

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

**AGENDA**  
**Special Finance & Fiscal Oversight Committee Special Meeting**  
**Wednesday, October 13<sup>th</sup> 2021, 5:00 p.m.**

**CORONA VIRUS (COVID-19) ADVISORY NOTICE**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

**How to Submit Public Comments:**

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

**Public Comments are to be submitted via email to [rdohrmann@sani5.org](mailto:rdohrmann@sani5.org).**

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

**How to Participate in the Meeting:**

**Join Zoom Meeting by clicking on the following link:**

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

**Meeting ID: 623 062 0778**

**or join by phone:**

**Call in number: (669) 900-9128**

**Participant Code: 623 062 0778**

**I. Roll Call**

**II. Public Comments**

**III. New Business**

- 1. Warrants for September 9<sup>th</sup> through October 13<sup>th</sup> 2021**
- 2. Financial reports for September 2021**
- 3. Review and discuss GovInvest's presentation re SD5's current pension & OPEB Funding for FY21-22**
- 4. Review and discuss financial revisions to SD5's 2021 SD5 Early Exit Plan**
- 5. Review and discuss draft Request for Proposal re 2022 Sewer Rate Study**
- 6. Discussion re status of Tiburon-Belvedere Waste Water Finance Authority**
- 7. Review & discuss cost of staffing evaluation proposal from HDR**
- 8. Upcoming District obligations for October through November 2021**

**IV. Adjournment**

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

**Sanitary Distr. No.5 of Marin Co.**  
**Warrant List Summary**  
**September 9 through October 13, 2021**

**Item #1**

10/12/21

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>JP Morgan Chase - Primary 7399</b>				
09/22/21	EFT	PERS	EFT PERS Retirement, August 2021	-19,140.23
10/04/21	EFT	CalPERS	EFT Health Premium, October 2021, Cust #4163206459	-15,882.01
10/05/21	EFT	PERS	EFT PERS Retirement, September 2021	-19,231.11
10/05/21	EFT	PERS	FY20-21 EMPC Audit Review (#3P20-055) - Special Comp Adjust...	-82.23
09/16/21	8479	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, August 2021	-128.09
09/16/21	8480	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Septe...	-565.36
09/16/21	8481	Mill Valley Refuse Service, Inc.	Acct #063092, SLUDGE TRANSPORT, July & August, 2021	-2,520.00
09/16/21	8482	Pacific Gas & Electric	Acct #2908031411-4, Utilities, August 2021	-24,008.33
09/16/21	8483	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., October 2021	-1,580.19
09/16/21	8484	Zions Bank Corporation, N.A.	CB&T: #000140000098948, MPR Refi, Oct 2021	-669,776.01
10/13/21	8485	Access Answering Service	Acct #4080C, Answering Service, October 2021	-60.00
10/13/21	8486	Alhambra	Acct #547945611762129, Water, September 2021	-185.78
10/13/21	8487	AT&T	Acct #960732-76375559 - September 2021	-815.55
10/13/21	8488	Banshee Networks, Inc.	Computer/IT Support, E-Media Installations - Sept - Oct, 2021	-9,109.64
10/13/21	8489	Bay Alarm	Acct #274428, September 2021	-2,133.54
10/13/21	8490	Brelje and Race Laboratories, Inc.	M.P./P.C. Plant Samples, July - August 2021	-3,869.00
10/13/21	8491	Burke, Williams & Sorensen, LLP	Legal Advice, August 2021	-2,475.00
10/13/21	8492	Cal-Steam	Cust ID# 89563, M.P. Supplies, September 2021	-3,070.31
10/13/21	8493	Caltest Analytical Laboratory	M.P./P.C. Lab Sampling, September 2021	-5,771.05
10/13/21	8494	Caltronics Business Systems, Inc.	Acct #SD15, Multi-purpose Copier Contract, September 2021	-128.09
10/13/21	8495	Cintas Corporation #626	Acct #626-00821, PPE/Safetywear + Service, June - September,...	-398.98
10/13/21	8496	Comcast Business	Acct# 8155 30 011 0149465, Bus. Voice, Internet & Cable, Octob...	-564.94
10/13/21	8497	Cornely Company	Cust ID: SANDIST, Boiler Service, August - September 2021	-1,900.00
10/13/21	8498	CWEA	Membership & Certification Renewal, R Cottrell & S Driscoll (AJE...	-288.00
10/13/21	8499	D&K Auto Service	SD5 Truck Maint., September 2021	-2,373.32
10/13/21	8500	DKF Solutions Group, LLC	My Safety Officer Monthly Subscription, October 2021	-350.00
10/13/21	8501	FireMaster	Annual Fire Extinguisher Maintenance, September 2021	-398.36
10/13/21	8502	Frank Olsen Co.	Pump & Valve Replacement Program - September 2021	-8,251.58
10/13/21	8503	Goodman Building Supply Co.	Acct #20070, M.P. Parts & Supplies, September 2021	-780.31
10/13/21	8504	Grainger	Acct #810128785, M.P. Parts & Service + Safety, September 2021	-868.46
10/13/21	8505	Harrington Industrial Plastics LLC	Cust #:044227, M.P. Supplies - September 2021	-261.40
10/13/21	8506	Home Depot Credit Services	Acct #6035 3220 0516 4334, M.P. Screwpress - September 2021	-211.56
10/13/21	8507	Larry Walker Associates, Inc.	Tech Support for M.P. NPDES Reg. Assistance Renewal - Augus...	-488.25
10/13/21	8508	Lystek Int'l, LTD	Biosolids Transport, September 2021	-724.20
10/13/21	8509	Maltby Electric Supply Co., Inc.	Cust No.15953, M.P. Supplies, September 2021	-1,581.18
10/13/21	8510	Mill Valley Refuse Service, Inc.	Acct #063092, SLUDGE TRANSPORT, September 2021	-1,080.00
10/13/21	8511	Mill Valley Refuse Service, Inc.	Acct #032945, Garbage Service + 1 yd rental, October 2021	-255.15
10/13/21	8512	Ongaro & Sons, Inc.	Client #1082, (4) M.P.+ (1) TPS Testing - September 201	-400.00
10/13/21	8513	Pacific Water Resources	M.P. Supplies, September 2021	-2,364.45
10/13/21	8514	Perotti & Carrade	Client #1901 - FY20-21 Audit Services, PP#1, October 2021	-5,000.00
10/13/21	8515	Peterson	Cust #:5656305, TPS#5 & TPS #3 Service, September 2021	-2,774.17
10/13/21	8516	Roy's Sewer Service, Inc.	P&L - September 2021	-2,220.00
10/13/21	8517	SASM	Shared Effluent Outfall Diffuser Inspection + Bioassay Testing, Ju...	-7,725.00
10/13/21	8518	Special District Risk Management...	Member #7665, Life, Vision, DDS & LTD Ins., November 2021	-1,580.19
10/13/21	8519	Solenis, LLC	Pyr #: 441488, M.P. Chemicals, August 2021	-9,021.08
10/13/21	8520	Teledyne Instruments, Inc.	Cust #0019798, M.P. Lab Equipment - September 2021	-7,735.55
10/13/21	8521	Univar	Cust ID #STDT001, Chemicals, August - October 2021	-21,773.91
10/13/21	8522	USA BlueBook	Cust #933682, Safety - September 2021	-190.46
10/13/21	8523	Water Components & Building Su...	Acct #454, P&L + M.P. Maint. Supplies, September 2021	-3,299.44
10/13/21	8524	Waste Management of Redwood ...	Acct #507-0000190-1507-2, Sludge Disposal - September 2021	-327.21
10/13/21	8525	XMR Fire Emergency Services C...	Website Hosting, Maint & Support, Contract Renewal 2021, Sept...	-1,244.00
10/13/21	8526	Rosser, John	S/B Reimb., Aug - Sept, 2021	-171.65
10/13/21	8527	La Torre, Daniel P.	Standby Mileage Reimb, May - September 2021	-1,075.20
10/13/21	8528	U.S. Bank	Acct#:4246-0441-0158-3635, August-September 2021	-2,477.49
Total JP Morgan Chase - Primary 7399				<b>-870,687.01</b>
<b>TOTAL</b>				<b>-870,687.01</b>

**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

September 9 through October 13, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
09/22/21	EFT	PERS	<b>EFT PERS Retirement, August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Retirement August 2021(Classic 1600 Rate): ER @ 14.194 %; EE @ 3.0% (AJE FY20-...	8019.05 · PERS Retirement	Belvedere	-4,838.51
			Retirement August 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-392.89
			Retirement August 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-8,223.86
			Retirement August 2021(PEPRA Rates: ER @ 7.732%; EE @ 6.75% (AJE FY20-21)	8019.05 · PERS Retirement	Belvedere	-2,044.32
			Retirement August 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-166.00
			Retirement August 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-3,474.65
TOTAL						-19,140.23
10/04/21	EFT	CalPERS	<b>EFT Health Premium, October 2021, Cust #4163206459</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Active Employee Health Premium - October 2021	8020.05 · Employee Health	Belvedere	-5,383.56
			Active Employee Health Premium - October 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-437.15
			Active Employee Health Premium - October 2021	8020.05 · Employee Health	Tiburon	-9,150.25
			Retiree Health Premium - October 2021	8022.05 · Reitree Health	Belvedere	-308.54
			Retiree Health Premium - October 2021	8022.05 · Reitree Health	Tiburon:Paradise Cove	-25.05
			Retiree Health Premium - October 2021	8022.05 · Reitree Health	Tiburon	-524.41
			Active Employee Health Premium - October 2021 - Admin Fee	8020.05 · Employee Health	Belvedere	-13.46
			Active Employee Health Premium - October ust 2021 - Admin Fee	8020.05 · Employee Health	Tiburon:Paradise Cove	-1.09
			Active Employee Health Premium - October 2021 - Admin Fee	8020.05 · Employee Health	Tiburon	-22.88
			Retiree Health Premium - October 2021 - Admin Fee	8022.05 · Reitree Health	Belvedere	-5.62
			Retiree Health Premium - October 2021 - Admin Fee	8022.05 · Reitree Health	Tiburon:Paradise Cove	-0.46
			Retiree Health Premium - October 2021 - Admin Fee	8022.05 · Reitree Health	Tiburon	-9.54
TOTAL						-15,882.01
10/05/21	EFT	PERS	<b>EFT PERS Retirement, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Retirement September 2021(Classic 1600 Rate): ER @ 14.194 %; EE @ 3.0% (AJE F...	8019.05 · PERS Retirement	Belvedere	-4,838.51
			Retirement September 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-392.89
			Retirement September 2021(Classic 1600 Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-8,223.86
			Retirement September 2021(PEPRA Rates: ER @ 7.732%; EE @ 6.75% (AJE FY20-21)	8019.05 · PERS Retirement	Belvedere	-2,044.32
			Retirement September 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-166.00
			Retirement September 2021(PEPRA Rate) (AJE FY20-21)	8019.05 · PERS Retirement	Tiburon	-3,474.65
			Special Comp for C Bilsborough - Operator on-call for Labor Day, 9.6.2021	8019.05 · PERS Retirement	Belvedere	-32.68
			Special Comp for C Bilsborough - Operator on-call for Labor Day, 9.6.2021	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-2.65
			Special Comp for C Bilsborough - Operator on-call for Labor Day, 9.6.2021	8019.05 · PERS Retirement	Tiburon	-55.55
TOTAL						-19,231.11
10/05/21	EFT	PERS	<b>FY20-21 EMPC Audit Review (#3P20-055) - Special Comp Adjustments</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Retirement September 2021(Classic 1600 Rate): S Driscoll Adjustments re FY14-15 -- ...	8019.05 · PERS Retirement	Belvedere	-27.88
			Retirement September 2021(Classic 1600 Rate): S Driscoll Adjustments re FY14-15 -- ...	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-2.26
			Retirement September 2021(Classic 1600 Rate): S Driscoll Adjustments re FY14-15 -- ...	8019.05 · PERS Retirement	Tiburon	-47.39
			Retirement September 2021(Classic 1600 Rate): R Cottrell Adjustments re FY14-15 -- ...	8019.05 · PERS Retirement	Belvedere	-1.69
			Retirement September 2021(Classic 1600 Rate): R Cottrell Adjustments re FY14-15 -- ...	8019.05 · PERS Retirement	Tiburon:Paradise Cove	-0.14
			Retirement September 2021(Classic 1600 Rate): R Cottrell Adjustments re FY14-15 -- ...	8019.05 · PERS Retirement	Tiburon	-2.87
TOTAL						-82.23

**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

September 9 through October 13, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
09/16/21	8479	Caltronics Business Systems, Inc.	<b>Acct #SD15, Multi-purpose Copier Contract, August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3331806, Konica Multi-purpose copier (C308) contract, August 2021	6047 · Office Supplies	Belvedere	-46.06
			Inv #3331806, Konica Multi-purpose copier (C308) contract, August 2021	6047 · Office Supplies	Tiburon:Paradise Cove	-3.74
			Inv #3331806, Konica Multi-purpose copier (C308) contract, August 2021	6047 · Office Supplies	Tiburon	-78.29
TOTAL						-128.09
09/16/21	8480	Comcast Business	<b>Acct# 8155 30 011 0149465, Bus. Voice, Internet &amp; Cable, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Bundle: Cable (\$218.25), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-78.48
			Bundle: Cable (\$218.25), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-6.37
			Bundle: Cable (\$218.25), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-133.40
			Bundle: Internet (\$134.85), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-7.17
			Bundle: Internet (\$134.85), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.58
			Bundle: Internet (\$134.85), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-12.19
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), August 2021	8531 · Main Plant Telephones	Belvedere	-113.74
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), August 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-9.24
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), August 2021	8531 · Main Plant Telephones	Tiburon	-193.33
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-1.95
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.16
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-3.32
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8531 · Main Plant Telephones	Belvedere	-1.95
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-0.16
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), August 2021	8531 · Main Plant Telephones	Tiburon	-3.32
TOTAL						-565.36
09/16/21	8481	Mill Valley Refuse Service, Inc.	<b>Acct #063092, SLUDGE TRANSPORT, July &amp; August, 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Sludge Transport/Exchange only, 7.2.21, 7.16.21, 7.29.21 - July 2021	7029 · Main Plant Sludge Disposal	Belvedere	-533.52
			Sludge Transport/Exchange only, 7.2.21, 7.16.21, 7.29.21 - July 2021	7029 · Main Plant Sludge Disposal	Tiburon	-906.48
			Sludge Transport/Exchange only, 8.10.21, 8.20.21 - August 2021	7029 · Main Plant Sludge Disposal	Belvedere	-400.14
			Sludge Transport/Exchange only, 8.10.21, 8.20.21 - August 2021	7029 · Main Plant Sludge Disposal	Tiburon	-679.86
TOTAL						-2,520.00
09/16/21	8482	Pacific Gas & Electric	<b>Acct #2908031411-4, Utilities, August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Acct #2908031411-4, Main Plant Utilities, August 2021	8542 · Main Plant Utilities	Belvedere	-6,898.28
			Acct #2908031411-4, P.C. Plant Utilities, August 2021	8543 · Paradise Cove Utilities	Tiburon:Paradise Cove	-1,758.76
			Acct #2908031411-4, Main Plant Utilities, August 2021	8542 · Main Plant Utilities	Tiburon	-11,720.55
			Acct #2908031411-4, Belv Pump St Utilities, August 2021	8544 · Pump Station Utilities	Belvedere	-1,360.68
			Acct #2908031411-4, P.C. Pump St Utilities, August 2021	8544 · Pump Station Utilities	Tiburon:Paradise Cove	-285.38
			Acct #2908031411-4, Tib Pump St Utilities, August 2021	8544 · Pump Station Utilities	Tiburon	-1,984.68
TOTAL						-24,008.33

Sanitary Distr. No.5 of Marin Co.

