: Taxes, Gov't Surcharges & Fees, February 2022 Inv #9898893921: Taxes, Gov't Surcharges & Fees, February 2022	JP Morgan Chase - Primary 7399 8531 · Main Plant Telephones 8532 · Paradise Cove Telephones 8531 · Main Plant Telephones 8533 · Pumps & Lines Telephones 8533 · Pumps & Lines Telephones 8531 · Main Plant Telephones 8532 · Paradise Cove Telephones 8531 · Main Plant Telephones	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Belvedere Tiburon:Paradise Cove Tiburon	-118.60 -9.63 -201.58 -35.00 -35.00 -3.27 -0.27 -5.55
TOTAL						-408.90

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Date	Num	Name	Memo	Account	Class	Paid Amount
02/17/22	8776	Pacific Gas & Electric	Acct #2908031411-4, Utilities, January 2022	JP Morgan Chase - Primary 7399		
			Acct #2908031411-4, Main Plant Utilities - January 2022	8542 · Main Plant Utilities	Belvedere	-5,848.93
			Acct #2908031411-4, P.C. Plant Utilities - January 2022	8543 · Paradise Cove Utilities	Tiburon:Paradise Cove	-1,993.86
			Acct #2908031411-4, Main Plant Utilities - January 2022	8542 · Main Plant Utilities	Tiburon	-9,937.65
			Acct #2908031411-4, Belv Pump St Utilities - January 2022	8544 · Pump Station Utilities	Belvedere	-2,014.24
			Acct #2908031411-4, P.C. Pump St Utilities - January 2022	8544 · Pump Station Utilities	Tiburon:Paradise Cove	-331.27
			Acct #2908031411-4, Tib Pump St Utilities - January 2022	8544 · Pump Station Utilities	Tiburon	-2,754.86
TOTAL						-22,880.81
02/17/22	8777	Staples, Inc.	Acct #60111000714, Office Supplies, January 2022	JP Morgan Chase - Primary 7399		
			Inv #1073, #30027979684, #61, #897, Office supplies + W2 & 1099 forms, J...	6047 · Office Supplies	Belvedere	-54.74
			Inv #1073, #30027979684, #61, #897, Office supplies + W2 & 1099 forms, J...	6047 · Office Supplies	Tiburon:Paradise Cove	-4.45
			Inv #1073, #30027979684, #61, #897, Office supplies + W2 & 1099 forms, J...	6047 · Office Supplies	Tiburon	-93.04
TOTAL						-152.23
03/10/22	8778	AAAA Generator Services, Inc.	SD5 Generator Repair, January - March, 2022	JP Morgan Chase - Primary 7399		
			Inv #51915 (PO#183614), M.P. Generator Service on-site - January 2022	7022 · Plant Maint. Parts & Service	Belvedere	-937.37
			Inv #51915 (PO#183614), M.P. Generator Service on-site - January 2022	7022 · Plant Maint. Parts & Service	Tiburon	-1,592.64
			Inv #51754 (PO#183634), BPS#1 upgrade waork at gas meter	7011 · Pumps & Lines Maintenance	Belvedere	-502.97
TOTAL						-3,032.98
03/10/22	8779	Access Answering Service	Acct #4080C, Answering Service, March 2022	JP Morgan Chase - Primary 7399		
			Inv #27211, Answering Service, March 2022 - SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-21.58
			Inv #27211, Answering Service, March 2022 - SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-1.75
			Inv #27211, Answering Service, March 2022 - SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Lice...	Tiburon	-36.67
TOTAL						-60.00
03/10/22	8780	AT&T	Acct #960732-76375559 - February 2022	JP Morgan Chase - Primary 7399		
			PC Plant Telephones - February 2022	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-533.27
			PC Pumps & Lines Telephones - February 2022	8533 · Pumps & Lines Telephones	Tiburon:Paradise Cove	-8.27
			Tib Pumps & Lines Telephones - February 2022	8533 · Pumps & Lines Telephones	Tiburon	-314.00
TOTAL						-855.54
03/10/22	8781	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - February 2022	JP Morgan Chase - Primary 7399		
			Inv #15264 - Software/Mo. Subscription: Adobe Acrobat Standard (2020) - Fe...	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-107.52
			Inv #15264 - Software/Mo. Subscription: Adobe Acrobat Standard (2020) - Fe...	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-8.73
			Inv #15264 - Software/Mo. Subscription: Adobe Acrobat Standard (2020) - Fe...	8510 · Data/Alarms/IT Supp & Lice...	Tiburon	-182.75
TOTAL						-299.00

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Date	Num	Name	Memo	Account	Class	Paid Amount
03/10/22	8782	Burke, Williams & Sorensen, ...	Legal Advice, January 2022	JP Morgan Chase - Primary 7399		
			Inv #281117, DCS, January 2022	6039 · Legal	Belvedere	-113.27
			Inv #281117, DCS, January 2022	6039 · Legal	Tiburon:Paradise Cove	-9.20
			Inv #281117, DCS, January 2022	6039 · Legal	Tiburon	-192.53
			Inv #281117, HR, January 2022	6039 · Legal	Belvedere	-1,019.47
			Inv #281117, HR, January 2022	6039 · Legal	Tiburon:Paradise Cove	-82.78
			Inv #281117, HR, January 2022	6039 · Legal	Tiburon	-1,732.75
			Inv #281117, CNTRX, January 2022	6039 · Legal	Belvedere	-33.98
			Inv #281117, CNTRX, January 2022	6039 · Legal	Tiburon:Paradise Cove	-2.76
			Inv #281117, CNTRX, January 2022	6039 · Legal	Tiburon	-57.76
TOTAL						-3,244.50
03/10/22	8783	California Association of Sani...	CASA Membership Dues (FY22-23 AJE)	JP Morgan Chase - Primary 7399		
			Inv #6037, SD5 CASA 2022 Membership Dues, 1.1.2022 - 6.30.2022	6025 · Dues & Subscriptions	Belvedere	-124.96
			Inv #6037, SD5 CASA 2022 Membership Dues, 1.1.2022 - 6.30.2022	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-10.15
			Inv #6037, SD5 CASA 2022 Membership Dues, 1.1.2022 - 6.30.2022	6025 · Dues & Subscriptions	Tiburon	-212.39
			Inv #6307, SD5 CASA 2022 Membership Dues, 7.1.2022 - 12.31.2022 (FY22...	6025 · Dues & Subscriptions	Belvedere	-124.96
			Inv #6307, SD5 CASA 2022 Membership Dues, 7.1.2022 - 12.31.2022 (FY22...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-10.15
			Inv #6307, SD5 CASA 2022 Membership Dues, 7.1.2022 - 12.31.2022 (FY22...	6025 · Dues & Subscriptions	Tiburon	-212.39
TOTAL						-695.00
03/10/22	8784	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling - February 2022	JP Morgan Chase - Primary 7399		
			M.P. - B: #629773, #629949, #629977, #630247, #630323, #630507 - Febru...	7051 · Main Plant Lab Monitoring	Belvedere	-1,183.41
			P.C.: Inv #629725, #629804, #630006, #630559, #630576 - February 2022	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-4,241.50
			M.P. - B: #629773, #629949, #629977, #630247, #630323, #630507 - Febru...	7051 · Main Plant Lab Monitoring	Tiburon	-2,010.69
TOTAL						-7,435.60
03/10/22	8785	Caltronics Business Systems,...	Acct #SD15, Multi-purpose Copier Contract, February 2022	JP Morgan Chase - Primary 7399		
			Inv #3447502, Konica Multi-purpose copier (C308) contract, February 2022	6047 · Office Supplies	Belvedere	-54.20
			Inv #3447502, Konica Multi-purpose copier (C308) contract, February 2022	6047 · Office Supplies	Tiburon:Paradise Cove	-4.40
			Inv #3447502, Konica Multi-purpose copier (C308) contract, February 2022	6047 · Office Supplies	Tiburon	-92.13
TOTAL						-150.73
03/10/22	8786	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, February 2022	JP Morgan Chase - Primary 7399		
			PPE/Safetwear + Service: Inv ending in #21893, #92832, #88431, #64161 - F...	8520 · Personal Protection/Safety ...	Belvedere	-50.51
			PPE/Safetwear + Service: Inv ending in #21893, #92832, #88431, #64161 - F...	8520 · Personal Protection/Safety ...	Tiburon:Paradise Cove	-4.10
			PPE/Safetwear + Service: Inv ending in #21893, #92832, #88431, #64161 - F...	8520 · Personal Protection/Safety ...	Tiburon	-85.84
TOTAL						-140.45

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Date	Num	Name	Memo	Account	Class	Paid Amount
03/10/22	8787	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription + OSHA Consult - March 2022	JP Morgan Chase - Primary 7399		
			Inv #20337/OET, My Safety Officer Monthly Subscription Fee, March 2022	8515 · Safety	Belvedere	-125.86
			Inv #20337/OET, My Safety Officer Monthly Subscription Fee, March 2022	8515 · Safety	Tiburon:Paradise Cove	-10.22
			Inv #20337/OET, My Safety Officer Monthly Subscription Fee, March 2022	8515 · Safety	Tiburon	-213.92
			Inv #20374, CalOSHA Training Requirements, March 2022	8515 · Safety	Belvedere	-801.01
			Inv #20374, CalOSHA Training Requirements, March 2022	8515 · Safety	Tiburon:Paradise Cove	-65.04
			Inv #20374, CalOSHA Training Requirements, March 2022	8515 · Safety	Tiburon	-1,361.45
TOTAL						-2,577.50
03/10/22	8788	Fastenal Company	CASA10962, Safety & M.P. Parts & Service, February 2022	JP Morgan Chase - Primary 7399		
			Inv #CAPET183628 (PO#387883), Safety: Tyvex Coveralls (M, XL) - Februar...	8515 · Safety	Belvedere	-252.36
			Inv #CAPET183628 (PO#387883), Safety: Tyvex Coveralls (M, XL) - Februar...	8515 · Safety	Tiburon:Paradise Cove	-20.49
			Inv #CAPET183628 (PO#387883), Safety: Tyvex Coveralls (M, XL) - Februar...	8515 · Safety	Tiburon	-428.93
			Inv #CAPET60178 (PO#387884), M.P. Supplies: White grease - December 2...	7021 · Plant Maintenance Supplies	Belvedere	-89.53
			Inv #CAPET60178 (PO#387884), M.P. Supplies: White grease - December 2...	7021 · Plant Maintenance Supplies	Tiburon	-152.11
			Inv #CAPET60178 (PO#387884) + CAPET60093 (PO#160512), #CAPET598...	7022 · Plant Maint. Parts & Service	Belvedere	-366.84
			Inv #CAPET59815 + CAPET60093 (PO#160512), M.P. Parts - Ordered in No...	7022 · Plant Maint. Parts & Service	Tiburon	-623.29
			Inv #CAPET59515 (PO#387883), Janitorial Supplies -- Ordered in December...	7023 · Janitorial Supplies & Service	Belvedere	-110.06
			Inv #CAPET59515 (PO#387883), Janitorial Supplies -- Ordered in December...	7023 · Janitorial Supplies & Service	Tiburon	-186.99
TOTAL						-2,230.60
03/10/22	8789	Goodman Building Supply Co.	Acct #20070, Safety, M.P. & Grounds Maint. Supplies, February 2022	JP Morgan Chase - Primary 7399		
			Inv #841303 (PO#160592), M.P. Supplies - February 2022	7021 · Plant Maintenance Supplies	Belvedere	-19.41
			Inv #841303 (PO#160592), M.P. Supplies - February 2022	7021 · Plant Maintenance Supplies	Tiburon	-32.99
			Inv #842549 (PO#286877), Grounds Maintenance - February 2022	7028 · Grounds Maintenance	Belvedere	-93.92
			Inv #842549 (PO#286877), Grounds Maintenance - February 2022	7028 · Grounds Maintenance	Tiburon	-159.57
TOTAL						-305.89
03/10/22	8790	Hach Company, Inc.	Acct# 108400, Lab Chemicals, March 2022	JP Morgan Chase - Primary 7399		
			Inv #12889263 (PO#183622), Lab checmincals, DPD Chlorine Rgt - March 2...	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-626.52
			Inv #12889263 (PO#183622), Lab checmincals, DPD Chlorine Rgt - March 2...	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-50.87
			Inv #12889263 (PO#183622), Lab checmincals, DPD Chlorine Rgt - March 2...	8510 · Data/Alarms/IT Supp & Lice...	Tiburon	-1,064.87
TOTAL						-1,742.26
03/10/22	8791	Harrington Industrial Plastics ...	Cust #:044227, M.P. Supplies - February 2022	JP Morgan Chase - Primary 7399		
			Inv #006M9111, #006M9149, #006M9511 (PO #387878) M.P. Supplies - Feb...	7021 · Plant Maintenance Supplies	Belvedere	-132.62
			Inv #006M9111, #006M9149, (PO #387878) P.C. Supplies - February 2022	7042 · Paradise Supplies & Chemic...	Tiburon:Paradise Cove	-770.08
			Inv #006M9111, #006M9149, #006M9511 (PO #387878) M.P. Supplies - Feb...	7021 · Plant Maintenance Supplies	Tiburon	-225.33
TOTAL						-1,128.03
03/10/22	8792	Home Depot Credit Services	M.P. Office Maint., February 2022	JP Morgan Chase - Primary 7399		
			Materials for water-proofing - February 2022	9217 · SD5 Shop Rplcmnt /Ops Co...	Belvedere	-16.35
			Materials for water-proofing - February 2022	9217 · SD5 Shop Rplcmnt /Ops Co...	Tiburon	-27.77
TOTAL						-44.12

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Date	Num	Name	Memo	Account	Class	Paid Amount
03/10/22	8793	Jackson's Hardware, Inc.	Acct #7601, PPE - January 2022	JP Morgan Chase - Primary 7399		
			Inv #97006, PO #TR, PPE - January 2022	8520 · Personal Protection/Safety ...	Belvedere	-31.43
			Inv #97006, PO #TR, PPE - January 2022	8520 · Personal Protection/Safety ...	Tiburon	-2.55
			Inv #97006, PO #TR, PPE - January 2022	8520 · Personal Protection/Safety ...	Belvedere	-53.41
TOTAL						-87.39
03/10/22	8794	JM Integration, LLC	M.P. Parts & Service, February - March 2022	JP Morgan Chase - Primary 7399		
			Inv #22107 (PO#160535): M.P. Parts & Service - SO3 SASM Pump Replace...	7022 · Plant Maint. Parts & Service	Belvedere	-1,942.94
			Inv #22107 (PO#160535): M.P. Parts & Service - SO3 SASM Pump Replace...	7022 · Plant Maint. Parts & Service	Tiburon	-3,301.15
			Inv #22107 (PO#160535): SASM Parts & Service - SO3 SASM Pump Replac...	7022 · Plant Maint. Parts & Service	Belvedere	-1,942.94
			Inv #22107 (PO#160535): SASM Parts & Service - SO3 SASM Pump Replac...	7022 · Plant Maint. Parts & Service	Tiburon	-3,301.15
			Inv #22113 (PO#160533): M.P. Parts & Service - SO3 SASM Pump Replace...	7022 · Plant Maint. Parts & Service	Belvedere	-593.97
			Inv #22113 (PO#160533): M.P. Parts & Service - SO3 SASM Pump Replace...	7022 · Plant Maint. Parts & Service	Tiburon	-1,009.20
			Inv #22113 (PO#160533): SASM Parts & Service - SO3 SASM Pump Replac...	7022 · Plant Maint. Parts & Service	Belvedere	-593.97
			Inv #22113 (PO#160533): SASM Parts & Service - SO3 SASM Pump Replac...	7022 · Plant Maint. Parts & Service	Tiburon	-1,009.20
			Inv #22114 (PO#160534): M.P. ER call-out for DWP Troubleshooting - Febru...	7021 · Plant Maintenance Supplies	Belvedere	-342.65
			Inv #22114 (PO#160534): M.P. ER call-out for DWP Troubleshooting - Febru...	7021 · Plant Maintenance Supplies	Tiburon	-582.19
			Inv #22126 (PO#160536): M.P. Bi-weekly Maintenance - February 2022	7021 · Plant Maintenance Supplies	Belvedere	-372.89
			Inv #22126 (PO#160536): M.P. Bi-weekly Maintenance - February 2022	7021 · Plant Maintenance Supplies	Tiburon	-633.55
TOTAL						-15,625.80
03/10/22	8795	Ken Grady Company, Inc.	SD5 M.P. Parts - March 2022	JP Morgan Chase - Primary 7399		
			Inv #5116 (P.O. #161185) , Tib & Belv P&L parts - March 2022	7011 · Pumps & Lines Maintenance	Belvedere	-1,410.38
			Inv #5116 (P.O. #161185) , Tib & Belv P&L parts - March 2022	7011 · Pumps & Lines Maintenance	Tiburon	-2,396.31
TOTAL						-3,806.69
03/10/22	8796	Linscott Engineering Contract...	SD5 M.P., Belv & Tib P&L - Feb - March 2022	JP Morgan Chase - Primary 7399		
			Inv #3856, T&M @ SD5 M.P. Spot repair @ 4" sewer line at restrooms. - Feb...	7011 · Pumps & Lines Maintenance	Belvedere	-2,095.50
			Inv #3856, T&M @ SD5 M.P. Spot repair @ 4" sewer line at restrooms. - Feb...	7011 · Pumps & Lines Maintenance	Tiburon	-3,560.38
			Inv #3855, Assist with clearing access @ SD5 Manhole #610 at Vistazo West	7011 · Pumps & Lines Maintenance	Tiburon	-900.97
			Inv #3854, T&M @ BPS#12 Wet Well Cover Replacement @ 6 Edgewater	7011 · Pumps & Lines Maintenance	Belvedere	-6,097.06
			Inv #3858, T&M @ SD5 M.P. Spot repair @ 4" sewer line at EE locker rooms...	7011 · Pumps & Lines Maintenance	Belvedere	-294.55
			Inv #3858, T&M @ SD5 M.P. Spot repair @ 4" sewer line at EE locker rooms...	7011 · Pumps & Lines Maintenance	Tiburon	-500.45
			Inv #3587, 6" Sewer Line Repalcement @ Tiburon Loedge, Tiburon - Februar...	7011 · Pumps & Lines Maintenance	Tiburon	-89,785.00
TOTAL						-103,233.91
03/10/22	8797	Marin Municipal Water District	Water, December 2021 - February 2022	JP Morgan Chase - Primary 7399		
			Cust #:424793, Golden Gate BPS - Water, December 2021 - February 2022	8541 · Water	Belvedere	-83.29
			Cust #:424791, Cove Rd. BPS - Water, December 2021 - February 2022	8541 · Water	Belvedere	-83.29
			Cust #:558095, San Rafael Ave. BPS - Water - December 2021 - February 2...	8541 · Water	Belvedere	-83.29
			Cust #138856, Mar West TPS - Water, December 2021 - February 2022	8541 · Water	Tiburon	-87.73
			Cust #100098, M.P. - Water, 2021 - December 2021 - February 2022	8541 · Water	Belvedere	-456.62
			Cust #100098, M.P. - Water, 2021 - December 2021 - February 2022	8541 · Water	Tiburon	-775.81
TOTAL						-1,570.03

