

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

**2001 Paradise Drive
Tiburon, California 94920**

AGENDA

**Special Finance & Fiscal Oversight Committee Special Meeting
Thursday, September 12th 2024, 10:30 a.m.**

Teleconference Location:
Director Catherine Benediktsson
2352 Mar East Street
Tiburon CA 94920

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

I. Roll Call

II. Public Comments

III. New Business

- 1. Warrant List Summary for August 9th through September 12th 2024**
- 2. Warrant List Detail for August 9th through September 12th 2024**
- 3. Annual Budget vs Actual Expenses July 1, 2024 – September 12, 2024 Report**
- 4. Cash Flow Chart as of September 12, 2024**
- 5. Overtime Reports- Monthly (August 2024) & Yearly to Date**
- 6. Review and Discussion regarding Lystek (biosolids) renewal agreement**
- 7. Verbal discussion regarding recommended funding of Emergency Repair and CALPERS reserve funds into CLASS accounts.**
- 8. Upcoming District obligations for August 2024 through September 2024**

IV. Adjournment

This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

Accessible public meetings: Any member of the public who needs accommodation should email the Distric Manager, at trubio@sani5.org, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.

Sanitary District No.5 of Marin County

Warrant List Summary

August 9 through September 12, 2024

09/09/24

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
08/20/2024	EFT	CalPERS (Health Premium)	Health Insurance Premium, Sept 2024	-25,689.95
08/20/2024	EFT	CalPERS (Pension)	Pension Retirement - July 2024	-25,213.42
08/20/2024	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 8/15/24	-8,159.34
08/20/2024	EFT	CalPERS (Pension)	GASB 68 Reporting Services Fee	-700.00
09/05/2024	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 8/31/24	-7,399.34
08/12/2024	10751	Sewer Tech Inc	PS #8 control panel concrete pad, demo of connex box, removal of tool ...	-32,700.00
08/12/2024	10752	Special Dist Risk Mgmt Authority (SDRMA)	Basic Life & ADD, LTD, Dental & Vision insurance - Sept 2024	-1,704.22
08/21/2024	10753	CA Sanitation Risk Mgmt Authority (CSRMA)	annual insurance premium: Workers Compensation, 7/1/24-7/1/25	-39,709.00
09/12/2024	10754	Alameda Electrical Distributors, Inc.	pump station parts & tools	-1,989.60
09/12/2024	10755	Alhambra - Primo Water	drinking water service - July & Aug 2024	-89.43
09/12/2024	10756	Amazon Capital Services (Amazon Busine...	Stmt Date 8/31/24: janitorial supplies, truck parts, hose adapter	-816.54
09/12/2024	10757	Aquatic Informatics, Inc.	SPT MU: user, facility, interfaces. Annual subscription July 2024-2025	-3,397.20
09/12/2024	10758	AT&T	Pumps & Lines Telephone: 7/28/24-8/27/24, Aug 2024	-511.82
09/12/2024	10759	Banshee Networks, Inc.	computer network services - July 2024	-1,613.28
09/12/2024	10760	Bay City Boiler	Hoffman 79 Air Bleeder water vent	-229.56
09/12/2024	10761	Brelje and Race Laboratories, Inc.	samples submitted - July 2024	-1,584.00
09/12/2024	10762	Bullzeye Installation	7 new motor operated steel roll up doors, final balance	-59,081.00
09/12/2024	10763	Burke, Williams & Sorensen, LLP	District Counsel Services - July 2024	-4,288.00
09/12/2024	10764	Caltest Analytical Laboratory	Lab Monitoring - July 2024	-3,838.00
09/12/2024	10765	Caltronics Business Systems, Inc.	copier base rate & usage charge - Aug 2024	-203.89
09/12/2024	10766	Campways	spray in bed liner for 2023 Ford F550 crane truck	-1,184.00
09/12/2024	10767	Cintas Corporation	weekly - scraper & towels - Aug 2024	-175.00
09/12/2024	10768	Comcast Business (Internet) *9465	Cable, Internet, Voice - Sept 2024	-688.71
09/12/2024	10769	Comcast Business (VOIP) *5517	Business VoiceEdge - Aug 2024	-378.46
09/12/2024	10770	D&K Auto Service	2004 Ford Ranger & 2011 Chevrolet Silverado repairs	-1,161.85
09/12/2024	10771	DKF Solutions Group, LLC	annual SERP training, monthly TrainingLink, Chemical Hygiene Plan	-3,108.25
09/12/2024	10772	Fastenal Company	WD-40, 1 gallon	-134.96
09/12/2024	10773	Frank A. Olsen Company	6" DeZurik model 3- way plug valve, for DWP Tanks/Sludge pump room ...	-4,871.25
09/12/2024	10774	Ghiloti Construction Company	Mar East St Force Main, July 2024 supplemental T& M billing	-3,652.29
09/12/2024	10775	Goodman Building Supply Co.	Stmt Date 8/25/24	-508.03
09/12/2024	10776	Grainger	trash pump parts	-387.83
09/12/2024	10777	HDR Engineering Inc	Digester Cleaning & Rehab Project, - Apr to July 2024	-9,774.06
09/12/2024	10778	HF&H Consultants, LLC	2022 Sewer Rate Study - July 2024	-2,580.00
09/12/2024	10779	Home Depot Credit Services *2889	6035 3226 4556 2889	-35.64
09/12/2024	10780	Jackson's Hardware, Inc.	6 touch 'n flow nozzles	-117.66
09/12/2024	10781	Jill Kalehua, DMMS	Accounting Services - July & Aug 2024	-8,700.00
09/12/2024	10782	Linscott Engineering Contractors Inc.	Sludge Valve Replacements-July 2024, Manhole Cover Replacements-A...	-39,057.52
09/12/2024	10783	Lystek International Limited	biosolids delivery, Aug 2024	-575.94
09/12/2024	10784	Marin Municipal Water District	6/7/24-8/7/24	-2,047.37
09/12/2024	10785	McCampbell Analytical, Inc.	toxicity testing, Aug 2024	-2,450.00
09/12/2024	10786	McMaster-Carr Supply Company	barbed tube fitting for air & water, tee connector, push on seal	-115.01
09/12/2024	10787	MidAmerica	2nd Quarter 2024 Administration Fees - Mar to June 2024	-261.00
09/12/2024	10788	Mill Valley Refuse Serv (Garbage) *2945	Aug & Sept 2024	-581.52
09/12/2024	10789	Mill Valley Refuse Service (Sludge) *3092	July & Aug 2024	-7,878.50
09/12/2024	10790	MISCOwater	3 pumpheads - Apr 2024	-1,426.13
09/12/2024	10791	Mountain General Engineering LLC	final installment, 2088 Paradise Dr	-14,565.71
09/12/2024	10792	Nute Engineering Corp.	2022 Sewer Rehabilitation project - July 2024	-552.00
09/12/2024	10793	Ongaro & Sons, Inc	2 service visits - Aug 2024	-2,209.12
09/12/2024	10794	Pacific Gas & Electric (PG&E)	Stmt Date 8/27/24	-31,042.51
09/12/2024	10795	Roy's Sewer Service, Inc.	2 Services: Emergency Call Out & 2001 Paradise Dr	-8,805.00
09/12/2024	10796	Sign Dynamics	F-550 crane truck, new vehicle graphics & installation	-307.48
09/12/2024	10797	Special Dist Risk Mgmt Authority (SDRMA)	Basic Life, ADD, LTD, Dental & Vision - Oct 2024	-1,413.43
09/12/2024	10798	Telstar Instruments	(2) service appts - June 2024	-1,590.00
09/12/2024	10799	Terminix Processing Center	Pest Control, DOS 8/22/24	-470.00
09/12/2024	10800	Thatcher Company of California Inc	Sodium Bisulfite - July 2024	-8,690.28
09/12/2024	10801	U.S. Bank cc *3611	Stmt Date 8/26/24: Travel for conferences, Aug 2024	-6,192.05
09/12/2024	10802	U.S. Peroxide, LLC	Sulfelox-Totes, May 2023 & Sulfelox-Bulk, Nov 2023	-16,260.55
09/12/2024	10803	Univar Solutions	LiquiChlor bulk & Sod Bicarb bags	-12,768.60
09/12/2024	10804	USA Blue Book	pH Buffers: Hach & Ricca	-294.68
09/12/2024	10805	Verizon Wireless	Pump Stations, USB line access: July & Aug 2024	-459.22
09/12/2024	10806	Waste Management, Redwood Landfill	July 2024	-1,275.97
09/12/2024	10807	WestCoast Rotor	rotor and stator, 2nd shipment of backordered items	-13,445.69
09/12/2024	10808	Grainger	Hose nozzle, gasket, twist, adapter & Cam and Groove coupling gasket ...	-300.00
09/12/2024	10809	Solenis, LLC	Praestol K 148	-4,631.86
Total JP Morgan Chase - Primary 7399				-436,042.72
TOTAL				-436,042.72

09/09/24

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

August 9 through September 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
	Transfer	08/20/202		Funds Transfer	JP Morgan Chase - Primary ...	
				Funds Transfer	JP Morgan Chase - Payroll 75...	-40,000.00
TOTAL						-40,000.00
EFT	Check	08/20/202	CalPERS (Health Premi...	Health Insurance Premium, Sept 2024	JP Morgan Chase - Primary ...	
				Active Employee Health - Sept 2024.	8020.05 · Employee Health	-24,572.43
				Retiree Health - Sept 2024	8022.05 · Retiree Health	-1,117.52
TOTAL						-25,689.95
EFT	Check	08/20/202	CalPERS (Pension)	Pension Retirement - July 2024	JP Morgan Chase - Primary ...	
				Pepra, July 2024	8019.05 · PERS Retirement	-10,102.80
				Classic, July 2024	8019.05 · PERS Retirement	-15,110.62
TOTAL						-25,213.42
EFT	Check	08/20/202	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 8/15/24	JP Morgan Chase - Primary ...	
				457 Contributions, semi-monthly, 8/15/24	8008 · Deferred Comp 457	-8,159.34
TOTAL						-8,159.34
EFT	Check	08/20/202	CalPERS (Pension)	GASB 68 Reporting Services Fee	JP Morgan Chase - Primary ...	
				GASB 68 Reporting Services Fee, First level	8019.05 · PERS Retirement	-350.00
				GASB 68 Reporting Services Fee, PEPRA new members	8019.05 · PERS Retirement	-350.00
TOTAL						-700.00
EFT	Check	09/05/202	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 8/31/24	JP Morgan Chase - Primary ...	
				457 Contributions, semi-monthly, 8/31/24	8008 · Deferred Comp 457	-7,399.34
TOTAL						-7,399.34

