

Catherine Benediktsson, President
Richard Snyder, Vice President
John Carapiet, Secretary

Omar Arias-Montez, Director
Tod Moody, Director

**NOTICE AND AGENDA
Regular Board Meeting
at Sanitary District No. 5 of Marin County
Thursday, May 21st, 2026**

5:00 P.M. REGULAR BOARD MEETING

Teleconference Location:

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

ROLL CALL:

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

DIRECTORS' COMMENTS AND/OR AGENDA REQUESTS:

CONSENT CALENDAR:

1. Approval of April 16th, 2026 Regular Board Meeting Minutes and May 11th, 2026 Special Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from April 10th, 2026, through May 14th, 2026, (JP Morgan Chase Bank, check no. 11886 through check no. 11940, all transactions totaling \$408,857.47 and receive April 2026 payroll, in the sum of \$166,693.97 (Rubio)
3. Receipt of Financial Reports through May 14th, 2026 (Rubio)

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)

NEW BUSINESS:

5. Consideration of Adoption of Resolution No. 2026-03: A Resolution Providing for the Collection by the County of Marin of a Sewer Service Charge in the Amount of \$2,460.00 for the Base Rate Parcels per each EDU and \$1,942.00 for the Ad Valorem Credited Parcels per each EDU, plus a \$2.00 Collection Fee per Parcel of Sanitary District No. 5 of Marin County for the Fiscal Year 2026-2027 (Rubio) – Action

6. Consideration of adoption of Resolution No. 2026-04: Determination of Appropriations Limit for the Ad Valorem Receiving Service Area (Tiburon) of Sanitary District No. 5 of Marin County for Fiscal Year 2026-2027 (Rubio) – Action
7. Consideration of adoption of Resolution No. 2026-05 A resolution approving and adopting Fiscal Year 2026-2027 SD5 Final Reserve/Fund Policy (Rubio) – Action
8. Consideration of Adopting Resolution No. 2026-06: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Memorandum of Understanding with the Employees of Sanitary District No. 5 of Marin County Covering the Period from July 1, 2026 through December 31, 2031 (Rubio) – Action
9. Review and Approval of Resolution No. 2026-07: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Employee Benefits Plan for Unrepresented Employees of Sanitary District No. 5 of Marin County, Effective July 1, 2026 (Rubio) – Action
10. Consideration of Adopting Resolution No. 2026-08: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting Revised Personnel Policies (Rubio) – Action
11. Review and Consideration of Approval of SD5 Organization Chart and Publicly Available Pay Scale for FY2026-2027 and Resolution No. 2026-09: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adopting the Annual Cost of Living Increase (2.5%) for All Sanitary District No. 5 of Marin County Employees - Represented, Unrepresented, both Effective July 1, 2026 (Rubio) – Action
12. Consideration of approval of FY2026- 2027 SD5 Final Strategic Plan (Rubio)- Action
13. **PUBLIC HEARING: Fiscal Year 2026-2027 Budget**
 - a. Public Comment
 - b. Hold Public Hearing to present status of staff vacancies, in accordance with AB 2561
 - c. Set Hearing for Consideration of Adoption of Fiscal Year 2026-2027 Final Budget at Regular Board Meeting on June 18th, 2026 (Rubio) – Action

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

14. Capital Improvement Program Committee (No Meeting)
15. Finance & Fiscal Oversight Committee (Benediktsson/Carapiet)
16. Governance Committee (No Meeting)
17. Personnel Committee (Snyder/Carapiet)
18. Solar Ad-Hoc Meeting (No Meeting)

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

ADJOURNMENT:

The Board will be asked to adjourn the meeting to a Regular Board Meeting on June 18, 2026, 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 hr@sani5.org at least two days prior to the meeting.

Catherine Benediktsson, President
Richard Snyder, Vice President
John Carapiet, Secretary

Omar Arias-Montez, Director
Tod Moody, Director

NOTICE AND AGENDA
Regular Board Meeting Minutes
at Sanitary District No. 5 of Marin County
Thursday, April 16th, 2026

5:00 P.M. REGULAR BOARD MEETING

Teleconference Location:

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

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

ROLL CALL: Director Carapiet, Benediktsson, Snyder, Arias-Montez and Moody

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: Director Carapiet commented about the Cove Road Pump Station open house that was conducted on April 14, 2026 – Manager Rubio presented and answered questions from the public along with Director Moody.

CONSENT CALENDAR:

1. Approval of March 19th, 2026 Regular Board Meeting Minutes
2. Review and receive all electronic fund transfers (EFTs) and approve warrants from March 12th, 2026, through April 16th, 2026, (JP Morgan Chase Bank, check no.11834 through check no. 11885, all transactions totaling \$425,745.51 and receive March 2026 payroll, in the sum of \$151,591.62 (Rubio)
3. Receipt of Financial Reports through April 9th, 2026 (Rubio)

Motion to approve consent calendar items 1-3

(M/S Snyder/Carapiet 5-0-0-0)

Ayes: Carapiet, Arias- Montez , Moody, Benediktsson, Snyder

Nos: None

Absent: None

Abstain: None

MANAGEMENT REPORTS:

4. District Manager Summary Report (Rubio)

NEW BUSINESS:

5. Consideration of adoption of Resolution No 2026-01: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, proposing a regularly scheduled election to be held in this jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department (Rubio) – Action

Motion to approve Resolution No 2026-01: A Resolution of the Governing Body of Sanitary District No.5 of Marin County, proposing a regularly scheduled election to be held in this jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department

(M/S Benediktsson/Snyder 5-0-0-0)

Ayes: Carapiet, Arias- Montez , Moody, Benediktsson, Snyder

Nos: None

Absent: None

Abstain: None

6. Review and Approval of Bay Area Chemical Consortium (BACC) bids for sodium bisulfite and sodium hypochlorite and authorizing the District Manager to enter into contracts with the low bidder for the procurement of those chemicals for Fiscal Year 2026-2027 – Action (Rubio)

7.

Motion to approve Bay Area Chemical Consortium (BACC) bids for sodium bisulfite and sodium hypochlorite and authorizing the District Manager to enter into contracts with the low bidder for the procurement of those chemicals for Fiscal Year 2026-2027

(M/S Snyder/Carapiet 5-0-0-0)

Ayes: Carapiet, Arias- Montez , Moody, Benediktsson, Snyder

Nos: None

Absent: None

Abstain: None

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

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

OTHER BUSINESS:

ENVIRONMENTAL:

CORRESPONDENCE:

INFORMATIONAL ITEMS:

ADJOURNMENT: 5:46

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 21, 2026, at 5:00 P.M.

Approved:

Attest:

Catherine Benediktsson
Board President

John Carapiet
Board Secretary

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

NOTICE AND AGENDA
Special Board Meeting Minutes
at Sanitary District No. 5 of Marin County
Monday, May 11th, 2026

9:30 A.M. SPECIAL BOARD MEETING

Teleconference Location:

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

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

ROLL CALL: Director Carapiet, Benediktsson, Snyder, Arias-Montez

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: None

NEW BUSINESS:

1. Budget Workshop
 - a. Review Fiscal Year 2026-27 Preliminary Budget (Rubio)
 1. 4 Year Budget Comparison
 2. Operating Budget Review
 3. Capital Budget Review
 4. 10 Year Capital Improvement Program Review
2. Review and discuss "SD5 Strategic Plan" and provide updates to the plan consistent with FY26-27 Budget review and goals (Rubio) – Action

Motion to approve updated "SD5 Strategic Plan", for FY26-27 Budget

(M/S Snyder/Arias-Montez 4-0-1-0)

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

3. Review and consideration of Fiscal Year 2026-2027 preliminary "SD5 Reserve Policy" (Rubio)- Action
Motion to approve updated preliminary "SD5 Reserve Policy", for FY26-27 Budget

(M/S Arias-Montez/Snyder 4-0-1-0)

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder

Nos: None

Absent: Moody

Abstain: None

4. Consideration of approval of Fiscal Year 2026-2027 Preliminary Budget in preparation for a Public Notice to be provided at the May 21, 2026, Regular Board Meeting for consideration of approval and adoption of the Fiscal Year 2026/2027 Final Budget (Rubio) – Action
Motion to approve Fiscal Year 2026-2027 Preliminary Budget in preparation for a Public Notice to be provided at the May 21, 2026, Regular Board Meeting for consideration of approval and adoption of the Fiscal Year 2026/2027 Final Budget

(M/S Snyder/Arias-Montez 4-0-1-0)

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder
Nos: None
Absent: Moody
Abstain: None

5. Adoption of Resolution 2026-02 A resolution granting an 10’x10’ easement to PG&E for the purposes of PG&E equipment installation in connection with the Cove Road Pump Station Rehabilitation Project- Action (Rubio)
Motion to adopt Resolution 2026-02 A resolution granting an 10’x10’ easement to PG&E for the purposes of PG&E equipment installation in connection with the Cove Road Pump Station Rehabilitation Project-

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

Ayes: Carapiet, Arias- Montez , Benediktsson, Snyder
Nos: None
Absent: Moody
Abstain: None

ADJOURNMENT: 12:15

The Board will be asked to adjourn the meeting to a Regular Board Meeting on May 21, 2026, at 5:00 P.M.

Approved:

Attest:

Catherine Benediktsson
Board President

John Carapiet
Board Secretary

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

Sanitary District No.5 of Marin County

Warrant List Summary

April 10 through May 14, 2026

05/11/26

Date	Num	Name	Memo	Amount
JP Morgan Chase - Primary 7399				
04/17/20	EFT	CalPERS (Health Premium)	Health Insurance Premium - May 2025	-27,855.87
04/17/20	EFT	CalPERS (Pension)	Pension - Mar 2026	-28,480.93
04/17/20	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 4/15/26	-5,904.90
04/16/20	EFT	Pacific Gas & Electric (Engineer...	Cust #4722418, Notification #129580834, Contract #50...	-1,463.21
04/17/20	EFT	CalPERS (Pension)	Employer & Member contribution not paid previously, ...	-1,850.05
05/05/20	EFT	CalPERS (457 Def Comp)	457 Contributions, semi-monthly, 4/30/26	-5,904.90
05/14/20	11886	Access Answering Service	Answering Service - May 2026	-120.46
05/14/20	11887	Alameda Electrical Distributors, ...	Stmt Date 4/30/26: parts for vehicle charger, material f...	-1,058.73
05/14/20	11888	Amazon Capital Services (Amaz...	Stmt Date 4/30/26:banjo fittings for stock, tires for han...	-648.98
05/14/20	11889	APGN Inc - APG Neuros	blow filters for AB	-341.15
05/14/20	11890	AT&T Calnet *4692 (Ops/Main Bl...	Phones: Operatos Control Center & Paradise Cove, M...	-95.83
05/14/20	11891	BAAQMD	Inv T203658, Renewal #746024, Fac ID 1523, annual pe...	-30,578.00
05/14/20	11892	Banshee Networks, Inc.	computer network services - Mar 2026	-1,900.51
05/14/20	11893	Brelje and Race Laboratories, Inc.	samples submitted - Mar 2026	-2,350.00
05/14/20	11894	Burke, Williams & Sorensen, LLP	Personnel & District Counsel services, Mar 2026	-353.00
05/14/20	11895	BWS Distributors, Inc.	AEDs & other safety equipment, per OSHA laws	-5,651.56
05/14/20	11896	CA Water Environment Assoc (...)	Collection System Maintenance Grade 1	-114.00
05/14/20	11897	Caltest Analytical Laboratory	Lab Monitoring: Feb - Apr 2026	-7,165.60
05/14/20	11898	Cassandra Prudhel Consulting, ...	lab consultant services: Sept 2025-Feb 2026	-765.00
05/14/20	11899	Central Marin Sanitation Agency...	Countywide Public Education Program shared expans...	-685.17
05/14/20	11900	Chatham, Samantha	refund of unused permit and connection fees, Permit ...	-8,461.00
05/14/20	11901	Cintas Corporation	weekly: scraper, towels, traffic mats - Apr 2026	-471.44
05/14/20	11902	City of Belvedere	contract: Sewer Rehab project	-93,500.00
05/14/20	11903	Comcast Bus (Internet/Voice/Ca...	Business Cable, Internet, Voice - May 2026	-743.98
05/14/20	11904	Comcast Business (VOIP) *9079	Business Voice Edge - May 2026	-463.12
05/14/20	11905	Corodata Records Management ...	standard record storage carton & digital services pac...	-57.19
05/14/20	11906	D&K Auto Service	2024 Ford Maverick XLT, oil change/basic service	-274.13
05/14/20	11907	DKF Solutions Group, LLC	Training: Cal OSHA, SERP, TrainingLink	-8,262.00
05/14/20	11908	Fastenal Company	grease buckets	-646.64
05/14/20	11909	First American Title	preliminary title report	-750.00
05/14/20	11910	FlexTG, LLC	copiers: base rate & usage charge - Apr 2026	-299.10
05/14/20	11911	Goodman Building Supply Co.	Main Plant tools & supplies: rope	-71.61
05/14/20	11912	Grainger	misc supplies for Main Plant: grease, belts, gaskets, etc	-786.49
05/14/20	11913	HDR Engineering Inc	Digester Cleaning & Rehab Project - Mar 2026	-4,678.72
05/14/20	11914	Home Depot Credit Services *28...	DEF for diesel trucks, paint supplies for pump station ...	-424.27
05/14/20	11915	Jackson's Hardware, Inc.	air fittings - various, for Plant tools	-99.21
05/14/20	11916	Jill Kalehua, DMMS	Accounting Services & supply reimb - Apr 2026	-2,690.80
05/14/20	11917	John's Dairy & Pool Supply	sodium bicarbonate for pH control	-2,052.82
05/14/20	11918	Lystek International Ltd.	biosolids delivery - Mar 2026	-1,777.61
05/14/20	11919	Marin Water	water service: 5 accounts, 2/5/26-4/3/26	-3,563.61
05/14/20	11920	Mill Valley Refuse Serv (Garbag...	garbage service - May 2026	-546.33
05/14/20	11921	Mill Valley Refuse Service (Slud...	7 exchanges, Apr 2026	-3,500.00
05/14/20	11922	Nute Engineering Corp.	Cove Rd Pump Station Improvements - Mar & Apr 2026	-19,631.00
05/14/20	11923	Pacific Gas & Electric	Stmt Date 4/30/26	-27,730.00
05/14/20	11924	PAN-PACIFIC SUPPLY COMPANY	RAS 1 pump seal replacement and rebuild & install w/ ...	-11,073.04
05/14/20	11925	Peter Levi Plumbing~Heating~C...	added valve to Main Plant city water system for shutd...	-2,240.20
05/14/20	11926	PLATT Electric Supply	Main Plant electrical supplies, conduit rehab for TWA...	-3,531.60
05/14/20	11927	Polydyne Inc	2 totes of polymer for RDT & Screw Press	-9,225.50
05/14/20	11928	Primo Brands	drinking water - Apr 2026	-153.34
05/14/20	11929	Roy's Sewer Service, Inc.	Beach Rd, Jetter trailer	-2,500.00
05/14/20	11930	Schaaf & Wheeler Consulting Ci...	Tiburon Pump Station Wetwell Investigation - Mar 2026	-1,455.00
05/14/20	11931	Special Dist Risk Mgmt Authorit...	Basic Life & ADD, LTD, Dental, Vision - June 2026	-2,185.88
05/14/20	11932	T-Mobile *1446 cell	cell phones - Apr 2026	-405.07
05/14/20	11933	T-Mobile *8704 SIM	(6) SIM cards for pump stations - Serv period Mar 202...	-60.00
05/14/20	11934	Town of Tiburon	Quarterly fuel: gasoline & diesel : Jan-Mar 2026	-5,122.40
05/14/20	11935	U.S. Bank cc *3611	Stmt Date 4/27/26: conference travel (2), repair & fabri...	-7,839.51
05/14/20	11936	USA Blue Book	chemical tablets used during construction of P. Cove ...	-2,164.54
05/14/20	11937	Waste Management, Redwood L...	garbage service - Apr 2026	-2,699.89

05/11/26

Sanitary District No.5 of Marin County

Warrant List Summary

April 10 through May 14, 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/14/20	11938	Water Components & Building ...	hose connectors - various pipe dope	-652.58
05/14/20	11939	WorkSmart Automation, Inc.	SCADA troubleshooting/repair	-450.00
Total JP Morgan Chase - Primary 7399				-356,527.47
TOTAL				-356,527.47

05/11/26

**Sanitary District No.5 of Marin County
Warrant List Detail
April 10 through May 14, 2026**

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
EFT	Check	04/17/2	CalPERS (Health...	Health Insurance Premium - May 2025	JP Morgan Chase - ...	
				Active Employee Health Insurance Premi...	8020.05 · Employee ...	-27,039.87
				Retiree Health Insurance Premium, plus ...	8022.05 · Retiree He...	-816.00
TOTAL						-27,855.87
EFT	Check	04/17/2	CalPERS (Pensi...	Pension - Mar 2026	JP Morgan Chase - ...	
				Pepra, Mar 2026	8019.05 · PERS Reti...	-11,948.95
				Classic, Mar 2026	8019.05 · PERS Reti...	-16,531.98
TOTAL						-28,480.93
EFT	Check	04/17/2	CalPERS (457 De...	457 Contributions, semi-monthly, 4/15/...	JP Morgan Chase - ...	
				457 Contributions, semi-monthly, 4/15/26	8008 · Deferred Com...	-5,904.90
TOTAL						-5,904.90
EFT	Check	04/16/2	Pacific Gas & El...	Cust #4722418, Notification #12958083...	JP Morgan Chase - ...	
				Cust #4722418, Notification #129580834,...	9109.2 · Bel PS#1 R...	-1,463.21
TOTAL						-1,463.21

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
EFT	Check	04/17/2	CalPERS (Pensi...	Employer & Member contribution not ...	JP Morgan Chase - ...	
				Employer & Member contribution not paid...	8019.05 · PERS Reti...	-1,850.05
TOTAL						-1,850.05
EFT	Check	05/05/2	CalPERS (457 De...	457 Contributions, semi-monthly, 4/30/...	JP Morgan Chase - ...	
				457 Contributions, semi-monthly, 4/30/26	8008 · Deferred Com...	-5,904.90
TOTAL						-5,904.90
11886	Bill Pmt -...	05/14/2	Access Answeri...	Answering Service - May 2026	JP Morgan Chase - ...	
35348	Bill	05/05/2		Answering Service - May 2026	8510 · Data/Alarms/l...	-120.46
TOTAL						-120.46
11887	Bill Pmt -...	05/14/2	Alameda Electric...	Stmt Date 4/30/26: parts for vehicle ch...	JP Morgan Chase - ...	
Stmt...	Bill	04/30/2		Inv S6243545.001, PO M-26-037, parts f...	7022 · Plant Maint. P...	-241.97
				Inv S6243546.001, PO M-26-037, parts f...	7022 · Plant Maint. P...	-816.76
TOTAL						-1,058.73

Sanitary District No.5 of Marin County
Warrant List Detail
April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11888	Bill Pmt -...	05/14/2	Amazon Capital ...	Stmt Date 4/30/26:banjo fittings for sto...	JP Morgan Chase - ...	
1PK...	Bill	04/30/2		banjo fittings for stock, tires for hand cart... Oakley safety glasses for T. Dutra, 4/7/26...	7021 · Plant Mainten... 8520.02 · Eye Protec...	-443.63 -205.35
TOTAL						-648.98
11889	Bill Pmt -...	05/14/2	APGN Inc - APG ...	blow filters for AB	JP Morgan Chase - ...	
22333	Bill	07/31/2		blow filters for AB, PO O-25-140	7022 · Plant Maint. P...	-341.15
TOTAL						-341.15
11890	Bill Pmt -...	05/14/2	AT&T Calnet *46...	Phones: Operatos Control Center & Pa...	JP Morgan Chase - ...	
000...	Bill	04/12/2		Operators Control Center phones - 3/12/... Paradise Cove phones - 3/12/26-4/11/26,...	8531 · Main Plant Tel... 8532 · Paradise Cov...	-63.92 -31.91
TOTAL						-95.83
11891	Bill Pmt -...	05/14/2	BAAQMD	Inv T203658, Renewal #746024, Fac ID ...	JP Morgan Chase - ...	
T20...	Bill	04/02/2		Inv T203658, Renewal #746024, Fac ID ... Inv T203658, Renewal #746024, Fac ID ...	7062 · Permits/Fees ... 7062 · Permits/Fees ...	-2,548.17 -28,029.83
TOTAL						-30,578.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11892	Bill Pmt -...	05/14/2	Banshee Networ...	computer network services - Mar 2026	JP Morgan Chase - ...	
16958	Bill	04/13/2		computer network services - Mar 2026	8510 · Data/Alarms/l...	-1,900.51
TOTAL						-1,900.51
11893	Bill Pmt -...	05/14/2	Brelje and Race ...	samples submitted - Mar 2026	JP Morgan Chase - ...	
170...	Bill	04/17/2		samples submitted - Mar 2026	7051 · Main Plant La...	-2,350.00
TOTAL						-2,350.00
11894	Bill Pmt -...	05/14/2	Burke, Williams ...	Personnel & District Counsel services,...	JP Morgan Chase - ...	
365...	Bill	04/17/2		District Counsel Services - Mar 2026	6039 · Legal	-319.00
365...	Bill	04/17/2		Personnel Services - Mar 2026	6039 · Legal	-34.00
TOTAL						-353.00
11895	Bill Pmt -...	05/14/2	BWS Distributor...	AEDs & other safety equipment, per O...	JP Morgan Chase - ...	
305...	Bill	03/30/2		AEDs & other safety equipment, per OSH...	8515 · Safety	-5,651.56
TOTAL						-5,651.56

05/11/26

**Sanitary District No.5 of Marin County
Warrant List Detail
April 10 through May 14, 2026**

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11896	Bill Pmt -...	05/14/2	CA Water Enviro...	Collection System Maintenance Grade 1	JP Morgan Chase - ...	
428...	Bill	04/14/2		Collection System Maintenance Grade 1,...	6020 · Continuing Ed...	-114.00
TOTAL						-114.00
11897	Bill Pmt -...	05/14/2	Caltest Analytica...	Lab Monitoring: Feb - Apr 2026	JP Morgan Chase - ...	
739...	Bill	04/14/2		Main Plant Lab Monitoring - Feb 2026	7051 · Main Plant La...	-757.00
				Paradise Cove Monitoring - Feb 2026	7052 · Paradise Cov...	-4,527.60
				Main Plant Lab Monitoring - Mar 2026	7051 · Main Plant La...	-1,504.80
				Main Plant Lab Monitoring - Apr 2026	7051 · Main Plant La...	-376.20
TOTAL						-7,165.60
11898	Bill Pmt -...	05/14/2	Cassandra Prud...	lab consultant services: Sept 2025-Fe...	JP Morgan Chase - ...	
202...	Bill	02/17/2		lab consultant services - Sept 2025-Feb ...	7051 · Main Plant La...	-765.00
TOTAL						-765.00
11899	Bill Pmt -...	05/14/2	Central Marin Sa...	Countywide Public Education Progra...	JP Morgan Chase - ...	
INV...	Bill	04/15/2		FY 2025/2026 3rd Qtr Countywide Public...	6059 · Pollution Prev...	-685.17
TOTAL						-685.17

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11900	Bill Pmt -...	05/14/2	Chatham, Saman...	refund of unused permit and connecti...	JP Morgan Chase - ...	
Ema...	Bill	04/17/2		refund of unused connection fees, Permit...	5900.3 · Connection ...	-8,226.00
				refund of unused permit fees, Permit N25...	5900.4 · Permit Insp...	-235.00
TOTAL						-8,461.00
11901	Bill Pmt -...	05/14/2	Cintas Corporati...	weekly: scraper, towels, traffic mats - ...	JP Morgan Chase - ...	
Stmt...	Bill	04/30/2		weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
				weekly: scraper, towels, traffic mats - Inv ...	7023 · Janitorial Sup...	-117.86
TOTAL						-471.44
11902	Bill Pmt -...	05/14/2	City of Belvedere	contract: Sewer Rehab project	JP Morgan Chase - ...	
cont...	Bill	04/30/2		contract: Sewer Rehab project	9101.2 · Belvedere S...	-93,500.00
TOTAL						-93,500.00
11903	Bill Pmt -...	05/14/2	Comcast Bus (In...	Business Cable, Internet, Voice - May ...	JP Morgan Chase - ...	
Bill ...	Bill	04/26/2		Business Cable, Internet, Voice - May 2026	8531 · Main Plant Tel...	-743.98
TOTAL						-743.98

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11904	Bill Pmt -...	05/14/2	Comcast Busine...	Business Voice Edge - May 2026	JP Morgan Chase - ...	
001...	Bill	05/01/2		Business Voice Edge - May 2026	8531 · Main Plant Tel...	-463.12
TOTAL						-463.12
11905	Bill Pmt -...	05/14/2	Corodata Record...	standard record storage carton & digit...	JP Morgan Chase - ...	
RS3...	Bill	04/30/2		standard record storage carton & digital s...	6017 · Consulting Fees	-57.19
TOTAL						-57.19
11906	Bill Pmt -...	05/14/2	D&K Auto Service	2024 Ford Maverick XLT, oil change/ba...	JP Morgan Chase - ...	
83711	Bill	04/14/2		2024 Ford Maverick XLT, oil change/basi...	7072 · Maintenance	-274.13
TOTAL						-274.13
11907	Bill Pmt -...	05/14/2	DKF Solutions G...	Training: Cal OSHA, SERP, TrainingLink	JP Morgan Chase - ...	
23404	Bill	04/15/2		Training Cal OSHA: forklift operator safety	8515 · Safety	-3,450.00
23424	Bill	04/22/2		Training: SERP, Sewer Spill Response D...	8515 · Safety	-4,350.00
23464	Bill	05/01/2		TrainingLink monthly subscription - May ...	8515 · Safety	-462.00
TOTAL						-8,262.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11908	Bill Pmt -...	05/14/2	Fastenal Company	grease buckets	JP Morgan Chase - ...	
CAP...	Bill	04/22/2		grease buckets, PO O-26-051	7021 · Plant Mainten...	-646.64
TOTAL						-646.64
11909	Bill Pmt -...	05/14/2	First American T...	preliminary title report	JP Morgan Chase - ...	
Ema...	Bill	04/14/2		preliminary title report	6017 · Consulting Fees	-750.00
TOTAL						-750.00
11910	Bill Pmt -...	05/14/2	FlexTG, LLC	copiers: base rate & usage charge - A...	JP Morgan Chase - ...	
464...	Bill	05/04/2		copiers: base rate & usage charge - Apr ...	6047 · Office Supplies	-299.10
TOTAL						-299.10
11911	Bill Pmt -...	05/14/2	Goodman Buildi...	Main Plant tools & supplies: rope	JP Morgan Chase - ...	
931...	Bill	04/21/2		rope, PO O-26-059	7022 · Plant Maint. P...	-71.61
TOTAL						-71.61

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11912	Bill Pmt -...	05/14/2	Grainger	misc supplies for Main Plant: grease, ...	JP Morgan Chase - ...	
988...	Bill	04/21/2		misc supplies for Main Plant: grease, belt...	7021 · Plant Mainten...	-382.55
988...	Bill	04/21/2		misc supplies for Main Plant: grease, belt...	7021 · Plant Mainten...	-403.94
TOTAL						-786.49
11913	Bill Pmt -...	05/14/2	HDR Engineerin...	Digester Cleaning & Rehab Project - M...	JP Morgan Chase - ...	
120...	Bill	04/16/2		Digester Cleaning & Rehab Project, 2/22/...	9308.12 · Digester R...	-4,678.72
TOTAL						-4,678.72
11914	Bill Pmt -...	05/14/2	Home Depot Cre...	DEF for diesel trucks, paint supplies f...	JP Morgan Chase - ...	
Stmt...	Bill	04/13/2		Inv 14329, DEF for diesel trucks, PO M-2...	7072 · Maintenance	-169.12
				Inv 14329, paint supplies for pump statio...	7011 · Pumps & Line...	-255.15
TOTAL						-424.27
11915	Bill Pmt -...	05/14/2	Jackson's Hard...	air fittings - various, for Plant tools	JP Morgan Chase - ...	
199...	Bill	05/05/2		air fittings - various, for Plant tools. PO O...	7022 · Plant Maint. P...	-99.21
TOTAL						-99.21

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11916	Bill Pmt -...	05/14/2	Jill Kalehua, DM...	Accounting Services & supply reimb - ...	JP Morgan Chase - ...	
Apr ...	Bill	05/01/2		Accounting Services - Apr 2026 "entered" stamp, for Accounting - Apr 2026	6008 · Audit & Accou... 6047 · Office Supplies	-2,672.46 -18.34
TOTAL						-2,690.80
11917	Bill Pmt -...	05/14/2	John's Dairy & P...	sodium bicarbonate for pH control	JP Morgan Chase - ...	
SAL...	Bill	04/23/2		sodium bicarbonate for pH control	7042 · Paradise Sup...	-2,052.82
TOTAL						-2,052.82
11918	Bill Pmt -...	05/14/2	Lystek Internatio...	biosolids delivery - Mar 2026	JP Morgan Chase - ...	
914...	Bill	04/21/2		biosolids delivery - Mar 2026	7029 · Main Plant Sl...	-1,777.61
TOTAL						-1,777.61
11919	Bill Pmt -...	05/14/2	Marin Water	water service: 5 accounts, 2/5/26-4/3/26	JP Morgan Chase - ...	
Bill ...	Bill	04/09/2		2001 Paradise Dr, Customer #100098, 2/... Mar West St, Customer #138856, 2/5/26-... Cove Rd, Customer #424791, 2/5/26-4/3/...	8541 · Water 8541 · Water 8541 · Water	-3,189.09 -99.57 -99.57

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
				Golden Gate Av, Customer #424793, 2/5/...	8541 · Water	-87.69
				San Rafael Av, Customer #558095, 2/5/2...	8541 · Water	-87.69
TOTAL						-3,563.61
11920	Bill Pmt -...	05/14/2	Mill Valley Refus...	garbage service - May 2026	JP Morgan Chase - ...	
000...	Bill	05/01/2		Garbage service - May 2026	7028 · Grounds Main...	-546.33
TOTAL						-546.33
11921	Bill Pmt -...	05/14/2	Mill Valley Refus...	7 exchanges, Apr 2026	JP Morgan Chase - ...	
Bill ...	Bill	05/01/2		Exchanges: (7) Sludges, (0) Debris - Apr ...	7029 · Main Plant Sl...	-3,500.00
TOTAL						-3,500.00
11922	Bill Pmt -...	05/14/2	Nute Engineerin...	Cove Rd Pump Station Improvements ...	JP Morgan Chase - ...	
28252	Bill	04/07/2		Cove Rd Pump Station Improvements - ...	9109.2 · Bel PS#1 R...	-6,757.00
28300	Bill	05/08/2		Cove Rd Pump Station Improvements - A...	9109.2 · Bel PS#1 R...	-12,874.00
TOTAL						-19,631.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11923	Bill Pmt -...	05/14/2	Pacific Gas & El...	Stmt Date 4/30/26	JP Morgan Chase - ...	
Stmt...	Bill	04/30/2		Stmt Date 4/30/26	8542 · Main Plant Uti...	-19,715.10
				Stmt Date 4/30/26	8543 · Paradise Cov...	-2,144.39
				Stmt Date 4/30/26	8544 · Pump Station ...	-5,870.51
TOTAL						-27,730.00
11924	Bill Pmt -...	05/14/2	PAN-PACIFIC SU...	RAS 1 pump seal replacement and reb...	JP Morgan Chase - ...	
296...	Bill	04/10/2		RAS 1 pump seal replacement and rebuil...	7022 · Plant Maint. P...	-11,073.04
TOTAL						-11,073.04
11925	Bill Pmt -...	05/14/2	Peter Levi Plum...	added valve to Main Plant city water s...	JP Morgan Chase - ...	
350...	Bill	04/06/2		added valve to Main Plant city water syst...	7022 · Plant Maint. P...	-2,240.20
TOTAL						-2,240.20
11926	Bill Pmt -...	05/14/2	PLATT Electric S...	Main Plant electrical supplies, conduit ...	JP Morgan Chase - ...	
23Z...	Bill	04/16/2		Main Plant electrical supplies. PO M-26-0...	7022 · Plant Maint. P...	-2,139.03
24Z...	Bill	04/30/2		conduit rehab for TWAS room. PO M-26-...	7021 · Plant Mainten...	-1,392.57
TOTAL						-3,531.60

Sanitary District No.5 of Marin County
Warrant List Detail
April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11927	Bill Pmt -...	05/14/2	Polydyne Inc	2 totes of polymer for RDT & Screw Pr...	JP Morgan Chase - ...	
201...	Bill	04/07/2		2 totes of polymer for RDT & Screw Pres...	7024 · Main Plant Ch...	<u>-9,225.50</u>
TOTAL						-9,225.50
11928	Bill Pmt -...	05/14/2	Primo Brands	drinking water - Apr 2026	JP Morgan Chase - ...	
06D...	Bill	04/28/2		drinking water: 3/25/26-4/24/26, Apr 2026 late free from previous invoice	7023 · Janitorial Sup... 7023 · Janitorial Sup...	<u>-133.34</u> <u>-20.00</u>
TOTAL						-153.34
11929	Bill Pmt -...	05/14/2	Roy's Sewer Ser...	Beach Rd, Jetter trailer	JP Morgan Chase - ...	
234...	Bill	04/03/2		Beach Rd, Jetter trailer	7011 · Pumps & Line...	<u>-2,500.00</u>
TOTAL						-2,500.00
11930	Bill Pmt -...	05/14/2	Schaaf & Wheele...	Tiburon Pump Station Wetwell Investi...	JP Morgan Chase - ...	
43183	Bill	05/01/2		iburon Pump Station Wetwell Investigatio...	6017 · Consulting Fees	<u>-1,455.00</u>
TOTAL						-1,455.00

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11931	Bill Pmt -...	05/14/2	Special Dist Risk...	Basic Lfse & ADD, LTD, Dental, Vision ...	JP Morgan Chase - ...	
H49...	Bill	05/05/2		Basic Life & ADD, LTD, Dental, Vision - J...	8020.05 · Employee ...	-2,185.88
TOTAL						-2,185.88
11932	Bill Pmt -...	05/14/2	T-Mobile *1446 c...	cell phones - Apr 2026	JP Morgan Chase - ...	
Bill ...	Bill	04/21/2		cell phones, Stmt Date 4/21/26: 3/21/26-...	8530 · Telephone	-405.07
TOTAL						-405.07
11933	Bill Pmt -...	05/14/2	T-Mobile *8704 S...	(6) SIM cards for pump stations - Serv ...	JP Morgan Chase - ...	
Bill ...	Bill	04/20/2		(6) SIM cards for pump stations - Serv Pe...	8533 · Pumps & Line...	-60.00
TOTAL						-60.00
11934	Bill Pmt -...	05/14/2	Town of Tiburon	Quarterly fuel: gasoline & diesel : Jan-...	JP Morgan Chase - ...	
Bill ...	Bill	04/08/2		Quarterly fuel: gasoline, Jan-Mar 2026	7071 · Fuel	-3,748.82
				Quarterly fuel: diesel, Jan-Mar 2026	7071 · Fuel	-1,151.98
				admin surcharge for improvements, Jan-...	7071 · Fuel	-221.60
TOTAL						-5,122.40

Sanitary District No.5 of Marin County
Warrant List Detail
 April 10 through May 14, 2026

05/11/26

Num	Type	Date	Name	Memo	Account	Paid Amount
11935	Bill Pmt -...	05/14/2	U.S. Bank cc *3611	Stmt Date 4/27/26: conference travel (2...	JP Morgan Chase - ...	
Stmt...	Bill	04/27/2		FasTrak reload, 3/25/26	6018.1 · Meetings & ...	-25.00
				Hilton Charlotte NC, conference, T. Rubi...	6018.1 · Meetings & ...	-610.82
				Ring multi plan, OPS Control Room, 4/15...	8510 · Data/Alarms/l...	-99.99
				Hotel.com, WEFTEC New Orleans confer...	6018.1 · Meetings & ...	-777.64
				Flexicraft, hoseclamps, flexible coupling, ...	7021 · Plant Mainten...	-1,731.62
				JRL Machine & Driveline, repair and fabri...	9308.12 · Digester R...	-3,874.58
				Teledyne Instruments, 2 temp sensors, s...	7022 · Plant Maint. P...	-719.86
TOTAL						-7,839.51
11936	Bill Pmt -...	05/14/2	USA Blue Book	chemical tablets used during construc...	JP Morgan Chase - ...	
INV...	Bill	03/27/2		chemical tablets used during construction...	7042 · Paradise Sup...	-576.36
INV...	Bill	04/21/2		strike midge fly control. PO O-26-061	7024 · Main Plant Ch...	-1,588.18
TOTAL						-2,164.54
11937	Bill Pmt -...	05/14/2	Waste Managem...	garbage service - Apr 2026	JP Morgan Chase - ...	
011...	Bill	05/01/2		Garbage service - Apr 2026	7029 · Main Plant Sl...	-2,699.89
TOTAL						-2,699.89

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Sanitary District No.5 of Marin County
Warrant List Detail
April 10 through May 14, 2026

<u>Num</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
11938	Bill Pmt -...	05/14/2	Water Compone...	hose connectors - various pipe dope	JP Morgan Chase - ...	
306...	Bill	04/22/2		hose connectors- various pipe dope. PO ...	7022 · Plant Maint. P...	<u>-652.58</u>
TOTAL						-652.58
11939	Bill Pmt -...	05/14/2	WorkSmart Auto...	SCADA troubleshooting/repair	JP Morgan Chase - ...	
5627	Bill	05/04/2		SCADA troubleshooting/repair	8510 · Data/Alarms/I...	<u>-450.00</u>
TOTAL						-450.00

Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1, 2025 through May 14, 2026

	Jul 1, '25 - May 14,...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Property Taxes / AD VALOREM				
5001.2 · TEETER	1,062,961.08	1,009,180.00	53,781.08	105.3%
5002 · UNSEC	18,205.60	15,000.00	3,205.60	121.4%
5003 · PUNS / PRIOR UNSECURED	1,358.30	1,000.00	358.30	135.8%
5004 · REDEMPTION / RDMPT	639.05	700.00	-60.95	91.3%
5006 · SPLU	963.82	1,000.00	-36.18	96.4%
5041 · SUPSEC	12,805.45	15,000.00	-2,194.55	85.4%
5043 · SECU	656.79	100.00	556.79	656.8%
5046 · Excess ERAF	478,938.61	300,000.00	178,938.61	159.6%
5280 · HOPTR	2,958.03	3,000.00	-41.97	98.6%
5483 · Other tax	46.42	100.00	-53.58	46.4%
5000 · Property Taxes / AD VALOREM - Other	0.00	0.00	0.00	0.0%
Total 5000 · Property Taxes / AD VALOREM	1,579,533.15	1,345,080.00	234,453.15	117.4%
5007 · Sewer Service Charge				
5007.1 · Sewer Service - Ops	6,861,604.22	5,619,504.00	1,242,100.22	122.1%
5007.2 · Sewer Service - Cap	0.00	643,423.00	-643,423.00	0.0%
5007 · Sewer Service Charge - Other	0.00	0.00	0.00	0.0%
Total 5007 · Sewer Service Charge	6,861,604.22	6,262,927.00	598,677.22	109.6%
5201 · Interest				
5201.1 · Interest - County of Marin	2,905.67	100.00	2,805.67	2,905.7%
5201.2 · Interest - LAIF	632,610.86	300,000.00	332,610.86	210.9%
5201.5 · Income Dividend Reinvest-CLASS	50,033.48	20,500.00	29,533.48	244.1%
5201 · Interest - Other	0.00	0.00	0.00	0.0%
Total 5201 · Interest	685,550.01	320,600.00	364,950.01	213.8%
5900.10 · Paradise Sewer Line Ext. Fees	0.00	15,000.00	-15,000.00	0.0%
5900.3 · Connection Fees	452,518.00	300,000.00	152,518.00	150.8%
5900.4 · Permit Inspection & Admin Fees	70,775.02	35,000.00	35,775.02	202.2%
5900.5 · SASM Expense Reimb.	36,281.47	50,000.00	-13,718.53	72.6%
5900.9 · Other Income	1,033.84	100.00	933.84	1,033.8%
Total Income	9,687,295.71	8,328,707.00	1,358,588.71	116.3%
Gross Profit	9,687,295.71	8,328,707.00	1,358,588.71	116.3%
Expense				
6000 · Administrative Expenses				
6001 · Advertising	16,215.00	5,000.00	11,215.00	324.3%
6008 · Audit & Accounting	75,934.74	90,000.00	-14,065.26	84.4%
6017 · Consulting Fees	61,818.32	150,000.00	-88,181.68	41.2%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	17,450.61	25,500.00	-8,049.39	68.4%
6018.2 · Standby Mileage Expense Reimb	5,436.92	3,500.00	1,936.92	155.3%
6018 · Travel & Meetings - Other	0.00	0.00	0.00	0.0%
Total 6018 · Travel & Meetings	22,887.53	29,000.00	-6,112.47	78.9%
6020 · Continuing Education	5,398.48	10,000.00	-4,601.52	54.0%
6021 · County Fees	19,502.83	18,000.00	1,502.83	108.3%
6024 · Director Fees	2,900.00	9,000.00	-6,100.00	32.2%
6025 · Dues & Subscriptions	26,534.99	35,000.00	-8,465.01	75.8%
6026 · Elections	0.00	0.00	0.00	0.0%
6033 · Insurance				
6033.1 · Insurance - SD5 Property	66,451.58	120,000.00	-53,548.42	55.4%
6033.2 · Insurance - SD5 Liability	95,834.00	70,000.00	25,834.00	136.9%
6033.3 · Insurance - SD5 Auto	5,128.00	10,000.00	-4,872.00	51.3%
6033 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 6033 · Insurance	167,413.58	200,000.00	-32,586.42	83.7%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2025 through May 14, 2026

	Jul 1, '25 - May 14,...	Budget	\$ Over Budget	% of Budget
6039 · Legal	38,257.00	45,000.00	-6,743.00	85.0%
6047 · Office Supplies	3,596.34	10,000.00	-6,403.66	36.0%
6056 · Postage	299.01	1,000.00	-700.99	29.9%
6059 · Pollution Prevention/Public Edu	566.92	5,500.00	-4,933.08	10.3%
6065 · Miscellaneous Expense	603.48	0.00	603.48	100.0%
6000 · Administrative Expenses - Other	0.00	0.00	0.00	0.0%
Total 6000 · Administrative Expenses	441,928.22	607,500.00	-165,571.78	72.7%
7000 · Ops & Maintenance Expenses				
7010 · Pumps & Lines Maintenance				
7011 · Pumps & Lines Maintenance	138,264.19	200,000.00	-61,735.81	69.1%
7013 · Emergency Line Repair	121,766.19	100,000.00	21,766.19	121.8%
7010 · Pumps & Lines Maintenance - Other	0.00	0.00	0.00	0.0%
Total 7010 · Pumps & Lines Maintenance	260,030.38	300,000.00	-39,969.62	86.7%
7020 · Main Plant Maintenance				
7021 · Plant Maintenance Supplies	42,105.25	80,000.00	-37,894.75	52.6%
7022 · Plant Maint. Parts & Service	224,820.72	300,000.00	-75,179.28	74.9%
7023 · Janitorial Supplies & Service	6,180.50	10,000.00	-3,819.50	61.8%
7024 · Main Plant Chemicals	139,422.81	170,000.00	-30,577.19	82.0%
7025 · Lab Supplies & Chemicals	29,518.21	25,000.00	4,518.21	118.1%
7026 · SASM Supplies & Chem	1,137.52	0.00	1,137.52	100.0%
7027 · Electrical & Instrument	36,603.61	25,000.00	11,603.61	146.4%
7028 · Grounds Maintenance	7,218.39	15,000.00	-7,781.61	48.1%
7029 · Main Plant Sludge Disposal	44,835.53	60,000.00	-15,164.47	74.7%
7020 · Main Plant Maintenance - Other	0.00	0.00	0.00	0.0%
Total 7020 · Main Plant Maintenance	531,842.54	685,000.00	-153,157.46	77.6%
7040 · Paradise Cove Plant Maint				
7041 · Paradise Parts & Service	6,161.57	20,000.00	-13,838.43	30.8%
7042 · Paradise Supplies & Chemicals	10,827.28	6,500.00	4,327.28	166.6%
7043 · Paradise Sludge Disposal	0.00	3,000.00	-3,000.00	0.0%
7040 · Paradise Cove Plant Maint - Other	0.00	0.00	0.00	0.0%
Total 7040 · Paradise Cove Plant Maint	16,988.85	29,500.00	-12,511.15	57.6%
7050 · Monitoring				
7051 · Main Plant Lab Monitoring	44,021.25	50,000.00	-5,978.75	88.0%
7052 · Paradise Cove Monitoring	9,354.80	12,000.00	-2,645.20	78.0%
7053 · Chronic Toxicity	2,535.00	15,000.00	-12,465.00	16.9%
7050 · Monitoring - Other	0.00	0.00	0.00	0.0%
Total 7050 · Monitoring	55,911.05	77,000.00	-21,088.95	72.6%
7060 · Permits/Fees				
7062 · Permits/Fees - General	57,756.27	53,000.00	4,756.27	109.0%
7063 · Paradise Cove Permits/Fees	7,832.00	10,000.00	-2,168.00	78.3%
7064 · Paradise Cove NPDES Renewal	16,192.00	25,000.00	-8,808.00	64.8%
7060 · Permits/Fees - Other	0.00	0.00	0.00	0.0%
Total 7060 · Permits/Fees	81,780.27	88,000.00	-6,219.73	92.9%
7070 · Truck Maintenance				
7071 · Fuel	13,724.96	30,000.00	-16,275.04	45.7%
7072 · Maintenance	27,242.39	25,000.00	2,242.39	109.0%
7070 · Truck Maintenance - Other	236.01	0.00	236.01	100.0%
Total 7070 · Truck Maintenance	41,203.36	55,000.00	-13,796.64	74.9%
7000 · Ops & Maintenance Expenses - Other	0.00	0.00	0.00	0.0%
Total 7000 · Ops & Maintenance Expenses	987,756.45	1,234,500.00	-246,743.55	80.0%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2025 through May 14, 2026

	Jul 1, '25 - May 14,...	Budget	\$ Over Budget	% of Budget
8000 · Salaries and Benefits Expenses				
8001 · Salaries	1,377,617.76	1,679,919.00	-302,301.24	82.0%
8003 · Overtime	107,725.07	125,000.00	-17,274.93	86.2%
8004 · Standby Pay	61,560.48	80,000.00	-18,439.52	77.0%
8005 · Employee Incentives	41,000.00	40,000.00	1,000.00	102.5%
8006 · Vacation Buyout	59,226.04	80,000.00	-20,773.96	74.0%
8008 · Deferred Comp 457	127,614.62	120,000.00	7,614.62	106.3%
8013 · Payroll Taxes	113,051.69	110,000.00	3,051.69	102.8%
8015 · Payroll Service Processing Fees	9,026.30	10,000.00	-973.70	90.3%
8016 · Car Allowance	8,000.00	8,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	168,228.86	324,553.00	-156,324.14	51.8%
8019.10 · PERS Retirement Trust	0.00	403,752.00	-403,752.00	0.0%
8019 · PERS Retirement - Other	120.00	0.00	120.00	100.0%
Total 8019 · PERS Retirement	168,348.86	728,305.00	-559,956.14	23.1%
8020 · Employee Health				
8020.05 · Employee Health	306,887.05	356,466.00	-49,578.95	86.1%
8021 · Employee Health Deductions	-10,583.90	0.00	-10,583.90	100.0%
8020 · Employee Health - Other	0.00	0.00	0.00	0.0%
Total 8020 · Employee Health	296,303.15	356,466.00	-60,162.85	83.1%
8022 · Retiree Health				
8022.05 · Retiree Health	77,769.80	94,415.00	-16,645.20	82.4%
8022.10 · CERBT/OPEB Annual Arc Contribtn	318,958.00	75,000.00	243,958.00	425.3%
8022 · Retiree Health - Other	0.00	0.00	0.00	0.0%
Total 8022 · Retiree Health	396,727.80	169,415.00	227,312.80	234.2%
8023 · Workers Comp Insurance	35,080.00	48,518.00	-13,438.00	72.3%
8000 · Salaries and Benefits Expenses - Other	0.00	0.00	0.00	0.0%
Total 8000 · Salaries and Benefits Expenses	2,801,281.77	3,555,623.00	-754,341.23	78.8%
8500 · Other Operating Expenses				
8510 · Data/Alarms/IT Supp & Licensing	85,077.36	100,000.00	-14,922.64	85.1%
8515 · Safety	24,855.75	54,200.00	-29,344.25	45.9%
8520 · Personal Protection/Safety Wear				
8520.01 · Boot Allowance	1,796.64	2,400.00	-603.36	74.9%
8520.02 · Eye Protection Allowance	1,479.99	3,600.00	-2,120.01	41.1%
8520.03 · Uniform Allowance	1,875.44	4,800.00	-2,924.56	39.1%
8520 · Personal Protection/Safety Wear - Other	3,560.37	0.00	3,560.37	100.0%
Total 8520 · Personal Protection/Safety Wear	8,712.44	10,800.00	-2,087.56	80.7%
8530 · Telephone				
8531 · Main Plant Telephones	15,277.89	15,000.00	277.89	101.9%
8532 · Paradise Cove Telephones	694.24	5,000.00	-4,305.76	13.9%
8533 · Pumps & Lines Telephones	3,524.61	6,000.00	-2,475.39	58.7%
8530 · Telephone - Other	3,990.37	0.00	3,990.37	100.0%
Total 8530 · Telephone	23,487.11	26,000.00	-2,512.89	90.3%
8540 · Utilities				
8541 · Water	17,648.14	15,000.00	2,648.14	117.7%
8542 · Main Plant Utilities	237,625.76	260,000.00	-22,374.24	91.4%
8543 · Paradise Cove Utilities	29,419.45	35,000.00	-5,580.55	84.1%
8544 · Pump Station Utilities	61,723.84	65,000.00	-3,276.16	95.0%
8540 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 8540 · Utilities	346,417.19	375,000.00	-28,582.81	92.4%

Sanitary District No.5 of Marin County Annual Budget vs Actual Expenses July 1, 2025 through May 14, 2026

	Jul 1, '25 - May 14,...	Budget	\$ Over Budget	% of Budget
8500 · Other Operating Expenses - Other	0.00	0.00	0.00	0.0%
Total 8500 · Other Operating Expenses	488,549.85	566,000.00	-77,450.15	86.3%
Total Expense	4,719,516.29	5,963,623.00	-1,244,106.71	79.1%
Net Ordinary Income	4,967,779.42	2,365,084.00	2,602,695.42	210.0%
Other Income/Expense				
Other Expense				
9000 · Capital Improvements CIP				
9100 · Collection System CIP				
9101 · Sewer Rehab Projects	0.00	1,250,000.00	-1,250,000.00	0.0%
9102 · Pump Replacement CIP	0.00	50,000.00	-50,000.00	0.0%
9103 · Valve & Wet Well Improvements	0.00	50,000.00	-50,000.00	0.0%
9104 · PS Generator Replacement CIP				
9104.11 · 30KW Portable Gen#1 Replacement	0.00	75,000.00	-75,000.00	0.0%
9104 · PS Generator Replacement CIP - Other	0.00	0.00	0.00	0.0%
Total 9104 · PS Generator Replacement CIP	0.00	75,000.00	-75,000.00	0.0%
9106 · Manhole Replacement Project	0.00	75,000.00	-75,000.00	0.0%
9109 · Large PS CIP Projects				
9109.2 · Bel PS#1 Rehabilitation Project	352,448.95	3,000,000.00	-2,647,551.05	11.7%
Total 9109 · Large PS CIP Projects	352,448.95	3,000,000.00	-2,647,551.05	11.7%
9100 · Collection System CIP - Other	0.00	0.00	0.00	0.0%
Total 9100 · Collection System CIP	352,448.95	4,500,000.00	-4,147,551.05	7.8%
9200 · Paradise Cove CIP				
9204 · Control Panel Replacement	48,760.05	75,000.00	-26,239.95	65.0%
9208 · PC Building Rehabilitation	0.00	100,000.00	-100,000.00	0.0%
9200 · Paradise Cove CIP - Other	0.00	0.00	0.00	0.0%
Total 9200 · Paradise Cove CIP	48,760.05	175,000.00	-126,239.95	27.9%
9300 · Main Plant Equipment Capital				
9304 · Chemical Feed System Projects				
9304.05 · Cl2 Induction Mixer	0.00	35,000.00	-35,000.00	0.0%
9304 · Chemical Feed System Projects - Other	0.00	0.00	0.00	0.0%
Total 9304 · Chemical Feed System Projects	0.00	35,000.00	-35,000.00	0.0%
9308 · Digester Improvements				
9308.12 · Digester Rehab Project	1,110,177.56	2,000,000.00	-889,822.44	55.5%
9308 · Digester Improvements - Other	0.00	0.00	0.00	0.0%
Total 9308 · Digester Improvements	1,110,177.56	2,000,000.00	-889,822.44	55.5%
9309 · Solids Handling Improvements				
9309.11 · Sludge Box #1 Replacement	0.00	30,000.00	-30,000.00	0.0%
9309 · Solids Handling Improvements - Other	0.00	0.00	0.00	0.0%
Total 9309 · Solids Handling Improvements	0.00	30,000.00	-30,000.00	0.0%
9310 · Facility Support CIP				
9310.15 · Main Office HVAC Replacement	11,139.00	30,000.00	-18,861.00	37.1%
9310 · Facility Support CIP - Other	0.00	0.00	0.00	0.0%
Total 9310 · Facility Support CIP	11,139.00	30,000.00	-18,861.00	37.1%
9311 · HVAC/Supply Fan Improvements				
9311.05 · Lab Supply Fan Replacement	0.00	15,000.00	-15,000.00	0.0%
9311.08 · New Lab Room Fan Replacement	0.00	15,000.00	-15,000.00	0.0%
9311 · HVAC/Supply Fan Improvements - Other	0.00	0.00	0.00	0.0%
Total 9311 · HVAC/Supply Fan Improvements	0.00	30,000.00	-30,000.00	0.0%

Sanitary District No.5 of Marin County
Annual Budget vs Actual Expenses
 July 1, 2025 through May 14, 2026

	Jul 1, '25 - May 14,...	Budget	\$ Over Budget	% of Budget
9312 · MP Vehicle Replacements				
9312.1 · Admin Emergency Response Truck	69,165.99	75,000.00	-5,834.01	92.2%
9312 · MP Vehicle Replacements - Other	70,550.85	0.00	70,550.85	100.0%
Total 9312 · MP Vehicle Replacements	139,716.84	75,000.00	64,716.84	186.3%
9313 · Controls/Electrical Improvement				
9313.1 · Business Server Replacement	8,657.84	50,000.00	-41,342.16	17.3%
9313.3 · MCC PLC Upgrade Project	126,903.61	100,000.00	26,903.61	126.9%
9313 · Controls/Electrical Improvement - Other	0.00	0.00	0.00	0.0%
Total 9313 · Controls/Electrical Improvement	135,561.45	150,000.00	-14,438.55	90.4%
9314 · Building & Grounds Improvements				
9314.10 · M.P. Office/Bath/Break Imprvmnt	127,078.14	100,000.00	27,078.14	127.1%
9314 · Building & Grounds Improvements - Other	0.00	0.00	0.00	0.0%
Total 9314 · Building & Grounds Improvements	127,078.14	100,000.00	27,078.14	127.1%
Total 9300 · Main Plant Equipment Capital	1,523,672.99	2,450,000.00	-926,327.01	62.2%
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	0.00	50,000.00	-50,000.00	0.0%
9520 · Undesignated Cap - P.C. Plant	0.00	25,000.00	-25,000.00	0.0%
9530 · Undesignated Cap - P & L	0.00	50,000.00	-50,000.00	0.0%
9500 · Undesignated Capital - Other	0.00	0.00	0.00	0.0%
Total 9500 · Undesignated Capital	0.00	125,000.00	-125,000.00	0.0%
9000 · Capital Improvements CIP - Other	0.00	0.00	0.00	0.0%
Total 9000 · Capital Improvements CIP	1,924,881.99	7,250,000.00	-5,325,118.01	26.6%
9700 · Debt Service				
9730 · Debt Service - MPR Project				
9730.01 · Zion Loan - Principal	640,000.00	610,000.00	30,000.00	104.9%
9730.02 · Zion Loan - Interest	111,848.00	150,284.00	-38,436.00	74.4%
9730 · Debt Service - MPR Project - Other	0.00	0.00	0.00	0.0%
Total 9730 · Debt Service - MPR Project	751,848.00	760,284.00	-8,436.00	98.9%
9700 · Debt Service - Other	0.00	0.00	0.00	0.0%
Total 9700 · Debt Service	751,848.00	760,284.00	-8,436.00	98.9%
Total Other Expense	2,676,729.99	8,010,284.00	-5,333,554.01	33.4%
Net Other Income	-2,676,729.99	-8,010,284.00	5,333,554.01	33.4%
Net Income	2,291,049.43	-5,645,200.00	7,936,249.43	-40.6%

Sanitary District No.5 of Marin County
Comparative Balance Sheet
As of April 30, 2026

	Apr 30, 26	Mar 31, 26	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
JP Morgan Chase - Primary 7399	261,050.89	209,636.61	51,414.28
JP Morgan Chase - Payroll 7506	68,573.51	86,172.28	-17,598.77
JP Morgan Chase - Transfer 7522	232,050.41	6,847.74	225,202.67
Local Agency Investment Fund			
SD5 Capital & CIP Reserve	9,725,065.99	9,725,065.99	0.00
SD5 Operating	6,061,127.53	3,215,046.15	2,846,081.38
SD5 Operating Reserve	1,200,853.05	1,200,853.05	0.00
Total Local Agency Investment Fund	16,987,046.57	14,140,965.19	2,846,081.38
California CLASS			
CalPERS UAL Fund	561,978.55	561,978.55	0.00
Emergency Replacement Fund	1,069,947.53	1,066,710.68	3,236.85
Total California CLASS	1,631,926.08	1,628,689.23	3,236.85
Total Checking/Savings	19,180,647.46	16,072,311.05	3,108,336.41
Accounts Receivable			
Accounts Receivable	282,042.01	293,579.99	-11,537.98
Total Accounts Receivable	282,042.01	293,579.99	-11,537.98
Other Current Assets	140,008.10	140,547.04	-538.94
Total Current Assets	19,602,697.57	16,506,438.08	3,096,259.49
Fixed Assets	19,257,162.30	19,257,162.30	0.00
Other Assets	1,944,003.00	1,944,003.00	0.00
TOTAL ASSETS	40,803,862.87	37,707,603.38	3,096,259.49
LIABILITIES & EQUITY			
Liabilities			
Liabilities	7,354,451.82	7,274,271.51	80,180.31
Equity			
3900 - Net Assets	32,291,698.33	32,291,698.33	0.00
Net Income	1,157,712.72	-1,858,366.46	3,016,079.18
Total Equity	33,449,411.05	30,433,331.87	3,016,079.18
TOTAL LIABILITIES & EQUITY	40,803,862.87	37,707,603.38	3,096,259.49



Local Agency Investment
Fund

P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

May 05, 2026

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

MARIN COUNTY SANITARY DISTRICT #5

DISTRICT MANAGER
P.O. BOX 227
TIBURON, CA 94920

[Tran Type Definitions](#)

Account Number: 70-21-007

April 2026 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/10/2026	4/9/2026	RW	1796441	N/A	JOHN CARAPIET	-550,000.00
4/15/2026	4/14/2026	QRD	1797611	N/A	SYSTEM	146,081.38
4/16/2026	4/16/2026	RD	1798965	N/A	JOHN CARAPIET	3,250,000.00

Account Summary

Total Deposit:	3,396,081.38	Beginning Balance:	14,140,965.19
Total Withdrawal:	-550,000.00	Ending Balance:	16,987,046.57