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Date	Num	Name	Memo	Account	Class	Paid Amount
03/10/22	8798	MidAmerica	Acct#: SD5MARIN0G5, 2022 Rates, Jul - Dec 2022 (AJE FY2022-2023)	JP Morgan Chase - Primary 7399		
			(2022 Rates) HRA Retiree Health Reimbursements for Jul - Dec 2022 - Trust...	8022.05 · Reitree Health	Belvedere	-14,240.16
			(2022 Rates) HRA Retiree Health Reimbursements for Jul - Dec 2022 - Trust...	8022.05 · Reitree Health	Tiburon:Paradise Cove	-1,156.32
			(2022 Rates) HRA Retiree Health Reimbursements for Jul - Dec 2022 - Trust...	8022.05 · Reitree Health	Tiburon	-24,203.52
TOTAL						-39,600.00
03/10/22	8799	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, March 2022	JP Morgan Chase - Primary 7399		
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental - March 2022	7023 · Janitorial Supplies & Service	Belvedere	-100.44
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental - March 2022	7023 · Janitorial Supplies & Service	Tiburon	-170.65
TOTAL						-271.09
03/10/22	8800	Nute Engineering Corp.	Consulting & Engr. Srvc., January 2022	JP Morgan Chase - Primary 7399		
			Inv #21886, FY21-22 Sewer Improvement Project - January 2022	6017 · Consulting Fees	Belvedere	-684.31
			Inv #21886, FY21-22 Sewer Improvement Project - January 2022	6017 · Consulting Fees	Tiburon	-1,162.69
TOTAL						-1,847.00
03/10/22	8801	Roy's Sewer Service, Inc.	P&L: Tiburon - February 2022	JP Morgan Chase - Primary 7399		
			Inv #216108, Cleared 6" line at 112 Lyford Dr., Tiburon, as directed, 2.17.2022	7011 · Pumps & Lines Maintenance	Tiburon:Paradise Cove	-2,940.00
			Inv #216138, Cleared 4" line at Las Palmas & Tiburon Blvd., as directed, 2.10...	7011 · Pumps & Lines Maintenance	Tiburon	-740.00
TOTAL						-3,680.00
03/10/22	8802	Royal Wholesale	BPS#1 P&L - December 2021 - February 2022	JP Morgan Chase - Primary 7399		
			Inv #7914-1022124 (PO #160583), BPS #1 P&L - December 2021	7011 · Pumps & Lines Maintenance	Belvedere	-579.65
			Credit #7914-1023874 (PO #160583), Credit at BPS #1 P&L - January 2022	7011 · Pumps & Lines Maintenance	Belvedere	96.66
			Inv #7914-1024735 (PO #160593), M.P. Supplies - February 2022	7021 · Plant Maintenance Supplies	Belvedere	-16.68
			Inv #7914-1024735 (PO #160593), M.P. Supplies - February 2022	7021 · Plant Maintenance Supplies	Tiburon	-28.33
TOTAL						-528.00
03/10/22	8803	Solenis, LLC	Pyr #: 441488, M.P. Chemicals, March 2022	JP Morgan Chase - Primary 7399		
			Inv #131949469 (PO#183625, M.P. Maint, Chemicals - Praestol for Screwpr...	7024 · Main Plant Chemicals	Belvedere	-1,636.97
			Inv #131855699, #131855700, M.P. Maint, Chemicals - Praestol for Screwpr...	7024 · Main Plant Chemicals	Tiburon	-2,781.30
TOTAL						-4,418.27
03/10/22	8804	Telstar Instrument, Inc.	Cust #SANDI, P.C. Cellular Communication Installations - March 2022	JP Morgan Chase - Primary 7399		
			Inv #111135, P.C. Culluar Communication installation - February 2022	7041 · Paradise Parts & Service	Tiburon:Paradise Cove	-5,648.00
TOTAL						-5,648.00

**Sanitary Distr. No.5 of Marin Co.
Warrant List Detail
February 11 through March 10, 2022**

Date	Num	Name	Memo	Account	Class	Paid Amount
03/10/22	8805	Transene Company Inc.	Acct #400M14, M.P. & Lab Supplies & Chemicals (+SASM), March 2022	JP Morgan Chase - Primary 7399		
			Inv #201912, M.P. Chemicals & Lab Supplies- Sulfuric Acid Solution & Acetat...	7025 · Lab Supplies & Chemicals	Belvedere	-263.21
			Inv #201912, P.C. Chemicals & Lab Supplies- Sulfuric Acid Solution & Acetat...	7042 · Paradise Supplies & Chemic...	Tiburon:Paradise Cove	-21.37
			Inv #201912, M.P. Chemicals & Lab Supplies- Sulfuric Acid Solution & Acetat...	7025 · Lab Supplies & Chemicals	Tiburon	-447.35
			Inv #201912, M.P. SASM Chemicals & Lab Supplies- Sulfuric Acid Solution &...	7025 · Lab Supplies & Chemicals	Belvedere	-271.18
			Inv #201912, M.P. SASM Chemicals & Lab Supplies- Sulfuric Acid Solution &...	7025 · Lab Supplies & Chemicals	Tiburon	-460.76
TOTAL						-1,463.87
03/10/22	8806	U.S. Bank	Acct#: 4246 0445 5565 3611, January - February 2022	JP Morgan Chase - Primary 7399		
			#0822/9545:	6001 · Advertising	Belvedere	-5,112.07
TOTAL						-5,112.07
03/10/22	8807	U.S. Peroxide, LLC	Cust ID #UC50500893, Chemicals - February 2022	JP Morgan Chase - Primary 7399		
			Inv #CIN470003507 & #CIN470003508 (PO#160506) M.P. Chemicals (Perox...	7024 · Main Plant Chemicals	Belvedere	-3,484.22
			Inv #CIN470003507 & #CIN470003508 (PO#160506) M.P. Chemicals (Perox...	7024 · Main Plant Chemicals	Tiburon	-5,919.88
TOTAL						-9,404.10
03/10/22	8808	Univar	Cust ID #STDT001, Chemicals - March 2022	JP Morgan Chase - Primary 7399		
			Inv #49832723 (PO#183617) Sodium Bisulfite 25% (\$1.300/Gal), March 2022	7024 · Main Plant Chemicals	Belvedere	-2,197.65
			Inv #49832723 (PO#183617) Sodium Bisulfite 25% (\$1.300/Gal), March 2022	7025 · Lab Supplies & Chemicals	Tiburon:Paradise Cove	-178.45
			Inv #49832723 (PO#183617) Sodium Bisulfite 25% (\$1.300/Gal), March 2022	7024 · Main Plant Chemicals	Tiburon	-3,735.26
TOTAL						-6,111.36
03/10/22	8809	USA BlueBook	Cust #933682, M.P. & P.C. Lab Equipment - January 2022	JP Morgan Chase - Primary 7399		
			Inv #861817, 858673, #873618 (PO#160527) + Inv #856934 (PO#387863), ...	7025 · Lab Supplies & Chemicals	Belvedere	-945.79
			Inv #861817, 858673, #873618 (PO#160527) + Inv #856934 (PO#387863), ...	7042 · Paradise Supplies & Chemic...	Tiburon:Paradise Cove	-76.80
			Inv #861817, 858673, #873618 (PO#160527) + Inv #856934 (PO#387863), ...	7025 · Lab Supplies & Chemicals	Tiburon	-1,607.54
TOTAL						-2,630.13
03/10/22	8810	Waste Management of Redwo...	Acct #507-0000190-1507-2, Sludge Disposal, February 2022	JP Morgan Chase - Primary 7399		
			Inv #0104543-1507-7 Sludge Disposal - 5 Drop-offs + Reg-waste approval fe...	7029 · Main Plant Sludge Disposal	Belvedere	-399.56
			Inv #0104543-1507-7 Sludge Disposal - 5 Drop-offs + Reg-waste approval fe...	7029 · Main Plant Sludge Disposal	Tiburon	-678.88
TOTAL						-1,078.44
03/10/22	8811	Water Components & Buildin...	Acct #454, M.P. Supplies, February 2022	JP Morgan Chase - Primary 7399		
			Inv #30576047 (PO #160596), M.P. Scrubber supplies - February 2022	7021 · Plant Maintenance Supplies	Belvedere	-82.41
			Inv #30576047 (PO #160596), M.P. Scrubber supplies - February 2022	7021 · Plant Maintenance Supplies	Tiburon	-140.01
TOTAL						-222.42

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

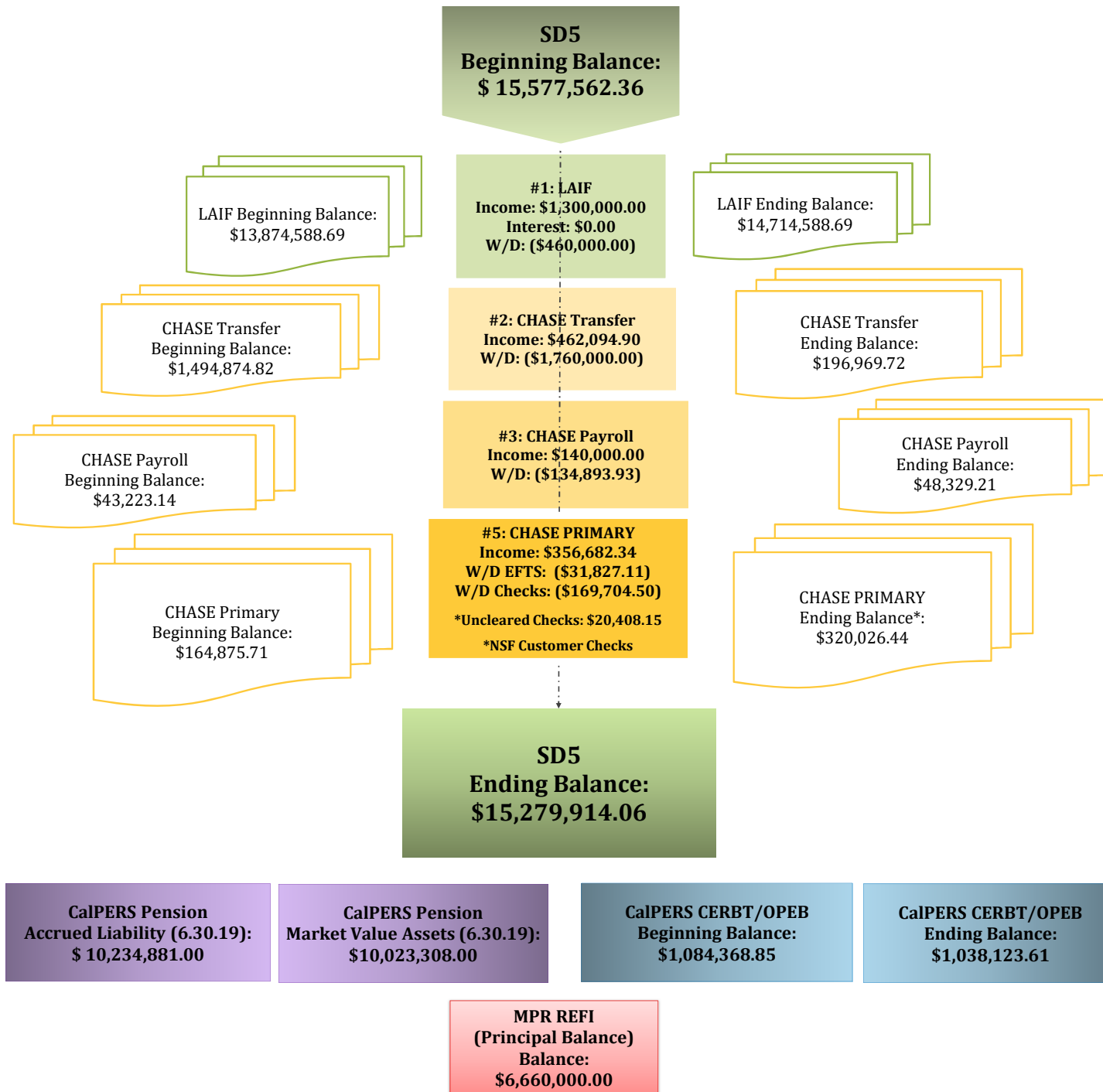
February 11 through March 10, 2022

03/09/22

Date	Num	Name	Memo	Account	Class	Paid Amount
03/10/22	8812	WorkSmart Automation, Inc.	SD5 Comm System Maintenance, February 2022	JP Morgan Chase - Primary 7399		
			Inv #5172, Testing alarms+Comm at BPS#13 & BPS#14 > SCADA, March 20...	8510 · Data/Alarms/IT Supp & Lice...	Belvedere	-721.75
			Inv #5172, Communications modifications at Seafirth #1 & #2 for Standby call...	8510 · Data/Alarms/IT Supp & Lice...	Tiburon:Paradise Cove	-721.75
TOTAL						-1,443.50
03/10/22	8813	Zions Bank Corporation, N.A.	CB&T: #000140000098948, MPR Refi, March 2022	JP Morgan Chase - Primary 7399		
			#000140000098948 - MPR Refi Pmt - Interest due 4/1/22 (B: 35.22%)	9735 · MPR Refi - Interest	Belvedere	-29,086.08
			#000140000098948 - MPR Refi Pmt - Interest due 4/1/22 (T: 64.78%)	9735 · MPR Refi - Interest	Tiburon	-53,497.92
TOTAL						-82,584.00
03/10/22	8814	Balf, Abigail	Reimb. EE Incentive, January 2022	JP Morgan Chase - Primary 7399		
			Employee Incentive/Stipend: CWRCB Grade T2 - H2o Treatment Operator's ...	8005 · Employee Incentives	Belvedere	-359.60
			Employee Incentive/Stipend: CWRCB Grade T2 - H2o Treatment Operator's ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-29.20
			Employee Incentive/Stipend: CWRCB Grade T2 - H2o Treatment Operator's ...	8005 · Employee Incentives	Tiburon	-611.20
TOTAL						-1,000.00
03/10/22	8815	Rosser, John	Reimb. EE Incentive, February 2022	JP Morgan Chase - Primary 7399		
			Employee Incentive/Con't Ed Stipend: Utility Leadership Practices @ CSU - ...	8005 · Employee Incentives	Belvedere	-359.60
			Employee Incentive/Con't Ed Stipend: Utility Leadership Practices @ CSU - ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-29.20
			Employee Incentive/Con't Ed Stipend: Utility Leadership Practices @ CSU - ...	8005 · Employee Incentives	Tiburon	-611.20
			Employee Incentive/Con't Ed Stipend: Industrial Waste Trx II @ CSU - Sac, t...	8005 · Employee Incentives	Belvedere	-359.60
			Employee Incentive/Con't Ed Stipend: Industrial Waste Trx II @ CSU - Sac, t...	8005 · Employee Incentives	Tiburon:Paradise Cove	-29.20
			Employee Incentive/Con't Ed Stipend: Industrial Waste Trx II @ CSU - Sac, t...	8005 · Employee Incentives	Tiburon	-611.20
			Employee Incentive/Con't Ed Stipend: H2o Treatment Plant Ops, V2 @ CSU ...	8005 · Employee Incentives	Belvedere	-359.60
			Employee Incentive/Con't Ed Stipend: H2o Treatment Plant Ops, V2 @ CSU ...	8005 · Employee Incentives	Tiburon:Paradise Cove	-29.20
			Employee Incentive/Con't Ed Stipend: H2o Treatment Plant Ops, V2 @ CSU ...	8005 · Employee Incentives	Tiburon	-611.20
			Con't Ed Books (IWTS Industrial Waste, MFS Utility Leadership, WTPO2 - H...	6020 · Continuing Education	Belvedere	-79.31
			Con't Ed Books (IWTS Industrial Waste, MFS Utility Leadership, WTPO2 - H...	6020 · Continuing Education	Tiburon:Paradise Cove	-6.44
			Con't Ed Books (IWTS Industrial Waste, MFS Utility Leadership, WTPO2 - H...	6020 · Continuing Education	Tiburon	-134.80
TOTAL						-3,220.55
03/10/22	8816	Triola, Joseph	Reimb. for SD5 Tire Repair + S/B Mileage, Jan - Feb 2022	JP Morgan Chase - Primary 7399		
			Reimb. for Tire Repair @ Utility Truck - 2.9.2022	7072 · Maintenance	Belvedere	-12.35
			Reimb. for Tire Repair @ Utility Truck - 2.9.2022	7072 · Maintenance	Tiburon:Paradise Cove	-1.00
			Reimb. for Tire Repair @ Utility Truck - 2.9.2022	7072 · Maintenance	Tiburon	-20.98
			Standby Milage Reimb for Jan 2022 - Belv, P&L/M.P.	6018.2 · Standby Mileage Expense ...	Belvedere	-142.62
			Standby Milage Reimb for Jan 2022 - Tib, P&L/M.P.	6018.2 · Standby Mileage Expense ...	Tiburon	-242.31
TOTAL						-419.26