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10751	Bill Pmt -Check	08/12/202	Sewer Tech Inc	PS #8 control panel concrete pad, demo of connex bo...	JP Morgan Chase - Primary ...	
2020/1...	Bill	08/07/202		Pump station #8, control panel concrete pad	7011 · Pumps & Lines Mainte...	-3,500.00
2020/1...	Bill	08/07/202		Demo of connex box, Removal of tool container at Paradis...	9217 · SD5 Shop Rplcmnt /Op...	-9,400.00
2020/1...	Bill	08/07/202		Repair & Paint of large front wall at Main Plant	9201.2 · M.P. Corrosion Prote...	-19,800.00
TOTAL						-32,700.00
10752	Bill Pmt -Check	08/12/202	Special Dist Risk Mgmt ...	Basic Life & ADD, LTD, Dental & Vision insurance - Se...	JP Morgan Chase - Primary ...	
H46299	Bill	08/05/202		Basic Life & ADD, LTD, Dental, Vision - Sept 2024	8020.05 · Employee Health	-1,704.22
TOTAL						-1,704.22
10753	Bill Pmt -Check	08/21/202	CA Sanitation Risk Mg...	annual insurance premium: Workers Compensation, 7...	JP Morgan Chase - Primary ...	
7325	Bill	07/01/202		annual premium: Workers Compensation, 7/1/24-7/1/25	8023 · Workers Comp Insuran...	-39,709.00
TOTAL						-39,709.00
10754	Bill Pmt -Check	09/12/202	Alameda Electrical Distr...	pump station parts & tools	JP Morgan Chase - Primary ...	
S5875...	Bill	08/21/202		pump station parts & tools, PO M-24-010	7011 · Pumps & Lines Mainte...	-1,249.85
S5875...	Bill	08/22/202		pump station parts & tools, PO M-24-010	7011 · Pumps & Lines Mainte...	-327.75
S5875...	Bill	08/22/202		pump station parts & tools, PO M-24-010	7011 · Pumps & Lines Mainte...	-412.00
TOTAL						-1,989.60
10755	Bill Pmt -Check	09/12/202	Alhambra - Primo Water	drinking water service - July & Aug 2024	JP Morgan Chase - Primary ...	
12012...	Bill	08/16/202		drinking water service - July & Aug 2024	7023 · Janitorial Supplies & S...	-89.43
TOTAL						-89.43

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10756	Bill Pmt -Check	09/12/202	Amazon Capital Service...	Stmt Date 8/31/24: janitorial supplies, truck parts, hos...	JP Morgan Chase - Primary ...	
Stmt D...	Bill	08/31/202		Inv 1FVD-TPKV-DF1M, PO JA-082324 Janitorial Supplies Inv 176J-H1F6-FH91, PO TR08072024 Truck Parts Inv 13VL-XVPT-FC9K, PO O-24-036, hose adapter	7023 · Janitorial Supplies & S... 7072 · Maintenance 7022 · Plant Maint. Parts & Se...	-506.82 -285.90 -23.82
TOTAL						-816.54
10757	Bill Pmt -Check	09/12/202	Aquatic Informatics, Inc.	SPT MU: user, facility, interfaces. Annual subscription...	JP Morgan Chase - Primary ...	
109897	Bill	08/22/202		SPT MU: user, facility, interfaces. 332 days x \$9.31, 7/24/... SPT MU: user, facility, interfaces. 33 days x \$9.31, 7/1/25-...	8510 · Data/Alarms/IT Supp &... 8510 · Data/Alarms/IT Supp &...	-3,183.13 -214.07
TOTAL						-3,397.20
10758	Bill Pmt -Check	09/12/202	AT&T	Pumps & Lines Telephone: 7/28/24-8/27/24, Aug 2024	JP Morgan Chase - Primary ...	
Stmt D...	Bill	07/28/202		Pumps & Lines Telephone: 7/28/24-8/27/24, Aug 2024 Pumps & Lines Telephone: 7/28/24-8/27/24, Aug 2024	8532 · Paradise Cove Teleph... 8533 · Pumps & Lines Teleph...	-149.39 -362.43
TOTAL						-511.82
10759	Bill Pmt -Check	09/12/202	Banshee Networks, Inc.	computer network services - July 2024	JP Morgan Chase - Primary ...	
16366	Bill	08/19/202		computer network services - July 2024	8510 · Data/Alarms/IT Supp &...	-1,613.28
TOTAL						-1,613.28
10760	Bill Pmt -Check	09/12/202	Bay City Boiler	Hoffman 79 Air Bleeder water vent	JP Morgan Chase - Primary ...	
32648	Bill	08/12/202		Hoffman 79 Air Bleeder water vent. PO O-24-023	7022 · Plant Maint. Parts & Se...	-229.56
TOTAL						-229.56

09/09/24

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Warrant List Detail**

August 9 through September 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10761	Bill Pmt -Check	09/12/202	Brelje and Race Laborat...	samples submitted - July 2024	JP Morgan Chase - Primary ...	
157782	Bill	08/08/202		samples submitted - July 2024	7051 · Main Plant Lab Monitor...	-1,584.00
TOTAL						-1,584.00
10762	Bill Pmt -Check	09/12/202	Bullzeze Installation	7 new motor operated steel roll up doors, final balance	JP Morgan Chase - Primary ...	
B-844...	Bill	08/19/202		7 new motor operated steel roll up doors, final balance. P...	9201.1 · M.P. Roll-Up Doors	-59,081.00
TOTAL						-59,081.00
10763	Bill Pmt -Check	09/12/202	Burke, Williams & Sore...	District Counsel Services - July 2024	JP Morgan Chase - Primary ...	
327178	Bill	08/27/202		District Counsel Services - July 2024	6039 · Legal	-4,288.00
TOTAL						-4,288.00
10764	Bill Pmt -Check	09/12/202	Caltest Analytical Labor...	Lab Monitoring - July 2024	JP Morgan Chase - Primary ...	
721992	Bill	08/13/202		Main Plant Lab Monitoring - July 2024 Paradise Cover Monitoring - July 2024	7051 · Main Plant Lab Monitor... 7052 · Paradise Cove Monitori...	-2,437.70 -1,400.30
TOTAL						-3,838.00
10765	Bill Pmt -Check	09/12/202	Caltronics Business Sy...	copier base rate & usage charge - Aug 2024	JP Morgan Chase - Primary ...	
4142824	Bill	08/06/202		Konica Minolta/KON-C308, usage charge, 7/2/24-8/1/24 Konica Minolta/KON-C280, usage charge, 7/2/24-8/1/24 base rate charge plus tax, 7/2/24-8/1/24	6047 · Office Supplies 6047 · Office Supplies 6047 · Office Supplies	-110.19 -0.03 -93.67
TOTAL						-203.89
10766	Bill Pmt -Check	09/12/202	Campways	spray in bed liner for 2023 Ford F550 crane truck	JP Morgan Chase - Primary ...	
IN041...	Bill	09/04/202		spray in bed liner for Ford F550 crane truck. PO M-24-015	7072 · Maintenance	-1,184.00
TOTAL						-1,184.00

09/09/24

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10767	Bill Pmt -Check	09/12/202	Cintas Corporation	weekly - scraper & towels - Aug 2024	JP Morgan Chase - Primary ...	
Stmt A...	Bill	08/30/202		weekly - scraper & towels, Inv 4200826305, 8/2/24	7023 · Janitorial Supplies & S...	-35.00
				weekly - scraper & towels, Inv 4201529700, 8/9/24	7023 · Janitorial Supplies & S...	-35.00
				weekly - scraper & towels, Inv 4202250697, 8/16/24	7023 · Janitorial Supplies & S...	-35.00
				weekly - scraper & towels, Inv 4202967681, 8/23/24	7023 · Janitorial Supplies & S...	-35.00
				weekly - scraper & towels, Inv 4203699678, 8/30/24	7023 · Janitorial Supplies & S...	-35.00
TOTAL						-175.00
10768	Bill Pmt -Check	09/12/202	Comcast Business (Inte...	Cable, Internet, Voice - Sept 2024	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	08/26/202		Business Cable, Internet, Voice - Sept 2024	8531 · Main Plant Telephones	-688.71
TOTAL						-688.71
10769	Bill Pmt -Check	09/12/202	Comcast Business (VOI...	Business VoiceEdge - Aug 2024	JP Morgan Chase - Primary ...	
21174...	Bill	08/01/202		Business Voice Edge - Aug 2024	8531 · Main Plant Telephones	-378.46
TOTAL						-378.46
10770	Bill Pmt -Check	09/12/202	D&K Auto Service	2004 Ford Ranger & 2011 Chevrolet Silverado repairs	JP Morgan Chase - Primary ...	
78791	Bill	08/20/202		2011 Chevrolet Silverado 1500 service. PO O-24-034	7072 · Maintenance	-868.76
78844	Bill	08/27/202		2004 Ford Ranger service. PO O-24-033	7072 · Maintenance	-293.09
TOTAL						-1,161.85
10771	Bill Pmt -Check	09/12/202	DKF Solutions Group, L...	annual SERP training, monthly TrainingLink, Chemica...	JP Morgan Chase - Primary ...	
22197	Bill	05/09/202		Annual CalOSHA SERP training, Apr 2024. AJE FY 2023-...	8515 · Safety	-1,046.25
22385	Bill	08/01/202		TrainingLink monthly subscription - Aug 2024	8515 · Safety	-462.00
22400	Bill	08/14/202		Chemical Hygiene Plan	8515 · Safety	-1,600.00
TOTAL						-3,108.25