Warrant List Detail

September 9 through October 13, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
09/16/21	8483	Special District Risk Management Aut...	<b>Member #7665, Life, Vision, DDS &amp; LTD Ins., October 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Employee Life & ADD Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Belvedere	-48.91
			Employee Life & ADD Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-3.97
			Employee Life & ADD Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon	-83.12
			Employee LTD Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Belvedere	-127.69
			Employee LTD Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-10.37
			Employee LTD Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon	-217.03
			Employee DDS Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Belvedere	-333.56
			Employee DDS Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-27.09
			Employee DDS Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon	-566.95
			Employee Vision Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Belvedere	-58.08
			Employee Vision Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon:Paradise Cove	-4.72
			Employee Vision Insurance - Inv #36290 - October 2021	8020.05 · Employee Health	Tiburon	-98.70
TOTAL						-1,580.19
09/16/21	8484	Zions Bank Corporation, N.A.	<b>CB&amp;T: #000140000098948, MPR Refi, Oct 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			#000140000098948 - MPR Refi Pmt - Principal due 10/1/21 (B: 35.22%)	9734 · MPR Refi - Principal	Belvedere	-204,276.00
			#000140000098948 - MPR Refi Pmt - Principal due 10/1/21 (T: 64.78%)	9734 · MPR Refi - Principal	Tiburon	-375,724.00
			#000140000098948 - MPR Refi Pmt - Interest due 10/1/21 (B: 35.22%)	9735 · MPR Refi - Interest	Belvedere	-31,619.11
			#000140000098948 - MPR Refi Pmt - Interest due 10/1/21 (T: 64.78%)	9735 · MPR Refi - Interest	Tiburon	-58,156.90
TOTAL						-669,776.01
10/13/21	8485	Access Answering Service	<b>Acct #4080C, Answering Service, October 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #26625, Answering Service, October 2021- SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-21.58
			Inv #26625, Answering Service, October 2021- SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-1.75
			Inv #26625, Answering Service, October 2021- SSO & Alarm Notifications	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-36.67
TOTAL						-60.00
10/13/21	8486	Alhambra	<b>Acct #547945611762129, Water, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #12012314 091721 Water, 8.19.2021 - 9.15.2021	7023 · Janitorial Supplies & Service	Belvedere	-66.81
			Inv #12012314 091721 Water, 8.19.2021 - 9.15.2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-5.42
			Inv #12012314 091721 Water, 8.19.2021 - 9.15.2021	7023 · Janitorial Supplies & Service	Tiburon	-113.55
TOTAL						-185.78
10/13/21	8487	AT&T	<b>Acct #960732-76375559 - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			PC Plant Telephones - September 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-332.29
			PC Pumps & Lines Telephones - September 2021	8533 · Pumps & Lines Telephones	Tiburon:Paradise Cove	-175.07
			Tib Pumps & Lines Telephones - September 2021	8533 · Pumps & Lines Telephones	Tiburon	-308.19
TOTAL						-815.55
10/13/21	8488	Banshee Networks, Inc.	<b>Computer/IT Support, E-Media Installations - Sept - Oct, 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #15042, (PO#387923), Inv #15052, Inv #15085, Installation SD5 permits email addr...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-3,275.83
			Inv #15042, (PO#387923), Inv #15052, Inv #15085, Installation SD5 permits email addr...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-266.00
			Inv #15042, (PO#387923), Inv #15052, Inv #15085, Installation SD5 permits email addr...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-5,567.81
TOTAL						-9,109.64

## Sanitary Distr. No.5 of Marin Co.

## Warrant List Detail

September 9 through October 13, 2021

10/12/21

Date	Num	Name	Memo	Account	Class	Paid Amount
10/13/21	8489	Bay Alarm	<b>Acct #274428, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #2744282109151, Alarm System Parts, Service, Repair & Inspection - September 2...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-767.22
			Inv #2744282109151, Alarm System Parts, Service, Repair & Inspection - September 2...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-62.30
			Inv #2744282109151, Alarm System Parts, Service, Repair & Inspection - September 2...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-1,304.02
TOTAL						-2,133.54
10/13/21	8490	Brelje and Race Laboratories, Inc.	<b>M.P./P.C. Plant Samples, July - August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #136695, #137427, M.P. Samples for July - August 2021	7051 · Main Plant Lab Monitoring	Belvedere	-1,120.76
			Inv #136695, #137427, M.P. Samples for July - August 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-844.00
			Inv #136695, #137427, M.P. Samples for July - August 2021	7051 · Main Plant Lab Monitoring	Tiburon	-1,904.24
TOTAL						-3,869.00
10/13/21	8491	Burke, Williams & Sorensen, LLP	<b>Legal Advice, August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #274608, HR, August 2021	6039 · Legal	Belvedere	-724.95
			Inv #274608, HR, August 2021	6039 · Legal	Tiburon:Paradise Cove	-58.87
			Inv #274608, HR, August 2021	6039 · Legal	Tiburon	-1,232.18
			Inv #274608, SD5 VLTNS, August 2021	6039 · Legal	Tiburon	-81.00
			Inv #274608, DCS, August 2021	6039 · Legal	Belvedere	-135.93
			Inv #274608, DCS, August 2021	6039 · Legal	Tiburon:Paradise Cove	-11.04
			Inv #274608, DCS, August 2021	6039 · Legal	Tiburon	-231.03
TOTAL						-2,475.00
10/13/21	8492	Cal-Steam	<b>Cust ID# 89563, M.P. Supplies, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #4168314/PO #387850, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Belvedere	-145.72
			Inv #4168314/PO #387850, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Tiburon	-247.58
			Inv #4120487 / PO #387814, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Belvedere	-380.86
			Inv #4120487 / PO #387814, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Tiburon	-647.10
			Inv #4154201 / PO #387835, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Belvedere	-421.25
			Inv #4120487 / PO #387814, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Tiburon	-715.73
			Inv #416814 / PO #387850, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Belvedere	-189.72
			Inv #416814 / PO #387850, M.P. Supplies, September 2021	7021 · Plant Maintenance Supplies	Tiburon	-322.35
TOTAL						-3,070.31
10/13/21	8493	Caltest Analytical Laboratory	<b>M.P./P.C. Lab Sampling, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			M.P. - B: #624820, #625214, #625308, #625534, #625349, #625370, #625575, #62563...	7051 · Main Plant Lab Monitoring	Belvedere	-1,361.40
			P.C.: Inv #625310, #625532, #625728 - September 2021	7052 · Paradise Cove Monitoring	Tiburon:Paradise Cove	-2,096.55
			M.P. - B: #624820, #625214, #625308, #625534, #625349, #625370, #625575, #62563...	7051 · Main Plant Lab Monitoring	Tiburon	-2,313.10
TOTAL						-5,771.05
10/13/21	8494	Caltronics Business Systems, Inc.	<b>Acct #SD15, Multi-purpose Copier Contract, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #3350089, Konica Multi-purpose copier (C308) contract, September 2021	6047 · Office Supplies	Belvedere	-46.06
			Inv #3350089, Konica Multi-purpose copier (C308) contract, September 2021	6047 · Office Supplies	Tiburon:Paradise Cove	-3.74
			Inv #3350089, Konica Multi-purpose copier (C308) contract, September 2021	6047 · Office Supplies	Tiburon	-78.29
TOTAL						-128.09

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10/13/21	8495	Cintas Corporation #626	<b>Acct #626-00821, PPE/Safetywear + Service, June - September, 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			PPE/Safetwear + Service: #4094742477, #4095523777, #4096193324, #4096868605 -...	8520 · Personal Protection/Safety Wear	Belvedere	-51.12
			PPE/Safetwear + Service: #4094742477, #4095523777, #4096193324, #4096868605 -...	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-4.15
			PPE/Safetwear + Service: #4094742477, #4095523777, #4096193324, #4096868605 -...	8520 · Personal Protection/Safety Wear	Tiburon	-86.89
			PPE/Safetywear + Service: Add'l Items, #1902275507+ #1902452321 / PO#989622 - D...	8520 · Personal Protection/Safety Wear	Belvedere	-92.35
			PPE/Safetywear + Service: Add'l Items, #1902275507+ #1902452321 / PO#989622 - D...	8520 · Personal Protection/Safety Wear	Tiburon:Paradise Cove	-7.50
			PPE/Safetywear + Service: Add'l Items, #1902275507+ #1902452321 / PO#989622 - D...	8520 · Personal Protection/Safety Wear	Tiburon	-156.97
TOTAL						-398.98
10/13/21	8496	Comcast Business	<b>Acct# 8155 30 011 0149465, Bus. Voice, Internet &amp; Cable, October 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Bundle: Cable (\$218.25), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-78.48
			Bundle: Cable (\$218.25), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-6.37
			Bundle: Cable (\$218.25), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-133.40
			Bundle: Internet (\$134.85), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-7.17
			Bundle: Internet (\$134.85), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.58
			Bundle: Internet (\$134.85), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-12.19
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), October 2021	8531 · Main Plant Telephones	Belvedere	-113.74
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), October 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-9.24
			Bundle: Land Line Phones (\$249.50+ \$39.75 add'l Fees), October 2021	8531 · Main Plant Telephones	Tiburon	-193.33
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-1.88
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.15
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), October 2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-3.19
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), October 2021	8531 · Main Plant Telephones	Belvedere	-1.88
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), October 2021	8532 · Paradise Cove Telephones	Tiburon:Paradise Cove	-0.15
			Bundle: Taxes & Fees (+/- \$5 - varies/mo), October 2021	8531 · Main Plant Telephones	Tiburon	-3.19
TOTAL						-564.94
10/13/21	8497	Cornely Company	<b>Cust ID: SANDIST, Boiler Service, August - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #INV-23246 (PO# 387939), M.P. Boiler Repair/digester gas pressure - August 2021	9204 · M.P. Boiler Replacement	Belvedere	-509.44
			Inv #INV-23246 (PO# 387939), M.P. Boiler Repair/digester gas pressure - August 2021	9204 · M.P. Boiler Replacement	Tiburon	-865.56
			Inv #INV-23184 (PO #387931), M.P. Boiler Repair/ Clean Gas Filler Line - September 2...	9204 · M.P. Boiler Replacement	Belvedere	-194.51
			Inv #INV-23184 (PO #387931), M.P. Boiler Repair/ Clean Gas Filler Line - September 2...	9204 · M.P. Boiler Replacement	Tiburon	-330.49
TOTAL						-1,900.00
10/13/21	8498	CWEA	<b>Membership &amp; Certification Renewal, R Cottrell &amp; S Driscoll (AJE FY22-23)</b>	<b>JP Morgan Chase - Primary 7399</b>		
			R Cottrell (#58912), Collection Sys Maint, Grade II, 12.1.2021 - 6.30.2022	6025 · Dues & Subscriptions	Belvedere	-20.14
			R Cottrell (#58912), Collection Sys Maint, Grade II, 12.1.2021 - 6.30.2022	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-1.64
			R Cottrell (#58912), Collection Sys Maint, Grade II, 12.1.2021 - 6.30.2022	6025 · Dues & Subscriptions	Tiburon	-34.23
			R Cottrell (#58912), Collection Sys Maint, Grade II, 7.1.2022 - 11.30.2022 (AJE FY22-23)	6025 · Dues & Subscriptions	Belvedere	-14.38
			R Cottrell (#58912), Collection Sys Maint, Grade II, 7.1.2022 - 11.30.2022 (AJE FY22-23)	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-1.17
			R Cottrell (#58912), Collection Sys Maint, Grade II, 7.1.2022 - 11.30.2022 (AJE FY22-23)	6025 · Dues & Subscriptions	Tiburon	-24.44
			S Driscoll (#34976), Membership Renewal, Redwood Empire Section, 12.1.2021 - 6.30...	6025 · Dues & Subscriptions	Belvedere	-40.28
			S Driscoll (#34976), Membership Renewal, Redwood Empire Section, 12.1.2021 - 6.30...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-3.27
			S Driscoll (#34976), Membership Renewal, Redwood Empire Section, 12.1.2021 - 6.30...	6025 · Dues & Subscriptions	Tiburon	-68.45
			S Driscoll (#34976), Membership Renewal, Redwood Empire Section, 7.1.2022 - 11.30...	6025 · Dues & Subscriptions	Belvedere	-28.77
			S Driscoll (#34976), Membership Renewal, Redwood Empire Section, 7.1.2022 - 11.30...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-2.34
			S Driscoll (#34976), Membership Renewal, Redwood Empire Section, 7.1.2022 - 11.30...	6025 · Dues & Subscriptions	Tiburon	-48.89
TOTAL						-288.00

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10/13/21	8499	D&K Auto Service	<b>SD5 Truck Maint., September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #69227 (PO#387937) 2011 Ford F550 Super Duty Repair/Maintenance - Septemb...	7072 · Maintenance	Belvedere	-2,243.00
			Inv #39254 (PO#387938) 2004 Ford Ranger Repair/Maintenance - September 2021	7072 · Maintenance	Tiburon	-130.32
		TOTAL				-2,373.32
10/13/21	8500	DKF Solutions Group, LLC	<b>My Safety Officer Monthly Subscription, October 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #20033, My Safety Officer Monthly Subscription Fee, October 2021	8515 · Safety	Belvedere	-125.86
			Inv #20033, My Safety Officer Monthly Subscription Fee, October 2021	8515 · Safety	Tiburon:Paradise Cove	-10.22
			Inv #20033, My Safety Officer Monthly Subscription Fee, October 2021	8515 · Safety	Tiburon	-213.92
		TOTAL				-350.00
10/13/21	8501	FireMaster	<b>Annual Fire Extinguisher Maintenance, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #887365 (PO #989648), Maintenance, recharge dry chem, new extinguishers & ser...	8515 · Safety	Belvedere	-143.25
			Inv #887365 (PO #989648), Maintenance, recharge dry chem, new extinguishers & ser...	8515 · Safety	Tiburon:Paradise Cove	-11.63
			Inv #887365 (PO #989648), Maintenance, recharge dry chem, new extinguishers & ser...	8515 · Safety	Tiburon	-243.48
		TOTAL				-398.36
10/13/21	8502	Frank Olsen Co.	<b>Pump &amp; Valve Replacement Program - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #247637 (PO #160851), P&L Pumps & Valves Rplcmnt - Recv'd in September 2021...	9306 · PS Pump & Valve Replacements	Belvedere	-3,057.21
			Inv #247637 (PO #160851), P&L Pumps & Valves Rplcmnt - Recv'd in September 2021...	9306 · PS Pump & Valve Replacements	Tiburon	-5,194.37
		TOTAL				-8,251.58
10/13/21	8503	Goodman Building Supply Co.	<b>Acct #20070, M.P. Parts &amp; Supplies, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #831806 (PO # 160855), Inv #832571 (PO #387854), M.P. Supplies - September 2...	7011 · Pumps & Lines Maintenance	Belvedere	-25.63
			Inv #831806 (PO # 160855), Inv #832571 (PO #387854), M.P. Supplies - September 2...	7011 · Pumps & Lines Maintenance	Tiburon	-43.56
			Inv #832564 (PO # 387855), M.P. Tools - September 2021	7022 · Plant Maint. Parts & Service	Belvedere	-263.47
			Inv #832564 (PO # 387855), M.P. Tools - September 2021	7022 · Plant Maint. Parts & Service	Tiburon	-447.65
		TOTAL				-780.31
10/13/21	8504	Grainger	<b>Acct #810128785, M.P. Parts &amp; Service + Safety, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #9899230362 (PO #186787) Cogged V-Belt & Inline Centrifugal Duct, M.P. Parts & ...	7022 · Plant Maint. Parts & Service	Belvedere	-200.44
			Inv #9899230362 (PO #186787) Cogged V-Belt & Inline Centrifugal Duct, M.P. Parts & ...	7022 · Plant Maint. Parts & Service	Tiburon	-340.55
			Inv #9045462976 (PO #989649), Inv #9044386812 (PO#989649) Safety Equipment - S...	8515 · Safety	Belvedere	-121.33
			Inv #9045462976 (PO #989649), Inv #9044386812 (PO#989649) Safety Equipment - S...	8515 · Safety	Tiburon	-206.14
		TOTAL				-868.46
10/13/21	8505	Harrington Industrial Plastics LLC	<b>Cust #:044227, M.P. Supplies - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #006M7135 (PO #387833) M.P. Supplies for Chemical Room - September 2021	7021 · Plant Maintenance Supplies	Belvedere	-96.85
			Inv #006M7135 (PO #387833) M.P. Supplies for Chemical Room - September 2021	7021 · Plant Maintenance Supplies	Tiburon	-164.55
		TOTAL				-261.40



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10/13/21	8506	Home Depot Credit Services	<b>Acct #6035 3220 0516 4334, M.P. Screwpress - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			M.P. Screwpress Polyblend upgrade (PO #161152) - September 2021	7021 · Plant Maintenance Supplies	Belvedere	-78.38
			M.P. Screwpress Polyblend upgrade (PO #161152) - September 2021	7021 · Plant Maintenance Supplies	Tiburon	-133.18
TOTAL						-211.56
10/13/21	8507	Larry Walker Associates, Inc.	<b>Tech Support for M.P. NPDES Reg. Assistance Renewal - August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #00113.10, M.P. Regulatory Assistance Renewal - August 2021	7061 · Main Plant NPDES Renewal	Belvedere	-180.90
			Inv #00113.10, M.P. Regulatory Assistance Renewal - August 2021	7061 · Main Plant NPDES Renewal	Tiburon	-307.35
TOTAL						-488.25
10/13/21	8508	Lystek Int'l, LTD	<b>Biosolids Transport, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #153-444, Biosolids Transport to Lystek Facility - September 2021	7029 · Main Plant Sludge Disposal	Belvedere	-268.32
			Inv #153-444, Biosolids Transport to Lystek Facility - September 2021	7029 · Main Plant Sludge Disposal	Tiburon	-455.88
TOTAL						-724.20
10/13/21	8509	Maltby Electric Supply Co., Inc.	<b>Cust No.15953, M.P. Supplies, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #S1958710.001 (PO#387836), Inv #S1959947.001 (PO #387848), M.P. Supplies - S...	7011 · Pumps & Lines Maintenance	Belvedere	-537.14
			Inv #S1958710.001 (PO#387836), Inv #S1959947.001 (PO #387848), M.P. Supplies - ...	7011 · Pumps & Lines Maintenance	Tiburon:Paradise Cove	-912.62
			Inv #SS1958916.001 (PO #387840, Inv #S1958916.002 (PO #387840, P.C.Supplies - ...	7041 · Paradise Parts & Service	Tiburon	-131.42
TOTAL						-1,581.18
10/13/21	8510	Mill Valley Refuse Service, Inc.	<b>Acct #063092, SLUDGE TRANSPORT, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Sludge Transport/Exchange only, 9.8.21, 9.23.21 - September 2021	7029 · Main Plant Sludge Disposal	Belvedere	-400.14
			Sludge Transport/Exchange only, 9.8.21, 9.23.21 - September 2021	7029 · Main Plant Sludge Disposal	Tiburon	-679.86
TOTAL						-1,080.00
10/13/21	8511	Mill Valley Refuse Service, Inc.	<b>Acct #032945, Garbage Service + 1 yd rental, October 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental, October 2021	7023 · Janitorial Supplies & Service	Belvedere	-94.53
			Garbage Service, Including 1 yd trash + 1 yd cardboard rental, October 2021	7023 · Janitorial Supplies & Service	Tiburon	-160.62
TOTAL						-255.15
10/13/21	8512	Ongaro & Sons, Inc.	<b>Client #1082, (4) M.P.+ (1) TPS Testing - September 201</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #96160 re (4) M.P. BFPD Testing (CID#163948, #4553, #527, #1697): Passed - Se...	7011 · Pumps & Lines Maintenance	Belvedere	-118.56
			Inv #96160 re (4) M.P. BFPD Testing (CID#163948, #4553, #527, #1697): Passed - Se...	7011 · Pumps & Lines Maintenance	Tiburon	-201.44
			Inv #96160 re (1) TPS BFPD Testing (CID#2382): Passed - September 2021	7011 · Pumps & Lines Maintenance	Tiburon	-80.00
TOTAL						-400.00