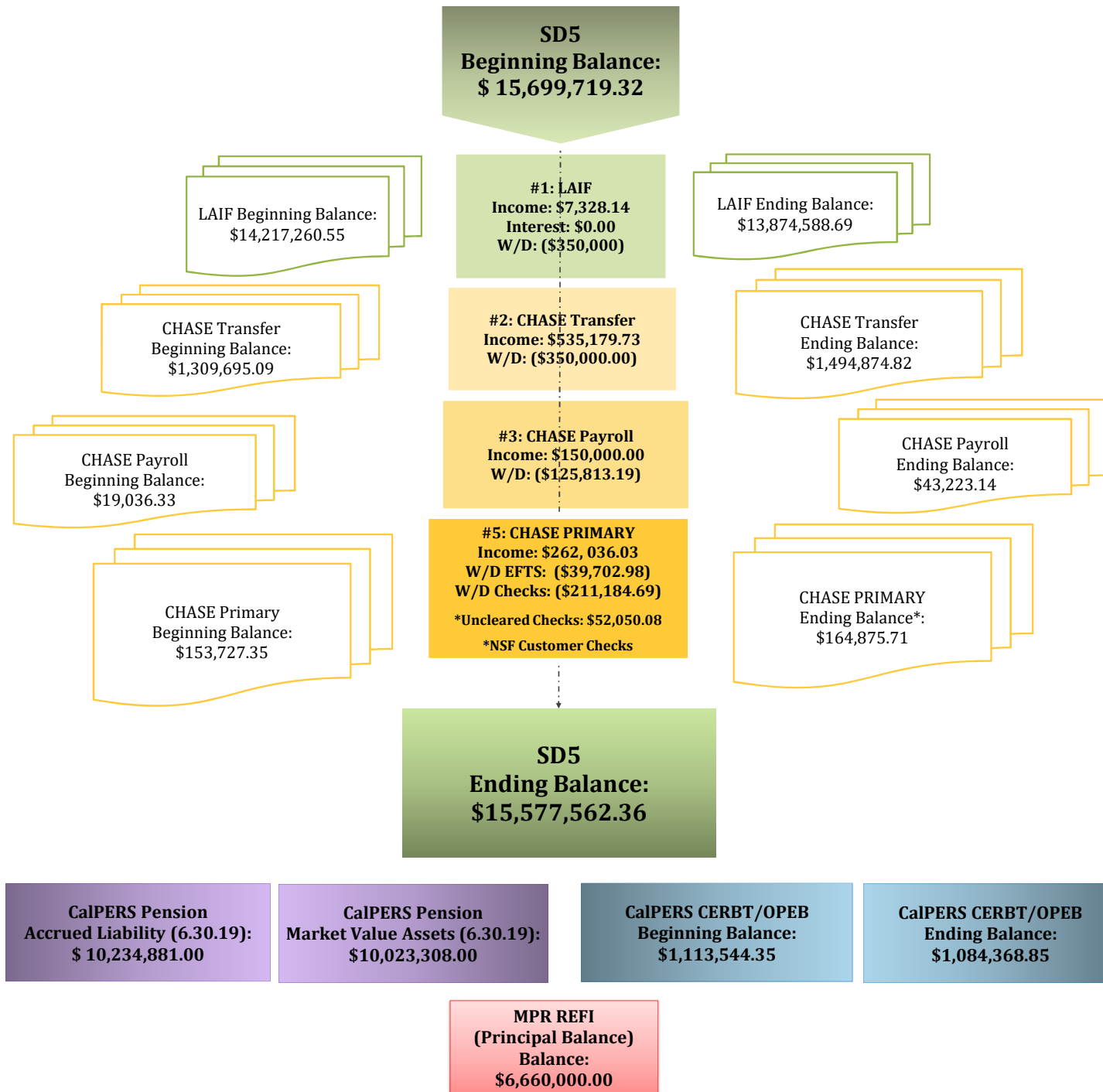
CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: February 2022



CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: January 2022



NOTICE OF AUTOMATIC PAYMENT



Paychex of New York LLC
 1535 Scenic Avenue Suite 100
 Costa Mesa CA 92626

Client # 0082 Y400-2116
 Invoice # 2022021101

AUTOMATIC PAYMENT \$236.03

This amount will be deducted from the following bank account at or after 12:01 A.M on 2/15/22.

XXXXXXXXXXXXXXXX506

ADDRESS SERVICE REQUESTED

0082 Y400-2116
 SANITARY DISTRICT NO 5
 2001 Paradise Dr
 Tiburon, California 94920-1937

P.R. ▽ 2.1.22 - 2.15.2022
 SICK VACA
 S/B O.T. ▽ 1.16.22 - 1.31.22

 BEG. BAL: \$182,523.14
 END. BAL: \$121,639.64

 TOTAL PR: \$ 60,883.50
 A (236.03)
 B (60,647.47)
 = 0.00 (12)

For questions regarding your account, please call (844) 729-9247

ACCOUNT SUMMARY				AMOUNT
Previous Balance on Invoice#2022012701 Due 01/31/22				236.03
Payment Received - Thank You				-236.03
Balance Forward				0.00
Total New Charges				236.03
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)				236.03

CHECK DATE	DESCRIPTION OF SERVICE	PROCESSING DATE	# TRANSACTIONS	AMOUNT
NEW CHARGES				
02/15/22	Paychex Productivity	02/11/22	11	305.96
	Client Discount		1	-85.68
	Delivery		1	15.75
	Total New Charges			236.03
Automatic Payment (Includes New Charges and applicable credits from Balance Forward above)				236.03

Thank you for choosing Paychex.

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/15/22: \$60,647.47

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)	60,647.47	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	60,647.47	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	3,610.19	
	CASH REQUIRED FOR CHECK DATE 02/15/22	64,257.66	

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
02/14/22	JPMORGAN CHASE BANK,	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	36,972.54	36,972.54
					EFT FOR 02/14/22	36,972.54
02/15/22	JPMORGAN CHASE BANK,	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
					Social Security	3,683.41
					Medicare	861.45
					Fed Income Tax	10,222.59
					CA Income Tax	4,155.97
					Total Withholdings	18,923.42
					Employer Liabilities	
					Social Security	3,683.41
					Medicare	861.44
					Fed Unemploy	18.79
					CA Unemploy	184.74
					CA Emp Train	3.13
					Total Liabilities	4,751.51
					EFT FOR 02/15/22	23,674.93
					TOTAL EFT	60,647.47

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>
02/15/22	Refer to your records for account	Information	Payroll	Employee Deductions		
					401A Member Contribu	2,613.75
					Calpers 457B	700.00

NOTICE OF AUTOMATIC PAYMENT

PAYCHEX

Paychex of New York LLC
 1535 Scenic Avenue Suite 100
 Costa Mesa CA 92626

Client # 0082 Y400-2116
 Invoice # 2022021401

AUTOMATIC PAYMENT \$197.44

This amount will be deducted from the following bank account at or after 12:01 A.M on 2/15/22.

XXXXXXXXXXXXXXXX506

ADDRESS SERVICE REQUESTED

0082 Y400-2116
 SANITARY DISTRICT NO 5
 2001 Paradise Dr
 Tiburon, California 94920-1937

\$B OT
 CHG BUY
 OUT 2.1.22-2.15.22
 R.C. ONLY

 BEG. BAL. : \$ 121,639.64
 END. BAL. : \$ 113,402.08
 TOTAL PR : \$ 8,237.56

For questions regarding your account, please call (844) 729-9247

ACCOUNT SUMMARY				AMOUNT
Balance Forward				0.00
Pending Automatic Payment for Invoice#2022021101 - will be Collected on 02/15/22				236.03
Total New Charges				197.44
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)				433.47

CHECK DATE	DESCRIPTION OF SERVICE	PROCESSING DATE	# TRANSACTIONS	AMOUNT
NEW CHARGES				
02/15/22	Paychex Productivity	02/14/22	1	252.36
	Direct Deposit Premium Processing			60.00
	Delivery		1	15.75
	Client Discount		1	-130.67
	Total New Charges			197.44
Automatic Payment (Includes New Charges and applicable credits from Balance Forward above)				197.44

Thank you for choosing Paychex.

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/15/22: \$8,040.12

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)	8,040.12
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	8,040.12
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	150.98
	CASH REQUIRED FOR CHECK DATE 02/15/22	8,191.10

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
02/15/22	JPMORGAN CHASE BANK,	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	4,741.90	4,741.90 ✓
02/15/22	JPMORGAN CHASE BANK,	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	471.28	
				Medicare	110.22	
				Fed Income Tax	1,505.07	
				CA Income Tax	630.15	
				Total Withholdings	2,716.72	
				Employer Liabilities		
				Social Security	471.28	
				Medicare	110.22	
				Total Liabilities	581.50	3,298.22
				EFT FOR 02/15/22		8,040.12
				TOTAL EFT		8,040.12

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>
02/15/22	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	142.68	
				Med 125	8.30	
				Total Deductions	150.98	
				TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES		150.98



NOTICE OF AUTOMATIC PAYMENT

Paychex of New York LLC
1535 Scenic Avenue Suite 100
Costa Mesa CA 92626

Client # 0082 Y400-2116
Invoice # 2022022401

AUTOMATIC PAYMENT \$236.03

This amount will be deducted from the following bank account at or after 12:01 A.M on 2/28/22.

XXXXXXXXXXXXXXXXXX506

ADDRESS SERVICE REQUESTED

0082 Y400-2116
SANITARY DISTRICT NO 5
2001 Paradise Dr
Tiburon, California 94920-1937

SALARY ▷ 2.16.22 - 2.28.22
OT + SB
+ H/L VACA ▷ 2.1.22 - 2.15.22
BEG. BAL: \$ 112,002.08
END. BAL: \$ 48,329.21
TOTAL PR: \$ 63,672.87

For questions regarding your account, please call (844) 729-9247

ACCOUNT SUMMARY				AMOUNT
Previous Balance on Invoice#2022021101 Due 02/15/22				236.03
Previous Balance on Invoice#2022021401 Due 02/15/22				197.44
Payment Received - Thank You				-236.03
Payment Received - Thank You				-197.44
Balance Forward				0.00
Total New Charges				236.03
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)				236.03
CHECK DATE	DESCRIPTION OF SERVICE	PROCESSING DATE	# TRANSACTIONS	AMOUNT
NEW CHARGES				
02/28/22	Paychex Productivity	02/24/22	11	305.96
	Delivery		1	15.75
	Client Discount		1	-85.68
	Total New Charges			236.03
Automatic Payment (Includes New Charges and applicable credits from Balance Forward above)				236.03

Thank you for choosing Paychex.

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/28/22: \$63,436.84

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)	63,436.84	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	63,436.84	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	3,489.80	
	CASH REQUIRED FOR CHECK DATE 02/28/22	66,926.64	

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>	<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
02/25/22	JPMORGAN CHASE BANK,	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	38,426.40
					EFT FOR 02/25/22
02/28/22	JPMORGAN CHASE BANK,	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings	38,426.40
				Social Security	3,849.03
				Medicare	900.18
				Fed Income Tax	11,043.27
				CA Income Tax	4,468.76
				Total Withholdings	20,261.24
				Employer Liabilities	
				Social Security	3,849.02
				Medicare	900.18
				Total Liabilities	4,749.20
					EFT FOR 02/28/22
					25,010.44
					TOTAL EFT
					63,436.84

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>
02/28/22	Refer to your records for account Information		Payroll	Employee Deductions	
				401A Member Contribu	2,493.36
				Calpers 457B	700.00
				Calpers 457B Roth	200.00
				Med 125	96.44
				Total Deductions	3,489.80
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					3,489.80

Sanitary Distr. No.5 of Marin Co.
Comparative Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>	<u>Jan 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Local Agency Investment Fund			
Belvedere			
Belvedere Operating	3,428,679.68	3,428,679.68	0.00
Belvedere Operating Reserve	516,923.05	516,923.05	0.00
Belvedere Capital & CIP Reserve	2,435,528.27	2,435,528.27	0.00
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>7,093,631.00</u>	<u>7,093,631.00</u>	<u>0.00</u>
Tiburon			
Tiburon Operating	1,634,443.38	794,443.38	840,000.00
Tiburon Operating Reserve	683,930.00	683,930.00	0.00
Tiburon Capital & CIP Reserve	4,015,084.31	4,015,084.31	0.00
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>7,620,957.69</u>	<u>6,780,957.69</u>	<u>840,000.00</u>
Total Local Agency Investment Fund	<u>14,714,588.69</u>	<u>13,874,588.69</u>	<u>840,000.00</u>
JP Morgan Chase - Primary 7399	300,218.29	112,825.63	187,392.66
JP Morgan Chase - Payroll 7506	48,329.21	43,223.14	5,106.07
JP Morgan Chase - Transfer 7522	196,969.72	1,494,874.82	-1,297,905.10
Total Checking/Savings	<u>15,260,105.91</u>	<u>15,525,512.28</u>	<u>-265,406.37</u>
Accounts Receivable			
Accounts Receivable	43,140.26	3,688.00	39,452.26
Total Accounts Receivable	<u>43,140.26</u>	<u>3,688.00</u>	<u>39,452.26</u>
Other Current Assets			
Prepaid Expense	48,532.70	48,532.70	0.00
Petty Cash	881.92	881.92	0.00
Total Other Current Assets	<u>49,414.62</u>	<u>49,414.62</u>	<u>0.00</u>
Total Current Assets	<u>15,352,660.79</u>	<u>15,578,614.90</u>	<u>-225,954.11</u>
Fixed Assets	<u>20,408,185.19</u>	<u>20,408,185.19</u>	<u>0.00</u>
TOTAL ASSETS	<u>35,760,845.98</u>	<u>35,986,800.09</u>	<u>-225,954.11</u>
LIABILITIES & EQUITY			
Liabilities	7,993,981.79	7,993,981.79	0.00
Equity	<u>27,766,864.19</u>	<u>27,992,818.30</u>	<u>-225,954.11</u>
TOTAL LIABILITIES & EQUITY	<u>35,760,845.98</u>	<u>35,986,800.09</u>	<u>-225,954.11</u>

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
July 2021 through February 2022

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
5000 · Property Taxes				
5001.2 · TEETER	500,691.10	825,000.00	-324,308.90	60.7%
5002 · UNSEC	16,343.29	15,000.00	1,343.29	109.0%
5003 · PUNS / PRIOR UNSECURED	953.72	500.00	453.72	190.7%
5004 · REDEMPTION / RDMPT	362.77	0.00	362.77	100.0%
5006 · SPLU	659.77	300.00	359.77	219.9%
5041 · SUPSEC	16,765.93	12,000.00	4,765.93	139.7%
5043 · SECU	346.98	0.00	346.98	100.0%
5046 · Excess ERAF	272,557.16	300,000.00	-27,442.84	90.9%
5280 · HOPTR	1,837.66	3,333.00	-1,495.34	55.1%
5483 · Other tax	4,380.85	0.00	4,380.85	100.0%
Total 5000 · Property Taxes	814,899.23	1,156,133.00	-341,233.77	70.5%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Tiburon Ops	1,498,309.45	2,283,000.00	-784,690.55	65.6%
5007.5 · Sewer Service - Tiburon Cap	0.00	12,000.00	-12,000.00	0.0%
5007.2 · Sewer Service-Belv Ops	817,619.49	1,300,000.00	-482,380.51	62.9%
5007.3 · Sewer Service-Belv Cap	508,737.47	866,300.00	-357,562.53	58.7%
5007.4 · Other User Fees	0.00	38,700.00	-38,700.00	0.0%
Total 5007 · Sewer Service Charge	2,824,666.41	4,500,000.00	-1,675,333.59	62.8%
5201 · Interest				
5201.1 · Interest County of Marin	119.96			
5201.2 · Interest LAIF	7,328.14	100,000.00	-92,671.86	7.3%
Total 5201 · Interest	7,448.10	100,000.00	-92,551.90	7.4%
5900.3 · Connection Fees				
5900.30 · Connection Permit Fees	7,600.00	10,000.00	-2,400.00	76.0%
5900.31 · Collection	153,153.78	100,000.00	53,153.78	153.2%
5900.34 · Treatment	173,625.12	100,000.00	73,625.12	173.6%
Total 5900.3 · Connection Fees	334,378.90	210,000.00	124,378.90	159.2%
5900.4 · Inspection Permit Fees	6,350.00	17,000.00	-10,650.00	37.4%
5900.5 · SASM Expense Reimb.	59,365.37	100,000.00	-40,634.63	59.4%
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	4,047,108.01	6,097,273.00	-2,050,164.99	66.4%
Gross Profit	4,047,108.01	6,097,273.00	-2,050,164.99	66.4%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	417.00	1,000.00	-583.00	41.7%
6008 · Audit & Accounting	28,250.00	40,000.00	-11,750.00	70.6%
6017 · Consulting Fees	1,205.46	150,000.00	-148,794.54	0.8%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	7,974.54	6,000.00	1,974.54	132.9%
6018.2 · Standby Mileage Expense Reimb	6,267.25	9,000.00	-2,732.75	69.6%
Total 6018 · Travel & Meetings	14,241.79	15,000.00	-758.21	94.9%
6020 · Continuing Education	381.03	10,000.00	-9,618.97	3.8%
6021 · County Fees	10,268.65	16,590.00	-6,321.35	61.9%
6024 · Director Fees	3,300.00	9,000.00	-5,700.00	36.7%
6025 · Dues & Subscriptions	17,156.23	31,000.00	-13,843.77	55.3%
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	86,246.71	45,000.00	41,246.71	191.7%
6033.3 · Physical Property Damage - Auto	4,174.00	4,000.00	174.00	104.4%
Total 6033 · Insurance Property & Liability	90,420.71	74,000.00	16,420.71	122.2%
6039 · Legal	13,670.15	50,000.00	-36,329.85	27.3%
6047 · Office Supplies	3,468.16	10,000.00	-6,531.84	34.7%
6056 · Postage	355.65	1,000.00	-644.35	35.6%
6059 · Pollution Prevention/Public Edu	2,274.42	5,000.00	-2,725.58	45.5%
6065 · Miscellaneous Expense	500.00			
Total 6000 · Administrative Expenses	185,909.25	412,590.00	-226,680.75	45.1%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
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	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Bud...
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	188,503.13	75,000.00	113,503.13	251.3%
7013 · Emergency Line Repair	7,763.16	50,000.00	-42,236.84	15.5%
Total 7010 · Pumps & Lines Maintenance	196,266.29	125,000.00	71,266.29	157.0%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	19,439.16	25,000.00	-5,560.84	77.8%
7022 · Plant Maint. Parts & Service	190,237.34	130,000.00	60,237.34	146.3%
7023 · Janitorial Supplies & Service	3,937.54	9,000.00	-5,062.46	43.8%
7024 · Main Plant Chemicals	102,586.06	111,000.00	-8,413.94	92.4%
7025 · Lab Supplies & Chemicals	10,899.08	20,000.00	-9,100.92	54.5%
7027 · Electrical & Instrument	116.84	15,000.00	-14,883.16	0.8%
7028 · Grounds Maintenance	357.73	6,000.00	-5,642.27	6.0%
7029 · Main Plant Sludge Disposal	19,919.60	41,000.00	-21,080.40	48.6%
7030 · Main Plant Outfall	5,925.00	6,500.00	-575.00	91.2%
Total 7020 · Main Plant Maintenance	353,418.35	363,500.00	-10,081.65	97.2%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	15,872.10	10,000.00	5,872.10	158.7%
7042 · Paradise Supplies & Chemicals	5,037.70	5,000.00	37.70	100.8%
7043 · Paradise Sludge Disposal	1,030.22			
Total 7040 · Paradise Cove Plant Maint	21,940.02	15,000.00	6,940.02	146.3%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	30,827.43	45,000.00	-14,172.57	68.5%
7052 · Paradise Cove Monitoring	6,189.10	15,000.00	-8,810.90	41.3%
7053 · Chronic Toxicity	1,974.50			
Total 7050 · Monitoring	38,991.03	60,000.00	-21,008.97	65.0%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	852.50			
7062 · Permits/Fees - General	14,935.37	50,000.00	-35,064.63	29.9%
7063 · Paradise Cove Permits/Fees	4,618.27	9,000.00	-4,381.73	51.3%
7064 · Paradise Cove NPDES Renewal	0.00			
Total 7060 · Permits/Fees	20,406.14	59,000.00	-38,593.86	34.6%
7070 · Truck Maintenance				
7071 · Fuel	6,710.27	15,000.00	-8,289.73	44.7%
7072 · Maintenance	16,812.95	10,000.00	6,812.95	168.1%
Total 7070 · Truck Maintenance	23,523.22	25,000.00	-1,476.78	94.1%
Total 7000 · Ops & Maintenance Expenses	654,545.05	647,500.00	7,045.05	101.1%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	825,211.86	1,353,783.00	-528,571.14	61.0%
8003 · Overtime	167,659.31	100,000.00	67,659.31	167.7%
8004 · Standby Pay	54,059.03	76,043.00	-21,983.97	71.1%
8005 · Employee Incentives	45,460.04	70,000.00	-24,539.96	64.9%
8006 · Vacation Buyout	43,667.05	30,000.00	13,667.05	145.6%
8013 · Payroll Taxes	73,216.39	101,047.00	-27,830.61	72.5%
8015 · Payroll/Bank Fees	4,980.73	6,250.00	-1,269.27	79.7%
8016 · Car Allowance	6,000.00	6,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	75,705.34	304,705.00	-228,999.66	24.8%
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	-120.39			
Total 8019 · PERS Retirement	75,584.95	325,055.00	-249,470.05	23.3%
8020 · Employee Health				
8020.05 · Employee Health	147,713.60	223,418.00	-75,704.40	66.1%
8021 · Employee Health Deductions	-1,585.64			
Total 8020 · Employee Health	146,127.96	223,418.00	-77,290.04	65.4%