CALIFORNIA STATE TREASURER
FIONA MA, CPA



PMIA Daily Effective Yield

Date	Daily	Quarter to Date	Average Maturity
05/06/26	3.81	3.81	268
05/05/26	3.81	3.81	269
05/04/26	3.81	3.81	268
05/03/26	3.81	3.81	268
05/02/26	3.81	3.81	268
05/01/26	3.81	3.81	268
04/30/26	3.81	3.81	265
04/29/26	3.81	3.81	262
04/28/26	3.81	3.81	263
04/27/26	3.81	3.81	259
04/26/26	3.81	3.81	261
04/25/26	3.81	3.81	261
04/24/26	3.81	3.81	261
04/23/26	3.81	3.81	258
04/22/26	3.81	3.81	258
04/21/26	3.81	3.81	257
04/20/26	3.81	3.81	257
04/19/26	3.81	3.81	260
04/18/26	3.81	3.81	260
04/17/26	3.81	3.81	260
04/16/26	3.81	3.81	260
04/15/26	3.81	3.81	259
04/14/26	3.81	3.81	260
04/13/26	3.81	3.81	261
04/12/26	3.81	3.81	264
04/11/26	3.81	3.81	264
04/10/26	3.81	3.81	264
04/09/26	3.82	3.81	267
04/08/26	3.81	3.81	263
04/07/26	3.81	3.81	263
04/06/26	3.81	3.81	265
04/05/26	3.81	3.81	267
04/04/26	3.81	3.81	267
04/03/26	3.81	3.81	267
04/02/26	3.81	3.81	267
04/01/26	3.81	3.81	269

*Daily yield does not reflect capital gains or losses



Summary Statement

April 30, 2026

Page 1 of 4

Investor ID: CA-01-0195

0000186-0000794 PDF 944625

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

California CLASS

California CLASS

Average Monthly Yield: 3.6918%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0195-0001	Emergency Replacement Fund	1,066,710.68	0.00	0.00	3,236.85	13,013.87	1,066,818.58	1,069,947.53
CA-01-0195-0002	CalPERS UAL Fund	561,978.55	0.00	0.00	1,705.28	6,856.13	562,035.39	563,683.83
TOTAL		1,628,689.23	0.00	0.00	4,942.13	19,870.00	1,628,853.97	1,633,631.36



Emergency Replacement Fund

Account Summary

Average Monthly Yield: 3.6918%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,066,710.68	0.00	0.00	3,236.85	13,013.87	1,066,818.58	1,069,947.53

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2026	Beginning Balance			1,066,710.68	
04/30/2026	Income Dividend Reinvestment	3,236.85			
04/30/2026	Ending Balance			1,069,947.53	



CalPERS UAL Fund

Account Summary

Average Monthly Yield: 3.6918%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	561,978.55	0.00	0.00	1,705.28	6,856.13	562,035.39	563,683.83

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2026	Beginning Balance			561,978.55	
04/30/2026	Income Dividend Reinvestment	1,705.28			
04/30/2026	Ending Balance			563,683.83	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
04/01/2026	0.000101363	3.6987%
04/02/2026	0.000404136	3.6878%
04/03/2026	0.000000000	3.6878%
04/04/2026	0.000000000	3.6878%
04/05/2026	0.000000000	3.6878%
04/06/2026	0.000101144	3.6918%
04/07/2026	0.000100968	3.6853%
04/08/2026	0.000100593	3.6717%
04/09/2026	0.000100089	3.6533%
04/10/2026	0.000300831	3.6601%
04/11/2026	0.000000000	3.6601%
04/12/2026	0.000000000	3.6601%
04/13/2026	0.000100847	3.6809%
04/14/2026	0.000101276	3.6966%
04/15/2026	0.000101894	3.7191%
04/16/2026	0.000102498	3.7412%
04/17/2026	0.000305820	3.7208%
04/18/2026	0.000000000	3.7208%
04/19/2026	0.000000000	3.7208%
04/20/2026	0.000101174	3.6929%
04/21/2026	0.000101092	3.6899%
04/22/2026	0.000101103	3.6903%
04/23/2026	0.000101099	3.6901%
04/24/2026	0.000304035	3.6991%
04/25/2026	0.000000000	3.6991%
04/26/2026	0.000000000	3.6991%
04/27/2026	0.000101378	3.7003%
04/28/2026	0.000100579	3.6711%
04/29/2026	0.000101056	3.6885%
04/30/2026	0.000101450	3.7029%

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

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 04/15/26: \$78,483.71

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	78,483.71
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	78,483.71
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	11,396.17
	CASH REQUIRED FOR CHECK DATE 04/15/26	<u>89,879.88</u>

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
04/14/26	CHASE BANK, NA	xxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	51,840.60	51,840.60
04/14/26	CHASE BANK, NA	xxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	4,889.44	
				Medicare	1,143.48	
				Fed Income Tax	10,109.24	
				CA Income Tax	4,393.36	
				Total Withholdings	<u>20,535.52</u>	
				Employer Liabilities		
				Social Security	4,889.45	
				Medicare	1,143.49	
				Fed Unemploy	16.59	
				CA Unemploy	55.30	
				CA Emp Train	2.76	
				Total Liabilities	<u>6,107.59</u>	26,643.11
				EFT FOR 04/14/26		78,483.71
				TOTAL EFT		78,483.71

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Unless stated otherwise, 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>
04/15/26	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	5,515.22	
				Calpers 457B Roth	1,151.24	
				Calpers 457B TRDL	2,011.21	
				Calpers457b Roth CU	350.00	
				Dep Care EE Pretax	875.00	
				Life Insurance	9.72	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 04/15/26: \$78,483.71

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Unless stated otherwise, 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>
04/15/26	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Med 125	209.33
				Med FSA EE Pretax	1,004.98
				WT OT Payback	269.47
				Total Deductions	11,396.17
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					11,396.17

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

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
04/22/26	Taxpay®	FED IT PMT Group	22,175.10
04/22/26	Taxpay®	CA IT PMT Group	4,393.36

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 04/30/26: \$88,110.26

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	88,110.26
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	88,110.26
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	11,418.11
	CASH REQUIRED FOR CHECK DATE 04/30/26	99,528.37

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
04/29/26	CHASE BANK, NA	xxxxxxxxxxxxx506	Direct Deposit	Net Pay Allocations	63,550.35	63,550.35
04/29/26	CHASE BANK, NA	xxxxxxxxxxxxx506	Taxpay®	Employee Withholdings		
				Social Security	5,430.90	
				Medicare	1,270.13	
				Fed Income Tax	7,699.83	
				CA Income Tax	3,382.73	
				Total Withholdings	17,783.59	
				Employer Liabilities		
				Social Security	5,430.90	
				Medicare	1,270.14	
				Fed Unemploy	16.73	
				CA Unemploy	55.76	
				CA Emp Train	2.79	
				Total Liabilities	6,776.32	24,559.91
				EFT FOR 04/29/26		88,110.26
				TOTAL EFT		88,110.26

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Unless stated otherwise, 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>
04/30/26	Refer to your records for account	Information	Payroll	Employee Deductions		
				401A Member Contribu	5,515.22	
				Calpers 457B Roth	1,151.24	
				Calpers 457B TRDL	2,011.21	
				Calpers457b Roth CU	350.00	
				Dep Care EE Pretax	875.00	
				Life Insurance	9.72	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 04/30/26: \$88,110.26

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Unless stated otherwise, 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>
04/30/26	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Med 125	231.27
				Med FSA EE Pretax	1,004.98
				WT OT Payback	269.47
				Total Deductions	11,418.11
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					11,418.11

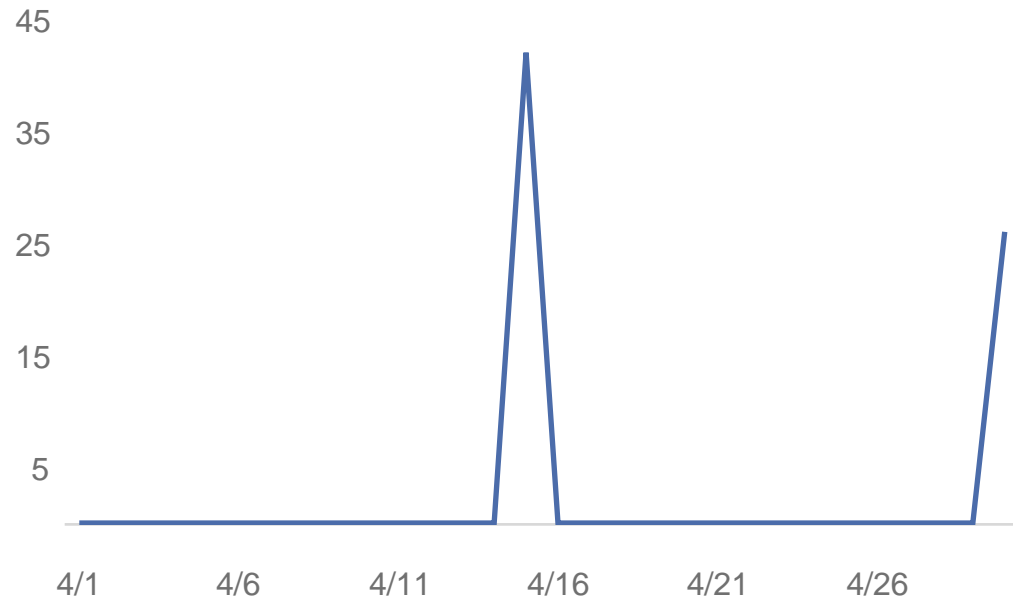
PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
05/06/26	Taxpay®	FED IT PMT Group	21,101.90
05/06/26	Taxpay®	CA IT PMT Group	3,382.73

Overtime hours



Check date



Apr 1, 2026 - Apr 30, 2026

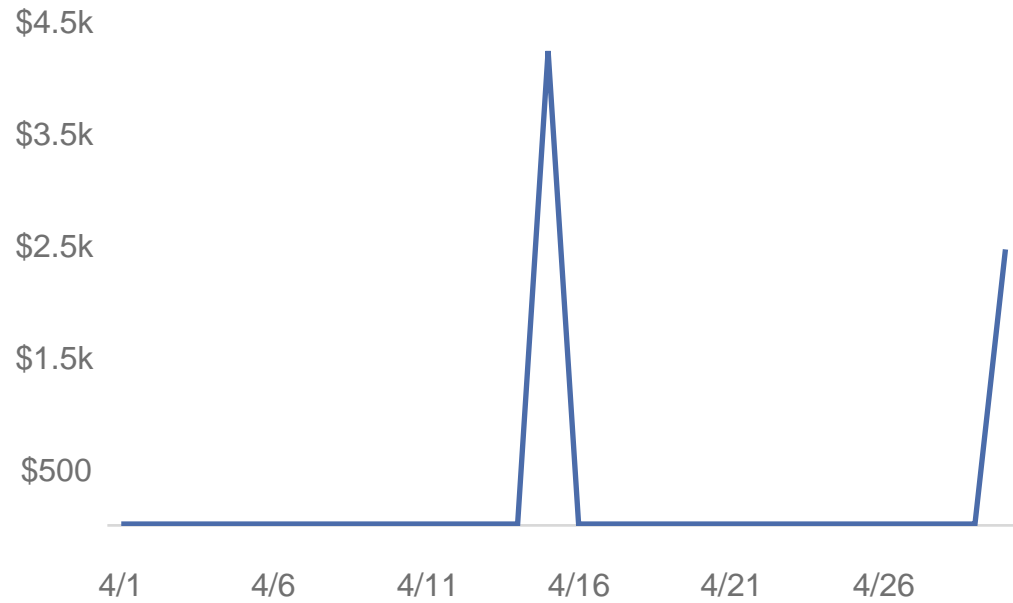
● My Company

68 hrs

Overtime amounts



Check date



Apr 1, 2026 - Apr 30, 2026

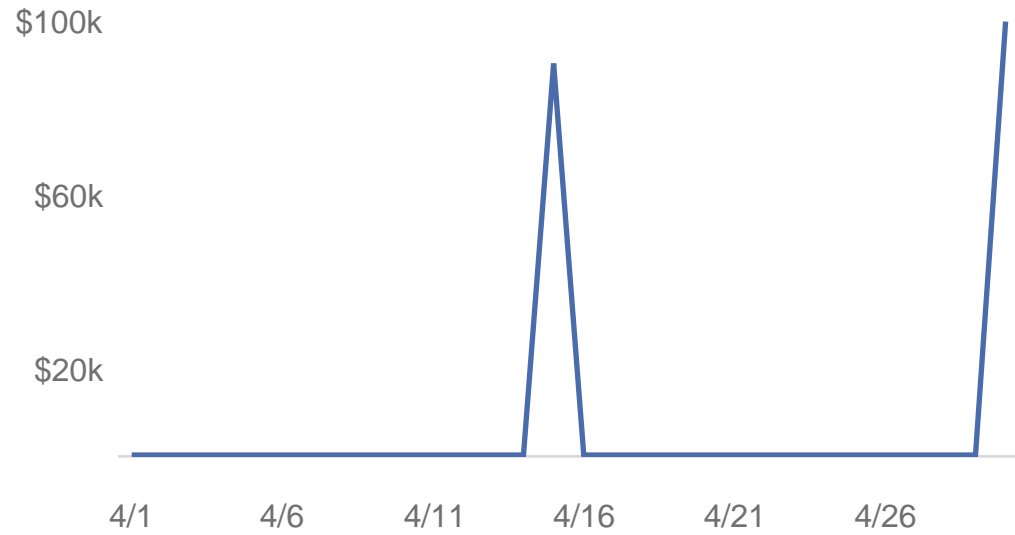
● My Company

\$6,675.81

Labor cost ⓘ



Check date



Apr 1, 2026 - Apr 30, 2026

● My Company

\$189,408.25

Full name	Overtime amounts	Overtime hours
Alvarez, Joel		
Bilsborough Sr., Chad E	2341.14	22.00
Collodi, Pete		
Cottrell III, Rulon K	2139.50	16.50
Dutra, Tyler J	23.04	0.50
Farrington, Abigail V		
LaTorre, Daniel P		
Rosser, John M		
Rubio, Antonio		
Salazar, Ignacio G	1351.08	18.00
Thornton, Eric T	23.04	0.50
Triola, Joseph	287.37	3.00
Vossler, Jackson	510.64	7.50
	6675.81	68.00

Overtime hours



Check date

250

150

50

Jul 1, 2025 - Apr 30, 2026

● My Company

1,010 hrs

Jul

Sep

Nov

Jan

Mar



Overtime amounts



Check date

\$25k

\$15k

\$5k

Jul 1, 2025 - Apr 30, 2026

● My Company

\$107,725.07

Jul

Sep

Nov

Jan

Mar



Labor cost ⓘ



Check date

\$250k

\$150k

\$50k

Jul

Sep

Nov

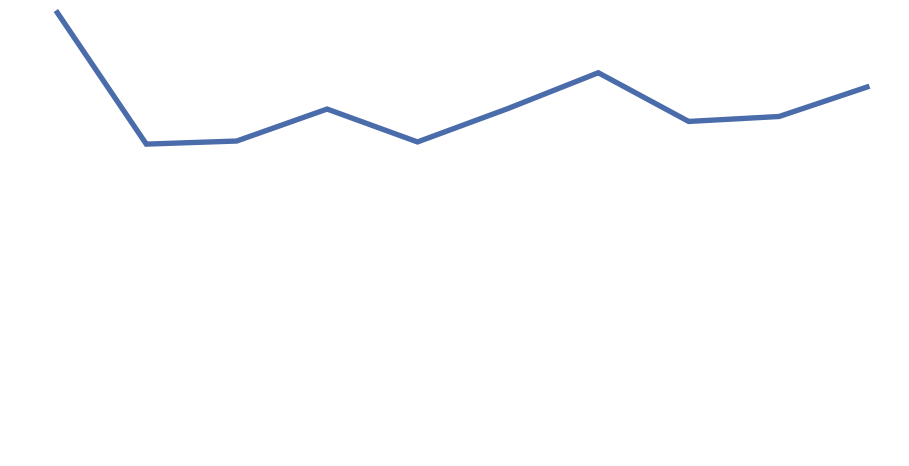
Jan

Mar

Jul 1, 2025 - Apr 30, 2026

● My Company

\$1,799,803.56



Full name	Overtime amounts	Overtime hours
Alvarez, Joel		
Bilsborough Sr., Chad E	28392.86	254.50
Collodi, Pete	1751.40	21.00
Cottrell III, Rulon K	38896.11	286.00
Dutra, Tyler J	23.04	0.50
Farrington, Abigail V	3244.35	39.00
LaTorre, Daniel P	4931.36	40.00
Rosser, John M	9786.56	94.50
Rubio, Antonio		
Salazar, Ignacio G	13848.57	180.50
Screechfield-Lablue, Pierce L		
Thornton, Eric T	1635.84	35.50
Triola, Joseph	3161.08	32.50
Vossler, Jackson	2053.90	26.00
	107725.07	1010.00

May 2026

May 2026							June 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1	2
3	4	5 Jill in check run prep	6	7 Jill in check run prep and print 10:00am Budget Review Management (Admin)	8	9
10	11 9:30am Budget Workshop (2001 Paradise Dr (2001 Paradise Dr,	12 Jill in - General Accounting Time Cards Due	13	14 9:30am CIP Committee Meeting (2001 10:30am Finance Committee Meeting	15	16
17	18	19 Jill in - General Accounting	20	21 Jill in - General PR - Time Cards Due 11:00am Monthly 5:00pm Regular Board	22	23
24	25	26 ***Jill Vacation*** MASS Meeting SD5 Host	27	28	29	30
31	Jun 1	2	3	4	5	6

June 2026

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	8	9	10	11	12	13
19	14	15	16	17	18	19
26	20	21	22	23	24	25
	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2 Jill in check run prep	3	4 Jill in check run prep and print	5	6
7	8	9 Jill in - General Accounting	10 PR - Time Cards Due	11 9:30am CIP Committee Meeting (2001 Paradise Dr (2001 10:30am Finance Committee Meeting (2001 Paradise Dr	12	13
14	15	16 Jill in - General Accounting	17	18 11:00am Monthly Managers Update & Board Recap (2001 5:00pm Regular Board Meeting (2001 Paradise Dr (2001	19	20
21	22 TR off Admin	23 Jill in - General Accounting TR off Admin	24 PR - Time Cards Due TR off Admin	25 TR off Admin	26	27
28	29 TR off Admin	30 Jill in - Check Run Prep TR off Admin	Jul 1	2	3	4

Sanitary District No. 5 of Marin County



District Management Report

April 2026

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: April 16, 2026
To: Board of Directors
From: Tony Rubio, District Manager
Subject: Management Report for March 2026

Fiscal Status

Period Covered: July 1, 2025 –April 9, 2026
Percent of Fiscal Year: 83%
Percent of Budgeted Income to Date: 116.3%
Percent of Budgeted Expenditures to Date: 79.1% (operating only)

Personnel

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

Regulatory Compliance

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

Summary of Operational Highlights are on the following pages.

Significant Events for the Month of April 2026 Include:

Financial/Budgetary/Business Administration

- FY 26-27 Capital Projects list finalized for inclusion in the FY 26-27 Budget
- Commercial sewer service fees calculated using proposed new sewer service fee rate
- Lateral Sewer Escrow established with Chase Bank for compliance with new updated sewer use Ordinance
- FY26/27 Preliminary Budget completed

HR and Personnel

- MOU Draft Edits and Personnel Policies updates/review completed (tentative agreements in place)
- Unrepresented benefits plan update/review completed (tentative agreement in place)
- Draft Administrative Policies for Office use in progress for June Governance Committee Review

Continuing Education, Safety Training, Pollution Prevention Activities

- Staff attended monthly Public Education Meeting.
- Staff Received CWEA Statewide P2 Outreach Award for Marin County WWTP Agencies
- SERP Training completed- CPR and First Aid Scheduled for May
- Monthly Manager/Staff Updates Continue

Collection System Performance

Main Plant /Paradise Cove

- Vactor and Rodder preventative maintenance work is underway.
- No Spill Report Submitted for Main Plant & Paradise Cove Collection System
- Collection system SSMP review/audit and update underway

Treatment Plant Performance

Paradise Cove WWTP:

- Work to the Paradise Cove analyzer room/process control room waterproofing improvements nearly complete. Installing elevated footer to prevent water intrusion, digging trench for installation of chemical lines for easier maintenance and to prevent bisulfite icing
- New motor control center panel in construction ready for installation this summer for improved process control and enhance communication back to the main plant
- 1st Quarter SMR and DMR submitted to the RWQCB on CIWQS

Tiburon Main WWTP:

- March 2026 Monthly SMR and DMR submitted to the RWQCB on CIWQS.
- Aeration Basin diffuser inspection on Street Side AB underway- Airline clamp replaced and parts list created for mud valve replacement and other airline valve replacements.
- Electrical conduit upgrades ongoing
- RAS Pump Mechanical seal replacement completed
- Plant water pump rebuild completed

Capital Improvement Projects

- 2024-25 Sewer Rehab – Completed waiting on final billing to close out project
- Cove Road MCC and Generator replacement project underway- equipment currently on track for June delivery (MCC & Generator) mobilization May 18
- Digester Cleaning and Rehab project underway- Primary Digester in operation with repairs being undertaken on secondary digester lid, prior to beginning the non dewatering phase- work that remains: Concrete work in dewatering storage room and grinder replacement in dewatering room.
- Review of upcoming CIP project list for FY budget 26/27 completed

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		
CIWQS	California Integrated Water Quality System	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	WWWIFA	Water & Wastewater Infrastructure Financing Agency

RESOLUTION NO. 2026-03

SANITARY DISTRICT NO.5 OF MARIN COUNTY

A RESOLUTION PROVIDING FOR THE COLLECTION BY THE COUNTY OF MARIN OF A SEWER SERVICE CHARGE IN THE AMOUNT OF \$2,460.00 FOR THE BASE RATE PARCELS PER EACH EDU AND \$1,942.00 FOR THE AD- VALOREM CREDITED PARCELS PER EACH EDU, PLUS A \$2.00 COLLECTION FEE PERPARCEL OF SANITARY DISTRICT NO.5 OF MARIN COUNTY FOR THE FISCAL YEAR 2026-2027

WHEREAS, Sanitary District No. 5 of Marin County ("the District") utilizes the services of the County of Marin, in order to collect applicable Sewer Service Charges, and;

WHEREAS, on June 29, 2023, Ordinance No. 2023-01, setting the Sewer Service Charge in the Amount of **\$2,460.00** for the Base Rate Parcels per each EDU and **\$1,942.00** for the Ad Valorem Credited Parcels per each EDU for the fiscal year 2026-2027, was adopted by the District's Board of Directors.

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

1. That, pursuant to Section 5473 of the Health and Safety Code of the State of California, the Sewer Service Charge for the fiscal year 2026-2027 shall be collected on the tax roll of the County of Marin, State of California, in the manner provided pursuant to Sections 5471 through 5473.11 of the Health and Safety Code of the State of California.
2. That a written report containing a description of each parcel of real property receiving District services and the amount of the charge for each parcel for the fiscal year 2026-2027, computed in conformity with the charges prescribed by Ordinance No. 2023-01, shall be prepared and filed with the County of Marin.
3. That the County of Marin shall enter the amounts of the Sewer Service Charge against the respective parcels on the assessment roll and shall collect such charges at the same time and in the same manner as the general taxes for the District.
4. That all laws applicable to the levy, collection, and enforcement of general taxes, including but not limited to, those pertaining to the manners of delinquency, correction, collection, refund, and redemption, are applicable to the collection of the District's Sewer Service Charge.

Resolution No. 2026-03
May 21, 2026

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 at a meeting thereof held on the 21st of May, 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

Approved:

Attest:

Catherine Benediktsson
President, Board of Directors

John Carapiet
Secretary, Board of Directors

RESOLUTION NO. 2026-04

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION APPROVING THE DETERMINATION OF THE APPROPRIATIONS LIMIT FOR THE TIBURON ZONE OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY FOR FISCAL YEAR 2026-2027

WHEREAS, the provisions of Article XIII B of the California Constitution were implemented by the State Legislature in Government Code Sections 7900 through 7914, and;

WHEREAS, Sanitary District No. 5 of Marin County is required to adopt an “appropriations limit” annually by resolution, and;

WHEREAS, Sanitary District No. 5 of Marin County’s “appropriations limit” is determined by a mathematical calculation set forth in Government Code Section 7902, and;

WHEREAS, Sanitary District No. 5 of Marin County has performed, or caused to be performed, the mathematical calculation set forth in Government Code Section 7902.

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

1. Pursuant to Article XIII B of the California Constitution, the District’s maximum limit for the appropriation of tax proceeds for the fiscal year of 2026-2027 is THREE MILLION, EIGHT HUNDRED FOURTEEN THOUSAND, FIVE HUNDRED FIFTY SEVEN DOLLARS and TEN CENTS (\$3,814,557.10).
2. The calculations for the appropriations limit are available in the Administration Office of the District.

* * * * *

I 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 held on the 21st of May 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

Approved:

Attest:

Catherine Benediktsson
President, Board of Directors

John Carapiet
Secretary, Board of Directors

May 1, 2026

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2026, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2026–27. Attachment A provides the change in California’s per capita personal income and an example for utilizing the factors to calculate the 2026–27 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller’s Office. **Finance will certify the higher estimate to the State Controller by June 1, 2026.** Please note: The prior year’s city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Erika Li
Attachment

**May 2026
Attachment A**

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2026–27 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2026-27	4.95

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2026–27 appropriation limit.

2026–27:

Per Capita Cost of Living Change = 4.95 percent
Population Change = -0.14 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.95 + 100}{100} = 1.0495$

Population converted to a ratio: $\frac{-0.14 + 100}{100} = 0.9986$

Calculation of factor for FY 2026–27: $1.0495 \times 0.9986 = 1.0480$

Agenda – Notes of Explanation
Sanitary District No. Regular Board Meeting
May 21, 2026

Consideration of Adoption of Resolution No. 2026-04: Determination of Appropriations Limit for Fiscal Year 2026 - 2027

MEMORANDUM:

Appropriation limits are established to determine the maximum amount SD5 can accept in tax revenue from the County of Marin each year. As mandated by the California Department of Finance, following is the methodology used to calculate the Appropriations Limit for Sanitary District No. 5 of Marin County, for the fiscal year 2026-2027:

1. Appropriations Limit for FY2025-2026	\$3,667,843.40
2. Tiburon Population Change $(-0.80+100)/100$	[.992
3. CA Per Capita Income Change of Prior Year (4.95%)	<u>x 1.049]</u>
4. FY 2025-2026 Adjustment Factor $(0.1.0020 \times 1.049)$:	<u>= 1.04</u>
5. FY 2026-2027 Appropriations Limit $(\\$3,667,843.40 \times 1.04)$:	= \$3,814,557.10

RECOMMENDATION:

Review and Approve Appropriation Limits for FY2026-2027 in the amount of **\$3,814,557.10**

ATTACHMENTS:

- Resolution No. 2026-04: Determination of Appropriation Limit for Fiscal Year 2026-2027
- CA Board of Equalization article on ARTICLE XIII B Constitution Government Spending Limitation
- California Department of Finance, May 2026: Price & Population Information re: Appropriation Limits

RESOLUTION NO. 2026-05

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION APPROVING AND ADOPTING FISCAL YEAR 2026-2027 FINANCIAL RESERVE/FUND POLICY

WHEREAS, Sanitary District No. 5 of Marin County (“SD No. 5”) owns and operates sewer collection systems for the collection, treatment, and disposal of wastewater from the local service area which are highly capital intensive and expensive to operate and maintain; and

WHEREAS, the sewer collection systems operated by SD No. 5 serve two separate Treatment Plants, the Tiburon Main Plant, and the Paradise Cove Plant; and

WHEREAS, on December 1, 2003, SD No. 5 adopted Resolution No. 2003-18 which established financial reserve policies and amounts for various SD No. 5 funds, relating to its sewer collection system servicing the Tiburon/Paradise Cove Zone; and

WHEREAS, in accordance with the annexation terms and conditions adopted by SD No. 5, the Belvedere Zone is financially self-supporting, and all funds collected in the Belvedere Zone are used for the Belvedere Zone sewer collection system and the Belvedere Zone’s portion of shared operational costs and capital expenditures in the Main Treatment Facility; and

WHEREAS, the Belvedere Zone is funded by user fees that are generally set once per year, and thereafter available to SD No. 5 two times per year based upon the collection and distribution of the monies by SD No. 5’s agent, the County of Marin Tax Collector’s office; and

WHEREAS, the Tiburon/Paradise Cove Zone is funded substantially through the collection of property taxes and user fees that are generally set once per year, and thereafter available to SD No. 5 two times per year based upon the collection and distribution of the monies by SD No. 5’s agent, the County of Marin Tax Collector’s Office; and

WHEREAS, on July 2, 2007, SD No. 5 adopted Resolution No. 2007-08 which repealed Resolution No. 2003-18 and established updated financial reserve policies and amounts for both the Belvedere Zone, and the Tiburon/Paradise Cove Zone; and

WHEREAS, on January 25, 2011, SD No. 5 adopted Resolution No. 2011-02 which repealed Resolution No. 2007-08, and established further updated financial reserve/fund policies and target amounts for both the Belvedere Zone, and the Tiburon/Paradise Cove Zone; and

Resolution No. 2026-05
May 21, 2026

WHEREAS, on June 19, 2012, SD No. 5 adopted Resolution No. 2012-03, which repealed Resolution No. 2011-02 and establishes further updated financial reserve/fund policies and target amounts for both the Belvedere Zone, and the Tiburon/Paradise Cove Zone; and

WHEREAS, on June 22, 2023 SD5 No.5 adopted Resolution 2023-05 combining the historical zone reserves into one (1) District reserve policy as a result of establishing a single Sewer Service Base Rate for its customers.

WHEREAS, prudent financial management requires that local governments establish strong and well-considered and developed policies related to the collection and use of public funds for operations and maintenance and capital asset replacement; and

WHEREAS, SD No. 5's customers, the public, and other agencies receiving sewer collection services should be able to understand how and for what purposes SD No. 5 financial reserves in excess of annual operating requirements are maintained and managed; and

WHEREAS, SD No. 5 has substantial requirements to accumulate reserve funds for the renewal and replacement of infrastructure and facilities, including bond debt, to allow SD No. 5 to meet the treatment and disposal requirements placed upon it by the State and Federal government operating permits; and

WHEREAS, certain funding agreements previously entered into by SD No. 5 with the State Water Resources Control Board and the Environmental Protection Agency require SD No. 5 to properly fund and maintain those facilities funded through grant funding at levels appropriate for the replacement and renewal of the assets at the lowest life cycle costs; and

WHEREAS, varying requirements and conditions need to be applied to separate reserves/funds based upon their source and use of the funds; and

WHEREAS, it is prudent for the Board of Directors of Sanitary District No. 5 of Marin County, California ("the Board") to review and analyze necessary funds in order to be able to respond to changes and variations in cash flow at SD No. 5 based upon an assessment of the risks and possibilities of financial disasters resulting from actions outside of SD No. 5's control, such as acts of God, fires, unusual changes in the prices of commodities from suppliers, and man-made disasters that may affect the ability of SD No. 5 to adequately and quickly change the means available to supplement revenues of SD No. 5; and

Resolution No. 2026-05

May 21, 2026

WHEREAS, the Board believes that it is good public policy to identify a clear and well articulated rationale for the accumulation and management of SD No. 5's reserves/funds; and

WHEREAS the District annually reviews and updates the District's financial reserve/fund policy and target amounts for the District in conjunction with the creation and approval the Fiscal Year budget by amending Exhibits A attached;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Sanitary District No. 5 of Marin County, California, that the following policy be utilized for the designation of restricted reserves/funds for operating needs and prudent financial management of the various operating funds of SD No. 5 with respect to the District as a whole:

1. All funds belonging to the District are hereby designated and restricted as follows:
 - a. Operating Reserve Fund
 - b. Capital Improvements Reserve Fund
 - c. Disaster Recovery Reserve Fund
 - d. CalPERS Retirement Reserve Fund

These restricted reserves/funds, and all restricted reserves/funds designated hereinafter, shall be established respectively as identified in updated **Exhibit A** (District Reserves), and hereby made a part of this Resolution.

2. All funds deposited in the Capital Improvement Reserve Fund for the District are hereby designated for the purpose of upgrading and/or replacement of sewage collection, treatment, and disposal facilities, which comprise the present or future sewerage facilities of SD No. 5.
3. All funds collected from connection fee revenue and deposited in the Capital Reserve Fund for the District are hereby restricted for the construction and acquisition of future improvements related to the expansion or enhancement of capacity or operating conditions at SD No. 5.
4. All designated reserves/funds established by this Resolution shall be identified, reviewed, and confirmed or modified each year as part of SD No. 5's annual budget process.
5. Funds to be used from the reserves shall only be available upon direction and authorization of the Board based upon a detailed report and evaluation of the use of the funds including a proposed method for the re-establishment of the affected reserve balance.

Resolution No. 2026-05
May 21, 2026

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 May 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

Approved:

Attest:

Catherine Benediktsson
President, Board of Directors

John Carapiet
Secretary, Board of Directors

**SD5 RESERVE POLICY
RESOLUTION NO. 2026-05
July 1, 2026**

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CALPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyance systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$1,577,661* Current Operating Reserve Fund \$5,500,000* Current Operating Fund	\$9,909,384 (Current Capital & Capital Reserve Balance)	\$628,688*	\$1,000,000*
TARGET BALANCE	\$2,500,000	\$15,000,000	\$1,000,000*	\$1,000,000*
PROPOSED ANNUAL FUNDING	(FY26-27 Sewer Service Fees: \$7,960,376) 5% of Sewer Service Charges ≈ \$398,000*	TBD per Annum	3.5 % = \$371,312 (for target) (\$Classic- \$PEPRA) 3.5% of Market Value Asset- CALPERS	\$1,000,000*
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C &D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 5.1.2026

RESOLUTION NO. 2026-06

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION ADOPTING THE MEMORANDUM OF UNDERSTANDING, WITH THE REPRESENTED EMPLOYEES OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY, EFFECTIVE, JULY 1st, 2026 THROUGH DECEMBER 31st, 2031

WHEREAS, Resolution No. 2022-04 re-establishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Resolution No. 2017-03 re-establishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Resolution No. 2014-14 amends the procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Resolution No. 2012-15 reestablishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Resolution No. 2012-08 establishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, the Meyers-Milias-Brown Act, Government Code Section 3500 et seq., requires certain procedures to be followed regarding employee-employer relations; and

WHEREAS, the Employees of Sanitary District No. 5 of Marin County is recognized as the exclusive representative of certain classifications of miscellaneous employees of Sanitary District No. 5 of Marin County; and

WHEREAS, representatives of Sanitary District No. 5 of Marin County met and conferred with representatives of the Employees of Sanitary District No. 5 of Marin County and reached an agreement on a new Memorandum of Understanding effective July 1, 2026 and expiring December 31, 2031; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Sanitary District No. 5 of Marin County, California, that the attached Memorandum of Understanding (MOU) between Sanitary District No. 5 of Marin County and the Employees of Sanitary District No. 5 of Marin County is approved for execution by the President of the Board of Directors of Sanitary District No. 5 of Marin County; and

BE IT FURTHER RESOLVED that the District Manager is hereby authorized to make appropriate adjustments to the District's annual budget, including implementation of necessary administrative changes as may be required, to implement the terms and conditions set forth in the MOU.

* * * * *

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 May, 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

APPROVED:

ATTEST:

Catherine Benediktsson
President, Board of Directors

John Carapiet
Director, Board of Directors

MEMORANDUM OF UNDERSTANDING

SANITARY DISTRICT NO. 5 OF MARIN COUNTY and THE EMPLOYEES OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY

IT IS HEREBY AGREED by and between the Sanitary District No. 5 of Marin County (“District”) and the Employees of Sanitary District No. 5 of Marin County (“Employees”), acting pursuant to and in compliance with the terms and provisions of section 3500 *et seq.* of the California Government Code, that the following terms and conditions shall be applicable to the individuals in the bargaining unit represented by the Employees.

Section 1. Recognition

The District has voluntarily recognized the Employees of Sanitary District No. 5 of Marin County as the exclusive representative of all regular (e.g., permanent and probationary) full-time District employees with the exclusion of management and confidential employees.

Section 2. Implementation

This Memorandum of Understanding shall become binding upon the parties when adopted by the Board of Directors.

Section 3. Term

This Memorandum of Understanding shall be deemed effective as of the date of July 1, 2026, and remain in full force and effect until December 31, 2031 (5.5years)

Section 4. District Rights

Except as otherwise specifically provided in this rule of subsequent ones, the District has, and retains, the sole and exclusive rights and functions of management, including but not limited to , the following:

- A. The right to determine the nature and extent of services to be performed as well as the right to determine and implement it public function and responsibility
- B. The right to manage all facilities and operations of the District including the methods, means and personnel by which the District operations are to be conducted.
- C. The rights to schedule working hours, allot and assign work
- D. The right to establish, modify or change work schedules or standards
- E. The right to direct the working forces, including the right to hire, promote, demote or transfer any employee.
- F. The location of all plants and facilities
- G. The determination of the layout and the machinery, equipment or materials to be used

- H. The determination of processes, techniques, methods and means of all operations, including changes or adjustment of any machinery or equipment.
- I. The determination of the size and composition of the working force.
- J. The determination of policy and procedures affecting the selection or training of new employees
- K. The establishment, assessment and implementation of employee performance standards, including, but not limited to, quality and quantity standards, the assessment and procedures for assessment of employee performance and physical requirements and tests to assess physical requirements, including physical fitness for duty examinations.
- L. The control and use of Districts property, material, machinery or equipment.
- M. The scheduling of operations and the determination of the number and duration of shifts
- N. Determination of safety, health and property protection measures.
- O. The transfer of work from one job to another or from one plant or unit to another
- P. Introduction of new, improved or different methods of operations, or changes in existing methods
- Q. The right to demote or relieve employees from duty for lack of work or other reasons deemed legitimate by management
- R. The rights to reprimand, suspend, discharge or otherwise discipline employees for cause. The judgement of management shall govern except of an abuse of discretion
- S. The establishment and determination of job classifications
- T. The right to take such other and further action as may be necessary to organize and operate the District in the most efficient and economical manner and in the best interest of the public it serves.
- U. The exercise of management rights shall not preclude employees or employee organizations from presenting grievances concerning the effect of said action upon the employees; provided, however, the basic right of management to act hereunder or make such decisions is unimpaired. Provided further that all acts of management shall be consistent with this rule or accepted memoranda of understanding.

Section 5. Schedules / Hours of Work

5.1 Regular Workweek and Regular Workday

1. The Districts standard work schedule for a full-time employee is a 5/8 work schedule, based on five (5), eight (8) hour work days.
2. The standard workweek begins Sunday at 12:00 a.m. and ending Saturday at 11:59 p.m., unless otherwise authorized by MOU.
3. A workday begins at 12:01 a.m. and ends twenty-four hours later.
4. Employees are encouraged to arrange discretionary personal and doctor's appointments on their designated days off.
5. There will be a calendar made for staff and payroll purposes showing the various schedules so that all work schedules of participating staff are easily identified.
6. The trading of schedules between employees or changing days off is not allowed without first receiving approval from the Superintendent and Administrative Services Manager and or District Manager.
7. The District Manager has the management right to direct its work forces, therefore work schedules may be changed, modified and/or altered in the Districts discretion.

5.2 Alternate Workweek

1. Alternate work schedules are arrangements in which employees work modified days by shifting some work hours to periods of time outside of the standard work schedule. Alternate work schedules are designed to meet the needs of the District to benefit customer service through improved employee productivity. Potential negative impacts on customer service and the operation of a department or division shall take precedence over all other objectives and concerns related to a proposed alternate work schedule.
2. The District has implemented the following alternate work schedules:
 - a. **9/80 work schedule**
 - i. The 9/80 alternate work schedule shall be from mid-day Friday to mid-day Friday or mid-day Monday to mid-day Monday. The 9/80 work schedule will be based on eight (8), nine (9) hour workdays, and one (1), eight (8) hour workday, to be completed within a block of two (2) calendar weeks.

The following are two examples:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9	9	9	9	4/4	Off
Off	Off	9	9	9	9	Off
Off	9	9	9	9	4/4	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4/4	9	9	9	9	Off
Off	Off	9	9	9	9	Off
Off	4/4	9	9	9	9	

ii. Eligibility for overtime for FLSA non-exempt employees:

1. Hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of time and one-half.
2. Overtime is accrued to compensatory time or paid overtime at the selection of the employee- absent a designation, overtime will be paid. discretion.

iii. Break Time Rules: Morning and afternoon break times are provided and shall be taken as noted:

1. A fifteen (15) minute rest period for every four (4) hours worked, insofar as practicable, to be scheduled at the discretion of the supervisor.
2. Lunch: Employees working the 9/80 schedule will generally take a paid ½ hour break for lunch.
3. Employees will remain available by phone or radio, and are subject to recall at any time during their lunch break.
4. In the event of a recall or missed lunch break, there will be no additional compensation.

iv. All participants will be assigned their 9/80 schedules by their superintendent. As such, in determining assignments, the superintendent will take into consideration staff coverage for complementary assignments within the department.

1. For example, two individuals assigned to reception duties shall not take the same days off.
2. The trading of schedules between employees or changing days off is not allowed.

v. Any leave time (sick, vacation, etc.) used will be for the number of hours that the employee is scheduled to work on the

schedule. For example, for a full day off when scheduled for nine (9) hours, nine (9) hours of leave must be taken off and a leave slip turned in.

b. 4/10 work schedule

- i. The 4/10 alternate work schedule shall begin on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. The 4/10 alternate work schedule will be based on four (4) ten (10) hour workdays.

The following are two examples:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	10	10	10	10	Off	Off
Off	10	10	10	10	Off	Off
Off	10	10	10	10	Off	Off
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	Off	10	10	10	10	Off
Off	Off	10	10	10	10	Off
Off	Off	10	10	10	O10	Off

- ii. Eligibility for overtime for FLSA non-exempt employees:

- 1. Hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of time and one-half.
- 2. Overtime is accrued to compensatory time or paid overtime at the selection of the employee, absent a selection overtime will be paid.

- iii. Break Time Rules:

- 1. Morning and afternoon break times are provided and shall be taken as noted: A fifteen (15) minute rest period for every four (4) hours worked, insofar as practicable, to be scheduled at the discretion of the superintendent.
- 2. Lunch: Employees working the 4/10 schedule will generally take a paid 1/2 hour break for lunch
- 3. Employees will remain available by phone or radio, and are subject to recall at any time during their lunch break.
- 4. In the event of a recall or missed lunch break, there will be no additional compensation.

c. 12/84 work schedule

- i. The 12/84 alternate work schedule shall be from mid-shift Wednesday to mid-shift Wednesday the following week or mid-shift Saturday to mid-shift Saturday the following week or mid-shift Sunday to mid-shift Sunday the following week. The 12/84 work schedule will be based on seven (7), twelve (12) hour workdays, which includes four (4) hours of overtime, to be completed within a block of two (2) calendar weeks. Overtime is assigned anytime the employee exceeds forty (40) hours per week. work schedules shall be twelve (12) hour shifts, subject to the assignment and approval of the Superintendent.

The following are two examples:

Schedule A: 4-3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	12	12	6/6	Off	Off	Off
12	12	12	Off	Off	Off	Off
12	12	12	6/6	Off	Off	Off

Schedule B: 7-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/6	12	12	12	Off	Off	Off
Off	Off	Off	Off	12	12	12
6/6	12	12	12	Off	Off	Off

- ii. Eligibility for overtime for FLSA non-exempt employees:

- 1. Hours worked in excess of forty (40) hours in a workweek shall be compensated at a rate of time and one-half.
- 2. Overtime is accrued to compensatory time or paid overtime at the selection of the employee, absent a selection overtime will be paid
- 3.

- iii. Break Time Rules:

- 1. Morning and afternoon break times are provided and shall be taken as noted: A fifteen (15) minute rest period for every four (4) hours worked, insofar as

practicable, to be scheduled at the discretion of the supervisor.

2. Lunch: Employees working the 12/84 schedule will generally take a paid thirty (30) minute break for lunch.
3. Employees will remain available by phone or radio, and are subject to recall at any time during their lunch break.
4. In the event of a recall or missed lunch break, there will be no additional compensation.

iv. All participants will be assigned their 12/84 schedules by their superintendent. As such, in determining assignments, the supervisor will take into consideration staff coverage for complementary assignments within a division or department.

1. For example, two individuals assigned to reception duties shall not take the same days off.
2. The trading of schedules between employees or changing days off is not allowed.

3. Employee may use the Alternate Work Schedule Request form, attached to this MOU, to request an alternate work schedule . The requesting employee is required to document why necessity requires a different work schedule. The Department superintendent will review the request from the employee and reject or recommend to the District Manager for final approval
4. Employees assigned to an alternate work schedule shall be provided documentation reflected the terms of their alternate work schedule. Employees must review, sign, and return this documentation prior to the beginning of their alternate work schedule. Employees who do not return the signed form will not be permitted to work an alternate work schedule.

5.3 Schedules

1. Work schedules showing employees' shifts, workdays and hours shall be posted on department bulletin boards at all times.
2. In the event the District must change an employee's shift, the employee must receive ten (10) working days notice before the new shift becomes effective, except in cases of emergency as determined by the District Manager.
3. Employees are required to be in uniform at the beginning of their assigned work hours and to remain in uniform until their assigned shift has ended.
4. Management retains the discretion to determine work shifts.

5.4 Residence Requirements

1. All Emergency Response designated employees must reside within a 60-minute automobile drive of the District office during non-commute hours.
2. All other employees are not required to reside within the boundaries of the District.

5.5 Punctuality and Attendance

1. Employees are expected to report to work as scheduled, on time in assigned District standard uniform and boots and prepared to start work.
2. Employees shall be granted 10 minutes at the start of their shift to change into their uniforms (donning), and 10 minutes prior to the end of their shift to clean up and change out of their uniforms (doffing).
3. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. If an employee is unable to report to work on any particular day, the employee must call their direct supervisor, on their District issued cell phone, at least 15 minutes before the start of their shift, but no earlier than 45 minutes. If the employee's direct supervisor or Department Head does not answer, the employee must call the District Manager. An employee must talk to an individual, messages are not acceptable.
4. If an employee fails to report for work without any notification and is absent for three (3) consecutive days, the District will consider that the employee has voluntarily terminated their employment with the District.

Section 6. Overtime, Call Back and Standby Pay

6.1 Overtime Defined

Overtime is authorized time worked beyond forty hours per week (eight (8) hours per day, or nine (9) hours per day for employees assigned to 44/36-80 workweeks, or ten (10) hours per day for employees assigned to a 4/10 workweek),

6.2 Authorization

All overtime worked must be approved in advance by the District Manager or the District Manager's designated representative, except when an employee is on

standby or is responding to an emergency. Overtime worked must be accompanied by an Overtime request form specifying the nature of the overtime.

6.3 Notification

1. If, in the judgment of the General Manager, work beyond the normal workday, workweek, or work period is required, the employee's supervisor will notify an employee of the need for such overtime as soon as practical prior to when the overtime is expected to begin.
2. No employee will be allowed to work in excess of sixteen (16) hours consecutively due to safety and liability concerns, except in the event of an actual emergency.
3. Any employee who works sixteen (16) hours consecutively must have a rest period of at least eight (8) hours, plus travel time to and from the employee's home, before returning to work.

6.4 Compensation for Overtime

1. Overtime shall be compensated at one and one-half (1-1/2) times the straight-time hourly wage rate.
2. Overtime shall be charged in one-half (1/2) hour increments.
3. Compensation for hours in excess of twelve (12) hours in one (1) workday will be paid at double the regular rate of pay.
4. For purposes of MOU overtime, an employee who is working prior to 12:01 am on day one of the FLSA work week and who continues to work past 12:01 am on day two of the work week will be treated for MOU overtime purposes as if the continuous hours worked over day one and day two were worked on day one alone.
 - i. For example, Employee A, an employee on an 8:00am -5:00pm work schedule worked their usual 8 hour shift on day one and is later called back because of an emergency and works another 4.5 hours between 10:00 pm on day one and 2:30 am on day two. Employee A will receive MOU overtime pay as if the Employee worked 12.5 hours on day one.
5. Employees who accrue overtime in a pay period will receive overtime pay unless the employee notifies the payroll officer in writing requesting that the overtime be converted into compensatory time.
 - i. Employees may accumulate compensatory time in lieu of overtime pay up to a maximum of eighty (80) hours at any one time.
 - ii. An employee who wishes to take accumulated compensatory time must receive prior approval for taking time off and the time off may only be taken when it does not result in an economic cost to the District.

iii. The District also reserves the right to cash out accumulated CTO at any time.

6.5 Call Back

If an employee is called back to work, the employee, upon receiving the call to return to work, shall be entitled to pay at the applicable rate (port to port). The employee shall be entitled to a minimum of two (2) hours' work, or if two (2) hours' work is not furnished, a minimum of two (2) hours' pay at the applicable rate. If the employee is required to work more than two (2) hours, the employee shall receive pay for the actual time worked.

Employees who are directed to start their shifts early are not entitled to call back pay.

Call-Back vs. Early Start

	Call-Back (Evening/Night)	Early Start (Pre-Shift)
Travel Time Paid?	Yes (Port to Port)	No (Normal Commute)
Minimum Pay?	Yes (2-hour minimum)	No (Paid for actual time)
Example	Called at 10pm, work 15 mins.	Called at 7am, shift starts 8am.
You earn...	2 hours of pay.	1 hour of pay.

6.6 Standby Pay

Only employees who reside within a 60 minute radius of the plant shall be assigned to standby to respond to call outs during off-shift hours. Employees assigned to standby shall receive 14 hours of straight-time pay per week, paid at a rate of 2 hours of straight-time pay per day. Employees on standby who respond to calls that do not require reporting in while on standby are not entitled to overtime pay.

Positions eligible for standby and designated as emergency response positions include all positions listed in Section 7.4 Job Titles and Step Ranges of this MOU

6.7 Standby Vehicle Use

Staff that are assigned standby duty will be assigned a District vehicle for the purposes of responding to callouts and emergencies for their scheduled standby coverage week- see policy #403 for use of standby vehicle.

6.8 Mileage Reimbursement

If an employee uses their personal vehicle for District business and a District vehicle was not available then the employee will be reimbursed at the standard IRS rate. District business is considered:

- Mileage in excess of normal commute mileage for attendance to conferences and trainings in lieu of a regular work day at the facility;
- Mileage for responding to a standby call;
- Mileage for emergency response (i.e., call back to plant outside of normally scheduled working hours and or on call);
- Shift coverage for unforeseen reduced staffing (someone calls out sick); and
- Weekend shift coverage.

Section 7. Classification Wages and Pay Periods

7.1 Pay Scale

Effective July 1, 2026, employees shall receive an annual Cost of Living Allowance (“COLA”) increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers (“CPI”) using the CPI annual average for the calendar year immediately preceding the commencement of the District’s fiscal year with a minimum and maximum set by the terms below:

July 1, 2026	2.5% min	-3.5% max
July 1, 2027	2.5% min	-3.5% max
July 1, 2028	2.5% min	-3.5% max
July 1, 2029	2.5% min	-3.5% max
July 1, 2030	2.5% min	-3.5% max
July 1, 2031	2.5% min	-3.5% max

COLA Reopener provision: If at any point during the term of this MOU the CPI is above 4.5%, then a one time 1% adjustment to the maximum pay (i.e if CPI for the year is reported at 4.8%, the pay increase max will be adjusted from 3.5% to 4.5%) will be made. If the reported CPI is above 5% then the Parties agree to reopen this section (Section 7.1) to meet and confer on the COLA for the impacted FY.

7.2 Promotions

An employee shall receive a promotion within class only if they have the specified time in grade,= successful annual performance evaluations, and the promotion is approved by the District Manager.

7.3 Educational Incentive

(a) The District will reimburse employees for fees paid for pre-approved courses and examinations only when the employee passes the course or examination.

(b) Educational incentive program available, see “Attachment A, Education Incentive Program” for specific details.

7.4 Section 7.4 Job Titles and Step Ranges

Job Title	Salary Step Range
Lab Director/Safety Officer/P2-Outreach Coordinator	28-32 (5 Steps)
O&M Tech III	27-31 (5 Steps)
O&M Tech II	24-28 (5 Steps)
O&M Tech I	21-25 (5 Steps)
Electrician/Instrumentation Tech	25-29 (5 Steps)
Inspector/GIS Tech	25-29 (5 Steps)
C&M Tech III	25-29 (5 Steps)
C&M Tech II	22-26 (5 Steps)
C&M Tech I	19-23 (5 Steps)

7.5 Salary and Benefits Survey

The District will hire a consultant to perform a salary and benefits survey 1 year prior to expiration of MOU. The comparative agencies will be LGVSD (Las Galinas Valley Sanitary District), SMCSO (Sausalito Marin City Sanitary District), MVSD (MT View Sanitary District), RSD (Rodeo Sanitary District) and SAM (Sewer Authority Mid Coast Side) CMSA (Central Marin Sanitation Agency), MSD (Montecito Sanitary District), GSD (Goleta Sanitary District), CSD (Carpenteria Sanitary District) OLSD (Oro Loma Sanitary District) and VSD (Valley Sanitary District). Salary and Benefit survey will begin on July 1, 2031. Report shall be completed by October 31, 2031. Total Compensation - will be the adjustment factor if one is needed if positions are not within the range of the top 3 comparative agencies. A One- time equity adjustment effective January 1, 2032 for any position not in the top 3 with a cap of 5% increase per position.

7.6 Payment of Wages:

Employees are paid twice a month. Paychecks are issued by the District office on the 15th day of the month and last day of the month See Policy #204

Section 8. Health and Welfare

8.1 Available Benefits

(a) Medical Benefits

The District shall continue to contract with the California Public Employees’ Retirement System (CalPERS) to provide employees (and their eligible dependents) and retirees (and their eligible dependents) with

hospital-medical insurance pursuant to the California Public Employees' Medical and Hospital Care Act (PEMHCA).

As soon as administratively possible, the District shall pay the PEMHCA minimum contribution as provided in California Government Code section 22892 on behalf of each eligible employee and qualified annuitant. The District shall establish an IRS Section 125 cafeteria plan for active employees, and a Health Reimbursement Arrangement or similar funding mechanism chosen by the District for annuitants to fund the remainder of medical benefits as discussed below.

(b) Dental Plan

The District shall provide a Dental Plan for eligible employees (and their eligible dependents). During the life of this agreement the District may change providers or plan(s) provided that the change is implemented in accordance with the meet and confer requirements of state law. Any cost for the current or substitute plan not paid by the District will be paid by the employee through the employee's Section 125 Cafeteria Plan (described in Section 8.2.b, below) and/or payroll deduction.

(c) Vision Insurance

The District shall provide a vision insurance plan for eligible employees (and their dependents). During the life of this agreement the District may change providers or plan(s). Any cost for the current or substitute plan not paid by the District will be paid by the employee through the employee's Section 125 Cafeteria Plan (described in Section 8.2.b, below) and/or payroll deduction.

(d) Life Insurance

The District shall provide a Basic Life and Accidental Death and Dismemberment Insurance plan in the amount of \$50,000. During the life of this agreement the District may change providers or plan(s).

8.2 Current Employees

(a) Employer Contribution

The District shall adopt a PEMHCA Resolution providing that the District's contribution toward medical insurance provided by CalPERS Health will be the minimum contribution level established by CalPERS pursuant to Government Code 22892, plus administrative fees and Contingency Reserve Fund assessments. Any remaining premium amount shall be paid by the employee

either through the Section 125 Cafeteria Plan (described in Section 8.2.b, below), payroll deductions, or a combination thereof.

(b) Cafeteria Benefit Plan

As soon as administratively possible, the District shall establish a cafeteria benefit plan in accordance with Section 125 of the Internal Revenue Code, allowing employees to use pre-tax compensation for PEMHCA employee medical, dependent medical, employee dental, dependent dental, employee vision, dependent vision, eligible uninsured medical expenses, or a combination thereof.

(c) Contribution Levels

In addition to the minimum employer contribution established annually by CalPERS, the District shall contribute up to the amounts listed below, based on the level of medical plan enrollment, to each active employee's Section 125 Plan account.

The District will contribute an amount equal to 100% Kaiser Basic plus administrative fees and Contingency Reserve Fund assessments for employees plus eligible dependents, minus employer PEMHCA contribution; plus cost of dental plan for employee and eligible dependents; plus cost of vision plan for employee and eligible dependents

Any cost for the current or substitute plan not paid by the District will be paid by the employee through the Section 125 Cafeteria Plan and/or payroll deductions.

(d) Opt-Out

Eligible employees who are covered by health insurance through their spouse or other group plan may waive coverage under the District sponsored Plans and receive a in lieu of cash benefit of \$400 per month. The employee shall sign a waiver form provided by management and provide proof of alternative group coverage. Employees receiving the health insurance waiver benefit must notify the Human Resources Department if they cease to be covered by any other health plan, thereby making them ineligible for the health waiver benefit. The employee must understand that re-enrollment in the District sponsored CalPERS Plan is subject to the limitations/exclusions/time period instituted by CalPERS. Employees are eligible to re-enroll during the CalPERS open enrollment period.

(e) Miscellaneous

Procedures for the administration of the Section 125 Plan shall be determined by the District. The District shall assume the administrative cost for the Plan.

8.3 Retiree Health Benefits

(a) Employer Contributions

As stated in Section 8.2.a, above, the District shall adopt a PEMHCA Resolution providing that the District's contribution toward medical insurance provided by CalPERS Health will be the minimum contribution level established by CalPERS pursuant to Government Code 22892, plus administrative fees and Contingency Reserve Fund assessments. Any remaining premium shall be paid by the annuitant either through the annuitant's Health Care Reimbursement Account (described in Section 8.3.b, below), or by direct payment from the annuitant.

(b) Health Care Reimbursement Accounts

As soon as administratively possible, the District shall establish a Health Reimbursement Arrangement (HRA) or similar funding mechanism for eligible annuitants. (FSA/DCA)

(c) Additional Contributions Based On Hire Date

Pursuant to Resolution Nos. 2000-12, 2000-13 and 2002-09, and 2013-02 eligible employees hired prior to the effective date of this Memorandum of Understanding are entitled to the following additional retiree medical benefits:

Eligible retired employees hired by the District before September 1, 2000.

- (1) To be eligible for benefits under this subsection upon retirement, the annuitant must have been a full-time District employee for a minimum of five continuous years (which must be immediately preceding retirement for eligible retired employees hired by the District before September 1, 2000), must be at least 55 years of age and must retire from the District with PERS retirement. Any additional PERS requirements will also apply. The District shall contribute to the annuitant's HRA or similar funding mechanism the amount necessary to pay the cost of the enrollment of the annuitant, including the enrollment of his or her eligible dependents, in a health benefit plan, up to a maximum of the Kaiser basic/supplemental rates per month plus administrative fees and Contingency Reserve Fund assessment, minus the minimum PEMHCA contribution made by the District on the retiree's behalf.

- (2) Eligible retired employees hired by the District between September 1, 2000 – December 11, 2012

To be eligible for benefits under this subsection, the annuitant must have been a full-time District employee for a minimum of five continuous years, must be at least 55 years of age and must retire from the District with PERS retirement. Any additional PERS requirements will also apply. The District shall contribute to the annuitant's HRA or similar funding mechanism the amount necessary to pay the full cost of the annuitant's enrollment, including the enrollment of his or her eligible dependents, in a health benefits plan or plans up to a maximum of one hundred percent (100%) of the weighted average of the health benefits plan premiums for employees or annuitants enrolled for self alone plus ninety percent (90%) of the weighted average of the additional premiums required for enrollment of his or her eligible dependents in the four (4) health benefits plans which have the largest number of enrollments during the year to which the formula is applied plus administrative fees and Contingency Reserve Fund assessment, but not more than one hundred percent (100%) of premium applicable to him or her.

- (3) Eligible Retired Employees Hired after January 1 ,2013 (PEPRA)

- i. This provision applies only to employees who are members of the California Public Employees' Retirement System (CalPERS) under the Public Employees' Pension Reform Act of 2013 (PEPRA), and who retire from the District directly from active service with CalPERS. To be eligible for retiree medical coverage, an employee must:
1. Have a minimum of ten (10) years of continuous full-time service with the District immediately preceding retirement; and
 2. Must be at least 62 years of age;
 3. Be eligible to receive a CalPERS service retirement at the time of separation from District employment.