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10/13/21	8513	Pacific Water Resources	<b>M.P. Supplies, September 2021</b>  Inv #21199, M.P. Supplies, Flowserve Mechanical Seal, September 2021 Inv #21199, M.P. Supplies, Flowserve Mechanical Seal, September 2021	<b>JP Morgan Chase - Primary 7399</b>  7022 · Plant Maint. Parts & Service 7022 · Plant Maint. Parts & Service	Belvedere Tiburon:Paradise Cove	-876.03 -1,488.42
TOTAL						-2,364.45
10/13/21	8514	Perotti & Carrade	<b>Client #1901 - FY20-21 Audit Services, PP#1, October 2021</b>  Inv #97323, FY20-21 Audit Services, PP#1 - October 2021 Inv #97323, FY20-21 Audit Services, PP#1 - October 2021 Inv #97323, FY20-21 Audit Services, PP#1 - October 2021	<b>JP Morgan Chase - Primary 7399</b>  6008 · Audit & Accounting 6008 · Audit & Accounting 6008 · Audit & Accounting	Belvedere Tiburon:Paradise Cove Tiburon	-1,798.00 -146.00 -3,056.00
TOTAL						-5,000.00
10/13/21	8515	Peterson	<b>Cust #:5656305, TPS#5 &amp; TPS #3 Service, September 2021</b>  Inv #SW270053996 (PO#286869), TPS #3 Troubleshooting - September 2021 Inv #SW270054043 (PO #286949), Seafirth PS#1 1-yr Maintenance, September 2021	<b>JP Morgan Chase - Primary 7399</b>  7041 · Paradise Parts & Service 7011 · Pumps & Lines Maintenance	Tiburon Tiburon:Paradise Cove	-969.00 -1,805.17
TOTAL						-2,774.17
10/13/21	8516	Roy's Sewer Service, Inc.	<b>P&amp;L - September 2021</b>  Inv #213928, Cleared line at 270 Bayview Ave., as directed, 9.17.21 Inv #214045, Cleared line at 1919 Las Lomas, as directed, 9.21.21 Inv #213933, Cleared line at 242 Beach Rd., as directed, 9.21.21	<b>JP Morgan Chase - Primary 7399</b>  7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance 7011 · Pumps & Lines Maintenance	Belvedere Tiburon Belvedere	-925.00 -1,110.00 -185.00
TOTAL						-2,220.00
10/13/21	8517	SASM	<b>Shared Effluent Outfall Diffuser Inspection + Bioassay Testing, July - September, ...</b>  Inv #3357, Bioassay Testing Service, 2021 7.1.2021 - 9.30.2021 Inv #3357, Bioassay Testing Service, 2021 7.1.2021 - 9.30.2021 Inv #3355, SASM Effluent Outfall Diffuser Inspection; SD5 = 25% cost Inv #3355, SASM Effluent Outfall Diffuser Inspection; SD5 = 25% cost	<b>JP Morgan Chase - Primary 7399</b>  7051 · Main Plant Lab Monitoring 7051 · Main Plant Lab Monitoring 7030 · Main Plant Outfall 7030 · Main Plant Outfall	Belvedere Tiburon Belvedere Tiburon	-666.90 -1,133.10 -2,195.21 -3,729.79
TOTAL						-7,725.00
10/13/21	8518	Special District Risk Management Aut...	<b>Member #7665, Life, Vision, DDS &amp; LTD Ins., November 2021</b>  Employee Life & ADD Insurance - Inv #36731 - November 2021 Employee Life & ADD Insurance - Inv #36731 - November 2021 Employee Life & ADD Insurance - Inv #36731 - November 2021 Employee LTD Insurance - Inv #36731 - November 2021 Employee LTD Insurance - Inv #36731 - November 2021 Employee LTD Insurance - Inv #36731 - November 2021 Employee LTD Insurance - Inv #36731 - November 2021 Employee DDS Insurance - Inv #36731 - November 2021 Employee DDS Insurance - Inv #36731 - November 2021 Employee DDS Insurance - Inv #36731 - November 2021 Employee Vision Insurance - Inv #36731 - November 2021 Employee Vision Insurance - Inv #36731 - November 2021 Employee Vision Insurance - Inv #36731 - November 2021	<b>JP Morgan Chase - Primary 7399</b>  8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health 8020.05 · Employee Health	Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon Belvedere Tiburon:Paradise Cove Tiburon	-48.91 -3.97 -83.12 -127.69 -10.37 -217.03 -333.56 -27.09 -566.95 -58.08 -4.72 -98.70
TOTAL						-1,580.19

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10/13/21	8519	Solenis, LLC	<b>Pyr #: 441488, M.P. Chemicals, August 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #131855699, #131855700, M.P. Maint, Chemicals - Praestol for Screwpress & Rot...	7024 · Main Plant Chemicals	Belvedere	-3,342.31
			Inv #131855699, #131855700, M.P. Maint, Chemicals - Praestol for Screwpress & Rot...	7024 · Main Plant Chemicals	Tiburon	-5,678.77
TOTAL						-9,021.08
10/13/21	8520	Teledyne Instruments, Inc.	<b>Cust #0019798, M.P. Lab Equipment - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #S00557483-1, M.P. Lab Equipment - Replacement Sampler Fridge + parts - Sept...	7025 · Lab Supplies & Chemicals	Belvedere	-2,866.02
			Inv #S00557483-1, M.P. Lab Equipment - Replacement Sampler Fridge + parts - Sept...	7025 · Lab Supplies & Chemicals	Tiburon	-4,869.53
TOTAL						-7,735.55
10/13/21	8521	Univar	<b>Cust ID #STDT001, Chemicals, August - October 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #49455144 (PO# 387914), Sodium Bicarb Bag (950#s), September 2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-668.44
			Inv #49402062 (PO #989643) Sodium Bisulfite 25% (\$1.300/Gal), August 2021	7024 · Main Plant Chemicals	Belvedere	-2,347.63
			Inv #49402062 (PO #989643) Sodium Bisulfite 25% (\$1.300/Gal), August 2021	7025 · Lab Supplies & Chemicals	Tiburon:Paradise Cove	-190.63
			Inv #49402062 (PO #989643) Sodium Bisulfite 25% (\$1.300/Gal), August 2021	7024 · Main Plant Chemicals	Tiburon	-3,990.18
			Inv #49472817 (PO #387852), Sodium Bisulfite 25% (\$1.300/Gal), September 2021	7024 · Main Plant Chemicals	Belvedere	-2,341.51
			Inv #49472817 (PO #387852), Sodium Bisulfite 25% (\$1.300/Gal), September 2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-190.13
			Inv #49472817 (PO #387852), Sodium Bisulfite 25% (\$1.300/Gal), September 2021	7024 · Main Plant Chemicals	Tiburon	-3,979.78
			Inv #49516225 (PO #387857), Sodium Bisulfite 25% (\$1.300/Gal), October 2021	7024 · Main Plant Chemicals	Belvedere	-2,219.07
			Inv #49516225 (PO #387857), Sodium Bisulfite 25% (\$1.300/Gal), October 2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-180.19
			Inv #49516225 (PO #387857), Sodium Bisulfite 25% (\$1.300/Gal), October 2021	7024 · Main Plant Chemicals	Tiburon	-3,771.69
			Inv #49503947 (PO #387856), Sodium Hypochlorite 12.5% (\$0.7001/Gal), October 2021	7024 · Main Plant Chemicals	Belvedere	-681.32
			Inv #49503947 (PO #387856), Sodium Hypochlorite 12.5% (\$0.7001/Gal), October 2021	7042 · Paradise Supplies & Chemicals	Tiburon:Paradise Cove	-55.32
			Inv #49503947 (PO #387856), Sodium Hypochlorite 12.5% (\$0.7001/Gal), October 2021	7024 · Main Plant Chemicals	Tiburon	-1,158.02
TOTAL						-21,773.91
10/13/21	8522	USA BlueBook	<b>Cust #933682, Safety - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #704436 (PO #989644), M.P. Chemicals, September 2021	7025 · Lab Supplies & Chemicals	Belvedere	-70.57
			Inv #704436 (PO #989644), M.P. Chemicals, September 2021	7025 · Lab Supplies & Chemicals	Tiburon	-119.89
TOTAL						-190.46
10/13/21	8523	Water Components & Building Supply	<b>Acct #454, P&amp;L + M.P. Maint. Supplies, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #30562972 (PO #387834), Inv #30563789 (PO #387839), Inv #30564637 (PO #387...	7021 · Plant Maintenance Supplies	Belvedere	-1,222.44
			Inv #30562972 (PO #387834), Inv #30563789 (PO #387839), Inv #30564637 (PO #387...	7021 · Plant Maintenance Supplies	Tiburon	-2,077.00
TOTAL						-3,299.44
10/13/21	8524	Waste Management of Redwood Land...	<b>Acct #507-0000190-1507-2, Sludge Disposal - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #0103581-1507-8, Sludge Disposal - 1 Drop-offs, 8.7 tons - September 2021	7029 · Main Plant Sludge Disposal	Belvedere	-121.23
			Inv #0103581-1507-8, Sludge Disposal - 1 Drop-offs, 8.7 tons - September 2021	7029 · Main Plant Sludge Disposal	Tiburon	-205.98
TOTAL						-327.21

**Sanitary Distr. No.5 of Marin Co.  
Warrant List Detail**

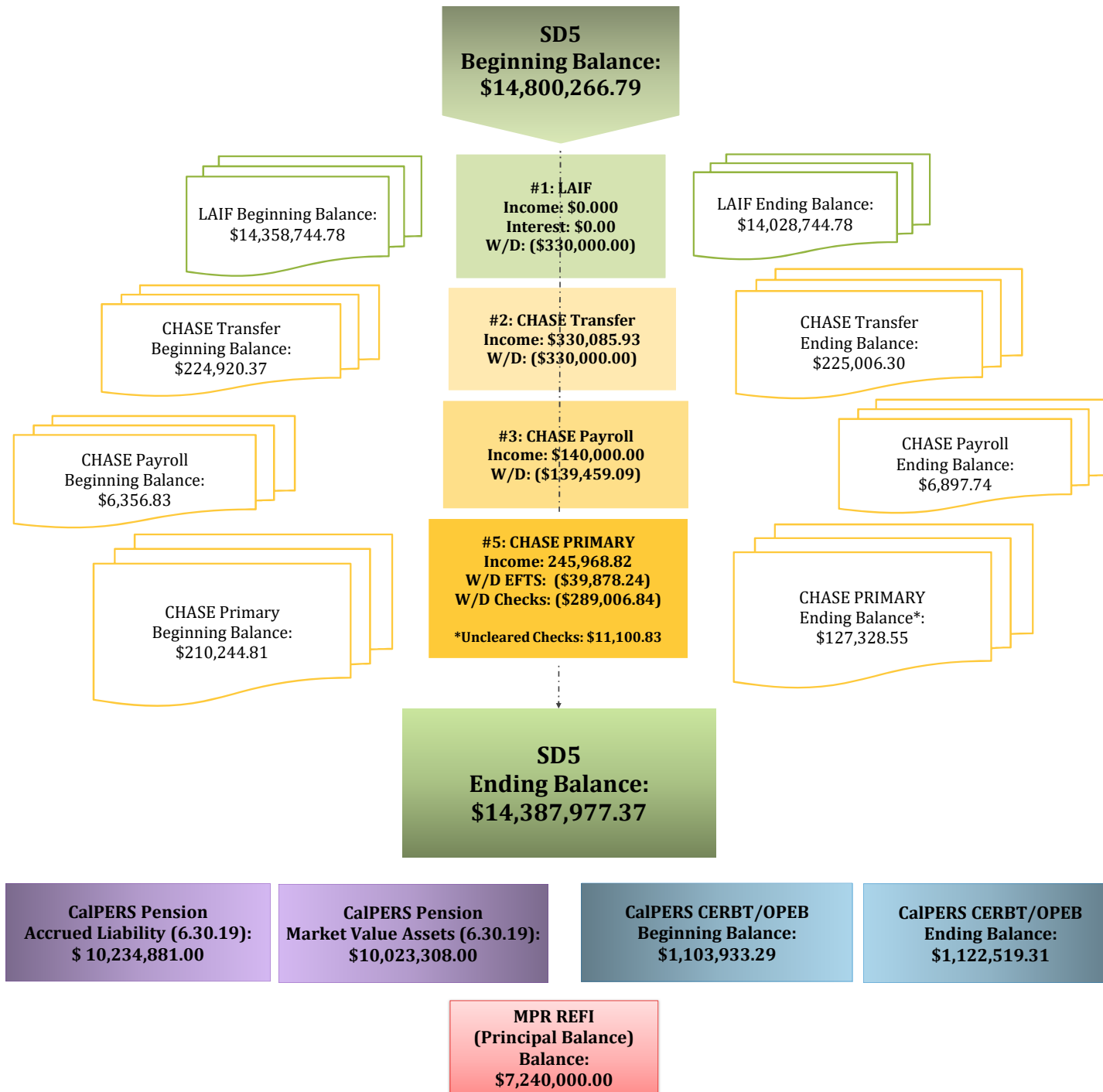
10/12/21

September 9 through October 13, 2021

Date	Num	Name	Memo	Account	Class	Paid Amount
10/13/21	8525	XMR Fire Emergency Services Consul...	<b>Website Hosting, Maint &amp; Support, Contract Renewal 2021, September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Inv #2021-011, IT/Alarms/Data: Todd Lando - Website Hosting, Maint & Support, Contr...	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-447.34
			Inv #2021-011, IT/Alarms/Data: Todd Lando - Website Hosting, Maint & Support, Contr...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-36.32
			Inv #2021-011, IT/Alarms/Data: Todd Lando - Website Hosting, Maint & Support, Contr...	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-760.34
TOTAL						-1,244.00
10/13/21	8526	Rosser, John	<b>S/B Reimb., Aug - Sept, 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Standby Mileage Reimb. for Belvedere, 8.17.2021 - 9.30.2021	6018.2 · Standby Mileage Expense Reimb	Belvedere	-171.65
TOTAL						-171.65
10/13/21	8527	La Torre, Daniel P.	<b>Standby Mileage Reimb, May - September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			Standby Mileage Reimb. for Belvedere P&L, May 4, 2021 - September 26, 2021	6018.2 · Standby Mileage Expense Reimb	Belvedere	-907.20
			Standby Mileage Reimb. for Tiburon P&L, May 4, 2021 - September 26, 2021	6018.2 · Standby Mileage Expense Reimb	Tiburon	-168.00
TOTAL						-1,075.20
10/13/21	8528	U.S. Bank	<b>Acct#:4246-0441-0158-3635, August-September 2021</b>	<b>JP Morgan Chase - Primary 7399</b>		
			#0822:/9545: Advertising for WWTP Ops Operator, CWEA, WEF, Baywork, SRJC & So...	6001 · Advertising	Belvedere	-193.82
			#0822:/9545: Advertising for WWTP Ops Operator, CWEA, WEF, Baywork, SRJC & So...	6001 · Advertising	Tiburon:Paradise Cove	-15.74
			#0822:/9545: Advertising for WWTP Ops Operator, CWEA, WEF, Baywork, SRJC & So...	6001 · Advertising	Tiburon	-329.44
			#0822:/9545: Zoom Platform re SD5 Meetings, September 2021	6018.1 · Meetings & Travel	Belvedere	-19.77
			#0822:/9545: Zoom Platform re SD5 Meetings, September 2021	6018.1 · Meetings & Travel	Tiburon:Paradise Cove	-1.61
			#0822:/9545: Zoom Platform re SD5 Meetings, September 2021	6018.1 · Meetings & Travel	Tiburon	-33.61
			#0822:/9545: Car Rental re CASA Seminar, August 2021	6018.1 · Meetings & Travel	Belvedere	-21.46
			#0822:/9545: Car Rental re CASA Seminar, August 2021	6018.1 · Meetings & Travel	Tiburon:Paradise Cove	-1.74
			#0822:/9545: Car Rental re CASA Seminar, August 2021	6018.1 · Meetings & Travel	Tiburon	-36.48
			#0822:/9545: Staff Educational Resource (Activated Sludge WWTP Books), September...	6020 · Continuing Education	Belvedere	-62.03
			#0822:/9545: Staff Educational Resource (Activated Sludge WWTP Books), September...	6020 · Continuing Education	Tiburon:Paradise Cove	-5.04
			#0822:/9545: Staff Educational Resource (Activated Sludge WWTP Books), September...	6020 · Continuing Education	Tiburon	-105.43
			#0822:/9545: SWRCB & OPC State Board Certification, R Cottrell; Monthly Amazon Pri...	6025 · Dues & Subscriptions	Belvedere	-96.99
			#0822:/9545: SWRCB & OPC State Board Certification, R Cottrell; Monthly Amazon Pri...	6025 · Dues & Subscriptions	Tiburon:Paradise Cove	-7.88
			#0822:/9545: SWRCB & OPC State Board Certification, R Cottrell; Monthly Amazon Pri...	6025 · Dues & Subscriptions	Tiburon	-164.86
			#0822:/9545: USPO Stamps, August 2021	6056 · Postage	Belvedere	-9.48
			#0822:/9545: USPO Stamps, August 2021	6056 · Postage	Tiburon:Paradise Cove	-0.77
			#0822:/9545: USPO Stamps, August 2021	6056 · Postage	Tiburon	-16.10
			#0822:/9545: The Rental Place, Batteries Plus, Royal, August - September, 2021	7021 · Plant Maintenance Supplies	Belvedere	-148.30
			#0822:/9545: The Rental Place, Batteries Plus, Royal, August - September, 2021	7021 · Plant Maintenance Supplies	Tiburon	-251.98
			#0822:/9545: Janitorial supplies, NBay Lighting (bathrooms) - September, 2021	7023 · Janitorial Supplies & Service	Belvedere	-101.11
			#0822:/9545: Janitorial supplies, NBay Lighting (bathrooms) - September, 2021	7023 · Janitorial Supplies & Service	Tiburon	-171.79
			#0822:/9545: M.P. Supplies - September 2021	7027 · Electrical & Instrument	Belvedere	-249.00
			#0822:/9545: M.P. Supplies - September 2021	7027 · Electrical & Instrument	Tiburon	-423.06
			#0822:/9545: E-cycling Drop-off - September,2021	8510 · Data/Alarms/IT Supp & Licensing	Belvedere	-3.60
			#0822:/9545: E-cycling Drop-off - September,2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon:Paradise Cove	-0.29
			#0822:/9545: E-cycling Drop-off - September,2021	8510 · Data/Alarms/IT Supp & Licensing	Tiburon	-6.11
TOTAL						-2,477.49