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
July 2021 through February 2022

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Bud...
8022 · Retiree Health				
8022.05 · Retiree Health	68,243.24	77,127.00	-8,883.76	88.5%
8022.06 · OPEB Adjustment	0.00	0.00	0.00	0.0%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	118,400.00	-118,400.00	0.0%
Total 8022 · Retiree Health	68,243.24	195,527.00	-127,283.76	34.9%
8023 · Workers Comp Insurance	39,211.30	55,000.00	-15,788.70	71.3%
Total 8000 · Salaries and Benefits Expenses	1,549,421.86	2,542,123.00	-992,701.14	60.9%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	53,968.04	100,000.00	-46,031.96	54.0%
8515 · Safety	30,950.42	40,000.00	-9,049.58	77.4%
8520 · Personal Protection/Safety Wear	6,305.99	15,000.00	-8,694.01	42.0%
8530 · Telephone				
8531 · Main Plant Telephones	4,764.36	11,000.00	-6,235.64	43.3%
8532 · Paradise Cove Telephones	2,509.44	4,000.00	-1,490.56	62.7%
8533 · Pumps & Lines Telephones	4,634.36	7,000.00	-2,365.64	66.2%
Total 8530 · Telephone	11,908.16	22,000.00	-10,091.84	54.1%
8540 · Utilities				
8541 · Water	4,618.64	8,000.00	-3,381.36	57.7%
8542 · Main Plant Utilities	118,214.88	200,000.00	-81,785.12	59.1%
8543 · Paradise Cove Utilities	13,141.59	18,000.00	-4,858.41	73.0%
8544 · Pump Station Utilities	27,805.27	45,000.00	-17,194.73	61.8%
Total 8540 · Utilities	163,780.38	271,000.00	-107,219.62	60.4%
Total 8500 · Other Operating Expenses	266,912.99	448,000.00	-181,087.01	59.6%
Total Expense	2,656,789.15	4,050,213.00	-1,393,423.85	65.6%
Net Ordinary Income	1,390,318.86	2,047,060.00	-656,741.14	67.9%
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%
9204 · M.P. Boiler Replacement	37,665.12			
9209 · ScrewPress PolyBlend Redundancy	-722.34	35,000.00	-35,722.34	-2.1%
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	1,836.69			
9218 · Generator Control Panel	1,435.44			
9219 · C12 Flash Mixer	0.00	15,000.00	-15,000.00	0.0%
Total 9200 · Main Plant Equipment Capital	40,214.91	115,000.00	-74,785.09	35.0%
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	0.00			
9304 · Belvedere Sewer Line Rehab Prog	0.00	100,000.00	-100,000.00	0.0%
9306 · PS Pump & Valve Replacements	84,955.91	50,000.00	34,955.91	169.9%
9307 · PS Generator Replacement	3,751.00	100,000.00	-96,249.00	3.8%
9310 · BPS Communication Project	2,923.07			
9313 · Manholes/Rodholes	14,842.24	75,000.00	-60,157.76	19.8%
9314 · Portable Emergency Generators	0.00			
9315 · TPS Communication Project	946.43			
9227.8 · Rodder/Vactor Truck	0.00			
Total 9300 · Pumps & Lines Capital	107,418.65	1,325,000.00	-1,217,581.35	8.1%
9400 · Paradise Cove Capital				
9404 · P.C. Infl WWI Access Rplcmnt	0.00			
9415 · P.C. Paint @ Treatment Plant	0.00			
Total 9400 · Paradise Cove Capital	0.00			

Sanitary Distr. No.5 of Marin Co.
Annual Budget vs Actual Expenses
 July 2021 through February 2022

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Bud...
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	8,582.00	25,000.00	-16,418.00	34.3%
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	8,582.00	85,000.00	-76,418.00	10.1%
Total 9100 · Capital Expenditures	156,215.56	1,525,000.00	-1,368,784.44	10.2%
Total Other Expense	156,215.56	1,525,000.00	-1,368,784.44	10.2%
Net Other Income	-156,215.56	-1,525,000.00	1,368,784.44	10.2%
Net Income	<u>1,234,103.30</u>	<u>522,060.00</u>	<u>712,043.30</u>	<u>236.4%</u>

Sanitary Distr. No.5 of Marin Co.
Zone Report
February 2022

03/09/22

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
Ordinary Income/Expense					
Income					
5000 · Property Taxes					
5004 · REDEMPTION / RDMPT	0.38	7.88	8.26	0.00	8.26
5041 · SUPSEC	95.36	1,991.28	2,086.64	0.00	2,086.64
Total 5000 · Property Taxes	95.74	1,999.16	2,094.90	0.00	2,094.90
5900.3 · Connection Fees					
5900.30 · Connection Permit Fees	100.00	400.00	500.00	700.00	1,200.00
5900.31 · Collection	0.00	4,257.00	4,257.00	7,492.00	11,749.00
5900.34 · Treatment	0.00	5,885.00	5,885.00	6,420.00	12,305.00
Total 5900.3 · Connection Fees	100.00	10,542.00	10,642.00	14,612.00	25,254.00
5900.4 · Inspection Permit Fees	0.00	500.00	500.00	400.00	900.00
5900.5 · SASM Expense Reimb.	0.00	39,452.26	39,452.26	0.00	39,452.26
Total Income	195.74	52,493.42	52,689.16	15,012.00	67,701.16
Gross Profit	195.74	52,493.42	52,689.16	15,012.00	67,701.16
Expense					
6000 · Administrative Expenses					
6001 · Advertising	0.00	0.00	0.00	0.00	0.00
6008 · Audit & Accounting	51.10	1,069.60	1,120.70	629.30	1,750.00
6017 · Consulting Fees	0.00	240.39	240.39	408.44	648.83
6018 · Travel & Meetings					
6018.1 · Meetings & Travel	38.73	810.74	849.47	477.01	1,326.48
6018.2 · Standby Mileage Expense Re...	0.00	49.04	49.04	0.00	49.04
Total 6018 · Travel & Meetings	38.73	859.78	898.51	477.01	1,375.52
6020 · Continuing Education	0.00	0.00	0.00	0.00	0.00
6025 · Dues & Subscriptions	14.28	299.53	313.81	176.19	490.00
6039 · Legal	34.75	727.42	762.17	427.98	1,190.15
6047 · Office Supplies	21.49	449.50	470.99	264.44	735.43
6056 · Postage	1.13	23.73	24.86	13.96	38.82
6065 · Miscellaneous Expense	14.60	305.60	320.20	179.80	500.00
Total 6000 · Administrative Expenses	176.08	3,975.55	4,151.63	2,577.12	6,728.75
7000 · Ops & Maintenance Expenses					
7010 · Pumps & Lines Maintenance					
7011 · Pumps & Lines Maintenance	0.00	191.63	191.63	1,924.37	2,116.00
Total 7010 · Pumps & Lines Maintenance	0.00	191.63	191.63	1,924.37	2,116.00
7020 · Main Plant Maintenance					
7021 · Plant Maintenance Supplies	0.00	1,422.43	1,422.43	837.18	2,259.61
7022 · Plant Maint. Parts & Service	0.00	10,611.70	10,611.70	6,245.65	16,857.35
7023 · Janitorial Supplies & Service	0.00	273.20	273.20	160.78	433.98
7024 · Main Plant Chemicals	0.00	11,656.90	11,656.90	6,858.33	18,515.23
7025 · Lab Supplies & Chemicals	196.68	5,323.05	5,519.73	3,132.94	8,652.67
7027 · Electrical & Instrument	0.00	0.00	0.00	0.00	0.00
7029 · Main Plant Sludge Disposal	0.00	1,638.08	1,638.08	964.06	2,602.14
Total 7020 · Main Plant Maintenance	196.68	30,925.36	31,122.04	18,198.94	49,320.98
7040 · Paradise Cove Plant Maint					
7041 · Paradise Parts & Service	0.00	0.00	0.00	0.00	0.00
7042 · Paradise Supplies & Chemicals	365.12	0.00	365.12	0.00	365.12
7043 · Paradise Sludge Disposal	1,030.22	0.00	1,030.22	0.00	1,030.22
Total 7040 · Paradise Cove Plant Maint	1,395.34	0.00	1,395.34	0.00	1,395.34
7050 · Monitoring					
7051 · Main Plant Lab Monitoring	0.00	3,453.50	3,453.50	2,032.60	5,486.10
7052 · Paradise Cove Monitoring	1,535.40	0.00	1,535.40	0.00	1,535.40
Total 7050 · Monitoring	1,535.40	3,453.50	4,988.90	2,032.60	7,021.50

Sanitary Distr. No.5 of Marin Co.

Zone Report

February 2022

03/09/22

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
7060 · Permits/Fees					
7063 · Paradise Cove Permits/Fees	413.00	0.00	413.00	0.00	413.00
Total 7060 · Permits/Fees	413.00	0.00	413.00	0.00	413.00
7070 · Truck Maintenance					
7071 · Fuel	107.99	2,260.35	2,368.34	1,329.88	3,698.22
7072 · Maintenance	48.20	1,008.76	1,056.96	593.52	1,650.48
Total 7070 · Truck Maintenance	156.19	3,269.11	3,425.30	1,923.40	5,348.70
Total 7000 · Ops & Maintenance Expenses	3,696.61	37,839.60	41,536.21	24,079.31	65,615.52
8000 · Salaries and Benefits Expenses					
8001 · Salaries	0.00	100,018.72	100,018.72	0.00	100,018.72
8003 · Overtime	0.00	22,332.53	22,332.53	0.00	22,332.53
8004 · Standby Pay	0.00	6,941.94	6,941.94	0.00	6,941.94
8007 · Voluntary Deductions	0.00	0.00	0.00	0.00	0.00
8008 · Deferred Comp 457	0.00	300.00	300.00	0.00	300.00
8013 · Payroll Taxes	0.00	10,082.21	10,082.21	0.00	10,082.21
8015 · Payroll/Bank Fees	0.00	669.50	669.50	0.00	669.50
8019 · PERS Retirement					
8019.05 · PERS Retirement	507.44	5,492.03	5,999.47	6,249.12	12,248.59
8019 · PERS Retirement - Other	0.00	-120.39	-120.39	0.00	-120.39
Total 8019 · PERS Retirement	507.44	5,371.64	5,879.08	6,249.12	12,128.20
8020 · Employee Health					
8020.05 · Employee Health	421.87	8,830.37	9,252.24	5,195.36	14,447.60
8021 · Employee Health Deductions	0.00	-201.18	-201.18	0.00	-201.18
Total 8020 · Employee Health	421.87	8,629.19	9,051.06	5,195.36	14,246.42
8022 · Retiree Health					
8022.05 · Retiree Health	35.55	744.06	779.61	437.77	1,217.38
Total 8022 · Retiree Health	35.55	744.06	779.61	437.77	1,217.38
Total 8000 · Salaries and Benefits Expens...	964.86	155,089.79	156,054.65	11,882.25	167,936.90
8500 · Other Operating Expenses					
8510 · Data/Alarms/IT Supp & Licensing	169.51	3,547.92	3,717.43	2,087.44	5,804.87
8515 · Safety	159.36	3,342.57	3,501.93	1,966.61	5,468.54
8520 · Personal Protection/Safety Wear	8.72	182.57	191.29	107.42	298.71
8530 · Telephone					
8531 · Main Plant Telephones	0.00	388.18	388.18	228.38	616.56
8532 · Paradise Cove Telephones	350.07	0.00	350.07	0.00	350.07
8533 · Pumps & Lines Telephones	210.08	308.46	518.54	35.00	553.54
Total 8530 · Telephone	560.15	696.64	1,256.79	263.38	1,520.17
8540 · Utilities					
8542 · Main Plant Utilities	0.00	9,937.65	9,937.65	5,848.93	15,786.58
8543 · Paradise Cove Utilities	1,993.86	0.00	1,993.86	0.00	1,993.86
8544 · Pump Station Utilities	331.27	2,754.86	3,086.13	2,014.24	5,100.37
Total 8540 · Utilities	2,325.13	12,692.51	15,017.64	7,863.17	22,880.81
Total 8500 · Other Operating Expenses	3,222.87	20,462.21	23,685.08	12,288.02	35,973.10
Total Expense	8,060.42	217,367.15	225,427.57	50,826.70	276,254.27
Net Ordinary Income	-7,864.68	-164,873.73	-172,738.41	-35,814.70	-208,553.11
Other Income/Expense					
Other Expense					
9100 · Capital Expenditures					
9200 · Main Plant Equipment Capital					
9204 · M.P. Boiler Replacement	0.00	4,234.65	4,234.65	2,492.35	6,727.00
9217 · SD5 Shop Rplcmnt /Ops Control	3.99	672.46	676.45	395.77	1,072.22
Total 9200 · Main Plant Equipment Capital	3.99	4,907.11	4,911.10	2,888.12	7,799.22

Sanitary Distr. No.5 of Marin Co.
Zone Report
February 2022

	<u>Paradise ...</u> <u>(Tiburon)</u>	<u>Tiburon - O...</u> <u>(Tiburon)</u>	<u>Total Tiburon</u>	<u>Belvedere</u>	<u>TOTAL</u>
9300 · Pumps & Lines Capital					
9306 · PS Pump & Valve Replacements	0.00	0.00	0.00	9,601.78	9,601.78
Total 9300 · Pumps & Lines Capital	0.00	0.00	0.00	9,601.78	9,601.78
Total 9100 · Capital Expenditures	3.99	4,907.11	4,911.10	12,489.90	17,401.00
Total Other Expense	3.99	4,907.11	4,911.10	12,489.90	17,401.00
Net Other Income	-3.99	-4,907.11	-4,911.10	-12,489.90	-17,401.00
Net Income	<u>-7,868.67</u>	<u>-169,780.84</u>	<u>-177,649.51</u>	<u>-48,304.60</u>	<u>-225,954.11</u>

Sanitary Distr. No.5 of Marin Co.
Monthly O.T. Report
February 2022

Type	Date	Num	Name	Memo	Amount	Balance
Alvarez, Joel						
Check	02/28/22	78	Alvarez, Joel	2.00 Hrs. O.T. @ 1.5x	114.96	114.96
Check	02/28/22	78	Alvarez, Joel	0.50 Hrs. O.T. @ 2.0x	38.32	153.28
Total Alvarez, Joel					153.28	153.28
Balf, Abigail						
Check	02/15/22	67	Balf, Abigail	0.5 Hrs. O.T. @ 1.5x	27.37	27.37
Total Balf, Abigail					27.37	27.37
Bilsborough, Chad						
Check	02/28/22	80	Bilsborough, Chad	16.00 Hrs O.T. @ 1.5x	1,014.00	1,014.00
Check	02/28/22	80	Bilsborough, Chad	4.00 Hrs. O.T. @ 2.0x	338.00	1,352.00
Total Bilsborough, Chad					1,352.00	1,352.00
Cottrell, Rulon						
Check	02/16/22	77	Cottrell, Rulon	28.0 Hrs. O.T. @ 1.5x	2,496.90	2,496.90
Check	02/16/22	77	Cottrell, Rulon	60.0 Hrs. Comp Buy-out	3,567.00	6,063.90
Check	02/28/22	82	Cottrell, Rulon	24.00 Hrs. O.T. @ 1.5x	2,140.20	8,204.10
Total Cottrell, Rulon					8,204.10	8,204.10
Dohrmann, Robin						
Check	02/15/22	71	Dohrmann, Robin	17.00 Hrs. O.T. @ 1.5x	1,515.98	1,515.98
Check	02/15/22	71	Dohrmann, Robin	30.00 Hrs. Comp Buy-...	1,783.50	3,299.48
Check	02/28/22	83	Dohrmann, Robin	12.00 Hrs. O.T. @ 1.5x	1,070.10	4,369.58
Total Dohrmann, Robin					4,369.58	4,369.58
La Torre, Daniel P.						
Check	02/15/22	72	La Torre, Daniel ...	3.5 Hrs. O.T. @ 1.5x	297.26	297.26
Check	02/15/22	72	La Torre, Daniel ...	0.5 Hrs. O.T. @ 2.0x	56.62	353.88
Total La Torre, Daniel P.					353.88	353.88
Rosser, John						
Check	02/15/22	74	Rosser, John	2.0 Hrs. @ 1.5x	161.76	161.76
Check	02/15/22	74	Rosser, John	0.5 Hrs. O.T. @ 2.0x	53.92	215.68
Check	02/28/22	86	Rosser, John	2.0 Hrs. @ 1.5x	161.76	377.44
Check	02/28/22	86	Rosser, John	0.5 Hrs. O.T. @ 2.0x	53.92	431.36
Total Rosser, John					431.36	431.36
Triola, Joseph						
Check	02/15/22	76	Triola, Joseph	39.0 Hrs. O.T. @ 1.5x	3,154.32	3,154.32
Check	02/15/22	76	Triola, Joseph	4.5 Hrs. O.T. @ 2.0x	485.28	3,639.60
Check	02/28/22	88	Triola, Joseph	33.0 Hrs. O.T. @ 1.5x	2,669.04	6,308.64
Check	02/28/22	88	Triola, Joseph	10.5 Hrs. O.T. @ 2.0x	1,132.32	7,440.96
Total Triola, Joseph					7,440.96	7,440.96
TOTAL					22,332.53	22,332.53

Sanitary District No. 5 of Marin County



District Management Report

February 2022

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: March 17, 2022
To: Board of Directors
From: Tony Rubio, District Manager/ Chief Plant Operator
Subject: Management Report for February 2022

Fiscal Status

Period Covered: July 1, 2021 –February 28, 2022
Percent of Fiscal Year: 66%
Percent of Budgeted Income to Date: 66.4%
Percent of Budgeted Expenditures to Date: 65.6% (operating only)

Personnel

Separations: None
New Hires: None
Promotions: None
Recruitment Activities: 2

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 February 2022 Include:

Financial/Budgetary/Business Administration

- 2022/2023 Fiscal Year budget preparation underway.
- Beginning phase 1 of sewer rate study with HF&H-
- Board and committee meetings will continue to be held virtually in compliance with AB361 and status of need will be reviewed every month.
- Consideration of paying down CERBT liabilities work continued- worked with gov invest to provide estimates and assumptions and Matt Goss with CERBT will provide update on CERBT risk strategy positions.
- District 100 year anniversary 1922-2022- Proclamation and working on update to website and special design letter head and signage for trucks.