09/09/24

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10772	Bill Pmt -Check	09/12/202	Fastenal Company	WD-40, 1 gallon	JP Morgan Chase - Primary ...	
CAPE...	Bill	08/20/202		WD-40, 1 gallon. PO O-24-027	7022 · Plant Maint. Parts & Se...	-134.96
TOTAL						-134.96
10773	Bill Pmt -Check	09/12/202	Frank A. Olsen Company	6" DeZurik model 3- way plug valve, for DWP Tanks/SI...	JP Morgan Chase - Primary ...	
253899	Bill	06/13/202		6" DeZurik model 3- way plug valve, for DWP Tanks/Sludg...	7022 · Plant Maint. Parts & Se...	-4,871.25
TOTAL						-4,871.25
10774	Bill Pmt -Check	09/12/202	Ghilotti Construction C...	Mar East St Force Main, July 2024 supplemental T& M ...	JP Morgan Chase - Primary ...	
28987	Bill	08/01/202		Mar East St Force Main, July 2024 supplemental T& M bill...	7013 · Emergency Line Repair	-3,652.29
TOTAL						-3,652.29
10775	Bill Pmt -Check	09/12/202	Goodman Building Sup...	Stmt Date 8/25/24	JP Morgan Chase - Primary ...	
Clos D...	Bill	08/25/202		gasket maker black, Inv 894049, PO M-24-008	7021 · Plant Maintenance Sup...	-17.31
				Tiburon Pump Station #3 repair, Inv 894487, PO M-24-012	7011 · Pumps & Lines Mainte...	-454.61
				final stripping pad, steel wool, CAP ABS DWV 3", 3" ABS ...	7022 · Plant Maint. Parts & Se...	-36.11
TOTAL						-508.03
10776	Bill Pmt -Check	09/12/202	Grainger	trash pump parts	JP Morgan Chase - Primary ...	
91981...	Bill	07/29/202		trash pump parts, PO O-24-018	7022 · Plant Maint. Parts & Se...	-387.83
TOTAL						-387.83
10777	Bill Pmt -Check	09/12/202	HDR Engineering Inc	Digester Cleaning & Rehab Project, - Apr to July 2024	JP Morgan Chase - Primary ...	
12006...	Bill	08/05/202		Digester Cleaning & Rehab Project, 3/31/24-6/30/24, AJE ...	9213 · M.P. Digester	-7,330.55
				Digester Cleaning & Rehab Project, 7/1/24-7/27/24, July 2...	9213 · M.P. Digester	-2,443.51
TOTAL						-9,774.06

09/09/24

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10778	Bill Pmt -Check	09/12/202	HF&H Consultants, LLC	2022 Sewer Rate Study - July 2024	JP Morgan Chase - Primary ...	
9721388	Bill	08/20/202		2022 Sewer Rate Study - July 2024	6017 · Consulting Fees	-2,580.00
TOTAL						-2,580.00
10779	Bill Pmt -Check	09/12/202	Home Depot Credit Serv...	6035 3226 4556 2889	JP Morgan Chase - Primary ...	
Stnt D...	Bill	08/13/202		air ducting material for RAS/WAS fan, PO M-24-009	7022 · Plant Maint. Parts & Se...	-35.64
TOTAL						-35.64
10780	Bill Pmt -Check	09/12/202	Jackson's Hardware, Inc.	6 touch 'n flow nozzles	JP Morgan Chase - Primary ...	
160676	Bill	08/12/202		6 touch 'n flow nozzles. PO O-24-022	7022 · Plant Maint. Parts & Se...	-117.66
TOTAL						-117.66
10781	Bill Pmt -Check	09/12/202	Jill Kalehua, DMMS	Accounting Services - July & Aug 2024	JP Morgan Chase - Primary ...	
July 20...	Bill	08/01/202		Accounting Services - July 2024	6008 · Audit & Accounting	-3,924.60
Aug 20...	Bill	09/02/202		Accounting Services - Aug 2024	6008 · Audit & Accounting	-4,775.40
TOTAL						-8,700.00
10782	Bill Pmt -Check	09/12/202	Linscott Engineering C...	Sludge Valve Replacements-July 2024, Manhole Cover...	JP Morgan Chase - Primary ...	
4327	Bill	08/08/202		Sludge Valve Replacements T&M billing, 7/30/24-8/2/24	7022 · Plant Maint. Parts & Se...	-14,950.56
4344	Bill	09/05/202		Manholes Cover Replacements: 1601 & 1640 Tiburon Blv...	9313 · Manholes/Rodholes	-24,106.96
TOTAL						-39,057.52
10783	Bill Pmt -Check	09/12/202	Lystek International Li...	biosolids delivery, Aug 2024	JP Morgan Chase - Primary ...	
153-930	Bill	08/31/202		biosolids delivery, Aug 2024	7029 · Main Plant Sludge Disp...	-575.94
TOTAL						-575.94

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

August 9 through September 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10784	Bill Pmt -Check	09/12/202	Marin Municipal Water ...	6/7/24-8/7/24	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	08/12/202		Cust #558095, Serv #27861, Service Address San Rafael ...	8541 · Water	-30.49
Bill Dat...	Bill	08/12/202		Cust #558095, Serv #27861, Service Address San Rafael ...	8541 · Water	-49.05
Bill Dat...	Bill	08/12/202		Cust #424793, Serv #27862, Service Address Golden Gat...	8541 · Water	-30.49
Bill Dat...	Bill	08/12/202		Cust #424793, Serv #27862, Service Address Golden Gat...	8541 · Water	-49.05
Bill Dat...	Bill	08/12/202		Cust #424791, Serv #41054, Service Address Cove Rd, 6/...	8541 · Water	-30.49
Bill Dat...	Bill	08/12/202		Cust #424791, Serv #41054, Service Address Cove Rd, 7/...	8541 · Water	-49.05
Bill Dat...	Bill	08/12/202		Cust #138856, Serv #36898, Service Address Mar West S...	8541 · Water	-30.49
Bill Dat...	Bill	08/12/202		Cust #138856, Serv #36898, Service Address Mar West S...	8541 · Water	-49.05
Bill Dat...	Bill	08/12/202		Cust #100098, Serv #7810, Service Address 2001 Paradi...	8541 · Water	-662.87
Bill Dat...	Bill	08/12/202		Cust #100098, Serv #7810, Service Address 2001 Paradi...	8541 · Water	-1,066.34
TOTAL						-2,047.37
10785	Bill Pmt -Check	09/12/202	McCampbell Analytical, ...	toxicity testing, Aug 2024	JP Morgan Chase - Primary ...	
2408888	Bill	08/29/202		toxicity testing, Aug 2024	7053 · Chronic Toxicity	-2,450.00
TOTAL						-2,450.00
10786	Bill Pmt -Check	09/12/202	McMaster-Carr Supply ...	barbed tube fitting for air & water, tee connector, pus...	JP Morgan Chase - Primary ...	
31782...	Bill	08/15/202		barbed tube fitting for air & water, tee connector, push on ...	7022 · Plant Maint. Parts & Se...	-115.01
TOTAL						-115.01
10787	Bill Pmt -Check	09/12/202	MidAmerica	2nd Quarter 2024 Administration Fees - Mar to June 2...	JP Morgan Chase - Primary ...	
0267705	Bill	08/28/202		(7) Retiree Health, Administration Fee. AJE FY 2023-2024	8022.05 · Retiree Health	-225.00
				(2) HSA, Admin/Platform Fee. AJE FY 2023-2024	8020.05 · Employee Health	-36.00
TOTAL						-261.00

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

August 9 through September 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10788	Bill Pmt -Check	09/12/202	Mill Valley Refuse Serv (...	Aug & Sept 2024	JP Morgan Chase - Primary ...	
00036...	Bill	08/01/202		Garbage service - Aug 2024	7028 · Grounds Maintenance	-290.76
00036...	Bill	09/01/202		Garbage service, Sept 2024	7028 · Grounds Maintenance	-290.76
TOTAL						-581.52
10789	Bill Pmt -Check	09/12/202	Mill Valley Refuse Servi...	July & Aug 2024	JP Morgan Chase - Primary ...	
8/1/24	Bill	08/01/202		Acct#: 63092: Exchanges: (6) Sludges, (2) Debris - July 2...	7029 · Main Plant Sludge Disp...	-3,790.50
Stmt D...	Bill	09/04/202		Acct#: 63092: Exchanges: (7) Sludges, (2) Debris - Aug 2...	7029 · Main Plant Sludge Disp...	-4,088.00
TOTAL						-7,878.50
10790	Bill Pmt -Check	09/12/202	MISCOwater	3 pumphheads - Apr 2024	JP Morgan Chase - Primary ...	
33103...	Bill	04/17/202		3 pumphheads, Apr 2024. PO 195198.	7022 · Plant Maint. Parts & Se...	-1,426.13
TOTAL						-1,426.13
10791	Bill Pmt -Check	09/12/202	Mountain General Engi...	final installment, 2088 Paradise Dr	JP Morgan Chase - Primary ...	
00099	Bill	08/28/202		final installment, 2088 Paradise Dr	9305 · Valve/Wet Well Replac...	-14,565.71
TOTAL						-14,565.71
10792	Bill Pmt -Check	09/12/202	Nute Engineering Corp.	2022 Sewer Rehabilitation project - July 2024	JP Morgan Chase - Primary ...	
27328	Bill	08/13/202		2022 Sewer Rehabilitation project - July 2024	9301 · Tiburon Sewer Line Re...	-552.00
TOTAL						-552.00
10793	Bill Pmt -Check	09/12/202	Ongaro & Sons, Inc	2 service visits - Aug 2024	JP Morgan Chase - Primary ...	
221679	Bill	08/02/202		HVAC repair, 8/2/24	7022 · Plant Maint. Parts & Se...	-798.02
223705	Bill	08/19/202		circuit control board, 8/27/24	7022 · Plant Maint. Parts & Se...	-1,411.10
TOTAL						-2,209.12