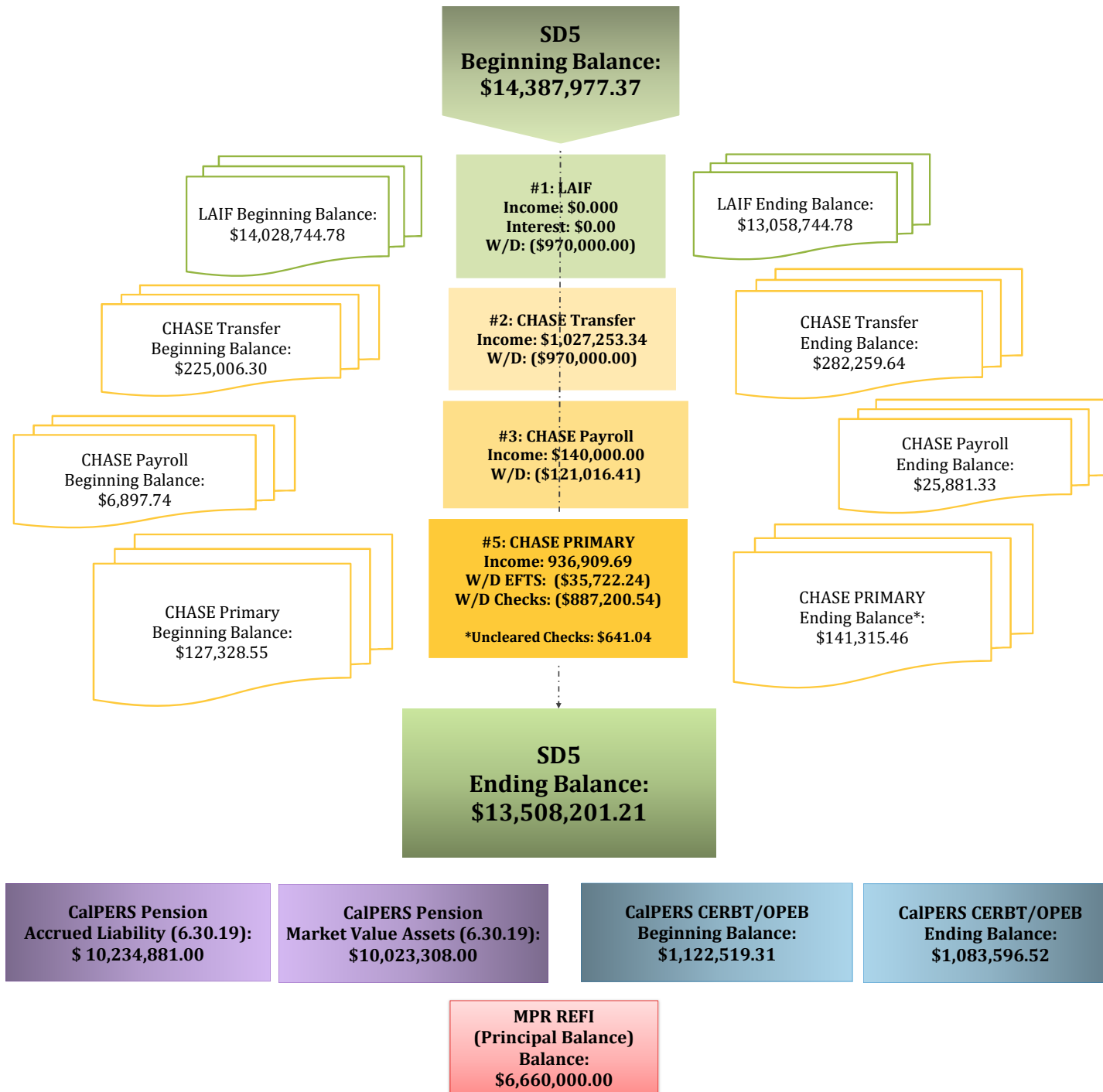
# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: August 2021



# CASH FLOW CHART

SANITARY DISTRICT NO. 5 OF MARIN COUNTY: September 2021



SEP 14, 2021

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

CHECK DATE : 09/15/2021 WEEK 38  
PERIOD BEGIN : 09/01/2021  
PERIOD END : 09/15/2021

OK  
TL

Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 09/15/2021. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

**PAYROLL TOTALS**

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	38281.78		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	14
<b>TOTAL NET PAYROLL</b>	<b>38281.78</b>		
BILLING PAYMENT	248.20 ✓	Withdrawal made by PAYCHEX INC. on above check date.	
AMOUNT DEBITED FROM TAX ACCOUNT	21679.34		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>21679.34 ✓</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>14</b>
<b>ADJUSTMENTS TO TAX LIABILITY</b>			
<b>TOTAL ADJUSTMENTS</b>	-0.00		
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>59961.12</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>60209.32</b>	<b>NUMBER OF MANUAL/VOID TRANSACTIONS</b>	<b>0</b>

**TAX DEPOSITS DUE**

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	17817.31		09/22/2021 Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	3862.03		09/22/2021 Deposit made by PAYCHEX INC. on your behalf.

SEP 28, 2021

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

CHECK DATE : 09/30/2021 WEEK 40  
PERIOD BEGIN : 09/16/2021  
PERIOD END : 09/30/2021



Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 09/30/2021. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

**PAYROLL TOTALS**

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	38260.16		
READYCHEX DEBITED FROM YOUR ACCOUNT	0.00	NUMBER OF PAYROLL CHECKS	18
<b>TOTAL NET PAYROLL</b>	<b>38260.16</b>		
 BILLING PAYMENT	 287.25 ✓	 Withdrawal made by PAYCHEX INC. on above check date.	
 AMOUNT DEBITED FROM TAX ACCOUNT	 20544.88		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>20544.88 ✓</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>18</b>
 <b>ADJUSTMENTS TO TAX LIABILITY</b>			
<b>TOTAL ADJUSTMENTS</b>	<b>-0.00</b>		
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>58805.04</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>59092.29</b> Ⓢ	<b>NUMBER OF MANUAL/VOID TRANSACTIONS</b>	<b>0</b>

**TAX DEPOSITS DUE**

<b>TAX AGENCY</b>	<b>TAXPAY</b>	<b>NON-TAXPAY</b>	<b>DUE DATE</b>	
FEDERAL	17208.28		10/06/2021	Deposit made by PAYCHEX INC. on your behalf.
STATE - CA	3336.60		10/06/2021	Deposit made by PAYCHEX INC. on your behalf.



**Sanitary Distr. No.5 of Marin Co.**  
**Comparative Balance Sheet**  
As of September 30, 2021

	<u>Sep 30, 21</u>	<u>Aug 31, 21</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Local Agency Investment Fund</b>			
<b>Belvedere</b>			
Belvedere Operating	3,131,930.17	3,255,625.10	-123,694.93
Belvedere Operating Reserve	516,923.05	516,923.05	0.00
Belvedere Capital & CIP Reserve	1,941,018.87	2,115,685.28	-174,666.41
Belvedere PERS Retirement Trust	356,250.00	356,250.00	0.00
Belvedere Disaster Recovery Fnd	356,250.00	356,250.00	0.00
<b>Total Belvedere</b>	<u>6,302,372.09</u>	<u>6,600,733.43</u>	<u>-298,361.34</u>
<b>Tiburon</b>			
Tiburon Operating	1,510,624.16	1,874,824.24	-364,200.08
Tiburon Operating Reserve	683,930.00	683,930.00	0.00
Tiburon Capital & CIP Reserve	3,274,318.53	3,581,757.11	-307,438.58
Tiburon PERS Retirement Trust	643,750.00	643,750.00	0.00
Tiburon Disaster Recovery Fund	643,750.00	643,750.00	0.00
<b>Total Tiburon</b>	<u>6,756,372.69</u>	<u>7,428,011.35</u>	<u>-671,638.66</u>
<b>Total Local Agency Investment Fund</b>	<u>13,058,744.78</u>	<u>14,028,744.78</u>	<u>-970,000.00</u>
<b>JP Morgan Chase - Primary 7399</b>	140,674.42	118,728.97	21,945.45
<b>JP Morgan Chase - Payroll 7506</b>	24,456.41	6,897.74	17,558.67
<b>JP Morgan Chase - Transfer 7522</b>	282,259.64	225,006.30	57,253.34
<b>Total Checking/Savings</b>	<u>13,506,135.25</u>	<u>14,379,377.79</u>	<u>-873,242.54</u>
<b>Accounts Receivable</b>			
Accounts Receivable	11,374.00	41,670.20	-30,296.20
<b>Total Accounts Receivable</b>	<u>11,374.00</u>	<u>41,670.20</u>	<u>-30,296.20</u>
<b>Other Current Assets</b>			
Petty Cash	881.92	881.92	0.00
1499 · Undeposited Funds	0.00	6,051.74	-6,051.74
<b>Total Other Current Assets</b>	<u>881.92</u>	<u>6,933.66</u>	<u>-6,051.74</u>
<b>Total Current Assets</b>	<u>13,518,391.17</u>	<u>14,427,981.65</u>	<u>-909,590.48</u>
<b>Fixed Assets</b>	<u>20,408,185.19</u>	<u>20,408,185.19</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><b>33,926,576.36</b></u>	<u><b>34,836,166.84</b></u>	<u><b>-909,590.48</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>	8,206,312.77	8,206,312.77	0.00
<b>Equity</b>			
3900 · Net Assets	27,341,540.03	27,341,540.03	0.00
Net Income	-1,621,276.44	-711,685.96	-909,590.48
<b>Total Equity</b>	<u>25,720,263.59</u>	<u>26,629,854.07</u>	<u>-909,590.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>33,926,576.36</b></u>	<u><b>34,836,166.84</b></u>	<u><b>-909,590.48</b></u>

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Bud...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>5000 · Property Taxes</b>				
5001.2 · TEETER	0.00	825,000.00	-825,000.00	0.0%
5002 · UNSEC	0.00	15,000.00	-15,000.00	0.0%
5003 · PUNS / PRIOR UNSECURED	0.00	500.00	-500.00	0.0%
5004 · REDEMPTION / RDMPT	257.49			
5006 · SPLU	0.00	300.00	-300.00	0.0%
5041 · SUPSEC	0.00	12,000.00	-12,000.00	0.0%
5043 · SECU	0.00	0.00	0.00	0.0%
5046 · Excess ERAF	56,961.82	300,000.00	-243,038.18	19.0%
5280 · HOPTR	0.00	3,333.00	-3,333.00	0.0%
5483 · Other tax	0.00			
<b>Total 5000 · Property Taxes</b>	57,219.31	1,156,133.00	-1,098,913.69	4.9%
<b>5007 · Sewer Service Charge</b>				
5007.1 · Sewer Service - Tiburon Ops	41,670.20	2,283,000.00	-2,241,329.80	1.8%
5007.5 · Sewer Service - Tiburon Cap	0.00	12,000.00	-12,000.00	0.0%
5007.2 · Sewer Service-Belv Ops	0.00	1,300,000.00	-1,300,000.00	0.0%
5007.3 · Sewer Service-Belv Cap	0.00	866,300.00	-866,300.00	0.0%
5007.4 · Other User Fees	0.00	38,700.00	-38,700.00	0.0%
<b>Total 5007 · Sewer Service Charge</b>	41,670.20	4,500,000.00	-4,458,329.80	0.9%
<b>5201 · Interest</b>				
5201.1 · Interest County of Marin	119.96			
5201.2 · Interest LAIF	0.00	100,000.00	-100,000.00	0.0%
<b>Total 5201 · Interest</b>	119.96	100,000.00	-99,880.04	0.1%
<b>5900.3 · Connection Fees</b>				
5900.30 · Connection Permit Fees	2,850.00	10,000.00	-7,150.00	28.5%
5900.31 · Collection	49,778.78	100,000.00	-50,221.22	49.8%
5900.34 · Treatment	48,318.12	100,000.00	-51,681.88	48.3%
<b>Total 5900.3 · Connection Fees</b>	100,946.90	210,000.00	-109,053.10	48.1%
<b>5900.4 · Inspection Permit Fees</b>	2,750.00	17,000.00	-14,250.00	16.2%
<b>5900.5 · SASM Expense Reimb.</b>	0.00	100,000.00	-100,000.00	0.0%
<b>5900.9 · Other Income</b>	0.00	100.00	-100.00	0.0%
<b>5900.10 · Paradise Sewer Line Ext. Fees</b>	0.00	14,040.00	-14,040.00	0.0%
<b>Total Income</b>	202,706.37	6,097,273.00	-5,894,566.63	3.3%
<b>Gross Profit</b>	202,706.37	6,097,273.00	-5,894,566.63	3.3%
<b>Expense</b>				
<b>6000 · Administrative Expenses</b>				
6001 · Advertising	325.00	1,000.00	-675.00	32.5%
6008 · Audit & Accounting	0.00	40,000.00	-40,000.00	0.0%
6017 · Consulting Fees	4,984.71	150,000.00	-145,015.29	3.3%
6018 · Travel & Meetings				
6018.1 · Meetings & Travel	7,528.68	6,000.00	1,528.68	125.5%
6018.2 · Standby Mileage Expense Reimb	1,196.92	9,000.00	-7,803.08	13.3%
<b>Total 6018 · Travel &amp; Meetings</b>	8,725.60	15,000.00	-6,274.40	58.2%
6020 · Continuing Education	448.00	10,000.00	-9,552.00	4.5%
6021 · County Fees	4,165.60	16,590.00	-12,424.40	25.1%
6024 · Director Fees	3,500.00	9,000.00	-5,500.00	38.9%
6025 · Dues & Subscriptions	5,209.83	31,000.00	-25,790.17	16.8%
6033 · Insurance Property & Liability				
6033.1 · PLP Public Entity Phys Damage	0.00	25,000.00	-25,000.00	0.0%
6033.2 · General Liability	61,710.21	45,000.00	16,710.21	137.1%
6033.3 · Physical Property Damage - Auto	4,174.00	4,000.00	174.00	104.4%
<b>Total 6033 · Insurance Property &amp; Liability</b>	65,884.21	74,000.00	-8,115.79	89.0%
6039 · Legal	5,935.00	50,000.00	-44,065.00	11.9%
6047 · Office Supplies	1,487.66	10,000.00	-8,512.34	14.9%
6056 · Postage	42.20	1,000.00	-957.80	4.2%
6059 · Pollution Prevention/Public Edu	2,394.91	5,000.00	-2,605.09	47.9%
6065 · Miscellaneous Expense	0.00			
<b>Total 6000 · Administrative Expenses</b>	103,102.72	412,590.00	-309,487.28	25.0%

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Bud...
<b>7000 · Ops &amp; Maintenance Expenses</b>				
<b>7010 · Pumps &amp; Lines Maintenance</b>				
7011 · Pumps & Lines Maintenance	106,899.44	75,000.00	31,899.44	142.5%
7013 · Emergency Line Repair	21,992.55	50,000.00	-28,007.45	44.0%
<b>Total 7010 · Pumps &amp; Lines Maintenance</b>	128,891.99	125,000.00	3,891.99	103.1%
<b>7020 · Main Plant Maintenance</b>				
7021 · Plant Maintenance Supplies	4,878.75	25,000.00	-20,121.25	19.5%
7022 · Plant Maint. Parts & Service	38,916.63	130,000.00	-91,083.37	29.9%
7023 · Janitorial Supplies & Service	2,116.77	9,000.00	-6,883.23	23.5%
7024 · Main Plant Chemicals	16,531.90	111,000.00	-94,468.10	14.9%
7025 · Lab Supplies & Chemicals	1,426.65	20,000.00	-18,573.35	7.1%
7027 · Electrical & Instrument	-965.12	15,000.00	-15,965.12	-6.4%
7028 · Grounds Maintenance	366.32	6,000.00	-5,633.68	6.1%
7029 · Main Plant Sludge Disposal	8,721.91	41,000.00	-32,278.09	21.3%
7030 · Main Plant Outfall	0.00	6,500.00	-6,500.00	0.0%
<b>Total 7020 · Main Plant Maintenance</b>	71,993.81	363,500.00	-291,506.19	19.8%
<b>7040 · Paradise Cove Plant Maint</b>				
7041 · Paradise Parts & Service	14,383.79	10,000.00	4,383.79	143.8%
7042 · Paradise Supplies & Chemicals	695.43	5,000.00	-4,304.57	13.9%
<b>Total 7040 · Paradise Cove Plant Maint</b>	15,079.22	15,000.00	79.22	100.5%
<b>7050 · Monitoring</b>				
7051 · Main Plant Lab Monitoring	11,554.90	45,000.00	-33,445.10	25.7%
7052 · Paradise Cove Monitoring	726.20	15,000.00	-14,273.80	4.8%
7053 · Chronic Toxicity	1,974.50			
<b>Total 7050 · Monitoring</b>	14,255.60	60,000.00	-45,744.40	23.8%
<b>7060 · Permits/Fees</b>				
7062 · Permits/Fees - General	10,975.80	50,000.00	-39,024.20	22.0%
7063 · Paradise Cove Permits/Fees	267.44	9,000.00	-8,732.56	3.0%
7064 · Paradise Cove NPDES Renewal	2,405.05			
<b>Total 7060 · Permits/Fees</b>	13,648.29	59,000.00	-45,351.71	23.1%
<b>7070 · Truck Maintenance</b>				
7071 · Fuel	1,727.29	15,000.00	-13,272.71	11.5%
7072 · Maintenance	6,045.31	10,000.00	-3,954.69	60.5%
<b>Total 7070 · Truck Maintenance</b>	7,772.60	25,000.00	-17,227.40	31.1%
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	251,641.51	647,500.00	-395,858.49	38.9%
<b>8000 · Salaries and Benefits Expenses</b>				
8001 · Salaries	297,632.06	1,353,783.00	-1,056,150.94	22.0%
8003 · Overtime	41,260.97	100,000.00	-58,739.03	41.3%
8004 · Standby Pay	19,200.20	76,043.00	-56,842.80	25.2%
8005 · Employee Incentives	7,000.00	70,000.00	-63,000.00	10.0%
8006 · Vacation Buyout	15,332.18	30,000.00	-14,667.82	51.1%
8013 · Payroll Taxes	28,802.59	101,047.00	-72,244.41	28.5%
8015 · Payroll/Bank Fees	1,646.50	6,250.00	-4,603.50	26.3%
8016 · Car Allowance	6,000.00	6,000.00	0.00	100.0%
8019 · PERS Retirement				
8019.05 · PERS Retirement	42,049.36	304,705.00	-262,655.64	13.8%
8019.06 · PERS Retirement - RBP	0.00	350.00	-350.00	0.0%
8019.08 · PERS Retirement - CalPERS UAL	0.00	20,000.00	-20,000.00	0.0%
8019 · PERS Retirement - Other	-600.00			
<b>Total 8019 · PERS Retirement</b>	41,449.36	325,055.00	-283,605.64	12.8%
8020 · Employee Health				
8020.05 · Employee Health	48,359.05	223,418.00	-175,058.95	21.6%
8021 · Employee Health Deductions	-587.58			
<b>Total 8020 · Employee Health</b>	47,771.47	223,418.00	-175,646.53	21.4%
8022 · Retiree Health				
8022.05 · Retiree Health	32,940.63	77,127.00	-44,186.37	42.7%
8022.10 · CERBT/OPEB Annual Arc Contribtn	0.00	118,400.00	-118,400.00	0.0%
<b>Total 8022 · Retiree Health</b>	32,940.63	195,527.00	-162,586.37	16.8%