- ii. District Contribution Toward Retiree Medical Premiums

The District shall contribute no less than the minimum employer contribution as required annually under PEMHCA for all eligible PEPRA retirees toward the retiree's CalPERS medical insurance premium under the Public Employees' Medical and Hospital Care Act (PEMHCA) but no more than the following:

Years of District Service Completed	District Contribution Toward Premium
10 – 14 years (120-168 months)	50% of the CalPERS premium (employee only)
15 – 19 years (168-228 months)	75% of the CalPERS premium (employee only)
20+ years (228 months-Retirement)	100% of the CalPERS premium (employee only)

iii. Coverage for Dependents

Retirees may elect to enroll eligible dependents in a CalPERS medical plan at their own expense. The District contribution specified above applies to the retiree only.

iv. Coordination with Other Benefits

Retiree medical coverage shall be coordinated with Medicare as required by CalPERS and applicable law. Upon reaching Medicare eligibility, retirees must enroll in the appropriate Medicare-coordinated CalPERS plan.

v. Grandfathering and Limitations

This provision applies only to PEPRAs members first hired on or after January 1, 2013, who are not covered under any prior retiree medical benefit arrangement. Employees hired prior to that date remain subject to the retiree medical provisions, if any, in effect at their date of hire.

8.4. Short Term Disability Insurance & Long Term Disability Insurance

The District shall provide each employee with Short Term Disability Insurance and Long-Term Disability Insurance. The District shall contribute for each employee the sum necessary per month to cover the entire premium cost of a short term and long-term disability insurance policy selected by the District. During the life of this agreement the District may change providers or plan(s) provided that the change is implemented in accordance with the meet and confer requirements of state law.

8.5 Employee Health and Wellness Program

Employees may participate in the District's voluntary wellness program. Participating employees may receive reimbursement of up to six-hundred dollars (\$600) per calendar year for wellness-related expenditures. Reimbursement may be made for a range of programs intended to improve and promote employee health and fitness, including gym memberships, smoking cessation, diabetes management, weight loss programs, and preventative health screenings.

Employees must submit all requests for reimbursement no later than December 15 of each year for expenses incurred during the calendar year. Employees may be required to submit supporting information demonstrating that the content of the program promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final. This sub-section is not grievable.

Section 9. Retirement Benefits

9.1 CalPERS Pension

The District shall continue to contract with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for eligible employees as described in this Section.

9.2 Tier One: "2.7% at 55" Retirement Benefit Formula – Employees Hired On or before December 30, 2012

This Section 9.2, including subsections, shall apply to employees hired on or before December 30, 2012.

9.2.1 "2.7% at 55" Pension Benefit Formula

The "2.7% at 55" pension benefit formula will be available to employees covered by this Section 9.2.

9.2.2 Final Compensation Based On 12-Month Period

For purposes of determining a pension benefit, final compensation for employees covered by this Section 9.2 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 21362.2.

9.3 Tier Two: "2% @ 60" Retirement Formula Benefit – Employees Hired After December 30, 2012 and Employees Qualified for Reciprocity (Classic Member)

This Section 9.3, including subsections, shall apply to employees hired after December 30, 2012 and employees hired on or after January 1, 2013 who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements.

9.3.1 "2% @ 60" Pension Formula

The "2% at 60" pension benefit formula will be available to employees covered by this Section 9.3.

9.3.2 Final Compensation Based On 36-Months

For the purposes of determining a retirement benefit, final compensation for employees covered by Section 9.3 shall mean the highest annual average

pensionable compensation earned during a period of thirty-six (36) consecutive months of service.

9.4 Tier One and Tier Two Employees: Employer Paid Member Contribution and Pension Cost-Sharing

Under the Public Employees' Retirement Law, two types of contributions are required to fund the District's PERS benefits: (1) member (employee) contributions and (2) employer contributions. Employee and employer contributions are stated as a percentage of pensionable compensation.

Member contributions for District employees are set by statute: 8% for Tier One employees ("2.7% at 55" retirement benefit formula) and 7% for Tier Two employees ("2% at 60" retirement benefit formula.) The District's contribution rates are set by CalPERS.

Government Code Section 20691 permits an employer to pay all or a portion of the member (employee) contributions for employees hired on or before December 31, 2012. ("Employer paid member contribution" or "EMPC")

Government Code Section 20516 permits employees to share a portion of their employer's pension cost. ("Pension cost-sharing")

9.4.1 For Tier One and Tier Two employees subject to Sections 9.2 or 9.3 above, the District shall pay the member (employee) contribution ("employer paid member contribution," or "EPMC") and the employees shall pension cost-share as follows:

The District shall pay the full member contribution, and the employee shall pay, through payroll deduction, 8% of PERSable compensation as permitted by Government Code Section 20516(f).

9.4.2 Implementation of Internal Revenue Code Section 414(h)(2)

All EPMCs for employees are reported to CalPERS as compensation in accordance with Government Code Section 20636(c)(4). The District shall continue to implement Internal Revenue Code Section 414 (h)(2).

9.5 Tier Three: PEPR Retirement Tier Required For Employees Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not A Classic Member)

This Section 9.5 including subsections shall apply to employees who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c) of the Public Employees' Pension Reform Act ("PEPRA").

9.5.1 2% at 62 Pension Formula

The "2% @ 62" retirement program as described in Government Code Section 7522.20 will be available to employees covered by this Section 9.5.

9.5.2 Final Compensation Based On 36-Months

Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for employees covered by this Section 9.5 shall mean the highest average annual pensionable compensation earned during a period of thirty-six (36) consecutive months of service.

9.5.3 Required Employee (Member) Contributions

January 1, 2013, bargaining unit members covered by this Section 9.5 shall pay, through payroll deduction, fifty percent (50%) of normal costs as determined by CalPERS.

9.6 Other Options Included In CalPERS Contract

Subject to CalPERS rules and regulations, employees shall be eligible for other options included in the District's contract with CalPERS:

- (a) Sick leave credit
- (b) Non-Industrial Disability
- (c) Optional Settlement 2W Pre-Retirement Death Benefit
- (d) \$500 lump sum post-retirement death benefit
- (e) 2% COLA
- (f) Full formula plus social security
- (g) Military service credit as public service

9.7 Reopener

This Section 9 shall be subject to a reopener confined to addressing any state law mandates that become effective during the term of the MOU impacting any aspect of the pension benefits/funding as are applicable to any unit members. Agreement in the above regard is not required.

9.8 Deferred Compensation

For willing participants the District offers a deferred compensation match of up to \$5,000 per employee per calendar year.

Section 10. Protective Garments and Safety Equipment

The District provides Protective garments (uniforms) and laundry service to all personnel potentially coming in contact with raw sewage or hazardous chemicals. Operations, Maintenance and Collections personnel must wear their safety uniforms at all time while

on the job. The protective garments allocation can be found in Policy #409 of the Personnel Policies

The monetary value for the purchase, rental, and/or maintenance of uniforms through Sanitary District No. 5-contracted uniform providers is reportable to CalPERS as “special compensation.” This excludes items that are for personal health and safety such as protective garments and safety shoes.

The parties agree that effective July 1, 2011, the average annual cost incurred by Sanitary District No. 5 for the purchase, rental, and/or maintenance of employee uniforms will be reported as special compensation pursuant to Section 571(a)(5) of the CalPERS regulations. The amount reportable for the purchase, rental, and/or maintenance of uniforms is based on the average annual cost paid for by Sanitary District No. 5 for each employee over the previous six fiscal years (FY 2011-2012, FY 2012-2013, FY 2013-2014, FY 2014-2015, FY 2015-2016, FY 2016-2017) and shall not exceed four hundred dollars (\$400.00) per year. The annual amount shall be reported on a per bi-weekly pay period basis. In accordance with the Public Employees’ Pension Reform Act (Government Code Section 7522 et. seq.) the reporting of uniform and maintenance value as “special compensation” for CalPERS members hired on or after January 1, 2013 is prohibited.

Laboratory personnel must wear a laboratory coat or safety uniform while performing sampling analysis, or any activity where they potentially come into contact with raw sewage or hazardous chemicals.

Gloves, rain gear, safety goggles or face masks, respirators, hearing protection, hard hats, aprons, and other safety equipment provided by the District shall be worn by all employees when required by the particular work or circumstance.

Employees shall be provided safety boots,-safety glasses and safety garments as set forth below:

- (1) Safety Boots – All employees shall be reimbursed up to a maximum of \$350.00 per Calendar year for the purchase of safety boots. The District employee must submit a receipt to the District Manager for the safety boots. Employees must replace safety boots as necessary. Safety boots must be purchased individually by employee and receipt submitted for reimbursement (can not use district credit card or store account)
- (2) Safety Glasses – Employees may seek reimbursement for safety glasses. The District will reimburse an employee the actual cost for the purchase of safety glasses up to a maximum amount not to exceed \$150.00 per calendar year. District employees may seek reimbursement for one pair of safety glasses per calendar year, and the District Manager may authorize reimbursement for additional safety glasses under this policy in special circumstances. The District employee must submit a receipt to the District Manager for the safety glasses purchases. (cannot use district credit card of store account)

- (3) Protective Garments – All employees shall be reimbursed up to a maximum of \$500.00 per Calendar year for the purchase of protective garments. The District employee must submit a receipt to the District Manager for the protective garments. Employees must replace protective garments as necessary. Protective garments must be purchased individually by employee and receipt submitted for reimbursement (can not use district credit card or store account)

Section 11. Holidays

11.1 Holiday Eligibility and Compensation

Regular full-time employees shall be eligible for holiday pay, not to exceed eight (8) hours for any one (1) day, or nine (9) hours for employees assigned to 44/36-80 workweeks, or ten (10) hours for employees assigned to a 4-10 weekly work schedule, provided they are in a pay status on one of their regularly scheduled workdays either immediately preceding or following the holiday. The rate of compensation for the holiday shall be based upon the employee's regular hourly wage rate.

11.2 Holidays Covered

The holidays observed in this District shall be:

The holidays observed in this District shall be (6):

1. New Years Day
2. Memorial Day
3. Independence Day
4. Thanksgiving Day
5. Day After Thanksgiving Day
6. Christmas Day

Employees shall have between 48-72 floating holiday hrs dependent on appointed shift schedule in addition to the existing 6 holidays per year. Requests to schedule floating holidays shall be presented to the District Manager and are subject to rescheduling based on the needs of the District.

11.3 Compensation for Holidays Falling on Scheduled Days Off

When a holiday falls on a full-time employee's regularly scheduled day off, the employee shall receive eight (8) hours of additional time, or nine (9) hours for employees assigned to 44/36-80 workweeks, or ten (10) hours for employees assigned to a 4-10 weekly schedule, at a time determined by agreement between the District Manager and the employee. Such time off earned must be taken within six (6) months of the holiday as scheduled with the District Manager; provided, however, that with the approval of the District Manager the time limit may be extended.

11.4 Compensation for Work on Holidays

An employee who is required to work on a holiday and who meets the eligibility requirements contained herein shall receive, in addition to the employee's regular pay, time off for each hour worked at the rate of time and one-half; example- assigned a 10hr shift schedule and you work an observed district holiday – you will receive 15hrs of holiday owed

Section 12. Vacation

12.1 Vacation Benefits

Regular full-time employees shall be entitled to annual vacation leave as follows:

<u>Years of Service (Completed)</u>	<u>Maximum Possible Annual Accrual (hours)</u>	<u>Per Pay Period Accrual (hours)</u>
0 - 3 years (1-36 months)	80 hours	3.333 hours
4-7 years 36 -84 months	120 hours	5 hours
8-15 years (84- 180 months)	160 hours	6.666 hours
16-24 years 180-288 months)	180 hours	7.5 hours
25+ years (288 months -retirement)	200 hours	8.333 hours

12.2 Vacation Accrual

The District encourages employees to annually take their vacation leave. An employee may defer vacation leave up to a limit of four hundred (400) hours. Upon accruing the maximum number of vacation hours, the employee will cease to accrue vacation until the employee’s unused vacation accrual is reduced below the cap.

Employees may sell back up to 120 hours of vacation per fiscal year. Employees with an unforeseen financial emergency may address the District Manager in writing explaining the financial burden and requesting permission to sell back additional accrued vacation hours. The District Manager will review all requests on a case by case basis. The District Manager has the right to deny the employee request with no right of appeal.

12.3 Vacation Scheduling

Vacation scheduling must be coordinated to ensure there is adequate coverage of job responsibilities. The District Manager will make final determinations and approve all employees’ vacation schedules.

An employee shall be given preference in scheduling vacations within the limits necessary for the efficient operation of the department to which the employee is assigned.

In the event of a conflict or dispute with regard to vacation scheduling in a department, the department supervisor shall establish a system for assignment of vacations. Such system of assignments shall provide for reasonable recognition of seniority and annual rotation.

12.4 Vacations in Emergency

No scheduled vacations shall be cancelled except in the case of an emergency, as determined by the District Manager.

12.5 Illness While on Vacation

Time spent ill while on vacation leave shall be applied to sick leave rather than vacation leave, provided that the illness of the employee was of such a nature to preclude the effective use of vacation, and the illness would prevent the employee from performing the employee's regular job duties for the District; and further, provided that the employee must notify the employee's supervisor prior to the end of the vacation leave and request that the time spent ill while on vacation leave be applied to sick leave. Any such request must be accompanied by medical verification of bona fide illness.

12.6 Vacation Pay at Termination

An employee separating from the District, for reasons other than retirement, shall be paid for accrued vacation in a lump sum payment.

An employee separating from the District due to retirement from the District may elect to either take vacation leave accrued or receive a lump sum payment for vacation leave accrued. Such election must be made in writing to the District Manager at least four (4) weeks prior to the expected date of retirement.

Section 13. Sick Leave

13.1 Benefits

Regular full-time employees shall accrue sick leave at the rate of one hundred twenty (120) hours per fiscal year.

Sick leave may be granted because of illness, injury, exposure to contagious disease, illness or injury of a member of the employee's immediate family requiring the employee's attendance, and medical, dental and optical

appointments to the extent that such appointments cannot be scheduled outside the work day.

An employee's immediate family shall consist of the employee's: spouse; domestic partner; children; step-children; or the mother, father, brother, sister, grandchildren or grandparents of the employee, spouse, or domestic partner; or other members of the employee's family residing in the employee's home; or other members of the employee's family primarily dependent upon the employee.

An employee may be granted sick leave only in case of actual sickness as defined above. In the event that an employee or a member of the employee's immediate family recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate supervisor and be available to return to duty.

Sick leave may not be used before it is earned. In no event shall sick leave be converted into a cash bonus.

Excessive use of sick leave, tardiness, and failing to use the call-in procedures when absent or tardy can negatively impact job performance and affect others in the performance of their jobs. Factors that will be considered in determining whether use of sick leave is excessive include, but are not limited to, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee or of others.

13.2 Notification Requirement

In order to receive compensation when absent on sick leave, the employee shall notify the employee's supervisor at least four (4) hours prior to the time set for beginning the employee's duties, unless the employee is prevented from doing so by an emergency. Employees assigned to work the day shift shall provide notice to the employee's supervisor as soon as reasonably possible.

13.3 Doctor's Certificate or Other Proof

The District may require a physician's certification at any time regarding the sickness or injury of the employee or their immediate family member and the date of the employee's intended return to work.

13.4 Accrual of Sick Leave

To allow employees to maintain sick leave for its intended use, actual illness or disability, the District shall place no maximum accrual on sick leave.

Sick leave will not be accrued by an employee absent from duty after separation from service, or during an authorized leave of absence without pay, or any other absence from duty not authorized by the employer.

13.5 Personal Necessity Leave

An employee may use up to sixteen (16) hours of accrued sick leave for personal emergencies with the approval of the District Manager.

Section 14. Probationary Period

All original and promotional appointments shall be subject to a probationary period. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the employee's position and for rejecting any probationary employee whose performance does not meet the required standards of work performance.

The probationary period for employees is one (1) year. The probationary period for employees receiving promotional appointments is six (6) months.

During the probationary period, an employee may be rejected at any time by the District Manager without cause and without the right of appeal.

Any employee rejected during the probationary period following a promotional appointment shall be reinstated to the position from which the employee was promoted, unless the employee is discharged.

Section 15. Layoff and Re-employment

15.1 Notice of Layoff

The District Manager shall give at least three (3) weeks' advance written notice to employees to be laid off.

15.2 Order of Layoff

Layoffs shall be by job classification in reverse order of seniority as determined by length of continuous service with the District in full-time, non-probationary status. Layoffs and leaves of absence without pay shall be bridged in computing the employee's length of continuous service.

15.3 Bumping Rights

An employee who has achieved full-time, non-probationary status at the time of layoff may displace the least senior employee in a lower classification provided, however, that the employee to be laid off has greater District seniority than the least senior employee in the lower classification.

15.4 Recall and Reemployment

An employee who has achieved full-time, non-probationary status at the time of layoff shall have the employee's name placed on a recall list which shall be maintained for twelve (12) months from the time of layoff. Employees on the recall list shall be first called by seniority to be reemployed in openings in the classification from which the employees were laid off before other employees are hired to fill those openings. Employees bumped as a result of a layoff shall be allowed to return to openings in the position from which they were bumped by seniority at the salary for the position to which the employee returns. Employees restored to previously held positions shall be deemed to have returned from a leave of absence for the purpose of seniority.

15.5 Termination of Service

Service with the District shall be terminated by discharge, resignation, or layoff.

15.6 Medical Termination:

If an employee becomes permanently disabled because of sickness, physical or mental disability so that the employee is unable to perform all of the tasks required by the class specifications, and in compliance with ADA, then the employee's employment may be terminated upon written notice of termination. Determination that the employee has a permanent disability must include a review by a professional certified in that field..

Section 16. Disciplinary Action

16.1 Right of Discharge and Discipline

The District shall have the right by verbal or written order to discharge and discipline, including but not limited to suspension, demotion and reduction in pay, any regular employee for grounds including but not limited to the following:

- (a) dishonesty
- (b) insubordination
- (c) incompetence
- (d) negligence
- (e) abuse of sick leave and time off
- (f) failure to perform work as required.

- (g) failure to observe the District's safety and house rules and regulations (which must be conspicuously posted and not in derogation of the Memorandum of Understanding)
- (h) engaging in strikes, individual or group slowdowns or work stoppages during the term of this Memorandum of Understanding
- (i) refusal to accept overtime
- (j) violation or ordering the violation of the Memorandum of Understanding
- (k) fraud
- (l) willful damage to public property or waste of public supplies or equipment
- (m) willful violation of these rules or District rules
- (n) failure to achieve minimum certification after three (3) years of employment
- (o) consuming or being under the influence of alcohol or other intoxicants during the workday
- (p) conviction of a felony sufficiently serious and job-related to justify the action
- (q) any act that establishes moral turpitude, and or establishes a threat to the District
- (r) moving violations or other actions resulting in failure to meet the standards for insurability as a driver under the District's insurance policy in effect at the time

16.2 Disciplinary Action

(a) Notice of Intent to Impose Disciplinary Action

Before a termination, suspension, reduction in pay or suspension of more than five (5) days becomes effective and before the District ceases paying the employee, the employee is entitled to receive written notice of the intent to impose disciplinary action and an opportunity to dispute the charges and/or to present any information the employee believes should be considered before a final decision is made.

The employee will be provided a written notice of intent to discipline that contains the following:

1. The level of discipline intended to be imposed.
2. The specific charges upon which the intended discipline is based.
3. A summary of the facts upon which the charges are based.
4. A copy of all written materials, reports, or documents upon which the intended discipline is based.
5. Notice of the employee's right to respond to the department director regarding the charges within five (5) calendar days from the date of the Notice, either by requesting a conference, or by providing a written response, or both.

6. Notice of the employee's right to have a representative of his or her choice at the conference, should he or she choose to respond orally; and
7. Notice that the failure to respond at the time specified shall constitute a waiver of the right to respond prior to the imposition of discipline.

(b) Pre-disciplinary Opportunity to be Heard

The notice of intent shall be delivered to the employee personally or sent by certified mail to the employee's home address. Within seven (7) calendar days of receipt of the notice of intent, or ten (10) days after the notice of intent is mailed to the employee, the employee may request a meeting with the District Manager to respond to the charges. In the alternative, the employee may submit a written response to the District Manager within that time.

If the employee requests a conference to respond orally to the charge(s), the conference must be scheduled at least seven (7) calendar days after the date of the Notice. The conference will be an informal meeting with the District Manager at which the employee has an opportunity to rebut the charges against him or her and present any mitigating circumstances. The District Manager will consider the employees' presentation before any final disciplinary action.

The employee's failure to make an oral response at the arranged conference time, or the employee's failure to cause his or her written response to be delivered by the date and time specified in the notice, constitutes a waiver of the employee's right to respond prior to the imposition of the discipline. In that case, the proposed disciplinary action will be imposed on the date specified.

(c) Final Notice of Dismissal/Demotion/Disciplinary Action

Within five (5) calendar days of receipt of the employee's timely written response or within five (5) calendar days of the informal conference, the District Manager will (1) dismiss the notice of intent and take no disciplinary action against the employee, (2) modify the intended disciplinary action, or (3) impose the intended disciplinary action.

In any event, the District Manager will prepare and provide the employee with a notice that contains the following:

- i. The level of discipline, if there is any, to be imposed and the effective date of the discipline;

- ii. The specific charges upon which the discipline is based.
- iii. A summary of the facts upon which the charges are based.
- iv. A copy of all written materials, reports, or documents upon which the discipline is based; and
- v. A statement of the nature of the employee's right to appeal.

16.3 Appeal Process

16.3 Appeal

The employee may, within ten (10) days from the date the order was filed with the Board, file, in duplicate, a written reply to the order and a copy to the District Manager. In that written reply the employee may specifically appeal the action and request a hearing before the Board of Directors. The Board of Directors, at its sole discretion, may delegate responsibility for conducting the hearing to a hearing officer.

(1) Hearing

The Board of Directors at its next regular meeting shall set the appeal for a hearing. The Board shall conduct a hearing and upon the conclusion thereof, either affirm, modify, or revoke the order of the District Manager. Hearings shall be informally conducted and the rules of evidence need not apply. Both parties may present witnesses, evidence and argument, and retain counsel at their own expense.

All hearings before the Board shall be noticed and occur in public pursuant to the Brown Act unless the employee requests a private hearing. If the employee requests a private hearing, the Board shall notice a closed session for that purpose.

In either event, the Board may deliberate in closed session pursuant to the Brown Act.

(2) Decision

The Board of Directors must uphold, modify or reject the discipline imposed by the District Manager. Within fifteen (15) days after concluding the hearing, the Board shall issue a written decision stating the bases for the decision, to the employee and to the District Manager. If the Board of Directors reverses or modifies the disciplinary action, the employee shall be reinstated and/or reimbursed for any loss of salary.

(3) Statute of Limitations

The Board of Directors' written findings and decision is final. There is no process for reconsideration. Pursuant to Code of Civil Procedure section 1094.6, the parties have ninety (90) days from the date of the proof of service of mailing of the written findings and decision to appeal the decision to the Superior Court in and for the County of Marin.

16.4 Paid Administrative Leave

If the District Manager believes that the interests of the District or public require that an employee be placed on administrative leave with pay pending an investigation or for other reasons, the District Manager will notify the employee and offer the employee an opportunity to be heard regarding the placement on administrative leave with pay.

Section 17. Grievance Procedure

17.1 Definition

A grievance shall be defined as any claimed violation, misinterpretation, inequitable application or non-compliance with provisions of this MOU.

17.2 Right to File and Representation

A grievance may be filed by an employee on the employee's own behalf, or jointly by any group of employees, or by an employee's representative.

An aggrieved employee may be represented by a representative of the employee's choice at any stage of the proceedings.

The District office shall act as a central repository for all grievance records.

Any time limit may be extended only by mutual agreement of the parties in writing.

17.3 Informal Grievance

Within ten (10) working days of the event giving rise to grievance, the employee shall present the grievance informally for disposition by the employee's supervisor, or at any appropriate level of authority.

Presentation of an informal grievance shall be a mandatory prerequisite to the institution of a formal grievance.

17.4 Formal Grievance

If the employee believes that the grievance has not been redressed within five (5) working days of presenting the grievance informally, the employee may initiate a formal grievance within five (5) working days thereafter. A formal grievance can only be initiated by completing and filing with the District a written form. The form shall contain the following elements: Identification of the grievant; date grievance initiated; statement of any previous action upon the grievance; a clear statement of the nature of the grievance; a proposed solution to the grievance; signature of the grievant.

Step 1

Within ten (10) working days after a formal grievance is filed, the District Manager or designee shall investigate the grievance, and confer with the employee in an attempt to resolve the grievance and make a decision in writing. If the grievance is not resolved at Step 1, it may be referred to Step 2.

Step 2

Ad Hoc Adjustment Boards, consisting of two (2) members representing each of the parties hereto, shall be set up for the purpose of hearing and deciding grievances. No employee representative member of the Adjustment Board shall be an employee of the District, and no Employer member of the Adjustment Board shall be an employee of the District. In the case of a deadlock on any matter, the issue in dispute may be submitted to Step 3.

Step 3

Within ten (10) working days after a deadlocked Adjustment Board and submission to the District Manager, the District Manager shall investigate the grievance and confer with the employee and/or his representative in an attempt to resolve the grievance and make a decision in writing.

Step 4

A final appeal may be filed, in writing, with the District Board of Directors not more than five (5) working days from the employees' receipt of the Step 2 decision or the Step 3 decision if the Step 2 Adjustment Panel deadlocks.

The grievance shall be determined by the Board of Directors. The Board will provide a written decision within thirty (30) calendar days after the filing of the appeal. The Board's decision shall be final and binding on all parties.

Section 18. Outside Employment

No full-time employee shall engage in employment that may constitute a conflict of interest for the employee or the District. No employee shall engage in any outside employment whatsoever during the employee's working hours. No emblem, badge or other employee identification shall be worn by any person while in the employment of any agency or person other than the District.

Section 19. No Strike

Employees and their representatives agree that they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties.

Section 20. Miscellaneous: Driving Standards

The parties have met and conferred and agreed to the District's driving standards.

Section 21. Past Practices, and Prior/Existing Memoranda of Understanding

Past practices not addressed in this Memorandum of Understanding are not binding. This Memorandum of Understanding shall supersede all existing memoranda of understanding and any side letter not incorporated into their MOU between the District and the Employees.

Section 22. Existing Laws, Regulations and Policies

This Memorandum of Understanding is subject to all existing state and federal laws, ordinances, and regulations of Sanitary District No. 5 of Marin County and may be modified subsequent to law enacted hereafter. The District and the Employees, unless otherwise specified herein, shall be entitled to all benefits conferred thereby and shall observe all obligations engendered thereby.

Section 23. Separability of Provisions

Should any Section, clause or provision of this Memorandum of Understanding be declared illegal or unenforceable by a court of competent jurisdiction, or is rendered invalid by state or federal legislative enactment, such invalidation of such Section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum of Understanding.

Upon such invalidation the parties agree to meet and confer concerning substitute provisions for those rendered or declared illegal.

Section 24. Scope of Memorandum of Understanding

Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understandings of the parties hereto and constitutes the sole and entire understanding between the parties on any and all matters subject to meeting and conferring; provided, however, that nothing herein shall prohibit the parties from changing the terms of this Memorandum of Understanding by mutual agreement

Attachment A
Sanitary District No. 5 of Marin County
Education & Innovation Incentive Program

The following is the Education and Innovation Incentive program for Sanitary District No.5 of Marin County staff which includes both maintenance and operations.

One time monetary stipend(s) will be available to all employees represented under the MOU for obtaining certifications above the minimum required certifications required in ones Job Description and for Innovation that leads to District savings and notable improvements that fall out side of one's Job description. This Education Incentive and Innovation Program is designed to promote higher learning professionalism and innovation in the District and to increase the knowledge and industry expertise of the staff.

**\$1,000, \$2,000, \$3,000, \$4,000 and \$5,000 Stipend For CWEA Certifications
(Collection System Workers)**

As shown below, stipends may be awarded to staff who complete any CWEA certificate that does not fall within the employee's current job description:

- Example: The \$1,000 stipend may be awarded to staff who complete any CWEA grade I certificate that does not fall within the employee's normal job description. A Collection System Maintenance worker who earns a CWEA Electrical/ Instrumentation Technologist Grade I, Environmental Compliance Inspections Grade I, Laboratory Analyst Grade I or Industrial Treatment Plant Operations Grade I would be eligible for a \$1,000 stipend per certificate earned.
- The same employee who earns any of the above-mentioned certificates at a Grade II level, would be eligible for an additional \$2,000 stipend.
- A \$3,000 would be available for those employees who earns a Grade III from the certificates listed above.
- An additional \$4,000 stipend is available for those who earn a CWEA certificate listed at a Grade IV level, (if applicable) or higher, (if applicable) in any of the listed fields.

Employees who have earned any of the above certificates BEFORE JULY 1, 2026 will not be eligible for these stipends.

For the Collection System Certificate the following will apply:

- CWEA Collections System Grade I: No stipend offered as this part of the employee's job description.
- CWEA Collection System Grade II: No Stipend offered as this is part of the employees' job description.

- CWEA Collection System Grade III: No Stipend offered as this is part of the employees' job description
- CWEA Collections System Grade IV: \$,000

\$1,000, \$2,000, \$3,000, \$4,000 and \$5,000 Incentive Stipends For CWEA Certifications (Operations Staff)

As shown below, stipends may be awarded to operations staff members who complete any CWEA certificate that does not fall within the employee's current job description. Employees who have earned any of the above certificates BEFORE JULY 1, 2026 will not be eligible for these stipends for certificates already earned.

- An employee in operations that earns a CWEA Electrical/ Instrumentation Technologist Grade I, Environmental Compliance Inspections Grade I, Lab Analyst I, Collection System Maintenance Grade I would be eligible for a \$1,000 stipend per certificate earned.
- The same employee who earns any of the above listed certificates at a Grade II level, would be eligible for an additional \$2,000 stipend per certificate earned, and
- An additional \$3,000 stipend would be available for those employees who earn a Grade III level certificate from the certificates listed above.
- An additional \$4,000 stipend per listed CWEA certificate is available for those who earn a CWEA certificate at a Grade IV (if applicable) or higher in any of the listed fields.

For the WWTP Plant Operator Certificate the following will apply:

- CSWRCB WWTP Operator Grade I: No stipend offered as this is a minimum requirement.
- CSWRCB WWTP Operator Grade II: No stipend offered as this is a minimum requirement.
- CSWRCB WWTP Operator Grade III: No Stipend offered as this is a minimum requirement.
- CSWRCB WWTP Operator Grade IV: \$,000 stipend
- CSWRCB: WWTP Operator Grade V: \$,000 stipend

Operators Certifications Collection and Maintenance Techs

Maintenance employees will also be eligible for stipends for successfully completing a CSWRCB-WWTP Operator certificate after July 1, 2026, as follows:

- A \$2,000 stipend for successfully completing a CSWRCB WWTP Operator Grade I or II certificate.
- The same employee who successfully completes a CSWRCB WWTP Operator Grade III certificate will be eligible for an additional \$3,000 stipend for that certificate earned.
- Any maintenance worker who earns a CSWRCB WWTP Operator Grade IV certificate would be eligible for an additional \$4,000 stipend per certificate earned.
- Any maintenance worker who earns a CSWRCB WWTP Operator Grade V certificate would be eligible for an additional \$5,000 stipend per certificate earned.
-

Current District employees who possess any CSWRCB WWTP Operator certificate are not eligible for a stipend for certificates held prior to July 1, 2026.

Innovation Incentive Stipends

Staff members who go above and beyond the requirements in the Job Description and recommend or implement cost saving ideas or projects within the scope of the budget can apply for a maximum of one per calendar year \$2,000 Innovation stipend. These innovative ideas or projects must demonstrate an added improvement, efficiency or cost saving benefit for the District in order to be eligible for the Stipend. The innovation stipend ranges in \$500 increments depending on implemented project and its savings (\$500, \$1000, \$1500, \$2,000) The innovations must also be outside of the normal Job Description. You must demonstrate the savings or efficiencies that will lead to savings in your application. The application will be reviewed by 4 staff members mentioned in the below committee under continuing education stipends.

Training Incentive Stipends and Future Hires

Future operators hired on or after July 1st 2026 who possess any of the above listed certifications at the time of hire will not be eligible for a stipend for any previously held certificates. New hires will be eligible for the stipends described above for any certificates initially earned after the employee's date of hire with the District and not required by their job description.

Example: If a new operator is hired by the District and holds a WWTP Grade III certificate at the time of hire, that certificate will not be eligible for a stipend. However, if the new employee earns a WWTP Grade IV or V after their hire date that was not held before their date of hire, then that employee would be eligible for the stipend program. (Reminder: Any future operators are not eligible for stipends for the Grade I or Grade II or Grade III as this is a minimum requirement for employment with the District as an operator and is also part of their job description.)

Continuing Education Stipends

It is highly recommended for staff to improve their industry knowledge and personal education. Sanitary District No. 5 strongly encourages employees to seek out opportunities to attend classes and earn certificates offered through local community colleges or local universities or online colleges. It is even more desirable that employees earn college degrees related to the treatment of wastewater and wastewater technologies. For this reason, the District, at the discretion of the District Manager, may offer stipends to employees for the following certificates or degrees. To assure that a certificate program or degree program qualifies for a continuing education stipend under the District's program, an employee should seek the District Manager's approval before enrolling in one of the following programs:

- For successful completion of any college level professional certificate program of at least 20 units related to the field of water treatment, finance accounting or public administration or any certificate program with an emphasis on public service, a \$3,000 stipend shall be awarded.
- For successful completion of any college level vocation certificate program of at least 8 units (80 contact hours) that may benefit the District a \$1,000 stipend will be awarded (examples: office of water program cert program, PLC programing certification, HVAC, Boiler Maintenance, Electrician Certification, etc)
- For earning any AS degree with a Water or Wastewater focus, or any AA/AS/BS /BA degree with at least 12 science units related to biology, environmental sciences, ecology, chemistry, engineering water treatment or wastewater industries, or any Associates or Bachelor's Degree with coursework related to public service, a \$5,000 stipend will be awarded.

Any certification or training program that is not listed here may still be eligible for the incentive program by the following method:

- If an employee finds a technical training or vocational training that the employee feels meets the requirements of the Education Incentive Program, the employee will first write a written request to attend the training outlining the reasons the proposed training meets the criteria and presents the request to the District Manager.
- The District Manager will then convene a committee that will consist of 4 members: the District Manager; Admin Services Manager; WWTP Operations Superintendent; and the WWTP Maintenance and Collection System Superintendent. The committee will review the employees' request and discuss the merit of the training and the benefit it would provide to the employee AND District.
- If the committee determines that the request falls within the prescribed guidelines of this program, the committee will vote on the monetary value of the requested training. (Not less than \$1,000.)

- If the committee determines that the request is ill suited for this program or does not coincide with the guidelines of this program or does not meet the committee's approval, the request for the stipend will be formally denied and a written letter will be signed by all four members and returned to the employee.
- If the committee voting is split 2/2, the District Manager will exercise his or her authority and break the tie to either approve or deny the request. This tie-breaking authority of the District Manager extends to both the training request as well as the dollar amount of the stipend if the committee voting is split 2/2 on either issue.

**General Provisions Applying to the Education Incentive Program
(Training/Certification Stipends and Continuing Education Stipends)**

- Each District employee under the 2026 MOU is eligible to earn up to but not exceed \$5,000 per fiscal year in any combination of training incentive stipends and/or continuing education stipends. This program does not guarantee that any employee will earn this maximum amount in any year. Stipend payments will be based on the level of certification and/or number of certifications completed by the employee within each fiscal year.
- Stipend amounts are not negotiable with individual employees. The training incentive stipends and continuing education incentive stipends are established above or are established pursuant to the committee method.
- No employee is eligible for a stipend under this program for any certificate that is required for the District position held by the employee.
- Employees are not eligible for a stipend for any certificate or degree earned prior to July 1, 2026. Future hires are not eligible for a stipend for any certificate or degree earned prior to District employment.
- Each stipend is awarded on a one-time, non-recurring basis only.

Conclusion

The goal of this program is to create incentives for employees to better their education, bolster and support creative and critical thinking and to have greater fulfillment in their career with the District. Although none of the incentives are required, it is strongly encouraged that staff take advantage of the program to better themselves both personally and professionally. A highly educated staff can be a significant factor to the successful operation of a public agency and can greatly improve public image.

ALTERNATE WORK SCHEDULE REQUEST

Employee Name: _____
(Print Name)

Check requested alternate work schedule:

_____ 9/80 Alternate Work Schedule

_____ 4/10 Alternate Work Schedule

_____ 12/84 Alternate Work Schedule

Daily work schedule Begin work: _____ AM End work: _____ PM

Scheduled days off

I have read and understand the regulations applicable to alternate work schedules and understand that they are subject to change at the discretion of the District Manager.

_____ Employee Signature Date _____

_____ Superintendent Signature Date _____

_____ Admin Services Manager SignDate _____

_____ District Manager Signature Date _____

NOTE: A Personnel Change form must accompany this request when submitting it to the District Manager's office for approval.

CC: Personnel File

RESOLUTION NO. 2026-07

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION OF THE BOARD OF DIRECTORS OF SANITARY DISTRICT NO. 5 OF MARIN COUNTY APPROVING AN EMPLOYEE BENEFITS PLAN FOR UNREPRESENTED EMPLOYEES

WHEREAS, Resolution No. 2024-03 establishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Resolution No. 2017-04 establishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Resolution No. 2014-08 establishes procedures for Employee-Employer Relations within Sanitary District No. 5 of Marin County; and

WHEREAS, Sanitary District No. 5 of Marin County has adopted a Memorandum of Understanding with the exclusive representative for its represented employees (“MOU”) that describes benefits for the District’s represented employees; and

WHEREAS, Sanitary District No. 5 has certain full-time employees that are employed in classifications that are not represented and are not covered by the MOU; and

WHEREAS, Sanitary District No. 5 desires to adopt an updated Benefits Plan for these unrepresented employees that describes their applicable benefits under the terms described in the Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Sanitary District No. 5 of Marin County, California, that the attached Employee Benefits Plan for Unrepresented Employees is approved.

* * * * *

I hereby certify that the forgoing 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 May, 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

APPROVED:

ATTEST:

Catherine Benediktsson
President, Board of Directors

John Carapiet
Secretary, Board of Directors

SANITARY DISTRICT NO. 5

LAB-SAFETY-OUTREACH COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, leads, schedules, oversees, reviews, and performs the full array of functions to ensure compliance with OSHA standards along with compliance with the SWRCB NPDES Permits, BAAQMD Air Permits and Laboratory duties ensuring compliance with all federal, state, and local regulatory laws, regulations, rules, and procedures; coordinates activities with District departments and external public and private organizations; conducts and interprets laboratory analyses; supervises and trains laboratory employees in the collection of samples and the performance of laboratory tests.

District's wastewater treatment plants, pump stations, collection system and related facilities; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Laboratory-Safety-Outreach Coordinator** is a single position class responsible for providing laboratory coordination to the Districts Main Plant and Paradise Cove Plant and overseeing programs and activities at the Laboratory. The incumbent is expected to exercise judgment and initiative in the performance of duties. The incumbent has latitude for the exercise of independent judgment in carrying out assigned responsibilities

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the District Manager and or Operations Superintendent. Exercises functional and technical supervision over assigned operators which includes O&M Tech III, O&M Tech II, O&M Tech I and Interns.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, schedules and reviews the work of assigned operators; operates, inspects, cleans, dechlorination facilities, blowers, compressors, generators, boilers, motors, filters, collection system and related equipment; performs general, grounds, and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Supervises and conducts on-site inspections of plant operations, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state and local laws, ordinances, and regulations.
- Oversees programs and activities at the Districts laboratory; ensures laboratory is in compliance with federal, state, and local regulations including NPDES and DHS regulatory requirements.

LABORATORY-SAFETY-OUTREACH COORDINATOR

Page 2

- Performs a variety of chemical, biological, and bacteriological analyses of samples taken to determine amounts and degree of pH, alkalinity, volatile acids, total solids, density, dissolved oxygen, organic material content, coliform bacteria, biochemical oxygen demand, residual chlorine and others.
- Collects, preserves, and prepares samples for laboratory analysis; performs sample analysis and reports findings. Inform Operations staff of any deviations in data, indications of process upsets, or potential NPDES violations
- Operates a variety of laboratory equipment including pH meters, balances, furnaces, autoclaves, filtrators, incubators, computers, atomic unit, and ion analyzers; troubleshoots equipment malfunctions; cleans and sterilizes laboratory glassware and equipment.
- Establishes, monitors and maintains quality assurance and quality control programs; coordinates annual requirements including radiological, inhibitory residue, water suitability, tests, and other necessary requirements.
- Oversees and participates in the preparation of chemical reagents used in laboratory analysis.
- Performs sampling, testing, and reporting for any associated industrial waste pretreatment program.
- Under direction of the Chief Plant Operator, enters necessary monthly, quarterly, and annual data to regulatory agencies in CIWQS, SMARTS, and other state and federal reporting systems.
- Maintains accurate and thorough records of laboratory procedures and results; enters data onto the computer using Laboratory Management Systems (LIMS); ensures compliance with government regulations; prepares analytical worksheets and reports
- Delivers and/or schedules necessary laboratory tests for pickup and analysis at outside laboratories; coordinates with labs for decontamination for special testing.
- Participates in the preparation of the laboratory program budget; oversees and maintains laboratory inventory; orders supplies and equipment as necessary.
- Assists in reviewing and updating existing analysis procedures; research, develop, and implement new analysis procedures.
- Conduct regular safety audits and inspections and develops and implement safety policies and procedures.
- Provides and schedules safety trainings to and for employees.
- Investigate incidents and accidents to identify root causes and prepares and maintain safety documentation and reports.
- Stay updated on local, state, and federal safety regulations.
- Coordinate safety drills and emergency response plans.
- Promote a safety culture within the organization.

LABORATORY-SAFETY-OUTREACH COORDINATOR

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- Serve as a point of contact for safety concerns and inquiries.
- Monitor and analyze safety performance metrics and serves as the District Safety officer.
- Assist in the preparation of safety budgets and resource allocations.
- Assists in the training of lower level personnel.
- Prepares and updates reports, including records and logs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.
- Attends Public Outreach Events and Meetings pertaining to Public Education Outreach as it pertains to the Districts NPDES permit requirements.
- Provides District outreach in respect to Pollution prevention activities, safety activities and any activity that would affect the public through the use of website updates and or mailers

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 75 pounds is also required. Additionally, the incumbent in this position works in all conditions including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs; and work in confined space and use SCBA as needed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Laboratory-Safety-Outreach Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the operation and maintenance of a wastewater treatment plant and/or laboratory or the performance of related work, and a high school diploma supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

A Grade IV Wastewater Plant Operator Certificate from the California State Water Resource

Control Board and a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association are minimum requirements for the positions.

Possession of a Grade I Wastewater Collection System Certificate issued by the California Water Environment Association and Possession of an Environmental; Compliance I certification is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant equipment; basic principles, practices, and methods of basic laboratory testing methods and procedures; basic principles of supervision; methods and techniques of training personnel; applicable federal, state, and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; methods and techniques for record keeping and report preparation and writing; mathematic and math graphics principles; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Lead, schedule, and train subordinate staff; perform maintenance and operations of a water plant, pump station, and related facilities; read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data; collect samples and conduct a variety of wastewater testing; maintain accurate records and prepare comprehensive reports; read, understand and follow written instructions; respond to after hours call-outs if required; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and in the laboratory.

SANITARY DISTRICT NO. 5

OPERATOR & MAINTENANCE TECHNICIAN III O&M TECH III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, schedules, oversees, reviews, and performs the full array Wastewater Treatment Plant Operator duties, including operations, controls and maintenance work in one or more of the District's wastewater treatment plants, pump stations, collection system and related facilities; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **O&M TECH III** is the lead level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher class of Operations Superintendent in that the latter is primarily responsible for the performance of the day-to-day operations and maintenance of the District's wastewater treatment plant system as allowed by possession of a Grade III Certificate as a Wastewater Treatment Plant Operator.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the District Manager or Operations Superintendent. Exercises functional and technical supervision over assigned operators.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, schedules and reviews the work of assigned operators; operates, inspects, cleans, repairs, replaces and maintains pumps, pump stations, dechlorination facilities, blowers, compressors, generators, boilers, motors, filters, collection system and related equipment; performs general, grounds, and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Supervises and conducts on-site inspections of plant operations, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state and local laws, ordinances, and regulations.
- Oversees and performs basic skilled water pollution control laboratory testing and analysis; adheres to quality assurance programs for laboratory analysis and instrumentation.
- Assists in the training of lower level personnel including the O&M Tech II, O&M Tech I and OIT Intern.

- Prepares and updates reports, including records and logs.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher level District personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training;
- Ensures on-going preventive maintenance tasks for all District equipment and facilities are performed
- Performs the full array of duties, including the maintenance tasks for the treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Assists with collection system operations and maintenance as needed and assigned.
- Performs preventative maintenance on electric, gasoline, and pneumatic equipment, such as repairing hoses cleaning exterior control panels and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Assigned as the designated Operator In Charge in the absence of the Chief Plant Operator
- Serves as the designated on call operator during off shift hours and weekends.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 75 pounds is also required. Additionally, the incumbent in this position works in all conditions including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs; and work in confined space and use SCBA as needed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **O&M Tech III**. A typical way of obtaining the required qualifications is

to possess the equivalent of three years of experience in the operation and maintenance of a wastewater treatment plant and /or laboratory or the performance of related work, and a high school diploma supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

A Grade III Wastewater Plant Operator Certificate from the California State Water Resource Control Board and a Grade II Mechanical Technologist Certificate issued by the California Water Environment Association is the minimum requirement for this position.

Possession of a Grade I Wastewater Collection System Certificate issued by the California Water Environment Association and Possession of a Laboratory Technician I certification is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant equipment; basic principles, practices, and methods of basic laboratory testing methods and procedures; basic principles of supervision; methods and techniques of training personnel; applicable federal, state, and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; methods and techniques for record keeping and report preparation and writing; mathematic and math graphics principles; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Lead, schedule, and train subordinate staff; perform maintenance and operations of a wastewater treatment plant, pump station, and related facilities; read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data; collect samples and conduct a variety of wastewater testing; maintain accurate records and prepare comprehensive reports; read, understand and follow written instructions; respond to after hours call-outs if required; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships and coordinate and conduct required safety training.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and in the laboratory

SANITARY DISTRICT NO. 5

OPERATOR & MAINTENANCE TECHNICIAN II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series, including operations, controls, and maintenance work in one or more of the District's wastewater treatment plants, collection system and pump station facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; **performs other related duties as required.**

DISTINGUISHING CHARACTERISTICS:

The **O&M Tech II** is the journey, licensed level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants and collection system, and incumbents are expected to perform the full scope of complex and difficult plant operations. Incumbents work with a great deal of independence. This classification is distinguished from the next lower class of O&M Tech I and Operator In Training by performing the full range of duties allowed by possession of a Grade II Certificate as a Wastewater Treatment Plant Operator.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Operation Superintendent or the O&M Tech III. May exercise functional and technical supervision over assigned O&M Tech I and OIT Interns.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Operates, inspects, cleans, repairs, replaces, and maintains pumps, pump station, dechlorination facilities, blowers, compressors, generators, boilers, motors, filters, and related equipment; performs general, grounds, and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Reads gauges, dials, and other instruments to record plant operations and makes necessary operating adjustments.
- Conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by federal, state and local laws, ordinances, and regulations.
- Performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation.
- Assists in the training of lower level personnel including the O&M Tech I and OIT Intern.

- Prepares and updates reports, including records and logs.
- Ensures on-going preventive maintenance tasks for all District equipment and facilities are performed
- Performs the full array of duties, including the maintenance tasks for the treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Serves as the designated on-call operator to respond to after shift and weekend callouts.
- Assists with collection system operations and maintenance as needed and assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 75 pounds is also required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and working confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **O&M Tech II**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in the operation and maintenance of a wastewater treatment plant or the performance of related work, and a high school diploma or equivalent supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade II Certificate as a Wastewater Plant Operator from the California State Water Resource Control Board and possession of a Grade I Mechanical Technologist issued by the California Water Environment Association.

Environmental Compliance Inspector I, Collection System Maintenance I and Laboratory Analyst I issued by the California Water Environment Association is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant and pump station equipment; principles, practices, and methods of basic laboratory testing methods and procedures; methods and techniques of training personnel; applicable federal, state, and local laws governing wastewater treatment; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; basic mathematics and math graphic principles; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Perform maintenance and operations of a water plant, pump station, and related facilities; read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data; collect samples and conduct a variety of wastewater testing; maintain accurate records and prepare comprehensive reports; read, understand and follow written instructions; respond to after hours call-outs if required; perform plant operation and maintenance assignments; and establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and in the laboratory; operate a computer and software applications and educate the public on the districts pollution prevention outreach activities.

SANITARY DISTRICT NO. 5

OPERATOR & MAINTENANCE TECHNICIAN I (O&M TECH I)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series, including operations, controls, and maintenance work in one or more of the District's wastewater treatment plants, collection system and pump station facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; **performs other related duties as required.**

DISTINGUISHING CHARACTERISTICS:

The **O&M Tech I** is the journey, licensed level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants and collection system, and incumbents are expected to perform the full scope of complex and difficult plant operations. Incumbents work with a great deal of independence. This classification is distinguished from the next lower class of Operator In Training by performing the full range of duties allowed by possession of a Grade I Certificate as a Wastewater Treatment Plant Operator.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Operation Superintendent or the O&M Tech III and O&M Tech II. May exercise functional and technical supervision over assigned OIT Interns.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Operates, inspects, cleans, repairs, replaces, and maintains pumps, pump station, dechlorination facilities, blowers, compressors, generators, boilers, motors, filters, and related equipment; performs general, grounds, and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Reads gauges, dials, and other instruments to record plant operations and makes necessary operating adjustments.
- Conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by federal, state and local laws, ordinances, and regulations.
- Performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation.
- May assist in the training of lower level personnel.

- Prepares and updates reports, including records and logs.
- Assists with collection system operations and maintenance as needed and assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 75 pounds is also required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and working confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **O&M Tech I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in the operation and maintenance of a wastewater treatment plant or the performance of related work, and a high school diploma or equivalent supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade I Certificate as a Wastewater Plant Operator from the California State Water Resource Control Board and possession of a Grade I Mechanical Technologist issued by the California Water Environment Association.

Environmental Compliance Inspector I, Collection System Maintenance I and Laboratory Analyst I issued by the California Water Environment Association is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant and pump station equipment; principles,

practices, and methods of basic laboratory testing methods and procedures; methods and techniques of training personnel; applicable federal, state, and local laws governing wastewater treatment; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; basic mathematics and math graphic principles; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Perform maintenance and operations of a water plant, pump station, and related facilities; read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data; collect samples and conduct a variety of wastewater testing; maintain accurate records and prepare comprehensive reports; read, understand and follow written instructions; respond to after hours call-outs if required; perform plant operation and maintenance assignments; and establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and in the laboratory; operate a computer and software applications and educate the public on the districts pollution prevention outreach activities.

SANITARY DISTRICT NO. 5

ELECTRICAL/INSTRUMENTATION TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

To perform a wide variety of journey level technical and specialized assignments in the design, fabrication, installation, maintenance and repair of highly complex electrical equipment in a heavy industrial environment including electrical distribution systems, motors and specialized electrical equipment found in the District wastewater collection system and treatment plant; to maintain and repair high voltage (480-21,000 volts) distribution and control systems, switchgear and large motors; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The **Electrical Instrumentation Technician** is a journey level class responsible for overseeing and performing electrical and instrumentation maintenance of the District's wastewater treatment plants and sewer collection systems.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision and direction from the District Manager and/or Collections System & Maintenance Superintendent. Exercises direct supervision over occasionally assigned staff which is limited to C&M Tech I's, O&M Tech I's and Interns.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Install, maintain, repair and research a variety of supervisory controls and replacement electrical components that are part of advanced wastewater treatment processes such as aeration, filtration, disinfection and dichlorination, sludge dewatering, odor control, pump stations, and an environmental laboratory
- Perform wiring required for the installation of electronic equipment; install high voltage underground cables in conduits; splice high and low voltage cables utilizing hand taping and premolded splice kits
- Performs or directly oversees the more difficult and complex mechanical or electrical maintenance and construction duties of the work unit, including reading and interpreting complex construction plans and specifications; responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher level District personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures; participates in the selection and training of maintenance personnel; assumes

responsibility for motivating and evaluating assigned personnel; provides necessary training;

- Design, install, maintain, repair, test and construct electrical assemblies
- Troubleshoot high voltage electrical systems, controls and related process equipment.
- Specify, install, program, and repair various types of variable frequency motor drive systems.
- Fabricate, maintain, install, service, and calculate power load distributions to various motors and related equipment.
- Install and repair programmable logic controllers and install related hardware and software for control systems
- Ensures on-going preventive maintenance tasks for all District equipment and facilities are performed
- Inspects work-in-progress and completed assignments for timely completion and work quality.
- Designated as a Data Submitter in CIWQS for the purpose of submitting SSO reports.
- Troubleshoot, perform inspections, preventive maintenance and repairs on industrial switchgear and high voltage equipment such as transformers, breakers, circuits, switches, relays, regulators and distribution panels.
- Performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Inspects, maintains, and performs basic repairs to the District's treatment plant, collection, and pump station related systems and equipment, including determining whether cleaning, unplugging, and flushing lines and collection systems is necessary; raises manholes; assists in the maintenance of sewer mains, lines, and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vactor and hydro cleaning equipment; tests flows, pressures, turbidity, and chlorine residuals; performs a variety of semi-skilled heavy labor; assists with and performs the inspection of lines and pump stations; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts. Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Specify, install, and inspect various types of conduit; isolate breakers and switches for major repairs; coordinate repairs and scheduled outages with operations
- Work on energized and de-energized circuits. Use proper safety equipment including hot sticks, rubber blankets, rubber gloves, hard hats safety glasses, hearing protection and safety shoes.
- Maintains work records and logs.
- Perform maintenance and repair on commercial and industrial building lighting and environmental control systems.

- Responds to collection system emergencies, including overflows; serves “on-call” as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carries, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants, use power and noise producing tools and equipment, drive motorized vehicles. The nature of the work also requires the incumbent to climb ladders and stairs, and enter confined spaces and use SCBA as needed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Electrical/Instrumentation Technician** A typical way of obtaining the required qualifications is to have sufficient journey level electrical maintenance experience in a heavy industrial environment, with emphasis on work on high voltage (480-21,000 volts) systems, to demonstrate possession of the knowledge and abilities listed above. Experience in the maintenance and repair of electronic control systems is desirable.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of an International Brotherhood of Electrical Workers (IBEW) apprenticeship certificate, or equivalent, or a Grade II Electrical Instrumentation Certificate issued by the California Water Environment Association and Possession of a Mechanical Technician I Certificate by the California Water Environment Association are minimum requirements for this position.

Collections System Maintenance I and are highly desirable.

KNOWLEDGE/ABILITIES/SKILLS (KAS): *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant, collection system, and pump station

equipment; practices, techniques, and materials used in maintenance, construction, and repair of sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; applicable federal, state, and local laws, codes, and regulations governing wastewater and industrial waste monitoring and control; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, coordinate, direct and perform the preventive maintenance and equipment repair functions of the District's wastewater treatment, pumping stations, and collections systems; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; respond to after hour's call-outs if required; follow written and oral directions; observe and enforce safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications; safely and effectively operate a variety of hand and power equipment, tools and materials.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

WASTEWATER TREATMENT PLANT PERMITS & CONSTRUCTION INSPECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of duties, including the maintenance and inspection tasks for the sewer collection system, pump stations, treatment plant, grounds, and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; will perform inspections to ensure compliance with approved plans and enforcement of District regulations relating to construction of public and private sewers, collection system pumping stations, and related appurtenances and will perform other related duties as required

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Permits & Construction Inspector** is a journey level in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents will have the knowledge to read and interpret plans and specifications, and the ability to perform civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects and issue permits.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the District Manager or Wastewater Facilities Manager. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Inspects, maintains, and performs basic repairs to the District's treatment plant, collection, and pump station related systems and equipment, including determining whether cleaning, unplugging, and flushing lines and collection systems is necessary; raises manholes; assists in the maintenance of sewer mains, lines, and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vactor and hydro cleaning equipment; tests flows, pressures, turbidity, and chlorine residuals; performs a variety of semi-skilled heavy labor; assists with and performs the inspection of lines and pump stations; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts.
- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Assists with treatment plant operations as needed and assigned.

WASTEWATER PERMITS & CONSTRUCTION INSPECTOR

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- Performs basic preventative maintenance on electric, gasoline, and pneumatic equipment, such as repairing pressure hoses and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Responds to collection system emergencies, including overflows; serves “on-call” as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Assist the District Manager in checking and approving construction plans for new public and private sewers.
- Inspect new construction and repairs to public sewer mains and private sewer laterals performed by contractors or other agencies.
- TV the public sewer to locate side sewer connections for public sewer replacement.
- Document site/neighborhood conditions prior to start-up of public sewer replacement/construction project.
- Assist with preliminary job/project layout.
- Perform civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects.
- Interpret general standards, plans and specifications.
- Conduct survey functions, including horizontal and vertical locations, for comparison to plans.
- Assess the safety precautions taken on sewer construction sites, and enforce District specifications.
- Review methods of construction to determine their adequacy in relation to standards.
- Observe work in all stages of progress, including excavation, pipe laying, service connecting, backfilling and compaction to assure compliance with specifications and standards, and for approval of authorized construction.
- Verify air tests and the proper cleaning of sewer lines.
- Check backfill materials to assure proper compaction.
- Read and interpret plans and specifications.
- Inspect all materials and verify all soil tests.
- Perform TV inspections with the District’s equipment and interpret TV inspections done by subcontractors.
- Prepare and submit accurate records of all work performed.
- Make field sketches of completed work.
- Maintain job records, permits, as-built plans, and test reports.
- Prepare full progress reports of work performed.
- Inspect and Investigate complaints and sewage discharge violations.
- Answer questions and respond to requests from public or private agencies concerning sewer problems, location of main sewer lines and private laterals, sewer line repairs.
- Upgrade and maintain District map inventory and GIS system, using both hand and computer drafting methods.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work in confined space and use SCBA as needed.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Permits & Construction Inspector**. A typical way of obtaining the required qualifications is to possess the equivalent of 4 years of experience in sewer collection system and treatment plant facilities maintenance and operations as well as experience as an inspector.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record that meets the requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a PACP Certification issued by NAASCO and a Grade I Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association

A Grade I Wastewater Operator Certificate issued by the SWRCB, a Grade I Mechanical Technologist Certificate and/or Grade I Electrical/Instrumentation Certificate issued by the California Water Environment Association are highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- The District's ordinances.
- Construction practices, procedures, methods, materials, tools, equipment, and supplies as applicable to the construction of public and private sewers, collection system pumping stations, and related appurtenances.

WASTEWATER PERMITS & CONSTRUCTION INSPECTOR

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- Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Civil, structural, mechanical, and electrical engineering as it relates to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Safety hazards and appropriate precautions per Cal-OSHA and OSHA safety regulations applicable to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Operation, materials, and methods of sewage collection, treatment, and construction, including County Health Codes related thereto.
- Surveying and drafting procedures, instruments and equipment.
- Safe work practices
- Mathematics as it applies to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Record keeping and report writing practices.
- Personal computers and applicable business software.

Ability to:

- Read plans and perform difficult and thorough field engineering construction inspections.
- Communicate effectively and clearly with those contacted in the course of work.
- Understand and accurately carry out written and oral directions.
- Take instruction and feedback with a cooperative and positive attitude.
- Maintain accurate records of field observations, and prepare clear and concise reports.
- Establish and maintain cooperative working relationships using tact and diplomacy.
- Read blueprints.
- Interpret construction drawings and specifications and do preliminary job/project layouts.
- Perform and interpret TV inspections of sewer lines.
- Prepare sketches of sewer locations and maintain accurate records.
- Operate a variety of computer programs.
- Recognize and deal with the hazards encountered in the course of work.
- Learn and observe all appropriate safety precautions as required by the District.
- Work shift, weekends, holidays and overtime as assigned/required.
- Live within a 45 min driving radius to the main plant – on-call response
- Attend educational classes as required.