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

August 9 through September 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10794	Bill Pmt -Check	09/12/202	Pacific Gas & Electric (...	Stmt Date 8/27/24	JP Morgan Chase - Primary ...	
Stmnt D...	Bill	08/27/202		Stmt Date 8/27/24 Stmt Date 8/27/24 Stmt Date 8/27/24	8542 · Main Plant Utilities 8543 · Paradise Cove Utilities 8544 · Pump Station Utilities	-23,715.48 -2,663.70 -4,663.33
TOTAL						-31,042.51
10795	Bill Pmt -Check	09/12/202	Roy's Sewer Service, Inc.	2 Services: Emergency Call Out & 2001 Paradise Dr	JP Morgan Chase - Primary ...	
224991	Bill	07/21/202		Emergency Call Out-Overtime, Mar East	7011 · Pumps & Lines Mainte...	-8,100.00
228024	Bill	08/12/202		2001 Paradise Dr	7022 · Plant Maint. Parts & Se...	-705.00
TOTAL						-8,805.00
10796	Bill Pmt -Check	09/12/202	Sign Dynamics	F-550 crane truck, new vehicle graphics & installation	JP Morgan Chase - Primary ...	
9553	Bill	08/13/202		F-550 crane truck, new vehicle graphics & installation. PO...	7072 · Maintenance	-307.48
TOTAL						-307.48
10797	Bill Pmt -Check	09/12/202	Special Dist Risk Mgmt ...	Basic Life, ADD, LTD, Dental & Vision - Oct 2024	JP Morgan Chase - Primary ...	
H46451	Bill	09/05/202		Basic Life & ADD, LTD, Dental, Vision - Oct 2024	8020.05 · Employee Health	-1,413.43
TOTAL						-1,413.43
10798	Bill Pmt -Check	09/12/202	Telstar Instruments	(2) service appts - June 2024	JP Morgan Chase - Primary ...	
122858	Bill	08/09/202		6/7/24 service call, AJE FY 2023-2024 6/17/24 service call, AJE FY 2023-2024	7011 · Pumps & Lines Mainte... 7011 · Pumps & Lines Mainte...	-530.00 -1,060.00
TOTAL						-1,590.00

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

August 9 through September 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10799	Bill Pmt -Check	09/12/202	Terminix Processing Ce...	Pest Control, DOS 8/22/24	JP Morgan Chase - Primary ...	
45072...	Bill	08/22/202		Pest Control, DOS 8/22/24	7028 · Grounds Maintenance	-470.00
TOTAL						-470.00
10800	Bill Pmt -Check	09/12/202	Thatcher Company of C...	Sodium Bisulfite - July 2024	JP Morgan Chase - Primary ...	
20242...	Bill	07/29/202		Sodium Bisulfite - July 2024. PO O-24-013	7024 · Main Plant Chemicals	-8,690.28
TOTAL						-8,690.28
10801	Bill Pmt -Check	09/12/202	U.S. Bank cc *3611	Stmt Date 8/26/24: Travel for conferences, Aug 2024	JP Morgan Chase - Primary ...	
Stmt D...	Bill	08/26/202		WEF Registration, Tony GM, 8/6/24	6018.1 · Meetings & Travel	-1,080.00
				CA Special District, Tony GM, 8/6/24	6018.1 · Meetings & Travel	-775.00
				United Airlines, SFO to Palm Springs, Tony GM, 8/6/24	6018.1 · Meetings & Travel	-316.96
				United Airlines, Palm Springs to SFO, Tony, GM, 8/6/24	6018.1 · Meetings & Travel	-348.95
				Sam's Anchor Cafe, Tony GM, 8/8/24	6018.1 · Meetings & Travel	-94.92
				Renaissance Hotels, Indian Wells, Tony GM, 8/9/24	6018.1 · Meetings & Travel	-905.36
				FasTrak reload, 8/15/24	6018.1 · Meetings & Travel	-25.00
				FasTrak reload, 8/24/24	6018.1 · Meetings & Travel	-25.00
				Union 76, gas, Maintenance Dept, 8/1/24	6018.1 · Meetings & Travel	-175.00
				LAZ Parking Oakland Airport, Maintenance Dept, 8/10/24	6018.1 · Meetings & Travel	-168.50
				Golden Nugget Hotel Las Vegas, TriState Conference, Ma...	6018.1 · Meetings & Travel	-1,171.56
				Golden Nugget Hotel Las Vegas, TriState Conference, Ma...	6018.1 · Meetings & Travel	-1,105.80
TOTAL						-6,192.05
10802	Bill Pmt -Check	09/12/202	U.S. Peroxide, LLC	Sulfelox-Totes, May 2023 & Sulfelox-Bulk, Nov 2023	JP Morgan Chase - Primary ...	
CIN47...	Bill	05/06/202		sulfelox - totes, PO O-24-031. May 2023.AJE FY 2022-2023	7024 · Main Plant Chemicals	-7,214.95
CIN47...	Bill	11/22/202		sulfelox - bulk, Nov 2023. PO O-24-032, AJE FY 2022-2023	7024 · Main Plant Chemicals	-9,045.60
TOTAL						-16,260.55

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

August 9 through September 12, 2024

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amo...</u>
10803	Bill Pmt -Check	09/12/202	Univar Solutions	LiquiChlor bulk & Sod Bicarb bags	JP Morgan Chase - Primary ...	
52207...	Bill	06/26/202		Sodium bicarb bags. PO 195128.	7024 · Main Plant Chemicals	-2,351.73
99236...	Bill	07/31/202		Hypochlorine - July 2024. PO O-24-009	7024 · Main Plant Chemicals	-10,416.87
TOTAL						-12,768.60
10804	Bill Pmt -Check	09/12/202	USA Blue Book	pH Buffers: Hach & Ricca	JP Morgan Chase - Primary ...	
INV00...	Bill	08/07/202		Ricca pH Buffer, PO O-24-019	7025 · Lab Supplies & Chemic...	-75.82
INV00...	Bill	08/07/202		Hach pH buffers. PO O-24-019	7025 · Lab Supplies & Chemic...	-218.86
TOTAL						-294.68
10805	Bill Pmt -Check	09/12/202	Verizon Wireless	Pump Stations, USB line access: July & Aug 2024	JP Morgan Chase - Primary ...	
Bill Dat...	Bill	08/08/202		Pump Stations, USB line access, 8/9/24-9/8/24, Aug 2024	8533 · Pumps & Lines Teleph...	-229.61
				Pump Stations, USB line access, 7/9/24-8/8/24, July 2024...	8533 · Pumps & Lines Teleph...	-229.61
TOTAL						-459.22
10806	Bill Pmt -Check	09/12/202	Waste Management, Re...	July 2024	JP Morgan Chase - Primary ...	
01112...	Bill	08/01/202		Garbage service - July 2024	7029 · Main Plant Sludge Disp...	-1,275.97
TOTAL						-1,275.97
10807	Bill Pmt -Check	09/12/202	WestCoast Rotor	rotor and stator, 2nd shipment of backordered items	JP Morgan Chase - Primary ...	
31226	Bill	06/18/202		rotor and stator, 2nd shipment of backordered items, PO T...	7022 · Plant Maint. Parts & Se...	-13,445.69
TOTAL						-13,445.69

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Sanitary District No.5 of Marin County
Warrant List Detail

August 9 through September 12, 2024

Num	Type	Date	Name	Memo	Account	Paid Amo...
10808	Bill Pmt -Check	09/12/202	Grainger	Hose nozzle, gasket, twist, adapter & Cam and Groove...	JP Morgan Chase - Primary ...	
92348...	Bill	08/30/202		Cam and Groove coupling, gasket & adapter. PO O-24-038	7022 · Plant Maint. Parts & Se...	-166.29
92357...	Bill	09/03/202		Hose nozzle gasket, twist, adapter. PO O-24-038	7022 · Plant Maint. Parts & Se...	-133.71
TOTAL						-300.00
10809	Bill Pmt -Check	09/12/202	Solenis, LLC	Praestol K 148	JP Morgan Chase - Primary ...	
13308...	Bill	08/26/202		Praestol K 148. PO O-24-028	7024 · Main Plant Chemicals	-4,631.86
TOTAL						-4,631.86