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Bud...
8023 · Workers Comp Insurance	41,289.30	55,000.00	-13,710.70	75.1%
<b>Total 8000 · Salaries and Benefits Expenses</b>	<b>580,325.26</b>	<b>2,542,123.00</b>	<b>-1,961,797.74</b>	<b>22.8%</b>
<b>8500 · Other Operating Expenses</b>				
8510 · Data/Alarms/IT Supp & Licensing	23,177.96	100,000.00	-76,822.04	23.2%
8515 · Safety	12,705.29	40,000.00	-27,294.71	31.8%
8520 · Personal Protection/Safety Wear	3,804.58	15,000.00	-11,195.42	25.4%
8530 · Telephone				
8531 · Main Plant Telephones	1,543.39	11,000.00	-9,456.61	14.0%
8532 · Paradise Cove Telephones	1,039.91	4,000.00	-2,960.09	26.0%
8533 · Pumps & Lines Telephones	1,720.69	7,000.00	-5,279.31	24.6%
<b>Total 8530 · Telephone</b>	<b>4,303.99</b>	<b>22,000.00</b>	<b>-17,696.01</b>	<b>19.6%</b>
8540 · Utilities				
8541 · Water	2,922.95	8,000.00	-5,077.05	36.5%
8542 · Main Plant Utilities	54,991.44	200,000.00	-145,008.56	27.5%
8543 · Paradise Cove Utilities	5,928.15	18,000.00	-12,071.85	32.9%
8544 · Pump Station Utilities	10,894.08	45,000.00	-34,105.92	24.2%
<b>Total 8540 · Utilities</b>	<b>74,736.62</b>	<b>271,000.00</b>	<b>-196,263.38</b>	<b>27.6%</b>
<b>Total 8500 · Other Operating Expenses</b>	<b>118,728.44</b>	<b>448,000.00</b>	<b>-329,271.56</b>	<b>26.5%</b>
<b>Total Expense</b>	<b>1,053,797.93</b>	<b>4,050,213.00</b>	<b>-2,996,415.07</b>	<b>26.0%</b>
<b>Net Ordinary Income</b>	<b>-851,091.56</b>	<b>2,047,060.00</b>	<b>-2,898,151.56</b>	<b>-41.6%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
9100 · Capital Expenditures				
9200 · Main Plant Equipment Capital				
9203 · M.P. Flare Rehabilitation	0.00	30,000.00	-30,000.00	0.0%
9209 · ScrewPress PolyBlend Redundancy	0.00	35,000.00	-35,000.00	0.0%
9212 · M.P. Headworks Grinder Rplcmnt				
9212.1 · Explosion Proof Electric Hoist	0.00	10,000.00	-10,000.00	0.0%
9212 · M.P. Headworks Grinder Rplcmnt - O...	0.00	25,000.00	-25,000.00	0.0%
<b>Total 9212 · M.P. Headworks Grinder Rplcmnt</b>	<b>0.00</b>	<b>35,000.00</b>	<b>-35,000.00</b>	<b>0.0%</b>
9217 · SD5 Shop Rplcmnt /Ops Control	6,484.29			
9219 · CI2 Flash Mixer	0.00	15,000.00	-15,000.00	0.0%
<b>Total 9200 · Main Plant Equipment Capital</b>	<b>6,484.29</b>	<b>115,000.00</b>	<b>-108,515.71</b>	<b>5.6%</b>
9300 · Pumps & Lines Capital				
9301 · Tiburon Sewer Line Rehab Prog	0.00	1,000,000.00	-1,000,000.00	0.0%
9302 · PS Control Panel Upgrades	1,285.94			
9304 · Belvedere Sewer Line Rehab Prog	0.00	100,000.00	-100,000.00	0.0%
9306 · PS Pump & Valve Replacements	9,999.38	50,000.00	-40,000.62	20.0%
9307 · PS Generator Replacement	0.00	100,000.00	-100,000.00	0.0%
9310 · BPS Communication Project	3,105.70			
9313 · Manholes/Rodholes	32,718.59	75,000.00	-42,281.41	43.6%
9314 · Portable Emergency Generators	0.00			
<b>Total 9300 · Pumps &amp; Lines Capital</b>	<b>47,109.61</b>	<b>1,325,000.00</b>	<b>-1,277,890.39</b>	<b>3.6%</b>
9500 · Undesignated Capital				
9510 · Undesignated Cap - M.P.	0.00	25,000.00	-25,000.00	0.0%
9520 · Undesignated Cap - P.C. Plant	0.00	10,000.00	-10,000.00	0.0%
9530 · Undesignated Cap - P & L	0.00	50,000.00	-50,000.00	0.0%
<b>Total 9500 · Undesignated Capital</b>	<b>0.00</b>	<b>85,000.00</b>	<b>-85,000.00</b>	<b>0.0%</b>
<b>Total 9100 · Capital Expenditures</b>	<b>53,593.90</b>	<b>1,525,000.00</b>	<b>-1,471,406.10</b>	<b>3.5%</b>

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

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	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Bud...</u>
<b>9700 - Debt Service</b>				
<b>9730 - Debt Service - MPR Project</b>				
9734 - MPR Refi - Principal	580,000.00			
9735 - MPR Refi - Interest	89,776.01			
<b>Total 9730 - Debt Service - MPR Project</b>	<u>669,776.01</u>			
<b>Total 9700 - Debt Service</b>	<u>669,776.01</u>			
<b>Total Other Expense</b>	<u>723,369.91</u>	<u>1,525,000.00</u>	<u>-801,630.09</u>	<u>47.4%</u>
<b>Net Other Income</b>	<u>-723,369.91</u>	<u>-1,525,000.00</u>	<u>801,630.09</u>	<u>47.4%</u>
<b>Net Income</b>	<u><b>-1,574,461.47</b></u>	<u><b>522,060.00</b></u>	<u><b>-2,096,521.47</b></u>	<u><b>-301.6%</b></u>

**Sanitary Distr. No.5 of Marin Co.**  
**Zone Report - per Year-End Adjustments**  
**September 2021**

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>5000 · Property Taxes</b>					
5004 · REDEMPTION / RDMPT	7.84	163.72	171.56	0.00	171.56
5046 · Excess ERAF	2,301.25	54,660.57	56,961.82	0.00	56,961.82
<b>Total 5000 · Property Taxes</b>	<b>2,309.09</b>	<b>54,824.29</b>	<b>57,133.38</b>	<b>0.00</b>	<b>57,133.38</b>
<b>5201 · Interest</b>					
5201.1 · Interest County of Marin	4.85	115.11	119.96	0.00	119.96
<b>Total 5201 · Interest</b>	<b>4.85</b>	<b>115.11</b>	<b>119.96</b>	<b>0.00</b>	<b>119.96</b>
<b>5900.3 · Connection Fees</b>					
5900.30 · Connection Permit Fees	100.00	400.00	500.00	800.00	1,300.00
5900.31 · Collection	0.00	10,836.00	10,836.00	23,747.00	34,583.00
5900.34 · Treatment	1,736.00	14,980.00	16,716.00	15,515.00	32,231.00
5900.3 · Connection Fees - Other	0.00	0.00	0.00	0.00	0.00
<b>Total 5900.3 · Connection Fees</b>	<b>1,836.00</b>	<b>26,216.00</b>	<b>28,052.00</b>	<b>40,062.00</b>	<b>68,114.00</b>
<b>5900.4 · Inspection Permit Fees</b>					
	100.00	700.00	800.00	300.00	1,100.00
<b>Total Income</b>	<b>4,249.94</b>	<b>81,855.40</b>	<b>86,105.34</b>	<b>40,362.00</b>	<b>126,467.34</b>
<b>Gross Profit</b>	<b>4,249.94</b>	<b>81,855.40</b>	<b>86,105.34</b>	<b>40,362.00</b>	<b>126,467.34</b>
<b>Expense</b>					
<b>6000 · Administrative Expenses</b>					
6001 · Advertising	0.00	0.00	0.00	0.00	0.00
6008 · Audit & Accounting	0.00	0.00	0.00	0.00	0.00
<b>6018 · Travel &amp; Meetings</b>					
6018.1 · Meetings & Travel	88.56	1,853.63	1,942.19	1,090.58	3,032.77
<b>Total 6018 · Travel &amp; Meetings</b>	<b>88.56</b>	<b>1,853.63</b>	<b>1,942.19</b>	<b>1,090.58</b>	<b>3,032.77</b>
6020 · Continuing Education	0.00	0.00	0.00	0.00	0.00
6025 · Dues & Subscriptions	2.65	55.63	58.28	32.72	91.00
6039 · Legal	4.60	849.26	853.86	56.64	910.50
6047 · Office Supplies	5.96	124.75	130.71	73.39	204.10
6056 · Postage	0.00	0.00	0.00	0.00	0.00
6059 · Pollution Prevention/Public Edu	69.93	1,463.76	1,533.69	861.22	2,394.91
6065 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
<b>Total 6000 · Administrative Expenses</b>	<b>171.70</b>	<b>4,347.03</b>	<b>4,518.73</b>	<b>2,114.55</b>	<b>6,633.28</b>
<b>7000 · Ops &amp; Maintenance Expenses</b>					
<b>7010 · Pumps &amp; Lines Maintenance</b>					
7011 · Pumps & Lines Maintenance	23.01	78,584.20	78,607.21	2,939.37	81,546.58
7013 · Emergency Line Repair	0.00	8,193.37	8,193.37	0.00	8,193.37
<b>Total 7010 · Pumps &amp; Lines Maintenan...</b>	<b>23.01</b>	<b>86,777.57</b>	<b>86,800.58</b>	<b>2,939.37</b>	<b>89,739.95</b>
<b>7020 · Main Plant Maintenance</b>					
7021 · Plant Maintenance Supplies	-9.71	1,141.13	1,131.42	671.67	1,803.09
7022 · Plant Maint. Parts & Service	0.00	9,872.68	9,872.68	5,888.02	15,760.70
7023 · Janitorial Supplies & Service	0.00	151.15	151.15	88.93	240.08
7024 · Main Plant Chemicals	0.00	5,125.86	5,125.86	3,015.81	8,141.67
7025 · Lab Supplies & Chemicals	0.00	0.00	0.00	0.00	0.00
7027 · Electrical & Instrument	-28.18	-589.88	-618.06	-347.06	-965.12
7029 · Main Plant Sludge Disposal	0.00	2,328.26	2,328.26	1,370.33	3,698.59
<b>Total 7020 · Main Plant Maintenance</b>	<b>-37.89</b>	<b>18,029.20</b>	<b>17,991.31</b>	<b>10,687.70</b>	<b>28,679.01</b>
<b>7040 · Paradise Cove Plant Maint</b>					
7041 · Paradise Parts & Service	1,814.65	0.00	1,814.65	0.00	1,814.65
7042 · Paradise Supplies & Chemicals	316.23	0.00	316.23	0.00	316.23
<b>Total 7040 · Paradise Cove Plant Maint</b>	<b>2,130.88</b>	<b>0.00</b>	<b>2,130.88</b>	<b>0.00</b>	<b>2,130.88</b>
<b>7050 · Monitoring</b>					
7051 · Main Plant Lab Monitoring	0.00	990.93	990.93	583.22	1,574.15
7052 · Paradise Cove Monitoring	328.70	0.00	328.70	0.00	328.70
<b>Total 7050 · Monitoring</b>	<b>328.70</b>	<b>990.93</b>	<b>1,319.63</b>	<b>583.22</b>	<b>1,902.85</b>

**Sanitary Distr. No.5 of Marin Co.**  
**Zone Report - per Year-End Adjustments**  
**September 2021**

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
<b>7060 · Permits/Fees</b>					
7062 · Permits/Fees - General	19.94	2,503.83	2,523.77	1,473.13	3,996.90
7063 · Paradise Cove Permits/Fees	99.68	0.00	99.68	0.00	99.68
<b>Total 7060 · Permits/Fees</b>	119.62	2,503.83	2,623.45	1,473.13	4,096.58
<b>7070 · Truck Maintenance</b>					
7071 · Fuel	28.73	601.47	630.20	353.87	984.07
7072 · Maintenance	67.67	1,416.50	1,484.17	833.39	2,317.56
<b>Total 7070 · Truck Maintenance</b>	96.40	2,017.97	2,114.37	1,187.26	3,301.63
<b>Total 7000 · Ops &amp; Maintenance Expenses</b>	2,660.72	110,319.50	112,980.22	16,870.68	129,850.90
<b>8000 · Salaries and Benefits Expenses</b>					
8001 · Salaries	2,982.70	62,432.53	65,415.23	36,732.23	102,147.46
8003 · Overtime	311.14	6,512.63	6,823.77	3,831.70	10,655.47
8004 · Standby Pay	178.28	3,731.65	3,909.93	2,195.51	6,105.44
8007 · Voluntary Deductions	0.00	0.00	0.00	0.00	0.00
8008 · Deferred Comp 457	0.00	489.88	489.88	0.00	489.88
8013 · Payroll Taxes	234.82	4,915.15	5,149.97	2,891.82	8,041.79
8015 · Payroll/Bank Fees	15.64	327.26	342.90	192.55	535.45
8019 · PERS Retirement					
8019.05 · PERS Retirement	432.83	9,110.43	9,543.26	5,358.67	14,901.93
8019 · PERS Retirement - Other	0.00	-400.00	-400.00	0.00	-400.00
<b>Total 8019 · PERS Retirement</b>	432.83	8,710.43	9,143.26	5,358.67	14,501.93
8020 · Employee Health					
8020.05 · Employee Health	484.39	10,138.93	10,623.32	5,965.26	16,588.58
8021 · Employee Health Deductions	-5.72	-119.70	-125.42	-70.44	-195.86
<b>Total 8020 · Employee Health</b>	478.67	10,019.23	10,497.90	5,894.82	16,392.72
8022 · Retiree Health					
8022.05 · Retiree Health	32.08	671.47	703.55	395.07	1,098.62
<b>Total 8022 · Retiree Health</b>	32.08	671.47	703.55	395.07	1,098.62
<b>Total 8000 · Salaries and Benefits Expen...</b>	4,666.16	97,810.23	102,476.39	57,492.37	159,968.76
<b>8500 · Other Operating Expenses</b>					
8510 · Data/Alarms/IT Supp & Licensing	126.72	2,652.60	2,779.32	1,560.67	4,339.99
8515 · Safety	1,302.12	4,719.37	6,021.49	5,494.96	11,516.45
8520 · Personal Protection/Safety Wear	29.52	624.43	653.95	579.75	1,233.70
8530 · Telephone					
8531 · Main Plant Telephones	0.00	196.65	196.65	115.69	312.34
8532 · Paradise Cove Telephones	341.69	0.00	341.69	0.00	341.69
8533 · Pumps & Lines Telephones	175.07	308.19	483.26	0.00	483.26
<b>Total 8530 · Telephone</b>	516.76	504.84	1,021.60	115.69	1,137.29
8540 · Utilities					
8541 · Water	0.00	852.55	852.55	688.19	1,540.74
8542 · Main Plant Utilities	0.00	11,720.55	11,720.55	6,898.28	18,618.83
8543 · Paradise Cove Utilities	1,758.76	0.00	1,758.76	0.00	1,758.76
8544 · Pump Station Utilities	285.38	1,984.68	2,270.06	1,360.68	3,630.74
<b>Total 8540 · Utilities</b>	2,044.14	14,557.78	16,601.92	8,947.15	25,549.07
<b>Total 8500 · Other Operating Expenses</b>	4,019.26	23,059.02	27,078.28	16,698.22	43,776.50
<b>Total Expense</b>	11,517.84	235,535.78	247,053.62	93,175.82	340,229.44
<b>Net Ordinary Income</b>	-7,267.90	-153,680.38	-160,948.28	-52,813.82	-213,762.10
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
9100 · Capital Expenditures					
9200 · Main Plant Equipment Capital					
9202 · M.P. Drainage					
9202.2 · Load-out & Filtering	0.00	16,080.39	16,080.39	9,464.32	25,544.71
<b>Total 9202 · M.P. Drainage</b>	0.00	16,080.39	16,080.39	9,464.32	25,544.71

**Sanitary Distr. No.5 of Marin Co.**  
**Zone Report - per Year-End Adjustments**  
**September 2021**

	Paradise ... (Tiburon)	Tiburon - O... (Tiburon)	Total Tiburon	Belvedere	TOTAL
9217 · SD5 Shop Rplcmnt /Ops Control	0.00	319.57	319.57	188.09	507.66
<b>Total 9200 · Main Plant Equipment Capital</b>	<b>0.00</b>	<b>16,399.96</b>	<b>16,399.96</b>	<b>9,652.41</b>	<b>26,052.37</b>
9300 · Pumps & Lines Capital					
9314 · Portable Emergency Generators	0.00	0.00	0.00	0.00	0.00
<b>Total 9300 · Pumps &amp; Lines Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 9100 · Capital Expenditures</b>	<b>0.00</b>	<b>16,399.96</b>	<b>16,399.96</b>	<b>9,652.41</b>	<b>26,052.37</b>
9700 · Debt Service					
9730 · Debt Service - MPR Project					
9734 · MPR Refi - Principal	0.00	375,724.00	375,724.00	204,276.00	580,000.00
9735 · MPR Refi - Interest	0.00	58,156.90	58,156.90	31,619.11	89,776.01
<b>Total 9730 · Debt Service - MPR Project</b>	<b>0.00</b>	<b>433,880.90</b>	<b>433,880.90</b>	<b>235,895.11</b>	<b>669,776.01</b>
<b>Total 9700 · Debt Service</b>	<b>0.00</b>	<b>433,880.90</b>	<b>433,880.90</b>	<b>235,895.11</b>	<b>669,776.01</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>450,280.86</b>	<b>450,280.86</b>	<b>245,547.52</b>	<b>695,828.38</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-450,280.86</b>	<b>-450,280.86</b>	<b>-245,547.52</b>	<b>-695,828.38</b>
<b>Net Income</b>	<b><u>-7,267.90</u></b>	<b><u>-603,961.24</u></b>	<b><u>-611,229.14</u></b>	<b><u>-298,361.34</u></b>	<b><u>-909,590.48</u></b>