Skill to:

- Safely and effectively operate a variety of hand and power equipment, tools and materials.

SANITARY DISTRICT NO. 5

COLLECTION SYSTEM & PLANT MAINTENANCE TECHNICIAN III (C&M TECH III)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans, organizes, and supervises the maintenance of the wastewater treatment plant, pump stations, collections system, and related facilities; ensures water quality, safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work crews; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Collection System & Plant Maintenance Technician III** is a full senior level class responsible for overseeing and supervising the workers engaged in maintenance of the District's wastewater treatment plants and sewer collection systems. This classification is distinguished from the next higher class of Collection System & Maintenance Superintendent by the performance of day-to-day senior responsibilities while the latter has broader management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the District Manager and/or Collections System & Maintenance Superintendent. Exercises direct supervision over assigned staff which is limited to C&M Tech II's, C&M Tech I's and Interns.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, supervises, prioritizes, and monitors the workers responsible for the maintenance of the District's wastewater treatment plant, pump stations, and related facilities.
- Plans and coordinates staff and contractors directing sewer collection system maintenance, repair and construction programs; coordinates sewer maintenance; oversees the maintenance and repair of collection system pipelines.
- Performs or directly oversees the more difficult and complex mechanical or electrical maintenance and construction duties of the work unit, including reading and interpreting complex construction plans and specifications; responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher level District personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance with applicable rules, policies, and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training;

- Prepares a variety of incident and/or analytical reports on operations as necessary; plans, assigns, and performs field maintenance, repair, and construction; prepares and reviews location sketches for maintenance and repair projects; assists in the development of the District's Capital Improvement Plans.
- Participates in the development of the maintenance budget; administers and monitors the approved budget; prepares cost estimates for sewer system maintenance and repair activities.
- Assists with the preparation of the annual Capital Program; acts as project manager on capital projects; may inspect and coordinate capital related project work for conformance with District rules and regulations.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries, and complaints.
- Ensures on-going preventive maintenance tasks for all District equipment and facilities are performed
- Inspects work-in-progress and completed assignments for timely completion and work quality.
- Designated as a Data Submitter in CIWQS for the purpose of submitting SSO reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Inspects, maintains, and performs basic repairs to the District's treatment plant, collection, and pump station related systems and equipment, including determining whether cleaning, unplugging, and flushing lines and collection systems is necessary; raises manholes; assists in the maintenance of sewer mains, lines, and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vactor and hydro cleaning equipment; tests flows, pressures, turbidity, and chlorine residuals; performs a variety of semi-skilled heavy labor; assists with and performs the inspection of lines and pump stations; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts. Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Assists with treatment plant operations as needed and assigned.
- Performs preventative maintenance on electric, gasoline, and pneumatic equipment, such as repairing pressure hoses and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Maintains work records and logs.
- Responds to questions and concerns from the general public; provides information as appropriate.
- Responds to collection system emergencies, including overflows; serves "on-call" as needed.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carries, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants, use power and noise producing tools and equipment, drive motorized vehicles. The nature of the work also requires the incumbent to climb ladders and stairs, and enter confined spaces and use SCBA as needed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Collection System & Plant Maintenance Technician III** A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in collection system, pumping station and wastewater treatment plant operation, maintenance, repair, and inspection work, including one year in a lead or supervisory capacity, and a high school diploma.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade III Wastewater Collection System Certificate issued by the California Water Environment Association and Possession of a Mechanical Technician II Certificate by the California Water Environment Association are minimum requirements for this position.

Electrical & Instrumentation Technologist and Environment Compliance Certifications are highly desirable.

KNOWLEDGE/ABILITIES/SKILLS (KAS): *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance, and adjustment procedures for wastewater treatment plant, collection system, and pump station equipment; practices, techniques, and materials used in maintenance, construction, and repair of

sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; applicable federal, state, and local laws, codes, and regulations governing wastewater and industrial waste monitoring and control; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, coordinate, direct and perform the preventive maintenance and equipment repair functions of the District's wastewater treatment, pumping stations, and collections systems; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; respond to after hour's call-outs if required; follow written and oral directions; observe and enforce safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications; safely and effectively operate a variety of hand and power equipment, tools and materials.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
COLLECTION SYSTEM & PLANT MAINTENANCE TECHNICIAN II
(C&M TECH II)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant, grounds, and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Collection System & Plant Maintenance Technician II** is a journey level in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance tasks. This classification is distinguished from the next higher class of C&M Tech III in that the latter is responsible for providing direct supervision and for performing the more complex and difficult assignments.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Collection System & Maintenance Superintendent and C&M Tech III. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Inspects, maintains, and performs basic repairs to the District's treatment plant, collection, and pump station related systems and equipment, including determining whether cleaning, unplugging, and flushing lines and collection systems is necessary; raises manholes; assists in the maintenance of sewer mains, lines, and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vactor and hydro cleaning equipment; tests flows, pressures, turbidity, and chlorine residuals; performs a variety of semi-skilled heavy labor; assists with and performs the inspection of lines and pump stations; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts.

- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Assists with treatment plant operations as needed and assigned.
- Performs basic preventative maintenance on electric, gasoline, and pneumatic equipment, such as repairing pressure hoses and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Maintains work records and logs.
- Serves as the designated on-call C&M Tech to respond to after shift and weekend callouts
- Responds to questions and concerns from the general public; provides information as appropriate.
- Responds to collection system emergencies, including overflows; serves “on-call” as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work in confined space and use SCBA as needed.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Collection System & Plant Maintenance Technician II**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in sewer collection system and treatment plant facilities maintenance.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record that meets the requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade II Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association, as well as a Grade I Mechanical Technologist Certificate is required for this position

A Grade I Electrical/Instrumentation Certificate issued by the California Water Environment Association is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques, equipment and materials used in maintenance of sewer collection system, pump stations, treatment plant, and related facilities and equipment; applicable federal, state, and local laws, codes, and regulations related to assigned areas; methods and techniques of collection, pump, and irrigation system inspection and maintenance; basic construction, carpentry, masonry, and painting work; safety requirements for operation of equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; basic principles of mathematics; Supervisory Control and Data Acquisition (SCADA) systems; computerized maintenance management systems (CMMS); occupational hazards and standard safety practices.

Ability to:

Perform a wide variety of maintenance and basic repair and installation tasks associated with the District's collection system, treatment plant, and structure operations; make sound decisions within established guidelines; perform heavy manual labor for extended periods of time; read and interpret basic sketches, drawings, specifications, and technical manuals; organize, prioritize, and follow-up on work assignments; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; analyze an issue, and develop and implement an appropriate response; follow written and oral directions; read, interpret, and record data accurately; keep accurate construction and maintenance records; work independently; work flexible hours, including holidays, evenings, weekends, and split shifts; live within a forty-five minute driving radius from the main treatment plant for responding to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing, and in English; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of hand and power equipment, tools and materials.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
COLLECTION SYSTEM & PLANT MAINTENANCE TECHNICIAN I
(C&M TECH I)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant, grounds, and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Collection System & Plant Maintenance Technician I** is a entry level in which incumbents are expected to perform the full scope of assigned duties with the assistance of supervisory staff. Incumbents perform a full range of maintenance tasks. This classification is distinguished from the next higher class of C&M Tech II in that the latter is responsible for providing general supervision and for performing the the full array of maintenance tasks independently.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Collection System & Maintenance Superintendent, C&M Tech III and C&M Tech II. Incumbents in this class do not exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of duties, including the maintenance tasks for the sewer collection system, pump stations, treatment plant and related District facilities and equipment; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties.
- Inspects, maintains, and performs basic repairs to the District's treatment plant, collection, and pump station related systems and equipment, including determining whether cleaning, unplugging, and flushing lines and collection systems is necessary; raises manholes; assists in the maintenance of sewer mains, lines, and laterals; assists private contractors in locating leaks in sewer lines; operates rodding, vactor and hydro cleaning equipment; tests flows, pressures, turbidity, and chlorine residuals; performs a variety of semi-skilled heavy labor; assists with and performs the inspection of lines and pump stations; may repair or replace valves and fittings; responds to emergency calls; conducts underground service alerts.

- Observes safe work methods and uses safety equipment; sets traffic controls; secures worksites from traffic hazards as necessary; assures public safety around worksites; attends safety meetings; follows safe practices for entering confined spaces and other hazardous work areas.
- Assists with treatment plant operations as needed and assigned.
- Performs basic preventative maintenance on electric, gasoline, and pneumatic equipment, such as repairing pressure hoses and rinsing sludge pumps; assures safe vehicle and equipment operation.
- Maintains work records and logs.
- Responds to questions and concerns from the general public; provides information as appropriate.
- Responds to collection system emergencies, including overflows;
- Performs general housekeeping duties including landscaping, painting, cleaning of pump station and plant grounds along with office, restroom and breakroom cleaning.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals that may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and stairs, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and work in confined space and use SCBA as needed.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Collection System & Plant Maintenance Technician I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in sewer collection system and treatment plant facilities maintenance.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record that meets the requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade I Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association, as well as a Grade I Mechanical Technologist Certificate is required for this position

A Grade I Electrical/Instrumentation Certificate issued by the California Water Environment Association is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques, equipment and materials used in maintenance of sewer collection system, pump stations, treatment plant, and related facilities and equipment; applicable federal, state, and local laws, codes, and regulations related to assigned areas; methods and techniques of collection, pump, and irrigation system inspection and maintenance; basic construction, carpentry, masonry, and painting work; safety requirements for operation of equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; basic principles of mathematics; Supervisory Control and Data Acquisition (SCADA) systems; computerized maintenance management systems (CMMS); occupational hazards and standard safety practices.

Ability to:

Perform a wide variety of maintenance and basic repair and installation tasks associated with the District's collection system, treatment plant, and structure operations; make sound decisions within established guidelines; perform heavy manual labor for extended periods of time; read and interpret basic sketches, drawings, specifications, and technical manuals; organize, prioritize, and follow-up on work assignments; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; analyze an issue, and develop and implement an appropriate response; follow written and oral directions; read, interpret, and record data accurately; keep accurate construction and maintenance records; work independently; work flexible hours, including holidays, evenings, weekends, and split shifts; live within a forty-five minute driving radius from the main treatment plant for responding to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing, and in English; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of hand and power equipment, tools and materials.

SANITARY DISTRICT NO. 5 of MARIN COUNTY
EMPLOYEE BENEFITS PLAN FOR UNREPRESENTED EMPLOYEES
EFFECTIVE JULY 1, 2026

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EMPLOYEE BENEFITS PLAN FOR UNREPRESENTED EMPLOYEES

This document summarizes the benefits for individuals employed in full-time classifications at Sanitary District No. 5 of Marin County (“District”) that are not represented by recognized employee organizations, and applies to the following exempt classifications:

Administrative Services Manager (steps 31-35)

WWTP Operations Superintendent (steps 33-37)

WWTP Maintenance & Collections System Superintendent (32-36)

Administrative Assistant/ Board Secretary (steps 18-22)

These benefits apply to full-time employees in these classifications unless otherwise superseded by an employment agreement that is approved by the District Board of Directors. Employees covered by the Plan will also be eligible for any additional benefits approved by the Board of Directors that apply to their classifications. All employees covered by this benefits plan are “at-will” employees unless otherwise specified in an employment agreement or other legislative action of the Board of Directors.

Section 1. Dental Benefits

The District shall make a dental benefit available to employees covered by this Benefits Plan. The actual dental plan and terms of coverage shall be determined by the District. For any employee desiring coverage under this dental benefit, the District shall contribute the current rate for the employee and eligible dependents portion per month toward the benefit. Any cost for the dental benefit that is not paid by the District will be paid by the employee through the employee’s Section 125 Cafeteria Plan and/or payroll deduction.

Section 2. Vision Insurance Benefits

The District shall make a vision benefit available for employees covered by this Benefits Plan. The actual vision plan and terms of coverage shall be determined by the District. For any employee desiring coverage under this vision benefit, the District shall contribute the current rate for the employee and eligible dependents portion per month toward the benefit. Any cost for the vision benefit that is not paid by the District will be paid by the employee through the employee’s Section 125 Cafeteria Plan and/or payroll deduction.

Section 3. Life Insurance Benefits

The District shall provide a Basic Life and Accidental Death and Dismemberment Insurance plan in the amount of \$50,000.

Section 4. Health Benefits

The District provides health coverage through CalPERS. The District's contribution toward medical insurance will be the minimum contribution level established by CalPERS pursuant to Government Code 22892. Any remaining premium amount shall be paid by the employee either through the Section 125 Cafeteria Plan described below, through payroll deductions, or a combination thereof.

The District has established a cafeteria benefit plan in accordance with Section 125 of the Internal Revenue Code, allowing employees to use pre-tax compensation for medical, dependent medical, employee dental, dependent dental, employee vision, dependent vision, eligible uninsured medical expenses, or a combination thereof.

In addition to the minimum contribution amount established annually by CalPERS for medical benefits, the District shall contribute an additional amount to an employee's cafeteria plan. The amount contributed to the cafeteria plan in combination with the medical contribution shall equal the amounts listed below, based on the level of medical plan enrollment, to each active employee's Section 125 Plan account.

The District will cover 100% of the cost for Kaiser Basic plus administrative fees and Contingency Reserve Fund assessments, minus employer PEMHCA contribution for employee only, employee plus one, and employee plus one, two, or more plans.

The District will also cover 100% of the cost of District offered dental and vision plans for employee and eligible dependents.

Any cost for the plan not paid by the District will be paid by the employee through the Section 125 Cafeteria Plan and/or payroll deductions.

Eligible employees who are covered by health insurance through their spouse or other source with benefits comparable to those provided through District sponsored plans may waive coverage under the District sponsored Plans. The employee shall sign a waiver form provided by the District. The employee must understand that re-enrollment is subject to any provisions of the medical plan. Procedures for the administration of the Section 125 Plan shall be determined by the District.

4.2 (d) Opt-out

Eligible employees who are covered by health insurance through their spouse or other group health plan may waive coverage under the District sponsored Plans and receive a in lieu of cash benefit of employee only Kaiser Bay Area health plan rate The employee shall sign a waiver form provided by management and provide proof of coverage in another group health plan, Employees receiving the health insurance waiver benefit must notify the Human Resources Department if they cease to be covered by any other medical plan, thereby making them

ineligible for the health insurance waiver benefit. The employee must understand that re-enrollment in the District sponsored CalPERS Plan is subject to the limitations/exclusions/time period instituted by CalPERS. Employees are eligible to re-enroll during the CalPERS open enrollment period.

4.3 Employee Health and Wellness Program

A total of \$600 is available for reimbursement for the fiscal year per participating employee for health and wellness reimbursements approved under CSRMA's (District Workers Comp Insurance Program) Health and Wellness Program.

Section 5. Short Term and Long Term Disability Insurance Benefits

The District shall provide each employee with Long Term Disability Insurance ("LTD"). The District shall contribute for each employee the sum necessary per month to cover the entire premium cost of a long-term disability insurance policy selected by the District.

Effective [7/1/2026], short term disability insurance is available to employees through SDRMA.

Section 6. Retirement Benefits

6.1 CalPERS Pension

The District shall continue to contract with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for eligible employees as described in this Section.

6.2 Tier One: "2.7% at 55" Retirement Benefit Formula – Employees Hired On or Before December 30, 2012

This Section 6.2, including subsections, shall apply to employees hired on or before December 30, 2012.

6.2.1 "2.7% at 55" Pension Benefit Formula

The "2.7% at 55" pension benefit formula will be available to employees covered by this Section 9.2.

6.2.2 Final Compensation Based On 12-Month Period

For purposes of determining a pension benefit, final compensation for employees covered by this Section 9.2 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 21362.2.

6.3 Tier Two: “2% @ 60” Retirement Formula Benefit – Employees Hired After December 30, 2012 and Employees Qualified for Reciprocity (Classic Member)

This Section 6.3, including subsections, shall apply to employees hired after December 30, 2012 and employees hired on or after January 1, 2013 who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements.

6.3.1. “2% @ 60” Pension Formula

The “2% at 60” pension benefit formula will be available to employees covered by this Section 9.3.

6.3.2 Final Compensation Based On 36-Months

For the purposes of determining a retirement benefit, final compensation for employees covered by this Section 9.3 shall mean the highest annual average pensionable compensation earned during a period of thirty-six (36) consecutive months of service.

6.4 Tier One and Tier Two Employees: Employer Paid Member Contribution and Pension Cost-Sharing

Under the Public Employees’ Retirement Law, two types of contributions are required to fund the District’s PERS benefits: (1) member (employee) contributions and (2) employer contributions. Employee and employer contributions are stated as a percentage of pensionable compensation.

Member contributions for District employees are set by statute: 8% for Tier One employees (“2.7% at 55” retirement benefit formula) and 7% for Tier Two employees (“2% at 60” retirement benefit formula.) The District’s contribution rates are set by CalPERS.

Government Code Section 20691 permits an employer to pay all or a portion of the member (employee) contributions for employees hired on or before December 31, 2012. (“Employer paid member contribution” or “EMPC”)

Government Code Section 20516 permits employees to share a portion of their employer’s pension cost. (“Pension cost-sharing”)

6.4.1 For Tier One and Tier Two employees subject to Sections 6.2 or 6.3 above, the District shall pay the member (employee) contribution (“employer paid

member contribution,” or “EPMC”) and the employees shall pension cost-share as follows:

The District shall pay the full member contribution, and the employee shall pay, through payroll deduction, 8% of PERSable compensation as permitted by Government Code Section 20516(f).

6.4.2 Implementation of Internal Revenue Code Section 414(h)(2)

All EPMCs for employees are reported to CalPERS as compensation in accordance with Government Code Section 20636(c)(4). The District shall continue to implement Internal Revenue Code Section 414 (h)(2).

6.5 Tier Three: PEPR Retirement Tier Required For Employees Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not A Classic Member)

This Section 6.5 including subsections shall apply to employees who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c) of the Public Employees’ Pension Reform Act (“PEPRA”).

6.5.1 2% at 62 Pension Formula

The “2% @ 62” retirement program as described in Government Code Section 7522.20 will be available to employees covered by this Section 6.5.

6.5.2 Final Compensation Based On 36-Months

Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for employees covered by this Section 6.5 shall mean the highest average annual pensionable compensation earned during a period of thirty-six (36) consecutive months of service.

6.5.3 Required Employee (Member) Contributions

January 1, 2013, bargaining unit members covered by this Section 6.5 shall pay, through payroll deduction, fifty percent (50%) of normal costs as determined by CalPERS.

6.6 Other Options Included In CalPERS Contract

Subject to CalPERS rules and regulations, employees shall be eligible for other options included in the District’s contract with CalPERS:

- (a) Sick leave credit
- (b) Non-Industrial Disability
- (c) Optional Settlement 2W Pre-Retirement Death Benefit
- (d) \$500 lump sum post-retirement death benefit
- (e) 2% COLA
- (f) Full formula plus social security
- (g) Military service credit as public service

6.7 For employees who utilize the District's CalPERS 457 Plan, the District will match the employee's deferred compensation contribution up to 3.5% of employee salary per employee per calendar year.

Section 7. Retiree Health Benefits

7.1 Pursuant to Resolution Nos. 2000-12, 2000-13 and 2002-09, eligible employees hired prior to November 18, 2012 are entitled to the following additional retiree medical benefits:

- (a). Eligible retired employees hired by the District before September 1, 2000

To be eligible for benefits under this subsection upon retirement, the annuitant must have been a full-time District employee for a minimum of five continuous years (which must be immediately preceding retirement for eligible retired employees hired by the District before September 1, 2000), must be at least 55 years of age and must retire from the District with PERS retirement. Any additional PERS requirements will also apply. The District shall contribute to the annuitant's HRA or similar funding mechanism the amount necessary to pay the cost of the enrollment of the annuitant, including the enrollment of his or her eligible dependents, in a health benefit plan, up to a maximum of the Kaiser basic/supplemental rates per month plus administrative fees and Contingency Reserve Fund assessment, minus the minimum PEMHCA contribution made by the District on the retiree's behalf.

- (b) Eligible retired employees hired by the District between September 1, 2000-November 18, 2012

To be eligible for benefits under this subsection, the annuitant must have been a full-time District employee for a minimum of five continuous years, must be at least 55 years of age and must retire from the District with PERS retirement. Any additional PERS requirements will also apply. The District shall contribute to the annuitant's HRA or similar funding mechanism the amount necessary to pay the full cost of the annuitant's enrollment, including the enrollment of his or her eligible dependents, in a health benefits plan or plans up to a maximum of one hundred percent (100%) of the weighted average of the health benefits plan premiums for employees or annuitants enrolled for self alone plus ninety percent (90%) of the weighted average of the additional premiums required for enrollment of his or her eligible dependents in the four (4) health benefits plans which have the largest number of enrollments during the year to which the formula is applied plus administrative fees and Contingency Reserve Fund assessment, but not more than one hundred percent (100%) of premium applicable to him or her.

- (c)

Eligible Retired Employees Hired after January 1 ,2013 (PEPRA)

- i. This provision applies only to employees who are members of the California Public Employees' Retirement System (CalPERS) under the Public Employees' Pension Reform Act of 2013 (PEPRA), and who retire from the District directly from active service with CalPERS. To be eligible for retiree medical coverage, an employee must:
 - 1. Have a minimum of ten (10) years of continuous full-time service with the District immediately preceding retirement; and
 - 2. Must be 62 years of age; and
 - 3. Be eligible to receive a CalPERS service retirement at the time of separation from District employment.
- ii. District Contribution Toward Retiree Medical Premiums

The District shall contribute the minimum employer contribution as required annually under PEMHCA for all eligible PEPRA retirees toward the retiree's CalPERS medical insurance premium under the Public Employees' Medical and Hospital Care Act (PEMHCA) but no more than the following:

Years of District Service Completed	District Contribution Toward Premium
10 – 14 years	50% of the CalPERS premium (employee only)
15 – 19 years	75% of the CalPERS premium (employee only)
20+ years	100% of the CalPERS premium (employee only)

iii. Coverage for Dependents

Retirees may elect to enroll eligible dependents in a CalPERS medical plan at their own expense. The District contribution specified above applies to the retiree only.

iv. Coordination with Other Benefits

Retiree medical coverage shall be coordinated with Medicare as required by CalPERS and applicable law. Upon reaching Medicare eligibility, retirees must enroll in the appropriate Medicare-coordinated CalPERS plan.

v. Grandfathering and Limitations

This provision applies only to PEPRAs members first hired on or after January 1, 2013, who are not covered under any prior retiree medical benefit arrangement. Employees hired prior to that date remain subject to the retiree medical provisions, if any, in effect at their date of hire.

Section 8. Holidays

Regular full-time employees shall be eligible for six (6) paid holidays per calendar year according to the shift designated below and floating holiday hours according to same shift designation per calendar year, as shown below.

REGULAR HOLIDAYS	8hr Shift	9/80	4/10	12's
New Year's Day	8hrs	9hrs	10hrs	12hrs
Memorial Day	8hrs	9hrs	10hrs	12hrs

Independence Day	8hrs	9hrs	10hrs	12hrs
Thanksgiving Day	8hrs	9hrs	10hrs	12hrs
Day after Thanksgiving Day	8hrs	9hrs	10hrs	12hrs
Christmas Day Three	8hrs	9hrs	10hrs	12hrs
Floating Holiday Hours	72hrs	66hrs	60hrs	48hrs

Requests to schedule floating holidays shall be presented to the employee’s Manager, and are subject to rescheduling based on the needs of the District.

When a holiday falls on a full-time employee's regularly scheduled day off, the employee shall receive eight (8) hours of additional time, or nine (9) hours for employees assigned to 9-80 workweeks, or ten (10) hours for employees assigned to a 4-10 weekly schedule or twelve (12) hours for employees assigned to 12hr shift schedule, at a time determined by agreement between the District Manager and the employee. Such time off earned must be taken within six (6) months of the holiday as scheduled with the District Manager; provided, however, that with the approval of the District Manager the time limit may be extended.

Section 9. Vacation

Regular full-time employees are eligible to accrue paid vacation from the first day of employment. Vacation accrual is calculated in hourly increments per pay period as shown below:

<u>Years of Service (Completed)</u>	<u>Maximum Possible Annual Accrual (hours)</u>	<u>Per Pay Period Accrual (hours)</u>
0 - 3 years (1-36 months)	80 hours	3.333 hours
4-7 years 36 -84 months	120 hours	5 hours
8-15 years (84- 180 months)	160 hours	6.666 hours
16-24 years 180-288 months)	180 hours	7.5 hours
25+ years (288 months -retirement)	200 hours	8.333 hours

The District encourages employees to annually take their vacation leave. An employee may defer vacation leave up to a limit of four hundred (400) hours. Upon accruing the maximum number of vacation hours, the employee will cease to accrue vacation until the employee's unused vacation accrual is reduced below the cap.

Employees may sell back up to 120 hours of vacation per calendar year. Employees with an unforeseen financial emergency may address the District Manager in writing explaining the financial burden and requesting permission to sell back additional accrued vacation hours. The District Manager will review all requests on a case by case basis. The District Manager has the right to deny the employee request with no right of appeal.

Section 10. Sick Leave

Regular full-time employees shall accrue sick leave at the rate of one hundred twenty (120) hours per fiscal year. Sick leave may be granted because of illness, injury, exposure to contagious disease, illness or injury of a member of the employee's immediate family requiring the employee's attendance, and medical, dental and optical appointments to the extent that such appointments cannot be scheduled outside the work day.

An employee's immediate family shall consist of the employee's: spouse; domestic partner; children; step-children; or the mother, father, brother, sister, grandchildren or grandparents of the employee, spouse, or domestic partner; or other members of the employee's family residing in the employee's home; or other members of the employee's family primarily dependent upon the employee.

An employee may be granted sick leave only in case of actual sickness as defined above. In the event that an employee or a member of the employee's immediate family recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate supervisor and be available to return to duty. Sick leave may not be used before it is earned. In no event shall sick leave be converted into a cash bonus.

Excessive use of sick leave, tardiness, and failing to use the call-in procedures when absent or tardy can negatively impact job performance and affect others in the performance of their jobs. Factors that will be considered in determining whether use of sick leave is excessive include, but are not limited to, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of the employee or of others.

In order to receive compensation when absent on sick leave, the employee shall notify the employee's supervisor at least four (4) hours prior to the time set for beginning the employee's duties, unless the employee is prevented from doing so by an emergency. Employees assigned to work the day shift shall provide notice to the employee's supervisor as soon as reasonably possible.

The District may require a physician’s certification at any time regarding the sickness or injury of the employee or their immediate family member and the date of the employee’s intended return to work.

An employee may use up to sixteen (16) hours of accrued sick leave for personal emergencies with the approval of their supervisor and the District Manager.

Section 11. Salaries

Pay Scale

Effective July 1, 2026, employees shall receive an annual Cost of Living Allowance (“COLA”) increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers (“CPI”) using the CPI annual average for the calendar year immediately preceding the commencement of the District’s fiscal year with a minimum and maximum set by the terms below:

- July 1, 2026 – 2.5min-3.5%
- July 1, 2027 – 2.5% min - 3.5% max
- July 1, 2028- 2.5% min – 3.5%max
- July 1, 2029- 2.5% min – 3.5% max
- July 1, 2030 2.5% min- 3.5% max
- July 1, 2031 2.5%min- 3.5% max

If the CPI is between 4.5%-5.0% during any of these fiscal years, an additional one-time 1% COLA equity adjustment will be added to the COLA. If the CPI is above 5%, this section will be reopened to meet and confer over salary.

Section 12 Administrative Leave

Unrepresented employees will receive 80hrs of Administrative Leave per calendar year. Unused Administrative Leave hours will not carry over to the next calendar year.

Section 13 Residency and Emergency Response Stipend

Due to the nature of the job duties for the WWTP Operations Superintendent and WWTP Maintenance and Collections System Superintendent, which requires close proximity to the District’s facilities, the WWTP Operations Superintendent and WWTP Maintenance and Collections System Superintendent are required to maintain a permanent residence within a 60 minute automobile drive of the District’s facilities during non-commute hours.

The WWTP Operations Superintendent and WWTP Maintenance and Collections System Superintendent are entitled to an Emergency Response Stipend of \$500/month as a benefit for being a Stand-by Emergency Response Employee

Section 14 Vehicle Allowance

Vehicle Allowance- Employee's who are required to use their personal vehicle in the execution of their job duties after regular work hours shall be receive \$500/month for a vehicle allowance. The employee is responsible for all expenses associated with their personal vehicle.

Section 15 Other Benefits

Unrepresented employees shall be entitled to leaves and other benefits set forth in the District's Personnel Policies and Memorandum of Understanding that are not consistent with this benefits plan, and any other applicable benefits conferred in the future upon employees represented by the Employees of Sanitary District No. 5 of Marin County.

Unrepresented employees who are promoted from represented positions into unrepresented positions may request to return to their former position. The General Manager shall make every effort to approve such a request. Employees who return to their former position shall receive the top step of the approved salary step range.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

ADMINISTRATIVE SERVICES MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction from the General Manager, to perform professional administrative management duties, including: personnel functions, recruitment and selection; salary and benefits administration; labor relations; records management; risk management, safety, permit administration, personnel rules, policies and procedures administration; administrative support functions; supervision of various administrative and clerical staff; and, other duties as assigned.

SUPERVISION EXERCISED/RECEIVED:

Exercises technical and function supervision over the administrative assistant and the Inspector.
Receives direction from the General Manager.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

Human Resources/Administration/Risk Management

- Completes duties associated with payroll, personnel, employee health and pension benefits, including making monthly and quarterly reports and preparing annual W-2 forms.
- Coordinate the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; develop job announcements, advertisements, supplemental and interview questions for oral examinations; administer a variety of tests and uses other selection tools to determine the qualifications of job applicants; review and screen job applications; analyze test data; arrange appraisal panels; establish eligibility lists.
- Manages Agency risk management activities, including the procurement of appropriate insurance coverage.
- Maintain confidentiality on behalf of the General Manager on matters pertaining to the District, its employees and the Board of Directors
- Administer group insurance and other employee benefit programs; coordinate plan administration with consulting firms.
- Prepare personnel rules, policies and procedures; provide interpretations and information to District personnel and other interested parties.
- Develop and implement programs in such areas as employee training, employee recognition and employee orientation.
- Administers and maintains all personnel files, employee benefits and workmen's compensation programs, including personnel management and assisting employees with completion of forms and answering questions.
- Performs word processing for staff correspondence, memos and reports, proofreads material for completeness, accuracy and correct English usage, spelling, and grammar.

Human Resources/Administration/Risk Management- Cont.

- Maintains a calendar for appointments, schedules and arranges meetings and preparation of required informational materials.
- Greets and assists visitors to the District office; provides information regarding processes and procedures, which may require the interpretation of rules and regulations; answers the telephone and assists and directs callers and takes messages.
- Establishes positive working relationship with representatives of community organizations, District Board of Directors, State and local agencies and associations District management and the public.
- Maintains files in accordance with the District's retention policy and procedures; acts as the official record-keeper of the District.
- Collects, sorts, distributes and posts daily mail.
- Performs other duties as required.

IT/SAFETY

- Oversees the maintenance of Agency operating systems including access to online employee benefits enrollment functions. Develops and maintains system access and backup protocols.
- Oversees the Districts IT and SCADA consultants work to ensure Software updates are up to date and that Cybersecurity is also up to date.
- Serve as the Safety Director and ensure the Districts safety policies are up to date with current OSHA regulations
- Manage the Districts safety training program which includes scheduling safety trainings and maintaining the Districts online Safety training database.

Permits

- Creates appointments and maintains calendar; schedules and arranges meetings for permit inspections and plan reviews.
- Read and interpret general standards, plans and specifications; maintain job records, permits, as-built plans, and test reports.
- Assist the District Manager in checking and approving large construction plans for new public and private sewers; assist with preliminary job/project layout.
- Document site/neighborhood conditions prior to start-up of public sewer replacement/construction project.
- Assess the safety precautions taken on sewer construction sites, and enforce District specifications.
- Review methods of construction to determine their adequacy in relation to standards.
- Prepare and submit accurate records, progress reports and permits for all work performed.
- Upgrade and maintain District map inventory, using both hand and computer drafting methods.

Sanitary District No. 5 of Marin County
Administrative Services Manager Job Description

QUALIFICATIONS:

Knowledge of:

- Principles and techniques of personnel administration with emphasis on recruitment and selection and employee benefits.
- Laws, regulations, policies and procedures pertaining to personnel administration.
- Compensation practices and survey methods.
- Statistical concepts and methods.
- Principles of supervision.
- Principles of organization and management.
- Secretarial and business communication skills and practices.
- Basic knowledge of computer network practices or requirements.
- The District's ordinances.
- Construction practices, procedures, methods, materials, tools, equipment, and supplies as applicable to the construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Civil, structural, mechanical, and electrical engineering as it relates to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Safety hazards and appropriate precautions per Cal-OSHA and OSHA safety regulations applicable to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Operation, materials, and methods of sewage collection, treatment, and construction, including County Health Codes related thereto.
- Surveying and drafting procedures, instruments and equipment.
- Safe work practices
- Mathematics as it applies to construction of public and private sewers, collection system pumping stations, and related appurtenances.

Skill in:

- Performing complex and detailed office administrative support work.
- Composing clear and concise correspondence related to District business.
- Imputing and retrieving data from automated systems with sufficient speed and accuracy to perform the work.
- Maintaining accurate records and files.
- Preparing clear and accurate reports.

Sanitary District No. 5 of Marin County
Administrative Services Manager Job Description

Ability to:

- Type a minimum of 50 wpm, and proficiency in various computer software programs, including the Microsoft Office 2013 suite or higher.
- Operate modern office equipment including, but not limited to, computer equipment.
- Compose, edit, proofread and format various documents and business correspondence.
- Develop individual and team goals, objectives and performance measures to achieve results consistent with District objectives.
- Make difficult and timely decisions; meet deadlines and work independently.
- Ability to compose and produce items of a confidential nature, including personnel investigations.
- Effectively administer and interpret the personnel, and administrative support functions of the District.
- Collect and analyze statistical information.
- Maintain comprehensive records systems.
- Plan, supervise, serve as resource, and direct the work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Effectively review, interpret and apply any and all provisions contained in District agreements and/or Memoranda of Understanding pertaining to District employee organizations and Union-represented groups.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

OTHER QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to graduation from a four-year college or university with major course work in, business or public administration, or a field related to the work.
- Experience in a public agency is highly desirable.

LICENSES AND CERTIFICATES:

Must possess a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the phone.

WORKING CONDITIONS:

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY
WWTP OPERATIONS SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, supervises, evaluates, plans, and organizes the operations, maintenance, and repairs of the District's wastewater treatment plants, and disposal facilities; assists in the preparation and administration of the District budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other District services, including capital design and construction; serves as the District's designated Chief Plant Operator and the Laboratory Director; represents District operations with government control agencies; ensures safe work practices, work quality, and accuracy; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **WWTP Operations Superintendent** is a supervisory level class within the District responsible for assigning and supervising the operation, development, repair, and maintenance of the District's wastewater treatment plants, and the incumbent is expected to perform the full scope of assigned duties. In the absence of the District Manager, and at the discretion of the Board, the incumbent would temporarily assume the duties of District Manager. This classification is distinguished from the next higher class of District Manager by the latter's performance of overall management responsibilities for the District.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the District Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, coordinates, and supervises the operation and maintenance of all District wastewater treatment and disposal facilities, and ensures timely completion of all assignments.
- Ensures compliance with permitting requirements and with federal, state, regional, and local laws and regulations, and in so acting, shall maintain requisite qualifications for, and fulfill, the duties of Designated Operator In Charge.
- Confers with supervisors/lead workers concerning the planning, scheduling, and assignment of maintenance and operations functions; oversees the efficient assignment and utilization of equipment.
- Develops, implements, and maintains operations and maintenance goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following) - Continued*

- Coordinates the selection and training of operations; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; coordinates work assignments through supervisory and lead staff; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance to applicable rules, policies, and procedures.
- Monitors the condition of the District's infrastructure, including wastewater treatment plants, , and related facilities for maintenance, repair, and replacement; provides input regarding the design and construction of new wastewater facilities.
- Prepares and reviews a variety of reports and operating records prior to submission to appropriate agencies.
- Serves as the District's Laboratory Manager; monitors testing procedures; prepares required reports and notifications to ensure compliance with permitting requirements; performs basic skilled water pollution control laboratory testing and analysis; ensures operator adherence to quality assurance programs for laboratory analysis and instrumentation.
- Plans and coordinates the District's Capital Improvement projects, serves as project manager; conducts construction inspections; regularly reports on the status of such projects and inspections to the District Manager.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, and trains assigned staff; develops and directs staff safety training programs; schedules staff work assignments.
- Develops and recommends the operations budgets to the District Manager; monitors budget expenditures; prepares project cost estimates and analysis.
- Represents the District's wastewater treatment functions in public relations activities; addresses, investigates, and responds to inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 25 pounds may occasionally be required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals, and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and climb stairs; work both indoors and outdoors; and work in confined space and use SCBA as needed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **WWTP Operation Superintendent**. A typical way of obtaining the required qualifications is to possess five years of supervisory experience in the wastewater treatment, collections system and water quality control operations, maintenance, and monitoring, including three years in a management or full supervisory position, and possession of a high school diploma or equivalent with appropriate course work. A bachelor's degree from an accredited college or university with major course work in Environmental Engineering or a related field is desirable.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District's Insurance requirements. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade IV Certification as a Wastewater Plant Operator from the California State Water Resource Control Board and possession of a Grade III Maintenance Technician, and a Grade I Laboratory Analyst Certificate are minimum requirements for this position

A Grade III Collection System Maintenance, a Grade I Electrical and Instrumentation and Grade I Environment Compliance Certificate issued by the California Water Environment Association is highly desirable

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; practices, equipment, and materials related to the repair, maintenance, and adjustment procedures for wastewater treatment plant and pump station equipment; practices, techniques, and materials used in maintenance, construction, and repair of sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; principles and techniques of supervision, training, and motivation; applicable federal, state, and local laws governing wastewater treatment plant operations and water quality; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; basic mathematical and graphic principles; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, coordinate, and direct the operations, preventive maintenance, and equipment repair functions of the District's wastewater treatment, pumping stations and collections systems; observe treatment plant operations, interpret data and direct adjustments to plant operations as needed to ensure maximum efficiency and compliance with permitting requirements; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; follow written and oral directions; respond to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the analysis and testing of wastewater samples; operate wastewater treatment plant and related collection equipment.

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

WWTP MAINTENANCE/COLLECTION SYSTEM SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, supervises, evaluates, plans, and organizes the maintenance, and repairs of the District's wastewater treatment plants, collections system, and disposal facilities; assists in the preparation and administration of the District budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other District services, including capital design and construction; serves as the secondary Legally Responsible Official; represents District operations with government control agencies; ensures safe work practices, work quality, and accuracy; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **WWTP Maintenance/Collection System Superintendent** is a supervisory position within the District responsible for assigning and overseeing the operation, development, repair, and maintenance of the District's wastewater treatment plants, pump stations, collection systems and the incumbent is expected to perform the full scope of assigned duties. The incumbent may assume all of the Legally Responsible Official duties of the District Manager in his/her absence. This classification is distinguished from the next higher class of District Manager by the latter's performance of overall management responsibilities for the District.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the District Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, coordinates, and supervises the maintenance of all District wastewater treatment, collection system and disposal facilities, and ensures timely completion of all assignments.
- Ensures compliance with permitting requirements and with federal, state, regional, and local laws and regulations, and in so acting, shall maintain requisite qualifications for, and fulfill, the duties of Legally Responsible Official.
- Confers with supervisors/lead workers concerning the planning, scheduling, and assignment of maintenance and operations functions; oversees the efficient assignment and utilization of equipment.
- Develops, implements, and maintains operations and maintenance goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Coordinates the selection and training of maintenance personnel; assumes responsibility for motivating

and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; coordinates work assignments through supervisory and lead staff; monitors work activities to ensure safe work practices, work quality, and accuracy; ensures compliance to applicable rules, policies, and procedures.

- Monitors the condition of the District's infrastructure, including wastewater treatment plants, pumping station, collection systems, and related facilities for maintenance, repair, and replacement; provides input regarding the design and construction of new wastewater facilities.
- Prepares and reviews a variety of reports and operating records prior to submission to appropriate agencies; oversees the maintenance of complete, accurate, and current operations and maintenance records.
- Plans and coordinates the District's Capital Improvement projects, serves as project manager; conducts construction inspections; regularly reports on the status of such projects and inspections to the District Manager.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, and trains assigned staff; develops and directs staff safety training programs; schedules staff work assignments.
- Develops and recommends the operations and maintenance budgets to the District Manager; monitors budget expenditures; prepares project cost estimates and analysis.
- Represents the District's wastewater treatment functions in public relations activities; addresses, investigates, and responds to inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing up to 25 pounds may occasionally be required. Additionally, the incumbent in this position may be exposed to biohazards, caustic chemicals, and a variety of working conditions, including mechanical and electrical hazards, loud noise, wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and climb stairs; work both indoors and outdoors; and work in confined space and use SCBA as needed.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **WWTP Maintenance/Collection System Superintendent**. A typical way of obtaining the required qualifications is to possess five years of supervisory experience in the

wastewater treatment, collections system and water quality control operations, maintenance, and monitoring, including three years in a management or full supervisory position, and possession of a high school diploma or equivalent with appropriate course work. An Associate's Degree from an accredited college or university with major course work in Wastewater Treatment or a related field is desirable.

License/Certificate:

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District's Insurance requirements. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

Possession of a Grade III Collection Systems Technician and possession of a Grade III Plant Maintenance issued by the California Water Environment is the minimum requirement for this position

Possession of a Grade I Wastewater Operator Certification from the SWRCB and Possession of a Grade I Electrical & Instrumentation Certificate issued by the California Water Environment Association is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; practices, equipment, and materials related to the repair, maintenance, and adjustment procedures for wastewater treatment plant and pump station equipment; practices, techniques, and materials used in maintenance, construction, and repair of sewer systems, as well as related facilities; principles, practices, and methods of basic laboratory testing methods and procedures; principles and techniques of supervision, training, and motivation; applicable federal, state, and local laws governing wastewater treatment plant operations and water quality; principles and practices of project design, cost estimating, and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; computer systems and software related to wastewater facilities maintenance and operations, including SCADA systems; basic mathematical and graphic principles; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, coordinate, and direct the operations, preventive maintenance, and equipment repair functions of the District's wastewater treatment, pumping stations and collections systems; observe treatment plant operations, interpret data and direct adjustments to plant operations as needed to ensure maximum efficiency and compliance with permitting requirements; select, train, supervise, and evaluate subordinate staff; analyze a complex issue and develop and implement an appropriate response; assist in the preparation and administration of the operations and maintenance budget; analyze and evaluate new and existing wastewater collections and treatment methods and standard operating procedures; follow written and oral directions; respond to after hours call-outs if required; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the analysis and testing of wastewater samples; operate wastewater treatment plant and related collection equipment.

RESOLUTION NO. 2026-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF
SANITARY DISTRICT NO. 5 OF MARIN COUNTY
ADOPTING REVISED PERSONNEL POLICIES

WHEREAS, the Board of Directors of Sanitary District No. 5 adopted Personnel Policies for the purpose of facilitating efficient and economical services to the public and providing a fair and equitable system of personnel management in the Sanitary District No. 5 of Marin County;

WHEREAS, the Board of Directors of Sanitary District No.5 last updated the personnel policies in 2012 per Resolution 2012-04; and

WHEREAS, the Meyers-Milias-Brown Act (MMBA) establishes procedures for meeting and conferring in good faith with recognized employee organizations regarding matters within the scope of representation that are not preempted by federal or state law; and

WHEREAS, the MMBA authorizes local government agencies to adopt personnel rules following reasonable notice to affected exclusive representative(s) of appropriate bargaining units, and the opportunity for the exclusive representative(s) to request to meet and confer over matters within the scope of representation that are not preempted by federal or state law; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Sanitary District No. 5 of Marin County does hereby adopt the attached "Sanitary District No.5 of Marin County- Personnel Policies and Procedures Manual"

* * * * *

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 May, 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors: None

ABSENT, Directors: None

ABSTAIN, Directors: None

APPROVED:

ATTEST:

Catharine Benediktsson
President, Board of Directors

John Carapiet
Secretary, Board of Directors

SANITARY DISTRICT of MARIN COUNTY



PERSONNEL POLICIES AND PROCEDURES MANUAL

Adopted by the SD5 Board of Directors on [5/21/2026]

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POLICY #:	101
SECTION:	LEGAL
SUBJECT:	Equal Employment Opportunity
DATE:	7/01/2026

POLICY

Sanitary District No.5 of Marin County (referred to throughout this Manual as “SD5” or the “District”) is an equal opportunity employer and makes employment decisions based on merit, qualifications, and experience. SD5 prohibits unlawful discrimination on the basis of race, creed, color, sex, religion, marital status, registered domestic partnership status, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, sexual orientation, gender, gender identity or gender expression, reproductive health decision-making, military or veteran status, genetic information, pregnancy, childbirth, and related medical conditions, use of cannabis off the job and away from the workplace (except as may be required by federal law), prior cannabis use, or any other characteristic protected by federal, state or local laws. SD5 also prohibits unlawful discrimination based on the perception that anyone has any of these characteristics or is associated with a person who has or is perceived as having any of these characteristics.

The District makes reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a protected disability.

POLICY #:	102
SECTION:	LEGAL
SUBJECT:	Unlawful Harassment/Discrimination
DATE:	7/01/2026

POLICY

Harassment and / or discrimination on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, race, color, national origin, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, reproductive health decision-making, military or veteran status, marital status, registered domestic partner status, genetic information, pregnancy, childbirth, and related medical conditions, use of cannabis off the job and away from the workplace (except as may be required by federal law), prior cannabis use, or any other protected basis (collectively the “Protected Characteristics”) is unlawful under federal and state law. The District also does not discriminate against applicants or employees who are perceived to have such characteristics or who associate with an individual having such characteristics. Every reasonable effort will be made to provide an accessible work environment for such employees and applicants.

Every individual is entitled to work free of discrimination and harassment based on any Protected Characteristic. The law prohibits all employees, including coworkers, supervisors, and managers, as well as third parties with whom the employee comes into contact, from engaging in this impermissible conduct. Accordingly, the District does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment violate the District's rules of conduct.

DEFINITION

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with another individual;
- Threatening or demanding that another employee submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion.; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The District does not tolerate sexual harassment in the workplace or in a work-related situation. Sexual harassment violates the District's rules of conduct.

PROCEDURE

A. SD5 Complaint Procedure

Any individual who believes they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, should notify their supervisor, or any supervisor or manager. Supervisors who receive a complaint under this policy will report it to the General Manager/designee. The General Manager/designee will conduct a neutral, timely, and thorough investigation. Any workplace investigation will be appropriately documented and kept confidential to the extent possible. Following the completion of an investigation, the District will take appropriate action based on the findings of the investigation.

B. Discrimination and harassment in employment are not tolerated. In addition, the District prohibits retaliation for having made a report, and/or otherwise participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge. State and Federal District Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes they have been harmed by an unlawful practice, and is not satisfied with the District's response to the problem, they may file a written complaint with these agencies. For the State of California, the District is The Civil Rights Department ("CRD"). The local address for the DFEH is 651 Bannon Street, Suite 200, Sacramento, CA 95811, or <https://calcivilrights.ca.gov/>. For the federal government, the District is the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, #1170, Oakland, California 94612, or www.eeoc.gov.

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

C. Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the CRD or EEOC, or for otherwise participating in any proceedings conducted by the Company under this policy and/or by either of these agencies.

POLICY #:	103
SECTION:	LEGAL
SUBJECT:	Employment Eligibility Requirement
DATE:	7/01/2026

POLICY

In accordance with the law, SD5 hires and retains in employment only those individuals who are lawfully authorized to work in the United States. No new hire or rehire may begin work until required documentation has been provided to establish employment eligibility and identification.

All new and rehired employees must complete the Employment Eligibility Verification Form I-9 within three days of their first day of work.

Policy No.:	104
Section:	LEGAL
Subject:	Secondary Employment
Date:	7/01/2026

POLICY

It is the District’s policy to permit employees to engage in Secondary Employment when it does not create a conflict of interest or constitute an incompatible activity.

The District applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. Each employee is required to disclose all Secondary Employment. Each disclosure shall be treated as confidential and will be reviewed and approved by the employee’s respective supervisor or manager to ensure that the Secondary Employment is compatible with the employee’s job and does not impair the employee’s ability to perform their job for the District in an acceptable manner.

The following words and phrases used in this policy have the following meanings unless otherwise clearly indicated by the context:

Secondary Employment: any job other than the employee’s job with the District; outside business; self-employment; contract or work agreement made by any employee of the District with another party.

Voluntary, Non-paid Charity, or Civic Work: are considered Secondary Employment for the purposes of this policy if that work is for another governmental organization (such as a city, county, state, federal or quasi-public agency) or would fall under one of the four conditions detailed above in the section entitled Authority. Additionally, employees should be aware of the various policies and procedures that may affect such activity.

“Casual or incidental jobs or employment” shall be considered as employment situations that may be available to an employee on short notice, for less than three (3) days duration and not of a recurring nature.

The following rules for outside employment apply to all employees:

- Work-related activities and conduct away from the District must not compete with, conflict with or compromise the District’s interests or adversely affect job performance and the ability to fulfill all responsibilities to the District. Employees are prohibited from performing any services for customers of the District that are normally performed by the District. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any District confidential information. In addition, employees may not solicit or conduct any outside business during work time for the

District.

- District employees must carefully consider the demands that additional work activity will create before accepting Secondary Employment. Secondary Employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If Secondary Employment causes or contributes to job-related problems at the District, the employee will be asked to discontinue the Secondary Employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use paid sick leave to perform work for another employer.
- If an employee's Secondary Employment presents a conflict of interest with District as defined in this policy and/or law, or if such Secondary Employment has any potential for negative impact on the District, the employee will be asked to terminate the Secondary Employment.
- Fraudulent use of sick leave or an employee's refusal to comply with the District's reasonable request to terminate Secondary Employment may result in immediate termination of employment with the District.

PROCEDURES

1. Prior to accepting Secondary Employment, as defined above, an employee must disclose the Secondary Employment to their supervisor or manager for review by the Department Head. Each disclosure will be treated as confidential to protect the rights of the employee.
2. Annually, all employees are required to provide updates regarding any previously approved Secondary Employment to their supervisor or manager.
3. Grandfather provisions do not exist for this policy. Upon adoption by the Board of Directors, all employees will have one month to comply with this policy. Employees may continue to engage in Secondary Employment as long as they have disclosed the Secondary Employment to their supervisor or manager and are awaiting a decision.
4. The Department Head shall make a determination regarding the employee's Secondary Employment within five (5) working days of employee disclosure. If it is determined that the situation is unusual or complicated, an additional review time may be needed; as a general guideline this additional time shall not exceed ten (10) days. The Department Head should determine if:
 - a. A conflict of interest or an incompatible activity exists;
 - b. The Secondary Employment would have an adverse impact on the department;

- c. The Secondary Employment impairs the employee's ability to perform their job for the District in an acceptable manner; or
 - d. A conflict is created when a current District employee undertakes a second job with the District; or
 - e. If the second job would fall under one of the four conditions detailed above in the section entitled Authority.
5. If no conflict is found, the employee will be advised that the Secondary Employment can be commenced or continued.
 6. If a determination is made that a conflict does exist, the Department Head will contact the employee and discuss the exact nature of the Secondary Employment in detail. The Department Head should advise the employee that employment with the District may be jeopardized if the Secondary Employment is undertaken or continued. Notification should be in writing and state the specific reasons for the denial.
 7. If a conflict is found and it cannot be worked out between the employee and the Department Head, the employee may, within five (5) days, request that the Secondary Employment denial be reviewed by the General Manager. The General Manager shall make a final determination within five (5) days from the date submitted.
 8. Casual or incidental jobs or employment will require only oral or phone approval of the Department Head and/or his/her designee prior to beginning.
 9. If Secondary Employment is approved, each employee should ensure that appropriate evidence is available that the employer (or self-employment) meets all District, County and State (and Federal, if applicable) licenses, permits, and insurance requirements, including Workers' Compensation.
 10. Documentation of the Department Heads decision will be provided to the employee and a copy shall be placed in the employee's personnel file.

This policy applies to all District employees who are off work due to a work related injury including employees who are receiving temporary total disability payment under the appropriate sections of the Labor Code.

POLICY #:	105
SECTION:	LEGAL
SUBJECT:	Memorandum of Understanding (MOU)
DATE:	7/01/2026

POLICY

To the extent provisions in this policy manual do or may conflict with provisions in an MOU, the MOU provisions govern for all represented employees.

POLICY #:	106
SECTION:	LEGAL
SUBJECT:	Conduct Policy
DATE:	7/01/2026

POLICY

All District employees shall observe and demonstrate the highest standards of conduct and professionalism and shall avoid inappropriate or prohibited conduct, including but not limited to that described below. This policy provides a summary, but is not an exhaustive list, of all conduct that may subject an employee to discipline. Employees may also be disciplined for inappropriate conduct not directly addressed in this policy.

Courtesy

- Employees are required to treat the public and other District personnel in a professional manner.
- District employees shall be respectful and polite at all times when engaged in District business with other employees, vendors, contractors, or members of the public, whether in person, virtually, on the telephone, or by email.
- If an employee has difficulty with anyone from the public, the employee shall request assistance from the employee’s supervisor.

Performance of Duties

- All District employees shall perform their duties diligently, thoroughly, and properly.
- No District employee shall alter, falsify, destroy, mutilate, or backdate any District records.

Misuse and Abuse of Position

No District employee shall use or attempt to use their position with the District to obtain privileges or exemptions, whether for the employee or for another person or organization.

No District employee shall solicit any gift, favor, or thing of value from any member of the public. See also *Policy #411* for the District’s policy regarding gifts and gratuities.

POLICY #:	201
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Employment Categories
DATE:	7/01/2026

POLICY

SD5 employs individuals in one of four (4) different categories: Probationary, Regular Full- Time, Temporary, or Regular Part-Time. Each employee is also identified by one of two classifications: Exempt or Non-Exempt.

Board members are not District employees.

EMPLOYMENT CATEGORIES

1. Probationary Employee

All newly hired, transferred, or promoted employees are subject to a probationary period. See *Policy #202* for additional information about the probationary period.

2. Regular Full-Time Employee

Employees in this category are those who have satisfactorily completed their probationary period, and who are regularly scheduled to work a minimum of eighty (80) hours per two-week pay period (i.e., forty hours per work week).

3. Regular Part-Time Employment (Unrepresented only)

Unrepresented employees in this category are those who have satisfactorily completed their probationary period, and who are regularly scheduled to work a minimum of forty (40) hours per pay period or 20 hours per week. They are eligible to accrue vacation, sick, holiday, and administrative leave benefits on a pro rata basis. They are eligible for medical, dental, vision, disability, and life insurance benefits in accordance with such policies, and as described in *Policy #307* of this manual.

Compensation for regular part-time employees is generally pro-rated based on the ratio of hours worked to full-time equivalency for District classifications. If a full-time equivalent classification does not exist, the hourly compensation rate will be determined by the District.

4. Temporary Employee

Employees in this category are those holding District employment in positions of limited or specified duration arising out of special projects or other reasons established by the District.

5. District Interns

District interns are at-will, temporary employees. Their employment may be terminated at any time, with or without cause or notice, and at the will of the District Manager in his or her sole discretion.

EMPLOYMENT CLASSIFICATIONS

1. Exempt Positions

Exempt employees are paid a salary designed to compensate them for all time worked and do not receive overtime compensation for work beyond their normal schedules. Exempt employees are expected to work beyond their normal schedules as work demands may require.

2. Non-Exempt Positions

Employees designated as non-exempt are paid on an hourly basis and are eligible for overtime compensation.

POLICY #:	202
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Probationary Period
DATE:	7/01/2026

POLICY

All newly hired, transferred, or promoted employees are subject to a probationary period. The probationary period shall begin with the date of hire, transfer, or promotion.

The probationary period for new employees is one (1) year, exclusive of any approved leaves of absence. A new hire probationary employee may be terminated with or without cause or reason, without advance notice, and without the right to grieve or appeal this decision.

The probationary period following a promotion to a higher position or a transfer to another position is six (6) months, exclusive of any approved leaves of absence. Employees who fail their probationary period following a transfer or promotion may, at the sole discretion of the General Manager, return to their former position if it is still vacant and available.

Written performance evaluations of probationary employees may, but are not required to, be given. During the probationary period, a supervisor may, but is not required to, engage in coaching sessions with the employee to address any areas of concern.

Probationary Period Extension

1. At the General Manager's discretion, a probationary employment period extension of up to six (6) months may be granted for employees who need extra time to obtain a required certification to perform their job.
2. The General Manager shall have the right to extend an employee's probationary period up to a period of twelve (12) months upon written agreement between the District and employee.

POLICY #:	203
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Job Classification Administration
DATE:	7/01/2026

POLICY

SD5's job classifications and descriptions establish a system that encourages employee development, provides opportunities for career advancement, and creates an understanding of the roles, responsibilities, and relationships of each position within the District.

PROCEDURE

A position classification is comprised of individual job descriptions. Job descriptions identify the essential duties, responsibilities, level of authority, physical demands, education, experience, licenses, and certifications required to meet the minimum performance standards and minimum qualifications for each position at the District.

1. Periodically, the General Manager will review job descriptions to ensure they are current and accurate.
2. Each position is assigned a salary range based on the complexity of the position responsibilities relative to external market salary conditions.
3. The Board is responsible for approving job descriptions and authorizing the number of District positions.
4. The General Manager is responsible for ensuring that accurate job descriptions exist for all positions.

POLICY #:	204
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Compensation Administration
DATE:	7/01/2026

POLICY

SD5 establishes, administers, and periodically reviews its compensation for each position.

PROCEDURE

1. Compensation

The compensation for each approved District classification shall be recommended by the General Manager and approved by the Board. Compensation shall consist of a base salary, salary range, and/or hourly wage rate for each separate position.

2. Salary Ranges and Increases

All positions are assigned a salary range that has a minimum and maximum rate of pay. An employee must demonstrate satisfactory performance and meet department advancement requirements to be eligible for consideration to move from one step to the next within the range. A new employee, after successfully completing the probationary period, with the supervisor's recommendation and approval of the General Manager, may be eligible for advancement to the next step. Employees who are promoted, or who transfer to a different position, and who complete twelve (12) months of service, including successful completion of the probationary period, will be considered for a possible salary increase.

An employee may be promoted to the next higher-level position when the employee meets the minimum qualifications of that position and all department guidelines and requirements for advancement are met, and with the approval of the supervisor and General Manager.

3. Hiring Rate

All new employees shall be advised at the time of hire as to their starting rate of pay. Employees are normally hired at the starting pay rate for their position. New employees may, however, be hired at a higher pay rate in consideration of such factors as advanced or specialized education or training, level of experience, possession of highly developed technical skills, demonstrated achievements, labor market competitiveness, or other relevant factors. Advance approval by the General Manager is required before making an employment offer.

4. Promotions

An employee who receives a promotion to a higher position shall receive a pay increase in

accordance with promotional position's current salary range. Generally, when an employee is promoted the compensation increase is at least 5%. If the increase is less than 5%, the General Manager may adjust the step increases in the approved compensation range to provide a 5% increase.

5. Pay Period and Pay Day

SD5 pays its employees twice a month.

1. Period one (1) covering the 1st -15th
2. Period two (2) covering the 16th – the end of the month.

Pay day will take place according to the annual calendar issued by the Administrative Services Manager (pay will take place on or before the 15th or the end of the month)

Overtime that is earned after the pay period cut-off date will be paid in the subsequent pay period. Each paycheck will reflect the base hourly rate of pay for hourly employees, and any additional pay including overtime, holiday, or premium pay received during that pay period.