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

	Jul 1 - Sep 12, 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Property Taxes / AD VALOREM				
5001.2 · TEETER	5,869.74	999,999.00	-994,129.26	0.6%
5002 · UNSEC	0.00	16,000.00	-16,000.00	0.0%
5003 · PUNS / PRIOR UNSECURED	0.00	1,500.00	-1,500.00	0.0%
5004 · REDEMPTION / RDMPT	83.37	0.00	83.37	100.0%
5006 · SPLU	0.00	100.00	-100.00	0.0%
5041 · SUPSEC	806.25	20,000.00	-19,193.75	4.0%
5043 · SECU	0.00	0.00	0.00	0.0%
5046 · Excess ERAF	51,871.09	300,000.00	-248,128.91	17.3%
5280 · HOPTR	0.00	3,000.00	-3,000.00	0.0%
5483 · Other tax	7.78	7,000.00	-6,992.22	0.1%
Total 5000 · Property Taxes / AD VALOREM	58,638.23	1,347,599.00	-1,288,960.77	4.4%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Ops	55,075.95	5,115,266.00	-5,060,190.05	1.1%
5007.2 · Sewer Service - Cap	0.00	1,028,242.00	-1,028,242.00	0.0%
Total 5007 · Sewer Service Charge	55,075.95	6,143,508.00	-6,088,432.05	0.9%
5201 · INTEREST				
5201.1 · Interest County of Marin	1,832.19	100.00	1,732.19	1,832.2%
5201.2 · Interest LAIF	180,543.94	200,000.00	-19,456.06	90.3%
Total 5201 · INTEREST	182,376.13	200,100.00	-17,723.87	91.1%
5900.10 · Paradise Sewer Line Ext. Fees	0.00	0.00	0.00	0.0%
5900.3 · Connection Fees				
5900.31 · Collection	23,606.00	200,000.00	-176,394.00	11.8%
5900.34 · Treatment	25,862.00	200,000.00	-174,138.00	12.9%
Total 5900.3 · Connection Fees	49,468.00	400,000.00	-350,532.00	12.4%
5900.4 · Permit Inspection & Admin Fees	4,050.00	35,000.00	-30,950.00	11.6%
5900.5 · SASM Expense Reimb.	0.00	75,000.00	-75,000.00	0.0%
5900.9 · Other Income	0.00	0.00	0.00	0.0%
Total Income	349,608.31	8,201,207.00	-7,851,598.69	4.3%
Gross Profit	349,608.31	8,201,207.00	-7,851,598.69	4.3%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	0.00	0.00	0.00	0.0%
6002 · Outreach & Newsletter	0.00	0.00	0.00	0.0%
6008 · Audit & Accounting	8,700.00	90,000.00	-81,300.00	9.7%
6017 · Consulting Fees	6,585.00	125,000.00	-118,415.00	5.3%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	9,602.88	17,000.00	-7,397.12	56.5%
6018.2 · Standby Mileage Expense Reimb	677.06	8,000.00	-7,322.94	8.5%
Total 6018 · Travel & Meetings	10,279.94	25,000.00	-14,720.06	41.1%
6020 · Continuing Education	856.50	10,000.00	-9,143.50	8.6%
6021 · County Fees	0.00	16,590.00	-16,590.00	0.0%
6024 · Director Fees	2,900.00	9,000.00	-6,100.00	32.2%
6025 · Dues & Subscriptions	2,574.39	35,000.00	-32,425.61	7.4%
6026 · Elections	0.00	10,000.00	-10,000.00	0.0%
6033 · Insurance				
6033.1 · Insurance - SD5 Property	69,285.84	100,000.00	-30,714.16	69.3%
6033.2 · Insurance - SD5 Liability	0.00	60,000.00	-60,000.00	0.0%
6033.3 · Insurance - SD5 Auto	3,432.00	10,000.00	-6,568.00	34.3%
Total 6033 · Insurance	72,717.84	170,000.00	-97,282.16	42.8%

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

	<u>Jul 1 - Sep 12, 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6039 · Legal	11,313.00	50,000.00	-38,687.00	22.6%
6047 · Office Supplies	696.53	11,000.00	-10,303.47	6.3%
6056 · Postage	-2,407.70	1,300.00	-3,707.70	-185.2%
6059 · Pollution Prevention/Public Edu	571.32	5,500.00	-4,928.68	10.4%
6065 · Miscellaneous Expense	370.02	0.00	370.02	100.0%
Total 6000 · Administrative Expenses	115,156.84	558,390.00	-443,233.16	20.6%
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	15,864.12	200,000.00	-184,135.88	7.9%
7013 · Emergency Line Repair	17,119.16	100,000.00	-82,880.84	17.1%
Total 7010 · Pumps & Lines Maintenance	32,983.28	300,000.00	-267,016.72	11.0%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	201.66	80,000.00	-79,798.34	0.3%
7022 · Plant Maint. Parts & Service	24,045.64	300,000.00	-275,954.36	8.0%
7023 · Janitorial Supplies & Service	1,196.11	10,000.00	-8,803.89	12.0%
7024 · Main Plant Chemicals	33,729.47	165,000.00	-131,270.53	20.4%
7025 · Lab Supplies & Chemicals	294.68	25,000.00	-24,705.32	1.2%
7027 · Electrical & Instrument	0.00	30,000.00	-30,000.00	0.0%
7028 · Grounds Maintenance	1,385.47	8,000.00	-6,614.53	17.3%
7029 · Main Plant Sludge Disposal	9,730.41	55,000.00	-45,269.59	17.7%
Total 7020 · Main Plant Maintenance	70,583.44	673,000.00	-602,416.56	10.5%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	23.49	20,000.00	-19,976.51	0.1%
7042 · Paradise Supplies & Chemicals	0.00	6,500.00	-6,500.00	0.0%
7043 · Paradise Sludge Disposal	0.00	3,000.00	-3,000.00	0.0%
Total 7040 · Paradise Cove Plant Maint	23.49	29,500.00	-29,476.51	0.1%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	8,143.95	50,000.00	-41,856.05	16.3%
7052 · Paradise Cove Monitoring	1,493.40	9,000.00	-7,506.60	16.6%
7053 · Chronic Toxicity	2,450.00	15,000.00	-12,550.00	16.3%
Total 7050 · Monitoring	12,087.35	74,000.00	-61,912.65	16.3%
7060 · Permits/Fees				
7061 · Main Plant NPDES Renewal	0.00	0.00	0.00	0.0%
7062 · Permits/Fees - General	4,121.67	50,000.00	-45,878.33	8.2%
7063 · Paradise Cove Permits/Fees	0.00	9,000.00	-9,000.00	0.0%
7064 · Paradise Cove NPDES Renewal	0.00	0.00	0.00	0.0%
Total 7060 · Permits/Fees	4,121.67	59,000.00	-54,878.33	7.0%
7070 · Truck Maintenance				
7071 · Fuel	0.00	20,000.00	-20,000.00	0.0%
7072 · Maintenance	2,936.08	30,000.00	-27,063.92	9.8%
Total 7070 · Truck Maintenance	2,936.08	50,000.00	-47,063.92	5.9%
Total 7000 · Ops & Maintenance Expenses	122,735.31	1,185,500.00	-1,062,764.69	10.4%
8000 · Salaries and Benefits Expenses				
8001 · Salaries	250,737.80	1,636,798.00	-1,386,060.20	15.3%
8003 · Overtime	16,958.59	125,000.00	-108,041.41	13.6%
8004 · Standby Pay	14,724.80	80,000.00	-65,275.20	18.4%
8005 · Employee Incentives	10,000.00	25,000.00	-15,000.00	40.0%
8006 · Vacation Buyout	24,284.40	80,000.00	-55,715.60	30.4%
8013 · Payroll Taxes	28,292.32	110,000.00	-81,707.68	25.7%
8015 · Payroll Service Processing Fees	1,746.28	8,000.00	-6,253.72	21.8%
8016 · Car Allowance	8,000.00	8,000.00	0.00	100.0%