HR and Personnel

- Work on successor MOU continues.
- Staffing level assessment completed by HDR- thorough report calls for the addition of 1 additional Operator and 1.5 additional maintenance/collection staff.
- Recruitment of Part Time administrative assistant and Operator In Training underway

Continuing Education and Safety Training.

- Work with DKF solutions on District safety program updates on going-, heat and illness completed, and Hazard Communication Policy under review.
- Covid-19 Prevention Training Scheduled.

Collection System Performance

Main Plant Tiburon/Belvedere:

- Submitted 3 category 3 SSO for the month of January and 1 category 1 to RWQCB on CIWQS (Belvedere 315 Belvedere Ave & 41 Belvedere Ave) (Tiburon1490 Vistazo West and 35 Rolling Hills)
- Pilot project began in collection system- Odor Control dosing with Soleflux

Paradise Cove:

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

Treatment Plant Performance

Paradise Cove:

-

Main Plant:

- Submitted January 2022 and Monthly SMR and DMR to the RWQCB on CIWQS

Pollution Prevention Activities

- Remote meetings with P2 Group
- Annual 2021 P2 (Pollution Prevention) report submitted to CIWQS

Capital Improvement Projects

- 6” sewer line in front of Tiburon lodge replaced- found illegal storm water connection on line and removed.
- Digester Cleaning and Piping replacement project RFP ready to send out to consultants.
- Evaluating placing order for equipment this fiscal year- for receipt in next fiscal year (long lead times) tied to Digester rehab work.
- Work is underway for the plant drains rehab project.
- Working on update to 10year CIP program.

Glossary of Terms

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

Glossary of terms continued...

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

Glossary of terms continued...

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

Wastewater Acronyms

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



Staffing Assessment

Sanitation District No. 5 of Marin County

Draft Memorandum

Tiburon, California

March 9, 2022





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Table 1. Bottom-Up Staffing Assessment Results Summary

Table 2. Staffing model output and adjusted labor hours per year required to operate and maintain the wastewater treatment plants

Table 3. Summary of Results for Methods 1, 2 and 3

Appendices

Appendix A: Process Grids used to develop the bottom up estimate the effort required to operate the wastewater treatment plants and the collections systems.

Appendix B: Model output for the NEIWPCCC guide for estimating staffing at publicly and privately owned wastewater treatment plants

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1 Introduction

Sanitary District No. 5 of Marin County (SD5) engaged HDR Engineering, Inc. (HDR) to perform a staffing level evaluation of its current operations to assess the effectiveness of the organizational structure and its ability to maintain its current level of service. The assessment focused on identifying resource gaps, inclusive of staffing, based on their treatment plants and collection systems as compared with industry best practice. Periodic objective assessments of the operation are critical as they ensure that the agency is meeting its mission in an effective and efficient manner, and that the agency can deliver sustainable levels of service in the face of evolving internal and external challenges.

1.1 SD5 Organizational Structure

SD5 employs 12 full-time personnel of which nine are dedicated O&M staff (note: there are currently two open O&M positions). SD5 operates two wastewater treatment plants and three collection systems. Since California Proposition 218 requires segregation of the expenses to operate each portion of SD5's service area, the assessment team individually assessed functional work zones, with the assumption that staff can move freely between work assignments. Organizationally, SD5 is comprised of three work zones: (1) Main Zone, (2) Belvedere Zone, and (3) Paradise Cove Zone. The three types of work for each zone included in the assessment are:

- **Wastewater Treatment Plant Operations:** time spent monitoring, maintaining process control, training, coverage for sick leave and vacation, monthly reporting, and reporting to management on the conditions of the treatment plants and collections systems.
- **Wastewater Treatment Plant Maintenance:** time spent maintaining the maintenance management systems, preventative and reactive maintenance time, training, coverage for sick leave and vacation, monthly reporting, and reporting to management on the conditions of the treatment plants and collections systems.
- **Collections Operations and Maintenance:** time spent maintaining the maintenance management systems, preventative and reactive maintenance time, training, coverage for sick leave and vacation, monthly reporting, and reporting to management on the conditions of the treatment plants and collections systems.

2 Background

SD5 currently has nine full-time operations and maintenance (O&M) staff positions. Staff roles and responsibilities are outlined in SD5's "Minimum Staffing Requirements" policy document dated September 15, 2015 (Rubio). The document also reports the assessed total staffing level need at time of publication as nine personnel or 8.5 full-time equivalents (FTEs) or positions. Since that time, additional responsibilities have been adopted by SD5, including meeting additional regulatory requirements (e.g., plant permit

was updated in 2018 requiring new laboratory standards [i.e., The NELAC Institute or “TNI” standards] and quality assurance/quality control requirements), requiring an updated assessment of FTE needs. For example, it is no longer reasonable to believe that the laboratory, which in this organization is run by operators, can be sustained by a 0.25 FTE. Additional reporting requirements both to regulatory agencies and SD5’s Board of Directors means management and administration also requires more time.

The technical descriptions in the 2015 document provide a summary and examples of typical responsibilities for the different positions required to operate and maintain the wastewater treatment plants and collection systems. The opening paragraph of the document cites the importance of proper staffing:

Regardless of the care that goes into the design and construction of the treatment facilities, without qualified personnel in adequate numbers to operate the processes, the full capabilities of the facilities cannot be realized...There is a capital investment of over \$12 million at the Main Wastewater Treatment Plant that was completed in 2014 and a \$1.2 million capital investment at the Paradise Cove Wastewater Treatment Plant that was completed in 2010 that must be protected. Considering the natural corrosive atmosphere in a treatment facility, improper and/or inadequate maintenance can easily reduce the life expectancy of the facilities from 20 years down to 5 or 10 years.

The goal of this current staffing assessment is to objectively assess the staffing requirements to properly operate and maintain the two wastewater treatment plants and three collection systems so that proper operation and maintenance can continue to ensure compliant operation and extend the useful life of the facilities. Implementation of the staffing recommendations supports SD5’s *Mission Statement and Values* and the technical goals listed in SD5’s *Strategic Plan* (June 30, 2020).

3 Description of Facilities

As previously mentioned, SD5’s infrastructure assets are comprised of two wastewater treatment plants and three collection systems:

- Main Wastewater Treatment Plant + Two Collection Systems
- Paradise Cove Wastewater Treatment Plant + One Collection System

3.1 Main Wastewater Treatment Plant

The Main Wastewater Treatment Plant serves more than 3,500 households in parts of the Tiburon Peninsula and the City of Belvedere. SD5 was founded in the 1940s and some structures at the treatment plant were constructed in the 1960s. In 1980, the plant was upgraded to secondary treatment and was rehabilitated between 2012 and 2014.

The Main Wastewater Treatment Plant provides primary and secondary treatment and has an average dry weather design treatment capacity of 0.98 million gallons per day (mgd). Using storage and blending of wet weather flows, the plant can treat up to 2.3 mgd through secondary treatment during wet weather. During wet weather, the flow regularly exceeds 2.3 mgd and when needed, excess flow is stored in the wet weather

primary, storage aeration basin, and surge tank then returned to the treatment plant after the storm. The treated effluent is disinfected with sodium hypochlorite, dechlorinated with sodium bisulfite, and discharged to San Francisco Bay. In addition to disinfection monitoring and dechlorination of the plant effluent, plant staff also monitor the disinfection levels and provide dechlorination of the Sewerage Agency of Southern Marin (SASM) effluent prior to both plant effluents being discharged through the shared outfall to San Francisco Bay; waste solids are thickened and digested anaerobically, then dewatered and transported for off-site disposal.

The Main Wastewater Treatment Plant is served by two collection systems with a total population of approximately 6,400 people. The original Main Wastewater Treatment Plant collection system serves the City of Belvedere and parts of the Town of Tiburon east of Gilmartin Drive. The Main Wastewater Treatment Plant sewer system consists of approximately 30.9 miles of pipe, ranging from four inches to 18 inches in diameter with 28.5 miles of gravity sewer and the remaining 2.4 miles is force main sewer. There are nine pump stations in the Tiburon Zone and 13 pump stations in the Belvedere Zone.

3.2 Paradise Cove Wastewater Treatment Plant

The Paradise Cove Wastewater Treatment Plant serves the eastern Tiburon Peninsula and treats and discharges the wastewater for approximately 112 connections. It was upgraded in 2010. It provides secondary treatment and disinfection prior to dechlorination and discharge of effluent to separate smaller San Francisco Bay outfall. The Paradise Cove treatment plant has an average dry weather treatment capacity of 0.04 mgd and can treat up to 0.10 mgd during wet weather. Settled solids from the Paradise Cove treatment plant are trucked to the Main Wastewater Treatment Plant for final treatment.

The Paradise Cove sewer system consists of approximately 3.1 miles of pipe (1.4 gravity and 1.7 force main), ranging from three inches to six inches in diameter, and two pump stations.

4 Staffing Assessment Methodology

On January 13, 2022, HDR conducted interviews of staff representing Management, Operations, and Maintenance/Collections. Interviews were conducted by a qualified HDR team member that carries a current Grade V California Wastewater Treatment Plant Operator certification. The meetings, including a plant tour, focused on the effort needed to operate and maintain the treatment plants and collection system.

The assessment included review of previous reports and other relevant data including:

- Minimum Staffing Requirements Policy Document (Rubio, 2015)
- Current Organizational Chart
- Strategic Plan (June 2020)
- Main Plant and Paradise Cove NPDES Permits
- Main Plant and Paradise Cove Sewer System Master Plans (SSMP)

- Paradise Cove Wastewater Treatment Plant Drawings
- Paradise Cove Wastewater Treatment Plant O&M Manual
- Main Wastewater Treatment Plant O&M Manual
- Staff Interviews

The staffing assessment was conducted using three separate methods to assess staffing requirements so that the results, merits, and disadvantages of each method could ultimately be considered in developing conclusions and recommendations.

Method 1 uses the existing staffing resolution (i.e., *Minimum Staffing Requirements*, 2015), as well as staff feedback received during interviews and the agency's current organizational chart, to define current SD5 staffing levels. The Method 2 staff assessment approach employed was a bottom-up staffing assessment developed from information learned during the staff interviews, documenting the specific efforts required by the O&M staff. The Method 3 staff assessment was derived from published sources, modified to accommodate specific conditions at SD5 (e.g., *The Northeast Guide for Estimating Staffing at Publicly and Privately Owned Wastewater Treatment Plants*, New England Interstate Water Pollution Control Commission, November 2008).

4.1 Method 1 – Current Staffing Resolution

Method 1 staff assessment documents the staffing allocation based on the SD5 staffing resolution and unfilled positions. Based on the SD5's current Organizational Chart (FY2021-2022), there is one District Manager and four operators, including the Operations Superintendent. During the January 13, 2020, site visit conducted by the HDR team, one of the Operator positions was unfilled, as well as one Maintenance/Collections positions open. There are 4.5 Maintenance and Collections FTEs including the Maintenance/Collections Superintendent. The half-person is split with the permitting department to enable inspections, which should help prevent future problem connections to the collections systems.

4.2 Method 2 – Bottom-Up Staffing Assessment and Staff Interviews

Method 2 staff assessment was developed by walking around with the treatment plant supervisors, operators, and maintenance personnel for a process-by-process assessment of the work required at the plants and collection systems. Staff hours for specific activities in each area are added to the estimated time required to mitigate "routine" weekly problems and more substantial monthly or annual problems. There are four categories of time considered during the development of the time analysis required by the operations and maintenance groups:

- **Daily Rounds:** represent the time needed for basic checks, sampling, and process control.
- **Minor Efforts:** categorized to weekly, monthly, and yearly are issues that must be addressed regularly but typically don't cause a process shutdown. Typical items

would include cleaning a process area, rotate and lubricate equipment on a monthly schedule, or instrument maintenance.

- **Preventative Maintenance:** in the OPERATIONS tab is completed by operators to maintain normal operating conditions. consists of weekly normal and regular lubrication of equipment or cleaning of processes tanks to maintain process performance. An estimate of labor hours for preventative maintenance, as well as Preventative Maintenance (shown on the “MAINT+COLLECTIONS” tab) that is performed by the Maintenance Department, are included in Appendix A. The regular inspection of sump pump (pulling once per year) is considered a Minor Effort to distinguish it from a weekly maintenance effort.
- **Major Problems:** categorized yearly, major problems are issues that develop that directly cause a process interruption. Typical items would include pump replacement or shutdown cleaning of a process required to maintain compliance or reduce maintenance elsewhere in the plant.

The development of the bottom-up staffing assessment is shown in the two spreadsheet printouts included with this memorandum in Appendix A (i.e., one for Operations and one for Maintenance/Collection).

The following analytics were applied to the information received from the supervisors, operators, and maintenance personnel (note: Method 2 assumes multiple critical problems do not accumulate at the same time):

- Total time of daily rounds is added up for each work group and then multiplied by 365 days per year. Collection system uses 260 days per year for a 5 day a week operation.
- The number of minor efforts, generally defined as an issue that develops weekly, and the time to resolve each minor effort are multiplied by each other and then the number of times it occurs per year.
- Preventative maintenance completed by operators or maintenance, including process equipment shutdown for weekly cleanings where required, is multiplied by 52 weeks in a year. Preventative maintenance may also be listed in the minor effort or major problems sections depending on routine or disruptive the activity is.
- The number of major problems, generally defined as an issue that required equipment shutdown, and the time to resolve each major problem is multiplied by the number of times it occurs per year.

A summary of the Method 2 assessment is provided in Table 1.

Table 1. Bottom-Up Staffing Assessment Results Summary

Area	Operations Time (hrs/yr)	Maintenance and Collections Time (hrs/yr)
Main Influent Pumping	761	186
Main wet weather pumping, primary, surge tank, and aeration storage	228.5	12
Main dry primary treatment and PS pumping	613	206
Main aeration and secondary clarification	753	40
Main chlorine contact	1293	8
Main solids handling	1479	136
Main utilities including Plant Water, Standby Generators	194.5	80
Odor Control Fans and water supply	214.5	8
Main Collections System ¹		2644
Main Collections System Cleaning ¹		3345
Paradise Cove grinder pumps, screening, equalization, plant feed pumps	194	8
Paradise Cove aeration and secondary clarification	753	256
Paradise Cove chlorine contact	282.5	
Paradise Cove collections system and Cleaning (220+335 hours) ²		555
Laboratory	669	
Safety	156	156
Supervision, Management, and CMMS	585	388
Total	8176	8028
FTE	5.45	5.35

Note 1: Main Collection System and Main Sewer Cleaning needs to be divided between the Tiburon Zone and belvedere Zone.

Note 2: The total numbers of hours for the Paradise Cove collections system and Cleaning is increased by 335 hours from the Main Collections System Cleaning hours estimate to account for the proportional system miles in that zone.

4.3 Method 3 - NEIWPCO Staffing Model

Method 3 was based on the New England Interstate Water Pollution Control Commission's (NEIWPCO), "The Northeast Guide for Estimating Staffing at Publicly and Privately Owned Wastewater Treatment Plants" (Northeast Guide, 2008). The Northeast Guide builds on the methods employed by the Environmental Protection Agency's (EPA's) 1973 report titled, "Estimated Staffing for Municipal Wastewater." The 1973 EPA report provided estimates of the annual O&M labor hours required for various wastewater

treatment processes. Annual labor-hour estimates were given as a function of treatment plant design flow in million gallons per day. The document however is dated (e.g., there has been significant advancement in treatment technologies since 1973) so a methodology was developed using content from the two standards.

An Excel-based spreadsheet tool was developed to accompany the Northeast Guide to automate the calculations involved. In this tool, the user selects the plant design flow from one of six given size categories ranging from 0.25 mgd to >20 mgd and selects the staffing shifts. The plant size dictates the hourly allocation for each work area and the staff shifts (in this case none) dictate a daily multiplier for the total required effort.

There are additional considerations when evaluating the staffing required for a specific wastewater treatment plant. While the Northeast Guide provides labor hours for operations and maintenance, it does not allocate staff hours for supervision and administration or the collections system. As such, the management fraction of the Operations Superintendent and Maintenance Superintendent positions are additional to the staffing estimates generated by these models.