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

Type	Date	Num	Name	Memo	Amount	Balance
<b>Alvarez, Joel</b>						
Check	09/15/21	2581-4111	Alvarez, Joel	1.88 Hrs. O.T. @ 1.5x	107.78	107.78
Total Alvarez, Joel					107.78	107.78
<b>Bilsborough, Chad</b>						
Check	09/15/21	2581-4112	Bilsborough, Chad	2.0 Hrs. O.T. @ 1.5x	126.75	126.75
Check	09/30/21	1004127	Bilsborough, Chad	10.0 Hrs. O.T. @ 1.5x	633.76	760.51
Check	09/30/21	1004127	Bilsborough, Chad	1.0 Hrs. O.T. @ 2.0x	84.50	845.01
Check	09/30/21	1004128	Bilsborough, Chad	30.0 Hrs. O.T. @ 1.5x	1,901.28	2,746.29
Total Bilsborough, Chad					2,746.29	2,746.29
<b>Cottrell, Rulon</b>						
Check	09/15/21	2581-4115	Cottrell, Rulon	7.0 Hrs. O.T. @ 1.5x	624.23	624.23
Check	09/15/21	2581-4115	Cottrell, Rulon	8.5 Hrs. O.T. @ 2.0x	1,010.67	1,634.90
Check	09/30/21	1004131	Cottrell, Rulon	6.0 Hrs. O.T. @ 1.5x	535.06	2,169.96
Check	09/30/21	1004131	Cottrell, Rulon	2.0 Hrs. O.T. @ 2.0x	237.80	2,407.76
Check	09/30/21	1004132	Cottrell, Rulon	10.0 Hrs. O.T. @ 1.5x	891.76	3,299.52
Check	09/30/21	1004132	Cottrell, Rulon	2.5 Hrs. O.T. @ 2.0x	297.25	3,596.77
Total Cottrell, Rulon					3,596.77	3,596.77
<b>Dohrmann, Robin</b>						
Check	09/15/21	2581-4116	Dohrmann, Robin	7.0 Hrs. O.T. @ 1.5x	624.23	624.23
Check	09/30/21	1004134	Dohrmann, Robin	16.0 Hrs. O.T. @ 1.5x	1,426.82	2,051.05
Total Dohrmann, Robin					2,051.05	2,051.05
<b>La Torre, Daniel P.</b>						
Check	09/15/21	2581-4119	La Torre, Daniel P.	8.0 Hrs. O.T. @ 1.5x	679.44	679.44
Check	09/15/21	2581-4120	La Torre, Daniel P.	6.5 Hrs. O.T. @ 1.5x	552.04	1,231.48
Check	09/30/21	1004137	La Torre, Daniel P.	8.0 Hrs. O.T. @ 1.5x	679.44	1,910.92
Total La Torre, Daniel P.					1,910.92	1,910.92
<b>Triola, Joseph</b>						
Check	09/15/21	2581-4124	Triola, Joseph	2.0 Hrs. OT @ 1.5x	161.77	161.77
Check	09/30/21	1004142	Triola, Joseph	1.0 Hrs. OT @ 1.5x	80.89	242.66
Total Triola, Joseph					242.66	242.66
<b>TOTAL</b>					<b>10,655.47</b>	<b>10,655.47</b>

# Pension and OPEB Funding

Marin Sanitary District No. 5, CA

October 2021



# Understanding Pension Funding



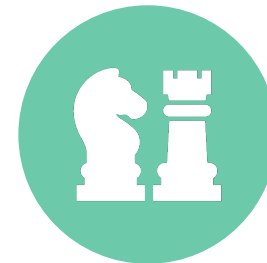
Pension Basics



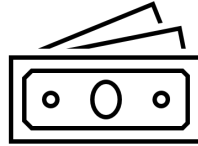
Hurdles and Other Considerations



How are we doing relative to our funding targets?



OPEB



# Pension Basics

# Retirement Benefits

- Provided through California Public Employees Retirement System (CalPERS)
- More than just retirement benefits
  - Disability
  - Survivor
  - Refund of Contributions
- Revised benefit structure for employees hired on or after January 1, 2013 due to Public Employees Pension Reform Act (PEPRA)

# District has Two Miscellaneous Benefits

	<i>Miscellaneous</i>	<i>PEPRA Miscellaneous</i>
<b>Hire Date</b>	On or before 12/31/12	On or after 1/1/13
<b>Formula</b>	2.7% @ 55	2% @ 62
<b>Final Pay Period</b>	12 months	36 months
<b>COLA</b>	2% per year	2% per year
<b>Employee Contributions</b>	8% of pay	6.75% of pay (50% of Normal Cost)



# Pension Funding

# Pension Funding

Accumulate funds while working, Pay benefits after retirement starts

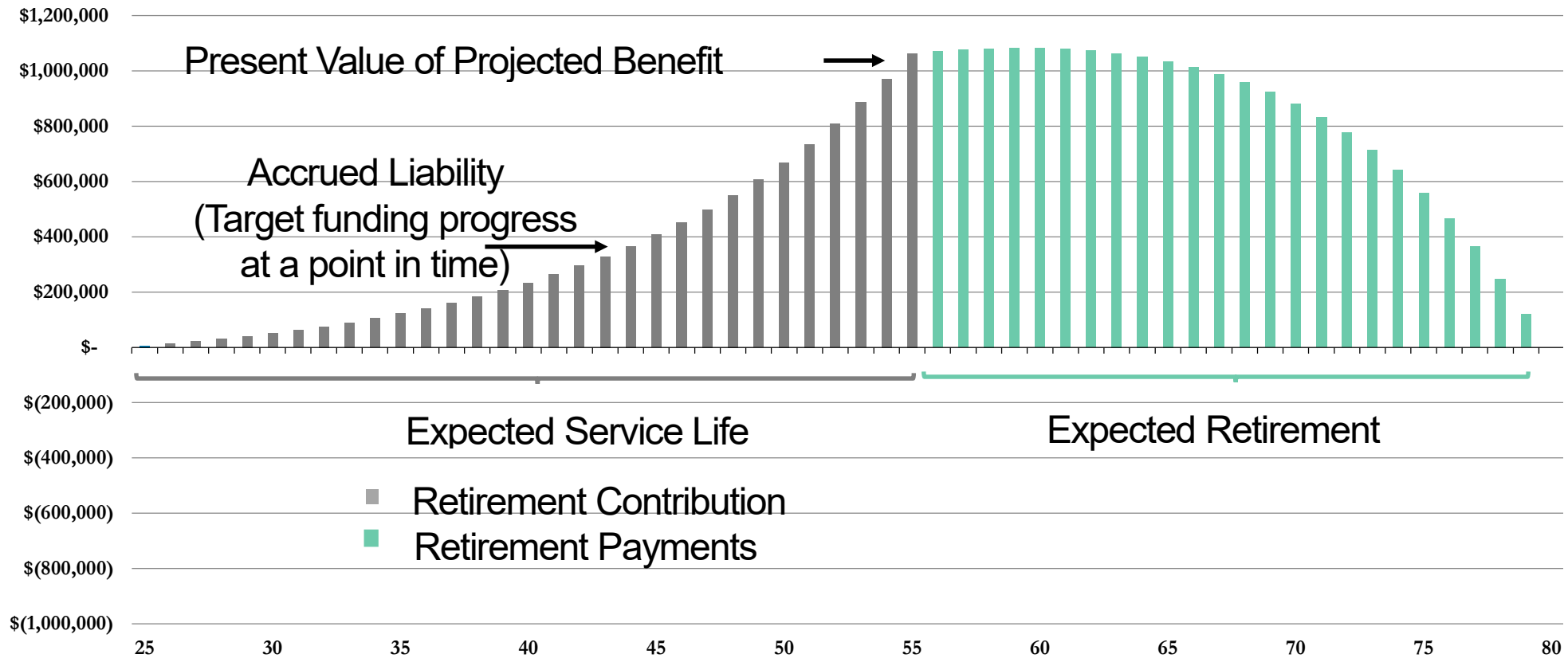
Participant or pension fund set retirement goals:

- Target retirement age
- Life expectancy
- Target investment earnings rate
- Target savings balance or replacement income goal
- Goals/Expectations determine initial savings rate estimated to achieve retirement goals

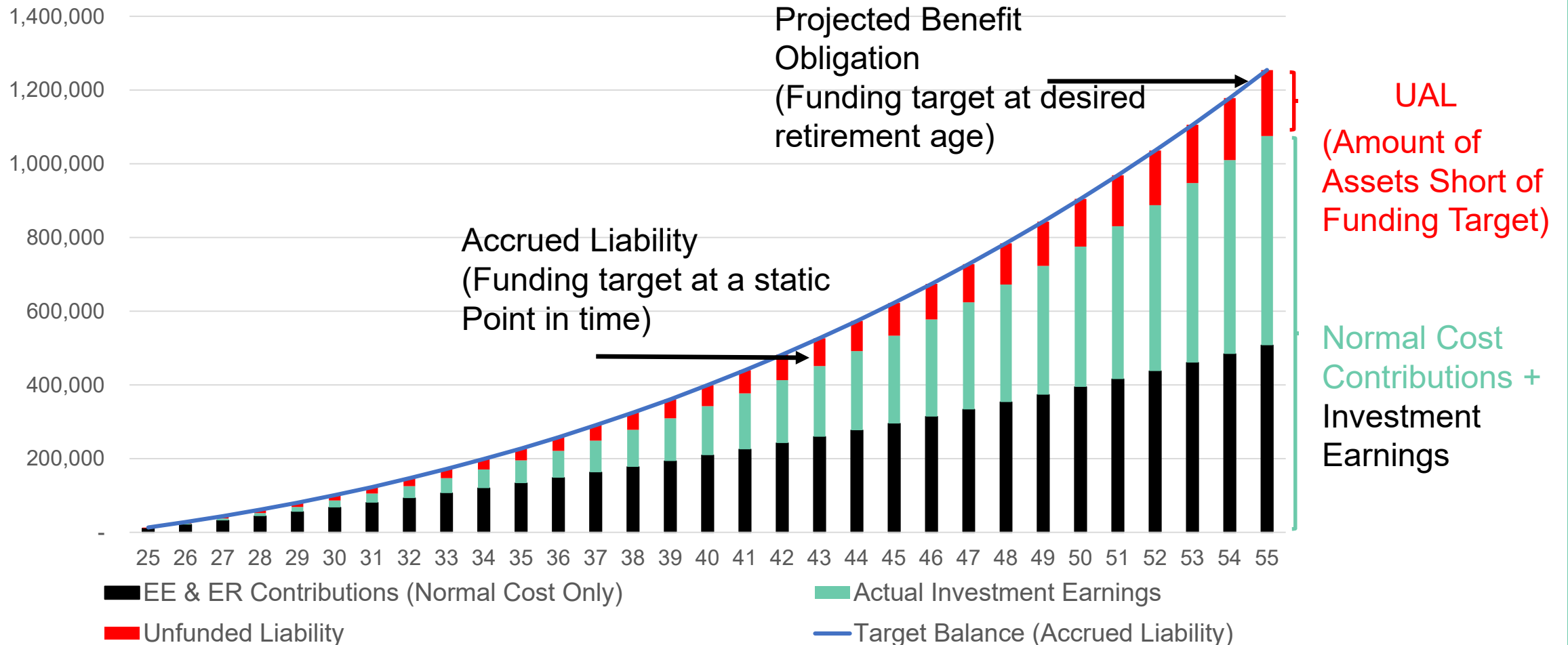




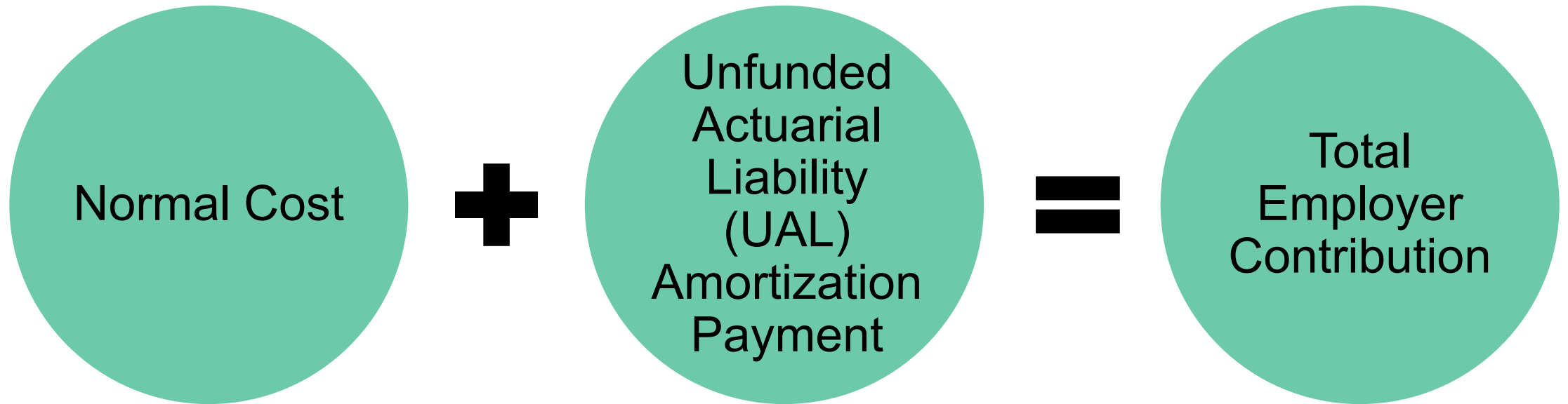
# Annual Contributions during Workers Employment are referred to as Normal Cost



# Experience Different than the Assumption can lead to Unfunded Actuarial Liability



# Actuarially Determined Contribution



# Pension Funding through CalPERS

- Normal Cost – the cost for current service
  - Paid as a percent of payroll
  - Increases when payroll increases, decreases when payroll decreases
- UAL Contribution – payment toward past service
  - Paid as a dollar amount each year



# Hurdles & Considerations

# Events & Concerns

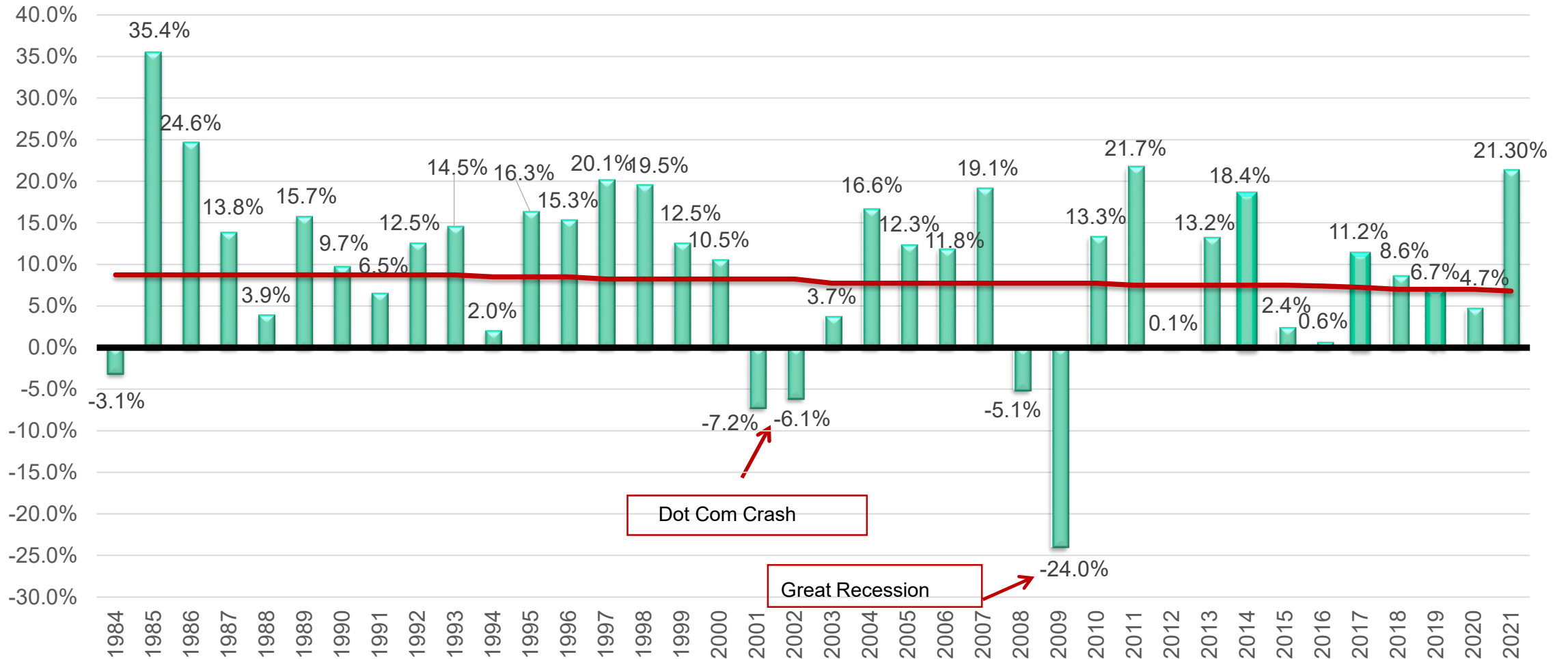
- Historically, most Unfunded Actuarial Liability (UAL) comes from
  - Changes in Actuarial Assumptions
  - Investment Returns less than the assumed Discount Rate
- CalPERS earned 21.3% in Plan Year ended June 30, 2021
- This triggered their Funding Risk Mitigation Policy, requiring a 0.2% drop in the Discount Rate to 6.8%
- Projected Capital Market Assumptions (CMA's) on future investment returns projected to underperform 6.8% Investment Earning Goal both in the near term (10 Years 4.85%) and long-term (30 Years 6.42%)
- Potential further reductions to discount rate November