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

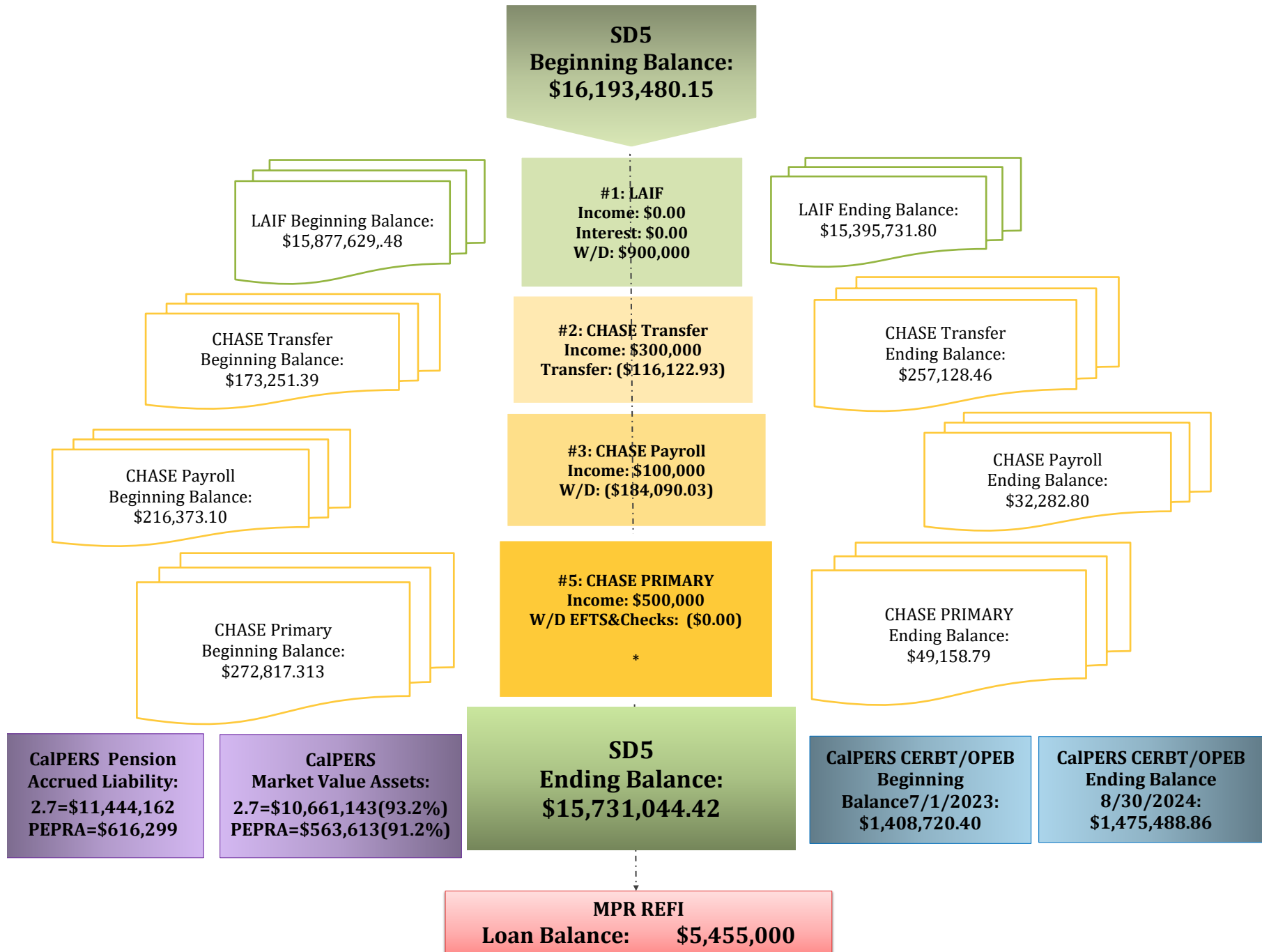
	Jul 1 - Sep 12, 24	Budget	\$ Over Budget	% of Budget
8019 · PERS Retirement				
8019.05 · PERS Retirement	30,680.08	312,067.00	-281,386.92	9.8%
8019.06 · PERS Retirement - RBP	0.00	0.00	0.00	0.0%
8019.08 · PERS Retirement - CalPERS UAL	0.00	0.00	0.00	0.0%
Total 8019 · PERS Retirement	30,680.08	312,067.00	-281,386.92	9.8%
8020 · Employee Health				
8020.05 · Employee Health	73,906.53	300,000.00	-226,093.47	24.6%
8021 · Employee Health Deductions	-683.48	2,500.00	-3,183.48	-27.3%
8020 · Employee Health - Other	0.00	0.00	0.00	0.0%
Total 8020 · Employee Health	73,223.05	302,500.00	-229,276.95	24.2%
8022 · Retiree Health				
8022.05 · Retiree Health	3,583.73	75,000.00	-71,416.27	4.8%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	140,000.00	-140,000.00	0.0%
8022 · Retiree Health - Other	0.00	0.00	0.00	0.0%
Total 8022 · Retiree Health	3,583.73	215,000.00	-211,416.27	1.7%
8023 · Workers Comp Insurance	39,709.00	56,000.00	-16,291.00	70.9%
Total 8000 · Salaries and Benefits Expenses	501,940.05	2,958,365.00	-2,456,424.95	17.0%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	13,087.13	100,000.00	-86,912.87	13.1%
8515 · Safety	2,524.00	60,000.00	-57,476.00	4.2%
8520 · Personal Protection/Safety Wear	864.53	15,000.00	-14,135.47	5.8%
8530 · Telephone				
8531 · Main Plant Telephones	2,832.12	12,000.00	-9,167.88	23.6%
8532 · Paradise Cove Telephones	290.35	1,500.00	-1,209.65	19.4%
8533 · Pumps & Lines Telephones	1,190.08	7,000.00	-5,809.92	17.0%
Total 8530 · Telephone	4,312.55	20,500.00	-16,187.45	21.0%
8540 · Utilities				
8541 · Water	2,047.37	11,000.00	-8,952.63	18.6%
8542 · Main Plant Utilities	45,437.93	240,000.00	-194,562.07	18.9%
8543 · Paradise Cove Utilities	4,988.85	35,000.00	-30,011.15	14.3%
8544 · Pump Station Utilities	9,071.65	65,000.00	-55,928.35	14.0%
Total 8540 · Utilities	61,545.80	351,000.00	-289,454.20	17.5%
Total 8500 · Other Operating Expenses	82,334.01	546,500.00	-464,165.99	15.1%
Total Expense	822,166.21	5,248,755.00	-4,426,588.79	15.7%
Net Ordinary Income	-472,557.90	2,952,452.00	-3,425,009.90	-16.0%
Other Income/Expense	-325,751.16	0.00	-325,751.16	100.0%
Net Income	-798,309.06	2,952,452.00	-3,750,761.06	-27.0%

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

	Sep 12, 24	Aug 12, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
JP Morgan Chase - Primary 7399	-50,841.21	345,979.84	-396,821.05
JP Morgan Chase - Payroll 7506	32,282.80	76,373.10	-44,090.30
JP Morgan Chase - Transfer 7522	57,128.46	63,251.39	-6,122.93
Local Agency Investment Fund			
SD5 CalPERS Retirement Trust	71,951.00	71,951.00	0.00
SD5 Operating Reserve	1,200,853.05	1,200,853.05	0.00
SD5 Operating	3,397,861.76	3,397,861.76	0.00
SD5 Disaster Recovery Fund	1,000,000.00	1,000,000.00	0.00
SD5 Capital & CIP Reserve	9,725,065.99	9,725,065.99	0.00
Total Local Agency Investment Fund	15,395,731.80	15,395,731.80	0.00
Total Checking/Savings	15,434,301.85	15,881,336.13	-447,034.28
Accounts Receivable			
Accounts Receivable	295,960.65	311,362.10	-15,401.45
Total Accounts Receivable	295,960.65	311,362.10	-15,401.45
Other Current Assets			
Petty Cash	781.92	781.92	0.00
Total Other Current Assets	781.92	781.92	0.00
Total Current Assets	15,731,044.42	16,193,480.15	-462,435.73
Fixed Assets	18,809,155.30	18,809,155.30	0.00
TOTAL ASSETS	34,540,199.72	35,002,635.45	-462,435.73
LIABILITIES & EQUITY			
Liabilities	5,272,112.44	5,425,858.44	-153,746.00
Equity	29,268,087.28	29,576,777.01	-308,689.73
TOTAL LIABILITIES & EQUITY	34,540,199.72	35,002,635.45	-462,435.73

CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: August 2024



Overtime hours



Check date

70

50

30

10

8/1

8/6

8/11

8/16

8/21

8/26

8/31

Aug 1, 2024 - Aug 31, 2024

● My Company

85 hrs



Overtime amounts



Check date

\$7k

\$5k

\$3k

\$1k

8/1

8/6

8/11

8/16

8/21

8/26

8/31

Aug 1, 2024 - Aug 31, 2024

● My Company

\$9,146.32

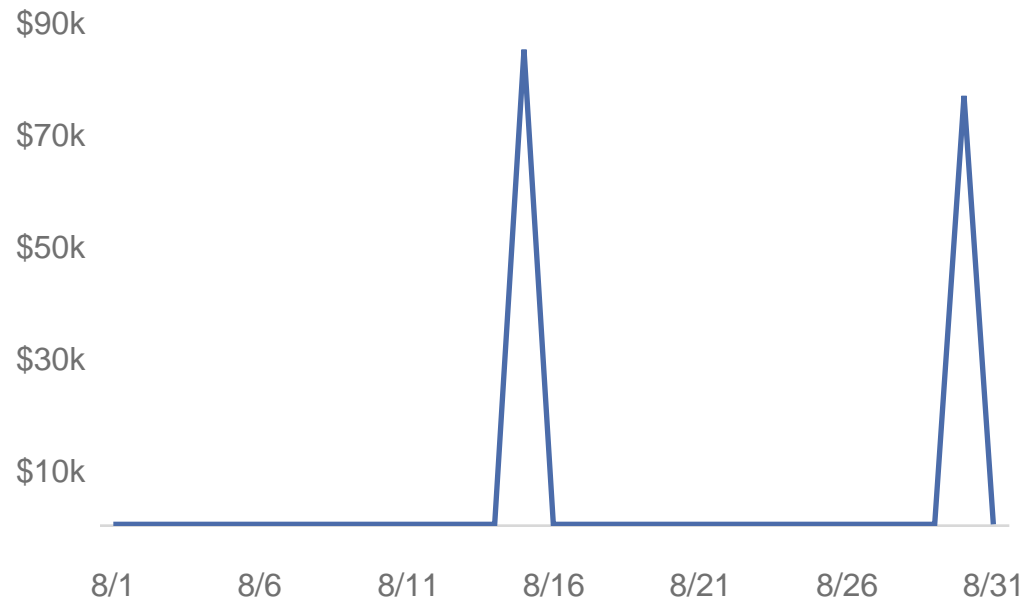


8/1 8/6 8/11 8/16 8/21 8/26 8/31

Labor cost ⓘ



Check date



Aug 1, 2024 - Aug 31, 2024

● My Company

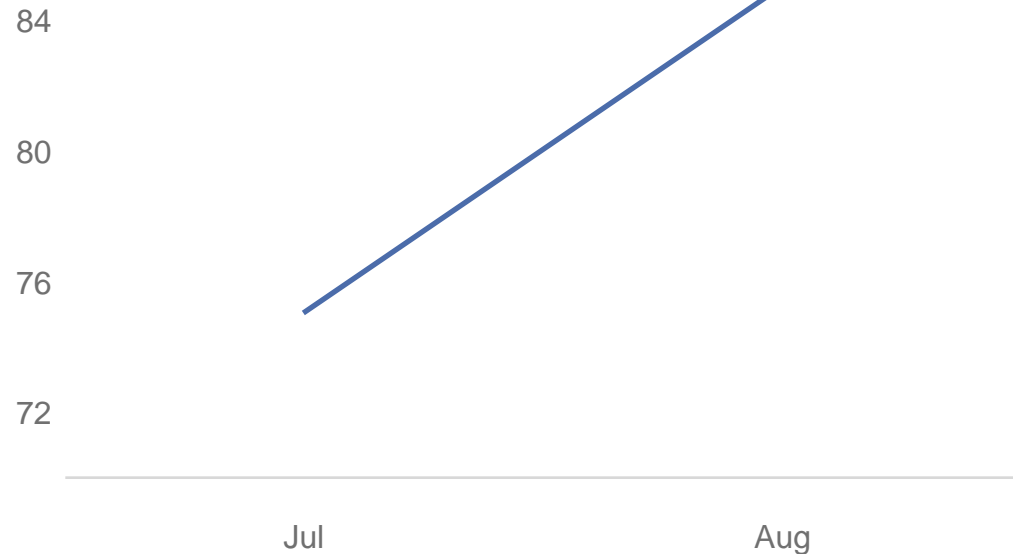
\$161,285.63

Full name	Overtime amounts	Overtime hours
Alvarez, Joel		
Balf, Abigail		
Bilsborough Sr., Chad E	744.00	7.00
Collodi, Pete	484.66	6.00
Cottrell III, Rulon K	1329.44	10.00
LaTorre, Daniel P	2976.72	24.00
Rosser, John M	790.50	8.00
Rubio, Antonio		
Salazar, Ignacio G		
Screechfield-Lablue, Pierce L		
Triola, Joseph	2821.00	30.00
	9146.32	85.00