The pay period cutoff dates (time cards due date) are set annually according to the Administrative Services Manager in conjunction with the annual calendar. All employees are required to submit a complete, accurate, and signed time sheet to their superintendent no later than 9:00 a.m. on the time cards due date. Time spent on District activities and tasks will be tracked to the nearest fifteen (15) minutes on a timesheet. Overtime work is tracked to the nearest thirty (30) minutes. Superintendents are responsible for reviewing employee time sheets for completeness and accuracy. Superintendents must approve timesheets before submitting them to payroll. If a reviewing Superintendent identifies an error in the timesheet, they are responsible for working with the employee to correct the error before approving and submitting the timesheet to payroll. If an employee does not submit a time sheet as required then the employee's paycheck may be delayed.

6. Direct Deposit

The District provides employees with the option to elect the convenience of having their paycheck electronically deposited to a financial institution of their choice (direct deposit). Employees may instruct that their directly deposited paycheck be divided and deposited into up to as many separate accounts at the financial institution as allowed by the vendor (Paychex flex) (e.g., checking account, savings account, club account, etc.).

Employees may also arrange to have another person pick up their paycheck if the employee is unable to do so. Written authorization must be provided by the employee.

POLICY #:	205
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Hours of Work
DATE:	7/01/2026

POLICY

SD5 establishes working hours consistent with the operating requirements and responsibilities of the District. Work shifts, days, hours, and break periods are established and modified by the District within the limits prescribed by law, based on operating conditions and requirements of the District. The District has the right to require employees to work overtime, which may occur any time before or after the standard work week, including weekends, evenings and/or holidays. Employee schedules reflecting workdays, shifts, and hours are determined by the General Manager on an annual basis will be distributed to each department and posted on District bulletin boards. Any changes to employees scheduled shifts will be shared via email.

All employees shall be assigned work schedules with regular starting and ending times. Employees may not change their own work schedule without receiving written advance approval from the General Manager or designee. In the event the District needs to change an employee's schedule, the District will endeavor to provide the employee at least ten (10) working days' notice before the new schedule becomes effective, except in cases of emergency as determined by the General Manager/designee.

WORK SCHEDULES DEFINED

Work schedules for non-exempt employees are structured in one of the following ways:

1. 8-hour shift: An eight (8) hour work period, five (5) days per week.
2. 10-hour shift: A ten (10) hour work period, four (4) days per week.
3. 9-80 shift: A nine (9) hour work period, four (4) days per work week, and a four (4) hour work period, one (1) day per work week.
4. 12hr shift: A twelve (12) hour work period, 4 days per week followed by/3 days per week in a two week period or 7/12s which would include 7 -12hour days followed by 7 days off

District employees are expected to remain at the District during their assigned shift. Employees who need to deviate from the normal business schedule (i.e., leave work early, arrive to work late) must obtain prior authorization from the General Manager.

WORK WEEK DEFINED

The work week for District employees working an eight (8) hour or ten (10) hour shift shall begin at

00:00 hours on Sunday and conclude the following Saturday at 24:00 hours.

For employees working a 9-80 shift or 12hr shift, each employee's defined work week will be communicated in a written agreement with the employee, and in compliance with FLSA requirements.

MEAL PERIOD, BREAKS, WASH-UP TIME, AND UNIFORMS FOR NON-EXEMPT EMPLOYEES

1. Non-exempt employees shall receive a paid and duty-free thirty- minute lunch break each workday. Lunch breaks missed due to operational needs may be used at the end of the workday with superintendent approval. Employees must stay within District Boundary during the lunch break. Lunch breaks cannot be saved for use during a future work shift.
2. Non-exempt employees will include a fifteen (15) minute paid rest period during the middle of each four (4) hour work period. Break periods missed due to operational needs may be used at the end of the workday with superintendent approval and will not result in overtime. Rest breaks cannot be saved for use during a future work shift.
3. Employees whose job requires wearing a uniform or special clothing will be provided with the required clothing and are expected to be in uniform and ready to begin working at the time the shift begins. Worn uniforms may be left in the designated location at work for laundering after their shift.
4. When necessary, as determined by their superintendent, non-exempt employees will be permitted up to fifteen (15) minutes of paid time at the end of a work shift to perform such activities as cleaning up a work area, putting away tools and personal wash-up and changing clothes.

POLICY #:	206
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Overtime/Compensatory Time
DATE:	7/01/2026

POLICY

All District positions may be required to work overtime. Exempt positions are not eligible to receive overtime compensation.

PROCEDURE

With the exception of emergency situations, an employee must obtain superintendent approval prior to working overtime.

1. Overtime for Non-Exempt Positions

- A. Non-exempt employees are entitled to overtime pay at the rate of one and one-half (1-1/2) times their regular hourly rate of pay for all hours worked in excess of their regularly scheduled shift.
- B. Overtime shall be compensated to the nearest half (1/2) hour or 30 minutes. No employee shall be required to work more than sixteen (16) total hours during a twenty-four (24) hour period except in the event of an emergency. The District will endeavor to distribute overtime as equally as possible among employees in a work unit.
- C. Compensation for hours in excess of (12) twelve hours in (1) one work day will be paid at double (double time= x2) the regular rate of pay
- D. When employees in non-exempt positions are required or authorized to work on a holiday observed by the District, the employee shall be compensated at the rate of one and one-half times (1-1/2) times regular rate for each hour worked on the holiday as "Holiday Owed" time.
- E. Non-exempt employees who work overtime will be paid overtime compensation unless they elect in writing to receive compensatory time on their overtime request form. An employee may accrue a maximum of eighty (80) hours of compensatory time off. An employee who has reached the maximum accrued compensatory time shall be paid overtime in accordance with the law for all hours worked in excess of their regularly scheduled shift.

- F. The District will generally permit employees to use their accrued compensatory time off (CTO) within a reasonable period after the employee requests to use CTO. The District will not permit employees to take compensatory time off if the employee's absence will result in the District paying overtime to other employees or if it will disrupt District operations.
- G. Employees shall receive a meal allowance for the completion of each four (4) continuous hours of unscheduled overtime worked immediately following a regularly scheduled shift or a scheduled overtime shift.
- H. Absent advance written supervisory authority, non-exempt employees are not permitted to monitor work-related email, or engage in any other work activity, during off-duty hours.

POLICY #:	207
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Attendance
DATE:	7/01/2026

POLICY

Employees are expected to report to work during their scheduled hours of work.

PROCEDURE

1. Attendance Expectation

Employees are expected to report to their designated work location at the start of their work shift. Employees may be disciplined for poor, uncertain or irregular attendance, when unrelated to approved leave time or reasonable accommodation.

2. Reporting Absences

- A. It is the responsibility of each employee to notify their own immediate supervisor if unable to report to work as scheduled. Notification shall be given prior to the employee's regular start time, ideally as soon as the employee has knowledge of an absence, or as soon as possible. If the employee is unable to speak directly to the immediate supervisor:

1. Operations and Maintenance Staff shall:

- a. Notify the On-Duty Operator-in-Charge. The Operator-in-Charge will notify the appropriate O&M staff (supervisor or lead) of the impacted employee's tardiness or absence, including the anticipated duration; and
- b. Leave a detailed message describing the need for the absence and the expected duration on the employee's direct supervisor's District voice mail.

2. All Other District Staff (unrepresented) shall:

- a. Notify direct supervisor and the Administrative Services Manager about the tardiness or absence, including the anticipated duration, via voicemail, email, or text message.
- b. The Administrative Services Manager is responsible for notifying the appropriate supervisor of the impacted employee's situation and, for applicable staff, note an entry

on the sign-out board.

- A. In all cases of absence or tardiness, employees shall provide their direct supervisor with a reason for the absence. In the case of an absence for illness, the employee is not required to provide the District with the underlying diagnosis of the medical condition.
- B. In the event of an emergency that makes it impossible for the employee to comply with these procedures, the employee or their designated emergency contact must notify an appropriate District representative (supervisor, department manager or General Manager) as soon as practicable after the emergency.
- C. An employee who is absent for three (3) consecutive workdays without having contacted an appropriate District representative will be considered to have abandoned their job, and will be terminated from their employment from the District.

POLICY #:	208
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Recruitment and Selection
DATE:	7/01/2026

PROCEDURE

The District observes the following procedures when filling vacant positions.

1. Promotional and Open Recruitments

A. Internal Recruitment (Promotional)

The District encourages current employees to apply for open promotional positions, provided they meet the qualifications. All vacant promotional positions that the District has decided to fill shall be posted on bulletin boards readily accessible to District employees for two (2) weeks before opening position for external recruitment.

The District reserves the right to recruit and hire externally.

B. External Recruitment (Open)

Recruitment and advertisement shall last for a minimum of two (2) weeks. Eligible District employees may also compete in an open examination.

2. Job Announcement and Application Package

All job applicants shall complete an application form. Job announcements and other advertisements related to the job opening shall indicate a final filing date. All application materials must be post-marked by that date or be submitted to the District by the close of business on that date to be considered. The application form must be complete and accurate, regardless of whether or not a resume is attached. Failure to provide a completed and signed application form may disqualify an applicant from further consideration.

3. Application Review

The hiring manager, or designee, shall review all application packages and determine which applicants meet minimum qualifications and are eligible to continue with the recruitment process. The District shall notify all applicants of whether or not they are eligible to continue in the recruitment process.

4. Examination Process

A candidate must then pass each part of the examination process to be placed on the

eligibility list. The examination may include interviews, written exercises, and/or a demonstration of physical ability or skills.

5. Eligibility List

An eligibility list for the position, effective for one (1) year, shall include all candidates who successfully complete the examination process. The duration of the eligibility list may be extended by the General Manager. The list may be discarded if there are fewer than three (3) candidates remaining on the list or where the District determines, in its sole discretion, to discard the list and establish a new one.

6. Reference Checking

All job applicants shall provide information on previous employment and other references as required on the application form. A final offer of employment shall not be made, if at all, until the District has had an opportunity to verify the reference information.

The hiring manager, or designee, shall be responsible for contacting and verifying references. Reference information will be maintained in a confidential manner and disclosed only on a need-to-know basis or as required by law.

7. Background Checking

All candidates who are selected for an interview must agree to a background check in order to proceed with the recruitment process. The background check may include a credit record review (if applicable to the position for which they are applying), personal history, education, professional credentials, and/or military record. No such background check shall be undertaken without first obtaining the candidate's written authorization.

Candidates who are offered a position that requires a driver's license shall provide a current copy of their DMV record. SD5 will reimburse the candidate for this expense.

8. Selection

The General Manager may select candidates from the eligibility list for a subsequent interview. Only the General Manager is authorized to provide a conditional employment offer, and then a final written offer of employment to the successful candidate.

9. Conditional Offer of Employment

If an external candidate is deemed best qualified for the job, a conditional written offer of employment will be made. The conditional offer will state that the employment offer is extended contingent on the candidate passing a pre-employment physical examination, functional capacity test, and criminal background check. Candidates who successfully meet the requirements of the conditional offer will receive a written offer of employment.

If needed, the District will consult with legal counsel on the results of the criminal background check.

10. Applicant Package Retention

The District shall retain all application package documents for a minimum of two (2) years, or otherwise as may be required by law.

Policy No.:	209
Section:	EMPLOYMENT PRACTICES
Subject:	Nepotism and Consensual Relationships
Date:	7/01/2026

PURPOSE

The purpose of this policy is to set forth the guidelines governing the employment, assignment of work, hiring, promotion, and placement of relatives and employees otherwise involved in personal relationships with District employees and/or contractors.

POLICY

Nepotism

1. Definitions.

- a. Applicant. A person who applies for a position at the District and is not a Current Employee.
- b. Change of Status. A change in the legal status or personnel status of one or more Current Employees.
 - i. Changes in legal status include but are not limited to marriage, divorce, separation, or any such change through which a Current Employee becomes a Family Member or ceases to be a Family Member of another Current Employee.
 - ii. Changes in personnel status include but are not limited to promotion, demotion, transfer, resignation, retirement or termination of a Current Employee who is a Family Member of another Current Employee.
- c. Current Employee. A person who is presently a District employee.
- d. Direct Supervision. One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute Direct Supervision:
 - i. Occupying a position in an employee's direct line of supervision; or
 - ii. Functional supervision, such as a lead worker, crew leader, or shift supervisor; or
 - iii. Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.

- e. Family Member. A spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sister, step-sister, sister-in-law, brother, step-brother, brother-in-law, child, step-child, legal ward, daughter-in-law, son-in-law, grandchild, or grandparent.
2. Prohibited Conduct. Family Members are prohibited from the following conduct, including, but not limited to, one or more of the following:
- a. Participating directly or indirectly in the recruitment or selection process for a position for which a Family Member is an Applicant, whether as a new employee or for a promotion, or any other similar situation.
 - b. Direct Supervision of a Family Member that does not comply with limitations set forth in this Policy;
 - c. Conduct by one or more Family Members that has an adverse effect on supervision, safety, security or morale.
3. Superintendent Authority. Superintendents are authorized to make initial determinations under this Rule. Should the Superintendent be related to the employee/applicant in question, another Superintendent shall execute the responsibilities under this Rule.
4. Applicants for Employment.
- a. No qualified Applicant may be denied the right to file an application for employment and compete in the examination process. However, consistent with this Section, the District may reasonably regulate, condition, or prohibit the employment of an Applicant for a full-time position.
 - b. Disclosure of Relationship. Each Applicant is required to disclose the identity of any Family Member who is a Current Employee.
 - c. Review of Superintendents. For each Applicant who has a Family Member who is a Current Employee, the Superintendent shall assess whether any of the following circumstances exist:
 - i. Business reasons of supervision, safety, security or morale warrant the District's refusal to place the Applicant under Direct Supervision by the Current Employee; or
 - ii. Business reasons of supervision, security, or morale that involve potential conflicts of interest or other hazards that are greater for Family Members than for other employees, which warrant the District's refusal to permit employment of Family Members in the same department.
 - d. Decision of the Superintendent. If the Superintendent determines that either of the above circumstances described above exist, the Superintendent shall exercise their

discretion to either reject the Applicant or consider the Applicant for employment in a position that does not present either of the circumstances.

Following examination, if the Applicant is selected, they may be employed in a position for which the Superintendent has determined that neither circumstance exists pursuant to this Policy.

5. Guidelines for Current Employees.

- a. Employees shall report a Change of Status regarding their status as a Family Member with another Current Employee to their Superintendent within a reasonable time after the effective date of the Change of Status. Wherever feasible, Employees shall report a Change of Status in advance of the effective date.
- b. Within thirty days from receipt of notice, the Superintendent shall undertake a case-by-case consideration and individualized assessment of the particular work situation to determine whether the Change of Status has the potential for creating an adverse impact on supervision, safety, security, or morale.
 - i. The Superintendent shall make a good faith effort to regulate, transfer, condition or assign duties in such a way as to minimize potential problems of supervision, safety, security, or morale.
 - ii. Notwithstanding the above provisions, the District retains the right to exercise its discretion to determine that the potential for creating an adverse impact on supervision, safety, security, or morale cannot be sufficiently minimized and to take further action as set forth in this Policy.

6. Monitoring by Superintendent.

- a. Following a Change of Status or new hire of a Family Member of a Current Employee, affected Superintendents shall reasonably monitor and regulate both Family Members' conduct and performance for a period of one year from the date of the Superintendent's determination. The Superintendent shall document these actions. Successive Superintendents may re-visit such a determination at their discretion.
- b. If the Superintendent determines, subject to any applicable requirements of due process, that an employee has engaged in Prohibited Conduct, the Superintendent shall reevaluate their prior determination, and may take one or more of the following additional measures:
 - i. Transfer one of the Family Members to a similar position that would not be in violation of this policy. The transfer will be granted provided the Family Member qualifies and there is an opening to be filled. There can be no guarantee that the new position will be within the same classification or at the same salary level.

- ii. Request that the General Manager attempt to resolve issues through modifying supervisors responsibilities as necessary.
 - iii. If the situation cannot be resolved by transfer or change in supervision, one of the Family Members must separate from the District employment. If one of the employees does not voluntarily resign, the employee with primary responsibility for the Prohibited Conduct will be discharged.
- c. Superintendents who receive complaints from other employees that one or more Family Members has engaged in Prohibited Conduct shall respond in accordance with existing complaint and disciplinary procedures, where applicable.
 - d. Where situations exist prior to the effective date of this Section that may be in conflict with this Section, every effort shall be made to reasonably address the situation so as to avoid any future conflict.
7. Appeal of Superintendent Determination. Current Employees and Applicants affected by the application of this Section, may appeal the action of the Superintendent to the General Manager within ten days of the action. The General Manager shall hear the individual's concerns and issue a written decision within 30 days of the receipt of the individual's appeal. The decision of the General Manager is final, and no other appeal may be had unless the employee is entitled to further administrative appeal under other provisions of the District's Personnel Policy.
8. Employee Complaints. Employees who believe that they have been adversely affected by Prohibited Conduct by one or more Family Member should submit complaints to a Superintendent or to the General Manager.

Consensual Romantic Relationships Between Employees

1. General. Consensual romantic or sexual relationships between District employees can lead to misunderstandings, complaints of favoritism, adverse effects on employee morale, and possible claims of sexual harassment during or after termination of the relationship. As a result, such relationships present existing or potential conflicts that adversely affect efficient operation of the District. Relationships that present an actual conflict under this Section are therefore prohibited.
2. Application. This section shall apply to all District employees, regardless of gender or sexual orientation, who have a romantic or sexual relationship with another District employee. The provisions of the above section regarding nepotism shall govern employees who marry or become domestic partners with another District employee.
3. Definition of Conflict. For purposes of this section, a conflict exists if business issues of supervision, safety, security, and/or morale would be impacted by a romantic or sexual relationship between two employees.

4. Supervisor's Duty to Report. If a romantic or sexual relationship exists between a Supervisor and another employee (including another Supervisor), the Supervisor shall promptly disclose the relationship to the General Manager and request a determination as to whether the relationship presents a conflict. The disclosure must identify the names and positions of both employees. A Supervisor's failure to comply with this section shall be grounds for discipline up to and including termination.
5. Determination by General Manager. Within five working days, the General Manager shall issue a written determination as to whether the relationship presents a conflict and is thereby prohibited. The General Manager shall have exclusive discretion in making the determination.
6. Resolution of Conflicts. Subject to limitations imposed by applicable legal provisions and provisions of these Rules, the General Manager will attempt in good faith to work with the Supervisor and the other employee to consider options to eliminate the conflict, including removing the Supervisory authority that created the conflict, reassignment, transfer or voluntary demotion of a Supervisory employee, or where the General Manager determines that modification of a Supervisor's assignment is not feasible, reassignment, transfer or voluntary demotion of a non-Supervisory employee. The General Manager retains discretion to determine that the conflict may be resolved via voluntary resignation or termination only.
7. Prohibited On-Duty Conduct. All District employees are prohibited from engaging in intimate, physical, or other conduct in furtherance of a romantic or sexual relationship with another District employee at work locations, including off-site meetings, conferences, and similar activities. Moreover, upon termination of a sexual or romantic relationship with another District employee, employees are prohibited from engaging in behavior that adversely affects the working conditions of any District employee. In general, all employees are expected to observe appropriate standards of workplace conduct in their interactions with other District employees.
8. Complaints. Employees who believe that they have been adversely affected by romantic or sexual relationships between District employees should follow the complaint procedures provided under the District's Unlawful Harassment/Discrimination Policy. The complaint procedures are available to all employees regardless of their past or present participation in a romantic or sexual relationship with another District employee.

POLICY #:	210
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Special Rates of Pay
DATE:	7/01/2026

POLICY

For legitimate business or operational reasons, the District may establish special rates of pay for non-exempt employees.

PROCEDURE

1. Out of Class Assignment

A department Superintendent, with the consent of the General Manager, may temporarily assign an employee to a position that requires performance of the full duties of a job with a higher classification for a period of a minimum of twenty (20) consecutive working days (not including regularly scheduled days off) as needed.

An employee temporarily assigned to work out of class shall be paid (from the first working day, and for the duration of the temporary assignment) an additional five percent (5%) of base salary of the employee's position, or the first step of the salary range for the position for which the employee has received a temporary assignment, whichever is higher.

2. Call Back Pay

If a non-exempt employee is called back to work outside of their regular work shift, the employee, upon notification of the Call-Back, will receive a minimum of two (2) hours' pay at the applicable rate, plus compensation for travel time to and from the worksite at the same wage rate beginning at the time the employee leaves home or their current location. If the employee is required to work more than two (2) hours, the employee will receive pay for the actual time worked, plus compensation for travel time to and from the worksite at the same wage rate beginning the employee leaves home or their current location.

Employees are not entitled to Call Back pay in instances where an employee is called to report before the employee's regular starting time and works from the time the employee reports to the employee's regular starting time.

3. Standby Pay

SD5 Superintendents annually create a weekly standby calendar. Employees with required certifications are assigned to the calendar on a rotating weekly basis. Qualified employees who volunteer for standby duty shall receive initial consideration for standby duty assignments.

Superintendents will utilize the standby calendar to assign employees to standby duty for purposes of responding to District problems, issues, or business during non-regularly staffed hours. An employee who is assigned to standby duty, but who is not called in to perform any work, shall receive 2 hours of pay for each weekend day and holiday and two (2) hours' pay for other weekdays. If the standby employee has an alternate work schedule that gives the employee a regular day off during the work week, that employee cannot be scheduled for standby duty during their regular daily work hours on their regular days off.

Standby pay is not credited toward the accumulation of hours for the purposes of computing overtime pay unless the employee is actually required to report to work while on standby duty.

The employee assigned to standby must have the ability to respond to the designated work site within one (1) hour of being called. The employee may be allowed to use a designated SD5 vehicle while on standby assignment. A cellular phone will be provided to the employee scheduled for standby duty and must be on and carried on their person continuously during stand-by hours. While on standby status, an employee must be fit for duty (e.g., free from the influence of alcohol and drugs) and is required to respond to all duty calls from the District.

POLICY #:	211
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Performance Appraisals
DATE:	7/01/2026

PURPOSE

The purpose of the SD5 performance evaluation program is to promote the achievement of SD5's Vision, Mission, and Values via strong employee performance, and to provide a formalized system for the employee and supervisor to plan, reinforce, monitor, and document work performance over a specified period of time. This program is intended to support and enhance, but not substitute for, regular ongoing communication between supervisors and employees regarding employee performance and job expectations.

PERFORMANCE EVALUATION GUIDELINES

Each employee, in conjunction with their supervisor, develops an approved work plan that serves as a blueprint for the employee's goals for the year. Preparation of the annual work plan takes place on or near the anniversary date of the employee's date of hire or the employee's most recent promotion, concurrent with the employee's annual performance review. The work plan is used to monitor performance over the year and helps provide a framework for the performance evaluation

1. Work Plan Development

- A. The department manager or supervisor, as appropriate, shall work with individual employees to prepare draft work plans which may include detailing specific job-related assignments, projects, tasks, performance criteria, job standards, and goals for the next twelve (12) month period. Work plans should also include training and development goals for employees.
- B. The work plan shall generally be completed no later than three (3) weeks into the new evaluation period. Both supervisor and employee shall sign the final work plan.
- C. Any required additions, deletions, or adjustments to the work plan during the year will be documented in a revised work plan that is approved by the manager and is then provided to the supervisor and employee. Both supervisor and employee shall sign the amended work plan.

2. Evaluation Frequency

Supervisors and/or managers are expected to provide informal performance feedback to all regular employees frequently. Feedback should include specific information on both work achievements as well as areas for improvement.

- A. Probationary employees are not provided a formal performance evaluation during the probationary period. Supervisors should provide regular/routine, direct informal feedback to probationary employees throughout their probationary period.
- B. Regular employees normally have their performance evaluated each year, via one formal evaluation for each approximately twelve (12) month period of employment and by means of an optional mid-year meeting to discuss performance at the approximate half-way point of the performance year. In addition, supervisors are encouraged to provide regular informal feedback to employees. Performance is evaluated using SD5 standards for core job competencies and accomplishments of approved work plan activities. Department managers, in consultation with the General Manager, may add department-specific competencies to the work plan.

3. Evaluation Process

- A. Approximately six (6) months after the approved work plan has been in effect, the employee and supervisor may hold a mid-year performance meeting to discuss the employee's performance to date.
- B. Near the end of the twelve (12) month review period, the supervisor shall provide a performance evaluation form to the employee so that the employee may complete a self-evaluation of their performance, listing accomplishments the employee completed during the year, as well as core competencies and work plan activities where the employee has identified areas of improvement. Employees shall have two weeks to complete their self-evaluation and submit it to their respective supervisor.
- C. The direct supervisor is responsible for completing the draft performance evaluation form within approximately two (2) weeks of receipt of the employee self-evaluation and discuss it with the department manager or General Manager, as appropriate. The supervisor may also gather input from other District management staff with direct knowledge of the employee's performance during the year. The supervisor will then schedule a meeting to formally review performance with the employee.
- D. At the end of the mandatory performance evaluation meeting, both the employee and the supervisor shall sign the performance evaluation form to document that the meeting took place. If the employee refuses to sign the evaluation, the supervisor is responsible for noting the employee's refusal on the evaluation. The employee and supervisor should target completing the annual evaluation meeting no later than two (2) weeks after the end of the evaluation period. The employee shall receive a copy of the final performance evaluation form. The original shall be retained in the employee's personnel file.

- E. Employees may provide written responses to any part of the performance evaluation within five (5) business days after the evaluation meeting. The response must be submitted on separate sheets of paper to the supervisor, who will attach them unaltered to the final performance evaluation form. The supervisor will not formally respond to the employee's written feedback, unless it is determined that the employee's response demands or necessitates a District response.
- F. Upon completion of the formal evaluation, the supervisor may recommend advancement to the next salary step or position in the classification if the employee is eligible.
- G. The annual performance evaluation coincides with goal planning for the next performance period. Employees assigned to prepare a work plan shall submit their final draft work plan for the next year to their supervisor within approximately two weeks after their performance evaluation meeting.

POLICY #:	212
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Personnel Records
DATE:	7/01/2026

PROCEDURE

1. Content and Retention

All performance evaluations, as well as other employment-related forms, documents, letters, and memoranda that concern, are addressed to, or are signed by the employee, are generally placed in the personnel file maintained by SD5 on the employee. If an employee refuses to sign a form or letter that requires a signature, the supervisor shall sign their name to document the fact that the supervisor has provided the document to the employee and that the employee has refused to sign it. The document shall then be placed in the employee's personnel file.

Documents containing medical information regarding the employee are maintained in a separate individual confidential medical file.

2. Update

Employees are responsible for notifying the District's Administrative Services Manager of changes in name, address, telephone number, driver's license (if required, by their position description/job duties), number of dependents, marital status (if pertinent to tax withholding or benefits), beneficiary, education certificates or any other pertinent information to their employment or benefits.

3. Access/Confidentiality

Personnel files, medical files, and other files containing employee information are confidential. Employees may review their own personnel or medical files maintained upon request by scheduling an appointment with the General Manager/designee. Personnel files are typically reviewed in the presence of the General Manager/designee. Absent a court order or express written waiver provided by the employee, third parties are not permitted to review employee personnel files.

4. Reference/Credit Inquiries

In response to requests by outside entities for information about current or former District employees, the District will verify position title and employment dates only. No other reference information will be released. Any other information, including home address and phone numbers, will not be disclosed without a written authorization from the employee, or as required by law. All reference inquiries regarding current or former District employees shall be referred to the General Manager/designee to handle.

POLICY #:	213
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Resignation/Separation
DATE:	7/01/2026

POLICY

The last day worked and/or the last day in paid status is generally the last day of employment for employees who resign or are terminated from the District. All employees shall be paid for their accrued but unused paid vacation, administrative, compensatory, and holiday time, at the time of resignation or termination. Employees are not paid out for accrued but unused sick time at termination or any other time. The sole exception to this is that regular employees who have been employed with the District for at least ten (10) years may cash out one-half of their accumulated sick leave upon retirement only, up to five hundred (500) hours.

PROCEDURE

1. Final Pay

If an employee resigns and provides at least seventy-two (72) hours' notice of resignation, the employee shall receive the final paycheck on the last day of work. If less than seventy-two (72) hours of notice of resignation is given by the employee, the District shall release the final check within seventy-two (72) hours of the date that notice was given.

If an employee is terminated, the employee shall receive the final paycheck on the last day of employment.

2. Notification

Managers and supervisors are requested to give at least thirty (30) calendar days' notice of intent to resign. All other employees are requested to give at least fourteen (14) calendar days' notice. Once an employee has given notice of intent to resign, the District may elect whether to permit the employee to work for the duration of the notice period.

3. Return of District Property

All separating employees are required to return all District equipment, keys, ID cards, electronic access cards, uniforms, and all other District property prior to leaving the District.

4. Continuation of Group Health Benefits - "C.O.B.R.A."

Terminating employees and their eligible dependents may, at their expense, be eligible to elect a temporary continuation of health coverage under the District's group health insurance plan where coverage under the plan would otherwise terminate. Terminating

employees, or employees experiencing a COBRA triggering event, will be provided information about election of continuation coverage. Contact the Administrative Specialist for more information about this benefit.

5. Exit Interview

Employees who voluntarily resign their employment with the District are requested to participate in an exit interview with the General Manager/designee.

POLICY #:	214
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Retirement
DATE:	7/01/2026

POLICY

The District provides a comprehensive retirement benefits package to all eligible District employees through the Public Employees Retirement System (PERS).

PROCEDURE

1. Retirement Planning Workshop

Employees planning to retire from the District have the opportunity to attend a Retirement Planning Workshop offered by CalPERS. The District suggests that retiring employees schedule their attendance at this workshop at least three (3) months in advance of their intended retirement date. CalPERS contact information can be provided by administrative or finance staff.

2. District Notification

It is requested that employees planning to retire from District service give both the District and CalPERS at least ninety (90) calendar days' written notice prior to the date of intent to retire.

3. Retiree Medical Insurance

Eligible retiring employees have the option to elect medical coverage for themselves and family members, if applicable, in accordance with the District's contract with CalPERS. Contact the Administrative Services Manager for more information about this benefit.

4. Exit Interview

Employees who retire from their employment with the District are requested to participate in an exit interview with the General Manager/designee.

POLICY #:	215
SECTION:	EMPLOYMENT PRACTICES
SUBJECT:	Expense Reimbursement
DATE:	7/01/2026

SD5 has established the following procedure regarding reimbursement for travel and other District related business expenses.

PROCEDURE

1. Prior to incurring any District reimbursable expenses related to travel or other business functions a "Preauthorization for Employee Travel and Meetings Report" shall be completed by the employee desiring reimbursement and approved by the General Manager.
2. The decision of the General Manager shall be final in cases where conflict of opinion about the appropriateness of reimbursement exists. The following guidelines shall govern reimbursement approval.
 - A. While attending District-approved functions, the burden of responsibility for using sound judgment in incurring travel-related expenses rests on the attending employee.
 - B. The employee shall fill out an Employee Travel Expense Report and submit receipts, whenever possible, with itemizations and explanations in order to be considered for reimbursement.
 - C. Reimbursement requests with receipts shall be submitted to the supervisor for approval on the Expense Reimbursement Form. Approved reimbursement requests shall be forwarded to the department manager and General Manager for consideration, and if approved, for payment.
 - D. See Administrative Procedure #35 - *Travel Expense Reimbursement* for additional information.
3. Vehicle Use/Reimbursement

Prior approval of the General Manager/designee must be obtained for employee use of a District vehicle. Employees are required to use a District vehicle while traveling on District business, if a District vehicle is available. If there is no District vehicle available, employees may request to use their own vehicle. For more information, see *Policy #403 – Driving on District Business*.

Employees approved to use their personal vehicles shall receive mileage reimbursement at the rate currently established by the Internal Revenue Service. Whenever possible, employees shall pool rides when traveling on District business.

POLICY #:	301
SECTION:	BENEFITS
SUBJECT:	Holidays
DATE:	7/01/2026

POLICY

Probationary, part-time, and regular full-time employees shall be eligible for six (6) paid holidays per calendar year according to the shift designated below and floating holiday hours according to same shift designation per calendar year, as shown below. Temporary employees are not eligible to receive District paid holidays or floating holidays.

REGULAR HOLIDAYS	8hr Shift	9/80	4/10	12's
New Year's Day	8hrs	9hrs	10hrs	12hrs
Memorial Day	8hrs	9hrs	10hrs	12hrs
Independence Day	8hrs	9hrs	10hrs	12hrs
Thanksgiving Day	8hrs	9hrs	10hrs	12hrs
Day after Thanksgiving Day	8hrs	9hrs	10hrs	12hrs
Christmas Day Three	8hrs	9hrs	10hrs	12hrs
 Floating Holiday Hours	 72hrs	 66hrs	 60hrs	 48hrs

PROCEDURE

1. Non-exempt employees who are required or authorized to work on a holiday observed by the District shall be compensated at the rate of one and one-half (1-1/2) times their normal rate of pay for each hour worked in form of Holiday Owed. In addition, employees will be paid eight (8), nine (9) or (10) ten, or (12) twelve hours of straight time for the District-observed holiday dependent on shift assignment.
2. When any of the holidays identified above falls on a Sunday, the following Monday shall be deemed to be the District-paid holiday. When any of the foregoing holidays falls on a Saturday, the preceding Friday shall be deemed to be the District-paid holiday. Paid holidays are compensated according to shift schedule selection above -straight time for full-time employees and pro rata for part-time employees.
3. When any of the holidays identified above fall on a full-time employee's regularly scheduled day off, eight (8), nine (9), ten (10) or twelve (12) hours of holiday time (i.e., straight time hours) will be added to the employee's holiday time bank according to shift schedule assignment above. Hours within the paid holiday bank may be taken at a time mutually agreed upon between employees and their supervisor and will be paid at the employee's normal hourly rate.
4. Employees are required to work on their regularly scheduled workday preceding and following the holiday to receive holiday pay.

FLOATING HOLIDAYS

1. Regular full-time employees on the payroll as of January 1, or probationary employees newly appointed between January 1 and June 30, shall be credited with 48-72 floating holidays hours for that calendar year according to the schedule shift assignment outlined in Policy #301
2. Full-time probationary employees hired between July 1 and December 31 will be credited between 24-36 floating holiday hours for the balance of the calendar year according to the schedule shift assignment outlined in Policy #301
3. Part-time employees are credited a pro-rated amount of floating holiday hours
4. Scheduling and Approval Process:
 - A. Employees shall schedule with their supervisor the use of a floating holiday at least seven (7) working days in advance of the requested day off, if possible.
 - B. Employees may combine floating holidays with vacation time. For requests to take off more than four (4) consecutive workdays, the employee shall submit a written request at least ten (10) working days prior to the requested timeoff.
 - C. Employees must complete a leave request form and obtain written supervisory approval prior to taking the time off.
5. Employees who separate from District service shall be paid for any unused floating holidays that they have accumulated at time of separation.

POLICY #:	302
SECTION:	BENEFITS
SUBJECT:	Vacation Leave
DATE:	7/01/2026

POLICY

Probationary, regular full time, and regular part-time employees are eligible to accrue paid vacation from the first day of employment. Temporary employees are not eligible either to accrue or to receive paid vacation leave. Vacation accrual is calculated in hourly increments per pay period as shown below

<u>Years of Service</u>	<u>Maximum Possible Annual Accrual (hours)</u>	<u>Per Pay Period Accrual (hours)</u>
0 through completion of 3 years:	80 hours	3.333 hours
Start of 4th year through completion of 7 years:	120 hours	5 hours
Start of 8th year of service through completion of 15th year:	160 hours	6.666 hours
Start of 16th year of service through Completion of 24th year:	180 hours	7.5 hours
Start of 25th year of service and thereafter:	200 hours	8.333 hours

Employees are encouraged to take vacation leave as it accrues.

The vacation cap for all employees is four-hundred (400) hours. Once employees accrue their maximum number of vacation hours, they will cease accruing any further paid vacation until they use enough vacation time to reduce accrued vacation to below the specified maximum amounts.

Vacation time accrues only while eligible employees receive District pay. Vacation time does not accrue during any period of unpaid absence from work.

PROCEDURE

1. Scheduling

- A. Requests for approval of vacation shall be submitted as follows:
 - 1) For requests to take more than four (4) vacation days, employees shall submit a written request to their supervisor at least ten (10) working days prior to the requested time off. Approval of both the superintendent and administrative services manager are

required.

- 2) For requests to take four (4) vacation days or fewer, employees must submit a written request to the superintendent, and obtain superintendent approval at least five (5) working days in advance.
- B. Requests for vacations shall be reviewed and approved in such a manner as to ensure continuous and efficient departmental operations.
 - C. Employees' requests to use accrued paid vacation are subject to the vacation schedule established by the department manager. In the event that more than one employee requests the same day(s) off in a department or work group, the request received and approved first shall generally have priority.
 - D. Vacation requests without prior notice will be considered, but such requests may not be granted.
 - E. Employees shall advise their superintendent as soon as possible if they desire to cancel a request for vacation.
 - F. Employees that receive a paycheck instead of direct deposit may request an advance payment if their paycheck is scheduled for distribution during the employee's vacation. The employee must submit a written request for early disbursement, and receive approval by the General Manager, at least five (5) working days prior to the start of their vacation.

2. Vacation Cash-Out

Once per calendar year, due to unique or special circumstances, an employee may request a cash-out of up to 120hrs of unused vacation time.

3. Vacation Pay-Out

Employees who separate from the District shall receive a lump sum payment for any accrued but unused vacation.

ADMINISTRATIVE LEAVE

Exempt, unrepresented employees also receive (rather than accrue) eighty (80) hours of paid administrative leave each calendar year. Administrative Leave is granted at the first pay period after January 1 each calendar year. For part-time employees hired after January 1, the administrative leave is prorated.

Represented and temporary employees are not eligible for, and do not receive, paid administrative

leave but rather The District has the right to place an employee on administrative leave at any time with full pay and benefits. An employee may be placed on administrative leave with pay pending investigation of misconduct, potential disciplinary action, or other reasons that the District Manager, in his/her discretion, believes warrant such leave. An employee placed on paid administrative leave for five work days or more shall be given an opportunity to respond to the District Manager to rebut the necessity of the leave.

POLICY #:	303
SECTION:	BENEFITS
SUBJECT:	Paid Sick Time
DATE:	08/30/2023

POLICY

Probationary and regular full-time and part-time employees accrue paid sick time from the first day of employment as described below. All other employees accrue paid sick time in accordance with the law, and as described below.

1. Purpose

Sick time with pay is a District-funded benefit designed to provide some compensation in the event of the injury or illness of an employee or the employee's family member, or otherwise as required by law. Use of accrued paid sick time can provide employees a financial cushion in the event of illness or injury.

2. Accrual of Sick Time

Employees accrue at the rate of one (1) hour of paid sick time per every thirty (30) hours worked. Employees may accrue up to one hundred twenty (120) hours of paid sick time per year. Accrual begins on the first day of work. Paid sick time accrues only while an employee is in paid status (i.e., is receiving District pay). Sick time does not accrue during any period of absence from work that is unpaid by the District.

3. Permitted Sick Time Use

A. Personal Illness, Injury, or In Accordance with Law

Sick time may be used by employees as a result of their own illness or injury that temporarily prevents the employee from working. Paid sick time may also be used for any other reason permitted by law, including for appointments with health care providers.

B. Family Member Illness or Injury

An employee may also use paid sick time accrual to attend to the illness, injury, or medical appointment of a family member. For the purposes of this policy, family member is defined as a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee's spouse or registered domestic partner, or a person who stood *in loco parentis* to either the employee or the employee's spouse or domestic partner as a minor; an employee's spouse, registered domestic partner; grandparent; grandchild; or sibling, including

half-siblings and designated person. A “designated person” means a person identified by the employee at the time the employee requests to use paid sick time. Employees may only designate one person for paid sick leave days per twelve (12) month period.

C. Medical Appointments

Eligible employees may request to use accrued paid sick time for the diagnosis, care, or treatment of an existing health condition, or preventive care for, an employee or a family member of the employee or designated person. This includes, but is not limited to, routine physical checkups, examinations and dental visits.

Employees are expected to work as soon as practical following a medical appointment. Employees must notify their supervisor of their anticipated return to work time/date.

4. Administration

District superintendents monitor and review each sick time request.

A. Integration of Paid Leave Accruals and State Disability Insurance

State Disability Insurance (SDI) is a state benefit that is typically funded by District employees through payroll deductions.

The District employees in 2012 bargained for an exemption into the SDI system

District employees do not contribute into SDI – therefor are not entitled to SDI benefits.

5. Separation of Employment

The District provides all employees retiring from the District credit for all unused or non-cashed out paid sick time to be used in calculating total years of service, a benefit option offered by CalPERS.

POLICY #:	304
SECTION:	BENEFITS
SUBJECT:	Leaves of Absence
DATE:	08/30/2023

POLICY

All probationary, regular full-time, and part-time employees are entitled to the below provisions , subject to the approval of the General Manager/designee and in accordance with law. Employees in other classifications are granted such leaves as required by law. All leave time must be requested in writing and approved by the employee’s supervisor and department manager prior to submitting the request to the General Manager/designee for final approval.

PROCEDURES

1. General Provisions

- A.** A leave of absence may include both paid and/or unpaid time off. An employee will continue to receive District-sponsored health insurance benefits as long as the employee is on District-paid status, except as otherwise required by law. Except to the extent that the District is legally required to continue health insurance coverage during an unpaid leave, employees who are granted an unpaid leave of absence that exceeds thirty (30) days, and who wish to continue health insurance coverage may be eligible to do so at their own expense pursuant to COBRA.
- B.** All requests for leave must be submitted in writing to the employee’s supervisor, department manager, and then to the General Manager. Employees should contact the Administrative Specialist for the necessary forms. The District may also request additional documentation substantiating the need for a leave.
- C.** Seniority and paid time off benefits (including vacation, paid sick time and holiday benefits) do not accrue during periods of unpaid leave of absence.
- D.** If an employee’s leave exceeds thirty (30) days, their performance evaluation, and consideration for any compensation increase in connection therewith, will normally be delayed for the length of time the employee is on leave of absence.
- E.** Employees granted a leave of absence which exceeds thirty (30) days are normally expected to provide the District with two (2) weeks’ notice prior to their anticipated return to work date.
- F.** Employees who require an extension to a leave of absence should request the extension a minimum of two (2) weeks before the original leave expires. If two weeks’ notice is not possible under the circumstances, the employee should notify the District of a needed extension immediately upon learning of such need.

- G. The probationary period of a probationary employee will be extended for the period of the leave of absence.
- H. Failure to return to work on the next scheduled workday following the expiration of a leave of absence may result in termination.
- I. The District will consider providing temporary modified duty assignments, if available, to employees whose injury or illness results in the temporary inability to perform the functions of their job. See *Policy # 310 – Modified Duty/Return to Work*.

2. Bereavement Leave

In the event of a death in the immediate family, eligible employees may request a bereavement leave of absence of up to five (5) workdays. For the purpose of this policy, immediate family shall be defined as: parent, stepparent, father/mother in-law, brother, sister, stepbrother/sister, brother/sister in-law, child, stepchild, grandparent, grandchild, spouse, uncle, aunt, member of household or legal guardian, or registered domestic partner. Bereavement leave shall also apply in the event of a reproductive loss for an employee.

Employees must submit written notice of leave. The District will provide paid bereavement leave for up to five (5) workdays of bereavement leave. If the employee has no accrued paid time off, they may request that any additional approved bereavement days be taken without pay. Sick leave may not be used for bereavement purposes. Employees may be asked to provide documentation of the death.

The District will maintain confidentiality of employees' use of bereavement leave.

3. Military Leave

Military leave shall be granted in accordance with Section 395 of the Military and Veteran's Code and the Federal Uniformed Services Employment and Reemployment Rights Act. An employee entitled to military leave shall give the Administrative Services Manager an opportunity within the limits of military regulations to determine when such leave shall be taken. Prior to taking military leave, an employee, when possible, shall present a copy of his/her military orders to the Administrative Services Manager. In addition, leave for military exigency or military caregiver shall be granted in accordance with the Family and Medical Leave Act.

4. Jury/Witness Duty

Jury Duty: Employees summoned for jury duty must provide their supervisor with written notice and a copy of their jury duty notice. Employees will be provided paid time off during the time of their required service. Employees shall receive compensation at their regular

rate of pay only for those hours they are required to serve which occur during their regularly scheduled work days. Upon return, employees shall submit documentation of attendance for those dates.

Witness Duty: Employees who are subpoenaed to serve witness duty must request time off for this purpose from their supervisor. The request must be accompanied by a completed leave request form along with a copy of the subpoena. The District will provide paid leave for employees who serve witness duty.

5. School Visits Leave

Employees who are parents or guardians of a child in K-12 or in a licensed child day care facility are allowed up to ten (10) hours unpaid time off per month, up to a maximum of forty (40) hours per school year, to participate in their child's school activities.

- A.** Employees must provide their supervisor with reasonable notice of the planned time off by completing the appropriate leave request form and obtaining supervisory approval in advance.
- B.** Employees may use vacation, administrative, compensatory, or holiday time to cover the time off. If the employee does not have sufficient paid time off accrued, any time used for school visits that is not covered by the employee's accrued paid leave will be unpaid.
- C.** Employees must provide, upon the District's request, written verification of parental participation from the school or licensed day care facility that specifies the date and time of the activity.

6. Pregnancy-Disability Leave of Absence

A. General Provisions

Any employee who is disabled on account of pregnancy, childbirth, or related medical conditions may take a pregnancy-related disability leave, regardless of the number of hours worked or her length of employment with the District.

An unpaid leave of absence may be granted to an employee who is temporarily unable to perform the job due to pregnancy-related disability. An employee taking pregnancy disability leave ("PDL") may, at her option, coordinate any other accumulated paid leaves, including, but not limited to, vacation time, holiday pay, compensatory time off, or administrative leave with her pregnancy-related disability leave. The paid leave shall run concurrently with the pregnancy-related disability leave.

B. Notice

Employees requesting a PDL shall complete the Leave of Absence Request Form and attach a note from their treating health care provider with the following information:

- 1) A verification that the employee is unable to work due to pregnancy- related disability.
- 2) The anticipated beginning date the employee is medically precluded from working.
- 3) The anticipated return-to-work date.

An employee should notify her supervisor of her need for pregnancy-related disability leave or transfer as soon as she is aware of the need for such leave.

1. Foreseeable Events. Where the need for pregnancy-related disability leave is foreseeable, the employee must provide at least 30 days' advance notice to the District of the need for pregnancy-related disability leave. If the leave or transfer is required in connection with any planned, non-emergency medical treatment or supervision, the employee shall consult with the District and make a reasonable effort to schedule any such planned medical treatment or supervision to minimize disruption to the District's operations, subject to the approval of the health care provider of the employee.
2. Unforeseeable Events. For non-emergency events that are not foreseeable 30 days in advance, or when 30 days' advance notice is not practicable, the employee must notify the District as soon as practicable under the circumstances, ordinarily within two working days after the employee learns of the need for leave.
3. Notice of Intermittent Leave. In the event that an employee requires intermittent pregnancy-related disability leave, she shall notify the District of the anticipated dates for the absences as much in advance as possible.

C. Length of Leave

A PDL may be authorized for up to a maximum of four months (an equivalent of 17 1/3 weeks), in accordance with the medical certification of inability to work due to pregnancy-related disability.

The pregnancy disability leave shall run concurrently with any family care or medical leave to which the employee may be entitled under the FMLA. An employee is entitled to take off the number of days or hours that the employee would normally work during 17 1/3 weeks of employment. For example, an employee who regularly works 40 hours per week is entitled to take 693 hours of

leave, and an employee who regularly works 20 hours per week would be entitled to 346.5 hours of leave.

D. Medical Certification

Employees are encouraged to use the District’s medical certification when requesting pregnancy-related disability leave to ensure that all pertinent information is obtained. The following information must be included: (1) date the employee became or will become disabled due to pregnancy; (2) the probable duration of the period or periods of disability; and (3) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, to the successful completion of her pregnancy, or to other persons.

E. Return to Work

As a condition of restoration to her former position, an employee taking leave under the FMLA/PDL is required to provide the District with certification from her health care provider stating that she is able to resume her original job duties.

The District will provide reasonable accommodation to an employee who is affected by pregnancy, childbirth or related medical conditions as required by law.

F. Position Reinstatement

Employees returning from an approved PDL will be reinstated to their former position, or a comparable position, to the extent required by law.

7. Family Medical Leave Act

Because the District employs fewer than fifty (50) employees, District employees are not eligible to take Family and Medical Leave Act (“FMLA”) leave.

8. California Family Rights Act (“CFRA”) Leave

CFRA provides eligible employees the opportunity to take unpaid, job-protected leave for specified reasons. The maximum amount of leave to which employees are entitled under this policy is twelve (12) weeks within a twelve (12) month period, except as otherwise required by law.

To be eligible for CFRA leave under this policy, employees must:

- Have worked at least twelve (12) months for the District in the preceding year; and
- Have worked at least one thousand two hundred fifty (1,250) hours for the

District over the twelve (12) months preceding the date the leave would commence.

CFRA leave may be taken for any of the following reasons:

- 1) To care for or bond with a newborn child, with a newly-adopted child, or with a newly-placed foster child.
- 2) To provide care for the employee's spouse, child, parent, registered domestic partner, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition..
- 3) Because of the employee's serious health condition (except not for pregnancy- related disability, which is covered under PDL, above) that makes the employee unable to perform their job.
- 4) A "qualifying exigency" arising out of the fact that the employee's spouse, domestic partner, child, or parent is on, or has been notified of an impending call to, "covered active duty."

For purposes of this policy, a "designated person" is any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees are limited to one designated person per 12-month period.

Once the District determines an absence is for a CFRA-qualifying reason, it will designate the absence as CFRA.

Generally, a "serious health condition" is an illness, injury, impairment, or physical or mental condition, that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities.

The District measures the period of twelve (12) months in which leave is taken by a rolling calendar period. This means that when an employee requests leave for a qualifying reason, SD5 will look back over the past twelve (12) months to determine whether the employee has any remaining CFRA time.

CFRA leave for the birth of a child, or for the placement of a child for adoption or foster care, must be concluded within twelve (12) months of the child's birth or placement.

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care, generally must be taken in at least two-week

increments, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt operations.

Employees are required to use applicable paid time off (such as paid sick time, vacation, paid administrative leave, compensatory time, etc.) concurrently with CFRA leave, to the extent permitted by law. An exception to this requirement is that during any period in which the employee is receiving temporary disability benefits (e.g., for workers' compensation or short-term disability), the employer cannot require the employee to use their accrued paid leave to coordinate pay with those disability benefits. However, the employer and employee may agree to permit use of applicable accrued paid time off.

Once the employee's accrued paid leave time is exhausted, the remainder of the CFRA leave is unpaid time off.

The District maintains health care coverage during CFRA leave on the same terms as if employee on leave had continued to work. Use of CFRA leave does not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

In connection with leave under this policy, employees must provide to the District the following:

- 1) Thirty (30) days' advance notice of the need to take CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave, and in compliance with the District's normal call-in procedures, absent unusual circumstances.
- 2) Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member.
- 3) Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
- 4) Medical certification of release to return to work, with or without restrictions on the ability to work, if the leave was due to the employee's serious health condition.

If the employee requesting leave is eligible for CFRA leave, the District will provide them a notice that designates the leave as CFRA, that specifies any additional information required, and that states their rights and responsibilities. If the employee is not eligible for CFRA leave, the District will provide a reason for the ineligibility.

Upon returning from CFRA leave, employees will be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions, to the extent required by law.

9. Leave for Victims of Crime or Abuse

- A. Employees are covered as victims and entitled to leave under this policy if they are:
- a. a victim of stalking, domestic violence or sexual assault;
 - b. a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or
 - c. a person whose immediate family member is deceased as the direct result of a crime.
- B. Obtaining Relief. Employees shall not be discharged or otherwise discriminated or retaliated against for taking time off from work to obtain or attempt to obtain any relief, including but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.
- a. An employee shall give the employer reasonable advance notice of the employee's intention to take time off to obtain relief, unless the advance notice is not feasible.
 - b. When an unscheduled absence occurs, the employer shall not take any action against the employee if the employee provides a certification to the employer within a reasonable time after the absence. The following are sufficient forms of certification:
 1. A police report indicating that the employee was a victim.
 2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
 3. Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse.
 4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, such as a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized in this section.

- c. An employee may use vacation, personal leave, or compensatory time off that is otherwise available to the employee under the applicable terms of employment, unless otherwise provided by a collective bargaining agreement, for time taken off to obtain relief.
 - d. The District shall maintain confidentiality of any employee requesting leave under this section to the extent allowed by law. The employee shall be given notice before any disclosure authorized by law.
- C. Reasonable Accommodations. Victims of domestic violence, sexual assault, or stalking who requests an accommodation for their safety while at work are entitled to reasonable accommodations.
- D. Unpaid Leave. Employees who are victims of a crime or abuse, including domestic violence, sexual assault or stalking, may take unpaid leave for up to 12 weeks for the following reasons:
- a. to seek medical attention for injuries caused by crime or abuse;
 - b. to obtain services from a domestic violence shelter, program, rape crisis center or victim services organization or agency as a result of the crime or abuse;
 - c. to obtain psychological counseling or mental health services related to an experience of crime or abuse; or
 - d. to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Employee's may be required to provide proof of their participation in these activities. Employees must provide their supervisor reasonable notice before taking any time off under this policy when possible.

Employees may substitute any accrued vacation, sick or other time off for the leave under this policy. Leave under this policy does not extend the time allowable under the FMLA or CFRA.

No employees will be subject to discrimination or retaliation because of their status as a victim of a crime or abuse, including crime or abuse related to domestic violence, sexual assault or stalking.

POLICY #:	305
SECTION:	BENEFITS
SUBJECT:	Training and Development
DATE:	7/01/2026

POLICY

SD5 encourages all employees to expand their knowledge, skills, and level of professionalism relevant to the operations of the District and to support the District's mission, vision, and values.

PROCEDURE

The purpose of this procedure is to outline the standards and requirements for receiving District-provided financial support for employee development.

1. Professional Associations/Technical Groups

The General Manager may approve payment for employee membership in craft, trade or other professional organizations that align with the above policy statement. The employee shall provide evidence of their active participation in support of continued membership payment. The following types of memberships may be approved for reimbursement:

- A. Memberships in local chapters of professional/technical organizations for all employees.
- B. Memberships at local, state, and national levels of organizations as determined to be appropriate by the general manager.

In addition, the employee may request reimbursement for the cost of attendance at professional association dinner meetings, including late afternoon training event. With prior approval, the District may allow the employee to attend the training event during the employee's work hours.

2. Seminars/Conferences

The District may elect to send employees to approved training programs, seminars, and/or conferences in state from time to time. While these programs are normally scheduled during regular working hours, there may be evening or weekend classes or activities.

With prior approval of their supervisor, employees may make a one-time change to their regularly scheduled day off in order to attend a seminar or conference on District time provided that changing the day off does not create overtime.

Employees who desire to attend a seminar must submit a Preauthorization for Employee Travel/Request and Per Diem Advance form, including estimated expenses for approval. No advances for reimbursable expenses shall be made for one-day seminars or workshops. Expense advances and reimbursements shall be processed in accordance with the District's

Expense Reimbursement Policy and Administrative Procedure for Travel/Training Expense Reimbursement.

3. Certifications and Licenses

Employees may attain certifications and licenses in various work-related fields, including engineering, finance, operations, maintenance, electrical/ instrumentation, biosolids management, laboratory, and environmental compliance.

The District normally pays for these certifications, as well as other approved certifications/registrations, that are requirements of the position's classification.

Reimbursement will be provided for approved certifications and licenses based on the following guidelines:

- C. Upon successful completion and passing the examination, SD5 will reimburse employees for fees related to any relevant and prior-approved professional examinations, certificates, and licenses.
- D. The District will try to accommodate professional programs and exams with work schedule changes, as needed and as consistent with operational interests.
- E. The District will reimburse employees for job-required certification renewal fees.
- F. The District will reimburse employees for classes to assist the employee in obtaining certification for job advancement one time only while the employee remains in a particular classification level. Once the employee advances to the next certification level, the employee may be eligible to seek reimbursement for further certification review classes.

POLICY #:	306
SECTION:	BENEFITS
SUBJECT:	Summary of District-Sponsored Benefits
DATE:	7/01/2026

POLICY

The District provides eligible employees with a benefit plan that contains a comprehensive selection of health benefits and insurance protection that are available during their employment with SD5. Employees may enroll qualified family member(s) on to the District plan; however, eligibility is determined by the plan provider, not by SD5.

Unless otherwise specified by the benefit insurance plan, all full-time SD5 employees are eligible for District health and insurance benefits. Each unrepresented employee who works part time may be eligible to receive a pro-rata share of the District contribution towards certain health and insurance benefits coverage with the employee paying the difference. Some employment categories may not be eligible for benefits, except as provided by law

All plans are periodically evaluated and may be subject to modification at the District's discretion. A summary of the health and insurance plans offered by the District are listed below.

BENEFITS AND ELIGIBILITY

1. Health Benefits

The District contracts with CalPERS for the provision of health benefits. Newly hired employees will be covered on the first day of the month after their start date. The District will provide employees with the option of selecting hospital-medical insurance from the benefit plan.

The District shall contribute the equivalent of the current CalPERS Kaiser Bay Area family (3+ party) rate toward hospital medical insurance. Eligible employees receive a monthly benefit allowance towards their CalPERS plan premiums based on the Kaiser Bay Area 3+ party rate. Employees will have to pay the difference if they select a plan that costs more than the Kaiser Bay 3+ party rate.

2. Dental Benefits

The District has a self-insured dental plan and contracts with a dental plan administrator for \$2,000 of annual dental benefits. The District will pay for the full cost of the plan coverage for the employee and qualified family members.

3. Vision Care Benefits

The District contracts with a vision plan provider for vision benefits. The District will pay the

full cost of the plan coverage for the employee and qualified family members.

4. Short Term Disability, Long Term Disability, Accidental Death & Dismemberment, and Life Insurance Plans

The District contracts with plan provider(s) for these three insurances. The District will pay the full costs of the plan premiums for the eligible employee.

The District will pay for the full cost to provide and cover each SD5 employee with life insurance in the amount of \$50,000.

5. IRS Section 125 Plan – Employee Funded Reimbursement Accounts for Health Care and/or Dependent Care

SD5 offers each employee the option to enroll in an approved IRS Section 125 Reimbursement Account for Health and Dependent Care known as flexible spending accounts. Employee participation is voluntary and each account(s) is funded with employee payroll contributions as a pre-tax deduction. There is an annual open enrollment period where employees specify the amount they want to contribute during the following plan year. Once the pre-tax payroll deduction begins for the plan year, employees cannot terminate participation or change the contribution amount during that plan year. In accordance with IRS Section 125, any amount that remains in the reimbursement account(s) in excess of \$500 at the end of the plan year is forfeited to the employer. Amounts up to \$500 in the Health Care Plan may be rolled over to the following plan year.

PROCEDURE

1. Initial Enrollment

Complete details of the District's benefits plan are provided to employees at the time of hire. In addition to a choice of medical plans, employees may also select flexible spending accounts for dependent care and qualified non-covered health care needs.

2. Changes in Coverage

Open Enrollment for the CalPERS Health Benefit Plans takes place annually during a time period established by CalPERS (usually in the fall). During this period, employees may change their health plan provider. Changes that take place during the open enrollment period become effective at the start of the following calendar year unless otherwise specified by applicable laws and/or the plan provider.

Changes in coverage for all employee benefits may also be made upon a qualifying life event such as marriage, divorce, or legal separation, birth or adoption of a child, death of a spouse or child, or other qualifying events. These types of changes may be made in accordance with applicable law and/or the insurance carrier's provisions.

3. Plan Documents Govern

The descriptions of benefits contained in this policy manual are summaries provided to assist District employees. For additional information, District employees should review the plan documents which can be obtained from the District's Administrative Services Manager. Should there be any inconsistency between these policies and the plan documents, the terms of the plan documents govern.

POLICY #:	307
SECTION:	BENEFITS
SUBJECT:	Waiver of District-Sponsored Benefits
DATE:	7/01/2026

POLICY

The District provides a benefits plan from which employees may select different benefit options. These options include District sponsored medical insurance coverage and separate, employee funded, pre-tax, flexible spending accounts for dependent care and qualified, non-covered health care benefits. Complete details of the benefits plan are provided to employees at the time of hire and in the month of October during open enrollment.

PROCEDURE

As permitted by the benefit plan, employees may waive the District’s medical insurance coverage if they provide proof of other comprehensive group medical insurance coverage. Employees who wish to waive coverage shall provide the Administrative Services Manager with the name of the carrier and the policy number of the plan under which they are covered.