# Historical Factors Impacting Funded Status

## Look Beyond What You See Today

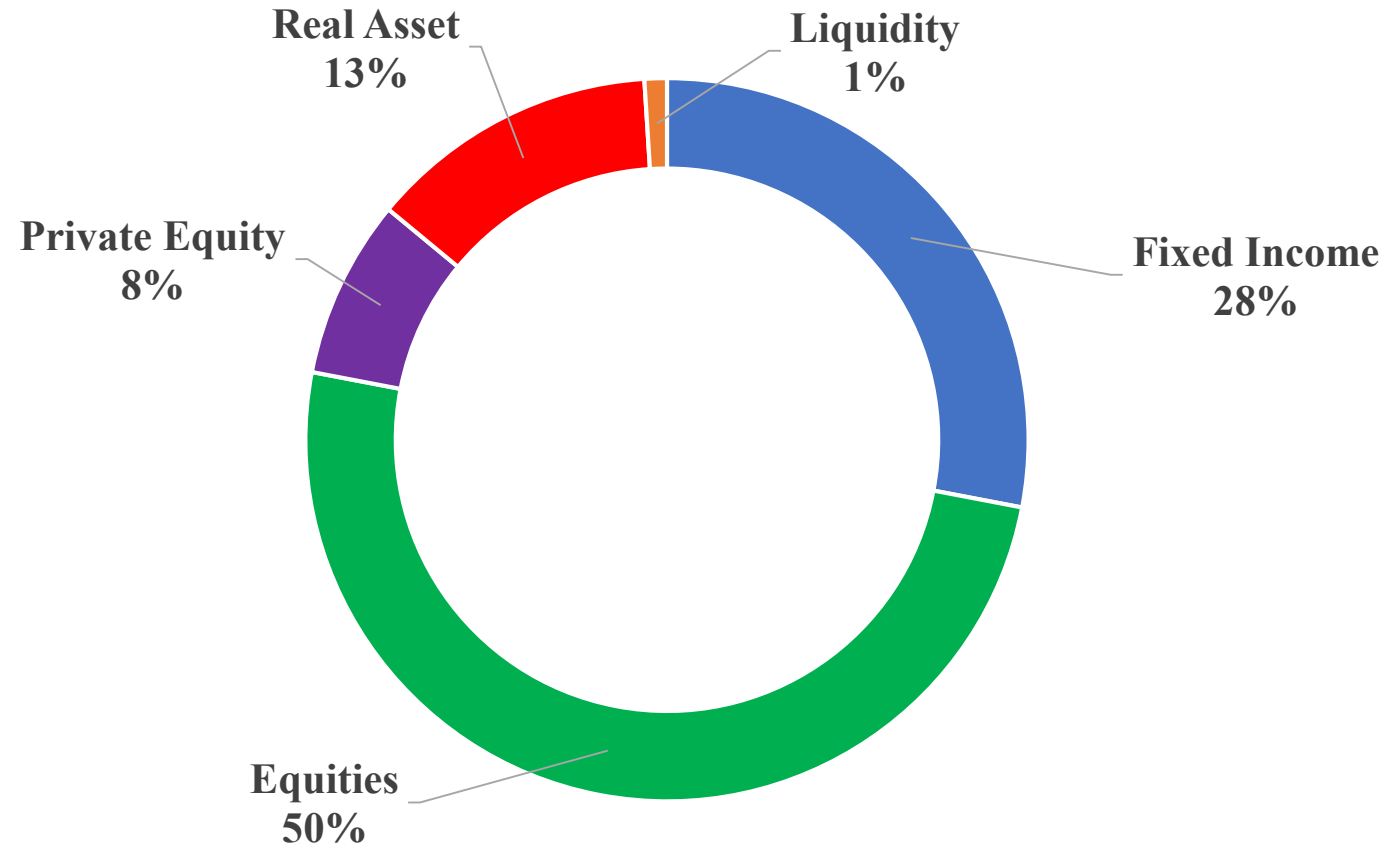


# CalPERS Historic Investment Returns





# New Asset Allocation Effective June 30, 2020



\*Source: \*\*CalPERS and Employers: Fiscal Year Returns, Cost Impacts and Our Path Forward", 7/21/2020

# Challenges to Achieving Target Returns

## US Treasury Yields Reduced to Near Zero

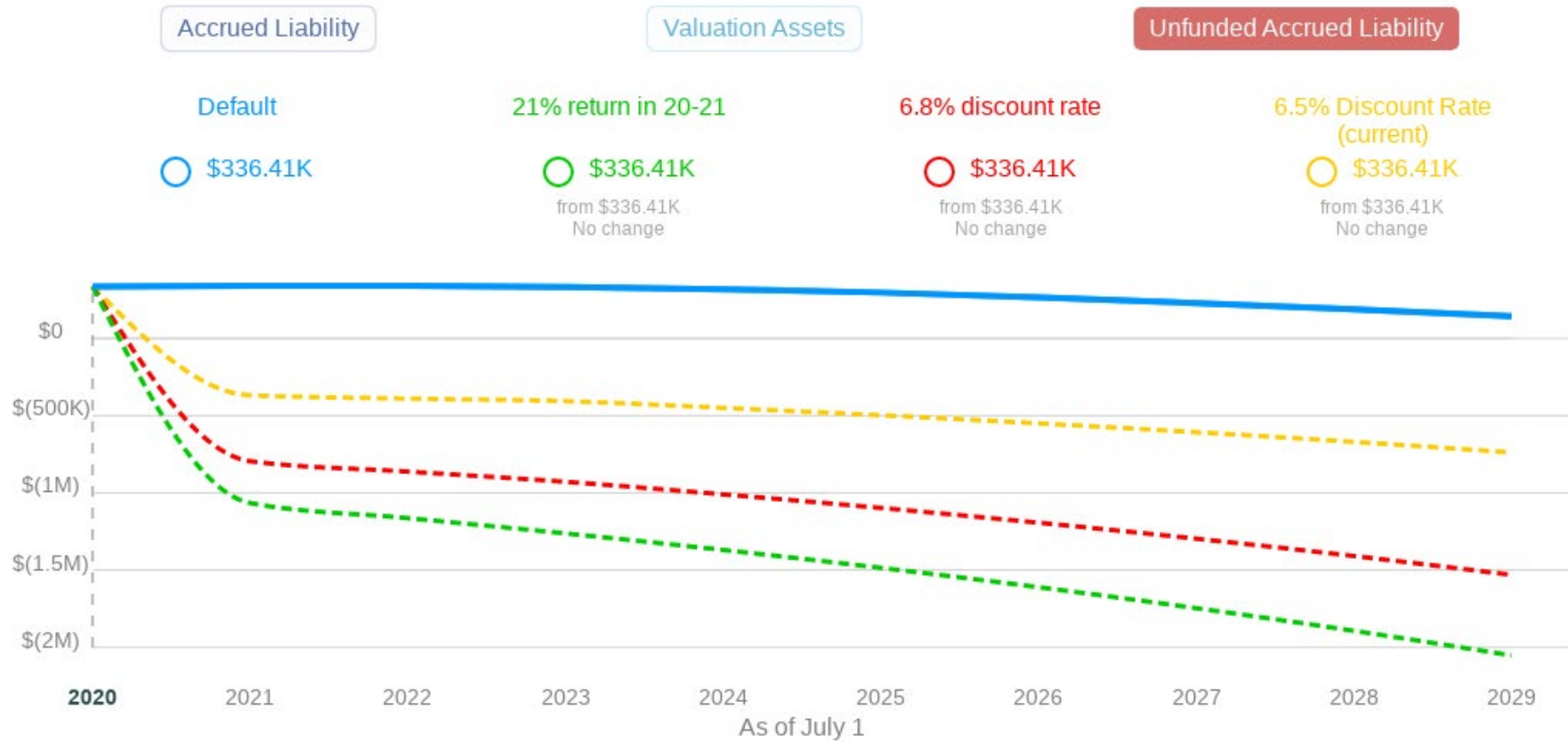
We Need to Take Risks to Achieve Returns



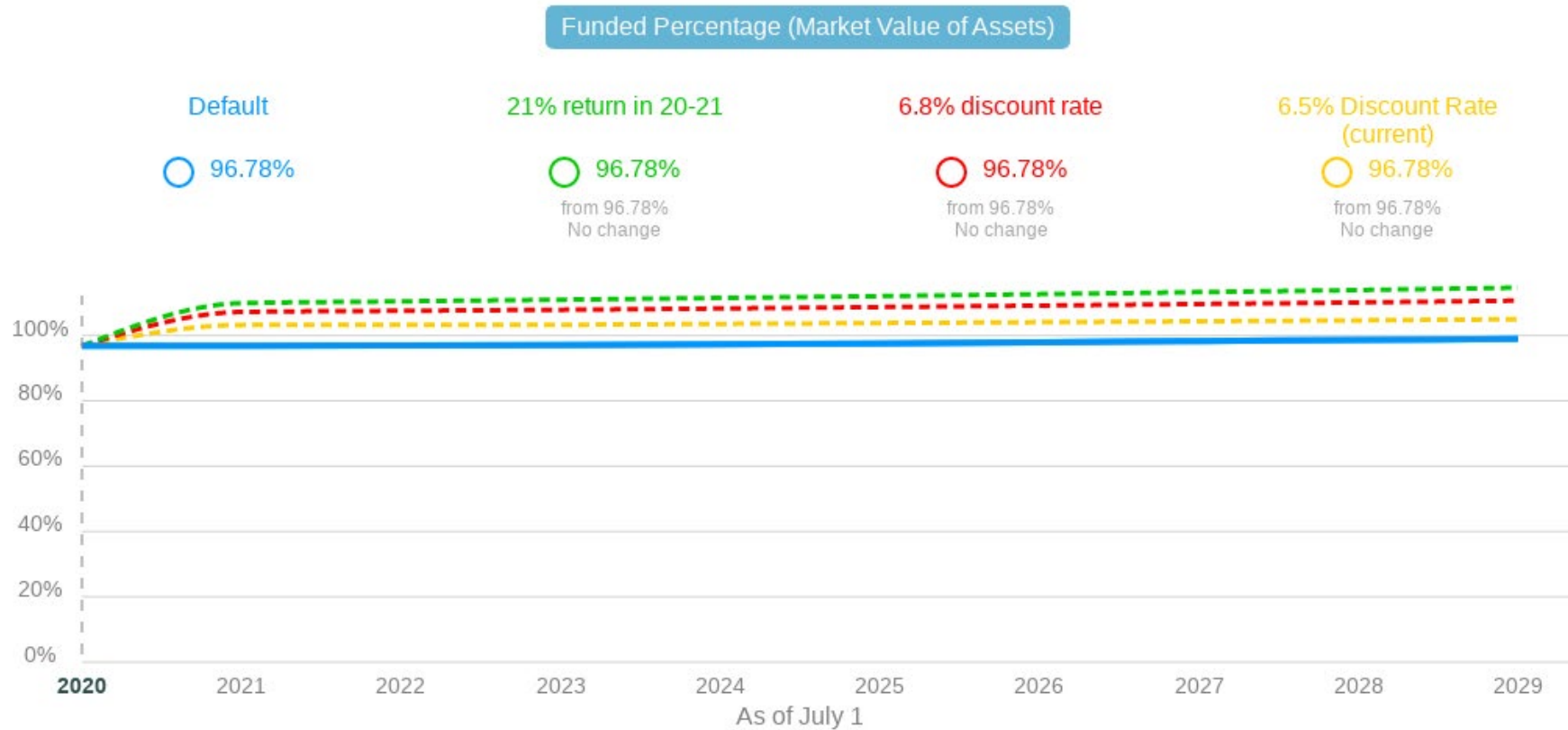


# How is Sanitary District No. 5 Doing?

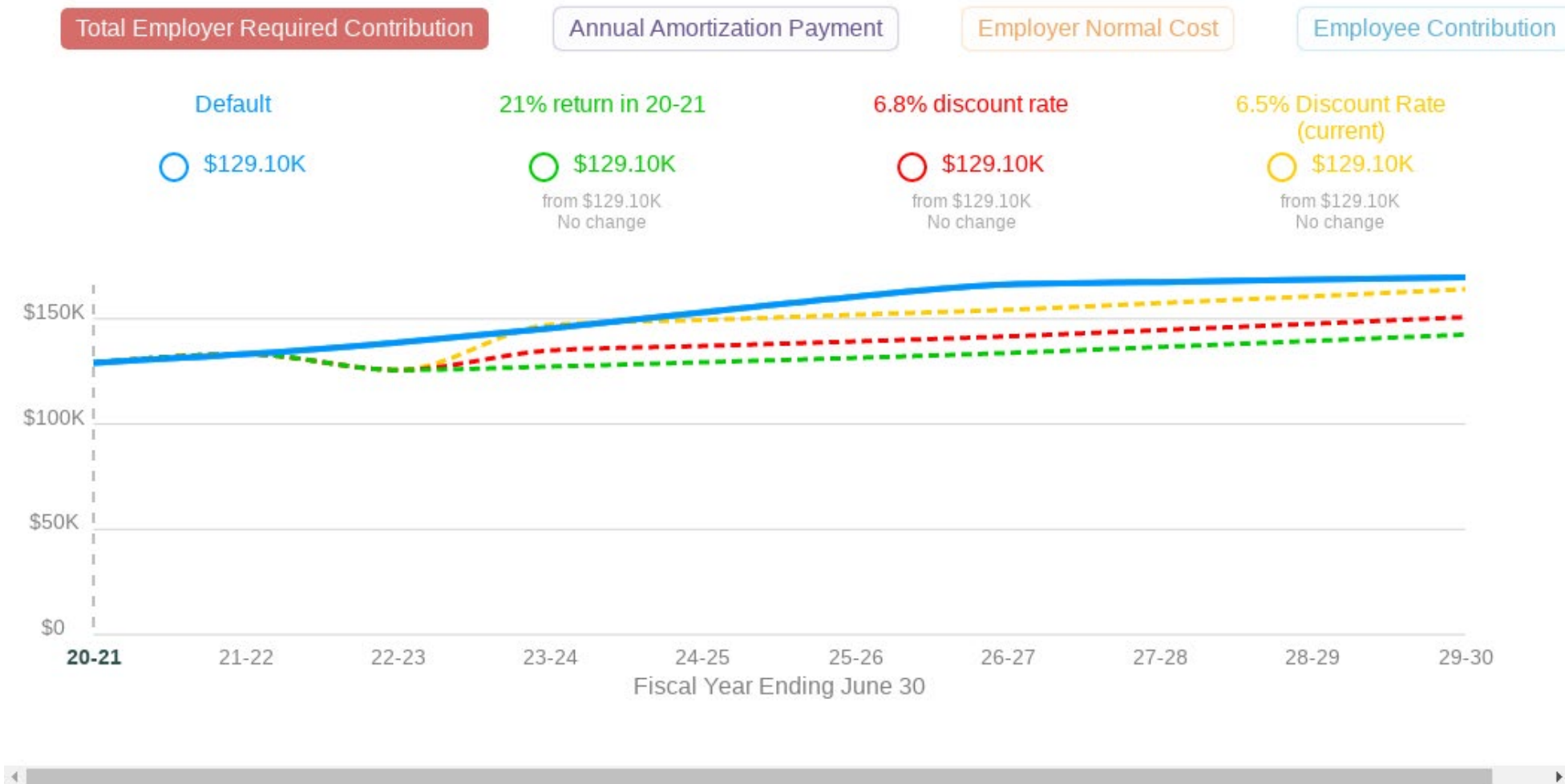
# Unfunded Accrued Liability (UAL)



# Plan Funded Status (Various Investment Return Scenarios)



# Required Employer Contribution



# OPEB

# Other Post-Employment Benefits (OPEB)

- Potentially Includes
  - Retiree Health Benefits
  - Retiree Dental Benefits
  - Retiree Vision Benefits
  - Retiree Life Insurance Benefits
- Excludes
  - Pensions
  - Severance Pay
- Marin Sanitary District 5 only provides Retiree Health Benefits



# OPEB – Where Are We Now?

Report Date  
June 30, 2020

Unfunded  
Liability

\$848K

Funded  
Percentage

45.2%

Measurement  
Date  
June 30, 2019

Actuarially  
Determined  
Contribution  
FY 20-21

\$107K

ADC as a  
Percent of Pay  
FY 20-21\*

12.3%

\*Payroll =  
\$888K



# Questions



# Disclaimer

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

**VOLUNTARY EARLY SEPARATION AGREEMENT AND GENERAL  
RELEASE**

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

RECITALS

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

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

C. WHEREAS, the PROGRAM provides a cash-based incentive to eligible Employees who wish to voluntarily resign from DISTRICT employment on or before December 31, 2021.

D WHEREAS, the DISTRICT sent all full-time Employees a memorandum from the DISTRICT Manager, dated October 25, 2021, which notified them of the Board of Director’s action to approve the PROGRAM which offers all full-time Employees who have at least 5 years of service with the DISTRICT and are employed in the following classifications: Operations, Maintenance, Administration\_ a lump sum payment equal to the employees hourly rate of pay X 40 hrs X years of service with the DISTRICT with a maximum cap of \$45,000 in consideration for the Employee’s voluntary resignation by no later than December 31, 2021. This one-time voluntary early separation incentive PROGRAM is limited to two employees. In the event more than two eligible employees express an interest in the Program by October 31, 2021, the PROGRAM will be available to the two eligible employees with the most years of service with the DISTRICT.

E. WHEREAS, the DISTRICT has identified eligibility factors for the PROGRAM, time limits applicable to the PROGRAM, job titles and ages of all individuals eligible or selected for the program, and the ages of all individuals in the same job classification or organizational units who are not eligible or selected for the PROGRAM. The PROGRAM disclosures are attached to this AGREEMENT as Appendix “A”. ‘

F. WHEREAS, Employees interested in participating in the PROGRAM were invited to notify the DISTRICT’s Human Resources Department by no later than October 30, 2021.

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

H. WHEREAS, EMPLOYEE has been continuously employed with the DISTRICT since \_\_\_\_\_, and possesses \_\_\_\_\_ years of full-time employment with the DISTRICT (DISTRICT (“DISTRICT EMPLOYMENT” OR “EMPLOYMENT”).

I. On or around \_\_\_\_\_, 2021, EMPLOYEE timely notified the DISTRICT of EMPLOYEE’s interest in the Program.

J. The DISTRICT has determined that EMPLOYEE is eligible for the Program.

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

### **TERMS AND SETTLEMENT**

#### **1. CONSIDERATION**

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

1.1 Payment. In exchange for the promises and releases set forth herein, the DISTRICT shall provide EMPLOYEE with a one time lump sum payment of **TBD dollars and no cents (\$00,000.00)**. “INCENTIVE PAYMENT”). The PARTIES agree that the INCENTIVE PAYMENT shall be subject to all state and federal withholding requirements. This INCENTIVE PAYMENT shall be remitted to **EMPLOYEE by check or by direct deposit within fifteen (15) business days** following the EMPLOYEE’s SEPARATION DATE set forth in Paragraph 1.2.