Overtime hours



Check date



Jul 1, 2024 - Aug 31, 2024

● My Company

160 hrs

Overtime amounts



Check date

\$9.5k

\$8.5k

\$7.5k

Jul

Aug

Jul 1, 2024 - Aug 31, 2024

● My Company

\$16,958.59



Labor cost ⓘ



Check date

Jul 1, 2024 - Aug 31, 2024

● My Company

\$355,878.72

\$190k

\$170k

\$150k

Jul

Aug



Full name	Overtime amounts	Overtime hours
Alvarez, Joel		
Balf, Abigail	347.03	5.00
Bilsborough Sr., Chad E	1798.00	16.50
Collodi, Pete	484.66	6.00
Cottrell III, Rulon K	2077.25	16.00
LaTorre, Daniel P	5425.92	45.00
Rosser, John M	1379.50	14.00
Rubio, Antonio		
Salazar, Ignacio G		
Screechfield-Lablue, Pierce L	377.73	5.00
Triola, Joseph	5068.50	52.50
	16958.59	160.00

AGREEMENT FOR CLASS A BIOSOLIDS PROCESSING SERVICES

This Agreement for Class A Biosolids Processing Services (“Agreement”) is made and entered into as of _____, 2024 (“Effective Date”) by and between Sanitary District No. 5 of Marin County (hereinafter referred to as “District” or “SD5”), a special district in California, and Lystek International Limited, a Delaware corporation, (hereinafter referred to as “Lystek” or “Company”). District and Lystek are sometimes referred to herein together as the “Parties” and each as a “Party”.

Recitals

- A. Sanitary District No. 5 (SD5) of Marin County provides collection and treatment of wastewater to parts of the Tiburon Peninsula and the City of Belvedere, servicing over 3,500 households since the early 1940s. The District collects, processes, and treats wastewater in accordance with State and Federal Regulations under an NPDES (National Pollution Discharge Elimination System) Permit. The District is an independent local agency governed by an elected Board of Directors, who are all residents of the District. The Mission of Sanitary District No.5 is dedicated to the protection of public health and the environment through effective and economical collection, conveyance, treatment and disposal of wastewater.
- B. Lystek operates a treatment facility, at the Fairfield-Suisun Sewer (FSSD) facility, located at 1014 Chadbourne Road in Fairfield, Solano County, CA, (“Facility”) that has the capacity to process biosolids to create a sustainable product that meets Class A standards, as defined under 40 C.F.R., Part 503.
- C. The District is responsible for the generation and transportation of approximately 800 wet tons of dewatered biosolids annually. The SD5 currently utilizes the services of a third-party for the transportation of the biosolids (“Hauler”). The District is interested in diversification of its biosolids management options and supporting regional biosolid management facilities. Lystek’s operations and Facility would satisfy the District’s interest in diversifying its biosolids options. The District desires to utilize Lystek for biosolids processing services, and Lystek is willing to perform biosolids processing services under the terms of this Agreement.

Agreement

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, it is agreed by and between the Parties hereto as follows:

ARTICLE 1 – ENGAGEMENT; TERM.

- 1.1 Engagement. District hereby engages Lystek to do and perform biosolids processing services, and Lystek accepts said engagement and agrees to perform said services, in accordance with the terms of this Agreement.

- 1.2 Term. The term of this Agreement (“Term”) begins on April 1, 2024, and it ends on March 31, 2029, unless this Agreement is terminated sooner in accordance with Section 6.3 or 6.4.
- 1.3 Contract Extension. The Parties at their discretion, may extend the Term an additional period, as agreed upon by the Parties, under the same terms set forth herein, by providing a written Term extension notice at least 30 days before the date on which this Agreement would otherwise expire.

ARTICLE 2 – LYTEK’S OBLIGATIONS.

- 2.1 Biosolids Processing. Subject to the requirements of this Agreement, the District and its Hauler will deliver, and Lystek shall accept, dewatered biosolids. Lystek shall process the biosolids to EPA 503 Class A standards.
- 2.2 Biosolids Disposal. Lystek shall be solely responsible for beneficial reuse or properly disposing of the processed biosolids and/or selling it as liquefied fertilizer for agricultural purposes.
- 2.3 Permits. Lystek shall maintain all applicable permits, approvals, and agreements in accordance with all applicable laws necessary to utilize the Facility for biosolids processing.
- 2.4 Regulatory Compliance. Lystek shall comply with applicable federal, state, and local laws, rules, and regulations covering its activities in connection with processing biosolids at the Facility.
- 2.5 Monitoring. Lystek shall be solely responsible for satisfying, at its sole expense, all applicable monitoring and reporting requirements imposed by regulatory agencies having appropriate jurisdiction over Lystek’s operations and its Facility.
- 2.6 Operating Expenses. Lystek shall be solely responsible for paying, at its sole expense, all operating expenses imposed by regulatory agencies for processing Class A Biosolids.
- 2.7 Violations. Within five (5) days after any permit, regulatory, or legal violation connected with Lystek’s processing of biosolids at the Facility, Lystek shall provide written notice of the violation to the District. That written notice must include a copy of the notice of violation and an explanation of the steps, if any, that Lystek will take to correct the violation in accordance with all applicable permit, regulatory, and/or legal requirements. Notwithstanding anything to the contrary herein, Lystek shall indemnify, defend, and hold harmless the District its officers, employees, agents, contractors, and Hauler from all costs, expenses, damages, liabilities, fees, penalties, judgments, administrative fines and penalties, attorney’s fees, and all other expenses of whatever kind and nature that arise from or are connected with the violation of any permit, regulatory, or legal requirement governing Lystek’s operations and processing of biosolids, except where any such Liabilities arise from the sole negligence or willful misconduct of the District or any of its officers, employees, agents, contractors, or its Hauler. Lystek’s obligations under this Section 2.7 shall survive the termination or expiration of this Agreement.

- 2.8 Facilities to Handle Receipt of Biosolids from District: Lystek shall provide adequate space to accommodate the ingress and egress of the trucks and trailers of the District and its Hauler. The trailers must not exceed eight (8) feet in width, twelve (12) feet in height, and sixty-two (62) feet in length. Lystek shall also reasonably provide non-potable water for vehicle clean-up, suitable lighting for nighttime operations, and any additional facilities (portable toilets, hand washing facilities, or equivalent) that may be required.
- 2.9 Quantity Limit. Lystek shall be capable of accepting biosolids from the District and its Hauler, based on a delivery schedule determined by the Parties in accordance with Section 2.10. The District shall cause to be delivered and Lystek shall accept biosolids each month during the term of this Agreement. Lystek's authorized representative and District's Operations Director may mutually agree in writing to adjust the quantity.
- 2.10 Biosolids Delivery Hours. Lystek shall ensure that its Facility will be open to receive deliveries of biosolids from the District at least twelve (12) hours per day, seven (7) days per week, excluding state and federal holidays. The District's and Lystek's authorized representative may mutually agree in writing that the District and its Hauler may have access to Lystek's facility for additional hours, or on any state or federal holiday.
- 2.11 Provision of Annual Summaries to District. On January 31, 2025, and on each January 31 thereafter that this Agreement remains in effect, and on the January 31 immediately following the date this Agreement expires or is terminated, Lystek shall provide the District a written annual summary ("Annual Summary") that includes, for the calendar year ending on the December 31 immediately preceding the January 31 when the Annual Report is provided, all monitoring and analytical data required to complete the Annual Biosolids Generator's Report for the period covered by the Annual Summary, as required by the U.S. Environmental Protection Agency (which the District must submit by February 19th of each year). Lystek shall ensure that each Annual Summary includes a statement that Lystek's Facility has complied with all applicable provisions 40 C.F.R. Part 503 during the period covered by the Annual Summary. Lystek's obligations under this Section 2.11 shall survive the expiration or termination of this Agreement and shall expire when Lystek delivers the Annual Summary due on the January 31 immediately following the date on which this Agreement expires or terminates.
- 2.12 Safety Plan. Upon request by the District, Lystek shall provide a copy of Lystek's Safety Record and Plan.
- 2.13 Emergency Response. Lystek shall provide its operations personnel all necessary emergency and spill response training. Upon request of the District, Lystek shall provide a copy of any requested training records. Lystek shall ensure that an emergency contact person is available 24 hours per day, seven days per week, throughout the term of this Agreement. Lystek shall provide the District and its Hauler the name and phone number of each emergency contact person.
- 2.14 Inspections. Lystek shall provide District staff, contractors, and representatives access to the Facility for the purpose of making inspections within 48 hours after Lystek receives written notice of the need to make an inspection. During the term of this Agreement, and

for a period of three years following its expiration or termination, Lystek shall maintain, and upon District request shall provide copies of, all records, documents, and papers documenting the disposition of District biosolids handled by Lystek. Lystek shall ensure that, at all times, the Facility is available for inspection by authorized local, state, and federal representatives as required by law.

ARTICLE 3 – DISTRICT’S OBLIGATIONS.