An employee who chooses to waive the medical insurance coverage offered by the District, and provides written documentation indicating that they receive such benefit under the medical plan of a spouse or domestic partner, may elect, each year during the open enrollment period, to receive a monthly "cash-back" benefit in an amount equal to the Kaiser Bay area single rate per month. However, the employee can re-enroll in one of the CalPERS medical plans during the annual open enrollment period, or at any time throughout a year in which a qualifying event occurs that generates a loss of coverage.

The cash-back in lieu of medical coverage provision does not apply to dental, vision, or life insurance coverage. The employee is responsible for all taxes on the cash-back amount, as provided by the IRS.

POLICY #:	308
SECTION:	BENEFITS
SUBJECT:	Post-Employment Retiree Health Benefits
DATE:	7/01/2026

POLICY

This policy pertains to the eligibility and administration of post-employment health, dental, and vision benefits for represented and unrepresented employees who retire from SD5. The District reserves the right to eliminate, modify, and/or add to the benefits described in this Policy at any time, consistent with its obligations, if any, under its labor agreements, and in accordance with applicable law.

Also refer to Personnel Policy #214: *Employment Practices, Retirement*.

BENEFITS AND ELIGIBILITY

The District contracts with the California Public Employees' Retirement Systems (CalPERS) for the provision of post-employment health benefits (retiree health benefits or health benefits during retirement). Eligibility for health benefits at retirement is based on eligibility criteria established by CalPERS. All employees are strongly advised to consult with CalPERS on the requirements for receiving retiree health benefits and continuation of coverage for a surviving spouse and/or dependent(s).

In accordance with current federal law, an employee at retirement is also eligible to maintain dental and vision coverage at their own expenses under COBRA.

1. Post-Employment Health Benefits for Represented and Unrepresented Employees Hired prior to December 12, 2012

- A. To be eligible for benefits under this subsection upon retirement:
- the annuitant must have been a full-time District employee for a minimum of five continuous years (vested in CalPERS)
 - must be of retirement age and must retire from the District with PERS retirement. ([2.7%@55](#) Miscellaneous Formula)
 - Any additional PERS requirements will also apply.

- B. Eligible retired employees hired by the District before September 1, 2000.
 - The District shall contribute to the annuitant’s HRA or similar funding mechanism the amount necessary to pay the cost of the enrollment of the annuitant, including the enrollment of his or her eligible dependents, in a health benefit plan, up to a maximum of the Kaiser basic/supplemental rates per month plus administrative fees and Contingency Reserve Fund assessment, minus the minimum PEMHCA contribution made by the District on the retiree’s behalf.

- C. Eligible retired employees hired by the District between September 1, 2000 – December 11, 2012
 - The District shall contribute to the annuitant’s HRA or similar funding mechanism the amount necessary to pay the full cost of the annuitant’s enrollment, including the enrollment of his or her eligible dependents, in a health benefits plan or plans up to a maximum of one hundred percent (100%) of the weighted average of the health benefits plan premiums for employees or annuitants enrolled for self alone plus ninety percent (90%) of the weighted average of the additional premiums required for enrollment of his or her eligible dependents in the four (4) health benefits plans which have the largest number of enrollments during the year to which the formula is applied plus administrative fees and Contingency Reserve Fund assessment, but not more than one hundred percent (100%) of premium applicable to him or her.

2. Post-Employment Health Benefits for Represented and Unrepresented Employees Hired After December 12, 2012.

- a. Eligible Retired Employees Hired after January 1 ,2013 (PEPRA)
 - i. This provision applies only to employees who are members of the California Public Employees’ Retirement System (CalPERS) under the Public Employees’ Pension Reform Act of 2013 (PEPRA), and who retire from the District directly from active service with CalPERS. To be eligible for retiree medical coverage, an employee must:
 - Have a minimum of ten (10) years of continuous full-time service with the District immediately preceding retirement; and
 - Must be of retirement age; (2%@62 PEPRA Formula)
 - Be eligible to receive a CalPERS service retirement at the time of separation from District employment.
- b. The District shall contribute toward the retiree’s CalPERS medical insurance

premium under the Public Employees’ Medical and Hospital Care Act (PEMHCA) as follows:

- The District shall pay the minimum employer contribution as required annually under PEMHCA for all eligible PEPRAs; and
- In addition, the District shall provide a supplemental contribution based on completed years of District service, as shown below:

Years of District Service	District Contribution Toward Premium
10 – 14 years	50% of the CalPERS premium (employee only)
15 – 19 years	75% of the CalPERS premium (employee only)
20+ years	100% of the CalPERS premium (employee only)

ii. Coverage for Dependents

Retirees may elect to enroll eligible dependents in a CalPERS medical plan at their own expense. The District contribution specified above applies to the retiree only.

iii. Coordination with Other Benefits

Retiree medical coverage shall be coordinated with Medicare as required by CalPERS and applicable law. Upon reaching Medicare eligibility, retirees must enroll in the appropriate Medicare-coordinated CalPERS plan.

iv. Grandfathering and Limitations

This provision applies only to PEPRAs members first hired on or after January 1, 2013, who are not covered under any prior retiree medical benefit arrangement. Employees hired prior to that date remain subject to the retiree medical provisions, if any, in effect at their date of hire.

3. Continuation of Post-Employment Health Benefits for Surviving Spouse or Qualified Dependent(s)

The surviving spouse or qualified dependent(s) may be eligible to remain on a retired employee’s CalPERS health benefit plan provided that at the time of retirement, the employee has: (1) selected a retirement option that provides a continued retirement

allowance (pension) to the surviving spouse or qualified dependent(s); and (2) that the spouse or qualified dependent(s) are enrolled in the retired employee's health benefit plan. This statement is meant as general guidance to employees; employees are strongly advised to discuss all eligibility criteria for CalPERS retirement options and benefits with CalPERS.

In the event that the retiree's surviving spouse or qualified dependent(s) is eligible to remain on the deceased retiree's CalPERS health benefit plan, SD5 will contribute the minimum PEMCHA allowance towards the cost of CalPERS health coverage. The surviving spouse or qualified dependent(s) is not eligible to receive any additional health care reimbursements from the District.

4. Medicare Coverage and Premiums

Medicare is a federal health insurance program. During the course of employment at SD5, the District makes the mandatory employer contribution to Medicare in the form of payroll taxes for all employees hired after April 1, 1986.

When a retiree turns age sixty-five (65), CalPERS will enroll the retiree into a comparable CalPERS health plan in coordination with Medicare. The District does not reimburse retired employees for the costs of Medicare coverage and premiums that they pay to the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services.

5. Miscellaneous

District Resolution #2000-12 and # 2002-09 with CalPERS establishes the District contribution for post-employment health benefit for represented employees. District Resolution 2013-02 rescinds vesting requirements for employees hired after September 1, 2000. District Resolution #2013-01 with CalPERS establishes the District contribution for post-retirement health benefits under PEMCHA for unrepresented employees. CalPERS will invoice the District for the cost of post-retirement health benefits for retirees covered under the CalPERS plan based on the established PEMCHA rates.

The District complies with all applicable federal and state tax laws. Each employee and retiree should consult with their tax advisor to determine if there will be tax implications for their tax filing status. The District is not responsible for any federal and/or state tax liabilities incurred as a result of this policy.

POLICY #:	309
SECTION:	BENEFITS
SUBJECT:	Catastrophic Leave
DATE:	7/01/2026

POLICY

This policy establishes a uniform practice for administering catastrophic leave for District employees. The purpose of this policy is to permit employees to contribute a portion of their accrued paid vacation, sick leave, holiday, and/or administrative leave to another employee when the other employee, or a member of the employee’s immediate family, has suffered a catastrophic illness or injury. This policy is applicable when the employee is on an approved leave of absence due to a verifiable illness or injury of the employee or the employee’s immediate family.

This policy and the procedures detailed herein apply to all regular District employees who have completed at least one year (2,080 hours) in paid status.

DEFINITION

For the purpose of this leave program, “catastrophic” means an illness or injury which is monumental, immediate in nature, and which is expected to and does cause an employee to exhaust all their accrued leave balances.

ELIGIBILITY AND GUIDELINES

1. Participation in this plan is voluntary for both the donor and the recipient of catastrophic leave benefits.
2. Eligibility to receive catastrophic leave donations shall be determined as follows:
 - A. The incapacitation must be for the employee or the employee’s immediate family member who has a serious illness or injury.
 - B. The employee must have exhausted all available accrued paid time off balances before receiving such benefits.
 - C. The employee must be on an approved leave of absence.
3. An individual may be eligible to receive a maximum of six months’ worth of catastrophic leave donations, per occurrence.
4. The employee shall not accrue any vacation, paid sick time, floating holiday, or administrative leave while receiving catastrophic leave benefits.
5. All transfers of paid time off shall be in whole hour increments. Donating employees must have a vacation balance of at least forty (40) hours remaining after the donation of vacation

leave. Donating employees may not donate more than one-half of their accrued paid sick-leave and must maintain a balance of at least eighty (80) hours of accrued sick leave after the donation. Employees may donate all of their paid administrative leave or floating holiday(s).

- A. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient.
 - B. Donations are irrevocable.
 - C. The individual names of those who have donated catastrophic leave benefits to an employee are kept confidential, and will not be disclosed to the receiving employee, or any other employee without a specific “need to know.”
 - D. Regardless of which bank of time the donating employee donates from (e.g., vacation or sick leave banks), the time is placed into the catastrophic leave bank of the employee receiving the donation.
6. Donated hours will not be deducted from the donor’s accrual banks until such time as they are needed and actually used by the receiving employee.
 7. An employee in a supervisory position may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this provision must be approved in writing in advance of the donation by the General Manager/designee.
 8. Used donated leave time shall be subject to the recipient’s normal payroll deductions.
 9. At no time may the pay of an employee using catastrophic leave benefits exceed 100 percent (100%) of base pay.
 10. Donations of leave time are subject to approval by the General Manager / designee and shall be based upon a determination that the requested transfer is in accordance with this policy. The General Manager’s decision is not subject to the grievance procedure.

PROCEDURE FOR DONATION

1. The department manager (or designee) or requesting employee shall contact the Administrative Services Manager to ensure all eligibility requirements are met.
2. The employee requesting donated leave must complete the Catastrophic Leave Program Recipient Acknowledgement Form.
3. The Administrative Assistant will prepare a generalized statement of the employee’s need for donations of catastrophic leave benefits that will be distributed to District employees.

4. Donations may be made by the donating employee on the Catastrophic Leave Donation Form (Attachment 2) and forwarded to the Administration Department. The District will ensure confidentiality for the donor.
5. The Administration Department will:
 - A. Verify that the requesting/receiving employee is on an approved leave of absence and meets all other requirements to receive donations under this policy
 - B. Verify that each donor has enough time to cover the intended donation
 - C. Determine the number of hours to be credited to the recipient's leave account
 - D. Determine the appropriate payroll period to forward the donation forms to payroll
 - E. Verify that the donor has appropriately completed and signed the donation form.
6. The Administration Department will deduct donated leave hours from the donor's designated leave accrual bank when needed for each pay period and will add the appropriate number of hours to the recipient's sick leave. In no event shall the donor have hours deducted before they are required by the recipient and in no event shall the recipient have a surplus in their leave bank.

The Catastrophic Leave Program Recipient Acknowledgement Form and Catastrophic Leave Donation Form can be obtained from administrative/finance staff.

Policy No.:	310
Section:	Benefits
Subject:	Reasonable Accommodation and the Interactive Process
Date:	7/01/2026

PURPOSE

This policy defines the procedures for requesting reasonable accommodation and interactive process, consistent with other District policies and applicable laws.

REASONABLE ACCOMMODATIONS

Absent undue hardship, the District provides employment-related reasonable accommodations to the following employees and applicants for employment:

1. Qualified individuals with disabilities (within the meaning of the Americans with Disabilities Act (ADA) and the California Fair Employment Housing Act (FEHA) to enable them to perform essential job functions; and
2. Employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider; and
3. Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
4. Employees who request reasonable accommodation to address a conflict between a sincerely held religious belief or observance and any employment requirement.

Employees are expected to provide the following information to the District to assist the District in identifying potential reasonable accommodations based on the employees' restrictions:

1. **Reasonable Medical Documentation of Disability.** An individual requesting such accommodation must provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the District will do the following:
 - Explain the insufficiency of the documentation provided;
 - Allow the employee or applicant to supplement the documentation to remedy the issue with the documentation provided; and
 - Pursue the interactive process to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

2. **Medical Certification Indicating the Need for a Reasonable Accommodation or Transfer Due to Pregnancy or Related Conditions.** If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, the District will provide the employee with notice of the need for a medical certification. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains:
 - A description of the requested accommodation or transfer;
 - A statement describing the medical advisability of the accommodation or transfer due to pregnancy; and
 - The date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

3. **Certification of Victim Status.** An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:
 - A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and
 - A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking.

INTERACTIVE PROCESS

The District will initiate the interactive process when:

1. An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);
2. The District otherwise becomes aware of the need for an accommodation through a third party (*e.g.*, an employee's supervisor), or by observation;
3. The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, California Family Rights Act leave, or other leave rights, but the employee and/or the employee's health care

provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;

4. An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of their health care provider;
5. An employee-victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for their safety at work;
6. An employee requests an accommodation to address a conflict between a sincerely held religious belief, observance, or practice and any employment requirement; or
7. The District becomes aware of the need for a reasonable accommodation for an employee's or applicant's sincerely held religious beliefs, observance, or practices.

The Interactive process includes the following procedures:

8. **Interactive Communication.** After the occurrence of any of the above-stated circumstances that trigger the need to conduct an interactive process meeting, the Personnel Director will promptly arrange for a discussion or discussions with the applicant or employee and their designated representative (if any). The purpose of the interactive communications will be to discuss in good faith all feasible potential reasonable accommodations. The Personnel Director will document these communications in writing.
9. **Potential Accommodations for Applicants or Employees with Disabilities.** The District provides employment related reasonable accommodation(s) to qualified individuals with disabilities that permit the applicant or employee to perform the essential job functions of their job. The range of potential reasonable accommodations may include the following:
 - Making existing facilities used by applicants and employees readily accessible to, and usable by, individuals with disabilities, including, but not limited to, the following: acquisition or modification of equipment or devices; adjustment or modifications of examinations, training materials or policies; and/or the provision of qualified readers or interpreters;
 - Job restructuring, which may include reallocation or redistribution of non-essential job functions;
 - Part-time or modified work schedules;
 - Paid or unpaid leave of absence of a finite duration that is likely to enable the employee to return to work at the end of the leave;

- Preferential consideration to reassignment to a vacant, comparable position, except when such preference would violate a bona fide seniority system;
- Reassignment to a vacant lower-paid position if there is no funded, vacant comparable position for which the individual is qualified for; or
- Reassignment to a temporary position if the individual agrees.

10. Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions. Depending on the facts of each case, the interactive process will attempt to identify and implement a reasonable accommodation that is consistent with the medical certification applicable to the applicant or employee. Whether an accommodation is reasonable is a case-by-case analysis that takes into account several factors, including, but not limited to the employee’s medical needs; the duration of the needed accommodation; and the employer’s legally permissible past and current practices. The range of potential accommodations may include the following:

- Transfer to a less strenuous or hazardous position for the duration of the pregnancy;
- Change in or restructuring of work duties, such as modifying lifting requirements;
- Providing more frequent breaks;
- Providing seating;
- Time off for medical appointments; and
- Transfer temporarily to a job with equivalent pay and benefits that the employee is qualified to perform to accommodate reduced work schedule or intermittent leave. However, a reduction in work hours may be considered a form of pregnancy disability leave and deducted from the employee’s four (4) month pregnancy disability leave entitlement.

11. Potential Accommodations for Employee-Victims of Domestic Violence, Sexual Assault, or Stalking. Depending on the facts of each individual case, the interactive process analysis will review all possible reasonable accommodations that would enhance the safety of the employee victim at work. In determining what accommodation is reasonable, the District will consider the exigent circumstance or danger facing the employee. The District will consider the accommodation preferences of the employee but has the right to select and implement any accommodation that the District deems effective. The range of potential safety measure accommodations may include the following:

- Transfer, reassignment, modified schedule;
- Change in work telephone number;
- Change in location of work station;
- Installation of locks;
- Assistance in documenting domestic violence, sexual assault, stalking, or a crime that occurs in the workplace;
- The implementation of a safety procedure(s);
- Adjustment to job structure, workplace facility, or work requirement; and
- Referral to a victim assistance organization.

12. Potential Accommodations for Sincerely Held Religious Creed, Religious Dress Practice, or Religious Grooming Practice. Depending on the facts of each case, the interactive process analysis will review all possible accommodations that would resolve the conflict between the religious belief or observance and any employment requirement. The District will consider the preference of the employee or applicant but has the right to select and implement any accommodation that it deems effective. The range of potential accommodations may include the following:

- Job restructuring or job reassignment (but not segregation from other employees or the public);
- Modification of work practices, including dress or grooming;
- Allowing time off in an amount equal to the amount of non-regularly scheduled time the employee has worked to avoid a conflict with their religious observances; and

13. Determination. After engaging in the interactive process, the Personnel Director will review the information received, and determine: whether all available information has been reviewed; whether all potential accommodations that the applicant or employee has suggested have been considered; whether additional discussions with the applicant or employee would be helpful; whether the applicant's or employee's preferences have been taken into account; if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without undue hardship on the District. The Personnel Director will inform the applicant or employee of their

determination in writing. The Personnel Director will use their discretion based upon the particular facts of each case.

14. Access to Medical Information Regarding Fitness for Duty. Medical records and information regarding the need for an accommodation will be maintained separately from non-medical records and information. Access to these files will be restricted to persons with an identifiable need to access the information.

POLICY #:	401
SECTION:	RULES AND REGULATIONS
SUBJECT:	Drug and Alcohol Policy
DATE:	7/01/2026

POLICY

SD5 is committed to protecting the health, well-being, and safety of its employees and the public at large from the actual and potential hazards caused by an employee working under the influence of drugs or alcohol. Because of the importance of this commitment and the dangerous nature of substance abuse, accomplishing this goal requires the full support of managers and supervisors as well as that of each employee.

SD5 provides a drug-free (i.e., free of alcohol, drugs, or controlled substances such as marijuana, heroin, cocaine, etc.) workplace through development and administration of appropriate policies, guidelines, and programs.

The following policy is adopted as an initial step toward reaching this goal:

PROCEDURE

The District will be firm in identifying and disciplining those employees who do not voluntarily seek assistance and who continue to abuse alcohol or use controlled substances in violation of the following:

No employee who is on duty or on standby for duty will:

1. Use, possess, or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances; or
2. Use or be under the influence of alcohol to any extent that would impede the employee's ability to perform his or her duties safely and effectively.

No employee will perform duties that, because of drugs taken under a legal prescription, cannot be performed without posing a threat to the health or safety of the employee or others. This includes medications that may impair the employee's ability to operate machinery or motor vehicles.

Employees will be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed herein. In addition, when such an employee has already been found in violation through the adverse action or medical examination process under this policy, as a result of substance testing under this policy, or by the employee's own admission, the employee will be required to submit to periodic substance testing as a condition of remaining in or returning to District employment.

This policy does not apply to cannabis use by an employee off the job and away from the workplace, unless an exception under state or federal law applies. However, employees may not consume, possess, use, or be impaired by cannabis while on duty or at work.

SD5 has established an Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees who think they may have an alcohol or drug usage problem are urged to seek confidential assistance from the EAP counselor. Employees may contact their supervisors or the EAP counselor for additional information. An employee's participation in an assistance program does not relieve the employee of responsibility to meet work performance requirements. EAP posters with phone numbers are posted on the District bulletin boards in the break room.

A. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

- 1. Drugs:** Marijuana/cannabis, amphetamines, opiates, phencyclidine (PCP), cocaine, or any other illegal or regulated drug.
- 2. Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

B. PROHIBITED CONDUCT

No employee will report to any work site or will work impaired by any drug or alcohol, lawful or unlawful.

No employee at any work site will use or possess any quantity of any drug or alcohol, lawful or unlawful, except for authorized drugs. This prohibition generally does not apply to alcohol in those circumstances designated as social by the District, nor does it apply to the use or possession of alcohol in their residences by those employees who reside in District-owned residences except to the extent that such use or possession would interfere with the performance of their duties.

No employee at any work site shall manufacture, dispense, distribute, or sell any drug or alcohol, lawful or unlawful.

No employee may perform or continue to perform security-sensitive or safety-sensitive functions if the employee is using alcohol.

No employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

No employee shall consume alcohol within six (6) hours prior of the start of their shift or have a breath alcohol content that would constitute a positive test result (0.02 or greater) while at work.

C. NOTIFICATION OF CRIMINAL DRUG CONVICTION

All employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off District premises while conducting District business. A report of conviction must be made to the Administration Manager within five (5) days after conviction, as mandated by the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990. Failure to report such convictions may subject the employee to disciplinary action, up to and including dismissal.

The District will not use information obtained from a criminal history about an applicant or an employee's prior cannabis use, unless the District is permitted to consider or inquire about such information under the California Fair Chance Act, or other state or federal law. This does not prevent the District from otherwise following state or federal laws requiring applicants or employees to be tested for controlled substances.

D. PRESCRIPTION AND NON-PRESCRIPTION SUBSTANCES

The District recognizes that prescribed medications can also have effects that prevent performance by an employee, impair his/her ability, seems to indicate use of alcohol or other intoxicants, or otherwise creates an unsafe working environment for the employee, their co-workers, or the general public. Employees under a physician's care are responsible for informing the physician of their job duties and whether or not their jobs are classified safety sensitive. All medications that are prescribed or taken, that may affect an employee's ability to perform their job safely, must be disclosed in writing to the Administration Manager. A doctor's note may be required to verify job duties that the employee can perform while under their doctor's care. An employee may be reassigned to an alternative position, if available, or be required to take a leave of absence or comply with other appropriate action as determined by the District.

Failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.

E. VOLUNTARY ADMITTANCE

Employees who believe they may have a substance abuse problem are encouraged to seek assistance for resolving that problem. Employees may use accumulated sick leave, vacation time, or compensatory time to participate in a rehabilitation program.

Employees who admit to alcohol misuse or controlled substances use are not subject to

disciplinary measures provided the employee does not self-identify after the employee has been required to participate in testing under the requirements of this program.

F. TESTING FOR PROHIBITED SUBSTANCES

Testing will be conducted in a manner to assure a high degree of accuracy and reliability, using techniques, equipment, and laboratory facilities approved by the Department of Health and Human Services (“DHHS”).

Controlled substance testing includes tetrahydrocannabinol, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial controlled substance screen will be conducted on each specimen. For specimens that test above initial screening thresholds, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. .

Tetrahydrocannabinol (THC) is the chemical compound in cannabis that can indicate impairment and cause psychoactive effects. After THC is metabolized, it is stored in the body as a nonpsychoactive cannabis metabolite. These metabolites do not indicate impairment.

The District will not discriminate against a person in hiring, termination, or any term or condition of employment, or otherwise penalize a person based on the person’s use of cannabis off the job and away from the workplace or if an employer-required drug screening test finds the person to have nonpsychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids except when the applicant or employee is hired for positions that require a federal government background investigation, security clearance in accordance with US Department of Defense regulations, or equivalent regulations.

The District retains the right to make employment-related decisions based on tests that apply to current impairment, in particular scientifically valid pre-employment drug screening conducted through methods that do not screen for non-psychoactive cannabis metabolites, such as those that test for THC.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 or greater will be removed from their position for at least twenty-four (24) hours while the District determines disciplinary action which may include up to termination.

G. PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial

manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to their subordinates may be subject to disciplinary action, up to and including termination.

1. Post Offer, Pre-Employment Testing

All applicants shall undergo urine controlled substance testing. Post Offer, Pre-Employment Testing will be accomplished in conjunction with the required medical evaluation. Results will be kept in the employee's medical files.

Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment. Pre-Employment testing requirements will be conducted in compliance with current law.

Refusal to submit to Pre-Employment Testing will result in withdrawal of employment offer.

2. Reasonable Suspicion Testing

The District shall conduct a drug and/or alcohol test when a manager or supervisor has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.

The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. Examples of reasonable suspicion include, but are not limited to, physical signs and symptoms consistent with prohibited substance use such as red eyes or slurred speech; odor of alcohol or drugs; unsteady or uncoordinated movements; fidgeting or inability to sit still; and identifying drugs or alcohol.

Any employee may identify someone suspected of being impaired due to alcohol and/or controlled substance to any manager/supervisor. However, it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee. However, reasonable suspicion determinations must be made by a manager or supervisor who is trained to detect the signs and symptoms of drug and alcohol use.

The manager or supervisor requesting an employee to submit to a drug or alcohol test based on reasonable suspicion must document facts constituting reasonable suspicion in writing.

Employees reasonably believed to be under the influence of drugs or alcohol will not be permitted to engage in further work. In addition, such employees will not be permitted to drive themselves from the worksite. A supervisor will see that the employee is transported to the designated collection center.

A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test and signed by the supervisor or District official who made the observations, within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

The records will be shared with the Administration Manager for inclusion in a separate confidential medical folder. The General Manager shall be notified as soon as practical.

All employees will be tested for the following substances in accordance with this policy:

- alcohol, ethyl (u) (etoh)
- amphetemines (amp)
- barbiturates (barb)
- benzodiazepines (bzo)
- bicyclic (bca)
- cocaine (coc)
- hydrocodone (hydc)
- marijuana (thc)
- methadone (mtd)
- methamphetamine (mamp)
- mdna (mdna)
- morphine (mop)
- opiates (opi)
- oxycodone (oxy)
- oxymorphone (oxym)
- phencyclidine (pcp)
- propoxyphene (ppx)
- tricyclic (tca)

The employee is required to remain available and is not permitted to refuse testing. Interference with or refusal to submit to the above tests may result in termination from employment.

3. Post Incident Testing

Employees involved in certain accidents or incidents will also be required to undergo drug testing. Accidents or incidents requiring post-incident testing include: any incident involving or resulting in a fatality, any incident which results in \$5,000 or more in damage, or any incident where the supervisor or General Manager have reasonable suspicion that drugs or alcohol may have played a role.

Employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a

fatality. This includes all employees who are on duty in the vehicles and any others whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incur disabling damage that requires towing from the site; and the employee receives a citation under state or local law for a moving traffic violation arising from the accident.

The employee will immediately be escorted, by their supervisor, to the collection site where they will be requested to provide a urine sample. All employees will be tested for the substances found in the Reasonable Suspicion Testing section above, in accordance with this policy.

The District will transport an employee who is reasonably believed to be under the influence of alcohol or drugs at work or in a work-related situation to a District-designated medical clinic for the appropriate substance abuse testing procedure.

H. MANAGER / SUPERVISOR TRAINING

Managers and supervisors should receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training will be used by the supervisors and/or managers to determine whether reasonable suspicion exists to require an employee to undergo testing. The training will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

I. VIOLATION OF POLICY AND DISCIPLINARY CONSEQUENCES

An employee may be found to use illegal drugs or alcohol on the basis of any appropriate evidence including, but not limited to:

- Direct observation;
- Evidence obtained from an arrest or criminal conviction;
- A verified positive test result; or
- An employee's voluntary admission.

The District will immediately remove the employee from their position. Disciplinary action taken against an employee found to use illegal drugs or alcohol may include the full range of disciplinary actions, including termination. At the discretion of the District an employee may return to duty if the employee's return would not endanger public health or safety.

If the District determines a rehabilitation program is appropriate for those employees having a positive controlled substance and/or alcohol test then a second verified positive test under any circumstances may constitute cause for discipline up to and including

termination.

J. CONFIDENTIALITY

The District will maintain records of the circumstances and results of any employee testing under this policy. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the Administration Manager. The reports or test results may be disclosed to supervisors on a strictly need-to-know basis and to the tested employee upon request.

Disclosures, without employee consent, may also occur when:

- The information is compelled by law or by judicial or administrative process;
- The information has been placed at issue in a formal dispute between the District and the employee;
- The information is to be used in administering an employee benefit plan; or
- The information is needed by medical personnel for the diagnosis or treatment of the employee when he/she is unable to authorize the disclosure.

POLICY #:	402
SECTION:	RULES AND REGULATIONS
SUBJECT:	Smoking Policy
DATE:	7/01/2026

POLICY

Due to safety and health reasons, smoking and vaping is not permitted on District grounds or property (trucks)

POLICY #:	403
SECTION:	RULES AND REGULATIONS
SUBJECT:	Driving on District Business
DATE:	1/05/2023

POLICY

This Policy applies only to employees whose job duties require driving vehicles in the course of their employment. These employees must maintain a valid California driver's license.

This policy applies to the use of District vehicles as well as when non-District owned vehicles are used for District business.

PROCEDURE

1. District Responsibility

- A. All employees subjected to this policy shall be informed of the District's minimum driver eligibility standards (hereafter known as "driving standards") and must acknowledge the reading of it by signing a "Driving Standards Acknowledgment" form that shall be retained in the employee's personnel file.
- B. District job descriptions for positions that require driving on District business shall state that as a condition of employment, employees holding those positions must maintain a valid driver's license, and must continue to meet the District's established driving standards.
- C. Department of Motor Vehicles (DMV) driving record checks are provided by the DMV annually for employees who drive a vehicle on District business. The District will provide each employee with an authorization form to allow the DMV periodically to disclose or make available the employee's driving record to the District.
- D. Employees not meeting the driving standards shall be reported to the appropriate supervisor as soon as Administrative staff learns of an employee's failure to comply with the driving standards.

2. Employee Responsibility – Driving Standards

Any employee who drives on District business must adhere to the following minimum driving standards:

- A. Employees must possess a valid California driver's license to operate the class of vehicle(s) required for the employee's position. For those positions that require a Class B or A driver's license, the District shall reimburse the cost of the DMV Class

B or A driver's license fee.

- B. Employees must notify the District immediately if their license is suspended, revoked, has expired, or if they receive notification from the DMV of an intent to suspend or revoke the license.
- C. Employees must maintain a current medical certificate for classes of their licenses requiring such certification.
- D. Employees must use safety belts as required by law for the driver and all occupants of any vehicle used on District business.
- E. Employees must immediately report to the supervisor any safety issues with any District-owned vehicle.
- F. Employees must maintain an acceptable driving record; at a minimum, this means an accumulation of no more than three (3) violation points within the prior three years on their DMV record.
- G. Employees must comply with all traffic laws at all times.

3. Candidates for Employment

Candidates for employment who receive a conditional offer of employment for a job that requires driving on District business are required to provide an up-to-date DMV driving record report. The applicant's driving record must meet the insurability requirements of the District's insurance carrier to be considered eligible for District employment in positions that require driving. If the candidate is unable to meet the insurability requirements of the District's insurance carrier, the District may rescind its conditional offer of employment.

4. Current Employees

Current employees covered by this policy who fail at any point to maintain a valid driver's license shall be excluded from District auto liability coverage and shall not be permitted to drive any vehicle for District business until such time that the employee meets the minimum driving standards.

5. Unacceptable Driving Record

Employees who are required to drive on District business and who have accumulated more than three (3) violation points within the prior three years on their DMV record may, at the District's discretion, be placed in disciplinary status and required to attend an District-approved defensive driving class. If permitted to attend the class, employees will be compensated at their regular pay rate for the time spent attending this class.

Upon completion of the class, the employee shall provide the General Manager/designee with either a copy of the certificate of completion, or a written description of the duration and contents of the training course attended.

Employees who have accumulated six (6) or more violation points within the prior three years on their DMV record are not eligible to be covered under the District's group automobile liability coverage, and are therefore prohibited from driving any District vehicle or driving any vehicle on District business.

6. Driving District Vehicles on District Property

Employees who are required to drive any District vehicle (including forklift, cart, and any other type of motor vehicle) within the perimeter of the District property are also subject to the minimum driving standards. In addition, employees driving on District property must observe the posted speed limit and drive cautiously. Reckless driving on District property is prohibited.

7. Reporting of Accidents/Tickets While Driving District Vehicles

Employees subject to this policy are required to notify the District immediately if they are:

- A. Involved in any District vehicle accident;
- B. Ticketed for a moving violation while driving on District business; or
- C. Ticketed for any violation involving an District vehicle.

Employees shall orally report to the General Manager/designee as soon as possible all damage to District property that results from driving on District business. Employees must then submit to their supervisor a written report detailing any such damage. All information, including witness information, damage incurred, etc., shall be included in the report.

If an accident involves a second vehicle, the employee driving the District vehicle must ensure that the insurance cards in the glove compartment of the District vehicle are completed and submitted to the employee's supervisor.

8. Responding to Emergencies While Driving District Vehicles

Employees who experience a break-down or flat tire while driving an District vehicle shall observe the following rules:

- A. If possible and safe to do so, drive the vehicle off or to the shoulder of the public road or freeway. If oncoming traffic presents a hazard, remain in the vehicle.

- 1) During business hours, notify the District to receive assistance in determining a proper course of action, which may include contacting a towing service.
 - 2) Outside of business hours, call a towing service. Towing and roadside assistance information is maintained in the insurance document folder of each vehicle. Instruct the tow service to return the vehicle to the treatment facility.
- B. Do not attempt to change a tire or execute major repairs while the vehicle is off District property.

9. Driving Under the Influence of Alcohol, Drugs, Medication

Employees shall not operate motor vehicles in the course of employment while under the influence of alcohol, drugs, medication, or any other substance that may cause drowsiness or otherwise impair their ability to drive safely. If an employee receives a call to return to work, but has consumed a substance that has caused or may cause drowsiness, or may otherwise impair the ability to drive or work safely, the employee shall advise the District and must not return to work.

10. Mileage Reimbursement

The District reimburses employees at the current IRS rate for their authorized use of personal vehicles for District business.

11. Use of District Vehicles Outside of Regular Working Hours- Standby:

Eligibility

Operations and Maintenance staff assigned to weekly standby coverage shall be authorized to take a District vehicle home for the duration of their standby assignment. The take-home vehicle privilege applies only for the period beginning at the start the standby week and ending upon completion of the standby assignment.

1. The assigned vehicle shall be used solely for District business and only in connection with standby responsibilities, including but not limited to:
 - Responding to call-outs;
 - Traveling between the employee's residence and the Wastewater Treatment Plant or other District facilities as required.
 - Limited personal use is allowed.
2. Compensation and Mileage

- Employees authorized to take home a District vehicle will not be eligible for mileage reimbursement for any travel associated with call-outs or weekend coverage during the standby period.
 - Time spent traveling to and from a call-out location shall continue to be considered compensable work time as defined in the District's standby and call-out policy.
3. Responsibilities and Compliance
 - The employee shall ensure the vehicle is secured, maintained in a clean and operable condition, and used in accordance with all District policies and applicable laws.
 4. The District reserves the right to modify or suspend take-home privileges based on operational needs, policy changes, or at management's discretion.

12. Use of Employee's Personal Vehicle for District Business

All employees are required to use an available District vehicle, as authorized, when traveling for District business or otherwise conducting District business. Should employees receive authorization to use their own personal vehicle for District business, they will first need to provide the District with verification that they maintain the minimum automobile liability coverage.

Any employee who receives a vehicle stipend for the use of a personal vehicle for District business is required to acknowledge in writing to the General Manager that the employee's personal insurance is the primary insurance if that employee is involved in an accident. Additionally, employees are required to provide verification of minimum automobile liability coverage on upon renewal of their insurance policy.

The District's pooled liability insurance policy provides only third-party liability coverage and provides excess coverage over the employee's personal insurance when employees use their personal vehicle for District business. The District is not responsible for any damages or loss to the non-District owned vehicle when the employee uses it for District business. The District, at its discretion, may choose to reimburse employees for any insurance deductible resulting from damages that they may incur from their personal automobile insurance if the employee is not found to be at fault in an incident.

Situations where employees may be authorized to use their personal vehicle in lieu of an District vehicle include:

- A. Attendance at offsite meetings or trainings;
- B. Assignment to stand-by duty;
- C. Other limited activities as approved by the employee's department manager.

D. Driving on District business does not include commuting to and from work.

The Employee Driving Standards Acknowledgement Form and DMV Authorization for Release of Driving Record Information can be obtained from Administration.

13. Employer Pull Notice Program

The District has a compelling interest in being made aware of changes in the driving records of its employees whose duties include driving District vehicles. Such employees are enrolled in the Department of Motor Vehicles' Employer Pull Notice (EPN) program.

A. Reports

When an enrolled employee's driver license record is updated to record an action/activity, and the action/activity is one that requires immediate reporting under the EPN program, a driver record is generated and mailed to the District. These actions/activities include, but are not limited to:

1. Convictions
2. Failures to Appear
3. Accidents
4. Driver License Suspensions or Revocations

In addition, the DMV's EPN program will automatically generate a driver record upon enrollment of a driver in the program or annually from the date of enrollment or 12 months from the last action/activity. If a driving record indicates that a disqualifying action has taken place, (e.g., a suspension, license revocation), or reveals any act that makes an employee uninsurable, the District cannot allow the individual to drive, and the employee is subject to dismissal.

B. Documentation

- Employees enrolled in the EPN program must execute a waiver form (DMV Form INF 110167) that will be maintained at the employee's worksite.
- The District maintains EPN reports in separate files at the District office. DMV information may only be used for the purpose for which it was approved by the DMV and may not be combined with any other information. The District must present EPN reports to an authorized representative of the California Highway Patrol upon request.
- The District will take appropriate measures to prevent the unauthorized disclosure of or access to information obtained from the DMV Pull Notice Program.
- The District will notify the DMV when an employee driver enrolled in the EPN program is terminated and the District shall destroy DMV information when it is no longer needed for the reason for which the employee was enrolled.

POLICY #:	404
SECTION:	RULES AND REGULATIONS
SUBJECT:	Lockers
DATE:	7/01/2026

POLICY

Lockers are District property that may be made available for the convenience of employees while at work. The District is not responsible for any personal articles left in lockers that are lost, damaged, stolen or destroyed.

PROCEDURE

Lockers must be kept in good working order and undamaged by the employee's use. Perishable goods may be stored in the employee's locker only for the duration of the shift in which the goods are brought to the workplace.

Lockers are only to be used for the storage of such items as employee clothing, uniforms, personal safety equipment, grooming products or other personal items that are appropriate for the workplace. Electronic equipment owned by the District shall not be kept in lockers.

Employees shall not permanently modify their lockers. Employees may use personal combination locks to secure the locker and prevent theft, but must provide the District with the combination to open the lock. This information shall be stored in a secure location.

Lockers are the sole property of the District, and employees do not have a reasonable expectation of privacy in using District lockers. The District reserves the right to open and inspect lockers, as well as any contents, effects or articles that are in the lockers at any time. An inspection may be conducted before, during or after working hours by management or security personnel designated by the District. However, during all inspections, a second person (e.g., shop steward or other employee) shall be present to witness the inspection. Efforts will be made to notify the employee and/or representative in advance of the inspection; however, the inspection will not be delayed if either is unavailable.

Employees are required to cooperate with inspections under this policy.

POLICY #:	405
SECTION:	RULES AND REGULATIONS
SUBJECT:	Progressive Discipline
DATE:	7/01/2026

POLICY

It is essential that employees always perform their District work to the best of their ability at all times. Employees are expected to understand and demonstrate professional standards of job performance, good interpersonal skills and conduct, and to comply with all District policies.

Employees who do not meet the expected standards of the District, and/or who fail to comply with any District policy, may be subject to disciplinary action, up to and including termination in the first instance. Where appropriate, in the sole discretion of the District, the District may attempt to engage in progressive discipline to address the problem. When determining whether or not disciplinary action is warranted, supervisors will consider a number of relevant factors, including inadvertent human error versus intentional violations of District policies.

Progressive discipline may include, but is not limited to the following, in no particular order (see procedure section for details):

- Oral counseling session
- Written warning
- Final written warning
- Suspension with or without pay
- Termination of employment

SD5 is not required to treat any form of discipline as a step in a series to be followed with an employee before termination of employment. At the District's discretion, certain violations may result in a more severe disciplinary action, including immediate termination of employment, and may not necessarily be preceded by less severe forms of disciplinary action.

PROCEDURE

1. Examples of Impermissible Conduct

Although it is not possible to provide an exhaustive list of all unacceptable conduct, the following are some examples:

- A.** Insubordination, including improper conduct toward a supervisor or refusal to perform a direct order.

- B. Violation of any District policy, expressly including but not limited to the policy prohibiting unlawful harassment and discrimination, and the drug and alcohol policy.
- C. Theft or unauthorized removal of property of the District, of other employees, or of anyone else on District property.
- D. Falsifying or making a material omission on an employment application or on other District records or documents.
- E. Misusing, destroying, or damaging property of the District, of another employee or of an District visitor.
- F. Actual or threatened physical violence; threatening, intimidating, or coercing any member of the District; vulgar or abusive language.
- G. Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on District property, while on duty, or while operating a vehicle leased or owned by the District.
- H. Unsatisfactory performance.
- I. Engaging in criminal conduct whether or not related to job performance; engaging in any act deemed unlawful by local, state, or federal laws.

2. Progressive Discipline

A. Oral Counseling Session

- 1) For relatively minor misconduct or performance problems, the supervisor or manager may counsel the employee orally, specifying the unacceptable behavior and identifying what corrective action or behavior is needed to meet a satisfactory level of performance.
- 2) Documentation of the oral counseling shall include a description of the issue, the date and time of incident, and the date of counseling, and shall be maintained in the employee's personnel file.
- 3) The employee shall be advised that failure to correct the behavior and/or performance will result in additional disciplinary action, up to and including termination of employment.

B. Written Warning

- 1) If the employee's behavior and/or performance do not improve sufficiently after the oral counseling, and/or if the misconduct or

unsatisfactory performance is deemed, in the sole discretion of the District, to warrant this level of discipline as an initial matter, the employee may receive a written warning.

- 2) The written warning shall specify the unacceptable behavior/performance and identify what corrective action or behavior is required to meet a satisfactory level of performance or conduct.
- 3) The written warning shall be documented and maintained in the employee's personnel file.

C. Final Written Warning

If the employee's behavior and/or performance does not improve after the above step(s), or if the behavior or performance issue is deemed, in the sole discretion of the District, to warrant this level of discipline, then the supervisor, with consultation and approval from the General Manager, may issue a final written warning documenting the matter.

- 1) A final written warning should include a statement of the problem that explains how the employee has failed to meet the supervisor's expectations and standards. The final written warning should also specify the acceptable level of behavior and performance, and should reference any prior discussions or warnings with the employee concerning the performance or behavioral problem.
- 2) If the issue is performance related, the supervisor may outline an action plan to correct the problem.
- 3) A copy of the final written warning will be retained in the employee's personnel file.

D. Suspensions for Five or Fewer Days

If the discipline consists of an unpaid suspension of five (5) days or fewer, the District shall notify the employee in writing of the disciplinary action. The notice shall include: (a) the action taken, its effective date, and the specific grounds upon which the disciplinary action is being taken; (b) the materials upon which the action is based; and (c) a statement informing the employee of their right or to respond to the discipline either orally or in writing to the authority imposing the discipline.

For SEIU represented employees, this level of discipline can be appealed pursuant to provisions in the MoU.

E. Termination and Unpaid Suspensions of More Than Five Days

If the proposed discipline is termination, a demotion, or an unpaid suspension of more than five (5) days, the employee shall be notified of the District's intent to impose such discipline, and shall be given the opportunity to respond, either in writing to the General Manager or orally by meeting with the General Manager/designee, to the proposed discipline, prior to its effective date.

The District notice shall:

- 1) State the intended discipline to be imposed, the reason for it, and the proposed effective date of such action;
- 2) Include a copy of the charges and materials upon which the proposed disciplinary action is based;
- 3) State that the employee has the right to respond orally or in writing before the effective date of the action.

The District, at its option, may place the employee on a paid administrative leave pending their optional right to be heard prior to the imposition of the discipline.

The General Manager/designee, after considering the employee's response, if any, to the District's Notice of proposed discipline, has the authority to uphold, reduce, modify, or overturn the proposed disciplinary action. The employee shall receive written notification of the General Manager's decision.

F. Appeals

If the General Manager's/designee's decision following Section E, above, includes imposition of disciplinary action of a termination, or an unpaid suspension of more than five (5) days, the employee may appeal such discipline in writing, within ten (10) calendar days of the date the District sent written notice to the employee of its disciplinary decision, by submitting their notice of intent appeal to the General Manager. If no such appeal is timely filed, the General Manager's determination of disciplinary action shall stand.

In the event that an employee timely files a notice of intent to appeal, then they may submit a written appeal brief to the Chairperson of the Commission within thirty (30) days following the imposition of discipline. The Commission, or its designee, will consider any timely-submitted appeal brief, and will provide a written decision within 60 days of its receipt of the appeal brief. The Commission Chair's written decision on the appeal is final and binding.

For represented employees, see the MOU appeal process.

POLICY #:	407
SECTION:	RULES AND REGULATIONS
SUBJECT:	Investigation of Facts
DATE:	7/01/2026

The District may occasionally find it necessary to investigate issues of suspected workplace misconduct, and/or other violation of District policies, including potential threats to the safety of District employees, or others.

When an investigation is initiated, employees are expected to cooperate with the District's efforts to obtain information that is pertinent to the issue being investigated. An employee's refusal to do so may subject the employee to disciplinary action.

Represented employees taking part in an investigative interview that the employee reasonably believes could result in discipline to them may request the presence of a union representative at the interview.

POLICY #:	408
SECTION:	RULES AND REGULATIONS
SUBJECT:	Rules Regarding Use of District Property and Equipment
DATE:	7/01/2026

POLICY

District desks, storage areas, work areas, parking areas, buildings, lockers, file cabinets, credenzas, computer hardware and software systems (including but not limited to E-mail communications), office telephones, modems, facsimile machines, copy machines, District vehicles, tools, District cell phones, and all other District equipment are included in the definition of “District Property” for purposes of this policy. All District Property must be maintained according to this policy.

PROCEDURE

All work areas and District Property shall be kept clean and in good order, and are to be used only for work purposes, except as provided in this policy.

1. Right of Inspection

The District reserves the right, at all times and with or without prior notice, to inspect and search any and all District Property for the purpose of determining whether this policy or any other District policy has been violated, or if otherwise deemed necessary, in the sole discretion of the District. Such inspections may be conducted before, during, or after business hours and in the presence or absence of the employee.

2. District Systems, Internet, and Other Technical Resources

Employees are prohibited from unauthorized downloading of any software (or non-business-related information onto District Systems, which are computers, tablets, cell phones, or similar electronic devices. Employees shall adhere to all District policies, expressly including but not limited to the District’s policies prohibiting harassment and discrimination, with regard to any document or material created on, and to E-mail communications sent or received on, District computer systems. Offensive, harassing, or discriminatory content in such documents or messages is not tolerated.

Documents and communications created, sent, stored, or retrieved on District Systems are District Property and, as such, are subject to inspection described in this policy.

Accordingly, employees have no expectation of privacy in any material contained, created, received, sent and/or stored on District Systems.

3. Prior Authorization

Prior written authorization from the department manager must be obtained before any District Property may be removed from the premises.

4. Use of District Property

Personal use of District Property (including but not limited to tools, materials, equipment, copiers, faxes, and printers) is prohibited unless specific permission has been granted by the employee's department manager. If such permission is granted, the employee will be responsible for the care and return of the District Property being used. Special care should be taken to identify any concerns regarding its condition before the District Property is used by the employee for personal use.

5. Use of Telephones

The District recognizes that employees may occasionally find it necessary to make personal, non-work-related calls during the work day. Any such calls should be kept to a minimum and may be made only during break or lunch periods.

Employees who use cell phones for work-related purposes must use their District-issued cell phones. Employees are not permitted to use their personal cell phones to conduct business. Employees who have not been issued a District cell phone, but need to use a cell phone for work purposes, should consult with their supervisor about checking out a Department cell phone or being issued an District cell phone. Text messages sent to conduct District business on a personal or District cell phone are subject to disclosure under the California Public Records Act.

Employees are permitted to carry personal cell phones with them during the workday, provided they do not allow these devices to interfere with their ability to perform their work tasks, or interfere with any other employee's work.

6. Software Usage

No District computer software may be copied for personal use. Copies of computer software shall be in accordance with the software licenses only. Only the District's designated representative is authorized to install software on the District network or District computers. Employees shall not install any personal non-work-related software (i.e., games, etc.) on the District's computer equipment. No computer hardware or software shall be purchased or installed without the prior approval of the General Manager/designee.

7. Review of Electronic Information

Employees should not expect that passwords or codes provided to, or used by, them on District Systems to mean that information stored, created, sent, or received on District

Systems is private. For purposes of reviewing, inspecting, investigating, or searching computerized files or transmissions on District Systems, the District may override any applicable passwords or codes. Employees have no expectation of privacy in materials contained, created, received, and/or stored on District Systems.

8. Protection of District Records

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other District Property, or improper access or use of District information obtained by unauthorized means, is not permitted.

9. Personal Computer Use Restrictions

Certain minimal personal use of District computers and devices may be allowed. The District shall have sole discretion to decide whether a use is personal or business, or whether the use is “minimal.” Any personal use of District equipment/computer systems must comply with this policy and satisfy the following provisions.

- A. Personal use of District Systems is not permitted unless it can be done at virtually no cost to the District.
- B. Personal use of District Systems is not permitted unless it is incidental (i.e., the extent of use is insignificant compared to use for assigned work), and does not interfere with satisfactory performance of the employee’s work duties, or any other employee’s work.
- C. No publishing is allowed if the content or purpose is personal. This policy bars personal web pages published by way of District Systems, as well as personal postings to Internet groups, chat rooms, web pages, search services, or social media using District Systems.
- D. No personal soliciting using District Systems is allowed during work hours.
- E. An employee may not use for personal, non-work-related interests any District System device that the employee does not employ in their assigned work. No privately-owned device may be connected to District Systems without District authorization. All District System devices taken home remain subject to this policy.
- F. Limited personal use of District Systems is permitted only during meal and rest breaks, not during work time. Any such use must be consistent with professional workplace standards and be consistent with the District’s policies, including but not limited to its policy prohibiting harassment and discrimination.
- G. Playing computer games at work is not permitted, except during meal and/or rest breaks.

POLICY #:	409
SECTION:	RULES AND REGULATIONS
SUBJECT:	Dress Code and Uniforms
DATE:	7/01/2026

POLICY

Employees are expected to dress appropriately for District business and the type of work performed.

PROCEDURE

Due to potential/actual health and safety concerns, the District provides uniforms and personal protective equipment, such as coveralls, boots, jackets, and rainwear (hereafter District Outerwear), to employees in identified positions for use while on duty. Likewise, the District also provides for the regular cleaning of any assigned uniforms and related Outerwear to ensure potentially contaminated clothing is not removed from the workplace and taken into the home.

1. Unless otherwise designated, District-provided uniforms, District Outerwear and other District-provided work-related articles of clothing or personal protective equipment shall remain the property of the District.
2. When District Outerwear is provided to an employee by the District, it is with the expectation that the employee properly wears, maintains, and provides reasonable care for the assigned items. Substitution of provided outerwear with personal items is prohibited due to the potential health and safety concerns such as that identified above.
3. Although employees in identified positions may wear limited personal items not provided by the District (e.g., hats, scarfs), if any such personal items are worn in the workplace, they should be cleaned on-site before being taken home.
4. Employees are not permitted to alter the appearance of provided uniforms. District- provided personal protective equipment and clothing must be worn at all times as directed by each department manager and shall not be worn for any other purpose than in the service of the District.
5. Employees who are not required to wear a District uniform are expected to dress in proper business attire, which is professional, neat, and clean. Employees should avoid clothing that creates a safety hazard.

Safety Boots

All employees shall be reimbursed up to a maximum of \$300.00 per Calendar year for the

purchase of safety boots. The District employee must submit a receipt to the District Manager for the safety boots.

Employees must replace safety boots as necessary. The District Manager may authorize reimbursement for additional safety boots under this policy in special circumstances. The District employee must submit a receipt to the District Manager for the safety boot purchases.

Safety Glasses

Safety Glasses –All Employees may seek reimbursement for safety glasses. The District will reimburse an employee the actual cost for the purchase of safety glasses up to a maximum amount not to exceed \$150 every calendar year. The District Manager may authorize reimbursement for additional safety glasses under this policy in special circumstances. The District employee must submit a receipt to the District Manager for the safety glasses purchases.

Uniform Expectation

District provided uniforms at date of hire will consist of:

1. 8 Pair of Pants
2. 8 Pair of shirts with District Logo (collared or T shirt)
3. 1 heavy jacket with district logo
4. 2 hoodies/sweatshirts with district logo
5. 2 caps with district logo
6. 1 set of hi visibility rain gear
7. 2 hi visibility vests for work out in the streets or night work
8. 1 pair of waterproof boots for wet weather operations
9. 1 set of coveralls or a lab coat for positions that require lab work

Upon heavy use or deterioration of the uniforms – staff will replace worn uniform upon being provided notice of such need for a replacement.

Upon reaching full time employment status (passed probation):

Uniforms: All Employees may seek reimbursement for replacement uniforms items 1-4 above. The District will reimburse an employee the actual cost for the purchase of items in section 1-4 up to a maximum amount not to exceed \$500 every calendar year. The District Manager may authorize reimbursement for additional reimbursement under this policy in special circumstances. The District employee must submit a receipt to the District Manager for the uniform purchases.

Note: Items 5-9 will be replaced by District on an as needed basis.

POLICY #:	410
SECTION	RULES AND REGULATIONS
SUBJECT:	Safety in the Workplace
DATE:	7/01/2026

POLICY

To ensure that all employees are provided with a safe working environment and to take reasonable actions as may be necessary to prevent on-the-job accidents or injuries. Employees are expected to work safely, to follow all District safety programs, policies, and procedures, and to report to their supervisor and/or safety officer any actual or potential safety hazards at work, or in a work-related situation.

PROCEDURE

1. Prohibition of Bullying and Violence in the Workplace

Employees are prohibited from engaging in bullying, violent, or threatening conduct at work or in a work-related situation. All employees shall immediately report to their supervisor or any other manager at the District any workplace or work-related incidents they perceive to be potentially or actually threatening, bullying, harmful, or criminal behavior. This includes behavior of co-employees, supervisors, vendors, or visitors that may negatively affect the safety, security, productivity or interests of the District or its employees.

2. SD5 Safety Policies

The following are some of the safety program training the District provides each year to affected employees:

- Hazard Communication Program
- Confined Space Program
- Bloodborne Pathogens Exposure Control Plan
- Illness and Injury Prevention Program
- Hearing Conservation Program

Additionally, employees are expected to review and comply with all policies and procedures included in the SD5 Safety Policy and Procedures Manual, and are required to attend and participate in all safety training sessions.

POLICY #:	411
SECTION	RULES AND REGULATIONS
SUBJECT:	Gratuities
DATE:	7/01/2026

POLICY

District employees shall not receive or accept gifts or gratuities that may improperly influence their decision-making or job performance.

PROCEDURE

The job requirements of employees in certain positions may include attendance at conferences or other business gatherings, or may present other circumstances where it is appropriate for business purposes for these employees to accept certain small gifts or gratuities.

Minor unsolicited gifts that may be accepted by employees include:

1. Unsolicited promotional materials or advertising of nominal value such as calendars, notepads, coffee mugs, or pens.
2. Food or refreshments of modest value offered as part of a reception, banquet, or social event, provided on an infrequent basis in the ordinary course of business, where the food or refreshment is also offered to other participants and/or attendees.
3. Gifts of minimal value that are given without any expectations of special service or favorable decision-making.
4. An occasional lunch or dinner provided as part of a meeting where District business is discussed.
5. Gifts of informational material provided to assist the employee in the performance of their official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars).

POLICY #:	412
SECTION:	RULES AND REGULATIONS
SUBJECT:	Use of Social Media
DATE:	7/01/2026

POLICY

All District standards of conduct, principles, and guidelines shall apply to all employee social media technology use that involves or affects the District.

PROCEDURE

1. Employees are responsible for the content they publish online, whether in a blog, social media site, or any other form of user-generated media.
2. Employees are not authorized to speak in social media websites or other online forums on behalf of the District unless specifically authorized by the General Manager. Employees authorized to speak on behalf of the District shall identify themselves by full name, title, and shall address issues only within the scope of their specific authorization.
3. Employees shall not use SD5 logos or District photos in any communication over social media technology, unless authorized in advance by the General Manager.
4. Employees shall at all times respect copyright, fair use, and financial disclosure laws.
5. Employees shall not disclose any District confidential, sensitive, personally identifiable, or otherwise proprietary information, without prior authorization by the District.
6. When representing the District, employees shall at all times observe all applicable federal, state, and local laws, and shall comply with all District policies, including but not limited to the unlawful Harassment/Discrimination policy. Specifically, when representing the District, employees shall not use ethnic slurs, discriminatory remarks, personal insults, obscenity, or engage in any similar conduct that would not be appropriate or acceptable in the District workplace. Employees should be respectful of others and their opinions.



Sanitary District No.5

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

**SD5 PERSONNEL
POLICIES AND PROCEDURES
ACKNOWLEDGEMENT FORM**

I have received a copy of the Sanitary District No.5 of Marin County Personnel Policy and Procedure Manual. I understand that I am responsible for reading and complying with the policies and procedures contained in the Manual.

I understand this Manual contains the personnel policies that govern my employment, and I agree to comply with these policies.

I understand this policy manual contains a summary of personnel policies, practices, guidelines, and procedures in effect at the time of publication. All previously issued manuals or handbooks, and any inconsistent policy statements or memoranda, are superseded by this policy manual.

I acknowledge that SD5 may revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this manual in accordance with applicable federal and state laws which govern the operation of the District. I understand that any such substantive written changes to the Manual will be distributed so that employees are aware of any new policies or procedures.

If, after reading the Manual, I have questions about any of the information contained therein, I agree to discuss them with my supervisor or other District manager.

Signature: _____

Date: _____

Print Name: _____

RESOLUTION NO. 2026-09

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

A RESOLUTION APPROVING THE ANNUAL COST OF LIVING INCREASE FOR
ALL SANITARY DISTRICT NO. 5 OF MARIN COUNTY EMPLOYEES –
REPRESENTED, UNREPRESENTED AND MANAGEMENT

The District Board of Sanitary District No. 5 of Marin County finds and determines it is appropriate to set forth in written form, the terms and conditions of service for the Represented Employees, as established in the Memorandum of Understanding effective July 1, 2026, and any Unrepresented Employees, as specified per the Unrepresented employees' benefits plan effective July 1, 2026.

WHEREAS, in accordance with the Adopted Memorandum of Understanding, approved on May 21, 2026, in Section 7, Classifications and Salaries, under Subsection 7.1, Pay Scale, "Effective July 1, 2026, employees shall receive an annual Cost of Living Allowance ("COLA") increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers ("CPI") using the CPI annual average for the calendar year immediately preceding the commencement of the District's fiscal year with a minimum and maximum set by the terms below:

July 1, 2026 – 2.5% min-3.5% max

The COLA increase shall be implemented as a salary schedule or pay scale adjustment effective July 1 of each fiscal year during the term of this agreement.", and;

WHEREAS, Sanitary District No. 5 of Marin County is required to implement the annual COLA increase for Represented Employees, and;

WHEREAS, Sanitary District No. 5 of Marin County is to assure any Unrepresented Employees not covered by the Memorandum of Understanding, as stated in Unrepresented Employee Benefits Plan Section 12., Salaries, Pay Scale, "Effective July 1, 2022, employees shall receive an annual Cost of Living Allowance ("COLA") increase based on the San Francisco-Oakland-San Jose Consumer Price Index for all Urban Consumers ("CPI") using the CPI annual average for the calendar year immediately preceding the commencement of the District's fiscal year, with the minimum and maximum set by the terms below:

July 1, 2026 – 2.5% min-3.5% max

The COLA increase shall be implemented as a salary schedule or pay scale adjustment effective July 1 of each fiscal year during the term of this agreement", and;

WHEREAS, Sanitary District No. 5 of Marin County is to assure any Management Employees not covered by the Memorandum of Understanding, as stated in exclusive

Resolution No. 2026-09
May 21, 2026

Agreements for Employment in Section IV., Compensation, “[Management Employee] is eligible for any annual cost of living increases granted across-the-board to District employees,” matching the COLA increase provided to Represented Employees.