The raw model outputs and adjusted annual labor hours are summarized by process area in Table 2. The NEIWPC model printout is attached at the end of this report in Appendix B. Hours added to the model results in table 2 were determined during the interview process and are also included in the Method 2 analysis for the following site-specific considerations:

- Management responsibilities (i.e., field supervisor portion human resources, budgeting, outreach, training, town/city meetings, scheduling, etc.) and responsibility for clerical duties (i.e., billing, reports, correspondence, phones, time sheets, mailings, etc.)
- Plant staff responsible for collection system operation and maintenance, pump station inspections, and/or combined sewer overflows
- Plant operators responsible for operating generators and emergency power
- Plant responsible for industrial pre-treatment program
- Plant staff responsible for plant upgrades and large projects done both on-site and off-site (i.e., collection systems, manholes, etc.)

Table 2. Staffing model output and adjusted labor hours per year required to operate and maintain the wastewater treatment plants

	Labor Hours per Year		Source
	Operations	Maint + Collections	
Main Wastewater Treatment Plant	5164	950	NEIWPPC
Main Collections System ¹		2644	Method 2
Main Sewer Cleaning ¹		3345	Method 2
Paradise Cove Wastewater Treatment Plant	1952	489	NEIWPPC
Paradise Cove Collections System and Cleaning (220+335 hours) ²		555	Method 2
Safety	156	156	Method 2
Outreach, Supervision, Management, and CMMS	585	388	Method 2
Totals	7857	8527	
FTE	5.24	5.68	

Note 1 Main Collection System and Main Sewer Cleaning needs to be divided between the Tiburon Zone and belvedere Zone.

Note 2: The total numbers of hours for the Paradise Cove collections system and Cleaning is increased by 335 hours from the Main Collections System Cleaning hours estimate to account for the proportional system miles in that zone.

Estimating labor hours required by collection systems is difficult because of variability of equipment in each organization, terrain of the collection system, age of system, density of community, and traffic all impact the actual required effort per mile of sewer. A survey conducted for Kalispell, Montana (HDR Kalispell MT Water and Wastewater Utility Survey, 2000) showed an average of 8.5 miles per FTE for collection system only. The Montana, Idaho, and Washington communities in that survey had more open space than the SD5 service area. SD5's 34 miles of sewer divided by 8.5 results in 4.0 FTE for the collections system only. A second reference for Clackamas, WA (West Yost and BV Draft Technical Memorandum No. 6A, 2003) indicated a labor requirement of 224 hours/mile/year, which when multiplied by the 34 miles in the SD5 area, results in an annual maintenance requirement of 7,616 hours. SD5's staffing recommendation for the collections systems labor effort portion of the maintenance department is between these two references. SD5 sewer cleaning productivity rate is comparable to larger organizations listed in the *Office of Water Programs California State University, Sacramento Collections Systems: Methods for evaluating and Improving Performance* (1997), but a detailed analysis of productivity rates was not completed for this assessment.

5 Summary

The three methods each produced a different result for recommended staffing but should be close enough to validate each other. Table 3 provides a summary of the results from the three methods described in this document.

Table 3. Summary of Results for Methods 1, 2 and 3

	Method 1		Method 2		Method 3	
	Operations	Maint + Collections	Operations	Maint + Collections	Operations	Maint + Collections
Hours			8176	8028	7857	8527
FTE	4	4.5	5.45	5.35	5.24	5.68

Based on the responsibilities, workloads, and the staffing comparisons presented in Table 3, HDR believes that the total number of permanent FTEs in Operations should be increase to five, compared with the current four, including the Operations Superintendent. The total number of permanent FTEs in Maintenance/ Collections should be increased to 5.5, compared with the current 4.5 to allow ongoing cooperation and inspection with the permitting department. This staff allocation should allow for the following:

- Ongoing maintenance of aging treatment plants and collections systems with the mindset to preserve capita value.
- Resumption of the home-grown design and development of small plant improvements to further optimize staff efforts.
- Re-establishment of process control parameters and monitoring so treatability issues can be quickly diagnosed with a history of plant data.
- Catch up on differed work orders and maintain a productive CMMS system.
- Allow staff to take time off without the guilt of overwhelming their coworkers.
- Improve relationships between operations and maintenance because of the ability to have the time to work collaboratively to a common benefit.

APPENDIX A: Process Grids used to develop the bottom up estimate the effort required to operate the wastewater treatment plants and the collections systems



Process	Daily rounds	Minor Effort 1		Minor Effort 2		Minor Effort 3		Preventative Maintenance	Major Problem 1		Major Problem 2		Major Problem 3		Daily Rounds		Minor Effort		Preventative Maint.		Major problems		Totals	
	(hr./shift)	(hr./event)	(event/week)	(hr./event)	(event/mo.)	(hr./event)	(event/year)	(hr./week)	(hr./event)	(event/year)	(hr./event)	(event/year)	(hr./event)	(event/year)	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year
Main Influent Pumping. Equipment: 3 grinders, 1+1 dry pumps, gates, autosampler, process control sampling and analysis. Comments: 1 hour per day for normal rounds and sample collection. There is typically an issue that requires extra attention about twice per week for 2 hours. Instrument maintenance is 2 hr./monthly. Quarterly autosampler maintenance. Preventative maintenance is hose wet well and pump down to gurgle then grease and rotate grinders. Major problems: Grit chamber in front of plant needs cleaning 2x/year time is split between operations (20 hours) and maintenance (18 hours). Once per year a significant item breaks for a maintenance and operations effort of 12 hours each. Level transmitters are not working which is causing short term additional effort.	1	2	2	2	1	2	4	2	20	2	12	1		7.1%	365	9.6%	240	25.0%	104	33.3%	52	9.3%	761	
Main wet weather pumping, primary, surge tank, and aeration storage Equipment: 1+1 wet pumps, gates, wet weather primary, chain and flight, PS pumps, scum collection and pumping, surge tank, aeration tank, drain back. Comments: Operate this process with any storm over 1 inch. Drain back is automatic control but sometimes the intermittent use of process means it does not work correctly and it takes two hours of additional monitoring to restore normal service. Flow back starts at 1.5 mgd and maintains 2 mgd of total plant flow. After use, assume 4 storms and 2 plant needs, tanks need to be cleaned.	0.5			2	1	3	6		4	1				3.6%	182.5	1.7%	42	0.0%	0	2.6%	4	2.8%	228.5	
Main dry primary treatment and PS pumping Equipment: 2xprimary, chain and flight, PS pumps, scum collection and pumping, autosampler, process control sampling and analysis. Comments: typically a 4 hours item developed once per week. Splitter box maintenance is a monthly event at 2 hours. Both Operations and Maintenance participate in the annual take down of a headworks primary tank, aeration tank, or secondary clarifier for 8 hours operator time and 60 hours of maintenance time partially because of confined space work.	1	4	1	2	1	2	4		8	1				7.1%	365	9.6%	240	0.0%	0	5.1%	8	7.5%	613	
Main aeration and secondary clarification Equipment: 3 aeration blowers, fine bubble diffusers, chain and flight, RAS pumps, process control sampling and analysis. Comments: 1 hour for quick check. Process control such as settle-o-meter, MLSS, is 2x week for 3 hours including laboratory analysis. 2 hours/mo to rotate aeration blowers, change filter, and grease. Weekly pull and wipe DO meters and hose weirs.	1	3	2	2	1			1						7.1%	365	13.5%	336	12.5%	52	0.0%	0	9.2%	753	
Main chlorine contact Equipment: Flow meters, Hypo and SBS feed with mixing, autosampler, process control sampling and analysis. Comments: Normal daily monitoring of disinfection and dechlorination for both SDS and SASM takes 3 hours. Once per month maintenance of all 3 station is 9 hours. Clean contact tank with vacuum is a 6 hour job. Remove chlorine contact tank from service requires 24 hours operator and 8 hours maintenance time. Annual rebuild of all disinfection and dechlorination instruments is 30 hours.	3			9	1	6	6		24	1	30	1		21.4%	1095	5.8%	144	0.0%	0	34.6%	54	15.8%	1293	
Main solids Handling Equipment: WAS pumps, RDT, polymer, ferrous, digesters (Boilers, HEX, sludge pumping, pump mixing), screw press dewatering, polymer, sampling and analysis. Comments: 3 hours of startup, daily checks, and shutdown. Once per week process control sampling for thickening, digester, and dewatering process operations. Monthly maintenance of polymer blend units and tote switch out is combined with the monthly maintenance of the spray nozzles for 6 hours. Operator preventative maintenance is greasing and complete clean up of whole process to prevent septic odors and corrosion for 2 hours.	3	4	1	6	1			2						21.4%	1095	11.2%	280	25.0%	104	0.0%	0	18.1%	1479	
Main utilities including Plant Water, Standby Generators Equipment: plant water pumps, 1 electrical grid connections with cross ties in plant, emergency generator with fuel treatment and auto transfer. Comments: Three generators. Generators have contract maintenance. Should operate plant generator on plant load 2x year to ensure ATS works. Plan for one 8 hour event per year where a generator does not work as intended.	0.5					2	2		8	1				3.6%	182.5	0.2%	4	0.0%	0	5.1%	8	2.4%	194.5	
Odor Control Fans and water supply Equipment: Fans and separate odor control unit with recirculation pumps. Comments: Odor control requires more maintenance. Planned for once per month instrument and metering pump service and once per quarter desalting of the packing tower. Time could be reduced if different type of odor control unit is selected during next planned replacement.	0.5			2	1	8	1							3.6%	182.5	1.3%	32	0.0%	0	0.0%	0	2.6%	214.5	
Main collections system Equipment: 22 pump stations (9 Tiberon+13 Belvedere), 28.5 miles gravity, and 2.4 miles of force main Comments: Collection system is maintained by the maintenance group														0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	
Paradise Cove grinder pumps, screening, equalization, plant feed pumps Equipment: 1+1 grinder pump, 2xinfluent screens, 2xEQ tanks, 2x(1+1) plant feed pump Comments: Clean and test influent wetwell pumps 1/week. Instrument maintenance and calibration 4 hours/month. Quarterly autosampler maintenance. One major problem per years for 6 hours.		1	1	2	1	2	4	2			6	1		0.0%	0	3.4%	84	25.0%	104	3.8%	6	2.4%	194	
Paradise Cove aeration and secondary clarification Equipment: 2x aeration and secondary clarification, 2xRAS, 2x WAS storage, process control sampling and analysis. Comments: Daily rounds includes time for driving and checking process equipment. Process control such as settle-o-meter, MLSS, and plant cleanup is 2x week for 3 hours including laboratory analysis. Sludge removal effort is provided by Maint/Collections.	1	3	2	2	1			1						7.1%	365	13.5%	336	12.5%	52	0.0%	0	9.2%	753	

Process	Daily rounds	Minor Effort 1		Minor Effort 2		Minor Effort 3		Preventative Maintenance	Major Problem 1		Major Problem 2		Major Problem 3		Daily Rounds		Minor Effort		Preventative Maint.		Major problems		Totals		
	(hr./shift)	(hr./event)	(event/week)	(hr./event)	(event/mo.)	(hr./event)	(event/year)	(hr./week)	(hr./event)	(event/year)	(hr./event)	(event/year)	(hr./event)	(event/year)	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	
Paradise Cove chlorine contact	0.5	1	1	4	1									3.6%	182.5	4.0%	100	0.0%	0	0.0%	0	3.5%	282.5		
Equipment: Flow meters, Hypo and SBS feed with mixing, autosampler, process control sampling and analysis. Comments: Collect and deliver hypo and SBS takes 2 hours per week. Once per month need to drain chlorine contact tank or set up a flush of the outfall to maintain good gravity flow to bay.																									
Paradise Cove collections system														0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0
Equipment: 2 pump stations, 1.4 miles gravity, and 1.7 miles of force main Comments: Collection system is maintained by the maintenance group																									
Laboratory	1	4	1	8	1									7.1%	365	12.2%	304	0.0%	0	0.0%	0	8.2%	669		
Equipment: Laboratory is certified for DO chlorine, and pH through normal operator rules. Plant can conduct TSS samples for process control. Plant is required to maintain full spectrum of QAQC documents for reporting. Comments: New TNI lab standards requires additional effort of tracking QAQC and consumables to support the laboratory.																									
Safety		1	1	8	1	8	1							0.0%	0	6.3%	156	0.0%	0	0.0%	0	1.9%	156		
Equipment Comments: 1 hr. per week for tracking tailgate and monitoring safety issues. 8 hours per month for meetings and reporting. 8 hours of annual safety audit and review of safety plans. Annual safety training is a part of the discount to 1500 hours of wrench time per year.																									
Outreach, Supervision, Management, and CMMS	1	2	1	6	1	20	1		8	1	4	4		7.1%	365	7.9%	196	0.0%	0	15.4%	24	7.2%	585		
Comments: Daily documentation required for monthly reports and work orders. 2 hours for weekly timesheets. 6 hours for monthly pollution prevention meetings and support activities. 20 hours for pollution prevention support at the fair. 8 hours for an employee change of status. 4 hours each for performance review of 4 people.																									
														100.0%	5110	100.0%	2494	100.0%	416	100.0%	156	100.0%	8176	5.45	

Process	Daily rounds	Minor Effort 1		Minor Effort 2		Minor Effort 3		Preventative Maintenance	Major Problem 1		Major Problem 2		Major Problem 3		Daily Rounds		Minor Effort		Preventative Maint.		Major problems		Totals	
	(hr./shift)	(hr./event)	(event/week)	(hr./event)	(event/mo.)	(hr./event)	(event/year)	(hr./week)	(hr./event)	(event/year)	(hr./event)	(event/year)	(hr./event)	(event/year)	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year
Main Influent Pumping	0.5					8	1		18	2	12	1		8.3%	130	0.2%	8	#DIV/0!	0	1.5%	48	2.3%	186	
Equipment: 3 grinders, 1+1 dry pumps, gates, autosampler, process control sampling and analysis. Comments: 0.5/day process check on mechanically intensive areas. Pull two pumps for inspection once per year 4 hours for 2 people. Major problems: Grit chamber in front of plant needs cleaning 2x/year time is split between operations (20 hours) and maintenance (18 hours). Once per year a significant item breaks for a maintenance and operations effort of 12 hours each.																								
Main wet weather pumping, primary, surge tank, and aeration storage						8	1		4	1				0.0%	0	0.2%	8	#DIV/0!	0	0.1%	4	0.1%	12	
Equipment: 1+1 wet pumps, gates, wet weather primary, chain and flight, PS pumps, scum collection and pumping, surge tank, aeration tank, process control?, drain back. Comments: Pull two pumps for inspection once per year 4 hours for 2 people. Major problems: additional flow control effort and time to repair valve or flow meter for operations and maintenance when automatic does not work.																								
Main dry primary treatment and PS pumping	0.5								60	1	16	1		8.3%	130	0.0%	0	#DIV/0!	0	2.4%	76	2.6%	206	
Equipment: primary, chain and flight, PS pumps, scum collection and pumping, autosampler, process control sampling and analysis. Comments: 0.5/day process check on mechanically intensive areas. Both Operations and Maintenance participate in the annual take down of a headworks primary tank, aeration tank, or secondary clarifier for 8 hours f operations time and 60 hours of maintenance time partially because of confined space work. 16 hours to change oil in process area and address corrosion and replace bolts as needed.																								
Main aeration and secondary clarification									40	1				0.0%	0	0.0%	0	#DIV/0!	0	1.2%	40	0.5%	40	
Equipment: 3 aeration blowers, fine bubble diffusers, chain and flight, RAS pumps, process control sampling and analysis. Comments: 40 hours to change oil in process area and address corrosion and replace bolts as needed. Aeration blowers have maintenance contract for overhaul.																								
Main chlorine contact									8	1				0.0%	0	0.0%	0	#DIV/0!	0	0.2%	8	0.1%	8	
Equipment: Flow meters, Hypo and SBS feed with mixing, autosampler, process control sampling and analysis. Comments: Maintenance support to set up pump and remove chlorine contact tank from service. Remove chlorine contact tank from service requires 24 hours operator and 8 hours maintenance time																								
Main solids Handling									40	1	8	12		0.0%	0	0.0%	0	#DIV/0!	0	4.2%	136	1.7%	136	
Equipment: WAS pumps, RDT, polymer, ferrous, digesters (Boilers, HEX, sludge pumping, pump mixing), screw press dewatering, polymer, sampling and analysis. Comments: Combined annual maintains of all the digester pumps, RDT and pumps, and Screw press and pumps is 40 hours. Typical 1 failure per month at 8 hours of effort to repair.																								
Main utilities including Plant Water, Standby Generators				4	1				16	2				0.0%	0	1.5%	48	#DIV/0!	0	1.0%	32	1.0%	80	
Equipment: plant water pumps, 2 electrical grid connections with cross ties in plant, emergency generator with fuel treatment and auto transfer. Comments: In house painting projects 4 hours/month. Plant water pumps repair 1-2 days 2x/year.																								
Odor Control Fans and water supply									8	1				0.0%	0	0.0%	0	#DIV/0!	0	0.2%	8	0.1%	8	
Equipment: three separate odor control units with recirculation pumps. Comments: Annual maintenance on pumps and fan associated with odor control																								
Main collection system	4	3	3	40	1	60	4		16	12	32	2	160	66.7%	1040	36.4%	1188	#DIV/0!	0	13.0%	416	32.9%	2644	
Equipment: 22 pump stations (9 Tiberon+13 Belvedere), 28.5 miles gravity, and 2.4 miles of force main Comments: Average day USA and inspections is 4 hours split between 2 people. Pumps stations are checked for 3 hours, 3x/week. Monthly cleaning of pumpstations takes 40 hours. Quarterly inspections of grease traps takes 60 hours. Major Problems that take 1 day (people) occur 1/month, problems that take 2 days (2 people) occur twice per year. Annual pump inspection and oil change takes 10 days of 2 people including exercise valves, charcoal canisters, and bio blocks at about half the pump stations.																								
Paradise Cove grinder pumps, screening, equalization, plant feed pumps						8	1							0.0%	0	0.2%	8	#DIV/0!	0	0.0%	0	0.1%	8	
Equipment: 1+1 grinder pump, 2xinfluent screens, 2xEQ tanks, 2x(1+1) plant feed pump Comments: Pull two pumps for inspection once per year 4 hours for 2 people																								
Paradise Cove aeration and secondary clarification				8	2	16	4							0.0%	0	7.9%	256	#DIV/0!	0	0.0%	0	3.2%	256	
Equipment: 2x aeration and secondary clarification, 2xRAS, 2x WAS storage, process control sampling and analysis. Comments: Quarterly filter and oil changes for blowers for 16 hours. 2x per month vacator with 2 people for 4 hours picks up sludge at Paradise cove and brings it back to main plant.																								
Paradise Cove chlorine Contact														0.0%	0	0.0%	0	#DIV/0!	0	0.0%	0	0.0%	0	
Equipment: Flow meters, Hypo and SBS feed with mixing, autosampler, process control sampling and analysis. Comments: Operations maintains.																								