- 3.1 Biosolids Delivery: District or its Hauler shall deliver biosolids to Lystek’s Facility, and Lystek shall accept compliant and delivered biosolids, provided that the following requirements are met:
 - 3.1.1 Quantity. Subject to the terms of this Agreement, the Parties shall have sole discretion to determine the amount of biosolids delivered to Lystek’s Facility. In all cases, the District shall deliver to Lystek at least one (1) load per month. The District has the right to request additional deliveries, and Lystek has the right to determine acceptance of any additional quantities.
 - 3.1.2 Solids Content. The District shall ensure that biosolids have a solids content between 23% and 26%. If Lystek reasonably determines that, on a consistent basis (greater than two consecutive months), the solids content does not meet this requirement, the District and Lystek may mutually agree to amend this Agreement to adjust the payment amount required under this Agreement.
 - 3.1.3 Quality. The District will ensure, to the best of its ability, that biosolids will meet or exceed EPA 503 Class B quality and will be free of contaminants that would impair Lystek’s ability to produce a Class A biofertilizer (“Contaminants”). Within five (5) days after the Effective Date, Lystek shall provide the District a list of unauthorized Contaminants. Based on mutual agreement, Lystek may accept biosolids that do not meet EPA 503 Class B quality biosolids. This may include partially treated, or untreated wastewater sludges.
- 3.2 Removal of Non-Acceptable Materials. Lystek may refuse to accept biosolids if it reasonably determines that the biosolids contain Contaminants, or that they otherwise do not meet the Acceptance Criteria; and, upon Lystek’s refusal or any biosolids under this Section 3.2, District or its Hauler shall not deliver said noncompliant biosolids to Lystek and shall remove said noncompliant biosolids from the Facility.
- 3.3 Additional Biosolids. With at least 24-hours advance telephone, text, or email notice to Lystek, District may request that additional deliveries of biosolids be allowed. Lystek and District or its Hauler, will work cooperatively to meet the delivery schedule for any additional loads of acceptable biosolids.
- 3.4 Comply with Regulations. The District shall, and shall require its Hauler to, comply with all applicable regulations and traffic laws while delivering biosolids to the Facility; and District shall, and shall require its Hauler to, provide insurance documentation acceptable

to Lystek and utilize authorized Facility access points and obey posted speed limits while on the premises of the Facility.

ARTICLE 4 – MEASUREMENT AND PAYMENT.

- 4.1 Measurement. For each delivery of biosolids accepted by Lystek, District will pay Lystek on a per-wet-ton basis, with the biosolids load weight (“Load Weight”) measured by Lystek’s certified scale, calculated as follows: [weight of the District’s or Hauler’s truck and trailer loaded] - [tare weight of the truck and trailer] = Load Weight.
- 4.2 Delivery Charges. The District will pay Lystek a delivery charge (“Delivery Charge”) for each delivery of biosolids accepted by Lystek at the Facility, calculated as follows: [Load Weight] x [applicable Fee per wet ton] = Delivery Charge. The Delivery Charge shall be determined (in writing) prior to the first delivery of biosolids from District to Lystek and will include the applicable compensation adjustments during the term of this Agreement.
- 4.3 Invoices. Within 15 days after the end of each month, Lystek shall provide the District an invoice covering that month that includes all of the following information: the date of the invoice; the month covered by the invoice; for each delivery of biosolids, the date and approximate time of delivery, the weight tag number, the Load Weight of the delivery, and the Delivery Charge for the delivery; and the total of all Delivery Charges for deliveries made during the month. Within 30 days after receiving the invoice, the District will pay Lystek the total of all Delivery Charges required to be paid as stated on the invoice. However, notwithstanding the foregoing, if the District believes that any information on the invoice is incorrect or inaccurate, the District may dispute any corresponding Delivery Charges and (a) withhold that amount pending the outcome of the dispute, and (b) pay the remaining balance of Delivery Charges stated on the invoice. When Lystek sends an invoice to the District, Lystek shall email the District’s [REDACTED], a monthly electronic spreadsheet, in Excel format, detailing, for each delivery specified on the invoice, the delivery date, the weight tag number, and the Load Weight.
- 4.4 Compensation. The following rates are established on a per wet ton basis:
- \$104.00 for the period of April 1 through June 30, 2025
\$108.00 for the period of July 1 through December 31, 2025:
- A price increase will be effective on January 1, 2026, and subsequently each January 1st during the term of this Agreement and will be calculated using the Consumer Price Index (CPI) as published by the US Bureau of Labor Statistics for the San Francisco area for the prior 12 months. Any price increase under this Section shall be limited to a minimum of 3.0% and a maximum of 6%.

4.5 Adjustment of Compensation Due to Regulatory Requirements. If costs incurred by Lystek to process biosolids at its Facility increase as a result of any change in federal or state law, Lystek may make a written request to the District to negotiate an adjustment to the Compensation specified in Section 4.4 to the extent necessary to recover said cost increases. In response, the District in its sole discretion, may (a) negotiate with Lystek regarding an increase in the Compensation specified in Section 4.4, or (b) terminate this Agreement by providing written notice of termination for convenience under Section 6.3.

ARTICLE 5 – NOTICES.

Except as otherwise expressly provided herein, any notices given under this Agreement shall be effective only if in writing and given by delivering the notice in person, by sending it first class mail or certified mail with a return receipt requested or overnight courier, return receipt requested, with postage prepaid, addressed as follows:

SD5: Sanitary District No. 5 of Marin County
2001 Paradise Drive
Tiburon, CA 94920
Attn: General Manager

FSSD: Fairfield-Suisun Sewer District
1010 Chadbourne Road
Fairfield, CA 94534
Attn: General Manager

Lystek Int'l: Lystek International Ltd.
1014 Chadbourne Road
Fairfield, CA 94534
Attn: General Manager

The foregoing names and addresses may be changed by written notice. Notices herein shall be deemed given two (2) days after the date when they shall have been mailed if sent by first class, certified or overnight courier, or upon the date personal delivery is made.

ARTICLE 6 – GENERAL PROVISIONS.

6.1 Invalidity of Any Term Not to Invalidate Remainder of Agreement. In the event that any of the terms, covenants, or conditions of this Agreement or the application of any such term, covenant, or condition shall be held invalid or unenforceable as to any party by any court of competent jurisdiction, all remaining terms, covenants, and conditions of this Agreement and their application shall not be affected thereby and shall remain in full force and effect unless any such court holds that those provisions are not separable from all other provisions of this Agreement.

- 6.2 Liability of District. Notwithstanding any other provision of this Agreement, in no event shall the District be liable to Lystek, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, or incidental damages, including, but not limited to lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.
- 6.3 Termination for Convenience. Either party may terminate this agreement for convenience and without cause at any time by giving the other party ninety (90) days' advance written notice of such termination specifying the termination date. In the event of termination under this Section 6.3, (a) District will pay Lystek for services Lystek actually performs under this Agreement through the termination date, in accordance with the terms of this Agreement, and (b) Lystek shall continue performing services under this Agreement, as required by the District through the termination date.
- 6.4 Termination for Cause. If a party is in breach of any of its obligations under this Agreement, the nonbreaching party shall initiate the dispute resolution process under Section 6.6 (Dispute Resolution). If a resolution is not reached through that process, or if the breaching party fails to cure the breach within the period of time agreed to by the parties through that process, the nonbreaching party may terminate this Agreement immediately by delivering written notice of termination to the breaching party. In the event of termination for cause under this Section 6.4, (a) the District will pay Lystek for services Lystek actually performs under this Agreement through the termination date, in accordance with the terms of this Agreement, and (b) Lystek shall continue performing services under this Agreement, as required by the District through the termination date.
- 6.5 Amendment. The Parties may agree to modify the terms of this Agreement in a writing executed by both Parties.
- 6.6 Dispute Resolution. The Parties shall seek to informally resolve disputes or disagreements arising from this Agreement. If a dispute or disagreement arises under this Agreement, the aggrieved Party shall provide the other Party a written notice of dispute specifying the nature of the dispute. Within 10 days after a notice of dispute is given, the Parties' authorized representatives will meet in an effort to resolve the dispute or disagreement. If a resolution is not reached, the aggrieved Party may pursue any and all remedies available to it.
- 6.7 Counterparts. This Agreement may be executed in counterparts.
- 6.8 Compliance with Laws. Lystek shall be responsible for complying with all laws and regulations while performing its obligations under this Agreement, including but not limited to all wage and hour laws, prevailing wage laws, and environmental laws.
- 6.9 Governing Law. This Agreement is made under and shall be governed by the laws of the State of California.

[Remainder of page left blank. Signatures on next page.]

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives as of Effective Date.

LYSTEK INTERNATIONAL LIMITED

By: _____
(name)
(title)

By: _____
James Dunbar
General Manager

Dated: _____

Dated: _____

DRAFT

September 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2	3	4	5 JK in AR/AP	6	7
8	9 CSDA Annual Conference TR JK work on final audit work with Kat	10 CSDA Annual Conference TR JK work on final audit work for Kat	11 CSDA Annual Conference TR JK work on final audit work for Kat PAy Roll Due	12 Annual Sewer Service Bills(non-tax roll bills) 9:30am CIP Committee Meeting (2001) 10:30am Finance Committee Meeting	13	14
15	16 Open Enrollement Start	17	18 JK in audit work	19 JK in audit work 5:00pm Board of Directors Meeting (2001 Paradise Drive, Tiburon CA 94920) - HR	20	21
22	23 8:00am TR off site PACP Renewal Training	24 7:30am TR off site PACP Renewal Training	25 7:30am TR off site PACP Renewal Training	26 PAy Roll Due 7:00am TR off site PACP Renewal Training	27	28
29	30	Oct 1	2	3	4	5

October 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1	2 JK in AR/AP	3 JK in AR/AP	4	5
6	7 Annual WEFTEC Conference TR	8 Annual WEFTEC Conference TR	9 Annual WEFTEC Conference TR	10 9:30am 9:30am CIP Committee Meeting (2001 Paradise Drive) 10:30am 10:30am Finance Committee Meeting (2001)	11 Open Enrollment Close	12
13	14	15	16 JK in audiit work	17 JK in audit work 5:00pm 5pm Regular Board Meeting (2001 Paradise Drive Tiburon CA 94920) - HR	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Nov 1	2