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

1. The salaries for all employees of Sanitary District No. 5 of Marin County, as stated on the attached Publicly Available Pay Scale Chart, which reflects an annual Cost of Living increase of 2.5%, effective July 1, 2026, are hereby incorporated in and made part of this Resolution.

* * * * *

I 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 held on the 21st day of May, 2026, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

ABSTAIN, Directors:

APPROVED:

ATTEST:

Catherine Benediktsson
President, Board of Directors

John Carapiet
Secretary, Board of Directors

Consumer Price Index for All Urban Consumers (Original Data Value

Series Id: CUURS49BSA0

Not Seasonally Adjusted

Series Title: All items in San Francisco-Oakland-Hayward,

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base Period: 1982-84=100

Years: 2015 to 2025

CPI

FY26-2: 356.005-348.417/348.417= .0217785 =2.18%

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689
2024		345.151		351.247		351.064		349.290		349.370		348.001	348.417	347.857
2025		354.432		355.707		356.460		357.992				358.568	356.005	354.522

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

STRATEGIC PLAN

JULY 1, 2026



BOARD OF DIRECTORS:

Catherine Benediltsson, President

Richard Snyder, Vice President

John Carapiet, Secretary

Tod Moody, Director

Omar Arias-Montez, Director

DISTRICT MANAGER:

Tony Rubio

Approved: May 21, 2026

Sanitary District No.5 of Marin County

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1. Introduction, History and Overview

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

In 2005 the City of Belvedere sewage collection system was annexed to the District. When this task was completed, a new sewer rate had to be established for the City of Belvedere residents, as it was treated as a separate zone per the annexation agreement with Belvedere. In that annexation agreement, the City of Belvedere negotiated keeping the sewer service revenue portion of the property tax (ad valorem) and also transferred over a loan that was used for the rehabilitation of sewer lines in the Belvedere service area, thus the perceived higher sewer service rates in the City of Belvedere c. As of July 1, 2023 the District adopted a single sewer service rate for the District. Beginning July 1, 2024 the single sewer service rate will be \$2,033 Per EDU(\$1534 for ad-valorem credited parcels). Prior to annexation into Sanitary District No.5 of Marin County, an investigation of the entire sewer collection was performed by Harris & Associates to assist the District in determining the condition of the collection system and the required repairs that would be needed in the future. A similar study was also performed for the collection system owned by the District for the Tiburon zone. Those studies assisted in determining the rates that are in place today.

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

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

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

In 2021 the District completed a 2.2 million Dollar force main installation project in which it installed a new sewer force main serving the city of Belvedere starting at the Cove Road Pump Station #1 moving towards Beach road then down Juanita Ln to its terminus point on Tiburon Blvd near the roundabout. Part of this project included a bypass line serving Tiburon Pump station #6 located on the corner of Tiburon Blvd and Beach Road.

The District has a total of 24 pump stations in its service area and 153,120 lateral feet (29 miles) of gravity sewer lines that range in size from 6'' to 24'' and a total of 26,400 lateral feet (5 miles) of pressure force main. The District is governed by a 5-member Board of Directors, while the day-to-day management is the responsibility of the District Manager, and his or her staff of 11 employees.

Many Districts have different priorities, goals and challenges that face them day-to-day and in the future. That is why this District seeks to lay out its priorities, address its concerns and prioritize its future challenges with the update of this strategic plan. This planning would also assist future Board Members and District Managers with staying on-course in providing the best, safest, and most reliable collection conveyance and treatment of sewage for the Tiburon/Belvedere peninsula residents.

The strategic plan shall reflect the direction, insight, and expertise of the Board Members and its District Staff and shall provide for the overall strategic direction of the District.



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



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



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



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



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



2010 Unincorporated East Tiburon- Upgraded Paradise Cove Wastewater Treatment Plant

2. Mission Statement and Values

Mission Statement

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

SD5 Values

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

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

3. Accomplishments

SD5 Accomplishments

A generalized list of recent major accomplishments from 2012-2024:

Main Treatment Plant:

- Invested \$12 Million dollars and rehabilitated the Main Treatment Plant: this was a 2-year project, which improved treatment plant efficiencies and reliability
- Updated the Sewer Use Ordinance to include sewer lateral inspection and repair mechanism to reduce I&I from the collection system
- Began pump station controls replacement program: 20 of 22 pump stations now have new standardized control panels –Panels have been raised per Baywave sea level report study
- 34,800 Linear feet of pipe have been replaced/rehabilitated since 2006
- Completed the Point Tiburon Sewer Line acquisition (a 30+yr dispute/unresolved item)
- Completed the Mar West Phase 1 and Phase 2 Pump Station Upgrade - \$1.5 Million Invested to this site.
- Completed an LED lighting upgrade as part of our continued efforts to conserve energy & keep costs down
- Completed Bio-Solids Management Plan and negotiated disposal contract with Lystek Intl.
- Completed Cove Road Force Main Project- Installation of 2100 LF of 14” HDPE Pressure Force Main.
- Completed Collection System Master Plan
- Completed Alternative Energy Options Study
- Completed another successful NPDES renewal 2023-2028 Order No R2-2023-0018
- Completed the rehab of the File Storage/Ops Control Room building to further safe keep files in clean storage and to improve operational performance for plant operations & maintenance
- Completed the Digester Cleaning and Rehabilitation Project.

Paradise Cove Plant:

- Acceptance of the Seafirth Estates subdivision pump stations: allowed for the decommissioning of Seafirth Estates’ Rotating Biological Contactor (RBC) treatment plant
- Acceptance of the Paradise Drive Sewer Line Extension (PDSLE) Line Sewer line: allowed sewer service connections for 52 homes allowing people to decommission septic systems in the unincorporated area of Tiburon an connecting to the public sewer
- Acceptance of Vogt sewer line extension at Paradise Cove which will allow for an additional 12 connections and the connection of the Romberg Tiburon Center
- Established an Outside Sewer Service Agreement with SFSU Romberg Center for Sewer Service
- Paradise Cove Treatment Plant upgrade and installation of new discharge pipe and diffuser: treatment plant capacity doubled and treatment efficiency improvement
- Completed another successful NPDES renewal 2026-2031 Order No R2-2026-00XX

Finance & HR:

- Major work on the District's Finances and Capital Improvement Program in FY2022/2023: this led to difficult decisions to increase sewer rates for the prolonged safety and compliance of both treatment plants and its collection system. Prior to 2023, the sewer rates had not been raised in 8+ years
- Funding for the California Employee Retirement Benefit Trust (CERBT) for Other Post-Employment Benefits (OPEB) is 100% funded as of FY2025/2026
- Paid off CalPERS side fund and SD5's unfunded accrued liability, through 2023
- Updated the SD5 Connection Fee Schedule 2024
- Created a District wide succession plan
- Financial Policy & Procedure Manual -Updated in 2024
- Updated the SD5 Reserve Policy and created a new CalPERS Reserve Trust in order to fund future CalPERS' inability to obtain target returns in their investment strategies
- Refinanced the 2012 MPR Revenue Bonds
- Completed Staffing Evaluation Study 2022
- Negotiated updated Memorandum of Understanding 2026
- Streamlined Payroll Functions, using technology to simplify operations 2023
- Reduced staffing from 13 FTE to 12 FTE through the creation of a new Job Title (administrative services manager) and hiring outside vendor to perform bookkeeping duties, work is limited to 5 days per month.
- Adopting a single sewer service rate and connection fee and eliminating zones simplified financial reporting and accounting

4. Current Conditions, Future Challenges & Opportunities

Current Conditions:

The District overall income is around as of FY26-27 is projected at \$10.3 million dollars. Total operations and maintenance costs, which includes salary, is averaging around \$6.1 million dollars (not including CalPERS unfunded liabilities) with about 3% inflation each year. Currently, Capital Expenditures run anywhere between \$1-2. million dollars yearly including debt service with FY26-27 projected at \$5million primarily due to completion of the Digester rehab project and billing for the Cove Road Pump Station Rehabilitation Project. The Districts net operating/capital income varies between \$500k-\$1 million dollars each year depending on Capital Projects identified for the year. That is the current overall trend of the District finances as of 2026. Please note that both treatment plants were improved in 2010 and 2014 respectively so the need for costly capital expenditures at both of these facilities will mostly likely not occur for another 5-7 years.

The current National Pollutant Discharge Elimination System (NPDES) permits, for both facilities, have been in compliance (violation free) year-in and year-out since 2008 with our current standard of treatment and configuration of both facilities. Labor, Electricity, and Chemicals are the costliest items for operating and maintaining both facilities. The District has completed many projects to date to reduce costs, such as installing automated Supervisory Control and Data Acquisition (SCADA) software for improved reliability and to keep labor costs down, installing new energy-efficient equipment like high speed neuros turbo blowers that are controlled with variable frequency drives (vfd's) new motor control centers which operate large pumps also through the control of vfd's & completing a LED lighting upgrade throughout the plant

to reduce PG&E costs; and performing annual competitive bidding on chemical purchasing contracts to ensure we get the lowest price from the most competitive suppliers.

In 2013, CalPERS enacted new retirement formulas for new-hire employees into the CalPERS' retirement system (Public Employees' Pension Reform Act - PEPRA), which keeps our employee overhead costs down. Currently the District has 4 employees under the Classic Member formula of 2.7% @ 55 formula, and 8 employees under the PEPRA formula of 2.0% @ 62. The District has paid its CalPERS pension liabilities up through fiscal year 2024. The Districts OPEB Other Post-Employment Benefits (retiree health) is 100% funded as of 2026. The District currently has 6 retirees receiving OPEB. The Board of Directors receive compensation of \$150 for attendance at each Board Meeting; no other benefits are granted to the Board of Directors.

As for Capital Improvement Projects, the Districts main function is to provide high quality collection, conveyance, treatment and disposal of the wastewater in the service area. A main priority currently for the District is the rehabilitation of the districts collection system – an ongoing 10 year Capital Improvement Program (CIP) is in place to replace/rehabilitate the collection system based on video reports conducted in 2006 and 2011. The District recently completed a Collection System Master Plan to further assist and guide the District along in prioritizing the Capital Projects forecasted for the next 13 years. Also, the District most recently completed a project of standardizing the control panels at 22- out of the 24 pump stations, servicing the areas and raising them per the Marin BayWAVE Marin Bay Waterfront Adaptation Vulnerability Evaluation

The District when feasible, participates in regional programs/partnerships for the benefit of rate payers and the overall enhancement of services in Marin. Some examples include, mutual aid services agreements which allows the District to call on other sewer agencies that participate in the group for assistance with equipment/staffing in times of need, the Marin County Public Education Group, which collaborates with other agencies in the Districts efforts to inform the rate payers and the general public about pollution prevention, and monthly general manager meetings with the managers of the 5 other Treatment plant agencies in Marin to share ideas and assist one another on critical issues facing the agency or the wastewater community.

Future Challenges and Opportunities:

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

Wastewater Treatment System:

- Nutrient limits in National Pollutant Discharge Elimination System (NPDES) permits - requiring expensive upgrades to facilities currently estimated at \$2.5 Million dollars.
- Possible Toxicity Limits in future NPDES permits- requiring expensive upgrades to facilities.
- More stringent requirements from the Bay Area Air Quality Management District (BAAQMD) and California Air Resource Board (CARB) -New Sources-Emergency Generators and Portable Pumps and large vehicles and forklifts must comply with new standards.
- Increased electrical costs due to provider raising rates.
- Increasing chemical costs- due to unpredictable markets/raw materials availability
- WWTPs Master planning
- Opportunities to enhance collaboration with neighboring agencies on larger items like laboratory service, safety training services and instrumentation services.

Customer Service:

- Live website updating of important District activities -increased awareness of district activities and accomplishments for customers.
- LinkedIn Profile for continued professional outreach of District Activities and accomplishments.
- Additional Ark Newspaper Articles

HR and Employee Development:

- Encourage staff to cross train in Operations and Maintenance
- Succession planning-training for Management/Supervisory Positions

Renewable Energies and Continued Energy Reduction:

- Investigate all possible paths to energy savings.
- Study and report on potential Alternative Energy Project for Main Plant (solar)

Organization, Budget and Finance:

- Sewer Rate Sustainability
- CalPERS Pension Sustainability
- Other Post Employee Benefits (OPEB) Sustainability
- Complete scanning project
- Clean up and organize current District administrative database.
- Create standards and file storage location, and file storage paths for staff to save work
- Connection Fee Rates (to perform every 5 years)
- Contracted Services (evaluate savings compared to FTE)
- Sewer Rate Study- (to complete every 5 years)

Facilities and Operations:

- Review of Emergency Planning/Preparedness:
- Planning for future Treatment Plant Rehabilitation
- Continuing partnerships through Mutual Aid Agreements with neighboring agencies

5. SD5 Goals

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

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

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

Goal One: Protecting Public Health and Employee Safety

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

The SD5 Board established the following key objectives:

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

Goal Two: Infrastructure Reliability

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

The SD5 Board established the following key objectives:

- Maintain and evaluate the on-going 10-year Capital Improvement Plan annually
- Maintain a comprehensive CMMS system for tracking and forecasting of future Capital work and to maintain current equipment in service
- Clean 50% of SD5's sewer lines each year- Entire system should be cleaned every 2 years
- Develop Plan for abandoned emergency outfall line at the Main Plant
- Prepare for conducting a WWTP's Masterplan "a long-range strategic document that outlines how SD5s sewage treatment facilities and collection systems should evolve over decades to meet future demand, comply with regulations, and adapt to environmental and climate challenges"

Goal Three: Fiscal Accountability

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

The SD5 Board established the following key objectives:

- Ensure sewer rates are adequate for operation of the District
- Review CalPERS unfunded liabilities annually
- Ensure Achievable CIP Plan is in-line with current level of funding
- Review Sewer Rates and Connection Fees (2027-2028)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding (delete fully funded?)
- Evaluate & Apply for Grant Funding when applicable
- Review MOU obligations regarding Classic and PEPRA and keeping pensions costs down
- Providing high-quality service to our constituents and keeping costs down to the greatest extent possible

Goal Four: Operational Capability

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

The SD5 Board established the following key objectives:

- National Pollutant Discharge Elimination System (NPDES), Occupational Safety and Health Administration (OSHA), and Bay Area Air Quality Management District (BAAQMD) Compliance
- Reduce Inflow and Infiltration (I&I)
- Reclaim Water Program Review for use in sewer cleaning activities.
- Maintain good partnership with the Sewer Agency of Southern Marin (SASM) (District performs dichlorination services for SASM- share common outfall pipe)
- Continue collaboration with MASS Group Marin Association of Sanitary Sewers group

Begin evaluation of Paradise Cove Plant Conversion to pump station and requirements to do so.

Goal Five: Employee Development

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

The SD5 Board established the following key objectives:

- Maintain Adequate Staffing levels
- Continue Cross training activities
- Continue incentivizing staff to achieve highest level of certifications (CWEA & SWRCB)
- Continuing staff development through training, mentoring, conference and workshop attendance.
- Support staff volunteering with CWEA local and state sections.
- Maintain and update the succession plan as necessary

Goal Six: Resource Recovery and Energy Reduction

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

The SD5 Board established the following key objectives:

- Develop Energy Saving Master Plan
- Seek Economical Go Green options/projects
- Continue working with local agencies to seek additional Bio-Solids disposal opportunities

6. Strategic Plan Review and Monitoring

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

ANNUAL BUDGET FY2026-2027

SANITARY DISTRICT of MARIN COUNTY



7/1/2026

Fiscal Year 2026-2027 Annual Budget July 1 -
June 30

Adopted by the Board of Directors on June 18, 2026

Annual Budget FY2026-2027

Fiscal Year 2026-2027 Annual Budget July 1 - June 30

FISCAL YEAR 2026-2027 BUDGET ACKNOWLEDGEMENTS

Board of Directors

<i>Omar Arias Montez, President</i>	<i>Elected: November 2024-2028</i>
<i>John Carapiet, Vice President</i>	<i>Elected: November 2024-2028</i>
<i>Tod Moody, Secretary</i>	<i>Elected: November 2022-2026</i>
<i>Richard Snyder, Director</i>	<i>Elected: November 2024-2028</i>
<i>Catherine Benediktsson, Director</i>	<i>Elected: November 2022-2026</i>

MANAGEMENT TEAM

- Tony Rubio, District Manager*
- Joel Alvarez, Administrative Services Manager*
- Rulon K Cottrell, Operations Superintendent*
- Dan Latorre, Maintenance/Collection System Superintendent*

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2 SD5 MISSION STATEMENT, VALUES AND GOALS

2.1 SD5 MISSION STATEMENT

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

2.2 SD5 VALUES

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

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

2.3 SD5 GOALS

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

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

3 SD5 GENERAL INFORMATION AND DESCRIPTION OF FACILITIES

3.1 SD5 GENERAL HISTORY

- Sanitary District No.5 of Marin County was formed in 1922 primarily as a refuse district.
- 1960's a primary treatment plant was constructed at its current location at 2001 Paradise Drive.
- 1980's the District added on a secondary treatment portion to the plant to comply with new local and federal standards of the 1972 Clean Water Act
- The District shares an outfall with SASM (Sewerage Agency of Southern Marin) The District is responsible for dechlorinating SASM's effluent prior to discharge into the receiving waters of the state of California.
- 1980's, a smaller, secondary treatment package plant was constructed on the eastern side of the Tiburon peninsula to serve the unincorporated area of Tiburon, known as the Paradise Cove plant.
- In 2005 the City of Belvedere sewage collection system was annexed to the District.
- Sewer Rates were last raised in 2015 (8 Years) as part of the Ordinance 2010-03 and 2010-04. The 2022 Belvedere Zone was \$1985 per EDU compared to \$1034 per EDU in the Tiburon zone.
- Sewer Rate Increases were required and approved by the Board of Directors effective July 1, 2023. The Base Rate is \$1848 in which Tiburon residents pay \$1358 per edu as a result of an Ad-Valorem credit that on average is around \$490 per EDU.
- The 2025/2026 Sewer Service Base Rate increased to \$2237 per EDU in which Tiburon residents pay \$1728 as a result of an Ad-Valorem credit that on average is around \$509 per EDU.
- The 2026/2027 Sewer Service Base Rate increased to \$2460 per EDU in which Tiburon residents pay \$1942 as a result of an Ad-Valorem credit that on average is around \$518 per EDU.

3.2 SD5 FACILITIES DESCRIPTION

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

- The Paradise Cove Treatment plant has a capacity of up to 40,000 gallons per day, with a peak flow max of 100,000 gallons per day. It is an extended aeration activated sludge secondary treatment plant that serves the unincorporated portion of Tiburon.
- The Tiburon Main Treatment Plant has a secondary treatment capacity of up to 2.3 MGD with a peak flow wet weather hydraulic max of 6.7MGD. It is a conventional activated sludge treatment plant with a dry weather permitted flow of .98MGD, serving the Town of Tiburon east of Gilmartin and the City of Belvedere.
- There is a total of 24 pump stations in the Districts service area. 22 providing pumping to the Main Treatment Plant and 2 providing pumping to the Paradise Cove Plant
- Of those 24 pump stations 13 are in the City of Belvedere and 11 in the Tiburon service area
- There is a total of 153,120 linear feet (29 miles) of gravity sewer lines that range in size from 6" to 24"
- There is a total of 26,400 lineal feet (5 miles) of pressure force main.

- There is a total of 2,310 residential connections and 86 commercial accounts. The estimated population for the Districts service area is 8,800 people.
- There is a total of 3,623 EDU's (equivalent dwelling units) in FY2026/2027

4 BUDGET INTRODUCTION

Sanitary District No.5 of Marin County ("SD5" or "District") is a special enterprise district that was formed under the Sanitary District Act of 1923 (California Health and Safety Code, Section 6400 et. Seq). The District was established on May 22, 1922 and later reorganized on March 17, 1947 establishing new boundaries and currently serves approximately 2,396 (parcels) residential and commercial connections and 3,623 EDU's (equivalent dwelling units) over 6.4 square miles within the Town of Tiburon East of Gilmartin Drive and the City of Belvedere and the unincorporated area of Tiburon between 3150 Paradise Drive and 4200 Paradise Drive.

The Fiscal Year 2026-2027 Budget supports the following strategic plan goals:

- Ensure sewer rates are adequate for the operation of the District.
- Review CalPERS unfunded liabilities annually and ensure adequate funding is in place.
- Ensure Achievable CIP Plan is in-line with current level of funding.
- Review Sewer Rates (2027-2028)
- Ensure Adequate Sewer Reserves in-line with Reserve Policy
- Review California Employee Retirement Benefit Trust (CERBT) Trust Funding to ensure OPEB funding is on track.
- Evaluate & Apply for Grant Funding when applicable.
- Review MOU obligations regarding Classic and PEPR and keeping pensions costs down.

4.1 BUDGET GUIDE

The Fiscal Year 2026-2027 Budget document is organized into the following sections:

- Fiscal Year 2026-2027 Budget Overview
 - Income Summary
 - Expense Summary
- Operations and Maintenance Budget
 - Operating Income
 - Operating Expenses
 - Staff Summary and Organization Chart
- Capital Budget
 - Capital Improvement Income
 - Capital Improvement Expenses
- Reserve Policy
- Appendix A-I

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

4.2 BUDGET OVERVIEW

This segment presents a summary of the budget by income sources and expenses. They are split between Tiburon and Belvedere. Expenses are split between Operating Expenses and Capital Expenses. Fund balances are also shown on this overview. Each of these areas are broken down into greater detail in later sections of this report. Table 1 (below) shows the previous year budget, the actuals, and the proposed budget for FY2026-2027.

In summary, the FY2026-2027 budget includes \$10.3 million in total income, \$11.8 million in total expenses thus requiring the use of \$1.5 million from Capital Reserves. Current Fiscal year 25-26 closing cash balance of the 4 reserve accounts is around \$16 Million

Table 1- Budget Summary

Type	FY25-26 Budget	FY25-26 Actuals	FY26-27 Budget
<i>Income</i>		(as of 5/14/2026)	
Property Tax Tiburon	\$1,333,200	\$1,578,873	\$1,433,700
SD5 Sewer Service	\$7,536,167	\$6,861,604	\$7,960,376
Interest	\$320,500	\$685,548	\$542,000
Connection Fees	\$300,000	\$460,744	\$300,000
PDSLE Fees	\$15,000	\$0	\$15,000
Other Income	\$100	\$1,033	\$100
Permit Fees/Inspection	\$35,000	\$70,775	\$50,000
SASM Reimbursement	\$50,000	\$36,281	\$50,000
Total Budgeted Income	\$9,589,967	\$9,694,858	\$10,351,176
<i>Expense</i>			
Operating Expense	\$5,963,622	\$5,106,513	\$6,157,982
Capital Expense	\$6,8760,280	\$4,051,680	\$5,728,910
Total Budgeted Expense	\$12,723,902	\$9,158,193	\$11,886,892
Net Ordinary Income- Expenses	(\$3,133,935)	\$536,665	(\$1,535,716)
<i>Fund Balances</i>	(as of July 1, 2026)	(as of 5/14/2026)	
Operating Reserve	\$1,200,853	\$1,200,853	
Capital Reserve	\$9,725,065	\$9,725,065	
Emergency Reserve	\$1,031,278	\$1,069,947	
Unfunded Accrued Liability Reserve	\$144,368	\$561,978	
CERBT Fund Balance	\$1,397,761	\$2,189,445	
<i>(operating fund balance)</i>	\$5,633,516	\$6,061,127	
Total Cash Balance including reserves	\$19,132,841	\$20,808,415	
<i>CERBT Fund Balance (not included)</i>			

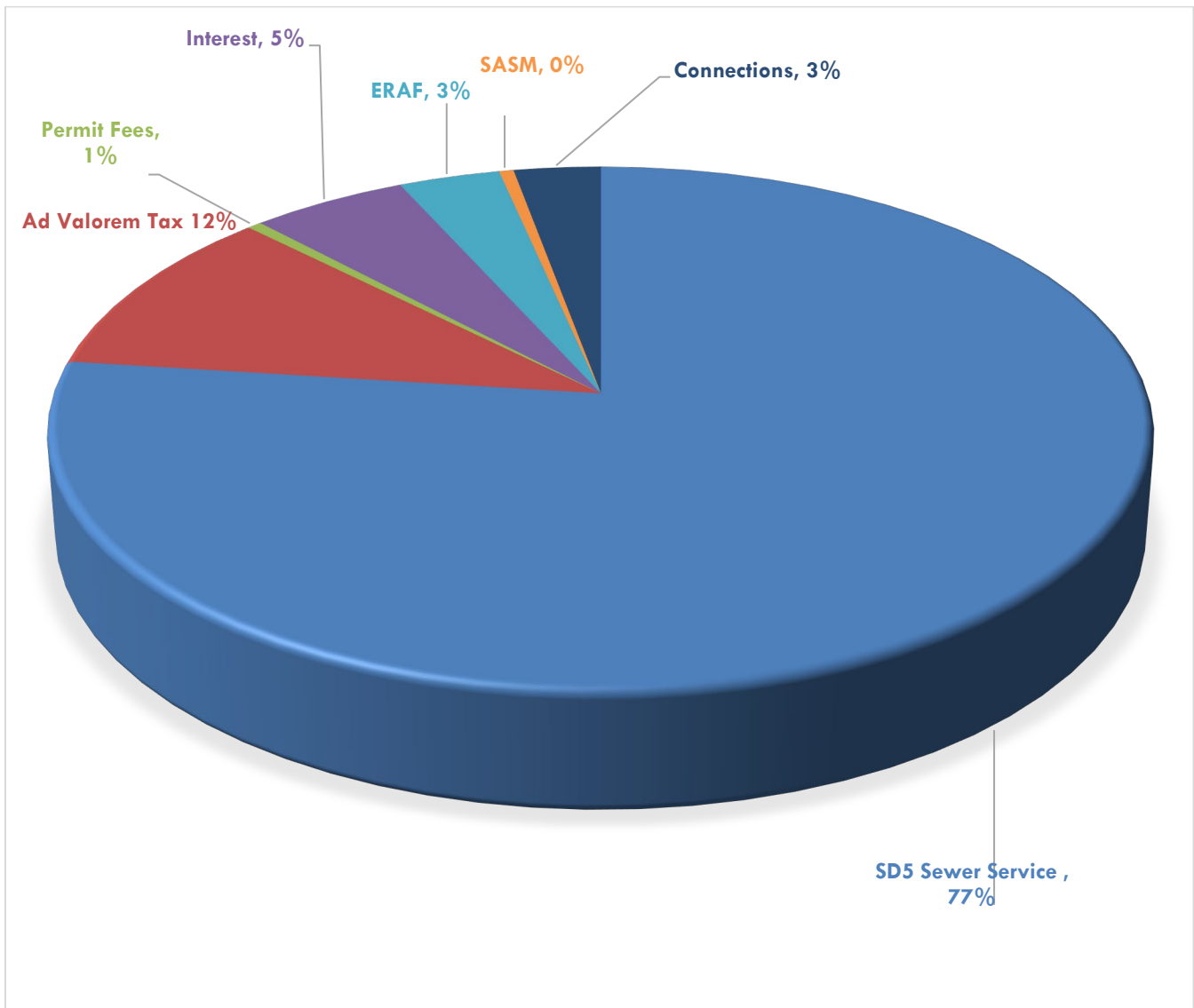
4.3 INCOME SUMMARY

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

Income Assumptions:

- \$1942 for the Ad Valorem Contributing parcels (Tiburon) per EDU (equivalent dwelling unit)
- \$2460 for the Non- Ad Valorem Contributing parcels (Belvedere + 2 Unincorporated) per EDU
- Interest Revenue for LAIF account is estimated at 3% for FY2026-2027
- Ad Valorem (Property Tax) applies to Tiburon Parcels only
- Excess ERAF (educational Revenue Augmentation Fund) is subject to CA tax shifts
- Other income: Outstanding accounts receivable, Private SSO Reimbursements, CAL- Card incentive payments and CSRMA PLP Dividends.

Chart 1- Budgeted Income by Source



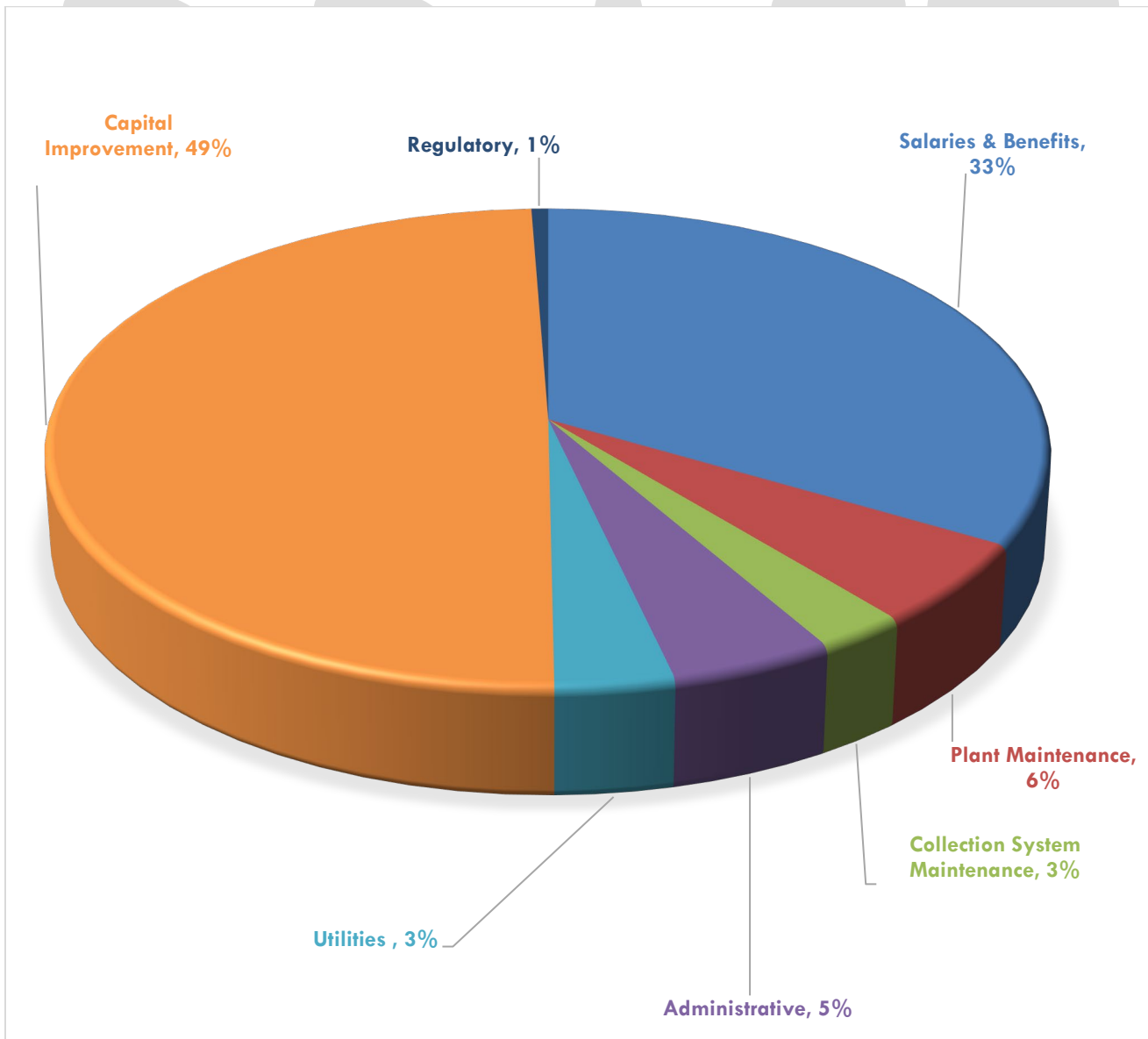
4.4 EXPENSE SUMMARY

Expenditures are split in two basic categories: Operations/Maintenance and Capital. Chart 2 shows the breakdown of major expenditure categories in FY2026-2027, with operations totaling 52% and Capital totaling 48%.

Expense Assumptions:

- Salary categories include a 2.5% COLA (cost of living) increase
- PERS Classic Members Employer Contribution rate is 16.09% and EPMC rate is 8% for FY26-27
- PEPRRA Member Contribution rate is 7.75% and the Employer rate is 7.96%
- Classic Members contribute 8% of salary reimbursement to the District for Employer Paid Contribution rate.
- Workers compensation XMOD (experience modification) factor is 1.16%

Chart 2 Budgeted Expenditures by Type



Total salary and benefit costs include all direct wages/salaries, payroll taxes and benefits. It also includes retiree health payments, retiree health prefunding for current employees and CalPERS retirement reserve funding. Total Personnel Costs in FY 2025-2026 were \$3.6 Million and personnel costs budgeted for FY 2026-2027 are estimated at \$3.8 Million(which includes retirement trust funding of \$368,074). A 2.5% increase in COLA is projected for FY26-27.

Other operational expenditures are costs associated with general operations of the District and are categorized as Administrative Expense, Pumps and Lines Maintenance, Main Plant Maintenance, Paradise Cove Maintenance, Monitoring, Permits and Fees, Truck Maintenance, Utilities and other operating expenses (I.T. & Safety). Total Operating Costs for FY26-27 minus the personnel costs are estimated to be \$2.3 Million Dollars.

Capital expenditures includes costs incurred to purchase or build any capital asset, or to rehabilitate and extend the useful life of the Districts existing assets. Details of these expenditures can be found in Appendix E – Capital Improvement Program Expenses and Appendix F – Ongoing 10 year Capital Improvement Program Summary. Total capital costs including debt service are approximately \$5.7 million. Debt service accounts for \$758,912 for FY26-27.

5 OPERATING BUDGET

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

5.1 OPERATING INCOME

Total Operating Income is budgeted at approximately \$6.5 million. Sewer service charges are a primary and recurring source of income. Sewer service charge income will be \$270K more in FY26-27 as a result of the rate increases and increased commercial activity and other factors. Other operating income includes: Inspection fees, Interest earned on Bank deposits and a SASM reimbursement for providing de-chlorination services for their agency.

Sewer Service Charges

Sewer Service Charges are the primary source of income for the District. Sewer service charge income of \$7.96 million provides 77% of the Districts total income in FY26-27. This income is primarily used for operational expenses, with any remaining balance allocated towards capital projects. Sewer service income will contribute \$2.1M towards capital improvement projects in FY26-27

District customers are charged a sewer service charge based on equivalent dwelling units (EDU), which is designed to reflect the average volume and strength of flows from single family residences. Commercial customers are assigned a calculated EDU values based off flow usage minus irrigation and multiplied by a strength factor depending on the type of use or a minimum of 1 EDU for no metered water usage. The Districts rates are due to increase in 2026-2027 as a result of the Districts approved 2022/2023 Rate Study performed by HF&H Consultants. The new rates for the Ad Valorem Credited parcels \$1,942/EDU (Tiburon)and \$2460/EDU in the non Ad-Valorem Credited parcels (Belvedere).

Rate Review Completed in FY21-22 & FY22-23

The District has completed many large projects since the 2010 rate study was performed. Those projects include:

- 2014 Main Plant Rehabilitation Project (\$12Mil)
- Mar West Tiburon Station #5 Pump Station Improvements Project (\$1.2Mil)
- Cove Road Belvedere Station #1 Force Main Project (\$2Mil)
- Tiburon Station #1 and #4 Power Feed Improvement Project (\$.5Mil)
- Multiple Gravity Sewer Line Rehabilitation Projects(\$12.5Mil)
- Pump station control panel standardization and generator replacement projects (\$.5Mil)

The District most recently completed several master plans and studies between 2018-2023, those studies and plans include:

- Bio-Solids Management Master Plan
- SD5 Strategic Plan
- SD5 Succession Plan
- SD5 Pump Station Assessment Evaluation
- Collection System Master Plan

- Alternative Energy Evaluation and Recommendations plan
- SD5 Staffing Plan
- CIP and Occupancy Optimization Evaluation Plan
- Nutrient Reduction Evaluation and Options Study
- Odor Control System Evaluation and Recommendations Study

As a result of the completion of these project and reports, the District went forward with performing a rate study in FY22/23 to accomplish the following objective:

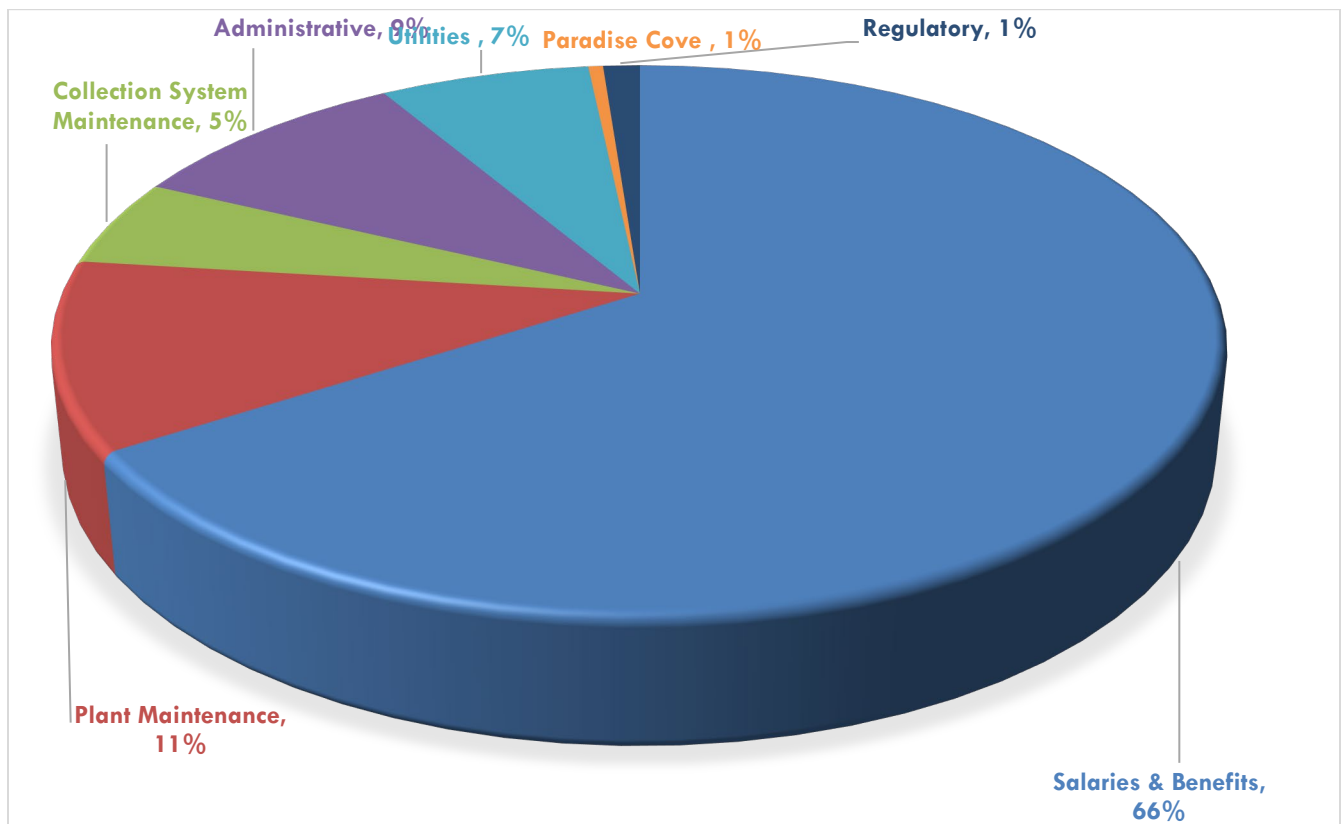
- To develop a multi-year financial management plan
- Identify future rate adjustments to help ensure adequate rate revenues;
- Determine the cost of providing sewer service to customer classes; and
- To recommend modifications to the Districts existing rate structures as needed to ensure that the District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

5.2 OPERATING EXPENSES

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

Below is a chart breaking down Operating Expenses minus the Districts capital expenses as shown in the above chart.

Chart 3. Budgeted Expense Chart (Operations Only)



Administrative Expenses

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

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

Pumps & Lines Maintenance

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

Main Plant Maintenance

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

- Plant Maintenance Supplies- used for ordering supplies, like valves, nuts and bolts, piping and other spare supplies needed throughout the plant

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

Paradise Cove Plant Maintenance

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

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

Monitoring

Monitoring expenses are split between the Main Plant and the Paradise Cove Plant. Monitoring is used for the contracting of outside laboratories which perform our regulatory required NPDES sample analyses for the District. Those tests include, TSS, BOD, Ammonia, Nutrients, Mercury, Copper, Cyanide, Coliform, Enterococcus, Dioxin, PCB's, Acute Toxicity and Chronic Toxicity. The District does not have full time Laboratory staff, thus the Operations staff is only permitted to perform pH and Chlorine analyses. Operations staff is also able to perform non-regulatory process control sampling and testing.

Permits & Fees

Permits and fees expenses are used to renew our annual permits that are required by the handful of agencies that have regulatory authority over the District or non-profit agencies that we work with to ensure compliance with the regulatory agencies. The regulatory organizations include: State Water

Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), Bay Area Air Quality Management District (BAAQMD), State of California Department of Industrial Relations, United States Environmental Protection Authority (USEPA), County of Marin (COM). The non-profit organizations include: Bay Area Clean Water Association (BACWA) and the San Francisco Estuary Institute (SFEI)

Truck Maintenance

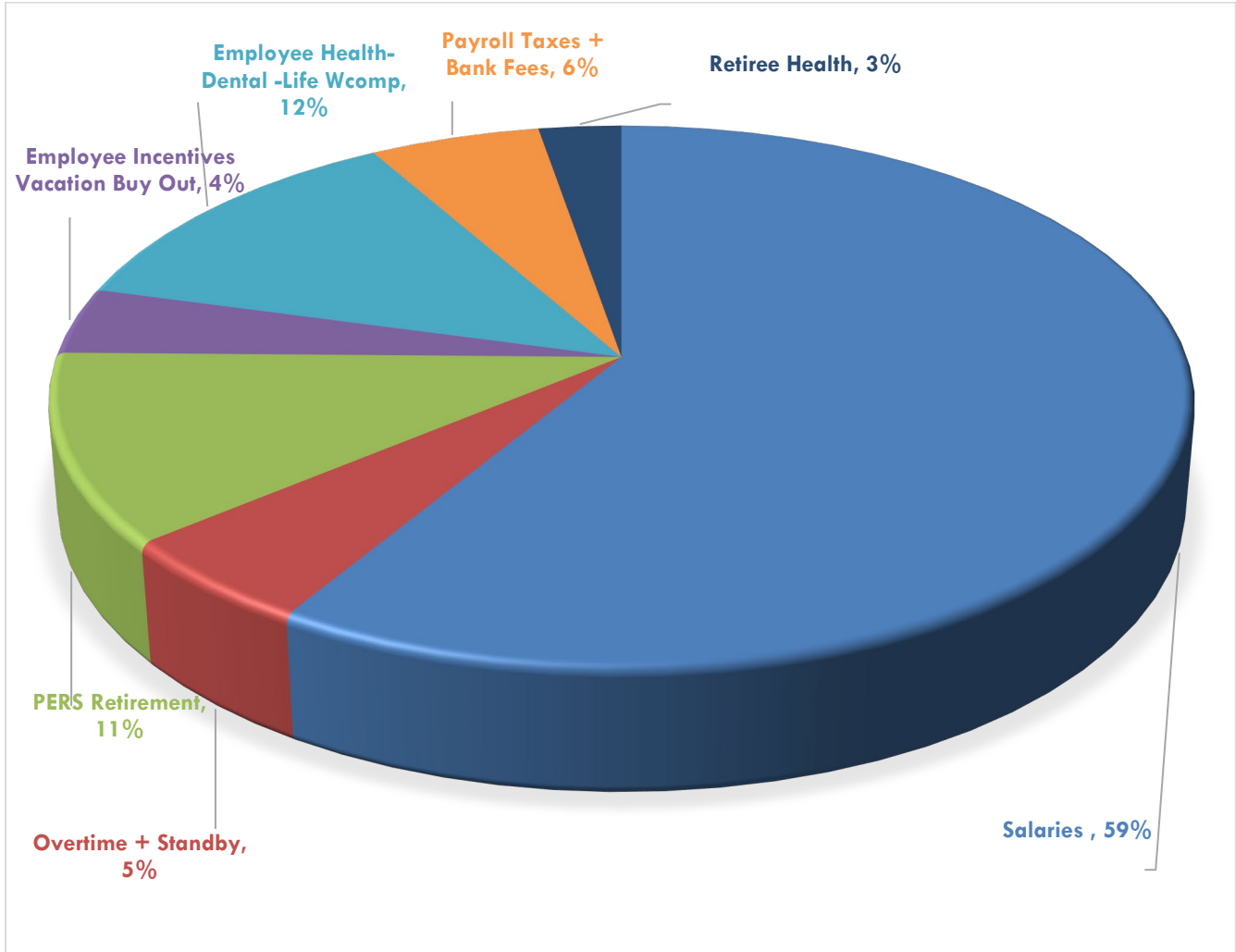
Truck maintenance expenses are split between actual maintenance and fuel. We track how much fuel is used per year and the maintenance line item is for actual planned maintenance and corrective maintenance that occurs during the course of the year. The District owns 10 total vehicles. A Vactor, Rodder, (trucks that are used for cleaning and maintaining sewer lines) Utility Truck (used for electrical equipment servicing and towing of portable generators), Service Truck (used for pump station maintenance- has a crane to lift pumps out of submersible wet wells), 2 mid-size trucks (1 used in operations for transportation of chemicals to the paradise cove plant and daily operations at that plant and 1 maintenance truck used for additional towing capacity of generators, water tank and for landscaping maintenance at the 24 pump station sites), 2 small Ford Mavericks that are used for daily inspections of the pump stations and standby responsibilities after hours, 1 small Ford Maverick Hybrid that is used for that is used for construction inspections and underground service alert utility markings, and 2 Electric F150 Lightnings- 1 used for administrative purposes (getting mail, making check deposits and attending off site meetings and trainings) and the other used for emergency response in the collection system – both trucks are also dual purpose in which they serve as emergency generating equipment for pumps out in the collection system on full charge.

Salaries & Benefits

Salaries & Benefits expenses are one of the Districts largest expense right after capital improvement project expenses. FY26-27 is estimated at \$3.8 million. This includes a 2.5% Cost of Living increase as established in the Memorandum of Understanding between the District and Staff.

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

Chart 4 Salaries and Benefits Breakout



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

PERS retirement includes UAL funding towards Reserve account set at 3.5% of Total Market Value Assets (this reserve is 55% funded as of 2026)

Salaries and Benefits Continued...

- Salaries- is the annual cost for salary only, for all full-time staff and temporary staff
- Overtime- is the annual estimated cost the District will spend for the fiscal year- this figure is estimated based off historical trends.
- Standby Pay- is the annual cost to the District to have 1 maintenance and 1 operator on standby after a normal work shift- provides the District with an additional 14hours of coverage.
- Employee Incentives- used as a means to further educate our workforce to provide cross training for a more knowledgeable, experienced, and professional staff.
- Vacation Buy-out- used to cash out up two weeks of accumulated vacation time on the books for staff requesting a buy-out.

- Payroll Taxes- social security contribution and other taxes (State & Federal Unemployment Insurance, Medicare)
- Payroll Bank Fees- used to pay the cost to process payroll with Paychex (fees vary based on amount of total payroll and number of checks/direct deposit transactions per payroll)
- Car Allowance- contractually provided benefit to the District Manager and Superintendents
- PERS Retirement- used to provide monthly employee retirement contributions to CalPERS, this account is also used to budget for Unfunded Accrued Liabilities and to prefund future Unfunded Accrued Liabilities
- Employee Health, Dental, Vision, Life Insurance and Long-Term Disability- is used for the funding of the employee's fringe benefits as outlined in the Districts Memorandum of Understanding
- Retiree Health – is used to pay-as-you-go fund retiree health benefits for retired annuitants
- California Employee Retirement Benefit Trust (CERBT) – is used to prefund retiree health benefits for current employees as outlined in the Memorandum of Understanding.
- Workers Compensation Insurance-used to procure insurance in the event there is a work place injury.

OPEB Liabilities Funding Strategy

As of June 30, 2024 (most current) the Districts OPEB liability was \$1,943,553. Of that amount the District has currently funded \$2,189,455 or 112%. Maintaining 100% funded status will improve the Districts overall balance sheet and credit rating, decrease the Districts long term payments and operational costs and provide benefit security for current and former employees. Currently the District has adopted strategy 1 funding on the CERBT trust. This is to be reviewed each fiscal year as part of the adoption of the budget.

The District recently refinanced the Main Plant Rehab bond. The annual cash saving from that refinance was \$46,000 year. Those annual cash savings from the refinance were used to pay down the District OPEB liabilities which as of 2026 has been accomplished.

Pension Liabilities Funding Strategy

As of June 30, 2024(most current) the Districts accrued pension liability for all Members was \$13,334,029. Of that amount the Districts market value of assets in the plan is \$13,195,152. The net unfunded pension liability is \$138,877. The member pension plan is currently 99% funded.

Each year the District is required to contribute an amount based on net normal cost expressed as a percentage of payroll and an additional cash amount toward paying off the unfunded accrued liability (UAL)

District staff did made payments for UAL payoffs to CALPERS of \$64,093 for PEPRA Members and \$863,956 for Classic Members on December 12, 2023 with board approval in order to fully fund pension obligations and not have an UAL (unfunded accrued liability) as the actuarial valuation reports are two years behind and the District understands the compounding interest on UAL's for balances for those two years.

In FY2019-2020 the District Board of Directors approved reserve policy funding for future CalPERS unfunded accrued liabilities. This action was taken as a result of CalPERS inadequacy of not reaching its investment return of 7.5% (now 6.8%). The Directors approved annual funding of 3.5% of market value assets until satisfying the set reserve target of \$1,000,000. The reserve target was fully funded in 2021

and most recently was used for the UAL accrued liability payment made on December 12, 2023. The current Balance in that reserve is \$561,978 and will continue to be refunded effective July 1, 2026 per policy.

Other Operating Expenses

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

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

6 SD5 25 YEAR-HISTORICAL STAFF SUMMARY

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

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16
District Manager	1	1	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	0	1	1
WWFM	0	0	0	1	1	1	1	1	0	0
Maintenance Supervisor	1	1	1	1	1	0	0	0	0	0
Senior Operator	3	3	3	2	2	2	2	2	2	3
Operator	0	0	0	0	0	0	1	1	1	0
Office Assistant	0	0	0	0	0	1	1	2	0	0
Maintenance/ Collections	4	4	4	4	4	3	3	3	4	4
Assistant District Manager	0	0	0	0	0	0	0	1	0	0
Maintenance Trainee	0	0	0	0	0	0	1	2	0	0
Operator In Training	0	0	0	0	0	0	0	0	0	0
Total	10	10	10	10	10	9	11	13	9	9

Position	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
District Manager	1	1	1	1	1	1	1	1	1	1
Office Manager	1	1	1	1	1	1	1	1		1
Operations Superintendent	0	0	0	0	1	1	1	1	1	1
Maint/Coll Superintendent	0	0	0	0	1	1	1	1	1	1
Senior Operator	3	3	3	2	1	1	1	1	2	2
Operator	0	0	0	1	1	1	1	2	2	2
Senior Maint/Collections	2	2	2	2	2	2	1	1	1	1
Maintenance/ Collections	1	1	1	1	1	1	2	2	2	2
Inspector	1	1	1	1	0	0	1	1	1	1
Permits and Admin Tech	0	0	0	0	1	1	1	1	1	0
Operator In Training	0	0	0	0	0	1	2	1	0	0
Total	9	9	9	9	10	11	13	13	12	12

7 FY 2026-2027 POSITION ALLOCATION & COMPLIANCE WITH AB2561 ANNUAL WORKFORCE VACANCY REPORT

The District will consider an annual workforce vacancy report (this section of the comprehensive budget) addressing position vacancies at the District as of June 2026. This is a new requirement tied to the passage of Assembly Bill (AB) 2561, signed into law in September 2024, requiring local public agencies to publicly address the status of all agency vacancies, recruitment, and retention efforts. For agencies with vacancies exceeding 20% of authorized full-time positions, additional disclosures may be required during the discussion. The below chart indicates the District position allocation and approved positions.

Status of Vacancies – The District is currently authorized and budgeted for twelve full-time positions as indicated below in the chart. All authorized positions are budgeted and filled with no current vacancies.

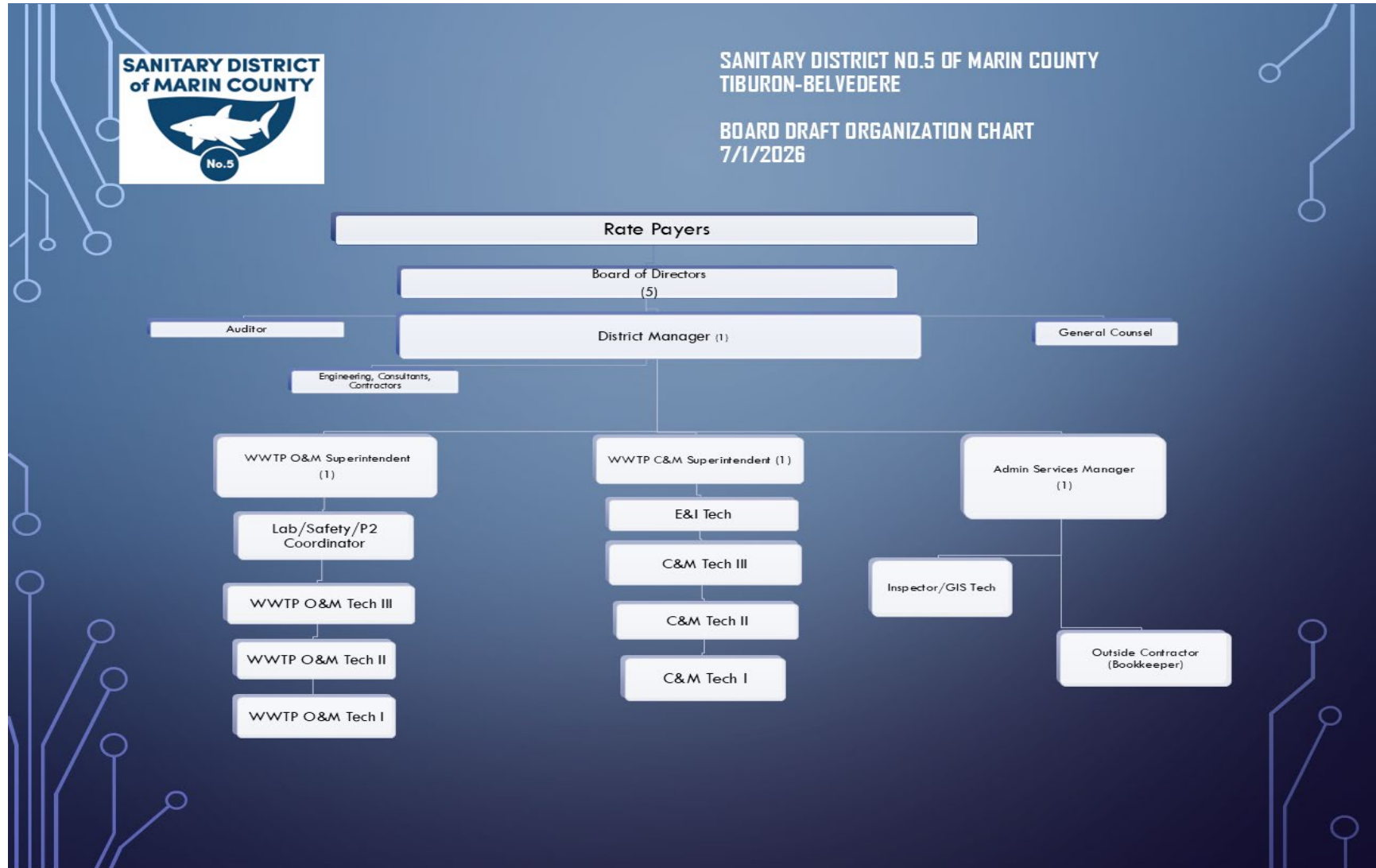
Hiring Obstacles - AB 2561 requires agencies to identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff have identified no necessary changes that may present obstacles in the hiring process.

Recruitment and Retention Efforts – The Districts current staff has remained relatively stable in recent years. Nevertheless, attracting qualified and experienced candidates in a competitive labor market has been a challenge in the past. While the District offers a comprehensive benefits package, many prospective applicants primarily focus on base salaries. The Districts current MOU calls for a 2.5% COLA raise in FY26-27 budget.

Sanitary District No.5 of Marin County Annual Budget FY2026-2027

Position	Salary Range (1) Monthly		Full Time Positions	
	Step 1	Step 5	25-26	26-27
<u>Administration</u>			25-26	26-27
District Manager (2)		\$24,768.55	1	1
Administrative Services Manager	\$13,135.29	\$15,966.03	1	1
Administrative Assistant	\$6,318.30	\$7,679.93	0	0
<u>Operations & Maintenance</u>				
WWTP Operations Superintendent	\$14,481.66	\$17,602.55	1	1
WWTP Lab/Safety/P2 Coordinator	\$11,346.76	\$13,792.06	1	1
WWTP O&M Tech III	\$10,806.44	\$13,135.29	1	1
WWTP O&M Tech II	\$9,335.01	\$11,346.76	1	2
WWTP O&M Tech I	\$8,063.93	\$9,801.76	0	0
<u>Collections & Maintenance</u>				
WWTP C&M Superintendent	\$13,792.06	\$16,764.33	1	1
WWTP E&I Tech	\$9,801.76	\$11,914.10	1	1
WWTP Inspector/GIS Tech	\$9,801.76	\$11,914.10	2	1
WWTP C&M Tech III	\$9,801.76	\$11,914.76	0	0
WWTP C&M Tech II	\$8,467.13	\$10,291.84	0	1
WWTP C&M Tech I	\$7,314.22	\$8,890.48	1	1
<u>Intern/Trainees</u>				
WWTP O&M Intern/Trainee		\$5,457.99	1	0
(1) CPI is set at 2.5% for FY26-27 (2) District Manager salary is set by contract.				
*Engineering services are contracted out to consultants				
Total			12	12

ORGANIZATION CHART



Capital Budget

Total capital improvement program expenses for Fiscal Year 2026-2027 are estimated at \$5.72 million. The capital projects are split into several categories. Main Plant, Paradise Cove Plant, Collection System and DEBT service.

Capital Improvement Program income is estimated at \$3.84 million

7.1 CAPITAL IMPROVEMENT PROGRAM (CIP) INCOME

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

It should be noted that the District only receives property taxes from the Tiburon parcels. The City of Belvedere kept the ad valorem taxes during the 2005 annexation thus the non ad valorem credit of sewer service fees for the City of Belvedere rate payers. As of 2014 newly annexed properties from the un-incorporated area of Tiburon (county) also do not contribute property tax (currently 2 parcels) and must pay the base rate.

Sewer Service charges are primarily used for operational costs – any remaining amount is used for capital improvements.

Ad Valorem (Property Taxes)

Property tax revenue from the Tiburon parcels is estimated at \$1,083,700 for FY 2026-2027. Property tax revenue represents 10.5% of the Districts total income. Excess (ERAF) Education Revenue Augmentation Funds are budgeted at \$350,000.

Connection Fees

New development or major remodels of existing structures represents 1% of Capital Improvement Program income. The majority of this income is from remodels as growth in the service area is limited.

Debt Financing

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

7.2 CAPITAL IMPROVEMENT PROGRAM EXPENSES

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

Tiburon Main WWTP Capital Expenses

The Tiburon Main treatment plant last went a major upgrade in 2012 which was completed in early 2014. The new equipment from that project is now nearing 10 years of age, although most of the equipment is still in great condition, some equipment is requiring replacement or rehabilitation. There were several items that did not receive a replacement or rehabilitation during that project, those include:

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

FY 2026-2027 Projects are included below- detailed information on each project can be found in the CIP Information Sheets at the end of this report Appendix K. The projects' cost total is \$1,450,000.