Process	Daily rounds	Minor Effort 1		Minor Effort 2		Minor Effort 3		Preventative Maintenance	Major Problem 1		Major Problem 2		Major Problem 3		Daily Rounds		Minor Effort		Preventative Maint.		Major problems		Totals		
	(hr./shift)	(hr./event)	(event/week)	(hr./event)	(event/mo.)	(hr./event)	(event/year)	(hr./week)	(hr./event)	(event/year)	(hr./event)	(event/year)	(hr./event)	(event/year)	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	% of Total	hrs./year	
Paradise Cove collection system		1	3	4	1								16	1	0.0%	0	6.3%	204	#DIV/0!	0	0.5%	16	2.7%	220	
Equipment: 2 pump stations, 1.4 miles gravity, and 1.7 miles of force main Comments: Pumps stations are checked for 1 hour, 3x/week. Annual pump inspection and oil change takes 1 day of 2 people including exercise valves.																									
Sewer Cleaning						1280	1		640	1	240	6	320	1	0.0%	0	39.3%	1280	#DIV/0!	0	74.8%	2400	45.8%	3680	
Equipment: Comments: Rodding 4 people for 2 months for whole system. 3 month hot spots 3 people for 2 weeks. 6 month hot spots 3 people for 2 weeks. Annual cleaning remainder 4 people for 2 weeks.																									
Safety		1	1	8	1	8	1								0.0%	0	4.8%	156	#DIV/0!	0	0.0%	0	1.9%	156	
Equipment Comments: 1 hr. per week for tracking tailgate and monitoring safety issues. 8 hours per month for meetings and reporting. 8 hours for annual safety audit and review of safety plans. Annual safety training is a part of the discount to 1500 hours of wrench time per year.																									
Outreach, Supervision, Management, and CMMS	1	2	1						8	1	4	4			16.7%	260	3.2%	104	#DIV/0!	0	0.7%	24	4.8%	388	
Comments: Daily documentation required for monthly reports and work orders. 2 hours for weekly timesheets. 8 hours for an employee change of status. 4 hours each for performance review of 4 people.																									
															100.0%	1560	100.0%	3260	#DIV/0!	0	100.0%	3208	100.0%	8028	5.35

APPENDIX B: Model output for the NEIWPCC guide for estimating staffing at publicly and privately owned wastewater treatment plants

THE NORTHEAST GUIDE FOR ESTIMATING STAFFING AT PUBLICLY AND PRIVATELY OWNED WASTEWATER TREATMENT PLANTS (One Shift)

Plant Name: Marin Sanitary District No. 5 Main Wastewater Treatment Plant

Design Flow: 0.5-1.0 mgd	Actual Flow: 0.5 mgd
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FINAL ESTIMATES

Chart #	Annual Hours
Chart 1 – Basic and Advanced Operations and Processes	1846.00
Chart 2 – Maintenance	1205.00
Chart 3 – Laboratory Operations	1448.00
Chart 4 – Biosolids/Sludge Handling	1170.00
Chart 5 – Yardwork	445.00
Estimated Operation and Maintenance Hours	6114.00
Estimated Operation and Maintenance Staff	4.08
Estimated Additional Staff from Chart 7	
TOTAL STAFFING ESTIMATE	4.08

Note: The Total Staff estimate from Charts 1-5 will not be the final amount of staff necessary to run the facility. Please review Chart 7 for additional staffing needs.

Chart 6 - Automation/SCADA

- Computerized preventative maintenance
- Computerized recordkeeping
- E-mail
- Geographical Information System (GIS)
- Internet website
- Laboratory Information Management System (LIMS)
- Local Area Network (LAN)
- Supervisory Control and Data Acquisition (SCADA)

Chart 7 - Considerations for Additional Plant Staffing

- Management responsibilities (i.e., human resources, budgeting, outreach, training, town/city meetings, scheduling, etc.) and responsibility for clerical duties (i.e., billing, reports, correspondence, phones, time sheets, mailings, etc.)
- Plant staff responsible for collection system operation and maintenance, pump station inspections, and/or combined sewer overflows
- Plant operators responsible for operating generators and emergency power
- Plant responsible for industrial pre-treatment program
- Plant staff responsible for plant upgrades and large projects done both on-site and off-site (i.e., collection systems, manholes, etc.)

Note: The user should attach supporting information to justify additional staffing needs from Chart 7.

Final Comments:

THE NORTHEAST GUIDE FOR ESTIMATING STAFFING AT PUBLICLY AND PRIVATELY OWNED WASTEWATER TREATMENT PLANTS

 Choose Staffing Shifts ▼
 Enter Plant Design Flow ▼

Total Staffing Hours: 6114.00

<u>Data Notes</u>	<u># of Units</u>	<u>Process/Activity/Flow</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
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Begin Chart 1 – Basic and Advanced Operations and Processes

<u>Data Notes</u>	<u># of Units</u>	<u>Process</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
	1	Preliminary Treatment	0.50	130.00	
# of units	2	Primary Clarification	0.50	260.00	
	1	Activated Sludge	4.00	1040.00	
		Activated Sludge w/BNR	6.00	0.00	
Choose Range		Rotating Biological Contactor	2.25	0.00	
# of tanks		Sequencing Batch Reactor	1.00	0.00	
		Extended Aeration (w/o primary)	5.00	0.00	
		Extended Aeration w/BNR	7.00	0.00	
		Pure Oxygen Facility	X		
		Pure Oxygen Facility w/BNR	X		
		Trickling Filter	1.00	0.00	
		Oxidation Ditch (w/o primary)	5.00	0.00	
		Oxidation Ditch w/BNR	7.00	0.00	
		Aeration Lagoon	1.50	0.00	
		Stabilization Pond	1.00	0.00	
		Innovative Alternative Technologies	3.00	0.00	
		Nitrification	0.25	0.00	
		Denitrification	0.25	0.00	
		Phosphorus Removal (Biological)	0.25	0.00	
		Phosphorus Removal (Chemical/Physical)	0.50	0.00	
		Membrane Processes	0.25	0.00	
		Cloth Filtration	0.25	0.00	
		Granular Media Filters (Carbon, sand, anthracite, garnet)	1.00	0.00	
		Water Reuse	0.25	0.00	
	1	Plant Reuse Water	0.10	26.00	
	1	Chlorination	0.50	130.00	
	1	Dechlorination	0.50	130.00	
		Ultraviolet Disinfection	0.50	0.00	
# of units	1	Wet Odor Control	0.50	130.00	
# of units		Dry Odor Control	0.25	0.00	
		Septage Handling	0.50	0.00	

End of Chart 1 – Basic and Advanced Operations and Processes SUBTOTAL:	1846.00
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* Secondary Clarification has been built into basic operations processes.
 * Activated Sludge process includes RAS and WAS pumping.

Begin Chart 2 – Maintenance

Unit Descriptons	# of Units	Activity/Flow	Hours	Calculated	Subtotal
# of screens		Manually Cleaned Screens	0.25	0.00	
# of screens		Mechanically Cleaned Screens	0.25	0.00	
# of screens		Mechanically Cleaned Screens with grinders/washer/ compactors	0.50	0.00	
# of units	3	Comminutor/Macerator	0.25	195.00	
# of chambers		Aerated Grit Chambers	0.10	0.00	
# of units		Vortex Grit Removal	0.10	0.00	
# of units		Gravity Grit Removal	0.10	0.00	
# of tanks	2	Additional Process Tanks	0.10	52.00	
# of chemicals added for processes	1	Chemical Addition (varying dependent upon degree of treatment)	0.10	26.00	
# of clarifiers		Circular Clarifiers	0.25	0.00	
# of clarifiers	2	Chain and Flight Clarifiers	0.25	130.00	
# of clarifiers		<i>Traveling Bridge Clarifiers</i>	X		
# of clarifiers		Squiracle Clarifiers	0.25	0.00	
X	1	Pumps	100.00	100.00	
# of trains		Rotating Biological Contactor	0.15	0.00	
# of TFs		Trickling Filters	0.15	0.00	
# of tanks		Sequencing Batch Reactor	0.15	0.00	
# of mixers		Mechanical Mixers	0.10	0.00	
# of blowers	3	Aeration Blowers	0.20	156.00	
# of cartridges		Membrane Bioreactor	0.10	0.00	
# of systems		Subsurface Disposal System	0.10	0.00	
X		Groundwater Discharge	0.10	0.00	
# of digesters		Aerobic Digestion	0.10	0.00	
# of digesters	2	Anaerobic Digestion	0.20	104.00	
# of basins		Gravity Thickening	0.10	0.00	
# of belts	1	Gravity Belt Thickening	0.15	39.00	
# of presses	1	Belt Filter Press	0.15	39.00	
# of units		Mechanical Dewatering (Plate Frame and Centrifuges)	0.15	0.00	
# of units		Dissolved Air Flootation	0.10	0.00	
X		Chlorination (gas)	0.10	0.00	
X	1	Chlorination (liq.)	0.20	52.00	
X		Dechlorination (gas)	0.10	0.00	
X	1	Dechlorination (liq.)	0.20	52.00	
# of racks		Ultraviolet	0.10	0.00	
# of units		Biofilter	0.50	0.00	
# of units		Activated Carbon	0.50	0.00	
# of units		<i>Wet Scrubbers</i>	X		
# of screens		Microscreens	0.10	0.00	
# of units		<i>Pure Oxygen</i>	X		
# of units		Final Sand Filters	0.20	0.00	
# of different types of probes	10	Probes/Instrumentation/Calibration	0.10	260.00	

End of Chart 2 – Maintenance SUBTOTAL:

1205.00

Begin Chart 3 – Laboratory Operations

<u>Frequency of test</u>	<u># of times test is run for selected time frame</u>	<u>Tests</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
		Acidity	0.75	0.00	
12	2	Alkalinity, total	0.75	18.00	
		Biochemical Oxygen Demand (BOD)	2.50	0.00	
		Chemical Oxygen Demand (COD)	2.50	0.00	
		Chloride	0.50	0.00	
52	12	Chlorine, Total Residual	0.25	156.00	
		Coliform, Total, Fecal, E.Coli	1.00	0.00	
52	3	Dissolved Oxygen (DO)	0.25	39.00	
52	7	Hydrogen Ion (pH)	0.25	91.00	
		Metals	3.00	0.00	
		Toxicity	2.00	0.00	
		Ammonia	2.00	0.00	
		Total Nitrogen	2.00	0.00	
		Oil and Grease	3.00	0.00	
		Total and Dissolved Phosphorus	2.00	0.00	
52	1	Solids, Total, Dissolved, and Suspended	3.00	156.00	
		Specific Conductance	0.25	0.00	
		Sulfate	1.00	0.00	
		Surfactants	1.00	0.00	
		Temperature	0.25	0.00	
		Total Organic Carbon (TOC)	0.25	0.00	
		Turbidity	0.25	0.00	
		Bacteriological Enterococci	1.00	0.00	
52	4	Lab QA/QC Program	1.00	208.00	
52	4	Process Control Testing	3.00	624.00	
52	12	Sampling for Contracted Lab Services	0.25	156.00	
		Sampling for Monitoring Groundwater wells	0.50	0.00	

End of Chart 3 – Laboratory Operations SUBTOTAL: 1448.00

**Sampling time is built into testing time estimates.*

Begin Chart 4 – Biosolids/Sludge Handling

<u>Unit Descriptors</u>	<u># of Units</u>	<u>Process</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
	1	Belt Filter Press	3.00	780.00	
		Plate & Frame Press	1.50	0.00	
		Gravity Thickening	0.25	0.00	
	1	Gravity Belt Thickening	0.25	65.00	
		Rotary Press	0.25	0.00	
		Dissolved Air Floatation	0.50	0.00	
		Alkaline Stabilization	0.25	0.00	
		Aerobic Digestion	0.50	0.00	
	1	Anaerobic Digestion	0.25	65.00	

	Centrifuges	1.00	0.00
Choose Range	Composting	2.00	0.00
	Incineration	X	
	Air Drying – Sand Beds	0.50	0.00
	Land Application	0.50	0.00
1	Transported Off-Site for Disposal	1.00	260.00
	Static Dewatering	1.00	0.00

End of Chart 4 – Biosolids/Sludge Handling SUBTOTAL: 1170.00

Begin Chart 5 – Yardwork

Unit Descriptons	# of Units	Process	Hours	Calculated	Subtotal
	1	Janitorial/Custodial Staff	100	100.00	
		Snow removal	60	0.00	
	1	Mowing	100	100.00	
# of vehicles	5	Vehicle Maintenance	25	125.00	
	1	Facility Painting	60	60.00	
	1	Rust removal	60	60.00	

End of Chart 5 – Yardwork SUBTOTAL: 445.00

Begin Chart 6 – Automation/SCADA

Automation/SCADA	Yes/No
Automated attendant or Interactive voice recognition (IVR) equipment	No
Automated Meter Reading (AMR), Touchpad meters or other automated metering technology	No
Automatic Call Director (ACD)	No
Billing system	No
Computerized Facilities Management (FM) System	No
Computerized preventative maintenance	Yes
Computerized recordkeeping	Yes
E-mail	Yes
Geographical Information System (GIS)	Yes
Integrated purchasing and inventory	No
Internet website	Yes
Laboratory Information Management System (LIMS)	Yes
Local Area Network (LAN)	Yes
Supervisory Control and Data Acquisition (SCADA)	Yes
Telemetry	No
Utility customer information system (CIS) package	No

End of Chart 6 – Automation/SCADA

Begin Chart 7 – Considerations for Additional Plant Staffing

Activities Yes/No

Management responsibilities (i.e., human resources, budgeting, outreach, training, town/city meetings, scheduling, etc.) and responsibility for clerical duties (i.e., billing, reports, correspondence, phones, time sheets, mailings, etc.)	Yes
Plant staff responsible for collection system operation and maintenance, pump station inspections, and/or combined sewer overflows	Yes
Plant operators responsible for snow plowing, road/sidewalk repair, or other municipal project	No
Plant staff involved in generating additional energy	No
Plant receives an extra high septage and/or grease load (higher than designed organic and grease loadings) or plant takes in sludge from other treatment plants	No
Plant is producing a Class A Biosolid product	No
Plant operators responsible for operating generators and emergency power	Yes
Plant responsible for industrial pre-treatment program	Yes
Plant staff responsible for plant upgrades and large projects done both on-site and off-site (i.e., collection systems, manholes, etc.)	Yes
Plant operators responsible for machining parts on-site	No
Age of plant and equipment (over 15 years of age)	No
End of Chart 7 – Considerations for Additional Plant Staffing	

THE NORTHEAST GUIDE FOR ESTIMATING STAFFING AT PUBLICLY AND PRIVATELY OWNED WASTEWATER TREATMENT PLANTS (One Shift)

Plant Name: Paradise Cove Wastewater Treatment Plant

Design Flow: 0.25-0.5 mgd	Actual Flow: 0.04 mgd
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FINAL ESTIMATES

Chart #	Annual Hours
Chart 1 – Basic and Advanced Operations and Processes	780.00
Chart 2 – Maintenance	412.00
Chart 3 – Laboratory Operations	669.00
Chart 4 – Biosolids/Sludge Handling	260.00
Chart 5 – Yardwork	320.00
Estimated Operation and Maintenance Hours	2441.00
Estimated Operation and Maintenance Staff	1.63
Estimated Additional Staff from Chart 7	
TOTAL STAFFING ESTIMATE	1.63

Note: The Total Staff estimate from Charts 1-5 will not be the final amount of staff necessary to run the facility. Please review Chart 7 for additional staffing needs.

Chart 6 - Automation/SCADA

- Computerized preventative maintenance
- Computerized recordkeeping
- Geographical Information System (GIS)
- Laboratory Information Management System (LIMS)
- Local Area Network (LAN)
- Supervisory Control and Data Acquisition (SCADA)

Chart 7 - Considerations for Additional Plant Staffing

- Management responsibilities (i.e., human resources, budgeting, outreach, training, town/city meetings, scheduling, etc.) and responsibility for clerical duties (i.e., billing, reports, correspondence, phones, time sheets, mailings, etc.)
- Plant staff responsible for collection system operation and maintenance, pump station inspections, and/or combined sewer overflows
- Plant operators responsible for operating generators and emergency power
- Plant responsible for industrial pre-treatment program
- Plant staff responsible for plant upgrades and large projects done both on-site and off-site (i.e., collection systems, manholes, etc.)

Note: The user should attach supporting information to justify additional staffing needs from Chart 7.

Final Comments:

THE NORTHEAST GUIDE FOR ESTIMATING STAFFING AT PUBLICLY AND PRIVATELY OWNED WASTEWATER TREATMENT PLANTS

Choose Staffing Shifts ▼
 Enter Plant Design Flow ▼

Total Staffing Hours: 2441.00

Data Notes # of Units Process/Activity/Flow Hours Calculated Subtotal

Begin Chart 1 – Basic and Advanced Operations and Processes

<u>Data Notes</u>	<u># of Units</u>	<u>Process</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
		Preliminary Treatment	0.50	0.00	
# of units		Primary Clarification	0.50	0.00	
	1	Activated Sludge	2.00	520.00	
		Activated Sludge w/BNR	3.00	0.00	
		Rotating Biological Contactor	1.00	0.00	
# of tanks		Sequencing Batch Reactor	1.00	0.00	
		Extended Aeration (w/o primary)	2.50	0.00	
		Extended Aeration w/BNR	3.50	0.00	
		Pure Oxygen Facility	X		
		Pure Oxygen Facility w/BNR	X		
		Trickling Filter	1.00	0.00	
		Oxidation Ditch (w/o primary)	2.50	0.00	
		Oxidation Ditch w/BNR	3.50	0.00	
		Aeration Lagoon	1.50	0.00	
		Stabilization Pond	1.00	0.00	
		Innovative Alternative Technologies	2.00	0.00	
		Nitrification	0.25	0.00	
		Denitrification	0.25	0.00	
		Phosphorus Removal (Biological)	0.25	0.00	
		Phosphorus Removal (Chemical/Physical)	0.25	0.00	
		Membrane Processes	0.25	0.00	
		Cloth Filtration	0.25	0.00	
		Granular Media Filters (Carbon, sand, anthracite, garnet)	0.50	0.00	
		Water Reuse	0.25	0.00	
		Plant Reuse Water	0.10	0.00	
	1	Chlorination	0.50	130.00	
	1	Dechlorination	0.50	130.00	
		Ultraviolet Disinfection	0.50	0.00	
# of units		Wet Odor Control	0.50	0.00	
# of units		Dry Odor Control	0.25	0.00	
		Septage Handling	0.50	0.00	

End of Chart 1 – Basic and Advanced Operations and Processes SUBTOTAL: 780.00

* Secondary Clarification has been built into basic operations processes.
 * Activated Sludge process includes RAS and WAS pumping.