1.2 Voluntary Resignation. EMPLOYEE agrees that EMPLOYEE’s signature on this AGREEMENT shall be deemed a voluntary and irrevocable resignation of EMPLOYEE’s employment with the DISTRICT, effective at 12:01 a.m. on the EFFECTIVE DATE set forth in Paragraph 2.4.g (“RESIGNATION”). EMPLOYEE and DISTRICT mutually agree that EMPLOYEE’s last day of employment pursuant to this RESIGNATION shall be **December 31, 2021**, and that EMPLOYEE shall be effectively separated from DISTRICT EMPLOYMENT on **December 31, 2021** (“SEPARATION DATE”). EMPLOYEE further understands and agrees that the RESIGNATION shall be accepted by the DISTRICT and be binding and irrevocable as of the EFFECTIVE DATE, and that the DISTRICT is acting in reliance upon the RESIGNATION, and that the DISTRICT shall be under no obligation or duty to consider, accept, or in any way allow any attempt by EMPLOYEE to rescind the RESIGNATION.

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

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

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

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

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

## **2. WAIVER AND RELEASE OF CLAIMS**

2.1 General Release: EMPLOYEE agrees that this release of claims includes all claims or disputes of every kind or nature arising from or related to EMPLOYEE’S EMPLOYMENT with the DISTRICT and the termination of EMPLOYEE’s employment with the DISTRICT that may exist as of the EFFECTIVE DATE set forth in Paragraph 2.4.g, including but not limited to, common law, statutory or tort claims for breach of implied or express contract or covenant, promissory estoppel, personal injury, negligence, wrongful termination, violation of public policy, defamation, invasion of privacy, fraud, misrepresentation, emotional distress, attorney’s fees, failure to accommodate, failure to engage in the interactive process, failure to provide insurance or leave benefits; claims related to or arising from any pension or retirement benefits;

claims of harassment, retaliation or discrimination based on any legally protected status or criteria; claims under California Labor and Government Codes; claims based upon the California Constitution; claims based on any federal, state or other governmental statute, regulation or ordinance, including, without limitation: the California Family Rights Act, the Family and Medical Leave Act, the California Fair Employment & Housing Act, Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Labor Relations Management Act, the Meyers-Milias-Brown Act, the Employee Retirement Income Security Act, and any and all other potential claims arising from the EMPLOYEE'S EMPLOYMENT with the DISTRICT which may lawfully be waived pursuant to this AGREEMENT ("RELEASED CLAIMS").

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

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

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

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

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

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

The Age Discrimination in Employment Act of 1967 ("ADEA") makes it illegal for an employer to discharge any individual or otherwise discriminate with respect to the

nature and privileges of an individual's employment on the basis that the individual is age forty (40) or older. The Older Workers Benefit Protection Act ("OWBPA", 29 U.S.C. §§ 626, *et. seq.*, Pub L 101-433, 104 Stat. 978 (1990)) further augments the ADEA and prohibits the waiver of any right or claim under the ADEA unless the waiver is knowing and voluntary. By entering into this AGREEMENT, EMPLOYEE acknowledges that EMPLOYEE is knowingly and voluntarily, for just compensation in addition to anything of value to which EMPLOYEE was already entitled, waiving and releasing any rights EMPLOYEE may have under the ADEA and/or OWBPA. EMPLOYEE further acknowledges that EMPLOYEE has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

- (a) The waivers and releases in this AGREEMENT are written in a manner understood by EMPLOYEE;
- (b) EMPLOYEE is aware of and has been advised of EMPLOYEE's rights under the ADEA and OWBPA, and of the legal significance of his waiver of any possible claims EMPLOYEE currently may have under the ADEA, OWBPA, or similar age discrimination laws;
- (c) This AGREEMENT was presented to EMPLOYEE on November 1, 2021. EMPLOYEE has until **December 16, 2021** to review and consider the AGREEMENT ("REVIEW PERIOD"). EMPLOYEE is entitled to this REVIEW PERIOD as reasonable time of at least forty-five (45) days within which to review and consider this AGREEMENT, and the waiver and release of any rights EMPLOYEE may have under the ADEA, the OWBPA, or similar age discrimination laws, but EMPLOYEE may, in the exercise of EMPLOYEE'S own discretion, sign or reject this AGREEMENT at any time before the expiration of the REVIEW PERIOD;
- (d) The waivers and releases set forth in this AGREEMENT shall not apply to any rights or claims that may arise under the ADEA and/or OWBPA after the EFFECTIVE DATE of this AGREEMENT;
- (e) EMPLOYEE has been advised by this writing that EMPLOYEE should consult with an attorney prior to executing this AGREEMENT;
- (f) EMPLOYEE understands EMPLOYEE has the right to discuss this waiver and release with legal counsel of choice and EMPLOYEE does not need any additional time within which to review and consider this AGREEMENT or engage in further discussions with said legal counsel;
- (g) REVOCATION PERIOD EMPLOYEE has seven (7) days following the parties' full and complete execution of this AGREEMENT to revoke the AGREEMENT (the date of expiration of this seven-day period shall be referred to as the "EFFECTIVE DATE"). The revocation must be in writing and received by the DISTRICT'S **Human Resources Manager** within the revocation period; and
- (h) This AGREEMENT shall not be effective until the EFFECTIVE DATE.

## 2.5 Withdrawal and Modification



(a) If EMPLOYEE does not provide the DISTRICT with a properly executed copy of this AGREEMENT by **December 16, 2021**, the offer and terms and conditions contained in this AGREEMENT will be withdrawn.

(b) The REVIEW PERIOD in paragraph 2.4.c does not preclude EMPLOYEE from executing this AGREEMENT before **December 16, 2021**]. If the EMPLOYEE executes this AGREEMENT prior to the expiration of the REVIEW PERIOD, such execution is knowing and voluntary. The DISTRICT will not provide more favorable terms nor will the DISTRICT incentivize the EMPLOYEE to execute this AGREEMENT prior to the REVIEW PERIOD's expiration.

(c) The PARTIES agree that modifications to this AGREEMENT after **November 1, 2021**, whether material or immaterial, will not restart the REVIEW PERIOD.

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

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

### **3. INFORMED CONSENT**

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

### **4. REPRESENTATIONS AND WARRANTIES**

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

4.1 Advice of Counsel: Each party is aware of its right to receive, or has received, independent legal advice from its attorney(s) with respect to the advisability of

making the settlement provided for herein, with respect to the advisability of executing this AGREEMENT, and with respect to the meaning of California Civil Code § 1542.

4.2 Voluntary Agreement: The PARTIES certify, warrant and represent that they were not, as of the date of this AGREEMENT, or as a consequence of this AGREEMENT, under any physical duress, or other threat of harm or injury, and that they have entered into this AGREEMENT freely and voluntarily.

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

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

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

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

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

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

in effect as full and complete releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

4.9 No Compensation or Benefits Due: EMPLOYEE expressly acknowledges and represents that the DISTRICT owes EMPLOYEE no wages, bonuses, accrued leave, severance pay, retirement or pension benefits or enhancements, or any other compensation, benefits, payments, or form of remuneration of any kind or nature, other than that paid to EMPLOYEE upon termination and specifically provided for in this AGREEMENT.

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

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

## **5. MISCELLANEOUS**

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

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

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

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

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

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

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

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

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

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

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

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

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

Executed by the PARTIES on the dates indicated below.

**EMPLOYEE:**

Employee: [REDACTED]

\_\_\_\_\_ Date

**SANITARY DISTRICT No. 5 of Marin County:**

---

Tony Rubio, General Manager

---

Date

## APPENDIX “A”

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

- I. Scope: The Program was announced and offered to all District employees on October 25, 2021.
- II. Decisional Unit: The Program covers all current and regular full-time employees, excluding those who are employed on a limited-term basis, or who are employed pursuant to a written employment agreement with the District (e.g. the General Manager). The group of employees covered by the Program is referred to as the “Decisional Unit.”
- III. Eigibility: Employees in the Decisional Unit who will have been employed by the District for at least five (5) full years as of June 30, 2021. This Program is limited to two employees. To the extent more than two eligible employees express an interest in the Program by October 31, 2021, the two eligible employees with the most seniority with the District may participate.
- IV. Time Limits: Employees interested in participating in the Program are required to notify the District’s Human Resources Department by no later than **October 31, 2021**. Participating employees must agree to voluntarily resign and separate from District employment effective December 31, 2021. The District may consider and allow for an earlier separation date if requested by the employee.
- VI. Job Titles and Ages of All District Employees in the Decisional Unit who are who are Eligible, and Not Eligible, for the Program as of November 1, 2021:

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



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

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

ANTONIO RUBIO  
DISTRICT MANAGER  
ROBIN DOHRMANN  
OFFICE MANAGER

## Request for Proposal

### Comprehensive Sewer Rate Study

#### **A. Introduction:**

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

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

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

#### **B. General Information**

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

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

#### **C. Scope of Services**



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **D. Schedule**

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

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

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

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

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

DRAFT

## **E. Proposal Contents**

All proposals shall include the following information:

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

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

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

#### **F. Selection Process**

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

#### **G. Insurance Requirements**

Insert from PSA

October 1, 2021

Item #7

Mr. Tony Rubio, District Manager  
Sanitary District No. 5 of Marin County  
2001 Paradise Drive,  
Tiburon, CA 94920

**RE: Proposal for Staffing Evaluation**

Submitted via email: [trubio@sani5.org](mailto:trubio@sani5.org)

Dear Tony:

Sanitary District No.5 of Marin County (SD5; District) has requested a staffing analysis of its current operations to evaluate effective staffing requirements to maintain its current level-of-service into the future. The District operates two wastewater treatment plants and three collection systems. Since Proposition 218 requires segregation of the expenses to operate each portion of the District's service area, the request has been made to individually assess each work area, with the assumption that staff can move freely between work assignments.

The assessments will be technical, in terms of the effort required to maintain the treatment works and collection systems, as well as required reporting to regulators and management. Cost of recommended staffing or license requirements will not be developed. The proposed scope of work includes:

- **Operations:** Time spent monitoring, maintaining process control, training, coverage for sick leave and vacation, monthly reporting, and reporting to management on the conditions of the treatment plants and collections systems.
- **Maintenance:** Time spent maintaining the maintenance management systems, preventative and reactive maintenance time, training, coverage for sick leave and vacation, monthly reporting, and reporting to management on the conditions of the treatment plants and collections systems.
- **Collections Operations and Maintenance (O&M):** Time spent maintaining the maintenance management systems, preventative and reactive maintenance time, training, coverage for sick leave and vacation, monthly reporting, and reporting to management on the conditions of the treatment plants and collections systems. Current staffing organization has merged the plant maintenance and collections systems O&M; this is normally the most efficient way to operate medium size districts.

HDR proposes to perform the following scope of work (Attachment A) on a time and materials (T&M) basis for an estimated twenty-thousand dollars (\$20,000). A breakdown of the estimated level of effort by task is provided in Attachment B.

We appreciate the opportunity to provide this proposal to the District. Should you have any questions, please call Mary Martis directly at 415.741.7025 or by email: [mary.martis@hdrinc.com](mailto:mary.martis@hdrinc.com).

Sincerely,  
HDR ENGINEERING, INC.

Holly L.L. Kennedy, PE (CA)  
Senior Vice President

Mary Martis, PE (CA)  
Project Manager



## ATTACHMENT A: SCOPE OF WORK

### Task 1 - Project Management

This task includes the management activities to monitor schedule and budget, and to address the District's concerns. HDR will prepare invoices and progress reports on a monthly basis. The monthly progress reports will summarize budget and schedule status and other activities that could include scheduling of staff and coordinating the quality assurance effort.

**Deliverables:** Monthly invoices and progress reports in PDF format.

### Task 2 - Staffing Evaluation

#### Subtask 2.1 – Background Information Review

HDR requests the following reference information from SD5 before in-plant meetings:

- Approved staffing allocation resolution
- Staff on-call regulations
- PDF copies of treatment plant record drawings
- Names of weekly, monthly, and annual reports required by staff to other internal people and organization
- PDF copies of sewer system maps, which can include:
  - Details and statistics about the collection systems, including miles of each size sewer, sewers not in streets in front of houses, and sewers that require special effort to access because of busy roads.
  - Summary of number of locations for type of collection system maintenance and the time to maintain monthly, quarterly, semi-annual, and annual hot spots plus regular maintenance of the collection system, and the team size for each activity that is documented.
- Maintenance records - Typically summary reports from a computerized maintenance management system (CMMS) that outline a ratio of preventative and reactive maintenance efforts

The reference information will be used to build question templates to support the interview process of the plant staff during Subtask 2.3.

**Deliverables:** E-mail with initial data request and interview day templates in PDF format.

## Subtask 2.2 – Kick-off Meeting

HDR will meet with SD5 virtually to introduce the project team and discuss more difficult to acquire information and how substitute information can support the project. Interview day templates will be discussed. It is assumed up to 3 HDR team members will attend this up to 2-hour virtual meeting.

**Deliverables:** Meeting agenda and minutes containing follow-up data request, if needed. E-mail about interview day and questions that will be asked that is suitable for distribution to SD5 staff.

## Subtask 2.3 – Staff Interviews

HDR will conduct interviews with most of the O&M personnel on a single day. Interviews will be conducted in a plant office, can be small group interviews, and while walking through the plant.

It is important to interview plant staff that work midweek, on the weekends, and on call. We have assumed that plant staff who work midweek, on the weekends, and on call will be available on the day of interviews.

The staffing evaluation will be conducted using three separate methods to assess staffing requirements so that the results, merits, and disadvantages of each method can be considered prior to developing a final conclusion for the staffing assessment.

- Method 1 essentially uses the existing staffing resolution with staff comments to define current SD5 staff.
- Method 2 is a bottom-up staffing assessment will be supervised by a certified California wastewater treatment plant operator documenting the specific efforts required by the operations and maintenance (O&M) staff.
- Method 3 will be derived from published sources, modified to accommodate specific conditions at SD5.

### METHOD 1

The Method 1 staff assessment is developed by collaborative, on-site observation with the treatment plant supervisors, operators, and maintenance personnel and establishes the minimum needs for a day of work in each of the areas. This method documents the staffing allocation based on SD5 staffing resolution and unfilled positions, and the reported level of effort by the staff. During the maintenance portion of this evaluation, HDR will request estimated ratio of preventative and reactive maintenance efforts.

### METHOD 2

The Method 2 staff assessment is developed with a process-by-process assessment of the work required at the plants and collection systems. Staff hours for specific activities in each area are developed by interviewing and walking around with the treatment plant supervisors,

operators, and maintenance personnel. This includes observations of the actual time required in each process area and a discussion of the effort required to mitigate “routine” weekly problems and more substantial monthly problems. The following analytics are applied to the information received from the supervisors, operators, and maintenance personnel:

- Total time per shift of daily rounds is added up for each work group and then multiplied by 365 days per year.
- The number of minor problems, generally defined as an issue that develops weekly, and the time to resolve each minor problem are multiplied by each other and then 52 weeks per year.
- Preventative maintenance completed by operators or maintenance, including process equipment shutdown for weekly cleanings where required, is multiplied by 52 weeks in a year.
- The number of major problems, generally defined as an issue that develops monthly, and the time to resolve each major problem are multiplied by each other and then 12 months per year.

Note: Method 2 assumes multiple critical problems do not accumulate at the same time.

### **METHOD 3**

Method 3 utilizes the New England Interstate Water Pollution Control Commission (NEIWPCC) northeast guide for estimating staffing at publicly owned wastewater treatment plants. This model delivers an estimate of O&M hours. A separate independent estimating method will be used to evaluate the staffing required to maintain SD5’s three collection systems.

The three methods will each produce a different result for recommended staffing but should be close enough to validate each other. If the results of the individual methods differ significantly, the reasons for the differences will be analyzed and explained.

Lift station and collection system maintenance has different staffing considerations. The Method 1 staffing estimate uses the regular maintenance of lift stations and collection systems as defined by the Sewer System Master Plan (SSMP) with expected efforts for the regular preventative maintenance requirements and staffing allocation defined in SD5’s staffing resolution. The time to maintain monthly, quarterly, semi-annual, and annual hot spots plus regular maintenance of the collection system, and the team size for each activity as documented by SD5 will be used for the Method 2 analysis. The Method 3 analysis to maintain the collection system will be developed from industry references, which often bias to large districts; the analysis will be adjusted to account for the differences of small to medium districts like SD5.

This subtask assumes up to two HDR team members will conduct the staff interviews in an eight-hour day. COVID-19 protocols to be followed, if still applicable.

**Deliverables:** Completed interview templates to be incorporated into summary report.

### **Subtask 2.4 – Summary Report**

HDR will summarize the findings from the background information review and staff interviews into a draft summary report (in letter format) for review and comment by SD5 staff. After incorporation of SD5's comments on the draft report, HDR will provide the final summary letter report.

**Deliverables:** Draft and final summary report in PDF format.

### **Subtask 2.5 – Review Meeting**

HDR will meet with SD5's staff virtually to discuss comments on the draft summary report. It is assumed up to three HDR team members will attend this up to two-hour review meeting.

- **Deliverables:** Meeting agenda.

## ATTACHMENT B: LEVEL OF EFFORT ESTIMATE

**Table 1. HDR Level of Effort Estimate to Complete Staffing Evaluation**

Task	Project Manager	Project Engineer	Ops	Admin/ Clerical	Total Hours	Total Labor	Total Expenses	Total Cost
1 Project Management	6			2	8	\$2,561	\$45	\$2,606
2 Staffing Evaluation		62	28	3	93	\$16,888	\$500	\$17,388
<b>Totals</b>	<b>6</b>	<b>62</b>	<b>28</b>	<b>5</b>	<b>101</b>	<b>\$19,449</b>	<b>\$545</b>	<b>\$19,994</b>

# October 2021

October 2021							November 2021						
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
Sep 26	27	28	29	30	Oct 1 MPR Refi Payment Due to CB&T: 2012 MPR Bond	2
3	4	5 Health, Retirement & Retired Annuitant Monthly Premiums Due to CalPERS	6	7	8	9
10	11	12 5:00pm CIP Meeting	13 5:00PM: GovInvest 5:00pm Finance Meeting	14	15	16
17	18	19	20	21 5:00 PM: Regular Board Meeting 5PM: GovInvest @ Board Meeting	22	23
24	25	26	27	28	29	30
31	Nov 1	2	3	4	5	6

# November 2021

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 31	Nov 1	2	3	4	5 Health, Retirement & Retired Annuitant Monthly Premiums Due to CalPERS	6
7	8	9 5:00pm CIP Meeting	10 5:00pm Finance Meeting	11	12	13
14 Tony Rubio's DM Contract: 11.18.14	15	16	17	18 5:00 PM: Regular Board Meeting	19	20
21	22	23	24	25	26	27
28	29	30	Dec 1	2	3	4