- MP Wet Weather Pump Replacement
- MP Headworks Grinder Replacement
- MP SCADA Upgrade Project
- MP Electric Forklift Purchase to replace LFP Forklift
- MP Parking Paving and Striping
- MP Site Security Upgrades- New Fencing

Paradise Cove WWTP Expenses

The Paradise Cove Treatment Plant was upgraded in 2010. Two package treatment plants were installed and were recently recoated in 2020 in order to prolong their life as they are exposed to the elements as they sit right next to the Bay exposed to the sea air. Being that it is a small treatment plant the equipment for this location is smaller and size and has fewer moving parts than its counterpart. Expenses for the treatment plant in fiscal year 2026-2027 are limited to a Blower Building Rehabilitation and access security upgrade project totaling \$160K.

Collection System Capital Improvements

Collection System Capital Improvement Program needs for fiscal year are a combination of things. The projects total \$4,250,000. The list of projects is below. Detailed information on each project can be found in the CIP Information Sheets at the end of this report:

- Tiburon Station #9 Wet well replacement project
- Pump and Valve Replacement Project
- Cove Road Pump Station Electrical and Generator Replacement Project & Site Improvements
- 2026-2027 Sewer Line Rehabilitation Project
- Manhole Rehabilitation Project

DEBT Service

The 2020 Refinanced Main Plant Rehabilitation Bond debt service for fiscal year 2026-2027 is \$758,912 (Includes Interest payment) Debt service payment information through maturity in 2031 can be found in Appendix I

8 RESERVE POLICY

The District utilizes 4 separate cash reserves pursuant to Resolution No. 2026-004. The 4 cash reserves are as followed in order of funding priority they are generally described below for the entire district:

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

Operating Reserve

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

Capital Improvement Reserve

The Capital Improvements reserve is used to provide adequate funding to

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

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

CalPERS Retirement Reserve

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

Disaster Recovery Reserve

The Disaster Recover Reserve is used to provide a level of emergency capital for disaster recovery efforts until long-term financing is established. The target balance for this reserve is set at \$1,000,00

8.1 APPENDIX A CONSOLIDATED FY2026-2027 BUDGET SUMMARY

Sanitary District No. 5 of Marin County

Consolidated Budget FY 2026-2027 Preliminary

		2025-2026 Budget	2025-2026 Actuals	* 2026-2027 Budget	% Diff.
Income					
	Property Taxes- Ad Valorem	1,033,200	1,099,935	1,083,700	5%
	ERAF	300,000	478,938	350,000	17%
	Sewer Service Charge Revenue	7,173,819	6,861,604	7,960,376	11%
	Interest	320,600	685,548	542,000	69%
	Treatment & Collection Fees	300,000	460,744	300,000	0%
	Sewer Line Extension Fees	15,000	-	15,000	0%
	Other Income	100	1,033	100	0%
	Connection & Inpsection Permit Fees	35,000	70,775	50,000	43%
	SASM Expense Reimbursement	50,000	36,281	50,000	0%
Total Budgeted Income		9,227,719	9,694,858	10,351,176	12%
Expense					
	Operating Expenses	5,937,682	5,106,513	6,157,982	4%
	Capital Expenses	8,360,280	4,051,680	5,728,910	-31%
Total Budgeted Expenses		14,297,962	9,158,193	11,886,892	-17%
Net Ordinary Income		-5,070,243	536,665	-1,535,716	-70%
<i>Significant comments/changes to FY26/27 Budget Below:</i>					
*	* Actual numbers are based on financial transactions booked thru 5/14/2026				
	* COLA is 2.5% for FY26-27				
	* Sewer Service Charges to increase to \$1728 from \$1942 for Ad Valorem Credited Parcels per EDU				
	* Sewer Service Charges to increase to \$2237 from \$2460 for Base Rate Parcels per EDU				

8.2 APPENDIX B OPERATING INCOME BUDGET FY2026-2027

	2025-2026 Operations Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Operations Budget	% Diff.
Operating Income				
Sewer Service Charge - Ops	5,619,504	5,619,504	5,860,602	4.3%
Other User Fees	0	0	0	0.0%
Interest Earnings	320,600	685,548	542,000	69.1%
Connection & Inspection Permit Fees	35,000	70,775	50,000	42.9%
SASM Expense Reimbursement	50,000	36,281	50,000	0.0%
Other Income	100	1,033	100	0.0%
Total Income	6,025,204	6,413,141	6,502,700	7.9%

8.3 APPENDIX C: OPERATING EXPENSE BUDGET FY2026-2027

		2025-2026 Operations Budget	2025-2026 Actuals as of 4/30/2025	2026-2027 Operations Budget	% Diff.
Expense					
Administrative Expenses					
	Advertising	5,000	16,215	5,000	0.0%
	Audit & Accounting	90,000	75,934	90,000	0.0%
	Consulting Fees	150,000	61,818	100,000	-50.0%
	Travel & Meetings	25,500	22,903	26,000	2.0%
	Continuing Education	10,000	5,398	10,000	0.0%
	County Fees	18,000	19,502	20,000	10.0%
	Directors Fees	9,000	2,900	10,000	10.0%
	Dues & Subscriptions	35,000	26,534	35,000	0.0%
	Elections	10,000	0	8,000	25.0%
	Insurance PLP General Liability	70,000	95,834	100,000	42.9%
	Insurance APIP (Real) Property	120,000	66,451	75,000	-60.0%
	Insurance Damage - Auto	10,000	5,128	10,000	0.0%
	Legal	45,000	38,257	45,000	0.0%
	Office Supplies	10,000	3,596	10,000	0.0%
	Postage	1,000	299	1,000	0.0%
	Pollution Prevention	5,500	566	6,000	8.3%
	Miscellaneous Expense	0	603	0	
	Total Administrative	614,000	441,938	551,000	-11.4%

	2025-2026 Operations Budget	2025-2026 Actuals as of 4/30/2025	2026-2027 Operations Budget	% Diff.
Ops & Maintenance Expenses				
Pumps & Lines Maintenance				
Pumps & Lines Maintenance	200,000	138,264	200,000	0.0%
Emergency Line Repairs	100,000	121,766	100,000	0.0%
Total Pumps & Lines Maintenance	300,000	260,030	300,000	0.0%
Main Plant Maintenance				
Plant Maintenance Supplies	80,000	42,105	75,000	-6.7%
Plant Maint. Parts & Service	300,000	224,820	250,000	-20.0%
Janitorial Supplies & Service	10,000	6,180	10,000	0.0%
Main Plant Chemicals	170,000	139,422	180,000	5.6%
Lab Supplies & Chemicals	25,000	29,518	35,000	28.6%
Electrical & Instrument	25,000	36,603	25,000	0.0%
Grounds Maintenance	15,000	7,218	15,000	0.0%
Main Plant Sludge Disposal	60,000	44,835	60,000	0.0%
Main Plant Outfall	0	0	0	0.0%
Total Main Plant Maintenance	685,000	530,701	650,000	-5.4%
Paradise Cove Plant Maintenance				
Paradise Parts & Service	20,000	6,161	15,000	-33.3%
Paradise Supplies & Chemicals	6,500	10,827	10,000	35.0%
Paradise Sludge Disposal	3,000	0	3,000	0.0%
Total Paradise Cove Plant Maintenance	29,500	16,990	28,000	-5.4%
Monitoring				
Main Plant Lab Monitoring	50,000	44,021	55,000	9.1%
Paradise Cove Monitoring	12,000	9,354	11,000	-9.1%
Dilution Study	0		0	0.0%
Main Plant Chronic Tox Screening	15,000	2,535	5,000	-200.0%
Total Monitoring	77,000	55,910	71,000	-8.5%
Permits/Fees				
Main Plant NPDES Renewal	0	0	0	0.0%
Permits/Fees - General	53,000	57,756	60,000	11.7%
Paradise Cove Permits/Fees	10,000	7,832	10,000	0.0%
Paradise Cove NPDES Renewal	25,000	16,192	0	0.0%
Total Permits/Fees	88,000	81,780	70,000	-25.7%
Truck Maintenance				
Fuel	30,000	13,724	30,000	0.0%
Truck Maintenance	25,000	27,242	20,000	-25.0%
Total Truck Maintenance	55,000	40,966	50,000	-10.0%
Total Ops & Maintenance Expenses	1,234,500	986,380	1,169,000	-5.6%

	2025-2026 Operations Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Operations Budget	% Diff.
Salaries & Benefits				
Salaries	1,679,919	1,377,617	1,922,244	12.6%
Overtime	125,000	107,725	75,000	-66.7%
Standby Pay	80,000	61,560	98,000	18.4%
Employee Incentives	40,000	41,000	40,000	0.0%
Vacation Buyout	80,000	59,226	80,000	0.0%
Payroll Taxes	110,000	113,051	172,862	36.4%
Deferred Comp + Match	120,000	127,614	140,000	14.3%
Payroll fees	10,000	9,026	10,000	0.0%
Car Allowance	8,000	8,000	20,000	60.0%
PERS Retirement				
PERS Monthly Contributions	324,553	168,228	369,320	12.1%
PERS Replacement Benefit Fund (RLL)	0	0	0	0.0%
PERS UAL Payment	0	0	0	0.0%
SD5 Retirement Trust	371,311	371,311	368,074	-0.9%
Total PERS Retirement	695,864	539,539	737,394	5.6%
Employee Health, Dental, Vision, Life Ins., & LTDI	356,466	317,470	409,816	13.0%
Retiree Health	94,415	77,769	88,284	-6.9%
CERBT/OPEB Current Employee Contributions	75,000	318,958	0	0.0%
Workers Comp Insurance	48,518	35,080	64,381	24.6%
Total Salaries & Benefits	3,523,182	3,193,635	3,857,982	8.7%

	2025-2026 Operations Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Operations Budget	% Diff.
Other Operating Expenses				
Data/Alarms/IT Support & Licensing	100,000	85,077	100,000	0.0%
Safety	54,200	24,855	40,000	-35.5%
Personal Protection Equipment/Uniforms	10,800	8,712	15,000	28.0%
Telephone				
Main Plant Telephones	15,000	15,277	18,000	16.7%
Paradise Cove Telephones	5,000	694	1,000	-400.0%
Pumps & Lines Telephones	6,000	3,524	6,000	0.0%
Total Telephone	26,000	19,500	25,000	-4.0%
Utilities				
Water	15,000	17,648	20,000	25.0%
Main Plant Utilities	260,000	237,625	275,000	5.5%
Paradise Cove Utilities	35,000	29,419	35,000	0.0%
Pump Station Utilities	65,000	61,723	70,000	7.1%
Total Utilities	375,000	346,420	400,000	6.3%
Total Other Operating Expenses	566,000	484,560	580,000	2.4%
Total Operating Expense	5,937,682	5,106,513	6,157,982	3.6%

8.4 APPENDIX D: CAPITAL INCOME BUDGET FY2026-2027

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/7/2026	2026-2027 Capital Budget	% Diff.
Capital Income				
Ad Valorem Property Tax Income Only				
Property Tax Current Secured - Capital	1,000,000	1,062,961	1,050,000	5.0%
Prop Tax Current Unsecured	15,000	18,205	16,000	6.7%
Supplemental Assessment Current	1,000	1,358	1,000	0.0%
Supplemental Assessment Redm	500	963	500	0.0%
Supplemental Unsecured	15,000	12,805	14,000	-6.7%
Prop Tax Prior Unsecured	100	639	100	0.0%
Excess ERAF (Educational Revenue Augmentation Fund)	300,000	478,938	350,000	16.7%
HOPTR	1,500	2,958	2,000	33.3%
Other Tax (Unitary, RR, Misc.)	100	46	100	0.0%
Total Property Taxes	1,333,200	1,578,873	1,433,700	7.5%
Sewer Service Fees Capital	1,554,315	1,242,100	2,099,774	35.1%
Connection Fees				
Connection Fees New Combined	300,000	460,744	300,000	0.0%
Total Connection Fees	300,000	460,744	300,000	0.0%
Sewer Line Extension Fees	15,000	0	15,000	0.0%
Total Capital Income	3,202,515	3,281,717	3,848,474	20.2%

8.5 APPENDIX E: CAPITAL EXPENSE BUDGET FY2026-2027

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/14/2026	2026-2027 Capital Budget	% Diff.
Capital Expenditures				
9300 Main Plant CIP				
9301 Headworks Improvement CIP	0	0	135,000	0.0%
9302 DW/WW Primary Clarifiers CIP	0	110,241	0	0.0%
9303 Aeration Basin Improvements CIP	0	0	0	0.0%
9304 Chemical Feed System Improvements CIP	0	0	0	0.0%
9304.05 C12 Induction Mixer Replacement	35,000	0	0	-100.0%
9305 Secondary Clarifier Improvements CIP	0	0	0	0.0%
9306 RAS/WAS/TWAS System Improvements CIP	0	0	0	0.0%
9307 Final Effluent Improvements CIP	0	0	0	0.0%
9308 Digester Improvements CIP	0	0	0	0.0%
9308.12 Digester Cleaning & Rehab Project	1,000,000	1,110,177	0	-100.0%
9309 Solids Handling Improvements CIP	0	0	0	0.0%
9309.11 Sludge Box #1 Replacement	30,000	30,000	0	-100.0%
9310 Facility Support CIP		0	0	0.0%
9310.15 Main Office HVAC Replacement	30,000	11,139	0	-100.0%
9311 Supply Fan Improvements CIP	0	0	0	0.0%
9311.05 Lab Supply Fan Replacement	15,000	15,000	0	-100.0%
9311.08 New Lab Room Fan Replacement	15,000	15,000	0	-100.0%
9312 MP Vehicle Replacements	0	139,716	0	0.0%
9312.1 Electric Forklift Upgrade (CARB)	75,000	0	75,000	0.0%
9313 Controls Electrical Improvements	0	0	0	0.0%
9313.2 SCADA Upgrade Project	50,000	8,657	400,000	700.0%
9313.3 MCC PLC Upgrade	100,000	126,903	0	-100.0%
9313.4 Screw Press LCP Panel Replacement	0	62,183	0	0.0%
9314 Building & Grounds Improvements CIP	0	0	0	0.0%
9314.02 Paving & Site Security Upgrades	100,000	127,078	150,000	50.0%
Total Main Plant Equip Capital Expense	1,450,000	1,756,094	760,000	-47.6%

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/14/2026	2026-2027 Capital Budget	% Diff.
9100 Collection System CIP				
9101 Sewer Rehabilitation Projects	1,000,000	890,274	1,250,000	25.0%
9102 Pump Station Pump Replacement CIP	50,000	30,128	50,000	0.0%
9103 Valve & Wetwell Rehabilitation CIP	50,000	0	550,000	1000.0%
9104 Pump Station Generator Replacement CIP	0	0	0	0.0%
9104.11 Portable GenSet #1 Replacement 30KW	75,000	58,704	0	-100.0%
9105 Pump Station Control Panel Replacement CIP	0	0	0	0.0%
9106 Manhole Rehabilitation/Replacement CIP	75,000	9,429	75,000	0.0%
9107 Force Main Rehabilitation/Replacement CIP	0	0	0	0.0%
9108 Pump Station Communication Upgrades CIP	0	0	0	0.0%
9109 Large Pump Station Rehabilitation Project	0	0	0	0.0%
9109.2 Cove Road Pump Station Rehabilitation CIP	3,000,000	352,448	2,000,000	-33.3%
9110 Maintenance Vehicle Replacements CIP	0	0	0	0.0%
Total Pumps & Lines Capital	4,250,000	1,340,983	3,925,000	-7.6%

	2025-2026 Capital Budget	2025-2026 Actuals as of 5/14/2026	2026-2027 Capital Budget	% Diff.
9200 Paradise Cove Capital				
9202 Pump & Blower Replacement CIP	0	0	0	0.0%
9203 Flow Meter Replacement CIP	0	0	0	0.0%
9204 Control Panel Replacement CIP	75,000	48,760	0	-100.0%
9205 Generator Replacement CIP	0	0	0	0.0%
9206 Inf WW Lid Replacement CIP	0	0	0	0.0%
9207 Access Road Improvements CIP	0	125,000	0	0.0%
9208 Building Rehabilitation CIP	100,000	0	60,000	-40.0%
9209 Access Security Project CIP	0	0	100,000	0.0%
9210 Grit Removal Project	0	0	0	0.0%
9211 UV Disinfection CIP	0	0	0	0.0%
9212 Package Plant Coating CIP	0	0	0	0.0%
Total Paradise Cove Capital	175,000	173,760	160,000	-8.6%
9500 Undesignated Capital				
9510 Undesignated Cap - Main Plant	50,000	21,059	50,000	0.0%
9520 Undesignated Cap - Paradise Cove Plant	25,000	0	25,000	0.0%
9700 Debt Service				
9730.01 Debt Service - MPR Bond REFI Principal	610,000	640,000	655,000	7.4%
9730.02 Debt Service - MPR Bond REFI Interest	150,284	119,784	103,912	-30.9%
Total Debt Service	760,284	759,784	758,912	-0.2%
Total Capital Expenditures	8,360,280	4,051,680	5,728,910	-31.5%
Net Capital Income	(5,157,770)	(769,960)	(1,880,440)	63.5%

8.6 APPENDIX F: SUMMARY OF CONTINUOUS 10 YEAR CAPITAL IMPROVEMENT PROGRAM**Main Plant Capital Improvement Program**

9300 M.P. Project Description	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
9301 Headworks Improvements CIP	135,000		1,000,000	75,000				100,000			1,310,000
9302 DW/WW Primary Clarifiers CIP									100,000		100,000
9303 Aeration Basin Improvements CIP		250,000						2,500,000			2,750,000
9304 Chemical Feed System Improvements CIP					50,000						50,000
9305 Secondary Clarifier Improvements CIP								150,000			150,000
9306 RAS/WAS/TWAS System Improvements CIP						100,000		100,000			200,000
9307 Final Effluent System Improvements CIP			35,000				35,000				70,000
9308 Digester Improvements CIP										1,000,000	1,000,000
9309 Solids Handling Improvements CIP				300,000							300,000
9310 Facility Support Improvements CIP					100,000						100,000
9311 Supply Fan - Air Handling Improvements CIP					30,000				30,000		60,000
9312 MP Vehicles Replacement CIP	75,000	75,000				60,000					210,000
9313 Controls Electrical Improvements CIP	400,000										400,000
9314 Building and Grounds Improvements CIP	150,000										150,000
MPR Bond Refi	758,912	757,668	761,052	758,940	761,456	763,476					4,561,504
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		450,000
Treatment Plant Total	810,000	375,000	1,085,000	425,000	230,000	210,000	85,000	2,900,000	180,000	1,000,000	7,300,000

Paradise Cove Capital Improvement Program

9200 Paradise Cove WWTP Project Descriptions	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
9202 Pump & Blower Replacement CIP			50,000				50,000				100,000
9203 Flow Meter Replacement CIP			15,000						15,000		30,000
9204 Control Panel Replacement CIP											0
9205 Generator Replacement CIP											0
9206 Inf WW Lid Replacement CIP					20,000						20,000
9207 Access Road Improvements CIP									75,000		75,000
9208 Building Rehabilitation CIP	60,000										60,000
9209 Access Security Improvements CIP	150,000										150,000
9210 Grit Removal CIP		50,000									50,000
9211 U.V. Disinfection CIP				50,000							50,000
9212 Tank Coating Improvements CIP						150,000					150,000
Undesignated Capital Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	225,000
Paradise Cove Total	235,000	75,000	90,000	75,000	45,000	175,000	75,000	25,000	115,000	25,000	910,000

Collection System Capital Improvement Program

9100 Collection System Project Description	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
9101 Sewer Rehabilitation Projects	1,250,000	850,000	850,000	800,000	800,000	700,000	700,000	525,000	525,000	525,000	7,525,000
9102 Flygt Pump Replacement CIP	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
9103 Valve& WetWell Improvements CIP	550,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	1,000,000
9104 Pump Station Generator Replacement CIP		50,000	50,000								100,000
9105 Pump Staton Control Panel Replacement				50,000			100,000				150,000
9106 Manhole Rehabilitation CIP	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	750,000
9107 Force Main Rehabilitation CIP		400,000	420,000	100,000	750,000	510,000	200,000		75,000		2,455,000
9108 Pump Station Communications Improvements CIP									50,000		50,000
9109 Large Pump Station Rehabilitation CIP	2,000,000										2,000,000
9110 Collection System Truck Replacement CIP						75,000					75,000
Undesignated Capital Projects	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Collection System Total	3,975,000	1,525,000	1,545,000	1,175,000	1,775,000	1,510,000	1,225,000	750,000	875,000	750,000	15,105,000

Summary of Capital Improvement Program

Capital Projects by Area Summary	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	2034/2035	2035/2036	TOTAL
Main Plant	810,000	375,000	1,085,000	425,000	230,000	210,000	85,000	2,900,000	180,000	1,000,000	6,300,000
Collection System	3,975,000	1,525,000	1,545,000	1,175,000	1,775,000	1,510,000	1,225,000	750,000	875,000	750,000	14,355,000
Paradise Cove Plant	235,000	75,000	90,000	75,000	45,000	175,000	75,000	25,000	115,000	25,000	910,000
MPR Debt Service + 2020 Refi	758,912	757,668	761,052	758,940	761,456	763,476	0	0	0	0	4,561,504
TOTAL	5,778,912	2,732,668	3,481,052	2,433,940	2,811,456	2,658,476	1,385,000	3,675,000	1,170,000	1,775,000	26,126,504

Main Plant CIP Projects	
Projects	DESCRIPTION
<u>9301 Headworks Improvements CIP</u>	Headworks Improvements consist of DW & WW Influent Pump Replacements, Valve Rehabilitation, Grinder Replacements Influent Screening Project, Hydrogen Sulfide Monitoring Improvements, Sluice Gate Replacements and Grit Removal
<u>9302 DW/WW Primary Clarifiers CIP</u>	Primary Clarifiers Improvements consist of settled sludge and scum pump replacements, Influent flow meter replacements Sludge and Scum Collector equipment rehabilitation and or replacement and Influent Sampler replacements
<u>9303 Aeration Basin Improvements CIP</u>	Aeration Basin Improvements consists of Aeration Blower replacements, difused air panel upgrades, Sluice Gate replacement Aeration SCFM Flow meter replacement, mud valve replacements and a larger nutrient removal upgrade -anoxic zone -
<u>9304 Chemical Feed System Improvements CIP</u>	Chemical Feed System Improvements consists of Hypochlorite and Bisulfite pump replacements, transfer pump replacement Insuction mixer and flash mixer replacements and Chemical Storage tank replacements
<u>9305 Secondary Clarifiers Improvements CIP</u>	Secondary Clarifier System Improvements consists of Sludge and Scum Collector equipment replacements/upgrades and Inf Sluice Gate replacements
<u>9306 RAS/WAS/TWAS Improvements CIP</u>	RAS/WAS/TWAS System Improvements consists of Pump replacements for RAS/WAS/TWAS systems, Polymer Injection System replacements, RAS&WAS flow meter replacements and Rotary Drum thickener improvements
<u>9307 Final Effluent Improvements CIP</u>	Final Effluent Improvements consist of Cl2 Analyzer, Dissolved Sulfite Analyzer, pH and Turbidity analyzer replacements/upgr Final Effluent Sampler replacement and Final Effluent flow meter replacement
<u>9308 Digester Improvements CIP</u>	Digester Improvements consist of Boiler replacements, Flare Rehabilitation, Digester gas flow meter replacements, Recirculation pump replacements, mix pump replacement, heat exchanger replacement and large rehab/cleaning projects
<u>9309 Solids Handling Improvements CIP</u>	Solids Handling Improvements consist of Screw Press Feed pump replacements, poly blend system replacements, screw press PLC upgrades, sludge box replacements, flow meter replacements and screw press equipment replacements and side stream treatment project for additional nutrient removal
<u>9310 Facility Support Improvements CIP</u>	Facility Support Improvements consist of HVAC replacements, Air Compressor replacement, Air dryer replacement, Plant water replacement, Emergency Generator replacement, roll up door replacements, plant water filter unit replacement, Control room upgrades and Odor Control upgrades
<u>9311 Supply Fan Improvements CIP</u>	Supply Fan Improvements consist of replacing supply and exhaust fans through out the Main WWTP
<u>9312 MP Vehicles Replacement CIP</u>	MP Vehicles Replacements consist of replacement of the Emergency Trailer, forklift, portable pump replacement, Operation Rounds truck replacement, P Cove Chemical Delivery truck and Administration training and Emergency response truck replacement
<u>9313 Controls Electrical Improvements CIP</u>	Controls Electrical Equipment Improvements consist of MCC PLC upgrade project, business server upgrades, scada server up MP swithc gear improvements, communications improvements and screw press LCP replacement
<u>9314 Building & Grounds Improvements CIP</u>	Buildings and Grounds Improvements consist of Emergency outfall rehabilitation, parking improvements, shop driveway improvement site security upgrades, yard piping drain line rehabilitation and Restrooo/Lab/Locker Room improvements
<u>Undesignated Capital Projects</u>	Undesignated Capital Project funding is for critical projects that come up prior to there designated FY start date (emergency
MPR Bond	Main Plant Rehabilitation Completed in 2014 - Bond Payments to show true annual CIP projections.

COLLECTIONS SYSTEM CAPITAL IMPROVEMENT PROJECTS

Projects	DESCRIPTION
<u>9101 Sewer Line Rehabilitation Program</u>	Sewer Line Rehabilitation Program projects consist of the replacement of and or rehabilitation of aging sewer lines in the District inventory of 31 miles of gravity sewer lines - The District has a collection system master plan that identifies line segments needing repair or replacement and their condition and risk.
<u>9102 Pump Station Pump Replacement Program</u>	The Districts service area has 24 pump stations with 2-3 pumps in each station. The life expectancy for these pumps are 7-10 years. The Flygt submersible pumps vary in size from 3hp-75hp (majority 5hp) Pumps are replaced upon condition (age/wear/efficiency).
<u>9103 Valve & Wet Well Improvements</u>	Valve & Wet Well Improvements consist of replacing valves and rehabilitating wet wells at the Districts 24 pump station sites. Replacements and rehabilitation are performed based on condition.
<u>9104 Pump Station Generator Replacement</u>	Pump station generator replacements consist of replacing aging Emergency Generators at the Districts 8 pump station sites that have emergency generators. Part of emergency preparedness and best management practices.
<u>9105 Pump Station MCC Replacement</u>	The District has 24 pump stations and recently completed standardization of the Motor Control Centers at 20 of the 24 pump stations. Some sites still require replacements to aging equipment and for standardization purposes.
<u>9106 Manhole Replacements</u>	Manhole replacements consist of replacing or rehabilitating aging manholes with an emphasis on repairing/replacing manholes that show significant deterioration and or infiltration.
<u>9107 Force Main Replacements</u>	Force Main Replacements include projects that will replace or rehabilitate force mains at the District 24 pump station sites. The Districts collection system master plan also has identified priorities for the force mains.
<u>9108 Pump Station Communications Upgrades</u>	Pump station communication upgrades consist of projects to enhance/improve communications from the Districts 24 pump stations back to the main plant SCADA system for improved reliability and operational control which greatly assists plant operations.
<u>9109 Large Pump Stations CIP Projects</u>	Large pump station CIP projects consist of rehabilitation projects at our 3 largest pump station sites Cove Road Pump Station, Mar West Pump Station (Tib #5) and Seafirth #1.
<u>9110 Collection System Truck Replacements</u>	Collection System Truck Replacements consist of the replacing of the trucks serving the maintenance/collection system department. Those trucks would include Rodder Truck, Vector Truck, Inspection/USA Truck, Pump Station Rounds Truck, Generator Towing Truck, Crane Service Truck and the Electricians Truck.
<u>Undesignated Capital Projects</u>	Undesignated Capital Projects consist of collection system work that comes during the year on an emergency basis or to move forward a district scheduled project to accommodate a public works project (paving/hill repairs).

PARADISE COVE ZONE PUMPS & LINES CAPITAL IMPROVEMENT PROJECTS	
Projects	DESCRIPTION
<u>9202 Pump & Blower Replacement Program</u>	Currently there are 6 grinder-style pumps in service at ParadiseCove. Each has a usefule life of 7-10 years. Pumps are replaced based on condition and service history and efficiency - same goes for the 4 Blowers in operation at this p
<u>9203 Flow Meter Replacements</u>	The Flow Meter Replacements project is the replacement of Influent and Effluent Flow meters upon failure to calibrate Floe meters are calibrated annually for accuracy and as a requirement of the District NPDES Permit.
<u>9204 Control Panel Replacement</u>	The Control Panel Replacement is for the replacement of the either of the two motor control centers servicing this plant 1 motor control center controls the influent pumps while the other controls the plant equipments (blowers, grinder pumps, chemical feed pumps, and analytical equipment)
<u>9205 Generator Replacement</u>	The Generator Replacement is for the replacement of the Emergency Generator upon nearing the end of its usefull life.
<u>9206 Inf WW Lid Replacement</u>	The influent WW lid replacement is the replacement of an access hatch to the sites wet well (to be replaced upon signs of sig wear and tear)
<u>9207 Access Road Improvements</u>	This project is for the improvement of the road surface to the plant (paving) as there is daily trips to this site with a regular t and up to twice a week in the vactor for sludge hauling.
<u>9208 Building Rehabilitation</u>	Building rehabilitation is the rehabilitation of the structure that houses the blowers and the other structure that houses the cl and analytical equipment and in field mini lab (for field testing as required in NPDES permit)
<u>9209 Access Security Project</u>	This project consists of the installation of new fencing around the facility and installation of a video monitoring system for im site safety
<u>9210 Grit Removal Project</u>	The grit removal project is a project that consists of evaluating and determining a good area for grit removal at the plant to grit from the system to prolong the life of the equipment at this plant
<u>9211 UV Disinfection Project</u>	This project consists of the evaluation and installation of a Ultra Violet light disinfection system at this plant As sodium hypochlorite continues to rise in cost and the District may have an oppportunity to replace is chemical feed system UV disinfection and reduce chemical costs and improve employee safety
<u>9212 Package Plant Coating Project</u>	This project consists of coating the two package treatment plants every- 7-10 years due to its proximity to the bay and the ta material being steel.
<u>Undesignated Capital Projects</u>	These funds will be used for unforeseen projects. (emergencies)

8.7 APPENDIX G: FIVE YEAR HISTORICAL BUDGET SUMMARY- DETAILED

	Jul '20 - Jun 21	Budget	Jul '21 - Jun 22	Budget	Jul '22 - Jun 23	Budget	Jul '23 - Jun 24	Budget	Jul '24 - Jun 25	Budget	Jul 1, '25 - May 8, 21	Budget
Ordinary Income/Expense												
Income												
5000 · Property Taxes / AD VALOREM												
5001.2 · TEETER	869,067.25	700,000.00	909,206.12	825,000.00	956,762.67	875,000.00	1,015,213.78	905,000.00	1,059,623.39	999,999.00	1,062,961.08	1,009,180.00
5046 · Excess ERAF	388,631.21	250,000.00	518,417.67	300,000.00	431,562.46	275,000.00	424,286.29	255,314.00	462,758.94	300,000.00	478,938.61	300,000.00
Total 5000 · Property Taxes / AD VALOREM	1,303,704.13	981,933.00	1,488,924.78	1,156,133.00	1,484,080.12	1,189,633.00	1,484,528.03	1,206,814.00	1,564,026.19	1,347,599.00	1,579,533.15	1,345,080.00
5007 · Sewer Service Charge												
5007.1 · Sewer Service - Ops	3,879,621.18	2,523,700.00	4,037,348.01	2,283,000.00	4,462,176.62	2,368,000.00	5,544,378.94	4,861,118.00	6,329,775.91	5,115,266.00	6,861,604.22	5,619,504.00
5007.2 · Sewer Service - Cap	1,039,166.36	914,600.00	900,456.97	866,300.00	517,171.28	605,719.00	0.00	0.00	0.00	1,028,242.00	0.00	643,423.00
Total 5007 · Sewer Service Charge	4,918,787.54	3,438,300.00	4,937,804.98	3,149,300.00	4,979,347.90	2,973,719.00	5,544,378.94	4,861,118.00	6,329,775.91	6,143,508.00	6,861,604.22	6,262,927.00
5201 · Interest												
5201.1 · Interest - County of Marin	136.53	0.00	119.96	0.00	18.13	0.00	2,397.26	0.00	2,905.86	100.00	2,905.67	100.00
5201.2 · Interest - LAIF	78,026.33	156,402.00	55,998.08	100,000.00	336,905.22	100,000.00	599,083.72	100,000.00	678,971.73	200,000.00	632,610.86	300,000.00
5201.3 · Interest MPR Project Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5201.4 · Interest LAIF Market Value Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5201.5 · Income Dividend Reinvest-CLASS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,894.88	0.00	0.00	50,033.48	20,500.00
Total 5201 · Interest	78,162.86	156,402.00	56,118.04	100,000.00	336,923.35	100,000.00	601,480.98	100,000.00	721,772.47	200,100.00	685,550.01	320,600.00
5900.3 · Connection Fees												
Total 5900.3 · Connection Fees	269,007.00	200,000.00	480,216.53	200,000.00	375,226.00	250,000.00	273,852.00	400,000.00	441,441.00	400,000.00	452,518.00	300,000.00
5900.4 · Permit Inspection & Admin Fees	46,597.50	11,062.00	21,205.62	17,000.00	28,029.50	10,000.00	15,900.00	16,250.00	38,833.56	35,000.00	70,775.02	35,000.00
5900.5 · SASM Expense Reimb.	52,736.33	101,680.00	78,033.03	100,000.00	118,568.75	100,000.00	77,673.60	75,000.00	51,417.31	75,000.00	36,281.47	50,000.00
Total Income	6,682,800.99	4,903,282.63	7,062,302.98	4,736,573.00	7,306,666.62	4,723,452.00	8,014,686.78	6,749,761.10	9,147,957.32	8,201,207.00	9,687,295.71	8,328,707.00

6000 · Administrative Expenses												
6001 · Advertising	690.00	1,000.00	2,049.81	1,000.00	455.00	1,000.00	0.00	2,000.00	5,090.00	0.00	16,215.00	5,000.00
6008 · Audit & Accounting	28,350.03	35,000.00	29,153.45	40,000.00	35,192.80	40,000.00	59,503.35	40,000.00	82,211.99	90,000.00	75,934.74	90,000.00
6017 · Consulting Fees	363,035.34	200,000.00	78,435.35	150,000.00	129,800.35	100,000.00	208,502.48	100,000.00	75,162.01	125,000.00	61,818.32	150,000.00
6018 · Travel & Meetings												
6018.1 · Meetings & Travel	10,869.19	7,000.00	11,548.24	6,000.00	18,524.93	17,000.00	14,524.83	15,000.00	28,221.44	17,000.00	17,450.61	25,500.00
6018.2 · Standby Mileage Expense Reimb	8,956.38	8,000.00	8,042.96	9,000.00	3,441.49	8,000.00	5,362.52	8,000.00	3,793.06	8,000.00	5,436.92	3,500.00
Total 6018 · Travel & Meetings	19,825.57	15,000.00	19,591.20	15,000.00	21,966.42	25,000.00	20,890.74	23,000.00	32,014.50	25,000.00	22,887.53	29,000.00
6020 · Continuing Education	4,844.33	10,000.00	4,752.61	10,000.00	10,169.15	10,000.00	22,676.17	10,000.00	8,826.80	10,000.00	5,398.48	10,000.00
6021 · County Fees	16,570.52	16,500.00	16,241.34	16,590.00	15,969.14	16,590.00	11,552.38	16,590.00	17,814.48	16,590.00	19,502.83	18,000.00
6024 · Director Fees	6,800.00	9,000.00	7,100.00	9,000.00	7,510.68	9,000.00	9,189.32	9,000.00	5,800.00	9,000.00	2,900.00	9,000.00
6025 · Dues & Subscriptions	22,899.39	34,000.00	15,062.94	31,000.00	24,015.73	31,000.00	20,761.58	33,000.00	20,655.67	35,000.00	26,534.99	35,000.00
6026 · Elections	250.00	9,000.00	0.00	0.00	250.01	9,000.00	0.00	0.00	250.00	10,000.00	0.00	0.00
6033 · Insurance												
Total 6033 · Insurance	70,444.31	68,027.00	93,603.17	74,000.00	69,441.64	114,500.00	113,771.49	170,000.00	156,518.14	170,000.00	167,413.58	200,000.00
6039 · Legal	32,843.50	50,000.00	43,806.65	50,000.00	25,606.46	50,000.00	46,662.00	50,000.00	29,593.91	50,000.00	38,257.00	45,000.00
6047 · Office Supplies	9,933.87	13,000.00	12,439.28	10,000.00	8,156.74	10,000.00	21,052.68	11,000.00	13,410.77	11,000.00	3,596.34	10,000.00
6056 · Postage	1,183.51	1,000.00	922.98	1,000.00	6,054.83	1,200.00	1,533.36	1,300.00	(729.80)	1,300.00	299.01	1,000.00
6059 · Pollution Prevention/Public Edu	5,018.19	5,000.00	(4,701.33)	5,000.00	1,435.00	5,000.00	3,310.59	5,500.00	3,682.14	5,500.00	566.92	5,500.00
Total 6000 · Administrative Expenses	582,735.25	466,527.00	318,957.45	412,590.00	356,043.95	422,290.00	567,037.25	471,390.00	450,768.70	558,390.00	441,928.22	607,500.00

7000 · Ops & Maintenance Expenses												
7010 · Pumps & Lines Maintenance												
7011 · Pumps & Lines Maintenance	90,898.24	50,000.00	183,941.03	75,000.00	80,345.95	100,000.00	213,625.51	200,000.00	337,944.90	200,000.00	138,264.19	200,000.00
7013 · Emergency Line Repair	31,032.57	50,000.00	58,170.55	50,000.00	95,608.42	100,000.00	65,544.65	100,000.00	17,119.16	100,000.00	121,766.19	100,000.00
Total 7010 · Pumps & Lines Maintenance	121,930.81	100,000.00	242,111.58	125,000.00	175,954.37	200,000.00	279,170.16	300,000.00	355,064.06	300,000.00	260,030.38	300,000.00
7020 · Main Plant Maintenance												
7021 · Plant Maintenance Supplies	22,543.00	15,000.00	43,483.65	25,000.00	92,100.89	80,000.00	82,994.56	80,000.00	54,873.97	80,000.00	42,105.25	80,000.00
7022 · Plant Maint. Parts & Service												
Total 7022 · Plant Maint. Parts & Service	117,066.46	100,000.00	299,819.15	130,000.00	542,481.11	300,000.00	522,193.81	300,000.00	293,872.17	300,000.00	224,820.72	300,000.00
7023 · Janitorial Supplies & Service	7,271.27	9,000.00	7,472.07	9,000.00	12,393.77	9,000.00	6,385.83	10,000.00	8,560.04	10,000.00	6,180.50	10,000.00
7024 · Main Plant Chemicals	87,773.60	105,000.00	155,210.94	111,000.00	114,257.92	120,000.00	174,578.28	165,000.00	180,357.46	165,000.00	139,422.81	170,000.00
7025 · Lab Supplies & Chemicals	13,305.04	15,000.00	20,612.01	20,000.00	26,799.10	21,000.00	16,431.56	25,000.00	13,848.22	25,000.00	29,518.21	25,000.00
7027 · Electrical & Instrument	4,068.06	5,000.00	35,219.31	15,000.00	20,955.54	15,000.00	13,366.46	30,000.00	17,322.22	30,000.00	36,603.61	25,000.00
7028 · Grounds Maintenance	6,732.87	5,000.00	7,711.89	6,000.00	4,755.80	5,000.00	8,842.55	8,000.00	13,955.36	8,000.00	7,218.39	15,000.00
7029 · Main Plant Sludge Disposal	39,493.99	40,000.00	41,011.70	41,000.00	40,692.05	50,000.00	63,447.84	55,000.00	47,828.74	55,000.00	44,835.53	60,000.00
Total 7020 · Main Plant Maintenance	321,084.10	294,000.00	623,013.93	363,500.00	901,977.24	600,000.00	907,923.32	673,000.00	644,715.74	673,000.00	531,842.54	685,000.00
7040 · Paradise Cove Plant Maint												
7041 · Paradise Parts & Service	15,719.61	10,000.00	5,064.04	10,000.00	30,266.22	20,000.00	17,961.56	20,000.00	51,619.38	20,000.00	6,161.57	20,000.00
7042 · Paradise Supplies & Chemicals	8,667.94	5,000.00	9,511.32	5,000.00	1,097.91	6,500.00	4,590.49	6,500.00	5,603.39	6,500.00	10,827.28	6,500.00
7043 · Paradise Sludge Disposal	2,645.00	8,000.00	4,110.22	0.00	4,447.92	6,000.00	0.00	3,000.00	4,550.00	3,000.00	0.00	3,000.00
Total 7040 · Paradise Cove Plant Maint	34,282.55	23,000.00	18,685.58	15,000.00	35,812.05	32,500.00	22,552.05	29,500.00	61,772.77	29,500.00	16,988.85	29,500.00
7050 · Monitoring												
7051 · Main Plant Lab Monitoring	48,524.85	50,000.00	54,264.53	45,000.00	52,187.65	45,000.00	65,152.97	50,000.00	59,411.68	50,000.00	44,021.25	50,000.00
7052 · Paradise Cove Monitoring	13,634.15	15,000.00	13,196.20	15,000.00	9,892.05	12,500.00	6,137.40	10,000.00	11,920.02	9,000.00	9,354.80	12,000.00
7053 · Chronic Toxicity	3,379.50		7,022.00	0.00	14,959.50	0.00	8,192.50	15,000.00	19,415.00	15,000.00	2,535.00	15,000.00
Total 7050 · Monitoring	65,538.50	65,000.00	74,482.73	60,000.00	77,039.20	57,500.00	79,482.87	75,000.00	90,746.70	74,000.00	55,911.05	77,000.00
7060 · Permits/Fees												
7061 · Main Plant NPDES Renewal	3,817.00		852.50	0.00	5,443.25	40,000.00	19,331.00	0.00	0.00	0.00	0.00	0.00
7062 · Permits/Fees - General	57,986.41	41,000.00	40,687.48	50,000.00	45,648.90	50,000.00	58,585.67	50,000.00	57,748.63	50,000.00	57,756.27	53,000.00
7063 · Paradise Cove Permits/Fees	7,500.18	8,000.00	7,959.71	9,000.00	7,845.15	9,000.00	8,578.75	9,000.00	8,151.08	9,000.00	7,832.00	10,000.00
7064 · Paradise Cove NPDES Renewal	7,233.55	40,000.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	16,192.00	25,000.00
Total 7060 · Permits/Fees	76,537.14	89,000.00	49,290.12	59,000.00	58,937.30	99,000.00	86,495.42	59,000.00	65,899.71	59,000.00	81,780.27	88,000.00
7070 · Truck Maintenance												
7071 · Fuel	9,577.13	8,000.00	16,430.73	15,000.00	21,716.76	15,000.00	14,660.59	20,000.00	32,432.66	20,000.00	13,724.96	30,000.00
7072 · Maintenance	22,507.06	8,000.00	11,057.74	10,000.00	59,712.69	30,000.00	35,338.33	30,000.00	23,536.46	30,000.00	27,242.39	25,000.00
Total 7070 · Truck Maintenance	32,084.19	16,000.00	27,488.47	25,000.00	81,429.45	45,000.00	50,015.69	50,000.00	55,969.12	50,000.00	41,203.36	55,000.00
Total 7000 · Ops & Maintenance Expenses	651,457.29	587,000.00	1,035,041.60	647,500.00	1,331,149.61	1,034,000.00	1,425,639.51	1,186,500.00	1,274,192.45	1,185,500.00	987,756.45	1,234,500.00

	8000 - Salaries and Benefits Expenses												
	8001 - Salaries	1,100,328.02	1,143,549.00	1,302,487.12	1,353,783.00	1,402,876.74	1,504,000.00	1,590,977.65	1,598,548.00	1,611,420.04	1,636,798.00	1,377,617.76	1,679,919.00
	8003 - Overtime	116,736.06	100,000.00	228,381.00	100,000.00	218,837.85	200,000.00	157,016.48	100,000.00	117,655.06	125,000.00	107,725.07	125,000.00
	8004 - Standby Pay	74,045.76	72,450.00	81,168.95	76,043.00	85,281.34	80,000.00	91,191.34	80,000.00	76,278.57	80,000.00	61,560.48	80,000.00
	8005 - Employee Incentives	27,000.00	45,000.00	61,460.04	70,000.00	27,995.00	60,000.00	32,000.00	60,000.00	40,000.00	25,000.00	41,000.00	40,000.00
	8006 - Vacation Buyout	31,307.66	25,000.00	43,667.05	30,000.00	60,208.44	65,000.00	81,023.62	80,000.00	42,466.34	80,000.00	59,226.04	80,000.00
	Total 8008 - Deferred Comp 457	(1,187.04)		(4,820.73)	0.00	65,394.64	78,000.00	41,372.55	65,000.00	61,955.59	60,000.00	58,695.30	120,000.00
	8013 - Payroll Taxes	94,060.54	98,212.00	110,232.29	101,047.00	124,349.57	155,965.00	137,173.24	110,000.00	137,120.90	110,000.00	113,051.69	110,000.00
	8015 - Payroll Service Processing Fees	6,420.96	5,500.00	6,907.68	6,250.00	6,415.85	7,000.00	10,730.23	7,000.00	11,136.00	8,000.00	9,026.30	10,000.00
	8016 - Car Allowance	6,000.01	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00
	8019 - PERS Retirement												
	8019.05 - PERS Retirement	180,910.32	253,061.00	131,120.38	304,705.00	217,670.14	262,992.00	165,358.47	272,332.00	159,522.00	312,067.00	168,228.86	324,553.00
	8019.08 - PERS Retirement - CalPERS UA	96,367.00	20,000.00	0.00	20,000.00	9,503.04	0.00	928,049.00	0.00	0.00	0.00	21,226.00	0.00
	8019.10 - PERS Retirement Trust	0.00	313,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,000.00	0.00	403,752.00
	8019 - PERS Retirement - Other	0.00		(120.39)	0.00	0.00	0.00	(243,485.00)	0.00	323,039.00	0.00	120.00	0.00
	Total 8019 - PERS Retirement	277,618.96	586,311.00	(2,947,572.01)	325,055.00	2,421,821.18	263,342.00	866,223.47	272,332.00	493,945.00	380,067.00	189,574.86	728,305.00
	8020 - Employee Health												
	8020.05 - Employee Health	190,208.15	200,653.00	196,904.15	223,418.00	254,852.68	319,272.00	297,363.58	290,000.00	298,403.37	300,000.00	306,887.05	356,466.00
	Total 8020 - Employee Health	187,613.35	200,653.00	194,546.99	223,418.00	258,574.63	319,272.00	296,888.34	290,000.00	296,325.12	302,500.00	293,586.04	353,966.00
	8022 - Retiree Health												
	8022.05 - Retiree Health	57,662.98	80,994.00	111,790.82	77,127.00	78,035.74	91,592.00	48,105.32	80,144.00	118,343.89	75,000.00	77,769.80	94,415.00
	8022.10 - CERB/TIOPEB Annual Arc Contri	72,400.00	72,400.00	268,400.00	118,400.00	0.00	0.00	0.00	140,000.00	0.00	140,000.00	318,958.00	75,000.00
	Total 8022 - Retiree Health	130,062.98	153,394.00	380,190.82	195,527.00	(95,019.20)	91,592.00	38,233.26	220,144.00	87,815.89	215,000.00	396,727.80	169,415.00
	8023 - Workers Comp Insurance	39,318.00	50,250.00	63,959.30	55,000.00	27,636.99	57,268.00	52,609.00	58,000.00	35,819.76	56,000.00	35,080.00	48,518.00
	Total 8000 - Salaries and Benefits Expenses	2,137,944.68	2,486,319.00	(474,229.91)	2,542,123.00	4,648,768.15	2,887,439.00	3,410,886.87	2,947,024.00	3,019,738.27	3,086,365.00	2,750,871.34	3,553,123.00
	8500 - Other Operating Expenses												
	8510 - Data/Alarms/IT Supp & Licensing	101,162.02	80,000.00	87,004.50	100,000.00	111,750.63	100,000.00	106,560.69	100,000.00	101,982.76	100,000.00	85,077.36	100,000.00
	8515 - Safety	30,100.76	20,000.00	40,523.36	40,000.00	112,079.59	60,000.00	89,341.76	60,000.00	25,342.92	60,000.00	24,855.75	54,200.00
	8520 - Personal Protection/Safety Wear												
	Total 8520 - Personal Protection/Safety Wear	6,793.26	15,000.00	7,856.42	15,000.00	16,657.61	15,000.00	12,140.23	15,000.00	10,703.07	15,000.00	8,712.44	10,800.00
	8530 - Telephone												
	8531 - Main Plant Telephones	8,994.53	11,000.00	7,230.24	11,000.00	11,416.15	11,000.00	16,437.59	11,000.00	16,403.29	12,000.00	15,277.89	15,000.00
	8532 - Paradise Cove Telephones	4,204.41	4,000.00	5,531.12	4,000.00	3,147.28	500.00	1,203.86	500.00	3,934.13	1,500.00	694.24	5,000.00
	8533 - Pumps & Lines Telephones	6,003.37	7,000.00	6,732.62	7,000.00	2,920.07	7,000.00	6,072.03	7,000.00	4,541.42	7,000.00	3,524.61	6,000.00
	8530 - Telephone - Other	0.00		0.00		0.00		0.00		3,240.53	0.00	3,990.37	0.00
	Total 8530 - Telephone	19,202.31	22,000.00	19,493.98	22,000.00	17,483.50	18,500.00	23,713.48	18,500.00	28,119.37	20,500.00	23,487.11	28,000.00
	8540 - Utilities												
	8541 - Water	8,706.35	5,000.00	9,384.49	8,000.00	12,735.06	8,000.00	13,568.07	9,000.00	15,460.09	11,000.00	17,648.14	15,000.00
	8542 - Main Plant Utilities	191,597.92	180,000.00	190,523.29	200,000.00	194,612.14	220,000.00	227,515.26	230,000.00	271,052.02	240,000.00	237,625.76	260,000.00
	8543 - Paradise Cove Utilities	19,004.22	13,500.00	23,031.26	18,000.00	22,976.24	20,000.00	37,716.98	22,000.00	36,263.20	35,000.00	29,419.45	35,000.00
	8544 - Pump Station Utilities	45,939.21	35,000.00	45,277.28	45,000.00	59,522.14	45,000.00	75,551.72	48,000.00	66,262.10	65,000.00	61,723.84	65,000.00
	Total 8540 - Utilities	265,247.70	233,500.00	268,216.32	271,000.00	289,845.58	293,000.00	354,352.03	309,000.00	389,037.41	351,000.00	346,417.19	375,000.00
	Total 8500 - Other Operating Expenses	422,506.05	370,500.00	423,094.58	448,000.00	547,816.91	486,500.00	586,108.19	502,500.00	555,185.53	546,500.00	488,549.85	566,000.00
	Total Expense	3,794,643.27	3,910,346.00	1,302,863.72	4,050,213.00	6,883,565.06	4,830,229.00	5,989,885.38	5,107,414.00	5,299,884.95	5,376,755.00	4,669,105.86	5,961,123.00

8.8 APPENDIX H: FIVE YEAR HISTORICAL – LAIF FUND SUMMARY (AS OF 5/21/2026)

LAIF Balance History

	<u>Jun 30, 22</u>	<u>Jun 30, 23</u>	<u>Jun 30, 24</u>	<u>Jun 30, 25</u>	<u>May 20, 26</u>
ASSETS					
Current Assets					
Checking/Savings					
JP Morgan Chase - Escrow 5213	0.00	0.00	0.00	0.00	1.00
JP Morgan Chase - Primary 7399	57,522.63	731,826.94	76,696.30	145,543.06	(109,256.40)
JP Morgan Chase - Payroll 7506	62,346.80	69,339.56	55,586.56	98,565.44	159,139.52
JP Morgan Chase - Transfer 7522	630,868.25	458,183.15	261,582.09	309,486.93	563,278.25
Local Agency Investment Fund					
Belvedere					
Belvedere Capital & CIP Reserve	2,908,184.98	4,585,323.71	0.00	0.00	0.00
Belvedere Disaster Recovery Fund	356,250.00	356,250.00	0.00	0.00	0.00
Belvedere Operating	3,279,279.43	1,159,193.96	0.00	0.00	0.00
Belvedere Operating Reserve	516,923.05	516,923.05	0.00	0.00	0.00
Belvedere PERS Retirement Trust	356,250.00	356,250.00	0.00	0.00	0.00
Total Belvedere	7,416,887.46	6,973,940.72	0.00	0.00	0.00
SD5 CalPERS Retirement Trust	0.00	0.00	71,951.00	0.00	0.00
SD5 Capital & CIP Reserve	0.00	0.00	9,725,065.99	9,725,065.99	9,909,384.99
SD5 Disaster Recovery Fund	0.00	0.00	1,000,000.00	0.00	0.00
SD5 Operating	0.00	0.00	4,117,317.82	5,633,516.67	5,000,000.53
SD5 Operating Reserve	0.00	0.00	1,200,853.05	1,200,853.05	1,577,661.05
Tiburon					
Tiburon Capital & CIP Reserve	4,634,672.74	5,139,742.28	0.00	0.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00	0.00	0.00
Tiburon Operating	1,662,821.94	1,309,213.37	0.00	0.00	0.00
Tiburon Operating Reserve	683,930.00	683,930.00	0.00	0.00	0.00
Tiburon PERS Retirement Trust	643,750.00	643,750.00	0.00	0.00	0.00
Total Tiburon	8,268,924.68	8,420,385.65	0.00	0.00	0.00
Total Local Agency Investment Fund	15,685,812.14	15,394,326.37	16,115,187.86	16,559,435.71	16,487,046.57

California CLASS					
CalPERS UAL Fund	0.00	0.00	0.00	144,883.79	563,683.83
Emergency Replacement Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,034,962.09</u>	<u>1,069,947.53</u>
Total California CLASS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,179,845.88</u>	<u>1,633,631.36</u>
Total Checking/Savings	16,436,549.82	16,653,676.02	16,509,052.81	18,292,877.02	18,733,840.30
Accounts Receivable					
Accounts Receivable	<u>76,223.62</u>	<u>225,825.77</u>	<u>312,091.76</u>	<u>295,324.27</u>	<u>294,032.32</u>
Total Accounts Receivable	<u>76,223.62</u>	<u>225,825.77</u>	<u>312,091.76</u>	<u>295,324.27</u>	<u>294,032.32</u>
Other Current Assets	<u>92,750.99</u>	<u>128,950.16</u>	<u>101,229.39</u>	<u>135,696.43</u>	<u>139,738.63</u>
Total Current Assets	<u>16,605,524.43</u>	<u>17,008,451.95</u>	<u>16,922,373.96</u>	<u>18,723,897.72</u>	<u>19,167,611.25</u>
Fixed Assets	19,118,200.30	18,809,155.30	18,393,029.30	19,257,162.30	19,257,162.30
Other Assets	<u>0.00</u>	<u>0.00</u>	<u>2,679,954.00</u>	<u>1,944,003.00</u>	<u>1,944,003.00</u>
TOTAL ASSETS	<u>35,723,724.73</u>	<u>35,817,607.25</u>	<u>37,995,357.26</u>	<u>39,925,063.02</u>	<u>40,368,776.55</u>
LIABILITIES & EQUITY					
Liabilities	4,593,625.17	6,107,507.60	7,958,253.74	7,633,364.69	7,097,230.00
Equity	<u>31,130,099.56</u>	<u>29,710,099.65</u>	<u>30,037,103.52</u>	<u>32,291,698.33</u>	<u>33,271,546.55</u>
TOTAL LIABILITIES & EQUITY	<u>35,723,724.73</u>	<u>35,817,607.25</u>	<u>37,995,357.26</u>	<u>39,925,063.02</u>	<u>40,368,776.55</u>

8.9 APPENDIX I: DEBT SERVICE SUMMARY – 2020-2031

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

BOND DEBT SERVICE**SANITARY DISTRICT No. 5 OF MARIN COUNTY**

Taxable Advance Refunding all 2012 Revenue Bonds
Private Placement - California Bank & Trust Lender
Callable anytime with 30 day's written notice

FINAL PRICING

Dated Date 03/26/2020
 Delivery Date 03/26/2020

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

8.10 APPENDIX J: SD5 RESERVE POLICY- RESOLUTION NO 2026-05

**SD5 RESERVE POLICY
RESOLUTION NO. 2026-05
July 1, 2026**

	OPERATING RESERVE*	CAPITAL IMPROVEMENTS RESERVE	CALPERS RETIREMENT RESERVE*	DISASTER RECOVERY RESERVE*
FUNDING ORDER	#1	#2	#3	#4
FUNDING PURPOSE	To provide sufficient working capital to cover annual operating expenses and cash flow needs, should typical operating funds not be available during the fiscal year	To provide adequate funding A) to support both treatment plants' operation and conveyence systems, B) to fund debt payments of financed capital projects, C) to finance capital projects as listed in the District's budgeted CIP Plan, and D) to reserve funds for future plant +/- or systemic sewer line renovations E) 2012 Main Plant Rehabilitation (MPR) Bond Service	To provide sufficient annual funding of CalPERS potential losses, as described in the CalPERS' Annual Actuarial Valuation Reports under the Miscellaneous Plan's Share of Pool's Investments, Assets & Non-Assets	To provide a level of emergency capital for disaster recovery efforts until long-term financing is established
CURRENT BALANCE	\$1,577,661* Current Operating Reserve Fund \$5,500,000* Current Operating Fund	\$9,909,384 (Current Capital & Capital Reserve Balance)	\$628,688*	\$1,000,000*
TARGET BALANCE	\$2,500,000	\$15,000,000	\$1,000,000*	\$1,000,000*
PROPOSED ANNUAL FUNDING	(FY26-27 Sewer Service Fees: \$7,960,376) 5% of Sewer Service Charges ≈ \$398,000*	TBD per Annum	3.5 % = \$371,312 (for target) (Classic- SPEPRA) 3.5% of Market Value Asset- CALPERS	\$1,000,000*
FUNDING PROCESS	≈5% of revenues received for sewer service charges (based on annual flow rates) is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	Based on Capital needs per annum. Sewer service charges, property taxes and other capital-related funds received to be assessed annually and funded as cashflow permits, based on annual projects; any remaining funds will be reserved for long-term capital needs. (see Funding Purpose above, Items C & D)	3.5% of SD5's Pooled Plan Share of CalPERS Market Value Asset is to be funded each Fiscal Year, until target balance is achieved; no add'l funding required thereafter. If reserve subsequently dips below target balance, funding is to be reinstated.	To be funded one time only, from current Capital Reserve Account. No additional funding required, once target balance is achieved. Finance Committee will evaluate the need to reinstate.
AUTHORITY REQUIRED FOR FUNDING & WITHDRAWALS	District Manager is authorized to make withdrawals as necessary, to cover operating shortfalls, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make monthly withdrawals for debt payments and capital improvement projects underway, upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	District Manager is authorized to make withdrawals for payments to CalPERS for unfunded liabilities upon review by the Finance Committee, as set forth in this Reserve policy. All other transfers to be presented for review by the Finance Committee and recommended prior to withdrawal. Board approval is required for atypical funding.	All withdrawals and transfers to be presented for review by the Finance Committee and recommended to the Board for approval.

* Balances based on SD5 Balance Sheet, as of 5.1.2026

8.11 APPENDIX K- INCOME VS EXPENSE PROJECTION GRAPH

26-27 Budget Projections w	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028	FY2028-2029	FY2029-2030	FY2030-2031
Total Income	\$ 6,682,800.00	\$ 7,062,302.00	\$ 7,306,666.00	\$ 8,014,686.00	\$ 9,147,957.00	\$ 9,687,295.00	\$ 10,351,000.00	\$ 11,499,654.00	\$ 11,499,654.00	\$ 11,499,654.00	\$ 11,499,654.00
Total Expense CIP Includc	\$ 5,764,223.00	\$ 6,070,938.00	\$ 6,129,529.00	\$ 7,687,682.00	\$ 6,893,361.00	\$ 9,378,139.00	\$ 11,886,912.00	\$ 9,023,908.00	\$ 9,961,029.20	\$ 9,108,316.52	\$ 9,686,063.81
Total Operating Expense	\$ 3,794,643.00	\$ 4,100,000.00	\$ 4,286,428.00	\$ 5,989,885.00	\$ 5,299,884.00	\$ 5,500,000.00	\$ 6,108,000.00	\$ 6,291,240.00	\$ 6,479,977.20	\$ 6,674,376.52	\$ 6,874,607.81