Begin Chart 2 – Maintenance

Unit Descriptons	# of Units	Activity/Flow	Hours	Calculated	Subtotal
# of screens		Manually Cleaned Screens	0.25	0.00	
# of screens		Mechanically Cleaned Screens	0.25	0.00	
# of screens		Mechanically Cleaned Screens with grinders/washer/ compactors	0.25	0.00	
# of units		Comminutor/Macerator	0.25	0.00	
# of chambers		Aerated Grit Chambers	0.10	0.00	
# of units		Vortex Grit Removal	0.10	0.00	
# of units		Gravity Grit Removal	0.10	0.00	
# of tanks		Additional Process Tanks	0.10	0.00	
# of chemicals added for processes		Chemical Addition (varying dependent upon degree of treatment)	0.10	0.00	
# of clarifiers		Circular Clarifiers	0.25	0.00	
# of clarifiers		Chain and Flight Clarifiers	0.25	0.00	
# of clarifiers		<i>Traveling Bridge Clarifiers</i>	X		
# of clarifiers		Squiracle Clarifiers	0.25	0.00	
X	1	Pumps	100.00	100.00	
# of trains		Rotating Biological Contactor	0.15	0.00	
# of TFs		Trickling Filters	0.15	0.00	
# of tanks		Sequencing Batch Reactor	0.15	0.00	
# of mixers		Mechanical Mixers	0.10	0.00	
# of blowers	2	Aeration Blowers	0.20	104.00	
# of cartridges		Membrane Bioreactor	0.10	0.00	
# of systems		Subsurface Disposal System	0.10	0.00	
X		Groundwater Discharge	0.10	0.00	
# of digesters	1	Aerobic Digestion	0.10	26.00	
# of digesters		<i>Anaerobic Digestion</i>	X		
# of basins	1	Gravity Thickening	0.10	26.00	
# of belts		Gravity Belt Thickening	0.15	0.00	
# of presses		Belt Filter Press	0.15	0.00	
# of units		Mechanical Dewatering (Plate Frame and Centrifuges)	0.15	0.00	
# of units		<i>Dissolved Air Flootation</i>	X		
X		Chlorination (gas)	0.10	0.00	
X	1	Chlorination (liq.)	0.20	52.00	
X		Dechlorination (gas)	0.10	0.00	
X	1	Dechlorination (liq.)	0.20	52.00	
# of racks		Ultraviolet	0.10	0.00	
# of units		Biofilter	0.50	0.00	
# of units		Activated Carbon	0.50	0.00	
# of units		<i>Wet Scrubbers</i>	X		
# of screens		Microscreens	0.10	0.00	
# of units		<i>Pure Oxygen</i>	X		
# of units		Final Sand Filters	0.20	0.00	
# of different types of probes	2	Probes/Instrumentation/Calibration	0.10	52.00	

End of Chart 2 – Maintenance SUBTOTAL:

412.00

Begin Chart 3 – Laboratory Operations

<u>Frequency of test</u>	<u># of times test is run for selected time frame</u>	<u>Tests</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
		Acidity	0.75	0.00	
12	1	Alkalinity, total	0.75	9.00	
		Biochemical Oxygen Demand (BOD)	2.50	0.00	
		Chemical Oxygen Demand (COD)	2.50	0.00	
		Chloride	0.50	0.00	
52	5	Chlorine, Total Residual	0.25	65.00	
		Coliform, Total, Fecal, E.Coli	1.00	0.00	
52	2	Dissolved Oxygen (DO)	0.25	26.00	
52	5	Hydrogen Ion (pH)	0.25	65.00	
		Metals	3.00	0.00	
		Toxicity	2.00	0.00	
		Ammonia	2.00	0.00	
		Total Nitrogen	2.00	0.00	
		Oil and Grease	3.00	0.00	
		Total and Dissolved Phosphorus	2.00	0.00	
12	1	Solids, Total, Dissolved, and Suspended	3.00	36.00	
		Specific Conductance	0.25	0.00	
		Sulfate	1.00	0.00	
		Surfactants	1.00	0.00	
		Temperature	0.25	0.00	
		Total Organic Carbon (TOC)	0.25	0.00	
		Turbidity	0.25	0.00	
		Bacteriological Enterococci	1.00	0.00	
		Lab QA/QC Program	1.00	0.00	
52	2	Process Control Testing	3.00	312.00	
52	12	Sampling for Contracted Lab Services	0.25	156.00	
		Sampling for Monitoring Groundwater wells	0.50	0.00	

End of Chart 3 – Laboratory Operations SUBTOTAL: 669.00

**Sampling time is built into testing time estimates.*

Begin Chart 4 – Biosolids/Sludge Handling

<u>Unit Descriptons</u>	<u># of Units</u>	<u>Process</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
		Belt Filter Press	1.00	0.00	
		Plate & Frame Press	1.00	0.00	
	1	Gravity Thickening	0.25	65.00	
	0	Gravity Belt Thickening	0.25	0.00	
		Rotary Press	0.25	0.00	
		<i>Dissolved Air Floatation</i>	X		
		Alkaline Stabilization	0.25	0.00	
	1	Aerobic Digestion	0.50	130.00	
		Anaerobic Digestion	0.25	0.00	

	Centrifuges	1.00	0.00
	Composting	1.00	0.00
	Incineration	X	
	Air Drying – Sand Beds	0.50	0.00
	Land Application	0.25	0.00
1	Transported Off-Site for Disposal	0.25	65.00
	Static Dewatering	1.00	0.00

End of Chart 4 – Biosolids/Sludge Handling SUBTOTAL: 260.00

Begin Chart 5 – Yardwork

<u>Unit Descriptons</u>	<u># of Units</u>	<u>Process</u>	<u>Hours</u>	<u>Calculated</u>	<u>Subtotal</u>
	1	Janitorial/Custodial Staff	100	100.00	
		Snow removal	60	0.00	
	1	Mowing	100	100.00	
# of vehicles		Vehicle Maintenance	25	0.00	
	1	Facility Painting	60	60.00	
	1	Rust removal	60	60.00	

End of Chart 5 – Yardwork SUBTOTAL: 320.00

Begin Chart 6 – Automation/SCADA

<u>Automation/SCADA</u>	<u>Yes/No</u>
Automated attendant or Interactive voice recognition (IVR) equipment	No
Automated Meter Reading (AMR), Touchpad meters or other automated metering technology	No
Automatic Call Director (ACD)	No
Billing system	No
Computerized Facilities Management (FM) System	No
Computerized preventative maintenance	Yes
Computerized recordkeeping	Yes
E-mail	No
Geographical Information System (GIS)	Yes
Integrated purchasing and inventory	No
Internet website	No
Laboratory Information Management System (LIMS)	Yes
Local Area Network (LAN)	Yes
Supervisory Control and Data Acquisition (SCADA)	Yes
Telemetry	No
Utility customer information system (CIS) package	No

End of Chart 6 – Automation/SCADA

Begin Chart 7 – Considerations for Additional Plant Staffing

Activities Yes/No

Management responsibilities (i.e., human resources, budgeting, outreach, training, town/city meetings, scheduling, etc.) and responsibility for clerical duties (i.e., billing, reports, correspondence, phones, time sheets, mailings, etc.)	Yes
Plant staff responsible for collection system operation and maintenance, pump station inspections, and/or combined sewer overflows	Yes
Plant operators responsible for snow plowing, road/sidewalk repair, or other municipal project	No
Plant staff involved in generating additional energy	No
Plant receives an extra high septage and/or grease load (higher than designed organic and grease loadings) or plant takes in sludge from other treatment plants	No
Plant is producing a Class A Biosolid product	No
Plant operators responsible for operating generators and emergency power	Yes
Plant responsible for industrial pre-treatment program	Yes
Plant staff responsible for plant upgrades and large projects done both on-site and off-site (i.e., collection systems, manholes, etc.)	Yes
Plant operators responsible for machining parts on-site	No
Age of plant and equipment (over 15 years of age)	No
End of Chart 7 – Considerations for Additional Plant Staffing	

Proclamation

100th ANNIVERSARY CENTENNIAL COMMEMORATION

WHEREAS, Sanitary District No.5 of Marin County is celebrating its 100th Anniversary as its *“Century of, Collection, Conveyance, Treatment and Disposal,”* throughout 2022, after its founding in 1922, by far-sighted area landowners and other citizens; and

WHEREAS, Sanitary District No.5 of Marin County provides service to some 8,400 residents in the City of Belvedere and the Town of Tiburon, east of Gilmartin Drive and some unincorporated properties in the Town of Tiburon; and

WHEREAS, Sanitary District No.5 of Marin County was founded as a refuse collection company in 1922; and

WHEREAS, it evolved into a sanitary sewer, collection, conveyance, treatment and disposal agency, completing construction of its main treatment plant in the late 1950’s; and,

WHEREAS, in 2005, SD5 merged with the sanitary services for the City of Belvedere; and

WHEREAS, a subsidiary treatment plant was built for Paradise Cove; and,

WHEREAS, the main treatment plant was upgraded and modernized in 2014; and,

WHEREAS, Sanitary District No.5 of Marin County has seen a great deal of growth and improvements in its 100 years of existence and looks forward to another 100 years of the same growth and improvement; and

WHEREAS, this 100th year anniversary is not possible without dedicated, hard working public servants in both staff and Board of Directors that have served the District in the past and present.

NOW, THEREFORE, BE IT RESOLVED, Sanitary District, No.5 of Marin County does recognize and celebrate the 100th Anniversary and Centennial Commemoration of

Sanitary District No. 5 of Marin County

Serving the community for over 100 years

Management

Tony Rubio District Manager
Robin Dorhrmann Office Manager

2001 Paradise Drive
Tiburon CA 94920
415-435-1501 Tel.
415-435-0221 Fax.
www.sani5.org

**SANITARY DISTRICT
of MARIN COUNTY**



1922-2022

Board of Directors

John Carapiet	President
Omar Arias	Vice President
Tod Moody	Secretary
Catherine Benediktsson	Director
Richard Snyder	Director

100 Years Of Public Service

Fully Funding OPEB

Marin Sanitary District No. 5, CA

March 2022



Target: 100% Funded

- Marin Sanitary District 5 would like to get its OPEB Plan to 100% funded as of June 30, 2022
- The contribution required to hit that target will depend on the assets in the Trust as of that date
- Given the current market volatility, this analysis will look at a range of asset values based on where the market goes between February 15, 2022 and June 30, 2022

OPEB – The most recent valuation report

Report Date
June 30, 2021

Measurement
Date
June 30, 2020

Unfunded
Liability

\$664K

Funded
Percentage

54.5%

Projected Actuarial Liability as of June 30, 2022

- We projected the OPEB liability forward to June 30, 2022 assuming that interest rates remain the same and that plan experience matches the assumptions.
- Projected Actuarial Liability as of June 30, 2022: \$1,552,000

Projected Assets as of June 30, 2022

- Marin Sanitary District 5 had \$1,079,058.35 in a Trust as of February 15, 2022.
- We projected the asset balance forward to June 30, 2022 assuming:
 - That benefit payments continue to be made from the General Fund
 - That the assets fall by one of three potential scenarios:
 - 0% change
 - 10% decline
 - 20% decline.

Additional Contribution Required to Reach 100% Funding

Scenario	Actuarial Liability	Assets	Unfunded Liability
0% return	\$ 1,552,000	\$ 1,079,000	\$ 473,000
-10% return	\$ 1,552,000	\$ 971,000	\$ 581,000
-20% return	\$ 1,552,000	\$ 863,000	\$ 689,000

Moving Forward

- Use the Trust
 - Make benefit payments from the Trust
- Maintain 100% funding
 - Target annual contributions based on amount needed to maintain fully funded status
- Get more conservative with assets
 - Hold onto funded position
 - Concerns about market volatility



Next Steps?



Disclaimer

While tested against actuarial valuation results, the software results will not necessarily match actuarial valuation results, as no two actuarial models are identical. The software offers financially sound projections and analysis; however, outputs do not guarantee compliance with standards under the Government Accounting Standards Board or Generally Accepted Accounting Principles. The software and this presentation are not prepared in accordance with standards as promulgated by the American Academy of Actuaries, nor do outputs or this presentation constitute Statements of Actuarial Opinion. GovInvest has used census data, plan provisions, and actuarial assumptions provided by Customer and/or Customer's actuary to develop the software for Customer. GovInvest has relied on this information without audit.



California Public Employees' Retirement System
 CERBT / OPEB
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

CERBT Employer Contribution by Electronic Funds Transfer – Wire Transfer Under Agreement and Election to Prefund Other Post-Employment Benefits (OPEB)

Employer Information		
CERBT Account Number	Employer Name	
Employer Address		
Authorized Employer Representative Name	Title	Telephone Number
Authorized Employer Representative Signature	Effective Date of Agreement and Election to Prefund Other Post-Employment Benefits <i>(mm/dd/yyyy)</i>	
Amount of Contribution	Originating Bank	EFT Transfer Date* <i>(mm/dd/yyyy)</i>
Notes		

*Funds will be credited on settlement date.

Contributions to the Prefunding Plan are governed by the terms of the Agreement and Election to Prefund Other Post-Employment Benefits. Transfers of \$5 million or more require 72 hours advance notice by receipt of this form.

For questions concerning contributions to the Prefunding Plan, please email CERBT4U@calpers.ca.gov or call 1-888-225-7377.

For proper crediting to your prefunding account, please complete this form and email to FCSD-CERBT@calpers.ca.gov before initiation the EFT-Wire Transfer.

**ABA Routing #: 026009593
 Account #: 01482-80005
 Bank of America – New York
 Sacramento Main – 555 Capital Mall, Suite 150, Sacramento, CA 95814
 For Credit to State of California, CalPERS-CERBT**

For CalPERS Use Only

Wire Settlement Date: / /
 (mm/dd/yyyy)

Remittance Date: / /
 (mm/dd/yyyy)

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

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

Item #9

ANTONIO RUBIO
DISTRICT MANAGER
ROBIN DOHRMANN
OFFICE MANAGER

Request for Proposal

MP Digester Cleaning and Rehabilitation Project

A. Introduction:

Sanitary District No.5 of Marin County is soliciting proposals from Engineering design firms which may wish to provide a proposal for the project design, contract bid specification and contract management of the Districts upcoming Digester Cleaning and Rehabilitation Project.

B. General Information

Sanitary District No.5 of Marin County (District) operates the Main Treatment Plant and its associated collection system. 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 Main plant has two digesters in service that require cleaning and light rehabilitation work of the lids and some pumping, valve and line replacement.

The Primary Digester has a fixed cover and the secondary digester has a floating cover. The primary digester capacity is 16,500 gallons and the smaller secondary digester has 10,400 gallon capacity.

The secondary digester was last taken out of service and cleaned in 2014 during the Districts main plant rehabilitation project and the floating cover was removed and rehabbed at that time.

The primary digester was last taken out of service and cleaned in 2009 during the replacement of the floating cover project in which the District decided to install a new fixed cover for the primary.

C. Scope of Services

Task 1 – Information Review, Staff Interviews, and Equipment Inventory

The purpose of this task is to compile and review information and documents relevant to the Digesters to gain a thorough understanding of existing operational mode, condition, issues, needs and schedule required to take a digester out of service which includes dewatering while keeping one digester in service at all times.

Document and Data Review. The District will provide the following documents and data for the consultant's review.

- Digester O&M Section of MP O&M Manual
- Schematics of Digester piping from 1980's Carollo as built drawings
- Operational dewatering capability by staff
- List of equipment and piping the District plans to purchase pre-bid due to long lead times.

Task 2 Project design, bid package preparation and contract management

- Design the project and estimated schedule for work.(Please see below task list for minimum list of activities the District wishes to complete.)
- Meet with District representatives to present the draft project and schedule
- Prepare the standard specifications for the project
- Prepare the final bid package for board acceptance and approval
- Provide a separate construction and contract management proposal to the Board for management of this project.

Tasks to be completed at a minimum:

Secondary Digester

- Secondary Digester taken out service and cleaned and inspected
- Anticipate that 2-4' of sludge will remain in secondary digester and contractor will have to dewater remaining and haul off site
- Lids and pipelines to digester to be inspected, cleaned, and repaired if necessary

Primary Digester

- Primary Digester will be taken out service and cleaned and inspected
- Anticipated that 2'-4' of sludge will remain in primary digester and the contractor will have to dewater remaining and haul off site.
- Lids and pipelines to digester to be inspected, cleaned, and repaired if necessary

D. Schedule

<u>March 17, 2022</u>	<u>Issue Request for Proposals</u>
<u>April 29, 2022</u>	<u>Deadline for receipt of RFP's</u>
<u>May 5, 2022</u>	<u>District completes RFP review.</u>
<u>May 19, 2022</u>	<u>District Board of Directors authorization to hire engineering firm to perform MP Digester cleaning and rehabilitation project</u>
<u>June 30, 2022</u>	<u>Consultant presents final design of project to board of Directors.</u>
<u>July 5, 2022</u>	<u>Project goes out to bid</u>

E. Proposal Contents

- A brief letter of introduction acknowledging receipt of this RFP and describing the qualifications of the firm

- The current composition of the professional, technical and support staff.
- Proposed staff for this project and resumes of qualifications for each. Identify the name and amount of involvement of the principal consultant who will be assigned to the project.
- A list of similar projects with which your firm has been involved in the past 4 (four) years. Include a brief project description, the name and phone number of the client, the approximate value of the work, and the nature of your involvement.
- Business references.
- Estimated cost for delivery of Design, bid package preparation and contract management of the Digester cleaning and rehabilitation project.

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 April 29, 2022 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 Capital Improvement 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.